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March 6, 2015

NOTICE IS HEREBY GIVEN that the Board of Directors of the Mission Hills Community Services District will hold a **Regular Meeting** at **6:30 p.m.** on **Wednesday, March 11, 2015** at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California

AGENDA SUMMARY

1. **CALL TO ORDER:** **6:30 P.M.**

2. **ROLL CALL:**

3. **PLEDGE OF ALLEGIANCE:**

4. **SPECIAL PRESENTATION:**

5. **AGENDA REVIEW:**

5a. **Move that all resolutions and ordinances presented tonight be read in title only and all further reading be waived.**

6. **COMMUNITY COMMENTS AND SUGGESTIONS:**

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the District Board of Directors. The Brown act restricts the Board of Directors from taking formal action on matters not published on the agenda. In response to your comments, the President or presiding chairperson may:

- Direct District staff to assist or coordinate with you.
- A Chairperson may state a desire to meet with you.
- It may be the desire of the Board of Directors to place your issue or matter on a future District agenda.

6. COMMUNITY COMMENTS AND SUGGESTIONS (continued)

Please adhere to the following procedures when addressing the District Board of Directors:

- Comments should be limited to three minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member or Member of the audience shall not be permitted.

7. CONSENT AGENDA:

The following routine items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Any member of the public who wishes to comment on any Consent Agenda Item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action. The Board of Directors may approve the remainder of the Consent Agenda on one motion.

7a. Consideration of Approval of Minutes:

Recommended Action: Approve Minutes of the Board of Directors Special Meetings held February 18, 2015 and February 20, 2015.

7b. Consideration of Reports on Street Sweeping, Water and Wastewater:

Recommended Action: Approve the reports on Street Sweeping, Water and Wastewater for February 2015.

7c. Consideration of Manager's Financial and Expenditure Reports:

Recommended Action: Approve Manager's Project and Expenditure Reports as submitted.

8. CORRESPONDENCE: These items are placed on the agenda for informational purposes only. No action required.

9. CONTINUED BUSINESS:

- 9a. Discuss and Consider the Adoption of Ordinance No. 15-81 Amending Ordinance No. 00-62 regarding Fixing the Day and Time of Regular Meetings of the District's Board of Directors.**

Recommended Action: District Board of Directors Adopt the attached ordinance amending Section 1 of Ordinance No. 00-62 fixing the day and time of regular meetings of the District's Board of Directors to the third Wednesday of every month.

- 9b. Discuss and Consider Final Approval and Acceptance of the Easements for the Sewer Line Replacement Project and Authorization to Execute the Documents.**

Recommended Action: District Board of Directors approve and accept the three easements to move forward with the sewer line replacement project and authorize the General Manager to execute the documents for final submission.

- 9c. Discuss and Consider Approval of a New Administrative Services Manager Job Description and Salary Range.**

Recommended Action: District Board of Directors discuss and approve a new Administrative Services Manager job description and salary range.

10. NEW BUSINESS:

- 10a. Discussion and Consideration of selecting a Firm to conduct a Water, Wastewater and Street Sweeping Rate Study.**

Recommended Action: District Board of Directors review and discuss the attached spreadsheets. The first spreadsheet lists the firms who received the RFP. Then second spreadsheet provides a comparison of the three firms who responded. Staff recommends acceptance of Tuckfield & Associates.

11. GENERAL MANAGER ITEMS:

The following item(s) are placed on the agenda by the District Manager in order to receive feedback and/or request direction from the Board.

- Form 700 reminders
- Budget Workshop Meeting scheduled for March 25

12. DISTRICT BOARD OF DIRECTORS MEMBER ITEMS AND COMMUNICATION:

The following item(s) are placed on the agenda by a Board Member who would like to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on future agenda. No formal action can be taken.

13. STAFF COMMUNICATIONS:

Correspondence/Comments as presented by the Staff.

14. ADJOURNMENT:

All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the board packages and are available for public inspection and reproduction at cost. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make requests for disability-related modification or accommodation, contact the board secretary at (805) 733-4366 as soon as possible prior to the meeting.

Note: This agenda was prepared and posted pursuant to Government Code Section 54954.2