



**MISSION HILLS COMMUNITY SERVICES DISTRICT**  
**Regular Meeting Minutes**  
4:30 pm Wednesday, May 20, 2020

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:45 pm on Wednesday, May 20, 2020, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

**DIRECTORS PRESENT:** By roll call: Bruce Nix, Myron Heavin and Karina Naughton (via teleconference), Steve Dietrich, and Walt Fasold

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Loch Dreizler, Carol Reynolds, and Kayla Marie Barker

**OTHERS PRESENT:** None

1. **Adjourn to Closed Session** – Closed Session Began: 3:30 pm
  - a. General Manager Performance Evaluation – Performance evaluations may be conducted in closed session (Cal. Govt. Code section 54957 (b)(4)) at a Regular Board meeting.
  - b. Conference with Legal Counsel – Anticipated Litigation under Government Code §54956.9(d)(4) - Initiation of Litigation (One case)No actionable items out of closed session to report.
2. **Reconvene to Regularly Scheduled Meeting at 4:45 pm**
3. **Call Regular Meeting to Order**
4. **Roll Call**
5. **Public Comment:** No public comments made.
6. **Presentations:** No special presentation's given.
7. **Consent Items:**
  - A. Approval of Minutes from:
    - i) February 26, 2020, Special Meeting
    - ii) April 15, 2020, Regular Board Meeting
    - iii) April 24, 2020 Emergency Meeting – Pellham
    - iv) April 29, 2020, Special Meeting – Goals
  - B. Activity Reports for April:
    - i) Administration
    - ii) Water & Wastewater
    - iii) Water Distribution Graph

- iv) Wastewater Treatment Plant Performance Graphs
- C. Financial Reports:
  - i) Profit and Loss
  - ii) Disbursements Journal
  - iii) Variation from Projected Income
  - iv) Bank Account Summary
  - v) Budget to Actual

**Approved Consent Items:**

Motion and Second by Director Fasold and Director Naughton, to approve the Consent Agenda after review and discussion – Motion passed with 5 ayes, 0 noes, and 0 abstains.

**8. Discussion Items:**

**Discussion Item 8A. Committee Updates**

Recommendation to review previous committee meetings and proposed meeting dates.

- Finance Committee scheduled on Wednesday, June 3, at 8:15 am.
- Water Committee scheduled on Wednesday, June 10, at 9:30 am.
- Development Agreement scheduled on Wednesday, June 3, at 9:15 am.
- Wastewater Committee Meeting scheduled on Wednesday, June 10, at 10:30 am.
- Personnel Committee scheduled on Wednesday, June 10, at 11:30 am.
- Energy Committee scheduled on Friday, May 29, from 9:30, am to 10:30 am.
- Western Management Area Committee for Groundwater Sustainability scheduled on August 27, 2020.

**Discussion Item 8B – Final Budget for the Fiscal Year 2020-21 – Public Reading and Adoption**

Recommendation for the District Board of Directors recognizes Notice of Public Reading and adoption of the Final Budget for Fiscal Year 2020/2021.

**Motion** by Director Dietrich and seconded by Director Naughton to "Adopt the final budget for Fiscal Year 2020-21, including Staff recommendations: **01.** Remain cautious as we wait for additional non-payment data. **02.** Consider beginning some or all Capital Improvement Projects after the first quarter (Q1). **03.** Continue to focus attention on the revenue at Board Meetings and adjust accordingly **04.** Work with the Finance committee as we begin to consider rate increases. **05.** Actively engage in legislative avenues through CSDA and ACWA to monitor other agencies **06.** Continue to support ratepayers by offering payment plans, situationally consider deferring late fees until the state reverses the executive order, continue with no shutoffs until the state reverses the executive order. Also include Director Dietrich's recommendations to move forward on the following Capital Improvement Project beginning in Q1 of fiscal year Sewer Video/Cleaning, Pond Valves and Water Pressure Surge Tank in the first quarter of the next fiscal year".

Ayes: 5-0

Noes: 0

Abstain: 0

Absent: 0

**Discussion Item 8C – Sewer Video/Cleaning Request for Proposals (RFP)**

Recommendation to not accept proposals, approve recommended alternatives for a smaller scope of work.

**Motion** by Director Fasold and seconded by Director Heavin to "Reject all proposals received, and approve the GM to hire Mainline Utility Company to do minimal scope work as outlined below, and not to exceed \$25,000 through the end of this fiscal year.

Ayes: 5-0

Noes: 0

Abstain: 0

Absent: 0

**Discussion Item 8D – General Manager Performance Review**

The Board reviewed and discussed the general manager's performance review in closed session. Because compensation discussion must be done in an open meeting, the Board of Directors referred to continuing discussion back to the Personnel Committee.

**Discussion Item 8E – District Goals FY 2020-21**

Recommendation to review and discuss Goals FY 2020-21. Director Fasold presented the goals to the Board of Directors. Director Fasold mentioned topics on wastewater, water, emergency planning, personnel development, public outreach, cost improvement, and primary goals without one comment from Director Heavin to pursue grants opportunities.

**Motion** by Director Nix and seconded by Director Naughton to "Adopt the District Goals for FY 2020-2021".

Ayes: 5-0

Noes: 0

Abstain: 0

Absent: 0

**9. Communications:**

**A. LAFCO Elections** – Regular and Alternate Special District Members for Santa Barbara LAFCO results are in. By virtue of receiving the majority of the votes cast, Craig Geyer elected as the Regular Special District Member of the Commission and Cindy Allen as the Alternate Special Member of the Commission with terms to expire on March 1, 2024.

**B. CPR Training** – The District has an Adult and Pediatric CPR/AED training scheduled through Red Cross on June 18 from 9:00 am – 12:30 pm. There is a potential this date may be postponed due to the ongoing pandemic. The district's Administrative Assistant is in close communications with Red Cross and will have more updated information two weeks before the class about any changes.

**C. Surplus Sale Update** – Mission Hills Community Services District Surplus Auction successfully ended on May 5, 2020, at 7:30 pm. Eleven items were sold, with the district collecting \$5,052.21 in total.

**ADJOURNMENT:**

With no further business to come before the Board, the meeting adjourned at 6:45 pm

Respectfully Submitted,

  
Kayla Marie Barker, Board Secretary

  
Bruce Nix President, Board of Directors