

Board of Directors

Jorge Magana, President
Matthew Starbuck, Director
Steve Dietrich, Director
Jim Keeling, Director
Glen McLeod, Director



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

Mike Garner, General Manager

Mission Hills Community Services District Board of Directors
Regular Meeting

Wednesday, January 15, 2025
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 cannot attend, you can submit comments before the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, January 14, 2025.**

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

A. Consideration of Approval of Minutes from:

i.) December 11th, 2024 (Special Meeting)

B. Activity Reports for December 2024

- 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

5. Regular Business-

- A.** Adopt Resolution 25-360 commending Myron Heavin for his Years of Service at Mission Hills Community Services District.
- B.** Discuss and Approve Officer Election Assignments
- C.** Discuss and Ratify the General Manager’s decision to Coat the Filter Tank
- D.** Discuss mid-term Budget Review

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 references to staff or other resources for information, and 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 the Board Secretary at 805.733.4366 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. (Agenda Prepared under Government Code Section 54954.2)



Board of Directors

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Mike Garner, General Manager

**Mission Hills Community Services District Board of Directors
Special Meetings Minutes
December 11th, 2024
1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room**

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, October 11th, 2024, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Jim Keeling, Steve Dietrich, Glen McLeod, Matthew Starbuck, and Jorge Magana.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Mike Garner, Carol Reynolds, Lupe Huitron and Javier Rodriguez.

OTHERS PRESENT:

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

A. Approved Minutes

- i.) October 16th, 2024 (Approved During December 11th, Special Meeting)
(No November Meeting Minutes, since November Meeting was canceled)

B. Activity Reports for October & November

- 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 Magana and seconded by Director Dietrich, to approve the Consent Agenda as presented.

Motion passed 5-0 Vote.

Ayes: Jim Keeling, Matthew Starbuck, Glen McLeod, Steve Dietrich, and Jorge Magana

Noes: None

Abstain: None

Absent: None

5. Regular Business Items

A. Newly Elected Officials

The Board of Directors and General Manager Welcomed and congratulated the returning Directors Jorge Magana and Steve Dietrich, and the newly elected Director Glen McLeod to our December Special Meeting. Newly re-elected Directors took office on the first Friday of December 2024 and took the Oath of Office on December 11th, 2024.

This Agenda Item was made for informational purposes only, no action was necessary.

B. Discuss and Consider Officer Elections for 2025

Recommendation to nominate and elect President, Vice President, and Finance Officer for the Calendar Year 2025.

President: Director Jim Keeling moved to nominate Director Jorge Magana for President; Second by Director Steve Dietrich. **Motion passed 5-0 Vote;** Director Magana will serve as Board President in 2025.

Vice President: Director Jorge Magana moved to nominate Steve Dietrich, for Vice President, second by Director Matthew Starbuck. **Motion Passed 5-0 vote;** Director Steve Dietrich will serve as Board President in 2025

Finance Officer: Director Jorge Magana moved to nominate Jim Keeling for Finance Officer, Second by Director Matthew Starbuck. **Motion Passed 5-0 vote;** Director James Keeling will serve as Finance Officer in 2025.

Director Magana moved to approve all the nominations for the selected 2025 Officer Elections.

Ayes: Jim Keeling, Matthew Starbuck, Glen McLeod, Steve Dietrich, and Jorge Magana

Noes: None

Abstain: None

Absent: None

C. Discuss and Approve the Cost-share Agreement

A motion was made by Director Magana and seconded by Director Keeling to approve and ratify the Santa Ynez WMA Joint Power Authority Cost-Sharing and Reimbursement Agreement.

Motion passed 5-0 vote.

Ayes: Jorge Magana, Myron Heavin, Matthew Starbuck, Steve Dietrich, and Jim Keeling.

Noes: None

Abstain: None

Absent: None

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

A. General Manager’s Comments- The General Manager let the Board know that a new discussion item will be added to the 2025 January Board Meeting, to ratify his decision to sandblast and recoat filter tank. He also recognized Mission Hills CSD for receiving two awards from ACWA/JPIA, for achieving a low ratio of paid claims and Case Reserves & Workers’ Compensation Program to “Deposit Premiums” for the period 2020-2023.

B. Directors’ Comments- None

C. Public comments- None

With no further business before the Board, the meeting was adjourned at 5:58 pm.

Respectfully submitted:

Lupe Huitron

X

Jorge Managa
President

X

Lupe Huitron
Board Secretary



General Manager and Administrative Activity Reports
December 2024

General Manager Report

PGE- Received first drawings on the new power lines and transformer. Plan is being reviewed by Stantec

Well, #8- Design work is continuing.

Well, #7- Well is back online.

Sewer Line- Engineering work is continuing, crew will be working with village crew to film sections of line.

Administrative Services Manager

Participated in CSDA Board of Directors Meeting. Boarded New Employee, along with new Board Member. Trained New Employees and assisted in cross-training. Processed work from Springbrook, including processing Auto Pay Bills, along with creating and mailing Past Due Letters to Rate Payers. Assisted Customers. Participated in Personnel Committee Meeting. Prepared Bank Deposits. As is customary, participated in Board Meeting preparation. Facilitated money transfers between accounts as warranted. Kept abreast of the District priorities on a weekly basis by both the General Manager and Operations Supervisor. Evaluated daily, Grant Opportunities for the District. Worked with IT Contractor on ongoing items.

Board Secretary

Assisted customer with canceling services with the electric company, Prepared Agenda Notices and Agenda Packets collected final Backflow from the school District scanned all forms and saved them to a shared drive. Worked on staff reports and assisted Customers with payments setting up services and Inquiries. Send out reminders to complete Mandated Courses for Staff and Board, Update the website, sworn in newly elected and re-elected Officials, send paperwork to county Elections, Draft letter of payment history for a former customer, contact the county to get a name updated on file for form 700 and corresponded to emails.



General Manager and Administrative Activity Reports
December 2024

Accountant

Applied 10% Late Fee for non-pay December - #156 Accounts
Past Due Letter Mailed December - #329 Accounts



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 Vice President; Steve Dietrich
 Director; Jim Keeling
 Director; Matthew Starbuck
 Director; Glen McLeod

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General Manager, Mike Garner

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

| <u>Water</u> | <u>Wastewater</u> |
|---|--------------------------------------|
| Monthly Distributed: 13.3 MG | Total Monthly Influent Flow: 5.58 MG |
| Daily Average: 0.38 MGD | Daily Average: 0.18 MGD |
| Monthly Sold: 11.7 MG | Ratio of Daily returned Flow: 30% |
| Unaccounted Water: 1.6 MG (12%) | (0.18/0.38 = 0.47) |
| *Monthly distributed & Unaccounted water calculated by using same dates that meters were read 11/26/24 – 12/30/2024 (35 days) | |

Water

Staff

- Brandon Fronteras passed the SWRCB Water Distribution Grade 1 certification exam.

Compliance

- Submitted the State Water Resource Control Board (SWRCB) monthly reports.
- Renewed County Annual Permit

Distribution System Maintenance/Repair

- Replaced 6 Hersey meters to Kamstrup meters. 875 of 1312 total meters were replaced. (Due to multiple leaks, and holidays, meter replacement was on hold for the month)
- Water service line repair - 3373 Via Elba on 12/9/2024
- Water main line repair - 3211 Manley Dr on 12/20/2024
- Water service line repair – 1260 Onstott Dr 12/25/2024
- Water service line repair – 2685 Adobe Falls Rd 12/29/2024

Water Treatment plant

- ERS Co. drained and removed old filter media and replaced the vessel with new media. During the process of removing the media, ERS found spotting on the vessel walls as well as pitting. They went ahead and put a fresh coat of epoxy paint inside the vessel and re-installed the laterals. MHCS D filled the vessel back up, ran backwashes until the water was clear of media, and pressure test for any leaks. The filter has been back online since the overhaul.



Wells & Pumping

- Fisher pump co. is in the final stages of installing pump and piping columns for Well 7. Staff will flush out the well and submit water samples to the lab, once the results of the sample come back clean, Well 7 will be put back into service.

Wastewater

Compliance

- Collected all weekly settleable solids samples.
- Submitted the Monthly No Spill Report.
- Submitted the Time Schedule Order (TSO) Semi-Annual Status Report

Collection System/Lift Station

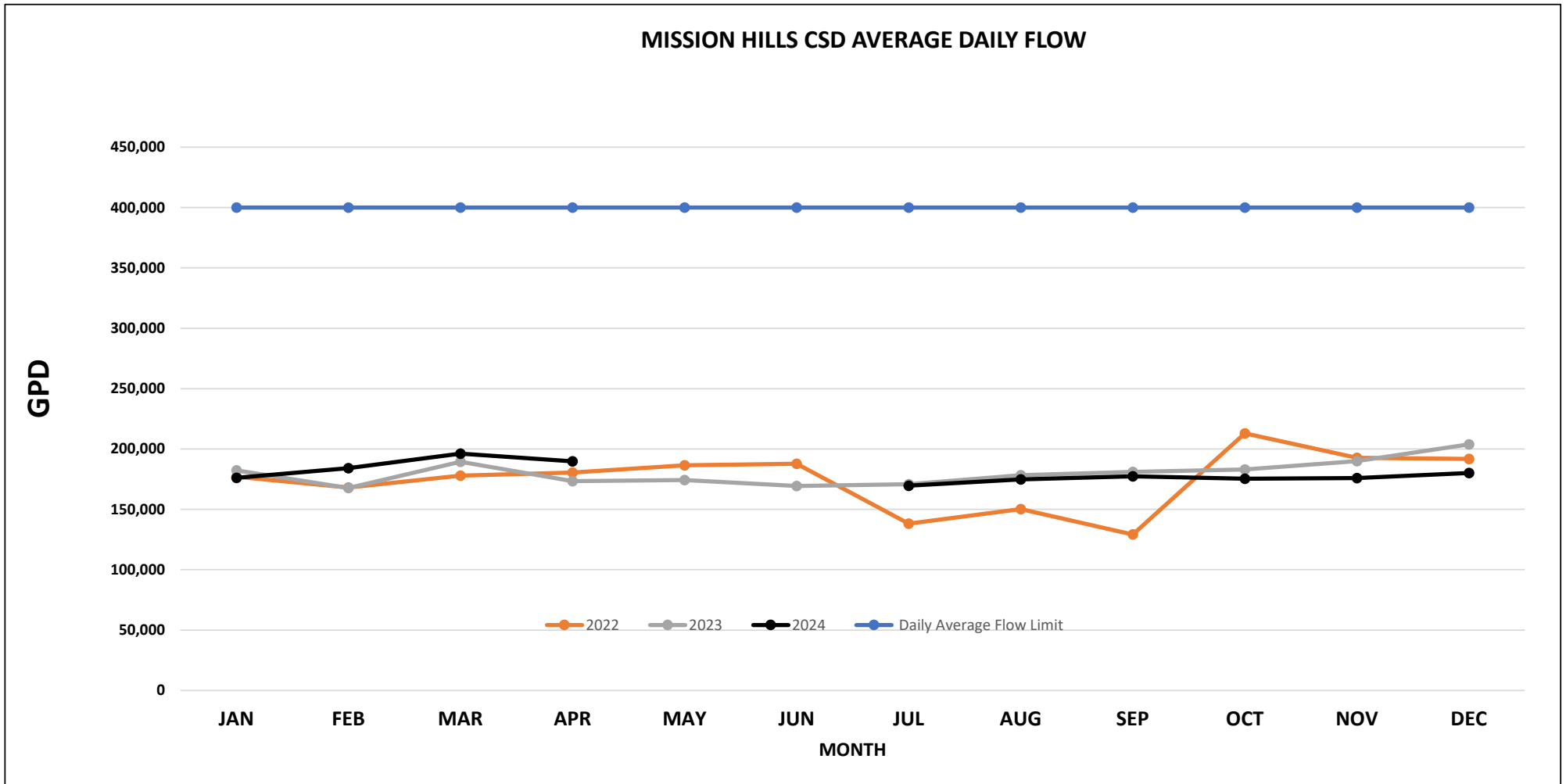
- Continued monitoring of Wet Well Wizard.
- Staff worked with a surveyor from Phoenix Engineering on locating the manholes and depth of the sewer main that starting from Pond 7 effluent to Pond 8, located at Rucker Rd/ McLaughlin Rd.
- Staff replaced the damaged air blower located inside the dry well at the Lift Station.

Wastewater Plant

- Perform weekly laboratory in-house samples.
- Wastewater Plant is operating in good condition.

MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

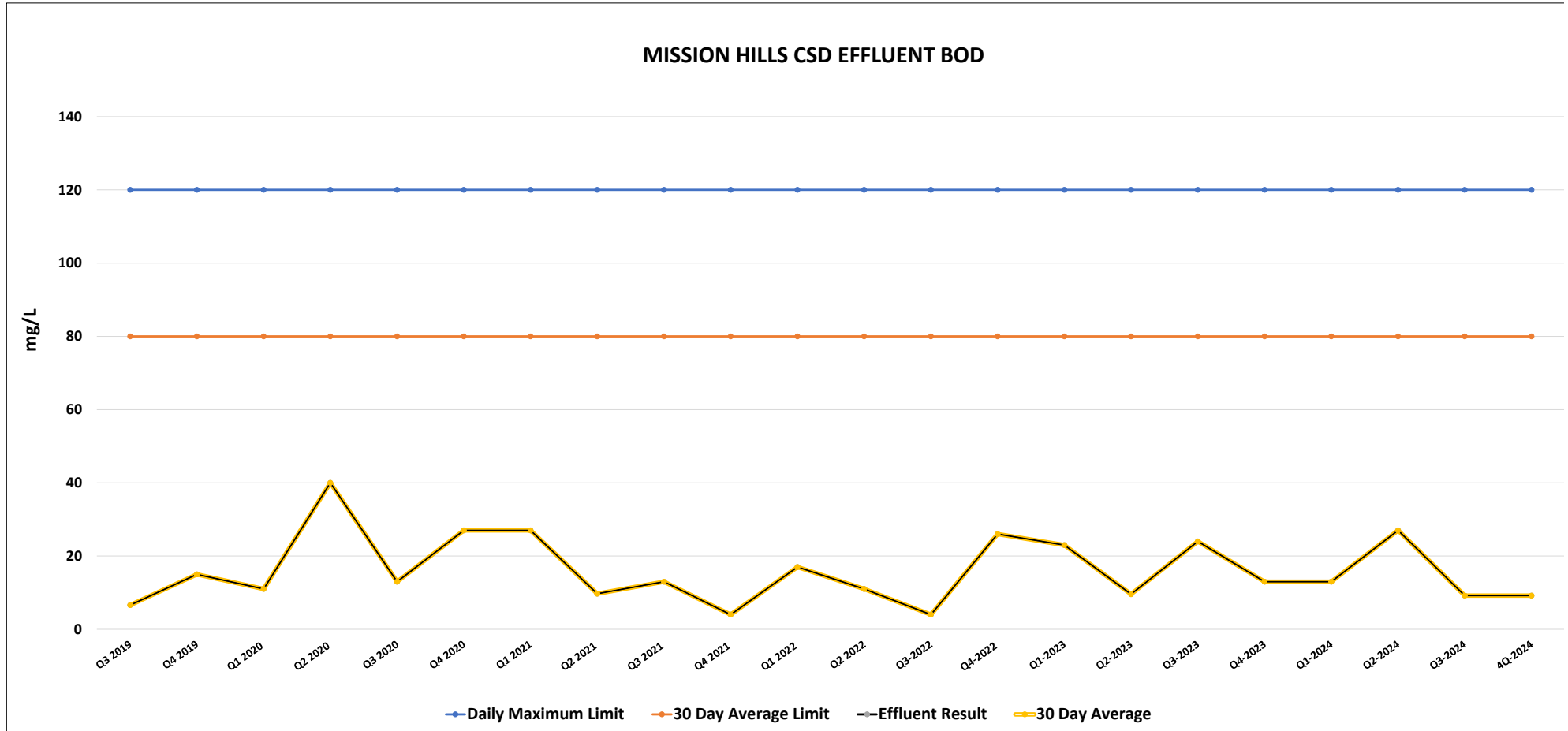
| MONTH | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Daily Average Flow Limit | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 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 | | | 169,626 | 174,891 | 177,358 | 175,452 | 176,004 | 180,042 |



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 | |

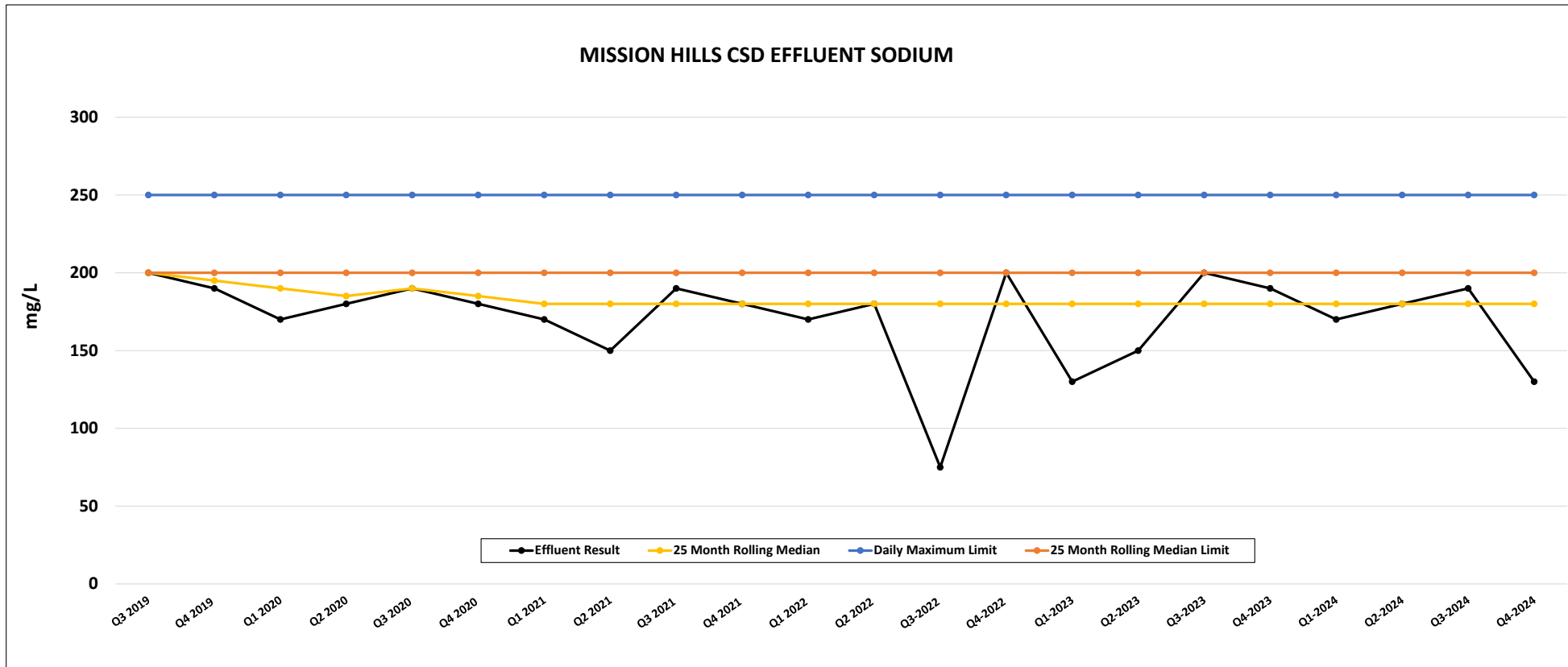
Non-detect, estimated, and greater than (>) results are graphed at their reporting levels or as reported by lab.



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

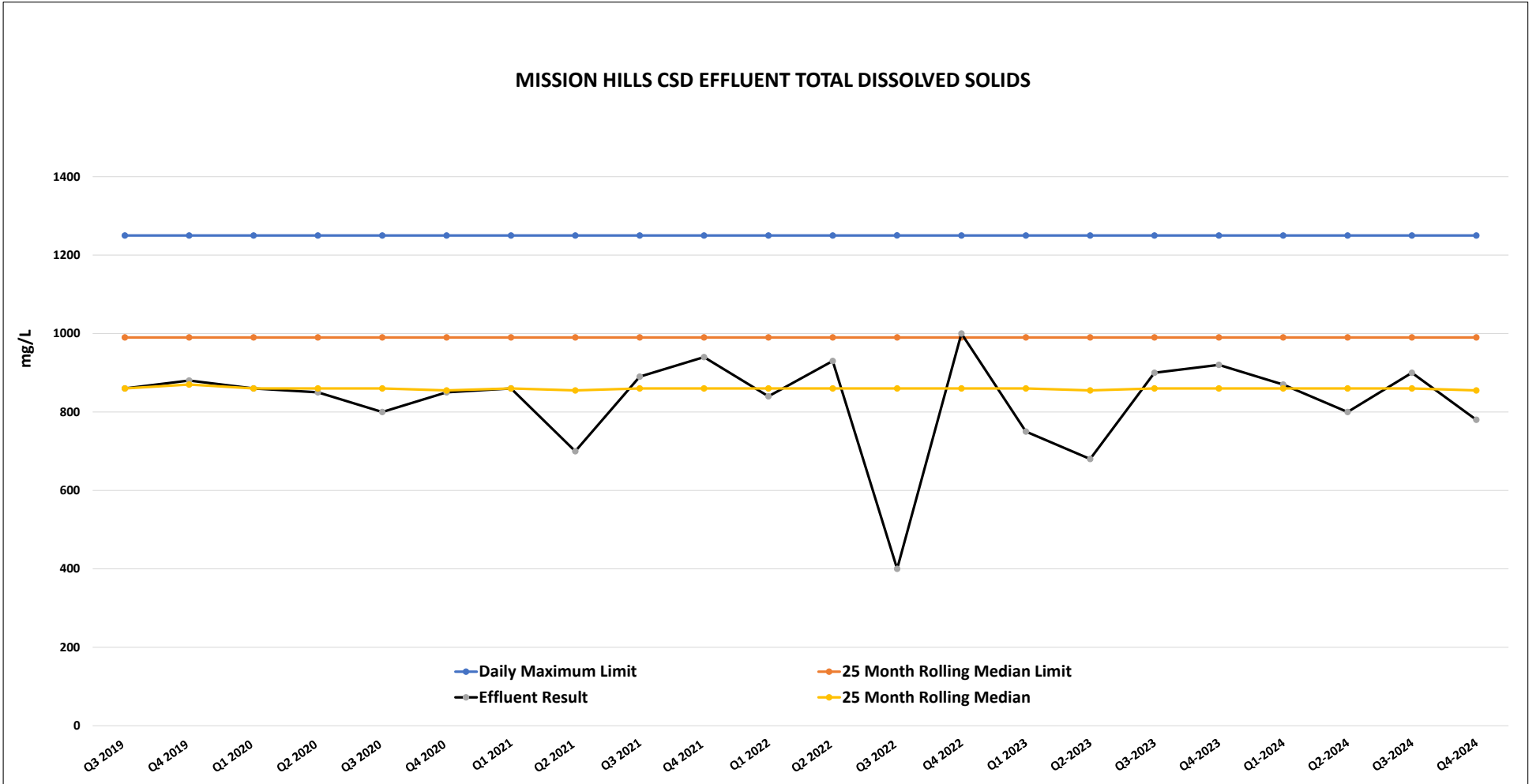
Consent Item 4. B ii

| 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 | Q3-2024 | |
|-------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----|
| 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 | 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 | 200 |
| Effluent Result | 200 | 190 | 170 | 180 | 190 | 180 | 170 | 150 | 190 | 180 | 170 | 180 | 75 | 200 | 130 | 150 | 200 | 190 | 170 | 180 | 190 | |
| 25 Month Rolling Median | 200 | 195 | 190 | 185 | 190 | 185 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | |



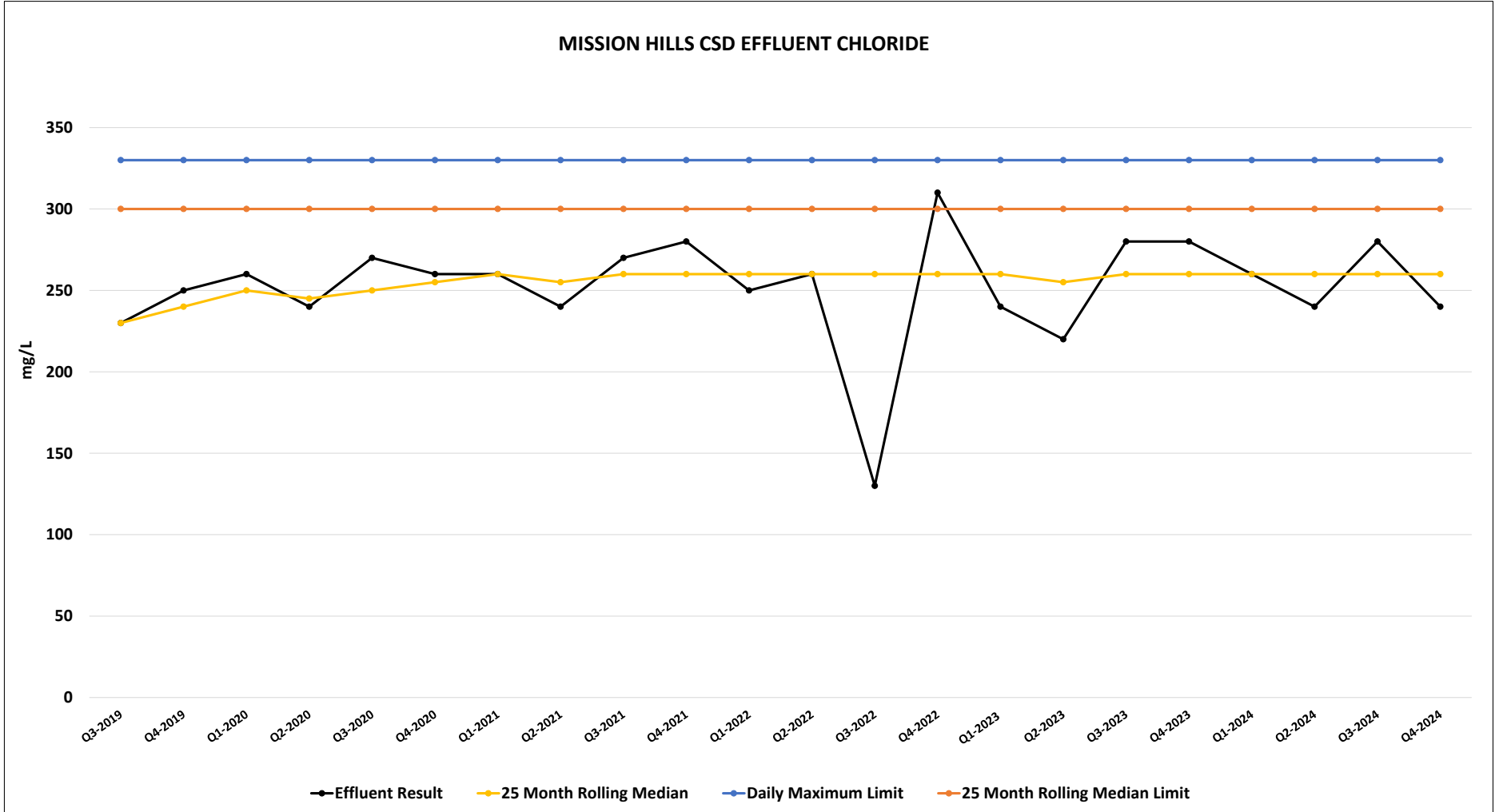
MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

| 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 | Q3-2024 | |
|--------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------|
| 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 | |



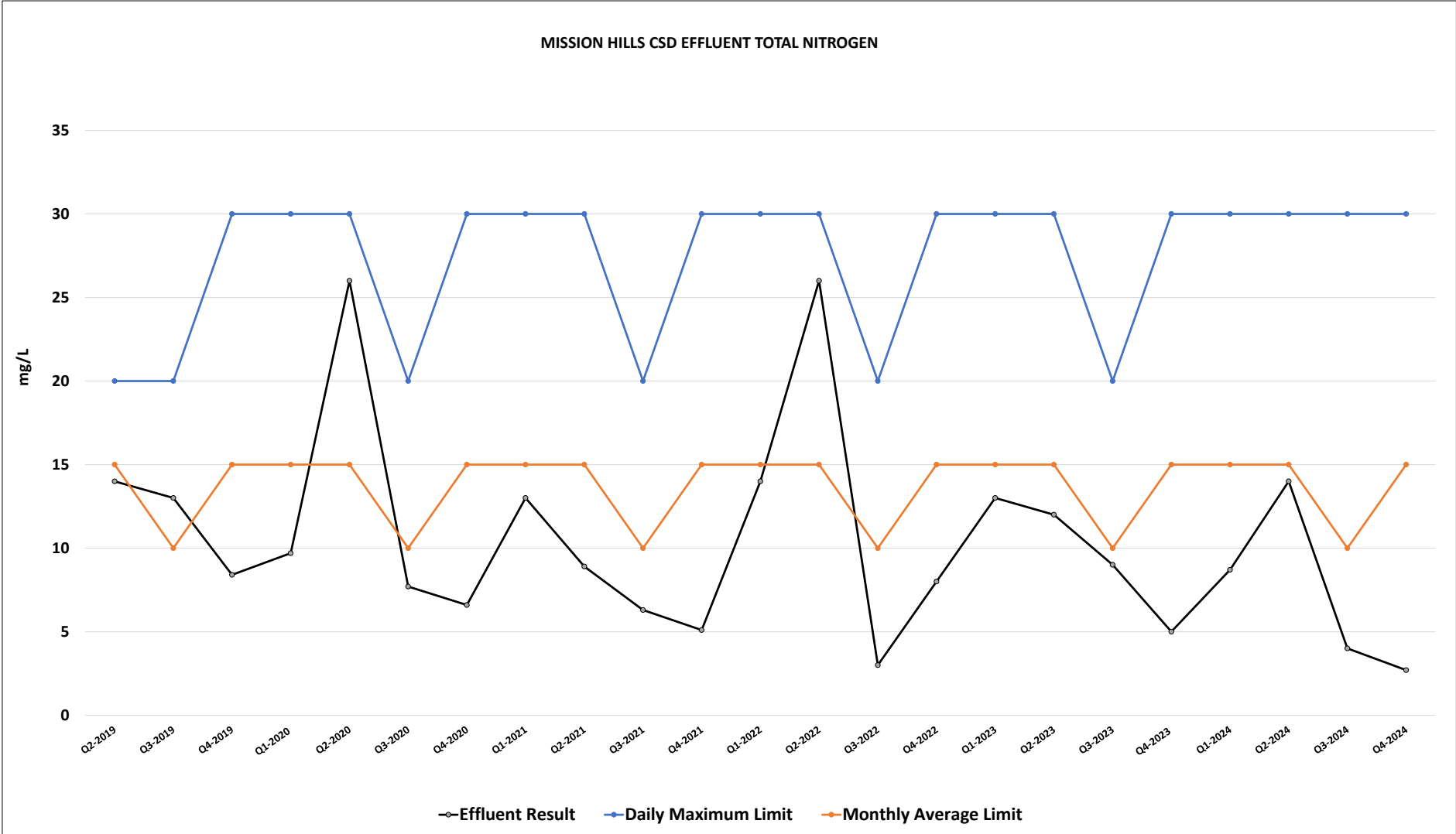
MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

| 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 | Q2-2024 | Q3-2024 | Q4-2024 |
|-------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 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 | 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 | 300 |
| Effluent Result | 230 | 250 | 260 | 240 | 270 | 260 | 260 | 240 | 270 | 280 | 250 | 260 | 130 | 310 | 240 | 220 | 280 | 280 | 260 | 240 | 280 | 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 | 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 | Q4-2024 |
|----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 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 | 30 |
| Monthly Average Limit | 15 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 | 10 | 15 | 15 | 15 | 10 | 15 |
| Effluent Result | 14 | 13 | 8 | 10 | 26 | 8 | 7 | 13 | 9 | 6 | 5 | 14 | 26 | 3 | 8 | 13 | 12 | 9 | 5 | 9 | 14 | 4 | 2 |



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

| | | Dec 24 | Dec 23 | \$ Change | Explanation |
|--------------------------------|---|-------------------|-------------------|------------------|--------------------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| | 4005 · 48 hour notice fees | 0.00 | 405.00 | -405.00 | |
| | 4045 · Late fees | 4,595.49 | 2,846.58 | 1,748.91 | More Late Pays 2024 |
| | 4060 · Reconnection fees | 0.00 | 415.00 | -415.00 | |
| | 4075 · Returned check fees | 75.00 | 50.00 | 25.00 | |
| | 4085 · Sewer basic charges | 106,267.98 | 98,257.88 | 8,010.10 | Rate Increase 2024 |
| | 4095 · Street sweeping charges | 1,502.16 | 1,502.16 | 0.00 | |
| | 4105 · Water basic charges | 62,339.35 | 59,152.34 | 3,187.01 | Rate Increase 2024 |
| | 4115 · Water usage charges | 44,082.22 | 44,478.71 | -396.49 | |
| | Total Income | 218,862.20 | 207,107.67 | 11,754.53 | |
| | Gross Profit | 218,862.20 | 207,107.67 | 11,754.53 | |
| Expense | | | | | |
| | 6000 · Salaries and wages | | | | |
| | 6005 · Wage expense | 62,548.54 | 58,303.87 | 4,244.67 | Promotions 2024 |
| | 6010 · Payroll tax expense | 4,957.93 | 4,779.39 | 178.54 | |
| | Total 6000 · Salaries and wages | 67,506.47 | 63,083.26 | 4,423.21 | |
| | 6050 · Employee benefits | | | | |
| | 6065 · Health insurance | 15,065.34 | 13,875.15 | 1,190.19 | Rate Increase 2024 |
| | 6075 · Retirement expenses | 1,824.88 | 1,525.22 | 299.66 | |
| | 6090 · Vacation & Sick Leave | 1,396.91 | 3,557.51 | -2,160.60 | Less Sick & Vacation Used 2024 |
| | 6095 · Benefit Administration | 89.82 | 89.82 | 0.00 | |
| | Total 6050 · Employee benefits | 18,376.95 | 19,047.70 | -670.75 | |
| | 6100 · Director fees | 875.00 | 875.00 | 0.00 | |
| | 6110 · Depreciation expense | 26,784.66 | 26,784.66 | 0.00 | |
| | 6140 · Vehicle expenses | | | | |
| | 6145 · Tractor and equipment | 0.00 | 0.00 | 0.00 | |
| | 6150 · Vehicle fuel | 0.00 | 933.05 | -933.05 | |
| | 6155 · Vehicle maintenance | 0.00 | 1,517.22 | -1,517.22 | Less Maintenance 2024 |
| | 6160 · Automobile Allowance | 350.00 | 0.00 | 350.00 | |
| | Total 6140 · Vehicle expenses | 350.00 | 2,450.27 | -2,100.27 | |
| | 6200 · Office expenses | | | | |
| | 6210 · Cash (over) / short | 0.00 | 0.15 | -0.15 | |
| | 6220 · Licenses and fees | 90.00 | 0.00 | 90.00 | |
| | 6230 · Office supplies | 196.73 | 93.59 | 103.14 | |
| | 6235 · Postage expense | 0.00 | 700.00 | -700.00 | |
| | 6245 · Office Equipment | 242.02 | 231.57 | 10.45 | |
| | Total 6200 · Office expenses | 528.75 | 1,025.31 | -496.56 | |
| | 6300 · Operating supplies and expenses | | | | |
| | 6310 · Miscellaneous supplies | 0.00 | 247.88 | -247.88 | |
| | 6315 · Oil expense | 553.62 | 0.00 | 553.62 | |
| | 6325 · Portable equipment | 0.00 | 43.20 | -43.20 | |
| | 6330 · Shop supplies | 0.00 | 563.27 | -563.27 | |
| | 6335 · Small tools and appliances | 0.00 | 427.26 | -427.26 | |
| | 6340 · Chemicals | | | | |
| | 6344 · Chlorine | 1,363.89 | 0.00 | 1,363.89 | Timing Chemical Purchases |
| | 6345 · Corrosion inhibitor | 2,067.39 | 0.00 | 2,067.39 | Timing Chemical Purchases |
| | Total 6340 · Chemicals | 3,431.28 | 0.00 | 3,431.28 | |
| | Total 6300 · Operating supplies and ex | 3,984.90 | 1,281.61 | 2,703.29 | |
| | 6350 · Safety expenses | | | | |
| | 6365 · Safety equipment | 633.23 | 0.00 | 633.23 | |
| | Total 6350 · Safety expenses | 633.23 | 0.00 | 633.23 | |
| | 6410 · Contractual services | | | | |
| | 6420 · Cleaning service | 200.00 | 200.00 | 0.00 | |
| | 6425 · Office equip maintenance | 164.83 | 71.50 | 93.33 | |
| | 6430 · Internet access | 354.26 | 171.58 | 182.68 | |

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

Consent Item 4. C i

| | | | Dec 24 | Dec 23 | \$ Change | Explanation | |
|--|--|------|-----------------------------|--------------------------------|-------------------|-------------------|----------------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | 6435 | Landscaping services | 312.21 | 308.43 | 3.78 | |
| | | 6445 | Security expense | 237.50 | 112.50 | 125.00 | |
| | | 6450 | Software support | 1,452.50 | 1,452.50 | 0.00 | |
| | | 6452 | Credit Card Processing | 229.69 | 454.07 | -224.38 | |
| | | 6453 | Software Subscriptions | 132.80 | 128.00 | 4.80 | |
| | | 6455 | Street sweeping services | 1,530.00 | 1,471.18 | 58.82 | |
| | | 6470 | Other contractual services | 39.60 | 8.75 | 30.85 | |
| | | | Total 6410 | Contractual services | 4,653.39 | 4,378.51 | 274.88 |
| | | 6475 | Professional services | | | | |
| | | | | | | | |
| | | | | | | | |
| | | 6485 | Engineering services | 0.00 | 5,337.50 | -5,337.50 | Capacity Fee Study Bill 2023 |
| | | 6490 | Legal services | 1,278.46 | 570.79 | 707.67 | |
| | | | | | | | |
| | | | | | | | |
| | | 6495 | Human Resources services | 1,076.25 | 3,278.48 | -2,202.23 | Temp GM & Recruitment 2023 |
| | | | Total 6475 | Professional services | 2,354.71 | 9,186.77 | -6,832.06 |
| | | 6505 | Equipment lease and rentals | 0.00 | 396.14 | -396.14 | |
| | | 6525 | Research and monitoring | | | | |
| | | | | | | | |
| | | 6530 | Lab & Testing Expenses | 0.00 | 121.64 | -121.64 | |
| | | | | | | | |
| | | | | | | | |
| | | 6535 | Monitoring expense | 1,653.00 | 450.00 | 1,203.00 | Timing Payment Quarterly Reports |
| | | | Total 6525 | Research and monitoring | 1,653.00 | 571.64 | 1,081.36 |
| | | 6600 | Travel and meetings | | | | |
| | | | | | | | |
| | | 6610 | Meals | 90.76 | 60.00 | 30.76 | |
| | | | Total 6600 | Travel and meetings | 90.76 | 60.00 | 30.76 |
| | | 6650 | Utilities | | | | |
| | | | | | | | |
| | | 6655 | Cell phones | 50.00 | 206.98 | -156.98 | |
| | | | | | | | |
| | | | | | | | |
| | | 6665 | Electrical | 19,221.35 | 15,526.05 | 3,695.30 | Gas Well Down & Filter Work 2024 |
| | | 6670 | Natural gas | 0.00 | 62.86 | -62.86 | |
| | | 6685 | Telephone | 392.00 | 216.43 | 175.57 | |
| | | 6691 | Trash & Recycling | 0.00 | 336.89 | -336.89 | |
| | | | Total 6650 | Utilities | 19,663.35 | 16,349.21 | 3,314.14 |
| | | 6700 | Government fees and charges | 13,704.00 | 11,877.31 | 1,826.69 | Timing of Payments |
| | | 6720 | Repairs and maintenance | | | | |
| | | | | | | | |
| | | | | | | | |
| | | 6730 | Distribution expense | 1,765.02 | 0.00 | 1,765.02 | Core & Main Bill 2024 |
| | | | | | | | |
| | | | | | | | |
| | | 6765 | Supplies and small tools | 101.13 | 4,839.82 | -4,738.69 | Famcon Pipe & Supply Bill 2023 |
| | | 6770 | Telemetry | 1,413.11 | 0.00 | 1,413.11 | Pro3 Automation Bill 2024 |
| | | 6775 | Filtration Plant | 94.43 | 0.00 | 94.43 | |
| | | 6785 | Wells and pumping | 428.02 | 0.00 | 428.02 | |
| | | 6795 | Other repairs and mainten | 0.00 | 36,153.28 | -36,153.28 | Various Leaks 2023 |
| | | | Total 6720 | Repairs and maintenance | 3,801.71 | 40,993.10 | -37,191.39 |
| | | | Total Expense | 164,960.88 | 198,360.49 | -33,399.61 | |
| | | | Net Ordinary Income | 53,901.32 | 8,747.18 | 45,154.14 | |
| | | | Other Income/Expense | | | | |
| | | | Other Income | | | | |
| | | | | | | | |
| | | 7006 | Market Appreciation/(Depr) | 317.11 | 4,003.11 | -3,686.00 | Better Return 2023 |
| | | 7010 | Interest income | 8,915.51 | 3,238.48 | 5,677.03 | Improved Interest 2024 |
| | | | Total Other Income | 9,232.62 | 7,241.59 | 1,991.03 | |
| | | | Net Other Income | 9,232.62 | 7,241.59 | 1,991.03 | |
| | | | Net Income | 63,133.94 | 15,988.77 | 47,145.17 | |

Mission Hills Community Services District
Disbursements Journal
December 2024

| | Date | Num | Name | Amount | Explanation |
|---------------------------------------|------------|-------|----------------------------------|------------|---|
| 1000 · FSB - Operating 1535412 | | | | | |
| | 12/10/2024 | 34231 | ACECO Equipment Rentals | -303.53 | |
| | 12/10/2024 | 34232 | American Industrial Supply | -200.70 | |
| | 12/10/2024 | 34233 | Bremer Auto Parts | -8.69 | |
| | 12/10/2024 | 34234 | Carmel & Naccasha LLP | -1,278.46 | Legal Fees |
| | 12/10/2024 | 34235 | Clinical Labs of San Bernardino | -2,932.50 | Quarterly Monitoring |
| | 12/10/2024 | 34236 | Comcast | -171.58 | |
| | 12/10/2024 | 34237 | Compuvision | -633.75 | |
| | 12/10/2024 | 34238 | Core & Main | -1,765.02 | Various Distribution Expense Items |
| | 12/10/2024 | 34239 | County of Santa Barbara- Gen S | -2,381.02 | Fuel & Maintenance Vehicles |
| | 12/10/2024 | 34240 | De Lage Landen Financial Servi | -231.57 | |
| | 12/10/2024 | 34241 | Refund | -46.07 | Rate Payer Refund |
| | 12/10/2024 | 34242 | Frontier Communications | -89.31 | |
| | 12/10/2024 | 34243 | Reimbursement | -400.00 | Allowances |
| | 12/10/2024 | 34244 | Greg Radabaugh Construction | -3,555.00 | Bathroom Remodel |
| | 12/10/2024 | 34245 | GSI Water Solutions Inc | -2,313.75 | CIP Well 8 |
| | 12/10/2024 | 34246 | JB Dewar Inc | -213.53 | |
| | 12/10/2024 | 34247 | JCS Automation | -2,100.00 | CIP Well 6 |
| | 12/10/2024 | 34248 | Jon's Lawn Mowing | -300.91 | |
| | 12/10/2024 | 34249 | Liebert Cassidy Whitmore | -1,836.00 | Legal Fees |
| | 12/10/2024 | 34250 | Linde Gas & Equipment Inc | -44.01 | |
| | 12/10/2024 | 34251 | Lompoc Excel Personnel Svs In | -5,529.83 | Temp Employee |
| | 12/10/2024 | 34252 | Marborg Industries | -330.42 | |
| | 12/10/2024 | 34253 | Mission Paving Inc | -2,600.00 | Water Leak |
| | 12/10/2024 | 34254 | Muniquip LLC | -12,892.68 | Gantry Lifting Device |
| | 12/10/2024 | 34255 | O'Connor Pest Control | -248.00 | |
| | 12/10/2024 | 34256 | Office Depot Business Credit | -366.70 | |
| | 12/10/2024 | 34257 | Pro3 Automation Inc | -2,352.90 | CIP Scada |
| | 12/10/2024 | 34258 | Reimbursement | -149.00 | Employee Reimbursement |
| | 12/10/2024 | 34259 | Smith Alarms & Electronics, Inc. | -112.50 | |
| | 12/10/2024 | 34260 | SoCalGas | -64.60 | |
| | 12/10/2024 | 34261 | SP Maintenance Services, Inc. | -1,530.00 | Street Cleaning |
| | 12/10/2024 | 34262 | Standard Insurance Company | -311.00 | |
| | 12/10/2024 | 34263 | Stantec | -390.00 | |
| | 12/10/2024 | 34264 | State Water Resources Control | -160.00 | |
| | 12/10/2024 | 34265 | Ultrex Inc | -164.83 | |
| | 12/10/2024 | 34266 | Underground Service Alert of SC | -39.60 | |
| | 12/10/2024 | 34267 | USA BlueBook | -404.90 | |
| | 12/10/2024 | 34268 | Valley Rock Ready Mix, Inc. | -1,292.46 | Slurry Water Leak |
| | 12/10/2024 | 34269 | Verizon | -196.01 | |
| | 12/10/2024 | 34270 | Refund | -96.67 | Rate Payer Refund |
| | 12/18/2024 | 34271 | American Industrial Supply | -1,125.46 | Misc Items |
| | 12/18/2024 | 34272 | Brenntag Pacific, Inc | -3,431.28 | Chemicals |
| | 12/18/2024 | 34273 | Clinical Labs of San Bernardino | -1,500.00 | Monitoring |
| | 12/18/2024 | 34274 | Compuvision | -1,452.50 | IT Expenses |
| | 12/18/2024 | 34275 | Famcon Pipe & Supply Inc. | -1,174.50 | Quantum Coupling |
| | 12/18/2024 | 34276 | Greg Radabaugh Construction | -3,555.00 | Bathroom Remodel |
| | 12/18/2024 | 34277 | GSI Water Solutions Inc | -1,940.00 | CIP Well 8 |
| | 12/18/2024 | 34278 | Home Depot | -431.03 | |
| | 12/18/2024 | 34279 | Juana Rodriguez Janitorial | -200.00 | |
| | 12/18/2024 | 34280 | Lompoc Excel Personnel Svs In | -3,150.00 | Temp Employee |
| | 12/18/2024 | 34281 | Pitney Bowes | -196.73 | |
| | 12/18/2024 | 34282 | Pro3 Automation Inc | -20,995.22 | CIP Cameras |
| | 12/18/2024 | 34283 | Reimbursement | -90.76 | Employee Reimbursement |
| | 12/18/2024 | 34284 | Smith Alarms & Electronics, Inc. | 0.00 | |
| | 12/18/2024 | 34285 | Smith Alarms & Electronics, Inc. | -125.00 | |

Mission Hills Community Services District
Disbursements Journal
December 2024

| | Date | Num | Name | Amount | Explanation |
|--------------------------------------|------------|-------|--------------------------------|--------------------|--|
| | 12/18/2024 | 34286 | State Water Resources Control | -13,704.00 | Waste Discharge Permit, NPDES WW COMMUNITY WS Permit |
| Total 1000 · FSB - Operating 1535412 | | | | -103,108.98 | |
| 1060 · CHCU - General 4163 | | | | | |
| | 12/01/2024 | EFT | Tierzero | -199.75 | |
| | 12/13/2024 | EFT | PG&E | -4,011.35 | Utility Bill WWTP |
| | 12/13/2024 | EFT | PG&E | -7,156.52 | Utility Bill Well 5 |
| | 12/13/2024 | EFT | PG&E | -456.01 | |
| | 12/13/2024 | EFT | PG&E | -355.25 | |
| | 12/13/2024 | EFT | PG&E | -2,621.26 | Utility Bill Lift Station |
| | 12/13/2024 | EFT | PG&E | -4,543.75 | Utility Bill Well 7 |
| | 12/13/2024 | EFT | PG&E | -51.65 | |
| | 12/19/2024 | EFT | PG&E | -23.71 | |
| | 12/26/2024 | EFT | TASC | -89.82 | |
| | 12/31/2024 | EFT | Right Networks | -132.80 | |
| Total 1060 · CHCU - General 4163 | | | | -19,641.87 | |
| 1070 · CHCU - Payroll 4155 | | | | | |
| | 12/04/2024 | | Payroll | -20,897.04 | |
| | 12/06/2024 | E-pay | EDD | -1,837.34 | |
| | 12/06/2024 | E-pay | IRS USATAXPYMT | -5,194.02 | |
| | 12/06/2024 | EFT | CA State Disbursement Unit/Exp | -299.07 | |
| | 12/10/2024 | 1417 | Matrix Trust Company | -5,305.48 | 401K/457 |
| | 12/18/2024 | | Payroll | -22,798.11 | |
| | 12/18/2024 | | BOD Payroll | -570.32 | |
| | 12/18/2024 | 1419 | Matrix Trust Company | -5,165.44 | 401K/457 |
| | 12/19/2024 | 1418 | BOD Payroll | -228.13 | |
| | 12/20/2024 | E-pay | EDD | -1,974.04 | |
| | 12/20/2024 | E-pay | IRS USATAXPYMT | -5,952.68 | |
| | 12/20/2024 | EFT | CA State Disbursement Unit/Exp | -299.07 | |
| | 12/31/2024 | | Payroll | -22,719.30 | |
| Total 1070 · CHCU - Payroll 4155 | | | | -93,240.04 | |
| 1075 · CHCU - ACH 4130 | | | | | |
| | 12/16/2024 | EFT | Springbrook (ACH Services) | -229.69 | |
| Total 1075 · CHCU - ACH 4130 | | | | -229.69 | |
| TOTAL | | | | -216,220.58 | |

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) | 23,485 | 26,994 | 23,441 |
| Aug-24 | \$ 133,911 | \$ 139,304 | \$ 5,393 | \$ 106,022 | \$ 106,410 | \$ 388 | \$ 5,781 | 20,007 | 18,520 | 22,987 |
| Sep-24 | \$ 132,500 | \$ 127,791 | \$ (4,709) | \$ 106,022 | \$ 106,044 | \$ 22 | \$ (4,687) | 22,404 | 19,235 | 21,371 |
| Oct-24 | \$ 130,375 | \$ 135,880 | \$ 5,505 | \$ 106,022 | \$ 106,646 | \$ 624 | \$ 6,129 | 19,571 | 21,178 | 20,382 |
| Nov-24 | \$ 118,208 | \$ 124,452 | \$ 6,244 | \$ 106,022 | \$ 105,764 | \$ (258) | \$ 5,986 | 14,420 | 15,372 | 17,502 |
| Dec-24 | \$ 128,765 | \$ 106,421 | \$ (22,344) | \$ 106,022 | \$ 106,268 | \$ 246 | \$ (22,098) | 15,550 | 12,792 | 13,753 |
| 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 |
| Total | \$ 1,432,345 | \$ 764,212 | \$ (22,656) | \$ 1,272,262 | \$ 629,688 | \$ (6,444) | \$ (29,100) | 115,437 | 196,601 | 209,637 |
| | | | | | | | | Year to Date Monthly Averages | | |
| YTD avg | 100% | 53% | | 100% | 49% | | | 9,620 | 16,383 | 17,470 |
| | | | | | | | | Yearly Average | 16,383 | 17,470 |
| * 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 | | | | | | | | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 7/31/2024 | 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 |
| LAIF | \$320,536 | \$320,536 | \$320,536 | \$325,262 | \$325,262 | \$325,262 | | | | | | |
| California Class | \$2,069,473 | \$2,078,951 | \$2,087,911 | \$2,096,760 | \$2,105,057 | \$2,113,326 | | | | | | |
| Charles Schwab | \$710,537 | \$711,349 | \$712,117 | \$713,303 | \$713,708 | \$714,076 | | | | | | |
| Coast Hills FCU | | | | | | | | | | | | |
| Checking | \$238,166 | \$358,149 | \$419,172 | \$227,972 | \$271,982 | \$275,027 | | | | | | |
| Development | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | | |
| Investment Checking | \$202 | \$202 | \$202 | \$202 | \$202 | \$202 | | | | | | |
| Savings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | | |
| Payroll | \$21,735 | \$31,961 | \$30,864 | \$21,013 | \$21,667 | \$28,730 | | | | | | |
| ACH (Sweep Account) | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | | | | | | |
| Total Coast Hill FCU | \$261,102 | \$391,312 | \$451,238 | \$250,187 | \$294,851 | \$304,959 | | | | | | |
| Five Star Bank | | | | | | | | | | | | |
| Operating | \$302,935 | \$188,927 | \$164,488 | \$373,397 | \$299,134 | \$283,822 | | | | | | |
| Development | \$13,034 | \$13,035 | \$13,036 | \$13,037 | \$13,038 | \$13,039 | | | | | | |
| Money Market | \$128,664 | \$129,158 | \$129,644 | \$130,148 | \$130,634 | \$131,132 | | | | | | |
| ACH (Sweep Account) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | | |
| Payroll | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | | |
| Total Five Star Bank | \$444,632 | \$331,120 | \$307,168 | \$516,582 | \$442,806 | \$427,993 | | | | | | |
| Combined Balance | \$3,806,280 | \$3,833,268 | \$3,878,970 | \$3,902,094 | \$3,881,684 | \$3,885,616 | | | | | | |
| Monthly Change | \$138,522 | \$26,988 | \$45,702 | \$23,124 | -\$20,410 | \$3,932 | | | | | | |
| Fiscal Year Monthly Change To Date | | | | | | | | | | | | |
| | \$217,858 | | | | | | | | | | | |



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Mike Garner, General Manager
Lupe Huitron, Board Secretary

DATE: January 15, 2025

SUBJECT: **Approve Resolution No. 25-360 Commending Mr. Myron Heavin**

Recommendation / Proposed Motion

Proposed Motion: Approve Resolution No. 25-360

Discussion

Mr. Myron Heavin served as Board President & Vice President. He was involved in various committees throughout his 8 years of service and demonstrated his capabilities as an active Board of Director. Myron did not seek reelection to the Board of Directors at the end of his term in November 2024

In recognition of Myron's service to the District, the Board of Directors requested staff to prepare a Resolution Commending Myron Heavin for his years of service and for consistently providing wise advice and guidance to the Board of Directors and applying judgment and forethought to future challenges. The draft Resolution is attached for the Board's consideration and adoption.

Attachment(s):

1. Resolution No. 25-360

RESOLUTION NO. 25-360

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION
HILLS COMMUNITY SERVICES DISTRICT IN THE MATTER OF
COMMENDATION OF**

Myron Heavin

WHEREAS, Mission Hills Community Services District was established in 1979 as a local government agency under California Government Code Section 61000 et seq. to provide water and wastewater services to the communities of Mission Hills and Mesa Oaks, an unincorporated area of Santa Barbara County north of Lompoc; and

WHEREAS, Myron ran for an open seat 2016 on the Board of Directors in the November 8th, 2016 General Election. He was elected to the Board with 985 votes and was sworn in on December 6, 2016; and

WHEREAS, Myron was reelected to the Board on November 3, 2020, with 748 votes resulting in 8 consecutive years of service on the Board; and

WHEREAS, during his tenure, Myron served as President and Vice president of the Mission Hills Community Services District, Board of Directors. He was involved in various committees while serving at Mission Hills CSD such as Wastewater, Energy, Community Engagement, and Finance; and

WHEREAS, Myron was the MHCSO Sustainable Groundwater Management Act (SGMA) voting representative for the Western Management Area from January 2019 through November 2024; and

WHEREAS, Myron was a dedicated elected official who guided Directors and staff through growth, changes, and COVID-19 to accomplish pushing the district forward, and accomplish the following:

1. Adopted annual operating budgets which increased from 1.7M in the Fiscal Year 2016-2017 to 2.8M in the Fiscal Year 2024-25.
2. Built financial reserves, through fiscal management, from a low of 3.1M in the 2016-2017 Fiscal year to 4M in 2024-2025.
3. Approved the Burton Ranch Agreement and City of Lompoc Agreement in 2023.
4. Acquired 1199 Purisima Road for future crucial Lift Station upgrades.
5. Incorporated new infrastructure and provided water and wastewater services to 44 new homes in the Purisima Hills Development

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Mission Hills Community Services District, that Myron Heavin be commended and thanked on behalf of the 3,571 residents of Mission Hills and Mesa Oaks for 8 years of dedicated and faithful service of the Board of Directors.

Passed and Adopted by the Board of Directors of the Mission Hills Community Services District this 15th day of January 2025, upon motion by Director _____, seconded by Director _____, and as approved by the following vote:

AYES:

NOES:

ABSENT:

By: _____
Jorge Magana, President, Board of Directors

Attest:

By: _____
Guadalupe Huitron, Board Secretary



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Mike Garner, General Manager
Lupe Huitron, Board Secretary

DATE: January 15, 2025

SUBJECT: Discuss and Approve Committee Assignments for 2025

Recommendation:

Consider making the 2025 Committee Assignments.

Fiscal Impact:

None

Discussion:

In accordance with the District By-Laws, the newly elected Board President is responsible for reviewing and making Committee assignments for the coming calendar year.

The 2025 proposed Committee Assignments are shown in the Attachment to this Staff Report.

Attachment: Committee Assignments for 2025

BOARD OFFICERS AND COMMITTEE ASSIGNMENTS FOR 2025

President: Jorge Magana
 Vice President: Steve Dietrich
 Finance Officer: James Keeling
 Director: Matthew Starbuck
 Director: Glen Mcleod

| Standing Committees | Committee Members | Alternate |
|--|-------------------|-----------------|
| Operations | | |
| 1) Water/Wastewater | | |
| 2) Legal/Personnel | | |
| 3) Finance/Budget | | |
| Representatives / Point of Contact | Committee Members | Alternate |
| 4) VAFB IR Programs | | |
| 5) ACWA/JPIA | | General Manager |
| 6) CSDA (California Special District Association) | | |
| 7) Santa Ynez River Water Conservation District - Western Management Area Committee for Groundwater Sustainability | | General Manager |



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Mike Garner, General Manager
Lupe Huitron, Board Secretary
DATE: January 15, 2025
SUBJECT: Discuss and Ratify General Manager's Decision to Coat the Filter Tank

Recommendation / Proposed Motion

- Recommended motion: The Director reviews, discusses, approves, and ratifies General Manager Mike Garner's decision to coat the filter tank.
- Proposed Motion: motion to approve General Manager's decision to coat the Filter Tank

Policy Reference

- District Resolution 19-329 allows Mission Hills Community Services District to contract pre-approved, pre-solicited cooperative contracts for goods and supplies without further competitive bidding, including generators.
- Board approves purchases and repairs over \$25,000

Budget Resources

- Tanks and Filters are a part of Capital Facilities.
- \$60,000 was budgeted for fiscal year 24/25

Alternatives Considered

None

Discussion

Board approval to ratify my decision to approve the Coating of the Filter Tank. After ERS removed filter media they found large rust spots on the interior of the tank coating. \$60,000 was approved in the 24/25 capital budget for new media and maintenance, that cost came in at \$44,000. ERS quoted a price to remove sprayers and sand blast and recoat interior of tank for \$48,000. The General Manager decided since tank was down and timeline to get filter back online, to go ahead to recoat interior to increase life of tank. This was a \$33,000 over budgeted amount.

Attachments

Attachment 1: Filter Tank Before



Filter Tank Completed,





MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Mike Garner, General Manager
Carol Reynolds, Administrative Services Manager
Javier Rodriguez, Operations Supervisor

DATE: January 15, 2025

SUBJECT: Mid-Year Budget Review

Recommendation

Staff recommends the District Board of Directors review, discuss, and accept the attached mid-year budget review.

Policy Reference

- The Board has a statutory duty to oversee the financial affairs of the District
- The Board reviews the status of annual budgets at the midpoint of the fiscal Year
- The Board can take this opportunity to approve the addition of projects to the capital budget

Discussion

The staff offers the following information on the Operating and Capital Improvement Budgets with a status date of 12/31/2024.

Attachment(s):

1. Operating Budget to Actual Report as of 12/31/2024
2. Water and Wastewater Capital Improvement Completion Reports as of 12/31/2024

| Mission Hills Community Services District | | | | | | | | 6 |
|--|-------------------|-----------------|--------------|-------------|-----------------|-------------|--|------|
| Budget to Actual Comparison | | | | | | | | 0.50 |
| Thru 12/31/2024 | | | | | | | | 6 |
| | Budgeted | Prorated Budget | Actual Thru | | Remainder | % of Budget | Explanation | |
| Income | Fiscal Year 24-25 | Dec-24 | Dec-24 | Difference | Budgeted Amount | 50% | | |
| Late Fees/Charges | \$ 40,000 | \$ 20,000 | \$ 20,350 | \$ 350 | \$ 19,650 | 51% | Slightly Higher Than Budgeted | |
| Water Service | \$ 1,432,345 | \$ 716,173 | \$ 763,338 | \$ 47,166 | \$ 669,007 | 53% | Slightly Higher Than Budgeted | |
| Sewer Service | \$ 1,272,262 | \$ 636,131 | \$ 629,869 | \$ (6,262) | \$ 642,393 | 50% | On Track With Budget | |
| Street Sweeping | \$ 18,000 | \$ 9,000 | \$ 9,038 | \$ 38 | \$ 8,962 | 50% | On Track With Budget | |
| | \$ 2,762,607 | \$ 1,381,304 | \$ 1,422,595 | \$ 41,292 | \$ 1,340,012 | 51% | Revenue is 1% Above With Budget | |
| | | | | | | | | |
| Expense | Budgeted | Prorated Budget | Actual Thru | | Remainder | | | |
| | Fiscal Year 24-25 | Dec-24 | Dec-24 | Difference | Budgeted Amount | | | |
| Salaries & Wages | \$ 880,000 | \$ 440,000 | \$ 421,322 | \$ 18,678 | \$ 458,678 | 48% | Slightly Lower Than Budgeted | |
| Employee Benefits | \$ 265,000 | \$ 132,500 | \$ 122,831 | \$ 9,669 | \$ 142,169 | 46% | Slightly Lower Than Budgeted | |
| Director Fees | \$ 16,000 | \$ 8,000 | \$ 3,750 | \$ 4,250 | \$ 12,250 | 23% | Lower Than Budgeted (Less Meetings) | |
| WMA GSA Allocation | \$ 40,000 | \$ 20,000 | \$ 31,250 | \$ (11,250) | \$ 8,750 | 78% | Annual Fee Payment Timing | |
| Election Expense | \$ 2,500 | \$ 1,250 | \$ - | \$ 1,250 | \$ 2,500 | 0% | No Election Expense Bill Received Yet | |
| Vehicle Expense | \$ 37,000 | \$ 18,500 | \$ 15,533 | \$ 2,967 | \$ 21,467 | 42% | Lower Than Budgeted | |
| Insurance | \$ 33,000 | \$ 16,500 | \$ 19,096 | \$ (2,596) | \$ 13,904 | 58% | Higher Than Budgeted - Claim Reserve | |
| Memberships | \$ 44,000 | \$ 22,000 | \$ 29,182 | \$ (7,182) | \$ 14,818 | 66% | Higher Than Budgeted - AWWA, ACWA Timing | |
| Office Expenses | \$ 16,000 | \$ 8,000 | \$ 2,467 | \$ 5,533 | \$ 13,533 | 15% | Lower Than Budgeted | |
| Operating Supplies | \$ 23,000 | \$ 11,500 | \$ 7,348 | \$ 4,152 | \$ 15,652 | 32% | Lower Than Budgeted | |
| Chemicals | \$ 75,000 | \$ 37,500 | \$ 33,013 | \$ 4,487 | \$ 41,987 | 44% | Lower Than Budgeted | |
| Safety | \$ 5,000 | \$ 2,500 | \$ 15,110 | \$ (12,610) | \$ (10,110) | 302% | Gantry Lifting Device Purchase | |
| Contractual Services | \$ 75,000 | \$ 37,500 | \$ 41,465 | \$ (3,965) | \$ 33,535 | 55% | Higher Than Budgeted Computer Purchases | |
| Professional Services | \$ 90,000 | \$ 45,000 | \$ 37,641 | \$ 7,359 | \$ 52,359 | 42% | Lower Than Budgeted | |
| Printing & Publication | \$ 2,500 | \$ 1,250 | \$ 2,437 | \$ (1,187) | \$ 63 | 97% | Timing of Order of Billings | |
| Equipment Lease | \$ 7,500 | \$ 3,750 | \$ 2,297 | \$ 1,453 | \$ 5,203 | 31% | Lower Than Budgeted | |
| Monitoring | \$ 16,000 | \$ 8,000 | \$ 8,697 | \$ (697) | \$ 7,303 | 54% | Slightly Higher Than Budgeted | |
| Travel/Meetings/Meals | \$ 15,000 | \$ 7,500 | \$ 6,065 | \$ 1,435 | \$ 8,935 | 40% | Lower Than Budgeted | |
| Utilities | \$ 265,000 | \$ 132,500 | \$ 153,169 | \$ (20,669) | \$ 111,831 | 58% | Higher Than Budgeted (Gas Well Down) | |
| Government Fees | \$ 45,000 | \$ 22,500 | \$ 15,708 | \$ 6,792 | \$ 29,292 | 35% | Lower Than Budgeted / Separate WMA GSA | |
| Repairs & Maintenance | \$ 150,000 | \$ 75,000 | \$ 90,644 | \$ (15,644) | \$ 59,356 | 60% | Multiple Leaks | |
| | \$ 2,102,500 | \$ 1,051,250 | \$ 1,059,025 | \$ (7,775) | \$ 1,043,475 | 50% | Expenses Are On Track With 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% = | \$ 105,125.00 | | | |

| | A | I | J | K | L | M |
|----|--|--------------|---|------------------------------|---|---|
| 1 | FY 24/25 Water - 5-Year Capital Improvement Plans - Final DRAFT | 2024/25 | Completed as of 12/31/24 | FY 2024/25 Over/Under Budget | | |
| 2 | Distribution | | | | | |
| 3 | | | | | | |
| 4 | Vault Lid - Harris Grade | \$ 40,000 | Project on Hold - Nothing Spent | | | |
| 5 | Valve Replacement Project * | \$ 26,250 | Project on Hold - Nothing Spent | | | |
| 6 | Upgrade Cla-Vals - Pressure Reducing Stations | \$ - | | | | |
| 7 | Meter Replacement Program* | \$ 78,750 | \$2,914.00 Spent - On Order Approx \$37,000 | | | |
| 8 | Water Main Replacement (New line from Reservoirs) | \$ - | | | | |
| 9 | SCADA System* | \$ 15,750 | \$5,152 Spent | | | |
| 10 | Security Cameras | \$ 15,000 | \$9,791 Spent | | | |
| 11 | Equipment | | | | | |
| 12 | Replace Dump Truck | \$ - | | | | |
| 15 | Replace Ops Truck | \$ - | | | | |
| 16 | Shop Equipment Enclosures | \$ 40,000 | \$15,412 Spent on Foundation - On Order Approx \$ 28,007 | Over \$3,419 | | |
| 17 | Storage | | | | | |
| 18 | Rehabilitate Reservoir Tanks | | | | | |
| 19 | Tank #1 East (Repair) | \$ - | | | | |
| 20 | Tank #2 West (Initial Repair) | \$ - | | | | |
| 21 | Treatment | | | | | |
| 22 | Filter Upgrades | \$ 60,000 | \$93,140 Spent (to issue ck) | Over \$33,140 | | |
| 23 | Wells & Pumping | | | | | |
| 24 | Well #6 Rehabilitation | \$ - | | | | |
| 25 | Well #7 Rehabilitation | \$ - | | | | |
| 26 | Well #5 Rehabilitation | \$ - | | | | |
| 27 | Replace Well Housing Well #5 | \$ 50,000 | Project on Hold | | | |
| 28 | Burton Ranch | | | | | |
| 29 | Raw Water Reservoir | \$ - | | | | |
| 30 | New Well Installation = #8 | \$ 800,000 | Currently in design phase approx \$67,000 | | | |
| 31 | Sub Total | \$ 1,125,750 | \$ 193,409 | \$36,559 | | |
| 32 | Contingency = 20% | \$ 225,150 | \$ 38,682 | \$ - | | |
| 33 | TOTAL | \$ 1,350,900 | \$ 232,091 | Over \$11,277 | | |
| 34 | <i>Last revised: 1_07_2025</i> | | | | | |
| 35 | * 5% Annual Inflation Applied to Project | | | | | |

| FY 24/25 Wastewater - 5-Year Capital Improvement Plans - Final Draft | 2024/25 | Completed as of 12/31/24 | FY 2024/25 Over/Under Budget | | |
|---|----------------|---|-------------------------------------|--|--|
| Collections | | | | | |
| Video & Clean Sewer Lines | | | | | |
| Equipment | | | | | |
| Replace Dump Truck (50%) | \$ - | | | | |
| Replace Vehicle 2007 GMC Pickup | \$ 80,000 | \$64,013 | \$15,987 Under | | |
| Replace Ops Truck (50%) | | | | | |
| Shop Lift Station | \$ 20,000 | Project on Hold | | | |
| Security Camera Upgrade | \$ 15,000 | \$9,791 Spent | | | |
| Equipment Enclosure | \$ 40,000 | \$15,412 Spent on Foundation - On Order Approx \$28,007 | \$3,419 Over | | |
| Lift Station | | | | | |
| Lift Station Upgrades (limited scope) | | | | | |
| Lift Station (Replace Lift Station with back-up power) | \$ 600,000 | Project on Hold - Alternatives | | | |
| Lift Station - Wet Well Coating | \$ - | | | | |
| Wastewater SCADA Upgrades * | \$ 15,750 | None Transpired | | | |
| Line Pond #8 to reduce Lift Station overflow impact | \$ - | | | | |
| Sewer Treatment | | | | | |
| Pond Valve Structure Upgrades * | \$ 42,000 | Project on Hold - Alternatives | | | |
| Aeration System Replacement | \$ - | | | | |
| Pond Rehabilitation or Upgrade | \$ - | | | | |
| Sludge Removal | \$ - | | | | |
| New Wastewater Treatment System - Addt'l. Loads | \$ - | | | | |
| Solar/Battery Energy (50% Wastewater) | | | | | |
| Bid Documents, Specifications, PM Estimate | \$ - | | | | |
| Solar/Battery Energy Installation | \$ - | | | | |
| Total | \$ 812,750 | \$ 89,216 | -\$12,568 | | |
| Contingency = 20% | \$ 162,550 | \$ 17,843 | Not Used | | |
| TOTAL | \$ 975,300 | \$ 107,059 | -\$12,568 | | |
| <i>Last revised: 1_07_2025</i> | | | | | |
| * Inflation Applied to Project | | | | | |



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 and 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

THE LAST PAGE OF THE BOARD PACKET