

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

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors

Regular Meeting

Wednesday, July 17th, 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 before 1:00 PM, Tuesday, July 16th, 2024.**

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

A. Consideration of Approval of Minutes from:

- i) May 15th, Regular Meeting
- ii) June- No Board Meeting

B. Activity Reports for May and June

- i) General Manager and Administration 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

D. Regular Business-

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

- B. Approve the changes made to the Revised 2024-25 Water-5 Year Capital Improvements Financial Report
- C. Discuss and approve the Draft Employee Manual and direct staff to prepare a Final Employee Manual

6. Communications - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide 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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**Mission Hills Community Services District Board of Directors
Regular Meetings Minutes
May 15th, 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 4:34 pm on Wednesday, May 15th, 2024, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Steve Dietrich, Myron Heavin, Jim Keeling, Matthew Starbuck, and Jorge Magana

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Carol Reynolds, Lupe Huitron, Javier Rodriguez, Jose Acosta, Mike Garner and Brandon Fronteras.

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.) April 17th, 2024, Regular Meeting

B. Activity Reports for May

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

- iii.) Goals and Committee Meeting updates

C. Financial Reports

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

Approved Consent Items

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

Regular Business Items

A. Consider adopting the Final FY 2024/25 Operating Budget.

Motion made by Director Magana and Second by Director Heavin to adopt the Final FY 2024/256 Operating Budget. **Motion passed unanimously.**

B. Consider adopting Resolution No. 24-358 calling for a General District Election and Requesting Consolidation of the District Biennial Election with the November 5, 2024, County General Election.

Motion made by Director Starbuck and seconded by Director Heavin to adopt Resolution No. 24-358 calling for a General District Election and Requesting Consolidation of the District Biennial Election with the November 5, 2024, county General Election. **Motion passed unanimously.**

- 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- Director Keeling requested staff to inquire about fixing the Mission Hills CSD's Parking lot, General Manager will report back in the July Board Meeting.

C. Public Comments- None

With no further business to come before the Board, the meeting was adjourned at 5:52pm

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

May & June

Employee Reimbursement Disclosure – State regulations require Special Districts to publish an annual Employee Reimbursement Disclosure statement for each fiscal year. The FY 2023/24 Disclosure statement is provided as an attachment to this report. Attachment of all Reimbursements subject to Disclosure are attached to this report.

Stantec- On June 12 meet with Stantec Carrie Poltress and Alan Noelle to go over new tank and well lay out. Discussed power and application with PGE, which hadn't been started yet. 90% of the design should be complete by next month.

Lift Station- Talked to Jon Turner from Phoenix Engineering about lift station design. He was put on hold about a year and a half ago. Have him rework the design on the lift station.

Well 8- Meet with Rick Hoffman (hydrologist) and Will Hoffman (Pacific Coast Drilling) on the location and size of new Well #8. Discussed some options to get max gallons per minute.

Well #6 Status- Parts and materials are still on order and should be in next month.

Larkin Group- On June 28 I meet with Owen Larkin and other reps for the Larkin Group to discuss possible ideas for sewer ponds. He talked about working with the Chumash to put in a new package plant and at no cost to the district. Will have him give a presentation to the board at a later date.

Customer Service/Account Receivables

- Applied 10% late fee non pay **May:** # 107 accounts **June #** 129
- Past due 60 days/Turned off: **May:** # 5 accounts **June #** 4
- 2 accounts disconnected a few months now for non-payment.
- 1 locked off Acc. Reverse Mortgage/No Bank Info. *If property sells Bal. submitted to Escrow Low-income Funding MAY \$ 3,766 supplemental paid for 19 accounts. Additional \$ 198.23 each*



General Manager and Administrative Activity Reports for
July 2024

Board Secretary

May-Non routine items include; Uploading Approved Resolutions to shared drive, scheduling vehicles for maintenance, placing Business card orders for Staff, Assisting the accounting department in completing timesheets for Board Members, Administering Oath of Office forms for new employees, registering and submitting paperwork to attend the scheduled Board Secretary Conference in October 2024, continued filing paper work for the Santa Barbara County Clerk, Recorder, Assessor & Elections Department, emailed Oath of Office the county as requested for one of our Directors, Continued updating Rosters with new staff being added. Researched to see the Government Code requirements for a "Certificate of Appointment" for newly appointed officials, (The county requested a certificate, however there was not a document obligation to certifying a new official, an administered Oath of office form was sufficient for any Board Member getting appointed.)

June-Per request, I extended/modified dates to complete required webinars for employees, assisted previous General Manager by updating his online records to reflect his leaving date in order for him to file his "leaving Office" 700 form, Assisted operations department with the 2023 Annual Consumer Confidence Report (CCR) an Annual Water quality Report, by changing dates on report, publishing, and getting (CCR) postcards updated and mailed to customers, Assisted General Manager with one Can and Will Serve letter request by requesting the necessary documents from the designer/customer, Coordinated with Inklings and had the water Annual Quality report enlarged on a Display Board.



General Manager and Administrative Activity Reports for
July 2024

Administrative Services Manager

May-Continued Work on Capacity Fee Study. Provided COBRA documents to former Employee. On-boarded new employees. Completed ACWA JPIA , CSDA Classes to continue informative and educational direction, i.e. California Workplace Violence Prevention Plan . 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. Continued to review/update both Operating and Capital Improvement Budgets. As is customary, participated in Board Meeting preparation. Finalized work on the FYE Audit. 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.

June- Continued Work on Capacity Fee Study. Completed ACWA JPIA , CSDA Classes to continue informative and educational direction, i.e. California Workplace Violence Prevention Plan . 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. Continued to review/update both Operating and Capital Improvement Budgets. As is customary, participated in Board Meeting preparation. Finalized work on the FYE Audit. 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. Finalized New IIPP Manual (for review/approval by Board). Finalized New Employee Manual (for review/approval by Board). Requested updates from District Counsel on ongoing items. Requested additional Developer Deposits. Facilitated and implemented new phone system.

Mission Hills Community Services District

			Date	Name	Amount	Description
			08/02/2023	Rodriguez, Javier -v	-1,665.00	Tuition Reimbursement
			08/31/2023	Rodriguez, Javier -v	-1,665.00	Tuition Reimbursement
			10/08/2023	Rodriguez, Javier -v	-1,759.50	Tuition Reimbursement
			02/21/2024	Rodriguez, Javier -v	-1,704.94	Tuition Reimbursement
			04/04/2024	Rodriguez, Javier -v	-1,726.00	Tuition Reimbursement
			05/15/2024	Rodriguez, Javier -v	-1,665.00	Tuition Reimbursement
			06/27/2024	Rodriguez, Javier -v	-1,665.00	Tuition Reimbursement
			10/18/2023	Crumbley, Carry	-943.21	Springbrook Conference
			10/18/2023	Huitron, Guadalupe -v	-259.00	Board Secretary Conference
			02/21/2024	Keeling, James-v	-439.04	Leadership Conference Reimbursement
			05/31/2024	Garner, Mike	-400.00	Auto & Phone Allowance
			06/27/2024	Garner, Mike	-400.00	Auto & Phone Allowance
				Total	-14,291.69	



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General Manager, Mike Garner

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

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 14.9 MG	Total Monthly Influent Flow: 3.56 MG
Daily Average: 0.48 MGD	Daily Average: 0.11 MGD
Monthly Sold: 13.0 MG	Ratio of Daily returned Flow: 23%
Unaccounted Water: 1.9 MG (12.7%)	(0.12/0.48 = 0.23)

***Staff noticed inconsistent daily wastewater flow readings and contacted the manufacturer.**

Water

Compliance

- Submitted State Water Resource Control Board (SWRCB) monthly reports.

Distribution System Maintenance/Repair

- Replaced **40** Hersey meters to Kamstrup meters. **761** of **1312** total meters replaced.
- No leaks to report for the month.

Operations Staff

-N/A

Preventative Maintenance Program: May

- Hydrant Maintenance: **11 of 11**
- Valve exercised: **26 of 26**

Wastewater

Compliance

- Collected all weekly settleable solids samples.
- Submitted Monthly No Spill Report.

Collection System/Lift Station

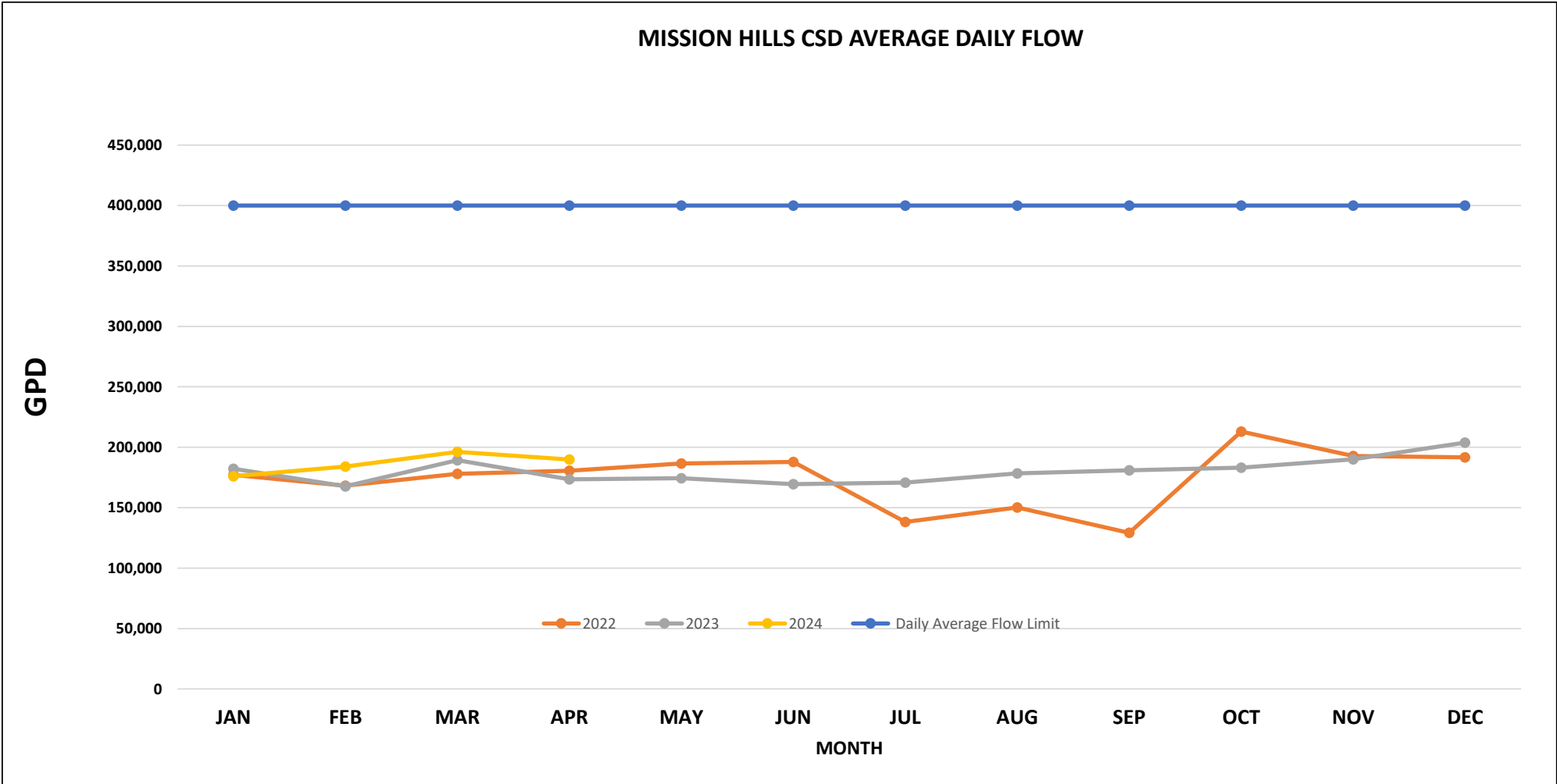
- Continued monitoring of Wet well Wizard. No further odor complaints.
- Made repairs on Train 2 (lubrication line clogged)

Wastewater Plant

- 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								

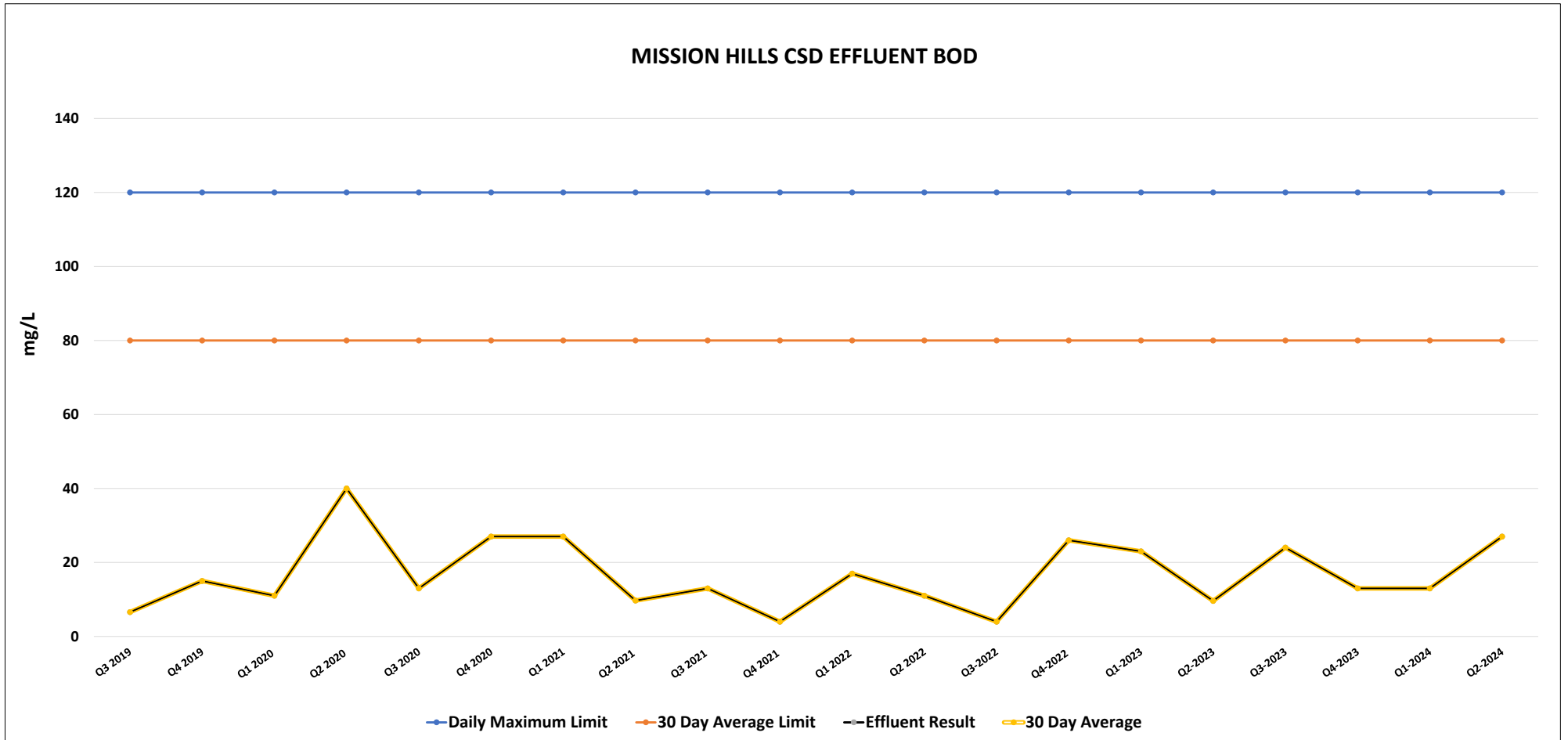


MISSION HILLS CSD EFFLUENT BOD (mg/L)

Consent Item 4. B ii

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
Daily Maximum Permit Limit	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
Effluent Result	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27
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

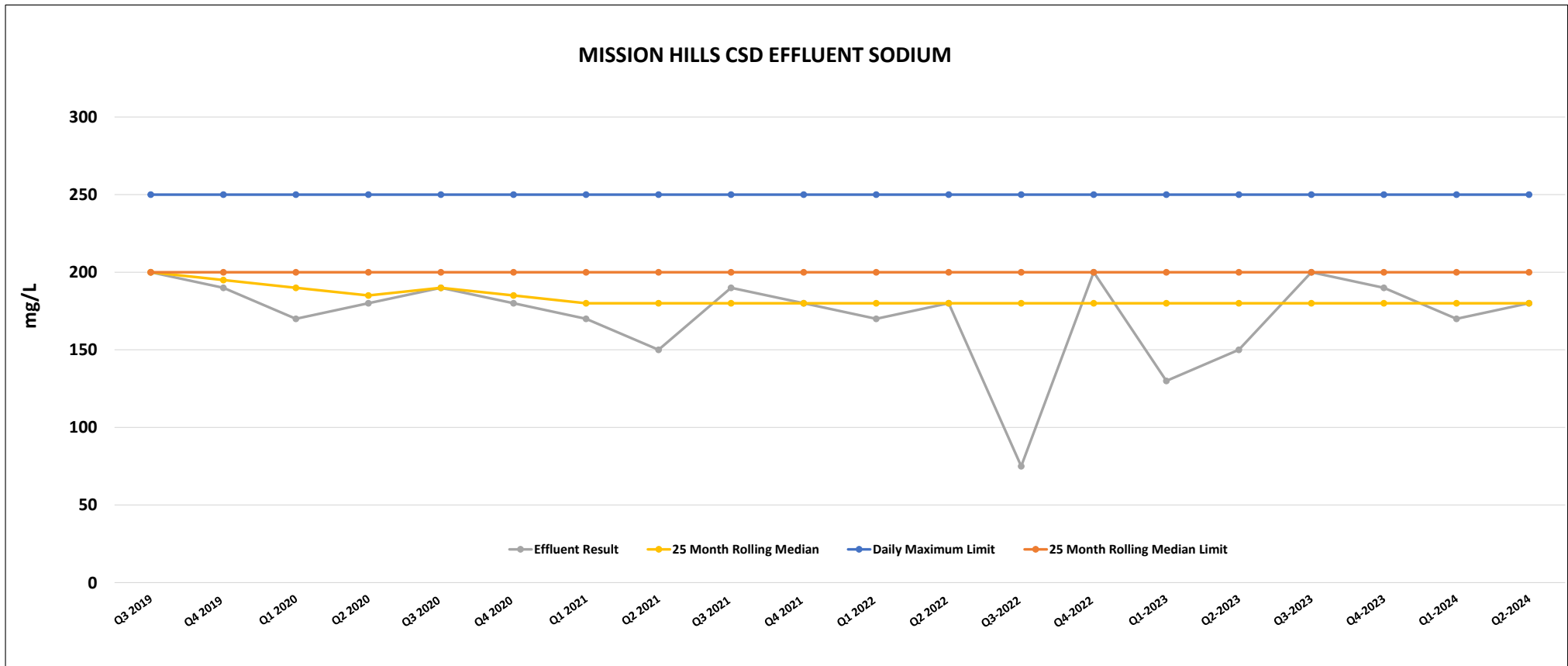
Non-detect, estimated, and greater than (>) results are graphed at their reporting levels or as reported by lab.



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

Consent Item 4. B ii

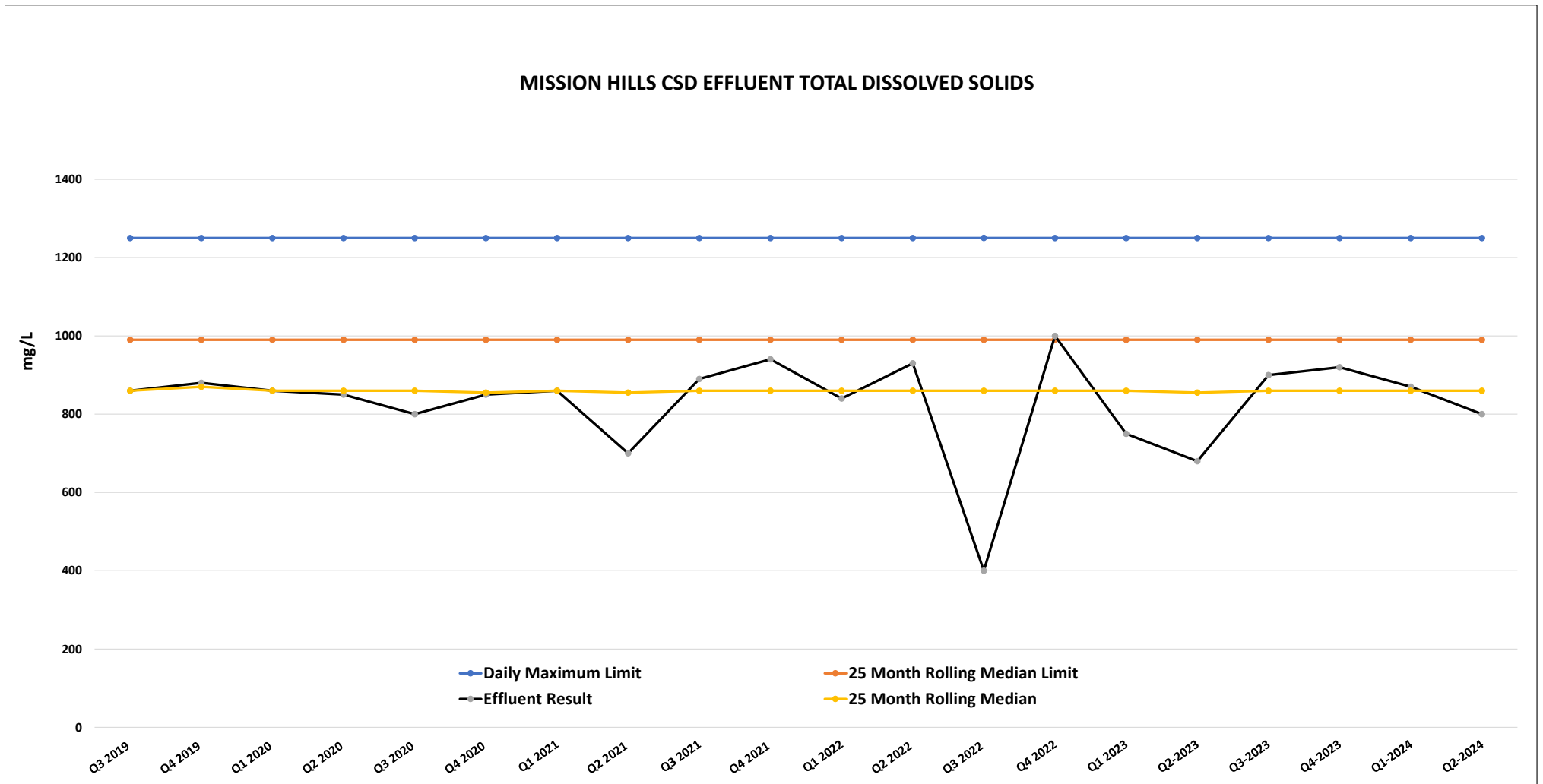
MONTH	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling Median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



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

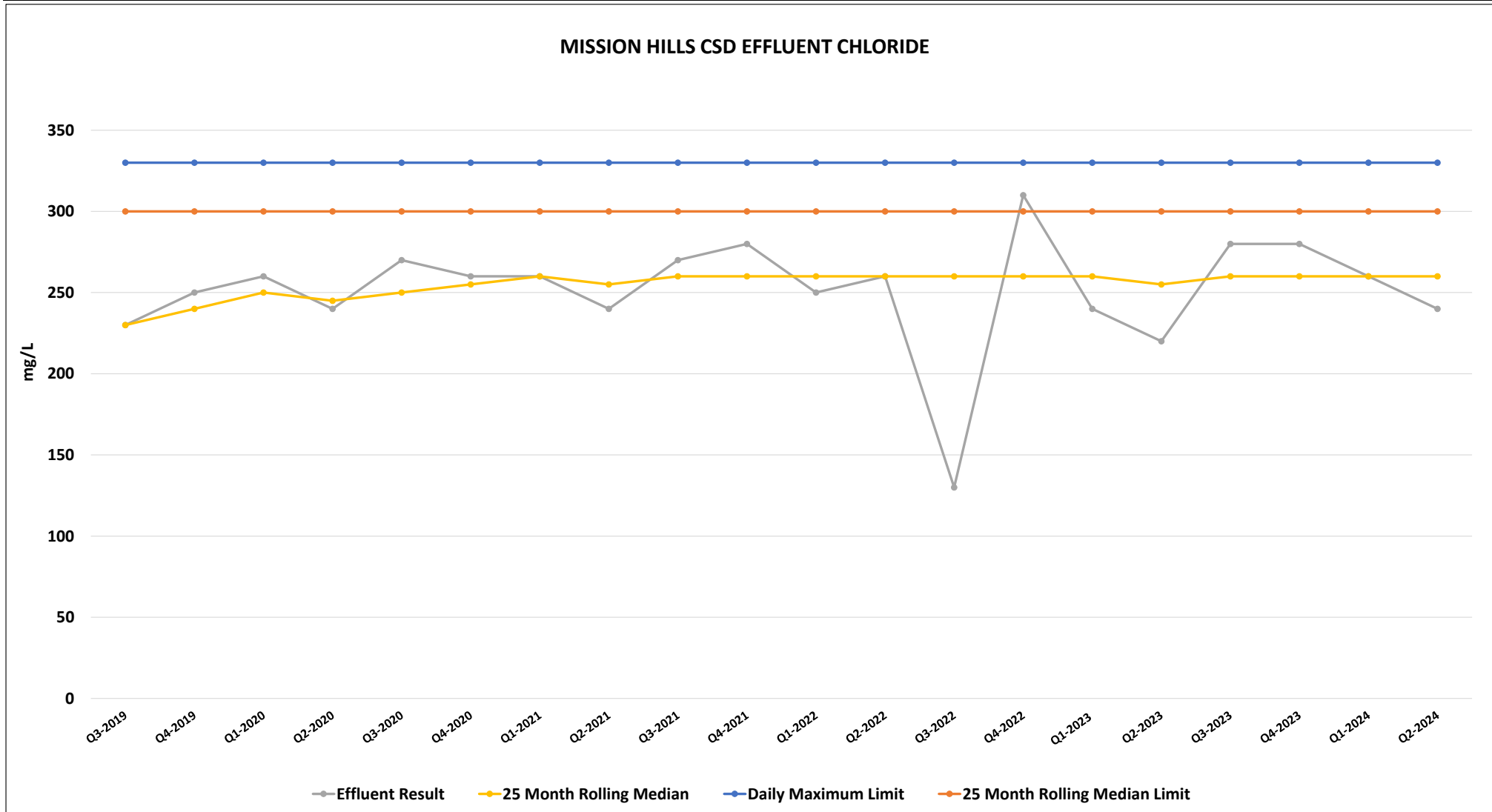
Consent Item 4. B ii

MONTH	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
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
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
Effluent Result	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680	900	920	870	800
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855	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	Q2-2024	
Daily Maximum Permit Limit	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
25 Month Rolling Median Limit	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Effluent Result	230	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220	280	280	260	240	
25 Month Rolling Median	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	255	260	260	260	260	



MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

Consent Item 4. B ii

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
Daily Maximum Permit Limit	20	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30
Monthly Average Limit	10	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15
Effluent Result	14	13	8	10	26	8	7	13	9	6	5	14	26	3	8	13	12	9	5	9	14



Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
May 2024

Consent Item 4. C i

		May 24	May 23	\$ Change	Explanation
Ordinary Income/Expense					
Income					
	4005 · 48 hour notice fees	240.00	285.00	-45.00	
	4045 · Late fees	2,224.49	2,074.09	150.40	
	4050 · Miscellaneous income	0.00	-34.31	34.31	
	4060 · Reconnection fees	200.00	300.00	-100.00	
	4075 · Returned check fees	50.00	255.00	-205.00	
	4085 · Sewer basic charges	98,329.97	90,642.15	7,687.82	Rate Increase 2024
	4095 · Street sweeping charges	1,502.16	1,508.76	-6.60	
	4100 · Rate Stabilization	0.00	-183.85	183.85	
	4105 · Water basic charges	59,195.72	56,112.42	3,083.30	Rate Increase 2024
	4115 · Water usage charges	31,993.12	36,395.08	-4,401.96	Usage Decrease 2024
	Total Income	193,735.46	187,354.34	6,381.12	
Gross Profit					
Expense					
	6000 · Salaries and wages				
	6005 · Wage expense	54,499.61	55,057.98	-558.37	
	6010 · Payroll tax expense	4,867.43	4,639.00	228.43	
	Total 6000 · Salaries and wages	59,367.04	59,696.98	-329.94	
	6050 · Employee benefits				
	6060 · Disability insurance	249.29	242.43	6.86	
	6065 · Health insurance	11,109.96	10,857.91	252.05	
	6071 · Tuition Reimbursement	0.00	1,665.00	-1,665.00	No Reimbursement Processed 2024
	6075 · Retirement expenses	1,705.05	1,476.85	228.20	
	6090 · Vacation & Sick Leave	8,286.08	4,220.20	4,065.88	GM Left Payout 2024
	6095 · Benefit Administration	0.00	89.82	-89.82	
	Total 6050 · Employee benefits	21,350.38	18,552.21	2,798.17	
	6100 · Director fees	875.00	1,375.00	-500.00	
	6110 · Depreciation expense	26,784.66	28,189.70	-1,405.04	Slightly Lower Depreciation 2024
	6140 · Vehicle expenses				
	6145 · Tractor and equipment	593.42	0.00	593.42	
	6150 · Vehicle fuel	1,493.28	1,468.17	25.11	
	6155 · Vehicle maintenance	584.08	4,586.32	-4,002.24	Tires F800 2023
	6160 · Automobile Allowance	350.00	0.00	350.00	
	Total 6140 · Vehicle expenses	3,020.78	6,054.49	-3,033.71	
	6190 · Dues and memberships	0.00	527.00	-527.00	
	6200 · Office expenses				
	6205 · Bank fees and charges	0.00	5.00	-5.00	
	6210 · Cash (over) / short	199.50	0.00	199.50	
	6230 · Office supplies	244.97	193.91	51.06	
	6235 · Postage expense	700.00	708.33	-8.33	
	6245 · Office Equipment	4,144.17	169.17	3,975.00	Computers New GM 2024
	Total 6200 · Office expenses	5,288.64	1,076.41	4,212.23	
	6300 · Operating supplies and expenses				
	6310 · Miscellaneous supplies	0.00	11,204.14	-11,204.14	Famcon 2023
	6315 · Oil expense	0.00	595.64	-595.64	
	6325 · Portable equipment	2,934.58	250.24	2,684.34	Hach Company 2024
	6330 · Shop supplies	369.66	954.63	-584.97	
	6335 · Small tools and appliances	0.00	86.93	-86.93	
	6340 · Chemicals				
	6344 · Chlorine	1,250.70	1,282.15	-31.45	
	6345 · Corrosion inhibitor	3,632.75	5,746.63	-2,113.88	Less Chemicals 2024
	Total 6340 · Chemicals	4,883.45	7,028.78	-2,145.33	
	Total 6300 · Operating supplies and ex	8,187.69	20,120.36	-11,932.67	
	6350 · Safety expenses				
	6360 · Protective Clothing/Uniforms	115.06	0.00	115.06	
	Total 6350 · Safety expenses	115.06	0.00	115.06	
	6410 · Contractual services				
	6420 · Cleaning service	200.00	200.00	0.00	
	6425 · Office equip maintenance	360.62	370.65	-10.03	
	6430 · Internet access	171.58	168.35	3.23	
	6435 · Landscaping services	394.18	1,850.68	-1,456.50	Tractor Garden Kubota, Mower Attachment, Trailer, Chain 2023

Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
May 2024

	May 24	May 23	\$ Change	Explanation
6437 · Pest Control	124.00	110.00	14.00	
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	1,793.75	2,525.50	-731.75	
6452 · Credit Card Processing	487.60	351.18	136.42	
6453 · Software Subscriptions	0.00	418.29	-418.29	
6455 · Street sweeping services	1,530.00	1,471.18	58.82	
6466 · Emissions Testing	0.00	3,517.90	-3,517.90	No Testing 2024
6470 · Other contractual services	15.75	11.75	4.00	
Total 6410 · Contractual services	5,189.98	11,107.98	-5,918.00	
6475 · Professional services				
6480 · Accounting services	7,524.39	0.00	7,524.39	Timing Payment CPA
6485 · Engineering services	3,937.50	0.00	3,937.50	Timing Payment Capacity Fee Study 2024
6490 · Legal services	239.71	9,669.95	-9,430.24	Less Legal Fees 2024
6495 · Human Resources services	210.00	0.00	210.00	
Total 6475 · Professional services	11,911.60	9,669.95	2,241.65	
6500 · Printing and publication	0.00	2,083.62	-2,083.62	Timing Paymen to Inklings
6505 · Equipment lease and rentals	0.00	185.30	-185.30	
6525 · Research and monitoring				
6530 · Lab & Testing Expenses	558.91	0.00	558.91	
6535 · Monitoring expense	2,318.50	2,816.00	-497.50	
Total 6525 · Research and monitoring	2,877.41	2,816.00	61.41	
6600 · Travel and meetings				
6610 · Meals	0.00	1,596.71	-1,596.71	Error on Billing 2023
6620 · Staff training	0.00	869.07	-869.07	
Total 6600 · Travel and meetings	0.00	2,465.78	-2,465.78	
6640 · Uncollectible accounts	0.00	68.25	-68.25	
6650 · Utilities				
6655 · Cell phones	259.83	200.44	59.39	
6665 · Electrical	17,585.34	10,605.49	6,979.85	Increase in Cost 2024 Well Down
6670 · Natural gas	20.75	1,198.81	-1,178.06	Decrease in Cost 2024 Well Down
6685 · Telephone	83.53	353.78	-270.25	
6691 · Trash & Recycling	336.89	322.50	14.39	
Total 6650 · Utilities	18,286.34	12,681.02	5,605.32	
6720 · Repairs and maintenance				
6730 · Distribution expense	5,180.90	0.00	5,180.90	
6740 · Hydrants	0.00	127.41	-127.41	
6745 · Lift station expenses	0.00	5,414.30	-5,414.30	Timing Pro3 Bill 2023
6750 · Collection expense	0.00	6,646.42	-6,646.42	Timing Mission Paving 2023
6770 · Telemetry	0.00	660.00	-660.00	
6775 · Filtration Plant	120.66	107.18	13.48	
6785 · Wells and pumping	2,550.42	220.14	2,330.28	Timing Energy Link 2024
6790 · Waste water plant	479.16	2,951.53	-2,472.37	Timing Sunbelt, Pro3 2023
6795 · Other repairs and mainten	2,062.80	2,287.09	-224.29	
Total 6720 · Repairs and maintenance	10,393.94	18,414.07	-8,020.13	
Total Expense	173,648.52	195,084.12	-21,435.60	
Net Ordinary Income	20,086.94	-7,729.78	27,816.72	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	653.58	227.47	426.11	
7010 · Interest income	10,952.01	3,530.57	7,421.44	Better Interest 2024
Total Other Income	11,605.59	3,758.04	7,847.55	
Other Expense				
8060 · Misc Expense	185.00	0.00	185.00	
Total Other Expense	185.00	0.00	185.00	
Net Other Income	11,420.59	3,758.04	7,662.55	
Net Income	31,507.53	-3,971.74	35,479.27	

Mission Hills Community Services District
Disbursements Journal
May 2024

Consent Item 4.C ii

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	05/15/2024	33887	ACECO Equipment Rentals	-310.66	
	05/15/2024	33888	ACWA/JPIA *Medical Insurance	-12,003.58	Monthly Medical Ins
	05/15/2024	33889	Carmel & Naccasha LLP	-239.71	
	05/15/2024	33890	Refund	-48.63	Rate Payer Refund
	05/15/2024	33891	Clinical Labs of San Bernardino	-365.00	
	05/15/2024	33892	Comcast	-171.58	
	05/15/2024	33893	Core & Main	-4,571.48	Various Items
	05/15/2024	33894	County of Santa Barbara- Gen S	-1,673.68	Monthly Maintenance & Fuel Vehicles
	05/15/2024	33895	Crosno Construction Inc	-161,192.44	Tank Rehab Project
	05/15/2024	33896	De Lage Landen Financial Servi	-231.57	
	05/15/2024	33897	Frontier Communications	-68.81	
	05/15/2024	33898	HORNE LLP dba CA LIHWAP	-198.23	
	05/15/2024	33899	JB Dewar Inc	-175.75	
	05/15/2024	33900	JCS Automation	-16,356.45	Well #6 Engine Control Panel
	05/15/2024	33901	Jon's Lawn Mowing	-315.00	
	05/15/2024	33902	Rodriguez Janitorial Service	-200.00	
	05/15/2024	33903	Kendra L Estes Marketing Suppl	-185.00	
	05/15/2024	33904	Refund	-25.73	Rate Payer Refund
	05/15/2024	33905	O'Connor Pest Control	-124.00	
	05/15/2024	33906	Pitney Bowes	-185.30	
	05/15/2024	33907	Reimbursement	-1,665.00	Tuition Reimbursement
	05/15/2024	33908	Santa Maria Times	-63.05	
	05/15/2024	33909	SoCalGas	-58.27	
	05/15/2024	33910	SP Maintenance Services, Inc.	-1,530.00	Street Sweeping
	05/15/2024	33911	Staples Advantage*	-113.85	
	05/15/2024	33912	Surface Pumps Inc	-3,568.43	Various Items
	05/15/2024	33913	Ultrex Inc	-150.62	
	05/15/2024	33914	USA BlueBook	-92.06	
	05/15/2024	33915	Verizon	-200.83	
	05/15/2024	33916	Waste Management	-336.89	
	05/31/2024	33917	Advantage Technical Services, I	-8,216.00	Tank Rehab Project
	05/31/2024	33918	Akeso Occupational Health	-210.00	
	05/31/2024	33919	American Industrial Supply	-484.72	
	05/31/2024	33920	Brenntag Pacific, Inc	-4,883.45	Chemicals
	05/31/2024	33921	Clinical Labs of San Bernardino	-2,318.50	Quarterly Testing
	05/31/2024	33922	Compuvision	-1,452.50	Ongoing IT Charges
	05/31/2024	33923	Dahl Air Conditioning	-210.00	
	05/31/2024	33924	Frontier Communications	-83.53	
	05/31/2024	33925	Home Depot	-730.16	
	05/31/2024	33926	Industrial Truck Bodies	-7,676.72	Liner New Truck
	05/31/2024	33927	JB Dewar Inc	-167.65	
	05/31/2024	33928	Linde Gas & Equipment Inc	-43.20	
	05/31/2024	33929	Reimbursement	-400.00	Vehicle & Phone Allowance
	05/31/2024	33930	Mission Paving Inc	-850.00	
	05/31/2024	33931	SoCalGas	-20.75	
	05/31/2024	33932	Standard Insurance Company	-263.04	
	05/31/2024	33933	Stantec	-105,677.15	Tank & Well Engineering Burton Ranch
	05/31/2024	33934	Valley Rock Ready Mix, Inc.	-469.79	
Total 1000 · FSB - Operating 1535412				-340,578.76	
1060 · CHCU - General 4163					
	05/06/2024	EFT	PG&E	-11.79	Utility Bill - Street Light
	05/14/2024	EFT	PG&E	-595.48	Utility Bill - Shop
	05/14/2024	EFT	PG&E	-4,806.12	Utility Bill - Well #5
	05/14/2024	EFT	PG&E	-302.14	Utility Bill - Office
	05/14/2024	EFT	PG&E	-2,282.73	Utility Bill - Lift Station
	05/15/2024	32889	Five Star Bank	-300,000.00	Fund Transfer to Five Star Bank

Mission Hills Community Services District
Disbursements Journal
May 2024

	Date	Num	Name	Amount	Explanation
	05/20/2024	EFT	PG&E	-29.29	Utility Bill - Well #6
	05/20/2024	EFT	PG&E	-5,387.60	Utility Bill - Well #7
	05/20/2024	EFT	PG&E	-4,225.73	Utility Bill - WWTP
	05/20/2024	EFT	PG&E	-11.88	Utility Bill - Street Light
Total 1060 · CHCU - General	4163			-317,652.76	
1070 · CHCU - Payroll 4155					
	05/01/2024	EFT	AFLAC	-557.42	
	05/08/2024		Payroll	-19,170.81	
	05/10/2024	E-pay	EDD	-1,786.52	Taxes
	05/10/2024	E-pay	IRS USATAXPYMT	-5,315.34	Taxes
	05/10/2024	EFT	CA State Disbursement Unit/Exp	-299.07	
	05/15/2024	1400	Matrix Trust Company	-5,024.60	457 & 401K
	05/22/2024		Payroll	-22,646.44	
	05/22/2024		BOD Payroll	-684.39	
	05/23/2024	1401	BOD Payroll	-114.06	
	05/24/2024	E-pay	EDD	-1,910.87	Taxes
	05/24/2024	E-pay	IRS USATAXPYMT	-6,029.84	Taxes
	05/24/2024	EFT	CA State Disbursement Unit/Exp	-299.07	
	05/29/2024		QuickBooks Payroll Service	-70.78	
Total 1070 · CHCU - Payroll	4155			-63,909.21	
1075 · CHCU - ACH 4130					
	05/16/2024	EFT	Springbrook (ACH Services)	-278.00	
	05/31/2024	EFT	Bluefin Payment Systems	-71.85	
	05/31/2024	EFT	Bluefin Payment Systems	-1,085.90	
Total 1075 · CHCU - ACH	4130			-1,435.75	
TOTAL				-723,576.48	

Variation From Projected Income

Fiscal Year Ending 6-30-2024

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-23	\$ 140,380	\$ 115,544	\$ (24,836)	\$ 97,799	\$ 97,994	\$ 195	\$ (24,641)	26,994	22,621	22,851
Aug-23	\$ 128,800	\$ 144,772	\$ 15,972	\$ 97,799	\$ 98,416	\$ 617	\$ 16,589	18,520	25,390	23,682
Sep-23	\$ 120,220	\$ 115,141	\$ (5,079)	\$ 97,799	\$ 98,232	\$ 433	\$ (4,646)	19,235	20,829	21,326
Oct-23	\$ 119,125	\$ 117,268	\$ (1,857)	\$ 97,799	\$ 97,928	\$ 129	\$ (1,728)	21,161	16,842	20,671
Nov-23	\$ 115,125	\$ 123,896	\$ 8,771	\$ 97,799	\$ 98,285	\$ 486	\$ 9,257	15,372	15,567	18,751
Dec-23	\$ 117,390	\$ 103,631	\$ (13,759)	\$ 97,799	\$ 98,258	\$ 459	\$ (13,300)	12,792	10,999	13,996
Jan-24	\$ 100,250	\$ 95,018	\$ (5,232)	\$ 97,799	\$ 98,254	\$ 455	\$ (4,777)	11,393	9,757	11,281
Feb-24	\$ 101,640	\$ 89,703	\$ (11,937)	\$ 97,799	\$ 98,294	\$ 495	\$ (11,442)	8,925	9,472	12,955
Mar-24	\$ 105,370	\$ 82,578	\$ (22,792)	\$ 97,799	\$ 98,214	\$ 415	\$ (22,377)	10,159	9,024	12,063
Apr-24	\$ 90,060	\$ 86,312	\$ (3,748)	\$ 97,799	\$ 98,275	\$ 476	\$ (3,272)	11,777	13,645	13,697
May-24	\$ 103,220	\$ 91,189	\$ (12,031)	\$ 97,799	\$ 98,330	\$ 531	\$ (11,500)	17,377	19,652	18,812
Jun-24	\$ 116,454			\$ 97,801			\$ -		19,089	19,758
Total	\$ 1,358,034	\$ 1,165,052	\$ (76,528)	\$ 1,173,590	\$ 1,080,480	\$ 4,691	\$ (71,837)	173,705	192,887	209,842
								Year to Date Monthly Averages		
YTD avg	100%	86%		100%	92%			15,791	16,074	17,487
								Yearly Average	16,074	17,487
* 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											
	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024	5/31/2024
LAIF	\$1,781,631	\$1,781,631	\$1,781,631	\$1,797,697	\$1,797,697	\$297,697	\$313,625	\$313,625	\$313,625	\$316,960	\$316,960
California Class	\$502,970	\$505,297	\$507,572	\$509,949	\$512,273	\$514,684	\$517,080	\$2,023,319	\$2,032,609	\$2,041,610	\$2,050,936
TD Ameritrade/RNC Center	\$682,155	\$687,771	\$688,798	\$690,069	\$695,482	\$699,625	\$701,161	\$701,694	\$702,758	\$705,493	\$707,183
Coast Hills FCU											
Checking	\$321,621	\$462,170	\$601,773	\$339,147	\$376,474	\$1,862,666	\$1,889,802	\$425,118	\$449,493	\$478,047	\$210,704
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202
Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$44,515	\$30,715	\$13,210	\$9,860	\$12,703	\$53,773	\$39,159	\$20,338	\$28,612	\$28,963	\$25,170
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Total Coast Hill FCU	\$367,338	\$494,087	\$616,185	\$350,209	\$390,379	\$1,917,642	\$1,930,163	\$446,658	\$479,307	\$508,212	\$237,076
Five Star Bank											
Operating	\$277,073	\$109,094	\$107,214	\$293,484	\$347,481	\$175,312	\$142,796	\$113,514	\$91,121	\$185,854	\$365,357
Development	\$111,671	\$111,680	\$111,689	\$111,699	\$111,708	\$111,718	\$111,727	\$166,739	\$175,241	\$113,022	\$13,031
Money Market	\$173,535	\$174,021	\$124,416	\$124,788	\$125,162	\$125,565	\$125,982	\$126,383	\$126,824	\$127,263	\$127,725
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Five Star Bank	\$562,279	\$394,795	\$343,319	\$529,971	\$584,351	\$412,594	\$380,505	\$406,635	\$393,186	\$426,139	\$506,113
Combined Balance	\$3,896,373	\$3,863,582	\$3,937,505	\$3,877,895	\$3,980,182	\$3,842,241	\$3,842,534	\$3,891,930	\$3,921,486	\$3,998,413	\$3,818,268
Monthly Change	-\$53,866	-\$32,791	\$73,923	-\$59,610	\$102,287	-\$137,940	\$293	\$49,396	\$29,555	\$76,928	-\$180,146
Fiscal Year Monthly Change To Date											
	-\$131,971										

Mission Hills Community Services District							11
Budget to Actual Comparison							0.92
Thru 05/31/2024							1
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 23-24	May-24	May-24	Difference	Budgeted Amount	92%	
Income							
Late Fees/Charges	\$ 40,000	\$ 36,667	\$ 34,037	\$ (2,630)	\$ 5,963	85%	Slightly Lower Than Budgeted
Water Service	\$ 1,358,034	\$ 1,244,865	\$ 1,165,055	\$ (79,810)	\$ 192,979	86%	Slightly Lower Than Budgeted
Sewer Service	\$ 1,173,590	\$ 1,075,791	\$ 1,080,480	\$ 4,690	\$ 93,110	92%	On Track With Budget
Street Sweeping	\$ 18,000	\$ 16,500	\$ 16,536	\$ 36	\$ 1,464	92%	On Track With Budget
	\$ 2,589,624	\$ 2,373,822	\$ 2,296,108	\$ (77,714)	\$ 293,516	89%	Revenue is 3% Below Budget
Expense							
Salaries & Wages	\$ 787,873	\$ 722,217	\$ 727,494	\$ (5,277)	\$ 60,379	92%	On Track With Budget
Employee Benefits	\$ 285,000	\$ 261,250	\$ 244,241	\$ 17,009	\$ 40,759	86%	Slightly Lower Than Budgeted
Director Fees	\$ 15,000	\$ 13,750	\$ 12,875	\$ 875	\$ 2,125	86%	Slightly Lower Than Budgeted
Depreciation	\$ 372,648	\$ 341,594	\$ 294,631	\$ 46,963	\$ 78,017	79%	Lower Than Budgeted
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense
Vehicle Expense	\$ 30,000	\$ 27,500	\$ 31,650	\$ (4,150)	\$ (1,650)	105%	Higher Than Budgeted - Addl Vehicles
Insurance	\$ 40,000	\$ 36,667	\$ 14,808	\$ 21,859	\$ 25,192	37%	Lower Than Budgeted
Memberships	\$ 40,000	\$ 36,667	\$ 22,013	\$ 14,654	\$ 17,987	55%	Lower Than Budgeted
Office Expenses	\$ 25,000	\$ 22,917	\$ 18,980	\$ 3,937	\$ 6,020	76%	Lower Than Budgeted
Operating Supplies	\$ 20,000	\$ 18,333	\$ 24,249	\$ (5,915)	\$ (4,249)	121%	Famcon, Uline, USA BlueBook Payment Timing
Chemicals	\$ 75,000	\$ 68,750	\$ 54,787	\$ 13,963	\$ 20,213	73%	Lower Than Budgeted
Safety	\$ 5,000	\$ 4,583	\$ 5,824	\$ (1,240)	\$ (824)	116%	Higher Than Budgeted - Timing of Payments, Incl Safety Dinner
Contractual Services	\$ 125,000	\$ 114,583	\$ 73,483	\$ 41,100	\$ 51,517	59%	Lower Than Budgeted
Professional Services	\$ 70,000	\$ 64,167	\$ 92,858	\$ (28,691)	\$ (22,858)	133%	Higher Than Budgeted - Legal, CPA, GM Recruitment
Printing & Publication	\$ 5,000	\$ 4,583	\$ 738	\$ 3,846	\$ 4,262	15%	Lower Than Budgeted
Equipment Lease	\$ 7,500	\$ 6,875	\$ 2,506	\$ 4,369	\$ 4,994	33%	Lower Than Budgeted
Monitoring	\$ 25,000	\$ 22,917	\$ 13,578	\$ 9,338	\$ 11,422	54%	Lower Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 18,333	\$ 9,111	\$ 9,222	\$ 10,889	46%	Lower Than Budgeted
Utilities	\$ 225,000	\$ 206,250	\$ 189,999	\$ 16,251	\$ 35,001	84%	Lower Than Budgeted
Government Fees	\$ 100,000	\$ 91,667	\$ 72,762	\$ 18,905	\$ 27,238	73%	Lower Than Budgeted
Repairs & Maintenance	\$ 80,000	\$ 73,333	\$ 195,793	\$ (122,460)	\$ (115,793)	245%	Several Leaks
Summitt 44 Write Off	\$ 25,000	\$ 22,917	\$ 26,404	\$ (3,487)	\$ (1,404)	106%	Developer Write Off/Collection Difference
	\$ 2,378,021	\$ 2,179,853	\$ 2,128,783	\$ 51,070	\$ 249,238	90%	Expenses Are 2% Below Budget
Resolution 15-229 - Budget Preparation and Approval Process							
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget,							
the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.							
				5% =	\$ 118,901.05		

Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
June 2024

		Jun 24	Jun 23	\$ Change	Explanation
Ordinary Income/Expense					
Income					
	4005 · 48 hour notice fees	360.00	180.00	180.00	
	4025 · Construction hydrant meter	250.00	0.00	250.00	
	4045 · Late fees	1,905.96	2,066.01	-160.05	
	4050 · Miscellaneous income	0.00	-374.63	374.63	
	4060 · Reconnection fees	150.00	25.00	125.00	
	4075 · Returned check fees	0.00	50.00	-50.00	
	4085 · Sewer basic charges	98,023.10	89,675.02	8,348.08	Rate Increase
	4095 · Street sweeping charges	1,500.84	1,145.99	354.85	
	4105 · Water basic charges	59,012.52	33,060.35	25,952.17	Rate Increase
	4115 · Water usage charges	51,042.91	56,708.63	-5,665.72	Less Usage
	Total Income	212,245.33	182,536.37	29,708.96	
Gross Profit		212,245.33	182,536.37	29,708.96	
Expense					
	6000 · Salaries and wages				
	6005 · Wage expense	60,193.72	56,032.17	4,161.55	Fully Staffed/Promotions
	6010 · Payroll tax expense	5,259.94	4,638.15	621.79	
	Total 6000 · Salaries and wages	65,453.66	60,670.32	4,783.34	
	6050 · Employee benefits				
	6060 · Disability insurance	541.86	254.01	287.85	
	6065 · Health insurance	15,281.30	10,857.91	4,423.39	Fully Staffed
	6075 · Retirement expenses	1,959.91	1,518.88	441.03	
	6085 · Workers compensation expe	0.00	3,711.13	-3,711.13	Timing of Payment
	6090 · Vacation & Sick Leave	8,586.74	1,950.77	6,635.97	Vacation Payout Leaving GM
	6095 · Benefit Administration	778.82	778.82	0.00	
	Total 6050 · Employee benefits	27,148.63	19,071.52	8,077.11	
	6100 · Director fees	0.00	1,250.00	-1,250.00	Less Meetings
	6110 · Depreciation expense	26,784.66	28,189.70	-1,405.04	Slightly Lower Depr
	6140 · Vehicle expenses				
	6145 · Tractor and equipment	0.00	0.00	0.00	
	6150 · Vehicle fuel	853.16	1,371.50	-518.34	
	6155 · Vehicle maintenance	3,995.80	283.00	3,712.80	Major Maintenance
	6160 · Automobile Allowance	350.00	0.00	350.00	
	Total 6140 · Vehicle expenses	5,198.96	1,654.50	3,544.46	
	6190 · Dues and memberships	0.00	4,855.00	-4,855.00	Timing of Payments
	6200 · Office expenses				
	6220 · Licenses and fees	60.00	345.00	-285.00	
	6230 · Office supplies	482.20	321.10	161.10	
	6235 · Postage expense	700.00	828.37	-128.37	
	6245 · Office Equipment	0.00	1,391.98	-1,391.98	Owl Purchase
	Total 6200 · Office expenses	1,242.20	2,886.45	-1,644.25	
	6300 · Operating supplies and expenses				
	6310 · Miscellaneous supplies	370.83	281.70	89.13	
	6325 · Portable equipment	1,019.10	0.00	1,019.10	USA Bluebook, ACECO
	6330 · Shop supplies	0.00	492.31	-492.31	
	6340 · Chemicals				
	6344 · Chlorine	1,373.37	0.00	1,373.37	Timing of Chemical Purchase
	6345 · Corrosion inhibitor	5,591.94	0.00	5,591.94	Timing of Chemical Purchase
	Total 6340 · Chemicals	6,965.31	0.00	6,965.31	
	Total 6300 · Operating supplies and ex	8,355.24	774.01	7,581.23	
	6350 · Safety expenses				
	6360 · Protective Clothing/Uniforms	701.98	0.00	701.98	
	Total 6350 · Safety expenses	701.98	0.00	701.98	
	6410 · Contractual services				
	6415 · Cable services	0.00	69.06	-69.06	
	6420 · Cleaning service	200.00	200.00	0.00	
	6425 · Office equip maintenance	173.03	189.53	-16.50	

Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
June 2024

				Jun 24	Jun 23	\$ Change	Explanation
			6430 · Internet access	171.58	168.35	3.23	
			6435 · Landscaping services	345.23	336.59	8.64	
			6437 · Pest Control	124.00	110.00	14.00	
			6445 · Security expense	112.50	112.50	0.00	
			6450 · Software support	1,452.50	3,659.02	-2,206.52	Extensive IT Work Prior Yr
			6452 · Credit Card Processing	1,425.31	332.22	1,093.09	Timing of Processing
			6453 · Software Subscriptions	132.80	385.99	-253.19	
			6455 · Street sweeping services	1,530.00	1,471.18	58.82	
			6460 · Uniforms	0.00	427.66	-427.66	
			6470 · Other contractual services	447.55	5,556.25	-5,108.70	Fabrication, Wallace Group
			Total 6410 · Contractual services	6,114.50	13,018.35	-6,903.85	
			6475 · Professional services				
			6476 · Financial Management Fees	-641.00	0.00	-641.00	
			6480 · Accounting services	0.00	5,000.00	-5,000.00	Timing Audit Payment
			6485 · Engineering services	1,225.00	0.00	1,225.00	Timing Payment Capacity Fee Study
			6490 · Legal services	739.10	16,122.80	-15,383.70	Litigation Payment Prior Yr
			6495 · Human Resources services	0.00	1,263.54	-1,263.54	Timing Ad's
			Total 6475 · Professional services	1,323.10	22,386.34	-21,063.24	
			6500 · Printing and publication	2,393.47	2,289.16	104.31	
			6505 · Equipment lease and rentals	396.14	396.14	0.00	
			6525 · Research and monitoring				
			6535 · Monitoring expense	380.50	458.00	-77.50	
			Total 6525 · Research and monitoring	380.50	458.00	-77.50	
			6600 · Travel and meetings				
			6610 · Meals	85.51	110.36	-24.85	
			6620 · Staff training	0.00	-73.54	73.54	
			Total 6600 · Travel and meetings	85.51	36.82	48.69	
			6650 · Utilities				
			6655 · Cell phones	50.00	200.44	-150.44	
			6660 · Dump fees	25.00	0.00	25.00	
			6665 · Electrical	23,749.27	11,726.12	12,023.15	Timing Payments
			6670 · Natural gas	22.36	1,510.18	-1,487.82	Well Down
			6685 · Telephone	1,657.73	198.78	1,458.95	New Phone System
			6691 · Trash & Recycling	336.89	322.50	14.39	
			Total 6650 · Utilities	25,841.25	13,958.02	11,883.23	
			6700 · Government fees and charges	3,048.22	4,331.69	-1,283.47	
			6720 · Repairs and maintenance				
			6730 · Distribution expense	27.99	0.00	27.99	
			6745 · Lift station expenses	0.00	47.97	-47.97	
			6750 · Collection expense	0.00	175.15	-175.15	
			6755 · Reservoirs	0.00	47.76	-47.76	
			6765 · Supplies and small tools	0.00	92.78	-92.78	
			6775 · Filtration Plant	0.00	100.38	-100.38	
			6790 · Waste water plant	191.25	826.50	-635.25	
			6795 · Other repairs and mainten	3,859.29	4,762.21	-902.92	
			Total 6720 · Repairs and maintenance	4,078.53	6,052.75	-1,974.22	
			Total Expense	178,546.55	182,278.77	-3,732.22	
			Net Ordinary Income	33,698.78	257.60	33,441.18	
			Other Income/Expense				
			Other Income				
			7006 · Market Appreciation/(Depr)	349.86	-1,454.54	1,804.40	Less Return
			7010 · Interest income	9,893.65	2,635.64	7,258.01	Better Interest
			Total Other Income	10,243.51	1,181.10	9,062.41	
			Other Expense				
			8060 · Misc Expense	0.00	-3,382.26	3,382.26	Journal Entry TU
			Total Other Expense	0.00	-3,382.26	3,382.26	
			Net Other Income	10,243.51	4,563.36	5,680.15	
			Net Income	43,942.29	4,820.96	39,121.33	

Mission Hills Community Services District
Disbursements Journal
June 2024

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	06/13/2024	33935	American Industrial Supply	-289.16	
	06/13/2024	33936	Carmel & Naccasha LLP	-739.10	
	06/13/2024	33937	Comcast	-171.58	
	06/13/2024	33938	Compuvision	-4,243.39	Computers New GM
	06/13/2024	33939	County of Santa Barbara- Gen Svc	-2,503.13	Vehicle Maintenance & Fuel
	06/13/2024	33940	De Lage Landen Financial Service	-242.03	
	06/13/2024	33941	Energy Link	-2,550.42	Rebuild Waukesha Heads
	06/13/2024	33942	Famcon Pipe & Supply Inc.	-5,180.90	Hydrant & Parts
	06/13/2024	33943	Fisher Pump & Well Service	-69,421.71	CIP - Well #6 Rehab
	06/13/2024	33944	Fluid Resource Management	-4,276.24	Lift Station Flow Monitoring
	06/13/2024	33945	Hach Company	-2,891.38	Various Items
	06/13/2024	33946	Rate Payer Refund	-53.36	
	06/13/2024	33947	Jon's Lawn Mowing	-394.18	
	06/13/2024	33948	Kendra L Estes Marketing Supplies	-701.98	
	06/13/2024	33949	Lompoc Phone And Computer LLC	-1,426.27	New Phone System
	06/13/2024	33950	O'Connor Pest Control	-124.00	
	06/13/2024	33951	Office Depot Business Credit	-244.97	
	06/13/2024	33952	Smith Alarms & Electronics, Inc.	-225.00	
	06/13/2024	33953	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	06/13/2024	33954	State Water Resources Control Bo	-60.00	
	06/13/2024	33955	Tuckfield & Associates	-3,937.50	Capacity Fee Study
	06/13/2024	33956	Ultrex Inc	-173.03	
	06/13/2024	33957	Verizon	-209.83	
	06/13/2024	33958	Waste Management	-336.89	
	06/27/2024	33959	ACWA/JPIA *Medical Insurance	-16,095.84	Monthly Med, Dental, Vision Ins
	06/27/2024	33960	American Industrial Supply	-323.04	
	06/27/2024	33961	Brenntag Pacific, Inc	-6,965.31	Chemicals
	06/27/2024	33962	California Special Districts Associa	-1,524.39	FYE Review
	06/27/2024	33963	City of Lompoc	-25.00	
	06/27/2024	33964	Clinical Labs of San Bernardino Inc	-380.50	
	06/27/2024	33965	Frontier Communications	-68.32	
	06/27/2024	33966	Vehicle & Phone Allowance	-400.00	
	06/27/2024	33967	Inklings Printing Company	-921.92	
	06/27/2024	33968	JB Dewar Inc	-146.78	
	06/27/2024	33969	Juana Rodriguez Janitorial	-200.00	
	06/27/2024	33970	Linde Gas & Equipment Inc	-44.01	
	06/27/2024	33971	Moss, Levy & Hartzheim LLP	-6,000.00	Audit Fee
	06/27/2024	33972	Tuition Reimbursement	-1,665.00	Tuition Reimbursement
	06/27/2024	33973	Standard Insurance Company	-278.82	
	06/27/2024	33974	Stantec	-12,545.25	CIP - Burton Ranch
	06/27/2024	33975	Sunbelt Rentals Inc	-3,018.37	Mower/Landscape Equipment Rental
	06/27/2024	33976	Underground Service Alert of SC	-15.75	
	06/27/2024	33977	USA BlueBook	-760.81	
Total 1000 · FSB - Operating 1535412				-153,305.16	
1060 · CHCU - General 4163					
	06/04/2024	EFT	Tierzero	-134.57	
	06/11/2024	EFT	PG&E	-4,170.10	Utility Bill - WWTP
	06/21/2024	EFT	PG&E	-11.89	Utility Bill - Street Light
	06/24/2024	EFT	PG&E	-821.75	Utility Bill - Shop
	06/24/2024	EFT	PG&E	-2,602.83	Utility Bill - Lift Station
	06/24/2024	EFT	PG&E	-7,781.47	Utility Bill - Well #5
	06/24/2024	EFT	PG&E	-318.67	Utility Bill - Office
	06/24/2024	EFT	PG&E	-7,086.14	Utility Bill - Well #7
	06/24/2024	EFT	PG&E	-51.02	
	06/24/2024	32890	Tierzero	-28.57	
	06/24/2024	EFT	Coast Hills Business Services	-5,156.43	Coast Hills Credit Card Payment
	06/25/2024	EFT	TASC	-778.82	
	06/30/2024	EFT	Right Networks	-132.80	
Total 1060 · CHCU - General 4163				-29,075.06	
1070 · CHCU - Payroll 4155					
	06/05/2024		Payroll	-26,076.08	
	06/07/2024	E-pay	EDD	-2,267.08	Taxes
	06/07/2024	E-pay	IRS USATAXPYMT	-6,659.72	Taxes

Mission Hills Community Services District
Disbursements Journal
June 2024

Consent Item 4. C ii

			Date	Num	Name	Amount	Explanation
			06/07/2024	EFT	CA State Disbursement Unit/Exper	-299.07	
			06/13/2024	1402	Matrix Trust Company	-5,651.68	401K/457
			06/13/2024	1403	Matrix Trust Company	-6,674.01	401K/457
			06/18/2024		Payroll	-21,248.96	
			06/21/2024	E-pay	EDD	-1,591.56	Taxes
			06/21/2024	E-pay	IRS USATAXPYMT	-4,692.22	Taxes
			06/21/2024	EFT	CA State Disbursement Unit/Exper	-299.07	
			06/27/2024	1404	Matrix Trust Company	-5,225.10	401K/457
			Total 1070 · CHCU - Payroll 4155			-80,684.55	
			1075 · CHCU - ACH 4130				
			06/16/2024	EFT	Springbrook (ACH Services)	-204.35	
			06/30/2024	EFT	Bluefin Payment Systems	-71.85	Credit Card Fees
			06/30/2024	EFT	Bluefin Payment Systems	-1,149.11	Credit Card Fees
			Total 1075 · CHCU - ACH 4130			-1,425.31	
			TOTAL			-264,490.08	

Variation From Projected Income

Fiscal Year Ending 6-30-2024

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-23	\$ 140,380	\$ 115,544	\$ (24,836)	\$ 97,799	\$ 97,994	\$ 195	\$ (24,641)	26,994	22,621	22,851
Aug-23	\$ 128,800	\$ 144,772	\$ 15,972	\$ 97,799	\$ 98,416	\$ 617	\$ 16,589	18,520	25,390	23,682
Sep-23	\$ 120,220	\$ 115,141	\$ (5,079)	\$ 97,799	\$ 98,232	\$ 433	\$ (4,646)	19,235	20,829	21,326
Oct-23	\$ 119,125	\$ 117,268	\$ (1,857)	\$ 97,799	\$ 97,928	\$ 129	\$ (1,728)	21,161	16,842	20,671
Nov-23	\$ 115,125	\$ 123,896	\$ 8,771	\$ 97,799	\$ 98,285	\$ 486	\$ 9,257	15,372	15,567	18,751
Dec-23	\$ 117,390	\$ 103,631	\$ (13,759)	\$ 97,799	\$ 98,258	\$ 459	\$ (13,300)	12,792	10,999	13,996
Jan-24	\$ 100,250	\$ 95,018	\$ (5,232)	\$ 97,799	\$ 98,254	\$ 455	\$ (4,777)	11,393	9,757	11,281
Feb-24	\$ 101,640	\$ 89,703	\$ (11,937)	\$ 97,799	\$ 98,294	\$ 495	\$ (11,442)	8,925	9,472	12,955
Mar-24	\$ 105,370	\$ 82,578	\$ (22,792)	\$ 97,799	\$ 98,214	\$ 415	\$ (22,377)	10,159	9,024	12,063
Apr-24	\$ 90,060	\$ 86,312	\$ (3,748)	\$ 97,799	\$ 98,275	\$ 476	\$ (3,272)	11,777	13,645	13,697
May-24	\$ 103,220	\$ 91,189	\$ (12,031)	\$ 97,799	\$ 98,330	\$ 531	\$ (11,500)	17,377	19,652	18,812
Jun-24	\$ 116,454	\$ 110,055	\$ (6,399)	\$ 97,801	\$ 98,023	\$ 222	\$ (6,176)	22,879	19,089	20,278
Total	\$ 1,358,034	\$ 1,275,108	\$ (82,926)	\$ 1,173,590	\$ 1,178,503	\$ 4,913	\$ (78,013)	196,584	192,887	210,362
YTD avg	100%	94%		100%	100%			Year to Date Monthly Averages		
								16,382	16,074	17,530
								Yearly Average	16,074	17,530
* 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												
	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024	5/31/2024	6/30/2024
LAIF	\$1,781,631	\$1,781,631	\$1,781,631	\$1,797,697	\$1,797,697	\$297,697	\$313,625	\$313,625	\$313,625	\$316,960	\$316,960	\$316,960
California Class	\$502,970	\$505,297	\$507,572	\$509,949	\$512,273	\$514,684	\$517,080	\$2,023,319	\$2,032,609	\$2,041,610	\$2,050,936	\$2,060,015
TD Ameritrade/RNC Genert	\$682,155	\$687,771	\$688,798	\$690,069	\$695,482	\$699,625	\$701,161	\$701,694	\$702,758	\$705,493	\$707,183	\$708,483
Coast Hills FCU												
Checking	\$321,621	\$462,170	\$601,773	\$339,147	\$376,474	\$1,862,666	\$1,889,802	\$425,118	\$449,493	\$478,047	\$210,704	\$235,727
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202
Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$44,515	\$30,715	\$13,210	\$9,860	\$12,703	\$53,773	\$39,159	\$20,338	\$28,612	\$28,963	\$25,170	\$14,149
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Total Coast Hill FCU	\$367,338	\$494,087	\$616,185	\$350,209	\$390,379	\$1,917,642	\$1,930,163	\$446,658	\$479,307	\$508,212	\$237,076	\$251,077
Five Star Bank												
Operating	\$277,073	\$109,094	\$107,214	\$293,484	\$347,481	\$175,312	\$142,796	\$113,514	\$91,121	\$185,854	\$365,357	\$190,442
Development	\$111,671	\$111,680	\$111,689	\$111,699	\$111,708	\$111,718	\$111,727	\$166,739	\$175,241	\$113,022	\$13,031	\$13,032
Money Market	\$173,535	\$174,021	\$124,416	\$124,788	\$125,162	\$125,565	\$125,982	\$126,383	\$126,824	\$127,263	\$127,725	\$128,179
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Five Star Bank	\$562,279	\$394,795	\$343,319	\$529,971	\$584,351	\$412,594	\$380,505	\$406,635	\$393,186	\$426,139	\$506,113	\$331,653
Combined Balance	\$3,896,373	\$3,863,582	\$3,937,505	\$3,877,895	\$3,980,182	\$3,842,241	\$3,842,534	\$3,891,930	\$3,921,486	\$3,998,413	\$3,818,268	\$3,668,187
Monthly Change	-\$53,866	-\$32,791	\$73,923	-\$59,610	\$102,287	-\$137,940	\$293	\$49,396	\$29,555	\$76,928	-\$180,146	-\$150,080
Fiscal Year Monthly Change To Date												
	-\$282,051											

Mission Hills Community Services District							12
Budget to Actual Comparison							1.00
Thru 06/30/2024							0
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 23-24	Jun-24	Jun-24	Difference	Budgeted Amount	100%	
Income							
Late Fees/Charges	\$ 40,000	\$ 40,000	\$ 36,703	\$ (3,297)	\$ 3,297	92%	Slightly Lower Than Budgeted (Funding Helped)
Water Service	\$ 1,358,034	\$ 1,358,034	\$ 1,275,110	\$ (82,924)	\$ 82,924	94%	Slightly Lower Than Budgeted (Usage)
Sewer Service	\$ 1,173,590	\$ 1,173,590	\$ 1,178,504	\$ 4,914	\$ (4,914)	100%	On Track With Budget
Street Sweeping	\$ 18,000	\$ 18,000	\$ 18,036	\$ 36	\$ (36)	100%	On Track With Budget
	\$ 2,589,624	\$ 2,589,624	\$ 2,508,353	\$ (81,271)	\$ 81,271	97%	Revenue is 3% Below Budget
Expense							
Salaries & Wages	\$ 787,873	\$ 787,873	\$ 792,947	\$ (5,074)	\$ (5,074)	101%	Slightly Higher Than Budgeted - Promotions
Employee Benefits	\$ 285,000	\$ 285,000	\$ 272,018	\$ 12,982	\$ 12,982	95%	Slightly Lower Than Budgeted
Director Fees	\$ 15,000	\$ 15,000	\$ 12,875	\$ 2,125	\$ 2,125	86%	Lower Than Budgeted
Depreciation	\$ 372,648	\$ 372,648	\$ 321,416	\$ 51,232	\$ 51,232	86%	Lower Than Budgeted
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense
Vehicle Expense	\$ 30,000	\$ 30,000	\$ 37,201	\$ (7,201)	\$ (7,201)	124%	Higher Than Budgeted - Addl Vehicles
Insurance	\$ 40,000	\$ 40,000	\$ 14,808	\$ 25,192	\$ 25,192	37%	Lower Than Budgeted
Memberships	\$ 40,000	\$ 40,000	\$ 22,239	\$ 17,761	\$ 17,761	56%	Lower Than Budgeted
Office Expenses	\$ 25,000	\$ 25,000	\$ 22,432	\$ 2,568	\$ 2,568	90%	Lower Than Budgeted
Operating Supplies	\$ 20,000	\$ 20,000	\$ 28,435	\$ (8,435)	\$ (8,435)	142%	Famcon, Uline, USA BlueBook Payment Timing
Chemicals	\$ 75,000	\$ 75,000	\$ 61,753	\$ 13,247	\$ 13,247	82%	Lower Than Budgeted
Safety	\$ 5,000	\$ 5,000	\$ 8,715	\$ (3,715)	\$ (3,715)	174%	Higher Than Budgeted - Timing of Payments, Incl Safety Dinner
Contractual Services	\$ 125,000	\$ 125,000	\$ 85,195	\$ 39,805	\$ 39,805	68%	Lower Than Budgeted
Professional Services	\$ 70,000	\$ 70,000	\$ 94,845	\$ (24,845)	\$ (24,845)	135%	Higher Than Budgeted - Legal, CPA, GM Recruitment
Printing & Publication	\$ 5,000	\$ 5,000	\$ 3,305	\$ 1,695	\$ 1,695	66%	Lower Than Budgeted
Equipment Lease	\$ 7,500	\$ 7,500	\$ 2,903	\$ 4,597	\$ 4,597	39%	Lower Than Budgeted
Monitoring	\$ 25,000	\$ 25,000	\$ 13,959	\$ 11,041	\$ 11,041	56%	Lower Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 20,000	\$ 15,863	\$ 4,137	\$ 4,137	79%	Lower Than Budgeted
Utilities	\$ 225,000	\$ 225,000	\$ 216,429	\$ 8,571	\$ 8,571	96%	Lower Than Budgeted
Government Fees	\$ 100,000	\$ 100,000	\$ 75,810	\$ 24,190	\$ 24,190	76%	Lower Than Budgeted
Repairs & Maintenance	\$ 80,000	\$ 80,000	\$ 199,890	\$ (119,890)	\$ (119,890)	250%	Several Leaks
Summitt 44 Write Off	\$ 25,000	\$ 25,000	\$ 26,404	\$ (1,404)	\$ (1,404)	106%	Developer Write Off/Collection Difference
	\$ 2,378,021	\$ 2,378,021	\$ 2,329,440	\$ 48,581	\$ 48,581	98%	Expenses Are 2% Below Budget
Resolution 15-229 - Budget Preparation and Approval Process							
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget,							
the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.							
				5% =	\$ 118,901.05		



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Mike Garner, General Manager
Lupe Huitron, Administrative Analyst/Board Secretary

DATE: July 1st, 2024

SUBJECT: Risk Control Manual- includes the Injury and Illness Prevention Program (IIPP) & Workplace Violence Prevention Program Plan

Recommendation / Proposed Motion

- Recommendation: Adopt the proposed Injury and Illness Prevention Program (IIPP) & Workplace Violence Prevention Plan.

Policy Implications

Senate Bill (SB) 553 requires all employers to adopt a workplace violence prevention plan before July 1st, 2024, as part of the Cal/OSHA Injury and Illness Prevention Plan. Please consider this Staff Report and Risk Control Manual effect retroactively as of July 1, 2024.

Budget Resource

None

Alternatives Considered

None

Discussion

On September 20, 2023, Governor Newsome signed Senate Bill (SB) 553 into Law, which requires all employers to adopt a workplace violence prevention plan before July 1, 2024. The attached draft contains the workplace Violence Prevention plan and the IIPP Workplace Security program to comply with the new requirements of SB 553

Attachment(s): Draft Workplace Prevention Plan & (IIPP) Injury and Prevention Program.
(Under Separate Cover)



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Mike Garner, Carol Reynolds and Lupe Huitron

DATE: July 17, 2024

SUBJECT: Transfer the 800K from Fiscal Year 2025/26 to Fiscal Year 2024/25 and adding back the 1.5M to Sewer into the 5th year of CIP

Recommendation / Proposed Motion

- Recommendation: Revise the 2024-25 Water-5 Year Capital Improvements Financial Report which was included in the 2024-25 Fiscal Year Budget adopted in the May 15, 2024, Board Meeting to reflect moving the 800K for the New Well Installation from the 2025-26 Fiscal Year Column to 2024-25 Column.
Adding 1.5 Sewer Pond liner back to keep the connection fee reflective of updated planned projects. Adding it to the 2028/29 CIP.
- Proposed Motion: Approve the recommended changes on the Water-5 Year Capital Improvements Financial Report to move the 800K from the 2025-26 Fiscal Year 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.

Policy Reference

- Mission Hills CSD Policy 3020 directs the development and approval of the Final Budget to be completed by May 31. Budget was already approved; Revision and updating the two item pages attached to this report have been made to reflect the changes discussed

Budget Resource

See updated fiscal year CIP spreadsheet water/wastewater.

Discussion

The FY 2024/25 Budget was adopted at the May 15, 2024, board meeting. Moving the \$800,000 for the new Well #8 from the 2025/26 to the 2024/25 will allow staff to get well drilled for less than it would cost in 25/26. We would only be drilling the well in the new location and capping it off till needed.

Based on the Tuckfield report our capacity charge decreased on sewer due to the removal of new sewer plant and pond liner from the previous 5-year sewer CIP which was a total of 1.5 million, which reduced our capacity fee from \$7,551.00 to \$6,951.42. After discussion with staff and Clayton Tuckfield I moved to put 1.5 million back to the 5th year of the sewer CIP. This will bring our capacity charge to \$7,927.33. The 1.5 million will be for pond liner for pond #2, due at this time we do not know if we will be required to put in a new sewer plant or tying into the city at a future date.

Staff recommends the Board approve of moving the new well installation of \$800,000 to the 2024/25 capital budget and adding 1.5 million to the fifth year of CIP.

Attachment(s):

- Final Five-Year Water and Sewer Capital Budget

	A	I	J	K	L	M
1	FY 24/25 Water - 5-Year Capital Improvement Plans - DRAFT	2024/25	2025/26	2026/27	2027/28	2028/29
2	Distribution					
3						
4	Vault Lid - Harris Grade	\$ 40,000	\$ -	\$ -	\$ -	\$ -
5	Valve Replacement Project	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
6	Upgrade Cla-Vals - Pressure Reducing Stations	\$ -		\$ 15,000	\$ -	\$ -
7	Meter Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
8	Water Main Replacement (New line from Reservoirs)	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000
9	SCADA System	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
10	Security Cameras	\$ 15,000	\$ -	\$ -	\$ -	\$ -
11	Equipment					
12	Replace Dump Truck	\$ -	\$ -	\$ 32,500	\$ -	\$ -
15	Replace Ops Truck	\$ -	\$ -	\$ -	\$ -	\$ 35,000
16	Shop Equipment Enclosures	\$ 40,000	\$ -	\$ -	\$ -	\$ -
17	Storage					
18	Rehabilitate Reservoir Tanks					
19	Tank #1 East (Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
20	Tank #2 West (Initial Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
21	Raw Water Reservoir	\$ -	\$ 800,000	\$ 1,000,000	\$ -	\$ -
22	Treatment					
23	Filter & Valve Upgrades	\$ 60,000	\$ -	\$ -	\$ -	\$ -
24	Wells & Pumping					
25	New Well Installation - #8	\$ 800,000		\$ 1,000,000	\$ -	\$ -
26	Well #6 Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ -
27	Well #7 Rehabilitation	\$ -	\$ -	\$ -	\$ 80,000	\$ -
28	Well #5 Rehabilitation	\$ -	\$ 80,000	\$ -	\$ -	\$ -
29	Replace Well Housing Well #5	\$ 50,000	\$ -	\$ -	\$ -	\$ -
30	Solar Energy (50% Water)					
31	Construction Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -
32	Solar Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -
33	Sub Total	\$ 1,120,000	\$ 995,000	\$ 2,312,500	\$ 345,000	\$ 250,000
34	Contingency	\$ 168,000	\$ 149,250	\$ 346,875	\$ 51,750	\$ 37,500
35	TOTAL	\$ 1,288,000	\$ 1,144,250	\$ 2,659,375	\$ 396,750	\$ 287,500

FY 24/25 Wastewater - 5-Year Capital Improvement Plans (DRAFT)	2024/25	2025/26	2026/27	2027/28	2028/29
Collections					
Video & Clean Sewer Lines					
Equipment					
Replace Dump Truck (50%)	\$ -	\$ -	\$ 32,500	\$ -	\$ -
Replace Vehicle 2007 GMC Pickup	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Replace Ops Truck (50%)		\$ -	\$ -	\$ -	\$ 35,000
Shop Lift Station	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Security Camera Upgrade	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Equipment Enclosure	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Lift Station					
Lift Station Upgrades (limited scope)					
Lift Station (Replace Lift Station with back-up power)	\$ 350,000	\$ 450,000	\$ -	\$ -	\$ -
Lift Station - Wet Well Coating	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater SCADA Upgrades	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Line Pond #8 to reduce Lift Station overflow impact	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -
Sewer Treatment					
Line Pond 2					\$ 1,500,000
Pond Valve Structure Upgrades	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Aeration System Replacement	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Pond Rehabilitation or Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Sludge Removal	\$ -	\$ -	\$ 100,000	\$ 300,000	\$ -
New Wastewater Treatment System - Addt'l. Loads	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy (50% Wastewater)					
Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 560,000	\$ 605,000	\$ 387,500	\$ 355,000	\$ 1,890,000
Contingency	\$ 84,000	\$ 90,750	\$ 58,125	\$ 53,250	\$ 283,500
TOTAL	\$ 644,000	\$ 695,750	\$ 445,625	\$ 408,250	\$ 2,173,500



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Mike Garner, General Manager
Lupe Huitron, Administrative Analyst/Board Secretary

DATE: July 17th, 2024

SUBJECT: Employee Manual Updates

Recommendation / Proposed Motion

- Recommendation: Review and comment on the draft Employee Manual
- Direct Staff to prepare a Final Employee Manual

Policy Implications

The proposed Employee Manual, when adopted, will be a policy guide. The policies in the new manual are very similar to our current Personnel Manual which was adopted in 2009.

Budget Resource

None

Alternatives Considered

None

Discussion

The District's Employee Manual provides guidelines and Policies regarding the administration of our District. The Manual is designed to be used by the Manager, staff and the Board of Directors. Our current manual was approved in 2009 and it is outdated. John D' Ornella's assisted in making the changes to this manual, much of the context is the same, but virtually some sections have been expanded, updated and clarified. Attached is the document with the changes being made to the Employee Manual.

Attachment: Mission Hills Policy-Language changes

Key MHCS D Personnel Policy – Language changes and questions highlighted below:

1. Section 1010 Anniversary Date language is new. This impacts the advancement date (step increase) for employees. The current policy was not clear when employees receive a merit (step) increase.
2. Section 1010 The definition of immediate family has new language.
3. Section 2030 DMV Records is new language. Not clear if current policy has DMV pull notice.
4. Section 3000 Out of Class Assignment is new language.
5. Section 3010 Salary Step plan language added. The current policy has no salary step plan language.
6. Section 3030 is current language that has office staff and field taking different lunch breaks (1 hour or ½ hours). Current policy says office staff shall take a 1-hour lunch but can request the GM's permission to take a ½ hour lunch. This seems very confusing. Is this occurring?
7. Section 3040 CTO policy added. Current policy says ask the GM about CTO.
8. Section 3060 Call Out Pay is a new language. Current policy has no call out pay language.
9. Section 4040 Per Diem pay is a new language.
10. Section 4060 has new language for educational assistance to make this section easier to implement and allows the GM more discretion to develop an educational assistance program and reimbursement for an employee. Current Educational Assistance section seems cumbersome.
11. Vacation pay annual cash out was eliminated.
12. Vacation accrual language was expanded.
13. Advancement of Wages section was eliminated.
14. Section 5020 has new language Current language has the GM approving a full day of paid time off for “some employees” before Xmas and New Years days. This seems very subjective and hard to implement. Nothing really gets done during the week between Xmas and New Years. Consider closing the office between Xmas and New Years and give all staff a full one day off before each holiday and the option of taking vacation or coming to work for the remainder of the week. Field staff only one person on duty. This language was added to the vacation section.
15. Section 5030 Sick leave incentive and cash out is new language.
16. Section 7010 Body Art language is new. Is this language needed or desired?
17. Section 7100 Grievance procedures language was expanded. New policy eliminates the Personnel Committee as the 3rd step and just goes directly to the Board as the final step.
18. Section 7110 Disciplinary process language was expanded.

19. Section 7060 current random drug and alcohol testing program is unusual. The Board President will decide when a Radom test will occur. Really? The General Manager is included as a safety sensitive position in the random program. I kept the language intact but suggest the following random program:

***Random:** The District participates in a non-DOT random drug testing program for all field employees. Field employees are placed in a consortium of which 50% annually would be tested. Random notifications are mailed to the General Manager from the "Company Name" administered program for implementation.*

If an employee refuses or fails to cooperate with the administration of the random drug and alcohol test, the refusal will be handled in the same manner as a positive test result.



MISSION HILLS COMMUNITY SERVICES DISTRICT

6. COMMUNICATIONS- The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information, 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