

**Board of Directors**

Jorge Magana, President  
Myron Heavin, Vice President  
Matthew Starbuck, Director  
Steve Dietrich, Director  
Jim Keeling, Director



1550 East Burton Mesa Blvd.  
Lompoc, California, 93436-2100  
805.733.4366  
[www.mhcsd.org](http://www.mhcsd.org)

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors  
**Regular Meeting**

Wednesday, August 21, 2024  
4:30 PM

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

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Public Comment** – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes. **If you are unable to attend, you can submit comments in advance of the meeting to [admin@mhcsd.org](mailto:admin@mhcsd.org) before 1:00 PM, Tuesday, August 20<sup>th</sup>, 2024.**
4. **Closed Session**
  - A. Conference with legal counsel regarding existing or anticipated litigation (§ 54956.9)
5. **Consent Agenda** - Staff recommends Directors approve the Consent Agenda in one motion. Members of the public may comment on a consent item (3-minute maximum per speaker). Directors may pull a consent item for discussion or separate vote.
  - A. **Consideration of Approval of Minutes from:**
    - i) July 17<sup>th</sup> Regular Meeting
  - B. **Activity Reports for July**
    - i) General Manager and Administration Reports
    - ii) Water and Wastewater
    - iii) Goals and Committee Updates
  - C. **Financial Reports**
    - i) Revenue and Expenses Previous Year Comparison
    - ii) Disbursements Journal
    - iii) Variation from Projected Income
    - iv) Bank Account Summary
    - v) Budget to Actual

**6. Regular Business-**

- A. Discuss and approve the Capacity Charge Study as presented and direct staff to schedule a public hearing and to do an ordinance change.
- B. Discuss and approve Resolution 24-359 accepting funds granted by the Per Capita Program

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

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

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

Copies of the staff reports, or written materials provided for Mission Hills CSD for Open Session agenda items may be obtained upon request and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during regular business hours. Closed Session items are not available for public review.

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



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Mike Garner, General Manager

**Mission Hills Community Services District Board of Directors  
Regular Meetings Minutes  
July 17<sup>th</sup>, 2024**

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

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:30pm on Wednesday, July 17<sup>th</sup>, 2024, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

**DIRECTORS PRESENT:**

By roll call: Jim Keeling, Matthew Starbuck,  
and Jorge Magana

**DIRECTORS ABSENT:**

Myron Heavin & Steve Dietrich

**STAFF PRESENT:**

Mike Garner Carol Reynolds, Javier  
Rodriguez and Jose Acosta

**OTHERS PRESENT:**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Comment- No public comment received.

**No closed session occurred during this meeting.**

**Consent Agenda-**

**A. Approved Minutes**

- i.) May 15<sup>h</sup>, 2024, Regular Meeting
- ii.) No June Meeting (no meeting Minutes)

**B. Activity Reports for May & June**

- i.) General Manager and Administrative Reports
- ii.) Water and Wastewater

**C. Financial Reports**

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

**Approved Consent Items**

Motion made by Director Keeling and seconded by Director Magana, to approve the Consent Agenda as presented **Motion passed 3-0 Vote.**

Ayes: Jim Keeling, Jorge Magana and Matt Starbuck

Noes:

Abstain:

Absent: Steve Dietrich and Myron Heavin

**Regular Business Items**

**A. Consider Approving the Injury and Illness Prevention Program (IIPP) along with the Workplace Violence Prevention Program Plan.**

Motion made by Director Magana and Second by Director Starbuck to adopt the Injury and Illness Prevention Program (IIPP) and the Workplace Violence Prevention Program Plan

**Motion passed 3-0 Vote.**

Ayes: Jorge Magana, Jim Keeling and Matt Starbuck

Noes:

Abstain:

Absent: Steve Dietrich and Myron Heavin

**B. Approve the changes made to the Revised 2024-25 Water-5 Year Capital Improvements Financial Report. Motion Passed 3-0 Vote.**

Motion made by Director Magana and second by Director Starbuck to approve the recommended changes on the Water-5-year Capital Improvements Financial Reports to move the 800K from the from the 2025-26 FY over to the current Fiscal Year 2024-25 and adding the 1.5 Sewer line pond back to the financial report to keep the connection fee reflective of updated planned projects.

**Motion passed 3-0 Vote.**

Ayes: Jorge Magana, Jim Keeling and Matt Starbuck

Noes:

Abstain:

Absent: Steve Dietrich and Myron Heavin

**C. Discuss and approve the draft Employee Manual and direct staff to prepare a Final Employee Manual.**

Motion made by Director Keeling and second Director Magana to approve the Draft Employee Manual and directed staff to move forward in preparing the final Employee Manual.

**Motion Passed 3-0 Vote.**

Ayes: Jorge Magana, Jim Keeling and Matt Starbuck

Noes:

Abstain:

Absent: Steve Dietrich and Myron Heavin

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

**A. General Manager's Comments-** None

**B. Directors' Comments-** None

**C. Public Comments-** None

With no further business to come before the Board, the meeting was adjourned at 5:25pm

Respectfully submitted:

**Lupe Huitron**

X

\_\_\_\_\_  
Jorge Magana, President

X

\_\_\_\_\_  
Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for  
**July 2024**

**General Manager Report**

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**Stantec-** Final designs should be arriving at the end of the month. Allen Noelle (electrical engineer) is finishing up with design info for PGE.

**Lift Station-** Meeting with Jon Turner to go over design for new lift station on the 20<sup>th</sup>. Crew went to San Luis to watch city crew work and clean a submersible station.

**Well 8-** Rick Hoffman (hydrologist) is currently working on the specs to get ready to go out for bid for the new well.

**Well #6 Status-** Pipe is currently getting coated. Well will be back on line within a month.

**Restrooms-** Looking at redoing office restrooms. They are in need of remodeling. Not budgeted but we do have money in reserve to handle it. Would be less than \$10,000 each.

**Customer Service/Account Receivables**

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- Applied 10% late fee non pay July: # 133 accounts
- Past due 60 days/Turned off: 4 accounts
- 1 account disconnected a year for non-payment.
- 1 locked off Acc. Reverse Mortgage/No Bank Info. [If property sells Bal. submitted to Escrow](#)



General Manager and Administrative Activity Reports for  
**July 2024**

**Board Secretary**

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- Scheduled committee Meetings
- Prepared Back-flow notices and testing sheets for commercial and residential accounts
- Posted GSA/WMA & MHCSO Agenda Notices
- Assisted in Compiling the approved (IIPP) Injury Illness and Prevention Program document.
- Coordinated with plumbers to schedule times back-flow testings for MHCSO
- Assisted General Manager with Staff Reports
- Drafted required Teleconference Notice for Directors/General Managers (Brown act requires a notice be posted outside of the teleconference location, for any board member Remoting in)
- Scheduled District Vehicles for maintenance with the County Yard
- Coordinated Travel arrangements for staff conferences (filled out travel forms, booked hotels etc.)
- Assisted customers with payments and questions in person and over the telephone
- Corresponded to Public Record request via email (inquired about the number of Service accounts Mesa Oaks has)
- Contacted the county and inquired about the Candidate Statement of Qualifications form & the 700 form filing when filing paperwork with the county to serve on the board for the upcoming 4 year term for Mission Hills CSD.
- Assigned on-line webinars

**Administrative Services Manager**

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Continued Work on Capacity Fee Study. Completed ACWA JPIA , CSDA Classes to continue informative and educational direction. Consistently attend VVCSO Board Meetings to garner information affecting our local communities. Assisted Rate Payers with Payments. Completed Bank Deposits. Facilitated money transfer between accounts as warranted. As is customary, participated in Board Meeting preparation. Kept abreast of the District priorities on a weekly basis with both the General Manager and Operations Supervisor. Evaluated the Grant opportunities for applicable options for the District. Requested updates from District Counsel on ongoing items.



**Board of Directors:**

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

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General Manager, Mike Garner

**MISSION HILLS COMMUNITY SERVICES DISTRICT  
 Water and Wastewater Report – July 2024**

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 18.24 MG	Total Monthly Influent Flow: 3.56 MG
Daily Average: 0.59 MGD	Daily Average: 0.17 MGD
Monthly Sold: 17.49 MG	Ratio of Daily returned Flow: 61%
Unaccounted Water: 0.75 MG (4.1%)	(0.17/0.59 = 0.29)

**\*Wastewater total monthly influent flow and daily average is based on 21 days.**

**Water**

**Compliance**

- Submitted the State Water Resource Control Board (SWRCB) monthly reports.
- Submitted the SAFER Quarterly Report
- Submitted the Santa Ynez River Conservation Semi Annual Report.
- Completed and submitted the Lead Service Line Inventory Report.

**Distribution System Maintenance/Repair**

- Replaced **41** Hersey meters to Kamstrup meters. **830** of **1312** total meters replaced.
- July 29<sup>th</sup> - Water service line leak on Via Gala.

**Preventative Maintenance Program: July**

- Hydrant Maintenance: **8**
- Valve exercised: **14**
- Dead End Flushing: **N/A**





## **Wastewater**

### **Compliance**

- Submitted the Semi-Annual Time Schedule Order (TSO) Report.
- Submitted the Quarterly Self Monitoring Report (SMR).
- Collected all weekly settleable solids samples.
- Collected all quarterly samples.
- Submitted the Monthly No Spill Report.

### **Collection System/Lift Station**

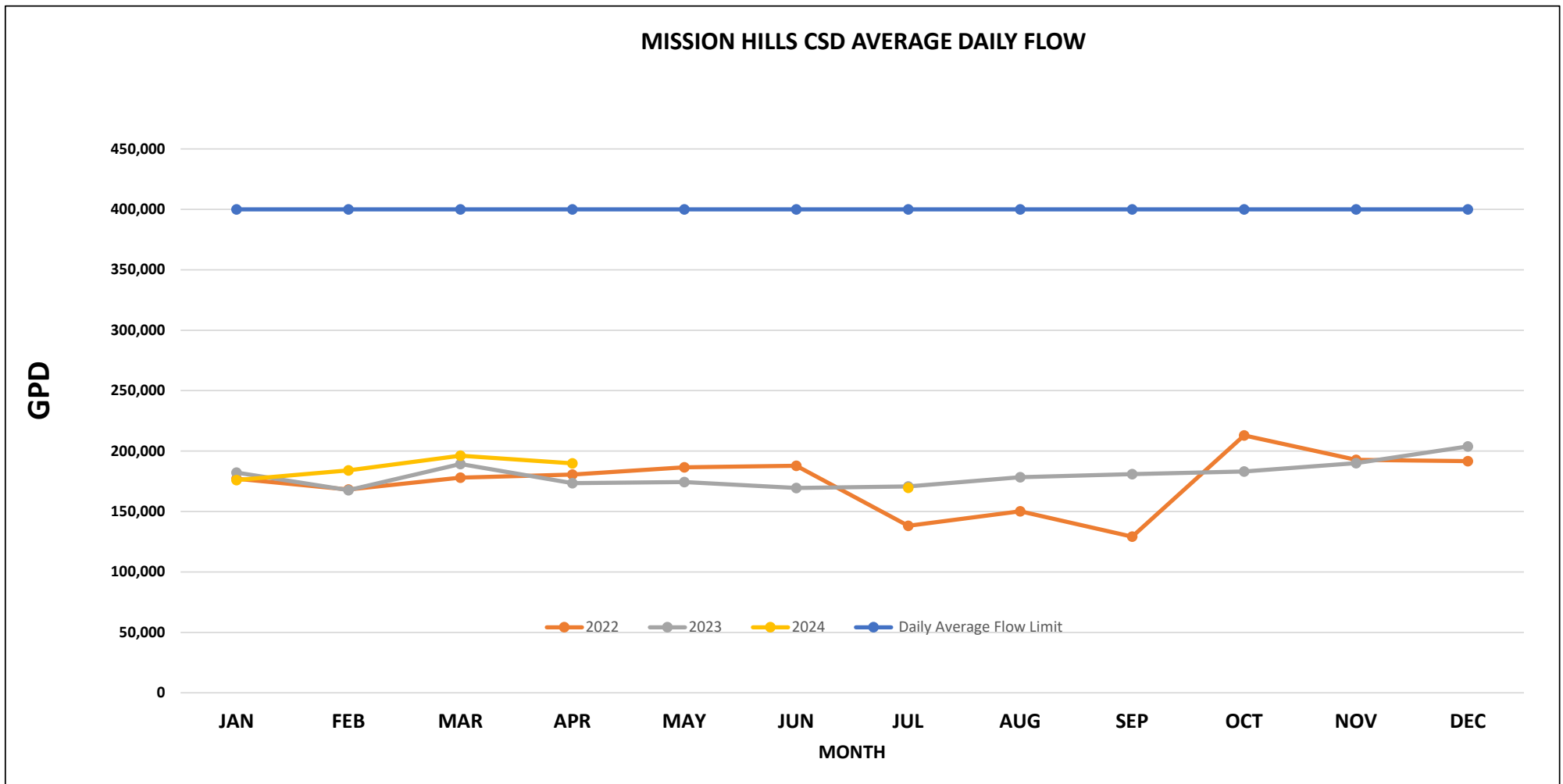
- Staff were invited to the City of San Luis Obispo Wastewater Collections Department to observe a few of their lift stations with submersible pumps. Staff are researching and gathering information for the district's lift station future upgrades.
- Continued monitoring of Wet well Wizard. No further odor complaints.

### **Wastewater Plant**

- Wastewater Flow Meter is still being repaired. Manufacturer shipped a temporary meter, which was installed 7/11/24
- Perform weekly laboratory in-house samples.
- Wastewater Plant is operating in good condition.

# MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

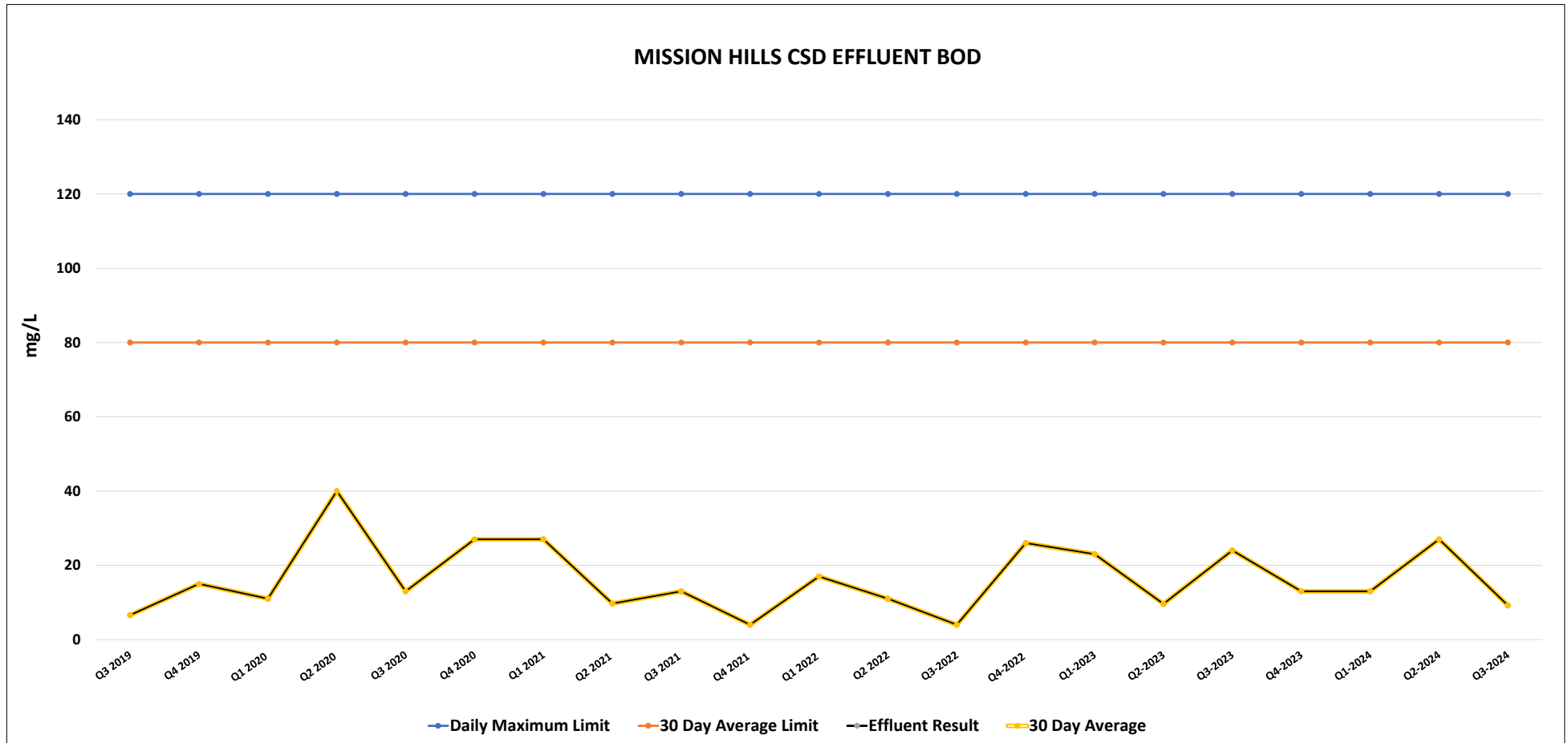
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Average Flow Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
2022	177,041	168,115	177,989	180,560	186,491	187,850	138,217	150,210	129,171	212,966	192,729	191,717
2023	182,227	167,689	189,351	173,446	174,311	169,441	170,812	178,317	181,009	183,039	190,019	203,847
2024	176,039	184,061	196,175	189,774			169,626					



# MISSION HILLS CSD EFFLUENT BOD (mg/L)

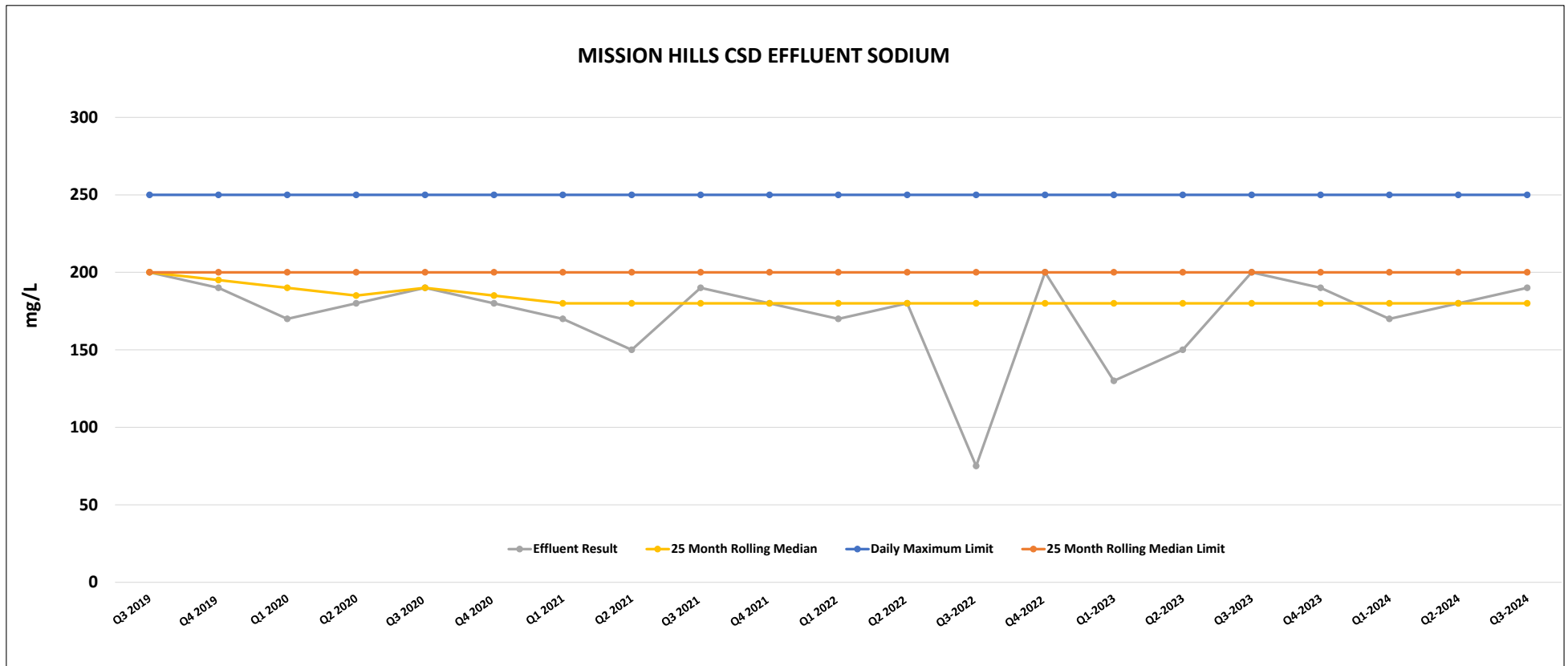
MONTH	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day Average Permit Limit	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Effluent Result	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	
30 Day Average	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	

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



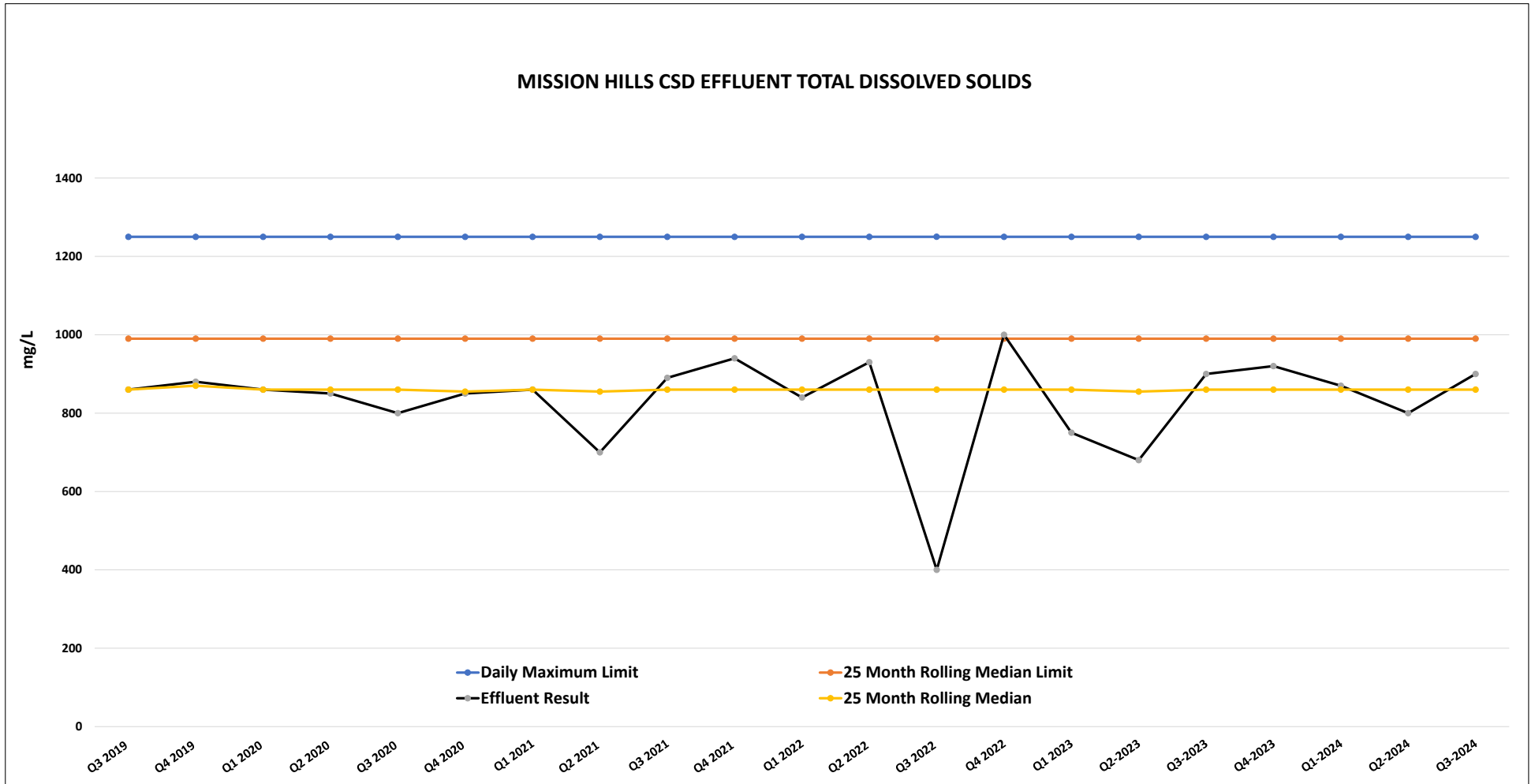
# MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

MONTH	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	
<b>Daily Maximum Permit Limit</b>	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
<b>25 Month Rolling Median Limit</b>	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
<b>Effluent Result</b>	200	190	170	180	190	180	170	150	190	180	170	180	75	200	130	150	200	190	170	180	190	
<b>25 Month Rolling Median</b>	200	195	190	185	190	185	180	180	180	180	180	180	180	180	180	180	180	180	180	180	180	



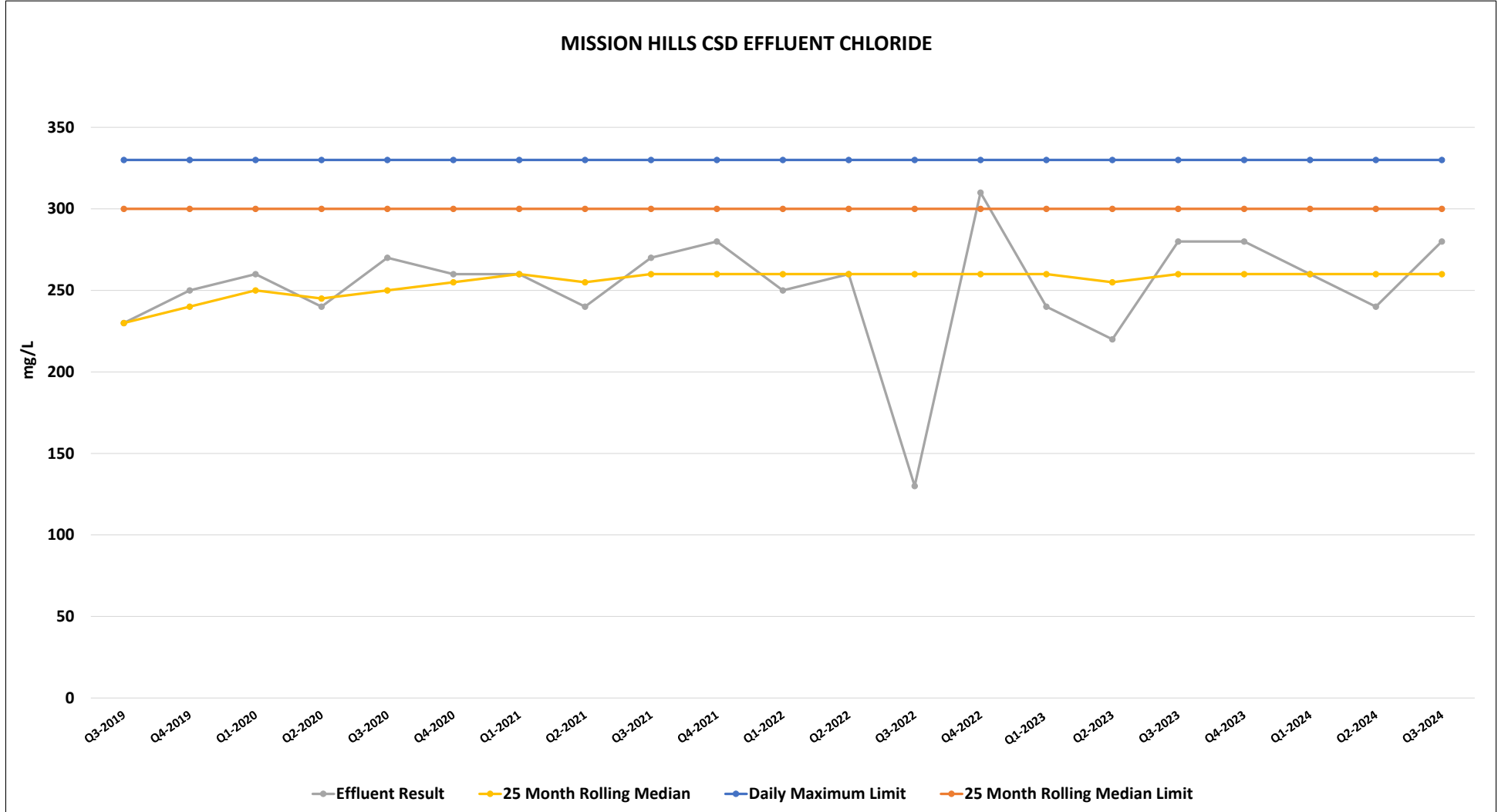
### MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

MONTH	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2-2024	Q2-2024	
Daily Maximum Permit Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
25 Month Rolling Median Limit	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990
Effluent Result	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680	900	920	870	800	900	
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855	860	860	860	860	860	



# MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	Q3-2019	Q4-2019	Q1-2020	Q2-2020	Q3-2020	Q4-2020	Q1-2021	Q2-2021	Q3-2021	Q4-2021	Q1-2022	Q2-2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q1-2024	Q3-2024	
<b>Daily Maximum Permit Limit</b>	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
<b>25 Month Rolling Median Limit</b>	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
<b>Effluent Result</b>	230	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220	280	280	260	240	280	
<b>25 Month Rolling Median</b>	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	255	260	260	260	260	260	



MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

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



## Top Goals

<p><b>Established by Board of Directors</b>                  (Staff recommends the Board of Directors consider updating the Top Goals on an annual or by-annual basis)</p>
<p><b>1. N/A</b></p>
<p><b>2. N/A</b></p>
<p><b>3. Cost Reduction – Energy usage and other applicable initiatives</b>                  Please refer to the Energy Committee Update. <span style="color: red;">[No Changes]</span></p>
<p><b>4. Public Outreach – Implement regular on-line communications to the community.</b>                  Staff continues to post content on the Districts Facebook page, Facebook Forums, District’s Bulletin Board, District’s website, and the Next-Door local Neighborhood website. A variety of Topics have been posted via social media. Staff has been posting a new item about once a month. The CCR (Consumer Confidence Report) was posted via Facebook and on the next-door website, it provided information about the Districts water quality. Also posted information encouraging the Approval of the Special District Grant Accessibility Act. -HR 7525 this act ensures that essential funds reach special districts efficiently for vital projects like parks, infrastructure, and community services.</p>
<p><b>5. Pursue Grant Funding Opportunities for Capital Projects</b>                  Staff continue to review electronic notices regarding grant funding and low interest loan opportunities. Staff receive weekly notices on grant opportunities, but to date the grants are only available for certain types of projects or Agencies and they are not applicable to the District. We will continue to monitor grant opportunities. <span style="color: red;">[No Changes]</span></p>

Updated August 15<sup>th</sup>, 2024



**MHCSD COMMITTEE MEETING UPDATES****April 17, 2024, Board Meeting**

(Updated August 15, 2024)

Committee	Summary Discussion	Completed Meeting Date
<b>Water/Wastewater</b> Starbuck & Dietrich Alt-Heavin	The Committee met on July 15, 2024, and the General Manager provided an update on Lift Station replacement. Informed Committee that the Engineer John Turner was put on hold and will meet him in August to re-start design work. Also provided an update on Stantec for new Tank and Pumps. PG&E Application was never started, so the General Manager is now working on Application with electrical Engineer. By August Stantec should have provided final drawings for us.	July 15, 2024
<b>Finance</b> Dietrich & Keeling Alt-Starbuck	The Committee members met on July 15, 2024. The Committee reviewed the draft water/wastewater Capacity charge Study. The Committee provided directions to staff that included bringing the Study to the full board for review on July 17, 2024, regular meeting and after for approval in the August 21, 2024, Regular Board Meeting. Also discussed ratifying the GM decision to put the 1.5 million for Pond Liner back on the 5-year CIP to keep Capacity Charges from dropping. Discussed moving new well 8 to Fiscal Year 2024/25 from 2025/26 to get better pricing from drillers.	July 15, 2024
<b>Energy</b> Heavin & Starbuck Alt-Magana	Energy Committee has not met since August 2023.	August 2, 2023
<b>Personnel</b> Keeling & Magana Alt-Dietrich	Committee Members met on July 16, 2024, to discuss with committee the Injury Illness Prevention Plan (IIPP) and how we combined the workplace violence Prevention plan in with the IIPP. The committee directed staff to bring the IIPP to the July Regular Board Meeting for approval. The committee also reviewed the Employee Handbook and directed staff to bring it to the July 17 Board Meeting for approval.	July 16, 2024
<b>GSA for WMA</b> Heavin Alt-Jim Keeling	The WMA GSA met on June 26, 2024, and July 24, 2024. The meeting Agenda Notice was provided as an attachment to the June 26, 2024 & July 24, 2024, WMA/GSA Meeting in the Board meeting packet. Summary of the meeting can be verbally discussed in August 21, 2024 Board Meeting as needed. The next WMA/GSA Meeting is September 6, 2024	July 24, 2024

<p><b>Community Engagement</b> Heavin &amp; Keeling Alt-Magana</p>	<p>Staff continues to post content on social media, the District's Bulletin Board, the District's website, and the Next-door Neighborhood website. Mission Hills Staff has shared content on social media to inform customers about the latest Bill passed supporting the Special District Grant Accessibility Act.</p>	<p>December, 2023</p>
<p><b>Development</b> Dietrich &amp; Keeling Alt-Starbuck</p>	<p>Development Committee did not meet. Next meeting TBD.</p>	<p>TBD</p>

**NOTICE**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**SANTA YNEZ RIVER VALLEY GROUNDWATER BASIN**  
**WESTERN MANAGEMENT AREA GROUNDWATER SUSTAINABILITY AGENCY**

will be held on Wednesday, ~~June 26, 2024~~, at 10:00 a.m.  
at Vandenberg Village Community Services District, Meeting Room, 3745 Constellation Rd, Lompoc, California  
**Optional remote public participation is available via Telephone or ZOOM**

To access the meeting via telephone, please dial: 1-669-900-6833 or 1-669-444-9171  
or via the Web at: <http://join.zoom.us>

“Join a Meeting” - **Meeting ID 852 0141 3681 Meeting Passcode: 689739**

\*\*\* Please Note \*\*\*

The above teleconference option for public participation is being offered as a convenience only and may limit or otherwise prevent your access to and participation in the meeting due to disruption or unavailability of the teleconference line. If any such disruption of unavailability occurs for any reason the meeting will not be suspended, terminated, or continued. Therefore in-person attendance of the meeting is strongly encouraged.

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**AGENDA OF REGULAR MEETING**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment (Any member of the public may address the Committee relating to any non-agenda matter within the Committee’s jurisdiction. The total time for all public comment shall not exceed fifteen minutes and the time allotted for each individual shall not exceed five minutes. No action will be taken by the Committee at this meeting on any public comment item.)
4. Review and consider approval of the Minutes of the Regular Meeting of May 22, 2024
5. Receive and consider approval of updated organizational chart
6. Receive update from JPA member agency counsel and consider approval of Administrative Services Contract with SYRWCD
7. Receive update on request for WMA GSA Written Verification for APN 099-100-041, 1906 Gypsy Canyon Rd., Lompoc (Joanna Garrick)
8. Receive update and consider possible action on the following SGM Implementation Grant items
  - a. Consider endorsing proposed draft Prop 68 Grant funding allocation budget
  - b. Discuss member agency cost-share agreement and agency loan share contribution status
  - c. Review DWR Grant Invoice #2 transmittal
  - d. Consider authorizing a contract with EKI for Component Management Services on behalf of the Santa Ynez Basin. Consider authorizing Plan Manager or Board President to sign same
  - e. Review WMA Annual Report Comment Letter from DWR
9. Review draft 5-year Budget and rate study for WMA GSA
10. Receive update from legal Counsel on the addition of an Agricultural Representative
11. Discuss tentative date of August 16, 2024, for Basin-wide Joint-GSAs meeting
12. Next Regular WMA GSA Board meeting is scheduled for Wednesday, July 24, 2024
13. WMA GSA Board member reports and requests for future agenda items
14. Adjournment

[This agenda was posted 72 hours prior to the scheduled special meeting at 3669 Sagunto Street, Suite 101, Santa Ynez, California, and SantaYnezWater.org in accordance with Government Code Section 54954. In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Santa Ynez River Water Conservation District at (805) 693-1156. Advanced notification as far as practicable prior to the meeting will enable the GSA to make reasonable arrangements to ensure accessibility to this meeting.]

**NOTICE**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**SANTA YNEZ RIVER VALLEY GROUNDWATER BASIN**  
**WESTERN MANAGEMENT AREA GROUNDWATER SUSTAINABILITY AGENCY**

will be held on Wednesday, July 24, 2024, at 10:00 a.m.  
at Vandenberg Village Community Services District, Meeting Room, 3745 Constellation Rd, Lompoc, California

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WMA GSA Director Myron Heavin will be attending the meeting via teleconference from the following location:  
2700 Lewis Place, Lompoc, California. Members of the public may join him at that location.

WMA GSA Alternate Director Mike Garner will be attending the meeting via teleconference from the following location:  
2824 Desert Song Drive Bullhead City, Arizona. Members of the public may join him at that location.

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**Optional remote public participation is available via Telephone or ZOOM**

To access the meeting via telephone, please dial: (669) 444-9171 or via the Web at: <http://join.zoom.us>

“Join a Meeting” - Meeting ID **828 2553 2198** Meeting Passcode: **022147**

\*\*\* Please Note \*\*\*

The above teleconference option for public participation is being offered as a convenience only and may limit or otherwise prevent your access to and participation in the meeting due to disruption or unavailability of the teleconference line. If any such disruption of unavailability occurs for any reason the meeting will not be suspended, terminated, or continued. Therefore in-person attendance of the meeting is strongly encouraged.

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**AGENDA OF REGULAR MEETING**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment (Any member of the public may address the Committee relating to any non-agenda matter within the Committee’s jurisdiction. The total time for all public comment shall not exceed fifteen minutes and the time allotted for each individual shall not exceed five minutes. No action will be taken by the Committee at this meeting on any public comment item.)
4. Review and consider approval of the Minutes of the Regular Meeting of June 26, 2024
5. Consider appointment of Ad-Hoc Committees for the following:
  - a. Recruitment of WMA Plan Manager/Executive Director; approving draft Request for Qualifications (RFQ)
  - b. Development of a policy for administering well verifications in the WMA
  - c. Development of a policy for WMA groundwater production measurement and reporting
6. Receive and discuss request for WMA GSA Written Verification of a proposed well on APN 099-650-012, 1990 Tularosa Rd. Lompoc, CA (Lany1990 LLC, Christopher Montes)
7. Receive and consider possible action on the following WMA JPA items:
  - a. Revisions to WMA JPA adding Agricultural Representative
  - b. Approval of Revised Draft 5-year Budget for WMA GSA
  - c. Endorsement of member agency cost/loan share reimbursement agreement
  - d. Scope of Work for seawater intrusion monitoring by County and consider approval of laboratory costs
  - e. WMA GSA Contract with EKI for Component Management Services on behalf of the Santa Ynez Basin
  - f. Approval of scope of work and cost estimate from Stetson Engineers for ongoing technical support

8. Discuss Basin-wide Joint-GSAs meeting Friday, September 6, 2024, 10 a.m., at Buellton City Council Chambers
9. Next Regular WMA GSA Board meeting is scheduled for Wednesday, August 28, 2024, 10 a.m. at VVCSD
10. WMA GSA Board member reports and requests for future agenda items.
11. Adjournment

[This agenda was posted 72 hours prior to the scheduled special meeting at 3669 Sagunto Street, Suite 101, Santa Ynez, California, and SantaYnezWater.org in accordance with Government Code Section 54954. In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Santa Ynez River Water Conservation District at (805) 693-1156. Advanced notification as far as practicable prior to the meeting will enable the GSA to make reasonable arrangements to ensure accessibility to this meeting.]

Mission Hills Community Services District  
Revenue and Expense Prev Year Comparison  
July 2024

		Jul 24	Jul 23	\$ Change	Explanation
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	4005 · 48 hour notice fees	390.00	420.00	-30.00	
	4045 · Late fees	2,245.13	2,078.73	166.40	
	4060 · Reconnection fees	200.00	0.00	200.00	
	4085 · Sewer basic charges	98,555.56	97,994.30	561.26	
	4095 · Street sweeping charges	1,514.04	1,500.84	13.20	
	4105 · Water basic charges	59,364.24	58,991.74	372.50	
	4115 · Water usage charges	70,999.44	56,553.57	14,445.87	Increased Usage
	<b>Total Income</b>	<b>233,268.41</b>	<b>217,539.18</b>	<b>15,729.23</b>	
<b>Gross Profit</b>					
	<b>233,268.41</b>	<b>217,539.18</b>	<b>15,729.23</b>		
<b>Expense</b>					
	6000 · Salaries and wages				
	6005 · Wage expense	63,074.29	58,522.74	4,551.55	Full Staff, Promotions
	6010 · Payroll tax expense	4,930.24	4,819.94	110.30	
	<b>Total 6000 · Salaries and wages</b>	<b>68,004.53</b>	<b>63,342.68</b>	<b>4,661.85</b>	
	6050 · Employee benefits				
	6060 · Disability insurance	307.22	245.65	61.57	
	6065 · Health insurance	9,651.92	10,645.99	-994.07	
	6075 · Retirement expenses	1,934.11	1,581.08	353.03	
	6090 · Vacation & Sick Leave	1,396.72	3,745.60	-2,348.88	Less Time Off
	6095 · Benefit Administration	89.82	826.82	-737.00	
	<b>Total 6050 · Employee benefits</b>	<b>13,379.79</b>	<b>17,045.14</b>	<b>-3,665.35</b>	
	6100 · Director fees	0.00	750.00	-750.00	
	6110 · Depreciation expense	27,920.33	26,784.66	1,135.67	Slightly Higher
	6140 · Vehicle expenses				
	6145 · Tractor and equipment	0.00	0.00	0.00	
	6150 · Vehicle fuel	0.00	1,410.10	-1,410.10	Timing Payment
	6155 · Vehicle maintenance	0.00	1,256.21	-1,256.21	Timing Payment
	6160 · Automobile Allowance	350.00	0.00	350.00	
	<b>Total 6140 · Vehicle expenses</b>	<b>350.00</b>	<b>2,666.31</b>	<b>-2,316.31</b>	
	6170 · Insurance expense				
	6180 · Liability insurance	1,003.24	925.00	78.24	
	6185 · Property insurance	0.00	13,883.05	-13,883.05	Timing Payment
	<b>Total 6170 · Insurance expense</b>	<b>1,003.24</b>	<b>14,808.05</b>	<b>-13,804.81</b>	
	6190 · Dues and memberships	5,314.00	144.65	5,169.35	Timing Payment LCW
	6200 · Office expenses				
	6210 · Cash (over) / short	0.00	0.01	-0.01	
	6225 · Miscellaneous expenses	0.00	14.00	-14.00	
	6230 · Office supplies	0.00	392.93	-392.93	
	6235 · Postage expense	0.00	2,968.00	-2,968.00	Timing Payment
	6240 · Subscriptions	90.00	90.00	0.00	
	6245 · Office Equipment	0.00	177.63	-177.63	
	<b>Total 6200 · Office expenses</b>	<b>90.00</b>	<b>3,642.57</b>	<b>-3,552.57</b>	
	6300 · Operating supplies and expenses				
	6310 · Miscellaneous supplies	1,391.71	2,994.75	-1,603.04	Less Items
	6325 · Portable equipment	93.89	0.00	93.89	
	6330 · Shop supplies	0.00	79.44	-79.44	
	6335 · Small tools and appliances	0.00	1,574.91	-1,574.91	None Purchased
	6340 · Chemicals				
	6344 · Chlorine	1,145.57	1,510.25	-364.68	
	6345 · Corrosion inhibitor	5,832.72	5,281.68	551.04	
	<b>Total 6340 · Chemicals</b>	<b>6,978.29</b>	<b>6,791.93</b>	<b>186.36</b>	
	<b>Total 6300 · Operating supplies and ex</b>	<b>8,463.89</b>	<b>11,441.03</b>	<b>-2,977.14</b>	
	6350 · Safety expenses				
	6360 · Protective Clothing/Uniforms	0.00	2,094.84	-2,094.84	Timing Payment
	6375 · Other safety expenses	115.00	0.00	115.00	
	<b>Total 6350 · Safety expenses</b>	<b>115.00</b>	<b>2,094.84</b>	<b>-1,979.84</b>	
	6410 · Contractual services				
	6420 · Cleaning service	200.00	200.00	0.00	
	6425 · Office equip maintenance	102.33	161.48	-59.15	
	6430 · Internet access	0.00	168.35	-168.35	
	6435 · Landscaping services	294.75	0.00	294.75	
	6437 · Pest Control	0.00	110.00	-110.00	

Mission Hills Community Services District  
Revenue and Expense Prev Year Comparison  
July 2024

Consent Item 5. C i

	Jul 24	Jul 23	\$ Change	Explanation
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	1,696.25	1,835.50	-139.25	
6452 · Credit Card Processing	211.42	442.35	-230.93	
6453 · Software Subscriptions	0.00	380.99	-380.99	
6455 · Street sweeping services	1,530.00	1,471.18	58.82	
6466 · Emissions Testing	0.00	1,651.18	-1,651.18	None
6470 · Other contractual services	19.25	18.75	0.50	
<b>Total 6410 · Contractual services</b>	<b>4,166.50</b>	<b>6,552.28</b>	<b>-2,385.78</b>	
6475 · Professional services				
6476 · Financial Management Fees	0.00	856.00	-856.00	
6480 · Accounting services	0.00	7,844.22	-7,844.22	Timing Payment (Audit)
6490 · Legal services	799.04	610.13	188.91	
<b>Total 6475 · Professional services</b>	<b>799.04</b>	<b>9,310.35</b>	<b>-8,511.31</b>	
6500 · Printing and publication	138.40	-219.20	357.60	
6505 · Equipment lease and rentals	231.57	0.00	231.57	
6525 · Research and monitoring				
6535 · Monitoring expense	391.59	538.00	-146.41	
<b>Total 6525 · Research and monitoring</b>	<b>391.59</b>	<b>538.00</b>	<b>-146.41</b>	
6600 · Travel and meetings				
6610 · Meals	160.00	298.14	-138.14	
6620 · Staff training	0.00	1,846.96	-1,846.96	Timing Payment
<b>Total 6600 · Travel and meetings</b>	<b>160.00</b>	<b>2,145.10</b>	<b>-1,985.10</b>	
6650 · Utilities				
6655 · Cell phones	50.00	200.47	-150.47	
6660 · Dump fees	0.00	21.00	-21.00	
6665 · Electrical	24,193.68	15,426.93	8,766.75	Gas Well Down
6670 · Natural gas	23.68	1,107.20	-1,083.52	Gas Well Down
6685 · Telephone	68.63	198.96	-130.33	
6691 · Trash & Recycling	336.89	322.50	14.39	
<b>Total 6650 · Utilities</b>	<b>24,672.88</b>	<b>17,277.06</b>	<b>7,395.82</b>	
6700 · Government fees and charges	31,250.00	0.00	31,250.00	WMA GSA
6720 · Repairs and maintenance				
6730 · Distribution expense	1,228.88	265.00	963.88	
6745 · Lift station expenses	515.00	0.00	515.00	
6750 · Collection expense	0.00	76.92	-76.92	
6790 · Waste water plant	8,173.99	335.97	7,838.02	Skimmers, Pro3
6795 · Other repairs and mainten	46,011.00	16,500.00	29,511.00	Large Leak
<b>Total 6720 · Repairs and maintenance</b>	<b>55,928.87</b>	<b>17,177.89</b>	<b>38,750.98</b>	
<b>Total Expense</b>	<b>242,379.63</b>	<b>195,501.41</b>	<b>46,878.22</b>	
<b>Net Ordinary Income</b>	<b>-9,111.22</b>	<b>22,037.77</b>	<b>-31,148.99</b>	
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7006 · Market Appreciation/(Depr)	2,054.88	1,091.66	963.22	Better Return
7010 · Interest income	13,580.79	18,277.52	-4,696.73	Less Interest
<b>Total Other Income</b>	<b>15,635.67</b>	<b>19,369.18</b>	<b>-3,733.51</b>	
<b>Net Other Income</b>	<b>15,635.67</b>	<b>19,369.18</b>	<b>-3,733.51</b>	
<b>Net Income</b>	<b>6,524.45</b>	<b>41,406.95</b>	<b>-34,882.50</b>	

Mission Hills Community Services District  
Disbursements Journal  
July 2024

		Date	Num	Name	Amount	Description
<b>1000 · FSB - Operating 1535412</b>						
		07/11/2024	33978	ACECO Equipment Rentals	-773.19	
		07/11/2024	33979	ACWA/JPIA *Medical Insurance	-10,545.54	Monthly Ins
		07/11/2024	33980	American Industrial Supply	-239.04	
		07/11/2024	33981	Backgrounds Online	-39.50	
		07/11/2024	33982	Comcast	-171.58	
		07/11/2024	33983	Compuvision	-1,452.50	Ongoing IT
		07/11/2024	33984	Core & Main	-13,273.23	Meters
						Vehicle Maintenance - Fuel
		07/11/2024	33985	County of Santa Barbara- Gen	-4,556.32	
		07/11/2024	33986	De Lage Landen Financial Serv	-231.57	
		07/11/2024	33987	Reimbursement	-85.51	
		07/11/2024	33988	Heritage Home & Plumbing Ser	-447.55	
		07/11/2024	33989	Home Depot	-1,123.57	Misc Items
		07/11/2024	33990	Inklings Printing Company	-1,783.55	Multiple Prints
		07/11/2024	33991	JB Dewar Inc	-145.86	
		07/11/2024	33992	Jon's Lawn Mowing	-345.23	
		07/11/2024	33993	Liebert Cassidy Whitmore	-5,075.00	Annual Fee
		07/11/2024	33994	Mission Paving Inc	-40,011.00	Leak
		07/11/2024	33995	O'Connor Pest Control	-124.00	
		07/11/2024	33996	Office Depot Business Credit	-217.49	
		07/11/2024	33997	Oilfield Environmental & Compl	-58.00	
		07/11/2024	33998	Pro3 Automation Inc	-1,370.00	Multiple Items
		07/11/2024	33999	Quadient Leasing USA, Inc.	-396.14	
						Semi Annual Groundwater Production
		07/11/2024	34000	Santa Ynez River Water Conse	-3,048.22	
		07/11/2024	34001	Smith Alarms & Electronics, Inc	-112.50	
		07/11/2024	34002	SoCalGas	-22.36	
		07/11/2024	34003	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
		07/11/2024	34004	Staples Advantage*	-264.71	
		07/11/2024	34005	Tuckfield & Associates	-1,225.00	Capacity Fee Study
		07/11/2024	34006	Ultrex Inc	-102.33	
		07/11/2024	34007	Underground Service Alert of S	-19.25	
		07/11/2024	34008	Valley Rock Ready Mix, Inc.	-1,583.93	Leak
		07/11/2024	34009	Waste Management	-336.89	
		07/17/2024	34010	California Special Districts Assr	-120.00	
		07/26/2024	34011	ACWA Joint Powers Insurance	-4,438.63	WC Audit & Cyber
		07/26/2024	34012	Akeso Occupational Health	-115.00	
		07/26/2024	34013	American Water Works Associa	-521.00	
		07/26/2024	34014	Brenntag Pacific, Inc	-6,978.29	Chemicals
		07/26/2024	34015	California Special Districts Assr	-40.00	
		07/26/2024	34016	California Water Environment A	-239.00	
		07/26/2024	34017	Carmel & Naccasha LLP	-799.04	
		07/26/2024	34018	Clinical Labs of San Bernardinc	-205.50	
		07/26/2024	34019	Compuvision	-2,150.00	Ongoing IT
		07/26/2024	34020	Famcon Pipe & Supply Inc.	-1,228.88	Various Items
		07/26/2024	34021	Frontier Communications	-68.63	
		07/26/2024	34022	Reimbursement Allocaion	-400.00	
		07/26/2024	34023	Refund	-57.49	
		07/26/2024	34024	Home Depot	-1,170.58	Various Items
		07/26/2024	34025	Juana Rodriguez Janitorial	-200.00	
		07/26/2024	34026	Linde Gas & Equipment Inc	-43.20	
		07/26/2024	34027	Mission Paving Inc	-6,000.00	Parking Lot
		07/26/2024	34028	Oil Skimmers, Inc	-5,413.99	Floating Skimmer
		07/26/2024	34029	Pro3 Automation Inc	-1,935.00	Various Items
		07/26/2024	34030	Refund	-12.18	



Mission Hills Community Services District  
Disbursements Journal  
July 2024

			Date	Num	Name	Amount	Description	
			07/26/2024	34031	Standard Insurance Company	-307.22		
			07/26/2024	34032	Stantec	-3,562.50	BR Engineering	
			07/26/2024	34033	SYRVGB WMA GSA	-31,250.00	WMA GSA	
			07/26/2024	34034	Underground Service Alert of S	-21.00		
			07/26/2024	34035	USA BlueBook	-849.29		
			07/26/2024	34036	Verizon	-202.83		
			07/29/2024	34037	Hach Company	-2,594.29	Various Items	
			07/29/2024	34038	Jon's Lawn Mowing	-294.75		
			07/29/2024	34039	Santa Maria Times	-90.00		
			07/29/2024	34040	SoCalGas	-23.68		
			Total 1000 · FSB - Operating 1535412				-162,042.53	
			<b>1060 · CHCU - General 4163</b>					
			07/09/2024	EFT	PG&E	-5,075.50	WWTP	
			07/15/2024	EFT	PG&E	-61.97	Well #6	
			07/15/2024	EFT	PG&E	-468.62	Office	
			07/15/2024	EFT	PG&E	-3,016.72	Lift Station	
			07/15/2024	EFT	PG&E	-11,322.92	Well #7	
			07/15/2024	EFT	PG&E	-8,260.32	Well #5	
			07/15/2024	EFT	PG&E	-1,051.35	Shop	
			07/22/2024	EFT	PG&E	-11.78	Street Light	
			07/25/2024	EFT	TASC	-89.82		
			Total 1060 · CHCU - General 4163				-29,359.00	
			<b>1070 · CHCU - Payroll 4155</b>					
			07/02/2024		Payroll	-22,364.14		
			07/03/2024	EFT	AFLAC	-336.08		
			07/05/2024	E-pay	EDD	-1,758.06	Taxes	
			07/05/2024	E-pay	IRS USATAXPYMT	-5,068.26	Taxes	
			07/05/2024	EFT	CA State Disbursement Unit/Ex	-299.07		
			07/11/2024	1405	Matrix Trust Company	-5,555.76	401K/457	
			07/17/2024		Payroll	-22,472.60		
			07/19/2024	E-pay	EDD	-1,768.20	Taxes	
			07/19/2024	E-pay	IRS USATAXPYMT	-5,103.50	Taxes	
			07/19/2024	EFT	CA State Disbursement Unit/Ex	-299.07		
			07/26/2024	1406	Matrix Trust Company	-5,600.18	401K/457	
			07/30/2024	EFT	AFLAC	-152.90		
			07/31/2024		Payroll	-22,309.30		
			Total 1070 · CHCU - Payroll 4155				-93,087.12	
			<b>1075 · CHCU - ACH 4130</b>					
			07/16/2024	EFT	Springbrook (ACH Services)	-211.42		
			Total 1075 · CHCU - ACH 4130				-211.42	
			<b>TOTAL</b>				<b>-284,700.07</b>	

**Variation From Projected Income**

Fiscal Year Ending 6-30-2025

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation				
Jul-24	\$ 143,109	\$ 130,364	\$ (12,745)	\$ 106,022	\$ 98,556	\$ (7,466)	\$ (20,211)	23,376	26,994	23,423
Aug-24	\$ 133,911	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	18,520	23,583
Sep-24	\$ 132,500	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	19,235	21,164
Oct-24	\$ 130,375	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	21,178	20,544
Nov-24	\$ 118,208	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	15,372	18,119
Dec-24	\$ 128,765	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	12,792	13,394
Jan-25	\$ 100,264	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	11,393	11,585
Feb-25	\$ 100,123	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	8,925	13,026
Mar-25	\$ 111,783	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	10,159	11,729
Apr-25	\$ 98,317	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	11,777	13,932
May-25	\$ 114,100	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	17,377	19,461
Jun-25	\$ 120,890	\$ -	\$ -	\$ 106,020	\$ -	\$ -	\$ -	-	22,879	20,468
<b>Total</b>	<b>\$ 1,432,345</b>	<b>\$ 130,364</b>	<b>\$ (12,745)</b>	<b>\$ 1,272,262</b>	<b>\$ 98,556</b>	<b>\$ (7,466)</b>	<b>\$ (20,211)</b>	<b>23,376</b>	<b>196,601</b>	<b>210,428</b>
YTD avg	<b>100%</b>	<b>9%</b>		<b>100%</b>	<b>8%</b>			<b>Year to Date Monthly Averages</b>		
								1,948	16,383	17,536
								<b>Yearly Average</b>	16,383	17,536
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
<b>Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)</b>										

Bank Account Summary												
	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/29/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025
<b>LAIF</b>	<b>\$320,536</b>											
California Class	\$2,069,473											
TD Ameritrade/RNC Genter	\$710,965											
<b>Coast Hills FCU</b>												
Checking	\$238,166											
Development	\$0											
Investment Checking	\$202											
Savings	\$0											
Payroll	\$21,735											
ACH (Sweep Account)	\$1,000											
<b>Total Coast Hill FCU</b>	<b>\$261,102</b>											
<b>Five Star Bank</b>												
Operating	\$302,935											
Development	\$13,034											
Money Market	\$128,664											
ACH (Sweep Account)	\$0											
Payroll	\$0											
<b>Total Five Star Bank</b>	<b>\$444,632</b>											
<b>Combined Balance</b>	<b>\$3,806,709</b>											
<b>Monthly Change</b>	<b>\$138,522</b>											
<b>Fiscal Year Monthly Change To Date</b>												
	<b>\$138,522</b>											





## MISSION HILLS COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Mike Garner, Carol Reynolds & Lupe Huitron  
**DATE:** August 21, 2024  
**SUBJECT:** Accept the Capacity Charge Study prepared by Tuckfield & Associates

#### **Recommendation / Proposed Motion**

- Recommended motion: Board of Directors Accept the Capacity Charge Study prepared by Tuckfield & Associates and Direct Staff to prepare an ordinance change and Schedule a public Hearing for the September 18, 2024, Regular Board Meeting to consider adopting the Capacity Charge Study which include increasing the Water and Wastewater Connection fees.

#### **Policy Reference**

- California Government Code § 54354.5 requires a public hearing before adopting ordinances or resolutions that revise rates or charges with a notice published in the newspaper at least once per week for two weeks before the hearing
- California Government Code §66013 allows local agencies, including special districts, to impose fees (capacity charges) for water and wastewater.

#### **Budget Resource**

- Capacity Charges are a source of Revenue for Funding Capital Facilities.

#### **Alternatives Considered**

None

#### **Discussion**

The Capacity Charge Study and Ordinance were last approved by the Board in 2019 and prepared by NBS. It was recently prepared and updated by Tuckfield & Associates and accepted by the Finance Committee in the July 2024 Finance Committee Meeting. With the District introduction of last month's Committee Meeting, the Committee directed staff to bring the Study to the August Regular Board Meeting and present it to the entire Board for approval.

- The Capacity Charge Study and Ordinance were last approved by the Board in 2019 and prepared by NBS. Tuckfield & Associates prepared this current Capacity Fee Study and was received & accepted by the Finance Committee in the July 2024 Finance Committee Meeting.
- Introduce change of Ordinance on September 18, 2024, Regular Board Meeting, in which will replace current ordinance No. 19-83, the District has historically established its rates by ordinance and not resolution.

**Attachments**

Attachment 1: Capacity Charge Study

Report For:  
**Mission Hills Community  
Services District**

1550 Burton Mesa Boulevard  
Lompoc, CA 93436  
(805) 733-4366

**Report on**

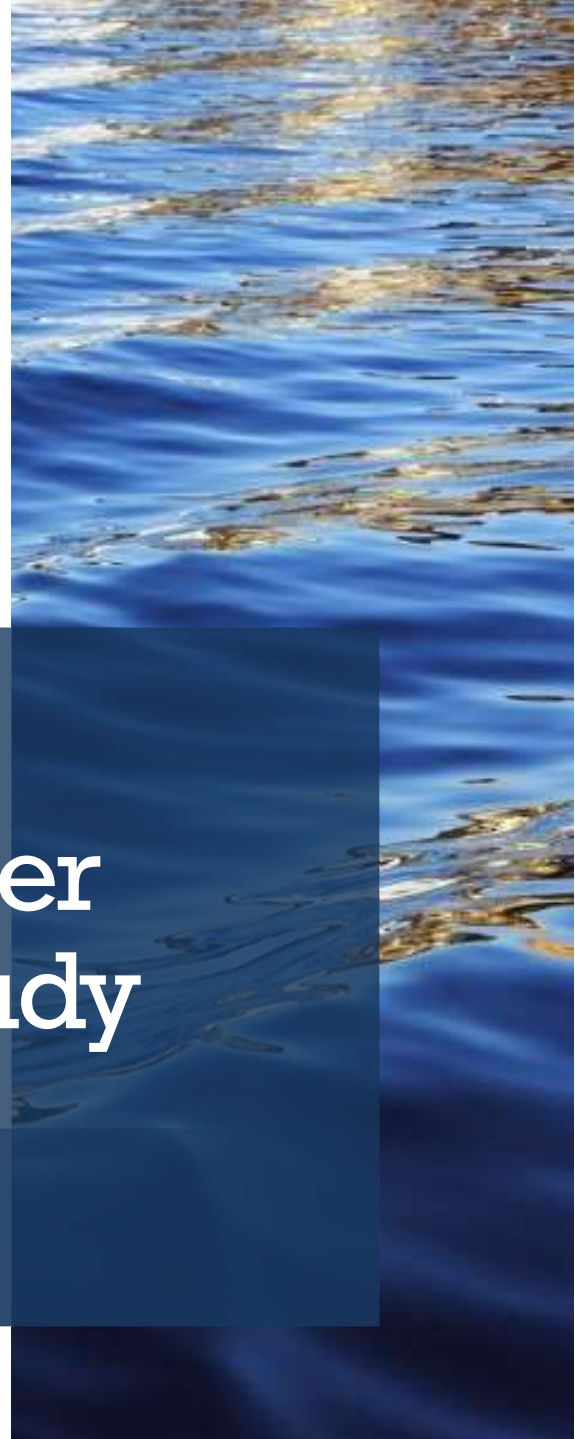
**Water and Wastewater  
Capacity Charge Study**

Submitted By:

**Tuckfield & Associates**

Contact: Mr. G. Clayton Tuckfield  
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(949) 760-9454

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# Tuckfield & Associates

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June 25, 2024

Mr. Mike Garner  
General Manager  
Mission Hills Community Services District  
1550 Burton Mesa Boulevard  
Lompoc, CA 93466

Dear Mr. Garner:

I am pleased to present this Water and Wastewater Capacity Charge Study (Study) report for the Mission Hills Community Services District (District). The water and wastewater capacity charges presented in this report have been developed based on industry methods following American Water Works Association (AWWA), Water Environment Federation (WEF), and generally accepted practices.

The recommendations in this report should enable the District to implement cost-based water and wastewater capacity charges that meet the District's growth and financial policy objectives. The District's Budget, financial, and engineering data were used for many of the calculations in this report.

It has been a pleasure to work with District staff during the performance of this study. If there are any questions, please contact me at (949) 760-9454.

Very Truly Yours,

TUCKFIELD & ASSOCIATES



G. Clayton Tuckfield  
Principal Consultant

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# Water and Wastewater Capacity Charge Study

## MISSION HILLS COMMUNITY SERVICES DISTRICT

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**Water and Wastewater Capacity Charge Study**  
**MISSION HILLS COMMUNITY SERVICES DISTRICT**

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# Executive Summary

The Mission Hills Community Services District (District) engaged Tuckfield & Associates to conduct a Water and Wastewater Capacity Charge Study (Study) for its water and wastewater enterprise systems. The major objectives of the Study were to develop the number of Equivalent Dwelling Units (EDUs) of current customers and of future development, determine the value of existing facilities, allocate existing and future system value between current and future users, and calculate schedules of water and wastewater capacity charges that comply with state legislation.

The purpose of the capacity charges is to recover the cost of current facilities in existence at the time of the Study as well as the costs of new facilities to be acquired or constructed that are of proportional benefit to new development. Capacity charges are one-time charges to new customers who connect to the water and wastewater systems, or customers desiring to increase their demand or capacity requirement.

The current water and wastewater charges were last adopted in 2019. The charges were based on existing system value, specific capital improvements, and estimates of water consumption and wastewater flow of an EDU at that time. The 2019 study did not specifically recommend a provision to increase capacity charges annually following an appropriate cost index. Since the 2019 study, the District has constructed new infrastructure facilities for both the water and wastewater systems and these facilities have now been booked into the District's fixed assets. The District has also developed new water and wastewater capital improvement programs (CIPs), causing both existing and future system facilities costs to change.

This report provides the basis for the District to implement cost-based capacity charges that uses generally accepted engineering and financial methods to establish water and wastewater capacity charges. The District provided financial, budget, and engineering information that was used to calculate the charges including information on fixed assets, customer counts, projected development and associated infrastructure, and CIP.

## Capacity Charge Approach

The capacity charges that are calculated in this report are based upon the combined approach methodology discussed in the American Water Works Association (AWWA) Manual M1 and the Water Environment Federation (WEF) Manual No. 27. The combined approach includes both the value of existing facilities and the value of future capital infrastructure needed to accommodate future growth, or the number of EDUs that is provided with that capacity. The combined approach is used where there is available capacity in certain parts of the existing system, and where new or capacity increasing (incremental) facilities are needed in other parts of the system to serve new development.

The combination of the cost of the existing facilities and the incremental facilities serving future development, divided by the capacity of future development (number of EDUs), determines the capacity charge. The

calculations also account for the cost of any financing of capital improvements and the capital reserves contributed by current customers.

## Water Capacity Charges

The current water capacity charges were adopted in Ordinance 19-83 and were developed by meter size. The capacity ratios used in the calculations are based on the maximum safe operating capacity of the meter sizes from AWWA.

The 2019 report used 330 gallons per day (gpd) for average water consumption per EDU for future customers. This report also uses 330 gpd for capacity charge calculation. Table ES-1 below provides the current and proposed District water capacity charges.

Table ES-1  
Current and Proposed Water Capacity Charges

	EDU Ratio / Capacity Ratio	Proposed Water Capacity Charges	Current Water Capacity Charges
<b>Residential</b>			
	EDU Ratio		
5/8"	1.00	\$10,547.44	\$8,667
3/4"	1.00	\$10,547.44	\$8,667
1"	1.00	\$10,547.44	\$8,667
Multifamily Residential [1]	0.70	\$7,383.21	\$8,667
<b>Non-Residential</b>			
	Capacity Ratio		
5/8"	0.40	\$4,218.98	\$8,667
3/4"	0.60	\$6,328.46	\$8,667
1"	1.00	\$10,547.44	\$8,667
1 1/2"	2.00	\$21,094.88	\$17,334
2"	3.20	\$33,751.80	\$27,735
3"	6.40	\$67,503.60	\$55,470
4"	10.00	\$105,474.38	\$86,671
6"	20.00	\$210,948.76	\$173,343
8"	56.00	\$590,656.52	\$485,360

[1] Per dwelling unit. Current use/unit indicates that a Multifamily unit uses 0.70 times that of a SFR unit.

For this Study, a residential category is added to the schedule of water fees to assess the fee more accurately according to development type. Whereas the 2019 report had a charge to single-family residential development according to a minimum meter size of 1-inch, which is the new standard due to fire code considerations, there are

non-residential types of use where a smaller meter size may be used. One such use would be commercial landscape use where only a 5/8-inch meter size could be required. Therefore, the proposed schedule of water capacity charges is distinguished between residential and non-residential uses.

## Wastewater Capacity Charges

The current wastewater capacity charges were also adopted in Ordinance 19-83 and are developed for one EDU. Under the current wastewater capacity charge methodology, one EDU is equivalent to 220 gpd of wastewater flow with 250 milligrams per liter (mg/l) of Bio-chemical Oxygen Demand (BOD) and 250 mg/l of Suspended Solids (SS). The charge to all customers that connect to the wastewater system is based on their calculated or assigned EDUs by the District at the time of application.

This report uses the same 220 gpd for EDU average wastewater flow that was used in the 2019 report. The EDU methodology is retained whereby wastewater capacity charges are charged per EDU, though the charge is calculated recognizing updated fixed assets, CIP, wastewater flow and strength, and financial information. Wastewater capacity charges for development types other than SFR are charged based on their flow and strength multiplied by the charge for each of the flow and strength parameters respectively. Table ES-2 provides the current and proposed wastewater capacity charges.

Table ES-2  
Current and Proposed Wastewater Capacity Charges

	EDU Ratio	Capacity Charge	Wastewater Flow and Strength Charges [2]			
<b>Residential</b>		<b>Current</b>	gpd	BOD (mg/l)	SS (mg/l)	
Single-family Residential [1]	1.00	<b>\$7,551.00</b>	220	250	250	
<b>Unspecified [3]</b>			Flow	BOD	BOD	
Charge for Each Component [2]			\$4,530	\$1,510	\$1,510	
<b>Residential</b>		<b>Proposed</b>	gpd	BOD (mg/l)	SS (mg/l)	Customers
Single-family Residential [3]	1.00	<b>\$7,927.33</b>	220	250	250	1
<b>Unspecified [3]</b>			Flow (\$/gpd)	BOD (\$/lb)	SS (\$/lb)	Customer (\$/Cust)
Charge for Each Component [4]			\$23.76	\$7.60	\$7.60	\$154.63

[1] Per dwelling unit.

[2] From 2019 NBS Capacity Charge Study, Table 11, page 8 appendix.

[3] Per dwelling unit.

[4] From Table 2.

# Introduction

The Mission Hills Community Services District (District) engaged Tuckfield & Associates to conduct a Water and Wastewater Capacity Charge Study (Study) for its water and wastewater enterprise systems. The major objectives of the Study were to develop the number of equivalent dwelling units (EDUs) of current customers and of future development, determine the value of existing facilities, allocate existing and future system value between current and future users, and calculate schedules of water and wastewater capacity charges that comply with state legislation.

## Capacity Charge Definition and Legislation

Capacity charges are governed California Government Code (Code) section 66013 and 66016.6. Section 66013 of the Code defines a “capacity charge” as “a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged.” The Code separately distinguishes “capacity charges” from “connection fees” which are defined as fees for the physical facilities necessary to make a water or sewer connection.

The capacity charges developed in this memorandum follow Section 66013 and Section 66016.6, such that the capacity charges do not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed. Section 66013 and Section 66016.6 do not detail any specific methodology for calculating capacity charges.

To implement the capacity charges, section 66016.6 of the Code identifies the procedural requirements for adopting or increasing water and wastewater capacity charges. The Code requires evaluation of the capacity charge by the local agency in accordance with Section 66013 and requires a 14-day notice of a public hearing on the capacity charges. Notices only need to be mailed to anyone who has filed a specific request to be notified.

## Capacity Charge Method Overview

There may be several methodologies that may be used in the development of capacity charges that can be applied to various urban growth situations. Brief descriptions of each three methods provided by the AWWA are provided below.

**System Buy-In** - Charges are designed to derive from new customers an amount per connection equal to the "equity" in the system attributable to existing customers. This method employs either original costs or replacement costs in measuring equity.

**Incremental Cost** - Charges are designed to derive from new customers the incremental, or added, cost of system expansion associated with new customer growth. This method is based on the principle that new connections to the system should pay for those costs, which they cause to be incurred, resulting from the most recent or next increment of system capacity needed to serve new customers.



**Combination of Buy-In and Incremental Cost** - In some situations, utilities use a combination of system buy-in and incremental cost methods. This method recognizes capacity in the system that is available now and planned for future development and allocates capital improvement program projects between replacement and growth-related value.

The methodology used for the District is a combination of buy-in and incremental cost methodology. This methodology considers the contribution of both the existing facilities and growth-related facilities to accommodate new development. This methodology is used where the service area has existing facilities that will benefit new users of the system and where new facilities will also be of benefit to new development.

## System Planning and EDUs

System planning information is used to determine the capacity requirements of current and future EDUs. From water billing information, the number of water meters by size is used along with meter capacity ratios from AWWA to determine equivalent 1-inch meters. The 1-inch meter is the minimum size meter for installation of a residence in the District service area. Tables 1 provides the estimates of current EDUs of the water system.

Table 1  
Current Number of Water Equivalent Dwelling Units

Meter Size	Existing Water Meters [1]	Maximum Flow gpm	Meter Equivalency to 1" Meter	1" Meter Equivalent Units
3/4-inch	851	30	0.6	511
1-inch	450	50	1.0	450
1 1/2-inch	2	100	2.0	4
2-inch	6	160	3.2	19
3-inch	1	320	6.4	6
4-inch	2	500	10.0	20
6-inch	-	1,000	20.0	-
8-inch	-	2,800	56.0	-
Total	1,312			1,010

[1] From CY 2022 Public Water System Report.

The 2019 Study used 220 gpd as the average wastewater flow of a single-family residence and that demand is used for this study as well. The District has had wastewater flow measuring issues in recent years and the previous demand is used for consistency purposes. Table 2 provides the estimates of the current number of EDUs for the wastewater system.

Table 2  
Current Number of Wastewater Equivalent Dwelling Units

Classification	Number of SFR Homes	Number of Commercial Facilities	Number of Schools (ADA)	Wastewater Duty Factor (gpd/unit)	Total Wastewater (gpd)	Number of Equivalent DU's
Existing Residential	1,299			220.0	285,780	1,299
Existing Commercial		10		581.3	5,813	26
Existing Schools			479	15.0	3,543	16
<b>Total</b>	<b>1,299</b>	<b>10</b>	<b>479</b>		<b>295,136</b>	<b>1,341</b>

The District has updated its projections of future residential development in its service area. The information is used to determine the number of future EDUs based on water consumption patterns and wastewater flow discharge volume discussed above for existing EDUs. Tables 3 provides future EDUs for the water and wastewater systems respectively.

Table 3  
Future Number of Water and Wastewater Equivalent Dwelling Units

Project [1]	Number of Units	Number of Commercial Facilities	Estimated Year of Construction	Water Duty Factor (gpd/unit)	Wastewater Duty Factor (gpd/unit)	Total Water Usage (gpd)	Total Wastewater Usage (gpd)	Number of Water EDU's [2]	Number of Wastewater EDU's [2]
<b>Burton Ranch</b>									
Multifamily Residence	100	-	2025	231	154	23,100	15,400	70	70
Multifamily Residence - Phase 1	55	-	2026	330	220	18,150	12,100	55	55
Multifamily Residence - Phase 2	210	-	2027	330	220	69,300	46,200	210	210
Multifamily Residence - Phase 3	74	-	2028	330	220	24,420	16,280	74	74
Supportive Housing Units	49	-	2024	231	154	11,319	7,546	34	34
Supportive Housing Units (low income)	50	-	2024	231	154	11,550	7,700	35	35
Supportive Housing Commercial Kitchen (4,900 sf)	-	1	2024	7,000 gpd/acre	1,400 gpd/acre	785	157	2	1
Lots for Future Single-family Residences	30	-	2028	330	220	9,900	6,600	30	30
<b>Total</b>	<b>568</b>	<b>1</b>				<b>168,524</b>	<b>111,983</b>	<b>511</b>	<b>509</b>

[1] Source: Mission Hills CSD.

Table 4 provides a summary of the water and wastewater current and future EDUs from the tables above. Also provided is the number of current and future customers expressed as a percentage of the total number of EDUs for the water and wastewater systems. The percentage allocation between current and future customers is used for existing and future facility asset allocation between current and future users.

Table 4  
Summary of Current and Future Water and Wastewater Equivalent Dwelling Units

System	Current	Anticipated	Estimated	Current	Future
	Customers	Future Customers [1]	Total Customers	Customers	Customers
Water Equivalent Dwelling Units (EDU's)	1,010	511	1,521	66.4%	33.6%
Wastewater Equivalent Dwelling Units (EDU's)	1,341	509	1,850	72.5%	27.5%

[1] Customer growth is based on waster use and flow projections from Table 3. Source: Mission Hills CSD.

## Calculation of Capacity Charges

The combination methodology is used for calculating the capacity charges for this study which includes a buy-in component and an incremental cost component. The value of the facilities of each of the water and wastewater systems are offset by certain components while increased by others. Each component of the capacity charge calculations is discussed below.

### Buy-in Cost Component

The current facility value (for capacity charge purposes) for both the water and wastewater systems is based on Replacement Cost Less Depreciation (RCLD), derived from information and records provided by the District. Replacement cost refers to valuing the existing facilities at the cost of replacing those facilities with facilities of similar usefulness, not necessarily with the exact equipment that currently exists.

The replacement cost of the water and wastewater existing facilities was determined by increasing each asset's original cost from its acquisition date to January 2024. This was accomplished by multiplying the asset original cost by the ratio of the Engineering News Record (ENR) Construction Cost Index (CCI) for January 2024 to the ENR CCI of its installation date. The replacement cost of the existing assets was then depreciated recognizing the percent that the asset has been depreciated in proportion to its original cost.

Tables 5 and 6 provide the District's net investment in water and wastewater system facilities respectively, stated in terms of Replacement Cost Less Depreciation (RCLD). The facility RCLD values are further allocated between system-wide and growth related value to be used in the capacity charge calculations.

Water system RCLD value is allocated to growth based on the percentages from Table 4. Wastewater system RCLD value is first allocated to growth using the percentages in Table 4. Then the growth related value of each asset is allocated to each wastewater parameter that consists of volume (flow), Bio-chemical Oxygen Demand (BOD), and Suspended Solids (SS). A summary is provided in Table 7.

**Table 5**  
Existing Water System Facility Assets Related to Growth

Facility Description	Total RCLD [1]	Percent System-wide	Percent Growth	Existing Value	Growth Value
Wells	\$1,054,339	66.4%	33.6%	\$700,120	\$354,219
Treatment	19,110	66.4%	33.6%	12,690	6,420
Distribution	1,867,692	66.4%	33.6%	1,240,217	627,476
Reservoirs	765,731	66.4%	33.6%	508,473	257,257
Meters and Services	81,234	100.0%	0.0%	81,234	-
Fire Protection	47,176	66.4%	33.6%	31,327	15,849
General Plant	223,998	66.4%	33.6%	148,743	75,255
Machinery and Equipment	78,644	66.4%	33.6%	52,223	26,421
Contributed Capital	646,803	66.4%	33.6%	429,501	217,302
<b>Total Facility Value</b>	<b>\$4,784,727</b>			<b>\$3,204,527</b>	<b>\$1,580,200</b>

[1] Replacement Cost Less Depreciation.

**Table 6**  
Existing Wastewater System Facility Assets Related to Growth

Facility Description	Total RCLD [1]	Percent System-wide	Percent Growth	Existing Value	Growth Value
Collection	\$1,856,847	72.5%	27.5%	\$1,345,963	\$510,884
Lift Stations	17,051	72.5%	27.5%	12,359	4,691
Treatment	3,860,944	72.5%	27.5%	2,798,663	1,062,281
General Plant	149,332	72.5%	27.5%	108,245	41,086
Machinery and Equipment	52,429	72.5%	27.5%	38,004	14,425
Contributed Capital	318,774	72.5%	27.5%	231,068	87,706
<b>Total Facility Value</b>	<b>\$6,255,377</b>			<b>\$4,534,303</b>	<b>\$1,721,074</b>

[1] Replacement Cost Less Depreciation.

**Table 7**  
Existing Wastewater System Growth Related Value Allocated to Parameter

Facility Description	Growth Value [1]	Allocated Growth-Related Value				Total
		Volume	BOD	SS	Customer	
Collection	\$510,884	\$459,796	\$0	\$0	\$51,088	\$510,884
Lift Stations	4,691	4,691	-	-	-	4,691
Treatment	1,062,281	354,093	354,094	354,094	-	1,062,281
General Plant [2]	41,086	22,140	8,735	8,735	1,477	41,086
Machinery and Equipment [2]	14,425	7,773	3,067	3,067	518	14,425
Contributed Capital [3]	87,706	78,935	-	-	8,771	87,706
<b>Total Facility Value</b>	<b>\$1,721,074</b>	<b>\$927,429</b>	<b>\$365,896</b>	<b>\$365,896</b>	<b>\$61,854</b>	<b>\$1,721,074</b>

[1] Replacement Cost Less Depreciation.

[2] Allocated based on investment in collection, lift stations, and treatment value.

[3] Assets are collection sewer lines.

## Incremental Cost Component

The District has developed a CIP plan that identifies facilities to be constructed to coincide with the growth identified in Table 3. The CIP has system value that is related to both existing development and future growth. CIP costs that are growth-related are included with the incremental cost of facility value in the calculation. The water and wastewater CIPs are provided in Tables A-1 and A-2 respectively in the appendix to this report which also shows the allocation of each CIP project to current users and growth. Wastewater growth-related CIP is further allocated to wastewater parameter consisting of Flow, BOD, SS, and Customer. Tables 8 and 9 provide a summary of the water and wastewater CIP value respectively that is allocated to growth and used for capacity charge calculations.

Table 8  
Summary of Water Future CIP Facility Assets

Description	System-wide Value	Growth Related Value
Wells & Pumping	\$1,394,477	\$705,523
Treatment	-	90,000
Storage	298,817	1,951,183
Distribution	1,002,912	249,312
Equipment	126,167	63,833
Contingency	781,203	395,243
<b>Total Water CIP</b>	<b>\$3,603,577</b>	<b>\$3,455,093</b>

Table 9  
Summary of Wastewater Future CIP Facility Assets

Description	System-wide Value	Growth-Related Value	Growth-Related Improvement Value				
			Volume	BOD	SS	Customer	General
Collection	\$14,497	\$5,503	\$4,953	-	-	\$550	-
Lift Station	932,490	353,943	353,943	-	-	-	-
Sewer Treatment	1,501,975	970,101	787,560	91,270	91,270	-	-
Equipment	246,454	93,546	-	-	-	-	72,911
Contingency	535,406	288,296	184,217	34,338	34,338	207	35,195
<b>Total Wastewater CIP</b>	<b>\$3,230,823</b>	<b>\$1,711,388</b>	<b>\$1,330,673</b>	<b>\$125,609</b>	<b>\$125,609</b>	<b>\$757</b>	<b>\$108,105</b>
Allocation of General Plant			\$109,786	\$9,449	\$9,449	\$57	(\$128,740)
<b>Total Wastewater CIP</b>			<b>\$1,440,459</b>	<b>\$135,058</b>	<b>\$135,058</b>	<b>\$814</b>	<b>\$0</b>

## Other Components

Facility values are adjusted to recognize allowable components in the capacity charges. These adjustments include accounting for the financing of fixed assets, and capital reserve contributions from existing customers. Financing of

facilities may occur in several forms. The District may have received or paid for facilities from capital contributions from developers, receipt of grant funds for facilities, and debt financing of facilities.

When new developments are constructed, it is common that the developer or new customer pays for the cost of the local facilities, and then these facilities are donated to the District. These facilities are classified as contributed capital. Since the District received these local facility assets without cost, the existing customer has no equity in those facilities and they are excluded from the valuation of the facilities. From the review and analysis of the District’s fixed assets, the District has received contributed capital for the water system and wastewater system and these facilities are subtracted from facility value in the capacity charge calculations.

In a similar manner, grant funds received to pay for certain facilities are also excluded from facility value. No grant funding has been identified in the District’s fixed assets.

The principal of outstanding debt service payments is normally deducted from existing facility value. This is because debt service payments will be made from future water and wastewater rates and the value of the facilities that were financed is not fully paid for. Subtracting outstanding principal reflects the equity in the facilities. However, it is recognized that the District does not have any outstanding debt and nor is any financing of existing and future facilities assumed. Therefore, no debt service adjustments are included in facility values.

Capital reserve balances are added to facility value because the existing customers have paid into these reserves and future customers should buy-in for a proportionate share of the financial reserves. Table 10 provides the water and wastewater capital reserves that are allowed in the calculation of capacity charges.

**Table 10**  
**Capital Reserves Component Values**

Water Reserves Allocated to Future Users

Reserve Type	Water Reserves	Current Customers	Future Customers	Current Value	Future Value
Operating	\$285,363	66.4%	33.6%	\$189,491	\$95,871
Capital	1,311,923	66.4%	33.6%	871,165	440,758
Emergency Capital	104,536	66.4%	33.6%	69,416	35,120
<b>Total Reserves</b>	<b>1,701,822</b>			<b>\$1,130,072</b>	<b>\$571,749</b>

Wastewater Reserves Allocated to Future Users

Reserve Type	Wastewater Reserves	Current Customers	Future Customers	Current Value	Future Value
Operating	\$190,242	72.5%	27.5%	\$137,900	\$52,342
Capital	2,167,935	72.5%	27.5%	1,571,460	596,475
Emergency Capital	151,002	72.5%	27.5%	109,456	41,546
<b>Total Reserves</b>	<b>2,509,178</b>			<b>\$1,818,816</b>	<b>\$690,363</b>

## Capacity Charge Calculation

Table 11 provides the calculations used to develop the net capacity charge for one EDU, after component adjustments discussed above. The calculations use the facility values of the existing fixed assets related to future users as well as the future CIP to calculate the capacity charge for one EDU using the number of EDUs from Table 4. The water capacity charge for one EDU is calculated by dividing the adjusted facility value by the number of future EDUs to be served. The wastewater capacity charge for one EDU is calculated by multiplying the flow and strength for one EDU to each of the unit costs of each parameter.

Table 11  
Water and Wastewater Capacity Charges per EDU

Description	Water System	Wastewater System				Total
		Volume	BOD	SS	Customer	
Existing System Growth-Related Value	\$1,580,200	\$927,429	\$365,896	\$365,896	\$61,854	\$1,721,074
CIP Growth-Related Improvements	3,455,093	1,440,459	135,058	135,058	814	1,711,388
Capital Reserves Balance	571,749	372,014	146,769	146,769	24,811	690,363
Total Cost Basis for Future Customers	\$5,607,043	\$2,739,902	\$647,722	\$647,722	\$87,479	\$4,122,825
Existing System Contributed Capital	(217,302)	(78,935)	-	-	(8,771)	(87,706)
Adjusted Cost Basis for Future Customers	\$5,389,741	\$2,660,966	\$647,722	\$647,722	\$78,708	\$4,035,119
Future Equivalent Dwelling Units	511	111,983	85,277	85,277	509	
	Units SFDU	gpd	lb BOD	lb BOD	SFDU	
Capacity Charge Unit Cost	<b>\$10,547.44</b>	<b>\$23.762</b>	<b>\$7.596</b>	<b>\$7.596</b>	<b>\$154.633</b>	
	Units SFDU	gpd	lb BOD	lb SS	SFDU	
One Wastewater EDU Unit Strength			250	250		
			mg/l	mg/l		
One Wastewater EDU Units		220	168	168	1	
		gpd	lb BOD	lb SS	SFDU	
Capacity Charge per EDU		\$5,227.69	\$1,272.50	\$1,272.50	\$154.63	<b>\$7,927.33</b>

## Capacity Charge Schedules

Table 12 presents the schedule of proposed water capacity charges for the District. Water system capacity charges for residential customers are based on an Equivalent Dwelling Unit (EDU) ratio assigned for residential development whereas non-residential customers are based on the water meter size. The water meter size and EDU ratios for the various types of development are methods that conform to industry practice and applicable laws, are easy to understand, and is simple to implement and administrate by the District.

Residential customers have the same charge independent of the meter size for 5/8-inch through 1-inch meters. Multifamily residential customers have a capacity charge that is 0.7 times that of the SFR customer which recognizes the lower average consumption of these dwelling units versus SFR customers.

Non-residential customers are charged by the meter size required for water service. Non-residential capacity charges have been designed such that there may be water service requests requiring less than a 1-inch meter. One such use would be commercial landscape use where only a 5/8-inch meter size could be required. Therefore, the proposed schedule of water capacity charges is distinguished between residential and non-residential development type which allows for smaller meter sizes for non-residential uses.

Table 12  
Proposed Schedule of Water Capacity Charges

	EDU Ratio / Capacity Ratio	Proposed Water Capacity Charges	Current Water Capacity Charges
<b>Residential</b>			
	EDU Ratio		
5/8"	1.00	\$10,547.44	\$8,667
3/4"	1.00	\$10,547.44	\$8,667
1"	1.00	\$10,547.44	\$8,667
Multifamily Residential [1]	0.70	\$7,383.21	\$8,667
<b>Non-Residential</b>			
	Capacity Ratio		
5/8"	0.40	\$4,218.98	\$8,667
3/4"	0.60	\$6,328.46	\$8,667
1"	1.00	\$10,547.44	\$8,667
1 1/2"	2.00	\$21,094.88	\$17,334
2"	3.20	\$33,751.80	\$27,735
3"	6.40	\$67,503.60	\$55,470
4"	10.00	\$105,474.38	\$86,671
6"	20.00	\$210,948.76	\$173,343
8"	56.00	\$590,656.52	\$485,360

[1] Per dwelling unit. Current use/unit indicates that a Multifamily unit uses 0.70 times that of a SFR unit.

For the wastewater system, capacity charges for residential and non-residential customers are designed such that they are charged based on the flow, BOD, and SS per connection of the new development desiring the connection. By doing so, those customers that require a larger use of facilities where flow and strength is greater than standard may be charged accordingly. Table 13 provides the schedule of proposed wastewater capacity charges.



Table 13  
Proposed Schedule of Wastewater Capacity Charges

	EDU Ratio	Capacity Charge	Wastewater Flow and Strength Charges [2]			
<b>Residential</b>		<b>Current</b>	gpd	BOD (mg/l)	SS (mg/l)	
Single-family Residential [1]	1.00	<b>\$7,551.00</b>	220	250	250	
<b>Unspecified [3]</b>			Flow	BOD	BOD	
Charge for Each Component [2]			\$4,530	\$1,510	\$1,510	
<b>Residential</b>		<b>Proposed</b>	gpd	BOD (mg/l)	SS (mg/l)	Customers
Single-family Residential [3]	1.00	<b>\$7,927.33</b>	220	250	250	1
<b>Unspecified [3]</b>			Flow (\$/gpd)	BOD (\$/lb)	SS (\$/lb)	Customer (\$/Cust)
Charge for Each Component [4]			\$23.76	\$7.60	\$7.60	\$154.63

[1] Per dwelling unit.

[2] From 2019 NBS Capacity Charge Study, Table 11, page 8 appendix.

[3] Per dwelling unit.

[4] From Table 2.

## Future Capacity Charges

The proposed water and wastewater capacity charges may be increased annually with the change in the ENR CCI to capture future construction cost inflation. The capacity charge adjustment should be made on the change in the index from the date of adoption of the proposed charges. The capacity charges should be updated at least every five years or when there are substantial changes to the CIP or projected demand.

## Implementation

Subject to the review and recommendation of the District’s legal counsel, it is recommended that the District adopt a resolution to implement the updated capacity charges in this report. The resolution could reference the current ordinance, set the amount of capacity charges, and reference this report to justify the charges. It is also recommended that the District make a finding that this action is consistent with both the ordinance and with California Government Code Section 66013. The following steps should be taken by the District.

1. At least 14 days prior to adoption, send a notice of public hearing that includes a general explanation of the matter to be considered with a statement that the data required by this section is available is available to any party that has submitted a request for such notice.
2. At least 10 days prior to the public hearing, publish a notice of public hearing on the proposed capacity charges.

3. At least 10 days prior to the public hearing, have this report available for review by the public.
4. Hold the public hearing as part of a regularly scheduled meeting to consider the resolution for the proposed capacity charges.
5. Adopt the resolution establishing the updated capacity charges.

# Appendix A

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Water and Wastewater System Allocation of Future Capital Improvement Value is provided in Appendix A.

Appendix A-1  
Allocation of Future Water Capital Improvements Value

Description	Total	Percent System-wide	Percent Growth Related	System-wide Value	Growth-Related Value
<b>Current Capital Improvement Projects (CIP) [1]</b>					
<b>Distribution</b>					
Vault Lid - Harris Upgrade	40,000	66.4%	33.6%	26,561	13,439
Valve Replacement Project	170,049	66.4%	33.6%	112,919	57,130
Upgrade Cla-Vals - Pressure Reducing Stations	15,000	66.4%	33.6%	9,961	5,039
Meter Replacement Program	510,144	100.0%	0.0%	510,144	-
Water Main Replacement (new line from reservoir)	400,000	66.4%	33.6%	265,615	134,385
SCADA System	102,031	66.4%	33.6%	67,752	34,279
Security Cameras	15,000	66.4%	33.6%	9,961	5,039
<b>Equipment</b>					
Backup Generator - Shop w/Auto Transfer Switch	40,000	66.4%	33.6%	26,561	13,439
Replace Dump Truck	40,000	66.4%	33.6%	26,561	13,439
Replace Ops Truck	70,000	66.4%	33.6%	46,483	23,517
Shop Equipment Enclosures	40,000	66.4%	33.6%	26,561	13,439
<b>Storage</b>					
Rehabilitate Reservoir Tanks	-			-	-
Tank #1 East (Repair)	200,000	66.4%	33.6%	132,807	67,193
Tank #2 West (Initial Repair)	250,000	66.4%	33.6%	166,009	83,991
<b>Treatment</b>					
Water Treatment Plant Filter Media/Upgrade Analyzers	90,000	0.0%	100.0%	-	90,000
Wells & Pumping	-	66.4%	33.6%	-	-
Well #6 Rehabilitation	80,000	66.4%	33.6%	53,123	26,877
Well #7 Rehabilitation	90,000	66.4%	33.6%	59,763	30,237
Well #5 Rehabilitation	80,000	66.4%	33.6%	53,123	26,877
Replace Well Housing #5	50,000	66.4%	33.6%	33,202	16,798
<b>Burton Ranch</b>					
Raw Water Reservoir	1,800,000	0.0%	100.0%	-	1,800,000
New Well Installation	1,800,000	66.4%	33.6%	1,195,266	604,734
Contingency	1,176,446	66.4%	33.6%	781,203	395,243
<b>Total Water CIP</b>	<b>\$7,058,670</b>			<b>\$3,603,577</b>	<b>\$3,455,093</b>

[1] CIP Source: FY 23-24 CIP.

Appendix A-2  
Allocation of Future Wastewater Capital Improvements Value

Description	Total Value	Percent System-wide	Percent Growth-Related	System-wide Value	Growth-Related Value	Growth-Related Improvement Value				
						Volume	BOD	SS	Customer	General
<b>Current Capital Improvement Projects (CIP) [1]</b>										
<b>Collection</b>										
Video and Clean Sewer Lines	20,000	72.5%	27.5%	14,497	5,503	4,953			550	
<b>Equipment</b>										
Replace Dump Truck (50%)	40,000	72.5%	27.5%	28,995	11,005					11,005
Replace Vehicle 2007 GMC Pickup	80,000	72.5%	27.5%	57,989	22,011					22,011
Replace Operations Truck (50%)	70,000	72.5%	27.5%	50,741	19,259					19,259
New Jetter	75,000	72.5%	27.5%	54,365	20,635					20,635
Shop Lift Station	20,000	72.5%	27.5%	14,497	5,503					5,503
Security Camera Upgrade	15,000	72.5%	27.5%	10,873	4,127					4,127
Equipment Enclosure	40,000	72.5%	27.5%	28,995	11,005					11,005
<b>Lift Station</b>										
Lift Station (Replace Lift Station with Back-up Power)	975,000	72.5%	27.5%	706,743	268,257	268,257				
Wastewater SCADA Install	111,433	72.5%	27.5%	80,774	30,659	30,659				
Line Pond #8 to Reduce Lift Station Overflow Impact	200,000	72.5%	27.5%	144,973	55,027	55,027				
<b>Sewer Treatment</b>										
Pond Valve Structure Upgrades	272,076	72.5%	27.5%	197,218	74,858	74,858				
Aeration System Replacement	100,000	0.0%	100.0%	-	100,000		50,000	50,000		
Pond Rehabilitation or Upgrade	300,000	0.0%	100.0%	-	300,000	300,000				
Sludge Removal	300,000	72.5%	27.5%	217,459	82,541		41,270	41,270		
Contingency	523,702	61.0%	39.0%	319,458	204,244	116,779	28,857	28,857	174	29,577
<b>Subtotal Wastewater CIP</b>	<b>\$3,142,211</b>			<b>\$1,927,577</b>	<b>\$1,214,633</b>	<b>\$850,532</b>	<b>\$120,127</b>	<b>\$120,127</b>	<b>\$724</b>	<b>\$123,123</b>
<b>Allocation of General Plant</b>						<b>\$98,696</b>	<b>\$12,177</b>	<b>\$12,177</b>	<b>\$73</b>	<b>(\$123,123)</b>
<b>Total Wastewater CIP</b>	<b>\$3,142,211</b>			<b>\$1,927,577</b>	<b>\$1,214,633</b>	<b>\$949,228</b>	<b>\$132,304</b>	<b>\$132,304</b>	<b>\$797</b>	<b>\$0</b>

[1] CIP Source: FY 23-24 CIP.



## MISSION HILLS COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Mike Garner & Lupe Huitron  
**DATE:** August 21, 2024  
**SUBJECT: Prop 68 Grant Funding**

#### **Recommendation / Proposed Motion**

- Proposed Motion: Discuss and approve Resolution 24-359 approving the Application for PER CAPITA GRANT FUNDS.

#### **Policy Reference**

This program originates from Proposition 68, placed on the ballot via Senate Bill 5 (DeLeon, Chapter 852, statutes of 2017), and approved by voters on June 5, 2018. Funds for the program were appropriated via State Budget item 3790-101-6088(b). Legislative program information is found in the Public Resources Code (PRC) beginning at §80000

#### **Budget Resource**

None

#### **Alternatives Considered**

None

#### **Background**

The Per Capita Grant Program in California allocates funding to local governments based on population for the improvement, rehabilitation, and creation of parks. The program is part of the 2018 Parks and Water Bond Act (Proposition 68) Participation in the Prop68 process makes the District eligible to receive grant funds.

**Discussion**

The Districts General Manager was contacted in May 2024 Project officer Omar Shafqat with California State Parks informing us that \$177,952 was never claimed by Mission Hills CSD. After research and discussions with State Parks the funds were available to allocate to the District. General Manager Verified with legal counsel to make sure that all information conformed and in accordance with any laws and regulations.

Attachment(s): Resolution 24-359

**Resolution Number: 24-359**

**RESOLUTION OF THE BOARD OF MISSION HILLS COMMUNITY SERVICES DISTRICT (the "District") APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the District hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the District general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the District will consider a range of actions that include, but are not limited to, the following:
  - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
  - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
  - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.



(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 21 day of August, 2024.

I, the undersigned, hereby certify that the foregoing Resolution Number **24-359** was duly adopted by the Board of Mission Hills Services District following a roll call vote:

Ayes:  
Noes:  
Absent:

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ATTEST:

\_\_\_\_\_  
Lupe Huitron, Board Secretary

\_\_\_\_\_  
Jorge Magana, Board President



## MISSION HILLS COMMUNITY SERVICES DISTRICT

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

A. General Manager Comments

B. Director's Comments

C. Public Comments

**LAST PAGE OF BOARD PACKET**