

# **Mission Hills**

## **Community Services District**

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

Telephone: (805) 733-4366 - Fax: (805) 733-4188

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### **Directors:**

Walter Fasold  
Danny Hayes  
James Mac Kenzie  
Tim Naughton  
Bruce Nix

### **M-I-N-U-T-E-S Regular Meeting March 11, 2015**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order by President Mac Kenzie at 6:30 p.m. on Wednesday, March 11, 2015 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

### **DIRECTORS PRESENT:**

By roll call: Walter Fasold, Danny Hayes, James Mac Kenzie, Tim Naughton, and Bruce Nix

### **DIRECTORS ABSENT:**

None

### **STAFF PRESENT:**

Michael Riley, Melissa Stevens, Carry Via, Steven Sarot, Wendell Warren, and Casey Fowler

### **OTHERS PRESENT:**

Bernard Jones and Ron Herbig

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

Pledge of Allegiance.

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

none

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

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

### **6. COMMUNITY COMMENTS AND SUGGESTIONS:** none

### **7. CONSENT AGENDA:**

Motion by Director Nix, second by Director Hayes to approve the Consent Agenda after review.

### **Agenda Item 7a.**

### **Consideration of Approval of Minutes.**

Approved Minutes of the Board of Directors Special Meetings held February 18 and February 20, 2015.

**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.**  
February's 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 statement.  
**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.

**9. CONTINUED BUSINESS:**

**Agenda Item 9a. Discuss and Consider the Adoption of Ordinance No. 15-81 Amending Ordinance No. 00-62 regarding Fixing the Day and Time of Regular Meetings of the District's Board of Directors.**

Recommended Action: District Board of Directors Adopt the attached ordinance amending Section 1 of Ordinance No. 00-62 fixing the day and time of regular meetings of the District's Board of Directors to the third Wednesday of every month. No Public comment was made.

**Motion by Director Fasold, second by Director Naughton to adopt Ordinance No. 15-81, Amending Ordinance No. 00-62 Regarding Fixing the Day and Time of Regular Meetings of the District's Board of Directors. Unanimous by roll call vote.**

**Agenda Item 9b. Discuss and Consider Final Approval and Acceptance of the Easements for the Sewer Line Replacement Project and Authorization to Execute the Documents.**

Recommended Action: District Board of Directors approve and accept the three easements located at 3380 Via Elba, 3348 Via Feliz and 3344 Via Feliz to move forward with the sewer line replacement project and authorize the General Manager to execute the documents for final submission.

Motion by Director Fasold, second by Director Naughton to accept the total cost of all three easements in the amount of \$14,666.00 and authorize the General Manager to execute the documents for final submission. Unanimous 5-0.

**Agenda Item 9c. Discuss and Consider Approval of a New Administrative Services Manager Job Description and Salary Range.**

Recommended Action: District Board of Directors discuss and approve a new Administrative Services Manager job description and salary range. Director Mackenzie stated that the Personnel Committee has met with the General Manager to discuss and review the proposed job description and would like to support his decision to move forward. A discussion occurred and it was decided that this item will be tabled to the March Budget Workshop Meeting, where the current Administrative Assistant and General Manager job descriptions could also be provided.

## **10. NEW BUSINESS:**

### **Agenda Item 10a. Discussion and Consideration of selecting a Firm to conduct a Water, Wastewater and Street Sweeping Rate Study.**

Recommended Action: District Board of Directors review and discuss the attached spreadsheets. The first spreadsheet lists the firms who received the RFP. Then second spreadsheet provides a comparison of the three firms who responded. Staff recommends acceptance of Tuckfield & Associates. General Manager Riley stated the importance of going through the Proposition 218 process again and explained that several areas of the current rate structure will be reviewed and evaluated.

**Motion by Director Nix, second by Director Hayes to accept staff's recommendation to select Tuckfield & Associates to conduct a water, wastewater and street sweeping rate study with a cost not to exceed \$20,000.00. Vote was 4-1, with Director Naughton voting against.**

## **11. GENERAL MANAGER ITEMS**

**The following item(s) were placed on the agenda by the District Manager in order to receive feedback and/or request direction from the Board. No formal action can be taken.**

- Form 700 reminders
- Budget Workshop Meeting scheduled for March 25 beginning at 5:30 pm.

## **12. BOARD MEMBER COMMUNICATIONS:**

Director Hayes stated that he is cancer free as of right now and starting to feel better.

Director Fasold commented that in the Lompoc Record, the city of Lompoc wrote off 2 million in utility bills. He went on to say that he appreciates that this is an area we are very strong in with minimal write offs.

Director Nix stated that the City of Santa Maria is in the process of doing a proposition 218 study and are supposed to be holding their public hearing next Wednesday. They are proposing a 5% increase each year for the next four years.

Director Naughton stated that he is very excited to begin the 218 process again in the regard of looking at different approaches to our current billing structure and to work with Tuckfield and Associates to see what they suggest.

## **13. STAFF COMMUNICATIONS:**

Mr. Warren started off by saying that he is going to be retiring at the end of this fiscal year and to suggest to the Board Members that they continue to work with full staff as it has been for the past few months. He went on to explain the importance of having two man teams and the difficulties they have encountered over the past few years being shorthanded. He also suggested that they try and continue hiring a summer intern because this just helps the crew get ahead on tasks that are pushed aside during leaks as well as installing the over 200 meters being purchased. He also noted that we have a fifth person who has been working for us on a temporary basis who is exceptional. Director Fasold thanked

Mr. Warren for all of the years of his hard work and for also coming and sharing his opinions and experiences with the Board Members.

District Accountant Stevens stated that she wanted to formally mention for the record that we will be removing Director Bernard Jones as a signer from all Coasthills accounts and adding Director Bruce Nix.

Administrative Assistant Fowler commented that staff has been talking and believe it would be a good idea to look into creating a Facebook page for the District. There is so much information that we can put on the page very quickly that can notify the customers who follow our page if we have major breaks, or if we are flushing the hydrants so they are not alarmed with water running down the street, etc... Director Fasold thought it was a great idea to be as active in the community as we can and provide as much information as possible.

Director Mac Kenzie thanked staff for coming to the meeting tonight and providing so much input.

#### **14. ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 8:46 p.m. to the next Special Meeting to be held March 25, 2015 at the District's meeting room beginning at 5:30 pm.

Respectfully Submitted,

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Casey Fowler  
Secretary, Board of Directors

APPROVED AS TO FORM:

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James Mac Kenzie  
President, Board of Directors