

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



"Pride in Community Service"

<http://vvcasd.org>
info@vvcasd.org

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 [California Government Code § 54954](#).

Regular Board Meeting

AGENDA

Tuesday, November 5, 2024

7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Brooks, Bumpass, Gonzales, Heuring, and Stassi
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. ADMINISTRATION REPORT
7. CONSENT CALENDAR
 - A. Minutes of the Regular Meeting on October 1, 2024..... page 1
 - B. Treasurer Report
 - (1) Pro-forma Financial Statements as of September 30, 2024.....
..... page 9

(2) Pro-forma Schedule of Investments as of September 30, 2024 ...
..... page 21

(3) Disbursements through October 31, 2024 page 23

8. ACTION ITEMS

A. **Ordinance Revision:** Waive reading and adopt revisions to the Code of Ordinances page 31

B. **Investments:** Discuss the transfer of funds from Santa Barbara County Treasury to other fiduciary accounts..... page 35

C. **Capital Budget Amendment:** Increase the water capital budget by \$8,750 and the wastewater capital budget by \$3,750 to perform a SCADA system radio study page 37

D. **Construction Standards:** Approve the revised water and wastewater construction standards..... page 41

E. **CSDA Bylaws:** Direct the General Manager to vote ‘yes’ or ‘no’ to the CSDA bylaw revisions on behalf of the District page 89

9. REPORTS

A. Committees

B. District Representatives to External Agencies

C. Board President

D. General Manager

10. INFORMATIONAL CORRESPONDENCE

A. US Drought Monitor: California, October 29, 2024..... page 119

B. Water Pumped vs Sold, 12 months page 121

C. Letter of Appreciation: Alexander Curry-Bumpass, October 17, 2024
..... page 123

D. ACWA/JPIA: Risk Assessment Letter, Lee Patton, October 14, 2024
..... page 125

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

12. ADJOURN

Notice Regarding Public Participation: For those who are unable to attend the meeting in person or electronically but who wish to provide public comment on matters that are within the jurisdiction of the District, please submit any comments and written materials to the District in person or via electronic mail at administration@vvcasd.org. All submittals should indicate the board meeting date and agenda item number. Materials received by the District during and before the meeting will become part of the minutes and will be made available to the public under the Public Records Act.

This agenda was posted on the District website at <https://vvcasd.org> and 3745 Constellation Road, Vandenberg Village, California and notice was delivered under Government Code § 54950 et seq. This Agenda contains a brief general description of each item to be considered. The Board reserves the right to change the order in which items are heard. The full board package with staff reports and other written documentation is available on the District's website at <https://vvcasd.org>. If you need reasonable accommodation due to a disability, please contact the Board Secretary 24 hours before the meeting at (805) 733-2475.

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

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MINUTES Regular Meeting

October 1, 2024

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL: Directors, Brooks, Bumpass, Gonzales, Heuring and Stassi

OTHERS PRESENT

General Manager Cynthia Allen, Operations & Maintenance Manager Jeff Cole, Financial Services Manager Patricia LeCavalier, and Vandenberg Village resident Blake Bradley.

3. ADDITIONS AND DELETIONS TO THE AGENDA: None

4. PUBLIC FORUM

President Bumpass invited public comments and there were none.

5. OPERATIONS REPORT

Operations and Maintenance Manager Cole reported the district pumped 41.4 million gallons in September with an average daily demand of 1.4 million gallons a day. This is 7% more than last September.

There was 1" of rainfall in September bringing the total calendar year to 15.97". The district well levels for September were 1B – 142', 3A – 134', and 3B – 135'.

The field crew repaired 2 6" main lines and replaced a 6" saddle and service line. An unknown air/vac was found by the field crew on Galaxy Way. This was repaired and brought above ground. Mr. Cole also reported that the Lead and Copper Report had been submitted to the State Water Board.

The VFD in the enclosure that was originally ordered from PureFlow was received. The enclosure has been mounted in the Booster Building.

Mr. Cole reported that he went on a trip to see the SCADA integrator to simulate and test SCADA programming. It was noted that the trip went well overall. Mr. Cole is looking into scheduling the installation for the last week of October or the first week of November.

To conclude his report, Mr. Cole noted there were no sewer overflows in September. Avery Griffin passed his T1 Exam and Juan is taking his T1 Exam on October 3rd. Avery and Ben attended a CRWA D1-D2 prep class.

6. ADMINISTRATION REPORT

Financial Services Manager LeCavalier reported that on September 26th \$1.5 million was transferred from the Santa Barbara County Fund to California CLASS. This transfer was voted on by the Board at the September 3rd meeting. The transfer will decrease the Santa Barbara County Fund to \$1.6 million and increase the California CLASS to \$3.7 million. Ms. LeCavalier shared with the Board that the most recent posted interest rates are California CLASS at 5.26 percent, Mechanics Bank at 4.7 percent, LAIF at 4.56 percent, and Santa Barbara County at 2.87 percent.

To conclude her report, Ms. LeCavalier reported that two new employees have been hired through Excel Temporary Services. Jefferson has been working in the office for just over two weeks doing Accounts Payable and Payroll. Susanne started this week and will be helping with Customer Service tasks.

7. CONSENT CALENDAR

A. Minutes of the Regular Meeting on September 3, 2024

B. Treasurer Report

- 1) Pro-forma Financial Statements as of August 31, 2024
- 2) Disbursements through September 30, 2024

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

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

8. ACTION ITEM

A. Annual Audit

After some discussion among the staff and Directors, the following motion was made.

Motion by Director Brooks, seconded by Director Gonzales to accept the FY 2023-24 annual audit report from Moss, Levy & Hartzheim, LLP.

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

B. Resolution 234-24

After much discussion among the staff and Directors, the following motion was made.

Motion by Director Stassi, seconded by Director Bumpass to approve Resolution 234-24 authorizing the withdrawal of funds from the Santa Barbara County Investment Pool.

Roll call vote

Ayes: Directors Brooks, Bumpass, Gonzales, Heuring, Stassi

Noes: None
Abstain: None
Absent: None

C. Ordinance Revision

After much discussion among the Directors and staff, the following motion was made.

Motion by Director Brooks, seconded by Director Gonzales to introduce, waive reading, and place for adoption revisions to the Code of Ordinances on the November 5th agenda.

Ayes: Directors Brooks, Bumpass, Gonzales, Heuring, Stassi
Noes: None
Abstain: None
Absent: None

D. First Amendment to SGMA Joint Powers Agreement

After a short discussion, the following motion was made.

Motion by Director Stassi, seconded by Director Brooks to Ratify Amendment 1 to the SGMA Joint Powers Agreement and authorize the Board President to sign.

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

E. 2024 Election

General Manager Allen discussed the process of filling a vacant seat on the Board of Directors. The district must advertise for no less than 15 days, followed by an open session discussing the applicants. The Board has until February 4th to appoint a new Board member if there is a vacancy.

Director Bumpass suggested rewording page 52 of the board package as Mike Garner has not yet resigned as a Board Member. Director Bumpass

would like to have Mr. Garner’s resignation in writing before going through the steps of advertising the vacancy.

Director Gonzales believes the position on the Board should be viewed as Mr. Garner’s until December 6th or until he officially resigns, and no further action should be taken until then. Director Bumpass agrees that it is Mr. Garner’s position to fill or officially resign. Director Bumpass shared his belief that Mr. Garner would serve the Board well and this statement was met with agreement. Director Gonzales shared his disappointment that Mr. Garner might not serve on the Board.

Director Gonzales introduced Blake Bradley, a member of the public who was present at the Board Meeting. Mr. Bradley has taken an interest in the district. Director Gonzales invited Mr. Bradley to sit in at the meeting and see how the Board operates.

9. REPORTS

A. Committees

No Committees met.

B. District Representatives to External Agencies

Director Gonzales reported that he and Director Stassi had gone to the Annual CSDA Conference in Indian Wells. Director Gonzales highly encourages other Directors to attend.

Director Stassi reported that he had attended several workshops offered at the Conference.

Director Stassi attended the August 28th SGMA meeting. Director Stassi reported that the EKI Consultants were given two new tasks, one being Well Extraction and Measurement Policy Development and the other being Well Monitoring and Improvements. Both tasks are reimbursable through a grant.

Director Stassi reported that September 6th was a joint meeting with all three of the Groundwater Agencies. Most of the discussion was focused on compliance with the DWR requirement to have one report for the entire basin. There is some disagreement between members on which company to

use for the one report. A recommended solution was to take the three reports and create a summary of what was found in each separate report.

On September 25th Director Stassi attended the Western Management Area meeting as the voting member. The main purpose of the meeting was to look at the possibility of having an Executive Director run the JPA. Metering was also discussed at this meeting. The Agricultural representative suggested that a certain group of large users could be metered and the others could self-report. This remains an ongoing conversation for the Western Management Area.

C. President

President Bumpass had no comments.

D. General Manager

General Manager Allen reported that she is finishing up the revisions to the Capital Improvement Plan. The Finance/Budget Committee should have a draft of this before a new committee is appointed in January. General Manager Allen has also been working on Request for Proposals for the projects that were spoken of at the prior meeting.

On September 24th representatives from the Santa Barbara Botanical Garden and California Fish and Wildlife came to visit the potential state lands lease site to look for the bird's beak plants. A report from the representatives should be expected a month from now. The Surveyor sent a copy of the field survey for site 1.

General Manager Allen went on to discuss the September 24th meeting held by Urban Planning Concepts to talk about the projects on Constellation Road and Apollo Way. Dr. Allen reported that around 50 residents were in attendance, including Director Gonzales, Director Heuring, and all management staff. The meeting was very civil, and a lot of good information was received. The Constellation Road project is still in progress with the County approval process. The Apollo Way project was fast-tracked and has already been approved. This will add around 300 additional units to the district.

General Manager Allen shared that Lee Patton with ACWA/JPIA will be here on October 3rd to conduct the annual hazard assessment inspection. The next SBCCSDA meeting will be on October 21st at the Frog Bar and Grill in Goleta.

To conclude her report, Dr. Allen recently found out through CSDA that there is an opportunity to receive federal grant funds for cybersecurity projects through Cal OES. A list of products was put together and \$30,000 was requested. \$10,000 would go towards consultants to help with compliance auditing, to ensure there's nothing we could be potentially missing. For the cybersecurity side of the district, an incident response plan would be needed. Another \$14,000 would be used to enhance the backup system and security information management. An additional \$3,000 would be for additional backup power for the network server which also hosts the SCADA VPN. \$2,000 would go towards staff training and the remainder of the money would go towards management administration of the grant. The district is required to submit a cybersecurity vulnerability report to the EPA in 2026. Dr. Allen has a list of changes to make in the future to try and reduce our vulnerability.

10. INFORMATIONAL CORRESPONDENCE

- A. US Drought Monitor: California, September 24, 2024
- B. Water Pumped vs Sold, September 2023 – August 2024
- C. Record of Survey APN 097-370-049, August 16, 2024

11. DIRECTORS FORUM

Director Gonzales wanted to shout out a young member of our community. Alex Bumpass is working on his Life Rank through the Boy Scouts which entails getting involved in community work. Alex worked hard at clearing the vegetation that blocked the vision of drivers on Club House Road. Director Gonzales recommends that the district award Alex with a letter of thank you for the work he did to help better our community.

Director Stassi thanked Alex as well, mentioning he thought a crew had gone out to clear the vegetation on Club House Road as there was so much that had been blocking the roadway. Director Stassi agrees that a letter of thank you is a great idea for Alex.

Director Heuring reported that at the Tuesday Urban Planning Concepts meeting the consultant stated that the Patel Family is going to step up and help get the park on Constellation started.

Director Brooks stated that he relinquished his SGMA seat to Director Stassi. Director Brooks said he is very confident in Director Stassi's abilities.

Director Bumpass thanked Director Gonzales for recognizing Alex's work on Club House Road. Director Bumpass wanted to acknowledge that Director Gonzales was out helping to cut back some of the vegetation as well and stated that he appreciated his help. Director Bumpass asked if a resolution regarding his time spent on the Board could wait until the January meeting to be adopted. General Manager Allen confirmed this will be on the January agenda.

12. ADJOURN

President Bumpass declared the meeting adjourned at 8:21 p.m.

Attest:

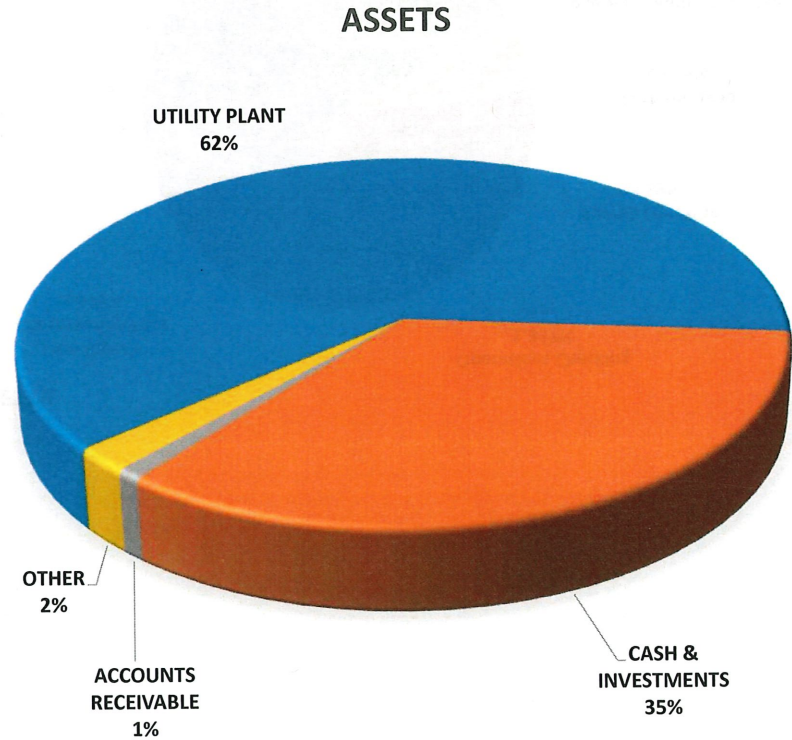
Signed:

Brianna Jennings
Secretary, Board of Directors

Robert Bumpass
President, Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of September 30, 2024

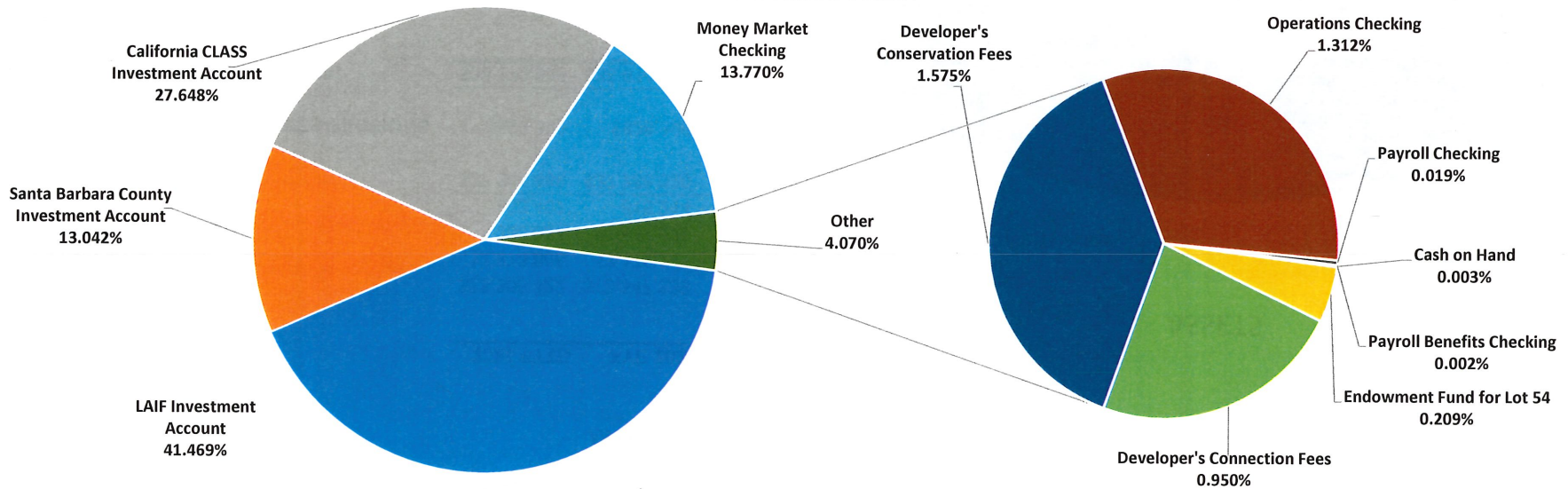
	<u>2025 FYTD</u>	<u>FYE 2024</u>	<u>CHANGE</u>
ASSETS			
UTILITY PLANT	\$23,306,422	\$23,347,339	(\$40,917)
CASH & INVESTMENTS	12,873,806	13,171,241	(297,435)
ACCOUNTS RECEIVABLE	360,854	451,526	(90,672)
OTHER	803,407	816,214	(12,807)
TOTAL ASSETS	<u>\$37,344,489</u>	<u>\$37,786,320</u>	<u>(\$441,831)</u>
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$828,399	\$828,399	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	<u>\$38,172,888</u>	<u>\$38,614,719</u>	<u>(\$441,831)</u>
LIABILITIES			
CURRENT LIABILITIES	\$488,227	\$1,342,077	(\$853,850)
UNEARNED REVENUE	139,612	139,612	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	3,514,781	3,514,781	0
NET PENSION LIABILITY	1,964,345	1,964,345	0
TOTAL LIABILITIES	<u>\$6,106,965</u>	<u>\$6,960,815</u>	<u>(\$853,850)</u>
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$60,843	\$60,843	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$5,501,693	\$5,550,845	(\$49,152)
EQUITY	26,091,367	24,823,420	1,267,947
CURRENT EARNINGS	412,020	1,218,796	(806,776)
TOTAL EQUITY	<u>\$32,005,080</u>	<u>\$31,593,061</u>	<u>\$412,019</u>
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	<u>\$38,172,888</u>	<u>\$38,614,719</u>	<u>(\$441,831)</u>



VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Cash Position Statement
 As of September 30, 2024

	<u>2025 FYTD</u>	<u>FYE 2024</u>	<u>CHANGE</u>
CASH AND SECURITIES DETAIL			
LAIF Investment Account	\$5,338,699	\$5,187,136	\$151,564
Santa Barbara County Investment Account	\$1,679,029	\$3,089,392	(\$1,410,363)
California CLASS Investment Account	3,559,403	2,030,871	\$1,528,532
Endowment Fund for Lot 54	26,888	26,567	\$320
Money Market Checking	1,772,721	2,425,322	(\$652,600)
Developer's Connection Fees	122,251	144,740	(\$22,489)
Developer's Conservation Fees	202,757	203,626	(\$869)
SUBTOTAL	<u>\$12,701,749</u>	<u>\$13,107,655</u>	<u>(\$405,906)</u>
Operations Checking	\$168,877	\$59,757	\$109,120
Payroll Checking	2,500	2,500	0
Payroll Benefits Checking	280	929	(649)
Cash on Hand	400	400	0
SUBTOTAL	<u>\$172,057</u>	<u>\$63,586</u>	<u>\$108,471</u>
TOTAL CASH AND SECURITIES	<u>\$12,873,806</u>	<u>\$13,171,241</u>	<u>(\$297,435)</u>

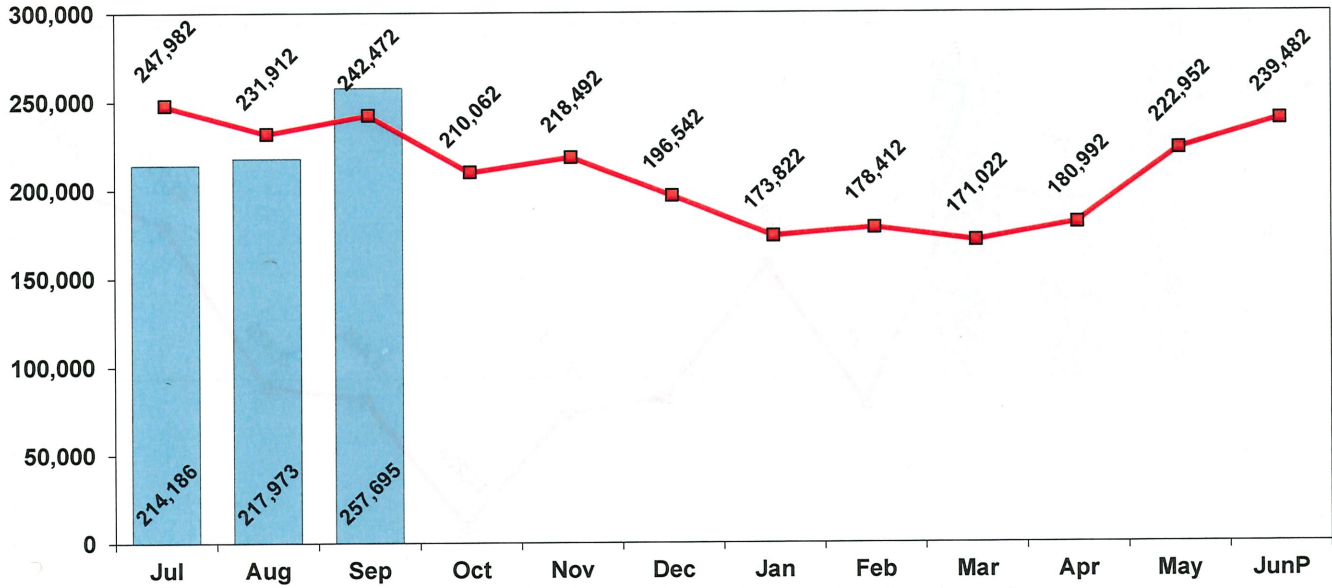
CASH AND SECURITIES DETAIL



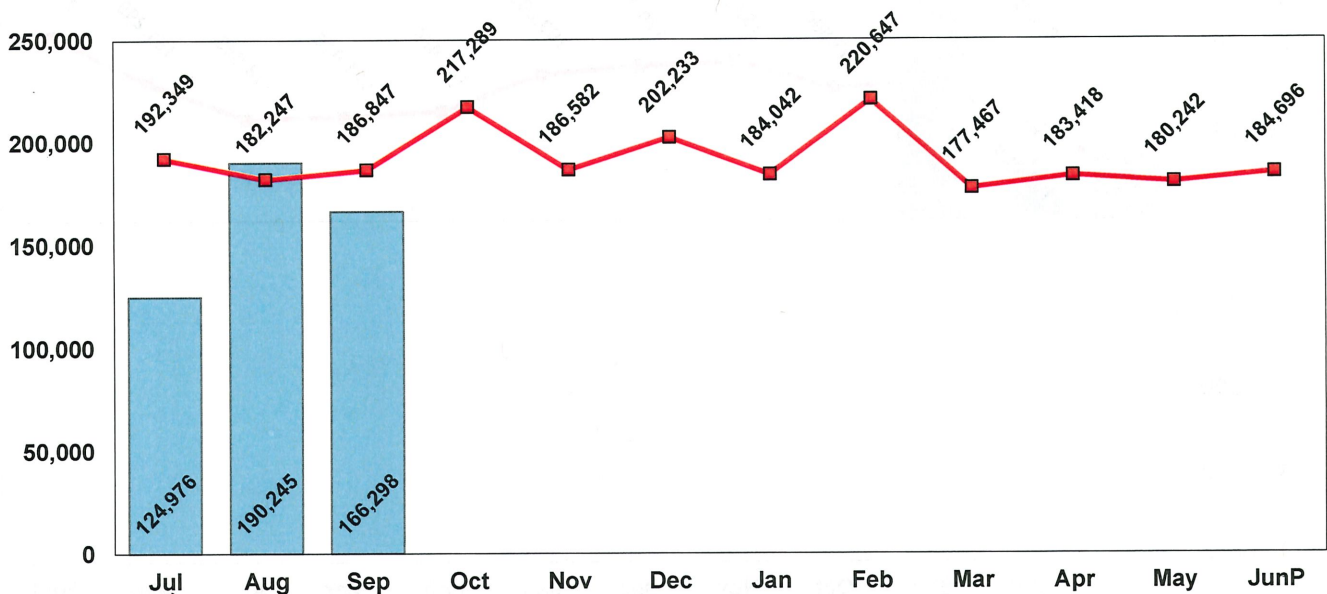
Operating Revenue and Expenses Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

Monthly Operating Revenue - Water

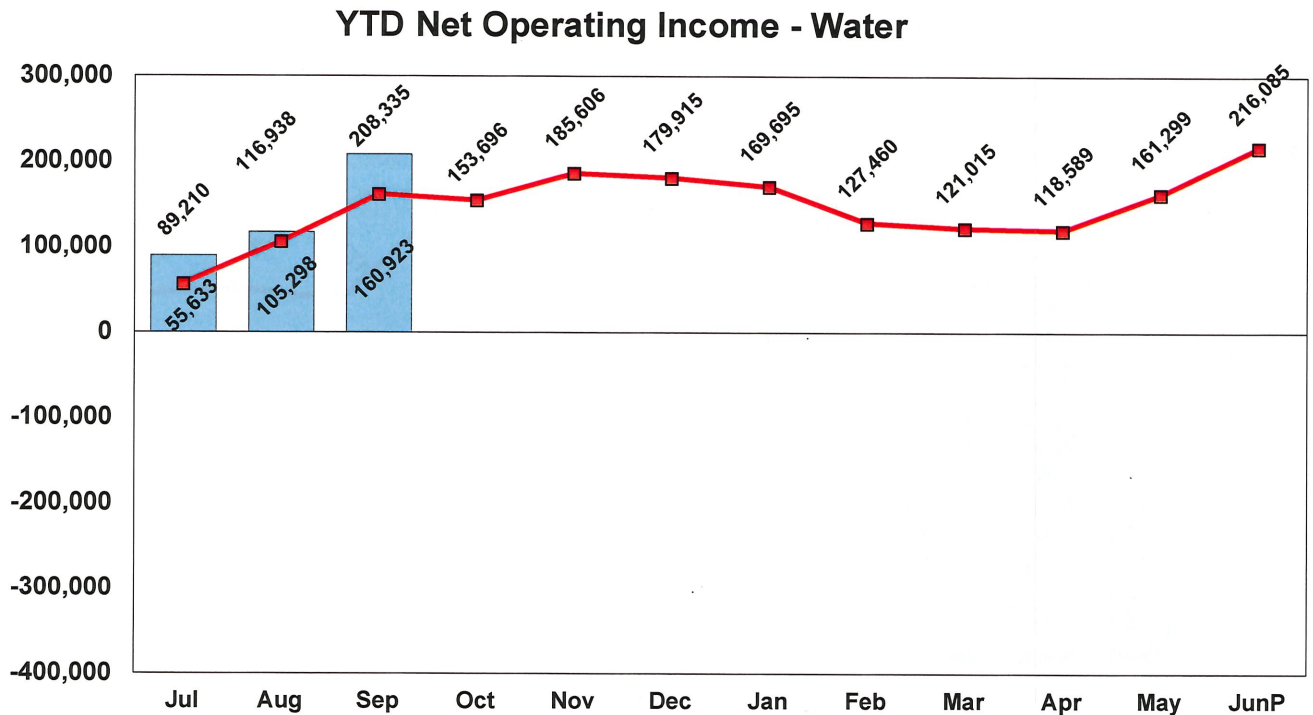
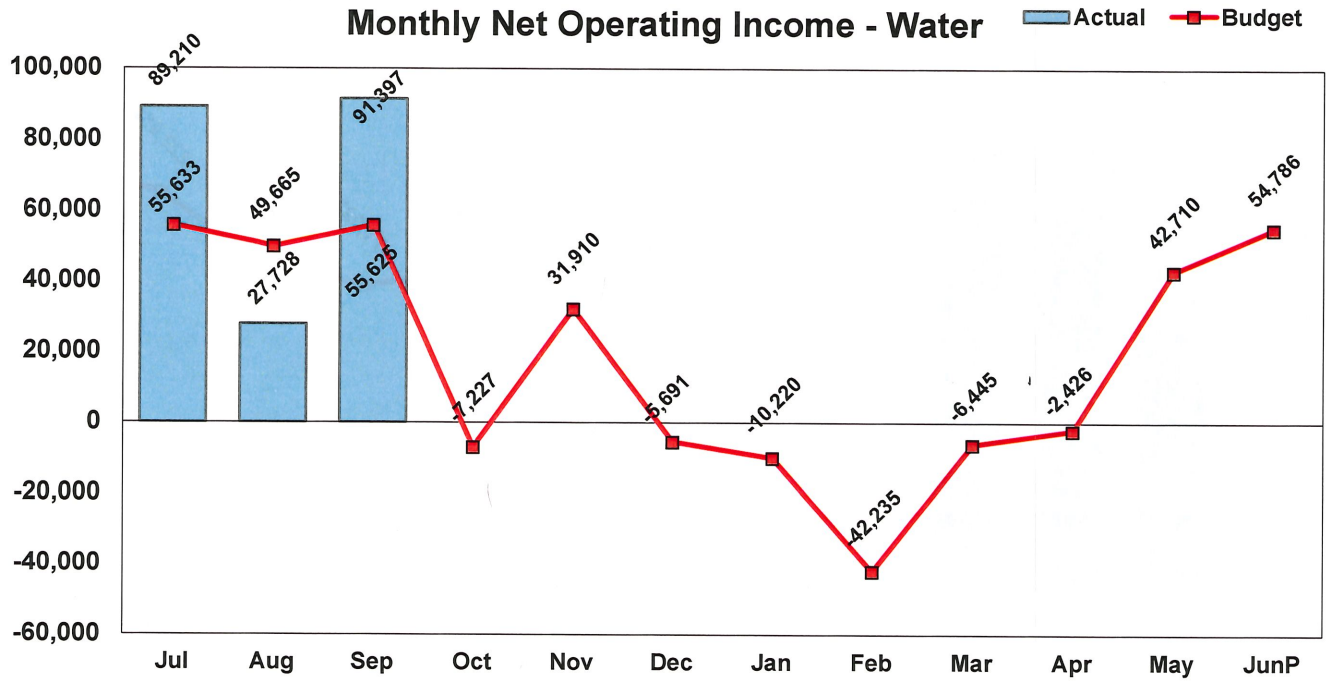
Actual Budget



Monthly Operating Expense - Water

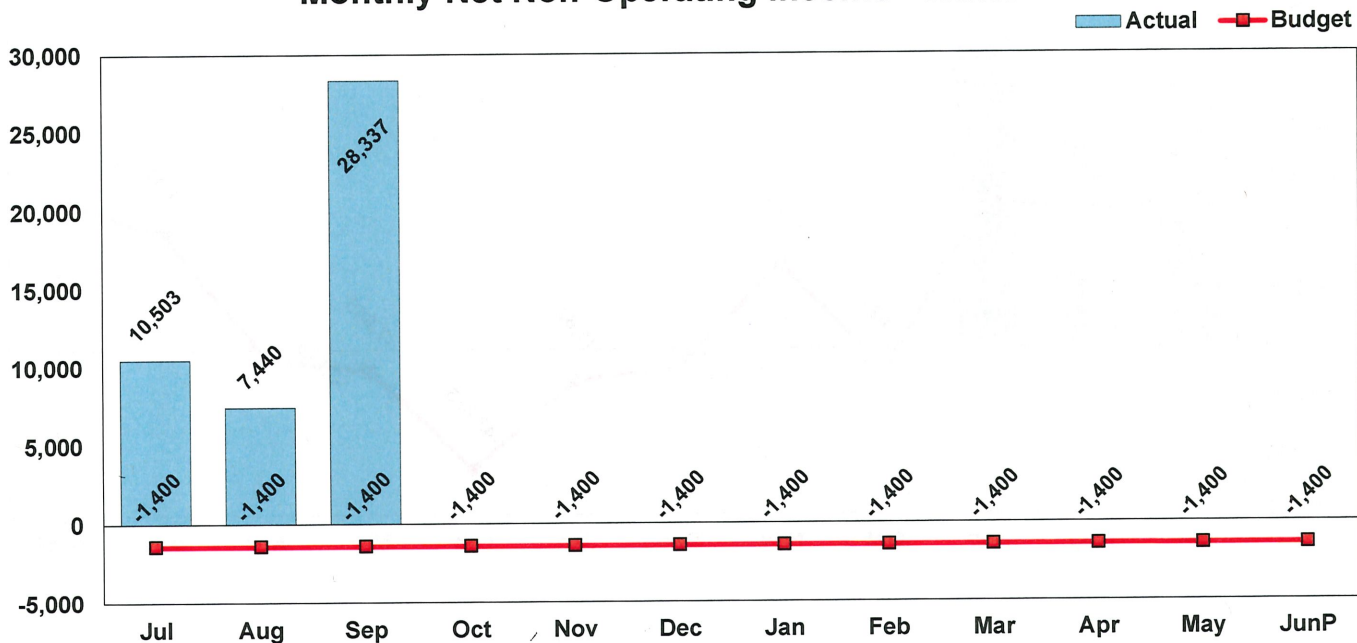


Operating Income Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

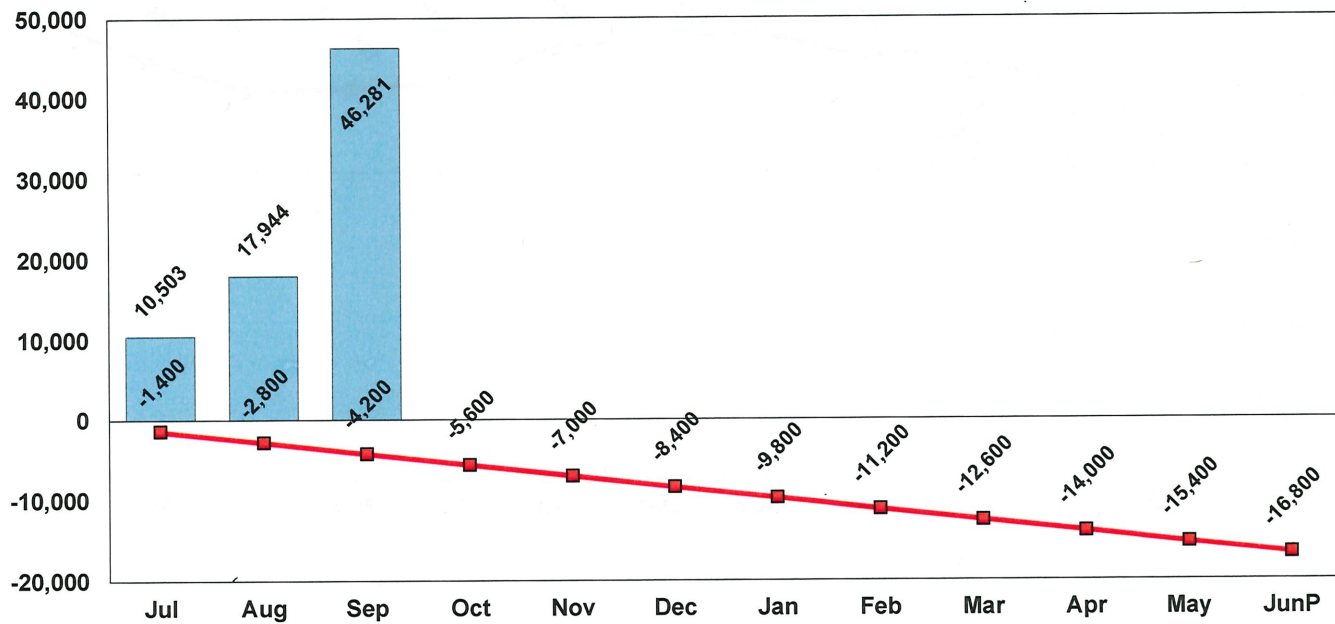


Non-Operating Income Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

Monthly Net Non-Operating Income - Water



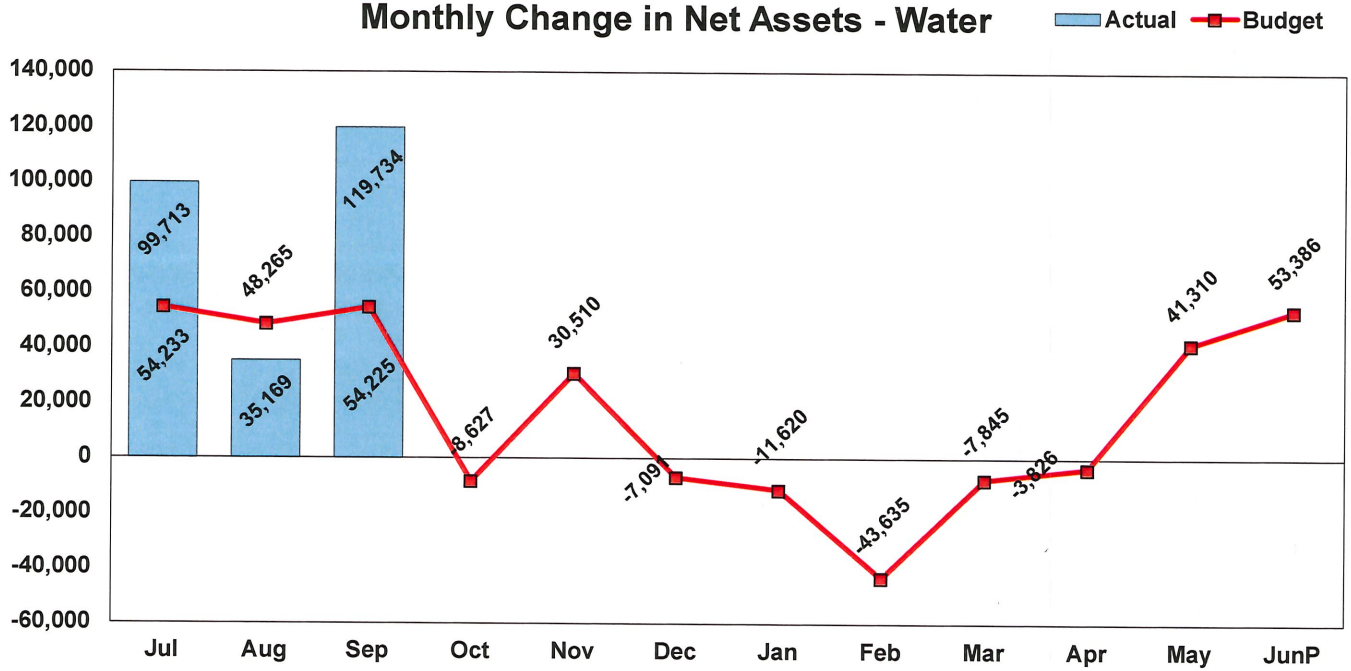
YTD Net Non-Operating Income - Water



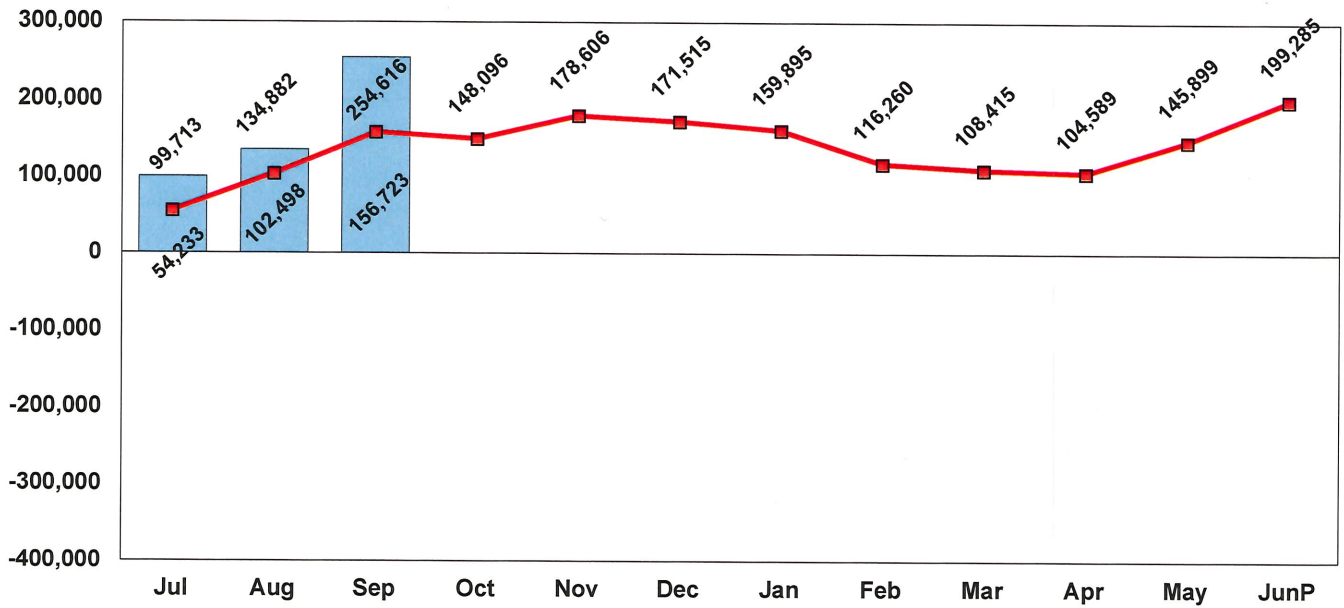
Change in Net Assets

Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

Monthly Change in Net Assets - Water

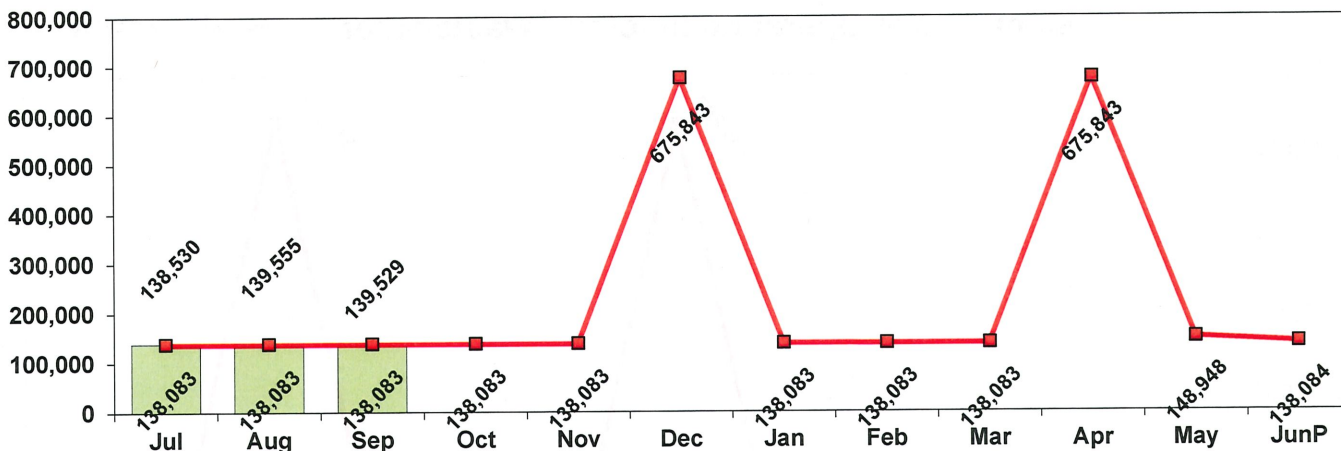


YTD Change in Net Assets - Water

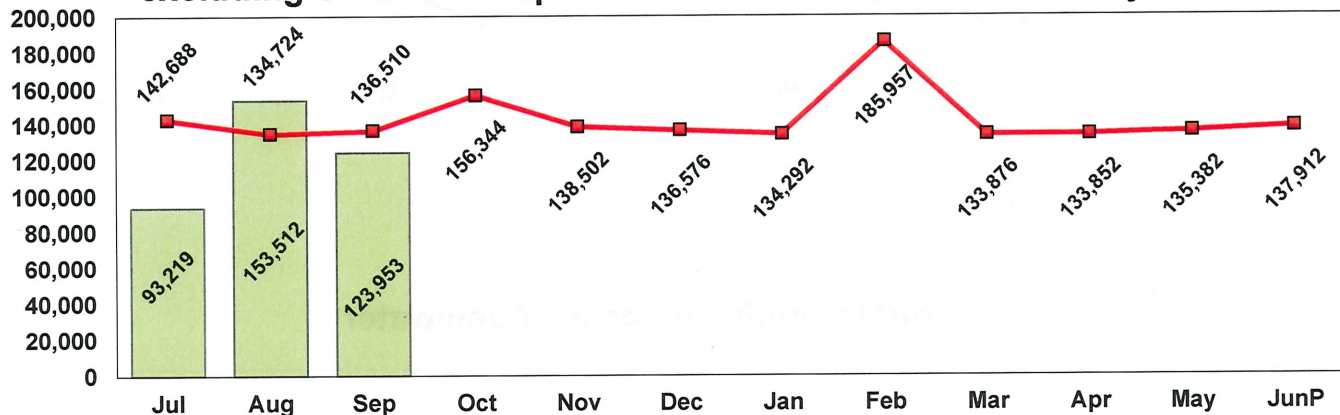


Operating Revenue and Expenses Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

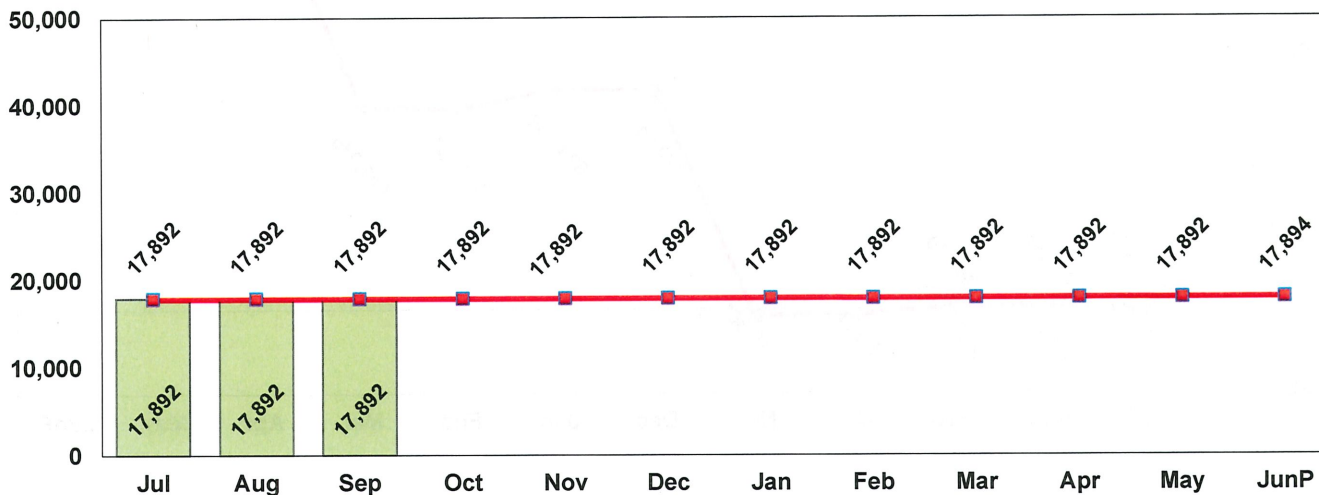
Monthly Operating Revenue - Wastewater



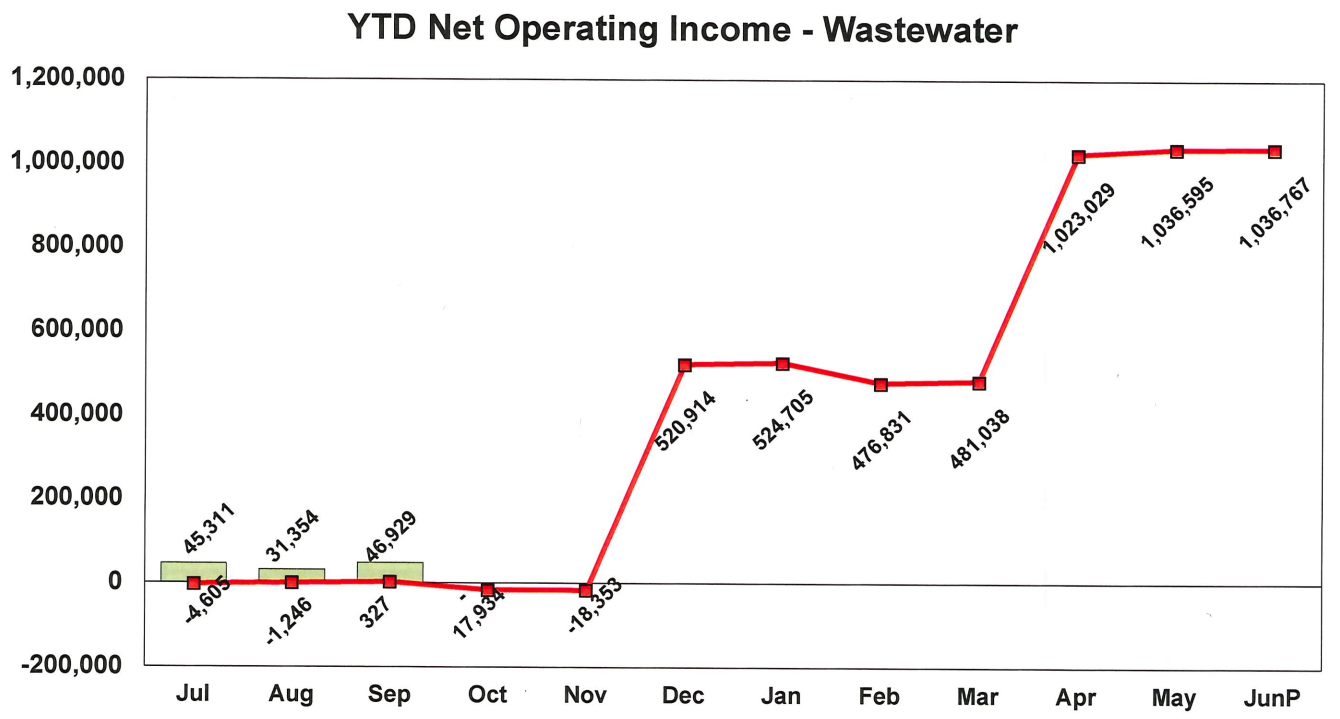
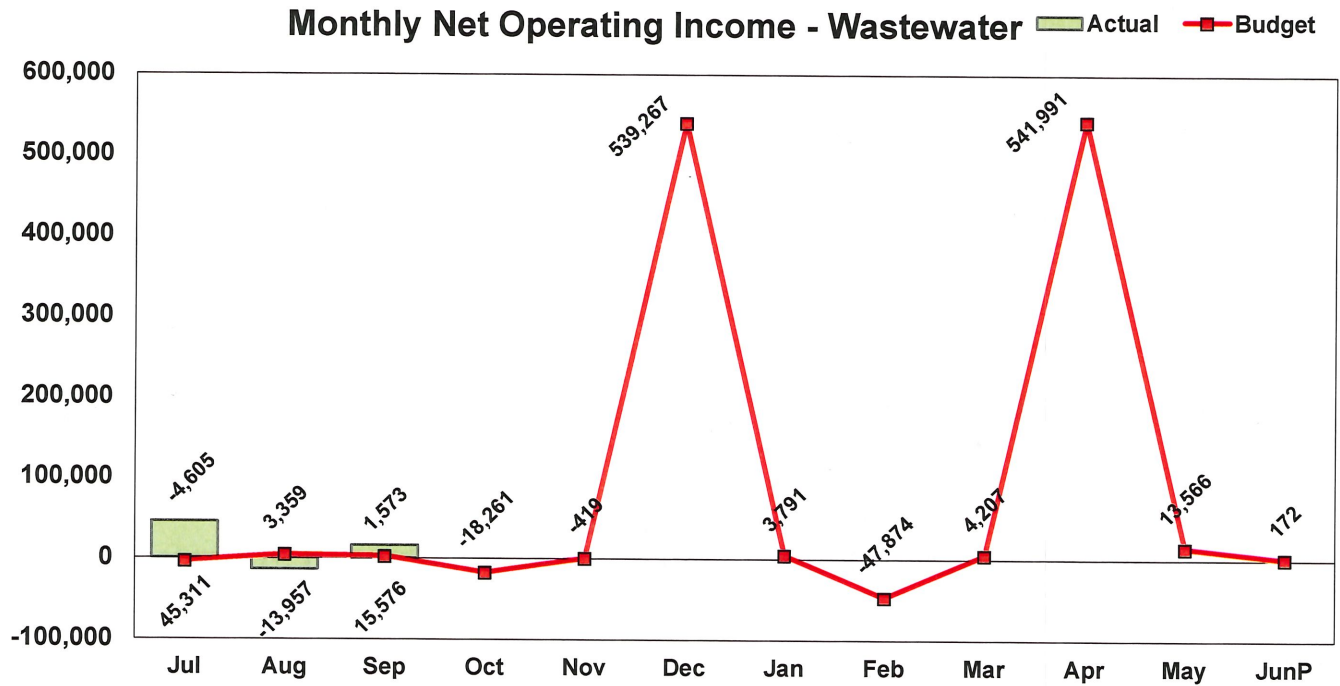
Monthly Operating Expense excluding Unfunded Depreciation and Reserve-Funded Projects



Monthly Operating Expense Unfunded Depreciation and Reserve-Funded Projects

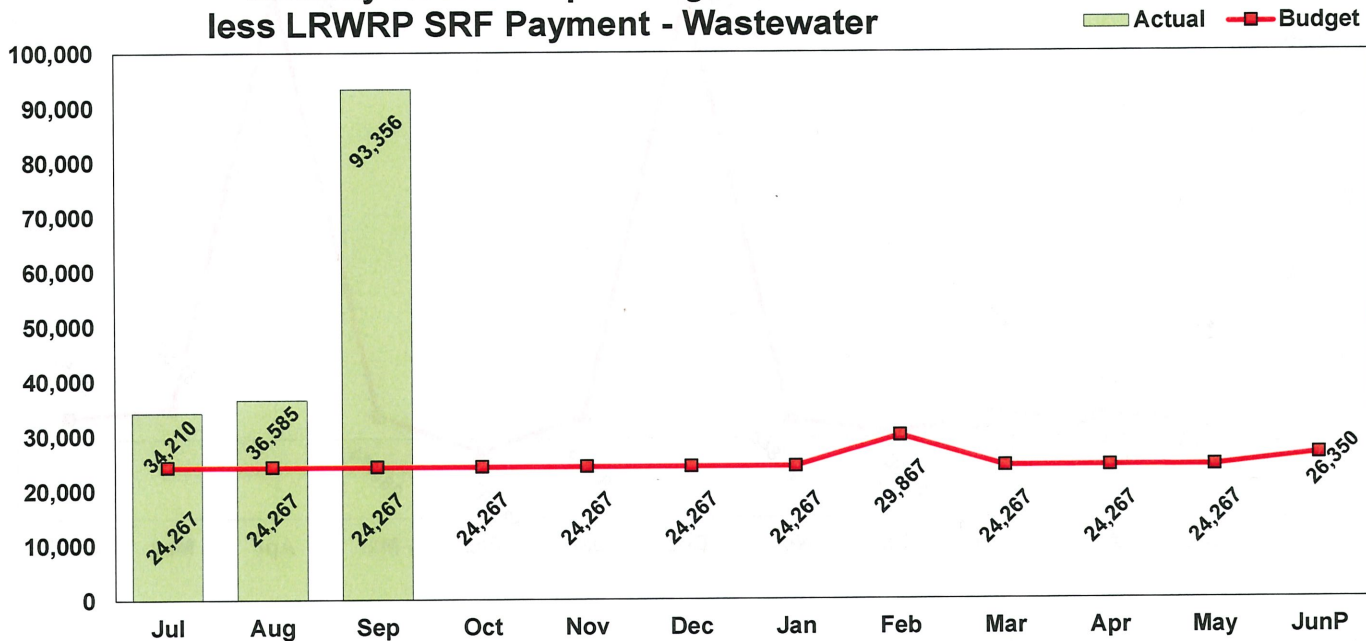


Operating Income
Vandenberg Village Community Services District
 July 1, 2024 to June 30, 2025

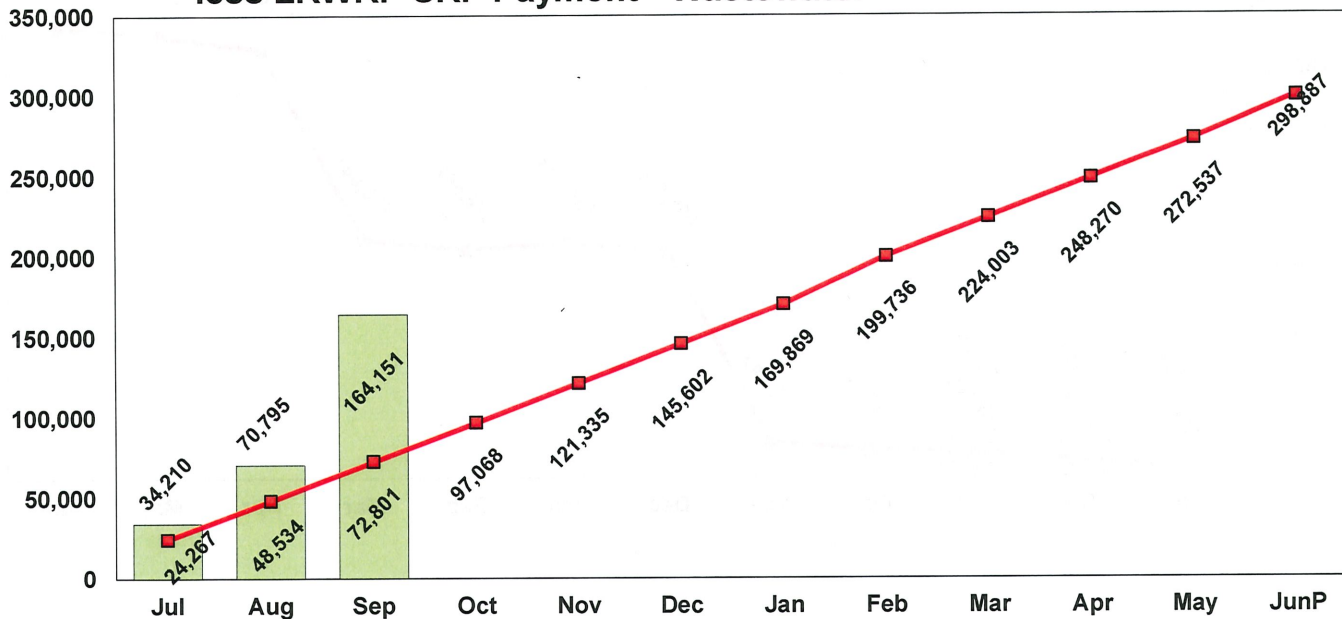


Non-Operating Income Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

Monthly Net Non-Operating Income less LRWRP SRF Payment - Wastewater

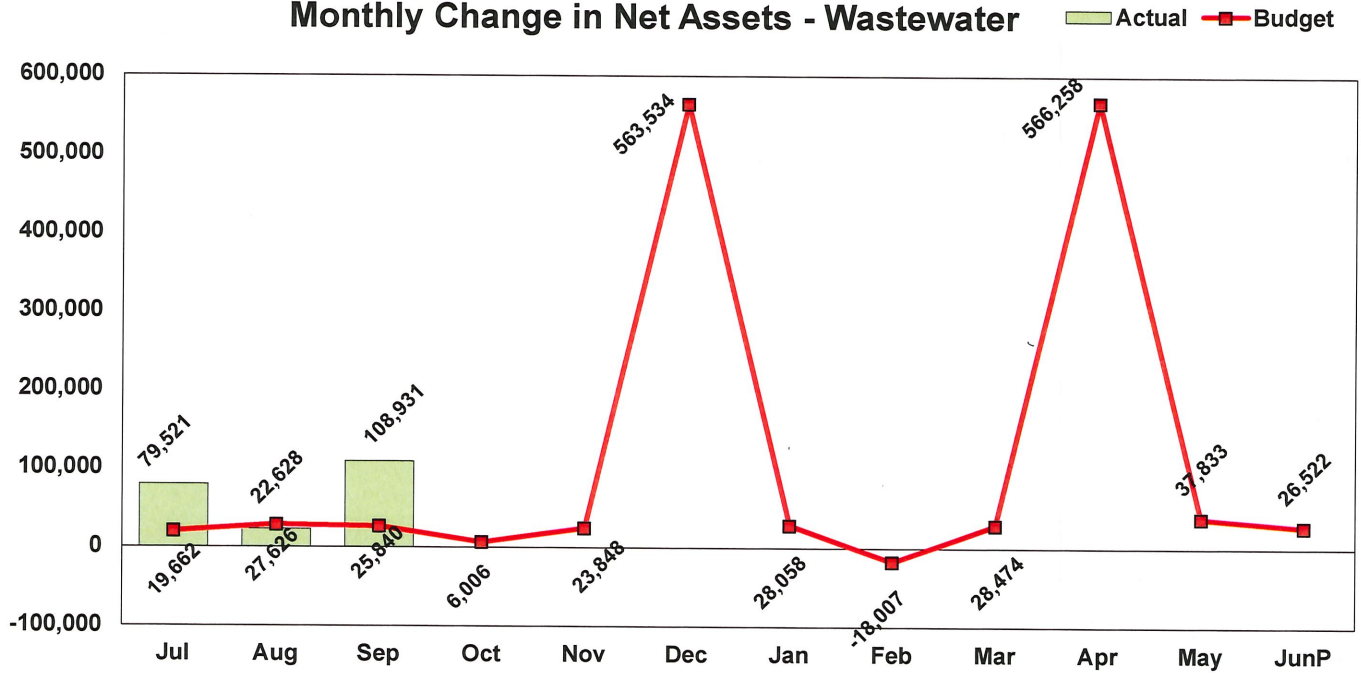


YTD Net Non-Operating Income less LRWRP SRF Payment - Wastewater

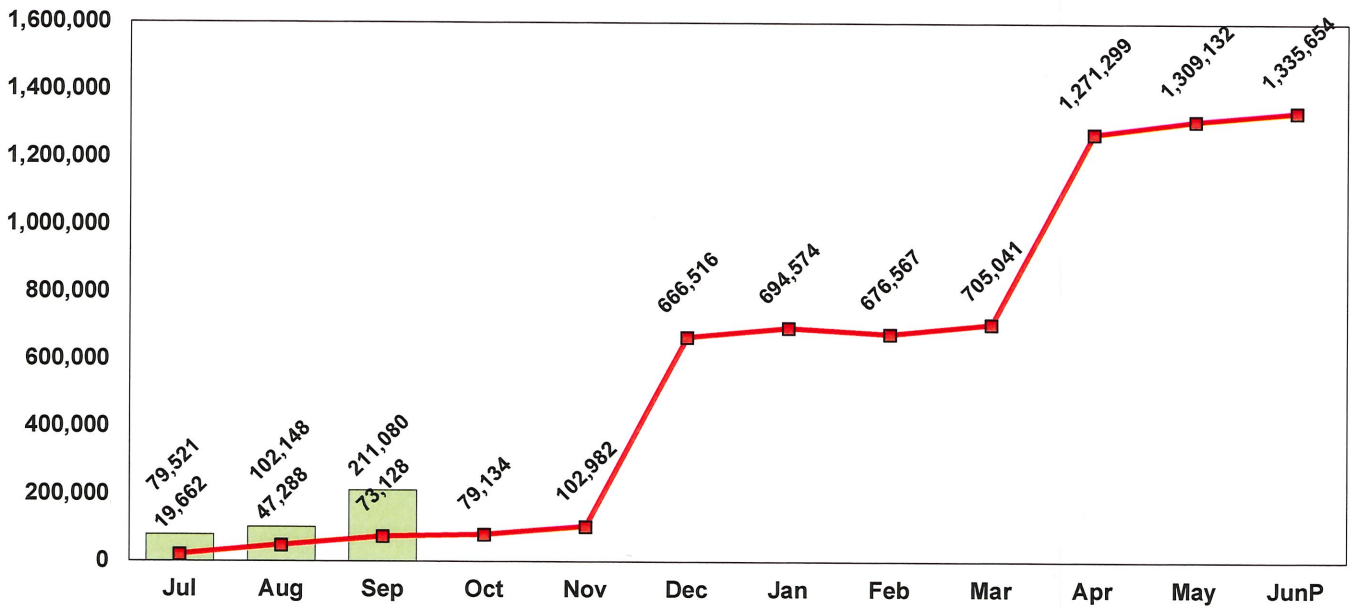


Change in Net Assets Vandenberg Village Community Services District July 1, 2024 to June 30, 2025

Monthly Change in Net Assets - Wastewater



YTD Change in Net Assets - Wastewater

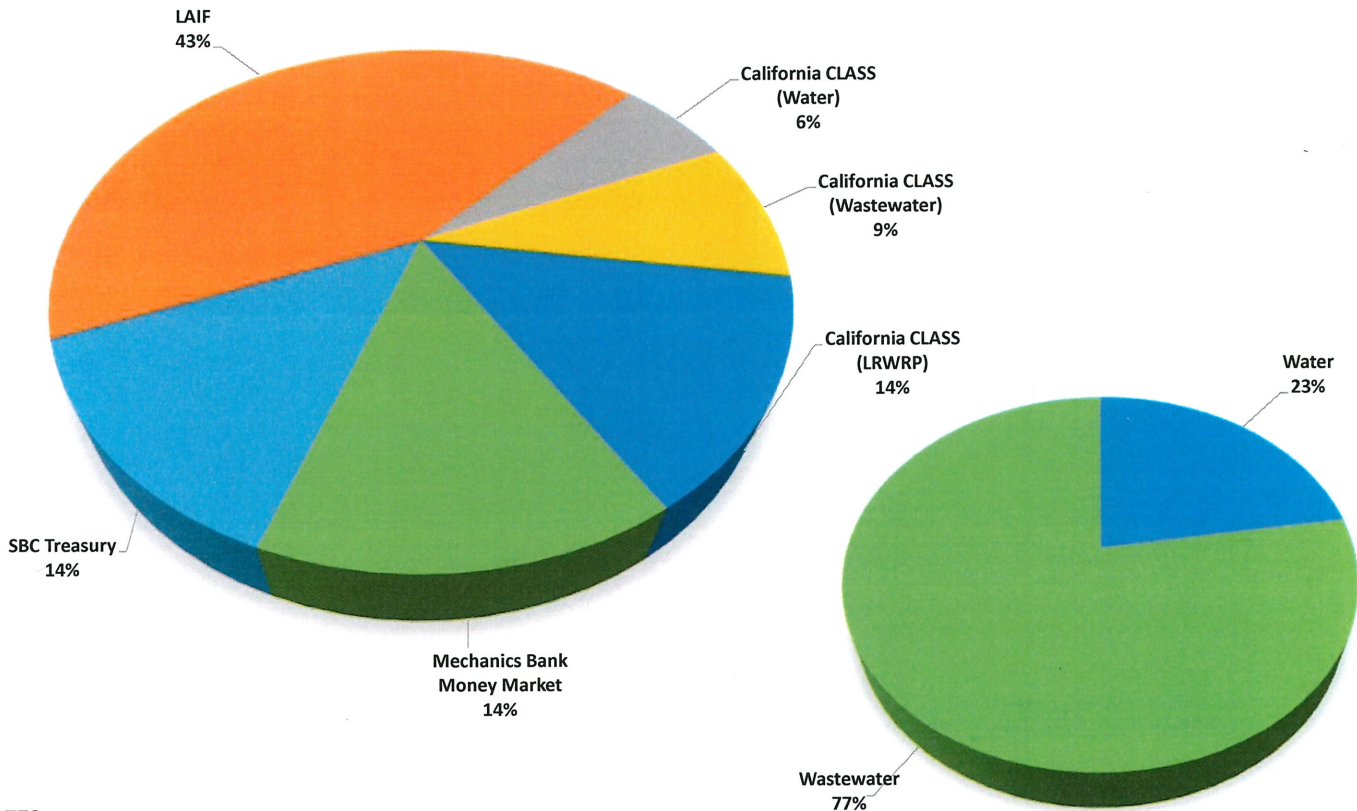


Statement of Cash Flow
Vandenberg Village Community Services District
For the Period from July 1, 2024 to September 30, 2024

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 685,022	\$ 429,389	
Cash payments for goods and services	(331,764)	(949,167)	
Cash payments to employees	(144,004)	(73,027)	
Net Cash Provided by Operating Activities	\$ 209,253	\$ (592,805)	\$ (383,552)
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(37,359)	(167,976)	
Net Cash Used - Capital & Related Financing Activities			(205,335)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	127,301	164,151	
Net Cash Provided by Investing Activities			291,452
Net Increase (Decrease) in Cash & Cash Equivalents			(297,434)
Cash and cash equivalents, beginning of year	2,926,956	10,244,285	13,171,241
Cash and cash equivalents, year-to-date	3,226,152	9,647,655	\$ 12,873,807
Reconciliation to the Statement of Net Assets:			
Cash on hand	\$ 400		\$ 400
Cash and short term investments	3,225,752	9,647,655	12,873,407
			\$ 12,873,807
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income (excluding Connection fees)	\$ 208,335	\$ (6,747)	
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation	56,820	189,430	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(2,125)	11,776	
(Increase) decrease in prepaid items	12,807	0	
Increase (decrease) in accounts payable	(25,959)	(778,695)	
Increase (decrease) in accrued payroll	(18,863)	(8,569)	
Increase (decrease) in customer deposits	(2,708)	0	
Increase (decrease) in compensated absences	(19,054)	0	
Net Cash Provided by Operating Activities	\$ 209,253	\$ (592,805)	\$ (383,552)
Reconciliation to other financial statements			
Net operating income/(loss)	\$ 208,335	\$ (6,747)	
Non-operating income (<i>Interest Revenue/Fair Market Value Offset</i>)	46,281	164,151	
Total YTD Net Income (<i>Current Earnings on Statement of Net Position</i>)	\$ 254,616	\$ 157,404	\$ 412,020
Add back YTD Unfunded Depreciation		53,676	
YTD Change in Net Assets on Revenue and Expense charts	\$ 254,616	\$ 211,080	\$ 465,696

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Schedule of Investments
 As of September 30, 2024

Banking Institution	Certificate/ Account No.	Rate / Term	Beginning Balance	Deposit (Withdrawal)	Interest Earned/ Accrued	Total Principal & Interest	Water	Wastewater
Santa Barbara County (SBC) Treasury	Fund 3602	2.90% / quarterly	\$3,150,995	(\$1,500,000)	\$22,878	\$1,673,873	\$384,148	\$1,289,725
Local Agency Investment Fund (LAIF)	16-42-005	4.71% / quarterly	\$5,265,278	\$0	\$62,441	\$5,327,718	\$1,222,691	\$4,105,027
California CLASS (Water)	01-0153-001	5.40% / monthly	\$426,483	\$1,500,000 (\$1,170,000)	\$6,163	\$762,646	\$762,646	
California CLASS (Wastewater)	01-0153-002	5.40% / monthly	\$625,855	\$456,300	\$8,726	\$1,090,881		\$1,090,881
California CLASS (LRWRP)	01-0153-006	5.40% / monthly	\$978,532	\$713,700	\$13,644	\$1,705,876		\$1,705,876
Mechanics Bank Money Market Savings	9651012305	4.80% APY	\$2,425,322	\$227,638 (\$900,000)	\$19,762	\$1,772,721	\$406,833	\$1,365,888
				TOTAL	\$133,613	\$12,333,715	\$2,776,318	\$9,557,397



NOTES:

- 1) VVCSD investments are in compliance with the Standard of Investment Policy approved by the Board of Directors.
- 2) Based on projected income and expenses, the District has the ability to meet the next six months of cash flow requirements.
- 3) The market value source documents are statements provided by the respective banking institutions.
- 4) This report is published in accordance with California Government Code 53646(b).

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 11-24 From 10/1/2024 To 10/31/2024
 Board Meeting Date 11/5/2024 Item: 7B.2

Accounts Payable Amount \$370,027.18

Check Numbers 29644-29681, 29683-29717

Void Checks 29682

Electronic Vendor Payment Amount \$2,459.71

Confirmation Numbers 33146, 33147, 172024,
233153, 882133

A/P Hand Check Amount _____

Check Numbers _____

Payroll Amount \$86,067.12

Check Numbers electronically transferred,
10105-10106

Investment Transfers _____

Confirmation Numbers _____

Disbursements/Investments

A/P Checks	370,027.18
Electronic Vendor Payments	2,459.71
A/P Hand Checks	0.00
Payroll	86,067.12
Investments	0.00
TOTAL	<u><u>\$458,554.01</u></u>

REPORT.: Nov 01 24 Friday
 RUN...: Nov 01 24 Time: 07:57
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 10-24 thru 10-24 Bank Account.: 13100

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029644	10/03/24	AMA01	AMAZON CAPITAL SERVICES	104.41	NL97-F7DV	ADVIL, TYLENOL, BOARD ROOM SOUND SYS/MIC, NO TRESPASS
029645	10/03/24	CLS01	CLINICAL LABS OF SAN	930.00	1008377	BACT, IRON, MANG, PHYS, LEAD, COPPER TESTS 8/24
029646	10/03/24	COL01	JEFFREY COLE	200.00	C41003	MILEAGE, MEAL REIMBURSEMENT-SCADA TEST-COLE
029647	10/03/24	COM03	COMCAST	360.33	10520924	INTERNET - OFFICE 09/20/24-10/19/24
029648	10/03/24	COR01	CORBIN WILLITS SYSTEM INC	913.73	C409151	SERVICE AND ENHANCEMENT FEE 10/24
029649	10/03/24	COR04	CORE & MAIN LP	1960.06	V637390	AS341PJ 3/4"X1" COMPRESSION ANGLE STOP (QTY.12)
029650	10/03/24	EXC01	EXCEL PERSONNEL SERVICES,	1416.07	4463102	J.MATIGNAS - ACCOUNTING ASSISTANT 9/16/24-9/22/24
029651	10/03/24	ICO01	ICONIX WATERWORKS INC.	596.98 562.85	416038698 416039667	S61C900 6X1 C900 SADDLE & 1" AIR RELEASE VALVE COVER FOR 1" AIR RELEASE VALVE - 36 GALAXY WAY
Check Total.....:				1159.83		
029652	10/03/24	INK01	INKLINGS PRINTING CO.	314.84	125868	#10 WHITE WINDOW ENVELOPES NO INDICIA (QTY.2500)
029653	10/03/24	JPI02	ACWA/JPIA	3516.78	C41003	WORKERS' COMP PREMIUM 7/24-9/24
029654	10/03/24	LOM01	CITY OF LOMPOC, FINANCE	30734.68	15616	WASTEWATER TREATMENT COST 8/24
029655	10/03/24	MAR02	MARBORG INDUSTRIES	63.51 179.98	6272690 6272825	TRASH COLLECTION - OFFICE 9/24 TRASH COLLECTION - SHOP 9/24
Check Total.....:				243.49		
029656	10/03/24	MIS01	MISSION PAVING, INC.	650.00	5466	ASPHALT REPAIR-AIR RELEASE VALVE-36 GALAXY WAY
029657	10/03/24	MRB01	MR. BACKFLOW	450.00	92474	TEST AND REPAIR BACKFLOW DEVICE
029658	10/03/24	PGE01	PACIFIC GAS & ELECT. INC.	59932.62	C41003	PGE CHARGES 08/24
029659	10/03/24	PIT01	PITNEY BOWES GLOBAL FINAN	324.29	106826105	PB METER & MAIL MACHINE RENTAL 7/30/24-10/29/24
029660	10/03/24	PIT02	PITNEY BOWES INC	98.36	26116084	INK FOR POSTAGE METER
029661	10/03/24	POS01	POSTMASTER GENERAL	350.00	124-0924	POST OFFICE PERMIT #124 FEE
029662	10/03/24	SOU01	SO.CALIFORNIA GAS CO.INC.	80.80 22.52	79000924 84180924	SO. CALIF. GAS WELL 1B 08/21/24-09/23/24 SO.CALIF.GAS OFFICE 08/21/24-09/23/24
Check Total.....:				103.32		
029663	10/03/24	SPE06	SPECIAL DISTRICT LEADERSH	75.00	C41002	CSDM CERTIFICATION - ALLEN

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029664	10/03/24	STE04	STERICYCLE, INC.	424.22	8382462	DOCUMENT SHREDDING SERVICE 7/16,8/22,8/26,9/10/24
029665	10/03/24	UND01	UNDERGROUND SERVICE ALERT	74.75	920240778	USA TICKETS 09/24
029666	10/03/24	USB02	U.S.BANK CORPORATE PAYMEN	6053.84	32560924	PAPER,MSEXH,SUBS,CWEA,STARLINK,TRNG,LODG,FUEL
029667	10/03/24	VAL04	VALLEY ROCK READY MIX, IN	485.95	24-33383	SLURRY-AIR RELEASE VALVE - 36 GALAXY WAY
029668	10/03/24	VES01	VESTIS	211.65	20643205	CONTINUOUS TOWELS, SHOP TOWELS 09/19/24
029669	10/03/24	VRE01	JIM VREELAND FORD	156.14 95.24 1092.73 95.24	65036 65051 65132 65148	UNIT #25 2023 FORD F150 SUPER OIL & FILTER CHANGE UNIT #22 2020 FORD F150 SUPER OIL & FILTER CHANGE UNIT #22 2020 FORD F150 SUPER TIRES UNIT #19 2018 FORD EXPLORER OIL & FILTER CHANGE
			Check Total.....:	1439.35		
029670	10/03/24	WES05	WESTERN EXTERMINATOR CO.	175.00	69218819	PEST INTIAL SERVICE - RODENT CONTROL
029671	10/03/24	\L001	HENRY R. LOPEZ	18.13	000C40901	CUSTOMER REFUND - LOP0023 - 3957 RIGEL AVE
029672	10/03/24	\O005	OAK HILL PARTNERS LLC	41.30	000C40901	CUSTOMER REFUND - OAK0024 - 250 ST ANDREWS WAY
029673	10/17/24	/L031	SERGIO LEDESMA	50.00	C41016	RETROFIT REIMB-1 IRRIG.CONTRLR-4092 CONSTELLATION
029674	10/17/24	ACW04	ACWA	13690.00	C41016	2025 ACWA AGENCY DUES
029675	10/17/24	AME02	AMERICAN INDUSTRIAL SUPPL	202.29	95054	ADAPTER, COUPLING, 90, BUSHING, NIPPLE, GLOVES
029676	10/17/24	COV01	COVERALL MOUNTAIN & PACIF	445.00	553200151	JANITORIAL SERVICE 10/24
029677	10/17/24	EDK01	EDKA	12631.94	161	SCADA SYSTEM UPGRADE, SCADA CONTROL PANEL PO#1749
029678	10/17/24	EXC01	EXCEL PERSONNEL SERVICES,	1464.90 2701.80	4467107 4470982	J. MATIGNAS - ACCOUNTING ASSISTANT 9/16/24-9/22/24 ACCOUNTING ASST. & CUST.SERV.- 9/30/24-10/6/24
			Check Total.....:	4166.70		
029679	10/17/24	FAM01	FAMCON PIPE & SUPPLY, INC	1147.31	39496.001	ANGLE STOP, TUBING
029680	10/17/24	HOM02	HOME DEPOT	118.53	10020924	PARTS FOR BACKWASH VFD/FILTER VALVE CONTROL PANEL
029681	10/17/24	JEF01	JEFFREY A. ESPARZA INC	3500.00	76609-1	ASPHALT REPAIR-PARKING LOT SECONDARY ENTRANCE
029682	10/17/24	LIE01	LIEBERT CASSIDY	200.00 -200.00	8934 8934u	LEGAL COUNSEL 09/24 Ck# 029682 Reversed
			Check Total.....:	.00		
029683	10/17/24	MIL01	MILLER LANDSCAPING AND MA	323.40	66092	OFFICE YARD MAINTENANCE 09/24

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VANDENBERG VILLAGE CSD
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029684	10/17/24	MIS01	MISSION PAVING, INC.	750.00	5475	ASPHALT REPAIR-4194 ARCTURUS-COPPER SERVICE LINE
				750.00	5481	ASPHALT REPAIR-253 ORION-COPPER SERVICE LINE
			Check Total.....:	1500.00		
029685	10/17/24	MOS01	MOSS,LEVY & HARTZHEIM	2000.00	5418	FY24 AUDIT CHARGES
				2695.00	5718	FY24 AUDIT CHARGES
			Check Total.....:	4695.00		
029686	10/17/24	NAT01	NATIONAL GROUP TRUST	558.04	23941124	LONG-TERM DISABILITY 11/24
029687	10/17/24	OLI01	OLIN CORP	9500.56	900473587	4,002 GALS NAOCL
029688	10/17/24	TRA02	TRACTOR SUPPLY CREDIT PLA	53.66	26310924	SAWZALL BLADES, NUTS, BOLTS
029689	10/17/24	UBE01	UBEO WEST LLC	485.52	4654504	COPIER CONTRACT USAGE 10/7/24-11/6/24
029690	10/17/24	UNI02	UNIVAR SOLUTIONS USA INC.	3527.07	52477793	810 GALS NAHSO3
029691	10/17/24	VAL04	VALLEY ROCK READY MIX, IN	362.58	24-33617	SLURRY-REPLACE COPPER SERVICE LINE
029692	10/17/24	VES01	VESTIS	167.27	20652985	SHOP TOWELS, SUPPLIES 10/03/24
029693	10/17/24	WES05	WESTERN EXTERMINATOR CO.	74.85	68628221	GOPHER CONTROL SERVICE 10/24
				140.00	69218821	EXTERIOR RODENT BAIT STATION - RODENT CONTROL
				195.00	69218835	PEST INITIAL SERVICE - RODENT CONTROL
				280.00	69218840	EXTERIOR RODENT BAIT STATION - RODENT CONTROL
				610.00	69218853	MULTI-CATCH TRAPS / EXTERIOR RODENT BAIT STATION
				950.00	69218854	EXCLUSION CORRECTIVE - RODENT CONTROL
				865.00	69218855	RODENT TRAPPING CORRECTIVE - RODENT CONTROL
				190.00	69220689	PEST INITIAL SERVICE - RODENT CONTROL
				50.00	69303257	EXTERIOR MAINTENANCE - RODENT CONTROL
			Check Total.....:	3354.85		
029694	10/17/24	ZWO01	ZWORLD GIS, LLC.	1050.00	2024-0238	DATA ACQUISITION-2024 GIS REGIONAL PROJECT
029695	10/17/24	ACW03	ACWA JOINT POWERS INSURAN	9631.21	0704035	GROUP MEDICAL, DENTAL, VISION, LIFE, EAP 11/24; ADJUST
029696	10/17/24	FRO01	FRONTIER	175.46	28851024	FRONTIER 733-2475 10/13/24-11/12/24
				350.76	49051024	FRONTIER 733-3615/3975/SCADA SYS.10/13/24-11/12/24
			Check Total.....:	526.22		
029697	10/17/24	SAN18	SANTA BARBARA COUNTY SDA	80.00	C41017	SBCCSDA DINNER MEETING-ALLEN, STASSI
029698	10/31/24	CLS01	CLINICAL LABS OF SAN	575.00	1009016	BAC, IRON, MANG, PHYS, H.ACID, THM TEST 9/24

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Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
029699	10/31/24	COM03	COMCAST	360.44	10521024	INTERNET - OFFICE 10/20/24-11/19/24
029700	10/31/24	COR01	CORBIN WILLITS SYSTEM INC	913.73	C410151	SERVICE AND ENHANCEMENT FEE 11/24
029701	10/31/24	CSD01	CALIFORNIA SPECIAL	9073.00	309-2025	CSDA MEMBERSHIP DUES 2025
029702	10/31/24	DOW01	DOWNTOWN FORD SALES	50068.36	9945	2024 FORD F150 SUPERCAB 1FTEX1K83RKF04957
029703	10/31/24	EXC01	EXCEL PERSONNEL SERVICES,	2701.80	4475211	ACCOUNTING ASST. & CUST. SERVICE 10/7/24-10/13/24
				2701.80	4479078	ACCOUNTING ASST. & CUST. SERVICE 10/14/24-10/20/24
			Check Total.....:	5403.60		
029704	10/31/24	FAM01	FAMCON PIPE & SUPPLY, INC	2469.71	40228.001	COUPLING, CLAMP, GASKETS, MANHOLE COVER
029705	10/31/24	FRO01	FRONTIER	175.46	28851124	FRONTIER 733-2475 10/13/24-11/12/24
				350.76	49051124	FRONTIER 733-3615/3975/SCADA SYS.10/13/24-11/12/24
			Check Total.....:	526.22		
029706	10/31/24	HAR01	HARBEN CALIFORNIA	992.84	223213	MC704HP ENGINE CONTROL PANEL - HARBEN
029707	10/31/24	HON01	THE HON COMPANY LLC	464.52	2394384	OFFICE FURNITURE - IGNITION OFFICE CHAIR
029708	10/31/24	JEN02	BRIANNA JENNINGS	199.00	C41030	TRAVEL REIMBURSEMENT
029709	10/31/24	JPI01	ACWA/JPIA	37200.55	533	AUTO/GENERAL LIABILITY DEPOSIT 10/24-9/25
029710	10/31/24	LOM01	CITY OF LOMPOC, FINANCE	29181.05	15840	WASTEWATER TREATMENT COSTS 9/24
029711	10/31/24	MIS01	MISSION PAVING, INC.	750.00	5482	ASPHALT REPAIR - 214 PEGASUS - COPPER SERVICE LINE
029712	10/31/24	PGE01	PACIFIC GAS & ELECT. INC.	42236.76	6872-1024	PGE CHARGES 09/24
029713	10/31/24	SOU01	SO.CALIFORNIA GAS CO.INC.	90.70	79001024	SO. CALIF GAS - WELL 1B 09/23/24-10/23/24
				34.19	84181024	SO. CALIF GAS - OFFICE 09/23/24-10/23/24
			Check Total.....:	124.89		
029714	10/31/24	STE04	STERICYCLE, INC.	271.15	8683994	DOCUMENT SHREDDING SERVICE 9/24/24,10/9/24
029715	10/31/24	USB02	U.S.BANK CORPORATE PAYMEN	3758.48	32561024	OFFICESUP,R.R,STARLINK,LODG,CWEA,FUEL
029716	10/31/24	VAL04	VALLEY ROCK READY MIX, IN	362.58	24-33689	SLURRY-COPPERSERV.LINEREPLACE-253&259 ORION AVE
				354.50	24-33809	SLURRY-COPPERSERV.LINEREPLACE-208&214PEGASUSAVE
			Check Total.....:	717.08		
029717	10/31/24	VES01	VESTIS	211.65	20662701	CONTINUOUS TOWELS, SHOP TOWELS 10/17/24

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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 10-24 thru 10-24 Bank Account.: 13100

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
033146	10/31/24	PIT01	PITNEY BOWES GLOBAL FINAN	324.29	6826105	PB METER & MAIL MACHINE RENTAL 7/30/24-10/29/24
033147	10/31/24	PIT02	PITNEY BOWES INC	98.36	6116084	INK FOR POSTAGE MACHINE
172024	10/17/24	WEX01	WEX BANK	62.57	100230978	13.267 GALLONS FUEL
233153	10/17/24	PIT03	PITNEY BOWES	1109.97	1340924	POSTAGE FOR BILLS 09/24
				500.00	76730924	POSTAGE FOR METER
Check Total.....:				1609.97		
882133	10/01/24	TIE01	TIERZERO CLOUD COMMUNICAT	364.52	502686	TIERZERO CLOUD COMMUNICATIONS ACCT FEES 10/24
Cash Account Total.....:				372486.89		
Total Disbursements.....:				372486.89		
Cash Account Total.....:				.00		

REPORT.: Nov 01 24 Friday
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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 10-24 thru 10-24 Bank Account.: 13101

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
54751	10/11/24	PUB02	PUBLIC EMPLOYEES	12969.00	3C41011	FY25PERS ER CONTRIB-CLSSC
54755	10/11/24	PUB02	PUBLIC EMPLOYEES	146.67	4C41011	FY25PERS ER CONTRIB-PEPRA
93958	10/31/24	COL03	COLONIAL LIFE & ACCIDENT	131.74	C41031	COLONIALLIFEPRETAX OCT-24
516901	10/25/24	EFT01	EFTPS	3411.43	C41025	FEDERAL WH TAXES PP#21
516902	10/25/24	EFT01	EFTPS	880.40	1C41025	FICA MEDICARE PP#21
547530	10/11/24	PUB02	PUBLIC EMPLOYEES	1648.78	C41011	PERS TDMC PP#20
547531	10/11/24	PUB02	PUBLIC EMPLOYEES	611.33	1C41011	PER EPMC PP#20
547532	10/11/24	PUB02	PUBLIC EMPLOYEES	3501.87	2C41011	PERS EMPLR CONTR. PP#20
562060	10/11/24	EFT01	EFTPS	3745.01	C41011	FEDERAL WH TAXES PP#20
562061	10/11/24	EFT01	EFTPS	80.60	1C41011	FICA SOCIALSECURITY DR#10
562062	10/11/24	EFT01	EFTPS	934.00	2C41011	FICA MEDICARE PP#20
628461	10/25/24	PUB02	PUBLIC EMPLOYEES	1658.08	C41025	PERS TDMC PP#21
628462	10/25/24	PUB02	PUBLIC EMPLOYEES	611.33	1C41025	PERS EPMC PP#21
628463	10/25/24	PUB02	PUBLIC EMPLOYEES	3511.32	2C41025	PERS EMPLR CONTRIB. PP#21
628471	10/25/24	PER04	CALPERS 457 PLAN	750.00	C41025	EMPLOYER PERS 457 PP#21
628472	10/25/24	PER04	CALPERS 457 PLAN	1000.00	1C41025	EMPLOYEE PERS 457 PP#21
703431	10/31/24	AFL01	AFLAC	120.96	C41031	AFLAC PRETAX OCT-24
703432	10/31/24	AFL01	AFLAC	2.88	1C41031	AFLAC AFTER-TAX OCT-24
875041	10/25/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1290.61	C41025	STATE WH TAXES PP#21
875042	10/25/24	EMP01	EMPLOYMENT DEVELOP.DEPART	329.56	1C41025	STATE DISABILITY PP#21
963040	10/11/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1436.61	C41011	STATE WH TAXES PP#20
963041	10/11/24	EMP01	EMPLOYMENT DEVELOP.DEPART	347.12	1C41011	STATE DISABILITY PP#20
972450	10/11/24	PER04	CALPERS 457 PLAN	750.00	C41011	EMPLOYER PERS 457 PP#20
972451	10/11/24	PER04	CALPERS 457 PLAN	1000.00	1C41011	EMPLOYEE PERS 457 PP#20
Cash Account Total.....:				40869.30		
Total Disbursements.....:				40869.30		

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.A

FROM: Cynthia Allen, General Manager 

DATE: November 5, 2024

SUBJECT: [PUBLIC HEARING] Code of Ordinance Revisions

Recommendation: Waive reading and adopt the revised Code of Ordinances.

Policy Implications:

- California Government Code § 25120 et seq. specifies how Ordinances are to be adopted.
- California Government Code § 61045(g) requires the Board to adopt policies for the operation of the District.
- California Government Code § 61060(a) and § 61060(b) provide the Board the authority to adopt, by ordinance, rules and regulations for the administration, operation, and use and maintenance of the facilities and services.
- California Government Code § 61115 gives the board of directors the power to establish, by resolution or ordinance, rates or other charges for services and facilities that the district provides.
- California Government Code § 66018 requires the board of directors to hold a public hearing before enacting a new fee that is not a rate or charge for water or sewer service.
- California Government Code § 66324(b) exempts Accessory Dwelling Units (ADU) from capacity charges unless the ADU is constructed with a new single-family dwelling.
- California Government Code § 66324(d) prohibits a separate water or wastewater connection for Accessory Dwelling Units unless the ADU is constructed with a new single-family dwelling.

- California Government Code § 53646(a)(2) states that the treasurer or chief fiscal officer of a local agency may annually render to the legislative body and any oversight committee a statement of investment policy, which the legislative body shall consider at a public meeting. Any change in the policy must also be considered by the Board at a public meeting.
- California Water Code § 20202 allows for a five percent annual increase to director compensation.

Resource Impacts: The director's salary expense will increase by approximately \$1,800 for fiscal year 2024-25.

Discussion: The Board of Directors received the revised Code of Ordinances at the October 1 regular board meeting and scheduled this public hearing at that time. Because these Ordinance revisions include a provision to bill customers for the cost of not complying with Health and Safety Code § 116407, this public hearing was noticed in the Lompoc Record newspaper on October 23 (page B5) and October 30 (page B6) per Government Code § 6062a.

In addition to minor grammatical, spelling, and Government Code reference corrections, the ordinance revisions include:

- Ordinance § 1.3.3. – Increases director compensation from \$100 to \$150 per board meeting; \$50 to \$75 per standing committee meeting and \$75 to \$90 for SGMA meetings following Government Code § 61047(b) and Water Code § 20202 as approved at the March 5, 2024 regular meeting.
- Ordinance § 2.11.3., § 2.16.4., § 2.20.4., and § 3.2.1. – Adds rules for Accessory Dwelling Units.
- Ordinance § 2.16.3 and § 2.20.3. – Updates the Cross Connection Control Plan per Health and Safety Code § 116407 and includes fees for non-compliance under Government Code § 66018.

Directors were provided a redline version of the Code of Ordinances before the Board meeting.

Attachment:

- Notice of Public Hearing – Lompoc Record, Legal 393211
- Ordinance Revisions (under separate cover)

Legals

Legals

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on October 1, 2024, the Board of Directors of Vandenberg Village Community Services District introduced a revised Code of Ordinances. In addition to minor grammatical, spelling, and Government Code reference corrections, the ordinance revisions include:

- Ordinance § 1.3.3. – Changes director compensation from \$100 to \$150 per board meeting and \$50 to \$75 per standing committee meeting following Government Code § 61047(b) and Water Code § 20202.
- Ordinances § 2.11.3., § 2.16.4., § 2.20.4., and § 3.2.1. – Adds rules for Accessory Dwelling Units.
- Ordinances § 2.16.3 and § 2.20.3. – Updates the Cross Connection Control Plan per Health and Safety Code § 116407 and includes fees for non-compliance under Government Code § 66018.

The Board of Directors will conduct a public hearing at its regular meeting at **7:00 p.m.** On Tuesday, **November 5, 2024**, at the District Office Conference Room, **3745 Constellation Road**, Vandenberg Village, California to adopt the ordinance revisions.

This notice is published under Government Code § 6062a.

A copy of the complete proposed Code of Ordinances is available for public review at the District Office at 3745 Constellation Road and online at <https://www.vvcasd.org/2024-11-05-board-meeting>

Date of Posting: October 11, 2024
Location of Posting: Vandenberg Village Community Services District

/s/
Cynthia Allen, Ph.D.
General Manager
Vandenberg Village Community Services District

Pub dates: Oct 23, 30, 2024
Legal 393211

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.B

FROM: Cynthia Allen, General Manager *CA*
Patricia LeCavalier, Financial Services Manager *PL*

DATE: November 5, 2024

SUBJECT: Investments

Recommendations: Discuss the transfer of funds from Santa Barbara County Treasury to other fiduciary accounts.

Policy Implications:

- District Ordinance § 1.3.1 requires the Finance Officer to recommend the investment of reserve funds per the Investment Policy.
- District Ordinance § 1.3.5 appoints the General Manager as Treasurer under California Government Code § 61053.
- District Ordinance § 1.4.1 requires agreements with external agencies and organizations to be approved by the Board and signed by the Board President.
- District Ordinance § 1.6.3.1 requires the authorized signers for investments to be the Board President, Finance Officer, General Manager/Treasurer, and Administrative Services Manager (now Financial Services Manager).
- District Ordinance § 1.6.7 et seq. sets forth how the District will invest its funds.
- California Government Code § 56301 details the types of investments allowed for district funds.
- California Government Code § 53635 et seq. governs pooled investments.

Resource Impacts: California CLASS pays dividends daily and Mechanics Bank pays dividends monthly whereas the Santa Barbara County Treasury pays dividends quarterly.

Alternatives Considered: None

Discussion: At the September 3 board meeting, the VVCS D Board of Directors authorized the transfer of \$1.5 million from Santa Barbara County Treasury to California CLASS and requested a future agenda item to discuss the possibility of transferring more funds to either California CLASS or Mechanics Bank.

Attachments: None

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.C

FROM: Cynthia Allen, General Manager *CA*
Jeff Cole, Operations and Maintenance Manager *JC*

DATE: November 5, 2024

SUBJECT: Capital Budget Amendment

Recommendation: Increase the water capital budget by \$8,750 and the wastewater capital budget by \$3,750 to perform a SCADA system radio study.

Policy Implications: The Board adopts an annual budget and approves significant changes or increases.

Resource Impacts: \$8,750 from water fund reserves and \$3,750 from wastewater fund reserves.

Alternatives Considered: None.

Discussion: Before 2006, the District's SCADA system had two separate radio systems. There were unlicensed radios for water operations and licensed radios for sewer operations. In 2006, the District upgraded the SCADA system and the project included upgrading to ethernet radios for water operations. In 2015, the District conducted a radio survey to ensure that we could upgrade the sewer operations to the same ethernet radios. Those radios were upgraded and, the next year, Booster Station 4 and Booser Station 5 were added to the SCADA communications. In 2022, the District added a radio at Lift Station 2.

The current radios are General Electric MDS iNet900. Unfortunately, GE ceased manufacturing these radios in 2020. Due to the critical nature of

the SCADA system, we keep a spare radio in stock. After we learned of the discontinuation of our radio, we purchased two units. Currently, we only have refurbished radios in stock and the vendor cannot guarantee that future failed units can be repaired or refurbished.

The District is currently in the final stages of updating its SCADA system hardware and software. This radio survey will allow our vendor to upgrade our radios at the same time and optimize our communications with up-to-date technology. The total budget cost of \$12,500 includes a contingency in the event problems arise.

Attachments: Quote from Applied Technology Group dated October 18, 2024



APPLIED TECHNOLOGY GROUP, INC.

SPECIALIZED COMMUNICATIONS SERVICES

4440 Easton Drive - BAKERSFIELD, CA 93309
(661) 322-8650 / (800) 481-0007 or Fax (661) 322-4060
Fed ID #77-0229621 / Contractors Lic #891598 / B.E.A.R. #89845
atginternet.com - atg-inc.com

Quote	S-QUO1567	-39-
Date	October 18, 2024	

Quote Expires: November 17, 2024

ADD'L 3% FEE CHARGED FOR CREDIT CARD PURCHASES OVER \$5K

Bill To: 2322
VANDENBERG VILLAGE CSD
3745 CONSTELLATION RD.
LOMPOC, CA 93436-1401

Ship To:
VANDENBERG VILLAGE CSD
JEFFREY COLE
3745 CONSTELLATION RD.
LOMPOC, CA 93436-1401

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req. Ship Date
Quantity	Item Number	Description	Ground	UOM	Ext. Price
1	SCOPE OF WORK	SITE SURVEY & JOB WALK AT VANDENBERG VILLAGE CSD		Note	0.00
1	L66	PREVAILING WAGE LABOR TO CONDUCT SURVEY		Each	7,200.00
1	L33	TRAVEL, LODGING & PER DIEM		Day	2,094.80
1	L43	DIR PROCESSING SERVICE		Each	250.00
Subtotal					9,544.80
Total Tax					0.00
Total \$ Incl. Tax					9,544.80

Authorized Signature

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.D
FROM: Cynthia Allen, General Manager *CA*
Jeff Cole, Operations and Maintenance Manager *JC*
DATE: November 5, 2024
SUBJECT: Construction Standards

Recommendations: Approve the revised water and wastewater construction standards.

Policy Implications:

- The construction standards include the 'Greenbook,' officially known as The Standard Specifications for Public Works Construction, published by Building News, Inc.
- AWWA Standards, which are ANSI-accredited, set minimum requirements and offer guidelines for all aspects of water management. These standards are referenced throughout the construction guidelines.

Resource Impacts: The use of substandard materials in water and wastewater construction can lead to significant economic, environmental, and operational challenges. Specifying quality materials is essential for sustainable and efficient water and wastewater infrastructure.

Alternatives Considered: None

Discussion: The VVCSD Board of Directors formally adopted the District's first construction standards in 1992. Since then, the standards have been revised from time to time to keep up with building code changes and to protect the District from accepting substandard materials. The construction standards specify the design, materials, and installation

requirements for water and wastewater infrastructures and ensure the safety, reliability, and efficiency of these critical assets.

The last major revision was in 2003, at the same time the agreement was signed with the developer of the Providence Landing subdivision. With two large projects on the horizon, staff felt it necessary to ensure that the standards were up-to-date.

Attachments:

- Water Construction Standards
- Sewer Construction Standards

**Vandenberg Village
Community Services District**

**Standards for
CONSTRUCTION OF WATER MAINS**



November 2024

Deleted: January

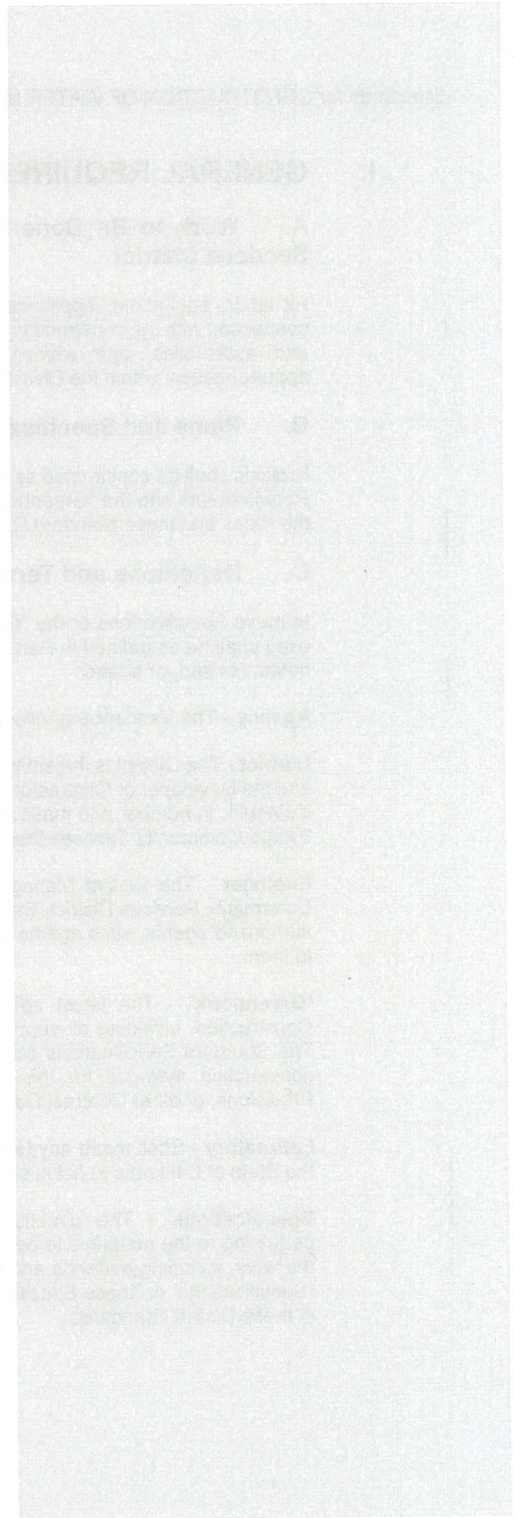
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Standards for CONSTRUCTION OF WATER MAINS

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I. GENERAL REQUIREMENTS

A. Work to Be Done Within the Vandenberg Village Community Services District

All labor, equipment, appliances and material, and performance of all operations in connection with the construction of water mains, including all valves, fittings, fire hydrants, and assemblies, and service connections to each lot and all other necessary appurtenances, within the District shall be in strict accordance with these Standards.

B. Plans and Specifications

Projects shall be constructed as shown on the Plans and shall conform to these Standard Requirements and the "Greenbook" as defined below. The "Greenbook" shall not govern the Plans and these Standard Requirements.

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C. Definitions and Terms

In these Specifications or the "Greenbook" the intent and meaning of the terms that are used shall be as defined in Part 1 of the "Greenbook" except as herein below specifically noted, revised, or added.

Agency - The Vandenberg Village Community Services District, State of California

District - The District is the entity identified as such in the Agreement between the District and the Developer or Contractor and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term District means the Vandenberg Village Community Services District or its authorized representative.

Engineer - The District Manager or designated engineer for the Vandenberg Village Community Services District, State of California, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

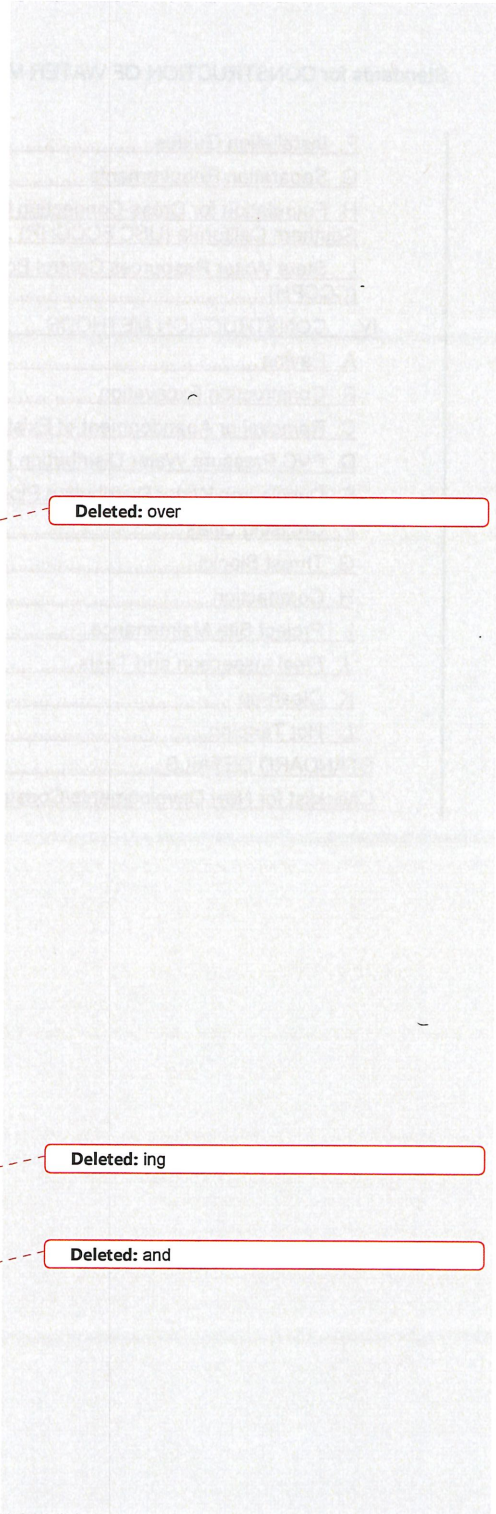
"Greenbook" - The latest edition of the Standard Specifications for Public Works Construction, including all supplementary pamphlets, published by Building News, Inc. The Standard Specifications control the general provisions, construction materials, and construction methods for this contract except as amended by the Plans, Special Provisions, or other Contract Documents.

Laboratory - Shall mean any testing agency or testing firm, which has been licensed by the State of California to act in such capacity, and meet the requirements of the Engineer.

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Specifications - The directions, guidelines, provisions, and requirements herein pertaining to the materials to be furnished and to the method and manner of performing the work, including addenda and approved revisions by the District. Whenever the terms "Specifications" or "these Specifications" are used herein it means the provisions set forth in these District Standards.

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D. Alterations

The District reserves the right to make updates, amendments and modifications from time to time following adoption of this document.

Changes or modifications to approved plans and/or specifications shall be by mutual agreement in writing and signed by the parties involved, then, and only then may alterations or deviations, increases additions, or omissions in the approved plans or Standards be made.

It shall be the responsibility of the Contractor to locate any and all utility lines prior to excavation. The Contractor shall be held responsible for any damage to utility lines during the progress of construction, and if damage should occur, he shall repair the same at his own expense.

The Contractor shall notify the Engineer and the appropriate regional notification center for operations of subsurface installations at least two working days prior to performing any excavation or other work close to any underground pipeline, conduit, duct, wire or other structure. Regional notification centers include, but are not limited to, the following:

Underground Service Alert, Southern California (USA [DigAlert](#))
Telephone: 1-800-422-4133

[California Department of Transportation \(Caltrans\)](#)
Telephone: (805) 549-3111

No excavation shall commence unless the Contractor has obtained the Inquiry Identification Number and so notified the Engineer.

E. Modifications to the Standard Specifications

The following are adjustments to the Standard Specification ("Greenbook"):

Record Drawings

Contractor shall maintain a complete and accurate record of all changes of construction from that shown in the approved plans and specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the District.

Monuments

Existing survey monuments shall be protected from damage. All survey monuments damaged or displaced by the Contractor shall be replaced in accordance with the provisions of the Land Surveyor's Act, Code of the State of California, at the Contractor's expense.

Accuracy of Utilities Information

The locations of existing major utilities, whether above ground or underground, may be represented in District documents. The District does not guarantee the accuracy or

completeness of this information and it is to be understood that other above-ground and underground facilities may be encountered during the course of the work. During construction, in advance of any work performed by the pipe installation crew, the

Contractor shall excavate and pothole existing utility facilities to verify locations and allow alignment and grade revisions if necessary. Such revisions in alignment and grade shall be approved by the District.

F. Shut Down of Existing Water Mains

District personnel will operate all gate valves necessary for shut shutdown of existing water mains for all tie-ins. The District makes no guarantee for a watertight shutdown. The Contractor shall notify the District 48 hours prior to a required shutdown. Public Notice, by the Contractor, of periodic water service interruption shall be coordinated with District water personnel.

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II. MATERIALS

A. General

All materials shall be new and of the type described in these Standards or shown on District approved plans. The Contractor shall furnish all materials. Whenever the following Standards specify by name or number any material or article or the maker or distributor thereof, this is done so only for the purpose of more clearly defining the kind and quality desired, and it is to be understood that the written approval of the District will permit an equivalent which will be equally acceptable.

Materials shall be those as hereinafter specified and approved and shall never be less than those as approved by AWWA, ASASTM as last revised.

All buried valves and fittings shall be completely encapsulated with a minimum 4-mil wrap of polyethylene film.

B. Pipe Certification and Tests

When required by the District, the Contractor shall, at his own expense, furnish documentary evidence, or when specifically requested, certified test results which indicate that the pipe furnished meets all of the requirements of these Standards. Documentary evidence will be considered sufficient when the pipe manufacturer furnishes a notarized certificate indicating that the pipe has been sampled, tested, and inspected in accordance with the provisions of all AWWA specifications.

C. Asbestos-Cement Water Distribution Pipe

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No new asbestos-cement pipe installation is permitted, and this information is only provided to assist with localized repairs or maintenance operations involving asbestos-cement pipe. Asbestos-cement pipe and couplings shall conform to the AWWA C400 for Class 150 or 200 pipe. In addition, the pipe shall have 1 percent or less by weight of uncombined calcium hydroxide as determined by AWWA C400 Appendix, Test for Uncombined Calcium Hydroxide.

Pipe shall be furnished with "Ring-Tite" or "Fluid-Tite" joint couplings complete with rubber rings as recommended by the manufacturer.

All pipe shall be clearly marked with the trade name, nominal inside diameter, class, type, hydrostatic test pressure, and date of manufacture. Short lengths shall have the diameter, class, type, and "T" to indicate that it has been hydrostatically tested. No pipe shall be of a class less than Class 150.

D. PVC Water Distribution Pipe (Polyvinyl Chloride)

When applicable, PVC pipe installation shall conform to Standard C900 or C909 Pipe Standards. The proposed new standard is C909, Molecularly Oriented Polyvinyl Chloride (PVCO) Pressure Pipe, 4-12 inches, for Water Distribution in pressure classes 100, 150, and 200. All PVC water distribution pipe within the District shall be pressure class 200 unless otherwise approved by the District. The standard covers pressure pipe manufactured from the starting stock of ASTM 1784 cell class 12454-B materials. The starting stock is then oriented through circumferential expansion. The end result is PVCO pipe with a hydrostatic design basis of 7,100 psi.

PVC pipe shall conform to the quality and strength requirements of AWWA C900 which covers PVC pipe in sizes 4-12 inches. Each standard or random length of pipe shall be clearly marked with the Nominal size and O.D. base, Material Code, Dimensional ratio, AWWA pressure class, AWWA designation, manufacturer's trade name and production record code, and seal of testing agency.

The standard laying length shall be 20 feet + 1 inch in all classes and sizes. A maximum of 15 percent may be furnished in random lengths of not less than 10 feet each.

AWWA C900 pipe has the same outside diameter (O.D.) as that of cast iron pipe (C.I.P.O.D.) in the sizes furnished.

One gasket shall be furnished with each length of elastomeric-gasket bell end pipe and two gaskets shall be furnished with each coupling where couplings are used.

Pipe surfaces shall be free from nicks, scratches, and other blemishes. The joining surfaces of pipe spigots and of integral bell and sleeve-reinforced bell sockets shall be free from gouges or other imperfections that might cause leakage.

Three trade names that have been approved by the District are CertainTeed's "Vinyl Iron Pipe," Johns Manville's "Blue Brute Pipe," and UPONOR ETI "Ultra Blue." Equivalents must be reviewed and approved by the District.

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The joints shall be one of the following:

- (1) Integral wall - thickened bell end (bell and spigot with rubber gasket).
- (2) Integral sleeve reinforced bell end.
- (3) Elastomeric gasket coupling.

PVC solvent cement joints, although allowed by AWWA C900, are not approved.

Where couplings are used, they shall meet the requirements of AW WA C900. Couplings shall be as furnished by the manufacturer. Couplings shall be marked with the same information as the pipe.

Tapping in PVC pipe shall be saddle taps. No direct taps are allowed. Tap not closer than 2 feet from the end of the pipe or from an existing service tap. Use a combination of core drills s and taps. Do not use twist drills designed for tapping hard-wall pipes.

Gray iron fittings can be used with PVC pipe.

E. Ductile Iron Water Distribution Pipe

The pipe shall be cement-lined Ductile Iron Pipe and shall conform to AWWA C111, C104, C105, C150, and C151 for both quality and strength. Each pipe shall include the letters "D.I." or the word "DUCTILE" to indicate the pipe material.

Joints shall be push-on joints s or of the Mechanical Joint type conforming to the requirements of AWWA C111.

F. Main Line Fittings and Accessories

General

All Gray Iron and Ductile Iron Fittings shall be lined with cement mortar lining in accordance with AWWA C104 and C110. All fittings whose lining or outside coating does not bond firmly or that shows voids or "holidays" upon inspection shall be rejected.

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Approved manufacturers: SIP Industries, SIGMA Corporation

Gray Iron and Ductile Iron Fittings

Fitting types are as follows:

90° bend, 45° bend, 22½° bend, 11¼° bend, Tees and Crosses, Reducers, Caps and Plugs, Connection Pieces, Flanged Bends, Flanged Tees and Crosses, Flanged Reducers.

Asbestos Cement and Ductile Iron Water Distribution Pipe shall have fittings in accordance with AWWA C110, C153, and C104.

Gray Iron Adapters shall be provided as recommended by the A.C. Pipe manufacturer for making the connection between Gray-Iron Fittings, Gray-Iron Pipe, Ductile Iron Pipe, PVC Pipe, and Asbestos-Cement Pipe.

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PVC Water Distribution Pipe shall have fittings in accordance with AWWA C153 and C104 specifications.

Mechanical Joints

This is a bolted joint of the stuffing box type. Each joint has a bell provided with an exterior flange having bolt holes and slots, and a socket with gaskets to receive the plain end of the pipe or fitting. The joint also has a sealing gasket, follower gland with bolt holes, and tee head bolts with hexagonal nuts. Approved steel tee bolts and nuts for mechanical joint glands are Cor-ten Series 129ON (NAPPCO).

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Mechanical joints shall be used with Ductile Iron Pipe and shall be in accordance with AWWA C111. Mechanical joints used with PVC pipe shall be in accordance with AWWA C153. The mentioned AWWA Standards for mechanical fittings cover the joints as well as the gaskets and bolts. M.J. Restraints will be used on all mechanical joints.

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Mechanical Joint Restraints for PVC and DIP

These shall be such that they can be used with the standardized mechanical joint bell and tee-head bolts conforming to ANSI/AWWA A21.11 and ANSI/AWWA C153/A21.53. Glands shall be manufactured of ductile iron conforming to ASTM A 536-80 and shall include a restraining mechanism which, when actuated, imparts multiple wedging actions against the pipe, increasing its resistance as the pressure increases. The device shall have a working pressure of at least 250 psi. Approved is the EBAA Iron, Inc., Megalug 1100 series for ductile iron pipe/Megalug 1100 PV series for C900 pipe.

Flanges-Bolts and Gaskets

Deleted: Push-On Joints¶
This is a single rubber-gasket joint in accordance with AWWA C111. Push-On Joints shall be used with asbestos cement pipe and can be used with PVC pipe in place of mechanical joints. ¶

T-Bolts used on mechanical joints shall be of domestic origin, high strength, low alloy steel bolts only, meeting the current provisions of American National Standard ANSI/AWWA C111/A21.1-90 for rubber gasket joints for cast iron or ductile iron pipe and fittings. Bolt manufacturer's certification of compliance must accompany each shipment.

For underground service stainless steel or cadmium nuts and bolts, type 316 shall be used.

Gaskets shall be ring or full-face type, 1/8 inch thick.

The inherent problem with flanges is that they are rigid and do not provide flexibility. Two keys to their installation are (1) uniform tightening of the bolts, and (2) prevention of bending or torsional strains. Proper anchorage is important to meet the latter objective.

The following couplings and adapters in 3, 4, and 5, shall be used to install or make repairs on the existing piping system. Couplings and adapters shall conform to AWWA C213 requirement fusion bonded epoxy fittings with 316SS bolts and nuts.

Flexible Couplings

These are designed to connect plain end pipes with mechanical compression joints to provide a stress-relieving, flexible, leak-proof joint. They can be ordered in A.C. pipe or cast iron pipe sizes (NOTE: C-900 PVC pipe has the same O.D. as cast iron).

Approved Coupling: ROMAC XR501

Transition Couplings

These are used to connect pipes of the same nominal size but different materials with different outside diameters. AC, Cl, and PVC pipes can be connected to one another.

Approved Coupling: ROMAC XR501

Flanged Coupling Adapters

These are used to connect plain end pipe to flanged valves, pumps, meters, etc. They eliminate the need for both a flanged spool and couplings. Generally, they are available in sizes through 12 inches.

DIP Adapter Flange

Joins plain end Ductile Iron pipe to fittings with flange ends. Flanges must meet the test requirement of ANSI B16.1-125 lb. and 250 lb. Flange material manufactured from ductile iron ASTM A536 Grade 65-45-12. Drilling to ANSI B16.1-125 lb. and 250 lb. Set screw material ANSI 4140 Steel, Tensile 190,000 psi minimum.

Heat-treated and zinc-plated with a calibrated head that shears off at the precise torque required for proper installation. The flange adapter shall be designed to handle working pressures to 250 psi. Approved are the Uni-Flange 400 Series and the Meg-a-Flange/EBAA-IRON.

PVC Adapter Flange

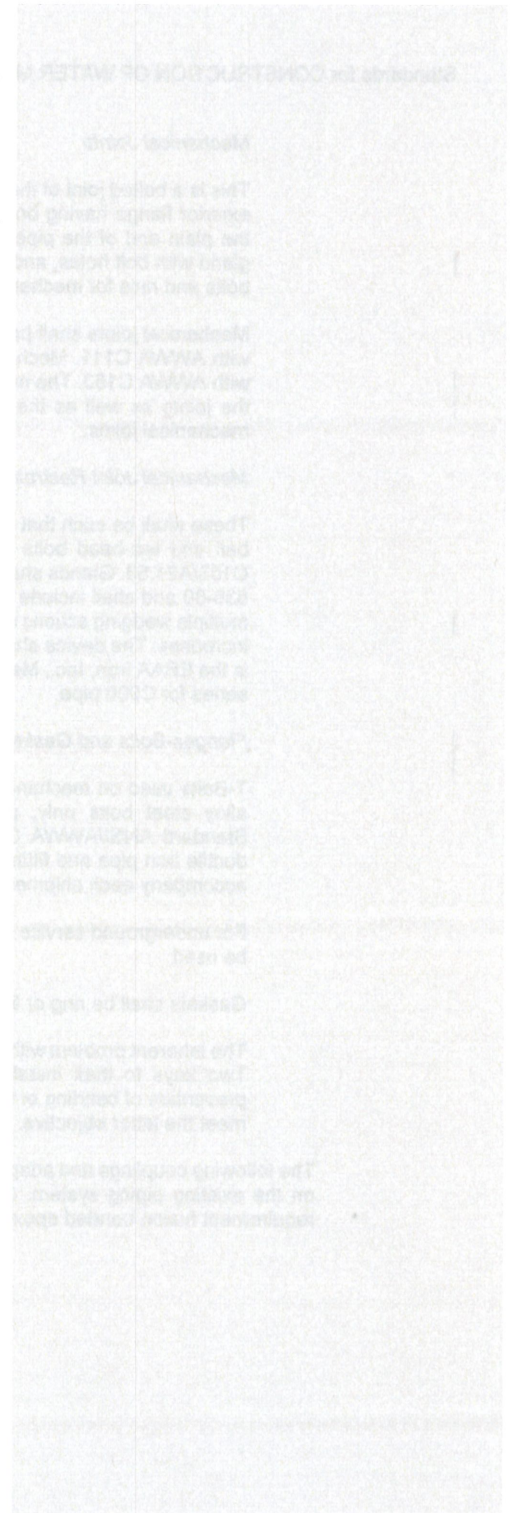
Joins plain end PVC pipe to a rigid flange connection. Flanges must meet all test requirements of AWWA C900, ASTM D2241, ASTM D1599, and ASTM D2992. Approved is the Ford Uni-Flange 900-C Series.

G. Service Line Materials and Fittings

The materials covered in this section include the service line pipe, corporation stop, and saddles as well as the meter box and valves inside the meter box. All service lines shall be backfilled per Section 1 of these Standards with screen sand one foot below and one foot above the pipe.

Service Piping

Service sizes 3/4" to 2" shall be polyethylene tubing, in conformance with ANSI/AWWA C901 as designated, shall be manufactured in the United States, and shall be in conformance with CTS-ASTM D2737.



All water connections shall have an accessible valve at the water main, except for 1" and 3/4" connections.

When boring is necessary or called out on plans to install 1 1/2" - 2" service lines across streets or highways the following will apply. 1 1/2" and 2" horizontal service runs shall be HDPE in conformance with ANSI/AWWA C901 current revision. Polyethylene tubing shall be color-coded (blue) and be compatible with current fitting and connectors made for HDPE water tubing. The pipe shall have a clear core of virgin natural HDPE providing visible proof of quality and assurance that no regrind material has been used. The pipe shall be CTS-ASTM D2737 standard outside diameter ratio (SODR) = 9, 200 PSI PE3408/with tracer wire.

3" Horizontal service shall be Class 350 Ductile Iron Pipe.

Deleted: or class 200 PVC

4", 6" and 8" Horizontal service runs shall be either PVC C900 (DR14 or DR18) Class 350 Ductile Iron Pipe in conformance with ANSI/AWWA C104 and ANSI/AWWA C110.

Deleted: Class 200 or

Vinyl-coated solid copper tracing wire, 12 gauge, shall be used on all non-metallic pipe service runs and shall be stubbed up in the meter box for accessibility.

Deleted: Vinyl

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Copper shall have flare ends on all connectors or pack-joint fitting.

Corporation Stops

These shall be bronze with a corporation thread on the inlet side. Corporation stops shall be of the ball valve type. The outlet for the pipes shown below shall be as follows:

Service Pipe	Corporation Stop Outlet	Corporation Stop
3/4"	CC x Pack Joint - Type	Ford Ball Corp, FB1000-3NL
1"	CC x Pack Joint - Type	Ford Ball Corp, FB1000-4NL
1 1/2"	IP Thread x FIP Thread	Ford Ball Corp, FB 1700-6-NL
2"	IP Thread x FIP Thread	Ford Ball Corp, FB 1700-7-NL

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Deleted: 500-7-TA

Service Saddles / Clamps

Clamps shall support 360 degrees of pipe and shall be designed not to deform pipe by over-tightening. The saddle/clamps shall be cast from 85-5-5 waterworks bronze in accordance with AWWA C-800.

Approved for PVC pipe are: Ford 202BS (stainless steel & brass) Double Band Saddles for 3/4" to 2" taps, CC-taps 3/4" & 1", IP-taps 1 1/2" & 2".

Deleted: or equal

Approved for DIP and A.C. pipe are: Ford 101B (all brass) single strap Brass 3/4" - 1" with CC corp taps. Ford 202B (all brass) 1 1/2" & 2" with IP corp stops.

Deleted: or equal

Tapping Saddles

3", 4", 6" and 8" Hot Taps are allowed on various applications as approved by the District. Approved is the Romac All Stainless

SST or Ford All Stainless Fast tapping sleeve see Section 4.IV.L. "Hot Tapping" of these Standards, for construction methods.

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Meter boxes

The Meter Boxes for 3/4", 1", 1 1/2", and 2" meters shall be polymer concrete with rectangular concrete cover with a hinged reading lid manufactured by Brooks.

Deleted: Meter yokes¶
Meter yokes will conform to: ¶
Service Pipe

... (1)

<u>Meter Size</u>	<u>Box Inside Dimensions</u>	<u>Model Numbers</u>
3/4" or 1"	12" x 20" x 12" (#37) meter box	A6000485
	12" x 20" (#37) cover w/hinged reading lid	A6000484R
1 1/2"	24" x 36" x 18" (#67) meter box with 2- piece steel traffic lid. Reading lid to be custom field cut and welded in <u>the</u> field.	A6001974PC-18
2"	30" x 48" x 18" with <u>a</u> 2-piece steel traffic lid. Reading lid to be custom field cut over <u>the</u> meter and welded in <u>the</u> field.	A6001430PCX18
3"	3'0" x 6'0" x 24" 4" - 6" by special design and as approved by the District.	A6001491A

Traffic lids are not generally approved since the meter boxes should be placed outside the traveled right-of-way, including driveways. Where no other alternative is available and the meter box will be in the traveled right-of-way, then an approved traffic lid shall be used.

H. Shut Off Valve

Deleted: Copper Setter

Contractor shall install a shut-off valve at the meter on 3/4" to 2" service lines.

<u>Service Pipe</u>	<u>Shut-off Valve</u>
<u>3/4"</u>	<u>Ford Straight Ball Meter Valves, B13-332-HB-34S-NL</u>
<u>1"</u>	<u>Ford Straight Ball Meter Valves, B13-444-HB-34S-NL</u>
<u>1 1/2"</u>	<u>Ford Straight Ball Meter Valves, B13-666-HB-67S-NL</u>
<u>2"</u>	<u>Ford Straight Ball Meter Valves, B13-777-HB-67S-NL</u>

I. Water Meters

The make, size, and location shall be determined by the District or its authorized representative. All water meters will be furnished and installed by the District at the expense of the contractor, developer, or individual owner.

No connections are to be made between the meter and back-flow assembly.

J. Water Main Gate Valves

All gate valves shall meet all requirements of AWWA C550 for "Protective Interior Coatings for Valves and Hydrants."

Gate Valves 3" through 20" shall meet all requirements of AWWA C550 and AWWA C509 for "Resilient-Wedge Gate Valves" and be approved by the District.

All gate valves shall be ductile iron body, Resilient Wedge Gate Valves (RWGV) with a non-rising stem, and a 2" operating nut that opens to the left. Valves shall be an "O" Ring seal. Valve ends shall be Fig x M.J. or straight flanged faced and drilled, ASA 125.

Approved Valve: Mueller 2361

K. Water Main Gate Valve Boxes and Covers

Water main gate valve boxes and covers shall be No. 3-RT units as manufactured by Brooks Products, Inc. Valve box extension shall be minimum SDR 35 8" PVC pipe. Valve boxes and PVC Risers shall be installed as shown on the Standard Drawings. PVC risers shall be notch-fitted as to not allow backfill material to enter the bottom of the riser and fill over the valve operating nut/key.

Approved Valve Box: Christy G05

L. Angle Meter Stop

These shall be bronze Ball angle meter stops. In a 1½" or 2" size, they shall be a flanged angle meter stop when required.

Service Line	Angle Ball Meter Stop	Inlet	Outlet	Type
¾"	<u>Meter Valve</u>	<u>Pack Joint</u>	<u>Meter Swivel</u>	<u>Ford BA43-332W-NL</u>
1"	<u>Meter Valve</u>	<u>Pack Joint</u>	<u>Meter Swivel</u>	<u>Ford BA43-444W-NL</u>
1½" x 2" Brass Riser	Meter Valve	<u>Pack Joint</u>	Meter Flange	Ford BFA43-666-NL Ford BFA43-777-NL W/Lock Wing
1½" x 2" Brass Riser	By Pass	FIP Thread	FIP Thread	Ford B11-666SW (1.5") Ford B11-777SW (2")

For a 1½" displacement meter installation, use Ford ball angle meter stop BFA13-77W.

Deleted: Copper setter for 1½" and 2" Flange Meters shall have High By-Pass option and an in line Check Valve. Inlet Flange angle Ball valve with lock wing outlet flanged angle ball valve. ¶
 Ford copper setter 1½" VBB86-95322-07 custom setter ¶
 Ford copper setter 2" VBB87-95322-08 custom setter ¶
 Mueller C.S. 1½" 098B2427----00 ¶
 Mueller C.S. 2" 106B2427----00 ¶
 Or equal. Confirm with distributor before ordering. ¶
 Contractor shall install meter service yoke copper setters according to District Specifications and provide meter boxes for protection before meters are set. ¶
 One and one half (1½) inch meter services and larger shall have a service valve at the water main and shall be installed with by-pass assemblies according with District Standards. NOTE: Irrigation meter installations do not require bypass assemblies but do require a meter yoke. ¶

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M. Water Main Cut-in

When making a cut-in on an existing water main, which incorporates the use of flex couplings, transition couplings, or flange coupling adapters, these fittings will conform to AWWA C213 requirement fusion bonded epoxy to the entire fitting with 304 SS BTNs or coated with the Thermoplastic Polymer Rilisan Nylon II.

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These types of fittings will conform to AWWA C219-97. Center sleeves and end rings will conform to ASTM A536 Grade 65-45-12 for ductile iron. Steel bolts shall meet ASTM F738 for stainless steel. Nuts shall meet ASTM F836/F836M for stainless steel.

Approved manufacturer source for Fusion Bonded Epoxy Coated Fittings, Romac Industries, Inc.

Approved manufacturer source for Thermoplastic Polymer Rilisan Nylon II Coated Fittings, Viking Johnson/Mueller Company.

N. Fire Hydrants

All fire hydrants installed in the District will be of the Wet Barrel type. The hydrants will conform to AWWA C503 as last revised and equal in all respects to the Jones J4040 or Jones J4060. Hydrants will be ductile iron construction and have a 6-hole bolt pattern, including hydrant spool extension and hydrant bury. (Hydrant Flange Burys or Spool Extensions will be 8 x 6 hole pattern when required). Hydrants will be painted safety yellow with urethane alkyl gloss enamel.

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Special-type fire hydrants may be required by the Santa Barbara County Fire Department.

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Valve & Stems

The end of the hydrant valve stem shall be protected against damage and excessive wear by a pentagon, "Dummy Nut" made of a ferrous type metal. Valves shall be of the quick opening type. A standard fire hydrant wrench shall be used to operate the hydrant.

Outlet Threads

The 2½" and 4" outlets shall be equipped with National Standard hose threads and properly capped. Barrel of the hydrant shall be 6" minimum I.D.

Main Line Valve

All hydrants shall have a gate valve installed on the tee at the main on the hydrant branch.

Hydrant Runs

Hydrant runs shall be C900 CL.200 or DIP CL 350 cement lined and shall be restrained at the valve and riser (bury) by a joint restraint as specified under "Mechanical Joint Restraints for PVC and DIP" of these Specifications and thrust blocks. See Section G, 6" Horizontal Service Runs.

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Location of Hydrants

Fire hydrants shall be spaced and installed as shown on the Plans and/or as directed by the Santa Barbara County Fire Department. In no case shall the distance be greater than specified by the Insurance Services Office, Table 5 (residential 500 feet). All hydrants shall be located a minimum of 18" behind the curb face.

O. Blowoff Assemblies

Blowoff assemblies are placed at low spots in the line to facilitate line draining and to allow the removal of sediments that accumulate in low areas of the pipeline. Also, fire hydrants perform the same functions as blowoff and therefore can substitute for them, providing a bottom outlet tee used to connect to the main line. Design engineers are encouraged to avoid blowoffs by utilizing fire hydrants.

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On dead-end lines (i.e., cul-de-sacs) where there is not a fire hydrant at the end of the line the engineer should specify the construction of a blowoff valve to drain, and clear the line.

Sizing

Blowoffs should be sized according to the following criteria:

In general, a particular section of the pipeline should be capable of being drained within 2-4 hours.

The blowoff should be capable of creating a velocity of not less than 2.5 fps in the pipeline for the removal of sediments. For typical pressures between 45 and 100 psi, this velocity can be created by the following:

<u>Pipe Size</u>	<u>Blowoff Size</u>
6"	2"
8"	2"
10"	4"
12"	4"
Above 12"	By special design

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* a 2" blowoff can be used unless the reach being drained is extensive where a 4" blowoff is desirable.

2" Blowoff Assembly

Materials shall be as follows:

- Service Lines shall be Brass riser, T-head corporation stop, and saddle at the main.
- 2" Ball valve shall be Ford B11-777 with female iron pipe thread on each end and tee head.

- Vault shall be the same as for a meter installation up to 1" (37-H Meter Box).
- The plastic plug shall protect the top of the ball valve

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4" Blow off Assembly

Materials shall be as follows:

- The service line shall be 4" DIP or C-909 PVC. There shall be a bottom outlet tee on the main.
- 4" Valve shall be R.W.G. Valve Mueller 2361.
- The flanged Spool shall be ductile iron cement lined.
- 4" Blind Flange.
- The vault shall be a concrete box with a cast iron cover. Approved is Armorcast which is 17" x 30".
- Guard Posts are required where an above-ground blowoff is located and subject to damage.
- Tracer wire shall also be stubbed out inside the vault box.

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P. Combination Air Release Valves

Per AWWA C-512

Combination air release valves combine both the air release and air and vacuum valves which is generally specified in the District System.

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Location

Combination air release valves shall be located at all significant high points along the pipeline as approved or required by the District.

Sizing

In order to simplify the selection of the combination air release valves, the following is provided as guidelines for determining the size:

Determine the maximum rate of flow which can occur in the line →

$$\text{Rate in CFS} = \frac{\text{G.P.M.}}{7 \times 60} \quad \text{under filling conditions}$$

$$\text{Rate in CFS} = 0.087 (\text{SD5}) \frac{1}{2} \quad \text{under draining conditions}$$

S = slope or gradient (ft. per foot)

D = diameter of pipe in inches

Using the valve above, the size should be:

<u>CFS Rate</u>	<u>Valve Size</u>
0-5	1"
5-15	2"

For most installations involving an 8" pipeline the valve will be 1" in size.

Mechanical Assembly

As discussed above, the combination air release assembly has both the features of an air release valve and an air vacuum valve. Both units shall be housed in cast iron body and all internal parts such as the float, bushings, level pins, seat, and baffle shall be either stainless steel or brass as furnished by the manufacturer. All assemblies shall be Class 250 fittings.

Approved assemblies are as follows:

<u>Size</u>	<u>Valve No</u>
1"	A.R.I. D-040 LP
2"	A.R.I. D-040 LP
3"	APCO 147C
4"	APCO 149C

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- Deleted: 143C
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Used only where working pressure is under 125 psi for 1" and 165 psi for large sizes.

Metal Housing or "Can" shall be per District Standards with a hinged door.

Service Lines shall be 3/4", 1", 1 1/2", or 2" poly tubing. 3/4" and 1" service lines shall have a corporation stop at the main. 1 1/2" and 2" service lines shall have a 2" brass T-head corporation stop and a saddle at the main.

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Ball Valves shall be Ford B11-777 with a female iron pipe thread on each end and tee head.

Q. Tracer Wire

Vinyl-coated solid copper tracer wire, 12 gauge, shall be used on the water distribution pipe and shall be stubbed up outside of the pipe riser inside of valve boxes or where required for accessibility in accordance with District Standards.

Marker Tape

In addition to tracer wire, plastic marker tape labeled "water line" shall be installed following compaction of trench backfill at 12" to 18" depth below finish grade or below base course layer in paved areas.

R. Cross Connection Assemblies

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Ownership of the Backflow Assembly is that of the property owner that it serves from the property served to the shut-off valve in the street or easement and District ownership from the valve to the main.

Only approved Backflow Assemblies shall be installed in the District. All industrial buildings will require backflow assemblies at the meter. On detectors, check backflow assemblies. Water meters will be read in cubic feet.

On premises where system backflow protection is required, the backflow assembly shall be installed on the property side of, and adjacent to, the meter to the specified point of use. On the service line, there must be no outlet, tee, tap, or connection of any sort to or from the supply pipeline between the meter and the prospective assemblies.

Facilities that require uninterrupted water service shall install R.P. Backflow assemblies in parallel. When applicable a Hot-Tap will be the method to install a Fireline to an existing water main. All pipeline material shall conform to AWWA current standards and District Standards.

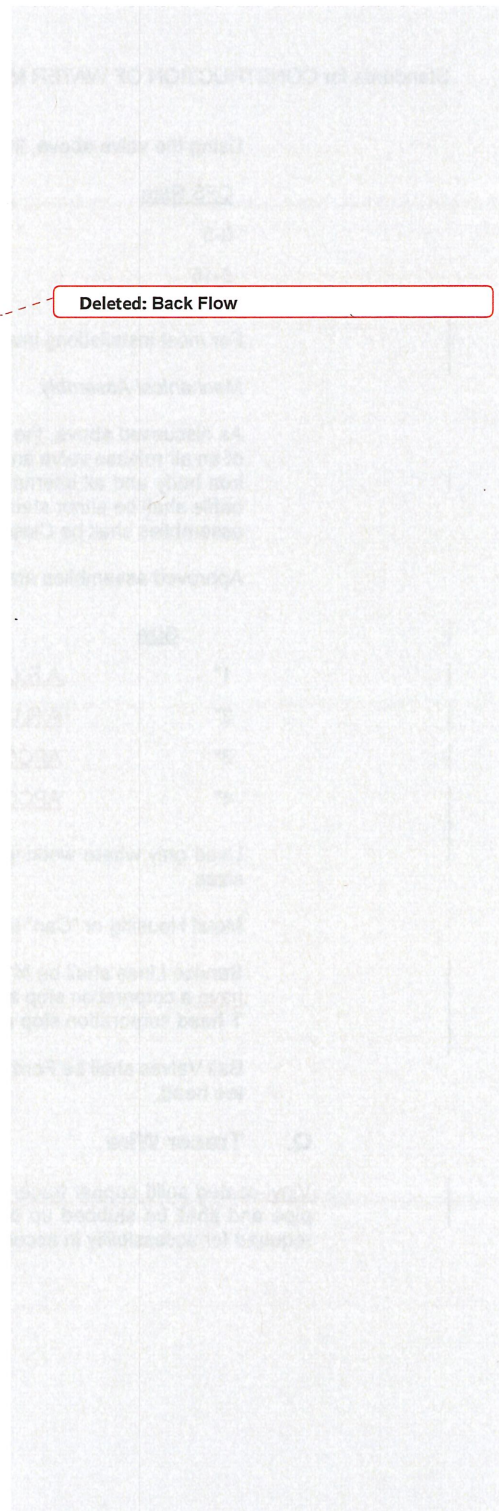
Immediately after the installation of the backflow prevention assemblies, it will be necessary for the Contractor/Owner to have assemblies tested by a certified tester. The tester shall have an updated certificate on file with the District.

Backflow prevention device enclosures such as GuardShack™ or approved equal shall be installed when required on the plans.

Under the cross-connection regulations of the State of California, the Owner of the premises is required to maintain these assemblies in a continuous state of good repair and to test the assemblies after all repairs and at intervals of one year, unless the condition of the assemblies indicates the necessity for more frequent tests and servicing. Test report forms will be mailed to the Owner 30 days in advance of the next periodic test date. It will be the responsibility of the Owner to have the assemblies tested by a certified Backflow Prevention Assembly Tester. A report form showing the condition of each assembly and repairs made, if any, shall be prepared and forwarded to the assigned Cross-Connection Control coordinator within the 30-day period.

Installation Requirements for DC (Double Check Valve Assembly)

A DC shall be located as close as practical to the user's point of connection and shall be installed in a manner where it is readily accessible for testing and maintenance. Shall be installed at least 12" and not more than 36" above grade (measured from the lowest point of the assembly), and must have adequate side and top clearance of 18" to allow access for testing and maintenance.



Firelines

DCDA (Double Check Detector Assembly) is subject to the same requirements as set forth above. The water meter must read in cubic feet.

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Installation Requirements for RP (Reduced Pressure Principle Assembly)

An RP must be located as close as practical to the user's point of connection (meter). Must be installed at least 12" and not more than 30" above ground (measured from the lowest point of the assembly, (which is the Differential Pressure Relief Valve) and must have adequate side and top clearances to allow access for testing and maintenance.

If placed in an above-grade enclosure, or in a building, there must be at least 24" of clearance between the side of the assembly with test cocks and the side wall of the enclosure or building wall and at least 12" clearance between the other side of the enclosure or building wall. Also, allow adequate clearance for valve operation.

Please note that an RP MAY NEVER BE INSTALLED IN AN UNDERGROUND VAULT as the RP requires adequate, fail-safe drainage. It is important to ensure adequate drainage for all installations as large volumes of drain water may be encountered.

RPDA (Reduced Pressure Principle Detector Check Assembly) is subject to the same requirements as set forth above.

Information Relative to On-site Protection AVB (Atmospheric Vacuum Breaker) and PVB (Pressure Vacuum Breaker)

All proposals for on-site protection in lieu of service protection must be evaluated on a case-by-case basis. In evaluating each case the water purveyor must consider the complexity of the piping system within the user's premise, the degree of the cross-connection hazard to be protected against, whether other hazards exist on the site and any other special circumstances that might preclude the use of on-site backflow protection. The final decision rests in the hands of the water purveyor.

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A common application of on-site protection are AVBs and PVBs installed on landscape irrigation systems where injection of fertilizers or pesticides (chemigation) is not practiced. Proposals to use an AVB or a PVB within an irrigation system in lieu of providing protection at the user connection must be examined on a case-by-case basis.

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In the installation of an AVB no shutoff valves may be located on the discharge side of the AVB. The AVB must be mounted at least 6" above the highest downstream outlet. It should be noted that the current edition of the Uniform Plumbing Code prohibits the installation of an AVB where it will be subject to continuous pressure for more than 12 hours at a time. An AVB will tend to freeze in the open position under these conditions.

A PVB must be mounted at least 12" above the highest downstream inlet. Shut-off valves, either manual or automatic, may be located downstream of the PVB.

No connections are to be made between the Meter and Backflow Assembly.

Regulations

The regulations of the State Department of Public Health contained in Title 17 of the California Health and Safety Code, §§ 116800 through 116820 and the State Water Resources Control Board Cross-Connection Control Policy Handbook (CCCPH) as referenced in California Health and Safety Code § 116407, as amended from time to time, are hereby incorporated by reference and shall take precedence.

S. Concrete Construction

Concrete construction shall conform to the provisions of Section 303-1, "Concrete and Masonry Construction" of the "Greenbook." Concrete shall be of the appropriate class in accordance with table 201-1.1.2 (A) and shall conform to Section 201-1, "Portland Cement" of the "Greenbook."

T. Asphalt Concrete Replacement

Road compaction, base, asphalt concrete, and pavement markings shall be in accordance with the County of Santa Barbara transportation and engineering standard details and requirements.

III. PUBLICATIONS

The following publications as listed below, but referenced to thereafter by basic designation only, form a part of this specification to the extent indicated by the references thereto:

A. American Standards Association

ASA 125 Drill Hole Spacing

B. American Standards Institute

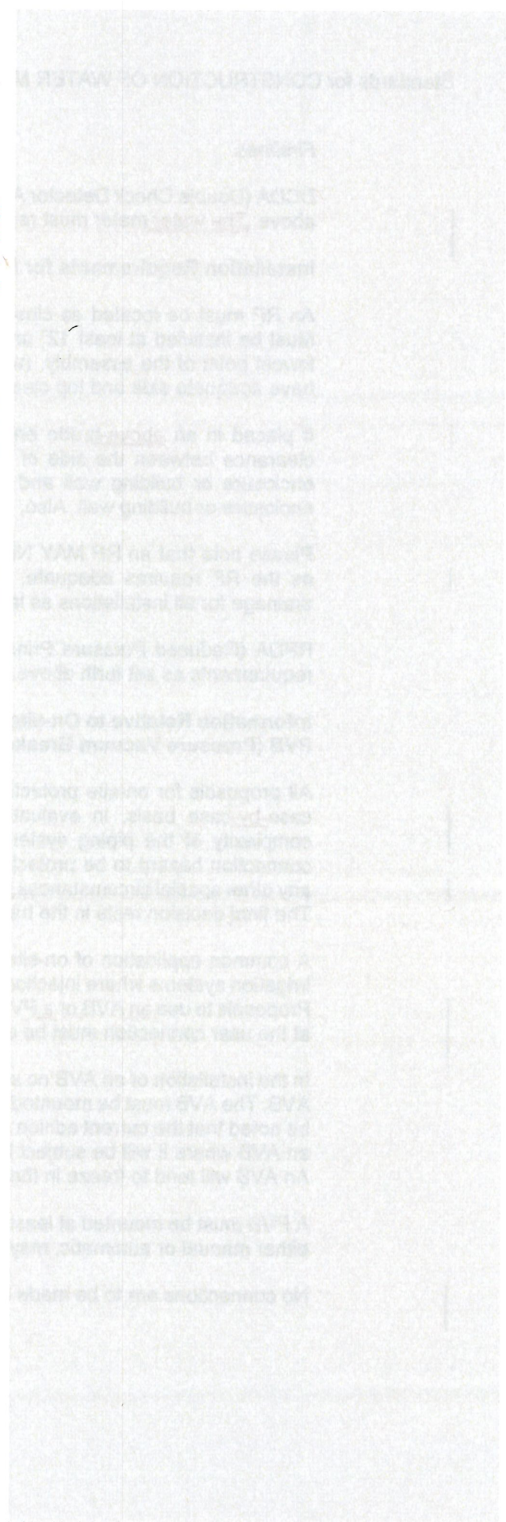
USAS A 21.1 - 1967 USA Standard for Thickness, Design of Cast-Iron Pipe

C. American Society of Testing Materials

A-126 Gray Iron Castings for Valves, Flanges & Pipe Fitting
A-276 Stainless Steel
A-307
C-31-59 Compression and Flexure Test Specimens
D-2321 Recommended practice for installation of Flexible Thermoplastic Sewer Pipe

D. American Water Works Association Standards - Current Edition

B300 Hypochlorite
B301 Liquid Chlorine
C100 Cast-Iron Pressure Fittings



- C104 Cement Mortar Lining for Ductile-Iron and Gray-Iron Pipe and Fittings for Water
- C110 Ductile-Iron and Gray-Iron Fittings, 3" through 48", for Water and other Liquids
- C111 Rubber-Gasket Joints for Ductile-Iron and Gray-Iron Pressure Pipe and Fittings.
- C151 Ductile-Iron Pipe for Water and other Liquids
- C153 Ductile-Iron Compact Fittings, 3" through 12" for Water and other Liquids
- C400 Asbestos-Cement Distribution Pipe, 4" through 12" NPS, for Water and other Liquids
- C500 Gate Valves, 3" through 48" NPS, for Water and other Liquids
- C502 Dry Barrel Fire Hydrants
- C509 Resilient-Seated Gate Valves for Water and Sewage systems
- C550 Protective Interior Coatings for Valves and Hydrants
- C600 Installation of Ductile-Iron Water Mains and Appurtenances
- C601 Disinfecting Water Mains
- C603 Installation of Asbestos Cement Pressure Pipe
- C800 Underground Service Line Valves and Fittings
- C900 Polyvinyl Chloride (PVC) Pressure Pipe, 4" through 12", for Water and other Liquids

E. Federal Specifications

WW -P-42lb, Cast-Iron, Pressure (for water and other liquid)

F. Installation Guides

J.M. Pipe Installation Guide (latest edition)
CertainTeed Installation guide (latest edition)

G. Separation Requirements

State of California, Department of Public Health - Required Separation between Water Mains and Sanitary Sewers.

H. Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California (USC FCCCHR)

Most current edition of the USC FC CCHR manual.

I. State Water Resources Control Board Cross-Connection Control Policy Handbook (CCCPH)

Most current edition of the SWRCB CCCPH handbook.

IV. CONSTRUCTION METHODS

A. Paving

Road compaction, base, asphalt concrete, and pavement markings shall be constructed in accordance with the County of Santa Barbara transportation and engineering standard details and requirements.

B. Construction Excavation

Trenching

Attention is directed to Section 306-1, "Open Trench Operations," of the "Greenbook."

Trenching for all pipes shall be in open cut to provide a minimum cover of 36" below finish pavement surface or as established by the approved plans.

Where excavation for trenching is in a paved street or alley, or it is necessary to excavate in a paved area, the Contractor will mark out and saw the pavement in a straight line along the trench route to ensure a good and clean joint for patching, with the limits of paving cut to be 6" greater in width on each side of the proposed trench than the trench excavation. If the paving is broken to a ragged edge, the Contractor will be required to re-cut the paving before the paving patch is placed.

Disposal of Excess Material

Where material is excavated in excess of that required for the site, such excess materials shall be removed and disposed of by the Contractor as directed by the District. All excess material shall be removed from the right-of-way and disposed of by the Contractor. The location of the disposal site shall be the responsibility of the Contractor and shall be subject to the approval of the District - written approval by the disposal site owner and a grading permit issued by the affected public agency must be provided. Removal of excess material shall be done immediately following backfilling operations. Any spoils piles, bedding gravel, base material, and the like shall be properly lighted and barricaded for traffic safety. In all cases, such piles shall be placed as far out of the traveled way as possible.

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All material disposed of at the City or County's Sanitary Landfills is subject to payment of current fees.

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Removal of Water

The Contractor shall remove and dispose of all water entering the excavation. Disposal of water shall be done in such a manner as to prevent damage or nuisance to adjacent property. Sufficient pumping equipment shall be provided to maintain the trench in a dry condition during the bedding and initial backfilling of the pipe. The Contractor shall maintain all natural drainage and restore it to its former condition as soon as possible after proceeding through any area.

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Backfill

No backfilling shall be done until the installation to be covered has been inspected and approved for covering. Backfilling shall be carried out in an orderly fashion and, in general, shall be done as soon as approval has been given to cover the pipe. COMPACTION OF BACKFILLING SHALL PROCEED SIMULTANEOUSLY WITH BACKFILLING OPERATIONS.

Backfill material shall be in conformance with District Standards.

C. Removal or Abandonment of Existing Water Mains

Existing water mains that are being replaced shall be removed where necessary, or abandoned as indicated on the Plans or contract documents and as specified herein. The main to be abandoned or replaced shall be removed when any of the following conditions exist:

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- The alignment of the existing main falls within the trench excavation for the new main.
- The alignment of the existing main is not more than 1' outside of the standard trench width for the new main.
- When called out on the Plans or in the contract documents.
- When required by the District.

When the existing main is shown on the Plans as located outside of the limits of conditions one and two above, but actually falls within these limits, the Contractor shall remove the main as if it were shown correctly. However, the District may, but is not obligated to, change the new main alignment so that conditions one or two above do not exist.

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Where portions of the old main and/or services are abandoned and left in place, either the exposed ends of the abandoned main and services shall be tightly plugged with concrete per Section II, Materials, Concrete Construction, of these Standards 6" thick, or the abandoned main shall be blown full of concrete sand and the exposed ends and abandoned services shall be tightly plugged with concrete per Section II, Materials, Concrete Construction, of these Standards 6" thick, as indicated on the Plans.

All salvaged material from any abandoned water main, its appurtenances, and gate valves, shall remain the property of the District at the time of its removal from the trench unless otherwise specified. Such material shall not be allowed to accumulate along the line of work but shall be removed from the area at the earliest practical time and shall be delivered by the contractor to a location within the District boundaries as directed by the District.

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D. PVC Pressure Water Distribution Pipe Installation

Contractor shall install pipe according to the current Installation Guide Booklet for C-900/C-909 PVC class water pipe and in accordance with the requirements of ASTM Standard D-2321 and AW WA Standards.

E. Ductile-iron Water Distribution Pipe Installation

Contractor shall install pipe in accordance with the requirements of AWWA Standard C600.

F. Crossing Lines

In cases when crossing other utility lines, a 6" minimum clearance is required. Required separation between water mains and sanitary sewers shall be 10' horizontal and 3' vertical, or in conformance with guidelines as established by the State of California Department of Health. Any deviation must have the approval of the District.

Pipe Casing: Carrier pipes to be installed inside the casing shall be installed with self-restraining casing spacers. Casing spacers shall provide axial thrust restraint to prevent pipe joint separation during and after installation.

Restrained casing spacers shall be manufactured of high-strength ductile iron, ASTM A536, grade 65-45-12. Connecting rods shall be of high strength low alloy material meeting the requirements of ANSI / AWWA C111 / A21.11 Casing runners shall be out of ultra-high molecular weight polymer.

Restrained casing spacers shall be provided at all pipe bell joints. In addition, casing spacers shall be installed each 10' of the pipeline to support the pipe barrel and the weight of its contents. Restrained casing spacers shall be Ford Uni-flange series or approved equal. Ends of the carrier pipe shall have an end seal with stainless steel hose clamps that conform to the carrier pipe and the casing.

G. Thrust Blocks

Concrete thrust blocks shall be poured in place in the back of all fittings, fire hydrants, pipe ends, and at all changes of directions. Blocks shall be such as to withstand the thrust of 150 psi working water pressure on the main, or as designated by the District, as outlined per J.M. Pipe Installation Guide, latest edition, utilizing safe bearing load for undisturbed vertical and nearly vertical trench wall as approved by the District.

H. Compaction

Pipe Bedding

In accordance with "Greenbook" Section 306-1.2.1, "Bedding"

Pipe Backfill

In accordance with "Greenbook" Section 306-1.3, "Backfill and Densification"

Compaction Tests

Compaction tests will be made in accordance with ASTM D2922/D3017 or D1557.

Compaction tests shall be furnished to the District by the Contractor and paid for by the Contractor. Such tests are to be made by a testing laboratory approved by the District.

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Contractor shall install pipe in accordance with the requirements of AWWA Standard C603. ¶
No power saw cutting or beveling of A.C. pipe and/or couplings shall be allowed. Snap cutting and/or use of flexible couplings is allowable. ¶

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The Contractor will furnish one (1) compaction test per each linear 200' of compacted backfill with samples taken at depths determined by the District. In the case where trenching and backfilling are performed in a paved street or alley, one compaction test per two hundred linear feet of the compacted subgrade and of the base material will also be furnished to the District by the Contractor, and any additional tests required by the District to ensure uniform and required compaction over the entire project.

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I. Project Site Maintenance

Project site maintenance shall conform to the provisions in Section 7-8, "Project Site Maintenance," of the "Greenbook" and these Standards.

Water needed during the construction phase can be made available through a hydrant meter. The Contractor, developer, or individual owner will be responsible for meters being kept clear of all debris, to ensure access to meter readers, and for damage or replacement of meter boxes, meters, and service lines during construction. Dwelling units that have meter installations that do not conform to installation specifications will not be signed off.

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Water provided by the District approved fire hydrants shall be metered and paid for by the Contractor. Hydrant meters may be obtained through the Engineer. Monthly water service charges and water usage charges will commence upon installation. A service charge may apply for relocating the hydrant meter to another hydrant.

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The Contractor shall provide for the application of water for the purpose of controlling dust caused by his operations or by public traffic.

J. Final Inspection and Tests

Hydrostatic Test for Acceptance of AC and PVC Water Distribution Pipe

The water main system shall be hydrostatically tested by the Contractor in the presence of the Engineer after all pipe and appurtenances have been installed, thrust blocks and encasements have been placed and have attained sufficient strength and the required backfill has been partially completed for a section. Joints shall be left uncovered for inspection during the test. Hydrostatic testing will be done according to AWWA Standards C-600 D.I.P., C-603 ACP, and C-605 PVC.

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Care is to be used to see that all air is excluded from the pipeline during filling operations by means of air relief from the highest point of the pipeline system.

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If no blowoffs are available, it may be required that a tap be made in the line of sufficient size to exclude all air. After the line has been completely filled, it shall be allowed to stand under a slight pressure for a sufficient length of time to allow the escape of air from slight air pockets in the line and fittings. After completion of the testing, the taps shall be tightly plugged unless otherwise directed by the District.

Pipelines shall be tested in sections not more than 1,500' in length using valves when available or by the Contractor placing temporary test ends in sections not more than 1,500' in length.

A test for water tightness shall be made after the pipe, at the lowest point, has been subjected to a normal operating pressure of 100 psi for 24 hours. In this test, the section of pipe shall be subjected to a constant pressure of 200 psi after all air is released from the test section for not less than two hours. The Engineer may require up to a four-hour test period.

No pipe installation will be accepted until or unless the leakage for the section of line tested is less than the rate of leakage specified in Table I (for AC Pipe) or Table II (for PVC Pipe). In calculating leakage, the Engineer will allow for the number of joints added to the pipeline, owing to the use of pipe lengths smaller than 13' for which the data in Table I or II applies. If the test leakage in any section is greater than that permitted, the Contractor shall locate and repair the defective joints at his own expense until the leakage by the test is within the permitted allowance. The Contractor shall supply all equipment necessary for making the pressure test and the leakage test and shall make said tests at this own expense.

Hydrostatic Test for Acceptance of Ductile-Iron Water Distribution Pipe

Contractor shall perform hydrostatic testing in accordance with the requirements of AWWA Standard C600. "Installation of Ductile-Iron Water Mains and their appurtenances."

Disinfecting Water Mains

Contractor shall perform Disinfection in accordance with the requirements of AWWA C651-99

Verification of Water Main Disinfection

Verification of Water Main Disinfection shall be in accordance with the requirements of AWWA C651-99

K. Clean-up

The Contractor shall clean up and dispose of all trash, broken pavement, debris, and excess material and shall remove his equipment from the site of the work as soon as it is completed. Streets shall be swept and washed to remove dust and mud.

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L. Hot Tapping

Per AWWA 605 Section 6.4.2.2. - The drilling machine shall operate with a cutting tool classified as a core-cutting tool of the shell design that retains the coupon cut while penetrating the pipe wall. Twist drill bits and auger bits are prohibited.

Corporation stops are to be located at least one foot from the pipe ends. If two insertions are made, one on each side of the main, they should be separated by at least 18 inches measured along the pipe length. Multiple insertions made on the same side of the main are to be staggered 30° around the circumference as well and separated by at least 18 inches.

Standards for CONSTRUCTION OF WATER MAINS

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Hot tapping shall only be done in the presence of the Engineer or his representative. The tapping mechanism shall be of the self-purging type so that cutting chips, shavings, and coupon are removed from the tapping machine and do not enter the pipeline.

Tapping sleeves shall be of high tensile cast iron construction specifically designed to withstand the strains and vibration of the tapping machine. The tapping sleeve must have gaskets at each end of the sleeves. Sleeves with only an O-ring around the tapped hole are not approved.

- Approved tapping sleeves: Romac SST-304.55 or Ford Style Fast All S.S. or approved equal
- Size: 3-12 inches
- Tapping Valve: Resilient-Seated gate valve

Note: Larger sizes require special approval.

Pressure Test @ 200 psi, one hour with water pressure new service lines must be sterilized in accordance with District Specifications. 3/4" and larger hot taps shall not be within 2' of center to center of another service taps. New service lines installed in the same trench shall have a 2' parallel separation.

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STANDARD DETAILS

- 100 Utility Service Laterals, Symbols and Abbreviations
- 102 Cross with 4 Valves Flg. x Rt.
- 103 Tee with 3 Valves Flg. x Rt.
- 104 2"-6" Blowoff Installation
- 105 Combination Air Release Valves
- 106 3"-12" Cross-Connection Control Wet Fire Sprinkler System with Fire Dept. Connection
- 107 Backflow Prevention Device Enclosure
- 108 4-8 Meter Manifold
- 109 1 1/2" & 2" Service and Meter Installation
- 110 3/4" x 3/4", 1" Water Service Connections
- 111 3" Meter with By-Pass
- 112 4" through 6" Service Installation
- 113 Hydrant Installation
- 115 Typical Casing Spacer Configuration
- 117 Separation Requirements for Sewer and Water Lines
- 118 3", 4" and 6" Connections on Existing Pipe
- 119 Water Line Invert

Deleted: 101 Modification of Sewer Lateral over Water Main ¶

Deleted: 114 Concrete Anchor Blocks for Vertical Bends ¶

Deleted: 116 Water System Support Requirement for 16" mains and Smaller ¶

Deleted: 120 Installation of Water Sampling Station ¶

**Checklist for New Developments/Construction
CONSTRUCTION INSPECTION
PART 1 OF 2
FOR DISTRICT USE**

Construction of water and wastewater facilities by developers which are an extension to the District facilities.

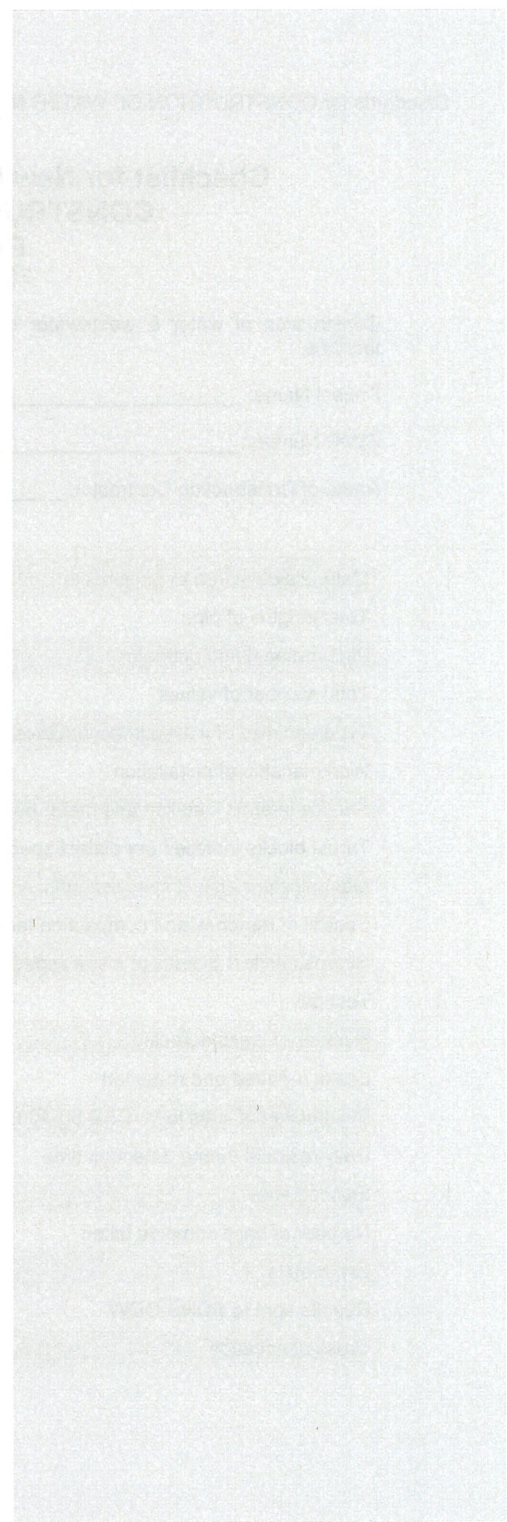
Project Name: _____

Tract/APN: _____

- Before any inspections are made, it is essential that the District's Standard Specifications or adopted Standard Specifications for water and wastewater facilities are read and understood thoroughly.
- The construction/improvement plan should be studied and the construction site visited.
- Inspections/visits should be accomplished prior to and during each phase.
- Inspect the installation for workmanship and completeness in accordance with the plans and specifications.
- Special attention should be given to critical areas such as thrust blocks, manholes, and all required tests.
- Complete the inspection report and date of inspection of tests.
- Before acceptance of the development, all of the foregoing must be accomplished in a manner satisfactory to the District.

Additional Criteria:

- Service lines to be marked with L (= Lot) + # (number), i.e. L-1 or L-2
- Sewer extension stubs are to be marked at the curb by "S."



**Checklist for New Developments/Construction
CONSTRUCTION INSPECTION
PART 2 OF 2
FOR DISTRICT USE**

Construction of water & wastewater improvements which are an extension to the District's facilities.

Project Name: _____ Tract/APN: _____

CWIP Number: _____

Name of Construction Contractor: _____

	Quantity / verified	Date
Materials delivered to <u>the</u> job site		
Total lengths of pipe		
Pipe material and diameter		
Total number of valves		
Type and size of valves in accordance with project plans		
Workmanship of installation		
Service laterals installed and meter boxes installed set to grade		
Thrust blocks installed per district specifications		
Manholes per district specifications		
Backfill of trenches and compaction tested (contractor's responsibility)		
Hydrostatic test of lines to district specifications		
Test psi		
Number of leaks detected		
Leaks repaired and re-tested		
Disinfection of lines to VVCSD 50-100 mg/l dosage observed?		
Daily residual during detention time		
Flushed lines		Deleted: out
Number of bacti samples taken		
Lab results		
Results sent to SDHS-ODW		
Cross connection		

**Vandenberg Village
Community Services District**

**Standards for
CONSTRUCTION OF SEWER MAINS**



November 2024

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I. GENERAL REQUIREMENTS

A. Work to Be Done Within the Vandenberg Village Community Services District

All labor, equipment, appliances and material, and performance of all operations in connection with the construction of sewer mains, including all pipe, fittings, manholes, cleanouts, and service connections to each lot and all other necessary appurtenances, within the District shall be in strict accordance with these Standards.

B. Plans and Specifications

Projects shall be constructed as shown on the Plans and shall conform to these Standard Requirements and the "Greenbook" as defined below. The "Greenbook" shall not govern the Plans and these Standard Requirements.

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C. Definitions and Terms

In these Specifications or the "Greenbook" the intent and meaning of the terms that are used shall be as defined in Part 1 of the "Greenbook" except as herein below specifically noted, revised, or added.

Agency - The Vandenberg Village Community Services District, State of California

District - The District is the entity identified as such in the Agreement between the District and the Developer or Contractor and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term District means the Vandenberg Village Community Services District or its authorized representative.

Engineer - The District Manager or designated engineer for the Vandenberg Village Community Services District, State of California, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

"Greenbook" - The latest edition of the Standard Specifications for Public Works Construction, including all supplementary pamphlets, published by Building News, Inc.

The Standard Specifications control the general provisions, construction materials, and construction methods for this contract except as amended by the Plans, Special Provisions, or other Contract Documents.

Laboratory - Shall mean any testing agency or testing firm, which has been licensed by the State of California to act in such capacity, and meet the requirements of the Engineer.

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Specifications - The directions, guidelines, provisions, and requirements herein pertaining to the materials to be furnished and to the method and manner of performing the work, including addenda and approved revisions by the District. Whenever the terms "Specifications" or "these Specifications" are used herein it means the provisions set forth in these District Standards.

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D. Alterations

The District reserves the right to make updates, amendments, and modifications from time to time following the adoption of this document.

Changes or modifications to approved plans and/or specifications shall be by mutual agreement in writing and signed by the parties involved, then, and only then may alterations or deviations, increases additions, or omissions in the approved plans or Standards be made.

It shall be the responsibility of the Contractor to locate any and all utility lines prior to excavation. The Contractor shall be held responsible for any damage to utility lines during the progress of construction, and if damage should occur, he shall repair the same at his own expense.

The Contractor shall notify the District and the appropriate regional notification center for operations of subsurface installations at least two working days prior to performing any excavation or other work close to any underground pipeline, conduit, duct, wire, or other structure. Regional notification centers include, but are not limited to, the following:

Underground Service Alert, Southern California (USA [DigAlert](#))
Telephone: 1-800-422-4133

[California Department of Transportation \(Caltrans\)](#)
[Telephone: \(805\) 549-3111](#)

No excavation shall commence unless the Contractor has obtained the Inquiry Identification Number and so notified the District.

E. Modifications to the Standard Specifications

The following are adjustments to the Standard Specification ("Greenbook"):

Record Drawings

Contractor shall maintain a complete and accurate record of all changes of construction from that shown in the approved plans and specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the District.

Monuments

Existing survey monuments shall be protected from damage. All survey monuments damaged or displaced by the Contractor shall be replaced in accordance with the provisions of the Land Surveyor's Act, Code of the State of California, at the Contractor's expense.

Accuracy of Utilities Information

The locations of existing major utilities, whether above ground or underground, may be represented in District documents. The District does not guarantee the accuracy or completeness of this information and it is to be understood that other above-ground and underground facilities may be encountered during the course of the work.

During construction, in advance of any work performed by the pipe installation crew, the Contractor shall excavate and pothole existing utility facilities to verify locations and allow alignment and grade revisions if necessary. Such revisions in alignment and grade shall be approved by the District.

II. MATERIALS

A. General

All materials shall be new and of the type described in these Standards or shown on District approved plans. The Contractor shall furnish all materials. Whenever the following Standards specify by name or number any material or article or the maker or distributor thereof, this is done so only for the purpose of more clearly defining the kind and quality desired, and it is to be understood that the written approval of the District will permit an equivalent which will be equally acceptable.

Materials shall conform to the applicable provisions of the Standard Specifications, as hereinafter specified and approved, and shall never be less than those as approved by ASTM as last revised.

B. Material Certification and Tests

When required by the District, the Contractor shall, at his own expense, furnish documentary evidence, or when specifically requested, certified test results which indicate that the pipe furnished meets all of the requirements of these Standards. Documentary evidence will be considered sufficient when the pipe manufacturer furnishes a notarized certificate indicating that the pipe has been sampled, tested, and inspected in accordance with the provisions of these standard requirements and all ASTM specifications.

C. PVC Sewer Pipe (Polyvinyl Chloride)

Pipe

Polyvinyl chloride plastic sewer pipe and fittings shall conform to the requirements of ASTM Standard Specifications D 3034 SDR 35, as amended to date, except as modified herein. The pipe shall be furnished in 12.5' or 20' lengths with integral wall-belled ends and elastomeric joints. All pipe and fittings shall be free of imperfection and shall be clearly marked with the name of the manufacturer.

The minimum wall thickness shall be as follows providing a minimum SDR ratio of 35:

Diameter	4"	6"	8"	10"	12"	15"
Wall Thickness	.125"	.180"	.240"	.300"	.360"	.440"

PVC Pipe Joints

All pipe fittings shall have rubber ring bell and spigot joints providing a water-tight seal and allowing for contraction and expansion. The bell shall consist of an integral wall section stiffened with two PVC retainer rings which securely lock the solid cross-section rubber ring into position.

Joint tightness shall be measured by assembling two sections of pipe in accordance with the manufacturer's recommendations. Subject the joint to an internal hydrostatic pressure of 25 psi for one hour. Consider any leakage a failure of the test requirements.

PVC Pipe Stiffness

Minimum "pipe stiffness" (F/y) at five (5) percent deflection shall be 46 psi for all sizes when calculated in accordance with ASTM Designation D 2412.

PVC Pipe Deflect

All plastic sewer pipe when installed with all backfill in place and compacted shall not exceed five (5) percent of the internal pipe diameter.

D. Main Line Fittings and Accessories

General

All fittings and accessories shall be manufactured by the pipe supplier and have a bell and/or spigot configurations compatible with that of the pipe.

Banded Rubber Couplings

The Contractor shall use banded rubber couplings when connecting replacement pipe to existing pipe. Where connections involve joining PVC pipe to vitrified clay pipe (VCP), the Contractor shall use "reducer" (as appropriate) banded rubber couplings such as Gladding-McBean's Band Seal Type Sewer Coupling or Joint, Calder Couplings, Fernco Flexible Couplings or equal. Installation shall be per the manufacturer's recommendations.

E. Cleanouts

Cleanouts shall conform to the Districts Standards, as indicated on the Plans, and these Special Provisions.

Sewer cleanouts shall be installed on the customer's sewer lateral close to the connection with the main sewer line. Cleanouts shall be installed with easy access for cleaning and capped or plugged with approved materials. Sewer cleanouts shall be PVC pipe and shall be the same size as the line on which they are installed.

Cleanouts are not allowed on public sewer mains.

F. Precast Concrete Manholes

Precast concrete manholes shall conform to the District Standard Details, and as indicated on the District approved plans. Precast concrete manholes shall be precast with Penetron and with Penetron BioMic antimicrobial admixture. Pour-in-place manhole bases shall be 4000 psi 1" gravel concrete with Penetron and Penetron BioMic antimicrobial admixture.

All internal manhole joints shall be primed and wrapped with Penetron Penebar Primer Preformed Sealant Bond Enhancer and Penebar SW-55 Concrete Joint Waterstop.

All exterior manhole joints shall be primed and wrapped with ConSeal CS-50 Liquid Butyl Primer and CS-212 Polyolefin Backed Exterior Joint Wrap or equivalent.

Deleted: <#>Vitrified Clay Sewer Pipe ¶
Vitrified clay sewer pipe and fittings shall be first quality extra strength, bell and spigot, sound and durable vitrified clay sewer pipe, free from objectionable defects. It shall be hard burned, straight and free from cracks, warps, blisters or objectionable defects. The pipe shall not absorb moisture in excess of eight (8) percent of its dry weight. It shall produce a clear metallic ring when placed on end and struck with a light hammer. The body of the pipe shall be smooth and have a uniform thickness. The pipe ends shall be perpendicular to the longitudinal axis and the socket shall be circular and concentric to the bore of the pipe. Sockets shall be of such diameter to receive to their full depth of the spigot end of the next following pipe without any slipping whatsoever and leave a space of not less than 3/8" in width all around for the joint material. ¶ All extra strength vitrified clay pipe shall conform to all the requirements for extra strength clay sewer pipe as set forth in the specifications of the ASTM Serial Designation C200, as amended to date. ¶ **VCP Joints¶**
All vitrified clay pipe and fittings shall be furnished with mechanical compression joints equal to "Wedge-Lock" as manufactured by Pacific Clay Products or "Speed Seal" as manufactured by International Pipe & Ceramics Corporation. ¶ The compression joint on the spigot and bell ends of the pipe shall be factory made of plastisol, polyurethane or other approved resilient elastomer bonded onto the outside of the spigot and the inside of the bell to the pipe and molded and cured to a uniform hardness and compressibility, to form a ... [1]

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Pipe and fittings, except as otherwise shown, shall be of the same material as the sewer pipe. Pipe and fittings shall be properly aligned and maintained while concrete is being placed and allowed to harden. Joints for pipes and fittings shall be made prior to placing concrete. Concrete for bedding, encasement, and wall support for pipes and fittings shall be placed uniformly around the pipe and fittings. Concrete shall be Class 520-C-2500 ¶ The access frame, cover and cap shall be cast iron. The finger holes may be drilled or may be blocked prior to casting; they shall not be punched out. ¶ Concrete pipe wall supports, if required, shall be circular. ¶ Base Pad/Thrust Block shall be cast-in-place Class 520-C-2500 concrete.

Deleted: lined with a high polymer vinyl chloride (PVC) sheet lining system that resists strong acidic, alkaline and salt solutions. The lining shall form an integral bond to the concrete manhole components without the use of adhesive. The liner shall have a minimum thickness of 65 mils. The lining system shall be "T-Lock Amer-Plate" as produced by Ameron or approved equal. Liner joints and butted or lapped edges shall be sealed by welding (heat fusing) Amer-Plate weld strips over the edges.

G. Bedding and Encasement Material

Bedding and Encasement for all sanitary sewers shall be crushed rock ¾ inch gradation conforming to Section 200-1.2, "Crushed Rock and Rock Dust," of the Standard Specifications.

H. Cross Connection Assemblies

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Ownership of the Backflow Assembly is that of the property owner that it serves. Only approved Backflow Assemblies shall be installed in the District.

On premises where system backflow protection is required, the backflow assembly shall be installed on the property owner's premises. On the service lateral there must be no tee, tap, or connection of any sort to the main.

I. Concrete Construction

Concrete construction shall conform to the provisions of Section 303-1, "Concrete and Masonry Construction" of the "Greenbook." Concrete shall be of the appropriate class in accordance with table 201-1.1.2 (A) and shall conform to Section 201-1, "Portland Cement" of the "Greenbook."

J. Asphalt Concrete Replacement

Road compaction, base, asphalt concrete, and pavement markings shall be in accordance with the County of Santa Barbara transportation and engineering standard details and requirements.

III. CONSTRUCTION METHODS

A. Paving

Road compaction, base, asphalt concrete, and pavement markings shall be constructed in accordance with the County of Santa Barbara transportation and engineering standard details and requirements.

B. Construction Excavation

Trenching

Attention is directed to Section 306-1, "Open Trench Operations," of the "Greenbook."

Trenching for all pipes shall be in open cut to provide a minimum cover of 36" below finish pavement surface or as established by the approved plans.

Where excavation for trenching is in a paved street or alley, or it is necessary to excavate in a paved area, the Contractor will mark out and saw the pavement in a straight line along the trench route to ensure a good and clean joint for patching, with the limits of paving cut to be 6" greater in width on each side of the proposed trench than the trench excavation. If the paving is broken to a ragged edge, the Contractor will be required to re-cut the paving before the paving patch is placed.

Disposal of Excess Material

Where material is excavated in excess of that required for the site, such excess materials shall be removed and disposed of by the Contractor as directed by the District. All excess material shall be removed from the right-of-way and disposed of by the Contractor. The location of the disposal site shall be the responsibility of the Contractor and shall be subject to the approval of the District - written approval by the disposal site owner and a grading permit issued by the affected public agency must be provided. Removal of excess material shall be done immediately following backfilling operations. Any spoils piles, bedding gravel, base material, and the like shall be properly lighted and barricaded for traffic safety. In all cases, such piles shall be placed as far out of the traveled way as possible.

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All material disposed of at the City or County's Sanitary Landfills is subject to payment of current fees.

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Removal of Water

The Contractor shall remove and dispose of all water entering the excavation. Disposal of water shall be done in such a manner as to prevent damage or nuisance to adjacent property. Sufficient pumping equipment shall be provided to maintain the trench in a dry condition during the bedding and initial backfilling of the pipe. The Contractor shall maintain all natural drainage and restore it to its former condition as soon as possible after proceeding through any area.

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Pipe Bedding and Backfill

Pipe bedding, backfill, and compaction shall be performed in accordance with the Standards Specifications. No backfilling shall be done until the installation to be covered has been inspected and approved for covering. Backfilling shall be carried out in an orderly fashion and, in general, shall be done as soon as approval has been given to cover the pipe. COMPACTION OF BACKFILLING SHALL PROCEED SIMULTANEOUSLY WITH BACKFILLING OPERATIONS.

Backfill material shall be in conformance with District Standards.

Shoring, Bracing, and Sheeting

The Contractor shall furnish, install, and maintain such shoring, bracing, and sheeting as required to conform to the rules and orders of the California Division of Industrial Safety to support sides of the trench and prevent movement that could cause injury to any person or structures. Any damage resulting from lack of adequate shoring, bracing, or sheeting shall be repaired at the Contractor's expense. The Contractor shall be fully responsible and liable for the safety of his operations at all times.

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C. Removal or Abandonment of Existing Sewer Mains

Existing Sewer mains that are being replaced shall be removed where necessary, or abandoned as indicated on the Plans or contract documents and as specified herein. The main to be abandoned or replaced shall be removed when any of the following conditions exist:

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- The alignment of the existing main falls within the trench excavation for the new main.

- The alignment of the existing main is not more than 1 foot outside of the standard trench width for the new main.
- When called out on the Plans or in the contract documents.

When the existing main is shown on the Plans as located outside of the limits of conditions one and two above, but actually falls within these limits, the Contractor shall remove the main as if it were shown correctly. However, the District may, but is not obligated to, change the new main alignment so that conditions one or two above do not exist.

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Where portions of the old main and/or services are abandoned and left in place, either the exposed ends of the abandoned main and services shall be tightly plugged with concrete per Section 306-5, "Abandonment of Conduits and Structures," of the Standard Specifications. The District reserves the right to require that the entire length of the abandoned utility be removed.

D. PVC Pipe Installation

All PVC pipe and fittings for underground gravity sewers shall be installed in accordance with the requirements of ASTM Standard D-2321, as amended to date. "Recommended Practice for Installation of Flexible Thermoplastic Sewer Pipe."

Pipe Laying

Each pipe of the diameter called for by the Plans is to be laid on a firm bed and have a true bearing of its entire length. The pipe shall be laid in perfect conformity to the prescribed lines and grades. All adjustments to line and grade must be made by scraping away or filling in the earth under the body of the pipe, and not by wedging or blocking up the hub. A shallow excavation shall be made underneath the pipe at the joint to accommodate the bell and facilitate the making of the joint.

All pipe shall be laid continuously uphill and with the bell end upgrade. The faces of the spigot ends and of all shoulder or sockets must be true and brought into fair contact and all lumps and excrescences of said faces shall be cut away before the pipe is lowered into the trench. When the work ceases for any reason, the unfinished end of the pipe shall be securely closed with a plug or cover.

The interior of the pipe shall be free from all dirt and foreign matter as the work progresses and left clean at its completion.

In general, the pipe shall be installed in accordance with the manufacturer's recommendations and these Standard Requirements.

E. Crossing Lines

In cases when crossing other utility lines, a 6" minimum clearance is required. Required separation between water mains and sanitary sewers shall be 10' horizontal and 3' vertical, or in conformance with guidelines as established by the State of California Department of Health. Any deviation must have the approval of the District.

F. Compaction

Pipe Bedding

In accordance with "Greenbook" Section 306-1.2.1, "Bedding"

Pipe Backfill

In accordance with "Greenbook" Section 306-1.3, "Backfill and Densification"

Compaction Tests

Compaction tests will be made in accordance with ASTM D2922/D3017 or D1557.

Compaction tests shall be furnished to the District by the Contractor and paid for by the Contractor. Such tests are to be made by a testing laboratory approved by the District. The Contractor will furnish one (1) compaction test per each linear 200 feet of compacted backfill with samples taken at depths determined by the District. In the case where trenching and backfilling are performed in a paved street or alley, one compaction test per two hundred (200) linear feet of the compacted subgrade and of the base material will also be furnished to the District by the Contractor, and any additional tests required by the District to ensure uniform and required compaction over the entire project.

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G. Project Site Maintenance

Project site maintenance shall conform to the provisions in Section 7-8, "Project Site Maintenance," of the "Greenbook" and these Standards.

Water needed during the construction phase can be made available through a hydrant meter or a house meter. The Contractor, developer, or individual owner will be responsible for meters being kept clear of all debris, to ensure access to meter readers, and for damage or replacement of meter boxes, meters, meter yokes, and service lines during construction. Dwelling units that have meter installations that do not conform to installation specifications will not be signed off.

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Water provided by the District approved fire hydrants shall be metered and paid for by the Contractor. Hydrant meters may be obtained through the District. Monthly water service charges and water usage charges will commence upon installation. A service charge will apply for relocating the hydrant meter to another hydrant.

The Contractor shall provide for the application of water for the purpose of controlling dust caused by his operations or by public traffic.

H. Final Inspection and Tests

Compaction Tests:

Compaction tests shall be furnished to the District by the Contractor and paid for by the Contractor. Such tests are to be made by a testing laboratory approved by the District. The Contractor will furnish one (1) compaction test per each two hundred (200) linear feet of the compacted backfill with samples taken at depths determined by the District. In the case where trenching and backfilling are performed in a paved street or alley, one compaction test per two hundred (200) linear feet of the compacted subgrade and of the

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base material will also be furnished to the District by the Contractor, and any additional tests required by the District to ensure uniform and required compaction over the entire project

Deflection Test for All Plastic Sewer Pipe and Composite Sewer Pipe:

Following the placement and densification of backfill and before the placement of any permanent pavement, all pipelines shall be cleaned and then mandrelled to measure for obstructions, deflections, joint offsets, and lateral pipe intrusions. The mandrel shall be rigid with a circular cross-section having a diameter at least ninety-six (96) percent of the specified average inside diameter of the pipe and shall be pulled through the pipe by hand. The minimum length of the cylindrical portion of the mandrel shall be equal to the nominal diameter of the pipe.

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Should any section of the pipeline fail to pass this mandrel test, the Contractor shall open the pipe trench and repair the pipeline until it satisfactorily passes the mandrel test.

All material, equipment, and labor to perform the test shall be provided by the Contractor at no cost to the District.

Air Testing for New Sewer Pipe:

Reference the latest edition of the Standard Specifications for Public Works Construction (Green Book), including all supplementary pamphlets, published by Building News, Inc.

Safety Provisions:

The plugs must be firmly secured and care should be exercised in their removal. (The total force on a 12" plug at 4.0 psi is over 450 pounds). Care must be exercised in not loading the sewer line with the full pressure of the compressor. Keep personnel out of manholes until the pressure has been released. If water leaks into the line after the plugs are installed and floods the air inlet and the needle on the air pressure gauge indicates zero, then possibly the water column has balanced the air pressure in this instance and care is necessary in releasing the pressure. If testing below groundwater level, inject the air at the upper plug and/or turn the inlet up as with a water test apparatus.

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Televising of Sewer Line:

Prior to acceptance of the sewer line, the District requires, at no cost to the District, televised inspection of the sewer line. A copy of the inspection video shall be provided to the District for their files. All deficiencies noted during the television will be repaired by the Contractor to the satisfaction of the District. Upon completion of the repairs, the District will re-televiser the repaired line. The cost of televising the line shall be charged to the Contractor. It is recommended, but not required, that the Contractor televise the of sewer lines prior to street paving to minimize the cost of possible repairs.

I. Clean-up

After compaction is approved and prior to final acceptance, all pipe must be flushed and balled (with a Wayne-type Ball) progressively downstream to clean out any accumulated debris. Contractor shall install a screen or similar device at the downstream manhole to prevent contamination of downhill lines. This operation requires a witness by the Inspector.

Standards for CONSTRUCTION OF SEWER MAINS

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Immediately after the pipe has been cleaned it shall be tested by the air test procedure described above.

The Contractor shall clean-up and dispose of all trash, broken pavement, debris and excess material and shall remove his equipment from the site of the work as soon as it is completed. Streets shall be swept and washed to remove dust and mud.

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Standards for CONSTRUCTION OF SEWER MAINS

11

STANDARD DETAILS

- 100 Utility Service Laterals, Symbols and Abbreviations
- 117 Separation Requirements for Sewer and Water Lines
- 200 Standard Sewer Lateral
- 201 Cleanout for Mainline Construction
- 202 Sewer Lateral and Utility Crossing
- 203 Wye Installation in Existing Pipe
- 204 Backflow Prevention Device
- 205 Pipe Anchors for Slopes
- 206 Backfill Stabilizers for Slopes
- 207 48" & 60" Manhole
- 208 Drop Manhole

Checklist for New Developments/Construction
CONSTRUCTION INSPECTION
PART 1 OF 2
FOR DISTRICT USE

Construction of water and wastewater facilities by developers which are an extension to the District facilities.

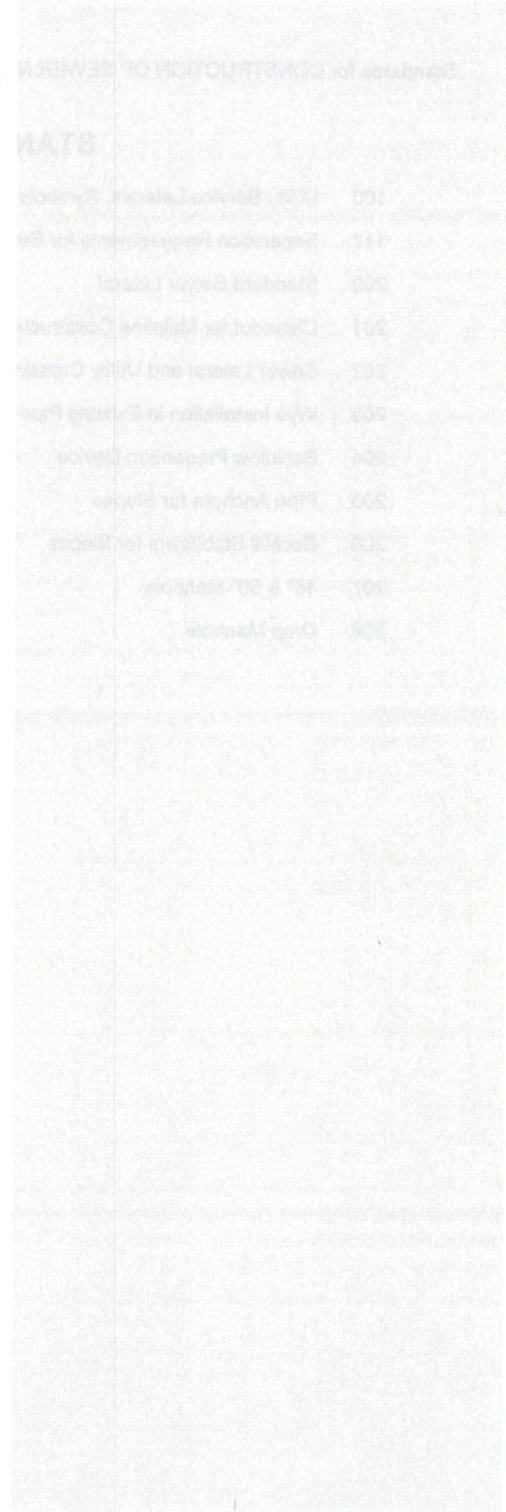
Project Name: _____

Tract/APN: _____

- Before any inspections are made, it is essential that the District's Standard Specifications or adopted Standard Specifications for water and wastewater facilities are read and understood thoroughly.
- The construction/improvement plan should be studied and the construction site visited.
- Inspections/visits should be accomplished prior to and during each phase.
- Inspect the installation for workmanship and completeness in accordance with the plans and specifications.
- Special attention should be given to critical areas such as thrust blocks, manholes, and all required tests.
- Complete the inspection report and date of inspection of tests.
- Before acceptance of the development, all of the foregoing must be accomplished in a manner satisfactory to the District.

Additional Criteria:

- Service lines to be marked with L (= Lot) + # (number), i.e. L-1 or L-2
- Sewer extension stubs are to be marked at the curb by "S."



Checklist for New Developments/Construction
CONSTRUCTION INSPECTION
PART 2 OF 2
 FOR DISTRICT USE

Construction of water & wastewater improvements which are an extension to the District's facilities.

Project Name: _____ Tract/APN: _____

CWIP Number: _____

Name of Construction Contractor: _____

	Quantity / verified	Date
Materials delivered to <u>the</u> job site		
Total lengths of pipe		
Pipe material and diameter		
Total number of valves		
Type and size of valves in accordance with project plans		
Workmanship of installation		
Service laterals installed and meter boxes installed set to grade.		
Thrust blocks installed per district specifications		
Manholes per district specifications		
Backfill of trenches and compaction tested (contractor's responsibility)		
Hydrostatic test of lines to district specifications		
Test psi		
Number of leaks detected		
Leaks repaired and re-tested		
Disinfection of lines to VVCSD 50-100 mg/l dosage observed?		
Daily residual during detention time		
Flushed lines		
Number of bacti samples taken		
Lab results		
Results sent to SDHS-ODW		
Cross connection		

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VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.E.
FROM: Cynthia Allen, General Manager *CA*
DATE: November 5, 2024
SUBJECT: CSDA Bylaw Vote

Recommendations: Direct the General Manager to vote 'yes' or 'no' to the CSDA bylaw revisions on behalf of the District.

Policy Implications: None

Resource Impacts: None

Alternatives Considered: None

Discussion: This is the information received from CSDA: The last CSDA bylaws updates were made in 2021 with the primary changes being Rights of Regular Membership, Retiree Membership, use of "member", Procedure for Termination of Membership, Annual Report, and dual directorships with CSDA's Alliance partner, Special District Risk Management Authority (SDRMA).

Following receipt of feedback and suggestions over the last few years from members, CSDA has conducted a review of the CSDA Bylaws making the necessary updates as well as additions or improvements. There are numerous verbiage and grammar updates as well as more significant proposed updates that include:

- Clarification that Retired Members as non-voting members
- Clarification related to termination of membership
- New Section under Article III, Section 2: Early Assumption of Office
- New Section under Article III, Section 2: Change in Regular Voting Member Affiliation

- Update noticing, balloting and election timeframes to allow some additional flexibility in the Board election process
- New Section under Article III, Section 7: A CSDA director shall be disqualified from serving on the CSDA Board if they are no longer a board member or managerial employee of a Regular Member district in the Network they were elected or appointed from
- Committee structure: amend to allow that Committee Vice-Chairs, with the exception of the CSDA Finance Corporation Committee, may be individuals from Regular Members districts in good standing

Attachments: CSDA Bylaws with tracked changes



BYLAWS

California Special Districts Association

Approved Bylaw Revision Dates:

Revised 1996

Revised 1999

Revised 2004

Revised October 1, 2009

Revised August 2, 2010

Revised August 1, 2011

Revised July 1, 2014

Revised July 1, 2016

Revised November 15, 2021

Revised XXXXX XX, 2024

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EXHIBIT A28

ARTICLE I – GENERAL

Section 1. Purpose:

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (hereinafter referred to as “CSDA”), CSDA will provide outreach, advocacy, professional development, information, and other various services to member districts. CSDA will interact and collaborate, where appropriate, with the associations and groups that support or oppose its membership’s interests. The control and governance of CSDA shall be the responsibility of CSDA’s Board of Directors (the “Board of Directors”).

Section 2. CSDA Networks:

The state of California shall be divided ~~along county boundaries~~ into six voting networks, using county boundaries to shape the respective networks. The areas of the networks are determined by the Board of Directors of CSDA. A map of the six (6) networks of CSDA is attached as Exhibit A.

Section 3. Principal Office:

The principal business office of CSDA is located at 1112 I Street, Suite 200, Sacramento, California 95814. The Board of Directors shall have authority to change the principal office from one location to another.

ARTICLE II – MEMBERSHIP

Section 1. Qualification of Membership:

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body comprised entirely of elected members, or which members are appointed to fixed terms; or
2. The following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control or water conservation districts; (g) sanitation agencies.

Regular voting members shall not include any state, cities, counties, school districts, community college districts, local agency formation commissions (LAFCOs), dependent districts, or joint powers authorities (JPAs) except as may be specifically referenced above.

Rights of Regular Membership: Regular voting members have voting privileges and may [have a member of the Board of Directors or a managerial employee](#) hold a seats on the Board of Directors. All Regular Members shall have the right to vote, as set forth in these bylaws, on the election of directors, on the disposition of all or substantially all of the corporation’s assets, on any merger and its principal terms and any amendment of those terms, and on any election to dissolve the corporation. In addition, Regular Members shall have all rights afforded members under the California Nonprofit Public Benefit Corporation Law.

B. Associate Non-Voting Members:

Associate members shall be public agencies such as dependent districts composed of appointees from a single public agency, cities, counties, joint powers authorities, and other public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

C. Business Affiliate Non-Voting Members:

Business Affiliate members shall be those businesses or organizations that provide [products or](#) services to special districts and have evidenced interest in the purposes and goals of CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

D. Retired Non-Voting Member (Individual Membership):

Retired Individual members shall be those persons that are retired from service as a staff or board member at a special district and have at least 1 year of previous service.

Retired members shall not be affiliated with or serve as a consultant to any agency eligible for regular, associate, or business affiliate membership in CSDA. Retired members cannot be employed by a company that provides services or products to special districts.

Retired members have no voting privileges and may not hold a seat on the CSDA Board of Directors or any CSDA committees.

CSDA benefits available to retired members shall be determined by the CSDA Board of Directors.

Section 2. Membership Application:

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board [at the next regularly scheduled Board meeting](#). Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws. The Board shall retain the authority to deny membership in CSDA at its discretion.

Section 3. Membership Dues:

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

Section 4. Membership Voting:

Matters to be voted upon by the authorized voting membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which notice has been given to voting members by CSDA may be voted upon.

A. Voting Designee:

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board ~~member~~ [Member](#) or managerial employee of the regular voting member.

B. Voting Authorization:

Regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or by ballot.

C. Non-Voting Members:

CSDA may refer to Associate Members, [Retired Members](#) and Business Affiliate Members or other persons or entities associated with it, as “members”, even though those persons or entities are not voting Regular Members as set forth in Article II Section I A ~~hereof~~. No such reference as “members” shall constitute anyone as a voting member of this corporation unless that person or entity has qualified for voting Regular Membership pursuant to Article II Section I A of these Bylaws. The Board of Directors may adopt policies which grant some or all of the rights of a Regular Member, other than voting rights, to an Associate Member, [Retired Member](#) or Business Affiliate Member, but no such person or entity shall be a Regular Member by virtue of such grant of rights.

Section 5. Membership Quorum:

A. Meeting Quorum:

Twenty-five voting designees, as defined in Article II, Section 4, present at any annual or special meeting of the CSDA shall constitute a quorum. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.

B. Mailed or Electronic Ballot Quorum:

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum. Each regular voting member shall be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

Section 6. Membership Meetings:

A. Annual Business Meeting:

The annual business meeting of the members shall be held at the [CSDA Annual CSDA Conference](#) at such time and place as determined by the Board of Directors [or Staff](#). Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members [if such a vote is required](#).

B. Special Meetings:

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or at least a quorum of the members (25 members). Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive

Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

C. Notice of Meetings:

~~Whenever members are permitted~~In any case that members are requested to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be ~~given~~sent to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of communication to be utilized by and between CSDA and its members, if any, through which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or network-website community that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to ~~each~~each member which has ~~provided to CSDA an unrevoked~~not revoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by ~~electronic video screen communication~~use of web-based video communication software by and between such members and CSDA. Any eligible member participating in a meeting

electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by use of web-based video communication software ~~electronic video-screen communication~~ by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

E. Majority Vote:

Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 registered voters~~regular voting members~~; and (2) the number of votes approving the action or proposal equals or exceeds a majority (i.e., 50% plus one) of the regular voting members present and casting votes on the issue.

F. Solicitation of Written Ballots from Members:

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

G. Return of Ballots:

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic

communication from regular voting members after the specified date shall be invalid and shall not be counted.

H. Number of Votes Required for Approval of Action on Written Ballot:

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of approvals votes in favor of the action equals or exceeds the number of votes that would be required for approval at a meeting of members, (i.e. 50% plus one) of those participating members casting written ballots either electronically or by first class mail.

Section 7. Termination of Membership:

A member shall not be in good standing, and membership may be terminated, On occurrence of any of the following events, a member shall no longer be in good standing, and membership may be terminated:

- A. Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after notice, the delinquent member shall automatically cease to be a member of CSDA. CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary including with those districts that may be members of the Special District Risk Management Authority (SDRMA).
- B. Determination by the Board of Directors that a member has failed in a material and serious degree to observe the rules of conduct or operational policies of CSDA, including but not limited to the Corporation's Anti-Trust Policies, or has engaged in conduct materially and seriously prejudicial to ~~this~~ CSDA's purposes and interests.

Section 8. Procedure for Termination of Membership:

If grounds exist for terminating the membership of a member under Section 7 hereof of these bylaws, the following procedures shall be followed:

- A. The Board of Directors shall give the member at least 15 days prior written notice of the proposed termination and the reasons for the proposed termination of membership. Notice shall may be given by any method reasonably calculated to provide actual notice. Notice given by mail shall be sent by first-class mail to the member's last address as shown on CSDA records.
- B. The member shall be given an opportunity to be heard provided an opportunity to contest the termination, either orally or in writing, at least 5 days before the effective date of the proposed termination of _____ membership. The A hearing meeting shall be held in a time and manner determined by the Chief Executive Officer, or the written statement considered, by the Board of Directors which is responsible for determining in its sole discretion whether the termination of membership should occur.

- C. The Board of Directors shall determine whether the membership shall be terminated. The decision of the Board of Directors shall be final.

ARTICLE III – DIRECTORS

Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member shall be limited to one seat on the Board.

There shall be three directors elected from three different regular voting members in each of the six CSDA networks. Directors elected from each of the six networks shall hold staggered three-year terms.

Section 2 Term of Office:

Directors elected from each of the six networks shall hold staggered three-year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall automatically terminate three years thereafter unless a newly elected or appointed Director is completing the remaining balance of an incomplete term due to a vacancy in a respective Director seat.

Early Assumption of Office.: In such cases, if there is a candidate-elect who has won the election and is willing to assume office early to fill a vacant seat, the Board of Directors may allow the candidate-elect to assume office prior to the regular January 1 start date.

Conditions: The candidate-elect assuming office early shall meet all eligibility requirements for Board membership.

Ratification: The early assumption of office by the candidate-elect shall be subject to ratification by the Board of Directors at its next regularly scheduled meeting following the completion of the election.

Change in Regular Voting Member Affiliation.: Any Director that is a board member or managerial employee of a member district and subsequently transitions to a board member or managerial employee position at another regular voting member district in the same Network, shall retain their seat and term.

Conditions: In order to retain voting rights on the CSDA Board of Directors, the Director shall provide a resolution or minute action from their new district within two months of the change affirming the individual Directors continued service on the CSDA Board of Directors.

Section 3. Nomination of Directors:

Nomination of Directors seeking to serve on the Board shall be by network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The CSDA director nominee shall be a member of the board of directors of the district or a managerial employee as defined by that district's board of directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's

Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election.

CSDA staff will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each network's qualified nominees will be transmitted by mail or electronic ballot to that network's regular voting membership for election pursuant to Article III, Section 4

Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections for the Board of Directors. The Committee may enforce any regulation to facilitate the conduct of said elections. Directors shall be voted upon and elected by the regular voting members from the network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with [CSDA](#) staff, the networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

A. Written Notice:

- Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least ~~120-100~~ days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid. In the event an incumbent does not re-run for their seat, the nomination period for that network shall be extended by ten days.

B. Balloting and Election:

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via authorized third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a written ballot specifying the certified nominees in each network shall be distributed by first class mail or electronically to each regular voting member in that network. Each such regular member in good standing in each network shall be entitled to cast one vote for each of that network's open seats on the Board. In the event there is more than one seat available for election, regular members shall be entitled to a number of votes equal to the seats available for election in their network.

The ballot for each network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each network were sent a ballot, either by first class

mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6(F-H) of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or ~~first class~~first-class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action ; and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each respective Board position subject to election. ~~as would be required for an election of a nominee at a meeting of the members.~~

Written ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date, which shall be at least 45-30 days prior to the Annual Conference. Written ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or their designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential. Election documents will be retained as outlined in CSDA's Board approved records retention policy.

Section 5. Event of Tie:

In the event of a tie vote, a supplemental written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically to each regular voting member in the network where the tie vote occurred.

Those written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental written ballots received after the designated date whether by first class mail or electronically shall be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws.

In the event the supplemental written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

Section 6. Director Vacancy:

In the event of a director vacating their seat on the Board of Directors, an individual who meets the qualifications as specified in [these Article III Section 3 of these Bbylaws](#) may be appointed or elected to complete the director's unexpired term.

A. Two or Three Vacant Seats in the Same Network:

In the event more than one seat on the CSDA Board of Directors in any one network is vacant at the same time, such vacancies shall be filled by election. A written ballot shall be prepared; listing all nominees for that network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws

Regular members of each network shall be entitled to cast one vote for each open seat in that network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

B. Vacancy Outside of Nomination Period

In the event of a vacancy occurring outside of the nomination period timeframe, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election. The CSDA Board at its discretion may leave a vacancy that occurs outside of the nomination period unfilled until the next regularly scheduled election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network's existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

C. Vacancy During Nomination Period:

In the event of a vacancy occurring during the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the network

in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B [hereof of these bylaws](#).

Section 7. Director Disqualification:

- A. A director shall [become](#) disqualified from further service on the Board of Directors or any committee upon the occurrence of any of the following:
1. A director's district is no longer a member of CSDA;
 2. A director is no longer a board member or an employee of a member district;
 - ~~2.3.~~ [A director is no longer a board member or an managerial employee of a regular member district in the Network they were elected or appointed from;](#)
 - ~~3.4.~~ A director is elected or appointed to the Board of Directors of the Special District Risk Management Authority (SDRMA) or
 - ~~4.5.~~ A director's resignation [from CSDA](#).

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board or has not completed the Board Member requirements and expectations as outlined in policy.

Section 8. Powers of Directors:

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

Directors shall serve without compensation. However, they shall be allowed reasonable reimbursement for pre-approved expenses incurred in the performance of their duties as Directors.

Annual Report: The Board of Directors shall cause an annual report to be sent to the members within 120 days after the end CSDA's fiscal year. That report shall contain the following information, in appropriate detail:

- The assets and liabilities of CSDA as of the end of the fiscal year;
- The principal changes in assets and liabilities;
- CSDA's revenue or receipts, both unrestricted and restricted to particular purposes;
- CSDA's expenses or disbursements for both general and restricted purposes.

The CSDA Annual Financial Audit shall serve as the Annual Report of CSDA.

Section 9. No Dual Directorships:

During any period that CSDA is a participant in the Alliance Executive Council Memorandum of Understanding (MOU), the Board of Directors of CSDA shall appoint three (3) members of its board to serve as members of the Alliance Executive Council. No member of the Board of Directors of CSDA shall serve as a director on the board of SDRMA during the term of the MOU. In the event a director is elected to SDRMA, that director shall immediately be disqualified from further service on the Board of Directors of CSDA.

ARTICLE IV – DIRECTOR MEETINGS

Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine. Directors may participate and have voting privileges remotely from other states and countries.

Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

Section 4. Planning Session:

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review, evaluate, and update the plans, policies and activities related to the business interests of CSDA. Timing and intervals of the Strategic Planning Meeting shall be determined by the Board of Directors.

Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors [on an annual basis](#) shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

Section 6. Special Meetings:

A special meeting of the Board of Directors may be called for any purpose at any time by the President or by any group of 10 directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the ~~directors,~~ directors or sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

Section 7. Board of Directors Meeting Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

Section 8. Board Meetings by Telephone and Electronic Communications:

Any Board meeting may be held by conference telephone, use of web-based video communication software ~~video screen communication~~ or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

Section 9. Official Records:

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA or on official CSDA electronic file server(s).

ARTICLE V – OFFICERS

Section 1. Number and Selection:

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the members of the Board of Directors without reference to networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each officer shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 5. Duties of the Treasurer:

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 6. Disbursement of Funds:

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

Section 7. Removal of Officers:

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

ARTICLE VI – COMMITTEES

Section 1. Committee Structure:

Each committee shall have a chair and a vice-chair. Committee chairs shall be a member of the Board of Directors, except for the CSDA Finance Corporation Committee. Committee Vice-Chairs may be individuals from Regular Member districts in good standing upon appointment by the CSDA Board President and ratification by the CSDA Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept-maintained and each committee shall present a report to the Board of Directors at each regularly scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law:

- No committee may fill vacancies on the Board of Directors or on any committee that has authority of the Board, establish any other committees of the Board, or appoint the members of the committees of the Board.
- No committee may fix compensation of the directors for serving on the Board or on any committee, expend corporate funds to support a nominee for director, or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.
- No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

Section 3. Committee Meetings:

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, [use of web-based video communication software](#) ~~web conference~~ or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

Section 4. Standing Committees:

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

A. Executive Committee:

The Executive Committee shall consist of all officers of CSDA: the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served previously as President, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

B. Professional Development Committee:

The Professional Development Committee shall provide advice, feedback and general guidance for CSDA professional development programs and events.

C. Election and Bylaws Committee:

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

D. Finance Corporation Committee:

The Finance Corporation Committee shall serve as ex officio members of the Board of Directors of the CSDA Finance Corporation, a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but rather has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

E. Fiscal Committee:

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

F. Legislative Committee:

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda and advocacy priorities. The Legislative Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

G. Member Services Committee:

The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

H. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

Section 5. Ad Hoc Committees:

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

Section 6. Special Committee of the Board:

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.

ARTICLE VII – INDEMNIFICATION

Section 1. Right of Indemnity:

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity:

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

Section 3. Insurance:

CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

Section 4. Liability:

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

ARTICLE VIII – AFFILIATED CHAPTERS

Section 1. Purpose:

The purpose of affiliated chapters is to provide local forums of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

Section 2. Organization:

The regular voting members of CSDA are encouraged to create and establish affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011 must have at least one CSDA member in their membership at all times, including but not limited to the following chapters: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members: local organizations and businesses, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members as current members of CSDA in order to be a chapter affiliate of CSDA. Such chapters may include as members: local organizations/businesses and professionals who are not members of CSDA.

Affiliated chapters shall be determined upon approval and execution of the Chapter Affiliation Agreement by the chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually or upon request by the President or CEO.

No partnership or joint venture shall be established between CSDA and its affiliated chapters by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

Section 3. Rules, Regulations and Meetings:

Each affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such affiliated chapter may decide by majority vote. Rules and regulations of the affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

Section 4. Financing of Affiliated Chapters:

No part of CSDA's funds shall be used for the operation of the affiliate chapters. CSDA is not responsible for the debts, obligations, acts or omissions of the affiliate chapters.

Section 5. Legislative Program Participation:

Affiliate chapters may function as a forum regarding federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon approval by the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by mail or electronic ballot.

Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendments to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendments shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

Section 3. Written Bylaw Amendment Ballot:

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a written ballot is used to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments the Board of Directors intends to present for vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be distributed to regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot.

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid.

Section 4. Bylaw Amendment Ratification:

A. Membership Meeting:

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by regular voting members present at such membership meeting meets or exceeds the required quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting.

B. Mail or Electronic Ballot:

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied.

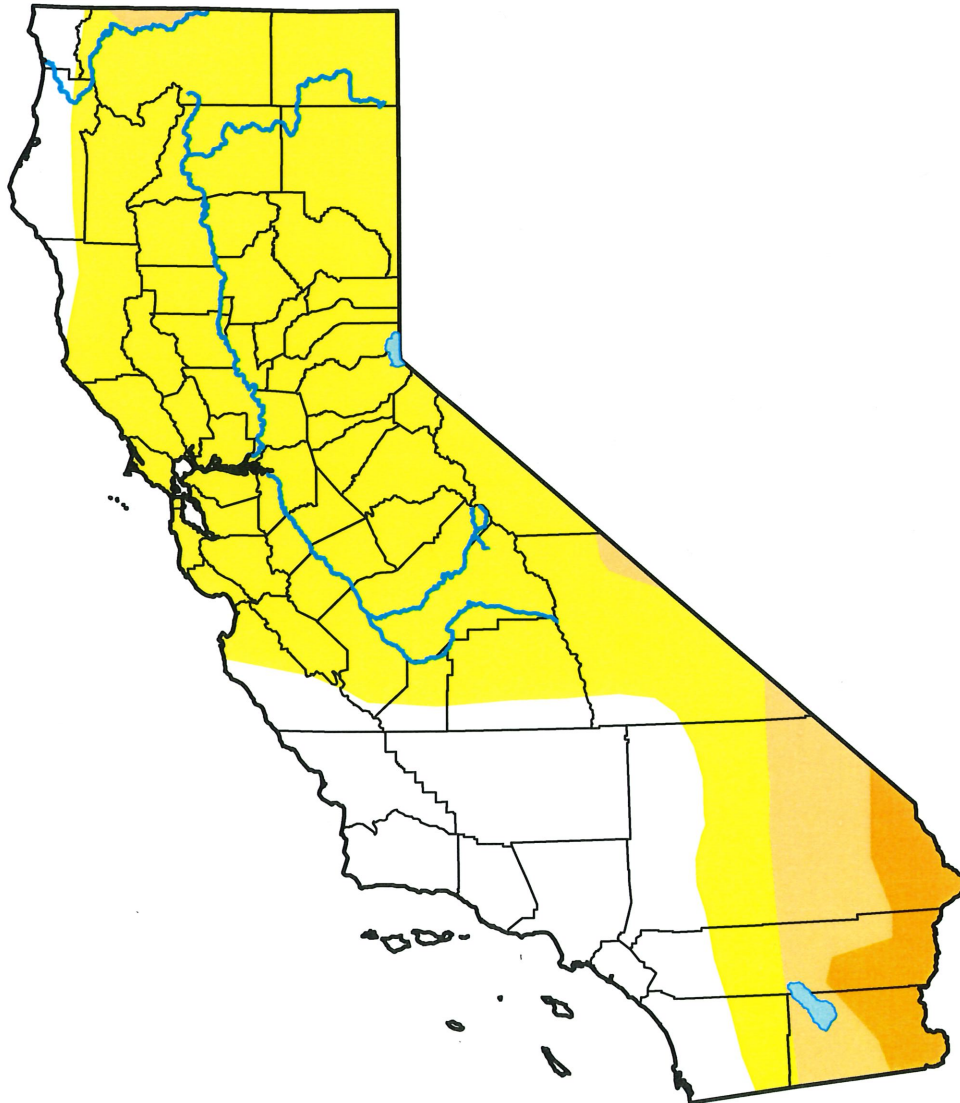
EXHIBIT A

Updated November 1, 2019









U.S. Drought Monitor California

October 29, 2024
(Released Thursday, Oct. 31, 2024)
Valid 8 a.m. EDT



Intensity:

-  None
-  D0 Abnormally Dry
-  D1 Moderate Drought
-  D2 Severe Drought
-  D3 Extreme Drought
-  D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

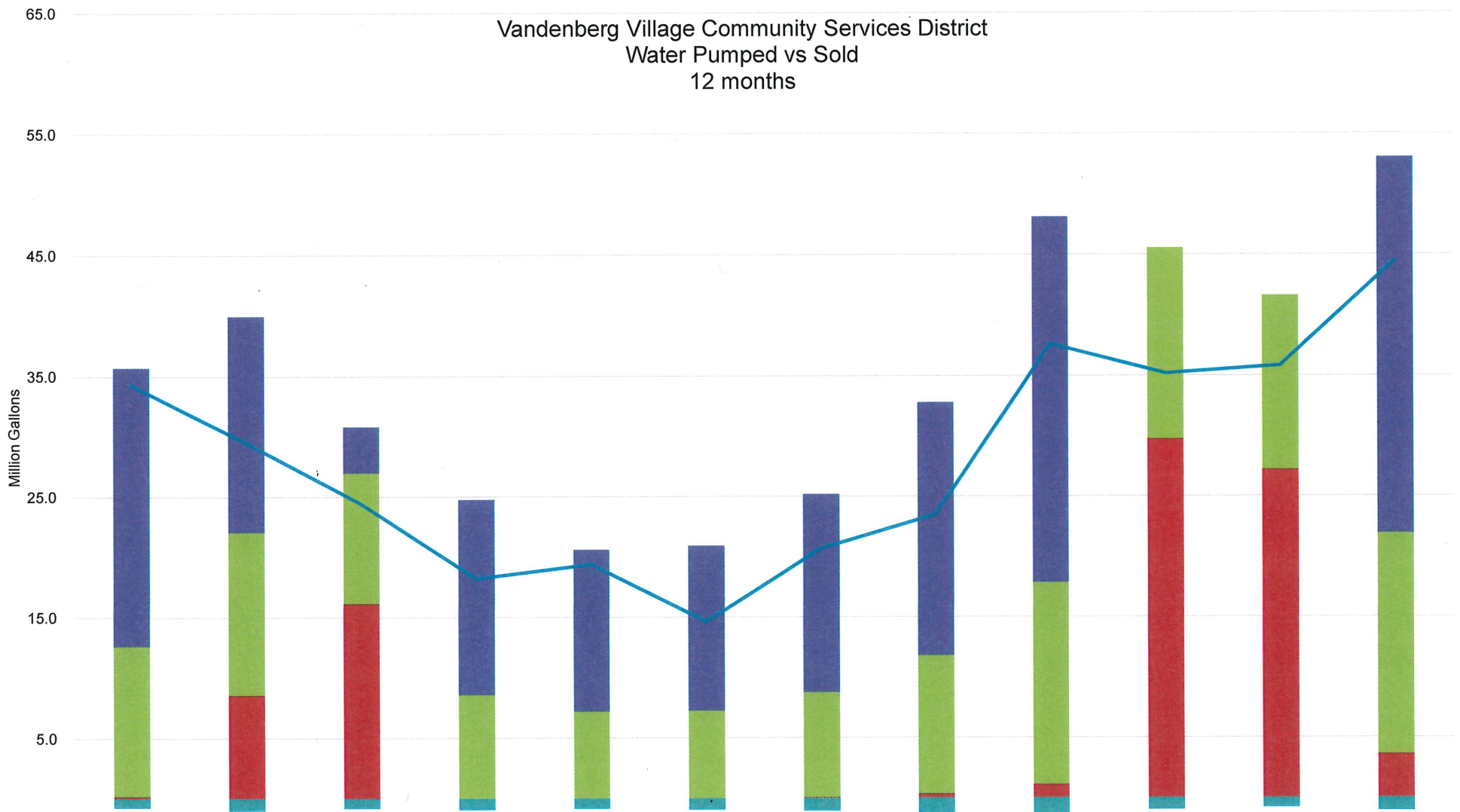
Author:

Brian Fuchs
National Drought Mitigation Center



droughtmonitor.unl.edu

Vandenberg Village Community Services District Water Pumped vs Sold 12 months



(5.0)

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Filter Loss	(0.7)	(1.0)	(0.8)	(0.9)	(0.9)	(1.0)	(1.1)	(1.2)	(1.3)	(1.0)	(0.8)	(1.1)
Well 3A	23.1	17.9	3.8	16.2	13.4	13.7	16.4	21.0	30.3	0.0	0.0	31.1
Well 3B	12.4	13.5	10.8	8.5	7.2	7.2	8.7	11.4	16.7	15.8	14.5	18.3
Well 1B	0.2	8.5	16.1	0.0	0.0	0.0	0.0	0.3	1.1	29.7	27.2	3.6
Total Sold	34.3	29.5	24.4	18.2	19.4	14.6	20.7	23.5	37.6	35.1	35.8	44.5

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



"Pride in Community Service"

<http://vcsd.org>

info@vcsd.org

October 17, 2024

Mr. Alexander Curry-Bumpass

SUBJECT: Letter of Appreciation, Club House Road

Dear Alex:

On behalf of the Board of Directors and the staff of Vandenberg Village Community Services District, I would like to extend our heartfelt thanks for your hard work in clearing the brush along Club House Road. Specifically, when a resident highlighted a traffic safety concern to the District, we were fortunate to make a connection with you through your Boy Scout troop. Your willingness to take on this project as well as your dedication to our community, representing Boy Scout Troop 394, is truly commendable.

The transformative impact of your efforts was immediately noticed by the public, who reached out to the District to express their appreciation. This clearly demonstrates how deeply your willingness to volunteer your time and energy is valued by everyone in our community.

Thank you once again for your outstanding efforts. We look forward to collaborating with you on future projects and continuing to enhance our community together.

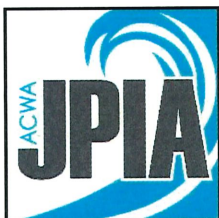
Sincerely,

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Ronald Stassi, Vice-President

Board of Directors

caa



October 14, 2024

Ms. Cynthia Allen, Ph.D., General Manager
Vandenberg Village Community Services District
3745 Constellation Road
Lompoc, California 93436-1401

Re: Workers' Compensation, Liability, and Property Risk Assessment

Dear Ms. Allen:

This confirms my risk assessment on October 3, 2024. For this visit, I met with you and Jeff Cole, O & M Manager. It was good to hear that the District has been doing well, and the transition for you and Jeff into your new roles has been smooth.

For this visit, we discussed a few items from last year's risk assessment visit:

Recreation

Lot 54 – Mountain Bike Trails

Jeff advised that no maintenance activities can take place until the end of the bird nesting season, per the MOU. According to the Department of Fish and Wildlife, this is February through August. Jeff advised that there is a work order in the system. Setting this work order to pop up in October makes sense and assures the nesting period is over, so low hanging branches over the bike trails can be removed.

Emergency Preparedness

The District's Emergency Plan was updated in February 2022. The District participates in monthly ZOOM meetings conducted by Santa Barbara County Emergency Management and include representatives with the Federal Government.

The JPIA recommends members take the State of California Standardized Emergency Management System (SEMS) training and the Federal Government National Incident Management System training. All three courses are available online:

- [CTSI - SEMS G606 Online Training -2.0 hours](#)
- [NIMS ICS-100.C Intro to ICS -Interactive Web Based Course -2 hours](#)
- [NIMS IS-700.B Intro to NIMS Interactive Web-Based Course -3.5 hours](#)

Ms. Cynthia Allen, Ph.D., General Manager
Vandenberg Village Community Services District
October 14, 2024
Page 2

Storm Damage

You confirmed that all work has been completed.

JPIA Risk Control Focus Areas for 2023/24 and 2024/25

2023/24

Heavy Equipment – This consists of a loader/backhoe and a new trencher. Jeff advised that new employees will be trained on operating the loader/backhoe. The vendor provided training on the new trencher. Inspection and service follows the manufacturers' recommendations.

Age of Pipes – Thank you for the breakdown showing size, type, age, and lineal feet in the system for both water and sewer. You advised that the District has started sending the camera through the pipe to target areas for replacement. The District plans to add pipe replacement into its Capital Improvement budget.

Telematics – None.

2024/25

811 Underground Safety Program

The District is a member of DigAlert, manages 811, and the paperwork is handled by one of the office staff. You also noted that Caltrans must be notified. This requirement has been added to the contract when a contractor is used to handle the work. Jeff advised that the field crew receives annual training.

Cross Connection

You confirmed that the District has an ordinance. A new employee will complete training to handle cross-connection testing.

DOSH Serious Injury Reporting Process

I emailed the procedures to you. Please let me know if you have any questions.

Training

I will provide Defensive Driving training. Please send me a copy of your fleet policies. I will then schedule the training.

LOSS EXPERIENCE

Workers' Compensation

The current E-Mod is 0.77. There have been no recent claims.

Liability

The current E-Mod is 0.85. There have been no recent claims.

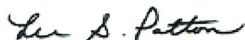
Property

There have been no recent claims.

Ms. Cynthia Allen, Ph.D., General Manager
Vandenberg Village Community Services District
October 14, 2024
Page 3

My next risk assessment is scheduled for October 2025. If you have any questions from a loss control/risk management standpoint, please contact me at (818) 414-7382 or via email at lpatton@acwajpia.com.

Sincerely,



Lee S. Patton, CSP
Senior Risk Control Advisor

1014:ttt

c: Jeff Cole, O & M Manager
JPIA Member Services
JPIA Risk Management Committee
Christopher Brooks, JPIA Board Member