

Board of Directors

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

Regular Meeting

Wednesday, January 18, 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=TnBqZGJXbWhCNUdJNXhMZGU3alhDZz09>

Meeting ID: 946 700 6985

To access the meeting via telephone:

Dial in 1 (669) 900-9128

- 1. **Call to Order and Pledge of Allegiance**
- 2. **Roll Call**
- 3. **Public Comment on 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

RECONVENE

Report out of Closed Session

- 5. **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, January 17, 2023.**
- 6. **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) November 16, 2022
 - ii) December 14, 2022

B. Activity Reports for December

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

D. Consider revision of Exhibit A to the District’s Conflict of Interest Code to incorporate Santa Barbara County Clerk’s Office recommended language regarding filing a Form 700

7. Regular Business

- A. President, Vice President, and Finance Officer Elections for 2023
- B. Discuss and Consider Committee Elections/Assignments for 2023
- C. Consider Resolution No. 23-349 which updates the Directors Authorized Signatories on all Mission Hills Community Services District accounts with Five Star Bank
- D. Information Item to Discuss the Status of the Solar Project Request for Proposals

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

- A. General Manager’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)

Board of Directors

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Brad Hagemann, General Manager

**Mission Hills Community Services District
Board of Directors Adjourned Regular Meetings Minutes
Wednesday December 14, 2022
ADJOURNED 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 4:30 pm on Wednesday, December 14, 2022, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: James MacKenzie, Steve Dietrich
James Keeling and Matthew Starbuck
attended in person.

DIRECTORS ABSENT:

Myron Heavin

STAFF PRESENT:

Brad Hagemann, Lupe Huitron, Carol Reynolds,
Javier Rodriguez

OTHERS PRESENT:

Sarah Starbuck Attended in person and Chris
Leonard (via Zoom)

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment-

No public comment received.

4. Consent Agenda

A. Approval of Minutes

- i) Approval of the November 16th, 2022, Meeting Minutes were postponed to the January 18, 2023, Regular Board Meeting

B. Activity Reports for December

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

Approved Consent Items

Motion made by Director Keeling and seconded by Director Mac Kenzie, to approve the Consent Agenda as presented with the exception that the November 16th, 2022, meeting minutes will be brought back for approval at the January 18th, 2023, Regular Board Meeting. **Motion passed 4-0 vote with Director Heavin being absent.**

5. Regular Business Items

A. Discuss and consider Officer Elections and the Committee Assignments.

The Board of Directors welcomed and congratulated new Directors Keeling and Starbuck to the Board. Directors Keeling and Starbuck took the Oath of Office on December 9th, 2022, and December 12th, 2022, respectively. By acclimation, the Board deferred Officer Elections and Committee Assignments to January 18, 2023, Regular Board Meeting.

B. Discuss and Consider Awarding a Professional Services Contract to Advantage Technical Systems for Construction Phase Services for the Water Rehab Project.

Motion made by Director Dietrich and second by Director Starbuck to award a Professional Services Contract to Advantage Technical System for Construction Phase Services for the Water Tank Rehab Project in the amount not exceeding \$97,000. **Motion Passed 4-0 with Director Heavin being absent**

C. Discussion and consider the Proposal from Watthub for installing Solar Power Infrastructure.

The Board received the staff report and discussed the Watthub preliminary commercial solar proposal. Mr. Chris Leonard, from Watthub, attended the meeting via Zoom and responded to Board member comments and questions on the Watthub preliminary proposal. The Board members were encouraged by the potential cost saving of installing a commercial solar system. The Board directed staff to prepare a Request for Proposal (RFP) for a solar system, circulate the RFP to qualified firms for a formal proposal and bring the issue back for Board consideration at a future Board meeting.

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

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

7. Public Comment on Closed Session-No Public Comment

8. Closed Session Convened at approximately 6:20 PM

- 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 Reconvened the meeting Regular meeting at 6:50 PM

Reports out of Closed Session – No reportable action.

With no further business to come before the Board, the meeting adjourned at 6:55 PM

Respectfully submitted:

Lupe Huitron

X

James Mac Kenzie, Vice President

X

Lupe Huitron, Board Secretary

Administrative Assistant

- Corresponded to emails
- Organized the Staff and Board of Directors Christmas Luncheon
- Worked with Streamline in getting our new website set up
- Trained, practiced, and familiarized myself with our new website Streamline built for the district
- Worked on Agenda Packet for December 2022
- Mailed and Assisted Bruce Nix with 700 Leaving office form
- Emailed WMA/GSA regarding the Representatives for their Agency and who will the new Rep for them
- Converted Documents from word to pdf or vice versa using the Adobe Application
- Provided the new Board Members with a Board member Orientation binder I created which included the Director Handbook/Manual, a Brown Act Guide, Board Packet, and other list of items I needed from them

- Emailed both new Directors the process to take the Sexual Harassment and Ethics training-two State mandated courses one must take within 6 months of starting their position as Board Members
- Filed my 700 forms
- Emailed Katrina Hamel with Vandenberg Village Youth Football League a copy of MHCS D “use of District Facilities” Policy and a Facilities use Agreement for her to fill out to use our Board Room which is reserved for December 10th, 2023
- Uploaded/saved documents needed by the District
- Continued working on requests for Can and Will Serve Letters with General Manager
- Spoke to a JPIA Executive Assistant regarding new director form needed by them each time there is a new director to represent their agency
- Uploaded information to our website
- Read Active Resolutions and Policies

Customer Service/Account Receivables

- **Monthly:** New Customer Move Ins & Move outs: 5
- Applied 10% late fee non pay Dec: # 119 accounts
- Initiated with Springbrook the transferring of electronic payments to deposit into Five Star Bank.
- Accounts **10** have entered Yr. or less payoff extension agreement \$ 13, 068.00
- *(1 Owner account bal. \$3,112 off since May 2022)* 1 Possible Foreclosure \$ 696.00. Policy is to collect in full before service is Restored.
- Residential **1 account payment paid** \$ 2,000 CSD.CA.Gov federal funded program low-income families qualify based on persons in the household. Can qualify for up to a onetime \$2,000 payment. Ends 8/31/23

Administrative Services Manager

Administrative Services Manager – December 2022

- Assisted Customers, Recorded Payments
- Prepared Bank Deposits
- Participated in Financial Evaluation with CSDA Representative
- Worked with Coast Hills
- Worked with Five Star Bank
- Worked with Compuvision on Approved Projects
- Processed Accounts Payable
- Processed Payroll
- Completed Board Packet Reports
- Completed End of Month Reconciliations
- Reviewed Priorities on Operations with General Manager on Weekly Basis
- Attended Board Meeting
- Onboarded New Board of Directors
- Completed Managing Diverse Teams Webinar
- Completed Hiring and Onboarding Diverse Teams Webinar
- Completed Streamline Training Webinar
- Completed Drug Free Workplace Webinar
- Completed The Art of Customer Service Webinar
- Completed Social Media at Work Webinar
- Completed Slips, Trips and Falls Webinar
- Completed Using Compensation Surveys Webinar

General Manager Report

Water Tank Repair Project

Staff is working with the Crosno Construction and our engineering support firm, Advanced Technical Services, to get the project moving forward. Not much progress was made in December due in part to the holidays and the contractor being busy with existing projects. We are continuing to coordinate with the State Parks staff regarding the best routes/roads to use for accessing the well site. We may need to trim a few tree branches along the road to ensure the larger contractor vehicles can reasonably access the site.

Sewage Lift Station Preliminary Design Report (PDR)

As noted at the December meeting, staff met with representatives from the current lift station manufacturer, Smith and Loveless to get some budget estimates on installing a new pump system on top of the existing wet well. The cost of the pumping system is estimated at \$325,000. I don't have estimate for the Installation of the system, new electrical and plumbing hook-ups, back-up generator and other appurtenances, but I would guess it would be in the \$150,000 - \$200,000 range. I will coordinate with Jon Turner from Phoenix Engineering on this new concept and provide an oral update at the January meeting.

New Board Members Orientation Packets/Handbooks

The California Special Districts Association has provided the MHCS D with several Board Member Handbooks and other supporting documents on Reserve Fund Guidelines, Brown Act Compliance, and Rate Setting Guidelines. The documents may be most useful to our new Board members, but we can also get additional copies for our existing Directors. Staff will bring the materials to the Board meeting for the Board members to review and advise us if should obtain additional copies of the guidance documents.

Brad Hagemann
General Manager

Board of Directors:

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



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MISSION HILLS COMMUNITY SERVICES DISTRICT Water Reports – December 2022

Monthly Water Distributed: 9.0 MG (31 days)

Daily average: 0.29 MGD

Monthly Water Sold: 8.2 MG (30 days)

Monthly Wastewater Influent: 5.9 MG

Wells

- Well 6 emissions test was completed by Energy Link on 12/21/22
- Well 5 has been offline since 12/22/22. Surface Pumps Inc. will complete Well 5 motor repairs.

Compliance

- Submitted updated 2023 water rates form to S.B. County Water Agency
- Attended Webinar on SWRCB updated Lead and Copper Rule Revision

Distribution System Maintenance/Repair

- Replaced 30 Hersey meters to Kamstrup meters
- Repaired 3 service line leaks or main breaks
- Preventative Maintenance Program: **December**
 - Dead-end Flushing: 29

Recurring Tasks

- **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)
- **As Needed:**
 - Weed abatement

Treatment Plant

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

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

Distribution System

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

MISSION HILLS COMMUNITY SERVICES DISTRICT Wastewater Report – December 2022

Total Plant Monthly Influent flow: 5.9 MG

Average Daily Flow: 0.19 MGD

Compliance

- Submitted CIWQS monthly No-Spill Report for the month of December.
- Updated and Submitted X Y Coordinates Report on Geo-Tracker.
- Submitted TSO Semi Annual Status Report.

Collection System/Lift Station

- Ordered Reliant Industries wet well air diffuser for lift Station.
- Increased air scrubber runtime

Wastewater Treatment Plant

- Adjusted pond levels to establish optimal contact time in ponds 3-6.

Recurring Tasks

Wastewater Treatment Plant

- **Daily:**
 - Record influent and recycle flows
 - Monitor and record D.O. levels at Pond 1 & 2 effluent
- **Weekly:**
 - In-house process control sampling and testing
 - Inspect and clean Headworks
 - Remove Grit and inorganics from the Headworks
 - Record PH levels at Pond 1 & 2 effluent
- **Monthly:** Complete Regional Water Quality Control Board (RWQCB) reports
- **Quarterly:** Self -Monitoring Reports (Jan, April, July, Oct)

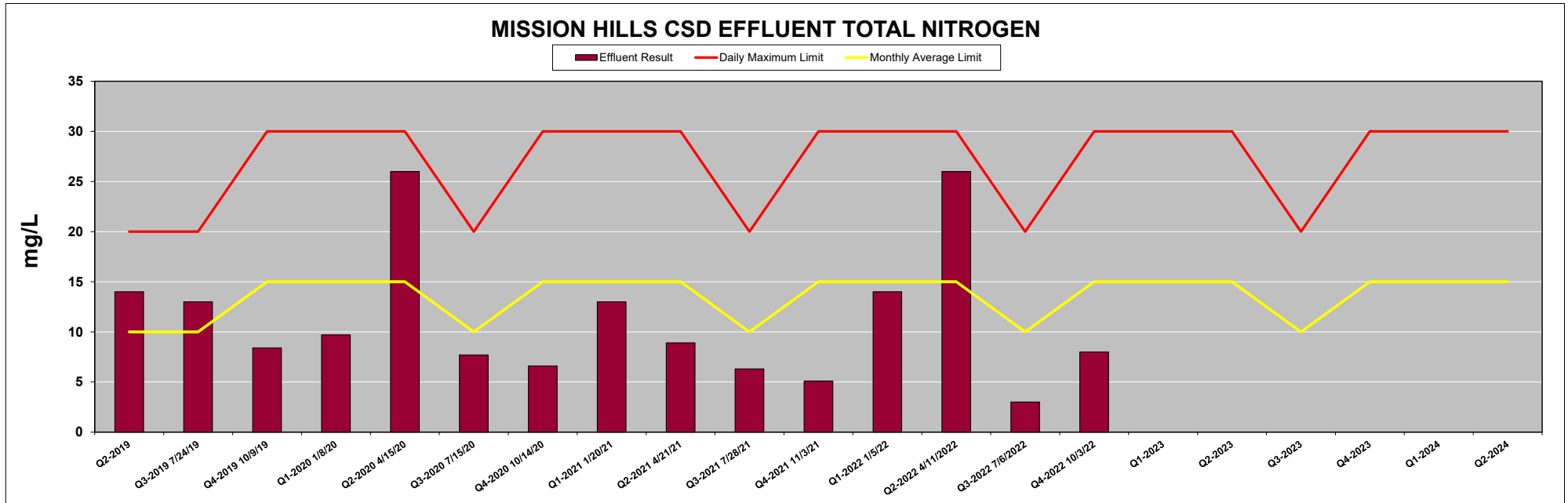
Safety

- Inspect Fire Extinguishers at water treatment plant, shop, and vehicles.
- Perform Once Daily Visual Inspection at Wastewater Treatment Plant.

MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

Consent Item B. iii

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	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024
Daily Maximum 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						

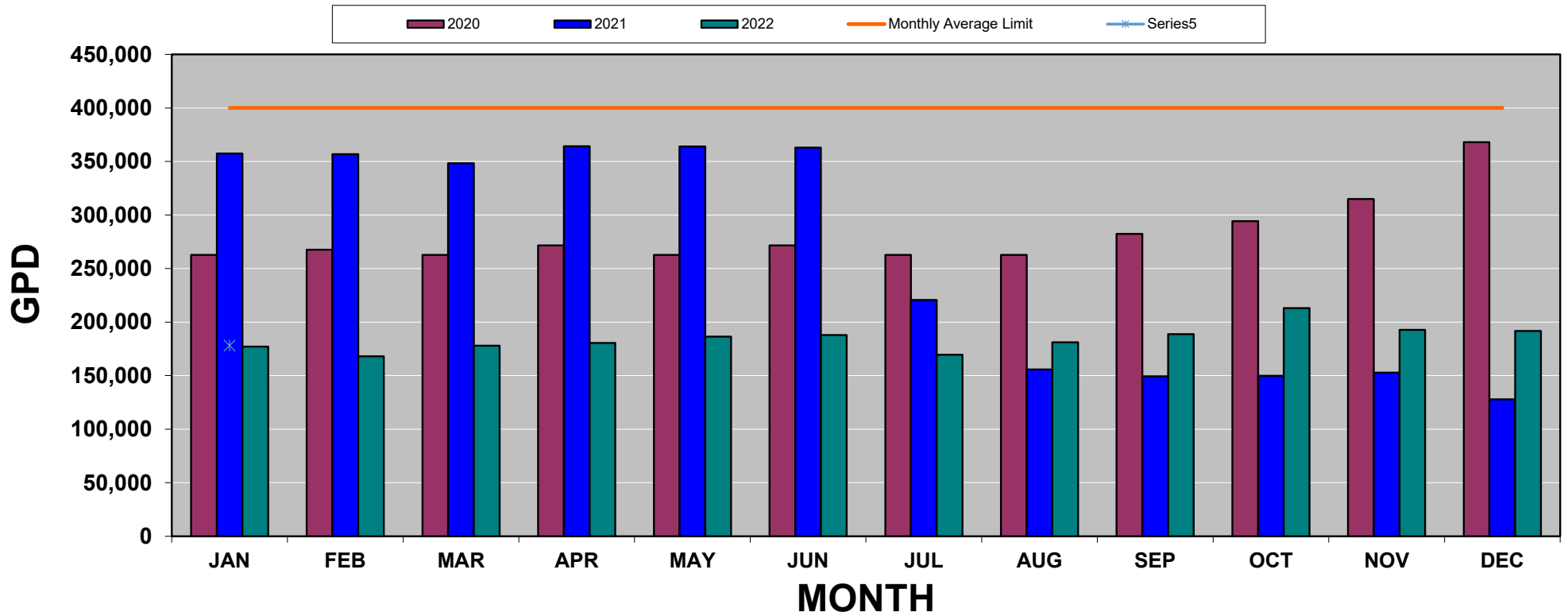


MISSION HILLS CSD MONTHLY AVERAGE EFFLUENT FLOW (GPD)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Monthly Average 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
2020	262,783	267,663	262,783	271,543	262,783	271,543	262,783	262,783	282,404	294,317	314,989	367,896
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

Flows from 2020 are estimated based on total monthly discharge reported in the 2020 Annual Volumetric Report.

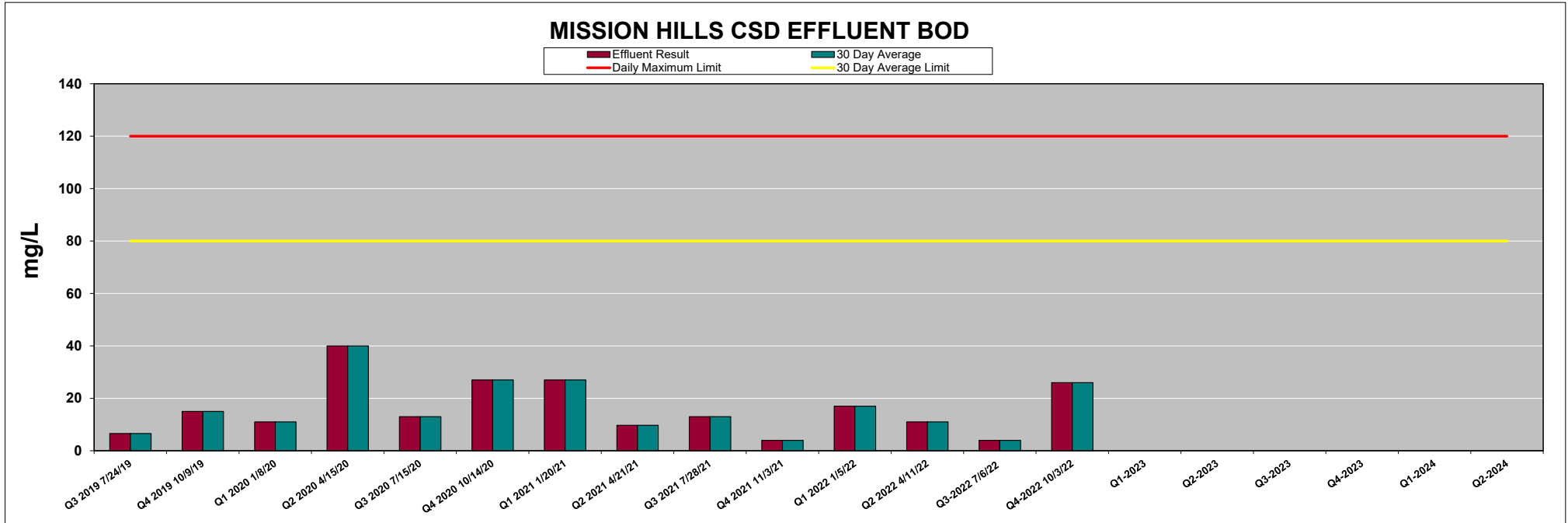
MISSION HILLS CSD MONTHLY AVERAGE EFFLUENT FLOW



MISSION HILLS CSD EFFLUENT BOD (mg/L)

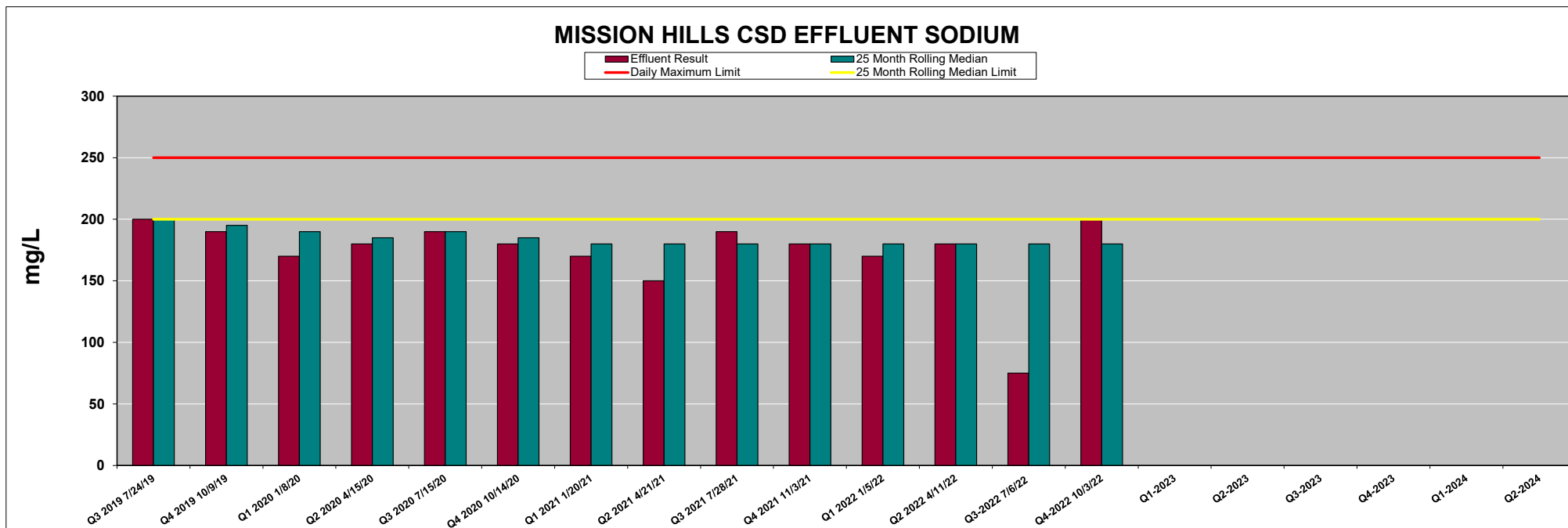
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day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

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



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

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

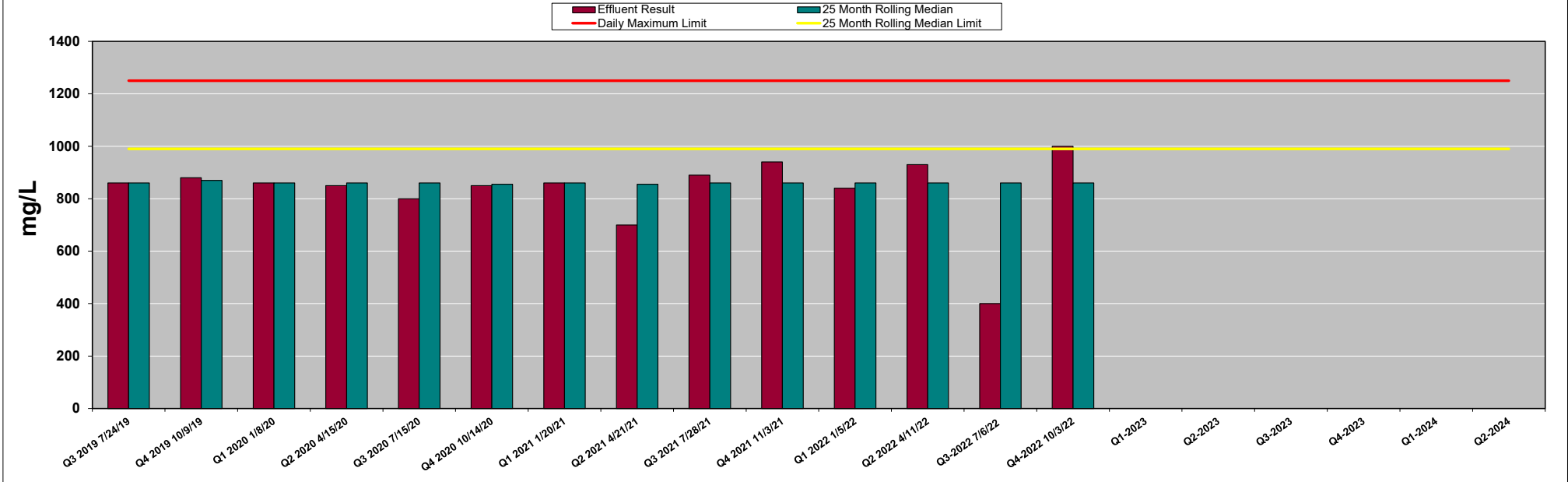


MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

Consent Item B. iii

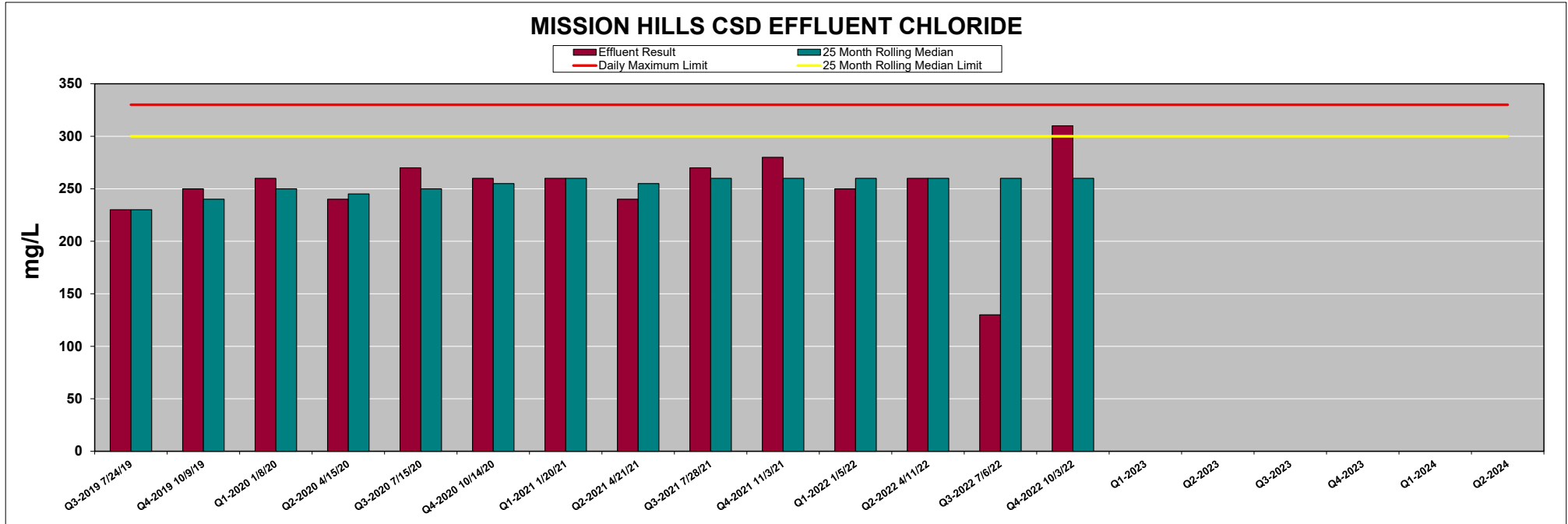
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	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							
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860							

MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS



MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum 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							
25 Month Rolling Median	230	240	250	245	250	255	260	255	260	260	260	260	260	260							



Top Goals

Established by Board of Directors

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). At our December 16th meeting we discussed the content and format for our December 31, 2022, semi-annual report submittal and any other information the permit writer requests.

2. Lawsuit with the City of Lompoc

Staff met with City of Lompoc staff on December 6th to discuss the WW agreement. We are continuing to work with the Developer representatives on the “deal points” for the water service. The Board will receive an update during the closed session.

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

Please refer to the Solar Project Update

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

Staff continues to look for ways to improve our public outreach. We consistently post updated information on the website to include agendas, board packets, Consumer Confidence Report, and the newsletter from the Santa Ynez River Water Conservation District. Operations and Admin staff frequently interact with our customers thus resulting in opportunities for public outreach and providing information to the community. [No Changes]

5. Pursue Grant Funding Opportunities for Capital Projects

Staff is scheduled to attend a Wastewater Funding Fair on December 13th. The Funding Fair is sponsored by the Central Coast Regional Water Quality Control Board. Staff will provide an oral update at the December 14th Board meeting. [No Changes]

Updated January 12, 2023

NOTE: The New Committee Assignments have not been completed

Committee	Completed Meeting Date	Summary of Discussion	Future Meeting Date	Topics for Discussion
<p>Wastewater</p> <p>Heavin & Mac Kenzie Alternative- Naughton</p>		<p>Director MacKenzie and GM Hagemann have been reviewing the draft Burton Ranch wastewater Agreement. On December 6th, Hagemann met with the City of Lompoc staff to discuss the draft Agreement. Hagemann provided comments on the draft Agreement to the City staff on December 16th</p>	TBD	TBD
<p>Finance</p> <p>Naughton & Nix Alternative- Dietrich</p>	10/14/2022	<p>The Committee met on October 14th, the agenda items included District Investment Policy and District Reserve Policies. The Committee members will provided a report out at the Board meeting.</p>	TBD	TBD
<p>Water</p> <p>Dietrich & MacKenzie Alternative- Nix</p>	<u>10/3/2022</u>	<p>The Committee continued discussion of the Development Agreement for the Burton Ranch project and infrastrure costs as described in the NBS Capacity Fee Study approved by the Board in 2019. The Committee will provide an oral report update to the full Board at the meeting</p>	TBD	TBD
<p>Energy</p> <p>Heavin & Nix Alternative- Naughton</p>	10/14/2022	<p>The Energy Committee provided a quick update of the Watthub proposal to the full Board at the November 16th Board meeting. The Board directed staff to bring the item back for further consideraton at the December Board meeting. Staff has invited the Watthub representative to virtually attend the meeting to summarize the proposal and respond to comments.</p>	TBD	TBD
<p>Personnel</p> <p>Naughton & Nix Alternative-Heavin</p>	10/7/2022	<p>The Committee discussed the status of filling the upcoming Board member vacancies; staff recruitment for filling the recently vacated operations position; and restructuring the Operations Dept. to bring back the Operations Supervisor position.</p>	TBD	TBD
<p>Western Managment Area Committee for Groundwater Sustainability</p> <p>Heavin Alternative- Nix</p>	<u>11/16/2022</u>	<p>The WMA GSA had a Special Meeting on November 16th, 2022, the meeting agenda packet is provided as an attachment to this report. The December 16th WMA meeting has been cancelled. The next Meeting of the WMA GSA is scheduled for January 25, 2023.</p>	1/25/2023	TBD

Mission Hills Community Services District
Revenue and Expenses Previous Year
Comparison
December 2022

	A	B	C	D	E	F	G	H	J	L	M
1											
2								Dec 22	Dec 21	\$ Change	Description
3							Ordinary Income/Expense				
4							Income				
5							4005 · 48 hour notice fees	225.00	15.00	210.00	
6							4025 · Construction hydrant meter	50.00	100.00	-50.00	
7							4045 · Late fees	1,732.42	0.00	1,732.42	No Late Fees 2021
8							4060 · Reconnection fees	100.00	0.00	100.00	
9							4075 · Returned check fees	50.00	125.00	-75.00	
10							4085 · Sewer basic charges	90,466.15	84,141.13	6,325.02	Rate Change 2022
11							4095 · Street sweeping charges	1,506.12	1,509.76	-3.64	
12							4105 · Water basic charges	56,000.04	60,320.59	-4,320.55	Rate Change 2022
13							4115 · Water usage charges	42,209.58	42,893.10	-683.52	Rate Change 2022
14							Total Income	192,339.31	189,104.58	3,234.73	
15							Gross Profit	192,339.31	189,104.58	3,234.73	
16							Expense				
17							6000 · Salaries and wages				
18							6005 · Wage expense	55,168.12	52,344.70	2,823.42	Fully Staffed 2022
19							6010 · Payroll tax expense	4,414.29	4,329.91	84.38	
20							Total 6000 · Salaries and wages	59,582.41	56,674.61	2,907.80	
21							6050 · Employee benefits				
22							6060 · Disability insurance	273.03	459.16	-186.13	
23							6065 · Health insurance	7,999.90	12,637.86	-4,637.96	Coverage Eligibility Timing
24							6075 · Retirement expenses	1,427.89	1,317.96	109.93	
25							6090 · Vacation & Sick Leave	2,047.64	2,428.80	-381.16	
26							6095 · Benefit Administration	89.82	89.82	0.00	
27							Total 6050 · Employee benefits	11,838.28	16,933.60	-5,095.32	
28							6100 · Director fees	500.00	1,250.00	-750.00	
29							6110 · Depreciation expense	28,189.70	31,054.00	-2,864.30	Slightly Less Depreciation 2022
30							6140 · Vehicle expenses				
31							6145 · Tractor and equipment	0.00	0.00	0.00	
32							6150 · Vehicle fuel	0.00	1,562.87	-1,562.87	Have Not Received Dec 2022 Bill From County of SB
33							6155 · Vehicle maintenance	0.00	159.00	-159.00	Have Not Received Dec 2022 Bill From County of SB
34							Total 6140 · Vehicle expenses	0.00	1,721.87	-1,721.87	
35							6200 · Office expenses				
36							6205 · Bank fees and charges	0.00	52.00	-52.00	
37							6210 · Cash (over) / short	0.00	0.00	0.00	
38							6220 · Licenses and fees	330.00	125.00	205.00	
39							6225 · Miscellaneous expenses	0.00	76.08	-76.08	
40							6230 · Office supplies	67.61	429.63	-362.02	
41							6235 · Postage expense	708.33	570.00	138.33	
42							6245 · Office Equipment	169.17	965.21	-796.04	
43							Total 6200 · Office expenses	1,275.11	2,217.92	-942.81	
44							6300 · Operating supplies and expenses				
45							6310 · Miscellaneous supplies	1,005.47	2,506.38	-1,500.91	
46							6315 · Oil expense	0.00	376.15	-376.15	
47							6325 · Portable equipment	0.00	45.88	-45.88	
48							6330 · Shop supplies	0.00	825.55	-825.55	
49							6335 · Small tools and appliances	115.13	135.48	-20.35	
50							6340 · Chemicals				
51							6342 · Bioremediation	0.00	2,314.05	-2,314.05	Less Chemicals 2022
52							6344 · Chlorine	1,079.16	898.49	180.67	
53							6345 · Corrosion inhibitor	3,048.11	4,749.16	-1,701.05	Less Chemicals 2022
54							6347 · Other chemicals	0.00	98.47	-98.47	
55							Total 6340 · Chemicals	4,127.27	8,060.17	-3,932.90	
56							Total 6300 · Operating supplies and ex	5,247.87	11,949.61	-6,701.74	
57							6350 · Safety expenses				
58							6365 · Safety equipment	0.00	268.86	-268.86	
59							6375 · Other safety expenses	0.00	109.67	-109.67	
60							Total 6350 · Safety expenses	0.00	378.53	-378.53	
61							6410 · Contractual services				
62							6420 · Cleaning service	200.00	200.00	0.00	

Mission Hills Community Services District
Revenue and Expenses Previous
Year Comparison
December 2022

	A	B	C	D	E	F	G	H	J	L	M
1											
2								Dec 22	Dec 21	\$ Change	Description
63							6425 · Office equip maintenance	207.99	227.06	-19.07	
64							6430 · Internet access	163.35	159.73	3.62	
65							6435 · Landscaping services	210.00	215.28	-5.28	
66							6437 · Pest Control	0.00	50.00	-50.00	
67							6445 · Security expense	112.50	112.50	0.00	
68							6449 · SCADA Support	0.00	3,125.00	-3,125.00	
69							6450 · Software support	1,421.75	1,272.50	149.25	
70							6452 · Credit Card Processing	-781.75	261.11	-1,042.86	
71							6453 · Software Subscriptions	118.38	304.80	-186.42	
72							6455 · Street sweeping services	1,414.60	1,286.00	128.60	
73							6466 · Emissions Testing	803.40	1,334.28	-530.88	
74							6470 · Other contractual services	15.25	15,427.35	-15,412.10	Wallace Group, FRM, Mark Schwind Electric, American Safety Services 2021
75							Total 6410 · Contractual services	3,885.47	23,975.61	-20,090.14	
76							6475 · Professional services				
77							6485 · Engineering services	0.00	1,086.99	-1,086.99	
78							6490 · Legal services	193.90	21,685.11	-21,491.21	Less Attorney Fees
79							Total 6475 · Professional services	193.90	22,772.10	-22,578.20	
80							6500 · Printing and publication	43.50	48.94	-5.44	
81							6505 · Equipment lease and rentals	994.57	994.57	0.00	
82							6525 · Research and monitoring				Reduced Monitoring Required 2022 - Changed Facility
83							6535 · Monitoring expense	553.00	6,025.22	-5,472.22	
84							Total 6525 · Research and monitoring	553.00	6,025.22	-5,472.22	
85							6600 · Travel and meetings				
86							6610 · Meals	0.00	349.46	-349.46	
87							6620 · Staff training	0.00	735.00	-735.00	
88							Total 6600 · Travel and meetings	0.00	1,084.46	-1,084.46	
89							6650 · Utilities				
90							6655 · Cell phones	0.00	186.19	-186.19	
91							6665 · Electrical	11,294.46	12,407.71	-1,113.25	Lower Electric Bills 2022
92							6670 · Natural gas	2,455.01	2,165.01	290.00	
93							6685 · Telephone	198.69	304.59	-105.90	
94							6691 · Trash & Recycling	292.02	222.49	69.53	
95							Total 6650 · Utilities	14,240.18	15,285.99	-1,045.81	
96							6700 · Government fees and charges	23,277.28	28,877.01	-5,599.73	
97							6720 · Repairs and maintenance				
98							6730 · Distribution expense	0.00	26.48	-26.48	
99							6750 · Collection expense	0.00	53.68	-53.68	
100							6760 · Shop and equip repairs	51.06	1,729.48	-1,678.42	
101							6765 · Supplies and small tools	0.00	621.72	-621.72	
102							6775 · Filtration Plant	646.60	3,315.27	-2,668.67	
103							6785 · Wells and pumping	440.00	1,302.23	-862.23	
104							6790 · Waste water plant	9,846.70	0.00	9,846.70	Replace Flo Dar Meter 2022
105							6795 · Other repairs and mainten	1,126.59	23.49	1,103.10	
106							Total 6720 · Repairs and maintenance	12,110.95	7,072.35	5,038.60	
107							Total Expense	161,932.22	228,316.39	-66,384.17	
108							Net Ordinary Income	30,407.09	-39,211.81	69,618.90	
109							Other Income/Expense				
110							Other Income				
111							7006 · Market Appreciation/(Depr)	1,416.38	-3,707.88	5,124.26	
112							7010 · Interest income	1,946.11	1,837.29	108.82	
113							Total Other Income	3,362.49	-1,870.59	5,233.08	
114							Net Other Income	3,362.49	-1,870.59	5,233.08	
115							Net Income	33,769.58	-41,082.40	74,851.98	

Mission Hills Community Services District
Disbursements Journal
December 2022

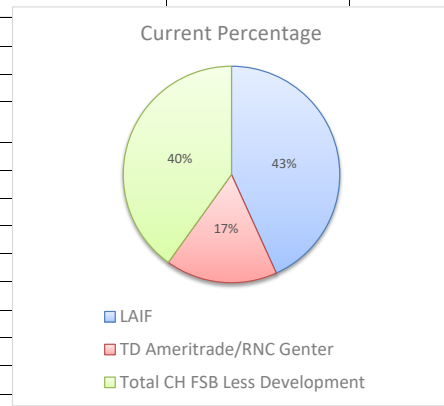
	A	B	G	I	K	L	M	N
1			Date	Num	Name		Amount	Explanation
2		1000 · FSB - Operating 1535412						
3			12/02/2022	33054	Akeso Occupational Health		-265.00	
4			12/02/2022	33055	American Industrial Supply		-464.91	
5			12/02/2022	33056	Bremer Auto Parts		-232.05	
6			12/02/2022	33057	Brenntag Pacific, Inc		-7,590.93	Chemicals
7			12/02/2022	33058	Clinical Labs of San Bernardino Inc		-1,085.50	
8			12/02/2022	33059	De Lage Landen Financial Service		-169.17	
9			12/02/2022	33060	Fluid Resource Management		-1,190.00	
10			12/02/2022	33061	Frontier Communications		-61.72	
11			12/02/2022	33062	Rate Payer Refund		-77.57	
12			12/02/2022	33063	Rate Payer Refund		-27.07	
13			12/02/2022	33064	Jon's Lawn Mowing		-232.10	
14			12/02/2022	33066	Mission Paving Inc		-750.00	
15			12/02/2022	33067	O'Connor Pest Control		-110.00	
16			12/02/2022	33068	Ponton Industries, Inc.		-500.00	
17			12/02/2022	33069	SoCalGas		-71.50	
18			12/02/2022	33070	SP Maintenance Services, Inc.		-1,414.60	
19			12/02/2022	33071	Standard Insurance Company		-262.98	
20			12/02/2022	33072	Stantec		-225.25	
21			12/02/2022	33073	Ultrex Inc		-225.51	
22			12/02/2022	33074	Underground Service Alert of SC		-15.25	
23			12/02/2022	33075	Valley Rock Ready Mix, Inc.		-376.59	
24			12/02/2022	33076	Judith H. Smith		-2,625.00	Employee Manual Review
25			12/09/2022	EFT	Verizon		-1.15	
26			12/14/2022	33077	ACECO Equipment Rentals		-255.72	
27			12/14/2022	33078	ACWA/JPIA *Medical Insurance		-8,885.96	Monthly Health Insurance
28			12/14/2022	33079	American Industrial Supply		-145.22	
29			12/14/2022	33080	BPELSG		-180.00	
30			12/14/2022	33081	California Special Districts Associa		-8,186.00	Annual Membership Dues
31			12/14/2022	33082	Carmel & Naccasha LLP		-193.90	
32			12/14/2022	33083	Comcast		-179.30	
33			12/14/2022	33084	Compuvision		-43.75	
34			12/14/2022	33085	County of Santa Barbara- Gen Svc		-1,445.57	
35			12/14/2022	33086	Home Depot		-593.00	
36			12/14/2022	33087	ICONIX Waterworks (US) Inc.		-512.28	
37			12/14/2022	33089	Kendra L Estes Marketing Supplies		-266.47	
38			12/14/2022	33090	Linde Gas & Equipment Inc		-41.72	
39			12/14/2022	33091	Michael Smith		-3,700.00	Welding Services
40			12/14/2022	33092	Pro3 Automation Inc		-5,405.00	Well #6 & Well #7 Work
41			12/14/2022	33093	Staples Business Credit		-158.84	
42			12/14/2022	33094	State Water Resources Control Bo		-55.00	
43			12/14/2022	33095	Valley Roll-Off Service		-1,016.67	
44			12/14/2022	33096	Wallace Group		-261.50	
45			12/14/2022	33097	Waste Management		-292.02	
46			12/29/2022	33100	American Industrial Supply		-378.40	
47			12/29/2022	33101	Brenntag Pacific, Inc		-4,127.27	Chemicals
48			12/29/2022	33102	Compuvision		-915.50	
49			12/29/2022	33103	Core & Main		-21,148.67	Meters
50			12/29/2022	33104	Rate Payer Refund		-21.12	
51			12/29/2022	33105	East Mesa Oaks HOA		-30.71	
52			12/29/2022	33106	Frontier Communications		-64.79	
53			12/29/2022	33107	Herrera, Jose -v		-95.00	
54			12/29/2022	33108	Juana Garcia Rodriguez		-200.00	Monthly Janitorial Service
55			12/29/2022	33109	Mission Paving Inc		-750.00	
56			12/29/2022	33110	Rate Payer Refund		-97.06	
57			12/29/2022	33111	Smith Alarms & Electronics, Inc.		-112.50	
58			12/29/2022	33112	Standard Insurance Company		-273.03	
59			12/29/2022	33113	State Water Resources Control Bo		-12,017.00	Various Annual Fees
60			12/29/2022	33114	Ultrex Inc		-207.99	
61			12/29/2022	33115	Valley Rock Ready Mix, Inc.		-376.59	
62		Total 1000 · FSB - Operating 1535412					-90,607.40	
63		1060 · CHCU - General 4163						
64			12/01/2022	EFT	Tierzero		-133.90	
65			12/02/2022	32883	Five Star Bank		-200,000.00	Transfer of Funds to New Bank
66			12/09/2022	EFT	SoCalGas		-898.47	

Mission Hills Community Services District
Disbursements Journal
December 2022

1	A	B	G	I	K	L	M	N
			Date	Num	Name		Amount	Explanation
67			12/09/2022	EFT	Pitney Bowes		-110.42	
68			12/09/2022	EFT	PG&E		-3,409.18	Utility Bill
69			12/23/2022	EFT	PG&E		-10.42	Utility Bill
70			12/28/2022	EFT	PG&E		-233.60	Utility Bill
71			12/28/2022	EFT	PG&E		-1,519.97	Utility Bill
72			12/28/2022	EFT	PG&E		-3,389.02	Utility Bill
73			12/28/2022	EFT	PG&E		-532.60	Utility Bill
74			12/28/2022	EFT	PG&E		-2,253.79	Utility Bill
75			12/28/2022	EFT	PG&E		-44.18	Utility Bill
76			12/30/2022	EFT	TASC		-89.82	
77			12/31/2022	EFT	Right Networks		-118.38	
78		Total 1060 · CHCU - General	4163				-212,743.75	
79		1070 · CHCU - Payroll 4155						
80			12/02/2022	1354	Matrix Trust Company		-4,213.20	401K/457 Contributions
81			12/07/2022		Payroll		-19,432.83	
82			12/09/2022	E-pay	EDD		-1,511.72	
83			12/09/2022	E-pay	IRS USATAXPYMT		-5,470.58	
84			12/09/2022	EFT	CA State Disbursement Unit/Exper		-299.07	
85			12/14/2022	1355	Matrix Trust Company		-4,220.93	401K/457 Contributions
86			12/21/2022		Payroll		-19,651.08	
87			12/21/2022		Payroll		-456.24	
88			12/22/2022	E-pay	EDD		-1,525.67	
89			12/22/2022	E-pay	IRS USATAXPYMT		-5,608.30	
90			12/22/2022	EFT	CA State Disbursement Unit/Exper		-299.07	
91			12/29/2022	1356	Matrix Trust Company		-4,129.57	401K/457 Contributions
92			12/30/2022	EFT	AFLAC		-66.82	
93		Total 1070 · CHCU - Payroll	4155				-66,885.08	
94		1075 · CHCU - ACH 4130						
95			12/16/2022	EFT	Springbrook (ACH Services)		-203.87	
96		Total 1075 · CHCU - ACH	4130				-203.87	
97		TOTAL					-370,440.10	

	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	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		12,272	12,405
13	Feb-23	\$ 94,375	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		16,772	14,913
14	Mar-23	\$ 91,000	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		19,671	13,658
15	Apr-23	\$ 90,625	\$ -	\$ -	\$ 83,750	\$ -	\$ -	\$ -		17,723	13,480
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	\$ 669,858	\$ (1,142)	\$ 1,005,000	\$ 517,435	\$ 14,935	\$ 13,794	112,248	229,636	216,704
21									Year to Date Monthly Averages		
22	YTD avg	100%	54%		100%	51%			18,708	19,136	18,059
23									Yearly Average	19,136	18,059
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
1	Bank Account Summary						
2							
3		7/31/2022	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/31/2022
31							
32	LAIF	\$1,740,868	\$1,740,868	\$1,740,868	\$1,746,792	\$1,746,792	\$1,746,792
33							
34	TD Ameritrade/RNC Genter	\$1,275,353	\$1,272,832	\$1,267,141	\$1,265,349	\$1,274,442	\$676,072
35							
36	Coast Hills FCU						
37	Checking	\$509,281	\$403,898	\$385,477	\$506,532	\$407,477	\$301,898
38	Development	\$0	\$0	\$0	\$0	\$0	\$0
39	Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202
40	Savings	\$0	\$0	\$0	\$0	\$0	\$0
41	Payroll	\$62,923	\$33,096	\$18,384	\$14,140	\$14,451	\$36,764
42	ACH (Sweep Account)	\$1,000	\$2,522	\$2,910	\$3,570	\$3,285	\$1,000
43	Total Coast Hill FCU	\$573,406	\$439,717	\$406,972	\$524,444	\$425,415	\$339,864
44							
45	Five Star Bank						
46	Operating	\$369	\$150,380	\$150,393	\$77,085	\$68,835	\$220,420
47	Development	\$261,437	\$261,459	\$261,481	\$261,503	\$261,525	\$261,547
48	Money Market	\$455,694	\$456,275	\$456,837	\$457,552	\$458,305	\$1,059,879
49	ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0
50	Payroll	\$0	\$0	\$0	\$0	\$0	\$0
51	Total Five Star Bank	\$717,500	\$868,114	\$868,711	\$796,140	\$788,664	\$1,541,845
52							
53	Combined Balance	\$4,307,127	\$4,321,532	\$4,283,693	\$4,332,724	\$4,235,313	\$4,304,572
54							
55	Monthly Change	\$1,238	\$14,404	-\$37,839	\$49,031	-\$97,411	\$69,259
56							
57	Fiscal Year Monthly Change To Date						
58	-\$1,317						
59							
60	INVESTMENT STRATEGY						
61	Along with resuming active management, the Finance Committee and Staff recommend a						
62	balanced distribution of monies as stated below						
63	between TD Ameritrade, LAIF and Coast Hills						
64	Credit Union/Five Star Bank. This distribution will						
65	allow the District to maximize yields on						
66	investments, while meeting operating and capital						
67	cash needs						
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 unrestricted						
73	cash						
74	Goal of about 45%						
75	03. LAIF: 50% of the balance of unrestricted cash						
76	Goal of about 45%						
77							
78							



	B	C	D	E	F	G	H	L	M
1	Mission Hills Community Services District								6
2	Budget to Actual Comparison								0.50
3	JUL 22 -DEC 22								6
4		Budgeted	Prorated Budget	Actual		Remainder		% of Budget	Explanation
5	Income	Fiscal Year 22-23	JUL 22 -DEC 22	JUL 22 -DEC 22	Difference	Budgeted Amount		50%	
6	Late Fees/Charges	\$ 50,000	\$ 25,000	\$ 16,367	\$ (8,633)	\$ 33,633		33%	Lower Than Budgeted
7	Water Service	\$ 1,250,000	\$ 625,000	\$ 669,858	\$ 44,858	\$ 580,142		54%	Slightly Higher Than Budgeted
8	Sewer Service	\$ 1,005,000	\$ 502,500	\$ 517,435	\$ 14,935	\$ 487,565		51%	Slightly Higher Than Budgeted
9	Street Sweeping	\$ 18,000	\$ 9,000	\$ 9,035	\$ 35	\$ 8,965		50%	On Track With Budget
10		\$ 2,323,000	\$ 1,161,500	\$ 1,212,695	\$ 51,195	\$ 1,110,305		52%	Revenue is 2% Above Budget
11									
12									
13		Budgeted		Actual		Remainder			
14	Expense	Fiscal Year 22-23	JUL 22 -DEC 22	JUL 22 -DEC 22	Difference	Budgeted Amount			
15	Salaries & Wages	\$ 705,000	\$ 352,500	\$ 367,975	\$ (15,475)	\$ 337,025		52%	Slightly Higher Than Budgeted
16	Employee Benefits	\$ 250,000	\$ 125,000	\$ 113,497	\$ 11,503	\$ 136,503		45%	Slightly Lower Than Budgeted
17	Director Fees	\$ 16,500	\$ 8,250	\$ 3,500	\$ 4,750	\$ 13,000		21%	Less Meetings Than Budgeted
18	Depreciation	\$ 375,000	\$ 187,500	\$ 169,138	\$ 18,362	\$ 205,862		45%	Depreciation Slightly Lower Than Budgeted
19	Election Expense	\$ 3,000	\$ 1,500	\$ -	\$ 1,500	\$ 3,000		0%	No Election Expense
20	Vehicle Expense	\$ 23,000	\$ 11,500	\$ 15,563	\$ (4,063)	\$ 7,437		68%	More Maintenance Than Budgeted - Additional Vehicles
21	Insurance	\$ 25,000	\$ 12,500	\$ 11,875	\$ 625	\$ 13,125		47%	Slightly Lower Than Budgeted
22	Memberships	\$ 30,000	\$ 15,000	\$ 19,834	\$ (4,834)	\$ 10,167		66%	Timing of Payment of Memberships
23	Office Expenses	\$ 25,000	\$ 12,500	\$ 10,910	\$ 1,590	\$ 14,090		44%	Slightly Lower Than Budgeted
24	Operating Supplies	\$ 25,000	\$ 12,500	\$ 9,217	\$ 3,283	\$ 15,783		37%	Lower Than Budgeted
25	Chemicals	\$ 100,000	\$ 50,000	\$ 35,256	\$ 14,744	\$ 64,744		35%	Lower Than Budgeted
26	Safety	\$ 5,000	\$ 2,500	\$ 2,549	\$ (49)	\$ 2,451		51%	Slightly Higher Than Budgeted
27	Contractual Services	\$ 125,000	\$ 62,500	\$ 62,780	\$ (280)	\$ 62,220		50%	Slightly Higher Than Budgeted
28	Professional Services	\$ 125,000	\$ 62,500	\$ 35,945	\$ 26,555	\$ 89,055		29%	Lower Than Budgeted
29	Printing & Publication	\$ 5,300	\$ 2,650	\$ 1,527	\$ 1,123	\$ 3,773		29%	Lower Than Budgeted
30	Equipment Lease	\$ 13,500	\$ 6,750	\$ 4,879	\$ 1,871	\$ 8,621		36%	Lower Than Budgeted
31	Monitoring	\$ 36,000	\$ 18,000	\$ 9,275	\$ 8,725	\$ 26,725		26%	Lower Than Budgeted
32	Travel/Meetings/Meals	\$ 15,000	\$ 7,500	\$ 10,298	\$ (2,798)	\$ 4,702		69%	Increased Attendance in Conferences
33	Utilities	\$ 220,000	\$ 110,000	\$ 101,760	\$ 8,240	\$ 118,240		46%	Slightly Lower Than Budgeted
34	Government Fees	\$ 35,000	\$ 17,500	\$ 28,397	\$ (10,897)	\$ 6,603		81%	Timing of Payment of SWRCB Fees
35	Repairs & Maintenance	\$ 80,000	\$ 40,000	\$ 45,955	\$ (5,955)	\$ 34,045		57%	Timing of Payment Flo Dar Meter
36	Miscellaneous Expenses	\$ 25,000	\$ 12,500	\$ -	\$ 12,500	\$ 25,000		0%	Uncollectables or Write Offs
37		\$ 2,262,300	\$ 1,131,150	\$ 1,060,130	\$ 71,020	\$ 1,202,170		47%	Expenses Are 3% 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
Lupe Huitron, Board Secretary

DATE: January 18, 2023

SUBJECT: Consider revision of Exhibit A to the District's Conflict of Interest Code to incorporate Santa Barbara County Clerk's Office recommended language regarding filing a Form 700

Recommendation / Proposed Motion

Recommendation: Review and approve updated Conflict of Interest Code policy 1002 (Exhibit A) to reflect Santa Barbara County Clerk's Office recommended language regarding filing a Form 700.

Discussion

Santa Barbara County Clerk's Office advised Mission Hills Community Services District to update the language for Directors to file their form 700.

Attachment(s):

1. Policy 1002 (Exhibit A) Updated effective January 18, 2023.

Exhibit "A"

1002 Conflict of Interest

Effective Date: **September 21, 2022,**
Resolution Reference: **Resolution 22-345 Revision**
Date: September 21, 2022
Resolution Reference:

1. The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which employees are designated and in which disclosure categories are set forth, shall constitute the Conflict-of-Interest Code of the Mission Hills Community Services District.
2. All persons required to file Statements of Economic Interest, shall file the Statement of Economic Interest either, electronically with the County Clerk, or with the MHCSD Secretary to the Board of Directors. Upon receipt of the Statements of Economic Interest, the District will make and retain a copy and forward the original Statements of Economic Interest to the Clerk of the Board of Supervisors. The Statements of Economic Interest are public records subject to Government Code Section 81008. The public may review and obtain copies of the Statements of Economic Interest pursuant to Section 81008.
- 2 Designated employees may file their statements online using eDisclosure, which will submit the Form 700 to the County Clerk, Recorder and Assessor. Statements will be made available for public inspection and reproduction (Gov Code Section 81008). Your Department/Agency's filing official can give you access.

Designated employees who file using a paper form 700 shall file with the code Agency. Upon receipt of the statement filed by the designated employee, a copy shall be retained with the Code Agency and the original shall be forwarded to the County Clerk, Recorder and Assessor.

Commented [GH1]: County Clerk reached out stating that the "Filing Location" on Resolution 22-345 (Exhibit A attachment) for 700 forms need to be changed. This is the Recommended language from County Clerk, Legal council Approved



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
Lupe Huitron, Administrative Assistant/Board Secretary
DATE: January 14, 2023
SUBJECT: Officer Elections for 2023

Recommendation / Proposed Motion

- Recommendation: Nominate and elect a President, Vice-President, and Finance Officer for the calendar year 2023.
- Proposed Nomination: I nominate "Director" to be President of the Mission Hills Community Services District for calendar year 2023
- Proposed Nomination: I nominate "Director" to be Vice-President of the Mission Hills Community Services District for calendar year 2023
- Proposed Nomination: I nominate "Director" to be Finance Officer of the Mission Hills Community Services District for calendar year 2023

Policy Reference

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

Alternatives Considered

None considered

Background

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

Discussion

The Board deferred this item from the December 2022 Board meeting to the January 18, 2023, meeting. The Board should elect the Board President, Vice President and Finance Officer for calendar year 2023. The newly elected President can coordinate with the Directors regarding their preference(s) for Committee assignments and appoint them at this meeting during Business Item 7.B. or defer some or all of the Committee assignments to the February 15, 2023, Board meeting.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Brad Hagemann, General Manager

DATE: January 18, 2023

SUBJECT: Discuss and Consider Committee Assignments for 2023

Recommendation:

Receive Staff Report and Consider making the 2023 Committee Assignments or Provide Other Direction to Staff

Fiscal Impact:

None

Discussion:

In accordance with the District By-Laws, the newly elected Board President is responsible for reviewing and making Committee assignments for the coming calendar year. The newly elected Board President may consult with Board members and make the Committee assignments at this meeting or may choose to make the Committee assignments at the February 15, 2023, Regular Board meeting.

The 2022 Committee Assignments are shown on the Attachment to this Staff Report. The terms for Director's Nix and Naughton expired in December 2022. The Committee's that Directors Nix and Naughton participated on in 2022 are highlighted in yellow.

2022 Officers / Directors

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

2022 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, Nix	Naughton
Personnel	Naughton, Nix	Heavin
Finance	Naughton, Nix	Dietrich
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	Nix



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
DATE: January 18, 2023
SUBJECT: Consider Approval of Resolution Updating the Authorized Signatories on the District Bank Accounts

Recommendation / Proposed Motion

- Recommendation: That the Board of Directors Approve Resolution No. 23-349
- Proposed Motion: Approve Resolution 23-349

Discussion/Recommendation

With the appointment/election of the new Directors it is appropriate for the Board to update the signatories for the District's accounts with Five Star Bank and Coast Hills Credit Union. Staff recommends the Board approve Resolution No. 23-349 updating the authorized signatories on the District's Bank Accounts and authorize the General Manager to send any needed correspondence to the banks.

ATTACHMENTS

- A. Resolution No. 23-349

**MISSION HILLS COMMUNITY
SERVICES DISTRICT**

RESOLUTION NO 23-349

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MISSION HILLS COMMUNITY SERVICES
DISTRICT UPDATING THE AUTHORIZED
SIGNATORIES ON THE DISTRICT'S BANK
ACCOUNTS**

WHEREAS, the Mission Hills Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

WHEREAS, on January 19, 2022, the Board of Directors approved the opening of an account at Five Star Bank with funds held in accounts at Coast Hills Credit Union; and

WHEREAS, In December 2022, Director Karina Naughton's and Director Bruce Nix's terms expired and Mr. James Keeling and Mr. Matt Starbuck were appointed to fill those vacant positions.

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

1. The Mission Hills Community Services District Board of Directors authorizes the following:

The following persons and their successors are authorized to sign on the District's Bank Accounts:

Signer #1 – James Keeling, Director	Signer #5 – Myron Heavin, Director
Signer #2 – Matt Starbuck, Director	Signer #6 – Brad Hagemann, General Manager
Signer #3 – Jim MacKenzie, Director	
Signer #4 – Stephen Dietrich, Director	

President, Board of Directors

ATTEST :

Guadalupe Huitron, Board Secretary



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Brad Hagemann, General Manager

DATE: January 18, 2023.

SUBJECT: Information Item to Discuss the Status of the Solar Project Request for Proposal

Recommendation:

Staff recommends that the Board of Directors Receive the Staff Report and Provide Direction to Staff

Fiscal Impact:

The District's FY 2022/2023 Budget does not currently include funding for the purchase and installation of a commercial solar project. Solar project vendors typically include two funding options, a Power Purchase Agreement (PPA) and a cash purchase option. If the Board decides to move forward with a project, they may want to also consider financing the project through the CSDA Foundation or other third-party options.

Discussion:

At the December 14, 2022, Board meeting, the Board of Directors reviewed a Preliminary Solar Project feasibility study/proposal from Watthub. The Board was encouraged by the findings of the preliminary report/proposal and directed staff to prepare a formal Request for Proposals in conformance with the District's Purchasing Policy and the State of California Contracting Code. As the Board is aware, the cost/value of this project could be in excess of \$1,000,000, depending on the size (how many KWs) and the number of sites.

Staff is using a recent RFP template from another Community Services District to assist with the preparation of the Request for Proposals utilizing the Design-Build (DB) contracting method. We intend to award the contract to the selected Design-Build team that best meets the District's Project Objectives and provides the greatest overall value to the District. Staff is working on the RFP and hopes to have it circulated within the next 7 – 10 days. We will provide a schedule update at the January 18th Board meeting.



MISSION HILLS COMMUNITY SERVICES DISTRICT

8. 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

LAST PAGE OF BOARD PACKET