

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3757 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

MINUTES REGULAR MEETING

MARCH 7, 2006

The Board of Directors of the Vandenberg Village Community Services District met for a Regular Meeting at 7:00 p.m. on Tuesday, March 7, 2006, at the District Office Conference Room.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Brooks, Redmon, Rowland and Wyckoff. Director Fox arrived at 7:08 p.m.

OTHERS PRESENT

Joe Barget, General Manager; Cindy Allen, Office Manager; and Patty LeCavalier, Finance Administrator; were present.

3. ADDITIONS AND DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

4. PUBLIC FORUM:

President Wyckoff opened the Public Forum at 7:01 p.m. There was no one from the public and President Wyckoff closed the Public Forum at 7:02 p.m.

5. OPERATIONS REPORT

The General Manager reported that the District pumped 34 million gallons of water in February. The average daily demand was 1.2 million gallons, up considerably from last year's average daily demand of .8 million gallons. The total

rainfall for January and February was 5.4 inches. Total to date is 8.3 inches.

The field crew had two inspections during the month. A semi-annual inspection from the Association of California Water Agencies/Joint Powers Insurance Agency (ACWA/JPIA) on February 17 and the annual inspection from the Department of Health Services (DHS) on February 22. Neither agency reported any concerns. The District recently exceeded a threshold of 2,200 service connections and DHS increased the weekly bacteriological sample requirement from two to three. As an added health and safety precaution, Martin Damwyk, Operations and Maintenance Manager, has historically taken one more sample than required, so the field crew is now taking four samples each week. A new sampling station was installed at 3806 Celestial Way.

The entire field crew attended a 3½-hour “Seismic First Responder” course taught by Los Osos Engineering at Mission Hills Community Services District. The field crew replaced one service saddle in January; and two Poly-B Service Lines.

The District’s Finance Administrator, Patty LeCavalier will be off March 28 through May 12. Thanks to Patty for working on the budget earlier than is normally scheduled. The District is hiring a temporary employee through Excel Temporary Services, to perform customer service duties; and Tina McManigal, our Customer Service Representative, will fill in for Patty. The temporary employee, Mr. Dallas Munger, will start on March 13.

To conclude his report, the General Manager recognized Cindy Allen, the District’s Office Manager, for completing the Special District Institute Leadership & Management Program. Also, she was accepted by Cal Poly to attend their Adult Degree Program.

6. CONSENT CALENDAR

A. Approval of Minutes of the February 23, 2006 Special Meeting

B. Approval of Monthly Financial Reports

C. Approval of Disbursements through February 28, 2006

Motion by Director Rowland, seconded by Director Wyckoff to approve the consent calendar as presented.

Unanimous

7. ACTION ITEMS

A. Mid-Year Budget Review:

The General Manager reported the District's budget is \$2.4 million, and currently the District is nine percent under the budget.

Motion by Director Rowland, seconded by Director Brooks to approve the attached the mid-year budget review.

Unanimous

B. Directors Expense Budget

The General Manager reported that all \$5,250 in this year's budget has been spent. He recommended increasing the budget \$4,600 to fund training requirements for the remainder of the fiscal year. Director Redmon offered to forego his travel to the Water Law Conference in San Francisco. Director Fox encouraged Director Redmon to attend in order to benefit from the networking opportunities and to be able to discuss information and ask questions. He requested that Director Redmon obtain copies of any Power Point presentations and share them among directors and staff.

Motion by Director Wyckoff, seconded by Director Rowland that the Board increases the Directors expense budget by \$4,600.

Unanimous

C. Assembly Bill (AB) 1234 Draft Letter

Director Redmon said the letter should include asking the legislators about the intent of their bill. It was decided that Director Redmon and Joe Barget would work together to refine the draft letter. Also, the letter will be sent directly to Assemblyman Salinas, Senator McClintock, and Assemblyman Blakeslee.

Motion by Director Wyckoff, seconded by Director Rowland that Director Redmon works with General Manager to refine the letter and send it to the legislators that were identified.

Unanimous

D. Reserves

The General Manager illustrated the flow of money through the District and into reserve accounts. The current reserve policy has been in place since 1994, and indicates the District should have \$2.8 million in reserves. The staff is working on a proposed policy that would increase the total reserve requirement to \$3.5-\$3.9 million dollars. Also, Director Rowland said the Finance/Budget Committee recommends that there be a reserve contribution factor would be added to the policy. This item will be on the April agenda.

8. REPORTS

A. Committees

Finance/Budget Committee Met on February 23 and discussed items on this meeting agenda.

B. District Representatives to External Agencies

President Wyckoff reported on the LAFCO meeting that he attended on February 27. A new member Larry Wilson, of Montecito Water District, was voted into the four year term.

Joe Barget, General Manager attended the final meeting of the AWASBC (Association of Water Agency Santa Barbara County). The association will be formally dissolved on March 31 and remaining funds will be distributed among the member agencies.

C. Board President

No Comments

D. General Manager

The General Manager reported the District recently updated the Emergency Response Plan. He used the opportunity to meet with the local Santa Barbara County Sheriff, Sergeant Dave Allen and representatives from the Santa Barbara County Fire Department and gave an overview of how the District operates.

The Lompoc City Council met on February 7 and voted 4-1 to consider annexing the PXP/ Purisima Hills project to the City of Lompoc. Also, on February 22 the County Planning Commission held a public hearing and voted 5-0 to recommend approval of the 2003-2008 Housing Element.

9. INFORMATIONAL CORRESPONDENCE - None

10. DIRECTORS' FORUM:

Director Brooks requested that the County Split be placed on the April meeting agenda.

Director Redmon attended training in Goleta and an item discussed was the Public Records Act. He asked if staff would look into setting up e-mail accounts for the Directors.

11. ADJOURN

Motion by Director Wyckoff, seconded by Director Brooks to adjourn the meeting at 8:26 p.m.

Unanimous

Respectfully submitted,

Approved as to form,

Stephanie Vlahos-Rivera
Secretary, Board of Directors

Robert Wyckoff
President, Board of Directors