

Board of Directors

Bruce Nix, President
Jim Mac Kenzie, Vice President
Karina Naughton, Director
Myron Heavin, Director
Steve Dietrich, Director



1550 East Burton Mesa Blvd.
Lompoc, California, 93436-2100
805.733.4366
www.mhcsd.org

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors

Regular Meeting

Wednesday, October 19, 2022

4:30 PM

1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room

Agenda

Public 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 on Closed Session

4. Closed Session

A. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(d)(1), Plaintiff is the City of Lompoc, Defendant is Mission Hills CSD

B. Public Employee Performance Evaluation pursuant to Government Code Section 54957(b)
Title: General Manager

RECONVENE

Report out of Closed Session

5. 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 (Government Code Section 54954.3). **If you are unable to attend, you can submit comments in advance of the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, October 18, 2022.**

6. 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) September 21, 2022

B. Activity Reports for September

- i) Administration includes Administrative Assistant, Account Receivables, Administrative Services Manager and General Manager Reports.
- ii) Water
- iii) Wastewater
- iv) Goals and Committee Updates

C. Financial Reports

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

7. Regular Business –

- A. Discuss and Consider Approving the District’s Updated Sanitary Sewer Management Plan (SSMP)
- B. Discuss and Consider Awarding a Professional Services Agreement to a Qualified Accounting Firm for Preparation of a Financial Audit Report for the District’s FY 2021/22 and FY 2022/23 Finances

8. Communications - 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
- B. Directors’ Comments
- C. Public Comments (up to 3 minutes for topics within the District’s jurisdiction)

ADJOURN

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)

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**Mission Hills Community Services District
Board of Directors Regular Meetings Minutes
Wednesday September 21, 2022
REGULAR MEETING**

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 4:31 pm on Wednesday, June 15, 2022, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Myron Heavin, Karina Naughton
James MacKenzie, Bruce Nix and Steve
Dietrich attended in person.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Lupe Huitron, Carol Reynolds,
Dale Oviedo, and Javier Rodriguez

OTHERS PRESENT:

1. Call to Order-4:30pm and Pledge of Allegiance

2. Roll Call

3. Public Comment on Closed Session

No public comment received.

4. Closed Session

A. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(d)(1), Plaintiff is the City of Lompoc, Defendant is Mission Hills CSD

RECONVENE – 5:14pm

Reports out of Closed Session – No reportable action.

5. Public Comment – None

6. Consent Agenda**A. Approval of Minutes**

- i) August 17, 2022

B. Activity Reports for September

- i) Administration includes Administration Assistant, Account Receivables, Administrative Services Manager and General Manager Reports.
- ii) Water
- iii) Wastewater Graphs
- iv) Goals and Committee Updates
- v) Consideration of adoption of Resolution to Authorize Remote Teleconferencing Meetings in Accordance with Newly Adopted Government Code Section 54953 (e) (AB 361)

C. Financial Reports

- i) Profit and Loss
- ii) Disbursements Journal
- iii) Variation from Projected Income
- iv) Bank Account Summary
- v) Budget to Actual

Approved Consent Items

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

7. Discussion Items**D. Accept Fiscal Year 2020/2021 Audited Financial**

President Nix moved business 7. D to the first business item. Brenden Martin from Glenn Burdette Attest Corporation summarized the audit report, stated it was a clean audit and responded to Board Member comments. Motion made by President Nix and Second by Director Naughton to accept 2020/2021 Audited Financial Statements with a minor change on page 16 of the Financial Statement report to state the Districts net position- representing developer fees paid to the District are restricted for use on water and sewer Capital Improvement Projects. **Motion passed 5-0.**

A. Discuss and consider Declaring District Equipment Surplus

Motion made by President Nix and Second by Director Heavin to declare the list of Equipment presented to the Board as Surplus Equipment. **Motion passed 5-0**

B. Discuss and consider adopting a Resolution establishing Volunteer Personnel Coverage under Workers' Compensation.

Motion made by Director Heavin and Seconded by Director Nix to adopt Resolution No. 22-344 which states that workers Compensation Insurance will be provided to Mission Hills Community Services District Volunteers. **Motion Passed 5-0**

C. Discuss and consider adopting a Resolution approving Amendments to the District's Conflict of Interest Code

Motion made by Vice President Mac Kenzie and Second by President Nix to adopt Resolution No. 22-345 amending the Districts Conflict of Interest Code by adding the Position of Administrative Services Manager. **Motion Passed 4-1 with Director Dietrich voting no**

E. Discus and consider adopting a Resolution establishing Water Conservation Measures

Motion made by Vice President Mac Kenzie and second by Director Dietrich to adopt Resolution No. 22-346 amending the District's Water Conservation Measures. **Motion passed 5-0**

8. Communications - 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- General Manager Hagemann provided members with an August 15, 2022, letter from Sequoia Development Services, requests the Board consider granting a lease space on District owed property at 1199 Purisima Road. The Board directed Hagemann to meet with Sequoia and report back at the October Board Meeting.

B. Directors' Comments- Director Heavin shared a slide he received from Board of Supervisors member Joan Hartmann that projected the water level in Lake Cachuma. President Nix circulated a General Manager Evaluation form to Board Members.

C. Public Comments (up to 3 minutes for topics within the District's jurisdiction)-None

ADJOURNMENT: 7:26pm

With no further business to come before the Board, the meeting adjourned at 7:26pm.

Respectfully submitted:

Lupe Huitron

10/13/2022

X

Bruce Nix, President

X

Lupe Huitron

Lupe Huitron, Board Secretary

Signed by: 83685dee-f238-4200-9f6a-694ed136d7d6



Administrative Activity Reports for
September 2022

Administrative Assistant

- Corresponded to emails
- Answered and placed calls
- Draft a Can and Will Serve letter, had General Manager review and input information
- Contacted Santa Barbara County Elections Division Department and inquired about the close of the filing period for the November 2022 Filing General Election and the remaining seats available for our District.
- Prepared and finalized Board Packet for the September Regular Board Meeting
- Assisted Joey with CompuVision in scheduling a day for his Vision Cable Division Team to come out and install the cabling for the Access Points and the Firewall being added in our office.
- Collected timecards and invoice for accounting
- Scanned invoices to accounting department
- Assisted customers with payments and billing inquiries
- Posted notices on bulletin board
- Received public record request
- Requests to convert documents for editing purposes, used Adobe app to convert PDF.doc to Word.doc
- Filed out Conflict of Interest notice and submitted to the Deputy Clerk of the Board of the Santa Barbara County
- Contacted Government Surplus Auctions for guidance on the Auctioning process for the District Equipment no longer needed.

Customer Service/Account Receivables

- **Monthly:** New Customer Move Ins & Move outs: 6
- Applied 10% late fee non pay Sept: 118 accounts
- Accounts **13** have entered Yr. or less payoff extension agreement \$ 20, 777
- *(1 Owner account bal. \$2, 888 off since May) 1 Other account off since Sept for failed agreement \$ 2, 294.*
- Residential accounts: **1 account approved payment** \$ 1, 865 **CSD.CA.Gov** federal funded program low-income families qualify based on persons in the household up to \$ 2,000 payment.



Administrative Activity Reports for
September 2022

Administrative Services Manager

- Assisted Customers, Recorded Payments
- Participated in Financial Evaluation with CSDA Representative
- Worked with Coast Hills
- Worked with Five Star Bank
- Worked with Compuvision on Approved Projects
- Processed Accounts Payable
- Processed Payroll
- Completed Board Packet Reports
- Completed End of Month Reconciliations
- Reviewed Priorities on Operations with General Manager on Weekly Basis
- Attended Board Meeting
- Completed/Submitted 2022 ACWA JPIA Quarterly Workers Compensation Audit Information
- Worked on Recruiting Replacement Board Members



Administrative Activity Reports for September 2022

General Manager Report

Well #7 Repair

Well #7 has been test pumped, disinfected, passed all coliform tests, connected to the new SCADA system and software and is ready to be put on-line. The State Drinking Water regulatory staff advised us that we should complete some additional (every three-year sampling) that we were not able to complete due to the well being off-line for the past seven months. We have obtained and submitted those samples to the lab and anticipate having the results submitted to the State within the next seven days.

Lift Station PDR Status

The sewer lines were cleaned, flow monitoring equipment was installed and we just received the flow monitoring data from Fluid Resource Management. We will forward the flow data to Phoenix Engineering and they can use the data to complete their Preliminary Design Report. I anticipate the Report will be available in 6 – 8 weeks.

Water Tank Repair Project

The District's design consultant, Advanced Technical Services (ATS) has completed the plans and specifications for the project and we are actively soliciting bids for the project. ATS and District staff conducted a contractor pre-bid project walk through for the project on October 13th. Two contractors attended the walk-through meeting and they indicated that they intended on bidding the project. The formal bid opening is scheduled for October 27 at 2:00 PM at the District Office.

Director Appointment Status

Since no one pulled papers to fill the two upcoming vacancies on the Board of Directors, the Santa Barbara Board of Directors are authorized to appoint qualified individuals to the Board of Directors. The County is seeking recommendations from the District for individuals that are willing to serve on the Board of Directors. The County Board of Supervisors will make appointments to the Board at one of their regularly scheduled meetings in November.

Staff has been contacting individuals that have expressed an interest in serving on the Board of Directors. I have talked with Mr. James Keeling, who lives on Weatherford Drive in Mesa Oaks, and he has agreed to serve on the Board. Within the next few days, I will be meeting with another member of the community that has expressed an interest in serving on the Board. I will update the Board on this issue at the Board meeting.

SGMA Multi-Party Consulting Agreement with GSI Water Solutions

At the request of the Santa Ynez River Water Conservation District, I signed a no cost to the MHCSO, Consulting Agreement with GSI Water Solutions authorizing GSI to evaluate well permit applications for the three GSA Committees to determine whether to issue a verification letter as required by Executive Order N-7-22. The well applicants will pay a \$1,200 application fee to cover the cost of the review. The Agreement is provided as an attachment to this staff report.

Brad Hagemann
General Manager

Board of Directors:

President; Bruce Nix
 Vice President; Jim MacKenzie
 Director; Karina Naughton
 Director; Steve Dietrich
 Director; Myron Heavin



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General Manager, Brad Hagemann

MISSION HILLS COMMUNITY SERVICES DISTRICT Water Reports – September 2022

Monthly Water Distributed: 16,158,000 gallons

Daily average: 538,000 gallons per day

Monthly Water Sold: 15,580,000 gallons sold for previous month

Monthly Wastewater Influent: 5,661,000 gallons

Treatment Plant

- Replaced Automatic Filter Valve #3 due to motor malfunction. Set up site visit with manufacture company Rotork for repairs.

Reservoirs

- Site visit meeting with Will Bellis and State Park staff to discuss potential routes to the Tanks regarding rehab project.

Wells

- Installation of Well 7 completed on 9/20/22.
- Disinfected and flushed Well 7, waiting on test results from lab to put Well 7 back into production.
- Well 5 replaced Solenoid Valve for lubrication line to well shaft.

Compliance

- Bureau of Automotive Repair (BAR) Annual Report was Submitted and Accepted.

Distribution System Maintenance/Repair

- Replaced 2 Air-Relief Valves
- Replaced 17 Hersey meters to Kamstrup meters
- Repaired 3 service line leaks or main breaks
- Preventative Maintenance Program: **September**
 - Mainline Valve exercised: 13
 - Hydrant Maintenance and flush: 12

Significant Completed Projects

- Updated SCADA System
- Completed Sanitary Survey tasks
- Updated and reduced Sample Monitoring Schedule
- Installed flow meters and waste meters at Wells 5,6, and 7
- Installed new production meter for distribution
- 10 Service line leaks in 2022
- Developed and completed Dead end flushing Program
 - 29 Total dead-ends flushed 2022
- Developed and completed Valve Exercise Program
 - 140 Total valves exercised in 2022

- Developed and completed Hydrant Maintenance Program
 - **82** Total hydrants serviced in 2022
- Meter Replacement Program
 - **123** Total Replaced in 2022

Recurring Tasks

- **Daily:**
 - Electronically monitor levels via SCADA System
- **Weekly:**
 - Electronically check CL2 levels
 - Reorganize shop and tool inventory
- **Quarterly:**
 - Clean and inspect the solar panel for backup battery (Jan, Apr, Jul, Oct)
- **As Needed:**
 - Weed abatement

Treatment Plant

- **Daily:**
 - Electronically record bulk storage tank levels
 - Determine daily filtration chemical rate.
 - Record water produced from Wells 5,6, and 7
- **Weekly:**
 - Clean chlorine injection lines
 - Take and record Iron and Manganese treatment samples.
- **Monthly:** Complete State Water Resource Control Board (SWRCB) reports
- **Quarterly:** Remove weeds around shop and filtration plant (Feb, May, Aug, Nov)

Distribution System

- **Weekly:**
 - Collect and report weekly chlorine, phosphate, and PH results.
 - Sample “Bac-T” (coliform detection) every Wednesday
- **Monthly:**
 - Take distribution samples for State Water Board reports as needed.
 - End of month Residential and Commercial Meter Reads
 - Install new Kamstrup meters under Capital Improvement Project
 - Test and Inspect field equipment.
 - Mainline valve exercising
 - Hydrant flushing
- **Semi-Annually**
 - Complete dead-end flushing (Jun & Dec)

Safety

- Attend Weekly Safety Meetings
- Inspect Fire Extinguishers at water treatment plant, shop, and vehicles.
- Perform Daily Visual Inspection at Water Treatment Plant and Park



MISSION HILLS COMMUNITY SERVICES DISTRICT Wastewater Report – September 2022

Total Plant Influent flow: 5,660,907 gallons

Total Plant Effluent Recycle flow: 1,719,790 gallons

Average Daily Flow: 188,697 gallons per day

Collection system/lift station

- Mainline Utility jetted several hundred feet of the collection system prior to the installation of temporary flow meters in two collection system lines that feed the lift station wet well.
- Temporary flow meters were installed by FRM in two collection system lines that feed the lift station wet well. Data from the flow meters will be utilized by the design engineer when determining the configuration of the pumps on the replacement lift station.
- The Wallace Group completed Sewer System Management Plan (SSMP), revision 2.
- The Wallace Group is currently working on MHCS D Collection System Emergency Operating Procedures.
- Purchased granular calcium hypochlorite for disinfectant use after a sewer system overflow (SSO).
- Lift station pump train bearing housings have been rebuilt by Surface Pumps, Inc. Rebuilt bearing housings are kept on hand as replacements in case of mechanical failure of those components on the pumps that are currently in service.

Wastewater Treatment Plant

- During the first week of September, Pond 2 effluent recycle pump hours of operation were changed in response to the Governor's declaration of a state of emergency due to the heat wave. Hours of operation were changed to off peak.
- A portable room air conditioner (for cooling only) was purchased for the wastewater plant analytical lab.
- Wastewater treatment plant effluent samples were drawn and sent to a certified lab in mid September. The analytical report from those samples indicated that plant effluent BOD and Total Nitrogen conversion were well within permit limits.
- Local metal fabricator Mike Smith sent a proposal for the fabrication and assembly of a handrail system and lifting lugs for the pontoon boat. Proposal was approved by Management.
- Ordered consumables for the wastewater treatment plant positive displacement blower.
- The wastewater influent flows metered by the rental Flo-Dar open channel flow meter that was installed upstream of the headworks indicate that the installation is good. The indicated flows are accurate. Rental unit was removed and sent back to the manufacturer.
- Received a quote from Ponton Industries for the purchase a Flo-Dar open channel flow meter.

Summary of wastewater plant operational protocol modifications made since January 2022

- Collaborated with Triplepoint Environmental, Inc to improve plant BOD and total nitrogen conversion.
- Collaborated with Steve Harris, H & S Environmental, to improve plant BOD and total nitrogen conversion.
- Pond 2 effluent recycle rate was increased from 10% to 30% of influent flow.
- Added a biological additive at the headworks from Environmental Leverage, Inc
- Installed a submersible mixing pump in the pond 1 anoxic zone that operates 24/7.

- Increased process control sample locations and type of analysis to better understand the effectiveness of treatment at different locations through the treatment process.
- Installed a manual bar screen and grit screen at the headworks to remove nonorganic constituents from the wastewater influent.

Safety

- Inspect Fire Extinguishers at water treatment plant, shop, and vehicles.
- Perform Once Daily Visual Inspection at Wastewater Treatment Plant

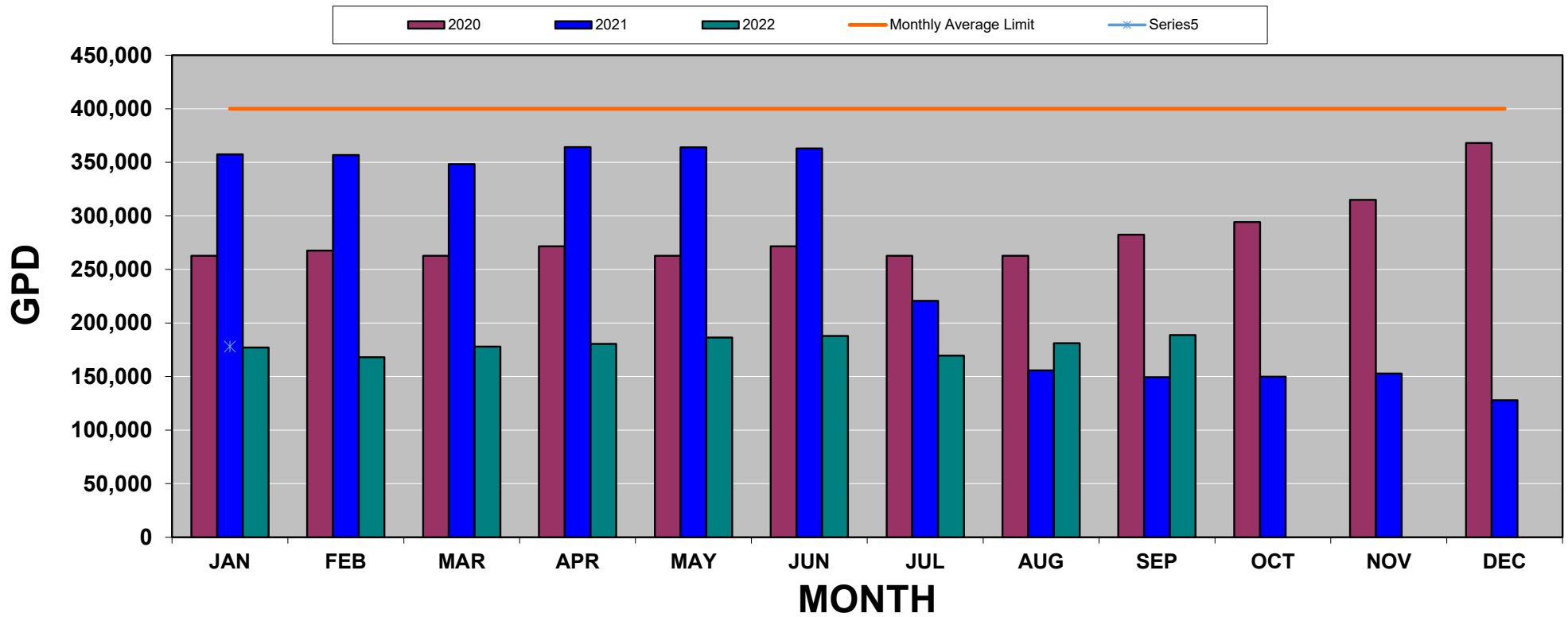
| Date | WW Influent Daily Flow | Time | Daily Recycle Flow | WW Effluent Daily Flow |
|------------------------|------------------------|----------|------------------------|------------------------|
| 9/1/2022 | 178,738 | 11:23 AM | 40,651 | 178,738 |
| 9/2/2022 | 187,443 | 12:42 PM | 40,408 | 187,443 |
| 9/3/2022 | 128,000 | 9:02 AM | 42,948 | 128,000 |
| 9/4/2022 | 199,080 | 2:25 PM | 43,194 | 199,080 |
| 9/5/2022 | 116,268 | 9:00 AM | 43,479 | 116,268 |
| 9/6/2022 | 204,023 | 9:53 AM | 43,635 | 204,023 |
| 9/7/2022 | 152,401 | 12:00 AM | 43,785 | 152,401 |
| 9/8/2022 | 184,834 | 11:54 AM | 43,986 | 184,834 |
| 9/9/2022 | 152,585 | 9:44 AM | 50,619 | 152,585 |
| 9/10/2022 | 197,781 | 11:40 AM | 75,093 | 197,781 |
| 9/11/2022 | 243,557 | 11:10 AM | 69,459 | 243,557 |
| 9/12/2022 | 254,630 | 11:25 AM | 70,808 | 254,630 |
| 9/13/2022 | 176,733 | 11:20 AM | 70,026 | 176,733 |
| 9/14/2022 | 147,752 | 10:29 AM | 64,718 | 147,752 |
| 9/15/2022 | 153,426 | 8:05 AM | 59,945 | 153,426 |
| 9/16/2022 | 173,229 | 8:25 AM | 71,572 | 173,229 |
| 9/17/2022 | 172,757 | 9:17 AM | 72,473 | 172,757 |
| 9/18/2022 | 246,895 | 10:56 AM | 74,637 | 246,895 |
| 9/19/2022 | 240,574 | 7:57 AM | 72,620 | 240,574 |
| 9/20/2022 | 260,076 | 8:10 AM | 73,620 | 260,076 |
| 9/21/2022 | 271,374 | 8:47 AM | 44,630 | 271,374 |
| 9/22/2022 | 222,100 | 10:08 AM | 70,372 | 222,100 |
| 9/23/2022 | 166,412 | 10:14 AM | 60,822 | 166,412 |
| 9/24/2022 | 144,764 | 9:00 AM | 64,572 | 144,764 |
| 9/25/2022 | 219,041 | 11:25 AM | 72,576 | 219,041 |
| 9/26/2022 | 198,427 | 9:48 AM | 55,795 | 198,427 |
| 9/27/2022 | 166,676 | 10:45 AM | 53,756 | 166,676 |
| 9/28/2022 | 160,720 | 8:47 AM | 53,756 | 160,720 |
| 9/29/2022 | 187,437 | 10:23 AM | 70,646 | 187,437 |
| 9/30/2022 | 153,174 | 9:30 AM | 58,945 | 153,174 |
| | | | | 0 |
| | | | | |
| Total WW Influent Flow | 5,660,907 | | | |
| Avg Daily Flow | 188,697 | | 1,719,790 | |
| | | | | |
| | | | Total WW Effluent Flow | 5,660,907 |

MISSION HILLS CSD MONTHLY AVERAGE EFFLUENT FLOW (GPD)

| MONTH | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Monthly Average 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 |
| 2020 | 262,783 | 267,663 | 262,783 | 271,543 | 262,783 | 271,543 | 262,783 | 262,783 | 282,404 | 294,317 | 314,989 | 367,896 |
| 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 | | | |

Flows from 2020 are estimated based on total monthly discharge reported in the 2020 Annual Volumetric Report.

MISSION HILLS CSD MONTHLY AVERAGE EFFLUENT FLOW

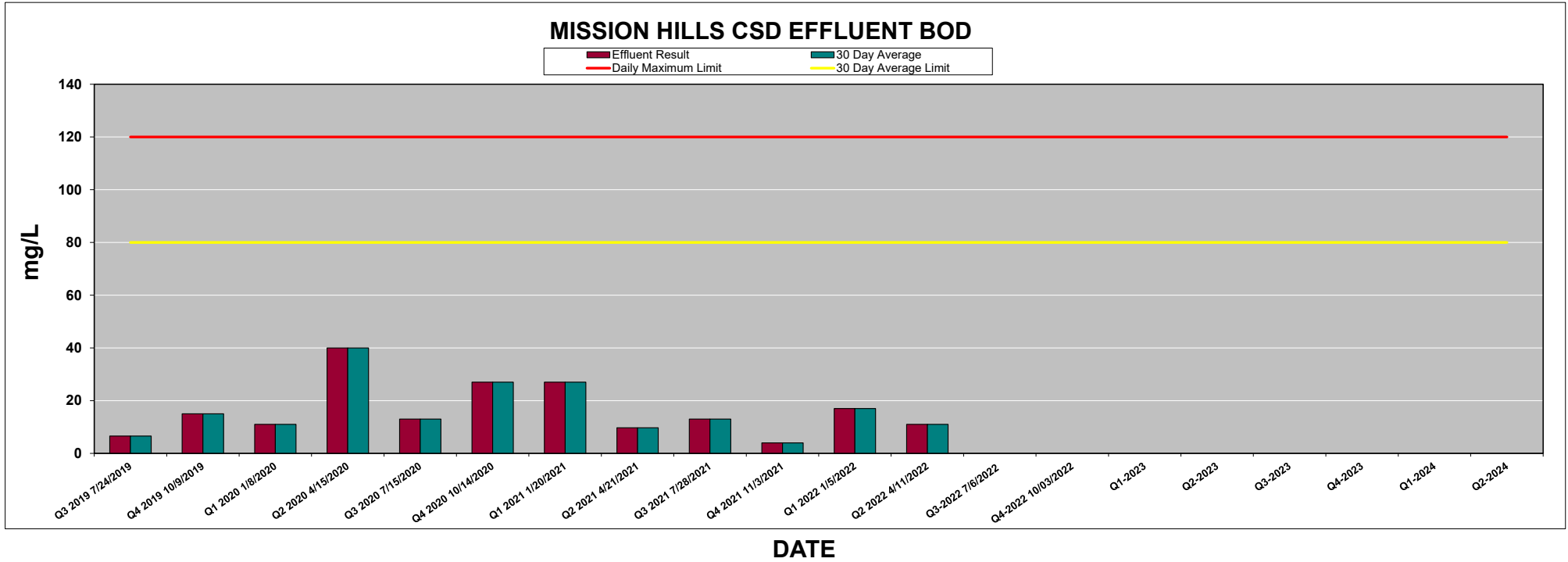


MISSION HILLS CSD EFFLUENT BOD (mg/L)

Consent Item B.iii

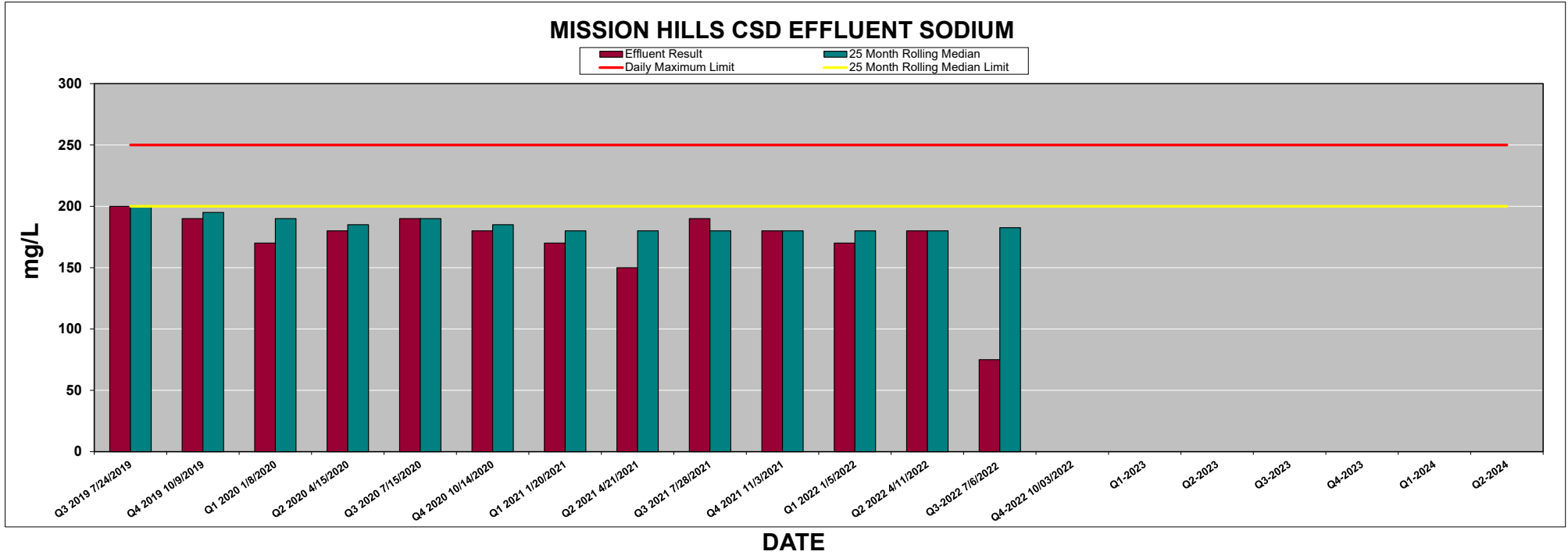
| MONTH | 7/24/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | Q1-2023 | Q2-2023 | Q3-2023 | Q4-2023 | Q1-2024 | Q2-2024 | |
|----------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|---------|---------|---------|---------|---------|---------|-----|
| Daily Maximum Limit | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 |
| 30 Day Average Limit | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 |
| Effluent Result | 7 | 15 | 11 | >40 | 13 | 27 | 27 | 10 | 13 | <4.0 | 17 | 11 | <4.0 | | | | | | | | |
| 30 Day Average | 7 | 15 | 11 | >40 | 13 | 27 | 27 | 10 | 13 | <4.0 | 17 | 11 | <4.0 | | | | | | | | |

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)

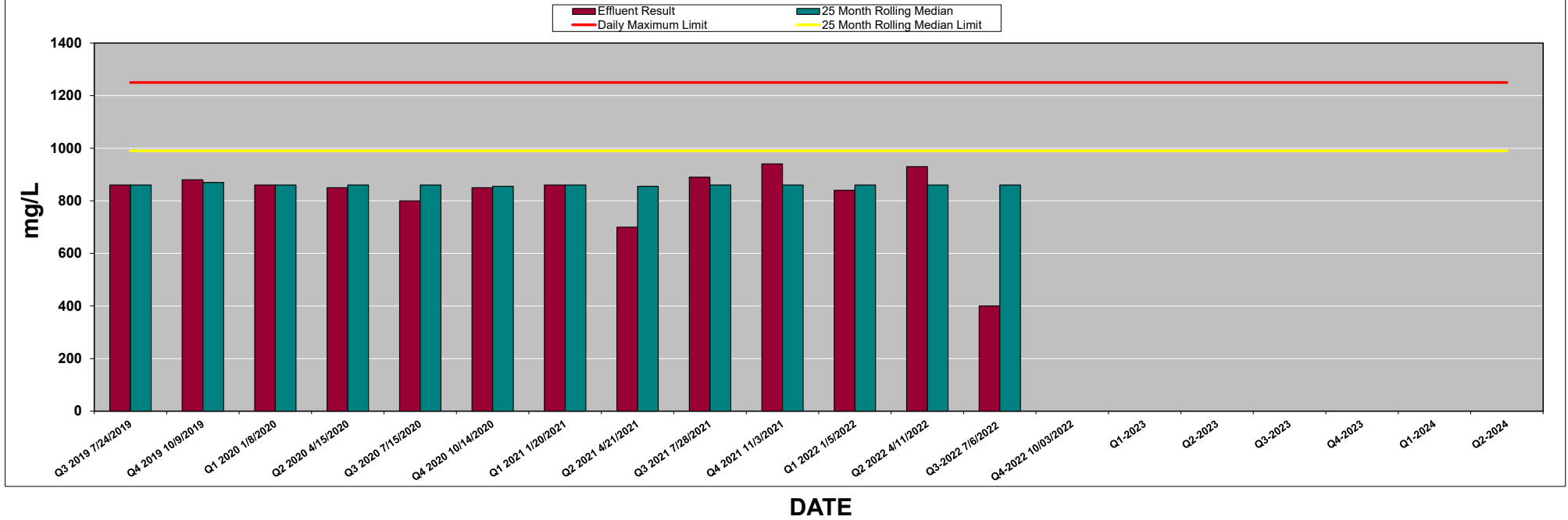
| MONTH | 7/24/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | Q1-2023 | Q2-2023 | Q3-2023 | Q4-2023 | Q1-2024 | Q2-2024 | |
|-------------------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|---------|---------|---------|---------|---------|---------|-----|
| Daily Maximum Limit | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 |
| 25 Month Rolling Median Limit | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| Effluent Result | 200 | 190 | 170 | 180 | 190 | 180 | 170 | 150 | 190 | 180 | 170 | 180 | 75 | | | | | | | | |
| 25 Month Rolling Median | 200 | 195 | 190 | 185 | 190 | 185 | 180 | 180 | 180 | 180 | 180 | 180 | 183 | | | | | | | | |



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

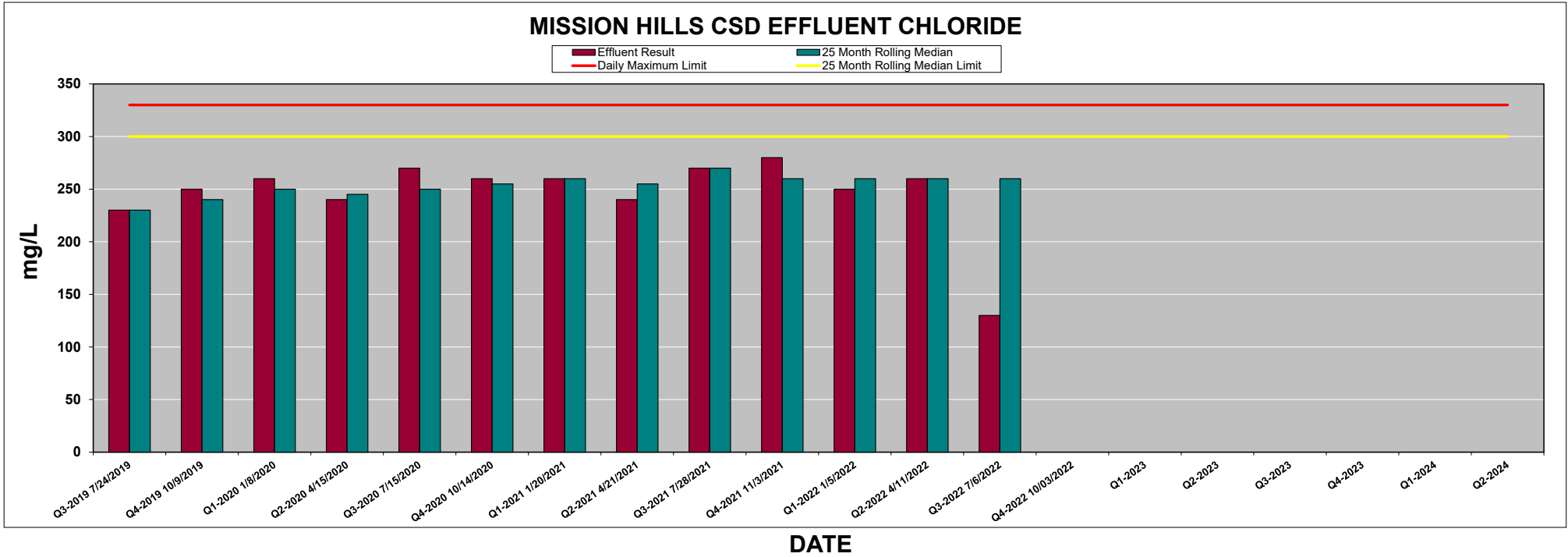
| MONTH | 7/24/2019 | 10/9/2019 | 1/8/2020 | 4/15/2020 | 7/15/2020 | 10/14/2020 | 1/20/2021 | 4/21/2021 | 7/28/2021 | 11/3/2021 | 1/5/2022 | 4/11/2022 | 7/6/2022 | 10/3/2022 | Q1-2023 | Q2-2023 | Q3-2023 | Q4-2023 | Q1-2024 | Q2-2024 | |
|-------------------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|---------|---------|---------|---------|---------|---------|-------|
| Daily Maximum Limit | 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 |
| 25 Month Rolling Median Limit | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 | 990 |
| Effluent Result | 860 | 880 | 860 | 850 | 800 | 850 | 860 | 700 | 890 | 940 | 840 | 930 | 400 | | | | | | | | |
| 25 Month Rolling Median | 860 | 870 | 860 | 860 | 860 | 855 | 860 | 855 | 860 | 860 | 860 | 860 | 860 | | | | | | | | |

MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS



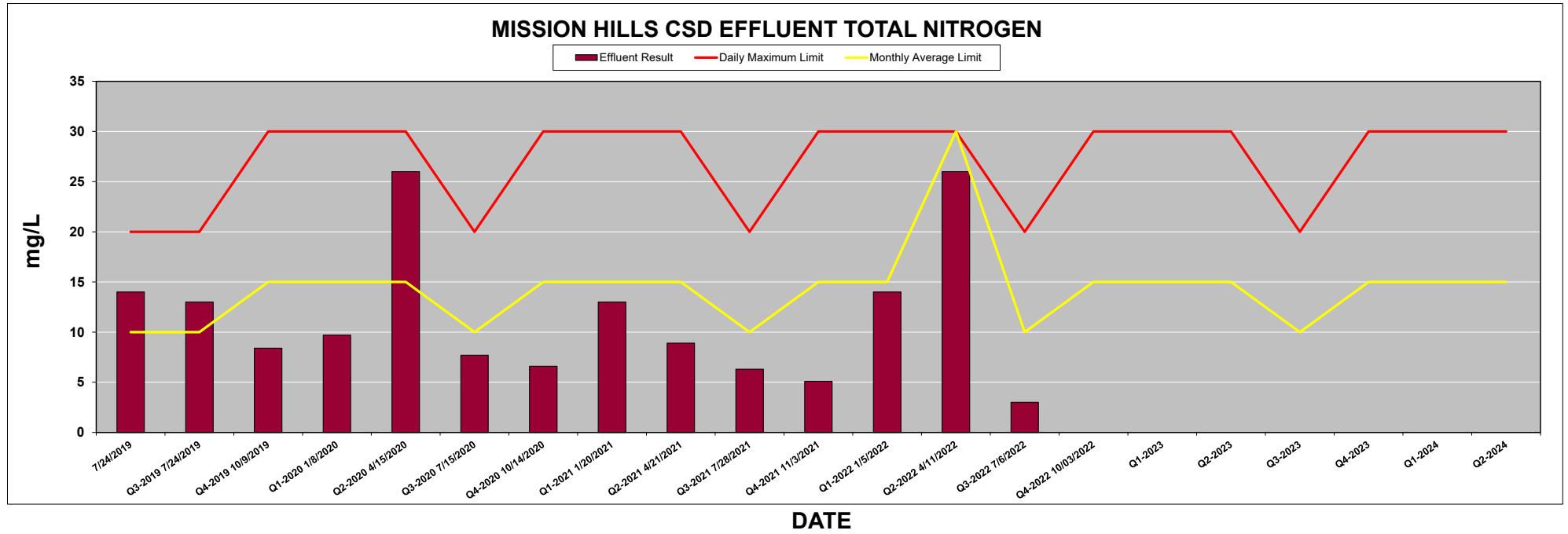
MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

| 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 | Q1-2023 | Q2-2023 | Q3-2023 | Q4-2023 | Q1-2024 | Q2-2024 | |
|-------------------------------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|---------|---------|---------|---------|---------|---------|-----|
| Daily Maximum Limit | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 | 330 |
| 25 Month Rolling Median Limit | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 |
| Effluent Result | 230 | 250 | 260 | 240 | 270 | 260 | 260 | 240 | 270 | 280 | 250 | 260 | 130 | | | | | | | | |
| 25 Month Rolling Median | 230 | 240 | 250 | 245 | 250 | 255 | 260 | 255 | 270 | 260 | 260 | 260 | 260 | | | | | | | | |



MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

| 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 | Q1-2023 | Q2-2023 | Q3-2023 | Q4-2023 | Q1-2024 | Q2-2024 |
|-----------------------|-----------|-----------|-----------|----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|---------|---------|---------|---------|---------|---------|
| Daily Maximum Limit | 20 | 20 | 30 | 30 | 30 | 20 | 30 | 30 | 30 | 20 | 30 | 30 | 30 | 20 | 30 | 30 | 30 | 20 | 30 | 30 | 30 |
| Monthly Average Limit | 10 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 |
| Effluent Result | 14 | 13 | 8 | 10 | 26 | 8 | 7 | 13 | 9 | 6 | 5 | 14 | 26 | 3 | | | | | | | |



Top Goals

| Established by Board of Directors |
|---|
| <p>1. Wastewater TN (Total Nitrogen), Na (Sodium) & Chloride concentration reduction plan and compliance with RWQCB Time Schedule Order.</p> <ul style="list-style-type: none"> • Staff continues to carefully monitor make adjustments as needed to the treatment system to get 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 been well below the permit limits. The next TSO milestones are: Develop and Implement valve repair program - due date 10/31/2022; and Develop a Chloride Reduction program – due date 11/30/2022. Staff has evaluated several of the pond valves and worked with a contractor on repair options/ideas. The pond valves are very deep and submerged in treated wastewater. [No changes] |
| <p>2. Lawsuit with the City of Lompoc</p> <p style="padding-left: 40px;">The City completed their WWTP “compatibility” study and the consultant concluded that the additional WW from the BR Development will not negatively impact their WWTP. The City and Developer staff have provided a draft Development Agreement and a draft Wastewater Services Agreement. Staff is reviewing these agreements and will provide an oral report at the meeting.</p> |
| <p>3. Cost Reduction – Energy usage (solar) and other applicable initiatives [Refer to Energy Committee]</p> <p style="padding-left: 40px;">District staff are now working with a consultant from SWELL Energy to determine the appropriate sizing and feasibility of a battery system that could be funded via the SGIP-ER Program. District staff have been directed to a number of different consultants in an effort to find a firm that could conduct an analysis and provide a cost estimate for a battery back-up system. We will continue to work with Cris Manickam-Shirley at Swell.</p> |
| <p>4. Public Outreach – Implement regular information to the community.</p> <p>Staff continues to look for ways to improve our public outreach. We consistently post updated information on the website to include agendas, board packets, Consumer Confidence Report, and the newsletter from the Santa Ynez River Water Conservation District. Operations and Admin staff frequently interact with our customers thus resulting in opportunities for public outreach and providing information to the community. [No Changes]</p> |
| <p>5. Pursue Grant Funding Opportunities for Capital Projects</p> <p>Staff recently met with a representative from Provost & Pritchard Consulting Group regarding any Grant funding opportunities. The consultant provided a copy of the Urban Community Drought Relief Program Grant Summary and the Draft Guidelines and Proposal Package. With the Board’s concurrence staff would like to retain Provost & Pritchard to conduct a preliminary evaluation to determine if any of the District’s proposed CIP projects may be eligible for grant funding.</p> |

| Committee | Completed Meeting Date | Summary of Discussion | Future Meeting Date | Topics for Discussion |
|---|------------------------|---|---------------------|-----------------------|
| <p>Wastewater</p> <p>Heavin & Mac Kenzie Alternative- Naughton</p> | | | TBD | TBD |
| <p>Finance</p> <p>Naughton & Nix Alternative- Dietrich</p> | 10/14/2022 | The Committee met on October 14th, the agenda items included District Investment Policy and District Reserve Policies. The Committee members will provide a report out at the Board meeting. | TBD | TBD |
| <p>Water</p> <p>Dietrich & MacKenzie Alternative- Nix</p> | <u>10/3/2022</u> | The Committee continued discussion of the water connection fee for the Burton Ranch project and infrastructure costs as described in the NBS Capacity Fee Study approved by the Board in 2019 and 2022 Stantec Report. The Committee will provide an oral report update to the full Board at the meeting | TBD | TBD |
| <p>Energy</p> <p>Heavin & Nix Alternative- Naughton</p> | 10/14/2022 | The Energy Committee met on Oct. 14th to discuss the status of installing solar panels and/or battery back-up systems. For the past several months, District staff have been working with a representative Swell Energy to determine the cost effectiveness of installing a system. | TBD | TBD |
| <p>Personnel</p> <p>Naughton & Nix Alternative-Heavin</p> | 10/7/2022 | The Committee discussed the status of filling the upcoming Board member vacancies; staff recruitment for filling the recently vacated operations position; and restructuring the Operations Dept. to bring back the Operations Supervisor position. | TBD | TBD |
| <p>Western Management Area Committee for Groundwater Sustainability</p> <p>Heavin Alternative- Nix</p> | <u>8/31/2022</u> | The GM attended the August 31, 2022 WMA GSA Special Meeting (Director Heavin could not attend). The meeting agenda and minutes from the May 25 and August 10 meetings are attached to this report. The next Regular meeting of the WMA GSA is scheduled for August 24, 2022, but has been cancelled. The next Regular Meeting of the WMA GSA is scheduled for September 28, 2022. | TBD | TBD |



PROPOSAL

Scope and Cost for Review of New and Replacement Well Applications in the Santa Ynez River Valley Groundwater Basin, Central Management Area (CMA)

To: Bill Buelow, Santa Ynez River Valley Groundwater Basin Central Management Area Groundwater Sustainability Agency

From: Tim Nicely and Jeff Barry, GSI Water Solutions, Inc.

Date: July 28, 2022

At your request, we have prepared this brief scope and estimated budget to review, on behalf of the Groundwater Sustainability Agency (GSA), applications requesting a permit from the County of Santa Barbara Department of Environmental Health Services (EHS) for a new or replacement well (as defined in Section 34A-23(a)(8) of the Santa Barbara County Urgency Ordinance No. 5158) within the Central Management Area (CMA). The GSA is required by Governor Newsom's Executive Order N-7-22 and the Santa Barbara County Board of Supervisors Urgency Ordinance No. 5158 (County Urgency Ordinance) dated May 24, 2022 to determine whether a written verification can be issued by the GSA that groundwater extraction by the proposed replacement well¹

1. would not be inconsistent with any sustainable groundwater management program established by the Groundwater Sustainability Plan (GSP) adopted by the SABGSA, and
2. would not decrease the likelihood of achieving a sustainability goal for the basin covered by such GSP.

Details of the proposed scope of work for the review of permit applications for proposed wells is presented as follows.

Scope of Work

The scope of work for reviewing new or replacement well applications include providing a verification on behalf of the GSA that constitutes the required "qualitative review that the proposed well is not inconsistent with the GSP" in response to the requirements of the Executive Order N-7-22. The scope of work includes the following activities:

- Examine the proposed well construction information and assess whether the well is located within the CMA.

¹ New wells are those resulting in new or additional groundwater production from the CMA portion of the Basin, or those resulting in new or additional production capacity. Replacement wells are those not resulting in new or additional groundwater production or production capacity in the CMA portion of the Basin.

- Determine whether the geologic setting and aquifer that the well would be completed in would be within a Principal Aquifer that is managed by the GSA (in this case the Paso Robles Formation or Careaga Sand).
- Assess groundwater conditions (e.g., water level elevations and trends, water quality) and rainfall conditions in the preceding water years in the entire CMA and within the vicinity of the proposed well site.
- Evaluate whether the well would increase production within the CMA and whether the new or replacement well would likely cause an exceedance of minimum thresholds and cause undesirable results measured at representative wells as defined in the GSP for:
 - Chronic water level decline
 - Reduction of groundwater in storage
 - Degradation of water quality
 - Subsidence
 - Depletion of interconnected surface water and impacts to GDEs
- For replacement wells, assess whether the pumping capacity of the replacement well will be a “like for like” replacement with regards to production volume relative to the original well. Information that will be reviewed includes:
 - Planned pumping rate of the replacement well and estimated or measured flow rate of the original well
 - Pump curves for both the original well pump and new pump
 - If a pump curve is not available, pump type, number of bowls, pump diameter, pump horsepower, RPM, assumed lift
 - System pressure in the discharge line and total pressure head
 - Well construction details for the proposed new well and original well including total depth, perforated or screened intervals, well diameter.
 - Estimated groundwater levels at the time of the application and at the time the original well was completed.
- Review that the proposed use of the well is consistent with the proposed location and design capacity
- Prepare a technical memorandum to the GSA that documents the information that was reviewed, presents findings from the evaluation, provides an opinion regarding the verification of consistency with the sustainability goal within the CMA, and provides a list of conditions, if warranted.

Budget Estimate

The estimated cost to complete the scope of work described in this memorandum is \$1,200 per well application. The work will be completed on a time and materials basis at a blended rate of \$200 per hour. Should additional time be required to complete the review, the GSA will be notified, and if approved by the GSA the work will be conducted on a time and materials basis at the hourly rate shown above.

Schedule

GSI will complete its review and provide written results of its findings within 2 weeks of receiving complete information from the applicant.

Indemnification and Limitations of Liability

GSI does not warrant or guarantee that the new or replacement well will produce the expected amount of water nor that the GSA will not require that the extraction from the well be reduced in the future in accordance with its authority to manage the groundwater basin within the sustainability goal presented in the CMA's GSP.

GSI is not responsible for or otherwise liable for any costs, investments, lost revenue, or payments related to any groundwater well permitted or not permitted by the County pursuant to this application, including well drilling costs, pumping fees, extraction limits, costs related to well failure, well deepening, increased maintenance, replacement, or operational costs.

The GSA's issuance of a written verification and the County's issuance of a well permit to Applicant does not guarantee the extraction of any specific amount of water now or in the future or any defined water level or water quality.

The GSA and the Santa Ynez River Water Conservation District agrees to hold GSI harmless and indemnify GSI for any liability stemming from the findings presented in the GSI report or related to the County issuing or not issuing a well permit in response the Application or to the GSA issuance of a written verification related to the well permit.

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
September 2022

| | A | B | C | D | E | F | G | H | J | L | M | O |
|----|---|---|---|---|---|---|---|-------------------|-------------------|------------------|-----------------------------------|---|
| | | | | | | | | Sep 22 | Sep 21 | \$ Change | Description | |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | Ordinary Income/Expense | | | | | |
| 4 | | | | | | | Income | | | | | |
| 5 | | | | | | | 4005 · 48 hour notice fees | 195.00 | 165.00 | 30.00 | | |
| 6 | | | | | | | 4025 · Construction hydrant meter | 100.00 | 50.00 | 50.00 | | |
| 7 | | | | | | | 4045 · Late fees | 1,984.66 | 0.00 | 1,984.66 | Charged in 2022 | |
| 8 | | | | | | | 4060 · Reconnection fees | 150.00 | 0.00 | 150.00 | | |
| 9 | | | | | | | 4075 · Returned check fees | 30.00 | 0.00 | 30.00 | | |
| 10 | | | | | | | 4085 · Sewer basic charges | 84,082.74 | 83,773.58 | 309.16 | Slight Increase 2022 | |
| 11 | | | | | | | 4095 · Street sweeping charges | 1,504.80 | 1,515.36 | -10.56 | | |
| 12 | | | | | | | 4105 · Water basic charges | 60,262.02 | 60,171.75 | 90.27 | | |
| 13 | | | | | | | 4115 · Water usage charges | 62,873.22 | 61,719.48 | 1,153.74 | Slight Increase 2022 | |
| 14 | | | | | | | Total Income | 211,182.44 | 207,395.17 | 3,787.27 | | |
| 15 | | | | | | | Gross Profit | 211,182.44 | 207,395.17 | 3,787.27 | | |
| 16 | | | | | | | Expense | | | | | |
| 17 | | | | | | | 6000 · Salaries and wages | | | | | |
| 18 | | | | | | | 6005 · Wage expense | 77,138.39 | 72,667.77 | 4,470.62 | Fully Staffed 2022 | |
| 19 | | | | | | | 6010 · Payroll tax expense | 6,609.06 | 6,844.93 | -235.87 | | |
| 20 | | | | | | | Total 6000 · Salaries and wages | 83,747.45 | 79,512.70 | 4,234.75 | | |
| 21 | | | | | | | 6050 · Employee benefits | | | | | |
| 22 | | | | | | | 6060 · Disability insurance | 529.26 | 258.66 | 270.60 | | |
| 23 | | | | | | | 6065 · Health insurance | 11,479.57 | 141.60 | 11,337.97 | Timing of Payment 2022 | |
| 24 | | | | | | | 6075 · Retirement expenses | 2,215.64 | 2,142.52 | 73.12 | | |
| 25 | | | | | | | 6085 · Workers compensation expe | 2,098.97 | 4,203.24 | -2,104.27 | Timing of Audit Payment 2021 | |
| 26 | | | | | | | 6090 · Vacation & Sick Leave | 8,648.69 | 12,942.53 | -4,293.84 | People Left 2021 Payout | |
| 27 | | | | | | | 6095 · Benefit Administration | 89.82 | 89.82 | 0.00 | | |
| 28 | | | | | | | Total 6050 · Employee benefits | 25,061.95 | 19,778.37 | 5,283.58 | | |
| 29 | | | | | | | 6100 · Director fees | 625.00 | 3,000.00 | -2,375.00 | Less Meetings 2022 | |
| 30 | | | | | | | 6110 · Depreciation expense | 28,189.70 | 31,054.00 | -2,864.30 | | |
| 31 | | | | | | | 6140 · Vehicle expenses | | | | | |
| 32 | | | | | | | 6145 · Tractor and equipment | 0.00 | 833.65 | -833.65 | Timing of Payment to County | |
| 33 | | | | | | | 6150 · Vehicle fuel | 0.00 | 1,355.21 | -1,355.21 | Timing of Payment to County | |
| 34 | | | | | | | 6155 · Vehicle maintenance | 0.00 | 150.00 | -150.00 | Timing of Payment to County | |
| 35 | | | | | | | Total 6140 · Vehicle expenses | 0.00 | 2,338.86 | -2,338.86 | | |
| 36 | | | | | | | 6170 · Insurance expense | | | | | |
| 37 | | | | | | | 6180 · Liability insurance | 0.00 | 1,524.00 | -1,524.00 | Timing of Payment | |
| 38 | | | | | | | Total 6170 · Insurance expense | 0.00 | 1,524.00 | -1,524.00 | | |
| 39 | | | | | | | 6190 · Dues and memberships | 0.00 | 9,450.00 | -9,450.00 | Timing of ACWA Membership Payment | |
| 40 | | | | | | | 6200 · Office expenses | | | | | |
| 41 | | | | | | | 6210 · Cash (over) / short | 0.43 | 0.00 | 0.43 | | |
| 42 | | | | | | | 6215 · Cleaning supplies | 0.00 | -32.85 | 32.85 | | |
| 43 | | | | | | | 6220 · Licenses and fees | 0.00 | 215.00 | -215.00 | | |
| 44 | | | | | | | 6230 · Office supplies | 389.99 | 188.15 | 201.84 | | |
| 45 | | | | | | | 6235 · Postage expense | 2,862.33 | 591.00 | 2,271.33 | Refill of Postage Machine | |
| 46 | | | | | | | 6245 · Office Equipment | 204.67 | 177.63 | 27.04 | | |
| 47 | | | | | | | Total 6200 · Office expenses | 3,457.42 | 1,138.93 | 2,318.49 | | |
| 48 | | | | | | | 6300 · Operating supplies and expenses | | | | | |
| 49 | | | | | | | 6310 · Miscellaneous supplies | 23.09 | 671.48 | -648.39 | | |
| 50 | | | | | | | 6325 · Portable equipment | 0.00 | 553.67 | -553.67 | | |
| 51 | | | | | | | 6330 · Shop supplies | 0.00 | 1,534.72 | -1,534.72 | | |
| 52 | | | | | | | 6335 · Small tools and appliances | 41.72 | 1,059.58 | -1,017.86 | | |
| 53 | | | | | | | 6340 · Chemicals | | | | | |
| 54 | | | | | | | 6342 · Bioremediation | 0.00 | 2,116.81 | -2,116.81 | | |
| 55 | | | | | | | 6344 · Chlorine | 1,879.88 | 1,661.87 | 218.01 | | |
| 56 | | | | | | | 6345 · Corrosion inhibitor | 6,469.91 | 6,464.00 | 5.91 | | |
| 57 | | | | | | | 6347 · Other chemicals | 566.82 | 0.00 | 566.82 | | |
| 58 | | | | | | | Total 6340 · Chemicals | 8,916.61 | 10,242.68 | -1,326.07 | | |
| 59 | | | | | | | Total 6300 · Operating supplies and ex | 8,981.42 | 14,062.13 | -5,080.71 | | |
| 60 | | | | | | | 6350 · Safety expenses | | | | | |
| 61 | | | | | | | 6375 · Other safety expenses | 0.00 | 73.95 | -73.95 | | |
| 62 | | | | | | | Total 6350 · Safety expenses | 0.00 | 73.95 | -73.95 | | |

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
September 2022

| | A | B | C | D | E | F | G | H | J | L | M | O |
|-----|---|---|---|---|---|---|---|-------------------|-------------------|-------------------|--------------------------------|---|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Sep 22 | Sep 21 | \$ Change | Description | |
| 63 | | | | | | | 6410 · Contractual services | | | | | |
| 64 | | | | | | | 6420 · Cleaning service | 200.00 | 200.00 | 0.00 | | |
| 65 | | | | | | | 6425 · Office equip maintenance | 166.31 | 380.35 | -214.04 | | |
| 66 | | | | | | | 6430 · Internet access | 163.35 | 159.73 | 3.62 | | |
| 67 | | | | | | | 6435 · Landscaping services | 230.00 | 2,525.00 | -2,295.00 | Major Trimming Done 2021 | |
| 68 | | | | | | | 6437 · Pest Control | 110.00 | 50.00 | 60.00 | | |
| 69 | | | | | | | 6445 · Security expense | 112.50 | 112.50 | 0.00 | | |
| 70 | | | | | | | 6449 · SCADA Support | 0.00 | 823.00 | -823.00 | | |
| 71 | | | | | | | 6450 · Software support | 1,138.75 | 1,185.00 | -46.25 | | |
| 72 | | | | | | | 6452 · Credit Card Processing | 1,356.97 | 309.62 | 1,047.35 | | |
| 73 | | | | | | | 6453 · Software Subscriptions | 2,352.21 | 2,965.52 | -613.31 | | |
| 74 | | | | | | | 6455 · Street sweeping services | 1,414.60 | 1,286.00 | 128.60 | | |
| 75 | | | | | | | 6460 · Uniforms | 245.67 | 342.46 | -96.79 | | |
| 76 | | | | | | | 6470 · Other contractual services | 2,314.85 | 9,240.34 | -6,925.49 | Manhole Work Done 2021 | |
| 77 | | | | | | | Total 6410 · Contractual services | 9,805.21 | 19,579.52 | -9,774.31 | | |
| 78 | | | | | | | 6475 · Professional services | | | | | |
| 79 | | | | | | | 6485 · Engineering services | 0.00 | 1,272.60 | -1,272.60 | | |
| 80 | | | | | | | 6490 · Legal services | 1,075.05 | 4,183.79 | -3,108.74 | Less Legal Fees 2022 | |
| 81 | | | | | | | 6495 · Human Resources services | 2,625.00 | 0.00 | 2,625.00 | Employee Manual Update 2022 | |
| 82 | | | | | | | 6497 · Interim General Manager | 0.00 | 4,433.25 | -4,433.25 | | |
| 83 | | | | | | | Total 6475 · Professional services | 3,700.05 | 9,889.64 | -6,189.59 | | |
| 84 | | | | | | | 6500 · Printing and publication | 1,222.35 | 97.88 | 1,124.47 | Timing of Printing of Supplies | |
| 85 | | | | | | | 6505 · Equipment lease and rentals | 994.57 | 994.57 | 0.00 | | |
| 86 | | | | | | | 6525 · Research and monitoring | | | | | |
| 87 | | | | | | | 6535 · Monitoring expense | 783.20 | 3,066.00 | -2,282.80 | Less Monitoring Requirements | |
| 88 | | | | | | | Total 6525 · Research and monitoring | 783.20 | 3,066.00 | -2,282.80 | | |
| 89 | | | | | | | 6600 · Travel and meetings | | | | | |
| 90 | | | | | | | 6610 · Meals | 0.00 | 447.67 | -447.67 | | |
| 91 | | | | | | | 6620 · Staff training | 341.75 | 1,736.11 | -1,394.36 | | |
| 92 | | | | | | | Total 6600 · Travel and meetings | 341.75 | 2,183.78 | -1,842.03 | | |
| 93 | | | | | | | 6650 · Utilities | | | | | |
| 94 | | | | | | | 6655 · Cell phones | 0.00 | 186.39 | -186.39 | | |
| 95 | | | | | | | 6660 · Dump fees | 37.31 | 351.00 | -313.69 | | |
| 96 | | | | | | | 6665 · Electrical | 15,089.67 | 19,518.17 | -4,428.50 | | |
| 97 | | | | | | | 6670 · Natural gas | 3,011.47 | 685.00 | 2,326.47 | Well Running on Gas | |
| 98 | | | | | | | 6685 · Telephone | 199.57 | 237.38 | -37.81 | | |
| 99 | | | | | | | 6691 · Trash & Recycling | 292.02 | 194.11 | 97.91 | | |
| 100 | | | | | | | Total 6650 · Utilities | 18,630.04 | 21,172.05 | -2,542.01 | | |
| 101 | | | | | | | 6700 · Government fees and charges | 1,509.00 | 1,935.03 | -426.03 | | |
| 102 | | | | | | | 6720 · Repairs and maintenance | | | | | |
| 103 | | | | | | | 6730 · Distribution expense | 4,135.09 | 4,531.21 | -396.12 | | |
| 104 | | | | | | | 6740 · Hydrants | 0.00 | 52.61 | -52.61 | | |
| 105 | | | | | | | 6750 · Collection expense | 0.00 | 63.51 | -63.51 | | |
| 106 | | | | | | | 6765 · Supplies and small tools | 49.68 | 0.00 | 49.68 | | |
| 107 | | | | | | | 6785 · Wells and pumping | 627.44 | 0.00 | 627.44 | | |
| 108 | | | | | | | Total 6720 · Repairs and maintenance | 4,812.21 | 4,647.33 | 164.88 | | |
| 109 | | | | | | | Total Expense | 191,861.32 | 225,498.74 | -33,637.42 | | |
| 110 | | | | | | | Net Ordinary Income | 19,321.12 | -18,103.57 | 37,424.69 | | |
| 111 | | | | | | | Other Income/Expense | | | | | |
| 112 | | | | | | | Other Income | | | | | |
| 113 | | | | | | | 7006 · Market Appreciation/(Depr) | -5,881.68 | -2,900.18 | -2,981.50 | | |
| 114 | | | | | | | 7010 · Interest income | 880.45 | 299.33 | 581.12 | | |
| 115 | | | | | | | Total Other Income | -5,001.23 | -2,600.85 | -2,400.38 | | |
| 116 | | | | | | | Net Other Income | -5,001.23 | -2,600.85 | -2,400.38 | | |
| 117 | | | | | | | Net Income | 14,319.89 | -20,704.42 | 35,024.31 | | |

Mission Hills Community Services District
Disbursements Journal
September 2022

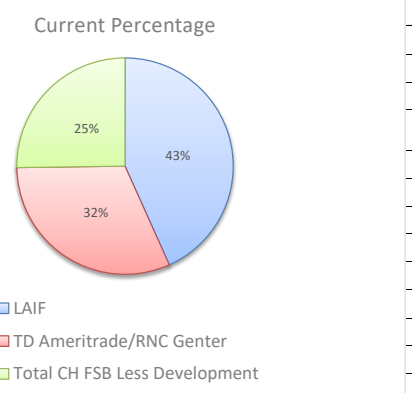
| A | B | C | D | G | I | K | M | P |
|----|----------------------------|---|---|------------|-------|-------------------------------------|------------|---|
| 1 | | | | Date | Num | Name | Amount | Description |
| 2 | 1060 - CHCU - General 4163 | | | | | | | |
| 3 | | | | 09/01/2022 | EFT | PG&E | -10.38 | |
| 4 | | | | 09/01/2022 | EFT | Tierzero | -133.90 | |
| 5 | | | | 09/02/2022 | 32759 | ACWA/JPIA *Medical Insurance | -12,809.44 | Monthly Med,Den,Vis,Life, EAP |
| 6 | | | | 09/02/2022 | 32760 | Advantage Technical Services, Inc. | -9,820.00 | Water Storage Tanks Engineering and Specification Development |
| 7 | | | | 09/02/2022 | 32761 | American Industrial Supply | -340.35 | |
| 8 | | | | 09/02/2022 | 32762 | American Water Works Association | -473.00 | |
| 9 | | | | 09/02/2022 | 32763 | Bremer Auto Parts | -135.36 | |
| 10 | | | | 09/02/2022 | 32764 | Carmel & Naccasha LLP | -484.75 | |
| 11 | | | | 09/02/2022 | 32765 | Clinical Labs of San Bernardino Inc | -1,218.00 | Water Division Monitoring Fees |
| 12 | | | | 09/02/2022 | 32766 | Comcast | -163.35 | |
| 13 | | | | 09/02/2022 | 32767 | Compuvision | -1,845.16 | Cyber Security Upgrade |
| 14 | | | | 09/02/2022 | 32769 | Dahl Air Conditioning | -210.00 | |
| 15 | | | | 09/02/2022 | 32770 | De Lage Landen Financial Services, | -169.17 | |
| 16 | | | | 09/02/2022 | 32771 | Fastenal Company | -13.57 | |
| 17 | | | | 09/02/2022 | 32772 | Fluid Resource Management | -830.00 | |
| 18 | | | | 09/02/2022 | 32773 | Frontier Communications | -92.48 | |
| 19 | | | | 09/02/2022 | 32774 | Reimbursement | -1,143.35 | Board Secretary Seminar |
| 20 | | | | 09/02/2022 | 32775 | ICONIX Waterworks (US) Inc. | -462.60 | |
| 21 | | | | 09/02/2022 | 32776 | Jon's Lawn Mowing | -249.44 | |
| 22 | | | | 09/02/2022 | 32777 | Linde Gas & Equipment Inc | -41.72 | |
| 23 | | | | 09/02/2022 | 32778 | Mainline Utility Company | -1,600.00 | Jetting & CCTV Headworks |
| 24 | | | | 09/02/2022 | 32779 | Pro3 Automation Inc | -36,197.39 | SCADA Upgrade |
| 25 | | | | 09/02/2022 | 32780 | Rick Hoffman and Associates | -2,800.00 | Hydrologic Services |
| 26 | | | | 09/02/2022 | 32781 | SoCalGas | -3,514.41 | Utility Bill |
| 27 | | | | 09/02/2022 | 32782 | SP Maintenance Services, Inc. | -1,414.60 | Street Sweeping Services |
| 28 | | | | 09/02/2022 | 32783 | Standard Insurance Company | -264.63 | |
| 29 | | | | 09/02/2022 | 32784 | Stantec | -14,682.25 | Conceptual Water Supply Study |
| 30 | | | | 09/02/2022 | 32785 | Staples | -202.48 | |
| 31 | | | | 09/02/2022 | 32786 | Tuckfield & Associates | -91.18 | |
| 32 | | | | 09/02/2022 | 32787 | Ultrex Inc | -148.84 | |
| 33 | | | | 09/02/2022 | 32788 | Underground Service Alert of SC | -291.75 | |
| 34 | | | | 09/02/2022 | 32789 | USA BlueBook | -459.09 | |
| 35 | | | | 09/02/2022 | 32790 | Valley Rock Landscape Supply | -92.95 | |
| 36 | | | | 09/02/2022 | 32791 | Wallace Group | -648.75 | |
| 37 | | | | 09/06/2022 | EFT | PG&E | -5,121.77 | Utility Bill |
| 38 | | | | 09/15/2022 | 32792 | American Industrial Supply | -627.44 | |
| 39 | | | | 09/15/2022 | 32793 | Bremer Auto Parts | -21.74 | |
| 40 | | | | 09/15/2022 | 32794 | Brenntag Pacific, Inc | -14,297.06 | LA Chemchlor & Aquapure Chemicals |
| 41 | | | | 09/15/2022 | 32795 | Carmel & Naccasha LLP | -1,075.05 | Legal Services |
| 42 | | | | 09/15/2022 | 32796 | City of Lompoc | -37.31 | |
| 43 | | | | 09/15/2022 | 32797 | Compuvision | -1,095.00 | Ongoing Monthly Fees |
| 44 | | | | 09/15/2022 | 32798 | County of Santa Barbara- Gen Svcs | -5,206.87 | Vehicle Maintenance & Fuel |
| 45 | | | | 09/15/2022 | 32799 | County of Santa Barbara - DPW WF | -1,004.00 | Regional Water Efficiency Program RWEP FY 2022-2023 |
| 46 | | | | 09/15/2022 | 32800 | CSDA | -770.00 | |
| 47 | | | | 09/15/2022 | 32801 | Frontier Communications | -65.67 | |
| 48 | | | | 09/15/2022 | 32802 | Glenn Burdette | -8,800.00 | FY 2020-2021 Audit/Financial Statements |
| 49 | | | | 09/15/2022 | 32803 | Hach Company | -129.66 | |
| 50 | | | | 09/15/2022 | 32804 | Home Depot | -689.97 | |
| 51 | | | | 09/15/2022 | 32805 | ICONIX Waterworks (US) Inc. | -4,012.88 | 2 ARI Combo Arv Reif Nylon, 18x30 Pipeline Prod, Sandstone |
| 52 | | | | 09/15/2022 | 32806 | O'Connor Pest Control | -110.00 | |
| 53 | | | | 09/15/2022 | 32807 | Oilfield Environmental & Compliance | -150.20 | |
| 54 | | | | 09/15/2022 | 32808 | Phoenix Civil Engineering, Inc. | -3,925.00 | Mesa Lift Station PDR Visit/Data Collection (Billing Through 7-31-2022) |
| 55 | | | | 09/15/2022 | 32809 | Pitney Bowes Reserve Account | -2,100.00 | Refill Postage Machine |
| 56 | | | | 09/15/2022 | 32810 | Santa Ynez River Water Conserv Di | -1,509.00 | USGS Lompoc Groundwater Program FY 2022 |
| 57 | | | | 09/15/2022 | 32811 | Staples | -236.86 | |
| 58 | | | | 09/15/2022 | 32812 | Staples Business Credit | -286.10 | |
| 59 | | | | 09/15/2022 | 32813 | Tuckfield & Associates | -1,883.82 | Balance of Rate Study Fees |
| 60 | | | | 09/15/2022 | 32814 | Waste Management | -292.02 | |
| 61 | | | | 09/21/2022 | 32815 | Advantage Technical Services, Inc. | -595.00 | |
| 62 | | | | 09/21/2022 | 32816 | American Industrial Supply | -49.68 | |
| 63 | | | | 09/21/2022 | 32817 | Box Shop | -54.00 | |

Mission Hills Community Services District
Disbursements Journal
September 2022

| 1 | A | B | C | D | G | I | K | M | P |
|-----|-----------------------------------|---|---|---|------------|-------|-----------------------------------|--------------------|---|
| | | | | | Date | Num | Name | Amount | Description |
| 64 | | | | | 09/21/2022 | 32818 | County of Santa Barbara- Gen Svcs | -1,506.47 | Vehicle Maintenance & Fuel |
| 65 | | | | | 09/21/2022 | 32819 | D.L. Electric, Inc | -1,043.10 | Automatic gate opener WWTP trench to be dug |
| 66 | | | | | 09/21/2022 | 32820 | Fluid Resource Management | -280.00 | |
| 67 | | | | | 09/21/2022 | 32821 | Hach Company | -247.91 | |
| 68 | | | | | 09/21/2022 | 32822 | Juana Garcia Rodriguez Janitorial | -200.00 | |
| 69 | | | | | 09/21/2022 | 32823 | Kendra L Estes Marketing Supplies | -245.67 | |
| 70 | | | | | 09/21/2022 | 32824 | Linde Gas & Equipment Inc | -137.25 | |
| 71 | | | | | 09/21/2022 | 32825 | Lompoc Phone And Computer LLC | -155.00 | |
| 72 | | | | | 09/21/2022 | 32826 | Phoenix Civil Engeneering, Inc. | -975.00 | |
| 73 | | | | | 09/21/2022 | 32827 | Standard Insurance Company | -264.63 | |
| 74 | | | | | 09/21/2022 | 32828 | Stantec | -1,896.89 | Conceptual Water Supply Study |
| 75 | | | | | 09/26/2022 | EFT | PG&E | -314.89 | Utility Bill |
| 76 | | | | | 09/26/2022 | EFT | PG&E | -1,529.95 | Utility Bill |
| 77 | | | | | 09/26/2022 | EFT | PG&E | -24.64 | Utility Bill |
| 78 | | | | | 09/26/2022 | EFT | PG&E | -7,656.96 | Utility Bill |
| 79 | | | | | 09/26/2022 | EFT | PG&E | -48.28 | Utility Bill |
| 80 | | | | | 09/26/2022 | EFT | PG&E | -643.43 | Utility Bill |
| 81 | | | | | 09/26/2022 | EFT | PG&E | -10.46 | Utility Bill |
| 82 | | | | | 09/26/2022 | EFT | TASC | -89.82 | Utility Bill |
| 83 | Total 1060 · CHCU - General 4163 | | | | | | | -164,470.79 | |
| 84 | 1070 · CHCU - Payroll 4155 | | | | | | | | |
| 85 | | | | | 09/01/2022 | EFT | AFLAC | -66.82 | |
| 86 | | | | | 09/02/2022 | E-pay | EDD | -1,532.43 | |
| 87 | | | | | 09/02/2022 | E-pay | IRS USATAXPYMT | -5,643.52 | |
| 88 | | | | | 09/02/2022 | EFT | CA State Disbursement Unit/Expert | -299.07 | |
| 89 | | | | | 09/02/2022 | 1347 | Matrix Trust Company | -9,027.68 | 457 Contributions |
| 90 | | | | | 09/06/2022 | EFT | EDD | -91.00 | |
| 91 | | | | | 09/14/2022 | | Payroll | -18,330.45 | |
| 92 | | | | | 09/15/2022 | 1348 | Matrix Trust Company | -4,370.54 | 457 Contributions |
| 93 | | | | | 09/16/2022 | E-pay | EDD | -1,444.90 | |
| 94 | | | | | 09/16/2022 | E-pay | IRS USATAXPYMT | -5,403.82 | |
| 95 | | | | | 09/16/2022 | EFT | CA State Disbursement Unit/Expert | -299.07 | |
| 96 | | | | | 09/28/2022 | | Payroll | -19,674.76 | |
| 97 | | | | | 09/28/2022 | | Payroll | -570.30 | |
| 98 | | | | | 09/30/2022 | E-pay | EDD | -1,639.24 | |
| 99 | | | | | 09/30/2022 | E-pay | IRS USATAXPYMT | -6,021.24 | |
| 100 | | | | | 09/30/2022 | EFT | CA State Disbursement Unit/Expert | -299.07 | |
| 101 | Total 1070 · CHCU - Payroll 4155 | | | | | | | -74,713.91 | |
| 102 | TOTAL | | | | | | | -239,184.70 | |

| | A | B | C | D | E | F | G | H | I | J | K |
|----|--|--|----------------------|------------------|-------------------------|----------------------|------------------|----------------------------|--------------------------------------|-----------------------------|---|
| 1 | Variation From Projected Income | | | | | | | | | | |
| 2 | Fiscal Year Ending 6-30-2023 | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | Water | | | Wastewater | | | | | | |
| 5 | Billing Month | Projected Income* | Actual Income | Variation | Projected Income | Actual Income | Variation | Total (Loss) / Gain | Current Year Units Sold | Last Year Units Sold | Previous 5 Year Average Units Sold |
| 6 | Jul-22 | \$ 114,125 | \$ 115,954 | \$ 1,829 | \$ 83,750 | \$ 84,284 | \$ 534 | \$ 2,363 | 22,621 | 23,039 | 22,132 |
| 7 | Aug-22 | \$ 117,875 | \$ 116,411 | \$ (1,464) | \$ 83,750 | \$ 84,012 | \$ 262 | \$ (1,202) | 25,390 | 25,038 | 24,000 |
| 8 | Sep-22 | \$ 116,250 | \$ 123,135 | \$ 6,885 | \$ 83,750 | \$ 84,083 | \$ 333 | \$ 7,218 | 20,829 | 21,488 | 22,252 |
| 9 | Oct-22 | \$ 112,000 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 18,786 | 21,233 |
| 10 | Nov-22 | \$ 110,125 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 17,377 | 20,745 |
| 11 | Dec-22 | \$ 100,625 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 11,828 | 15,537 |
| 12 | Jan-23 | \$ 89,125 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 12,272 | 12,405 |
| 13 | Feb-23 | \$ 94,375 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 16,772 | 14,913 |
| 14 | Mar-23 | \$ 91,000 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 19,671 | 13,658 |
| 15 | Apr-23 | \$ 90,625 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 17,723 | 13,480 |
| 16 | May-23 | \$ 102,750 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 23,118 | 18,271 |
| 17 | Jun-23 | \$ 111,125 | \$ - | \$ - | \$ 83,750 | \$ - | \$ - | \$ - | | 22,524 | 20,430 |
| 18 | | | | | | | | | | | |
| 19 | Total | \$ 1,250,000 | \$ 355,500 | \$ 7,250 | \$ 1,005,000 | \$ 252,379 | \$ 1,129 | \$ 8,379 | 68,840 | 229,636 | 219,056 |
| 21 | | | | | | | | | Year to Date Monthly Averages | | |
| 22 | YTD avg | 100% | 28% | | 100% | 25% | | | 22,947 | 19,136 | 18,255 |
| 23 | | | | | | | | | Yearly Average | 19,136 | 18,255 |
| 24 | | | | | | | | | | | |
| 25 | | * Projected Income is calculated by using current year and previous 5 year average monthly units sold. | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons) | | | | | | | | | |

| | A | AL | AM | AN | AO |
|----|--|--------------------|--------------------|--------------------|--------------------|
| 1 | Bank Account Summary | | | | |
| 2 | | | | | |
| 3 | | 6/30/2022 | 7/31/2022 | 8/31/2022 | 9/30/2022 |
| 31 | | | | | |
| 32 | LAIF | \$1,737,615 | \$1,740,868 | \$1,740,868 | \$1,740,868 |
| 33 | | | | | |
| 34 | TD Ameritrade/RNC Genter | \$1,274,822 | \$1,275,353 | \$1,272,832 | \$1,267,141 |
| 35 | | | | | |
| 36 | Coast Hills FCU | | | | |
| 37 | Checking | \$538,890 | \$509,281 | \$403,898 | \$385,477 |
| 38 | Development | \$0 | \$0 | \$0 | \$0 |
| 39 | Investment Checking | \$202 | \$202 | \$202 | \$202 |
| 40 | Savings | \$0 | \$0 | \$0 | \$0 |
| 41 | Payroll | \$34,981 | \$62,923 | \$33,096 | \$18,384 |
| 42 | ACH (Sweep Account) | \$2,256 | \$1,000 | \$2,522 | \$2,910 |
| 43 | Total Coast Hill FCU | \$576,328 | \$573,406 | \$439,717 | \$406,972 |
| 44 | | | | | |
| 45 | Five Star Bank | | | | |
| 46 | Operating | \$369 | \$369 | \$150,380 | \$150,393 |
| 47 | Development | \$261,415 | \$261,437 | \$261,459 | \$261,481 |
| 48 | Money Market | \$455,340 | \$455,694 | \$456,275 | \$456,837 |
| 49 | ACH (Sweep Account) | \$0 | \$0 | \$0 | \$0 |
| 50 | Payroll | \$0 | \$0 | \$0 | \$0 |
| 51 | Total Five Star Bank | \$717,124 | \$717,500 | \$868,114 | \$868,711 |
| 52 | | | | | |
| 53 | Combined Balance | \$4,305,889 | \$4,307,127 | \$4,321,532 | \$4,283,693 |
| 54 | | | | | |
| 55 | Monthly Change | \$62,383 | \$1,238 | \$14,404 | -\$37,839 |
| 56 | | | | | |
| 57 | Fiscal Year Monthly Change To Date | | | | |
| 58 | -\$22,196 | | | | |
| 59 | | | | | |
| 60 | INVESTMENT STRATEGY | | | | |
| 61 | Along with resuming active management, the Finance Committee and Staff recommend a balanced distribution of monies as stated below | | | | |
| 62 | between TD Ameritrade, LAIF and Coast Hills | | | | |
| 63 | Credit Union/Five Star Bank. This distribution will | | | | |
| 64 | allow the District to maximize yields on | | | | |
| 65 | investments, while meeting operating and capital | | | | |
| 66 | cash needs | | | | |
| 67 | | | | | |
| 68 | Recommended Investment Strategy: | | | | |
| 69 | 01. Coast Hills CU/Five Star Bank: \$300,000 | | | | |
| 70 | | | | | |
| 71 | Goal of about 10% | | | | |
| 72 | 02. TD Ameritrade: 50% of balance of unrestricted | | | | |
| 73 | cash | | | | |
| 74 | Goal of about 45% | | | | |
| 75 | 03. LAIF: 50% of the balance of unrestricted cash | | | | |
| 76 | Goal of about 45% | | | | |
| 77 | | | | | |
| 78 | | | | | |



| | B | C | D | E | F | G | H | L | M |
|----|---|-------------------|-----------------|-----------------|-------------|-----------------|---|-------------|---|
| 1 | Mission Hills Community Services District | | | | | | | | 3 |
| 2 | Budget to Actual Comparison | | | | | | | | 0.25 |
| 3 | JUL 22 -SEPT 22 | | | | | | | | 9 |
| 4 | | Budgeted | Prorated Budget | Actual | | Remainder | | % of Budget | Explanation |
| 5 | Income | Fiscal Year 22-23 | JUL 22 -SEPT 22 | JUL 22 -SEPT 22 | Difference | Budgeted Amount | | 25% | |
| 6 | Late Fees/Charges | \$ 50,000 | \$ 12,500 | \$ 8,764 | \$ (3,736) | \$ 41,236 | | 18% | Slightly Lower Than Budgeted |
| 7 | Water Service | \$ 1,250,000 | \$ 312,500 | \$ 355,500 | \$ 43,000 | \$ 894,500 | | 28% | Slightly Higher Than Budgeted |
| 8 | Sewer Service | \$ 1,005,000 | \$ 251,250 | \$ 252,379 | \$ 1,129 | \$ 752,621 | | 25% | On Track With Budget |
| 9 | Street Sweeping | \$ 18,000 | \$ 4,500 | \$ 4,513 | \$ 13 | \$ 13,487 | | 25% | On Track With Budget |
| 10 | | \$ 2,323,000 | \$ 580,750 | \$ 621,156 | \$ 40,406 | \$ 1,701,844 | | 27% | Revenue is 2% Above Budget |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | Budgeted | Actual | | Remainder | | | | |
| 14 | Expense | Fiscal Year 22-23 | JUL 22 -SEPT 22 | JUL 22 -SEPT 22 | Difference | Budgeted Amount | | | |
| 15 | Salaries & Wages | \$ 705,000 | \$ 176,250 | \$ 194,881 | \$ (18,631) | \$ 510,119 | | 28% | Slightly Higher Than Budgeted |
| 16 | Employee Benefits | \$ 250,000 | \$ 62,500 | \$ 67,828 | \$ (5,328) | \$ 182,172 | | 27% | Slightly Higher Than Budgeted |
| 17 | Director Fees | \$ 16,500 | \$ 4,125 | \$ 625 | \$ 3,500 | \$ 15,875 | | 4% | Less Meetings Than Budgeted |
| 18 | Depreciation | \$ 375,000 | \$ 93,750 | \$ 84,569 | \$ 9,181 | \$ 290,431 | | 23% | Depreciation Slightly Lower Than Budgeted |
| 19 | Election Expense | \$ 3,000 | \$ 750 | \$ - | \$ 750 | \$ 3,000 | | 0% | No Election Expense |
| 20 | Vehicle Expense | \$ 23,000 | \$ 5,750 | \$ 7,514 | \$ (1,764) | \$ 15,486 | | 33% | More Maintenance Than Budgeted |
| 21 | Insurance | \$ 25,000 | \$ 6,250 | \$ 11,875 | \$ (5,625) | \$ 13,125 | | 47% | Timing of Paying Insurance |
| 22 | Memberships | \$ 30,000 | \$ 7,500 | \$ 6,554 | \$ 946 | \$ 23,446 | | 22% | Slightly Lower Than Budgeted |
| 23 | Office Expenses | \$ 25,000 | \$ 6,250 | \$ 6,798 | \$ (548) | \$ 18,202 | | 27% | Slightly Higher Than Budgeted |
| 24 | Operating Supplies | \$ 25,000 | \$ 6,250 | \$ 3,517 | \$ 2,733 | \$ 21,483 | | 14% | Lower Than Budgeted |
| 25 | Chemicals | \$ 100,000 | \$ 25,000 | \$ 23,322 | \$ 1,678 | \$ 76,678 | | 23% | Slightly Lower Than Budgeted |
| 26 | Safety | \$ 5,000 | \$ 1,250 | \$ - | \$ 1,250 | \$ 5,000 | | 0% | Lower Than Budgeted |
| 27 | Contractual Services | \$ 125,000 | \$ 31,250 | \$ 35,236 | \$ (3,986) | \$ 89,764 | | 28% | Slightly Higher Than Budgeted |
| 28 | Professional Services | \$ 125,000 | \$ 31,250 | \$ 18,248 | \$ 13,002 | \$ 106,752 | | 15% | Lower Than Budgeted |
| 29 | Printing & Publication | \$ 5,300 | \$ 1,325 | \$ 1,222 | \$ 103 | \$ 4,078 | | 23% | Lower Than Budgeted |
| 30 | Equipment Lease | \$ 13,500 | \$ 3,375 | \$ 2,588 | \$ 787 | \$ 10,912 | | 19% | Lower Than Budgeted |
| 31 | Monitoring | \$ 36,000 | \$ 9,000 | \$ 4,414 | \$ 4,586 | \$ 31,586 | | 12% | Lower Than Budgeted |
| 32 | Travel/Meetings/Meals | \$ 15,000 | \$ 3,750 | \$ 342 | \$ 3,408 | \$ 14,658 | | 2% | Lower Than Budgeted |
| 33 | Utilities | \$ 220,000 | \$ 55,000 | \$ 57,511 | \$ (2,511) | \$ 162,489 | | 26% | Slightly Higher Than Budgeted |
| 34 | Government Fees | \$ 35,000 | \$ 8,750 | \$ 4,211 | \$ 4,539 | \$ 30,789 | | 12% | Lower Than Budgeted |
| 35 | Repairs & Maintenance | \$ 80,000 | \$ 20,000 | \$ 12,978 | \$ 7,022 | \$ 67,022 | | 16% | Lower Than Budgeted |
| 36 | Miscellaneous Expenses | \$ 25,000 | \$ 6,250 | \$ - | \$ 6,250 | \$ 25,000 | | 0% | Uncollectables or Write Offs |
| 37 | | \$ 2,262,300 | \$ 565,575 | \$ 544,233 | \$ 21,342 | \$ 1,718,067 | | 24% | Expenses Are 1% Below Budget |
| 38 | | | | | | | | | |
| 46 | Resolution 15-229 - Budget Preparation and Approval Process | | | | | | | | |
| 47 | C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget, | | | | | | | | |
| 48 | the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible. | | | | | | | | |
| 49 | | | | | 5% = | \$ 113,115.00 | | | |



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
DATE: October 19, 2022
SUBJECT: Receive Updated Sanitary Sewer Management Plan (SSMP)

Recommendation / Proposed Motion

- Recommendation: Review and accept the Updated Sanitary Sewer Management Plan
- Proposed Motion(s): Accept the Updated Sanitary Sewer Management Plan

Budget Resource

The FY 21/22 Budget included funding for the Board to update the SSMP

Alternatives Considered

None

Background/Discussion

The State Water Resources Control Board requires Agencies and/or District's that own and operate sewage collection systems to periodically audit and update their Sanitary Sewer Management Plans. The District conducted an audit in 2020 and based on the audit the District retained Wallace Group to update the SSMP in 2022. As part of the SSMP update process, the District is required to present the updated SSMP to the Board of Directors at a public meeting and provide an opportunity for public comment.

The entire SSMP is a very lengthy document that is not suitable as an attachment to the staff report. However, staff has attached the Introduction and Executive Summary of the SSMP and has posted the entire SSMP on the District's website at www.mhcsd.org.

Attachment(s):

1. Introduction and Executive Summary of the District's updated Sanitary Sewer Management Plan



Mission Hills Community Services District
Sewer System Management Plan

Revision 2 – September 2022

WDID: 3SSO10289

Prepared By:



WALLACE GROUP®



Mission Hills CSD

SEWER SYSTEM MANAGEMENT PLAN

Revision 2

WDID: 3SSO10289

September 2022

The Sewer System Management Plan, Revision 2 was created with the assistance of the following Mission Hills CSD and Wallace Group Staff:

Mission Hills CSD Staff

Brad Hagemann; Interim General Manager

Dale Oviedo; Chief Plant Operator

Wallace Group Staff

Bill Callahan, Senior Environmental Compliance Specialist

CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Dale Oviedo
Chief Plant Operator / LRO

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- Section 1.1 – Regulatory Requirement
- Section 1.2 – Sanitary Sewer System Goals

Element 2 – Organization

- Section 2.1 – Regulatory Requirements
- Section 2.2 – Responsible and Authorized Representatives
- Section 2.3 – SSMP Program Implementation
- Section 2.4 – Chain of Communication for Responding to SSOs

Element 3 – Legal Authority

- Section 3.1 – Regulatory Requirements
- Section 3.2 – SSMP Sanitary Sewer System Legal Authority

Element 4 – Operation and Maintenance Program

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- Section 5.3 – Inspection and Testing Procedures and Standards

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- Element 6 Revision Record
- Section 6.1 – Regulatory Requirements
- Section 6.2 – Initial SSO Notification Procedures
- Section 6.3 – SSO Response Program
- Section 6.4 – SSO Notification and Reporting Procedures
- Section 6.5 – OERP Training
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- Section 6.7 – Additional Emergency Resources

Element 7 – FOG Control Program

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ACRONYMS AND ABBREVIATIONS

| | |
|----------|---|
| BMP | Best Management Practices |
| CAP | Capacity Assessment Plan |
| Cal OES | California Office of Emergency Services |
| Cal/OSHA | California Division of Occupational Health and Safety |
| CCR | California Code of Regulations |
| CCTV | Closed Circuit Television |
| CDFW | California Department of Fish and Wildlife |
| CFR | Code of Federal Regulations |
| CIP | Capital Improvement Plan |
| MHCSD | Mission Hills Community Services District |
| CIWQS | California Integrated Water Quality System |
| CWEA | California Water Environment Association |
| EHS | Environmental Health Services |
| ELAP | Environmental Laboratory Accreditation Program |
| EOP | Emergency Operating Procedure |
| EPA | Environmental Protection Agency |
| FOG | Fats, Oil, and Grease |
| FSE | Food Services Establishment |
| HMA | High Maintenance Area |
| I/I | Inflow & Infiltration |
| IIPP | Injury and Illness Prevention Program |
| LRO | Legally Responsible Official |
| mgd | Million Gallons per Day |
| MRP | Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. WQ 2013-0058-EXEC, which is the MRP to WDR Order No. 2006-0003-DWQ.) |
| OERP | Overflow Emergency Response Plan |
| OES | Office of Emergency Services |
| O&M | Operation and Maintenance |
| OSHA | Occupational Safety and Health Administration |

ACRONYMS AND ABBREVIATIONS

| | |
|-------|--|
| PLSD | Private Lateral Sewage Discharge |
| PM | Preventative Maintenance |
| PPE | Personal Protective Equipment |
| R&R | Rehabilitation and Replacement |
| RWQCB | Central Coast Regional Water Quality Control Board |
| SCADA | Supervisory Control and Data Acquisition |
| SECAP | Sewer Evaluation and Capacity Assessment Plan |
| SMP | Sewer Master Plan |
| SOP | Standard Operating Procedure |
| SSOR | Sewer System Overflow Report |
| SSMP | Sewer System Management Plan |
| SSO | Sanitary Sewer Overflow |
| SSS | Sanitary Sewer System |
| SWRCB | State Water Resources Control Board |
| WDR | Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2006-0003-DWQ, the Statewide General WDR for SSSs.) |

INTRODUCTION

This Sewer System Management Plan (SSMP) five (5) year update was performed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058-EXEC, and Order No. WQ 2013-0058-EXEC which are available at the District Office and on the State Water Resources Control Board website:

https://www.waterboards.ca.gov/water_issues/programs/ss0/#general.

0.1 Requirement Background

The WDRs require all public wastewater collection system agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop, implement, and maintain a SSMP and report sanitary sewer overflows (SSOs) using the State's electronic reporting system, California Integrated Water Quality System (CIWQS).

The Mission Hills Community Services District (District) SSMP includes the following eleven (11) Elements:

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Program Audits
11. Communication Program

Each SSMP Element is prefaced with the associated WDR section and narrated with the District's policies and procedures, which address the respective SWRCB requirement.

Mission Hills CSD Sewer Collection System Overview

The Mission Hills CSD is a public agency formed in 1979 providing services to residential and commercial establishments and visitors. The District maintains a sewer collection system and Wastewater Treatment Plant.

The District strives to protect the environment to the greatest degree possible and ensure the collection system is protected and utilized properly. The responsibility includes preventing overflows, which may include restricting or prohibiting the volume, type, or concentration of wastes added to the system.

The District encompasses approximately 5 square miles and had a population of approximately 3,500 people in 2021. The District wastewater collection system consists of 1.5 miles of force mains, 21 miles of gravity sewer lines, 206 manholes, and 1 lift station. The District serves the unincorporated communities of Mission Hills and Mesa Oaks and adjacent La Purisima Mission State, Historic Park.

Figure 0-1: Arial Map of Mission Hills CSD Service Area



Figure 0-1 Service Area is Approximate

The District is governed by a five-member body, known as the Board of Directors. The Board establishes policy, sets goals and objectives, approves the annual budget, approves expenditures and performs other related functions.

The Board makes policy decisions with advice from the District Manager and Legal Counsel.

District Board meetings are held in the in the Board Chamber located at the District Office 1550 Burton Mesa Blvd, Lompoc, CA, 93436 the third Wednesday of the month of every month at 4:30 p.m.

The District Board authority and responsibility includes the adoption and approval of the SSMP and any formal updates to the SSMP. The Board Meeting Minutes for the adoption of the 2022 SSMP, Rev.2 should be included with the SSMP on the District’s website after recertification.

The District provides sewer services for residences and commercial businesses with a population of 3,500 residents.

The District sewer collection and conveyance system is comprised of assets such as sewer pipes, lift stations with pumps as follows:

Table 0-1: District Sewer Assets

| City Sewer Asset | Quantity |
|-----------------------------------|--------------------------|
| Gravity Sewer | 21 Miles |
| Laterals | 15.6 Miles |
| Force Main | 1.5 Miles |
| Lift Stations | 1 Station |
| Age of Sewer Lines (Years) | Percent of System |
| 2000 to Current | 3% |
| 1980 - 1999 | 37% |
| 1960 - 1979 | 60% |

EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP), Order No. WQ 2008-0002-EXEC, and Order No. WQ 2013-0058-EXEC require the Mission Hills CSD (CSD) to have and maintain a Sewer System Management Plan (SSMP), which provides "a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system" in order to "help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur" [Order No. 2006-0003-DWQ Section D.13 (i)].

The SSMP includes the following eleven (11) Elements:

Goal

MHCSD goals, which are included in the SSMP, are:

- Be available and responsive to the needs of the public, and work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSOs.
- Properly manage and maintain the Mission Hills CSD public sewer system collection lines to minimize SSOs.
- Have zero (0) SSOs in the same location in a calendar year.
- Identify, prioritize, rehabilitate and replace sewer system lines to maintain reliability.
- Identify problem areas in the system through CCTV investigations and implement regular, proactive maintenance of the sewer system to remove roots, debris, sand, and Fats, Oil and Grease (FOG) in areas that may be prone to blockages that may cause SSOs or sewer backups.

Organization

The Organization Element of the SSMP identifies MHCSD and Contract Staff, who are responsible for implementing the SSMP, responding to SSOs, and meeting the SSO reporting requirements, and identifies the lines of authority of SSO responsibilities and chains of communication for SSO response and reporting. The Legally Responsible Officials (LRO) are also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying SSO reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

Legal Authority

This SSMP Element outlines the MHCSO Municipal Code Chapters & Ordinances that provide the District with the legal authority to:

- a. Prevent illicit discharges;
- b. Require that sewers and connections be properly design and constructed;
- c. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages; and
- d. Enforce any violation of its sewer ordinances.

Operation and Maintenance Program

MHCSO operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that is conducted to accomplish the optimal operation and maintenance of the City collection system. This SSMP Element details a:

- a. Sanitary sewer and storm drain system maps;
- b. Preventative Maintenance Program, which consists of activities such as cleaning of sewer lines and other regular inspections and maintenance;
- c. Rehabilitation and Replacement Plan, which focuses on sewer pipes at risk of collapse or prone to more frequent blockages due to pipe defects and includes a time schedule for funding and completing the capital improvement plan;
- d. A plan and schedule to develop a training program and procedures for District Staff and Contractor collection system operation and maintenance activities; and
- e. Equipment and replacement part inventory with critical replacement parts and equipment identified.

Design and Performance Provisions

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these items.

Overflow Emergency Response Plan

The Overflow Emergency Response Plan (OERP) contains the following information in order to protect public health and the environment in the event of a SSO:

- a. Notification directives for primary responders and regulatory agencies;
- b. Notification directives for regulatory agencies and other potentially affected entities for SSOs that potentially affect public health or reach the waters of the State;

- c. A plan and schedule to develop emergency operations procedures for response activities, such as sewer spill volume estimation, sewer spill mitigation, traffic and crowd control; and
- d. A plan and schedule to develop a SSO mitigation and impact assessment program.

FOG Control Program

The goal of the FOG Control Program is to reduce the amount of FOG discharged to the sanitary sewer system. This SSMP Element includes the following information:

- a. Public education outreach implementation plan and schedule;
- b. The legal authority to prohibit FOG discharges and prevent associated SSOs;
- c. High maintenance area identification and cleaning maintenance schedule; and
- d. FOG source control measure development and implementation.

System Evaluation and Capacity Assurance Plan

The 2005 Sewer Master Plan (SMP) currently serves as the District's most recent study to evaluate system wide hydraulic capacity to collect and convey wastewater to the WWTP. The CSD System Evaluation and City Assurance Plan consists of a sanitary sewer system hydraulic evaluation, which was used to establish appropriate design criteria and a short- and long-term Capital Improvement Program (CIP) with an implementation schedule which have been completed. The CSD is additionally planning to conduct CCTV investigations of the entire system to further evaluate system deficiencies. This information may be used to identify any new areas of the CSD's collection and conveyance system which are hydraulically constrained or require additional hydraulic analysis.

Monitoring, Measurement, and Program Modifications

The CSD monitors the implementation of the SSMP Elements in order to measure the effectiveness of the City SSMP program in reducing SSOs. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the City completes this monitoring and evaluation.

Sewer System Management Plan Program Audits

The SSMP Program Audits Element outlines the audit process and identifies District Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every two (2) years and are required to evaluate the District SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

Communication Program

This SSMP Element describes the manner in which the District communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
DATE: October 19, 2022
SUBJECT: **Award a Professional Services Contract for Financial Auditing Services**

Recommendation / Proposed Motion

- Recommendation: Review, discuss and select a qualified accounting firm to prepare the District's FY 21/22 and 22/23 Financial Audits
- Proposed Motion(s): Approve a Professional Services Contract and Direct General Manager to execute contract.

Policy Reference

The Board of Directors oversees the District's finances and retains qualified accounting firm to prepare annual audit reports. California Government Code §26909 requires Special Districts to submit an annual audit report to the County Auditor and the State Controller every year.

Budget Resource

This year's operating budget includes \$9,500 for the preparation of the audit report.

Alternatives Considered

None

Background/Discussion

The District periodically solicits requests for qualifications and price quotes from qualified accounting firms to prepare the District's annual Financial audit report and prepare the District's Financial Transaction Report. The District has used the same accounting firm for at least the last ten years. The Board recommended and it is prudent for the District to periodically request qualifications and cost proposals from several qualified accounting firms for preparation of audits.

On October 7th, 2022, Staff prepared and circulated a request for qualifications and price quotes for preparation of the District's Financial audit reports for FY 21/22 and 22/23. Submittals are due to the District by October 17th, 2022. Staff will review and summarize the proposals and present their summary at the Board meeting for the Board's consideration.



MISSION HILLS COMMUNITY SERVICES DISTRICT

COMMUNICATIONS- 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