

# **Mission Hills**

## **Community Services District**

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

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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**

#### **October 19, 2016**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order by President Hayes at 6:30 p.m. on Wednesday, October 19, 2016 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

### **DIRECTORS PRESENT:**

By roll call: Bruce Nix, Danny Hayes, Walter Fasold, James Mac Kenzie, and Tim Naughton (arrived at 6:35)

### **DIRECTORS ABSENT:**

None

### **STAFF PRESENT:**

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

### **OTHERS PRESENT:**

Sherri Parkinson, Ron Herbig, Steve Dietrich, McKinley Weatherford, Maura Weatherford, Sylvia Scott, Myron Heavin, Jane Fasold, and Andy Padilla

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

Pledge of Allegiance.

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

Sherri Parkinson, on behalf of Glenn Burdett, presented the 2015/2016 draft financial statements. She stated that the most important fact was that this was a clean report and there were no adjusting journal entries. Mrs. Parkinson gave a brief summary of each of the pages and answered any questions.

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

**Agenda Item 5a.** Motion by Director Mac Kenzie, second by Director Fasold 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:** Mrs. Weatherford asked if the District was going to hold a meeting with the candidates who are running for the MHCS Board of Directors. General Manager Riley stated that the District will not be doing that this year. Mrs. Scott asked about the new development and our water supply.

7. **CONSENT AGENDA:**

Motion by Director Mac Kenzie, second by Director Nix 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 September 21, 2016 and Regular Meeting of September 21, 2016. Director Fasold asked for more of his comments to be added to the Staff Communications section discussing Cal-PERS and his objections.

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

Street Sweeping Report, Water Reports and Wastewater Reports were reviewed. It was suggested to add the proposed new WDR limits to the wastewater performance report. Director Fasold asked about the confined entry process and the safety precautions the Staff takes when going into the Lift Station. General Manager Riley stated that they have all been trained and all safety precautions are taken each time they enter.

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

September 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 for an Ad-Hoc Committee to be formed to assist with the reduction of Nitrogen and to close the Notice of Violation. After discussion President Hayes stated that at this time an Ad-Hoc Committee is not needed because staff is already doing all of the recommendations the professionals have suggested and now we have to wait for the ponds to start changing. Director MacKenzie reminded the Board that with a pond system any change that is made takes weeks to a month to show any affect.

**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. Staff Training for one Staff Member – California Special Districts Association (CSDA) in Monterey Bay.**

9. **CONTINUED BUSINESS:** none

**10. NEW BUSINESS:**

**Agenda Item 10a.**

**Resolution No. 16-307. A Resolution of the Board of Directors Declaring an Emergency and Authorizing the Immediate Expenditures of Funds to Repair Well No. 7 and Related Appurtenances.**

General Manager Riley handed out an updated proposal from Fisher Pumps and explained the differences between the proposal in the agenda packed and the new lower cost proposal. He went on to explain the need for an emergency and requested that the Board approve the Emergency Resolution. Director Fasold questioned the need for an emergency vs going out to bid. He has a hard time calling this an emergency however he understands the importance of having this well fixed as quickly as possible and agrees that well #6 has not had a long history of working these past few years. Director Naughton does not feel this is an emergency and does not want to proceed with a sole source. He stated that the District should be going out to bid and even if it takes us longer there is always something we can learn and possibly get a lower price.

**Motion by Director Fasold, second by Director Mac Kenzie to adopt resolution 16-307 declaring an emergency and authorizing the immediate expenditure of funds to repair a well and related appurtenances with a target of \$55,000 not to exceed \$75,000 without approval. Roll call vote was 4-1 with Director Naughton a No vote.**

**Agenda Item 10b.**

**Approve Proposal to Adjust 60 feet of Existing Sewer Main Line to Proper Elevation to Correct Flow on Craig Drive.**

General Manager Riley explained the project on Craig Drive and stated that we are confident the line is in good shape however there is either a sag in the line or a pipe separation that is causing sewer backup into a home on Craig Drive. He went on to say that this project is under his spending limit but he wanted to make the Board aware of the project.

**President Hayes directed General Manager Riley to proceed with a cost not to exceed \$12,000.**

**Agenda Item 10c.**

**Approve Proposal to replace a 12" Gate Valve and Install a Blow-Off Valve at the Corner of Via Parte and Calle Lindero.**

General Manager Riley explained the project on Calle Lindero and how staff was not aware of a problem with the isolation valve until we had a main break and had a hard time shutting off the water. This work is being performed on a Saturday since water to the elementary school will be shut off as well. He went on to say that this project is also under his spending limit but he wanted to make the Board aware of the project.

**President Hayes directed General Manager Riley to proceed with a cost not to exceed \$9,500.**

**11. GENERAL MANAGER ITEMS:    none**

**12. BOARD MEMBER COMMUNICATIONS:**

Director Fasold requested that we bring back next month a discussion about water pressure control, what is not working, how we control the pressure, etc.

**13. STAFF COMMUNICATIONS:**

District Accountant Crouthers handed out the full audit for final review. Director Fasold led a quick summary and discussion of each of the pages.

Motion by Director Fasold, second by Director Naughton to accept the draft audit for FY 2015-16 as stated. Unanimous vote.

A Special meeting was discussed for November due to the absence of the Board Secretary for her Annual Conference during the time the regular meeting would be held. It was decided to hold the special meeting November 9, 2016 at 6:30 pm.

A Break was called at 8:42 pm

The Meeting was reconvened at 8:48 pm

**14. CLOSED SESSION:** Closed session began at 8:49 pm

**14a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957:**

**Title: General Manager**

**15. RECONVENE TO OPEN SESSION:** The meeting was reconvened at 9:07 pm with no reportable action taking place.

**16. ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 9:08 p.m. to the next Special Meeting to be held November 9, 2016 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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Danny Hayes  
President, Board of Directors