

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>

into@vvcasd.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](#).

Regular Board Meeting

AGENDA

Tuesday, April 2, 2024

7:00 p.m.

President Robert Bumpass will be attending the meeting via teleconference from the following location: 22018 A Street SE, Albuquerque, NM 87111.

Members of the public may join President Bumpass at that location

To access the meeting electronically, please dial **(669) 900-9128** via telephone and/or join via the web at <https://zoom.us/join> **Meeting ID:** 837 8471 3866 **Passcode:** 429538

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Brooks, Bumpass, Gonzales, Heuring, 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 Regular Meeting on March 5, 2024 page 1
- B. Treasurer Report
 - (1) Monthly Financials page 9
 - (2) Disbursements through March 31, 2024 page 21
- C. Water Pumped vs Sold, 12 months page 31

8. ACTION ITEMS

- A. **[PUBLIC HEARING] Capital Budgets:** Consider adopting the FY 2024-25 Capital Budgets for the Water and Wastewater Funds....
..... page 33
- B. **[PUBLIC HEARING] Operating Budgets:** Consider adopting the FY 2024-25 Operating Budgets for the Water and Wastewater Funds
..... page 41
- C. **Parking Lot Rental Fees:** Consider using parking lot rental fees to offset Village Hills Little League water bill page 53
- D. **APN 097-590-003:** Consider issuing an Intent to Serve Letter to Classic Installation to construct a showroom on the vacant parcel at 164 Burton Mesa Blvd page 57

9. REPORTS

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

10. INFORMATIONAL CORRESPONDENCE

- A. US Drought Monitor: California, March 26, 2024 page 61

- B. HR 7525 Fact Sheet page 63
- C. Santa Barbara County Monthly Water Rate Comparison 2024
..... page 65

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

12. CLOSED SESSION

Public Employee Performance Evaluation (Gov't Code § 54957)
Title: General Manager

13. OPEN SESSION: Announce or take action resulting from closed session discussions.

14. 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 Regular Meeting

March 5, 2024

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. by President Bumpass who led the Pledge of Allegiance.

2. ROLL CALL: Directors, Brooks, Bumpass, Gonzales, Heuring and Stassi

OTHERS PRESENT

General Manager Cynthia Allen, Operations & Maintenance (O&M) Manager Mike Garner, Financial Services (FS) Manager Patricia LeCavalier, and Service Person Jeff Cole were present.

3. ADDITIONS AND DELETIONS TO THE AGENDA - None

4. PUBLIC FORUM

President Bumpass invited public comments and there were none.

5. OPERATIONS REPORT

O&M Manager Garner reported the District pumped 19.7 million gallons of water in February with an average daily demand of 682,000 gallons. This is 4 percent less than last year.

There was 8.29 inches of rain in February bringing the calendar year total to 10.03 inches.

The District's well levels for February were 1B-141', 3A-134', and 3B-135'.

The final design plans from Pureflow Filtration have been accepted by the District and the piping is on order. Well 1B is being reinstalled and should be back online next week.

Jeff Cole has been working with Eddie Bramasco of EDK Teck to install the new analyzer and the second analyzer will be installed next week.

The field crew had two service line repairs in February and no sanitary sewer overflows to report.

To conclude his report, O&M Manager Garner said he is negotiating with Mission Hills CSD to be their new General Manager.

6. ADMINISTRATION REPORT

FS Manager LeCavalier reported the \$2 million transfer from the Santa Barbara County Fund to CLASS Investments could not be done because the request needs to be in writing per their new Investment Policy.

A couple of note-worthy disbursements in February were a twenty-percent payment of \$82,876 to Purflow Filtration and \$47,348 for the coated piping. Also, an Eaton Soft Starter and SmartCover sewer monitoring.

Staff is collecting budget data for operating activities and proposed capital improvements and replacements. Some decisions made tonight will affect the amounts included in next year's budget. A Finance/Budget Committee meeting is scheduled for March 19 to review staff recommendations before the April board meeting.

To conclude her report, she said the staff held its first safety dinner since 2019 at Shaw's Steak House and wanted to thank the board for their continued support.

7. CONSENT CALENDAR

A. Minutes from the Regular Meeting on February 6, 2024

B. Treasurer Report

1) Monthly Financials

2) Disbursements through February 29, 2024

C. Water Pumped vs. Sold, 12 months

Motion by Director Stassi, seconded by Director Brooks to accept the consent calendar as presented.

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi

Noes: None

Abstain: None

Absent: None

8. ACTION ITEM

A. Capacity Charges [Public Hearing opened at 7:14 p.m.]

Motion by Director Brooks, seconded by Director Gonzales to waive reading and adopt revised Ordinance 4.10 updating the water and wastewater capacity charges.

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi

Noes: None

Abstain: None

Absent: None

[Public Hearing closed at 7:15 p.m.]

B. Sewer Main/Manhole Replacement Project

Motion by Director Stassi, seconded by Director Heuring to increase FY 2023-24 Wastewater Capital Replacement Budget by \$90K to replace the sewer main and manholes at Constellation Road and

Apollo Way and award the project to R.L. Johnson for \$143,450 with added language securing the cost of the project for an extended amount of time.

**Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None**

C. Reserve Policy

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

Motion by Director Gonzales, seconded by Director Stassi to adopt Resolution 229-24 establishing a new reserve policy.

Roll Call Vote:

**Ayes: Directors Brooks, Heuring, Gonzales, Stassi
Noes: Director Bumpass
Abstain: None
Absent: None**

D. Board Compensation

Motion by Director Stassi, seconded by Director Brooks to increase the board compensation to \$150 per board meeting, \$75 per committee meeting, and \$90 per SGMA meeting effective with the new board members.

**Ayes: Directors Brooks, Bumpass, Heuring, Stassi
Noes: Director Gonzales
Abstain: None
Absent: None**

E. Board Member Manual

The Directors asked for some revisions to be made to the manual before the following motion was made.

Motion by Director Stassi, seconded by Director Gonzales to approve the revised board member manual with revisions.

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

F. Additional Special District Powers

Director Heuring handed out a letter to the Directors and staff dated March 6 and will be made part of these minutes.

There was a lot of discussion regarding adding powers to the District and it was decided to form an Ad Hoc Committee to look into the requests made by Director Heuring. The committee will consist of Directors Heuring, Gonzales, and O&M Manager Garner.

9. REPORTS

A. Committees

Legal/Personnel and Finance/Budget Committees met regarding items on this agenda.

Sustainable Groundwater Management Agency met on February 28.

B. District Representatives to External Agencies

There were no external agency meetings in February.

C. President

President Bumpass had no comments.

D. General Manager

General Manager Allen reported that she and Director Brooks attended a ceremony in Buellton on February 8 presenting a \$5.5 million grant check. Santa Ynez River Water Conservation District is working on submitting the

first reimbursement request for expenses from October 2022 through March 2024. Each quarter, requests will be submitted and all projects must be completed by April 30, 2026. Since the Joint Powers Authorities (JPA) was authorized for the Western and Central Management Agencies, a rate study will be done so the agencies will not be required to provide funding. Until then any funding provided by VVCSD will be reimbursed when the JPA can sustain itself.

Last week General Manager Allen met with CalOES and FEMA to close out the January 2023 storm damage. The final reports have been submitted and the funds have been obligated for the District's remaining requests.

To conclude her report she said the Finance/Budget Committee is scheduled to meet on March 19 at 3:00 p.m. to discuss the preliminary budgets. These will be presented at the April board meeting.

10. INFORMATIONAL CORRESPONDENCE

- A. US Drought Monitor: California, February 27, 2024
- B. LAFCo Election Results
- C. CSDA Board of Directors Call for Nominations, Seat A
- D. VVCSD Utility Cost Centers Draft (Director Stassi)

11. DIRECTORS FORUM

Director Brooks congratulated Mike on his negotiations with MHCSD.

Director Bumpass also congratulated Mike and said if it falls through at MHCSD he can stay at the District. He emphasized his concern about the change in the Reserve Policy.

Director Gonzales continued the sentiment to Mike and would like the Legal/Personnel Committee to meet regarding the general manager's goals and performance before the April board meeting.

Director Heuring congratulated Mike on his possible move to MHCSD as their General Manager.

12. CLOSED SESSION: 8:56 p.m.

13. OPEN SESSION: 9:08 p.m.

The following actions were taken in closed session:

Motion by Director Stassi, seconded by Director Brooks to approve a 4.3 percent cost of living adjustment effective July 1, 2024. All in favor.

Motion by Director Brooks, seconded by Director Stassi to approve the hiring of an additional employee in the field on a non-permanent basis. All in favor.

Motion by Director Brooks, seconded by Director Bumpass to approve longevity tier of 2.5 percent at 15 years seniority effective July 1, 2024. All in favor.

14. ADJOURN

President Bumpass declared the meeting adjourned at 9:11 p.m.

Attest:

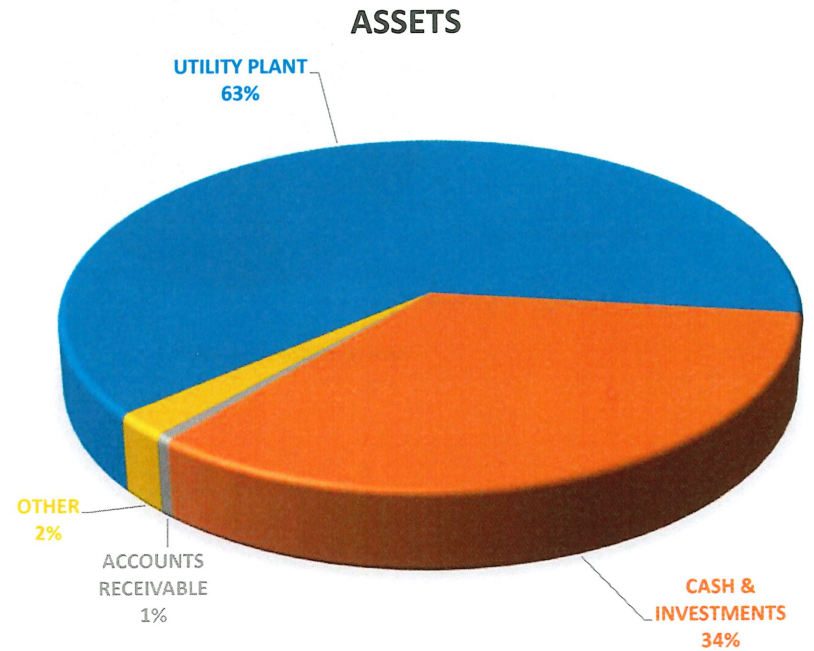
Signed:

Stephanie Garner
Secretary, Board of Directors

Robert Bumpass
President, Board of Directors

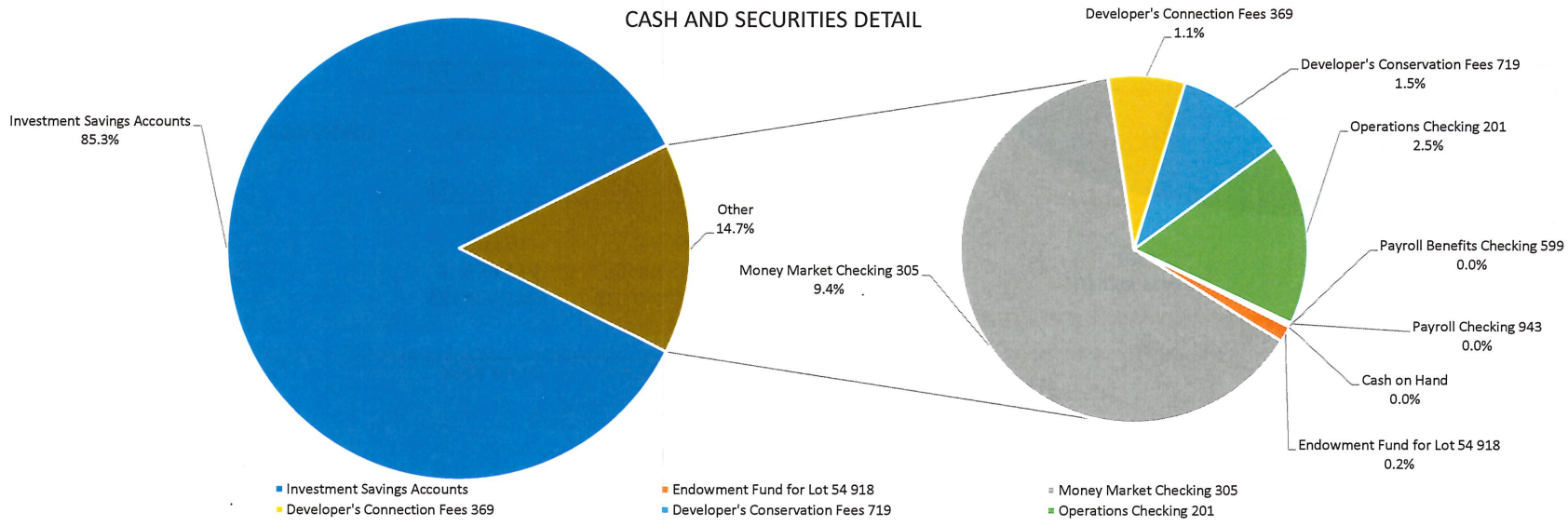
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of February 29, 2024

	2024 FYTD	FYE 2023	CHANGE
ASSETS			
UTILITY PLANT	\$23,408,288	\$23,849,953	(\$441,665)
CASH & INVESTMENTS	12,639,214	11,438,344	1,200,870
ACCOUNTS RECEIVABLE	230,811	307,846	(77,035)
OTHER	796,814	807,667	(10,853)
TOTAL ASSETS	<u>\$37,075,127</u>	<u>\$36,403,810</u>	<u>\$671,317</u>
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$874,314	\$874,314	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	<u>\$37,949,441</u>	<u>\$37,278,124</u>	<u>\$671,317</u>
LIABILITIES			
CURRENT LIABILITIES	\$471,586	\$656,764	(\$185,178)
UNEARNED REVENUE	138,688	138,688	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	4,181,122	4,181,122	0
NET PENSION LIABILITY	1,823,528	1,823,528	0
TOTAL LIABILITIES	<u>\$6,614,924</u>	<u>\$6,800,102</u>	<u>(\$185,178)</u>
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$103,601	\$103,601	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$5,586,077	\$5,716,874	(\$130,797)
EQUITY	24,676,564	23,710,437	966,127
CURRENT EARNINGS	968,275	947,110	21,165
TOTAL EQUITY	<u>\$31,230,916</u>	<u>\$30,374,421</u>	<u>\$856,495</u>
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	<u>\$37,949,441</u>	<u>\$37,278,124</u>	<u>\$671,317</u>



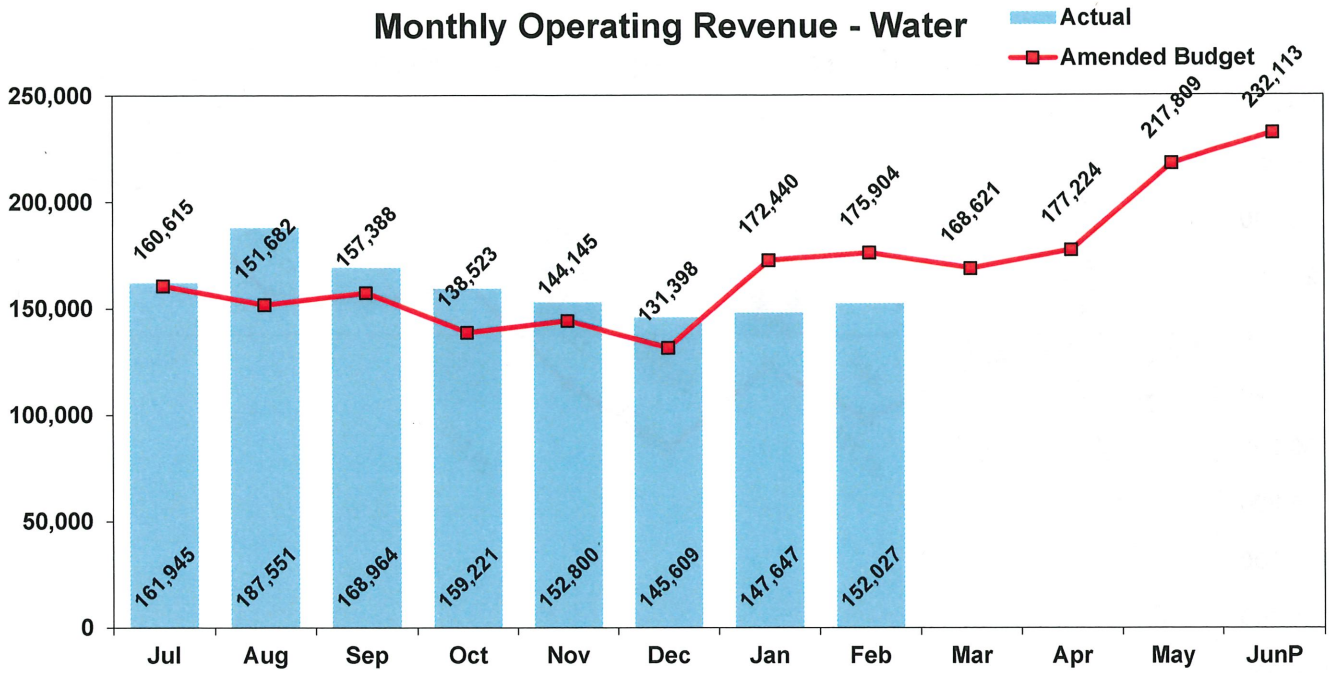
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Cash Position Statement
 As of February 29, 2024

	2024 FYTD	FYE 2023	CHANGE
CASH AND SECURITIES DETAIL			
Investment Savings Accounts	\$10,186,562	\$9,785,523	\$401,039
Endowment Fund for Lot 54 918	26,187	25,519	668
Money Market Checking 305	1,783,421	1,202,040	581,381
Developer's Connection Fees 369	131,989	121,625	10,364
Developer's Conservation Fees 719	193,884	173,307	20,577
SUBTOTAL	\$12,322,043	\$11,308,014	\$1,014,029
Operations Checking 201	\$284,009	\$122,825	\$161,184
Payroll Checking 943	28,127	2,500	25,627
Payroll Benefits Checking 599	4,635	4,605	30
Cash on Hand	400	400	0
SUBTOTAL	\$317,171	\$130,330	\$186,841
TOTAL CASH AND SECURITIES	\$12,639,214	\$11,438,344	\$1,200,870

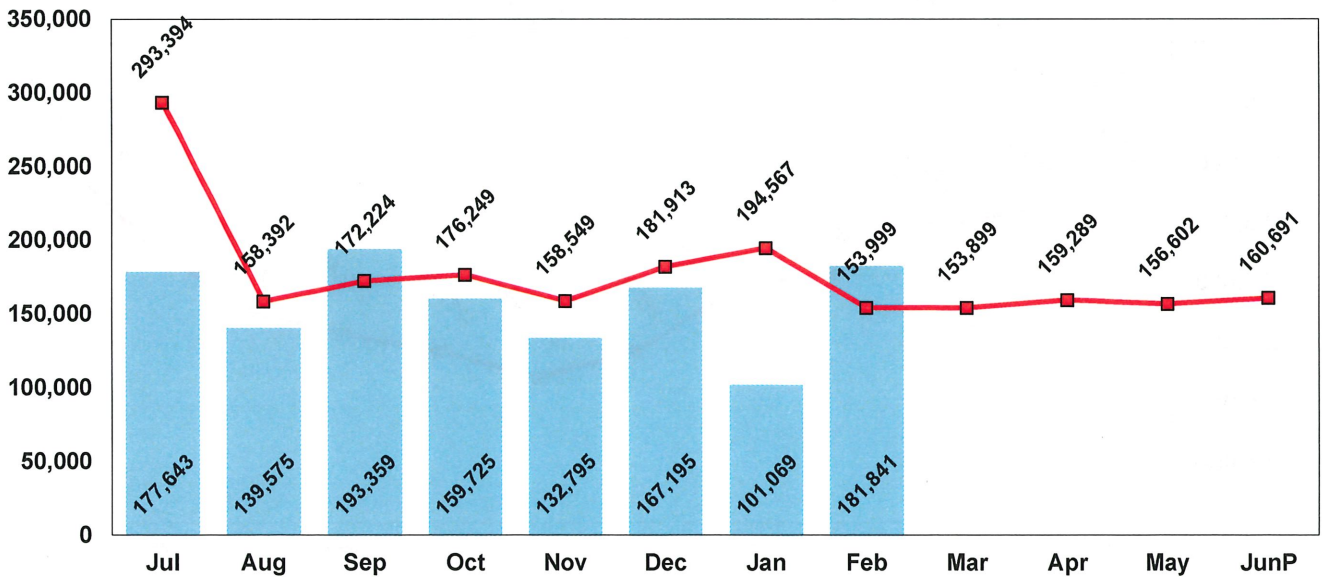


Operating Revenue and Expenses Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

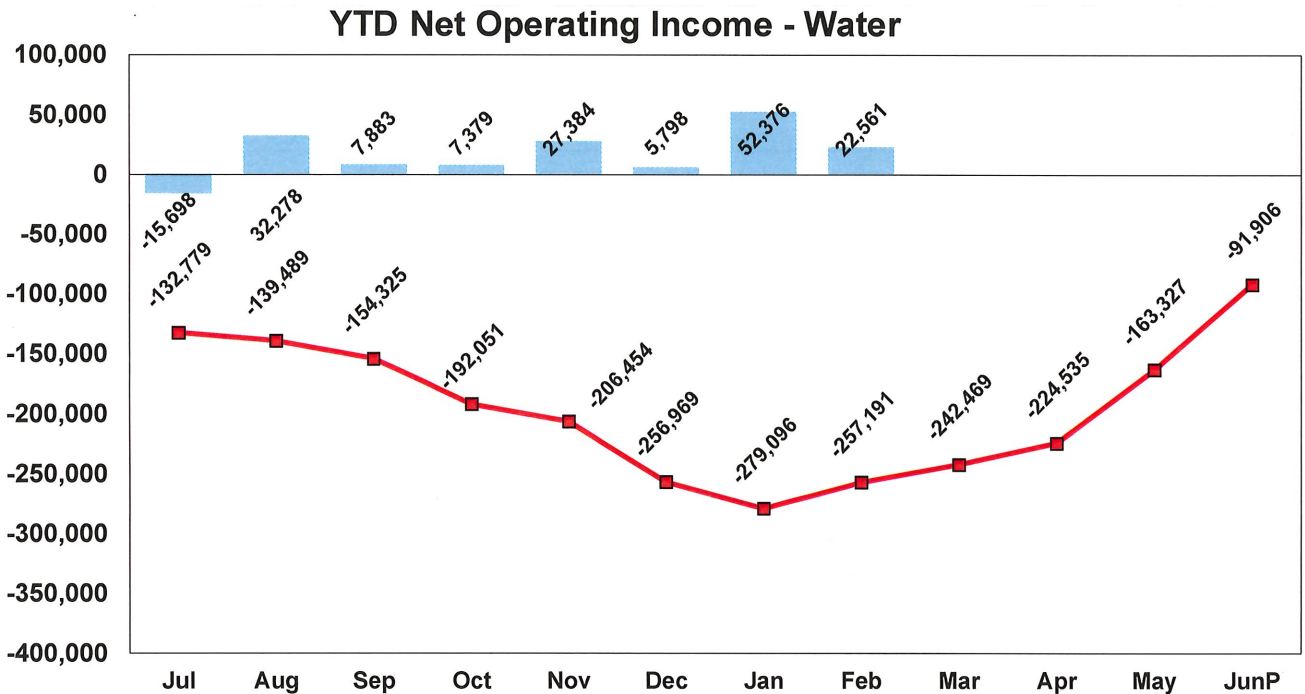
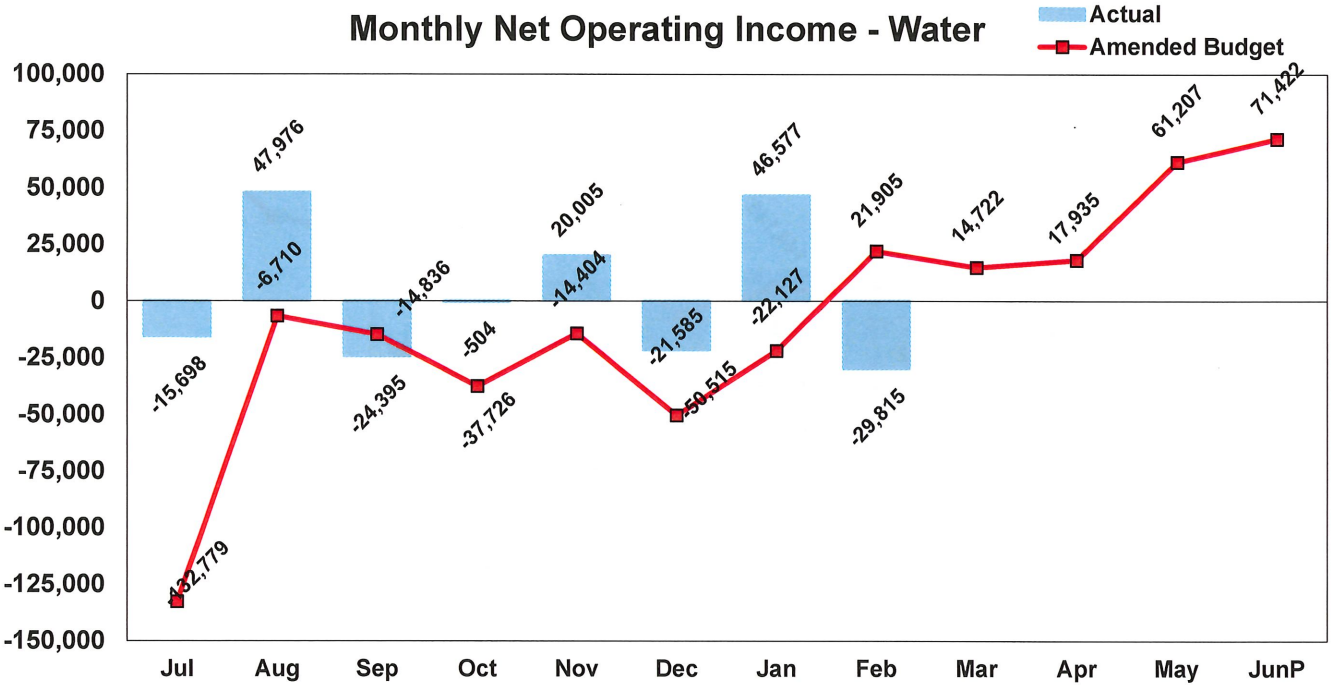
Monthly Operating Revenue - Water



Monthly Operating Expense - Water

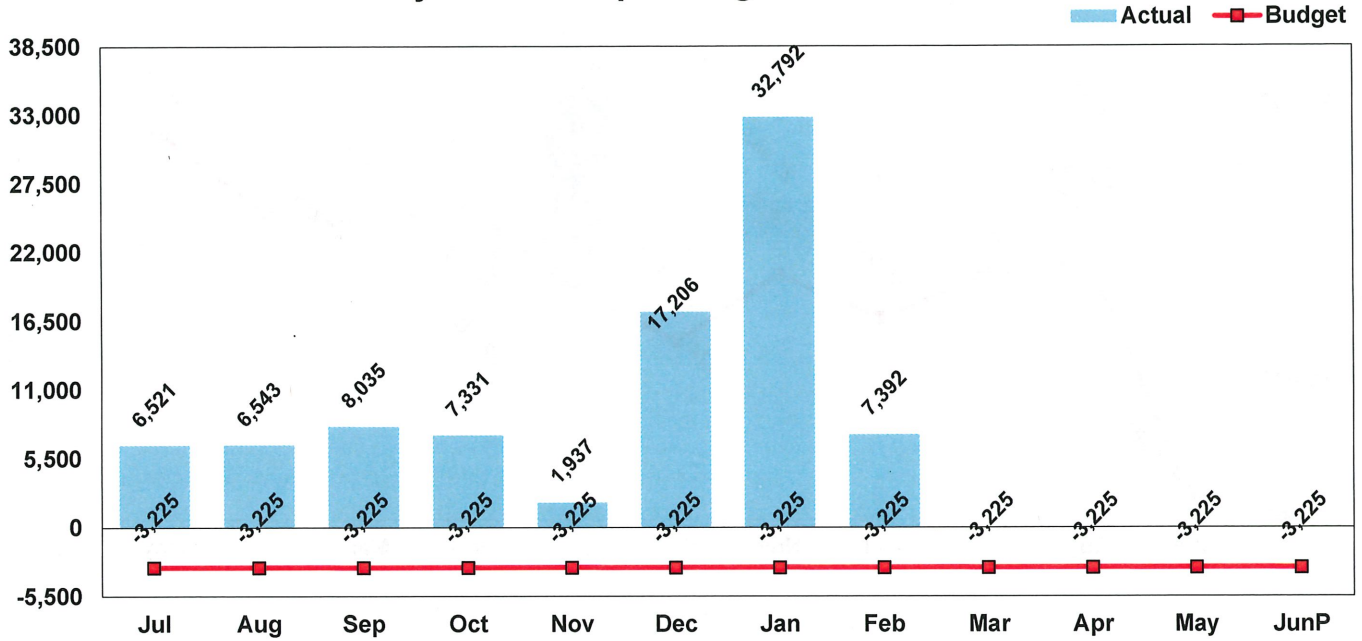


Operating Income Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

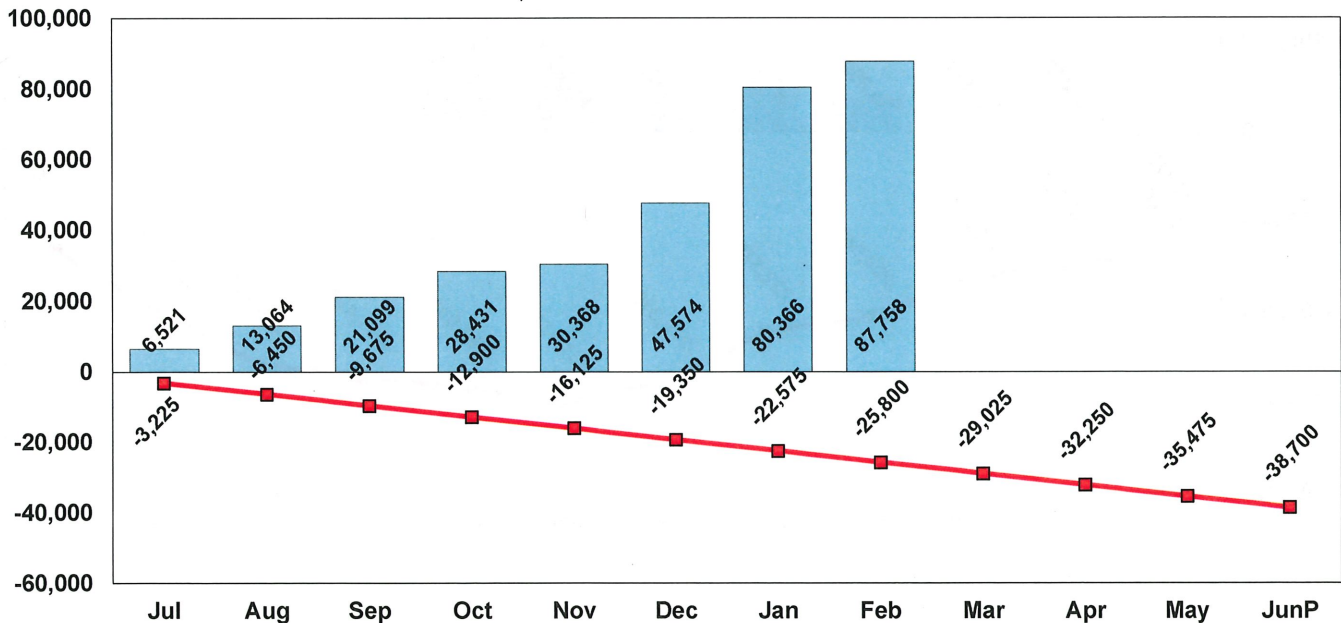


Non-Operating Income Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

Monthly Net Non-Operating Income - Water



YTD Net Non-Operating Income - Water

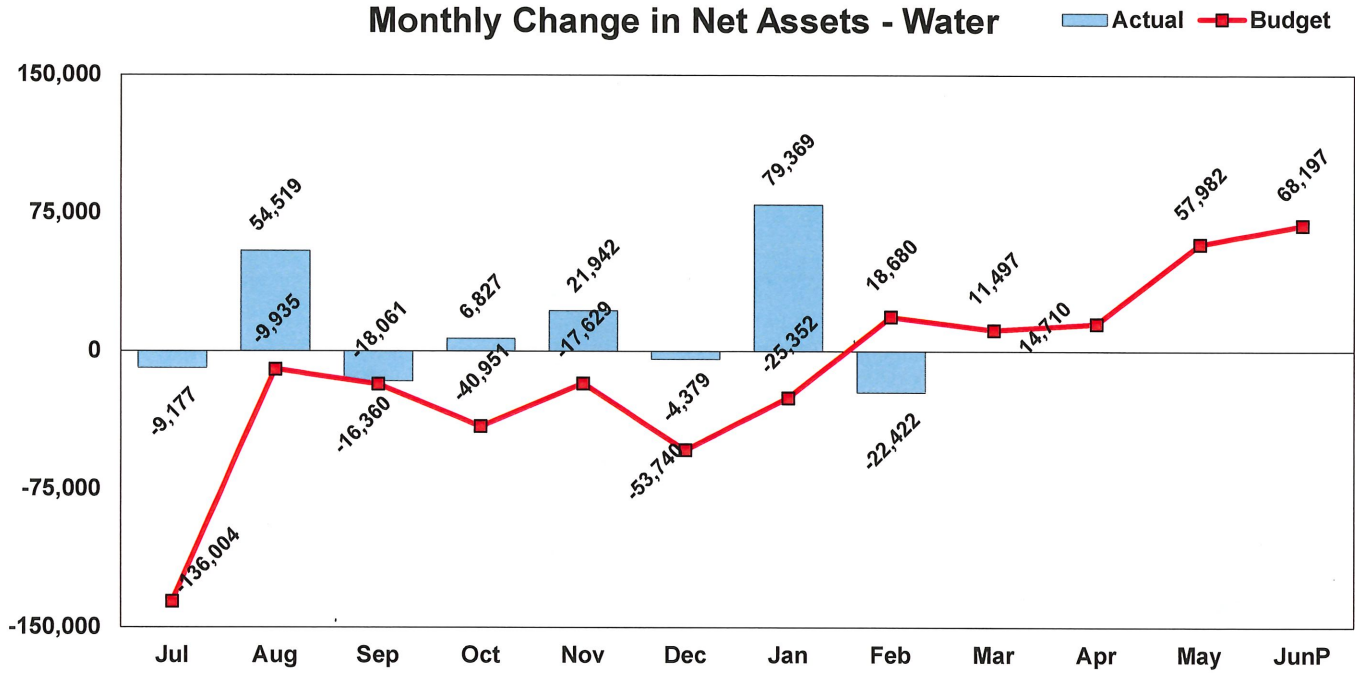


Change in Net Assets

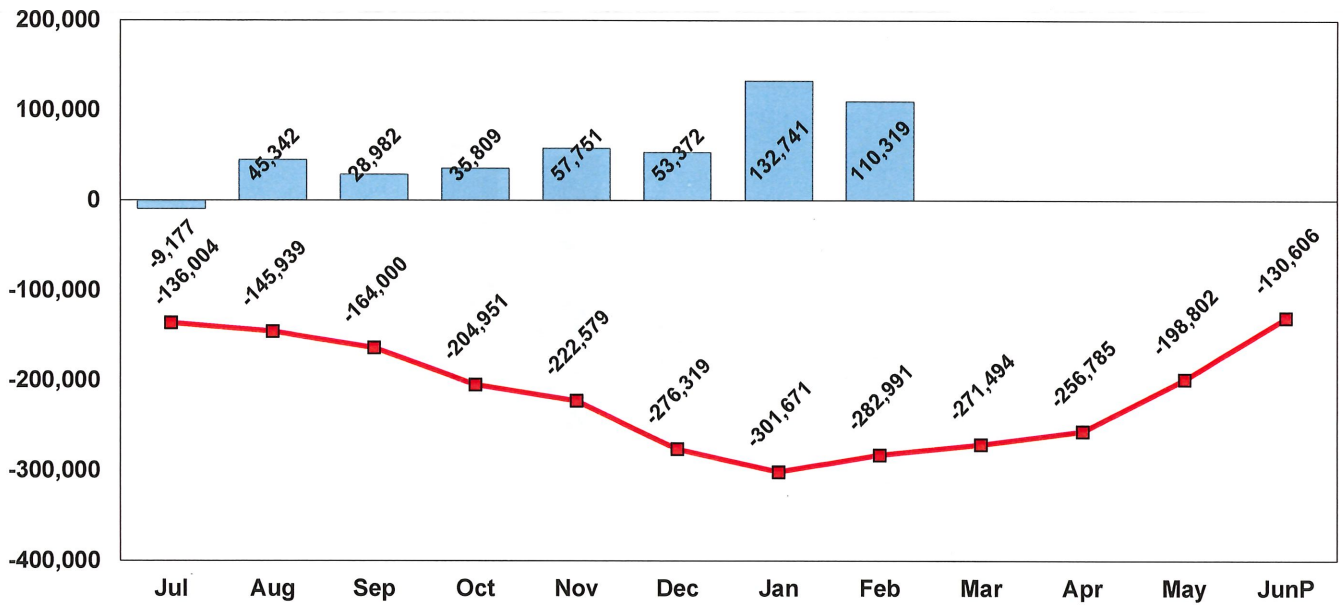
Vandenberg Village Community Services District

July 1, 2023 to June 30, 2024

Monthly Change in Net Assets - Water



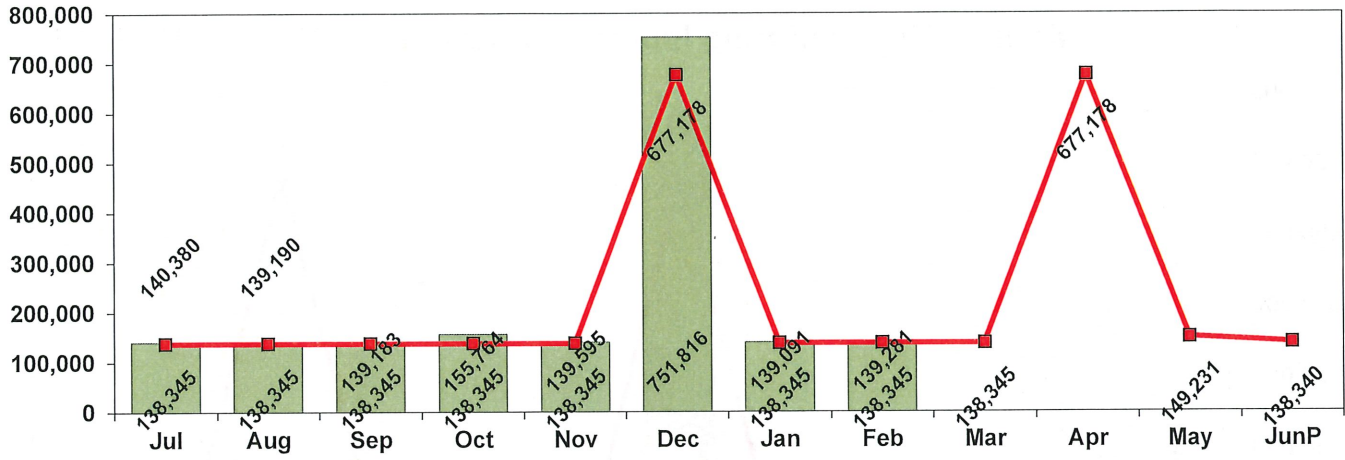
YTD Change in Net Assets - Water



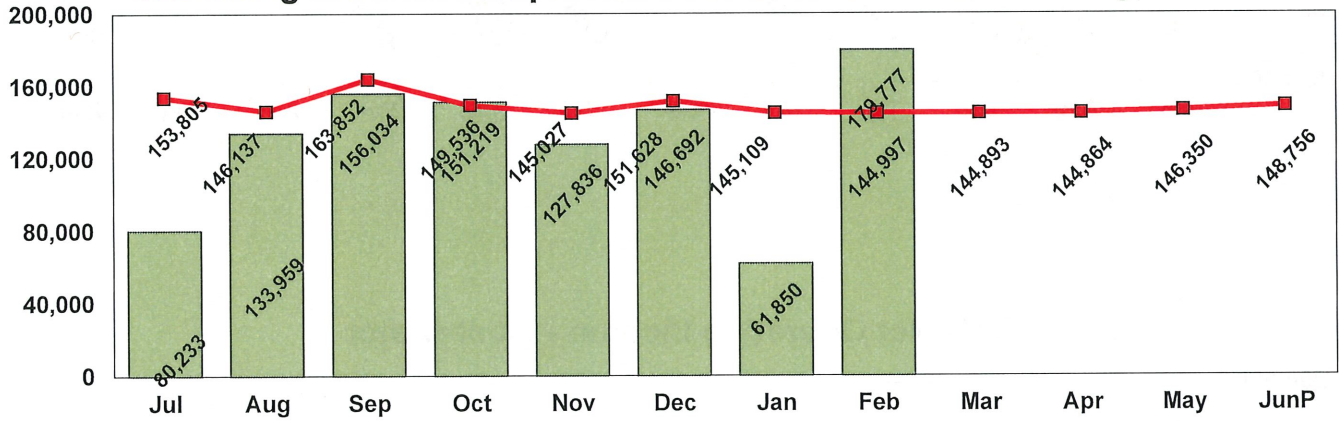
Note: Restricted revenue, \$24,707 in Connection Fees, has also been received this fiscal year.

Operating Revenue and Expenses
 Vandenberg Village Community Services District
 July 1, 2023 to June 30, 2024

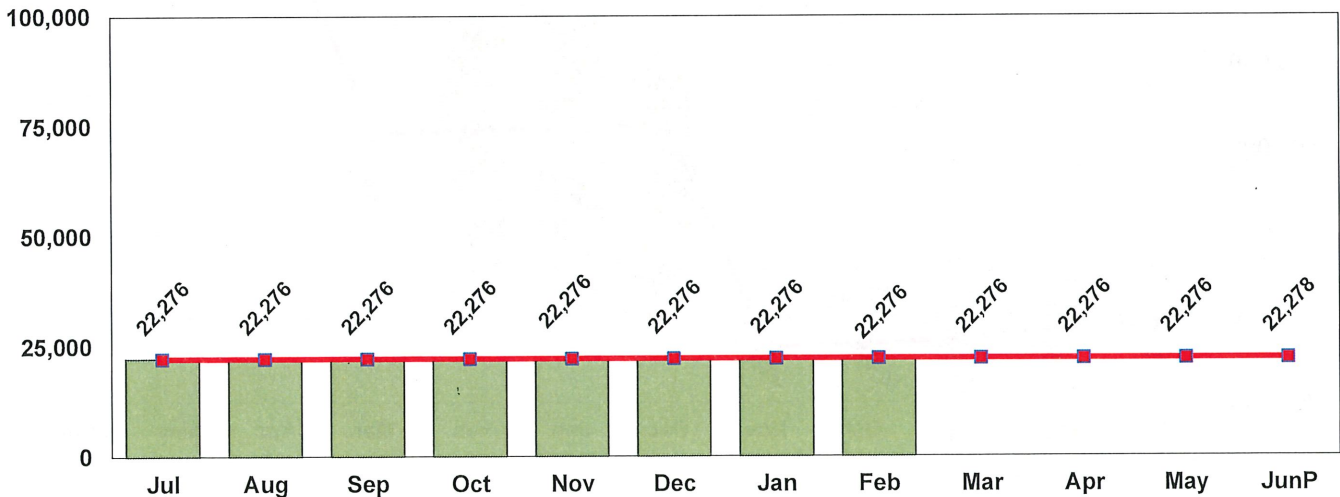
Monthly Operating Revenue - Wastewater ■ Actual ■ Budget



**Monthly Operating Expense
 excluding Unfunded Depreciation and Reserve-Funded Projects**

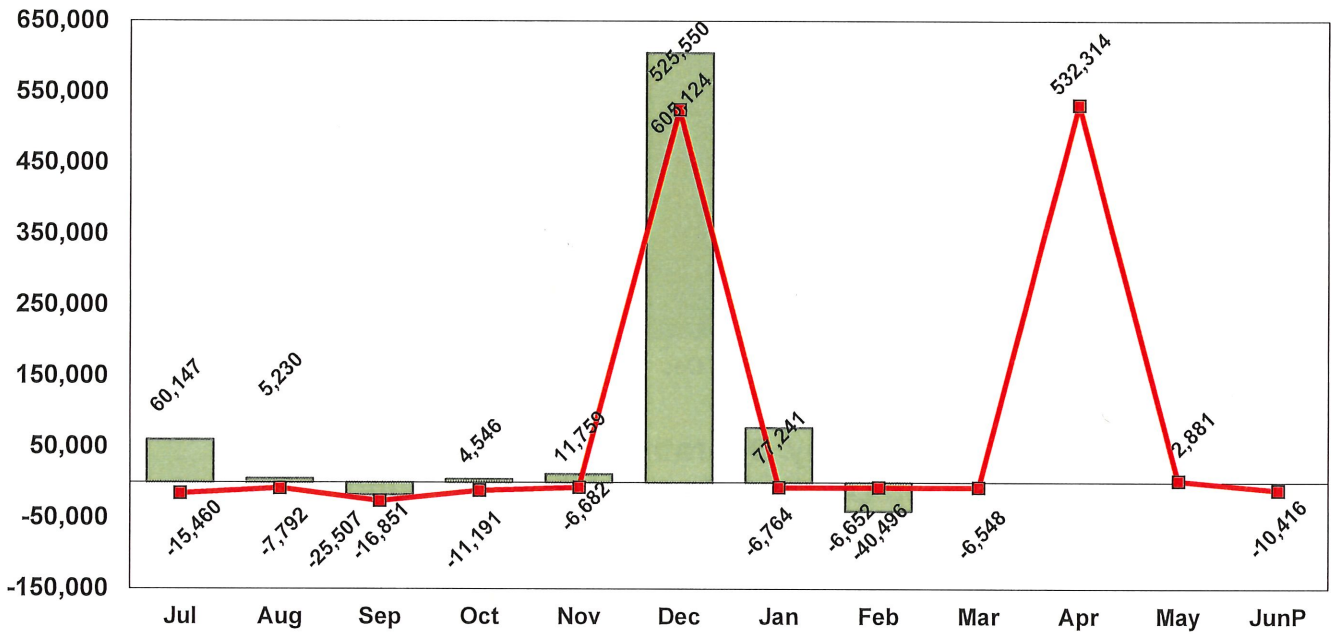


**Monthly Operating Expense
 Unfunded Depreciation and Reserve-Funded Projects**

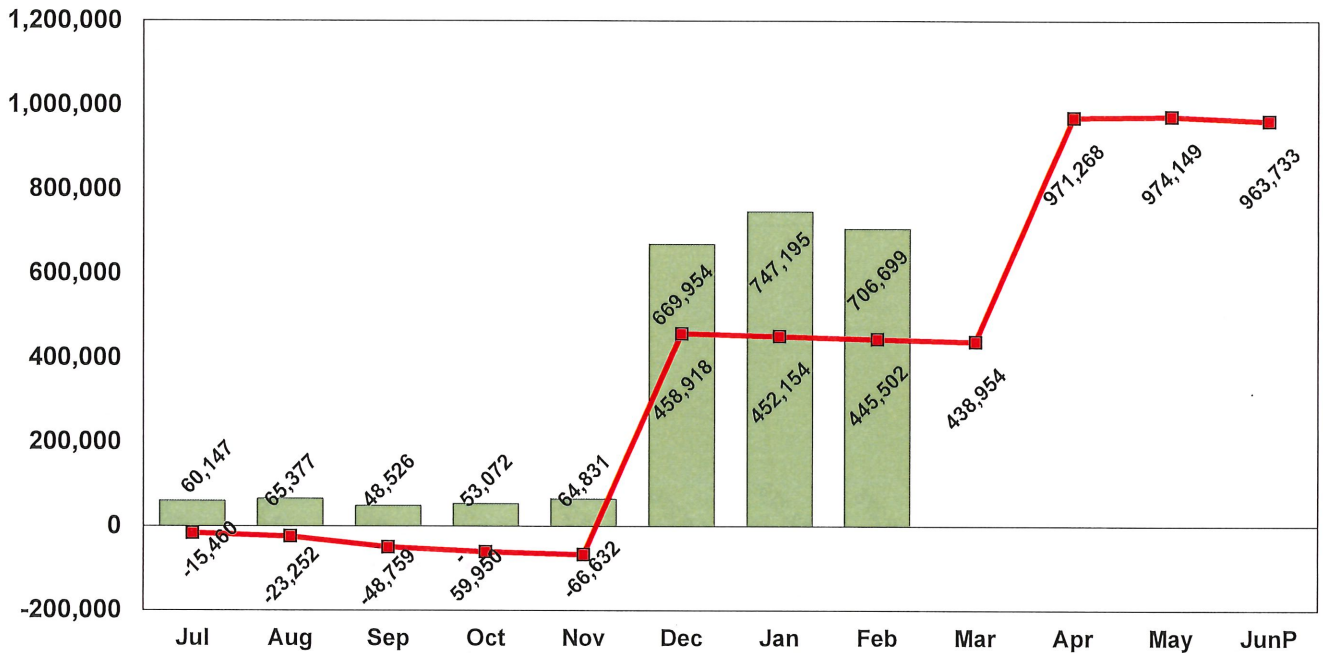


Operating Income
Vandenberg Village Community Services District
July 1, 2023 to June 30, 2024

Monthly Net Operating Income - Wastewater █ Actual —■— Budget

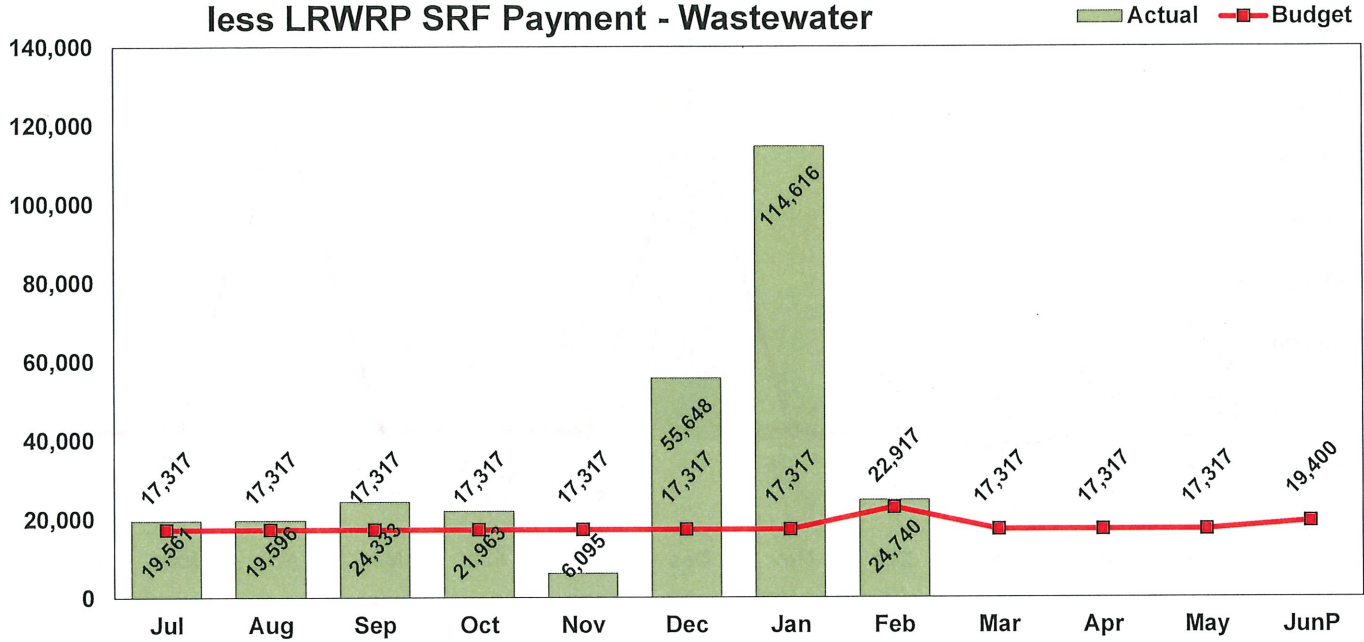


YTD Net Operating Income - Wastewater

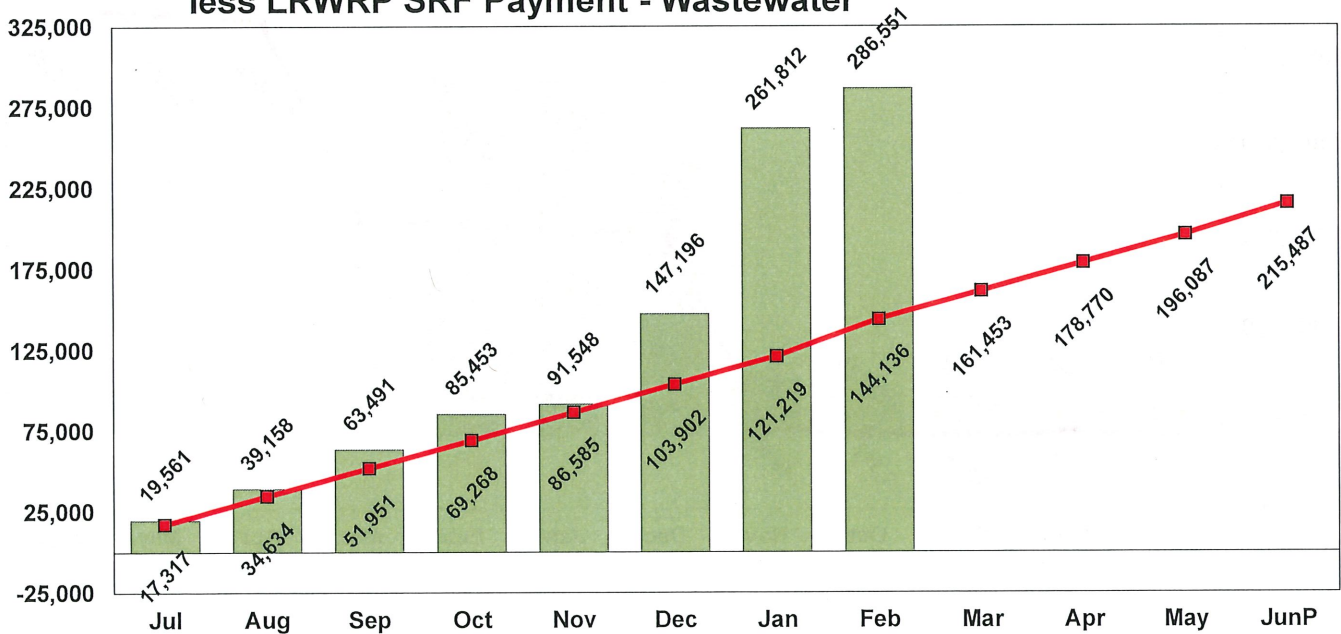


Non-Operating Income
Vandenberg Village Community Services District
July 1, 2023 to June 30, 2024

Monthly Net Non-Operating Income
less LRWRP SRF Payment - Wastewater



YTD Net Non-Operating Income
less LRWRP SRF Payment - Wastewater

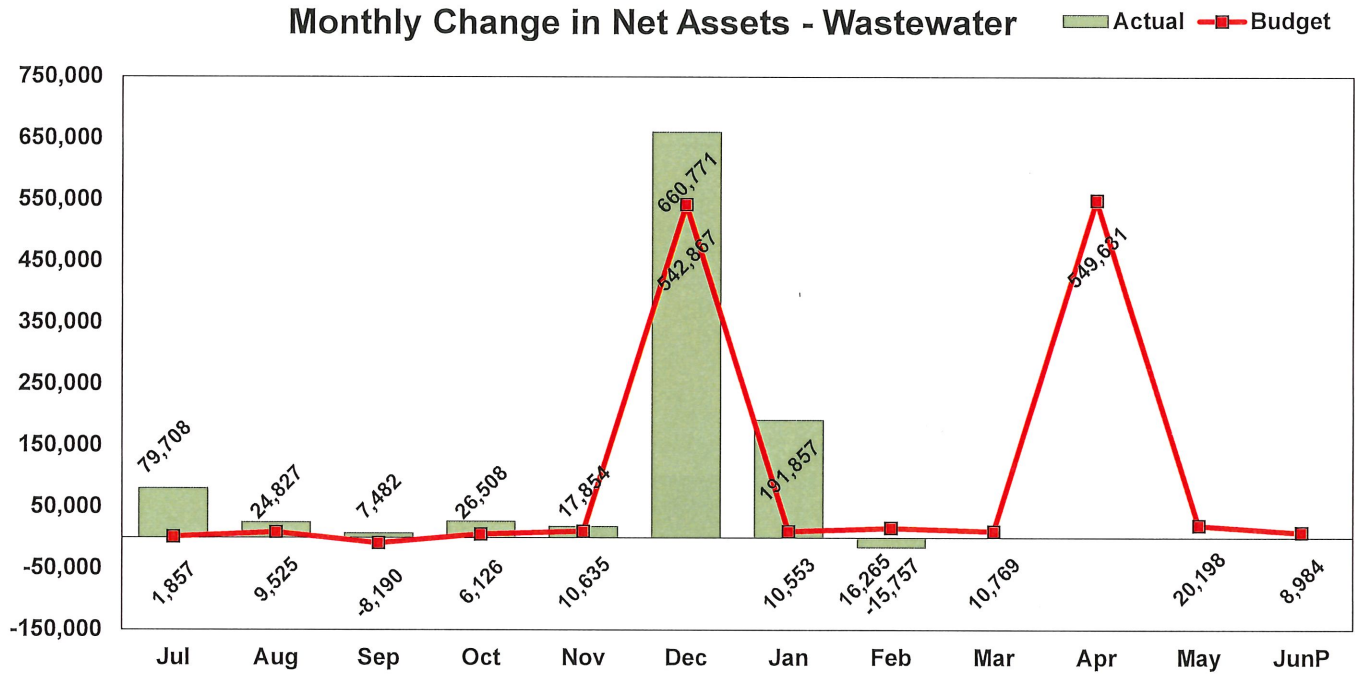


Change in Net Assets

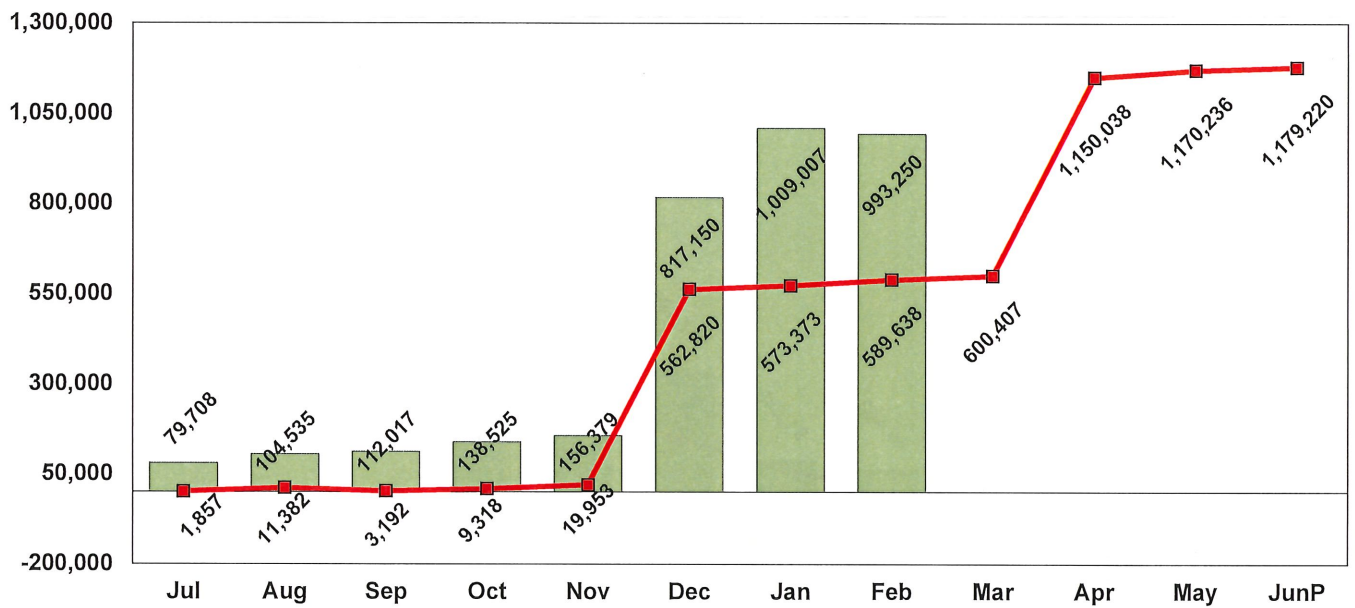
Vandenberg Village Community Services District

July 1, 2023 to June 30, 2024

Monthly Change in Net Assets - Wastewater



YTD Change in Net Assets - Wastewater



Note: Restricted revenue, \$18,207 in Connection Fees, has also been received this fiscal year.

Statement of Cash Flow
 Vandenberg Village Community Services District
 For the Period from July 1, 2023 to February 29, 2024

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 1,285,966	\$ 1,746,719	
Cash payments for goods and services	(777,186)	(577,551)	
Cash payments to employees	(417,722)	(204,237)	
Net Cash Provided by Operating Activities	\$ 91,058	\$ 964,931	\$ 1,055,989
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
FEMA Reimbursement - 2023 Storm Damage		9,731	
CalOES Reimbursement - 2023 Storm Damage		2,433	
Connection fees collected	24,707	18,207	
Sale of capital assets	205		
Purchase of capital assets	(343,712)	(5,816)	
Net Cash Used - Capital & Related Financing Activities			(294,245)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	152,574	286,551	
Net Cash Provided by Investing Activities			439,126
Net Increase (Decrease) in Cash & Cash Equivalents			1,200,870
Cash and cash equivalents, beginning of year			11,438,344
Cash and cash equivalents, year-to-date			\$ 12,639,214
Reconciliation to the Statement of Net Assets:			
Cash on hand	400		\$ 400
Cash and short term investments	2,911,647	9,727,167	12,638,814
			\$ 12,639,214

Reconciliation of Operating Income to Net Cash Provided by Operating Activities

Operating Income (excluding Connection fees)	\$ 22,561	\$ 528,491	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	\$ 150,490	\$ 434,557	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(8,698)	2,419	
(Increase) decrease in other receivables	18,293		
(Increase) decrease in prepaid items	10,808	45	
Increase (decrease) in accounts payable	8,469	10,611	
Increase (decrease) in accrued payroll	(40,975)	(11,192)	
Increase (decrease) in customer deposits	609		
Increase (decrease) in compensated absences	(70,500)	-	
Net Cash Provided by Operating Activities	\$ 91,058	\$ 964,931	\$ 1,055,989

Reconciliation to other financial statements

Net operating income/(loss)	22,561	528,491	
Connection Fees received from developers	24,707	18,207	
Non-operating income (<i>Interest Revenue/Fair Market Value Offset</i>)	87,553	286,551	
Non-operating expenses (<i>Asset retirement</i>)	205	-	
Total YTD Net Income (<i>Current Earnings on Statement of Net Position</i>)	135,026	833,249	968,275
Add back YTD Unfunded Depreciation		178,208	
Less Connection Fees received from developers	(24,707)	(18,207)	
YTD Change in Net Assets on Revenue and Expense charts	110,319	993,250	1,103,569

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 04-24 From 3/1/2024 To 3/31/2024
 Board Meeting Date 4/2/2024 Item: 7B.2

Accounts Payable Amount \$125,232.90

Check Numbers 29294-29312, 29314-29338

Void Checks 29292, 29313

Electronic Vendor Payment Amount \$29,520.72

Confirmation Numbers 8964, 135277, 135279,
135280, 142024, 502363,
740289, 867901

A/P Hand Check Amount _____

Check Numbers _____

Payroll Amount \$114,990.47

Check Numbers electronically transferred

Investment Transfers \$2,125,000.00

Confirmation Numbers 3761, 3781

Disbursements/Investments

A/P Checks 125,232.90

Electronic Vendor Payments 29,520.72

A/P Hand Checks 0.00

Payroll 114,990.47

Investments 2,125,000.00

TOTAL \$2,394,744.09

REPORT.: Mar 28 24 Thursday
 RUN...: Mar 28 24 Time: 12:53
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 03-24 thru 03-24 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
008964	03/14/24	BAN03	BANK OF AMERICA	108.28 272.78	28020224 54240224	FUEL-SPECIAL DIST.LEADERSHIP ACADEMY-GONZALES AWWA WEBINAR SUBSCRIPTION, REFRIGERATOR FILTERS
Check Total.....:				381.06		
029292	03/27/24	TIE01	TIERZERO CLOUD COMMUNICAT	-399.15	400397u	Ck# 029292 Reversed
029294	03/14/24	ACW03	ACWA JOINT POWERS INSURAN	10466.67	0702144	GROUP MEDICAL/ DENTAL/ VISION/ LIFE/ EAP 04/24
029295	03/14/24	AMA01	AMAZON CAPITAL SERVICES	353.88	RKHP-6XP1	WIFI ACCESS POINT,SIGNS PENCILS,SAFETY LIGHTS
029296	03/14/24	ARA01	ARAMARK UNIFORM SERV.INC.	211.65	20507818	CONTINUOUS TOWELS, SHOP TOWELS 3/7/24
029297	03/14/24	CLS01	CLINICAL LABS OF SAN	490.00	1003229	BACTERIA,IRON & MANGANESE,GEN.PHYSICAL TESTS 1/24
029298	03/14/24	COV01	COVERALL MOUNTAIN & PACIF	391.00	553196325	JANITORIAL SERVICE 3/24
029299	03/14/24	FAM01	FAMCON PIPE & SUPPLY, INC	1647.56	22732.001	BALL VALVES;METER BOXES,LIDS,RISERS-MESA CIRCLE
029300	03/14/24	IWA01	IWATER, INC.	2000.00	9847	INFRAMAP GIS CLOUD SOFTWARE SUPPORT 6/24-5/25
029301	03/14/24	LOM01	CITY OF LOMPOC, FINANCE	47892.42	13992	WASTEWATER TREATMENT COSTS 1/24
029302	03/14/24	MEL01	MELISSA DATA CORP	1795.00	7076052	ADDRESS BARCODING RENEWAL 3/13/24-3/12/25
029303	03/14/24	MIL01	MILLER LANDSCAPING AND MA	175.00	64813	OFFICE YARD MAINTENANCE 2/24
029304	03/14/24	NAT01	NATIONAL GROUP TRUST	683.63	23940424	LONG-TERM DISABILITY 4/24
029305	03/14/24	SAN01	SANTA YNEZ RIVER	40000.00	SGMA-FY24	WESTERN MANAGEMENT AREA GSA COST SHARE FY24
029306	03/14/24	SAN27	SANTA BARBARA COUNTY	50.00	C40314	CEQA NOTICE OF EXEMPTION FILING-SEWER MAIN PROJECT
029307	03/14/24	SAN30	SANTA BARBARA COUNTY	536.48	61293	ANNUAL EMISSION FEE 10533 SITE #3 & L/S #1
029308	03/14/24	SAN35	SANTA BARBARA COUNTY EHS/	579.00 369.00	10686691 10686712	HAZARDOUS MATERIALS PERMIT-SITE #1(WATER ONLY) HAZARDOUS MATERIALS PERMIT-L/S #1 (SEWER ONLY)
Check Total.....:				948.00		
029309	03/14/24	SMI04	SMITHS ALARMS & ELECTRONI	180.00	076942	SECURITY-SHOP & BOOSTER BLDG 4/24-6/24
029310	03/14/24	UBE01	UBEO WEST LLC	441.39	4434792	COPIER CONTRACT USAGE,TONER FREIGHT
029311	03/14/24	UND01	UNDERGROUND SERVICE ALERT	17.00	220240780	USA TICKETS 2/24
029312	03/14/24	UNI02	UNIVAR SOLUTIONS USA INC.	1821.71	51923187	415 GALS NaHSO3
029313	03/14/24	VAL08	VALLEY ROLL-OFF SERVICE	250.00	12597	EMPTY ROLL-OFF BINS AT SHOP-PICK-UP CHARGE

REPORT.: Mar 28 24 Thursday
 RUN...: Mar 28 24 Time: 12:53
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029313	03/15/24	VAL08	VALLEY ROLL-OFF SERVICE	-250.00	12597u	Ck# 029313 Reversed
				85.00	22909	EMPTY ROLL-OFF BINS AT SHOP-CONCRETE & ASPHALT
				-85.00	22909u	Ck# 029313 Reversed
			Check Total.....:	.00		
029314	03/14/24	WAS01	WASTE MANAGEMENT CORPORAT	50.70	30020224	TRASH COLLECTION - OFFICE 2/24
				170.98	30030224	TRASH COLLECTION - SHOP 2/24
			Check Total.....:	221.68		
029315	03/14/24	WES05	WESTERN EXTERMINATOR CO.	74.85	58426474	GOPHER CONTROL SERVICE 2/24
029316	03/14/24	\B005	NICHOLAS BARR	85.96	000C40201	CUSTOMER REFUND-BAR0095-4078 DRACO DRIVE
029317	03/14/24	\E004	JESSE T. EVERT	82.83	000C40201	CUSTOMER REFUND-EVE0013-4227 CONSTELLATION ROAD
029318	03/14/24	\L005	LOUIE G. LEGACION	22.21	000C40201	CUSTOMER REFUND-LEG0004-3861 JUPITER AVENUE
029319	03/14/24	\L006	SHERI LUBIN	95.30	000C40201	CUSTOMER REFUND-LUB0002-3727 LUNAR CIRCLE
029320	03/14/24	\U001	CAESAR URIBE	136.97	000C40201	CUSTOMER REFUND-URI0004-388-1 CASSINI CIRCLE
029321	03/14/24	\W003	CHRISTOPHER T. WENTLING	65.71	000C40201	CUSTOMER REFUND-WEN0013-4084 STARDUST ROAD
029322	03/28/24	/R001	MELINDA REED	160.00	C40325	RETROFIT REIMB-1 HE TOILET-103 OAK HILL DR.
029323	03/28/24	ARA01	ARAMARK UNIFORM SERV.INC.	167.27	20517432	SHOP TOWELS 3/21/24
029324	03/28/24	BRE01	BREMER AUTO PARTS	286.29	001384	UNIT #18 BATTERY UNIT #23 WIPER BLADES
029325	03/28/24	COL04	COLE, MATTHEW	500.00	C40322	WATER METER KEYS (QTY 10)
029326	03/28/24	COM03	COMCAST	360.16	10520324	INTERNET - OFFICE 3/20/24-4/19/24
029327	03/28/24	COR01	CORBIN WILLITS SYSTEM INC	846.05	C403151	SERVICE AND ENHANCEMENT FEE 4/24
029328	03/28/24	EDK01	EDKA	240.00	0145	SCADA UPGRD-INSTALL, SCALE CPH2O BLUE-WHITE ANALYZR
				240.00	0146	SCADA UPGRADE-REPROGRAM 2iNET RADIOS
			Check Total.....:	480.00		
029329	03/28/24	FAM01	FAMCON PIPE & SUPPLY, INC	232.73	23815.001	G05B/G05LW CONCRETE VALVE BOXES & LIDS (QTY2)
029330	03/28/24	FRO01	FRONTIER	147.81	28850324	FRONTIER 733-2109 3/13/24-4/12/24
				333.95	49050324	FRONTIER 733-3615/3975-SCADA SYS. 3/13/24-4/12/24
			Check Total.....:	481.76		
029331	03/28/24	GET01	GET WIRED CABLE CO.	315.00	1514	INSTALL AP & SWITCH, REPROGRAM-SCADA COMPUTER

REPORT.: Mar 28 24 Thursday
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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
029332	03/28/24	INK01	INKLINGS PRINTING CO.	111.21 111.21	124535 124564	FOAMCORE POSTERS-HYDROGEOLOGIC CYCLE,WELL DEPTH FOAMCORE POSTERS - CONSUMER CONFIDENCE REPORT
Check Total.....:				222.42		
029333	03/28/24	OLI01	OLIN CORP	9505.31	900394435	4,004 GALS NAOCL
029334	03/28/24	PIT03	PITNEY BOWES	503.50	76730324	POSTAGE FOR METER
029335	03/28/24	STE04	STERICYCLE, INC.	255.33	6551117	DOCUMENT SHREDDING SERVICE 2/27/24, 3/13/24
029336	03/28/24	VAL08	VALLEY ROLL-OFF SERVICE	250.00	12597-1	EMPTY ROLL-OFF BINS AT SHOP-PICK UP CHARGE
029337	03/28/24	VJ001	V & J ROCK TRANSPORT INC	85.00	22909	EMPTY ROLL-OFF BINS AT SHOP-CONCRETE & ASPHALT
029338	03/28/24	VRE01	JIM VREELAND FORD	94.33	61491	UNIT #25 OIL, FILTER
135277	03/14/24	PIT03	PITNEY BOWES	1032.67	01340224	POSTAGE FOR BILLS 2/24
135279	03/14/24	PIT02	PITNEY BOWES INC	98.36	24939423	INK FOR POSTAGE MACHINE
135280	03/14/24	PIT01	PITNEY BOWES GLOBAL FINAN	313.60	106568452	PB METER & MAIL MACHINE RENTAL 1/30/24-4/29/24
142024	03/14/24	WEX01	WEX BANK	262.44	95710542	56.35 GALLONS FUEL
502363	03/14/24	UPS01	UPS	17.19	V8548104	FREIGHT - MASTER METER
740289	03/14/24	SOU01	SO.CALIFORNIA GAS CO.INC.	93.82 201.05	79000224 84180224	SO.CALIF GAS-WELL 1B 1/23/24-2/22/24 SO.CALIF GAS-OFFICE 1/23/24-2/22/24
Check Total.....:				294.87		
867901	03/14/24	PGE01	PACIFIC GAS & ELECT. INC.	27120.53	6872-0224	PG&E BILLING MASTER ACCOUNT #VBVSB65371 1/17-2/14
Cash Account Total.....:				154753.62		

REPORT.: Mar 28 24 Thursday
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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
003781	03/22/24	CAL27	CALIFORNIA CLASS	125000.00	C40322H	TRANSFER CONSERVATION FEES FR MECHANICS TO CLASS
Cash Account Total.....:				125000.00		

REPORT.: Mar 28 24 Thursday
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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
003761	03/19/24	CAL27	CALIFORNIA CLASS	2000000.00	C40319H	TRANSFER RESERVES FROM SBC FUND TO CLASS
Cash Account Total.....:				2000000.00		
Total Disbursements.....:				2279753.62		
Cash Account Total.....:				.00		

REPORT.: Mar 28 24 Thursday
 RUN...: Mar 28 24 Time: 12:53
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 03-24 thru 03-24 Bank Account.: 13101

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
86170	03/29/24	PUB02	PUBLIC EMPLOYEES	1477.50	C40329	PERS TDMC PP#6
86171	03/29/24	PUB02	PUBLIC EMPLOYEES	880.26	1C40329	PERS EPMC PP#6
86172	03/29/24	PUB02	PUBLIC EMPLOYEES	4101.92	2C40329	PERS EMPLR CONTRIB PP#6
86180	03/29/24	PER04	CALPERS 457 PLAN	1050.00	C40329	EMPLOYER PERS 457 PP#6
86181	03/29/24	PER04	CALPERS 457 PLAN	1050.00	1C40329	EMPLOYEE PERS 457 PP#6
116320	03/29/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1284.28	C40329	STATE WH TAXES PP#6
116321	03/29/24	EMP01	EMPLOYMENT DEVELOP.DEPART	342.11	1C40329	STATE DISABILITY PP#6
200870	03/15/24	EFT01	EFTPS	3697.22	C40315	FEDERAL WH TAXES PP#5
200871	03/15/24	EFT01	EFTPS	900.84	1C40315	FICA MEDICARE PP#5
416854	03/31/24	COL03	COLONIAL LIFE & ACCIDENT	336.87	C40331	COLONIAL-PRETAX 3/24
460170	03/01/24	EFT01	EFTPS	3799.90	C40301	FEDERAL WH TAXES PP#4
460171	03/01/24	EFT01	EFTPS	124.00	1C40301	FICA SOCIAL SECURITY DR#3
460172	03/01/24	EFT01	EFTPS	963.66	2C40301	FICA MEDICARE PP#4
523390	03/29/24	EFT01	EFTPS	3702.02	C40329	FEDERAL WH TAXES PP#6
523391	03/29/24	EFT01	EFTPS	913.54	1C40329	FICA MEDICARE PP#6
613920	03/15/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1276.64	C40315	STATE WH TAXES PP#5
613921	03/15/24	EMP01	EMPLOYMENT DEVELOP.DEPART	341.70	1C40315	STATE DISABILITY PP#5
793010	03/31/24	AFL01	AFLAC	181.44	C40331	AFLAC-PRETAX 3/24
793011	03/31/24	AFL01	AFLAC	4.32	1C40331	AFLAC-AFTER TAX 3/24
891430	03/01/24	PUB02	PUBLIC EMPLOYEES	1510.70	C40301	PERS TDMC PP#4
891431	03/01/24	PUB02	PUBLIC EMPLOYEES	891.12	1C40301	PERS EPMC PP#4
891432	03/01/24	PUB02	PUBLIC EMPLOYEES	4167.33	2C40301	PERS EMPLR CONTRIB PP#4
891440	03/01/24	PER04	CALPERS 457 PLAN	1050.00	C40301	EMPLOYER PERS 457 PP#4
891441	03/01/24	PER04	CALPERS 457 PLAN	1050.00	1C40301	EMPLOYEE PERS 457 PP#4
921760	03/01/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1324.24	C40301	STATE WH TAXES PP#4

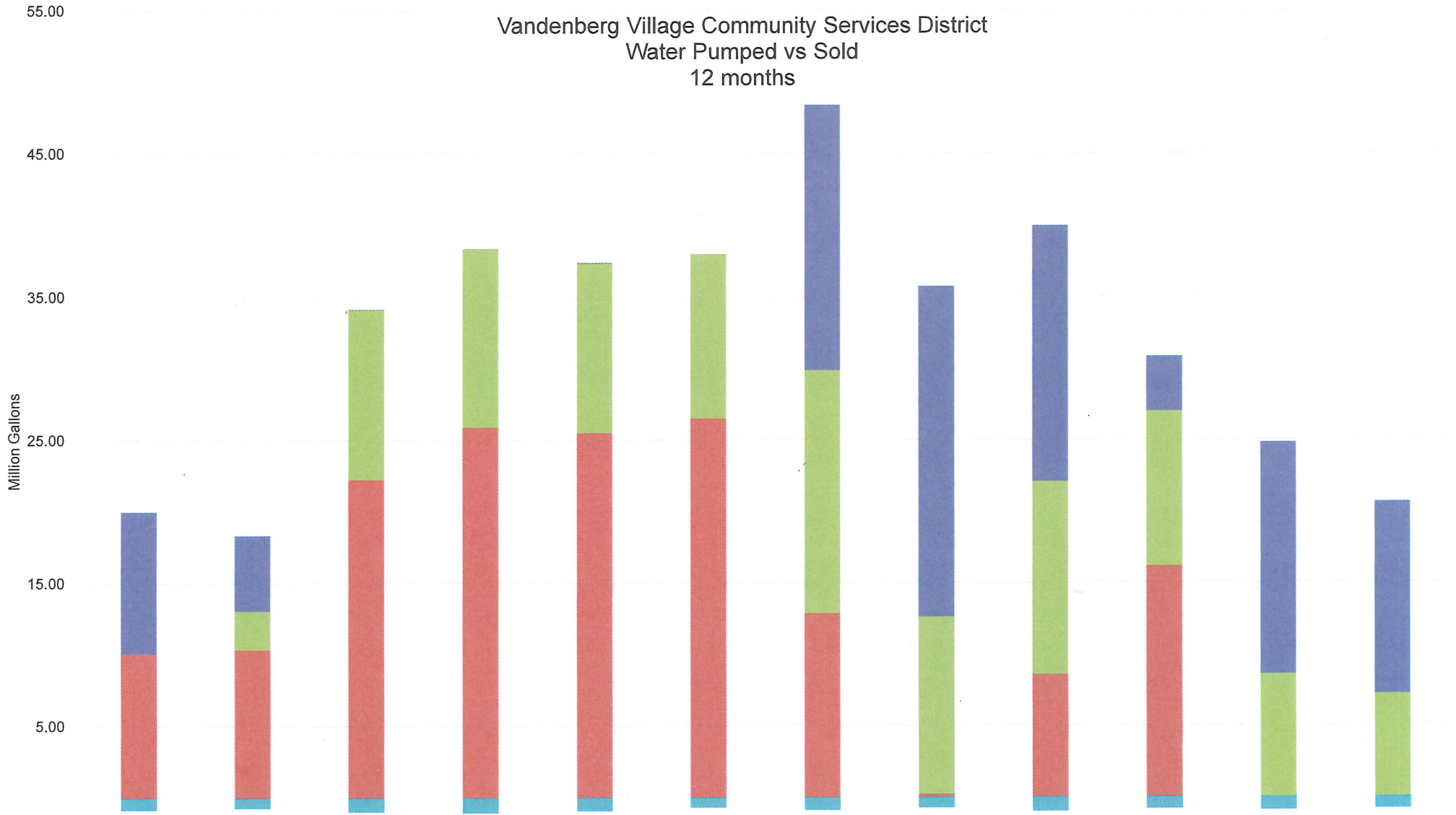
REPORT.: Mar 28 24 Thursday
 RUN....: Mar 28 24 Time: 12:53
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 03-24 thru 03-24 Bank Account.: 13101

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
921761	03/01/24	EMP01	EMPLOYMENT DEVELOP.DEPART	346.95	1C40301	STATE DISABILITY PP#4
989720	03/15/24	PUB02	PUBLIC EMPLOYEES	1499.02	C40315	PERS TDMC PP#5
989721	03/15/24	PUB02	PUBLIC EMPLOYEES	879.43	1C40315	PERS EPMC PP#5
989722	03/15/24	PUB02	PUBLIC EMPLOYEES	4120.76	2C40315	PERS EMPLR CONTRIB PP#5
989730	03/15/24	PER04	CALPERS 457 PLAN	1050.00	C40315	EMPLOYER PERS 457 PP#5
989731	03/15/24	PER04	CALPERS 457 PLAN	1050.00	1C40315	EMPLOYEE PERS 457 PP#5
Cash Account Total.....:				45367.77		
Total Disbursements.....:				45367.77		
				=====		

Vandenberg Village Community Services District Water Pumped vs Sold 12 months



(5.00)

	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Filter Loss	(0.85)	(0.72)	(0.99)	(1.05)	(0.9)	(0.7)	(0.9)	(0.7)	(1.0)	(0.8)	(0.9)	(0.9)
Well 3A	9.94	5.29	0.03	0.00	0.1	0.0	18.5	23.1	17.9	3.8	16.2	13.4
Well 3B	0.02	2.72	11.88	12.50	11.8	11.5	17.0	12.4	13.5	10.8	8.5	7.2
Well 1B	10.04	10.32	22.22	25.87	25.5	26.5	12.8	0.2	8.5	16.1	0.0	0.0

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.A

FROM: Finance/Budget Committee
(Director Gonzales & Director Stassi)

BY: Cynthia Allen, General Manager *CA*
Michael Garner, Operations & Maintenance Manager *mgk*
Patricia LeCavalier, Financial Services Manager *PL*

DATE: April 2, 2024

SUBJECT: Capital Budget

Recommendation: Adopt the Fiscal Year (FY) 2024-25 Capital Budget for the Water and Wastewater Enterprise Funds.

Policy Implications:

- California Government Code § 61110 requires the Board to adopt an annual (or biennial) budget before September 1. The Code also requires the Board to hold a public hearing and publish a notice at least two weeks before the hearing in a newspaper of general circulation.
- California Government Code § 61110(f) specifically requires the budget to conform to generally accepted accounting and budgeting procedures for special districts to include categories for capital outlay, designated reserve for capital outlay, and designated reserve for contingencies.
- District Ordinance § 1.6.5 establishes a \$5,000 threshold for capital assets. Except for groups of assets where individual items are less than the capitalization threshold (e.g., telephone system, computer system), the District does not capitalize expenditures or assets that cost less than \$5,000.

Resource Impacts:

- This capital budget totals \$3,725,670 and consists of two parts:
 - \$1,116,060 (Water)
 - \$150,160 in current fiscal year capital expenditures
 - \$965,900 in carryovers from previous fiscal years (\$460,857 of this amount has been expended)
 - \$2,609,610 (Wastewater)
 - \$123,510 current fiscal year capital expenditures
 - \$2,486,100 in carryovers from previous fiscal years (\$2,013,259 of this amount has been expended)
- As of March 25, \$22,816 has been collected from developers to fund specific projects in the capital budget.
- The capital budget is funded by reserves. Sufficient funds are available in water and wastewater reserves to fund the proposed capital budget.

	Water	Wastewater	LRWRP	Total
Cash Reserves in Bank on 12/31/23	\$2,656,974	\$3,695,917	\$5,780,792	\$12,133,683
WCRF held at City of Lompoc			\$742,642	\$742,642
Total Reserve Requirement @ 6/30/24	\$3,999,382	\$1,723,344	\$5,522,258	\$11,244,984
Capital Reserve Maximum Target	1,829,332	586,982	4,779,616	7,195,930
Operating Reserve Maximum Target	529,942	385,567	0	915,509
Emergency Reserve Maximum Target	1,640,108	750,795	0	2,390,903
WCRF Debt Requirement (minimum)	0	0	742,642	742,642
Net Reserves – available (shortfall)	(\$1,342,408)	\$1,972,573	\$1,001,176	\$1,631,341

Alternatives Considered: None

Discussion: The Finance/Budget Committee reviewed the staff-recommended capital budget on March 19 and presents it to the Board for consideration and approval.

The focus of the proposed capital budget is to continue work on the carryovers from previous years and to add the following new capital expenditures:

- Golf Course Valve Project (water only)

- Ford F-150 Pickup (50% water, 50% wastewater)
- Chlorine Pump (water only)
- Trencher (50% water, 50% wastewater)
- Solar Carport at Administration Office (50% water, 50% wastewater)
- SCADA Tablets (70% water, 30% wastewater)

Capital budget expenditures are presented in the following categories:

- Capital Improvement: Builds upon or improves existing equipment, infrastructure, or facilities.
- Capital Replacement: Replaces existing equipment, infrastructure, or facilities.
- Capital Outlay: Purchases or constructs new equipment, infrastructure, or facilities.

The proposed capital budget, in general, reflects upgrades to the water and wastewater infrastructure and incorporates projects from the Strategic Plan. A brief synopsis and justification for the proposed capital expenditures is attached.

Capital budget projects are an important way the District maintains and improves its water distribution and wastewater collection systems. Setting aside enough money in reserves is crucial.

Attachments:

1. Water and Wastewater Capital Budget Summary
2. FY 2024-25 Water and Wastewater Capital Budgets (under separate cover)

Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2024-25

CAPITAL IMPROVEMENT PLAN

Builds upon or improves existing equipment, infrastructure, or facilities.

There are no current budget requests for Capital Improvement.

CAPITAL REPLACEMENT PLAN

Replaces existing equipment, infrastructure, or facilities.

Security Systems **\$25,000**

Replace the security systems that were installed in 1999 at the Shop Building and the Booster Building in conjunction and compatible with the security system at the new Administrative Office Building. There have been increasing problems with malfunctions and false alarms with the current system. Surveillance systems are also being installed where applicable.

SCADA Upgrade **\$102,000**

Replace the SCADA operating system purchased in 2007 with updated software. Current ClearSCADA software is being replaced by Geo SCADA Expert software and will no longer be supported.

SCADA Computer **\$10,000**

Replace the SCADA computer purchased in 2014 with updated equipment.

Fence and Gate Repair-Site #1 **\$26,250**

Repair fencing at Site #1 which includes moving the west fence out to the property line.

Sewer Main Replacement **\$163,000**

Replace cracked and deteriorated sewer line and three manholes from Constellation Road to Apollo Way constructed in 1960.

**Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2024-25**

Raise Two Offsite Manholes **\$27,000**

Raise offsite manholes #O18 and #O24 which were buried when the old sewer plant was removed in 1978.

Filter Rehabilitation Project **\$600,000**
(Capital Improvement Plan Item)

Rehabilitate the original filter system designed in 1978. This project will install all new piping, valves, and improved filter media. The existing pumps were replaced or rehabilitated in 2002; the 62 filter laterals were replaced in 2007; and the filter media was last replaced in 2015. This project will also add a backwash pump and motor to increase the efficiency of the backwash system. Additionally, this project will eliminate the need for sodium bisulfite but will add a requirement for sodium permanganate. As a result, chemical costs should decrease slightly.

Golf Course Valve Project **\$18,400**
(Capital Improvement Plan Item)

Replace critical gate valves which are no longer functional, located in the easement on the golf course.

Ford F-150 Pickup Truck **\$64,000**
(Capital Improvement Plan Item)

Replace Unit #18 F-150 pickup truck purchased in 2017. Vehicles are on an 8-year replacement schedule.

Computer Workstations (2 each) **\$2,500**

Replace two outdated office computers according to a scheduled replacement plan.

Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2024-25

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CAPITAL OUTLAY PLAN

Purchases or constructs new equipment, infrastructure, or facilities.

Land Lease - Future Replacement Well Site **\$250,000**
(Capital Improvement Plan Item)

Fund preliminary work such as a cultural resources study, biological assessment, and environmental documents to obtain a future well site for the eventual replacement of the District's three wells which are now 36-46 years old. To date, \$22,816 has been collected from developers for this project.

Floradale Bridge Transmission Line Construction **\$2,250,000**

VVCS D has 100% capacity rights for the interceptor transmission line which was replaced during the the renovation of the Floradale Bridge. This transmission line carries our sewage to the Central Avenue treatment plant.

Trencher **\$28,200**

Purchase trailer-mounted equipment to cut the street and dig a trench when accessing service lines for repair.

Solar Carport **\$150,000**

Install a carport with solar panels to provide electricity to the administrative office.

SCADA Tablets **\$3,875**

Purchase five computer tablets with keyboards for the field crew to access the SCADA system.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.B

FROM: Finance/Budget Committee
(Director Gonzales & Director Stassi)

BY: Cynthia Allen, General Manager *CA*
Michael Garner, Operations & Maintenance Manager *mg*
Patricia LeCavalier, Financial Services Manager *PL*

DATE: April 2, 2024

SUBJECT: Operating Budget

Recommendations:

1. Adopt the Fiscal Year (FY) 2024-25 Operating Budget for the Water and Wastewater Enterprise Funds which includes a 4.3 percent cost of living salary increase for all employees effective July 1, 2024, longevity pay after 15 years, and an additional field employee temporarily.
2. Approve FY 2024-25 Administrative Overhead Fee of 20.11 percent.

Policy Implications: California Government Code § 61110 requires the Board to adopt an annual (or biennial) budget before September 1. The Code also requires the Board to hold a public hearing and publish a notice at least two weeks before the hearing in a newspaper of general circulation.

Resource Impacts:

- The operating budget totals \$5,175,176 and consists of three parts:
 - \$2,298,059 (Water)
 - \$1,576,027 (Wastewater)
 - \$1,301,091 (LRWRP)

- This represents an 8.4 percent (\$178,292) increase in the water budget and a 2.2 percent (\$33,759) increase in the wastewater budget from last year.
- The operating budget is funded primarily by rate revenue collected in that fiscal year.
- The LRWRP Upgrade Charge was removed from the monthly bill and added as a fixed charge to the annual Santa Barbara County Tax Bill effective October 2017.

Alternatives Considered: None

Discussion: The Finance/Budget Committee reviewed the staff-recommended operating budget on March 19 and presents it to the Board for consideration and approval.

The Water and Wastewater operating budget assumes the five-year average annual water consumption (**964 acre-feet**) and five-year average daily wastewater generation (**0.406 million gallons**) to account for weather fluctuations. If it is a very wet year, the District can expect to sell less water and earn less revenue (but have lower expenses). If it is a very dry year, the District can expect to sell more water and earn more revenue (but have higher expenses). However, drought and resultant water conservation regulations can significantly decrease water use. Reserves provide a cushion for these fluctuations.

Water	Wastewater		
	<i>VVCSD</i>	<i>LRWRP</i>	
\$2,514,144	\$1,656,997	\$1,086,385	Operating Revenue
-2,048,059	-1,401,027	-112,838	Operating Expenses
0	0	-678,253	Debt Payment (Liability)
-250,000	-175,000	-510,000	Depreciation Expense
\$216,085	\$80,970	(\$214,706)	Net Income
\$466,085	\$255,970	\$295,294	Estimated Deposit to (Withdrawal from) Reserves

The District last approved a water rate increase in December 2023 when the Board adopted three years of annual increases (for 2024, 2025, and 2026). The District’s water rates still remain one of the lowest of all 17 water

agencies in Santa Barbara County (for details see agenda item 10.C). For ten units of water, the District charges less than half of the Santa Barbara County average (VVCSD = \$46, Average = \$99). Our neighbors are still higher, for ten units: Lompoc = \$79, Mission Hills = \$69.

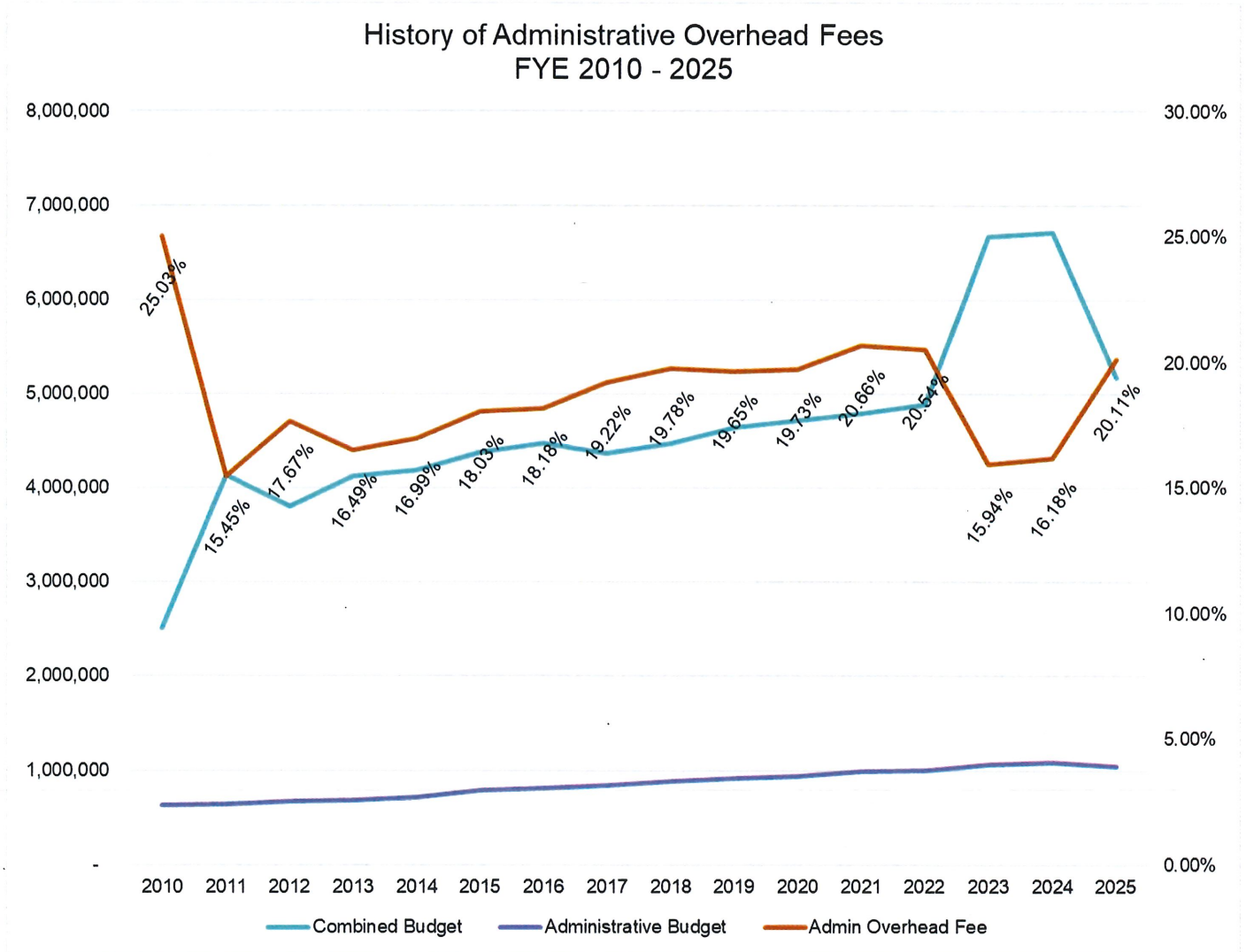
In addition to the 4.3 percent cost of living increase in employee salaries, highlights of this year's operating budget include:

- \$600,000 for wastewater treatment costs, unchanged from last year.
- \$159,000 for water treatment chemicals. Sodium Chlorine (NaOCl) has increased about 25 percent in the last year. The change from Sodium Bisulfite (NaHSO₃) to Sodium Permanganate (NaMnO₄) may reduce this expense slightly. We budget \$19,000 for NaHSO₃ and expect NaMnO₄ to be slightly lower.
- \$322,200 for electricity for pumping equipment.
- \$40,000 for the District's share of the implementation of the Groundwater Sustainability Plan (GSP) as required by the Sustainable Groundwater Management Act (SGMA).
- \$29,625 for director salaries and training which includes the approved compensation change effective December 2024.
- \$12,050 for employee travel expense.

The Administrative Overhead Fee is calculated as a percentage of the administrative expenses when compared to the total operating budget and is used to account for the indirect costs incurred by the District. It is required for Construction Work in Progress journal entries and is also used when requesting reimbursement from outside parties. The graph below illustrates the inverse relationship between the Administrative Overhead Fee and the Combined Budget.

The Administrative Budget remains relatively flat so, as the Combined Budget increases, the Administrative Overhead Fee decreases. The large decrease in the 2011 Administrative Overhead Fee was in response to the increased wastewater operating expense budget due to the addition of the LRWRP expenses. Similarly, the decrease for the 2023 Administrative Overhead Fee is mainly due to the increase in the LRWRP expenditure budgeted for the construction of the sewer transmission line at the Floradale Bridge. The removal of that project from the expense budget has returned

the expense budget to previous levels and the Administrative Overhead Fee has increased as a result.



Attachments:

1. Water and Wastewater Operating Budget Summary (FY 2024-25)
2. Water Operating Budget (FY 2024-25) (under separate cover)
3. Wastewater Operating Budget (FY 2024-25) (under separate cover)
4. Administrative Overhead Fees (FY 2024-25) (under separate cover)
5. Payroll Schedule (FY 2024-25)

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2024-25**

Below is a summary explanation for each category of the proposed operating budget for the water and wastewater enterprise funds. Although each fund is a separate budget and the funds may not be commingled, they are described together in the summary to better represent the operating activities of the District. More detailed information on each line item is available in the District Office for review.

OPERATING REVENUES

The proposed water and wastewater revenues reflect no changes in rates.

Water revenues are projected by using an average number of active customers for a calendar year and five-year historical average water consumption. Since revenue projection is based on historic performance, actual revenue could be better in some months and worse in others.

Wastewater revenues are projected by using an average number of active customers. The fees collected are fixed monthly charges; therefore, actual performance varies from budget projection primarily due to residential vacancies.

LRWRP revenues are projected by using the number of wastewater connections. The fees are collected through the annual property tax statement and are fixed annual charges.

For FY 2024-25, staff estimates a net **water reserve** contribution of \$466,085, a **wastewater reserve** contribution of \$255,970, and a **LRWRP reserve** contribution of \$295,294.

NON-OPERATING REVENUES

Interest Earnings are budgeted for the District's investment accounts with the Local Agency Investment Fund (LAIF), Santa Barbara County Treasury; money market account at Mechanics Bank; and Wastewater

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2024-25**

Capital Reserve Fund (WCRF) at the City of Lompoc based on the following projections:

	December 2022 Interest Rate	December 2023 Interest Rate	FY 24-25 Projection
LAIF	2.07%	4.00%	3.50%
Santa Barbara County	0.82%	2.26%	1.75%
California CLASS	4.19%	5.54%	5.00%
Money Market	2.78%	4.07%	3.50%
WCRF	0.21%	No report	0.75%

OPERATING EXPENSES

In general, operating expenses that are not exclusive to the water or wastewater funds (insurance, utilities, office supplies, administrative expenses) are allocated at 50% water, 50% wastewater. Payroll for non-exempt field staff is charged to the fund in which the work is performed. Therefore, allocation is based on historical payroll accounting.

The following are significant expenses in the budgets:

Source of Supply (Wells) – Budget includes \$4,500 for USGS Groundwater Monitoring; \$20,000 for SYRWCD pump taxes; \$4,500 for Cloud Seeding; and \$40,000 for the estimated expenses for the Sustainable Groundwater Management Act (SGMA) projects and grant administration.

Pumping (Boosters) – Budget includes \$322,200 for purchased power, \$75,000 to inspect and repair all three pumps for Booster Station #1, and \$10,000 for filter project SCADA programming.

Water Treatment – Budget includes \$18,000 for AB2995 SWRCB Water System Fees, \$159,000 for chemicals, and \$10,000 for water sample testing.

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2024-25**

Wastewater Treatment – Budget includes \$600,000 for wastewater treatment costs.

WCRF – This item represents the District's portion of capital improvements to the Lompoc Wastewater Reclamation Plant and VVCS D has little control over the annual capital expenditures. We budget \$50,000, an average of historical annual expenditures. The District earns interest on the WCRF balance of \$742,642 which offsets a portion of the wastewater reclamation plant capital expenditures.

LRWRP Debt Service – Budget includes the annual SRF payment of \$741,091. This represent the District's portion of the LRWRP debt service obligations.

Transmission and Distribution – Budget includes routine maintenance and contingencies.

Wastewater Collection – Budget includes \$25,000 to repair minor wastewater main problem areas as discovered by camera van. Major repairs will be included in future capital budgets.

Customer Accounts – Budget includes merchant account fees for customer electronic payments as well as printing and postage costs for monthly bills.

Insurance – Cost includes general liability, cyber liability, and property casualty insurance.

Administrative and General – Budgeted administrative and general costs include \$30,490 for contract services, \$5,000 for legal counsel, and \$12,050 for employee travel expense.

Director's Expense – Budget includes \$20,430 for director's travel expenses and \$9,195 for director's compensation which includes the approved change effective December 2024.

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2024-25**

Depreciation – Budget depreciation assumes new capital assets purchased in January. All assets are depreciated for the full month beginning the first month of ownership.

Although there is no cash outlay for depreciation expense, the VVCS D Board of Directors adopted Resolution 229-24 on March 5, 2024 that directs staff to set cash aside based on depreciation expense and establish rates to provide sufficient cash to fund this depreciation expense in order to fund a replacement reserve for replacing capital equipment. The same direction to staff was previously provided in 2006 by Resolution 176-06 and in 1994 by Resolution 99-94 as the District’s resolutions regarding the Reserve Policy have been rescinded and replaced.

The Board is aware that the LRWRP charge does not fully fund the depreciation associated with that asset and has directed staff to remain at the current level of funding as there is a sufficient balance in wastewater reserves to fund upcoming projects for the near future.

Salaries and Benefits – Many factors affect salaries and benefits in the FY 2024-25 budget which has resulted in an increase of \$96,050 from the FY 2023-24 budget. The projected employee salaries and benefits for working hours are:

Water fund	\$1,039,119	(FY 2023-24: \$ 942,800)
Wastewater fund	\$ 528,632	(FY 2023-24: \$ 528,900)
Total	\$1,567,751	(FY 2023-24: \$1,471,700)

Budgeted salaries increased \$37,552. This includes a 4.3% economic adjustment for all employees, longevity pay for employees with 15+ years of seniority, and the temporary addition of an additional field employee. The budget also assumes that employees who are not at the top of their pay scale will receive at least one merit increase.

Budgeted benefits increased by \$58,498. The additional cost for paid benefits such as insurance, retirement, etc. represents 71.45% of the

Vandenberg Village Community Services District Water and Wastewater Operating Budget Summary Fiscal Year 2024-25

total base salary the District pays its employees. The new employees are budgeted at the highest level of health premiums for this budget.

The table below shows a historical comparison of actual salaries to budget (does not include paid benefits such as holiday, sick, and vacation):

Fiscal Year	Notes	Total Budgeted Salaries	Total Actual Salaries	Variance From Budget
20-21	2.40% economic adjustment minus six months of 4 th field employee	743,200	788,861	+45,661
21-22	1.7% economic adjustment less six months of Service Person II plus six months of Service Person I	771,000	717,584	-53,416
22-23	5.5% economic adjustment	791,600	782,332	-9,268
23-24	5.5% economic adjustment less CSR II Step 5 plus CSR I Step 1	833,900	816,987*	-16,913
24-25	4.3% economic adjustment plus longevity pay plus temporary additional field employee less Finance Administrator Step 5 plus Financial Services Manager Step 2 plus General Manager salary reduction	871,252		

*projected

NET OPERATING INCOME <LOSS>

Water Fund	\$ 216,085
Wastewater Fund	\$ 80,970
LRWRP	<\$ 214,706>

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
PAYROLL SCHEDULE

4.30% ECONOMIC ADJUSTMENT
ADD LONGEVITY PAY

01-Jul-24

JOB TITLE	FLSA	TRIAL PERIOD (at hire)			STEP 1 (6 months)			STEP 2 (1-1/2 years)			STEP 3 (2-1/2 years)			STEP 4 (3-1/2 years)			STEP 5 (4-1/2 years)			15 YEARS (+2.5% to Step 5)														
		Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual												
OPERATIONS & MAINTENANCE MANAGER	EXEMPT	\$9,034.20	\$50.19	\$108,410.40	\$9,486.00	\$52.70	\$113,832.00	\$9,959.40	\$55.33	\$119,512.80	\$10,458.00	\$58.10	\$125,496.00	\$10,980.00	\$61.00	\$131,760.00	\$11,102.00	\$64.05	\$133,224.00	\$11,379.55	\$65.65	\$136,554.60												
FINANCIAL SERVICES MANAGER	EXEMPT	\$9,034.20	\$50.19	\$108,410.40	\$9,486.00	\$52.70	\$113,832.00	\$9,959.40	\$55.33	\$119,512.80	\$10,458.00	\$58.10	\$125,496.00	\$10,980.00	\$61.00	\$131,760.00	\$11,102.00	\$64.05	\$133,224.00	\$11,379.55	\$65.65	\$136,554.60												
SERVICE PERSON III	NON-EXEMPT	\$6,406.20	\$35.59	\$76,874.40	\$6,726.60	\$37.37	\$80,719.20	\$7,063.20	\$39.24	\$84,758.40	\$7,416.00	\$41.20	\$88,992.00	\$7,786.80	\$43.26	\$93,441.60	\$7,872.80	\$45.42	\$94,473.60	\$8,069.62	\$46.56	\$96,835.44												
SERVICE PERSON II	NON-EXEMPT	\$6,100.20	\$33.89	\$73,202.40	\$6,404.40	\$35.58	\$76,852.80	\$6,724.80	\$37.36	\$80,697.60	\$7,061.40	\$39.23	\$84,736.80	\$7,414.20	\$41.19	\$88,970.40	\$7,496.67	\$43.25	\$89,960.00	\$7,684.08	\$44.33	\$92,209.00												
SERVICE PERSON I	NON-EXEMPT	\$5,396.40	\$29.98	\$64,756.80	\$5,666.40	\$31.48	\$67,996.80	\$5,949.00	\$33.05	\$71,388.00	\$6,246.00	\$34.70	\$74,952.00	\$6,557.40	\$36.43	\$78,688.80	\$6,630.00	\$38.25	\$79,560.00	\$6,795.75	\$39.21	\$81,549.00												
ADMINISTRATIVE/ACCOUNTING ASSISTANT	NON-EXEMPT	\$5,668.20	\$31.49	\$68,018.40	\$5,950.80	\$33.06	\$71,409.60	\$6,247.80	\$34.71	\$74,973.60	\$6,561.00	\$36.45	\$78,732.00	\$6,888.60	\$38.27	\$82,663.20	\$6,964.53	\$40.18	\$83,574.40	\$7,138.65	\$41.18	\$85,663.76												
ACCOUNTANT I	NON-EXEMPT	\$5,670.00	\$31.50	\$68,040.00	\$5,952.60	\$33.07	\$71,431.20	\$6,249.60	\$34.72	\$74,995.20	\$6,562.80	\$36.46	\$78,753.60	\$6,890.40	\$38.28	\$82,684.80	\$6,966.27	\$40.19	\$83,595.20	\$7,140.42	\$41.19	\$85,685.08												
CUSTOMER SERVICE REPRESENTATIVE	NON-EXEMPT	\$4,788.00	\$26.60	\$57,456.00	\$5,027.40	\$27.93	\$60,328.80	\$5,279.40	\$29.33	\$63,352.80	\$5,544.00	\$30.80	\$66,528.00	\$5,821.20	\$32.34	\$69,854.40	\$5,886.40	\$33.96	\$70,636.80	\$6,033.56	\$34.81	\$72,402.72												
		<u>RATE</u>																																
		<u>Monthly</u>			<u>Hourly</u>			<u>Annual</u>																										
GENERAL MANAGER	EXEMPT				\$14,343.33			\$82.75			\$172,120.00																							

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.C
FROM: Cynthia Allen, General Manager CA
DATE: April 2, 2024
SUBJECT: Parking Lot Rental Fees

Recommendations: Consider subsidizing the Village Hills Little League water bill with revenues from parking lot rental fees.

Policy Implications:

- Article XIII D, Section 6(b) of the California Constitution prohibits VVCSD from using water and wastewater fees and charges for any other purpose and those fees and charges cannot be collected from one customer and used to subsidize another.
- Article XVI, Section 6 of the California Constitution prohibits the gift of public funds.
- Case law allows the disbursement or expenditure of public funds if made for a public purpose.
- VVCSD Ordinance Section 3.5.1 details the rules for metered irrigation accounts.
- VVCSD Ordinance Section 4.6.1 sets the rate for metered irrigation accounts.

Resource Impacts: Approximately \$1,200 would be deducted from rental revenue to offset the customer's account.

Alternatives Considered: Do not subsidize the customer's bill.

Discussion: Article XIII D, § 6(b) of the California Constitution states that (2) *Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed* and that (3) *The amount of a fee or charge imposed upon any parcel or person as an*

incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.

These Constitutional provisions prevent the District from using water and wastewater fees and charges for any other purpose than providing those services to the ratepayers. Additionally, one class of customer may not be charged a higher rate in order to subsidize another class of customer.

However, the District collects approximately \$1,200 per year in parking lot rental fees. While these funds are not subject to Article XII D, they are subject to Article XVI. Article XVI, § 6 of the California Constitution prohibits the giving or lending of public funds to any person or entity but the public purpose exception allows the disbursement or expenditure of public funds if made for a public purpose:

- Determination of public purpose is primarily a matter for the Legislature and will not be disturbed as long as it has a reasonable basis. *County of Alameda v. Janssen (1940) 16 Cal 2d 276, 281.*
- Courts may infer the public purpose from other legislation or how legislation is enacted. *Scott v. State Board of Equalization (1996, Cal App 3d Dist) 50 Cal App 4th 1597.*
- Expenditure is valid under public purpose exception even if there is an incidental private benefit. *Redevelopment Agency of San Pablo v. Shepard (1977, Cal App 1st Dist) 75 Cal. App 3d 453 (citing County of Alameda).*

Village Hills Little League (VHLL) is designated as a Public Benefit Entity by the State of California Office of the Attorney General. VHLL has one account with the VVCSD which is billed as a Metered Irrigation Service. Accounts with this designation receive all their water at the lowest tier with a minimum charge equal to 126 units of water (\$269.64 at current rates). In exchange for the lower water usage rate, service under this designation is limited to water for irrigation use, all water used is limited to the hours of 8:00 p.m. to 7:00 a.m. unless otherwise approved by District management, and service is subject to interruption or reduced delivery rate whenever the District determines that it will interfere with service of other customers (VVCSD Ordinance § 3.5.1 and § 4.6.1).

Attachment: Registrant Details for Village Hills Little League from the California Office of the Attorney General.

State of California
Department of Justice



Office of the
Attorney General

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT

Registrant Details

Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.

Organization Name:	VILLAGE HILLS LITTLE LEAGUE	IRS FEIN:	953247793
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:	0522176

Registry Status:	Not Registered	Renewal Due/Exp. Date:
RCT Registration Number:		Issue Date:
Record Type:	Charity Registration	Effective Date:
Date of Last Renewal:		DBA:

Mailing Address

Street:	4612 TITAN AVE
Street Line 2:	
City, State Zip:	LOMPOC CA 93436

Filings & Correspondence

[First Notice to Register](#)

First Notice to Register

Annual Renewal Data

No Annual Renewal Data

Related Registrations & Event Reports

The related records shown below depend on the record type being viewed:

- Charity Registrations relate to Professional Fundraising Events which relate to Professional Fundraiser Registrations.
- Raffle Registrations relate to Raffle Reports.
- Click on the **RCT Registration No** to navigate to the related record.

No Related Records

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.D
FROM: Cynthia Allen, General Manager
DATE: April 2, 2024
SUBJECT: Intent to Serve Letter – 164 Burton Mesa Blvd

Recommendation: Issue an Intent to Serve Letter to Classic Installation to construct a showroom on Assessor’s Parcel Number (APN) 097-590-003 at 164 Burton Mesa Blvd.

Policy Implications:

- Resolution 134-98 establishes policy and procedures for requesting water and wastewater services. It prescribes a two-step process whereby the Board approves intent to serve letters and can and will serve letters.
- District Ordinance § 3.2.2 requires developers to either retrofit existing homes per the Water Conservation Program or pay in-lieu fees for all new connections to the water system. The in-lieu fee is based on the number of single-family equivalents (SFEs) of water demand.
- District Ordinance § 4.10 establishes a Water Conservation In-Lieu Fee of \$4,300 per SFE.

Alternatives Considered:

- Issue a Can and Will Serve letter, bypassing the Intent to Serve letter requirement.
- Deny providing any letter.

Discussion: APN 097-590-003 is the 0.84-acre parcel at 164 Burton Mesa Blvd. The owner is planning to build a 5,000 sq ft showroom/warehouse. Since this only involved a single lot, staff felt it was unnecessary to have the Water/Wastewater Committee review the request for this Intent to Serve Letter.

Attachment: Intent to Serve Letter

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



-59-

March 27, 2024

"Pride in Community Service"

<http://vvcasd.org>

into@vvcasd.org

Ivone Cortez
Classic Installation
P.O Box 1845
Lompoc, CA 93438

SUBJECT: Intent to Serve Letter for APN 097-590-003 (164 Burton Mesa Blvd)

Dear Ms. Cortez:

The District has received your request for water and wastewater services to build a showroom at 164 Burton Mesa Blvd. District staff has reviewed your preliminary plans and has determined that the District **"has the capacity to serve the proposed project."** Based on the description of your project, we believe that we can meet the water capacity needs of the project and that the proposed project will not adversely affect the water services of this District. We also believe that wastewater capacity can be met through the existing sewer connection. As is the case commonly found in the water industry, customers pay a meter charge based on the size of the meter. Thus, each existing customer is paying for the ultimate capacity of water that can pass through that meter and is entitled to use that capacity, barring any declared water shortage emergency.

Water connection, water conservation, and sewer connection fees in effect at the time of connection must be paid before connecting to the system. At this time, the total amount to connect would be \$77,916 based on current rates as follows: water connection (\$29,212), wastewater connection (\$44,404), and water conservation (\$4,300). There is no guarantee as to the amount of fees that will be due at the time of connection; however, any proposed change in fees would require a public hearing and approval by the Board of Directors.

This letter serves as our "intent to serve" the proposed Project. This Intent to Serve letter is not an entitlement to water or wastewater service. After your permits are issued you can return to us with your final water usage estimate and request a Can and Will Serve letter.

If you have any questions, please feel free to call Cynthia Allen, General Manager, at (805) 733-2475.

Sincerely,

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Robert Bumpass
Board President

caa

U.S. Drought Monitor California

March 26, 2024
(Released Thursday, Mar. 28, 2024)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	95.46	4.54	0.00	0.00	0.00	0.00
Last Week <i>03-19-2024</i>	95.46	4.54	0.00	0.00	0.00	0.00
3 Months Ago <i>12-26-2023</i>	96.65	3.35	0.00	0.00	0.00	0.00
Start of Calendar Year <i>01-02-2024</i>	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year <i>09-26-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago <i>03-28-2023</i>	55.34	44.66	28.11	1.95	0.00	0.00

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:

Brad Rippey
U.S. Department of Agriculture



Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

Despite the significant presence of special districts in the U.S.,
Federal law lacks a consistent definition and reference to special purpose units of local government.

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of "local government" for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as "geographic units of government."

The Solution: H.R. 7525

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

"Special District" Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:



The term "special district" means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.

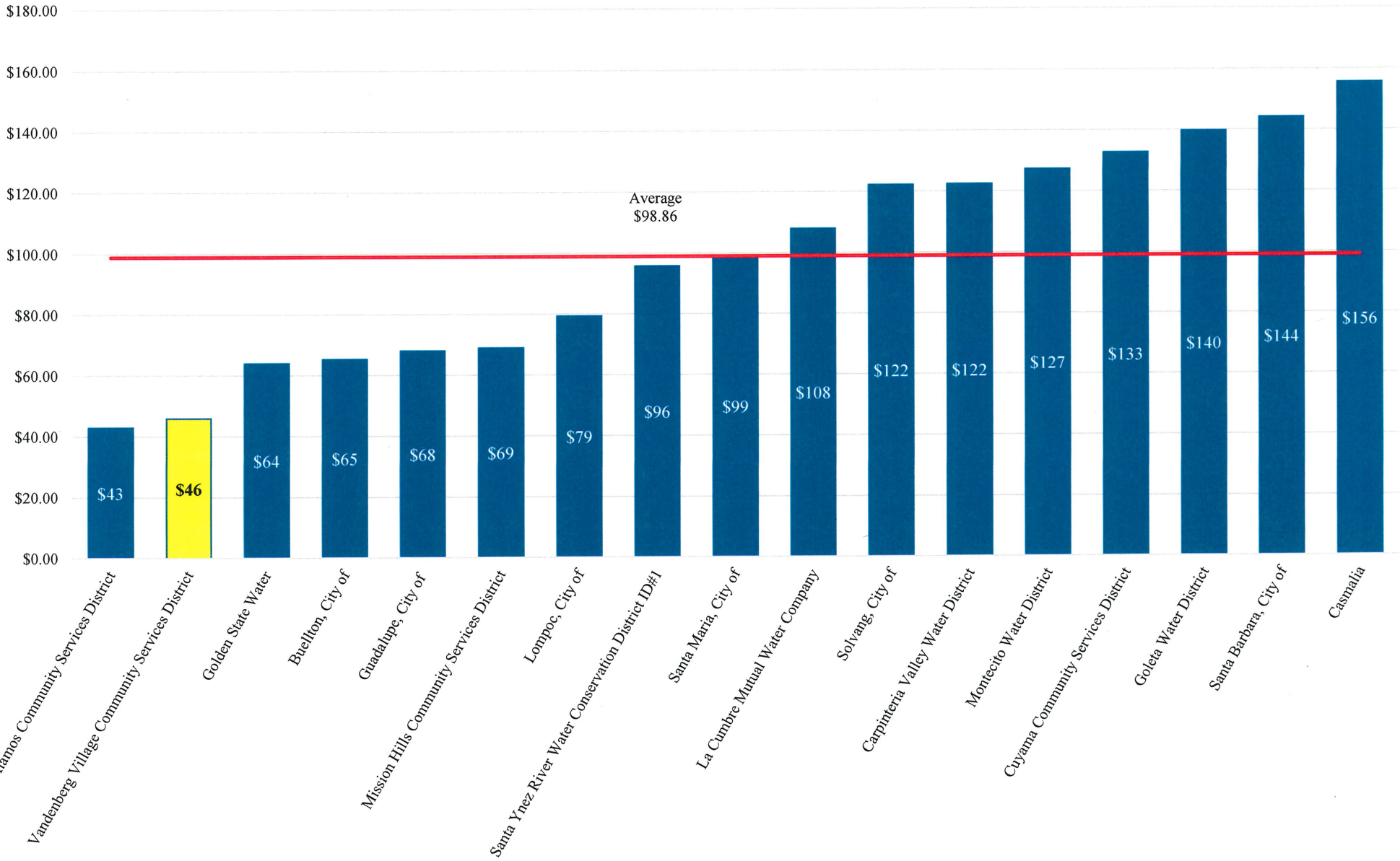


jk@paragonlobbying.com



(877) 924-2732

Monthly Water Rate Comparison 2024 (based on 10 HCF water)



Prepared by: Cynthia Allen

Data compiled by Santa Barbara County Water Agency

<https://content.civicplus.com/api/assets/c678bb6e-4209-449b-b524-ad7ec6ac274f>

March 14, 2024