

# **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**

#### **July 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 6:30 p.m. on Wednesday, July 19, 2017 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

### **DIRECTORS PRESENT:**

By roll call: Steve Dietrich (left at 8:40), Walter Fasold, Myron Heavin and Bruce Nix

### **DIRECTORS ABSENT:**

James Mac Kenzie

### **STAFF PRESENT:**

Michael Riley, Melissa Crouthers, Rick Young, and Casey Fowler

### **OTHERS PRESENT:**

Ron Herbig, Tarry Hetzel and Jeff Smith

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

Pledge of Allegiance.

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

None

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

**Agenda Item 5a.** 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 4-0.

### **6. COMMUNITY COMMENTS AND SUGGESTIONS:**

**7. CONSENT AGENDA:**

Motion by Director Nix, second by Director Fasold 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 May 17, 2017 and Special Meeting of May 24, 2017.

**Agenda Item 7b. Consideration of Reports on Water and Wastewater and Manager's Project and Financial Reports for the month of May:**

Street Sweeping Report, Water Reports and Wastewater Reports were reviewed, as well as, May 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 asked for the monthly average of water usage to be included on the water report. Director Fasold requested again for the District to look into how VVCSD is able to not pay for the manholes being raised when the County performs road work and to look into when they plan on doing more work in the area so it allows us time to get a firm bid on the project.

**Agenda Item 7c. Consideration of Reports on Water and Wastewater and Manager's Project and Financial Reports for the month of June:**

Street Sweeping Report, Water Reports and Wastewater Reports were reviewed, as well as, June 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 that we notify the vendors again regarding the restrictions of self-regenerating water softeners within the District.

**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.

**9. CONTINUED BUSINESS:**

**Agenda Item 9a. Continue Emergency Resolution to Repair Pond #1.**

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.

**Motion by Director Fasold, second by Director Nix that the emergency condition still exists, requiring immediate expenditure of funds to repair pond #1. 4-0 Unanimous.**

**Agenda Item 9b.      Selection of Pond #1 Liner Contractor.**

Recommended Action: District Board of Directors review the spreadsheet comparing EAC Applications and D&E Construction for the installation of the pond #1 liner and approve staff's recommendation to accept D&E Construction's proposal with a cost not to exceed \$81,000.00.

**Motion by Director Fasold, second by Director Heavin to approve staffs recommendation to accept D & E Construction with a cost not to exceed \$81,000.00. Unanimous 4-0.**

**Agenda Item 9c.      Resolution of the Board of Directors of the Mission Hills Community Services District Approving Cost of Living Adjustment for All Permanent District Employees.**

Recommended Action: District Board of Directors review, discuss and adopt Resolution 17-316, Resolution of the Board of Directors of the Mission Hills CSD approving cost of living adjustment for all Permanent District Employees.

**Motion by Director Fasold, second by Director Dietrich to approve Resolution 17-316 as submitted. Unanimous Roll Call Vote 4-0.**

**10. NEW BUSINESS:**

**Agenda Item 10a.      Change Order Proposal #1 from Cushman Contracting for the Pond #1 Upgrade Project.**

Recommended Action: Director Board of Directors review the baffle installation comparison between two companies and approve staff's recommendation to accept the proposed change order with Cushman Contracting with a cost not to exceed 28,500.00 and a 5 working day time extension.

**Motion by Director Fasold, second by Director Heavin to accept staff's recommendation to add the baffle purchase and installation to the Pond #1 Upgrade Project with a cost not to exceed \$28,500.00. Unanimous 4-0.**

**11. GENERAL MANAGER ITEMS:**

- General Manager's Performance review will begin this month, with the first closed session beginning at the next regular meeting. President Fasold asked for the 360 review again if the staff would like to participate. After discussion it was decided it would be important for specific goals to be set for the General Manager. It was recommended that a draft of the goals are included in the next month's board package.

**12. BOARD MEMBER COMMUNICATIONS:**

**13. STAFF COMMUNICATIONS:**

District Accountant Crouthers stated that she attended a conference where the discussion was Cal-Pers. She went on to say that it was very informative and that she would like to have a presentation to the Board in the near future.

**14. ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 8:45 p.m. to the next Regular Meeting to be held August 16, 2017 at the District office beginning at 6:30 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