

Board of Directors
Mission Hills Community Services District
1550 East Burton Mesa Boulevard, Lompoc, CA 93436-2100
Mission Hills Community Services District Board Room
WWW.MHCSD.ORG

Special Meeting Agenda
Monday, April 26, 2021
10:00 AM

*****BY VIRTUAL TELECONFERENCE ONLY*****

[CLICK HERE TO JOIN](#)

Meeting ID: 946 700 6985 Phone: 1 669 900 9128

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of Covid-19, this meeting will be held by virtual teleconference only, with no physical location.

Zoom Meeting: <https://zoom.us/j/9467006985?pwd=TnBqZGJXbWhCNuUdJNXhMZGU3alhDZz09>

Meeting ID: 946 700 6985

Phone: 1.669.900.9128

Agenda prepared under Government Code Section 54954.2, members of the public who wish to participate by computer or phone can find the instructions at the beginning of this agenda. To ensure participation in a particular item, we suggest calling in or connecting online 15 minutes before the item you wish to speak on.

Pursuant to State law, The District may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2) If you are compensated to communicate with District Officials, you may be required to register and/or make certain disclosures as a lobbyist, please see the Clerk for additional information.

THE REGULAR BOARD MEETING WAS HELD ON WEDNESDAY APRIL 21, 2021. THIS SPECIAL MEETING TO BE HELD ON APRIL 26, 2021 AT 10 A.M. IS TO ALLOW THE BOARD TO ADDRESS THE REGULAR AGENDA ITEMS THAT WERE NOT HEARD ON APRIL 21.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

ACCEPTANCE OF THE AGENDA: The Board of Directors will discuss the agenda, may amend the order, add urgency items, note abstentions or “no” votes on Consent Calendar items, and request items be removed from Consent Calendar for Discussion. The Board of Directors may also remove items from the Consent Calendar prior to that portion of the Agenda.

PUBLIC COMMENT: Members of the public may speak to agendized items; up to three minutes per speaker, to be determined by the presiding officer. If you wish to address the Board of Directors on any issue that is on this agenda, please complete a speaker request card located on the table at the entrance to the board room, and deliver it to the Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Board of Directors, but it is very helpful. Public comment may be addressed to the full Legislative Body via email: js@mhcsd.org.

1. ACTION ITEMS:

Include: Reports of Committees/Commissions, Ordinances and Resolutions, Public Hearings, Reports of Officials, Consent Calendar items pulled for separate consideration, Unfinished Business and Board of Directors Matters.

- A. APPROVE THE SALARY RANGE FOR THE POSITION OF ADMINISTIVE SERVICES MANAGER**
- B. REVIEW AND DISCUSS PROPOSED DATE SPECIFIC IMPLEMENTATION FOR WATER AND WASTE WATER RATE STUDY INCREASE**
- C. FIRST DRAFT OF THE BUDGET FISCAL YEAR 2021/2022**
- D. REVIEW AND DISCUSS PREVIOUS COMMITTEE MEETINGS AND CONSIDER PROPOSED FUTURE COMMITTEE MEETING DATES**

2. BOARD OF DIRECTORS SUBCOMMITTEE AND GENERAL MANAGERS COMMENTS AND

REPORTS: This time is set aside for the Board of Directors to provide additional general comments, reports, and announcements. Additionally this time is set aside for the General Manager to update the Board of Directors on important items initiated by staff or previously requested by the Board of Directors.

3. ORAL COMMUNICATIONS: Members of the public may speak to any item not on the agenda. Board of Directors reserve the right to limit the duration of oral communications to 30 minutes.

4. ADJOURNMENT:

AMERICANS WITH DISABILITY ACT (ADA)

Persons with disabilities who require auxiliary aids or services in using District’s facilities, services or programs or who would like information on the District’s compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (805) 733-4366 X 200 24 hours in advance. You may also email the Board Clerk at js@mhcsd.org



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors.

FROM: Jerome D. Gruber –General Manager

DATE: April 21, 2021

SUBJECT: Approve the Salary Range for the position of Administrative Services Manager.

Recommendation:

Approve the Salary Range for position of Administrative Services Manager.

Fiscal Impact:

This position represents a 5% increase from the E-step for the Accountants position for the established salary range for this fiscal year. Please see attached salary schedule.

Discussion:

The Personnel Committee met with the General Manager to discuss the position and salary range for the Administrative Services Manager. The Personnel Committee was supportive of the position and recommended that the salary range be brought back to the Board of Directors for approval. The recruitment process for this position was internal in nature with emphasis on encouraging everyone within the organization who felt they had the minimum qualifications to apply. The position is critical to the organization and its emphasis is primarily focused on Finance and Human Resources. Since my position as General Manager takes me away from the office at times to include my flexible work schedule and remote working schedule, there is a need for established organizational continuity while I am away or otherwise engaged. Upon my arrival at the MHCS D it became apparent to me that employees who had concerns as it related to Human Resources matters went directly to the Personnel Committee, thereby circumventing the General Manager. This has historically been the culture of the MHCS D and is not in the best interest of the employees, the General Manager or the Board of Directors. The District has a chain of command that must be followed. While I am focusing on higher- level priorities as outlined within my job description, there needs to be an individual who is viewed as a

manager, can make decisions, assign daily tasks and ensure that the office staff are functioning at the most efficient level possible. As a point of clarification, all matters relating to Human Resources for all departments will be addressed and hopefully resolved with the creation of this position. This includes a plethora of areas, such as payroll, benefits, leave banks, 401k and 457 plans, evaluations, training, employee assistance programs, promotional opportunities, and educational assistance. It is not intended to focus on disciplinary matters, although this is also a function of the position. The operational functions of the District, both Water and Wastewater, will be handled by the General Manager. If for some reason I am not able to be reached, the Administrative Service Manager will work collaboratively with both of the field departments and formulate an appropriate response to the matter at hand.

As General Manager, I am the person that hears final appeals before they go to the Personnel Committee and then to the full Board. This position will provide an additional layer of stability for the employees and the organization, but will not require adding staff to the organization. The creation of this position allows for relatively simple matters within the organization to be addressed and resolved before coming to the General Manager.

Attachment(s):

1. Salary Range for Fiscal Year 2021/2022 all current positions to include Administrative Services Manager
2. Job Description for the Position of Administrative Services Manager
3. Job Description for the General Manager

Mission Hills Community Services District																													
Compensation Schedule																													
Fiscal Year July 1 2020 - June 30 2021																													
2.4% Cost of Living Adjustment																													
Current Position (8 maximum)	Step A			Step B			Step C			Step D			Step E			Hourly	Monthly	Annual											
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual														
General Manager	Pay Range															\$62.50	\$10,833.33	\$130,000.00											
Administration (3 positions)	Pay Range																												
Administrative Services Manager	\$91,442.64	to \$113,816.68	\$43.97	\$7,620.22	\$91,442.64	\$46.51	\$8,062.01	\$96,744.18	\$49.25	\$8,536.25	\$102,435.01	\$51.98	\$9,010.49	\$108,125.84	\$54.72	\$9,484.72	\$113,816.68												
Accountant	\$ 69,670.58	to \$ 87,088.23	\$33.50	\$5,805.88	\$69,670.58	\$35.59	\$6,168.75	\$74,025.00	\$37.68	\$6,531.62	\$78,379.41	\$39.78	\$6,894.48	\$82,733.82	\$41.87	\$7,257.35	\$87,088.23												
Admin Analyst / Board Secretary	\$ 58,531.59	to \$ 73,164.49	\$28.14	\$4,877.63	\$58,531.59	\$29.90	\$5,182.48	\$62,189.82	\$31.66	\$5,487.34	\$65,848.04	\$33.42	\$5,792.19	\$69,506.27	\$35.18	\$6,097.04	\$73,164.49												
Admin Asst. / Board Secretary	\$ 42,527.58	to \$ 53,159.48	\$20.45	\$3,543.97	\$42,527.58	\$21.72	\$3,765.46	\$45,185.55	\$23.00	\$3,986.96	\$47,843.53	\$24.28	\$4,208.46	\$50,501.50	\$25.56	\$4,429.96	\$53,159.48												
Customer Service Rep II	\$ 50,381.77	to \$ 62,977.22	\$24.22	\$4,198.48	\$50,381.77	\$25.74	\$4,460.89	\$53,530.64	\$27.25	\$4,723.29	\$56,679.50	\$28.76	\$4,985.70	\$59,828.36	\$30.28	\$5,248.10	\$62,977.22												
Customer Service Rep I *	\$ 36,685.76	to \$ 45,857.20	\$17.64	\$3,057.15	\$36,685.76	\$18.74	\$3,248.22	\$38,978.62	\$19.84	\$3,439.29	\$41,271.48	\$20.94	\$3,630.36	\$43,564.34	\$22.05	\$3,821.43	\$45,857.20												
Operations & Maintenance (4 positions)	Pay Range																												
Operations Supervisor	\$ 79,872.00	to \$ 99,840.00	\$38.40	\$6,656.00	\$79,872.00	\$40.80	\$7,072.00	\$84,864.00	\$43.20	\$7,488.00	\$89,856.00	\$45.60	\$7,904.00	\$94,848.00	\$48.00	\$8,320.00	\$99,840.00												
Operator II - Lead Water Operator	\$ 60,276.06	to \$ 75,345.08	\$30.56	\$5,297.82	\$60,276.06	\$32.47	\$5,628.93	\$67,547.22	\$34.38	\$5,960.05	\$71,520.58	\$36.30	\$6,291.16	\$75,493.95	\$38.21	\$6,622.28	\$79,467.32												
Operator II - Chief Plant Operator	\$ 60,276.06	to \$ 75,345.08	\$30.56	\$5,297.82	\$60,276.06	\$32.47	\$5,628.93	\$67,547.22	\$34.38	\$5,960.05	\$71,520.58	\$36.30	\$6,291.16	\$75,493.95	\$38.21	\$6,622.28	\$79,467.32												
Operator II *	\$ 59,134.86	to \$ 73,918.58	\$28.43	\$4,927.91	\$59,134.86	\$30.21	\$5,235.90	\$62,830.79	\$31.98	\$5,543.89	\$66,526.72	\$33.76	\$5,851.89	\$70,222.65	\$35.54	\$6,159.88	\$73,918.58												
Operator I (2)	\$ 50,032.45	to \$ 62,540.56	\$24.05	\$4,169.37	\$50,032.45	\$25.56	\$4,429.96	\$53,159.48	\$27.06	\$4,690.54	\$56,286.51	\$28.56	\$4,951.13	\$59,413.54	\$30.07	\$5,211.71	\$62,540.56												
Operator in Training (O.I.T.)	\$ 31,948.80	to \$ 33,546.24	\$15.36	\$2,662.40	\$31,948.80	\$16.13	\$2,795.52	\$33,546.24									\$33,546.24												
* Position currently vacant																													
** Filled at 87.5% or 35 hours																													
25 hrs min work week, up to 40 with GM approval																													
hours should be mostly consistent - current is 30 hours																													
5 days, 6 hours generally from 8:00am to 2:00pm																													

Job Descriptions

Board Approval

GENERAL MANAGER

Employee Name:

Reports to: Board of Directors

Date of Hire:

Salary:

Status: Exempt

Definition/Summary

The General Manager (GM), is under administrative direction of the Board of Directors and exhibits strong leadership skills, plans, organizes, coordinates and supervises all District functions and activities. This includes the production and distribution of potable water; the collection, treatment and disposal of wastewater; and oversight of street sweeping; administrative, public relations, personnel, and general affairs of the District; represents the Board's policies and programs with employees, community organizations, and the general public. He or she reviews budget requests and makes recommendations to the Board on final expenditure levels; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organizations and District staff; if needed; and is responsible for employer-employee relations.

Reporting Relationship

The GM, is an employee of the Board of Directors and reports directly to the CSD Board president (or the president's designee). The GM receives guidance from the President of the Board of Directors and is accountable to the Community Service District Board. Administratively supervises all District personnel. The GM may be an at-will or contracted position

Leadership

- Leads the District by example to achieve strong operational performance and continuous improvement
- Establishes a long-term vision of future District performance and capabilities and the ability to execute that vision
- Able to initiate and present to the Board of Directors key operational improvement initiatives.
- Provide guidance and direction to both the Board of Directors and Staff concerning both technology and it applications.

Essential Functions (in non-priority order)

- **District Personnel:** Directs and oversees District personnel including assuring training, discipline, and administration.
- **Yearly Performance Reviews;** conducts District performance reviews including salary reviews; and approves payroll for all District personnel.
- **Budget:** Reviews requests and recommends approval or disapproval; oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- **Finance:** Acts as District Treasurer. Authorizes expenditures within budget limits and certifies availability of funds; approves payment of accounts payable invoices; approves work orders and purchase orders; plans and executes maintenance and repair programs and capital replacement and improvement plans; and directs the investment of District funds in accordance with law statutes and District policies
- **Physical Plant:** Annually reviews and reports to Board of Directors both the status of pumps and other operating equipment and which equipment should be maintained and/or replaced to minimize overall costs. The GM is responsible for establishing and maintaining long-term preventative maintenance schedules, approves system modifications or expansion of facilities; reviews water sales and production records, including meter testing and overhaul; direct and oversee construction and inspection of capital improvements/processes and approves progress payments
- **Long-term Capital Improvement plans:** Responsible for implementing long range financial plans.
- **Grants:** Actively seeks grants and other funding sources to support Long-term Capital Improvement Plans. Prepares applications and maintains responsibility for proper administration of grants received.
- **Performs related duties as assigned.**

Job Standards/Specifications

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Principles and practices of potable water production, treatment and distribution
- Research and evaluation methods, and be well informed and current with new technology .
- Budgeting principles and practices.
- Cost estimating and contract administration.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals, while minimizing the cost for these operations
- Prepare and administer a District budgeting and fiscal control process.
- Prepare concise and comprehensive reports.
- Exercise leadership, authority, and supervision tactfully and effectively.

Typical Physical Activities

- Travels by airplane and automobile in conducting District business.
- Sits (at a desk) for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as telephones, computers, copiers, and FAX machines.
- Hearing and vision within normal ranges with appropriate correction as needed.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Baccalaureate degree in engineering, business administration, public administration or related field required. And advanced degree or profession engineering license is highly desirable.

Should have a thorough working knowledge of public utility field and California Special District administration and management.

Experience: Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations. At least five years in a management or supervisory experience with increasing responsibility utility related fields. Prior experience working for an elected Board of Directors is highly desirable.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Certifications: Possess and maintain the appropriate certification as required by the California State Water Resources Control Board. Certifications need to be finished and obtained either at date of hire or within an acceptability period of time, not to exceed 24 months from hire.

Possession of a California Grade II Water Treatment Plant Operator certificate.
Possession of a California Grade III Water Distribution certificate.

I have reviewed this Job Description and agree with its contents.

Employee Signature

Date

Board President Signature

Date



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors.

FROM: Jerome D. Gruber - General Manager

DATE: April 21, 2021

SUBJECT: Discussion regarding the time frame for implementation for Water and Wastewater Rate Increases.

Recommendation:

Discuss time frame for the implementation of Water and Wastewater Rate Increases.

Fiscal Impact:

To be determined based on the implementation date of Rate Increases for Water and Wastewater. Another variable is the pattern of use for our customer base on once the new rates are implemented. We could estimate the amount of projective revenue when rates are adjusted, however evaluating useage over several months will determine a pattern of useage and help the District determine what the additional revenues could be.

Discussion:

The Mission Hills Community Services District held a workshop with our consultants to review and discuss the proposed rate increases based on the results of the study and the information provided to the consultants by the MHCS D. Numerous questions were asked and the interaction between our consultant, staff and the MHCS D Board of Directors was varuable and informative.

As a result of the Workshop the Finance Committee met with staff to continue to discuss and review the rate study documentation, ask questions and formulate a recommendation to the full Board of Directors. Again the process was valuable and informative and allowed the process to move forward. The Finance Committee recommended option 2 to be considered by the Board of Directors.

As part of the March MHCS D Board of Directors Meeting the Rate study was placed on the agenda with the recommendation from the Finance Committee to implement option two. After a healthy and productive debate a consensus was reached to table the item until the April Board Meeting. The General Manager reached out to the consultant who wanted to finish the project and told him that the MHCS D Board of Directors would be addressing the item again as part of their April Meeting.

Although staff can appreciate the Boards desire to postpone the rate increases, the General Manager feels that he would be remiss if he did not at least outline his concerns relating to a significant delays in the implementation for Water and Wastewater Rate increases.

After a preliminary organizational assessment of the Districts infrastructure needs and the Districts five year CIP Plan it is recommended that we do not delay the implementation of the late adjustment any longer than a six month period of time. It is also recommended that we move forward with the assistance of the consultant and District Council with the Proposition 218 process with the caveat of a date specific time in which to implement the new rates. If we decide not move forward with the 218 process further delays will result in the Districts ability to generate additional revenues for needed projects and operational expenses.

Although the current CIP encompasses a great deal of projects within the District it is not all inclusive in its scope. Additional items will continue to be identified. Operational cost in addition to the cost of Capital projects, raw material, labor and regulatory requirements are only going to increase as time goes by. The Fiscal Year Budget for 2021/2022 represents drawing down both reserves in the Water and Wastewater Departments . After discussion with the Districts accountant we both agreed that the level of reserves that will be spent down next fiscal year will not be fully replenished to current levels.

In closing gradual and consistent adjustments to Water and Wastewater rates will allow the District to not only maintain their current infrastructure, but will enable the District to address and resolve future Capital Improvement , operational, and regulatory needs.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Jerry Gruber, General Manager
Carol Reynolds, Accountant

DATE: April 21, 2021

SUBJECT: **Approval of Preliminary Budget for Fiscal Year 2021-22**

Recommendation

District Board of Directors review, discuss, and approve the Preliminary Budget for Fiscal Year 2021-22

Policy Reference

Mission Hills CSD Policy 3020 directs the development and approval of the final budget to be completed by May 31. Approval of the Preliminary Budget allows staff to prepare the final budget and for Board consideration and approval as part of the May Board Meeting

Budget Resource

The Fiscal Year 2021-22 Operating Budget (total \$2,305,231), consists of 2 parts:

- \$1,241,459 Water
- \$1,063,772 Wastewater

The Capital Improvement Projects (total \$678,500), consists of planned Capital Projects and major maintenance forecasted to be performed during the Fiscal Year.

- \$472,500 Water
- \$206,000 Wastewater

Discussion

Staff met with the Finance Committee to discuss the overall Draft Budget for Fiscal Year 2021-22. The discussions were informative and productive, with an emphasis on a detailed explanation regarding Capital Improvement Projects

Attachment(s):

1. Preliminary Budget Consolidated Projections
2. Water Capital Improvement Project Multi Year Plan
3. Wastewater Capital Improvement Project Multi Year Plan

Operating Budget FY 2021/2022

Mission Hills Community Services District		CONSOLIDATED TOTAL FOR ALL FUNDS					
Final Fiscal Year 2021-2022 Budget							
Friday, March 19, 2021							
Revenue		FYE 2020 ACTUAL	FYE 2021 ANNUAL BUDGET	FYE 2021 ANNUAL PROJECTION	FYE 2022 PROPOSED	Increase/Decrease from previous year	Reason for Changes
1	Late Fees/Charges	\$ 32,243	\$ 24,750	\$ 40,709	\$ 35,000	\$ 10,250	Estimate including late fees being charged
2	Water Service	\$ 1,172,109	\$ 1,174,992	\$ 1,262,239	\$ 1,240,587	\$ 65,595	Keeping Rates as Current Added 34 Houses
3	Sewer Service	\$ 900,511	\$ 932,683	\$ 979,825	\$ 1,013,445	\$ 80,762	Keeping Rates as Current Added 34 Houses
4	Street Sweeping	\$ 18,116	\$ 18,006	\$ 18,097	\$ 18,707	\$ 701	Keeping Rates as Current
5	Total Operating Revenue	\$ 2,122,978	\$ 2,150,431	\$ 2,300,870	\$ 2,307,739	\$ 157,308	
Operating Expenses		FYE 2020 ACTUAL	FYE 2021 ADOPTED BUDGET	FYE 2021 ANNUAL PROJECTION	FYE 2022 PROPOSED	FYE 2021 minus FYE 2020	Reason for Changes
6	Salaries & Wages	\$ 519,724	\$ 605,486	\$ 509,648	\$ 715,469	\$ 109,983	Fully Staffed and Additional Staff
7	Employee Benefits & Payroll Taxes	\$ 259,297	\$ 246,625	\$ 255,741	\$ 254,310	\$ 7,685	Fully Staffed and Additional Staff
8	Director Fees	\$ 19,625	\$ 18,000	\$ 26,750	\$ 23,000	\$ 5,000	More Meetings expected than 2020
9	Depreciation (Reserves)	\$ 322,862	\$ 322,862	\$ 372,648	\$ 372,648	\$ 49,786	Increase in Depreciated Items
10	Election Expense	\$ -	\$ 1,000	\$ -	\$ -	(\$1,000)	None Contemplated
11	Vehicle Expense	\$ 25,612	\$ 28,300	\$ 17,930	\$ 26,000	(\$2,300)	Flat Projection From FYE 2020 Actual
12	Insurance	\$ 24,466	\$ 33,000	\$ 35,017	\$ 36,000	\$ 3,000	Contemplates 10% Increase in Insurance Cost
13	Memberships	\$ 16,457	\$ 17,650	\$ 34,031	\$ 20,000	\$ 2,350	Membership in Additional Groups
14	Office Expenses	\$ 20,965	\$ 20,715	\$ 19,435	\$ 23,000	\$ 2,285	Contemplates 10% Increase in Office Expense Cost
15	Operating Supplies	\$ 18,511	\$ 10,500	\$ 21,869	\$ 21,869	\$ 11,369	Flat from Estimate of FYE 2021 Budget
16	Chemicals	\$ 63,395	\$ 88,400	\$ 42,266	\$ 78,000	(\$10,400)	Slight Reduction from FYE 2021 Budget
17	Safety	\$ 9,236	\$ 7,350	\$ 6,854	\$ 7,500	\$ 150	Slight Increase From FYE 2020 Actual
18	Contractual Services	\$ 80,924	\$ 70,000	\$ 76,481	\$ 78,000	\$ 8,000	Contemplates 10% Increase in Contractual Services
19	Professional Services	\$ 60,324	\$ 115,000	\$ 153,757	\$ 150,000	\$ 35,000	Contemplates 20% Increase in Professional Services
20	Equipment Lease	\$ 6,729	\$ 6,729	\$ 6,729	\$ 13,500	\$ 6,771	Renew Scrubber Lease /Re-classify other Items as Lease Expense
21	Printing & Publication	\$ 5,376	\$ 8,230	\$ 6,009	\$ 6,300	(\$1,930)	Contemplates 20% Reduction in Printing
22	Monitoring (Lab Samples)	\$ 33,217	\$ 35,000	\$ 27,112	\$ 32,000	(\$3,000)	Keeps FYE 2021 Budget Amount
23	Training/Meetings/Meals	\$ 10,281	\$ 20,000	\$ 5,590	\$ 20,000	\$ 0	More Training for Staff
24	Utilities	\$ 144,609	\$ 180,350	\$ 161,828	\$ 170,000	(\$10,350)	Contemplates 8% Reduction in Utilities Expense
25	Government Fees	\$ 82,635	\$ 77,234	\$ 43,469	\$ 82,635	\$ 5,401	Keeps FYE 2020 Actual Amount
26	Repairs & Maintenance	\$ 188,439	\$ 236,000	\$ 159,232	\$ 175,000	(\$61,000)	Contemplates 30% Reduction in Repairs & Maintenance Expense
27	Ratepayer write offs	\$ -	\$ 2,000	\$ -	\$ -	(\$2,000)	Contemplates Not Writing Off Any Rate Payers
28	Total Operating Expenses	\$ 1,912,684	\$ 2,150,431	\$ 1,982,398	\$ 2,305,231	\$ 154,800	
	Net Operating Gain/(Loss)	\$ 210,294	\$ -	\$ 318,472	\$ 2,508		

	A	F	G	H	I	J	K
1	Water - 5-Year Capital Improvement Plans DRAFT	2020/21	Not Used 2020/2021	2021/22	2022/23	2023/24	2024/25
2	Distribution (NBS Study)						
3	Calle Lindero - Trunk Line			\$ 155,000			
4	Valve Replacement Project (\$6,000 per valve)	\$ 45,000	\$ 33,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
5	Upgrade Cla-Vals - Pressure Reducing Stations			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
6	Meter Replacement Program	\$ 45,000	\$ 14,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
7	Water Main Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	SCADA System	\$ 25,000	\$ 25,000	\$ 75,000	\$ -	\$ -	\$ -
9	Water Pressure Reduction Project	\$ 43,824	\$ -	\$ -	\$ -	\$ -	\$ -
10	Equipment (NBS Study)						
11	Backup Generator - Shop w/Auto Transfer Switch	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -
12	Purchase Company Vehicle GM -50%			\$ 15,000			
13	Replace Dump Truck					\$ 65,000	
16	Replace Electric Gate	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
17	Case Tractor / Backhoe (50%)				\$ 45,000		
18	Storage (NBS Study)						
19	Rehabilitate Reservoir Tanks						
20	Tank #1 East (Cathodic Protection, Inspection, Evaluation)	\$ -	\$ -	\$ 30,000	\$ 17,500	\$ 115,000	
21	Tank #2 West (Cathodic Protection, Inspection, Evaluation)	\$ -	\$ -	\$ 30,000	\$ 17,500		\$ 115,000
22	Reservoir (New for Development)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Treatment (NBS Study)						
24	Water Treatment Plant (New for Development)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Wells & Pumping (NBS Study)						
26	New Well Installation - #8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Replace or Rebuild Waukesha Engine	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
28	Well #6 Rehabilitation	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 70,000
29	Well #7 Rehabilitation	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -
30	Well #5 Rehabilitation	\$ 62,500	\$ -	\$ -	\$ -	\$ 80,000	\$ -
31	Solar Energy (50% Water)						
32	Construction Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Solar Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Sub Total	\$ 221,324	\$ 72,000	\$ 495,000	\$ 380,000	\$ 420,000	\$ 325,000
35	Contingency	\$ 21,026		\$ 49,500	\$ 38,000	\$ 42,000	\$ 32,500
36	TOTAL	\$ 242,349	\$ 72,000	\$ 544,500	\$ 418,000	\$ 462,000	\$ 357,500
37			\$ (72,000.00)	\$ 472,500			

Wastewater - 5-Year Capital Improvement Plans (DRAFT)	2020/21	Not Used 2020/2021	2021/22	2022/23	2023/24	2024/25
Collections						
Collection System Replacement (Slip Lining)						
Video & Clean Sewer Lines	\$ 40,000	\$ 8,000	\$ 53,000	\$ 35,000	\$ 25,000	\$ 25,000
Equipment						
Replace Vehicle 2007 GMC Pickup				\$ 60,000		
Case Tractor / Backhoe (50%)				\$ 45,000		
Purchase Company Vehicle GM (50%)			\$ 15,000			
Replace Ford Ranger (50%)						
New Jetter	\$ 40,000	\$ 27,800	\$ 65,000			
Lift Station						
Lift Station Upgrades (limited scope)						
Lift Station (retain spare parts to minimize repairs)	\$ 165,000	\$ 130,000	\$ 100,000			
Lift Station - Wet Well Coating					\$ 55,000	
Wastewater SCADA Install				\$ 35,000		
Property Acquisition						
Backup Generator Portable						
Backup Generator Stationary			\$ 65,000			
Line Pond #8 to reduce Lift Station overflow impact				\$ 50,000	\$ 50,000	\$ 50,000
Sewer Treatment						
Pond Valve Stem Replacement	\$ 40,000		\$ 40,000	\$ 40,000	\$ 40,000	
Aeration System Replacement						
Pond Rehabilitation or Bio-remediation (see below)			\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Bio-Remediation (Sludge Removal)	\$ -					
Aeration System - Developments						
New Wastewater Treatment System (Development Depend)						
New Wastewater Treatment System - Addt'l. Loads						
Solar Energy (50% Wastewater)						
Construction Bid Documents, Specifications, PM Estimate			\$ -			
Solar Energy Installation						
Total	\$ 285,000	\$ 165,800	\$ 338,000	\$ 365,000	\$ 270,000	\$ 175,000
Contingency	\$ 27,075		\$ 33,800	\$ 36,500	\$ 27,000	\$ 17,500
TOTAL	\$ 312,075		\$ 371,800	\$ 401,500	\$ 297,000	\$ 192,500
			\$ (165,800)			
			\$ 206,000			



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Jerry Gruber

DATE: April 21, 2021

SUBJECT: Review and Discuss Previous Committee Meetings and Consider Proposed Future Committee Meeting Dates

Recommendation:

Staff recommends that the Board of Directors Discuss and Consider Previous and Proposed Future Committee Meeting Dates.

Fiscal Impact:

The Fiscal Impact is unknown at this time and will be dependant upon the number of meetings attended by Directors and Staff.

Discussion:

The District has five (5) Standing Committees and one (1) Ad-Hoc Committee. Staff recommends the Committee Members consider adopting a calendar to schedule future meetings. General Manager Jerry Gruber also has points for the Committee Members to consider.

Attachment - Summary of Committee Meetings.

Committee	Completed Meeting Date	Summary of Discussion	Future Meeting Date	Topics for Discussion
Wastewater	11/30/2020	Review and discuss current Wastewater Treatment Plant Status and Forward Acktion Plans	TBD	TBD
		Director Fasold lead a discussion regarding action items and follow ups that included: Discussions with RWQCB regarding reporting effluent point of compliance, Development of WWTP Standard Operating Procedures, Upgrades to Mesa Oaks Lift Station, Installing a liner in Rucker Point #8, Compliance with the Time Schedule Order Tasks and Dates, Implementing any recommendations at the WWTP Ponds from Steve Harris's October 2, 2020 Memo and Critical spare parts on hand at the Lift Station		
Finance	3/26/2021	Discuss and review the preliminary budget along with CIP preliminary budget	TBD	Development Account Placement, Credit Cards for District
Water	3/26/2021	Discussed the installation of the Surge Tank	TBD	TBD
Energy	11/24/2020	Scheduling 2 vendors to meet and discuss solar	TBD	TBD
Personnel	3/12/2021	Discussed and agreed on creation of Administrative Services Manager Position	TBD	TBD
Development Agreement	4/7/2021	City of Lompoc Summary Discussion	TBD	TBD

Western Management Area Committee for Groundwater Sustainability	4/14/2021	Update provided by General Manager	TBD	TBD
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