

**Board of Directors**

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



1550 East Burton Mesa Blvd.  
Lompoc, California, 93436-2100  
805.733.4366  
[www.mhcsd.org](http://www.mhcsd.org)

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors

**Regular Meeting**

Wednesday, March 20<sup>th</sup>, 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 are unable to attend, you can submit comments in advance of the meeting to [admin@mhcsd.org](mailto:admin@mhcsd.org) before 1:00 PM, Tuesday, March 19<sup>th</sup>, 2024.**

**4. Closed Session**

**A. PUBLIC EMPLOYMENT** Pursuant to Government Code section 54957(b)  
Title: General Manager

RECONVENE

Report out of Closed Session

**5. 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) February 21<sup>st</sup>, 2024, Regular Meeting

**B. Activity Reports for February**

- i) General Manager and Administration Reports
- ii) Water and Wastewater
- iii) Goals and Committee Updates

**C. Financial Reports**

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

**6. Regular Business-**

- A. None

**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 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)

**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)

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Brad Hagemann, General Manager

**Mission Hills Community Services District Board of Directors  
Regular Meetings Minutes  
February 21<sup>st</sup>, 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 4:35 pm on Wednesday, February 21, 2024, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

**DIRECTORS PRESENT:**

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

**DIRECTORS ABSENT:**

Jorge Magana

**STAFF PRESENT:**

Javier Rodriguez, Jose Acosta, Carol Reynolds, and John D’Ornellas

**OTHERS PRESENT:**

None

**1. Call to Order and Pledge of Allegiance**

**2. Roll Call**

**3. Public Comment-** No public comment received.

**4. Closed Session**

- A. Public Employment Pursuant to Government Code Section 54957(b)**  
Position: General Manager

**5. Consent Agenda-**

**B. Approved Minutes**

- i.) January 11<sup>th</sup>, 2024, Special Meeting
- ii.) January 17<sup>th</sup>, 2024, Regular Meeting

**C. Activity Reports for January**

- i.) General Manager and Administrative Reports

- ii.) Water and Wastewater
- iii.) Goals and Committee Meeting 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 Keeling and seconded by Director Starbuck, to approve the Consent Agenda as presented **Motion passed 4-0 vote with one absence.**

**6. Regular Business Items**

**D. Discuss and Consider California Public Employees’ Retirement System (CalPERS) Eligibility and Enrollment Process.**

Motion made by Director Dietrich to begin the CalPERS Eligibility and Enrollment Process. The motion was second by Director Starbuck. **Motion passed 4-0 vote with one absence.**

**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, direct staff to place a topic or report on a future committee or regular meeting agenda.

- A. General Manager’s Comments-** None
- B. Directors’ Comments-** None
- C. Public Comments-** None

With no further business to come before the Board, the meeting was adjourned at 6:15PM.

Respectfully submitted:

**Lupe Huitron**

X

Myron Heavin, President

X

Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for  
**March 2024**

## **General Manager Report**

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**Capacity Fee Study** – On February 14, 2024, Tuckfield and Associates provided a preliminary draft Capacity Fee Study for staff review and comment. Mr. Tuckfield also included some additional data requests and data verification. Staff will review the draft report and respond to the data request within the next couple of weeks. Tuckfield will issue a “final draft” of the report by the end of March. Staff will circulate the final draft report to the Finance Committee for review and comments. The full Board will then consider adoption of the final report at the April or May 2024 Regular meeting.

**FY 2024/25 Budget Schedule** – Staff is in the process of preparing the draft FY 2024/25 Budget. The schedule for the Budget review and adoption is as follows:

Finance Committee Draft Budget Review - March 20, 2024

Full Board Draft Budget Review – April 17, 2024, Regular Board meeting

Board Hearing for Consideration/Adoption on the Budget – May 15, 2024, Regular Board meeting.

**Water Tank Rehab Project** – The water tank rehab project is complete. The “flex coupler” on the West Tank was installed the week of March 11 and staff is working with the contractor to disinfect the tank and put it back in service. We anticipate the West Tank back online by March 22, 2023.

**Well #6 Status** – As noted last the last few months, well #6 has been off-line due to the failure of the control systems. Staff retained a contractor to build a new control systems board and while the well was down, we also brought in a contractor (All American Drilling) to rehab the well. For Phase 1 of the work, the contractor pulled the pumps and shaft and took a video of the well casing. The video showed that the perforations were clogging with sulfur and iron bacteria. For Phase 2 the contractor provided a bio fouling chemical treatment and brushed and swabbed the casing. During the week of March 11, the contractor installed a test pump to pump the well at approximately 500 gpm to measure the drawdown and calculate the specific capacity. After the test pumping the contractor will re-video the well casing to ensure the screened intervals are relatively clean. Based on the well’s specific capacity, the contractor will design a new pump system based on the well’s current capacity. Staff has approved the contractor to move forward with this second phase of the well rehab project. Funding for the Well #6 rehab project was approved in the FY 2023/24 Capital Improvement Program Budget.



General Manager and Administrative Activity Reports for  
**March 2024**

**Burton Ranch Project** – Staff is continuing to work with the Stantec Engineering team to prepare plans for the new well and raw water tank. In coordination with Stantec and the Developers, I have received approval to have the 90% design package submitted from Stantec by the end of April. This will allow the Stantec electrical engineer to coordinate with PG&E to confirm our design concept.

**President Magana Local Agency Formation Commission (LAFCO) Appointment** – By virtue of receiving only on nomination, President Magana was deemed appointed as the Alternate Special District Member of the Santa Barbara LAFCO Commission. President Magana’s term will expire on March 1, 2028. Mr. Greg Geyer, from Goleta West Sanitary District was elected as the Regular Special District Member. The LAFCO Commission typically meets on the first Thursday of the month at 1 PM in Santa Barbara or Santa Maria. The Special Member represents the interests of all the Special Districts in Santa Barbara County.

### **Board Secretary**

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Non routine items include Reviewing Election Notes for the Election Process (Election is November 2024), reviewed 700 forms filed, Received Public record request (sent out Reserve Policy), Updated MHCS D Roster for Distribution list, updated Jason from the County Yard with vehicles we no longer have and had him remove any charges assigned to the vehicles, Assisted John D’Ornellas with updating the District’s Employment Application.

### **Customer Service/Account Receivables**

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- Applied 10% late fee non pay Feb: # 131 accounts.
- Past due 60 days/Turned off: 4 accounts.
- 3 accounts have been disconnected for a few months for nonpayment.
- 1 locked off Acc. Reverse Mortgage/No Bank Info. This will be collected in full once someone calls to restore the service.



General Manager and Administrative Activity Reports for  
**March 2024**

**Administrative Services Manager**

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As is customary, participated in Board Meeting preparation. Continued preliminary work on the FYE Audit. 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. Participated in the CSDA sponsored Leadership Academy Curriculum in San Luis Obispo. Requested Scholarship Reimbursement for myself & Board Member from CSDA. Worked while General Manager on Vacation to involve if reason arose. Engaged in the review of Capacity Charge Study information. Completed several ACWA JPIA Classes to continue informative and educational direction. Provided requested information as HR Representative to our GM Recruitment Contractor. Consistently attend VVCS Board Meetings to garner information affecting our local communities. Verified Signers Updated on all Accounts. Assisted Rate Payers with Payments. Completed Bank Deposits. Compiled Development Spreadsheet. Electronically Recorded District Creation Documents.



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

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General Manager, Brad Hagemann

**MISSION HILLS COMMUNITY SERVICES DISTRICT  
 Water and Wastewater Report – March 2024**

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 7.75 MG	Total Monthly Influent Flow: 5.33 MG
Daily Average: 0.26 MGD	Daily Average: 0.18 MGD
Monthly Sold: 6.67 MG	Ratio of Daily returned Flow: 69%
Unaccounted Water: 1.08 MG (13%)	(0.18/0.26 = 0.69)

**Water**

**Compliance**

- Submitted State Water Resource Control Board (SWRCB) monthly reports.
- Submitted Annual Public Water Systems Statistics Report.
- Submitted Annual Air Pollution Control Board Report for Well 6 and Emergency Generator.
- Site visit CUPA inspection for hazardous materials on 3/5/2024

**Reservoirs**

The earthquake flex coupler and 12-inch gate valve were installed for the West Tank on 3/5/2024. Crosnos is scheduled to begin disinfection of the West Tank on 3/14/2024. Once the tank is disinfected, the field crew will send a sample to the lab. With a passing sample the field crew will put the tank back in service.

**Well 6 Rehab**

Fisher Pump Co. has completed the flushing of chemicals and debris from the well. They will schedule a pump test which would be running at 600 GPM.

**Distribution System Maintenance/Repair**

- Replaced 14 Hersey meters to Kamstrup meters. 710 of 1312 total meters replaced.
- Repaired 0 service line leaks and 0 main line repair.

**Preventative Maintenance Program: February**

- Hydrant Maintenance: 10 of 10
- Valve exercised: 19 of 19



## **Wastewater**

### **Compliance**

- Collected all weekly settleable solids samples.
- Completed SMR for the month of February.
- Submitted Monthly No Spill Report.

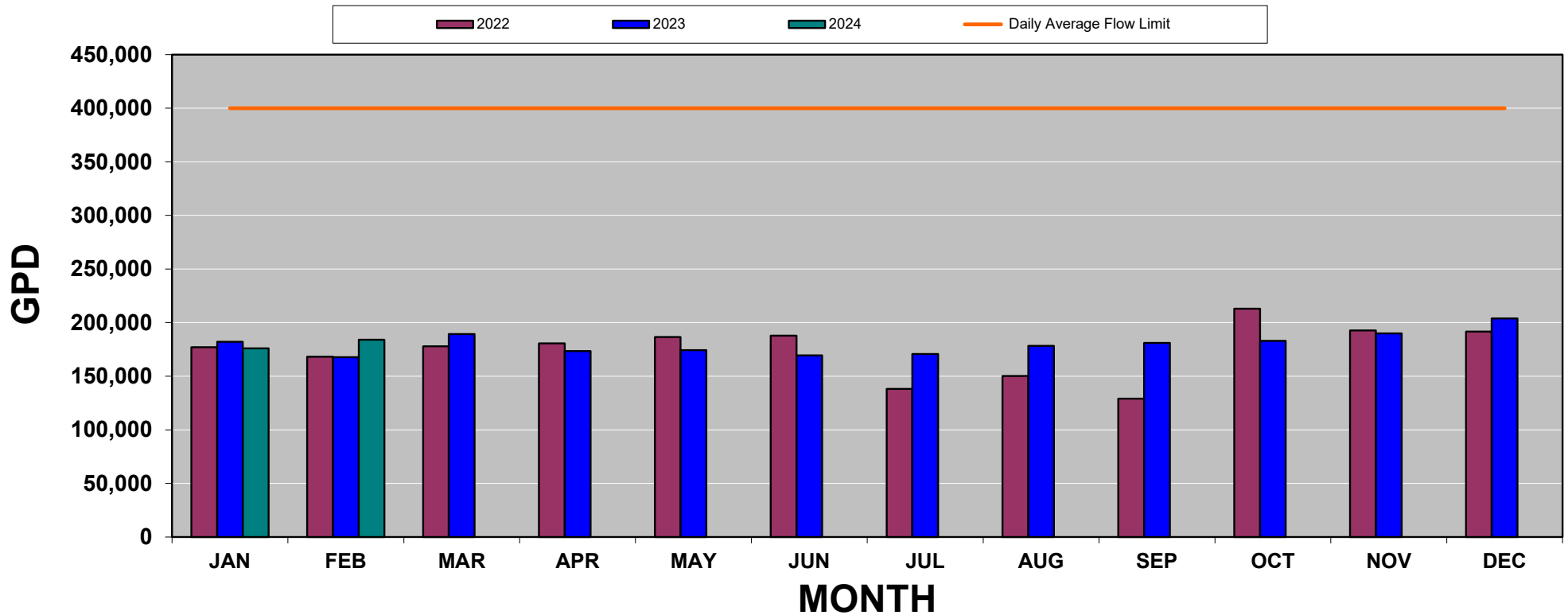
### **Collection System/Lift Station**

- Continued monitoring of Wet well Wizard. No further odor complaints.

## 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										

## MISSION HILLS CSD AVERAGE DAILY FLOW

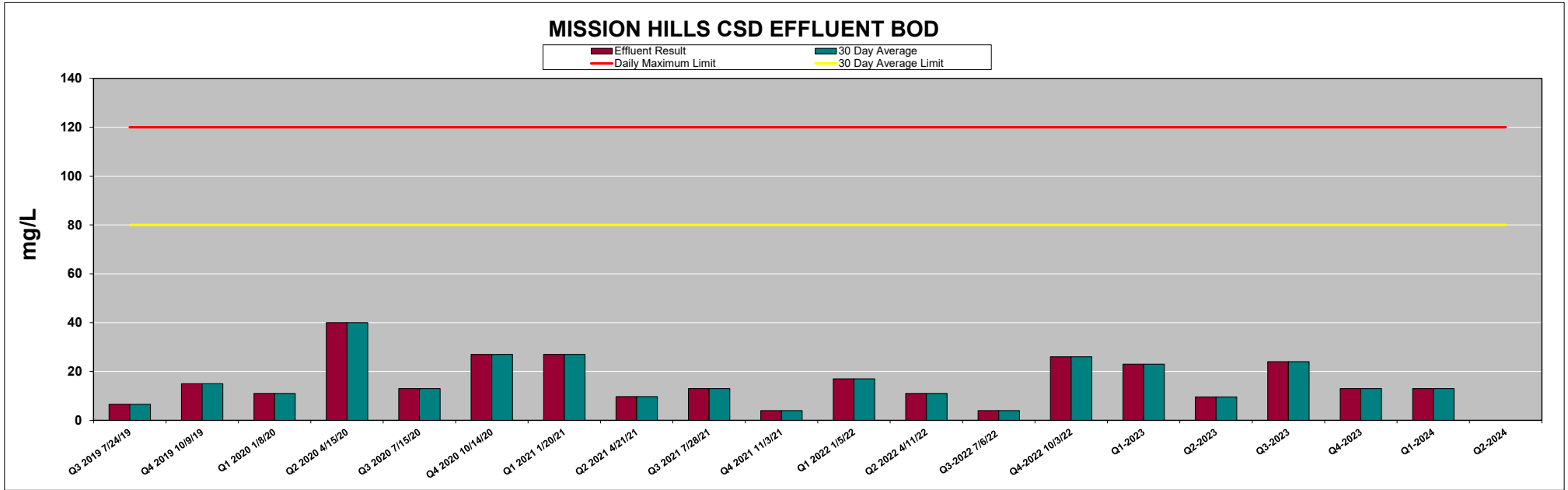


# MISSION HILLS CSD EFFLUENT BOD (mg/L)

Consent Item 5. B ii

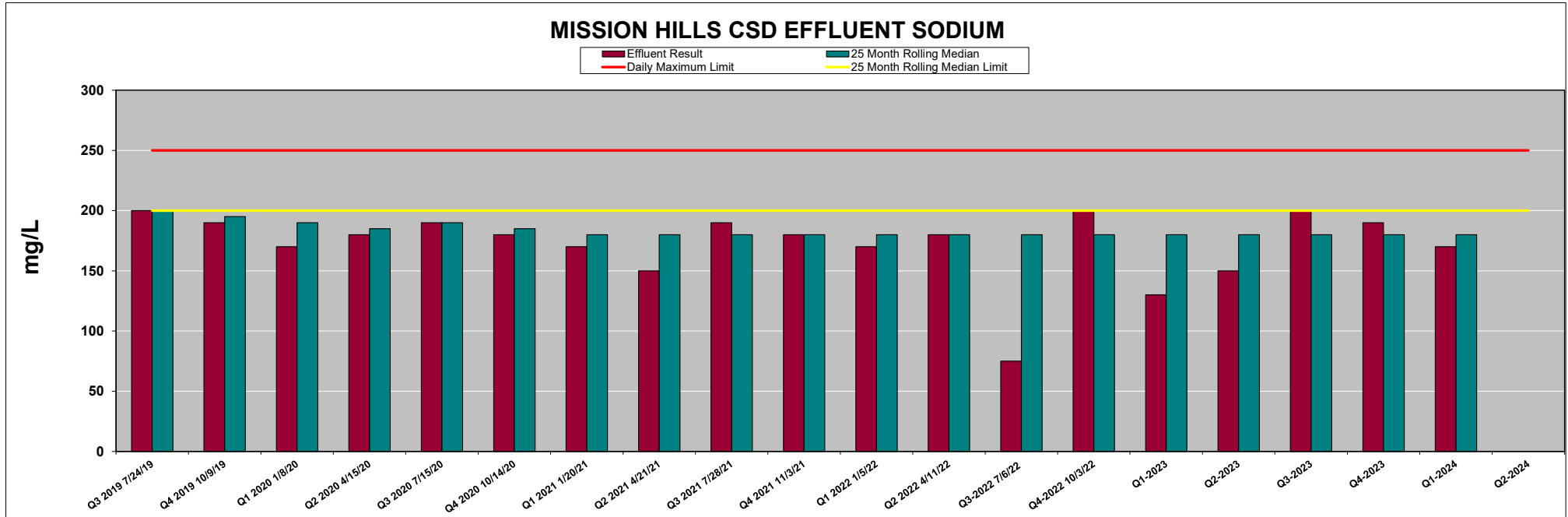
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
<b>Daily Maximum Permit Limit</b>	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
<b>30 Day Average Permit Limit</b>	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
<b>Effluent Result</b>	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13		
<b>30 Day Average</b>	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13		

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



### MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

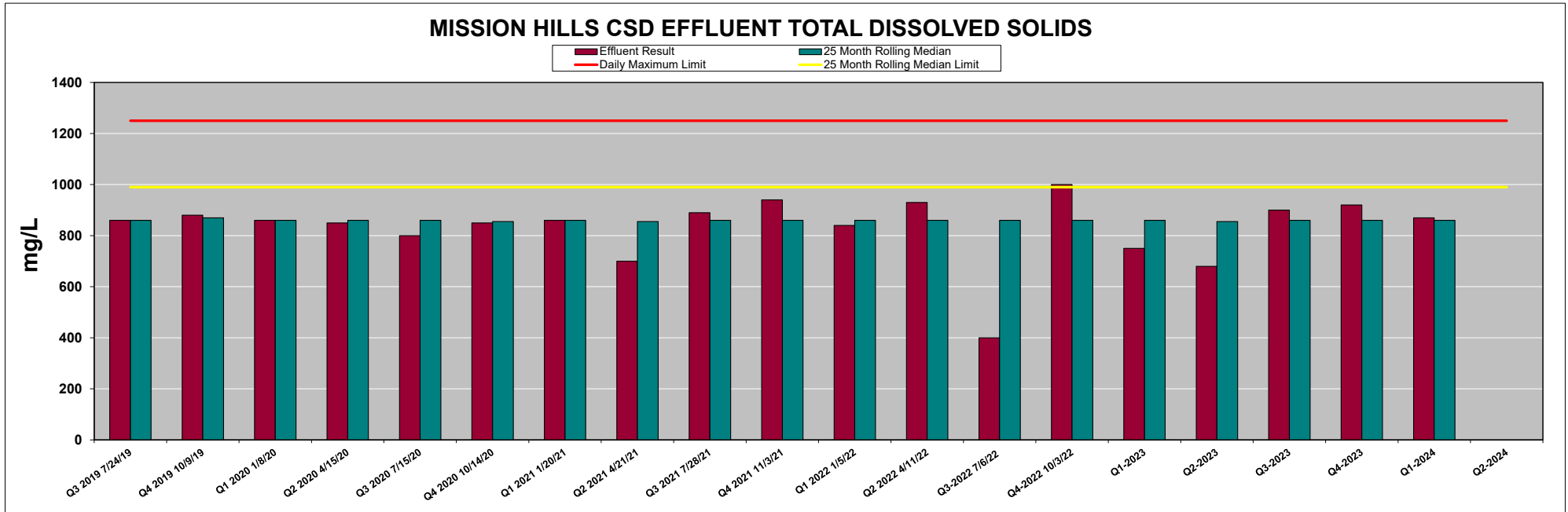
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling Median Limit	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Effluent Result	200	190	170	180	190	180	170	150	190	180	170	180	75	200	130	150	200	190	170		
25 Month Rolling Median	200	195	190	185	190	185	180	180	180	180	180	180	180	180	180	180	180	180	180		



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

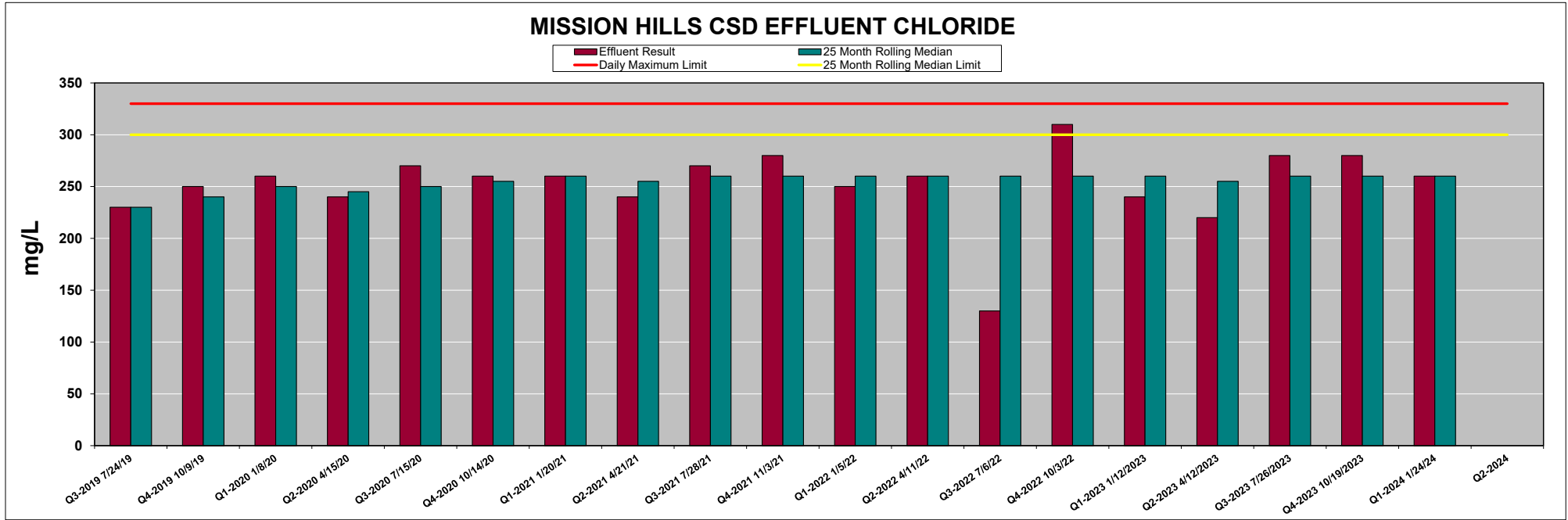
Consent Item 5. B ii

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
<b>Daily Maximum Permit Limit</b>	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
<b>25 Month Rolling Median Limit</b>	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990
<b>Effluent Result</b>	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680	900	920	870		
<b>25 Month Rolling Median</b>	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855	860	860	860		



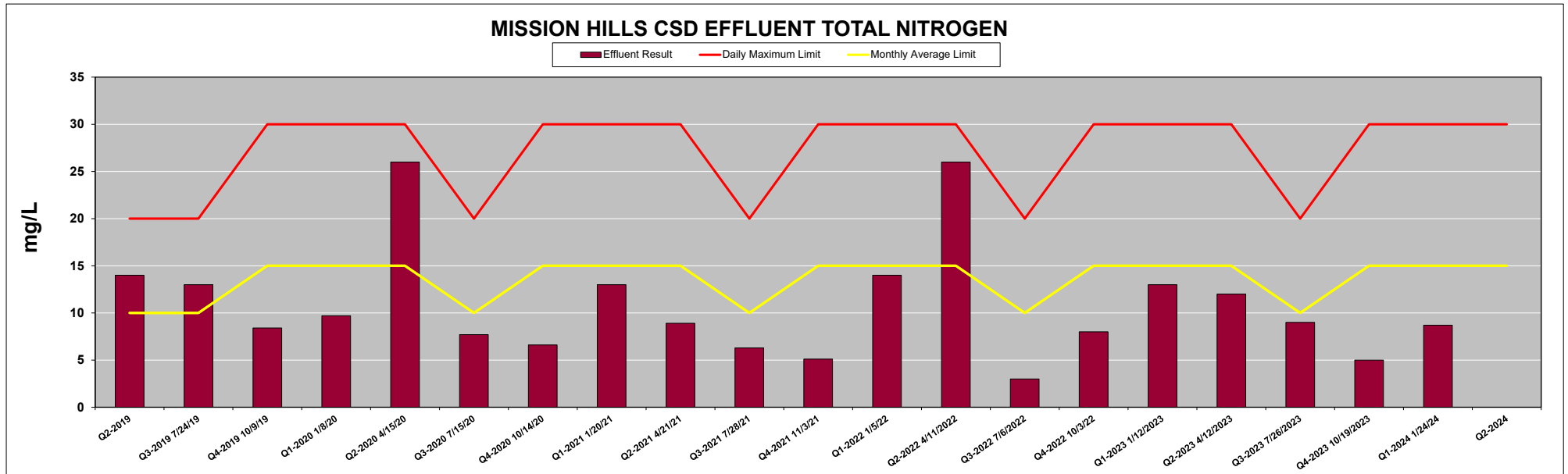
# MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
<b>Daily Maximum Permit Limit</b>	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
<b>25 Month Rolling Median Limit</b>	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
<b>Effluent Result</b>	230	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220	280	280	260		
<b>25 Month Rolling Median</b>	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	260	255	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	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024
<b>Daily Maximum Permit Limit</b>	20	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30
<b>Monthly Average Limit</b>	10	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15
<b>Effluent Result</b>	14	13	8	10	26	8	7	13	9	6	5	14	26	3	8	13	12	9	5	9	9



## Top Goals

### **Established by Board of Directors**

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

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

Staff continues to carefully monitor the treatment system to keep the effluent total Nitrogen levels in compliance with the TSO and WDR standards. The most recent compliance monitoring results and process control monitoring results have remained below the permit limits. Staff continues to work on isolating the pond valves so we can perform maintenance and repair as needed and we are working on implementing chloride reduction measures by inspecting areas that have the highest level of chlorides in their wastewater. The Wastewater Committee will meet in March to discuss and develop recommendations for salt reduction strategies related to self-regenerating water softeners.

#### **2. General Manager Recruitment**

This item will be covered in Closed Session at the March 20<sup>th</sup> meeting.

#### **3. Cost Reduction – Energy usage and other applicable initiatives**

Please refer to the Energy Committee Update. [No Changes]

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

Staff continues to post content on the Districts Facebook page, Facebook Forums, District's Bulletin Board, District's website, and the Next-Door local Neighborhood website. A variety of Topics have been posted via social media. Staff has been posting a new item about every three weeks. Our recent post was information encouraging our Customers to sign up for autopay.

#### **5. Pursue Grant Funding Opportunities for Capital Projects**

Staff continue to review electronic notices regarding grant funding and low interest loan opportunities. Staff receive weekly notices on grant opportunities, but to date the grants are only available for certain types of projects or Agencies and they are not applicable to the District. We will continue to monitor grant opportunities. [No Changes]

Updated March 14, 2024



**MHCSD COMMITTEE MEETING UPDATES****March 20, 2024, Board Meeting**

(Updated March 14, 2024)

Committee	Summary Discussion	Completed Meeting Date
<b>Water</b> Starbuck & Dietrich Alt-Heavin	Committee members met on January 24, 2024, to discuss the status of the design of the Burton Ranch projects and the status of the water tank rehab project and well #6. The Committee will schedule a Special Committee meeting as needed.	January 24, 2024
<b>Wastewater</b> Starbuck & Dietrich Alt-Heavin	The Committee met on January 24, 2024, and discussed potential WWTP compliance issues and next steps for the District's salts management program. The Committee will schedule a meeting after the March 20 <sup>th</sup> Board meeting to develop recommendations for the District's salts management program.	January 24, 2024
<b>Finance</b> Dietrich & Keeling Alt-Starbuck	The Committee members met on January 8, 2024. The Committee discussed the proposed revisions to the Summit Hills Settlement Agreement and the draft Reserve Policy. Both items were included and adopted in the January 17, 2024, meeting agenda. The Finance Committee is scheduled to meet on March 20 to review the preliminary draft of the FY 24/25 budget.	January 8, 2024
<b>Energy</b> Heavin & Starbuck Alt-Magana	On August 2 <sup>nd</sup> , Director Heavin and GM Hagemann met with a representative from Rare Electric to discuss a battery option for the WWTP and the sewage lift station. Staff provided the Rare representative with the last since months of PG&E data. Rare agreed to work up an estimate for installing batteries. On Sept 19 <sup>th</sup> , Mr. Chris Wolf, Owner of Rare Electric provided an estimate to install a solar panel and battery system for the Mesa Oaks Lift Station. His email and budget estimate is attached to this staff report. I asked Mr. Wolf to prepare a "battery only" proposal for the WWTP. I have not yet received a "battery only" proposal from Mr. Wolf. [No Changes]	August 2, 2023
<b>Personnel</b> Keeling & Magana Alt-Dietrich	Committee Members met on February 28, 2024, to discuss the status of the GM recruitment process. The Committee provided direction to District staff regarding next steps in the GM recruitment process, including scheduling a Closed Session for the March 20 <sup>th</sup> Regular Board meeting. The next meeting will be scheduled as needed.	February 28, 2024

<p><b>GSA for WMA</b> Heavin Alt-Jim Keeling</p>	<p>The WMA GSA last met on February 28, 2024. The meeting Agenda Notice is provided as an attachment to this report. The meeting had a very lengthy agenda, with many action items. Director Heavin attended the meeting and can provide a summary of the meeting, as needed. The next WMA GSA meetings are scheduled as follows: March 27, April 24 and May 22.</p>	<p>February 28, 2024</p>
<p><b>Community Engagement</b> Heavin &amp; Keeling Alt-Magana</p>	<p>Staff continues to post content on social media, the District's Bulletin Board, the District's website, and the Next-door Neighborhood website. Our recent post we encouraged people to sign up for Autopay and the advantages of signing up.</p>	<p>December, 2023</p>
<p><b>Development</b> Dietrich &amp; Keeling Alt-Starbuck</p>	<p>Development Committee did not meet. Next meeting TBD.</p>	<p>TBD</p>

## NOTICE AND AGENDA OF REGULAR MEETING

SANTA YNEZ RIVER VALLEY GROUNDWATER BASIN  
WESTERN MANAGEMENT AREA GROUNDWATER SUSTAINABILITY AGENCY

HELD AT  
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT, MEETING ROOM  
3745 CONSTELLATION RD, LOMPOC, CALIFORNIA

AT 10:00 A.M. WEDNESDAY, FEBRUARY 28, 2024

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WMA GSA Director Steve Jordan will be attending the meeting via teleconference from the following location: 46250 East El Dorado, Indian Wells, CA 92210.  
Members of the public may join Director Jordan at that location.

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### **Optional remote public participation is available via Telephone or ZOOM**

To access the meeting via telephone, please dial: 1-669-444-9171  
or via the Web at: <http://join.zoom.us>

“Join a Meeting” - **Meeting ID 889 3939 5754**    **Meeting Passcode: 752652**

\*\*\* Please Note \*\*\*

The above teleconference option for public participation is being offered as a convenience only and may limit or otherwise prevent your access to and participation in the meeting due to disruption or unavailability of the teleconference line. If any such disruption of unavailability occurs for any reason the meeting will not be suspended, terminated, or continued. Therefore in-person attendance of the meeting is strongly encouraged.

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## AGENDA OF REGULAR MEETING

1. Call to Order and Roll Call (*Chair Pro Tem*)
2. Officer Elections (*Chair Pro Tem*)
  - a. Chair
  - b. Vice-Chair
  - c. Secretary
  - d. Treasurer
3. Additions or Deletions to the Agenda
4. Public Comment (Any member of the public may address the Committee relating to any non-agenda matter within the Committee’s jurisdiction. The total time for all public comment shall not exceed fifteen minutes and the time allotted for each individual shall not exceed five minutes. No action will be taken by the Committee at this meeting on any public comment item.)
5. Review and consider approval of WMA GSA Committee meeting minutes of December 20, 2023, and Joint GSAs meeting minutes of January 5, 2024
6. Review and consider approval of Quarterly Financial Statements and Warrant List
7. Receive update on change of DWR Point of Contact for the Santa Ynez Basin
8. Receive update on the Groundwater Sustainability Plan for the WMA GSA
9. Receive update on DWR Sustainable Groundwater Management Implementation Grant
10. Receive Draft Report and Consider approving the Third Annual Report for the WMA GSA
11. Receive update on the following WMA GSA Joint Powers Agreement items:

- a. Joint Powers Agreement Administration
    - i. Notice of a Joint Powers Agreement to CA Secretary of State
    - ii. Registry of Public Agencies to CA Secretary of State and County of Santa Barbara
    - iii. EIN Assigned by Internal Revenue Service
  - b. Discuss selecting a Plan Manager and other WMA GSA staffing.
  - c. Discuss selecting a Certified Public Accounting firm for the WMA GSA
  - d. Consider approval of Conflict-of-Interest Code and open 45-day public comment period
  - e. Receive briefing on required Conflict-of-Interest Form 700 Filings
12. Consider the following WMA GSA banking and finance items:
- a. Consider approval of financial institution and adoption of Resolution No. WMA-2024-01 “Authorizing the Opening of Account at Five Star Bank.”
  - b. Discuss financial services support and authorize Plan Manager to contract for same
13. Consider Isaac St. Lawrence of McMurtrey, Harstock, Worth and St. Lawrence (MHWS) as General Counsel for the WMA GSA and consider authorizing Plan Manager to contract with same
14. Discuss and consider the firm Raftelis to perform a Rate Study for the WMA GSA and consider authorizing Plan Manager to contract with same
15. Receive briefing and consider taking action on the following Liability Insurance items:
- a. Update on WMA GSA membership in ACWA
  - b. Consider authorizing Plan Manager to submit application for ACWA JPIA Insurance
16. Discuss and consider adoption of WMA GSA Board of Directors Regular Meeting schedule, place, and time.
- 
17. Review and discuss WMA GSA Board Meeting schedule for the next two months:
- a. WMA GSA Board Special meeting on Wednesday, March 27, 2024
  - b. Tentative WMA GSA Board Special meeting on Wednesday, April 24, 2024
  - c. Tentative WMA GSA Board Regular meeting on Wednesday, May 22, 2024
18. DWR Groundwater Awareness Week: March 10-16, 2024
19. WMA GSA Board member reports and requests for future agenda items
20. Adjournment

[This agenda was posted 72 hours prior to the scheduled regular meeting at 3669 Sagunto Street, Suite 101, Santa Ynez, California, and SantaYnezWater.org in accordance with Government Code Section 54954. In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Santa Ynez River Water Conservation District at (805) 693-1156. Advanced notification as far as practicable prior to the meeting will enable the GSA to make reasonable arrangements to ensure accessibility to this meeting.]





Mission Hills Community Services District  
Disbursements Journal  
February 2024

Consent Item 5. C ii

	Date	Num	Name	Amount	Explanation
<b>1000 · FSB - Operating 1535412</b>					
	02/09/2024	33762	ACWA/JPIA *Medical Insuranc	-14,410.07	Monthly Medical, Dental , Vision
	02/09/2024	33763	Advantage Technical Services	-1,890.00	Water Tank Rehabilitation
	02/09/2024	33764	American Industrial Supply	-57.21	
	02/09/2024	33765	Carmel & Naccasha LLP	-1,018.77	Legal Fees
	02/09/2024	33766	Comcast	-171.58	
	02/09/2024	33767	Core & Main	-316.86	
	02/09/2024	33768	County of Santa Barbara- Gen	-3,581.05	Vehicle Maintenance/Fuel
	02/09/2024	33769	Crosno Construction Inc	-8,526.25	Water Tank Rehabilitation
	02/09/2024	33770	Fisher Pump & Well Service	-8,812.50	Well #6 Rehab
	02/09/2024	33771	Fluid Resource Management	-35.00	
	02/09/2024	33772	Rate Payer Refund	-7.46	
	02/09/2024	33773	Home Depot	-228.84	
	02/09/2024	33774	Rate Payer Refund	-69.13	
	02/09/2024	33775	O'Connor Pest Control	-110.00	
	02/09/2024	33776	Pitney Bowes	-185.30	
	02/09/2024	33777	Pro3 Automation Inc	-770.00	
	02/09/2024	33778	Rick Hoffman and Associates	-3,850.00	Design Well #8
	02/09/2024	33779	Santa Barbara Co Air Pollution	-536.48	
	02/09/2024	33780	Senate Rules Committee	-149.78	
	02/09/2024	33781	Smith Alarms & Electronics, Inc	-248.25	
	02/09/2024	33782	SoCalGas	-111.86	
	02/09/2024	33783	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	02/09/2024	33784	Staples Business Credit	-151.73	
	02/09/2024	33785	Tuckfield & Associates	-12,600.00	Capacity Charge Study
	02/09/2024	33786	Ultrex Inc	-131.39	
	02/09/2024	33787	USA BlueBook	-1,144.69	Combo Shower/Eye Wash Station
	02/09/2024	33788	Verizon	-193.92	
	02/09/2024	33789	Underground Service Alert of S	-5.25	
	02/09/2024	33790	Waste Management	-336.89	
	02/21/2024	33791	American Industrial Supply	-30.40	
	02/21/2024	33792	Compuvision	-1,452.50	IT Services
	02/21/2024	33793	Fluid Resource Management	-45.00	
	02/21/2024	33794	Juana Garcia Rodriguez	-200.00	Janitorial Service
	02/21/2024	33795	BOD Reimbursement	-439.04	BOD Reimbursement
	02/21/2024	33796	Reimbursement	-70.00	Tax Forms
	02/21/2024	33797	Pro3 Automation Inc	-3,599.70	Troubleshoot Well #7
	02/21/2024	33799	Reimbursement	-1,704.94	Tuition Reimbursement
	02/21/2024	33800	Standard Insurance Company	-281.40	
	02/21/2024	33801	Ultrex Inc	-15.00	
Total 1000 · FSB - Operating 1535412				<b>-69,018.24</b>	
<b>1060 · CHCU - General 4163</b>					
	02/09/2024	EFT	PG&E	-4,238.19	Utility Bill - WWTP
	02/15/2024	EFT	PG&E	-2,447.47	Utility Bill - Lift Station
	02/15/2024	EFT	PG&E	-3,951.56	Utility Bill - Well #7
	02/15/2024	EFT	PG&E	-592.60	Utility Bill - Shop
	02/15/2024	EFT	PG&E	-315.06	Utility Bill - Office
	02/15/2024	EFT	PG&E	-4,027.20	Utility Bill - Well #5
	02/15/2024	EFT	PG&E	-48.74	Utility Bill - Well #6
	02/22/2024	EFT	PG&E	-11.84	Utility Bill - Street Light
Total 1060 · CHCU - General 4163				<b>-15,632.66</b>	
<b>1070 · CHCU - Payroll 4155</b>					
	02/02/2024	E-pay	EDD	-1,794.49	
	02/02/2024	E-pay	IRS USATAXPYMT	-5,653.50	
	02/02/2024	EFT	CA State Disbursement Unit/E	-299.07	
	02/14/2024		Payroll	-20,225.31	
	02/16/2024	E-pay	EDD	-1,648.79	
	02/16/2024	E-pay	IRS USATAXPYMT	-5,342.98	
	02/16/2024	EFT	CA State Disbursement Unit/E	-299.07	
	02/21/2024	1391	Matrix Trust Company	-4,657.77	
	02/28/2024		Payroll	-20,259.62	
	02/28/2024		BOD Payroll	-1,140.64	
	02/29/2024	1392	BOD Payroll	-114.06	
	02/29/2024	E-pay	EDD	-1,708.16	
	02/29/2024	E-pay	IRS USATAXPYMT	-5,621.70	

Mission Hills Community Services District  
**Disbursements Journal**  
 February 2024

Consent Item 5. C ii

		<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>	<b>Explanation</b>
		02/29/2024	EFT	CA State Disbursement Unit/E	-299.07	
Total 1070 · CHCU - Payroll 4155					<b>-69,064.23</b>	
<b>1075 · CHCU - ACH 4130</b>						
		02/16/2024	EFT	Springbrook (ACH Services)	-212.97	
		02/29/2024	EFT	Bluefin Payment Systems	-1,160.64	<b>Credit Card Fees</b>
Total 1075 · CHCU - ACH 4130					<b>-1,373.61</b>	
<b>TOTAL</b>					<b>-155,088.74</b>	



**Variation From Projected Income**

Fiscal Year Ending 6-30-2024

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation				
Jul-23	\$ 140,380	\$ 115,544	\$ (24,836)	\$ 97,799	\$ 97,994	\$ 195	\$ (24,641)	26,994	22,621	22,851
Aug-23	\$ 128,800	\$ 144,772	\$ 15,972	\$ 97,799	\$ 98,416	\$ 617	\$ 16,589	18,520	25,390	23,682
Sep-23	\$ 120,220	\$ 115,141	\$ (5,079)	\$ 97,799	\$ 98,232	\$ 433	\$ (4,646)	19,235	20,829	21,326
Oct-23	\$ 119,125	\$ 117,268	\$ (1,857)	\$ 97,799	\$ 97,928	\$ 129	\$ (1,728)	21,161	16,842	20,671
Nov-23	\$ 115,125	\$ 123,896	\$ 8,771	\$ 97,799	\$ 98,285	\$ 486	\$ 9,257	15,372	15,567	18,751
Dec-23	\$ 117,390	\$ 103,631	\$ (13,759)	\$ 97,799	\$ 98,258	\$ 459	\$ (13,300)	12,792	10,999	13,996
Jan-24	\$ 100,250	\$ 95,018	\$ (5,232)	\$ 97,799	\$ 98,254	\$ 455	\$ (4,777)	11,393	9,757	11,281
Feb-24	\$ 101,640	\$ 89,703	\$ (11,937)	\$ 97,799	\$ 98,294	\$ 495	\$ (11,442)	8,923	9,472	12,955
Mar-24	\$ 105,370			\$ 97,799			\$ -		9,024	12,444
Apr-24	\$ 90,060			\$ 97,799			\$ -		13,645	14,081
May-24	\$ 103,220			\$ 97,799			\$ -		19,652	19,099
Jun-24	\$ 116,454			\$ 97,801			\$ -		19,089	19,758
<b>Total</b>	<b>\$ 1,358,034</b>	<b>\$ 904,974</b>	<b>\$ (37,956)</b>	<b>\$ 1,173,590</b>	<b>\$ 785,661</b>	<b>\$ 3,269</b>	<b>\$ (34,688)</b>	<b>134,390</b>	<b>192,887</b>	<b>210,894</b>
								<b>Year to Date Monthly Averages</b>		
YTD avg	100%	<b>67%</b>		100%	<b>67%</b>			16,799	16,074	17,574
								<b>Yearly Average</b>	16,074	17,574
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
<b>Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)</b>										

Bank Account Summary	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024
	<b>LAIF</b>	\$1,781,631	\$1,781,631	\$1,781,631	\$1,797,697	\$1,797,697	\$297,697	\$313,625
<b>California Class</b>	\$502,970	\$505,297	\$507,572	\$509,949	\$512,273	\$514,684	\$517,080	\$2,023,319
<b>TD Ameritrade/RNC Genter</b>	\$682,155	\$687,771	\$688,798	\$690,069	\$695,482	\$699,625	\$701,161	\$701,694
<b>Coast Hills FCU</b>								
Checking	\$321,621	\$462,170	\$601,773	\$339,147	\$376,474	\$1,862,666	\$1,889,802	\$425,118
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202
Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$44,515	\$30,715	\$13,210	\$9,860	\$12,703	\$53,773	\$39,159	\$20,338
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Coast Hill FCU</b>	\$367,338	\$494,087	\$616,185	\$350,209	\$390,379	\$1,917,642	\$1,930,163	\$446,658
<b>Five Star Bank</b>								
Operating	\$277,073	\$109,094	\$107,214	\$293,484	\$347,481	\$175,312	\$142,796	\$113,514
Development	\$111,671	\$111,680	\$111,689	\$111,699	\$111,708	\$111,718	\$111,727	\$166,739
Money Market	\$173,535	\$174,021	\$124,416	\$124,788	\$125,162	\$125,565	\$125,982	\$126,383
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Five Star Bank</b>	\$562,279	\$394,795	\$343,319	\$529,971	\$584,351	\$412,594	\$380,505	\$406,635
<b>Combined Balance</b>	\$3,896,373	\$3,863,582	\$3,937,505	\$3,877,895	\$3,980,182	\$3,842,241	\$3,842,534	\$3,891,930
<b>Monthly Change</b>	-\$53,866	-\$32,791	\$73,923	-\$59,610	\$102,287	-\$137,940	\$293	\$49,396
<b>Fiscal Year Monthly Change To Date</b>								
<b>-\$58,308</b>								
<b>INVESTMENT STRATEGY</b>	<p>Along with resuming active management, the Finance Committee and Staff recommend a balanced distribution of monies as stated below between TD Ameritrade, LAIF and Coast Hills Credit Union/Five Star Bank. This distribution will allow the District to maximize yields on investments, while meeting operating and capital cash needs</p>							
<b>Recommended Investment Strategy:</b>	<p>Current Percentage</p> <ul style="list-style-type: none"> <li>LAIF/CA Class: 63%</li> <li>TD Ameritrade/RNC Genter: 19%</li> <li>Total CH FSB Less Development: 18%</li> </ul>							
01. Coast Hills CU/Five Star Bank: \$300,000								
<b>Goal of about 10%</b>								
02. TD Ameritrade: 50% of balance of unrestricted cash								
<b>Goal of about 45%</b>								
03. LAIF: 50% of the balance of unrestricted cash								
<b>Goal of about 45%</b>								

Mission Hills Community Services District							8
Budget to Actual Comparison							0.67
Thru 02/29/2024							4
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 23-24	Feb-24	Feb-24	Difference	Budgeted Amount	67%	
<b>Income</b>							
Late Fees/Charges	\$ 40,000	\$ 26,667	\$ 25,167	\$ (1,499)	\$ 14,833	63%	Slightly Lower Than Budgeted
Water Service	\$ 1,358,034	\$ 905,356	\$ 904,975	\$ (381)	\$ 453,059	67%	On Track With Budget
Sewer Service	\$ 1,173,590	\$ 782,393	\$ 785,661	\$ 3,267	\$ 387,929	67%	On Track With Budget
Street Sweeping	\$ 18,000	\$ 12,000	\$ 12,025	\$ 25	\$ 5,975	67%	On Track With Budget
	\$ 2,589,624	\$ 1,726,416	\$ 1,727,828	\$ 1,412	\$ 861,796	67%	Revenue is on Track with Budget
<b>Expense</b>							
Salaries & Wages	\$ 787,873	\$ 525,249	\$ 560,055	\$ (34,806)	\$ 227,818	71%	Slightly Higher Than Budgeted
Employee Benefits	\$ 285,000	\$ 190,000	\$ 178,118	\$ 11,882	\$ 106,882	62%	Lower Than Budgeted
Director Fees	\$ 15,000	\$ 10,000	\$ 10,625	\$ (625)	\$ 4,375	71%	Slightly Higher Than Budgeted - Committee & Special Meetings
Depreciation	\$ 372,648	\$ 248,432	\$ 214,277	\$ 34,155	\$ 158,371	58%	Lower Than Budgeted
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense
Vehicle Expense	\$ 30,000	\$ 20,000	\$ 25,204	\$ (5,204)	\$ 4,796	84%	Higher Than Budgeted - Addl Vehicles
Insurance	\$ 40,000	\$ 26,667	\$ 14,808	\$ 11,859	\$ 25,192	37%	Lower Than Budgeted
Memberships	\$ 40,000	\$ 26,667	\$ 22,013	\$ 4,654	\$ 17,987	55%	Lower Than Budgeted
Office Expenses	\$ 25,000	\$ 16,667	\$ 11,112	\$ 5,555	\$ 13,888	44%	Lower Than Budgeted
Operating Supplies	\$ 20,000	\$ 13,333	\$ 14,257	\$ (924)	\$ 5,743	71%	Famcon, Uline, USA BlueBook Payment Timing
Chemicals	\$ 75,000	\$ 50,000	\$ 41,170	\$ 8,830	\$ 33,830	55%	Lower Than Budgeted
Safety	\$ 5,000	\$ 3,333	\$ 4,187	\$ (854)	\$ 813	84%	Higher Than Budgeted - Timing of Payments
Contractual Services	\$ 125,000	\$ 83,333	\$ 55,744	\$ 27,590	\$ 69,256	45%	Lower Than Budgeted
Professional Services	\$ 70,000	\$ 46,667	\$ 67,254	\$ (20,588)	\$ 2,746	96%	Higher Than Budgeted - Legal, CPA, GM Recruitment
Printing & Publication	\$ 5,000	\$ 3,333	\$ 675	\$ 2,659	\$ 4,325	13%	Lower Than Budgeted
Equipment Lease	\$ 7,500	\$ 5,000	\$ 1,925	\$ 3,075	\$ 5,575	26%	Lower Than Budgeted
Monitoring	\$ 25,000	\$ 16,667	\$ 9,930	\$ 6,737	\$ 15,070	40%	Lower Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 13,333	\$ 2,181	\$ 11,152	\$ 17,819	11%	Lower Than Budgeted
Utilities	\$ 225,000	\$ 150,000	\$ 138,593	\$ 11,407	\$ 86,407	62%	Slightly Lower Than Budgeted
Government Fees	\$ 100,000	\$ 66,667	\$ 32,253	\$ 34,414	\$ 67,747	32%	Lower Than Budgeted
Repairs & Maintenance	\$ 80,000	\$ 53,333	\$ 155,323	\$ (101,990)	\$ (75,323)	194%	Several Leaks
Ratepayer Write Offs	\$ 25,000	\$ 16,667	\$ -	\$ 16,667	\$ 25,000	0%	Minimal Write Offs
	\$ 2,378,021	\$ 1,585,347	\$ 1,559,705	\$ 25,643	\$ 818,316	66%	Expenses Are 1% Below Budget
Resolution 15-229 - Budget Preparation and Approval Process							
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget,							
the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.							
				5% =	\$ 118,901.05		



## 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, 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**