**Mission Hills Community Services District**

**Regular Meeting Minutes**4:30 PM Wednesday April 17, 2019

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:32 pm on Wednesday, April 17, 2019 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

**DIRECTORS PRESENT:** By roll call: Walt Fasold, Myron Heavin, Bruce Nix, and Steve Dietrich

**DIRECTORS ABSENT:** Karina Naughton

**STAFF PRESENT:** Loch Dreizler, Melissa Smith

**OTHERS PRESENT:** Jay Freemen, Ron Herbig

1. **PLEDGE OF ALLEGIANCE:**
2. **SPECIAL PRESENTATION:** none
3. **AGENDA REVIEW:** 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.
4. **CONSENT AGENDA:** Motion by Director Fasold, second by Director Nix to approve the Consent Agenda after review.

**Agenda Item 6a. Consideration of Approval of Minutes**

Approved Minutes of the Regular Meeting of March 20, 2019 as stated and Special Meeting of April 3, 2019 as stated.

**Agenda Item 6b. Activity Reports for March 2019**

**Agenda Item 6c. Financial and Expenditures Report for March 2019**

Vote to approve the Calendar of Consent was 4-0

1. **CORRESPONDENCE:**

**Agenda Item 7a. Committee Meetings and Goals**General Manager Dreizler gave a brief overview on the Development Agreement, Energy, Personnel, Operations-Water and Operations-Wastewater committee meetings that occurred over the past month. Future committee meeting dates are to be determined.

1. **DISTRICT BUSINESS:**

**Agenda Item 8a. Approval of the Preliminary Budget for Fiscal Year 2019/20**

The Board reviewed the preliminary budget for Fiscal Year 2019/20. Items discussed included operating revenue, expenses by category, wages and benefits, reserves and planned capital projects. All budget categories were approved as presented. The final Fiscal Year 2019/20 budget will be presented for adoption at the next regular meeting. Motion to approve by Director Fasold, second by Director Heavin. Vote 4-0.

**Agenda Item 8b. Adopt Ordinance 19-83, Second Reading/Public Comment**

Ordinance 19-83 was introduced at the regular meeting held on March 20, 2019 and brought back to this meeting for approval. The second reading was performed with a public comment period with no comments received. Motion to approve by Director Fasold, second by Director Heavin. Roll Call vote - Ayes: Fasold, Heavin, Dietrich, Nix Noes: None, Absent: Naughton.

**Agenda Item 8c. Emergency Generators**

The Board reviewed and discussed the Energy Committee and staff’s recommendation to begin the process of installing emergency generators at the Lift Station, Water Treatment Facility and Wells. The recommendation was to split the installation into 3 phases. Project 1 – a. Labor and material to install a transfer switch for the lift station, b. Purchase 175 KW portable generator for power at lift station or well 7. Project 2 – Purchase 10-25KW portable generator to power SCADA, building and lights in the shop. Project 3 – Purchase 2KW generator to power Murphy panel and Programmable Logic Controller at Well 6. The Board approved the first phase Project 1, Project 2 and Project 3. They sent phase 2 of the lift station project back to the Energy Committee and would like to see more information and alternatives for the lift station generator. Motion to approve as amended by Director Fasold, second by Director Nix. Vote 4-0.

**Agenda Item 8d. Five-Year Optimization Plan for Total Nitrogen and Chlorides**

The Wastewater Operations Committee and staff drafted the Five-Year optimization plan for the Wastewater Treatment Plant in order to create a guideline for the District to implement upgrades and improvements in order to stay in compliance with the Regional Water Quality Control Board’s Time Schedule Order, which is included in the WDR being presented to the Board in May. The plan is consistent with the District’s long-range capital project schedule and the current portion is included in the budget for the upcoming year. Motion to approve by Director Fasold, second by Director Nix. Vote 4-0.

**Agenda Item 8e. Approval of Job Descriptions**

The Personnel Committee and staff presented updated job descriptions for the following positions: Administrative Assistant/Board Secretary, Administrative Analyst/Board Secretary, Operator II – Chief Plant Operator, Operations Supervisor. The Board reviewed and approved the updated job descriptions with no changes. Motion to approve by Director Fasold, second by Director Nix. Vote 4-0.

**Agenda Item 8f. Ballot for One Local Agency Formation Commission (LAFCO) Regular and One Alternate Special District Member**

The Board discussed the District’s options for candidates for the LAFCO board elections. Director Heavin stated that he would love to be on LAFCO but does not feel he has the time to campaign and is not opposed to the District voting for another candidate. Jay Freeman spoke regarding his candidacy and feels he would be the best choice for the Board’s vote. He has attended meetings of many agencies and has many of their votes. He feels he and one other candidate are the front runners in the campaign and giving a vote to anyone other than those two would be throwing a vote away. The Board authorized President Fasold to make the selections, sign and submit the ballot. Motion to approve by Director Dietrich, second by Director Nix. Vote 4-0.

1. **COMMUNITY COMMENTS:** No comments were given.
2. **COMMUNICATIONS:**

* Staff provided an update on the current recruitments for vacant District positions. The application acceptance period for the Administrative Assistant/Board Secretary position closed on April 12th. We received many qualified applicants and have selected four to move forward to an oral interview, scheduled for April 19th. The recruitment for the Operations Supervisor position began on April 10th and we will be accepting applications through May 3, 2019.
* General Manager Dreizler gave an update on the progress of the Water Pressure Study being performed by Cannon Engineering. The Study is close to completion but there are still some tasks the District needs to complete before it is finalized. It was recommended that the District perform an evaluation of the Filtration Plant. GM Dreizler is coordinating this with VVCSD so the agencies can share in the cost of mobilization of the evaluating firm.
* Director Fasold gave an update of the status of the Burton Ranch Project. The Development Agreement Committee submitted a multi-page document to the City of Lompoc Mayor, City Manager and City Council outlining issues the District has with the cities proposal to move forward with the five-year time extension for the project. Members of the Committee attended the April 16, 2019 City Council meeting and voiced their opinions before the Council. The City voted 5-0 to pass the ordinance to allow for the extension for the Burton Ranch development.
* Director Nix recommended that the District re-join the California Special District Association. He feels the organization can provide a lot of information, support and resources to the District. Staff will contact CSDA for information on membership pricing and benefits.

1. **ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 6:51 pm.

Respectfully Submitted,

Loch Dreizler

General Manager

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Walter Fasold  
President, Board of Directors