VANDENBERG VILLAGE
COMMUNITY SERVICES DISTRICT
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"Pride in Community Service"
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MINUTES
Regular Meeting

April 7, 2020

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL: Directors Brooks, Stewart and Wyckoff were present. Director Bumpass participated via telephone conference and Director Redmon was absent.

   OTHERS PRESENT

   General Manager Joe Barget, Operations & Maintenance (O&M) Manager Mike Garner, and Finance Administrator Patricia LeCavalier were present. Administrative Services (AS) Manager Cynthia Allen and Board Secretary Stephanie Garner participated via telephone conference.

3. ADDITIONS AND DELETIONS TO AGENDA

   There were none.

4. PUBLIC FORUM

   President Stewart invited public comments and there none.

5. OPERATIONS REPORT

   O&M Manager Garner reported the District pumped 24.75 million gallons of water for the month of March with an average daily demand of 800,000 gallons. This is 19 percent more than last March. Vandenberg Village received 4.17 inches of rain during the month bring the calendar year total at 4.79 inches.

Well levels (below ground surface) for March were 1B-142', 3A-143', and 3B-139'.

There were no sanitary sewer overflows to report in March.

O&M Manager Garner said the field crew is working from home half time. One week two field crew works from home Monday, Wednesday and Friday and the next week will work from home on Tuesday and Thursday. They will switch so there are always two field crew on duty. This schedule will continue through the end of April. They are taking on-line continuing education classes while working from home.

To conclude his report, O&M Manager Garner said there were two anniversaries in March: Jim Levingston with 31 years on March 6 and Stephanie Garner with 19 years on March 20. Jim's retirement has been delayed until August 1, 2020.

6. ADMINISTRATION REPORT

For the past three weeks, AS Manager Allen has been working with iWater to get the District's GIS system up and running. As of today, the system is live but a list of features will be added. AS Manager Allen is being trained on the system and in-house training for the field crew will be scheduled after the shelter-at-home orders have been lifted.

In light of the COVID-19 shelter-at-home orders for California, the District made changes to administrative procedures. For March, April and May, we are not discontinuing service for non-payment. During this moratorium, late fees will not be assessed. However, customers will continue to receive their monthly bill and reminder notices so those who are able to pay will do so. After this crisis is over, staff will work with those who have been unable to pay. Under California law, past due balances can be amortized up to 12 months and are not subject to late fees.

To limit interaction with each other, administrative staff are working from home half time. One week, a staff member works from home on Monday, Wednesday, Friday and the next week they work from home on Tuesday, Thursday. Their coworkers are on the opposite schedule so we always have at least one staff member in the office. Except for lunch and mandatory rest periods, the phone and drive-up window is covered every weekday. AS Manager Allen is in the office on Tuesday, Wednesday, Thursday and working from home on Monday and Friday.

The District is only accepting payments made with check or credit card, cash payments are no longer being accepted. Payments can be mailed, placed in the drop box, or brought through the drive-up window. Credit card payments can also be accepted over the phone. To encourage social distancing, bank deposits have been reduced from daily to once a week.

AS Manager Allen is participating in twice weekly telephone calls hosted by County Office of Emergency Services (OES) which are attended by representatives throughout the County. All participants provide updates on what their office is doing in response to this crisis and County OES releases a periodic Situation Status Report. Cal OES is also on the call to provide guidance on FEMA reimbursement. Although the Districts COVID-19 expenses are not astronomical, the Cal OES is recommending reimbursement for any unanticipated expenditures. Staff keeps personal protective equipment (PPE) and disinfectants on hand for the field crew but, currently, these supplies are being used by all District staff for tasks related to COVID-19 and not regular maintenance. Therefore, their eventual replacement will be reimbursable. General Manager Barget and AS Manager Allen have started the process through Cal OES and FEMA.

AS Manager Allen participates in weekly conference calls and webinars through the Department of Homeland Security.

To conclude her report, AS Manager Allen said because District employees are designated disaster service workers under state law, the County sent a request for volunteers to assist with COVID-19 support tasks. Currently, no VVCSD employees have volunteered but, if they decide to, employees will continue to be paid by the District and a reimbursement request from the County would be made.

7. CONSENT CALENDAR

A. Minutes from the Regular Board Meeting on March 3, 2020

B. Treasurer Report

1) Monthly Financials

2) Disbursements through March 31, 2020

3) Schedule of Investments

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

Roll Call:
Ayes: Directors Brooks, Bumpass, Stewart and Wyckoff
Noes: None
Abstain: None
Absent: Director Redmon

8. ACTION ITEMS

A. **Capital Budget [Public Hearing opened at 7:13 p.m.]**

Director Bumpass reported on this item for the Finance/Budget Committee. Public Hearing closed at 7:15 p.m.

Motion by Director Wyckoff, seconded by Director Bumpass to adopt the Fiscal Year (FY) 2020-21 capital budgets for Water and Wastewater Enterprise Funds

Roll Call:
Ayes: Directors Brooks, Bumpass, Stewart and Wyckoff
Noes: None
Abstain: None
Absent: Director Redmon

B. **Operating Budget [Public Hearing opened at 7:16 p.m.]**

Director Bumpass reported on this item for the Finance/Budget Committee. Public Hearing closed at 7:22 p.m.

Motion by Director Wyckoff, seconded by Director Bumpass to adopt the Fiscal Year (FY) 2020-21 operating budgets for Water and Wastewater Enterprise Funds which includes a 2.4 percent cost of living increase for all employees and an additional 457 match of $1,300 per year exclusively for PEPRA (Public Employees' Pension Reform Act) employees effective July 1, 2020.

Roll Call:
Ayes: Directors Brooks, Bumpass, Stewart and Wyckoff
Noes: None
Abstain: None
Absent: Director Redmon

Motion by Director Brooks, seconded by Director Wyckoff to approve FY 2020-21 administrative overhead fees of 20.66 percent.

Roll Call:
Ayes: Directors Brooks, Bumpass, Stewart and Wyckoff
Noes: None
Abstain: None
Absent: Director Redmon

C. **Access Road**

Motion by Director Brooks, seconded by Director Wyckoff to approve the attached lease with the California State Lands Commission (SLC) to use the access road from Burton Mesa Boulevard to Well Site 1.

Roll Call:
Ayes: Directors Brooks, Bumpass, Stewart and Wyckoff
Noes: None
Abstain: None
Absent: Director Redmon

D. **Valves**

Motion by Director Wyckoff, seconded by Director Brooks to award a contract to RL Johnson Construction, Inc., for $36,256 to replace 10 valves in the water distribution system.

Roll Call:
Ayes: Directors Brooks, Bumpass, Stewart and Wyckoff
Noes: None
Abstain: None
Absent: Director Redmon

E. **Public Outreach**

President Stewart reported all activities have been cancelled because of the COVID-19 restrictions. The public outreach events will be revisited at a later date.

F. **COVID-19**

General Manager Barget distributed a written report to the Directors which has been made a part of these minutes.

9. REPORTS

A. Committees

Finance/ Budget Committee met and discussed items on this agenda.

B. District Representatives to External Agencies

There were no reports made.

C. President

President Stewart said all in-person meetings and conferences have been cancelled or rescheduled but she has attended some meetings via teleconference.

To concluded her report, President Stewart said she completed the LAFCO ballot, voting for Regular Special District Member Craig Geyer (Incumbent) and Alternate Special District Member Cindy Allen (Incumbent).

D. General Manager Report

General Manager Barget hopes everyone stays safe and healthy, and unless a time sensitive item materializes, the Directors may consider canceling the May board meeting.

10. INFORMATIONAL CORRESPONDENCE

A. “Office Closed” notice posted March 19, 2020

B. Letter dated March 20, 2020 from Ann Marx, Wildland Fuels Project Management Coordinator, Santa Barbara County Fire

C. Water Rates in Santa Barbara County, February 2020

D. Work Plan – Club House Road Entrance Beautification

11. DIRECTORS FORUM

Director Bumpass wanted to thank the entire staff for their work on the budget. Also thanked General Manager Barget for finalizing the backroad lease.

Director Stewart also thanked the staff for their work.

12. ADJOURN

President Stewart declared the meeting adjourned at 7:47 p.m.

Attest: **Signed:**

_____ _____

Stephanie Garner **Katherine A. Stewart**
Secretary, Board of Directors **President, Board of Directors**