

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



MINUTES Regular Meeting

January 6, 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 Cox, Gonzales, Heuring, Lamont, and Stassi were present.

OTHERS PRESENT

Cynthia Allen, General Manager; Jeff Cole, Operations and Maintenance Manager; Patricia LeCavalier, Financial Services Manager; and Vandenberg Village resident Hans Holtz, who resides at 4079 Capella Drive.

3. ADDITIONS AND DELETIONS TO THE AGENDA: None

4. PUBLIC FORUM

President Gonzales opened the public forum at 4:31 p.m. for public comments. Mr. Holtz shared that he has been a Vandenberg Village resident for 10 years. Mr. Holtz previously managed water systems for the Forest Service and shared his interest in the district's operations. The public forum was closed at 4:32 p.m.

5. OPERATIONS REPORT

Mr. Cole reported that the district pumped 30.3 million gallons with an average daily demand of 0.98 million gallons per day. This is 0.1

percent less than last December. Vandenberg Village had 2.44” of rainfall in December, leaving the calendar year total at 13.76”.

With this rainfall, the new fence at the shop sustained notable damage. Runoff coming from private land near Lift Station 2 undermined the fence, exposing the foundation of seven posts. The board and staff discussed solutions to help mitigate the problem. General Manager Allen suggested working with the Patel Family, as they will want to know about this if they plan on building in that area. Director Gonzales stressed the need to be proactive about the issue, especially since the area is a planned future well site. Mr. Cole and his crew have placed broken concrete around the posts as a temporary solution.

Mr. Cole reported that the district’s well levels for December were 1B – 140 feet, 3A – 134 feet, and 3B – 133 feet. In December, the crew replaced a 1” copper service line and replaced four angle stops. On January 13, Pureflow will begin removing the spent media from the filter vessel. The old influent and effluent piping and valves will then be removed, followed by the installation of the new influent and effluent piping and valves.

To conclude his report, Mr. Cole shared that there were no sewer overflows in December. On December 10, the District filled the position of Utility Service Person I. Garrett Kirkland was hired and started with us on January 5.

6. ADMINISTRATION REPORT

Financial Services Manager LeCavalier reported that the office was closed to the public from December 24 to January 1. The office will also be closed on Monday, January 19, for Martin Luther King Jr.’s Birthday.

Invoices for the Wallace Group Scoping Study from May to November 2025 totaled \$42,729. We should expect one final invoice for December 2025 toward the approved budget of \$70,000.

To conclude her report, Ms. LeCavalier shared the most recent investment earnings rates. California CLASS is at 3.88%, Mechanics Bank is at 3.74%, and LAIF is at 4.09%.

7. CONSENT CALENDAR

A. Minutes of the Regular Meeting on December 2, 2025

B. Treasurer Report

(1) Pro-forma Financial Statements as of November 30, 2025

(2) Disbursements through December 31, 2025

Director Statssi raised a question regarding a line item on page 13 showing approximately \$746,903 under “wastewater other” assets. Ms. LeCavalier and General Manager Allen clarified that this is the amount held by the City of Lompoc, known as the WCRF. This is a requirement of the contract we have with the city. The amount changed as a requirement of the State Revolving Fund (SRF) loan. This loan is scheduled to be paid off in just over five years. At that time, the capital line item on residents’ property tax bills can be reduced.

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

Ayes: Directors Cox, Gonzales, Heuring, Lamont, and Stassi

Noes: None

Abstain: None

Absent: None

8. ACTION ITEMS

A. Committees and Agencies

The appointments to standing committees and external agencies made by Director Gonzales were confirmed. The board discussed and agreed to rollover the previous year’s assignments with one exception: Director Gonzales offered to step into the role of Alternate to represent the district at GSA committee meetings, but Director Lamont indicated that he wished to remain in the position.

Officers	2025	2026
President	Gonzales	Gonzales
Vice President	Lamont	Lamont
Finance Officer	Stassi	Stassi

Standing Committees		2025	2026
Finance/Budget	Chair	Stassi	Stassi
	Member	Cox	Cox
Legal/Personnel	Chair	Gonzales	Gonzales
	Member	Lamont	Lamont
Water/Wastewater	Chair	Heuring	Heuring
	Member	Cox	Cox
Groundwater Sustainability Agency (GSA)	Primary	Stassi	Stassi
	Alternate	Lamont	Lamont

Agencies		2025	2026
Association of California Water Agencies (ACWA) & Joint Powers Insurance Authority (ACWA/JPIA)	Primary	Heuring	Heuring
	Alternate	Lamont	Lamont
California Special Districts Association (CSDA) & Santa Barbara County Chapter of CSDA (SBCCSDA)	Primary	Gonzales	Gonzales
	Alternate	Stassi	Stassi
Santa Ynez River Water Conservation District (SYRWCD)	Primary	Lamont	Lamont
	Alternate	Heuring	Heuring

B. Director Travel Budget

The Board members discussed their interest in attending upcoming conferences, which helps create a conference schedule for use in preparing the budget for FY 2026-27.

Director Gonzales and Director Stassi both shared that they plan to attend the Annual CSDA Conference in August. Director Cox, Director Heuring, and Operations Manager Cole would like to attend the Annual Special District Leadership Academy in September. Director Gonzales shared his interest in possibly attending the Annual Special District Legislative Days in April 2027. If Director

Gonzales is unable to attend, Director Stassi stated that he would be interested in attending to ensure our district is represented.

Director Lamont is undecided on whether or not he would like to attend the Annual Special District Leadership Academy. Director Cox showed interest in attending the ACWA/JPIA Spring Conference in 2027.

FY 2026-27 Conference Schedule					
Director	Annual CSDA Conference Aug 2026 Palm Desert	Annual Special District Leadership Academy Sep 2026 San Luis Obispo	ACWA ACWA/JPIA Fall Conference Dec 2026 Anaheim	Annual Special District Legislative April 2027 Sacramento	ACWA ACWA/JPIA Spring Conference May 2027 TBD
Cox		✓			✓
Gonzales	✓			✓	
Heuring		✓			
Lamont		✓			
Stassi	✓				
<i>Estimated Cost (per person)</i>	\$3,218	\$1,452	\$3,347	\$2,526	\$3,778

9. REPORTS

A. Committees

No Committees met.

B. District Representatives to External Agencies

Director Gonzales shared that the SBCCSDA Chapter Meeting will be held on Monday, January 26, in Buellton. Director Gonzales and Director Stassi both shared that they would like to attend.

Director Stassi shared that the WMA will be meeting in February and that they have been on a three-month cycle. The members have decided to only have meetings when necessary.

C. Board President

Director Gonzales met with General Manager Allen and spoke about the Sphere of Influence, which is coming from the Lompoc City Council. They also spoke about Legal/Personnel meeting with the General Manager in March. They discussed the KnowBe4 training and confirmed that the Board no longer needs to participate in these.

Director Gonzales asked staff about the PG&E claim. General Manager Allen informed the board that PG&E denied the claim, but it could still be brought to the Public Utilities Commission (PUC). Director Stassi recommends that staff use whatever resources they need to bring this claim to the PUC. General Manager Allen said there is a complaint address for the PUC, and she will reach out that way.

Concerns about the district-owned property Lot 54 were addressed. We recently received a request from a customer to clean up part of this property on the Falcon Crest side. Director Gonzales asked for the board's approval for him to speak with General Manager Allen regarding mitigation practices we can do to maintain Lot 54. Director Gonzales assured the board that he can remain unbiased in regards to this topic and shared that his goal is to lessen the liability on the district's side.

Director Gonzales wanted to discuss the check-signing policy. It was suggested to have the Finance Officer as the primary signer, followed by the other Finance Committee member, and lastly the Board President. General Manager Allen suggested putting the hierarchy of check signing in our Financial Policies rather than our Ordinances.

Lastly, the upcoming Strategic Plan meeting on January 16 was discussed. The board decided to meet in our own district meeting room at 10 a.m.

D. General Manager

General Manager Allen reported that we received no ADU requests in December. Last month, it was reported that we received just one proposal for \$8,000 to repair the roof. In December, a second proposal for \$4,200 was received from Wicks Roofing. General Manager Allen signed a contract with Wicks, and they will be putting us on the schedule as soon as the rain lets up.

Our first reimbursement request for our cybersecurity grant has been submitted. Cal OES has approved our request for \$6,580 for our UPS (Uninterruptible Power Supply) and SIEM (Security Information and Event Management).

General Manager Allen shared the proposed budget calendar. Dates and times for committee meetings can be adjusted as needed. The Legal/Personnel Committee agreed to meet on February 27 at 3 p.m. to discuss employee salaries and benefits.

Senate Bill 707 went into effect on January 1. Since this made changes to the Brown Act, it is now required to distribute a copy of the Brown Act to elected officials. We do provide a Brown Act manual when you become a director; however, it does not comply with the requirements.

With these Brown Act changes, the Teleconferencing rules have changed slightly. Emergency circumstances have merged with Just Cause Teleconferencing. Each board member may use Just Cause twice per year. They have added a category for board members with disabilities so they may now participate remotely without limit.

Traditional Brown Act Teleconferencing has not changed. New requirements for Eligible Legislative Bodies have been added. These are not required for us, as they are generally for very large districts, but we may impose them voluntarily.

To conclude her report, General Manager Allen shared that she will be out of the office from April 6 through April 17 and will be attending the April 7 meeting remotely. General Manager Allen recently received the ballot for the LAFCo election. This will be on the next agenda. As previously shared by Financial Services Manager

LeCavalier, the office was closed for the holidays. The President added two extra days, Christmas Eve and the day after Christmas. In our policy, it states that all Presidentially Proclaimed Holidays will be a Holiday for the district.

10. INFORMATIONAL CORRESPONDENCE

A. **US Drought Monitor:** California, December 30, 2025

B. **VVCS D:** Water Pumped vs Sold, 12 months

C. **VVCS D:** Well Soundings, 12 months

11. DIRECTORS FORUM

Director Cox shared that she will be traveling April 6 – 11 and will not be present for the April board meeting.

Director Stassi wanted to discuss the one live payroll check we have for a district employee. At times, Director Stassi will be called into the office to sign this check. He questioned whether a board member needed to sign this. General Manager Allen explained that when there is a live check involved, we need a board member to sign. This is recommended practice by our auditors for fraud prevention.

Director Stassi mentioned the Budget Calendar, commenting that we might have some things that are generated by the Wallace Group report that will impact the budget. This means there may need to be additional Committee meetings following the Strategic Planning session. Director Stassi shared that he would like to have our staff's recommendations at the Strategic Planning session. Our staff can add valuable on-the-ground expertise regarding the projects.

Director Heuring was approached by a neighbor on Rigel Avenue who shared their concerns regarding the oak trees near their property on Lot 54. The trees appear to have an ivy infestation. The neighbor asked if there was anything the district could do to mitigate the infestation. General Manager Allen suggested contacting an arborist to assess the oak trees. Director Gonzales suggested that he and General Manager Allen could discuss this, along with the Lot 54 mitigation they had already planned to speak about.

12. ADJOURN

President Gonzales declared the meeting adjourned at 5:43 p.m.

Attest:

Signed:

Brianna Jennings
Secretary, Board of Directors

Richard Gonzales
President, Board of Directors