

Board of Directors

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



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

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors

Special Meeting

Wednesday, May 24, 2023

4:30 PM

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

Agenda

Public and staff may access the meeting via Zoom:

URL to sign in for video access.

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

Meeting ID: 946 700 6985

To access the meeting via telephone:

Dial in 1 (669) 900-9128

Director James Mac Kenzie attending via Teleconference:

James Mac Kenzie: 3324 Erica Place, Lompoc, CA 93436

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

1. Call to Order and Pledge of Allegiance**2. Roll Call**

3. Public Comment – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes (Government Code Section 54954.3). **If you are unable to attend, you can submit comments in advance of the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, May 23, 2023.**

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

A. Consideration of Approval of Minutes from:

- i) April 19, 2023, Regular Board Meeting
- ii) May 1, 2023, Special Board Meeting
- iii) May 3, 2023 Special Board Meeting

B. Activity Reports for April

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

C. Financial Reports Through April 2023

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

5. Regular Business

- A.** Discuss and Consider Approving a Proposed Cost of Living Adjustment for Salary Schedule effective July 1, 2023
- B.** Consider Approval of the FY 2023/24 Operating Budget and Capital Improvement Program Budget
- C.** Consider authorizing staff to execute a Professional Services Contract to update the District's Water and Sewer Connection Fees

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

- A.** General Manager's Comments
- B.** Directors' Comments
- C.** Public Comments (up to 3 minutes for topics within the District's jurisdiction)

ADJOURN

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

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

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Brad Hagemann, General Manager

**Mission Hills Community Services District
Board of Directors Regular Meeting Minutes
Wednesday April 19, 2023
REGULAR MEETING**

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

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:35 pm on Wednesday, April 19th, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Steve Dietrich, Myron Heavin, Jim Keeling and Matthew Starbuck attended in person. Director Jim Mac Kenzie participated via Zoom.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Carol Reynolds, Javier Rodriguez, Carry Crumbley and Jose Herrera.

OTHERS PRESENT:

Jerry Nix and Mary

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment

No public comment received.

4. Closed Session- There was no 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

5. Consent Agenda

A. Approval of Minutes
i) March 29, 2023

B. Activity Reports for April

- i) Administration includes Administration Assistant, Account Receivables, Administrative Services Manager and General Manager Reports.
- ii) Water
- iii) Wastewater Graphs
- iv) Goals and Committee Updates

C. Financial Reports

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

Approved Consent Items

Motion made by Director Heavin and seconded by Director Starbuck, to approve the Consent Agenda as presented. **Motion passed 5-0 vote.**

6. Discussion Items

A. Discuss and consider Proposed Cost of Living Adjustment for Salary Schedule effective July 1, 2023.

The Board discussed the Proposed Cost of Living Adjustment for Salary Schedule effective July 1, 2023. The board directed staff to refer this item to the Personnel Committee for further review. Then back on the agenda for reconsideration of approval on May 24th, 2023, Special Meeting.

B. Review and Provide direction to staff regarding the Draft FY 2023/2024 Preliminary Operating Budget.

The Board reviewed and discussed the Draft FY 2023/2024 preliminary Operating Budget and C.I.P Budget. The Board was supportive of increasing the water and Sewer rates as approved in the five-year Rate Study. The Board directed staff to publish the Budget Hearing Notice and bring item back for approval at the May 24, 2023, meeting.

No action was taken.

C. Consider adoption of Resolution Recognizing former Director Bruce Nix and dedicating the Administration office in his name.

Motion made by Director Dietrich and second by Director Keeling to adopt Resolution No. 2023-352 Recognizing former Director Bruce Nix and dedicating the Administration Office in his name. **Motion Passed 5-0.**

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

A. General Manager's Comments- None

B. Directors' Comments- None

C. Public Comments (up to 3 minutes for topics within the District's jurisdiction.) – None

With no further business to come before the Board, the meeting was adjourned at 6:40pm.

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary

Board of Directors

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



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Brad Hagemann, General Manager

**Mission Hills Community Services District
Board of Directors Special Meeting Minutes
Monday May 1st, 2023
SPECIAL MEETING**

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

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 2:00 pm on Monday, May 1st, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Steve Dietrich, Jim Keeling
Matthew Starbuck attended in person.
Myron Heavin joined the meeting at
2:05pm

DIRECTORS ABSENT:

Jim MacKenzie

STAFF PRESENT:

Brad Hagemann, Javier Rodriguez and Carol Reynolds.

OTHERS PRESENT:

Mark Hensley

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment-No public comment

No public comment received.

4. Closed Session- No reportable action

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

The Board had no reportable action.

With no further business to come before the Board, the meeting was adjourned at 3:15 pm.

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary

Board of Directors

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Myron Heavin, Director
Jim Keeling, Director
Matthew Starbuck, Director



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Brad Hagemann, General Manager

**Mission Hills Community Services District
Board of Directors Special Meetings Minutes
Wednesday May 3rd, 2023
SPECIAL MEETING**

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

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:03 pm on Wednesday, May 3rd, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Steve Dietrich, Myron Heavin, Jim Keeling and Matthew Starbuck attended in person. Director Jim Mac Kenzie participated via Zoom.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Carol Reynolds and Javier Rodriguez.

Lupe Huitron participated Via Zoom

OTHERS PRESENT:

Kathy Luetter participated in person and Legal Council Mark Hensley Participated Via Zoom

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment

No public comment received.

4. Closed Session-

A. Conference with Legal Counsel – Existing Litigation pursuant to Government Code

Section 54956.9(d)(1), Plaintiff is the City of Lompoc, Defendant is Mission Hills CSD

RECONVENE

Reports out of Closed session- Legal Counsel reported that the Board approved the Settlement Agreement between the city of Lompoc and the District by 5-0 vote.

Public Comment-None

5. Discussion Items

A. Approval of an Agreement with the City of Lompoc regarding Wastewater Services for the Burton Ranch

Motion made by Director Dietrich and second by Director Heavin to approve the Wastewater Services Agreement for the Burton Ranch Development Agreement. **Motion passed 5-0 vote.**

B. Approval of a Development Agreement with Burton Ranch Partners, Harris Grade Partners L.P, Lompoc Ranch Joint Venture, Joe A. Signorelli, Jr, Stacey Lee Signorelli, Gus Thomas Signorelli, The Towbes Group and MJ Land, LLC for water and wastewater services and associated Settlement and Release Agreement.

Motion made by Director Dietrich and second by Director Heavin to approve the Development Agreement with Burton Ranch Partners, Harris Grade Partners L.P, Lompoc Ranch Joint Venture, Joe A. Signorelli, Jr, Stacey Lee Signorelli, Gus Thomas Signorelli, The Towbes Group and MJ Land, LLC for water and wastewater services and associated Settlement and Release Agreement. **Motion passed 5-0 vote.**

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

A. General Manager's Comments- None

B. Directors' Comments- None

C. Public Comments (up to 3 minutes for topics within the District's jurisdiction)-None

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

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for
April 2023

Administrative Assistant/Board Secretary

- Re-created a Mission Hills CSD Facebook page.
- Posted content pertaining to Bruce Nix's tribute on the Districts Facebook page and a couple other Facebook Forums.
- Cross trained with Carol regarding the payroll process and how to prepare the Financial Reports.
- Participated in On-Demand Webinars
- Contacted the Santa Barbara County for guidance pertaining to managing the Director's form 700s when a Director leaves office.

Administrative Services Manager

- Worked with GM to update the FY 23/23 Budgets
- Participated in Personnel and Finance Committee meetings.
- Worked with the District's IT contractor on integrating the dual authorization process for accessing District email and files.
- Responded to the Auditors request for documents to support completion of the FYE 2022 Financial Audit
- Worked with Finance Director to complete investment accounts paperwork.
- Provided Property Updates to ACWA JPIA
- Completed six ACWA/CSDA webinar training sessions.
- Completed and submitted the annual Government Compensation Report to the State Controller's Office
- Provided Updated Annual Liability Payroll Report to ACWA JPIA

Customer Service/Account Receivables

- Monthly: Total Past Due Accounts locked off for past due # 5
- Applied 10% late fee non pay April : # 136 accounts
- (1 Owner account bal. \$3,448 off since May 2022)
- 1 Residential Account locked off April bal. due \$ 2,970



General Manager and Administrative Activity Reports for
April 2023

General Manager Report

Burton Ranch Litigation Settlement Press Release – On May 3, 2023, the District, the City of Lompoc and the Burton Ranch Developers issued a joint Press Release regarding settlement of the litigation regarding water and wastewater services for the proposed development. The Press Release is provided as an attachment to this report. The Agreements are being circulated for signature via Docu-Sign and I anticipate the District will be provided with a fully executed copy of the Agreements within the few days.

Water Tank Rehabilitation Project – I am pleased to report that the contractor is making good progress on the project. We have drained and taken the East Tank out of service. We are only using the West tank at this time. The contractor has completed the patch plates on the roof; installed the new guard rails and ladder; they are about 50% complete on the spot repair; and 80% complete on the installation of the flexible pipe connector. They have installed scaffolding and have wrapped the East tank in preparation for coating, which should start the week of May 22. We anticipate work on the East tank will be completed by mid-June and we will place it back in service as soon as possible.

Establish Standard Committee Meeting Dates – I would like to suggest that the Board consider establishing standard meeting dates for the Committees. I recommend that the Board consider the following standard meeting dates/schedule:

Personnel and Finance Committees meet on the Wednesday prior to the regularly scheduled Board meeting, generally the second Wednesday of the month. At this time, Director Keeling and President Dietrich are on both Committees, so having them back-to-back will be most efficient.

The Water and Wastewater Committees meet on the second Monday of the month. Director Starbuck is on both the Water and Wastewater Committee, and I anticipate a late afternoon meeting to handle both Committee meetings will be most efficient for his work schedule.

I recommend the Energy, Development and Community Engagement Committees meet on an as-needed basis. The WMA GSA group generally meets every two months on a Wednesday morning. The WMA meetings are scheduled through the Santa Ynez River Water Conservation District.

Needless to say, if the Committee does not have any policy or guidance issues to discuss, I recommend that the Committee cancel the meeting. Organizing and staffing Committee meetings requires a considerable amount of staff time and takes away staff from completing their other duties.

Staff acknowledgements – I am pleased to report that Angel Diosdado has passed his Grade II Wastewater Treatment Operator exam and he has been promoted to the Chief WWTP position for the District. In addition, Lupe has been taking on additional work tasks and managing projects and she has been promoted to the Board Secretary/Analyst position. Please pass along your congratulations to Angel and Lupe on these accomplishments.



CONTACTS:
Kathy Luetze, [Burton Ranch Lompop](#), 806.681.6362
Samantha Scroggin, [City of Lompop](#), 805.875.8278
Brad Hagemann, [Mission Hills CSD](#), 805.835.3163

Mission Hills Community Services District and Lompop City Council Approve
Burton Ranch Development Agreements

Agreements Clear the Way for New Homes to Move Forward

LOMPOC, CA, May 3, 2023: Today's [Mission Hills Community Services District](#) (MHCS D) Board approval of the Burton Ranch Development Agreement and Wastewater Services Agreement resolves a long-standing legal dispute between the MHCS D and the City of Lompop, and resolves water and sewer service for the approved Burton Ranch homes. The MHCS D Board's unanimous 5-0 approval follows the [Lompop City Council's](#) 4-0 approval of the same Wastewater Services Agreement at its regular meeting yesterday, May 2.

"We are pleased that the Mission Hills CSD Board and Lompop City Council have been able to resolve the utility service dispute that has delayed bringing these needed homes to Lompop. Our collective efforts have resulted in an environmentally superior water and wastewater management plan that is fair to all parties," said Derek Hansen of The Towbes Group, a local home builder and one of the Burton Ranch Lompop owners.

"When the City approves revisions to the Burton Ranch Specific Plan at a later date, we will be able to move forward with bringing up to 476 new single family and multi-family homes, plus a community park, to the 150-acre 'Wye' parcel off Highway 1 and just north of Hancock College's Lompop Valley Center," continued Hansen.

After several attempts to resolve the matter, in July 2020 the City of Lompop brought suit against MHCS D for a determination of how water and wastewater services would be provided to Burton Ranch and enable the homes to be built. Since then, the three parties have worked cooperatively to settle the matter, culminating in the approval of a Development Agreement between Burton Ranch and MHCS D, as well as a Wastewater Services Agreement between the City and MHCS D.

The approved agreements call for MHCS D to provide water for the Burton Ranch Project and to collect the project's wastewater, which will then be delivered to and treated by the [City of Lompop's Regional Wastewater Reclamation Plant](#). The City already receives wastewater from Vandenberg Village and Vandenberg Space Force Base in addition to serving City residents and businesses.

"This is a significant accomplishment not only for the Burton Ranch homes but for the Lompop Valley. The City and Mission Hills CSD worked together for the benefit of our broader community," stated Brad Hagemann, MHCS D General Manager. "This kind of collaboration always leads to better results for our residents and ratepayers," continued Hagemann.

With the water and wastewater provider issue resolved, the approved Burton Ranch project, originally approved by the City in 2007, will now move forward with processing minor Specific Plan updates, which must be complete before permits can be issued. Groundbreaking for the up to 476 single family and multi-family homes is now anticipated to take place in 2024.

For more information on Burton Ranch visit <https://burtonranchlompop.com/>.

Board of Directors:

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



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General Manager, Brad Hagemann

MISSION HILLS COMMUNITY SERVICES DISTRICT
Water Reports – April 2023

Monthly Water Distributed: 11.9 MG

Daily average: 0.39 MGD

Monthly Water Sold: 10.2 MG

Monthly Wastewater Influent: 5.2 MG

Tanks

- East Tank rehab mobilization began on 4/4/23.

Compliance

- Completed and submitted State Water Resource Control Board (SWRCB) monthly reports.
- Submitted quarterly SAFER Drought and Conservation Report

Distribution System Maintenance/Repair

- Replaced 27 Hersey meters to Kamstrup meters.
- Repaired 2 service line leaks and 0 main break.
- Preventative Maintenance Program: **April**
 - Hydrant Maintenance: 12
 - Valve exercised: 20



MISSION HILLS COMMUNITY SERVICES DISTRICT Wastewater Report – April 2023

Total Plant Monthly Influent flow: 5.2 MG

Average Daily Flow: 0.173 MGD

Ratio of Avg Daily Water produce to Avg. Daily Wastewater Flow: 173,000/390,000 = 44%

Compliance

- Submitted CIWQS monthly No-Spill Report for the month of April.
- Submitted the 2022 Wastewater Volumetric Report.
- Collected quarterly and semi-annual wastewater samples. Pending results.
- Collected all weekly settleable solids samples.

Collection System/Lift Station

- Installed all manhole baskets with media throughout Calle Primera and Via Feliz.

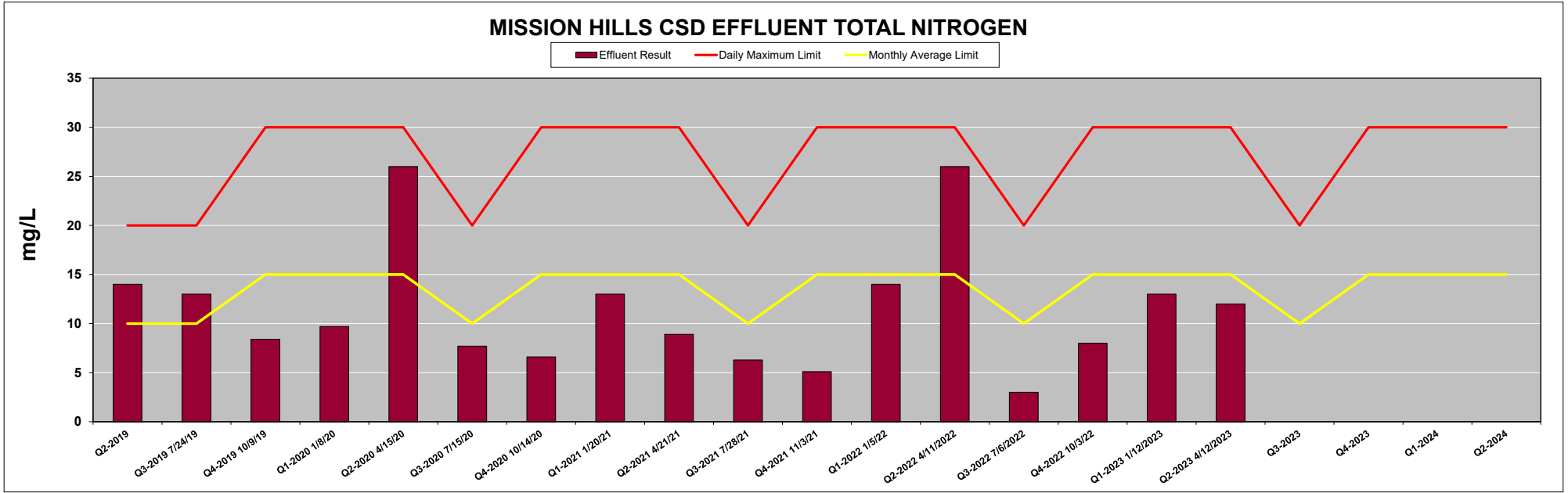
Wastewater Plant

- Quarterly maintenance and switch over done on PD blower #1.
 - Replaced belts.
 - Changed Oil.
 - Replaced air filter.
 - Greased motor bearings.

MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

Consent Item 4. B ii

MONTH	7/24/2019	8/20/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024
Daily Maximum Permit Limit	20	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30
Monthly Average Limit	10	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15
Effluent Result	14	13	8	10	26	8	7	13	9	6	5	14	26	3	8	13	12				



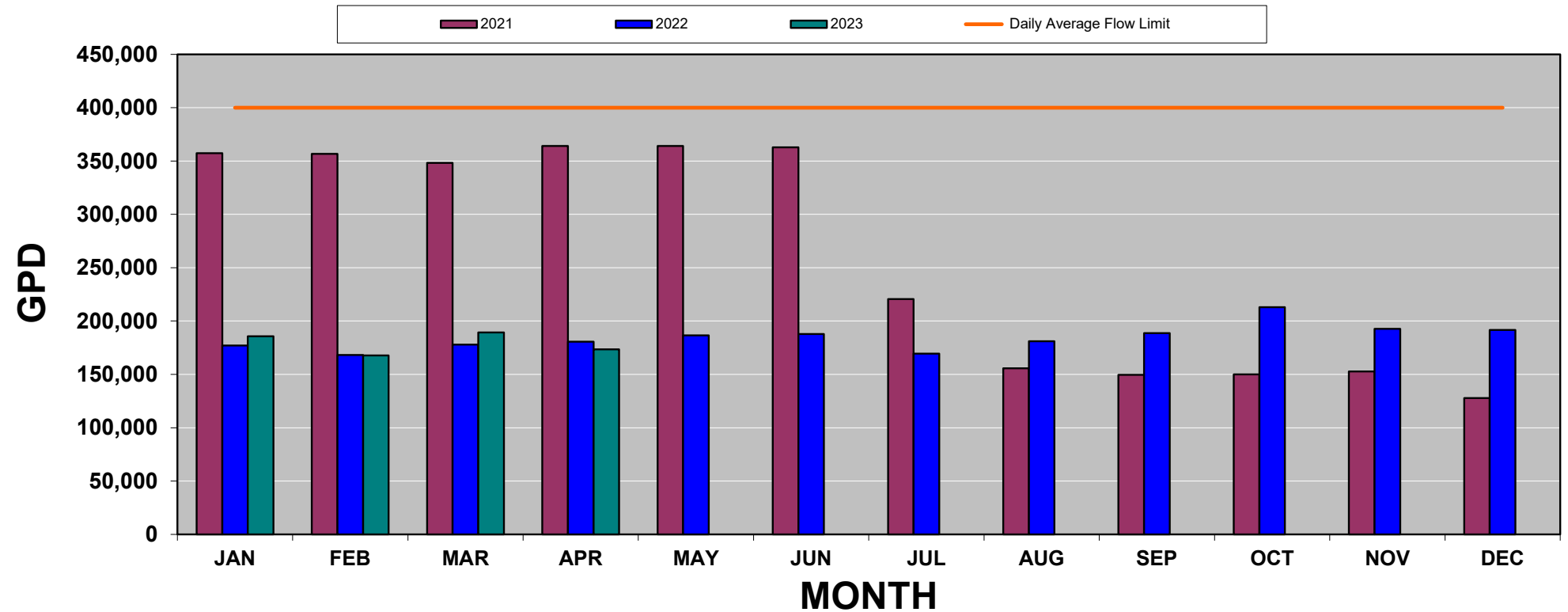
MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Average Flow Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
2021	357,387	356,786	348,300	364,137	364,059	362,893	220,668	155,799	149,498	149,936	152,728	127,829
2022	177,041	168,115	177,989	180,559	186,491	187,850	169,490	181,125	188,697	212,966	192,728	191,717
2023	185,814	167,689	189,351	173,446								

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

Jan 2021- Jun 2021 inaccurate Flo-dar meter readings

MISSION HILLS CSD AVERAGE DAILY FLOW

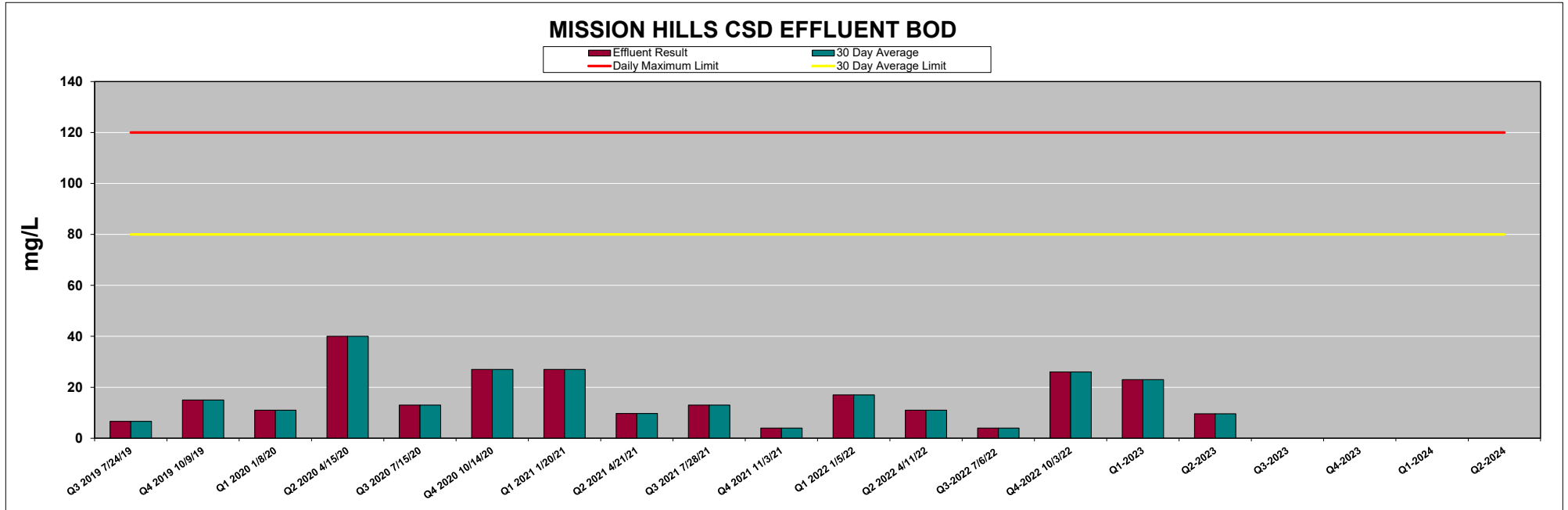


MISSION HILLS CSD EFFLUENT BOD (mg/L)

Consent Item 4. B ii

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day Average Permit Limit	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Effluent Result	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10					
30 Day Average	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10					

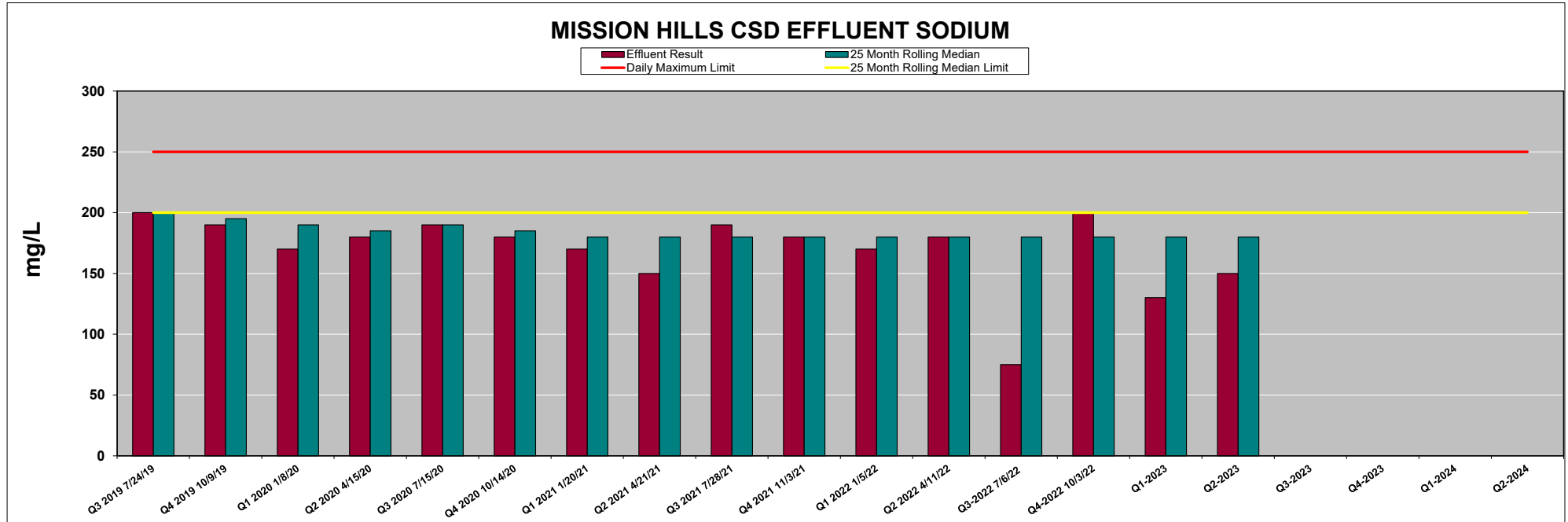
Non-detect, estimated, and greater than (>) results are graphed at their reporting levels or as reported by lab.



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

Consent Item 4. B ii

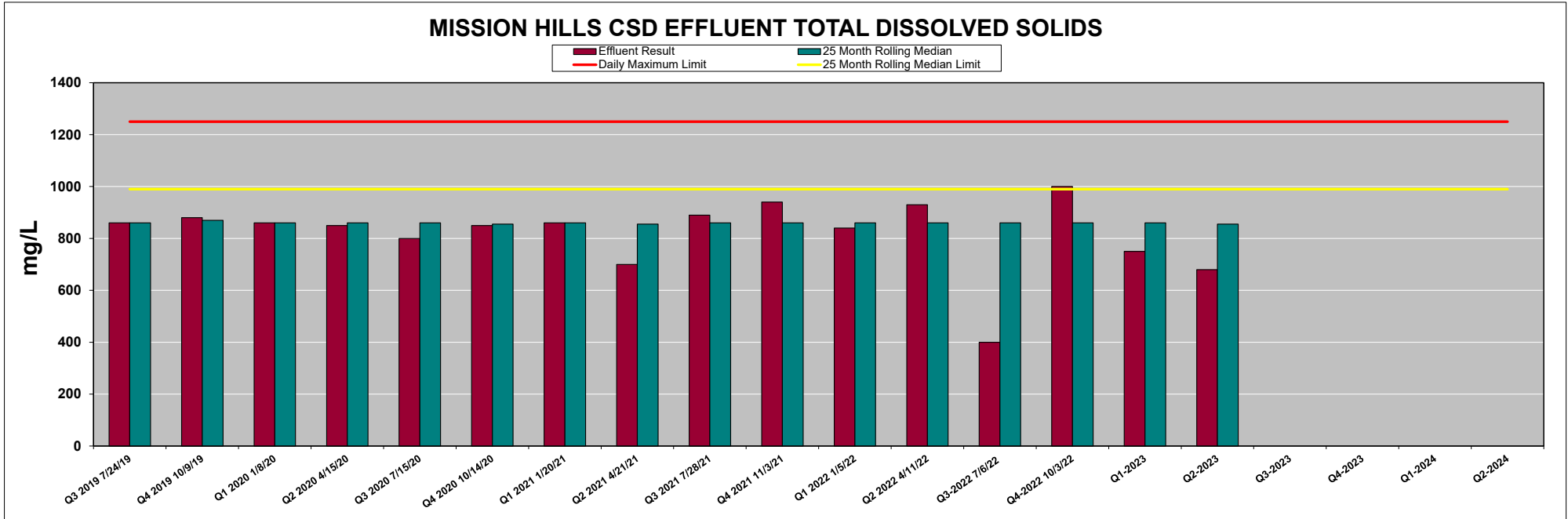
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling Median Limit	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Effluent Result	200	190	170	180	190	180	170	150	190	180	170	180	75	200	130	150					
25 Month Rolling Median	200	195	190	185	190	185	180	180	180	180	180	180	180	180	180	180					



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

Consent Item 4. B ii

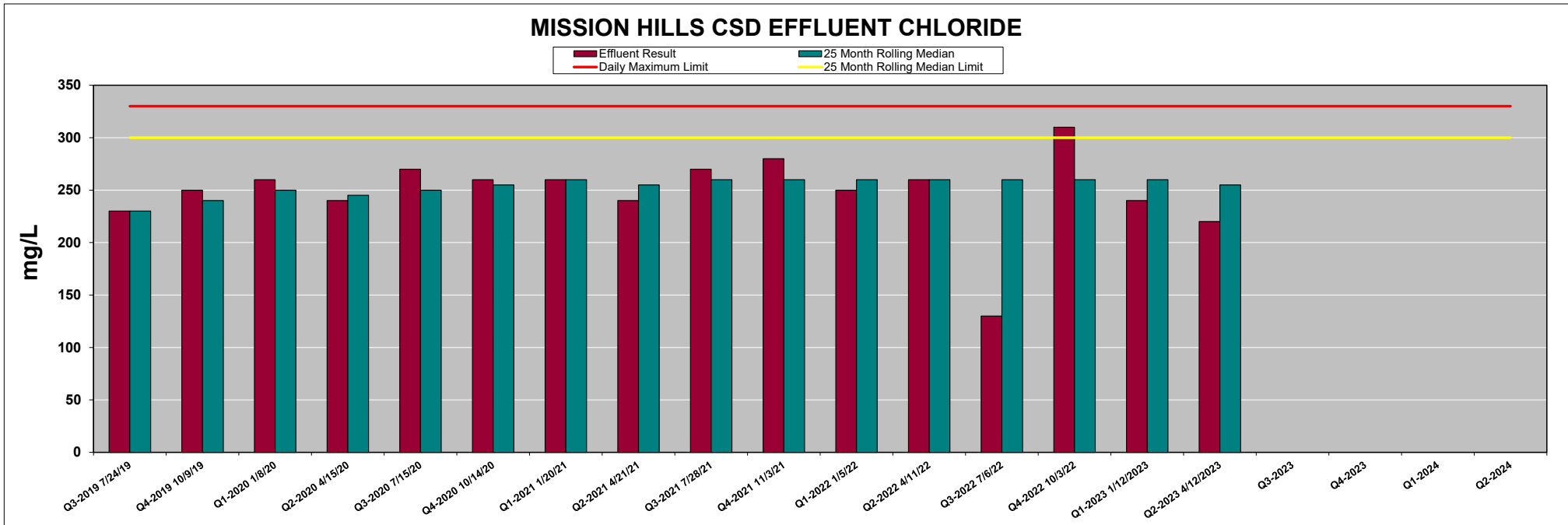
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
25 Month Rolling Median Limit	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990
Effluent Result	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680					
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855					



MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

Consent Item 4. B ii

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit Limit	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
25 Month Rolling Median Limit	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Effluent Result	230	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220					
25 Month Rolling Median	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	255					



Top Goals

Established by Board of Directors

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

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

- Staff continues to carefully monitor the treatment system to keep the effluent total Nitrogen levels in compliance with the TSO and WDR standards. The most recent compliance monitoring results and process control monitoring results have remained below the permit limits. Staff met with our new permit writer at the RWQCB in November and December. Staff has completed the TSO milestones to: Develop and Implement valve repair program - due date 10/31/2022 (completed); and Develop a Chloride Reduction program – due date 11/30/2022 (completed). Staff continues to work on isolating the pond valves so we can perform maintenance and repair as needed and we are working on implementing chloride reduction measures by inspecting areas that have the highest level of chlorides in their wastewater and offering information and encouragement to change out older water self-regenerating systems to canister exchange systems.

2. Lawsuit with the City of Lompoc

I am happy to report that the lawsuit has been settled. This item will be removed from the Goals.

3. Cost Reduction – Energy usage and other applicable initiatives

Please refer to the Energy Committee Update.

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

Staff posted content on the Districts Facebook page and Facebook Forums pertaining to Bruce Nix Tribute and the Approval of the Burton Ranch Development and Wastewater Services Agreement. Staff continues to look for ways to improve our public outreach. Staff recently switched our website provider to Streamline. Our website is now more user friendly, and we are adding features that make it easier for our customers and interested parties to obtain information about the District. Continuation of current goals suggested by Community Engagement Committee will be shared on different Facebook Forums. Also refer to the Public Outreach Committee summary.

5. Pursue Grant Funding Opportunities for Capital Projects

Staff has attended several grant funding webinars and has signed up to receive electronic notices of grant funding and low interest loan opportunities.

MHCSD COMMITTEE MEETING UPDATES

May 24, 2023, Board Meeting

Committee	Summary Discussion	Completed Meeting Date
Water Starbuck & Dietrich Alt-Keeling	Committee members will provide an oral summary of their May 22, 2023, meeting at the May 24, 2023, Board meeting. Next Meeting TBD.	May 22, 2023
Wastewater Starbuck & Heavin Alt-Dietrich	Committee members provided an oral summary of their March 13th meeting at the March 29th Board meeting. Next meeting TBD.	March 13, 2023
Finance Dietrich & Keeling Alt-Heavin	The Committee members will provide an oral summary of their May 24, 2023, meeting at the May 24, 2023, Board Meeting. Next meeting TBD.	May 24, 2023
Energy Heavin & Starbuck Alt-Dietrich	Committee members provided an oral summary of their March 17th meeting at the March 29th Board meeting. Points discussed, Solar Project. Next meeting TBD.	March 17, 2023
Personnel Keeling & Dietrich Alt-Starbuck	Committee Members will provide an oral summary of their May 24, 2023, meeting at the May 24, 2023, Board Meeting. Next meeting TBD.	May 24, 2023
GSA for WMA Heavin Alt-General Manager	The next GSA meeting is scheduled for May 24, 2023. The Committee Members will provide an oral summary of their May 24, 2023, GSA Meeting at the May 24, 2023, Board Meeting. The Meeting Agenda is provided as an attachment to this report.	May 24, 2023
Community Engagement Heavin & Keeling Alt-Starbuck	Committee members provided a written and oral presentation at the March 29th Board meeting. Staff circulated the Committee's suggested goals for the program and requested responses by April 5th. Staff posted content pertaining to Bruce Nix's Tribute and the Approval of the Burton Ranch Development and Wastewater Services Agreements on the Districts' Facebook page, Facebook Forums, and the Next-door website. Next meeting TBD.	March 17, 2023
Development Dietrich & Keeling Alt-Starbuck	Development Committee did not meet. Next meeting TBD.	

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

	A	B	C	D	E	F	G	H	J	L	M
								Apr 23	Apr 22	\$ Change	Explanation
3							Ordinary Income/Expense				
4							Income				
5							4005 · 48 hour notice fees	345.00	420.00	-75.00	
6							4045 · Late fees	1,605.87	0.00	1,605.87	No Fees Charged 2022
7							4060 · Reconnection fees	400.00	0.00	400.00	
8							4075 · Returned check fees	75.00	50.00	25.00	
9							4085 · Sewer basic charges	90,774.25	84,238.86	6,535.39	Rate Increase 2023
10							4095 · Street sweeping charges	1,510.08	1,512.72	-2.64	
11							4105 · Water basic charges	56,192.88	60,380.89	-4,188.01	Rate Decrease 2023
12							4115 · Water usage charges	22,188.58	48,536.34	-26,347.76	Less Consumption Due to Rain 2023
13							Total Income	173,091.66	195,138.81	-22,047.15	
14							Gross Profit	173,091.66	195,138.81	-22,047.15	
15							Expense				
16							6000 · Salaries and wages				
17							6005 · Wage expense	53,819.16	29,388.99	24,430.17	Vacation True Up Incl 2022
18							6010 · Payroll tax expense	4,448.48	4,148.66	299.82	
19							Total 6000 · Salaries and wages	58,267.64	33,537.65	24,729.99	
20							6050 · Employee benefits				
21							6060 · Disability insurance	242.43	232.44	9.99	
22							6065 · Health insurance	10,857.91	-627.68	11,485.59	Timing of Payment
23							6075 · Retirement expenses	1,446.79	1,419.42	27.37	
24							6085 · Workers compensation expe	4,188.57	0.00	4,188.57	Timing of WC Audit Payment
25							6090 · Vacation & Sick Leave	2,843.39	1,929.06	914.33	
26							6095 · Benefit Administration	89.82	89.82	0.00	
27							Total 6050 · Employee benefits	19,668.91	3,043.06	16,625.85	
28							6100 · Director fees	1,500.00	1,500.00	0.00	
29							6110 · Depreciation expense	28,189.70	31,054.00	-2,864.30	
30							6140 · Vehicle expenses				
31							6145 · Tractor and equipment	0.00	1,291.02	-1,291.02	
32							6150 · Vehicle fuel	867.53	1,041.64	-174.11	
33							6155 · Vehicle maintenance	2,204.65	890.71	1,313.94	
34							Total 6140 · Vehicle expenses	3,072.18	3,223.37	-151.19	
35							6190 · Dues and memberships	0.00	198.00	-198.00	
36							6200 · Office expenses				
37							6205 · Bank fees and charges	0.00	35.31	-35.31	
38							6210 · Cash (over) / short	100.00	122.28	-22.28	
39							6230 · Office supplies	129.94	304.81	-174.87	
40							6235 · Postage expense	708.33	570.00	138.33	
41							6245 · Office Equipment	169.17	5,660.48	-5,491.31	2 Computers Purchased 2022
42							Total 6200 · Office expenses	1,107.44	6,692.88	-5,585.44	
43							6300 · Operating supplies and expenses				
44							6310 · Miscellaneous supplies	384.93	1,594.07	-1,209.14	
45							6315 · Oil expense	1,457.15	0.00	1,457.15	
46							6325 · Portable equipment	0.00	1,193.26	-1,193.26	
47							6330 · Shop supplies	0.00	1,041.32	-1,041.32	
48							6335 · Small tools and appliances	44.40	41.72	2.68	
49							6340 · Chemicals				
50							6342 · Bioremediation	0.00	459.94	-459.94	
51							6344 · Chlorine	1,247.34	1,443.85	-196.51	
52							6345 · Corrosion inhibitor	4,840.14	5,886.11	-1,045.97	
53							6347 · Other chemicals	0.00	185.89	-185.89	
54							Total 6340 · Chemicals	6,087.48	7,975.79	-1,888.31	
55							Total 6300 · Operating supplies and ex	7,973.96	11,846.16	-3,872.20	
56							6350 · Safety expenses				
57							6360 · Protective Clothing/Uniforms	0.00	117.46	-117.46	
58							6365 · Safety equipment	0.00	115.20	-115.20	
59							Total 6350 · Safety expenses	0.00	232.66	-232.66	
60							6410 · Contractual services				
61							6420 · Cleaning service	200.00	200.00	0.00	
62							6425 · Office equip maintenance	231.35	251.86	-20.51	
63							6430 · Internet access	168.35	163.35	5.00	
64							6435 · Landscaping services	0.00	1,172.00	-1,172.00	
65							6437 · Pest Control	110.00	100.00	10.00	
66							6445 · Security expense	112.50	112.50	0.00	

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

	A	B	C	D	E	F	G	H	J	L	M
1											
2								Apr 23	Apr 22	\$ Change	Explanation
67							6450 · Software support	1,350.50	1,753.75	-403.25	
68							6452 · Credit Card Processing	423.96	430.33	-6.37	
69							6453 · Software Subscriptions	128.00	412.47	-284.47	
70							6455 · Street sweeping services	1,471.18	1,414.60	56.58	
71							6466 · Emissions Testing	0.00	2,150.86	-2,150.86	
72							6470 · Other contractual services	17.00	8,254.90	-8,237.90	Welding Expenses 2022
73							Total 6410 · Contractual services	4,212.84	16,416.62	-12,203.78	
74							6475 · Professional services				
75							6476 · Financial Management Fees	853.00	2,172.00	-1,319.00	
76							6480 · Accounting services	1,552.80	919.25	633.55	
77							6490 · Legal services	629.81	15,942.25	-15,312.44	Less Legal Fees 2023
78							Total 6475 · Professional services	3,035.61	19,033.50	-15,997.89	
79							6500 · Printing and publication	58.05	463.56	-405.51	
80							6505 · Equipment lease and rentals	598.34	598.43	-0.09	
81							6525 · Research and monitoring				
82							6535 · Monitoring expense	433.00	4,864.00	-4,431.00	Less Monitoring Expenses 2023
83							Total 6525 · Research and monitoring	433.00	4,864.00	-4,431.00	
84							6600 · Travel and meetings				
85							6610 · Meals	0.00	266.67	-266.67	
86							6620 · Staff training	1,931.26	-470.00	2,401.26	Conferences 2023
87							6625 · Travel expenses	0.00	-78.66	78.66	
88							Total 6600 · Travel and meetings	1,931.26	-281.99	2,213.25	
89							6650 · Utilities				
90							6655 · Cell phones	200.44	185.54	14.90	
91							6665 · Electrical	8,201.99	12,570.23	-4,368.24	Lower Electricity Costs 2023
92							6670 · Natural gas	1,092.34	2,133.49	-1,041.15	
93							6685 · Telephone	353.24	347.22	6.02	
94							6691 · Trash & Recycling	292.02	202.09	89.93	
95							Total 6650 · Utilities	10,140.03	15,438.57	-5,298.54	
96							6720 · Repairs and maintenance				
97							6750 · Collection expense	0.00	34.09	-34.09	
98							6790 · Waste water plant	1,229.91	0.00	1,229.91	
99							6795 · Other repairs and maintenanc	750.00	0.00	750.00	
100							Total 6720 · Repairs and maintenance	1,979.91	34.09	1,945.82	
101							Total Expense	142,168.87	147,894.56	-5,725.69	
102							Net Ordinary Income	30,922.79	47,244.25	-16,321.46	
103							Other Income/Expense				
104							Other Income				
105							7006 · Market Appreciation/(Depr)	1,528.25	-5,643.47	7,171.72	
106							7010 · Interest income	14,506.46	2,359.15	12,147.31	Better Interest 2023
107							Total Other Income	16,034.71	-3,284.32	19,319.03	
108							Net Other Income	16,034.71	-3,284.32	19,319.03	
109							Net Income	46,957.50	43,959.93	2,997.57	

Mission Hills Community Services District
Disbursements Journal
April 2023

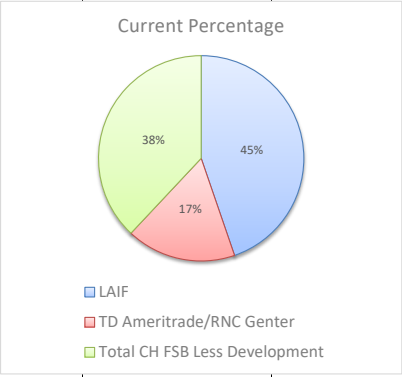
	A	B	G	I	K	M	N
1			Date	Num	Name	Amount	Explanation
2		1000 · FSB - Operating 1535412					
3			04/07/2023	33255	ACWA Joint Powers Insurance	-4,188.57	Quaraterly Audit
4			04/07/2023	33256	ACWA/JPIA *Medical Insurance	-11,655.81	Monthly Insurance
5			04/07/2023	33257	Advantage Technical Services,	-6,275.00	Water Tank Rehab Project
6			04/07/2023	33258	Carmel & Naccasha LLP	-629.81	
7			04/07/2023	33259	Comcast	-168.35	
8			04/07/2023	33260	Compuvision	-9,615.40	Reconfigure Area/Computer Setup
9			04/07/2023	33261	County of Santa Barbara- Gen	-2,486.81	
10			04/07/2023	33262	De Lage Landen Financial Serv	-177.63	
11			04/07/2023	33263	Frontier Communications	-80.43	
12			04/07/2023	33264	Hensley Law Group	-7,830.00	Legal Fees
13			04/07/2023	33265	Home Depot	-836.58	
14			04/07/2023	33266	Jon's Lawn Mowing	-361.82	
15			04/07/2023	33267	Linde Gas & Equipment Inc	-41.96	
16			04/07/2023	33268	Mission Paving Inc	-750.00	
17			04/07/2023	33269	O'Connor Pest Control	-110.00	
18			04/07/2023	33270	Office Depot Business Credit	-64.13	
19			04/07/2023	33271	Pro3 Automation Inc	-1,045.00	
20			04/07/2023	33272	Quadient Leasing USA, Inc.	-396.14	
21			04/07/2023	33273	Reimbursement	-1,665.00	
22			04/07/2023	33274	SP Maintenance Services, Inc.	-1,471.18	
23			04/07/2023	33275	Staples Business Credit	-88.27	
24			04/07/2023	33276	Sunbelt Rentals Inc	-1,127.07	
25			04/07/2023	33277	Surface Pumps Inc	-11,312.68	FLDHLP-R2, Well #5
26			04/07/2023	33278	Ultrex Inc	-98.53	
27			04/07/2023	33279	Underground Service Alert of S	-17.00	
28			04/07/2023	33280	USPS - Bulk Mail	-290.00	
29			04/07/2023	33281	Valley Rock Landscape Supply	-484.88	
30			04/07/2023	33282	Verizon	-199.01	
31			04/07/2023	33283	Waste Management	-292.02	
32			04/07/2023	33284	Standard Insurance Company	-232.18	
33			04/13/2023	33285	Reimbursement	-333.00	
34			04/13/2023	33286	Reimbursement	-740.64	
35			04/13/2023	33287	Reimbursement	-857.62	
36			04/13/2023	33288	Void	0.00	
37			04/19/2023	33289	American Industrial Supply	-762.56	
38			04/19/2023	33290	Brenntag Pacific, Inc	-6,087.48	Chemicals
39			04/19/2023	33291	Compuvision	-1,350.50	
40			04/19/2023	33292	County of Santa Barbara - DPV	-113.40	
41			04/19/2023	33293	Energy Link	-1,457.15	
42			04/19/2023	33294	Inklings Printing Company	-1,074.55	
43			04/19/2023	33295	Juana Garcia Rodriguez Janitorial Services	-200.00	
44			04/19/2023	33296	Phoenix Civil Engineeering, Inc.	-292.50	
45			04/19/2023	33297	Smith Alarms & Electronics, Inc	-112.50	
46			04/19/2023	33298	Stantec	-2,191.40	
47			04/19/2023	33299	Valley Rock Ready Mix, Inc.	-594.78	
48			04/26/2023	33300	Clinical Labs of San Bernardinc	-433.00	
49			04/26/2023	33301	Frontier Communications	-64.34	
50			04/26/2023	33302	Reimbursement	-20.00	
51			04/26/2023	33303	Lompoc Phone And Computer	-155.00	
52			04/26/2023	33304	Pro3 Automation Inc	-2,645.81	SCADA Upgrade
53			04/26/2023	33305	Standard Insurance Company	-242.43	
54		Total 1000 · FSB - Operating 1535412				-83,719.92	
55		1060 · CHCU - General 4163					
56			04/01/2023	EFT	Tierzero	-133.90	
57			04/06/2023	32885	Five Star Bank	-184,322.18	Transfer to New Bank
58			04/06/2023	EFT	PG&E	-2,372.98	Utility Bill
59			04/06/2023	EFT	SoCalGas	-1,146.65	Utility Bill
60			04/14/2023	EFT	SoCalGas	-123.99	Utility Bill

Mission Hills Community Services District
Disbursements Journal
April 2023

	A	B	G	I	K	M	N
1			Date	Num	Name	Amount	Explanation
61			04/18/2023	EFT	PG&E	-2,724.49	Utility Bill
62			04/18/2023	EFT	PG&E	-278.75	Utility Bill
63			04/18/2023	EFT	PG&E	-448.84	Utility Bill
64			04/18/2023	EFT	PG&E	-42.63	Utility Bill
65			04/18/2023	EFT	PG&E	-887.57	Utility Bill
66			04/18/2023	EFT	PG&E	-1,499.32	Utility Bill
67			04/24/2023	EFT	TASC	-89.82	
68			04/26/2023	EFT	SoCalGas	-1,003.36	Utility Bill
69			04/28/2023	EFT	Tierzero	-133.90	
70			04/30/2023	EFT	Right Networks	-128.00	
71	Total 1060 · CHCU - General		4163			-195,336.38	
72	1070 · CHCU - Payroll 4155						
73			04/07/2023	1364	Matrix Trust Company	-4,199.87	401K/457
74			04/12/2023		Payroll	-20,279.62	
75			04/14/2023	E-pay	EDD	-1,246.89	
76			04/14/2023	E-pay	IRS USATAXPYMT	-5,201.42	
77			04/14/2023	EFT	CA State Disbursement Unit/Ex	-299.07	
78			04/19/2023	1365	Matrix Trust Company	-4,175.34	401K/457
79			04/26/2023		Payroll	-19,377.61	
80			04/26/2023		BOD Payroll	-1,371.74	
81			04/26/2023	1366	Matrix Trust Company	-4,181.55	401K/457
82			04/28/2023	E-pay	EDD	-1,342.69	
83			04/28/2023	E-pay	IRS USATAXPYMT	-5,418.10	
84			04/28/2023	EFT	CA State Disbursement Unit/Ex	-299.07	
85			04/28/2023	EFT	AFLAC	-66.82	
86	Total 1070 · CHCU - Payroll 4155					-67,459.79	
87	1075 · CHCU - ACH 4130						
88			04/16/2023	EFT	Springbrook (ACH Services)	-196.23	
89			04/30/2023	EFT	Bluefin Payment Systems	-998.21	
90	Total 1075 · CHCU - ACH 4130					-1,194.44	
91	TOTAL					-347,710.53	

	A	B	C	D	E	F	G	H	I	J	K
1	Variation From Projected Income										
2	Fiscal Year Ending 6-30-2023										
3											
4		Water			Wastewater						
5	Billing Month	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation	Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
6	Jul-22	\$ 114,125	\$ 115,954	\$ 1,829	\$ 83,750	\$ 84,284	\$ 534	\$ 2,363	22,621	23,039	22,132
7	Aug-22	\$ 117,875	\$ 116,411	\$ (1,464)	\$ 83,750	\$ 84,012	\$ 262	\$ (1,202)	25,390	25,038	24,000
8	Sep-22	\$ 116,250	\$ 123,135	\$ 6,885	\$ 83,750	\$ 84,083	\$ 333	\$ 7,218	20,829	21,488	22,252
9	Oct-22	\$ 112,000	\$ 111,535	\$ (465)	\$ 83,750	\$ 83,923	\$ 173	\$ (292)	16,842	18,786	20,501
10	Nov-22	\$ 110,125	\$ 104,613	\$ (5,512)	\$ 83,750	\$ 90,668	\$ 6,918	\$ 1,406	15,567	17,377	19,882
11	Dec-22	\$ 100,625	\$ 98,210	\$ (2,415)	\$ 83,750	\$ 90,466	\$ 6,716	\$ 4,301	10,999	11,828	14,781
12	Jan-23	\$ 89,125	\$ 84,430	\$ (4,695)	\$ 83,750	\$ 90,525	\$ 6,775	\$ 2,079	9,757	12,272	11,964
13	Feb-23	\$ 94,375	\$ 80,682	\$ (13,693)	\$ 83,750	\$ 91,044	\$ 7,294	\$ (6,399)	9,472	16,772	14,006
14	Mar-23	\$ 91,000	\$ 79,765	\$ (11,236)	\$ 83,750	\$ 90,021	\$ 6,271	\$ (4,965)	9,024	19,671	12,885
15	Apr-23	\$ 90,625	\$ 78,381	\$ (12,244)	\$ 83,750	\$ 90,774	\$ 7,024	\$ (5,220)	13,626	17,723	13,504
16	May-23	\$ 102,750	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		23,118	18,271
17	Jun-23	\$ 111,125	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		22,524	20,430
18											
19	Total	\$ 1,250,000	\$ 993,116	\$ (43,009)	\$ 1,005,000	\$ 879,799	\$ 42,299	\$ (710)	154,127	229,636	214,608
21									Year to Date Monthly Averages		
22	YTD avg	100%	79%		100%	88%			15,413	19,136	17,884
23									Yearly Average	19,136	17,884
24											
25		* Projected Income is calculated by using current year and previous 5 year average monthly units sold.									
26											
27		Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)									

	A	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1	Bank Account Summary										
2											
3		7/31/2022	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023
31											
32	LAIF	\$1,740,868	\$1,740,868	\$1,740,868	\$1,746,792	\$1,746,792	\$1,746,792	\$1,755,917	\$1,756,842	\$1,755,917	\$1,767,752
33											
34	TD Ameritrade/RNC Genter	\$1,275,353	\$1,272,832	\$1,267,141	\$1,265,349	\$1,274,442	\$676,072	\$677,886	\$677,767	\$681,527	\$682,336
35											
36	Coast Hills FCU										
37	Checking	\$509,281	\$403,898	\$385,477	\$506,532	\$407,477	\$301,898	\$389,104	\$487,562	\$350,426	\$240,309
38	Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
39	Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202
40	Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
41	Payroll	\$62,923	\$33,096	\$18,384	\$14,140	\$14,451	\$36,764	\$55,733	\$48,255	\$21,983	\$39,495
42	ACH (Sweep Account)	\$1,000	\$2,522	\$2,910	\$3,570	\$3,285	\$1,000	\$1,932	\$2,519	\$1,000	\$1,000
43	Total Coast Hill FCU	\$573,406	\$439,717	\$406,972	\$524,444	\$425,415	\$339,864	\$446,970	\$538,538	\$373,612	\$281,006
44											
45	Five Star Bank										
46	Operating	\$369	\$150,380	\$150,393	\$77,085	\$68,835	\$220,420	\$81,158	\$36,357	\$67,006	\$152,450
47	Development	\$261,437	\$261,459	\$261,481	\$261,503	\$261,525	\$261,547	\$261,569	\$261,589	\$261,611	\$261,633
48	Money Market	\$455,694	\$456,275	\$456,837	\$457,552	\$458,305	\$1,059,879	\$1,061,817	\$1,063,757	\$1,066,102	\$1,068,561
49	ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
50	Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
51	Total Five Star Bank	\$717,500	\$868,114	\$868,711	\$796,140	\$788,664	\$1,541,845	\$1,404,544	\$1,361,704	\$1,394,719	\$1,482,644
52											
53	Combined Balance	\$4,307,127	\$4,321,532	\$4,283,693	\$4,332,724	\$4,235,313	\$4,304,572	\$4,285,317	\$4,334,851	\$4,205,774	\$4,213,738
54											
55	Monthly Change	\$1,238	\$14,404	-\$37,839	\$49,031	-\$97,411	\$69,259	-\$19,255	\$49,534	-\$129,077	\$7,964
56											
57	Fiscal Year Monthly Change To Date										
58	-\$92,151										
59											
60	INVESTMENT STRATEGY										
61	Along with resuming active management,										
62	the Finance Committee and Staff										
63	recommend a balanced distribution of										
64	monies as stated below between TD										
65	Ameritrade, LAIF and Coast Hills Credit										
66	Union/Five Star Bank. This distribution will										
67	allow the District to maximize yields on										
68	Recommended Investment Strategy:										
69	01. Coast Hills CU/Five Star Bank: \$300,000										
70											
71	Goal of about 10%										
72	02. TD Ameritrade: 50% of balance of										
73	unrestricted cash										
74	Goal of about 45%										
75	03. LAIF: 50% of the balance of unrestricted										
76	Goal of about 45%										
77											
78											



	B	C	D	E	F	G	H	L	M
1	Mission Hills Community Services District								10
2	Budget to Actual Comparison								0.83
3	JUL 22 -APR 23								2
4		Budgeted	Prorated Budget	Actual		Remainder		% of Budget	Explanation
5	Income	Fiscal Year 22-23	JUL 22 -APR 23	JUL 22 -APR 23	Difference	Budgeted Amount		83%	
6	Late Fees/Charges	\$ 50,000	\$ 41,667	\$ 34,977	\$ (6,690)	\$ 15,023		70%	Lower Than Budgeted
7	Water Service	\$ 1,250,000	\$ 1,041,667	\$ 993,116	\$ (48,551)	\$ 256,884		79%	Slightly Lower than Budgeted - Rain
8	Sewer Service	\$ 1,005,000	\$ 837,500	\$ 879,799	\$ 42,299	\$ 125,201		88%	Slightly Higher Than Budgeted
9	Street Sweeping	\$ 18,000	\$ 15,000	\$ 15,063	\$ 63	\$ 2,937		84%	On Track With Budget
10		\$ 2,323,000	\$ 1,935,833	\$ 1,922,955	\$ (12,878)	\$ 400,045		83%	Revenue is on Track With Budget
11									
12									
13		Budgeted		Actual		Remainder			
14	Expense	Fiscal Year 22-23	JUL 22 -APR 23	JUL 22 -APR 23	Difference	Budgeted Amount			
15	Salaries & Wages	\$ 705,000	\$ 587,500	\$ 622,418	\$ (34,918)	\$ 82,582		88%	Slightly Higher Than Budgeted
16	Employee Benefits	\$ 250,000	\$ 208,333	\$ 197,887	\$ 10,446	\$ 52,113		79%	Slightly Lower Than Budgeted
17	Director Fees	\$ 16,500	\$ 13,750	\$ 7,875	\$ 5,875	\$ 8,625		48%	Less Meetings Than Budgeted
18	Depreciation	\$ 375,000	\$ 312,500	\$ 281,897	\$ 30,603	\$ 93,103		75%	Depreciation Slightly Lower Than Budgeted
19	Election Expense	\$ 3,000	\$ 2,500	\$ -	\$ 2,500	\$ 3,000		0%	No Election Expense
20	Vehicle Expense	\$ 23,000	\$ 19,167	\$ 31,234	\$ (12,067)	\$ (8,234)		136%	More Maintenance Than Budgeted - Additional Vehicles
21	Insurance	\$ 25,000	\$ 20,833	\$ 11,875	\$ 8,958	\$ 13,125		48%	Lower Than Budgeted
22	Memberships	\$ 30,000	\$ 25,000	\$ 25,919	\$ (919)	\$ 4,081		86%	Timing of Payment of Memberships
23	Office Expenses	\$ 25,000	\$ 20,833	\$ 19,467	\$ 1,366	\$ 5,533		78%	Lower Than Budgeted
24	Operating Supplies	\$ 25,000	\$ 20,833	\$ 16,991	\$ 3,842	\$ 8,009		68%	Lower Than Budgeted
25	Chemicals	\$ 100,000	\$ 83,333	\$ 46,415	\$ 36,918	\$ 53,585		46%	Lower Than Budgeted
26	Safety	\$ 5,000	\$ 4,167	\$ 3,757	\$ 410	\$ 1,243		75%	Lower Than Budgeted
27	Contractual Services	\$ 125,000	\$ 104,167	\$ 99,361	\$ 4,806	\$ 25,639		79%	Lower Than Budgeted
28	Professional Services	\$ 125,000	\$ 104,167	\$ 62,054	\$ 42,113	\$ 62,946		50%	Lower Than Budgeted
29	Printing & Publication	\$ 5,300	\$ 4,417	\$ 2,876	\$ 1,541	\$ 2,424		54%	Lower Than Budgeted
30	Equipment Lease	\$ 13,500	\$ 11,250	\$ 7,669	\$ 3,581	\$ 5,831		57%	Lower Than Budgeted
31	Monitoring	\$ 36,000	\$ 30,000	\$ 12,509	\$ 17,491	\$ 23,491		35%	Lower Than Budgeted
32	Travel/Meetings/Meals	\$ 15,000	\$ 12,500	\$ 10,803	\$ 1,697	\$ 4,197		72%	Lower Than Budgeted
33	Utilities	\$ 220,000	\$ 183,333	\$ 147,710	\$ 35,623	\$ 72,290		67%	Lower Than Budgeted
34	Government Fees	\$ 35,000	\$ 29,167	\$ 33,515	\$ (4,348)	\$ 1,485		96%	Timing of Payments
35	Repairs & Maintenance	\$ 80,000	\$ 66,667	\$ 92,801	\$ (26,134)	\$ (12,801)		116%	Timing of Payment Surface Pumps
36	Miscellaneous Expenses	\$ 25,000	\$ 20,833	\$ -	\$ 20,833	\$ 25,000		0%	Uncollectables or Write Offs
37		\$ 2,262,300	\$ 1,885,250	\$ 1,735,033	\$ 150,217	\$ 527,267		77%	Expenses Are 6% Below Budget
38									
46	Resolution 15-229 - Budget Preparation and Approval Process								
47	C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget,								
48	the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.								
49					5% =	\$ 113,115.00			



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
DATE: May 24, 2023
SUBJECT: Resolution No. 23-351 – Cost of Living Salary Adjustment

Recommendation / Proposed Motion

Proposed Motion: Approve Resolution No. 23-351 Approving Cost of Living Salary Adjustments for all permanent District employees, effective July 1, 2023.

Policy Reference

- California Government Code §61242 and §61244 allows the Board to determine the compensation for District employees.
- Mission Hills CSD Policy 2150 requires all salary adjustments recommended by the General Manager be considered and approved by the Board of Directors.

Budget Resource

A cost-of-living allowance was included in the pay schedule of the Draft Fiscal Year 2023/2024 budget.

Alternatives Considered

The Board may consider a higher or lower cost of living adjustment.

Discussion

This item was initially presented at the April 19, 2023, Board meeting. At the April Board meeting, the Board referred this item back to the Personnel Committee for further evaluation and a recommendation. The Personnel Committee met on April 26, 2023, to further consider this item. After further review and discussion, the Personnel Committee recommended a cost-of-living adjustment for fiscal year 2022/2023 of 8.7%. This number is calculated by the US Department of Labor, Bureau of Labor Statistics and can be found on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). This index specifically reflects the economic adjustments for our region.

https://data.bls.gov/timeseries/CWURN400SA0&output_view=pct_12mths

Attachment(s):

1. Resolution No. 23-351 – Approval of Cost-of-Living Adjustments

RESOLUTION NO. 23-351

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION
HILLS COMMUNITY SERVICES DISTRICT APPROVING COST OF
LIVING ADJUSTMENTS FOR ALL PERMANENT DISTRICT
EMPLOYEES**

WHEREAS, the Mission Hills Community Services District (the "District") is formed pursuant to California Government Code Section 61000 et seq.;

WHEREAS, pursuant to California Government Code Section 61241 and Section 61244, the District Board of Directors ("Board") may fix compensation of District employees.

WHEREAS, on April 19, 2023, the Board reviewed the District's Draft Budget (the "Budget") for fiscal year 2023/2024 which included a revision to the District's pay schedule that incorporated the 2022 Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) cost of living adjustment for all permanent District employees; and

WHEREAS, on April 19, 2023, the Board of Directors referred this Resolution back to the Personnel Committee for further review and consideration; and

WHEREAS, on April 26, 2023, the Personnel Committee met and provided a recommendation to the Board that the Board approve an 8.7% cost of living increase effective July 1, 2023; and

WHEREAS, on May 24th, 2023, the Board finds that it is in the best interests of the District and the community to adjust employee compensation consistent with the Budget and the cost of living in the area.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Mission Hills Community Services District hereby approves an **eight-point seven percent (8.7%)** cost of living increase to all District employees' compensation. This Resolution shall become effective the **1st of July 2023**.

On motion of Director, seconded by Director and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this **24th day of May 2023**.

By: _____
Steve Dietrich, President, Board of Directors

Attest:

By: _____
Guadalupe Huitron, Board Secretary



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann
DATE: May 24, 2023
SUBJECT: Final Budget for Fiscal Year 2023-24 - Public Hearing and Adoption

Recommendation / Proposed Motion

- Recommendation: District Board of Directors Open the Public Hearing and receive any comments; Close Public Hearing; and consider adoption of the Final Budget for Fiscal Year 2023-24.
- Proposed Motion: Adopt the Final budget for Fiscal Year 2023-2024 (as attached)

Policy Reference

- California government code section §61110 requires the Board to hold a public Hearing and publish a notice in a newspaper of general circulation at least two weeks before the Hearing.
- Mission Hills CSD Policy 3020 directs the development and approval of the Final Budget to be completed by May 31.

Budget Resource

The Preliminary Fiscal Year 2023-24 Operating Budget anticipates the following revenue and expenses by class:

	<u>Revenue</u>	<u>Expense</u>
Water	\$1,360,000	\$1,325,000
Wastewater	\$1,180,000	\$1,055,000
Other	<u>\$ 60,000</u>	<u>\$ 20,000</u>
Total	\$2,600,000	\$2,400,000

The FY 23/24 Draft Capital Improvement Program consists of planned Capital Projects and major maintenance forecasted to be performed during the Fiscal Year.

- \$1,000,000 Water
- S 280,000 Wastewater

Discussion

On April 12, 2023, staff met with the Finance Committee to discuss the FY 2023/24 Preliminary Budget. The Committee provided input to staff on the Preliminary Budget and directed staff to bring the Preliminary Budget to the full board for review and comment at the next regularly scheduled Board meeting.

At the April 19, 2023, Board meeting, staff presented the projected FY 22/23-year end revenues and expenditures; the preliminary FY 23/24 revenue and expenditure budget estimates; and the proposed Five-Year Water and Sewer Capital Improvement Program budget. The Board received the Staff Report and Preliminary Budget and directed staff to prepare the Final FY 2023/24 Budget for consideration at the May 24, 2023, Special Board meeting. Staff published a Budget Hearing Notice in the Lompoc Record on May 3, 2023.

Consistent with the August 17, 2022, Hearing and approved Rate Study, the Final FY 2023/24 Budget includes a 5.5% increase in Water rates and 8.4% increase in Sewer rates. The Budget anticipates that FY 2023/24 annual water revenues will increase about \$100,000 and the wastewater annual revenues will increase about \$150,000. Overall operational expenses are anticipated to increase by approximately \$200,000.

Staff recommends the Board adopt the proposed Final FY 2023/24 Budget and Five-Year Capital Improvement Program

Attachment(s):

- The FY 2023-24 Final Operating Budget and the FY 2023-24 Final Five Year Water and Sewer Capital Budget



Mission Hills Community Services District

2023/24 Fiscal Year Budget

Presented to the Board of Directors

May 24, 2023

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

Proposed by:

Brad Hagemann
General Manager

**Mission Hills Community Services District
2023-24 Fiscal Year Budget**

Fund Balances

MISSION HILLS COMMUNITY SERVICES DISTRICT
Cash Account Balances
Estimated FY 2022/23 Ending Balances

General Checking Accounts -

Coast Hills		\$	280,000
Five Star Operating		\$	152,000
Estimated Ending Balance	06/30/23	\$	<u>432,000</u>

Reserve & Restricted Account Balances

<u>LAIF</u>		\$	1,767,000
<u>RNC</u>		\$	682,000
<u>Five Star Development</u>		\$	262,000
<u>Five Star Money Market</u>		\$	1,068,000
<u>Estimated Reserve Ending Balance</u>	06/30/23	\$	<u>3,779,000</u>

Total Approx Ending Balance	06/30/23	\$	<u>4,211,000</u>
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**Mission Hills Community Services District
2023-24 Fiscal Year Budget**

Budget Summary

**Mission Hills Community Services District
2023-24 Fiscal Year Budget**

Capital Equipment/Projects

FY 23/24 Wastewater - 5-Year Capital Improvement Plans Final (May 2023)	2023/24	2024/25	2025/26	2026/27	2027/28
Collections					
Video & Clean Sewer Lines	\$ 20,000	\$ 30,000	\$ 20,000	\$ -	\$ -
Equipment					
Replace Dump Truck (50%)	\$ -	\$ -	\$ -	\$ 32,500	\$ -
Replace Vehicle 2007 GMC Pickup	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Replace Ops Truck (50%)	\$ 30,000		\$ -	\$ -	\$ -
New Jetter	\$ 65,000	\$ -	\$ -	\$ -	\$ -
Lift Station					
Lift Station Upgrades (limited scope)					
Lift Station (Replace Lift Station with back-up power)	\$ 75,000	\$ 250,000	\$ 250,000	\$ -	\$ -
Lift Station - Wet Well Coating	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater SCADA Install	\$ 25,000	\$ 15,000	\$ -	\$ -	\$ -
Property Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -
Line Pond #8 to reduce Lift Station overflow impact	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Treatment					
Pond Valve Stem Replacement	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Aeration System Replacement	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Pond Rehabilitation or Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Sludge Removal	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
New Wastewater Treatment System - Addt'l. Loads	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy (50% Wastewater)					
Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 255,000	\$ 395,000	\$ 310,000	\$ 272,500	\$ 240,000
Contingency	\$ 25,500	\$ 39,500	\$ 31,000	\$ 27,250	\$ 24,000
TOTAL	\$ 280,500	\$ 434,500	\$ 341,000	\$ 299,750	\$ 264,000

	A	H	I	J	K	L
1	FY 23/24 Water - 5-Year Capital Improvement Plans - Final May 24, 2023	2023/24	2024/25	2025/26	2026/27	2027/28
2	Distribution					
3						
4	Valve Replacement Project	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
5	Upgrade Cla-Vals - Pressure Reducing Stations	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
6	Meter Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
7	Water Main Replacement (New line from Reservoirs)	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
8	SCADA System	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
9						
10	Equipment					
11	Backup Generator - Shop w/Auto Transfer Switch	\$ 40,000	\$ -	\$ -	\$ -	\$ -
12	Replace Dump Truck	\$ -	\$ -	\$ -	\$ 32,500	\$ -
15	Replace Ops Truck (50%)	\$ 30,000	\$ -	\$ -	\$ -	\$ -
16	Storage					
17	Rehabilitate Reservoir Tanks					
18	Tank #1 East (Repair)	\$ 200,000	\$ -	\$ -	\$ -	\$ -
19	Tank #2 West (Initial Repair)	\$ 250,000	\$ -	\$ -	\$ -	\$ -
20	Raw Water Reservoir	\$ 75,000	\$ 700,000	\$ 700,000	\$ -	\$ -
21	Treatment					
22	Water Treatment Plant Filter Media/Upgrade Analyzers	\$ 30,000	\$ -	\$ -	\$ -	\$ 50,000
23	Wells & Pumping					
24	New Well Installation - #8 (Reimbursement by Others)	\$ 75,000	\$ 700,000	\$ 700,000	\$ -	\$ -
25	Well #6 Rehabilitation	\$ 80,000	\$ -	\$ -	\$ -	\$ -
26	Well #7 Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ 80,000
27	Well #5 Rehabilitation	\$ -	\$ -	\$ 80,000	\$ -	\$ -
28	Solar Energy (50% Water)					
29	Construction Bid Documents, Specifications, PM Estimate	\$ -	\$ -			
30	Solar Energy Installation	\$ -	\$ -			
31	Sub Total	\$ 910,000	\$ 1,515,000	\$ 1,610,000	\$ 297,500	\$ 410,000
32	Contingency	\$ 91,000	\$ 151,500	\$ 161,000	\$ 29,750	\$ 41,000
33	TOTAL	\$ 1,001,000	\$ 1,666,500	\$ 1,771,000	\$ 327,250	\$ 451,000

**Mission Hills Community Services District
2023-24 Fiscal Year Budget**

Water and Sewer Rates

Current and Proposed Wastewater Fixed and Variable Charges

Rate Description	Current Rate	October 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25	July 1, FY 25-26	July 1, FY 26-27
Monthly Fixed Charges						
Residential	\$63.83	\$68.82	\$74.60	\$80.87	\$87.66	\$95.02
Commercial	\$63.83	\$68.82	\$74.60	\$80.87	\$87.66	\$95.02
School (per ADA)	\$1.17	\$1.24	\$1.34	\$1.46	\$1.58	\$1.71
Variable Charges						
Commercial	\$3.87	\$5.04	\$5.46	\$5.92	\$6.42	\$6.96

Current and Proposed Water Fixed Charges

	Current Rate	October 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25	July 1, FY 25-26	July 1, FY 26-27
Fixed Charge (\$ per month)						
Meter Size						
3/4"	\$43.52	\$42.01	\$44.32	\$46.76	\$49.33	\$52.04
3/4" x 1" (residential only)	\$48.56	\$42.01	\$44.32	\$46.76	\$49.33	\$52.04
1"	\$48.56	\$43.47	\$45.86	\$48.38	\$51.04	\$53.85
1.5"	\$55.28	\$45.42	\$47.92	\$50.56	\$53.34	\$56.27
2"	\$73.74	\$50.78	\$53.57	\$56.52	\$59.63	\$62.91
3"	\$209.79	\$90.25	\$95.21	\$100.45	\$105.97	\$111.80
4"	\$260.18	\$104.87	\$110.64	\$116.73	\$123.15	\$129.92

Current and Proposed Water Variable Charges

	Current Rate	October 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25	July 1, FY 25-26	July 1, FY 26-27
Variable Charge (\$ per HCF)						
Residential						
Tier 1 - 0 to 9 units	\$2.46	\$2.31	\$2.44	\$2.57	\$2.71	\$2.86
Tier 2 - 10 to 19 units	\$2.46	\$2.57	\$2.71	\$2.86	\$3.02	\$3.19
Tier 3 - 19 and Over	\$2.46	\$3.85	\$4.06	\$4.28	\$4.52	\$4.77
Commercial						
All Consumption	\$2.46	\$3.62	\$3.82	\$4.03	\$4.25	\$4.48
Irrigation						
All Consumption	\$2.46	\$3.96	\$4.18	\$4.41	\$4.65	\$4.91
Hydrant Meter						
All Consumption	\$2.46	\$6.67	\$7.04	\$7.43	\$7.84	\$8.27



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
DATE: May 24, 2023
SUBJECT: **Authorization to Execute a Professional Services Contract to Update the District's Water and Sewer Connection Fees**

Recommendation / Proposed Motion

Proposed Motion: Authorize Staff to Solicit a Proposal to Update the District's Water and Sewer Connection Fees and execute a professional services contract for an amount not to exceed \$25,000.

Discussion

At the April 19, 2023, Board meeting, the Board directed staff to bring an action item back to the Board at the May meeting that would authorize staff to enter into a professional services contract to update the District's Water and Sewer Connection Fees.

Staff has reached out to NBS, the firm that completed the 2019 Connection Fee Study, to see if they are interested in providing the District a proposal and schedule to update the District's Water and Sewer Connection Fees. At the time of this writing, NBS has verbally confirmed they are interested in providing a proposal, but they have not yet submitted a formal proposal. Staff will update the Board at the meeting.



MISSION HILLS COMMUNITY SERVICES DISTRICT

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

A. General Manager Comments

B. Director's Comments

C. Public Comments