

Mission Hills Community Services District

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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** **April 19, 2017**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order by President Fasold at 6:36 p.m. on Wednesday, April 19, 2017 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT: By roll call: Steve Dietrich, Walter Fasold, Myron Heavin, and James Mac Kenzie

DIRECTORS ABSENT: Bruce Nix

STAFF PRESENT: Michael Riley, Melissa Crouthers, Carry Via, and Casey Fowler

OTHERS PRESENT: Ron Herbig, Andy Padilla, Jeff Smith, Tim Naughton, Danny Hayes

3. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance.

4. **SPECIAL PRESENTATION:** None

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 4-0.

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

7. CONSENT AGENDA:

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

Agenda Item 7a. Consideration of Approval of Minutes.

Approved Minutes of the Board of Directors Regular Meeting of March 15, 2017 and Special Meeting of April 5, 2017. It was requested to add the odor issue has been worse since the completion of the sewer truck line project to agenda item 10a for the March 15, 2017 minutes. It was also suggested to add that the Board had requested a current salary range and salary comparison during the April 5, 2017 Special Meeting.

Agenda Item 7b. Reports on Water, Wastewater and Street Sweeping.

Street Sweeping Report, Water Reports and Wastewater Reports were reviewed.

Agenda Item 7c. Consideration of the Manager's Project and Expenditure Reports.

March 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 Genter monthly statements were briefly reviewed and discussed. It was suggested to verify that the rates for PG & E have been switched to the Tier 6 schedule. During the Budget to Actual Comparison it was asked about the cost associated with the County Roads improvement projects and if we have contacted them to see if they have any projects in our district coming up so we can be better prepared. It was requested to contact Granite and have a cost break down sent to us for the work they performed during the County project. It was also suggested we contact Vandenberg Village CSD to see why they do not pay for the manholes to be raised and see if this is something we can try to accomplish.

Vote to approve the Calendar of Consent was 4-0

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

Agenda Item 8a. Training for one (1) Staff Member

Recommended Action: No action needed. Director Fasold asked for a plan for each of our field crew showing where we are with the license and training and where we would like to be.

Agenda Item 8b. First Draft of District Goals

Recommended Action: District Board of Directors review the General Managers first draft of the Districts long term goals and provide comments for additions or corrections. After discussion it was requested to have the list broken into two categories; short term goals and long term goals to help assist with the direction the district needs to move in the future and what is considered highest priority. General Manager Riley asked for time to have this completed because with all the projects that are currently going on he is very limited on time. It was determined that this needed to be done before July 1, 2017.

9. CONTINUED BUSINESS:

Agenda Item 9a. Approval of the Preliminary FY 2017-2018 District Budget.
Recommended Action: District Board of Directors review the preliminary budget totaling \$1,847,892 and approve as submitted. Director Fasold stated that he is happy to see the rate increase is reduced from the first draft. He is concerned with the General Managers reduction in the utilities by switching to the PG & E A6 rate structure since these numbers are based on last year when we did not operate under normal conditions. He went on to say that at the last budget meeting he had requested a salary range for each of the Districts employees as well as that of comparable districts. Since this was not received he does not feel he can approve the preliminary budget. Director Heavin stated that he also had requested a pie chart at the last meeting and would still like to have that information provided. He went on to say that he also feels the rate increase should be adjusted to a 4% increase in fixed water cost and 2% increase in water usage instead of 3% for each. It was decided to gather more information and hold a special meeting on May 3, 2017 beginning at 5:30 pm.

Agenda Item 9b. Review of Emergency Action Authorizing the Immediate Expenditures of Funds to Repair the Districts Wastewater Treatment Facility.
Recommended Action: District Board of Directors review the emergency action taken at its February 24, 2017 Special Board meeting and find that there is a continuing emergency requiring the immediate expenditure of funds in order to repair Pond #1. It was suggested that monthly reports for this project be included in the board package.
Motion by Director Mac Kenzie, second by Director Heavin that the emergency condition still exists, requiring immediate expenditure of funds to repair pond #1. Unanimous vote.

10. NEW BUSINESS:

Agenda Item 10a. Gate Valve Replacement at Calle Primera and Rucker Road
Recommended Action: District Board of Directors review, discuss and approve staff's recommendation to accept a proposal from RL Johnson to complete this project with a cost not to exceed \$14,000.00. The Board of Directors would like for all projects under the General Managers limit of \$25,000.00 to be completed as required and brought back to the board as correspondence
No motion needed at this time, under the approved General Manager spending limit.

Agenda Item 10b. Updated Legal Agreement from Carmel & Naccasha, LLP
Recommended Action: District Board of Directors review, discuss, and approve Staff's recommendation to accept the updated service agreement. It was asked for a copy of the current agreement to be sent to all Board Members for review before a motion is made to accept the updated service agreement. This item will be brought back to the next regular meeting.

11. GENERAL MANAGER ITEMS:

12. BOARD MEMBER COMMUNICATIONS:

13. STAFF COMMUNICATIONS:

14. ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 9:15 p.m. to the next Regular Meeting to be held May 17, 2017 at the District office beginning at 6:30 pm.

Respectfully Submitted,

Casey Fowler
Secretary, Board of Directors

APPROVED AS TO FORM:

Walt Fasold
President, Board of Directors