



**MISSION HILLS COMMUNITY SERVICES DISTRICT**  
**Regular Meeting Minutes**  
4:30 pm Wednesday, June 17, 2020

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:29 pm on Wednesday, June 17, 2020, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

**DIRECTORS PRESENT:** By roll call: Myron Heavin (via teleconference), Karina Naughton, Steve Dietrich, Walt Fasold, and Bruce Nix (present at 4:36 pm).

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Loch Dreizler, Carol Reynolds, and Kayla Marie Barker

**OTHERS PRESENT:** None

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **The closed Session began after Item 9. Communications**
4. **Regular Meeting at 4:29 pm**
5. **Public Comment:** No public comments made.
6. **Presentations:** No special presentation's given.
7. **Consent Items:**
  - A. Approval of Minutes from:
    - i) May 20, 2020, Regular Board Meeting Minutes
  - B. Activity Reports for May:
    - i) Administration
    - ii) Water & Wastewater
    - iii) Water Distribution Graph
    - iv) Wastewater Treatment Plant Performance Graphs
  - C. Financial Reports:
    - i) Profit and Loss
    - ii) Disbursements Journal
    - iii) Variation from Projected Income
    - iv) Bank Account Summary
    - v) Budget to Actual

**Approved Consent Items:**

Motion made by Director Heavin and second by Director Fasold, to approve the Consent Agenda with amendments made to May 20, 2020, Meeting Minutes, after review and discussion – Motion passed with 5 ayes, 0 noes, and 0 abstains.

**8. Discussion Items:**

**Discussion Item 8A. Committee Updates**

Recommendation to review previous committee meetings and proposed meeting dates.

The General Manager gave a summary of previous committee meetings held. The Water Committee discussed a future meeting with Cannon Engineering for a round table meet-up, regarding surge tank. Director Fasold provided the Board with the latest Wastewater Committee updates, mentioning Howard Kolb will be retiring this year. Jennifer Epp will be the new point of contact for Mission Hills CSD Wastewater Operations Consulting. Other items for discussion included new aerators, treatment capacity, data presented to the Board of Directors, and efforts made towards low capital cost ideas for efficient nitrogen control. The District is expecting pontoon boat components to arrive in the next couple of weeks. The pontoon boat will be a way for wastewater operators to maintain the current ponds and safer sampling collections.

Director Naughton mentioned the Finance Committee discussed check writing guidelines. Discussion item 8.a. of this month's board packet goes into further detail. In most instances, the General Manager's goal is to create Board Memorandums that summarize Committee Meeting discussions.

*Proposed Committee Meeting Dates:*

- Finance Committee scheduled on Wednesday, July 8, at 8:15 AM.
- Next, the Water Committee to be determined.
- Next Development Agreement Committee to be determined.
- Wastewater Committee Meeting scheduled on Wednesday, July 8, at 10:45 AM.
- Personnel Committee scheduled on Wednesday, July 8, at 9:30 AM.
- Energy Committee scheduled on Monday, July 13, at 9:30 AM – Tour of Laguna Wastewater Treatment Plant Solar and Reverse Osmosis System.
- Western Management Area Committee for Groundwater Sustainability scheduled on August 27, 2020.

**Discussion Item 8B – Check Writing Guidelines**

Recommendation for the District Board of Directors to review and discuss proposed check writing guidelines.

**Motion 1** by Director Heavin and second by Director Nix agree that "all checks require two signatures, checks written for less than \$5,000 can be signed by the GM and another director, or two directors. Checks written for \$5,000 or more can only be signed by two directors from Mission Hills Community Services District (not the GM)".

**Ayes:** 3 ( Nix, Naughton, Heavin)

**Noes:** 0

**Abstains:** 2 (Fasold and Dietrich)

**Absent:** 0

**Motion 2** by Director Heavin and second by Director Naughton to "process checks on or about the first and third Wednesday of each month." [Check processing for signatures will generally be on the first and third Wednesdays of the month. However, checks can be processed on other days if necessary, and the same signature requirements would apply].

**Ayes:** 5-0

**Noes:**

**Abstains:**

**Absent:**

**Discussion Item 8C – MHCSO Operator 2 Job Description Modification**

Recommendation to review the proposed modification to the MHCSO Operator 2 job description.

**Motion** by Director Fasold and second by Director Nix to "approve the additional language in the *Water/Wastewater Operator 2* job description, as indicated below, under "proposed additional language." [Essentially providing two paths to become an MHCSO Operator 2]

**Proposed additional language:**

**Possess and maintain from the California State Water Resources Control Board:**

1. Water Treatment Grade 2 certificate, and
2. Water Distribution Grade 2 certificate, and
3. Be employed at Mission Hills CSD for more than one year, and
4. Collection System Maintenance Grade 1 certificate, possess and maintain from the California Water Environment Association (CWEA):

**Ayes:** 5-0

**Noes:** 0

**Abstain:** 0

**Absent:** 0

**9. Communications:**

**A. Director Comments** – Director Fasold had a question on Paul Hood's replacement for LAFCO. GM will research and respond.

Director Fasold mentioned reading some material on ACWA PFAS, and if the District should take any action. GM had reached out to Vandenberg Village CSD, who has done some research about testing protocols and qualified laboratories.

Fasold also found an ACWA article urging Congress to fund water for disadvantaged districts concerning COVID-19 impacts, and if MHCSO might benefit.

**B. CPR Training** – The American Red Cross scheduled to provide Adult and Pediatric CPR classes to the District on June 18 and June 25. This includes defibrillator training.

**C. Rate Increase Study – Calendar** – GM will develop a preliminary calendar as guidance over the following months.

**D. Public Comment** – No public comment made.

**Adjourn to Closed Session**

- A. District Legal Counsel recommended bringing General Manager Compensation back at the following Meeting with some modified language added to the Agenda
- B. Conference with Legal Counsel – Anticipated Litigation under Government Code 54956.9(d)(4), (Initiation of Litigation – One case)


**Open to Public from Closed Session**

Closed Session adjourned at 7:23 pm. Open Session proceeded at 7:23 pm with no actionable items that were reported out of Closed Session.

**ADJOURNMENT:**

With no further business to come before the Board, the Meeting adjourned at 7:24 pm

Respectfully Submitted,

  
Kayla Marie Barker, Board Secretary

  
Bruce Nix President, Board of Directors