

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3745 Constellation Road • Vandenberg Village • Lompoc, CA 93436
Telephone: (805) 733-2475 • Fax: (805) 733-2109



"Pride in Community Service"

<http://vvcsd.org>

info@vvcsd.org

NOTICE: The Board of Directors of the Vandenberg Village Community Services District will meet at the District Office Conference Room, 3745 Constellation Road, Vandenberg Village, in compliance with [California Government Code § 54954](#).

Special Board Meeting

AGENDA

Tuesday, January 7, 2025

4:30 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Gonzales, Heuring, Lamont, and Stassi
3. ADDITIONS AND DELETIONS TO AGENDA
4. PUBLIC FORUM

The Board will invite public comment on each action item as it is considered during the meeting.

At this time members of the public wishing to address the Board on other matters that are within the jurisdiction of the District may do so when recognized by the President. Please begin by stating your name and place of residence.

5. OPERATIONS REPORT
6. ADMINISTRATION REPORT
7. CONSENT CALENDAR

A. Minutes of the Special Meeting on December 6, 2024..... page 1

B. Treasurer Report

- (1) Pro-forma Financial Statements as of November 30, 2024
..... page 11
- (2) Disbursements through December 31, 2024..... page 23

8. ACTION ITEMS

- A. **Chris Brooks:** Adopt Resolution 236-25 commending and thanking Chris Brooks for 20 years of service to the residents of Vandenberg Village..... page 33
- B. **Robert Bumpass:** Adopt Resolution 237-25 commending and thanking Robert Bumpass for eight years of service to the residents of Vandenberg Village page 35
- C. **Committees and Agencies:** Appoint directors to committees and external agencies page 37
- D. **Director Travel Budget:** Develop a conference schedule for the next fiscal year page 39
- E. **Board Vacancy:** Consider approving a notice of vacancy and plan to appoint a new Director at the February 4 meeting page 45
- F. **Board Meeting Day and Time:** Adopt Resolution 235-25 changing the regular meeting time page 51
- G. **Future Well Site:** Accept a proposal from Meridian Consultants to prepare a Mitigated Negative Declaration (MND) and authorize the Board President to sign page 53

9. REPORTS

- A. Committees
- B. District Representatives to External Agencies
- C. Board President
- D. General Manager

10. INFORMATIONAL CORRESPONDENCE

- A. **US Drought Monitor:** California, December 31, 2024..... page 79
- B. **VVCS D:** Water Pumped vs Sold, 12 months page 81
- C. **VVCS D:** Budget Calendar, Fiscal Year 2025-26..... page 83
- D. **Cal OES:** Notification of Subrecipient Allocation..... page 85

11. **DIRECTORS FORUM:** Any member of the Board may address the Board on any subject within the jurisdiction of the District.

12. ADJOURN

Notice Regarding Public Participation: For those who are unable to attend the meeting in person or electronically but who wish to provide public comment on matters that are within the jurisdiction of the District, please submit any comments and written materials to the District in person or via electronic mail at administration@vvcasd.org. All submittals should indicate the board meeting date and agenda item number. Materials received by the District during and before the meeting will become part of the minutes and will be made available to the public under the Public Records Act.

This agenda was posted on the District website at <https://vvcasd.org> and 3745 Constellation Road, Vandenberg Village, California and notice was delivered under Government Code § 54950 et seq. This Agenda contains a brief general description of each item to be considered. The Board reserves the right to change the order in which items are heard. The full board package with staff reports and other written documentation is available on the District's website at <https://vvcasd.org>. If you need reasonable accommodation due to a disability, please contact the Board Secretary 24 hours before the meeting at (805) 733-2475.

Please silence cell phones during the meeting, as a courtesy to others.

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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 2nd. 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 6th. 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 24th until 8:00 a.m. on January 2nd. 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 20th through December 29th.

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:

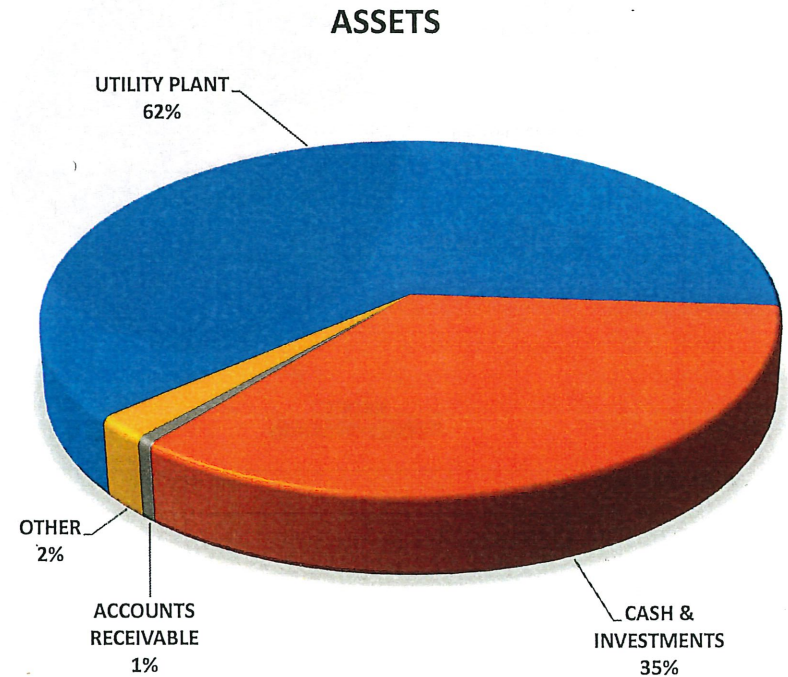
Signed:

Brianna Jennings
Secretary, Board of Directors

Richard Gonzales
President, Board of Directors

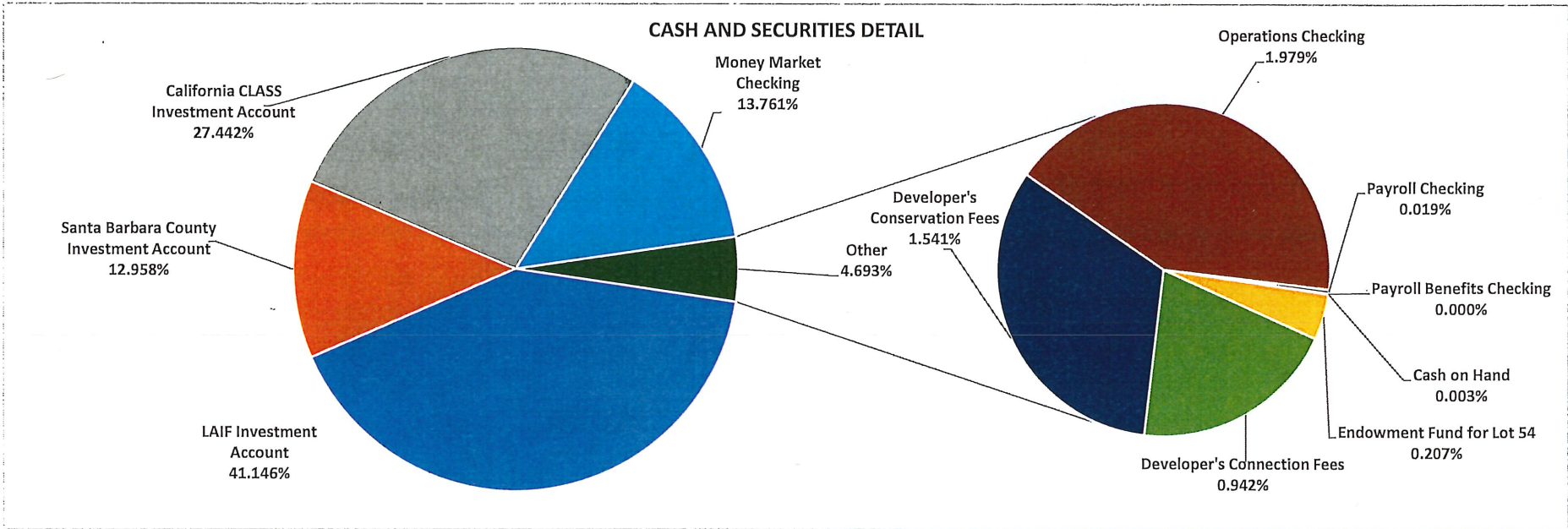
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of November 30, 2024

	2025 FYTD	FYE 2024	CHANGE
ASSETS			
UTILITY PLANT	\$23,262,361	\$23,347,339	(\$84,978)
CASH & INVESTMENTS	13,076,951	13,171,241	(94,290)
ACCOUNTS RECEIVABLE	276,975	451,526	(174,551)
OTHER	803,407	816,214	(12,807)
TOTAL ASSETS	<u>\$37,419,694</u>	<u>\$37,786,320</u>	<u>(\$366,626)</u>
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$828,399	\$828,399	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	<u><u>\$38,248,093</u></u>	<u><u>\$38,614,719</u></u>	<u><u>(\$366,626)</u></u>
LIABILITIES			
CURRENT LIABILITIES	\$447,689	\$1,342,077	(\$894,388)
UNEARNED REVENUE	139,612	139,612	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	3,514,781	3,514,781	0
NET PENSION LIABILITY	1,964,345	1,964,345	0
TOTAL LIABILITIES	<u>\$6,066,427</u>	<u>\$6,960,815</u>	<u>(\$894,388)</u>
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$60,843	\$60,843	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$5,468,926	\$5,550,845	(\$81,919)
EQUITY	26,124,135	24,823,420	1,300,715
CURRENT EARNINGS	527,762	1,218,796	(691,034)
TOTAL EQUITY	<u>\$32,120,823</u>	<u>\$31,593,061</u>	<u>\$527,762</u>
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	<u><u>\$38,248,093</u></u>	<u><u>\$38,614,719</u></u>	<u><u>(\$366,626)</u></u>



VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Cash Position Statement
 As of November 30, 2024

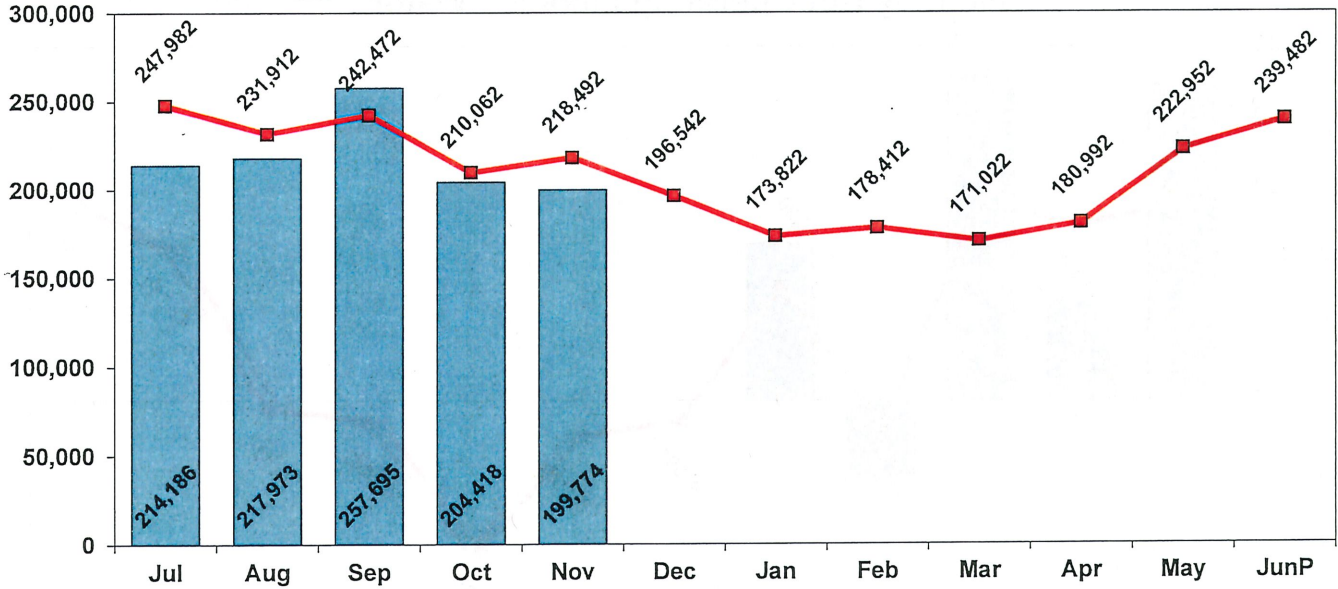
CASH AND SECURITIES DETAIL	2025 FYTD	FYE 2024	CHANGE
LAIF Investment Account	\$5,380,637	\$5,187,136	\$193,501
Santa Barbara County Investment Account	\$1,694,519	\$3,089,392	(\$1,394,874)
California CLASS Investment Account	3,588,632	\$2,030,871	\$1,557,762
Endowment Fund for Lot 54	27,094	\$26,567	\$526
Money Market Checking	1,799,519	\$2,425,322	(\$625,803)
Developer's Connection Fees	123,188	\$144,740	(\$21,553)
Developer's Conservation Fees	201,547	\$203,626	(\$2,079)
SUBTOTAL	\$12,815,136	\$13,107,655	(\$292,519)
Operations Checking	\$258,851	\$59,757	\$199,094
Payroll Checking	2,500	\$2,500	0
Payroll Benefits Checking	64	\$929	(865)
Cash on Hand	400	\$400	0
SUBTOTAL	\$261,815	\$63,586	\$198,229
TOTAL CASH AND SECURITIES	\$13,076,951	\$13,171,241	(\$94,290)



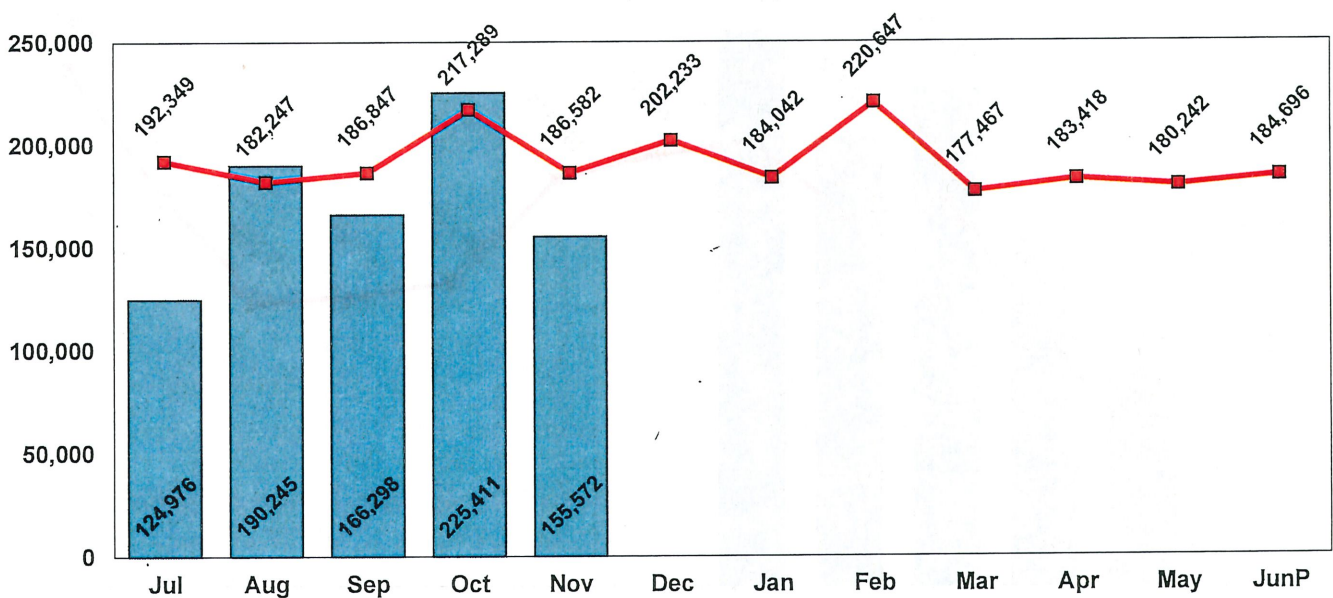
Operating Revenue and Expenses
 Vandenberg Village Community Services District
 July 1, 2024 to June 30, 2025

Monthly Operating Revenue - Water

Actual Budget



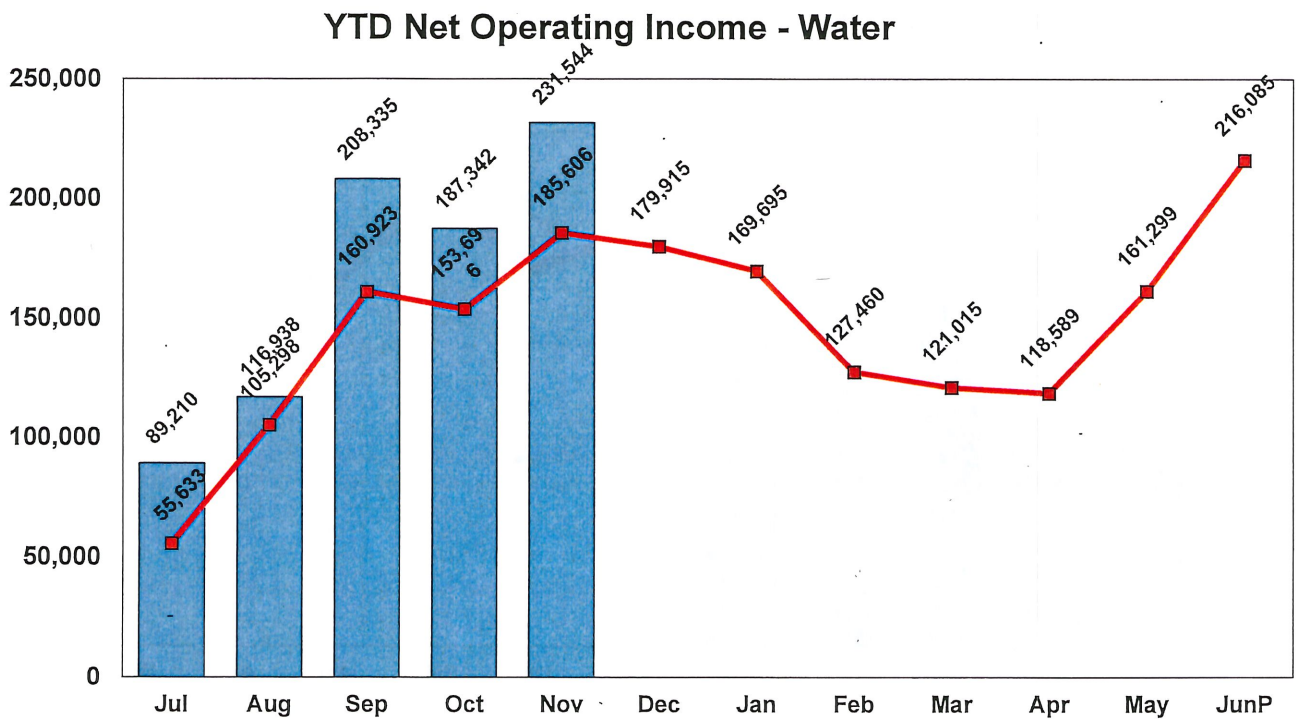
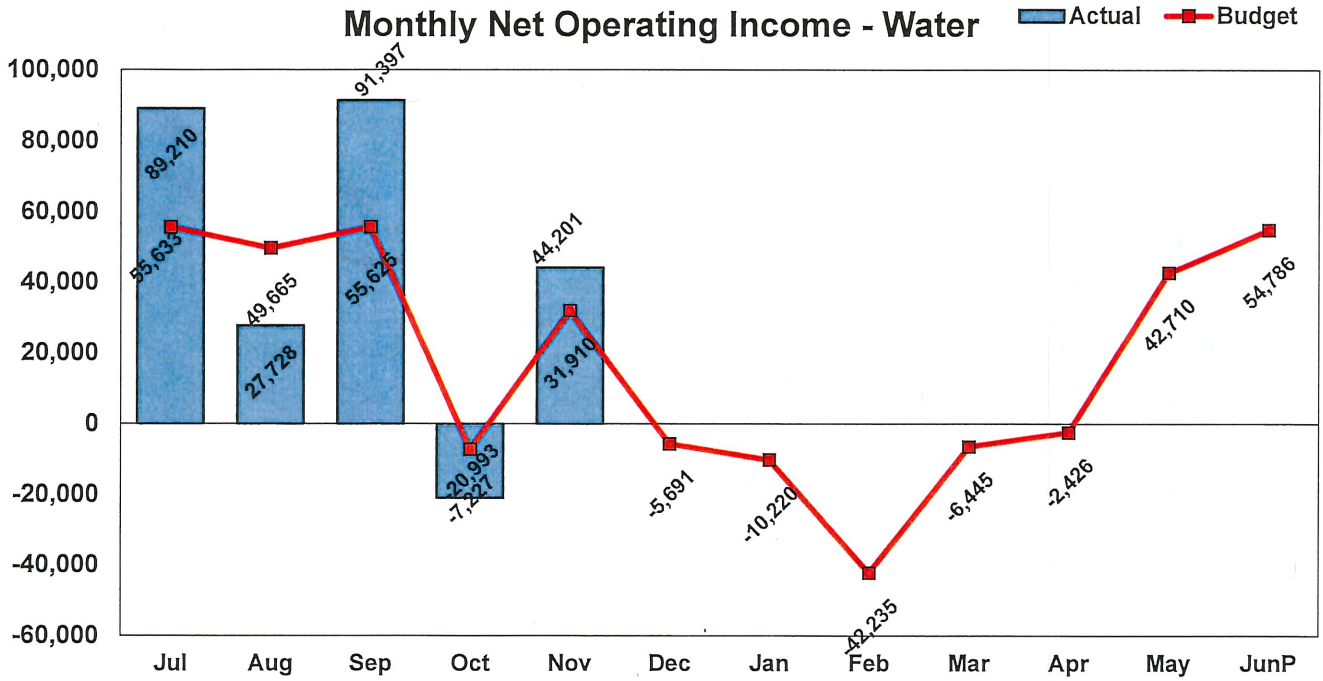
Monthly Operating Expense - Water



Operating Income

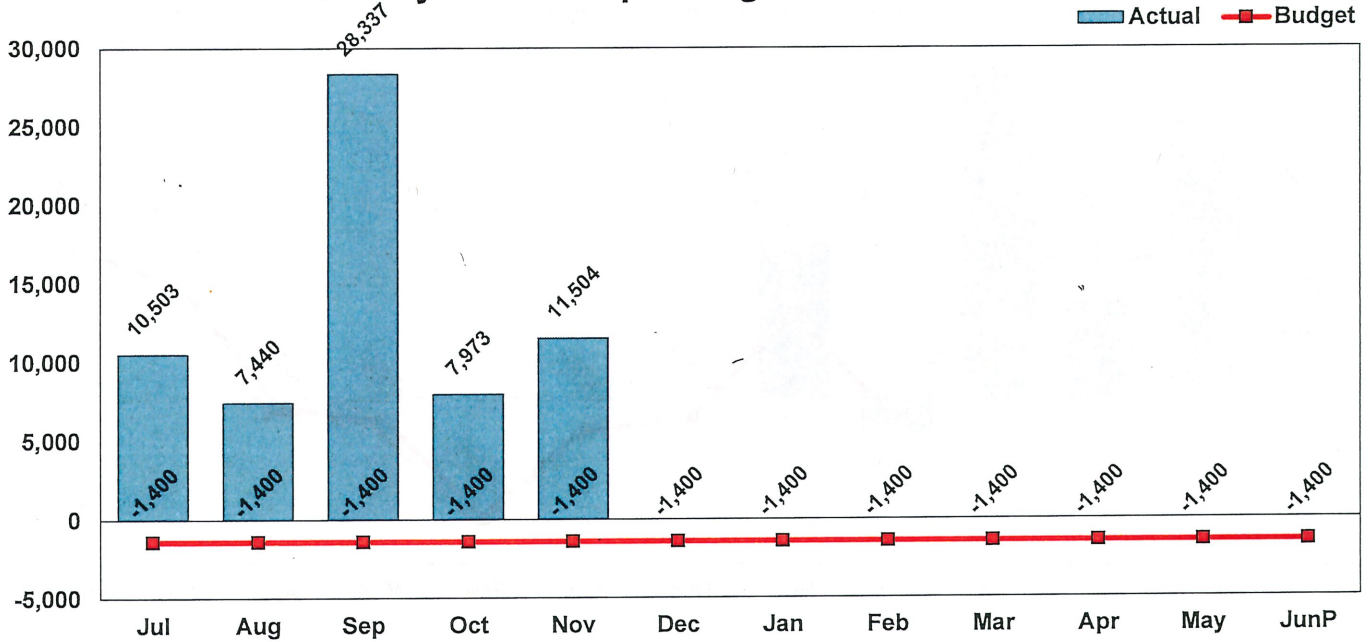
Vandenberg Village Community Services District

July 1, 2024 to June 30, 2025



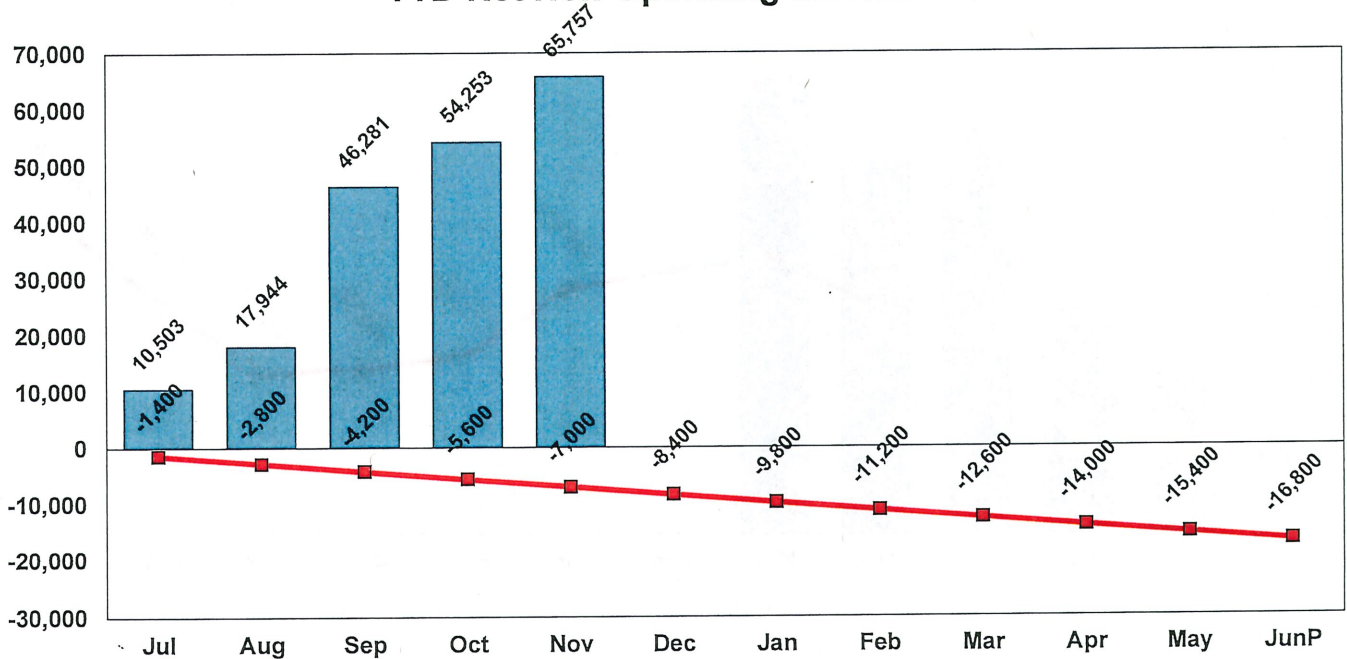
Non-Operating Income Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

Monthly Net Non-Operating Income - Water

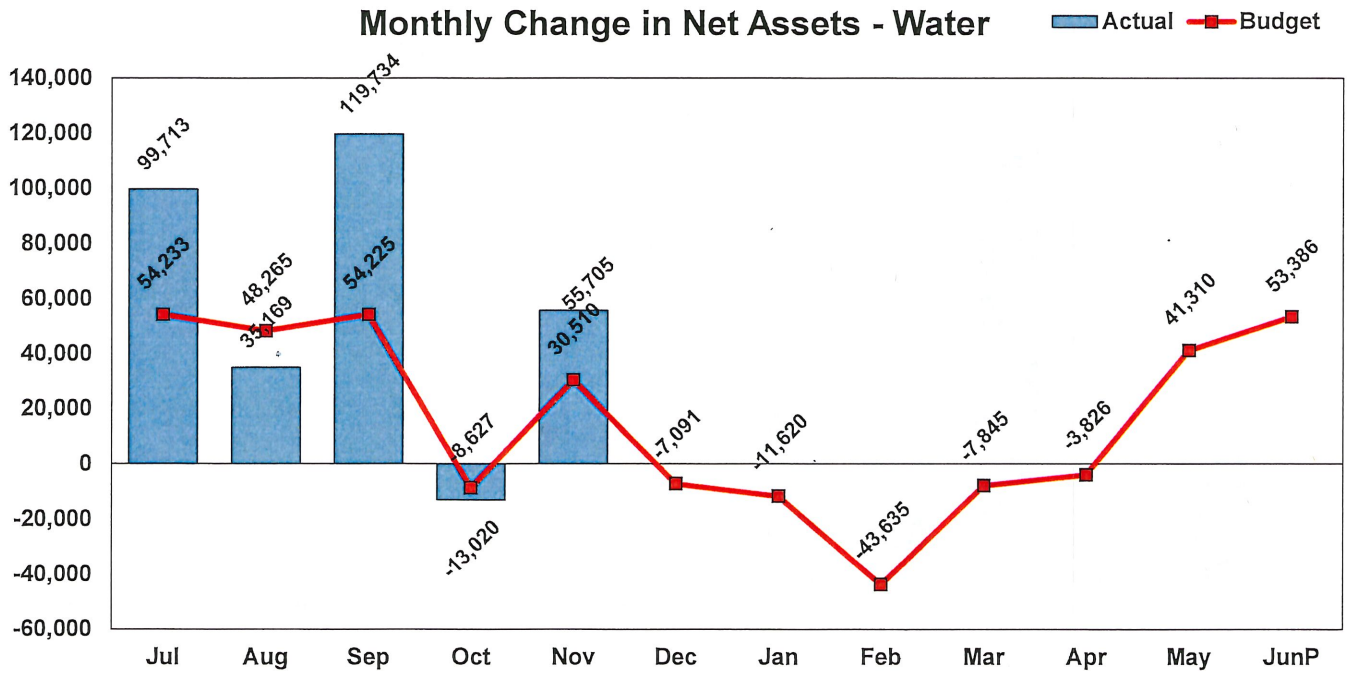


Note: September includes quarterly Fair Market Value Adjustment.

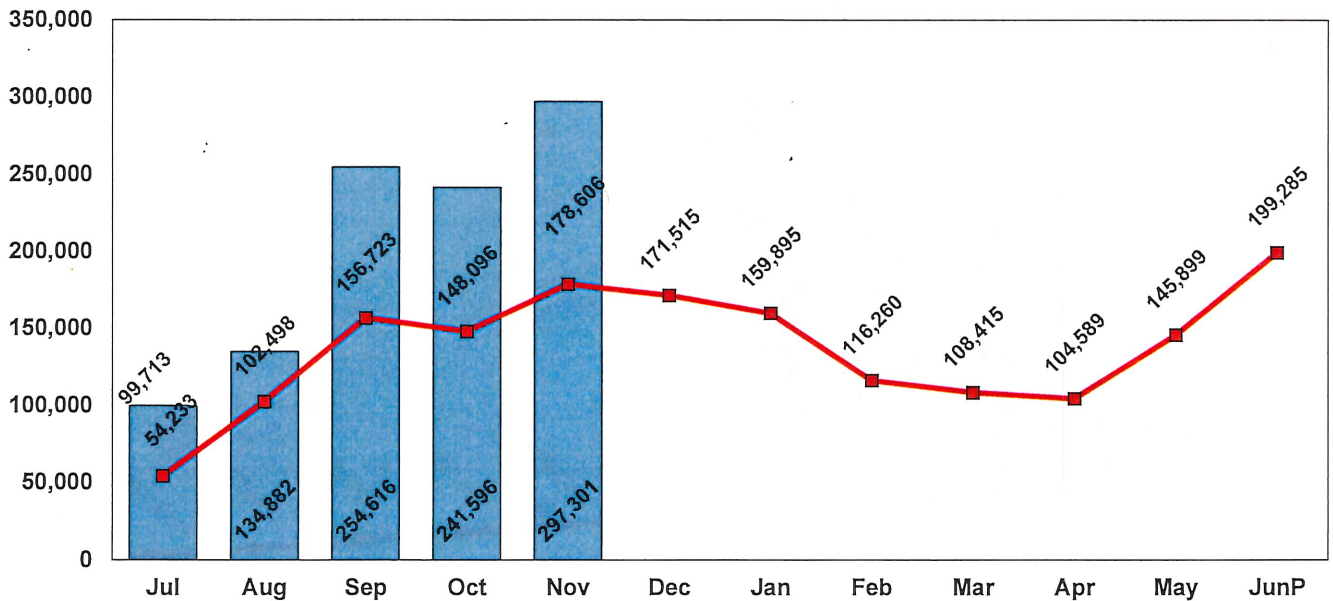
YTD Net Non-Operating Income - Water



Change in Net Assets Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

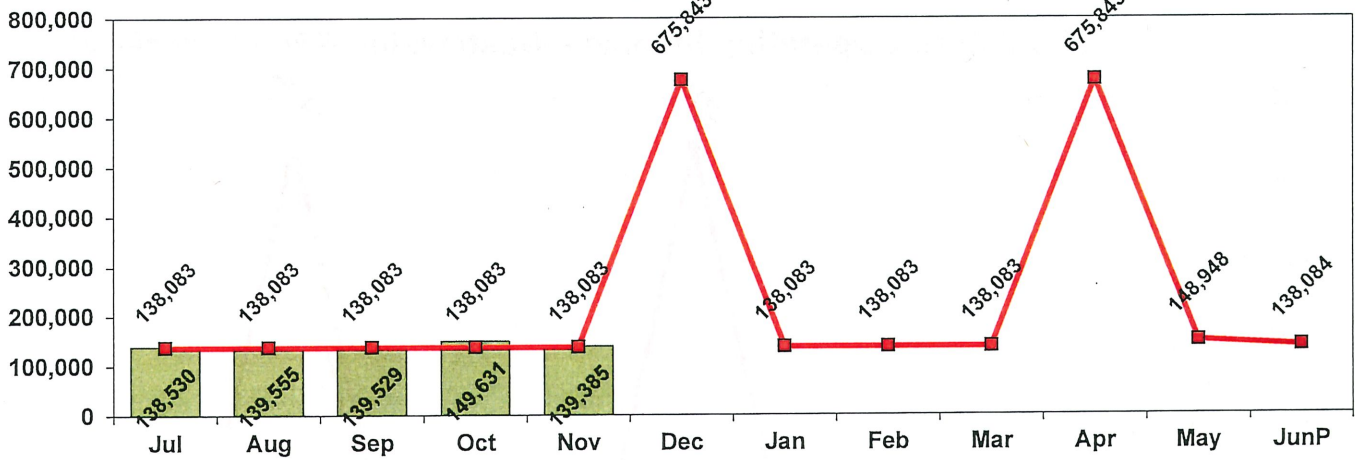


YTD Change in Net Assets - Water

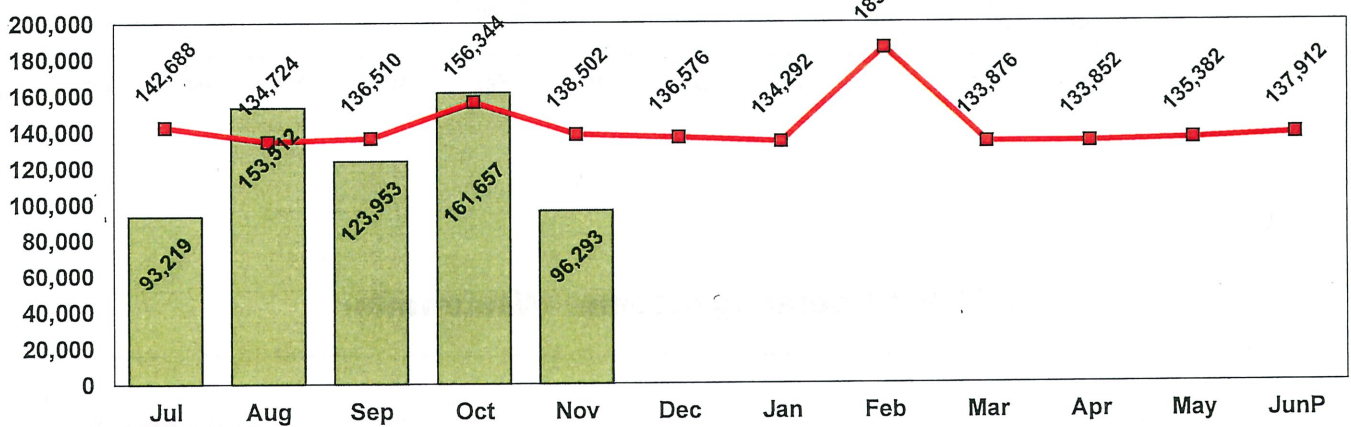


Operating Revenue and Expenses
 Vandenberg Village Community Services District
 July 1, 2024 to June 30, 2025

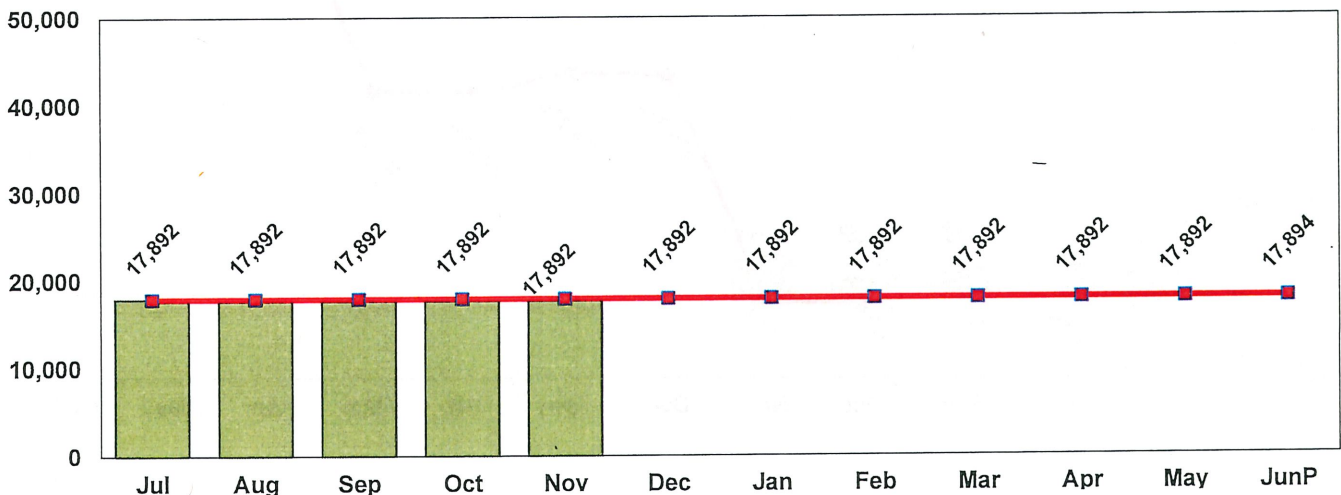
Monthly Operating Revenue - Wastewater ■ Actual ■ Budget



Monthly Operating Expense
 excluding Unfunded Depreciation and Reserve-Funded Projects

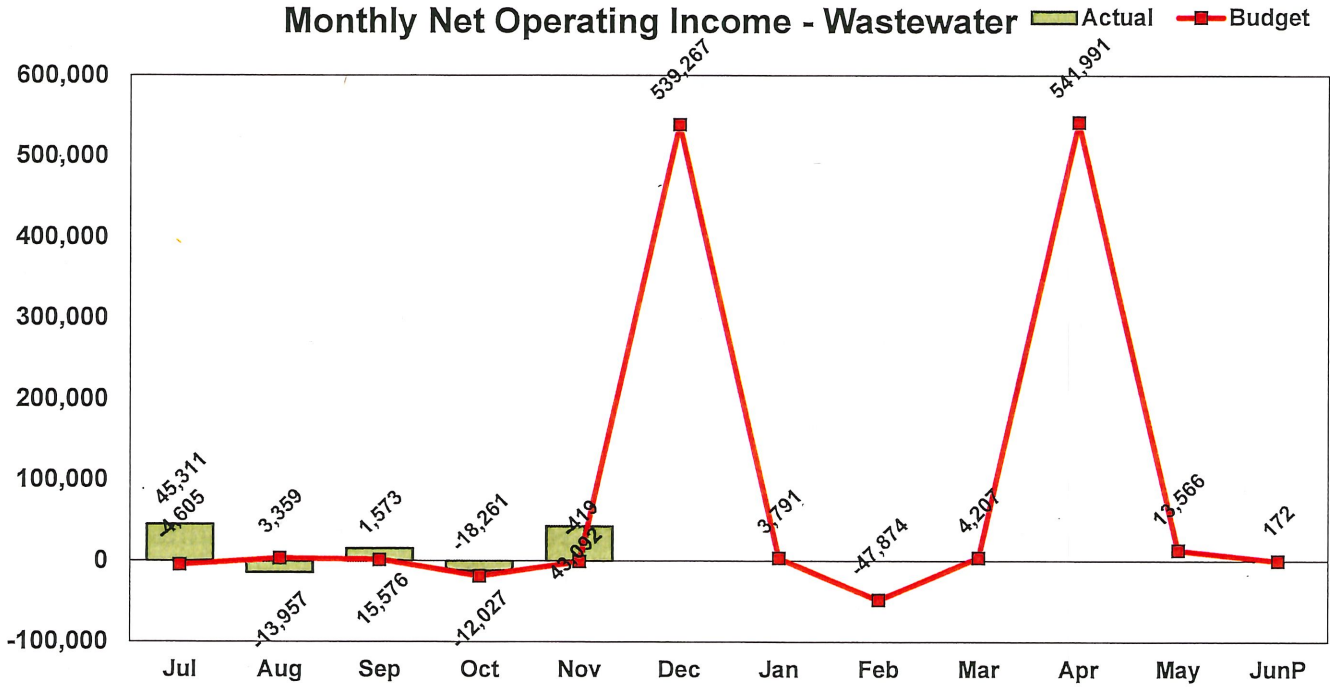


Monthly Operating Expense
 Unfunded Depreciation and Reserve-Funded Projects

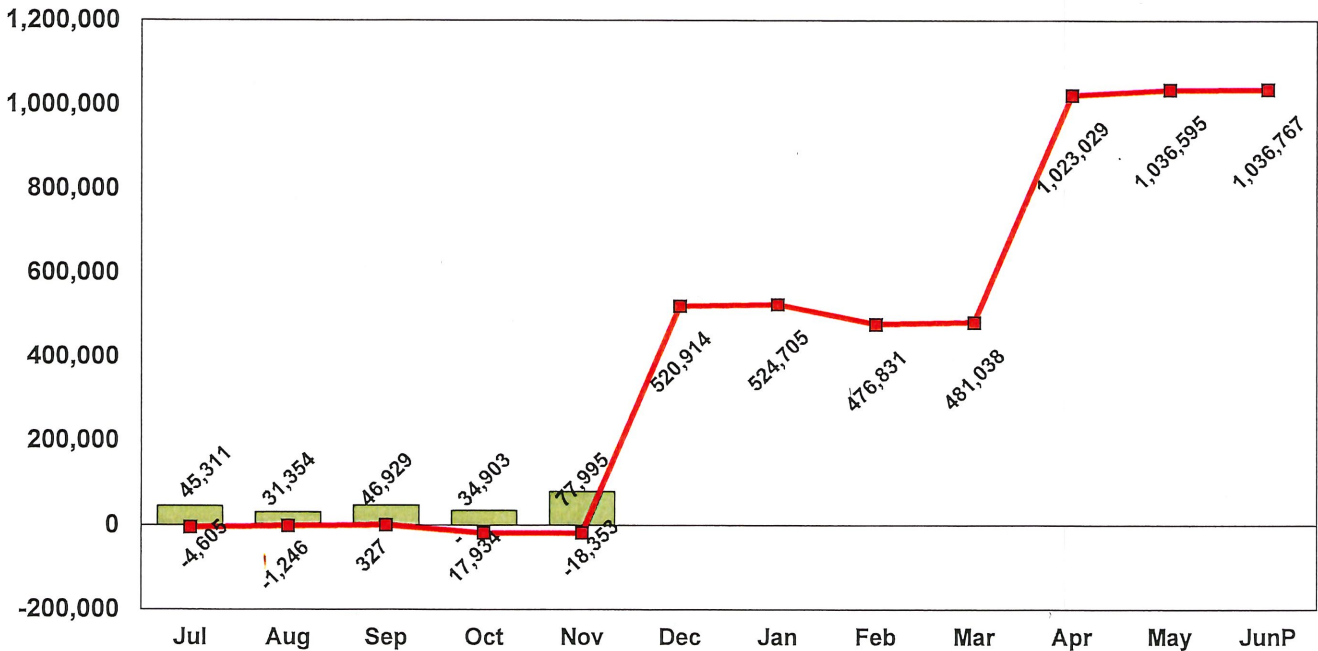


Operating Income
 Vandenberg Village Community Services District
 July 1, 2024 to June 30, 2025

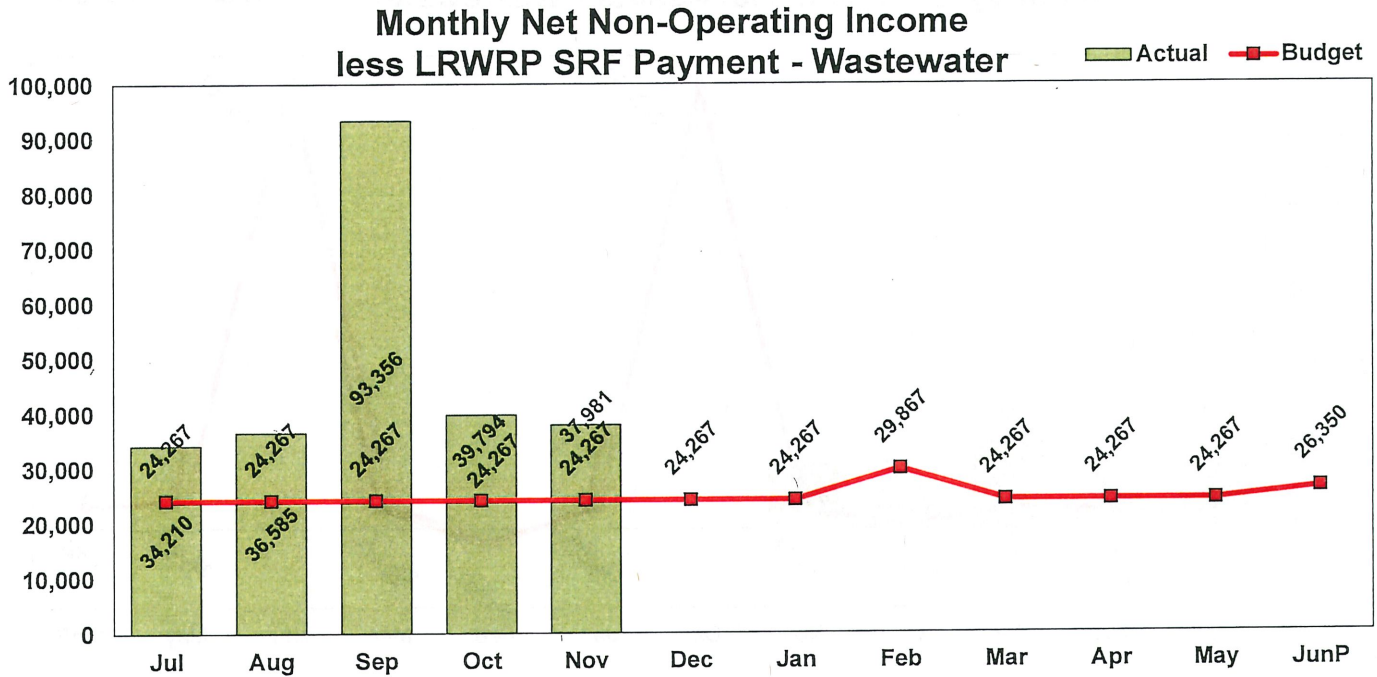
Monthly Net Operating Income - Wastewater



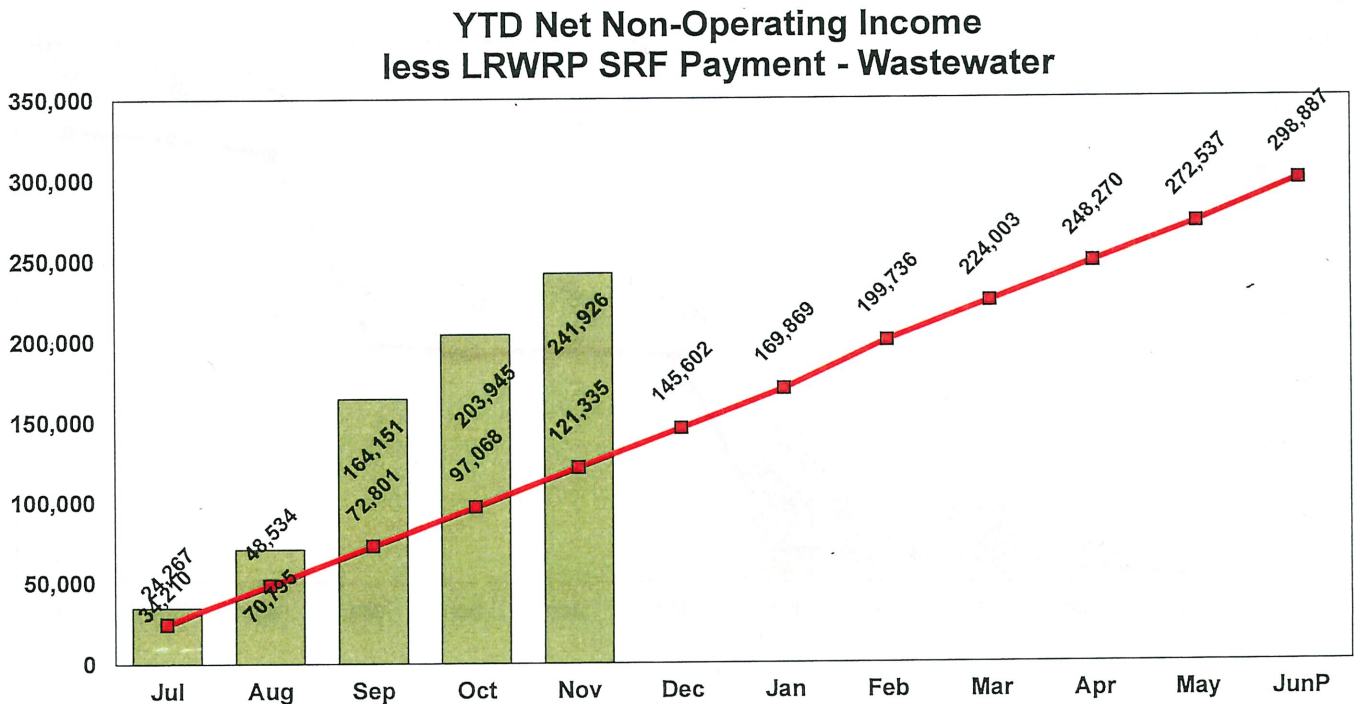
YTD Net Operating Income - Wastewater



Non-Operating Income
Vandenberg Village Community Services District
July 1, 2024 to June 30, 2025

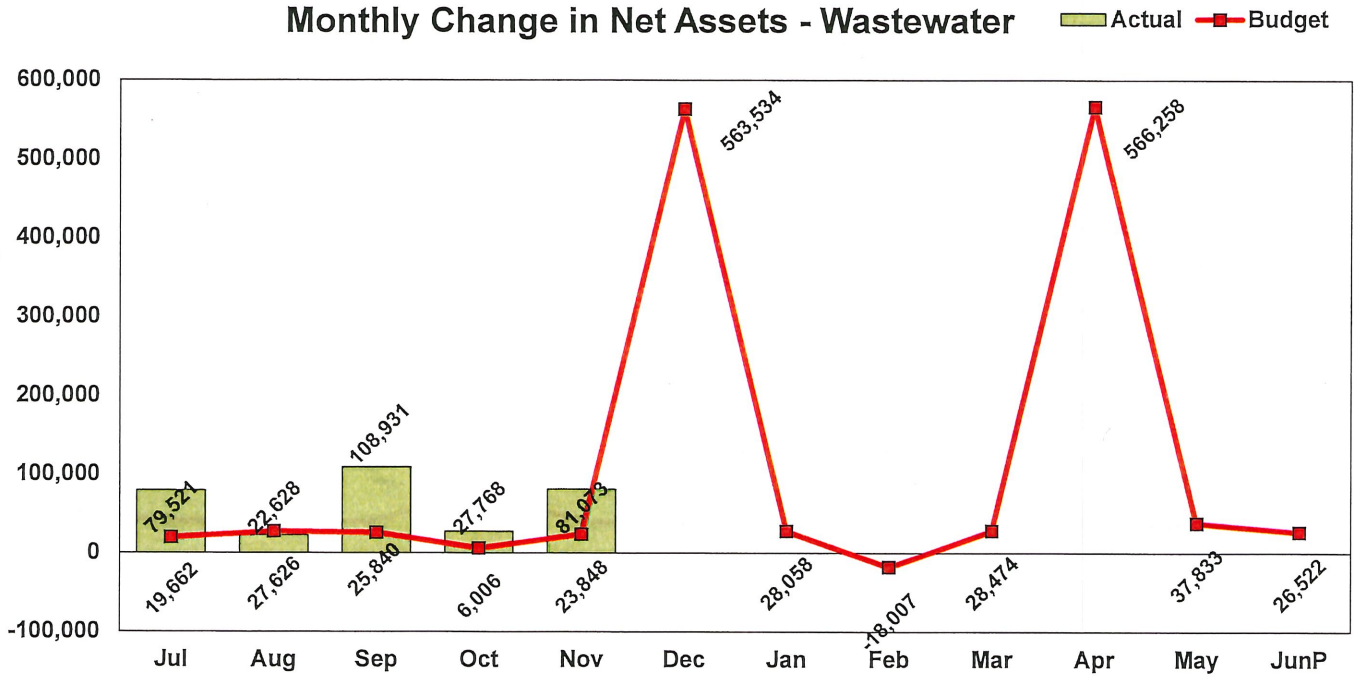


Note: September includes quarterly Fair Market Value Adjustment.

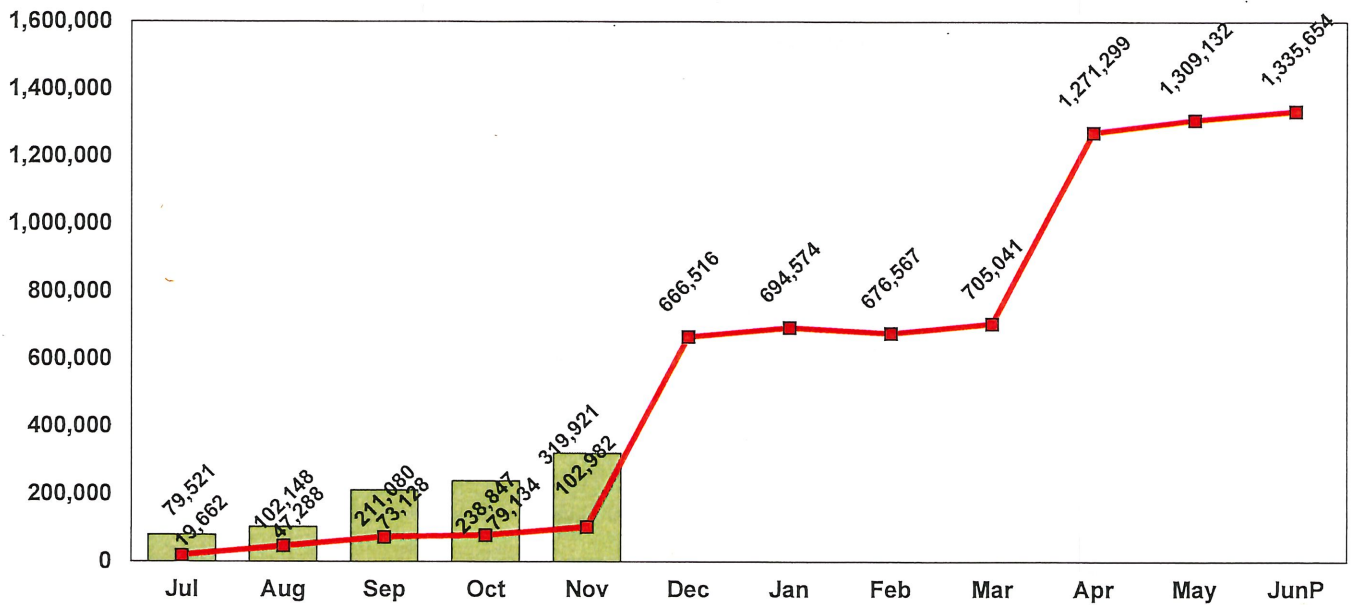


Change in Net Assets Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

Monthly Change in Net Assets - Wastewater



YTD Change in Net Assets - Wastewater



Statement of Cash Flow
Vandenberg Village Community Services District
For the Period from July 1, 2024 to November 30, 2024

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 1,163,723	\$ 730,018	
Cash payments for goods and services	(651,192)	(1,078,238)	
Cash payments to employees	(209,669)	(112,304)	
Net Cash Provided by Operating Activities	\$ 302,861	\$ (460,523)	\$ (157,662)
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(99,404)	(230,108)	
Net Cash Used - Capital & Related Financing Activities			(329,512)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	150,891	241,993	
Net Cash Provided by Investing Activities			392,883
Net Increase (Decrease) in Cash & Cash Equivalents			(94,290)
Cash and cash equivalents, beginning of year	2,926,956	10,244,285	13,171,241
Cash and cash equivalents, year-to-date	3,397,254	9,679,697	\$ 13,076,951
Reconciliation to the Statement of Net Assets:			
Cash on hand	\$ 400		\$ 400
Cash and short term investments	3,396,854	9,679,697	13,076,551
			\$ 13,076,951
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income (excluding Connection fees)	\$ 231,544	\$ (11,465)	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	94,591	315,718	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	70,141	23,389	
(Increase) decrease in prepaid items	12,807	0	
Increase (decrease) in accounts payable	(76,526)	(779,597)	
Increase (decrease) in accrued payroll	(16,194)	(8,569)	
Increase (decrease) in customer deposits	(464)	0	
Increase (decrease) in compensated absences	(13,037)	0	
Net Cash Provided by Operating Activities	\$ 302,861	\$ (460,523)	\$ (157,662)
Reconciliation to other financial statements			
Net operating income/(loss)	\$ 231,544	\$ (11,465)	
Non-operating income (<i>Interest Revenue/Fair Market Value Offset</i>)	69,870	241,993	
Non-operating expenses (<i>Asset retirement/Interest expense</i>)	(4,113)	(67)	
Total YTD Net Income (<i>Current Earnings on Statement of Net Position</i>)	\$ 297,301	\$ 230,461	\$ 527,762
Add back YTD Unfunded Depreciation		89,460	
YTD Change in Net Assets on Revenue and Expense charts	\$ 297,301	\$ 319,921	\$ 617,222

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 01-25 From 12/1/2024 To 12/31/2024
 Board Meeting Date 1/7/2025 Item: 7B.2

Accounts Payable Amount \$179,832.67

Check Numbers 29764-29767,29769-29813

Void Checks 29768,10110

Electronic Vendor Payment Amount \$2,139.26

74428, 74433, 74436, 122024,

Confirmation Numbers 496195

A/P Hand Check Amount _____

Check Numbers _____

Payroll Amount \$98,678.49

electronically transferred,

Check Numbers 10109, 10111, 10112

Investment Transfers \$1,673,873.47

Confirmation Numbers 8049

Disbursements/Investments

A/P Checks 179,832.67

Electronic Vendor Payments 2,139.26

A/P Hand Checks 0.00

Payroll 98,678.49

Investments 1,673,873.47

TOTAL \$1,954,523.89

REPORT.: Dec 31 24 Tuesday
 RUN...: Dec 31 24 Time: 11:21
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 12-24 thru 12-24 Bank Account.: 13100

PAGE: 001
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029764	12/12/24	/N002	THOMAS NOTHSTEIN	80.00	C41211	TOILET RETROFIT REIMBURSEMENT-NOT001- 2 HE TOILETS
029765	12/12/24	/V003	ANGELICA VILLANUEVA	320.00	C41212	TOILET RETROFIT REIMBURSEMENT-VIL0086-2 HE TOILETS
029766	12/12/24	ACW03	ACWA JOINT POWERS INSURAN	10626.12	0704575	GROUP MEDICAL,DENTAL,VISION,LIFE EAP 01/25
029767	12/12/24	AMA01	AMAZON CAPITAL SERVICES	669.43	174Q-CLRY	SCADA TABLET, TABLET ACCESSORIES, DESK CALENDAR
029768	12/12/24	AWA01	AMERICAN WTR WORKS ASSOC	195.00 -195.00	SO203757 SO203757u	AWWA INDIVIDUAL WEBINAR SUBSCRIPTION FY25 Ck# 029768 Reversed
Check Total.....:				.00		
029769	12/12/24	CAL07	STATE OF CALIFORNIA	3661.00 881.00	WD0279775 WD0279956	SWRCB WASTE DISCHARGE FEE FY25 SWRCB NPDES WATER DISCHARGE FEE FY25
Check Total.....:				4542.00		
029770	12/12/24	COV01	COVERALL MOUNTAIN & PACIF	445.00	553201296	JANITORIAL SERVICE 12/24
029771	12/12/24	DEW02	J B DEWAR	155.49	370455	32.26 GALS DIESEL FUEL FOR DUMP TRUCK
029772	12/12/24	EXC01	EXCEL PERSONNEL SERVICES,	2619.34 1373.70	4499706 4503536	ACCOUNTING ASST. & CUST. SERV. - 11/18/24-11/24/24 ACCOUNTING ASST. & CUST.SERV. - 11/25/24-12/1/24
Check Total.....:				3993.04		
029773	12/12/24	FAM01	FAMCON PIPE & SUPPLY, INC	353.44 4129.75 643.80 811.28	42883.001 43049.001 43049.002 43049.004	LID LIFTER, PROBE, PIPE WRENCH COUPLING,LUBE,FITTING-OFFSITE MANHOLE REPLACEMENT COUPLINGS, FITTINGS - OFFSITE MANHOLE REPLACEMENT FITTINGS - OFFSITE MANHOLE REPLACEMENT
Check Total.....:				5938.27		
029774	12/12/24	FLU02	FLUME, INC.	140.08	2300	REBATES FOR FLUME SMART MONITOR (QTY. 1)
029775	12/12/24	HOM02	HOME DEPOT	732.50	10021124	PUREFLOW,PENCIL,POLY SHTS,MORTARMIX,PRWDGE,TOOLS
029776	12/12/24	ICO01	ICONIX WATERWORKS INC.	291.36 421.70	416050607 416051074	18" CURB STOP WRENCH, HD HYDRANT WRENCH, VALVE KEY COUPLING,PIPE,FITTING-OFFSITE MANHOLE REPLACEMENT
Check Total.....:				713.06		
029777	12/12/24	MAR02	MARBORG INDUSTRIES	63.51 179.98	6330321 6330453	TRASH COLLECTION - OFFICE 11/24 TRASH COLLECTION - SHOP 11/24
Check Total.....:				243.49		
029778	12/12/24	MIL01	MILLER LANDSCAPING AND MA	200.00	66428	OFFICE YARD MAINTENANCE 11/24

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029779	12/12/24	NAT01	NATIONAL GROUP TRUST	558.04	23940125	LONG-TERM DISABILITY 01/25
029780	12/12/24	RLJ01	RL JOHNSON CONSTRUCTION,	22395.00	6251	LABOR & EQUIP - OFFSITE MANHOLE REPLACEMENT
029781	12/12/24	SEN01	SENATE RULES COMMITTEE	374.73	C41211	CALIFORNIA FLAGS (QTY.3), US FLAGS (QTY.3)
029782	12/12/24	SOU01	SO.CALIFORNIA GAS CO.INC.	129.98 128.42	79001124 84181124	SO. CALIF GAS - WELL 1B 10/23/24-11/22/24 SO. CALIF GAS - OFFICE 10/23/24-11/22/24
			Check Total.....:	258.40		
029783	12/12/24	TRA02	TRACTOR SUPPLY CREDIT PLA	21.72	26311124	RIVETS
029784	12/12/24	UBE01	UBEO WEST LLC	485.52	4720119	COPIER CONTRACT USAGE 12/7/24-1/6/25
029785	12/12/24	UND01	UNDERGROUND SERVICE ALERT	39.60	20240779	USA TICKETS 11/24
029786	12/12/24	USA01	USA BLUE BOOK	274.02	560211	ALUMINUM PIPE WRENCHES - VEHICLES
029787	12/12/24	VAL08	VALLEY ROLL-OFF SERVICE	250.00	12984	EMPTY ROLL-OFF BINS AT SHOP - ASPHALT
029788	12/12/24	VES01	VESTIS	167.27	20691614	SHOP TOWELS 11/28/24
029789	12/12/24	VJ001	V & J ROCK TRANSPORT INC	674.78	23379	ASPHALT&CONCRETE DISPOSAL-SIRIUS AVE&ALDEBARAN AVE
029790	12/12/24	WAT04	WATTS REGULATOR CO	3733.50	16996831	BACKFLOW SOFTWARE SUBSCRIPTION 6/1/24-5/31/25
029791	12/12/24	WES05	WESTERN EXTERMINATOR CO.	50.00 75.00 15.00 35.00	70007593 70007594 70007595 70007596	EXTERIOR RODENT CONTROL - SITE #3 EXTERIOR RODENT CONTROL - SITE #1 INTERIOR RODENT CONTROL - SITE #1 EXTERIOR INSECT PERIMETER TREATMENT - SITE #1
			Check Total.....:	175.00		
029792	12/12/24	\G003	GRANITE CONSTRUCTION	656.68	000C41101	CUSTOMER REFUND - GRA0063 - FIRE HYDRANT METER
029793	12/12/24	\O006	OAK HILL PARTNERS LLC	34.97	000C41101	CUSTOMER REFUND - OAK0025 - 230 OAK HILL DRIVE
029794	12/12/24	\V001	ROBERT VOSSLER	11.14	000C41101	CUSTOMER REFUND - VOS0008 - 4173 OAKWOOD ROAD
029795	12/30/24	ACE01	ACECO EQUIPMENT CO., INC.	155.10 111.98	W1078 188097	REPAIR CHAINSAW, SHARPEN BLADES CHAINSAW LOOPS, 20" BAR
			Check Total.....:	267.08		
029796	12/30/24	CAL07	STATE OF CALIFORNIA	21759.74	LW1050058	SWRCB WATER SYSTEM FEES 7/24-6/25
029797	12/30/24	COM03	COMCAST	375.61	10521224	INTERNET - OFFICE 12/20/24-01/19/25

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029798	12/30/24	COR01	CORBIN WILLITS SYSTEM INC	913.73	C412151	SERVICE AND ENHANCEMENT FEE 01/24
029799	12/30/24	COR04	CORE & MAIN LP	2310.94	W142168	MANHOLE COVERS FOR STOCK (QTY.5)
029800	12/30/24	EXC01	EXCEL PERSONNEL SERVICES,	2701.80 2207.04 1464.90	4507432 4511459 4515062	ACCOUNTING ASST. & CUST. SERV. - 12/2/24-12/8/24 ACCOUNTING ASST. & CUST. SERV. - 12/9/24-12/15/24 J. MATIGNAS-ACCOUNTING ASSISTANT 12/16/24-12/22/24
Check Total.....:				6373.74		
029801	12/30/24	FRO01	FRONTIER	191.10 232.35	28850125 49050125	FRONTIER 733-2475 12/13/24-01/12/25 FRONTIER 733-3615/3975, SCADA SYSTEM
Check Total.....:				423.45		
029802	12/30/24	HPS01	HPS WEST, INC.	393.66 2500.00	3363-IN 3387-IN	CHARGER FOR RADIOS FOR METER READING (QTY.3) VEHICLE READING SOFTWARE SUPPORT 2/25-1/26
Check Total.....:				2893.66		
029803	12/30/24	LOM01	CITY OF LOMPOC, FINANCE	35735.03	16177	WASTEWATER TREATMENT COSTS 10/24
029804	12/30/24	OLI01	OLIN CORP	9419.85	900500635	3,968 GALS NAOCL
029805	12/30/24	PGE01	PACIFIC GAS & ELECT. INC.	33189.71	6872-1224	PG&E CHARGES 11/24
029806	12/30/24	SMA01	SMARTCOVER SYSTEMS	1393.00	36087	SMART COVER SEWER MONITORING 3/25-2/26
029807	12/30/24	SMI04	SMITHS ALARMS & ELECTRONI	180.00	83856	SECURITY - SHOP, BOOSTER BLDG 01/25-03/25
029808	12/30/24	SOU01	SO.CALIFORNIA GAS CO.INC.	76.68 158.16 5.84	79001224 84181224 790012241	SO. CALIF GAS-WELL 1B 11/22/24-12/10/24 SO. CALIF GAS-OFFICE 11/22/24-12/23/24 SO. CALIF GAS-WELL 1B 12/20/24-12/23/24
Check Total.....:				240.68		
029809	12/30/24	SPE01	SPEED'S OIL TOOL SERV.INC	2125.00	73886	PULL NONHAZ WASTEWATER - OFFSITE MANHOLE REPAIR
029810	12/30/24	STE04	STERICYCLE, INC.	405.29	9283389	DOCUMENT SHREDDING SERVICE 11/20,12/3,12/17/24
029811	12/30/24	UNI02	UNIVAR SOLUTIONS USA INC.	2404.56	52650228	550 GALS NAHSO3
029812	12/30/24	VES01	VESTIS	211.65 167.27	20701266 20710824	CONTINUOUS TOWELS, SHOP TOWELS 12/12/24 SHOP TOWELS 12/26/24
Check Total.....:				378.92		
029813	12/30/24	WES05	WESTERN EXTERMINATOR CO.	83.83	71203242	GOPHER CONTROL SERVICE 12/24 OFFICE

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VANDENBERG VILLAGE CSD
Cash Disbursement Detail Report
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029813	12/30/24	WES05	WESTERN EXTERMINATOR CO.	50.00	71206213	EXTERIOR RODENT CONTROL - LS #2
Check Total.....:				133.83		
074428	12/12/24	PIT03	PITNEY BOWES	1106.54	01341124	POSTAGE FOR BILLS 11/24
				200.77	76731124	POSTAGE FOR METER
Check Total.....:				1307.31		
074433	12/12/24	PIT02	PITNEY BOWES INC	89.42	26550397	INSERTER SEALING SOLUTION
074436	12/12/24	PIT01	PITNEY BOWES GLOBAL FINAN	324.29	106958377	PB METER & MAIL MACHINE RENTAL 10/24-01/25
122024	12/12/24	WEX01	WEX BANK	53.72	101456534	12.448 GALLONS FUEL
496195	12/01/24	TIE01	TIERZERO CLOUD COMMUNICAT	364.52	503614	TIERZERO CLOUD COMMUNICATIONS ACCT FEE 12/24
Cash Account Total.....:				181971.93		

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VANDENBERG VILLAGE CSD
Cash Disbursement Detail Report
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
008049	12/19/24	CAL27	CALIFORNIA CLASS	1673873.47	C41219H	TRANSFER RESERVES FROM SBC TO CLASS
Cash Account Total.....:				1673873.47		
Total Disbursements.....:				1855845.40		
Cash Account Total.....:				.00		

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VANDENBERG VILLAGE CSD
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Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
19810	12/20/24	PUB02	PUBLIC EMPLOYEES	1667.60	C41220	PERS TDMC PP#25
19811	12/20/24	PUB02	PUBLIC EMPLOYEES	611.33	1C41220	PERS EPFC PP#25
19812	12/20/24	PUB02	PUBLIC EMPLOYEES	3520.99	2C41220	PERS EMPLR CONTRIB. PP#25
19820	12/20/24	PER04	CALPERS 457 PLAN	750.00	C41220	EMPLOYER PERS 457 PP#25
19821	12/20/24	PER04	CALPERS 457 PLAN	1000.00	1C41220	EMPLOYEE PERS 457 PP#25
157430	12/20/24	EFT01	EFTPS	6689.50	C41220	FEDERAL WH TAXES PP#25
157431	12/20/24	EFT01	EFTPS	1276.28	1C41220	FICA MEDICARE PP#25
157432	12/20/24	EFT01	EFTPS	18.60	2C41220	FICA SOCIALSECURITY DR#MG
157433	12/20/24	EFT01	EFTPS	4.36	3C41220	FICA MEDICARE DR#MG
415142	12/31/24	COL03	COLONIAL LIFE & ACCIDENT	131.74	C41231	COLONIAL-PRETAX 12/24
422840	12/31/24	AFL01	AFLAC	120.96	C41231	AFLAC-PRETAX 12/24
422841	12/31/24	AFL01	AFLAC	2.88	1C41231	AFLAC-AFTER TAX 12/24
590560	12/20/24	EMP01	EMPLOYMENT DEVELOP.DEPART	2685.15	C41220	STATE WH TAXES PP#25
590561	12/20/24	EMP01	EMPLOYMENT DEVELOP.DEPART	484.11	1C41220	STATE DISABILITY PP#25
791973	12/06/24	PUB02	PUBLIC EMPLOYEES	12969.00	4C41206	FY25PERS ER CONTRIB-CLSSC
791977	12/06/24	PUB02	PUBLIC EMPLOYEES	146.67	3C41206	FY25PERS ER CONTRIB-PEPRA
797811	12/06/24	EFT01	EFTPS	3464.08	C41206	FEDERAL WH TAXES PP#24
797812	12/06/24	EFT01	EFTPS	74.40	1C41206	FICA SOCIALSECURITY DR#12
797813	12/06/24	EFT01	EFTPS	893.32	2C41206	FICA MEDICARE PP#24
905441	12/06/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1319.00	C41206	STATE WH TAXES PP#24
905442	12/06/24	EMP01	EMPLOYMENT DEVELOP.DEPART	332.24	1C41206	STATE DISABILITY PP#24
919751	12/06/24	PUB02	PUBLIC EMPLOYEES	1666.15	C41206	PERS TDMC PP#24
919752	12/06/24	PUB02	PUBLIC EMPLOYEES	611.33	1C41206	PERS EPFC PP#24
919753	12/06/24	PUB02	PUBLIC EMPLOYEES	3519.51	2C41206	PERS EMPLR CONTRIB. PP#24
919761	12/06/24	PER04	CALPERS 457 PLAN	750.00	C41206	EMPLOYER PERS 457 PP#24

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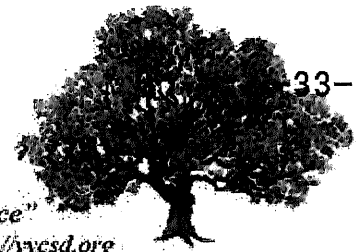
VANDENBERG VILLAGE CSD
Cash Disbursement Detail Report - Payroll Vendor Payment(s)
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
919762	12/06/24	PER04	CALPERS 457 PLAN	1000.00	1C41206	EMPLOYEE PERS 457 PP#24
Cash Account Total.....:				45709.20		
Total Disbursements.....:				45709.20		

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3745 Constellation Road • Vandenberg Village • Lompoc, CA 93436
Telephone: (805) 733-2475 • Fax: (805) 733-2109



"Pride in Community Service"

<http://vvcisd.org>
info@vvcisd.org

Resolution 236-25

January 7, 2025

TO COMMEND AND THANK DIRECTOR CHRISTOPHER C. BROOKS FOR 20 YEARS OF SERVICE TO THE RESIDENTS OF VANDENBERG VILLAGE

WHEREAS, Vandenberg Village Community Services District was established in 1983 as a local government agency under California Government Code Section 61000 et seq. to provide water and wastewater services to the community of Vandenberg Village, an unincorporated area of Santa Barbara County north of Lompoc; and

WHEREAS, in the November 2, 2004 General Election, Chris won his seat with 1,834 votes and he was sworn into office as a Director on December 7, 2004; and

WHEREAS, Chris subsequently served four additional, four-year terms — 20 consecutive years — on the Board, earning him the distinction of being one of the two longest-serving Directors in the history of Vandenberg Village Community Services District; and

WHEREAS, during his tenure, Chris served as Board President for five years, Vice-President for two years, and as a member of the Water/Wastewater Committee for 15 years; and

WHEREAS, in 2014, California passed the Sustainable Groundwater Management Act (SGMA). This landmark legislation required 140 of the 515 groundwater basins in California, including the Santa Ynez River Valley Groundwater Basin, to form Groundwater Sustainability Agencies (GSAs) and adopt Groundwater Sustainability Plans (GSPs) by January 2022. Chris and fellow Director Katherine Stewart served on the ground floor of the monumental effort to form a GSA and prepare the GSP for the Western Management Area of the basin; and

WHEREAS, Chris was the VVCSD SGMA representative for the Western Management Area of the Groundwater Sustainability Agency from its formation in January 2017 through November 2024; and

WHEREAS, Chris strongly advocated for the creation of an unpaid internship program. Under his guidance, our internship program was approved by the Board of Directors at their August 2019 board meeting; and

WHEREAS, Chris was a dedicated elected official who inspired and guided Directors and staff through growth, changes, and COVID-19 to accomplish the following:

1. Adopted annual operating budgets which increased from \$1.7 million in Fiscal Year 2004-05 to \$5.2 million in Fiscal Year 2024-25.
2. Paid off the \$5.4 million in revenue bonds which were used to finance the start-up of District operations in the 1980s.
3. Built financial reserves, through conservative fiscal management, from a low of \$2.8 million in 2005 to \$12.3 million in 2024.
4. Approved the new 35-year Wastewater Service Agreement with the city of Lompoc in 2010 which preserved the District's historical 0.89 million gallons per day (MGD) capacity right in the Lompoc Regional Wastewater Reclamation Plant.
5. Incorporated new infrastructure and provided water and wastewater services to 328 new homes in Providence Landing, 51 new homes in Clubhouse Estates, and 80 new apartment units in Heritage Villas.
6. Acquired Lot 54, a 130-acre open space parcel containing critical District infrastructure.
7. Purchased the 4,400-square-foot former Rabobank building for \$590,000 and remodeled it for a District headquarters.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Vandenberg Village Community Services District, that Christopher Brooks be commended and thanked on behalf of the 7,400 residents of Vandenberg Village for 20 years of dedicated and faithful service on the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Vandenberg Village Community Services District this 7th day of January 2025, upon motion by Director _____, seconded by Director _____, and as approved by the following vote:

AYES: Directors
NOES:
ABSENT:
ABSTAIN:

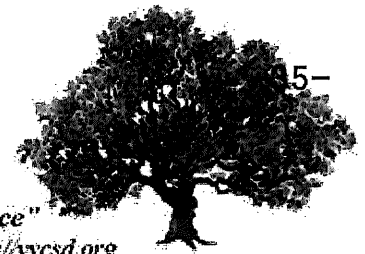
Richard Gonzales, President
Board of Directors

ATTEST:

Brianna Jennings
Secretary to the Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3745 Constellation Road • Vandenberg Village • Lompoc, CA 93436
Telephone: (805) 733-2475 • Fax: (805) 733-2109



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<http://vycsd.org>
info@vycsd.org

Resolution 237-25

January 7, 2025

TO COMMEND AND THANK DIRECTOR W. ROBERT BUMPASS FOR EIGHT YEARS OF SERVICE TO THE RESIDENTS OF VANDENBERG VILLAGE

WHEREAS, Vandenberg Village Community Services District was established in 1983 as a local government agency under California Government Code Section 61000 et seq. to provide water and wastewater services to the community of Vandenberg Village, an unincorporated area of Santa Barbara County north of Lompoc; and

WHEREAS, Robert was one of four candidates running for three open seats on the Board of Directors in the November 8, 2016 General Election. He was elected to the Board with 1,646 votes and was sworn into office as a Director on December 6, 2016; and

WHEREAS, Robert was reelected to the Board on November 3, 2020, with 2,347 votes, resulting in eight consecutive years of service on the Board; and

WHEREAS, during his tenure, Robert served one year as President of the Vandenberg Village Community Services District Board of Directors, six years as Finance Director, seven years as a member of the Finance/Budget Committee, and four years as a member of the Legal/Personnel Committee; and

WHEREAS, as Finance Director and chair of the Finance/Budget Committee, Robert attended the LAIF conference and CSDA workshops, and guided the District through budget cycles, rate revisions, investment changes, audits, capital improvement plans, and policy updates; and

WHEREAS, as a member of the Legal/Personnel Committee, Robert presented agreements for approval, recommended cost of living adjustments and benefit changes, and navigated the retirement and replacement of the District General Manager; and

WHEREAS, Robert was a strong leader who was never afraid to voice his opinion about what he felt was best for his constituents, the VVCSO staff, and the District, even if it went against the opinion of the majority of the Board; and

WHEREAS, Robert was a dedicated elected official who inspired and guided Directors and staff through growth, changes, and COVID-19 to accomplish the following:

1. Adopted annual operating budgets which increased modestly from \$4.4 million in Fiscal Year 2016-17 to \$5.2 million in Fiscal Year 2024-25.
2. Built financial reserves, through conservative fiscal management, from \$9.5 million in 2016 to \$12.3 million in 2024.
3. Moved the LRWRP Upgrade Charge from the monthly bills to the Santa Barbara County Property Tax Statements.
4. Participated in the decision-making process for the beautification of the Club House Road entrance.
5. Carefully watched the progress of the project to remodel the 4,400-square-foot former Rabobank building into District headquarters.
6. Negotiated the sale of the property at 3757 Constellation Road for \$404,000.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Vandenberg Village Community Services District, that W. Robert Bumpass be commended and thanked on behalf of the 7,400 residents of Vandenberg Village for eight years of dedicated and faithful service on the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Vandenberg Village Community Services District this 7th day of January 2025, upon motion by Director _____, seconded by Director _____, and as approved by the following vote:

AYES:Directors
NOES:
ABSENT:
ABSTAIN:

Richard Gonzales, President
Board of Directors

ATTEST:

Brianna Jennings
Secretary to the Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 8.C

FROM: Cynthia Allen, General Manager 

DATE: January 7, 2025

SUBJECT: Committees and Agencies

Recommendations: Confirm Board President Gonzales' appointments to standing committees and external agencies.

Policy Implications:

- District Ordinance § 1.2.4 requires the President to appoint standing committees and representatives to external agencies at the first meeting in January of every year. Appointments are subject to the confirmation of the Board.
- District Ordinance § 1.3.3 sets the following compensation levels for Board members:
 - \$150 per board meeting
 - \$75 per standing committee meeting
 - \$90 per Groundwater Sustainability Agency (GSA) committee meeting for the primary and alternate member

Resource Impacts: The annual Directors' Compensation budget is \$7,200 for meeting attendance.

Alternatives Considered: The Board President may consider factors such as seniority, background, availability, and interests in making appointments.

Discussion: The Board has three standing committees. Additionally, the District is one of the four voting members on the Western Management Area (WMA) GSA Committee for the Santa Ynez River Valley Groundwater Basin which was formed in 2018. Ad-hoc committees are appointed as needs arise.

The District is an active member of the Association of California Water Agencies (ACWA), ACWA/Joint Powers Insurance Authority (ACWA/JPIA), California Special Districts Association (CSDA), and Santa Barbara County Chapter of the CSDA (SBCCSDA).

Officers	2024	2025
President	Bumpass	Gonzales
Vice President	Stassi	Lamont
Finance Officer	Gonzales	Stassi

Standing Committees	2024	2025
Finance/Budget	Gonzales (Chair)	Stassi (Chair)
	Stassi	
Legal/Personnel	Bumpass (Chair)	Gonzales (Chair)
	Gonzales	Lamont
Water/Wastewater	Heuring (Chair)	Heuring (Chair)
	Brooks	
Groundwater Sustainability Agency (GSA)	Brooks (primary)	Stassi (primary)
	Stassi (alternate)	Lamont (alternate)

Agencies	2024	2025
Association of California Water Agencies (ACWA) & Joint Powers Insurance Authority (ACWA/JPIA)	Heuring (primary)	Heuring (primary)
	Bumpass (alternate)	Lamont (alternate)
California Special Districts Association (CSDA) & Santa Barbara County Chapter of CSDA (SBCCSDA)	Gonzales (primary)	Gonzales (primary)
	Heuring (alternate)	Stassi (alternate)
Santa Ynez River Water Conservation District (SYRWCD)	Stassi (primary)	Lamont (primary)
	Brooks (alternate)	Heuring (alternate)

Attachment: None

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 8.D

FROM: Cynthia Allen, General Manager 

DATE: January 7, 2025

SUBJECT: Director Travel Budget

Recommendations: Develop a conference schedule for use in preparing the budget for FY 2025-26. The new fiscal year begins on July 1, 2025.

Policy Implications: Per District Ordinance § 1.4.3, Directors are reimbursed for travel and other expenses to attend conferences, training, and monthly meetings of the Santa Barbara County Chapter of the California Special Districts Association. Directors are not otherwise compensated for attending conferences, training, ad-hoc committee meetings, or other events.

Resource Impacts: The estimated annual Directors' travel budget for FY 2025-26, based on historic levels of attendance at these conferences and all other Director expenses, not including salaries, is \$23,300.

Alternatives Considered: None.

Discussion:

The annual Directors' travel budget funds local training and meetings and conference registration fees, meals, and mileage. The District is an active member of the following agencies: Association of California Water Agencies (ACWA), ACWA/Joint Powers Insurance Authority (ACWA/JPIA), California Special Districts Association (CSDA), and Santa Barbara County Chapter of the CSDA (SBCCSDA).

One or more board members usually attend the quarterly SBCCSDA dinner meeting. Attendance at the large conferences is generally limited to:

- Annual CSDA Conference (2 directors)
- Annual CSDA Special Districts Legislative Days (1 director)
- Combined ACWA & ACWA/JPIA Fall Conference (1 director)
- Combined ACWA & ACWA/JPIA Spring Conference (2 directors)

In addition to these conferences, the General Manager recommends any interested director be allowed to attend CSDA’s Special District Leadership Academy (SDLA). This training provides a wealth of information and a solid foundation for directors and managers of special districts.

The SDLA is offered twice a year and consists of four modules:

- Governance Foundations
- Setting Direction/Community Leadership
- Board’s Role in Human Resources
- Board’s Role in Finance and Fiscal Accountability

FY 2025-26 Conference Schedule					
Director	Annual CSDA Conference Aug 2025 Monterey	Annual Special District Leadership Academy Nov 2025 Monterey	ACWA ACWA/JPIA Fall Conference Dec 2025 San Diego	ACWA ACWA/JPIA Spring Conference May 2026 Monterey	Annual Special District Legislative Days May 2026 Sacramento
Gonzales					
Heuring					
Lamont					
Stassi					
TBD					
<i>Estimated Cost (per person)</i>	\$3,009	\$2,959	\$3,551	\$3,376	\$2,506

Staff recommends developing a conference schedule for use in preparing the budget for the next fiscal year. A schedule also enables the Board Secretary to make reservations well in advance to secure the best hotel rates and take advantage of early-registration discounts.

Attachments: FY 2025-26 Draft Directors' Expense Budget

**Directors Expense Budget
July 1, 2025 - June 30, 2026**

Date	Nights	Conference	Location	Miles	Directors	Registration per	Mileage per	Lodging per	M&I per Director		Total Cost per	Total Cost per
						Director	Director	Director	first and last	Director	Conference	
							\$0.700	per night	full day	day		
Aug 2025	4	CSDA Annual Conference	Monterey	197	2	\$ 875	\$ 276	\$ 275	\$ 92	\$ 69	\$ 3,033	\$ 6,065
Nov 2025	4	SD Leadership Academy	Monterey	197	1	\$ 825	\$ 276	\$ 275	\$ 92	\$ 69	\$ 2,983	\$ 2,983
Dec 2025	5	ACWA Fall Conference	San Diego	277	1	\$ 875	\$ 388	\$ 275	\$ 86	\$ 65	\$ 3,585	\$ 3,585
May 2026	5	ACWA Spring Conference	Monterey	197	2	\$ 875	\$ 276	\$ 275	\$ 92	\$ 69	\$ 3,400	\$ 6,799
May 2026	3	SD Legislative Days	Sacramento	354	1	\$ 345	\$ 496	\$ 275	\$ 86	\$ 65	\$ 2,548	\$ 2,548
Total						\$ 5,545	\$ 4,525	\$ 8,250	\$ 2,712	\$ 948		\$ 21,980
Water						\$ 4,085	\$ 1,601	\$ 6,188	\$ 2,031	\$ 677		\$ 14,581
Wastewater						\$ 1,460	\$ 662	\$ 2,063	\$ 681	\$ 272		\$ 5,137
						\$ 5,545	\$ 2,262	\$ 8,250	\$ 2,712	\$ 948		\$ 19,717

Description	Meetings	Salary	Directors	Water	Wastewater
Board Meetings	12	\$ 150	5	\$ 9,000	\$ 4,500
Reg Committee Meetings	12	\$ 75	2	\$ 1,800	\$ 900
GSA Committee Meetings	6	\$ 90	2	\$ 1,080	\$ -
SBCCSDA Meetings & Other Training				\$ 3,500	\$ 1,750
Total				\$ 15,380	\$ 7,150

Total Expenses for Conferences and Meetings \$ 35,097

*Conference locations are assumed for budget purposes only
** lodging per night includes parking fees

M&I Breakdown:
<http://www.gsa.gov/portal/content/101518>

BUDGET				
Water	\$ 14,600	11-56217		\$ 10,600
Wastewater	\$ 5,100	19,700	11-56217-1	\$ 12,200
SBCCSDA	\$ 3,500		12-56217	\$ 6,900
Salaries	\$ 11,900	15,400	12-56217-1	\$ 5,500
	<u>\$ 35,100</u>		<u>\$ 35,100</u>	<u>\$ 35,200</u>

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.E
FROM: Cynthia Allen, General Manager CA
DATE: January 7, 2025
SUBJECT: Board Vacancy

Recommendation: Approve the attached Notice of Vacancy for publication and plan to appoint a new Director at the February 4 board meeting.

Policy Issues: California Government Code § 1780 governs a vacancy in any elective office on the governing board of a special district and:

- Allows the remaining members of the board to fill the vacancy either by appointment or by calling an election.
- Requires the remaining members of the board to make an appointment within 60 days after either the date on which the district board was notified of the vacancy or the effective date of the vacancy, whichever is later.
- Requires the district to post a notice of vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment.
- States that if the vacancy occurs in the first half of a term of office, the person appointed to fill the vacancy shall fill the position until the next general election.

Resource Impacts: Some staff time.

Alternatives Considered: Do not appoint anyone before February 4, 2025, in which case the County Board of Supervisors may appoint a person to fill the vacancy.

Discussion: Director Garner notified the Board of his resignation at the December 6, 2024 Board meeting. The Board of Directors has until February 4, 2025 to appoint a board member.

The remaining members of the board have three choices: appoint someone, call an election, or allow the County Board of Supervisors to appoint someone. These choices and other information are spelled out in California Government Code § 1780.

Staff recommends the Board approve the attached Notice of Vacancy for publication and plan to appoint a person to fill the vacancy at the February 4 board meeting. The appointed director will hold the position until the general election on November 3, 2026.

Attachment:

1. Notice of Vacancy
2. Statement of Qualifications

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
3745 Constellation Road · Lompoc, CA 93436
Phone (805) 733-2475 Fax (805) 733-2109
E-Mail Callen@vvcasd.org

**NOTICE OF VACANCY ON THE BOARD OF DIRECTORS
For the Vandenberg Village Community Services District
and the Intent to Appoint**

To all interested and qualified persons:

There is a vacancy on the Board of Directors for the Vandenberg Village Community Services District due to the resignation of Director Michael Garner effective December 6, 2024.

The remaining Directors intend to appoint a person to this vacancy at a Board meeting to be held at the District office at the address above on February 4, 2025 at 4:30 p.m. The appointment will be for the term of office until the general election on November 3, 2026.

Any person interested in being appointed to the Board of Directors should submit a Candidate's Statement of Qualifications (available at <https://www.vvcasd.org/statement-of-qualifications> or the District office) to the District General Manager by U.S. Mail, electronic submission, email, or hand-delivery **no later than noon on Friday, January 24, 2025**. All statements from candidates will be provided to the Board members and will become public record. *Qualified candidates must reside within the service boundaries of the District and be a registered voter.*

If you have any questions, please contact Cynthia Allen, General Manager, at (805) 733-2475 or callen@vvcasd.org.

What makes you uniquely qualified for the VVCSD Board of Directors?

Response Required

What is your overall vision for VVCSD?

Response Required

I certify that I meet the candidate qualifications for Vandenberg Village Community Services District Board of Directors. I further certify that I am willing to serve as a director on VVCSD's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for appointment to the Board of Directors.

Candidate Signature: _____ Date: _____

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3745 Constellation Road • Vandenberg Village • Lompoc, CA 93436
Telephone: (805) 733-2475 • Fax: (805) 733-2109



"Pride in Community Service"

<http://vvcasd.org>

info@vvcasd.org

Resolution 235-25

January 7, 2025

FIXING THE TIME FOR THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors of the Vandenberg Village Community Services District amended Ordinance No 1-97 deleting the time fixed for the regular meetings of the Board of Directors; and

WHEREAS, the Board of Directors of Vandenberg Village Community Services District adopted Resolution 150-01 fixing the time for the regular meetings of the Board of Directors; and

WHEREAS, the Board of Directors of the Vandenberg Village Community Services District desires to amend the time of the regular meetings by this Resolution; and

NOW, THEREFORE IT IS HEREBY RESOLVED that the Regular Meetings of the Board of Directors of the Vandenberg Village Community Services District shall be held on the first Tuesday of each and every calendar month at 4:30 p.m. with the exceptions for holidays as provided by the Ordinance pertaining to Regular Meetings.

BE IT FURTHER RESOLVED that this resolution rescinds and replaces Resolution No. 150-01.

PASSED AND ADOPTED by the Board of Directors of the Vandenberg Village Community Services District this 7th of January 2025, upon motion by Director _____, seconded by Director _____, and as approved by the following vote:

AYES: Directors
NOES:
ABSENT:
ABSTAIN:

Richard Gonzales, President
Board of Directors

ATTEST:

Brianna Jennings
Secretary to the Board of Directors

SECRETARY'S CERTIFICATE

I, Brianna Jennings, Secretary of the Board of Directors of the Vandenberg Village Community Services District, hereby certify that the foregoing is a true and correct copy of Resolution No. 235-25 passed and adopted by the Board of Directors of the Vandenberg Village Community Services District at its Regular Meeting held on the 7th day of January 2025.

Brianna Jennings
Secretary, Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 8.G

FROM: Cynthia Allen, General Manager 

DATE: January 7, 2025

SUBJECT: Future Well Site

Recommendations: Accept a proposal from Meridian Consultants for an amount not to exceed \$70,400 to prepare a Mitigated Negative Declaration (MND) and authorize the Board President to sign.

Policy Implications:

- California Government Code § 4526 authorizes local agency heads to contract for professional services based on demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
- VVCSD Ordinance § 1.6.1.5 authorizes the General Manager to solicit proposals and negotiate the procurement of professional services without Board approval if funds have been budgeted.
- VVCSD Ordinance § 1.4.1 requires agreements with external agencies and organizations to be approved by the Board and signed by the Board President.

Resource Impacts:

- There is \$250,000 in the Capital Budget for this project. About \$120,000 remains unspent.
- To date, the District has paid Meridian \$7,886 for consulting services on this project. The firm prepared a detailed project description and completed the Application for Lease of State Lands.

Alternatives Considered: None

Discussion:

On July 22, 2015, General Manager Barget submitted an Application for Lease of State Lands to the California State Lands Commission (SLC). The included Project Description delineated four potential well sites (identified as sites A through D) within the Burton Mesa Ecological Reserve for consideration by the SLC. (Note: the Burton Mesa Ecological Reserve consists of 5,368 acres).

On August 15, 2023, General Manager Barget amended the application to request a lease of 0.684 acres at the entrance to the District's water treatment plant (identified as site E). Subsequently, letters of support were sent from Assemblymember Gregg Hart and Senator Monique Limón to the SLC and the California Department of Fish and Wildlife (CDFW).

On December 19, 2023, Dr. Heather Schneider from Santa Barbara Botanical Garden sent an email to General Manager Barget at the suggestion of CDFW to offer assistance with the potential identification of the Bird's Beak plants within site E and to recommend the next steps. Because the plants are now dormant, she suggested that we wait until fall 2024 for any further study. General Manager Allen accepted the recommendation on behalf of the Board and, in September 2024, the botanists visited the proposed project site. They submitted their report to the District in November 2024.

At its January 9, 2024 special meeting, the board of directors directed General Manager Allen to meet with the State Lands Commission and the Department of Fish and Wildlife to discuss the next steps on this project. It was determined that VVCS D would not be required to do an Environmental Impact Report (EIR) and that the agencies would accept a MND. In 2015, Meridian Consultants offered their assistance in preparing an MND for this project. The company was contacted earlier this year and invited to submit a proposal upon completion of the Bird's Beak review by the Santa Barbara Botanical Garden.

Attachments:

- Proposal for Professional Services from Meridian Consultants dated December 20, 2024
- *Rigid bird's-beak (Cordylanthus rigidus) review at Burton Mesa Ecological Reserve* prepared by Santa Barbara Botanical Garden

December 20, 2024

Vandenberg Village Community Services District
3745 Constellation Road
Lompoc, California 93436

Attn: Dr. Cynthia Allen, Ph.D., CSDM, General Manager

**Re: Proposal for Professional Services
Vandenberg Village Community Services District Water Well Replacement
CEQA Support**

Dear Dr. Cynthia Allen:

Meridian Consultants is pleased to submit this proposal to Vandenberg Village Community Services District (District) to provide professional services complying with the California Environmental Quality Act (CEQA) for the Water Well Replacement Project (Project).

PROJECT UNDERSTANDING

The District is proposing to replace three aging wells (Well 3A, Well 1B, and Well 3B) with three new water wells to be constructed when an existing well is taken out of commission. The three replacement wells would be constructed within approximately 0.76-acre site the District has identified as Site E (Project site), which is land owned by State Lands within the Burton Mesa Ecological Reserve (BMER) leased and managed by the California Department of Fish and Wildlife (CDFW) in the City of Lompoc. The construction and development of the new water wells would ensure the District has a minimum of two operational wells.

The District was established in 1983 as a local government agency under California Government Code Section 61000, et seq., to provide water and wastewater services to the community of Vandenberg Village, an unincorporated area of Santa Barbara County north of Lompoc.

The District currently operates 32 miles of water distribution system, three groundwater wells, one 500,000-gallon tank reservoir, one 300,000-gallon tank reservoir, two 1,000,000-gallon tank reservoirs, three booster stations, two pressure-reducing stations, and a pressure filter treatment system. The District utilizes standby diesel generators to maintain normal operations during power outages. The District currently provides water and wastewater service to approximately 2,600 connections in Vandenberg Village. The District would serve as Lead Agency as defined by CEQA. State Lands, as the owner of the Project site, and CDFW, which leases and manages the Project site, will be Responsible Agencies pursuant to CEQA.

SCOPE OF SERVICES

Based on discussion with the District, the Project will require the preparation of an Initial Study/Mitigated Negative Declaration (IS/MND) to comply with CEQA. The following Scope of

Services is organized to follow the steps in the environmental review process that will be conducted to comply with the requirements of CEQA.

TASK 1: PROJECT KICKOFF MEETING, DATA COLLECTION, AND REVIEW

Meridian's Project Manager will attend a kickoff meeting (virtually via Microsoft Teams or Zoom) with the District staff to: (a) review the Project's tasks, schedule, and existing documents and data; (b) to address questions and data needs. Meridian will complete a data needs list and submit to the District staff; this will include information and data research needs for the Project, and any information deemed necessary for the work. In addition to the materials and reports already provided by the District, Meridian Consultants will obtain any additional District prepared technical studies for the Project to review and incorporate the findings into the CEQA documentation.

Deliverables:

- One (1) Data Needs List.

TASK 2: PREPARE PROJECT DESCRIPTION

Meridian Consultants will prepare the Project Description to be included with the CEQA documentation. Meridian Consultants will coordinate with the District staff to define the Project's objectives, utilize the preliminary design plan prepared by the District's staff to fully define the Project, and develop a construction scenario of the proposed Project for use in support of technical analyses. Meridian Consultants will coordinate with the Project team to develop a full description addressing the proposed design and construction of the new facilities. The Project location, type of facilities to be constructed/modernized/rehabilitated, and the staging areas will be identified to provide a fully defined Project.

Deliverables:

- One (1) electronic copy of the Project Description.

TASK 3: AB 52 TRIBAL CONSULTATION

In accordance with requirements set forth in Assembly Bill (AB) 52 (Public Resources Code (PRC) § 21080.3.1(d)), tribal consultation will be required. AB 52 establishes a formal consultation process for California tribes as part of CEQA. AB 52 applies to any project that has filed a notice of preparation or notice of a Negative Declaration/Mitigated Negative Declaration. Meridian Consultants will work with the District to comply with AB 52.

Letter to Dr. Cynthia Allen, Ph.D., CDSM, General Manager, Vandenberg Village Community Services District
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Meridian Consultants will contact the Native American Heritage Commission (NAHC) for a list of tribes that may require consultation. This will supplement any list of tribes the District may have that have requested consultation of other District projects. Please note NAHC lists typically have a six-to-eight week turnaround time.

Meridian Consultants will provide the District with letter(s) that can be sent to tribes requesting consultation. This proposal does not include any attendance or participation in tribal consultation meetings with any tribes.

Deliverables:

- One (1) electronic Draft AB 52 Consultation Letter in Word format for the District to issue notifying tribes who have requested consultation.

TASK 4: PREPARE TECHNICAL STUDIES

Subtask 4.1: Biological Resources (Pax Environmental, Inc.)

Pax Environmental, Inc. (Pax), under subcontract to Meridian Consultants, will complete the following biological resource efforts.

Mobilization and Correspondence

This task includes correspondence, preparation of contracts for project management, and setting up data collection for the field survey.

Pax will conduct a preliminary assessment and desktop review including analysis of existing literature, maps, and databases to identify known biological resources and sensitive habitats within the project vicinity. This includes identifying federally or state-listed threatened or endangered species that may inhabit the area.

Biological Survey

Pax biologists will conduct two focused surveys to inventory and assess biological resources. The surveys will be timed to coincide with the bloom periods of most plants likely to occur, particularly special-status plant species (Tentatively March and May 2025). In addition to conducting focused botanical surveys, they will evaluate the quality existing habitats within the Project site and assess potential impacts on biological resources. They will use a GPS device to document all notable land features, vegetation communities, wetland features, special-status species, and other resources that may be used in reporting.

Biological Report

This task will involve preparation of a letter report that provides an update to the previous biological documents for the Project and will include a description of environmental site conditions, an inventory of biological resources observed, evaluation of the potential for waters of the U.S./State, and likelihood of occurrence for special status species. The report will include justification for how the Project is compatible with the Land Management Plan for the Burton Mesa Ecological Reserve. This report will also include detailed GIS mapping depicting vegetation communities and any notable land feature, in addition to site photographs to document existing conditions. Lastly, recommendations for avoidance and minimization measures to reduce potential impacts may also be included in the report.

Deliverables:

- One (1) electronic copy of the Biological Resources Report.

Subtask 4.2: Cultural Resources (Pax Environmental, Inc.)

Pax, under subcontract to Meridian Consultants, will complete the following cultural resource assessment efforts.

Mobilization and Correspondence

Pax will correspond with the Project team, prepare contracts for project management, and set up data collection for the field survey.

Pax will conduct a preliminary assessment and desktop review of existing literature, maps, and databases, including a California Historic Resources Information System (CHRIS) search, to identify known cultural resources and other potentially sensitive resources and sites within the project vicinity.

Cultural Survey

A Pax associate archaeologist will conduct a reconnaissance level survey to inventory and assess cultural resources. All identified resources will be documented and georeferenced using a GPS device to document all cultural features, as well as prehistoric and historic sites and artifacts.

Cultural Report

This task will involve the preparation of a letter report summarizing the findings of the cultural survey. The cultural letter report will include a description of the site conditions, an inventory of cultural and paleontological resources observed, an assessment of potential Project related impacts to any resources, and detailed GIS mapping depicting resource locations. Recommendations for avoidance and minimization measures to reduce potential impacts may also be included in the report.

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Deliverables:

- One (1) electronic copy of the Cultural Resources Letter Report.

Subtask 4.3: EDR Report

Meridian Consultants will request an Environmental Data Records (EDR) Report to identify any hazardous material sites that may be near the Project site to supplement the IS/MND. Based on our understanding of the property, the following scope of services is proposed:

- Review of online regulatory agency records to help identify recognized environmental conditions in connection with the Project site.
- A current USGS 7.5-Minute Topographical Map (or the equivalent) will be reviewed to describe the physical setting.
- Historical-use information will be obtained through the review of an EDR report. The purpose of the historical review is to help identify uses that may have led to recognized environmental conditions in connection with the property.

Deliverables:

- One (1) electronic copy of the EDR Report.

TASK 5: PREPARE ADMINISTRATIVE DRAFT IS/MND

Meridian Consultants will prepare an Administrative Draft IS/MND for the Project using the latest standard Initial Study checklist form appended to the 2024 CEQA Guidelines requirements. Analysis will be provided for each of the environmental topics in the Initial Study checklist form to study and provide justification for each “No Impact,” “Less than Significant Impact,” “Less Than Significant Impact with Mitigation Incorporated,” and “Potential Significant Impact” determinations checked in response to each question. Should any potentially significant adverse impacts be identified, Meridian Consultants will provide determination and recommendation of mitigation measures in the IS/MND.

The IS/MND will include a description of the Project based on information provided by the District and prepared as part of Task 2. Meridian Consultants will coordinate with the District to ensure that the technical information required to answer the Initial Study questions is at a level that will meet the necessary agency requirements. In addition, all discretionary actions requiring approval by the District, State Lands, CDFW, and other agencies will be identified and described.

Meridian Consultants will prepare air quality, greenhouse gas (GHG) and noise analyses as part of the IS/MND. Meridian Consultants will prepare air emissions modeling for the Project that will meet the standards of the Santa Barbara County Air Pollution Control District. The

greenhouse gas emissions estimate from the CalEEMod model will be used to address GHG impacts. The noise analysis will address the potential for temporary construction noise impacts as well as the potential impacts from operational noise in accordance with City of Lompoc Noise Element and the Noise Ordinance in Chapter 8.08 of the City's Municipal Code.

Meridian Consultants will incorporate the findings from the technical studies previously identified in Task 4 as well as the technical studies previously prepared for the District into the IS/MND to justify impact conclusion findings. Meridian Consultants will prepare an administrative draft IS/MND for review by the District.

Deliverables:

- One (1) electronic copy of the Administrative Draft IS/MND.

TASK 6: PREPARE PUBLIC REVIEW DRAFT IS/MND & DISTRIBUTION

Subtask 6.1: Public Review Draft IS/MND

Upon receipt of comments from the District on the Administrative Draft IS/MND, Meridian Consultants will meet (via conference call) with the District to receive their comments, review these comments with the District, and revise the Administrative Draft IS/MND to incorporate the comments and requested information to prepare for release for public review.

This task includes preparation of an unbound, camera - ready master copy of the Public Draft IS/MND for printing and distribution, as well as provision of electronic PDF files for posting to the District's website. Meridian Consultants will coordinate the production of copies for public distribution with the District staff.

Subtask 6.2: Distribution

A Lead Agency (in the case - the District) shall provide a Notice of Intent (NOI) to adopt an IS/MND to the public, responsible agencies, trustee agencies, and the Santa Barbara County Clerk where the Project is located.

Pursuant to the CEQA Guidelines Section 15072(b), the District, as Lead Agency, shall mail a NOI to adopt a IS/MND to the last known name and address of all organizations and individuals who have previously requested such notice in writing and who provided a request when a NOI to adopt an IS/MND (interested parties list) and complete at least one of the following procedures to allow the public the review:

- Publication of the NOI at least one time by the District in a newspaper of general circulation in the area affected by the Project. If more than one area is affected, the notice shall be

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published in the newspaper of largest circulation from among the newspapers of general circulation in those areas;

- Posting of NOI by the Lead Agency (the District) on and off site in the area where the Project is to be located; or
- Direct mailing of the NOI to the owners and occupants of property contiguous to the Project. Owners of such property shall be identified as shown on the latest equalized assessment roll.

Meridian Consultants will assist the District in the distribution of the IS/MND and NOI for the public review period in compliance with CEQA. To satisfy the above, we suggest publication of the NOI one time in the newspaper as that is the most cost effective procedure. It is assumed the newspaper of general circulation in the area affected by the Project is the Santa Maria Times. Meridian Consultants will coordinate with the Santa Maria Times and provide the NOI for publication in the newspaper three (3) days prior to the start of the public review period for the IS/MND.

Meridian Consultants will print hard copies of the NOI and distribute the NOI to the interested parties list (it is assumed a maximum of 30 interested parties). Distribution of the NOI to the interested parties list will be mailed via USPS Certified Mail. In addition, Meridian Consultants will prepare the NOI for the Santa Maria Times and submit the Public Draft IS/MND to local responsible agencies (up to five [5] hard copies), pursuant to CEQA Guidelines Section 15073 (and to the State Clearinghouse).

Deliverables:

- One (1) electronic copy of the Public Draft IS/MND for the District to post on its website.
- Five (5) hard copies and one unbound and reproducible of the Public Draft IS/MND for distribution.
- The submittal of the IS/MND to the State Clearinghouse for distribution to State agencies, as required. This will include preparation of the Notice of Completion (NOC) and a summary of the CEQA document.
- One (1) electronic and hard copy of the NOI to the District to file with the Santa Barbara County Clerk.
- Hard copies of the NOI to distribute to the interest parties list. Distribution of the NOI to the interested parties list will be mailed via USPS Certified Mail.
- One newspaper ad in the Santa Maria Times.

TASK 7: FINAL IS/MND AND MMRP PREPARATION

Upon the District staff receipt of comments after the 30-day public review period of the public Draft IS/MND, Meridian Consultants will review the comments (via conference call or Microsoft

*Letter to Dr. Cynthia Allen, Ph.D., CDSM, General Manager, Vandenberg Village Community Services District
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Teams meeting) with the District. Following this review, Meridian Consultants will prepare draft responses to the comments.

Meridian Consultants will assess the need for a Mitigation Monitoring and Reporting Program (MMRP). If a MMRP is required, Meridian Consultants will prepare a MMRP that identifies the mitigation measures included in the Draft IS/MND, the timing of the implementation of each measure, and the entity (applicant, agency, or both) responsible for implementing and monitoring each measure. Meridian Consultants will coordinate with the District staff to identify the responsible parties for each mitigation measure. Meridian Consultants will revise the MMRP in response to one round of comments for final submittal to the District.

An Administrative Final IS/MND containing responses to comments and other required CEQA sections will be provided to the District for review. In addition, a Final MMRP will be prepared.

Meridian Consultants will prepare the Final IS/MND and MMRP for presentation by the District to the Board of Directors for adoption.

This task includes preparation of an unbound, camera-ready master copy of the Final IS/MND for printing and distribution, as well as provision of electronic PDF files for posting to the District's website.

Deliverables:

- One (1) electronic copy and five (5) hard copies (one unbound and reproducible) of the Administrative Final IS/MND, and MMRP, if required, for the District.
- One (1) electronic copy of the Final IS/MND, and MMRP, if required, for the District and for posting on its website.

TASK 8: NOTICE OF DETERMINATION

Meridian Consultants will prepare the Notice of Determination (NOD) for the Project and provide the NOD to the District staff for review.

Following the adoption of the IS/MND, Meridian Consultants will coordinate posting the NOD with the Santa Barbara County Clerk, State Clearinghouse, and California Department of Fish and Wildlife. These fees are currently \$2,916.75 (as of 2024, that fee will increase to \$2,968.75 in 2025) for an MND. In addition, there is a \$50 processing fee by the Santa Barbara County Clerk. The District will be responsible for payment of both the CDFW and County Clerk fees and they are not part of the proposed budget for this proposal.

Deliverables:

- One (1) electronic copy of the NOD for the District.

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- One (1) hard copy of the NOD for the District to file with the Santa Barbara County Clerk.
- Meridian Consultants will file the NOD with the State Clearinghouse electronically.

TASK 9: PROJECT MANAGEMENT

This task includes time for the Meridian Consultants Principal-in-Charge, Ms. Williams, to coordinate and meet with the District staff as well as State Lands and CDFW staff, if deemed necessary by District staff, on an as-needed basis.

TASK 10: BOARD OF DIRECTORS HEARING ATTENDANCE (OPTIONAL)

Meridian will attend one (1) District Board of Directors meeting where it will consider adopting the IS/MND and respond to Board and public comments.

PROJECT SCHEDULE

The Project schedule milestones is provided in **Table 1: Vandenberg Village Community Services District Water Well Replacement Project Schedule** below. It should be noted that the proposed schedule allows for a period of two (2) to three (3) weeks for the District's review of submittals.

TABLE 1: VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT WATER WELL REPLACEMENT PROJECT SCHEDULE	
Milestone	Date
The District Awards Contract and Issues Notice to Proceed	January 2025
Project Kickoff Meeting	January 23, 2025
Provide Data Needs List to the District	January 24, 2025
The District to Provide Data Needs Information	February 3, 2025
Complete Project Description and Submit Tribe List to NAHC (Meridian)	February 21, 2025
Initiate Technical Studies for Biological and Cultural Resources	February 28, 2025
Submit AB 52 Notices to Tribes for Consultation Request	April 25, 2025
Complete Technical Studies	June 20, 2025
Complete Administrative Draft MND	July 9, 2025
The District to Provide Comments on Administrative Draft MND	July 30, 2025
Release Public Draft MND for 30-day Review	August 13, 2025
Complete 30-day Public Review of MND	September 12, 2025
Complete Administrative Draft Final MND	October 3, 2025
The District to Provide Comments on Administrative Draft Final MND	October 17, 2025
Complete Final MND and MMRP	October 24, 2025
District Board of Directors Meeting to Adopt MND	November 4, 2025
Post Notice of Determination (NOD)	November 5, 2025

BUDGET

A detailed cost proposal and staffing plan for the environmental review process for the District Water Well Replacement is presented below in **Table 2: Cost Table**. Direct costs, such as printing, mileage, and delivery charges, will be billed in accordance with our standard fee schedule (attached).

The total not-to-exceed estimated cost for the Scope of Work, not including Task 10, is \$70,400. Task 10 would be completed on a time and materials basis with additional authorization.

TABLE 2: COST TABLE

Task	Description		Associate	Director of	Project	Staff Planer	Total Hours	Total Cost
			Principal	Air Quality	Planner	Graphics/ Editing		
			\$200	\$225	\$145	\$105		
1	Project Kickoff Meeting, Data Collection, and Review	Hours	8		4		12	
		Cost	\$1,600	\$0	\$580	\$0		\$2,180
2	Prepare Project Description	Hours	14			4	18	
		Cost	\$2,800	\$0	\$0	\$420		\$3,220
3	AB 52 Tribal Consultation	Hours	2			1	3	
		Cost	\$400	\$0	\$0	\$105		\$505
4	Prepare Technical Studies Biological Resources Cultural Resources EDR Report	Hours	1				1	
		Cost	\$200	\$0	\$0	\$0		\$200
5	Prepare Administrative Draft MND	Hours	24	36	60	16	136	
		Cost	\$4,800	\$8,100	\$8,700	\$1,680		\$23,280
6	Prepare Public Draft MND	Hours	10	6	18	10	44	
		Cost	\$2,000	\$1,350	\$2,610	\$1,050		\$7,010
7	Prepare Final MND and MMRP	Hours	10		24	10	44	
		Cost	\$2,000	\$0	\$3,480	\$1,050		\$6,530
8	Notice of Determination	Hours				2	2	
		Cost	\$0	\$0	\$0	\$210		\$210
9	Project Management	Hours	30				30	
		Cost	\$6,000	\$0	\$0	\$0		\$6,000
10	Board of Directors Hearing Attendance (Optional)	Hours	8				8	
		Cost	\$1,600	\$0	\$0	\$0		\$1,600
Total Labor		Hours	104	42	106	42	294	
		Cost	\$20,800	\$9,450	\$15,370	\$4,410		\$50,735
Direct Costs								
Biological Study - Pax Environmental								\$12,750
Cultural Resources - Pax Environmental								\$7,140
EDR Report								\$150
Mileage								\$300
Printing of IS/MND and NOI for Distribution								\$75
Newspaper Ad								\$550
Distribution of NOI								\$300
Total Direct Costs								\$21,265
Total Estimated Cost without Optional Task 10								\$70,400
Total Estimated Cost with Optional Task 10								\$72,000

PAYMENT TO MERIDIAN

In consideration of MERIDIAN's performance of services as described herein, Vandenberg Village Community Services District, hereinafter "CLIENT," shall pay MERIDIAN fees for its services according to the schedule of rates set forth in attached scope of work and incorporated by reference herein. On or prior to the first day of each calendar month after actual work is started, MERIDIAN shall submit an invoice reflecting progress billing of work completed for the prior month in sufficient detail to show the total amount due including labor and materials furnished by MERIDIAN for the billing period.

CLIENT shall review and approve MERIDIAN's invoice for accuracy and mutually agree with MERIDIAN on any adjustments that may be required for approval. Such approvals shall not be unreasonably withheld. CLIENT shall pay MERIDIAN for all approved work and materials within 30 days of receipt of the approved invoice.

INSURANCE

MERIDIAN shall maintain, at its sole cost and expense, including any insurance policy deductibles or self-insured retentions the following insurance for the duration of this Agreement: Commercial General Liability, Business Automobile Liability, Workers Compensation and Employers Liability, Umbrella/Excess Liability, and Professional Liability.

SUSPENSION OR TERMINATION OF CONTRACT

Either party hereto shall have the right to terminate this Agreement upon giving 30-days written notice of such termination to the other party. In the event of the termination of this project in its entirety, notwithstanding any other fee provision of this Agreement, all reports, specifications and appurtenant data shall be delivered by MERIDIAN to CLIENT and may be used by CLIENT.

INDEMNIFICATION AND HOLD HARMLESS

CLIENT agrees to defend, indemnify and hold harmless MERIDIAN, and its officers, agents and employees, from and against any and all liability, damages, costs, losses, claims and expenses, however caused, resulting directly or indirectly from or connected with CUENT's negligent performance of this Agreement (including, but not limited to such liability, cost, damage, loss, claim or expense arising from the death of or injury to, or damage to property of MERIDIAN, CLIENT, or their respective employees or agents), except to the extent that such liability, damages, costs, losses, claims or expenses are

*Letter to Dr. Cynthia Allen, Ph.D., CDSM, General Manager, Vandenberg Village Community Services District
Re: Proposal for Vandenberg Village Community Services District Water Well Replacement - CEQA Support
December 20, 2024
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caused by the negligent or wrongful acts or omissions of MERIDIAN or any of its agents or employees.

MERIDIAN agrees to defend, indemnify and hold harmless CLIENT, and its officers, agents and employees, from and against any and all liability, damages, costs, losses, claims and expenses, however caused, resulting directly or indirectly from or connected with MERIDIAN's negligent performance of this Agreement (including, but not limited to such liability, cost, damage, loss, claim or expense arising from the death of or injury to, or damage to property of CLIENT, MERIDIAN, or their respective employees or agents), except to the extent that such liability, damages, costs, losses, claims or expenses are caused by the negligent or wrongful acts or omissions of CLIENT or any of its agents or employees.

Letter to Dr. Cynthia Allen, Ph.D., CDSM, General Manager, Vandenberg Village Community Services District
Re: Proposal for Vandenberg Village Community Services District Water Well Replacement - CEQA Support
December 20, 2024
Page 14

Meridian's team of professionals has extensive experience working on similar water infrastructure projects, and recent experience on a number of similar projects in California to quickly and efficiently complete the necessary CEQA documentation.

We are pleased to submit this proposal to the District for your consideration. Please contact me at (408) 460-4694 or via email at lwilliams@meridianconsultantsllc.com if you have any questions.

Respectfully submitted,



Leanna Williams | Associate Principal
Meridian Consultants

Approved: Vandenberg Village Community Services District

Signature: _____

Print Name: _____

Date: _____

Letter to Dr. Cynthia Allen, Ph.D., CDSM, General Manager, Vandenberg Village Community Services District
 Re: Proposal for Vandenberg Village Community Services District Water Well Replacement - CEQA Support
 December 20, 2024
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Schedule of Fees and Hourly Rates

Effective January 1, 2024

Personnel charges are for work directly related to projects. Charges for personnel services are based on an hourly rate for time charged to the project. Current personnel classifications and rates are as follows:

Classification	Hourly Rate
Principal/Partner	\$200.00 to \$295.00
Associate Principal	\$175.00 to \$225.00
Senior Professional/Project Manager	\$145.00 to \$195.00
Project Professional	\$125.00 to \$165.00
Staff Planner	\$ 110.00 to \$145.00
Analyst/Field Technician	\$ 95.00 to \$ 140.00
Administrative Manager	\$90.00 to \$120.00
Editor/Production Coordinator	\$ 90.00 to \$110.00
Graphics Specialist	\$ 90.00 to \$ 125.00
Clerical/Administrative	\$ 75.00 to \$95.00
Intern	\$55.00 to \$75.00

An overtime premium will be added to the hourly rates of non-professional staff. Overtime work is defined as time charged to a project in excess of eight (8) hours per day, and any time worked on weekends or holidays. Travel time spent in the interest of the client will be charged at the hourly rate. When it is necessary for an employee to be away from the office overnight, subsistence will be charged. Contract personnel will be charged per the hourly rates for their category as listed above.

Preparation for court appearances, depositions, presentations to regulatory boards, or other special requests for testimony will be charged on a time-and-materials basis.

Other Charges

Subcontractors Cost plus 5 percent
 Expenses and Outside Reproduction Charges Cost plus 5 percent

Mileage

Off-Road Mileage Expense \$ 0.95 per mile
 Staff Mileage Expense IRS standard reimbursement rate

Equipment Rental and Usage

Contracted equipment (all) Cost plus 5 percent
 Noise Monitoring Equipment \$300.00 per day
 Aerial Drones \$100.00 per day

Internal Reproduction Costs

Black and White Copies

Single Sided	8.5"x11"	\$0.05 per copy
	11"x17"	\$0.15 per copy

Color Copies

Single Sided	8.5"x11"	\$0.50 per copy
	11"x17"	\$0.75 per copy



Rigid bird's-beak (*Cordylanthus rigidus*) review at Burton Mesa Ecological Reserve

Prepared for: Cynthia Allen, Vandenberg Village Community Services District

Prepared by: Heather Schneider, PhD – Senior Rare Plant Scientist (hschneider@sbbg.org) & C. Matt Guilliams, PhD – Systematist & Clifton Smith Herbarium Curator (mguilliams@sbbg.org)

Introduction

Cordylanthus rigidus subsp. *littoralis* (Ferris) T.I. Chuang & Heckard (seaside bird's-beak) is a hemiparasitic annual herb in the family Orobanchaceae. It is listed as endangered under the California Endangered Species Act. Primary threats to *C. rigidus* subsp. *littoralis* have included development, energy projects, road widening, vehicles, military operations, and nonnative plants (CNPS 2024). In the original description of *C. rigidus* subsp. *littoralis* by Chuang and Heckard (1986), plants were described as occurring in Monterey and Santa Barbara counties and herbarium records reflect that distribution. Of the 40 historically documented occurrences recognized by the California Native Plant Society (CNPS) and California Natural Diversity Database, two are possibly extirpated, and only six have been documented within the last 20 years (2024).

The objective of this project was to examine rigid bird's-beak (*Cordylanthus rigidus*) plants at Burton Mesa Ecological Reserve and to identify them to the lowest taxonomic rank possible.

Methods

In September 2024, Santa Barbara Botanic Garden (SBBG) botanists Matt Guilliams and Heather Schneider examined specimens of *Cordylanthus rigidus* in the SBBG Clifton Smith Herbarium to understand the differences between the various subspecies. Our work was guided by the original publication in which these taxa were first described (Chuang and Heckard, 1986). The publication details how the authors came to distinguish each subspecies in *C. rigidus*, including patterns of geographic distribution and morphological characters that distinguish one subspecies from another (Figure 1).

We examined specimens representing multiple subspecies within *C. rigidus* to assess morphological variation and to calibrate our observations with those described by Chuang and Heckard (1986). We examined subspecies that occur outside of the Central Coast, but focused primarily on *C. rigidus* subsp. *littoralis* specimens collected in both Monterey and Santa Barbara counties and *C. rigidus* subsp. *rigidus* specimens collected within Santa Barbara County. Some the specimens were annotated by Chuang and Heckard, among others. We reviewed specimens from the following subspecies: *C. rigidus* subsp. *rigidus* (widespread; South Coast, Santa Ynez, Santa Lucia Mtns., Sierra Nevada, Kings Canyon), subsp. *brevibracteatus* (Tulare County), and subsp. *littoralis* (Monterey and Lompoc). The distribution of *Cordylanthus rigidus* subsp. *rigidus* nearly overlaps with Burton Mesa, so we focused on reviewing the physical characteristics of plants from the South Coast and Santa Ynez area (Figure 2).

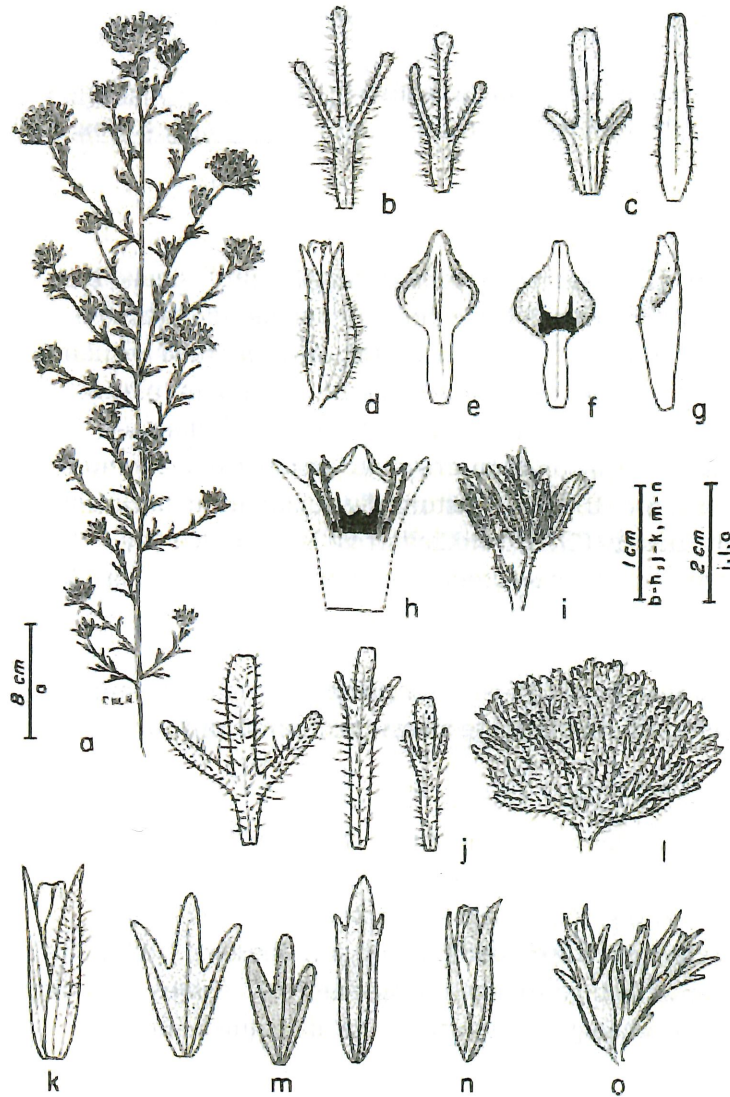


Figure 1. Morphological features of *Cordylanthus rigidus* subsp. *rigidus* and subsp. *littoralis* from Chuang and Heckard 1986.

a-i. subspecies *rigidus*, South Coast Range race

a. habit; **b-c.** variation of outer bracts; **d.** flower and subtending floral bract; **e.** posterior view of corolla; **f.** anterior view of corolla; **g.** lateral view of corolla; **h.** corolla opened in back; **i.** capitate cluster of single-flowered inflorescences.

j-l. subspecies *rigidus*, Sierra Nevada race

j. variation of outer bracts; **k.** flower and subtending floral bract; **l.** compact cluster of single-flowered inflorescences.

m-o. subspecies *littoralis*

m. variation of outer bracts; **n.** flower and subtending floral bracts; capitate cluster of single-flowered inflorescences.

Chuang and Heckard (1986) described *C. rigidus* subsp. *littoralis* as differing from subsp. *rigidus* in multiple ways. Specifically, the following traits are characteristic of subsp. *littoralis*:

- Shorter stature (as compared to ssp. *rigidus*)
- Outer bracts with broader divisions that taper towards the apex
- Base of outer bract (below division) 1/3 to 1/2 as wide as long
- Softer hairs that are puberulent rather than stiff hairy
- Softly ciliate bracts

The authors also described plants “on the sandy mesas north of Lompoc” and included them in their circumscription of subsp. *littoralis* (Chuang and Heckard, 1986). They noted that the features observed in Monterey County were largely maintained in the Lompoc plants, except that plants in Lompoc were sometimes taller than those in Monterey.

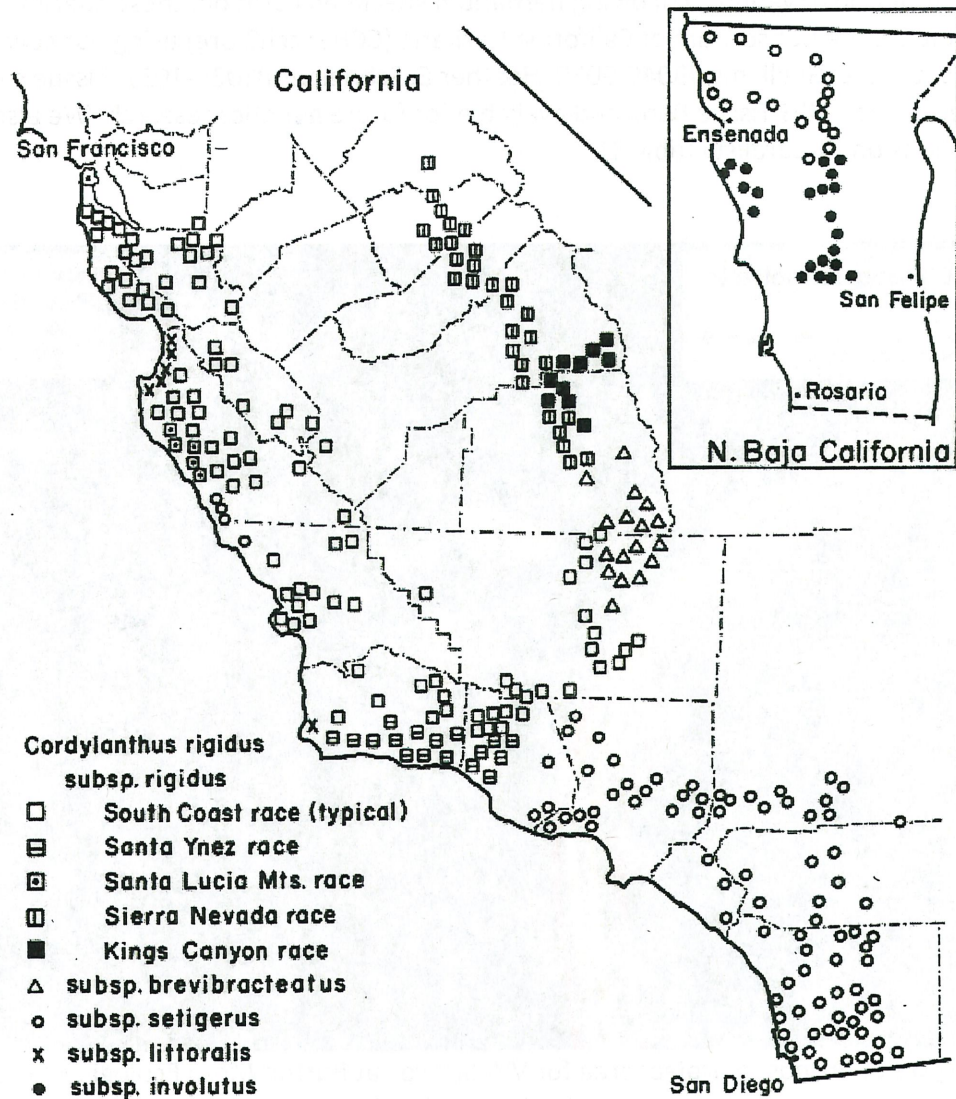


Figure 2. Distribution of *Cordylanthus rigidus* in California. Figure from Chuang and Heckard 1986.

Field work

On September 24, 2024, Guilliams and Schneider visited the proposed project site at Burton Mesa (Figure 3). We began our visit by walking through the proposed project area to informally assess abundance and distribution of *C. rigidus* plants and to develop a sampling strategy. *Cordylanthus rigidus* plants were abundant and well-dispersed throughout and beyond the proposed project area. Next, we collected 11 herbarium specimens and tissue samples to document our observations. Following herbarium specimen curation, these specimens will be searchable via the Consortium of California Herbaria (CCH2: cch2.org) using our collector numbers: C. Matt Guilliams #9046-9050, Heather E. Schneider #1026-1031. Tissue samples will be stored in the SBBG Tissue Bank and available for future genetics research. We also made observations on iNaturalist (Table 1).

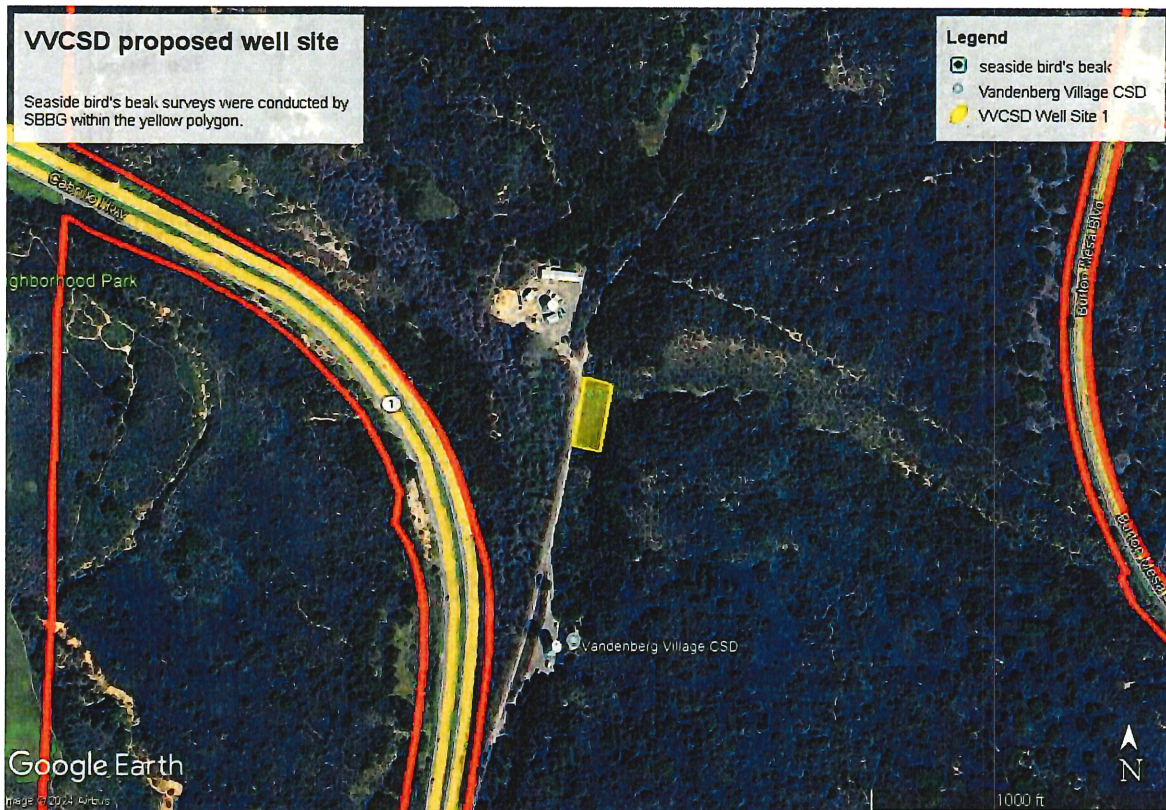


Figure 3. Proposed project area for VVCS D well at Burton Mesa Ecological Reserve. The proposed well site is shown in yellow and all herbarium specimens and iNaturalist observations were collected within the yellow polygon on September 24, 2024.



Table 1. *Cordylanthus rigidus* subsp. *littoralis* observations captured in iNaturalist on September 24, 2024 at Burton Mesa Ecological Reserve

Observer	iNaturalist observation link
Schneider	https://www.inaturalist.org/observations/245351598
Schneider	https://www.inaturalist.org/observations/245351611
Schneider	https://www.inaturalist.org/observations/245351625
Schneider	https://www.inaturalist.org/observations/245351640
Schneider	https://www.inaturalist.org/observations/245351657
Guilliams	https://www.inaturalist.org/observations/243872047
Guilliams	https://www.inaturalist.org/observations/243872175
Guilliams	https://www.inaturalist.org/observations/243876320
Guilliams	https://www.inaturalist.org/observations/243876542
Guilliams	https://www.inaturalist.org/observations/243910992

The dominant plants co-occurring with *C. rigidus* subsp. *littoralis* were *Artemisia californica*, *Baccharis pilularis*, *Ericameria ericoides*, *Toxicodendron diversilobum*, which were observed growing adjacent to *C. rigidus*, and *Quercus agrifolia* growing at the edges of the *C. rigidus* habitat (Figure 4). The soil was sandy, as is typical of that area.



Figure 4. *Cordylanthus rigidus* habitat at the project site. **a.** *Cordylanthus rigidus* growing with native shrubs, with coast live oaks visible on the perimeter. **b.** Zoomed out view of *C. rigidus* habitat.

We used hand lenses and rulers to closely examine plants in the field and assess important morphological characters for identification, such as hairiness and hair stiffness, bract lobes, and the number of flowers per inflorescence (Figure 5).



Figure 5. Close-up images of *Cordylanthus rigidus* bracts in-situ on September 24, 2024.
a-b. Outer bracts are 3-parted (lobed) with bases $1/3$ - $1/2$ as wide as long (e.g., deep invaginations between lobes) and middle segment tapering towards apex. **c.** Soft, puberulent hairs visible, with ciliate hairs on bract margins.



Conclusions

Our observations of *C. rigidus* plants growing at the proposed project site at Burton Mesa Ecological Reserve are morphologically consistent with the range of variation in *C. rigidus* subsp. *littoralis* plants that were described by Chuang and Heckard (1986). They are also consistent with many of the herbarium specimens that we reviewed, some of which were annotated by Chuang and Heckard and other well-respected California botanists. The plants we observed were puberulent with soft hairs, the bract margins were weakly ciliate, and the middle bract lobes tapered at the apex (Figure 5). We consistently counted 7-8 flowers per inflorescence and only examined one plant with more than 5-8 flowers per head, which also matches the original description (Chuang and Heckard, 1986). The habitat was also consistent with the “sandy mesas north of Lompoc” that were described by Chuang and Heckard in their original manuscript. The plants that we observed were relatively abundant and distributed throughout the project site. Our determination of these plants as *C. rigidus* subsp. *littoralis* is based on morphology. Any questions about genetics would need to be addressed in a separate study.

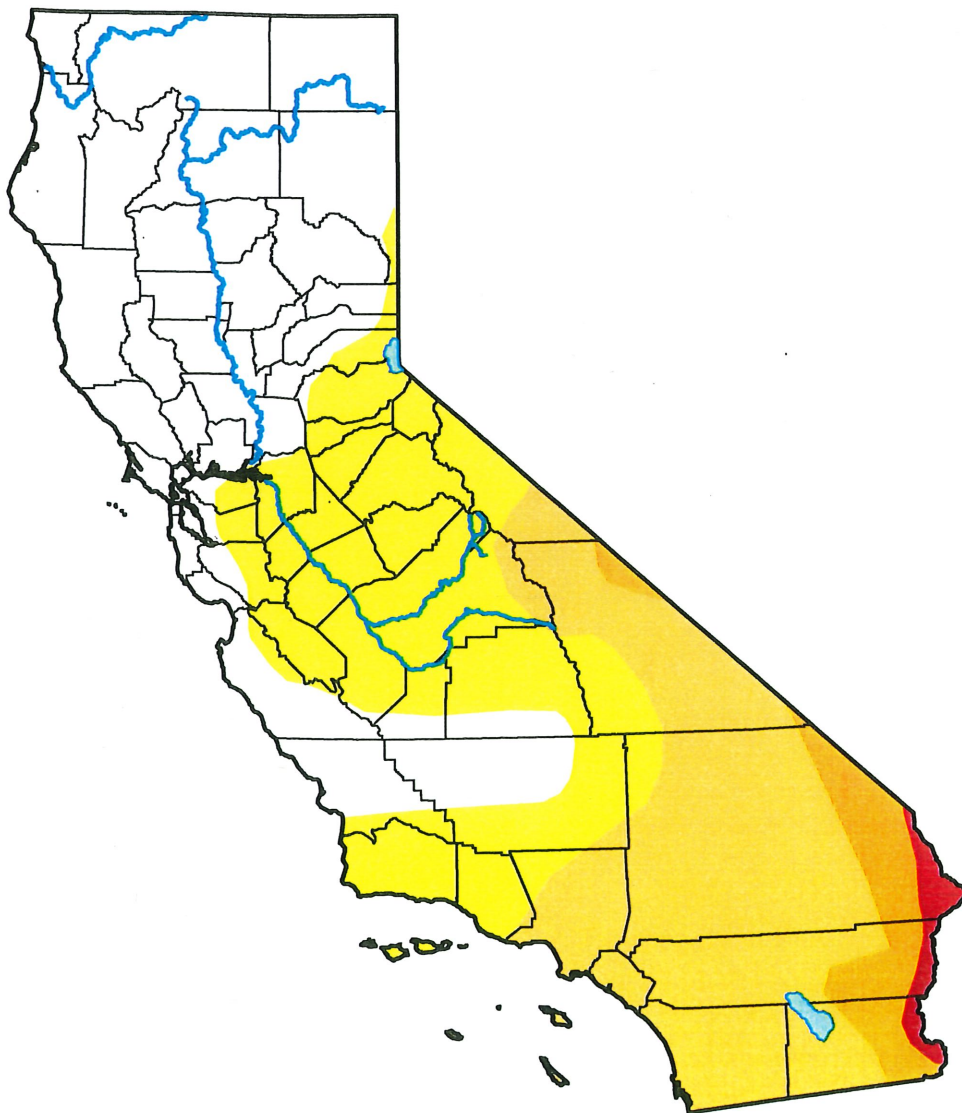
References

California Native Plant Society. Rare Plant Program. 2024. Rare Plant Inventory (online edition, v9.5). <https://www.rareplants.cnps.org> [accessed 4 November 2024].







Chuang, T.I. and L.R. Heckard. 1986. Systematics and Evolution of *Cordylanthus* (Scrophulariaceae-Pedicularieae). Systematic Botany Monographs 10: 1-105.

U.S. Drought Monitor California

December 31, 2024
(Released Wednesday, Jan. 1, 2025)
Valid 7 a.m. EST



Intensity:

-  None
-  D0 Abnormally Dry
-  D1 Moderate Drought
-  D2 Severe Drought
-  D3 Extreme Drought
-  D4 Exceptional Drought

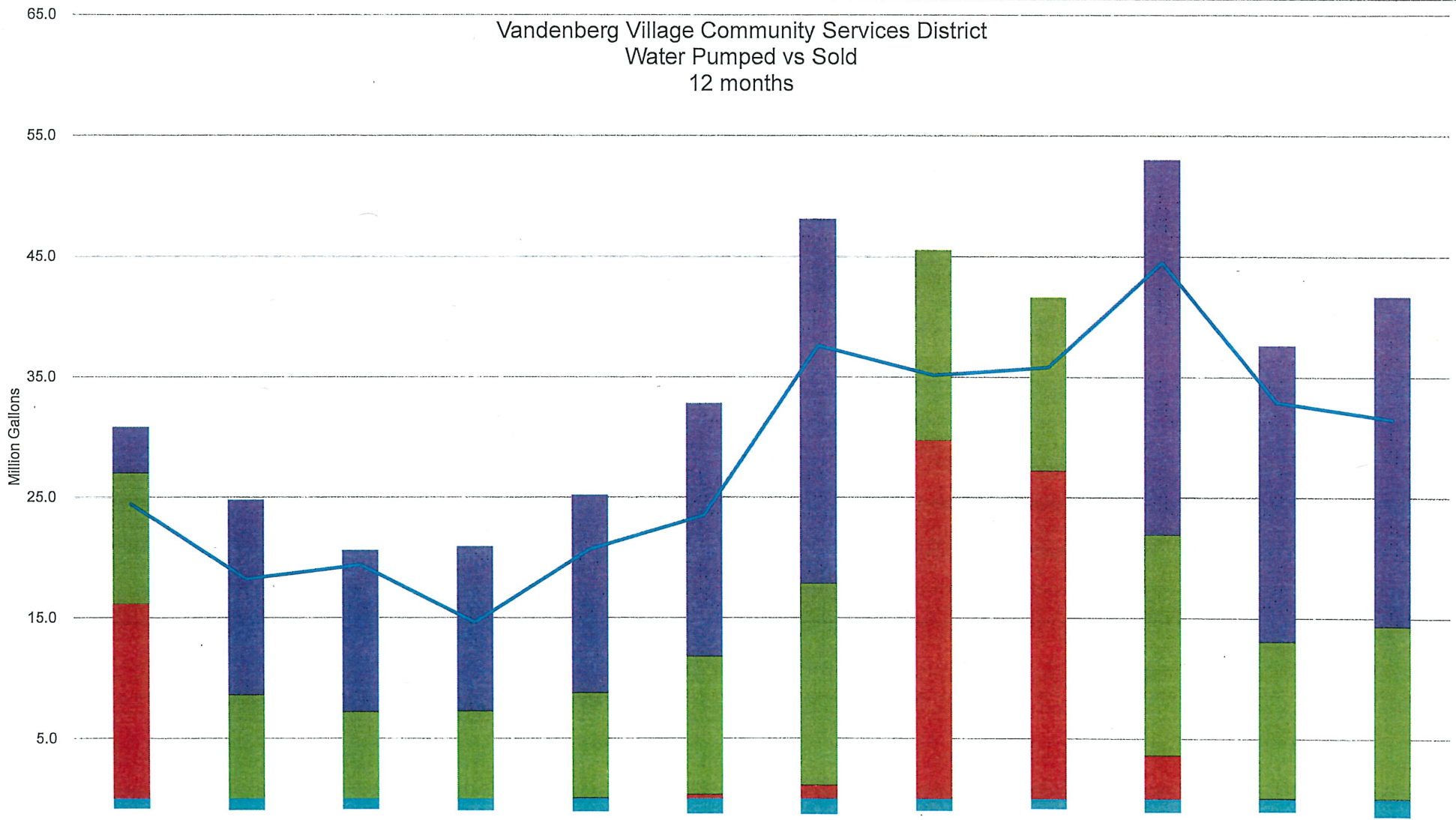
The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Rocky Bilotta
NCEI/NOAA



Vandenberg Village Community Services District Water Pumped vs Sold 12 months



(5.0)

	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Filter Loss	(0.8)	(0.9)	(0.9)	(1.0)	(1.1)	(1.2)	(1.3)	(1.0)	(0.8)	(1.1)	(1.0)	(1.4)
Well 3A	3.8	16.2	13.4	13.7	16.4	21.0	30.3	0.0	0.0	31.1	24.6	27.4
Well 3B	10.8	8.5	7.2	7.2	8.7	11.4	16.7	15.8	14.5	18.3	13.0	14.3
Well 1B	16.1	0.0	0.0	0.0	0.0	0.3	1.1	29.7	27.2	3.6	0.0	0.0
Total Sold	24.4	18.2	19.4	14.6	20.7	23.5	37.6	35.1	35.8	44.5	32.9	31.5

Vandenberg Village Community Services District
Budget Calendar
Fiscal Year 2025-2026

2/12/25- 2/14/25	<u>Legal/Personnel Committee</u> to meet on one of these days to discuss employee salaries and benefits
2/28/25	Regular board meeting agenda published
3/4/25 4:30 p.m.	<u>Board</u> considers employee salaries and benefits and General Manager goals in closed session.
3/7/25	Last date to submit items for the operating and capital budgets.
3/12/25 10:00 a.m.	General Manager, Operations & Maintenance Manager, and Financial Services Manager meet to discuss revisions to operating and capital budgets.
3/17/25- 3/21/25	<u>Finance/Budget Committee</u> to meet on one of these days to review staff proposed operating and capital budgets and administrative overhead fees.
3/19/25	Publish Budget Notice in Newspaper (one notice two weeks prior to meeting).
3/28/25	Include in the Board package, the Committee recommended operating and capital budgets.
4/1/25 4:30 p.m.	<u>Board</u> considers operating and capital budgets, and administrative overhead fees.

February 2025				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7/1/25	Adopted operating and capital budgets and salary adjustments go into effect.
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1/1/26	Water rate changes adopted December 5, 2023 go into effect.
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- Information gathering
- Meetings
- Regulatory requirements

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR



December 24, 2024

DELIVERED VIA EMAIL: callen@vvcasd.org

Cynthia Allen
General Manager
Vandenberg Village Community Services District
3745 Constellation Road
Vandenberg Village, CA 93436

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION

Fiscal Year (FY) 2024 State & Local Cybersecurity Grants for Local & Tribal Governments (SL) Program

Grant Subaward Performance Period: December 1, 2024, to December 31, 2026

Dear Cynthia Allen:

We are pleased to announce that your proposal has been selected to receive funding through the FY 2024 SL Program of the California Governor's Office of Emergency Services (Cal OES). As outlined in the SL Program Competitive Funding Opportunity (CFO) section E, 3. Notification Process, Applicants not selected for funding may appeal Cal OES's decision pursuant to the Cal OES Appeal Guidelines for Competitive Funding. If any appeal is successful, this may affect your requested funding amount. Provided there are no successful appeals, your organization will be awarded the amount of \$30,400.

This subaward is subject to requirements in Title 2 Code of Federal Regulations, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, reporting requirements, all policies and provisions set forth in the FY 2024 SL CFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to Cal OES.

Subrecipients must obtain written approval **prior** to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive procurement,



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8506 TELEPHONE (916) 845-8511 FAX

www.CalOES.ca.gov

Vandenberg Village Community Services District
December 24, 2024
Page 2 of 2

and projects requiring Environmental Planning and Historic Preservation review.

Your organization will be required to prepare and submit performance reports annually for the duration of the subaward period of performance or until all activities are completed and the subaward is formally closed. Failure to submit required reports could result in subaward reduction, suspension, or termination. Throughout the subaward cycle, project status and milestones from the performance reports will be used as indicators of project feasibility, performance, and grant management capacity. This information may also be used in assessing proposals for future grant opportunities.

Next Steps:

- Your signature is required on this letter. Please sign and return this letter via email to your Cal OES Grants Analyst (GA) within 20 calendar days of receipt and keep a copy for your records.
- If you have not already, please visit the [Grants Central System \(GCS\) webpage](#) to register your organization.
- You will be notified to complete your application as soon as it is available in GCS – we anticipate mid-January 2025.
- Once the completed application is submitted and approved in GCS, you will be able to request reimbursement of eligible subaward expenditures in the system.

Please contact your GA if you have questions or need further assistance.

Sincerely,



NANCY WARD
Director



Cynthia Allen
Vandenberg Village Community Services District

12/30/2024

Date