

Mission Hills
Community Services District
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Directors:

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December 15, 2017

NOTICE IS HEREBY GIVEN that the Board of Directors of the Mission Hills Community Services District will hold a **Regular Meeting** at **6:30 p.m.** on **Wednesday, December 20, 2017** at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California

AGENDA SUMMARY

1. **CALL TO ORDER:** **6:30 P.M.**

2. **ROLL CALL:**

3. **PLEDGE OF ALLEGIANCE:**

4. **SPECIAL PRESENTATION:**

5. **AGENDA REVIEW:**

5a. **Move that all resolutions and ordinances presented tonight be read in title only and all further reading be waived.**

6. **COMMUNITY COMMENTS AND SUGGESTIONS:**

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the District Board of Directors. The Brown act restricts the Board of Directors from taking formal action on matters not published on the agenda. In response to your comments, the President or presiding chairperson may:

- Direct District staff to assist or coordinate with you.
- A Chairperson may state a desire to meet with you.
- It may be the desire of the Board of Directors to place your issue or matter on a future District agenda.

Please adhere to the following procedures when addressing the District Board of Directors:

- Comments should be limited to three minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member or Member of the audience shall not be permitted.

7. CONSENT AGENDA:

The following routine items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Any member of the public who wishes to comment on any Consent Agenda Item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action. The Board of Directors may approve the remainder of the Consent Agenda on one motion.

7a. Consideration of Approval of Minutes:

Recommended Action: Approve Minutes of the Board of Directors Regular Meeting of November 15, 2017 and Special Meeting of December 4, 2017

7b. Consideration of Reports on Water and Wastewater:

Recommended Action: Approve the reports on Street Sweeping, Water and Wastewater for November 2017.

7c. Consideration of Manager's Project and Financial Reports:

Recommended Action: Approve the Manager's Financial and Expenditure Reports as submitted for November 2017.

7d. Personnel Committee Update

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

8a. ACWA/ JPIA Presidential Special Recognition Award

8b. Write- off of Uncollectable Debt

9. CONTINUED BUSINESS:

- 9a. **Review Emergency Actions Taken to Repair the Districts Wastewater Treatment Facility and Approve Resolution 17-317 stating that there is No Longer a Need for Emergency Action.**

Recommended Action: District Board of Directors review the emergency action taken at its February 24, 2017 Special Board meeting and find that there is no longer a need to continue the emergency requiring the immediate expenditure of funds in order to repair Pond #1.

- 9b. **Approve Updated Job Descriptions for Supervising Water System Operator and Supervising Wastewater System Operator.**

Recommended Action: District Board of Directors review the attached updated job descriptions, approved by the Personnel Committee, for Supervising Water Systems Operator and Supervising Wastewater System Operator as submitted.

10. NEW BUSINESS:

- 10a. **Destruction of District Records**

Recommended Action: District Board of Directors discuss and approve the destruction of supporting documentation of accounts receivable and accounts payable prior to 2011, former customer files prior to 2011 and audio tapes prior to July 2017 in accordance to the District current record retention policy

- 10b. **Annual Selection of Board Officer and Committee Assignments**

Recommended Action: District Board of Directors review, discuss and select the 2018 Board Officers and Committee Assignments. These selections will become effective January 1, 2018

- 11. GENERAL MANAGER ITEMS:** The following item(s) are placed on the agenda by the District Manager in order to receive feedback and/or request direction from the Board.

12. DISTRICT BOARD OF DIRECTORS MEMBER ITEMS AND COMMUNICATION:

The following item(s) are placed on the agenda by a Board Member who would like to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on future agenda. No formal action can be taken.

13. STAFF COMMUNICATIONS:

14. ADJOURNMENT:

All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the board packages and are available for public inspection and reproduction at cost. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make requests for disability-related modification or accommodation, contact the board secretary at (805) 733-4366 as soon as possible prior to the meeting.

Note: This agenda was prepared and posted pursuant to Government Code Section 54954.2