

Board of Directors

Jorge Magana, President
Matthew Starbuck, Director
Steve Dietrich, Director
Jim Keeling, Director
Glen McLeod, Director



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

Mike Garner, General Manager

Mission Hills Community Services District Board of Directors
Regular Meeting

Wednesday, December 11, 2024
4:30 PM

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

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. **If you cannot attend, you can submit comments before the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, December 10, 2024.**

4. Consent Agenda - Staff recommends Directors approve the Consent Agenda in one motion. Members of the public may comment on a consent item (3 minutes maximum per speaker). Directors may pull a consent item for discussion or a separate vote.

A. Consideration of Approval of Minutes from:

- i.) October 16th, 2024
- ii.) Meeting in November was canceled, No meeting minutes.

B. Activity Reports for October & November 2024

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

C. Financial Reports October & November 2024

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

D. Regular Business-

- A.** Newly Elected Officials
- B.** Officer Elections
- C.** Discuss and approve the Cost-share agreement

7. Communications - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide references to staff or other resources for information, and 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)

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 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)



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**Mission Hills Community Services District Board of Directors
Regular Meetings Minutes
October 16th, 2024**

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 4:32 pm on Wednesday, October 16th, 2024, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

None

STAFF PRESENT:

Mike Garner, Carol Reynolds, Lupe Huitron and Javier Rodriguez.

OTHERS PRESENT:

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Public Comment-** No public comment received
4. **Consent Agenda**
 - A. **Approved Minutes**
 - i.) September 18th, 2024
 - B. **Activity Reports for October**
 - i.) General Manager and Administrative Reports
 - ii.) Water and Wastewater
 - iii.) Goals and Committee Updates-None report provided
 - 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 Keeling and seconded by Director Heavin, to approve the Consent Agenda as presented.

Motion passed 5-0 Vote.

Ayes: Jim Keeling, Matthew Starbuck, Myron Heavin, Steve Dietrich, and Jorge Magana

Noes: None

Abstain: None

Absent: None

5. Regular Business Items

A. Discussion and Consideration of a Consultant Services Agreement with Phoenix Engineering.

Motion made by Director Magana and second by Director Keeling to approve the Consultant Services Agreement with Phoenix Engineering that will cover an assessment and see if it's feasible for the proposed Lift Station preliminary design for the possibility of tying in with the City of Lompoc to send the wastewater to their treatment facility.

Motion passed 5-0 Vote.

Ayes: Jim Keeling, Myron Heavin, Matthew Starbuck, Steve Dietrich, and Jorge Magana

Noes: None

Abstain: None

Absent: None

B. Discuss and approve declaring the District's Equipment for Surplus.

Motion made by Director Magana and second by Director Dietrich to Surplus District Equipment.

Motion passed 5-0 Vote.

Ayes: Matthew Starbuck, Jim Keeling, Myron Heavin, Steve Dietrich, and Jorge Magana

Noes: None

Abstain: None

Absent: None

C. Ratify amendment 1 to SGMA Joint Powers Agreement and Authorize the Board President to sign.

Motion made by Director Heavin and Second by Director Magana to approve the ratified Amendment 1 to SGMA Joint Powers Agreement and Authorize the Board President to sign.

Ayes: Matthew Starbuck, Jim Keeling, Myron Heavin, Steve Dietrich, and Jorge Magana

Noes: None

Abstain: None

Absent: None

D. Can and Will Serve a Letter to Classic Installation to Construct a Single-Family Residence on the Vacant Parcel at 1212 Harris Dr.

Motion made by Director Heavin and second by Director Keeling to approve issuing the Can and Will Serve Letter to Classic Installation to construct a Single-Family Residence on the vacant parcel at 1212 Harris Dr.

Ayes: Matthew Starbuck, Jim Keeling, Myron Heavin, and Jorge Magana

Noes: Steve Dietrich

Abstain: None

Absent: None

Motion to amend proposal- Director Heavin moved to amend the motion by adding that the Connection fees are paid within 12 months of issuing the Can and Will Serve letter. Second by Director Keeling.

Ayes: Matthew Starbuck, Jim Keeling, Myron Heavin, Jorge Magana, and Steve Dietrich

Noes: None

Abstain: None

Absent: None

E. Discuss and Approve the Contract with GSI Water Solutions, Inc. of new Well #8

Motion made by Director Heavin and second by Director Magana to approve the GSI Water Solutions Inc. Contract of the new well #8.

Ayes: Jorge Magana, Myron Heavin, Matthew Starbuck, Steve Dietrich, and Jim Keeling.

Noes: None

Abstain: None

Absent: None

6. Communications - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information, and 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 Magana thanked the District staff for doing the extra work while being down one person in the office, Director Heavin expressed the importance of Solar panels and wished the Board had approved the installation back when he made the recommendation. Everyone thanked Director Heavin for serving on the 4-year term for Mission Hills CSD Board.

C. Public Comments- None

With no further business before the Board, the meeting was adjourned at 6:04 pm.

Respectfully submitted:

Lupe Huitron

X

Jorge Managa
President

X

Lupe Huitron
Board Secretary



General Manager and Administrative Activity Reports
October-November 2024

General Manager Report

PGE- PGE is currently working on the design for the new service for Well #8 and future boosters.

Well, 8- Design work is continuing.

Well, #7 has been pulled and is being treated for iron bacteria. Should take 2 weeks.

Sewer Line-Surveyors have started checking the line to Pond #8 through the state park and farmland. Spoke to the city and they are waiting for the report from Phoenix Engineering.

Committees- I am proposing combining committees to make them more efficient. My suggestion is Finance/Budget, Legal/Personal, and Water/ Wastewater. We will decide on members in the January board meeting.

Budget Review- In January Carol and I will have a mid-year budget review for the board.

Administrative Services Manager

Processed Work from Springbrook. Assisted Customers. Prepared Bank Deposits. Review the Agenda for VVCSD Board Meetings to garner information affecting our local communities. Facilitated money transfer between accounts as warranted. As is customary, I participated in Board Meeting preparation. Kept abreast of the District priorities on a weekly basis with both the General Manager and Operations Supervisor. Evaluated the Grant opportunities for applicable options for the District. Requested updates from District Counsel on ongoing items. Worked with IT contractor on ongoing items. Completed CSDA & ACWA classes online. Participated in local CSDA Board of Directors Meeting. Trained Temp Employee (Executive Assistant) and assisted with cross-training in Accounting, Customer Service & Board Secretary duties.



General Manager and Administrative Activity Reports
October-November 2024

Board Secretary

October- Assisted customers with payments and setting up services assisted with a part of the customer billing process, and submitted requests to remove/add previous and new Board Members to our training sites. Created a list of items that needed to be completed for elected and re-elected Board Members and uploaded District website with financial reports, prepared Board Packet, attended Board Secretary Conference, added new vehicles to our inventory, and submitted forms to the County Yard, emailed and phone correspondence, started staff Reports.

November- Assisted with Can and Will Serve letter, completed travel Expense forms, completed the annual BAR report (smog program), went over the conflict of Interest and 700 forms, with Debbie Stanton (Executive Assistant) and navigated the website with her, Posted cancellation notices for our scheduled meeting, Worked on Board Member Timecards, Prepared Committee Meeting Agenda notice, Completed Staff report Started the Surplus process by uploading and entering some item information on to the Auction Market place website,

Customer Service/Account Receivables

Applied 10% Late Fee for non-pay October - #159 accounts
 Past Due Letters Mailed October - #361 Accounts

Applied 10% Late Fee for non-pay November - #155 accounts
 Past Due Letter Mailed November - #323 Accounts



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General Manager, Mike Garner

**MISSION HILLS COMMUNITY SERVICES DISTRICT
 Water and Wastewater Report – October & November**

October	
<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 15.5 MG	Total Monthly Influent Flow: 5.45 MG
Daily Average: 0.51 MGD	Daily Average: 0.17 MGD
Monthly Sold: 14.6 MG	Ratio of Daily returned Flow: 33%
Unaccounted Water: 0.9 MG (5%)	(0.17/0.51 = 0.33)
November	
<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 12.2 MG	Total Monthly Influent Flow: 5.28 MG
Daily Average: 0.46 MGD	Daily Average: 0.17 MGD
Monthly Sold: 10.7 MG	Ratio of Daily returned Flow: 37%
Unaccounted Water: 1.5 MG (12%)	(0.17/0.46 = 0.37)

Water

Staff News

- Jose Acosta attended and completed USC Cross-Connection Control and Hydraulic Research Course, while also receiving his ABPA Cross Connection Specialist Certification.
- Brandon Fronteras successfully passed the California Water Treatment Grade 1 Exam.



Compliance

- Submitted the State Water Resource Control Board (SWRCB) monthly reports.
- Submitted Quarterly SAFER Report.

Distribution System Maintenance/Repair

- Replaced 24 Hersey meters to Kamstrup meters. 869 of 1312 total meters were replaced.
- Water main line repair – 3492 Via Arnez Via Orilla 11/4/2024
- Water service line repair – 1535 Calle Cinco on 11/5/2024
- Repair 2” Air Relief on Burton Mesa Blvd – 11/6/2024
- Water main line repair – 1241 Stallcup Ln 11/12-11/14

Wells & Pumping

- Fisher Pump Co. removed piping columns to begin rehab on Well #7

Preventative Maintenance Program:

October

- Hydrant Maintenance: 7
- Valve exercised: 10
- Dead End Flushing: N/A

November

- Hydrant Maintenance: 15
- Valve exercised: 24
- Dead End Flushing: N/A

Wastewater

Compliance

- Submitted the Quarterly Self-Monitoring Report (SMR)
- Collected all weekly settleable solids samples.
- Submitted the Monthly No Spill Report.

Collection System/Lift Station

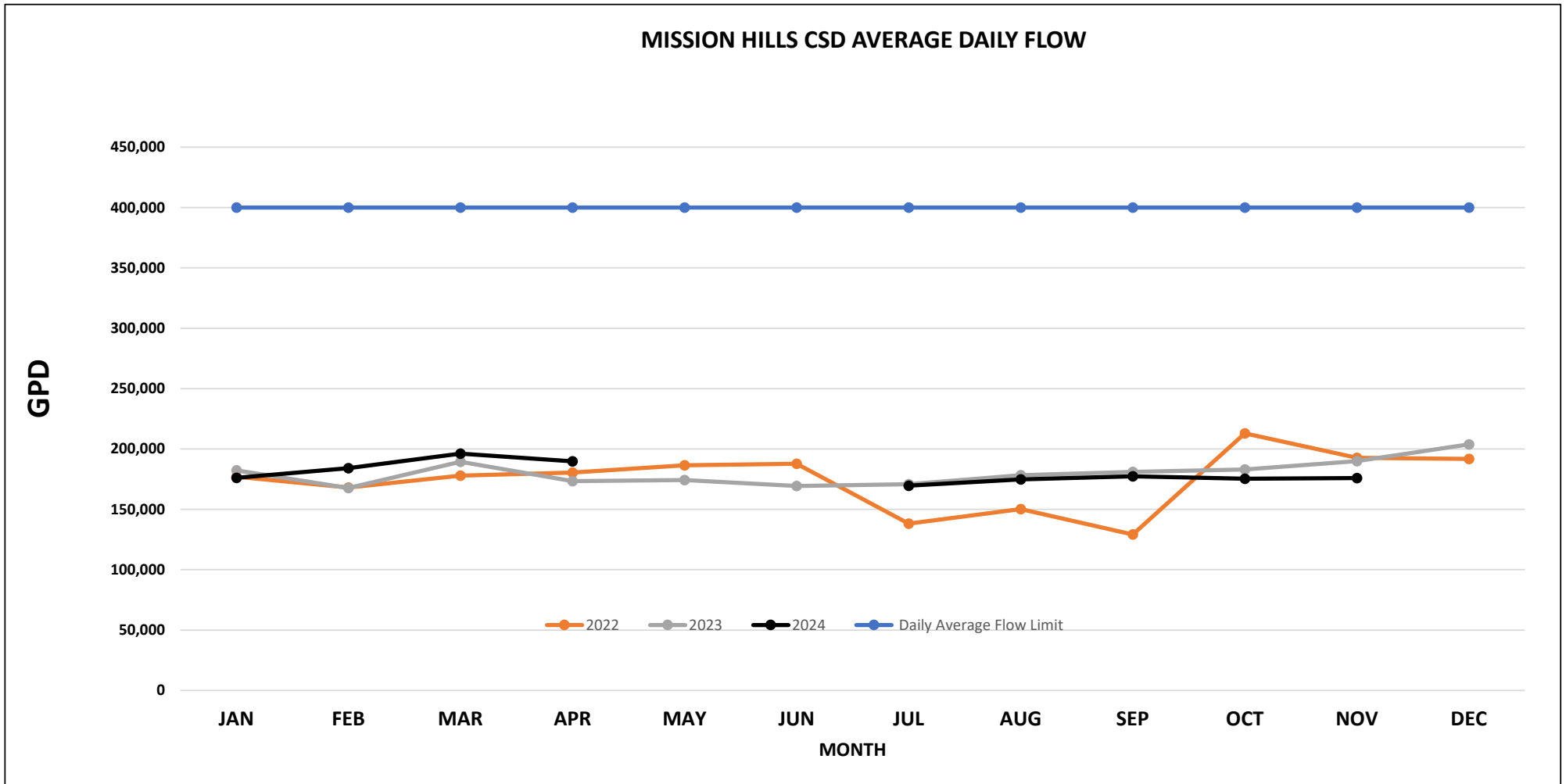
- Replaced circulation fan at the Lift Station.
- Continued monitoring of Wet well Wizard.

Wastewater Plant

- Performed weekly laboratory in-house samples.
- Wastewater Plant is operating in good condition.

MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

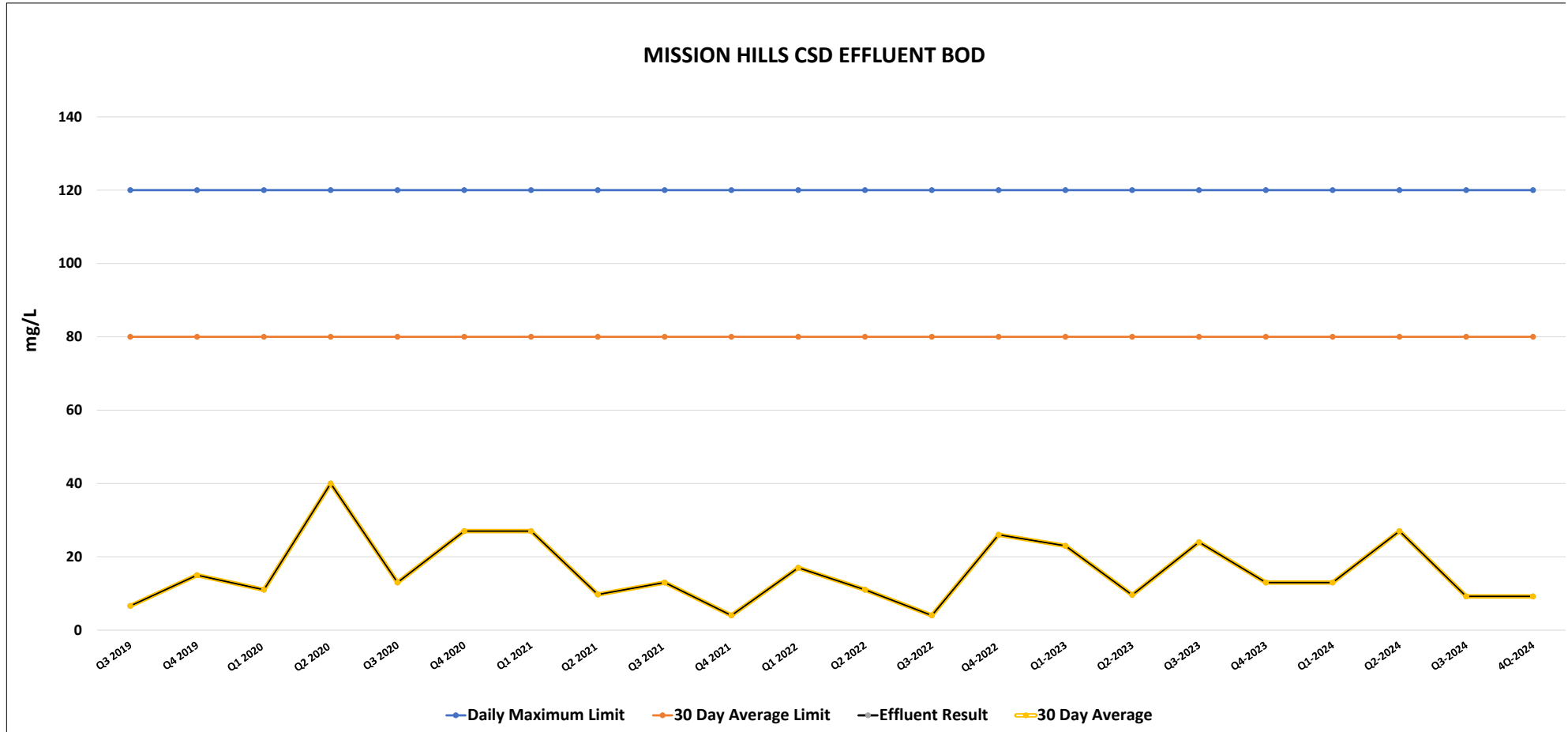
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Average Flow Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
2022	177,041	168,115	177,989	180,560	186,491	187,850	138,217	150,210	129,171	212,966	192,729	191,717
2023	182,227	167,689	189,351	173,446	174,311	169,441	170,812	178,317	181,009	183,039	190,019	203,847
2024	176,039	184,061	196,175	189,774			169,626	174,891	177,358	175,452	176,004	



MISSION HILLS CSD EFFLUENT BOD (mg/L)

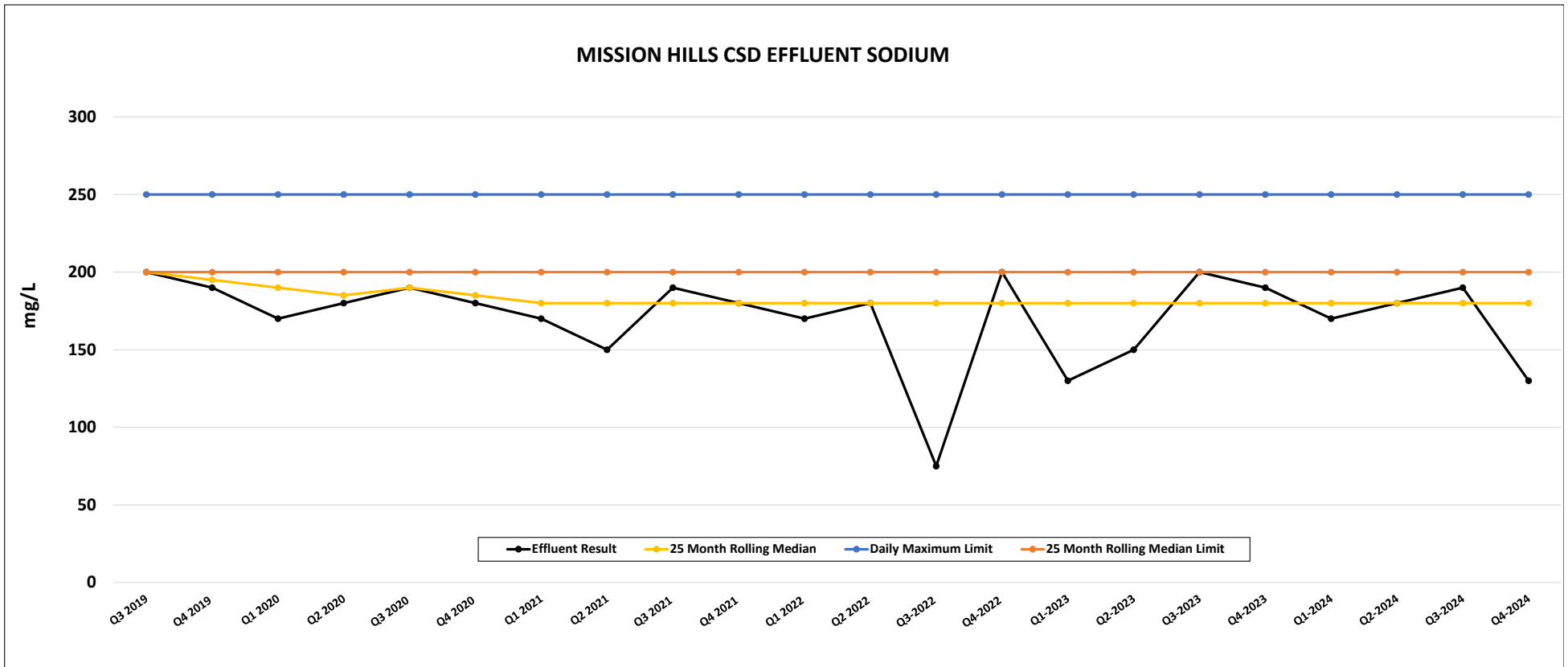
MONTH	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day Average Permit Limit	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Effluent Result	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	
30 Day Average	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	

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



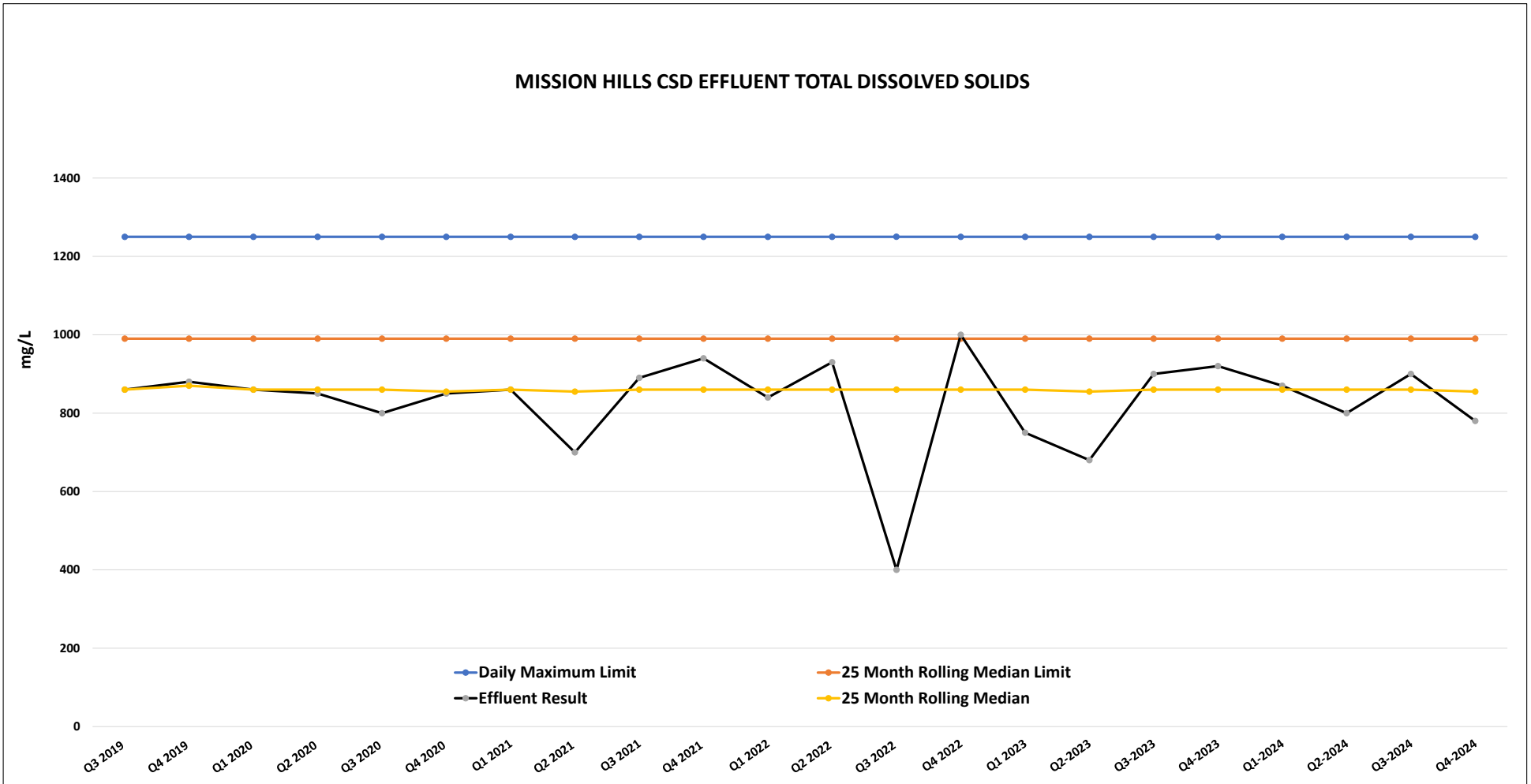
MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

MONTH	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	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	200
Effluent Result	200	190	170	180	190	180	170	150	190	180	170	180	75	200	130	150	200	190	170	180	190	
25 Month Rolling Median	200	195	190	185	190	185	180	180	180	180	180	180	180	180	180	180	180	180	180	180	180	



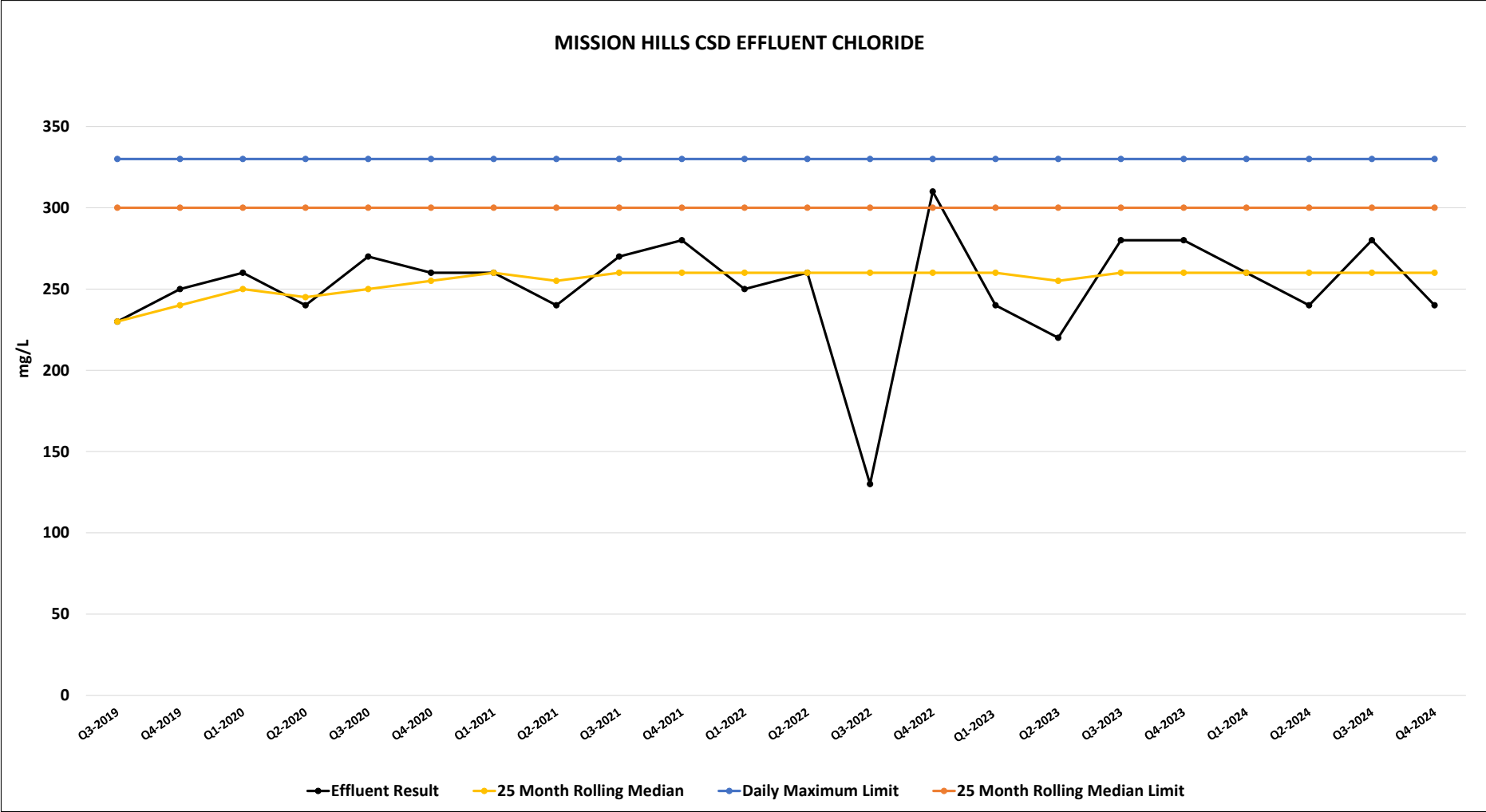
MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

MONTH	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2-2024	Q3-2024	
Daily Maximum Permit Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	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	990
Effluent Result	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680	900	920	870	800	900	
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855	860	860	860	860	860	



MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	Q3-2019	Q4-2019	Q1-2020	Q2-2020	Q3-2020	Q4-2020	Q1-2021	Q2-2021	Q3-2021	Q4-2021	Q1-2022	Q2-2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024
Daily Maximum Permit Limit	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	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	300
Effluent Result	230	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220	280	280	260	240	280	240
25 Month Rolling Median	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	255	260	260	260	260	260	260



MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

MONTH	Q2-2019	Q3-2019	Q4-2019	Q1-2020	Q2-2020	Q3-2020	Q4-2020	Q1-2021	Q2-2021	Q3-2021	Q4-2021	Q1-2022	Q2-2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024
Daily Maximum Permit Limit	20	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	30	30
Monthly Average Limit	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15
Effluent Result	14	13	8	10	26	8	7	13	9	6	5	14	26	3	8	13	12	9	5	9	14	4	2



Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
October 2024

				Oct 24	Oct 23	\$ Change	Explanation
Ordinary Income/Expense							
Income							
	4005	· 48 hour notice fees		15.00	300.00	-285.00	
	4045	· Late fees		3,267.40	2,189.74	1,077.66	Late Payment Fees
	4050	· Miscellaneous income		0.00	25.00	-25.00	
	4060	· Reconnection fees		0.00	250.00	-250.00	
	4075	· Returned check fees		50.00	75.00	-25.00	
	4085	· Sewer basic charges		106,646.34	97,928.18	8,718.16	Rate Increase
	4095	· Street sweeping charges		1,511.40	1,495.56	15.84	
	4105	· Water basic charges		62,548.40	58,964.55	3,583.85	Rate Increase
	4115	· Water usage charges		73,332.04	58,303.38	15,028.66	Consumption Increase
	Total Income			247,370.58	219,531.41	27,839.17	
	Gross Profit			247,370.58	219,531.41	27,839.17	
Expense							
	6000	Salaries and wages					
	6005	· Wage expense		55,753.59	54,897.59	856.00	
	6010	· Payroll tax expense		4,469.12	4,887.54	-418.42	
	Total 6000 · Salaries and wages			60,222.71	59,785.13	437.58	
	6050	Employee benefits					
	6060	· Disability insurance		307.22	552.18	-244.96	
	6065	· Health insurance		14,389.59	10,774.15	3,615.44	More Families
	6071	· Tuition Reimbursement		1,684.60	0.00	1,684.60	Payment Timing
	6075	· Retirement expenses		1,753.11	1,675.52	77.59	
	6085	· Workers compensation expe		3,510.31	0.00	3,510.31	WC Audit Payment Timing
	6090	· Vacation & Sick Leave		2,683.28	8,122.04	-5,438.76	2023 GM Final Check
	6095	· Benefit Administration		0.00	89.82	-89.82	
	Total 6050 · Employee benefits			24,328.11	21,213.71	3,114.40	
	6100	· Director fees		0.00	1,125.00	-1,125.00	Less Meetings
	6110	· Depreciation expense		26,784.66	26,784.66	0.00	
	6140	Vehicle expenses					
	6145	· Tractor and equipment		0.00	961.49	-961.49	
	6150	· Vehicle fuel		1,227.93	1,748.02	-520.09	
	6155	· Vehicle maintenance		945.53	563.38	382.15	
	6160	· Automobile Allowance		700.00	0.00	700.00	
	Total 6140 · Vehicle expenses			2,873.46	3,272.89	-399.43	
	6190	· Dues and memberships		8,637.00	20,215.00	-11,578.00	Timing Payment ACWA
	6200	Office expenses					
	6210	· Cash (over) / short		50.49	-0.74	51.23	
	6230	· Office supplies		0.00	241.94	-241.94	
	6235	· Postage expense		0.00	700.00	-700.00	
	6245	· Office Equipment		0.00	242.03	-242.03	
	Total 6200 · Office expenses			50.49	1,183.23	-1,132.74	
	6300	Operating supplies and expenses					
	6310	· Miscellaneous supplies		331.51	67.21	264.30	
	6325	· Portable equipment		43.20	1,702.62	-1,659.42	Hach Payment 2023
	6330	· Shop supplies		27.17	0.00	27.17	
	6335	· Small tools and appliances		1,303.91	0.00	1,303.91	Kamstrup Ready US Converter
	6340	Chemicals					
	6344	· Chlorine		2,373.80	1,544.50	829.30	
	6345	· Corrosion inhibitor		8,244.52	4,289.84	3,954.68	Timing Payment
	Total 6340 · Chemicals			10,618.32	5,834.34	4,783.98	
	Total 6300 · Operating supplies and ex			12,324.11	7,604.17	4,719.94	
	6410	Contractual services					
	6420	· Cleaning service		200.00	200.00	0.00	
	6425	· Office equip maintenance		122.79	83.41	39.38	

Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
October 2024

	Oct 24	Oct 23	\$ Change	Explanation
6430 · Internet access	171.58	168.35	3.23	
6435 · Landscaping services	336.04	559.15	-223.11	
6437 · Pest Control	248.00	110.00	138.00	
6445 · Security expense	112.50	312.91	-200.41	
6450 · Software support	2,720.00	1,724.47	995.53	
6452 · Credit Card Processing	1,367.69	410.81	956.88	
6453 · Software Subscriptions	0.00	385.99	-385.99	
6455 · Street sweeping services	1,530.00	1,471.18	58.82	
6470 · Other contractual services	35.90	1,022.25	-986.35	
Total 6410 · Contractual services	6,844.50	6,448.52	395.98	
6475 · Professional services				
6476 · Financial Management Fees	0.00	864.00	-864.00	
6490 · Legal services	139.83	2,583.45	-2,443.62	Less Legal Fees
6495 · Human Resources services	5,495.18	0.00	5,495.18	Temp Employee
Total 6475 · Professional services	5,635.01	3,447.45	2,187.56	
6500 · Printing and publication	30.45	0.00	30.45	
6505 · Equipment lease and rentals	515.44	101.64	413.80	
6525 · Research and monitoring				
6530 · Lab & Testing Expenses	1,008.20	0.00	1,008.20	Timing Payment
6535 · Monitoring expense	438.00	408.00	30.00	
Total 6525 · Research and monitoring	1,446.20	408.00	1,038.20	
6600 · Travel and meetings				
6610 · Meals	80.00	674.54	-594.54	
6620 · Staff training	2,832.42	1,262.21	1,570.21	Conference Attendance
Total 6600 · Travel and meetings	2,912.42	1,936.75	975.67	
6650 · Utilities				
6655 · Cell phones	100.00	207.86	-107.86	
6660 · Dump fees	0.00	37.00	-37.00	
6665 · Electrical	22,860.58	19,287.23	3,573.35	Gas Well Down
6670 · Natural gas	0.00	21.77	-21.77	
6685 · Telephone	88.77	217.97	-129.20	
6691 · Trash & Recycling	330.42	336.89	-6.47	
Total 6650 · Utilities	23,379.77	20,108.72	3,271.05	
6720 · Repairs and maintenance				
6730 · Distribution expense	2,078.19	4,225.37	-2,147.18	Famcon Pipe 2023
6745 · Lift station expenses	0.00	3,300.00	-3,300.00	Speeds Oil 2023
6755 · Reservoirs	132.35	0.00	132.35	
6760 · Shop and equip repairs	33.80	1,040.00	-1,006.20	Pro3 Automation 2023
6765 · Supplies and small tools	0.00	738.99	-738.99	
6775 · Filtration Plant	3.96	10,096.22	-10,092.26	Blue White 2023
6785 · Wells and pumping	6,293.51	4,973.84	1,319.67	Pro3 Automation 2024
6790 · Waste water plant	0.00	7,899.31	-7,899.31	Pro3 Automation 2023
6795 · Other repairs and mainten	787.46	879.50	-92.04	
Total 6720 · Repairs and maintenance	9,329.27	33,153.23	-23,823.96	
Total Expense	185,313.60	206,788.10	-21,474.50	
Net Ordinary Income	62,056.98	12,743.31	49,313.67	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	126.34	1,502.71	-1,376.37	Less Return
7010 · Interest income	14,286.70	20,108.27	-5,821.57	Less Interest
Total Other Income	14,413.04	21,610.98	-7,197.94	
Net Other Income	14,413.04	21,610.98	-7,197.94	
Net Income	76,470.02	34,354.29	42,115.73	

Mission Hills Community Services District
Disbursements Journal
October 2024

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	10/14/2024	34139	ACECO Equipment Rentals	-33.60	
	10/14/2024	34140	ACWA	-13,330.00	Annual Dues
	10/14/2024	34141	ACWA/JPIA *Medical Insurance	-15,413.70	Monthly Insurance
	10/14/2024	34142	American Industrial Supply	-185.20	
	10/14/2024	34143	Brenntag Pacific, Inc	-6,155.25	Chemicals
	10/14/2024	34144	Carmel & Naccasha LLP	-139.83	
	10/14/2024	34145	Comcast	-171.58	
	10/14/2024	34146	Core & Main	-1,087.50	Kamstrup Converter
	10/14/2024	34147	Car & Phone Allowance	-800.00	
	10/14/2024	34148	Home Depot	-1,313.35	Misc Supplies - Field
	10/14/2024	34149	Reimbursement	-547.14	Conference Reimbursement
	10/14/2024	34150	JB Dewar Inc	-163.52	
	10/14/2024	34151	Linde Gas & Equipment Inc	-44.01	
	10/14/2024	34152	Marborg Industries	-324.60	
	10/14/2024	34153	McCrometer	-2,284.31	Flo Dar Repair
	10/14/2024	34154	O'Connor Pest Control	-57.00	
	10/14/2024	34155	Office Depot Business Credit	-98.50	
	10/14/2024	34156	PG&E	-6,000.00	Engineering Down Payment
	10/14/2024	34157	Quadient Leasing USA, Inc.	-396.14	
	10/14/2024	34158	Quinn Rental Services	-2,269.86	Mower/Tractor Rental
	10/14/2024	34159	Reimbursement	-1,684.60	Tuition Reimbursement
	10/14/2024	34160	Smith Alarms & Electronics, Inc.	-112.50	
	10/14/2024	34161	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	10/14/2024	34162	Staples Advantage*	-92.06	
	10/14/2024	34163	Ultrex Inc	-122.79	
	10/14/2024	34164	Underground Service Alert of SC	-35.90	
	10/14/2024	34165	USA BlueBook	-811.20	
	10/14/2024	34166	Verizon	-210.09	
	10/15/2024	34167	California Special Districts Assn -	-80.00	
	10/22/2024	34169	ACWA Joint Powers Insurance Au	-3,510.31	Work Comp Audit
	10/22/2024	34170	California Special Districts Associ	-8,637.00	Annual Dues
	10/22/2024	34171	Clinical Labs of San Bernardino Ir	-438.00	
	10/22/2024	34172	Compuvision	-1,452.50	Monthly Fees
	10/22/2024	34173	Energy Link	-384.40	
	10/22/2024	34174	Fisher Pump & Well Service	-63,151.39	Well #6 Rehab - CIP
	10/22/2024	34175	Inklings Printing Company	-30.45	
	10/22/2024	34176	JB Dewar Inc	-171.63	
	10/22/2024	34177	Lompoc Excel Personnel Svs Inc	-1,190.18	Temp Employee
	10/22/2024	34178	Juana Rodriguez Janitorial	-200.00	
	10/22/2024	34179	Quadient Leasing USA, Inc.	-98.57	
	10/22/2024	34180	Standard Insurance Company	-307.22	
	10/22/2024	34181	USA BlueBook	-482.17	
Total 1000 · FSB - Operating 1535412				-135,548.05	
1060 · CHCU - General 4163					
	10/08/2024	EFT	PG&E	-5,395.73	Utility Bill - WWTP
	10/14/2024	EFT	PG&E	-433.37	Utility Bill - Shop
	10/14/2024	EFT	PG&E	-390.48	Utility Bill - Office
	10/14/2024	EFT	PG&E	-8,091.91	Utility Bill - Well #5
	10/14/2024	EFT	PG&E	-2,430.55	Utility Bill - Lift Station
	10/14/2024	EFT	PG&E	-7,594.41	Utility Bill - Well #7
	10/17/2024	EFT	PG&E	-11.80	Utility Bill - Street Light
	10/31/2024	EFT	PG&E	-3,908.06	Utility Bill - WWTP
Total 1060 · CHCU - General 4163				-28,256.31	
1070 · CHCU - Payroll 4155					
	10/09/2024		Payroll	-20,223.07	
	10/11/2024	E-pay	EDD	-1,654.15	
	10/11/2024	E-pay	IRS USATAXPYMT	-4,774.86	
	10/11/2024	EFT	CA State Disbursement Unit/Expe	-299.07	
	10/14/2024	1412	Matrix Trust Company	-5,063.18	457/401K
	10/22/2024	1413	Matrix Trust Company	-4,967.62	457/401k
	10/23/2024		Payroll	-19,746.37	
	10/25/2024	E-pay	EDD	-1,674.31	
	10/25/2024	E-pay	IRS USATAXPYMT	-4,813.80	
	10/25/2024	EFT	CA State Disbursement Unit/Expe	-299.07	

Mission Hills Community Services District
Disbursements Journal
 October 2024

	Date	Num	Name	Amount	Explanation
	10/31/2024		BOD Payroll	-456.24	
	10/31/2024	EFT	AFLAC	-152.90	
Total 1070 · CHCU - Payroll 4155				-64,124.64	
1075 · CHCU - ACH 4130					
	10/31/2024	EFT	Bluefin Payment Systems	-1,295.84	Credit Card Fees
	10/31/2024	EFT	Bluefin Payment Systems	-71.85	Credit Card Fees
Total 1075 · CHCU - ACH 4130				-1,367.69	
TOTAL				-229,296.69	

Variation From Projected Income

Fiscal Year Ending 6-30-2025

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation				
Jul-24	\$ 143,109	\$ 130,364	\$ (12,745)	\$ 106,022	\$ 98,556	\$ (7,466)	\$ (20,211)	23,376	26,994	23,441
Aug-24	\$ 133,911	\$ 139,304	\$ 5,393	\$ 106,022	\$ 106,410	\$ 388	\$ 5,781	20,007	18,520	22,987
Sep-24	\$ 132,500	\$ 127,791	\$ (4,709)	\$ 106,022	\$ 106,044	\$ 22	\$ (4,687)	22,389	19,235	21,371
Oct-24	\$ 130,375	\$ 135,880	\$ 5,505	\$ 106,022	\$ 106,646	\$ 624	\$ 6,129	19,571	21,178	20,382
Nov-24	\$ 118,208	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	15,372	18,119
Dec-24	\$ 128,765	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	12,792	13,394
Jan-25	\$ 100,264	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	11,393	11,585
Feb-25	\$ 100,123	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	8,925	13,026
Mar-25	\$ 111,783	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	10,159	11,729
Apr-25	\$ 98,317	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	11,777	13,932
May-25	\$ 114,100	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	17,377	19,461
Jun-25	\$ 120,890	\$ -	\$ -	\$ 106,020	\$ -	\$ -	\$ -	-	22,879	20,468
Total	\$ 1,432,345	\$ 533,339	\$ (6,556)	\$ 1,272,262	\$ 417,656	\$ (6,432)	\$ (12,988)	85,343	196,601	209,895
YTD avg	100%	37%		100%	33%			Year to Date Monthly Averages		
								7,112	16,383	17,491
								Yearly Average	16,383	17,491
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)										

Bank Account Summary												
	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/29/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025
LAIF	\$320,536	\$320,536	\$320,536	\$325,262								
California Class	\$2,069,473	\$2,078,951	\$2,087,911	\$2,096,760								
TD Ameritrade/RNC Genter	\$710,537	\$711,349	\$712,117	\$713,303								
Coast Hills FCU												
Checking	\$238,166	\$358,149	\$419,172	\$227,972								
Development	\$0	\$0	\$0	\$0								
Investment Checking	\$202	\$202	\$202	\$202								
Savings	\$0	\$0	\$0	\$0								
Payroll	\$21,735	\$31,961	\$30,864	\$21,013								
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000								
Total Coast Hill FCU	\$261,102	\$391,312	\$451,238	\$250,187								
Five Star Bank												
Operating	\$302,935	\$188,927	\$164,488	\$373,397								
Development	\$13,034	\$13,035	\$13,036	\$13,037								
Money Market	\$128,664	\$129,158	\$129,644	\$130,148								
ACH (Sweep Account)	\$0	\$0	\$0	\$0								
Payroll	\$0	\$0	\$0	\$0								
Total Five Star Bank	\$444,632	\$331,120	\$307,168	\$516,582								
Combined Balance	\$3,806,280	\$3,833,268	\$3,878,970	\$3,902,094								
Monthly Change	\$138,522	\$26,988	\$45,702	\$23,124								
Fiscal Year Monthly Change To Date												
\$234,336												

Mission Hills Community Services District								4
Budget to Actual Comparison								0.33
Thru 10/31/2024								8
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation	
	Fiscal Year 24-25	Oct-24	Oct-24	Difference	Budgeted Amount	33%		
Income								
Late Fees/Charges	\$ 40,000	\$ 13,333	\$ 12,340	\$ (993)	\$ 27,660	31%	Slightly Lower Than Budgeted	
Water Service	\$ 1,432,345	\$ 477,448	\$ 532,465	\$ 55,017	\$ 899,880	37%	Slightly Higher Than Budgeted	
Sewer Service	\$ 1,272,262	\$ 424,087	\$ 417,837	\$ (6,250)	\$ 854,425	33%	On Track With Budget	
Street Sweeping	\$ 18,000	\$ 6,000	\$ 6,038	\$ 38	\$ 11,962	34%	Slightly Higher Than Budgeted	
	\$ 2,762,607	\$ 920,869	\$ 968,680	\$ 47,811	\$ 1,793,927	35%	Revenue is 2% Above With Budget	
	Budgeted	Prorated Budget	Actual Thru		Remainder			
	Fiscal Year 24-25	Oct-24	Oct-24	Difference	Budgeted Amount			
Expense								
Salaries & Wages	\$ 880,000	\$ 293,333	\$ 295,380	\$ (2,047)	\$ 584,620	34%	Slightly Higher Than Budgeted	
Employee Benefits	\$ 265,000	\$ 88,333	\$ 83,441	\$ 4,892	\$ 181,559	31%	Slightly Lower Than Budgeted	
Director Fees	\$ 16,000	\$ 5,333	\$ 2,250	\$ 3,083	\$ 13,750	14%	Lower Than Budgeted (Less Meetings)	
WMA GSA Allocation	\$ 40,000	\$ 13,333	\$ 31,250	\$ (17,917)	\$ 8,750	78%	Annual Fee Payment Timing	
Election Expense	\$ 2,500	\$ 833	\$ -	\$ 833	\$ 2,500	0%	No Election Expense Bill Received Yet	
Vehicle Expense	\$ 37,000	\$ 12,333	\$ 12,560	\$ (227)	\$ 24,440	34%	Slightly Higher Than Budgeted	
Insurance	\$ 33,000	\$ 11,000	\$ 19,096	\$ (8,096)	\$ 13,904	58%	Higher Than Budgeted - Claim Reserve	
Memberships	\$ 44,000	\$ 14,667	\$ 28,882	\$ (14,215)	\$ 15,118	66%	Higher Than Budgeted - AWWA, ACWA Timing	
Office Expenses	\$ 16,000	\$ 5,333	\$ 784	\$ 4,549	\$ 15,216	5%	Lower Than Budgeted	
Operating Supplies	\$ 23,000	\$ 7,667	\$ 6,153	\$ 1,514	\$ 16,847	27%	Lower Than Budgeted	
Chemicals	\$ 75,000	\$ 25,000	\$ 29,582	\$ (4,582)	\$ 45,418	39%	Slightly Higher Than Budgeted	
Safety	\$ 5,000	\$ 1,667	\$ 1,372	\$ 295	\$ 3,628	27%	Lower Than Budgeted	
Contractual Services	\$ 75,000	\$ 25,000	\$ 28,863	\$ (3,863)	\$ 46,137	38%	Slightly Higher Than Budgeted	
Professional Services	\$ 90,000	\$ 30,000	\$ 9,899	\$ 20,101	\$ 80,101	11%	Lower Than Budgeted	
Printing & Publication	\$ 2,500	\$ 833	\$ 2,437	\$ (1,604)	\$ 63	97%	Timing of Order of Billings	
Equipment Lease	\$ 7,500	\$ 2,500	\$ 2,065	\$ 435	\$ 5,435	28%	Lower Than Budgeted	
Monitoring	\$ 16,000	\$ 5,333	\$ 4,112	\$ 1,221	\$ 11,888	26%	Lower Than Budgeted	
Travel/Meetings/Meals	\$ 15,000	\$ 5,000	\$ 5,975	\$ (975)	\$ 9,025	40%	Slightly Higher Than Budgeted	
Utilities	\$ 265,000	\$ 88,333	\$ 111,166	\$ (22,833)	\$ 153,834	42%	Higher Than Budgeted (Gas Well Down)	
Government Fees	\$ 45,000	\$ 15,000	\$ 2,004	\$ 12,996	\$ 42,996	4%	Lower Than Budgeted	
Repairs & Maintenance	\$ 150,000	\$ 50,000	\$ 78,289	\$ (28,289)	\$ 71,711	52%	Multiple Leaks	
	\$ 2,102,500	\$ 700,833	\$ 755,560	\$ (54,727)	\$ 1,346,940	36%	Expenses Are 3% Above 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% =	\$ 105,125.00			

Mission Hills Community Services District
Revenue and Expense Prev Year Comparison
November 2024

	Nov 24	Nov 23	\$ Change	Explanation
Ordinary Income/Expense				
Income				
4005 · 48 hour notice fees	0.00	465.00	-465.00	
4045 · Late fees	3,588.31	2,300.61	1,287.70	Late Fees
4060 · Reconnection fees	0.00	425.00	-425.00	
4075 · Returned check fees	75.00	50.00	25.00	
4085 · Sewer basic charges	105,764.28	98,284.68	7,479.60	Rate Increase
4095 · Street sweeping charges	1,498.20	1,503.48	-5.28	
4105 · Water basic charges	62,041.93	59,168.45	2,873.48	Rate Increase
4115 · Water usage charges	62,409.72	64,727.77	-2,318.05	Slight Consumption Reduction
Total Income	235,377.44	226,924.99	8,452.45	
Gross Profit	235,377.44	226,924.99	8,452.45	
Expense				
6000 · Salaries and wages				
6005 · Wage expense	53,894.69	60,753.65	-6,858.96	Less Staff
6010 · Payroll tax expense	4,541.02	5,014.67	-473.65	Less Staff
Total 6000 · Salaries and wages	58,435.71	65,768.32	-7,332.61	
6050 · Employee benefits				
6060 · Disability insurance	0.00	276.09	-276.09	
6065 · Health insurance	13,819.47	10,890.66	2,928.81	More Families
6075 · Retirement expenses	1,762.36	1,707.98	54.38	
6090 · Vacation & Sick Leave	4,850.66	4,047.17	803.49	
6095 · Benefit Administration	0.00	89.82	-89.82	
Total 6050 · Employee benefits	20,432.49	17,011.72	3,420.77	
6100 · Director fees	625.00	1,000.00	-375.00	
6110 · Depreciation expense	26,784.66	26,784.66	0.00	
6140 · Vehicle expenses				
6145 · Tractor and equipment	0.00	1,750.11	-1,750.11	Payment Timing
6150 · Vehicle fuel	20.00	2,094.31	-2,074.31	Payment Timing
6155 · Vehicle maintenance	0.00	305.50	-305.50	
Total 6140 · Vehicle expenses	20.00	4,149.92	-4,129.92	
6190 · Dues and memberships	300.00	300.00	0.00	
6200 · Office expenses				
6210 · Cash (over) / short	0.00	-0.15	0.15	
6225 · Miscellaneous expenses	49.55	0.00	49.55	
6230 · Office supplies	518.81	256.17	262.64	
6235 · Postage expense	0.00	700.00	-700.00	
6245 · Office Equipment	0.00	231.57	-231.57	
Total 6200 · Office expenses	568.36	1,187.59	-619.23	
6300 · Operating supplies and expenses				
6310 · Miscellaneous supplies	0.00	59.79	-59.79	
6315 · Oil expense	0.00	893.14	-893.14	
6325 · Portable equipment	0.00	43.05	-43.05	
6330 · Shop supplies	0.00	552.12	-552.12	
6335 · Small tools and appliances	0.00	293.81	-293.81	
6340 · Chemicals				
6344 · Chlorine	0.00	2,655.21	-2,655.21	Payment Timing
6345 · Corrosion inhibitor	0.00	6,642.97	-6,642.97	Payment Timing
Total 6340 · Chemicals	0.00	9,298.18	-9,298.18	
Total 6300 · Operating supplies and ex	0.00	11,140.09	-11,140.09	
6350 · Safety expenses				
6375 · Other safety expenses	50.21	0.00	50.21	
Total 6350 · Safety expenses	50.21	0.00	50.21	
6410 · Contractual services				
6420 · Cleaning service	200.00	200.00	0.00	
6425 · Office equip maintenance	552.54	304.90	247.64	
6430 · Internet access	0.00	168.35	-168.35	
6435 · Landscaping services	0.00	295.94	-295.94	
6437 · Pest Control	0.00	110.00	-110.00	
6445 · Security expense	112.50	112.50	0.00	
6449 · SCADA Support	0.00	2,307.50	-2,307.50	Pro3 Automation
6450 · Software support	1,452.50	1,652.50	-200.00	
6452 · Credit Card Processing	0.00	444.27	-444.27	

Mission Hills Community Services District
Revenue and Expense Prev Year Comparison
November 2024

	Nov 24	Nov 23	\$ Change	Explanation
6453 · Software Subscriptions	0.00	549.89	-549.89	
6455 · Street sweeping services	1,530.00	1,471.18	58.82	
6466 · Emissions Testing	738.40	0.00	738.40	
6470 · Other contractual services	47.00	14.00	33.00	
Total 6410 · Contractual services	4,632.94	7,631.03	-2,998.09	
6475 · Professional services				
6480 · Accounting services	0.00	385.00	-385.00	
6488 · Information Services	12,074.36	11,508.72	565.64	
6490 · Legal services	1,182.03	2,054.55	-872.52	
6495 · Human Resources services	0.00	574.00	-574.00	
Total 6475 · Professional services	13,256.39	14,522.27	-1,265.88	
6505 · Equipment lease and rentals	0.00	185.30	-185.30	
6525 · Research and monitoring				
6535 · Monitoring expense	0.00	2,782.50	-2,782.50	Timing Payment
Total 6525 · Research and monitoring	0.00	2,782.50	-2,782.50	
6600 · Travel and meetings				
6610 · Meals	0.00	334.62	-334.62	
6620 · Staff training	0.00	465.33	-465.33	
6625 · Travel expenses	0.00	1,757.28	-1,757.28	Timing Payment Conference
Total 6600 · Travel and meetings	0.00	2,557.23	-2,557.23	
6645 · Write-Off	-11.14	50.00	-61.14	
6650 · Utilities				
6655 · Cell phones	0.00	207.86	-207.86	
6665 · Electrical	17,048.58	16,105.80	942.78	
6670 · Natural gas	0.00	36.48	-36.48	
6685 · Telephone	0.00	202.23	-202.23	
6691 · Trash & Recycling	0.00	336.89	-336.89	
Total 6650 · Utilities	17,048.58	16,889.26	159.32	
6700 · Government fees and charges	0.00	13,045.00	-13,045.00	Timing SWRCB Payment
6720 · Repairs and maintenance				
6730 · Distribution expense	278.56	0.00	278.56	
6755 · Reservoirs	0.00	4,664.80	-4,664.80	Pro3 Automation
6760 · Shop and equip repairs	0.00	1,053.87	-1,053.87	Aceco Equip Rental
6765 · Supplies and small tools	0.00	321.83	-321.83	
6785 · Wells and pumping	2,210.00	708.30	1,501.70	Pro3 Automation
6795 · Other repairs and mainten	378.74	14,557.52	-14,178.78	Breaks 2023
Total 6720 · Repairs and maintenance	2,867.30	21,306.32	-18,439.02	
Total Expense	145,010.50	206,311.21	-61,300.71	
Net Ordinary Income	90,366.94	20,613.78	69,753.16	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	320.06	3,854.46	-3,534.40	Less Return
7010 · Interest income	8,935.39	4,374.62	4,560.77	Better Interest
Total Other Income	9,255.45	8,229.08	1,026.37	
Other Expense				
Total Other Expense	0.00	0.00	0.00	
Net Other Income	9,255.45	8,229.08	1,026.37	
Net Income	99,622.39	28,842.86	70,779.53	

Mission Hills Community Services District
Disbursements Journal
November 2024

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	11/06/2024	34182	Reimbursement	-933.35	Conference Reimbursement
	11/06/2024	34183	ACWA Joint Powers Insurance	-66,702.32	Auto & Liability Annual Premium
	11/06/2024	34184	ACWA/JPIA *Medical Insurance	-14,815.91	Monthly Insurance
	11/06/2024	34185	Bremer Auto Parts	-821.78	
	11/06/2024	34186	Carmel & Naccasha LLP	-1,182.03	Legal Fees
	11/06/2024	34187	Comcast	-171.58	
	11/06/2024	34188	Core & Main	-2,006.44	Various Items
	11/06/2024	34189	County of Santa Barbara- Gen	-4,226.77	Vehicle Maintenance & Fuel
	11/06/2024	34190	De Lage Landen Financial Serv	-231.57	
	11/06/2024	34191	Energy Link	-739.40	
	11/06/2024	34192	Reimbursement	-296.27	Test Reimbursement
	11/06/2024	34193	Frontier Communications	-88.77	
	11/06/2024	34194	JB Dewar Inc	-153.52	
	11/06/2024	34195	Greg Radabaugh Construction	-789.00	
	11/06/2024	34196	Jim Vreeland Ford	-380.79	
	11/06/2024	34197	Jon's Lawn Mowing	-336.04	
	11/06/2024	34198	Liebert Cassidy Whitmore	-621.00	
	11/06/2024	34199	Linde Gas & Equipment Inc	-43.20	
	11/06/2024	34200	Lompoc Excel Personnel Svs Ir	-2,651.25	Temp Employee
	11/06/2024	34201	Marborg Industries	-330.42	
	11/06/2024	34202	Matrix Trust Company	0.00	
	11/06/2024	34203	O'Connor Pest Control	-124.00	
	11/06/2024	34204	Pitney Bowes	-185.30	
	11/06/2024	34205	Reimbursement	-1,684.60	Tuition Reimbursement
	11/06/2024	34206	Reimbursement	-1,055.66	Conference Reimbursement
	11/06/2024	34207	Smith Alarms & Electronics, Inc	-112.50	
	11/06/2024	34208	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	11/06/2024	34209	Staples Advantage*	-518.81	
	11/06/2024	34210	Superior Concrete	-27,325.00	Foundation - Shop Building
	11/06/2024	34211	Ultrex Inc	-342.54	
	11/06/2024	34212	L.I.T.B Inc	-6,114.81	2024 Ford F250 Accessories
	11/20/2024	34213	ACECO Equipment Rentals	-262.23	
	11/20/2024	34214	American Industrial Supply	-141.41	
	11/20/2024	34215	Brenntag Pacific, Inc	-4,463.07	Chemicals
	11/20/2024	34216	Compuvision	-2,720.00	IT Services
	11/20/2024	34217	Dahl Air Conditioning	-210.00	
	11/20/2024	34218	Energy Link	-738.40	
	11/20/2024	34219	Home Depot	-1,418.46	Various Items
	11/20/2024	34220	Kendra L Estes Marketing Supp	-49.55	
	11/20/2024	34221	Lompoc Excel Personnel Svs Ir	-1,653.75	Temp Employee
	11/20/2024	34222	Juana Rodriguez Janitorial	-200.00	
	11/20/2024	34223	O'Connor Pest Control	-67.00	
	11/20/2024	34224	Oilfield Environmental & Compl	-197.00	
	11/20/2024	34225	Pro3 Automation Inc	-6,557.93	Well #6 Rehab
	11/20/2024	34226	Santa Barbara Co Special Distr	-300.00	
	11/20/2024	34227	Springbrook Holding Company	-12,074.36	Annual Subscription Fees
	11/20/2024	34228	Underground Service Alert of S	-47.00	
	11/20/2024	34229	USA BlueBook	-50.21	
	11/20/2024	34230	Valley Rock Ready Mix, Inc.	-378.74	
Total 1000 · FSB - Operating 1535412				-168,043.74	
1060 · CHCU - General 4163					
	11/18/2024	EFT	PG&E	-11.85	Utility Bill - Street Light

Mission Hills Community Services District
Disbursements Journal
 November 2024

	Date	Num	Name	Amount	Explanation
	11/20/2024	EFT	PG&E	-6,913.18	Utility Bill - Well #5
	11/20/2024	EFT	PG&E	-6,918.84	Utility Bill - Well #7
	11/20/2024	EFT	PG&E	-52.22	Utility Bill - Well #6
	11/20/2024	EFT	PG&E	-2,346.44	Utility Bill - Lift Station
	11/20/2024	EFT	PG&E	-353.53	Utility Bill - Office
	11/20/2024	EFT	PG&E	-452.52	Utility Bill - Shop
Total 1060 · CHCU - General 4163				-17,048.58	
1070 · CHCU - Payroll 4155					
	11/01/2024	1414	BOD Payroll	-114.06	
	11/01/2024	E-pay	EDD	-6.89	
	11/01/2024	E-pay	IRS USATAXPYMT	-95.62	
	11/06/2024		Payroll	-19,874.92	
	11/06/2024	1415	Matrix Trust Company	-4,994.58	457/401K
	11/08/2024	E-pay	IRS USATAXPYMT	-4,823.04	
	11/08/2024	EFT	CA State Disbursement Unit/Ex	-299.07	
	11/19/2024	EFT	AFLAC	-152.90	
	11/20/2024		Payroll	-20,164.20	
	11/20/2024	1416	Matrix Trust Company	-5,092.98	457/401K
	11/22/2024	E-pay	EDD	-1,734.18	
	11/22/2024	E-pay	IRS USATAXPYMT	-4,964.54	
	11/22/2024	EFT	CA State Disbursement Unit/Ex	-299.07	
Total 1070 · CHCU - Payroll 4155				-62,616.05	
TOTAL				-247,708.37	

Variation From Projected Income

Fiscal Year Ending 6-30-2025

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation				
Jul-24	\$ 143,109	\$ 130,364	\$ (12,745)	\$ 106,022	\$ 98,556	\$ (7,466)	\$ (20,211)	23,485	26,994	23,441
Aug-24	\$ 133,911	\$ 139,304	\$ 5,393	\$ 106,022	\$ 106,410	\$ 388	\$ 5,781	20,007	18,520	22,987
Sep-24	\$ 132,500	\$ 127,791	\$ (4,709)	\$ 106,022	\$ 106,044	\$ 22	\$ (4,687)	22,404	19,235	21,371
Oct-24	\$ 130,375	\$ 135,880	\$ 5,505	\$ 106,022	\$ 106,646	\$ 624	\$ 6,129	19,571	21,178	20,382
Nov-24	\$ 118,208	\$ 124,452	\$ 6,244	\$ 106,022	\$ 105,764	\$ (258)	\$ 5,986	14,251	15,372	17,474
Dec-24	\$ 128,765	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	12,792	13,394
Jan-25	\$ 100,264	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	11,393	11,585
Feb-25	\$ 100,123	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	8,925	13,026
Mar-25	\$ 111,783	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	10,159	11,729
Apr-25	\$ 98,317	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	11,777	13,932
May-25	\$ 114,100	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	17,377	19,461
Jun-25	\$ 120,890	\$ -	\$ -	\$ 106,020	\$ -	\$ -	\$ -	-	22,879	20,468
Total	\$ 1,432,345	\$ 657,791	\$ (312)	\$ 1,272,262	\$ 523,420	\$ (6,690)	\$ (7,002)	99,718	196,601	209,250
YTD avg	100%	46%		100%	41%			Year to Date Monthly Averages		
								8,310	16,383	17,437
								Yearly Average	16,383	17,437
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)										

Bank Account Summary												
	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/29/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025
LAIF	\$320,536	\$320,536	\$320,536	\$325,262	\$325,262							
California Class	\$2,069,473	\$2,078,951	\$2,087,911	\$2,096,760	\$2,105,057							
TD Ameritrade/RNC Center	\$710,537	\$711,349	\$712,117	\$713,303	\$713,708							
Coast Hills FCU												
Checking	\$238,166	\$358,149	\$419,172	\$227,972	\$271,982							
Development	\$0	\$0	\$0	\$0	\$0							
Investment Checking	\$202	\$202	\$202	\$202	\$202							
Savings	\$0	\$0	\$0	\$0	\$0							
Payroll	\$21,735	\$31,961	\$30,864	\$21,013	\$21,667							
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000							
Total Coast Hill FCU	\$261,102	\$391,312	\$451,238	\$250,187	\$294,851							
Five Star Bank												
Operating	\$302,935	\$188,927	\$164,488	\$373,397	\$299,134							
Development	\$13,034	\$13,035	\$13,036	\$13,037	\$13,038							
Money Market	\$128,664	\$129,158	\$129,644	\$130,148	\$130,634							
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0							
Payroll	\$0	\$0	\$0	\$0	\$0							
Total Five Star Bank	\$444,632	\$331,120	\$307,168	\$516,582	\$442,806							
Combined Balance	\$3,806,280	\$3,833,268	\$3,878,970	\$3,902,094	\$3,881,684							
Monthly Change	\$138,522	\$26,988	\$45,702	\$23,124	-\$20,410							
Fiscal Year Monthly Change To Date												
	\$213,926											

Mission Hills Community Services District								5
Budget to Actual Comparison								0.42
Thru 11/30/2024								7
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation	
Income	Fiscal Year 24-25	Nov-24	Nov-24	Difference	Budgeted Amount	42%		
Late Fees/Charges	\$ 40,000	\$ 16,667	\$ 16,004	\$ (663)	\$ 23,996	40%	Slightly Lower Than Budgeted	
Water Service	\$ 1,432,345	\$ 596,810	\$ 656,917	\$ 60,107	\$ 775,428	46%	Slightly Higher Than Budgeted	
Sewer Service	\$ 1,272,262	\$ 530,109	\$ 523,601	\$ (6,508)	\$ 748,661	41%	Slightly Lower Than Budgeted	
Street Sweeping	\$ 18,000	\$ 7,500	\$ 7,536	\$ 36	\$ 10,464	42%	On Track With Budget	
	\$ 2,762,607	\$ 1,151,086	\$ 1,204,058	\$ 52,972	\$ 1,558,549	44%	Revenue is 2% Above With Budget	
	Budgeted	Prorated Budget	Actual Thru		Remainder			
Expense	Fiscal Year 24-25	Nov-24	Nov-24	Difference	Budgeted Amount			
Salaries & Wages	\$ 880,000	\$ 366,667	\$ 353,816	\$ 12,851	\$ 526,184	40%	Slightly Lower Than Budgeted	
Employee Benefits	\$ 265,000	\$ 110,417	\$ 103,874	\$ 6,543	\$ 161,126	39%	Slightly Lower Than Budgeted	
Director Fees	\$ 16,000	\$ 6,667	\$ 2,875	\$ 3,792	\$ 13,125	18%	Lower Than Budgeted (Less Meetings)	
WMA GSA Allocation	\$ 40,000	\$ 16,667	\$ 31,250	\$ (14,583)	\$ 8,750	78%	Annual Fee Payment Timing	
Election Expense	\$ 2,500	\$ 1,042	\$ -	\$ 1,042	\$ 2,500	0%	No Election Expense Bill Received Yet	
Vehicle Expense	\$ 37,000	\$ 15,417	\$ 12,580	\$ 2,837	\$ 24,420	34%	Lower Than Budgeted	
Insurance	\$ 33,000	\$ 13,750	\$ 19,096	\$ (5,346)	\$ 13,904	58%	Higher Than Budgeted - Claim Reserve	
Memberships	\$ 44,000	\$ 18,333	\$ 29,182	\$ (10,849)	\$ 14,818	66%	Higher Than Budgeted - AWWA, ACWA Timing	
Office Expenses	\$ 16,000	\$ 6,667	\$ 1,352	\$ 5,315	\$ 14,648	8%	Lower Than Budgeted	
Operating Supplies	\$ 23,000	\$ 9,583	\$ 6,153	\$ 3,430	\$ 16,847	27%	Lower Than Budgeted	
Chemicals	\$ 75,000	\$ 31,250	\$ 29,582	\$ 1,668	\$ 45,418	39%	Slightly Lower Than Budgeted	
Safety	\$ 5,000	\$ 2,083	\$ 1,422	\$ 661	\$ 3,578	28%	Lower Than Budgeted	
Contractual Services	\$ 75,000	\$ 31,250	\$ 33,496	\$ (2,246)	\$ 41,504	45%	Slightly Higher Than Budgeted	
Professional Services	\$ 90,000	\$ 37,500	\$ 23,155	\$ 14,345	\$ 66,845	26%	Lower Than Budgeted	
Printing & Publication	\$ 2,500	\$ 1,042	\$ 2,437	\$ (1,395)	\$ 63	97%	Timing of Order of Billings	
Equipment Lease	\$ 7,500	\$ 3,125	\$ 2,065	\$ 1,060	\$ 5,435	28%	Lower Than Budgeted	
Monitoring	\$ 16,000	\$ 6,667	\$ 4,112	\$ 2,555	\$ 11,888	26%	Lower Than Budgeted	
Travel/Meetings/Meals	\$ 15,000	\$ 6,250	\$ 5,975	\$ 275	\$ 9,025	40%	Slightly Lower Than Budgeted	
Utilities	\$ 265,000	\$ 110,417	\$ 128,215	\$ (17,798)	\$ 136,785	48%	Higher Than Budgeted (Gas Well Down)	
Government Fees	\$ 45,000	\$ 18,750	\$ 2,004	\$ 16,746	\$ 42,996	4%	Lower Than Budgeted / Separate WMA GSA	
Repairs & Maintenance	\$ 150,000	\$ 62,500	\$ 81,156	\$ (18,656)	\$ 68,844	54%	Multiple Leaks	
	\$ 2,102,500	\$ 876,042	\$ 873,797	\$ 2,245	\$ 1,228,703	42%	Expenses Are On Track With Budget	
Resolution 15-229 - Budget Preparation and Approval Process								
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget, the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.								
				5% =	\$ 105,125.00			



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
From: Mike Garner, General Manager
Lupe Huitron, Board Secretary
DATE: December 11, 2024
SUBJECT: **Welcome Newly Elected Director(s)**

Recommendation / Proposed Motion

For information only and no action is necessary. This agenda item is designed to welcome the returning and new Directors to our first Regular Board Meeting.

Policy Reference

Newly Elected officers took office on the first Friday of December following the general district election. Each elected officer will take the official oath on December 11th Santa Barbara Election Code § 10554

Budget Resource

No Impact

Alternatives Considered

None considered

Background

The Board of Directors is the elected unit of authority within the District. Directors do not represent any fractional segment of the community, but are, rather, a part of the body representing and acting for the District as a whole.

Discussion

Congratulations to re-elected Director Steve Dietrich and newly elected Directors Jorge Magana and Glen Mcleod. The Directors will be sworn in on December 11th, under Santa Barbara Election Code § 10554. This agenda item is designed to welcome the returning and new Directors to our first Regular Board Meeting.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Mike Garner, General Manager
Lupe Huitron, Board Secretary
DATE: December 11, 2024
SUBJECT: Officer Elections for 2025

Recommendation / Proposed Motion

- Recommendation: Nominate and elect a President, Vice-President, and Finance Officer for the calendar year 2025
- Proposed Nomination: I nominate "Director" to be President of the Mission Hills Community Services District for calendar year 2025
- Proposed Nomination: I nominate "Director" to be Vice-President of the Mission Hills Community Services District for calendar year 2025
- Proposed Nomination: I nominate "Director" to be the Finance Officer of the Mission Hills Community Services District for the calendar year 2025

Policy Reference

- 4040 – Board President
- 4050 – Members of the Board of Directors
- 4060 – Committees of the Board of Directors

Alternatives Considered

None considered

Background

Mission Hills established policies that guide the District's procedures for electing officers and appointing committee members.

Discussion

Determine who the Board President will be for the calendar year 2025, the current President will remain in office through December 2024. The newly elected President will coordinate with the Directors regarding their preference(s) for Committee assignment before the January 15, 2025, Regular meeting. The President will appoint Directors to serve on the various Committees at the January Board meeting.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

To: Board of Directors

From: Mike Garner, General Manager
Lupe Huitron, Board Secretary

DATE: December 11, 2024

SUBJECT: Share Cost Agreement

Recommendation / Proposed Motion

- Ratify the Santa Ynez WMA Joint Power Authority Cost Sharing and Reimbursement Agreement.
- Authorize the Board President to sign on behalf of the District

Policy Reference

- In September 2014, Governor Jerry Brown signed into law a three-bill legislative package composed of [AB 1739 \(Dickinson\)](#), [SB 1168 \(Pavley\)](#), and [SB 1319 \(Pavley\)](#), collectively known as SGMA.
- At the December 21, 2016, Board meeting the Board approved a Memorandum of Agreement (MOA) with the SYRWCD, the City of Lompoc, VVCSD and the Santa Barbara County water Agency.
- On August 15, 2018, the Board adopted the WMA Cost Share agreement with the weighted voting of 50%, 25%, 12.5% and the MHCSD cost share of up to \$135,000 which is the amount set aside at the time.
- At the October 18, 2023, meeting, the Board ratified the Joint Exercise of Power Agreement for the Santa Ynez River Valley Basin Western Management Area GSA forming the WMA JPA.
- California Government Code § 6500 et seq., the Joint Exercise of Powers Act, governs joint Powers agencies

Discussion

The Mission Hills Community Services District (MHCSD) is a member of the Joint Powers Authority (JPA) for the Santa Ynez River Valley Groundwater Basin (SYRVGB) Western Management Area

(WMA) Groundwater Sustainability Agency (WMA GSA). The other members of the JPA include the City of Lompoc (city), Vandenberg Village Community Services District (VVCSD), the Santa Barbara County Water Agency (Water Agency), and the Santa Ynez River Water Conservation District (SYRWCD). Together these entities are known as the “JPA Parties” or “Parties”. The water agency is the only member of the JPA without a vote, and the only member with no financial responsibility.

The parties have developed the attached Cost Sharing and Reimbursement Agreement for funds that are contributed to the WMA GSA by the SYRWCD and the other Parties.

The Parties are working to implement the WMA GSA Groundwater Sustainability Plan (GSP) in the WMA. As the WMA GSA does not have an existing funding source, Section 14.2 of the WMA. As the WMA JPA states the Parties have agreed to provide Voluntary Contributions to fund the WMA GSA in the percentage stated in the JPA to cover the costs to operate the WMA until other funds are available. The Voluntary Contributions are to be reimbursed to the Parties by the GSA.

Resource Impacts:

The Parties percent of the total contributions to the WMA GSA were agreed to in Article 14 of the WMA’s JPA dated November 28, 2023. The percentages are as follows:

SYRWCD:	50%
Lompoc (City):	25%
Mission Hills (MHCS):	12.5%
Vandenberg (VVCSD):	12.5%
Santa Barbara (Water Agency):	0%

Attachment: Santa Ynez WMA Joint Powers Authority Cost Sharing and Reimbursement Agreement.

**SANTA YNEZ WMA JOINT POWERS AUTHORITY
COST SHARING AND REIMBURSEMENT AGREEMENT**

This Cost Sharing and Reimbursement Agreement ("Agreement") is entered into on _____, 2024, by and among the below-listed members of the Santa Ynez River Valley Groundwater Basin Western Management Area Groundwater Sustainability Agency, a California Joint Powers Authority ("WMA"), located within the Santa Ynez River Valley Groundwater Basin ("Basin"), each a "Party" and collectively referred to as the "Parties":

Members:

1. City of Lompoc ("Lompoc")
2. Mission Hills Community Services District ("Mission Hills")
3. Vandenberg Village Community Services District ("Vandenberg")
4. Santa Ynez River Water Conservation District ("SYRWCD")
5. Santa Barbara County Water Agency ("Santa Barbara")

RECITALS:

WHEREAS, the Parties collectively have a shared interest in implementing a Groundwater Sustainability Plan ("GSP") covering a portion of the Basin to satisfy the requirements of the Sustainable Groundwater Management Act ("SGMA");

WHEREAS, the Parties have formed the WMA for the purpose of implementing the WMA GSP which has been previously adopted and approved by the California Department of Water Resources ("DWR") and sustainably manage the groundwater of lands within the boundaries of the WMA;

WHEREAS, the WMA, as a new entity, does not have an existing funding source as it has not yet completed a Proposition 218, or other process, legally required before implementing fees and charges;

WHEREAS, it is necessary for the Parties to engage the services of consultants to revise preform necessary rate studies, provide legal services, and otherwise implement the WMA GSP;

WHEREAS, pursuant to Section 14.2 of the WMA Joint Powers Agreement, the Parties have agreed to fund the WMA in the percentage stated to cover the costs to operate the WMA and retain the necessary consultants until such time as other funds are available;

WHEREAS, at the request of and pursuant to resolutions adopted by the governing bodies of the GSAs within the Basin, including the WMA, SYRWCD entered into Grant Agreement Number 4600015265 ("Grant") with DWR for the purpose of providing reimbursement funding pursuant to Proposition 68 to assist in financing implementation SGMA in the Basin;

WHEREAS, subject to a Subgrant Agreement between the WMA and other GSA's in the Basin, it is expected that certain costs born by the WMA will be reimbursed with Grant funds;

WHEREAS, the Parties acknowledge that sharing the costs associated with the operation of the WMA is beneficial and cost-effective;

WHEREAS, the Parties agree to share costs and be reimbursed for said costs pursuant to this Agreement.

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

AGREEMENT TERMS:

1. Cost Sharing: The Parties agree to collectively share costs associated with the operation of the WMA and hiring of consultants to accomplish the WMA’s purpose until such time as other funding is available, as set forth in Article 14 of the WMA’s Joint Powers Agreement, dated November 28, 2023. Specifically, the Parties contributions shall be as follows:

SYRWCD	50%
Lompoc	25%
Mission Hills	12.5%
Vandenberg	12.5%
Santa Barbara	0%

2. Cash Calls: Upon determination by the Board of Directors of the WMA that funding is needed, a cash call shall be made to the Parties, and each Party shall contribute the percentage set forth above to satisfy the full amount of the cash call. Payments will be made within thirty (30) days written notice to the Parties of the cash call and amount necessary. The Parties shall deposit their respective contributions with the WMA, which will serve as the custodian of the funds. Consultant invoices will be sent directly to the WMA who will facilitate the timely review and payment of invoices.

3. Accounting: WMA shall maintain accurate accounting records and other documentation pertaining to all monies concerning this Agreement. Such records and documentation shall be kept during the term of this Agreement, and for a period of three (3) years following payment of any invoice received. WMA shall make available to any requesting Party the accounting records pertaining to that requesting Party.

4. Grant Reimbursement: If it is determined any costs incurred and born by the WMA can be covered by existing grant funds, and such funds are received by the WMA, each Party shall be reimbursed in an amount equal to its proportionate contribution. The reimbursement shall be made directly to each Party by the WMA.

5. Amendments: This Agreement may only be amended in writing and signed by all Parties hereto.

6. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

7. **Joint Ownership of Work Product:** All work product generated pursuant to this Agreement shall be jointly owned by the Parties so that each will have access and ability to utilize said work product.

8. **Execution in Parts or Counterparts:** This Agreement shall be executed in parts or counterparts, each part or counterpart being an exact duplicate of all other parts or counterparts, and all parts or counterparts shall be considered as constituting one complete original and may be attached together when executed by the parties hereto. Electronic signatures shall be binding.

EXECUTION:

IN WITNESS WHEREOF, the Parties hereto have executed this Cost Sharing Agreement as of the date first above written.

CITY OF LOMPOC
A California Municipal Corporation
100 Civic Center Plaza
Lompoc, California 93438-8001

MISSION HILLS COMMUNITY SERVICES DISTRICT
1550 Burton Mesa Blvd.
Lompoc, California 93436

By: _____
(Print name) _____
(Title) _____
Date: _____

By: _____
(Print name) _____
(Title) _____
Date: _____

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
3745 Constellation Road
Lompoc, California 93436-1401

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
P.O. Box 719
Santa Ynez, CA 93460

By: _____
(Print name) _____
(Title) _____
Date: _____

By: _____
(Print name) _____
(Title) _____
Date: _____

(Signatures Continued on the Following Page)

SANTA BARBARA COUNTY WATER AGENCY

By: _____
Steve Lavagnino, Chair, Board of Directors

Date: _____

ATTEST:
MONA MIYASATO
COUNTY EXECUTIVE OFFICER
EX OFFICIO CLERK OF THE BOARD
OF DIRECTORS OF THE SANTA BARBARA
COUNTY WATER AGENCY

APPROVED AS TO FORM:
RACHEL VAN MULLEM
COUNTY COUNSEL

BY: _____
Deputy

BY: _____
Deputy

APPROVE AS TO ACCOUNTING FORM:
BETSY M. SCHAFFER, CPA
AUDITOR-CONTROLLER

RECOMMENDED FOR APPROVAL:
CHRIS SNEDDON
PUBLIC WORKS DIRECTOR

BY: _____
Deputy

BY: _____

APPROVE AS TO FORM:
GREG MILLIGAN, ARM
RISK MANAGER

BY: _____
Risk Manager



MISSION HILLS COMMUNITY SERVICES DISTRICT

7. COMMUNICATIONS- The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information and 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

THE LAST PAGE OF THE BOARD PACKET