

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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"Pride in Community Service"

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Resolution 202-16

April 5, 2016

EXPRESSING APPRECIATION TO STEPHANIE VLAHOS FOR FIFTEEN YEARS OF DEDICATED SERVICE

WHEREAS, on March 20, 2001, Stephanie Vlahos was hired as a part-time Administrative/Accounting Assistant working from 8:00 a.m. to 2:00 p.m. on a variety of basic administrative and accounting tasks; and

WHEREAS, six months later, on September 9, 2001, she became a full-time employee and on November 6, 2001, the Board of Directors formally appointed her as Board Secretary for the Vandenberg Village Community Services District, a position of unique trust and responsibility; and

WHEREAS, in March 2012, she earned her first Board Secretary/Clerk Certificate from the California Special Districts Association; and

WHEREAS, Stephanie has worked hand-in-hand with general managers and board presidents to prepare timely and informative board packages in advance of every regular and special board meeting, always ensuring the District complied with the strict requirements of California's open public meeting law, the Brown Act; and

WHEREAS, during her tenure she has worked for three general managers, nine directors, and prepared agendas and minutes for 157 board meetings; and

WHEREAS, she learned and complied with the detailed—and sometimes complicated and confusing—notification and timeline requirements within the California Government Code and other laws for adopting the annual budget, approving rate increases, and awarding public contracts in excess of \$25,000; and

WHEREAS, she exercised great care and accountability in maintaining the official records of the District, which include meeting agendas, meeting minutes, resolutions, ordinances, deeds, agreements, and the District library; and

WHEREAS, Stephanie administered oaths of office to Directors, assisted them in completing annual Statements of Economic Interest, and ensured they received required biennial ethics and sexual harassment training; and

WHEREAS, she was instrumental in preparing and executing the annual Directors Expense Budget, \$28,800 for Fiscal Year 2016-17, which covers salaries, training, and travel; and

WHEREAS, she planned and coordinated major events for the District including Dedication of the Director Phyllis White Water Tank in August 2001; the District's 20-Year Anniversary Celebration at the White Oaks Hotel in December 2003; the District's 25-Year Anniversary Celebration at the Village Country Club in December 2008; and Annual Safety Dinners for District staff; and

WHEREAS, she was responsible for accomplishing important financial duties such as reconciling bank statements for seven accounts, preparing monthly financial statements, preparing journal entries, and providing general support for annual audits; and

WHEREAS, Stephanie has provided outstanding customer service and been a wonderful voice and face for the District.


NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Vandenberg Village Community Services District does hereby commend Stephanie Vlahos for her fifteen years of faithful and dedicated service to the residents of Vandenberg Village.

PASSED AND ADOPTED by the Board of Directors of the Vandenberg Village Community Services District this 5th day of April, 2016, upon motion by Director Wyckoff, seconded by Director Blair, and as approved by the following vote:

AYES: Director Blair, Brooks, Fox, Redmon and Wyckoff
NOES: None
ABSENT: None
ABSTAIN: None



Robert A. Wyckoff, President
Board of Directors

ATTEST:


Stephanie Vlahos
Secretary to the Board of Directors