

Board of Directors

Walter Fasold, President
Bruce Nix, Vice President
Karina Naughton, Director
Steve Dietrich, Director
Myron Heavin, Director



1550 East Burton Mesa Blvd, Lompoc
California, 93436-2100
805.733.4366
www.mhcsd.org

Loch A. Dreizler General Manager

MISSION HILLS COMMUNITY SERVICES DISTRICT

Regular Meeting Agenda

4:30 PM Wednesday December 19 2018

District Board Room – 1550 East Burton Mesa Blvd, Lompoc, CA

Noticed on: December 14, 2018

- 1. 4:30 PM Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Presentation (If applicable)** – Perform Oath of Office for newly elected Board Member, Karina Naughton
- 5. Agenda Review** - Move that all Resolutions and Ordinances presented tonight be read in title only and all further reading be waived.
- 6. Consent Items** - Staff recommends Directors approve the Consent Items in one motion. However, members of the public may comment on a consent item and Directors may pull a consent item for discussion.

From Previous Month:

- a. Meeting Minutes – November 14, 2018
 - b. Water Report
 - c. Wastewater Report
 - d. Administrative Report
 - e. Financial and Expenditures Reports
- 7. Correspondence** - For information only, generally no Board action is required
 - a. Committee Meeting Updates and General Manager Goals
 - 8. Continued Business**
 - a. Officer Elections and Committee Assignments
 - b. Destruction of Certain Records
 - 9. New Business** - none

10. Community Comments and Suggestions- Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board that are not on this agenda. Public comments and suggestions are limited to three minutes.

11. Communications- Board of Directors or General Manager may ask a question for clarification, make an announcement, or report briefly on recent activities or conference. In addition, Directors may provide a reference to staff or other resources for information, direct staff to place a topic or report on a future committee or regular meeting agenda.

- Update for Purisima Road Property Purchase
- Joining IRWM

12. Adjournment- Regular Board Meetings are held the third Wednesday of each month at 4:30 PM

Copies of the staff reports, or written materials provided to the Mission Hills for Open Session agenda items may be obtained online at <http://www.mhcsd.org/agenda-and-minutes/> and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during normal business hours. Closed Session items are not available for public review.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda and/or the documents in the agenda packet provided in an alternative format, please contact Board Secretary at 805.733.4366 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made. (Agenda Prepared pursuant to Government Code Section 54954.2)



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Loch A Dreizler, General Manager
DATE: December 19, 2018
SUBJECT: Welcome Newly Elected Director(s)

Recommendation / Proposed Motion

For informational only and no action is necessary.

Policy Reference

Newly Elected officers take office at noon on the first Friday in December following the general district election. Before taking office, each elected officer shall take the official oath. Santa Barbara Election Code § 10554

Budget Resource

No Impact

Alternatives Considered

None considered

Background

The Board of Directors is the elected unit of authority within the District. Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the District as a whole.

Discussion

Congratulations to re-elected Director Bruce Nix and newly elected Director Karina Naughton. Director Naughton was sworn in on December 7, 2018, under Santa Barbara Election Code. While Director Naughton was acknowledged at the Special Board Meeting on December 12, 2018, this agenda item is designed to welcome the returning and new Directors to our first Regular Board Meeting. The Oath of Office that was administered to Karina Naughton is on the following page.

Oath of Office

I, Karina Naughton, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



MISSION HILLS COMMUNITY SERVICES DISTRICT

Special Meeting Minutes

4:30 PM Wednesday November 14, 2018

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, November 14, 2018 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

<u>DIRECTORS PRESENT:</u>	By roll call: Walt Fasold, Bruce Nix, Myron Heavin, James Mac Kenzie, and Steve Dietrich
<u>DIRECTORS ABSENT:</u>	none
<u>STAFF PRESENT:</u>	Loch Dreizler, Melissa Crouthers, and Casey Fowler
<u>OTHERS PRESENT:</u>	Ron Herbig, Chris Smith, Mission Hills Resident, and Karina Naughton

3. **PLEDGE OF ALLEGIANCE:**

4. **SPECIAL PRESENTATION:** none

5. **AGENDA REVIEW:** Motion by Director Fasold, second by Director Heavin that all resolutions and ordinances presented tonight be read in title only and all further readings be waived. Unanimous 5-0.

6. **CONSENT AGENDA:**

Motion by Director Fasold, second by Director Mac Kenzie to approve the Consent Agenda after review.

- | | |
|------------------------|--|
| Agenda Item 6a. | Consideration of Approval of Minutes
Approved Minutes of the Regular Meeting of October 17, 2018 |
| Agenda Item 6b. | Reports on Water, Wastewater and Street Sweeping.
Street Sweeping Report, Water Reports and Wastewater Reports were reviewed. |
| Agenda Item 6c. | Consideration of the Manager's Project and Financial Reports.
October Profit and Loss Statement, Disbursements Journal, Budget to Actual, Bank Account Summary, and Variations from Projected Income statements were briefly reviewed and discussed. |

Vote to approve the Calendar of Consent was 5-0

7. CORRESPONDENCE:

Agenda Item 7a. Committee Meeting Updates

General Manager Dreizler gave a brief update regarding the committee meetings that have occurred over the past month and what tentative meetings are scheduled for the next month.

8. CONTINUED BUSINESS:

Agenda Item 8a. 1199 Purisima Road Property Purchase

Motion by Director Fasold, second by Director Nix to approve the land purchase agreement and addendums for the purchase of 1199 Purisima Road, Lompoc, CA Parcel Number 097-700-034. Motion to approve was 5-0.

Agenda Item 8b. McCarthy/ Summit View Homes Development Costs

- Motion by Director Fasold, second by Director Heavin to approve the Development Costs outlined in the Board Memorandum in the amount of \$751,582. Motion to approve was 5-0.
- Motion by Director Fasold, second by Director Heavin to Authorize the General Manager to approve the Development Agreement for McCarthy Companies/ Summit View Homes after the Development Agreement has been approved by MHCS D Legal Counsel with an 18 month expiration date. Motion to approve was 5-0.
- Motion by Director Fasold, second by Director Heavin to approve the Table Modifications Water Conservation Retrofit/ Rebate Program attached in the agenda packet. Motion to approve was 5-0.

9. NEW BUSINESS:

Agenda Item 9a. Approve Resolution 18-324; Commendation of James Mac Kenzie

President Fasold Thanked Director MacKenzie for his service and dedication to the District over the many years of being on the Board of Directors. Motion by Director Fasold, second by Director Nix to approve Resolution No. 18-324 in the Matter of Commendation of James Mac Kenzie. Roll call to approve was 5-0.

10. COMMUNITY COMMENTS AND SUGGESTIONS: None

11. COMMUNICATIONS:

12. CLOSED SESSION:

Closed session began at 5:35 pm for conference with Legal Counsel (anticipated litigation) then Public Employee Performance Evaluation (General Manager).

13. RECONVENE TO OPEN SESSION:

The meeting was reconvened at 6:52 pm. No reportable action

14. ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 6:53 pm.

Respectfully Submitted,

Casey Fowler
Secretary, Board of Directors

Walter Fasold
President, Board of Directors



MISSION HILLS COMMUNITY SERVICES DISTRICT

Water Reports November 2018

Distributed: 13,586,615 gallons

Reservoirs

- Checked chlorine levels weekly
- Installed safety placards on fence line, (Razor wire warnings, and confined space entry.)
- Dosed with additional chlorine
- Clean and inspect solar panel for backup battery

Treatment Plant

- Cleaned chlorine injection lines
- Ordered a new chlorine pump
- Removed weeds around shop and filtration plant
- Received additional quote to replace filter media

Distribution System

- Collected and reported weekly chlorine and phosphate results
- Sampled "Bac-T" (coliform detection) every Wednesday
- Replaced service line on Calle Segunda
- Replaced parts on cla-val valves throughout distribution
- Continued working with Cannon to complete water model
- Cleaned air relief stations throughout distribution system



MISSION HILLS COMMUNITY SERVICES DISTRICT

Wastewater Reports – November 2018

Influent

- Total Influent: 8,114,115 gallons
- Returned: 8,114,115 / 13,586,615 = 60%
- Average Flow: 270,470 gallons/ day
- Removed headworks trash: 244 lbs.

Wastewater Treatment Plant

- Operated Hydraulic pump and motor
- Continued increasing and adjusting pond levels for best performance
- Continued monitoring dissolved oxygen (DO) to optimize aerator placement and run times
- Skimmed scum and duckweed from Pond #2
- Sampled BOD, TN, TSS, Chloride, TDS first week of the month
- Sampled Total Nitrogen package the third week of the month
- Controlled varmint and weed abatement

Lift Station

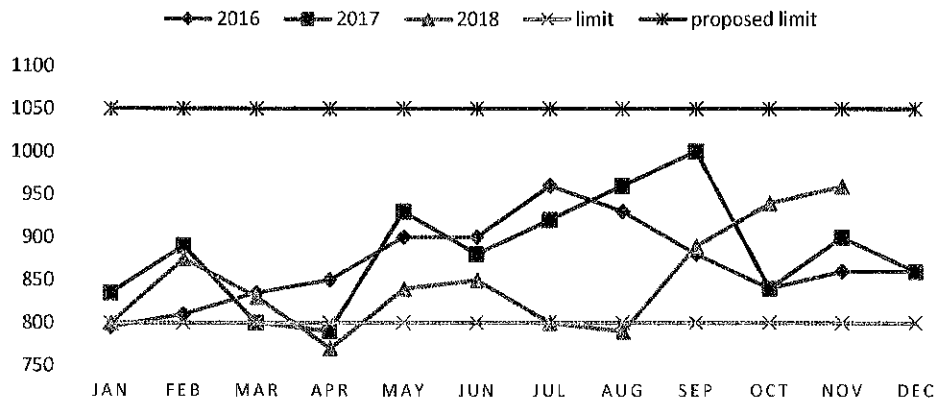
- Monitored daily

Sewer Plant Performance

Total Dissolved Solids (mg/L)

	2016	2017	2018
Jan	795	835	800
Feb	810	890	875
Mar	835	800	830
Apr	850	790	770
May	900	930	840
Jun	900	880	850
Jul	960	920	800
Aug	930	960	790
Sep	880	1000	890
Oct	840	840	940
Nov	860	900	960
Dec	860	860	

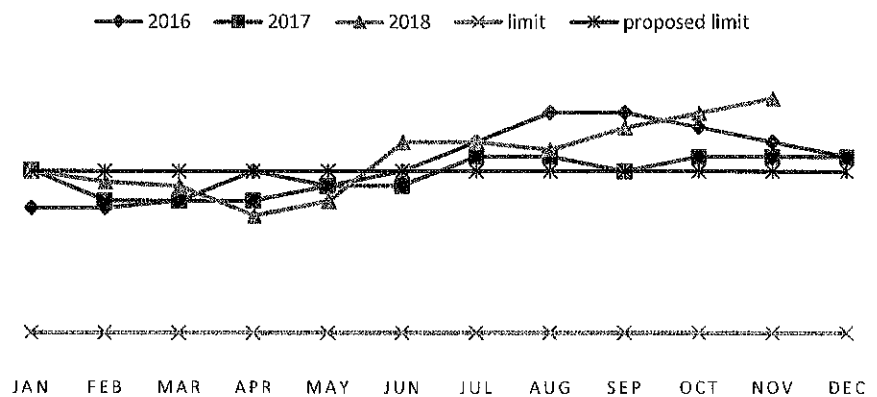
TOTAL DISSOLVED SOLIDS (MG/L) - LIMIT 800



Chlorides (mg/L)

	2016	2017	2018
Jan	225	251	250
Feb	225	230	243
Mar	230	230	240
Apr	250	230	220
May	240	240	230
Jun	250	240	270
Jul	270	260	270
Aug	290	260	265
Sep	290	250	280
Oct	280	260	290
Nov	270	260	300
Dec	260	260	

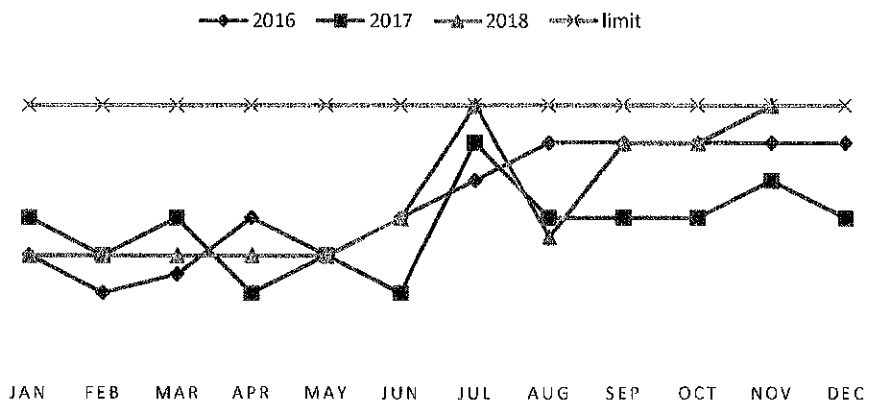
CHLORIDE (MG/L) - LIMIT 140



Sodium (mg/L)

	2016	2017	2018
Jan	160	170	160
Feb	150	160	160
Mar	155	170	160
Apr	170	150	160
May	160	160	160
Jun	170	150	170
Jul	180	190	200
Aug	190	170	165
Sep	190	170	190
Oct	190	170	190
Nov	190	180	200
Dec	190	170	

SODIUM (MG/L) - LIMIT 200

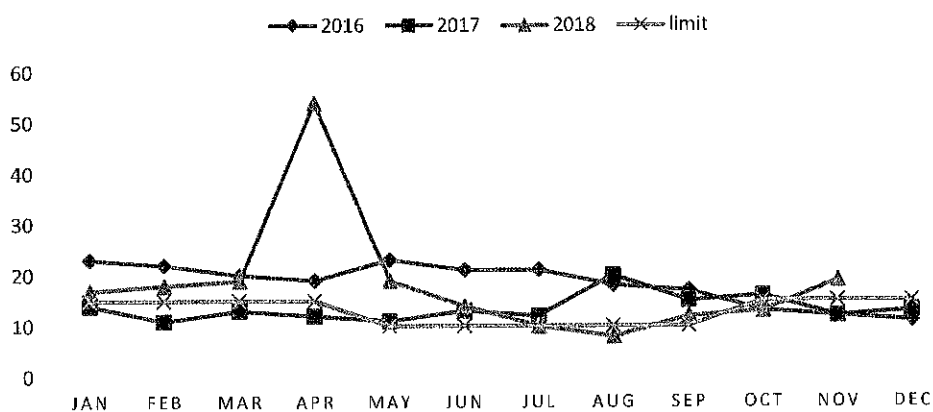


* the proposed limit will not change with the new WDR

Nitrogen (mg/L)

TOTAL NITROGEN (MG/L) - LIMIT 10(MAY-SEP)/15 (OCT-APR)

	2016	2017	2018
Jan	23	14	17
Feb	22	11	18
Mar	20	13	19
Apr	19	12	54
May	23	11	19
Jun	21	13	14
Jul	21	12	10
Aug	18	20	8
Sep	17	15	12
Oct	13	16	13
Nov	12	12	19
Dec	11	13	



* the proposed limit will not change with the new WDR

Yearly Average Comparison

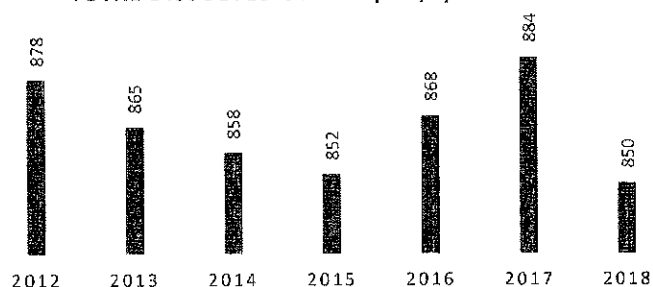
	limit	2012	2013	2014	2015	2016	2017	2018
Total Dissolved Solids (mg/L)	800	878	865	858	852	868	884	850
Chloride (mg/L)	140	257	256	248	254	257	248	260
Sodium (mg/L)	200	171	154	167	169	175	168	174
Total Nitrogen (mg/L)	15/10	19	14	14	15	18	15	18

2018 Total Nitrogen is going to average high based on the one month of high numbers due to pond stabilization after Pond #1 came back in service. Average number without that month would be 14

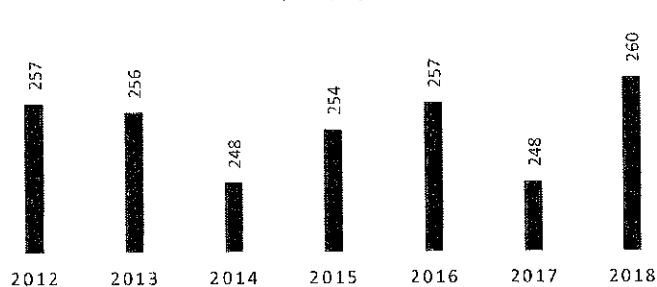
Possible New WDR Limits

Total Dissolved Solids (mg/L)	1250
Chloride (mg/L)	250
Sodium (mg/L)	250
Total Nitrogen (mg/L)	15/10

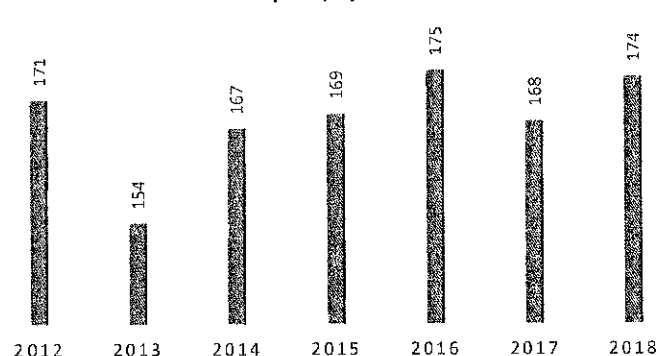
TOTAL DISSOLVED SOLIDS (MG/L) - LIMIT 800



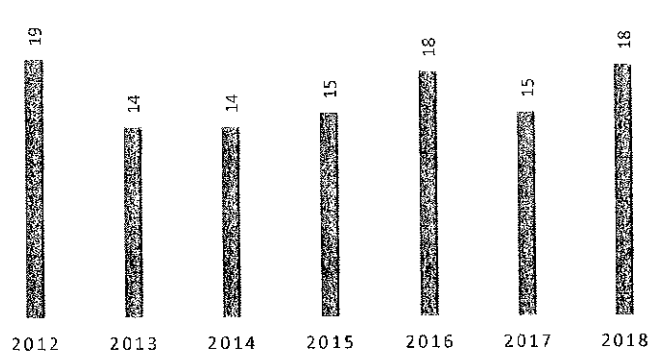
CHLORIDE (MG/L) - LIMIT 140



SODIUM (MG/L) - LIMIT 200



TOTAL NITROGEN (MG/L) - LIMIT 15/10



*2014 Total Nitrogen Sample Protocol was changed



MISSION HILLS COMMUNITY SERVICES DISTRICT

Administrative Report – December 2018

Customer Service / Billing

- Processed & Mailed Bills
- Delivered door notices for past due accounts
- Processed 18 New Move Ins
- Processed 233 Autopayments
- Mailed 267 Reminder Notices
- Download & verified Meter Reads
- Collected 2 old Accounts
- Moved Out Customer Balance from 2014 & 2015

Accountant

- Completed Smart Procure Public Records Request
- Attended Webinars: Grant writing 101 & Collecting Break Data
- Coordinated lease agreement, installation and set up of new multifunction printer
- Worked with contract IT to begin the process of backing up the server to a cloud location

Administrative Assistant

- Continued document organization between the district intranet, desktop, and shared drive for administrative, water and wastewater documents
- Conference calls / demonstrations with Dude Solutions (preventative management program)
- Continued administrative support regarding future developments

General Manager

- Met with City of Lompoc to discuss LAFCO and Burton Ranch
- Continued NBS Capacity Charge Study analysis
- Met with newly elected Director Naughton for brief MHCSO orientation
- Hosted a California Rural Water Association workshop for steel reservoir tanks
- Worked with Santa Barbara County Planning for property purchase at 1199 La Purisima



MISSION HILLS COMMUNITY SERVICES DISTRICT
Financial and Expenditures Report – November 2018

- Profit and Loss by previous comparison
- Disbursements Journal
- Variation from Projected Income
- Bank Account Summary

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
November 2018

	Nov 18	Nov 17	\$ Change	Notes
Ordinary Income/Expense				
Income				
4005 · 48 hour notice fees	1,280.00	1,285.00	-5.00	
4045 · Late fees	1,762.24	1,553.29	208.95	
4050 · Miscellaneous income	18.75	10.00	8.75	
4060 · Reconnection fees	155.00	145.00	10.00	
4075 · Returned check fees	25.00	0.00	25.00	
4085 · Sewer basic charges	70,193.98	64,078.30	6,115.68	
4095 · Street sweeping charges	1,519.32	1,503.48	15.84	
4105 · Water basic charges	54,126.21	51,652.12	2,474.09	
4115 · Water usage charges	47,402.10	48,319.70	-917.60	
4200 · Discount Revenue	0.00	0.33	-0.33	
Total Income	176,482.60	168,547.22	7,935.38	
Expense				
6000 · Salaries and wages				
6005 · Wage expense	66,868.54	67,363.90	-495.36	
6010 · Payroll tax expense	5,569.29	5,654.17	-84.88	
Total 6000 · Salaries and wages	72,437.83	73,018.07	-580.24	
6050 · Employee benefits				
6060 · Disability insurance	245.59	234.91	10.68	
6065 · Health insurance	11,214.56	9,980.69	1,233.87	
6075 · Retirement expenses	1,754.11	1,875.58	-121.47	
6090 · Vacation & Sick Leave	3,741.12	2,967.90	773.22	
6095 · Benefit Administration	84.99	82.91	2.08	
Total 6050 · Employee benefits	17,040.37	15,141.99	1,898.38	
6100 · Director fees	2,000.00	2,250.00	-250.00	
6110 · Depreciation expense	27,322.60	24,688.87	2,633.73	
6140 · Vehicle expenses				
6145 · Tractor and equipment	0.00	165.90	-165.90	
6150 · Vehicle fuel	1,061.84	868.11	193.73	
6155 · Vehicle maintenance	197.09	100.00	97.09	
Total 6140 · Vehicle expenses	1,258.93	1,134.01	124.92	
6170 · Insurance expense				
6180 · Liability insurance	1,979.00	2,177.17	-198.17	
Total 6170 · Insurance expense	1,979.00	2,177.17	-198.17	
6190 · Dues and memberships	14.85	19.90	-5.05	
6200 · Office expenses				
6205 · Bank fees and charges	35.00	10.00	25.00	
6210 · Cash (over) / short	7.18	-0.29	7.47	
6215 · Cleaning supplies	5.00	40.79	-35.79	
6220 · Licenses and fees	110.00	0.00	110.00	
6225 · Miscellaneous expenses	19.40	0.00	19.40	
6230 · Office supplies	14.00	199.83	-185.83	
6235 · Postage expense	0.00	2,000.00	-2,000.00	
6240 · Subscriptions	11.99	0.00	11.99	
6245 · Office Equipment	189.21	480.34	-291.13	
6250 · Copier Lease	249.98	0.00	249.98	
Total 6200 · Office expenses	641.76	2,730.67	-2,088.91	
6300 · Operating supplies and expenses				
6310 · Miscellaneous supplies	139.05	0.00	139.05	
6315 · Oil expense	1,133.17	496.08	637.09	
6330 · Shop supplies	0.00	96.65	-96.65	
6335 · Small tools and appliances	0.00	21.52	-21.52	

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
November 2018

	Nov 18	Nov 17	\$ Change	Notes
6340 • Chemicals				
6344 • Chlorine	1,095.33	1,036.07	59.26	
6345 • Corrosion inhibitor	5,071.81	0.00	5,071.81	
Total 6340 • Chemicals	6,167.14	1,036.07	5,131.07	
Total 6300 • Operating supplies and expenses	7,439.36	1,650.32	5,789.04	
6350 • Safety expenses				
6365 • Safety equipment	0.00	212.79	-212.79	
Total 6350 • Safety expenses	0.00	212.79	-212.79	
6410 • Contractual services				
6420 • Cleaning service	200.00	200.00	0.00	
6425 • Office equip maintenance	776.93	0.00	776.93	
6430 • Internet access	128.16	126.01	2.15	
6435 • Landscaping services	258.35	275.80	-17.45	
6437 • Pest Control	50.00	0.00	50.00	
6445 • Security expense	112.50	112.50	0.00	
6450 • Software support	348.45	35.95	312.50	
6452 • Credit Card Processing	630.21	-10.44	640.65	
6453 • Software Subscriptions	14.99	0.00	14.99	
6455 • Street sweeping services	1,286.00	1,286.00	0.00	
6466 • Emissions Testing	0.00	827.80	-827.80	
Total 6410 • Contractual services	3,805.59	2,853.62	951.97	
6475 • Professional services				
6485 • Engineering services	4,805.00	0.00	4,805.00	Generators, Water Model
6490 • Legal services	2,203.83	378.00	1,825.83	
6495 • Human Resources services	0.00	645.00	-645.00	
Total 6475 • Professional services	7,008.83	1,023.00	5,985.83	
6500 • Printing and publication	122.70	39.26	83.44	
6505 • Equipment lease and rentals	560.75	560.75	0.00	
6525 • Research and monitoring				
6535 • Monitoring expense	1,553.00	867.00	686.00	
Total 6525 • Research and monitoring	1,553.00	867.00	686.00	
6600 • Travel and meetings				
6605 • Director training	589.25	1,871.47	-1,282.22	
6610 • Meals	94.31	196.26	-101.95	
6620 • Staff training	89.74	1,738.18	-1,648.44	
Total 6600 • Travel and meetings	773.30	3,805.91	-3,032.61	
6650 • Utilities				
6655 • Cell phones	171.50	171.23	0.27	
6660 • Dump fees	21.00	0.00	21.00	
6665 • Electrical	12,548.16	8,204.01	4,344.15	Well 7
6670 • Natural gas	939.94	27.58	912.36	
6685 • Telephone	291.54	289.25	2.29	
6691 • Trash & Recycling	214.87	46.86	168.01	
Total 6650 • Utilities	14,187.01	8,738.93	5,448.08	
6700 • Government fees and charges	20.00	0.00	20.00	
6720 • Repairs and maintenance				
6730 • Distribution expense	10,187.37	2,159.60	8,027.77	Raise Valve Cans - Mesa Oaks
6750 • Collection expense	14,506.79	69.60	14,437.19	Raise Manholes- Mesa Oaks
6775 • Filtration Plant	1,797.16	5,813.60	-4,016.44	
6785 • Wells and pumping	873.50	594.71	278.79	
6790 • Waste water plant	1,832.15	2,925.48	-1,093.33	
6795 • Other repairs and maintenance	0.00	261.13	-261.13	
Total 6720 • Repairs and maintenance	29,196.97	11,824.12	17,372.85	

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
November 2018

	Nov 18	Nov 17	\$ Change	Notes
Total Expense	<u>187,362.85</u>	<u>152,736.38</u>	<u>34,626.47</u>	
Net Ordinary Income	<u>-10,880.25</u>	<u>15,810.84</u>	<u>-26,691.09</u>	
Other Income/Expense				
Other Income				
7006 • Market Appreciation/(Depr)	925.75	-14,918.85	15,844.60	
7010 • Interest income	24,986.45	25,697.77	-711.32	
7020 • Other income	50.00	0.00	50.00	
Total Other Income	<u>25,962.20</u>	<u>10,778.92</u>	<u>15,183.28</u>	
Net Other Income	<u>25,962.20</u>	<u>10,778.92</u>	<u>15,183.28</u>	
Net Income	<u>15,081.95</u>	<u>26,589.76</u>	<u>-11,507.81</u>	

Mission Hills Community Services District
Disbursements Journal
November 2018

Date	Num	Name	Amount	Notes
1060 - CHCU - General 4163				
11/01/2018		Tierzero	-90.00	
11/08/2018	29976	ACECO Equipment Rentals	-229.60	
11/08/2018	29977	STAFF TRAINING	-89.74	
11/08/2018	29978	ACWA/JPIA *Medical Insurance	-11,830.13	
11/08/2018	29979	American Industrial Supply	-118.26	
11/08/2018	29980	Carmel & Naccasha LLP	-1,000.85	
11/08/2018	29981	County of Santa Barbara- Gen Svcs	-1,096.21	
11/08/2018	29982	Energy Link	-494.00	
11/08/2018	29983	Gas Company	-454.70	
11/08/2018	29984	Glenn Burdette	-7,985.00	FY 2018 Audit Fee
11/08/2018	29985	Home Depot	-315.42	
11/08/2018	29986	Inklings Printing Company	-287.37	
11/08/2018	29987	Lahr Electric Motors Inc	-537.72	
11/08/2018	29988	Michael K. Nunley & Associates	-180.00	
11/08/2018	29989	Office Depot	-31.99	
11/08/2018	29990	Oilfield Environmental & Compliance, Inc.	-1,515.56	
11/08/2018	29991	PG&E	-3,992.95	
11/08/2018	29992	Rick Hoffman and Associates	-5,000.00	Future Well Site Project
11/08/2018	29993	Springbrook National User Group	-100.00	
11/08/2018	29994	Staples	-179.33	
11/08/2018	29995	TD Ameritrade Trust Company	-3,795.92	
11/08/2018	29996	Underground Service Alert of SC	-14.85	
11/08/2018	29997	Verizon	-171.50	
11/08/2018	29998	Waste Management	-214.87	
11/08/2018	29999	REFUND	-102.50	
11/08/2018		First American Title Company	-2,500.00	Escrow Deposit
11/14/2018	30000	Advanced Wireless	-6,366.02	Replacement Truck Radios
11/14/2018	30001	Brenntag Pacific, Inc	-5,071.81	
11/14/2018	30002	Cannon	-1,368.72	Water Model Project
11/14/2018	30003	Frontier Communications	-78.58	
11/14/2018	30004	JB Dewar Inc	-39.67	
11/14/2018	30005	Mission Paving Inc	-700.00	
11/14/2018	30006	O'Conner Pest Control	-50.00	
11/14/2018	30007	PG&E	-9,458.15	
11/14/2018	30008	Smith Alarms & Electronics, Inc.	-112.50	
11/14/2018	30009	Wilson Engineering	-2,000.00	Generator Project
11/20/2018	30010	American Industrial Supply	-39.71	
11/20/2018	30011	County of Santa Barbara - Planning & Dev	-1,750.30	
11/20/2018	30012	East Mesa Oaks HOA	-70.95	
11/20/2018	30013	Inklings Printing Company	-59.44	
11/20/2018	30014	Juana Rodriguez	-200.00	
11/20/2018	30015	Oilfield Environmental & Compliance, Inc.	-96.00	
11/20/2018	30016	SP Maintenance Services, Inc.	-1,286.00	
11/20/2018	30017	Ultrex Inc	-413.44	
11/20/2018	30018	Valley Rock Ready Mix, Inc.	-249.98	
11/20/2018	30019	DIRECTOR TRAINING	-589.25	
11/20/2018	30020	REIMBURSEMENT	-110.00	
11/20/2018	30021	TD Ameritrade Trust Company	-3,580.52	
11/26/2018		TASC	-84.99	

Mission Hills Community Services District
Disbursements Journal
November 2018

Date	Num	Name	Amount	Notes
11/28/2018	30022	Bee Safe Lock And Key	-99.34	
11/28/2018	30023	PETTY CASH	-49.65	
11/28/2018	30024	Frontier Communications	-122.96	
11/28/2018	30025	JB Dewar Inc	-1,133.17	
11/28/2018	30026	JB Dewar Inc	-108.99	
11/28/2018	30027	Jon's Lawn Mowing	-258.35	
11/28/2018	30028	PG&E	-12.52	
11/28/2018	30029	Pitney Bowes	-183.15	
11/28/2018	30030	Standard Insurance Company	-245.59	
11/30/2018			-35.00	
Total 1060 · CHCU - General 4163			-78,353.22	
1070 · CHCU - Payroll 4155				
11/01/2018		AFLAC	-368.64	
11/02/2018	E-pay	EDD	-1,013.92	
11/02/2018	E-pay	IRS USATAXPYMT	-4,267.74	
11/02/2018		TASC	-274.99	
11/14/2018		PAYROLL	-16,208.99	
11/14/2018		TASC	-274.99	
11/16/2018	E-pay	EDD	-997.72	
11/16/2018	E-pay	IRS USATAXPYMT	-4,077.80	
11/27/2018	1253	PAYROLL	-804.09	
11/28/2018		PAYROLL	-16,935.18	
11/29/2018	E-pay	EDD	-25.24	
11/29/2018	E-pay	IRS USATAXPYMT	-204.42	
11/29/2018		TASC	-274.99	
11/30/2018	E-pay	EDD	-1,034.43	
11/30/2018	E-pay	IRS USATAXPYMT	-4,308.36	
Total 1070 · CHCU - Payroll 4155			-51,071.50	
1075 · CHCU - ACH 4130				
11/30/2018		Applied Merchant Systems	-630.21	
Total 1075 · CHCU - ACH 4130			-630.21	
TOTAL			-130,054.93	

Variation From Projected Income

Fiscal Year Ending 6-30-2019

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	5 Year Average Units Sold
	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation				
Jul-18	\$ 102,633	\$ 100,889	\$ (1,744)	\$ 68,151	\$ 69,952	\$ 1,801	\$ 58	20,929	23,012	22,486
Aug-18	\$ 104,946	\$ 110,443	\$ 5,497	\$ 68,151	\$ 69,456	\$ 1,305	\$ 6,802	25,069	21,438	23,544
Sep-18	\$ 104,971	\$ 106,862	\$ 1,891	\$ 68,151	\$ 69,748	\$ 1,597	\$ 3,488	23,651	27,161	23,556
Oct-18	\$ 103,515	\$ 96,080	\$ (7,435)	\$ 68,151	\$ 69,622	\$ 1,471	\$ (5,964)	21,234	27,899	22,890
Nov-18	\$ 99,192	\$ 101,528	\$ 2,336	\$ 68,151	\$ 70,194	\$ 2,043	\$ 4,379	21,236	23,121	20,912
Dec-18	\$ 87,585			\$ 68,151			\$ -		18,328	15,602
Jan-19	\$ 81,199			\$ 68,151			\$ -		10,042	12,680
Feb-19	\$ 82,477			\$ 68,151			\$ -		10,706	13,265
Mar-19	\$ 80,003			\$ 68,151			\$ -		12,162	12,133
Apr-19	\$ 83,494			\$ 68,151			\$ -		11,102	13,730
May-19	\$ 95,839			\$ 68,151			\$ -		25,948	19,378
Jun-19	\$ 102,001			\$ 68,151			\$ -		22,177	22,197
Total	\$ 1,127,855	\$ 515,802	\$ 545	\$ 817,812	\$ 348,971	\$ 8,216	\$ 8,761	112,119	233,096	222,372

Year to Date Monthly Averages

YTD avg 100% 46% 22,424 24,526 18,531

100% 43%

Yearly Average 19,425

FY 2018/19 Budget estimates 213,264 annual billable pumping units. Billing is for prior month's water usage.

* Projected Income is calculated by using current year and previous 5 year average monthly units sold.

Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)

	2010	2011	2012	2013	2014	2015	2016	2017
	263,396	263,264	272,065	254,185	228,649	196,502	194,187	233,096

Bank Account Summary

Year to date
\$189,363

	9/30/2018	10/31/2018	11/30/2018
LAIF	\$101,044	\$101,233	\$101,233
TD AMERITRADE/RNC GENTER	\$2,232,933	\$2,239,278	\$2,264,856
Coast Hills FCU			
Checking	\$205,663	\$217,661	\$264,274
Investment Checking	\$253,822	\$253,962	\$254,098
Savings	\$201	\$201	\$201
Payroll	\$144,021	\$134,628	\$123,905
ACH (Sweep Account)	\$1,000	\$8,725	\$8,650
Total Coast Hill FCU	\$604,708	\$615,177	\$651,128
Balance	\$2,938,685	\$2,955,688	\$3,017,216
Monthly Change	-\$3,739	\$17,003	\$61,528



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Loch A. Dreizler, General Manager

DATE: December 19, 2018

SUBJECT: Committee Meetings and Goals

Recommendation / Proposed Motion

- Recommendation to review committee meetings action items and future meetings

Policy Reference

- Top Five outstanding issues were included in a Board Memorandum from January 2018. To address these outstanding issues committee meetings are scheduled to offer a process to establish priorities and goals.
- Goals for Fiscal Year 2018/2019 were established at the August 2018 Board Meeting and included in this memorandum.

Budget Resources

- None

Alternatives Considered

- None

Background

At the March 2018 meeting, Staff proposed dates for future committee meetings to establish more efficiency in committee preparation while balancing operations and maintenance of facilities.

Discussion

This memorandum is a summary of committee meetings to allow Board members that are not directly involved with individual committees to get brief updates. An additional goal, if appropriate, is to bring separate Board Memorandums with associated action items with committee recommendations to the full Board.

2018 Committee Assignments (to be modified in January 2019)

Standing Committee	Committee Members	Alternate
1) Operations	Mac Kenzie, Heavin	Fasold
2) Personnel	Nix, Fasold	Heavin
3) Finance	Mac Kenzie, Dietrich	Heavin
Ad-Hoc Committee	Committee Members	Dissolution
4) Alternative Energy	Heavin, Fasold	Inactive
5) Waste Discharge Requirements (WDR)	Fasold, Nix	When WDRs Finalized
6) Development		When Developments Completed
a) Operations	Mac Kenzie, Dietrich	
b) Development Agreement	Fasold, Dietrich	
Representatives	Committee Members	
7) VAFB Community Advisory Board	Mac Kenzie, Dietrich	
8) ACWA/JPIA	Mac Kenzie, Nix	
9) Santa Ynez Water Conserve. Dist. Sustainable Groundwater Mgmt. Act	Nix	

Attachment(s):

- Goals for FY 18/19
- Standing Committee and Ad-Hoc Committee Meeting Summary
- Backup Generators 5-Year Plan

Goals for FY 18-19

Wastewater

- Successfully negotiate new Waste Discharge Requirements (WDR) with limits that are achievable
 - ☒ **Update:** A letter requesting that MHCS D maintain our current Nitrogen Levels at 10/15 mg/L and a quarterly average for Chloride Levels at 300 mg/L for 5 years was sent to Regional Water Quality Control Board (RWQCB) on June 19, 2018.
 - ☐ **Next:** Staff anticipates a response from RWQCB before January 2019. Staff expects to be implementing a new WDR by June 30, 2019. Staff does not foresee exceeding levels for Total Dissolved Solids, Sodium, Biochemical Oxygen Demand or Total Suspended Solids with the new WDR.
- Establish a pond optimization control plan which reduces the average 2014 through 2017 Nitrogen levels from 14/16 to average annual levels equal to, or less than a seasonal 10/15 by June 30, 2019
 - ☐ **Next:** WDR Ad-Hoc committee to discuss pond optimization **Jan 9, 2019**
- Establish cost to treat Burton Ranch effluent via the City of Lompoc and determine an assess feasibility by September 28, 2018.
 - ☒ **Update:** Staff has what it will cost to connect to City of Lompoc for developers located within the City. Staff has a conceptual cost if MHCS D does something like Vandenberg Village CSD connection to the Lompoc Regional Wastewater Treatment Plant. Staff is scheduled to meet with Paul Hood, Executive Director of LAFCO the month of October 2018. Staff met with City of Lompoc City Manager on Nov. 14
- Complete NITROX / TriplePoint study and obtain capital cost and annual operating cost estimates by October 30, 2018
 - ☒ **Update:** Triple Point sent estimates for aeration and Nitrox System, the staff has an estimate of operating costs. See Ad-Hoc Development for further information.

Water

- Develop and execute a water system pressure / surge protection plan to reduce water system pressure problems, by October 31, 2018, and implement the project by June 30, 2020.
 - ☒ **Update:** Cannon Engineering, along with field crew has done on-site water pressure testing and discovered a malfunctioning Cla-Val Valve that has been repaired by field crew. However, Cannon needs to return to finalize on-site water pressure testing, prior to completing their water model.
 - ☐ **Next:** Cannon Engineering is developing the water model and MHCS D Staff needs to make some additional modifications to the Cla-Val Valve assemblies. Cannon Engineering to come out on Dec. 17 to do some spot topographic elevations

Electric Power / Emergency Back-up

- Determine backup requirements and phased approach for critical equipment by July 2018.
 - ☒ The timeline was established July 18, 2018
- Establish a timeline to implement in Phases by July 2018.
 - ☒ The timeline was established July 18, 2018
- Implement Phase 1 as outlined with the Board of Directors on July 18, 2018, by June 30, 2019.
 - ☒ **Update:** Electrical Engineer provided estimates for Maintenance Shop, Well #5 and Well #6. Information was presented to Operations Standing Committee.
 - ☐ **Next:** Get estimates from electrician to add automatic transfer switch at Well #6 and automatic transfer switch for Water Treatment Yard.

Personnel Development

- Establish performance goals and personal development plans for each district employee by the end of September 2018.
 - ☒ **Update:** Personnel Committee met October 2, 2018
- Establish specific operator license plan to provide backup by October 2018.
 - ☒ **Update:** 3 Staff members took wastewater exams October 2018, awaiting results
- Perform useful annual performance reviews with employees by June 30, 2019.
 - ☒ **Update:** Developed a process with Melissa Crouthers October 2018
 - ☐ **Next:** Finalized (5) performance review to date, Proposed Committee Meeting on Jan. 9, 2019

New developments

- Effectively support plan content and approval to support district needs for the following:
 - Summit View – Ongoing, see specific information on following pages
 - Burton Ranch - Ongoing, see specific information on following pages
 - Supportive Housing – Going through SB County process

Basic goals

- **Safety** - establish a proactive safety program
 - ☒ **Update:** Lee Patton, JPIA Risk Manager for MHCSO came by on October 2, and we received his written report.
 - ☐ **Next:** Finalize recommendations in report
 - ☐ **Staff Safety Meeting:** Scheduled for November/December 2018
- **Budget** - meet or exceed all budget goals regarding revenue and expenses
 - ☒ **Update:** Continuing through fiscal year
- **GM Job Description** - All duties as described
 - ☒ **Update:** A Closed Session at November 2018 Board Meeting

Standing Committee Meeting Summary

1. Operations (Mac Kenzie, Heavin)

- a. Next Committee Meeting: **December 12, 2018** to hear aeration presentation from Triple Point, come to an aeration determination about installation to present to the board in **January**
- b. Last Meeting was on: October 3 that included a review of Triple Point's aeration proposal, discussed other aeration options, reviewed lighting audit from PG&E and Eco-solutions
- c. Previous meetings included: developed a 5-year plan, begin work with Cannon Engineering to develop Water Pressure Model, and if contract scope allows – consider the impact of Burton Ranch

2. Personnel (Nix, Fasold)

- a. Next Committee Meeting: **January 9, 2019**
- b. Last Meeting was on: October 2 that included a review Personnel Goals, Annual performance review guidelines and methods, explanation of One on Ones, and preparation and expectations for GM pre-annual review.
- c. Previous meetings included: discussion about organizational chart

3. Finance (Mac Kenzie, Dietrich)

- a. Next Proposed Committee Meeting: **February 13, 2019**
- b. Proposed Agenda: Budget Calendar
- c. Previous meetings included: Staff update on the status of the NBS Capacity Charge Study

4. Alternative Energy (Fasold, Heavin)

- a. Inactive while waiting on utility energy audits

5. Waste Discharge Requirements (WDR) (Fasold, Nix)

- a. Next Committee Meeting: **January 9, 2018**
- b. Proposed Agenda: Review a draft pond optimization control plan
- c. Previous meetings included: working on MHCSO Staff to draft WDR RWQCB

6. Developments

Summit View – awaiting Summit View legal counsel review

a. Operations (Mac Kenzie, Dietrich)

- i. Next Operations Committee Meeting: **TBD**
- ii. Proposed Agenda: **TBD**
- iii. Previous meetings included: working on Development Agreement

a) Development Agreement (Fasold, Dietrich)

- i) Last Development Agreement Committee Meeting: October 26, 2018
- ii) Agenda: Capacity Charges and Development Agreement
- iii) Previous meetings included: determine equitable Capacity Charges, develop general and technical conditions

Burton Ranch

b. Operations (Mac Kenzie, Dietrich)

- i. Next Operations Committee Meeting: **TBD**
- ii. Proposed Agenda: **TBD**
- iii. Previous meetings included:

a) Development Agreement (Fasold, Dietrich)

- (1) Next Development Agreement Committee Meeting: **TBD, likely January 2019**
- (2) Proposed Agenda: **TBD**
- (3) Previous meetings included: Staff has been meeting with Burton Ranch in small groups, meeting preliminarily scheduled with Burton Ranch for Nov. 16, 2018 to discuss Capacity Charges was postponed seeking additional NBS input

Supportive Housing

ii) Operations (Mac Kenzie, Dietrich)

- (1) Next Operations Committee Meeting: **TBD**
- (2) Proposed Agenda: **TBD**
- (3) Previous meetings included:

iii) Development Agreement (Fasold, Dietrich)

- (1) Next Development Agreement Committee Meeting: **TBD**
- (2) Proposed Agenda: **TBD**
- (3) Previous meetings included: reviewing submitted preliminary plans, Can and Will Serve letter, and a Staff Directive to track project as it moves forward in the County planning process

Representatives

i) VAFB Commuality Advisory Board (Mac Kenzie, Dietrich)

ii) ACWA/JPIA (Mac Kenzie, Nix)

iii) Santa Ynez Water Conservation District Sustainable Groundwater (Nix)

- (1) On October 24, 2018 the Santa Ynez River Water Valley Basin, Western Management Area (WMA) Groundwater Sustainability Agency unanimously approved hiring the Stetson Group to prepare a Groundwater Sustainability Plan (GSP) for SYRWCD, City of Lompoc, Vandenberg Village CSD and Mission Hills CSD. The cost to hire Stetson are in the original estimated amount.

Backup Generators 5-Year Plan

If finances allow, and with Board approval

1. Phase 1 - Fiscal Year 2018/2019

- a. Purchase a 10 – 25 KW portable diesel generator to power SCADA, building lights, etc.,
- b. Purchase a 10 – 25 KW permanent generator to power Murphy Panel and Programmable Logic Controller (PLC)
- c. Install a transfer switch to accommodate (a.) and (b.) above
- d. Install transfer switch at Well #5 and Maintenance Yard for future auto-switch generator
- e. Review and Assess prior to moving forward with Phase 2

2. Phase 2 - Fiscal Year 2019/2020

- a. Purchase a portable generator that can run either Well #5 and the Water Treatment Process or Well #7 (already has a transfer switch installed), and Lift Station
- b. Install transfer switch at Lift Station for future auto-switch generator

3. Phase 3 - Fiscal Year 2020/2021

- a. Purchase a permanent auto-switch generator for Lift Station
- b. Install transfer switch to accommodate headworks and aerations

4. Phase 4 - Fiscal Year 2021/2022

- a. Purchase permanent generator to run Well #5/Treatment/SCADA + Building
- b. *Use large already purchased portable for other locations and Well #7*
- c. Purchase permanent auto-switch generator to run Headworks and Aeration

5. Phase 5 - Fiscal Year 2022/2023

- a. Install transfer switch to accommodate main office essentials
- b. Use the portable generator that was running the SCADA, building lights, etc., to run the office



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Loch A Dreizler, General Manager
DATE: December 19, 2018
SUBJECT: Officer Elections and Committee Assignments

Recommendation / Proposed Motion

- Recommendation: nominate and elect a President and Vice-President for the calendar year 2019. New president to appoint committees based on confirmation with the General Manager's recommendations at the first meeting in January.
- Proposed Nomination: I nominate "Director" to be President of the Mission Hills Community Services District for calendar year 2019
- Proposed Nomination: I nominate "Director" to be Vice-President of the Mission Hills Community Services District for calendar year 2019

Policy Reference

- 4040 – Board President
- 4050 – Members of the Board of Directors
- 4060 – Committees of the Board of Directors

Budget Resource

No Impact

Alternatives Considered

None considered

Background

Mission Hills established policies that guide the district's procedures for electing officers and appointing committee members.

Discussion

Determine who the Board President will be for the calendar year 2019, current President will remain in office through December.

Attachments:

2018 Board Officers and Committee Assignments

BOARD OFFICERS & COMMITTEE ASSIGNMENTS AS OF JANUARY 1, 2018

President:	Walt Fasold
Vice President:	Bruce Nix
Finance Officer:	James MacKenzie
Alternative Finance Officer:	Steve Dietrich
Director:	Myron Heavin

	<u>Committee:</u>	<u>Alternate:</u>
Operations	Mac Kenzie, Heavin	Fasold
Personnel	Nix, Fasold	Heavin
Finance	Mac Kenzie, Dietrich	Heavin

Ad-Hoc

Alternative Energy Fasold, Heavin

Burton Ranch – Development – Fasold, Dietrich
Operations – Mac Kenzie, Dietrich

Representatives:

VAFB IR Program	Mac Kenzie	Dietrich
ACWA/JPIA Board	Mac Kenzie	Nix
SYRWCD	Nix	



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Loch A. Dreizler, General Manager
Casey Fowler, Administrative Assistant
Melissa Crouthers, District Accountant

DATE: December 19, 2018

SUBJECT: Destruction of Certain District Records

Recommendation / Proposed Motion

- Recommendation: Review the list of Records for Destruction based on the District Record Retention Policy
- Proposed Motion(s): Approve destruction of District records as indicated in Table 1 – Records for Destruction, shown on page 2 of this memorandum.

Alternatives Considered

None considered at this time

Policy Reference

3090 – Records Retention Policy

3090.30 - The General Manager will bring to the Board of Directors a detailed list of records and ask for authorization to destroy records.

3090.46 – Any accounting record which is more than five years old may be destroyed based on Appendix B – Records Retention & Disposal Schedule.

3090.51 – Recording tapes of Board Meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

Budget Resource

No Budget Resource needed

Background

One purpose for records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.

Discussion

The Board of Directors established a Records Retention Policy and Schedule. In accordance with that policy and schedule, certain records have been identified as eligible for destruction. A listing of those records and relevant sections from the records retention schedule are listed below.

Table 1 - Records for Destruction

Dept	Creation Year	Destroy Year	Description
Accounting	2011	2018	Accounts Receivables
Accounting	2011	2018	Accounts Payable
Accounting	2013	2018	Bank Statements
Admin	2006-2017	2018	Recording Tapes Board Meetings

Attachment(s):

1. Policy 3090 – Records Retention
2. Appendix B – Records Retention & Disposal Schedule

MHCS D

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

- 3090.10** The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of MHCS D records: provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.
- 3090.20** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.
- 3090.30** The District Manager will bring to the Board of Directors a detailed list of records and ask for authorization to destroy records no more than two times a year.
- 3090.40** Pursuant to the provisions of California Government Code Sub Section 60200 through 60203, California Water Code Sub Section 21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records:
- 3090.41** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
- 3090.42** Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
- 3090.43** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
- 3090.44** Unaccepted bids for construction of public works, including buildings, more than two years old.

3090.45

Records, papers or documents that are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

1. The record, paper or document is photographed, microphotographed, reproduced on file of a type approved for permanent photographic records by the National Bureau of Standard, or copies to an approved electronic media;
2. The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
3. The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.46

Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

1. There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
2. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
3. Said audit report or reports were prepared pursuant to procedures outlined in Government Code Sub Section 26909 and other State or Federal audit requirements, and that;
4. Said audit or audits contain the expression of an unqualified opinion.

3909.47

Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

1. Duplicated (original-subject to aforementioned requirements).
2. Rough drafts, notes or working papers (except audit).
3. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.48

All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction in the section above. Payroll and personnel records include the following:

1. Accident reports, injury claims and settlements.
2. Medical histories.
3. Injury frequency charts.
4. Applications, changes and terminations of employees.
5. Insurance records of employees.
6. Time cards.
7. Job descriptions.
8. Performance Evaluations.
9. Earning Records and summaries.
10. Retirements.

3090.49

All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for in the section above.

3090.50

Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or

execution may be destroyed if microfilmed as provided for in the section above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in the above section. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

- 3090.51 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in the above section. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.
- 3090.52 Construction records, such as bids, correspondence, change orders, etc., shall not be kept a minimum of seven years unless they pertain to a project that includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.
- 3090.53 Contracts should be retained for its life plus seven years.
- 3090.54 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix B
Records Retention & Disposal Schedule

Record Description	Years Records Retained		After Retention Period	
	Office	Records Center	Media Storage	Destroy Original
Accounting Records				
Bank Deposit	2			Yes
Bank Statements	5			Yes
Purchase Orders (retained copy)	2			Yes
Warrants, Checks (with backup)	2	8		Yes
Journal Vouchers	3	7	Yes	Yes
Ledgers	7		Yes	Yes
Trial Balance (general ledger)	2		Yes	Yes
Balance Sheet	2		Yes	Yes
Budgets	5			Yes
Audits	Perm.			No
Improvement Districts	Life	4		No
Insurance (District)	Life	10		No
Loans & Grants	3	4		No
Title Reports	2			Yes
Registers				
Cash Receipts	7			No
Security Deposit	2	3		Yes
Payroll	2		Yes	Yes
Warrant/Voucher	5		Yes	Yes
Meter Reader's Books	4	3		Yes
Depreciation Schedules	2	3		Yes
Budgeted Cash Receipts & Disbursements	3		Yes	Yes
Aging Analysis	2			Yes
Cost Accounting Records	3		Yes	Yes
Payroll-Personnel				
Authorizations, misc.	Life + 3		Yes	Yes
Accident Reports, Injury Claims & Settlements	Life + 5		Yes	Yes
Deferred Comp. Annual Summary	2		Yes	Yes
DMV Reports	3			Yes
Earnings Records	Life + 3		Yes	Yes
Employment Tests & Scores	2			Yes
Employment Applications, Changes & Terminations	Life + 3		Yes	Yes
Fidelity Bonds	Life + 1	3		Yes
Garnishments	Life + 2			Yes
Immigration Act Affidavits	Life		Yes	Yes
Insurance Records (employees)	Life		Yes	Yes
Job Descriptions (obsolete)	7		Yes	Yes
Job Postings	3			Yes
Job Recruitment Packets	3			Yes
Performance Evaluations & Disciplines	2			Yes
Medical Histories	Life		Yes	Yes
Retirements	Life		Yes	Yes

POLICY #3090 – Records Retention

Record Description	Years Records Retained		After Retention Period	
	Office	Records Center	Media Storage	Destroy Original
Time Cards	2	3	Yes	Yes
EEOC Form 4	5		Yes	Yes
Operations Records				
Bacteriological Summaries (treatment plants)	0	5		Yes
Chemical Analysis Reports	10		Yes	Yes
Annual Report to State Health (domestic)	10		Yes	Yes
Customer Complaints	5			Yes
Sanitary Surveys	10			Yes
Water Rights				
District	Life		Yes	No
Individual	Life		Yes	No
Correspondence, misc.	3			Yes
Water Rights Study	Life		Yes	Yes
Report of Licensee	7		Yes	Yes
Progress Report by Permittee	3		Yes	Yes
Protests	5			Yes
Maintenance Records				
Construction Photos/Slides/Videos	10			Yes
Work Requests by Facility	2			Yes
Construction Work Orders	3			Yes
Pesticide Use Report USDA	5			Yes
Restricted Materials Permit	2			Yes
Spray Permits	10			Yes
Aquatic Weed Control Notice (operations for customer)	2			Yes
Aquatic Weed Control Diary	10			Yes
Daily Work Reports	10			Yes
Equipment Certificates OSHA	Life			Yes
Underground Service Alert	1			
Engineering				
Individual Facility	10		Yes	Yes
Licenses & Permits (to operate)	Life			No
Construction Inspections	10			Yes
Construction Photos/Slides/Videos	10			Yes
Reports & Studies	10			
Master Plans	20			
Feasibility Studies	10			
Encroachment Permits (by others)	Life			Yes
Facility Correspondence	3	5		Yes
Bids & Proposals	5			Yes
Submittals	2			Yes
Contract Drawings	1		Yes	Yes
As-Built Drawings	1		Yes	No
Maps	1		Yes	Yes
Property				
Rights of Way & Easements	Life		Yes	No

POLICY #3090 - Records Retention

Record Description	Years Records Retained		After Retention Period	
	Office	Records Center	Media Storage	Destroy Original
Encroachments	Life		Yes	Yes
Deeds	Life		Yes	
Abstracts of Title, Preliminary Title Reports & Litigation Guaranties	2			Yes
Miscellaneous				
Correspondence	3			Yes
Correspondence, legal	3			Yes
Suits, Claims, Liens, Bankruptcies	Life + 2			Yes
Reports, Committees	2			Yes
Reports, Staff	3			Yes
Environmental	3			Yes
Water Availability	3			Yes
Legislation	Life			Yes
Conflict of Interest Statements	2	5		Yes
Agreements & Contracts	Life + 1		Yes	Yes
Legal Opinions	10		Yes	Yes
Annexations & Detachments	1		Yes	Yes
Education	2			Yes
Elections	5			Yes
Minutes of Board Meetings & Minutes Packages	Life		Yes	Yes
Policies, Rules & Regulations	Life		Yes	
News Releases	2			Yes
News Letters	2			Yes
Purchasing Records				
Purchase Orders (with backup)	3	5		Yes
Inventory (cards & tags)	2			Yes
Inventory (computer printouts)	2	5		Yes
Requisitions	2	5		Yes
Disposal of Surplus/Excess Property	2	5		Yes
State Surplus Acquisition	2	5		Yes
Bids & Quotes	3	2		Yes
Disposal of Scrap Materials	2	5		Yes
Correspondence	3			Yes
Agreements (maintenance)	Life + 1	2		Yes
Hydroelectric Records				
Individual Facility (Incl. everything needed to operate &/or main)	10		Yes	Yes
Licenses & Permits (to operate)	Life		Yes	Yes
Construction Inspections	3		Yes	Yes
Reports & Studies	10			No
Encroachment Permits (by others)	Life			Yes
Correspondence, misc.	3			Yes
Bids & Proposals (not awarded)	7			Yes
Agreements	Life + 1		Yes	Yes
Contract Drawings	1		Yes	Yes
As-Builts	1		Yes	Yes
Submittals	2			Yes

POLICY #3090 - Records Retention