

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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"Pride in Community Service"

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MINUTES **Regular Meeting** **March 4, 2025**

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

General Manager Cynthia Allen; Operations & Maintenance Manager Jeff Cole; Financial Services Manager Patricia LeCavalier; Mike Munoz Deputy County Counsel, Santa Barbara County Office of Counsel; Michael Garner, 561 Andromeda Drive.

3. ADDITIONS AND DELETIONS TO THE AGENDA: None

4. PUBLIC FORUM

President Gonzales invited public comments and there were none.

5. GUEST SPEAKER

Deputy County Counsel with Santa Barbara County Office of County Counsel, Mike Munoz gave a presentation on laws related to our operations and his role as the District's lawyer.

6. OPERATIONS REPORT

Operations and Maintenance Manager Cole reported that the district pumped 25.1 million gallons in February with an average daily demand of .9 million gallons. This is 22 percent more than last February.

Vandenberg Village had 1.94” of rainfall in February. The calendar year total is currently at 2.04”. The district’s well levels for February were 1B-141’, 3A-134’, and 3B-134’.

In February, the crew replaced two 1” copper service lines. Mr. Cole went on to report that Santa Barbara County has signed off on the asphalt restoration that was needed after the Sirius water main break.

Mr. Cole had a site visit with Pat Kennedy, Archie MacDonnell, and Scott Johnson to go over the Pureflow project. Mr. Cole also reported that our SCADA integrator began writing the script for the Pureflow Valve Panel PLC.

There were no sewer overflows in February. To conclude his report, Mr. Cole shared that Avery passed his D2 exam on March 3rd.

Director Gonzales inquired about the manhole repair behind Mesa Circle Drive. Mr. Cole informed Director Gonzales that it has been repaired temporarily and will be included as a budget item.

7. ADMINISTRATION REPORT

Financial Services Manager LeCavalier reported that staff have been collecting budget data for the operating activities and proposed capital improvements. There is a staff meeting next week as well as a Finance/Budget meeting later this month to review the proposed budget in detail before it’s brought to the board in April.

Ms. LeCavalier went on to report on our investment earnings rates. For February, CA CLASS was reported at 4.4125%, and Mechanics Bank was at 4.58%. LAIF quarter-to-date was reported at 4.35%. A transfer of \$250K was made from the Operations checking into the Money Market savings with Mechanics Bank. This transfer was made to take advantage of the investment savings until we need it later in the year.

To conclude her report, Ms. LeCavalier shared that on February 21st staff attended the 30th annual safety dinner. Ms. LeCavalier thanked the Board for continuing to budget this for staff.

Director Gonzales thanked Ms. LeCavalier for covering our investments.

8. CONSENT CALENDAR

A. Minutes of the Regular Meeting on February 4, 2025

B. Treasurer Report

1) Pro-forma Financial Statements as of January 31, 2025

2) Disbursements through February 28, 2025

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

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

Noes: None

Abstain: None

Absent: None

9. ACTION ITEM

A. **[PUBLIC HEARING] AB 2561 Status of Job Vacancies**

Public Hearing opened at 5:03 p.m.

General Manager Allen explained that AB 2561 mandates public agencies to annually announce any employment vacancies they have in a public hearing. General Manager Allen reported on the District's current job vacancies. We do have one job vacancy; however, it is currently filled with a temporary employee.

B. Cybersecurity Grant

General Manager Allen reported that our grant is being prepared, however we do still have paperwork to complete. They are asking for the Board's designation of staff members who can speak on the District's behalf.

After a short discussion, the following motion was made:

Motion by Director Lamont, seconded by Director Heuring, to approve the Governing Body Resolution for the State and Local Cybersecurity Grant Program.

Roll Call Vote:

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

C. Mid-Year Budget Review

Director Stassi distributed a table he created for a five-year plan to meet reserve requirements. After reviewing the Mid-Year Budget Comparison and addressing questions and requests from the Board, the following motion was made:

Motion by Director Stassi, seconded by Director Gonzales, to accept the FY 2024-25 Mid-Year Budget Review.

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

D. Ad-Hoc Committee

Director Heuring stated that the Ad-Hoc Committee tried their best to work towards the three main changes he believed would be in the best interest of the community. He thanked the Board for the opportunity to create the Committee.

Per recommendation from the Ad-Hoc Committee Chair, President Gonzales will dissolve the Ad-Hoc Committee. President Gonzales thanked Director Heuring and Michael Garner for both being part of the Committee.

10. REPORTS

A. Committees

Director Gonzales reported that Legal/Personnel met last month with the General Manager and that the conversation will continue into closed session.

Director Heuring stated that there is an upcoming Water/Wastewater meeting on the 14th.

B. District Representatives to External Agencies

Director Stassi reported that the WMA met on February 26th. There are two main topics they spoke about. The first topic covered a member who has never advanced their funds to get the early projects done. The second topic of conversation is a closed session meeting they had for hiring a Plan Manager. The Conservation District is currently under contract serving as Plan Manager. They have met and selected someone to run the Joint Powers Agency for the members. There is a special meeting at the end of the month in hopes of making a selection and a detailed work program.

To conclude his report Director Stassi stated that Finance/Budget will meet on March 19th at 2:30 if the staff is comfortable with that schedule.

C. Board President

Director Gonzales stated that he would voice his Cybersecurity concerns when General Manager Allen brings it up for discussion. Director Gonzales thanked staff for their work on the Mid-Year Budget Review.

D. General Manager

General Manager Allen reported that we received one response to our Water/Wastewater Evaluation RFQ. That one Statement of Qualifications will be going to the Water/Wastewater committee for review on March 14th. It will then be brought to the full board on April 1st for guidance on whether to pursue a contract with that firm or to go out again.

Dr. Allen informed the board that we have received an Intent to Serve for the Valley of the Flowers Church. The Church owns a vacant parcel and is filing a tentative parcel map with the County Planning Department. This will be included on the Water/Wastewater agenda. The request will be brought to the board on April 1st.

To conclude her report General Manager Allen stated that the hotel had been interested in leasing the green space next to our building, but decided to not pursue this project. Dr. Allen and Director Heuring have been working with the Lompoc Valley Botanical and Horticultural Society to recreate the demonstration garden that was at the District's previous office. The garden was used to show customers what they could do in their yards with drought-tolerant plants. The Lompoc Botanical Society is willing to supply volunteers to help plan and install the garden. This will be done with money that is collected after the Water Conservation program. The money is already set aside and will not need to be a budget item.

Dr. Allen noted that pages 55-60 show the SGMA projects and the status of the grant money. We are right on track with all projects. She also pointed out that CSDA is looking for board members. The application packet can be found on pages 61-65 of the packet.

11. INFORMATIONAL CORRESPONDENCE

- A. **US Drought Monitor:** California, February 25, 2025
- B. **VVCSD:** Water Pumped vs. Sold, 12 months
- C. **WMA:** Proposition 68 Grant Funded Projects Update
- D. **CSDA:** Board of Directors Call for Nominations

12. DIRECTORS FORUM

Director Cox thanked the board for the opportunity to serve as our newest Board Member.

Director Stassi will be handing out his five-year plan to get Water Reserves under the policy requirement. It will be attached to the meeting minutes.

Director Heuring let the board and staff know that he'll be leaving for Indiana on May 18th and flying back on April 1st. Director Heuring is planning on attending our April 1st board meeting remotely.

13. **CLOSED SESSION:** The Directors convened into closed session at 5:51 p.m.

14. **OPEN SESSION:** The Directors reconvened into open session at 7:03 p.m.

The following actions were taken upon return from the closed session:

Motion by Director Lamont, seconded by Director Heuring to approve a 2.7 percent cost of living adjustment effective July 1, 2025. All in favor.

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

Motion by Director Lamont, seconded by Director Heuring to approve longevity tier of 2.5 percent at 15 years seniority to be added to the employee’s current payroll step. All in favor.

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

Motion by Director Lamont, seconded by Director Heuring to approve making the non-permanent field employee a permanent employee. All in favor.

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

Motion by Director Stassi, seconded by Director Lamont to approve a five percent merit increase to the General Manager in addition to the cost-of-living adjustment effective July 1, 2025. All in favor.

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

15. ADJOURN

President Gonzales declared the meeting adjourned at 7:11 p.m.

Attest:

Signed:

**Brianna Jennings
Secretary, Board of Directors**

**Richard Gonzales
President, Board of Directors**