

# VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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*"Pride in Community Service"*

## **MINUTES Regular Meeting**

**March 3, 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; and Patricia LeCavalier, Financial Services Manager.

Two members of the public were also in attendance: Bill Kelly, 4097 Stardust Road; and Dan Vordale, 705 St. Andrews Way.

### **3. ADDITIONS AND DELETIONS TO THE AGENDA:**

Director Gonzales requested that the PureFlow handout, which included quotations and schedules, be added to the board package documents for Item 8.B.

Director Stassi left the room at 4:32 p.m. to verify whether he had the PureFlow quotation handout.

Director Stassi returned to the room at 4:33 p.m.

#### 4. PUBLIC FORUM

President Gonzales opened the public forum at 4:33 p.m.

Mr. Kelly and Mr. Vordale both shared that they were attending the meeting as visitors.

The public forum was closed at 4:34 p.m.

#### 5. OPERATIONS REPORT

Mr. Cole reported that the district pumped 24.2 million gallons, with an average daily demand of 0.86 million gallons. This is four percent less than last February. Vandenberg Village received 2.79” of rainfall in February, bringing the calendar-year total to 13.85”. The district’s well levels for February were 1B – 137 feet, 3A – 132 feet, and 3B – 131 feet. In February, the crew replaced two angle stops.

Mr. Cole provided a PureFlow update, noting that he and his crew completed all associated piping and small parts for the project. The SCADA programming is now complete. Their crew began installing the new tees and laterals yesterday. Today, their crew started loading the media.

To conclude his report, Mr. Cole stated that there were no sewer overflows in February and that there were no staff announcements.

#### 6. ADMINISTRATION REPORT

Financial Services Manager LeCavalier reported that staff have been gathering data for the FY 2026-27 operating and capital budgets. A staff meeting will be held next week. A Finance/Budget Committee meeting will be held on March 13 to review the proposed budget in detail before it is brought to the board at the April 7 meeting.

To conclude her report, Ms. LeCavalier shared the most recent investment earnings rates. Both California CLASS and Mechanics Bank are at 3.74 percent for February, and LAIF is at 3.91 percent quarter-to-date.

General Manager Allen shared that Five Star Bank’s policy is to match LAIF.

## 7. CONSENT CALENDAR

A. Minutes of the Regular Meeting on February 3, 2026

B. Treasurer Report

(1) Pro-forma Financial Statements as of January 31, 2026

(2) Disbursements through February 28, 2026

The following motion was made:

**Motion by Director Stassi, seconded by Director 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. Sewer Rehabilitation Project

General Manager Allen reported that we went out to bid in February and closed on February 20. We received six bids ranging from \$716K to \$1.2 million. Sancon Technologies, Insituform Technologies, and Southwest Pipeline have previously performed work for the district. Management trusts their work and product and would have been happy with any of those three. Sancon Technologies submitted the lowest bid. This project comes in under budget since the scope of work was reduced after reviewing the sewer main recordings.

Operations and Maintenance Manager Cole verified that the rehabilitation method Sancon Technologies would be using is the Cured-in-Place Pipe (CIPP) Liner, which is an industry standard. The duration of the project, from start to finish, could be 60-90 days;

a lot of this depends on cure time, traffic, cleaning, and video inspection. Sancon Technologies will handle any necessary traffic control.

Director Stassi noted that he feels staff is moving along well with the three big Wastewater capital projects. Additionally, this is a lot to accomplish in one budget year.

The following motion was made:

**Motion by Director Lamont, seconded by Director Cox, to award a contract to Vortex Services, LLC dba Sancon Technologies, for \$716,245 to reline sewer mains and manholes and authorize the General Manager to sign the contract.**

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

**Noes: None**

**Abstain: None**

**Absent: None**

## **B. Filter Project**

Director Lamont thanked Operations and Maintenance Manager Cole for seeing the project through.

General Manager Allen commented on the newspaper article she had sent to the board members regarding the filter project. This is the second time the project has been reported on in the newspaper. KSBY also contacted General Manager Allen for information on the project. Director Gonzales appreciates General Manager Allen for reaching out to the media.

Director Gonzales asked General Manager Allen about the PureFlow quote she had found from 2023. General Manager Allen said the previous General Manager added an item to the Purchase Order in December 2023.

Director Stassi noted that the Finance/Budget Committee will meet and review the project once it is closed.

## **C. Strategic Plan**

The Water/Wastewater Committee met on February 13 with General Manager Allen and Operations and Maintenance Manager Cole. Director Heuring felt the meeting went well, with a very good discussion.

Director Cox reported that the Committee felt the priority list discussed at the Strategic Plan Workshop was a good plan to pursue. The first is the Europa New Loop, the second is the New Well at Site #1, and the third is the Transmission Line at Site #5. The Transmission Line will require us to work with the property owner. It was recommended that staff reach out to the property owner to initiate the process and verify that they would entertain this project.

Capital equipment, previously discussed at the Strategic Plan Workshop, was also discussed. The Committee agreed that those were wise investments for staff. Director Cox reported that the Committee addressed all topics discussed at the Strategic Plan Workshop and agreed that those items should be included in the budget for the future.

The draft amendment from the Wallace Group was also discussed. It was suggested that the district utilize the remaining credit that we have with the Wallace Group for the design of the Europa New Loop.

General Manager Allen passed out the updated amendment for the Europa New Loop project, not to exceed \$52K. Pages 1 and 2 of the handout, items 1 through 7, cover The Wallace Group's scope of work for the \$52K. Director Cox had a question on the last page of the handout, which stated that the remaining \$17K in funds will be applied as a credit and subtracted from the total estimated fees. Director Cox questioned whether the cost of this scope of work is technically estimated at \$69K.

General Manager Allen is familiar with a few different companies that have this same capability, with which she would feel

comfortable working. She will reach out to them for an estimate by April. The board was in favor of obtaining additional estimates.

The Strategic Plan will be presented to the Finance/Budget Committee at this month's meeting.

Director Cox noted that the only project she didn't specifically mention is the AMI Meter Project. There was additional discussion regarding the AMI Meter Project that followed. Director Gonzales requested that a presentation by Master Meter be scheduled for the board.

Director Stassi noted that staff have always been extremely responsive to anything the board has asked for, individually or as a group.

#### **D. Sewer System Management Plan (SSMP)**

General Manager Allen reported that she and Operations and Maintenance Manager Cole worked on updating the SSMP. Required updates to the plan included a link to our map, links to our sewer ordinances, specifications of the type of training our field crew receives, the type of equipment we have on hand, and all names and contact information for anyone directly related to the SSMP.

Director Cox had follow-up questions. Referring to page 15, #9, it states that you must sample water within 48 hours. However, on page 17, under Spill Requirements - Monitoring, it states that water sampling should be conducted within 18 hours.

Director Cox also noted the Spill Category 4 section on page 19 under Reporting, which states that the total number of Category 4 spills must be reported to the online database within 30 days. On page 20, it states that "if there are no spills or only Category 4 spills during a calendar month, certify that none occurred..."

General Manager Allen said she will look into these discrepancies. This is due to the State by May 2.

The following motion was made:

**Motion by Director Lamont, seconded by Director Heuring, to adopt the updated Sewer System Management Plan as amended.**

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

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

Public Hearing Opened at 5:57 p.m.

General Manager Allen shared that this is an annual requirement. We currently have one vacancy in the field.

Director Gonzales asked how the district fills our vacancies. General Manager Allen shared that there is no law requiring us to advertise our vacancies. We have a policy of keeping all applications on file for two years, and those are generally reviewed before we advertise. There is currently a list of applicants from the last two recruitments that is less than two years old. General Manager Allen stated that we have also gone online in the past and posted employment opportunities there.

Public Hearing Closed at 6:01 p.m.

Director Lamont excused himself from the meeting at 6:01 p.m.

### **9. REPORTS**

#### **A. Committees**

Director Cox reported on the Water/Wastewater Committee's February 13 meeting during the Strategic Plan action item.

Director Gonzales shared that the Legal/Personnel Committee met and will discuss this further during the Closed Session.

The Finance/Budget Committee will meet on March 13.

#### B. District Representatives to External Agencies

Director Stassi gave an update on the WMA GSA, sharing that the board decided to entertain having an agricultural representative join them on the board and make them a voting member. The next step is to go to each of the organizations' governing boards.

#### C. Board President

Director Gonzales shared that he met with General Manager Allen on February 20 to catch up on the direction of the Filter Project. Director Gonzales and General Manager Allen spoke about putting their discussion regarding Lot 54 on hold until the Filter Project is complete.

Director Gonzales asked if Ben Quinlan had been receptive to an exit interview. General Manager Allen said he has been reluctant to give an interview.

#### D. General Manager

General Manager Allen reported that we did not receive any ADU Can and Will Serve requests in February.

The District received our new photocopier last week, and the staff is happy with the increase in productivity.

Last week, Michael Luther, the Utility Director for the City of Lompoc, sent a copy of the City's new Sewer Ordinances. In his letter, he reminded us that we are required to comply with them under our agreement with the city. We were given thirty days to let them know how we would update our rules to align with theirs. General Manager Allen reviewed the revisions and confirmed that our existing requirements comply with the updated ordinances.

General Manager Allen referenced page 115 of the board package and stated that the board would find the updated schedule of

recurring meeting agenda items. A column has been added for Committees. The January Mid-Year Budget Review has been included, and staff are currently developing their budget schedule to include forecasting in January. This page reflects our goal for when we would like these meetings to occur; this is not a hard timeline.

Pages 117-132 of the board package show our revised Financial Policies. The last paragraph on page 124 has been updated to reflect the changes requested by the Board at the February meeting.

CSDA is looking for nominees for Seat C on its Board of Directors. Vince Ferrante of Moss Landing Harbor District currently holds this seat. Nominations close at 5:00 p.m. on April 10. This information can be found on pages 133-138 of the board package.

The LAFCO election results are on pages 139 and 140 of the board package. Dorrine Lee Johnson from the Montecito Sanitary District was elected as a Regular Special District Member.

General Manager Allen reminded board members that if you have not yet completed your Form 700 Conflict of Interest filing, please do so as soon as possible.

Board members were given a copy of the audit with their board package. General Manager Allen shared that our field crew performed maintenance along Club House Road to help cut back vegetation. Lastly, the Finance/Budget Committee meeting is scheduled for March 13 at 3:00 p.m.

## 10. INFORMATIONAL CORRESPONDENCE

A. **US Drought Monitor:** California, February 26, 2026

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

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

D. **VVCSD:** Recurring Meeting Agenda Items

E. **VVCSD:** Financial Policies, February 2026

F. **CSDA:** Board of Directors Call for Nominations, Seat C

G. **LAFCO:** Notice of Results for the Regular Special District Member Nomination

11. DIRECTORS FORUM

Director Cox shared that after the Water/Wastewater Committee meeting, she accompanied Operations and Maintenance Manager Cole to the maintenance yard, where she was able to see inside the filter vessel. Director Cox stated that the crew did a great job installing all new shower heads; she believes it was a wise choice to replace them. Director Cox said it was impressive to see all the work that has been done and how well the project appears to be coming along.

Director Stassi asked if there were minutes or a recording from the Strategic Plan Workshop. General Manager Allen explained that we do not have minutes because they are not required if there are no action items. Director Stassi brought up the Strategic Plan document that will be completed and suggested that there be an Ad-Hoc Committee with Director Gonzales as Chair and Director Cox, since she was on both committees affected. General Manager Allen shared that typically, the General Manager does the final document. Director Gonzales stated that he likes the idea of an Ad-Hoc Committee and that it is something to consider. He would like this brought up at the next board meeting after Finance/Budget meets.

12. CLOSED SESSION: The Directors convened into closed session at 6:26 p.m.

13. OPEN SESSION: The Directors reconvened into open session at 7:10 p.m.

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

**12.A. Conference with Labor Negotiators**

**Motion by Director Gonzales, seconded by Director Heuring, to approve a 2.6 percent cost-of-living adjustment effective July 1, 2026.**

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

**Noes: None**

**Abstain: None**

**Absent: Director Lamont**

**12.B. Public Employee Performance Evaluation**

No action was taken.

14. ADJOURN

**President Gonzales declared the meeting adjourned at 7:13 p.m.**

**Attest:**

**Signed:**

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**Brianna Jennings**  
**Secretary, Board of Directors**

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**Richard Gonzales**  
**President, Board of Directors**