

Board of Directors

Steve Dietrich, President
Jim MacKenzie, Vice President
Jim Keeling, Financial Director
Myron Heavin, 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, February 15, 2023
4:30 PM

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

Agenda

Public and staff may access the meeting via Zoom:

URL to sign in for video access.

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

Meeting ID: 946 700 6985

To access the meeting via telephone:

Dial in 1 (669) 900-9128

Director Myron Heavin and Steve Dietrich attending via Teleconference:

Myron Heavin: 2700 Lewis Place, Lompoc, CA 93436

Steve Dietrich: 2835 Lewis Drive, Lompoc, CA 93436

In accordance with Government Code Section 54953(b) this agenda will be posted at the above teleconference locations and those locations will be accessible to the public.

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, February 14, 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) January 18, 2023, Regular Board Meeting
- ii) January 26, 2023, Special Board Meeting

B. Activity Reports for January

- i) Administration includes Administrative Assistant, Customer Service, Administrative Services Manager and General Manager Reports.
- ii) Water
- iii) Wastewater
- iv) 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

None

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

RECONVENE

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

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



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

Brad Hagemann, General Manager

**Mission Hills Community Services District Board of Directors
Regular Meetings Minutes
Wednesday, January 18, 2023
1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, January 18, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: James MacKenzie, Steve Dietrich
James Keeling, Matthew Starbuck, and
Myron Heavin attended in person.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Carol Reynolds, Javier
Rodriguez, Angel Diosdado, and Jose Acosta

OTHERS PRESENT:

Mark Hensley

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Public Comment-** No public comment received.

Board Chair moved Consent Calendar to the beginning of meeting for discussion and vote.

4. Consent Agenda

- A. Approval of Minutes
 - i) November 16, 2022
 - ii) December 14, 2022

B. Activity Reports for January

- i) Administration includes Administration Assistant, Account Receivables, Administrative Services Manager and General Manager Reports.
- ii) Water
- iii) Wastewater Graphs
- iv) 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 Mac Kenzie and seconded by Director Heavin, to approve the Consent Agenda as presented Motion **passed 5-0 vote**.

5. **Closed session was moved next for an item of discussion.**

6. **Public Comment on Closed Session-No Public Comment**

- 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

Reports out of Closed Session – No reportable action.

7. Regular Business Items

A. **President, Vice President, and Finance Officer Elections for 2023**

Recommendation to nominate and elect President, Vice President, and Finance Officer for Calendar Year 2023.

President: Director Myron Heavin moved to nominate Director Steve Dietrich for President seconded by Director James Mac Kenzie. **Motion passed 5-0 vote.** Director Dietrich will serve as Board President in 2023.

Vice President: Director Steve Dietrich moved to nominate Director James Mac Kenzie for Vice President, seconded by Director Matthew Starbuck. **Motion passed 5-0 vote.** Director James Mac Kenzie will serve as Vice President in 2023.

Finance Officer: Director Steve Dietrich moved to nominate Director James Keeling for Finance Officer, seconded by Director James Mac Kenzie. **Motion passed with a 5-0 vote.** Director James Keeling will serve as Finance Officer in 2023.

B. **Discuss and Consider Committee Elections/Assignments for 2023**

This discussion item was postponed, President Steve Dietrich provided some suggestions to the General Manager Brad Hagemann to review and discuss however no action or vote was made during this time. Committee Assignments will be announced during the February Regular Board Meeting. **No motion made.**

C. Consider Resolution No. 23-349 which updates the Directors Authorized Signatories on all Mission Hills Community Services District accounts with Five Star Bank

Motion made by Director James Keeling and Seconded by Director James Mac Kenzie to adopt Resolution No. 23-349 updating Director’s signatories on all Mission Hills CSD District Accounts with Five Star Bank.

D. Information Item to discuss the Status of the Solar Project Request for proposals.

No motion made, discussions were made that an RFQ needs to be sent out by February 1, 2023, so that there is time to receive quotes and make a recommendation to the Board at the February Board Meeting. **No motion made.**

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

A. General Manager’s Comments- None

B. Directors’ Comments- Director Myron Heavin brought up the Water Conservation Resolution and asked that it not be enforced.

C. Public Comments-None

With no further business to come before the Board, the meeting adjourned at 7:30 PM

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary

Board of Directors

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



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

Brad Hagemann, General Manager

**Mission Hills Community Services District
Board of Directors
Special Meetings Minutes
Thursday, January 26th, 2023
1:00pm**

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 1:20pm Thursday, January 26th, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT: By roll call: Steve Dietrich, Jim Mac Kenzie, Matthew Starbuck, and Myron Heavin. Director Jim Keeling attended Via Zoom

DIRECTORS ABSENT: None

STAFF PRESENT: Brad Hagemann and Lupe Huitron

OTHERS PRESENT: Mark Hensley

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment on Closed Session

No public comment received.

4. Closed Session

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

RECONVENE

Reports out of Closed Session – No reportable action.

5. Public Comment – None

With no further business to come before the Board, the meeting adjourned at 2:10pm

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary



Administrative Activity Reports for
January 2023

Administrative Assistant

- Finalized Can and Will Serve Letters by contacting customers to let them know letters were mailed and emailed to them.
- Worked on Website/uploaded documents and entered information pertaining to Board Members.
- Emailed new Directors a list of things needed to be completed as onboarding Directors.
- Filed my 700 form
- Reminded those needing to complete mandated courses (Sexual Harassment and/or Ethics)
- Followed up with customer regarding Power outage information Billing Dept sent me.
- Assisted customers by phone and in person with payments and questions.
- Corresponded to emails.
- Contacted Streamline for District Website.
- Updated Lee Patten with JPIA/ACWA regarding playground safety Status.
- Worked on amending our Conflict-of-Interest resolution to meet Santa Barbara County's language recommendations.
- Prepared Board Packet
- Contacted legal counsel.

Customer Service/Account Receivables

- **Monthly:** New Customer Move Ins & Move outs: 4
- Applied 10% late fee non pay Jan: # 128 accounts.
- Ordered free marketing flyers from Springbrook to advertise Auto Pay and selection of E-bills to save postage.
- Accounts **9** have entered Yr. or less payoff extension agreement \$ 7,048.00.
- *(1 Owner account bal. \$3,336 off since May 2022)*
- Residential **1 account payment paid** \$ 562.26 **CSD.CA.Gov** federal funded program low-income families qualify based on persons in the household. Can qualify for up to a one-time \$2,000 payment. Ends 8/31/23.



Administrative Activity Reports for
January 2023

Administrative Services Manager

- Assisted Customers, Recorded Payments
- Prepared Bank Deposits
- Participated in Financial Evaluation with CSDA Representative
- Worked with Coast Hills
- Worked with Five Star Bank
- Worked with Compuvision on Approved Projects
- Processed Accounts Payable
- Processed Payroll
- Completed Board Packet Reports
- Completed End of Month Reconciliations
- Reviewed Priorities on Operations with General Manager on Weekly Basis
- Attended Board Meeting
- Prepared Preliminary Budget Reports for Evaluation
- Completed How to Write Great Speeches Webinar
- Completed Dynamic View and Strategy Webinar
- Completed Draft RFQ Information for Solar Project
- Completed Streamline Training
- Completed The Art of Customer Service Webinar
- Completed Quarterly Workers Compensation Audit
- Completed Updates on Benefits with JPIA
- Completed Using Compensation Surveys Webinar
- Completed Employee Review



Administrative Activity Reports for
January 2023

General Manager Report

Policy No. 2120, Educational Assistance

Board Policy No. 2120 provides guidance on the District reimbursement for tuition to employees that complete courses and educational classes related to their present District work, or which prepare them for potential future career advancement opportunities within the District. Section 2120.24 limits the annual reimbursement amount to \$1,000. Policy No. 2120 is attached for your reference.

Javier Rodriguez, was recently promoted to the District's Operations Supervisor position and he has been doing an excellent job in coordinating the field staff activities, completing compliance reports and taking on project management tasks. Javier submitted the attached letter to me requesting the District for tuition assistance as he pursues a bachelor's degree in Public Administration with a specialty is Waterworks Management.

I am fully supportive of Javier's request. He has already been accepted into the program and I believe he has the aptitude and ability to complete the courses and I believe these courses will benefit Javier and the District in his current role and they will prepare him for potential future advancement opportunities with the District. As Javier noted in his request, the coursework consists of 16 monthly courses that cost \$1,660 per course and the total cost to complete the program will be approximately \$26,500.

I am requesting the Board authorize me to increase the Policy funding limit for Javier's request from \$1,000 per calendar to year \$8,000 per calendar year with a total amount of tuition assistance of up to \$20,000 over the next 30 months for this program.

Water Tank Repair Project

Staff issued the Contract Award for the project and has received the executed payment bonds, performance bonds and insurance certificates. On February 8th, we had an initial kick-off meeting with the contractor and our construction management consultant and reviewed the contractor's proposed project schedule. To ensure that we have both the east and west tanks operational during the high use summer months, we decided that we would complete the work in phases. Phase one, on the east tank, will commence in late March be completed by early June. Phase two, on the west tank, will commence in September and be completed by November. If the contractor's crew completes the projects that they are currently working on sooner than expected, they will start on Phase one work sooner than mid-March.



Administrative Activity Reports for
January 2023

Sewage Lift Station Preliminary Design Report (PDR)

On February 1st staff met with Phoenix Engineering to discuss the issues we have had in obtaining accurate flow monitoring data through the existing lift station. We could direct Phoenix to move ahead with the preliminary design report based on our estimated flow data, but we would prefer to have real time flow data. We are currently obtaining proposals from another collection system flow monitoring vendor. I will provide an update at the next Board meeting.

Request to Refurbish the Ballfield and Issue a Facilities Use Agreement to Central Coast Cruisers U14 Girls Softball Team

In early February I received the attached proposal dated January 24, 2023, from the Central Coast Cruisers Softball Team. They are proposing to refurbish the ball field infield by removing and grading the infield grass and placing new brick dust to convert the infield from grass to dirt. In exchange for the refurbishment work, the team would like to have infield practice two days a week with scheduled approval. The team has insurance that covers their players, coaches and practice field(s) and they will list MHCS D as an additionally insured party.

Staff is supportive of this request and is seeking Board concurrence. District Policy No. 1060 (attached) addresses the process and procedures for issuance of a Facilities Use Agreement. If the Board is supportive of this request, staff will prepare a Facilities Use Agreement to the Central Coast Cruisers.

Solar Project Request For Proposals

Unfortunately, with all the time I have spent on litigation settlement issues and meetings, I have not been able to get the Request for Proposals completed and out on the street. I am hopeful that I will be able to dedicate some time to this project next week and have the RFP out by the end of the month.

Brad Hagemann
General Manager

MISSION HILLS COMMUNITY SERVICES DISTRICT
EMPLOYEE HANDBOOK

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

- 2120.10 Employees of the District are encouraged to pursue educational opportunities which are related to their present District work, or which will prepare them for potential future career advancement opportunities within the District.
- 2120.20 The District will reimburse regular employees for approved courses of study, based on the following criteria:
- 2120.21 Courses must be taken on the employee's time (rather than during District work time), and must be related to the employee's work in order to be reimbursed at the higher rate. The General Manager may make an exception based on class schedule.
 - 2120.22 For District-related courses, a reimbursement of one-half (1/2) of the cost of tuition, registration fees and class materials will be made if the employee completes the course, and receives a grade of "C" (or "passing") or better for the course. Otherwise, no reimbursement will be provided.
 - 2120.23 The District encourages all employees to further their educations, and provides a partial reimbursement of tuition incurred for college-level coursework that does not relate directly to the employee's District work. For non-work-related coursework, reimbursement of 25% (1/4) of the cost of tuition, registration fees, and class materials will be made if the employee completes the course, and receives a grade of "C" (or "passing") or better for the course. Otherwise, no reimbursement will be provided.
 - 2120.23 Funds received from outside sources such as scholarships, grants, or Veteran's educational benefits must be applied before District reimbursement is provided.
 - 2120.24 The total amount of reimbursement that will be paid to an employee is limited to \$1,000.00 within any calendar year.

MISSION HILLS COMMUNITY SERVICES DISTRICT
EMPLOYEE HANDBOOK

- 2120.30 To be eligible for reimbursement of course costs, the employee must receive prior written approval for the class(es) from the General Manager. Requests for reimbursement must be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (1/2) of the usual reimbursement.
- 2120.40 Upon completion of the class, the employee is responsible for sending copies of the grade slips and expense receipts to the General Manager.
- 2120.50 Two types of classes are generally eligible for reimbursement per this policy:
- 2120.51 Classes that are related to the employee's present work assignment, or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.
 - 2120.52 Classes that are taken as part of the requirement for a degree or certification. In this case, the employee must first have completed the equivalent of two (2) full years of college-level study and have reached the equivalent of the "junior" year of a four-year degree program.
- 2120.60 Correspondence courses are reimbursable following *advance* approval of the General Manager, and when from accredited institutions of higher learning.

February 8, 2023

To: MHCS D Board of Directors**From:** Javier Rodriguez**Re:** Tuition aid and reimbursement request

Dear MHCS D Board Members,

I would like to ask the board for tuition aid and or tuition reimbursement as I pursue my bachelor's degree in Public Administration in Waterworks Management. This degree will prepare me for potential future career advancement opportunities within MHCS D. Since I began working at MHCS D in 2019, I have received my Associates Degrees in Water Science and Geography. With my degrees and the work experience I have collected at MHCS D, I believe have helped me obtain the promotions of Lead Water Operator and recently as the Operations Supervisor. Being able to further my education with a Bachelor's Degree in Public Administration in Waterworks Management will be relevant and beneficial to my position at MHCS D, and have the ability to accomplish my long-term goal of working in management in the future. My commitment to long term employment with MHCS D, will help establish some continuity in Management. This is my chosen career and as such, I will dedicate my time to always further my education on behalf of and in favor of MHCS D. Please consider acknowledging my dedication to MHCS D by partnering with me in this endeavor.

Following is additional information that may assist in your evaluation and consideration of Tuition Reimbursement:

Overview

National University Bachelor of Public Administration (BPA) with a concentration in Waterworks Management. The Waterworks management program is currently the only institution in California that offers a bachelor's degree specifically designed to prepare new leaders for the waterworks industry. Upon successful completion of the concentration, students will be able to:

- Describe issues and challenges facing water at the state, regional, and local levels.
- Describe the governing requirements specific to water quality and regulatory compliance.
- Evaluate recruitment and retention programs.
- Develop a crisis management plan for a water or wastewater agency.
- Analyze various leadership theories as they relate to water management best practices.

For additional information about National University see the following website:

<https://www.nu.edu/waterworks-management-pathway/>

Admissions

I applied and was accepted to the National University BPA program and started in January 2023.

Tuition

The estimated cost of the program is \$26,560, each course costs \$1,660. I plan to finish this program within two years, estimated \$13,280 per year plus fees and class materials. A total of 16 courses in the program, with each course taking one month to complete.

Public Administration Waterworks Management courses:

1. Introduction to Organizational Behavior
2. Introduction to Public Administration
3. Public Policy Development
4. Urban Environments
5. Ethics in Law, Business & Management
6. Government Relations
7. Management Science
8. Nonprofit Management
9. Government and Nonprofit Accounting
10. Team Building, Interpersonal Dynamics
11. Adaptive Leadership
12. Senior Research Project
13. Waterworks Management Fundamentals and Practices in California
14. California Waterworks Law and Regulatory Compliance
15. Human Resources & Labor Relations in Waterworks Management
16. Leadership in the Waterworks Industry

I look forward to hearing the input of the Board of Directors on this important undertaking. I have spoken with our General Manager and have secured his support in this presentation to the Board of Directors.

Sincerely,
Javier Rodriguez


Operations Supervisor

MHCS D

POLICY TITLE: Use of District Facilities
POLICY NUMBER: 1060

- 1060.10 The Board of Directors desires that the District's facilities are made available for the beneficial use of the community.
- 1060.20 Properly organized community groups or clubs may request the use of District facilities for conducting their designated function or business.
- 1060.30 The method of requesting approval to use District facilities shall be as follows:
- 1060.31 The designated representative for the requesting organization shall complete a Facilities Use Agreement (sample attached).
- 1060.32 The requesting organization shall provide proof of insurance as described in the Facilities Use Agreement.
- 1060.33 The requesting organization shall have among its members, or shall be accompanied by a member of the District Board of Directors or staff, who shall be present at the function being held on District premises or using District facilities.
- 1060.34 Approval of the Facilities Use Agreement shall be given by the District Manager.
- 1060.40 Those organizations or groups that are unable to provide general liability insurance will be required to:
- 1060.41 Complete an application for participation in the Tenant Users Liability Program, provided and approved by the District's insurers at the expense of the requesting organization.
- 1060.50 Approval of the Use of District Facilities shall not be withheld if all conditions of this policy have been satisfied, and there is no conflict with the use of the requested facility by the District in the conduct of its normal operations.

POLICY #1060 -- Use of District Facilities

ADOPTED 12/01/99

FACILITIES USE AGREEMENT

1. Applicant/Organization: _____
2. Address: _____
3. Applicant hereby requests approval to use the following described facilities belonging to the Mission Hills Community Services District:

_____ Board Meeting Room _____
4. Dates of Use: _____

5. Purpose: _____
6. Fee: _____
7. To the fullest extent permitted by law, Applicant agrees to be solely responsible for any and all injuries, damages, and claims to persons or property arising out of its use of the District's facilities, except for any such claims arising out of the sole negligence or willful misconduct of the District or its directors, officers, employees, or authorized volunteers. Applicant agrees to defend, hold harmless, and indemnify the District, its directors, officers, employees, or authorized volunteers against any and all such injuries, damages, and claims. This indemnification agreement shall not be restricted to any insurance proceeds.
8. Applicant shall provide and maintain general liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage arising out of the activities and properties as described herein. Coverage shall include contractual liability covering the Applicant's obligations in Provision 7. Coverage shall not be limited in any way with respect to host liquor liability coverage. The general liability coverage shall give the Mission Hills Community Services District, its directors, officers, employees, or authorized volunteers insured status using ISO endorsement CG2026 or equivalent. Applicant shall provide the District with a certificate of insurance and additional insured endorsement before scheduled use. Any insurance, self-insurance or other coverage maintained by the District, its directors, officers, employees, or authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-VII, or equivalent, or as otherwise approved by the District.

9. Applicant shall insure, or be a qualified self-insured, with respect to the applicable laws relating to workers' compensation coverage (California Labor Code Section 3700), all of Applicant's employees working on or about the District's facilities. Applicant shall provide the District with a certificate of Workers' Compensation and Employer's Liability insurance coverage to be placed with a carrier with an A.M. Best rating of no less than A-VII, or equivalent, or as otherwise approved by the District. The employer's liability limit shall be in the amount of, at least \$1,000,000 per accident for bodily injury and disease.

By: _____
(Mission Hills CSD) (Title)

I will be the sole person responsible for the District office key and will be the first and last person to leave the meeting.

Our organization will not allow any members or attendants to enter the Main Office area, doing so will revoke all future use of the District office.

By: _____

Date: _____



Central Coast Cruisers

January 24, 2023

Mission Hills Community Service District
Board Secretary
1550 Burton Mesa Blvd
Lompoc, CA 93436

Dear MHCS D Board of Directors,

My name is Rosendo (Codie) Blea I live in the Bluffs at Mesa Oaks and I am a licensed and insured contractor with a C-61 D-12 (artificial turf & irrigation) but that's not the reason I am contacting the BoD. I manage a local 14U girls travel softball team and like most youth teams we scramble for places to practice. I noticed a couple years ago when I was performing work for the District, there is a small ball field in the back area that doubles as an over flow basin. I would like to offer a proposal for the BoD's to consider for approval.

I propose that my business Blea Enterprises at no cost to the MHCS D refurbish the small ball field aka overflow basin. I would grade out the infield grass (cap sprinklers if needed) and level the area with the proper pre-determined drainage slope, bring in new brick dust to convert the grass infield into a dirt infield. By changing the infield the area could be utilized by softball and baseball teams to a certain extent. In exchange for the Refurbishing of the ball field we would like permission to perform infield practice two days a week with scheduled approval. We would not have batting other than bunting as we don't want to damage the building. My team also has team insurance that covers our players, coaches practice field and would list MHCS D as additionally insured. I would be more than happy to give an in person talk about this project if the Board of Directors is interested in my proposal.

Codie Blea

805-717-2400

Blea Enterprises/Central Coast Cruisers

2936 Barberry Ct, Lompoc Ca 93436

Board of Directors:

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



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

General Manager, Brad Hagemann

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

Monthly Water Distributed: 7.9 MG (31 days)

Daily average: 0.25 MGD

Monthly Water Sold: 7.4 MG (31 days)

Monthly Wastewater Influent: 5.76 MG

Wells

- Well 5,6, & 7 oil drip line were replaced.
- Well 5 Motor has been repaired, scheduling installation date.

Compliance

- Submitted EPA PFAS source water samples.
- Submitted Santa Ynez River Conservation District Semi-Annual Groundwater Production form.

Distribution System Maintenance/Repair

- Replaced 13 Hersey meters to Kamstrup meters.
- Repaired 0 service line leaks or main breaks.
- Preventative Maintenance Program: **January**
 - Hydrant Maintenance: 9
 - Valve exercised: 15

Recurring Tasks

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

Treatment Plant

- **Daily:**
 - Electronically record bulk storage tank levels
 - Determine daily filtration chemical rate.
 - Record water produced from Wells 5,6, and 7
- **Weekly:**
 - Clean chlorine injection lines

- Take and record Iron and Manganese treatment samples.
- **Monthly:** Complete State Water Resource Control Board (SWRCB) reports
- **Quarterly:** Remove weeds around shop and filtration plant (Feb, May, Aug, Nov)

Distribution System

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

Safety

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



MISSION HILLS COMMUNITY SERVICES DISTRICT Wastewater Report – January 2023

Total Plant Monthly Influent flow: 5.76 MG

Average Daily Flow: 0.185 MGD

Compliance

- Submitted CIWQS monthly No-Spill Report for the month of January.
- Updated and submitted CIWQS Annual Renewal Questionnaire for 2023.
- Submitted 2022 Self-Monitoring Report 4Qtr to Geo-Tracker.
- Submitted Wastewater Annual Report for 2022.

Collection System/Lift Station

- Contracted Mainline to sewer jet clean Via Feliz and Calle Primera. Due to customer complaints about H₂S gas build up.
- Ordered Manhole activated charcoal baskets for Via Feliz and Calle Primera to reduce odors and gases.

Wastewater Treatment Plant

- Mainline jetted/ vacuumed sand and debris from the headworks due to rain events.
- Preventative maintenance was completed on Universal PD Blower #1 switched over and is now in service.

Recurring Tasks:

Wastewater Treatment Plant

- **Daily:**
 - Record influent and recycle flows
 - Monitor and record D.O. levels at Pond 1 & 2 effluent
- **Weekly:**
 - In-house process control sampling and testing
 - Inspect and clean Headworks
 - Remove Grit and inorganics from the Headworks
 - Record PH levels at Pond 1 & 2 effluent
- **Monthly:** Complete Regional Water Quality Control Board (RWQCB) reports
- **Quarterly:** Self -Monitoring Reports (Jan, April, July, Oct)

Safety

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

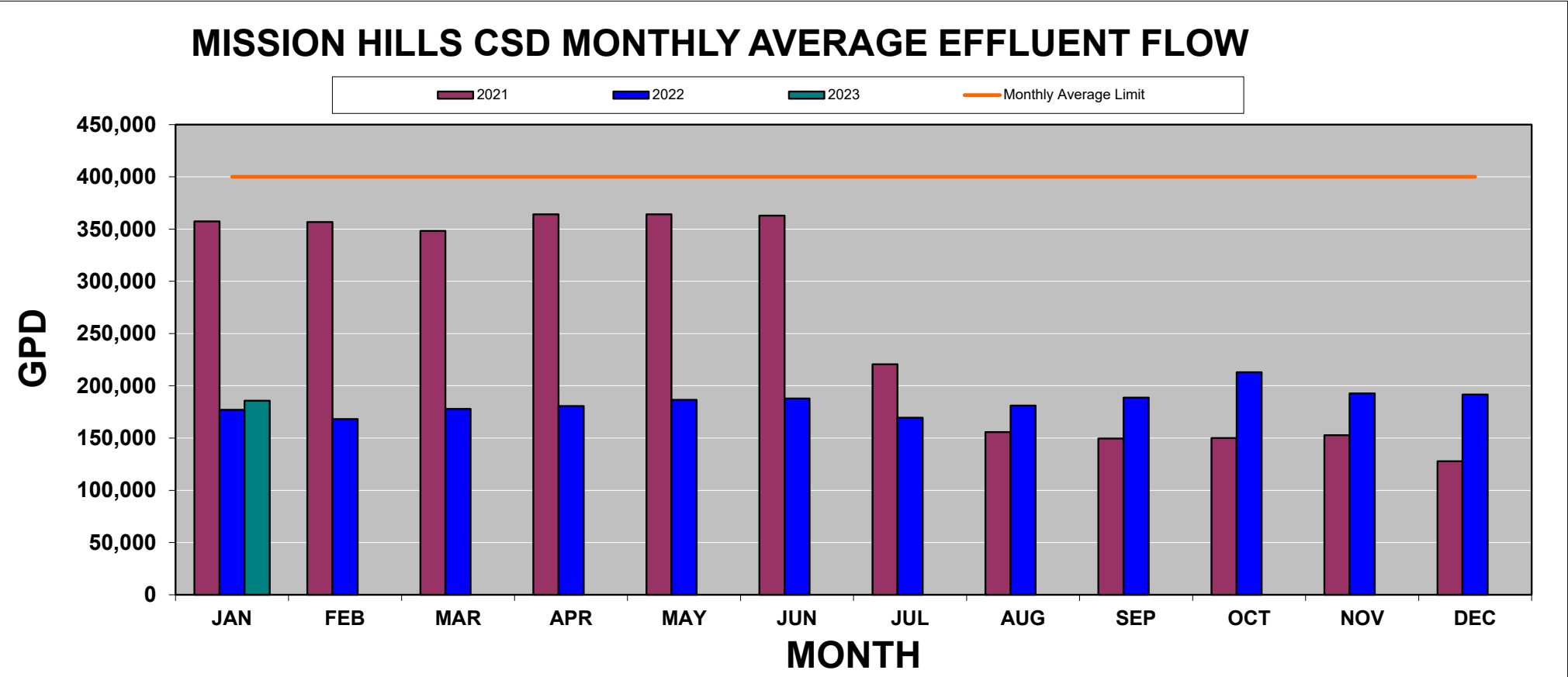
MISSION HILLS CSD MONTHLY AVERAGE EFFLUENT FLOW (GPD)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Monthly Average Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
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											

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

Jan 2021- Jun 2021 inaccurate Flo-dar meter readings

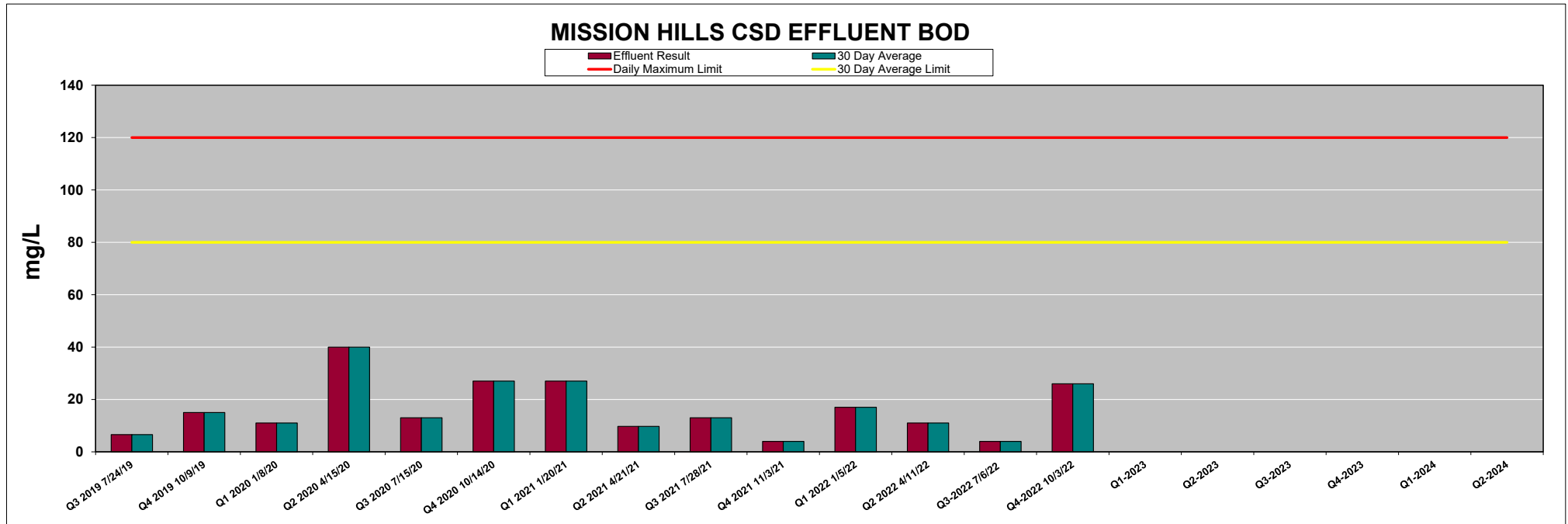
Flows from 2020 are estimated based on total monthly discharge reported in the 2020 Annual Volumetric Report.



MISSION HILLS CSD EFFLUENT BOD (mg/L)

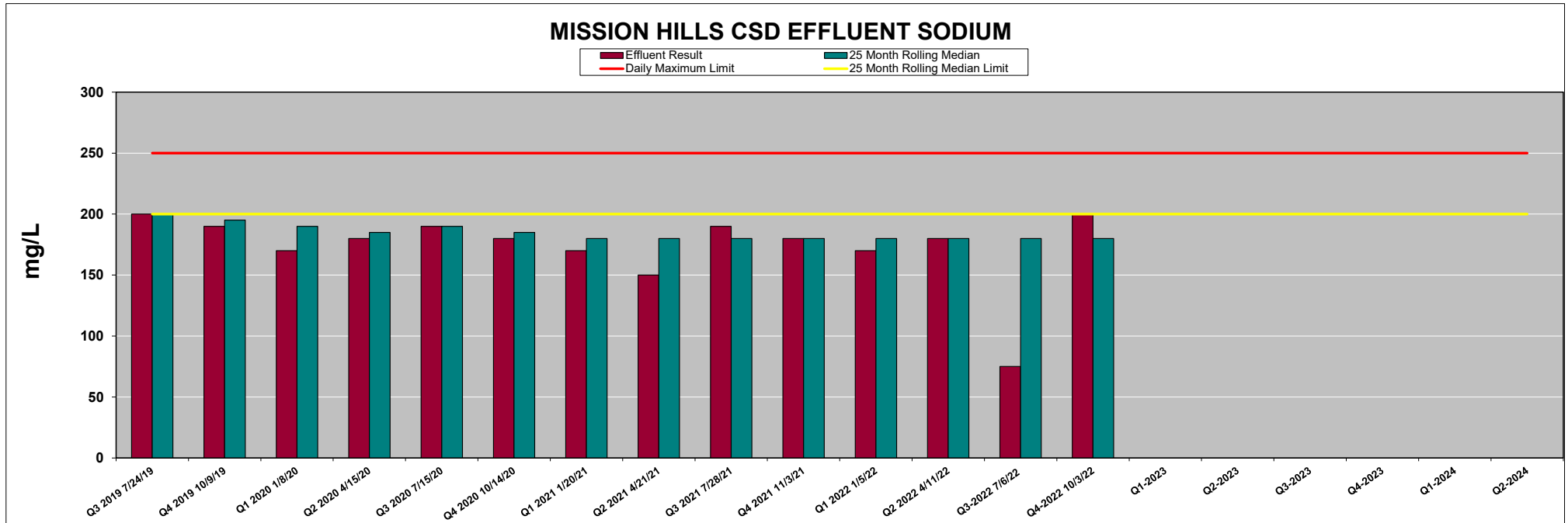
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day Average Limit	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Effluent Result	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26							
30 Day Average	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26							

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



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

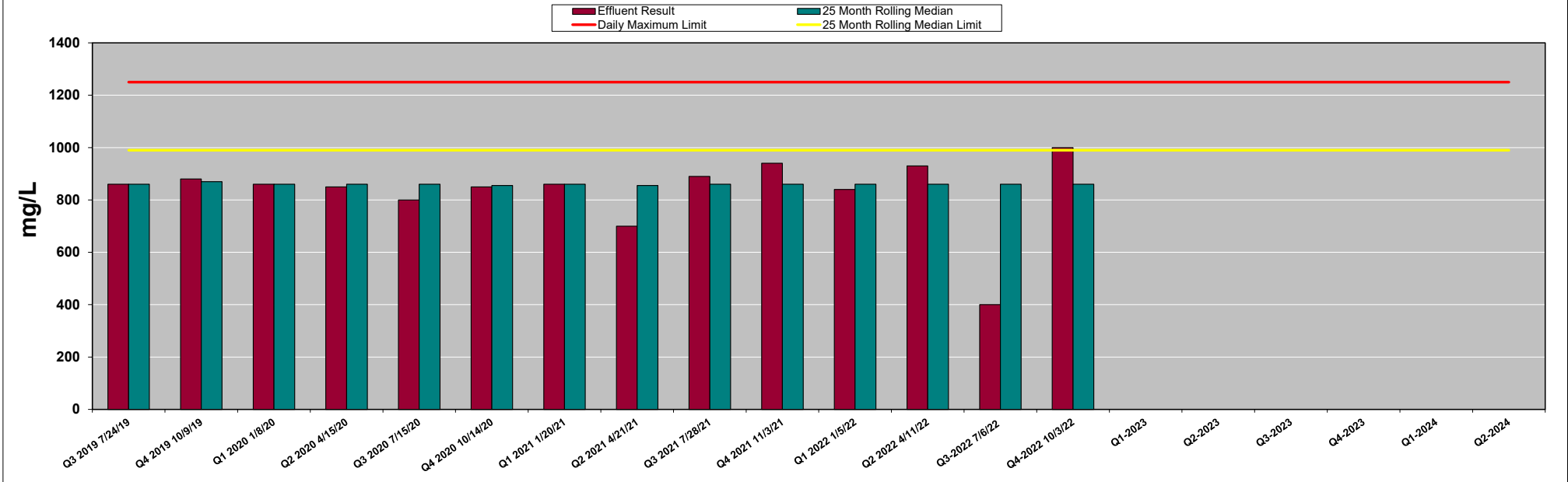
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month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



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

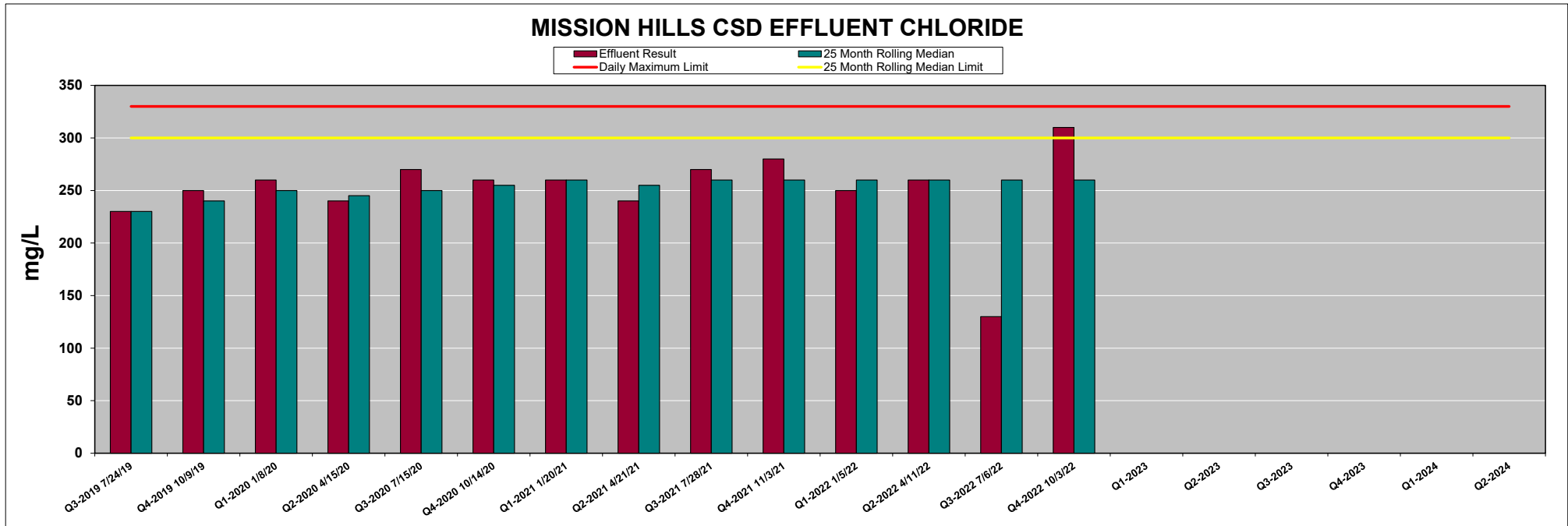
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
25 Month Rolling Median Limit	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990
Effluent Result	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000							
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860							

MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS



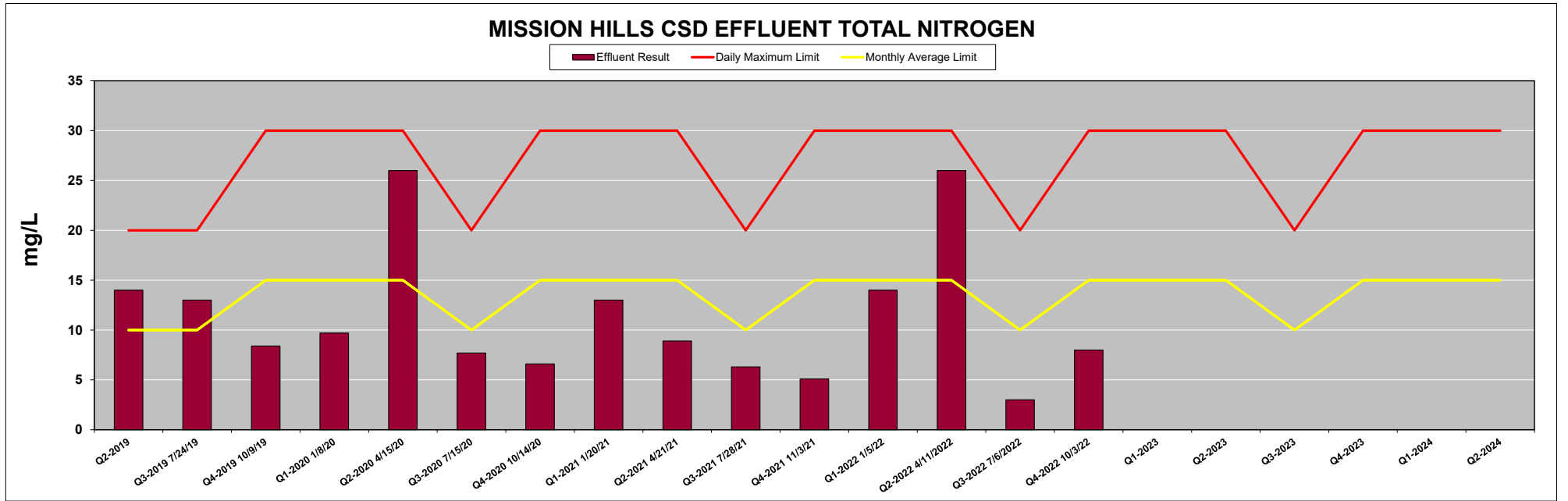
MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Limit	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
25 Month Rolling Median Limit	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Effluent Result	230	250	260	240	270	260	260	240	270	280	250	260	130	310							
25 Month Rolling Median	230	240	250	245	250	255	260	255	260	260	260	260	260	260							



MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

MONTH	7/24/2019	8/20/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024
Daily Maximum Limit	20	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30
Monthly Average Limit	10	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15
Effluent Result	14	13	8	10	26	8	7	13	9	6	5	14	26	3	8						



Top Goals

Established by Board of Directors

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 met with our new permit writer at the RWQCB in November and December. Staff has completed the TSO milestones to: Develop and Implement valve repair program - due date 10/31/2022 (completed); and Develop a Chloride Reduction program – due date 11/30/2022 (completed). Staff is working on isolating the pond valves so we can perform maintenance and repair as needed.

2. Lawsuit with the City of Lompoc

Refer to Closed Session discussion

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

Please refer to the Solar Project Update

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

Staff continues to look for ways to improve our public outreach. Staff recently switched our website provider to Streamline. Our website is now more user friendly and we are adding features that make it easier for our customers and interested parties to obtain information about the District.

5. Pursue Grant Funding Opportunities for Capital Projects

Grant funding requires an applicant to have a project that is designed and ready for bid. As we complete the Burton Ranch Development Agreement and make progress on the Lift Station Preliminary Design Report we will be in a position to actively seek out and apply for grant funding.

Updated February 9, 2023

Committee	Completed Meeting Date	Summary of Discussion	Future Meeting Date	Topics for Discussion
New Committee Assignments were completed on January 24, 2023				
<u>Wastewater</u>				
Mackenzie & Starbuck Alternative-Dietrich			TBD	TBD
<u>Finance</u>				
Dietrich & Keeling Alternative- Starbuck	10/14/2022		TBD	TBD
<u>Water</u>				
Mackenzie & Starbuck Alternative- Dietrich	10/3/2022		TBD	TBD
<u>Energy</u>				
Heavin & Starbuck Alternative- Dietrich	10/14/2022		TBD	TBD
<u>Personnel</u>				
Keeling & Dietrich Alternative-Heavin	10/7/2022		TBD	TBD
<u>Western Management Area Committee for Groundwater Sustainability</u>				
Heavin Alternative- Mackenzie	11/16/2022	The WMA GSA had Special Meeting on November 16th 2022. The December 16th and the January 25th WMA meetings were cancelled. The next Meeting of the WMA GSA is scheduled for February 22, 2023. As priorities allow, Staff has been attending the weekly WMA staff meetings	2/22/2023	TBD
<u>Community Engagment</u>				
Heavin Alternative- Mackenzie			TBD	TBD
<u>Development Committee</u>				
Dietrich & MacKenzie			TBD	

Mission Hills Community Services District
 2023 Committee Assignments
 January 24, 2023 A

Committee	Dietrich	Heavin	Keeling	Mac Kenzie	Starbuck
Community Engagement		X	X		Alt
Development	X		Alt	X	
Energy	Alt	X			X
Finance	X		X		Alt
Personnel	X		X	Alt	
Wastewater		Alt		X	X
Water	Alt			X	X
<i>Santa Ynez River WC</i>		X		Alt	
<i>VBG</i>		Alt		X	

MHCSD Comm Assign 230124A.docx

Community Engagement – Facilitate better engagement with our customer community to encourage their direct involvement in efforts to support the District’s mission of providing quality services today and tomorrow in the most efficient and fiscally responsible manner while fulfilling or exceeding our environmental responsibilities.

Potential Examples beyond routine postings A – Regenerative Water Softener management, B--Use of smart sprinkler controllers to intelligently manage watering C--Diverting more kitchen garbage to the “Green Cans” to reduce the load on our wastewater facility C- Minimizing the risks of water leaks in the home. Primary communication vehicle - District’s website rather than social media.

Development Committee – Reactivation of the Committee to work with staff to address policies for future development within the District (including ADUs) and provide support to staff and input to the Board on matters relating to projects underway.

Mission Hills Community Services District
Revenue and Expenses Previous Year Comparison
January 2023

	A	B	C	D	E	F	G	H	J	L	M
								Jan 23	Jan 22	\$ Change	Explanation
1											
2											
3							Ordinary Income/Expense				
4							Income				
5							4005 · 48 hour notice fees	330.00	180.00	150.00	
6							4025 · Construction hydrant meter	250.00	100.00	150.00	
7							4045 · Late fees	1,824.10	0.00	1,824.10	None Charged 2022
8							4050 · Miscellaneous income	25.00	16,676.00	-16,651.00	CSDA Covid Program
9							4060 · Reconnection fees	475.00	0.00	475.00	
10							4075 · Returned check fees	50.00	25.00	25.00	
11							4085 · Sewer basic charges	90,524.64	83,953.12	6,571.52	Rate Study Increase 2023
12							4095 · Street sweeping charges	1,504.80	1,506.12	-1.32	
13							4105 · Water basic charges	56,040.06	60,178.79	-4,138.73	Rate Study Decrease 2023
14							4115 · Water usage charges	28,389.46	29,242.56	-853.10	
15							Total Income	179,413.06	191,861.59	-12,448.53	
16							Gross Profit	179,413.06	191,861.59	-12,448.53	
17							Expense				
18							6000 · Salaries and wages				
19							6005 · Wage expense	52,432.33	49,060.77	3,371.56	Fully Staffed, Promotions
20							6010 · Payroll tax expense	4,338.86	4,109.04	229.82	
21							Total 6000 · Salaries and wages	56,771.19	53,169.81	3,601.38	
22							6050 · Employee benefits				
23							6060 · Disability insurance	272.87	258.50	14.37	
24							6065 · Health insurance	11,608.31	21,021.96	-9,413.65	2 Payments 2022
25							6075 · Retirement expenses	1,411.14	1,283.72	127.42	
26							6085 · Workers compensation expense	3,484.79	3,465.82	18.97	
27							6090 · Vacation & Sick Leave	3,696.47	4,050.38	-353.91	
28							6095 · Benefit Administration	89.82	89.82	0.00	
29							Total 6050 · Employee benefits	20,563.40	30,170.20	-9,606.80	
30							6110 · Depreciation expense	28,189.70	31,054.00	-2,864.30	
31							6140 · Vehicle expenses				
32							6145 · Tractor and equipment	0.00	0.00	0.00	
33							6150 · Vehicle fuel	1,368.73	1,406.41	-37.68	
34							6155 · Vehicle maintenance	1,707.95	447.83	1,260.12	
35							Total 6140 · Vehicle expenses	3,076.68	1,854.24	1,222.44	
36							6190 · Dues and memberships	300.00	0.00	300.00	
37							6200 · Office expenses				
38							6210 · Cash (over) / short	0.00	545.43	-545.43	
39							6215 · Cleaning supplies	0.00	74.82	-74.82	
40							6220 · Licenses and fees	185.00	90.00	95.00	
41							6230 · Office supplies	277.14	120.78	156.36	
42							6235 · Postage expense	708.33	587.75	120.58	
43							6245 · Office Equipment	169.17	177.63	-8.46	
44							Total 6200 · Office expenses	1,339.64	1,596.41	-256.77	
45							6300 · Operating supplies and expenses				
46							6310 · Miscellaneous supplies	255.08	2,317.36	-2,062.28	Less WW Expenses 2023
47							6315 · Oil expense	0.00	146.04	-146.04	
48							6325 · Portable equipment	0.00	821.56	-821.56	
49							6330 · Shop supplies	990.10	923.69	66.41	
50							6335 · Small tools and appliances	44.30	672.00	-627.70	
51							6340 · Chemicals				
52							6342 · Bioremediation	0.00	2,131.85	-2,131.85	No Chemicals 2023
53							Total 6340 · Chemicals	0.00	2,131.85	-2,131.85	
54							Total 6300 · Operating supplies and ex	1,289.48	7,012.50	-5,723.02	
55							6350 · Safety expenses				
56							6355 · Fire extinguishers	381.35	435.08	-53.73	
57							6360 · Protective Clothing/Uniforms	277.10	267.78	9.32	
58							6365 · Safety equipment	0.00	156.93	-156.93	
59							Total 6350 · Safety expenses	658.45	859.79	-201.34	
60							6410 · Contractual services				

Mission Hills Community Services District
Revenue and Expenses Previous Year Comparison
January 2023

	A	B	C	D	E	F	G	H	J	L	M
								Jan 23	Jan 22	\$ Change	Explanation
61							6420 · Cleaning service	200.00	200.00	0.00	
62							6425 · Office equip maintenance	123.02	166.11	-43.09	
63							6430 · Internet access	168.35	163.35	5.00	
64							6435 · Landscaping services	295.57	565.28	-269.71	
65							6437 · Pest Control	220.00	50.00	170.00	
66							6445 · Security expense	112.50	534.50	-422.00	
67							6449 · SCADA Support	0.00	1,283.87	-1,283.87	
68							6450 · Software support	1,350.50	1,841.25	-490.75	
69							6452 · Credit Card Processing	198.06	378.61	-180.55	
70							6453 · Software Subscriptions	128.00	430.93	-302.93	
71							6455 · Street sweeping services	1,471.18	1,414.60	56.58	
72							6470 · Other contractual services	162.25	4,153.15	-3,990.90	Less WW Expenses 2023
73							Total 6410 · Contractual services	4,429.43	11,181.65	-6,752.22	
74							6475 · Professional services				
75							6476 · Financial Management Fees	847.00	2,197.00	-1,350.00	
76							6480 · Accounting services	70.00	67.50	2.50	
77							6485 · Engineering services	0.00	1,830.74	-1,830.74	
78							6490 · Legal services	3,638.08	21,590.85	-17,952.77	Less Legal Fees 2023
79							Total 6475 · Professional services	4,555.08	25,686.09	-21,131.01	
80							6500 · Printing and publication	0.00	156.68	-156.68	
81							6505 · Equipment lease and rentals	598.43	598.43	0.00	
82							6525 · Research and monitoring				
83							6535 · Monitoring expense	723.20	2,276.00	-1,552.80	
84							Total 6525 · Research and monitoring	723.20	2,276.00	-1,552.80	
85							6600 · Travel and meetings				
86							6610 · Meals	0.00	24.95	-24.95	
87							6620 · Staff training	0.00	990.00	-990.00	
88							6625 · Travel expenses	0.00	180.12	-180.12	
89							Total 6600 · Travel and meetings	0.00	1,195.07	-1,195.07	
90							6650 · Utilities				
91							6655 · Cell phones	204.00	185.99	18.01	
92							6660 · Dump fees	0.00	462.00	-462.00	
93							6665 · Electrical	9,124.68	8,119.29	1,005.39	
94							6670 · Natural gas	4,320.80	2,477.68	1,843.12	Increased Utility Costs 2023
95							6685 · Telephone	199.69	253.94	-54.25	
96							6691 · Trash & Recycling	292.02	221.10	70.92	
97							Total 6650 · Utilities	14,141.19	11,720.00	2,421.19	
98							6700 · Government fees and charges	4,523.35	3,060.00	1,463.35	
99							6720 · Repairs and maintenance				
100							6750 · Collection expense	6,804.50	34.36	6,770.14	Surface Pumps, Mainline, Pro3
101							6760 · Shop and equip repairs	91.53	0.00	91.53	
102							6775 · Filtration Plant	0.00	1,673.29	-1,673.29	
103							6790 · Waste water plant	1,262.09	0.00	1,262.09	Ponton, DL Elec, Home Depot
104							6795 · Other repairs and mainten	0.00	1,051.91	-1,051.91	Less Leaks 2023
105							Total 6720 · Repairs and maintenance	8,158.12	2,759.56	5,398.56	
106							Total Expense	149,317.34	184,350.43	-35,033.09	
107							Net Ordinary Income	30,095.72	7,511.16	22,584.56	
108							Other Income/Expense				
109							Other Income				
110							7006 · Market Appreciation/(Depr)	2,394.08	-8,135.46	10,529.54	Better Return 2023
111							7010 · Interest income	11,452.51	1,342.85	10,109.66	Better Return 2023
112							Total Other Income	13,846.59	-6,792.61	20,639.20	
113							Net Other Income	13,846.59	-6,792.61	20,639.20	
114							Net Income	43,942.31	718.55	43,223.76	

Mission Hills Community Services District
Disbursements Journal
January 2023

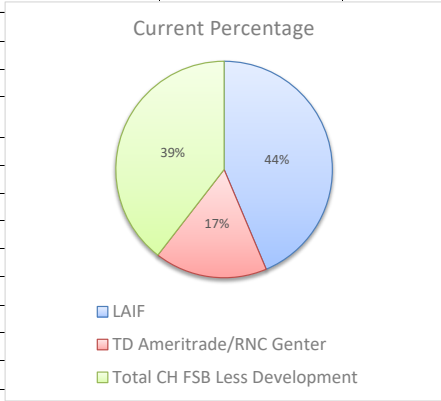
A	B	G	I	K	M	N
1		Date	Num	Name	Amount	Explanation
2	1000 · FSB - Operating 1535412					
3		01/06/2023	33116	ACECO Equipment Rentals	-51.06	
4		01/06/2023	33117	ACWA	-9,545.00	Annual Dues
5		01/06/2023	33118	ACWA/JPIA *Medical Insurance	-12,450.55	Monthly Health Ins
6		01/06/2023	33119	American Industrial Supply	-53.13	
7		01/06/2023	33120	Carmel & Naccasha LLP	-698.08	
8		01/06/2023	33121	Clinical Labs of San Bernardino Inc	-553.00	
9		01/06/2023	33122	Comcast	-163.35	
10		01/06/2023	33123	Compuvision	-1,796.75	
11		01/06/2023	33124	De Lage Landen Financial Services, In	-169.17	
12		01/06/2023	33125	Energy Link	-803.40	
13		01/06/2023	33126	Inklings Printing Company	-43.50	
14		01/06/2023	33127	Jon's Lawn Mowing	-210.00	
15		01/06/2023	33128	Linde Gas & Equipment Inc	-43.52	
16		01/06/2023	33129	O'Connor Pest Control	-110.00	
17		01/06/2023	33130	Oilfield Environmental & Compliance, I	-130.20	
18		01/06/2023	33131	Ponton Industries, Inc.	-9,846.70	Flo-Dar Meter
19		01/06/2023	33132	Pro3 Automation Inc	-440.00	
20		01/06/2023	33133	Quadient Leasing USA, Inc.	-396.14	
21		01/06/2023	33134	Santa Barbara Co Special Districts Ass	-300.00	
22		01/06/2023	33135	SoCalGas	-1,556.54	Utility Bill
23		01/06/2023	33136	Springbrook Holding Company LLC	-10,970.02	Annual Fees
24		01/06/2023	33137	Staples Business Credit	-67.61	
25		01/06/2023	33138	State Water Resources Control Board	-11,260.28	Water System Annual Fees
26		01/06/2023	33139	Underground Service Alert of SC	-22.25	
27		01/06/2023	33140	Waste Management	-292.02	
28		01/18/2023	33141	Reimbursement	-185.00	
29		01/18/2023	33142	ACWA Joint Powers Insurance Authori	-3,484.79	Quarterly WC Audit
30		01/18/2023	33143	American Industrial Supply	-277.10	
31		01/18/2023	33144	Compuvision	-1,350.50	
32		01/18/2023	33145	Core & Main	-7,603.12	Meters
33		01/18/2023	33146	D.L. Electric, Inc	-147.00	
34		01/18/2023	33147	Fluid Resource Management	-140.00	
35		01/18/2023	33148	Hensley Law Group	-2,940.00	Legal Fees
36		01/18/2023	33149	Home Depot	-250.93	
37		01/18/2023	33150	Refund	-36.32	
38		01/18/2023	33151	Juana Garcia Rodriguez Janitorial	-200.00	
39		01/18/2023	33152	Lorrie D Bookkeeping	-70.00	
40		01/18/2023	33153	Ponton Industries, Inc.	-500.00	
41		01/18/2023	33154	Pro3 Automation Inc	-1,565.00	
42		01/18/2023	33155	Santa Ynez River Water Conserv Dist	-4,025.23	Semi Annual Groundwater Production Report
43		01/18/2023	33156	Smith Alarms & Electronics, Inc.	-112.50	
44		01/18/2023	33157	SP Maintenance Services, Inc.	-1,471.18	
45		01/18/2023	33158	Stantec	-14,601.09	Conceptual Water Study
46		01/18/2023	33159	Verizon	-198.68	
47		01/30/2023	33161	Clinical Labs of San Bernardino Inc	-593.00	
48		01/30/2023	33162	De Lage Landen Financial Services, In	-169.17	
49		01/30/2023	33163	East Mesa Oaks HOA	-36.82	
50		01/30/2023	33164	Jon's Lawn Mowing	-295.57	
51		01/30/2023	33165	Frontier Communications	-65.79	
52		01/30/2023	33166	Pro3 Automation Inc	-4,363.50	Install New Control Panel
53		01/30/2023	33167	Surface Pumps Inc	-4,667.07	Clean, Inspect 2 Pumps
54		01/30/2023	33168	Standard Insurance Company	-272.87	
55		01/30/2023	33169	Ultrex Inc	-123.02	
56	Total 1000 · FSB - Operating 1535412				-111,717.52	
57	1060 · CHCU - General 4163					
58		01/01/2023	EFT	Tierzero	-133.90	
59		01/04/2023	EFT	PG&E	-3,310.88	Utility Bill
60		01/17/2023	EFT	PG&E	-3,748.68	Utility Bill
61		01/17/2023	EFT	PG&E	-1,578.23	Utility Bill
62		01/17/2023	EFT	PG&E	-242.03	Utility Bill
63		01/17/2023	EFT	PG&E	-46.69	Utility Bill

Mission Hills Community Services District
Disbursements Journal
January 2023

	A	B	G	I	K	M	N
1			Date	Num	Name	Amount	Explanation
64			01/20/2023	EFT	PG&E	-10.39	Utility Bill
65			01/25/2023	EFT	TASC	-89.82	
66			01/31/2023	EFT	PG&E	-236.05	Utility Bill
67			01/31/2023	EFT	PG&E	-490.88	Utility Bill
68			01/31/2023	EFT	Right Networks	-128.00	
69		Total 1060 · CHCU - General	4163			-10,015.55	
70		1070 · CHCU - Payroll 4155					
71			01/04/2023		Payroll	-19,593.01	
72			01/06/2023	E-pay	EDD	-1,361.18	
73			01/06/2023	E-pay	IRS USATAXPYMT	0.00	
74			01/06/2023	EFT	CA State Disbursement Unit/Expert Pa	-299.07	
75			01/06/2023	1357	Matrix Trust Company	-4,075.57	401K/457
76			01/18/2023		Payroll	-19,353.50	
77			01/19/2023	E-pay	IRS USATAXPYMT	-5,369.60	
78			01/19/2023	E-pay	IRS USATAXPYMT	-5,172.06	
79			01/20/2023	E-pay	EDD	-1,313.85	
80			01/20/2023	E-pay	IRS USATAXPYMT	0.00	
81			01/20/2023	EFT	CA State Disbursement Unit/Expert Pa	-299.07	
82			01/30/2023	EFT	AFLAC	-66.82	
83			01/30/2023	1358	Matrix Trust Company	-4,086.84	401K/457
84		Total 1070 · CHCU - Payroll	4155			-60,990.57	
85		1075 · CHCU - ACH 4130					
86			01/06/2023	EFT	Springbrook (ACH Services)	-198.06	
87			01/17/2023	EFT	Bluefin Payment Systems	-71.85	
88			01/17/2023	EFT	Bluefin Payment Systems	-1,065.41	
89		Total 1075 · CHCU - ACH	4130			-1,335.32	
90		TOTAL				-184,058.96	

	A	B	C	D	E	F	G	H	I	J	K
1	Variation From Projected Income										
2	Fiscal Year Ending 6-30-2023										
3											
4		Water			Wastewater						
5	Billing Month	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation	Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
6	Jul-22	\$ 114,125	\$ 115,954	\$ 1,829	\$ 83,750	\$ 84,284	\$ 534	\$ 2,363	22,621	23,039	22,132
7	Aug-22	\$ 117,875	\$ 116,411	\$ (1,464)	\$ 83,750	\$ 84,012	\$ 262	\$ (1,202)	25,390	25,038	24,000
8	Sep-22	\$ 116,250	\$ 123,135	\$ 6,885	\$ 83,750	\$ 84,083	\$ 333	\$ 7,218	20,829	21,488	22,252
9	Oct-22	\$ 112,000	\$ 111,535	\$ (465)	\$ 83,750	\$ 83,923	\$ 173	\$ (292)	16,842	18,786	20,501
10	Nov-22	\$ 110,125	\$ 104,613	\$ (5,512)	\$ 83,750	\$ 90,668	\$ 6,918	\$ 1,406	15,567	17,377	19,882
11	Dec-22	\$ 100,625	\$ 98,210	\$ (2,415)	\$ 83,750	\$ 90,466	\$ 6,716	\$ 4,301	10,999	11,828	14,781
12	Jan-23	\$ 89,125	\$ 84,430	\$ (4,695)	\$ 83,750	\$ 90,525	\$ 6,775	\$ 2,079	9,709	12,272	11,956
13	Feb-23	\$ 94,375	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		16,772	14,913
14	Mar-23	\$ 91,000	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		19,671	13,658
15	Apr-23	\$ 90,625	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		17,723	13,480
16	May-23	\$ 102,750	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		23,118	18,271
17	Jun-23	\$ 111,125	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		22,524	20,430
18											
19	Total	\$ 1,250,000	\$ 754,288	\$ (5,837)	\$ 1,005,000	\$ 607,960	\$ 21,710	\$ 15,873	121,957	229,636	216,255
21									Year to Date Monthly Averages		
22	YTD avg	100%	60%		100%	60%			17,422	19,136	18,021
23									Yearly Average	19,136	18,021
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	AM	AN	AO	AP	AQ	AR	AS
1	Bank Account Summary							
2								
3		7/31/2022	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/31/2022	1/31/2022
31								
32	LAIF	\$1,740,868	\$1,740,868	\$1,740,868	\$1,746,792	\$1,746,792	\$1,746,792	\$1,755,917
33								
34	TD Ameritrade/RNC Genter	\$1,275,353	\$1,272,832	\$1,267,141	\$1,265,349	\$1,274,442	\$676,072	\$677,886
35								
36	Coast Hills FCU							
37	Checking	\$509,281	\$403,898	\$385,477	\$506,532	\$407,477	\$301,898	\$389,104
38	Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0
39	Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202
40	Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
41	Payroll	\$62,923	\$33,096	\$18,384	\$14,140	\$14,451	\$36,764	\$55,733
42	ACH (Sweep Account)	\$1,000	\$2,522	\$2,910	\$3,570	\$3,285	\$1,000	\$1,932
43	Total Coast Hill FCU	\$573,406	\$439,717	\$406,972	\$524,444	\$425,415	\$339,864	\$446,970
44								
45	Five Star Bank							
46	Operating	\$369	\$150,380	\$150,393	\$77,085	\$68,835	\$220,420	\$81,158
47	Development	\$261,437	\$261,459	\$261,481	\$261,503	\$261,525	\$261,547	\$261,569
48	Money Market	\$455,694	\$456,275	\$456,837	\$457,552	\$458,305	\$1,059,879	\$1,061,817
49	ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
50	Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0
51	Total Five Star Bank	\$717,500	\$868,114	\$868,711	\$796,140	\$788,664	\$1,541,845	\$1,404,544
52								
53	Combined Balance	\$4,307,127	\$4,321,532	\$4,283,693	\$4,332,724	\$4,235,313	\$4,304,572	\$4,285,317
54								
55	Monthly Change	\$1,238	\$14,404	-\$37,839	\$49,031	-\$97,411	\$69,259	-\$19,255
56								
57	Fiscal Year Monthly Change To Date							
58	-\$20,572							
59								
60	INVESTMENT STRATEGY							
61	Along with resuming active management, the							
62	Finance Committee and Staff recommend a							
63	balanced distribution of monies as stated below							
64	between TD Ameritrade, LAIF and Coast Hills							
65	Credit Union/Five Star Bank. This distribution will							
66	allow the District to maximize yields on							
67	investments, while meeting operating and capital							
68	cash needs							
68	Recommended Investment Strategy:							
69	01. Coast Hills CU/Five Star Bank: \$300,000							
70								
71	Goal of about 10%							
72	02. TD Ameritrade: 50% of balance of unrestricted							
73	cash							
74	Goal of about 45%							
75	03. LAIF: 50% of the balance of unrestricted cash							
76	Goal of about 45%							
77								
78								



	B	C	D	E	F	G	H	L	M
1	Mission Hills Community Services District								7
2	Budget to Actual Comparison								0.58
3	JUL 22 -JAN 23								5
4		Budgeted	Prorated Budget	Actual		Remainder		% of Budget	Explanation
5	Income	Fiscal Year 22-23	JUL 22 -JAN 23	JUL 22 -JAN 23	Difference	Budgeted Amount		58%	
6	Late Fees/Charges	\$ 50,000	\$ 29,167	\$ 19,321	\$ (9,846)	\$ 30,679		39%	Lower Than Budgeted
7	Water Service	\$ 1,250,000	\$ 729,167	\$ 754,288	\$ 25,121	\$ 495,712		60%	Slightly Higher Than Budgeted
8	Sewer Service	\$ 1,005,000	\$ 586,250	\$ 607,960	\$ 21,710	\$ 397,040		60%	Slightly Higher Than Budgeted
9	Street Sweeping	\$ 18,000	\$ 10,500	\$ 10,540	\$ 40	\$ 7,460		59%	On Track With Budget
10		\$ 2,323,000	\$ 1,355,083	\$ 1,392,108	\$ 37,025	\$ 930,892		60%	Revenue is 2% Above Budget
11									
12									
13		Budgeted		Actual		Remainder			
14	Expense	Fiscal Year 22-23	JUL 22 -JAN 23	JUL 22 -JAN 23	Difference	Budgeted Amount			
15	Salaries & Wages	\$ 705,000	\$ 411,250	\$ 424,746	\$ (13,496)	\$ 280,254		60%	Slightly Higher Than Budgeted
16	Employee Benefits	\$ 250,000	\$ 145,833	\$ 134,060	\$ 11,773	\$ 115,940		54%	Slightly Lower Than Budgeted
17	Director Fees	\$ 16,500	\$ 9,625	\$ 3,500	\$ 6,125	\$ 13,000		21%	Less Meetings Than Budgeted
18	Depreciation	\$ 375,000	\$ 218,750	\$ 197,328	\$ 21,422	\$ 177,672		53%	Depreciation Slightly Lower Than Budgeted
19	Election Expense	\$ 3,000	\$ 1,750	\$ -	\$ 1,750	\$ 3,000		0%	No Election Expense
20	Vehicle Expense	\$ 23,000	\$ 13,417	\$ 21,473	\$ (8,056)	\$ 1,527		93%	More Maintenance Than Budgeted - Additional Vehicles
21	Insurance	\$ 25,000	\$ 14,583	\$ 11,875	\$ 2,708	\$ 13,125		47%	Slightly Lower Than Budgeted
22	Memberships	\$ 30,000	\$ 17,500	\$ 24,906	\$ (7,406)	\$ 5,094		83%	Timing of Payment of Memberships
23	Office Expenses	\$ 25,000	\$ 14,583	\$ 12,250	\$ 2,334	\$ 12,750		49%	Slightly Lower Than Budgeted
24	Operating Supplies	\$ 25,000	\$ 14,583	\$ 10,752	\$ 3,832	\$ 14,248		43%	Lower Than Budgeted
25	Chemicals	\$ 100,000	\$ 58,333	\$ 35,256	\$ 23,077	\$ 64,744		35%	Lower Than Budgeted
26	Safety	\$ 5,000	\$ 2,917	\$ 3,208	\$ (291)	\$ 1,792		64%	Slightly Higher Than Budgeted
27	Contractual Services	\$ 125,000	\$ 72,917	\$ 68,347	\$ 4,570	\$ 56,653		55%	Slightly Lower Than Budgeted
28	Professional Services	\$ 125,000	\$ 72,917	\$ 40,500	\$ 32,417	\$ 84,500		32%	Lower Than Budgeted
29	Printing & Publication	\$ 5,300	\$ 3,092	\$ 1,527	\$ 1,565	\$ 3,773		29%	Lower Than Budgeted
30	Equipment Lease	\$ 13,500	\$ 7,875	\$ 5,478	\$ 2,397	\$ 8,022		41%	Lower Than Budgeted
31	Monitoring	\$ 36,000	\$ 21,000	\$ 9,998	\$ 11,002	\$ 26,002		28%	Lower Than Budgeted
32	Travel/Meetings/Meals	\$ 15,000	\$ 8,750	\$ 5,526	\$ 3,224	\$ 9,474		37%	Lower Than Budgeted
33	Utilities	\$ 220,000	\$ 128,333	\$ 116,100	\$ 12,233	\$ 103,900		53%	Slightly Lower Than Budgeted
34	Government Fees	\$ 35,000	\$ 20,417	\$ 32,921	\$ (12,504)	\$ 2,079		94%	Timing of Payment of SWRCB Fees
35	Repairs & Maintenance	\$ 80,000	\$ 46,667	\$ 58,822	\$ (12,156)	\$ 21,178		74%	Timing of Payment Flo Dar Meter
36	Miscellaneous Expenses	\$ 25,000	\$ 14,583	\$ -	\$ 14,583	\$ 25,000		0%	Uncollectables or Write Offs
37		\$ 2,262,300	\$ 1,319,675	\$ 1,218,572	\$ 101,103	\$ 1,043,728		54%	Expenses Are 4% Below Budget
38									
46	Resolution 15-229 - Budget Preparation and Approval Process								
47	C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget,								
48	the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.								
49					5% =	\$ 113,115.00			



MISSION HILLS COMMUNITY SERVICES DISTRICT

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