

Board of Directors

Jorge Magana, President
Steve Dietrich, Vice President
Matt Starbuck, 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, May 21, 2025

4:30 PM

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

Director Steve Dietrich is attending via teleconference.

Location: 2835 Lewis Drive, Lompoc, CA 93436

In accordance with Government Code Section 54953(b), this agenda will be posted at the above teleconference locations, and those locations will be accessible to the public.

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, May 20, 2025.**

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 from:

i.) April 16th, 2025

B. Activity Reports for April 2025

- 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

5. Regular Business-

- A.** Discuss and consider the Proposed of Cell Phone Allowances
- B.** Discuss and consider the Proposed Cost of Living Adjustment for the Salary Schedule effective July 1, 2025
- C.** Discuss and Consider the Proposed Final Budget for Fiscal Year 2025/26 - Public Hearing and Adoption of Budget.

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)

7. Public Comment on closed session

8. Closed Session-

- A.** Public Employee to Government Code Section 54957(b)
Position: General Manager

Reconvene- Report out of Closed Session

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 Meetings Minutes
April 16, 2025**

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 4:33 pm on Wednesday, April 16, 2025, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Glen McLeod, Jorge Magana, and Matthew Starbuck. Director Jim Keeling participated in Via Zoom.

DIRECTORS ABSENT:

Steve Dietrich

STAFF PRESENT:

Mike Garner, Carol Reynolds, and Javier Rodriguez

OTHERS PRESENT:

None

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment-

No public comment was received.

4. Consent Agenda

A. Approved Minutes

- i.) March 19, 2025

B. Activity Reports for April

- 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 Starbuck, to approve the Consent Agenda as presented.

The motion passed with a 4-0 Vote.

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

Noes: None

Abstain: None

Absent: Steve Dietrich

5. Regular Business Items-

A. Proposed Cell Tower Negotiations with Assurance Development

A motion was made by Director Magana and seconded by Director McLeod to authorize the District General Manager to enter into negotiations with Assurance Development regarding the proposed installation of the cell tower at Mission Hills Community Services District.

Motion passed with a 4-0 Vote.

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

Noes: None

Abstain: None

Absent: Steve Dietrich

B. Discuss and Review the Cross Connection Control/Plan Backflow Connection Plan

Motion made by Director McLeod and seconded by Director Starbuck to approve the proposed changes made to the Cross Connection Control Handbook and Backflow Connection Plan.

Motion passed with a 4-0 Vote.

Ayes: Matthew Starbuck, Jim Keeling, Glen McLeod, and Director Magana.

Noes: None

Abstain: None

Absent: Steve Dietrich

- 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.

With no further business before the Board, the meeting was adjourned at 5:40 pm.

- A. General Manager's Comments-** None
- B. Directors' Comments-** None
- C. Public Comment-**None

Respectfully submitted:

Lupe Huitron

X

Jorge Managa
President

X

Lupe Huitron
Board Secretary



General Manager and Administrative Activity Reports
April 2025

General Manager Report

Well 8- The Well is drilled and casing is in. Some testing is left to be done. No complaints from 24-hour drilling.

Park Grant State- Carol has sent in more required paperwork, now just waiting for reimbursement.

Sewer Project- Draft report from Phoenix Engineering has arrived and is being reviewed by staff. Have a meeting with California Consulting on 5/22 about grant money.

Administrative Services Manager

Participated in the CSDA Board of Directors Meeting. As Vice President for the Local CSDA Board, led Quarterly Meeting. Prepared information for Fund Transfer for the Board Financial Director. Trained New Employee and assisted in cross-training. Assisted Customers. Prepared Bank Deposits. As is customary, I participated in Board Meeting preparation. Finalized the Draft of the Budget for both the Operating Budget and Capital Improvement Budget. 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. Evaluated daily, Grant Opportunities for the District. Worked with the IT Contractor on ongoing items. Updated Benefit information with Company Partners. Onboarded a new employee. Worked with IT to access and resolve additional computer needs.



General Manager and Administrative Activity Reports

April 2025

Board Secretary

Assisted customers in person and over the phone, provided support with phone inquiries and email correspondence, began working on staff reports, continued assigning courses for staff, and updated the website to reflect on the latest company information. Assisted General Manager with Can & Will Serve, gathered documents for Public Records Request (PRA-Drill Welling bidders' information was requested) placed orders with inklings (business cards, sign for drilling well) began working on (Conference)Travel Expense forms for staff, setting up new customer service employees as a user through our training sites online. (to take mandated courses) Re-assigned training courses. I began scanning and uploading the hard copy Board Packet and stored it.

Accountant

Applied 10% Late Fee for non-payment of April 135 Accounts
Past Due Letter Mailed April 316, Accounts.

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General Manager, Mike Garner

MISSION HILLS COMMUNITY SERVICES DISTRICT

Water and Wastewater Report – April 2025

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 14.4 MG	Total Monthly Influent Flow: 5.46 MG
Daily Average: 0.48 MGD	Daily Average: 0.17 MGD
Monthly Sold: 13.3 MG	Ratio of Daily returned Flow: 35%
Unaccounted Water: 1.2 MG (7%)	(0.17/0.48 = 0.35)

Water

Compliance

- Submitted monthly reports to State Water Resource Control Board (SWRCB)
- Submitted Quarterly SAFER Report
- Updated and submitted the Emergency Notification Plan (ENP)

Distribution System Maintenance/Repair

- Replaced 17 Hersey meters to Kamstrup meters. 974 of 1312 total meters were replaced.
- 1 Water service line repairs
 - Valve program & Hydrant maintenance
 - Valves exercised – 21
 - Hydrants maintained – 12



Wastewater

Compliance

- Collected all weekly settleable solids samples.
- Submitted the Monthly CWIQS No-Spill Report.
- Submitted the 2025 1st Quarter Self-Monitoring Report (SMR)

Collection System/Lift Station

- Continued monitoring of Wet Well Wizard.

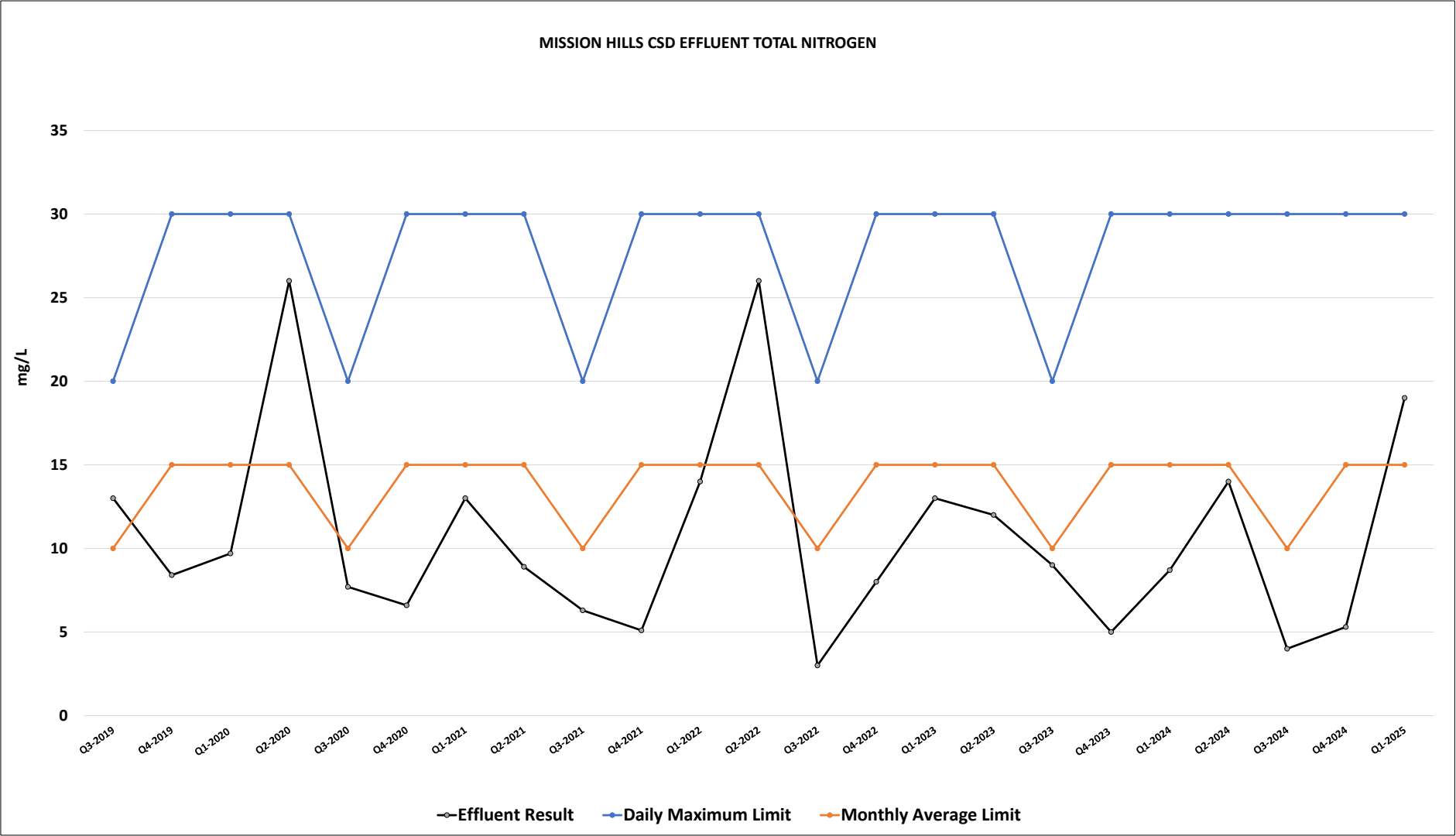
Wastewater Plant

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

MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

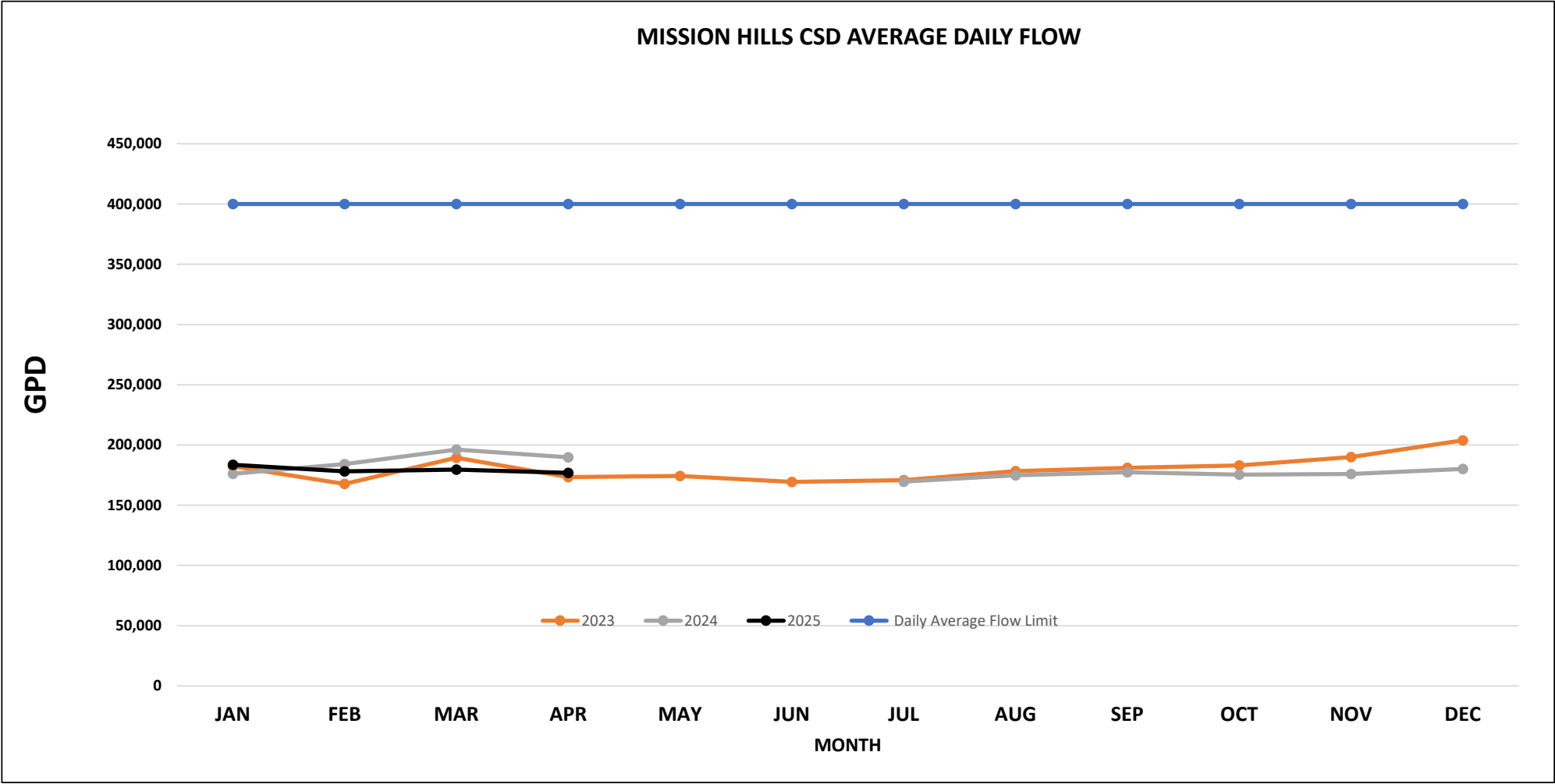
Consent Item 4. B ii

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	Q3-2024	Q1-2025
Daily Maximum Permit Limit	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	30	30	30
Monthly Average Limit	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15
Effluent Result	13	8	10	26	8	7	13	9	6	5	14	26	3	8	13	12	9	5	9	14	4	2	2



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
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
2025	183,577	178,078	179,587	176,856								

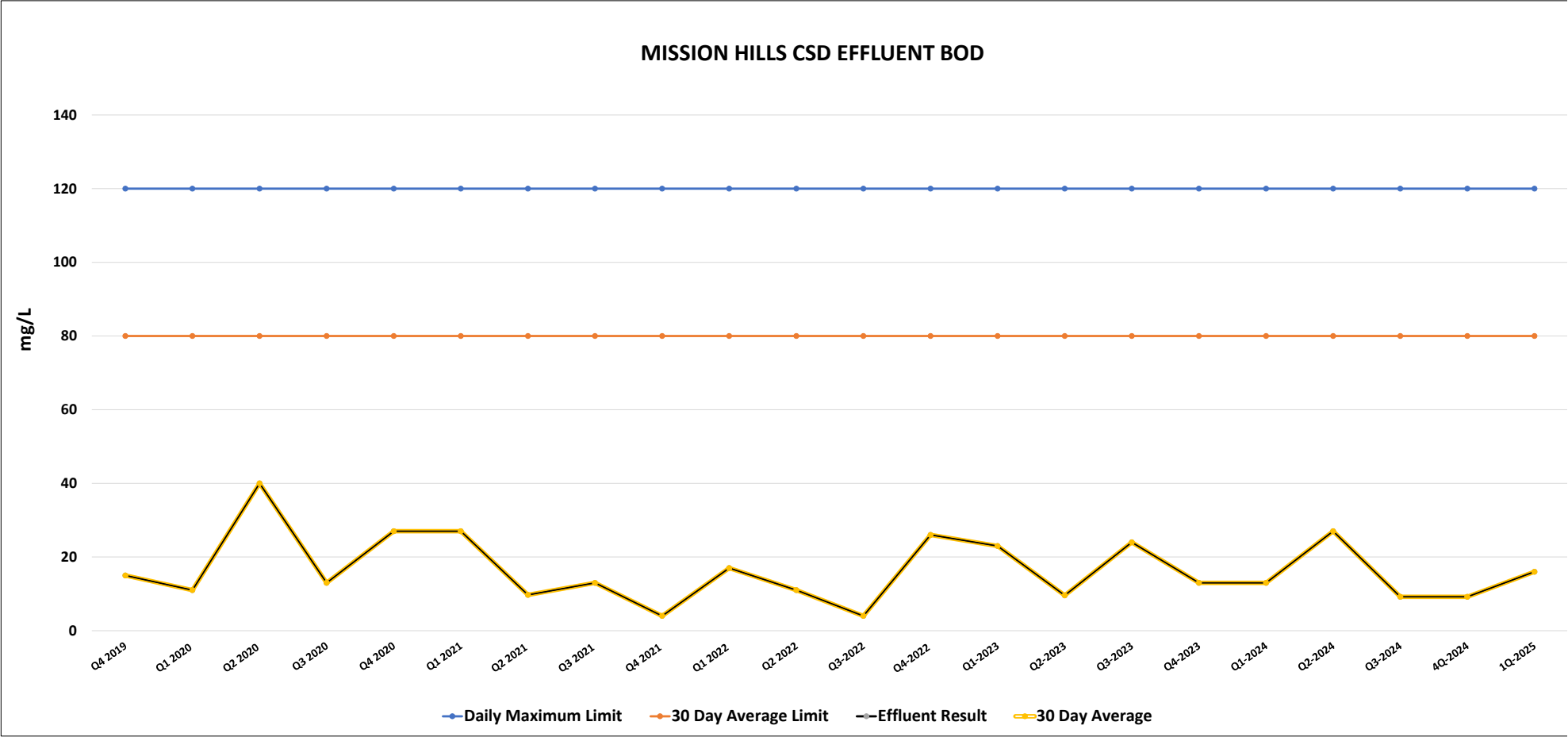


MISSION HILLS CSD EFFLUENT BOD (mg/L)

MONTH	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	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
Effluent Result	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9
30 Day Average	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9

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

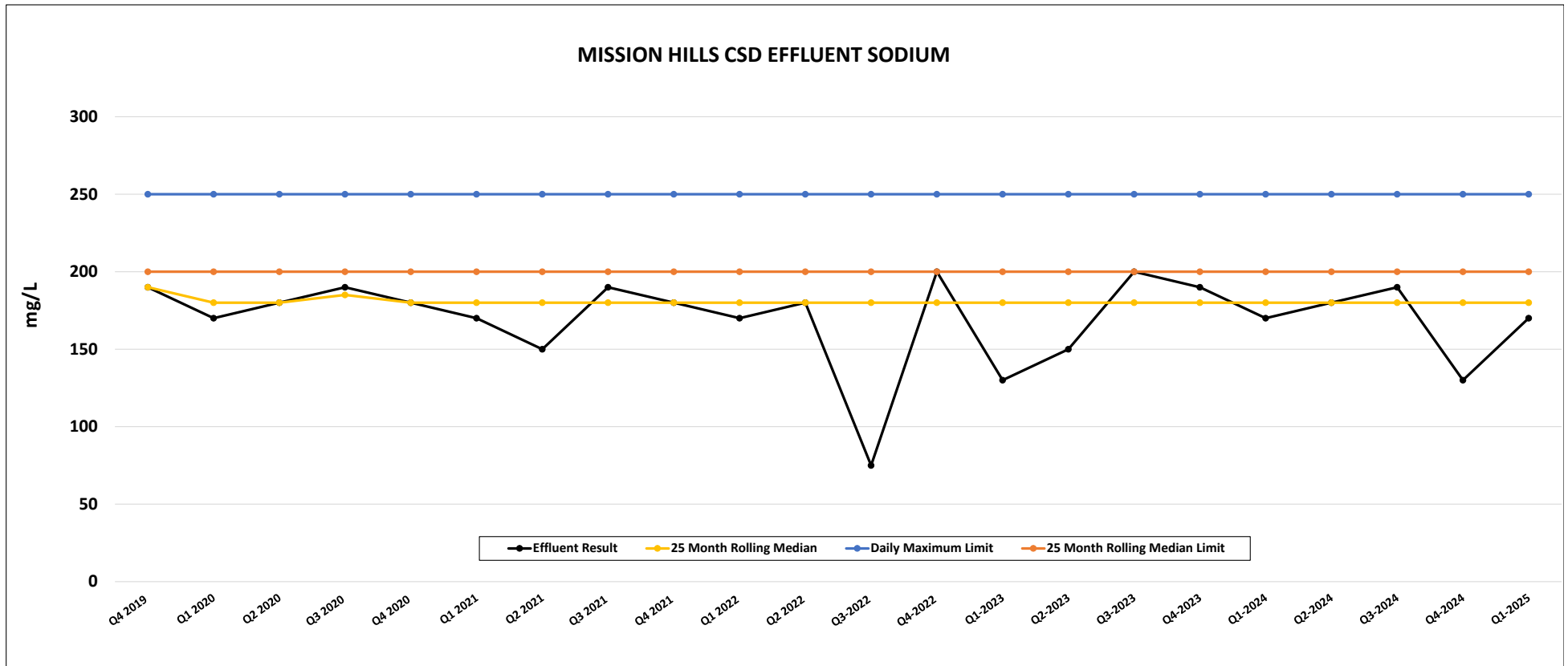
MISSION HILLS CSD EFFLUENT BOD



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

Consent Item 4. B ii

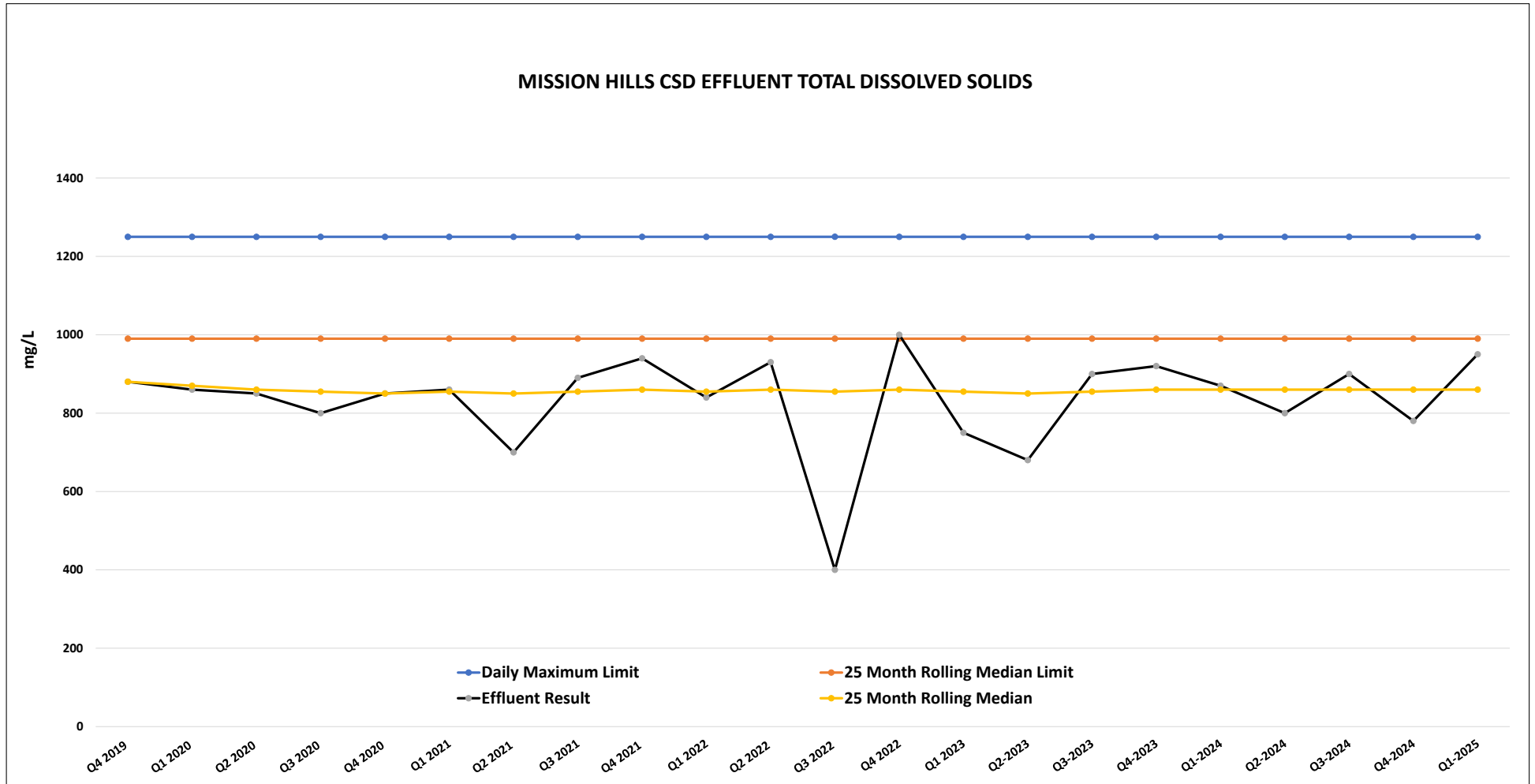
MONTH	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling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



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

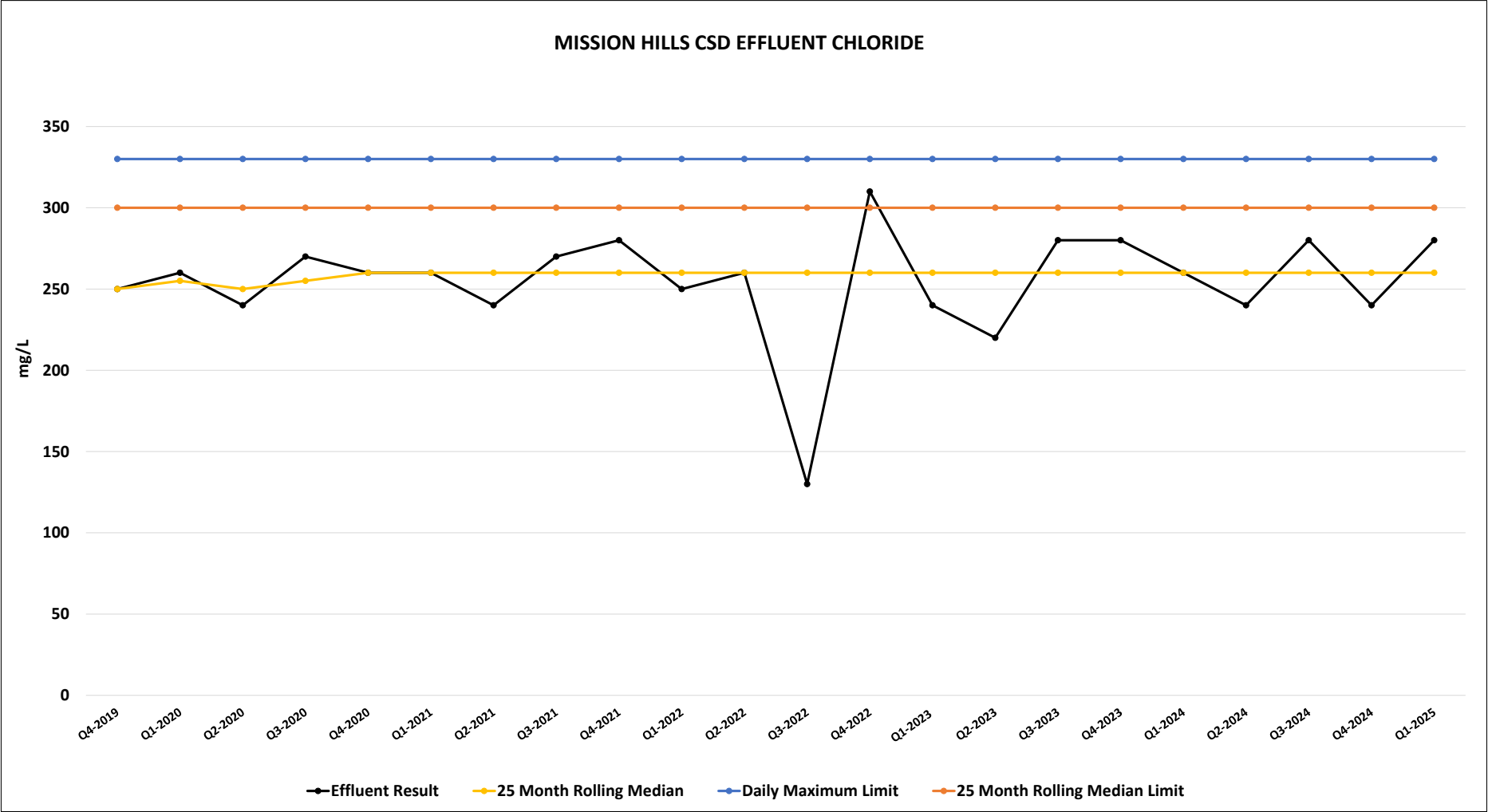
Consent Item 4. B ii

MONTH	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	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
Effluent Result	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680	900	920	870	800	900	780
25 Month Rolling Median	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855	860	860	860	860	860	860



MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	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	Q1-2025
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	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220	280	280	260	240	280	240	280
25 Month Rolling Median	240	250	245	250	255	260	255	260	260	260	260	260	260	260	255	260	260	260	260	260	260	260



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Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
April 2025

Consent Item 4. C ii

		Apr 25	Apr 24	\$ Change	Explanation
	6450 · Software support	2,330.00	1,652.50	677.50	
	6452 · Credit Card Processing	1,601.94	378.26	1,223.68	Timing of Processing
	6453 · Software Subscriptions	142.40	1,857.79	-1,715.39	Timing of Payment
	6455 · Street sweeping services	1,530.00	1,530.00	0.00	
	6470 · Other contractual services	26.65	26.25	0.40	
	Total 6410 · Contractual services	6,803.96	6,504.03	299.93	
	6475 · Professional services				
	6476 · Financial Management Fees	0.00	884.00	-884.00	
	6490 · Legal services	756.99	539.35	217.64	
	6495 · Human Resources services	0.00	2,893.86	-2,893.86	GM Recruitment 2024
	Total 6475 · Professional services	756.99	4,317.21	-3,560.22	Less Legal Fees 2025
	6500 · Printing and publication	85.11	63.05	22.06	
	6505 · Equipment lease and rentals	416.87	185.30	231.57	
	6525 · Research and monitoring				
	6535 · Monitoring expense	992.00	771.50	220.50	
	Total 6525 · Research and monitoring	992.00	771.50	220.50	
	6600 · Travel and meetings				
	6610 · Meals	160.00	469.53	-309.53	
	6620 · Staff training	0.00	517.28	-517.28	
	Total 6600 · Travel and meetings	160.00	986.81	-826.81	
	6650 · Utilities				
	6655 · Cell phones	50.00	200.83	-150.83	
	6660 · Dump fees	0.00	90.28	-90.28	
	6665 · Electrical	16,931.73	16,372.26	559.47	
	6670 · Natural gas	684.57	58.27	626.30	
	6685 · Telephone	682.90	202.71	480.19	
	6691 · Trash & Recycling	330.42	336.89	-6.47	
	Total 6650 · Utilities	18,679.62	17,261.24	1,418.38	
	6700 · Government fees and charges	0.00	40,000.00	-40,000.00	Timing of Payment WMA
	6720 · Repairs and maintenance				
	6730 · Distribution expense	0.00	21,950.29	-21,950.29	CIP JE 2024
	6740 · Hydrants	0.00	57.22	-57.22	
	6745 · Lift station expenses	0.00	1,558.07	-1,558.07	Surface Pumps 2024
	6765 · Supplies and small tools	352.55	0.00	352.55	
	6790 · Waste water plant	1,147.94	3,914.69	-2,766.75	ACECO and Surface Pumps 2024
	6795 · Other repairs and mainten	912.46	0.00	912.46	
	Total 6720 · Repairs and maintenance	2,412.95	27,480.27	-25,067.32	
	Total Expense	166,504.32	213,204.73	-46,700.41	
	Net Ordinary Income	48,515.36	-24,051.64	72,567.00	
	Other Income/Expense				
	Other Income				
	7006 · Market Appreciation/(Depr)	307.80	2,547.42	-2,239.62	Better Return 2024
	7010 · Interest income	11,883.40	13,982.52	-2,099.12	Better Interest 2024
	Total Other Income	12,191.20	16,529.94	-4,338.74	
	Net Other Income	12,191.20	16,529.94	-4,338.74	
	Net Income	60,706.56	-7,521.70	68,228.26	

Mission Hills Community Services District
Disbursements Journal
April 2025

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	04/02/2025	34426	ACWA/JPIA *Medical Insurance	-16,047.06	Monthly Insurance
	04/02/2025	34427	American Industrial Supply	-238.94	
	04/02/2025	34428	Clinical Labs of San Bernardino	-783.00	
	04/02/2025	34429	Comcast	-182.68	
	04/02/2025	34430	Compuvision	-1,452.50	Ongoing Expenses
	04/02/2025	34431	Core & Main	-39,362.52	Meters
	04/02/2025	34432	County of Santa Barbara - DPV	-138.65	
	04/02/2025	34433	De Lage Landen Financial Ser	-231.57	
	04/02/2025	34434	Energy Link	-596.40	
	04/02/2025	34435	Fisher Pump & Well Service	-4,522.50	Well #7 Rehab
	04/02/2025	34436	Reminbursement	-400.00	
	04/02/2025	34437	Home Depot	-1,030.50	Misc Items
	04/02/2025	34438	Inklings Printing Company	-45.93	
	04/02/2025	34439	Jim Vreeland Ford	-1,145.55	Vehicle Maintenance
	04/02/2025	34440	Jon's Lawn Mowing	-318.90	
	04/02/2025	34441	Linde Gas & Equipment Inc	-42.14	
	04/02/2025	34442	Oilfield Environmental & Comp	-29.00	
	04/02/2025	34443	Phoenix Civil Engineering, Inc	-448.75	
	04/02/2025	34444	Quadient Leasing USA, Inc.	-396.14	
	04/02/2025	34445	Santa Barbara Co Air Pollution	-1,488.01	Small Annual Emission Fee
	04/02/2025	34446	Santa Barbara County EHS	-509.00	
	04/02/2025	34447	Senate Rules Committee	-263.24	
	04/02/2025	34448	SoCalGas	-557.10	
	04/02/2025	34449	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	04/02/2025	34450	Standard Insurance Company	-314.13	
	04/02/2025	34451	Ultrex Inc	-15.00	
	04/02/2025	34452	Underground Service Alert of S	-26.65	
	04/02/2025	34453	USA BlueBook	-288.99	
	04/02/2025	34454	USPS - Bulk Mail	-350.00	
	04/14/2025	34455	Brenntag Pacific, Inc	-4,401.79	Chemicals
	04/14/2025	34456	Carmel & Naccasha LLP	-756.99	
	04/14/2025	34457	County of Santa Barbara- Gen	-3,725.48	Vehicle Fuel and Maintenance
	04/14/2025	34458	DAN UNRUE	-200.11	
	04/14/2025	34459	GSI Water Solution Inc	-2,476.25	CIP Well #8
	04/14/2025	34460	Marborg Industries	-330.42	
	04/14/2025	34461	O'Connor Pest Control	-124.00	
	04/14/2025	34462	Perry's Electric Motors & Contr	-10,143.42	Well #7 Rebuild of Moter
	04/14/2025	34463	Santa Barbara Co Special Dist	-160.00	
	04/14/2025	34464	Smith Alarms & Electronics, In	-112.50	
	04/14/2025	34465	Ultrex Inc	-253.45	
Total 1000 · FSB - Operating 1535412				-95,439.26	
1060 · CHCU - General 4163					
	04/01/2025	EFT	Tierzero	-199.75	
	04/02/2025	32893	Five Star Bank	-50,000.00	Transfer of Funds
	04/07/2025	EFT	PG&E	-5,960.09	WWTP
	04/14/2025	EFT	PG&E	-4,590.10	Well #7
	04/14/2025	EFT	PG&E	-4,196.90	Well #5
	04/14/2025	EFT	PG&E	-242.81	Office
	04/14/2025	EFT	PG&E	-389.52	Shop
	04/14/2025	EFT	PG&E	-2,388.56	Lift Station
	04/24/2025	EFT	TASC	-89.82	
	04/28/2025	EFT	PG&E	-11.89	Street Light
	04/30/2025	EFT	SoCalGas	-684.57	

Mission Hills Community Services District
Disbursements Journal
April 2025

Consent Item 4. C ii

	Date	Num	Name	Amount	Explanation
Total 1060 · CHCU - General	4163			-68,754.01	
1070 · CHCU - Payroll 4155					
	04/01/2025	EFT	AFLAC	-86.08	
	04/02/2025	1428	Matrix Trust Company	-5,249.02	457/401K
	04/09/2025		Payroll	-22,224.34	
	04/11/2025	E-pay	EDD	-1,868.03	
	04/11/2025	E-pay	IRS USATAXPYMT	-5,517.70	
	04/11/2025	EFT	CA State Disbursement Unit/E	-299.07	
	04/14/2025	1429	Matrix Trust Company	-5,233.44	457/401K
	04/23/2025		Payroll	-22,435.91	
	04/23/2025		BOD Payroll	-569.70	
	04/24/2025	1430	BOD Payroll	-227.88	
	04/25/2025	E-pay	EDD	-1,890.87	
	04/25/2025	E-pay	IRS USATAXPYMT	-5,606.18	
	04/25/2025	EFT	CA State Disbursement Unit/E	-299.07	
Total 1070 · CHCU - Payroll	4155			-71,507.29	
1075 · CHCU - ACH 4130					
	04/16/2025	EFT	Springbrook (ACH Services)	-212.53	Credit Card Fees
	04/30/2025	EFT	Bluefin Payment Systems	-71.85	Credit Card Fees
	04/30/2025	EFT	Bluefin Payment Systems	-1,317.56	Credit Card Fees
Total 1075 · CHCU - ACH	4130			-1,601.94	
TOTAL				-237,302.50	

Variation From Projected Income

Fiscal Year Ending 6-30-2025

	Water			Wastewater						
Billing Month	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation	Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
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)	15,608	12,792	13,763
Jan-25	\$ 100,264	\$ 109,424	\$ 9,160	\$ 106,022	\$ 106,200	\$ 178	\$ 9,338	14,052	11,393	11,996
Feb-25	\$ 100,123	\$ 104,251	\$ 4,128	\$ 106,022	\$ 105,855	\$ (167)	\$ 3,961	12,670	8,925	12,967
Mar-25	\$ 111,783	\$ 100,345	\$ (11,438)	\$ 106,022	\$ 106,002	\$ (20)	\$ (11,458)	13,524	10,159	12,028
Apr-25	\$ 98,317	\$ 102,894	\$ 4,577	\$ 106,022	\$ 106,585	\$ 563	\$ 5,140	17,887	11,777	14,590
May-25	\$ 114,100	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	17,377	19,461
Jun-25	\$ 120,890	\$ -	\$ -	\$ 106,020	\$ -	\$ -	\$ -	-	22,879	20,468
Total	\$ 1,432,345	\$ 1,181,126	\$ (16,229)	\$ 1,272,262	\$ 1,054,330	\$ (5,890)	\$ (22,119)	173,628	196,601	210,956
								Year to Date Monthly Averages		
YTD avg	100%	82%		100%	83%			14,469	16,383	17,580
								Yearly Average	16,383	17,580
* 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	2/28/2025	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	\$328,109	\$328,109	\$328,109	\$331,725		
California Class	\$2,069,473	\$2,078,951	\$2,087,911	\$2,096,760	\$2,105,057	\$2,113,326	\$2,121,266	\$2,128,449	\$2,136,394	\$2,144,109		
Charles Schwab	\$710,537	\$711,349	\$712,117	\$713,303	\$713,708	\$714,076	\$714,603	\$714,940	\$715,232	\$95,566		
Coast Hills FCU												
Checking	\$238,166	\$358,149	\$419,172	\$227,972	\$271,982	\$275,027	\$198,185	\$208,436	\$261,232	\$252,655		
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202		
Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Payroll	\$21,735	\$31,961	\$30,864	\$21,013	\$21,667	\$28,730	\$17,084	\$29,227	\$17,281	\$16,003		
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$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	\$216,471	\$238,865	\$279,715	\$269,860		
Five Star Bank												
Operating	\$302,935	\$188,927	\$164,488	\$373,397	\$299,134	\$283,822	\$246,718	\$165,472	\$138,144	\$796,286		
Development	\$13,034	\$13,035	\$13,036	\$13,037	\$13,038	\$13,039	\$13,040	\$13,041	\$13,042	\$13,043		
Money Market	\$128,664	\$129,158	\$129,644	\$130,148	\$130,634	\$131,132	\$131,628	\$132,071	\$132,558	\$133,030		
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Five Star Bank	\$444,632	\$331,120	\$307,168	\$516,582	\$442,806	\$427,993	\$391,386	\$310,584	\$283,744	\$942,359		
Combined Balance	\$3,806,280	\$3,833,268	\$3,878,970	\$3,902,094	\$3,881,684	\$3,885,616	\$3,771,835	\$3,720,947	\$3,743,194	\$3,783,619		
Monthly Change	\$138,522	\$26,988	\$45,702	\$23,124	-\$20,410	\$3,932	-\$113,781	-\$50,888	\$22,247	\$40,425		
Fiscal Year Monthly Change To Date												
\$115,861												

Mission Hills Community Services District							10
Budget to Actual Comparison							0.83
Thru 04/30/2025							2
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 24-25	Apr-25	Apr-25	Difference	Budgeted Amount	83%	
Income							
Late Fees/Charges	\$ 40,000	\$ 33,333	\$ 47,488	\$ 14,155	\$ (7,488)	119%	Higher Than Budgeted - Good Follow Up for Collections
Water Service	\$ 1,432,345	\$ 1,193,621	\$ 1,180,252	\$ (13,369)	\$ 252,093	82%	Slightly Below Budget
Sewer Service	\$ 1,272,262	\$ 1,060,218	\$ 1,054,511	\$ (5,707)	\$ 217,751	83%	On Track With Budget
Street Sweeping	\$ 18,000	\$ 15,000	\$ 15,054	\$ 54	\$ 2,946	84%	On Track With Budget
	\$ 2,762,607	\$ 2,302,173	\$ 2,297,305	\$ (4,868)	\$ 465,302	83%	Revenue is On Track With Budget
	Budgeted	Prorated Budget	Actual Thru		Remainder		
	Fiscal Year 24-25	Apr-25	Apr-25	Difference	Budgeted Amount		
Expense							
Salaries & Wages	\$ 880,000	\$ 733,333	\$ 729,903	\$ 3,430	\$ 150,097	83%	On Track With Budget
Employee Benefits	\$ 265,000	\$ 220,833	\$ 210,827	\$ 10,006	\$ 54,173	80%	Slightly Lower Than Budgeted
Director Fees	\$ 16,000	\$ 13,333	\$ 6,875	\$ 6,458	\$ 9,125	43%	Lower Than Budgeted (Less Meetings)
WMA GSA Allocation	\$ 40,000	\$ 33,333	\$ 31,250	\$ 2,083	\$ 8,750	78%	Lower Than Budgeted
Election Expense	\$ 2,500	\$ 2,083	\$ 3,740	\$ (1,657)	\$ (1,240)	150%	Higher Than Budgeted
Vehicle Expense	\$ 37,000	\$ 30,833	\$ 38,986	\$ (8,153)	\$ (1,986)	105%	Increase In Number of Vehicles
Insurance	\$ 33,000	\$ 27,500	\$ 19,096	\$ 8,404	\$ 13,904	58%	Lower Than Budgeted
Memberships	\$ 44,000	\$ 36,667	\$ 29,437	\$ 7,230	\$ 14,563	67%	Lower Than Budgeted
Office Expenses	\$ 16,000	\$ 13,333	\$ 16,826	\$ (3,493)	\$ (826)	105%	Higher Than Budgeted New Computers
Operating Supplies	\$ 23,000	\$ 19,167	\$ 9,092	\$ 10,075	\$ 13,908	40%	Lower Than Budgeted
Chemicals	\$ 75,000	\$ 62,500	\$ 43,698	\$ 18,802	\$ 31,302	58%	Lower Than Budgeted
Safety	\$ 5,000	\$ 4,167	\$ 16,164	\$ (11,997)	\$ (11,164)	323%	Gantry Lifting Device Purchase
Contractual Services	\$ 75,000	\$ 62,500	\$ 60,115	\$ 2,385	\$ 14,885	80%	Slightly Lower Than Budgeted
Professional Services	\$ 90,000	\$ 75,000	\$ 48,278	\$ 26,722	\$ 41,722	54%	Lower Than Budgeted
Printing & Publication	\$ 2,500	\$ 2,083	\$ 3,334	\$ (1,251)	\$ (834)	133%	Timing of Order of Billings
Equipment Lease	\$ 7,500	\$ 6,250	\$ 4,396	\$ 1,854	\$ 3,104	59%	Lower Than Budgeted
Monitoring	\$ 16,000	\$ 13,333	\$ 14,013	\$ (680)	\$ 1,987	88%	Slightly Higher Than Budgeted
Travel/Meetings/Meals	\$ 15,000	\$ 12,500	\$ 6,515	\$ 5,985	\$ 8,485	43%	Lower Than Budgeted
Utilities	\$ 265,000	\$ 220,833	\$ 234,552	\$ (13,719)	\$ 30,448	89%	Higher Than Budgeted (Gas Well Down)
Government Fees	\$ 45,000	\$ 37,500	\$ 35,729	\$ 1,771	\$ 9,271	79%	Slightly Lower Than Budgeted
Repairs & Maintenance	\$ 150,000	\$ 125,000	\$ 196,610	\$ (71,610)	\$ (46,610)	131%	Multiple Leaks
	\$ 2,102,500	\$ 1,752,083	\$ 1,759,436	\$ (7,353)	\$ 343,064	84%	Expenses Are 1% Above 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		



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Mike Garner, General Manager

Lupe Huitron, Administrative Analyst/Board Secretary

DATE: May 13, 2025

SUBJECT: Approval of Cell Phone Allowance

Recommendation / Proposed Motion

- Recommendation: Approve a \$25 per pay period cell phone allowance for field staff and direct staff to update the Employee Manual to reflect this policy.

Policy Implications

- Update the Employee Manual
- In accordance with California Labor Code § 2802, employers are required to reimburse employees for all necessary expenditures or losses incurred as a direct consequence of the discharge of their duties.

Budget Resource

Telephone Expense

Alternatives Considered

None

Discussion

The District currently provides two District-issued cell phones, used by the on-call staff member and the field lead, at an annual cost of approximately \$2,700. It is proposed that field employees instead use their personal cell phones for District-related communications. In return, each field staff member would receive a cell phone allowance of \$25 per pay period, totaling approximately \$2,600 annually. Field staff are already using personal cell phones to communicate during work hours, and this policy would formalize that practice. Additionally, it is expected to improve responsiveness and coverage for after-hours emergency calls.

Attachment(s): Update to Mission Hills Employee Handbook

3070 - CELLULAR PHONE

Due to the visibility and financial responsibility associated with cellular telephone use, the District has developed this cellular telephone use policy with regard to the use of employee-owned cellular telephones for District business.

While a cellular telephone is not a requirement of employment, on-call personnel are required to be available during on-call hours, and a telephone is required to forward the emergency calls from the District phone number to the employee. Cellular telephones are accepted for this purpose as a convenience to the employee.

To compensate the employee for the use of their personal cellular telephone for District business, the District will pay all field employees \$25 per pay period.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Mike Garner, General Manager
Lupe Huitron, Board Secretary
DATE: May 21, 2025
SUBJECT: Resolution No. 25-362 – Cost of Living Salary Adjustment

Recommendation / Proposed Motion

Proposed Motion: Approve Resolution No. 25-362 Approving Cost of Living Salary Adjustments for all permanent District employees, effective July 1, 2025, or concurrently with the adoption of the FY 2025/26 Operations Budget.

Policy Reference

- California Government Code §61242 and §61244 allow the Board to determine the compensation for District employees.

Budget Resource

A cost-of-living allowance is included in the pay schedule of the Final Fiscal Year 2025/2026 budget.

Alternatives Considered

The Board may consider adjusting to a higher or lower cost of living.

Discussion

This item was initially presented to the Personnel Committee at their May 14, 2025, meeting. as The Personnel Committee received staff's recommendation for a 2.7% cost-of-living adjustment as part of the FY 2025-2026 budget. This number is calculated by the US Department of Labor, Bureau of Labor Statistics, and can be found on the Consumer Price Index for West Size Class B/C Urban Wage Earners and Clerical Workers (CPI-W). This index specifically reflects the economic adjustments for our region.

https://data.bls.gov/timeseries/CWURN400SA0&output_view=pct_12mths

Attachment(s):

1. Resolution No. 25-362 – Approval of Cost-of-Living Adjustments Resolution

RESOLUTION NO. 25-362

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION
HILLS COMMUNITY SERVICES DISTRICT APPROVING COST OF
LIVING ADJUSTMENTS FOR ALL PERMANENT DISTRICT
EMPLOYEES**

WHEREAS, the Mission Hills Community Services District (the “District”) is formed pursuant to California Government Code Section 61000 et seq.;

WHEREAS, pursuant to California Government Code Section 61241 and Section 61244, the District Board of Directors (“Board”) may fix the compensation of District employees.

WHEREAS, on May 21, 2025, the Board reviewed the District’s Final Budget (the “Budget”) for fiscal year 2025/2026 which included a revision to the District’s pay schedule that incorporated the 2024 Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) cost of living adjustment for all permanent District employees; and

WHEREAS, on May 21, 2025, the Board finds that it is in the best interests of the District and the community to adjust employee compensation consistent with the cost of living in the area.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Mission Hills Community Services District hereby approves a 2.7% cost-of-living increase to all District employees’ compensation. This Resolution shall become effective on the **1st of July 2025** or concurrently with the adoption of the FY 2025/26 Operations Budget.

On motion of Director, seconded by Director, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted on this **21st day of May 2025**

By: _____
Jorge Magana, President, Board of Directors

Attest:

By: _____
Guadalupe Huitron, Board Secretary



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Mike Garner, General Manager
Carol Reynolds, Administrative Services Manager

DATE: May 21, 2025

SUBJECT: Consider adopting the Final FY 2025/26 Operating Budget
Consider adopting the Final FY 2025/26 Capital Improvement Program Budget.

Recommendation / Proposed Motion

- Recommendation: District Board of Directors Open the Public Hearing and receive any comments; Close Public Hearing; and consider adoption of the Final Operating Budget for Fiscal Year 2025-26, along with Capital Improvement Program Budget.
- Proposed Motion: Adopt the Final Operating Budget for Fiscal Year 2025-26, along with Capital Improvement Program Budget (as attached)

Policy Reference

- California government code section §61110 requires the Board to hold a Public Hearing and publish a notice in a newspaper of general circulation at least two weeks before the Budget Hearing.
- Mission Hills CSD Policy 3020 directs the development and approval of the Final Operating Budget, along with the Capital Improvement Program Budget to be completed by June 30th.

Budget Resource

The Fiscal Year 2025-26 Operating Budget anticipates the following revenue and expenses by class:

	<u>Revenue</u>	<u>Expense</u>
Water	\$1,511,573	\$1,365,356
Wastewater	\$1,379,074	\$ 965,165
Other	<u>\$ 208,076</u>	<u>\$ 23,540</u>
Total	\$3,098,723	\$2,354,061

The FY 25/26 Capital Improvement Program Budget consists of planned Capital Projects and major maintenance forecasted to be performed during the Fiscal Year.

- Water \$423,255
- Wastewater \$627,660

Discussion

The FY 2024/25 Mid-Term Budget Review was initially presented to the Board of Directors on January 15, 2025. On April 2nd, 2025, the Finance/Budget Committee met and provided input for staff on the Fiscal Year 2025/26 Operating Budget, along with Capital Improvement Program Budget.

The Board further directed staff to prepare the Final FY 2025/26 Operating Budget, along with Capital Improvement Program Budget for consideration at the May 21, 2025, Regular Board meeting. Staff published a Budget Hearing Notice in the Lompoc Record on May 7, 2025.

Staff recommends that the Board adopt the proposed Final FY 2025/26 Operating Budget and Capital Improvement Program Budget.

Attachment(s): 1

- The FY 2025/26 Final Operating Budget and the FY 2025-26 Final Capital Improvement Program Budget.

Final FY 2025/2026 Operating Budget

	B	C	D	E	F	J
1	Mission Hills Community Services District					
2	Final Fiscal Year 2025-2026 Budget					
3		CONSOLIDATED TOTAL FOR ALL FUNDS				
4						
5		FYE 2024 ACTUAL	FYE 2025 ADOPTED BUDGET	FYE 2025 ANNUAL PROJECTION	FYE 2026 PROPOSED	Reason for Changes
6	Revenue					
7	Late Fees/Charges	\$ 36,703	\$ 40,000	\$ 39,283	\$ 40,000	Historial Projection
8	Water Service	\$ 1,275,110	\$ 1,432,345	\$ 1,448,211	\$ 1,511,573	Slight Rate Increase
9	Sewer Service	\$ 1,178,504	\$ 1,272,262	\$ 1,259,739	\$ 1,379,074	Slight Rate Increase
10	Street Sweeping	\$ 18,036	\$ 18,000	\$ 18,076	\$ 18,076	Flat Projection
11	Market Appreciation/Interest Income	\$ 145,880	\$ 150,000	\$ 139,470	\$ 150,000	Included to Show Return Trend
12	Total Operating Revenue	\$ 2,654,233	\$ 2,912,607	\$ 2,904,779	\$ 3,098,723	
13						
14						
15	Operating Expenses	FYE 2024 ACTUAL	FYE 2025 ADOPTED BUDGET	FYE 2025 ANNUAL PROJECTION	FYE 2026 PROPOSED	Reason for Changes
16	Salaries & Wages	\$ 792,947	\$ 880,000	\$ 842,645	\$ 1,114,208	Full Staffing, Including Full Time GM, Steps, COLA 2.7%
17	Employee Benefits & Payroll Taxes	\$ 277,182	\$ 255,000	\$ 239,611	\$ 242,393	Slight Increase, As Health Insurance Has Increased
18	Director Fees	\$ 12,875	\$ 16,000	\$ 7,500	\$ 12,000	Historial Projection
19	Election Expense		\$ 2,500		\$ 3,000	If We Get Anyone to Run For Board of Directors
20	Vehicle Expense	\$ 37,201	\$ 37,000	\$ 56,434	\$ 37,000	Historial Projection
21	Insurance	\$ 14,808	\$ 33,000	\$ 38,192	\$ 43,000	Slight Increase
22	Memberships	\$ 22,239	\$ 44,000	\$ 58,364	\$ 35,000	Slight Decrease
23	WMA GSA Allocation		\$ 40,000	\$ 40,000	\$ 40,000	Newly Allocated Expense - Should Be Refunded to District
24	Office Expenses	\$ 22,065	\$ 16,000	\$ 5,102	\$ 7,500	Projected Decrease
25	Operating Supplies	\$ 31,263	\$ 23,000	\$ 5,832	\$ 8,500	Decrease in Projection Includes Replacing Saw (\$2,500)
26	Chemicals	\$ 61,753	\$ 75,000	\$ 66,025	\$ 78,500	Slight Increase
27	Safety	\$ 9,197	\$ 5,000	\$ 30,319	\$ 7,500	Slight Increase
28	Contractual Services	\$ 85,134	\$ 75,000	\$ 85,655	\$ 85,000	Slight Increase
29	Professional Services	\$ 94,845	\$ 90,000	\$ 79,619	\$ 60,000	Slight Decrease
30	Equipment Lease	\$ 2,903	\$ 7,500	\$ 5,385	\$ 6,000	Slight Decrease
31	Printing & Publication	\$ 3,305	\$ 2,500	\$ 4,874	\$ 5,000	Increase in Items Printed
32	Monitoring (Lab Samples)	\$ 14,429	\$ 16,000	\$ 17,405	\$ 20,000	Slight Increase
33	Training/Meetings/Meals	\$ 14,653	\$ 15,000	\$ 12,131	\$ 20,000	Expectation of Training/Staff/Board Members
34	Utilities	\$ 216,632	\$ 250,000	\$ 307,430	\$ 280,000	Slight Increase
35	Government Fees	\$ 75,810	\$ 40,000	\$ 120,700	\$ 40,000	Projected Fees Included
36	Repairs & Maintenance	\$ 200,358	\$ 150,000	\$ 184,618	\$ 210,000	Based on Historial Cost of Expected Leaks
37	Ratepayer write offs	\$ 26,404		\$ -		
38	Total Operating Expenses	\$ 2,016,003	\$ 2,072,500	\$ 2,207,841	\$ 2,354,601	
39						
40	Net Operating Gain/(Loss)	\$ 638,230	\$ 840,107	\$ 696,938	\$ 744,122	

	A	I	J	K	L	M
1	FY 25/26 Water - 5-Year Capital Improvement Plans - Final 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 *	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388	\$ 31,907
6	Upgrade Cla-Vals - Pressure Reducing Stations	\$ -		\$ 15,000	\$ -	\$ -
7	Meter Replacement Program*	\$ 78,750	\$ 55,000			
8	Water Main Replacement (New line from Reservoirs)	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000
9	SCADA System*	\$ 15,750	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
10	Security Cameras	\$ 15,000	\$ -	\$ -	\$ -	\$ -
11	Equipment					
12	Replace Dump Truck (50%)	\$ -	\$ 52,150		\$ -	\$ -
15	Replace Vactor Trailer (70%)		\$ 66,000			
16	Gator 4x4 (50%)		\$ 10,250			
17	Replace Ops Truck	\$ -	\$ -	\$ -	\$ -	\$ 40,000
18	Safety Equipment (50%)		\$ 2,250			
19	Roll-Off Bins (50%)		\$ 7,000			
20	Shop Equipment Enclosures (50)	\$ 40,000	\$ -	\$ -	\$ -	\$ -
21	Storage					
22	Tank Cameras		\$ 30,000			
23	Rehabilitate Reservoir Tanks					
24	Tank #1 East (Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
25	Tank #2 West (Initial Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
26	Treatment					
27	Treatment Plant Upgrade					
28	Filter & Valve Upgrades	\$ 60,000	\$ -	\$ 150,000	\$ -	\$ -
29	Wells & Pumping					
30	Well #6 Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ 90,000
31	Well #7 Rehabilitation	\$ 80,000	\$ -	\$ -	\$ 90,000	\$ -
32	Well #5 Rehabilitation	\$ -	\$ 80,000	\$ -	\$ -	\$ -
33	Replace Automatic Gate		\$ 12,500			
34	Replace Well Housing Well #5	\$ 50,000	\$ -	\$ -	\$ -	\$ -
35	Burton Ranch					
36	Raw Water Reservoir	\$ -		\$ 800,000	\$ 1,000,000	\$ -
37	New Well Installation = #8	\$ 800,000		\$ 1,000,000		\$ -
38	Sub Total	\$ 1,205,750	\$ 352,713	\$ 2,153,941	\$ 1,190,388	\$ 271,907
39	Contingency = 20%	\$ 241,150	\$ 70,543	\$ 430,788	\$ 238,078	\$ 54,381
40	TOTAL	\$ 1,446,900	\$ 423,255	\$ 2,584,729	\$ 1,428,466	\$ 326,289
41	* 5% Annual Inflation Applied to Project					

FY 25/26 Wastewater - 5-Year Capital Improvement Plans - Final Draft	2024/25	2025/26	2026/27	2027/28	2028/29
Collections					
Video & Clean Sewer Lines					
Equipment					
Replace Dump Truck (50%)	\$ -	\$ 52,150		\$ -	\$ -
Replace Vactor Trailer (30%)		\$ 28,900			
Gator 4x4 (50%)		\$ 10,250			
Replace Vehicle 2007 GMC Pickup	\$ 80,000		\$ -	\$ -	\$ -
Replace Ops Truck (50%)		\$ -	\$ -	\$ -	\$ 40,000
Shop Lift Station	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Security Camera Upgrade	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Roll-Off Bins (50%)		\$ 7,000			
Safety Equipment (50%)		\$ 2,250			
Equipment Enclosure (50%)	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Lift Station					
Lift Station Upgrades (limited scope)					
Lift Station (Replace Lift Station with back-up power)	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -
Lift Station - Wet Well Coating	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater SCADA Upgrades *	\$ 15,750	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Line Pond #8 to reduce Lift Station overflow impact	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -
Sewer Treatment					
Replace Automatic Gate		\$ 12,500			
Pond Valve Structure Upgrades *	\$ 42,000	\$ 44,100	\$ 46,305	\$ 48,620	\$ 51,051
Aeration System Replacement	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Pond Rehabilitation or Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Sludge Removal	\$ -	\$ -		\$ 300,000	\$ -
City Sewer Project	\$ -	\$ 400,000	\$ 700,000	\$ -	\$ -
Solar/Battery Energy (50% Wastewater)					
Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 170,750	\$ 523,050	\$ 956,305	\$ 358,620	\$ 401,051
Contingency = 20%	\$ 34,150	\$ 104,610	\$ 191,261	\$ 71,724	\$ 80,210
TOTAL	\$ 204,900	\$ 627,660	\$ 1,147,566	\$ 430,344	\$ 481,261



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 that 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