

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

Brad Hagemann, Interim General Manager

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

Monday, September 27, 2021

CLOSED SESSION: 3:30 PM

OPEN SESSION: 4:30 PM

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

Agenda

Pursuant to Governor Newsom’s Executive Order N-29-20, the public can only participate via teleconference. The Mission Hills CSD board room will not be open to the public.

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 Closed Session – Members of the public, for up to 3 minutes, may address the Board regarding the Closed Session. If you are unable to attend, you can submit written comments to admin@mhcsd.org until the Board adjourns to Closed Session.

4. Closed Session

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

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

4:30 PM - RECONVENE

5. Reports out of Closed Session

6. Public Comment – Members of the public, for up to 3 minutes, may address the Board on any item on this agenda. If you are unable to attend, you can submit written comments to admin@mhcsd.org until the conclusion of this agenda item.

7. Consent Items - 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

- i. May 19, 2021, Regular Meeting Minutes
- ii. June 14, 2021, Special & Regular Board Meeting
- iii. July 21, 2021, Regular Board Meeting
- iv. August 18, 2021, Regular Board Meeting

B. Activity Reports for September

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

C. Financial Reports

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

8. Regular Business

A. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH NEWLY ADOPTED GOVERNMENT CODE SECTION 54953(e) (AB 361)

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 Board meeting agenda.

- A.** General Manager Comments
- B.** Director's Comments

ADJOURN

Regular Board Meetings are held on the third Wednesday of each month beginning at 4:30 PM Copies of the staff reports, or written materials provided for Mission Hills CSD for Open Session agenda items are posted on the District's website (www.mhcsd.org), may be obtained upon request and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during regular business hours. Closed Session items are not available for public review.

In compliance with the Americans with Disabilities Act

If you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, please contact the Board Secretary at 805.733.4366 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. (Agenda Prepared under Government Code Section 54954.2)



**Mission Hills Community Services District
Regular Meeting Minutes 3:30 pm
Wednesday, May 19, 2021**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 3:35 pm on Wednesday, May 19, 2021, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Myron Heavin, James Mac Kenzie, Steve Dietrich, Bruce Nix and Karina Naughton
None

DIRECTORS ABSENT:

STAFF PRESENT:

Jerry Gruber and Carol Reynolds.

OTHERS PRESENT:

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

4. **Closed Session**

Open Session

- 1. Call to order and Pledge of Allegiance
- 2. Roll call
- 3. Public Comment-No Public comments
- 4. Reports out of close session-None

5. **Consent Items**

- A.) Activity Reports – Administration, Water, Wastewater-Not Staffed.
- B.) Financial Reports- Profit and Loss, Disbursement Journal, Variation from projected income, Bank account summary and Budget to Actual.

Approved Consent Items

Motion Made by Director Bruce Nix and Second by Karina Naughton.

Motion Passed with 5 Ayes 0 Noes.

Consent Item 7. A.i

6. Regular Business

- A. Received and filed the Water/Wastewater & Street Sweeping Rate Study Report from Tuckfield & Associates.

Motion made by Director James Mac Kenzie and second by Steve Dietrich

Motion Passed with 5 Ayes and 0 Noes.

- B. Reviewed and discussed Salary Range for the position of Administrative Services Manager.

Motion made by Director Bruce Nix and second by Karina Naughton.

Motion Passed with 5 Ayes and 0 Noes.

- C. Committee Updates – Reviewed and discussed.

Motion made by Director Bruce Nix and second by Karina Naughton

Motion Passed with 5 Ayes and 0 Noes.

7. Communications-

- A. General Manager Comments-None
B. Directors Comments-None
C. Public Comments-None

Adjournment:

With no further business come before the board, the meeting adjourned at 6:45pm

Respectfully Submitted,

Jerry Gruber, General Manager

Myron Heavin, Board of Directors

DocuSigned by:
Jerry Gruber
6EC54E04E9A448D...

Jerry Gruber, General Manager

6. Discussion Items

Discussion item 6A- Reviewed, Discussed and Approved the salary range for the position of Administrative Services Manager.

Motion made by Director Bruce Nix and Second by Karina Naughton to approve the salary range for the position of Administrative Services Manager.

Ayes: 4 (Heavin, Nix, Naughton, and Mac Kenzie)

Noe's: 0

Abstains: 0

Absent: (Dietrich) _

Discussion Item 6B- A brief discussion discussed regarding the Resolution 21-330 Cost of living.

Motion made by Bruce Nix and Second by Jim Mac Kenzie to approve the Resolution 21 330 Cost of living.

Ayes: (Nix, Mac Kenzie, Naughton and Heavin)

Noe's: 0

Abstains: 0

Absent: (Dietrich)

Discussion Item 6C- Reviewed and discussed final Budget for Fiscal Year 2021-2022 Public reading and adoption.

Motion made by Bruce Nix and second by Jim Mac Kenzie for the Public adoption and reading of the Final Budget for Fiscal Year 2021-2022.

Ayes: (Bruce Nix, Jim Mac Kenzie, Naughton and Heavin)

Noe's: 0

Abstains: 0

Absent: (Dietrich)

Discussion Item 6D- Reviewed and discussed the Approval of Unpaid Sick Leave for Richard Young.

Motion made by Bruce and second to decline the Approval of Un sick Leave for Richard Young.

Ayes: (Heavin)

Noe's: (Nix, Mac Kenzie, and Naughton.)

Abstains: 0

Absent: (Dietrich)

Consent Item 7. A.ii

Discussion Item 6E- Reviewed and discussed the Approval of Amended Employment Terms for Jerry Gruber.

Motion made by Bruce Nix and second by Jim Mac Kenzie to approve the amended Employment Terms for Jerry Gruber.

Ayes: (Nix, Naughton, Mac Kenzie and Heavin.)

Noe's: 0

Abstains: 0

Absent Steve (Dietrich)

Discussion Item 6F- Reviewed and discussed the Committee Updates.

Committee Updates-Reviewed and discussed
Motion made by director Nic and Mac Kenzie

Ayes: (Nix, Naughton, Mac Kenzie and Heavin.)

Noe's: 0

Abstains: 0

Absent Steve (Dietrich)

7. Communications-

- A. General Comments-None
- B. Director Comments-None
- C. Public Comments-None

Adjournment-with no business to come before the board the meeting adjourned at 5:00pm.

Respectfully Submitted,

Lupe Huitron-Board Secretary

Myron Heavin, Board of Directors

Lupe Huitron, Board Secretary

B. Financial reports

- i) Profit and loss
- ii) Disbursement Journal
- iii) Variation from Projected Income
- iv) Bank Account Summary
- v) Budget to actual

C. Reimbursement Disclosure Fiscal Year 2020-2021

Approved Consent Items-Motion made by Director Bruce Nix and second by Jim Mac Kenzie.
Motion passed with 5 Ayes and 0 Noes

8. Regular Business

- A. Goals and Committees

9. Communications-

- A. General Manager Comments
- B. Director's Comments
- C. Public comments

Approved Consent Items-Motion made by Director Bruce Nix and second by Jim Mac Kenzie.
Motion passed with 5 Ayes and 0 Noes

Adjournment

Reports out of closed Session

With no further business to come before the Board, the Meeting adjourned at 4:45 pm.

Respectfully Submitted,
Lupe Huitron- Board Secretary

Myron Heavin President, Committee Meeting

Lupe Huitron, Board Secretary

Approved Consent Items

Motion made by Director James Mac Kenzie and second by Director Karina Naughton.

– **Motion** passed with 5 ayes and 0 Noes

6. Discussion Items:

Discussion Item 6A.- Committee Updates

Staff summarized and reviewed Summary Table.

Discussion Item 6B.- A brief discussed ensued between General Manager Gruber and the Mission Hills Community Services Board of Directors regarding the approval of Consultants Services Agreements for Sanitary Sewer Management Plan update and for Engineering Services for rehabilitation of water tanks.

Motion by Director Mac Kenzie and second by Director Nix to “approve Consultant Services Agreements for Sanitary Sewer Management Plan update and for Engineering Services for Rehabilitation of water tanks.

Ayes: 4 (Heavin, Dietrich, Mac Kenzie, Naughton)

Noes: 0

Abstains: 1 (Dietrich)

Absent: 0

Discussion Item 6C- A brief discussed ensued between General Manager Gruber and the Mission Hills Community Services Board of Directors regarding the approval of services Agreement with Phoenix Civil Engineering for preparation of Technical Specifications for Pipeline Cleaning and Closed-Circuit Television Inspections.

Motion by Director Mac Kenzie and second by Director Nix to “approve Services agreement with Phoenix Engineering for preparation of Technical Specifications for pipeline cleaning and closed-Circuit Television Inspections.

Ayes: 5 (Heavin, Dietrich, Mac Kenzie, Naughton, Dietrich)

Noes: 0

Abstains: 0

Absent: 0

7. Communications

- A. General Manager's Report- No Comments
- B. Director's Comments- No comments
- C. Public Comments-No Public Comments

ADJOURNMENT:

With no further business to come before the Board, the Meeting adjourned at 7:27 pm

Respectfully Submitted,

Lupe Huitron-Board Secretary

Myron Heavin President, Board of Directors

Lupe Huitron, Board Secretary



Administrative Activity Reports
August 2021

Administrative Services Manager

- Assisted Customers with Payments, Completed Springbrook Entries
- Prepared Board Packet Financial Reports
- Prepared Board Packet Staff Reports
- Processed Accounts Payable
- Processed Payroll
- Completed End of Month Procedures
- Continued Training of Administrative Assistant/Board Secretary
- Worked with IT to Assure Updated Emails & Compliance
- Attended Finance Committee Meeting
- Completed Compliance Test with TASC
- Continued Review for Public Records Request

SPRINGBROOK AGING REPORT AS OF AUGUST 31, 2021

# Days Past Due	\$ Amount Past Due	# Accounts
Under 30 Days	\$32,037.28	228
30-60 Days	\$290.00	4
60-90 Days	\$7,220.34	68
90-120 Days	597063	31
Over 120 Days	\$25,557.86	83
Credit Totals (Over Payments)	(\$9,601.85)	
Totals	\$61.474.26	414



Administrative Activity Reports
August 2021

Administrative Assistant

- Created, combined, and finalized board packet
- Assisted Customers with payments and completed Springbrook entries
- Corresponded to emails
- Finishing entering Past due Accounts balances
- 1 Street Sweeping Complaint call, I called SP Maintenance Service and issue was resolved.
- Drafted Talking Points Documents that Jerry requested for a few meetings.
- Ran errands such as bank deposits and snacks for Board Meeting.
- Created a binder for all the Proposal and Agreements that get approved.
- Worked on Agendas and Minutes for May.

Customer Service

- Monthly: New Customer Move Ins & Move outs- # 9
- 349 Customers Enrolled in Auto Pay
- Webinar-by California State Water Resources Control Board viewed with Lead Water Operator for reporting Covid arrearage for Water Fees from March 2020 to June 2021. GM Gruber had confirmed to CSWRCB that the District would participate in the program. Water Charges only not collected during COVID approx. \$ 7900
- Of the (Active Only) Customers # 185 with a balance owing through 8/31 which would be subject to 10% late fees.
- Of the (Active Only) Customers #41 that are past due would be subject to Lock-Off status if no payment arrangement is made after they are given notice.

Board of Directors:

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



Consent Item 7 B. ii

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General Manager; Brad Hagemann

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

Water Distributed: 18,400,000 gallons (July 28 - August 28)

Compliance:

- Annual Lead and Copper Rule report submitted.
- Enrolled in new Dig alert online system

Treatment:

- Installed new chemical pump.
- Received estimate for SCADA upgrade.

Distribution System Maintenance/Repair

- Replaced 2 Hersey meters to Kamstrup meters.
- Main valve exercising: 40
- Main/Service leak: 1 service leaks. 2 fire Hydrants.
- Raised the manholes and valve cans for repaving Rucker Rd. and Manley Dr.
- Replaced backflow at Lift Station.
- Serviced Vacuum trailer and Valve turner.

Recurring Tasks

Reservoirs

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

Treatment Plant

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

Consent Item 7 B. ii

- **Monthly:** Complete State Water Resource Control Board (SWRCB) reports
- **Quarterly:** Remove weeds around shop and filtration plant (Feb, May, Aug, Nov)

Distribution System

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

Safety

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

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 IDLLS COMMUNITY
SERVICES DISTRICT
Wastewater Report-August 2021
Wastewater Influent Total Flow
08/01-08/31/2021: 5,102,417 Gallons**

Collection System/Lift Station

- 1) FRM removed the temporary flow meters from the WW collections system.
- 2) As Builts and other technical data were submitted to Jon Turner, w/Phoenix Engineering. Jon is working on writing the technical specifications that will be utilized by sewer maintenance contractors when submitting a bid for jetting and CCTV work on the collection system.
- 3) Technical data on the WW lift station was submitted to Jon Turner, w/Phoenix Engineering. Jon is working on a CIP for major upgrades to the WW lift station.
- 4) As Builts and other technical data on the WW collection system were submitted to Greg Hulburd, w/Wallace Group. Greg is working on the WW collection system sampling program & protocols for determining chloride sources that are in the WW entering the plant (Time Schedule Order task# 9)
- 5) Purchase Order issued for the purchase of rebuild parts from Flo-Systems Inc for both pumps of the WW lift station pump train (#1 & #2). Approximate cost is \$12K.

There were no sewer system overflows.

Wastewater Treatment Plant

1. FRM installed a flowmeter on the discharge of the Pond 2 effluent recycle pump.
2. Consumable materials were purchased for the Planned Maintenance of the Positive Displacement blowers.
3. The gate in the chain link fence around the enclosure South of Pond 7 was repaired. There is a vault inside of the enclosure that is no longer used. Gate was broken.
4. Received a bid from Fluid Resource Management (FRM) for improvements at the headworks: 1) New machine guard over the comminutor, 2) Replacement of the grating over the Parshall flume channel, 3) Fabrication of a grit removal tool out of stainless steel.
5. Received a proposal from Tripleoint Environmental to collaborate on a

Consent Item 7 B. iii

pilot study for optimization of the Nitrification/denitrification process in the treatment ponds.

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

Date	Wastewater Influent Daily Flow	Average Flow in GPM (Based on 24 Hour Flow)
8/1/2021		0
8/2/2021	226,282	157
8/3/2021	168,122	117
8/4/2021	167,724	116
8/5/2021	156,398	109
8/6/2021	183,296	127
8/7/2021	126,485	88
8/8/2021	162,510	113
8/9/2021	182,076	126
8/10/2021	146,897	102
8/11/2021	180,812	126
8/12/2021	160,642	112
8/13/2021	160,031	111
8/14/2021	157,375	109
8/15/2021	167,442	116
8/16/2021	188,867	131
8/17/2021	164,204	114
8/18/2021	170,999	119
8/19/2021	179,168	124
8/20/2021	172,029	119
8/21/2021	147,787	103
8/22/2021	229,060	159
8/23/2021	186,056	129
8/24/2021	172,005	119
8/25/2021	161,362	112
8/26/2021	213,237	148
8/27/2021	120,249	84
8/28/2021	148,484	103

Consent Item 7 B. iii

8/29/2021	176,450	123
8/30/2021	168,752	117
8/31/2021	157,616	109
Total Flow	5,102,417	

There was no influent flow data recorded on 08/01/2021.



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



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
DATE: September 27, 2021
SUBJECT: **Goals & Committee Updates**

Recommendation / Proposed Motion

Recommendation: Receive Update Goals Report, Committee Update Spreadsheet and providedirection 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

Consent Item 7 B. v**Attachment 1****2021 Committee Assignments**

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

Top 5 Goals

Established by Board of Directors on September 16, 2020

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

Brief Summary:

- Tasks 1-8 of the Time Scheduled Order (TSO) are complete. Tasks #9 & 10 are both due 10/31/2021. Task #9: Collect samples to identify chloride sources. Task #10: Evaluate options for a chloride reduction program. The Wallace Group has been tasked with writing the sampling protocols and sampling plan to determine the source of Sodium and Chloride in the WW collection system. **The project is 20% complete.**
- Sewer Jetting and Inspection- Jon Turner, w/Phoenix Engineering has submitted a proposal to write the specifications for jetting and CCTV work on the collections system. The specifications will be put out for bid from qualified contractors that are able and interested in doing this work for the CSD. The work will proceed after a contract between the CSD and Phoenix Engineering has been signed. **The project is 0% complete.**
- Lift Station upgrade project- Jon Turner, w/Phoenix Engineering has submitted a proposal to write the specifications for upgrading the WW lift station. The proposed work includes but is not limited to: Moving the electrical switchgear from the dry well up to ground level; Installation of an installed emergency generator and automatic transfer switch. The work will proceed after a contract between the CSD and Phoenix Engineering has been signed. **The project is 0% complete.**

2. Lawsuit defense against the City of Lompoc

Brief Summary:

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

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

Brief Summary:

- Surge tank is in full service and operational.

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

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

Consent Item 7. B v
Attachment 2

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.

Consent Item 7 B. v Attachment 3

Committee	Completed Meeting Date	Summary of Discussion	Future Meeting Date	Topics for Discussion
Wastewater	8/23/2021	Discussion of Wastewater Treatment Plant Operations and Maintenance	TBD	TBD
		Discussion of Collection System Operations and Maintenance		
		Discussion of RWQCB Time Scheduled Order (TSO) and associated work underway		
Finance	8/30/2021	Discussion of Tabulation and Alignment of Pages	TBD	TBD
		Discussion of Current Allocation of Funds		
		Discussion of Handling of Past Due Accounts		
		Discussion of Overall Financial Status of District Revenue vs Expenditures		
		Discussion of Revisions to Existing Purchasing Policy		
		Discussion of Connection Fees, Capacity Charges and Meter Fees		
		Discussion of Cash Balance within District's Coast Hill Credit Union Accounts Relating to Operations and Payroll		
		Discussion of Financial Reports withing the Board Packets, Cash Basis vs Accrual Bassis		
		Discussion of Connection Fees, Capacity Charges and Meter Fees		
Water	8/26/2021	Discussion of Water Operations and Maintenance	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	4/7/2021	City of Lompoc	TBD	Closed Session

Western Management Area Committee for Groundwater Sustainability	8/25/2021	Update If Any to be Provided by Myron Heavin	TBD	TBD
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Mission Hills Community Services District
Profit & Loss Prev Year Comparison
August 2021

Consent Item 7. C i

	A	B	C	D	E	F	G	H	J	L	M
								Aug 21	Aug 20	\$ Change	Explanation
1											
2											
3							Ordinary Income/Expense				
4							Income				
5							4005 · 48 hour notice fees	210.00	15.00	195.00	
6							4025 · Construction hydrant meter	300.00	100.00	200.00	
7							4075 · Returned check fees	25.00	25.00	0.00	
8							4085 · Sewer basic charges	83,009.48	81,336.83	1,672.65	Increase in Rate Payers
9							4095 · Street sweeping charges	1,506.12	1,507.44	-1.32	
10							4105 · Water basic charges	59,813.95	58,391.86	1,422.09	Increase in Rate Payers
11							4115 · Water usage charges	56,821.62	58,932.30	-2,110.68	Decrease in Usage
12							4200 · Discount Revenue	0.00	0.98	-0.98	
13							Total Income	201,686.17	200,309.41	1,376.76	
14							Gross Profit	201,686.17	200,309.41	1,376.76	
15							Expense				
16							6000 · Salaries and wages				
17							6005 · Wage expense	49,222.08	40,343.68	8,878.40	
18							6010 · Payroll tax expense	4,252.85	7,098.10	-2,845.25	
19							Total 6000 · Salaries and wages	53,474.93	47,441.78	6,033.15	
20							6050 · Employee benefits				
21							6060 · Disability insurance	258.66	203.57	55.09	
22							6065 · Health insurance	14,539.67	-1,115.48	15,655.15	Timing of Payment to JPIA
23							6075 · Retirement expenses	1,283.85	1,242.77	41.08	
24							6090 · Vacation & Sick Leave	4,543.30	1,082.15	3,461.15	Timing of Staff Vacations
25							6095 · Benefit Administration	250.00	89.82	160.18	
26							Total 6050 · Employee benefits	20,875.48	1,502.83	19,372.65	
27							6100 · Director fees	1,250.00	1,625.00	-375.00	Less Meetings
28							6110 · Depreciation expense	31,054.00	31,054.00	0.00	
29							6140 · Vehicle expenses				
30							6145 · Tractor and equipment	1,534.35	0.00	1,534.35	
31							6150 · Vehicle fuel	1,133.12	932.20	200.92	
32							6155 · Vehicle maintenance	194.33	-17.51	211.84	
33							6160 · Automobile Allowance	700.00	0.00	700.00	New in 2021
34							Total 6140 · Vehicle expenses	3,561.80	914.69	2,647.11	
35							6170 · Insurance expense				
36							6180 · Liability insurance	1,522.00	2,058.75	-536.75	
37							Total 6170 · Insurance expense	1,522.00	2,058.75	-536.75	
38							6190 · Dues and memberships	192.00	0.00	192.00	
39							6200 · Office expenses				
40							6210 · Cash (over) / short	0.00	-118.51	118.51	
41							6215 · Cleaning supplies	27.18	0.00	27.18	
42							6220 · Licenses and fees	180.00	0.00	180.00	
43							6225 · Miscellaneous expenses	0.00	355.00	-355.00	
44							6230 · Office supplies	604.15	0.00	604.15	
45							6235 · Postage expense	613.55	-404.94	1,018.49	
46							6240 · Subscriptions	90.00	0.00	90.00	
47							6245 · Office Equipment	2,937.37	223.07	2,714.30	Includes Purchase of Toughbook
48							Total 6200 · Office expenses	4,452.25	54.62	4,397.63	
49							6300 · Operating supplies and expenses				
50							6310 · Miscellaneous supplies	801.21	93.16	708.05	
51							6315 · Oil expense	733.78	0.00	733.78	
52							6325 · Portable equipment	207.50	3,329.68	-3,122.18	2020 Includes Payments to Hach
53							6330 · Shop supplies	995.74	605.52	390.22	
54							6335 · Small tools and appliances	1,168.71	927.96	240.75	
55							6340 · Chemicals				
56							6342 · Bioremediation	3,013.05	2,102.64	910.41	
57							6344 · Chlorine	742.04	1,216.64	-474.60	
58							6345 · Corrosion inhibitor	6,141.63	0.00	6,141.63	2021 Usage
59							6347 · Other chemicals	0.00	60.08	-60.08	
60							Total 6340 · Chemicals	9,896.72	3,379.36	6,517.36	

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

Consent Item 7. C i

	A	B	C	D	E	F	G	H	J	L	M
								Aug 21	Aug 20	\$ Change	Explanation
1											
2											
61							Total 6300 · Operating supplies and ex	13,803.66	8,335.68	5,467.98	
62							6350 · Safety expenses				
63							6360 · Protective Clothing/Uniforms	237.63	467.16	-229.53	
64							6365 · Safety equipment	56.44	105.40	-48.96	
65							6375 · Other safety expenses	0.00	374.56	-374.56	
66							Total 6350 · Safety expenses	294.07	947.12	-653.05	
67							6410 · Contractual services				
68							6420 · Cleaning service	200.00	236.00	-36.00	
69							6425 · Office equip maintenance	263.29	503.42	-240.13	
70							6430 · Internet access	159.73	159.73	0.00	
71							6435 · Landscaping services	206.84	229.04	-22.20	
72							6437 · Pest Control	50.00	50.00	0.00	
73							6445 · Security expense	112.50	112.50	0.00	
74							6449 · SCADA Support	6,111.45	0.00	6,111.45	Includes Payments to Cannon
75							6450 · Software support	1,060.00	1,060.00	0.00	
76							6452 · Credit Card Processing	1,187.16	226.20	960.96	
77							6453 · Software Subscriptions	0.00	137.99	-137.99	
78							6455 · Street sweeping services	1,286.00	1,286.00	0.00	
79							6460 · Uniforms	1,073.62	192.82	880.80	
80							6466 · Emissions Testing	1,606.80	2,847.69	-1,240.89	
81							6470 · Other contractual services	2,386.50	81.90	2,304.60	
82							Total 6410 · Contractual services	15,703.89	7,123.29	8,580.60	
83							6475 · Professional services				
84							6485 · Engineering services	0.00	4,050.00	-4,050.00	
85							6490 · Legal services	1,108.04	8,677.64	-7,569.60	
86							Total 6475 · Professional services	1,108.04	12,727.64	-11,619.60	
87							6500 · Printing and publication	2,403.63	1,793.29	610.34	
88							6505 · Equipment lease and rentals	783.73	560.75	222.98	
89							6525 · Research and monitoring				
90							6535 · Monitoring expense	2,839.81	2,666.65	173.16	
91							Total 6525 · Research and monitoring	2,839.81	2,666.65	173.16	
92							6600 · Travel and meetings				
93							6605 · Director training	0.00	183.88	-183.88	
94							6610 · Meals	164.81	137.99	26.82	
95							6620 · Staff training	784.16	0.00	784.16	
96							Total 6600 · Travel and meetings	948.97	321.87	627.10	
97							6650 · Utilities				
98							6655 · Cell phones	211.27	152.64	58.63	
99							6660 · Dump fees	1,214.66	19.60	1,195.06	
100							6665 · Electrical	15,391.81	13,057.27	2,334.54	
101							6670 · Natural gas	762.89	2,009.05	-1,246.16	
102							6685 · Telephone	461.56	683.26	-221.70	
103							6691 · Trash & Recycling	198.03	196.58	1.45	
104							Total 6650 · Utilities	18,240.22	16,118.40	2,121.82	
105							6700 · Government fees and charges	0.00	1,491.00	-1,491.00	
106							6720 · Repairs and maintenance				
107							6730 · Distribution expense	0.00	2,503.32	-2,503.32	
108							6740 · Hydrants	2,637.04	0.00	2,637.04	
109							6745 · Lift station expenses	1,284.00	220.00	1,064.00	
110							6750 · Collection expense	0.00	204.63	-204.63	
111							6760 · Shop and equip repairs	0.00	338.66	-338.66	
112							6785 · Wells and pumping	1,360.00	6,203.94	-4,843.94	
113							6790 · Waste water plant	2,111.01	6,101.77	-3,990.76	
114							6795 · Other repairs and maintenanc	0.00	15,750.77	-15,750.77	
115							Total 6720 · Repairs and maintenance	7,392.05	31,323.09	-23,931.04	
116							Total Expense	179,900.53	168,060.45	11,840.08	
117							Net Ordinary Income	21,785.64	32,248.96	-10,463.32	
118							Other Income/Expense				
119							Other Income				

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

Consent Item 7. C i

	A	B	C	D	E	F	G	H	J	L	M
1											
2								Aug 21	Aug 20	\$ Change	Explanation
120							7006 · Market Appreciation/(Depr)	-2,128.31	-5,252.07	3,123.76	
121							7010 · Interest income	750.06	964.23	-214.17	
122							Total Other Income	-1,378.25	-4,287.84	2,909.59	
123							Net Other Income	-1,378.25	-4,287.84	2,909.59	
124							Net Income	20,407.39	27,961.12	-7,553.73	

Mission Hills Community Services District
Disbursements Journal
August 2021

Consent Item 7 C ii

	A	B	C	D	G	I	K	M	P
					Date	Num	Name	Amount	Explanation
2		1060 - CHCU - General 4163							
3					08/01/2021	EFT	Tierzero	-111.95	
4					08/02/2021	32012	Paso Robles Chevrolet	-25,200.00	Purchase Malibu
5					08/05/2021	EFT	Tierzero	-111.95	
6					08/07/2021	32013	American Industrial Supply	-1,344.35	
7					08/07/2021	32014	Brenntag Pacific, Inc	-1,248.40	
8					08/07/2021	32015	Comcast	-159.73	
9					08/07/2021	32016	County of Santa Barbara - DPV	-1,360.03	
10					08/07/2021	32017	De Lage Landen Financial Ser	-169.17	
11					08/07/2021	32018	Energy Link	-867.90	
12					08/07/2021	32019	Reimbursement	-750.00	
13					08/07/2021	32020	Inklings Printing Company	-2,403.63	Billing Forms & Envelopes
14					08/07/2021	32021	Jon's Lawn Mowing	-187.55	
15					08/07/2021	32022	Oilfield Environmental & Comp	-440.25	
16					08/07/2021	32023	Reimbursement	-34.11	
17					08/07/2021	32024	Praxair Distribution Inc	-38.94	
18					08/07/2021	32025	Quadient Leasing USA, Inc.	-370.70	
19					08/07/2021	32026	Santa Maria Times	-90.00	
20					08/07/2021	32027	SoCalGas	-37.67	
21					08/07/2021	32028	Staples Business Credit	-349.39	
22					08/07/2021	32029	Ultrex Inc	-365.20	
23					08/07/2021	32030	Underground Service Alert of S	-19.80	
24					08/07/2021	32031	Waste Management	-198.03	
25					08/09/2021	32032	ACWA/JPIA *Medical Insuranc	-14,445.27	Medical, Dental, Vision, Life Ins, EAP Cost
26					08/09/2021	32033	City of Lompoc	-315.37	
27					08/09/2021	32034	Home Depot	-1,209.32	
28					08/09/2021	32035	PG&E	-4,463.39	
29					08/09/2021	32036	TASC	-689.16	
30					08/09/2021	32037	Verizon	-0.95	
31					08/23/2021	EFT	Pitney Bowes	-185.30	
32					08/24/2021	EFT	SoCalGas	-87.24	
33					08/24/2021	32038	American Industrial Supply	-181.61	
34					08/24/2021	32039	American Water Works Assoc	-459.00	
35					08/24/2021	32040	Cannon	-5,641.45	Scada, Greybar, Configure Flow Meters
36					08/24/2021	32041	Carmel & Naccasha LLP	-1,108.04	
37					08/24/2021	32042	City of Lompoc	-59.29	
38					08/24/2021	32043	Compuvision	-1,235.00	
39					08/24/2021	32044	Energy Link	-1,869.67	
40					08/24/2021	32045	Environmental Techniques	-2,096.70	
41					08/24/2021	32046	Famcon Pipe & Supply Inc.	-2,565.41	
42					08/24/2021	32047	Frontier Communications	-237.66	
43					08/24/2021	32048	Reimbursement	-49.87	
44					08/24/2021	32049	Hach Company	-218.44	
45					08/24/2021	32050	Hensley Law Group	-4,710.00	
46					08/24/2021	32051	Hopkins Technical Products In	-2,206.58	
47					08/24/2021	32052	Iflow Energy Solutions, Inc	-18,187.82	Meter Replacement
48					08/24/2021	32053	LAFCO	-1,588.00	
49					08/24/2021	32054	Mr. Backflow	-1,284.00	
50					08/24/2021	32055	O'Connor Pest Control	-50.00	
51					08/24/2021	32056	Oilfield Environmental & Comp	-2,635.81	
52					08/24/2021	32057	Reimbursement	-38.75	
53					08/24/2021	32058	PG&E	-11,324.67	
54					08/24/2021	32059	Reimbursement	-1,156.86	
55					08/24/2021	32060	Reimbursement	-883.16	
56					08/24/2021	32061	Smith Alarms & Electronics, In	-112.50	
57					08/24/2021	32062	SP Maintenance Services, Inc.	-1,286.00	
58					08/24/2021	32063	Standard Insurance Company	-258.66	
59					08/24/2021	32064	USA BlueBook	-848.78	

Mission Hills Community Services District
Disbursements Journal
August 2021

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	A	B	C	D	G	I	K	M	P
					Date	Num	Name	Amount	Explanation
60					08/24/2021	32065	Valley Roll-Off Service	-262.00	
61					08/24/2021	32066	Wallace Group	-3,633.00	SSMP Audit
62		Total 1060 · CHCU - General 4163						-123,443.48	
63		1070 · CHCU - Payroll 4155							
64					08/04/2021		Payroll	-18,720.46	
65					08/09/2021	1321	Matrix Trust Company	-4,360.23	457
66					08/10/2021	E-pay	EDD	-1,302.30	
67					08/10/2021	E-pay	IRS USATAXPYMT	-4,742.98	
68					08/10/2021	EFT	CA State Disbursement Unit/E	-299.07	
69					08/12/2021		Payroll	-1,099.36	
70					08/13/2021	E-pay	EDD	-30.00	
71					08/13/2021	E-pay	IRS USATAXPYMT	-216.28	
72					08/18/2021		Payroll	-19,058.44	
73					08/20/2021	E-pay	EDD	-1,367.79	
74					08/20/2021	E-pay	IRS USATAXPYMT	-4,822.80	
75					08/20/2021	EFT	CA State Disbursement Unit/E	-299.07	
76					08/24/2021	1322	Matrix Trust Company	-4,260.88	457
77					08/31/2021	EFT	AFLAC	-66.82	
78		Total 1070 · CHCU - Payroll 4155						-60,646.48	
79		1075 · CHCU - ACH 4130							
80					08/06/2021	EFT	Springbrook (ACH Services)	-169.48	
81					08/31/2021	EFT	Bluefin Payment Systems	-71.85	
82					08/31/2021	EFT	Bluefin Payment Systems	-945.83	
83		Total 1075 · CHCU - ACH 4130						-1,187.16	
84		TOTAL						-185,277.12	

Consent Item 7 C iii

	A	B	C	D	E	F	G	H	I	J	K
1	Variation From Projected Income										
2	Fiscal Year Ending 6-30-2022										
3											
4		Water			Wastewater						
5	Billing Month	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation	Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
6	Jul-21	\$ 123,680	\$ 122,000	\$ (1,681)	\$ 84,454	\$ 83,471	\$ (983)	\$ (2,664)	25,273	23,904	22,147
7	Aug-21	\$ 125,993	\$ 116,636	\$ (9,358)	\$ 84,454	\$ 83,009	\$ (1,444)	\$ (10,802)	23,039	23,897	22,922
8	Sep-21	\$ 114,471	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	20,974	19,061
9	Oct-21	\$ 110,822	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	27,170	17,838
10	Nov-21	\$ 109,293	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	21,595	17,326
11	Dec-21	\$ 97,497	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	15,049	13,373
12	Jan-22	\$ 87,148	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	16,328	9,905
13	Feb-22	\$ 91,240	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	16,413	11,276
14	Mar-22	\$ 85,734	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	11,832	9,431
15	Apr-22	\$ 87,520	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	17,348	10,029
16	May-22	\$ 99,271	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	18,352	13,967
17	Jun-22	\$ 107,918	\$ -	\$ -	\$ 84,454	\$ -	\$ -	\$ -	-	19,957	16,865
18											
19	Total	\$ 1,240,587	\$ 238,635	\$ (11,038)	\$ 1,013,445	\$ 166,480	\$ (2,428)	\$ (13,466)	48,312	232,819	184,140
21									Year to Date Monthly Averages		
22	YTD avg	100%	19%		100%	16%			4,026	19,402	15,345
23									Yearly Average	19,402	15,345
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)										

Consent Item 7 C iv

	A	Y	Z	AA
1	Bank Account Summary			
2				
3		7/31/2021	8/31/2021	
31				
32	LAIF	\$1,734,303	\$1,734,303	
33				
34	TD Ameritrade/RNC Genter	\$1,759,675	\$1,758,297	
35				
36	Coast Hills FCU			
37	Checking	\$465,324	\$463,923	
38	Development	\$261,295	\$261,306	
39	Investment Checking	\$202	\$202	
40	Savings	\$0	\$0	
41	Payroll	\$49,974	\$64,368	
42	ACH (Sweep Account)	\$1,000	\$2,033	
43	Total Coast Hill FCU	\$777,794	\$791,831	
44				
45	Combined Balance	\$4,271,773	\$4,284,431	
46				
47	Monthly Change		\$12,659	
48				
49	Monthly Change To Date			
50	\$12,659			
51				
52	INVESTMENT STRATEGY	<div style="text-align: right; margin-bottom: 10px;">Current Percentage</div> <p style="text-align: center;"> ■ LAIF ■ TD Ameritrade/RNC Genter ■ Total Coast Hill FCU Less Development </p>		
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 Item 7 C v

Mission Hills Community Services District							2
Budget to Actual Comparison							0.17
JUL 21 -AUG 21							10
	Budgeted	Prorated Budget	Actual		Remainder	% of Budget	Explanation
	Fiscal Year 21-22	JUL 21 -AUG 21	JUL 21 -AUG 21	Difference	Budgeted Amount	17%	
Income							
Late Fees/Charges	\$ 35,000	\$ 5,833	\$ 715	\$ (5,118)	\$ 34,285	2%	No Late Fees Charged
Water Service	\$ 1,240,587	\$ 206,765	\$ 238,635	\$ 31,871	\$ 1,001,952	19%	Base & Usage Higher Than Budgeted
Sewer Service	\$ 1,013,445	\$ 168,908	\$ 166,480	\$ (2,428)	\$ 846,965	16%	Base Slightly Lower Than Budgeted
Street Sweeping	\$ 18,707	\$ 3,118	\$ 3,015	\$ (103)	\$ 15,692	16%	On Track With Budget
	\$ 2,307,739	\$ 384,623	\$ 408,845	\$ 24,222	\$ 1,898,894	18%	Revenue is 1% Above Budget
Expense							
Salaries & Wages	\$ 715,469	\$ 119,245	\$ 108,841	\$ 10,404	\$ 606,628	15%	Slightly Lower Than Budgeted
Employee Benefits	\$ 254,310	\$ 42,385	\$ 38,096	\$ 4,289	\$ 216,214	15%	Slightly Lower Than Budgeted
Director Fees	\$ 23,000	\$ 3,833	\$ 1,750	\$ 2,083	\$ 21,250	8%	Less Meetings Than Budgeted
Depreciation	\$ 372,648	\$ 62,108	\$ 62,108	\$ -	\$ 310,540	17%	Depreciation On Track With Budget
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense
Vehicle Expense	\$ 26,000	\$ 4,333	\$ 5,871	\$ (1,537)	\$ 20,129	23%	Higher Maintenance Expense Than Budgeted Due to Older Vehicles
Insurance	\$ 36,000	\$ 6,000	\$ 10,999	\$ (4,999)	\$ 25,001	31%	Includes Timing of Property Ins & WC Qtrly Audit
Memberships	\$ 20,000	\$ 3,333	\$ 5,749	\$ (2,416)	\$ 14,251	29%	Timing of Memberships, Additional Memberships LCW
Office Expenses	\$ 23,000	\$ 3,833	\$ 5,955	\$ (2,121)	\$ 17,045	26%	Expenses Higher Than Budgeted, Supplies New Employees
Operating Supplies	\$ 21,869	\$ 3,645	\$ 7,790	\$ (4,145)	\$ 14,079	36%	Higher Operating Supplies Ordered Than Budgeted, New Employees, Stocking Shop
Chemicals	\$ 78,000	\$ 13,000	\$ 13,242	\$ (242)	\$ 64,758	17%	Chemical Cost On Track With Budget
Safety	\$ 7,500	\$ 1,250	\$ 617	\$ 633	\$ 6,883	8%	Safety Expense Lower Than Budgeted
Contractual Services	\$ 78,000	\$ 13,000	\$ 36,533	\$ (23,533)	\$ 41,467	47%	Air X Testing, Cannon, Energy Link, Sunbelt, Surface Pumps, FRM Including Interim CPO Fees, Compuvision
Professional Services	\$ 150,000	\$ 25,000	\$ 3,315	\$ 21,685	\$ 146,685	2%	Professional Fees Lower Than Budgeted
Printing & Publication	\$ 6,300	\$ 1,050	\$ 2,404	\$ (1,354)	\$ 3,896	38%	Timing o Billing Dept Ordering Supplies of Documents/Envelopes
Equipment Lease	\$ 13,500	\$ 2,250	\$ 1,753	\$ 497	\$ 11,747	13%	Lease of Scrubber & Bill Sorter
Monitoring	\$ 32,000	\$ 5,333	\$ 4,545	\$ 788	\$ 27,455	14%	Less Monitoring Needed Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 3,333	\$ 1,302	\$ 2,031	\$ 18,698	7%	Travel Expenses Lower Than Budgeted - Covid 19
Utilities	\$ 170,000	\$ 28,333	\$ 37,738	\$ (9,404)	\$ 132,262	22%	Slightly Higher Utility Bills Than Budgeted
Government Fees	\$ 82,635	\$ 13,773	\$ 3,147	\$ 10,626	\$ 79,488	4%	Less Government Fees Than Budgeted
Repairs & Maintenance	\$ 175,000	\$ 29,167	\$ 11,719	\$ 17,447	\$ 163,281	7%	Less Repair Breaks Than Budgeted
Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Uncollectables or Write Offs
	\$ 2,305,231	\$ 384,205	\$ 363,473	\$ 20,732	\$ 1,941,758	16%	Expenses Are 1% Below Budget
Resolution 15-229 - Budget Preparation and Approval Process							
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget, the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.							
				5% =	\$ 115,261.55		



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Brad Hagemann, Interim General Manager

DATE: September 27, 2021

SUBJECT: Discussion and Consideration of Adoption of Resolution to Authorize Remote Teleconferencing Meetings in Accordance with Newly Adopted Government Code Section 54953(e) (AB 361)

Recommendation:

Staff recommends that the Board of Directors discuss and consider adoption of a resolution pursuant to newly adopted Government Code Section 54953(e) (AB 361), to permit continued remote teleconferenced meetings.

Fiscal Impact:

The District will continue to incur the costs associated with holding remote teleconferenced meetings.

Discussion:

AB 361 has amended Government Code Section 54953, adding a new subsection (e) that permits legislative bodies, when there is a proclaimed State of Emergency declared by the Governor pursuant to Government Code Section 8625, to make a determination to authorize meeting remotely via teleconferencing as a result of the emergency. To do so, a resolution would need to be adopted in which the legislative body finds that meeting in person would present imminent risks to the health or safety of attendees, or that State or local officials have imposed or recommended measures to promote social distancing.

The resolution is valid for thirty (30) days after teleconferencing for the first time pursuant to Government Code section 54953(e). If the State of Emergency remains active after that 30 day period, the local agency may act to renew its resolution authorizing remote teleconferenced meetings by passing another resolution which includes findings that the State of Emergency declaration remains active, the local agency has reconsidered the circumstances of the State of Emergency, and the local agency has either identified: A) ongoing, direct impacts to the ability to meet safely in-person, or B) active social distancing measures as directed by relevant state or local officials.

A draft resolution has been prepared for Board consideration. It includes findings based upon a determination that as a result of the proclaimed State of Emergency in California due to the COVID-19 pandemic, and its continued spread in Santa Barbara County and Lompoc through the Delta variant of SARS-CoV-2, which is far more transmissible than prior variants of the virus, may cause more severe

Agenda Item 8. A.

illness, and that even fully vaccinated individuals can spread the virus to others, holding meetings in person would present imminent risks to the health or safety of attendees.

Attachment: Resolution No. 21-331

RESOLUTION NO. 21-331
September 27, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MISSION HILLS COMMUNITY SERVICES DISTRICT MAKING
FINDINGS IN ACCORDANCE WITH AB 361 AND GOVERNMENT
CODE SECTION 54953(e), AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION HILLS
COMMUNITY SERVICES DISTRICT

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency in the State of California pursuant to Government Code Section 8625 as a result of the threat of the Coronavirus (COVID-19) pandemic; and

WHEREAS, subsequently, in March 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Orders N-25-20 and N-29-20. These orders suspended certain elements of the Brown Act and specifically allowed for legislative bodies as defined by the Brown Act to hold their meetings entirely electronically with no physical meeting place. On June 11, 2021, Governor Newsom issued Executive Order N-08-21 which provided that the provisions in Executive Order N-29-20 suspending certain elements of the Brown Act would continue to apply through September 30, 2021; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code section 54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code section 8558; and

WHEREAS, there has been a significant increase in COVID-19 cases in Santa Barbara County due primarily to the Delta variant of SARS-CoV-2, the virus that causes COVID-19. Emerging evidence indicates that the Delta variant is far more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others; and

WHEREAS, the Board of Directors now desires to adopt a Resolution finding that the requisite conditions exist for the legislative bodies of the Mission Hills Community Services District, as defined in the Brown Act, to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mission Hills Community Services District as follows:

1. The above recitals are true, correct and are incorporated herein by this reference.

Agenda Item 8.A.

Attachment 1

2. The Board of Directors of the Mission Hills Community Services District hereby determines that as a result of the proclaimed State of Emergency in California due to the COVID-19 pandemic, and its continued spread in Santa Barbara County and Lompoc through the Delta variant of SARS-CoV-2, which is far more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others, holding meetings in person would present imminent risks to the health or safety of attendees.
3. The General Manager and legislative bodies of the Mission Hills Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public remote teleconferencing meetings in accordance with the requirements of Government Code section 54953(e) and other applicable provisions of the Brown Act.
4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) thirty (30) days after teleconferencing for the first time pursuant to Government Code section 54953(e), or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Mission Hills Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

Resolution No. 21-331 was adopted at a Special Meeting of the Mission Hills Community Services District on September 27, 2021.

Myron Heavin,
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Guadalupe Huitron, Board Secretary

Timothy J. Carmel, District Counsel



MISSION HILLS COMMUNITY SERVICES DISTRICT

9. COMMUNICATIONS- Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information, request the Board President consider placing an item on a future committee meeting or regular meeting.

- A. General Manager Comments
- B. Directors Comments