

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



"Pride in Community Service"

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, September 1, 2026

4:30 p.m.

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

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

At this time, members of the public wishing to address the Board on other matters that are within the jurisdiction of the District may do so when recognized by the President.

Please begin by stating your name and place of residence.

5. REPORTS FROM STAFF
 - A. Operations
 - B. Administration
 - C. General Manager

6. CONSENT CALENDAR

- A. Minutes of the Regular Meeting on August 4, 2026 page 1
- B. Treasurer Report
 - 1) Pro-forma Financial Statements as of June 30, 2026 page 17
 - 2) Pro-forma Financial Statements as of July 31, 2026 page 31
 - 3) Disbursements through August 31, 2026 page 45
- C. Pro-forma Budget v Actual – Fiscal Year Ending 2026 page 53

7. ACTION ITEMS

- A. **CalPERS Resolution:** Adopt resolution to amend the contract with California Public Employees' Retirement System (CalPERS) to include the existing PEPRAs benefits page 67
- B. **[PUBLIC HEARING] Ordinance Revision:** Waive reading and adopt revisions to the Code of Ordinances page 79

8. REPORTS FROM DIRECTORS

- A. Committees
 - 1) **Finance/Budget** – Directors Stassi & Cox
 - 2) **Legal/Personnel** – Directors Gonzales & Lamont
 - 3) **Water/Wastewater** – Directors Heuring & Cox
 - 4) **Santa Ynez River Valley Groundwater Basin Western Management Area Groundwater Sustainability Agency (WMA GSA)** – Directors Stassi & Lamont
- B. District Representatives to External Agencies
 - 1) **Association of California Water Agencies (ACWA) & Joint Powers Insurance Authority (ACWA/JPIA)** – Directors Heuring & Lamont

2) **California Special Districts Association (CSDA) & Santa Barbara County Chapter of CSDA (SBCCSDA)** – Directors Gonzales & Stassi

3) **Santa Ynez River Water Conservation District (SYRWCD)** – Directors Lamont & Heuring

C. Board President – Director Gonzales

9. INFORMATIONAL CORRESPONDENCE

A. **US Drought Monitor:** California, August 25, 2026..... page 211

B. **VVCSD:** Water Pumped vs Sold, 12 months page 213

C. **VVCSD:** Well Soundings, 12 months..... page 215

D. **VVCSD:** PG&E Production Costs, Fiscal Year 2026-27..... page 217

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

11. ADJOURN

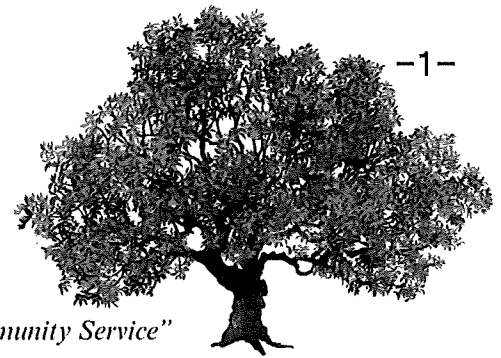
Notice Regarding Public Participation: For those who are unable to attend the meeting in person or electronically, but who wish to provide public comment on matters that are within the jurisdiction of the District, please submit any comments and written materials to the District in person or via electronic mail at administration@vvcسد.org. All submittals should indicate the board meeting date and agenda item number. Materials received by the District before or during 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://vvcسد.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://vvcسد.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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-1-

"Pride in Community Service"

Regular Board Meeting

MINUTES

Tuesday, August 4, 2026

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 4:30 p.m. by President Gonzales, who led the Pledge of Allegiance.

2. ROLL CALL: Directors Gonzales, Heuring, and Stassi were present in person. Director Lamont was absent.

Director Cox attended remotely in accordance with Government Code § 54953.8.3.(c)(4).

OTHERS PRESENT

Cynthia Allen, General Manager; Avery Griffin, Service Person; and Patricia LeCavalier, Financial Services Manager.

3. ADDITIONS AND DELETIONS TO THE AGENDA: None

4. PUBLIC FORUM

President Gonzales invited public comments, and there were none.

5. REPORTS FROM STAFF

A. Operations

Service Person Griffin reported that in July the district pumped 47.7 million gallons with an average daily demand of 1.54 million gallons. That is 3% more than last July.

In July, Vandenberg Village had 0.3 inches of rainfall. The calendar year total is currently 6.62 inches. The district well levels for July were 1B – 143 feet, 3A – 135 feet, and 3B – 135 feet.

Service Person Griffin went on to report that in July the crew replaced a 6" saddle, two 1-inch copper service lines, two 1-inch poly B service lines, and two ¾ copper service lines. The crew also repaired two 12-inch main lines and one 2-inch service line.

Sancon completed the Manhole Rehabilitation Project on July 8. The district had no sewer overflows in July.

B. Administration

Financial Services Manager LeCavalier shared that while we had no staff anniversaries, General Manager Allen, Director Cox, and Brianna all had birthdays in July.

Our most recent investment earnings rates were reported to be at 3.72% for California CLASS, 3.74% for Mechanics Bank, and 3.84% for LAIF.

Ms. LeCavalier discussed the District's June PG&E bill, which was paid in July. The accounts for the District's wells make up over 90% of our electricity bill. These are considered commercial accounts with time-of-use rates. Typically, our wells do not consume electricity during Peak hours of 4-9 p.m. On June 11 & 12, all three wells were running during Peak hours. This increases the energy usage charges nominally. The Max Peak Demand charges are what make a significant difference. Demand charges are based on the maximum usage during any 15-minute period during that rate period, but used for the entire month. This caused our Max Peak Demand charge for the wells to increase from \$6.25 for May to \$16,876 for June. The total PG&E increase from May to June was \$17,020.

Our July PG&E bill has not yet been released, but we should expect the bill to be higher as the usage has increased and there was usage during Peak hours on July 9, when the Well 1B pump was installed and put into service.

Director Gonzales thanked Financial Services Manager LeCavalier for the explanation.

C. General Manager

General Manager Allen reported that the second CalPERS PEPRA resolution was not included on this month's agenda due to a software failure at CalPERS. The program they use for the contract amendments was down for several weeks, and they are currently working to catch up. We are expected to have this paperwork in time for the September meeting.

We received no new ADU Can and Will Serve requests in July.

General Manager Allen went on to report that on Friday afternoon, PG&E struck our 12-inch water main on Constellation, causing a puncture in the line. Our field crew responded immediately and worked late Friday night to install a repair clamp. Unfortunately, when water service was restored, they discovered a hairline crack in the main, which required the water to remain off while additional repairs were planned. Early Saturday morning, the crew returned, and the repair was completed later that evening. Valve replacements completed several years ago at Constellation and Apollo Way/Burton Mesa allowed us to isolate the affected section. This limited the outage to a small portion of Constellation. Since PG&E had submitted a DigAlert and our water line was properly marked before excavation, we will be submitting a claim to PG&E to recover the costs associated with the damage and repairs.

Our permit application for the generator enclosure and carport remains under County review. It was reported that County staff have differing interpretations regarding where the additional square footage requires the need for a Development Plan and Final Development Permit. Staff is working closely with our planner to obtain a final determination and will provide an update once the County reaches a decision. In the meantime, staff is preparing the RFP documents so that we can move quickly to secure a general contractor as soon as the permit is approved.

On July 16, we experienced a disruption with our phone system that prevented us from receiving incoming calls for several hours. The

disruption was traced to a malicious actor who gained access to our VoIP provider's external phone platform and spoofed phone numbers belonging to multiple customers, including our organization and the provider itself. Approximately 100 calls were made using our phone number. Incoming callers were redirected to a non-functioning prompt that requested an extension but did not complete the call. Our ability to make outgoing calls was not affected, and all call activity continued to be logged through our phone management portal. This allowed us to identify legitimate callers and return those calls. The provider's engineering team responded quickly, blocking all unauthorized access within a few hours and continuing remediation efforts overnight. Most importantly, this issue was isolated to the VoIP provider's external platform. Our internal network, systems, and data were not involved, accessed, or compromised in any way. The event occurred entirely outside of our environment, and there was no impact to the District's network security.

General Manager Allen went on to report that the FBI has recently issued alerts regarding an increase in cyberattacks targeting water and wastewater systems through programmable logic controllers (PLCs). The District has taken steps to protect the PLCs within our SCADA system. It was noted that we do not use the brand of PLCs identified in these incidents. Our PLCs are not directly connected to the internet and can only be accessed through a secure VPN that requires multiple layers of authentication. All of our default passwords have been replaced with strong, unique credentials, which only further strengthens our system security. These measures significantly reduce the District's exposure to this threat.

We recently received notice from Cal OES that the performance period for our cybersecurity grant has been extended from December 2026 to August 2027. The extension was granted in response to federal funding delays. These delays caused many grant recipients to postpone purchases until reimbursement funding was confirmed. General Manager Allen has submitted our extension request. This will provide the District with additional time to complete the planned cybersecurity initiatives while maintaining eligibility for reimbursement.

General Manager Allen researched compensation data reported to the State Controller's Office by California special districts in response to President Gonzales' inquiry regarding retirement benefits for board members. Of the 1,374 districts that submitted annual compensation reports for 2024, only nine of these districts provide defined-benefit retirement plans to their elected officials, covering a total of 32 participants statewide. Of these nine districts, three administer their own retirement plans, and six participate in CalPERS. If VVCSD were to extend CalPERS coverage to board members, they would receive the PEPRA benefit formula of 2% at age 62 and would need approximately two terms of service to become vested.

To conclude her report, General Manager Allen shared that she will be attending the CSDA Annual Conference in Palm Desert at the end of the month.

Director Gonzales inquired about the piles of dirt, asphalt, and parts left on our property from PG&E. Service Person Griffin stated that this is all from PG&E and they should be clearing it out soon. Director Gonzales was upset that PG&E never checked with the District to get permission to use our property during their work and would like to see a nice, formal letter go out to PG&E regarding the matter.

Director Gonzales thanked Service Person Griffin and the field crew for their hard work Friday afternoon into Saturday evening repairing the 12-inch water main PG&E struck during their work.

Director Gonzales asked about the status of the Filter Rehabilitation Project. Financial Services Manager LeCavalier let the board know she has received the final invoice and is considering the project complete. The Finance Officer will review the data at a Finance/Budget Committee meeting.

Director Stassi asked General Manager Allen for a rough estimate of how many ADU units we currently have permitted. General Manager Allen said roughly 25 units from over the past few years.

6. CONSENT CALENDAR

A. Minutes of the Regular Meeting on July 7, 2026

B. Treasurer's Report

1) Pro-forma Financial Statements as of June 30, 2026

2) Schedule of Investments through June 30, 2026

3) Disbursements through July 31, 2026

C. Public Official Reimbursement Report

D. Surplus Property

There were no questions regarding the Consent Calendar.

The following motion was made:

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

Roll Call Vote:

Ayes: Directors Cox, Gonzales, Heuring, and Stassi

Noes: None

Abstain: None

Absent: Director Lamont

7. ACTION ITEMS

A. **Ordinance Revision:** Introduce, waive reading of the revised Code of Ordinances, and set a public hearing for September 1, 2026.

General Manager Allen explained that this is part one of the Ordinance adoption. There are two separate Ordinances, as both are very involved.

The Wastewater User Ordinance was discussed first. The City of Lompoc sent the District notice that this needed to be updated. General Manager Allen went through the checklist of requirements on page 53 of the board package and reported that the City is

satisfied with the final draft. General Manager Allen noted that having protection in the Ordinance for the District was very important for her. It states in the Ordinance that the City of Lompoc does not have jurisdiction to come and inspect any of our customers.

Director Gonzales thanked General Manager Allen for the work she has put into this.

The second Ordinance is for the Water/Wastewater Capacity Charges. Director Stassi discussed the buy-in fees that are required for developers. Director Stassi referenced page 60 of the board package, which shows that the district is looking at an increase of 161 projected future services. Director Stassi explained how the buy-in fees are calculated, which is explained on page 61 of the board package. Director Stassi noted that these fees have all gone down, which is good for developers. General Manager Allen explained that these fees are now lower because the parcel on Tamarack, near site 5, is currently going through the development stages; so we now have a number we can put in.

Director Cox noted that she read the Wastewater Ordinance revision in its entirety and had taken a certification exam on these sorts of regulations at the end of last year and stated that General Manager Allen did great work on this.

Director Heuring added that the Water/Wastewater Committee meeting at which this was discussed went very well, and everything was explained very clearly.

The following motion was made:

Motion by Director Heuring, seconded by Director Stassi, to waive reading of the revised Code of Ordinances and set a public hearing for September 1, 2026.

Ayes:	Directors Cox, Gonzales, Heuring, and Stassi
Noes:	None
Abstain:	None
Absent:	Director Lamont

B. Strategic Plan: Review draft strategic plan and adopt or provide direction to staff.

Director Gonzales shared that he and Director Cox met with General Manager Allen, Operations & Maintenance Manager Cole, and Financial Services Manager LeCavalier to review the Strategic Plan.

Director Gonzales stated that he believes we always need something that drives the District and gives direction. He believes the Strategic Plan gives staff the ability to perform their jobs with a sound foundation and guidance. Director Gonzales noted that the Strategic Plan was last updated in 2005 and commented on the importance of having this updated for ratepayers, the board, and staff.

Consultants were brought in to look at projects on the Strategic Plan. Director Gonzales believes the consultants gave guidance and steered the board in a way he found appropriate. The Strategic Plan then went to both the Water/Wastewater and Finance/Budget Committees. Each committee brought their findings back to the board. The Ad Hoc is now bringing the Strategic Plan back to the board.

Director Stassi stated that he believes everyone worked well to get caught up and get the Strategic Plan updated. He did comment on one of the recommendations for the Water and Wastewater Systems Evaluation, which recommended that these be budgeted as two separate projects, with the wastewater evaluation being conducted first and the water evaluation conducted at a later date. Director Stassi feels that these would be better to conduct together. If they do remain separate, he believes the water evaluation should be done first, as this is where we have big plans for the new well.

Director Cox shared that she believes the wastewater evaluation was recommended to be completed first due to funding. The wastewater fund is healthy, and this evaluation could be conducted while determining how to fund the water side the following year. Director Cox does see the systems as being separate, but values Director Stassi's points made regarding the new well site.

General Manager Allen did comment that this is just the plan. Once this goes to the Finance/Budget Committee to discuss funding, they could decide whether or not to complete each evaluation together or separately.

Director Cox suggested taking out the funding timeline portion and approving the Strategic Plan without that specification.

The following motion was made:

Motion by Director Gonzales, seconded by Director Stassi, to adopt the 2026 Strategic Plan as edited.

Roll Call Vote:

Ayes:	Directors Cox, Gonzales, Heuring, and Stassi
Noes:	None
Abstain:	None
Absent:	Director Lamont

C. Financial Policies: Review and adopt revised Financial Policies.

Director Stassi reported that the Finance/Budget Committee reviewed the Financial Policies and is in agreement with what staff recommended.

Director Stassi suggested that once the District is no longer on the County Tax Roll, it would be wise to look at the reserve policies again. Director Stassi also commented on the concept of using the maximum and minimum, or targeted value. Director Stassi drew an example showing how the maximum and minimum are trigger points, and our target would be the median.

General Manager Allen commented that the Strategic Plan will need to be added to the Financial Policies, which can be seen on page 100 of the board package.

Director Stassi provided a handout which breaks down the structure of most Strategic Plans and explains how board members have the leading role in setting direction. Director Stassi's recommendation is to reword the first sentence on page 100 to state that the Board

of Directors, rather than the District, shall prepare, adopt, and periodically update its Strategic Plan.

Director Gonzales had a question regarding the second paragraph on page 100 of the board package, questioning whether the Strategic Plan is driving the Capital Improvement Plan (CIP) or the other way around. General Manager Allen explained the hierarchy as the Strategic Plan, which feeds into the CIP; we then look at the projects for that year, and those go into the Capital Budget. The Strategic Plan is where you'll look at new Capital Improvements, new items that you're not doing regularly that will then be moved into the CIP, and from there they will go into the budget.

The following motion was made:

Motion by Director Stassi, seconded by Director Gonzales, to adopt the revised Financial Policies as edited.

Roll Call Vote:

Ayes:	Directors Cox, Gonzales, Heuring, and Stassi
Noes:	None
Abstain:	None
Absent:	Director Lamont

- D. **Mitigated Negative Declaration:** Review and consider accepting the MND prepared by Meridian Consultants for the well site lease.

Director Heuring was pleased to hear that our plans for the well lease site would cause no significant environmental impact.

General Manager Allen explained that this will now be posted to the California Environmental Quality Act (CEQA) Clearinghouse for public comment for 30 days. It will then go to Fish & Wildlife.

Director Gonzales asked if the \$60K that has remained unspent for the project includes the \$50K invoiced from Meridian. General Manager Allen clarified that the \$50K has already been paid. We have \$20K left on the contract with Meridian, which leaves us with \$40K.

The following motion was made:

Motion by Director Heuring, seconded by Director Stassi, to receive the draft Initial Study/Mitigated Negative Declaration (IS/MND) prepared by Meridian Consultants and direct the General Manager to release the Draft IS/MND and Notice of Intent for a 30-day public review period.

Roll Call Vote:

Ayes: Directors Cox, Gonzales, Heuring, and Stassi
Noes: None
Abstain: None
Absent: Director Lamont

- E. Europa Loop:** Review the proposals received for the design of the project and select a consultant.

Director Heuring reported that the Water/Wastewater Committee recommended Option B for this project because it also includes the survey. Director Cox added that this would save staff time and effort from arranging the survey themselves. It would be more cost-effective to let the engineering group handle this part of it as well.

Director Gonzales agrees that Option B is a good choice. He did ask if the limited construction support listed in Option A would be handled by the District. General Manager confirmed that staff feels confident these are tasks that could be handled in-house.

The following motion was made:

Motion by Director Heuring, seconded by Director Stassi, to award a contract to Wallace Group for Option B for professional engineering services to design the Europa Loop.

Roll Call Vote:

Ayes: Directors Cox, Gonzales, Heuring, and Stassi
Noes: None
Abstain: None
Absent: Director Lamont

- F. **Investments:** Review District's current investments and consider adding another.

Our District Ordinance states the Finance Officer is to recommend investment and reserve funds. Director Stassi shared that he had the benefit of Director Cox looking over this information with him as well as staff input.

The conclusion reached was to recommend diversifying from all variable-rate interest to fixed-interest investments. It was decided to invest 2 million with California CLASS Term Series II with a 12-month redemption. General Manager Allen shared a handout showing the interest rate is currently at 4.19%.

The following motion was made:

Motion by Director Stassi, seconded by Director Cox, to transfer \$2 million into a California CLASS Term Series II account with a 12-month redemption taking \$1 million from Mechanics Bank and \$1 million from LAIF.

Roll Call Vote:

Ayes:	Directors Cox, Gonzales, Heuring, and Stassi
Noes:	None
Abstain:	None
Absent:	Director Lamont

8. REPORTS FROM DIRECTORS

A. Committees

1) Finance/Budget – Directors Stassi & Cox

Director Stassi reported Finance/Budget met on July 17 to discuss the reserve policy, financial policy, capital charges, rates and charges, and investments.

Staff provided an analysis for the committee that reflected a three-year rate increase; it will be just under a 20 percent total

rate increase. Director Stassi noted that this is just an estimate at this time.

2) **Legal/Personnel** – Directors Gonzales & Lamont

Director Gonzales reported that they did not meet.

3) **Water/Wastewater** – Directors Heuring & Cox

Director Heuring reported that Water/Wastewater met on July 17. Everything discussed in that meeting is on today's agenda.

4) **Santa Ynez River Valley Groundwater Basin Western Management Area Groundwater Sustainability Agency (WMA GSA)** – Directors Stassi & Lamont

Director Stassi reported that no meeting has taken place in the last month.

B. District Representatives to External Agencies

1) **Association of California Water Agencies (ACWA) & Joint Powers Insurance Authority (ACWA/JPIA)** – Directors Heuring & Lamont

Director Heuring had no report.

2) **California Special Districts Association (CSDA) & Santa Barbara County Chapter of CSDA (SBCCSDA)** – Directors Gonzales & Stassi

Director Gonzales reported that the chapter meeting was last week on Monday, July 27. Ameresco, Inc. gave a presentation at the meeting.

The CSDA Annual Conference will start August 24 in Palm Desert. Director Gonzales, Director Stassi, and General Manager Allen will be attending.

3) **Santa Ynez River Water Conservation District (SYRWCD)** – Directors Lamont & Heuring

Director Heuring had no report.

C. Board President – Director Gonzales

President Gonzales thanked the field crew and administration for their work during the 12-inch water main repair on Constellation. He thanked General Manager Allen for quickly informing the board of this incident.

President Gonzales informed the board that he and General Manager Allen met and discussed Lot 54. They also spoke about CalPERS and deferred compensation for the board. This would have to go through the process of funding through the Finance/Budget Committee. General Manager Allen will look into some of the costs associated with this as we get closer to speaking about budgets.

They also spoke about the disruption with our phone system. General Manager Allen assured Director Gonzales that although they were able to spoof our phone number, they did not have access to any sensitive or customer information. The Strategic Plan was also spoken about at this meeting.

9. INFORMATIONAL CORRESPONDENCE

A. **US Drought Monitor:** California, July 28, 2026

B. **VVCSD:** Water Pumped vs Sold, 12 months

C. **VVCSD:** Well Soundings, 12 months

D. **VVCSD:** PG&E Production Costs, Fiscal Year 2025-26

E. **CSDA:** Voting Receipt – Seat C Coastal Network

10. DIRECTORS FORUM:

Director Cox expressed her gratitude to General Manager Allen for setting up the Zoom meeting and for the Directors allowing her to attend remotely. Since Director Cox was involved in so many of the action items tonight, she was grateful to attend.

Director Heuring commented on the email he had sent out to the Directors informing them that he will not be running for re-election. He commented that he has loved working on the Board.

11. ADJOURN

President Gonzales declared the meeting adjourned at 6:08 p.m.

Attest:

Signed:

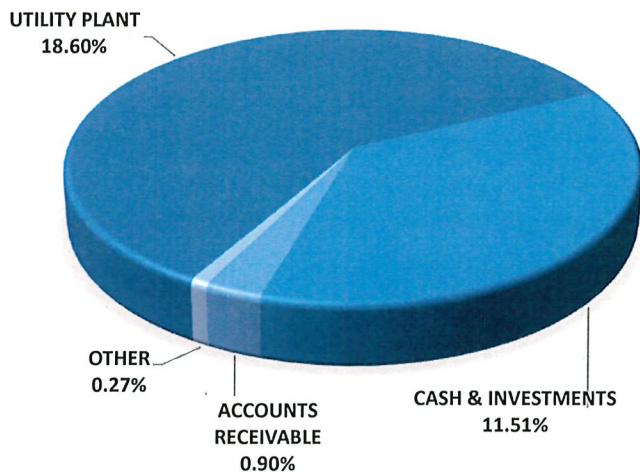
Brianna Jennings
Secretary, Board of Directors

Richard Gonzales
President, Board of Directors

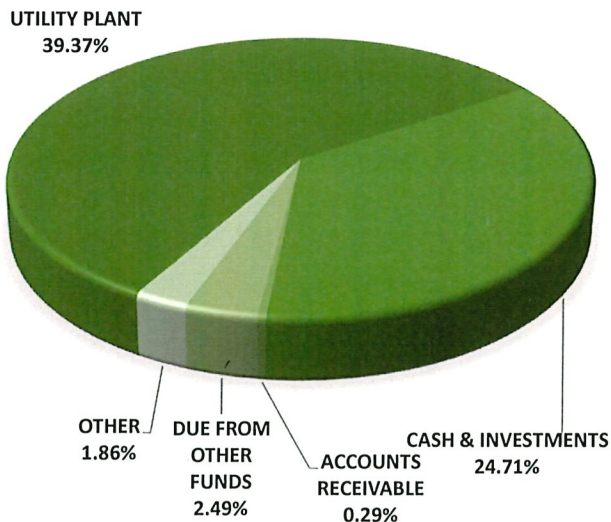
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of June 30, 2026

	Water	Wastewater	2026 FYTD	FYE 2025	CHANGE
ASSETS					
UTILITY PLANT	\$7,454,388	\$15,782,797	\$23,237,186	\$22,736,869	\$500,317
CASH & INVESTMENTS	4,612,862	9,904,929	14,517,791	13,967,215	550,576
ACCOUNTS RECEIVABLE	360,076	116,827	476,903	345,813	131,090
DUE FROM OTHER FUNDS	0	1,000,000	1,000,000	0	1,000,000
OTHER	110,053	744,994	855,047	844,007	11,040
TOTAL ASSETS	\$12,537,379	\$27,549,547	\$40,086,926	\$37,893,903	\$2,193,023
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS					
	\$284,616	\$195,049	\$479,665	\$607,078	(\$127,413)
TOTAL ASSETS & DEFERRED OUTFLOWS	\$12,821,995	\$27,744,596	\$40,566,591	\$38,500,981	\$2,065,610
LIABILITIES					
CURRENT LIABILITIES	\$543,760	\$565,050	\$1,108,810	\$571,001	\$537,808
UNEARNED REVENUE	0	139,072	139,072	139,001	71
CURRENT PORTION - DEBT- LRWRP UPGRADE PROJECT	0	702,722	702,722	690,379	12,343
LONG TERM DEBT- LRWRP UPGRADE PROJECT	0	1,443,427	1,443,427	2,146,149	(702,722)
DUE TO OTHER FUNDS	1,000,000	0	1,000,000	0	1,000,000
NET PENSION LIABILITY	956,268	655,335	1,611,603	1,950,624	(339,021)
TOTAL LIABILITIES	\$2,500,028	\$3,505,606	\$6,005,634	\$5,497,154	\$508,479
DEFERRED INFLOWS OF RESOURCES-PENSIONS					
	\$167,261	\$114,625	\$281,886	\$24,123	\$257,763
EQUITY					
CONTRIBUTED CAPITAL	\$1,316,310	\$3,841,328	\$5,157,638	\$5,354,241	(\$196,603)
EQUITY	8,449,015	19,444,301	27,893,316	26,238,820	1,654,496
CURRENT EARNINGS	389,381	838,736	1,228,117	1,386,643	(158,526)
TOTAL EQUITY	\$10,154,707	\$24,124,364	\$34,279,071	\$32,979,704	\$1,299,367
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$12,821,995	\$27,744,596	\$40,566,591	\$38,500,981	\$1,807,847

WATER ASSETS

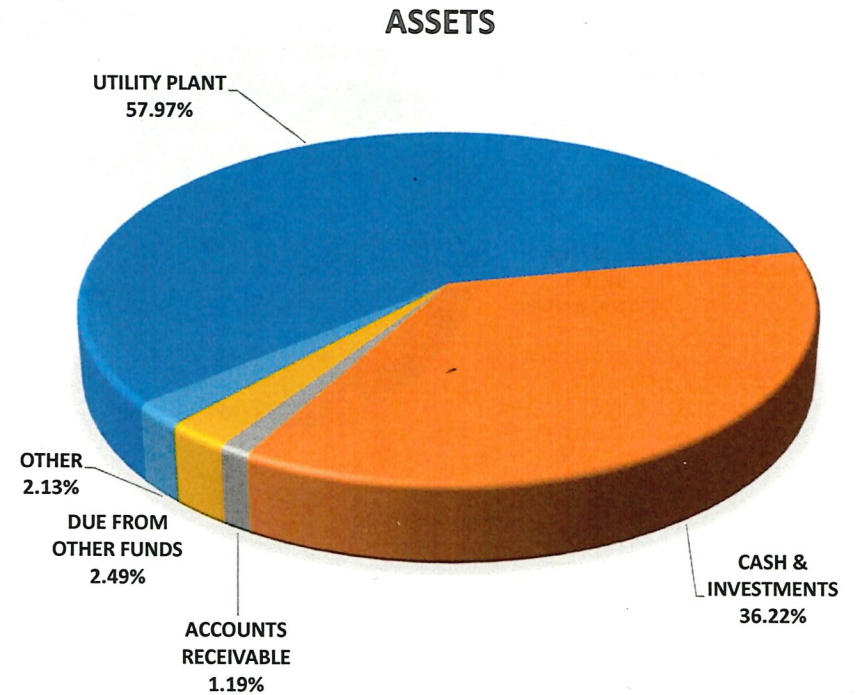


WASTEWATER ASSETS



VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of June 30, 2026

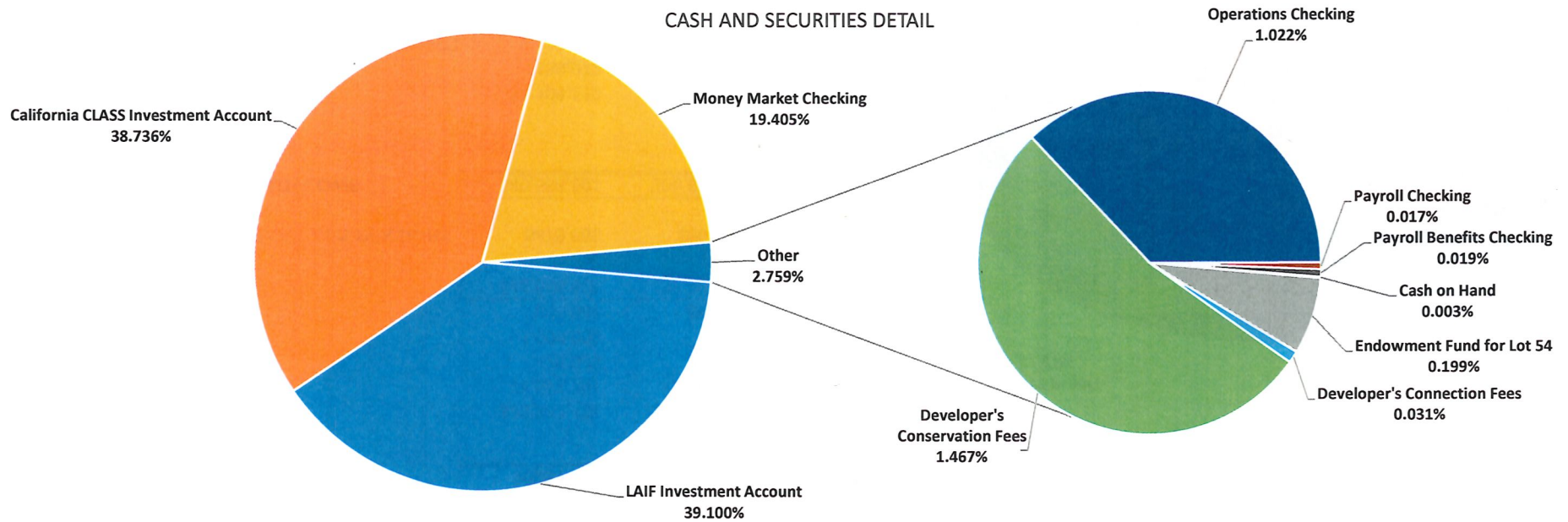
	2026 FYTD	FYE 2025	CHANGE
ASSETS			
UTILITY PLANT	\$23,237,186	\$22,736,869	\$500,317
CASH & INVESTMENTS	14,517,791	13,967,215	550,576
ACCOUNTS RECEIVABLE	476,903	345,813	131,090
DUE FROM OTHER FUNDS	1,000,000	0	1,000,000
OTHER	855,047	844,007	11,040
TOTAL ASSETS	\$40,086,926	\$37,893,903	\$2,193,023
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$479,665	\$607,078	(\$127,413)
TOTAL ASSETS & DEFERRED OUTFLOWS	\$40,566,591	\$38,500,981	\$2,065,610
LIABILITIES			
CURRENT LIABILITIES	\$1,108,810	\$571,001	\$537,808
UNEARNED REVENUE	139,072	139,001	71
LONG TERM DEBT- LRWRP UPGRADE PROJECT	2,146,149	2,836,528	(690,379)
DUE TO OTHER FUNDS	1,000,000	0	1,000,000
NET PENSION LIABILITY	1,611,603	1,950,624	(339,021)
TOTAL LIABILITIES	\$6,005,634	\$5,497,154	\$508,479
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$281,886	\$24,123	\$257,763
EQUITY			
CONTRIBUTED CAPITAL	\$5,157,638	\$5,354,241	(\$196,603)
EQUITY	27,893,316	26,238,820	1,654,496
CURRENT EARNINGS	1,228,117	1,386,643	(158,526)
TOTAL EQUITY	\$34,279,071	\$32,979,704	\$1,299,367
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$40,566,591	\$38,500,981	\$1,807,847



VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Cash Position Statement
As of June 30, 2026

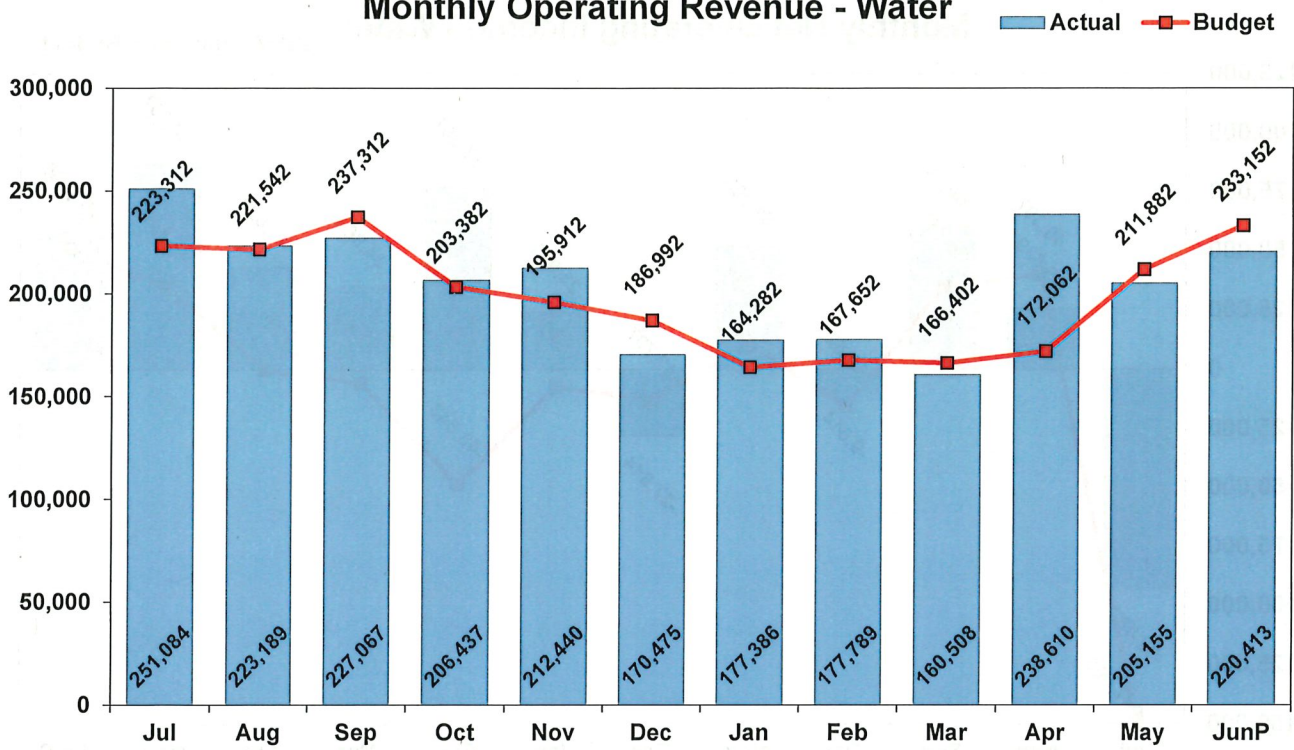
CASH AND SECURITIES DETAIL	2026 FYTD	FYE 2025	CHANGE
LAIF Investment Account	\$5,676,516	\$5,455,676	\$220,840
California CLASS Investment Account	5,623,601	5,406,252	217,349
Endowment Fund for Lot 54	28,916	27,810	1,107
Money Market Checking	2,817,153	2,552,024	265,129
Developer's Connection Fees	4,512	130,019	(125,507)
Developer's Conservation Fees	213,010	206,614	6,396
SUBTOTAL	\$14,363,709	\$13,778,395	\$585,315
Operations Checking	\$148,388	\$184,246	(\$35,858)
Payroll Checking	2,500	2,500	0
Payroll Benefits Checking	2,794	1,675	1,119
Cash on Hand	400	400	0
SUBTOTAL	\$154,081	\$188,820	(\$34,739)
TOTAL CASH AND SECURITIES	\$14,517,791	\$13,967,215	\$550,576

CASH AND SECURITIES DETAIL

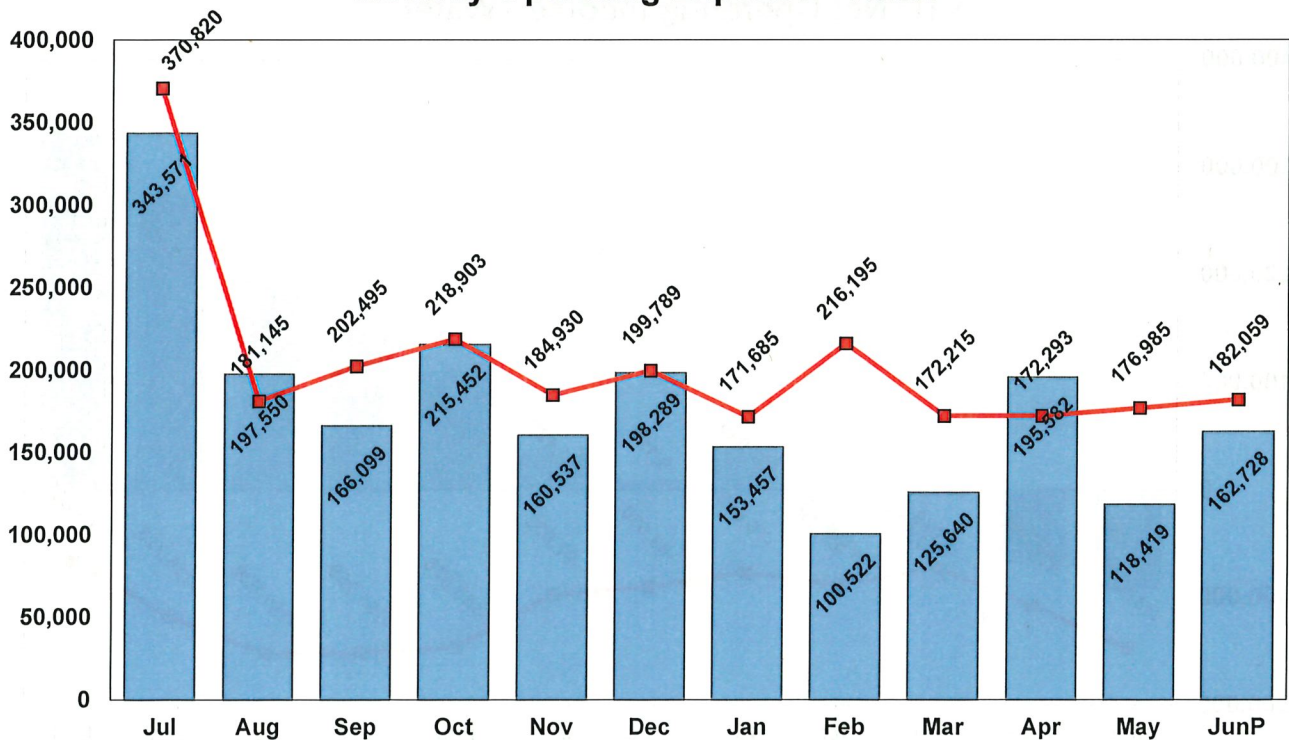


Operating Revenue and Expenses
Vandenberg Village Community Services District
July 1, 2025 to June 30, 2026

Monthly Operating Revenue - Water

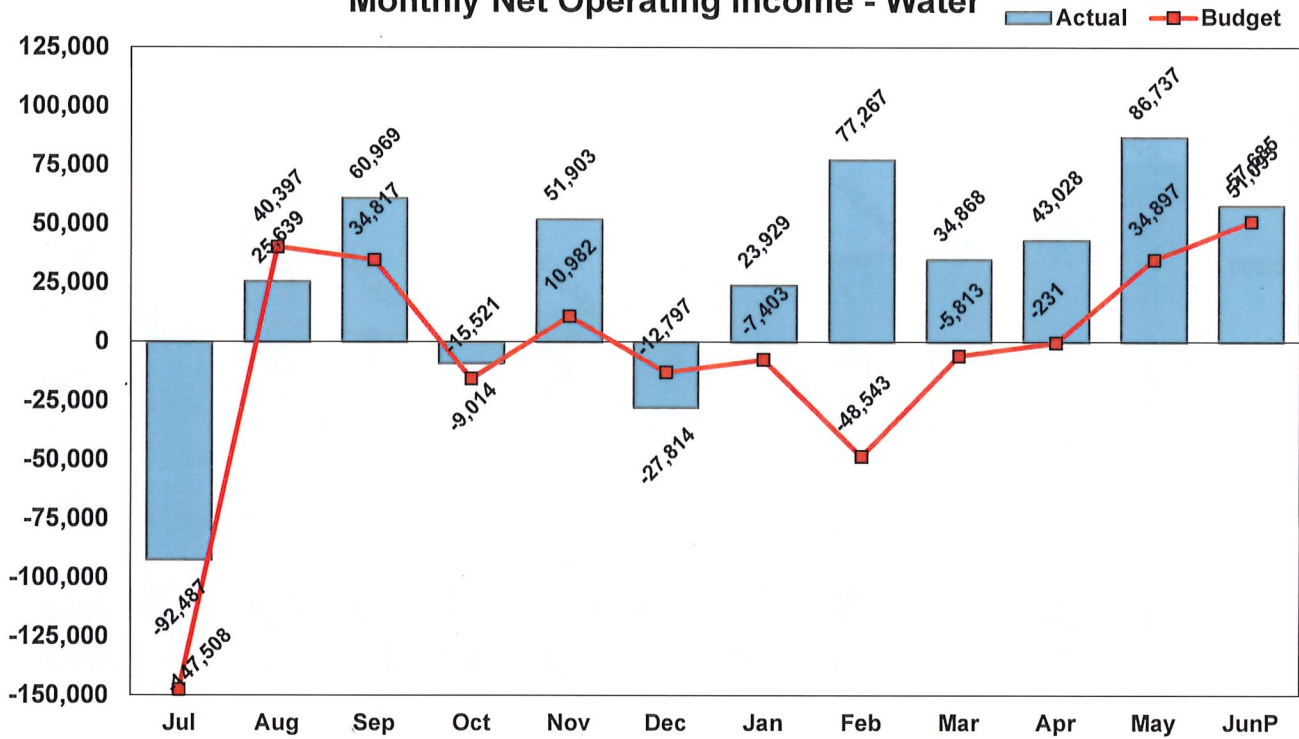


Monthly Operating Expense - Water

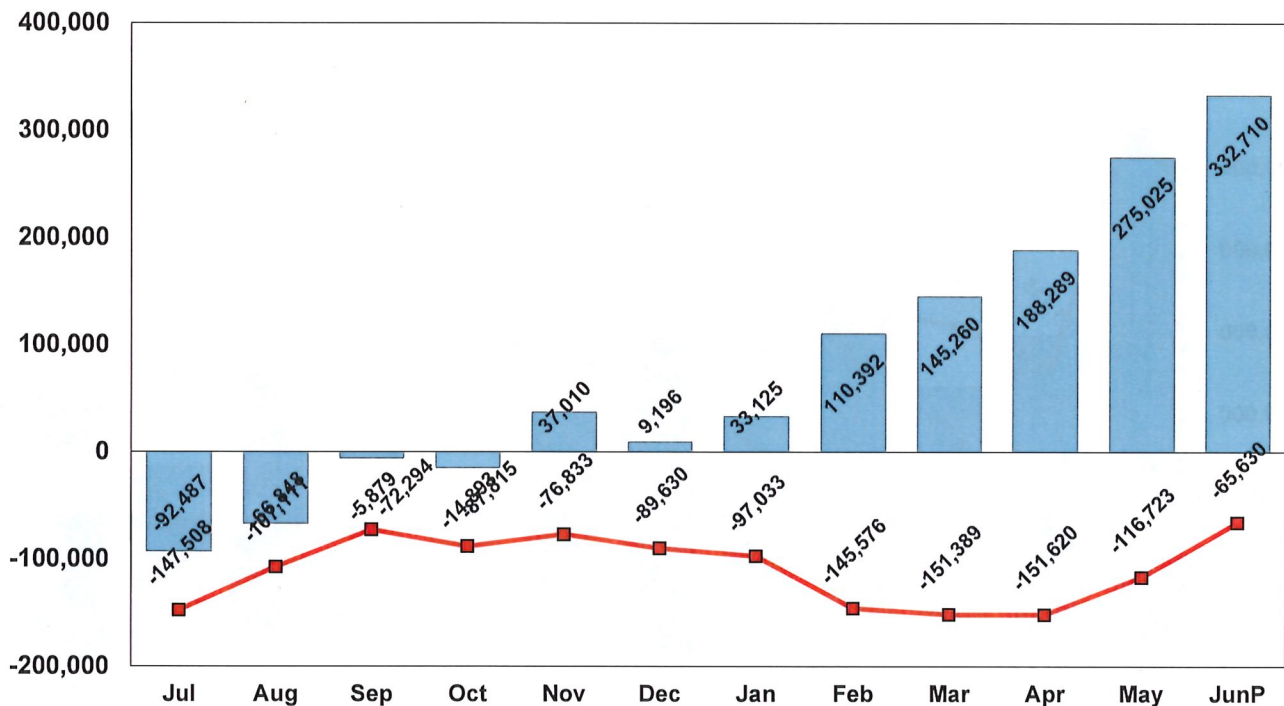


Operating Income Vandenberg Village Community Services District July 1, 2025 to June 30, 2026

Monthly Net Operating Income - Water

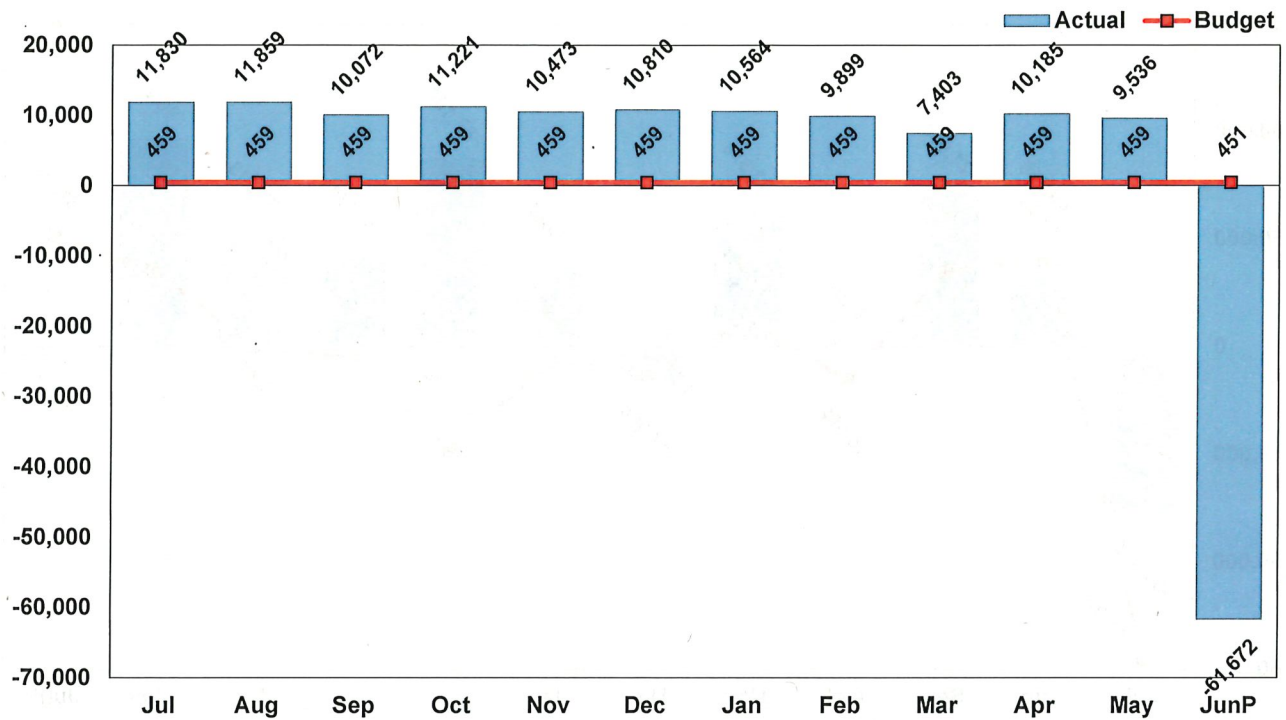


YTD Net Operating Income - Water

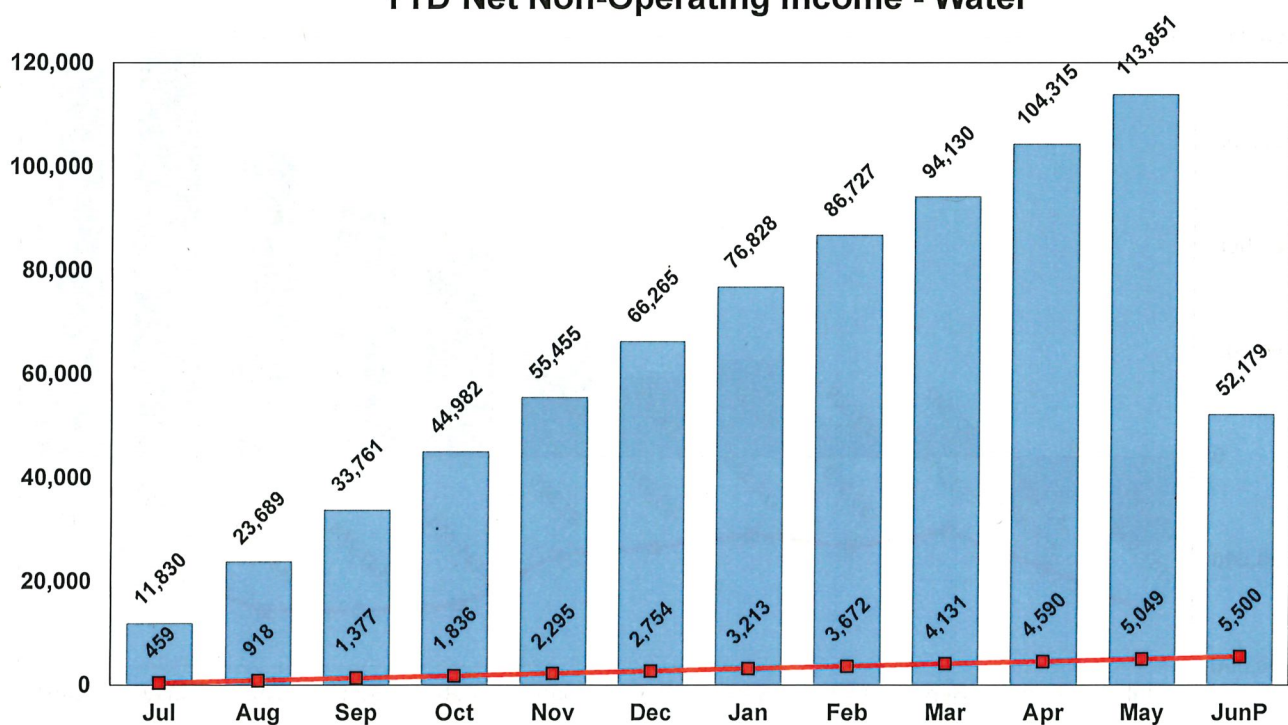


Non-Operating Income
Vandenberg Village Community Services District
July 1, 2025 to June 30, 2026

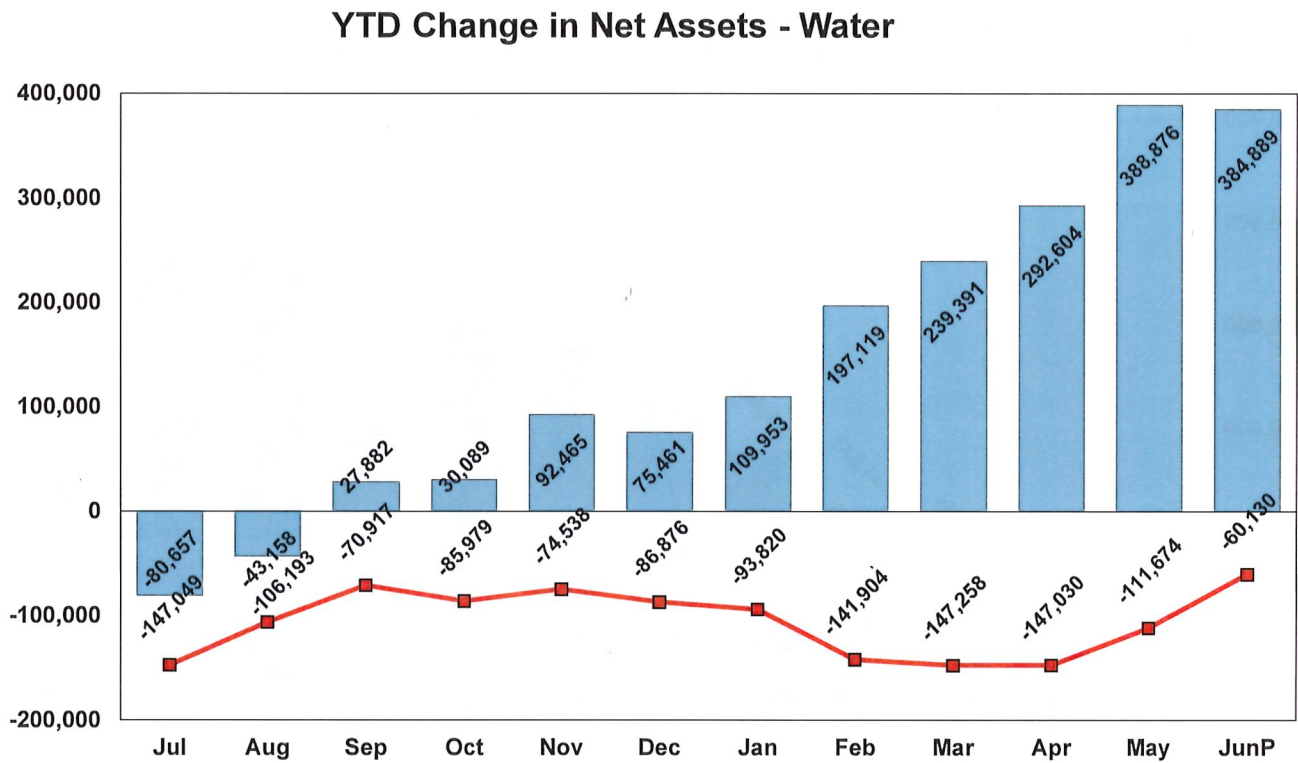
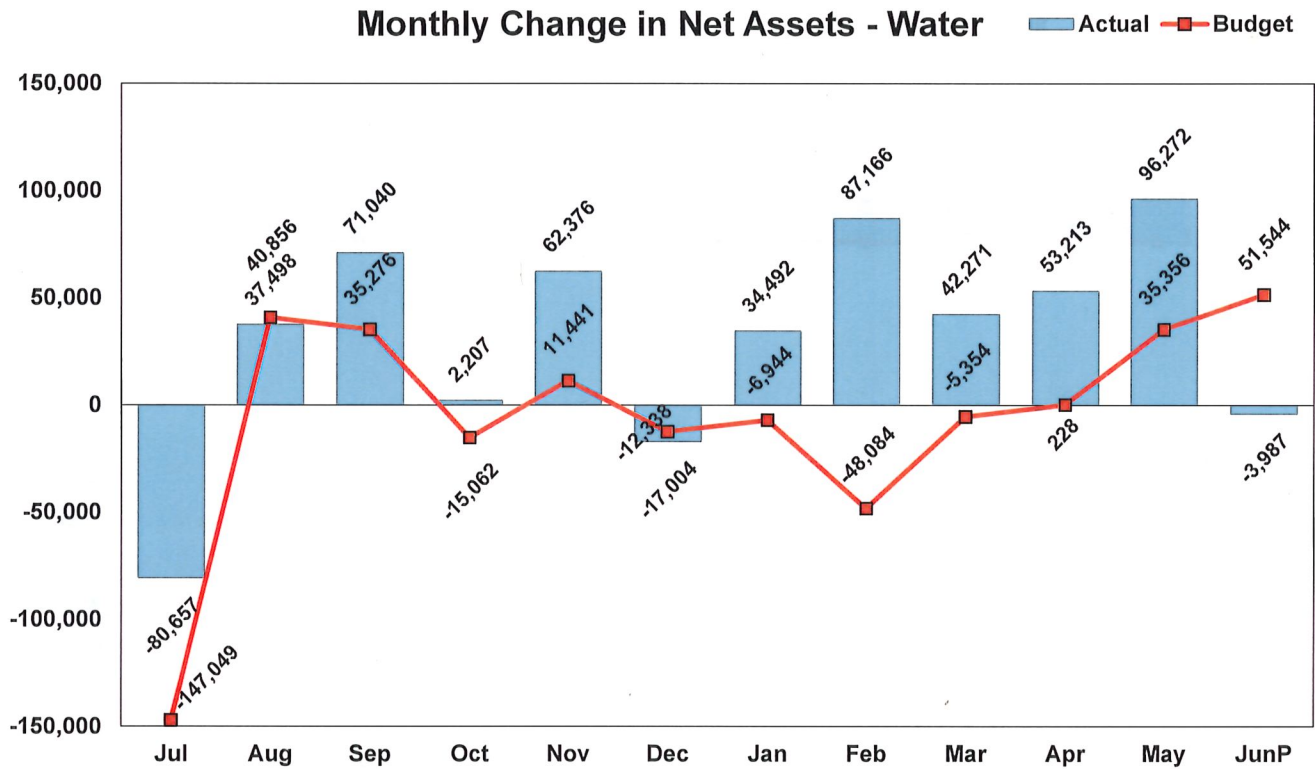
Monthly Net Non-Operating Income - Water



YTD Net Non-Operating Income - Water



Change in Net Assets Vandenberg Village Community Services District July 1, 2025 to June 30, 2026

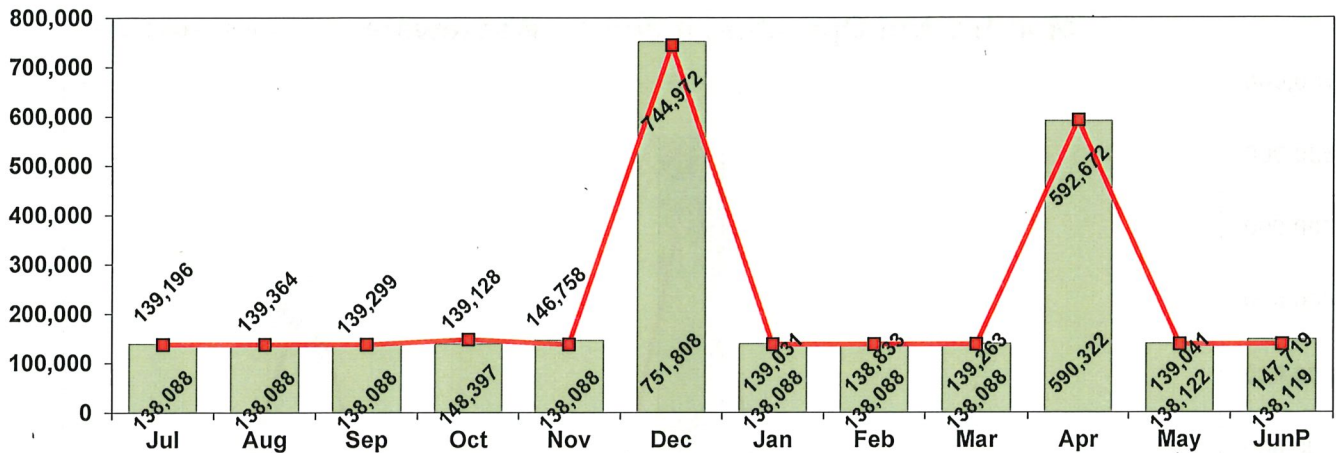


Operating Revenue and Expenses

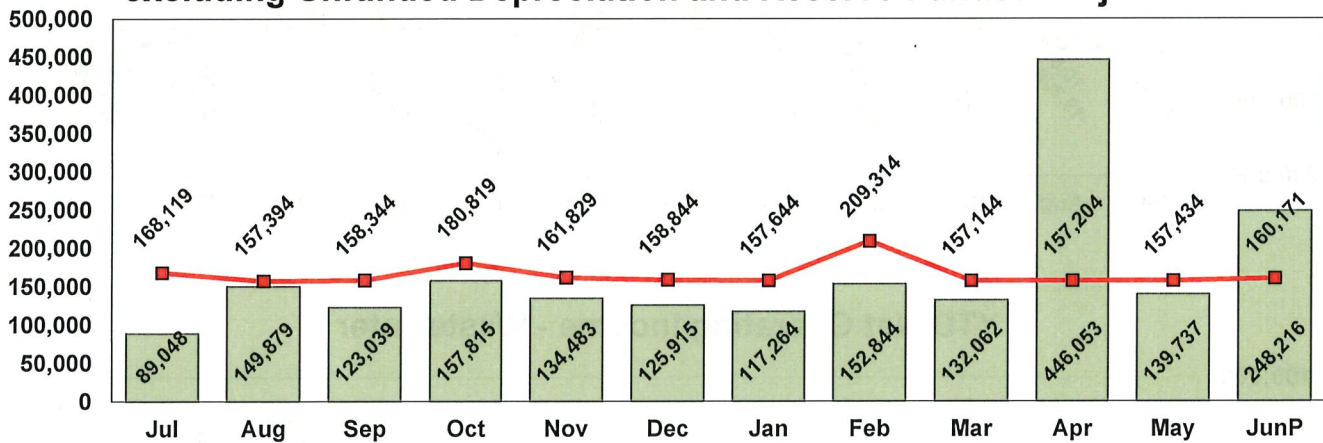
Vandenberg Village Community Services District

July 1, 2025 to June 30, 2026

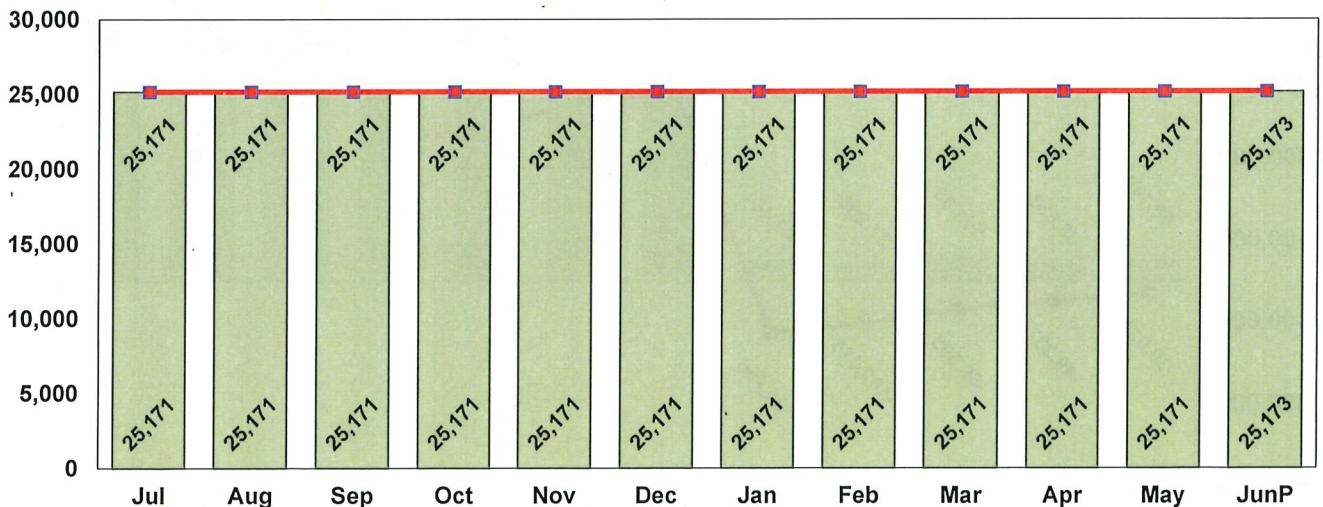
Monthly Operating Revenue - Wastewater



Monthly Operating Expense excluding Unfunded Depreciation and Reserve-Funded Projects

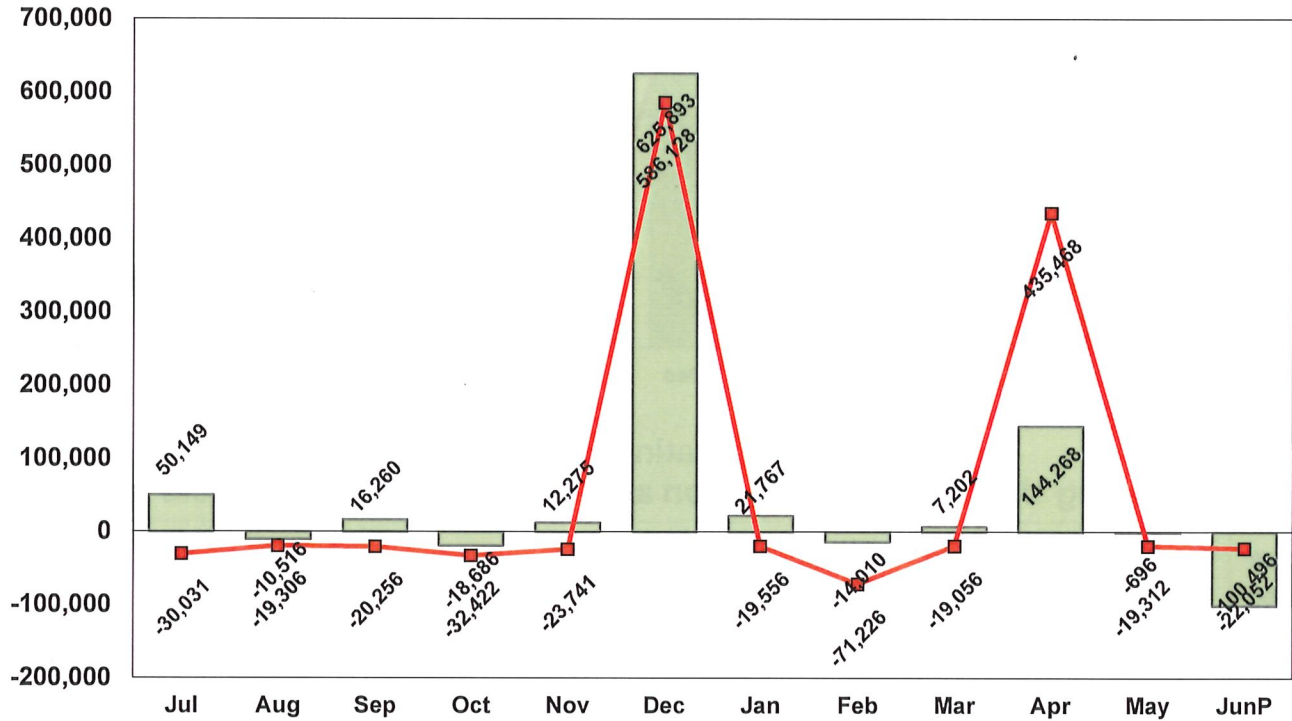


Monthly Operating Expense Unfunded Depreciation and Reserve-Funded Projects

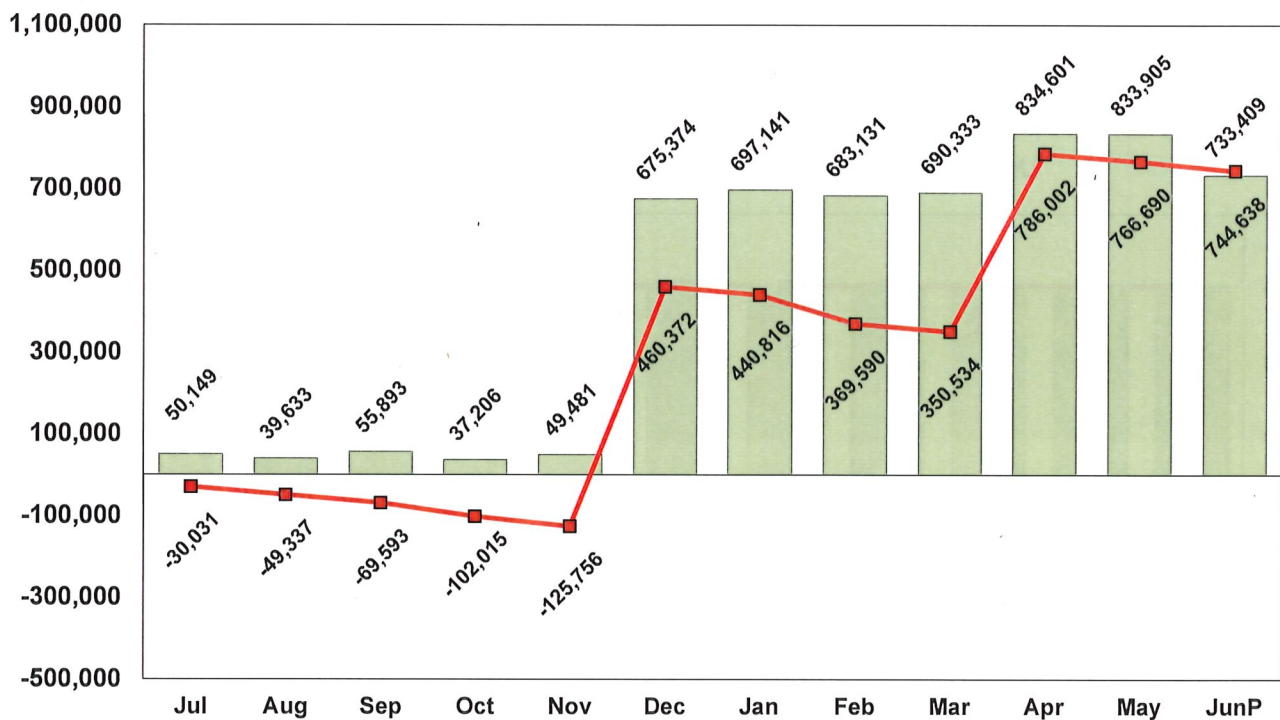


Operating Income Vandenberg Village Community Services District July 1, 2025 to June 30, 2026

Monthly Net Operating Income - Wastewater

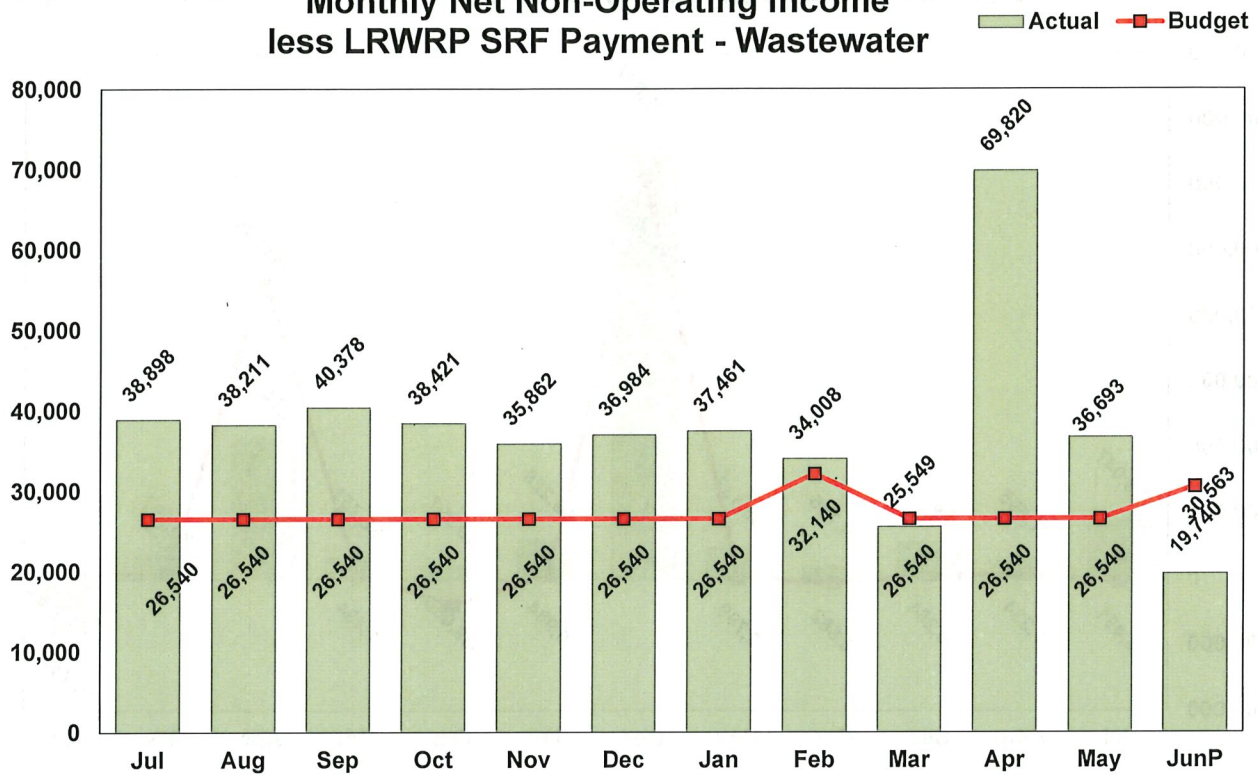


YTD Net Operating Income - Wastewater

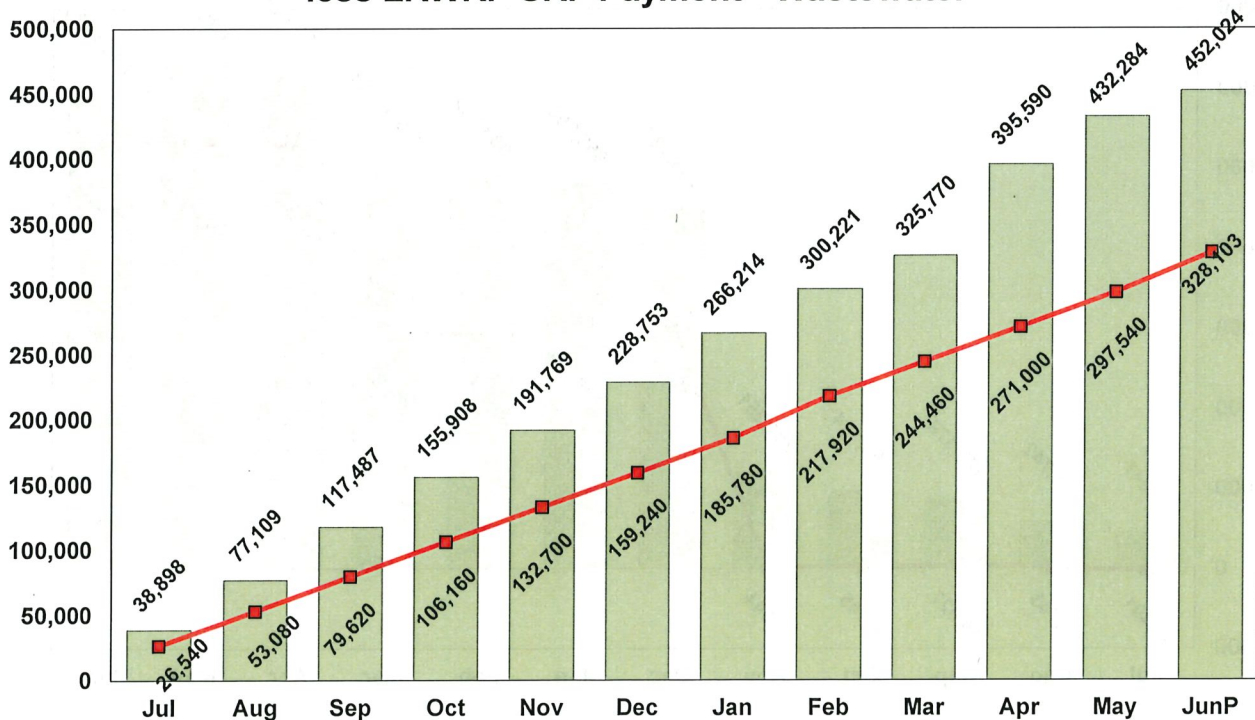


Non-Operating Income
Vandenberg Village Community Services District
July 1, 2025 to June 30, 2026

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

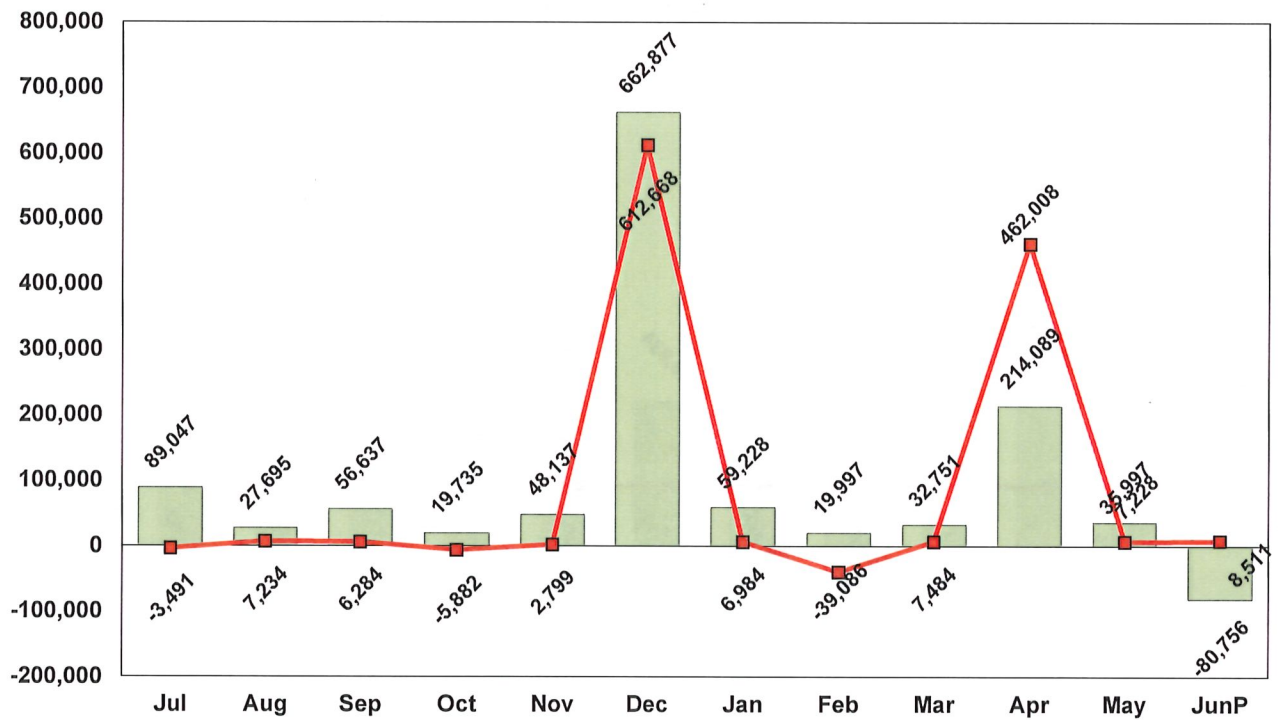


YTD Net Non-Operating Income
less LRWRP SRF Payment - Wastewater

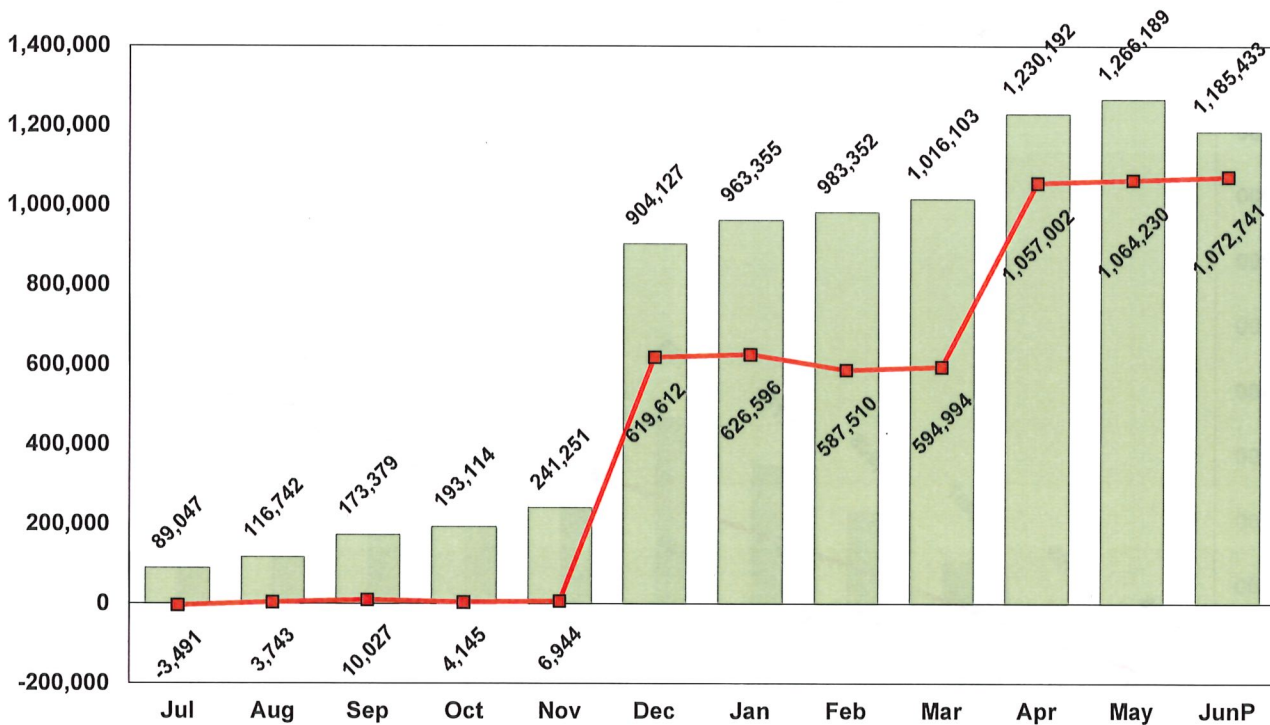


Change in Net Assets Vandenberg Village Community Services District July 1, 2025 to June 30, 2026

Monthly Change in Net Assets - Wastewater



YTD Change in Net Assets - Wastewater



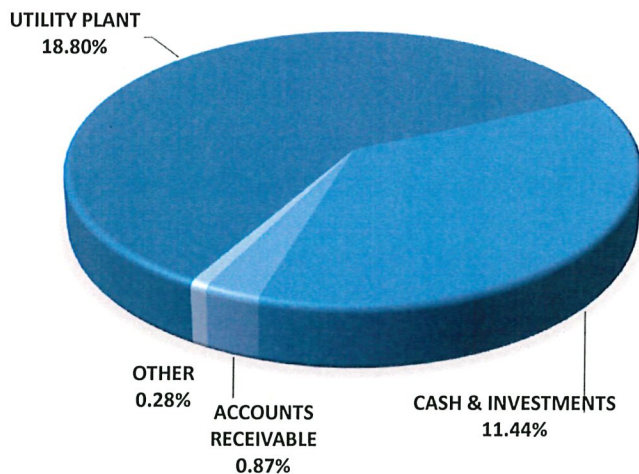
Statement of Cash Flow
Vandenberg Village Community Services District
For the Period from July 1, 2025 to June 30, 2026

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 2,414,817	\$ 2,748,241	
Cash payments for goods and services	(1,361,701)	(799,824)	
Cash payments to employees	(455,693)	(263,037)	
Net Cash Provided by Operating Activities	\$ 597,423	\$ 1,685,381	\$ 2,282,804
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Due to other funds	1,000,000		
Due from other funds		(1,000,000)	
Cybersecurity Grant expenditures	(1,153)	(1,089)	
LRWRP Upgrade Principal Payment		(690,379)	
LRWRP Upgrade Interest Payment		(50,712)	
Connection fees collected	4,492	6,069	
Sale of capital assets	746	0	
Purchase of capital assets	(605,182)	(985,690)	
Net Cash Used - Capital & Related Financing Activities	398,903	(2,721,801)	(2,322,899)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	128,744	461,927	
Net Cash Provided by Investing Activities	128,744	461,927	590,671
Net Increase (Decrease) in Cash & Cash Equivalents	1,125,069	(574,494)	550,576
Cash and cash equivalents, beginning of year	3,487,792	10,479,422	13,967,215
Cash and cash equivalents, year-to-date	4,612,862	9,904,929	<u>\$ 14,517,791</u>
Reconciliation to the Statement of Net Assets:			
Cash on hand	\$ 400		\$ 400
Cash and short term investments	4,612,462	9,904,929	14,517,391
			<u>\$ 14,517,791</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income (excluding Connection fees)	\$ 332,710	\$ 431,355	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	255,867	753,941	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(17,435)	(1,593)	
(Increase) decrease in other receivables	(45,037)		
Increase (decrease) in accounts payable	79,491	447,333	
Increase (decrease) in accrued payroll	1,655	516	
Increase (decrease) in customer deposits	6,734	0	
Increase (decrease) in deferred revenue		71	
Increase (decrease) in compensated absences	2,673	(592)	
Increase (decrease) in net pension liability	(249,188)	(89,833)	
Increase (decrease) in deferred inflows	152,353	105,410	
Net Cash Provided by Operating Activities	\$ 597,423	\$ 1,685,381	\$ 2,282,804
Reconciliation to other financial statements			
Net operating income/(loss)	\$ 332,710	\$ 431,355	
Connection Fees received from developers	4,492	6,069	
Non-operating income (Interest Revenue/Fair Market Value Offset)	124,519	461,927	
Non-operating expenses (Asset retirement/Interest expense)	(72,340)	(60,615)	
Total YTD Net Income (Current Earnings on Statement of Net Position)	\$ 389,381	\$ 838,736	\$ 1,228,117
Add back YTD Unfunded Depreciation		302,054	
Add back Interest Expense on LRWRP SRF Loan		50,712	
Less Connection Fees received from developers	(4,492)	(6,069)	
YTD Change in Net Assets on Revenue and Expense charts	\$ 384,889	\$ 1,185,433	\$ 1,570,322

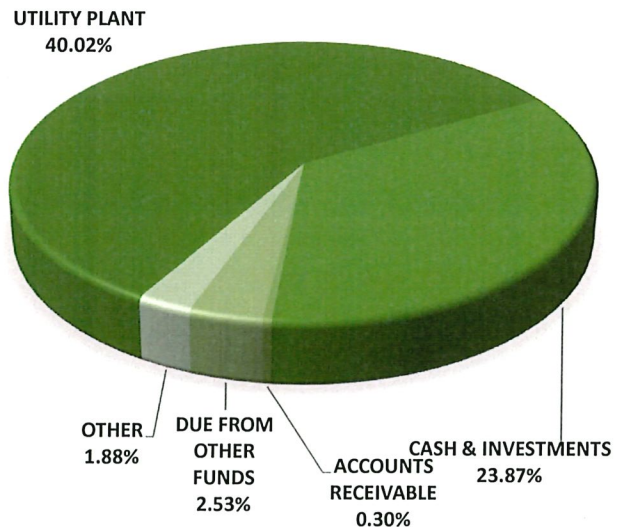
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of July 31, 2026

	Water	Wastewater	2027 FYTD	FYE 2026	CHANGE
ASSETS					
UTILITY PLANT	\$7,433,146	\$15,819,456	\$23,252,602	\$23,237,186	\$15,416
CASH & INVESTMENTS	4,522,997	9,433,762	13,956,759	14,517,791	(561,031)
ACCOUNTS RECEIVABLE	345,032	118,741	463,772	476,903	(13,131)
DUE FROM OTHER FUNDS	0	1,000,000	1,000,000	1,000,000	0
OTHER	110,053	744,994	855,047	855,047	0
TOTAL ASSETS	\$12,411,228	\$27,116,952	\$39,528,181	\$40,086,926	(\$558,745)
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS					
	\$284,616	\$195,049	\$479,665	\$479,665	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	\$12,695,844	\$27,312,001	\$40,007,846	\$40,566,591	(\$558,745)
LIABILITIES					
CURRENT LIABILITIES	\$447,154	\$78,551	\$525,705	\$1,108,810	(\$583,105)
UNEARNED REVENUE	0	139,072	139,072	139,072	0
CURRENT PORTION - DEBT- LRWRP UPGRADE PROJECT	0	702,722	702,722	702,722	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	0	1,443,427	1,443,427	1,443,427	0
DUE TO OTHER FUNDS	1,000,000	0	1,000,000	1,000,000	0
NET PENSION LIABILITY	956,268	655,335	1,611,603	1,611,603	0
TOTAL LIABILITIES	\$2,403,422	\$3,019,107	\$5,422,529	\$6,005,634	(\$583,105)
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$167,261	\$114,625	\$281,886	\$281,886	\$0
EQUITY					
CONTRIBUTED CAPITAL	\$1,312,843	\$3,828,411	\$5,141,255	\$5,157,638	(\$16,384)
EQUITY	8,841,864	20,295,953	29,137,817	27,893,316	1,244,501
CURRENT EARNINGS	(29,545)	53,905	24,360	1,228,117	(1,203,758)
TOTAL EQUITY	\$10,125,162	\$24,178,269	\$34,303,431	\$34,279,071	\$24,360
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$12,695,844	\$27,312,001	\$40,007,846	\$40,566,591	(\$558,745)

WATER ASSETS

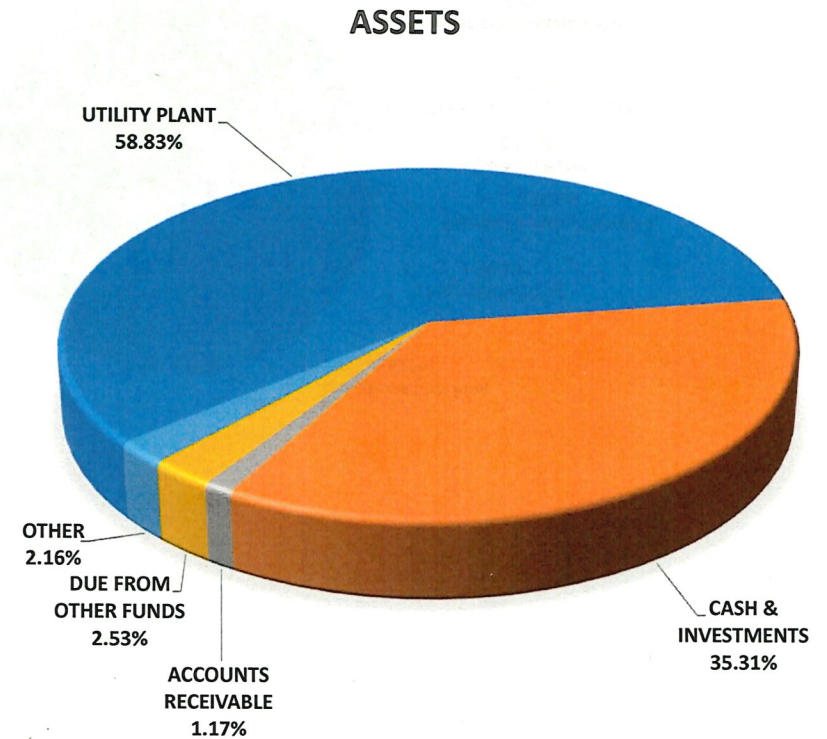


WASTEWATER ASSETS



VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of July 31, 2026

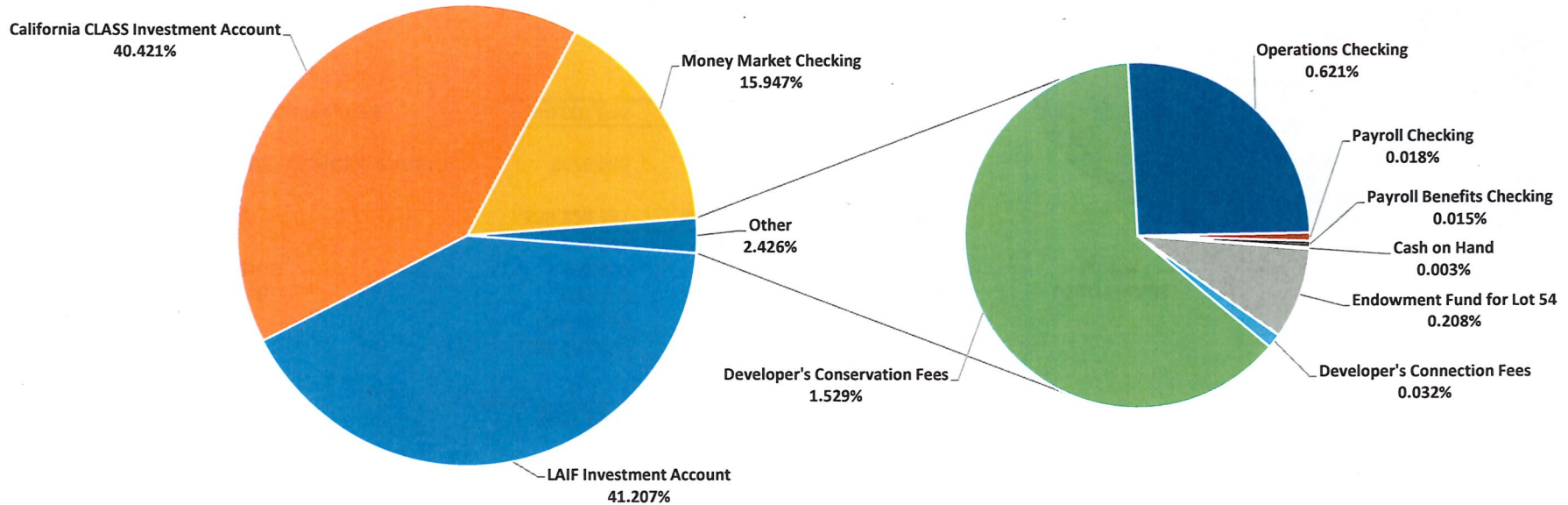
	2027 FYTD	FYE 2026	CHANGE
ASSETS			
UTILITY PLANT	\$23,252,602	\$23,237,186	\$15,416
CASH & INVESTMENTS	13,956,759	14,517,791	(561,031)
ACCOUNTS RECEIVABLE	463,772	476,903	(13,131)
DUE FROM OTHER FUNDS	1,000,000	1,000,000	0
OTHER	855,047	855,047	0
TOTAL ASSETS	\$39,528,181	\$40,086,926	(\$558,745)
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$479,665	\$479,665	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	\$40,007,846	\$40,566,591	(\$558,745)
LIABILITIES			
CURRENT LIABILITIES	\$525,705	\$1,108,810	(\$583,105)
UNEARNED REVENUE	139,072	139,072	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	2,146,149	2,146,149	0
DUE TO OTHER FUNDS	1,000,000	1,000,000	0
NET PENSION LIABILITY	1,611,603	1,611,603	0
TOTAL LIABILITIES	\$5,422,529	\$6,005,634	(\$583,105)
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$281,886	\$281,886	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$5,141,255	\$5,157,638	(\$16,384)
EQUITY	29,137,817	27,893,316	1,244,501
CURRENT EARNINGS	24,360	1,228,117	(1,203,758)
TOTAL EQUITY	\$34,303,431	\$34,279,071	\$24,360
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$40,007,846	\$40,566,591	(\$558,745)



VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Cash Position Statement
As of July 31, 2026

CASH AND SECURITIES DETAIL	2027 FYTD	FYE 2026	CHANGE
LAIF Investment Account	\$5,751,097	\$5,676,516	\$74,581
California CLASS Investment Account	5,641,402	5,623,601	17,801
Endowment Fund for Lot 54	29,007	28,916	90
Money Market Checking	2,225,630	2,817,153	(591,523)
Developer's Connection Fees	4,526	4,512	14
Developer's Conservation Fees	213,401	213,010	391
SUBTOTAL	\$13,865,063	\$14,363,709	(\$498,646)
Operations Checking	\$86,667	\$148,388	(\$61,721)
Payroll Checking	2,500	2,500	0
Payroll Benefits Checking	2,130	2,794	(664)
Cash on Hand	400	400	0
SUBTOTAL	\$91,697	\$154,081	(\$62,385)
TOTAL CASH AND SECURITIES	\$13,956,759	\$14,517,791	(\$561,031)

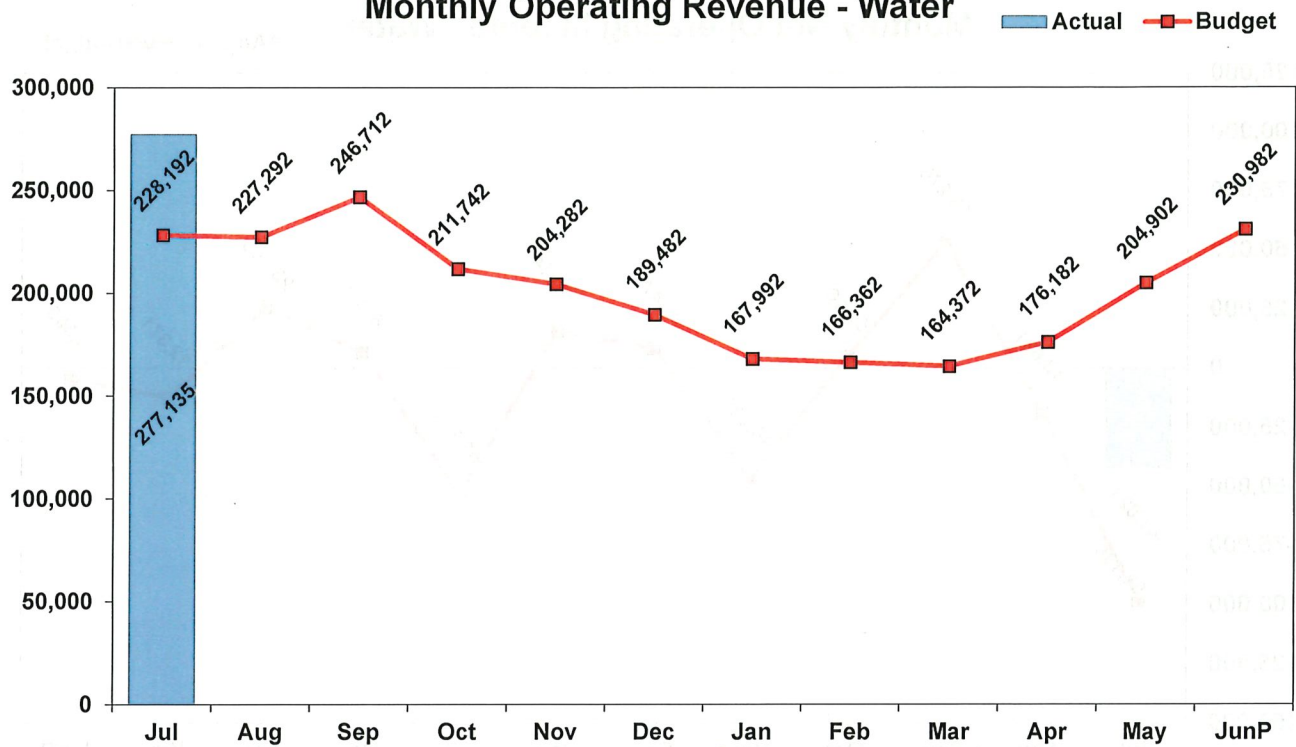
CASH AND SECURITIES DETAIL



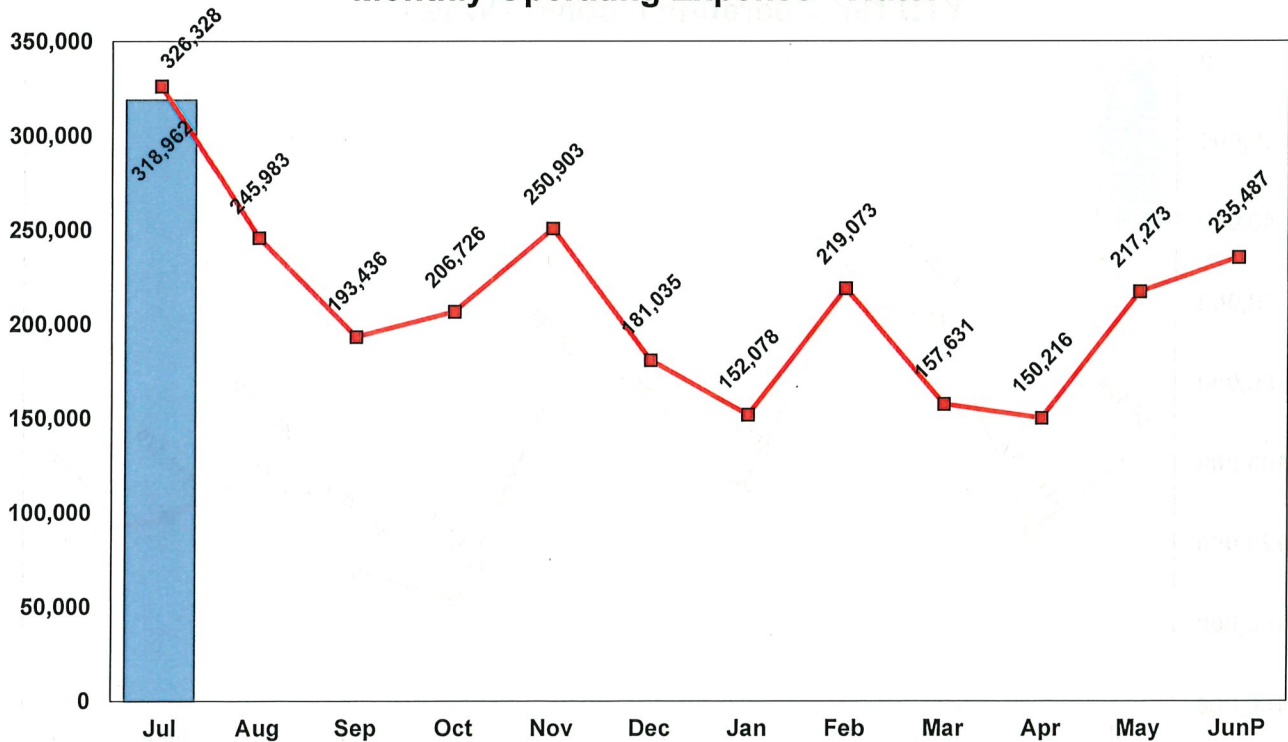
Operating Revenue and Expenses
Vandenberg Village Community Services District
July 1, 2026 to June 30, 2027

-35-

Monthly Operating Revenue - Water



Monthly Operating Expense - Water

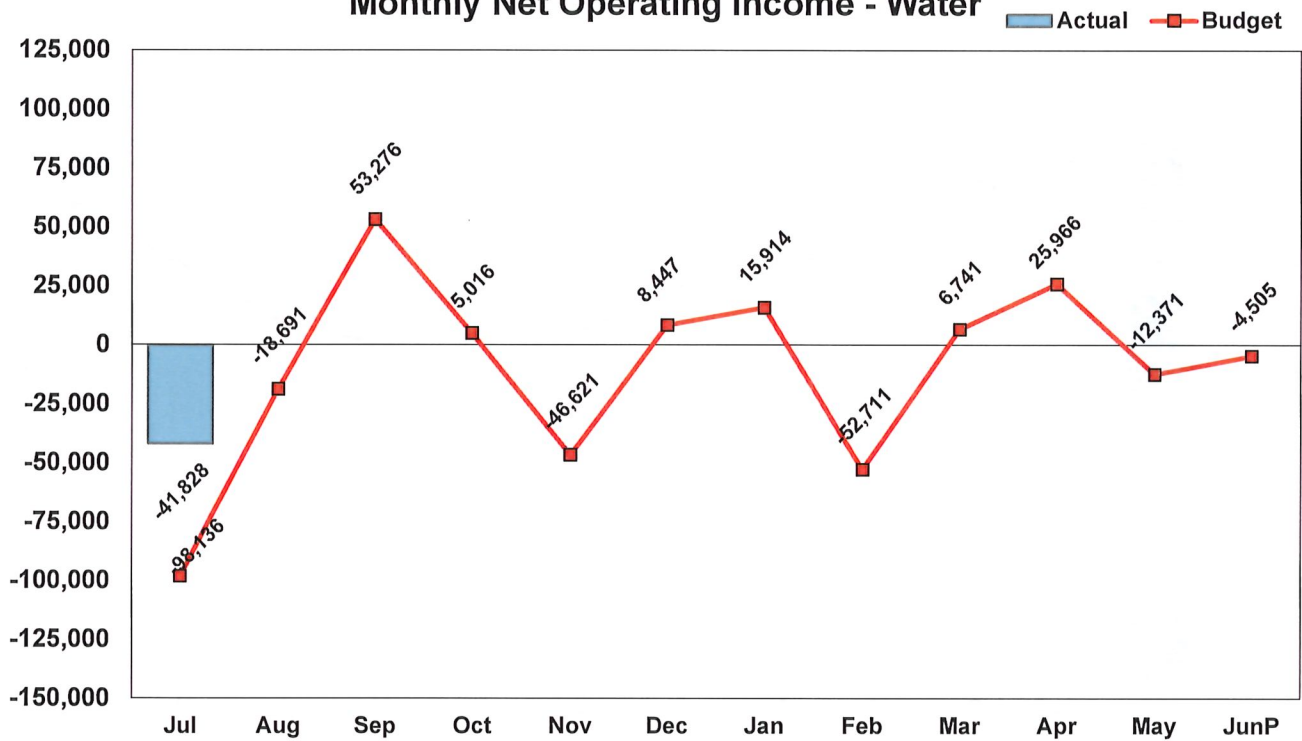


Operating Income

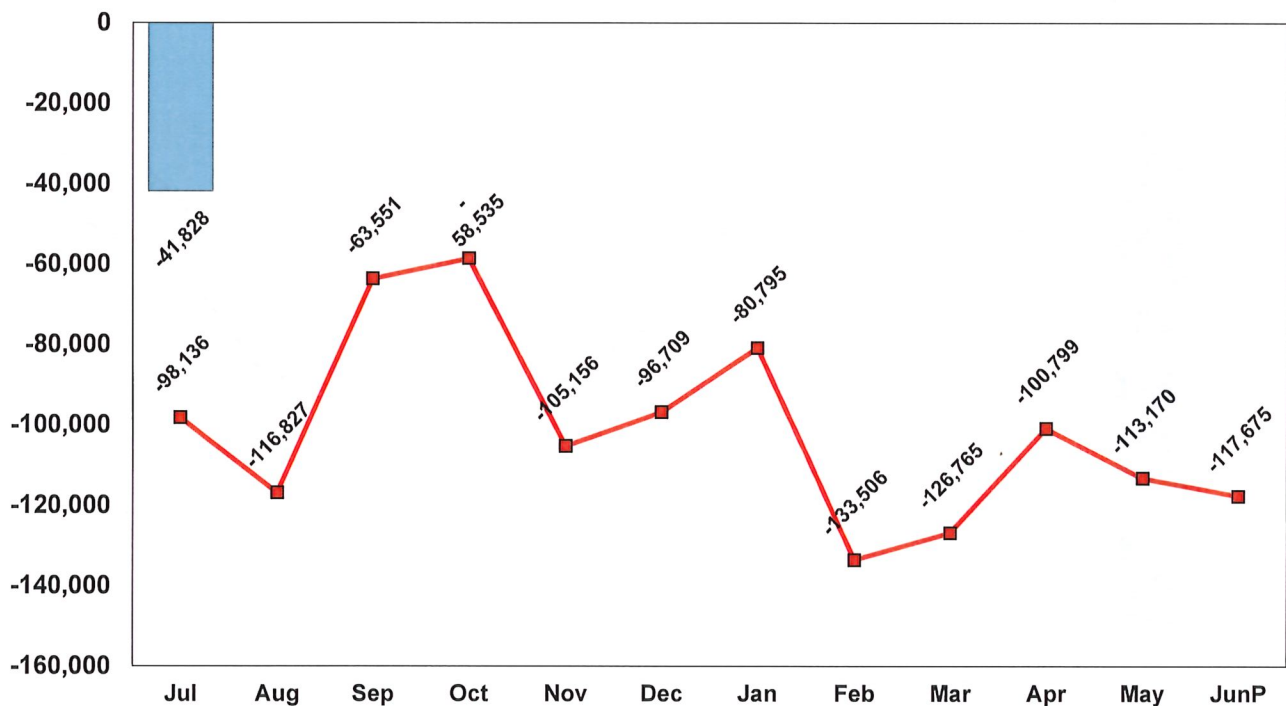
Vandenberg Village Community Services District

July 1, 2026 to June 30, 2027

Monthly Net Operating Income - Water

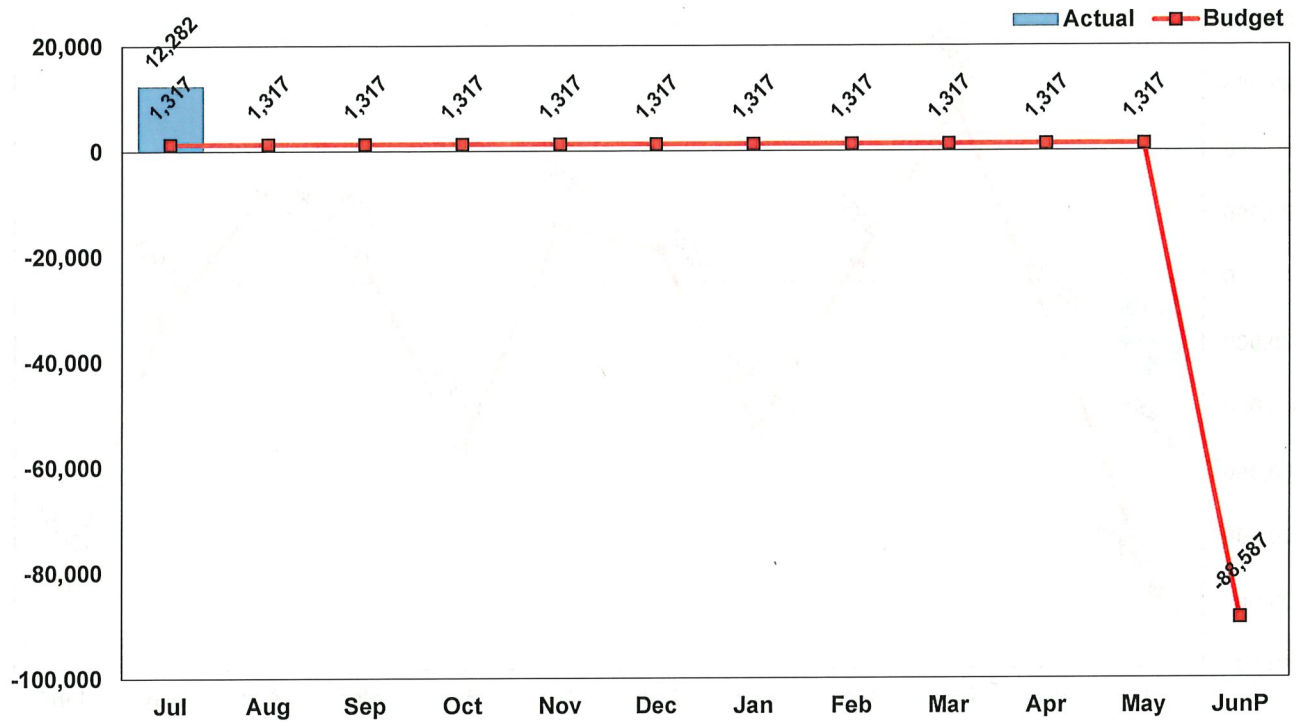


YTD Net Operating Income - Water

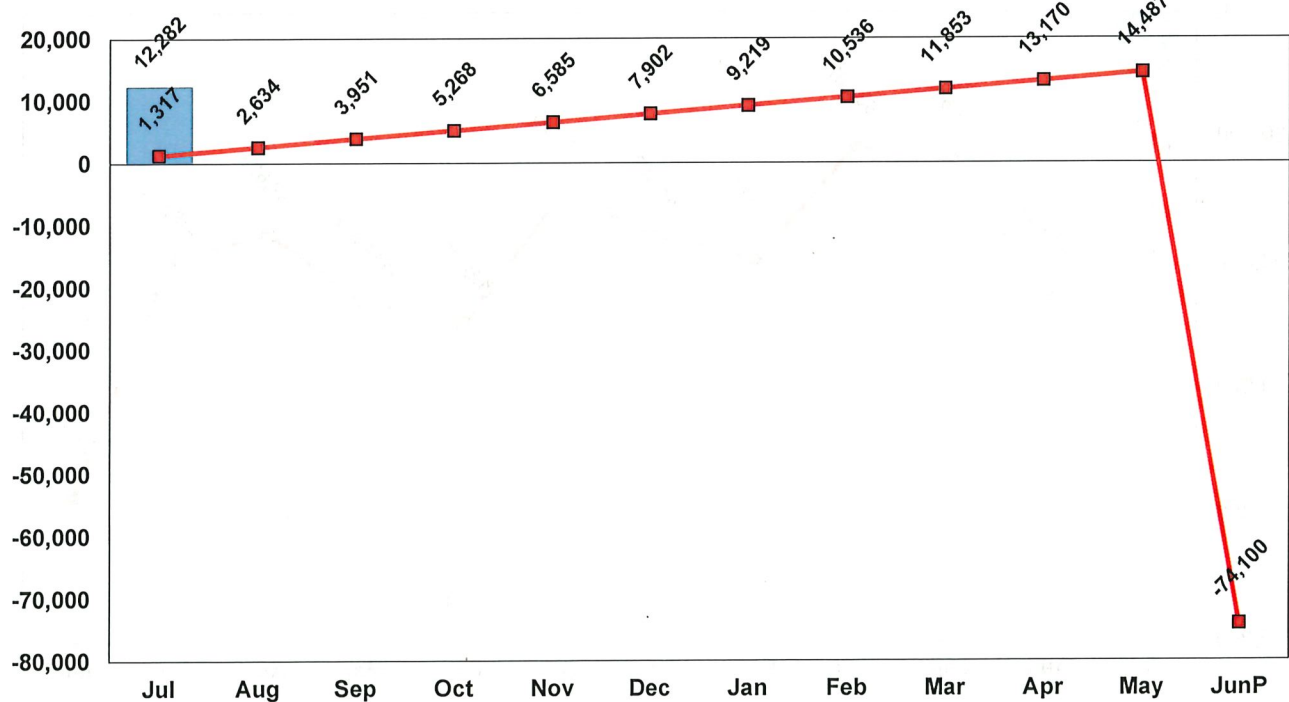


Non-Operating Income
Vandenberg Village Community Services District
July 1, 2026 to June 30, 2027

Monthly Net Non-Operating Income - Water



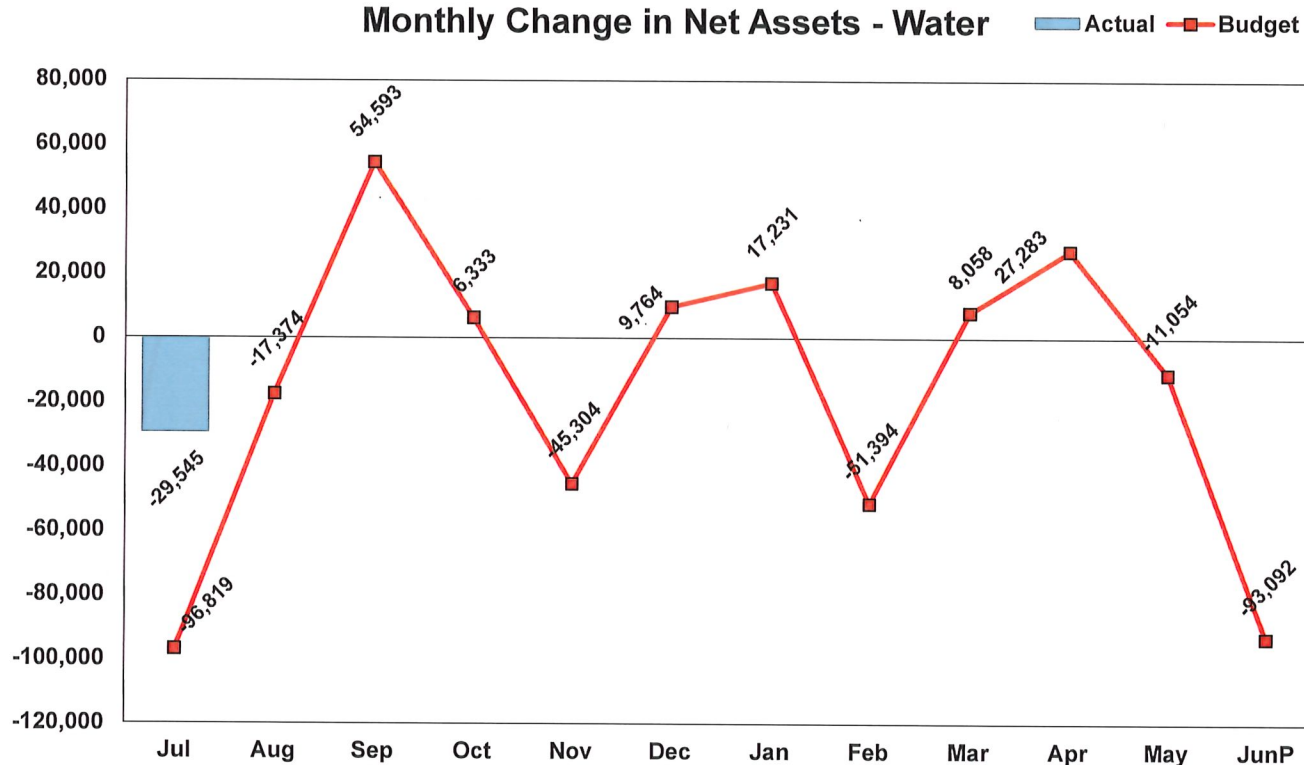
YTD Net Non-Operating Income - Water



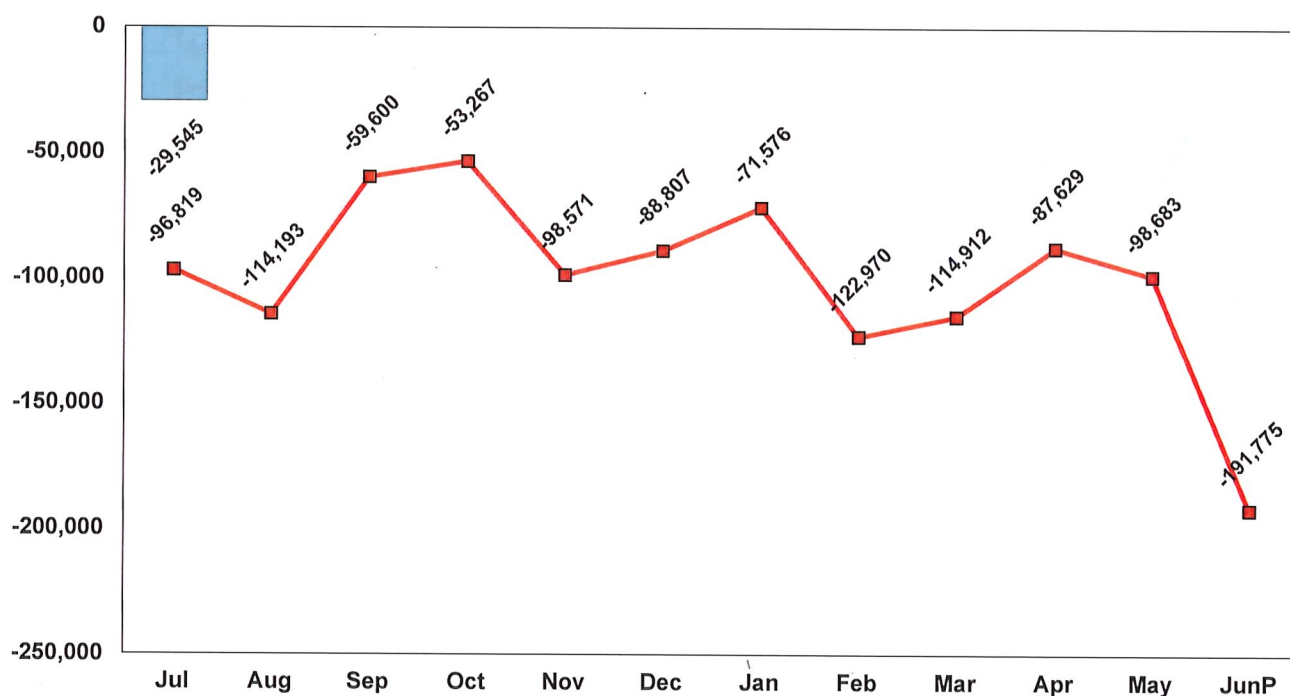
Note: Interfund Loan Payment of \$89,900 is included in Net Non-Operating Income in June.

Change in Net Assets Vandenberg Village Community Services District July 1, 2026 to June 30, 2027

Monthly Change in Net Assets - Water



YTD Change in Net Assets - Water

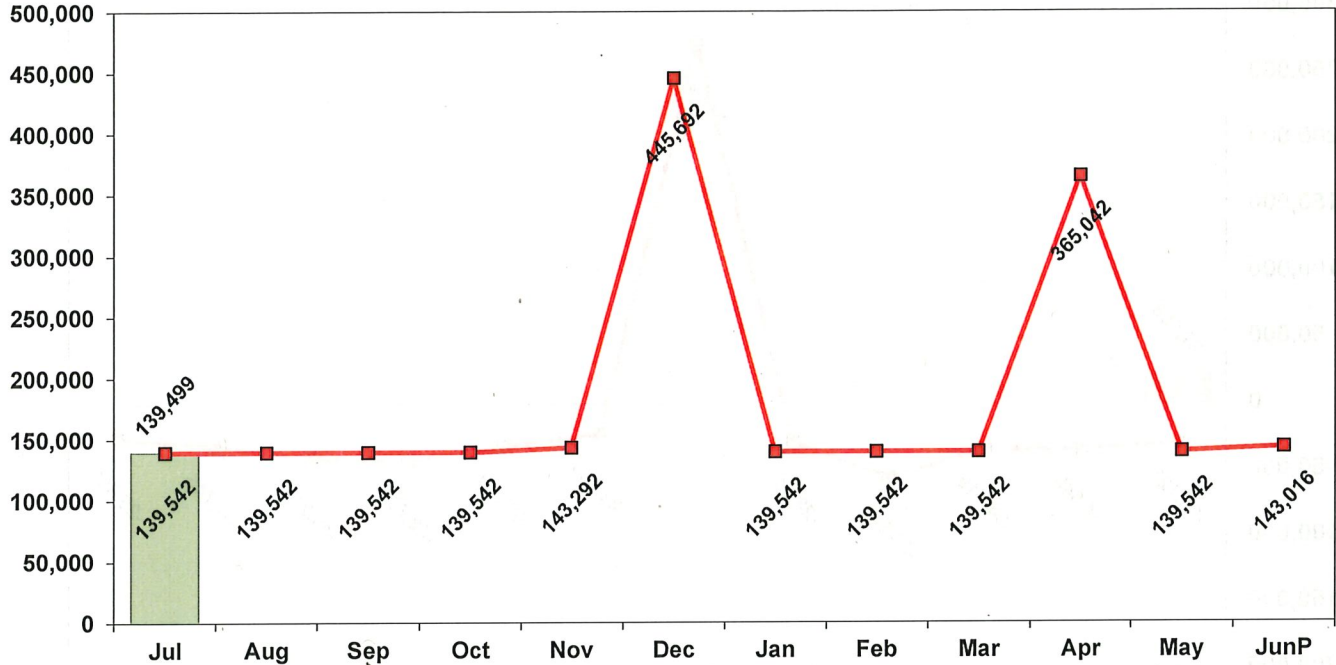


Note: Interfund Loan Payment of \$89,900 is included in Change in Net Assets in June.

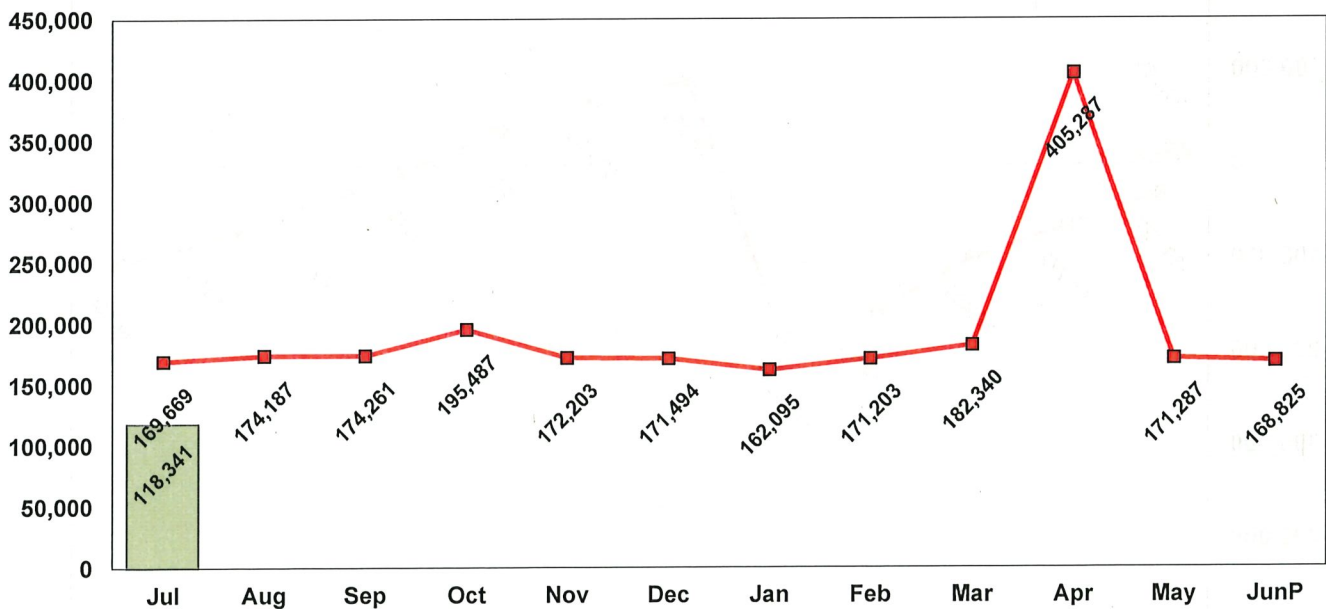
Operating Revenue and Expenses
Vandenberg Village Community Services District
July 1, 2026 to June 30, 2027

Monthly Operating Revenue - Wastewater

Actual Budget

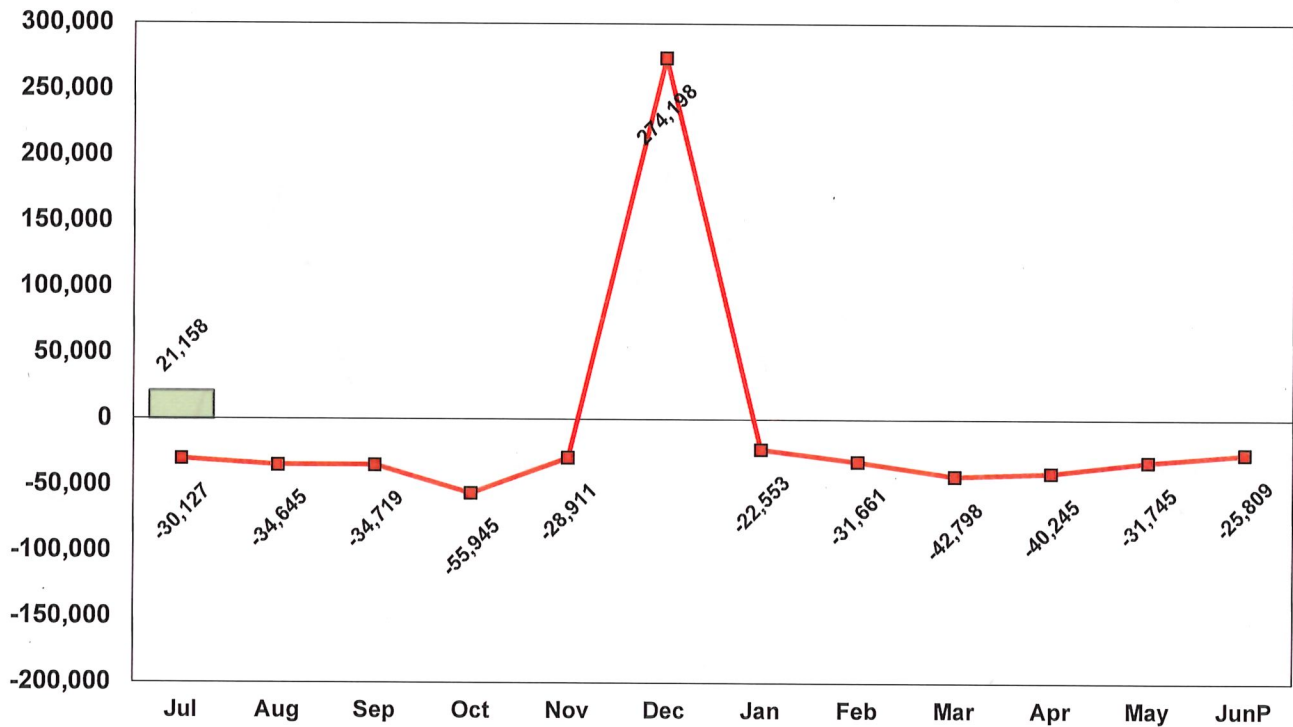


Monthly Operating Expense - Wastewater

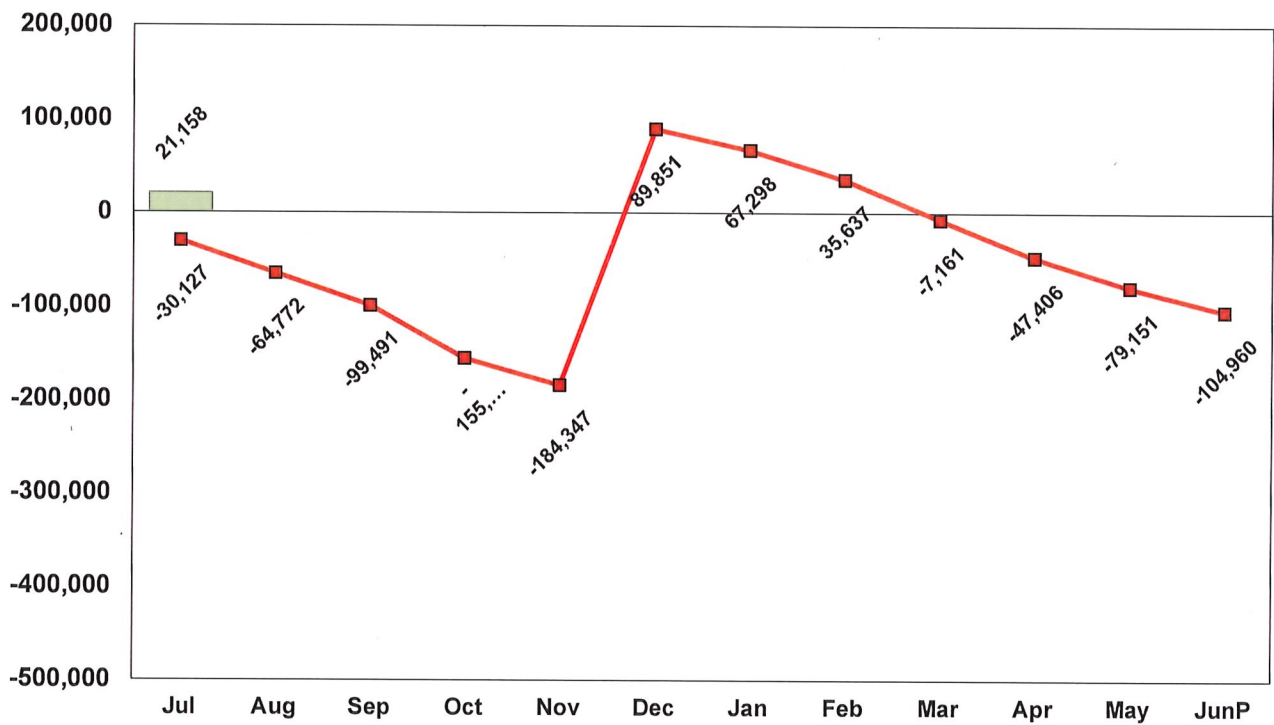


Operating Income
Vandenberg Village Community Services District
July 1, 2026 to June 30, 2027

Monthly Net Operating Income - Wastewater

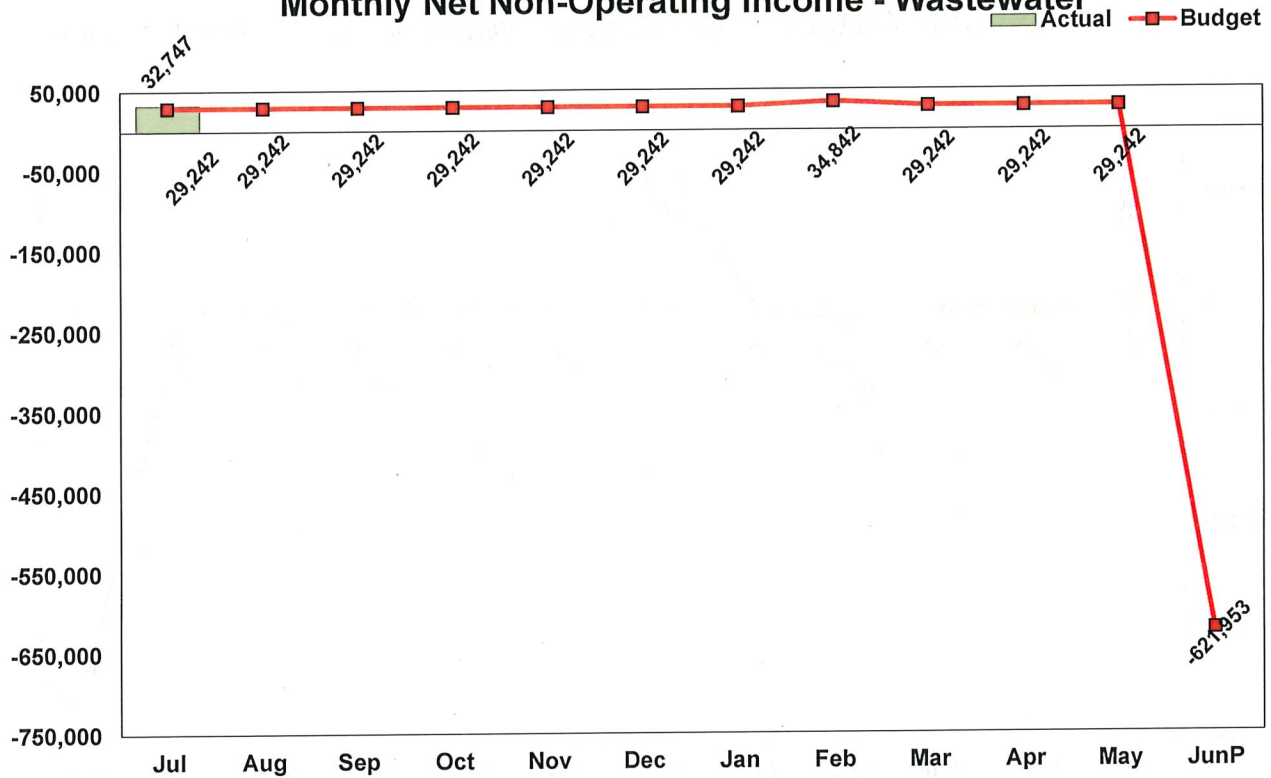


YTD Net Operating Income - Wastewater

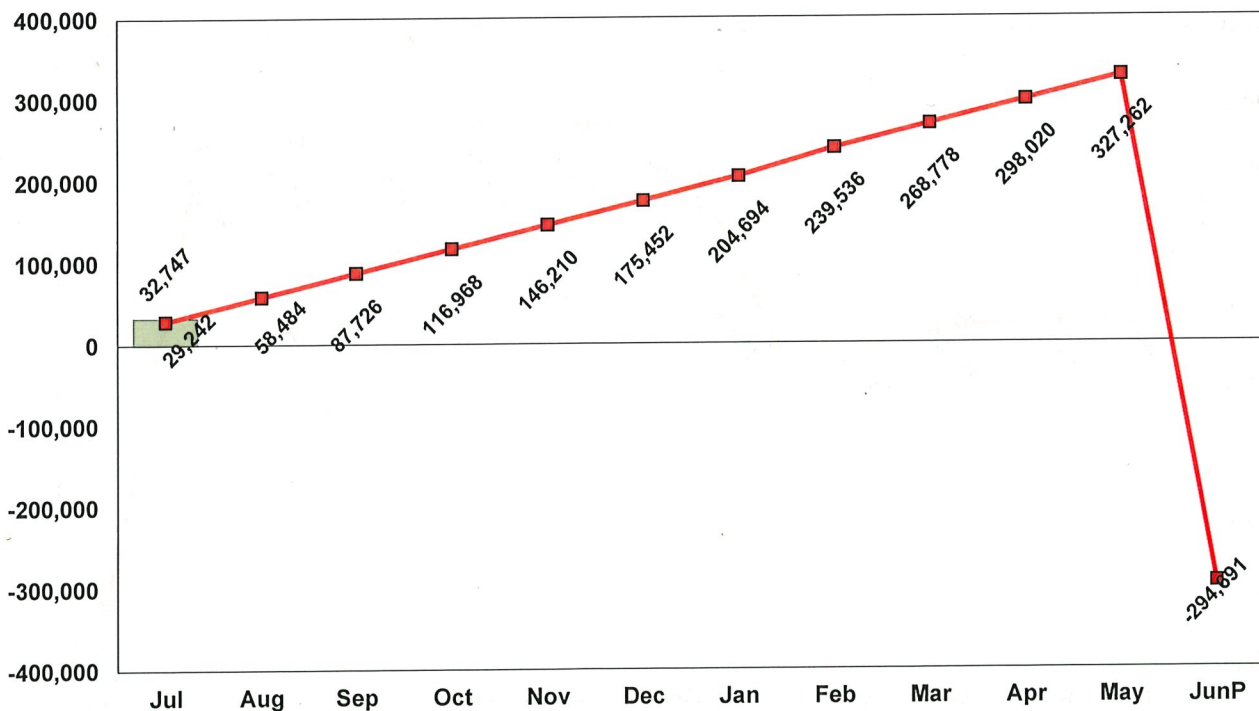


Non-Operating Income
Vandenberg Village Community Services District
July 1, 2026 to June 30, 2027

Monthly Net Non-Operating Income - Wastewater



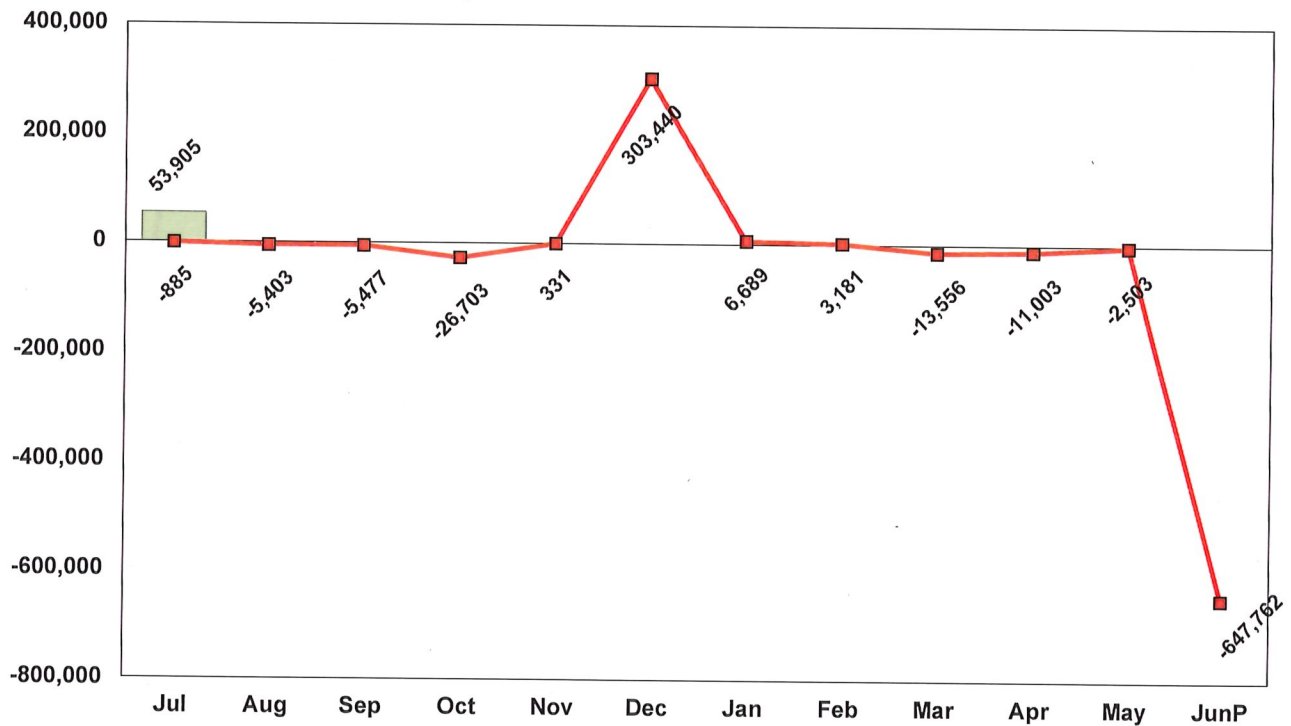
YTD Net Non-Operating Income - Wastewater



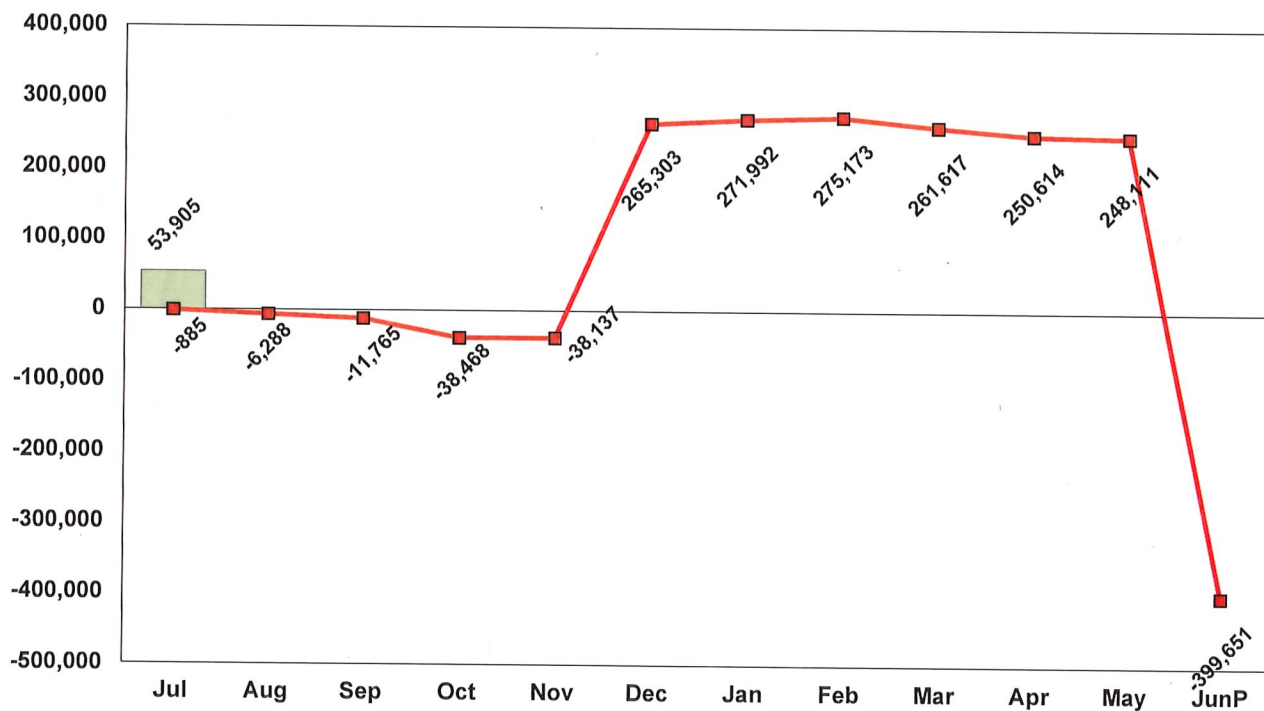
Note: LRWRP SRF payment of \$741,091 is included in Net Non-Operating Income in June.
Note: Interfund Loan Payment of \$89,900 is included in Net Non-Operating Income in June.

Change in Net Assets Vandenberg Village Community Services District July 1, 2026 to June 30, 2027

Monthly Change in Net Assets - Wastewater



YTD Change in Net Assets - Wastewater



Note: LRWRP SRF payment of \$741,091 is included in Net Non-Operating Income in June.
Note: Interfund Loan Payment of \$89,900 is included in Change in Net Assets in June.

Statement of Cash Flow
Vandenberg Village Community Services District
For the Period from July 1, 2026 to July 31, 2026

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 237,799	\$ 137,586	
Cash payments for goods and services	(334,627)	(505,680)	
Cash payments to employees	(58,327)	(37,768)	
Net Cash Provided by Operating Activities	\$ (155,155)	\$ (405,863)	\$ (561,018)
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(2,467)	(98,051)	
Net Cash Used - Capital & Related Financing Activities	(2,467)	(98,051)	(100,518)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	67,758	32,747	
Net Cash Provided by Investing Activities	67,758	32,747	100,505
Net Increase (Decrease) in Cash & Cash Equivalents	(89,864)	(471,167)	(561,031)
Cash and cash equivalents, beginning of year	4,612,862	9,904,929	14,517,791
Cash and cash equivalents, year-to-date	4,522,997	9,433,762	<u>\$ 13,956,759</u>
Reconciliation to the Statement of Net Assets:			
Cash on hand	\$ 400		\$ 400
Cash and short term investments	4,522,597	9,433,762	<u>13,956,359</u>
			<u>\$ 13,956,759</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income (excluding Connection fees)	\$ (41,828)	\$ 21,158	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	23,710	61,392	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(40,432)	(1,913)	
Increase (decrease) in accounts payable	(74,651)	(471,869)	
Increase (decrease) in accrued payroll	(31,225)	(14,631)	
Increase (decrease) in customer deposits	1,096	0	
Increase (decrease) in compensated absences	8,174	0	
Net Cash Provided by Operating Activities	<u>\$ (155,155)</u>	<u>\$ (405,863)</u>	<u>\$ (561,018)</u>
Reconciliation to other financial statements			
Net operating income/(loss)	\$ (41,828)	\$ 21,158	
Non-operating income (<i>Interest Revenue/Fair Market Value Offset</i>)	12,282	32,747	
Total YTD Net Income (<i>Current Earnings on Statement of Net Position</i>)	<u>\$ (29,545)</u>	<u>\$ 53,905</u>	<u>\$ 24,360</u>
YTD Change in Net Assets on Revenue and Expense charts	<u>\$ (29,545)</u>	<u>\$ 53,905</u>	<u>\$ 24,360</u>

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 09-26 From 8/1/2026 To 8/31/2026
 Board Meeting Date 9/1/2026 Item: 6.B.3

Accounts Payable Amount \$198,521.63

Check Numbers 30772-30818

Void Checks none

Electronic Vendor Payment Amount \$2,103.87

Confirmation Numbers 081050, 132801, 285846,
357904, 578081

A/P Hand Check Amount

Check Numbers

Payroll Amount \$85,718.83

Check Numbers electronically transferred,
10156, 10157

Investment Transfers

Confirmation Numbers

Disbursements/Investments

A/P Checks 198,521.63

Electronic Vendor Payments 2,103.87

A/P Hand Checks 0.00

Payroll 85,718.83

Investments 0.00

TOTAL \$286,344.33

REPORT.: Aug 28 26 Friday
 RUN....: Aug 28 26 Time: 08:20
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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 08-26 thru 08-26 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
030772	08/06/26	/L033	ROBERT LYONS	160.00	C60806	RETROFIT REIMBURSEMENT-1HE TOILET-4170 POLARIS AVE
030773	08/06/26	ACW03	ACWA JOINT POWERS INSURAN	11455.47	709953	GROUP MEDICAL, DENTAL, VISION, LIFE, EAP 09/26
030774	08/06/26	AMA01	AMAZON CAPITAL SERVICES	86.66	1T71-W1CJ	AIR FRESHENER, FILE BOXES, TOILET SEAT COVERS
030775	08/06/26	BOO01	BOOT BARN, INC.	92.96 199.98 200.01	634809 634811 634812	UNIFORM JEANS - A. GRIFFIN UNIFORM JEANS - J. DURAN UNIFORM BOOTS - J. DURAN
Check Total.....:				492.95		
030776	08/06/26	CLS01	CLINICAL LABS OF SAN	635.00	1024947	MO.BAC,IRON,MANG,ACID,THM,SUL,BOR,GENPHY TEST 6/26
030777	08/06/26	COV01	COVERALL MOUNTAIN & PACIF	445.00	677941	JANITORIAL SERVICE 8/26
030778	08/06/26	FAM01	FAMCON PIPE & SUPPLY, INC	2467.48	87084.001	12"COUPLING(QTY 2),12"SS REPAIR CLAMP-PG&E REPAIR
030779	08/06/26	FLU02	FLUME, INC.	280.15	2902	REBATES FOR FLUME SMART MONITOR (QTY 2)
030780	08/06/26	LOM01	CITY OF LOMPOC, FINANCE	35427.09	20624	WASTEWATER TREATMENT COSTS 6/26
030781	08/06/26	MAR02	MARBORG INDUSTRIES	67.94 193.10	6923999 6924121	TRASH COLLECTION - OFFICE 7/26 TRASH COLLECTION - SHOP 7/26
Check Total.....:				261.04		
030782	08/06/26	NAT01	NATIONAL GROUP TRUST	679.41	23940926	LONG-TERM DISABILITY 09/26
030783	08/06/26	PUR01	PUREFLOW FILTRATION DIV.	27467.63	5049	SHOWER HEADS, GASKET, REMOBILIZE, MEDIA, VALVE
030784	08/06/26	QUI03	QUINN COMPANY	5927.77	10027402	MAINTENANCE FOR DCA400SSI GENERATOR - PO# 1797
030785	08/06/26	SAN21	SANTA BARBARA COUNTY PUBL	136.79	1106	IRWM PLAN SHARE 01/26-06/26
030786	08/06/26	SCH02	SCHNEIDER ELECTRIC USA IN	-1975.56 1333.80 1392.30	94471564C 95309542 95530854	CREDIT-SCADAPACK 454 CONTROLLER #S325357 GEO SCADA SUPPORT 6/25-5/26 - PO #1766 GEO SCADA SUPPORT 6/26-5/27 - PO #1809
Check Total.....:				750.54		
030787	08/06/26	SOU01	SO.CALIFORNIA GAS CO.INC.	51.36 16.91	79000726 84180726	SO. CALIF GAS-WELL 1B 06/24/26-07/24/26 SO. CALIF GAS-OFFICE 06/24/26-07/24/26
Check Total.....:				68.27		
030788	08/06/26	TRI05	TRINITY CONSULTANTS, INC.	5292.50	1575680	MND MANAGEMENT & COORDINATION - 6/26 NEW WELL
030789	08/06/26	UBE01	UBEO WEST LLC	316.81	5338602	COPIER CONTRACT USAGE 8/1/26-8/31/26

REPORT.: Aug 28 26 Friday
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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 08-26 thru 08-26 Bank Account.: 13100

PAGE: 002
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
030790	08/06/26	UND01	UNDERGROUND SERVICE ALERT	55.00	20260797	USA TICKETS 07/26
030791	08/06/26	USB02	U.S.BANK CORPORATE PAYMEN	4312.13	32560726	POSTAGE,SUPPLIES,CARBONITE,CSDA,NOTICE,FUEL
030792	08/06/26	VES01	VESTIS	92.07 67.16	21070997 21074666	CONTINUOUS TOWELS, SHOP TOWELS, SUPPLIES 07/23/26 PAPER TISSUE, PAPER TOWELS 07/30/26
			Check Total.....:	159.23		
030793	08/06/26	\D006	DAVID E. DEROUEN	19.28	000C60701	CUSTOMER REFUND-DER0004-4220 CONSTELLATION ROAD
030794	08/06/26	\H007	ROBERT H HALE	71.81	000C60701	CUSTOMER REFUND - HAL0017 - 582 CARINA DRIVE
030795	08/06/26	\H011	ALEXIS M. HEDGES	99.27	000C60701	CUSTOMER REFUND - HED0009 - 3808-2 CASSINI CIRCLE
030796	08/20/26	BRE01	BREMER AUTO PARTS	461.34 73.55 457.69	55987 56071 56287	PINTLE MOUNT&BALL,WHEEL CHOCK-COMPACT EXCAVATOR BATTERY FOR DITCH WITCH TRENCHER TRAILER JACK FOR HARBIN SEWER JETTER
			Check Total.....:	992.58		
030797	08/20/26	COL01	JEFFREY COLE	461.00	C60820	MEAL & INCID.REIMB-TRI-STATE SEMINAR 2026-COLE
030798	08/20/26	COR01	CORBIN WILLITS SYSTEM INC	949.35	C608151	SERVICE AND ENHANCEMENT FEE 9/26
030799	08/20/26	CUT01	CUT & CLEAN LANDSCAPE SER	270.00	10414	OFFICE YARD MAINTENANCE & HAUL-AWAY SERVICE 8/26
030800	08/20/26	DEB01	DEBOLT ELECTRIC	1500.00	6122	SHOP - REPLACE 100AMP ELECTRICAL SERVICE PANEL
030801	08/20/26	DUR01	JUAN DURAN	461.00	C60820	MEAL & INCID.REIMB-TRI-STATE SEMINAR 2026-DURAN
030802	08/20/26	FAM01	FAMCON PIPE & SUPPLY, INC	3438.44 1691.68	66207.001 66207.002	SLEEVE,GASKET,BOLT&NUT,VALVE,SPOOL,BOX,LID,LUG 3" X 1/16" GASKET & DI SPOOLS
			Check Total.....:	5130.12		
030803	08/20/26	FIN01	FINANCIAL CREDIT NETWORK,	23.41	157320726	COLLECTIONS COMMISSION - PER0023
030804	08/20/26	FRO01	FRONTIER	303.19 399.90	28850926 49050926	FRONTIER 733-2475 08/13/26-09/12/26 FRONTIER 733-3615/3975 08/13/26-09/12/26
			Check Total.....:	703.09		
030805	08/20/26	HOM02	HOME DEPOT	-27.70 1238.83	10020426C 1002-0826	CREDIT - 1-3/4" CARBIDE HOLE SAW WELDER KIT, CONCRETE, MAINTENANCE SUPPLIES
			Check Total.....:	1211.13		
030806	08/20/26	LOM06	LOMPOC FIRE EQUIPMENT	327.66	45028	ANNUAL FIRE EXTINGUISHER MAINTENANCE

REPORT.: Aug 28 26 Friday
 RUN....: Aug 28 26 Time: 08:20
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 08-26 thru 08-26 Bank Account.: 13100

PAGE: 003
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
030806	08/20/26	LOM06	LOMPOC FIRE EQUIPMENT	190.00	45038	ANNUAL FIRE EXTINGUISHER MAINTENANCE
Check Total.....:				517.66		
030807	08/20/26	MID03	MID-STATE CONCRETE, LLC	2437.06	77970	72"X24"X24"WASHOUTBLOCK(QTY9)-MATLSTORAGE-PO#1815
				2437.06	77971	72"X24"X24"WASHOUTBLOCK(QTY9)-MATLSTORAGE-PO#1815
				2882.17	77972	48"X24"X24"WASHOUTBLOCK(QTY12)-MATLSTORAGE-PO#1815
				2552.46	77973	WASHOUT BLOCK(QTY 10)-MATERIALS STORAGE - PO#1815
Check Total.....:				10308.75		
030808	08/20/26	MIS01	MISSION PAVING, INC.	1000.00	6041	ASPHALT REPAIR-4001POLARISAVE-COPPERSERVLINEREPAIR
030809	08/20/26	MOS01	MOSS,LEVY & HARTZHEIM	3000.00	13009	FY26 AUDIT CHARGES
030810	08/20/26	OLI01	OLIN CORP	10626.29	900756491	3,974 GALS NAOCL
030811	08/20/26	PER08	PERRY'S AUTO PARTS & SERV	6.98	3557-0726	PERRY'S AUTO PARTS LATE FEE
030812	08/20/26	PGE01	PACIFIC GAS & ELECT. INC.	57876.00	6872-0826	PG&E CHARGES 7/1/26-7/31/26
030813	08/20/26	SMI04	SMITHS ALARMS & ELECTRONI	90.00	99399	SECURITY - OFFICE 9/26-11/26
030814	08/20/26	STE04	STERICYCLE, INC.	500.10	15162828	DOCUMENT SHREDDING SERVICE 7/14/26,7/28/26,8/11/26
030815	08/20/26	ULI01	ULINE	5246.72	211279737	CANTILEVER RACK - MATERIAL STORAGE - PO #1818
030816	08/20/26	VES01	VESTIS	84.12	21078304	SHOP TOWELS, PAPER TISSUE, PAPER TOWELS 8/6/26
				67.16	21081926	PAPER TISSUE, PAPER TOWELS 8/13/26
				92.07	21084721	CONTINUOUS TOWELS, SHOP TOWELS, SUPPLIES 08/19/26
Check Total.....:				243.35		
030817	08/20/26	VRE01	JIM VREELAND FORD	134.07	83177	UNIT 18 FORD F150 - OIL, FILTER, & TIRE ROTATION
030818	08/20/26	WES05	WESTERN EXTERMINATOR CO.	57.50	99688270	EXTERIOR RODENT CONTROL - SITE #3
				84.75	99688271	EXTERIOR RODENT CONTROL - SITE #1
				19.35	99688272	INTERIOR RODENT CONTROL - SITE #1
				41.15	99688273	EXTERIOR INSECT PERIMETER TREATMENT - SITE #1
Check Total.....:				202.75		
081050	08/06/26	TIE01	TIERZERO CLOUD COMMUNICAT	393.46	75887	TIERZERO CLOUD COMMUNICATIONS ACCT FEES 08/26
132801	08/06/26	PIT03	PITNEY BOWES	201.00	76730726	POSTAGE FOR METER
285846	08/06/26	STA12	STARLINK	140.00	7E5LVNDS	STARLINK INTERNET FOR SCADA-07/16/26-08/16/26
357904	08/20/26	PIT03	PITNEY BOWES	1229.41	01340826	POSTAGE FOR BILLS 7/26

REPORT.: Aug 28 26 Friday
RUN....: Aug 28 26 Time: 08:20
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VANDENBERG VILLAGE CSD
Cash Disbursement Detail Report
Check Listing for 08-26 thru 08-26 Bank Account.: 13100

PAGE: 004
ID #: PY-DP
CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
578081	08/27/26	STA12	STARLINK	140.00	KRV2B40C	STARLINK INTERNET FOR SCADA 08/16/26-09/16/26
Cash Account Total.....:				200625.50		
Total Disbursements.....:				200625.50		
				=====		
Cash Account Total.....:				.00		

REPORT.: Aug 28 26 Friday
RUN....: Aug 28 26 Time: 08:20
Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
Cash Disbursement Detail Report - Payroll Vendor Payment(s)
Check Listing for 08-26 thru 08-26 Bank Account.: 13101

PAGE: 005
ID #: PY-DP
CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
153120	08/28/26	EMP01	EMPLOYMENT DEVELOP.DEPART	1374.07	C60828	STATE WH TAXES PP#17
153121	08/28/26	EMP01	EMPLOYMENT DEVELOP.DEPART	449.72	1C60828	STATE DISABILITY PP#17
531660	08/28/26	EFT01	EFTPS	3682.60	C60828	FEDERAL WH TAXES PP#17
531661	08/28/26	EFT01	EFTPS	1003.20	1C60828	FICA MEDICARE PP#17
581070	08/14/26	PUB02	PUBLIC EMPLOYEES	1919.66	C60814	PERS TDMC PP#16
581071	08/14/26	PUB02	PUBLIC EMPLOYEES	705.56	1C60814	PERS EPMC PP#16
581072	08/14/26	PUB02	PUBLIC EMPLOYEES	4076.89	2C60814	PERS EMPLR CONTRIB. PP#16
581080	08/14/26	PER04	CALPERS 457 PLAN	550.00	C60814	EMPLOYER PERS 457 PP#16
581081	08/14/26	PER04	CALPERS 457 PLAN	1386.32	1C60814	EMPLOYEE PERS 457 PP#16
652320	08/14/26	EMP01	EMPLOYMENT DEVELOP.DEPART	1752.02	C60814	STATE WH TAXES PP#16
652321	08/14/26	EMP01	EMPLOYMENT DEVELOP.DEPART	503.65	1C60814	STATE DISABILITY PP#16
686880	08/28/26	PUB02	PUBLIC EMPLOYEES	1918.33	C60828	PERS TDMC PP#17
686881	08/28/26	PUB02	PUBLIC EMPLOYEES	705.56	1C60828	PERS EPMC PP#17
686882	08/28/26	PUB02	PUBLIC EMPLOYEES	4075.53	2C60828	PERS EMPLR CONTRIB. PP#17
686890	08/28/26	PER04	CALPERS 457 PLAN	550.00	C60828	EMPLOYER PERS 457 PP#17
686891	08/28/26	PER04	CALPERS 457 PLAN	1247.80	1C60828	EMPLOYEE PERS 457 PP#17
849230	08/14/26	EFT01	EFTPS	4577.07	C60814	FEDERAL WH TAXES PP#16
849231	08/14/26	EFT01	EFTPS	111.60	1C60814	FICA SOCIAL SECURITY PP#8
849232	08/14/26	EFT01	EFTPS	1149.62	2C60814	FICA MEDICARE PP#16
Cash Account Total.....:				31739.20		
Total Disbursements.....:				31739.20		
				=====		

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
WATER CAPITAL BUDGET
FISCAL YEAR 2025-26**

-53-

FYE Approved	G/L Acct	CWIP Acct	AMOUNT	EXPENSES TO DATE	FUNDS RECEIVED FROM DEVELOPER	EXPENSES IN FY 2025-26
Capital Improvement Plan						
25-26 **	11-11140	Well 3B columns	\$39,000	\$0		\$0
25-26 **	11-11152	Well 3B Bowls	\$24,000	\$0		\$0
Sub-Total Capital Improvement Plan			\$63,000	\$0	\$0	\$0
Capital Replacement Plan						
15-16	11-11181	11-11218-27 Replace Security Systems at Office, Shop @ 50%	\$6,625	\$6,625		\$0
15-16	11-11151	11-11218-27 Replace Security Systems at Booster Building	\$1,410	\$1,409		\$0
15-16	11-11151/11-11181	11-11218-27 Install Security System at Tank 5	\$10,340	\$7,083		\$0
21-22	11-11152/11-11187	11-11222-41 SCADA Upgrade @ 70% (ADD RADIOS/TOWERS)	\$123,900	\$89,914		\$23,170
21-22	11-11152	11-11222-42 SCADA Computer @ 70%	\$7,000	\$5,730		\$1,128
22-23	11-11181	11-11223-44 Fence and Gate Repair - Site #1	\$26,250	\$31,621		\$31,621
23-24 **	11-11160	11-11224-60 Filter Rehabilitation Project	\$675,000	\$699,478		\$399,386
24-25 **	11-11172	11-11225-63 Golf Course Valve Project	\$18,400	\$21,590		\$0
25-26 **	11-11160	Filter Pump (25 hp)	\$80,000	\$0		\$0
25-26 **	11-11160/11172	11-11226-76 Line meters, filter meter	\$48,000	\$42,200		\$42,200
25-26 **	11-11172	Water Valves (20 each) <i>Deferred to future budget</i>	\$400,000	\$0		\$0
25-26 **	11-11173	Water Services (50 each)	\$52,000	\$0		\$0
25-26 **	11-11182	11-11226-78 Meter Reading Software *	\$25,000	\$12,107	\$12,500	\$12,107
25-26 **	11-11182	Computer Equipment @ 50%	\$1,300	\$1,178		\$1,178
25-26 **	11-11182	Copy Machine @ 50%	\$7,500	\$4,549		\$4,549
25-26 **	11-11182	11-11226-70 Telephone System @ 50%	\$1,650	\$1,555		\$1,555
25-26 **	11-11185	11-11226-75 Lab Equipment - Turbidity meter	\$7,000	\$5,759		\$5,759
25-26 **	11-11185	11-11226-75 Lab Equipment - Multi-parameter meter, analytical equipment	\$8,000	\$5,505		\$5,505
Sub-Total Capital Replacement Plan			\$1,199,375	\$929,678	\$12,500	\$528,158
Capital Outlay Plan						
12-13 **	11-11120	11-11212-86 Land Lease - Future Replacement Well Site	\$250,000	\$189,439	\$23,257	\$40,953
24-25 **	11-11181	11-11225-64 Backup Power - Admin Office @ 50%	\$50,000	\$27,411		\$27,411
24-25	11-11152	11-11225-68 SCADA Tablet (5 ea) @ 70%	\$2,710	\$2,650		\$0
25-26 **	11-11182	11-11226-79 Meter Reading Hardware	\$9,000	\$9,273		\$9,273
25-26	11-11184	Gantry Crane @ 50%	\$5,500	\$4,972		\$4,972
25-26	11-11160	Peristaltic chemical pump	\$0	\$2,649		\$2,649
25-26	11-11160	Filter System - Spare 12" Valve with electric actuator	\$0	\$5,150		\$5,150
Sub-Total Capital Outlay Plan			\$317,210	\$241,543	\$23,257	\$90,408
TOTAL WATER CAPITAL BUDGET ADOPTED AND PROPOSED			\$1,579,585	\$1,171,221	\$35,757	\$618,566
PLANNED WATER CAPITAL BUDGET EXPENDITURES FOR			FISCAL YEAR 2025-26	\$912,241		

* Item to be partially funded through the Water Conservation Program

** Capital budget item is included in the Capital Improvement Plan

	Water Reserve Balance as of June 30, 2026	Resolution 229-24 Maximum Targets	Net Reserves above <below> Maximum Target	Resolution 229-24 Minimum Targets	Net Reserves above <below> Minimum Target
WATER RESERVES					
Emergency Reserve	1,659,690	1,659,690	0	1,106,460	553,230
Operating Reserve	856,128	856,128	0	856,128	0
Capital Reserve	1,856,434	1,909,740	(53,305)	1,909,740	(53,305)
	\$4,372,253	\$4,425,558	(53,305)	\$3,872,328	\$499,925

Resolution 229-24 - REVISED 4/1/25

Water Emergency Reserve Target = Minimum 10% audited capital assets, Maximum 15% audited capital assets

Water Operating Reserve Target = 25% of the current annual operating expense budget

Water Capital Reserve Target = 50% of the audited accumulated depreciation

11,064,602 6/30/24 Audit

3,424,514 FY 2025-26 Budget

3,819,479 6/30/24 Audit

Reserve Targets are based on Audited Financial Statements for Fiscal Year Ended 6/30/24

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
WASTEWATER CAPITAL BUDGET
FISCAL YEAR 2025-26**

-55-

FYE Approved	G/L Acct	CWIP Acct		AMOUNT	EXPENSES TO DATE	FUNDS RECEIVED FROM DEVELOPER	EXPENSES IN FY 2025-26
Capital Improvement Plan							
25-26**	12-11172	12-11226-71	Manholes - Reline 58 manholes / Cleanout to Manhole conversion	\$510,000	\$205,807		\$205,807
25-26**	12-11172	12-11226-72	Sewer Mains - Reline 14,447 LF Sewer Mains, Reinststate 350 Laterals	\$772,000	\$504,729		\$504,729
25-26	12-11172	12-11226-73	Manhole Ring and Cover Replacement - 58 manholes	\$143,000	\$139,741		\$139,741
Sub-Total Capital Improvement Plan				\$1,425,000	\$850,278	\$0	\$850,278
Capital Replacement Plan							
15-16	12-11181	12-11218-27	Replace Security Systems at Office, Shop @ 50%	\$6,625	\$6,625		\$0
21-22	12-11152/12-11187	12-11222-41	SCADA Upgrade @ 30% (ADD RADIOS/TOWERS)	\$53,100	\$94,144		\$65,539
21-22	12-11152	12-11222-42	SCADA Computer @ 30%	\$3,000	\$2,456		\$483
22-23	12-11172	12-11223-47	Raise Offsite Manholes (2 ea)	\$27,000	\$7,949		\$0
25-26	12-11152	12-11226-77	L/S #1 Motor Replacement	\$20,000	\$20,119		\$20,119
25-26	12-11172	12-11226-74	Realign and Replace Offsite Manhole #O5	\$128,000	\$0		\$0
25-26**	12-11182		Computer Equipment @ 50%	\$1,300	\$1,178		\$1,178
25-26**	12-11182		Copy Machine @ 50%	\$7,500	\$4,549		\$4,549
25-26**	12-11182	12-11226-70	Telephone System @ 50%	\$1,650	\$1,555		\$1,555
Sub-Total Capital Replacement Plan				\$248,175	\$138,573	\$0	\$93,423
Capital Outlay Plan							
24-25	12-11181	12-11225-64	Backup Power - Admin Office @ 50%	\$50,000	\$27,411		\$27,411
24-25	12-11152	12-11225-68	SCADA Tablet (5 ea) @ 30%	\$1,160	\$1,136		\$0
25-26	11-11184		Gantry Crane @ 50%	\$5,500	\$4,972		\$4,972
Sub-Total Capital Outlay Plan				\$56,660	\$33,519	\$0	\$32,383
TOTAL WASTEWATER CAPITAL BUDGET ADOPTED AND PROPOSED				\$1,729,835	\$1,022,370	\$0	\$976,084
PLANNED WASTEWATER CAPITAL BUDGET EXPENDITURES FOR FISCAL YEAR 2025-26				\$1,659,756			

** Capital budget item is included in the Capital Improvement Plan

Wastewater Reserve Balance as of June 30, 2026		Resolution 229-24 Maximum Targets	Net Reserves above <below> Maximum Target	Resolution 229-24 Minimum Targets	Net Reserves above <below> Minimum Target
WASTEWATER RESERVES					
Emergency Reserve	753,405	753,405	0	502,270	251,135
Operating Reserve	410,029	410,029	0	410,029	0
Capital Reserve	2,500,710	669,057	1,831,653	669,057	1,831,653
	\$3,664,144	\$1,832,491	\$1,831,653	\$1,581,356	\$2,082,788
LRWRP Reserve Balance as of June 30, 2026		Resolution 229-24 Maximum Targets	Net Reserves above <below> Maximum Target	Resolution 229-24 Minimum Targets	Net Reserves above <below> Minimum Target
LRWRP RESERVES					
WCRF held at City of Lompoc	742,642	742,642	0	742,642	0
Capital Reserve	6,240,785	5,061,235	1,179,550	3,036,741	3,204,044
	\$6,983,427	\$5,803,877	\$1,179,550	\$3,779,383	\$3,204,044

Resolution 229-24

Wastewater Emergency Reserve Target = Minimum 10% audited capital assets, Maximum 15% audited capital assets

Wastewater Operating Reserve Target = 25% of the current annual operating expense budget

Wastewater Capital Reserve Target = 50% of the audited accumulated depreciation

LRWRP Capital Reserve = Minimum Target: 15% of audited capacity rights, Maximum Target: 25% of audited capacity rights

5,022,698 6/30/24 Audit
1,640,116 FY 2025-26 Budget
1,338,114 6/30/24 Audit
20,244,941 6/30/24 Audit

Reserve Targets are based on Audited Financial Statements for Fiscal Year Ended 6/30/24

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
WATER OPERATING BUDGET
 FISCAL YEAR 2025 - 2026

100% 12 of 12 months completed

14.61" Fiscal YTD rainfall

G/L Number	Description	Actual YTD 6/30/2026	Amended Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year
OPERATING REVENUES						
11- 41100	Residential	1,902,777	1,867,080	2%	1,833,940	4% ✓
11- 41200	Commercial	169,575	143,740	18%	167,428	1% Slightly higher usage than 5 year average.
11- 41300	Bulk Meter Residential	158,776	172,010	-8%	166,022	-4% ✓
11- 41400	Irrigation	215,956	199,950	8%	194,412	11% ✓
11- 41700	Temporary Fire Hydrant Meters	778	0	0%	974	-20% Unbudgeted
11- 42100	Fire Protection	1,104	1,104	0%	1,104	0% ✓
11- 42310	Customer Reconnection Charges	525	0	0%	375	40% Unbudgeted
11- 42330	CWIP Inspection Fees	0	0	0%	0	0% Unbudgeted
11- 42500	Late Payment Fee	19,389	0	0%	14,782	31% Unbudgeted
11- 43100	Rental Fees	1,675	0	0%	(200)	-938% Unbudgeted - parking lot rental
TOTAL OPERATING REVENUE		2,470,555	2,383,884	4%	2,378,836	4%
OPERATING EXPENSES						
SOURCE OF SUPPLY (WELLS)						
11- 51105	Contract Services	0	0	0%	0	0% Groundwater monitoring now paid by SGMA.
11- 51112	Supplies/Repairs-Well Pumping Equipment	10,707	30,000	-64%	766	1298% Well 1B pump partial repair (completed FY27); Well 3B maintenance postponed.
11- 51405	SYRWCD Pump Tax	20,259	20,000	1%	21,717	-7% ✓
11- 51415	Groundwater Recharge	19,597	43,000	-54%	31,250	-37% For FY26 - groundwater extraction fee, SGMA Cost Share booked to receivable.
TOTAL SOURCE OF SUPPLY (WELLS)		50,564	93,000	-46%	53,733	-6%
PUMPING (BOOSTERS)						
11- 52105	Contract Services	0	5,000	-100%	0	0% ✓
11- 52112	Supplies/Repairs-Pumping Equipment	6,392	9,370	-32%	27,817	-77% FY26 Maintenance complete for 1 of 3 generators. FY25 Booster Station #1 repair.
11- 52113	Supplies/Repairs-Pumping Computer Equip.	19,293	17,000	13%	2,615	638% WIN-911 Subscription FY26-FY28; SCADA Filter programming \$13,355.
11- 52300	Purchased Power	469,349	442,200	6%	431,187	9% ✓
11- 52310	Generator Fuel	977	1,500	-35%	144	578% Fewer power outages requiring generator use.
TOTAL PUMPING (BOOSTERS)		496,012	475,070	4%	461,764	7%
WATER TREATMENT						
11- 53115	Regulatory Fees AB2995	22,313	23,100	-3%	22,339	0% ✓
11- 53118	Chemicals	82,590	200,000	-59%	117,783	-30% Chemical usage significantly less than estimated after filter rehabilitation.
11- 53203	Water Treatment - Filter Media	0	0	0%	0	0% ✓
11- 53205	Contract Services	9,095	11,000	-17%	7,055	29% Bacteria, physical, and PFAS water test costs below budget. FY26 PFAS \$1,800.
11- 53212	Supplies/Repairs	5,343	8,500	-37%	5,333	0% Maintenance parts purchased as needed.
11- 53214	Utility Services	666	660	1%	698	-5% ✓
TOTAL WATER TREATMENT		120,007	243,260	-51%	153,209	-22%

G/L Number	Description	Actual YTD 6/30/2026	Amended Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year
TRANSMISSION & DISTRIBUTION						
11- 54103	Waste Discharge Fee	881	1,000	-12%	881	0% ✓
11- 54105	Contract Services	1,054	1,000	5%	557	89% More Underground Service Alert (Dig-alert) tickets received in FY26.
11- 54132	Supplies/Repairs-Miscellaneous	574	300	91%	841	-32% Santa Barbara County road encroachment permits.
11- 54205	Contract Services - Distribution Reservoirs	15,980	21,000	-24%	2,580	519% FY26 includes Tank Inspections, which were less than budgeted.
11- 54213	Supplies/Repairs-Reservoirs	0	1,000	-100%	111	-100% Contingency budget only.
11- 54222	Supplies/Repairs-Mains	23,987	10,000	140%	32,984	-27% FY26 Leak repair at off-ramp. FY25 Leak repair on Sirius Avenue.
11- 54232	Supplies/Repairs-Service Connections			-36%	22,807	23%
11- 54232 1	Supplies/Repairs-A/P Poly B	28,152	44,000	0%		0% Service connection maintenance parts and road repairs purchased as needed.
11- 54232 2	Supplies/Repairs-A/P Copper			0%		0%
11- 54242	Supplies/Repairs-Meters	4,463	40,000	-89%	25,509	-83% FY26 meter purchase postponed to FY27.
11- 54252	Supplies/Repairs-Hydrants	113	5,000	-98%	1,784	-94% Only minor maintenance needed in FY26.
TOTAL TRANSMISSION & DISTRIBUTION		75,205	123,300	-39%	88,054	-15%
CUSTOMER ACCOUNTS						
11- 55102	Operating Supplies	2,350	5,400	-56%	6,390	-63% Staples refund received (\$1,972). No return envelopes in FY26 (\$1,060 FY25).
11- 55104	Utility Services	4,990	5,275	-5%	4,607	8% ✓
11- 55105	Contract Services	45,653	42,835	7%	39,883	14% ✓
11- 55106	Postage	8,408	8,090	4%	7,904	6% ✓
11- 55117	Credit & Collection	0		0%	0	0% Unbudgeted
11- 55200	Uncollectible Accounts	4,700	2,500	88%	1,892	148% Bad debts offset by uncollectible received.
TOTAL CUSTOMER ACCOUNTS		66,103	64,100	3%	78,364	-16%
INSURANCE						
11- 56301	Property/General Liability Insurance	36,930	30,775	20%	27,500	34% FY26 has two property insurance premium invoices; the billing cycle changed,
TOTAL INSURANCE		36,930	30,775	20%	27,500	34%
ADMINISTRATIVE & GENERAL						
11- 56202	Office Supplies	3,735	2,925	28%	2,314	61% Purchased as needed.
11- 56204	Utility Services-Office	7,904	7,710	3%	7,131	11% ✓
11- 56205	Contract Services-Office	14,189	15,845	-10%	15,898	-11% ✓
11- 56206	Postage	404	315	28%	211	92% Purchased as needed.
11- 56208	Professional Services	3,664	10,525	-65%	5,759	-36% Purchased as needed.
11- 56209	Memberships & Dues	23,140	22,560	3%	23,331	-1% ✓
11- 56210	Travel Expense	7,004	5,875	19%	9,124	-23% Meeting meals and staff conference attendance. FY25 included more training for new employees.
11- 56210 1	Travel Expense - Reimburse Employee			0%		0%
11- 56211	Subscriptions & Books	433	375	16%	51	743% Purchased as needed.
11- 56213	Office Equipment Rentals	427	680	-37%	777	-45% Pitney Bowes mail machine, invoice timing variance.
11- 56214	Bank Service Charges	738	2,875	-74%	626	18% Offset by credit card rebates and customer NSF fees.
11- 56215	LAFCO Mandatory Fees - AB2838	2,140	3,000	-29%	1,887	13% VVCS share of LAFCO budget.
11- 56217	Director's Expense	8,064	21,925	-63%	8,596	-6% Director salary and conference attendance. Lower conference attendance than budgeted.
11- 56217 1	Director's Expense - Reimburse Director			0%		0%
11- 56704	Utility Services-General Plant	5,305	5,685	-7%	4,676	13% ✓
11- 56705	Contract Services-General Plant	72,460	90,137	-20%	15,174	378% FY26 includes \$52,000 Water System Scoping Study vs. \$65,000 budget.
11- 56712	Supplies and Repairs - General Plant	5,798	3,750	55%	5,598	4% FY26 includes \$2,095 office roof repair. FY25 includes \$3,500 asphalt repair.

G/L Number	Description	Actual YTD 6/30/2026	Amended Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year
11- 56713	Supplies and Repairs - Computer Equipment	6,385	6,325	1%	3,810	68% FY26 includes \$1,720 Meeting Owl, \$607 increase in cybersecurity software.
11- 56714	Supplies and Repairs - Furniture & Equipment	210	250	-16%	959	-78% FY25 includes chairs, headsets.
11- 56810	Election Expense	0	0	0%	0	0% ✓
11- 57110	Depreciation	255,867	260,000	-2%	229,976	11% FY26 includes depreciation on new assets (i.e. Filter and SCADA upgrades).
TOTAL ADMINISTRATIVE & GENERAL		417,869	460,757	-9%	348,618	20%

EMPLOYEE SALARIES AND BENEFITS

Various	Salaries	460,021	495,458	-7%	456,788	1% ✓
Benefits						
11- 56401	Sick/Personal Time	41,057	39,800	3%	30,108	36% Employees used more sick leave in FY26.
11- 56402	Vacation	61,499	46,600	32%	56,130	10% FY26 includes cashout of accrued vacation for terminated employees.
11- 56403	Holiday	43,049	45,900	-6%	39,557	9% ✓
11- 56403 1	Floating Holiday	3,227	3,800	-15%	3,334	-3% ✓
11- 56404	Bereavement	0	0	0%	0	0% Unbudgeted
11- 56405	Jury Duty	3,244	0	0%	0	0% Unbudgeted
11- 56406	Medical Insurance	117,089	144,000	-19%	106,795	10% Fewer covered employees vs budget. An employee opted out coverage.
11- 56406	Employee Assistance Plan (EAP)	268	330	-19%	243	10% ✓
11- 56407	Long Term Disability	7,717	8,450	-9%	6,704	15% ✓
11- 56408	Flex Spending	1,085	1,200	-10%	1,200	-10% ✓
11- 56410	Educational	231	3,000	-92%	2,925	-92% FY25 includes cross-connection and certificate training.
11- 56416	PERS 457	24,550	35,100	-30%	23,600	4% VVCS employee contribution is below the maximum employer match.
11- 56417	PERS	292,615	305,940	-4%	371,120	-21% Change in Net Pension Liability FY26 <\$6,286> vs. FY25 \$99,738.
11- 56418	Dental Insurance	7,003	7,100	-1%	5,911	18% FY25 Fewer covered employees vs budget.
11- 56419	Life Insurance	2,737	3,200	-14%	2,348	17% FY25 Fewer covered employees vs budget.
11- 56421	Worker's Compensation Insurance	12,262	14,190	-14%	13,337	-8% ✓
11- 56423	Vision Care	1,824	2,100	-13%	1,687	8% ✓
11- 56424	Incentive Pay/Suggestion Awards	7,000	2,500	180%	0	0% FY26 Bonus pay, per Board action 5/26/26.
Payroll Taxes						
11- 56430	Employer Medicare	14,575	14,660	-1%	13,443	8% ✓
11- 56431	Employer SUI	1,184	2,240	-47%	1,116	6% Actual SUI rate below budget rate.
11- 56450	CWIP Contra Account	(9,477)	0	0%	(7,370)	29% Benefits/Overhead for CWIP/Billable Payroll
11- 57463	Less WW Allocation: Workers' Comp.Ins.	(5,205)	(7,233)	-28%	(4,901)	6% Wastewater Workers' Comp Labor costs lower than budgeted.
11- 57464	Less WW Allocation: Employ. Benefits	(237,403)	(233,999)	1%	(204,801)	16% ✓
11- 57472	Less WW Allocation: Payroll Taxes	(5,915)	(5,934)	0%	(5,142)	15% ✓
TOTAL EMPLOYEE SALARIES AND BENEFITS		844,236	928,402	-9%	914,130	-8%

OTHER OPERATING EXPENSES

11- 57302	Transportation (Vehicles)-Supplies/Repairs	6,081	7,000	-13%	4,607	32% Purchased as needed.
11- 57303	Transportation (Vehicles)-Fuel	9,123	10,000	-9%	7,747	18% Purchased as needed.
11- 57312	Tool/Work Equipment-Supplies/Repairs	11,555	9,250	25%	5,765	100% FY26 Repair hydraulic valve exerciser \$7,059
11- 57313	Tool/Work Equipment-Fuel	551	750	-26%	594	-7% Purchased as needed.
11- 57320	Uniforms	1,015	1,100	-8%	0	0% No purchase in FY25.
11- 57321	Uniform Reimbursement	511	500	2%	382	34% Purchased as needed with annual limit per field employee.

G/L Number	Description	Actual YTD 6/30/2026	Amended Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year	
11- 57350	Safety Supplies	1,683	1,750	-4%	6,444	-74%	FY25 includes steel plates.
11- 57351	Safety Boot Reimbursement	400	500	-20%	485	-17%	Purchased as needed with annual limit per field employee.
TOTAL OTHER OPERATING EXPENSES		30,920	30,850	0%	26,025	19%	
TOTAL OPERATING EXPENSES		2,137,844	2,449,514	-13%	2,151,395	-1%	
TOTAL OPERATING INCOME (LOSS)		332,710	(65,630)	-607%	227,441	46%	
NON-OPERATING REVENUE							
11- 49200	Interest Earnings (In-house)	127,526	96,500	32%	132,091	-3%	Interest earnings are above budgeted amount.
11- 49220	GAAP Revenue Offset (for Fair Market Value)	(3,007)	0	0%	14,958	-120%	Fair Market Value adjustment
11- 49700	State Mandates	0	0	0%	0	0%	Unbudgeted
11- 49800	Miscellaneous	0	0	0%	0	0%	Unbudgeted
TOTAL NON-OPERATING REVENUE		124,519	96,500	29%	147,049	-15%	
NON-OPERATING EXPENSE							
11- 59400	Asset Retirement Loss	72,340	91,000	-21%	7,448	871%	Undepreciated portion of replaced assets (i.e. Filter and SCADA upgrades).
TOTAL NON-OPERATING EXPENSES		72,340	91,000	-21%	7,448	871%	
TOTAL NON-OPERATING INCOME (LOSS)		52,179	5,500	849%	139,601	-63%	
NET INCOME (UNRESTRICTED)		384,889	(60,130)	(7)	367,042		
CAPITAL CONTRIBUTIONS							
11- 42320	Developer Connection Charges	4,492	0	0%	4,492	0%	Connection Fees (restricted revenue) are not budgeted. Oak Hill Villas.
11- 49310	Contributed Capital	0	0	0%	0	0%	Unbudgeted
TOTAL CAPITAL CONTRIBUTIONS		4,492	0	0%	4,492	0%	
CHANGE IN NET POSITION		389,381	(60,130)	-748%	371,534	5%	

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
WASTEWATER OPERATING BUDGET
FISCAL YEAR 2025 - 2026

G/L Number	Description	Actual YTD 6/30/2026	Amended Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year	
OPERATING REVENUES							
12- 41100	Residential	1,331,109	1,332,064	0%	1,331,685	0%	✓
12- 41200	Commercial/Multi-family Dwelling	325,707	314,331	4%	326,947	0%	✓
12- 42330	CWIP Inspection Fees	0	0	0%	0	0%	Unbudgeted - Restricted deposit
TOTAL OPERATING REVENUE		1,656,816	1,646,395	1%	1,658,632	0%	
OPERATING EXPENSES							
PUMPING							
12- 52112	Supplies/Repairs-Pumping Equipment	9,804	12,830	-24%	1,243	689%	FY26 Maintenance complete for 1 of 3 generators.
12- 52113	Supplies/Repairs - Pumping Computer Equip.	2,545	3,000	-15%	1,121	127%	WIN-911 subscription FY26-FY28
12- 52300	Purchased Power	15,542	11,000	41%	13,753	13%	PG&E for Lift Stations
12- 52310	Generator Fuel	0	750	-100%	0	0%	Purchased as needed.
TOTAL PUMPING		27,890	27,580	1%	16,117	73%	
WASTEWATER TREATMENT							
12- 53105 1	Wastewater Treatment - LRWRP	709,900	600,000	18%	590,662	20%	Annual reconciliation FY26 (for FY25) \$303,378, FY25 (for FY24) \$173,771.
TOTAL WASTEWATER TREATMENT		709,900	600,000	18%	590,662	20%	
WASTEWATER COLLECTION							
12- 54103	Waste Discharge Fee	4,161	3,875	7%	4,030	3%	✓
12- 54222	Supplies/Repairs-Mains	6,226	28,460	-78%	7,394	-16%	Purchased as needed. Anticipate repairs as camera truck discovers problem area
12- 54232	Supplies/Repairs-Services	0	3,500	-100%	0	0%	Purchased as needed.
TOTAL WASTEWATER COLLECTION		10,387	35,835	-71%	11,424	-9%	
CUSTOMER ACCOUNTS							
12- 55102	Operating Supplies	2,350	5,400	-56%	5,464	-57%	Staples refund received (\$1,972). No return envelopes in FY26 (\$1,060 FY25).
12- 55104	Utility Services	4,940	5,275	-6%	4,607	7%	✓
12- 55105	Contract Services	35,390	36,425	-3%	33,650	5%	✓
12- 55106	Postage	8,408	8,090	4%	7,904	6%	✓
12- 55117	Credit & Collection	0		0%	0	0%	Unbudgeted
12- 55200	Uncollectible Accounts	3,109	2,500	24%	2,020	54%	Bad debts offset by uncollectible received.
TOTAL CUSTOMER ACCOUNTS		54,198	57,690	-6%	71,332	-24%	
INSURANCE							
12- 56301	Property/General Liability Insurance	36,930	30,775	20%	27,500	34%	FY26 has two property insurance premium invoices; the billing cycle changed,

G/L Number	Description	Actual YTD 6/30/2026	Amended Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year	
	TOTAL INSURANCE	36,930	30,775	20%	27,500	34%	
	ADMINISTRATIVE & GENERAL						
12- 56202	Office Supplies	3,735	2,925	28%	2,314	61%	Purchased as needed.
12- 56204	Utility Services-Office	7,904	7,710	3%	7,131	11%	✓
12- 56205	Contract Services - Office	14,189	15,845	-10%	15,898	-11%	✓
12- 56206	Postage	404	315	28%	211	92%	Purchased as needed.
12- 56208	Professional Services	3,463	8,025	-57%	5,525	-37%	Purchased as needed.
12- 56209	Memberships & Dues	6,176	7,260	-15%	6,460	-4%	✓
12- 56210	Travel Expense						
12- 56210 1	Travel Expense - Reimburse Employee	3,454	6,175	-44%	5,555	0%	Meeting meals and staff conference attendance. FY25 included more training for new employees.
12- 56211	Subscriptions & Books	268	375	-28%	51	422%	Purchased as needed.
12- 56213	Office Equipment Rentals	427	680	-37%	777	-45%	Pitney Bowes mail machine, invoice timing variance.
12- 56214	Bank Service Charges	738	2,875	-74%	626	18%	Offset by credit card rebates and customer NSF fees.
12- 56215	LAFCO Mandatory Fees - AB2838	2,140	3,000	-29%	1,887	13%	VVCSD share of LAFCO budget.
12- 56217	Director's Expense						
12- 56217 1	Director's Expense - Reimburse Director	7,614	11,405	-33%	7,202	6%	Director salary and conference attendance. Lower conference attendance than budgeted.
12- 56704	Utility Services-General Plant	5,305	5,685	-7%	4,676	13%	✓
12- 56705	Contract Services - General Plant	15,892	22,477	-29%	13,224	20%	Purchased as needed.
12- 56712	Supplies & Repairs - General Plant	4,800	3,750	28%	5,148	-7%	Purchased as needed.
12- 56713	Supplies & Repairs - Computer Equipment	6,385	6,325	1%	3,810	68%	FY26 includes \$1,720 Meeting Owl, \$607 increase in cybersecurity software.
12- 56714	Supplies & Repairs - Furniture & Equipment	210	250	-16%	959	-78%	FY25 includes chairs, headsets.
12- 56810	Election Expense	0	0	0%	167,792	-100%	✓
12- 57110	Depreciation	159,742	168,000	-5%	0	0%	✓
	TOTAL ADMINISTRATIVE & GENERAL	242,846	273,077	-11%	261,965	-7%	
	EMPLOYEE SALARIES AND BENEFITS						
Various	Salaries	315,402	333,143	-5%	282,369	12%	✓
	Benefits						
12- 56410	Educational	0	0	0%	0	0%	✓
12- 56450	CWIP Contra Account	(286)	0	0%	(3,100)	-91%	Benefits/Overhead for CWIP/Billable Payroll (Offsite Manhole Replacement)
	Payroll Taxes						
12- 57463	Worker's Compensation	5,205	7,233	-28%	4,901	6%	Wastewater Workers' Comp Labor costs lower than budgeted.
12- 57464	Employee Benefits	289,844	233,999	24%	275,943	5%	Change in Net Pension Liability FY26=\$52,441, FY25=\$71,142
12- 57472	Payroll Taxes	5,915	5,934	0%	5,142	15%	✓
	TOTAL EMPLOYEE SALARIES AND BENEFITS	616,079	580,309	6%	565,255	9%	
	OTHER OPERATING EXPENSES						
12- 57302	Transportation (Vehicles)-Supplies/Repairs	6,616	7,000	-5%	4,607	44%	Purchased as needed.
12- 57303	Transportation (Vehicles)-Fuel	9,123	10,000	-9%	7,747	18%	Purchased as needed.

G/L Number	Description	Actual YTD 6/30/2026	Amended Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year
12- 57312	Tool/Work Equipment-Supplies/Repairs	6,041	13,250	-54%	10,625	-43% Purchased as needed.
12- 57313	Tool/Work Equipment-Fuel	551	750	-26%	594	-7% Purchased as needed.
12- 57320	Uniforms	1,015	1,100	-8%	0	0% No purchase in FY25.
12- 57321	Uniform Reimbursement	511	500	2%	382	34% Purchased as needed with annual limit per field employee.
12- 57350	Safety Supplies	1,720	1,750	-2%	5,851	-71% FY25 includes steel plates.
12- 57351	Safety Boot Reimbursement	400	500	-20%	485	-17% Purchased as needed with annual limit per field employee.
TOTAL OTHER OPERATING EXPENSES		25,978	34,850	-25%	30,291	-14%

TOTAL OPERATING EXPENSES	1,724,209	1,640,116	5%	1,574,546	10%
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TOTAL OPERATING INCOME (LOSS)	(67,393)	6,279	-1173%	84,086	-180%
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NON-OPERATING REVENUE

12- 49200	Interest Earnings (In-house)	437,651	366,800	19%	442,344	-1% Interest earnings are above budgeted amount.
12- 49201	Interest Earnings (WCRF)	34,341	5,600	513%	22,010	56% Interest on Wastewater Capital Reserve Fund.
12- 49220	GAAP Revenue Offset (for Fair Market Value)	(10,065)	0	0%	50,367	-120% Fair Market Value adjustment
12- 49700	State Mandates	0	0	0%	0	0% Unbudgeted

TOTAL NON-OPERATING REVENUE	461,927	372,400	24%	514,722	-10%
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NON-OPERATING EXPENSE

12- 59400	Asset Retirement Loss	9,903	48,321	-80%	30,113	-67% Undepreciated portion of replaced assets (i.e. SCADA Upgrade).
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TOTAL NON-OPERATING EXPENSES	9,903	48,321	-80%	30,113	-67%
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TOTAL NON-OPERATING INCOME (LOSS)	452,024	324,079	39%	484,608	-7%
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NET INCOME (UNRESTRICTED)	384,630	330,358	16%	568,694	-32%
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CAPITAL CONTRIBUTIONS

12- 42320	Developer Connection Charges	6,069	0	0%	6,069	0% Connection Fees (restricted revenue) are not budgeted. Oak Hill Villas.
12- 49310	Contributed Capital	0	0	0%	0	0% ✓

TOTAL CAPITAL CONTRIBUTIONS	6,069	0	0%	6,069	0%
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CHANGE IN NET POSITION	390,699	330,358	18%	574,763	-32%
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VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
LRWRP UPGRADE OPERATING BUDGET
FISCAL YEAR 2025 - 2026

Account Number	Description	Actual YTD 6/30/2026	Budget YTD 6/30/2026	Variance vs. Budget	Actual YTD 6/30/2025	Variance vs. Last Year
OPERATING REVENUES						
12- 41700	LRWRP Upgrade charges	1,092,948	1,085,236	1%	1,097,383	0% ✓
TOTAL OPERATING REVENUE		1,092,948	1,085,236	1%	1,097,383	0%
OPERATING EXPENSES						
12- 53105 2	Wastewater Treatment - Plant Lease - WCRF	0	52,000	-100%	0	0% ✓
12- 57110	Depreciation	594,199	594,199	0%	594,199	0% ✓
TOTAL OPERATING EXPENSES		594,199	646,199	-8%	594,199	0%
NON-OPERATING EXPENSE/LIABILITY PAYMENT						
12- 22500	LRWRP Debt Service - SRF	690,379	690,379	0%	678,253	2% SRF Principal Payment in May.
12- 59120	LRWRP Upgrade Interest Expense	50,712	50,712	0%	62,838	-19% SRF Interest Payment in May.
TOTAL NON-OPERATING EXPENSES/LIABILITY PAYMENTS		741,091	741,091	0%	741,091	0%
NET INCOME		(242,343)	(302,054)	-20%	(237,907)	2%
CHANGE IN NET POSITION		(242,343)	(302,054)	-20%	(237,907)	2%

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 7.A

FROM: Cynthia Allen, General Manager 

DATE: September 1, 2026

SUBJECT: CalPERS Resolution Authorizing Amendment of Contract

Recommendation: Adopt a resolution to authorize an amendment to the contract with California Public Employees' Retirement System (CalPERS) to include the existing PEPRA benefits.

Policy Implications:

- California Government Code § 20471 requires the CalPERS contract amendment to be approved by the Board of Directors no less than 20 days after the adoption of the resolution of intention.
- California Government Code § 7522 et seq. requires that employees hired after January 1, 2013, only participate in a defined benefit plan or formula that conforms to the requirements of the Public Employees' Pension Reform Act of 2013.
- California Government Code § 61045 is the core provision that sets the legal requirements for adopting resolutions by a CSD board.

Resource Impacts: None

Alternatives Considered: None

Discussion: At the July 7, 2026 regular meeting, the Board of Directors adopted Resolution 240-26 to authorize an amendment to the contract between CalPERS and VVCSD to include Public Employees' Pension Reform Act (PEPRA) language.

Resolution 241-26 formally amends the contract between CalPERS and VVCSD to include Public Employees' Pension Reform Act (PEPRA) language.

Attachments:

1. Resolution Authorizing an Amendment to the Contract
2. Amendment to Contract
3. Certification of Final Action of Governing Body
4. Resolution 241-26

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

**RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

No. 241

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Vandenberg Village Community Services District entered into a contract effective on December 31, 1989, providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this 1st day of September, 2026.

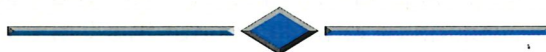
Presiding Officer

Attest:

Clerk/Secretary

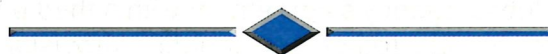


California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Vandenberg Village Community Services District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective December 31, 1989, and witnessed January 8, 1990, and as amended effective December 3, 1993, July 4, 2001, June 27, 2004, and September 18, 2005, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 11 are hereby stricken from said contract as executed, effective September 18, 2005, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after December 31, 1989, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES; AND**
 - b. **ELECTED OFFICIALS.**
6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after September 18, 2005, shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).

7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after September 18, 2005, shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20938 (Limit Prior Service to Members Employed on Contract Date).
 - b. Section 21024 (Military Service Credit as Public Service).
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Section 20042 (One-Year Final Compensation) for classic members only.
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
11. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 2nd day of September, 2026.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
VANDENBERG VILLAGE COMMUNITY
SERVICES DISTRICT

BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

9/1/2026

Witness Date

Attest:

Clerk

California Public Employees' Retirement System
Financial Office | Pension Contracts & Prefunding Programs Division
P.O. Box 942715, Sacramento, CA 94229-2715

www.calpers.ca.gov
888 CalPERS (or 888-225-7377)
TTY: (877) 249-744



**CERTIFICATION
OF
FINAL ACTION OF GOVERNING BODY**

I hereby certify that the BOARD OF DIRECTORS of the
(governing body)

*VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

(public agency)

considered and adopted on SEPTEMBER 1, 2026, by an affirmative vote of a
(date)

majority of the members of said Governing Body, **Ordinance / Resolution** No. 241
approving the attached contractual agreement between the Governing Body of said Agency and
the Board of Administration of the California Public Employees' Retirement System, a certified
copy of said **Ordinance / Resolution** in the form furnished by said Board of Administration being
attached hereto.

Adoption of the retirement benefit increase/change was not placed on the consent calendar.

Clerk/Secretary

BOARD SECRETARY

Title

Date 9/1/2026

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



"Pride in Community Service"

RESOLUTION 241-26 SEPTEMBER 1, 2026

AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE BOARD OF DIRECTORS VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

WHEREAS, the California Public Employees' Retirement System supplied the attached Resolution Authorizing an Amendment to the Contract; and

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Vandenberg Village Community Services District entered into a contract effective on December 31, 1989, providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

PASSED AND ADOPTED by the Board of Directors of the Vandenberg Village Community Services District this 1st day of September 2026, upon motion by Director _____, seconded by Director _____, and as approved by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard Gonzales, President
Board of Directors

ATTEST:

Brianna Jennings
Secretary to the Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 7.B

FROM: Cynthia Allen, General Manager 

DATE: September 1, 2026

SUBJECT: [PUBLIC HEARING] Code of Ordinance Revisions

Recommendation:

- Find that the capacity charges are statutorily exempt from the California Environmental Quality Act (CEQA) and direct the General Manager to file a Notice of Exemption with the County Clerk.
- Waive reading and adopt the revised Code of Ordinances.

Policy Implications:

- California Government Code § 25120 et seq. specifies how Ordinances are to be adopted.
- California Government Code § 61045(g) requires the Board to adopt policies for the operation of the District.
- California Government Code § 61060(a) and § 61060(b) provide the Board the authority to adopt, by ordinance, rules and regulations for the administration, operation, and use and maintenance of the facilities and services.
- California Government Code § 61115 gives the board of directors the power to establish, by resolution or ordinance, rates or other charges for services and facilities that the district provides.
- California Government Code § 66013(b)3 states that capacity charges may be both “a charge for public facilities in existence at the time charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to property being charged.”

- California Government Code § 66017(a) requires the effective date of capacity charges to be no sooner than 60 days from the date of adoption.
- California Government Code § 66018(a) requires the board of directors to hold a public hearing before enacting a new fee that is not a rate or charge for water or sewer service and notice published in accordance with Section 6062a.
- California Government Code § 6062a requires publication of notice twice within ten days prior to the public hearing.
- California Public Resources Code § 21080(b)(8) provides a statutory exemption from CEQA for rates and other charges by public agencies but requires public agencies to incorporate written findings in the record of any proceeding in which an exemption is claimed.

Alternatives Considered: None

Resource Impacts: The proposed changes in capacity charges would ensure that new customers pay a fair share in the equity of the District's water and wastewater systems and a fair share of the incremental cost of capital projects associated with system expansion.

Discussion: The Board of Directors received the revised Code of Ordinances at the August 4 regular board meeting and scheduled this public hearing at that time. This public hearing was noticed in the Lompoc Record newspaper on August 15 and August 22 per Government Code § 6062a.

Directors reviewed the Ordinance revisions for the following sections at their August Board meeting:

§ 2.20 Wastewater Service Connections, Meters, and Customers' Facilities

§ 4.10 Capacity Charges

Attachment:

1. Affidavit of Publication – Notice of Public Hearing – Santa Maria Times
2. Notice of CEQA Exemption
3. Revised Code of Ordinances

AFFIDAVIT OF PUBLICATION

See Proof on Next Page

CCP § 2015.5

Santa Maria Times
3200 Skyway Dr
(805) 925-2691

I, Anjana Bhadoriya, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Santa Maria Times, a publication that is a "legal newspaper" as that phrase is defined for the city of Santa Maria, for the County of Santa Barbara, in the state of California, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

PUBLICATION DATES:

Aug. 15, 2026, Aug. 22, 2026, Aug. 26, 2026

Notice ID: VNtAPu4peispptqQTQId**Publisher ID:** 617916**Notice Name:** Copy Public Notice - Ordinance Revisions**PUBLICATION FEE:** \$300.68

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct

Anjana Bhadoriya

Agent

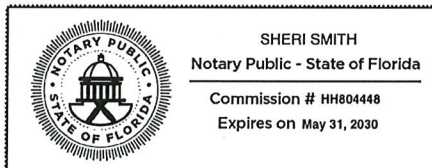
VERIFICATION

State of Florida
County of Broward

Signed or attested before me on this: 08/27/2026

S. Smith

Notary Public
Notarized remotely online using communication technology via Proof.



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on September 1, 2026, the Board of Directors of Vandenberg Village Community Services District will introduce changes to Ordinance § 2.20, et seq. (Wastewater Service Connections, Meters, and Customers' Facilities) per the Clean Water Act (33 U.S.C. § 1251 et seq.) and 40 CFR Part 403.

The Board of Directors will conduct a public hearing at its regular meeting at 4:30 p.m. on Tuesday, **September 1, 2026**, at the District Office Conference Room, **3745 Constellation Road**, Vandenberg Village, California, to adopt the ordinance revisions.

This notice is published under Government Code § 6062a.

A copy of the complete proposed Code of Ordinances is available for public review at the District Office at 3745 Constellation Road and online at <https://www.vvcsd.org/>

Date of Posting: August 11, 2026
Location of Posting: Vandenberg Village Community Services District

Pub dates: Aug 15, 22, 26, 2026
Legal 617916

AFFIDAVIT OF PUBLICATION

See Proof on Next Page

CCP § 2015.5

Santa Maria Times
3200 Skyway Dr
(805) 925-2691

I, Anjana Bhadoriya, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Santa Maria Times, a publication that is a "legal newspaper" as that phrase is defined for the city of Santa Maria, for the County of Santa Barbara, in the state of California, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

PUBLICATION DATES:

Aug. 15, 2026, Aug. 22, 2026, Aug. 26, 2026

Notice ID: qrfNsMDmfTp7NXoIUsoD**Publisher ID:** 617902**Notice Name:** Public Notice -**PUBLICATION FEE:** \$337.64

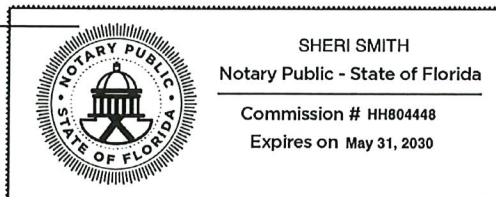
I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct

Anjana Bhadoriya

Agent

VERIFICATION

State of Florida
County of Broward



Signed or attested before me on this: 08/27/2026

S. Smith

Notary Public
Notarized remotely online using communication technology via Proof.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Directors will conduct a public hearing at its regular meeting at 4:30 p.m. on Tuesday, **September 1, 2026**, at the District Office Conference Room, **3745 Constellation Road**, Vandenberg Village, California, to receive public comment and adopt the ordinance revisions on Ordinance § 4.10 Water and Wastewater Capacity Charges.

The capacity charges are based on the District's Water and Wastewater System Capital Plan and methods of calculation, analysis, and rationale for establishing connection fees.

The proposed rates are not discriminatory nor excessive and meet the requirements of Government Code Sections 54515 and 66012, et seq. to meet the requirements for assessment of developer fees and Government Code Sections 54354.5(b) and 6062a for notice and conduct of Public Hearings before adoption.

A copy of the complete proposed Code of Ordinances is available for public review at the District Office at 3745 Constellation Road and online at <https://www.vvcsd.org/>

Date of Posting: August 11, 2026
Location of Posting: Vandenberg Village Community Services District
Pub dates: Aug 15, 22, 26, 2026
Legal 617902

Notice of Exemption

-85-

To: Clerk of the Board
County of Santa Barbara
105 E. Anapamu St., Room 407
Santa Barbara, CA 93101
(805)568-2240
(805)568-2249 FAX
sbcob@co.santa-barbara.ca.us

From: Vandenberg Village Community Services District
3745 Constellation Road
Lompoc CA 93436
(805) 733-3417
(805) 733-2109 FAX
administration@vvcasd.org

Project Title:

Proposed Ordinance No. 4.10.

Project Location:

Vandenberg Village Community Services District
3745 Constellation Road
Lompoc CA 93436

Description of Nature, Purpose, and Beneficiaries of Project:

Proposed Ordinance No. 4.10 recommending an increase in established Water and Wastewater Connection Fees.

Lead Agency:

Vandenberg Village Community Services District

Exempt Status:

Statutorily exempt. California Public Resources Code § 21080(b)(8)(D).

Explanation of why project is exempt:

The California Environmental Quality Act (CEQA), California Public Resources Code § 21000 et seq., does not apply to the establishment, modification, restructuring, or approval of rates or other charges to obtain funds for capital projects necessary to maintain service within existing service areas.

Contact Person/Telephone:

Cynthia Allen (805) 733-3417

September 1, 2026

Signature

Date

Date Received for filing:

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



"Pride in Community Service"

CODE OF ORDINANCES

September 1, 2026

ORDINANCE OF THE BOARD OF DIRECTORS OF THE VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT REPEALING AND REPLACING ORDINANCE § 2.20. THROUGH § 2.25. AND ORDINANCE § 4.10.

BE IT ORDAINED by the Board of Directors of the Vandenberg Village Community Services District that Ordinance § 2.20. through § 2.25. and Ordinance § 4.10. are hereby deleted in their entirety and replaced as attached hereto and made a part hereof;

Ordinance § 2.20. through § 2.25. shall take effect thirty (30) days after the date of adoption.

Ordinance § 4.10. shall take effect sixty (60) days after the date of adoption.

On the motion of Director _____, seconded by Director _____, repealed and replaced Ordinance § 2.20. through § 2.25. and Ordinance § 4.10. are adopted.

Roll Call Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Gonzales, President
Board of Directors

ATTEST:

Brianna Jennings, Secretary
Board of Directors

VANDENBERG VILLAGE
COMMUNITY SERVICES DISTRICT

SEPTEMBER 2026



CODE OF ORDINANCES

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Code of Ordinances

Vandenberg Village Community Services District
3745 Constellation Road
Lompoc, CA 93436
(805) 733-2475

Table of Contents

1.	DISTRICT ORGANIZATION, ADMINISTRATION, PERSONNEL, AND FINANCE.....	1
1.1.	DISTRICT ORGANIZATION.....	1
1.1.1.	PURPOSE.....	1
1.1.2.	MAILING ADDRESS.....	1
1.1.3.	DISTRICT OFFICE.....	1
1.1.4.	WEB ADDRESS	1
1.2.	TIME AND PLACE FOR REGULAR MEETINGS.....	1
1.2.1.	REGULAR MEETINGS.....	1
1.2.2.	MEETING PLACE.....	2
1.2.3.	SPECIAL MEETINGS	2
1.2.4.	RULES OF PROCEEDINGS	2
1.3.	BOARD OF DIRECTORS.....	2
1.3.1.	RESPONSIBILITIES.....	3
1.3.2.	COMMUNICATIONS.....	6
1.3.3.	COMPENSATION.....	6
1.3.4.	GENERAL MANAGER.....	7
1.3.5.	TREASURER.....	7
1.3.6.	SECRETARY TO THE BOARD OF DIRECTORS	7
1.3.7.	MANAGEMENT STAFF	8
1.3.8.	OTHER PERSONNEL	8
1.3.9.	BONDING	8
1.3.10.	CONFLICT OF INTEREST.....	8
1.4.	ADMINISTRATION.....	9
1.4.1.	AGREEMENTS.....	9
1.4.2.	CLAIMS	9
1.4.3.	TRAVEL, TRAINING, CONFERENCE, AND MEETING EXPENSE REIMBURSEMENT	9
1.4.3.1.	SCOPE.....	9
1.4.3.2.	DEFINITIONS.....	9
1.4.3.3.	DIRECTOR TRAVELER	9
1.4.3.4.	DISCLOSURE.....	10
1.4.3.5.	QUALIFIED EXPENSES.....	10
1.4.3.6.	PROCEDURES AND RESPONSIBILITIES	10

1.4.3.7.	TRAVELERS' RESPONSIBILITIES	11
1.4.3.8.	FINANCIAL SERVICES MANAGER OR BOARD SECRETARY RESPONSIBILITIES.....	12
1.4.3.9.	MODES AND CLASSES OF TRANSPORTATION	12
1.4.3.10.	REIMBURSEMENT LIMITS	13
1.4.3.11.	NON-REIMBURSABLE EXPENDITURES (typical but not all- inclusive)	14
1.4.3.12.	SPECIAL CIRCUMSTANCES	15
1.4.4.	USE OF PRIVATELY OWNED AUTOMOBILES ON DISTRICT BUSINESS	15
1.4.4.1.	PURPOSE.....	15
1.4.4.2.	GENERAL	15
1.4.4.3.	INSURANCE	15
1.4.4.4.	RESPONSIBILITIES	16
1.4.5.	USE OF DISTRICT-OWNED VEHICLES.....	16
1.4.5.1.	PURPOSE.....	16
1.4.5.2.	POLICY	16
1.4.5.3.	ASSIGNED VEHICLES.....	17
1.4.5.4.	EMPLOYEE RESPONSIBILITIES	17
1.4.6.	INSPECTION OF PUBLIC RECORDS	18
1.4.6.1.	POLICY	18
1.4.6.2.	PROTECTION OF RECORDS	18
1.4.6.3.	PROCEDURE	18
1.4.6.4.	OBTAINING COPIES OF RECORDS	18
1.4.6.5.	EXCEPTIONS	19
1.4.6.6.	DISPUTES	19
1.4.6.7.	RECORDS IN QUESTION	19
1.4.7.	RECORDS RETENTION.....	19
1.4.7.1.	PURPOSE.....	19
1.4.7.2.	GENERAL	19
1.4.7.3.	RETENTION	20
1.4.7.4.	DESTRUCTION OF RECORDS	20
1.4.7.5.	ELECTRONIC MAIL.....	20
1.5.	PERSONNEL	21
1.6.	FINANCE	21
1.6.1.	PURCHASING, ACCOUNTING, AND DISPOSAL PROCEDURES	21

1.6.1.1.	POLICY.....	21
1.6.1.2.	CONSTRUCTION	21
1.6.1.3.	OPERATIONS, MAINTENANCE, AND REPAIR	21
1.6.1.4.	EMERGENCY PROCUREMENT	22
1.6.1.5.	PROFESSIONAL SERVICES, SPECIAL SERVICES.....	22
1.6.1.6.	SMALL COST PURCHASES	22
1.6.1.7.	ACCOUNTING FOR PURCHASES	22
1.6.1.8.	DISPOSAL OF SURPLUS PROPERTY	22
1.6.2.	CASH HANDLING PROCEDURES.....	23
1.6.2.1.	PETTY CASH - "WORKING FUND"	23
1.6.2.2.	CASH DRAWER - "CUSTOMER COUNTER"	23
1.6.3.	CHECK HANDLING PROCEDURES.....	23
1.6.3.1.	GENERAL.....	23
1.6.3.2.	PAYROLL.....	24
1.6.3.3.	ACCOUNTS PAYABLE	24
1.6.4.	CHARGE CARD HANDLING PROCEDURE	24
1.6.4.1.	BANK CHARGE CARD	24
1.6.4.2.	FUEL CHARGE CARD.....	25
1.6.4.3.	OTHER RETAIL CHARGE CARDS	25
1.6.5.	CAPITALIZATION OF ASSETS	25
1.6.5.1.	GENERAL.....	25
1.6.5.2.	CAPITALIZATION THRESHOLD	25
1.6.5.3.	SOFTWARE	25
1.6.5.4.	DEPRECIATION.....	25
1.6.5.5.	INVENTORY.....	26
1.6.5.6.	EXCEPTIONS	26
1.6.6.	ELECTRONIC BANKING AND TRANSACTIONS.....	26
1.6.6.1.	GENERAL	26
1.6.6.2.	DIRECT DEPOSIT.....	26
1.6.6.3.	WIRE AND FUND TRANSFER.....	26
1.6.7.	INVESTMENTS.....	27
1.6.7.1.	GENERAL.....	27
1.6.7.2.	SCOPE.....	27
1.6.7.3.	OBJECTIVES.....	27

1.6.7.4.	COMPLIANCE	27
1.6.7.5.	PRUDENCE	27
1.6.7.6.	INTERNAL CONTROL	27
1.6.7.7.	REPORTING	28
1.6.8.	USE OF DISTRICT FACILITIES.....	28
2.	POLICIES AND PROCEDURES FOR CUSTOMERS.....	28
2.1.	APPLICATION FOR SERVICE	28
2.1.1.	CONTENT.....	28
2.1.2.	PURPOSE.....	28
2.1.3.	RED FLAGS RULE	28
2.1.4.	INDIVIDUAL LIABILITY FOR JOINT SERVICE.....	29
2.2.	DEPOSITS/ESTABLISHMENT AND RE-ESTABLISHMENT OF CREDIT.....	29
2.2.1.	ESTABLISH CREDIT – METERED AND FLAT-RATE SERVICE.....	29
2.2.2.	RE-ESTABLISH CREDIT	30
2.2.2.1.	FORMER CUSTOMERS.....	30
2.2.2.2.	PRESENT CUSTOMERS	30
2.2.3.	APPLICABILITY TO UNPAID ACCOUNTS.....	30
2.2.4.	RETURN OF DEPOSITS.....	31
2.2.5.	INTEREST ON DEPOSITS	31
2.3.	DISCONTINUANCE AND RESTORATION OF SERVICE.....	31
2.3.1.	DISCONTINUANCE OF SERVICE AT THE CUSTOMER'S REQUEST	31
2.3.2.	DISCONTINUANCE OF SERVICE BY THE DISTRICT.....	31
2.3.2.1.	FOR NON-PAYMENT OF BILLS.....	32
2.3.2.2.	FOR NON-COMPLIANCE WITH RULES.....	32
2.3.2.3.	FOR WASTE OF WATER	32
2.3.2.4.	FOR UNSAFE APPARATUS OR WHERE SERVICE IS DETRIMENTAL OR DAMAGING TO THE DISTRICT OR ITS CUSTOMERS.....	33
2.3.2.5.	FOR FRAUDULENT USE OF SERVICE.....	33
2.3.2.6.	AVOIDANCE OF DISCONTINUANCE OF SERVICE	33
2.3.3.	RESTORATION OF SERVICE.....	35
2.3.3.1.	RECONNECT CHARGE	35
2.3.3.2.	PARTIAL PAYMENT	35
2.3.3.3.	TO BE MADE DURING REGULAR WORKING HOURS	35
2.3.3.4.	TO BE MADE AT OTHER THAN REGULAR WORKING HOURS	35

2.3.3.5.	WRONGFUL DISCONTINUANCES.....	35
2.3.4.	REFUSAL TO SERVE.....	35
2.3.4.1.	CONDITIONS FOR REFUSAL.....	35
2.3.4.2.	NOTIFICATION TO CUSTOMERS.....	36
2.4.	DISPUTING BILLS (GENERAL).....	36
2.5.	LATE PAYMENT FEE.....	36
2.6.	TEMPORARY SERVICE.....	36
2.6.1.	ESTABLISHMENT OF TEMPORARY SERVICE.....	36
2.6.2.	CHANGE TO PERMANENT STATUS.....	37
2.6.3.	RATES, CHARGES AND CONDITIONS FOR SERVICE.....	37
2.7.	CONTRACTS.....	37
2.8.	SPECIAL INFORMATION REQUIRED ON FORMS.....	37
2.8.1.	BILL FOR SERVICE.....	37
2.8.2.	CUSTOMER'S DEPOSIT RECEIPT.....	38
2.8.3.	REMINDER NOTICE.....	38
2.8.4.	DISCONTINUANCE OF SERVICE NOTICE.....	38
2.9.	RENDERING AND PAYMENT OF BILLS/INTEREST ON OVER-DUE ACCOUNTS/DISHONORED PAYMENT FEES.....	38
2.9.1.	RENDERING OF BILLS.....	38
2.9.1.1.	METERED SERVICE.....	39
2.9.1.2.	FLAT RATE SERVICE.....	39
2.9.1.3.	PRORATION OF BILLS.....	39
2.9.2.	PAYMENT OF BILLS.....	39
2.9.3.	INTEREST ON PAST DUE ACCOUNTS.....	39
2.9.4.	DISHONORED PAYMENTS.....	40
2.10.	INFORMATION AVAILABLE TO PUBLIC.....	40
2.10.1.	GENERAL INFORMATION.....	40
2.10.2.	RATES AND OPTIONAL RATES.....	40
2.10.3.	NEW OR REVISED RATES.....	40
2.11.	CHANGE IN CUSTOMER'S SERVICE.....	40
2.11.1.	CHANGE IN CUSTOMER'S EQUIPMENT OR OPERATIONS.....	40
2.11.2.	CHANGE OF RATE SCHEDULE BY CUSTOMER.....	41
2.11.3.	CHANGE OF RATE SCHEDULE BY DISTRICT.....	41
2.12.	DESCRIPTION OF SERVICE.....	41

2.12.1.	SUPPLYING WATER AND WASTEWATER SERVICES SAFELY	41
2.12.2.	PRESSURES.....	41
2.12.3.	QUALITY.....	41
2.13.	CONTINUITY OF SERVICE	41
2.13.1.	EMERGENCY INTERRUPTIONS.....	41
2.13.2.	SCHEDULED INTERRUPTIONS.....	41
2.13.3.	CAPACITY TO MEET DEMAND	42
2.14.	MAIN EXTENSIONS.....	42
2.14.1.	RESPONSIBILITY.....	42
2.14.2.	ESTIMATES, PLANS, AND SPECIFICATIONS.....	42
2.15.	WASTEWATER MANHOLE AND WATER VALVE ELEVATION.....	43
2.16.	WATER SERVICE CONNECTIONS, METERS, AND CUSTOMER'S FACILITIES	43
2.16.1.	GENERAL.....	43
2.16.1.1.	DISTRICT'S RESPONSIBILITY	43
2.16.1.2.	CUSTOMER'S RESPONSIBILITY	43
2.16.1.3.	OWNERSHIP AND ABSENCE OF RENTAL OBLIGATION WHERE FACILITIES ARE ON THE PREMISES OF THE CUSTOMER.....	43
2.16.1.4.	ACCESS TO THE PREMISES OF THE CUSTOMER.....	44
2.16.1.5.	RESPONSIBILITY FOR LOSS OR DAMAGE	44
2.16.2.	SERVICES.....	44
2.16.2.1.	CHARGE FOR SERVICE CONNECTIONS	44
2.16.2.2.	SIZE OF SERVICE LINE.....	44
2.16.2.3.	INSTALLATION	44
2.16.3.	CROSS-CONNECTION CONTROL/BACKFLOW PREVENTION PLAN.....	45
2.16.3.1.	INCORPORATION	45
2.16.3.2.	PROTECTIVE REGULATION.....	45
2.16.3.3.	HAZARD ASSESSMENTS AND REQUIRED PROTECTION	45
2.16.3.4.	TYPE AND EXPENSE OF PROTECTIVE DEVICES.....	46
2.16.3.5.	TESTING AND MAINTENANCE OF PROTECTIVE DEVICES.....	46
2.16.3.6.	CORRECTIVE ACTION	47
2.16.3.7.	PUMPS AND BOOSTERS	47
2.16.3.8.	CROSS-CONNECTION CONTROL PLAN PERSONNEL.....	47
2.16.3.9.	INVESTIGATIONS.....	47
2.16.3.10.	PUBLIC OUTREACH AND EDUCATION	48

2.16.3.11. RECORDKEEPING.....	48
2.16.4. ACCESSORY DWELLING UNIT	48
2.17. WATER METER TEST AND ADJUSTMENT OF BILLS FOR METER ERROR OR LEAKAGE	48
2.17.1. TESTS AT CUSTOMER REQUEST	48
2.17.1.1. COMPLIANCE BY DISTRICT	48
2.17.1.2. CHARGE FOR TEST	48
2.17.1.3. TEST PROCEDURE	49
2.17.1.4. RETURN OF DEPOSIT	49
2.17.1.5. LOCATION OF TEST	49
2.17.1.6. REPORT OF TEST TO CUSTOMER.....	49
2.17.2. ADJUSTMENT OF BILLS FOR WATER METER ERROR	49
2.17.2.1. FAST METERS.....	49
2.17.2.2. SLOW METERS	49
2.17.2.3. ADJUSTMENTS FOR WATER LEAKS	49
2.17.2.4. NON-REGISTERING METERS	50
2.17.2.5. GENERAL.....	50
2.18. SERVICE TO SEPARATE PREMISES AND MULTIPLE UNITS AND RESALE OF WATER AND WASTEWATER SERVICES.....	50
2.18.1. NUMBER OF SERVICES TO SEPARATE PARCELS	50
2.18.2. SERVICE TO MULTIPLE UNITS ON THE SAME PARCEL	50
2.18.3. RESALE OF WASTEWATER SERVICE	51
2.19. WATER CONSERVATION	51
2.19.1. PURPOSE.....	51
2.19.2. WASTE OF WATER	51
2.19.3. USE OF WATER-SAVING DEVICES AND PRACTICES.....	51
2.19.4. WATER-SAVING MATERIALS.....	51
2.19.5. WATER CONSERVATION POLICY.....	51
2.19.6. USE OF DISTRICT WATER SUPPLY FOR CONSTRUCTION PURPOSES	52
2.20. WASTEWATER SERVICE CONNECTIONS, METERS, AND CUSTOMERS' FACILITIES	52
2.20.1. GENERAL	52
2.20.1.1. DEFINITIONS	53
2.20.1.2. DISTRICT'S RESPONSIBILITY	60
2.20.1.3. CUSTOMERS' RESPONSIBILITIES	60
2.20.1.4. CUSTOMER MAINTENANCE AND REPAIR RESPONSIBILITIES....	60

2.20.1.5.	OWNERSHIP AND ABSENCE OF RENTAL OBLIGATION WHERE FACILITIES ARE ON THE PREMISES OF THE CUSTOMER.....	61
2.20.1.6.	ACCESS TO THE PREMISES OF THE CUSTOMER.....	61
2.20.1.7.	RESPONSIBILITY FOR LOSS OR DAMAGE	62
2.20.2.	SERVICES.....	63
2.20.2.1.	CONNECTIONS	63
2.20.2.2.	CATEGORIES OF USERS.....	63
2.20.2.3.	CHARGE FOR SERVICE CONNECTIONS	63
2.20.2.4.	SIZE OF SERVICE LATERAL	63
2.20.2.5.	INSTALLATION	64
2.20.3.	CROSS CONNECTION AND PROTECTIVE DEVICES.....	64
2.20.3.1.	PHYSICAL CONNECTION.....	64
2.20.3.2.	PROTECTIVE DEVICES REQUIRED	64
2.20.3.3.	TYPE AND EXPENSE OF PROTECTIVE DEVICES.....	64
2.20.3.4.	PERIODIC INSPECTION OF PROTECTIVE DEVICES.....	64
2.20.3.5.	REFUSAL TO SERVE OR DISCONTINUANCE OF SERVICE FOR FAILURE TO INSTALL PROTECTIVE DEVICES.....	64
2.20.4.	ACCESSORY DWELLING UNIT	64
2.21.	LIMITATION ON WASTE DISCHARGED INTO THE UTILITY'S WASTEWATER SYSTEM	65
2.21.1.	GENERAL DISCHARGE PROHIBITIONS.....	65
2.21.2.	SPECIFIC DISCHARGE PROHIBITIONS.....	65
2.21.3.	DILUTION	67
2.21.4.	LOCAL LIMITATIONS AND CONDITIONS OF DISCHARGE	67
2.21.5.	WATER SOFTENER RESTRICTIONS.....	68
2.21.6.	DENTAL AMALGAM REQUIREMENTS.....	68
2.21.7.	MEDICAL WASTES.....	68
2.21.8.	HAZARDOUS WASTES.....	69
2.21.9.	RADIOACTIVE WASTES.....	69
2.22.	COMMERCIAL, INSTITUTIONAL, AND INDUSTRIAL WASTES.....	70
2.22.1.	SERVICE SUBJECT TO SPECIAL CONDITIONS.....	70
2.22.2.	INDIVIDUAL WASTEWATER DISCHARGE PERMITS.....	70
2.22.2.1.	DECISIONS	71
2.22.2.2.	DURATION	71
2.22.2.3.	CONTENTS.....	71

2.22.3. PRETREATMENT.....	72
2.22.3.1. MONITORING.....	72
2.22.3.2. REPORTING	72
2.22.3.3. MONITORING WAIVERS FOR POLLUTANTS NOT PRESENT	72
2.22.3.4. SIGNATORIES AND CERTIFICATIONS.....	74
2.22.3.5. BASELINE REPORTING.....	74
2.22.3.6. COMPLIANCE SCHEDULE PROGRESS REPORTS.....	76
2.22.3.7. REPORTS ON COMPLIANCE WITH CATEGORICAL PRETREATMENT STANDARD DEADLINE	77
2.22.3.8. PERIODIC COMPLIANCE REPORTS	77
2.22.3.9. REPORTS OF CHANGED CONDITIONS	78
2.22.3.10. REPORTS OF POTENTIAL PROBLEMS	78
2.22.3.11. BYPASS	78
2.22.4. SAMPLING AND ANALYSIS.....	79
2.22.4.1. SAMPLE COLLECTION.....	79
2.22.4.2. ANALYTICAL REQUIREMENTS	80
2.22.5. VIOLATIONS AND REPEAT SAMPLING.....	80
2.22.6. RECORDKEEPING.....	80
2.22.7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM	81
2.22.7.1. PROGRAM ADMINISTRATION	81
2.22.7.2. FEES AND CHARGES	81
2.22.7.3. FOOD SERVICE ESTABLISHMENTS (FSE).....	81
2.22.7.4. FOG BEST MANAGEMENT PRACTICES	82
2.22.7.5. FOG MANAGEMENT PLAN	82
2.22.7.6. SPILL REPORTING REQUIREMENTS.....	83
2.22.7.7. CORRECTIVE MEASURES.....	83
2.22.7.8. RECORDS	84
2.22.8. SURCHARGE PROGRAM	84
2.22.9. SPECIAL AGREEMENTS.....	85
2.22.10. INTERAGENCY REQUIREMENTS.....	85
2.23. ADMINISTRATIVE ENFORCEMENT REMEDIES.....	86
2.23.1. AUTHORITY	86
2.23.2. ENFORCEMENT RESPONSE PLAN (ERP).....	86
2.23.3. PUBLICATION OF USERS IN SIGNIFICANT NONCOMPLIANCE	87

2.23.4. NOTIFICATION OF VIOLATION	88
2.23.5. SHOW CAUSE HEARING	88
2.23.6. COMPLIANCE ORDERS.....	88
2.23.7. EMERGENCY SUSPENSIONS	89
2.23.8. TERMINATION OF DISCHARGE.....	89
2.23.9. ADMINISTRATIVE PENALTIES.....	90
2.23.10. APPEALS	90
2.24. JUDICIAL ENFORCEMENT REMEDIES	90
2.24.1.1. INJUNCTIVE RELIEF.....	90
2.24.1.2. CIVIL PENALTIES	90
2.24.1.3. CRIMINAL PROSECUTION	91
2.24.1.4. REMEDIES NONEXCLUSIVE.....	91
2.25. CONFIDENTIAL INFORMATION	91
3. POLICIES AND PROCEDURES FOR RATES, FEES, AND CHARGES.....	92
3.1. GENERAL PROVISIONS.....	92
3.2. FEES TO CONNECT TO DISTRICT FACILITIES.....	92
3.2.1. WATER AND WASTEWATER CAPACITY CHARGES.....	92
3.2.2. WATER CONSERVATION IN-LIEU FEE.....	93
3.3. SCHEDULE OF WATER UTILITY CHARGES.....	94
3.3.1. MONTHLY SERVICE CHARGE.....	94
3.3.2. MONTHLY WATER USAGE RATE.....	94
3.4. SCHEDULE OF WASTEWATER UTILITY CHARGES	95
3.4.1. RESIDENTIAL SERVICE	95
3.4.2. LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT (LRWRP) UPGRADE PROJECT CHARGE	95
3.4.3. COMMERCIAL WASTEWATER SERVICE	95
3.4.4. INSTITUTIONAL SERVICE, PUBLIC SCHOOLS.....	95
3.5. OTHER CHARGES.....	96
3.5.1. METERED IRRIGATION SERVICE	96
3.5.2. NON-METERED FIRE SPRINKLER SERVICE	96
3.5.3. CONSTRUCTION AND OTHER TEMPORARY METERED SERVICE.....	97
3.5.4. PRIVATE FIRE HYDRANT SERVICE	98
4. SCHEDULE OF RATES, FEES, AND CHARGES.....	98
4.1. ADMINISTRATIVE SERVICES.....	98

4.2.	RESIDENTIAL WATER AND WASTEWATER RATES AND CHARGES	99
4.2.1.	WATER USAGE RATE (Reference: Ordinance 3.3.2)	99
4.2.2.	WATER SERVICE CHARGE (Reference: Ordinance 3.3.1)	99
4.2.3.	WASTEWATER SERVICE CHARGE (Reference: Ordinance 3.4.1).....	99
4.2.4.	LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance 3.4.2).....	99
4.3.	MASTER-METERED APARTMENTS AND CONDOMINIUMS WATER AND WASTEWATER RATES AND CHARGES.....	100
4.3.1.	WATER USAGE RATE (Reference: Ordinance 3.3.2)	100
4.3.2.	WATER SERVICE CHARGE (Reference: Ordinance 3.3.1)	100
4.3.3.	WASTEWATER SERVICE CHARGE (Reference: Ordinance 3.4.1).....	100
4.3.4.	LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance 3.4.2).....	100
4.4.	COMMERCIAL WATER AND WASTEWATER RATES AND CHARGES.....	100
4.4.1.	WATER USAGE RATE (Reference: Ordinance 3.3.2)	100
4.4.2.	WATER SERVICE CHARGE (Reference: Ordinance 3.3.1)	101
4.4.3.	WASTEWATER SERVICE CHARGE (Reference: Ordinance 3.4.3).....	101
4.4.4.	LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance 3.4.2 and 3.4.3).....	101
4.5.	INSTITUTIONAL SERVICE, SCHOOLS WATER AND WASTEWATER RATES AND CHARGES	101
4.5.1.	WATER USAGE RATE (Reference: Ordinance 3.3.2)	101
4.5.2.	WATER SERVICE CHARGE (Reference: Ordinance 3.3.1)	102
4.5.3.	WASTEWATER SERVICE CHARGE (Reference: Ordinance 3.4.4).....	102
4.5.4.	LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance 3.4.2 and 3.4.3).....	102
4.6.	METERED IRRIGATION SERVICE WATER RATES AND CHARGES.....	102
4.6.1.	USAGE RATE (Reference: Ordinance 3.5.1)	102
4.6.2.	WATER SERVICE CHARGE (Reference: Ordinance 3.3.1)	103
4.7.	NON-METERED FIRE SPRINKLER SERVICE CHARGES (Reference: Ordinance 3.5.2)	103
4.8.	CONSTRUCTION AND OTHER TEMPORARY METERED WATER SERVICE CHARGES	103
4.8.1.	DEPOSIT (Reference: Ordinance 3.5.3).....	103
4.8.2.	WATER USAGE RATE (Reference: Ordinance 3.3.2)	103
4.8.3.	WATER SERVICE CHARGE (Reference: Ordinance 3.3.1)	104
4.9.	PRIVATE FIRE HYDRANT SERVICE CHARGES (Reference: Ordinance 3.5.4)	104

4.10. CAPACITY CHARGES.....	104
4.10.1. RESIDENTIAL.....	104
4.10.2. BULK-RESIDENTIAL	105
4.10.3. COMMERCIAL, SCHOOL, INDUSTRIAL	105
4.10.3.1. WATER CONSERVATION IN-LIEU FEE (Reference: Ordinance 3.2.2).....	105
4.10.3.2. WATER BUY-IN FEE (Reference: Ordinance 3.2.1).....	105
4.10.3.3. WATER DEVELOPER FEE (Reference: Ordinance 3.2.1)	106
4.10.3.4. WASTEWATER BUY-IN FEE (Reference: Ordinance 3.2.1)	106
4.10.3.5. WASTEWATER DEVELOPER FEE (Reference: Ordinance 3.2.1)	106
4.10.4. HOTEL, MOTEL.....	106
4.10.4.1. WATER CONSERVATION IN-LIEU FEE (Reference: Ordinance 3.2.2).....	106
4.10.4.2. WATER FEE (Reference: Ordinance 3.2.1)	107
4.10.4.3. WATER BUY-IN FEE (Reference: Ordinance 3.2.1).....	107
4.10.4.4. WATER DEVELOPER FEE (Reference: Ordinance 3.2.1)	107
4.10.4.5. WASTEWATER FEE (Reference: Ordinance 3.2.1)	107
4.10.4.6. WASTEWATER BUY-IN FEE (Reference: Ordinance 3.2.1)	108
4.10.4.7. WASTEWATER DEVELOPER FEE (Reference: Ordinance 3.2.1)	108

1. DISTRICT ORGANIZATION, ADMINISTRATION, PERSONNEL, AND FINANCE

1.1. DISTRICT ORGANIZATION

1.1.1. PURPOSE

The Vandenberg Village Community Services District (District) falls under the authority of Government Code §§ 61000 et seq. known as Community Services District Law.

Under the law, community services districts may perform a wide variety of municipal purposes if authorized to do so by the voters. The District was approved by the voters of Vandenberg Village on November 8, 1983 and, pursuant to § 61100(a) and (b), has been authorized the power to provide water and wastewater services. Additional municipal services could be provided upon the vote of the electorate and approval by the Local Agency Formation Commission (LAFCO).

1.1.2. MAILING ADDRESS

The official mailing address is established as 3745 Constellation Road, Lompoc, California, 93436-1401.

1.1.3. DISTRICT OFFICE

The District Office is established at 3745 Constellation Road, located in the unincorporated area of Santa Barbara County designated as Vandenberg Village north of Lompoc, California.

The business hours are as posted at the District Office.

1.1.4. WEB ADDRESS

The official web address is vvcsd.org.

1.2. TIME AND PLACE FOR REGULAR MEETINGS

1.2.1. REGULAR MEETINGS

Regular Meeting times of the Board of Directors shall be set by resolution or motion of the Board, from time to time as the Board may decide.

Agendas of the regular meetings of the Board of Directors of the Vandenberg Village Community Services shall be posted at the Vandenberg Village Community Services District office at 3745 Constellation Road and on the District's website, vvcsd.org in accordance with the Ralph M. Brown Act (Government Code §§ 54950 et seq.).

In the event that any day fixed for a regular meeting of the Board of Directors falls on a holiday, then the meeting shall be held on another day at the same hour specified for regular meetings. Provided, however, that the Board of Directors may adjourn to, or call a special meeting to be held on a holiday.

1.2.2. MEETING PLACE

The regular meeting place is hereby fixed and established at the District office conference room at 3745 Constellation Road, Lompoc, California.

All meetings of the Board of Directors shall be held at the regular meeting place herein designated or shall be adjourned to or fixed at another place of meeting in a notice to be given thereof. If for any reason it shall be deemed necessary to meet in another location, it shall be done in accordance with the Ralph M. Brown Act.

1.2.3. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called at any time by the Board President or by a majority of the members thereof. The notice must be delivered no less than twenty-four hours before the time fixed for the proposed meeting as specified in the notice.

1.2.4. RULES OF PROCEEDINGS

The Meetings of the Board of the Vandenberg Village Community Services District shall be governed pursuant to the Ralph M. Brown Act which governs open meetings for local government bodies.

Following each General Election, the new Board shall take office pursuant to Election Code § 10554.

At the first meeting in December of each year, the following offices shall be elected:

- President
- Vice President
- Finance Officer

At the first meeting in January of each year, the President shall appoint committee members and District representatives to external agencies, subject to confirmation by the Board.

1.3. BOARD OF DIRECTORS

The governing body of the District is a Board of Directors comprised of five (5) Board members with individual directors elected by the registered voters in Vandenberg Village to serve four-year terms. During the November elections every two years, either two or three Directors are elected to serve the District for the next four years. Positions vacated mid-term will be filled pursuant to Government Code § 1780.

Yearly, the Board of Directors elects a President, Vice President, and Finance Officer. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law, and such other duties as prescribed by District policy. In the event of his or her absence, the Vice President performs said duties.

The Board meets its obligations to the electorate by performing as a legislative, administrative, and control body.

The District Board appoints a General Manager to manage the day-to-day business and functions of the District and to implement the policies of the Board. The District Board will review his/her performance in accordance with the applicable employment contract, set compensation, negotiate contract terms, and discharge as necessary.

1.3.1. RESPONSIBILITIES

Responsibilities of the Board Members

- By motion, resolution, or Ordinance conduct the business of the Board, taking those actions that ensure that satisfactory service is provided throughout the community.
- Set policies, goals, and budgets for the organization.
- Provide the General Manager with the necessary personnel and resources.
- Attend Board meetings regularly, serve faithfully on committees and, when selected, faithfully perform the duties of an officer or committee chairperson.
- Keep informed on agenda items and ongoing business of the Board.
- Be well-informed on the provisions of laws, Ordinances, and resolutions as they affect the conduct of the Board.
- Attend meetings with promptness and regularity.
- Elect officers. Confirm standing and ad hoc committee members and District representatives to external agencies.
- Serve faithfully on an appropriate share of committees.
- Initiate, review, and approve plans that will satisfy future requirements, including a long-range strategic plan.
- Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.
- Provide the General Manager with specialized skills when requested and when determined to be required in the interest of the customers.
- Provide supporting material for agenda items to the Board Secretary no later than six days before the meeting.
- Provide a brief report on meetings attended at District expense to the Board at the next regular meeting.
- Attend ethics training pursuant to California Government Code § 53235 within one year from the first day of service and every two years thereafter.

- Attend sexual harassment training pursuant to California Government Code § 12950.1 within one year from the first day of service and every two years thereafter.

General Responsibilities of the Board President

- Preside at all meetings of the Board.
- Maintain order and decorum.
- Appoint standing committee members and District representatives to external agencies, all subject to confirmation by the Board.
- Appoint ad hoc committee members as the need arises.
- Keep the Board informed of communications affecting the District.
- Communicate actions of the Board to affected persons and private or public entities.
- Receive and reply to questions directed to the Board or refer to the appropriate officer or member.
- Act as a spokesperson for the Board when queries are received from the media, the public, or other agencies.
- Direct the preparation of the agenda and approve for publication.
- Direct the preparation of the minutes.
- Provide leadership as indicated under the Leadership Responsibilities listed below.
- Perform the duties of a Board member.

Leadership Responsibilities of the Board President

The Board President provides overall leadership of the organization. The tasks involved include, but are not limited to, providing for:

- **Long-range Planning** - Leads the Board toward the creation and implementation of a plan that meets the needs and requirements of customers and government agencies as well as meeting unique requirements when these arise.
- **Organizing** - Recommends specific tasks or assignments for the Board committees to meet established goals and objectives, both short and long-term. Keeps the Board organized and moving.
- **Monitoring** - Monitors the performance and status of the organization relative to established goals and objectives and recommends changes or corrective action where required.

- **Presiding** - Presides over meetings of the Board and maintains focus on the issue under discussion, directing the arguments toward a decision. Ensures that a quorum will be present and that a chairperson is designated in the event that both the President and Vice President are absent.
- **Staff Coordination** - Serves as the principal point of contact and administrative interface with the General Manager and the Staff, through the General Manager, on behalf of the Board.

Responsibilities of the Vice President

- Perform the duties of the President in his/her absence.
- Be familiar with Ordinances, resolutions, laws, and regulations as they apply to the Office of the President.
- Be prepared to assume the duties of President with or without prior notice. This includes keeping informed of current status by frequent consultations and discussions and being aware of the tasks and projects underway, and their current status.
- Perform the duties of a Board member.

Responsibilities of the Finance Officer

- Serve as Chairperson of the Finance/Budget Committee.
- Oversee the District's finances.
- Participate with the General Manager and staff in the preparation of:
 - Annual Operating and Capital Budgets
 - Financial reports
 - Allocation and placement of financial resources
- Advise and recommend financial plans and submit them to the Board for review and approval.
- Participate in a review of the annual audit.
- Recommend investment of reserve funds in accordance with the Investment Policy.
- Oversee compliance with debt agreements and covenants.
- Oversee compliance with the Governmental Accounting Standards Board, Generally Accepted Accounting Principles, and other accounting standards as required.
- Audit Petty Cash and Cash Drawer per Ordinance § 1.6.2.

- Perform the duties of a Board member.
- Responsibilities of a Committee Chairperson
- Undertake the specific tasks or assignments as established by the Board or Board President together with the participation of the other members of the committee.
- Plan and schedule the necessary activities and obtain a commitment for the necessary resources to complete this assignment.
- Present a report on the status and progress at each regular meeting of the Board.
- Ensure recommendations and justification for any proposed action are prepared and submitted to the Board for decision and implementation when approved.
- Provide overall leadership of the committee.
- Perform the duties of a Board member.

1.3.2. COMMUNICATIONS

No member of the Board or Officer of the District shall:

- Represent his position as that of the Board unless the Board has acted upon that position.
- Make unsolicited statements to anyone other than the Board during Board deliberations.
- Issue any writings or statements to the press or public without clearly distinguishing which statements are his/her own and which are established Board positions.

1.3.3. COMPENSATION

Board members will receive \$150 for attending each board meeting and \$75 for attending each standing committee meeting.

The primary and alternate District member of the Western Management Area Joint Powers Agency, Santa Ynez River Valley Groundwater Sustainability Agency (GSA) will receive \$90 for attending each GSA meeting.

Board members will not be compensated for attending ad hoc committee meetings, conferences, training, or other events.

In accordance with California Government Code § 61047(a), Board members will not receive compensation for more than six days of service in a month.

1.3.4. GENERAL MANAGER

The District Board appoints a General Manager, in accordance with California Government Code §§ 61050 et seq., to manage the day-to-day business and functions of the District and to implement the policies of the Board. The General Manager is responsible for the oversight and management of the District Staff and the District's operational, administrative, and business functions.

The General Manager is the two-way communication conduit between the Board and the Staff. The General Manager shall be the labor negotiator for the District and shall have the authority to employ, train, discipline, promote, demote, and/or terminate all other District employees, or delegate the authority to subordinate management staff, within budgetary limits established by the Board.

The General Manager maintains contact with neighboring and overlying Districts and with related agencies to keep abreast of actions that may affect the District operations. The General Manager advises the Board and the appropriate committee of any coordination required, recommending appropriate action.

The General Manager may also be appointed as Board Secretary and/or Treasurer.

1.3.5. TREASURER

The District Board has appointed the General Manager as Treasurer, in accordance with California Government Code § 61053, to oversee District finances. The Treasurer shall provide written reports to the Board of Directors at least quarterly. The Treasurer serves at the Board's pleasure.

1.3.6. SECRETARY TO THE BOARD OF DIRECTORS

The Secretary to the Board is directly responsible for the official recording of the minutes and documenting all actions taken by the Board. The Secretary serves at the Board's pleasure.

Responsibilities of the Secretary of the Board:

- Administer oath of office.
- Certify official documents and letters as required.
- Maintain the official files and records of the Board.
- Maintain custody of District Seal.
- Post notices of meetings and proposed action documents as required by the Board and government regulations.
- Prepare and distribute minutes of the meeting of the Board.
- Maintain historical records of the District.

- Maintain Board library and assist Board members in their use thereof.
- Schedule and register Board members for conferences, seminars, and other training activities.
- Maintain disclosure statement files for seven years.

1.3.7. MANAGEMENT STAFF

The District employs management staff for the District office and field operations. The management staff performs the duties assigned by the General Manager on a daily basis in accordance with their position's job description.

The management staff is responsible for performing research or presenting certain facts to the Board as requested by the Board through the General Manager and for providing budgetary requirements relevant to their specific area of responsibility. Management staff shall be responsible for advising the General Manager of any irregularities or non-compliance with codes, regulations, and policies.

1.3.8. OTHER PERSONNEL

The District employs other personnel consistent with the need to assist in the daily operations as agreed upon by the General Manager and the Board.

The District retains the services of other persons such as a General Counsel and a Certified Public Accountant approved for use on District business as necessary.

The organizational chart will be updated as the need arises. Specific duties of all employees, their authority, and responsibility will be found in government codes, Ordinances, resolutions, and various District policies and procedures.

1.3.9. BONDING

The District shall provide bonding for District employees and Directors and the cost of the bonding shall be paid for by the District.

1.3.10. CONFLICT OF INTEREST

The Board of Directors and designated employees of the District shall be subject to the requirements of the California Political Reform Act (Government Code §§ 81000 et seq.), the Regulations of the Fair Political Practices Commission (Title 2, Division 6, Section 18730 of the California Code of Regulations), and other applicable state and local conflict of interest codes.

The General Manager shall be named as a designated employee under this Section.

1.4. ADMINISTRATION

1.4.1. AGREEMENTS

District-initiated agreements with external agencies and organizations shall be approved by the Board and signed by the President and the Secretary.

Externally-initiated agreements shall be approved by the Board and signed by the President.

1.4.2. CLAIMS

Claims against the District shall be handled in accordance with California Government Code §§ 910 et seq. and §§ 945 et seq.

The General Manager is authorized to approve claims up to \$1,000 without Board action.

1.4.3. TRAVEL, TRAINING, CONFERENCE, AND MEETING EXPENSE REIMBURSEMENT

1.4.3.1. SCOPE

This rule applies to travel reimbursements for all employees and Directors.

1.4.3.2. DEFINITIONS

"One-day travel" - Travel that begins and ends within any 24-hour period and does not require lodging.

"Extended travel" - Travel involving overnight stays away from home.

1.4.3.3. DIRECTOR TRAVELER

If Directors desire reimbursement of expenses, they shall conform to this Policy and Procedure, with the following permitted exceptions:

- Directors may use their own automobiles.
- Directors may rent full-size automobiles.
- Further exceptions may be granted only by the Board of Directors.
- Directors shall submit a completed expense reimbursement form with itemized receipts for all actual and necessary expenses attached per Government Code § 53232.3(c).
- Directors shall provide a brief report of any meeting attended at District expense at the next regular Board meeting per Government Code § 53232.3(d).

1.4.3.4. DISCLOSURE

Pursuant to California Government Code § 53065.5, the District will publish an annual report of reimbursements for all travel and training costs.

1.4.3.5. QUALIFIED EXPENSES

The following activities shall qualify for reimbursement of actual and necessary expenses:

- Communication with local, state, or federal government representatives regarding District business.
- Attendance at a conference or organized educational activity designed to improve employees' or Directors' skills and information levels, including but not limited to training required by the Government Code.
- Participation in local, state, or federal organizations whose activities affect the District's interests.
- Attendance at official events of other public agencies.
- Attendance at meetings of outside agencies, including but not limited to:
 - Association of California Water Agencies (ACWA)
 - ACWA/Joint Powers Insurance Authority (ACWA/JPIA)
 - California Special Districts Association (CSDA)
 - Santa Barbara County Chapter of the California Special Districts Association (SBCCSDA)
 - Santa Ynez River Water Conservation District (SYRWCD)
 - Western Management Area Joint Powers Agency, Santa Ynez River Valley Groundwater Sustainability Agency (GSA)
- Other activities approved by the Board of Directors at a public meeting prior to incurring the expense.

1.4.3.6. PROCEDURES AND RESPONSIBILITIES

Employees shall not obligate District funds without prior authorization of District management.

Directors shall ensure that budgeted funds are available prior to commitment by verifying availability with the Financial Services Manager, and ensure costs remain within budget. Reimbursements will be issued in accordance with California Government Code §§ 53232 et seq.

Note: Reimbursements greater than the U.S. General Services Administration (GSA) per diem rate trigger an IRS withholding requirement and submission of a W-2 for the amount in excess of the rate, for employees and Directors alike (see IRS Instructions for Form W-2 “Code L-Substantiated employee business expense reimbursements”).

1.4.3.7. TRAVELERS’ RESPONSIBILITIES

- Review and follow District travel regulations and guidelines.
- Ensure that travel arrangements are made in accordance with this Ordinance.
- Obtain a District credit card or, if needed, cash advance sufficient to cover anticipated allowable expenses of the trip from the Financial Services Manager.
- Obtain tickets and information on travel arrangements from the Board Secretary or Financial Services Manager.
- Travel arrangements and accommodations should, to the extent possible, be made by the District. However, Directors may make their own arrangements.
- Obtain and use the reimbursable expense form to record daily reimbursable expenses in each category during travel.
 - **If using a District Credit Card:** Obtain and turn in original, itemized credit card receipts for meals, lodging, and miscellaneous expenses. Note that meal costs are limited to the GSA per diem rates for the area of travel.
 - **If not using a District Credit Card:** Obtain original receipts for lodging and miscellaneous expenses, and complete the reimbursable expense form. Directors must submit itemized receipts for all actual and necessary expenses. Employees may obtain reimbursement for meals at the current GSA per diem meal rate(s) for the area(s) of travel.
- Meals included in the seminar/conference registration package for which the traveler has no control over meal choices or costs will be paid for as part of the seminar/conference registration fees and the traveler may not claim reimbursement for them.
- Submit the completed reimbursable expense form with receipts and return all unexpended cash, unused tickets, and District credit cards (if applicable) to the Financial Services Manager within fourteen (14) calendar days of trip completion.
- All rental or personal automobile mileage claims must be supported by an auto mileage log on the expense form.
- Employees shall report the results of the trip to District management. Directors shall report to the Board of Directors at the next regular Board meeting.

1.4.3.8. FINANCIAL SERVICES MANAGER OR BOARD SECRETARY RESPONSIBILITIES

- Ensure that employee travel is authorized by the General Manager prior to the trip.
- Arrange for registration, transportation, and lodging, as requested.
- Obtain tickets for travel from the carrier, if applicable.
- Provide, or make arrangements for, District funds for trip expenses when requested.
- Brief the traveler on arrangements and limits of reimbursement and travel regulations before departure.
- Upon return of traveler, collect completed original expense form and receipts, and verify expenditures for compliance with travel reimbursement requirements and supplemental regulations. Obtain refunds for any unused tickets, travel advances, etc.
- Notify the General Manager if an expense form has not been submitted within 14 days.

1.4.3.9. MODES AND CLASSES OF TRANSPORTATION

Automobile (listed in the preferred order of usage)

- **District vehicle** - When available, employees are expected to use a District vehicle for District business. District vehicles may not be used to transport family members or other unofficial passengers unless authorized by the General Manager or Board President.
- **Private vehicle** - When the General Manager approves an employee request, and requirements for insurance coverage for the use of private vehicles for District business purposes have been met, only then can authorization and reimbursement be given. Directors are required to comply with insurance coverage provisions prior to using private vehicles on District business.
- **Rental vehicle** - When a rental vehicle is authorized by the General Manager for employee travel, the rental companies providing discounts to the District will be used if possible. Compact cars or cars with equivalent rates should be used.

Aircraft travel (listed in the preferred order of usage)

- **Commercial aircraft** - Tourist class is provided for Employees/Directors traveling on District business.
- **Private aircraft** - When an employee requests the use of a private plane, the General Manager may approve if advantageous to the District and requirements for insurance coverage for use have been met. Employees will not be required to travel by private aircraft.

- Directors are required to comply with insurance coverage provisions prior to using private aircraft on District business. The District will not reimburse for private aircraft travel in excess of commercial aircraft rates to the same destination.

Rail – Coach or Business class type service class will be used.

County, State, or Federal Transportation – When the travel is in direct support of listed agencies, transportation of that agency should be used if available.

Other – Bus or boat may be used. Employees must obtain authorization from the General Manager.

1.4.3.10.REIMBURSEMENT LIMITS

District management will review and approve expense forms. Receipts/claims for lodging and meals must be from establishments serving the general public.

Lodging and Meals

- **Accommodations** - Reimburse for modest single-room or for accommodations in hotels hosting conferences and seminars not to exceed the maximum group rate published by the activity sponsor, when possible. Reimbursement for lodging to attend meetings is generally limited to the GSA per diem rate. Prior approval from management staff is required for lodging expenses that exceed the GSA per diem rate.
- Accommodation expenses for the evening before commencement and/or after completion of qualifying activity will be reimbursed only if the duty day, including travel, exceeds 12 hours.
- **One-day travel (no lodging)** - Reimburse for those meals during travel, and breakfast and/or dinner if precluded at home during normal hours (6:00 a.m., noon, and 6:00 p.m.) Breakfast and dinner will be reimbursed only if the duty day, including travel, exceeds 10 hours.
- **Individual meal rate** - Reimbursement will be limited to the GSA per diem rate for the applicable meal(s).
- **Meals for extended travel** - Reimburse at the GSA per diem rate for the locale of the destination(s) except for meals included in the registration fees for a conference, seminar, or training activity.

Transportation

- **District vehicles** - No reimbursement.
- **Air (commercial)** - Reimburse actual expenditures for tourist class.
- **Airplane, private** - At the IRS-approved reimbursement rate at the time of travel without incurring income tax consequences for equivalent highway miles, or the

amount of commercial airfare to the same destination, whichever is approved in advance by the General Manager.

- **Auto, rental** - Reimbursement is limited to prevailing standard compact car rates for single travelers. Additional insurance above the rental company standards is not reimbursable.
- **Auto, private** - At the standard IRS-approved reimbursement mileage rate plus tolls and parking fees for the most direct highway route. Only the driver, regardless of passengers, is reimbursed.
- **Bus, street-car, taxi** - Actual reasonable expenditures.

Incidental Expenses (as defined by Federal Travel Regulation Chapter 300, Part 300-3)

- Only actual business expenditures, such as fees and tips to hotel staff, will be authorized.
- Claim payment will be limited to the Federal Government GSA rate per day or those accompanied by actual receipts.

1.4.3.11.NON-REIMBURSABLE EXPENDITURES (typical but not all-inclusive)

- Personal entertainment
- Personal phone calls
- Medicine and prescription drugs
- Clothing and personal items
- Trip insurance premiums
- Extra collision insurance
- Funds transferred to, or expenses paid for, another employee
- Alcoholic beverages
- Parking tickets and traffic fines
- Use of District or rented automobiles for personal reasons
- Cost of credit cards (Diner's Club, American Express, etc.)
- Cost of travel, meals, and accommodations (including extra charges for double occupancy) for non-business companions

1.4.3.12.SPECIAL CIRCUMSTANCES

Reimbursement outside the limitations contained herein requires the approval of the Board of Directors.

When lodging or subsistence is provided by a government agency, seminar provider, etc., then reimbursement will not be made for in-kind services.

1.4.4. USE OF PRIVATELY OWNED AUTOMOBILES ON DISTRICT BUSINESS

1.4.4.1. PURPOSE

To establish the requirements for approval and use of privately-owned automobiles on District business.

1.4.4.2. GENERAL

Employees traveling on District business will use a District vehicle as a general rule. However, when District or public transportation is inadequate or unavailable, or when District management determines it is in the best interest of the District, the General Manager may authorize the use of either a privately owned automobile or a rental vehicle.

An employee must obtain prior authorization from the General Manager to use a privately-owned automobile on District business.

Privately owned two-wheeled and three-wheeled vehicles are not approved for use on District business under any circumstance.

Employees and Directors must have a valid license or operating permit to operate a motor vehicle in the State of California and must be insured.

1.4.4.3. INSURANCE

Employees and Directors using privately-owned automobiles on District business shall carry sufficient insurance to meet the minimum amounts of financial responsibility by the laws of the State of California.

Employees and Directors shall be insured for at least the minimum bodily injury liability per person, the bodily injury liability per accident, and the property damage liability per accident as required by the State of California.

The amount of liability coverage that will provide adequate protection is a matter of personal judgment and, therefore, must be decided by the individual in consideration of his/her own financial circumstances.

The minimum coverage required cannot be regarded as providing adequate protection for the insured under all circumstances.

The insurance coverage required shall not name the District as an insured. If the employee or Director has a policy that names the District as an insured, immediate notice must be given to the insurer to issue an endorsement deleting the name of the District.

Employees and Directors are liable for damages, including damages to their automobile used, injury to persons, or damages to property of others, which may occur while using a privately-owned automobile on District business. However, with respect only to injury to other persons and damage to other's property, the District's automobile liability insurance does provide coverage in excess of an employee's or Director's personal automobile liability insurance while using a privately owned automobile on District business.

1.4.4.4. RESPONSIBILITIES

General Manager

- Ensure that the use of an employee's privately-owned automobile is authorized in compliance with this Ordinance.
- Ensure that the employee or Director carries sufficient personal liability and property damage insurance on the private automobile to meet the minimum requirements.
- Ensure that the employees or Directors using a privately-owned automobile on District business are cognizant of their obligation to comply with this Ordinance.

Employees and Directors

- Assume sole responsibility for penalties from citations for traffic violations.
- Report all accidents occurring during travel on District business to the police department and the General Manager.

District Insurer and Legal Counsel

- Provide advice and guidance as requested to assist in the implementation of this procedure.

1.4.5. USE OF DISTRICT-OWNED VEHICLES

1.4.5.1. PURPOSE

To establish guidelines for the use of District-owned vehicles in compliance with current Internal Revenue Service Regulations.

1.4.5.2. POLICY

In order to carry out its mission the District owns several pieces of wheeled equipment. This equipment includes, but is not limited to, a sport utility vehicle, dump truck, off-road utility vehicle, and several pick-up trucks.

All District vehicles are available to any employee with a valid driver's license or permit who needs it for District business, provided that the vehicles are not already in use.

Coordination and scheduling may be required to share a vehicle's use.

District equipment and vehicles shall be used only for District business and activities, except for de minimis personal use (such as a stop for lunch). District vehicles shall not be used for any other unauthorized purpose.

1.4.5.3. ASSIGNED VEHICLES

For purposes of public health and safety, the District must provide water and wastewater services on a round-the-clock basis. In order to meet emergency situations (broken mains, failed pumps and appurtenances, earthquake, etc.), the District requires the General Manager, Operations and Maintenance Manager, and on-call key personnel to be provided with vehicles and any special-purpose equipment.

These District vehicles carry a government license plate that is recognized by other emergency service personnel such as law enforcement officers, firefighters, National Guardsmen, paramedics, etc. This will allow the vehicle and driver through roadblocks, and into restricted access areas during fires, earthquakes, or other natural or man-made disasters. These privileges must be used with care.

Employees assigned a District vehicle on a permanent/semi-permanent basis may use the vehicle for commuting to and from work. Pursuant to Federal Tax Code requirements, the employee assigned a District vehicle for commuting use on a permanent/semi-permanent basis shall be taxed as additional income at a rate that federal regulations may require. This rate is the deemed value of using the vehicle to commute to and from work.

Exception: Internal Revenue Service guidelines recognize certain specially modified pickup trucks or vans as "qualified non-personal use vehicles" and the use of such vehicles by employees is excluded from the personal gross income charge. The District shall maintain a record of all pickup trucks or vans determined to be "qualified non-personal use vehicles" and shall periodically check that each vehicle is maintaining its exemption by verifying compliance with the guidelines set forth in Revenue Ruling 86-97.

1.4.5.4. EMPLOYEE RESPONSIBILITIES

An employee assigned a District vehicle has prime responsibility for seeing that the vehicle is properly serviced and maintained. All mechanical deficiencies are to be reported to the District Operations and Maintenance Manager so that the condition of the vehicle can be corrected.

The employee is also responsible for taking reasonable measures to ensure the vehicle's security against theft and vandalism (remove keys, lock the vehicle, park in a lighted area, etc.).

Employees using District vehicles are expected to be responsible operators, defensive drivers, courteous, observe speed limits, use caution in crowded areas and/or other hazardous conditions, and pull off the road to use a cellular phone. Employees must consider safety a priority. District vehicles are not to be operated in an unsafe manner or condition.

Smoking is prohibited in District vehicles.

1.4.6. INSPECTION OF PUBLIC RECORDS

1.4.6.1. POLICY

Vandenberg Village Community Services District is a public agency. Access to information is a fundamental right of every citizen.

Public records are open to inspection at all times during the regular office hours of the District. All citizens (including members of the press and other media) have a right to inspect any District record with the exception of those records listed in Exceptions, below.

1.4.6.2. PROTECTION OF RECORDS

Original District records must be protected against theft and accidental or intentional mutilation. In general, a District employee or Director must be present while a member of the public inspects an original District record.

1.4.6.3. PROCEDURE

Requests to review public records will be met promptly and courteously. In general, such requests will be handled over the counter by the District administrative staff while the requester waits. A written request may be required.

In the event that the requested records cannot be located or assembled within a "reasonable" period of time (ten minutes or less), The General Manager or Management Staff will:

- Make an on-the-spot assessment of how long it will take to locate or assemble the requested records.
- Arrange with the requester a mutually agreeable time at which the records may be inspected.
- Use common sense in meeting the request. That is, if the request involves a large number of documents, make a portion available quickly, and arrange to provide the balance later.

If the nature of the request is such that an immediate assessment cannot be made to determine whether the District will comply with the request, the General Manager or Management Staff will make a determination within 10 days after the receipt of the request and shall notify in writing the person making the request of the determination and the reason therefore.

The member of the public is not required to recite the exact title of the record being requested. District staff will make an honest effort to locate records based on the descriptive information presented.

1.4.6.4. OBTAINING COPIES OF RECORDS

Members of the public can obtain machine-produced copies of District records. See Ordinance § 4.1 for the current price per page set by the Board of Directors.

1.4.6.5. EXCEPTIONS

California Government Code §§ 7927 et seq lists the few records that may be withheld from public inspection. Utility customer records, personnel, or medical files are not open to public inspection for this would constitute an unwarranted invasion of privacy of an individual. Records concerning impending litigation may be held from public inspection until the litigation is adjudicated or settled. Preliminary drafts, notes, and memos that are not retained in the ordinary course of business may be held from public inspection provided that the public interest in withholding such records clearly outweighs the public interest in disclosure.

If a member of the public is denied access to a District record, a signed memorandum will be prepared by the General Manager. The memorandum will cite the record(s) and the reason(s) for denial. The original memorandum will be given to the requester. A copy will be provided to the Board President.

1.4.6.6. DISPUTES

The Board President will resolve any dispute between a member of the public and the District staff concerning the inspection of public records.

1.4.6.7. RECORDS IN QUESTION

The benefit of the doubt should always be in favor of allowing public inspection of any District record.

1.4.7. RECORDS RETENTION

1.4.7.1. PURPOSE

To provide guidelines to staff regarding the retention or disposal of the District's records; to provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; to ensure prompt and accurate retrieval of records; and to ensure compliance with legal and regulatory requirements.

1.4.7.2. GENERAL

A record is defined as any document consisting of a "writing" as defined by California Government Code § 7920.545.

Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records, specified below.

The Financial Services Manager is designated as the District's Records Retention Coordinator.

Pursuant to the provisions of California Government Code §§ 60200 through 60203, California Water Code § 21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Vandenberg Village Community Services District.

1.4.7.3. RETENTION

Annually, after the audited financial statements have been accepted, each staff member will place into a storage box for retention the reports they prepared for the fiscal year audited or the fiscal year prior should the position require access to the historical data for a longer period.

The Records Retention Coordinator will label the storage boxes and maintain an inventory of documents generated by the District and selected for retention. The inventory will contain a description of the box contents, the destruction date (if applicable), and a category code.

1.4.7.4. DESTRUCTION OF RECORDS

The Records Retention Coordinator will maintain a schedule that details the earliest that each District document may be destroyed and whether or not a permanent copy must be maintained by hard copy or electronic media.

Annually, after the audited financial statements have been accepted, the Records Retention Coordinator will submit to the General Manager a list of records scheduled for destruction.

The records approved by the General Manager for destruction will be destroyed by an on-site document shredding firm.

1.4.7.5. ELECTRONIC MAIL

Generally, electronic mail (e-mail) correspondence is considered a temporary communication and may be discarded routinely. However, some e-mail correspondence is required to be declared public record. Therefore, the content of each e-mail must be considered individually, before deletion, to verify that it does not meet the public record standard of California Government Code § 7920.530.

District-initiated e-mail messages and their attachments should be deleted monthly unless the sender would have retained a permanent copy of the correspondence had it been sent in any other format. E-mail messages and their attachments received from outside the District should be retained by the recipient only if they would have been saved had they been sent in any other format.

E-mail messages and their attachments will be retained either by printing the message and filing the hard copy or by archiving it within the e-mail system. Both methods may be used simultaneously.

The retention period of e-mail messages is based on the content of the message itself.

1.5. PERSONNEL

The District shall maintain an employee handbook that contains the most recent personnel policies.

The Board of Directors delegates authority to the General Manager for routine and non-substantive revisions to the employee handbook.

The Board of Directors shall periodically review and approve the employee handbook and approve any substantive changes.

1.6. FINANCE

1.6.1. PURCHASING, ACCOUNTING, AND DISPOSAL PROCEDURES

1.6.1.1. POLICY

The following policies implement the requirements of Government Code § 54204 and Public Contract Code §§ 20680 et seq. which govern purchases by local government agencies.

1.6.1.2. CONSTRUCTION

Contracts for construction will be carried out in accordance with the Public Contract Code §§ 20680 et seq.

The General Manager may approve construction contracts up to \$25,000.

The Board of Directors shall approve construction contracts exceeding \$25,000.

1.6.1.3. OPERATIONS, MAINTENANCE, AND REPAIR

The General Manager is authorized to purchase materials, supplies, and services in the open market without competitive bid in an amount up to \$5,000 for the purpose of operating, maintaining, or repairing District facilities, provided funds have been budgeted and are available to pay for the purchases.

Purchase orders shall be used for purchases in excess of \$5,000 and at least two vendor prices are to be obtained. The General Manager shall approve sole source requests where sufficient cause has been made.

Purchases in excess of \$5,000 for maintenance, repair, operations, or administration of the District shall be accomplished only after informal competitive pricing has been done or by negotiated purchase procedures to ensure the greatest value is obtained for the public funds to be spent.

The General Manager shall document competitive pricing and availability of funds and approve purchases in excess of \$5,000.

The General Manager may approve contracts and purchases up to \$25,000.

The Board of Directors shall approve contracts and purchases exceeding \$25,000.

1.6.1.4. EMERGENCY PROCUREMENT

The continued operation of the Water and Wastewater Systems shall be included in the emergency authority of the General Manager for procurement during an emergency. In accordance with Public Contract Code § 22050, the General Manager is authorized to procure emergency services, materials, supplies, and equipment for the protection of life, health, or property without budget authority, Board approval, or competitive bid provided that the Board of Directors subsequently review the action pursuant to Public Contract Code § 22050(c)(2).

1.6.1.5. PROFESSIONAL SERVICES, SPECIAL SERVICES

The General Manager is authorized to solicit proposals and negotiate the procurement of professional and special services. Services can be procured, without Board approval, by the General Manager by purchase order, provided funds have been budgeted and are available for the service.

1.6.1.6. SMALL COST PURCHASES

The General Manager is authorized to use a petty cash fund of \$200, a District credit card, or running accounts at local vendors to procure small-cost (under \$500) materials and supplies necessary for the ordinary and customary conduct of District business in order to minimize the cost of procuring and accounting for small cost purchases that are not budgeted by line item.

Employees must obtain prior approval for each small cost purchase from District Management.

1.6.1.7. ACCOUNTING FOR PURCHASES

Non-consumable, durable goods that meet the capitalization threshold (see Ordinance § 1.6.5) shall be capitalized, added to the inventory of the plant, and depreciated for the reservation of replacement funds.

The General Manager shall ensure that an annual inventory of accountable property is conducted and shall recommend for Board approval, items to be declared surplus for disposal or items that are lost or missing and should be dropped from accountability.

1.6.1.8. DISPOSAL OF SURPLUS PROPERTY

The General Manager is authorized, in his sole discretion, to determine the manner and method of disposal of District property that has been determined by the Board of Directors to be surplus to the needs of the District. Disposal methods may include negotiated sale, auction, consignment, scrap or salvage, or donation to non-profit charitable or government entities. Disposal must be done to maximize the overall dollar return to the District if a buyer can be found. If no buyer can be found, the list of items to be donated should be brought for Board approval. In the event the General Manager determines there is no salvage value, no buyers, or no donee beneficiaries, the surplus items can be discarded. Documentation of disposal shall be made in order to drop accountability of District property.

1.6.2. CASH HANDLING PROCEDURES

1.6.2.1. PETTY CASH - "WORKING FUND"

- Petty cash shall be limited to a maximum amount of two hundred dollars (\$200).
- Petty cash shall be disbursed to cover incidental expenses that cannot be accommodated through the regular accounts payable process or purchased on the District credit card.
- The use of petty cash should be encouraged if the amount to be purchased is less than twenty dollars (\$20).
- The petty cash fund will be maintained by the District staff and will be kept in the District vault, in a locked file cabinet.
- The petty cash fund should be audited twice annually by the District Finance/Budget Committee.
- Petty cash fund receipts will be approved by the General Manager, the Operations and Maintenance Manager, or the Financial Services Manager.
- The petty cash fund will be replenished by an accounts payable check.

1.6.2.2. CASH DRAWER - "CUSTOMER COUNTER"

- Cash held in this drawer at the customer counter is nominally two hundred dollars (\$200).
- During the day, any large bills received, or an excessive amount of small bills that have accumulated, will be "drawn down" to the vault to reduce the potential losses resulting from robbery.
- Daily, the cash will be "drawn down" to two hundred dollars (\$200), with the surplus cash being deposited in the bank.
- At the end of the business day, this drawer will be locked in a file cabinet in the vault, with the vault being locked.
- This drawer should be audited twice annually by the District Finance/Budget Committee.

1.6.3. CHECK HANDLING PROCEDURES

1.6.3.1. GENERAL

Authorized check signers for accounts payable and payroll checks will be one Board Member and one staff member, or two Board Members. Staff members authorized to sign are the General Manager, Financial Services Manager, and Board Secretary.

Authorized signers for investments will be the Board President, Finance Officer, General Manager/Treasurer, and Financial Services Manager.

Unsigned checks will be stored in the District vault, in a locked file cabinet. Blank checks will not be signed under any circumstances.

1.6.3.2. PAYROLL

Payroll checks will have two authorized signatures prior to issuance.

Direct deposits may be utilized in lieu of processing checks. Since only one authorized approval is required in the electronic banking system, the staff members authorized to approve payment in the electronic banking system will be the same members authorized to sign checks (see Ordinance § 1.6.6).

The payroll bank account will not be reconciled by the same employee assigned to prepare the payroll.

A transfer from the operations bank account to the payroll bank account will be made for the net amount of the payroll and payroll taxes only, on the day paychecks are issued or the day the automated clearing house (ACH) transaction is authorized.

The payroll will be approved by the General Manager or the Financial Services Manager prior to the preparation of the checks.

1.6.3.3. ACCOUNTS PAYABLE

Accounts payable checks will have two authorized signatures prior to disbursement.

The operations bank account will not be reconciled by the same employee assigned to produce accounts payable checks.

All accounts payable vouchers will be approved by the General Manager, Operations and Maintenance Manager, or the Financial Services Manager prior to the preparation of the checks.

1.6.4. CHARGE CARD HANDLING PROCEDURE

1.6.4.1. BANK CHARGE CARD

The General Manager shall obtain and be responsible for custody of a District general purpose credit card for travel expenses or other business expense purposes.

The District credit card may be issued temporarily to a Board Member or employee for travel or business purposes.

Employees and Board Members must sign an acknowledgment of receipt and return of the credit card.

1.6.4.2. FUEL CHARGE CARD

The Financial Services Manager shall obtain and be responsible for the custody of the fuel company charge card.

Fuel charge cards may be assigned to each vehicle and must remain with the employee at all times.

The fuel company charge card may be temporarily issued to Board members and employees upon authorization.

Employees and Board members must sign an acknowledgment of receipt and return of fuel charge cards.

1.6.4.3. OTHER RETAIL CHARGE CARDS

Retail charge cards may be used for purchases as prescribed in Ordinance § 1.6.1.

1.6.5. CAPITALIZATION OF ASSETS

1.6.5.1. GENERAL

The term "capital asset" is used to describe assets that are used in the operations of the District and have an estimated useful life greater than one year. Capital assets may be either intangible (e.g., water rights, sewer capacity rights) or tangible (e.g., land, buildings, and equipment).

Assets that are not capitalized are of small monetary value and have a short useful life, therefore, are reported as an expense.

1.6.5.2. CAPITALIZATION THRESHOLD

The dollar threshold used as a basis for recording an asset as a capital asset and subject to depreciation shall be \$5,000.

1.6.5.3. SOFTWARE

Only the major software used in the operations of the District and meeting the capitalization threshold shall be capitalized.

1.6.5.4. DEPRECIATION

The useful life of a capital asset may vary depending upon several factors such as its intended use and difference in quality. The General Manager shall periodically review the useful life of the District's capital assets to ensure appropriateness and make adjustments, if necessary.

1.6.5.5. INVENTORY

Even though assets less than \$5,000 are not capitalized, the General Manager shall establish and maintain an adequate inventory system to maintain control over the non-capitalized assets to minimize the risk of loss or misuse.

1.6.5.6. EXCEPTIONS

Groups of assets where individual items are less than the capitalization threshold, but when all items added together exceed the threshold, the group shall be capitalized and depreciated (for example, telephone system, computer system).

1.6.6. ELECTRONIC BANKING AND TRANSACTIONS

1.6.6.1. GENERAL

The District will obtain written authorization from any person, including employees, choosing to utilize direct payment from their bank account or direct deposit to their bank account. Likewise, written notification will be received to terminate such authorization.

The type of transactions will be established for each user of the electronic banking system in order to comply with check handling procedures. Any office employee may prepare and approve ACH for incoming funds.

Dollar limits will be established for each user and may be raised upon approval by the General Manager or Financial Services Manager.

1.6.6.2. DIRECT DEPOSIT

Direct deposit may be used in lieu of processing checks. Since only one authorized approval is required in the electronic banking system, the staff members authorized to approve payment in the electronic banking system will be the same members authorized to sign checks as specified in Ordinance § 1.6.3.

If no authorized staff signers are available, checks are to be prepared for issuance instead of direct deposit.

1.6.6.3. WIRE AND FUND TRANSFER

Electronic fund transfers and wire transfers will be approved only by those staff members with authorized signatures on the bank accounts and/or authorized to process inter-account transfers.

Electronic fund transfers will be carried out only between the operations bank account and bank accounts designated in District policy.

Wire transfers will be carried out only for investments where requested by the banking institution.

1.6.7. INVESTMENTS

1.6.7.1. GENERAL

Vandenberg Village Community Services District will conservatively invest public funds in secure investments that provide market rates of return while meeting daily cash flow requirements. The District will conform to all state and local statutes governing the investment of public funds.

1.6.7.2. SCOPE

This investment policy applies to all financial assets of Vandenberg Village Community Services District. These funds are accounted for in the District's Annual Audited Financial Statements.

1.6.7.3. OBJECTIVES

The objectives of the District's investment activities shall be, in priority:

- **Safety:** The primary objective is to safeguard the principal of funds.
- **Liquidity:** Funds will be invested in liquid securities (maturity of three years or less) which can be converted to cash, if necessary, to meet all operating requirements. The District will maintain a flexible response to changing market circumstances and the characteristics of securities being monitored.
- **Return:** The District will earn market rates of return. Return (income) becomes a consideration only after the basic requirements of safeguarding the principal and liquidity have been met.

1.6.7.4. COMPLIANCE

Funds shall be invested in eligible public agency investments. All investments shall be governed by the California Government Code provisions and other legal constraints. The District will comply with generally accepted accounting principles and maintenance of records.

1.6.7.5. PRUDENCE

The "prudent person" standard shall be applied in the context of managing the overall portfolio. This standard states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

1.6.7.6. INTERNAL CONTROL

The Treasurer will brief the Finance/Budget Committee periodically on investment performance and make recommendations concerning the types and amounts of investments. The Finance Officer shall review the internal controls established by management which will include an independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

1.6.7.7. REPORTING

District staff will provide quarterly investment reports that reflect a clear picture of the status of the current investments. The Finance Officer shall review and oversee the reports which will be included in the published Financial Statements.

1.6.8. USE OF DISTRICT FACILITIES

Use of District facilities by the general public is limited to the meeting room at 3745 Constellation Road except by license agreement approved by the Board of Directors.

Use of the meeting room is only for non-political, non-religious, non-solicitation purposes. A signed application must be submitted in advance and compliance with all general rules is required.

2. POLICIES AND PROCEDURES FOR CUSTOMERS

2.1. APPLICATION FOR SERVICE

2.1.1. CONTENT

Each applicant for service will be required to sign, on a form provided by the District, an application which will set forth:

- Date of application
- Location of premises to be served
- Date the applicant will be ready for service. Customers requiring "same day" water/wastewater service requiring overtime will be required to pay an after-hours connection fee
- Address to which bills are to be mailed or delivered
- Whether the applicant is the owner, tenant, or agent for the premises
- Such other information as the utility may reasonably require

2.1.2. PURPOSE

The application is merely a written request for service and does not bind the applicant to take service for a period of time longer than that on which the flat rate charge, minimum charge, or readiness to serve charge of the applicable rate schedule is based; neither does it bind the District to serve, except under reasonable conditions.

2.1.3. RED FLAGS RULE

To detect, prevent, and minimize damage from identity theft, the Financial Services Manager will administer an Identity Theft Prevention Program in accordance with section 114 of the Fair and Accurate Credit Transactions Act of 2003 (FACT Act). As a low-risk creditor, the program will primarily focus on the response to notifications of identity theft.

Possible red flags of identity theft include alerts, notifications, or other warnings received from consumer reporting agencies or service providers; the presentation of suspicious documents; the presentation of suspicious personal identifying information; the unusual use of, or other suspicious activity related to, a covered account; and notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the financial institution or creditor.

Should a District employee suspect that the person opening the account is not the person identified on the application for service, the employee is authorized to request "identifying information," such as a driver's license or passport, to verify that the person starting service the account is authorized to do so.

All customer billing will be sent Return Service Requested so that the District is apprised of redirected mail. Change of address notifications from the Post Office will be verified with the customer and updated appropriately.

Upon notice from law enforcement or a consumer reporting agency that an identity has been misused or notice from the customer with verification from a law enforcement agency, the account will be closed. The unpaid balance will be written off but may not be sent to the collection agency for processing. Assistance from a collection agency may be solicited in an effort to locate the responsible party.

2.1.4. INDIVIDUAL LIABILITY FOR JOINT SERVICE

Two or more parties who join in one application for service shall be jointly and severally liable for payment of bills and shall be billed by means of single periodic bills.

2.2. DEPOSITS/ESTABLISHMENT AND RE-ESTABLISHMENT OF CREDIT

Deposits waived in accordance with Ordinance § 2.2.1 or § 2.2.2 will be voided and due in full if the account becomes delinquent twice within a 12-month period. A security deposit of three times the estimated average monthly water and wastewater bill or a minimum of three times the regular security deposit rate may be required.

2.2.1. ESTABLISH CREDIT – METERED AND FLAT-RATE SERVICE

- **To establish credit by security deposit** – The amount for each type of water meter can be found in Ordinance § 4.1.
- **To establish credit by Letter of Credit** – The letter must be for utility service and meet the following criteria:
 - Issued within the previous six months
 - Show 24 continuous months of service
 - Show not more than one disconnection due to non-payment or one dishonored payment in a 12-month period

- **Military waiver** - The deposit may be waived for active duty military members and United States military veterans who have been unable to establish 24 months of continuous service with a utility due to deployment or residence on a military installation.
 - To be eligible for the deposit waiver, customers must be active duty military or a U.S. military veteran who has been honorably separated from military service within the past 24 months. Veterans' status or condition of separation must be supported by an official "Release or Discharge from Active Duty" (DD214).
 - The account must be established in the name of the veteran in order to qualify for the deposit waiver.

2.2.2. RE-ESTABLISH CREDIT

2.2.2.1. FORMER CUSTOMERS

Former customers who established a minimum of 24 months of service with the District, did not receive more than one disconnection due to non-payment or one dishonored payment in a 12-month period, and paid in full the amount of their previous account, will not be required to pay a security deposit to start service.

Former customers who had previously been disconnected due to non-payment, who had a dishonored payment within the last 24 months of such previous service, or who were written off as a bad debt due to non-payment of the final closing bill, shall be required to pay any unpaid balance of the former account in addition to the security deposit amount of three times the estimated average monthly water and wastewater bill or a minimum of three times the regular security deposit rate (See Ordinance § 4.1 for current rate).

Former customers who have paid in full the amount of their previous account but were written off as a bad debt prior to payment will still be required to pay the security deposit of three times the estimated monthly water and wastewater bill or a minimum of three times the regular security deposit rate (See Ordinance § 4.1 for current rate).

2.2.2.2. PRESENT CUSTOMERS

To re-establish credit for a customer whose service has been discontinued for non-payment of bills or dishonored payment, the customer must pay a standard reconnect charge (or after-hours reconnect charge if holiday, weekend, or weekday 5:00 p.m. - 8:00 a.m.), any overdue balance, and may be required to re-establish credit with a security deposit of three times the estimated average monthly water and wastewater bill or a minimum of three times the regular security deposit rate (See Ordinance § 4.1 for current rate).

2.2.3. APPLICABILITY TO UNPAID ACCOUNTS

Credit security deposits will be collected to protect the District in the event the premises are abandoned. This deposit does not guarantee services will not be interrupted should the customer not pay the bill. The deposit will be applied as specified in Ordinance § 2.2.4.

2.2.4. RETURN OF DEPOSITS

Upon termination of a customer service account, the District will refund the balance of the customer's deposit in excess of unpaid bills for the service for which the deposit was made.

After a deposit has been held for 24 consecutive months, the deposit will be applied to the current month's bill, provided service has not been discontinued for non-payment and the customer has not had any dishonored payments.

2.2.5. INTEREST ON DEPOSITS

There will be no interest paid on security deposits.

2.3. DISCONTINUANCE AND RESTORATION OF SERVICE

2.3.1. DISCONTINUANCE OF SERVICE AT THE CUSTOMER'S REQUEST

A customer may request discontinuance of service by giving timely advance notice to the District.

2.3.2. DISCONTINUANCE OF SERVICE BY THE DISTRICT

- For all residential customers, the District shall make a reasonable attempt to provide at least 48 hours' notice by telephone or in person. For these customers, if telephone or personal contact cannot be made, a notice of discontinuance of service shall be posted in a conspicuous location at the service address at least 48 hours prior to discontinuance.
- Where service is provided to commercial users, the District shall make every good faith effort to inform the users, by telephone, in person, or by means of a notice when the account is in arrears that service will be discontinued in 48 hours. The 48-hour discontinuance notice shall be posted in a conspicuous place in the commercial unit.
- Except where special payment arrangements have been made, a 48-hour discontinuance of service notice will be given before discontinuance of service takes place.
- A customer's residential or non-residential service may be discontinued for non-payment of a bill for residential service previously rendered at any location served by the District. Residential service will not be discontinued for non-payment of bills for separate non-residential service.
- Where residential service is provided to accounts with third-party tenants (single-family, multi-family residential rental units, motels, etc.), District personnel shall make a reasonable attempt to identify such third-party accounts from information available to District in its records, and, if so reasonably identified, shall not discontinue service for non-payment of account. Accounts discontinued in error shall be restored upon proof of tenancy and the landlord's responsibility to pay.

If service has been discontinued and the customer cuts the padlock on the meter or otherwise tampers with District facilities, the customer will pay the actual cost of repairs but no less than the minimum fee established by the Board of Directors (see Ordinance § 4.1 for the current minimum fee).

2.3.2.1. FOR NON-PAYMENT OF BILLS

In accordance with California Government Code §§ 60373 et seq. and Health and Safety Code §§ 116900 et seq.:

Past-due Bills. When bills are rendered monthly, they will be considered past due if not paid within 19 days from the date of billing. The District may not discontinue service for non-payment of a delinquent account unless the District first gives:

- A second bill with a balance forward amount from the first bill;
- A reminder notice mailed on or after 45 days from the date of the first billing;
- A good-faith effort to contact by phone or in person an adult member of the residence to explain the 48-hour notice provisions, and/or, a 48-hour discontinuance notice delivered to the customer or service address on or after 58 days from the date of the first billing; and
- At least 60 full days from the date of the first billing to make payment.

To restore service, the customer must pay a reconnect charge in accordance with Ordinance § 2.3.3.1, any over-due balance, and may be required to re-establish credit in accordance with Ordinance § 2.2.2.2.

Service will not be discontinued for non-payment on any Saturday, Sunday, legal holiday, or at any time during which business offices of the District are not open to the public.

2.3.2.2. FOR NON-COMPLIANCE WITH RULES

The District may discontinue service to any customer for violation of these rules after it has given the customer at least 5 days' written notice of such intention. Where the safety of the system operators is endangered, service may be discontinued immediately without notice.

2.3.2.3. FOR WASTE OF WATER

Where negligent or wasteful use of water exists on a customer's premises, the District may discontinue the service if such practices are not remedied within 48 hours after it has given the customer written notice to such effect.

In order to protect itself against serious and unnecessary waste or misuse of the wastewater collection system, the District may meter any wastewater flow and apply the regularly established commercial rates from the Ordinance governing wastewater rates where the customer continues the misuse of wastewater beyond 48 hours after the District has given the customer written notice to remedy such practices.

2.3.2.4. FOR UNSAFE APPARATUS OR WHERE SERVICE IS DETRIMENTAL OR DAMAGING TO THE DISTRICT OR ITS CUSTOMERS

If an unsafe or hazardous condition, including cross-connection hazards as outlined in § 2.16.3, is found to exist on the customer's premises, or if the use of water by apparatus, appliances, equipment, or otherwise is found to be detrimental or damaging to the District or its customers, the service may be shut off without notice. The District will notify the customer immediately of the reasons for the discontinuance and the corrective action to be taken by the customer before the service can be restored.

2.3.2.5. FOR FRAUDULENT USE OF SERVICE

When the District has discovered that a customer has obtained service by fraudulent means, or has diverted the service for unauthorized use, the service to that customer may be discontinued without notice. The District will not restore service to the customer until that customer has complied with all rules and reasonable requirements of the District. The District will be reimbursed for the full amount of the service rendered and the actual cost to the District incurred by reason of the fraudulent use.

2.3.2.6. AVOIDANCE OF DISCONTINUANCE OF SERVICE

Any customer, residential as well as non-residential, who has:

- initiated a billing complaint;
- requested an investigation within five days of receiving a disputed bill;
- before the discontinuance of service, made a request for an extension of the payment period;

shall not have service discontinued for non-payment during the pendency of any investigation by the District.

2.3.2.6.1. BILLING COMPLAINTS, INVESTIGATIONS, AND INSTALLMENT PLANS

Upon request, the customer shall be given an opportunity for a review of their account by the General Manager or Financial Services Manager. The review shall include consideration of whether, in accordance with Government Code § 60372(c), a customer shall be permitted to make installment payments on any unpaid balance of the delinquent account over a reasonable period of time, not to exceed 12 months. Should the investigation conclude that the 12-month payment plan would cause undue hardship, the General Manager or Financial Services Manager may grant a longer repayment period, in accordance with Health and Safety Code § 116910(b)(2).

Such service shall not be discontinued for non-payment for any customer complying with an installment payment agreement entered into with the District, provided the customer also keeps current his account for service as charges accrue in each subsequent billing period. If a customer fails to comply with an installment payment agreement for 60 days or more, the District will discontinue service after a discontinuance notice has been posted at the residence five business days prior.

Any customer whose complaint or request for an investigation has resulted in an adverse determination by the General Manager may appeal the determination in writing to the Board. Any subsequent appeal of the dispute or complaint to the Board shall be in accordance with any rules adopted by the Board pertaining to appeals.

2.3.2.6.2. PAYMENT EXTENSIONS

If upon receipt of a bill, a reminder notice, or a 48-hour discontinuance notice, a residential customer is unable to pay by the due date specified, he must contact the District office before the final due date to make payment arrangements to avoid discontinuance of service. If, after making payment arrangements, the customer determines that they are unable to pay by the chosen due date, the customer may call and change the date once. No further extensions will be granted.

Customers who have amortized their past due bill under Government Code § 60372(c) shall not be allowed any additional payment extensions.

If, after contacting the District office, the customer alleges an inability to pay, and is unable to make payment arrangements with the General Manager, he may write to the District Board of Directors to make an informal appeal of the General Manager's decision. This written appeal must be made before the final due date in order to avoid discontinuance.

Failure of a residential or non-residential customer to observe the time limits as outlined above shall result in discontinuance of service without further notice.

2.3.2.6.3. SPECIAL CONSIDERATIONS

- Designation of a Third-Party Representative
 - The customer must inform the District if he desires that a third party receive discontinuance or other notices on his behalf.
 - The District must be advised of the name, address, and telephone number of the third party with a letter, or signed District form, from the third party accepting this responsibility.
 - Only customers who certify that they are 65 years of age or older, a dependent adult as defined in the California Welfare and Institutions Code § 15610.23 (a) and (b), or will be absent for an extended period of time are entitled to third-party representation.
- A customer, or a tenant of a customer, with a serious health issue, may postpone discontinuance of service for 30 days provided the District receives certification from a primary care provider, as defined in the California Welfare and Institutions Code § 14088, within five days of the final due date, stating that the disconnection will cause a serious and immediate threat to the health or safety of a person in the household. The customer must negotiate and maintain a payment agreement or amortization and stay current on all new bills.

2.3.3. RESTORATION OF SERVICE

2.3.3.1. RECONNECT CHARGE

- **Standard Reconnect Charge** – A standard reconnection charge will be charged by the District if the service has been discontinued for non-payment or dishonored payment, and the customer has requested service to be restored during regular working hours (see Ordinance § 4.1 for the current charge).
- **After-hours Reconnect Charge** – An after-hours reconnection charge will be charged by the District if the service has been discontinued for non-payment or dishonored payment and the customer has requested service to be restored at other than regular working hours (see Ordinance § 4.1 for the current charge).

2.3.3.2. PARTIAL PAYMENT

If a customer has been discontinued for non-payment of a bill and provides payment for the delinquent amount but not for the reconnect charge (whether by mail, dropbox, on the District's website, via phone, or at the counter), service will be restored and the reconnect charge will be deducted from the payment. The balance will be billed as a balance forward in the next billing cycle.

2.3.3.3. TO BE MADE DURING REGULAR WORKING HOURS

The District will endeavor to make reconnections during regular working hours on the day of the request, if conditions permit, otherwise, reconnections will be made on the regular working day following the day the request is made. The current standard reconnect charge will apply.

2.3.3.4. TO BE MADE AT OTHER THAN REGULAR WORKING HOURS

When a customer has requested that the reconnection be made at other than regular working hours, the District will reasonably endeavor to so make the reconnection if practicable under the circumstances. The current after-hours reconnect charge will apply.

2.3.3.5. WRONGFUL DISCONTINUANCES

A service wrongfully discontinued by the District will be restored without charge to the customer as soon as possible but within eight hours. The customer is entitled to no compensation for the discontinuance beyond a prorated credit for flat-rate service charges for the period that service was unavailable.

2.3.4. REFUSAL TO SERVE

2.3.4.1. CONDITIONS FOR REFUSAL

The District may refuse to serve an applicant for service under the following conditions:

- If the applicant fails to comply with any of the published rules.

- If the intended use of the service is of such a nature that it will be detrimental or injurious to existing customers.
- If, in the judgment of the District, the applicant's installation for utilizing the service is unsafe or hazardous, or of such nature that satisfactory service cannot be rendered.
- Where service has been discontinued for fraudulent use, the District will not serve an applicant until it has determined that all conditions of fraudulent use or practice have been corrected.
- If, as detailed in Ordinance § 2.1.3, service was fraudulently obtained.

2.3.4.2. NOTIFICATION TO CUSTOMERS

When an applicant is refused service under the provisions of this rule, the District will notify the applicant promptly of the reason for the refusal of service and of the right of the applicant to appeal the District's decision to the appropriate court.

2.4. DISPUTING BILLS (GENERAL)

Disputed bills (water or wastewater) will be referred through the staff to the General Manager for final administrative decision. Once the General Manager has made a final administrative decision, customers may appeal such decision, in writing or by personal appearance, to the Board of Directors.

2.5. LATE PAYMENT FEE

Pursuant to California Government Code § 61115(c), for accounts past due and not paid by 58 days following the billing date (except for those accounts that have made acceptable payment arrangements with the District), a late payment fee will be charged to the account in the amount of 10 percent. The late payment fee will be posted to the account at the time the 48-hour discontinuance notices are prepared. The late payment fee shall be payable whether or not the customer account is ultimately discontinued as a result of the notice.

2.6. TEMPORARY SERVICE

2.6.1. ESTABLISHMENT OF TEMPORARY SERVICE

The District may furnish temporary service provided the applicant advances to the District a deposit in the amount equal to the current capacity charge for the service plus the current deposit amount for a customer establishing service per Ordinance § 2.2.1.

A refund of the difference between the advance and the actual cost of installing and removing the facilities necessary to furnish the service, including reasonable costs for depreciation, repair, and consumption of such facilities, will be made within 30 days after the District has removed the temporary service.

2.6.2. CHANGE TO PERMANENT STATUS

In the event a temporary service becomes permanent, the District will record the customer's capacity charge as paid and return the amount equal to the deposit amount for a customer establishing service in accordance with Ordinance § 2.2.4.

A temporary service will automatically become permanent if:

- If a service was initiated as temporary but is continued for 36 months; and
- If that service appears to be of permanent and established character; and
- If the premises are improved with structures of a permanent nature.

2.6.3. RATES, CHARGES AND CONDITIONS FOR SERVICE

Rates, charges, and conditions for temporary service will be the same as prescribed for permanent service except as otherwise prescribed above.

2.7. CONTRACTS

A contract, as a condition precedent to receiving service from the District, will be required only under any of the following circumstances:

- Where required by provision in the District's Ordinances.
- For temporary service supplied under the provisions of Ordinance § 2.6.
- For standby service, except where furnished under an Ordinance not requiring a contract.
- For any service to be furnished at rates or under conditions other than the rates and conditions contained in the rate Ordinance.

2.8. SPECIAL INFORMATION REQUIRED ON FORMS

2.8.1. BILL FOR SERVICE

The following language, or reasonable facsimile, will be printed on each bill for service:

This bill is due and payable upon date of presentation. It will become past due if not paid within 19 days from the date of billing.

2.8.2. CUSTOMER'S DEPOSIT RECEIPT

Each receipt for a cash deposit to establish or re-establish credit for service will contain the following statement or reasonable facsimile:

Credit security deposits will be collected to protect the District in the event the premises are abandoned. This is not a guarantee services will not be interrupted should the customer not pay the bill. The deposit will be applied to the closing bill only, unless previously returned. This deposit, less the amount of any unpaid bills for service, will be refunded after the "closing bill" is satisfied.

2.8.3. REMINDER NOTICE

The Reminder Notice to customers will be mailed on or after the 45th day following the billing date and shall state the date by which payment must be received in order to avoid incurring a 10 percent Late Payment Fee and the issuance of a 48-hour Discontinuance Notice.

2.8.4. DISCONTINUANCE OF SERVICE NOTICE

Every notice of discontinuance of service for non-payment of bills shall include all of the following information:

- The name and address of the customer whose account is delinquent.
- The amount of the delinquency.
- The date by which payment or arrangements for payment are required in order to avoid discontinuance.
- The procedure by which the customer may initiate a complaint or request an investigation concerning service or charges.
- The procedure by which the customer may request amortization of the unpaid charges.
- Any late fees and the date that they were imposed.
- The telephone number of the District representative who can provide additional information or institute arrangements for payments.

2.9. RENDERING AND PAYMENT OF BILLS/INTEREST ON OVER-DUE ACCOUNTS /DISHONORED PAYMENT FEES

2.9.1. RENDERING OF BILLS

Bills for service will be rendered to each customer on a monthly basis by the District unless otherwise provided in the rate schedules.

2.9.1.1. METERED SERVICE

Meters will be read at regular intervals for the preparation of periodic bills and as required for the preparation of opening bills, closing bills, and special bills.

The opening bill for metered service will be prorated. Any amount paid in excess of the prorated charges otherwise applicable to the opening period will be credited against the charge for the succeeding regular billing period.

It may not always be practicable to read meters at intervals which will result in billing periods of equal numbers of days. Should a monthly billing period contain less than 25 days or more than 35 days a pro-rata correction in the amount of the fixed monthly charges will be made.

Bills for metered service will show at least the reading of the meter at the end of the period for which the bill is rendered, the meter constant, if any, the number of units, and the date of the current meter reading.

2.9.1.2. FLAT RATE SERVICE

Bills for flat rate service are payable in advance.

2.9.1.3. PRORATION OF BILLS

The charges applicable to the opening period, closing bills, and bills rendered for periods corresponding to less than 25 days or more than 35 days for monthly billing periods will be computed as follows:

- **Metered Service** - The billing period charge for water and wastewater service will be prorated on the basis of the ratio of the number of days' service to the number of days in the average billing period. The usage quantity shall be added to the prorated amounts.
- **Flat Rate Service** - The billing period charge for water and wastewater service will be prorated on the basis of the ratio of the number of days in the period to the number of days in an average billing period.
- **Average Billing Period** - Annually, the number of days in an average billing period is 30.

2.9.2. PAYMENT OF BILLS

Bills for service are due and payable upon presentation. Payment must be made at the District office. Payment for closing bills must be made at the time of presentation.

2.9.3. INTEREST ON PAST DUE ACCOUNTS

Pursuant to California Government Code § 61115(c), accounts that are past due and have been charged with a late fee in accordance with Ordinance § 2.5 may be assessed interest on the outstanding over-due balance at the rate of one percent (1%) per month from the date the balance became over-due until the account is paid current.

2.9.4. DISHONORED PAYMENTS

The District will charge a fee for any dishonored payment. This fee will be waived upon proof of bank error. See Ordinance § 4.1 for the current fee schedule.

Excessive dishonored payments, more than one in any 12 month period, may result in cash-only status for the account. Thereafter, for a period of no less than 12 months, the customer will be required to make payments for the account in cash or by traveler's check, cashier's check, money order, or credit card.

Customers with a repeat violation of this policy will revert to cash only on a permanent basis, subject to the conditions above.

2.10. INFORMATION AVAILABLE TO PUBLIC

2.10.1. GENERAL INFORMATION

The District will maintain, open for public inspection at its office, pertinent information regarding the service rendered, including the following:

- **Quality of Water** – A description of the constituents found in the drinking water.
- **Characteristics of Wastewater** – A description in writing of the kind of wastewater to be accepted and the conditions of acceptance.
- **Rates and Rules** – A copy of the rate Ordinance consisting of rates, general rules of the District, service area maps, and forms of contracts and applications applicable.
- **Bill Analysis** – A statement of the most recent past usage of the account serving a customer's own premises, including usage of previous accountholders. Payment history and personal information of the previous account holder is exempt per California Government Code § 7927.410.

2.10.2. RATES AND OPTIONAL RATES

The District will explain to every applicant for service the rate schedule applicable to the account meter size.

2.10.3. NEW OR REVISED RATES

Should new or revised rates be established, the District will notify all customers affected through required public hearings and mailed notifications.

2.11. CHANGE IN CUSTOMER'S SERVICE

2.11.1. CHANGE IN CUSTOMER'S EQUIPMENT OR OPERATIONS

A customer making any material change in the size, character, or extent of the equipment or operations for which the District's service is utilized shall immediately give the District written notice of the extent and nature of the change.

2.11.2. CHANGE OF RATE SCHEDULE BY CUSTOMER

Resolution No. 101-94 prohibits change of rate schedule by customer unless warranted by engineering study acceptable to the General Manager.

2.11.3. CHANGE OF RATE SCHEDULE BY DISTRICT

If the existing meter is undersized and cannot meet the water needs of the existing single-family structure and an Accessory Dwelling Unit, a larger meter may be required at the customer's expense. See Ordinance § 2.16.4 for details.

2.12. DESCRIPTION OF SERVICE

2.12.1. SUPPLYING WATER AND WASTEWATER SERVICES SAFELY

The District will endeavor to supply water and wastewater services dependably and safely. It will endeavor to provide water in adequate quantities to meet the reasonable needs and requirements of customers.

2.12.2. PRESSURES

The District will endeavor to maintain normal water operating pressures of not less than 25 pounds per square inch nor more than 120 pounds per square inch at the service connection. Variations in pressure under normal operation will not exceed 50 percent of the average operating pressure.

2.12.3. QUALITY

Whenever furnished for human consumption or for domestic uses, the District will endeavor to provide water that is wholesome, potable, in no way harmful or dangerous to health, and, insofar as practicable, free from objectionable odors, taste, color, and turbidity. However, the District cannot be responsible for the meeting of these objectives nor can it guarantee the quality of water to its customers. Any deviations in water quality that violate the State Water Resources Control Board, Division of Drinking Water criteria for Safe Drinking Water shall be monitored, reported, corrected, and have customer notification in accordance with state rules.

2.13. CONTINUITY OF SERVICE

2.13.1. EMERGENCY INTERRUPTIONS

The District will make all reasonable efforts to prevent interruptions to service and, when such interruptions occur, will endeavor to re-establish service with the shortest possible delay consistent with the safety of its customers and the general public. No notification is required by the District for interruptions of less than one day due to emergencies.

2.13.2. SCHEDULED INTERRUPTIONS

Whenever the District finds it necessary to schedule an interruption to its service, it will, where feasible, notify all affected customers by hand-delivering written notice or placing a notice on the customer's front door, stating the approximate time and anticipated duration

of the interruption. Scheduled service repairs will be made at such hours as will provide the least amount of inconvenience to the customers consistent with reasonable District operations.

2.13.3. CAPACITY TO MEET DEMAND

The District will endeavor to supply all of its consumers with water; however, it cannot be responsible for interruptions or shortages.

2.14. MAIN EXTENSIONS

2.14.1. RESPONSIBILITY

All main extensions shall be the responsibility of the developer and shall be built to specifications provided by the District. Upon completion and acceptance by the District, all facilities shall be transferred to the District as contributions in aid of construction. Upon transfer, the District shall be provided a bill of materials, drawings, and a detailed cost summary of facilities installed.

2.14.2. ESTIMATES, PLANS, AND SPECIFICATIONS

Upon request by a potential applicant for a main extension, the District shall determine the connection point, the general nature of the main extension, and any other District requirements. A preliminary sketch and rough estimates of the cost of installation are to be furnished by said applicant.

Any applicant for a main extension requesting the District to prepare detailed plans, specifications, and cost estimates shall be required to deposit with the District an amount equal to the estimated cost of preparations of such material. The District shall, upon request, make available within 45 days after receipt of the deposit, such plans, specifications, and cost estimates of the proposed main extension. If the extension is to include oversizing of facilities to be done at the District's expense, appropriate details shall be set forth in the plans, specifications, and cost estimates.

In the event a main extension contract or development agreement with the District is executed within 180 days after the applicant furnishes the detailed plans and specifications, the deposit shall become a part of the contribution. If such contract is not so executed, the deposit to cover the cost of preparing plans, specifications, and cost estimates shall be forfeited by the applicant for the main extension and the amount of the forfeited deposit shall be credited to the account or accounts to which the expense of preparing said material was charged.

When detailed plans, specifications, and cost estimates are requested, the applicant for a main extension shall furnish a map to a suitable scale showing the street and lot layouts and, when requested by the District, contours or other indication of the relative elevation of the various parts of the area to be developed. If changes are made subsequent to the presentation of this map by the applicant, and these changes require additional expense in revising plans, specifications, and cost estimates, this additional expense shall be borne by the applicant, not subject to refund, and the additional expense thus recovered shall be credited to the account or accounts to which the additional expense was charged.

2.15. WASTEWATER MANHOLE AND WATER VALVE ELEVATION

Vandenberg Village Community Services District has prior rights to all streets within Vandenberg Village except Tract 10034 Unit One. Wastewater manholes and water street valves that have been paved over during road maintenance activities shall be raised to above grade per the current County of Santa Barbara specifications at the expense of the entity responsible for maintaining the roads.

2.16. WATER SERVICE CONNECTIONS, METERS, AND CUSTOMER'S FACILITIES

2.16.1. GENERAL

2.16.1.1. DISTRICT'S RESPONSIBILITY

Within the District service area with dedicated front streets, rear service roads, or public District easements with existing water main lines, the District will furnish and install the service pipe, curb stop, meter, and meter box at its own expense for the purpose of connecting its distribution system to the customer's piping, except for temporary services, and as otherwise provided in Ordinance § 2.14. The service connection, curb stop, meter, and meter box will be installed at a convenient place between the property line and the curb, or inside the customer's property line where necessary.

In areas that do not have dedicated front streets, rear service roads, or public District easements with existing water mains, the District will furnish and install the service pipe, curb stop, meter, and meter box as above provided but at a convenient point on or near the customer's property except for service beyond the service area.

2.16.1.2. CUSTOMER'S RESPONSIBILITY

The customer shall:

- Furnish and lay the necessary piping to make the connection from the service connection to the place of consumption and shall keep such piping in good repair in accordance with reasonable requirements of the District.
- Provide a main valve on the piping between the service connection and the point of customer use.

The customer's piping shall extend to the water meter, which is the point of delivery of water service.

2.16.1.3. OWNERSHIP AND ABSENCE OF RENTAL OBLIGATION WHERE FACILITIES ARE ON THE PREMISES OF THE CUSTOMER

The service pipe, curb stop, meter, and meter box furnished by the District at its own expense and located wholly or partially upon a customer's premises are the property of the District.

No rent or other charge will be paid by the District where the District-owned service facilities are located on a customer's premises.

2.16.1.4.ACCESS TO THE PREMISES OF THE CUSTOMER

The District shall at all reasonable hours have access to meters, service connections, and other property that may be located on a customer's premises for purposes of installation, maintenance, operation, or removal of the property at the time service is to be terminated. The customer's system should be open for inspection at all reasonable times to authorized representatives of the District.

Any inspection work or recommendations made by the District or its agents in connection with plumbing or appliances or any use of water on the customer's premises, either as a result of a complaint or otherwise, will be made without charge.

2.16.1.5.RESPONSIBILITY FOR LOSS OR DAMAGE

The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or of a customer's authorized representatives in installing, maintaining, operating, or using any or all appliances, facilities, or equipment for which service is supplied.

The customer will be held responsible for damage to meters and other District property resulting from the use or operation of appliances and facilities on the customer's premises, including but not limited to damage caused by steam, hot water, or chemicals.

2.16.2. SERVICES

2.16.2.1.CHARGE FOR SERVICE CONNECTIONS

The District shall require capacity charges from the developer, or homeowner, for newly established connections as provided elsewhere and as may be amended from time to time by the Board of Directors, and as otherwise provided in the District's main extension rules or development agreements (see Ordinance § 3.2 and Ordinance § 4).

2.16.2.2.SIZE OF SERVICE LINE

The minimum size of service pipe installed by the District will not be less than 3/4-inch nominal size.

The District may require the customer to provide such data as may be necessary for the District to properly size a service larger than 3/4-inch nominal size consistent with service requirements.

2.16.2.3.INSTALLATION

Only duly authorized employees or agents of the District will be permitted to install a service pipe from the District's main to the meter and to make the connection to the customer's piping.

2.16.3. CROSS-CONNECTION CONTROL/BACKFLOW PREVENTION PLAN

2.16.3.1. INCORPORATION

The regulations of the State Department of Public Health contained in Title 17 of the California Health and Safety Code §§ 116800 through 116820 and the State Water Resources Control Board Cross-Connection Control Policy Handbook (CCCPH) as referenced in California Health and Safety Code § 116407, as amended from time to time, are hereby incorporated by reference.

2.16.3.2. PROTECTIVE REGULATION

No physical connection between the potable water supply system of the public District and any other water supply will be permitted except in compliance with the regulations of the CCCPH, and current editions thereof. The District is not responsible for abatement of cross-connections that may exist within the property owner's premises.

2.16.3.3. HAZARD ASSESSMENTS AND REQUIRED PROTECTION

The Cross-Connection Control Specialist shall evaluate each connection to the water system for potential backflow hazards within five years of the implementation of this plan in accordance with CCCPH § 3.2.1.

To obtain water service, the property owner must cooperate with the District's assessment of potential hazards to the public water supply caused by conditions on the property owner's premises. The District will consider factors such as the presence of cross-connections, materials handled on the property, the likelihood of backflow, the complexity of the piping system, and the potential for modifications to the piping system that could increase the risk of cross-connection.

To protect the public water supply system, the minimum type of approved backflow protection is required to be installed under any of the following conditions:

- Where a fresh water supply, which has not been approved by the State Department of Public Health, is already available from a well, spring, reservoir, or other source. If the property owner agrees to abandon this other supply and agrees to remove all pumps and piping necessary for the utilization of this supply, the installation of backflow protective devices will not be required.
- Where salt water or water otherwise polluted, is available for industrial or fire protection purposes at the same premises.
- Where the premises are or may be, engaged in processes using or producing waters or liquid industrial wastes, or where the premises are, or may be, engaged in handling sewage or any other dangerous substances. Chemical or biological process waters and water from public water supplies that have deteriorated to sanitary quality are included.

- Where circumstances are such that there is a special danger of backflow of sewage or other contaminated liquids through plumbing fixtures, water-using or treating equipment, or storage tanks and reservoirs.
- Where there is a repeated history of cross-connections being established or re-established.
- Where a backflow or cross-connection hazard is observed by a certified backflow tester.

2.16.3.4.TYPE AND EXPENSE OF PROTECTIVE DEVICES

The type of backflow protection must correspond to the level of hazard present on the property owner's premises. For premises with multiple hazards, the highest level of protection must be employed. The water user may opt for a higher level of protection than that required by the District. Each hazard will be assessed individually to determine the appropriate backflow protection device.

Any backflow prevention assembly utilized shall be of the type and design specified and approved for the circumstances by the State Office of Drinking Water and the University of Southern California (USC) Hydraulic Research Section. Such device shall be installed by and at the expense of the property owner, in a manner approved by the District and public health agency having jurisdiction and in a location that is readily available for periodic inspection. Information in greater technical detail as to requirements for District approval is available separately at the District office.

2.16.3.5.TESTING AND MAINTENANCE OF PROTECTIVE DEVICES

The property owner bears ultimate responsibility for conducting the annual field test of the backflow prevention assembly on their premises. Additionally, they must ensure the repair or replacement of the assembly within 30 days of receiving notification of a failed test.

Backflow prevention assemblies located on property owned by the District must undergo annual testing and be repaired or replaced as needed.

Backflow prevention assemblies must be tested by an individual with a valid certificate of competence from an American National Standards Institute (ANSI)-accredited certifying organization, recognized by SWRCB, and using a field test kit or gage with a valid calibration certificate. Testers must submit their tester and calibration certificates to the District before test reports will be accepted.

Testing is required upon installation, after repairs, and at least annually, or more frequently if inspections indicate repeated failures. The property owner is responsible for the cost of testing, repairing, overhauling, or replacing these devices. Records of tests, repairs, and overhauls must be maintained and made available to the District, its contractors or agents, and the public health agency with jurisdiction.

2.16.3.6.CORRECTIVE ACTION

2.16.3.6.1. INSTALL, TEST, REPAIR

Should the property owner refuse to comply with this Cross-Connection Control Plan within 90 days of the first notice, the District may contract the installation, testing, and/or repair of a backflow device at the owner's expense.

2.16.3.6.2. DISCONTINUANCE OF SERVICE

The District may refuse or discontinue service until the property owner has installed an approved device of the required type to protect against the backflow of water from the property owner's premises into the District's system.

2.16.3.7.PUMPS AND BOOSTERS

When a property receiving service at the District's main or service connection must utilize a pump to elevate or increase the pressure of the water received, the pump shall not be attached to any pipe directly connected to the District's main or service pipe. Such pumping or boosting of pressure shall be done from a sump, cistern, or storage tank which may be served by but not directly connected with, the District's distribution facilities.

Air gap installations after July 1, 2024 at service connections must be reviewed and approved by the State Water Board (DDW) before installation.

2.16.3.8. CROSS-CONNECTION CONTROL PLAN PERSONNEL

The General Manager is designated as the Cross-Connection Control Program Coordinator. The Cross-Connection Control Program Coordinator is responsible for the development of and is responsible for the reporting, tracking, and other administrative duties of this cross-connection control plan.

At least one member of the field crew shall take the necessary courses and examinations to become ANSI-certified as a Cross-Connection Control Specialist.

2.16.3.9.INVESTIGATIONS

The Cross-Connection Control Specialist shall promptly investigate all reports of suspected backflow or cross-connections and report findings to the Cross-Connection Control Program Coordinator and the Operations and Maintenance Manager.

2.16.3.9.1. INCIDENT NOTIFICATION

The Cross-Connection Control Program Coordinator and/or the Operations and Maintenance Manager shall notify the State Water Board, local health agencies, and other interested local entities of any known or suspected backflow incident within 24 hours of the determination. If required by the State Water Board, the District shall issue a Tier 1 public notice.

2.16.3.10. PUBLIC OUTREACH AND EDUCATION

The District shall provide information on cross-connection control and backflow prevention to its customers and property owners through periodic bill inserts, new property owner documentation, and the District's annual consumer confidence report.

2.16.3.11. RECORDKEEPING

The District will keep records of hazard assessments and backflow prevention assembly testing per CCCPH § 3.5.1, using a cloud-based tracking system that maintains up-to-date and relevant historical information.

2.16.4. ACCESSORY DWELLING UNIT

A separate water meter shall not be required for a Single-Family Accessory Dwelling Unit (ADU) that is consistent with the description outlined in California Government Code § 66313 unless the Accessory Dwelling Unit is to be constructed with a new single-family dwelling, in which case, a separate meter shall be required.

A separate meter shall not be required for a Junior Accessory Dwelling Unit as defined in the aforementioned section of the Government Code.

A separate meter shall be required for a Multi-Family Accessory Dwelling Unit.

If the District determines that the existing meter is undersized and cannot meet the water needs of both the existing single-family structure and the ADU, the District may require the meter to be upsized at the customer's expense.

2.17. WATER METER TEST AND ADJUSTMENT OF BILLS FOR METER ERROR OR LEAKAGE

2.17.1. TESTS AT CUSTOMER REQUEST

2.17.1.1. COMPLIANCE BY DISTRICT

The District will, within one week after a request by a customer, proceed to test the water meter serving the customer's premises. Such a test may be deferred for a reasonable length of time when it would necessitate the interruption of service to any other customer. Such test of meters, other than displacement meters for which standards of accuracy are established in AWWA Standard C700 will consist of an acceptable method of verifying the accuracy of the meter. The District reserves the right to replace the meter register in lieu of testing.

2.17.1.2. CHARGE FOR TEST

No charge will be made for the test of a meter made at the request of a customer, except where a customer requests a test within six months after installation of the meter or more often than once a year, in which case the customer shall be required to deposit with the District a testing fee equal to the estimated actual cost of the test.

2.17.1.3.TEST PROCEDURE

Every meter tested at the request of a customer will be tested in the condition as found in the customer's service prior to any alteration or adjustment in order to determine the average meter error. This test will consist of testing at the three rates of flow as determined in AWWA Standard C700 et seq., and in addition, at twice the minimum test flow. The average meter error will be considered to be the algebraic average of the errors of the three highest test flows.

2.17.1.4.RETURN OF DEPOSIT

Any payment made under Ordinance § 2.17.1.2 will be returned to the customer if the average meter error is found to be more than 1-1/2 percent fast. The customer will be notified not less than two days in advance of the time and place of the test.

2.17.1.5.LOCATION OF TEST

A customer will have the right to require the District to conduct the test in such customer's presence or in the presence of a representative of such customer. Where the District has no proper meter testing facilities available locally, the meter may be tested by a meter manufacturer or its agency, or by any other reliable organization equipped for water meter testing.

2.17.1.6.REPORT OF TEST TO CUSTOMER

A report showing the results of the test will be furnished to the customer within 15 days after the completion of the test.

2.17.2. ADJUSTMENT OF BILLS FOR WATER METER ERROR

2.17.2.1.FAST METERS

When, upon test, a meter is found to be registering more than 1-1/2 percent fast, the District will refund to the customer the amount of the overcharge based on the corrected meter reading of the period the meter was in use not to exceed a period of three months.

2.17.2.2.SLOW METERS

When a meter is found to be registering more than 1-1/2 percent slow, the District may bill the customer for the amount of the undercharge based upon estimated meter readings for the period the meter was in service not to exceed a period of three months.

2.17.2.3.ADJUSTMENTS FOR WATER LEAKS

The General Manager or Financial Services Manager is authorized to adjust an account for customer-reported leaks in an amount not to exceed one-half of the amount of water used in the most recent billing period, or one period prior, that is above the average consumption for the month at the customer address.

If inadequate records are available, the General Manager or Financial Services Manager may calculate a reasonable monthly billing amount or use neighborhood average customer

usage data. The General Manager or Financial Services Manager may use historical data stored in the AMR (Automatic Meter Reading) capable meter to calculate the amount of the leak for adjustment purposes.

Any adjustment to be applied shall not be made more frequently than once in any twelve-month period. This adjustment procedure shall not apply to accounts that have a "special irrigation rate".

2.17.2.4. NON-REGISTERING METERS

When a meter is found to be no longer registering, the District may bill the customer for the amount of the undercharge based upon estimated meter readings for the period the meter was in service not to exceed a period of three months.

2.17.2.5. GENERAL

When it is found that the error in a meter is due to some cause, the date of which can be fixed, the overcharge will be computed back to but not beyond such date.

2.18. SERVICE TO SEPARATE PREMISES AND MULTIPLE UNITS AND RESALE OF WATER AND WASTEWATER SERVICES

2.18.1. NUMBER OF SERVICES TO SEPARATE PARCELS

Separate parcels under single control or management will be supplied through separate individual service pipes unless the District elects otherwise.

2.18.2. SERVICE TO MULTIPLE UNITS ON THE SAME PARCEL

Separate houses, buildings, living or business quarters on the same parcel may be served by either of the following methods:

- **Separate Service Pipe** - Serve through separate service pipes to each or any unit provided that the piping system from each service is independent of the other, and is not interconnected.
- **Single Service Pipe** - Serve through a single service pipe to supply the entire parcel in which case only one service charge will be applied.

Owners or operators of a mobile home park or a multiple-unit residential complex, who receive water service through a single service pipe, may sub-meter each individual residential unit in the park or complex. Such owners or operators cannot legally charge more than a rate that would be applicable if the user were receiving the water directly from the serving District. Upon written request by such owner or operator, the District will provide on a continuing basis, copies of the current rates applicable. The District shall have no responsibility for monitoring or enforcing the provisions of this Ordinance.

The responsibility for payment of charges for all services furnished to combined units through a single service pipe, in accordance with these rules, must be assumed by the applicant.

2.18.3. RESALE OF WASTEWATER SERVICE

Except by special agreement with the District, no customer shall resell any of the wastewater service received from the District, nor shall such wastewater service be provided to premises other than those specified in such customer's application for service.

2.19. WATER CONSERVATION

2.19.1. PURPOSE

Pursuant to Article X Section 2 of the California Constitution, the purpose of this rule is to ensure that water resources available to the District are put to reasonable and beneficial use and that the benefits of the District's water supply and service extend to the largest number of persons.

2.19.2. WASTE OF WATER

Refer to Ordinance § 2.3.2.3 for rules governing waste of water.

2.19.3. USE OF WATER-SAVING DEVICES AND PRACTICES

Each customer of the District is urged to install devices to reduce the quantity of water to flush and to reduce the flow rate of showers, faucets, and toilets. Each customer is further urged to adopt such other water usage and re-usage practices and procedures as are feasible and reasonable.

2.19.4. WATER-SAVING MATERIALS

The District will make available, at reduced or no cost to their customers, the following water-saving materials:

- Devices for reducing toilet flush water requirements;
- Devices for reducing faucet and shower flow rates;
- Dye tablets for determining if a toilet tank leaks;
- Other devices from time to time approved by the District;
- Installation instructions and information pertinent to the conservation of water.

2.19.5. WATER CONSERVATION POLICY

The District Board of Directors shall adopt a formal Water Conservation Program to encourage water conservation. The program will be funded by developer-paid Water Conservation In-Lieu fees (see Ordinance § 3.2.2 and Ordinance § 4) and water fund contributions as approved by the Board of Directors.

2.19.6. USE OF DISTRICT WATER SUPPLY FOR CONSTRUCTION PURPOSES

The District's potable water supply shall not be used for dust control or similar purposes at construction sites except as may be authorized by the District's General Manager. If available, contractors or developers shall make arrangements to use treated wastewater from the Lompoc Regional Wastewater Reclamation Plant for dust control or similar purposes, upon such terms and conditions as determined by the District's General Manager and the City of Lompoc's Wastewater Superintendent.

2.20. WASTEWATER SERVICE CONNECTIONS, METERS, AND CUSTOMERS' FACILITIES

2.20.1. GENERAL

This Ordinance sets forth uniform requirements for Vandenberg Village Users of the Lompoc Regional Wastewater Reclamation Plant and enables the District to comply with the requirements set forth in the contract between the City of Lompoc and Vandenberg Village Community Services District, all applicable State and Federal laws, including the Clean Water Act (33 United States Code [U.S.C.] section 1251 et seq.), and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403). The objectives of this Ordinance are:

- To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will interfere with its operation;
- To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- To promote reuse and recycling of industrial wastewater and sludge from the Publicly Owned Treatment Works;
- To support compliance with the City of Lompoc's National Pollutant Discharge Elimination System permit conditions consistent with the Wastewater Service Agreement.

This Ordinance shall apply to all Users of the Publicly Owned Treatment Works within the jurisdiction of Vandenberg Village Community Services District. The Ordinance authorizes the issuance of individual wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; and requires User reporting.

The District shall adopt an Enforcement Response Plan ("ERP") within 180 days of the effective date of this Ordinance. The ERP shall be consistent with the requirements of 40 CFR Part 403 and the City's approved Pretreatment Program and shall establish procedures for identifying violations, determining appropriate enforcement responses, ensuring timely

and consistent enforcement, and achieving compliance with applicable pretreatment standards and requirements.

The ERP shall be maintained as an administrative document adopted by resolution of the Board of Directors and may be amended from time to time as necessary to maintain compliance with applicable State and Federal requirements.

2.20.1.1.DEFINITIONS

25 Percent Rule – a benchmark for FOG interceptor servicing when the combined fats, oils, and grease and solids accumulation in the interceptor equals 25 percent of its design hydraulic depth.

Act or the Act – the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. § 1251 et seq.

Applicable regulations, standards and limitations – all local, State, and Federal regulations, standards, and limitations to which a discharge or related activity is subject under the Act, effluent limitations, water quality standards, standards of performance, toxic effluent standards or prohibitions, best management practices, and pretreatment standards under Sections 301, 304, 306-308, 403, and 405 of the Act.

Authorized or Duly Authorized Representative of the User – the person who signed for service; the president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions; the director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility; or their duly authorized representative.

Best management practices (BMPs) – schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement general and specific discharge prohibitions. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

Biochemical Oxygen Demand or BOD – the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).

Brine – a heavily concentrated solution containing sodium, potassium, or chloride.

Bypass – the intentional diversion of waste streams from any portion of a User's treatment facility.

Categorical pretreatment standard – any regulation containing pollutant discharge limits promulgated by EPA in accordance with sections 307(b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of users and that appear in 40 CFR Chapter I, Subchapter N.

City – City of Lompoc

Control Authority – Vandenberg Village Community Services District serves as the Control Authority within its jurisdiction, consistent with 40 CFR Part 403, while coordinating with the City of Lompoc, the POTW owner.

District – Vandenberg Village Community Services District

EPA – the U.S. Environmental Protection Agency, or, where appropriate, the term may also be used as a designation for the Administrator or other duly authorized official of the EPA.

Extra strength concentration – any wastewater discharges containing concentrations of TSS or BOD greater than 300 mg/L.

Fats, oils, and grease (FOG) – any non-polar or polar fats, oils, and grease substance, such as a vegetable or animal product that is used in, or is a byproduct of, the cooking or food preparation process, that turns or may turn viscous or solidifies with a change in temperature or other conditions or has the potential to cause interference with or obstruction to the publicly owned treatment works.

FOG control device – any FOG interceptor, FOG trap, or other mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect FOG prior to it being discharged into the sewer system. A FOG control device may also include any other proven mechanism to reduce FOG subject to the approval of VVCSD.

FOG control program – the FOG Control Program adopted by VVCSD, setting forth, among other things, the Best Management Practices for FSEs and establishing appropriate standards and specifications for FOG control devices.

FOG interceptor – a multi-compartment device that is constructed in different sizes and is generally required to be located, according to the California Plumbing Code, underground between an FSE and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next.

FOG trap – a FOG control device that is used to serve individual fixtures and have limited effect and is only used in situations where the use of a FOG interceptor or other FOG control device is determined to be impossible or impractical.

Food service establishment (FSE) – a food facility as defined in the California Uniform Retail Food Facility Law (CURFFL), Health & Safety Code (HSC) § 113789, which includes any operation where food is consumed on or off the premises, public and private school cafeterias, restricted food service facilities, licensed health care facilities, commissaries, mobile food facilities, mobile support units, temporary food facilities, vending machines, certified farmers' markets, and farm stands. Note that food facilities as defined under HSC § 113789 exclude private homes and specific food service events or premises. In addition, the definition of FSE includes any commercial or public entity within the boundaries of the District's jurisdiction, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for

sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG.

Hazardous Substance – any substance capable of creating imminent endangerment to health or the environment including, but not limited to, those substances defined under Section 309 (c) of the Act (33 USC 1251 et seq.) as follows:

- Any substance designated under 40 CFR Part 116 pursuant to Section 311 (b)(2)(A) of the Act;
- Any element, compound, mixture, solution, or substance designated pursuant to Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 USC 9601 et seq.);
- Any hazardous waste having the characteristics identified under or listed pursuant to Section 3001 of 41 U.S.C. 3251 et seq. but not including any waste the regulation of which under the SWDA has been suspended by the Act;
- Any toxic pollutant listed under Section 307(a) of the Act;
- Any imminently hazardous chemical substance or mixture with respect to which the EPA has taken action pursuant to Section 7 of the TSCA (15 USC 2601 et seq.); and
- Any waste determined to be hazardous or extremely hazardous in accordance with Title 22 of the CCR, as amended.

Indirect Discharge or Discharge – the introduction of pollutants into the POTW from any nondomestic source.

Instantaneous Maximum – the maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

Interference – a discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the City's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

Local limit – specific discharge limits developed and enforced by the District upon industrial or commercial facilities to implement general and specific discharge prohibitions.

Maximum daily limit – the maximum allowable discharge limit of a pollutant during a calendar day. Where maximum daily limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where maximum daily

limits are expressed in terms of concentration, the daily discharge is the arithmetic average measurement of the pollutant concentration derived from all measurements taken that day.

Medical facility – any hospital, clinic, medical laboratory, office of a doctor or dentist, convalescent home, or related medical or therapeutic facility.

Medical waste – isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, X-ray processing wastes, and radioactive waste.

Milligram per liter (mg/L) – a unit of the concentration of a water or wastewater pollutant. It is 0.001 grams of the pollutant in one liter of water, generally considered equivalent to ppm.

National Pollutant Discharge Elimination System Permit (NPDES Permit) – a permit issued to a POTW pursuant to Section 402 of the Act (33 USC 1342).

National Pretreatment Standard (NPS) or pretreatment standard – any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act (33 USC 14347), which applies to industrial users (IUs). NPS includes prohibitive discharge limits established pursuant to 40 CFR Part 403. 5, and categorical standards specified in 40 CFR Parts 401-471.

National Prohibitive Discharge Standard or prohibitive discharge standard – any regulation developed under the authority of Section 307 (b) of the Act and 40 CFR Part 403.5.

New Source – any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced after publication of proposed pretreatment standards applicable to such source and that otherwise meets the requirements of 40 CFR 403.3(m).

Pass Through – a discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.

Pollutant – any dredged soil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, medical wastes, biological materials, radioactive materials, high-temperature waste, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, municipal, and agricultural wastes, or any pollutant or characteristic of wastewater on which a discharge limitation may be imposed either by the District or by other regulatory agencies (e.g., pH, temperature, turbidity, color, toxicity, odor).

Pretreatment – the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to or in lieu of discharging or otherwise introducing such pollutants into the wastewater system.

Pretreatment requirement – any substantive or procedural requirement related to pretreatment, other than a Pretreatment Standard, imposed on a user.

Pretreatment standards or standards – prohibited discharge standards, categorical pretreatment standards, and local limits.

Publicly owned treatment works (POTW) – a treatment works as defined by Section 212 of the Act (33 USC Section 1292), including any sewers that convey wastewater to the POTW treatment plant, and any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature (see also wastewater system).

POTW treatment plant – that portion of the POTW which is designed to provide treatment (including recycling and reclamation of municipal sewage and industrial waste) (see also wastewater treatment plant).

Public sewer – the VVCSD wastewater collection system.

Regulatory agencies – those agencies having jurisdiction to regulate the operation of, and having appropriate jurisdiction over, the District's wastewater system and/or users, including but not limited to the EPA, the SWRCB, and the RWQCB.

Sanitary sewer – a sewer that conveys sewage or industrial wastes or a combination of both, but into which storm, surface, or ground waters or other unpolluted waters are not intentionally admitted.

Sanitary sewer overflow (SSO) – untreated or partially treated sewage overflows from a sanitary sewer collection system.

Self-regenerating water softener – water softening equipment or conditioning appliances that discharge brine into the District's sewer system.

Sewage – see wastewater.

Sewer – a pipe or conduit for conveying domestic and/or industrial wastewater.

Sewer lateral – the sewer from the premises of a user to the public sewer main.

Sewer main – a portion of the public sewer lying in a public easement or street and does not mean a sewer lateral.

Significant industrial user (SIU) – any user that:

- Is subject to Federal categorical pretreatment standards; or
- Discharges 25,000 gallons per day (gal/d) or more of process wastewater (average annual daily flow) to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater); or
- Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic loading capacity of the wastewater treatment plant; or

- Is designated as such by the District on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Requirement.

Significant Noncompliance – shall be applicable to any user violations that meet one or more of the following criteria:

- Violations of wastewater discharge limits:
 - Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter during a 6-month period exceed (by any magnitude) a numeric pretreatment standard or requirement, including instantaneous limits.
 - Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of all of the measurements taken for the same pollutant parameter during a 6-month period equal or exceed the product of the numeric pretreatment standard or requirement, including instantaneous limits, multiplied by the applicable TRC (TRC = 1.4 for BOD, TSS, fats, oil, and grease, and 1.2 for all other pollutants except pH).
 - Any other violation(s) of a pretreatment standard or requirement that the District determines has caused, alone or in conjunction with other discharges, interference or pass-through; or endangered the health of the general public or employees of the wastewater system.
 - Any discharge that has caused imminent endangerment to human health or welfare, or the environment, resulting in the exercise of emergency authority to halt or prevent such a discharge.
- Violations of permit compliance schedule milestones by 90 days or more after the schedule date;
- Failure to provide required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules, or any other reports required by this Chapter or established as a facility requirement (e. g., in a permit or by other means), by 30 days or more from the due date;
- Failure to accurately report noncompliance;
- Any other violation(s), which may include a violation of best management practices, that the District determines will adversely affect the operation or implementation of the local pretreatment program.

Slug load or discharge – any discharge at a flow rate or concentration, which could cause a violation of the prohibited discharge standards of this Ordinance. A slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference

or pass through, or in any other way violate the POTW's regulations, local limits, or permit conditions.

Spill containment – a protective system installed by a user to prevent the accidental discharge of incompatible pollutants to the sewer.

Standard Industrial Classification (SIC) – a classification pursuant to the Standard Industrial Classification Manual, as most recently amended and issued by the Executive Office of the President, Office of Management and Budget.

State – State of California.

Storm drain – a pipe or conduit that carries storm, surface, or groundwater drainage, but excludes domestic and industrial wastewater.

Storm water – any flow occurring during or following any form of natural precipitation and resulting from such precipitation.

Total suspended solids (TSS) – the total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering. The laboratory determination shall be made in accordance with procedures established by the EPA and specified in 40 CFR Part 136, as amended.

Toxic pollutant – any pollutant or combination of pollutants listed as toxic in regulations promulgated by the EPA under Section 307(a) of the Act.

Trap/interceptor – any gravity separation interceptor designed to remove floatable and/or settleable material from a waste prior to its discharge to a District sewer.

Upset – an exceptional incident in which unintentional and temporary noncompliance with categorical pretreatment standards occurs because of factors beyond the reasonable control of the User.

User or Industrial User – a source of indirect discharge.

VVCSD – Vandenberg Village Community Services District

Wastewater – the liquid and water-borne industrial or domestic wastes from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, together with any groundwater, surface water, and stormwater that may be present, whether treated or untreated, which is contributed into or permitted to enter the wastewater system.

Wastewater system – all facilities for collecting, pumping, treating, or disposing of wastewater, including the sewerage system and the wastewater treatment plant.

Wastewater treatment plant – the Lompoc Regional Wastewater Reclamation Plant.

2.20.1.2.DISTRICT'S RESPONSIBILITY

In urban areas with dedicated front streets, rear service roads, or public District easements, the District will furnish and install its portion of the service line to allow the customer to connect to the collection system, except as otherwise provided in Ordinance § 2.14. The connection to the collection system will be made at a convenient place between the property line and the curb, or inside the customer's property line where necessary.

In areas that do not have dedicated front streets, rear service roads, or public District easements, the District will furnish and install the service line as above provided but at a convenient point on or near the customer's property.

Where the charge for wastewater service is based on metered water consumption, the District will arrange to use water meter readings.

2.20.1.3.CUSTOMERS' RESPONSIBILITIES

The customer as a condition precedent to receiving service at a new wastewater connection shall:

- Furnish and lay the necessary piping to make the private connection at the District service connection and shall keep such piping in good repair in accordance with such reasonable requirements of the District as may be required.
- Provide a backflow check valve or overflow device on the piping between the service connection and the point of customer use, as may be required by the District or other governmental agencies.
- Provide a surface-level cleanout, which is both visible and at all times accessible to District personnel, at the property line or on customer premises for District maintenance and/or inspection of service laterals within the public right of way.

2.20.1.4.CUSTOMER MAINTENANCE AND REPAIR RESPONSIBILITIES

The customer is responsible for maintaining the sewer lateral from the waste generating facilities to the District's wastewater main or manhole connection. This includes cleaning and keeping service laterals free of obstructions including grease, solids buildup, root infestation emanating from customer piping (including the joint to the connection with the District-owned laterals), and the like.

The customer is responsible for the repair, of each and every service laterals located outside the public right of way or on the customer side of the point of service connection. The District is responsible for the repair of service laterals within the public right of way for broken lines, joint separations, or line replacement.

The District may provide existing customers with the necessary materials to install a surface-level cleanout. The customer is responsible for providing the labor required to install such.

The customer's piping shall extend to that point on the curb line or property line with the easiest and/or closest access to the District from its existing wastewater system or

requiring the least extension of the existing wastewater main. The District shall be consulted before installation thereof and its approval of location shall be obtained. The installation of the cleanout must be inspected and signed off by District personnel before the piping is covered.

In cases where District facilities must be installed in other than streets, rear service roads, or dedicated public easements, owners shall furnish dedicated public utility easements to the District for installation, operation, maintenance, repair, or replacement of District facilities.

2.20.1.4.1. ROOT CUTTING

In cases where blockage of sewer laterals within public rights of way, as determined by investigation by the Operations and Maintenance Manager, is likely caused by root infestation of District-owned facilities, the General Manager is authorized to reimburse customers for private plumbing costs (for root cutting only) up to 50 percent of the plumbing bill to a maximum of \$250.00 within any five-year period. It is the customer's responsibility to timely notify the District so that an investigation can be made during the plumber's visit to verify the location and type of blockage is eligible for reimbursement. Reimbursement is not intended to be made for non-root caused blockages such as grease buildup or solids blockage over which the District has no control for customer-introduced effluent.

2.20.1.5. OWNERSHIP AND ABSENCE OF RENTAL OBLIGATION WHERE FACILITIES ARE ON THE PREMISES OF THE CUSTOMER

The service line and related appurtenances furnished by the District and located wholly or partially upon a customer's premises are the property of the District.

No rent or other charge will be paid by the District where the District-owned service facilities are located on a customer's premises.

2.20.1.6. ACCESS TO THE PREMISES OF THE CUSTOMER

The District shall at all reasonable hours have access to meters, service connections, cleanouts, and other property that may be located on a customer's premises for purposes of installation, maintenance, operation, or removal of the property. The customer's system should be open for inspection at all reasonable times to authorized representatives of the District.

Any inspection work or recommendations made by the District or its agents in connection with plumbing, fixtures, or use of wastewater service on the customer's premises as a result of a complaint will be made without charge.

The District shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this Ordinance. Users shall allow the District ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- Where a User has security measures in force that require proper identification and clearance before entry to its premises, the User shall make the necessary arrangements with its security so that, upon presentation of suitable identification, the District shall be permitted to enter without delay to perform specific responsibilities.
- The District shall have the right to set up on the User's property or require installation of such devices as are necessary to conduct sampling and/or metering of the User's operations.
- The District may require the User to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the User at its own expense. All devices used to measure wastewater flow and quality shall be calibrated in accordance with the manufacturer's instructions to ensure accuracy.
- Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the User upon the District's written or verbal request and shall not be replaced. The costs of clearing such access shall be borne by the User.
- Unreasonable delays in allowing the District access to the User's premises shall be a violation of this Ordinance.
- All inspection, sampling, and access provisions of this Section apply to inspections conducted by the District as the Control Authority.
- Nothing in this Section shall be construed to grant inspection, entry, or enforcement authority to the City of Lompoc except as expressly provided in the Wastewater Service Agreement.

2.20.1.7.RESPONSIBILITY FOR LOSS OR DAMAGE

The District will not be responsible for any loss or damage caused by the negligence or wrongful act of a customer or of a customer's authorized representatives in installing, maintaining, operating, or using any or all appliances, facilities, or equipment for which service is supplied.

The customer will be held responsible for damage to meters and other property resulting from the use or operation of facilities on the customer's premises, or discharge of wastes prohibited by these rules.

The District will not be responsible for any loss or damage due to or resulting from the backflow of wastewater occurring in the District's main line or in other customer-owned laterals as a result of stoppage over which it has no control.

2.20.2. SERVICES

2.20.2.1.CONNECTIONS

To control discharges to the POTW system, the District shall regulate users through applicable Ordinance, standard requirements, and approved permanent connections. New connections are initiated through the District's Can and Will Service process.

2.20.2.2.CATEGORIES OF USERS

VVCSD provides wastewater service to four types of users: single-family residential, multi-family residential, commercial, and institutional/public school.

- **Single-family residential** – a detached dwelling unit designed for occupancy by one household or family. Wastewater generated from this category is primarily domestic in nature and includes typical residential uses such as kitchen, bathroom, laundry, and sanitary flows. Each unit is served by an individual service connection unless otherwise specified.
- **Multi-family Residential** – any building or group of buildings containing two or more dwelling units intended for occupancy by separate households. Examples include duplexes, apartments, condominiums, and townhomes. Wastewater generated is primarily domestic but may be aggregated through shared service connections or internal plumbing systems.
- **Commercial** – any non-residential establishment engaged in business, trade, or service activities. This category includes, but is not limited to, retail stores, restaurants, offices, hotels, and service providers. Wastewater flows may vary in volume and composition depending on the nature of the business and may include sanitary waste along with process-related discharges, subject to applicable regulations and pretreatment requirements.
- **Institutional/Public School** – publicly or privately operated facilities providing educational or institutional services. This includes elementary schools, high schools, and other educational establishments. Wastewater from these users is primarily domestic in character but may include specialized discharges (e.g., laboratory wastes, cafeteria flows) that require monitoring or management in accordance with regulatory standards.

2.20.2.3.CHARGE FOR SERVICE CONNECTIONS

The District shall require capacity charges from the developer, or homeowner, for newly established connections as provided elsewhere and as may be amended from time to time by the Board of Directors, and as otherwise provided in the District's main extension rules or development agreements (See Ordinance § 3.2.1 and Ordinance § 4).

2.20.2.4.SIZE OF SERVICE LATERAL

The minimum size of the service lateral shall be a 4-inch nominal size.

A customer's request for a service lateral greater than four inches must be supported by appropriate data and may be subject to a monthly service charge greater than that established for residential service.

2.20.2.5.INSTALLATION

Only duly authorized employees or agents of the District will be permitted to install a service pipe from the District's main to the customer's premises. Connection to the District's service lateral shall be done only after notification of the District so that the District may inspect the actual connection.

2.20.3. CROSS CONNECTION AND PROTECTIVE DEVICES

2.20.3.1.PHYSICAL CONNECTION

No physical connection between the wastewater system of the District and any other water or wastewater supply will be permitted except when authorized by the District.

2.20.3.2.PROTECTIVE DEVICES REQUIRED

The District will require the installation of approved backflow protection where the circumstances are such that there is a special danger of backflow of wastewater onto the property owner's premises.

2.20.3.3.TYPE AND EXPENSE OF PROTECTIVE DEVICES

See Ordinance § 2.16.3.4.

2.20.3.4.PERIODIC INSPECTION OF PROTECTIVE DEVICES

See Ordinance § 2.16.3.5.

2.20.3.5.REFUSAL TO SERVE OR DISCONTINUANCE OF SERVICE FOR FAILURE TO INSTALL PROTECTIVE DEVICES

See Ordinance § 2.16.3.6.2.

2.20.4. ACCESSORY DWELLING UNIT

A separate sewer connection shall not be required for a Single-Family Accessory Dwelling Unit (ADU) that is consistent with the description outlined in California Government Code § 66313 unless the Accessory Dwelling Unit is to be constructed with a new single-family dwelling, in which case, a separate sewer connection may be required.

A separate sewer connection shall not be required for a Junior Accessory Dwelling Unit as defined in the aforementioned section of the Government Code.

A separate sewer connection shall be required for a Multi-Family Accessory Dwelling Unit.

2.21. LIMITATION ON WASTE DISCHARGED INTO THE UTILITY'S WASTEWATER SYSTEM

2.21.1. GENERAL DISCHARGE PROHIBITIONS

No user may introduce or cause or allow to be introduced into the POTW any pollutant(s) or wastewater which causes pass-through or interference (as defined in Ordinance § 2.20.1.1 and 40 CFR Part 403.3) with the wastewater system or causes or significantly contributes to an exceedance of the calculated maximum allowable headworks loading for any given pollutant. These general prohibitions apply to all users of the POTW, whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.

No person may discharge pollutants to the ground, storm drains, or watercourses without proper authorization from applicable regulatory agencies.

2.21.2. SPECIFIC DISCHARGE PROHIBITIONS

Except with the written consent of the District, none of the following described waters or wastes may be discharged into the wastewater system:

- **Chemicals** – Any amount of chlorinated hydrocarbon or an organic phosphorus compound, commonly known as pesticides, herbicides, or fungicides.
- **Color** – Any waste which results in discoloration of treatment plant effluent.
- **Concentration** – Any waste with a concentration of reducing agents or substances that will significantly increase the amount of chlorine or other disinfecting agents or upset biological stabilization in any way.
- **Excessive Flow or Pollutant Concentrations** – Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
- **Fats, oils, and grease** – Any discharge of fat, oils, or grease, including, but not limited to, oils of animal or vegetable origin, lubricating oil, petroleum oil, non-biodegradable cutting oil, refined petroleum products, or products of mineral oil origin, into any onsite sewage treatment and disposal system or the sanitary sewer system in amounts which hinder the operation of any onsite sewage treatment and disposal system or sewage collection, transmission, or treatment system; exceeds the oil and grease effluent limits in this Chapter; cause a sanitary nuisance; or cause or contribute to interference or pass through at the POTW (See Ordinance § 2.22.7 **Error! Reference source not found.**).
- **Fire or Explosion Hazards** – Any solids, liquids, or gases which by themselves or by interaction with other substances may cause fire or explosion hazards, or in any other way be injurious to the person, property, or the operation of the wastewater system. These substances include but are not limited to gasoline, benzene, naphtha, solvent, and fuel oil.

- **Gases** – pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
- **Heat** – Heat in amounts that will inhibit biological activity in the wastewater treatment plant, resulting in interference. In no case shall any discharge to the sewerage system exceed 140 degrees Fahrenheit (60 degrees Celsius) at the point of discharge or cause the temperature at the influent to the wastewater treatment plant to exceed 104 degrees Fahrenheit (40 degrees Celsius).
- **Illegal Connections** – Any connection that allows stormwater, surface water, groundwater, roof runoff, subsurface drainage, cooling water, or unpolluted industrial process waters to enter the sanitary sewer system.
- **Interference** – Any substance which may cause the wastewater system, its effluent, or any other product such as residues, sludges, or scums, to be unsuitable for reclamation or reuse, or to interfere with the reclamation process. In no case shall any substance discharged to a City sewer cause the City to be in violation of its NPDES permit (including an increase in the magnitude or duration of a violation), or prevent sludge use and disposal in compliance with any statutory provision contained in:
 1. Section 405 of the Act;
 2. The SWDA (including Title 1 1, more commonly referred to as the RCRA);
 3. The Clean Air Act;
 4. The TSCA;
 5. The Marine Protection, Research, and Sanctuaries Act; and
 6. Any State criteria applicable to the sludge management method used by the District.
- **pH or Corrosion Hazards** – Any liquids having a pH lower than 6.5 or higher than 8.5 or having any corrosive property capable of causing damage or hazards to structures, equipment, or the wastewater system.
- **Reactive Materials** – Any noxious or malodorous solid, liquid, or gas, which either singly or by interaction with other substances, is capable of interfering with wastewater treatment or processes, creating a public nuisance or hazard, may cause acute worker health and safety problems, present hazard to life, or are sufficient to prevent entry into the wastewater system for its maintenance and repair.
- **Sludge material** – Sludges, screenings, or other residues from the pretreatment of industrial wastes.
- **Slug Loads** – Slug loads of compatible or incompatible pollutant(s).
- **Solid or Viscous Waste** – Any solids, greases, slurries or viscous materials of such character or in such quantity that it may cause an obstruction to the flow in the wastewater or interfere with the proper function of the wastewater system. Including,

but not limited to, liquid or vapor that will solidify at normal wastewater system temperatures, garbage that may cause obstruction to the wastewater flow, such as diapers and "flushable" wipes.

- **Surfactants** – Any water or wastes containing detergents, surface-active agents, non-biodegradable cutting oils, commonly called soluble oils, which form persistent water emulsions or might cause excessive foaming.
- **Toxicity** – Any toxic substance, chemical element, or compound in quantities sufficient to impair the operation efficiency of the wastewater treatment facilities, or that will pass through the wastewater treatment plant and cause the effluent thereof to exceed state or federal water quality requirements established under section 307a of the Clean Water Act, or otherwise cause the treatment plant's effluent to fail a toxicity test.
- **Trucked or Hauled Waste** – Trucked or hauled pollutants may not be discharged except as expressly authorized in writing by the District.

Pollutants, substances, or wastewater prohibited by this Section shall not be processed or stored in such a manner that they could be discharged to the POTW.

2.21.3. DILUTION

No User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation, unless expressly authorized by an applicable Pretreatment Standard or Requirement. The District may impose mass limitations on Users who are using dilution to meet applicable Pretreatment Standards or Requirements, or in other cases when the imposition of mass limitations is appropriate.

2.21.4. LOCAL LIMITATIONS AND CONDITIONS OF DISCHARGE

The following pollutant limits are established to protect against Pass-Through and Interference. No user shall discharge wastewater containing pollutants in excess of the quantities specified below. The limits below apply at the point where the wastewater is discharged to the POTW. All concentrations for metallic substances are for total metal unless indicated otherwise. The District may impose mass limitations in addition to, or in lieu of, the concentration-based limitations.

Constituent	Concentration ¹	Type of Limit
Ammonia	55	Maximum Daily Average
Arsenic	2.0	Maximum Daily Average
Beryllium	3.0	Maximum Daily Average
Cadmium	0.2	Maximum Daily Average
Chloride	250	Maximum Daily Average
Chromium	2.0	Maximum Daily Average
Copper	2.0	Maximum Daily Average

¹ All concentrations are in mg/L, determined in accordance with analytical procedures specified by 40 CFR Part 136

Constituent	Concentration ¹	Type of Limit
Cyanide (total)	1.0	Instantaneous Maximum
Lead	1.0	Maximum Daily Average
Mercury	0.01	Maximum Daily Average
Nickel	3.0	Maximum Daily Average
Oil and Grease (total)	100	Instantaneous Maximum
pH (pH units)	Acceptable range 6.5-8.5	Instantaneous Maximum
Phenol	25.0	Instantaneous Maximum
Selenium	0.4	Maximum Daily Average
Silver	1.5	Maximum Daily Average
Sodium	270	Maximum Daily Average
Total Dissolved Solids	1100	Maximum Daily Average
Zinc	1.0	Maximum Daily Average

Where the City of Lompoc local limits are more stringent, those limits shall apply.

The District may, by Ordinance or Board Action, develop Best Management Practices (BMPs) to implement local limits and these requirements. Such BMPs shall be considered local limits and Pretreatment Standards for the purposes of this part and section 307(d) of the Act.

The District may establish mass-based limits, flow-based restrictions, and Best Management Practices (BMPs) as necessary to protect the POTW and ensure compliance with the City of Lompoc's NPDES permit.

The District may revise local limits periodically based on updated headworks analysis.

2.21.5. WATER SOFTENER RESTRICTIONS

Effective July 1, 2020, new residential or non-residential self-regenerating water softeners may not be installed. Existing residential or non-residential self-regenerating water softeners are not required to be removed unless the unit violates the efficiency requirements of Health & Safety Code § 116785. However, they may not be replaced or enlarged. This rule does not prohibit the use of exchange canister-type water softener units; they are encouraged.

Any brine solution wasted in water softener recharge from any water softener connected to the wastewater system must meet the efficiency requirements of Health & Safety Code § 116785.

2.21.6. DENTAL AMALGAM REQUIREMENTS

Effective July 14, 2020, all dental offices must install amalgam separators to achieve at least a 95 percent removal efficiency in accordance with 40 CFR Part 441.

2.21.7. MEDICAL WASTES

No User shall discharge medical wastes to the POTW except as specifically authorized by the District in a wastewater discharge permit.

2.21.8. HAZARDOUS WASTES

The discharge of any hazardous substance is prohibited. Any user that generates, treats, stores, transports, or disposes of hazardous waste must notify the appropriate Federal, State, and local oversight authorities and shall comply with all applicable hazardous waste management requirements.

Any User who commences the discharge of hazardous waste shall notify the POTW, the EPA Regional Waste Management Division Director, and State hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other).

If the User discharges more than one hundred (100) kilograms of such waste per calendar month to the POTW, the notification also shall contain the following information to the extent such information is known and readily available to the User: an identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve (12) months.

All notifications must take place no later than one hundred and eighty (180) days after the discharge commences. Any notification under this paragraph need be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under Ordinance § 2.22.3.9. The notification requirement in this Ordinance does not apply to pollutants already reported by Users subject to categorical Pretreatment Standards under the self-monitoring requirements of this Ordinance.

In the case of any new regulations under section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the User must notify the District, the EPA Regional Waste Management Waste Division Director, and State hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.

This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this Ordinance or any applicable Federal or State law.

2.21.9. RADIOACTIVE WASTES

No user shall discharge, or cause to be discharged, any radioactive waste into a public sewer unless:

- Discharged in strict conformity with applicable regulations, standards, and limitations;
- Authorized to use radioactive materials by the State Department of Health and/or other Governmental agencies empowered to regulate the use of radioactive materials; and

Authorized by the District in writing.

2.22. COMMERCIAL, INSTITUTIONAL, AND INDUSTRIAL WASTES

2.22.1. SERVICE SUBJECT TO SPECIAL CONDITIONS

Every commercial, institutional, or industrial applicant for service will be required to furnish the utility with an estimate of the quantity and characteristics of the wastes proposed to be discharged into the wastewater system. If, in the District's judgment, the waste discharge will have a harmful effect upon the wastewater works, processes, plant, equipment, or which otherwise creates a hazard to life or constitutes a public nuisance, the District may have the authority to:

- Reject the waste.
- Require pretreatment to an acceptable condition for discharge into the wastewater system.
- Require control over quantities and rates of discharge.
- Require the construction of control manholes for the purpose of monitoring, measuring, and testing the quantity and characteristics of waste to be discharged.
- Require, as a condition of service, periodic reports on flows and characteristics of discharged wastes to ensure compliance with the rules of the District and conditions of service.

2.22.2. INDIVIDUAL WASTEWATER DISCHARGE PERMITS

No Significant Industrial User shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit from the District. The District may require other Users to obtain individual wastewater discharge permits as necessary to carry out the purposes of this Ordinance.

An individual wastewater discharge permit shall include such conditions as are deemed reasonably necessary by the District to prevent Pass Through or Interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

Any violation of the terms and conditions of an individual wastewater discharge permit shall be deemed a violation of this Ordinance and subject the wastewater discharge permittee to the sanctions set forth in Ordinance § 2.23 and Ordinance § 2.24. Obtaining an individual wastewater discharge permit does not relieve a permittee of its obligation to comply with all Federal and State Pretreatment Standards or Requirements or with any other requirements of Federal, State, and local law.

The District shall not utilize general permits for the regulation of wastewater discharges.

All Significant Industrial Users and any other Users designated by the District shall be required to obtain an individual wastewater discharge permit.

Each permit shall be developed based on the specific characteristics of the User's discharge, including flow, pollutant concentrations, and potential for pass-through or interference, and shall include user-specific effluent limits, monitoring requirements, and compliance conditions.

2.22.2.1.DECISIONS

The District will evaluate the data furnished by the User and may require additional information. Within thirty (30) days of receipt of a complete permit application, the District will determine whether to issue an individual wastewater discharge permit. The District may deny any application for an individual wastewater discharge permit.

2.22.2.2.DURATION

An individual wastewater discharge permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the permit. An individual wastewater discharge permit may be issued for a period less than five (5) years, at the discretion of the District. Each individual wastewater discharge permit will indicate a specific date upon which it will expire.

Users wishing to continue discharging after the permit's expiration shall apply for permit renewal at least 180 days before the existing permit's expiration date. A permit shall remain in effect after its expiration date, provided a complete and timely renewal application has been submitted, and the District has not yet acted on the renewal.

All approved monitoring waivers shall be reevaluated upon permit renewal.

2.22.2.3.CONTENTS

Individual wastewater discharge permits must contain:

- A statement that indicates the wastewater discharge permit issuance date, expiration date, and effective date;
- A statement that the wastewater discharge permit is nontransferable;
- Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
- Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include identification of pollutants (or best management practices) to be monitored, sampling locations, sampling frequencies, and sample types, based on Federal, State, and local law.
- A statement of applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements, and any applicable compliance schedule. Such a schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
- Requirements to control Slug Discharge, if determined by the District to be necessary.

- Identification of any approved monitoring waiver, associated certification requirements, and conditions under which the waiver may be modified or revoked.

2.22.3. PRETREATMENT

Users must comply with the categorical Pretreatment Standards set forth in 40 CFR Chapter I, Subchapter N, Parts 405–471.

Upon the promulgation of National Pretreatment Standards, including categorical pretreatment standards, the NPS, if more stringent than the limitations imposed under this Ordinance, shall immediately supersede the limitations imposed under the provisions of this Ordinance. The District shall notify all affected users of the promulgation of applicable pretreatment standards, and of the applicable reporting requirements of 40 CFR Part 403.12.

Users shall provide wastewater treatment as necessary to comply with this Ordinance and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Ordinance § 2.21 within the time limitations specified by EPA, the State, or the District, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the District for review and shall be acceptable to the District before such facilities are constructed.

The review of such plans and operating procedures shall in no way relieve the user of responsibility for modifying such facilities as necessary to produce a discharge acceptable to the District under the provisions of this Ordinance.

2.22.3.1. MONITORING

The District may require any user to provide, operate, and maintain at the user's expense flow monitoring, process monitoring, and/or sampling facilities. Upon notification from the District, the user shall provide, operate, and maintain such facilities in accordance with pretreatment requirements specified by the District.

Any sample taken from a sampling facility installed in accordance with this Ordinance is presumed to be discharging to the District's sewer system.

Monitoring or metering facilities may be required to have a security closure that can be locked with a District-provided hasp lock during sampling and monitoring.

2.22.3.2. REPORTING

Users who become subject to new or revised categorical Pretreatment Standards are required to comply with the following reporting requirements.

2.22.3.3. MONITORING WAIVERS FOR POLLUTANTS NOT PRESENT

The District may authorize an Industrial User subject to reporting requirements under this Ordinance to forego sampling of a pollutant regulated by an applicable categorical Pretreatment Standard where the User demonstrates through sampling and other technical factors that the pollutant is neither present nor expected to be present in the Discharge or

is present only at background levels from intake water and without any increase in the pollutant due to activities of the Industrial User.

This authorization is subject to the following conditions:

- The waiver may be authorized where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility provided that the sanitary wastewater is not regulated by an applicable categorical Standard and otherwise includes no process wastewater.
- A monitoring waiver is valid only for the duration of the permit term, not to exceed five (5) years. A new waiver request must be submitted and reevaluated during each permit renewal, modification, or reissuance. Approval of a waiver for one permit term does not guarantee approval for subsequent permit terms. See Ordinance § 2.22.2.
- In making a demonstration that a pollutant is not present, the Industrial User must provide data from at least one sampling of the facility's process wastewater prior to any treatment present at the facility that is representative of all wastewater from all processes.
- The request for a monitoring waiver must be signed in accordance with Ordinance § 2.20.1.1 and include the certification statement in Ordinance § 2.22.3.4.
- Non-detectable sample results may be used only as a demonstration that a pollutant is not present if the EPA-approved method from 40 CFR Part 136 with the lowest minimum detection level for that pollutant was used in the analysis.
- Any grant of the monitoring waiver by the District must be included as a condition in the Individual Wastewater Discharge Permit and shall be specifically identified in the permit. The reasons supporting the waiver and any information submitted by the User in its request for the waiver must be maintained by the District for three (3) years after expiration of the waiver.
- In the event that a waived pollutant is found to be present or is expected to be present because of changes that occur in the User's operations, the User must immediately notify the District in writing. Upon such notification, the monitoring waiver shall automatically terminate, and monitoring shall resume in accordance with permit requirements in Ordinance § 2.22.3.8 until the District determines otherwise.
- This provision does not supersede certification processes and requirements established in categorical Pretreatment Standards, except as otherwise specified in the categorical Pretreatment Standard.
- The District may require additional information or sampling before approving a monitoring waiver.
- The District may modify or revoke a monitoring waiver at any time based upon new information, inspection findings, monitoring results, process changes, changes in raw materials, changes in applicable regulations, or any other information indicating the pollutant may be present.

- Any User receiving a monitoring waiver shall certify in each periodic compliance report that the waived pollutant continues to be neither present nor expected to be present in the discharge. The certification shall state:

"Based on my inquiry of the person or persons directly responsible for managing compliance with the pretreatment program, I certify that there has been no increase in the pollutant in the waste stream due to activities at the facility and that the pollutant remains neither present nor expected to be present in the discharge."

2.22.3.4.SIGNATORIES AND CERTIFICATIONS

All wastewater discharge permit applications, User reports, and certification statements must be signed by an Authorized Representative of the User and contain the certification statement below:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

If the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of this Ordinance must be submitted to the District prior to or together with any reports to be signed by an Authorized Representative.

2.22.3.5.BASELINE REPORTING

Within either one hundred eighty (180) days after the effective date of a categorical Pretreatment Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW shall submit to the District a report which contains the information listed below.

At least ninety (90) days prior to commencement of their discharge, New Sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable categorical Standard, shall submit to the District a report which contains the information listed below. A New Source shall report the method of pretreatment it intends to use to meet applicable categorical Standards. A New Source shall also give estimates of its anticipated flow and quantity of pollutants to be discharged.

- Identifying User Information.
 - The name and address of the facility, including the name of the operator and owner.

- Contact information, description of activities, facilities, and plant production processes on the premises.
- Environmental Permits. A list of any environmental control permits held by or for the facility.
- Description of Operations.
 - A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by such User. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes.
 - Types of wastes generated, and a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
 - Number and type of employees, hours of operation, and proposed or actual hours of operation;
 - Type and amount of raw materials processed (average and maximum per day);
 - Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
- Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in Section 2.2C (40 CFR 403.6(e)).
- Measurement of Pollutants.
 - The User shall provide the following information:
 - The categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources.
 - The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Standard or by [the Superintendent], of regulated pollutants in the discharge from each regulated process.
 - Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.
 - The sample shall be representative of daily operations and shall be analyzed in accordance with District requirements. Where the Standard requires compliance with a BMP or pollution prevention alternative, the User shall submit documentation as required by the District or the applicable Standards to determine compliance with the Standard.

- The User shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
- Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment the User should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) to evaluate compliance with the Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e) this adjusted limit along with supporting data shall be submitted to the Control Authority;
- The District may allow the submission of a baseline report which utilizes only historical data so long as the data provides sufficient information to determine the need for industrial pretreatment measures;
- The baseline report shall indicate the time, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant Discharges to the POTW.
- Compliance Certification. The certification statement, reviewed by the User's Authorized Representative and certified by a qualified professional, indicating whether Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the Pretreatment Standards and Requirements.
- Compliance Schedule. If additional pretreatment and/or O&M are required to meet the Pretreatment Standards, the shortest schedule by which the User will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. A compliance schedule must meet the requirements set out in Ordinance § 2.22.3.6.
- Signature and Report Certification. All baseline monitoring reports must be certified with the statement detailed in Ordinance § 2.22.3.4 and signed by an Authorized Representative.

2.22.3.6.COMPLIANCE SCHEDULE PROGRESS REPORTS

The following conditions shall apply to the compliance schedule required in Ordinance § 2.22.3.5.

- The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the User to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);

- No increment referred to above shall exceed nine (9) months;
- The User shall submit a progress report to the District no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established schedule; and
- In no event shall more than nine (9) months elapse between such progress reports to the District.

2.22.3.7.REPORTS ON COMPLIANCE WITH CATEGORICAL PRETREATMENT STANDARD DEADLINE

Within ninety (90) days following the date for final compliance with applicable categorical Pretreatment Standards, or in the case of a New Source, following commencement of the introduction of wastewater into the POTW, any User subject to such Pretreatment Standards and Requirements shall submit to the District a report containing the information described in Ordinance § 2.22.2.3 and Ordinance § 2.22.3.5. For Users subject to equivalent mass or concentration limits established in accordance with the procedures in Ordinance § 2.22.3, this report shall contain a reasonable measure of the User's long-term production rate. For all other Users subject to categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the User's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Ordinance § 2.22.3.4. All sampling will be done in conformance with Ordinance § 2.22.4.1.

2.22.3.8.PERIODIC COMPLIANCE REPORTS

All Significant Industrial Users shall submit periodic compliance reports, at least twice per year at intervals specified in the wastewater discharge permit and no less frequently than required by applicable pretreatment regulations, indicating the nature, concentration of pollutants in the discharge, which are limited by Pretreatment Standards, and the measured or estimated average and maximum daily flows for the reporting period. In cases where the Pretreatment Standard requires compliance with a Best Management Practice (BMP) or pollution prevention alternative, the User must submit documentation required by the District or the Pretreatment Standard necessary to determine the compliance status of the User. All periodic compliance reports must be signed and certified in accordance with Ordinance § 2.22.3.4.

If a User subject to the reporting requirement in this Ordinance monitors any regulated pollutant at the appropriate sampling location more frequently than required by the District, using the procedures prescribed in Ordinance § 2.22.4.1. The results of this monitoring shall be included in the report.

Any User operating under an approved monitoring waiver shall include the certification required by Ordinance § 2.22.3.3 in each periodic compliance report.

2.22.3.9.REPORTS OF CHANGED CONDITIONS

Each User must notify the District of any significant changes to the User's operations or system, which might alter the nature, quality, or volume of its wastewater at least ten (10) days before the change. The District may require the User to submit such information as it deems necessary to evaluate the changed condition.

2.22.3.10. REPORTS OF POTENTIAL PROBLEMS

In the case of any upset or discharge, including, but not limited to, accidental discharges, discharges of a nonroutine or episodic nature, a noncustomary batch discharge, a Slug Discharge, or Slug Load, that might cause potential problems for the POTW, the User shall immediately, and no later than 24 hours after the occurrence, telephone and notify the District of the incident. This notification shall include the location of the discharge, the type of waste, the concentration and volume, if known, and the corrective actions taken by the User.

A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees who to call in the event of a discharge described above. Employers shall ensure that all employees who could cause such a discharge to occur are advised of the emergency notification procedure.

Significant Industrial Users are required to notify the District immediately of any changes at their facility affecting the potential for a Slug Discharge.

Written notice. Within five (5) days following such upset or discharge, the user shall, unless waived by the District, submit a detailed written report describing the characteristics of the wastewater discharged; the cause(s) of the upset or discharge; the period of noncompliance, including exact dates and times; and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this Ordinance.

2.22.3.11. BYPASS

User may allow any bypass to occur which does not cause Pretreatment Standards or Requirements to be violated, but only if it also is essential for maintenance to ensure efficient operation.

Bypass Notifications

- If a User knows in advance of the need for a bypass, it shall submit prior notice to the District, at least ten (10) days before the date of the bypass, if possible.
- A User shall submit oral notice to the District of an unanticipated bypass that exceeds applicable Pretreatment Standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the User becomes aware of the bypass. The written submission shall

contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The District may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.

Bypass

- Bypass is prohibited, and the District may take an enforcement action against a User for a bypass, unless
 - Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - The User submitted notices as required in this section.
- The District may approve an anticipated bypass, after considering its adverse effects, if the District determines that it will meet the three conditions listed in this Section.

2.22.4. SAMPLING AND ANALYSIS

2.22.4.1. SAMPLE COLLECTION

All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.

Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

Except as indicated below, the User must collect wastewater samples using 24-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the District. Where time-proportional composite sampling or grab sampling is authorized by the District, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides, the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory.

Composite samples for other parameters unaffected by the compositing procedures, as documented in approved EPA methodologies, may be authorized by the District, as appropriate. In addition, grab samples may be required to show compliance with Instantaneous Limits.

Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

For sampling required in support of baseline monitoring and 90-day compliance reports required in Ordinance § 2.22.3.5 and Ordinance § 2.22.3.7 [40 CFR 403.12(b) and (d)], a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the District may authorize a lower minimum. For the reports required by Ordinance § 2.22.3.8 (40 CFR 403.12(e) and 403.12(h)), The Industrial User is required to collect the number of grab samples necessary to assess and assure compliance with applicable Pretreatment Standards and Requirements.

2.22.4.2.ANALYTICAL REQUIREMENTS

All pollutant analyses, including sampling techniques, to be submitted as part of a report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the District or other parties approved by EPA.

2.22.5. VIOLATIONS AND REPEAT SAMPLING

If sampling performed by a User indicates a violation, the User must notify the District within twenty-four (24) hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the District within thirty (30) days after becoming aware of the violation. Resampling by the Industrial User is not required if the District performs sampling at the User's facility at least once a month, or if the District performs sampling at the User between the time when the initial sampling was conducted and the time when the User or the District receives the results of this sampling, or if the District has performed the sampling and analysis in lieu of the Industrial User.

2.22.6. RECORDKEEPING

Users subject to the reporting requirements of this Ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this Ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with Best Management Practices established under Ordinance § 2.21.4.

Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the District, or where the User has been specifically notified of a longer retention period by the District.

2.22.7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

The District shall administer a FOG Control Program to prevent the introduction of fats, oils, and grease into the wastewater system in quantities that may cause or contribute to blockages, sanitary sewer overflows, interference, pass through, or adverse impacts to the POTW.

The District may establish and enforce Best Management Practices (BMPs), FOG Management Plans, maintenance requirements, inspection requirements, and reporting requirements necessary to implement this program.

All Food Service Establishments (FSEs) shall comply with the requirements of this Section and any administrative procedures adopted by the District.

2.22.7.1. PROGRAM ADMINISTRATION

In accordance with California Government Code § 61000(b) and California Health and Safety Code §§ 6400 et seq., the District has the legal authority to prohibit discharges to the system; identify measures to prevent sewer system overflows and blockages caused by fats, oils, and grease; enforce fees for monitoring and inspecting wastewater discharges; and require reimbursement for any costs incurred in the administration of this program.

The District may inspect any Food Service Establishment, grease interceptor, grease trap, or related facilities at reasonable times to determine compliance with this Ordinance and any applicable FOG program requirements.

2.22.7.2. FEES AND CHARGES

All non-routine services provided by the District in connection with the enforcement of this FOG control program will be charged to the customer who caused the blockage, if determined, at the hourly rate of the person performing the service and equipment required, plus the current overhead rate or the actual cost of work performed by a private contractor. Fines and penalties may also be imposed for non-compliance with this Ordinance.

2.22.7.3. FOOD SERVICE ESTABLISHMENTS (FSE)

No food service establishments may discharge or cause to be discharged into the sewer system fats, oils, or grease (FOG) that may accumulate or cause or contribute to blockages in the sewer system or at the sewer system lateral that connects the FSE to the sewer system.

All food service establishments are required to install, operate, and maintain an approved grease interceptor. All devices shall be sized, installed, configured, and connected in

accordance with the most recent Uniform Plumbing Code and approved by District personnel.

All grease removal devices must operate in accordance with the manufacturer's recommendations to ensure optimal grease removal. Tampering with the operation of the grease removal device may result in the discontinuance of water service.

All grease removal devices are required to be cleaned and maintained, including the pumping of hydro-mechanical and gravity grease interceptors, according to the 25 Percent Rule, or, at a minimum, once every three months, whichever is more frequent. Cleaning and maintenance records are to be kept on-site for a minimum of three calendar years and made available upon request of District personnel.

2.22.7.4.FOG BEST MANAGEMENT PRACTICES

The District may require any Food Service Establishment to implement Best Management Practices (BMPs) designed to minimize the discharge of fats, oils, and grease to the sewer system.

Required BMPs may include, but are not limited to:

- Employee training programs;
- Dry wiping of cookware, utensils, and food preparation areas prior to washing;
- Proper grease and cooking oil recycling practices;
- Control of grease spills and leaks;
- Prohibition of grease discharge through sinks, floor drains, and other plumbing fixtures;
- Proper disposal of food waste;
- Maintenance procedures for grease removal devices; and
- Any other BMPs deemed necessary by the District to protect the wastewater system.

Failure to implement required BMPs shall constitute a violation of this Ordinance.

2.22.7.5.FOG MANAGEMENT PLAN

The District may require any Food Service Establishment to prepare and implement a written FOG Management Plan.

The plan may include:

- Description of facility operations;
- Identification of grease-generating activities;

- Location and design of grease removal devices;
- Cleaning and maintenance schedules;
- Employee training procedures;
- Spill response procedures;
- Waste cooking oil handling procedures; and
- Recordkeeping requirements.

The FOG Management Plan shall be maintained on-site and made available to the District upon request.

2.22.7.6.SPILL REPORTING REQUIREMENTS

Any spill, leak, discharge, or release of fats, oils, grease, cooking oil, food waste, or grease interceptor contents that may enter the wastewater collection system, storm drain system, or environment shall be immediately reported to the District.

Notification shall include:

- Location of the incident;
- Estimated quantity released;
- Cause of the release;
- Corrective actions taken; and
- Measures implemented to prevent recurrence.

The User shall take all reasonable measures necessary to contain, clean up, and mitigate the effects of the spill.

Failure to provide timely notification shall constitute a violation of this Ordinance.

2.22.7.7.CORRECTIVE MEASURES

Where the District determines that a Food Service Establishment is contributing fats, oils, and grease to the wastewater system or is otherwise violating this Ordinance, the District may require corrective actions including:

- Increased interceptor cleaning frequency;
- Installation of additional grease control devices;
- Modification of existing grease control devices;
- Additional BMP implementation;

- Employee retraining;
- Development or revision of a FOG Management Plan;
- Additional monitoring or reporting requirements; and
- Any other reasonable action necessary to protect the wastewater system.

Failure to complete required corrective actions shall constitute a violation of this Ordinance.

2.22.7.8.RECORDS

Food Service Establishments shall maintain records of:

- Grease interceptor and trap cleaning;
- Disposal manifests and hauling records;
- BMP inspections;
- Employee training;
- Maintenance and repair activities; and
- FOG Management Plan updates.

Records shall be retained for a minimum of three (3) years and made available to the District upon request.

2.22.8. SURCHARGE PROGRAM

Users discharging wastewater with concentrations of BOD or TSS greater than 300 mg/L may be subject to a surcharge.

Any surcharge, fee, or cost imposed on the District by the City of Lompoc for the treatment of high-strength wastewater shall be passed through directly to the User responsible for the discharge.

The amount of the surcharge shall reflect the actual costs incurred by the District, including but not limited to charges from the City of Lompoc for treatment, as well as any associated administrative, monitoring, or handling costs.

The District may require pretreatment in lieu of surcharge at its discretion.

Authorization to discharge high-strength wastewater subject to surcharge may be revoked at any time if necessary to ensure compliance with applicable regulations or contractual obligations with the City of Lompoc.

2.22.9. SPECIAL AGREEMENTS

The District may enter into special agreements with Users for the acceptance of wastewater of unusual strength or character, provided that:

- Such discharge does not cause pass-through or interference;
- The User reimburses the District for any additional costs incurred;
- All applicable State and Federal requirements are met.

2.22.10. INTERAGENCY REQUIREMENTS

The District shall implement its pretreatment and wastewater control programs in a manner consistent with the Wastewater Service Agreement with the City of Lompoc and applicable State and Federal regulations.

The District shall:

- Maintain an inventory of Industrial Users and provide reports, at a minimum, quarterly, including inspection, sampling, compliance, and enforcement data for industrial users as required by the Wastewater Service Agreement.
- Implement pretreatment, FOG, and related wastewater control programs that are consistent with applicable requirements of the Wastewater Service Agreement and applicable law.
- Cooperate with the City of Lompoc and respond to reasonable requests for information, data, and documentation necessary to verify compliance with applicable regulations and the Wastewater Service Agreement.
- Allow inspections, inquiries, and access to records and facilities by the City of Lompoc only to the extent provided under the Wastewater Service Agreement, including mutual inspection rights related to operations and maintenance of the respective wastewater systems.
- Retain sole responsibility for inspection, monitoring, and enforcement of Industrial Users within the District's jurisdiction unless otherwise provided by written agreement.

Nothing in this Section shall be construed to grant the City of Lompoc authority to directly regulate, inspect, or enforce against Industrial Users within the District's jurisdiction except as expressly provided in the Wastewater Service Agreement or other duly executed agreement between the parties.

2.23. ADMINISTRATIVE ENFORCEMENT REMEDIES

2.23.1. AUTHORITY

The District shall make and enforce the regulations necessary to ensure the public health, safety, and welfare. The District shall also ensure the economical and efficient management and protection of the District's sanitary sewer system, and the regulation, collection, rebating, and refunding of charges, fees, levies, and assessments, as deemed appropriate by the Board of Directors.

In the event of a violation of any of the laws of the State of California, Santa Barbara County, or the Ordinance of the District or rules and regulations so established referring to the discharge of wastewater, the District has the authority under the Clean Water Act (33 United States Code [U.S.C.] section 1251 et seq.), the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403) and California Government Code § 61000 et seq. to disconnect the user from the wastewater system, require pretreatment, require monitoring and reporting, and enforce fines and penalties.

2.23.2. ENFORCEMENT RESPONSE PLAN (ERP)

The District shall implement and maintain an Enforcement Response Plan ("ERP") in accordance with 40 CFR 403.8(f)(5). The ERP shall establish procedures for the consistent and timely enforcement of applicable pretreatment standards, wastewater discharge permits, and the requirements of this Ordinance.

The ERP shall include, at a minimum:

- Identification and classification of violations;
- Minimum enforcement responses for each category of violation;
- Escalating enforcement actions for continuing or repeat violations;
- Timeframes for initiation and completion of enforcement actions;
- Procedures for documenting violations and enforcement activities;
- Procedures for determining and addressing Significant Noncompliance;
- Procedures for emergency response and suspension of service when necessary to protect public health, safety, the environment, or the POTW; and
- Procedures for tracking compliance and returning Users to compliance in a timely manner.

The ERP shall be maintained as an administrative document and may be revised periodically without amendment of this Ordinance, provided that such revisions remain consistent with applicable State and Federal requirements.

Nothing in this Section shall limit the District's authority to take immediate or more stringent enforcement action when necessary to address actual or threatened violations, protect the POTW, prevent pass-through or interference, or protect public health, safety, or the environment.

2.23.3. PUBLICATION OF USERS IN SIGNIFICANT NONCOMPLIANCE

The District shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW, a list of the Users that, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable Pretreatment Standards and Requirements.

The term Significant Noncompliance shall be applicable to all Significant Industrial Users (or any other Industrial User that violates bullet 3, 4, or 8 of this Section) and shall mean:

- Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all the measurements taken for the same pollutant parameter taken during a six- (6-) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including Instantaneous Limits as defined in Ordinance § 2.21.4;
- Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six- (6-) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by Ordinance § 2.21.4 multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);
- Any other violation of a Pretreatment Standard or Requirement as defined by Ordinance § 2.21.4 (Daily Maximum, long-term average, Instantaneous Limit, or narrative standard) that the District determines has caused, alone or in combination with other discharges, Interference or Pass Through, including endangering the health of POTW personnel or the general public;
- Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the District's exercise of its emergency authority to halt or prevent such a discharge;
- Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an enforcement order for starting construction, completing construction, or attaining final compliance;
- Failure to provide, within forty-five (45) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical Pretreatment Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- Failure to accurately report noncompliance; or

- Any other violation(s), which may include a violation of Best Management Practices, that the District determines will adversely affect the operation or implementation of the local pretreatment program.

2.23.4. NOTIFICATION OF VIOLATION

When the District finds that a User has violated, or continues to violate, any provision of this Ordinance, an individual wastewater discharge permit, or any other Pretreatment Standard or Requirement, the District may serve upon that User a written Notice of Violation. Within fifteen (15) days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the User to the District. Submission of such a plan in no way relieves the User of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this Ordinance shall limit the authority of the District to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

2.23.5. SHOW CAUSE HEARING

The District may order a User who has violated, or continues to violate, any provision of this Ordinance, an individual wastewater discharge permit, or any other Pretreatment Standard or Requirement, to appear before the District and show cause why the proposed enforcement action should not be taken. Notice shall be served on the User specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the User show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least five (5) days prior to the hearing. Such notice may be served on any Authorized Representative of the User and required by Ordinance § 2.22.3.4. A show-cause hearing shall not be a bar to, or a prerequisite for, taking any other action against the User.

Decisions of the District following a show cause hearing may be appealed to the Board of Directors in accordance with procedures established by the District.

2.23.6. COMPLIANCE ORDERS

When the District finds that a User has violated, or continues to violate, any provision of this Ordinance, an individual wastewater discharge permit, or any other Pretreatment Standard or Requirement, the District may issue an order to the User responsible for the discharge directing that the User come into compliance within a specified time. If the User does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders may also contain other requirements to address noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the compliance deadline established for a Pretreatment Standard or Requirement, nor does a compliance order relieve the User of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the User.

2.23.7. EMERGENCY SUSPENSIONS

The District may immediately suspend a User's discharge, after informal notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge, which reasonably appears to present, or cause an imminent or substantial endangerment to the health or welfare of persons. The District may also immediately suspend a User's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

- Any User notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the District may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The District may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the District that the period of endangerment has passed, unless the termination proceedings in Ordinance § 2.23.8 are initiated against the User.
- A User that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the District prior to the date of any show cause or termination hearing under Ordinance § 2.23.5 or Ordinance § 2.23.8.
- Nothing in this Ordinance shall be interpreted as requiring a hearing prior to any Emergency Suspension under this Ordinance.

2.23.8. TERMINATION OF DISCHARGE

Any User who violates the following conditions is subject to discharge termination:

- Violation of any provision of this Ordinance, an individual wastewater discharge permit, or any other Pretreatment Standard or Requirement;
- Failure to accurately report the wastewater constituents and characteristics of its discharge;
- Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling; or
- Violation of the Pretreatment Standards in Ordinance § 2.22.3.

Such a User will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Ordinance § 2.23.5 why the proposed action should not be taken. Exercise of this option by the District shall not be a bar to, or a prerequisite for, taking any other action against the User.

2.23.9. ADMINISTRATIVE PENALTIES

The District may assess administrative fines for violations of this Ordinance.

The amount of such fines shall be based on:

- Severity of violation
- Duration
- Economic benefit gained
- Compliance history

Administrative penalties may be imposed in addition to other enforcement actions.

2.23.10. APPEALS

Any User affected by a decision or enforcement action of the District may appeal such a decision in accordance with procedures established by the District.

The filing of an appeal shall not stay enforcement unless expressly authorized.

2.24. JUDICIAL ENFORCEMENT REMEDIES

The District may seek injunctive relief, civil penalties, and any other remedies available at law or equity.

The District may also declare violations of this Ordinance to be a public nuisance.

2.24.1.1. INJUNCTIVE RELIEF

When the District finds that a User has violated, or continues to violate, any provision of this Ordinance, an individual wastewater discharge permit, or any other Pretreatment Standard or Requirement, the District may petition the Santa Barbara County Court through the District's Legal Counsel for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the requirement imposed by this Ordinance on activities of the User. The District may also seek such other action as is appropriate for legal and/or equitable relief, including requiring the User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a User.

2.24.1.2. CIVIL PENALTIES

Any User who violates any provision of this Ordinance, a wastewater discharge permit, or any applicable Pretreatment Standard shall be subject to:

- Administrative penalties established by resolution of the Board;
- Civil penalties of not less than \$1,000 per violation per day, and up to the maximum allowed by law;

- Recovery of all costs incurred by the District, including sampling, monitoring, administrative, legal, and remediation costs, including the cost of any actual damages incurred.

Each day of violation shall constitute a separate and distinct offense.

In determining the amount of civil liability, the Court shall consider all relevant circumstances, including:

- The extent of harm caused by the violation;
- The magnitude and duration of the violation;
- Any economic benefit gained by the User;
- Corrective actions taken by the User;
- The compliance history of the User;
- Any other factors as justice may require.

The remedies provided herein are cumulative and not exclusive, and the District may pursue any and all available remedies at law or in equity.

2.24.1.3.CRIMINAL PROSECUTION

Violations shall be subject to fines of up to \$1,000.00 and imprisonment not exceeding six months pursuant to Penal Code § 19 as referenced in Government Code § 61064(a). Additional fines and penalties may be imposed pursuant to 33 U.S.C. § 1319, which specifies criminal penalties for violations of the Act.

2.24.1.4.REMEDIES NONEXCLUSIVE

The remedies provided for in this Ordinance are not exclusive. The District may take any, all, or any combination of these actions against a noncompliant User. Enforcement of pretreatment violations will generally be in accordance with the District's enforcement response plan. However, the District may take other action against any User when the circumstances warrant. Further, the District is empowered to take more than one enforcement action against any noncompliant User.

2.25. CONFIDENTIAL INFORMATION

Information and data on a User obtained from reports, surveys, and monitoring programs, and from the District's inspection and sampling activities, shall be available to the public without restriction, unless the User specifically requests, and is able to demonstrate to the satisfaction of the District, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable California Government Code § 7920 et seq. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the User furnishing a report that such information should be held confidential, the portions of a

report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics, and other effluent data, as defined at 40 CFR 2.302, shall not be recognized as confidential information and shall be available to the public without restriction.

3. POLICIES AND PROCEDURES FOR RATES, FEES, AND CHARGES

3.1. GENERAL PROVISIONS

The penalties and regulatory provisions of Ordinance § 2 shall apply herein.

The District reserves the right to determine the applicability of any and all rates, charges, and fees.

Current rates and charges can be found in Ordinance § 4. All non-routine services provided by the District whose charges are not covered by this Ordinance will be charged at the hourly rate of the person performing the service plus the current overhead rate.

3.2. FEES TO CONNECT TO DISTRICT FACILITIES

3.2.1. WATER AND WASTEWATER CAPACITY CHARGES

Capacity charges to connect previously unconnected premises or lots or parcels of land or facilities to the District's Water and/or Wastewater Systems are hereby established. Said capacity charges are due and payable prior to the installation of a water meter serving the property, or at an earlier date to reimburse capital improvements already made, or contemplated to be made in the Strategic Plan, all in accordance with the following aggregate rate schedule:

See Ordinance § 4 for established capacity charges¹.

Category of Facility	Water Capacity Charge	Wastewater Capacity Charge
Residential: Connection of any residential home to the District water or wastewater systems including master metered multi-family dwellings.	¹ Capacity charge per single-family house or, as computed by SFE calculation, for master metered multi-family dwellings.	¹ Capacity charge per single-family house or, as computed by SFE calculation, for master metered multi-family dwellings.

Category of Facility	Water Capacity Charge	Wastewater Capacity Charge																																				
Residential: Accessory Dwelling Units (ADU)	Exempt single-family ADUs are not assessed capacity charges Non-exempt single-family ADUs shall pay proportional capacity charges Multi-family ADUs shall pay capacity charges as computed by SFE calculation, for master metered multi-family dwellings.	Exempt single-family ADUs are not assessed capacity charges Non-exempt single-family ADUs shall pay proportional capacity charges Multi-family ADUs shall pay capacity charges as computed by SFE calculation, for master metered multi-family dwellings.																																				
School, Church, Commercial, Industrial, Medical Care facilities:	The water capacity charge times a factor based on the following interior-use water meter sizes: <table> <tr> <th>Meter Size</th><th>USGPM</th><th>Factor</th></tr> <tr> <td>5/8"</td><td>20</td><td>1.0</td></tr> <tr> <td>3/4"</td><td>30</td><td>1.5</td></tr> <tr> <td>1"</td><td>50</td><td>2.5</td></tr> <tr> <td>1 1/2"</td><td>100</td><td>5.0</td></tr> <tr> <td>2"</td><td>160</td><td>8.0</td></tr> <tr> <td>3"</td><td>350</td><td>17.5</td></tr> <tr> <td>4"</td><td>400</td><td>20.0</td></tr> <tr> <td>6"</td><td>900</td><td>45.0</td></tr> <tr> <td>8"</td><td>1200</td><td>60.0</td></tr> <tr> <td>10"</td><td>1500</td><td>75.0</td></tr> <tr> <td>12"</td><td>2000</td><td>100.0</td></tr> </table>	Meter Size	USGPM	Factor	5/8"	20	1.0	3/4"	30	1.5	1"	50	2.5	1 1/2"	100	5.0	2"	160	8.0	3"	350	17.5	4"	400	20.0	6"	900	45.0	8"	1200	60.0	10"	1500	75.0	12"	2000	100.0	The wastewater capacity charge times the factor used for calculating the water capacity charge.
Meter Size	USGPM	Factor																																				
5/8"	20	1.0																																				
3/4"	30	1.5																																				
1"	50	2.5																																				
1 1/2"	100	5.0																																				
2"	160	8.0																																				
3"	350	17.5																																				
4"	400	20.0																																				
6"	900	45.0																																				
8"	1200	60.0																																				
10"	1500	75.0																																				
12"	2000	100.0																																				
Motel, Hotel facilities:	The commercial water capacity charge plus \$500.00 per motel or hotel rental unit.	The commercial wastewater capacity charge plus \$500.00 per motel or hotel rental unit																																				

3.2.2. WATER CONSERVATION IN-LIEU FEE

In-lieu fees shall be charged to new connections to the Water System in accordance with the District's Water Conservation Program. This in-lieu fee shall be charged to all new connections approved by the Board on the basis of conservation savings through toilet retrofit, and for which developers choose not to directly retrofit existing homes in accordance with the Water Conservation Program. This fee will be due and payable prior to the installation of a water meter serving the property in accordance with the rate schedule adopted by the Board of Directors and detailed in Ordinance § 4. The single-family equivalent is established as 16.77 hundred cubic feet per month (ccf/mo).

3.3. SCHEDULE OF WATER UTILITY CHARGES

Applicability: Water utility charges are hereby established for the provision of water service to all premises, lots, parcels, or facilities connected to the District's Water System. Water utility charges shall be determined pursuant to this Ordinance, and shall, if the rate is monthly, become due and payable nineteen days following the billing date each calendar month in accordance with the following monthly rate schedule. Said charges shall be charged to and collected from account holders receiving water from the water systems of the Vandenberg Village Community Services District.

3.3.1. MONTHLY SERVICE CHARGE

All customers except master-metered Apartments and Condominiums

For all customers except master-metered multi-family apartment units and master-metered multi-family condominium/townhouse units, there shall be charged and collected with regard to each metered service installation the following applicable minimum monthly service charge according to water meter size. For current rates and charges approved by the Board of Directors, see Ordinance § 4.2.2 for residential, Ordinance § 4.4.2 for commercial, Ordinance § 4.5.2 for schools, Ordinance § 4.6.2 for irrigation, and Ordinance § 4.8.3 for temporary service.

Master-metered Apartments and Condominiums

For master-metered multi-family apartment units and master-metered multi-family condominium/townhouse units, there shall be charged and collected with regard to each metered service installation the following applicable minimum monthly service charge according to water meter size plus a monthly surcharge per dwelling unit. For current rates and charges approved by the Board of Directors, see Ordinance § 4.3.2.

3.3.2. MONTHLY WATER USAGE RATE

In addition to all other water charges imposed upon account holders receiving water from the Vandenberg Village Community Services District, there shall be charged and collected with respect to the quantity of water delivered each billing period, per 100 cubic feet (ccf). This amount will be added to and collected at the same time as the monthly service charge. In the event of meter failure, the quantity charge shall be billed pursuant to Ordinance § 2.17.2.

For current rates and charges approved by the Board of Directors, see Ordinance § 4.2.1 for residential, Ordinance § 4.3.1 for master-metered residential, Ordinance § 4.4.1 for commercial, Ordinance § 4.5.1 for schools, Ordinance § 4.6.1 for irrigation, and Ordinance § 4.8.2 for temporary service.

Schools not having separate meters for irrigation water will have the charge for their domestic water usage estimated once a year using the State-reported subvention number of students as of October 1 each year plus the normal operating number of staff and faculty during the school year times the flow factor detailed in Ordinance § 3.4.4 times the tiered water rates detailed in Ordinance § 4.5.1. The difference between the estimate and the

actual meter reading each month will be billed at the current irrigation rate detailed in Ordinance § 3.5.1 and Ordinance § 4.6.1.

3.4. SCHEDULE OF WASTEWATER UTILITY CHARGES

3.4.1. RESIDENTIAL SERVICE

- **Applicability:** Applicable to residential wastewater service for single-family residences and multi-family residential dwelling units with master-metered water service.
- **Rates:** In addition to all other charges imposed upon residential account holders receiving water from the Vandenberg Village Community Services District, there shall be charged and collected a monthly wastewater service charge. For current rates and charges approved by the Board of Directors, see Ordinance § 4.2.3 and § 4.3.3.

3.4.2. LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT (LRWRP) UPGRADE PROJECT CHARGE

- **Applicability:** Applicable to all account holders who receive wastewater service.
- **Rates:** In addition to all other charges imposed upon all account holders receiving wastewater service from the Vandenberg Village Community Services District, there shall be an LRWRP Upgrade service charge on the Santa Barbara County property tax rolls or monthly bill, as applicable. For current rates and charges approved by the Board of Directors, see Ordinance § 4.2.4 and § 4.3.4.

3.4.3. COMMERCIAL WASTEWATER SERVICE

- **Applicability:** Applicable to all services except for those listed in Ordinance § 3.4.1.
- **Minimum:** Each customer will be billed a minimum wastewater service charge and LRWRP Upgrade charge equal to the residential amount for those charges detailed in Ordinance § 4.2.3 and § 4.2.4.
- **Rates:** For commercial establishments including hotels/motels with metered water service, the wastewater service charge will be calculated by multiplying the average winter water by the disposal rate. The Lompoc Regional Wastewater Reclamation Plant upgrade project charge will be calculated in the same manner. For current rates and charges approved by the Board of Directors, see Ordinance § 4.4.3 and § 4.4.4.

3.4.4. INSTITUTIONAL SERVICE, PUBLIC SCHOOLS

- **Applicability:** Applicable to schools that do not have separate meters for irrigation water or meters to monitor wastewater flows.
- **Flow Factor per Occupant per Month:** The monthly wastewater flows will be based on the number of students, staff, and faculty (occupants) multiplied by the following flow factors:

For schools having showers on the premises	0.157
For schools without showers on the premises	0.063

- **Monthly Charge:** The monthly charge will be calculated using the school's State-reported subvention number of students as of October 1 each year plus the normal operating number of staff and faculty during the school year (or number of normal weekday occupants), times the appropriate flow factor times the wastewater rate and the LRWRP rate detailed in Ordinance § 4.5.3 and § 4.5.4.
- The monthly charges for the summer months of June, July, and August (if full-time school is not in session) will assume a 50% reduction in occupant population. For budgetary purposes, the rates may be annualized by totaling the 12 individual monthly rates and dividing by 12 for a constant monthly charge.
- **Minimum:** Each school will be billed a minimum wastewater service charge and LRWRP Upgrade charge equal to the residential amount for those charges detailed in Ordinance § 4.2.3 and § 4.2.4.

3.5. OTHER CHARGES

3.5.1. METERED IRRIGATION SERVICE

- **Applicability:** Applicable to measured irrigation service.
- **Minimum charge:** The minimum charge will entitle the customer to the quantity of water which that minimum charge will purchase at the quantity rates. See Ordinance § 4.6.1 for current rates and charges approved by the Board of Directors.
- **Special Conditions:**
 - Service under this Section is limited to water for irrigation use.
 - All water taken under this Section will be limited to the hours of 8 p.m. and 7 a.m. unless otherwise approved by District management.
 - Service under this Section will be subject to interruption or reduced delivery rate whenever the District determines that it will interfere with the service of other customers.

3.5.2. NON-METERED FIRE SPRINKLER SERVICE

- **Applicability:** Applicable only for water service to privately owned non-metered fire sprinkler systems where water is to be used only in case of fire.
- **Rates:** See Ordinance § 4.7 for current rates and charges approved by the Board of Directors.
- **Special Conditions:**

- The minimum diameter for fire sprinkler service will be 2 inches and the maximum diameter will not be more than the diameter of the main to which the service is attached.
- The customer will pay, without a refund, the entire cost of installation of the fire sprinkler service. The above will be construed to include the necessary fittings, valves, pipe, vault, if necessary, and detector check valve or similar device to indicate the use of water. If a distribution main of adequate size to serve the private fire sprinkler system does not exist adjacent to the premises to be served, a service main from the existing main of adequate capacity shall be installed at the cost of the applicant.
- The customer's installation beyond the District's detector check valve or similar device must be such as to effectively separate the fire sprinkler system from that of the customer's regular water service. There shall be no cross connections made unless a Department of Health Services-approved backflow prevention device is installed and certified by a licensed backflow prevention inspector. Any unauthorized cross-connection may be the grounds for immediate termination of water service without liability on the part of the District.
- Any unauthorized use of water, other than for fire extinguishing purposes, shall be charged for at the regular established rate detailed in Ordinance § 3.3.2, and/or may be the grounds for the immediate disconnection of the sprinkler service without liability on the part of the District.

3.5.3. CONSTRUCTION AND OTHER TEMPORARY METERED SERVICE

- **Applicability:** Applicable to all metered water services furnished for construction and other temporary purposes.
- **Rates:** Monthly quantity rates and minimum charges listed in Ordinance § 4.8, will apply to service furnished.
- **Special Conditions:** Where it is necessary to install or relocate a meter to furnish service, and where such meter may be connected to the utility's existing facilities, the following charges will apply:
 - **For installation and removal of the meter:** Actual Cost of Labor, Equipment, and Materials plus the current overhead rate
 - For each relocation of the meter within the same local area as the original installation: Actual Cost of Labor, Equipment, and Materials plus the current overhead rate

Where no suitable outlet exists at the point where service is desired, the necessary facilities will be installed under the provisions of a negotiated agreement that covers the District's direct and indirect costs.

- In case a meter is installed or used under conditions which are considered by the District to subject the meter to unusual hazards, the applicant will be required to

deposit with the District the amount, shown in Ordinance § 4.8.1, which corresponds to the size and type of meter installed.

- The deposit less the cost of any repairs other than those due to normal depreciation will be returned to the customer upon completion of the service for which the meter was installed.

3.5.4. PRIVATE FIRE HYDRANT SERVICE

- **Applicability:** To water service furnished for privately owned fire hydrants.
- **Rates - Per Hydrant per Month:** See Ordinance § 4.9 for current rates and charges approved by the Board of Directors.
- **Special Conditions:**
 - The District reserves the right to limit the installation of private fire hydrant service to such areas where public fire hydrant service does not exist or where public fire hydrant service is limited in scope to the detriment of the applicant.
 - The applicant will be required to pay, without refund, the entire cost of installing the fire hydrant. Also, if a distribution main of adequate size to serve the private fire hydrant in addition to all other service does not exist at the desired point of service, a service main from the nearest existing main of adequate capacity will be installed at the cost of the applicant.
 - The use of water from such a private fire hydrant other than for the purpose of extinguishing fires is prohibited. The hydrant head will be sealed by the District upon installation. Any authorized use of the hydrant must be reported to the District within a period of 24 hours. If the District in the course of its inspection of such hydrant, finds the seal broken or removed and that water has been used for any unauthorized purpose, the District will estimate the quantity of water used and will charge the applicant at the quantity rate for General Metered Service and may without liability on the part of the District disconnect such hydrant from its main.

4. SCHEDULE OF RATES, FEES, AND CHARGES

4.1. ADMINISTRATIVE SERVICES

Fee	Amount	Reference	Effective Date
After-hours connection charge	\$50.00	Ordinance § 2.1.1	3/5/1994
After-hours reconnection charge	\$50.00	Ordinance § 2.3.3.1	3/5/1994
Board package copies	\$6.00 per packet	Meeting Minutes	4/1/2003
Interest on past due accounts	1% of past due amount per month	Ordinance § 2.9.3	7/2/2009
Late payment fee	10% of past due balance	Ordinance § 2.5	3/5/1994

Fee	Amount	Reference	Effective Date
Padlock/facilities damage fee	Minimum \$50.00	Ordinance § 2.3.2	3/5/1994
Photocopies	\$0.20 per page	Meeting Minutes	2/15/1990
Returned check charge	\$25.00	Ordinance § 2.9.4	4/5/1997
Returned electronic payment charge	\$50.00	Ordinance § 2.9.4	7/5/2013
Security deposit – Fire hydrant meter	\$750.00	Ordinance § 3.5.3	1/4/2024
Security deposit – Residential (establish credit)	\$125.00	Ordinance § 2.2.1	7/2/2009
Security deposit – Residential (re-establish credit)	Minimum \$375.00	Ordinance § 2.2.2	7/2/2009
Standard reconnection charge	\$25.00	Ordinance § 2.3.3.1	3/5/1994

4.2. RESIDENTIAL WATER AND WASTEWATER RATES AND CHARGES

4.2.1. WATER USAGE RATE (Reference: Ordinance § 3.3.2)

	<i>EFFECTIVE JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
	Amount (per ccf)	Amount (per ccf)	Amount (per ccf)
First 10 hundred cubic feet	\$2.14	\$2.23	\$2.32
11+ hundred cubic feet	3.85	4.01	4.18

4.2.2. WATER SERVICE CHARGE (Reference: Ordinance § 3.3.1)

		<i>EFFECTIVE JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
Meter Size	Flow Rate (USGPM)	Amount	Amount	Amount
5/8" x 3/4"	20	\$24.47	\$25.49	\$26.56
3/4"	30	26.41	27.51	28.66
1"	50	33.86	35.26	36.72
1 1/2"	100	43.33	45.11	46.97

4.2.3. WASTEWATER SERVICE CHARGE (Reference: Ordinance § 3.4.1)

	<i>EFFECTIVE JULY 1, 2015</i>
	Amount
Single-family residence or individually metered dwelling unit per month	\$45.55

4.2.4. LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance § 3.4.2)

	<i>EFFECTIVE OCTOBER 1, 2018</i>
	Amount
Single-family residence or individually metered dwelling unit per year (billed on the Santa Barbara County property tax rolls)	\$361.44

4.3. MASTER-METERED APARTMENTS AND CONDOMINIUMS WATER AND WASTEWATER RATES AND CHARGES

4.3.1. WATER USAGE RATE (Reference: Ordinance § 3.3.2)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
	Amount (per ccf)	Amount (per ccf)	Amount (per ccf)	
First 10 hundred cubic feet	\$2.14	\$2.23	\$2.32	
11+ hundred cubic feet	3.85	4.01	4.18	

4.3.2. WATER SERVICE CHARGE (Reference: Ordinance § 3.3.1)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
Meter Size	Flow Rate (USGPM)	Amount	Amount	Amount
1"	50	\$29.41	\$30.59	\$31.81
1 1/2"	100	38.88	40.44	42.06
2"	160	63.20	65.73	68.36
3"	350	117.64	122.35	127.24
Apartment / Condominium Surcharge per dwelling unit		4.45	4.67	4.91

4.3.3. WASTEWATER SERVICE CHARGE (Reference: Ordinance § 3.4.1)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2018</i>
	Amount	
Master-metered multi-family apartment/condominium/townhouse units, per dwelling unit served by master-meter, per month	\$45.55	

4.3.4. LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance § 3.4.2)

	<i>EFFECTIVE</i>	<i>OCTOBER 1, 2018</i>
	Amount	
Master-metered multi-family apartment/condominium/townhouse units, per dwelling unit served by master-meter, per year (billed on the Santa Barbara County property tax rolls).	\$361.44	

4.4. COMMERCIAL WATER AND WASTEWATER RATES AND CHARGES

4.4.1. WATER USAGE RATE (Reference: Ordinance § 3.3.2)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
	Amount (per ccf)	Amount (per ccf)	Amount (per ccf)	
First 10 hundred cubic feet	\$2.14	\$2.23	\$2.32	
11+ hundred cubic feet	3.85	4.01	4.18	

4.4.2. WATER SERVICE CHARGE (Reference: Ordinance § 3.3.1)

		<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
Meter Size	Flow Rate (USGPM)	Amount	Amount	Amount	Amount
5/8" x 3/4"	20	\$24.47	\$25.49	\$26.56	
3/4"	30	26.41	27.51	28.66	
1"	50	33.86	35.26	36.72	
1 1/2"	100	43.33	45.11	46.97	
2"	160	67.65	70.40	73.27	
3"	350	122.09	127.02	132.15	
4"	400	152.46	158.60	165.00	
6"	900	266.91	277.63	288.79	
8"	1200	370.18	385.03	400.48	
10"	1500	458.12	476.49	495.60	

4.4.3. WASTEWATER SERVICE CHARGE (Reference: Ordinance § 3.4.3)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2018</i>
	Amount	
Minimum charge per month	\$45.55	
Disposal Rate (per ccf [hundred cubic feet] of water usage recorded on meter serving other than irrigation or other outside use)	8.90	

4.4.4. LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance § 3.4.2 and § 3.4.3)

	<i>EFFECTIVE</i>	<i>OCTOBER 1, 2018</i>
<i>Billed on the Santa Barbara County Property Tax Rolls</i>	Amount	
Minimum charge per year	\$361.44	
Per ccf [hundred cubic feet] of water usage recorded on meter serving other than irrigation or other outside use (billed as an annual charge on the Santa Barbara County property tax rolls)	4.15	
<i>Property Tax Exempt Customers</i>		
Minimum charge per month	\$30.12	
Per ccf [hundred cubic feet] of calculated water usage	4.15	

4.5. INSTITUTIONAL SERVICE, SCHOOLS WATER AND WASTEWATER RATES AND CHARGES

4.5.1. WATER USAGE RATE (Reference: Ordinance § 3.3.2)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
	Amount (per ccf)	Amount (per ccf)	Amount (per ccf)	
First 10 hundred cubic feet	\$2.14	\$2.23	\$2.32	
11+ hundred cubic feet	3.85	4.01	4.18	

4.5.2. WATER SERVICE CHARGE (Reference: Ordinance § 3.3.1)

		<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
Meter Size	Flow Rate (USGPM)	Amount	Amount	Amount	
1 1/2"	100	\$43.33	\$45.11	\$46.97	
2"	160	67.65	70.40	73.27	
3"	350	122.09	127.02	132.15	
4"	400	152.46	158.60	165.00	
6"	900	266.91	277.63	288.79	
8"	1200	370.18	385.03	400.48	

4.5.3. WASTEWATER SERVICE CHARGE (Reference: Ordinance § 3.4.4)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2018</i>
	Amount	
Minimum charge per month	\$45.55	
Disposal Rate (per ccf [hundred cubic feet] of calculated water usage)	8.90	

4.5.4. LOMPOC REGIONAL WASTEWATER RECLAMATION PLANT UPGRADE CHARGE (Reference: Ordinance § 3.4.2 and § 3.4.3)

	<i>EFFECTIVE</i>	<i>OCTOBER 1, 2018</i>
<i>Billed on the Santa Barbara County Property Tax Rolls</i>	Amount	
Minimum charge per year	\$361.44	
Per ccf [hundred cubic feet] of water usage recorded on meter serving other than irrigation or other outside use (billed as an annual charge on the Santa Barbara County property tax rolls)	4.15	
<i>Property Tax Exempt Customers</i>		
Minimum charge per month	\$30.12	
Per ccf [hundred cubic feet] of calculated water usage	4.15	

4.6. METERED IRRIGATION SERVICE WATER RATES AND CHARGES

4.6.1. USAGE RATE (Reference: Ordinance § 3.5.1)

	<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
	Amount (per ccf)	Amount (per ccf)	Amount (per ccf)	
For all water delivered (per ccf)	\$2.14	\$2.23	\$2.32	
Minimum charge per month	269.64	280.98	292.32	

4.6.2. WATER SERVICE CHARGE (Reference: Ordinance § 3.3.1)

		<i>EFFECTIVE JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
Meter Size	Flow Rate (USGPM)	Amount	Amount	Amount
1 1/2"	100	\$43.33	\$45.11	\$46.97
2"	160	67.65	70.40	73.27
3"	350	122.09	127.02	132.15
4"	400	152.46	158.60	165.00
6"	900	266.91	277.63	288.79
8"	1200	370.18	385.03	400.48

4.7. NON-METERED FIRE SPRINKLER SERVICE CHARGES (Reference: Ordinance § 3.5.2)

	<i>EFFECTIVE MARCH 17, 1990</i>
Size of Service	Amount
2"	\$5.00
3"	7.50
4"	10.00
6"	15.00
8"	20.00
10"	25.00
12"	30.00

4.8. CONSTRUCTION AND OTHER TEMPORARY METERED WATER SERVICE CHARGES

4.8.1. DEPOSIT (Reference: Ordinance § 3.5.3)

	<i>EFFECTIVE JANUARY 4, 2024</i>
Size of Service	Amount
Fire Hydrant	\$750.00
5/8" x 3/4"	250.00
3/4"	250.00
1"	300.00
1 1/2"	400.00
2"	500.00
3"	2,000.00
4"	3,000.00

4.8.2. WATER USAGE RATE (Reference: Ordinance § 3.3.2)

	<i>EFFECTIVE JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
	Amount (per ccf)	Amount (per ccf)	Amount (per ccf)
First 10 hundred cubic feet	\$2.14	\$2.23	\$2.32
11+ hundred cubic feet	3.85	4.01	4.18

4.8.3. WATER SERVICE CHARGE (Reference: Ordinance § 3.3.1)

		<i>EFFECTIVE</i>	<i>JANUARY 4, 2024</i>	<i>JANUARY 1, 2025</i>	<i>JANUARY 1, 2026</i>
Meter Size	Flow Rate (USGPM)	Amount	Amount	Amount	
Fire Hydrant Meter		\$67.65	\$70.40	\$73.27	
5/8" x 3/4"	20	24.47	25.49	26.56	
3/4"	30	26.41	27.51	28.66	
1"	50	33.86	35.26	36.72	
1 1/2"	100	43.33	45.11	46.97	
2"	160	67.65	70.40	73.27	
3"	350	122.09	127.02	132.15	
4"	400	152.46	158.60	165.00	

4.9. PRIVATE FIRE HYDRANT SERVICE CHARGES (Reference: Ordinance § 3.5.4)

		<i>EFFECTIVE</i>	<i>MARCH 17, 1990</i>
Size of Service	Amount		
For each 4" x 2 1/2" hydrant per month	\$2.00		
For each 6" x 2 1/2" x 2 1/2" hydrant per month	3.00		
For each 6" x 4" x 2 1/2" hydrant per month	4.00		

4.10. CAPACITY CHARGES

4.10.1. RESIDENTIAL

Fee	Amount	Reference
EFFECTIVE JANUARY 3, 2008		
Water Conservation In-lieu Fee per SFE	\$4,300.00	Ordinance § 3.2.2
EFFECTIVE OCTOBER 31, 2026		
Water Buy-in Fee per house	5,473.00	Ordinance § 3.2.1
Water Developer Fee per house	2,093.00	Ordinance § 3.2.1
APN Specific Water Fee per house		
– Booster Station #4 Service Area	537.00	Ordinance § 3.2.1
– Booster Station #5 Service Area	537.00	Ordinance § 3.2.1
Wastewater Buy-in Fee per house	8,819.00	Ordinance § 3.2.1
Wastewater Developer Fee per house	253.00	Ordinance § 3.2.1
APN Specific Wastewater Fee per house		
– Lift Station #1 Service Area	567.00	Ordinance § 3.2.1
– Lift Station #2 Service Area	840.00	Ordinance § 3.2.1

4.10.2. BULK-RESIDENTIAL

Fee	Amount	Reference
EFFECTIVE JANUARY 3, 2008		
Water Conservation In-lieu Fee per SFE	\$4,300.00	Ordinance § 3.2.2
EFFECTIVE OCTOBER 31, 2026		
Water Buy-in Fee per SFE	5,473.00	Ordinance § 3.2.1
Water Developer Fee per SFE	2,093.00	Ordinance § 3.2.1
APN Specific Water Fee per SFE		
- Booster Station #4 Service Area	537.00	Ordinance § 3.2.1
- Booster Station #5 Service Area	537.00	Ordinance § 3.2.1
Wastewater Buy-in Fee per SFE	8,819.00	Ordinance § 3.2.1
Wastewater Developer Fee per SFE	253.00	Ordinance § 3.2.1
APN Specific Wastewater Fee per SFE		
- Lift Station #1 Service Area	567.00	Ordinance § 3.2.1
- Lift Station #2 Service Area	840.00	Ordinance § 3.2.1

4.10.3. COMMERCIAL, SCHOOL, INDUSTRIAL

4.10.3.1. WATER CONSERVATION IN-LIEU FEE (Reference: Ordinance § 3.2.2)

EFFECTIVE JANUARY 3, 2008

	Amount
Water Conservation In-lieu Fee per SFE	\$4,300.00

4.10.3.2. WATER BUY-IN FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

Size of Water Meter	Flow Rate (USGPM)	Factor	Amount
5/8" x 3/4"	20	1.0	\$ 5,473.00
3/4"	30	1.5	8,419.00
1"	50	2.5	14,032.00
1 1/2"	100	5.0	28,063.00
2"	160	8.0	44,901.00
3"	350	17.5	98,221.00
4"	400	20.0	112,253.00
6"	900	45.0	252,569.00
8"	1200	60.0	336,758.00
10"	1500	75.0	420,948.00
12"	2000	100.0	561,264.00

4.10.3.3. WATER DEVELOPER FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

	Amount
Water Developer Fee per SFE	\$ 2,093.00
APN Specific Water Fee per SFE	
– Booster Station #4 Service Area	\$537.00
– Booster Station #5 Service Area	\$537.00

4.10.3.4. WASTEWATER BUY-IN FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

Size of Water Meter	Flow Rate (USGPM)	Factor	Amount
5/8" x 3/4"	20	1.0	\$ 8,819.00
3/4"	30	1.5	13,229.00
1"	50	2.5	22,048.00
1 1/2"	100	5.0	44,097.00
2"	160	8.0	70,555.00
3"	350	17.5	154,339.00
4"	400	20.0	176,387.00
6"	900	45.0	396,871.00
8"	1200	60.0	529,161.00
10"	1500	75.0	661,451.00
12"	2000	100.0	881,935.00

4.10.3.5. WASTEWATER DEVELOPER FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

	Amount
Wastewater Developer Fee per SFE	\$253.00
APN Specific Wastewater Fee per SFE	
– Lift Station #1 Service Area	\$567.00
– Lift Station #2 Service Area	\$840.00

4.10.4. HOTEL, MOTEL

4.10.4.1. WATER CONSERVATION IN-LIEU FEE (Reference: Ordinance § 3.2.2)

EFFECTIVE JANUARY 3, 2008

	Amount
Water Conservation In-lieu Fee per SFE	\$4,300.00

4.10.4.2.WATER FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE MARCH 1, 1990

	Amount
per motel or hotel rental unit	\$500.00

4.10.4.3.WATER BUY-IN FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

Size of Water Meter	Flow Rate (USGPM)	Factor	Amount
5/8" x 3/4"	20	1.0	\$ 5,473.00
3/4"	30	1.5	8,419.00
1"	50	2.5	14,032.00
1 1/2"	100	5.0	28,063.00
2"	160	8.0	44,901.00
3"	350	17.5	98,221.00
4"	400	20.0	112,253.00
6"	900	45.0	252,569.00
8"	1200	60.0	336,758.00
10"	1500	75.0	420,948.00
12"	2000	100.0	561,264.00

4.10.4.4.WATER DEVELOPER FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

	Amount
Water Developer Fee per SFE	\$2,093.00
APN Specific Water Fee per house	
– Booster Station #4 Service Area	537.00
– Booster Station #5 Service Area	537.00

4.10.4.5.WASTEWATER FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE MARCH 1, 1990

	Amount
per motel or hotel rental unit	\$500.00

4.10.4.6.WASTEWATER BUY-IN FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

Size of Water Meter	Flow Rate (USGPM)	Factor	Amount
5/8" x 3/4"	20	1.0	\$ 8,819.00
3/4"	30	1.5	13,229.00
1"	50	2.5	22,048.00
1 1/2"	100	5.0	44,097.00
2"	160	8.0	70,555.00
3"	350	17.5	154,339.00
4"	400	20.0	176,387.00
6"	900	45.0	396,871.00
8"	1200	60.0	529,161.00
10"	1500	75.0	661,451.00
12"	2000	100.0	881,935.00

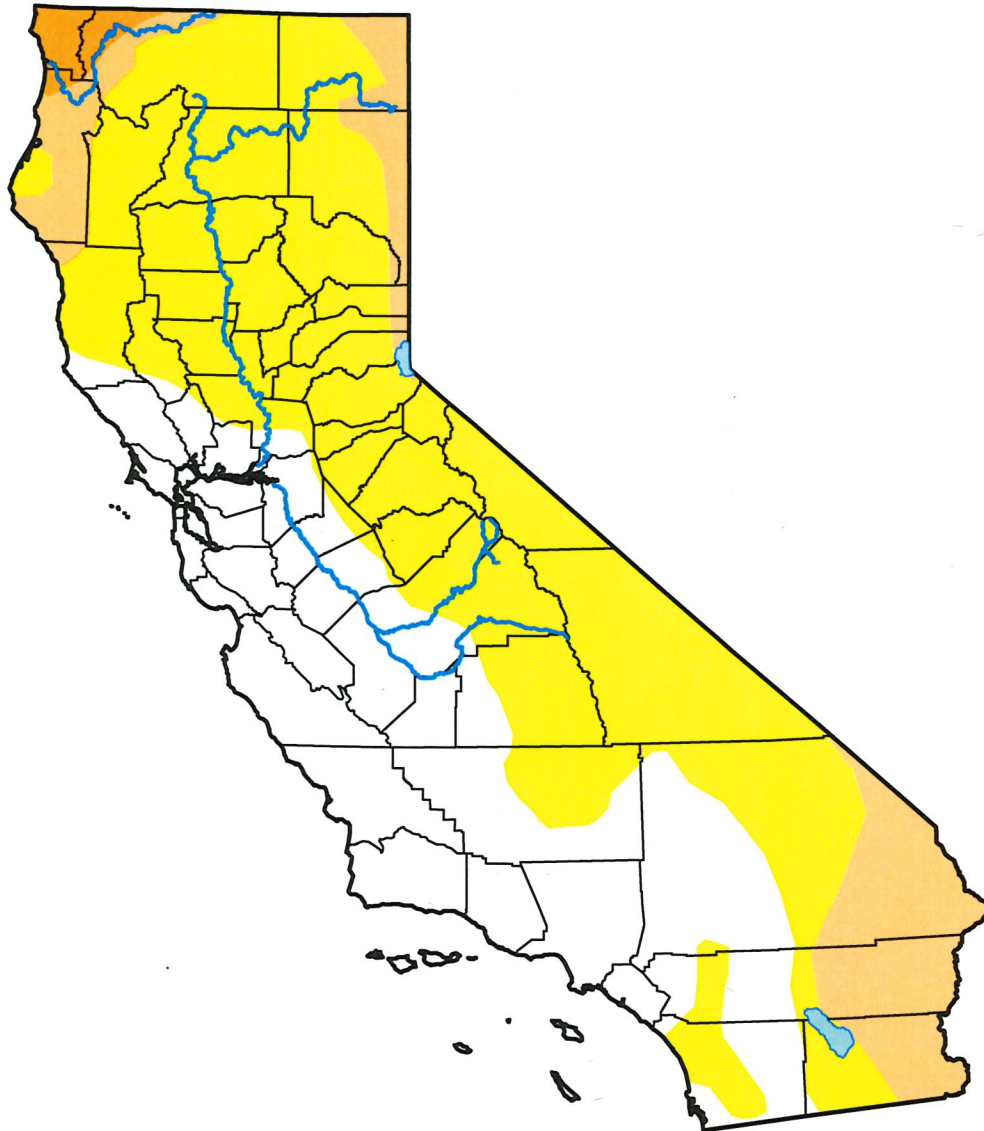
4.10.4.7.WASTEWATER DEVELOPER FEE (Reference: Ordinance § 3.2.1)

EFFECTIVE OCTOBER 31, 2026

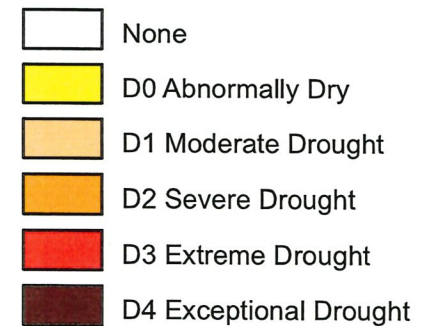
	Amount
Wastewater Developer Fee per SFE	\$253.00
APN Specific Wastewater Fee per SFE	
- Lift Station #1 Service Area	567.00
- Lift Station #2 Service Area	840.00

U.S. Drought Monitor California

August 25, 2026
(Released Thursday, Aug. 27, 2026)
Valid 8 a.m. EDT



Intensity:



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>

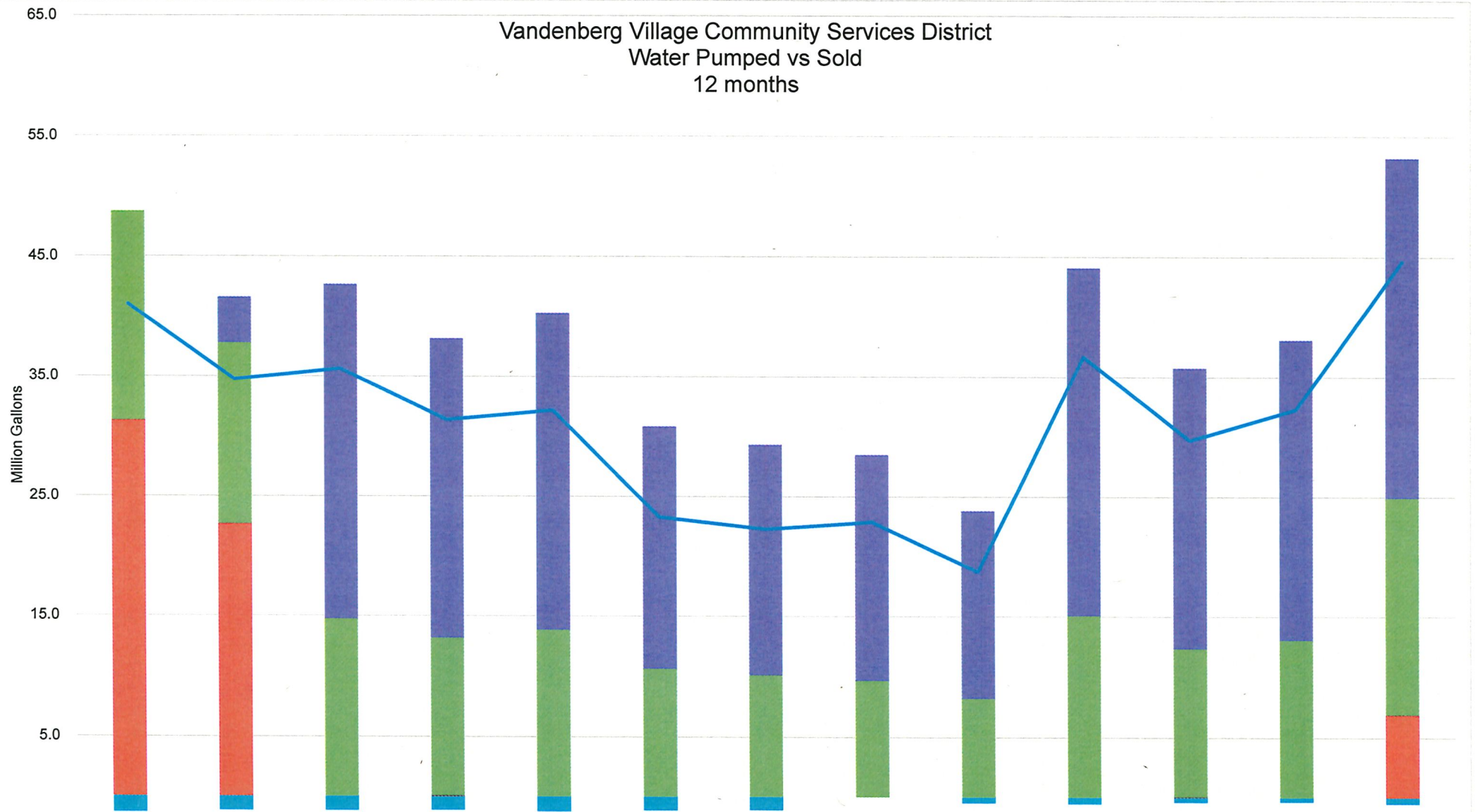
Author:

Adam Allgood
NOAA/NWS/NCEP/CPC



droughtmonitor.unl.edu

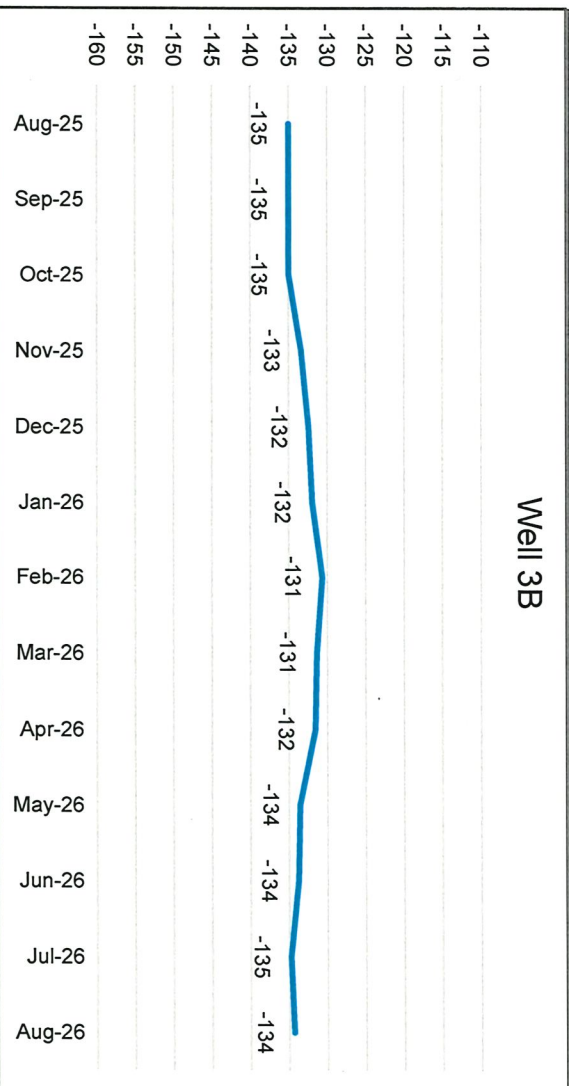
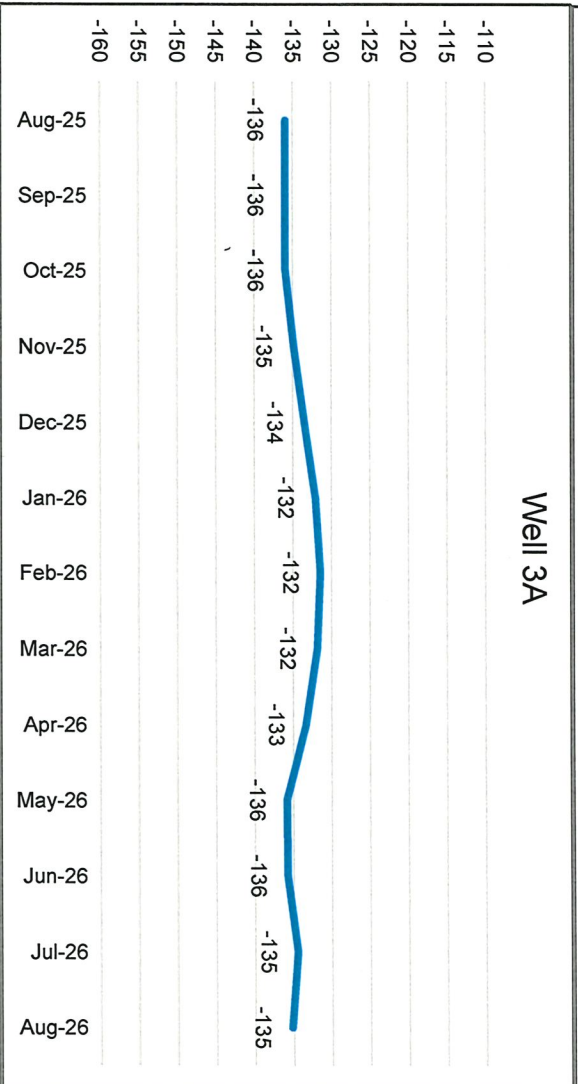
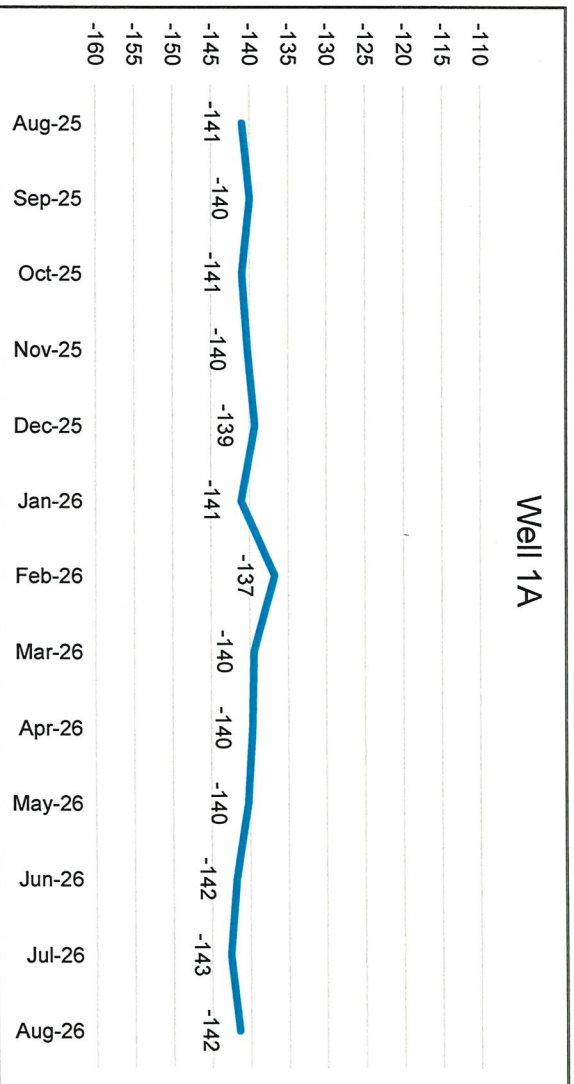
Vandenberg Village Community Services District Water Pumped vs Sold 12 months



(5.0)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
Filter Loss	(1.3)	(1.1)	(1.1)	(1.1)	(1.2)	(1.1)	(1.1)	0.0	(0.5)	(0.5)	(0.4)	(0.3)	(0.5)
Well 3A	0.0	3.8	27.9	25.0	26.5	20.2	19.2	18.8	15.6	29.0	23.4	25.0	28.3
Well 3B	17.4	15.1	14.7	13.1	13.8	10.7	10.1	9.7	8.2	15.1	12.3	13.1	18.0
Well 1B	31.3	22.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0	6.9
Total Sold	41.0	34.7	35.6	31.4	32.1	23.3	22.3	22.9	18.8	36.7	29.7	32.3	44.6

Vandenberg Village Community Services District
Well Soundings
12 months



**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
PG&E PRODUCTION COSTS**

WATER PRODUCTION (MG)														
	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Total MG	Total AF
WELL 1B	23.516	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	23.516	72.173
WELL 3B	15.753	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.753	48.347
WELL 3A	8.452	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	8.452	25.940
	47.721	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	47.721	146.460
PG&E COSTS														
	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Total	Total \$ per AF
WELL 1B	\$39,440.67												\$39,440.67	
WELL 3B	\$7,460.75												\$7,460.75	
WELL 3A	\$5,849.71												\$5,849.71	
STATION 4	\$69.78												\$69.78	
STATION 5	\$2,896.95												\$2,896.95	
	\$55,717.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,717.86	\$380.43
Prior Year	\$48,326.17	\$55,908.45	\$48,504.50	\$36,991.16	\$29,330.57	\$29,568.43	\$31,867.71	\$27,286.89	\$31,534.20	\$31,516.74	\$35,067.84	\$51,855.47	\$370,834.82	\$334.39
Current Year	\$55,717.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,717.86	\$380.43
Variance	15.30%	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(84.98%)	13.77%
COST PER ACRE FOOT														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	in \$ per AF from	Average
Prior Year	\$337.46	\$384.02	\$386.21	\$318.91	\$313.10	\$306.96	\$381.88	\$366.85	\$279.48	\$273.27	\$0.00	\$0.00		\$279.01
Current Year	\$380.43													\$380.43
Variance	12.73%													36.35%
PG&E kWh														
	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Total	Average
WELL 1B	118,788.992												118,788.992	118,788.992
WELL 3B	21,032.594												21,032.594	21,032.594
WELL 3A	9,289.400												9,289.400	9,289.400
STATION 4	90.201												90.201	90.201
STATION 5	6,587.546												6,587.546	6,587.546
	155,788.733	-	-	-	-	-	-	-	-	-	-	-	155,788.733	12,982.394
Prior Year	136,616.245	148,590.038	136,045.269	122,796.370	100,499.114	102,447.097	88,673.520	75,608.699	117,835.842	119,023.207	-	-	1,148,135.400	118,849.756
Current Year	155,788.733	-	-	-	-	-	-	-	-	-	-	-	155,788.733	12,982.394
Variance	14.03%	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	(100.00%)	#DIV/0!	#DIV/0!	(86.43%)	(89.08%)