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Community Services District

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January 15, 2016

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, January 20, 2016** 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:** None

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 Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action.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 Regular Meeting of December 16, 2015.

7b. Consideration of Reports on Water and Wastewater:

Recommended Action: Approve the reports on Water and Wastewater for December 2015.

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

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

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

8a. Proposed Schedule for FY 2016-17 Budget Cycle and Proposition 218 and Schedule a meeting date for the Annual Facilities Inspection.

9. CONTINUED BUSINESS: NONE

10. NEW BUSINESS:

10a. Repair or Replacement of the 2003 Chevrolet 2500 Service Truck

Recommended Action: District Board of Directors review, discuss and provide direction to staff regarding the Service Truck. After discussion, direct the General Manager to either proceed with repairing the current truck or direct the General Manager to proceed with the bid process to purchase a new service truck with a cost not to exceed \$45,000.

10b. Resolution No. 16-301, A Resolution Updating District Vehicle Use Policy and Procedures.

Recommended Action: District Board of Directors review, discuss and adopt Resolution 16-301 updating the District Vehicle Use Policy and Procedures.

10c. Approve Destruction of District Documents and Audio Tapes

Recommended Action: District Board of Directors discuss and approve the destruction of financial records and accounts receivables older than 2009 and audio tapes from the District Board Meeting from older than November 2015 in accordance to the District current record retention policy.

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.

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:

14. CLOSED SESSION:

14a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957:

Title: General Manager

15. RECONVENE TO OPEN SESSION:

15a. Announce Reportable Action Taken in Closed Session, if any.

16. 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