

**Board of Directors**

Jorge Magana, President  
Glen McLeod, Vice President  
Jim Keeling, Finance Officer  
Matthew Starbuck, Director  
Jeff Dotzler, Director



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

Mike Garner, General Manager

Mission Hills Community Services District Board of Directors

**Agenda-Regular Meeting**

Wednesday, June 17, 2026

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](mailto:admin@mhcsd.org) before 1:00 PM, Tuesday, June 16, 2026.**

**4. Consent Agenda** - Staff recommends that the 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**

May 20, 2026

**B. Receive Activity Reports for May**

- i) General Manager and Administration Reports
- ii) Water and Wastewater

**C. Consideration of Financial Reports for May**

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

**5. Presentation**

**A. Leave93436.org:** Receive a presentation from Leave93436.org regarding the status of the organization’s goals.

## 6. Regular Business

### A. Discuss and Consider Approval of Amendment to General Manager's Employment Agreement

Attachment(s)

- i) Amendment to Employment Agreement

## 7. Communications - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide 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)

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Mission Hills Community Services District Board of Directors

**Regular Meeting Minutes**

Wednesday, May 20, 2026

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

The Regular Meeting of the Board of Directors of Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, May 20, 2025, at the District Board Meeting Room, 1550 East Burton Mesa Blvd, Lompoc, CA

**Directors Present:**

By Roll Call: Jorge Magana, Matthew Starbuck, Glen McLeod, Jeff Dotzler

James Keeling Attending via Teleconference

**Location:**

630 W 1250 N St George UT, 84770

**Directors absent:**

None

**Staff Present:**

Mike Garner, Javier Rodriguez, Carol Reynolds, Arleen Block

**Others Present:** None

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Comment – No public comments were received

**4. Consent Agenda**

**A. APPROVE MINUTES**

- i.) May 20,2026

**B. Activity Reports for May 2026**

- i) General Manager and Administration Reports
- ii) Water and Wastewater

**C. Financial Reports for May 2026**

- 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 was made by Director Starbuck and seconded by Director McLeod to approve the Consent Agenda as presented.

**The Motion passed by a 5-0 vote**

Ayes: Director Jorge Magana, Director Glen McLeod, Director Jim Keeling, Director Matthew Starbuck, Director Jeff Dotzler

Noes:

Absent:

**5. Regular Business**

**A. Discuss and Consider approval of the District's SSMP Update**

Motion was made by Director Keeling and seconded by Director Dotzler to approve the District's SSMP Update

**The Motion passed by a 5-0 vote**

Ayes: President Jorge Magana, Director Glen McLeod, Director Jim Keeling, Director Matthew Starbuck, Director Jeff Doztler

Noes:

Absent:

**B. Discuss and Consider the Community Outreach Flyer Relating to Water and Wastewater System Planning. The board delegated the Outreach Flyer to AD-HOC. They will meet with Dennis and make necessary changes and report back to the Board.**

**No vote required**

**C. Discuss and Consider Final Can and Will Serve Letter Brisa Encina Housing**

Motion was made by Director Starbuck and seconded by Director McLeod to approve the Final Can and Will Serve Letter Brisa Encina Housing.

**The Motion passed by a 5-0 vote**

Ayes: Director Jorge Magana, Director Glen McLeod, Director Jim Keeling, Director Matthew Starbuck, Director Jeff Dotzler

Noes:

Absent:

**6. Public Hearing to Discuss and Consider adopting the Final Fiscal Year 2026/27 Capital Improvement Budget and Final Year Operating Budget**

Motion was made by Director Jorge Magana and seconded by Director Jeff Dotzler to approve the Final Fiscal Year 2026/27 Capital Improvement Budget and Final Year Operating Budget.

**The Motion passed by a 5-0 vote**

Ayes: Director Jorge Magana, Director Glen McLeod, Director Jim Keeling, Director Matthew Starbuck, Director Jeff Dotzler

Noes:

Absent;

**7. Communications** - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide 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** – GM Mike Garner informed the Board there would be a presentation from Leave93436.org regarding the status of organization goals. GM Mike Garner referred to Board Secretary - Handed out the Election Calendar to Board Members running in November.

**B. Director Comments** – NONE

**C. Public Comments** – NONE

With no further business before the Board, the meeting was adjourned at 5:20 pm on March 18,2026.

Respectfully Submitted:  
Arleen Block

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

X \_\_\_\_\_  
Board Secretary, Arleen Block



General Manager and Administrative Activity Reports  
**June 17,2026**

**General Manager Report**

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**Sewer Project**-Grant application has been submitted to the State Water Board, and we are waiting for a response.

**Waterline**-Working with county on streambed permit.

**Tank & Booster Project**- Waiting on Brisa Encina to get started for connection fees. Field staff are preparing to start work on new transformer.

**Administrative Services Manager**

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Participated in Board Meeting & as is customary Board Meeting preparation. Assisted customers filed Bank Deposits. Facilitated money transfers between accounts as warranted. Kept abreast of the district priorities on a weekly basis by both the General Manager and the Operations Supervisor.

**Accountant**

Working with management on journal entries, accounts payable and receivable. Assisting Customer Service with collection of delinquent accounts.

**Board Secretary/Customer Service Representative II**

Collected payments from Rate Payers, directed calls to appropriate staff, Past due letters mailed for May #289, Applied 10% late fee to #123 April Accounts for nonpayment. Compiled and distributed Board Packed



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Mike Garner, General Manager

**MISSION HILLS COMMUNITY SERVICES DISTRICT  
 Water and Wastewater Report – April**

<b>May</b>	
<u><b>Water</b></u>	<u><b>Wastewater</b></u>
Monthly Distributed: 17.16 MG	Total Monthly Influent Flow: 6.6 MG
Daily Average: 0.55 MGD	Daily Average: 0.21 MGD
Monthly Sold: 14.33 MG	Ratio of Daily returned Flow: 38%
Unaccounted Water: 2.83 MG (16%)	(0.21/0.47 = 0.38)

**Staff**

- Florencio Rodriguez has been promoted to Operator II

**Water**

**Compliance**

- Submitted monthly reports to State Water Resource Control Board (SWRCB)
- Completed 2025 Consumer Confidence Report (CCR)
- Submitted and certified MHCSD’s Risk and Resilience Assessment Report (RRA)
- Submitted Santa Barbara County’s Annual Authorizing Permit Application
- Received JPIA Risk Assessment Post Inspection Report, staff are currently completing recommendations and follow-up corrective actions.

**Distribution System Maintenance/Repair**

- Replaced 72 Hersey meters to Kamstrup meters. 1297 of 1312 meters total were replaced.
- Water main line repairs: 1 (Calle Quarta)
- Water service line repair: 6



**Preventative Maintenance Program:**

**May**

- Hydrants Maintenance : **N/A 51/106 YTD**
- Valves exercised: **N/A 70/175 YTD**
- Valves to be replaced: **3**

**Wastewater**

**Compliance**

- Collected all weekly samples
- Submitted the Monthly No Spill Report.

**Wastewater Plant**

- Performed weekly laboratory in-house samples.
- Brush and weed abatement

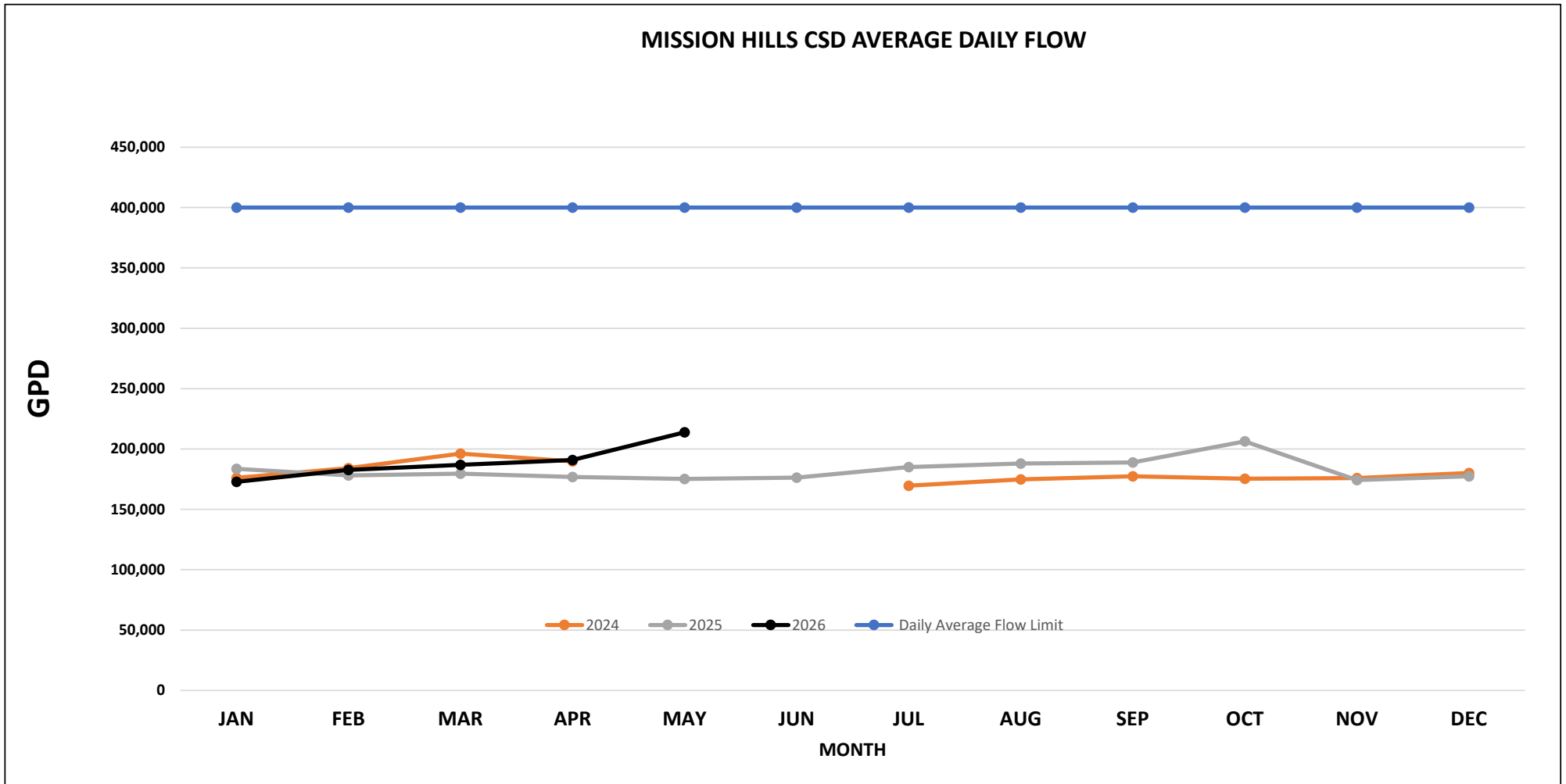
**Lift Station**

- Circuit breakers for pump train 2A and 2B were replaced

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# MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

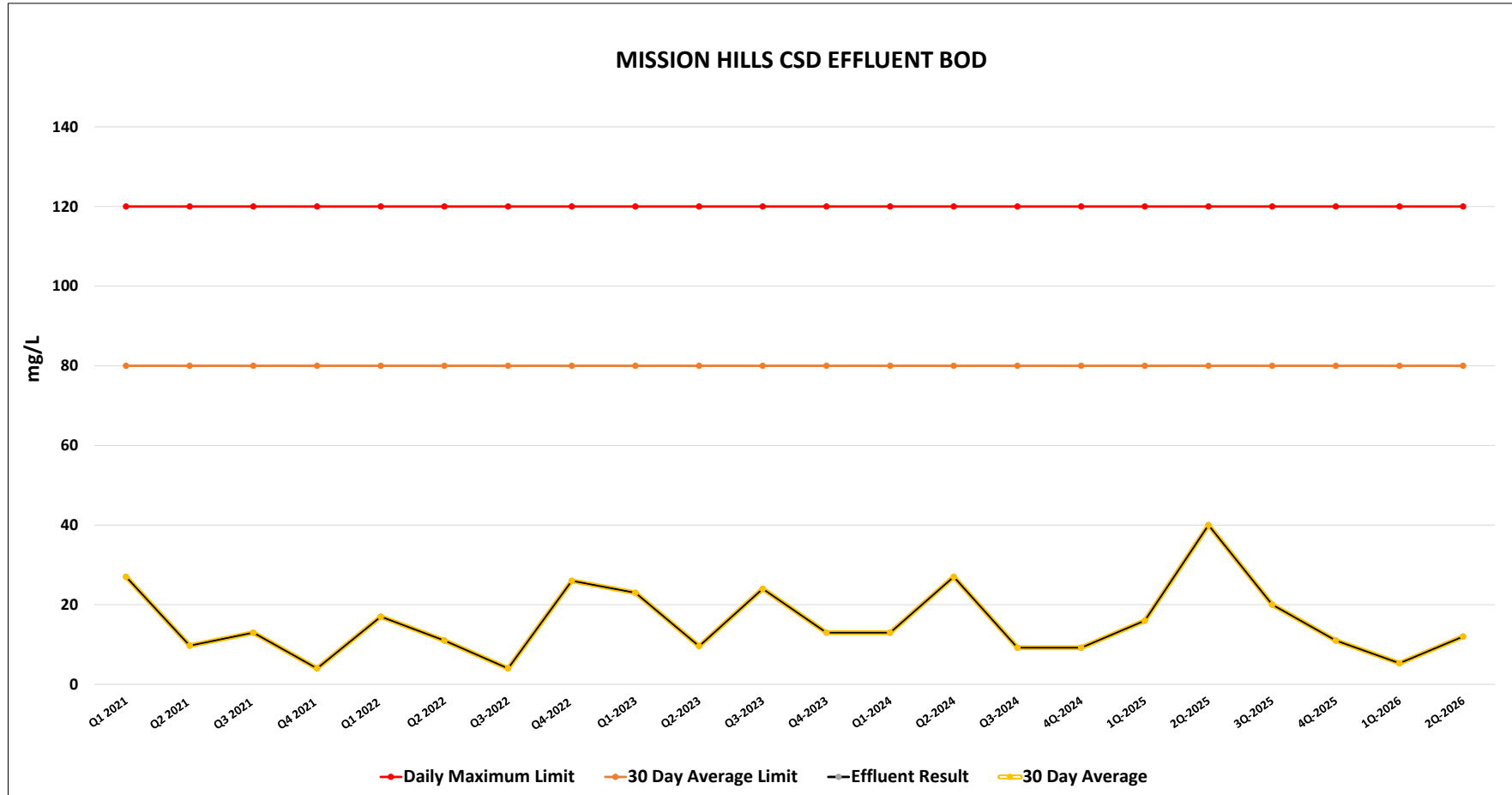
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Average Flow Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
2024	176,039	184,061	196,175	189,774			169,626	174,891	177,358	175,452	176,004	180,042
2025	183,577	178,078	179,587	176,856	175,259	176,370	185,035	187,896	188,808	206,308	174,291	177,419
2026	172,798	182,705	186,921	190,896	213,845							



# MISSION HILLS CSD EFFLUENT BOD (mg/L)

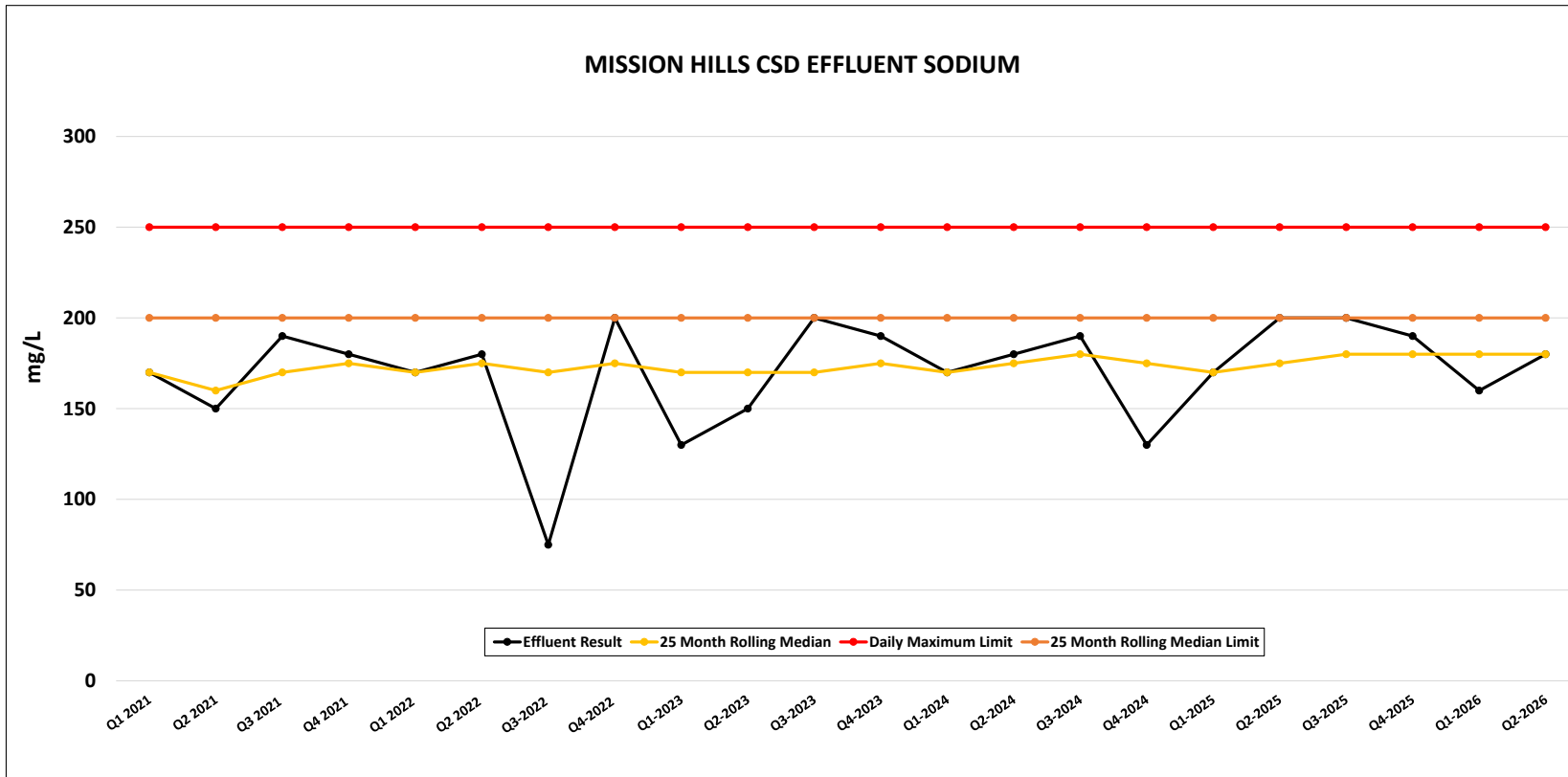
MONTH	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day 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	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9	16	40	20	11	5	12
30 Day Average	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9	16	40	20	11	5	12

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



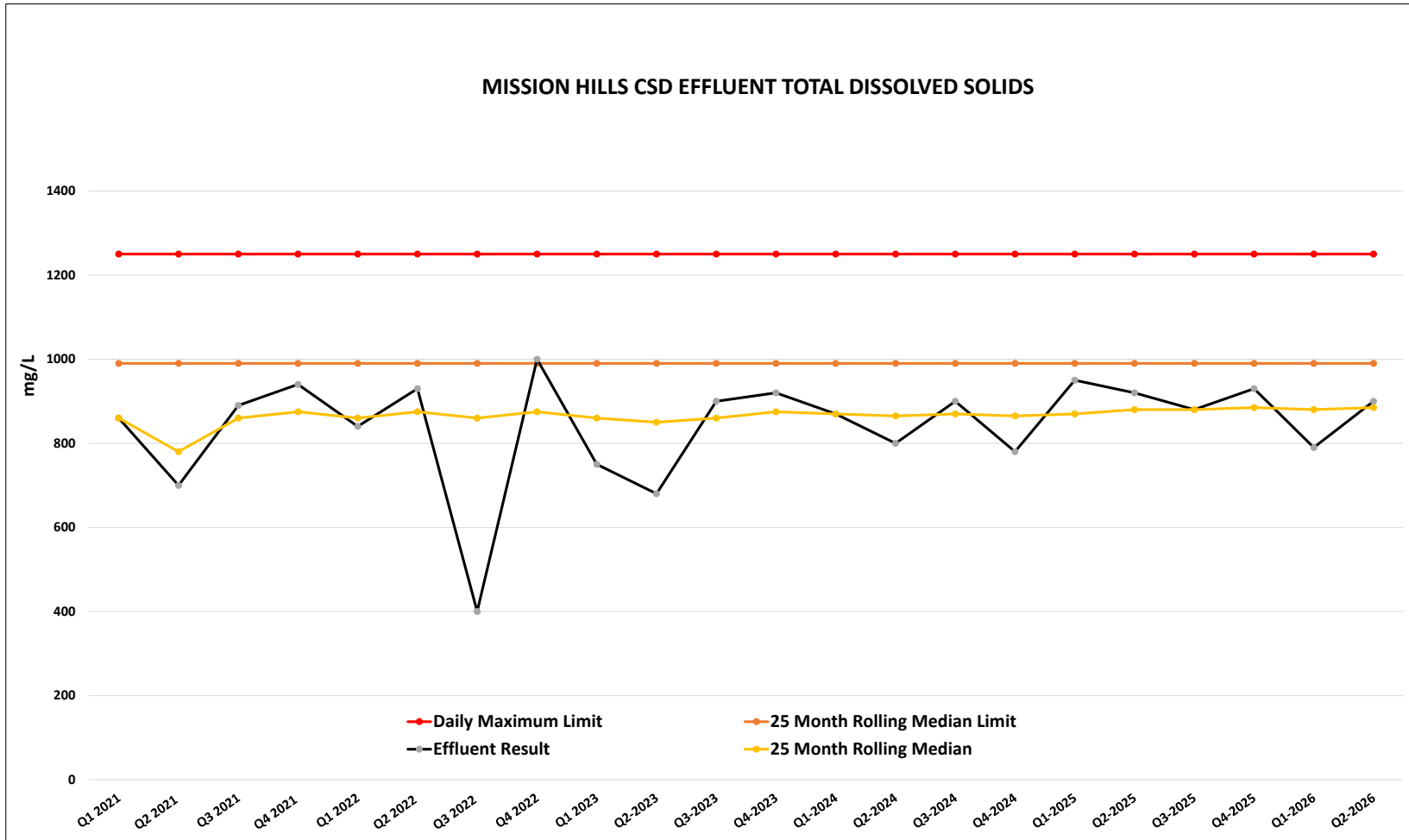
## MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

MONTH	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	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026
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	170	150	190	180	170	180	75	200	130	150	200	190	170	180	190	130	170	200	200	190	160	180
25 Month Rolling Median	180	160	170	175	170	175	170	175	170	170	170	175	170	175	180	175	170	180	180	180	180	180



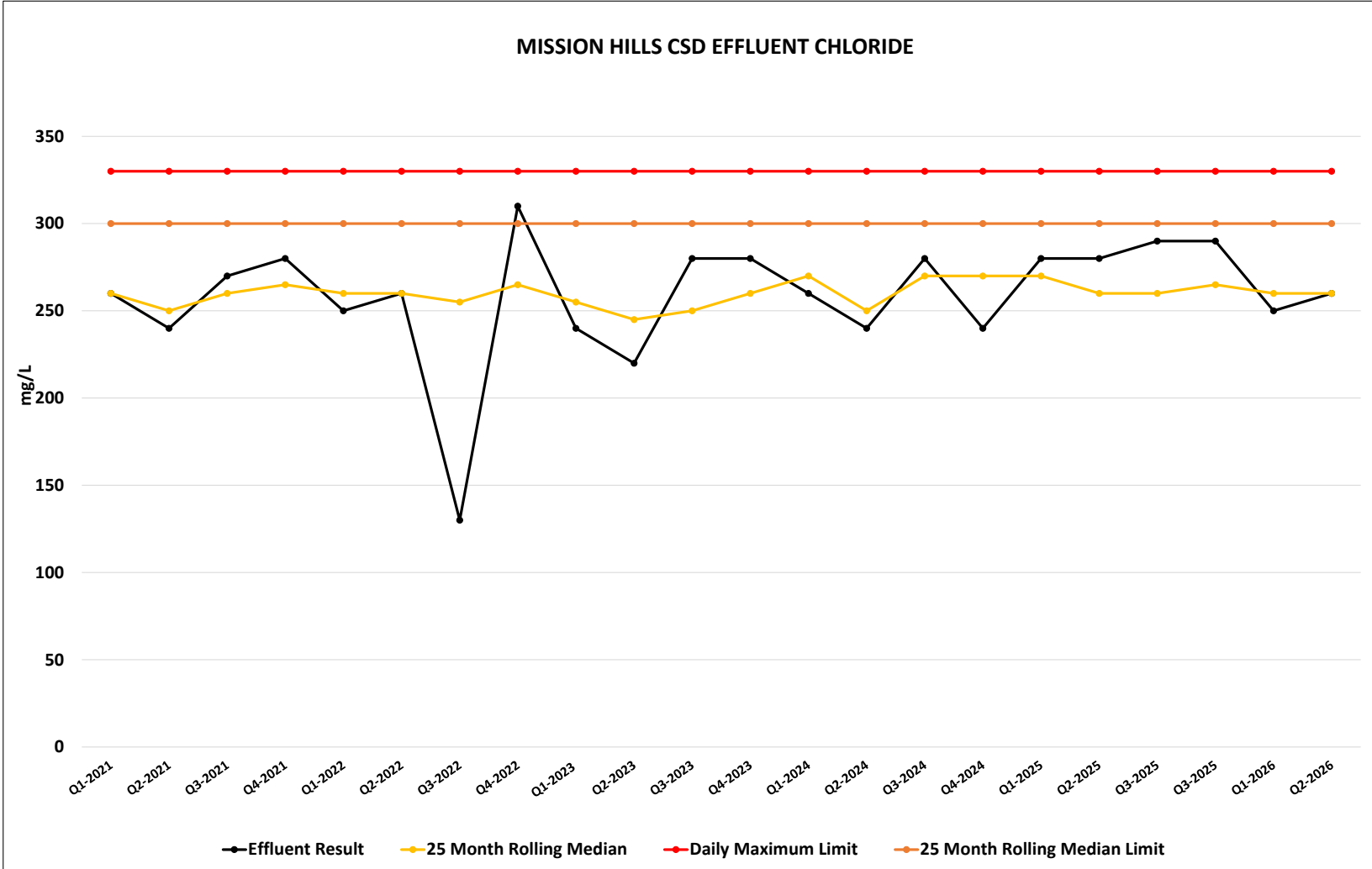
# MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

MONTH	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	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1 2026	Q2 2026
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	700	890	940	840	930	400	1,000	750	680	900	920	870	800	900	780	950	920	880	930	790	900
25 Month Rolling Median	855	850	855	860	855	860	855	860	855	850	855	860	865	860	865	860	865	870	875	880	875	885



## MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	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	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026
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	260	240	270	280	250	260	130	310	240	220	280	280	260	240	280	240	280	280	290	290	250	260
25 Month Rolling Median	260	255	260	260	260	260	260	260	260	255	260	260	260	260	260	260	260	260	260	265	260	260



# MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

MONTH	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	Q3-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026
<b>Daily Maximum Permit Limit</b>	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30
<b>Monthly Average Limit</b>	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15
<b>Effluent Result</b>	13	9	6	5	14	26	3	8	13	12	9	5	9	14	4	5	19	12	7	5	7	7





Mission Hills Community Services District  
Profit & Loss Prev Year Comparison  
May 2026

	May 26	May 25	\$ Change	Explanation
<b>Total 6350 · Safety expenses</b>	0.00	7.43	-7.43	
<b>6410 · Contractual services</b>				
6420 · Cleaning service	200.00	200.00	0.00	
6425 · Office equip maintenance	687.22	499.90	187.32	
6430 · Internet access	0.00	182.68	-182.68	
6435 · Landscaping services	373.23	0.00	373.23	
6437 · Pest Control	140.00	124.00	16.00	
6445 · Security expense	0.00	112.50	-112.50	
6450 · Software support	1,549.51	6,274.49	-4,724.98	Software Updates 2025
6452 · Credit Card Processing	852.35	499.29	353.06	
6453 · Software Subscriptions	237.60	438.49	-200.89	
6455 · Street sweeping services	0.00	1,530.00	-1,530.00	Timing of Payment 2026
6470 · Other contractual services	22.90	34.05	-11.15	
<b>Total 6410 · Contractual services</b>	4,062.81	9,895.40	-5,832.59	
<b>6475 · Professional services</b>				
6480 · Accounting services	0.00	1,969.72	-1,969.72	Audit Time of Payment 2025
6490 · Legal services	1,399.49	1,799.95	-400.46	
<b>Total 6475 · Professional services</b>	1,399.49	3,769.67	-2,370.18	
6500 · Printing and publication	995.17	133.30	861.87	
6505 · Equipment lease and rentals	316.47	242.02	74.45	
6525 · Research and monitoring				
6535 · Monitoring expense	625.00	3,113.00	-2,488.00	Timing of Payment 2026
<b>Total 6525 · Research and monitoring</b>	625.00	3,113.00	-2,488.00	
6600 · Travel and meetings				
6610 · Meals	0.00	308.93	-308.93	
6620 · Staff training	0.00	1,895.00	-1,895.00	Gas Monitor Training 2025
6625 · Travel expenses	0.00	992.60	-992.60	
<b>Total 6600 · Travel and meetings</b>	0.00	3,196.53	-3,196.53	
6640 · Uncollectible accounts	-216.10	0.00	-216.10	
6650 · Utilities				
6655 · Cell phones	50.00	272.19	-222.19	
6665 · Electrical	21,524.41	20,269.07	1,255.34	Increased Usage 2026
6670 · Natural gas	174.57	611.28	-436.71	
6685 · Telephone	358.90	310.50	48.40	
6691 · Trash & Recycling	342.37	330.42	11.95	
<b>Total 6650 · Utilities</b>	22,450.25	21,793.46	656.79	
6720 · Repairs and maintenance				
6730 · Distribution expense	13,451.89	2,870.52	10,581.37	Famcon Various Items 2026
6745 · Lift station expenses	1,337.98	0.00	1,337.98	CL2 Pump Work 2026
6760 · Shop and equip repairs	0.00	234.98	-234.98	
6765 · Supplies and small tools	172.30	52.75	119.55	
6770 · Telemetry	0.00	195.00	-195.00	
6775 · Filtration Plant	605.98	796.15	-190.17	
6790 · Waste water plant	113.01	0.00	113.01	
6795 · Other repairs and mainten	1,240.74	0.00	1,240.74	Lewis Dr and Calle Primera Leaks 2026
<b>Total 6720 · Repairs and maintenance</b>	16,921.90	4,149.40	12,772.50	
<b>Total Expense</b>	191,712.82	180,109.73	11,603.09	
<b>Net Ordinary Income</b>	49,344.93	66,715.97	-17,371.04	
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7006 · Market Appreciation/(Depr)	0.00	312.65	-312.65	
7010 · Interest income	7,230.69	8,552.79	-1,322.10	Lower Interest 2026



Mission Hills Community Services District  
Disbursements Journal  
May 2026

	Date	Num	Name	Amount	Explanation
<b>1000 · FSB - Operating 1535412</b>					
	05/01/2026	EFT	Tierzero	-243.50	
	05/04/2026	EFT	Marborg Industries	-78.70	
	05/06/2026	EFT	Carmel & Naccasha LLP	-1,399.49	<b>Legal Fees</b>
	05/06/2026	EFT	Converged	-780.00	
	05/06/2026	EFT	Converged	-375.00	
	05/06/2026	EFT	Converged	-297.50	
	05/06/2026	EFT	De Lage Landen Financial Service	-231.57	
	05/06/2026	EFT	Linde Gas & Equipment Inc	-55.01	
	05/07/2026	35038	Agile Occupational Medicine, PC	-297.00	
	05/07/2026	35039	Akeso Occupational Health	-165.00	
	05/07/2026	35040	American Industrial Supply	-181.17	
	05/07/2026	35041	Column Software PBC	-90.80	
	05/07/2026	35042	County of Santa Barbara- Gen Svc	-93.50	
	05/07/2026	35043	Famcon Pipe & Supply Inc.	-577.27	
	05/07/2026	35044	Flexitg	-477.22	
	05/07/2026	35045	Car & Phone Reimbursement	-400.00	
	05/07/2026	35046	Home Depot	-1,041.02	<b>Various Items</b>
	05/07/2026	35047	Industrial Training Services, Inc	-500.00	
	05/07/2026	35048	JB Dewar Inc	-747.09	
	05/07/2026	35049	Jim Vreeland Ford	-171.91	
	05/07/2026	35050	Jon's Lawn Mowing	-436.47	
	05/07/2026	35051	O'Connor Pest Control	-140.00	
	05/07/2026	35052	Quinn Rental Services	-1,807.51	<b>Tractor &amp; Mower Rental</b>
	05/07/2026	35053	Springbrook Holding Company LLC	-91.20	
	05/07/2026	35054	Underground Service Alert of SC	-22.90	
	05/07/2026	35055	USA BlueBook	-226.19	
	05/07/2026	35056	Valley Rock	-395.17	
	05/07/2026	35057	Valley Rock Ready Mix, Inc.	-1,727.24	<b>Sand &amp; Slurry Via Dona &amp; Calle Quarta</b>
	05/11/2026	EFT	Frontier Communications	-89.19	
	05/15/2026	EFT	Marborg Industries	-263.67	
	05/15/2026		Pro3 Automation Inc	0.00	
	05/20/2026	35058	ACWA/JPIA *Medical Insurance	-21,619.36	<b>Medical Insurance</b>
	05/20/2026	35059	American Industrial Supply	-28.22	
	05/20/2026	35060	Blue-White	-605.98	
	05/20/2026	35061	Brenntag Pacific, Inc	-4,524.06	<b>Chemicals</b>
	05/20/2026	35062	Clinical Labs of San Bernardino In	-625.00	
	05/20/2026	35063	Core & Main	-14,551.56	<b>Meters</b>
	05/20/2026	35064	Dahl Air Conditioning	-210.00	
	05/20/2026	35065	DM Baker Media Relations	-750.00	
	05/20/2026	35066	JB Dewar Inc	-592.56	
	05/20/2026	35067	Jim Vreeland Ford	-142.90	
	05/20/2026	35068	Juana Garcia Rodriguez Janitorial	-200.00	
	05/20/2026	35069	BOD Reimbursement	-354.80	
	05/20/2026	35070	MNS Engineers, Inc.	-2,303.44	<b>CIP-WWTP Upgrade</b>
	05/20/2026	35071	USA BlueBook	-113.01	
	05/20/2026	35072	Valley Rock	-351.27	
	05/20/2026	35073	Valley Rock Ready Mix, Inc.	-621.72	
	05/25/2026	EFT	Five Star Bank*	-5,229.01	<b>Credit Card Payment</b>
Total 1000 · FSB - Operating 1535412				-66,225.18	
<b>1060 · CHCU - General 4163</b>					
	05/06/2026	EFT	Pitney Bowes	-185.30	
	05/06/2026	EFT	SoCalGas	-96.73	
	05/06/2026	EFT	SoCalGas	-22.38	
	05/06/2026	EFT	PG&E	-3,720.34	<b>WWTP</b>
	05/19/2026	EFT	PG&E	-7,445.56	<b>Well #5</b>
	05/19/2026	EFT	PG&E	-278.47	<b>Office</b>
	05/19/2026	EFT	PG&E	-6,085.09	<b>Well #7</b>

Mission Hills Community Services District  
Disbursements Journal  
May 2026

		Date	Num	Name	Amount	Explanation
		05/19/2026	EFT	PG&E	-2,555.53	Lift Station
		05/19/2026	EFT	PG&E	-611.88	Shop
		05/19/2026	EFT	PG&E	-48.99	Well #6
		05/19/2026	EFT	PG&E	-11.93	Street Light
		05/20/2026	32897	Five Star Bank	-100,000.00	Transfer of Funds
		05/25/2026	EFT	Coast Hills Business Services	-3,881.39	Credit Card Payment
		05/26/2026	EFT	TASC	-92.56	
		05/31/2026	EFT	Right Networks	-237.60	
Total 1060 · CHCU - General	4163				-125,273.75	
<b>1070 · CHCU - Payroll 4155</b>						
		05/06/2026		Payroll	-27,347.74	
		05/06/2026		Payroll	-845.28	
		05/06/2026	1479	EDD	-5,399.93	
		05/07/2026	1480	Matrix Trust Company	-7,622.79	401K/457
		05/08/2026	E-pay	EDD	-2,252.20	
		05/08/2026	E-pay	IRS USATAXPYMT	-6,205.62	
		05/08/2026	EFT	CA State Disbursement Unit/Expe	-299.07	
		05/08/2026	E-pay	EDD	-12.90	
		05/08/2026	E-pay	IRS USATAXPYMT	-56.76	
		05/20/2026		Payroll	-27,482.35	
		05/20/2026	1481	Matrix Trust Company	-7,567.01	401K/457
		05/22/2026	E-pay	EDD	-2,337.08	
		05/22/2026	E-pay	IRS USATAXPYMT	-6,657.32	
		05/22/2026	EFT	CA State Disbursement Unit/Expe	-299.07	
Total 1070 · CHCU - Payroll	4155				-94,385.12	
<b>1075 · CHCU - ACH 4130</b>						
		05/02/2026	1474	BOD Payroll	-113.82	Bank Error
		05/16/2026	EFT	Springbrook (ACH Services)	-230.44	
		05/31/2026	EFT	Bluefin Payment Systems	-71.85	Credit Card Fee
		05/31/2026	EFT	Bluefin Payment Systems	-1,501.88	Credit Card Fee
Total 1075 · CHCU - ACH	4130				-1,917.99	
<b>TOTAL</b>					<b>-287,802.04</b>	

**Variation From Projected Income**

Fiscal Year Ending 6-30-2026

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-25	\$ 161,820	\$ 124,314	\$ (37,506)	\$ 114,923	\$ 106,180	\$ (8,743)	\$ (46,249)	22,768	23,485	23,802
Aug-25	\$ 151,157	\$ 144,420	\$ (6,737)	\$ 114,923	\$ 115,171	\$ 248	\$ (6,489)	21,920	20,007	22,462
Sep-25	\$ 132,500	\$ 140,913	\$ 8,413	\$ 114,923	\$ 115,374	\$ 451	\$ 8,864	22,055	22,404	21,164
Oct-25	\$ 130,375	\$ 140,595	\$ 10,220	\$ 114,923	\$ 115,225	\$ 302	\$ 10,522	16,433	19,571	19,997
Nov-25	\$ 118,208	\$ 118,502	\$ 294	\$ 114,923	\$ 115,233	\$ 310	\$ 604	12,123	14,420	16,076
Dec-25	\$ 128,765	\$ 102,158	\$ (26,607)	\$ 114,923	\$ 115,236	\$ 313	\$ (26,294)	14,496	15,608	13,462
Jan-26	\$ 120,926	\$ 110,488	\$ (10,438)	\$ 114,923	\$ 115,430	\$ 507	\$ (9,931)	11,341	14,052	12,585
Feb-26	\$ 100,123	\$ 99,028	\$ (1,095)	\$ 114,923	\$ 115,090	\$ 167	\$ (928)	11,713	12,670	12,661
Mar-26	\$ 111,783	\$ 100,174	\$ (11,609)	\$ 114,923	\$ 114,731	\$ (192)	\$ (11,801)	18,303	13,524	13,752
Apr-26	\$ 120,926	\$ 124,919	\$ 3,993	\$ 114,923	\$ 115,162	\$ 239	\$ 4,232	17,028	17,953	15,912
May-26	\$ 114,100	\$ 120,436	\$ 6,336	\$ 114,923	\$ 114,895	\$ (28)	\$ 6,308	19,164	20,202	19,644
Jun-26	\$ 120,890	\$ -	\$ -	\$ 114,921	\$ -	\$ -	\$ -	-	19,340	20,768
<b>Total</b>	<b>\$ 1,511,573</b>	<b>\$ 1,325,947</b>	<b>\$ (64,736)</b>	<b>\$ 1,379,074</b>	<b>\$ 1,257,727</b>	<b>\$ (6,426)</b>	<b>\$ (71,162)</b>	<b>187,344</b>	<b>213,236</b>	<b>212,285</b>
								<b>Year to Date Monthly Averages</b>		
YTD avg	<b>100%</b>	<b>88%</b>		<b>100%</b>	<b>91%</b>			15,612	17,770	17,690
								<b>Yearly Average</b>	17,770	17,690
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
<b>Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)</b>										

Bank Account Summary												Consent Item 4.C. iv
	7/31/2025	8/31/2025	9/30/2025	10/31/2025	11/30/2025	12/31/2025	1/31/2026	2/28/2026	3/31/2026	4/30/2026	5/31/2026	6/30/2026
	LAIF	\$335,359	\$335,359	\$335,359	\$339,023	\$339,023	\$339,023	\$342,607	\$342,607	\$342,607	\$345,965	\$345,965
California Class	\$2,167,689	\$2,175,653	\$2,183,293	\$2,191,060	\$2,198,332	\$2,205,571	\$2,106,821	\$2,112,870	\$2,119,501	\$2,125,932	\$2,132,609	
Charles Schwab	\$96,589	\$96,592	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Coast Hills FCU</b>												
Checking	\$227,349	\$277,549	\$213,676	\$253,280	\$299,252	\$236,792	\$293,039	\$330,148	\$334,302	\$393,097	\$313,037	
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	\$34,982	\$31,158	\$10,173	\$21,662	\$9,417	\$28,085	\$23,863	\$13,074	\$44,171	\$26,529	\$24,007	
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	
<b>Total Coast Hill FCU</b>	<b>\$263,533</b>	<b>\$309,910</b>	<b>\$225,051</b>	<b>\$276,144</b>	<b>\$309,871</b>	<b>\$266,079</b>	<b>\$318,104</b>	<b>\$344,424</b>	<b>\$379,675</b>	<b>\$420,828</b>	<b>\$338,246</b>	
<b>Five Star Bank</b>												
Operating	\$352,714	\$125,706	\$304,919	\$267,069	\$223,193	\$229,482	\$190,431	\$175,207	\$183,515	\$177,268	\$227,803	
Development	\$13,047	\$13,048	\$13,049	\$13,050	\$13,051	\$13,052	\$13,053	\$13,054	\$13,055	\$13,056	\$13,058	
Money Market	\$134,472	\$134,959	\$135,432	\$135,918	\$136,384	\$136,860	\$137,330	\$137,747	\$138,201	\$138,637	\$139,087	
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	
<b>Total Five Star Bank</b>	<b>\$500,233</b>	<b>\$273,712</b>	<b>\$453,400</b>	<b>\$416,037</b>	<b>\$372,628</b>	<b>\$379,394</b>	<b>\$340,814</b>	<b>\$326,008</b>	<b>\$334,771</b>	<b>\$328,961</b>	<b>\$379,948</b>	
<b>Combined Balance</b>	<b>\$3,363,403</b>	<b>\$3,191,226</b>	<b>\$3,197,103</b>	<b>\$3,222,264</b>	<b>\$3,219,854</b>	<b>\$3,190,067</b>	<b>\$3,108,346</b>	<b>\$3,125,909</b>	<b>\$3,176,554</b>	<b>\$3,221,686</b>	<b>\$3,196,768</b>	
<b>Monthly Change</b>	<b>-\$83,036</b>	<b>-\$172,176</b>	<b>\$5,877</b>	<b>\$25,161</b>	<b>-\$2,410</b>	<b>-\$29,787</b>	<b>-\$81,721</b>	<b>\$17,563</b>	<b>\$50,645</b>	<b>\$45,132</b>	<b>-\$24,918</b>	
<b>Fiscal Year Monthly Change To Date</b>												
	<b>-\$249,671</b>											

Mission Hills Community Services District							11
Budget to Actual Comparison							0.92
Thru 05/31/2026							1
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 25-26	May-26	May-26	Difference	Budgeted Amount	92%	
<b>Income</b>							
Late Fees/Charges	\$ 40,000	\$ 36,667	\$ 63,843	\$ 27,176	\$ (23,843)	160%	Higher Than Budgeted
Water Service	\$ 1,511,573	\$ 1,385,609	\$ 1,324,946	\$ (60,663)	\$ 186,627	88%	Slightly Lower Than Budgeted
Sewer Service	\$ 1,379,074	\$ 1,264,151	\$ 1,257,726	\$ (6,425)	\$ 121,348	91%	Slightly Lower Than Budgeted
Street Sweeping	\$ 18,076	\$ 16,570	\$ 16,234	\$ (336)	\$ 1,842	90%	Slightly Lower Than Budgeted
	\$ 2,948,723	\$ 2,702,996	\$ 2,662,749	\$ (40,247)	\$ 285,974	90%	Revenue is 2% Below Budget
<b>Expense</b>							
Salaries & Wages	\$ 1,114,208	\$ 1,021,357	\$ 950,704	\$ 70,653	\$ 163,504	85%	Lower Than Budgeted
Employee Benefits	\$ 242,393	\$ 222,194	\$ 280,100	\$ (57,906)	\$ (37,707)	116%	Increased # People on Insurance
Director Fees	\$ 12,000	\$ 11,000	\$ 7,250	\$ 3,750	\$ 4,750	60%	Lower Than Budgeted (Less Meetings)
WMA GSA Allocation	\$ 40,000	\$ 36,667	\$ 8,067	\$ 28,600	\$ 31,933	20%	Groundwater Extraction Fees
Election Expense	\$ 3,000	\$ 2,750	\$ -	\$ 2,750	\$ 3,000	0%	No Election Expense Yet
Vehicle Expense	\$ 37,000	\$ 33,917	\$ 34,493	\$ (576)	\$ 2,507	93%	Slightly Higher Than Budgeted- Additional Vehicles
Insurance	\$ 43,000	\$ 39,417	\$ 39,308	\$ 109	\$ 3,692	91%	Slightly Lower Than Budgeted
Memberships	\$ 35,000	\$ 32,083	\$ 27,500	\$ 4,583	\$ 7,500	79%	Lower Than Budgeted
Office Expenses	\$ 7,500	\$ 6,875	\$ 16,814	\$ (9,939)	\$ (9,314)	224%	Includes Bulk Postage Refill/Postage Machine Refill
Operating Supplies	\$ 8,500	\$ 7,792	\$ 26,452	\$ (18,660)	\$ (17,952)	311%	Includes Lawn Mower Rental/Stocking Trucks/Mower Attachments
Chemicals	\$ 78,500	\$ 71,958	\$ 35,145	\$ 36,813	\$ 43,355	45%	Lower Than Budgeted
Safety	\$ 7,500	\$ 6,875	\$ 20,102	\$ (13,227)	\$ (12,602)	268%	Includes Winch Purchase & Axial Blower Purchase, Also Includes Safety Dinner
Contractual Services	\$ 85,000	\$ 77,917	\$ 119,944	\$ (42,027)	\$ (34,944)	141%	Includes Emissions Testing & PR Work
Professional Services	\$ 60,000	\$ 55,000	\$ 32,689	\$ 22,311	\$ 27,311	54%	Lower Than Budgeted
Printing & Publication	\$ 5,000	\$ 4,583	\$ 6,656	\$ (2,073)	\$ (1,656)	133%	Envelopes and Bills Ordered
Equipment Lease	\$ 6,000	\$ 5,500	\$ 4,917	\$ 583	\$ 1,083	82%	Lower Than Budgeted
Monitoring	\$ 20,000	\$ 18,333	\$ 17,987	\$ 346	\$ 2,013	90%	Lower Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 18,333	\$ 20,574	\$ (2,241)	\$ (574)	103%	Higher Than Budgeted, More Attendance in Conferences
Utilities	\$ 280,000	\$ 256,667	\$ 257,931	\$ (1,264)	\$ 22,069	92%	On Track with Budget
Government Fees	\$ 40,000	\$ 36,667	\$ 35,152	\$ 1,515	\$ 4,848	88%	Lower Than Budgeted
Repairs & Maintenance	\$ 210,000	\$ 192,500	\$ 155,654	\$ 36,846	\$ 54,346	74%	Lower Than Budgeted
	\$ 2,354,601	\$ 2,158,384	\$ 2,097,439	\$ 60,945	\$ 257,162	89%	Expenses are 3% 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% =	\$ 117,730.05		



**MISSION HILLS COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Jorge Magana, President, Board of Directors  
**DATE:** June 17, 2026  
**SUBJECT:** Discuss and Consider Approval of Amendment to General Manager's Employment Agreement

**Recommendation / Proposed Motion**

Proposed Motion: Approve the Amendment to the General Manager's Employment Agreement to provide for a 3.4% merit increase and an updated annual salary of \$191,655.73. In addition, the Amendment provides that the General Manager shall not be entitled to cost of living adjustments granted to other employees of the District, unless expressly approved by the Board by Resolution.

**Policy Reference**

The Board of Directors has the authority to set the salary of the General Manager, which must be done in accordance with Government Code Section 54953(d)(3).

**Background/Discussion**

At the April 2026 Board meeting the Board of Directors conducted a performance review of the General Manager pursuant to Government Code Section 54957(b). At the May 2026 Board meeting the Board of Directors held a closed session in accordance with Government Code Section 54957.6 to instruct its labor negotiator regarding negotiations with an unrepresented employee, the General Manager. As Board President, I served as the negotiator. After negotiating with the General Manager, it was agreed to provide him with a 3.4% merit increase, and that in the future he would not be entitled to cost of living adjustments unless expressly approved by future action of the Board. District Counsel has prepared the attached amendment to the General Manager's Employment Agreement to reflect those changes.

In accordance with Government Code Section 54953(d)(3), prior to taking final action there will need to be an oral report of a summary of the recommendation on the change to the General Manager's salary. As Board President I will provide the oral report prior the Board taking action on this agenda item.

Attachment(s): Amendment to Employment Agreement

**AMENDMENT TO EMPLOYMENT AGREEMENT**

This Amendment to Employment Agreement (“Amendment”) is made and entered into this \_\_\_ day of June, 2026, by and between **MIKE GARNER** (“Employee”), and the **MISSION HILLS COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California (“District”).

**WHEREAS**, the parties entered into an Employment Agreement dated April 17, 2024 (the “Agreement”); and

**WHEREAS**, Employee and District now mutually desire and agree to amend the Agreement to increase the amount of Employee’s salary and address future general cost of living adjustments.

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties mutually agree as follows:

1. Section 5 of the Agreement, Salary, is hereby amended in its entirety to read as follows:

District agrees to pay Employee for his services rendered pursuant to this Agreement an annual salary of \$191,655.73, payable in equal installments at the same time as other employees of the District are paid. Future adjustments in compensation may be considered by the Board in conjunction with Employee’s annual performance review, but Employee shall not be entitled to cost of living adjustments granted to other employees of the District, unless expressly approved by the Board by Resolution.

2. Except as modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment on the day and year first set forth above.

**EMPLOYEE:**

**MISSION HILLS COMMUNITY SERVICES DISTRICT:**

\_\_\_\_\_  
Mike Garner

\_\_\_\_\_  
By: Jorge Magana, Board President

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
Timothy J. Carmel, District Counsel

\_\_\_\_\_  
Arleen Block, Board Secretary



**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.

**MHCSD COMMITTEE MEETING UPDATES**

June 17, 2026, Board Meeting

Committee	Summary Discussion	Completed Meeting Date
<b>Finance/Budget</b> Dotzler/Keeling Alt. Magana	No Meeting	
<b>Legal/Personal</b> Magana/Keeling Alt. Dotzler	No Meeting	
<b>Water/Wastewater</b> McLeod/Starbuck Alt. Dotzler	No Meeting	
<b>SGMA/WMA</b> Keeling Alt. GM	No Meeting	

A. General Manager Comments

B. Director's Comments

C. Public Comments

**THE LAST PAGE OF THE BOARD PACKET**