

# **Mission Hills**

## **Community Services District**

1550 E Burton Mesa Blvd., Lompoc CA 93436-2100

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### **Directors:**

Steve Dietrich  
Walter Fasold  
Myron Heavin  
James Mac Kenzie  
Bruce Nix

### **M-I-N-U-T-E-S**

#### **Regular Meeting**

#### **January 18, 2017**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order by President Fasold at 6:30 p.m. on Wednesday, January 18, 2017 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

### **DIRECTORS PRESENT:**

By roll call: Steve Dietrich, Walter Fasold, Myron Heavin, James Mac Kenzie, and Bruce Nix

### **DIRECTORS ABSENT:**

None

### **STAFF PRESENT:**

Michael Riley, Melissa Crouthers, Steve Sarot, and Casey Fowler

### **OTHERS PRESENT:**

Amanda Foster, Phil Marozick, Mike Schmeiser, Christopher Chaja (via conference call), Jeff Smith, and Ron Herbig

### **3. PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance.

### **4. SPECIAL PRESENTATION:**

It was noted that Bill Klepper from RNC Genter was unable to attend due to illness and will be scheduled for the next regular meeting.

Amanda Foster from RGNext presented the Vandenberg Operational Lightning Tracking System (VOLTS) to the Board of Directors in hopes to pursue a Memorandum of Understanding (MOU) with MHCSd for the Installation of VOLTS equipment and monitoring. (See attached presentation).

There was a question and answer section of the presentation. It was decided that the Board will discuss the specific guidelines for the MOU at the next regular meeting.

### **5. AGENDA REVIEW:**

**Agenda Item 5a.** Motion by Director Fasold, second by Director Mac Kenzie that all resolutions and ordinances presented tonight be read in title only and all further readings be waived. Unanimous 5-0.

6. **COMMUNITY COMMENTS AND SUGGESTIONS:** None

7. **CONSENT AGENDA:**

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

**Agenda Item 7a.      Consideration of Approval of Minutes.**  
Approved Minutes of the Board of Directors Special Meeting of December 21, 2016. President Fasold noted that the minutes discussed the variations from projected income statement to be updated and he noticed it was not completed at this point. General Manager Riley stated that he had not had time to address this yet however it will be done by the next board meeting.

**Agenda Item 7b.      Reports on Water, Wastewater and Street Sweeping.**  
Street Sweeping Report, Water Reports and Wastewater Reports were reviewed. It was asked if we could provide an average water use and Average Influent flow instead of a high and a low for the month in both the water and wastewater report.

**Agenda Item 7c.      Consideration of the Manager's Project and Expenditure Reports.**  
December Profit and Loss Statement, Expenditures (year to date), Bank Account Summary, Disbursement Journal, Variation from Projected Income, Outstanding Issues in both Operational and Administrative, and the RNC Center monthly statements were briefly reviewed and discussed. Director Fasold asked why the Granit cost for the Manhole raising was so expensive when the Board was told it would be about \$5,000. General Manager Riley stated that it was his error on the amount of valve cans and manholes to be raised.  
**Vote to approve the Calendar of Consent was 5-0**

8. **CORRESPONDENCE:** These items are placed on the agenda for informational purposes only. No action required.

**Agenda Item 8a.      Proposed Schedule for FY 2017-2018 Budget Cycle.**  
President Fasold asked for there to be a section on the next agenda for the Board to have an open discussion with District Staff of the expectations they are looking for on this next budget before the first draft is completed.

9. **CONTINUED BUSINESS:**

**Agenda Item 9a.      Continue Street Sweeping Service for Both Mission Hills and Mesa Oaks.**  
Recommended Action: District Board of Directors review the motion made in September 2016 to cancel street sweeping services in Mission Hills and make a motion to reinstate services to both Mission Hills and Mesa Oaks as previously performed.  
**Motion by Director Fasold, second by Director Dietrich to reinstate street sweeping services to both Mission Hills and Mesa Oaks as previously performed. Unanimous vote.**

**10. NEW BUSINESS:**

**Agenda Item 10a. Review and Adopt Resolution 17-313; Updating signatures and Authorizing the Investment of District Monies with RNC Genter Capital Management as Fiduciary and TD Ameritrade as Trustee.**

Recommended Action: District Board of Directors adopt Resolution No. 17-313 as submitted to update signatures with RNC Genter and TD Ameritrade.

**Motion by Director Mac Kenzie, second by Director Heavin to adopt Resolution 17-313 as submitted. Unanimous by roll call vote.**

**Agenda Item 10b. Approve Destruction of District Documents and Audio Tapes.**

Recommended Action: District Board of Directors discuss and approve the destruction of supporting documentation of accounts receivable and accounts payable prior to 2010. Audio tapes prior to November 2016. Former customer files prior to 2010 in accordance to the District current record retention policy. After discussion it was decided the best practice would be to keep the audio tapes for an entire fiscal year before destroying them.

**Motion by Director Fasold, second by Director Mac Kenzie to destroy supporting documentation of accounts receivable and payable prior to 2010 and bring back the audio tapes for destruction in August. Unanimous vote.**

**11. GENERAL MANAGER ITEMS:** It was noted the Safety Dinner will be February 3<sup>rd</sup> beginning at 6:00 pm

**12. BOARD MEMBER COMMUNICATIONS:**

Director Fasold asked for General Manager Riley to establish district goals so the Staff and Board all have a common understanding and can all work on the same goal. Once this is completed he would like to have this be a line item on a future meeting.

Director Mac Kenzie noted that the Santa Ynez Water Conservation District newsletter stated that the Lompoc Uplands is in overdraft and we know that this is not true based on the USGS studies. General Manager Riley stated that he already spoke with Bruce Whales and the confusion will be corrected. Director Dietrich would like to get this confirmation in writing for future accurate public knowledge

**13. STAFF COMMUNICATIONS:**

District Account Crouthers asked about the Board Members setting up a District Tour before the budget workshop to be able to have a better understanding of items being requested by staff. This meeting was scheduled for February 10, 2017 beginning at 2:00 pm

**14. ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 8:50 p.m. to the next Special Meeting to be held February 10, 2017 at the District office beginning at 2:00 pm.

Respectfully Submitted,

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Casey Fowler  
Secretary, Board of Directors

APPROVED AS TO FORM:

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Walt Fasold  
President, Board of Directors