

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



REGULAR MEETING

Tuesday, February 4, 2020

7:00 p.m.

AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Brooks, Bumpass, Redmon, Stewart and Wyckoff
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. OPERATIONS REPORT
6. ADMINISTRATIVE REPORT
7. CONSENT CALENDAR
 - A. Minutes of the Regular Meeting on January 7, 2020 page 1
 - B. Treasurer Report
 - 1) Monthly Financials page 7
 - 2) Disbursements through January 31, 2020 page 19
 - 3) Schedule of Investments page 25

8. ACTION ITEMS

Mid-Year Budget Review: Consider approving the review page 27

9. REPORTS

A. Committees

B. District Representatives to External Agencies

C. Board President

D. General Manager

10. INFORMATIONAL CORRESPONDENCE

Draft Work Plan – Club House Road Entrance Beautification page 47

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

12. ADJOURN

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 §54954.2 of the Government Code of the State of California.

If you need reasonable accommodations due to a disability, please contact the Board Secretary 24 hours prior to the meeting at (805) 733-2475.

Please silence all cell phones during the meeting, as a courtesy to others.

Board package is available at the Vandenberg Village Public Library and on the District's website at <http://www.vvcasd.org>.

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MINUTES Regular Meeting

February 4, 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, Bumpass, Redmon, Stewart and Wyckoff were present.

OTHERS PRESENT

General Manager Joe Barget, Administrative Services (AS) Manager Cynthia Allen, Operations & Maintenance (O&M) Manager Mike Garner, Finance Administrator, Patricia LeCavalier and Vandenberg Village Association Board President, Steve Heuring.

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 21.80 million gallons of water for the month of January with an average daily demand of 703,000 gallons. This is 10 percent more than last January. Vandenberg Village received 0.62 inches of rain during the month.

Well levels (below ground surface) for January were 1B-141', 3A-142', and 3B-135'. These levels were up two feet from December.

Howard Kolb from the Central Coast Regional Water Quality Control Board (RWQCB) conducted a site visit at the District. O&M Manager Garner gave Mr. Kolb a tour of district facilities and showed him where the recent Category 1 sanitary sewer overflow (SSO) occurred. Mr. Kolb complimented the District for its quick response and confirmed the SSO was due to a mechanical failure.

Field crew had a busy month with two 1-inch service line repairs and a break in the 2-inch water service line to the old County Fire Station. On January 18 the field crew responded to a 6-inch main line break on Altair Avenue. Approximately three feet of the main line broke off and released 150,000 gallons of water. This sudden release created a surge in flow within the water distribution system and resulted in some dirty water complaints from customers. The job was completed and water was back on within 2.5 hours.

Lift Station 1 had a sewer break on the discharge line January 12. Jim Levingston was on call at the location when the line broke and was able to shut off the pumps. The spill volume was 2,937 gallons. Approximately 2,175 gallons were recovered and 381 gallons reached Davis Creek. This was a Category 1 sanitary sewer overflow (SSO) and O&M Manager Garner reported this to the Office of Emergency Services. RL Johnson and Speeds Oil were contacted and assisted in the cleanup. The station was back on-line in four hours.

O&M Manager Garner had a PowerPoint Presentation with photos of the Altair Avenue water main break and the Lift Station 1 sewer break.

To conclude his report, he said a retirement party for Jim Levingston is planned for May 1, 2020. Tina McManigal is the contact person for the event and will be sending out invitations in the next few months.

6. ADMINISTRATION REPORT

AS Manager Allen distributed a budget calendar for Fiscal Year 2020-2021 showing target dates for committee and staff meetings. She also gave Board President Stewart an outline she created to use for effective board meetings.

To conclude her report, AS Manager Allen said the GIS Software has been ordered and the two interns have been working a lot with the field crew.

7. CONSENT CALENDAR

A. Minutes from the Regular Board Meeting on January 7, 2020

B. Treasurer Report

1) Monthly Financials

2) Disbursements through January 31, 2020

3) Schedule of Investments

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

Ayes: Directors Brooks, Bumpass, Redmon, Stewart and Wyckoff

Noes: None

Abstain: None

Absent: None

8. ACTION ITEMS

Mid-Year Budget Review

Motion by Director Bumpass, seconded by Director Redmon to approve the mid-year budget review as presented.

Ayes: Directors Brooks, Bumpass, Redmon, Stewart and Wyckoff

Noes: None

Abstain: None

Absent: None

9. REPORTS

A. Committees – None in the month of January.

B. District Representatives to External Agencies

Director Stewart and General Manager Barget attended the annual meeting of the San Luis Obispo Chapter of CSDA in Paso Robles.

C. President

President Stewart asked AS Manager Allen to post the biographies and photos she has received so far on the District's website.

President Stewart attended the ACWA Region 5 Board meeting in Monterey. She is planning to host a Region 5 event on Vandenberg Air Force Base with NASA. Details to follow.

D. General Manager Report

General Manager Barget received draft lease conditions from the California State Lands Commission (SLC) and California Department of Fish and Wildlife (CDFW). They consist of 13 conditions to the access road from Burton Mesa Boulevard to Well Site 1 (i.e., the back road). The District requested a width of 20 feet (average size of a one-lane road). SLC and CDFW wants to restrict the width to 10 feet. This would barely accommodate the backhoe, which measures 7 feet, 3 inches wide, and would not accommodate firetrucks. General Manager Barget and O&M Manager Garner are working with Santa Barbara County Fire for information on state or county standards for alternate access road clearances for firetrucks.

Randy Collins, SLC, and Richard Brody, CDFW Reserve Manager, will be visiting the District on February 25 to tour the Burton Mesa Ecological Reserve (BMER).

The next meeting of the Club House Road Entrance Beautification Coalition is February 5. The draft work plan was included in the board package. The insurance settlement received by VVCSD is earmarked for preliminary site work and initial maintenance through December 31, 2021.

Shelby Wilde, the Manager/Operator for Route One Farmers Market contacted General Manager Barget about the license agreement which will expire on April 1. She informally requested the District consider expanding the agreement to allow live music, wine sales/tastings, and use of the covered area near the entrance of the building. Ms. Wilde is in the process of forming a non-profit organization in place of her sole proprietorship. General Manager Barget suggested an ad hoc committee meet with Ms. Wilde to discuss a new license agreement and possibly adding new terms.

To conclude his report, he reported the annual change in the CPI-W, West B/C index from 2018 to 2019 was 2.4 percent. This is the index the board has used for annual cost of living allowances for employee salaries since 2013.

10. INFORMATIONAL CORRESPONDENCE

Draft Work Plan – Club House Road Entrance Beautification

11. DIRECTORS FORUM

Director Brooks said he fully supports staff on all the work on the back road and working with the interns.

Director Bumpass appreciates O&M Manager Garner and the field crew's quick response to the sanitary sewer overflow and thanked Joe for his work on the back road.

Director Redmon thanked Patty LeCavalier for her work on the mid-year budget. He said family recently visited and they enjoyed walking the trails on Lot 54.

Director Stewart said she feels honored to be on this board.

12. ADJOURN

President Stewart declared the meeting adjourned at 8:20 p.m.

Attest:


Stephanie Garner
Secretary, Board of Directors

Signed:


Katherine A. Stewart
President, Board of Directors