

# VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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*"Pride in Community Service"*

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## MINUTES Special Meeting

December 6, 2024

### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at noon by Vice President Stassi who led the Pledge of Allegiance.

### 2. ADMINISTER OATH OF OFFICE TO NEW DIRECTORS

Directors Garner, Gonzales, and Lamont were sworn into office.

### 3. ROLL CALL: Directors Garner, Gonzales, Heuring, Lamont, and Stassi were present.

### OTHERS PRESENT

General Manager Cynthia Allen, Operations & Maintenance Manager Jeff Cole, and Financial Services Manager Patricia LeCavalier.

### 4. ADDITIONS AND DELETIONS TO THE AGENDA:

General Manager Allen requested to have the Manhole Break added as Action Item 9.B2

**Motion by Director Gonzales, seconded by Director Heuring to add Action Item 9.B2 to the Agenda.**

**Ayes: Directors Garner, Gonzales, Heuring, Lamont, and Stassi**

**Noes: None**

**Abstain: None**

**Absent: None**

## 5. PUBLIC FORUM

Vice President Stassi invited public comments and there were none.

## 6. OPERATIONS REPORT

Operations and Maintenance Manager Cole reported the district pumped 32.9 million gallons in November with an average daily demand of 1.1 million gallons. This is one percent less than last November.

Vandenberg Village had 1.03" of rainfall in November. The calendar year total is currently at 17.00". The district's well levels for November were 1B-141', 3A-136', and 3B-135'.

In November the field crew, alongside RL Johnson Construction repaired an 8" main line break. Three angle stops were replaced as well as three copper service lines, and two Poly B service lines.

It was reported that Industrial Truck Bodies installed safety lights, a rack, and boxes onto Unit 26. Mr. Cole is still waiting to receive the encroachment permit from CalTrans. This is needed to begin repairs on the 12" mainline repair on the Apollo offramp.

O&M Manager Cole began the SCADA upgrade with our SCADA integrator on December 2<sup>nd</sup>. To conclude his report, Mr. Cole reported that there were no sewer overflows in November.

## 7. ADMINISTRATION REPORT

Financial Services Manager LeCavalier informed the board that she had followed up with PG&E regarding the estimated billing on previous bills. Last month Well 1B was billed with a meter reading rather than an estimate. The PG&E representative Ms. LeCavalier spoke with assured her the estimated bills would be reissued for the correct amount. This process could take up to six months.

Ms. LeCavalier noted that expenditures for the emergency repairs will be discussed later in the meeting with the Action Items. Once the November meeting minutes are approved, our investment will be moved from Santa Barbara County Fund to California CLASS.

To conclude her report, Ms. LeCavalier reminded the board that the office will be closed to the public between Christmas and New Year's Day, as it has been since 2018.

## 8. CONSENT CALENDAR

A. Minutes of the Regular Meeting on November 5, 2024

B. Treasurer Report

1) Pro-forma Financial Statements as of October 31, 2024

2) Disbursements through November 30, 2024

**Motion by Director Garner, seconded by Director Heuring to accept the consent calendar as presented.**

**Ayes: Directors Garner, Gonzales, Heuring, Lamont, and Stassi**

**Noes: None**

**Abstain: None**

**Absent: None**

## 9. ACTION ITEM

A. Board Officers

Board Members discussed their interest in certain committees and external agencies as well as interest in Board Officer positions. After some discussion, the following motions were made.

**Motion by Director Stassi, seconded by Director Garner to elect Director Gonzales as President.**

**Ayes:** Directors Garner, Gonzales, Heuring, Lamont, and Stassi  
**Noes:** None  
**Abstain:** None  
**Absent:** None

**Motion by Director Heuring, seconded by Director Garner to elect Director Lamont as Vice President.**

**Ayes:** Directors Garner, Gonzales, Heuring, Lamont, and Stassi  
**Noes:** None  
**Abstain:** None  
**Absent:** None

**Motion by Director Stassi, seconded by Director Gonzales to elect Director Stassi as Finance Officer.**

**Ayes:** Directors Garner, Gonzales, Heuring, Lamont, and Stassi  
**Noes:** None  
**Abstain:** None  
**Absent:** None

#### B1. Water Leak

After some discussion among the staff and Directors, the following motion was made.

**Motion by Director Garner, seconded by Director Lamont to accept the report from the General Manager regarding emergency action taken to repair a major water main leak and find that continued emergency action is not necessary.**

**Ayes:** Directors Garner, Gonzales, Heuring, Lamont, and Stassi  
**Noes:** None  
**Abstain:** None  
**Absent:** None

## B2. Manhole Break

After a lengthy discussion among the Directors and staff, the following motion was made.

**Motion by Director Garner, seconded by Director Lamont to review emergency action taken by the General Manager in response to an offsite manhole break and determine that there is not a need to continue emergency action taken by the General Manager.**

**Ayes: Directors Garner, Gonzales, Heuring, Lamont, and Stassi**  
**Noes: None**  
**Abstain: None**  
**Absent: None**

## C. Capital Improvement Plan

After some discussion, the following motion was made.

**Motion by Director Garner, seconded by Director Gonzales to approve the revised Capital Improvement Plan.**

**Ayes: Directors Garner, Gonzales, Heuring, Lamont, and Stassi**  
**Noes: None**  
**Abstain: None**  
**Absent: None**

## D. Cost Share Agreement for SGMA WMA

After a short discussion, the following motion was made.

**Motion by Director Stassi, seconded by Director Garner to ratify the Cost Share Agreement for SGMA WMA and authorize the Board President to sign.**

**Ayes: Directors Garner, Gonzales, Heuring, Lamont, and Stassi**

**Noes: None**  
**Abstain: None**  
**Absent: None**

E. Flume

After some discussion, the following motion was made.

**Motion by Director Stassi, seconded by Director Garner to approve the renewal agreement and the data sharing agreement with Flume Water and authorize the Board President to sign both.**

**Ayes: Directors Garner, Gonzales, Heuring, Lamont, and Stassi**  
**Noes: None**  
**Abstain: None**  
**Absent: None**

F. Board Meeting Day and Time

After some discussion between Board Members and staff, the following motion was made.

**Motion by Director Garner, seconded by Director Lamont to change our meeting time to 4:30 p.m. on the first Tuesday of every month.**

**Ayes: Directors Garner, Gonzales, Heuring, Lamont, and Stassi**  
**Noes: None**  
**Abstain: None**  
**Absent: None**

10. REPORTS

A. Committees

Director Gonzales reported that Finance and Budget met to go over the Capital Improvement Plan.

Director Stassi reported that he and General Manager Allen attended the GSA meeting in Buellton on the morning of Friday, December 6<sup>th</sup>. This was a joint meeting with the three other agencies also in attendance. Director Stassi explained that these agencies are all part of the same 5.5 million dollar grant that was given by the State. The agencies have eight separate tasks to complete by March 31, 2026, with the grant money. Supervisor Hartman chaired the meeting.

#### B. District Representatives to External Agencies

No District Representative to External Agencies to report.

#### C. President

President Gonzales thanked the board for electing him as our new Board President. President Gonzales wanted to let the board know he appreciates their willingness to discuss the meeting time and for being open to adjusting this time.

#### D. General Manager

General Manager Allen reported that she has almost completed the Request for Qualifications for the water/wastewater evaluation. This will be sent out to our list of consultants next week. This is timed so the cost of proposals received will be included in our fiscal year 2025-26 budget. This will also give us time to negotiate the contract and award it at the July meeting.

Representatives from the U.S. Environmental Protection Agency and the State Water Board will be visiting our office next week. They will be inspecting our Risk and Resilience Assessment and our Emergency Response Plan. They will also be here to discuss our cybersecurity plan.

Dr. Allen reported that LAFCO is currently accepting applications for a public member. If you know of anyone who resides in Santa Barbara County and is interested in agency boundaries and other

LAFCO topics there is further information given on page 81 of the board package.

To conclude her report, General Manager Allen stated that the District office would be closed to the public from 1:00 p.m. December 24<sup>th</sup> until 8:00 a.m. on January 2<sup>nd</sup>. The office and the field will both have someone working at that time and phones will still be answered. Work orders, start, and stop orders will still be received. Dr. Allen will be out of the office from December 20<sup>th</sup> through December 29<sup>th</sup>.

## 11. INFORMATIONAL CORRESPONDENCE

- A. U.S. Drought Monitor: California, November 26, 2024
- B. VVCS D: Water Pumped vs. Sold, 12 months
- C. CSDA: 2024 Bylaw Voting Receipt
- D. LAFCO: Notice of Public Member and Alternate Public Member Vacancy

## 12. DIRECTORS FORUM

Director Gonzales wanted to personally welcome Director Lamont to the Board.

Director Garner mentioned that he has known Director Lamont for many years and believes he'll do great serving on this Board.

Director Garner went on to unfortunately resign from his position on the Board due to a possible conflict of interest. Director Garner knows of others who are interested in his seat, and he believes either one would do a great job in his place. Director Garner expressed his reluctance in having to resign but let all know he is always available to assist VVCS D if needed.

Director Gonzales thanked Director Garner and stated that as a Board Member of VVCS D, he is extremely disappointed that Mr. Garner



must resign and that we are missing a great asset that would contribute greatly to our community.

13. ADJOURN

**President Gonzales declared the meeting adjourned at 1:40 p.m.**

**Attest:**

**Signed:**

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**Brianna Jennings**  
**Secretary, Board of Directors**

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**Richard Gonzales**  
**President, Board of Directors**