

Board of Directors

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



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

Brad Hagemann, Interim General Manager

**Mission Hills Community Services District
Board of Directors
REGULAR MEETING**

Wednesday, November 17, 2021
4:30PM

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

Agenda

To access the meeting via Zoom:

URL to sign in for video access

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

Meeting ID: 946 700 6985

Dial in: 1 669 900 9128

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Comment on Closed Session** – Members of the public may address the Board regarding the Closed Session items for up to 3 minutes. If you are unable to attend, you can submit comments to admin@mhcsd.org until the Board adjourns to 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.** Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2) – One (1) case: Shaffer v. MHCSD
 - C.** Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Agency Designated Representative: Timothy Carmel, District Counsel
Unrepresented Employee: General Manager
 - D.** Public Employment pursuant to Government Code Section 54957(b)
Position: General Manager

RECONVENE

Reports out of Closed Session

- 5. Public Comment** – Members of the public, for up to 3 minutes may address the Board on any item within the jurisdiction of the Board not included on this agenda. If you are unable to attend, you can submit written comments to admin@mhcsd.org until the conclusion of this agenda item.

6. Consent Items – Staff recommends the Directors approve the Consent Agenda in one motion. Members of the public may comment.

A. Consideration of Approval Minutes

- i. October 20, 2021, Regular Meeting

B. Activity Reports for October

- i. Administrative includes Administration Services Manager, General Manager, Administrative Assistant, and Customer Service reports.
- ii. Wastewater & Wastewater Graphs
- iii. Water
- iv. Goals and Committee Updates.

C. Financial Reports

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

7. Regular Business

A. Discussion and Consideration of Retaining Tuckfield & Associates to Update the September 2020 Rate Study.

B. Discussion and Consideration of Reissuance of Can and Will Serve Letter for the Brisa Encina Supporting Housing Project, 1490 Burton Mesa Blvd.

C. Discussion and Consideration of Approval of Employment Agreement with Brad Hagemann for the General Manager Position.

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 Board Meeting Agenda.

- A.** General Manager Report
- B.** Directors' Comments
- C.** Public Comments

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 are posted on the District's website (www.mhcsd.org), 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, please contact the 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)



MISSION HILLS COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes

4:30 PM Wednesday, October 20, 2021

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, October 20, 2021, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Bruce Nix, Karina Naughton, Steve Dietrich, Myron Heavin and Jim MacKenzie.

DIRECTORS ABSENT:

None.

STAFF PRESENT:

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

OTHERS PRESENT:

Timothy Carmel, Tim Campen, Al E. Eschenbach and Mark Hensley.

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comments on Closed Session: No public comments

4. Closed Session: 4:33PM

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

-No Reportable Action Taken

B. Public Employment Pursuant to Government Code Section 54957
Position: General Manager

-No Reportable Action Taken

RECONVENE- 5:35PM

5. Public Comment: No public comment

6. Consent Items

A. Approval of Minutes:

- i. June 10, 2021, Special Meeting
- ii. September 15, 2021, Regular Meeting
- iii. September 27, 2021, Regular Meeting

B. Activity Reports for September

- i. Administrative Includes: Administrative Services Manager, General Manager, Administrative Assistant and Customer Service Report.
- ii. Wastewater
- iii. Water
- iv. Goals and Committee Updates.

C. Financial Reports

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

Approved Consent Items:

Motion made by Director Jim MacKenzie and seconded by Director Myron Heavin to approve the consent calendar as presented.

Vote to approve Consent Agenda was 5-0.

7. Regular Business

A. Presentation on Fiscal Year End June 30, 2020, Audited Financial Statements

Motion by Director Steve Dietrich, seconded by Jim MacKenzie to approve the Fiscal Year End June 30, 2020, Audited Financial Statements prepared by Glenn Burdette as discussed and presented by the representative. Vote was 5-0.

B. Discussion and Consideration of Approval of a Consultant Services Agreement with Phoenix Civil Engineering for preparation of Technical Specification for Pipeline Cleaning and Closed-Circuit Television Inspections and On-Call Civil Engineering Services

Motion by Director Jim MacKenzie, seconded by Bruce Nix to approve the Consultant Services Agreement with Phoenix Civil Engineering for Preparation of Technical Specifications for Pipeline Cleaning and Closed-Circuit Television Inspections. Vote was 5-0.

C. Discussion and Consideration of Approval of a Consultant Services Agreement with Wallace Group for Sanitary Sewer Management Plan Update

Motion by Director Bruce Nix, seconded by Karina Naughton to approve the Consultant Services Agreement with the Wallace Group for Sanitary Sewer Management Plan Update in an amount not to exceed \$17,776. Vote was 5-0.

8. Communications: None.

ADJOURNMENT: 9:15am

With no further business to come before the Board, the Meeting adjourned 9:15am.

Respectfully Submitted:

Lupe Huitron

Myron Heavin, President

Lupe Huitron, Board Secretary



Administrative Activity Reports
October 2021

Administrative Assistant

- Worked on Meeting Minutes for September 15th and September 27th and presented them in October's Board Meeting.
- Processed Payments
- Answered Phone calls (customer Inquiries)
- Completed Springbrook entries
- Attended a 3-day webinar for utility Billing
- Traveled to Anaheim for a Board Secretary Conference/Training.
- Continued Scanning and Uploading Resolutions
- Assisted Carol with bank reconciliations.
- Assisted the Santa Barbara County elections Dept in reserving our Board Room for the 2022 election cycle.
- Assisted Carol with obtaining the number and amount of past due accounts. (Table of information is in the Administrative Services Manager Report.)

Customer Service

- **Monthly:** New Customer Move Ins & Move outs- # 12
- Customers Enrolled in Auto Pay # 368
- Residential accounts that are not getting a 10% late fee: # **172** Active accounts
- # **19** Accounts that would be turned off for not paying during COVID **Only 3** have agreed to a payment plan
- (3) Commercial Accounts that haven't paid the monthly flat fees \$ 11,827 the Owner has called and stated that a payment plan would be submitted.



Administrative Activity Reports
October 2021

Administrative Services Manager

- Began Work on Fiscal Year Ending June 30, 2021
- Completed Accounts Payable
- Completed Payroll
- Completed Month End
- Facilitated Open Enrollment
- Worked to Fill General Manager Position
- Completed and Submitted Quarterly Tax Reports
- Completed Workers Compensation Audit
- Inquired About Continued Work on Rate Study
- Participated in 3-day Springbrook Training
- Completed Board Packet Reports
- Finalized Financial Statement with CPA
- Met with CSDA Financial Director to Secure Contract
- Worked on Can & Will Serve Letters

SPRINGBROOK AGING REPORT AS OF SEPTEMBER 30, 2021

# Days Past Due	\$ Amount	# Accounts
Current	\$,34,199.30	256
30-60 Days	\$447.22	13
60-90 Days	\$7,392.05	72
90-120 Days	3,755.11	31
Over 120 Days	\$29,795.13	81
Credit Totals (Over Payments)	(\$7,675.84)	453

Board of Directors

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Steve Dietrich, Vice President
Karina Naughton, Director
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Jim Mac Kenzie, Director



Consent Item 6.B.i

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Brad Hagemann, General Manager

General Manager Report Will be Done Verbally.

Board of Directors:

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



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General Manager; Jerome Gruber

**MISSION HILLS COMMUNITY
SERVICES DISTRICT
Wastewater Report – October 2021
Wastewater Influent Total Flow
10/01-10/31/2021: 5,163,929 Gallons**

Collection System/Lift Station

- 1) Time Schedule Order Task 9 & 10 were completed prior to the 10/31/2021 deadline.
- 2) Received a quote from American Safety Services for calibration/repair of the installed air monitor at the sewage lift station dry well. Work is scheduled to happen in November 2021.
- 3) Obtained a quote from Mission Paving to repair concrete ring around the manhole cover in the vicinity of 3453 Via Cortez.
- 4) Cut and Clean Landscaping Services cleared the lot around the sewage lift station to remove wildfire fuel.
- 5) CSD customer Ed Maschke reported a sewer gas smell emanating from inside of his home at 3302 Via Feliz. The vault in the street in front of the home was checked. There was sewer gas inside of the vault. It is not known how the customer could be smelling gas from inside of the home.

There were no sewer system overflows.

Wastewater Treatment Plant

- 1) 6'x14' pontoon boat that was purchased in 2020 was assembled.
- 2) Mission Hills CSD started collaborating with TriplePoint Environmental to optimize Nitrogen removal at the WWTP. TriplePoint conducted a sludge survey of pond 1A anoxic zone.

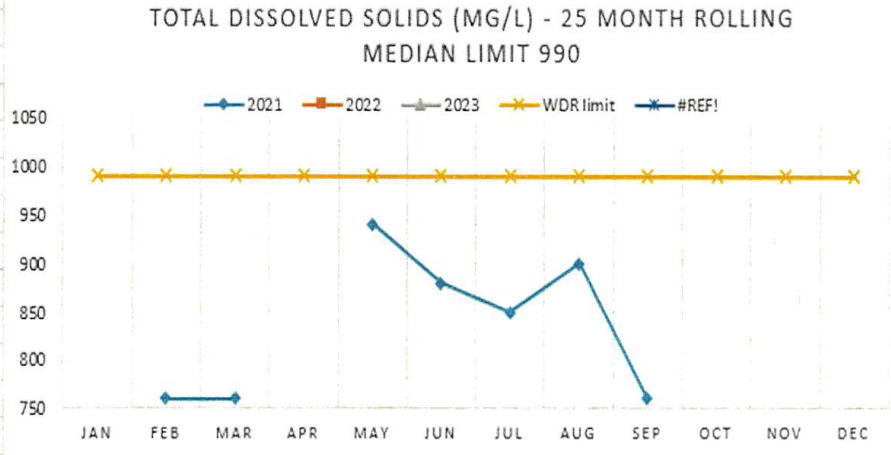
There were no Monitor and Reporting, Waste Discharge Requirement, or Time Schedule Order Permit violations.

Dale Oviedo
Chief Plant Operator
La Purisima WWTP
Mission Hills Community Services District

Wastewater Treatment Plant Effluent Constituents & Limitations

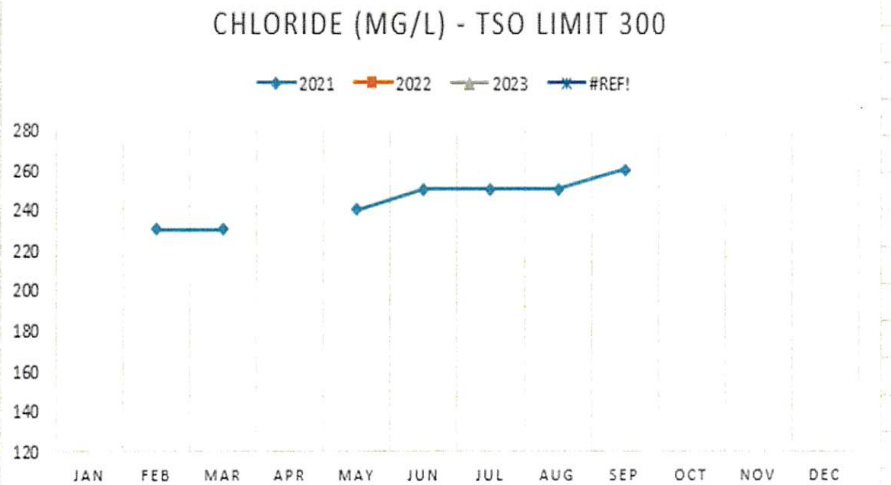
Total Dissolved Solids (mg/L)

	2021	2022	2023	WDR limit
Jan				990
Feb	760			990
Mar	760			990
Apr				990
May	940			990
Jun	880			990
Jul	850			990
Aug	900			990
Sep	760			990
Oct				990
Nov				990
Dec				990

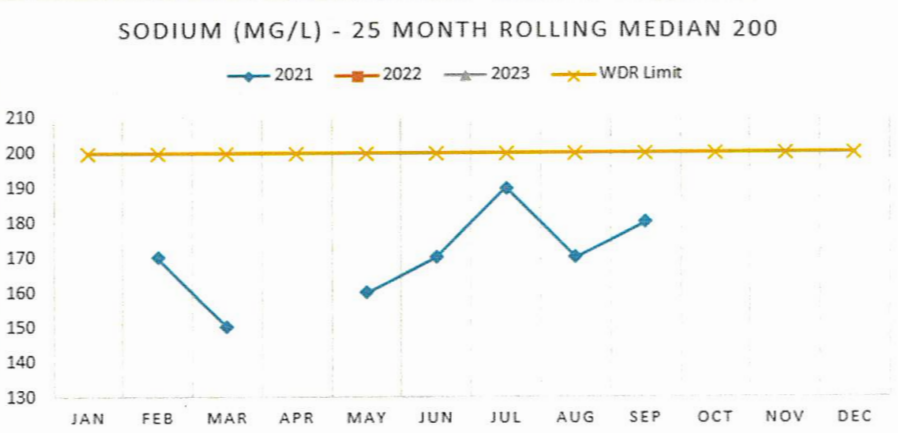


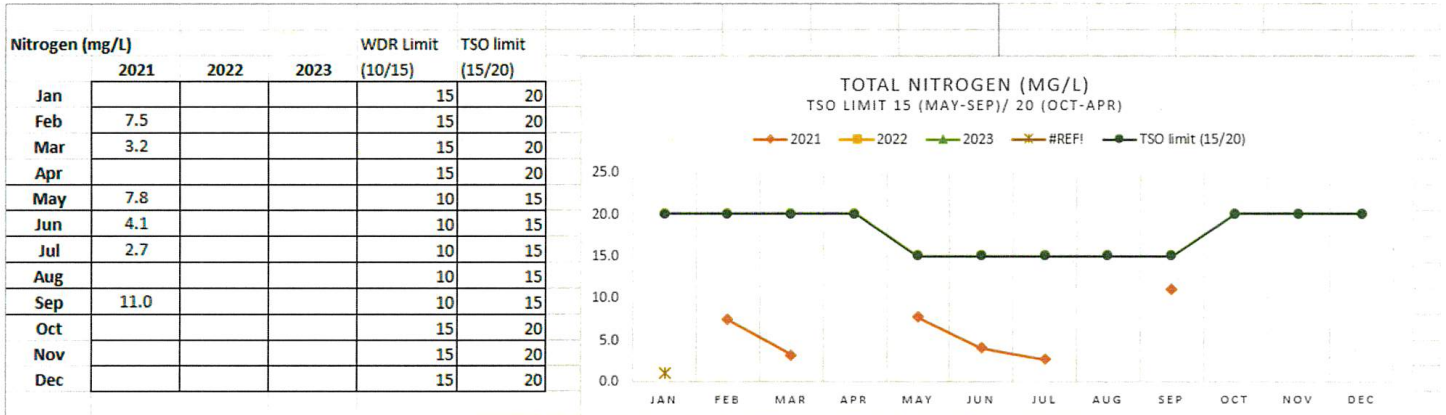
Chlorides (mg/L)

	2021	2022	2023	WDR Limit (250)
Jan				250
Feb	230			250
Mar	230			250
Apr				250
May	240			250
Jun	250			250
Jul	250			250
Aug	250			250
Sep	260			250
Oct				250
Nov				250
Dec				250

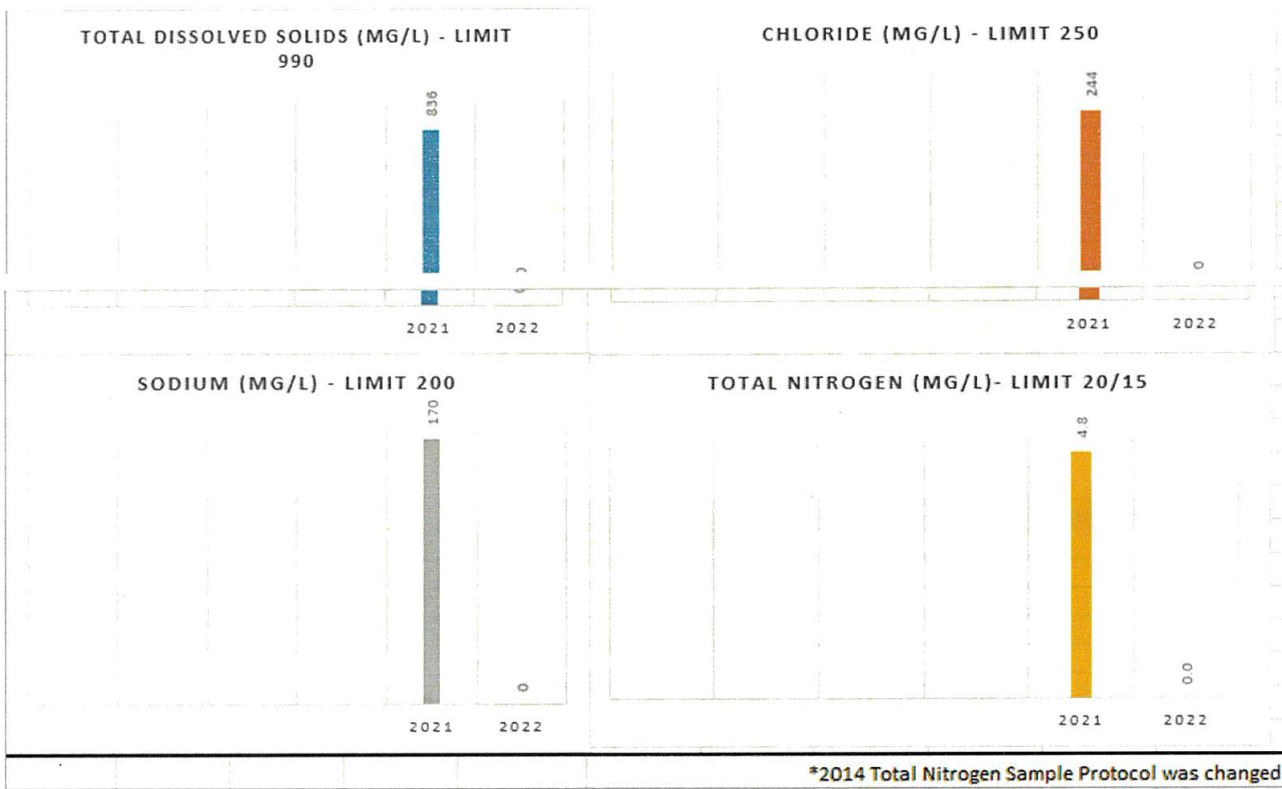


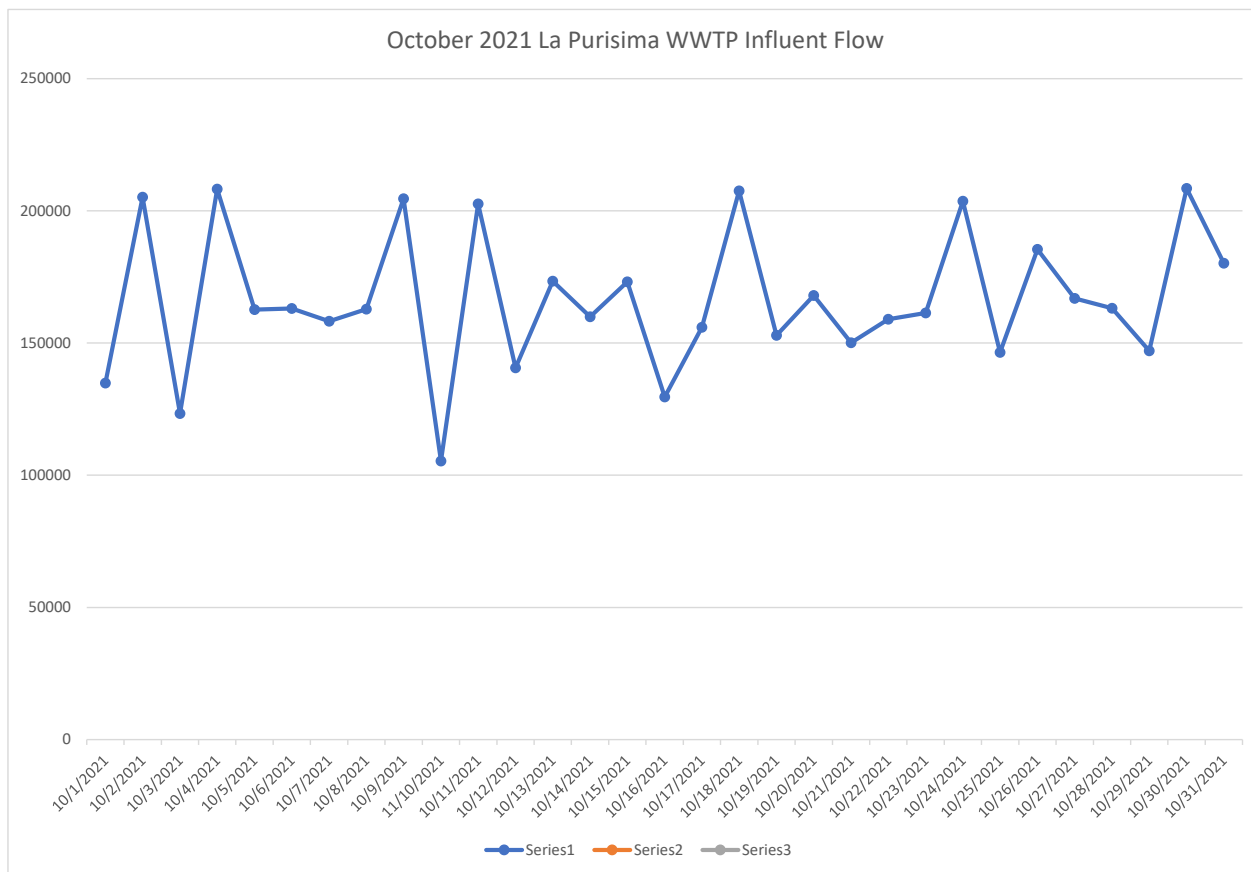
Sodium (mg/L)				
	2021	2022	2023	WDR Limit
Jan				200
Feb	170			200
Mar	150			200
Apr				200
May	160			200
Jun	170			200
Jul	190			200
Aug	170			200
Sep	180			200
Oct				200
Nov				200
Dec				200





Yearly Average Comparison					
	New WDR limits			2021	2022
Total Dissolved Solids (mg/L)	990			836	0
Chloride (mg/L)	250			244	0
Sodium (mg/L)	200			170	0
Total Nitrogen (mg/L)	15/20			4.8	0.0
			May thru September		6.4
			Jan thru Apr plus Oct&Nov		5.4
	TSO Total Nitrogen				
	Limits: May-Sept 15 mg/L				
	Oct-Apr 20 mg/L				







Board of Directors:

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

**MISSION HILLS COMMUNITY SERVICES DISTRICT
Water Reports – October 2021**

Water Distributed: 14,612,000 gallons (September 28- October 28)

Daily average: 471,300 gallons per day

Treatment:

- Ordered replacement hatches and gaskets for treatment filter vessels.
- Rented and installed external ultrasonic meter to verify flow on the new Magmeters that were installed previously in September.

Distribution System Maintenance/Repair

- Replaced **14** Hersey meters to Kamstrup meters.
- Main/Service leak or repair: **1** Main break on Marshall Lane.
- Pressure monitoring throughout distribution system using a 24-hour pressure chart.
- Raised manholes and valve cans for Santa Barbara County repaving project on Rucker Road and Manly Drive.

Recurring Tasks

Reservoirs

- **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)
 - Weed abatement.

Treatment Plant

- **Daily:**
 - Electronically record bulk storage tank levels
 - Determine daily filtration chemical rate.
 - Record water produced from Wells #5,6, & 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.
- **Quarterly:**
 - Mainline valve exercising (Jan, Apr, Jul, Oct)
 - Complete dead-end flushing (Feb, May, Aug, Nov)
 - Hydrant flushing (Mar, Jun, Sep, 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

2021 Officers / Directors

President: Myron Heavin
Vice President: Steve Dietrich
Finance Officer: Karina Naughton
Director: Bruce Nix
Director: Jim Mac Kenzie

2021 Committee Assignments

Standing Committees	Committee Members	Alternate
Operations		
1) Water (Reservoir, Wells, Treatment, Distribution)	Dietrich, Mac Kenzie	Nix
2) Wastewater (WDR, Aerators)	Mac Kenzie, Heavin	Naughton
3) Energy (Generators and Solar)	Heavin, Naughton	Nix
Personnel	Naughton, Nix	Heavin
Finance	Naughton, Nix	Dietrich
Ad-Hoc Committee	Committee Members	Alternate
4) Development Agreements	Dietrich, Heavin	Mac Kenzie
Representatives / Point of Contact	Committee Members	Alternate
5) VAFB IR Programs	Dietrich	Mac Kenzie
6) ACWA/JPIA	Board President	General Manager
7) Santa Ynez River Water Conservation District - Western Management Area Committee for Groundwater Sustainability	Heavin	Bruce

Top 5 Goals

Established by Board of Directors on September 16, 2020

1. Wastewater TN (Total Nitrogen), Na (Sodium) & Chloride concentration reduction plan and results to meet WDR requirements (not TSO but finalWDR), including sewer cleaning and inspection.

Brief Summary:

- **Task 9 was completed on 10/16/2021.**
- **Task 10 was completed on 10/29/2021**
- Sewer Jetting and Inspection- Jon Turner, w/Phoenix Engineering has submitted a proposal to write the specifications for jetting and CCTV work on the collections system. The specifications will be put out for bid from qualified contractors that are able and interested in doing this work for the CSD. The work will proceed after a contract between the CSD and Phoenix Engineering has been signed. **The project is 0% complete. The status of this project is the same.**
- Lift Station upgrade project- Jon Turner, w/Phoenix Engineering has submitted a proposal to write the specifications for upgrading the WW lift station. The proposed work includes but is not limited to: Moving the electrical switchgear from the dry well up to ground level; Installation of an installed emergency generator and automatic transfer switch. The work will proceed after a contract between the CSD and Phoenix Engineering has been signed. **The project is 0% complete. The status of this project is the same.**

2. Lawsuit defense against the City of Lompoc

Brief Summary:

- The Board will receive an update on this item in closed session at the September 27, 2021 Boardmeeting.

3. Water pressure surge control – Design/Build of the surge tank near the water treatment plant.

Brief Summary:

- Surge tank is in full service and operational.

4. Cost Reduction – Energy usage (solar) and other applicable initiatives

- Staff recommends meeting with the Energy Committee to discuss the feasibility of implementing solar for the existing infrastructure. Staff and Committee need to evaluate the capital cost and payback period to determine if it is cost effective to proceed.

5. Public Outreach – Implement regular information to the community.

Brief Summary: - Staff has made significant efforts on improving information posted on the website to include agendas, board packets, Consumer Confidence Report and the newsletter from the Santa Ynez River Water Conservation District. Staff has opened the office and is interacting with the public more frequently, thus resulting in more public outreach and information of the community.

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
October 2021

Consent Item 6.C. i

	A	B	C	D	E	F	G	H	J	L	M
								Oct 21	Oct 20	\$ Change	Explanation
1											
2											
3							Ordinary Income/Expense				
4							Income				
5							4005 · 48 hour notice fees	150.00	90.00	60.00	
6							4025 · Construction hydrant meter	450.00	100.00	350.00	
7							4075 · Returned check fees	25.00	50.00	-25.00	
8							4085 · Sewer basic charges	84,128.35	81,671.34	2,457.01	Slight Increase
9							4095 · Street sweeping charges	1,508.76	1,504.80	3.96	
10							4105 · Water basic charges	60,328.16	58,666.29	1,661.87	Slight Increase
11							4115 · Water usage charges	53,006.16	66,983.88	-13,977.72	Decreased Consumption
12							Total Income	199,596.43	209,066.31	-9,469.88	
13							Gross Profit	199,596.43	209,066.31	-9,469.88	
14							Expense				
15							6000 · Salaries and wages				
16							6005 · Wage expense	43,656.29	61,195.82	-17,539.53	Vacancies
17							6010 · Payroll tax expense	3,624.40	6,200.12	-2,575.72	Vacancies
18							Total 6000 · Salaries and wages	47,280.69	67,395.94	-20,115.25	
19							6050 · Employee benefits				
20							6060 · Disability insurance	0.00	229.19	-229.19	
21							6065 · Health insurance	9,098.92	10,679.01	-1,580.09	Less Employees
22							6075 · Retirement expenses	1,109.91	2,160.64	-1,050.73	Less Employees
23							6085 · Workers compensation expense	0.00	2,023.64	-2,023.64	Timing of Audit
24							6090 · Vacation & Sick Leave	1,644.07	16,406.27	-14,762.20	Payouts in 2020
25							6095 · Benefit Administration	89.32	89.82	-0.50	
26							Total 6050 · Employee benefits	11,942.22	31,588.57	-19,646.35	
27							6100 · Director fees	1,500.00	3,500.00	-2,000.00	Less Meetings
28							6110 · Depreciation expense	31,054.00	31,054.00	0.00	
29							6140 · Vehicle expenses				
30							6145 · Tractor and equipment	0.00	0.00	0.00	
31							6150 · Vehicle fuel	0.00	757.79	-757.79	
32							6155 · Vehicle maintenance	7.06	849.84	-842.78	
33							Total 6140 · Vehicle expenses	7.06	1,607.63	-1,600.57	
34							6170 · Insurance expense				
35							6180 · Liability insurance	0.00	1,522.00	-1,522.00	
36							Total 6170 · Insurance expense	0.00	1,522.00	-1,522.00	
37							6190 · Dues and memberships	252.00	7,253.00	-7,001.00	Timing of Memberships 2020
38							6200 · Office expenses				
39							6205 · Bank fees and charges	0.00	6.00	-6.00	
40							6210 · Cash (over) / short	-4.10	0.00	-4.10	
41							6215 · Cleaning supplies	0.00	23.05	-23.05	
42							6230 · Office supplies	0.00	192.71	-192.71	
43							6235 · Postage expense	570.00	666.67	-96.67	
44							6245 · Office Equipment	42.85	250.06	-207.21	
45							Total 6200 · Office expenses	608.75	1,138.49	-529.74	
46							6300 · Operating supplies and expenses				
47							6310 · Miscellaneous supplies	797.32	1,044.54	-247.22	
48							6325 · Portable equipment	169.18	-1,295.49	1,464.67	
49							6330 · Shop supplies	293.52	115.31	178.21	
50							6335 · Small tools and appliances	853.49	910.91	-57.42	
51							6340 · Chemicals				
52							6342 · Bioremediation	2,117.36	2,122.74	-5.38	
53							6344 · Chlorine	1,310.93	0.00	1,310.93	
54							6345 · Corrosion inhibitor	5,331.04	0.00	5,331.04	
55							Total 6340 · Chemicals	8,759.33	2,122.74	6,636.59	
56							Total 6300 · Operating supplies and ex	10,872.84	2,898.01	7,974.83	
57							6350 · Safety expenses				
58							6365 · Safety equipment	0.00	642.66	-642.66	
59							6375 · Other safety expenses	0.00	100.62	-100.62	
60							Total 6350 · Safety expenses	0.00	743.28	-743.28	
61							6410 · Contractual services				

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
October 2021

Consent Item 6.C. i

	A	B	C	D	E	F	G	H	J	L	M
1											
2								Oct 21	Oct 20	\$ Change	Explanation
62							6420 · Cleaning service	259.00	236.00	23.00	
63							6425 · Office equip maintenance	0.00	131.16	-131.16	
64							6430 · Internet access	0.00	159.73	-159.73	
65							6435 · Landscaping services	1,508.00	0.00	1,508.00	
66							6437 · Pest Control	50.00	50.00	0.00	
67							6445 · Security expense	112.50	112.50	0.00	
68							6449 · SCADA Support	1,360.00	0.00	1,360.00	
69							6450 · Software support	1,185.00	3,949.25	-2,764.25	
70							6452 · Credit Card Processing	173.77	248.54	-74.77	
71							6453 · Software Subscriptions	137.75	150.31	-12.56	
72							6455 · Street sweeping services	1,286.00	1,286.00	0.00	
73							6460 · Uniforms	0.00	348.91	-348.91	
74							6466 · Emissions Testing	0.00	1,264.45	-1,264.45	
75							6470 · Other contractual services	5,027.92	301.65	4,726.27	FRM, Wallace Group
76							Total 6410 · Contractual services	11,099.94	8,238.50	2,861.44	
77							6475 · Professional services				
78							6476 · Financial Management Fees	2,206.00	2,760.00	-554.00	
79							6485 · Engineering services	0.00	5,600.00	-5,600.00	
80							6490 · Legal services	23,867.35	0.00	23,867.35	
81							6495 · Human Resources services	0.00	655.00	-655.00	
82							6496 · Operations Field Crew	0.00	10,880.07	-10,880.07	Use of VV Employee 2020
83							Total 6475 · Professional services	26,073.35	19,895.07	6,178.28	
84							6500 · Printing and publication	0.00	16.58	-16.58	
85							6505 · Equipment lease and rentals	598.43	560.75	37.68	
86							6525 · Research and monitoring				
87							6535 · Monitoring expense	378.00	2,238.50	-1,860.50	
88							Total 6525 · Research and monitoring	378.00	2,238.50	-1,860.50	
89							6600 · Travel and meetings				
90							6610 · Meals	0.00	680.63	-680.63	
91							6620 · Staff training	332.00	902.90	-570.90	
92							Total 6600 · Travel and meetings	332.00	1,583.53	-1,251.53	
93							6650 · Utilities				
94							6655 · Cell phones	25.12	184.95	-159.83	
95							6665 · Electrical	11,903.45	11,393.80	509.65	
96							6670 · Natural gas	0.00	19.27	-19.27	
97							6685 · Telephone	459.68	340.71	118.97	
98							6691 · Trash & Recycling	223.54	196.58	26.96	
99							Total 6650 · Utilities	12,611.79	12,135.31	476.48	
100							6700 · Government fees and charges	0.00	54.00	-54.00	
101							6720 · Repairs and maintenance				
102							6730 · Distribution expense	8,219.72	1,986.77	6,232.95	RL Johnson
103							6750 · Collection expense	0.00	66.69	-66.69	
104							6765 · Supplies and small tools	0.00	27.00	-27.00	
105							6770 · Telemetry	0.00	1,780.00	-1,780.00	
106							6775 · Filtration Plant	0.00	190.20	-190.20	
107							6785 · Wells and pumping	0.00	285.00	-285.00	
108							6790 · Waste water plant	0.00	147.90	-147.90	
109							6795 · Other repairs and maintenance	0.00	2,000.00	-2,000.00	
110							Total 6720 · Repairs and maintenance	8,219.72	6,483.56	1,736.16	
111							Total Expense	162,830.79	199,906.72	-37,075.93	
112							Net Ordinary Income	36,765.64	9,159.59	27,606.05	
113							Other Income/Expense				
114							Other Income				
115							7006 · Market Appreciation/(Depr)	-5,235.78	-5,567.74	331.96	
116							7010 · Interest income	1,710.66	2,595.63	-884.97	
117							Total Other Income	-3,525.12	-2,972.11	-553.01	
118							Net Other Income	-3,525.12	-2,972.11	-553.01	
119							Net Income	33,240.52	6,187.48	27,053.04	

Mission Hills Community Services District
Disbursements Journal
October 2021

Consent Item 6.C.ii

	A	B	C	D	G	I	K	M	N
					Date	Num	Name	Amount	Explanation
1									
2		1060 - CHCU - General 4163							
3					10/01/2021	EFT	Tierzero	-111.95	
4					10/05/2021	EFT	Tierzero	-111.95	
5					10/05/2021	EFT	Right Networks	-111.98	
6					10/11/2021	32131	ACECO Equipment Rentals	-80.00	
7					10/11/2021	32132	ACWA/JPIA *Medical Insurance	-9,004.52	Benefits
8					10/11/2021	32133	American Industrial Supply	-206.13	
9					10/11/2021	32134	Blea Enterprises	-475.00	
10					10/11/2021	32135	Bremer Auto Parts	-7.06	
11					10/11/2021	32136	Cannon	-668.00	
12					10/11/2021	32137	Carmel & Naccasha LLP	-5,387.35	
13					10/11/2021	32138	Comcast	-159.73	
14					10/11/2021	32139	County of Santa Barbara- Gen S	-2,139.67	
15					10/11/2021	32140	Dahl Air Conditioning	-210.00	
16					10/11/2021	32141	Famcon Pipe & Supply Inc.	-1,794.38	
17					10/11/2021	32142	Fastenal Company	-5.40	
18					10/11/2021	32143	Fluid Resource Management	-2,926.20	
19					10/11/2021	32144	Hagemann and Associates	-4,433.25	
20					10/11/2021	32145	Iflow Energy Solutions, Inc	-283.52	
21					10/11/2021	32146	Jon's Lawn Mowing	-200.00	
22					10/11/2021	32147	Mission Paving Inc	-10,000.00	Manholes, Sidewalk Repair
23					10/11/2021	32148	Oilfield Environmental & Compli	-2,180.00	
24					10/11/2021	32149	PG&E	-4,505.04	Utility Bill
25					10/11/2021	32150	Praxair Distribution Inc	-39.63	
26					10/11/2021	32151	Quadient Leasing USA, Inc.	-396.14	
27					10/11/2021	32152	Santa Barbara Co Air Pollution C	-1,935.03	
28					10/11/2021	32153	SoCalGas	-685.00	
29					10/11/2021	32154	SP Maintenance Services, Inc.	-1,286.00	
30					10/11/2021	32155	Staples	-99.10	
31					10/11/2021	32156	Staples Business Credit	-48.28	
32					10/11/2021	32157	State Water Resources Control	-60.00	
33					10/11/2021	32158	Ultrex Inc	-170.35	
34					10/11/2021	32159	Underground Service Alert of SC	-18.15	
35					10/11/2021	32160	USA BlueBook	-717.64	
36					10/11/2021	32161	Verizon	-25.12	
37					10/11/2021	32162	Waste Management	-223.54	
38					10/11/2021	32163	Home Depot	-535.49	
39					10/18/2021	EFT	Verizon	-25.12	
40					10/20/2021	32164	Reimbursement	-332.00	
41					10/25/2021	EFT	PG&E	-4,505.04	Utility Bill
42					10/25/2021	EFT	PG&E	-8,062.59	Utility Bill
43					10/25/2021	EFT	PG&E	-1,475.81	Utility Bill
44					10/25/2021	EFT	PG&E	-54.61	Utility Bill
45					10/25/2021	EFT	PG&E	-335.57	Utility Bill
46					10/25/2021	EFT	PG&E	-1,312.87	Utility Bill
47					10/25/2021	EFT	PG&E	-652.10	Utility Bill
48					10/25/2021	EFT	PG&E	-9.90	Utility Bill
49					10/26/2021	EFT	TASC	-89.32	
50					10/27/2021	32165	ACWA	-9,450.00	Annual Dues
51					10/27/2021	32166	ACWA Joint Powers Insurance A	-4,203.24	Work Comp Audit
52					10/27/2021	32167	ACWA Joint Powers Insurance A	-22,569.00	Liab & Auto Insurance
53					10/27/2021	32168	Advantage Technical Services, I	-5,515.00	Water Storage Tank Engineering
54					10/27/2021	32169	American Industrial Supply	-729.68	
55					10/27/2021	32170	Box Shop	-21.00	
56					10/27/2021	32171	Brenntag Pacific, Inc	-6,641.97	Chemicals
57					10/27/2021	32172	Cannon	-1,360.00	
58					10/27/2021	32173	Compuvision	-1,185.00	
59					10/27/2021	32174	Coverall North America, Inc.	-59.00	
60					10/27/2021	32175	Cut & Clean Landscape Service	-1,508.00	

Mission Hills Community Services District
Disbursements Journal
October 2021

Consent Item 6.C.ii

	A	B	C	D	G	I	K	M	N	
1					Date	Num	Name	Amount	Explanation	
61					10/27/2021	32176	De Lage Landen Financial Servi	-42.85		
62					10/27/2021	32177	East Mesa Oaks HOA	-63.51		
63					10/27/2021	32178	Environmental Techniques	-2,117.36		
64					10/27/2021	32179	Famcon Pipe & Supply Inc.	-649.24		
65					10/27/2021	32180	Fluid Resource Management	-1,436.07		
66					10/27/2021	32181	Frontier Communications	-235.78		
67					10/27/2021	32182	Hach Company	-169.18		
68					10/27/2021	32183	Hensley Law Group	-18,480.00		
69					10/27/2021	32184	Iflow Energy Solutions, Inc	-288.12		
70					10/27/2021	32185	Juana Garcia Rodriguez	-200.00		
71					10/27/2021	32186	Reimbursement	-252.00		
72					10/27/2021	32187	O'Connor Pest Control	-50.00		
73					10/27/2021	32188	Oilfield Environmental & Compli	-330.00		
74					10/27/2021	32189	Reimbursement	-1,132.86		
75					10/27/2021	32190	RL Johnson Construction Inc	-7,815.40	Meter Installation	
76					10/27/2021	32191	Smith Alarms & Electronics, Inc.	-112.50		
77					10/27/2021	32192	Uline	-601.80		
78					10/27/2021	32193	Valley Roll-Off Service	-320.00		
79					10/27/2021	32194	Wallace Group	-647.50		
80		Total 1060 · CHCU - General 4163							-156,281.59	
81		1070 · CHCU - Payroll 4155								
82					10/04/2021	E-pay	EDD	-1,482.96		
83					10/04/2021	E-pay	IRS USATAXPYMT	-5,695.42		
84					10/04/2021	EFT	CA State Disbursement Unit/Exp	-299.07		
85					10/05/2021	EFT	AFLAC	-100.23		
86					10/11/2021	1325	Matrix Trust Company	-4,034.25		
87					10/13/2021		Payroll	-16,037.27		
88					10/15/2021	E-pay	EDD	-1,225.95		
89					10/15/2021	E-pay	IRS USATAXPYMT	-4,421.72		
90					10/15/2021	EFT	CA State Disbursement Unit/Exp	-299.07		
91					10/27/2021		Payroll	-15,130.23		
92					10/27/2021		Payroll	-1,322.24		
93					10/27/2021	1326	Matrix Trust Company	-7,244.87		
94					10/29/2021	E-pay	EDD	-1,170.25		
95					10/29/2021	E-pay	IRS USATAXPYMT	-4,411.58		
96					10/29/2021	EFT	CA State Disbursement Unit/Exp	-299.07		
97		Total 1070 · CHCU - Payroll 4155							-63,174.18	
98		1075 · CHCU - ACH 4130								
99					10/06/2021	EFT	Springbrook (ACH Services)	-173.77		
100		Total 1075 · CHCU - ACH 4130							-173.77	
101		TOTAL							-219,629.54	

	A	B	C	D	E	F	G	H	I	J	K
1	Variation From Projected Income										
2	Fiscal Year Ending 6-30-2022										
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-21	\$ 120,917	\$ 122,000	\$ 1,083	\$ 84,454	\$ 83,471	\$ (983)	\$ 100	25,273	23,904	22,147
7	Aug-21	\$ 123,124	\$ 116,636	\$ (6,489)	\$ 84,454	\$ 83,009	\$ (1,444)	\$ (7,933)	23,039	23,897	22,922
8	Sep-21	\$ 124,012	\$ 121,999	\$ (2,013)	\$ 84,454	\$ 83,804	\$ (650)	\$ (2,663)	25,038	20,974	23,234
9	Oct-21	\$ 118,844	\$ 113,334	\$ (5,510)	\$ 84,454	\$ 84,128	\$ (325)	\$ (5,835)	21,488	27,170	21,420
10	Nov-21	\$ 107,183	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	21,595	17,326
11	Dec-21	\$ 95,924	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	15,049	13,373
12	Jan-22	\$ 86,046	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	16,328	9,905
13	Feb-22	\$ 89,952	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	16,413	11,276
14	Mar-22	\$ 84,695	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	11,832	9,431
15	Apr-22	\$ 86,400	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	17,348	10,029
16	May-22	\$ 97,617	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	18,352	13,967
17	Jun-22	\$ 105,871	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	19,957	16,865
18											
19	Total	\$ 1,240,587	\$ 473,969	\$ (12,929)	\$ 1,013,445	\$ 334,412	\$ (3,403)	\$ (16,332)	94,838	232,819	191,894
21									Year to Date Monthly Averages		
22	YTD avg	100%	38%		100%	33%			7,903	19,402	15,991
23									Yearly Average	19,402	15,991
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	Y	Z	AA	AD
1	Bank Account Summary				
2					
3					
31					
32	LAIF	\$1,734,303	\$1,734,303	\$1,734,303	\$1,735,248
33					
34	TD Ameritrade/RNC Genter	\$1,759,675	\$1,758,297	\$1,755,566	\$1,748,890
35					
36	Coast Hills FCU				
37	Checking	\$465,324	\$463,923	\$491,755	\$522,918
38	Development	\$261,295	\$261,306	\$261,316	\$261,327
39	Investment Checking	\$202	\$202	\$202	\$202
40	Savings	\$0	\$0	\$0	\$0
41	Payroll	\$49,974	\$64,368	\$29,493	\$47,988
42	ACH (Sweep Account)	\$1,000	\$2,033	\$1,858	\$1,000
43	Total Coast Hill FCU	\$777,794	\$791,831	\$784,624	\$833,436
44					
45	Combined Balance	\$4,271,773	\$4,284,431	\$4,274,493	\$4,317,573
46					
47	Monthly Change		\$12,659	-\$9,938	\$43,080
48					
49	Monthly Change To Date				
50	\$2,720				
51					
52	INVESTMENT STRATEGY	<p>Current Percentage</p> <ul style="list-style-type: none"> LAIF: 43% TD Ameritrade/RNC Genter: 43% Total Coast Hill FCU Less Development: 14% 			
53	Along with resuming active management, the Finance Committee and Staff recommend a				
54	balanced distribution of monies as stated below				
55	between TD Ameritrade, LAIF and Coast Hills Credit				
56	Union. This distribution will allow the District to				
57	maximize yields on investments, while meeting				
58	operating and capital cash needs				
59					
60	Recommended Investment Strategy:				
61	01. Coast Hills CU: \$300,000 (2 months FYE20				
62	budgeted operating expense, less depreciation, not				
63	Goal of about 10%				
64	02. TD Ameritrade: 50% of balance of unrestricted				
65	cash				
66	Goal of about 45%				
67	03. LAIF: 50% of the balance of unrestricted cash				
68	Goal of about 45%				
69					
70					

Mission Hills Community Services District								4
Budget to Actual Comparison								0.33
JUL 21 -OCT 21								8
	Budgeted	Prorated Budget	Actual		Remainder	% of Budget	Explanation	
	Fiscal Year 21-22	JUL 21 -OCT 21	JUL 21 -OCT 21	Difference	Budgeted Amount	33%		
Income								
Late Fees/Charges	\$ 35,000	\$ 11,667	\$ 1,555	\$ (10,112)	\$ 33,445	4%	No Late Fees Charged	
Water Service	\$ 1,240,587	\$ 413,529	\$ 473,969	\$ 60,440	\$ 766,618	38%	Usage Higher Than Budgeted	
Sewer Service	\$ 1,013,445	\$ 337,815	\$ 334,412	\$ (3,403)	\$ 679,033	33%	Slightly Lower Than Budgeted	
Street Sweeping	\$ 18,707	\$ 6,236	\$ 6,039	\$ (197)	\$ 12,668	32%	On Track With Budget	
	\$ 2,307,739	\$ 769,246	\$ 815,975	\$ 46,729	\$ 1,491,764	35%	Revenue is 2% Above Budget	
	Budgeted	Prorated Budget	Actual		Remainder			
	Fiscal Year 21-22	JUL 21 -OCT 21	JUL 21 -OCT 21	Difference	Budgeted Amount			
Expense								
Salaries & Wages	\$ 715,469	\$ 238,490	\$ 235,634	\$ 2,856	\$ 479,835	33%	Slightly Higher Than Budgeted	
Employee Benefits	\$ 254,310	\$ 84,770	\$ 69,907	\$ 14,863	\$ 184,403	27%	Lower Than Budgeted	
Director Fees	\$ 23,000	\$ 7,667	\$ 6,250	\$ 1,417	\$ 16,750	27%	Less Meetings Than Budgeted	
Depreciation	\$ 372,648	\$ 124,216	\$ 124,216	\$ -	\$ 248,432	33%	Depreciation On Track With Budget	
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense	
Vehicle Expense	\$ 26,000	\$ 8,667	\$ 8,118	\$ 549	\$ 17,882	31%	Slightly Lower Maintenance Expense Than Budgeted	
Insurance	\$ 36,000	\$ 12,000	\$ 12,523	\$ (523)	\$ 23,477	35%	Includes Timing of Property Ins & WC Qtrly Audit	
Memberships	\$ 20,000	\$ 6,667	\$ 15,451	\$ (8,785)	\$ 4,549	77%	Timing of Memberships, Additional Memberships LCW	
Office Expenses	\$ 23,000	\$ 7,667	\$ 7,579	\$ 88	\$ 15,421	33%	Slightly Higher Than Budgeted, Supplies New Employees	
Operating Supplies	\$ 21,869	\$ 7,290	\$ 12,213	\$ (4,923)	\$ 9,656	56%	Higher Operating Supplies Ordered Than Budgeted, New Employees, Stocking Shop	
Chemicals	\$ 78,000	\$ 26,000	\$ 32,244	\$ (6,244)	\$ 45,756	41%	Slightly Higher Chemical Cost Than Budgeted	
Safety	\$ 7,500	\$ 2,500	\$ 617	\$ 1,883	\$ 6,883	8%	Safety Expense Lower Than Budgeted	
Contractual Services	\$ 78,000	\$ 26,000	\$ 62,013	\$ (36,013)	\$ 15,987	80%	Air X Testing, Cannon, Energy Link, Sunbelt, Surface Pumps, FRM Including Interim CPO Fees, Compuvision, Mission Paving, Emissions Testing	
Professional Services	\$ 150,000	\$ 50,000	\$ 37,072	\$ 12,928	\$ 112,928	25%	Professional Fees Lower Than Budgeted	
Printing & Publication	\$ 6,300	\$ 2,100	\$ 2,502	\$ (402)	\$ 3,798	40%	Timing of Billing Dept Ordering Supplies of Documents/Envelopes	
Equipment Lease	\$ 13,500	\$ 4,500	\$ 3,346	\$ 1,154	\$ 10,154	25%	Lease of Scrubber & Bill Sorter	
Monitoring	\$ 32,000	\$ 10,667	\$ 7,989	\$ 2,678	\$ 24,011	25%	Less Monitoring Needed Than Budgeted	
Travel/Meetings/Meals	\$ 20,000	\$ 6,667	\$ 1,658	\$ 5,008	\$ 18,342	8%	Travel Expenses Lower Than Budgeted - Covid 19	
Utilities	\$ 170,000	\$ 56,667	\$ 71,522	\$ (14,855)	\$ 98,478	42%	Slightly Higher Utility Bills Than Budgeted	
Government Fees	\$ 82,635	\$ 27,545	\$ 5,082	\$ 22,463	\$ 77,553	6%	Less Government Fees Than Budgeted	
Repairs & Maintenance	\$ 175,000	\$ 58,333	\$ 24,653	\$ 33,680	\$ 150,347	14%	Less Repair Breaks Than Budgeted	
Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Uncollectables or Write Offs	
	\$ 2,305,231	\$ 768,410	\$ 740,587	\$ 27,823	\$ 1,564,644	32%	Expenses Are 1% Below 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% =	\$ 115,261.55			



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, Interim General Manager
DATE: November 17, 2021
SUBJECT: Consider Retaining Tuckfield and Associates to Update Their September 2020, Water, Wastewater and Street Sweeping Rate Study

Recommendation / Proposed Motion

- Staff Recommendation: Concur with the Finance Committee’s recommendation to retain Tuckfield and Associates to update the Water and Sewer Rate Study and direct consultant to prepare the final draft of the Rate Study Report.
- **Alternatives Considered**

Do not update the Rate Study and have utility rates remain the same

Budget Resource

The district’s approved FY 2022/21 Budget includes adequate funding for the Rate Study.

Discussion

In 2020, the Board of Directors retained Tuckfield and Associates to prepare a Water, Sewer and Street Sweeping rate study. Tuckfield prepared the draft Rate Study report, and the Board conducted a Rate Study Workshop on March 3, 2021. The District’s Rate Study consultant presented the preliminary results of analysis and provided three alternatives for updating the district’s water and sewer rates. The Board received the Rate Study report but decided not to take any further action to implement the Rate Study recommendations. The water, sewer and street lighting rates were not adjusted as part of the approved FY 2021/22 budget.

In September 2021, the Finance Committee directed staff to obtain a proposal from Tuckfield & Associates to update the Rate Study, with an eye towards implementing new rates as part of the FY 2022/23 budget process. Tuckfield provided the attached proposal with an estimated cost of \$14,800. Staff recommends the Board retain Tuckfield & Associates to update the Rate Study.

September 28, 2021

Mr. Brad Hagemann
Interim General Manager
Mission Hills Community Services District
1550 Burton Mesa Boulevard
Lompoc, CA 93436

Subject: Water, Wastewater, and Street Sweeping Rate Study Update Proposal

Dear Mr. Hagemann:

As requested, this letter proposal provides the Mission Hills Community Services District (District) with the scope of work required to update the September 2020 Water, Wastewater, and Street Sweeping Rate Study (Study). This work effort includes the time required to analyze information from a now historical FY 2020-21 that includes the number of customers, water sales volumes, and revenue and expense information as well as the current FY 21-22 budget. The analyses and information will be used for making new cash flow projections and rate calculations for implementing new water and wastewater rates. Provided below are the tasks to be performed.

SCOPE OF WORK

Task 1 – Update Water and Wastewater Financial Plans

Update the financial plans for the water and wastewater enterprises. Revenues will be projected by reviewing and analyzing FY 2020-21 water consumption and wastewater billing information to be provided by the District. The District will also need to provide an updated Capital Improvement Program spending plan for each enterprise. Revenue adjustments will be modified as needed to meet the revenue requirements while recognizing the financial planning criteria developed for each fund. Expenses and other obligations will be updated and will include the District's FY 2021-22 budget items.

Task 2 – Update Water and Wastewater Cost of Service Allocations

Update the allocation of costs (revenue requirements) to customer classifications based on cost causative methodologies. The cost allocations are developed using standards and methodologies from the AWWA, WEF, and best management practices and local knowledge. The cost of service analysis provides the defensibility for the selected rate structures and rates and compliance with Proposition 218.

Task 3 – Update Water and Wastewater Rates and Bill Comparisons

Update the District's water and wastewater rate schedules provided in the September 2020 Study report using the same rate structures that were selected by the District in the report. The bill comparison tables in the September 2020 Study report will be updated with the current information. Rate schedules from other local communities will be gathered for the purpose of updating and calculating typical bills at various levels of water and wastewater volume to update the bill comparison with other local communities.

Task 4 – Revise and Update Water and Wastewater Rate Study Report

The September 2020 Study report will be updated to include the updated financial plans, cost allocations, and proposed rates and will be provided in the same format as the prior Study report. Comments received will be incorporated into an updated final report for submission to the District.

Deliverables:

- Revised and Updated Water and Wastewater Rate Study Draft Report in electronic format
- Revised and Updated Water and Wastewater Rate Study Final Report in electronic format

Task 5 – Assist with Proposition 218 Notice and Attend Public Hearing

This task will assist the District with necessary information to update the previously prepared Proposition 218 notice with tables and other information for an implementation date of April 2022. We will also attend the Proposition 218 public hearing to answer questions related to the study.

DISTRICT PROVIDED INFORMATION

The following information is required from the District to perform the Study update.

1. FY 2020-21 billing information in same format as previously provided
2. Current water, wastewater, and street sweeping rates
3. FY 2020-21 historical revenue and expenses
4. FY 2021-22 water, wastewater, and street sweeping Budget
5. Water and wastewater 5-year or 10-year capital improvement spending plan

SCHEDULE

The above tasks will be performed on a schedule by agreement with District Staff with an estimated rate implementation date of April 1, 2022.

ESTIMATED COST

The cost to perform the tasks described above in the scope of work section is \$14,800. The cost estimate is based on our standard hourly billing rates and the number of hours estimated to complete each task. Direct expenses will be billed at cost and will include expenses related to travel, mileage, printing, and other direct costs. A cost schedule showing personnel, estimated hours, hourly billing rates, out-of-pocket expenses, and total estimated project cost is provided below.

Mission Hills Community Services District
Water, Wastewater, and Street Sweeping Rate Study Update Proposal

Major Task Description	On-site Meetings	Hours		Total Budget
		Clayton Tuckfield		
			Hourly Rate	\$175
Task 1: Update Long Range Financial Plans		28		\$4,900
Task 2: Update Cost of Service Analyses		22		\$3,850
Task 3: Update Rate Analysis and Design		8		\$1,400
Task 4: Update Report		16		\$2,800
Task 5: Proposition 218 Notice and Public Hearing	1	7		\$1,225
	Total	1	81	\$14,175
Other Direct Costs (ODCs): Travel, Mileage & Printing:				\$625
Total Study Cost:				\$14,800

I am pleased to be of service to the District. If there are any questions or additional information is needed, please contact me at 949-760-9454.

Very Truly Yours,

TUCKFIELD & ASSOCIATES



G. Clayton Tuckfield
Principal Consultant
Tuckfield & Associates



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, Interim General Manager
DATE: November 17, 2021
SUBJECT: **Re-Issuance of Preliminary Can and Will Serve Letter – Brisa Encina Supportive Housing**

Recommendation / Proposed Motion

- Recommendation: That the Board Direct staff to Re-issue the Can and Will Serve for the Brisa Encina Supportive Housing Project
- Proposed Motion: Approve the Re-Issuance of a Preliminary Can and Will Serve letter to Brisa Encina Supportive Housing.

Policy Reference

The Board approves, and issues preliminary can-and-will serve letters.

Budget Resource

Capacity Charges from this development and continuous monthly revenue will contribute to water and wastewater funds.

Alternatives Considered

None

Discussion/Recommendation

On July 18, 2018, the Board approved issuance of a Preliminary Can and Will Serve letter for the Brisa Encina Supportive Housing Project. The Staff Report for the July 18, 2018, Board item is provided as an attachment to this Staff Report. During 2018 and 2019 the Project proponents solicited public comments on the project. Based on those public comments, the proponents reduced the number of units for the project and added a childcare facility as part of the project scope. Based on the new project scope, the overall impacts to the District's water and sewer facilities appears to be slightly reduced. The applicant has requested an updated Preliminary Can and Will from the District so that they can re-initiate the permitting process with Santa Barbara County Planning Department. Staff recommends the Board approve re-issuance of the Preliminary Can and Will Serve letter.

Attachment(s):

1. July 18, 2018, Staff Report



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Summit View / Burton Ranch Development Committee
VIA: Loch A Dreizler, General Manager
DATE: July 18, 2018
SUBJECT: **Preliminary Can and Will Serve Letter – Brisa Encina Supportive Housing**

Recommendation / Proposed Motion

- Recommendation: That Brisa Encina Supportive Housing Project will follow the California Environmental Quality Act (CEQA) as certified by the County of Santa Barbara.
- Proposed Motion: Approve the Issuance of a Preliminary Can and Will Serve letter to Brisa Encina Supportive Housing.

Policy Reference

The Board approves, and issues preliminary can-and-will serve letters.

Budget Resource

Capacity Charges from this development and continuous monthly revenue is expected to contribute to water and wastewater funds.

Alternatives Considered

None

Background

Exhibit 2, from the Mission Hills CSD 2005 Water and Sewer Master Plan shows existing land use designations as determined by Santa Barbara County Planning and Development and possible areas of growth or increase in density that will result in Sphere of Influence Buildout. The Address of the proposed development is 1498 Burton Mesa Boulevard.

Discussion

Mission Hills Community Services District is responsible for the operations and maintenance of water, wastewater, and street sweeping services. Mission Hills CSD is not responsible for planning and development decisions. The County of Santa Barbara renders planning decisions.

The permit process will involve a Development Plan and Conditional Use Permit requiring discretionary review under CEQA. If approved, this Preliminary Can-and-Will-Serve is one of many steps for the developer to complete an application with the County. The District will be advised of the status of the applications and their progression through the review process.

Supportive Housing is defined as Housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. See Government Code Section 65582(g), and Section 65582(i) for additional information.

The District has Customer Policy 7013 - commercial, institutional, or industrial applicant are required to furnish the District with an estimate of the quantity and characteristics of the wastes proposed to be discharged into the wastewater system. If in the District's judgment, the waste discharge will have a harmful effect upon the wastewater works, processes, plant, equipment, or which otherwise creates a hazard to life or constitutes a public nuisance, the District may:

- Reject the wastes
- Require pretreatment to an acceptable condition for discharge into the wastewater system
- Require control over quantities and rates of discharge
- Require the construction of control manholes for monitoring, measuring and testing the quantity and characteristics of waste to be discharged
- Require, as a condition of service, periodic reports on flows and characteristics of discharged wastes to ensure compliance with the rules of the District and conditions of service

Attachment(s):

1. Preliminary Can and Will Serve Letter
2. Letter of Request for a Can and Will Serve Letter



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Personnel Committee
DATE: November 17, 2021
SUBJECT: Public Employment – General Manager

Recommendation / Proposed Motion

- Recommendation: Consider approving the Employment Agreement for the Interim District General Manager.
- **Alternatives Considered**

Continue the recruitment process for a new District General Manager

Budget Resource

The approved FY 2021/22 budget includes adequate resources for the General Manager position.

Discussion

At the October 20, 2021 Board meeting, the Personnel Committee recommended the Board considering retaining a part-time interim General Manager and initiate the recruitment process for the a full-time General Manager in the second quarter of 2022. The Board directed the Committee and staff to prepare a draft employment contract and bring the item back for consideration at the November 17, 2021, Board meeting. The draft employment contract is provided as an attachment to this staff report.

EMPLOYMENT AGREEMENT

This **Employment Agreement** (“Agreement”) made and entered into this day of November 2021, by and between the **Mission Hills Community Services District** (hereinafter referred to as “**District**”, “**Employer**” or “**MHCSD**”) and **Bradley E. Hagemann** (hereinafter referred to as “**Employee**”), who understand as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of Employee as General Manager; and

WHEREAS, it is the desire of Employer to provide certain benefits, establish certain conditions of employment and to set working conditions of Employee; and

WHEREAS, it is the desire of Employer to receive and retain the services of Employee and to provide for him to remain in such employment; to make possible full work productivity by assuring his morale and peace of mind; to act as a deterrent against malfeasance, misfeasance or substandard performance on his part; and to provide for terminating his services at such time as he may be unable to fully discharge his duties or when Employer may otherwise desire to terminate his employment; and

WHEREAS, Employee desires to accept employment as General Manager.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Duties of General Manager

District hereby agrees to employ Employee as General Manager. Employee agrees to perform the functions and duties specified in the District’s job description for the position of General Manager, which is attached hereto as Exhibit “A” and incorporated by reference herein, and to perform other legally permissible and proper duties and functions as the District Board of Directors shall from time to time assign. Employee shall perform the statutorily required duties of a general manager of a community services district, as set forth in Government Code Section 61051, which provides as follows:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district’s employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district’s facilities and services.
- (d) The supervision of the district’s finances.

2.

Term of Agreement

This Agreement commences upon its execution by the parties and shall remain in effect for a one (1) year period, unless extended by the parties or earlier terminated as set forth herein.

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3 of this Agreement.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer subject to the provisions of Section 3. C.

3. Termination and Severance Pay

- A. Employer may terminate this Agreement without cause, for any reason or for no reason, on one (1) months' notice to Employee. If this Agreement is terminated by Employer or by operation of law, Employee shall continue to work and receive his salary and other compensation during the notice period. In the alternative and at its sole discretion, Employer may terminate Employee at any time during the notice period and in that event Employer agrees to pay Employee a lump sum cash payment equal to the remaining salary for the notice period, provided, however, Employer shall have no obligation to provide such notice, or severance pay in the event Employee is terminated for good cause. For the purpose of this Agreement, "good cause" shall include, but not necessarily be limited to, any of the following:
 - 1. A material breach of the terms of this Agreement;
 - 2. A failure to perform his duties in a professional and responsible manner consistent with generally accepted standards of the profession;
 - 3. Conduct unbecoming the position of General Manager or likely to bring discredit or embarrassment to the MHCSD.

"Good cause" shall not mean a mere loss of support or confidence by a majority of the Board of Directors of the MHCSD

- B. In the event Employee voluntarily resigns his position with the District, Employee shall give District a minimum thirty (30) days written notice in advance, unless the parties otherwise agree. Should Employee fail to give such period of notice, then Employee shall pay to District as liquidated damages the sum of \$50 per working day, for the difference between the number of actual days of prior notice and thirty (30) days. In the event

Employee voluntarily resigns his position with District, the Employee shall be entitled only to all salary earned, but not paid as of the date of resignation; and payment for any accrued vacation or other benefits as provided in the District's Employee Manual.

4. Devotion to District Business and Hours of Work

MHCSD understands that the employee is working as a part-time (approximately 17 hours/week) independent contractor for the Avila Beach Community Services District and the employee desires to continue with that relationship. Employee shall devote approximately 24 hours/week to the MHCSD General Manager position and shall not engage in any outside business, educational, professional, charitable, or other activities, whether for compensation or otherwise, that would conflict or materially interfere with performance of the General Manager duties, without written prior approval of the Board of Directors.

Employee's work schedule will include at least two days per week in the office and work remotely one day per week. Employee agrees to being available to attend all necessary meetings during evenings and weekends. In recognition of the amount of work time required outside of regular business hours, it is also agreed the General Manager does not have a fixed schedule and Employee will have discretion to work as needed to accomplish the duties and responsibilities assigned to the General Manager.

5. Salary

District agrees to pay Employee for his services rendered pursuant to this Agreement an annual salary of \$120,000, payable in equal installments at the same time as other employees of District are paid.

6. Other Compensation

Employee shall receive the following benefits:

- A. Employee will receive medical, dental, vision care, EAP and life insurance consistent with all other all District employees.
- B. Use of a District provided automobile to commute to and from home and the District office and to attend other District related business. District vehicle shall not be used for any travel not related to District business.

- C. Employer agrees to match up to 3% of Employee's salary per payroll period of his contributions to the Employer sponsored 457 Plan. In addition, Employer agrees to match up to 6.2% of Employee's salary per payroll period of his contributions to the Employer sponsored 457 Plan in lieu of Social Security. Alternatively, the Employee may participate in Social Security.
- D. Upon commencement of this Agreement, Employee's leave bank shall be credited with one week (40 hours) of vacation time. He will accrue vacation/administrative leave of four weeks per year, based upon 3.69 hours per pay period over 26 pay periods per year.
- E. Sick leave shall accrue at the rate of ten (10) days per year (1.85 hours per pay period) starting with the effective date of this Agreement.
- F. Upon leaving his employment with the District, Employee will be entitled to payment of accrued vacation and sick leave in accordance with the District's Employee Manual.
- G. Employee shall be provided \$50 per month as reimbursement for cell phone use unless District chooses to provide him with a cell phone for his use for District related business.
- H. Upon request by Employee, he shall be provided with a laptop computer, which shall be configured to allow Employee access necessary for him to work remotely as needed.

7. Professional Development

As part of its normal budget process and reserving the right to establish appropriate priorities and funding amounts, Employer shall consider requests for funds for certain items, activities and materials deemed necessary and desirable for Employee's continued professional development, participation, growth and advancement. Those items, activities and materials shall include:

- A. Professional dues and subscriptions necessary for full participation in appropriate and relevant associations and organizations;
- B. Travel and subsistence expenses for professional meetings and similar functions (e.g., conferences, workshops, seminars, meetings, etc.) to foster professional development or represent the MHCS D;
- C. Other items, activities and materials as may be agreed upon from time to time between Employee and Employer.

8.

Performance Review

Employee shall receive an annual performance review no later than thirty (30) days after the anniversary date of hire. The annual performance review shall be in accordance with specific criteria developed jointly by the Board of Directors and Employee. Such criteria may be added to or deleted as the Board of Directors may from time to time determine in consultation with Employee. As part of the annual performance review, District will consider adjustment in compensation based upon performance.

9.

Abuse of Office or Position

Notwithstanding anything to the contrary in this Section, pursuant to the requirements set forth in Government Code Section 53243.2, if Employee is convicted of a crime involving an abuse of Employee's office or position, all of the following shall apply: (a) if Employee is provided with administrative leave pay pending an investigation, Employee shall be required to fully reimburse District such amounts paid; (b) if District pays for the criminal legal defense of Employee (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), Employee shall be required to fully reimburse District such amounts paid; and (c) if this Agreement is terminated, any severance pay and benefits related to the termination that Employee may receive from District shall be fully reimbursed to District or shall be void if not yet paid to Employee. For purposes of this Section, abuse of office or position means either: (i) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority; or (ii) a crime against public justice.

10.

General Provisions

- A. The terms of this Agreement are intended by the parties as the final expression of their agreement and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this Agreement constitutes the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding, if any, involving this Agreement. Any amendments to this Agreement must be in writing and executed by both parties.
- B. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- C. This Agreement shall be governed by the laws of the State of California. Employee and the District agree that venue for any dispute shall be in Santa Barbara County, California.
- D. The parties acknowledge that they understand the significance and consequences of this Agreement. The parties also acknowledge that they have been given full opportunity to review and negotiate this Agreement and

execute it only after full reflection and analysis, and that they have had an opportunity to review this document and its application and meaning with their respective attorneys and advisors. This Agreement shall not be interpreted against the party who prepared the initial draft because all parties participated in the drafting of this Agreement by having ample opportunity to review and submit suggested changes or corrections for incorporation into the final version of this Agreement.

- E. Employee may not assign this Agreement in whole or in part.
- F. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The text herein shall constitute the entire Agreement between the parties. Any amendments to this Agreement must be in writing and executed by both parties. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

11. Effective Date

This Agreement shall be effective on November , 2021.

In Witness Whereof, Employer and Employee have signed and executed this Agreement, both in duplicate, the day and year first above written.

Employee:

Employer:

Bradley E. Hagemann

Myron Heavin
MHCSB Board President



MISSION HILLS COMMUNITY SERVICES DISTRICT

9. 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