



MISSION HILLS COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes

4:15 PM Wednesday May 15, 2019

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:19 pm on Wednesday, May 15, 2019 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Walt Fasold, Myron Heavin, Steve Dietrich, Karina Naughton and Bruce Nix

DIRECTORS ABSENT:

None

STAFF PRESENT:

Loch Dreizler, Melissa Smith, Kayla Cunningham

OTHERS PRESENT:

Jay Freeman, Ron Herbig

PLEDGE OF ALLEGIANCE

1. CLOSED SESSION:

A. Public Comment: There were no comments made. Public was asked to exit the board room.

B. Adjourn to Closed Session:

- Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Discussion and consideration of amended employment agreement with General Manager

C. Reconvene to Open Session: The Board reconvened to Open Session at 4:27 pm.

D. Report from Closed Session: No actions to report.

2. PRESENTATION: none

3. CONSENT ITEMS: Motion by Director Fasold, second by Director Heavin to approve the Consent Agenda after review.

Agenda Item 3A. Approval of Minutes

The Board of Directors approved Minutes of the Special Meeting of April 12, 2019, the Regular Meeting of April 17, 2019 and the Special Meeting of April 25, 2019 as stated.

Agenda Item 6b. Activity Reports for April 2019

Agenda Item 6c. Financial and Expenditures Report for April 2019

Vote to approve the Calendar of Consent was 5-0.

4. DISCUSSION ITEMS:

Agenda Item 4A. Public Reading and Adoption of the Final Budget for Fiscal Year 2019-20

Staff presented the final budget for Fiscal Year 2019-20 for review and adoption. The preliminary budget for Fiscal Year 2019-20 was approved at the April 17, 2019 regular meeting. After review, the Board of Directors held the public hearing at which no comments were made. Motion to adopt by Director Fasold, second by Director Naughton. Vote 5-0.

Agenda Item 4B. Resolution 19-330 - Cost of Living Adjustment

District Resolution 19-330 – Cost of Living Adjustment, was presented and reviewed for approval. The Cost of Living Adjustment was included in the pay schedule of the Fiscal Year 2019-20 final budget and is consistent with the US Department of Labor Statistics CPI Index for the western region (CPI-W). Motion to approve by Director Fasold, second by Director Naughton. Roll Call vote – Ayes: Fasold, Heavin, Naughton, Dietrich, Nix Noes: none.

Agenda Item 4C. CalWARN Mutual Assistance Agreement

The California Water/Wastewater Agency Response Network (CalWARN) Mutual Assistance Agreement was presented by Staff for consideration. Membership in the network will provide the District with a mechanism to provide mutual assistance to Vandenberg Village CSD, the City of Lompoc and other agencies in the event of an emergency or natural disaster. Motion to approve by Director Fasold, second by Director Heavin. Vote 5-0.

Agenda Item 4D. Approval of Job Descriptions

The Personnel Committee and staff presented updated job descriptions for the following positions: Accountant, Customer Service Representative I, Customer Service Representative II, Operator-In-Training, Operator I and Operator II. The Board reviewed and approved the updated job descriptions with no changes. Motion to approve by Director Nix, second by Director Fasold. Vote 5-0.

Agenda Item 4E. Committee Meetings and Goals

There have been no committee meetings since the April 17, 2019 regular meeting. Upcoming Operations Committee meetings are tentatively scheduled for June 5, 2019. It was requested that staff bring the generator purchase information to the Operations-Energy committee meeting for review. Staff suggested the Board appoint an alternate for the Santa Ynez River Water Conservation District – Western Management Area Committee for Groundwater Sustainability as Director Nix is currently the sole Board representative for this committee. Discussion ensued regarding the appointment with the Board deciding on Director Heavin being the alternate. Motion to appoint Director Heavin to the SYRWCD – WMA Committee for Groundwater Sustainability by Director Fasold, second by Director Nix. Vote 5-0.

Agenda Item 4F. Discussion and Consideration to Amend Employment Agreement with General Manager

An amendment to the General Manager's Employment Agreement was reviewed. Motion to approve by Director Fasold, second by Director Dietrich. Vote 5-0.

5. COMMUNICATIONS:

- A.** Recruitment Update – Kayla Cunningham has accepted the position of Administrative Assistant and was hired on May 14, 2019. Interviews for the position of Operations Superintendent are scheduled for Monday, May 20th.

- B. Connection Fees/Ordinance Update – The second reading and adoption of Ordinance 19-83, Connection Fees, was executed at the April 17, 2019 meeting. The Ordinance will go into effect on June, 17, 2019. Director Fasold and Director Dietrich expressed the importance of keeping the Connection Fee calculation working documents current and reviewing them on an annual basis.
- C. CSDA Membership – Director Nix requested staff gather information regarding the cost to join the California Special District Association and the benefits of membership. He stated that the District used the CSDA resources extensively during its formation and growth. Manager Dreizler was given a special offer from CSDA for the District to join at a discounted rate for the remainder of 2019. He recommended that we join and explore the benefits of membership to determine if it will be useful to the District.
- D. Miscellaneous Communications:
 - 1. The Central Coast Regional Water Quality Control Board meeting being held on Friday, May 17th has the Proposed Waste Discharge Requirements for Mission Hills CSD on the agenda for review and adoption. Members of the Board, General Manager Dreizler and Engineering Hydrogeologist Rick Hoffman will attend.
 - 2. Director Dietrich inquired on the status of the Pressure Study and its relevance to the operation of the water treatment plant. Staff will present information on the Water Pressure study at the upcoming Operations-Water committee meeting.

6. ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 6:30 pm.

Respectfully Submitted,

Loch Dreizler
General Manager

Walter Fasold
President, Board of Directors