

Board of Directors
Steve Dietrich, President
Myron Heavin, Vice President
Jim Keeling, Financial Director
Jorge Magana, Director
Matthew Starbuck, 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, August 16, 2023
4:30 PM
1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room

Agenda

Public and staff may access the meeting via Zoom:

URL to sign in for video access.

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

Meeting ID: 946 700 6985

To access the meeting via telephone:

Dial in 1 (669) 900-9128

Director Jim Keeling attending via Teleconference at:

4462 Coalmine Rd Medford, OR 97504

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Comment** – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes (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, August 15, 2023.**
- 4. 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) July 26, 2023, Special Board Meeting
 - ii) July 31, 2023, Special Board Meeting
 - B. Activity Reports for July**
 - i) General Manager and Administration Reports
 - ii) Water and Wastewater
 - iii) Goals and Committee Updates

C. Financial Reports

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

5. Regular Business

A. Discussion and Consideration of awarding a construction contract to Crosno Construction Inc., for the Water Tank Rehabilitation Project

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

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

ADJOURN TO CLOSED SESSION

7. Public Comment on Closed Session

8. Closed Session

- A.** Public Employment Pursuant to Government Code Section 54957(b)
Position: General Manager
- B.** Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(4) – One (1) case

RECONVENE

Report out of Closed Session

Regular Board Meetings are held on the third Wednesday of each month beginning at 4:30 PM Copies of the staff reports, or written materials provided for Mission Hills CSD for Open Session agenda items may be obtained upon request and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during regular business hours. Closed Session items are not available for public review.

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

Board of Directors

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Brad Hagemann, General Manager

**Mission Hills Community Services District
Board of Directors Special Meeting Minutes
Wednesday July 26, 2023
SPECIAL MEETING**

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

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:33pm on Wednesday, July 26, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Steve Dietrich, Myron Heavin, Jim Keeling and Matthew Starbuck.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Carol Reynolds, Angel Diosdado, and Javier Rodriguez.

OTHERS PRESENT:

Brenda Ford, Victor Jordan, and Bill Buelow

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment-None

No members of the public

4. Consent Agenda

A. Approval of Minutes

- i) June 21, 2023, Regular Meeting Minutes

B. Activity Reports for June

- i) General Manager and Administrative Reports
- ii) Water and Wastewater

iii) Goals and Committee Updates

C. Financial Reports

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

Approved Consent Items

Motion made by Director Heavin and seconded by Director Dietrich, to approve the Consent Agenda as presented. **Motion passed 4-0 vote.**

5. Discussion Items**A. Discuss and consider an appointment to fill the Director vacancy, with the term expiring in December 2024.**

No action was made during this meeting, the Board decided to defer this item until the next scheduled meeting. Staff informed the Board that there was one additional individual that didn't attend this meeting but applied for the vacant position.

B. Discuss and Consider Electing a Board Vice President for the remaining of 2023.

Director Dietrich nominated Director Heavin as Vice President for the remainder of 2023. Motion was made by Director Dietrich and second by Director Starbuck.

Motion passed 4-0

C. Presentation by Mr. Bill Buelow, Assistant General Manager, Santa Ynez River Water Conservation District regarding the status of the GSA WMA.

Bill Buelow presented a summary of the Ground Water Sustainability Act. This was an information only item, no action was taken by the Board.

D. Discuss and consider approving an Agreement for consultant Services with Stantec Engineering for Design and preparation of Bid Documents for a new water well and water tank to support the Burton Ranch Development Agreement.

Motion Made by Director Dietrich and Second by Director Keeling to approve the Agreement for Consultant Services with Stantec Engineering for Design and Preparation of Bid Documents for a new water well and water tank to support the Burton Ranch Development Project.

Motion Passed 4-0 vote.

E. Discuss and consider approving a new water and sewer Will Serve Request for a proposed 47-unit Studio Apartment Project at 1426 Burton Mesa Blvd.

Motion made by Director Dietrich and second by Director Heavin to approve the Water and Sewer Will Serve request for the proposed 47-unit Studio Apartment Project at 1426 Burton Mesa Blvd.

Motion Passed 4-0 vote.

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

A. General Manager’s Comments- None

B. Directors’ Comments- None

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

With no further business to come before the Board, the meeting was adjourned at 8:05pm.

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary

Board of Directors

Steve Dietrich, President
Myron Heavin, Vice President
Jim Keeling, Director
Matthew Starbuck, Director



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Brad Hagemann, General Manager

**Mission Hills Community Services District
Board of Directors Special Meeting Minutes
Wednesday July 31st, 2023
SPECIAL MEETING**

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

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 5:00pm on Wednesday, July 31, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Steve Dietrich, Myron Heavin, Jim Keeling and Matthew Starbuck.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Carol Reynolds, and Lupe Huitron

OTHERS PRESENT:

Jorge Magana

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment-None

No members of the public

4. Discussion Items

A. Discuss and consider an appointment to fill the Director Vacancy, with the term expiring in December 2024 (Item continued from the July 26, 2023, Board meeting)

A motion was made by Director Heavin and second by Director Keeling to appoint Jorge Magana as the new Director to serve on the Mission Hills Community Services District Board, with the term expiring in December, 2024.

Motion Passed 4-0.

A. General Manager’s Comments- None

B. Directors’ Comments- None

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

With no further business to come before the Board, the meeting was adjourned at 5:45pm.

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for
July 2023

Administrative Assistant/Board Secretary

- Assisted customers with payments and setting up water & Sewer Services
- Answered incoming calls and placed calls.
- Put together a new Board Member binder that includes information pertaining to new Directors serving on the Board.
- Scheduled District Vehicles for maintenance
- Continues sending out Back-flow testing reminders to District Customers
- posted required documents on Districts website to ensure compliance.
- Uploaded and recorded completed Back-flow Testing sheets that are coming in from consumers.
- Reached out to Legal Counsel and inquired about the records retention policy.
- Signed on to a couple websites and removed the job post for the General Manager position. (The other company's we previously posted on were set to expire after 30-60 days.)
- Request updated Calibration (test kit evaluation reports) and Certs from the Plumbers to ensure all compliance is being applied when testing the Backflows for our consumers.

Customer Service/Account Receivables

- Applied 10% late fee non pay JLY: # 134 accounts.
- 1 Residential Account locked off April bal. due \$ 3,202.
- Funding from Low Income program for Res. Accounts: \$0 this month. *However, funding has been extended until 2024.*



General Manager and Administrative Activity Reports for
July 2023

Administrative Services Manager

- Facilitated GM Recruitment Review/Interviews
- Participated in Personnel Meeting
- Participated in Board Meetings
- Met with CPA for FYE Audit
- Completed 5 ACWA/JPIA, CSDA Leadership Webinars
- Completed ACWA/JPIA Claim Documentation
- Participated in Board Member Recruitment
- Provided ACWA/JPIA with Insurance Updates
- Processed Auto Pays
- Attended CSDA Meeting
- Reviewed Priorities with Operations Manager on Weekly Basis
- Reviewed New Grant Availability on a Daily Basis
- Worked with IT as Needed
- Completed Fund Transfers
- Assisted Customers with Payments
- Completed Check Deposits
- Completed Cash Deposits

General Manager Report

General Manager will provide an oral report to the Board at the meeting.

Board of Directors:

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



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General Manager, Brad Hagemann

**MISSION HILLS COMMUNITY SERVICES DISTRICT
Water Reports – July 2023**

Monthly Water Distributed: 18.4 MG

Daily average: 0.59 MGD

Monthly Water Sold: 20.12 MG (includes first week of August)

Monthly Wastewater Influent: 5.2 MG

Wells

- Well 6 quarterly emissions maintenance was completed by Energy Link
- Repaired Well exhaust leaks and replaced section of exhaust pipes.

Tanks

- Pro-3 Automation installed new level transmitters at both tanks to replace original failed level transmitters.

Compliance

- Completed and submitted State Water Resource Control Board (SWRCB) monthly reports.
- 2022 Consumer Confidence Report Certification was submitted.
- Lead and Copper annual testing sample bottles were sent to the participating 20 residents.
- 2023 Safer Report was submitted for the 2nd quarter.
- Semi- annual Santa Ynez River Conservation Report was submitted.

Distribution System Maintenance/Repair

- Replaced 13 Hersey meters to Kamstrup meters.
- Repaired 2 service line leaks and 1 main break.
- Preventative Maintenance Program: **July**
 - Hydrant Maintenance: 8
 - Valve exercised: 14.



MISSION HILLS COMMUNITY SERVICES DISTRICT Wastewater Report – July 2023

Total Plant Monthly Influent flow: 5.2 MG

Average Daily Flow: 170,812 GPD

Ratio of Avg Daily Water produce to Avg. Daily Wastewater Flow: 170,812/ 594,000 = 29%

Compliance

- Submitted CIWQS monthly No-Spill Report for the month of July.
- Collected all weekly settleable solids samples.
- Collected 3rd Qtr. samples for wastewater plant, source water, and monitoring well.
- Submitted the Semi-Annual TSO.
- Submitted 2nd Qtr. Self-Monitoring Report.

Collection System/Lift Station

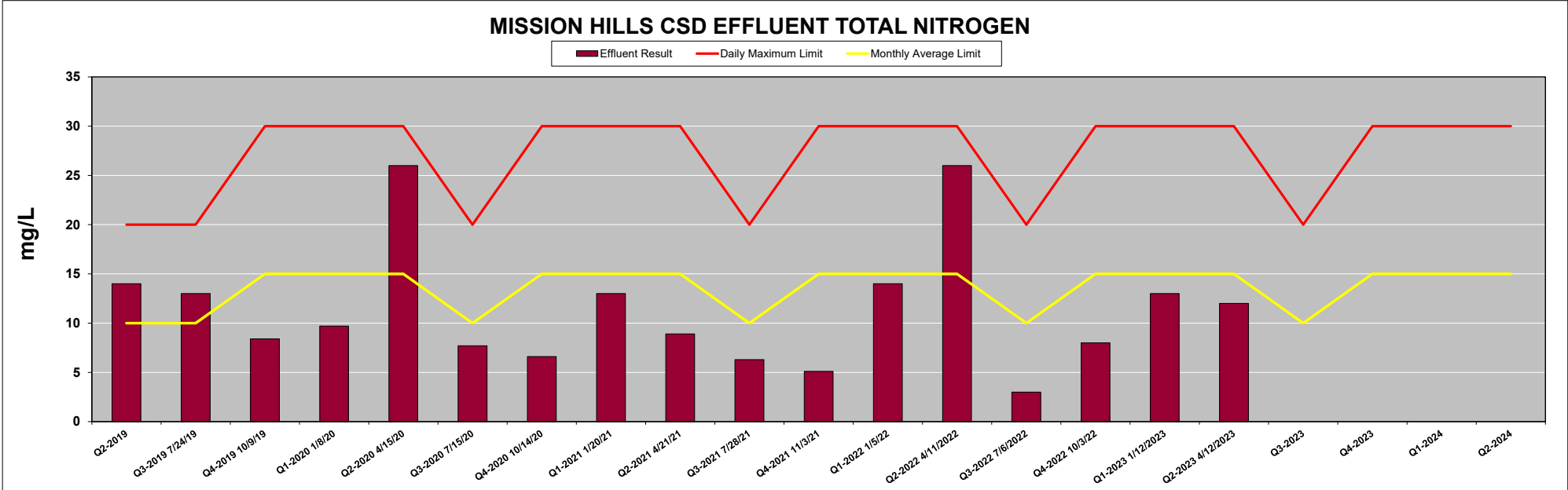
- Continued monitoring of Wetwell Wizard. No further smell complaints
- Received collections cleaning tools for jetter.

Wastewater Plant

- Muffin Monster grinder seized; typical life span is between 3-5 years. A new grinder section was purchased.
- Quarterly maintenance was completed on blower #1 and put into service.
- Site visit from Regional Board Regulator on July 19th. Waiting for the field report.

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	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024
Daily Maximum Permit 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	8	13	12				



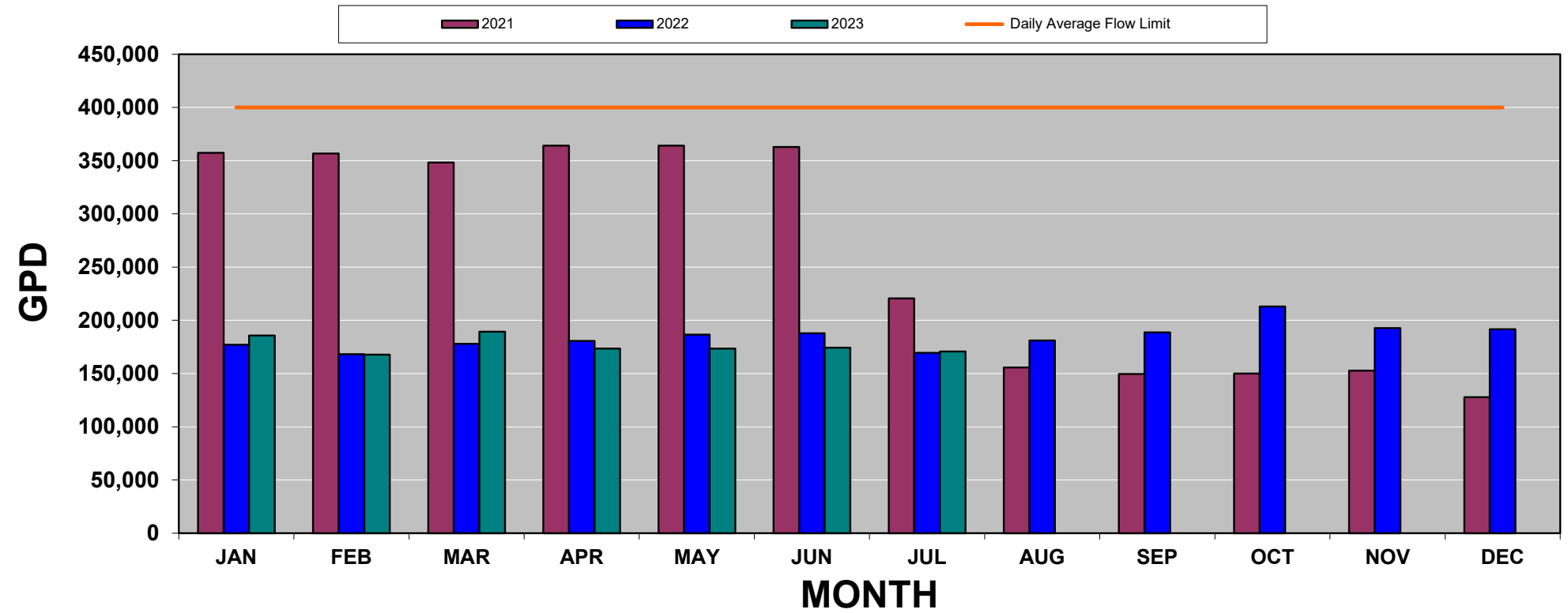
MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

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

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

Jan 2021- Jun 2021 inaccurate Flo-dar meter readings

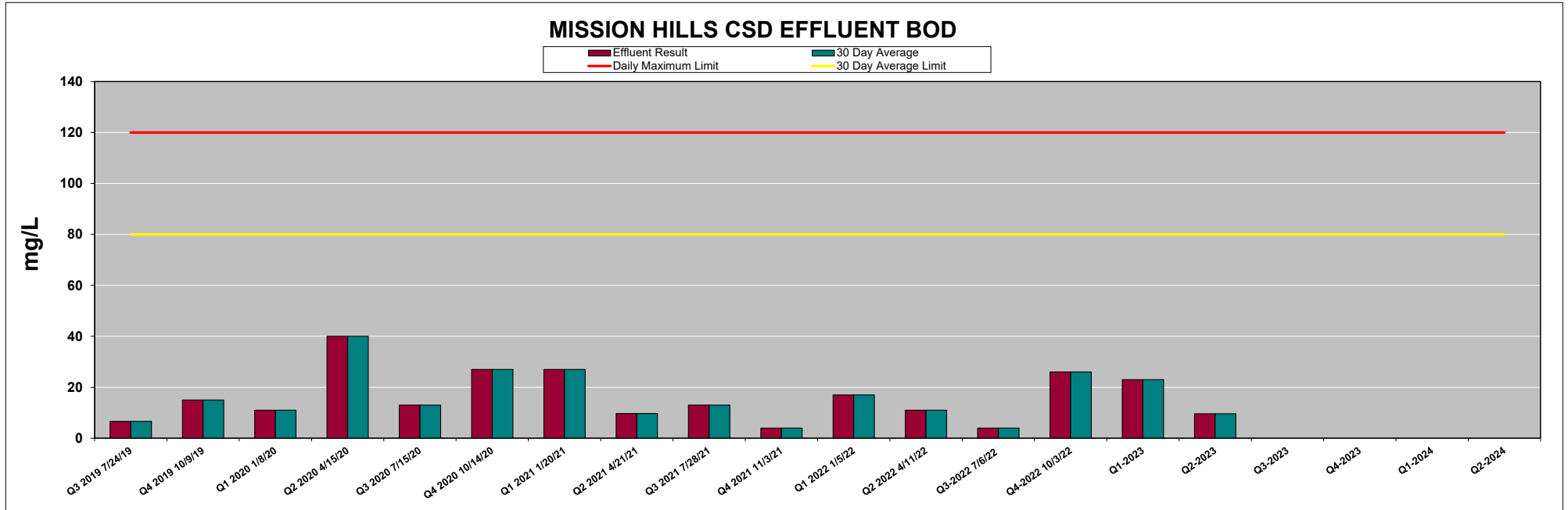
MISSION HILLS CSD AVERAGE DAILY FLOW



MISSION HILLS CSD EFFLUENT BOD (mg/L)

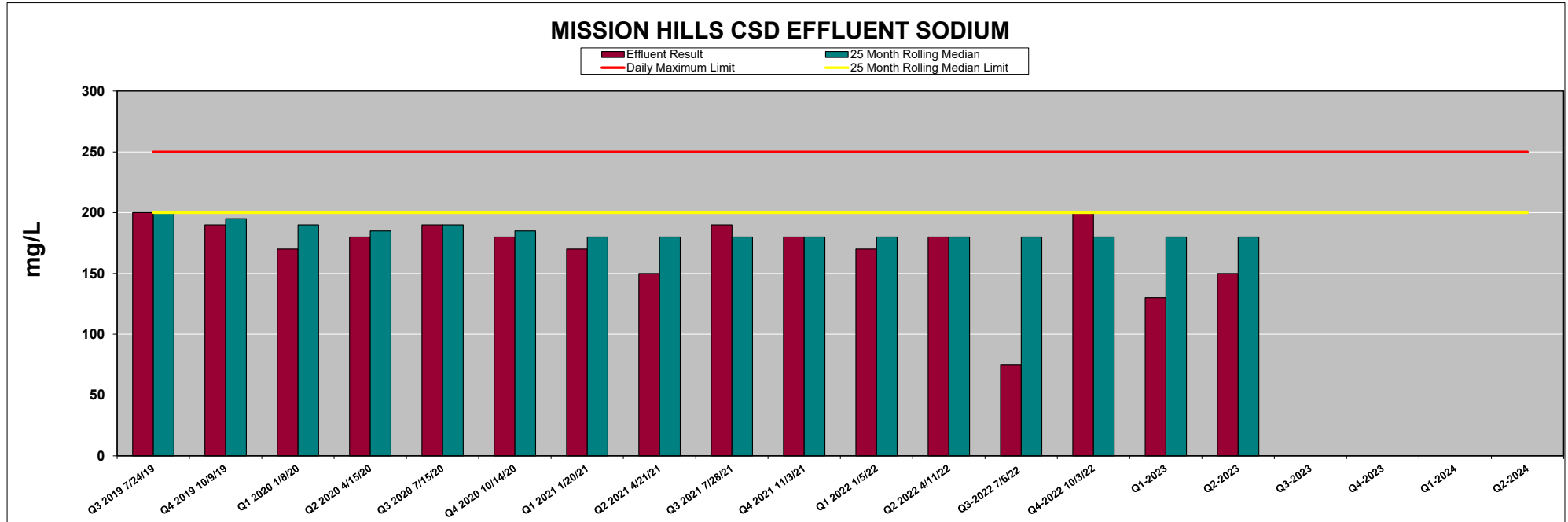
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day Average Permit 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	26	23	10					
30 Day Average	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10					

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



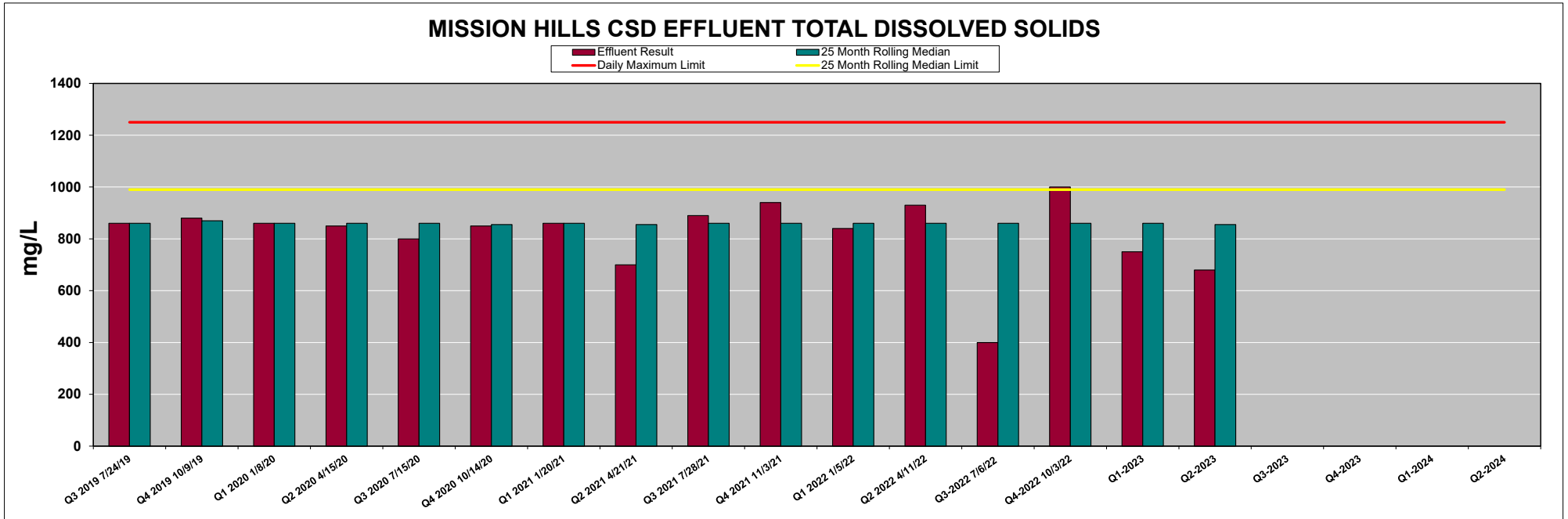
MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

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	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit 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	200	130	150					
25 Month Rolling Median	200	195	190	185	190	185	180	180	180	180	180	180	180	180	180	180					



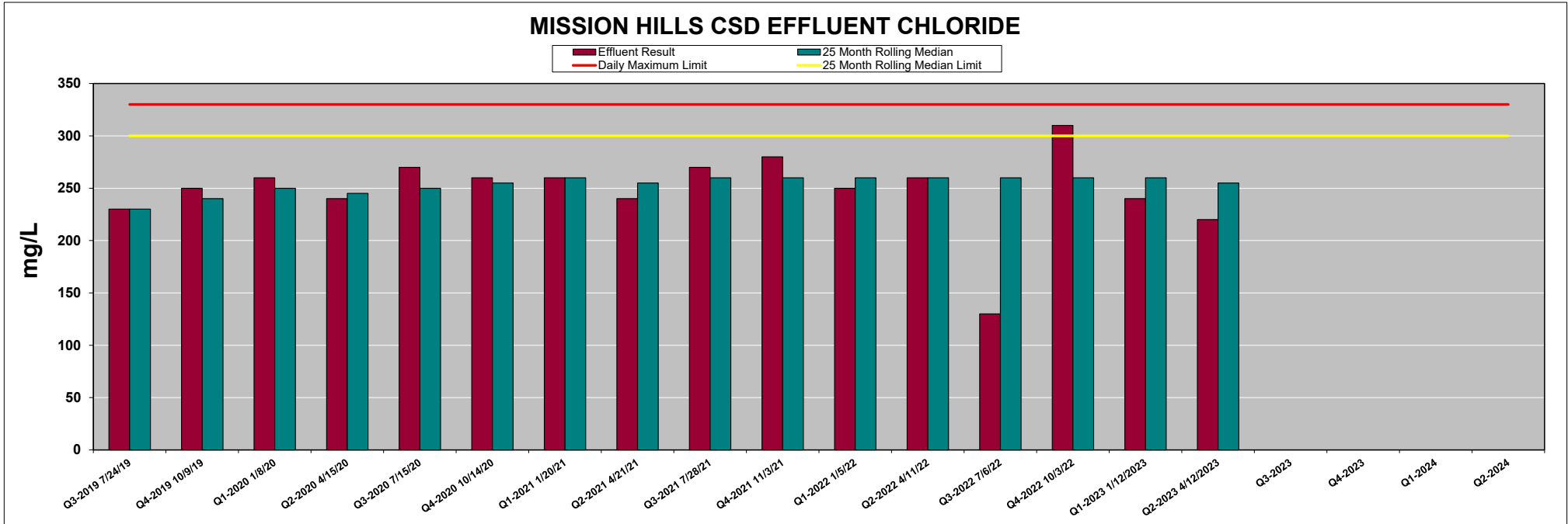
MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

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	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit 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	1,000	750	680					
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855					



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	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit 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	310	240	220					
25 Month Rolling Median	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	255					



Top Goals

Established by Board of Directors

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

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

Staff continues to carefully monitor the treatment system to keep the effluent total Nitrogen levels in compliance with the TSO and WDR standards. The most recent compliance monitoring results and process control monitoring results have remained below the permit limits. Staff continues to work on isolating the pond valves so we can perform maintenance and repair as needed and we are working on implementing chloride reduction measures by inspecting areas that have the highest level of chlorides in their wastewater and offering information and encouragement to change out older water self-regenerating systems to canister exchange systems. RWQCB conducted an inspection on July 19, 2023. We expect to receive a report from them within the next few weeks.

2. General Manager Recruitment

The Board will conduct final interviews for the best qualified candidates during Closed Session at the August 16, 2023 Board meeting.

3. Cost Reduction – Energy usage and other applicable initiatives

Please refer to the Energy Committee Update.

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

Staff continues to post content on the Districts Facebook page, Facebook Forums, District's Bulletin Board, District's website, and the Next-Door local Neighborhood website. A variety of Topics have been posted via social media. Staff has been posting a new item about every three weeks. Also refer to the Public Outreach Committee summary.

5. Pursue Grant Funding Opportunities for Capital Projects

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

MHCSD COMMITTEE MEETING UPDATES**August 16, 2023, Board Meeting**

(Updated August 9, 2023)

Committee	Summary Discussion	Completed Meeting Date
Water Starbuck & Dietrich Alt-Keeling	Committee members met on June 14, 2023, to discuss the Stantec Proposal to provide engineering design services for the Burton Ranch projects. The Committee did not meet on August 9th, 2023. The next meeting is scheduled for September 13 th , if needed.	June 14, 2023
Wastewater Starbuck & Heavin Alt-Dietrich	Committee members provided an oral summary of their March 13 th meeting at the March 29 th Board meeting. The Committee did not need to meet on July 10, 2023. The next meeting is scheduled for September 13 th , if needed.	March 13, 2023
Finance Dietrich & Keeling Alt-Heavin	The Committee members met on June 14, 2023, to discuss retaining a consultant to update the District's Water and Sewer Connection Fees. The Committee did not need to meet on August 9 th . The next meeting is scheduled for September 13 th , if needed.	June 14, 2023
Energy Heavin & Starbuck Alt-Dietrich	On August 2 nd , Director Heavin and GM Hagemann met with a representative from Rare Electric to discuss a battery option for the WWTP and the sewage lift station. Staff provided the Rare representative with the last since months of PG&E data. Rare agreed to work up an estimate for installing batteries. Later that same day, Hagemann had a video conference with Watthub representatives to review an updated concept proposal to install solar panels and batteries at the WWTP. Hagemann will share that information with the Committee when received from Watthub.	August 12, 2023
Personnel Keeling & Dietrich Alt-Starbuck	Committee Members met on July 12, 2023, to discuss the status of the GM recruitment process. The Committee provided an update to the Board at the July 26, 2023, Board meeting. The next meeting is scheduled for September 13 th , if needed.	July 12, 2023
GSA for WMA Heavin Alt-General Manager	The July 26, 2023, the WMA GSA meeting was cancelled. The next WMA GSA held a Special meeting on August 8, 2023. The purpose of the Special Meeting was to review and approve submission of a response to the SWRCB. Director Heavin will	August 8, 2023

	provide a summary of the Special Meeting at the August 16, 2023, Board meeting.	
Community Engagement Heavin & Keeling Alt-Starbuck	Staff continues to post content on social media, Districts Bulletin Board, District, website, and the Next-door Neighborhood website. Based on direction from the Board at the July Board meeting, staff recently posted information pertaining to water softeners. Next meeting TBD	July 26, 2023
Development Dietrich & Keeling Alt-Starbuck	Development Committee did not meet. Next meeting TBD.	

Mission Hills Community Services District
Revenue and Expense Prev Year Comparison
July 2023

Consent Item 4. C. i

	Jul 23	Jul 22	\$ Change	Explanation
Ordinary Income/Expense				
Income				
4005 · 48 hour notice fees	0.00	315.00	-315.00	
4025 · Construction hydrant meter	0.00	496.00	-496.00	
4045 · Late fees	2,078.73	1,785.34	293.39	
4050 · Miscellaneous income	0.00	68.00	-68.00	
4060 · Reconnection fees	0.00	369.95	-369.95	
4075 · Returned check fees	0.00	25.00	-25.00	
4085 · Sewer basic charges	97,994.30	84,284.24	13,710.06	Rate Increase
4095 · Street sweeping charges	1,500.84	1,504.80	-3.96	
4105 · Water basic charges	58,991.74	60,399.05	-1,407.31	Slight Rate Reduction
4115 · Water usage charges	56,551.92	55,554.72	997.20	Slight Consumption Increase
Total Income	217,117.53	204,802.10	12,315.43	Slight Revenue Increase
Gross Profit	217,117.53	204,802.10	12,315.43	
Expense				
6000 · Salaries and wages				
6005 · Wage expense	58,522.74	51,873.65	6,649.09	Fully Staffed
6010 · Payroll tax expense	4,819.94	4,290.40	529.54	Fully Staffed
Total 6000 · Salaries and wages	63,342.68	56,164.05	7,178.63	
6050 · Employee benefits				
6060 · Disability insurance	245.65	264.63	-18.98	
6065 · Health insurance	10,645.99	9,665.17	980.82	
6075 · Retirement expenses	1,581.08	1,300.07	281.01	
6090 · Vacation & Sick Leave	3,745.60	4,222.95	-477.35	
6095 · Benefit Administration	0.00	778.98	-778.98	
Total 6050 · Employee benefits	16,218.32	16,231.80	-13.48	
6100 · Director fees	750.00	0.00	750.00	
6110 · Depreciation expense	28,189.70	28,189.70	0.00	
6140 · Vehicle expenses				
6145 · Tractor and equipment	0.00	801.08	-801.08	
6150 · Vehicle fuel	1,410.10	0.00	1,410.10	Timing Usage
6155 · Vehicle maintenance	1,256.21	0.00	1,256.21	Maintenance Timing
Total 6140 · Vehicle expenses	2,666.31	801.08	1,865.23	
6170 · Insurance expense				
6180 · Liability insurance	925.00	0.00	925.00	
6185 · Property insurance	13,883.05	10,650.24	3,232.81	Rate Increase 2023
Total 6170 · Insurance expense	14,808.05	10,650.24	4,157.81	
6190 · Dues and memberships	144.65	4,800.00	-4,655.35	Timing of Payments
6200 · Office expenses				
6205 · Bank fees and charges	0.00	77.47	-77.47	
6210 · Cash (over) / short	0.01	1.00	-0.99	
6225 · Miscellaneous expenses	14.00	100.00	-86.00	
6230 · Office supplies	0.00	678.55	-678.55	
6235 · Postage expense	2,268.00	708.33	1,559.67	Re-fill Postage Machine 2023
6240 · Subscriptions	90.00	0.00	90.00	
6245 · Office Equipment	177.63	177.63	0.00	
Total 6200 · Office expenses	2,549.64	1,742.98	806.66	
6300 · Operating supplies and expenses				
6310 · Miscellaneous supplies	2,250.96	287.98	1,962.98	Uline, Famcon
6325 · Portable equipment	0.00	1,380.89	-1,380.89	Sewer Plugs 2022
6330 · Shop supplies	0.00	783.25	-783.25	

Mission Hills Community Services District
Revenue and Expense Prev Year Comparison
July 2023

	Jul 23	Jul 22	\$ Change	Explanation
6335 · Small tools and appliances	1,574.91	40.99	1,533.92	Wastewater Supplies
6340 · Chemicals				
6342 · Bioremediation	0.00	-459.09	459.09	
6344 · Chlorine	1,510.25	1,709.55	-199.30	
6345 · Corrosion inhibitor	5,281.68	5,413.58	-131.90	
6347 · Other chemicals	0.00	252.88	-252.88	
Total 6340 · Chemicals	6,791.93	6,916.92	-124.99	
Total 6300 · Operating supplies and ex	10,617.80	9,410.03	1,207.77	
6350 · Safety expenses				
6360 · Protective Clothing/Uniforms	1,409.88	492.81	917.07	
Total 6350 · Safety expenses	1,409.88	492.81	917.07	
6410 · Contractual services				
6420 · Cleaning service	200.00	200.00	0.00	
6425 · Office equip maintenance	161.48	113.74	47.74	
6430 · Internet access	168.35	326.70	-158.35	
6435 · Landscaping services	0.00	1,016.84	-1,016.84	Weed Abatement & Tree Trimming 2022
6437 · Pest Control	110.00	100.00	10.00	
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	1,635.50	2,233.75	-598.25	
6452 · Credit Card Processing	232.50	133.03	99.47	
6453 · Software Subscriptions	0.00	435.50	-435.50	
6455 · Street sweeping services	1,471.18	1,414.60	56.58	
6460 · Uniforms	0.00	1,087.65	-1,087.65	Timing Purchases 2022
6466 · Emissions Testing	1,651.18	0.00	1,651.18	Waukesha Maintenance 2023
6470 · Other contractual services	18.75	8,931.57	-8,912.82	120V Receptacle Installation 2022
Total 6410 · Contractual services	5,761.44	16,105.88	-10,344.44	
6475 · Professional services				
6476 · Financial Management Fees	0.00	1,596.00	-1,596.00	RNC Genter Mgmt Fees 2022
6480 · Accounting services	1,844.22	922.07	922.15	
6490 · Legal services	610.13	0.00	610.13	
Total 6475 · Professional services	2,454.35	2,518.07	-63.72	
6505 · Equipment lease and rentals	0.00	994.57	-994.57	
6525 · Research and monitoring				
6535 · Monitoring expense	538.00	2,262.70	-1,724.70	Change of Contractor 2023
Total 6525 · Research and monitoring	538.00	2,262.70	-1,724.70	
6600 · Travel and meetings				
6610 · Meals	120.00	15.27	104.73	
6620 · Staff training	0.00	1,207.95	-1,207.95	CRWA & Springbrook 2022
Total 6600 · Travel and meetings	120.00	1,223.22	-1,103.22	
6650 · Utilities				
6660 · Dump fees	21.00	0.00	21.00	
6665 · Electrical	12,436.94	15,067.90	-2,630.96	Lower Costs 2023
6670 · Natural gas	1,107.20	3,480.05	-2,372.85	Lower Consumption 2023
6685 · Telephone	65.06	405.70	-340.64	
6691 · Trash & Recycling	322.50	0.00	322.50	

Mission Hills Community Services District
Revenue and Expense Prev Year Comparison
July 2023

	Jul 23	Jul 22	\$ Change	Explanation
Total 6650 · Utilities	13,952.70	18,953.65	-5,000.95	
6720 · Repairs and maintenance				
6730 · Distribution expense	265.00	0.00	265.00	
6745 · Lift station expenses	0.00	705.13	-705.13	
6760 · Shop and equip repairs	0.00	248.32	-248.32	
6765 · Supplies and small tools	0.00	721.92	-721.92	
6775 · Filtration Plant	0.00	182.73	-182.73	
6785 · Wells and pumping	0.00	3,992.86	-3,992.86	Surface Pumps 2022
6790 · Waste water plant	0.00	855.17	-855.17	
6795 · Other repairs and mainten	16,500.00	0.00	16,500.00	Pellham Leak 2023
Total 6720 · Repairs and maintenance	16,765.00	6,706.13	10,058.87	
Total Expense	180,288.52	177,246.91	3,041.61	
Net Ordinary Income	36,829.01	27,555.19	9,273.82	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	0.00	1,892.97	-1,892.97	Timing Entry
7010 · Interest income	17,007.38	3,997.40	13,009.98	Better Return 2023
Total Other Income	17,007.38	5,890.37	11,117.01	
Net Other Income	17,007.38	5,890.37	11,117.01	
Net Income	53,836.39	33,445.56	20,390.83	

Mission Hills Community Services District
Disbursements Journal
July 2023

1000 · FSB - Operating

Date	Num	Name	Amount	Explanation
07/10/2023	33411	ACWA/JPIA *Medical Insuranc	-11,443.89	Monthly Health Ins
07/10/2023	33412	Comcast	-168.35	
07/10/2023	33413	Compuvision	-390.00	
				Vehicle Maintenance and Fuel
07/10/2023	33414	County of Santa Barbara- Gen	-1,654.50	
07/10/2023	33415	De Lage Landen Financial Ser	-177.63	
				CCR Postcards, Envelopes
07/10/2023	33416	Inklings Printing Company	-2,069.96	
07/10/2023	33417	Jon's Lawn Mowing	-336.59	
07/10/2023	33418	O'Connor Pest Control	-110.00	
07/10/2023	33419	Office Depot Business Credit	-128.37	
				Postage Meter Refill
07/10/2023	33420	Pitney Bowes Reserve Account	-2,268.00	
				Troubleshoot East Tank Transmitter
07/10/2023	33421	Pro3 Automation Inc	-1,200.00	
07/10/2023	33422	Quadient Leasing USA, Inc.	-396.14	
				Parking Lot & Street Sweeping
07/10/2023	33423	SP Maintenance Services, Inc.	-2,271.18	
07/10/2023	33424	Staples Business Credit	-94.37	
07/10/2023	33425	USA BlueBook	-344.08	
07/10/2023	33426	Verizon	-200.44	
07/10/2023	33427	Wallace Group	-2,537.50	SSMP Update
07/10/2023	33428	Waste Management	-322.50	
07/10/2023	33429	Refund	-73.49	Rate Payer Refund
07/10/2023	33430	Refund	-59.82	Rate Payer Refund
07/10/2023	33431	Harben California	-67,614.45	Jetter
				Property Ins, Qtrly WC Audit
07/21/2023	33432	ACWA Joint Powers Insurance	-17,594.18	
07/21/2023	33433	American Industrial Supply	-331.24	
07/21/2023	33434	Brenntag Pacific, Inc	-6,791.93	Chemicals
07/21/2023	33435	California Special Districts Assi	-120.00	
07/21/2023	33436	Carmel & Naccasha LLP	-610.13	
07/21/2023	33437	City of Lompoc	-21.00	
				IT Ongoing & New Ticket Items
07/21/2023	33438	Compuvision	-1,440.50	
07/21/2023	33439	Core & Main	-316.86	
				Water Tank Rehab June 2023
07/21/2023	33440	Crosno Construction Inc	-88,559.47	
07/21/2023	33441	CSDA	-1,844.22	Audit Assistance
07/21/2023	33442	Home Depot	-1,072.66	Various Items
07/21/2023	33443	Iflow Energy Solutions, Inc	-54,790.41	Meters
07/21/2023	33444	Juana Garcia Rodriguez	-200.00	Janitorial Service
07/21/2023	33445	Kendra L Estes Marketing Supp	-1,423.88	Uniforms
				Consortium Annual Membership
07/21/2023	33446	Liebert Cassidy Whitmore	-4,855.00	
07/21/2023	33447	Linde Gas & Equipment Inc	-44.40	
07/21/2023	33448	Mission Paving Inc	-16,500.00	Pellham Leak
07/21/2023	33449	Mr. Backflow	-265.00	
07/21/2023	33450	Pro3 Automation Inc	-1,935.00	SCADA
07/21/2023	33451	Santa Maria Times	-90.00	
				Semi Annual Groundwater Report
07/21/2023	33452	Santa Ynez River Water Conse	-2,954.69	
07/21/2023	33453	Smith Alarms & Electronics, Inc	-112.50	

Mission Hills Community Services District
Disbursements Journal
July 2023

Consent Item 4. C. ii

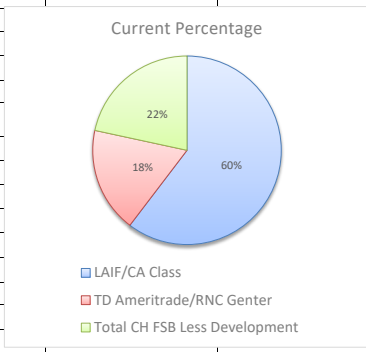
	Date	Num	Name	Amount	Explanation
	07/21/2023	33454	Underground Service Alert of S	-18.75	
	07/21/2023	33455	Valley Rock Ready Mix, Inc.	-962.21	
	07/26/2023	33456	ACWA JPIA	-925.00	
	07/26/2023	33457	American Water Works Associ:	-507.00	
	07/26/2023	33458	Clinical Labs of San Bernardinc	-538.00	
	07/26/2023	33459	County of Santa Barbara - DPV	-144.65	
	07/26/2023	33460	Energy Link	-1,651.18	Waukesha Service
	07/26/2023	33461	Famcon Pipe & Supply Inc.	-1,929.23	Various Items
	07/26/2023	33462	Frontier Communications	-65.06	
	07/26/2023	33463	Mission Paving Inc	-3,000.00	Craig Street Leak
	07/26/2023	33464	Pro3 Automation Inc	-3,496.93	SCADA
	07/26/2023	33465	Standard Insurance Company	-245.65	
	07/26/2023	33466	Uline	-278.11	
Total 1000 · FSB - Operating				-309,496.10	
1060 · CHCU - General					
	07/01/2023	EFT	Tierzero	-133.90	
	07/06/2023	EFT	PG&E	-2,622.00	WWTP Utility Bill
	07/17/2023	EFT	PG&E	-262.95	Office Utility Bill
	07/17/2023	EFT	PG&E	-4,341.50	Well #5 Utility Bill
	07/17/2023	EFT	PG&E	-4,990.86	Well #7 Utility Bill
					Lift Station Utility
	07/17/2023	EFT	PG&E	-2,061.36	Bill
	07/17/2023	EFT	PG&E	-53.44	Well #6 Utility Bill
	07/17/2023	EFT	PG&E	-716.32	Shop Utility Bill
					Street Light Utility
	07/25/2023	EFT	PG&E	-10.51	Bill
	07/26/2023	EFT	SoCalGas	-1,086.44	Well #6 Utility Bill
	07/31/2023	EFT	Right Networks	-128.00	
Total 1060 · CHCU - General				-16,407.28	
1070 · CHCU - Payroll					
	07/05/2023		Payroll	-20,773.56	
	07/07/2023	E-pay	EDD	-1,518.24	
	07/07/2023	E-pay	IRS USATAXPYMT	-5,777.94	
	07/07/2023	EFT	CA State Disbursement Unit/E>	-299.07	
	07/10/2023	1371	Matrix Trust Company	-4,308.73	401K/457
	07/19/2023		Payroll	-22,028.55	
	07/19/2023		BOD Payroll	-685.87	
	07/21/2023	E-pay	EDD	-1,717.27	
	07/21/2023	E-pay	IRS USATAXPYMT	-6,358.94	
	07/21/2023	EFT	CA State Disbursement Unit/E>	-299.07	
	07/21/2023	1372	Matrix Trust Company	-4,787.40	401K/457
	07/28/2023	EFT	AFLAC	-66.82	
Total 1070 · CHCU - Payroll				-68,621.46	
1075 · CHCU - ACH					
	07/16/2023	EFT	Springbrook (ACH Services)	-232.50	
Total 1075 · CHCU - ACH				-232.50	
TOTAL				-394,757.34	

Variation From Projected Income

Fiscal Year Ending 6-30-2024

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation				
Jul-22	\$ 119,125	\$ 115,544	\$ (3,581)	\$ 83,708	\$ 97,994	\$ 14,286	\$ 10,705	26,883	22,621	22,833
Aug-22	\$ 117,875			\$ 83,708			\$ -		25,390	24,714
Sep-22	\$ 116,250			\$ 83,708			\$ -		20,829	21,744
Oct-22	\$ 115,800			\$ 83,708			\$ -		16,842	20,569
Nov-22	\$ 114,125			\$ 83,708			\$ -		15,567	19,427
Dec-22	\$ 113,625			\$ 83,708			\$ -		10,999	14,236
Jan-23	\$ 92,175			\$ 83,708			\$ -		9,757	11,259
Feb-23	\$ 96,375			\$ 83,708			\$ -		9,472	13,761
Mar-23	\$ 95,595			\$ 83,708			\$ -		9,024	12,444
Apr-23	\$ 91,625			\$ 83,708			\$ -		13,645	14,081
May-23	\$ 109,750			\$ 83,708			\$ -		19,652	19,099
Jun-23	\$ 111,125			\$ 83,708			\$ -		19,089	19,758
Total	\$ 1,293,445	\$ 115,544	\$ (3,581)	\$ 1,004,500	\$ 97,994	\$ 14,286	\$ 10,705	26,883	192,887	213,925
								Year to Date Monthly Averages		
YTD avg	100%	9%		100%	10%			26,883	16,074	17,827
								Yearly Average	16,074	17,827
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)										

Bank Account Summary													
		7/31/2023											
LAIF		\$1,781,631											
California Class		\$502,970											
TD Ameritrade/RNC Genter		\$682,155											
Coast Hills FCU													
Checking		\$321,621											
Development		\$0											
Investment Checking		\$202											
Savings		\$0											
Payroll		\$44,515											
ACH (Sweep Account)		\$1,000											
Total Coast Hill FCU		\$367,338											
Five Star Bank													
Operating		\$277,073											
Development		\$111,671											
Money Market		\$173,535											
ACH (Sweep Account)		\$0											
Payroll		\$0											
Total Five Star Bank		\$562,279											
Combined Balance		\$3,896,373											
Monthly Change		-\$53,866											
Fiscal Year Monthly Change To Date		-\$53,866											
INVESTMENT STRATEGY													
Along with resuming active management, the Finance Committee and Staff recommend a balanced distribution of monies as stated below between TD Ameritrade, LAIF and Coast Hills Credit Union/Five Star Bank. This distribution will allow the District to maximize yields													
Recommended Investment Strategy:													
01. Coast Hills CU/Five Star Bank: \$300,000													
Goal of about 10%													
02. TD Ameritrade: 50% of balance of unrestricted cash													
Goal of about 45%													
03. LAIF: 50% of the balance of unrestricted													
Goal of about 45%													



Mission Hills Community Services District								1
Budget to Actual Comparison								0.08
Jul-23								11
	Budgeted	Prorated Budget	Actual		Remainder	% of Budget	Explanation	
	Fiscal Year 23-24	Jul-23	Jul-23	Difference	Budgeted Amount	8%		
Income								
Late Fees/Charges	\$ 40,000	\$ 3,333	\$ 2,079	\$ (1,255)	\$ 37,921	5%	Slightly Lower Than Budgeted	
Water Service	\$ 1,358,034	\$ 113,170	\$ 115,544	\$ 2,374	\$ 1,242,490	9%	Slightly Higher than Budgeted	
Sewer Service	\$ 1,173,590	\$ 97,799	\$ 97,994	\$ 195	\$ 1,075,596	8%	On Track With Budget	
Street Sweeping	\$ 18,000	\$ 1,500	\$ 1,501	\$ 1	\$ 16,499	8%	On Track With Budget	
	\$ 2,589,624	\$ 215,802	\$ 217,118	\$ 1,316	\$ 2,372,506	8%	Revenue is on Target with Budget	
	Budgeted	Prorated Budget	Actual		Remainder			
	Fiscal Year 23-24	Jul-23	Jul-23	Difference	Budgeted Amount			
Expense								
Salaries & Wages	\$ 787,873	\$ 65,656	\$ 63,343	\$ 2,313	\$ 724,530	8%	On Track With Budget	
Employee Benefits	\$ 285,000	\$ 23,750	\$ 16,218	\$ 7,532	\$ 268,782	6%	Slightly Lower Than Budgeted	
Director Fees	\$ 15,000	\$ 1,250	\$ 750	\$ 500	\$ 14,250	5%	Less Meetings Than Budgeted	
Depreciation	\$ 372,648	\$ 31,054	\$ 28,190	\$ 2,864	\$ 344,458	8%	On Track With Budget	
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense	
Vehicle Expense	\$ 30,000	\$ 2,500	\$ 2,666	\$ (166)	\$ 27,334	9%	Slightly Higher Than Budgeted	
Insurance	\$ 40,000	\$ 3,333	\$ 14,808	\$ (11,475)	\$ 25,192	37%	Paid Property & Cyber In Full Timing	
Memberships	\$ 40,000	\$ 3,333	\$ 145	\$ 3,189	\$ 39,855	0%	Lower Than Budgeted	
Office Expenses	\$ 25,000	\$ 2,083	\$ 2,550	\$ (466)	\$ 22,450	10%	Slightly Higher Than Budgeted	
Operating Supplies	\$ 20,000	\$ 1,667	\$ 3,826	\$ (2,159)	\$ 16,174	19%	Famcon, Uline, USA BlueBook Payment Timing	
Chemicals	\$ 75,000	\$ 6,250	\$ 6,792	\$ (542)	\$ 68,208	9%	Lower Than Budgeted	
Safety	\$ 5,000	\$ 417	\$ 1,410	\$ (993)	\$ 3,590	28%	Uniform Purchase Timing	
Contractual Services	\$ 125,000	\$ 10,417	\$ 5,761	\$ 4,655	\$ 119,239	5%	Lower Than Budgeted	
Professional Services	\$ 70,000	\$ 5,833	\$ 2,454	\$ 3,379	\$ 67,546	4%	Lower Than Budgeted	
Printing & Publication	\$ 5,000	\$ 417	\$ -	\$ 417	\$ 5,000	0%	No Printing & Publication	
Equipment Lease	\$ 7,500	\$ 625	\$ -	\$ 625	\$ 7,500	0%	No Equipment Lease Payments	
Monitoring	\$ 25,000	\$ 2,083	\$ 538	\$ 1,545	\$ 24,462	2%	Lower Than Budgeted	
Travel/Meetings/Meals	\$ 20,000	\$ 1,667	\$ 120	\$ 1,547	\$ 19,880	1%	Lower Than Budgeted	
Utilities	\$ 225,000	\$ 18,750	\$ 13,953	\$ 4,797	\$ 211,047	6%	Lower Than Budgeted	
Government Fees	\$ 100,000	\$ 8,333	\$ -	\$ 8,333	\$ 100,000	0%	No Government Fees	
Repairs & Maintenance	\$ 80,000	\$ 6,667	\$ 16,765	\$ (10,098)	\$ 63,235	21%	Pellham Leak	
Ratepayer Write Offs	\$ 25,000	\$ 2,083	\$ -	\$ 2,083	\$ 25,000	0%	No Uncollectables or Write Offs	
	\$ 2,378,021	\$ 198,168	\$ 180,289	\$ 17,880	\$ 2,197,732	8%	Expenses Are On Track With Budget	
Resolution 15-229 - Budget Preparation and Approval Process								
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget, the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.								
				5% =	\$ 118,901.05			



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Brad Hagemann, General Manager

DATE: August 16, 2023

SUBJECT: Discussion and Consideration of awarding a construction contract Additional Task Order to Crosno Construction Inc., for coating the exterior of the West Water Tank.

Recommendation:

Staff recommends that the Board of Directors approve a Task Order to coat the exterior of West Water Tank for an amount of \$211,027.

Fiscal Impact:

The approved fiscal year 2023/2024 Capital Improvement Program budget includes funding for completion of the West Water Tank Roof Repair and Rehabilitation. The budget does not include funding for this additional Task Order to coat the exterior of the West Tank. If approved, staff will need to update the CIP program to add an additional \$200,000 to the Tank Rehab project or defer an approved project and re-direct those funds for this project.

Discussion:

At the November 16, 2022, Board meeting, the Board awarded a contract to Crosno Construction for Roof Repair and Rehabilitation of the District's 800,000 gallon water tanks. The scope of work included complete rehab and exterior coating of the East Tank and only rehab of the West tank. Crosno completed work on the East Tank in June and the tank was back in service by mid-June. Work on the West Tank is scheduled to begin in mid-September.

In July, staff requested Crosno to provide a Tank Order to prepare and completely coat the exterior of the West Tank. It will be most cost effective and have the least operational impacts for the District to coat the exterior of the tank, while Crosno is mobilized on-site and the tank is empty for rehab.

In early August Crosno provided a budget of \$211,027 to prep and coat the West Tank. The contract cost to prep and coat the exterior of the East Tank was approximately \$275,000. Staff assumes that since the existing West Tank coating does not contain elevated levels of lead and Crosno will already be on-site to conduct the repair and rehab work, the cost to prep and coat the West Tank is approximately 25% lower than the East Tank. Staff recommends that the Board approve the Task Order to prep and coat the exterior of the West Tank at this time, instead of waiting a year or two, as it provides the best value for the District.



MISSION HILLS COMMUNITY SERVICES DISTRICT

6. 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