

Board of Directors

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



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

Jerry Gruber, General Manager

**Mission Hills Community Services District
Board of Directors Regular Meeting
Wednesday, July 21, 2021**

3:30 PM Closed Session

4:30 PM Open Session

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

Agenda

To access the meeting via Zoom:

URL to sign in for video access

<https://zoom.us/j/9467006985?pwd=TnBqZGJXbWhCNUdJNXhMZGU3alhDZz09>

Meeting ID: 946 700 6985

Dial in: 1 669 900 9128

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Public comment on matters not on the Agenda** – Members of the public, for up to 3 minutes, may address the Board on any item within the jurisdiction of the Board, not included in this agenda (Government Code Section 54954.3). **If you are unable to attend, you can submit comments in advance of the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, July 20th, 2021.**
4. **Closed Session – 3:30 PM**
 - A. Conference with Legal Counsel – Existing Litigation pursuant to Gov. Code Section 54956.9(d)(1), Plaintiff is the City of Lompoc, Defendant is Mission Hills CSD
 - B. Reports out of Closed Session
5. **Open Session at 4:30 PM**
6. **Special Presentation** - none
7. **Consent Items** - Staff recommends Directors approve the Consent Items 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. Activity Reports for June

- i) Administrative-Includes General Manager, Administrative Services Manager, Administrative Assistant/Board Secretary, Customer Service Reports
- ii) Water & Wastewater Reports
- iii) Water & Wastewater Graph
- iv) Wastewater Quarterly Sampling Summary Report

B. Financial Reports

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

C. Reimbursement Disclosure Fiscal Year 2020-2021

8. Regular Business

- A. Goals and Committee Updates

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

A. General Manager Comments

B. Director's Comments

C. Public Comments (up to 3 minutes for topics within the District's jurisdiction)

ADJOURN

Regular Board Meetings are held on the third Wednesday of each month beginning at 4:30

PM Copies of the staff reports or written materials provided for Mission Hills CSD for Open Session agenda items 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)



Administrative Activity Reports
June 2021

General Managers Report

Continue to work closely with Both Javier and Dale from the Water and Wastewater Departments in direct support of their efforts to ensure organizational continuity. Both Javier and Dale are new to their positions and are both doing a great job. Since all of us are relatively new to the district it is important that we continue to work together in identifying deficiencies and addressing those deficiencies within the district's infrastructure.

Working closely with Carol on several Administrative items. These include but are not limited to the Board Packets and associated staff reports, public records request, overall evaluation of the district's finances and how those resources are invested, review of the draft audit for 2020, mandatory training requirements for both the Board and employees, increased interaction with District Council to ensure that the district is abiding by the requirements of the Brown act, personnel matters and optimizing our Spring Brook Billing software. Although the Administrative staff is extremely knowledgeable in certain aspects of the district, there is still a great deal that needs to be evaluated, learned, and implemented for the district to abide by the complexities and the requirements associated with running a government agency.

Continue to work closely with the Santa Ynez River Water Conservation District -Western Management Area on the Sustainable Groundwater Management Plan. I have reviewed most recently chapter 3 of the draft plan. As we approach the final product it is important that both Myron and I stay engaged and make sure that the final plan represents the best interest of the district.

Reviewed the NBS Study for the second time and several documents associated with current development agreements for the district. Met with VVCS D to get a better understanding regarding the appropriate use of development fees and their various components. These components include connection fees, Capacity Charges - a subset of Capacity Charges include system buy in (what you got) system development (what needs to be built) and Meter Fee's. Carol and I will meet again with VVCS D staff next week to continue our dialogue with the goal of making a recommendation to the Board with regards to the appropriate use of funds for capital projects within the existing budget.

Staff, in a coordinated effort is now reading customers meters in the field on the 28th of the month. Staff is also totalizing both wastewater influent flows and well production flows on the 28th of the month. Our goal is to bring all three totals in closer proximity of each other- in other words less of a significant variance between billable units, wastewater influent and production. Additional efforts are being made to include but not limited to the installation of a new influent flow meter for the wastewater treatment plant. Although the initial readings for the new influent flow meter are encouraging, reduction of influent flows of 100,000 gallons per day, some additional adjustments of equipment upstream of the meter will need to take place within the next few days, thus resulting in a more substantial reduction in recorded influent flows for the wastewater treatment plant. In a continued effort to further reduce inconsistencies and reduce operational flow variances, the district has ordered new flow meter for wells

5 and 7 in addition to the replacement of the waste meters on wells 5-6-7. Staff will also be replacing the meter leaving the filtration plant to further our efforts in meter accuracy.

Staff has received a copy of an Ordinance regarding the collection process for late fees. Staff has listed this as a future agenda item for Board consideration and will be working with District Council regarding the legal and appropriate way in which to move forward with the codification of the Ordinance.

Staff has worked closely with Jon Turner of Phoenix Engineering regarding the review of the districts collection system-video and cleaning logs. I will ask Jon to compile bid documents to include specifications for our next phase of cleaning and videoing of the districts collection system. To date 30% has been completed.

Staff will meet with Cannon within the next few weeks to discuss specifications and a quote for upgrading our SCADA system for the water department. Recent activities have further bolstered the need to upgrade the system. This upgrade was budgeted within the fiscal year 2021/2022 Budget in the amount of \$ 75,000.00.

Received and reviewed draft audit for the 2020 SSMP from the Wallace Group.

Met with RWQCB Staff on 7-15-21. RWQCB staff toured the facility, debriefed after tour.

Working with staff on the District's TSO to ensure compliance.

Updated goals and objective summary page as part of the Board packet along with sampling page.

Future Agenda Items:

Fiscal Year Ending 2020 Audit.

Reapprove purchase of District Vehicle for General Manager, Board and Staff usage. Quote was invalid, prices have gone up and vehicle availability has gone down.

Approve SSMP quote from the Wallace Group for the District's SSMP. Quote sent to Board.

Approve quote from Advantage Technical Services for Engineering Services Proposal for Rehabilitation of Mission Hills CSD'S Water Storage Tanks. Quote sent to Board.

Purchase surplus F-650 Truck from VVCSO for transporting District's generator.

Discuss implementation of District By-laws.

Approve quote for upgrading the Water Departments SCADA system.

Introduction of Ordinance and waive first regarding for the collection of fees for past due accounts.

Respectfully Submitted:

Jerome D. Gruber MPA

General Manager

Mission Hills Community Services District.



Administrative Activity Reports June 2021

Administrative Services Manager Activity Report

- On Boarding New Employees
- Assisted Customers with Payments, Completed Springbrook Entries, Created Bank Deposits
- Prepared Board Packet Financial Reports
- Prepared Board Packet Staff Memos
- Processed Accounts Payable
- Processed Payroll
- Continued Work on Public Record Requests
- Completed End of Month Procedures
- Continued Work on Audit
- Finalized FY 2021-2022 Budget
- Participated in Webinars through Liebert, Cassidy & Whitmore
- Continued Training of Administrative Assistant/Board Secretary
- Worked with IT to Assure Updated Emails & Compliance
- Updated Bank on Signers on Accounts

Administrative Assistant

- Finalized and forwarded documents to one out of the three public record requesters.
- Created, combined, and finalized board packet
- Draft annual (CCR) Consumer Confidence Report, posted on MHCS D website and coordinated with *Inklings Printing Co.* to mail out CCR to the taxpayers.
- Created binders for board packets for easier access.
- Assigned employee's required training courses and worked with Target Solutions to allow Lead Operator to assign courses to field crew.
- Worked on re-formatting content on website to follow Brown Act requirements.
- Completed Board of Directors monthly schedule of payments spreadsheet for board meetings.
- Created spreadsheet of missing minutes for meetings and provided to Jerry along with Agendas.
- I have entered employee reimbursements into a spreadsheet and will continue adding them so I can include them in annual Reimbursement Expense Report for July's board packet.

Customer Service

- **Monthly:** New Customer Move Ins & Move outs- # 8
- 342 Customers Enrolled in Auto Pay
Active Current Residential Past Due \$30,568 30-60 days/\$2,926 60-90 days/
\$ 9,480 (13 Residential accounts) over 120 days & \$ 10,621 (5 vacant accounts) = \$ 20,102.57
- **Weekly:** Called past due customers to collect payments and set payment plans.

Board of Directors:

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



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General Manager; Jerome Gruber

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

Water Distributed: 16,439,154 gallons (June 1 - June 28)

Compliance:

- 2020 Consumer Confidence Report and Certificate were received and approved by SWRCB.
- 2020 Annual Report was re-submitted and approved by SWRCB.
- Water Quality Emergency Notification Plan was updated and approved by SWRCB.
- State regulator approved to reduce sample monitoring and reporting.

Reservoirs:

- Received proposal for repairs on the reservoirs.

Treatment:

- Purchased Production meters for Distribution Line and wells 5 and 7.
- Purchased waste meters for all wells.

Distribution System Maintenance/Repair

- Replaced Hersey meters to Kamstrup meters as needed.
- Main/Service leak: 4 service leaks

Recurring Tasks

Reservoirs

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

Treatment Plant

- **Daily:**
 - Electronically record bulk storage tank levels
 - Determine daily filtration chemical rate.
 - Record water produced from Wells #5,6, & 7
- **Weekly:**
 - Clean chlorine injection lines
 - Take and record Iron and Manganese treatment samples.
- **Monthly:** Complete State Water Resource Control Board (SWRCB) reports
- **Quarterly:** Remove weeds around shop and filtration plant (Feb, May, Aug, Nov)

Distribution System

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

Safety Hydrant flushing (Mar, Jun, Sep, Dec)

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

Wastewater

Wastewater Influent Total Flow 06/01-06/28/2021: 11,279,657 gallons

Daily Wastewater Influent Average: 402,845 * **This figure is inaccurate**

Lift Station:

No issues with the lift station
There were no sewer system overflows.

Headworks/Influent:

Clean headworks
Remove grit from the main channel.
Weigh the solids that were removed via the Auger Monster.
Weigh the grit that was removed from the influent channel.
Maintain level in chicken coop food hopper.
Remove the eggs.

Wastewater Lagoons:

There were no violations of the Waste Discharge Requirements Permit

Safety

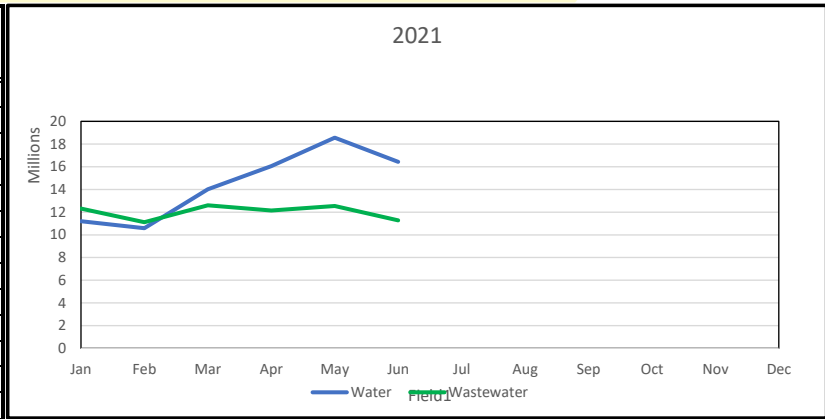
Attend Weekly Safety Meetings

Wastewater/Water Ratio 2021, 2020, 2019

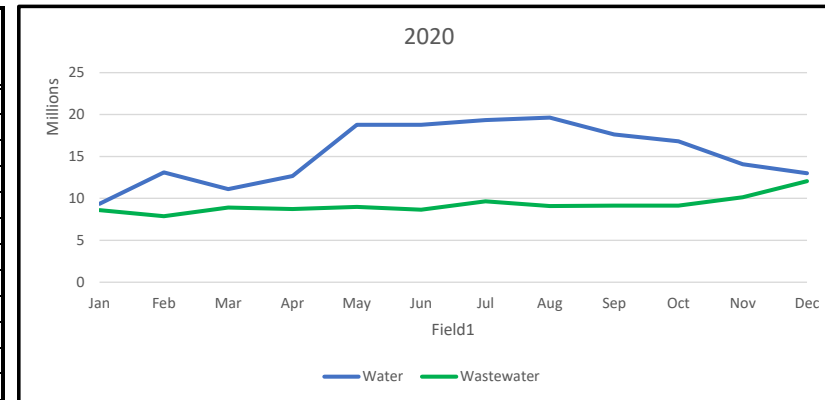
Jun-21

*** The wastewater numbers are inaccurate on these graphs**

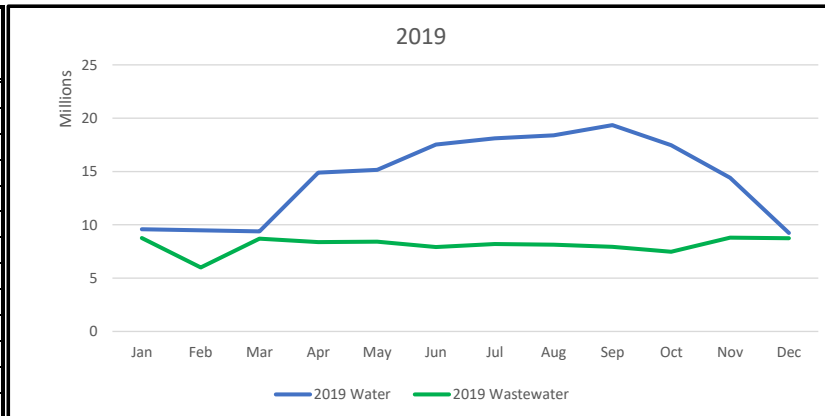
| | 2021 | | | Inches Rainfall above Normal |
|-----|------------|------------|------|------------------------------|
| | Water | Wastewater | WW/W | |
| Jan | 11,191,987 | 12,314,498 | 110% | |
| Feb | 10,584,000 | 11,113,290 | 105% | |
| Mar | 14,007,953 | 12,602,404 | 90% | |
| Apr | 16,049,414 | 12,137,909 | 76% | |
| May | 18,563,008 | 12,539,799 | 68% | |
| Jun | 16,439,154 | 11,279,657 | 69% | |
| Jul | | | | |
| Aug | | | | |
| Sep | | | | |
| Oct | | | | |
| Nov | | | | |
| Dec | | | | |



| | 2020 | | | Inches Rainfall above Normal |
|-----|------------|------------|------|------------------------------|
| | Water | Wastewater | WW/W | |
| Jan | 9,356,351 | 8,596,901 | 92% | 0.52 |
| Feb | 13,105,970 | 7,876,721 | 60% | 0.00 |
| Mar | 11,111,162 | 8,922,770 | 80% | 1.20 |
| Apr | 12,677,195 | 8,720,147 | 69% | 1.79 |
| May | 18,781,476 | 8,997,274 | 48% | 0.14 |
| Jun | 18,780,483 | 8,645,653 | 46% | |
| Jul | 19,334,744 | 9,645,653 | 50% | |
| Aug | 19,639,552 | 9,100,880 | 46% | |
| Sep | 17,638,689 | 9,133,350 | 52% | |
| Oct | 16,824,093 | 9,133,350 | 54% | |
| Nov | 14,080,919 | 10,135,964 | 72% | |
| Dec | 13,007,006 | 12,058,228 | 93% | |



| | 2019 | | | Inches of Rainfall |
|-----|------------|------------|------|--------------------|
| | Water | Wastewater | WW/W | |
| Jan | 9,578,723 | 8,769,137 | 92% | 1.95 |
| Feb | 9,476,177 | 5,998,952 | 63% | 2.37 |
| Mar | 9,373,631 | 8,692,512 | 93% | |
| Apr | 14,884,800 | 8,379,482 | 56% | |
| May | 15,147,800 | 8,416,623 | 56% | 0.74 |
| Jun | 17,519,872 | 7,905,430 | 45% | |
| Jul | 18,099,543 | 8,198,893 | 45% | |
| Aug | 18,400,592 | 8,130,750 | 44% | |
| Sep | 19,349,937 | 7,934,475 | 41% | |
| Oct | 17,460,547 | 7,479,023 | 43% | |
| Nov | 14,419,045 | 8,796,166 | 61% | |
| Dec | 9,235,000 | 8,731,653 | 95% | |



4,000 Recent Census about residents

01. number of people in district
02. infiltration / rain
03. inflow / rain
04. less water conservation
05. weather
06. lift station electrical usage
07. FLO-DAR Calibration

more people at home, for longer periods of time
 check school population (closed June, July, august)
 check for broken wastewater pipes
 check manhole covers (acceptable amounts?)
 water usage down more wastewater, less irrigation
 rain
 no significant changes at lift station electrical usage

| | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 |
|--|-------|-------|-------|-------|-------|
| | 374 | 426 | 451 | 459 | 467 |

**Wastewater Quarterly Sampling Summary
Fourth Quarter 2020**

| Mission Hills CSD | Constituent |
|--|-------------|
| Concentrations in mg/L | |
| Oct, Nov, Dec (Q4) | |
| Sodium | 180 |
| Chloride | 260 |
| Total Dissolved Solids | 850 |
| Total Nitrogen (Composite Effluent) | 6.6 |

**Wastewater Quarterly Sampling Summary
First Quarter 2021**

| Mission Hills CSD | Constituent |
|--|-------------|
| Concentrations in mg/L | |
| Jan, Feb, March (Q1) | |
| Sodium | 170 |
| Chloride | 260 |
| Total Dissolved Solids | 860 |
| Total Nitrogen (Composite Effluent) | 13 |

**Wastewater Quarterly Sampling Summary
Second Quarter 2021**

| Mission Hills CSD | Constituent |
|--|-------------|
| Concentrations in mg/L | |
| Apr, May, June (Q2) | |
| Sodium | 150 |
| Chloride | 240 |
| Total Dissolved Solids | 700 |
| Total Nitrogen (Composite Effluent) | 8.9 |

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

| | A | B | C | D | E | F | G | H | I | J | L | O |
|----|--------------------------------|---|---|---|---|---|---|-------------------|---|-------------------|------------------|---|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Jun 21 | | Jun 20 | \$ Change | Explanation |
| 3 | Ordinary Income/Expense | | | | | | | | | | | |
| 4 | Income | | | | | | | | | | | |
| 5 | | | | | | | 4005 · 48 hour notice fees | 220.00 | | 45.00 | 175.00 | Door Hangers |
| 6 | | | | | | | 4025 · Construction hydrant meter | 50.00 | | 50.00 | 0.00 | |
| 7 | | | | | | | 4045 · Late fees | 5.00 | | 0.00 | 5.00 | |
| 8 | | | | | | | 4050 · Miscellaneous income | 0.00 | | 1,093.50 | -1,093.50 | Recycle Income 2020 |
| 9 | | | | | | | 4060 · Reconnection fees | 0.00 | | 30.85 | -30.85 | |
| 10 | | | | | | | 4075 · Returned check fees | 100.00 | | 0.00 | 100.00 | NSF Check Charges |
| 11 | | | | | | | 4085 · Sewer basic charges | 82,711.93 | | 75,352.14 | 7,359.79 | Increase in Rate Payers |
| 12 | | | | | | | 4095 · Street sweeping charges | 1,506.12 | | 1,510.08 | -3.96 | |
| 13 | | | | | | | 4105 · Water basic charges | 59,450.18 | | 56,185.69 | 3,264.49 | Increase in Rate Payers |
| 14 | | | | | | | 4115 · Water usage charges | 49,239.90 | | 45,867.24 | 3,372.66 | Increase in Usage |
| 15 | | | | | | | Total Income | 193,283.13 | | 180,134.50 | 13,148.63 | |
| 16 | | | | | | | Gross Profit | 193,283.13 | | 180,134.50 | 13,148.63 | |
| 17 | Expense | | | | | | | | | | | |
| 18 | | | | | | | 6000 · Salaries and wages | | | | | |
| 19 | | | | | | | 6005 · Wage expense | 43,629.64 | | 41,123.79 | 2,505.85 | Variance in Employees |
| 20 | | | | | | | 6010 · Payroll tax expense | 3,771.26 | | 3,429.25 | 342.01 | Variance in Employees |
| 21 | | | | | | | Total 6000 · Salaries and wages | 47,400.90 | | 44,553.04 | 2,847.86 | |
| 22 | | | | | | | 6050 · Employee benefits | | | | | |
| 23 | | | | | | | 6060 · Disability insurance | 0.00 | | 220.62 | -220.62 | |
| 24 | | | | | | | 6065 · Health insurance | 9,382.66 | | 11,399.37 | -2,016.71 | Less Employees Covered |
| 25 | | | | | | | 6070 · Medical reimbursements | 0.00 | | 359.36 | -359.36 | |
| 26 | | | | | | | 6075 · Retirement expenses | 1,074.62 | | 1,292.08 | -217.46 | |
| 27 | | | | | | | 6085 · Workers compensation expe | 0.00 | | 2,753.33 | -2,753.33 | Quarterly Audit Paid 2020 |
| 28 | | | | | | | 6090 · Vacation & Sick Leave | 3,340.55 | | 1,945.26 | 1,395.29 | Paid Out Exiting Employee Vacation |
| 29 | | | | | | | 6095 · Benefit Administration | 778.82 | | 778.82 | 0.00 | TASC Fee |
| 30 | | | | | | | Total 6050 · Employee benefits | 14,576.65 | | 18,748.84 | -4,172.19 | |
| 31 | | | | | | | 6100 · Director fees | 1,750.00 | | 1,875.00 | -125.00 | Less Meetings June 2021 |
| 32 | | | | | | | 6110 · Depreciation expense | 31,060.00 | | 26,907.00 | 4,153.00 | Increased Depreciation |
| 33 | | | | | | | 6140 · Vehicle expenses | | | | | |
| 34 | | | | | | | 6145 · Tractor and equipment | 0.00 | | 0.00 | 0.00 | |
| 35 | | | | | | | 6150 · Vehicle fuel | 0.00 | | 673.54 | -673.54 | |
| 36 | | | | | | | 6155 · Vehicle maintenance | 0.00 | | 100.00 | -100.00 | |
| 37 | | | | | | | 6160 · Automobile Allowance | 700.00 | | 0.00 | 700.00 | Automobile Allowance in 2021 |
| 38 | | | | | | | Total 6140 · Vehicle expenses | 700.00 | | 773.54 | -73.54 | |
| 39 | | | | | | | 6170 · Insurance expense | | | | | |
| 40 | | | | | | | 6180 · Liability insurance | 1,522.00 | | 2,058.75 | -536.75 | Lower Insurance Cost |
| 41 | | | | | | | Total 6170 · Insurance expense | 1,522.00 | | 2,058.75 | -536.75 | |
| 42 | | | | | | | 6190 · Dues and memberships | 52.80 | | 497.80 | -445.00 | Timing of Memberships |
| 43 | | | | | | | 6200 · Office expenses | | | | | |
| 44 | | | | | | | 6210 · Cash (over) / short | -0.10 | | 0.00 | -0.10 | |
| 45 | | | | | | | 6215 · Cleaning supplies | 0.00 | | 134.15 | -134.15 | |
| 46 | | | | | | | 6220 · Licenses and fees | 90.00 | | 0.00 | 90.00 | |
| 47 | | | | | | | 6230 · Office supplies | 319.48 | | 153.74 | 165.74 | |
| 48 | | | | | | | 6235 · Postage expense | 935.76 | | 500.00 | 435.76 | CCR Cards Postage |
| 49 | | | | | | | 6245 · Office Equipment | 763.47 | | 169.17 | 594.30 | Includes Cost of Air Purifier 2021 |
| 50 | | | | | | | Total 6200 · Office expenses | 2,108.61 | | 957.06 | 1,151.55 | |
| 51 | | | | | | | 6300 · Operating supplies and expenses | | | | | |
| 52 | | | | | | | 6310 · Miscellaneous supplies | 408.22 | | 933.56 | -525.34 | |
| 53 | | | | | | | 6325 · Portable equipment | 956.19 | | 0.00 | 956.19 | Pipet Tips, Long Handle Dipper, Grease Control Bacteria |
| 54 | | | | | | | 6330 · Shop supplies | 207.59 | | 152.44 | 55.15 | |
| 55 | | | | | | | 6335 · Small tools and appliances | 324.10 | | 1,119.16 | -795.06 | |
| 56 | | | | | | | 6340 · Chemicals | | | | | |
| 57 | | | | | | | 6342 · Bioremediation | 2,558.38 | | 0.00 | 2,558.38 | Chemicals Used 2021 |
| 58 | | | | | | | 6344 · Chlorine | 1,225.11 | | 1,185.53 | 39.58 | |
| 59 | | | | | | | 6345 · Corrosion inhibitor | 0.00 | | 6,079.16 | -6,079.16 | |
| 60 | | | | | | | 6347 · Other chemicals | 464.72 | | 380.03 | 84.69 | |
| 61 | | | | | | | Total 6340 · Chemicals | 4,248.21 | | 7,644.72 | -3,396.51 | |
| 62 | | | | | | | Total 6300 · Operating supplies and ex | 6,144.31 | | 9,849.88 | -3,705.57 | |
| 63 | | | | | | | 6350 · Safety expenses | | | | | |
| 64 | | | | | | | 6360 · Protective Clothing/Uniforms | 431.12 | | 83.16 | 347.96 | New Employees |

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

| | A | B | C | D | E | F | G | H | I | J | L | O |
|-----|---|---|---|---|---|---|---|-------------------|---|-------------------|-------------------|--|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Jun 21 | | Jun 20 | \$ Change | Explanation |
| 65 | | | | | | | 6365 · Safety equipment | 91.62 | | 394.73 | -303.11 | |
| 66 | | | | | | | 6370 · Safety training | 194.53 | | 440.00 | -245.47 | |
| 67 | | | | | | | 6375 · Other safety expenses | 96.87 | | 0.00 | 96.87 | |
| 68 | | | | | | | Total 6350 · Safety expenses | 814.14 | | 917.89 | -103.75 | |
| 69 | | | | | | | 6410 · Contractual services | | | | | |
| 70 | | | | | | | 6420 · Cleaning service | 236.00 | | 200.00 | 36.00 | |
| 71 | | | | | | | 6425 · Office equip maintenance | 463.49 | | 447.60 | 15.89 | |
| 72 | | | | | | | 6430 · Internet access | 159.73 | | 159.73 | 0.00 | |
| 73 | | | | | | | 6435 · Landscaping services | 217.10 | | 327.22 | -110.12 | |
| 74 | | | | | | | 6437 · Pest Control | 0.00 | | 50.00 | -50.00 | |
| 75 | | | | | | | 6445 · Security expense | 112.50 | | 136.10 | -23.60 | |
| 76 | | | | | | | 6450 · Software support | 568.75 | | 1,962.50 | -1,393.75 | |
| 77 | | | | | | | 6452 · Credit Card Processing | 329.64 | | 127.72 | 201.92 | |
| 78 | | | | | | | 6453 · Software Subscriptions | 0.00 | | 506.62 | -506.62 | |
| 79 | | | | | | | 6455 · Street sweeping services | 1,286.00 | | 1,286.00 | 0.00 | |
| 80 | | | | | | | 6470 · Other contractual services | 6,175.49 | | 2,801.13 | 3,374.36 | FRM CPO Charge 2021 |
| 81 | | | | | | | Total 6410 · Contractual services | 9,548.70 | | 8,004.62 | 1,544.08 | |
| 82 | | | | | | | 6475 · Professional services | | | | | |
| 83 | | | | | | | 6485 · Engineering services | 2,851.75 | | 1,090.51 | 1,761.24 | Tuckfield & Wallace Group |
| 84 | | | | | | | 6490 · Legal services | 4,967.07 | | 90.00 | 4,877.07 | |
| 85 | | | | | | | Total 6475 · Professional services | 7,818.82 | | 1,180.51 | 6,638.31 | |
| 86 | | | | | | | 6500 · Printing and publication | 726.90 | | 41.90 | 685.00 | |
| 87 | | | | | | | 6505 · Equipment lease and rentals | 598.43 | | 560.75 | 37.68 | |
| 88 | | | | | | | 6525 · Research and monitoring | | | | | |
| 89 | | | | | | | 6535 · Monitoring expense | 1,948.75 | | 2,432.00 | -483.25 | |
| 90 | | | | | | | Total 6525 · Research and monitoring | 1,948.75 | | 2,432.00 | -483.25 | |
| 91 | | | | | | | 6600 · Travel and meetings | | | | | |
| 92 | | | | | | | 6610 · Meals | 130.50 | | 42.00 | 88.50 | |
| 93 | | | | | | | 6620 · Staff training | 0.00 | | 1,093.08 | -1,093.08 | |
| 94 | | | | | | | 6625 · Travel expenses | 0.00 | | 306.80 | -306.80 | |
| 95 | | | | | | | Total 6600 · Travel and meetings | 130.50 | | 1,441.88 | -1,311.38 | |
| 96 | | | | | | | 6640 · Uncollectible accounts | 3,392.42 | | 0.00 | 3,392.42 | Increased # of Accounts Turned Over for Direct Collection |
| 97 | | | | | | | 6650 · Utilities | | | | | |
| 98 | | | | | | | 6655 · Cell phones | 230.38 | | 187.04 | 43.34 | |
| 99 | | | | | | | 6660 · Dump fees | 78.22 | | 31.20 | 47.02 | |
| 100 | | | | | | | 6665 · Electrical | 4,728.32 | | 11,082.56 | -6,354.24 | |
| 101 | | | | | | | 6670 · Natural gas | 4,150.23 | | 5,559.29 | -1,409.06 | |
| 102 | | | | | | | 6685 · Telephone | 257.42 | | 335.67 | -78.25 | |
| 103 | | | | | | | 6691 · Trash & Recycling | 394.61 | | 197.99 | 196.62 | |
| 104 | | | | | | | Total 6650 · Utilities | 9,839.18 | | 17,393.75 | -7,554.57 | |
| 105 | | | | | | | 6700 · Government fees and charges | 13,687.00 | | 6,536.40 | 7,150.60 | Western Management Area WMS GSA Funding FY 2020-2021 |
| 106 | | | | | | | 6720 · Repairs and maintenance | | | | | |
| 107 | | | | | | | 6730 · Distribution expense | 0.00 | | 369.00 | -369.00 | |
| 108 | | | | | | | 6745 · Lift station expenses | 0.00 | | 175.00 | -175.00 | |
| 109 | | | | | | | 6750 · Collection expense | 0.00 | | 69.85 | -69.85 | |
| 110 | | | | | | | 6760 · Shop and equip repairs | 460.94 | | 0.00 | 460.94 | |
| 111 | | | | | | | 6765 · Supplies and small tools | 0.00 | | 202.03 | -202.03 | |
| 112 | | | | | | | 6790 · Waste water plant | 776.55 | | 304.56 | 471.99 | |
| 113 | | | | | | | 6795 · Other repairs and mainten | 650.00 | | 950.00 | -300.00 | |
| 114 | | | | | | | Total 6720 · Repairs and maintenance | 1,887.49 | | 2,070.44 | -182.95 | |
| 115 | | | | | | | Total Expense | 155,707.60 | | 146,801.05 | 8,906.55 | |
| 116 | | | | | | | Net Ordinary Income | 37,575.53 | | 33,333.45 | 4,242.08 | |
| 117 | | | | | | | Other Income/Expense | | | | | |
| 118 | | | | | | | Other Income | | | | | |
| 119 | | | | | | | 7006 · Market Appreciation/(Depr) | -3,518.07 | | -3,686.19 | 168.12 | |
| 120 | | | | | | | 7010 · Interest income | 1,734.16 | | 1,835.03 | -100.87 | |
| 121 | | | | | | | 7030 · Capacity Charges | 117,290.00 | | 0.00 | 117,290.00 | |
| 122 | | | | | | | 7035 · Water Conservation | 3,100.00 | | 0.00 | 3,100.00 | |
| 123 | | | | | | | Total Other Income | 118,606.09 | | -1,851.16 | 120,457.25 | |
| 124 | | | | | | | Net Other Income | 118,606.09 | | -1,851.16 | 120,457.25 | |

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

| | A | B | C | D | E | F | G | H | I | J | L | O | |
|-----|-------------------|---|---|---|---|---|---|-------------------|---|------------------|-------------------|--------------------|--|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | Jun 21 | | Jun 20 | \$ Change | Explanation | |
| 125 | Net Income | | | | | | | 156,181.62 | | 31,482.29 | 124,699.33 | | |

Mission Hills Community Services District
Disbursements Journal
June 2021

| 1 | A | B | C | D | G | I | K | M | N |
|----|---|----------------------------|---|---|------------|-------|---------------------------------|------------|---|
| | | | | | Date | Num | Name | Amount | Explanation |
| 2 | | 1060 - CHCU - General 4163 | | | | | | | |
| 3 | | | | | 06/04/2021 | 31881 | American Industrial Supply | -106.99 | |
| 4 | | | | | 06/04/2021 | 31882 | Refund | -80.14 | |
| 5 | | | | | 06/04/2021 | 31883 | Box Shop | -24.75 | |
| 6 | | | | | 06/04/2021 | 31884 | Refund | -27.36 | |
| 7 | | | | | 06/04/2021 | 31885 | Carmel & Naccasha LLP | -3,075.74 | |
| 8 | | | | | 06/04/2021 | 31886 | Comcast | -159.73 | |
| 9 | | | | | 06/04/2021 | 31887 | Compuvision | -3,810.23 | |
| 10 | | | | | 06/04/2021 | 31888 | De Lage Landen Financial Ser | -169.17 | |
| 11 | | | | | 06/04/2021 | 31889 | Energy Link | -825.64 | |
| 12 | | | | | 06/04/2021 | 31890 | Frontier Communications | -146.20 | |
| 13 | | | | | 06/04/2021 | 31891 | Home Depot | -560.77 | |
| 14 | | | | | 06/04/2021 | 31892 | ICONIX Waterworks (US) Inc. | -361.10 | |
| 15 | | | | | 06/04/2021 | 31893 | Inklings Printing Company | -97.88 | |
| 16 | | | | | 06/04/2021 | 31894 | Jon's Lawn Mowing | -250.03 | |
| 17 | | | | | 06/04/2021 | 31895 | Liebert Cassidy Whitmore | -1,911.00 | |
| 18 | | | | | 06/04/2021 | 31896 | Oilfield Environmental & Comp | -933.75 | |
| 19 | | | | | 06/04/2021 | EFT | PG&E | -9.89 | |
| 20 | | | | | 06/04/2021 | 31897 | Pitney Bowes | -185.30 | |
| 21 | | | | | 06/04/2021 | 31898 | Praxair Distribution Inc | -229.74 | |
| 22 | | | | | 06/04/2021 | 31899 | SoCalGas | -35.64 | |
| 23 | | | | | 06/04/2021 | 31900 | SP Maintenance Services, Inc. | -670.00 | |
| 24 | | | | | 06/04/2021 | 31901 | Standard Insurance Company | -255.41 | |
| 25 | | | | | 06/04/2021 | 31902 | Staples Business Credit | -244.47 | |
| 26 | | | | | 06/04/2021 | 31903 | Ultrex Inc | 0.00 | Voided Check |
| 27 | | | | | 06/04/2021 | 31904 | Ultrex Inc | -192.71 | |
| 28 | | | | | 06/04/2021 | 31905 | Underground Service Alert of S | -8.25 | |
| 29 | | | | | 06/04/2021 | 31906 | USA BlueBook | -124.57 | |
| 30 | | | | | 06/04/2021 | 31907 | Waste Management | -196.58 | |
| 31 | | | | | 06/13/2021 | EFT | SoCalGas | -4,114.55 | |
| 32 | | | | | 06/13/2021 | EFT | Verizon | -180.38 | |
| 33 | | | | | 06/13/2021 | 31908 | East Mesa Oaks HOA | -57.35 | |
| 34 | | | | | 06/13/2021 | 31909 | Smith Alarms & Electronics, Inc | -112.50 | |
| 35 | | | | | 06/13/2021 | 31910 | Frontier Communications | -93.19 | |
| 36 | | | | | 06/13/2021 | 31911 | Reimbursement | -90.00 | D-3 Certification |
| 37 | | | | | 06/13/2021 | 31912 | Liebert Cassidy Whitmore | -4,570.00 | Membership |
| 38 | | | | | 06/13/2021 | 31913 | Reimbursement | -494.53 | OWTP1, OWTP1-A, OWTP1-B, OWTP1-C Training Material, Online Treatment Exam Prep Course |
| 39 | | | | | 06/13/2021 | 31914 | Santa Ynez River Water Conser | -13,687.00 | WMA GSA 2020-2021 |
| 40 | | | | | 06/13/2021 | 31915 | County of Santa Barbara- Gen | -2,141.15 | |
| 41 | | | | | 06/13/2021 | 31916 | Mark Schwind Electric Inc | -3,650.00 | Relocating back up batteries on Water Tanks |
| 42 | | | | | 06/13/2021 | 31917 | Tuckfield & Associates | -2,406.25 | Rate Study Payment |
| 43 | | | | | 06/13/2021 | EFT | PG&E | -3,514.00 | |
| 44 | | | | | 06/13/2021 | 31918 | Coverall North America, Inc. | -236.00 | |
| 45 | | | | | 06/13/2021 | 31919 | Staples | -93.11 | |
| 46 | | | | | 06/13/2021 | 31920 | Santa Maria Times | -94.24 | |
| 47 | | | | | 06/24/2021 | EFT | TASC | -778.82 | Annual Participation Fee |
| 48 | | | | | 06/25/2021 | 31921 | ACWA/JPIA *Medical Insuranc | -9,288.26 | Medical, Dental, Vision, Life, EAP Inspection and Sediment Removal for 2 Water Tanks |
| 49 | | | | | 06/25/2021 | 31922 | Advantage Technical Services, | -9,017.00 | |
| 50 | | | | | 06/25/2021 | 31923 | American Industrial Supply | -382.27 | |
| 51 | | | | | 06/25/2021 | 31924 | Refund | -19.27 | |
| 52 | | | | | 06/25/2021 | 31925 | Refund | -28.70 | |
| 53 | | | | | 06/25/2021 | 31926 | City of Lompoc | -78.22 | |
| 54 | | | | | 06/25/2021 | 31927 | Dahl Air Conditioning | -210.00 | |
| 55 | | | | | 06/25/2021 | 31928 | Energy Link | -835.06 | |
| 56 | | | | | 06/25/2021 | 31929 | Environmental Techniques | -2,115.49 | Pro Oxidizer - Wastewater Treatment - Odor Control |
| 57 | | | | | 06/25/2021 | 31930 | Fluid Resource Management | -6,152.39 | CPO - Operations Division Manager (May 2021) |
| 58 | | | | | 06/25/2021 | 31931 | Frontier Communications | -164.23 | |
| 59 | | | | | 06/25/2021 | 31932 | Reimbursement | -1,500.00 | Automobile Allowance, Cell Phone Allowance May & June |

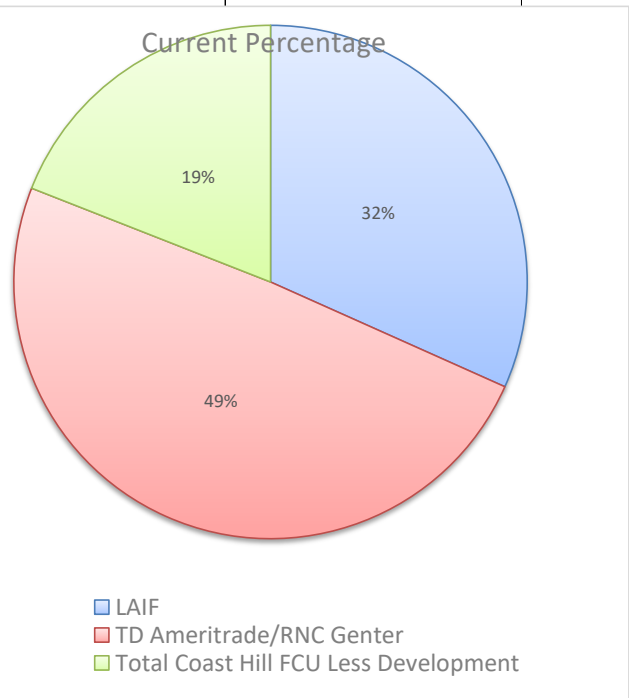
Mission Hills Community Services District
Disbursements Journal
June 2021

Consent Items 7.B ii

| 1 | A | B | C | D | G | I | K | M | N |
|-----|-----------------------------------|---|---|---|------------|-------|--------------------------------|--------------------|-------------|
| | | | | | Date | Num | Name | Amount | Explanation |
| 60 | | | | | 06/25/2021 | 31933 | Mike's Tri-County Locksmiths I | -96.87 | |
| 61 | | | | | 06/25/2021 | 31934 | O'Connor Pest Control | -50.00 | |
| 62 | | | | | 06/25/2021 | 31935 | Oilfield Environmental & Comp | -1,399.00 | |
| 63 | | | | | 06/25/2021 | 31936 | Santa Barbara Co Air Pollution | -500.00 | |
| 64 | | | | | 06/25/2021 | 31937 | SP Maintenance Services, Inc. | -616.00 | |
| 65 | | | | | 06/25/2021 | 31939 | Standard Insurance Company | 0.00 | |
| 66 | | | | | 06/25/2021 | 31940 | Surface Pumps Inc | -776.55 | |
| 67 | | | | | 06/25/2021 | 31938 | Standard Insurance Company | -319.00 | |
| 68 | | | | | 06/25/2021 | 31941 | Refund | -871.79 | |
| 69 | | | | | 06/25/2021 | 31942 | Valley Rock Landscape Supply | -232.36 | |
| 70 | Total 1060 · CHCU - General 4163 | | | | | | | -85,658.57 | |
| 71 | 1070 · CHCU - Payroll 4155 | | | | | | | | |
| 72 | | | | | 06/01/2021 | E-pay | IRS USATAXPYMT | -3,832.02 | |
| 73 | | | | | 06/01/2021 | E-pay | EDD | -1,216.13 | |
| 74 | | | | | 06/04/2021 | | Payroll | -2,589.28 | |
| 75 | | | | | 06/04/2021 | E-pay | EDD | -231.84 | |
| 76 | | | | | 06/04/2021 | 1316 | Matrix Trust Company | -3,430.22 | 401k/457 |
| 78 | | | | | 06/08/2021 | E-pay | IRS USATAXPYMT | -240.00 | |
| 79 | | | | | 06/09/2021 | | Payroll | -14,189.42 | |
| 87 | | | | | 06/11/2021 | E-pay | EDD | -1,036.87 | |
| 88 | | | | | 06/11/2021 | E-pay | IRS USATAXPYMT | -3,534.36 | |
| 89 | | | | | 06/11/2021 | EFT | CA State Disbursement Unit/E | -492.91 | |
| 90 | | | | | 06/13/2021 | 1317 | Matrix Trust Company | -3,536.38 | 401k/457 |
| 91 | | | | | 06/23/2021 | | Payroll | -16,616.11 | |
| 92 | | | | | 06/23/2021 | | Payroll | -1,550.12 | |
| 107 | | | | | 06/25/2021 | E-pay | EDD | -1,222.09 | |
| 108 | | | | | 06/25/2021 | E-pay | IRS USATAXPYMT | -4,426.22 | |
| 109 | | | | | 06/25/2021 | EFT | CA State Disbursement Unit/E | -299.07 | |
| 110 | | | | | 06/29/2021 | EFT | AFLAC | -66.82 | |
| 111 | Total 1070 · CHCU - Payroll 4155 | | | | | | | -58,509.86 | |
| 112 | 1075 · CHCU - ACH 4130 | | | | | | | | |
| 113 | | | | | 06/06/2021 | EFT | Springbrook (ACH Services) | -158.45 | |
| 114 | | | | | 06/30/2021 | EFT | Springbrook (ACH Services) | -171.19 | |
| 115 | Total 1075 · CHCU - ACH 4130 | | | | | | | -329.64 | |
| 116 | TOTAL | | | | | | | -144,498.07 | |

| | A | B | C | D | E | F | G | H | I | J | K |
|----|--|--|----------------------|------------------|-------------------------|----------------------|------------------|----------------------------|--------------------------------------|-----------------------------|---|
| 1 | Variation From Projected Income | | | | | | | | | | |
| 2 | Fiscal Year Ending 6-30-2021 | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | Water | | | Wastewater | | | | | | |
| 5 | Billing Month | Projected Income* | Actual Income | Variation | Projected Income | Actual Income | Variation | Total (Loss) / Gain | Current Year Units Sold | Last Year Units Sold | Previous 5 Year Average Units Sold |
| 6 | Jul-20 | \$ 109,930 | \$ 117,571 | \$ 7,641 | \$ 77,724 | \$ 81,884 | \$ 4,160 | \$ 11,801 | 23,904 | 19,947 | 21,421 |
| 7 | Aug-20 | \$ 111,104 | \$ 117,324 | \$ 6,220 | \$ 77,724 | \$ 81,337 | \$ 3,613 | \$ 9,833 | 23,897 | 24,176 | 22,224 |
| 8 | Sep-20 | \$ 110,721 | \$ 110,403 | \$ (318) | \$ 77,724 | \$ 81,643 | \$ 3,919 | \$ 3,601 | 20,974 | 22,134 | 22,190 |
| 9 | Oct-20 | \$ 106,078 | \$ 125,650 | \$ 19,572 | \$ 77,724 | \$ 81,671 | \$ 3,947 | \$ 23,519 | 27,170 | 21,302 | 21,329 |
| 10 | Nov-20 | \$ 105,163 | \$ 111,932 | \$ 6,769 | \$ 77,724 | \$ 81,558 | \$ 3,834 | \$ 10,603 | 21,595 | 21,914 | 20,263 |
| 11 | Dec-20 | \$ 94,138 | \$ 95,943 | \$ 1,805 | \$ 77,724 | \$ 81,819 | \$ 4,095 | \$ 5,900 | 15,049 | 17,003 | 15,794 |
| 12 | Jan-21 | \$ 83,345 | \$ 98,858 | \$ 15,513 | \$ 77,724 | \$ 81,812 | \$ 4,088 | \$ 19,602 | 16,328 | 9,762 | 11,755 |
| 13 | Feb-21 | \$ 85,070 | \$ 99,108 | \$ 14,038 | \$ 77,724 | \$ 81,716 | \$ 3,993 | \$ 18,030 | 16,413 | 12,600 | 12,651 |
| 14 | Mar-21 | \$ 83,559 | \$ 88,481 | \$ 4,922 | \$ 77,724 | \$ 82,053 | \$ 4,329 | \$ 9,251 | 11,832 | 13,734 | 11,262 |
| 15 | Apr-21 | \$ 85,696 | \$ 102,027 | \$ 16,331 | \$ 77,724 | \$ 82,402 | \$ 4,679 | \$ 21,010 | 17,348 | 12,520 | 12,017 |
| 16 | May-21 | \$ 95,609 | \$ 104,666 | \$ 9,057 | \$ 77,724 | \$ 83,023 | \$ 5,299 | \$ 14,356 | 18,352 | 15,566 | 16,417 |
| 17 | Jun-21 | \$ 104,579 | \$ 108,690 | \$ 4,111 | \$ 77,724 | \$ 82,712 | \$ 4,988 | \$ 9,099 | 19,957 | 19,330 | 20,402 |
| 18 | | | | | | | | | | | |
| 19 | Total | \$ 1,174,992 | \$ 1,280,653 | \$ 105,661 | \$ 932,683 | \$ 983,631 | \$ 50,948 | \$ 156,608 | 232,819 | 209,988 | 207,723 |
| 21 | | | | | | | | | Year to Date Monthly Averages | | |
| 22 | YTD avg | 100% | 109% | | 100% | 105% | | | 19,402 | 17,499 | 17,310 |
| 23 | | | | | | | | | Yearly Average | 17,499 | 17,310 |
| 24 | | | | | | | | | | | |
| 25 | | * Projected Income is calculated by using current year and previous 5 year average monthly units sold. | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons) | | | | | | | | | |

| | A | Y | Z | AA |
|----|--|--------------------|--------------------|--------------------|
| 1 | Bank Account Summary | | | |
| 2 | | | | |
| 3 | | 4/30/2021 | 5/31/2021 | 6/30/2021 |
| 31 | | | | |
| 32 | LAIF | \$1,133,378 | \$1,133,378 | \$1,133,378 |
| 33 | | | | |
| 34 | TD Ameritrade/RNC Genter | \$1,746,819 | \$1,763,847 | \$1,761,890 |
| 35 | | | | |
| 36 | Coast Hills FCU | | | |
| 37 | Checking | \$581,390 | \$531,967 | \$644,569 |
| 38 | Development | \$420,444 | \$540,855 | \$661,269 |
| 39 | Investment Checking | \$0 | \$0 | \$0 |
| 40 | Savings | \$202 | \$202 | \$202 |
| 41 | Payroll | \$53,144 | \$43,083 | \$33,995 |
| 42 | ACH (Sweep Account) | \$2,820 | \$1,000 | \$2,369 |
| 43 | Total Coast Hill FCU | \$1,057,999 | \$1,117,107 | \$1,342,403 |
| 44 | | | | |
| 45 | Combined Balance | \$3,938,196 | \$4,014,332 | \$4,237,671 |
| 46 | | | | |
| 47 | Monthly Change | \$76,367 | \$76,135 | \$223,339 |
| 48 | | | | |
| 49 | Monthly Change to Date | | | |
| 50 | \$933,717 | | | |
| 51 | | | | |
| 52 | INVESTMENT STRATEGY | | | |
| 53 | Along with resuming active management, the Finance Committee and Staff recommend a | | | |
| 54 | balanced distribution of monies as stated below | | | |
| 55 | between TD Ameritrade, LAIF and Coast Hills Credit | | | |
| 56 | Union. This distribution will allow the District to | | | |
| 57 | maximize yields on investments, while meeting | | | |
| 58 | operating and capital cash needs | | | |
| 59 | | | | |
| 60 | Recommended Investment Strategy: | | | |
| 61 | 01. Coast Hills CU: \$300,000 (2 months FYE20 | | | |
| 62 | budgeted operating expense, less depreciation, not | | | |
| 63 | Goal of about 10% | | | |
| 64 | 02. TD Ameritrade: 50% of balance of unrestricted | | | |
| 65 | cash | | | |
| 66 | Goal of about 45% | | | |
| 67 | 03. LAIF: 50% of the balance of unrestricted cash | | | |
| 68 | Goal of about 45% | | | |
| 69 | | | | |
| 70 | | | | |



Consent Items 7.B.v

| | | | | | | | | |
|--|-------------------|-----------------|----------------|-------------|-----------------|-------------|--|------|
| Mission Hills Community Services District | | | | | | | | 12 |
| Budget to Actual Comparison | | | | | | | | 1.00 |
| JUL 20 -JUN 21 | | | | | | | | 0 |
| | Budgeted | Prorated Budget | Actual | | Remainder | % of Budget | Explanation | |
| | Fiscal Year 20-21 | JUL 20 -JUN 21 | JUL 20 -JUN 21 | Difference | Budgeted Amount | 100% | | |
| Income | | | | | | | | |
| Late Fees/Charges | \$ 24,750 | \$ 24,750 | \$ 58,314 | \$ 33,564 | \$ (33,564) | 236% | Higher Than Budgeted | |
| Water Service | \$ 1,174,992 | \$ 1,174,992 | \$ 1,280,735 | \$ 105,743 | \$ (105,743) | 109% | Base & Usage Higher Than Budgeted | |
| Sewer Service | \$ 932,683 | \$ 932,683 | \$ 983,645 | \$ 50,962 | \$ (50,962) | 105% | Base Higher Than Budgeted | |
| Street Sweeping | \$ 18,006 | \$ 18,006 | \$ 18,080 | \$ 74 | \$ (74) | 100% | On Track With Budget | |
| | \$ 2,150,431 | \$ 2,150,431 | \$ 2,340,775 | \$ 190,344 | \$ (190,344) | 109% | Revenue is 9% Ahead of Budget | |
| | | | | | | | | |
| | | | | | | | | |
| | Budgeted | Prorated Budget | Actual | | Remainder | | | |
| | Fiscal Year 20-21 | JUL 20 -JUN 21 | JUL 20 -JUN 21 | Difference | Budgeted Amount | | | |
| Expense | | | | | | | | |
| Salaries & Wages | \$ 605,486 | \$ 605,486 | \$ 562,929 | \$ 42,557 | \$ 42,557 | 93% | Less Employees, Lower Than Budgeted | |
| Employee Benefits | \$ 246,625 | \$ 246,625 | \$ 196,856 | \$ 49,769 | \$ 49,769 | 80% | Less Employees, Lower Than Budgeted | |
| Director Fees | \$ 18,000 | \$ 18,000 | \$ 23,065 | \$ (5,065) | \$ (5,065) | 128% | More Meetings Than Budgeted | |
| Depreciation | \$ 322,862 | \$ 322,862 | \$ 372,654 | \$ (49,792) | \$ (49,792) | 115% | Higher Depreciation Than Budgeted | |
| Election Expense | \$ 1,000 | \$ 1,000 | \$ 2,809 | \$ (1,809) | \$ (1,809) | 281% | Higher Election Expense Than Budgeted | |
| Vehicle Expense | \$ 28,300 | \$ 28,300 | \$ 19,290 | \$ 9,010 | \$ 9,010 | 68% | Lower Maintenance Expense Than Budgeted | |
| Insurance | \$ 33,000 | \$ 33,000 | \$ 26,640 | \$ 6,360 | \$ 6,360 | 81% | Lower Insurance Cost Than Budgeted | |
| Memberships | \$ 17,650 | \$ 17,650 | \$ 19,157 | \$ (1,507) | \$ (1,507) | 109% | Timing of Memberships, Additional Memberships | |
| Office Expenses | \$ 20,715 | \$ 20,715 | \$ 22,741 | \$ (2,026) | \$ (2,026) | 110% | Slightly Higher Expenses Than Budgeted, Supplies New Employees | |
| Operating Supplies | \$ 10,500 | \$ 10,500 | \$ 18,290 | \$ (7,790) | \$ (7,790) | 174% | Higher Operating Supplies Ordered Than Budgeted, New Employees | |
| Chemicals | \$ 88,400 | \$ 88,400 | \$ 48,263 | \$ 40,137 | \$ 40,137 | 55% | Lower Chemical Use Than Budgeted | |
| Safety | \$ 7,350 | \$ 7,350 | \$ 5,687 | \$ 1,663 | \$ 1,663 | 77% | Lower Safety Expense Than Budgeted | |
| Contractual Services | \$ 70,000 | \$ 70,000 | \$ 101,929 | \$ (31,929) | \$ (31,929) | 146% | Increased Contractual Expenses Including Interim GM Fees | |
| Professional Services | \$ 115,000 | \$ 115,000 | \$ 194,615 | \$ (79,615) | \$ (79,615) | 169% | Professional Fees Higher Than Budgeted | |
| Printing & Publication | \$ 8,230 | \$ 8,230 | \$ 5,674 | \$ 2,556 | \$ 2,556 | 69% | Printing & Publication Cost Lower Than Budgeted | |
| Equipment Lease | \$ 6,729 | \$ 6,729 | \$ 6,804 | \$ (75) | \$ (75) | 101% | On Target With Budget | |
| Monitoring | \$ 35,000 | \$ 35,000 | \$ 29,539 | \$ 5,461 | \$ 5,461 | 84% | Less Monitoring Fees Than Budgeted | |
| Travel/Meetings/Meals | \$ 20,000 | \$ 20,000 | \$ 4,821 | \$ 15,179 | \$ 15,179 | 24% | Less Travel Due to Covid Than Budgeted | |
| Utilities | \$ 180,350 | \$ 180,350 | \$ 152,756 | \$ 27,594 | \$ 27,594 | 85% | Lower Utility Bills Than Budgeted, Off Peak Maximum Use | |
| Government Fees | \$ 77,234 | \$ 77,234 | \$ 45,341 | \$ 31,893 | \$ 31,893 | 59% | Less Government Fees Than Budgeted | |
| Repairs & Maintenance | \$ 236,000 | \$ 236,000 | \$ 136,665 | \$ 99,335 | \$ 99,335 | 58% | Less Repair Breaks Than Budgeted | |
| Miscellaneous Expenses | \$ 2,000 | \$ 2,000 | \$ 9,099 | \$ (7,099) | \$ (7,099) | 455% | Increased Amount of Uncollectable/Write Offs | |
| | \$ 2,150,431 | \$ 2,150,431 | \$ 2,005,623 | \$ 144,808 | \$ 144,808 | 93% | Expenses are 7% 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% = | \$ 107,521.55 | | | |



Consent Items 7.C.

**Reimbursement Expense
Report Disclosure over
\$100 for 2020-2021 Fiscal
Year.**

| Paid to | Description | Check Number | Check Date | Total |
|---------------------|--|--------------|------------|------------|
| Rick Young | Work Boots | 31295 | 8/5/2020 | \$175.00 |
| Javier Rodriguez | CWEA Testing/Tuition/Book Reimbursement | 31433 | 10/14/2020 | \$487.90 |
| Kayla Barker | Administrative Assistance | 31736 | 11/20/2020 | \$180.00 |
| Loch Driezler | H & S Enviornental, L.L.C (Wastewater Lagoon) Books | 31568 | 12/29/2020 | \$195.85 |
| Carol Reynolds | Employment Ad, Board Meeting Supplies, Lock Tite Nets, Food Going Away Luncheon | 31614 | 1/27/2021 | \$204.41 |
| Kayla Barker | Administrative Assistance | 31639 | 2/16/2021 | \$120.00 |
| Steven Burfeindt | CWEA Collection System Maintenance/Exam | 31666 | 2/16/2021 | \$180.00 |
| Carol Reynolds | Office 365, Adobe Pro, Flat Tire Repair Company Truck | 31678 | 2/23/2021 | \$116.48 |
| Erik Herrera | Work Boots | 31715 | 3/1/2021 | \$175.00 |
| Justine Shaffer | IIMC Renewal/Clerk | 31758 | 3/25/2021 | \$175.00 |
| Jerome D. Gruber | Cell Phone Allowance/Ink Printer/Staff Joe to lunch discuss Budget | 31762 | 4/1/2021 | \$763.17 |
| Carol Reynolds | Intuit Direct Deposit Fee/Intuit Payroll Annual/Adobe Monthly fee | 31768 | 4/1/2021 | \$710.99 |
| Carol Reynolds | Microsoft Monthly Online Service fee/ Walmart office supplies | 31816 | 4/19/2021 | \$290.58 |
| Rick Young | Tractor Supply Co./ Slime's | 31821 | 4/19/2021 | \$215.49 |
| Jerome D. Gruber | Ink Reimbursment, Cell Phone Allowance, Automobile Allowance | 31830 | 5/3/2021 | \$780.33 |
| Carol Reynolds | Intuit Direct Deposit Fee/Office 365 Monthly Fee /Adobe Pro Monthly Fee | 31838 | 5/3/2021 | \$126.90 |
| Carol Reynolds | Food Going Away Luncheon RY, Card, Ice, Office 365 Monthly Fee, Gas Hose, Adobe Pro Annual Fee | 31857 | 5/16/2021 | \$541.81 |
| Kenneth Dale Oviedo | Mileage Reimbursement for Job Interview | 31874 | 5/20/2021 | \$141.90 |
| Erik Herrera | Online Treatment Exam Prep Course, OWTP1, OWTP1-A, OWTP1-B, OWTP1-C Training Material | 31913 | 6/13/2021 | \$494.53 |
| Jerome D. Gruber | Automobile Allowance, Cell Phone Allowance (May & June) | 31932 | 6/25/2021 | \$1,500.00 |
| Erik Herrera | CWEA Membership | 31951 | 7/7/2021 | \$200.00 |
| Kenneth Dale Oviedo | 4 Qty-24pk Water & Work Boots | 31960 | 7/7/2021 | \$179.87 |



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Jerry Gruber, General Manager
DATE: July 21, 2021
SUBJECT: Goals & Committee Updates

Recommendation / Proposed Motion

Recommendation: Receive Update Goals Report, Committee Update Spreadsheet and provide direction to staff as needed.

Policy Reference

Directors expressed an interest in receiving these brief monthly updates.

Budget Resources

As outlined in the Capital Improvement Plan and District Goals.

Alternatives Considered

None

Discussion

This memorandum is a summary of the Top 5 Goals and Committee meetings that took place after the last Board meeting and is intended to provide a status report to the Board members and the public

Attachments:

1. 2021 Committee Assignments
2. Top 5 Goals Update
3. Committee Meeting Summary Update

2021 Officers / Directors

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

2021 Committee Assignments

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

Top 5 Goals

Established by Board of Directors on September 16, 2020

1. Wastewater N2 and NaCl reduction plan and results to meet WDR requirements (not TSO but final WDR), including sewer cleaning and inspection.

Brief Summary:

- 8 of 16 tasks from the Time Scheduled Order (TSO). The next task is: Collect Samples and Identify Chloride Sources before October 31, 2021. Samples for identifying chloride sources will commence on August 1st 2021. Regional Water Quality Control Board visited the wastewater treatment plant on July 15th 2021 and sampling plan and protocol was discussed.
- Sewer Cleaning and Inspection is part of this fiscal year capital improvement project and is a continuation of last year's capital projects. Phoneix Engineering- Jon Turner has evaluated the Districts video and cleaning logs which are comprised of 30% of the Districts collections system. Phoneix Engeeniring will be preparing specification documents and bid documets for the next phase of video and cleaning

2. Lawsuit defense against the City of Lompoc

Brief Summary:

- The Board will receive an update on this item in closed session at the July 21st, 2021 Board meeting.

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

Brief Summary:

- Surge tank is in full service and operational.

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

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

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

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

| Committee | Completed Meeting Date | Summary of Discussion | Future Meeting Date | Topics for Discussion |
|-----------------------|------------------------|---|---------------------|--|
| Wastewater | 11/30/2020 | Review and discuss current Wastewater Treatment Plant Status and Forward Acktion Plans | TBD | TBD |
| | | Director Fasold lead a discussion regarding action items and follow ups that included: Discussions with RWQCB regarding reporting effluent point of compliance, Development of WWTP Standard Operating Procedures, Upgrades to Mesa Oaks Lift Station, Installing a liner in Rucker Point #8, Compliance with the Time Schedule Order Tasks and Dates, Implementing any recommendations at the WWTP Ponds from Steve Harris's October 2, 2020 Memo and Critical spare parts on hand at the Lift Station | | |
| Finance | 3/26/2021 | Discuss and review the preliminary budget along with CIP preliminary budget | TBD | Development Account Placement, Credit Cards for District |
| Water | 3/26/2021 | Discussed the installation of the Surge Tank | TBD | TBD |
| Energy | 11/24/2020 | Scheduling 2 vendors to meet and discuss solar | TBD | TBD |
| Personnel | 5/17/2021 | Discussed Continued Employment General Manager | TBD | TBD |
| Development Agreement | 4/7/2021 | City of Lompoc Summary Discussion | TBD | Closed Session |

| | | | | |
|---|------------------|---|------------|-----------------------|
| Western Management Area Committee for Groundwater Sustainability | 4/14/2021 | Update provided by General Manager | TBD | Various Topics |
|---|------------------|---|------------|-----------------------|



MISSION HILLS COMMUNITY SERVICES DISTRICT

5. COMMUNICATIONS- Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conference. 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 Managers Comment's
- B. Director's Comments
- C. Public Comments