

**Board of Directors**  
Steve Dietrich, President  
Myron Heavin, Vice President  
Matthew Starbuck, Director  
Jorge Magana, Director  
Jim Keeling, Director



1550 East Burton Mesa Blvd.  
Lompoc, California, 93436-2100  
805.733.4366  
[www.mhcsd.org](http://www.mhcsd.org)

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors  
**Special Meeting**  
Wednesday, December 13, 2023  
4:30 PM  
1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room

### **Agenda**

**Public and staff may access the meeting via Zoom:**

**URL** to sign in for video access.

<https://zoom.us/j/9467006985?pwd=TnBqZGJXbWhCN UdJNXhMZGU3alhDZz09>

Meeting ID: 946 700 6985

**To access the meeting via telephone:**

**Dial in** 1 (669) 900-9128

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Comment** – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes. **If you are unable to attend, you can submit comments in advance of the meeting to [admin@mhcsd.org](mailto:admin@mhcsd.org) before 1:00 PM, Tuesday, December 12, 2023.**
- 4. Closed Session**
  - A. PUBLIC EMPLOYMENT** Pursuant to Government Code section 54957(b)  
Title: General Manager

### **RECONVENE**

#### **Report out of Closed Session**

- 5. Consent Agenda** - Staff recommends Directors approve the Consent Agenda in one motion. Members of the public may comment on a consent item (3-minute maximum per speaker). Directors may pull a consent item for discussion or separate vote.
  - A. Consideration of Approval of Minutes from:**
    - i) November 15, 2023

**B. Activity Reports for November**

- i) General Manager and Administration Reports
- ii) Water and Wastewater
- iii) Goals and Committee Updates

**C. Financial Reports**

- i) Revenue and Expenses Previous Year Comparison
- ii) Disbursements Journal
- iii) Variation from Projected Income
- iv) Bank Account Summary
- v) Budget to Actual

**6. Regular Business-**

- A.** Discuss and Consider Approval of the Summitt Hill Settlement Agreement
- B.** Discuss and Consider Officer Elections & Committee Assignments
- C.** Discuss and Consider Nominations for the one LAFCO Regular and Alternate Special District Member.
- D.** Discuss and consider approving Resolution Nos. 23-353 and 23-354 updating the District’s signatories with Local Agency Investment Fund (LAIF), Coast Hills Credit Union and Five Star Banks.

**7. Communications** - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide reference to staff or other resources for information, direct staff to place a topic or report on a future committee or regular meeting agenda.

- A.** General Manager’s Comments
- B.** Directors’ Comments
- C.** Public Comments (up to 3 minutes for topics within the District’s jurisdiction)

**Regular Board Meetings are held on the third Wednesday of each month beginning at 4:30 PM**

Copies of the staff reports, or written materials provided for Mission Hills CSD for Open Session agenda items may be obtained upon request and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during regular business hours. Closed Session items are not available for public review.

**In compliance with the Americans with Disabilities Act** If you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact Board Secretary at 805.733.4366 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. (Agenda Prepared under Government Code Section 54954.2)

**Board of Directors**

Steve Dietrich, President  
Myron Heavin, Vice President  
Jim Keeling, Director  
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Brad Hagemann, General Manager

**Mission Hills Community Services District Board of Directors  
Regular Meetings Minutes  
Wednesday, November 15, 2023  
1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, November 15, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

**DIRECTORS PRESENT:**

By roll call: Steve Dietrich, Myron Heavin, Jim Keeling and Jorge Magana

**DIRECTORS ABSENT:**

Matthew Starbuck

**STAFF PRESENT:**

Brad Hagemann and Lupe Huitron

**OTHERS PRESENT:**

None

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Public Comment-** No public comment received.
4. **Closed Session**
  - A. Public Employment Pursuant to Government Code Section 54957(b)  
Position: General Manager

**Reconvene**

**Reports out of closed session- No reportable action.**

**5. Consent Agenda-**

**A. Approved Minutes in the November Regular Board Meeting**

- i.) October 18, 2023, Regular Meeting

**B. Activity Reports for November**

- i.) General Manager and Administrative Reports
- ii.) Water and Wastewater
- iii.) Goals and Committee Meeting updates

**C. Financial Reports**

- i) Revenue and Expenses Previous Year Comparison
- ii) Disbursements Journal
- iii) Variation from Projected Income
- iv) Bank Account Summary
- v) Budget to Actual

**Approved Consent Items**

Motion made by Director Heavin and seconded by Director Keeling, to approve the Consent Agenda as presented Motion **passed 5-0 vote.**

**6. Regular Business Items**

**A. No Items**

**7. Communications** - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information, direct staff to place a topic or report on a future committee or regular meeting agenda.

**A. General Manager’s Comments-** None

**B. Directors’ Comments-** Director Dietrich suggested that staff included a provision in the Districts Can and Will Serve letters referring to 2014 Ordinance that prohibits the use of self-regenerating water softeners.

**C. Public Comments-** None

With no further business to come before the Board, the meeting was adjourned at 6:30PM.

Respectfully submitted:

**Lupe Huitron**

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for  
**November 2023**

**Administrative Assistant/Board Secretary**

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- Continued to gather documents for can and will serve letter requests, mailed, and emailed letters to requestor.
- Assisted customers with payments.
- Deposited payments at Coast Hills Bank
- Obtained quotes from Job sites for General Manager Vacancy (Prices vary and change yearly)
- Advertised for General Manager Recruitment by posting on Job Websites and the Districts Website (verified for typos/inconsistencies)
- Participated in (AI) Opportunities & Risks for Districts Webinar
- Organized and obtained price quotes for Staff Christmas lunch.
- Attended yearly Board Secretary Conference 6<sup>th</sup>-8<sup>th</sup> of November.

**Customer Service/Account Receivables**

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- Applied 10% late fee non pay Nov: # 153 accounts.
- Past due accounts more than 60 days: Notified 7 business days then turned off: 9 accounts NOV.
- 2 accounts still off for no payments.
- Funding for 0 Residents in Dec. however \$ 9, 973 Yr. California Low Income water program paid for the 2023-year end. Customers call 2-1-1 to qualify/then check is mailed to MHCS D within 6-8 weeks.



General Manager and Administrative Activity Reports for  
**November 2023**

**Administrative Services Manager**

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- Completed Open Enrollment Process
- Participated in Board Meeting Preparation
- Participated in Board Meeting
- Began Preliminary Work for FYE Audit
- Reviewed Priorities with Operations Manager on Weekly Basis
- Reviewed Priorities with General Manager on Weekly Basis
- Reviewed Grant Availability on Daily Basis
- Completed Fund Transfers
- Provided Actual Payroll FY 2022-2023 to ACWA/JPIA
- Continued to Address Capacity Charge Study Information Requirements
- Completed ACWA JPIA Classes

**General Manager Report**

**Water Tank Repair Project**

Crosnos Construction mobilized at the West Tank on November 6<sup>th</sup>. They have completed preparation of the tank exterior and are starting the coating process. They anticipate having the coating completed by December 15<sup>th</sup>. The Santa Barbara County Air Pollution Control District conducted a project site inspection on December 6<sup>th</sup>. The inspector did not note any violations or concerns during the inspection.

**Burton Ranch Development Project**

Facilities Design – On November 8<sup>th</sup>, Stantec provided a draft Operational Analysis Technical Memo for staff review and comment. Staff met with Stantec in mid-November to discuss the draft Tech Memo and provide comments. On December 1, 2023, Stantec provided the Final Operational Analysis Tech Memo. Stantec is now moving into preparing the project plans and specifications.

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General Manager, Brad Hagemann



**Board of Directors:**

President; Steve Dietrich  
 Vice President; Myron Heavin  
 Director; Jim Keeling  
 Director; Matthew Starbuck  
 Director; Jorge Magana

**MISSION HILLS COMMUNITY SERVICES DISTRICT  
 Water and Wastewater Report – November 2023**

| <u>Water</u>                    | <u>Wastewater</u>                   |
|---------------------------------|-------------------------------------|
| Monthly Distributed: 13.6 MG    | Total Monthly Influent Flow: 5.7 MG |
| Daily Average: 0.46 MGD         | Daily Average: 0.19 MGD             |
| Monthly Sold: 11.5 MG           | Ratio of Daily returned Flow: 41%   |
| Unaccounted Water: 2.1 MG (15%) | (0.19/ 0.46 = .41)                  |

**Water**

**Wells**

- Received quote from JCS Automation for a new control panel at well 6 for \$20,200.

**Compliance**

- Completed and submitted State Water Resource Control Board (SWRCB) monthly reports.

**Distribution System Maintenance/Repair**

- Replaced 11 Hersey meters to Kamstrup meters.
- Repaired 2 service line leaks and 3 main line repairs.
- Preventative Maintenance Program: **November**
  - Hydrant Maintenance: 15
  - Valve exercised: 25

**Wastewater**

**Compliance**

- Collected all weekly settleable solids samples.
- Completed SMR for the month of November.

**Collection System/Lift Station**

- Continued monitoring of Wet well Wizard. No further odor complaints

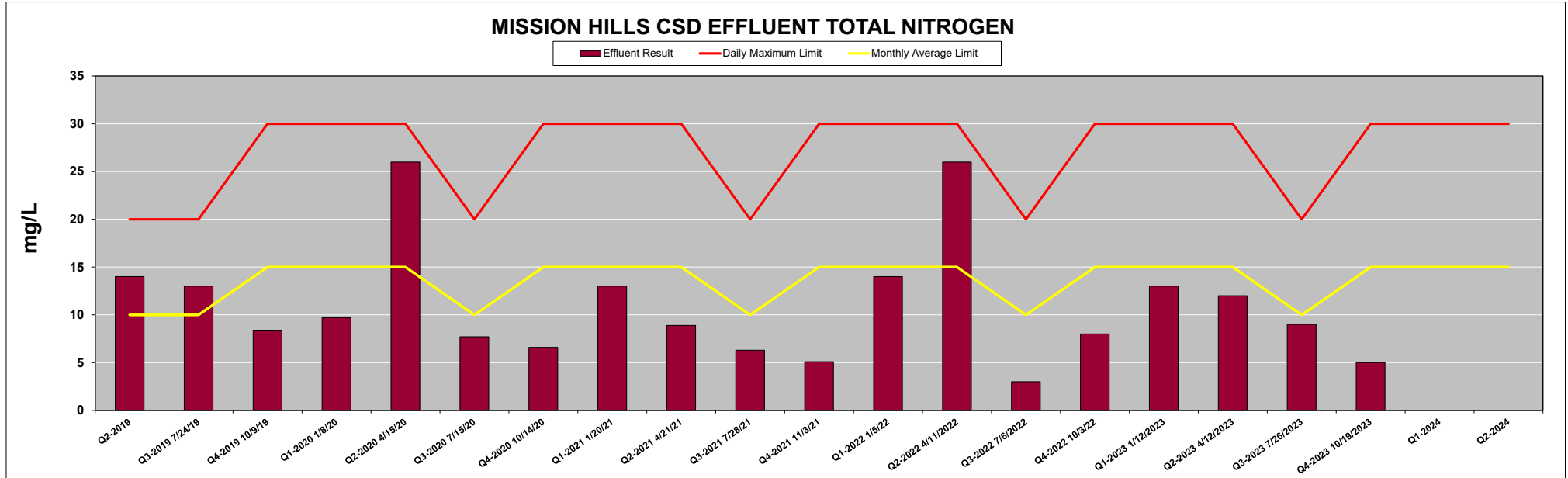
**Wastewater Plant**

- Aerators were air purged to remove solids from the fine bubble diffusers.

# MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

Consent Item 5. B ii

| MONTH                             | 7/24/2019 | 8/20/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | 1/12/2023 | 4/12/2023 | 7/26/2023 | 10/19/2023 | Q1-2024 | Q2-2024 |
|-----------------------------------|-----------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|------------|---------|---------|
| <b>Daily Maximum Permit Limit</b> | 20        | 20        | 30        | 30       | 30        | 20        | 30         | 30        | 30        | 20        | 30        | 30       | 30        | 20       | 30        | 30        | 30        | 20        | 30         | 30      | 30      |
| <b>Monthly Average Limit</b>      | 10        | 10        | 15        | 15       | 15        | 10        | 15         | 15        | 15        | 10        | 15        | 15       | 15        | 10       | 15        | 15        | 15        | 10        | 15         | 15      | 15      |
| <b>Effluent Result</b>            | 14        | 13        | 8         | 10       | 26        | 8         | 7          | 13        | 9         | 6         | 5         | 14       | 26        | 3        | 8         | 13        | 12        | 9         | 5          |         |         |





# MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

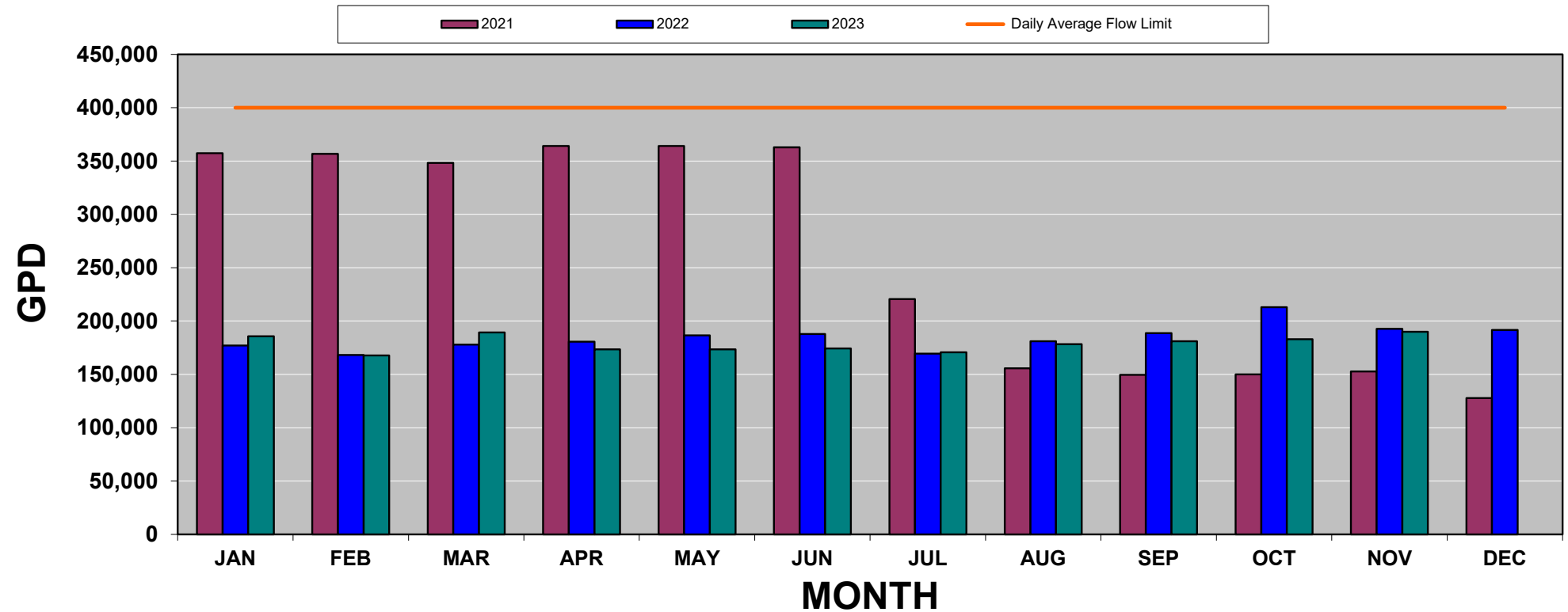
Consent Item 5. B ii

| MONTH                    | JAN     | FEB     | MAR     | APR     | MAY     | JUN     | JUL     | AUG     | SEP     | OCT     | NOV     | DEC     |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Daily Average Flow Limit | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| 2021                     | 357,387 | 356,786 | 348,300 | 364,137 | 364,059 | 362,893 | 220,668 | 155,799 | 149,498 | 149,936 | 152,728 | 127,829 |
| 2022                     | 177,041 | 168,115 | 177,989 | 180,559 | 186,491 | 187,850 | 169,490 | 181,125 | 188,697 | 212,966 | 192,728 | 191,717 |
| 2023                     | 185,814 | 167,689 | 189,351 | 173,446 | 173,446 | 174,311 | 170,812 | 178,317 | 181,009 | 183,039 | 190,019 |         |

July 2021- Sept. 2022 Recycle flow was removed from total effluent flow.

Jan 2021- Jun 2021 inaccurate Flo-dar meter readings

## MISSION HILLS CSD AVERAGE DAILY FLOW

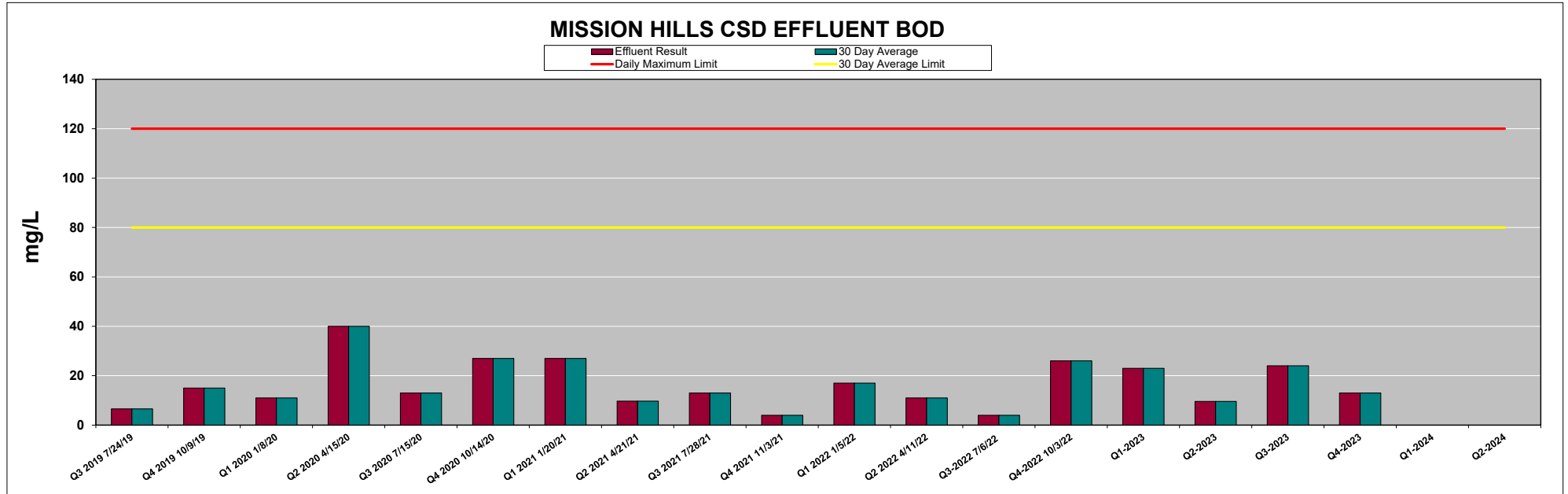


# MISSION HILLS CSD EFFLUENT BOD (mg/L)

Consent Item 5. B ii

| MONTH                              | 7/24/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | 1/12/2023 | 4/12/2023 | 7/26/2023 | 10/19/2023 | Q1-2024 | Q2-2024 |     |
|------------------------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|------------|---------|---------|-----|
| <b>Daily Maximum Permit Limit</b>  | 120       | 120       | 120      | 120       | 120       | 120        | 120       | 120       | 120       | 120       | 120      | 120       | 120      | 120       | 120       | 120       | 120       | 120        | 120     | 120     | 120 |
| <b>30 Day Average Permit Limit</b> | 80        | 80        | 80       | 80        | 80        | 80         | 80        | 80        | 80        | 80        | 80       | 80        | 80       | 80        | 80        | 80        | 80        | 80         | 80      | 80      | 80  |
| <b>Effluent Result</b>             | 7         | 15        | 11       | >40       | 13        | 27         | 27        | 10        | 13        | <4.0      | 17       | 11        | <4.0     | 26        | 23        | 10        | 24        | 13         |         |         |     |
| <b>30 Day Average</b>              | 7         | 15        | 11       | >40       | 13        | 27         | 27        | 10        | 13        | <4.0      | 17       | 11        | <4.0     | 26        | 23        | 10        | 24        | 13         |         |         |     |

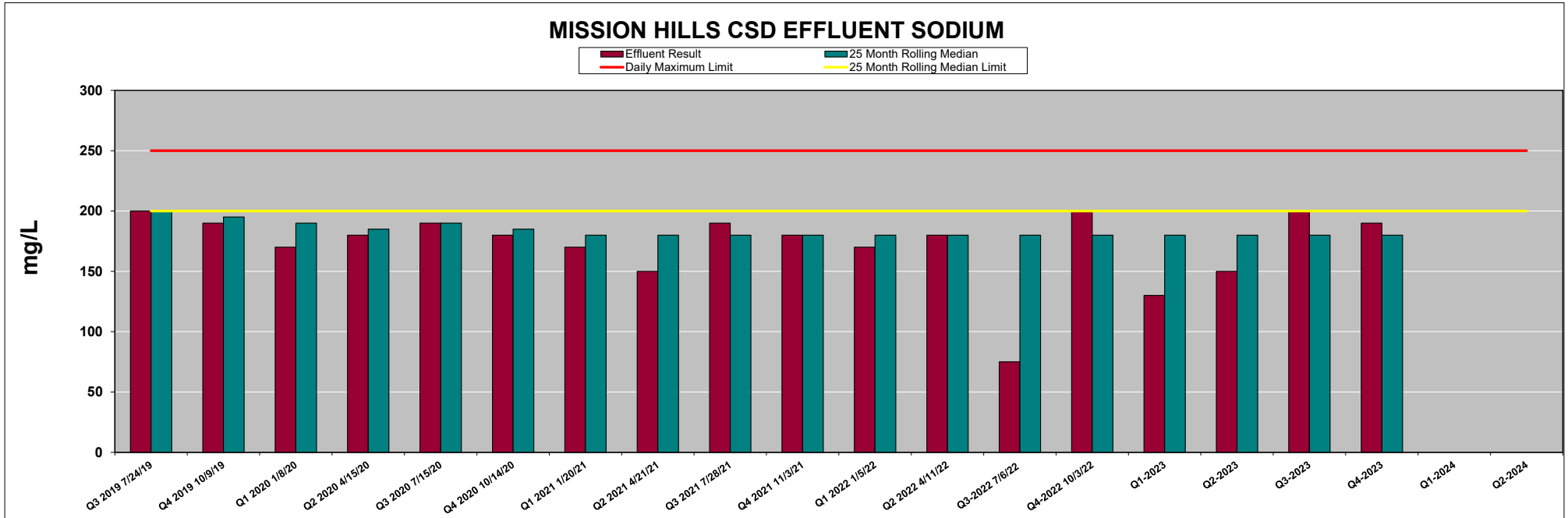
*Non-detect, estimated, and greater than (>) results are graphed at their reporting levels or as reported by lab.*



# MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

Consent Item 5. B ii

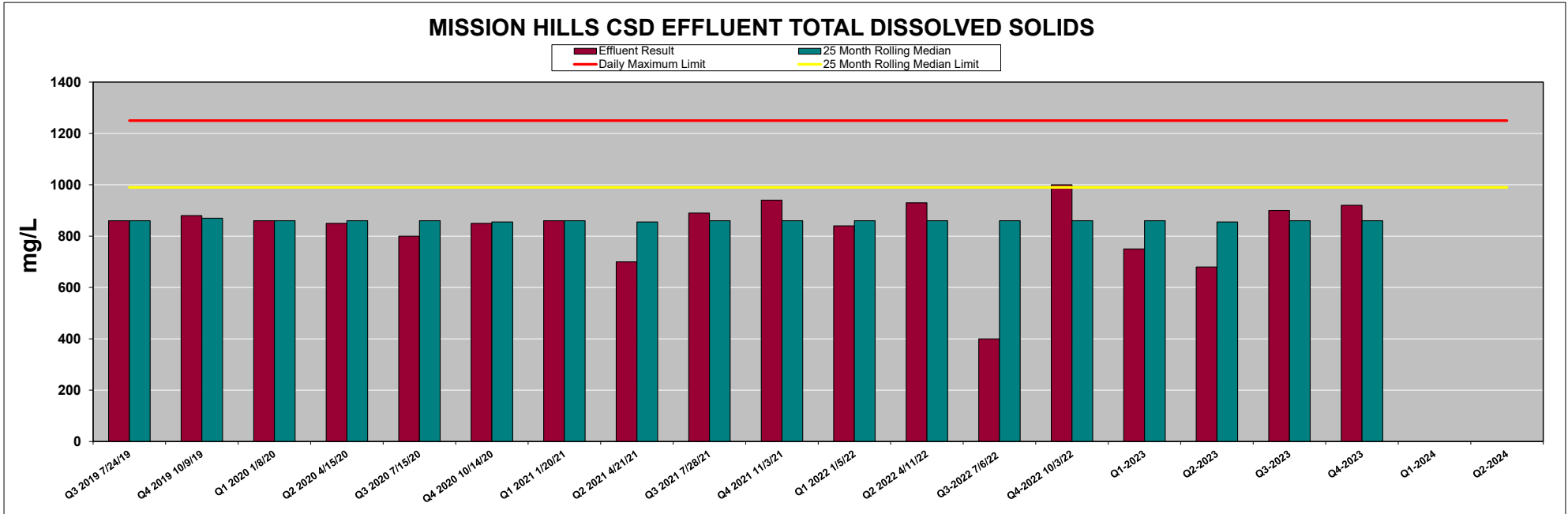
| MONTH                                | 7/24/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | 1/12/2023 | 4/12/2023 | 7/26/2023 | 10/19/2023 | Q1-2024 | Q2-2024 |     |
|--------------------------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|------------|---------|---------|-----|
| <b>Daily Maximum Permit Limit</b>    | 250       | 250       | 250      | 250       | 250       | 250        | 250       | 250       | 250       | 250       | 250      | 250       | 250      | 250       | 250       | 250       | 250       | 250        | 250     | 250     | 250 |
| <b>25 Month Rolling Median Limit</b> | 200       | 200       | 200      | 200       | 200       | 200        | 200       | 200       | 200       | 200       | 200      | 200       | 200      | 200       | 200       | 200       | 200       | 200        | 200     | 200     | 200 |
| <b>Effluent Result</b>               | 200       | 190       | 170      | 180       | 190       | 180        | 170       | 150       | 190       | 180       | 170      | 180       | 75       | 200       | 130       | 150       | 200       | 190        |         |         |     |
| <b>25 Month Rolling Median</b>       | 200       | 195       | 190      | 185       | 190       | 185        | 180       | 180       | 180       | 180       | 180      | 180       | 180      | 180       | 180       | 180       | 180       | 180        |         |         |     |



# MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

Consent Item 5. B ii

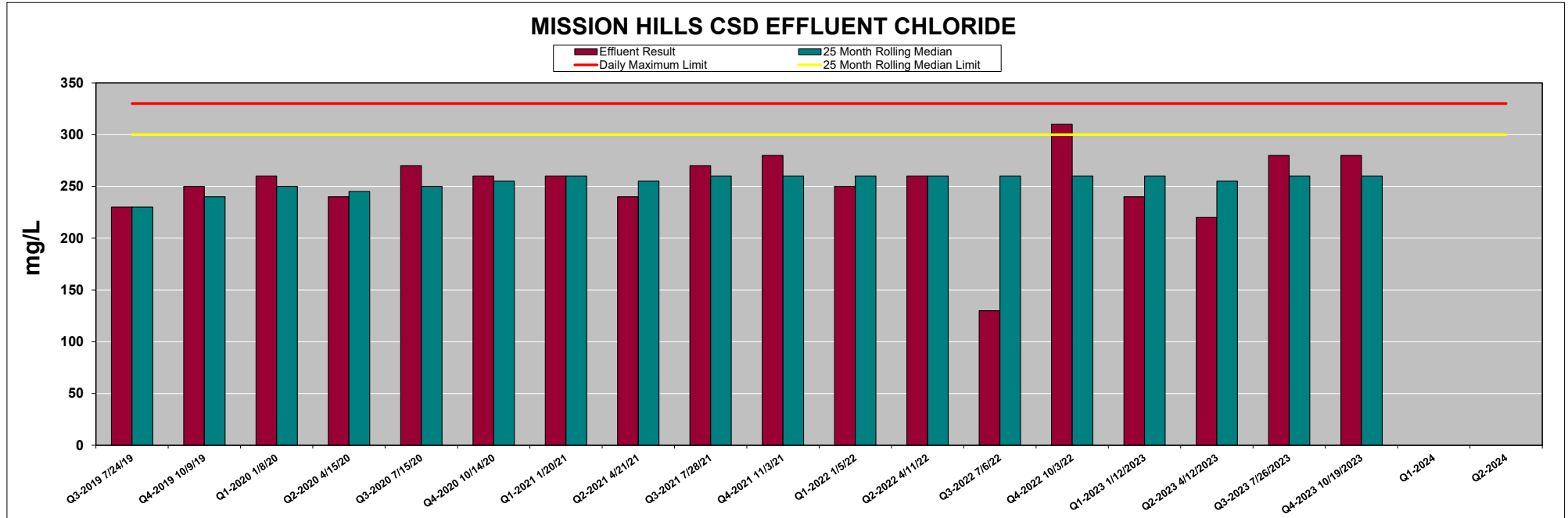
| MONTH                                | 7/24/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | 1/12/2023 | 4/12/2023 | 7/26/2023 | 10/19/2023 | Q1-2024 | Q2-2024 |       |
|--------------------------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|------------|---------|---------|-------|
| <b>Daily Maximum Permit Limit</b>    | 1,250     | 1,250     | 1,250    | 1,250     | 1,250     | 1,250      | 1,250     | 1,250     | 1,250     | 1,250     | 1,250    | 1,250     | 1,250    | 1,250     | 1,250     | 1,250     | 1,250     | 1,250      | 1,250   | 1,250   | 1,250 |
| <b>25 Month Rolling Median Limit</b> | 990       | 990       | 990      | 990       | 990       | 990        | 990       | 990       | 990       | 990       | 990      | 990       | 990      | 990       | 990       | 990       | 990       | 990        | 990     | 990     | 990   |
| <b>Effluent Result</b>               | 860       | 880       | 860      | 850       | 800       | 850        | 860       | 700       | 890       | 940       | 840      | 930       | 400      | 1,000     | 750       | 680       | 900       | 920        |         |         |       |
| <b>25 Month Rolling Median</b>       | 860       | 870       | 860      | 860       | 860       | 855        | 860       | 855       | 860       | 860       | 860      | 860       | 860      | 860       | 860       | 855       | 860       | 860        |         |         |       |



# MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

Consent Item 5. B ii

| MONTH                                | 7/24/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | 1/12/2023 | 4/12/2023 | 7/26/2023 | 10/19/2023 | Q1-2024 | Q2-2024 |     |
|--------------------------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|------------|---------|---------|-----|
| <b>Daily Maximum Permit Limit</b>    | 330       | 330       | 330      | 330       | 330       | 330        | 330       | 330       | 330       | 330       | 330      | 330       | 330      | 330       | 330       | 330       | 330       | 330        | 330     | 330     | 330 |
| <b>25 Month Rolling Median Limit</b> | 300       | 300       | 300      | 300       | 300       | 300        | 300       | 300       | 300       | 300       | 300      | 300       | 300      | 300       | 300       | 300       | 300       | 300        | 300     | 300     | 300 |
| <b>Effluent Result</b>               | 230       | 250       | 260      | 240       | 270       | 260        | 260       | 240       | 270       | 280       | 250      | 260       | 130      | 310       | 240       | 220       | 280       | 280        |         |         |     |
| <b>25 Month Rolling Median</b>       | 230       | 240       | 250      | 245       | 250       | 255        | 260       | 255       | 260       | 260       | 260      | 260       | 260      | 260       | 260       | 255       | 260       | 260        |         |         |     |



## Top Goals

### **Established by Board of Directors**

(Staff recommends the Board of Directors consider updating the Top Goals on an annual or by-annual basis)

#### **1. Wastewater TN (Total Nitrogen), Na (Sodium) & Chloride concentration reduction plan and compliance with RWQCB Time Schedule Order.**

Staff continues to carefully monitor the treatment system to keep the effluent total Nitrogen levels in compliance with the TSO and WDR standards. The most recent compliance monitoring results and process control monitoring results have remained below the permit limits. Staff continues to work on isolating the pond valves so we can perform maintenance and repair as needed and we are working on implementing chloride reduction measures by inspecting areas that have the highest level of chlorides in their wastewater. The Wastewater Committee met on November 1<sup>st</sup> to discuss potential compliance issues and salt reduction strategies. RWQCB conducted an inspection on July 19, 2023.

#### **2. General Manager Recruitment**

The Board met in Closed Session at the November 15<sup>th</sup> Board meeting. The Board directed staff to readvertise the GM position.

#### **3. Cost Reduction – Energy usage and other applicable initiatives**

Please refer to the Energy Committee Update. [No Changes]

#### **4. Public Outreach – Implement regular on-line communications to the community.**

Staff continues to post content on the Districts Facebook page, Facebook Forums, District’s Bulletin Board, District’s website, and the Next-Door local Neighborhood website. A variety of Topics have been posted via social media. Staff has been posting a new item about every three weeks. Our next post will be regarding trash and other items we should not throw down in the sewer pipes.

#### **5. Pursue Grant Funding Opportunities for Capital Projects**

Staff continue to review electronic notices regarding grant funding and low interest loan opportunities. Staff receive weekly notices on grant opportunities, but to date the grants are only available for certain types of projects or Agencies and they are not applicable to the District. We will continue to monitor grant opportunities.

Updated December 07, 2023

## MHCS D COMMITTEE MEETING UPDATES

**December 13, 2023, Board Meeting**

(Updated December 07, 2023)

| Committee  | Summary Discussion  | Completed Meeting Date |
|--|---|------------------------|
| <b>Water</b><br>Starbuck & Dietrich<br>Alt-Heavin      | Committee members met on November 29, 2023, to discuss the status of the design of the Burton Ranch projects. The Committee will schedule a Special Committee meeting as needed.  | November 29,<br>2023   |
| <b>Wastewater</b><br>Starbuck & Dietrich<br>Alt-Heavin | The Committee met on November 1 <sup>st</sup> and discussed potential WWTP compliance issues and next steps for the District's salts management program. Committee members and staff will provide an oral summary of their November 1st meeting at the November 15 <sup>th</sup> Board meeting. The next meeting will be scheduled as needed.   | November 1,<br>2023    |
| <b>Finance</b><br>Dietrich & Keeling<br>Alt-Starbuck   | The Committee members met on June 14, 2023, to discuss retaining a consultant to update the District's Water and Sewer Connection Fees. The Board did agree to retain Tuckfield and Associates to prepare an updated Connection Fee Study. The Committee did not need to meet in October. The next meeting will be scheduled for December, if needed.   | June 14, 2023          |
| <b>Energy</b><br>Heavin & Starbuck<br>Alt-Magana       | <p>On August 2<sup>nd</sup>, Director Heavin and GM Hagemann met with a representative from Rare Electric to discuss a battery option for the WWTP and the sewage lift station. Staff provided the Rare representative with the last since months of PG&amp;E data. Rare agreed to work up an estimate for installing batteries.</p> <p>On Sept 19<sup>th</sup>, Mr. Chris Wolf, Owner of Rare Electric provided an estimate to install a solar panel and battery system for the Mesa Oaks Lift Station. His email and budget estimate is attached to this staff report. I asked Mr. Wolf to prepare a "battery only" proposal for the WWTP. I have not yet received a "battery only" proposal from Mr. Wolf.</p> | August 12, 2023        |
| <b>Personnel</b><br>Keeling & Magana<br>Alt-Dietrich   | Committee Members as scheduled to meet on December 13, 2023, to discuss the status of the GM recruitment process. The Committee will provide a report to the full Board at the December 13 <sup>th</sup> Board meeting. The next meeting will be scheduled as needed.   | December 13,<br>2023   |

|  |  |                              |
|--|--|------------------------------|
| <p><b>GSA for WMA</b><br/>Heavin<br/>Alt-Jim Keeling</p>                   | <p>The WMA GSA met on November 15, 2023. The meeting agenda is provided as an attachment to this report. The next WMA GSA meeting is scheduled for December 20<sup>th</sup> 2023. The Agenda packet for the meeting is not yet available, but it will be posted on the District's website.</p> | <p>November 15,<br/>2023</p> |
| <p><b>Community Engagement</b><br/>Heavin &amp; Keeling<br/>Alt-Magana</p> | <p>Staff continues to post content on social media, the District's Bulletin Board, the District's website, and the Next-door Neighborhood website. Staff will next post information on sewer systems and what not to flush down sewer pipes.</p>   | <p>September 8,<br/>2023</p> |
| <p><b>Development</b><br/>Dietrich &amp; Keeling<br/>Alt-Starbuck</p>      | <p>Development Committee did not meet. Next meeting TBD.</p>   | <p>TBD</p>                   |



## NOTICE AND AGENDA OF REGULAR MEETING

GROUNDWATER SUSTAINABILITY AGENCY FOR THE WESTERN MANAGEMENT AREA  
IN THE SANTA YNEZ RIVER GROUNDWATER BASIN

HELD AT

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT, MEETING ROOM  
3745 CONSTELLATION RD, LOMPOC, CALIFORNIA

AT 10:00 A.M. WEDNESDAY, NOVEMBER 15, 2023

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### Optional remote public participation is available via Telephone or ZOOM

To access the meeting via telephone, please dial: 1-669-900-6833  
or via the Web at: <http://join.zoom.us>

“Join a Meeting” - **Meeting ID 829 3137 3188 Meeting Passcode: 421033**

\*\*\* Please Note \*\*\*

The above teleconference option for public participation is being offered as a convenience only and may limit or otherwise prevent your access to and participation in the meeting due to disruption or unavailability of the teleconference line. If any such disruption of unavailability occurs for any reason the meeting will not be suspended, terminated, or continued.

Therefore in-person attendance of the meeting is strongly encouraged.

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### AGENDA OF REGULAR MEETING

1. Call to Order
2. Update on agency representatives on the WMA GSA Committee
3. Roll Call
4. Additions or Deletions to the Agenda
5. Public Comment (Any member of the public may address the Committee relating to any non-agenda matter within the Committee’s jurisdiction. The total time for all public comment shall not exceed fifteen minutes and the time allotted for each individual shall not exceed five minutes. No action will be taken by the Committee at this meeting on any public comment item.)
6. Review and consider approval of meeting minutes of September 27, 2023
7. Review and consider approval of Financial Statements and Warrant List
8. Receive update on Joint Powers Agreement for the WMA
9. Receive presentation on Proposition 68 Grant Award
10. Update on WMA CAG meeting of November 6, 2023
11. Receive Draft Schedule of Santa Ynez River Valley Groundwater Basin GSA meetings for 2024 and consider returning to quarterly regular meetings with special meetings, as needed
12. Next WMA GSA Regular Meeting, Wednesday, December 20, 2023, at 10:00 a.m. at Vandenberg Village Community Services District, Meeting Room, 3745 Constellation Rd, Lompoc, California
13. WMA GSA Committee reports and requests for future agenda items
14. Adjournment

[This agenda was posted 72 hours prior to the scheduled regular meeting at 3669 Sagunto Street, Suite 101, Santa Ynez, California, and SantaYnezWater.org in accordance with Government Code Section 54954. In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Santa Ynez River Water Conservation District at (805) 693-1156. Advanced notification as far as practicable prior to the meeting will enable the GSA to make reasonable arrangements to ensure accessibility to this meeting.]





Mission Hills Community Services District  
Revenue and Expenses Prev Year Comparison  
November 2023

|   | Nov 23            | Nov 22            | \$ Change         | Explanation                                   |
|---|-------------------|-------------------|-------------------|---|
| 6670 · Natural gas                          | 0.00              | 71.50             | -71.50            |   |
| 6685 · Telephone                            | 133.90            | 195.62            | -61.72            |   |
| 6691 · Trash & Recycling                    | 336.89            | 292.02            | 44.87             |   |
| <b>Total 6650 · Utilities</b>               | <b>12,949.70</b>  | <b>12,245.30</b>  | <b>704.40</b>     |   |
| 6720 · Repairs and maintenance              |                   |                   |                   |   |
| 6730 · Distribution expense                 | 0.00              | 63.08             | -63.08            |   |
| 6745 · Lift station expenses                | 0.00              | 4,667.07          | -4,667.07         | Surface Pumps Payment 2022                    |
| 6750 · Collection expense                   | 0.00              | 30.71             | -30.71            |   |
| 6760 · Shop and equip repairs               | 1,053.87          | 0.00              | 1,053.87          | ACECO Payment 2023                            |
| 6765 · Supplies and small tools             | 321.83            | 0.00              | 321.83            |   |
| 6775 · Filtration Plant                     | 0.00              | 112.23            | -112.23           |   |
| 6785 · Wells and pumping                    | 708.30            | 222.64            | 485.66            |   |
| 6790 · Waste water plant                    | 0.00              | 1,516.67          | -1,516.67         | Flo Dar Rental & Valley Roll Off Payment 2022 |
| 6795 · Other repairs and maintenance        | 10,143.22         | 1,229.98          | 8,913.24          | More Leaks 2023                               |
| <b>Total 6720 · Repairs and maintenance</b> | <b>12,227.22</b>  | <b>7,842.38</b>   | <b>4,384.84</b>   |   |
| <b>Total Expense</b>                        | <b>161,301.02</b> | <b>173,261.65</b> | <b>-11,960.63</b> |   |
| <b>Net Ordinary Income</b>                  | <b>65,623.97</b>  | <b>34,654.55</b>  | <b>30,969.42</b>  |   |
| <b>Other Income/Expense</b>                 |                   |                   |                   |   |
| <b>Other Income</b>                         |                   |                   |                   |   |
| 7006 · Market Appreciation/(Depr)           | 3,854.46          | 3,317.89          | 536.57            |   |
| 7010 · Interest income                      | 4,374.62          | 6,651.66          | -2,277.04         | Less Interest 2023                            |
| <b>Total Other Income</b>                   | <b>8,229.08</b>   | <b>9,969.55</b>   | <b>-1,740.47</b>  |   |
| <b>Net Other Income</b>                     | <b>8,229.08</b>   | <b>9,969.55</b>   | <b>-1,740.47</b>  |   |
| <b>Net Income</b>                           | <b>73,853.05</b>  | <b>44,624.10</b>  | <b>29,228.95</b>  |   |

Mission Hills Community Services District  
Disbursements Journal  
November 2023

|                                       |  | Date       | Num   | Name                             | Amount     | Explanation                           |
|---------------------------------------|--|------------|-------|----------------------------------|------------|---------------------------------------|
| <b>1000 · FSB - Operating 1535412</b> |  |            |       |                                  |            |                                       |
|                                       |  | 11/03/2023 | 33618 | American Industrial Supply       | -67.21     |                                       |
|                                       |  | 11/03/2023 | 33619 | California Special Districts Ass | -8,187.00  | <b>Annual Membership Dues</b>         |
|                                       |  | 11/03/2023 | 33620 | Clinical Labs of San Bernardin   | -408.00    |                                       |
|                                       |  | 11/03/2023 | 33621 | Comcast                          | -168.35    |                                       |
|                                       |  | 11/03/2023 | 33622 | De Lage Landen Financial Ser     | -242.03    |                                       |
|                                       |  | 11/03/2023 | 33623 | Energy Link                      | -3,053.21  | <b>Call Out Well #6</b>               |
|                                       |  | 11/03/2023 | 33624 | Frontier Communications          | -84.07     |                                       |
|                                       |  | 11/03/2023 | 33625 | Refund                           | -14.76     | <b>Rate Payer Refund</b>              |
|                                       |  | 11/03/2023 | 33626 | Jon's Lawn Mowing                | -280.14    |                                       |
|                                       |  | 11/03/2023 | 33627 | Linde Gas & Equipment Inc        | -42.27     |                                       |
|                                       |  | 11/03/2023 | 33628 | Michael Smith                    | -1,600.00  | <b>Welding Work</b>                   |
|                                       |  | 11/03/2023 | 33629 | O'Connor Pest Control            | -110.00    |                                       |
|                                       |  | 11/03/2023 | 33630 | Pro3 Automation Inc              | -1,040.00  | <b>Troubleshoot UPS</b>               |
|                                       |  | 11/03/2023 | 33631 | Quadient Leasing USA, Inc.       | -101.64    |                                       |
|                                       |  | 11/03/2023 | 33632 | SoCalGas                         | -21.77     |                                       |
|                                       |  | 11/03/2023 | 33633 | SP Maintenance Services, Inc.    | -1,471.18  | <b>Street Sweeping</b>                |
|                                       |  | 11/03/2023 | 33634 | Standard Insurance Company       | -276.09    |                                       |
|                                       |  | 11/03/2023 | 33635 | Ultrex Inc                       | -94.90     |                                       |
|                                       |  | 11/03/2023 | 33636 | USA BlueBook                     | -1,414.30  | <b>Hach IntelliCal</b>                |
|                                       |  | 11/03/2023 | 33637 | Waste Management                 | -336.89    |                                       |
|                                       |  | 11/16/2023 | 33638 | ACWA/JPIA *Medical Insuranc      | -11,572.05 | <b>Monthly Med, Dental, Vision</b>    |
|                                       |  | 11/16/2023 | 33639 | Brenntag Pacific, Inc            | -4,667.83  | <b>Chemicals</b>                      |
|                                       |  | 11/16/2023 | 33640 | Carmel & Naccasha LLP            | -1,574.55  | <b>Legal Fees</b>                     |
|                                       |  | 11/16/2023 | 33641 | County of Santa Barbara- Gen     | -3,272.89  | <b>Vehicle Maintenance &amp; Fuel</b> |
|                                       |  | 11/16/2023 | 33642 | Hensley Law Group                | -480.00    |                                       |
|                                       |  | 11/16/2023 | 33643 | Reimbursement                    | -55.00     | <b>Employee Reimbursement</b>         |
|                                       |  | 11/16/2023 | 33644 | Juana Garcia Rodriguez Janitc    | -200.00    |                                       |
|                                       |  | 11/16/2023 | 33645 | Santa Barbara Co Special Dist    | -300.00    |                                       |
|                                       |  | 11/16/2023 | 33646 | Staples                          | -168.69    |                                       |
|                                       |  | 11/16/2023 | 33647 | Underground Service Alert of S   | -14.00     |                                       |
|                                       |  | 11/16/2023 | 33648 | Verizon                          | -207.86    |                                       |
|                                       |  | 11/16/2023 | 33649 | ACECO Equipment Rentals          | -1,053.87  | <b>Chain Saw</b>                      |
|                                       |  | 11/16/2023 | 33650 | American Industrial Supply       | -321.83    |                                       |
|                                       |  | 11/16/2023 | 33651 | Bremer Auto Parts                | -402.38    |                                       |
|                                       |  | 11/16/2023 | 33652 | Energy Link                      | -1,920.63  | <b>Call Out Well #6</b>               |
|                                       |  | 11/16/2023 | 33653 | Famcon Pipe & Supply Inc.        | -2,619.79  | <b>Various Items - Field Crew</b>     |
|                                       |  | 11/16/2023 | 33654 | Fisher Pump & Well Service       | -708.30    |                                       |
|                                       |  | 11/16/2023 | 33655 | Griswold Industries              | -1,129.56  | <b>Various Items - Field Crew</b>     |
|                                       |  | 11/16/2023 | 33656 | Home Depot                       | -738.99    |                                       |
|                                       |  | 11/16/2023 | 33657 | Speeds Oil Tool Service          | -3,300.00  | <b>Sewer Leak</b>                     |
|                                       |  | 11/16/2023 | 33658 | Pro3 Automation Inc              | -2,307.50  | <b>Various Items - Field Crew</b>     |
|                                       |  | 11/16/2023 | 33659 | Universal Blower Pac             | -1,000.67  | <b>Various Items - Field Crew</b>     |
|                                       |  | 11/16/2023 | 33660 | Stantec                          | -7,001.90  | <b>Conceptual Water Supply Study</b>  |
|                                       |  | 11/16/2023 | 33661 | Valley Rock Ready Mix, Inc.      | -396.25    |                                       |

Mission Hills Community Services District  
Disbursements Journal  
November 2023

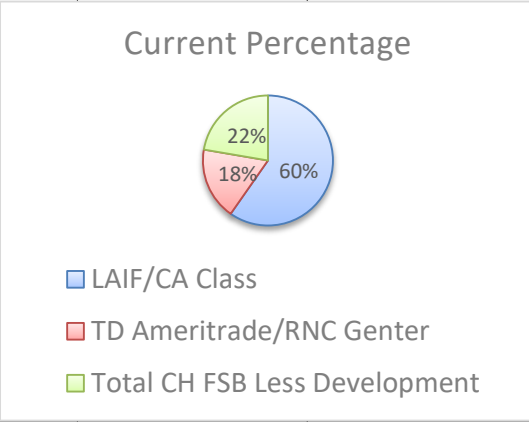
|  |  |  | Date                                 | Num   | Name                           | Amount             | Explanation                        |
|--|--|--|--------------------------------------|-------|--------------------------------|--------------------|------------------------------------|
|  |  |  | 11/28/2023                           | 33662 | Advantage Technical Services   | -8,650.00          | Water Storage Tank Rehabilitation  |
|  |  |  | 11/28/2023                           | 33663 | Compuvision                    | -1,452.50          | IT Services                        |
|  |  |  | 11/28/2023                           | 33664 | Dahl Air Conditioning          | -210.00            |                                    |
|  |  |  | 11/28/2023                           | 33665 | Linde Gas & Equipment Inc      | -43.05             |                                    |
|  |  |  | 11/28/2023                           | 33666 | Pitney Bowes                   | -185.30            |                                    |
|  |  |  | 11/28/2023                           | 33667 | RL Johnson Construction Inc    | -9,587.50          | Via Dona Water Leak                |
|  |  |  | 11/28/2023                           | 33668 | Smith Alarms & Electronics, In | -112.50            |                                    |
|  |  |  | 11/28/2023                           | 33669 | Springbrook Holding Company    | -11,508.72         | Annual Subscription Dues           |
|  |  |  | 11/28/2023                           | 33670 | Standard Insurance Company     | -276.09            |                                    |
|  |  |  | 11/28/2023                           | 33671 | Valley Rock Ready Mix, Inc.    | -555.72            |                                    |
|  |  |  | 11/28/2023                           | 33672 | Santa Ynez River Water Conser  | -1,377.00          | USGS Lompoc Groundwater Monitoring |
|  |  |  | Total 1000 · FSB - Operating 1535412 |       |                                | -98,386.73         |                                    |
|  |  |  | <b>1060 · CHCU - General 4163</b>    |       |                                |                    |                                    |
|  |  |  | 11/01/2023                           | EFT   | Tierzero                       | -133.90            |                                    |
|  |  |  | 11/14/2023                           | EFT   | PG&E                           | -3,253.29          | Utility Bill - WWTP                |
|  |  |  | 11/15/2023                           | EFT   | PG&E                           | -4,674.65          | Utility Bill - Well #7             |
|  |  |  | 11/15/2023                           | EFT   | PG&E                           | -10.24             | Utility Bill - Street Light        |
|  |  |  | 11/15/2023                           | EFT   | PG&E                           | -5,290.64          | Utility Bill - Well #5             |
|  |  |  | 11/15/2023                           | EFT   | PG&E                           | -1,678.25          | Utility Bill - Lift Station        |
|  |  |  | 11/15/2023                           | EFT   | PG&E                           | -584.93            | Utility Bill - Shop                |
|  |  |  | 11/15/2023                           | EFT   | PG&E                           | -229.27            | Utility Bill - Office              |
|  |  |  | 11/30/2023                           | EFT   | Right Networks                 | -128.00            |                                    |
|  |  |  | 11/30/2023                           | EFT   | PG&E                           | -10.93             | Utility Bill - Street Light        |
|  |  |  | Total 1060 · CHCU - General 4163     |       |                                | -15,994.10         |                                    |
|  |  |  | <b>1070 · CHCU - Payroll 4155</b>    |       |                                |                    |                                    |
|  |  |  | 11/03/2023                           | 1380  | Matrix Trust Company           | -4,920.25          | 401K/457                           |
|  |  |  | 11/08/2023                           |       | Payroll                        | -19,652.96         |                                    |
|  |  |  | 11/09/2023                           | E-pay | EDD                            | -1,603.70          |                                    |
|  |  |  | 11/09/2023                           | E-pay | IRS USATAXPYMT                 | -5,880.54          |                                    |
|  |  |  | 11/09/2023                           | EFT   | CA State Disbursement Unit/E   | -299.07            |                                    |
|  |  |  | 11/16/2023                           | 1381  | Matrix Trust Company           | -4,317.27          | 401K/457                           |
|  |  |  | 11/21/2023                           |       | Payroll                        | -24,043.55         |                                    |
|  |  |  | 11/21/2023                           |       | BOD Payroll                    | -685.87            |                                    |
|  |  |  | 11/22/2023                           | 1382  | BOD Payroll                    | -228.63            |                                    |
|  |  |  | 11/22/2023                           | E-pay | EDD                            | -2,000.71          |                                    |
|  |  |  | 11/22/2023                           | E-pay | IRS USATAXPYMT                 | -7,217.60          |                                    |
|  |  |  | 11/22/2023                           | EFT   | CA State Disbursement Unit/E   | -299.07            |                                    |
|  |  |  | 11/28/2023                           | 1383  | Matrix Trust Company           | -5,147.28          | 401K/457                           |
|  |  |  | 11/30/2023                           | EFT   | AFLAC                          | -557.42            |                                    |
|  |  |  | Total 1070 · CHCU - Payroll 4155     |       |                                | -76,853.92         |                                    |
|  |  |  | <b>1075 · CHCU - ACH 4130</b>        |       |                                |                    |                                    |
|  |  |  | 11/16/2023                           | EFT   | Springbrook (ACH Services)     | -222.34            |                                    |
|  |  |  | Total 1075 · CHCU - ACH 4130         |       |                                | -222.34            |                                    |
|  |  |  | <b>TOTAL</b>                         |       |                                | <b>-191,457.09</b> |                                    |

**Variation From Projected Income**

Fiscal Year Ending 6-30-2024

| Billing Month  | Water               |                   |                  | Wastewater          |                   |                  | Total (Loss) / Gain | Current Year Units Sold              | Last Year Units Sold | Previous 5 Year Average Units Sold |
|--|---------------------|-------------------|------------------|---------------------|-------------------|------------------|---------------------|--------------------------------------|----------------------|------------------------------------|
|  | Projected Income*   | Actual Income     | Variation        | Projected Income    | Actual Income     | Variation        |                     |                                      |                      |                                    |
| Jul-22   | \$ 119,125          | \$ 115,544        | \$ (3,581)       | \$ 83,708           | \$ 97,994         | \$ 14,286        | \$ 10,705           | 26,994                               | 22,621               | 22,851                             |
| Aug-22   | \$ 117,875          | \$ 144,772        | \$ 26,897        | \$ 83,708           | \$ 98,416         | \$ 14,707        | \$ 41,605           | 18,520                               | 25,390               | 23,682                             |
| Sep-22   | \$ 116,250          | \$ 115,141        | \$ (1,109)       | \$ 83,708           | \$ 98,232         | \$ 14,523        | \$ 13,415           | 19,235                               | 20,829               | 21,326                             |
| Oct-22   | \$ 115,800          | \$ 117,268        | \$ 1,468         | \$ 83,708           | \$ 97,928         | \$ 14,220        | \$ 15,688           | 21,161                               | 16,842               | 20,671                             |
| Nov-22   | \$ 114,125          | \$ 123,896        | \$ 9,771         | \$ 83,708           | \$ 98,285         | \$ 14,577        | \$ 24,348           | 15,368                               | 15,567               | 18,751                             |
| Dec-22   | \$ 113,625          |                   |                  | \$ 83,708           |                   |                  | \$ -                |                                      | 10,999               | 14,236                             |
| Jan-23   | \$ 92,175           |                   |                  | \$ 83,708           |                   |                  | \$ -                |                                      | 9,757                | 11,259                             |
| Feb-23   | \$ 96,375           |                   |                  | \$ 83,708           |                   |                  | \$ -                |                                      | 9,472                | 13,761                             |
| Mar-23   | \$ 95,595           |                   |                  | \$ 83,708           |                   |                  | \$ -                |                                      | 9,024                | 12,444                             |
| Apr-23   | \$ 91,625           |                   |                  | \$ 83,708           |                   |                  | \$ -                |                                      | 13,645               | 14,081                             |
| May-23   | \$ 109,750          |                   |                  | \$ 83,708           |                   |                  | \$ -                |                                      | 19,652               | 19,099                             |
| Jun-23   | \$ 111,125          |                   |                  | \$ 83,708           |                   |                  | \$ -                |                                      | 19,089               | 19,758                             |
| <b>Total</b>   | <b>\$ 1,293,445</b> | <b>\$ 616,622</b> | <b>\$ 33,447</b> | <b>\$ 1,004,500</b> | <b>\$ 490,855</b> | <b>\$ 72,313</b> | <b>\$ 105,760</b>   | <b>101,278</b>                       | <b>192,887</b>       | <b>211,918</b>                     |
|  |                     |                   |                  |                     |                   |                  |                     | <b>Year to Date Monthly Averages</b> |                      |                                    |
| YTD avg  | 100%                | <b>48%</b>        |                  | 100%                | <b>49%</b>        |                  |                     | 20,256                               | 16,074               | 17,660                             |
|  |                     |                   |                  |                     |                   |                  |                     | <b>Yearly Average</b>                | 16,074               | 17,660                             |
| * Projected Income is calculated by using current year and previous 5 year average monthly units sold. |                     |                   |                  |                     |                   |                  |                     |                                      |                      |                                    |
| <b>Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)</b>                                      |                     |                   |                  |                     |                   |                  |                     |                                      |                      |                                    |

| Bank Account Summary  | 7/31/2023          | 8/31/2023          | 9/30/2023          | 10/31/2023         | 11/30/2023         |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | <b>LAIF</b>        | \$1,781,631        | \$1,781,631        | \$1,781,631        | \$1,797,697        |
| <b>California Class</b>   | \$502,970          | \$505,297          | \$507,572          | \$509,949          | \$512,273          |
| <b>TD Ameritrade/RNC Genter</b>   | \$682,155          | \$687,771          | \$688,798          | \$690,069          | \$695,482          |
| <b>Coast Hills FCU</b>  |                    |                    |                    |                    |                    |
| Checking  | \$321,621          | \$462,170          | \$601,773          | \$339,147          | \$376,474          |
| Development   | \$0                | \$0                | \$0                | \$0                | \$0                |
| Investment Checking   | \$202              | \$202              | \$202              | \$202              | \$202              |
| Savings   | \$0                | \$0                | \$0                | \$0                | \$0                |
| Payroll   | \$44,515           | \$30,715           | \$13,210           | \$9,860            | \$12,703           |
| ACH (Sweep Account)   | \$1,000            | \$1,000            | \$1,000            | \$1,000            | \$1,000            |
| <b>Total Coast Hill FCU</b>   | <b>\$367,338</b>   | <b>\$494,087</b>   | <b>\$616,185</b>   | <b>\$350,209</b>   | <b>\$390,379</b>   |
| <b>Five Star Bank</b>   |                    |                    |                    |                    |                    |
| Operating   | \$277,073          | \$109,094          | \$107,214          | \$293,484          | \$347,481          |
| Development   | \$111,671          | \$111,680          | \$111,689          | \$111,699          | \$111,708          |
| Money Market  | \$173,535          | \$174,021          | \$124,416          | \$124,788          | \$125,162          |
| ACH (Sweep Account)   | \$0                | \$0                | \$0                | \$0                | \$0                |
| Payroll   | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>Total Five Star Bank</b>   | <b>\$562,279</b>   | <b>\$394,795</b>   | <b>\$343,319</b>   | <b>\$529,971</b>   | <b>\$584,351</b>   |
| <b>Combined Balance</b>   | <b>\$3,896,373</b> | <b>\$3,863,582</b> | <b>\$3,937,505</b> | <b>\$3,877,895</b> | <b>\$3,980,182</b> |
| <b>Monthly Change</b>   | <b>-\$53,866</b>   | <b>-\$32,791</b>   | <b>\$73,923</b>    | <b>-\$59,610</b>   | <b>\$102,287</b>   |
| <b>Fiscal Year Monthly Change To Date</b>   |                    |                    |                    |                    |                    |
|   | <b>\$29,943</b>    |                    |                    |                    |                    |
| <b>INVESTMENT STRATEGY</b>  |                    |                    |                    |                    |                    |
| Along with resuming active management, the Finance Committee and Staff recommend a balanced distribution of monies as stated below between TD Ameritrade, LAIF and Coast Hills Credit Union/Five Star Bank. This distribution will allow the District to maximize yields on investments, while meeting operating and capital cash needs |                    |                    |                    |                    |                    |
| <b>Recommended Investment Strategy:</b>   |                    |                    |                    |                    |                    |
| 01. Coast Hills CU/Five Star Bank: \$300,000  |                    |                    |                    |                    |                    |
| Goal of about 10%   |                    |                    |                    |                    |                    |
| 02. TD Ameritrade: 50% of balance of unrestricted cash  |                    |                    |                    |                    |                    |
| Goal of about 45%   |                    |                    |                    |                    |                    |
| 03. LAIF: 50% of the balance of unrestricted cash   |                    |                    |                    |                    |                    |
| Goal of about 45%   |                    |                    |                    |                    |                    |





| Mission Hills Community Services District  |                   |                 |              |             |                 |             |   | 5    |
|--|-------------------|-----------------|--------------|-------------|-----------------|-------------|---|------|
| Budget to Actual Comparison  |                   |                 |              |             |                 |             |   | 0.42 |
| Thru 11/30/2023  |                   |                 |              |             |                 |             |   | 7    |
|  | Budgeted          | Prorated Budget | Actual Thru  |             | Remainder       | % of Budget | Explanation   |      |
| Income   | Fiscal Year 23-24 | Nov-23          | Nov-23       | Difference  | Budgeted Amount | 42%         |   |      |
| Late Fees/Charges  | \$ 40,000         | \$ 16,667       | \$ 14,923    | \$ (1,744)  | \$ 25,077       | 37%         | Slightly Lower Than Budgeted                        |      |
| Water Service  | \$ 1,358,034      | \$ 565,848      | \$ 616,623   | \$ 50,776   | \$ 741,411      | 45%         | Slightly Higher than Budgeted                       |      |
| Sewer Service  | \$ 1,173,590      | \$ 488,996      | \$ 490,855   | \$ 1,859    | \$ 682,735      | 42%         | On Track With Budget                                |      |
| Street Sweeping  | \$ 18,000         | \$ 7,500        | \$ 7,515     | \$ 15       | \$ 10,485       | 42%         | On Track With Budget                                |      |
|  | \$ 2,589,624      | \$ 1,079,010    | \$ 1,129,916 | \$ 50,906   | \$ 1,459,708    | 44%         | Revenue is 2% Above Budget                          |      |
|  |                   |                 |              |             |                 |             |   |      |
| Expense  | Budgeted          | Prorated Budget | Actual Thru  |             | Remainder       |             |   |      |
|  | Fiscal Year 23-24 | Nov-23          | Nov-23       | Difference  | Budgeted Amount |             |   |      |
| Salaries & Wages   | \$ 787,873        | \$ 328,280      | \$ 342,886   | \$ (14,606) | \$ 444,987      | 44%         | Slightly Higher Than Budget - Promotions            |      |
| Employee Benefits  | \$ 285,000        | \$ 118,750      | \$ 106,325   | \$ 12,425   | \$ 178,675      | 37%         | Slightly Lower Than Budgeted                        |      |
| Director Fees  | \$ 15,000         | \$ 6,250        | \$ 7,125     | \$ (875)    | \$ 7,875        | 48%         | Higher Than Budgeted - Committee & Special Meetings |      |
| Depreciation   | \$ 372,648        | \$ 155,270      | \$ 133,923   | \$ 21,347   | \$ 238,725      | 36%         | Slightly Lower Than Budgeted                        |      |
| Election Expense   | \$ -              | \$ -            | \$ -         | \$ -        | \$ -            | 0%          | No Election Expense                                 |      |
| Vehicle Expense  | \$ 30,000         | \$ 12,500       | \$ 13,363    | \$ (863)    | \$ 16,637       | 45%         | Slightly Higher Than Budgeted - Addl Vehicles       |      |
| Insurance  | \$ 40,000         | \$ 16,667       | \$ 14,808    | \$ 1,859    | \$ 25,192       | 37%         | Slightly Lower Than Budgeted                        |      |
| Memberships  | \$ 40,000         | \$ 16,667       | \$ 13,655    | \$ 3,012    | \$ 26,345       | 34%         | Slightly Lower Than Budgeted                        |      |
| Office Expenses  | \$ 25,000         | \$ 10,417       | \$ 7,831     | \$ 2,586    | \$ 17,169       | 31%         | Lower Than Budgeted                                 |      |
| Operating Supplies   | \$ 20,000         | \$ 8,333        | \$ 9,273     | \$ (940)    | \$ 10,727       | 46%         | Famcon, Uline, USA BlueBook Payment Timing          |      |
| Chemicals  | \$ 75,000         | \$ 31,250       | \$ 30,970    | \$ 280      | \$ 44,030       | 41%         | Slightly Lower Than Budgeted                        |      |
| Safety   | \$ 5,000          | \$ 2,083        | \$ 2,127     | \$ (44)     | \$ 2,873        | 43%         | Uniform Purchase Timing                             |      |
| Contractual Services   | \$ 125,000        | \$ 52,083       | \$ 44,704    | \$ 7,379    | \$ 80,296       | 36%         | Lower Than Budgeted                                 |      |
| Professional Services  | \$ 70,000         | \$ 29,167       | \$ 41,841    | \$ (12,674) | \$ 28,159       | 60%         | Higher Than Budgeted - Legal & CPA                  |      |
| Printing & Publication   | \$ 5,000          | \$ 2,083        | \$ 350       | \$ 1,733    | \$ 4,650        | 7%          | Lower Than Budgeted                                 |      |
| Equipment Lease  | \$ 7,500          | \$ 3,125        | \$ 788       | \$ 2,337    | \$ 6,712        | 11%         | Lower Than Budgeted                                 |      |
| Monitoring   | \$ 25,000         | \$ 10,417       | \$ 5,055     | \$ 5,362    | \$ 19,945       | 20%         | Lower Than Budgeted                                 |      |
| Travel/Meetings/Meals  | \$ 20,000         | \$ 8,333        | \$ 1,482     | \$ 6,851    | \$ 18,518       | 7%          | Lower Than Budgeted                                 |      |
| Utilities  | \$ 225,000        | \$ 93,750       | \$ 86,315    | \$ 7,435    | \$ 138,685      | 38%         | Slightly Lower Than Budgeted                        |      |
| Government Fees  | \$ 100,000        | \$ 41,667       | \$ 2,516     | \$ 39,151   | \$ 97,484       | 3%          | Lower Than Budgeted                                 |      |
| Repairs & Maintenance  | \$ 80,000         | \$ 33,333       | \$ 85,462    | \$ (52,129) | \$ (5,462)      | 107%        | Several Leaks                                       |      |
| Ratepayer Write Offs   | \$ 25,000         | \$ 10,417       | \$ 50        | \$ 10,367   | \$ 24,950       | 0%          | Minimal Write Offs                                  |      |
|  | \$ 2,378,021      | \$ 990,842      | \$ 950,849   | \$ 39,993   | \$ 1,427,172    | 40%         | Expenses Are 2% Lower Than Budgeted                 |      |
|  |                   |                 |              |             |                 |             |   |      |
| Resolution 15-229 - Budget Preparation and Approval Process  |                   |                 |              |             |                 |             |   |      |
| C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget, the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible. |                   |                 |              |             |                 |             |   |      |
|  |                   |                 |              | 5% =        | \$ 118,901.05   |             |   |      |



**MISSION HILLS COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Brad Hagemann, General Manager

**DATE:** December 13, 2023

**SUBJECT:** **Discuss and Consider Approval of the Settlement Agreement between MC Summit 44 LLC and Mission Hills Community Services District**

**Recommendation / Proposed Motion**

- Recommendation: Consider Approval of the Settlement Agreement
- Proposed Motion: Approve Settlement Agreement between MC Summit 44, LLC and Mission Hills Community Services District

**Background/Discussion**

In April 2019, the MC Summit 44, LLC (Developer) and Mission Hills Community Services District (District) entered into a Development Agreement for a proposed residential development consisting of 44 single family homes, a retention basin and an open space lot as described in the approved Summit View Estates Vesting Tract Map, LOM 594.

Disputes have arisen between the Developer and the District related to past due fees owed by the Developer to the District pursuant to the terms and conditions of the Development Agreement. In accordance with the District Board of Director's instructions, the District's legal counsel worked with the Developer's legal counsel to craft terms and conditions for settlement of the dispute. The parties now wish to settle the dispute in accordance with the terms of the attached Settlement Agreement.

Attachment:

Settlement Agreement and Mutual Release between MC Summit 44, LLC, and Mission Hills Community Services District

## **SETTLEMENT AGREEMENT AND MUTUAL RELEASE**

This Settlement Agreement and Mutual Release (hereinafter “Agreement”) is entered into by and between:

1. MC Summit 44, LLC, a California limited liability company hereinafter referred to as “MC” and Mission Hills Community Services District hereinafter referred to as “Mission”.
2. MC and Mission will be referred to collectively herein as the “Parties.”
3. This Agreement shall be effective as of the last date set forth below on which the Agreement is executed.

### **RECITALS**

This Agreement is entered into with reference to the following facts:

1. MC and Mission entered into that certain Mission Hills Community Services District Water and Wastewater Facility Development Agreement (“WWDA”) in or about April of 2019 for the purpose of providing water and wastewater utility services to the Summit View Homes Residential Project in Lompoc, California.
2. Certain disputes have arisen between MC and Mission related to certain fees Mission claims it is owed by MC pursuant to the terms and conditions of the WWDA.
3. As set forth below, the Parties now wish to settle, dismiss, release, discharge and terminate any and all claims, demands, controversies, causes of action, damages, rights, liabilities and obligations between them, or any of them, arising out of the WWDA.
4. The Parties hereby agree as follows:

### **AGREEMENT**

#### **1. CONSIDERATION**

In exchange for payment of Fifty-five Thousand Dollars (\$55,000) from MC to Mission, the receipt and adequacy of which is hereby acknowledged, the Parties agree that all obligations of MC and of Mission under the WWDA have been met and any and all disputes resolved. Further, MC and Mission waive any claims arising out of the WWDA.

#### **2. RELEASE**

##### **A. Mission Release.**

Mission, on behalf of itself and its respective heirs, executors, administrators, predecessors, successors, agents, representatives, hereby irrevocably and unconditionally releases and forever discharges MC Summit 44, LLC and its respective heirs, executors, administrators,

predecessors, successors, agents, representatives, (collectively “MC Releasees”), of and from any and all claims, demands, causes of action, obligations, liens, taxes, damages, losses, costs, attorneys’ fees and expenses of every kind and nature whatsoever, at law or in equity, direct or derivative, known or unknown, fixed, liquidated or contingent, tort, contract, statutory or mixed, which he ever had, may now have or may hereafter have against releasees by reason of any act or omission, matter, cause or thing arising out of the WWDA, including, without limitation, any representation, misrepresentation or omission in connection with any of the above, any and all claims for incidental, consequential damages therefrom, claims for property damage, personal or bodily injury, emotional distress, mental anguish or other economic loss or any and all other claims.

B. MC Release.

MC Summit 44, LLC, on behalf of itself and its respective heirs, executors, administrators, predecessors, successors, agents, representatives, hereby irrevocably and unconditionally releases and forever discharges Mission Hills Community Services District and its respective heirs, executors, administrators, predecessors, successors, agents, representatives, (collectively “Mission Releasees”), of and from any and all claims, demands, causes of action, obligations, liens, taxes, damages, losses, costs, attorneys’ fees and expenses of every kind and nature whatsoever, at law or in equity, direct or derivative, known or unknown, fixed, liquidated or contingent, tort, contract, statutory or mixed, which he ever had, may now have or may hereafter have against releasees by reason of any act or omission, matter, cause or thing arising out of the WWDA, including, without limitation, any representation, misrepresentation or omission in connection with any of the above, any and all claims for incidental, consequential damages therefrom, claims for property damage, personal or bodily injury, emotional distress, mental anguish or other economic loss or any and all other claims.

Notwithstanding any provision to the contrary, the Parties, and each of them, recognize and acknowledge that this Agreement is not intended to, and shall not, release any of the Parties from liability or damages, if any, caused by, or arising out of the failure or refusal to perform any or all of the acts required by this Agreement.

3. WARRANTY AND INDEMNIFICATION REGARDING ASSIGNMENTS

Each of the Parties hereto represents and warrants to each other that he, she or it is the sole and rightful owner of all rights, title and interest in every claim and other matter which that party releases herein and has not heretofore sold, conveyed or otherwise transferred all or a

portion of any interest or any claim which he or it may have against the other Parties or each of the other respective parents, affiliates, subsidiaries, predecessors, and each other person, firm, insurer, or other entity released or discharged pursuant to this Agreement. Each Party agrees to indemnify, defend and hold each other and each of the others' parents, affiliates, subsidiaries, predecessors, and each other person, firm, or other entity released pursuant to this Agreement harmless from any liabilities, claims, demands, damages, costs, expenses and attorneys' fees as a result of any person or entity asserting any claim or cause of action based upon assignment or transfer or purported assignment or transfer of the indemnifying Parties claim.

4. **WAIVER OF SECTION 1542 OF THE CALIFORNIA CIVIL CODE**

It is the intention of the Parties hereto that the foregoing general releases shall be effective as a bar to all actions, causes of action, suits, claims or demands of every kind, nature or character whatsoever, known or unknown, suspected or unsuspected, fixed or contingent, referred to above, except those reserved in this Agreement.

THE PARTIES ACKNOWLEDGE THAT THEY HAVE BEEN ADVISED BY LEGAL COUNSEL AND ARE FAMILIAR WITH THE PROVISION OF CALIFORNIA CIVIL CODE § 1542, WHICH PROVIDES AS FOLLOWS:

**“A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor or released party.”**

THE PARTIES EXPRESSLY WAIVE AND RELINQUISH ANY AND ALL RIGHTS OR BENEFITS THEY MAY HAVE UNDER, OR WHICH MAY BE CONFERRED UPON THEM, BY THE PROVISIONS OF § 1542 OF THE CALIFORNIA CIVIL CODE TO THE FULLEST EXTENT THAT THEY MAY LAWFULLY WAIVE SUCH RIGHTS OR BENEFITS PERTAINING TO THE SUBJECT MATTER OF THIS RELEASE.

In conjunction with such waiver and relinquishment, the Parties hereby acknowledge that they are aware that they or their attorneys may hereafter discover claims and facts in addition to or different from those which they now or believe to exist with respect to the subject matter of or any part to this release, but that it is nonetheless the intention of the Parties to hereby fully, finally, and forever settle and release any and all disputes and differences, known or unknown, suspected or unsuspected, as to the released matters.

**5. COVENANT NOT TO SUE**

The Parties covenant and agree that they have not, and that they shall not, bring any other claim, action, suit or proceeding against the other regarding the matters settled, released and dismissed hereby. The Parties further covenant and agree that this Agreement is a bar to any such claim, action, suit or proceeding.

**6. REPRESENTATION BY COUNSEL**

The Parties hereto acknowledge that they have been represented by and have relied upon counsel of their own choosing in the negotiations for the preparation of this Agreement, that they have read this Agreement, have had the opportunity to have its contents fully explained to them by such counsel, and are fully aware of and understand all of its terms and the legal consequences thereof. It is acknowledged that the Parties hereto have, through their respective counsel, mutually participated in the preparation of this Agreement, and it is agreed that no provision hereof shall be construed against any party hereto by virtue of the activities of that party or that party's attorneys.

**7. DISPUTED CLAIMS**

This Agreement represents the settlement of disputed claims and does not constitute any admission of liability by any party to any other party; each Party to this Agreement hereby expressly denies any liability to the other Party.

**8. NO REPRESENTATIONS OR WARRANTIES OTHER THAN THOSE IN THIS AGREEMENT**

Each of the Parties to this Agreement acknowledges that no other party to this Agreement, nor any agent or attorney of any such party, has made any promise, representation or warranty whatsoever, express or implied, not contained hereby concerning the subject matter hereof to induce them to execute this Agreement, and acknowledges that he, she or it has not executed this instrument in reliance on any such promise, representation, or warranty not contained herein, and further acknowledges that there have been and are no other agreements or understandings between the Parties relating to this settled litigation except as stated in this Agreement.

**9. BENEFIT AND BURDEN**

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, representatives, successors and assigns.

**10. WAIVER AND AMENDMENT**

No breach of any provision hereof can be waived unless in writing signed by the Parties. Waiver of any one breach of any provision hereof shall not be deemed to be a waiver of any other breach of the same or any other provision hereof. This Agreement may be amended only by a written agreement executed by the Parties in interest at the time of the modification.

**11. CAPTIONS AND INTERPRETATIONS**

Titles or captions contained herein are inserted as a matter of convenience and for reference, and no way define, limit, extend or describe the scope of this Agreement or any provision thereof. Whenever the context hereof shall so require, the singular shall include the plural, and male gender shall include the female gender and the neuter, and vice-versa. Furthermore, no provision in this Agreement is to be interpreted for or against any party because that party or his legal representative drafted such provision.

**12. AUTHORITY TO EXECUTE**

Each of the Parties represents and warrants that it is competent to enter into this Agreement and has the full right, power and authority to enter into and perform the obligations under this Agreement.

**13. INTEGRATION**

This Agreement constitutes the entire, final and integrated agreement between the Parties hereto pertaining to the subject matter hereof and fully supersedes all prior understandings, representations, warranties and agreements between the Parties hereto, or any of them, pertaining to the subject matter hereof and may be modified only by written agreement signed by all of the Parties hereto.

**14. SEVERANCE**

If any provision of this Agreement is determined by a court of competent jurisdiction to be illegal, invalid or unenforceable, such provision will be deemed to be severed and deleted from the Agreement as a whole, and neither such provision nor its severance and deletion shall in any way affect the validity of the remaining provisions of the Agreement.

**15. NO RELIANCE**

The Parties hereto and each of them represent and declare that in executing this Agreement, they rely solely upon their own judgment, belief and knowledge, and that they have not been influenced to any extent whatsoever in executing the same by any of the Parties hereto or by any person representing them, or any of them.

**16. VOLUNTARY AGREEMENT**

The Parties hereto, and each of them, further represent and declare that they have carefully read this Agreement and know the contents thereof, and that they signed the same freely and voluntarily.

**17. GOVERNING LAW**

This Agreement has been negotiated and entered into in the State of California, and shall be governed by, construed and enforced in accordance with the internal laws of the State of California, without regard to provisions concerning choice or conflict of law.

**18. COUNTERPARTS**

This Agreement may be executed in two or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument and may be executed and delivered by facsimile.

**19. ATTORNEYS' FEES**

Each Party to this Agreement shall bear his, her or its own attorneys' fees and costs incurred in connection with the resolution of the dispute.

**(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)**



IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date affixed by their signature.

DATED: \_\_\_\_\_

MC SUMMIT 44, LLC,  
a California limited liability company

By: \_\_\_\_\_  
Tony Koeijmans, CEO

DATED: \_\_\_\_\_

MISSION HILLS COMMUNITY SERVICES  
DISTRICT

By: \_\_\_\_\_



**MISSION HILLS COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Brad Hagemann, General Manager  
Lupe Huitron, Board Secretary  
**DATE:** December 13, 2023  
**SUBJECT: Officer Elections and Committee Assignments for 2024**

**Recommendation / Proposed Motion**

- Recommendation: Nominate and elect a President, Vice-President, and Finance Officer for the calendar year 2024
- Proposed Nomination: I nominate “Director” to be President of the Mission Hills Community Services District for calendar year 2024
- Proposed Nomination: I nominate “Director” to be Vice-President of the Mission Hills Community Services District for calendar year 2024
- Proposed Nomination: I nominate “Director” to be Finance Officer of the Mission Hills Community Services District for calendar year 2024

**Policy Reference**

- 4040 – Board President
- 4050 – Members of the Board of Directors
- 4060 – Committees of the Board of Directors

**Alternatives Considered**

None considered

**Background**

Mission Hills established policies that guide the District’s procedures for electing officers and appointing committee members.

**Discussion**

Determine who the Board President will be for the calendar year 2024, the current President will remain in office through December 2023. The newly elected President will coordinate with the Directors regarding their preference(s) for Committee assignment prior to the January 17, 2024 Regular meeting. The President will appoint Directors to serve on the various Committees at the January Board meeting.



**MISSION HILLS COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Brad Hagemann, General Manager  
Lupe Huitron, Board Secretary

**DATE:** December 13, 2023

**SUBJECT: Discuss and Consider for Nominations for CSDA representative for the Local Agency Formation Commission (LAFCO) Regular and one Alternate Special District Member**

**Recommendation / Proposed Motion**

- Recommendation: Receive Staff Report and Consider Nomination of a District Director for the Regular and Alternate CSD Member. This applies only if one or more of the District Board members are interested in running for the LAFCO position.

**Budget Resource**

This item will have little or no impact on the District's budget

**Alternatives Considered**

Do not make a nomination, if no Directors are interested in running for the position

**Background/Discussion**

On November 1, 2023, the Santa Barbara LAFCO sent a letter to the District seeking nominations and noticing an election of a Special District member to serve as the Special District regular & Alternate member on LAFCO. The November 1, 2023 letter is provided as an attachment to this Staff Report.

If none of the MHCS D Board members are interested in running for the LAFCO position, then no action is required by the Board. If a Director is interested in running for the position, then the Board should pass a motion to formally nominate the Director and staff will complete the Nomination Form and submit it to LAFCO. The election is scheduled to be held at the Santa Barbara Chapter of the CSDA Annual Meeting on January 4, 2024.

Attachment 1 – November 1, 2023 Letter and Applications for Regular and Alternate member from LAFCO

# LAFCO

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**Santa Barbara Local Agency Formation Commission**

105 East Anapamu Street ♦ Santa Barbara CA 93101  
805/568-3391 ♦ FAX 805/568-2249  
www.sblafco.org ♦ lafco@sblafco.org

November 1, 2023

TO: Members of the Independent Special District Selection Committee

SUBJECT: Nominations for one Regular and one Alternate Special District Member to Santa Barbara LAFCO;

**CALL FOR NOMINATIONS FOR AND NOTICE OF ELECTION FOR LAFCO**

**REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBERS**

This is a Call for Nominations of one Regular and one Alternate Special District Member to serve as the special district members on LAFCO. It is recommended that this be placed on your Board's Agenda. The Committee is made up of the presiding officer of each district; however, if a presiding officer is unable to participate, a district board may appoint one of its members as an alternate to participate in the presiding officer's place, a copy of the meeting minutes showing the appointment needs to be presented along with your nomination form.

A Nomination Form is attached and must be filled out and signed by the presiding officer of a district or, if that person is unable to participate, then by his or her alternate as designated by the district board. (See GC § 56332.) Nominations are requested by no later than January 4, 2024.

1. **Nominations for the one LAFCO Regular and one Alternate Special District Member.** The current term of office of the current Regular Special District Member and the Alternate Special District Member ends on March 1, 2024. The term of office shall be four years or until the appointment and qualification of his or her successor. The new term of office ends on March 1, 2028.
2. **Voting Requirements.** The Independent Special District Selection Committee consist of the presiding officer of the legislative body of each independent special district. If the presiding officer of an independent special district is unable to participate in the nomination process or an election, the legislative body of the district may appoint one of its members as an alternate to participate in the presiding officer's

place. A copy of the meeting minutes showing the appointment needs to be presented along with your nomination form and future ballot.

3. **Nomination Period and Voting Period.** The Nomination Period will end on January 4, 2024. Following the nomination period, unless there is only one nominee for a seat, ballots containing the names of qualified nominees will be mailed to each eligible special district. The voting period will be up to 45-days.
4. **Quorum; Majority Vote; Possible Runoff Election.** There are 39 special districts. For the election to be valid, at least 20 valid votes must be received. Election shall be by a majority of those voting, and not by plurality. In the event that a nominee does not receive a majority of votes cast, a runoff election shall be held between the two nominees receiving the highest number of votes.

**Notice:** There will be no election if pursuant to Government Code section 56332(c)(2), “[at] the end of the nomination period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed” to the Commission.

Nominations for one Regular Special District Member and one Alternate Special District Member should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed by **January 4, 2024**. Nomination Forms are attached to this notice.

Santa Barbara Local Agency Formation Commission  
105 East Anapamu Street, Santa Barbara CA 93101  
FAX 805/568-2249  
Email Address: [lafco@sblafco.org](mailto:lafco@sblafco.org)

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater  
Executive Officer

Enc.

## SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

|  |  |
|--|--|
| <p style="text-align: center;"><b>NOMINATION FOR <u>ALTERNATE</u> SPECIAL<br/>DISTRICT MEMBER</b></p> <p style="text-align: center;"><i>Return to:</i> Executive Officer<br/>Santa Barbara LAFCO<br/>105 East Anapamu Street, Room 407<br/>Santa Barbara CA 93101<br/>or FAX to (805) 568-2249 or email to <a href="mailto:lafco@sblafco.org">lafco@sblafco.org</a></p>  | <p>LAFCO STAFF USE</p> <p>Date Received: _____</p> |
| <p>Please print in ink or type</p>   |  |
| <p>POSITION SOUGHT:                      Alternate Special District Member</p>   |  |
| <p>NAME OF NOMINEE: _____</p>  |  |
| <p>NOMINEE'S DISTRICT: _____</p>   |  |
| <p>MAILING ADDRESS:</p> <p>_____</p> <p>_____</p>  |  |
| <p>π<br/>Phone: Bus. _____ . Cell: _____</p>   |  |
| <p>SIGNATURE OF NOMINATOR:</p><br><p>_____</p> <p style="margin-left: 40px;">Name of Independent Special District</p><br><p>_____</p> <p style="margin-left: 40px;">Signature</p><br><p>_____</p> <p style="margin-left: 40px;">Print Name</p><br><p><b>Nominator Title (please check one)</b></p> <p><input type="checkbox"/>     Presiding Officer of the Special District Board</p> <p><input type="checkbox"/>     Presiding Officer's alternate as designated by Special District<br/>Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)</p><br><p><b>Date:</b> _____</p> |  |

**ADDITIONAL INFORMATION:** On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Alternate Special District Member: This information will be distributed to all independent special districts.

**SANTA BARBARA  
LOCAL AGENCY FORMATION COMMISSION**

|   |  |
|---|--|
| <p><b>NOMINATION FOR <u>REGULAR</u> SPECIAL<br/>DISTRICT MEMBER</b><br/><i>Return to:</i> Executive Officer<br/>Santa Barbara LAFCO<br/>105 East Anapamu Street, Room 407<br/>Santa Barbara CA 93101<br/>or FAX to (805) 568-2249 or email to lafco@sblafco.org</p> | <p>LAFCO STAFF USE</p> <p>Date Received: _____</p> |
|---|--|

Please print in ink or type

POSITION SOUGHT:                      Regular Special District Member

NAME OF NOMINEE: \_\_\_\_\_

NOMINEE'S DISTRICT: \_\_\_\_\_

MAILING ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

π  
Phone: Bus. \_\_\_\_\_, Cell: \_\_\_\_\_

SIGNATURE OF NOMINATOR:

\_\_\_\_\_  
Name of Independent Special District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Nominator Title (please check one)**

Presiding Officer of the Special District Board

Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)

**Date:** \_\_\_\_\_



**ADDITIONAL INFORMATION:** On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.



## MISSION HILLS COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Brad Hagemann, General Manager

**DATE:** December 13, 2023

**SUBJECT:** Discuss and Consider Approval of Resolution Nos. 23-354 and 23-355 Updating the Authorized Signatories on the District Bank Accounts and LAIF Account

#### **Recommendation / Proposed Motion**

- Recommendation: That the Board of Directors Approve Resolution Nos. 23-354 and 23-355
- Proposed Motion: Approve Resolution Nos 23-354 and 23-355

#### **Discussion/Recommendation**

With the appointment/election of the new Directors it is appropriate for the Board to update the signatories for the District's accounts with LAIF, Five Star Bank and Coast Hills Credit Union. Staff recommends the Board approve Resolution Nos. 23-354 and 23-355 updating the authorized signatories on the District's LAIF Account, Coast Hills Credit Union and Five Star Bank Accounts and authorize the General Manager to send any needed correspondence to the respective organizations.

#### **ATTACHMENTS**

- A. Resolution Nos. 23-354 and 23-355

**RESOLUTION NO. 23-354**

**A RESOLUTION OF THE  
MISSION HILLS COMMUNITY SERVICES DISTRICT  
AUTHORIZING AND UPDATNG THE SIGNATORIES FOR INVESTMENT OF  
DISTRICT MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF}  
(RESCINDING RESOLUTION NO. 23-353)**

**WHEREAS**, California Government Code Section 16429.1 was added to the Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, The Board of Directors of the Mission Hills Community Services District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interest of the Mission Hills Community Services District.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors does hereby authorize the deposit and withdrawal of the Mission Hills Community Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

**BE IT FURTHER RESOLVED** that the following Mission Hills Community Services District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

\_\_\_\_\_  
Steve Dietrich, President

\_\_\_\_\_  
Jim Keeling, Finance Director/Treasurer

\_\_\_\_\_  
Myron Heavin, Director

\_\_\_\_\_  
Matthew Starbuck, Director

\_\_\_\_\_  
Jorge Magana, Director

\_\_\_\_\_  
Brad Hagemann, General Manager

**MISSION HILLS COMMUNITY  
SERVICES DISTRICT  
RESOLUTION NO 23-355**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MISSION HILLS COMMUNITY SERVICES  
DISTRICT UPDATING THE AUTHORIZED  
SIGNATORIES ON THE DISTRICT'S BANK  
ACCOUNTS**

**WHEREAS**, the Mission Hills Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

**WHEREAS**, the District has banking accounts at both Five Star Bank and Coast Hills Credit Union; and

**WHEREAS**, At a Special Meeting on July 31, 2023, the Board appointed Mr. Jorge Magana to fill Director Jim Mackenzie's vacant position.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Mission Hills Community Services District, as follows:

1. The Mission Hills Community Services District Board of Directors authorizes the following:

The following persons and their successors are authorized to sign on the District's Coast Hills Credit Union and Five Star Bank Accounts:

|  |  |
|--|--|
| Signer #1 – James Keeling, Director    | Signer #5 – Myron Heavin, Director         |
| Signer #2 – Matt Starbuck, Director    | Signer #6 – Brad Hagemann, General Manager |
| Signer #3 – Jorge Magana, Director     |  |
| Signer #4 – Stephen Dietrich, Director |  |

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President, Board of Directors

ATTEST :

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Guadalupe Huitron, Board Secretary



## MISSION HILLS COMMUNITY SERVICES DISTRICT

**7. COMMUNICATIONS-** The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information, request the Board President consider placing an item on a future committee meeting or regular meeting.

- A. General Manager Comments
- B. Director's Comments
- C. Public Comments

**LAST PAGE OF BOARD PACKET**