

Mission Hills

Community Services District

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

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Directors:

Steve Dietrich
Walter Fasold
Myron Heavin
James Mac Kenzie
Bruce Nix

M-I-N-U-T-E-S

Special Meeting

October 4, 2017

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order by President Fasold at 9:30 a.m. on Wednesday, October 4, 2017 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT: By roll call: Steve Dietrich, Walter Fasold, Myron Heavin, Bruce Nix and James Mac Kenzie

DIRECTORS ABSENT: None

STAFF PRESENT: Michael Riley, Melissa Crouthers, and Casey Fowler

OTHERS PRESENT: None

4. COMMUNITY COMMENTS AND SUGGESTIONS: None

5. NEW BUSINESS:

5a. Approve the Updated Job Description for the General Manager Position.

Recommend Action: District Board of Directors review, discuss, and direct staff on additional updates to the proposed General Manager Job description. A discussion occurred about Board of Director expectations for the new General Manager. Revisions were made to the proposed job description. President Fasold thanked the personnel committee for the work and effort that got the Board to this point.

Motion by Director Heavin, second by Director Fasold to adopt the revised General Manager Job description as revised in the meeting. Vote was 4-0-1 with Director Dietrich abstaining. He felt that agenda item 5b. needed to be discussed first.

5b. Hiring Process for the Upcoming Vacant General Manager Position.

Recommended Action: District Board of Directors review, discuss, and direct staff on options being presented to move forward with the hiring process for the upcoming General Manager vacancy. The job description was discussed again and possible future job titles. It was decided to shorten the job description and for staff to rewrite the job brochure, send back to the entire board to allow 24 hours for comments back to staff. Once the comments have been received the Personnel Committee will review the final documents for approval. The Board would like staff to post the job opening in various on-line publications and not only in the water and wastewater industry. It was recommended to bring back the recruitment firm back for approval at the next meeting.

No motion needed at this time.

6. ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 11:35 a.m. to the next Regular Meeting to be held October 18, 2017 at the District office beginning at 6:30 pm.

Respectfully Submitted,

Casey Fowler
Secretary, Board of Directors

APPROVED AS TO FORM:

Walt Fasold
President, Board of Directors