

# VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



## SPECIAL MEETING

Tuesday, November 5, 2019

3:30 p.m.

## AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Brooks, Bumpass, Stewart, Redmon and Wyckoff
3. ADDITIONS AND DELETIONS TO AGENDA.
4. PUBLIC FORUM

The Board will invite public comment on each action item as it is considered during the meeting.

At this time members of the public wishing to address the Board on other matters that are within the jurisdiction of the District may do so when recognized by the President. Please begin by stating your name and place of residence.

### 5. ACTION ITEMS

- A. **Annual Audit:** Consider accepting the FY 2018-19 annual audit report from Moss, Levy & Hartzheim, LLP ..... page 1
- B. **Lift Station #1 Replacement Project:** Visit the recently-completed project and receive a briefing from O&M Manager Mike Garner and Jeff Cole (no board package)
- C. **Camera Truck:** Receive a briefing from O&M Manager Garner and Jeff Cole on the new item equipment that will be used to inspect sewer lines (no board package)

6. OPERATIONS REPORT

7. ADMINISTRATIVE REPORT

8. CONSENT CALENDAR

A. Minutes of the Regular Meeting on October 1, 2019..... page 3

B. Treasurer Report

(1) Monthly Financials..... page 9

(2) Disbursements through October 31, 2019 ..... page 17

9. ACTION ITEMS (Continued)

D. **Website:** Consider adding photos, biographies, and email addresses of directors and managers to the District website ..... page 27

10. REPORTS

A. Committees

B. District Representatives to External Agencies

C. Board President

D. General Manager

11. INFORMATIONAL CORRESPONDENCE

A. Director Stewart Trip Reports: Region 5 Water Supply & Reliability East Bay Municipal Utility District, September 5, and Special District Leadership Academy, September 25-28 ..... page 31

B. Letter dated October 11, 2019, to Scott McGolpin, Santa Barbara County Public Works Director from the city of Lompoc regarding the Floradale Avenue Bridge ..... page 33

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

### 13. ADJOURN

*NOTICE: The Board of Directors of the Vandenberg Village Community Services District will meet at the District Office Conference Room, 3745 Constellation Road, Vandenberg Village, in compliance with §54954.2 of the Government Code of the State of California.*

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

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


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

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 5.A

FROM: Joe Barget, General Manager   
Cynthia Allen, Administrative Services Manager  
Patricia LeCavalier, Finance Administrator *PL*

DATE: November 5, 2019

SUBJECT: Annual Audit

**Recommendation:** Accept the Fiscal Year 2018-19 audit report prepared by Moss, Levy & Hartzheim.

**Policy Implications:** The Board oversees the District's finances and formally accepts annual audit reports. California Government Code § 26909 requires the District to submit an annual audit report to the County Auditor and State Controller every year.

**Resource Impacts:** There is \$7,315 in the budget for the preparation of this audit.

**Alternatives Considered:** Do not accept the audit.

**Discussion:** Moss, Levy & Hartzheim performed the annual audit of the District's financial statements August 15-16, 2019. The Fiscal Year 2018-19 audit report states that the District has \$23.04 million in total net capital assets. The District earned \$4.46 million in operating revenues and had \$3.48 million in operating expenses.

The District came in \$0.45 million (11%) under budget on expenses and \$67K (1%) under projection on unrestricted revenues.

GASB 68 requires disclosure of the CalPERS pension valuation on the Statement of Net Position. This is discussed in depth in the Notes to basic financial statements at the end of the Basic financial statements provided by Moss, Levy & Hartzheim.

There were no material problems. Cynthia Allen and Patricia LeCavalier (finance staff) and Directors Robert Bumpass and Daniel Redmon (Finance/Budget Committee) have done an excellent job of watching over the District's finances.

**Attachment:** Final audit will be provided to the Directors under separate cover.

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## MINUTES Regular Meeting

October 1, 2019

### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL: Directors Brooks, Bumpass, Redmon, Stewart and Wyckoff were present.

### OTHERS PRESENT

General Manager Joe Barget, Administrative Services (AS) Manager Cynthia Allen, Operations & Maintenance (O&M) Manager Mike Garner, and four members of the public.

### 3. ADDITIONS AND DELETIONS TO AGENDA

No additions or deletions.

### 4. PUBLIC FORUM

President Brooks invited public comments and there were none.

### 5. OPERATIONS REPORT

O&M Manager Garner reported the District pumped 42 million gallons of water for the month of September with an average daily demand of 1.4 million gallons. This is 10 percent more than last year. Vandenberg Village received no rain in September, bringing the calendar year total to 13.55 inches.

Well levels (below ground surface) for September were 1B-143', 3A-143', and 3B-137'.

The Lift Station #1 Replacement Project is 90 percent complete. After PG&E schedules the power transfer, the tie-ins will be done and the Lift Station will be on line. Once on line, the SCADA components will be installed and the old lift station will be demolished.

Jeff Cole and O&M Manager Garner went to La Verne to check progress of the new sewer camera van. The build-to-suit van is scheduled to be completed by the end of October.

Two soft starters have been ordered to replace the ones on Booster Pumps 2 and 3. This is a budgeted item of \$12,000; cost for both is \$8,500.

Director Brooks and O&M Manager Garner attended an Office Emergency Services (OES) meeting in September on the Public Safety Power Shutoff (PSPS). O&M Manager Garner attended another OES meeting with other water and sewer agencies about notifications from PG&E. OES surveyed each agency on preparedness and length of time without power. VVCS is able to be without power for 4-5 days before fuel for standby generators becomes an issue. O&M Manager Garner is working with JB Dewar, the District's fuel provider to be high on their priority list.

The field crew repaired three water service lines. There were no sewer overflows for the month of September.

To conclude his report, O&M Manager Garner and Field Crew Service Person Manuel Perez attended the annual Tri-State seminar in Las Vegas in August, which included a behind the scenes tour of Hoover Dam. There were two District anniversaries; Jeff Cole 17 years on August 5, and Joe Barget with 15 years on August 16.

## 6. ADMINISTRATION REPORT

In September AS Manager Allen attended the Lompoc Unified School District board meeting and spoke about the District's internship program.

She reported the District received two internship program applications, one for administration and one for operations. O&M Manager Garner and AS Manager Allen will meet with the applicants to determine their availability and expectations of the program.

AS Manager Allen applied for the JPIA Leadership Essentials for the Water Industry Program. She was accepted in August and will begin next month in Roseville. Over the next 12 months, she will attend quarterly two-day sessions and monthly webinars between sessions.

The District has a robust records retention program which was adopted by the board on March 6, 1997. All financial and administrative records from July 2008 through present are available in electronic format and approximately 50 percent of the records prior to July 2008 have been scanned and cataloged.

To conclude her report, she told the board the District receives about twelve public records request a year, and five are periodic requests for updated information from the same requesters. Most requests are fulfilled within a few days of receipt.

## 7. CONSENT CALENDAR

A. Minutes from the Regular Meeting on August 6, 2019

B. Treasurer Report

1) Monthly Financials

2) Disbursements through September 30, 2019

C. VVCS D Summary Report of Capacity Charges June 30, 2019

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

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

**Noes: None**

**Abstain: None**

**Absent: None**



## 8. ACTION ITEMS

### A. **Burton Ranch Project**

Mission Hills Community Services District (MHCS D) General Manager Loch Dreizler and Board President Walt Fasold gave an overview of the past 19 years of history behind this project.

The Burton Ranch Project consists of 439 homes to be built on land across from Alan Hancock College. The development agreement expired at the end of 2018 with MHCS D. The city of Lompoc has offered the Developer 2007-rate connection fees to entice the Developer to have the city provide the water and sewer services.

There was a formal written agreement between MHCS D and the city of Lompoc stating Mission Hills would service this new development. Recently the Developer for the project approached MHCS D and said the Developer would be willing to make MHCS D an offer to make them happy and step aside, letting the city of Lompoc provide water and sewer services. After that meeting MHCS D received a draft civil complaint from the city. MHCS D sent a letter to the city in response to falsehoods in their complaint.

### B. **Holiday Closure**

**Motion by Director Stewart, seconded by Director Wyckoff to continue the practice of closing the District Office from December 24 through January 1 every year.**

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

**Noes: None**

**Abstain: None**

**Absent: None**

### C. **Local Agency Investment Fund (LAIF)**

General Manager Barget said LAIF is holding a conference in November in Sacramento and asked if any Director would like to attend with him. Director Bumpass said he will attend.

## 9. REPORTS

### A. Committees

President Brooks attended a Sustainable Groundwater Management meeting last week and the board appointed a nine-member citizen's advisory group (CAG). The next meeting will be on October 23.

### B. District Representatives to External Agencies

Nothing to report

### C. President

President Brooks thanked the staff for their work. He attended a Lompoc Utility Commission meeting with General Manager Barget. He would like to see the District's strategic plan updated.

### D. General Manager Report

General Manager Barget explained last-minute changes the California State Lands Commission made to the lease for Reservoir Site 5 after the board approved the lease on August 6. (Item 10.A)

General Manager Barget showed maps illustrating the District's pipelines and roads. A vegetation management plan will be prepared and sent to the California Department of Fish and Wildlife for approval, as required by the new California State Lands Commission lease for Site 5. A vegetation management plan will probably also be required to obtain access and a lease for the back road.

Ron Stassi with the Club House Road Beautification Coalition and General Manager Barget created a work plan showing progress and funds anticipated to complete the project. (Item 10.B)

To conclude his report, he said Directors Brooks and Stewart are not able to attend the regular board meeting on December 3 and suggested scheduling a special meeting on December 10 instead.

10. INFORMATIONAL CORRESPONDENCE

- A. California State Lands Commission Lease PRC. 7611.1 for Reservoir Site 5 reflecting additional language (in red text) added by the commission after VVCS D Board approval on August 6.
- B. Draft Work Plan – Club House Road Entrance Beautification, dated October 1, 2019.

11. DIRECTORS FORUM

Director Stewart said she attended the Association of California Water Agencies Region 5 meeting at the East Bay Municipal Utility District in Oakland, and the California Special Districts Association Annual Conference in Anaheim. She will provide a written report at the next board meeting.

Director Redmon identified and thanked everyone involved in the Club House Road Entrance Beautification Project.

Director Bumpass thanked staff for the update on the new camera van and the Lift Station #1 Replacement Project.

12. ADJOURN

**President Brooks declared the meeting adjourned at 8:31 p.m.**

**Attest:**

**Signed:**

\_\_\_\_\_  
**Stephanie Garner**  
**Secretary, Board of Directors**

\_\_\_\_\_  
**Christopher C. Brooks**  
**President, Board of Directors**

VANDBERG VILLAGE COMMUNITY SERVICES DISTRICT  
 Combined Balance Sheet  
 As of September 30, 2019

	2020 FYTD	FYE 2019	CHANGE
<b>ASSETS</b>			
UTILITY PLANT	\$22,902,298	\$23,042,190	(\$139,892)
CASH & INVESTMENTS	11,252,776	10,964,897	287,879
ACCOUNTS RECEIVABLE	205,346	250,704	(45,358)
OTHER	782,414	799,006	(16,592)
<b>TOTAL ASSETS</b>	<b>\$35,142,834</b>	<b>\$35,056,797</b>	<b>\$86,037</b>

<b>DEFERRED OUTFLOWS OF RESOURCES-PENSIONS</b>	\$447,987	\$447,987	\$0
<b>TOTAL ASSETS &amp; DEFERRED OUTFLOWS</b>	<b>\$35,590,821</b>	<b>\$35,504,784</b>	<b>\$86,037</b>

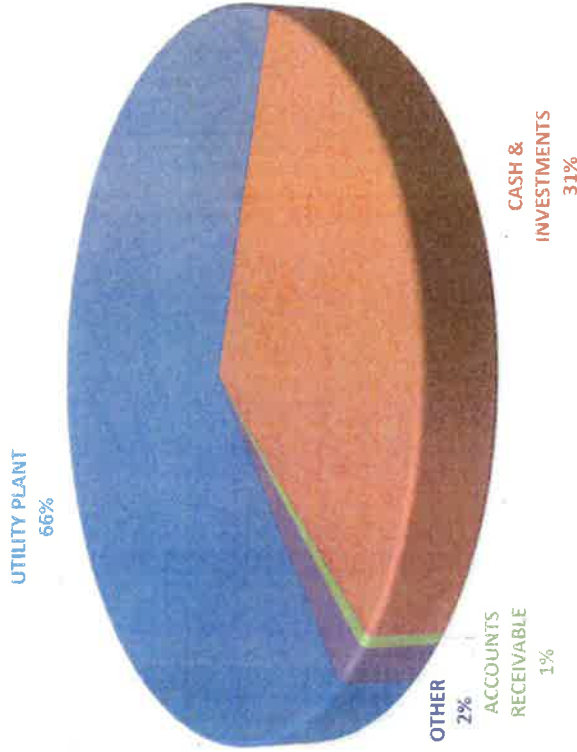
<b>LIABILITIES</b>			
CURRENT LIABILITIES	\$507,158	\$551,204	(\$44,046)
UNEARNED REVENUE	140,214	140,214	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	6,731,484	6,731,484	0
NET PENSION LIABILITY	1,238,381	1,238,381	0
<b>TOTAL LIABILITIES</b>	<b>\$8,617,237</b>	<b>\$8,661,283</b>	<b>(\$44,046)</b>

<b>DEFERRED INFLOWS OF RESOURCES-PENSIONS</b>	\$51,283	\$51,283	\$0
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<b>EQUITY</b>			
CONTRIBUTED CAPITAL	\$6,453,484	\$6,502,541	(\$49,057)
EQUITY	20,338,734	18,647,667	1,691,067
CURRENT EARNINGS	130,083	1,642,010	(1,511,927)
<b>TOTAL EQUITY</b>	<b>\$26,922,301</b>	<b>\$26,792,218</b>	<b>\$130,083</b>

<b>TOTAL LIABILITIES, DEFERRED INFLOWS &amp; EQUITY</b>	<b>\$35,590,821</b>	<b>\$35,504,784</b>	<b>\$86,037</b>
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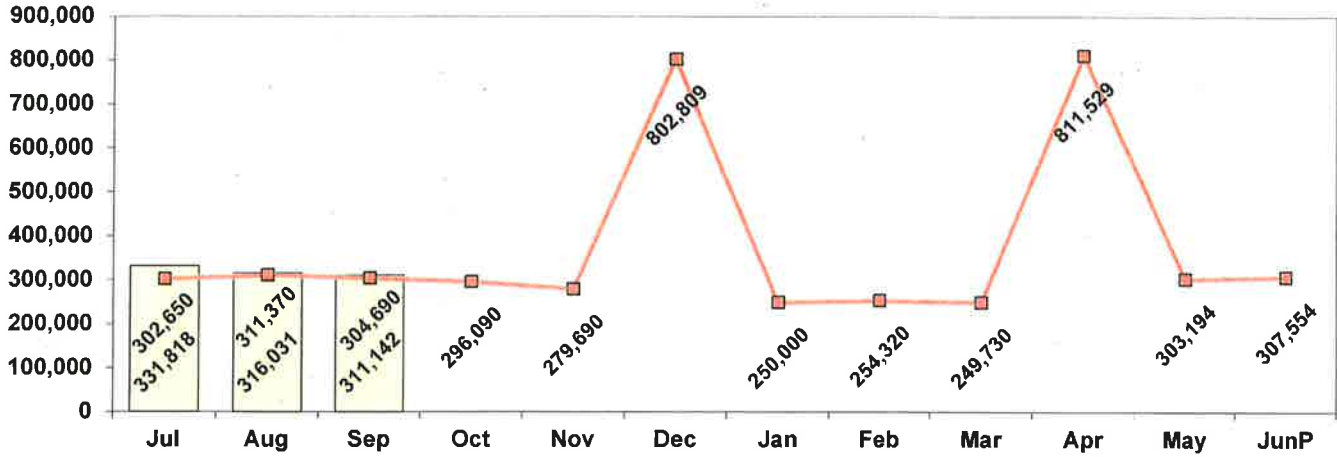
**ASSETS**



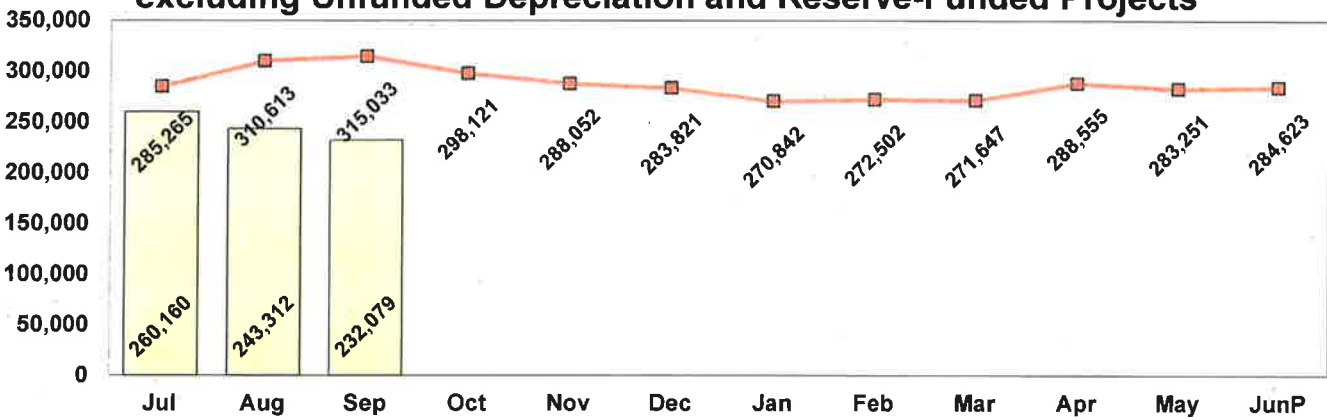
**Operating Revenue and Expenses**  
**Vandenberg Village Community Services District**  
 July 1, 2019 to June 30, 2020

**Monthly Operating Revenue**

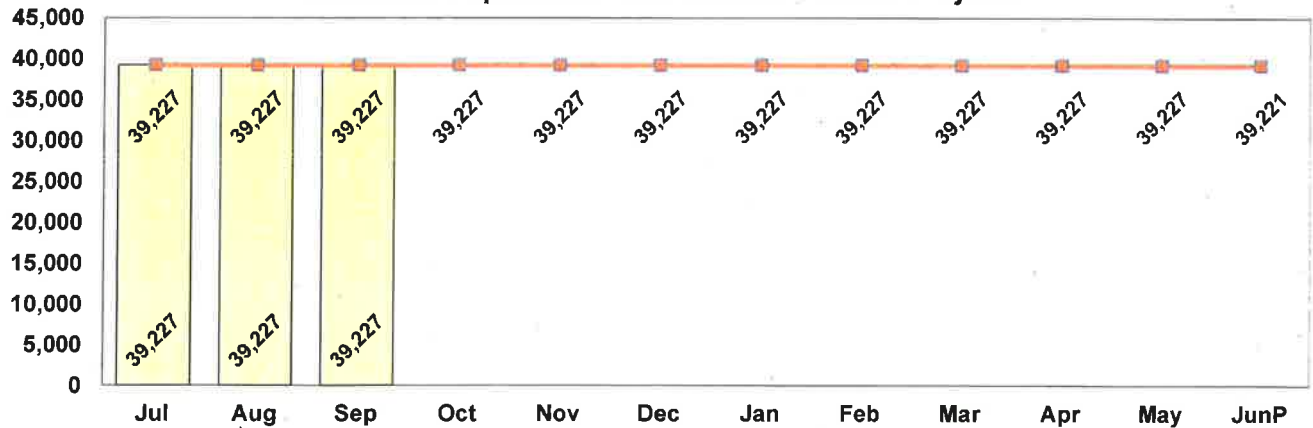
Actual Budget



**Monthly Operating Expense  
 excluding Unfunded Depreciation and Reserve-Funded Projects**



**Monthly Operating Expense  
 Unfunded Depreciation and Reserve-Funded Projects**

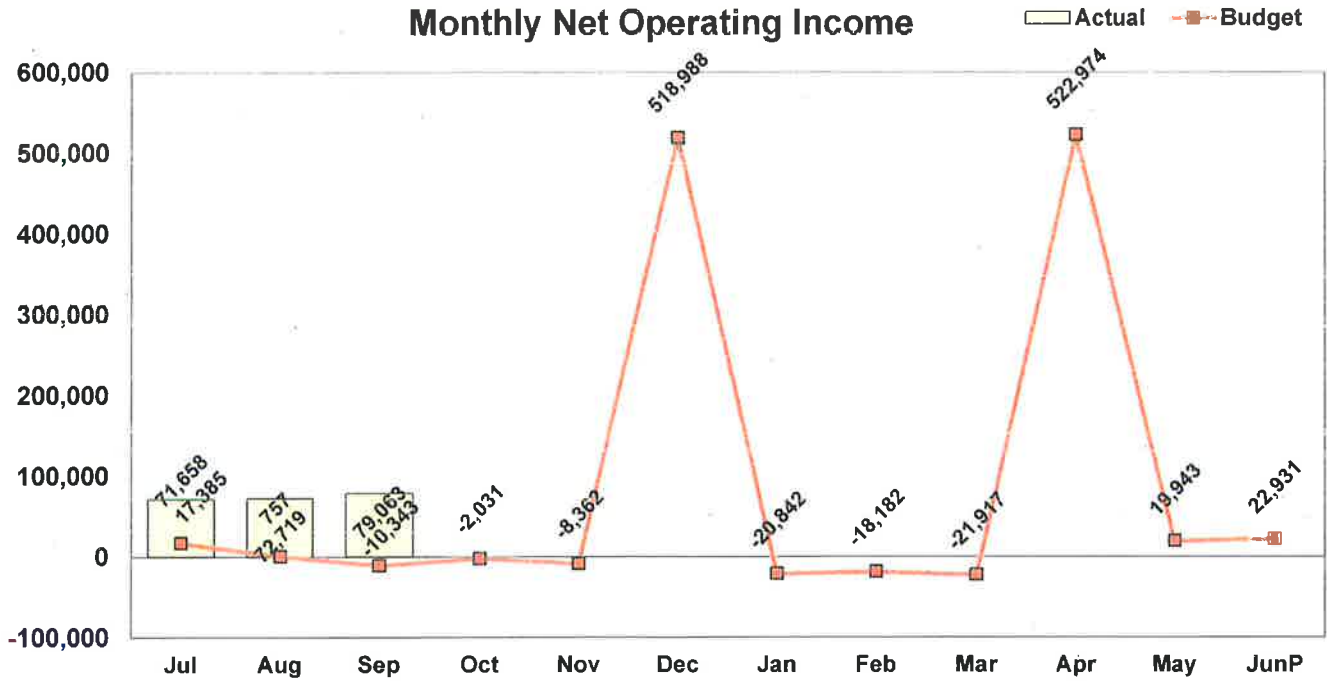


# Operating Income

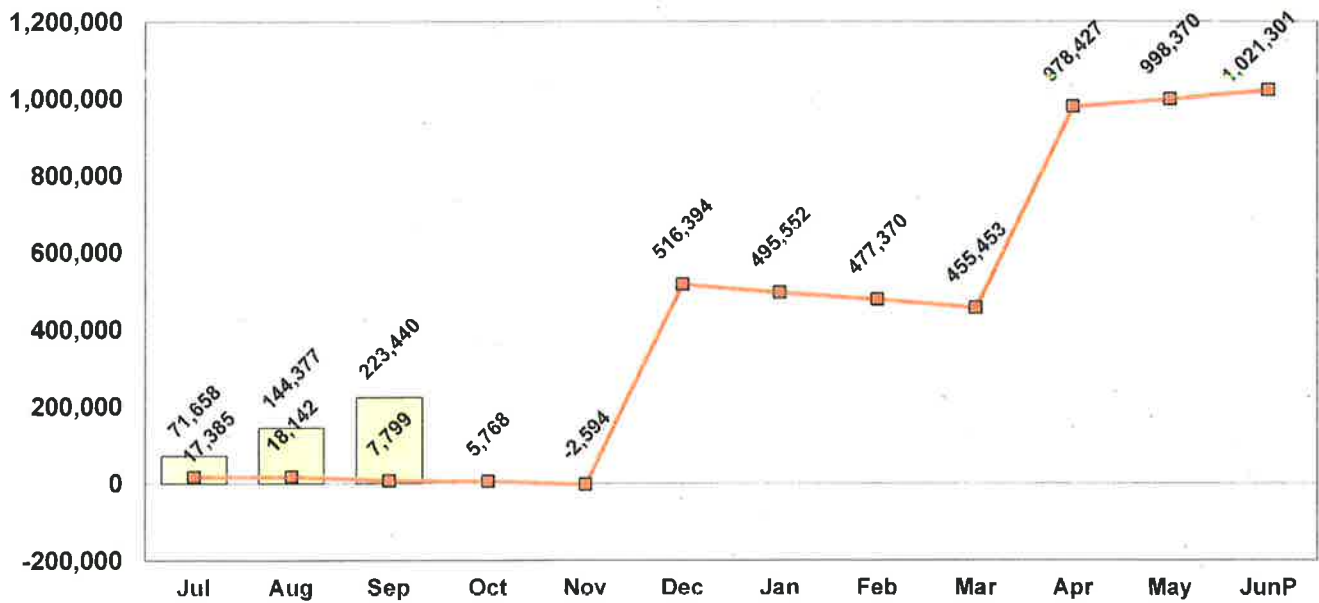
## Vandenberg Village Community Services District

### July 1, 2019 to June 30, 2020

### Monthly Net Operating Income



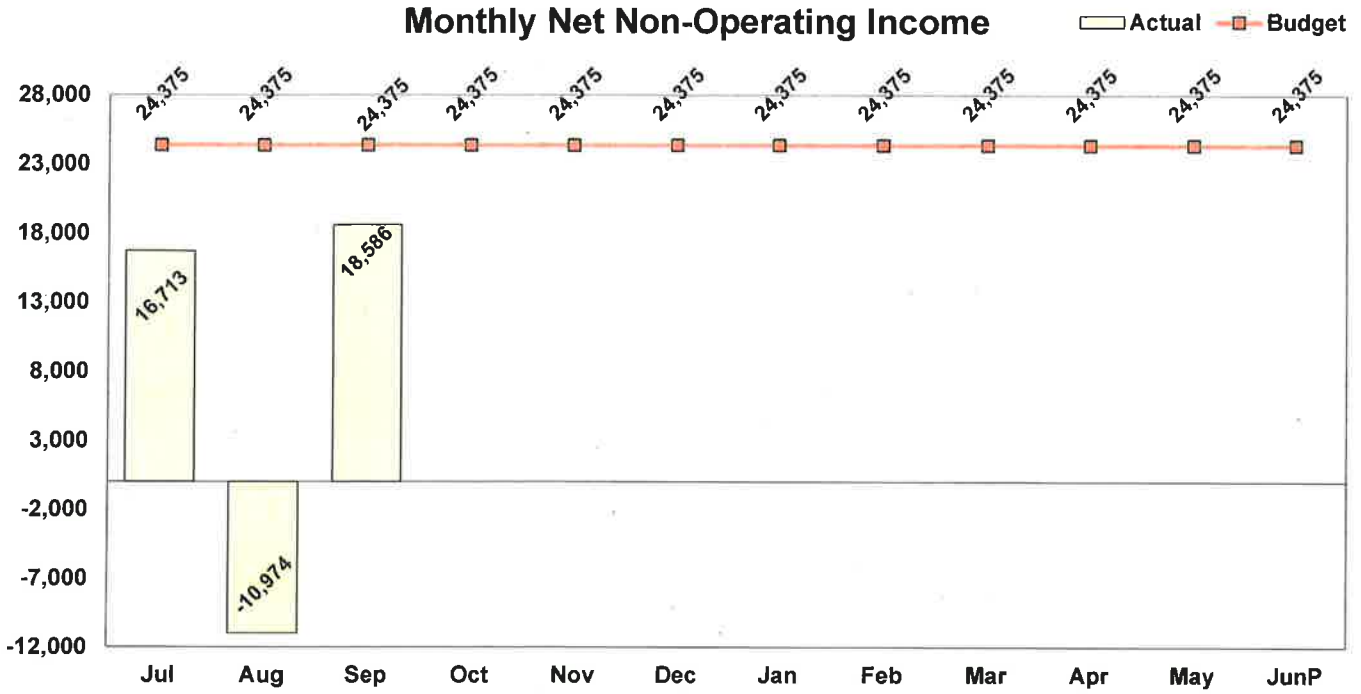
### YTD Net Operating Income



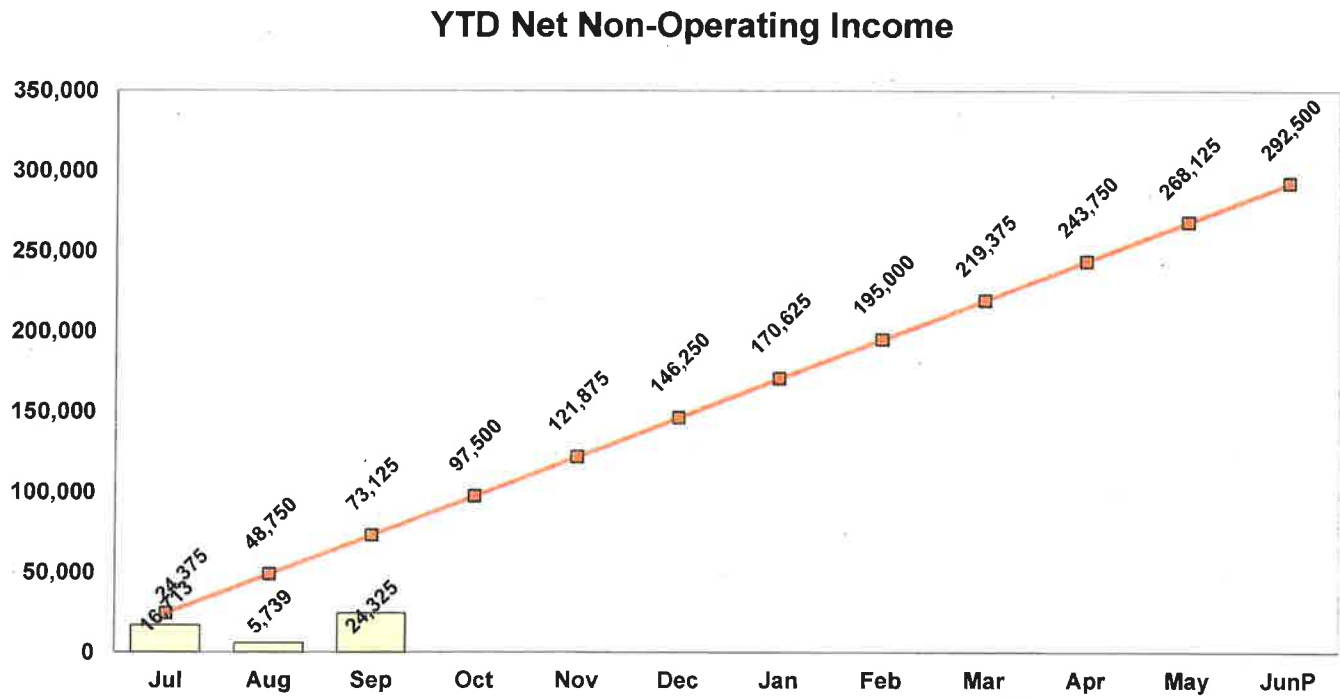
# Non-Operating Income

## Vandenberg Village Community Services District

### July 1, 2019 to June 30, 2020

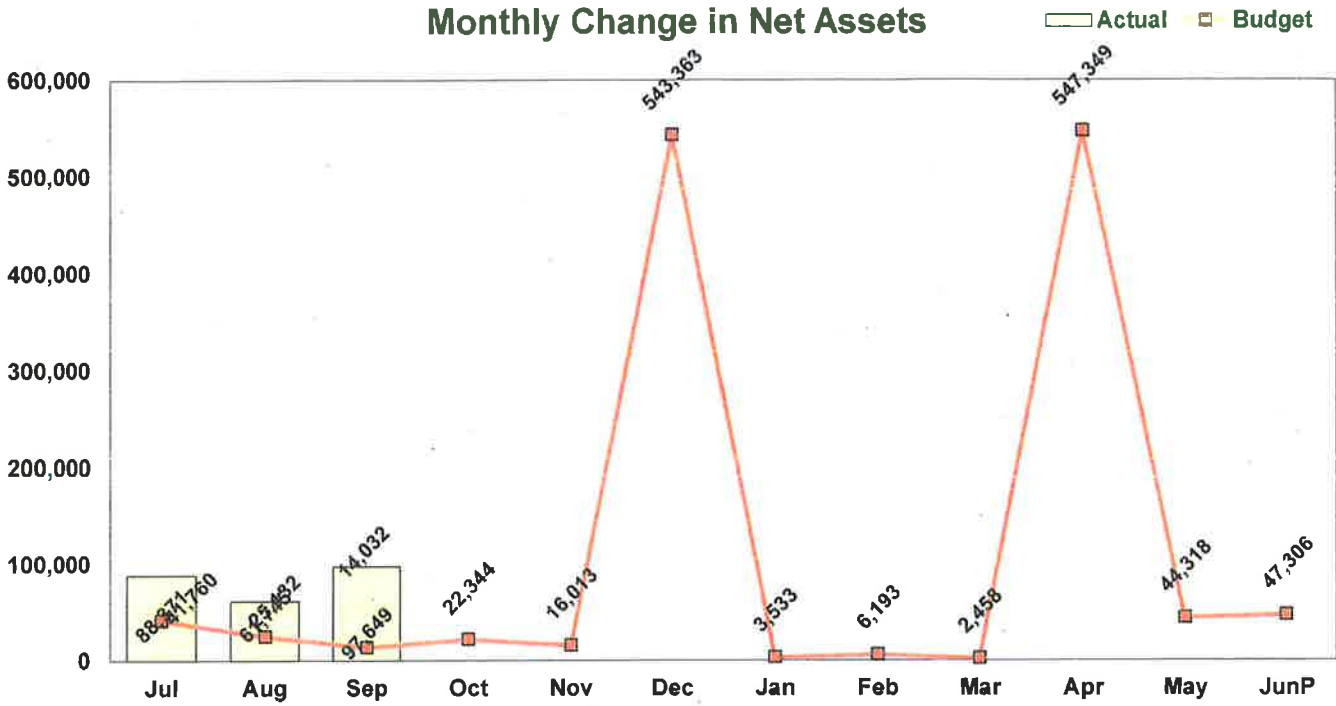


Aug'19 - Retire Assets below new \$5000 Capitalization Threshold.

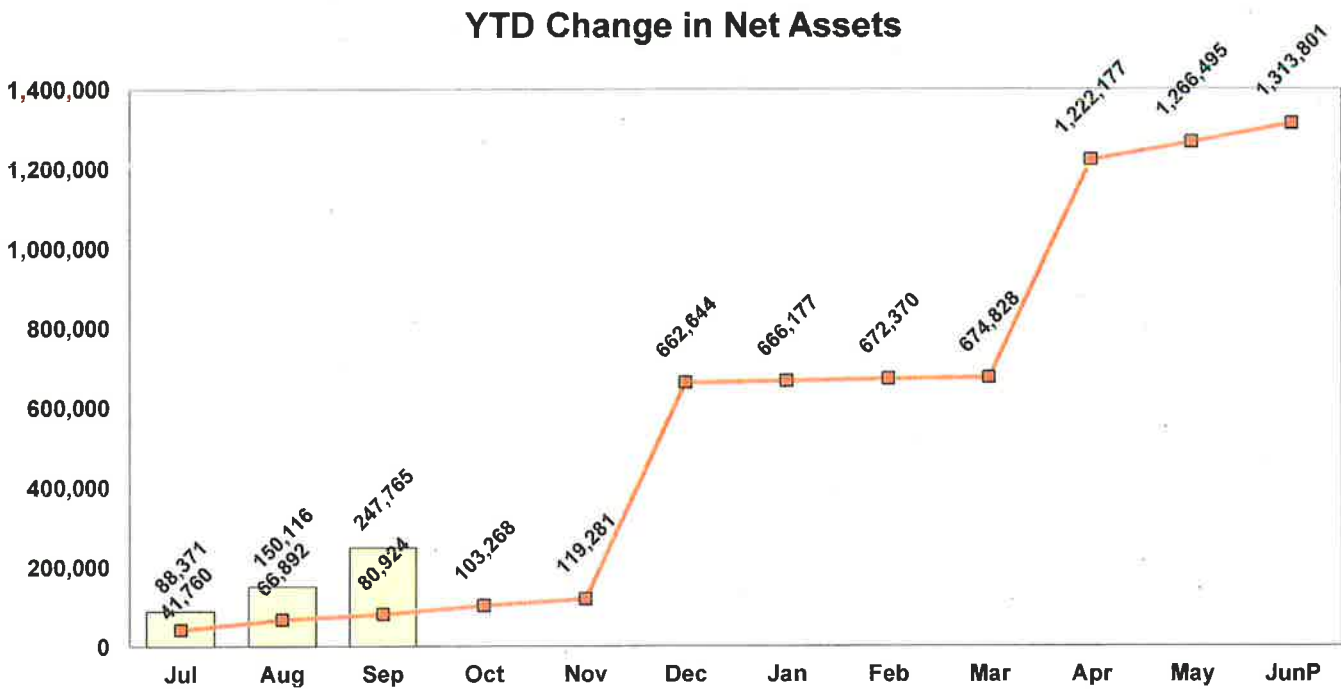


**Change in Net Assets**  
**Vandenberg Village Community Services District**  
 July 1, 2019 to June 30, 2020

**Monthly Change in Net Assets**



**YTD Change in Net Assets**





Vandenberg Village Community Services District  
For the Period from July 1, 2019 to September 30, 2019

	Water Fund	WW Fund	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash received from customers and users	\$ 519,954	\$ 432,940	
Cash payments for goods and services	(314,549)	(198,312)	
Cash payments to employees	(103,517)	(69,447)	
Net Cash Provided by Operating Activities			\$ 267,069
<b>CASH FLOWS FROM CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>			
Sale of capital assets	58	-	
Purchase of capital assets	76,356	(154,965)	
Net Cash Used - Capital & Related Financing Activities			(78,551)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Investment income	62,316	37,045	
Net Cash Provided by Investing Activities			99,362
Net Increase (Decrease) in Cash & Cash Equivalents			287,880
Cash and cash equivalents, beginning of year			10,964,897
Cash and cash equivalents, year-to-date			\$ 11,252,776
<b>Reconciliation to the Statement of Net Assets:</b>			
Cash on hand	400		\$ 400
Cash and short term investments	3,595,278	7,657,099	11,252,376
			\$ 11,252,776
 <b>Reconciliation of Operating Income to Net Cash Provided by Operating Activities</b>			
Operating Income	\$ 122,284	\$ (16,524)	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	\$ (23,067)	\$ 213,606	
<b>Change in operating assets and liabilities:</b>			
(Increase) decrease in accounts receivable	(14,275)	12,499	
(Increase) decrease in prepaid items	15,846	746	
Increase (decrease) in accounts payable	1,831	(40,102)	
Increase (decrease) in accrued payroll	30,442	(5,044)	
Increase (decrease) in customer deposits	(4,321)		
Increase (decrease) in compensated absences	(26,853)		
Net Cash Provided by Operating Activities	\$ 101,888	\$ 165,181	\$ 267,069

# VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 11-19 From 10/11/2019 To 10/31/2019 Item: 8B.2  
 Board Meeting Date 11/5/2019

Accounts Payable Amount \$376,617.35

Check Numbers 26626-26707 Void Checks none  
 Electronic Vendor Payment Amount \$2,634.06

Confirmation Numbers 182019, 362167  
 A/P Hand Check Amount \_\_\_\_\_

Check Numbers \_\_\_\_\_  
 Payroll Amount \$84,046.87

Check Numbers \_\_\_\_\_  
 Wire Transfers \_\_\_\_\_  
 Wire Numbers \_\_\_\_\_  
electronically transferred

Disbursements/Investments  
 A/P Checks 376,617.35  
 Electronic Vendor Payments 2,634.06  
 A/P Hand Checks 0.00  
 Payroll 84,046.87  
 Investments 0.00  
 TOTAL \$463,298.28

REPORT.: Oct 31 19 Thursday  
 RUN....: Oct 31 19 Time: 14:39  
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD  
 Cash Disbursement Detail Report  
 Check Listing for 10-19 Bank Account.: 13100

PAGE: 001  
 ID #: PY-DP  
 CTL.: VAN

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
026626	10/03/19	/B081	BURTON, MICHAEL	150.00	.00	150.00	B91003	RETROFIT REIMB-CLOTHES WA SHER-BUR0010
026627	10/03/19	ACW04	ACWA	11780.00	.00	11780.00	B91002	2020 ACWA ANNUAL AGENCY D UES
026628	10/03/19	ARA01	ARAMARK UNIFORM SERV. INC.	113.69	.00	113.69	534572592	CONTINUOUS TOWELS 9/26/19
026629	10/03/19	BAN03	BANK OF AMERICA	428.64	.00	428.64	30470919	LODGING-CSDA CONF.ACWA RE GION 5-STEWART
026630	10/03/19	CAL16	CALIF STATE WATER RESOURC	60.00	.00	60.00	25471119	TREATMENT 2 RENEWAL-M.GAR NER #12547
026631	10/03/19	CAL21	CALIFORNIA STATE LANDS CO	61.59	.00	61.59	B0121	SIC PROJECT CHARGES-R.COL LINS 4/1/19
026632	10/03/19	CLS01	CLINICAL LABS OF SAN	242.00	.00	242.00	970793	BACTERIA, IRON, MANGANESE, P HYSICAL TESTS 8/19
026633	10/03/19	COM03	COMCAST	211.16	.00	211.16	10520919	INTERNET, CABLE, VOICE-OFFI CE 9/20/19-10/19/19
026634	10/03/19	COR01	CORBIN WILLITS SYSTEM INC	739.27	.00	739.27	B909151	SERVICE AND ENHANCEMENT F EE 10/19
026635	10/03/19	COR04	CORE & MAIN LP	1226.70	.00	1226.70	L193632	2" METERS (QTY 3) - PO#16 47
026636	10/03/19	CWE04	CWEA	145.00	.00	145.00	541341	CWEA MEMBERSHIP-M.PEREZ # 0003739141
026637	10/03/19	HAC01	HACH COMPANY	220.05	.00	220.05	11644365	CHLORINE REAGENT SETS (QT Y 3)
026638	10/03/19	HEA01	HEALTH SANITATION SERVICE	123.23	.00	123.23	0462726	TRASH COLLECTION-SHOP 9/1 9
026639	10/03/19	IRO01	IRON MOUNTAIN	48.91	.00	48.91	0462731	TRASH COLLECTION-OFFICE 9 /19
Check Total.....				172.14	.00	172.14		
026639	10/03/19	IRO01	IRON MOUNTAIN	-54.02	.00	-54.02	9GP4859C	CREDIT-DOCUMENT SHREDDING SVC 9/26/18-10/23/18
				-54.23	.00	-54.23	9GP4863C	CREDIT-DOCUMENT SHREDDING SVC 10/24/18-11/27/18
				54.02	.00	54.02	AHUS783	DOCUMENT SHREDDING SERVIC E 9/26/18-10/23/18

REPORT.: Oct 31 19 Thursday  
 RUN....: Oct 31 19 Time: 14:39  
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD  
 Cash Disbursement Detail Report  
 Check Listing for 10-19 Bank Account.: 13100

PAGE: 002  
 ID #: PY-DP  
 CTL.: VAN

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
026639	10/03/19	IR001	IRON MOUNTAIN	54.23	.00	54.23	AJLT625	DOCUMENT SHREDDING SERVIC E 10/24/18-11/27/18 DOCUMENT SHREDDING SERVIC E 11/28/18-12/24/18
Check Total.....:				54.56	.00	54.56		
026640	10/03/19	LOC01	STATE TREASURER'S OFFICE	300.00	.00	300.00	B91002	LOCAL AGENCY INVESTMENT F UND CONF.-BUMPASS,BARGET
026641	10/03/19	PER07	PEREZ, MANUEL	38.00	.00	38.00	B91002	MEAL REIMB-WATER TREATMEN T CERT REVIEW-M.PEREZ
026642	10/03/19	PGE01	PACIFIC GAS & ELECT. INC.	24603.20	.00	24603.20	68720919	PGE CHARGES 8/19/19-9/17/ 19
026643	10/03/19	PIT01	PITNEY BOWES GLOBAL FINAN	313.11	.00	313.11	103446544	PB METER & MAIL MACHINE R ENTAL 7/30/19-10/29/19
026644	10/03/19	PIT03	PITNEY BOWES	208.99	.00	208.99	40080919	POSTAGE FOR METER
026645	10/03/19	POI01	POINT OF ACTION	731.70	.00	731.70	8281	UNIFORM SHIRTS-FIELD
026646	10/03/19	SOU01	SO.CALIFORNIA GAS CO.INC.	50.54	.00	50.54	79000919	SO.CALIF GAS-WELL 1B 8/22 /19-9/23/19
				13.70	.00	13.70	84180919	SO.CALIF GAS-OFFICE 7/24/ 19-9/23/19
Check Total.....:				64.24	.00	64.24		
026647	10/03/19	STE03	STEWART, KATHERINE A.	211.12	.00	211.12	B91002	MILEAGE REIMB-CSDA CONFER ENCE-K.STEWART
026648	10/03/19	UND01	UNDERGROUND SERVICE ALERT	31.45	.00	31.45	920190773	USA TICKETS 9/19
				10.44	.00	10.44	DSBFE5442	DIG SAFE BOARD REGULATORY FEE 9/19
Check Total.....:				41.89	.00	41.89		
026649	10/03/19	USB02	U.S.BANK CORPORATE PAYMEN	2331.52	.00	2331.52	32560919	REGIST-WTR TRIMT,ARC SAFE TY,TIERZERO,WINDSHLD,AMZN
026650	10/03/19	L003	LEE W. LACEY	81.87	.00	81.87	000B90901	CUSTOMER REFUND-LAC0004-2 50 ALDEBARAN AVE.
026651	10/03/19	M009	ADRIEN R. MARQUEZ	104.80	.00	104.80	000B90901	CUSTOMER REFUND-MAR0131-3 02 FALCON CREST DR.
026652	10/03/19	V003	DALE R. VAN DEUSEN	20.72	.00	20.72	000B90901	CUSTOMER REFUND-VAN0064-1 72 GALAXY WAY

REPORT.: Oct 31 19 Thursday  
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VANDENBERG VILLAGE CSD  
 Cash Disbursement Detail Report  
 Check Listing for 10-19 Bank Account.: 13100

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-Description
026653	10/17/19	ACW03	ACWA JOINT POWERS INSURAN	12819.60	.00	12819.60	0631862	GROUP MEDICAL,DENTAL,VISI ON, LIFE,EAP 11/19
026654	10/17/19	AME02	AMERICAN INDUSTRIAL SUPPL	151.04	.00	151.04	75244	GLOVES,CAP SCREWS FOR FIR E HYDRANTS
				50.88	.00	50.88	75279	L/S#1-SS PIPE NIPPLES,ELL S,TAPE
				73.26	.00	73.26	75299	3" & 8" GASKETS
				34.26	.00	34.26	75318	SS BUSHINGS,ROPE,GASKETS FOR L/S#1 PROJECT
			Check Total.....:	309.44	.00	309.44		
026655	10/17/19	ARA01	ARAMARK UNIFORM SERV. INC.	310.24	.00	310.24	534607079	SHOP TOWELS,SOAP 10/10/19
026656	10/17/19	BLE01	BLEA ENTERPRISES	3400.00	.00	3400.00	2301	VEGETATION MANAGEMENT-SIT E #1 & #5 TREES & BRUSH
026657	10/17/19	COR04	CORE & MAIN LP	1862.30	.00	1862.30	L248750	1 1/2" METERS (QTY 6) -PO# 1647
				2437.71	.00	2437.71	L263287	4" OCTAVE METER AND ENCOD ER FOR PL PARK IRRIGATION
				1837.54	.00	1837.54	L263300	3" OCTAVE METER AND ENCOD ER FOR HOTEL IRRIGATION
				4584.98	.00	4584.98	L336353	5/8" METER REGISTERS(QTY 120)-FO#1647
			Check Total.....:	10722.53	.00	10722.53		
026658	10/17/19	COV01	COVERALL MOUNTAIN & PACIF	391.00	.00	391.00	553162522	JANITORIAL SERVICE 10/19
026659	10/17/19	CSD01	CALIFORNIA SPECIAL	7077.00	.00	7077.00	309-2020	CSDA 2020 ANNUAL MEMBERSH IP
026660	10/17/19	DEB01	DEBOLT ELECTRIC	120.00	.00	120.00	9045-L	B/S#3-INSTALL LED LIGHT-L ABOR
				53.00	.00	53.00	9045-M	B/S#3-INSTALL LED LIGHT-M ATERIALS
			Check Total.....:	173.00	.00	173.00		
026661	10/17/19	FER01	FERGUSON ENTERPRISES INC	2881.13	.00	2881.13	8034440	PIPE,VALVES,COUPLERS,ELLS
				1486.95	.00	1486.95	8034440-1	ANGLE STOPS,ELLS
			Check Total.....:	4368.08	.00	4368.08		
026662	10/17/19	HAC01	HACH COMPANY	220.05	.00	220.05	11647943	CHLORINE REAGENT SETS (QT Y 3)

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
026663	10/17/19	HOME02	HOME DEPOT	295.27	.00	295.27	10020919A	MALIBOX, SAW BLADES, HAMMER, CHISEL, CAULK, LEVER, MATS
026664	10/17/19	JPI01	ACWA/JPIA	27503.00	.00	27503.00	V004-1920	AUTO/GENERAL LIABILITY DEPOSIT FOR 10/19-9/20
026665	10/17/19	JPI02	ACWA/JPIA	3593.92	.00	3593.92	B91010	WORKERS' COMP PREMIUM 7/19-9/19
026666	10/17/19	LOM01	CITY OF LOMPOC, FINANCE	43504.67	.00	43504.67	1473	9/19 M&O
026667	10/17/19	MIL01	MILLER LANDSCAPING AND MA	150.00	.00	150.00	55457	OFFICE YARD MAINTENANCE 9/19
026668	10/17/19	MIS01	MISSION PAVING, INC.	500.00	.00	500.00	4089	ASPHALT REPAIR-4197 VANGUARD DR.
026669	10/17/19	NAT01	NATIONAL GROUP TRUST	896.56	.00	896.56	23941119	LONG-TERM DISABILITY 11/19
026670	10/17/19	NUT02	NUTRIEN AG SOLUTIONS, INC	346.73	.00	346.73	40620001	VEGETATION MANAGEMENT-ROUNDUPE
026671	10/17/19	OLI01	OLIN CORP - CHLOR ALKALI	4437.18	.00	4437.18	2746122	4,482 GALS NaOCL
026672	10/17/19	RAY01	RAY MORGAN COMPANY	518.58	.00	518.58	2708090	COPIER-CONTRACT USAGE, MONTHLY BILLS, TONER FREIGHT
026673	10/17/19	SHR01	SHRED-IT USA	165.05	.00	165.05	128368679	DOCUMENT SHREDDING SERVICE E 9/24/19, 10/8/19
026674	10/17/19	STA09	STAPLES CREDIT PLAN	123.14	.00	123.14	62001019	PAPER, TONER, COMBS; RETURN PRESENTATION COVERS
026675	10/17/19	SYN01	SYNCB/AMAZON	119.96	.00	119.96	87141019	PLANNER CALENDARS; RETURN FOOTREST
026676	10/17/19	UNI02	UNIVAR USA INC	1831.07	.00	1831.07	LA761434	700 GALS NaHSO3
026677	10/17/19	VJ001	V & J ROCK TRANSPORT INC	572.50	.00	572.50	3969	GRAVEL FOR L/S#1 REPLACEMENT PROJECT
				456.48	.00	456.48	3970	GRAVEL FOR L/S#1 REPLACEMENT PROJECT
				100.00	.00	100.00	3972	DUMP CONCRETE FOR L/S#1 REPLACEMENT PROJECT
Check Total.....:				1128.98	.00	1128.98		
026678	10/17/19	WES05	WESTERN EXTERMINATOR CO.	63.00	.00	63.00	7417057	GOPHER CONTROL SERVICE 9/19

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-Description
0266679	10/25/19	SAN18	SANTA BARBARA COUNTY SDA	80.00	.00	80.00	B91025	SBCSDA DINNER MEETING-M.G ARNER, BARGET
0266680	10/31/19	ALL08	ALLIED FENCE COMPANY	4776.00	.00	4776.00	2180	NEW FENCE & GATES AT L/S# 1 - PO#1673
0266681	10/31/19	ARA01	ARAMARK UNIFORM SERV. INC.	205.66	.00	205.66	534641469	CONTINUOUS TOWELS, SOAP 10 /24/19
0266682	10/31/19	BAN03	BANK OF AMERICA	453.36	.00	453.36	30471019	LODGING-CSDA CONFERENCE S TEWART
0266683	10/31/19	BLE01	BLEA ENTERPRISES	2200.00	.00	2200.00	190308	TREE TRIMMING FOR L/S#1 P ROJECT
0266684	10/31/19	CAL06	CALIFORNIA ELECTRIC SUPP	8684.87	.00	8684.87	799260	SOFT STARTERS, TRANSIENT PROTECTORS-PO#1674
0266685	10/31/19	CLS01	CLINICAL LABS OF SAN	242.00	.00	242.00	971307	BACTERIA, IRON, MANGANESE, P HYSICAL TESTS 9/19
0266686	10/31/19	COM03	COMCAST	211.18	.00	211.18	1521019	INTERNET, CABLE, VOICE-OFFI CE 10/20/19-11/19/19
0266687	10/31/19	COR01	CORBIN WILLITS SYSTEM INC	739.27	.00	739.27	B910151	SERVICE AND ENHANCEMENT F EE 11/19
0266688	10/31/19	CWE04	CWEA	192.00	.00	192.00	70511219	CWEA MEMBERSHIP - REA #00 03367051
0266689	10/31/19	DEB01	DEBOLT ELECTRIC	2500.00	.00	2500.00	9051	L/S#1 INSTALLATION - FINA L PAYMENT - PO#1665
				240.00	.00	240.00	9055-L	REPLACE SOFT STARTERS FOR B/S #2 & #3
				240.00	.00	240.00	9056-L	REPLACE FILTER PILOT LIGH TS W.LED-LABOR
				241.00	.00	241.00	9056-M	REPLACE FILTER PILOT LIGH TS W.LED-MATERIALS
Check Total.....:				3221.00	.00	3221.00		
0266690	10/31/19	DEW02	J B DEWAR	90.09	.00	90.09	919632	22.6 GALS DIESEL FUEL FOR DUMP TRUCK
0266691	10/31/19	FER01	FERGUSON ENTERPRISES INC	129.31	.00	129.31	8068527	VALVE BOXES FOR FALCON HE IGHTS
0266692	10/31/19	FRO01	FRONTIER	96.06	.00	96.06	28851019	FRONTIER 733-2109 10/13/1 9-11/12/19

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Description
026692	10/31/19	FR001	FRONTIER	265.41	.00	265.41	49051019	FRONTIER 733-3615/3975 10/13/19-11/12/19
Check Total.....:				361.47	.00	361.47		
026693	10/31/19	HAC01	HACH COMPANY	3000.00	.00	3000.00	11689847	HACH SERVICE AGREEMENT 8/19-7/20
026694	10/31/19	ICO01	ICONIX WATERWORKS INC.	140.08	.00	140.08	913041395	8" COUPLERS FOR L/S#1 REPLACEMENT PROJECT
026695	10/31/19	KAY01	KAYS, JAN	100.00	.00	100.00	101719	VVCSD EMBLEM REWORK
026696	10/31/19	LOM01	CITY OF LOMPOC, FINANCE	100641.04	.00	100641.04	1464A	FY19 WASTEWATER TREATMENT COST SHORTFALL
				37018.34	.00	37018.34	1464B	FY19 AUDITED WCRF PAID OUTS
Check Total.....:				137659.38	.00	137659.38		
026697	10/31/19	PGE01	PACIFIC GAS & ELECT. INC.	26299.40	.00	26299.40	68721019	PGE CHARGES 9/18/19-10/16/19
026698	10/31/19	PRA01	PRAXAIR DISTRIBUTION, INC	140.06	.00	140.06	918223786	OXYGEN CYLINDER FOR WELDER
026699	10/31/19	REA02	REARDON'S LOCKSMITH SERVI	64.11	.00	64.11	15401	TRACTOR AND SAMPLING STAT ION KEYS
026700	10/31/19	RLJ01	RL JOHNSON CONSTRUCTION,	7998.25	.00	7998.25	4013	INSTALL L/S#1 WET WELL MA NHOLES, GRADE-PO#1567
				4800.00	.00	4800.00	4014	DEMO FOR L/S#1 REPLACEMENT PROJECT
				2581.73	.00	2581.73	4015	GRAVEL FOR L/S#1 REPLACEMENT PROJECT
Check Total.....:				15379.98	.00	15379.98		
026701	10/31/19	SAN08	SANTA BARBARA CO WTR AGCY	116.00	.00	116.00	10232019	2018-2020 CLOUD SEEDING PROGRAM
026702	10/31/19	SAN18	SANTA BARBARA COUNTY SDA	300.00	.00	300.00	B91031	2020 SBC SDA MEMBERSHIP
026703	10/31/19	SOU01	SO. CALIFORNIA GAS CO. INC.	50.57	.00	50.57	79001019	SO. CALIF GAS-WELL 1B 9/23/19-10/22/19
				33.15	.00	33.15	84181019	SO. CALIF GAS-OFFICE 9/23/19-10/20/19
Check Total.....:				83.72	.00	83.72		
026704	10/31/19	TOD01	TODD PIPE & SUPPLY INC.	929.71	.00	929.71	673441	BACKFLOW ASSEMBLY, COVER, PIPE FOR L/S#1 REPLACEMENT



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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
026705	10/31/19	USB02	U.S.BANK CORPORATE PAYMEN	185.07 457.86	.00 .00	185.07 457.86	54451019 84081019	MEETING MEALS TIERZERO 10/19,CANDY,FLAG
				32.00	.00	32.00	84121019	MEETING MEALS
Check Total.....:				674.93	.00	674.93		
026706	10/31/19	VAL04	VALLEY ROCK READY MIX, IN	352.34	.00	352.34	19-12269	SLURRY-PB REPLACE - 4197 VANGUARD DR.
026707	10/31/19	VAN02	VVCSD--PETTY CASH	167.42	.00	167.42	B91031	PETTY CASH 7/1/19-10/31/19
182019	10/17/19	WEX01	WEX BANK	1798.66	.00	1798.66	61766186	415.2 GALS FUEL
362167	10/31/19	PIT03	PITNEY BOWES	835.40	.00	835.40	01340919	POSTAGE FOR BILLS 9/19
Cash Account Total.....:				379251.41	.00	379251.41		
Total Disbursements.....:				379251.41	.00	379251.41		
Cash Account Total.....:				.00	.00	.00		

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VANDENBERG VILLAGE CSD  
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Check Number	Check Date	Vendor Number	Vendor Name	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
70740	10/18/19	EFT01	EFTPS	10/18/19	EFT01	EFTPS	3899.79	.00	3899.79	B91018	FEDERAL WH TAXES PP#21
70741	10/18/19	EFT01	EFTPS	10/18/19	EFT01	EFTPS	1026.32	.00	1026.32	1B91018	FICA MEDICARE PP#21
183010	10/04/19	PUB02	PUBLIC EMPLOYEES	10/04/19	PUB02	PUBLIC EMPLOYEES	1182.44	.00	1182.44	B91004	PERS EPMC PP#20
183011	10/04/19	PUB02	PUBLIC EMPLOYEES	10/04/19	PUB02	PUBLIC EMPLOYEES	1505.31	.00	1505.31	1B91004	PERS TDMC PP#20
183012	10/04/19	PUB02	PUBLIC EMPLOYEES	10/04/19	PUB02	PUBLIC EMPLOYEES	4230.84	.00	4230.84	2B91004	PERS ENPLR CONTRIB PP#20
183020	10/04/19	PER04	CALPERS 457 PLAN	10/04/19	PER04	CALPERS 457 PLAN	670.00	.00	670.00	B91004	EMPLOYER PERS 457 PP#20
183021	10/04/19	PER04	CALPERS 457 PLAN	10/04/19	PER04	CALPERS 457 PLAN	1020.00	.00	1020.00	1B91004	EMPLOYEE PERS 457 PP#20
218880	10/04/19	EMP01	EMPLOYMENT DEVELOP.DEPART	10/04/19	EMP01	EMPLOYMENT DEVELOP.DEPART	1892.57	.00	1892.57	B91004	STATE WH TAXES PP#20
218881	10/04/19	EMP01	EMPLOYMENT DEVELOP.DEPART	10/04/19	EMP01	EMPLOYMENT DEVELOP.DEPART	287.50	.00	287.50	1B91004	STATE DISABILITY PP#20
276880	10/18/19	PUB02	PUBLIC EMPLOYEES	10/18/19	PUB02	PUBLIC EMPLOYEES	1193.27	.00	1193.27	B91018	PERS EPMC PP#21
276881	10/18/19	PUB02	PUBLIC EMPLOYEES	10/18/19	PUB02	PUBLIC EMPLOYEES	1516.18	.00	1516.18	1B91018	PERS TDMC PP#21
276882	10/18/19	PUB02	PUBLIC EMPLOYEES	10/18/19	PUB02	PUBLIC EMPLOYEES	4266.61	.00	4266.61	2B91018	PERS ENPLR CONTRIB PP#21
276890	10/18/19	PER04	CALPERS 457 PLAN	10/18/19	PER04	CALPERS 457 PLAN	670.00	.00	670.00	B91018	EMPLOYER PERS 457 PP#21
276891	10/18/19	PER04	CALPERS 457 PLAN	10/18/19	PER04	CALPERS 457 PLAN	1020.00	.00	1020.00	1B91018	EMPLOYEE PERS 457 PP#21
605760	10/18/19	EMP01	EMPLOYMENT DEVELOP.DEPART	10/18/19	EMP01	EMPLOYMENT DEVELOP.DEPART	1824.95	.00	1824.95	B91018	STATE WH TAXES PP#21
605761	10/18/19	EMP01	EMPLOYMENT DEVELOP.DEPART	10/18/19	EMP01	EMPLOYMENT DEVELOP.DEPART	283.56	.00	283.56	1B91018	STATE DISABILITY PP#21
606900	10/28/19	AFL01	AFLAC	10/28/19	AFL01	AFLAC	466.66	.00	466.66	B91031	AFLAC-PRETAX 10/19
606901	10/28/19	AFL01	AFLAC	10/28/19	AFL01	AFLAC	2.88	.00	2.88	1B91031	AFLAC-AFTER TAX 10/19
700490	10/04/19	EFT01	EFTPS	10/04/19	EFT01	EFTPS	4057.67	.00	4057.67	B91004	FEDERAL WH TAXES PP#20
700491	10/04/19	EFT01	EFTPS	10/04/19	EFT01	EFTPS	1037.80	.00	1037.80	1B91004	FICA MEDICARE PP#20

Cash Account Total.....: 32054.35  
 Total Disbursements.....: 32054.35

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 9.D

FROM: Joe Barget, General Manager



DATE: November 5, 2019

SUBJECT: Website

**Recommendation:** Include photos, biographies, and email addresses for directors and managers on the District website.

**Policy Implications:**

- California Government Code § 53087.8 requires every independent special district to maintain an Internet website which includes a list of current board members, meeting agendas, adopted budget, financial reports, contact information, and “any other information that the board deems relevant”.
- District Ordinance 1.1.4 established the District’s official web address as [vvcasd.org](http://vvcasd.org).

**Resource Impacts:** A modest amount of staff time.

**Alternative Considered:** Do not include photos, biographies, or email addresses on the website.

**Discussion:** Administrative Services Manager Cynthia Allen launched the District’s website in 1996. VVCSD was one of the first special districts in California to have one. In 2018, the Special District Leadership Foundation awarded VVCSD with a District Transparency Certificate of Excellence, largely based on quality and content of our website.

The District’s website is a source of important documents and information with about 2,000 visitors a month.

In recent years there has been a statewide emphasis on transparency at all levels of government. For some people, particularly new customers, the website is their first “view” into the District.

Photos, biographies, and email addresses would add a personal dimension to the website. It would allow village ratepayers to learn more about the representatives they elected to govern the District and the management team responsible for day-to-day operations.

Biographies should be brief, about 100-150 words, and convey a story about what the individual “brings to” the District rather than what they “do at” the District. Biographies generally contain the following elements:

- Education
- Work experience
- Professional certifications
- Personal and professional accomplishments
- Volunteer activities
- What attracted you to run for office or work here?
- What keeps you here? What inspires you?

Director biographies are not campaign statements and should not be political in nature.

Good examples of director biographies can be found on these websites:

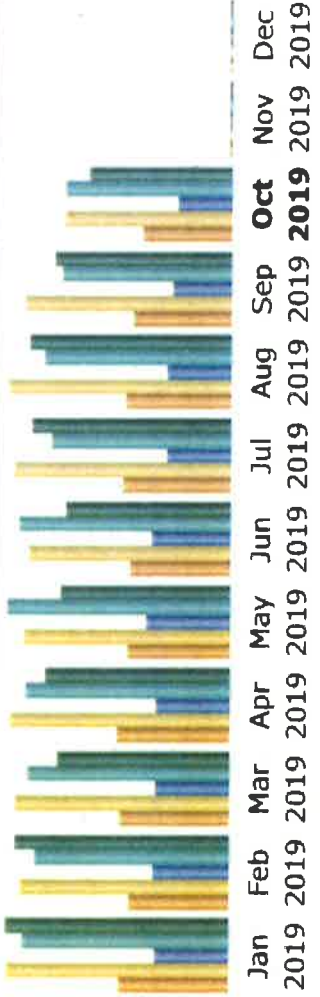
- Mission Hills Community Services District  
<http://www.mhcsd.org/board-of-directors>
- Carpinteria Sanitary District  
<http://carpsan.com/about-csd/board-of-directors>

I recommend the Board approve staff’s recommendation with the understanding each director and manager will prepare his or her own biography, subject to General Manager review and approval prior to publication. Each person may furnish a photo or make arrangements with the Administrative Services Manager to have one taken by a professional photographer. The goal would be to have material finalized and uploaded on the website by the end of the year.

**Attachment:** 2019 VVCS D Website Statistics

# 2019 VVCSD Website Statistics

## Monthly history



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2019	2259	4568	12363	34716	3.66 GB
Feb 2019	2084	4330	12800	32592	3.52 GB
Mar 2019	2260	4425	12161	33786	2.83 GB
Apr 2019	2317	4509	12203	34211	3.04 GB
May 2019	2145	4281	14031	37456	2.79 GB
Jun 2019	2063	4158	13062	35490	2.71 GB
Jul 2019	2203	4466	10682	30257	3.27 GB
Aug 2019	2194	4598	10789	31533	3.32 GB
Sep 2019	2029	4291	9642	28611	2.93 GB
<b>Oct 2019</b>	1839	3447	8841	28121	2.33 GB
Nov 2019	0	0	0	0	0
Dec 2019	0	0	0	0	0
<b>Total</b>	<b>21393</b>	<b>43073</b>	<b>116574</b>	<b>326773</b>	<b>30.40 GB</b>

## Director Stewart – Trip Report

### Region 5 Water Supply & Reliability East Bay Municipal Utility District – Oakland, Sept 5, 2019

- Northern Region 5 Water Issues – Regional Projects
- Status of Northern Region 5 water Supplies and Overviews of Supply Projects
- ACWD, SFPUC, and USD Purified Water Feasibility Evaluation Project Partnership : Alameda County Water District/San Francisco Public Utilities Commission/Union Sanitary District – NEW Intertie Concept
- Two prominent state officials spoke at the event
  - Dave Eggerton ACWA Executive Director
  - Brian Sanders – ACWA Regional Affairs Representative
- Central Valley Project vs. State Water Project
- Brackish Water Regional Desalination Project
- Bay Area Regional Reliability (BARR) Partnerships
- Housing crisis – how does this impact water districts
  - Public Safety Power Shutoff (PSPS) preparations

### Special District Leadership Academy (CSDA) – Anaheim, Sept 25-28

- Special Districts Week 50<sup>th</sup> Anniversary Celebration
- Websites Mandatory in California starting January 1, 2020
- Explosion of lawsuits, dozens of districts have been sued
- ADA compliance required by law
- Technology Explosion
- The Brown Act Legal Brief
- CEQA Process Matters = NEPA
- Public Outreach
  - Do Not Rely on Prop 218 Notice as Outreach
- Three prominent state officials spoke at the conference:
  - Senator Tom Umberg – California Democrat 34<sup>th</sup> District (Long Beach and northern Orange County)

## Director Stewart – Trip Report

- Mark Scharenbroich – Motivational Speaker & Author “Nice Bike” What is your Motto because Core Values Matter in Public Outreach?
  - The Golden Rule
  - Respect – Loyalty – Honor
  - Mine stem from serving in the Air Force: Integrity First - Service Before - Self Excellence in All We Do
- Erik Qualman – Socialnomics Speaker – Author and international expert on social media, digital trends and digital leadership



CITY OF  
**LOMPOC**

October 11, 2019

Mr. Scott McGolpin  
Public Works Director  
County of Santa Barbara  
Public Works Department/Transportation Division  
123 East Anapamu Street  
Santa Barbara, CA 93101

Re: Floradale Avenue Bridge No. 51C-0370 – Letter dated September 18, 2019

Dear Mr. McGolpin,

First, I would like to thank you and Chris Sneddon for meeting with Joe Barget and myself this past Tuesday at your office. The meeting allowed both Vandenberg Village Community Service District (VVCSD) and the City the opportunity to access the County's ability and willingness to further consider the City's concerns regarding the County's requirement for encasement of our 10" sewer line relocation.

Although neither the City nor VVCSD agree with the County requirement of encasement we are directing our design consultant, Wallace Group, to modify our preferred design and incorporate all of the County's requirements as soon as possible. The City's project manager, Christos Stoyos, will work with the County's project manager, Chris Doolittle, early next week to finalize an acceptable delivery date for our modified 65% relocation design.

Sincerely,

CITY OF LOMPOC

Michael W. Luther, Public Works Director

C: Jim Throop, City Manager  
Joe Barget, VVCSD General Manger  
Mona Miyasato, County Executive Officer  
Matthew Pontes, Assistant County Executive Officer