

# **Mission Hills**

## **Community Services District**

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

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Website: [www.mhcsd.org](http://www.mhcsd.org)



### **Directors:**

Walter Fasold  
Danny Hayes  
James Mac Kenzie  
Tim Naughton  
Bruce Nix

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

#### **Regular Meeting**

#### **January 20, 2016**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order by Vice-President Hayes at 6:30 p.m. on Wednesday, January 20, 2016 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

### **DIRECTORS PRESENT:**

By roll call: Walter Fasold, Danny Hayes, Bruce Nix, James Mac Kenzie, and Tim Naughton (arrived at 6:40)

### **DIRECTORS ABSENT:**

None

### **STAFF PRESENT:**

Michael Riley, Melissa Stevens, Rick Young, and Casey Fowler

### **OTHERS PRESENT:**

Ron Herbig, Victor Jordon, Chirala Pillay-Young, Jim Jimenez

### **3. PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance.

### **4. SPECIAL PRESENTATION:**

none

### **5. AGENDA REVIEW:**

**Agenda Item 5a.** Motion by Director Mac Kenzie, second by Director Fasold that all resolutions and ordinances presented tonight be read in title only and all further readings be waived. Unanimous 5-0.

### **6. COMMUNITY COMMENTS AND SUGGESTIONS:**

Victor Jordon stated that he is the publisher of the Vision Paper, which is a free publication to the community of Lompoc. He wanted to offer his services if there was anything that needed to get out to the community. He would be happy to work with us to include any article in his publication.

Mr. Jimenez asked about the outcome of the sewer issue at 2802 Lewis Drive. General Manager Riley stated that a root ball had caused the intrusion of the sewer line which caused an overflow. The City of Lompoc as well as Vandenberg Village assisted in clearing the line and the clean-up process.

7. **CONSENT AGENDA:**

Motion by Director Hayes, second by Director Mac Kenzie to approve the Consent Agenda after review.

**Agenda Item 7a. Consideration of Approval of Minutes.**

Approved Minutes of the Board of Directors Regular Meetings held December 16, 2015

**Agenda Item 7b. Reports on Water, Wastewater and Street Sweeping.**

Street Sweeping Report, Water Reports and Wastewater Reports were reviewed. General Manager Riley gave an update as to the status of Well #6.

**Agenda Item 7c. Consideration of the Manager's Project and Expenditure Reports.**

December Profit and Loss Statement, Expenditures (year to date), Bank Account Summary, Disbursement Journal, Variation from Projected Income, Outstanding Issues in both Operational and Administrative, and the RNC Center monthly statements were reviewed and discussed.

**Vote to approve the Calendar of Consent was 5-0**

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

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

It was decided to hold the Special Meeting District Tour on Friday, February 5, 2016 beginning at 3:00 pm.

9. **CONTINUED BUSINESS:** none

10. **NEW BUSINESS:**

**Agenda Item 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.

Director Nix stated that he agrees with replacing the 2003 truck based upon the \$20,000 depreciated value with an additional not to exceed amount of \$17,000. Whereas to repair the truck we would be spending over \$7,000. Director Naughton stated it is not a good time to replace the truck and that the Board needs to quit spending money when it is not available. Director Fasold stated that he would like for the District to look into a good condition used truck instead of a new truck and to be as prudent as possible. Director Mac Kenzie stated that he supports replacing the vehicle with preferably a new vehicle however, if we can find a used good condition truck he would support that also.

**Motion by Director Hayes, second by Director Nix to begin the Request for Proposal process to purchase a “replacement” truck not necessarily a “new” truck not to exceed \$35,000.** Vote was 3-2 with Directors Fasold and Naughton a no vote. Director Fasold stated that we need to pursue a used option and cannot approve a new truck purchase. Director Naughton understands the economics of a new truck but feels we are in a bad financial situation.

**Agenda Item 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. It was noted that Section H Category 1 have the Santa Barbara County Sheriff’s Department removed and include the California Highway Patrol.

**Motion by Director Mac Kenzie, second by Director Hayes to adopt Resolution 16-301 as amended. Unanimous by roll call vote.**

**Agenda Item 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. Motion by Director **Mac Kenzie, second by Director Nix to approve the destruction of District records. Vote was 4-1 with Director Fasold a no vote.** He felt that the language is inappropriate because it appears that we are going to destroy more information than is needed. He believes the information needs to be more specific to make sure that certain documents are protected and retained.

**11. GENERAL MANAGER ITEMS:**

**12. BOARD MEMBER COMMUNICATIONS:**

Director Fasold asked if we were aware of an open trench on Courtney Drive and if this had anything to do with the District. General Manager Riley stated that he was unaware of this trench but would look into this.

**13. STAFF COMMUNICATIONS:**

**14. CLOSED SESSION:** Closed session began at 8:45 p.m.

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

**Title: General Manager**

**15. RECONVENE TO OPEN SESSION:** The meeting was reconvened to open session at 9:42 p.m. no reportable action was taken

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

**16. ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 9:45 p.m. to the next Special Meeting to be held February 5, 2016 at the District's meeting room beginning at 3:00 pm.

Respectfully Submitted,

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Casey Fowler  
Secretary, Board of Directors

APPROVED AS TO FORM:

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Danny Hayes  
President, Board of Directors