



**MISSION HILLS COMMUNITY SERVICES
DISTRICT**

Regular Meeting Minutes

4:30 pm Wednesday, November 18, 2020

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:35 pm on Wednesday, November 18, 2020, virtually through at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Bruce Nix, Myron Heavin, Karina Naughton, Steve Dietrich, and Walt Fasold

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Carol Reynolds, and Kayla Marie Barker

OTHERS PRESENT:

James Mac Kenzie

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Adjourn to Closed Session**

A. Conference with Legal Counsel – Existing Litigation under Government Code Section §54956.9(d)(4), Plaintiff is the City of Lompoc, Defendant is Mission Hills CSD.

B. Open to Public from Closed Session with no actionable items reported out of Closed Session. Adjourned at 4:35 pm.

4. **Regular meeting at 4:35 pm**
5. **Public Comment:** No public comments
6. **Presentations:** No presentation
7. **Consent Items:**

Directors made some suggestions on how the next Regular Board Meeting Activity Reports should be presented. Staff agreed with the Director's comments

and will make adjustments for the next meeting.

A. Approval of Minutes

B. Activity Reports for October:

- i) Administration
- ii) Water & Wastewater
- iii) Water Distribution Graph

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 made by Director Nix and second by Director Heavin, to accept the consent calendar as presented.

AYES: 5 - 0

NOES: 0

Abstain: 0

Absent: 0

8. Discussion Items:

Discussion Item 8A. Committee Updates

Recommendation to review previous committee meetings and proposed meeting dates.

Personnel – Director Naughton updated the Board on the latest General Manager Recruitment update. The District has received eleven resumes with one potential qualified candidate. The advertisements for the position will be extended until January 1, 2021 (or until the position is filled). Directors gave some suggestions on recruitment platforms for Staff to research. Director Heavin stated he is open to potentially hiring a recruiter for the process to move further along. The interim General Manager will research more available platforms to recruit qualified candidates and report back to the Personnel Committee. Staff will coordinate for the Personnel Committee to meet.

Wastewater – Director Fasold recommended having a Wastewater Committee Meeting as soon as possible to speak on outstanding issues and the progress and status made on those issues. Director Fasold will create a list of critical items to be discussed with the Chief Plant Operator for the Committee Meeting. Staff will facilitate the meeting for a date soon.

Energy – The Energy Committee met with Centrica/ Solar Consultant and felt they presented an unworthy presentation of a viable project. As a pre-requisite, the Committee provided input to the consultant to clean up their presentation. The Committee has not received any information from Centrica to date. Unless something is forthcoming the Committee will no longer be interested in doing business with Centrica.

Water – Director Dietrich has more questions in regards to the Well #5 pumps and the bottom of the well. Would like some recommendations from some of the District affiliates.

Western Management Area Committee - In the process of performing an overlay/ SkyTec of the water system from Cachuma Lake down the region. A newsletter is being finalized and will be distributed to the District to send to our ratepayers from Bill Buelow once approved. An extensive presentation on the draft report Groundwater Conditions Technical Memorandum will come out for public comment in the next 30 days following a 60-day comment period.

Proposed Committee Meeting Dates:

- Finance Committee is scheduled for Wednesday, December 9 at 9:15 AM.
- Water Committee scheduled Friday, November 20. Time to be determined.
- Next Development Agreement Committee TBD.
- Wastewater Committee TBD.
- Personnel Committee TBD.
- Energy Committee scheduled Friday, November 20, 2020, at 2:00 PM with Efficient Energy.
- Western Management Area Committee for Groundwater Sustainability is scheduled for December 16, 2020, at 10:00am.

District Goals

Recommendation for the District Board of Directors to review the "top five outstanding issues."

The district's top five goals will be reviewed at the Regular Board Meetings each month. The top five outstanding issues are the following:

1. Wastewater N2 and NaCl reduction plan and results to meet WDR requirements (not TSO but final WDR), including sewer cleaning and inspection.
 - 8 of 16 tasks from the Time Scheduled Order (TSO). The next task is: Collect samples and identify chloride sources before October 31, 2021.
 - Sewer cleaning and inspection is part of this fiscal year's capital improvement project and is a continuation of last year's capital projects.
2. Lawsuit defense against the City of Lompoc
 - Legal Counsel continues to move forward with the Board's unanimous decision to defend against the lawsuit filed by the City of Lompoc.
 - Walt Fasold was determined to be the point of contact until a new General Manager can be brought up to speed.
 - The last closed session was scheduled for November 18, 2020
3. Water pressure surge control – Design/Build of the surge tank near the water treatment plant.

- Cannon Engineers designed a schematic drawing used to contract the work to install the surge tank.
 - Cannon performed a site visit on October 6, 2020, to begin the drawings.
 - Cannon provided a 50% design drawing for the staff to review.
 - Staff reviewed 50%, discussed with Cannon and met in the field with a contractor to discuss the project layout and design
 - Cannon will provide the tank specifications and potential vendors for staff to contact and request quotes on the tank;
 - Plan is for the District to purchase the tank and then retain a contractor to install the tank and associated plumbing
 - Stephen Burfeint, Lead Water Operator and Brad Hagemann, are the current points of contact.
4. Cost Reduction – Energy usage (solar) and other applicable initiatives
- Staff and Directors are working with solar consultants to determine District viability.
 - The Committee met with one of the potential consultants for the project and requested additional detail on their proposal. Staff will provide updated energy use data to the consultant.
5. Public Outreach – Implement regular information to the community.
- There is no committee associated with this goal, a draft of a newsletter has been developed. The staff recommendation is to defer until the next General Manager is hired.

9. Communications:

A. Directors Comments – Director Fasold mentioned the water main break on Calle Primera that occurred right after midnight on November 18, 2020. He went out to the site and showed his appreciation to the Mission Hills CSD Operators working long hours from early morning into the afternoon making a significant repair. He encouraged the Board members to provide feedback to the Operators for their dedicated hard work getting the main break resolved.

Director Fasold expressed his appreciation for working on the Board of Directors for the past eight years and has enjoyed working with Staff and fellow Board members of the District throughout his history with the Mission Hills CSD.

Director Heavin personally thanked Director Fasold for his time spent on the Board. Staff will present their appreciation to Director Fasold at next month's meeting.

Director Dietrich would like to find a way for Director Fasold's expertise and input to collaborate with the District.

Director Heavin looked at the amount of money the District has accumulated and would like to look at keeping rate-payers costs down at the next rate study. Director Dietrich expressed his opinion on re-focusing on long-term capital planning. Director Fasold added to not lose sight of cost-reduction and cost-containment.

Director Naughton thanked Director Fasold for all of his services.

Naughton also wanted to thank Brad Haggmann/Interim GM, Carol Reynolds/Accountant, and Kayla Barker/Administrative Assistant/Board Secretary, for their hard work assisting the Board and working while being ill and short-staffed.

Director Dietrich thanked the Board Secretary for coordinating the Zoom Meetings due to COVID-19.

B. Public Comment - No public comments.

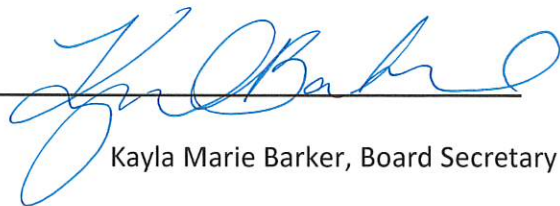
ADJOURNMENT:

With no further business to come before the Board, the meeting adjourned at 6:18 pm.

Respectfully Submitted,



Bruce Nix, President



Kayla Marie Barker, Board Secretary

