

Board of Directors

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



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

Jerry Gruber; General Manager

Board of Directors

Mission Hills Community Services District

1550 East Burton Mesa Boulevard, Lompoc, CA 93436-2100

Mission Hills Community Services District Board Room

WWW.MHCSD.ORG

Regular Meeting Agenda

Wednesday, April 21, 2021

4:30 PM CLOSED SESSION

6:00 PM REGULAR MEETING

*****BY VIRTUAL TELECONFERENCE ONLY*****

[CLICK HERE TO JOIN](#)

Meeting ID: 946 700 6985 Phone: 1 669 900 9128

Pursuant to the provisions of California Governor’s Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of Covid-19, this meeting will be held by virtual teleconference only, with no physical location.

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

Meeting ID: 946 700 6985

Phone: 1.669.900.9128

Agenda prepared under Government Code Section 54954.2, members of the public who wish to participate by computer or phone can find the instructions at the beginning of this agenda. To ensure participation in a particular item, we suggest calling in or connecting online 15 minutes before the item you wish to speak on.

Pursuant to State law, The District may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2) If you are compensated to communicate with District Officials, you may be required to register and/or make certain disclosures as a lobbyist, please see the Clerk for additional information.

4:30 P.M. CLOSED SESSION

CALL TO ORDER:

- 1. PUBLIC COMMENT ON CLOSED SESSION ITEMS ONLY**
- 2. RECESS TO CLOSED SESSION**
- 3. 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 COMMUNITY SERVICES DISTRICT**
- 4. REPORT OUT OF CLOSED SESSION**

6:00 P.M. REGULAR MEETING

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

ACCEPTANCE OF THE AGENDA: The Board of Directors will discuss the agenda, may amend the order, add urgency items, note abstentions or “no” votes on Consent Calendar items, and request items be removed from Consent Calendar for Discussion. The Board of Directors may also remove items from the Consent Calendar prior to that portion of the Agenda.

PUBLIC COMMENT: Members of the public may speak to agendized items; up to three minutes per speaker, to be determined by the presiding officer. If you wish to address the Board of Directors on any issue that is on this agenda, please complete a speaker request card located on the table at the entrance to the board room, and deliver it to the Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Board of Directors, but it is very helpful. Public comment may be addressed to the full Legislative Body via email: js@mhcsd.org.

1. CONSENT CALENDAR:

The following items will be voted on in one motion. Individual items may be removed by any Board Member for separate discussion at this time or under the Acceptance of Agenda.

A. APPROVAL OF MINUTES:

- 3/12/2021 FINANCE COMMITTEE MEETING MINUTES
- 3/12/2021 PERSONNEL COMMITTEE MEETING MINUTES
- 3/17/2021 SPECIAL MEETING MINUTES
- 3/17/2021 REGULAR MEETING MINUTES
- 3/26/2021 FINANCE COMMITTEE MEETING MINUTES
- 3/26/2021 WATER COMMITTEE MEETING MINUTES

B. CONSIDERATION OF THE PURCHASE OF 2021 HYBRID TOYOTA CAMRY LE

C. APPROVE THE SALARY RANGE FOR THE POSITION OF ADMINISTRATIVE SERVICES MANAGER

- ADMINISTRATIVE REPORTS

D. GENERAL MANAGERS REPORT

E. ACCOUNTANT REPORT

F. CLERK/ANALYST REPORT

G. WATER LEAD REPORT

H. WASTERWATER CPO REPORT

I. CUSTOMER SERVICE REPORT

- FINANCIAL REPORTS

J. PROFIT AND LOSS PREVIOUS YEAR COMPARISON

K. DISBURSMENT JOURNAL

L. VARIATION FROM PROJECTED INCOME

M. BANK ACCOUNT SUMMARY

N. BUDGET TO ACTUAL

2. **ACTION ITEMS:**

Include: Reports of Committes/Commission, Ordinances and Resolutions, Public Hearings, Reports of Officials, Removed Consent Calendar items, Unfinished Business and Board of Directors Matters.

A. **REVIEW AND DISCUSS PROPOSED DATE SPECIFIC IMPLEMENTATION FOR WATER AND WASTE WATER RATE STUDY INCREASE**

B. **FIRST DRAFT OF THE BUDGET FISCAL YEAR 2021/2022**

C. **REVIEW AND DISCUSS PREVIOUS COMMITTEE MEETINGS AND CONSIDER PROPOSED FUTURE COMMITTEE MEETING DATES**

3. **BOARD OF DIRECTORS SUBCOMMITTEE AND GENERAL MANAGERS COMMENTS AND**

REPORTS: This time is set aside for the Board of Directors to provide additional general comments, reports, and announcements. Additionally this time is set aside for the General Manager to update the Board of Directors on important items initiated by staff or previously requested by the Board of Directors.

4. **ORAL COMMUNICATIONS:** Members of the public may speak to any item not on the agenda. Board of Directors reserve the right to limit the duration of oral communications to 30 minutes.

5. **ADJOURNMENT:**

AMERICANS WITH DISABILITY ACT (ADA)

Persons with disabilities who require auxiliary aids or services in using District's facilities, services or programs or who would like information on the District's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (805) 733-4366 X 200 24 hours in advance. You may also email the Board Clerk at js@mhcsd.org



**MISSION HILLS COMMUNITY SERVICES
DISTRICT**

Finance Committee Meeting Minutes

9:30am Friday, March 12, 2021

The Personnel Committee of the Mission Hills Community Services District was called to order at 9:34am on Friday, March 12 2021, virtually at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

COMMITTEE MEMBERS/DIRECTORS PRESENT: Bruce Nix, Karina Naughton

STAFF PRESENT: Jerry Gruber, Carol Reynolds

OTHERS PRESENT: None

1. **Call to Order:** Meeting was called to order at 9:34am

2. **Public Comment:** No Public Comment

3. **District Business:**

Discussion regarding Rate Study Alternatives 1,2,3 and consideration of recommendation to the Board of Directors

A. The committee discussed Alternatives 1,2,3 and decided to recommend Alternative 2 to the Board of Directors.

Discussion regarding reinstatement of Late Fees for Water and Wastewater Service and consideration of recommendation to the Board of Directors

B. The committee discussed the ongoing late rate payers. The committee is open to reinstating Late Fees, but did not yet decide on a date to move forward with reinstating the fees. This will be discussed in future Board Meetings

5. **Adjournment** – Meeting was adjourned at 10:25am

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jerry Gruber", is written over a horizontal line.

Jerry Gruber, General Manager/Board Secretary



**MISSION HILLS COMMUNITY SERVICES
DISTRICT**

Personnel Committee Meeting Minutes

10:00am Friday, March 12, 2021

The Personnel Committee of the Mission Hills Community Services District was called to order at 10:25am on Friday, March 12 2021, virtually at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

COMMITTEE MEMBERS/DIRECTORS PRESENT: Bruce Nix, Karina Naughton

STAFF PRESENT: Jerry Gruber, Carol Reynolds, Carry Crumbley

OTHERS PRESENT: None

1. **Call to Order:** Meeting was called to order at 10:25am
2. **Public Comment:** No Public Comment
3. **Discussion of the job description and salary range for the Administrative Services Manager Position and consideration of recommendation to the Board of Directors:**
 - A. The Committee discussed the job description qualifications for the Administrative Services Manager Position.
 - B. The General Manager discussed the need for continuity of authority when he is out of office. The position would not have hiring/firing authority, but would report directly to the General Manager any concerns that arise. The General Manager noted that it would not result in additional staffing. Open to all internal staff to apply. Once the applicants were received, the General Manager would make the decision of placement of this position.
 - C. The Committee agreed with the General Manager that the need for continuity of authority was legitimate and also agreed that the decision of placement would be made by the General Manager, but that the Salary Range would require approval by the Board of Directors
5. **Adjournment** – Meeting was adjourned at 10:57am

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jerry Gruber", is written over a horizontal line.

Jerry Gruber, General Manager/Board Secretary



**MISSION HILLS COMMUNITY SERVICES
DISTRICT**

Special Meeting Minutes

3:30 pm Wednesday, March 17, 2021

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 3:30 pm on Wednesday, March 17, 2021, virtually at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Bruce Nix, Myron Heavin, Karina Naughton, Steve Dietrich, and Jim Mac Kenzie

DIRECTORS ABSENT:

None

STAFF PRESENT:

Jerry Gruber, Carol Reynolds, and Brad Hagemann

OTHERS PRESENT:

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

2. Public Comment: No Public Comment

3. Closed Session:

A. The Board convened to Closed Session, Conference with Legal Counsel pursuant to Gov. Code Section 54956.9, City of Lompoc vs. Mission Hills CSD.

B. The Board took no reportable action.

4. Adjournment: The Board adjourned the Special Meeting at 4:42 PM.

Respectfully Submitted,

Myron Heavin, President

Brad Hagemann, Former GM



**MISSION HILLS COMMUNITY SERVICES
DISTRICT**

Regular Meeting Minutes

4:50 pm Wednesday, March 17, 2021

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:50 pm on Wednesday, March 17, 2021, virtually at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Bruce Nix, Myron Heavin, Karina Naughton, Steve Dietrich, and Jim Mac Kenzie

DIRECTORS ABSENT:

None

STAFF PRESENT:

Jerry Gruber, Carol Reynolds, and Brad Hagemann

OTHERS PRESENT:

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment: No Public Comment

4. Special Presentations: None

5. Consent Items:

A. Approval of Minutes:

- i) February 17, 2021, Regular Board Meeting
- ii) March 1, 2021, Continuation of February Regular Board Meeting
- iii) March 3, 2021, Rate Study Workshop

B. Activity Reports for February:

- i) Administration
- ii) Water & Wastewater

- iii) Water Distribution Graph
- 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 Nix and second by Director Mac Kenzie, to accept the consent calendar as presented.

AYES: 5-0

NOES: 0

Abstain: 0

Absent: 0

6. Discussion Items:

A. Committee Updates

Staff summarized Committee meetings and reviewed the updated Committee Status Summary Table. The Finance Committee and the Water Committee directed staff to schedule Committee meetings for March 26th.

B. Rate Study

As a follow-up to the March 3, 2021, Workshop, the Finance Committee recommended the Board direct the Rate Study consultant to implement Option #2 and complete the Rate Study. After thorough discussion and an opportunity for public comments, the Board decided to table action on the Rate Study until the next regularly scheduled Board meeting.

7. Communications:

- A. Directors Comments – no comments
- B. General Manager – New General Manager Gruber provided a comprehensive list items that he will be addressing in the coming weeks and months.
- C. Staff – no comments
- D. Public Comment - No public comments.

ADJOURNMENT:

With no further business to come before the Board, the meeting adjourned at 6:45 pm.

Respectfully Submitted,

Myron Heavin, President

Brad Hagemann, Former GM



**MISSION HILLS COMMUNITY SERVICES
DISTRICT**

Finance Committee Meeting Minutes

8:30am Friday, March 26, 2021

The Finance Committee of the Mission Hills Community Services District was called to order at 8:37 am on Friday, March 26 2021, virtually at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

COMMITTEE MEMBERS/DIRECTORS PRESENT: Director, Karina Naughton;
Director, Bruce Nix

STAFF PRESENT: Jerry Gruber, Justine Shaffer, Carol Reynolds
Stephen Burfeindt; Rick Young;

OTHERS PRESENT Carry Crumbley

1. **Call to Order:** Meeting was called to order at 8:37am
2. **Public Comment:** No Public Comment
3. **Received a report from the Wastewater Chief Plant Operator (CPO) regarding the 5-year CIP preliminary draft Budget for Fiscal Year 2021/2022.**
4. **Received a report from the Water Lead Operator regarding the need for a 5-year CIP preliminary draft Budget for Fiscal Year 2021/2022.**
5. **Received a report from Accountant regarding the need for a 5-year preliminary draft Operational Budget for Fiscal Year 2021/2022.**

Respectfully Submitted,

Respectfully Submitted,

Justine Shaffer, Board Secretary

Myron Heavin, Board President



**MISSION HILLS COMMUNITY SERVICES
DISTRICT**

Water Committee Meeting Minutes

1:30pm Friday, March 26, 2021

The Water Committee of the Mission Hills Community Services District was called to order at 1:42pm on Friday, March 26 2021, virtually at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

COMMITTEE MEMBERS/DIRECTORS PRESENT: Vice-President, Steven Dietrich;
Director, Jim MacKenzie

STAFF PRESENT: Jerry Gruber, Justine Shaffer

OTHERS PRESENT None

1. Call to Order : Meeting was called to order at 1:42pm
2. Public Comment: None
3. Received a Report from the General Manager regarding the Operations and Maintenance of District Production and Systems.

Respectfully Submitted,

Respectfully Submitted,

Justine Shaffer, Board Secretary

Myron Heavin, Board President



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors
FROM: Justine Shaffer, Board Secretary/Analyst
DATE: April 21, 2021
SUBJECT: Consideration of Purchase of Hybrid Toyota Camry LE

Recommendation:

Staff recommends that the Board of Directors approve the purchase of a 2021 Hybrid Toyota Camry LE in the amount of \$25,200

Fiscal Impact:

The District's FY 2021/2022 Draft Budget has funding in the amount of \$30,000 for a vehicle.

If the vehicle is purchased, the District will stop paying the General Manager an automobile allowance in the amount of \$700.00 per month. The District will depreciate the 2021 Hybrid Toyota Camry LE over a period of seven (7) years.

Discussion:

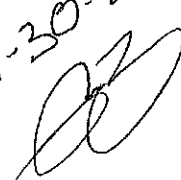
Section 6.A. of General Manager Gruber's Employment Agreement includes the following provision:

Automobile allowance of Seven Hundred Dollars (\$700) per month for business travel, provided that this benefit shall be discontinued when, at Employer's option, District purchases a vehicle for Employee's use. The District agrees to purchase a District vehicle for Employee's use as soon as practicable, but not later than 90 days from the effective date of this Agreement.

Staff obtained four different quotes for similar vehicles, which are attached. Staff is recommending the purchase of a 2021 Hybrid Toyota Camry LE through the negotiated fleet pricing and State procurement pricing available to government agencies through the Department of General Services Procurement Division. Toyota honored this price and did not require us to get a fleet number through the State. The District currently has one 2005 Chevy Suburban assigned to the Administration Department that has been budgeted for replacement. With the purchase of the Hybrid Toyota Camry LE, the Chevy Suburban will be surplussed.

Attachment - Vehicle Quotes

BUYER		CO-BUYER		Deal #:	
CA				Deal Type: Retail	
Work #:				Deal Date: 04/06/2021	
Email:				Print Time: 11:44am	
		Salesperson:			
PURCHASE OPTIONS					
Deal Type / (Scenario ID)	Retail (1)	Retail (2)			
Stock Number	210343	210173			
Year	2021	2021			
Model	PRIUS	CAMRY			
Style	5DR HB L ECO	4DR SDN AT LE			
MSRP	26,386.00	26,497.00			
Discount	1,804.10	2,373.03			
Selling Price	24,581.90	24,123.97			
Aftermarkets	0.00	0.00			
Trade Allowance	0.00	0.00			
Trade Payoff	0.00	0.00			
Total Rebates	2,500.00	1,500.00			
Customer Cash	0.00	0.00			
Term	1	1			
Payment	\$24,700.00	\$25,200.00			
Financial Inst.	CASH DEAL	CASH DEAL			
Program	NORMAL	NORMAL			
Rate or Money Factor					
Mileage Program / Annual Planned					
ESC Premium	0.00	0.00			
Maintenance	0.00	0.00			
GAP Premium	0.00	0.00			
LAH Premium	0.00	0.00			

Valid
Till
4-30-21


211416

VEHICLE INVOICE

Dealer Number:	<u>208442</u>	Invoice Date:	<u>02/23/21</u>
Invoice Number:	<u>40866-71</u>	Warehouse Number:	<u>A</u>
Order Reference:	<u>40866</u>	Zone/District:	<u>01E</u>

SOLD TO:
 TVJ SONS I, INC
 D/B/A/ HONDA OF SANTA MARIA
 P.O. BOX 1239
 SANTA MARIA, CA 93456-1239

SHIP TO:
 2175 SOUTH BRADLEY RD.
 SANTA MARIA, CA 93454

Terms: CASH DRAFT **Ship Via:** _____

<u>DESCRIPTION</u>	<u>AMOUNT</u>
HONDA ACCORD 1.5T LX	
CONTROL# 454641* 21 CV1F1MEW WX BK SHIP #	\$23,807.46
VIN# 1HGCV1F1XMA043590 ENG.#L15BE-5846632	
COLOR UPCHRG FEE	\$369.70
DESTINATION AND HANDLING CHARGE	\$995.00
SUB-TOTAL	\$25,172.16
HDAG	\$238.07
DEALER'S INVOICE MAY NOT REFLECT DEALER'S ULTIMATE VEHICLE COST GIVEN ANY REBATES, ALLOWANCES, COLLECTIONS, DISCOUNTS, HOLDBACK, INCENTIVES, ETC.	

MSRP \$25,365.00 25300/5100 50730

Key: 000M382 **Invoice Total:** \$25,410.23

WL = 72

WELLS FARGO BANK
 100 WEST WASHINGTON ST
 PHOENIX, AZ 85003
 ATTN: D

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211115

VEHICLE INVOICE

Dealer Number: 208442 Invoice Date: 10/31/20
 Invoice Number: 40855-13 Warehouse Number: A
 Order Reference: 40855 Zone/District: 01E

SOLD TO:
 TVJ SONS I, INC
 D/B/A/ HONDA OF SANTA MARIA
 P.O. BOX 1239
 SANTA MARIA, CA 93456-1239

SHIP TO:
 2175 SOUTH BRADLEY RD.
 SANTA MARIA, CA 93454

Terms: CASH DRAFT Ship Via: _____

DESCRIPTION	AMOUNT
HONDA CIVIC 2.0L 4D LX CONTROL# 522791* 21 FC2F6MEW WY-IV SHIP # VIN# 2HGFC2F63MH506577 ENG.#K20C2-5812332	\$20,077.97
COLOR UPCHRG FEE	\$373.77
DESTINATION AND HANDLING CHARGE	\$955.00
SUB-TOTAL	\$21,406.74
HDAG	\$200.78

DEALER'S INVOICE MAY NOT REFLECT DEALER'S ULTIMATE
 VEHICLE COST GIVEN ANY REBATES, ALLOWANCES,
 COLLECTIONS, DISCOUNTS, HOLDBACK, INCENTIVES, ETC.

955
 MSRP \$21,445.00 21400/5100 42890
22400
 Key: 000K418

Invoice Total: \$21,607.52

WL = 72 -

WELLS FARGO BANK
 100 WEST WASHINGTON ST
 PHOENIX, AZ 85003
 ATTN: D

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MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors.

FROM: Jerome D. Gruber –General Manager

DATE: April 21, 2021

SUBJECT: Approve the Salary Range for the position of Administrative Services Manager.

Recommendation:

Approve the Salary Range for position of Administrative Services Manager.

Fiscal Impact:

This position represents a 5% increase from the E-step for the Accountants position for the established salary range for this fiscal year. Please see attached salary schedule.

Discussion:

The Personnel Committee met with the General Manager to discuss the position and salary range for the Administrative Services Manager. The Personnel Committee was supportive of the position and recommended that the salary range be brought back to the Board of Directors for approval. The recruitment process for this position was internal in nature with emphasis on encouraging everyone within the organization who felt they had the minimum qualifications to apply. The position is critical to the organization and its emphasis is primarily focused on Finance and Human Resources. Since my position as General Manager takes me away from the office at times to include my flexible work schedule and remote working schedule, there is a need for established organizational continuity while I am away or otherwise engaged. Upon my arrival at the MHCS D it became apparent to me that employees who had concerns as it related to Human Resources matters went directly to the Personnel Committee, thereby circumventing the General Manager. This has historically been the culture of the MHCS D and is not in the best interest of the employees, the General Manager or the Board of Directors. The District has a chain of command that must be followed. While I am focusing on higher- level priorities as outlined within my job description, there needs to be an individual who is viewed as a

manager, can make decisions, assign daily tasks and ensure that the office staff are functioning at the most efficient level possible. As a point of clarification, all matters relating to Human Resources for all departments will be addressed and hopefully resolved with the creation of this position. This includes a plethora of areas, such as payroll, benefits, leave banks, 401k and 457 plans, evaluations, training, employee assistance programs, promotional opportunities, and educational assistance. It is not intended to focus on disciplinary matters, although this is also a function of the position. The operational functions of the District, both Water and Wastewater, will be handled by the General Manager. If for some reason I am not able to be reached, the Administrative Service Manager will work collaboratively with both of the field departments and formulate an appropriate response to the matter at hand.

As General Manager, I am the person that hears final appeals before they go to the Personnel Committee and then to the full Board. This position will provide an additional layer of stability for the employees and the organization, but will not require adding staff to the organization. The creation of this position allows for relatively simple matters within the organization to be addressed and resolved before coming to the General Manager.

Attachment(s):

1. Salary Range for Fiscal Year 2021/2022 all current positions to include Administrative Services Manager
2. Job Description for the Position of Administrative Services Manager
3. Job Description for the General Manager

Mission Hills Community Services District																				
Compensation Schedule																				
Fiscal Year July 1 2020 - June 30 2021																				
2.4% Cost of Living Adjustment																				
Current Position (8 maximum)	Step A			Step B			Step C			Step D			Step E			Job Descriptions	Board Approval			
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual					
General Manager	Pay Range															\$62.50	\$10,833.33	\$130,000.00		
Administration (3 positions)	Pay Range																			
Administrative Services Manager	\$91,442.64 to \$113,816.68	\$43.97	\$7,620.22	\$91,442.64	\$46.51	\$8,062.01	\$96,744.18	\$49.25	\$8,536.25	\$102,435.01	\$51.98	\$9,010.49	\$108,125.84	\$54.72	\$9,484.72	\$113,816.68				
Accountant	\$ 69,670.58 to \$ 87,088.23	\$33.50	\$5,805.88	\$69,670.58	\$35.59	\$6,168.75	\$74,025.00	\$37.68	\$6,531.62	\$78,379.41	\$39.78	\$6,894.48	\$82,733.82	\$41.87	\$7,257.35	\$87,088.23				
Admin Analyst / Board Secretary	\$ 58,531.59 to \$ 73,164.49	\$28.14	\$4,877.63	\$58,531.59	\$29.90	\$5,182.48	\$62,189.82	\$31.66	\$5,487.34	\$65,848.04	\$33.42	\$5,792.19	\$69,506.27	\$35.18	\$6,097.04	\$73,164.49				
Admin Asst. / Board Secretary	\$ 42,527.58 to \$ 53,159.48	\$20.45	\$3,543.97	\$42,527.58	\$21.72	\$3,765.46	\$45,185.55	\$23.00	\$3,986.96	\$47,843.53	\$24.28	\$4,208.46	\$50,501.50	\$25.56	\$4,429.96	\$53,159.48				
Customer Service Rep II	\$ 50,381.77 to \$ 62,977.22	\$24.22	\$4,198.48	\$50,381.77	\$25.74	\$4,460.89	\$53,530.64	\$27.25	\$4,723.29	\$56,679.50	\$28.76	\$4,985.70	\$59,828.36	\$30.28	\$5,248.10	\$62,977.22				
Customer Service Rep I *	\$ 36,685.76 to \$ 45,857.20	\$17.64	\$3,057.15	\$36,685.76	\$18.74	\$3,248.22	\$38,978.62	\$19.84	\$3,439.29	\$41,271.48	\$20.94	\$3,630.36	\$43,564.34	\$22.05	\$3,821.43	\$45,857.20				
Operations & Maintenance (4 positions)	Pay Range																			
Operations Supervisor	\$ 79,872.00 to \$ 99,840.00	\$38.40	\$6,656.00	\$79,872.00	\$40.80	\$7,072.00	\$84,864.00	\$43.20	\$7,488.00	\$89,856.00	\$45.60	\$7,904.00	\$94,848.00	\$48.00	\$8,320.00	\$99,840.00				
Operator II - Lead Water Operator	\$ 60,276.06 to \$ 75,345.08	\$30.56	\$5,297.82	\$63,573.85	\$32.47	\$5,628.93	\$67,547.22	\$34.38	\$5,960.05	\$71,520.58	\$36.30	\$6,291.16	\$75,493.95	\$38.21	\$6,622.28	\$79,467.32				
Operator II - Chief Plant Operator	\$ 60,276.06 to \$ 75,345.08	\$30.56	\$5,297.82	\$63,573.85	\$32.47	\$5,628.93	\$67,547.22	\$34.38	\$5,960.05	\$71,520.58	\$36.30	\$6,291.16	\$75,493.95	\$38.21	\$6,622.28	\$79,467.32				
Operator II *	\$ 59,134.86 to \$ 73,918.58	\$28.43	\$4,927.91	\$59,134.86	\$30.21	\$5,235.90	\$62,830.79	\$31.98	\$5,543.89	\$66,526.72	\$33.76	\$5,851.89	\$70,222.65	\$35.54	\$6,159.88	\$73,918.58				
Operator I (2)	\$ 50,032.45 to \$ 62,540.56	\$24.05	\$4,169.37	\$50,032.45	\$25.56	\$4,429.96	\$53,159.48	\$27.06	\$4,690.54	\$56,286.51	\$28.56	\$4,951.13	\$59,413.54	\$30.07	\$5,211.71	\$62,540.56				
Operator in Training (O.I.T.)	\$ 31,948.80 to \$ 33,546.24	\$15.36	\$2,662.40	\$31,948.80	\$16.13	\$2,795.52	\$33,546.24								\$33,546.24					
* Position currently vacant																				
** Filled at 87.5% or 35 hours																				
25 hrs min work week, up to 40 with GM approval																				
hours should be mostly consistent - current is 30 hours																				
5 days, 6 hours generally from 8:00am to 2:00pm																				

POSITION: ADMINISTRATIVE SERVICES MANAGER**DEPARTMENT: OFFICE****SUMMARY**

Under general supervision, to plan, organize, direct, and supervise the daily activities of the District office staff; to perform a variety of skilled and technically complex accounting, administrative, and clerical functions; to plan, organize, direct, and supervise the data processing functions and services of the District; to administer the personnel operations and functions of the District; to administer the District's purchasing functions; to plan, organize, and execute the District's records retention program; to administer the District's risk control program; to assume the responsibility for the safe, efficient, and smooth operation of the District office in its customer service role; and to do other work as assigned.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

DISTINGUISHING CHARACTERISTICS

This is the skilled/technical class in the administrative series. This class is distinguished by the responsibility to oversee all customer service activity, as well as being responsible for the District computer technology systems.

REPORTING RELATIONSHIPS

This position reports to the General Manager and supervises directly all office staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Task: Oversee training of and plan, organize, and supervise the daily activities of District customer service staff; provide general management and administration of District front office; oversee application of District policies and procedures regarding establishment and maintenance of services and rates; regularly update the General Manager regarding customer service operations, problems, policies, and administrative information; provide support to the General Manager in making presentations regarding customer issues to the Board of Directors; annually review the office operating budget and develop future budget recommendations.

Task: Serve as District Human Resources Administrator and Benefits/Insurance Administrator; develop and maintain District personnel policies and procedures; develop, coordinate, and administer employee health and welfare benefit programs; organize and carry out recruitment procedures for District vacancies; coordinate employee training and development programs; regularly update and coordinate with the General Manager regarding personnel operations, problems, policies, and administrative

information; provide support to the General Manager in making presentations regarding personnel issues to the Board of Directors; annually review the personnel budget and develops future budget recommendations; maintain confidential employee personnel records.

Task: Check a variety of information for the preparation of District accounts payable checks insuring strict accountability; check work daily of subordinates for bank deposits; check a variety of information for the preparation of biweekly District payroll; approve IRS and EDD tax deposits including quarterly and annual reports; oversee annual budget preparation, monthly account analysis, management of cash accounts, general ledger journal vouchers, month-end reports, trial balance reconciliation, and monthly bank statement reconciliations.

Task: Serve as District Computer System Administrator; plan, organize, direct, and control District data processing functions and activities; provide training to District personnel for computer hardware, software, and peripherals; serve as the District's LAN Administrator; annually review the data processing budget and develops future budget recommendations; insures the proper repair and maintenance of District data processing equipment including troubleshooting computer problems at network and workstation level and regular maintenance on computer hardware, software and peripherals; provide support to the General Manager in making presentations about District data processing functions and services; installs and upgrades computer system hardware, software and peripherals; maintains District's web site.

Task: Serve as District Purchasing Coordinator; control purchasing through purchase order system; assist other employees and General Manager by buying equipment, supplies, and services; maintain automated parts inventory and reorder system; locate sources of supply and obtaining price quotations; develop purchasing specifications, bid packages, and proposal requests; resolve problems and discrepancies with vendors; negotiate service and supply contracts, as assigned.

Task: Serve as District Records Retention Coordinator; administer District records retention policies; annually review the records retention budget and develops future budget recommendations; insure compliance with records retention policies by other staff and departments.

Task: Serve as District Risk Control Liaison; maintains District insurance files, Risk Control manual, and Disaster Preparedness/Emergency Response Plan; regularly update the General Manager regarding safety operations, problems, policies, and administrative information; annually review the safety budget and develops future budget recommendations; coordinate employee safety training; meet with management staff regarding safety issues.

PHYSICAL DEMAND

Sitting; standing; speaking; hearing; close vision; use of hands to finger, handle or feel objects, tools or controls; use of hands to write, type and use telephone; lifting, pushing, pulling and carrying (up to 25 lbs).

QUALIFICATIONS

Knowledge

- Accounts payable handling and procedures.
- Advanced knowledge of personal computer operations, software applications, and networking technologies and protocols.
- Basic supervisory skills and techniques.
- Correct English usage, spelling, grammar and punctuation.
- Correspondence formats.
- Current office methods and practices.
- Federal and State labor codes as they apply to special districts.
- Fundamental field procedures.
- General office procedures including the use of basic office equipment such as ten-key calculator, electric typewriter, postage meter, and copy machine
- Handling of confidential District information.
- Intermediate accounting methods and procedures.
- Payroll reporting.
- Payroll handling and procedures.
- Principles and practices of District administration.
- Proper office and telephone etiquette.
- Purchasing procedures.
- Records retention policies and procedures; records maintenance and filing methods.
- Safe work practices.
- Safeguarding confidential District information.

- Willingness to learn, or basic knowledge of, HTML.
- Working knowledge of Novell NetWare networking applications; Microsoft Windows operating systems; Corel applications; Lotus applications; and various office software packages; Internet browser programs.

Ability to:

- Communicate clearly both orally and in writing.
- Determine work assignments and priorities and coordinate the proper use of resources to accomplish.
- Establish, develop and maintain effective working relationships with those contacted during the course of work.
- Maintain composure, tact, and helpful attitude with co-workers, managers (including District Directors) and District customers.
- Maintain punctual and regular attendance.
- Operate a vehicle observing legal and defensive driving practices.
- Perform without direct supervision, a variety of skilled and technically complex accounting, administrative and clerical tasks.
- Process data through utilization of District computers.
- Properly format and transcribe various communications.
- Provide inspiration and motivation to subordinate employees
- Read, understand, and apply complex materials (i.e., Board policies in Ordinances and Resolutions, computer operations manuals, etc.) to analyze and report, and use as a guide to function fully in the position.
- Type a minimum of 55 W.P.M. using word processing programs; use spreadsheets and database systems; function as office network systems administrator.
- Understand and carry out oral and written instructions.
- Use independent judgment/discretion in the resolution of problems encountered in the administration of assigned functions.
- Use 10-key by touch.

EXPERIENCE AND EDUCATION

Any combination equivalent to education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience in Business Field equal to or equivalent to completion of a baccalaureate degree in accounting, business administration, or related field, with two years of employment in office administration, and one year of computer network system administration and 12 units of post-secondary computer related classes including networking, and completion of basic supervisory training, and HR training or experience or

Satisfactory employment by the District in accounts payable, payroll, accounting, or customer service in addition to related course work in accounting, business or office administration and two years of satisfactory employment as a Computer Network System Administrator or equivalent position, and prior supervisory experience.

RECOMMENDED SPECIAL REQUIREMENT

CPR Certification

First Aid Certification

CONDITIONS OF EMPLOYMENT:

As a condition of employment, may be required to:

1. Possession of a valid and appropriate Class C California Driver's License, and be insurable by the District's vehicle insurance carrier;
2. Be bondable by the District's fidelity bond insurer;
3. Be able to establish and maintain favorable interpersonal relations with co-workers, superiors including District Directors and District customers.

PHYSICAL AND SENSORY REQUIREMENTS

In general, it is necessary for the employee to maintain the effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment. It is also imperative that the employee be able to maintain the mental capacity allowing the making of sound decisions following specific guidelines and the demonstration of intellectual capability to deal effectively with customers in person and on the phone.

Mission Hills CSD JOB DESCRIPTION**REVISED October 2017****GENERAL MANAGER****Employee Name:****Reports to: Board of Directors****Date of Hire:****Salary:****Status: Exempt**

Definition/Summary

The General Manager (GM), is under administrative direction of the Board of Directors and exhibits strong leadership skills, plans, organizes, coordinates and supervises all District functions and activities. This includes the production and distribution of potable water; the collection, treatment and disposal of wastewater; and oversight of street sweeping; administrative, public relations, personnel, and general affairs of the District; represents the Board's policies and programs with employees, community organizations, and the general public. He or she reviews budget requests and makes recommendations to the Board on final expenditure levels; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organizations and District staff; if needed; and is responsible for employer-employee relations.

Reporting Relationship

The GM, is an employee of the Board of Directors and reports directly to the CSD Board president (or the president's designee). The GM receives guidance from the President of the Board of Directors and is accountable to the Community Service District Board. Administratively supervises all District personnel. The GM may be an at-will or contracted position

Leadership

- Leads the District by example to achieve strong operational performance and continuous improvement
- Establishes a long-term vision of future District performance and capabilities and the ability to execute that vision
- Able to initiate and present to the Board of Directors key operational improvement initiatives.
- Provide guidance and direction to both the Board of Directors and Staff concerning both technology and it applications.

Essential Functions (in non-priority order)

- **District Personnel:** Directs and oversees District personnel including assuring training, discipline, and administration.
- **Yearly Performance Reviews;** conducts District performance reviews including salary reviews; and approves payroll for all District personnel.
- **Budget:** Reviews requests and recommends approval or disapproval; oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- **Finance:** Acts as District Treasurer. Authorizes expenditures within budget limits and certifies availability of funds; approves payment of accounts payable invoices; approves work orders and purchase orders; plans and executes maintenance and repair programs and capital replacement and improvement plans; and directs the investment of District funds in accordance with law statutes and District policies
- **Physical Plant:** Annually reviews and reports to Board of Directors both the status of pumps and other operating equipment and which equipment should be maintained and/or replaced to minimize overall costs. The GM is responsible for establishing and maintaining long-term preventative maintenance schedules, approves system modifications or expansion of facilities; reviews water sales and production records, including meter testing and overhaul; direct and oversee construction and inspection of capital improvements/processes and approves progress payments
- **Long-term Capital Improvement plans:** Responsible for implementing long range financial plans.
- **Grants:** Actively seeks grants and other funding sources to support Long-term Capital Improvement Plans. Prepares applications and maintains responsibility for proper administration of grants received.
- **Performs related duties as assigned.**

Job Standards/Specifications

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Principles and practices of potable water production, treatment and distribution
- Research and evaluation methods, and be well informed and current with new technology .
- Budgeting principles and practices.
- Cost estimating and contract administration.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals, while minimizing the cost for these operations
- Prepare and administer a District budgeting and fiscal control process.
- Prepare concise and comprehensive reports.
- Exercise leadership, authority, and supervision tactfully and effectively.

Typical Physical Activities

- Travels by airplane and automobile in conducting District business.
- Sits (at a desk) for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as telephones, computers, copiers, and FAX machines.
- Hearing and vision within normal ranges with appropriate correction as needed.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Baccalaureate degree in engineering, business administration, public administration or related field required. And advanced degree or profession engineering license is highly desirable.

Should have a thorough working knowledge of public utility field and California Special District administration and management.

Experience: Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations. At least five years in a management or supervisory experience with increasing responsibility utility related fields. Prior experience working for an elected Board of Directors is highly desirable.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Certifications: Possess and maintain the appropriate certification as required by the California State Water Resources Control Board. Certifications need to be finished and obtained either at date of hire or within an acceptability period of time, not to exceed 24 months from hire.

Possession of a California Grade II Water Treatment Plant Operator certificate.
Possession of a California Grade III Water Distribution certificate.

I have reviewed this Job Description and agree with its contents.

Employee Signature

Date

Board President Signature

Date

Board of Directors:

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



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

General Manager; Jerome Gruber

General Managers Report:

The last month has been extremely busy and the staff at the MHCS D has accomplished a great deal. My General Managers report will continue to evolve and include relevant information relating to the overall operations of the District. Listed below are key accomplishments since our last Board of Directors Meeting. We will be including an update to our District Goals on a quarterly basis. We have also implemented some changes to the format of the agenda and the titles associated with the staff reports.

One another note the Board might want to consider combining the Water, Wastewater and Energy Committees into one Committee and continue with the remaining Infrastructure Committee. The other remaining Standing Committees are required to have a regular schedule. My suggestion for purposes of continuity and time management would be for the Finance and Personnel Committees to meet quarterly and the Development Committee to meet on an as needed basis.

Key Accomplishments:

- Completed draft Fiscal 2021/2022 Budget for the Board of Directors review and consideration. Spoke with Auditors regarding status of Audit and scheduled time for them to meet at the District to complete the Audit.
- Joined Liebert, Cassidy and Whitmore (LCW) Consortium for training purposes and expert Human Resources legal assistance.
- Brought District Counsel into the agenda process to include but not limited to review of staff reports and agendas to make sure they meet the required legal requirements. Requested District Counsel work with staff on updating the Employee's Manual. District Counsel is also assisting in other areas within the District.
- Worked closely with IT support contractor to prepare quotes for the District to ensure system reliability, security and infrastructure support.
- Met with the Development Committee.
- Met with Water Committee.
- Met with Finance Committee.
- Attended a combined meeting with VVCS D and MHCS D Water Committees.
- Conducted online meeting to include invitation to Water Committee relating to SGMA. Conducted conference call with Bill Buelow Santa Ynez River Water Conservation District to discuss the Districts role regarding SMGA the combined efforts of everyone.
- Completed and submitted Hazardous Mitigation Plan.
- Completed and submitted application for Districts new Generator.
- Conducted Zoom Conference call with five members of the RWQCB.
- Conducted conference call with FRM to discuss the preparation of the Districts Sanitary Sewer Maintenance plan.
- Received one quote for the improvements to the valves at the Wastewater Treatment Plant. This item was pulled from the April agenda and a request for two additional quotes.
- Approved two- year rental agreement for the installation of at the scrubber unit for odor control at our main lift station.
- Approved quote for the installation of a float system at the Districts Lift Station to replace the old bubbler system.
- Spent the afternoon with the General Manager from VVSCD touring the Districts infrastructure assets along with key locations to include Lompoc Wastewater Treatment Facility.
- Continue to review historical, operational and regulatory documents for the Water and Wastewater system.
- Surge tank has arrived and is waiting installation.
- Approved quote for inspecting and cleaning sediments from the District's reservoirs.
- Requested quote for the installation of cathodic protection for the Districts reservoirs.
- Requested quote for the preparation of bid documents and specifications for the painting for the Districts reservoirs.

Board of Directors:

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



Agenda Item 1. E.
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General Manager; Jerome Gruber

Accountant – Administrative Report – March 2021

1. Continued preparation of FYE 2022 Operating and Capital Budgets with input from the Staff and Finance Committee
2. Participated in the Finance Committee Meeting
3. On-Boarding of new General Manager, including notification/enrollment requirements
4. On-Boarding of new Administrative Analyst/Board Secretary, including notification/enrollment requirements
5. Created & Published Committee Meeting Agenda's
6. Created & Published Board Meeting Agenda
7. Attended LCW Webinar (HR)
8. Continued involvement and notification of status to Rate Study Contractor
9. Participated in Personnel Committee Meeting
10. Scheduled and coordinated the Administrative Analyst/Board Secretary interview and selection process
11. Reviewed Onboarding of new employees with JPIA
12. Assisted Customers with Payments
13. Completed Springbrook Payment entries
14. Prepared Bank Deposits
15. Prepared Board Packet Financial Reports
16. Processed Bank Reconciliations
17. Processed Accounts Payable
18. Prepared Billing for Capacity Charges
19. Prepared Payroll and Administered Payroll.
20. Completed End of Month Procedures
21. Worked with District Counsel regarding Agenda's and Postings
22. Prepared P.O's for Purchases for Water & Wastewater Divisions
23. Facilitated IT involvement in solving connectivity issues
24. Worked on Transition from Interim GM to Permanent GM
25. Implement GM Direction with staff when GM is not Present
26. Supervise and oversee Purchases
27. Manage the Purchase of District Computers
28. Oversee Daily Operations when General Manager is out of office
29. Manage Human Resources and Benefits/Insurance Administration
30. Administered Weekly Staff Meetings

Board of Directors:

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



Agenda Item 1. F.
1550 East Burton Mesa Boulevard,
Lompoc California, 93436-2100
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www.mhcsd.org

General Manager; Jerome Gruber

Clerk/Analyst Report:

I have been with the MHCS D for just over four (4) weeks now. I have enjoyed meeting the Board Members, staff and several members of the Community, as well as some of the neighboring staff members of other CSD's. My areas of interest include Clerk, Administration, Operations, and Legal.

I have begun working with the Water Lead Operator, Stephen Burnfeindt on several projects. Including the Electronic Annual Report (EAR) which is required by the State of California. The Consumer Confidence Report and locating Covid-19 grants for the betterment of the District and the Community.

I have learned some of the basic tasks for utility billing, and some basic instruction of MHCS D website, and have been collaborating with the General Manager and Accountant on revising the style of the Agendas. Taking meeting minutes at the Committee meetings has helped to keep me informed of the various matters concerning the MHCS D.

I have also joined the International Institute of Municipal Clerks (IIMC) to assist me in finishing the Certification for Municipal Clerks. I have also joined the City Clerks Association and look forward to the networking opportunities and contacts these two organizations will provide. I have reached out to the Santa Barbara County Clerk's office and re-introduced myself while I have been submitting the Forms 700 for Directors and staff members.

I look forward to continuing to work on the development, distribution and publication of the agenda packets over the next few months.

Board of Directors:

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Director; James MacKenzie
Director; Karina Naughton
Director; Bruce Nix



Agenda Item 1. G.
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www.mhcsd.org

General Manager; Jerome Gruber

MISSION HILLS COMMUNITY SERVICES DISTRICT Water Reports – March 2021

Water Distributed: 14,007,953 gallons

- (Usage is approximated. Well #6 meter was offline from 3-1-21 to 4-6-21)
- 4-6-21 McCrometer arrived at Well #6 for start-up service of meter
- Well #6 meter back online as of 4-6-21

Reservoirs:

- Replaced two solar panel batteries on top of East Reservoir

Treatment Plant

- Line tapped and prepped for Surge Tank installation
- (Installation completed on 4/16/21)
- Tank will be online first week of May '21
- Well #5 rehab completed and was put back online as of March 19 '21
- Verified media levels to be within working range of iron and manganese filter

Distribution System Maintenance/Repair

- Flush Dead Ends
- Repaired blowoff on Calle Lora
- Repaired curb stop on Calle Nueve
- Replaced Hersey meters to Kamstrup meters as needed
- Replaced sample station on Silversage
- Repaired service line: (1)

Recurring Tasks

Reservoirs

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

Treatment Plant

- **Daily:**

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

Distribution System

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

Safety

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

Pictures:

New Meter for Well #6:



New Blow Off on Calle Lora:



Site prepped/ready for Surge Tank Installation:





Concrete slab to be poured between orange cones / surge tank wrapped for protection:



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Agenda Item 1. H.
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General Manager; Jerome Gruber

Water and Wastewater Monthly Activity Reports

March 2021

Wastewater/Water Ratio

12,602,404

10,584,000 = 105% General Manager Gruber will give a brief explanation that better clarifies the difference between water pumped from the ground and water treated through the wastewater facility. Further explanation regarding unaccounted for water will be presented to the Board in April.

Water Report

Distributed: 10,584,000 gallons (Well #6 flows for the month of February were estimated. Staff anticipates replacing the meter for Well #6 in March)

MISSION HILLS COMMUNITY SERVICES DISTRICT Water Reports – February 2021

Distributed: 10,584,000 gallons
(approximated due to Well #6 meter being down/to be replaced in March)

Reservoirs: see recurring tasks below

Treatment Plant

- Discussions on Surge Tank Project
- Disinfect/Flush Well #5

Distribution System

- Flush Dead Ends
- Replaced Hersey meters to Kamstrup meters as needed

Recurring Tasks

Reservoirs

- **Daily:** Monitor levels via SCADA System
- **Weekly:** Check chlorine levels
- **Quarterly:**
 - Clean and inspect the solar panel for backup battery (Jan, Apr, Jul, Oct)
 - Inspected and weed abatement

Treatment Plant

- **Daily:** Record bulk storage tank levels, determine daily filtration chemical rate & water produced.
- **Monthly:** Take treatment samples for State Water Board reports
- **Weekly:** Clean chlorine injection lines

- **Quarterly:** Remove weeds around shop and filtration plant

Distribution System

- **Weekly:**
 - Collect and reported weekly chlorine and phosphate results
 - Sample “Bac-T” (coliform detection) every Wednesday
- **Monthly:**
 - Take distribution samples for State Water Board reports
 - Residential and Commercial Meter Reads
- **Quarterly:**
 - Mainline valve exercising (Jan, Apr, Jul, Oct)
 - Complete dead-end flushing (Feb, May, Aug, Nov)
 - Hydrant flushing (Mar, Jun, Sep, Dec)

Safety

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

Wastewater Report

Wastewater Treatment Plant

- Daily Average: **410,000** gallons
- Monthly Total: **12,602,404** gallons

Lift Station

- Performed Corrosion Control Work on Dry Side of Wet Well
- Removing F.O.G. from wet well.
- Conducting survey of odor at Rucker Rd. and Calle Primera.
- Renewing Lease for scrubber.

Headworks/Influent

- Remove headworks trash: 400 lbs.
- Install new Screen and brushes on Auger.
- Install new recirculation pump.

Wastewater Treatment Plant

- Ponds operating well. Dissolved Oxygen level in the A.M. above 2.0 mg/L; Settleable Solids were 0.05
- 1st Qtr. Effluent sample results: **B.O.D. – 27 mg/L; Chloride 260 mg/L; and Total Nitrogen 6.6 mg/L**
- **Pump water from Pond valve structures to inspect for valve stem replacment**
- Weed Abatement and varmint control.

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General Manager; Jerome Gruber

Customer Service Report:

During the last month I was able to contact and work with Utility Assistance Programs allowing MHCS D to act as a liaison for customers with delinquent accounts who qualify for assistance due to income levels and have the MHCS D paid directly from those Agencies. Some of these community resources regarding Covid-19 financial assistance are; United Way, Catholic Charities and Voice Assistance 211.

I continue to enjoy working at the MHCS D and networking with Directors, my fellow co-workers, and Community Members.

Key Accomplishments:

- Make regular bank deposits
- Continue to communicate with the Water Lead Operator regarding service orders, and customer requests.
- Provided water sales information for the Electronic Annual Report
- Order Office Supplies
- Complete billing tasks and collection of delinquent accounts

Customer Service

- **Monthly:** Customer Move In & Move outs: 6 in March
331 Customers Enrolled in Auto Pay
Active current occupants: monthly average of 138 monthly customers that run a balance forward as of the 1st of every month.
\$ 15,200: 30-60 days
\$ 3,777: 60-90 days
\$ 2,939: 90-120 days
\$ 7,752 over 120 days (16 Residential Accounts)
\$ 10,214 over 120 days (5 vacant accounts)
- **Weekly:** Called and emailed past due customers to collect payments and set up payment plans.
- I have inquired with the Santa Barbara County Tax Division regarding rolling MHCS D delinquent utility bills onto the property tax rolls. Santa Barbara County will be recommending to their Board of Supervisors to adopt a Resolution to approve this process for Special Districts. Once the County has finalized the adoption they will contact us to advise as to how we proceed. Their expected date of approval is August 2021.

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

	A	B	C	D	E	F	G	H	J	L
								Mar 21	Mar 20	\$ Change
1										
2										
3							Ordinary Income/Expense			
4							Income			
5							4005 · 48 hour notice fees	165.00	495.00	-330.00
6							4025 · Construction hydrant meter	50.00	50.00	0.00
7							4045 · Late fees	0.00	1,444.29	-1,444.29
8							4075 · Returned check fees	5.00	40.00	-35.00
9							4085 · Sewer basic charges	82,053.39	75,242.89	6,810.50
10							4095 · Street sweeping charges	1,506.12	1,500.84	5.28
11							4105 · Water basic charges	59,228.54	55,934.92	3,293.62
12							4115 · Water usage charges	29,252.40	32,498.06	-3,245.66
13							4200 · Discount Revenue	0.00	3.06	-3.06
14							Total Income	172,260.45	167,209.06	5,051.39
15							Gross Profit	172,260.45	167,209.06	5,051.39
16							Expense			
18							6000 · Salaries and wages			
19							6005 · Wage expense	38,335.47	39,653.44	-1,317.97
20							6010 · Payroll tax expense	3,286.75	3,367.99	-81.24
21							Total 6000 · Salaries and wages	41,622.22	43,021.43	-1,399.21
22							6050 · Employee benefits			
23							6060 · Disability insurance	0.00	217.45	-217.45
24							6065 · Health insurance	8,980.92	11,197.54	-2,216.62
25							6075 · Retirement expenses	3,846.45	1,290.54	2,555.91
26							6090 · Vacation & Sick Leave	1,430.25	3,378.59	-1,948.34
27							6095 · Benefit Administration	0.00	87.37	-87.37
28							Total 6050 · Employee benefits	14,257.62	16,171.49	-1,913.87
29							6100 · Director fees	2,625.00	1,125.00	1,500.00
30							6105 · Election fees	2,808.84	0.00	2,808.84
31							6110 · Depreciation expense	31,054.00	26,905.00	4,149.00
32							6140 · Vehicle expenses			
33							6145 · Tractor and equipment	0.00	466.96	-466.96
34							6150 · Vehicle fuel	1,301.63	896.39	405.24
35							6155 · Vehicle maintenance	291.19	1,172.87	-881.68
36							6160 · Automobile Allowance	700.00	0.00	700.00
37							Total 6140 · Vehicle expenses	2,292.82	2,536.22	-243.40
38							6170 · Insurance expense			
39							6180 · Liability insurance	1,522.00	2,058.75	-536.75
40							Total 6170 · Insurance expense	1,522.00	2,058.75	-536.75
41							6190 · Dues and memberships	992.21	0.00	992.21
42							6200 · Office expenses			
43							6205 · Bank fees and charges	0.00	5.00	-5.00
44							6210 · Cash (over) / short	0.00	-1.75	1.75
45							6215 · Cleaning supplies	0.00	21.88	-21.88
46							6225 · Miscellaneous expenses	70.69	321.10	-250.41
47							6230 · Office supplies	515.21	219.55	295.66
48							6235 · Postage expense	927.62	500.00	427.62
49							6245 · Office Equipment	169.17	169.17	0.00
50							Total 6200 · Office expenses	1,682.69	1,234.95	447.74
51							6300 · Operating supplies and expenses			
52							6310 · Miscellaneous supplies	280.23	33.35	246.88
53							6325 · Portable equipment	0.00	161.91	-161.91
54							6330 · Shop supplies	82.46	12.55	69.91
55							6335 · Small tools and appliances	706.18	51.27	654.91
56							6340 · Chemicals			
57							6342 · Bioremediation	2,115.49	0.00	2,115.49
58							6344 · Chlorine	1,122.61	1,352.37	-229.76
59							6345 · Corrosion inhibitor	0.00	3,210.20	-3,210.20
60							Total 6340 · Chemicals	3,238.10	4,562.57	-1,324.47
61							Total 6300 · Operating supplies and ex	4,306.97	4,821.65	-514.68

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

	A	B	C	D	E	F	G	H	J	L
1										
2								Mar 21	Mar 20	\$ Change
62							6350 • Safety expenses			
63							6365 • Safety equipment	0.00	331.01	-331.01
64							6375 • Other safety expenses	0.00	1,016.31	-1,016.31
65							Total 6350 • Safety expenses	0.00	1,347.32	-1,347.32
66							6410 • Contractual services			
67							6420 • Cleaning service	236.00	200.00	36.00
68							6425 • Office equip maintenance	173.26	112.11	61.15
69							6430 • Internet access	159.73	134.73	25.00
70							6435 • Landscaping services	217.61	326.89	-109.28
71							6437 • Pest Control	50.00	0.00	50.00
72							6445 • Security expense	112.50	112.50	0.00
73							6450 • Software support	4,078.75	3,470.00	608.75
74							6451 • Document Management	180.00	0.00	180.00
75							6452 • Credit Card Processing	152.01	880.81	-728.80
76							6453 • Software Subscriptions	89.74	347.48	-257.74
77							6455 • Street sweeping services	1,286.00	1,286.00	0.00
78							6466 • Emissions Testing	1,816.53	0.00	1,816.53
79							6470 • Other contractual services	1,540.95	5,738.45	-4,197.50
80							Total 6410 • Contractual services	10,093.08	12,608.97	-2,515.89
81							6475 • Professional services			
82							6485 • Engineering services	1,527.50	0.00	1,527.50
83							6490 • Legal services	1,394.61	718.69	675.92
84							6497 • Interim General Manager	9,235.60	0.00	9,235.60
85							Total 6475 • Professional services	12,157.71	718.69	11,439.02
86							6500 • Printing and publication	676.78	578.27	98.51
87							6505 • Equipment lease and rentals	560.75	560.75	0.00
88							6525 • Research and monitoring			
89							6530 • Lab & Testing Expenses	822.54	231.32	591.22
90							6535 • Monitoring expense	2,193.00	1,965.00	228.00
91							Total 6525 • Research and monitoring	3,015.54	2,196.32	819.22
92							6600 • Travel and meetings			
93							6610 • Meals	40.31	0.00	40.31
94							6620 • Staff training	0.00	249.98	-249.98
95							Total 6600 • Travel and meetings	40.31	249.98	-209.67
96							6640 • Uncollectible accounts	4,972.57	0.00	4,972.57
97							6645 • Write-Off	733.77	0.00	733.77
98							6650 • Utilities			
99							6655 • Cell phones	240.24	187.24	53.00
100							6660 • Dump fees	62.00	0.00	62.00
101							6665 • Electrical	12,159.31	9,536.13	2,623.18
102							6670 • Natural gas	1,370.52	1,062.36	308.16
103							6685 • Telephone	504.84	336.90	167.94
104							6691 • Trash & Recycling	420.10	197.99	222.11
105							Total 6650 • Utilities	14,757.01	11,320.62	3,436.39
106							6700 • Government fees and charges	420.00	0.00	420.00
107							6720 • Repairs and maintenance			
108							6730 • Distribution expense	8,412.82	1,617.25	6,795.57
109							6750 • Collection expense	620.14	58.60	561.54
110							6760 • Shop and equip repairs	0.00	113.48	-113.48
111							6765 • Supplies and small tools	0.00	67.56	-67.56
112							6770 • Telemetry	286.49	0.00	286.49
113							6785 • Wells and pumping	175.89	0.00	175.89
114							6790 • Waste water plant	5,052.94	0.00	5,052.94
115							6795 • Other repairs and maintenance	1,736.33	4,756.56	-3,020.23
116							Total 6720 • Repairs and maintenance	16,284.61	6,613.45	9,671.16
117							Total Expense	166,876.50	134,068.86	32,807.64
118							Net Ordinary Income	5,383.95	33,140.20	-27,756.25
119							Other Income/Expense			
120							Other Income			

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

	A	B	C	D	E	F	G	H	J	L
1										
2								Mar 21	Mar 20	\$ Change
121							7006 · Market Appreciation/(Depr)	-5,439.78	14,548.80	-19,988.58
122							7010 · Interest income	148.07	1,139.98	-991.91
123							7020 · Other income	0.00	241.05	-241.05
124							7030 · Capacity Charges	117,290.00	46,916.00	70,374.00
125							7035 · Water Conservation	3,100.00	1,240.00	1,860.00
126							Total Other Income	115,098.29	64,085.83	51,012.46
127							Net Other Income	115,098.29	64,085.83	51,012.46
128							Net Income	120,482.24	97,226.03	23,256.21
129										

Mission Hills Community Services District
Disbursements Journal
March 2021

A	B	C	D	G	H	I	K	M
1				Date		Num	Name	Amount
2	1060 - CHCU - General 4163							
3				03/01/2021		EFT	Tierzero	-111.95
4				03/02/2021		EFT	SoCalGas	-1,276.54
5				03/04/2021		31682	American Industrial Supply	-53.18
6				03/04/2021		31683	Reimbursement	-14.01
7				03/04/2021		31684	Carmel & Naccasha LLP	-1,394.61
8				03/04/2021		31685	Comcast	-159.73
9				03/04/2021		31686	Compuvision	-393.75
10				03/04/2021		31687	Coverall North America, Inc.	-236.00
11				03/04/2021		31688	Refund	-6.16
12				03/04/2021		31689	De Lage Landen Financial Ser	-169.17
13				03/04/2021		31690	East Mesa Oaks HOA	-52.82
14				03/04/2021		31691	Energy Link	-455.40
15				03/04/2021		31692	Hach Company	-5,909.00
16				03/04/2021		31693	Jon's Lawn Mowing	-183.29
17				03/04/2021		31694	JWC Environmental	-12,929.92
18				03/04/2021		31695	Lompoc Phone And Computer	-155.00
19				03/04/2021		31696	Refund	-24.01
20				03/04/2021		31697	Oilfield Environmental & Comp	-849.00
21				03/04/2021		31698	Praxair Distribution Inc	-39.63
22				03/04/2021		31699	Quinn Company	-5,849.97
23				03/04/2021		31700	SoCalGas	-147.97
24				03/04/2021		31701	SP Maintenance Services, Inc.	-1,286.00
25				03/04/2021		31702	Staples Business Credit	-296.50
26				03/04/2021		31703	Ultrex Inc	-112.32
27				03/04/2021		31704	Underground Service Alert of S	-14.95
28				03/04/2021		31705	USA BlueBook	-1,298.14
29				03/04/2021		31706	USPS - Bulk Mail	-245.00
30				03/04/2021		31707	Waste Management	-420.10
31				03/04/2021		31708	Reimbursement	-46.61
32				03/11/2021		31709	ACWA/JPIA *Medical Insuranc	-9,051.68
33				03/11/2021		31710	American Industrial Supply	-62.46
34				03/11/2021		31711	Brenntag Pacific, Inc	-1,122.61
35				03/11/2021		31712	California Rural Water Assn	-816.00
36				03/11/2021		31713	Frontier Communications	-92.43
37				03/11/2021		31714	Hagemann and Associates	-9,235.60
38				03/11/2021		31715	Reimbursement	-175.00
39				03/11/2021		31716	Lahr Electric Motors Inc	-678.35
40				03/11/2021		31717	M F Strange & Associates Inc	-652.50
41				03/11/2021		31718	Oilfield Environmental & Comp	-385.00
42				03/11/2021		31719	PG&E	-2,291.50
43				03/11/2021		31720	Reimbursement	-74.75
44				03/11/2021		31721	Tuckfield & Associates	-10,402.28
45				03/11/2021		31722	USA BlueBook	-1,029.56
46				03/11/2021		31723	Valley Roll-Off Service	-400.00
47				03/11/2021		31724	Verizon	-185.24
48				03/17/2021		31725	American Industrial Supply	0.00
55				03/17/2021		31732	PG&E	-6,808.65
56				03/17/2021		31733	Smith Alarms & Electronics, In	0.00
57				03/17/2021		31734	Surface Pumps Inc	0.00
58				03/17/2021		31735	American Industrial Supply	-94.34
59				03/17/2021		31736	Administrative Service	-180.00
60				03/17/2021		31737	Cannon	-543.00
61				03/17/2021		31738	County of Santa Barbara - DPV	-322.21
62				03/17/2021		31739	Home Depot	-290.88
63				03/17/2021		31740	Inklings Printing Company	-127.14
64				03/17/2021		31741	Oilfield Environmental & Comp	-138.00
65				03/17/2021		31742	Smith Alarms & Electronics, In	-112.50
66				03/17/2021		31743	Surface Pumps Inc	-3,317.30
67				03/23/2021		EFT	Deluxe	-497.44
68				03/24/2021		31744	American Industrial Supply	-256.26
69				03/24/2021		31745	Cannon	-286.49
70				03/24/2021		31746	Environmental Techniques	-2,115.49
71				03/24/2021		31747	Frontier Communications	-145.46
72				03/24/2021		31748	KLE Custom Imaging	-70.69
73				03/24/2021		31749	Mark Schwind Electric Inc	-1,526.00

Mission Hills Community Services District
Disbursements Journal
 March 2021

1	A	B	C	D	G	H	I	K	M
					Date		Num	Name	Amount
74					03/24/2021		31750	O'Connor Pest Control	-50.00
75					03/24/2021		31751	Oilfield Environmental & Comp	-276.00
76					03/24/2021		31752	PG&E	-2,426.23
77					03/24/2021		31753	Praxair Distribution Inc	-39.63
78					03/24/2021		31754	Reimbursement	-95.79
79					03/24/2021		31755	RL Johnson Construction Inc	-6,715.00
80					03/24/2021		31756	Santa Maria Famcon Pipe Sup	-533.96
81					03/24/2021		31757	USA BlueBook	-1,168.98
82					03/25/2021		31758	Reimbursement	-175.00
83	Total 1060 · CHCU - General 4163								-99,098.13
84	1070 · CHCU - Payroll 4155								
85					03/03/2021			Payroll	-11,746.43
93					03/04/2021		1307	Matrix Trust Company	-3,462.07
94					03/05/2021		E-pay	EDD	-866.67
95					03/05/2021		E-pay	IRS USATAXPYMT	-2,538.44
96					03/05/2021		EFT	CA State Disbursement Unit/E	-492.91
97					03/17/2021			Payroll	-15,060.69
98					03/17/2021			Payroll	-2,310.68
100					03/17/2021		1309	Matrix Trust Company	-6,427.71
114					03/19/2021		E-pay	EDD	-1,318.81
115					03/19/2021		E-pay	IRS USATAXPYMT	-4,645.38
116					03/19/2021		EFT	CA State Disbursement Unit/E	-492.91
117					03/22/2021		EFT	AFLAC	-135.70
118					03/31/2021			Payroll	-16,793.30
119	Total 1070 · CHCU - Payroll 4155								-66,291.70
120	1075 · CHCU - ACH 4130								
121					03/06/2021		EFT	Springbrook (ACH Services)	-152.01
122	Total 1075 · CHCU - ACH 4130								-152.01
123	TOTAL								-165,541.84

Variation From Projected Income

Fiscal Year Ending 6-30-2021

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation				
Jul-20	\$ 109,930	\$ 117,571	\$ 7,641	\$ 77,724	\$ 81,884	\$ 4,160	\$ 11,801	23,904	19,947	21,421
Aug-20	\$ 111,104	\$ 117,324	\$ 6,220	\$ 77,724	\$ 81,337	\$ 3,613	\$ 9,833	23,897	24,176	22,224
Sep-20	\$ 110,721	\$ 110,403	\$ (318)	\$ 77,724	\$ 81,643	\$ 3,919	\$ 3,601	20,974	22,134	22,190
Oct-20	\$ 106,078	\$ 125,650	\$ 19,572	\$ 77,724	\$ 81,671	\$ 3,947	\$ 23,519	27,170	21,302	21,329
Nov-20	\$ 105,163	\$ 111,932	\$ 6,769	\$ 77,724	\$ 81,558	\$ 3,834	\$ 10,603	21,595	21,914	20,263
Dec-20	\$ 94,138	\$ 95,943	\$ 1,805	\$ 77,724	\$ 81,819	\$ 4,095	\$ 5,900	15,049	17,003	15,794
Jan-21	\$ 83,345	\$ 98,858	\$ 15,513	\$ 77,724	\$ 81,812	\$ 4,088	\$ 19,602	16,328	9,762	11,755
Feb-21	\$ 85,070	\$ 99,108	\$ 14,038	\$ 77,724	\$ 81,716	\$ 3,993	\$ 18,030	16,413	12,600	12,651
Mar-21	\$ 83,559	\$ 88,481	\$ 4,922	\$ 77,724	\$ 82,053	\$ 4,329	\$ 9,251	11,832	13,734	11,262
Apr-21	\$ 85,696	\$ -	\$ -	\$ 77,724	\$ -	\$ -	\$ -	-	12,520	9,125
May-21	\$ 95,609	\$ -	\$ -	\$ 77,724	\$ -	\$ -	\$ -	-	15,566	13,358
Jun-21	\$ 104,579	\$ -	\$ -	\$ 77,724	\$ -	\$ -	\$ -	-	19,330	17,076
Total	\$ 1,174,992	\$ 965,270	\$ 76,162	\$ 932,683	\$ 735,493	\$ 35,981	\$ 112,143	177,162	209,988	198,447
								Year to Date Monthly Averages		
YTD avg	76%	82%		75%	79%			14,764	18,064	17,654
								Yearly Average	17,499	16,537
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)										

Bank Account Summary			
	1/31/2021	2/28/2021	3/31/2021
LAIF	\$1,132,254	\$1,132,254	\$1,132,254
TD Ameritrade/RNC Genter	\$1,757,168	\$1,752,192	\$1,746,752
Coast Hills FCU			
Checking	\$558,757	\$550,059	\$499,507
Development	\$420,393	\$420,409	\$420,427
Investment Checking	\$0	\$0	\$0
Savings	\$202	\$202	\$202
Payroll	\$39,713	\$26,921	\$60,634
ACH (Sweep Account)	\$1,000	\$1,000	\$2,053
Total Coast Hill FCU	\$1,020,064	\$998,590	\$982,823
Combined Balance	\$3,909,486	\$3,883,036	\$3,861,829
Monthly Change	\$200,093	-\$26,450	-\$21,207
Monthly Change to Date			
\$557,875			

INVESTMENT STRATEGY

Along with resuming active management, the Finance Committee and Staff recommend a balanced distribution of monies as stated below between TD Ameritrade, LAIF and Coast Hills Credit Union. This distribution will allow the District to maximize yields on investments, while meeting operating and capital cash needs

Recommended Investment Strategy:

01. Coast Hills CU: \$300,000 (2 months FYE20 budgeted operating expense, less depreciation, not

Goal of about 10%

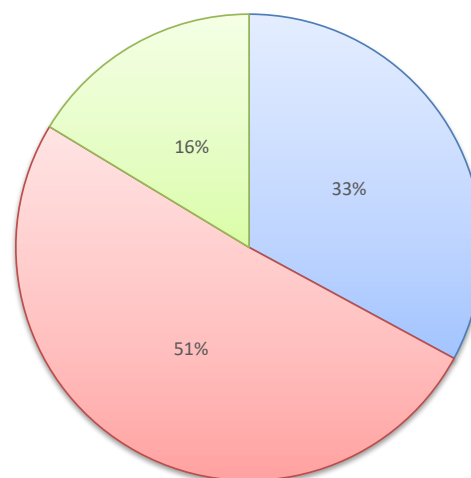
02. TD Ameritrade: 50% of balance of unrestricted cash

Goal of about 45%

03. LAIF: 50% of the balance of unrestricted cash

Goal of about 45%

Current Percentage



■ LAIF
■ TD Ameritrade/RNC Genter
■ Total Coast Hill FCU Less Development

Mission Hills Community Services District						
Budget to Actual Comparison						
JUL 20 -MAR 21						
	Budgeted	Prorated Budget	Actual		Remainder	% of Budget
	Fiscal Year 20-21	JUL 20 -MAR 21	JUL 20 -MAR 21	Difference	Budgeted Amount	75%
Income						
Late Fees/Charges	\$ 24,750	\$ 18,563	\$ 22,252	\$ 3,690	\$ 2,498	90%
Water Service	\$ 1,174,992	\$ 881,244	\$ 965,270	\$ 84,026	\$ 209,722	82%
Sewer Service	\$ 932,683	\$ 699,512	\$ 735,494	\$ 35,982	\$ 197,189	79%
Street Sweeping	\$ 18,006	\$ 13,505	\$ 13,560	\$ 56	\$ 4,446	75%
	\$ 2,150,431	\$ 1,612,823	\$ 1,736,576	\$ 123,753	\$ 413,855	81%
	Budgeted	Prorated Budget	Actual		Remainder	
Expense	Fiscal Year 20-21	JUL 20 -MAR 21	JUL 20 -MAR 21	Difference	Budgeted Amount	
Salaries & Wages	\$ 605,486	\$ 454,115	\$ 393,163	\$ 60,952	\$ 212,323	65%
Employee Benefits	\$ 246,625	\$ 184,969	\$ 143,263	\$ 41,706	\$ 103,362	58%
Director Fees	\$ 18,000	\$ 13,500	\$ 17,690	\$ (4,190)	\$ 310	98%
Depreciation	\$ 322,862	\$ 242,147	\$ 279,486	\$ (37,340)	\$ 43,376	87%
Election Expense	\$ 1,000	\$ 750	\$ 2,809	\$ (2,059)	\$ (1,809)	281%
Vehicle Expense	\$ 28,300	\$ 21,225	\$ 14,088	\$ 7,137	\$ 14,212	50%
Insurance	\$ 33,000	\$ 24,750	\$ 22,074	\$ 2,676	\$ 10,926	67%
Memberships	\$ 17,650	\$ 13,238	\$ 19,104	\$ (5,867)	\$ (1,454)	108%
Office Expenses	\$ 20,715	\$ 15,536	\$ 14,361	\$ 1,175	\$ 6,354	69%
Operating Supplies	\$ 10,500	\$ 7,875	\$ 13,270	\$ (5,395)	\$ (2,770)	126%
Chemicals	\$ 88,400	\$ 66,300	\$ 32,637	\$ 33,663	\$ 55,763	37%
Safety	\$ 7,350	\$ 5,513	\$ 4,347	\$ 1,166	\$ 3,003	59%
Contractual Services	\$ 70,000	\$ 52,500	\$ 74,115	\$ (21,615)	\$ (4,115)	106%
Professional Services	\$ 115,000	\$ 86,250	\$ 143,214	\$ (56,964)	\$ (28,214)	125%
Printing & Publication	\$ 8,230	\$ 6,173	\$ 4,898	\$ 1,275	\$ 3,332	60%
Equipment Lease	\$ 6,729	\$ 5,047	\$ 5,047	\$ (0)	\$ 1,682	75%
Monitoring	\$ 35,000	\$ 26,250	\$ 22,136	\$ 4,114	\$ 12,864	63%
Travel/Meetings/Meals	\$ 20,000	\$ 15,000	\$ 2,872	\$ 12,128	\$ 17,128	14%
Utilities	\$ 180,350	\$ 135,263	\$ 115,865	\$ 19,398	\$ 64,485	64%
Government Fees	\$ 77,234	\$ 57,926	\$ 31,186	\$ 26,740	\$ 46,048	40%
Repairs & Maintenance	\$ 236,000	\$ 177,000	\$ 117,290	\$ 59,710	\$ 118,710	50%
Miscellaneous Expenses	\$ 2,000	\$ 1,500	\$ 5,706	\$ (4,206)	\$ (3,706)	285%
	\$ 2,150,431	\$ 1,612,823	\$ 1,478,621	\$ 134,202	\$ 671,810	69%
Resolution 15-229 - Budget Preparation and Approval Process						
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget, the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.						
				5% =	\$ 107,521.55	



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors.

FROM: Jerome D. Gruber - General Manager

DATE: April 21, 2021

SUBJECT: Discussion regarding the time frame for implementation for Water and Wastewater Rate Increases.

Recommendation:

Discuss time frame for the implementation of Water and Wastewater Rate Increases.

Fiscal Impact:

To be determined based on the implementation date of Rate Increases for Water and Wastewater. Another variable is the pattern of use for our customer base once the new rates are implemented. We could estimate the amount of projective revenue when rates are adjusted, however evaluating useage over several months will determine a pattern of useage and help the District determine what the additional revenues could be.

Discussion:

The Mission Hills Community Services District held a workshop with our consultants to review and discuss the proposed rate increases based on the results of the study and the information provided to the consultants by the MHCS D. Numerous questions were asked and the interaction between our consultant, staff and the MHCS D Board of Directors was varuable and informative.

As a result of the Workshop the Finance Committee met with staff to continue to discuss and review the rate study documentation, ask questions and formulate a recommendation to the full Board of Directors. Again the process was valuable and informative and allowed the process to move forward. The Finance Committee recommended option 2 to be considered by the Board of Directors.

As part of the March MHCSD Board of Directors Meeting the Rate study was placed on the agenda with the recommendation from the Finance Committee to implement option two. After a healthy and productive debate a consensus was reached to table the item until the April Board Meeting. The General Manager reached out to the consultant who wanted to finish the project and told him that the MHCSD Board of Directors would be addressing the item again as part of their April Meeting.

Although staff can appreciate the Boards desire to postpone the rate increases, the General Manager feels that he would be remiss if he did not at least outline his concerns relating to a significant delays in the implementation for Water and Wastewater Rate increases.

After a preliminary organizational assessment of the Districts infrastructure needs and the Districts five year CIP Plan it is recommended that we do not delay the implementation of the late adjustment any longer than a six month period of time. It is also recommended that we move forward with the assistance of the consultant and District Council with the Proposition 218 process with the caveat of a date specific time in which to implement the new rates. If we decide not move forward with the 218 process further delays will result in the Districts ability to generate additional revenues for needed projects and operational expenses.

Although the current CIP encompasses a great deal of projects within the District it is not all inclusive in it's scope. Additional items will continue to be identified. Operational cost in addition to the cost of Capital projects, raw material, labor and regulatory requirements are only going to increase as time goes by. The Fiscal Year Budget for 2021/2022 represents drawing down both reserves in the Water and Wastewater Departments . After discussion with the Districts accountant we both agreed that the level of reserves that will be spent down next fiscal year will not be fully replenished to current levels.

In closing gradual and consistent adjustments to Water and Wastewater rates will allow the District to not only maintain their current infrastructure, but will enable the District to address and resolve future Capital Improvement , operational, and regulatory needs.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Jerry Gruber, General Manager
Carol Reynolds, Accountant

DATE: April 21, 2021

SUBJECT: **Approval of Preliminary Budget for Fiscal Year 2021-22**

Recommendation

District Board of Directors review, discuss, and approve the Preliminary Budget for Fiscal Year 2021-22

Policy Reference

Mission Hills CSD Policy 3020 directs the development and approval of the final budget to be completed by May 31. Approval of the Preliminary Budget allows staff to prepare the final budget and for Board consideration and approval as part of the May Board Meeting

Budget Resource

The Fiscal Year 2021-22 Operating Budget (total \$2,305,231), consists of 2 parts:

- \$1,241,459 Water
- \$1,063,772 Wastewater

The Capital Improvement Projects (total \$678,500), consists of planned Capital Projects and major maintenance forecasted to be performed during the Fiscal Year.

- \$472,500 Water
- \$206,000 Wastewater

Discussion

Staff met with the Finance Committee to discuss the overall Draft Budget for Fiscal Year 2021-22. The discussions were informative and productive, with an emphasis on a detailed explanation regarding Capital Improvement Projects

Attachment(s):

1. Preliminary Budget Consolidated Projections
2. Water Capital Improvement Project Multi Year Plan
3. Wastewater Capital Improvement Project Multi Year Plan

Operating Budget FY 2021/2022

Mission Hills Community Services District		CONSOLIDATED TOTAL FOR ALL FUNDS					
Final Fiscal Year 2021-2022 Budget							
Friday, March 19, 2021							
Revenue		FYE 2020 ACTUAL	FYE 2021 ANNUAL BUDGET	FYE 2021 ANNUAL PROJECTION	FYE 2022 PROPOSED	Increase/Decrease from previous year	Reason for Changes
1	Late Fees/Charges	\$ 32,243	\$ 24,750	\$ 40,709	\$ 35,000	\$ 10,250	Estimate including late fees being charged
2	Water Service	\$ 1,172,109	\$ 1,174,992	\$ 1,262,239	\$ 1,240,587	\$ 65,595	Keeping Rates as Current Added 34 Houses
3	Sewer Service	\$ 900,511	\$ 932,683	\$ 979,825	\$ 1,013,445	\$ 80,762	Keeping Rates as Current Added 34 Houses
4	Street Sweeping	\$ 18,116	\$ 18,006	\$ 18,097	\$ 18,707	\$ 701	Keeping Rates as Current
5	Total Operating Revenue	\$ 2,122,978	\$ 2,150,431	\$ 2,300,870	\$ 2,307,739	\$ 157,308	
Operating Expenses		FYE 2020 ACTUAL	FYE 2021 ADOPTED BUDGET	FYE 2021 ANNUAL PROJECTION	FYE 2022 PROPOSED	FYE 2021 minus FYE 2020	Reason for Changes
6	Salaries & Wages	\$ 519,724	\$ 605,486	\$ 509,648	\$ 715,469	\$ 109,983	Fully Staffed and Additional Staff
7	Employee Benefits & Payroll Taxes	\$ 259,297	\$ 246,625	\$ 255,741	\$ 254,310	\$ 7,685	Fully Staffed and Additional Staff
8	Director Fees	\$ 19,625	\$ 18,000	\$ 26,750	\$ 23,000	\$ 5,000	More Meetings expected than 2020
9	Depreciation (Reserves)	\$ 322,862	\$ 322,862	\$ 372,648	\$ 372,648	\$ 49,786	Increase in Depreciated Items
10	Election Expense	\$ -	\$ 1,000	\$ -	\$ -	(\$1,000)	None Contemplated
11	Vehicle Expense	\$ 25,612	\$ 28,300	\$ 17,930	\$ 26,000	(\$2,300)	Flat Projection From FYE 2020 Actual
12	Insurance	\$ 24,466	\$ 33,000	\$ 35,017	\$ 36,000	\$ 3,000	Contemplates 10% Increase in Insurance Cost
13	Memberships	\$ 16,457	\$ 17,650	\$ 34,031	\$ 20,000	\$ 2,350	Membership in Additional Groups
14	Office Expenses	\$ 20,965	\$ 20,715	\$ 19,435	\$ 23,000	\$ 2,285	Contemplates 10% Increase in Office Expense Cost
15	Operating Supplies	\$ 18,511	\$ 10,500	\$ 21,869	\$ 21,869	\$ 11,369	Flat from Estimate of FYE 2021 Budget
16	Chemicals	\$ 63,395	\$ 88,400	\$ 42,266	\$ 78,000	(\$10,400)	Slight Reduction from FYE 2021 Budget
17	Safety	\$ 9,236	\$ 7,350	\$ 6,854	\$ 7,500	\$ 150	Slight Increase From FYE 2020 Actual
18	Contractual Services	\$ 80,924	\$ 70,000	\$ 76,481	\$ 78,000	\$ 8,000	Contemplates 10% Increase in Contractual Services
19	Professional Services	\$ 60,324	\$ 115,000	\$ 153,757	\$ 150,000	\$ 35,000	Contemplates 20% Increase in Professional Services
20	Equipment Lease	\$ 6,729	\$ 6,729	\$ 6,729	\$ 13,500	\$ 6,771	Renew Scrubber Lease /Re-classify other Items as Lease Expense
21	Printing & Publication	\$ 5,376	\$ 8,230	\$ 6,009	\$ 6,300	(\$1,930)	Contemplates 20% Reduction in Printing
22	Monitoring (Lab Samples)	\$ 33,217	\$ 35,000	\$ 27,112	\$ 32,000	(\$3,000)	Keeps FYE 2021 Budget Amount
23	Training/Meetings/Meals	\$ 10,281	\$ 20,000	\$ 5,590	\$ 20,000	\$ 0	More Training for Staff
24	Utilities	\$ 144,609	\$ 180,350	\$ 161,828	\$ 170,000	(\$10,350)	Contemplates 8% Reduction in Utilities Expense
25	Government Fees	\$ 82,635	\$ 77,234	\$ 43,469	\$ 82,635	\$ 5,401	Keeps FYE 2020 Actual Amount
26	Repairs & Maintenance	\$ 188,439	\$ 236,000	\$ 159,232	\$ 175,000	(\$61,000)	Contemplates 30% Reduction in Repairs & Maintenance Expense
27	Ratepayer write offs	\$ -	\$ 2,000	\$ -	\$ -	(\$2,000)	Contemplates Not Writing Off Any Rate Payers
28	Total Operating Expenses	\$ 1,912,684	\$ 2,150,431	\$ 1,982,398	\$ 2,305,231	\$ 154,800	
	Net Operating Gain/(Loss)	\$ 210,294	\$ -	\$ 318,472	\$ 2,508		

	A	F	G	H	I	J	K
1	Water - 5-Year Capital Improvement Plans DRAFT	2020/21	Not Used 2020/2021	2021/22	2022/23	2023/24	2024/25
2	Distribution (NBS Study)						
3	Calle Lindero - Trunk Line			\$ 155,000			
4	Valve Replacement Project (\$6,000 per valve)	\$ 45,000	\$ 33,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
5	Upgrade Cla-Vals - Pressure Reducing Stations			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
6	Meter Replacement Program	\$ 45,000	\$ 14,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
7	Water Main Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	SCADA System	\$ 25,000	\$ 25,000	\$ 75,000	\$ -	\$ -	\$ -
9	Water Pressure Reduction Project	\$ 43,824	\$ -	\$ -	\$ -	\$ -	\$ -
10	Equipment (NBS Study)						
11	Backup Generator - Shop w/Auto Transfer Switch	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -
12	Purchase Company Vehicle GM -50%			\$ 15,000			
13	Replace Dump Truck					\$ 65,000	
16	Replace Electric Gate	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
17	Case Tractor / Backhoe (50%)				\$ 45,000		
18	Storage (NBS Study)						
19	Rehabilitate Reservoir Tanks						
20	Tank #1 East (Cathodic Protection, Inspection, Evaluation)	\$ -	\$ -	\$ 30,000	\$ 17,500	\$ 115,000	
21	Tank #2 West (Cathodic Protection, Inspection, Evaluation)	\$ -	\$ -	\$ 30,000	\$ 17,500		\$ 115,000
22	Reservoir (New for Development)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Treatment (NBS Study)						
24	Water Treatment Plant (New for Development)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Wells & Pumping (NBS Study)						
26	New Well Installation - #8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Replace or Rebuild Waukesha Engine	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
28	Well #6 Rehabilitation	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 70,000
29	Well #7 Rehabilitation	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -
30	Well #5 Rehabilitation	\$ 62,500	\$ -	\$ -	\$ -	\$ 80,000	\$ -
31	Solar Energy (50% Water)						
32	Construction Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Solar Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Sub Total	\$ 221,324	\$ 72,000	\$ 495,000	\$ 380,000	\$ 420,000	\$ 325,000
35	Contingency	\$ 21,026		\$ 49,500	\$ 38,000	\$ 42,000	\$ 32,500
36	TOTAL	\$ 242,349	\$ 72,000	\$ 544,500	\$ 418,000	\$ 462,000	\$ 357,500
37			\$ (72,000.00)	\$ 472,500			

Wastewater - 5-Year Capital Improvement Plans (DRAFT)	2020/21	Not Used 2020/2021	2021/22	2022/23	2023/24	2024/25
Collections						
Collection System Replacement (Slip Lining)						
Video & Clean Sewer Lines	\$ 40,000	\$ 8,000	\$ 53,000	\$ 35,000	\$ 25,000	\$ 25,000
Equipment						
Replace Vehicle 2007 GMC Pickup				\$ 60,000		
Case Tractor / Backhoe (50%)				\$ 45,000		
Purchase Company Vehicle GM (50%)			\$ 15,000			
Replace Ford Ranger (50%)						
New Jetter	\$ 40,000	\$ 27,800	\$ 65,000			
Lift Station						
Lift Station Upgrades (limited scope)						
Lift Station (retain spare parts to minimize repairs)	\$ 165,000	\$ 130,000	\$ 100,000			
Lift Station - Wet Well Coating					\$ 55,000	
Wastewater SCADA Install				\$ 35,000		
Property Acquisition						
Backup Generator Portable						
Backup Generator Stationary			\$ 65,000			
Line Pond #8 to reduce Lift Station overflow impact				\$ 50,000	\$ 50,000	\$ 50,000
Sewer Treatment						
Pond Valve Stem Replacement	\$ 40,000		\$ 40,000	\$ 40,000	\$ 40,000	
Aeration System Replacement						
Pond Rehabilitation or Bio-remediation (see below)			\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Bio-Remediation (Sludge Removal)	\$ -					
Aeration System - Developments						
New Wastewater Treatment System (Development Depend)						
New Wastewater Treatment System - Addt'l. Loads						
Solar Energy (50% Wastewater)						
Construction Bid Documents, Specifications, PM Estimate			\$ -			
Solar Energy Installation						
Total	\$ 285,000	\$ 165,800	\$ 338,000	\$ 365,000	\$ 270,000	\$ 175,000
Contingency	\$ 27,075		\$ 33,800	\$ 36,500	\$ 27,000	\$ 17,500
TOTAL	\$ 312,075		\$ 371,800	\$ 401,500	\$ 297,000	\$ 192,500
			\$ (165,800)			
			\$ 206,000			



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Jerry Gruber

DATE: April 21, 2021

SUBJECT: Review and Discuss Previous Committee Meetings and Consider Proposed Future Committee Meeting Dates

Recommendation:

Staff recommends that the Board of Directors Discuss and Consider Previous and Proposed Future Committee Meeting Dates.

Fiscal Impact:

The Fiscal Impact is unknown at this time and will be dependant upon the number of meetings attended by Directors and Staff.

Discussion:

The District has five (5) Standing Committees and one (1) Ad-Hoc Committee. Staff recommends the Committee Members consider adopting a calendar to schedule future meetings. General Manager Jerry Gruber also has points for the Committee Members to consider.

Attachment - Summary of Committee Meetings.

Committee	Completed Meeting Date	Summary of Discussion	Future Meeting Date	Topics for Discussion
Wastewater	11/30/2020	Review and discuss current Wastewater Treatment Plant Status and Forward Action Plans	TBD	TBD
		Director Fasold lead a discussion regarding action items and follow ups that included: Discussions with RWQCB regarding reporting effluent point of compliance, Development of WWTP Standard Operating Procedures, Upgrades to Mesa Oaks Lift Station, Installing a liner in Rucker Point #8, Compliance with the Time Schedule Order Tasks and Dates, Implementing any recommendations at the WWTP Ponds from Steve Harris's October 2, 2020 Memo and Critical spare parts on hand at the Lift Station		
Finance	3/26/2021	Discuss and review the preliminary budget along with CIP preliminary budget	TBD	Development Account Placement, Credit Cards for District
Water	3/26/2021	Discussed the installation of the Surge Tank	TBD	TBD
Energy	11/24/2020	Scheduling 2 vendors to meet and discuss solar	TBD	TBD
Personnel	3/12/2021	Discussed and agreed on creation of Administrative Services Manager Position	TBD	TBD
Development Agreement	4/7/2021	City of Lompoc Summary Discussion	TBD	TBD

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