

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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"Pride in Community Service"

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MINUTES Regular Meeting

September 3, 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 were present.

OTHERS PRESENT

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

3. ADDITIONS AND DELETIONS TO THE AGENDA: None

4. PUBLIC FORUM

President Bumpass invited public comments and there were none.

5. OPERATIONS REPORT

Operations and Maintenance Manager Cole reported the District pumped 45.9 million gallons of water in July with an average daily demand of 1.48 million gallons. This is 12 percent more than last year.

Mr. Cole went on to report the District pumped 45.9 million gallons of water in August with an average daily demand of 1.48 million gallons. This is 1.2 percent more than last year.

There were 0 inches of rain in June and August keeping the calendar year total at 15.87 inches.

The District's well levels for July were 1B at 142', 3A at 134', and 3B at 135'. The well levels for August were 1B at 143', 3A at 139', and 3B at 135'.

Mr. Cole reported that in July the field crew replaced three service lines and four angle stops. They also repaired Hydrant #43 after it was struck by a vehicle. A bollard was then installed near the hydrant to help prevent it from being struck in the future. It was noted that the field crew began removing brush at Site 1.

Pureflow delivered 3 truckloads of materials in July. This included garnet, gravel, and anthracite. It was reported that spools, fittings, new actuators, and other miscellaneous materials were also received.

Mr. Cole also reported on the completed Apollo Sewer project. R.L. Johnson began installing the 8" sewer main on July 22nd. The tie-in was completed on July 31st with clean up taking an additional day. During this project, it was discovered that CalTrans is exempt from USA Dig Alerts and is not required to mark their underground services. They do not receive notification of work being performed near their assets. This caused the contractor to accidentally cut the loops that were used to trigger the signal light located on Constellation Road and Apollo Way. R.L. Johnson complied with the conditions of their contract by contacting Underground Services Alert therefore the cost to repair the damaged CalTrans loops is our responsibility.

Mr. Cole noted that we had no sewer overflows in June. He shared that Avery Griffin completed the Sacramento State Treatment course and signed up to take his T1 exam on Wednesday, September 4th.

Operations and Maintenance Manager Cole reported that in August the crew replaced two service lines, two angle stops, and a 10" gate valve at Site 1. The Lead and Copper sampling has been completed and results are pending from the lab. Mr. Cole noted that the Apollo Sewer Project has been completed.

To conclude his report, Mr. Cole informed the Board that Juan Duran had completed his Sacramento State Treatment Course and is waiting for a date to take his T1 exam.

Director Bumpass asked Mr. Cole to verify the well levels after noticing a significant change in measurements. Mr. Cole commented that it could have been an error in the measurement, and it was noted that attention to where the levels are at next month should be looked at closely.

Director Gonzales thanked Mr. Cole and the field crew for their work done at the shop with the Pureflow deliveries. Director Gonzales asked about the status of the missing enclosure from Pureflow. Mr. Cole reported that the enclosure is currently being built and should be delivered sometime this month. It is unclear whether Pureflow would cover the cost of the enclosure. Director Gonzales also asked if Mr. Cole had seen any results from the USGS sampling of the three wells done in June. Mr. Cole has not been given the results yet.

6. ADMINISTRATION REPORT

Financial Services Manager LeCavailer reported on the disbursement's checks, noting that the first check for R.L. Johnson was voided and then replaced. This was a result of R.L. Johnson reducing their invoice by \$4,089 for the manhole materials. It was decided to order an updated product from Mid-State Concrete. Mrs. LeCavalier noted that, assuming all invoices have been received, the total project cost comes in at \$169,985. This is slightly over the amended budget of \$163,000.

Mrs. LeCavalier went on to discuss the Floradale Sewer Line Relocation Project. She has closed this out and has added it to the asset list. The final amount for the project comes in at \$2,179,711. The amended budget for this project was 2.25 million.

The Auditors visited on August 15th and 16th to review our financials for the fiscal year-end 2024. The auditors agreed that the capacity rights in the original 1974 Lompoc Wastewater plant of \$80,400 and the original 1977 interceptor line of \$820,715 should be included in the District's capacity rights. With these additions, along with the Floradale Sewer Line, and 2010 plant upgrade it brings the District's total capacity rights in the Regional Wastewater Management System to \$20,244,941. Mrs. LeCavalier noted that for reference, our combined total assets as of July are \$36,340,732 before the cumulative depreciation of \$13,660,319.

To conclude her report, Mrs. LeCavalier reported that two new office employees were hired and started on July 29th. Since then, both

employees have resigned from their positions for personal reasons. Office management has considered using Excel Temporary Services to fill the vacancies.

Director Gonzales thanked Financial Services Manager LeCavalier for squaring away the Floradale Sewer Line Project.

7. CONSENT CALENDAR

- A. Minutes of the Special Meeting on July 9, 2024
- B. Minutes of the Special Meeting on July 24, 2024
- C. Treasurer Report
 - (1) Pro-forma Financial Statements as of June 30, 2024
 - (2) Pro-forma Financial Statements as of July 31, 2024
 - (3) Investments as of June 30, 2024
 - (4) Disbursements through August 31, 2024
- D. Pro-forma Budget v Actual – Fiscal Year Ending 2024
- E. Public Official Reimbursement Report
- F. Report of Capacity Charges
- G. Exhibit A to Resolution 229-24 (Revised)

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

Roll Call Vote:

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

8. ACTION ITEM

A. Financial Policies

The Finance and Budget Committee met to review the Financial Policies. Director Gonzales reported that, after a few minor changes, Finance and Budget supports these policies. After a discussion between staff and Directors, the following motion was made.

Motion by Director Gonzales, seconded by Director Stassi to adopt edited Financial Policies presented by the Finance/Budget Committee.

Roll Call Vote

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

Noes: None

Abstain: None

Absent: None

B. Investments

After much discussion between the Directors, the following motion was made. It was noted that the conversation of an additional transfer would be revisited in 3 months.

Motion by Director Stassi, seconded by Director Bumpass to approve the transfer of \$1.5 million from Santa Barbara County Treasury to California CLASS.

Roll Call Vote

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

Noes: None

Abstain: None

Absent: None

C. Truck Decals

Director Stassi provided a handout going over points and counterpoints regarding vehicle decals. General Manager Allen provided a picture of a decal on a County vehicle. After much discussion, the following

motion was made, and it was decided to revisit this matter once the new Board has been seated.

Motion by Director Stassi, seconded by Director Gonzales to direct staff to convert the logo decal display on service vehicles from rear windows to side doors as time permits.

Roll Call Vote

Ayes: Directors Gonzales, Stassi

Noes: Directors Bumpass, Heuring

Abstain: Director Brooks

Absent: None

D. Water Tie-In

General Manager Allen noted there had been much discussion on this between the committees and spoke with the General Manager of Mission Hills CSD, Mike Garner. It was reported that if VVCSD were to connect to Mission Hills today, they could not supply us. An updated strategic plan is necessary, and an engineering study would be needed to move forward. It would be necessary to have a consultant look at the water and wastewater systems to make recommendations on how to be more efficient.

After much discussion between the staff and the Directors, it was established that the Water Tie-in remains an option, along with other discussed alternatives. General Manager Allen will send out RFPs for an engineering study and evaluation.

E. 2024 Election

Director Gonzales wanted to confirm the scheduling of December meetings. General Manager Allen explained that the regular meeting would be canceled and special a meeting would be held on the first Friday of December.

9. REPORTS

A. Committees

Ad-hoc Committee

Director Heuring reported that prior to the Ad-hoc Committee meeting a VVA meeting was held and attended by Library Director Sarah Bleyl. Ms. Bleyl gave an overview of the problems the Village Library currently faces. After the information was given by Ms. Bleyl, the ad-hoc committee agreed that there would be no reason to bring the Village Library underneath VVCSD. At the next VVA meeting, Director Heuring plans to propose the creation of an independent 510(c)(3) for the Village Library. Regarding street sweeping and parks and open space, it has been decided to table these topics for now and bring them back for discussion with the new Directors.

B. District Representatives to External Agencies

Director Gonzales reported that the SBCCSDA met in Buellton one month ago. They had a speaker from APCD come in to discuss the work she does with the County. Director Gonzales also reported that he and Director Stassi would be attending the Annual CSDA meeting in Indian Wells September 9th-12th. Director Gonzales commented that Finance and Budget met as well and all information from this meeting has already been discussed.

Director Brooks attended the September SGMA meeting. He commented that members are working on creating a policy regarding well verification.

Director Stassi represented VVCSD at the July SGMA meeting in place of Director Brooks. Director Stassi reported on their discussion of well usage data and a process for well verification using measurements and other tools to gather data. The agriculture community now has a member who will be able to participate in deliberations.

C. President

President Bumpass had no comments.

D. General Manager

General Manager Allen reported that the lead service line inventory had been submitted on July 10th to the Water Board. This was accepted by the Water Board on August 2nd, which makes us 3 months ahead of schedule. The full inventory can be found on the VVCSD website under the Water Quality tab found under Customer Service. State Lands reached out to the District regarding a complaint filed by a customer on Sirius Avenue. This customer discovered a large hole created by stormwater in the Burton Mesa chaparral. As flood control is out of VVCSD's jurisdiction, State Lands was then connected to the County's Director of Public Works.

A notice of completion has been filed with the County for the Sewer Main project. State law requires the notice to be filed within 15 days of completion. As part of the sewer main project, a pilot project was implemented. This project was done using manholes and concrete that included an anti-microbial concrete additive mixture by Penetron called BioMic. The additive creates a product that is self-repairing and protects against microbial corrosion. It is hoped that this will eliminate the need to line these manholes in the future and extend the life of the manholes and lines.

General Manager Allen noted that the General Conditions portion of the VVCSD contract template has been updated to include notification of CalTrans by the contractor when working within 200 ft of signal lights in Vandenberg Village.

To conclude her report, General Manager Allen will be presenting Ordinance revisions at the October meeting. These revisions will be brought back to the Board in November for adoption. Ordinance revisions will include two board meetings before they are adopted to have a 30-day comment period. During this time the public can make comments on these changes. The revised Ordinances will go into effect in December. It was noted that the revisions being made are minor. Dr. Allen will be adding the previously adopted change in Board compensation. There will also be changes to the Cross-Connection section as state law has changed and this needs to be updated. Dr. Allen will be adding an ADU section to the Ordinances as well.

10. INFORMATIONAL CORRESPONDENCE

- A. US Drought Monitor: California, August 29, 2024
- B. Water Pumped vs. Sold, July 2023 – June 2024
- C. Water Pumped vs. Sold, August 2023 – June 2024
- D. CSDA: Voting Receipt – Seat A Coastal Network
- E. Lead Service Line Inventory
- F. Notice of Completion – Sewer Main/Manhole Project

11. DIRECTORS FORUM

Director Heuring reported that he was invited to a Teams meeting with Santa Barbara County Capital Projects Manager Jill Van Wie and another participant who works with the Patel family. It was discussed that they would be funding a project within 6 months. Director Heuring is hopeful this will show progress and there will be a park and playground.

Director Bumpass thanked everyone for a very involved meeting.

12. ADJOURN

President Bumpass declared the meeting adjourned at 8:45 p.m.

Attest:

Signed:

Brianna Jennings
Secretary, Board of Directors

Robert Bumpass
President, Board of Directors