

Board of Directors

Jorge Magana, President
Steve Dietrich, Vice President
Matthew 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, April 16, 2025

4:30 PM

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

Director James Keeling attending via Teleconference.

Location: James Keeling-398 Exline Rd, Paso Robles, CA 93446

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 Tuesday, April 15, 1:00 PM, 2025.**

4. Consent Agenda - Staff recommends that 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.) March 19, 2025

B. Activity Reports for

- 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. Proposed Cell Tower Negotiations with Assurance Development
- B. Discuss and review the Cross-Connection Control Plan/Backflow Connection Plan

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)



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**Mission Hills Community Services District Board of Directors
Regular Meetings Minutes
March 19, 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, March 19, 2025, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Jim Keeling, Glen McLeod and Matthew Starbuck

DIRECTORS ABSENT:

Jorge Magana and Steve Dietrich

STAFF PRESENT:

Mike Garner, Carol Reynolds, Lupe Huitron

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.) February 19, 2025

B. Activity Reports for March

i.) General Manager and Administrative Reports

ii.) Water and Wastewater

C. Financial Reports

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

Approved Consent Items

Motion made by Director Keeling and second by Director Starbuck, to approve the Consent Agenda as presented.

The motion passed the 3-0 Vote.

Ayes: Jim Keeling, Glen McLeod, and Matthew Starbuck

Noes: None

Abstain: None

Absent: Steve Dietrich and Jorge Magana

5. Regular Business Items-

A. Award Contract for Well 8 Installation

A motion was made by Director Keeling and seconded by Director McLeod to award a contract awarded to Pacific Coast Drilling for the installation of well 8.

Motion passed with a 3-0 Vote.

Ayes: Matthew Starbuck, Jim Keeling, and Glen McLeod

Noes: None

Abstain: None

Absent: Steve Dietrich and Jorge Magana

B. ACWA/JPIA Nominee Melody McDonald

Motion made by Director Starbuck and second by Director Keeling to approve resolution 25-361 nominating the District JPIA Board Member Melody McDonald to the Executive Committee.

Motion passed with a 3-0 Vote.

Ayes: Matthew Starbuck, Jim Keeling, and Glen McLeod

Noes: None

Abstain: None

Absent: Steve Dietrich and Jorge Magana

C. Public Hearing AB 2561 Status of Job Vacancies

For informational purposes, no motion is needed.

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 6:05 pm.

A. General Manager’s Comments: The General Manager stated that an engineer from EKI will come to Mission Hills CSD during the summer to test the pond down on Rucker Road, these tests will evaluate the pond percolation adequacy for stormwater to percolate back into the aquifer instead of flowing out to the ocean.

B. Directors’ Comments- Director Keeling provided an update on the recent Santa Ynez River Valley Ground Basin Western Management Area (WMA) Groundwater Water Sustainability Agency (GSA) board meeting. The WMA GSA Board Received updates on various DWR Proposition 68 grant-funded projects in the WMA. The primary focus of the meeting was the discussion of the ongoing GSA Fee Study, which aims to determine appropriate funding mechanisms to support the agency’s groundwater sustainability efforts.

C. Public Comment-None

Respectfully submitted:

Lupe Huitron

X

Jorge Managa
President

X

Lupe Huitron
Board Secretary



General Manager and Administrative Activity Reports
March 2025

General Manager Report

Well 7-Permit is being processed and all bonds and insurance has been submitted. Drilling should commence in the next week or so.

Park Grant-State has sent more paperwork to be filled out and submitted. They also needed our grant deed.

Sewer Project- I have reached out to California Consulting on finding grant funding for this project and extra line from tanks. I have submitted a draft report for them. They have let me know that these or projects where grant funds may be available.

Budget-Draft budget is completed and has been reviewed by Budget and Finance Committee. Will be on May board agenda.

Administrative Services Manager

Participated in CSDA Board of Directors Meeting. As Vice President for the Local CSDA Board, reserved Venue, Meal & Speakers for next Quarterly Meeting. Finalized with Banking Facilities to update the signer list. Prepared information for Fund Transfer for Board Financial Director. Trained New Employee and assisted in cross training. Assisted Customers. Prepared Bank Deposits. As is customary, 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 Operations Supervisor. Evaluated daily, Grant Opportunities for the District. Worked with IT Contractor on on-going items. Updated Benefit information with Company Partners. Facilitated the inspection of all Fire Suppression Devices within the District. Worked with IT to access and resolve additional computer needs. Interviewed applicants for the Customer Service II Position. Reviewed RFP's received for Well #8.



General Manager and Administrative Activity Reports

March 2025

Board Secretary

Assisted customers in person and over the phone, provided support with phone inquiries and email correspondence, demonstrated some Board Secretary duties to the Accountant, began working on staff reports, continued assigning courses for staff, updated the website to reflect the latest company information, attended the Board meeting and prepared for it. Ensured 700 forms were completed by designated filers, scheduled vehicles for maintenance, corresponded and gathered the information for customers regarding assets sold through Auctioning and finalized sales, filled out forms for ACWA Elections about our Board, drafted and Advertised a job vacancy on our website, and Newspaper, contacted and coordinated with SB county various times to ensure names and position titles were up to do date to reflect our Conflict of Interest, completed order form (for ordered flags), drafted committee Agenda Notices and distributed accordingly. Attended Board meetings and prepped board packet, worked on Staff reports, and meeting minutes.

Accountant

Applied 10% Late Fee for non-pay March - 123 Accounts
Past Due Letter Mailed March - 330 Accounts
Learning Payroll, Accounts Payable and Accounts Receivable



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General Manager, Mike Garner

**MISSION HILLS COMMUNITY SERVICES DISTRICT
 Water and Wastewater Report – March 2025**

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 11.3 MG	Total Monthly Influent Flow: 5.57 MG
Daily Average: 0.36 MGD	Daily Average: 0.18 MGD
Monthly Sold: 10.1 MG	Ratio of Daily returned Flow: 38%
Unaccounted Water: 1.2 MG (10%)	(0.17/0.44 = 0.38)

Water

Compliance

- Submitted monthly reports to State Water Resource Control Board (SWRCB)
- Submitted Electronic Annual Report. (EAR)
- Submitted new Cross-Connection Control Plan draft for approval.

Distribution System Maintenance/Repair

- Replaced **25** Hersey meters to Kamstrup meters. **957** of **1312** total meters were replaced.
- **3** Water service line repairs
 - Valve program & Hydrant maintenance
 - **Valves exercised – 25**
 - **Hydrants maintained – 13**



Wastewater

Compliance

- Collected all weekly settleable solids samples.
- Submitted the Monthly CWIQS Report.
 - 1 sewer spill occurred on 3/10/25. Spill was classified as a Category 4 spill, with less than 50 gallons and was not discharged to any surface water.

Collection System/Lift Station

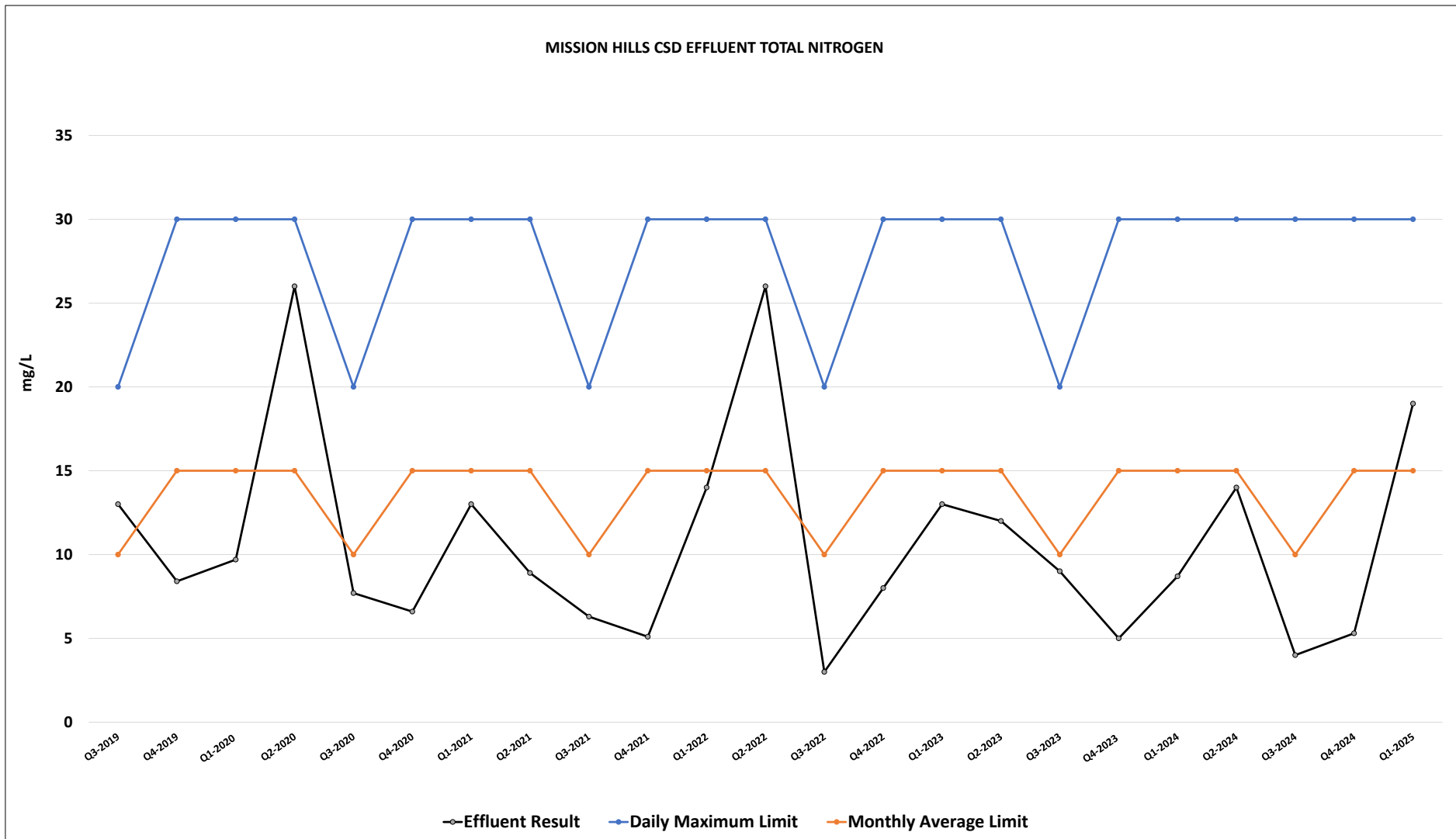
- Continued monitoring of Wet Well Wizard.

Wastewater Plant

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

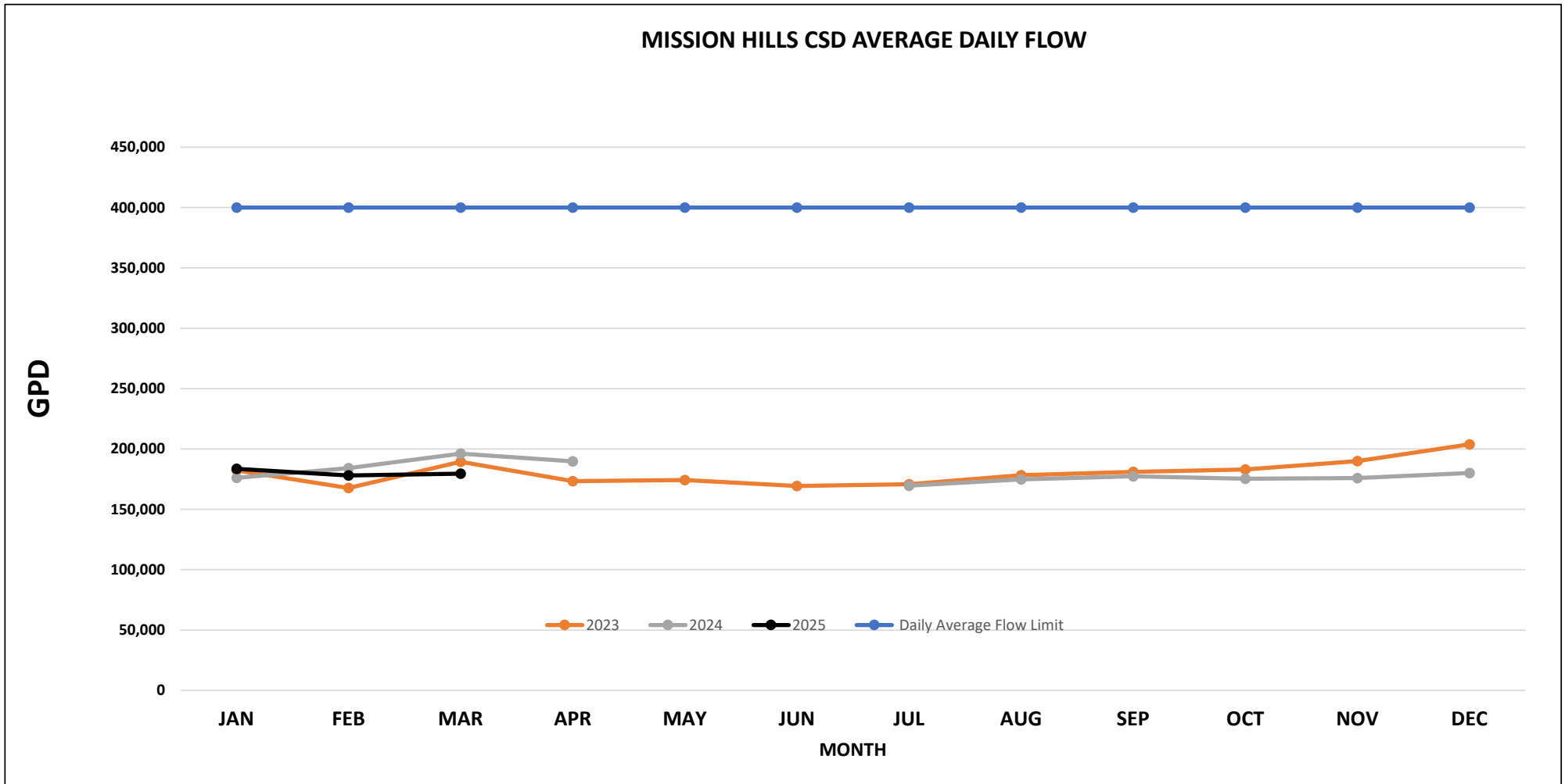
MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

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									

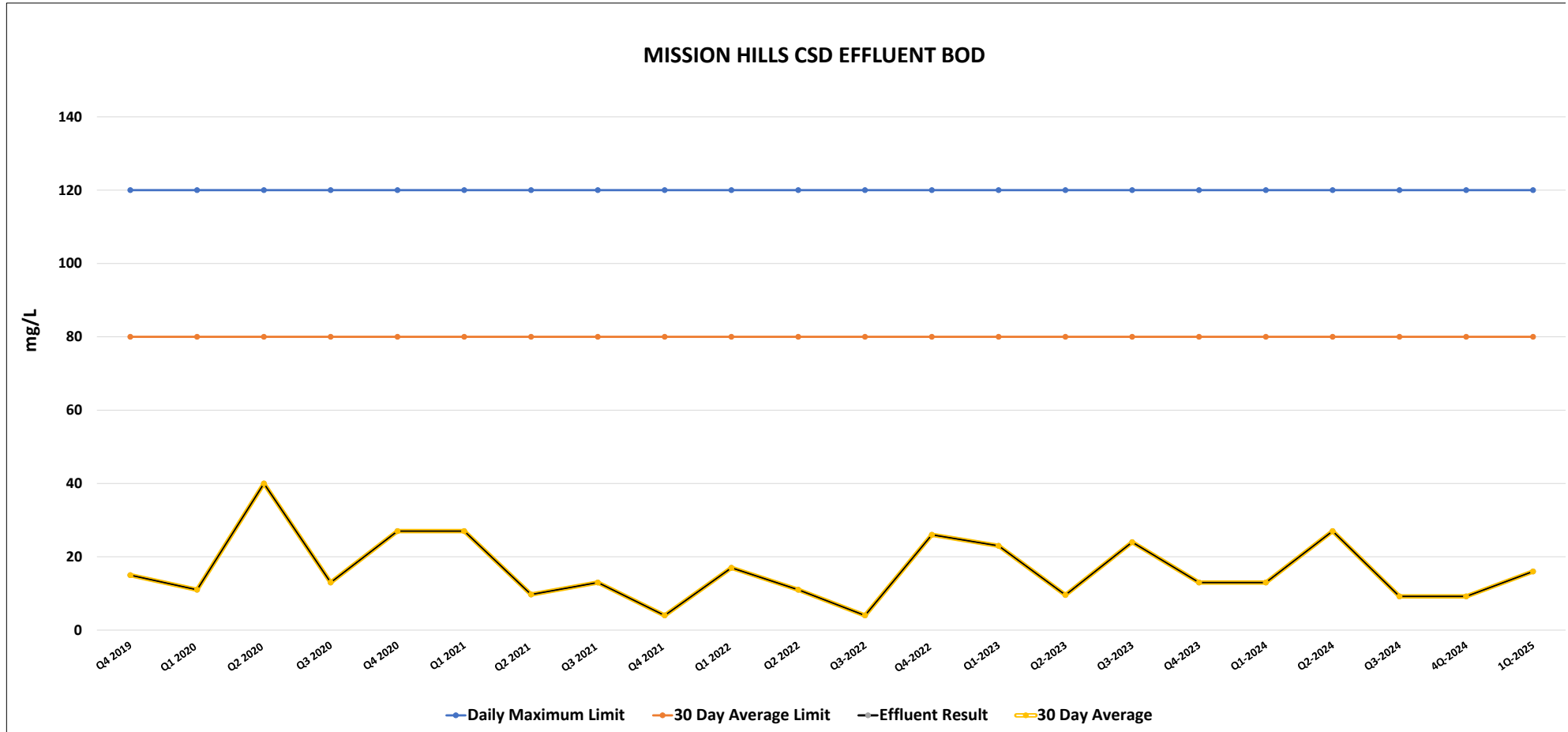


MISSION HILLS CSD EFFLUENT BOD (mg/L)

Consent Item 4. B ii

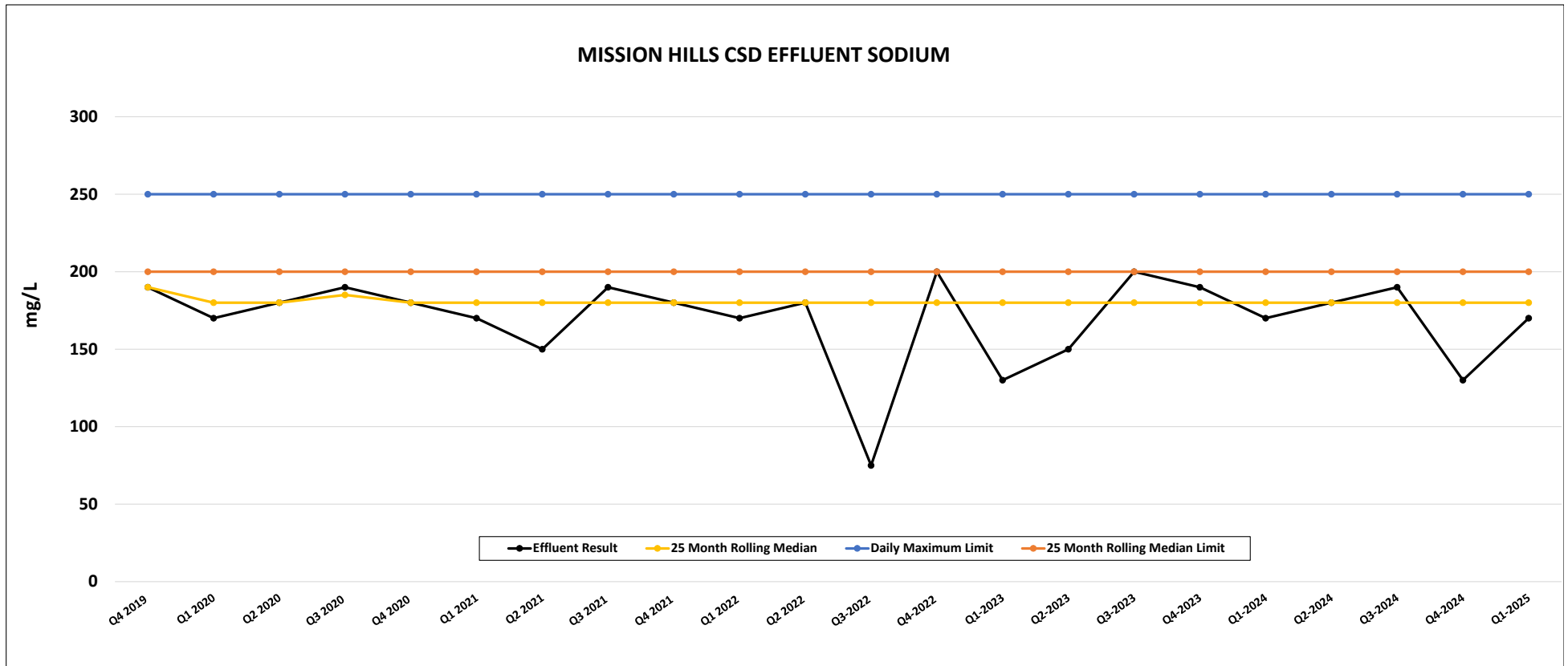
MONTH	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day Average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

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



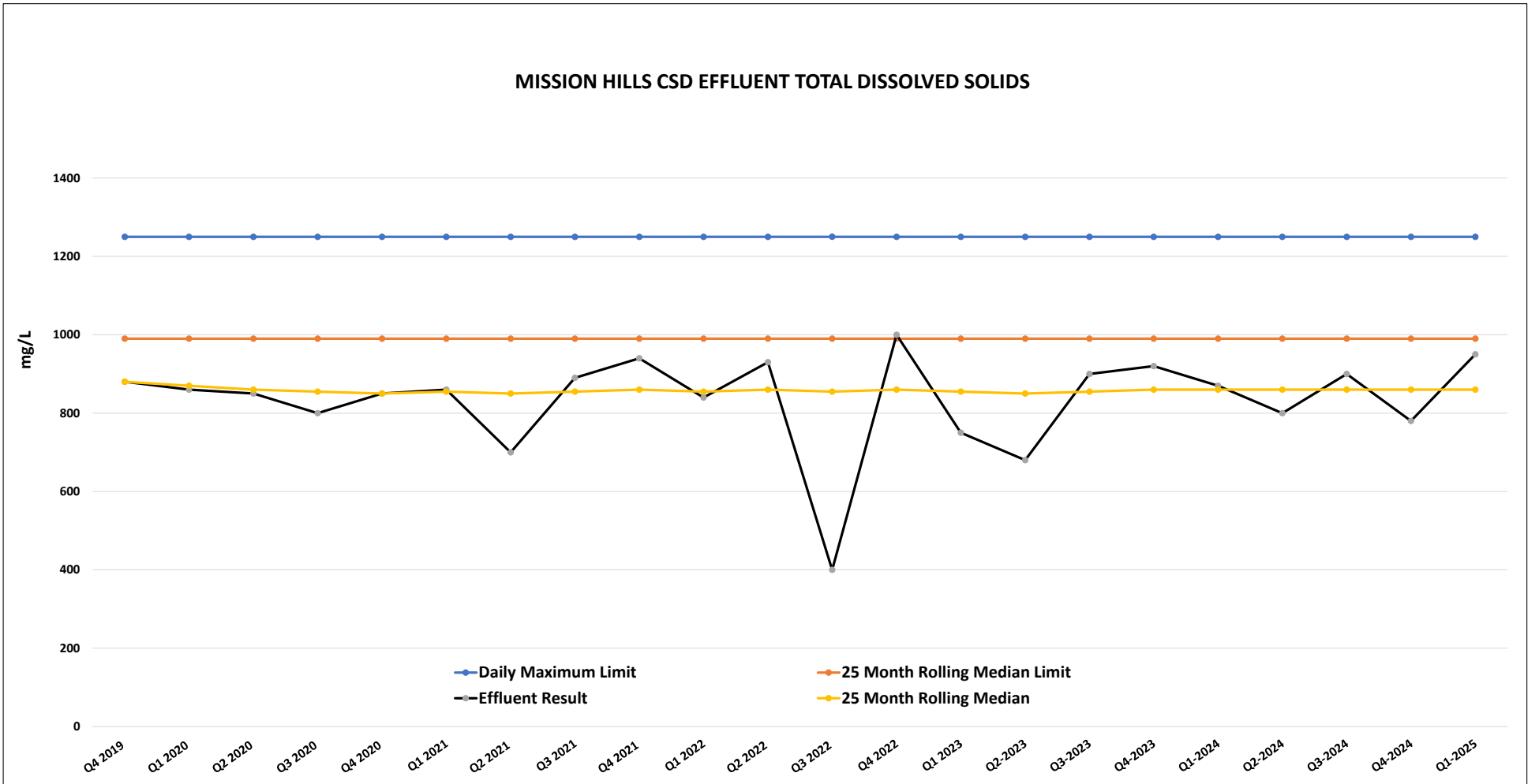
MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

MONTH	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	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	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	



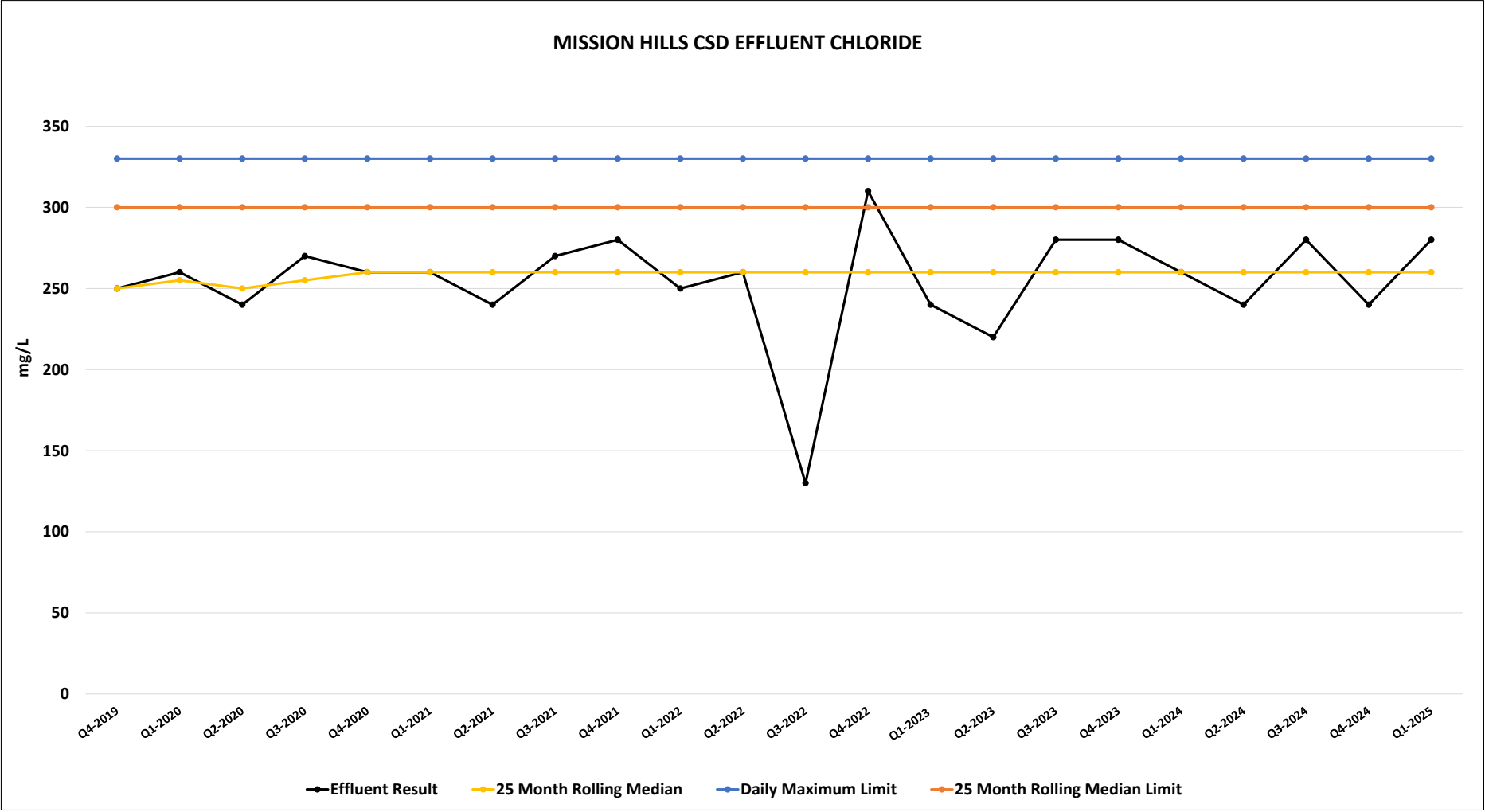
MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

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	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	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	860	855	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	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	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	



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

				Mar 25	Mar 24	\$ Change	Explanation
Ordinary Income/Expense							
Income							
	4005	· 48 hour notice fees		60.00	300.00	-240.00	
	4045	· Late fees		3,852.14	2,271.08	1,581.06	More late fees 2025
	4050	· Miscellaneous income		25.00	0.00	25.00	
	4060	· Reconnection fees		200.00	525.00	-325.00	
	4075	· Returned check fees		25.00	0.00	25.00	
	4085	· Sewer basic charges		106,002.27	98,214.32	7,787.95	Rate Increase
	4095	· Street sweeping charges		1,506.12	1,502.16	3.96	
	4105	· Water basic charges		62,183.94	59,126.15	3,057.79	Rate Increase
	4115	· Water usage charges		38,160.62	23,452.17	14,708.45	More usage 2025
	Total Income			212,015.09	185,390.88	26,624.21	
Gross Profit				212,015.09	185,390.88	26,624.21	
Expense							
	6000 · Salaries and wages						
	6005	· Wage expense		62,679.14	47,866.58	14,812.56	Increased Staff and Promotions
	6010	· Payroll tax expense		5,036.80	4,257.12	779.68	
	Total 6000 · Salaries and wages			67,715.94	52,123.70	15,592.24	
	6050 · Employee benefits						
	6060	· Disability insurance		0.00	249.29	-249.29	
	6065	· Health insurance		8,607.40	13,516.45	-4,909.05	Timing of Payment
	6075	· Retirement expenses		1,956.81	1,427.49	529.32	
	6085	· Workers compensation expe		0.00	4,277.88	-4,277.88	Timing of Payment
	6090	· Vacation & Sick Leave		2,547.03	7,066.09	-4,519.06	Less Vacation 2025
	6095	· Benefit Administration		0.00	89.82	-89.82	
	Total 6050 · Employee benefits			13,111.24	26,627.02	-13,515.78	
	6100	· Director fees		625.00	750.00	-125.00	
	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	815.76	-815.76	
	6155	· Vehicle maintenance		1,145.55	271.00	874.55	
	6160	· Automobile Allowance		350.00	0.00	350.00	
	Total 6140 · Vehicle expenses			1,495.55	1,086.76	408.79	
	6190	· Dues and memberships		138.65	118.00	20.65	
	6200 · Office expenses						
	6230	· Office supplies		0.00	283.12	-283.12	
	6235	· Postage expense		450.00	700.00	-250.00	
	6245	· Office Equipment		0.00	231.57	-231.57	
	Total 6200 · Office expenses			450.00	1,214.69	-764.69	
	6300 · Operating supplies and expenses						
	6310	· Miscellaneous supplies		238.94	0.00	238.94	
	6325	· Portable equipment		42.14	649.42	-607.28	
	6330	· Shop supplies		0.00	102.02	-102.02	
	6340 · Chemicals						
	6344	· Chlorine		0.00	1,036.42	-1,036.42	No Chemicals 2025
	6345	· Corrosion inhibitor		0.00	3,282.01	-3,282.01	No Chemicals 2025
	Total 6340 · Chemicals			0.00	4,318.43	-4,318.43	
	Total 6300 · Operating supplies and ex			281.08	5,069.87	-4,788.79	
	6350 · Safety expenses						
	6360	· Protective Clothing/Uniforms		0.00	422.82	-422.82	
	Total 6350 · Safety expenses			0.00	422.82	-422.82	
	6410 · Contractual services						
	6420	· Cleaning service		200.00	200.00	0.00	
	6425	· Office equip maintenance		155.84	103.44	52.40	
	6430	· Internet access		182.68	171.58	11.10	
	6435	· Landscaping services		611.03	315.00	296.03	
	6437	· Pest Control		124.00	124.00	0.00	

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

	Mar 25	Mar 24	\$ Change	Explanation
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	1,452.50	1,652.50	-200.00	
6452 · Credit Card Processing	1,524.23	447.82	1,076.41	Timing of Entry
6453 · Software Subscriptions	142.40	398.79	-256.39	
6455 · Street sweeping services	1,530.00	1,530.00	0.00	
6466 · Emissions Testing	596.40	0.00	596.40	
6470 · Other contractual services	26.65	15.75	10.90	
Total 6410 · Contractual services	6,658.23	5,071.38	1,586.85	
6475 · Professional services				
6480 · Accounting services	0.00	1,194.99	-1,194.99	No Bill 2025
6485 · Engineering services	0.00	3,850.00	-3,850.00	Capacity Fee Study 2024
6490 · Legal services	628.57	299.64	328.93	
6495 · Human Resources services	67.20	3,455.36	-3,388.16	GM Recruitment 2024
Total 6475 · Professional services	695.77	8,799.99	-8,104.22	
6500 · Printing and publication	45.93	0.00	45.93	
6505 · Equipment lease and rentals	627.71	396.14	231.57	
6525 · Research and monitoring				
6535 · Monitoring expense	1,129.99	0.00	1,129.99	Timing of Payment
Total 6525 · Research and monitoring	1,129.99	0.00	1,129.99	
6600 · Travel and meetings				
6610 · Meals	0.00	331.38	-331.38	Attendance in Seminars 2024
6620 · Staff training	0.00	1,249.99	-1,249.99	Lodging for Seminars 2024
6625 · Travel expenses	0.00	1,364.57	-1,364.57	
Total 6600 · Travel and meetings	0.00	2,945.94	-2,945.94	
6650 · Utilities				
6655 · Cell phones	261.22	207.92	53.30	
6665 · Electrical	19,324.62	15,135.09	4,189.53	All Wells Up 2025
6670 · Natural gas	557.10	42.28	514.82	
6685 · Telephone	199.75	202.69	-2.94	
6691 · Trash & Recycling	0.00	336.89	-336.89	
Total 6650 · Utilities	20,342.69	15,924.87	4,417.82	
6700 · Government fees and charges	1,997.01	0.00	1,997.01	Payment of Permits 2025
6720 · Repairs and maintenance				
6730 · Distribution expense	2,588.84	0.00	2,588.84	Core & Main 2025
6750 · Collection expense	770.51	0.00	770.51	
6755 · Reservoirs	0.00	699.33	-699.33	
6765 · Supplies and small tools	45.57	0.00	45.57	
6785 · Wells and pumping	4,522.50	0.00	4,522.50	Well #7 Rehab
Total 6720 · Repairs and maintenance	7,927.42	699.33	7,228.09	
Total Expense	150,026.87	148,035.17	1,991.70	
Net Ordinary Income	61,988.22	37,355.71	24,632.51	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	268.47	927.27	-658.80	
7010 · Interest income	8,509.19	10,005.78	-1,496.59	Lower Interest 2025
Total Other Income	8,777.66	10,933.05	-2,155.39	
Net Other Income	8,777.66	10,933.05	-2,155.39	
Net Income	70,765.88	48,288.76	22,477.12	

Mission Hills Community Services District
Disbursements Journal
March 2025

Consent Item 4. C ii

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	03/04/2025	EFT	SoCalGas	-276.17	
	03/06/2025	34386	ACWA/JPIA *Medical Insurance	-9,945.06	Monthly Insurance
	03/06/2025	34387	Bremer Auto Parts	-38.05	
	03/06/2025	34388	Carmel & Naccasha LLP	-628.57	
	03/06/2025	34389	Clinical Labs of San Bernardino In	-1,318.00	Monitoring Expense
	03/06/2025	34390	Comcast	-182.68	
	03/06/2025	34391	Dahl Air Conditioning	-210.00	
	03/06/2025	34392	De Lage Landen Financial Service	-231.57	
	03/06/2025	34393	Frontier Communications	-102.80	
	03/06/2025	34394	Home Depot	-2,195.04	Various Items
	03/06/2025	34395	Jon's Lawn Mowing	-292.13	
	03/06/2025	34396	Linde Gas & Equipment Inc	-44.63	
	03/06/2025	34397	Marborg Industries	-330.42	
	03/06/2025	34398	O'Connor Pest Control	-124.00	
	03/06/2025	34399	Oilfield Environmental & Complia	-153.00	
	03/06/2025	34400	Pacific Metal Buildings, Inc	-60,946.31	Metal Structure
	03/06/2025	34401	Phoenix Civil Engeneering, Inc.	-1,888.75	Engineering Services
	03/06/2025	34402	PG&E CFM/PPC DEPARTMENT	-22,562.99	Future Project Expense
	03/06/2025	34403	Pro3 Automation Inc	-2,680.00	CIP Scada
	03/06/2025	34404	Reece Plumbing	-1,971.06	Overlapping Box and Cover
	03/06/2025	34405	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	03/06/2025	34406	SoCalGas	-749.33	
	03/06/2025	34407	Smith Alarms & Electronics, Inc.	-112.50	
	03/06/2025	34408	Standard Insurance Company	-314.13	
	03/06/2025	34409	Stantec	-396.00	
	03/06/2025	34410	Ultrex Inc	-140.84	
	03/06/2025	34411	Underground Service Alert of SC	-26.65	
	03/06/2025	34412	USA BlueBook	-1,379.68	Various Items
	03/06/2025	34413	Vandenberg Village CSD	-129.01	
	03/06/2025	34414	Reimbursement	-400.00	Car and Phone
	03/06/2025	34415	USPS - Bulk Mail	-100.00	
	03/14/2025	EFT	Verizon	-211.22	
	03/19/2025	34416	Allied Fence Company	-9,980.00	Fence Removal
	03/19/2025	34417	American Industrial Supply	-45.57	
	03/19/2025	34418	Column Software PBC	-67.20	
	03/19/2025	34419	Compuvision	-731.25	
	03/19/2025	34420	GSI Water Solution Inc	-5,744.10	CIP Well #8
	03/19/2025	34421	Juana Rodriguez Janitorial	-200.00	
	03/19/2025	34422	Oilfield Environmental & Complia	-29.00	
	03/19/2025	34423	VIRGINA MCPEEK	-70.43	
Total 1000 · FSB - Operating 1535412				-128,478.14	
1060 · CHCU - General 4163					
	03/01/2025	EFT	Tierzero	-199.75	
	03/04/2025	EFT	Right Networks	-142.40	
	03/17/2025	EFT	PG&E	-2,763.83	Lift Station
	03/17/2025	EFT	PG&E	-50.30	Well #6
	03/17/2025	EFT	PG&E	-425.07	Office
	03/17/2025	EFT	PG&E	-7,254.47	Well #5
	03/17/2025	EFT	PG&E	-2,369.63	Well #7
	03/17/2025	EFT	PG&E	-489.42	Shop
	03/24/2025	EFT	PG&E	-5,958.19	WWTP
	03/24/2025	EFT	PG&E	-11.81	Street Light
	03/31/2025	EFT	Right Networks	-142.40	
Total 1060 · CHCU - General 4163				-19,646.58	
1070 · CHCU - Payroll 4155					
	03/06/2025	1426	Matrix Trust Company	-5,348.80	457/401K
	03/12/2025		Payroll	-22,334.83	
	03/14/2025	E-pay	EDD	-1,891.99	
	03/14/2025	E-pay	IRS USATAXPYMT	-5,618.08	
	03/14/2025	EFT	CA State Disbursement Unit/Expe	-299.07	
	03/19/2025	1427	Matrix Trust Company	-5,237.04	457/401K
	03/26/2025		Payroll	-22,364.23	
	03/26/2025		BOD Payroll	-569.69	

Mission Hills Community Services District
Disbursements Journal
 March 2025

Consent Item 4. C ii

			Date	Num	Name	Amount	Explanation
			03/28/2025	E-pay	EDD	-1,883.94	
			03/28/2025	E-pay	IRS USATAXPYMT	-5,674.08	
			03/28/2025	EFT	CA State Disbursement Unit/Expe	-299.07	
Total 1070 · CHCU - Payroll 4155						-71,520.82	
1075 · CHCU - ACH 4130							
			03/16/2025	EFT	Springbrook (ACH Services)	-212.26	
			03/31/2025	EFT	Bluefin Payment Systems	-1,240.12	Credit Card Charges
			03/31/2025	EFT	Bluefin Payment Systems	-71.85	Credit Card Charges
Total 1075 · CHCU - ACH 4130						-1,524.23	
TOTAL						-221,169.77	

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)	15,608	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)	13,509	10,159	12,025
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	\$ 1,078,232	\$ (20,806)	\$ 1,272,262	\$ 947,745	\$ (6,453)	\$ (27,259)	155,726	196,601	210,296
YTD avg	100%	75%		100%	74%			Year to Date Monthly Averages		
								12,977	16,383	17,525
								Yearly Average	16,383	17,525
* 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		
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			
Charles Schwab	\$710,537	\$711,349	\$712,117	\$713,303	\$713,708	\$714,076	\$714,603	\$714,940	\$715,232			
Coast Hills FCU												
Checking	\$238,166	\$358,149	\$419,172	\$227,972	\$271,982	\$275,027	\$198,185	\$208,436	\$261,232			
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202			
Savings	\$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			
ACH (Sweep Account)	\$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			
Five Star Bank												
Operating	\$302,935	\$188,927	\$164,488	\$373,397	\$299,134	\$283,822	\$246,718	\$165,472	\$138,144			
Development	\$13,034	\$13,035	\$13,036	\$13,037	\$13,038	\$13,039	\$13,040	\$13,041	\$13,042			
Money Market	\$128,664	\$129,158	\$129,644	\$130,148	\$130,634	\$131,132	\$131,628	\$132,071	\$132,558			
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Payroll	\$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			
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			
Monthly Change	\$138,522	\$26,988	\$45,702	\$23,124	-\$20,410	\$3,932	-\$113,781	-\$50,888	\$22,247			
Fiscal Year Monthly Change To Date												
\$75,436												

Consent Item 4.C v

Mission Hills Community Services District							9
Budget to Actual Comparison							0.75
Thru 03/31/2025							3
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
Income	Fiscal Year 24-25	Mar-25	Mar-25	Difference	Budgeted Amount	75%	
Late Fees/Charges	\$ 40,000	\$ 30,000	\$ 43,452	\$ 13,452	\$ (3,452)	109%	Higher Than Budgeted - Good Follow Up for Collections
Water Service	\$ 1,432,345	\$ 1,074,259	\$ 1,077,358	\$ 3,099	\$ 354,987	75%	On Track With Budget
Sewer Service	\$ 1,272,262	\$ 954,197	\$ 947,927	\$ (6,270)	\$ 324,335	75%	On Track With Budget
Street Sweeping	\$ 18,000	\$ 13,500	\$ 13,548	\$ 48	\$ 4,452	75%	On Track With Budget
	\$ 2,762,607	\$ 2,071,955	\$ 2,082,285	\$ 10,330	\$ 680,322	75%	Revenue is On Track With Budget
Expense	Budgeted	Prorated Budget	Actual Thru		Remainder		
	Fiscal Year 24-25	Mar-25	Mar-25	Difference	Budgeted Amount		
Salaries & Wages	\$ 880,000	\$ 660,000	\$ 662,380	\$ (2,380)	\$ 217,620	75%	On Track With Budget
Employee Benefits	\$ 265,000	\$ 198,750	\$ 187,580	\$ 11,170	\$ 77,420	71%	Slightly Lower Than Budgeted
Director Fees	\$ 16,000	\$ 12,000	\$ 6,000	\$ 6,000	\$ 10,000	38%	Lower Than Budgeted (Less Meetings)
WMA GSA Allocation	\$ 40,000	\$ 30,000	\$ 31,250	\$ (1,250)	\$ 8,750	78%	Annual Fee Payment Timing
Election Expense	\$ 2,500	\$ 1,875	\$ 3,740	\$ (1,865)	\$ (1,240)	150%	Election Expense Paid
Vehicle Expense	\$ 37,000	\$ 27,750	\$ 32,250	\$ (4,500)	\$ 4,750	87%	Increase In Number of Vehicles
Insurance	\$ 33,000	\$ 24,750	\$ 19,096	\$ 5,654	\$ 13,904	58%	Lower Than Budgeted
Memberships	\$ 44,000	\$ 33,000	\$ 29,437	\$ 3,563	\$ 14,563	67%	Slightly Lower Than Budgeted
Office Expenses	\$ 16,000	\$ 12,000	\$ 6,251	\$ 5,749	\$ 9,749	39%	Lower Than Budgeted
Operating Supplies	\$ 23,000	\$ 17,250	\$ 8,893	\$ 8,357	\$ 14,107	39%	Lower Than Budgeted
Chemicals	\$ 75,000	\$ 56,250	\$ 39,296	\$ 16,954	\$ 35,704	52%	Lower Than Budgeted
Safety	\$ 5,000	\$ 3,750	\$ 16,164	\$ (12,414)	\$ (11,164)	323%	Gantry Lifting Device Purchase
Contractual Services	\$ 75,000	\$ 56,250	\$ 54,330	\$ 1,920	\$ 20,670	72%	Slightly Lower Than Budgeted
Professional Services	\$ 90,000	\$ 67,500	\$ 47,440	\$ 20,060	\$ 42,560	53%	Lower Than Budgeted
Printing & Publication	\$ 2,500	\$ 1,875	\$ 3,248	\$ (1,373)	\$ (748)	130%	Timing of Order of Billings
Equipment Lease	\$ 7,500	\$ 5,625	\$ 3,979	\$ 1,646	\$ 3,521	53%	Lower Than Budgeted
Monitoring	\$ 16,000	\$ 12,000	\$ 13,021	\$ (1,021)	\$ 2,979	81%	Slightly Higher Than Budgeted
Travel/Meetings/Meals	\$ 15,000	\$ 11,250	\$ 6,355	\$ 4,895	\$ 8,645	42%	Lower Than Budgeted
Utilities	\$ 265,000	\$ 198,750	\$ 215,542	\$ (16,792)	\$ 49,458	81%	Higher Than Budgeted (Gas Well Down)
Government Fees	\$ 45,000	\$ 33,750	\$ 35,729	\$ (1,979)	\$ 9,271	79%	Higher Than Budgeted - Timing Paying Permits
Repairs & Maintenance	\$ 150,000	\$ 112,500	\$ 184,054	\$ (71,554)	\$ (34,054)	123%	Multiple Leaks
	\$ 2,102,500	\$ 1,576,875	\$ 1,606,035	\$ (29,160)	\$ 496,465	76%	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, Board Secretary

DATE: March 19, 2025

SUBJECT: **Cell Tower Approval**

Recommendation / Proposed Motion

Staff is seeking Board approval to authorize the General Manager to negotiate with Assurance Development regarding the potential installation of a cell tower on District property.

Background

In March, the General Manager received a letter from Assurance Development expressing interest in installing a cell tower on District property. The proposed tower footprint is 42 feet by 42 feet and would be operated by Verizon.

Assurance Development has offered the District \$16,000 per year in lease payments, with the understanding that this amount is negotiable.

Staff is seeking Board approval to authorize the General Manager to enter into negotiations with Assurance Development regarding the potential installation of the cell tower.

Discussion

The proposed cell tower at Mission Hills Community Services District is intended to improve cellular coverage in an area that currently has poor service, the tower will initially be used by Verizon.

Attachment: Letter from Assurance Development



March 11, 2025

**Mission Hills Community Services Dist.
1550 Burton Mesa Blvd
Lompoc, CA 93436**

Subject: Vertical Bridge's Lease Interest: 1550 Burton Mesa Blvd, Lompoc CA | Site ID: CA-6115

Mission Hills Community Services Dist.:

Assurance Development is an authorized representative for Vertical Bridge. Vertical Bridge is researching properties in the area to locate a wireless communications facility (cell-site) in-order to improve the wireless cell phone coverage in the surrounding commercial and residential areas.

This letter confirms Vertical Bridge's interest to lease space on the property located at **1550 Burton Mesa Blvd, Lompoc CA** for the purposes of installing a wireless telecommunications facility (cell-site). The following information represents the general lease terms proposed.

- 1) **Lease Premises:** Proposed lease area of 42' x 42' (approximately) for equipment plus antenna placement.
- 2) **Use:** Construction, operation and maintenance of a cell-site for the transmission and reception of radio communications signals.
- 3) **Term:** Vertical Bridge proposes an initial term of five (5) years plus nine (9) automatic renewal options of five (5) years for a total of fifty (50) years. Lessee may terminate the lease at each annual anniversary by providing Lessor with thirty (30) days' notice.
- 4) **Rent:** Vertical Bridge proposes an amount of Sixteen Thousand 00/100 dollars (**\$16,000.00**) annual rent to be paid in monthly installments beginning upon the start of construction.
- 5) **Testing:** Prior to lease commencement, Landowner shall provide access allowing Vertical Bridge to conduct any necessary inspections, surveys, and tests to determine the suitability of the property for Vertical Bridge.
- 6) **Access:** 24 hours a day, 7 days a week.
- 7) **Utilities:** At Vertical Bridge's expense, power and telco will be brought to the leased premises.
- 8) **Title:** A Memorandum of Lease will be recorded.
- 9) **Non-Disturbance Attornment (SNDA)** A Subordination, Non-Disturbance Agreement must be obtained from the current deed of trust holders. If this cannot be obtained, Vertical Bridge will not enter into a lease agreement.
- 10) **Contingency:** The lease is contingent upon Vertical Bridge's ability to obtain permits and use the premises as a communications facility.
- 11) **Signing Authority:** Documents will be required evidencing the signors authority to encumber the property.
- 12) **Confidentiality:** Landlord will keep the terms and conditions contained herein, and the details of ensuing negotiations confidential between the parties.

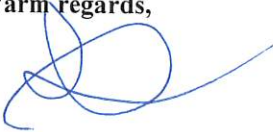
This letter is intended to be a nonbinding letter of interest entered into solely to reflecting the interest of the parties in negotiating with one another and to summarize the basic business terms being proposed for the lease agreement.

No portion of this letter is to be considered legally binding nor shall the provisions of this letter constitute any form of representation or warranty from one party to the other. The final lease agreement is subject to Vertical Bridge's review and approval, and contingent upon Vertical Bridge's signature.

If the terms of this letter of interest are acceptable concerning the proposed lease, please sign below in the place provided to evidence your agreement and return a copy of this letter so that we can begin the process of preparing mutually acceptable legal documents for yours and Vertical Bridge's signature.

We are working with some aggressive timelines and ask that you respond no later than April 4th, 2025. I look forward to your response regarding this proposal and would be happy to provide additional information. I can be reached at 323-627-6139 or at nvotaw@Assurance-Group.com

Warm regards,



Nick Votaw
Site Acquisition
Authorized Representative for Vertical Bridge

Signature of Landlord

Date

Contact Number

Contact Email



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: April 16, 2025

SUBJECT: **Policy 7007 Cross-Connection Control/Backflow Prevention Plan**

Recommendation / Proposed Motion

Proposed Motion: Discuss and approve the updated 7007 Cross-Connection Control/Backflow Prevention Plan Handbook.

Background

The regulations set forth by the State Department of Public Health in the California Health and Safety Code §§ 116800 through 116820, as well as the State Water Resources Control Board's Cross-Connection Control Policy Handbook (CCCPH) referenced in California Health and Safety Code § 116407, as amended from time to time, are hereby incorporated by reference.

The CCCPH mandates that all public water systems submit a Cross-Connection Control Plan to their local Local Primacy Agency (LPA). The updated Cross-Connection Control Policy now includes new regulations, such as the requirement for certified backflow testers and cross-connection control specialists. All required changes must be implemented by July 1, 2025.

Policy Implications

- California Government Code § 61045(g) requires the Board to adopt policies for the operation of the District.
- California Government Code § 61060(a) and § 61060(b) provide the Board the authority to adopt, rules and regulations for the administration, operation and use, and maintenance of the facilities and services.

Discussion

Staff have updated draft Cross-Connection Control Policy Handbook, which is due July 1, 2025. Updated version has been reviewed by the state and been approved.

Attachment 1: Proposed changes to Policy

Attachment 2: Cross Connection/Backflow Policy

Proposed changes to the Cross-Connection Control Policy Handbook (CCCPH)

Last Updated: March 2025

This document will be updated to document any changes made to the CCCPH. The CCCPH (link to CCCPH) will not include any change-tracking. The date of this document is the most recent version and includes all previous updates to the CCCPH. All sections referred to in this document are in the CCCPH – no other regulations or documents are changed in this document.

Proposed Changes to the CCCPH

Revision

Section 3.2.1(e)(6): if the State Water Board requests a hazard assessment of a user's premises; and or

Purpose and reason

The State Water Board has identified that the list in Section 3.2.1(e) contains a set of criteria that should be governed by an "or" statement instead of an "and" statement. The list contains seven conditions that may result in a new hazard assessment. As written, the list requires all seven conditions to occur before a new hazard assessment is necessary. The State Water Board intended for any of the conditions, when met, to result in a new hazard assessment. Requiring all seven conditions to occur effectively renders the subsequent hazard assessment requirement useless.

Revision

Section 3.4.1(d): ~~An American National Standards Institute (ANSI)-accredited certifying organization, accredited in accordance with subsection (b) and ISO/IEC 17024, A certifying organization, accredited by the American National Standards Institute (ANSI) in accordance with ISO/IEC 17024, which complies with subsection (b),~~ will be considered to be a State Water Board-recognized certifying organization.

Purpose and reason

The Backflow Prevention Assembly Tester Certification requirement in Section 3.4.1(d) is effectively identical to the Cross-Connection Control Specialist Certification requirement in Section 3.4.2(d), but the language between the two sections is dissimilar enough such that unnecessary confusion may arise when comparing the two sections, and the change eliminates that dissimilarity.

Revision

Section 3.1.1: "Air-gap separation" or "AG" means a physical vertical separation of at least two (2) times the effective pipe diameter opening, as defined in section 207.0 of the California Plumbing Code, between the free-flowing discharge end of a potable water supply pipeline and the flood level of an open or non-pressurized receiving vessel, and in no case less than one (1) inch.

Purpose and reason

The definition of an air-gap separation in section 3.1.1 is inconsistent with the air-gap criteria in Appendix B; specifically, when describing the necessary vertical distance in an air-gap, the definition in 3.1.1 refers to an "effective pipe diameter" and Appendix B refers to an "effective opening." The "effective pipe diameter" definition could be misconstrued to mean the outer pipe diameter and also not inclusive of air-gaps using multiple pipes. This change should prevent any air-gap installations being designed with inadequate gaps.

Revision

3.3.2(b): RPs must be installed such that the lowest point of an assembly is a minimum of twelve inches above grade, and, unless an alternative is approved by the PWS, a maximum of thirty-six inches above the finished grade, ~~unless an alternative is approved by the PWS.~~

Purpose and reason

Section 3.3.2(b) states that the minimum installation height for an RP is 12 inches. Section 3.3.2(b) also states that the maximum installation height for RP devices is 36 inches unless an alternative is approved by the PWS, in which case the installation height may be more than 36 inches. The existing language in the CCCPH is written in a way that could be interpreted to allow for alternatives to *both* minimum and maximum height. This change clarifies that the alternative only applies to maximum height.

Revision

3.1.3(a)(2): Cross-Connection Control Program Coordinator – The PWS must designate at least one individual involved in the development of and be responsible for the reporting, tracking, and other administration duties of its cross-connection control program. For a PWS with more than 3,000 service connections or more the Cross-Connection Control Program Coordinator must be a cross-connection control specialist.

Purpose and reason

This change will make the service connection threshold consistent throughout the CCCPH. The State Water Board reviewed its drinking water inventory and found that no existing public water systems have exactly 3,000 service connections, so there should be no effect from this change to public water systems, other than a public water system that is approaching 3,000 service connections will cross the threshold one connection earlier than before.

Previous Changes to the CCCPH**March 2025**Revision

Section 3.2.1(f): Noncommunity water systems must conduct an initial or follow-up hazard assessment within two years of the ~~adoption~~ effective date of the CCCPH.

Section 3.2.2(e): Except as noted below, a PWS must ensure its distribution system is protected with no less than DC protection for a user premises with a fire protection system within ten years of ~~adoption~~ the effective date of the CCCPH.

Section 3.2.2(e)(2): For existing fire protection systems that do not meet Section 3.2.2 (e)(3) or cannot install DC protection within ten years of ~~adoption~~ the effective date of the CCCPH...

Purpose and reason: The State Water Board is changing the use of "Adoption Date" in the CCCPH to "Effective Date". When the CCCPH was adopted the State Water Board included a six-month gap between the adoption date and the effective date. The State Water Board intended for all instances of deadlines associated with "Adoption Date" to be replaced with "Effective Date", but not all instances were changed prior to CCCPH adoption; this change to the CCCPH will correct those errors.

CROSS-CONNECTION CONTROL (CCC) PROGRAM PLAN

Public Community Water System (PWS) Information

Public Water System Name	Mission Hills Community Services District
Public Water System Number	CA4210019
Number of Single-Family Residential Service Connections	1,296
Number of Multifamily Residential Service Connections	0
Number of Commercial Connections	12
Number of Industrial Service Connections	0
Number of Agricultural Service Connections	0
Number of Landscape Irrigation Connections	4
Total Number of Service Connections as of December 2024	1,312

Water System Ownership Type (check one):

- Public
- Privately-owned, PUC-Regulated
- Privately-owned, non-PUC-Regulated
- Privately-owned, Mutual Water Company or Association

PWS Background CCC Information

Number of Fire Protection System Service Connections (Residential)	0
Number of Fire Protection System Service Connections (Non-Residential)	6
Number of Air Gaps used for backflow protection at the service connection	Unknown
Number of Service Connections where internal protection is used in lieu of premises containment	Unknown
Number of Recycled Water (RW) use sites	0
Number of Swivel-ells used for backflow protection at the service connection (applies to Recycled Water use sites)	0
Number of Sites requiring a water user supervisor (CCCPH Section 3.2.2(f)) – applies to any sites using recycled water, complex piping systems, or a user supervisor deemed necessary by the PWS	0

**MISSION HILLS COMMUNITY SERVICES DISTRICT
CODE OF ORDINANCES - TBD**

7007 CROSS-CONNECTION CONTROL/BACKFLOW PREVENTION PLAN

INCORPORATION

The regulations of the State Department of Public Health contained in Title 17 of the California Health and Safety Code §§ 116800 through 116820 and the State Water Resources Control Board Cross-Connection Control Policy Handbook (CCCPH) as referenced in California Health and Safety Code § 116407, as amended from time to time, are hereby incorporated by reference.

PROTECTIVE REGULATION

No physical connection between the potable water supply system of the public District and any other water supply will be permitted except in compliance with the regulations of the CCCPH, and current editions thereof. The District is not responsible for abatement of cross-connections that may exist within the property owner's premises.

HAZARD ASSESSMENTS AND REQUIRED PROTECTION

The Cross-Connection Control Specialist shall evaluate each connection to the water system for potential backflow hazards within five years of the implementation of this plan in accordance with CCCPH § 3.2.1.

To obtain water service, the property owner must cooperate with the District's assessment of potential hazards to the public water supply caused by conditions on the property owner's premises. The District will consider factors such as the presence of cross-connections, materials handled on the property, the likelihood of backflow, the complexity of the piping system, and the potential for modifications to the piping system that could increase the risk of cross-connection.

To protect the public water supply system, the minimum type of approved backflow protection is required to be installed under any of the following conditions:

- Where a fresh water supply, which has not been approved by the State Department of Public Health, is already available from a well, spring, reservoir, or other source. If the property owner agrees to abandon this other supply and agrees to remove all pumps and piping necessary for the utilization of this supply, the installation of backflow protective devices will not be required.
- Where salt water or water otherwise polluted, is available for industrial or fire protection purposes at the same premises.
- Where the premises are or may be, engaged in processes using or producing waters or liquid industrial wastes, or where the premises are, or may be, engaged in handling sewage or any other dangerous substances. Chemical or biological process waters and

water from public water supplies that have deteriorated to sanitary quality are included.

- Where circumstances are such that there is a special danger of backflow of sewage or other contaminated liquids through plumbing fixtures, water-using or treating equipment, or storage tanks and reservoirs.
- Where there is a repeated history of cross-connections being established or re-established.
- Where a backflow or cross-connection hazard is observed by a certified backflow tester.

TYPE AND EXPENSE OF PROTECTIVE DEVICES

The type of backflow protection must correspond to the level of hazard present on the property owner's premises. For premises with multiple hazards, the highest level of protection must be employed. The water user may opt for a higher level of protection than that required by the District. Each hazard will be assessed individually to determine the appropriate back flow protection device.

Any backflow prevention assembly utilized shall be of the type and design specified and approved for the circumstances by the State Office of Drinking Water and the University of Southern California (USC) Hydraulic Research Section. Such device shall be installed by and at the expense of the property owner, in a manner approved by the District and public health agency having jurisdiction and in a location that is readily available for periodic inspection. Information in greater technical detail as to requirements for District approval is available separately at the District office.

TESTING AND MAINTENANCE OF PROTECTIVE DEVICES

The property owner bears ultimate responsibility for conducting the annual field test of the backflow prevention assembly on their premises. Additionally, they must ensure the repair or replacement of the assembly within 30 days of receiving notification of a failed test.

Backflow prevention assemblies located on property owned by the District must undergo annual testing and be repaired or replaced as needed.

Backflow prevention assemblies must be tested by an individual with a valid certificate of competence from an American National Standards Institute (ANSI)-accredited certifying organization, recognized by SWRCB, and using a field test kit or gage with a valid calibration certificate. Testers must submit their tester and calibration certificates to the District before test reports will be accepted.

Testing is required upon installation, after repairs, and at least annually, or more frequently if inspections indicate repeated failures. The property owner is responsible for the cost of testing, repairing, overhauling, or replacing these devices. Records of tests, repairs, and overhauls must be maintained and made available to the District, its contractors or agents, and the public health agency with jurisdiction.

CORRECTIVE ACTION

INSTALL, TEST, REPAIR

Should the property owner refuse to comply with this Cross-Connection Control Plan within 90 days of the first notice, the District may contract the installation, testing, and/or repair of a backflow device at the owner's expense.

DISCONTINUANCE OF SERVICE

The District may refuse or discontinue service until the property owner has installed an approved device of the required type to protect against the backflow of water from the property owner's premises into the District's system.

PUMPS AND BOOSTERS

When a property receiving service at the District's main or service connection must utilize a pump to elevate or increase the pressure of the water received, the pump shall not be attached to any pipe directly connected to the District's main or service pipe. Such pumping or boosting of pressure shall be done from a sump, cistern, or storage tank which may be served by but not directly connected with, the District's distribution facilities.

Air gap installations after July 1, 2024 at service connections must be reviewed and approved by the State Water Board (DDW) before installation.

CROSS-CONNECTION CONTROL PLAN PERSONNEL

The General Manager is designated as the Cross-Connection Control Program Coordinator. The Cross-Connection Control Program Coordinator is responsible for the development of and is responsible for the reporting, tracking, and other administrative duties of this cross-connection control plan.

At least one member of the field crew shall take the necessary courses and examinations to become ANSI-certified as a Cross-Connection Control Specialist.

INVESTIGATIONS

The Cross-Connection Control Specialist shall promptly investigate all reports of suspected backflow or cross-connections and report findings to the Cross-Connection Control Program Coordinator and the Operations and Maintenance Manager.

INCIDENT NOTIFICATION

The Cross-Connection Control Program Coordinator and/or the Operations and Supervisor shall notify the State Water Board, local health agencies, and other interested local entities of any known or suspected backflow incident within 24 hours of the determination. If required by the State Water Board, the District shall issue a Tier 1 public notice.

PUBLIC OUTREACH AND EDUCATION

The District shall provide information on cross-connection control and backflow prevention to its customers and property owners through periodic bill inserts, new property owner documentation, and the District's annual consumer confidence report.

RECORDKEEPING

The District will keep records of hazard assessments and backflow prevention assembly testing per CCCPH § 3.5.1, using a cloud-based tracking system that maintains up-to-date and relevant historical information.

CROSS-CONNECTION AND PROTECTIVE DEVICES

PHYSICAL CONNECTION

No physical connection between the wastewater system of the District and any other water or wastewater supply will be permitted.

PROTECTIVE DEVICES REQUIRED

The District will require the installation of approved backflow protection where the circumstances are such that there is a special danger of backflow of wastewater onto the property owner's premises.

TYPE AND EXPENSE OF PROTECTIVE DEVICES

See Ordinance 7007 section: **TYPE AND EXPENSE OF PROTECTIVE DEVICES**

PERIODIC INSPECTION OF PROTECTIVE DEVICES

See Ordinance 7007 section: **TESTING AND MAINTENANCE OF PROTECTIVE DEVICES**

REFUSAL TO SERVE OR DISCONTINUANCE OF SERVICE FOR FAILURE TO INSTALL PROTECTIVE DEVICES

See Ordinance 7007 section: **DISCONTINUANCE OF SERVICE**

Cross-Connection Control Program Plan

Certification Page

I certify that the information submitted in this plan is accurate and we will comply with the Cross-Connection Control Policy Handbook (effective date July 1, 2024).

Public Water System Representative

Name: Mike Garner	Title: General Manager
Signature:	Date:

Public Water System Designated Certified Cross-Connection Specialist

Name: Jose Acosta Jr.	Title: Lead Operator / Cross-Connection
Signature:	Specialist Date:

ATTACHMENTS TO THIS PLAN

Attachment A – Copy of legal authority used to implement CCC Program

Attachment B – Cross-Connection Control Program Coordinator

ATTACHMENT A

Operating Rules or Ordinances (Legal Authority).

Per the CCCPH, each PWS must have operating rules, ordinances, by-laws, resolution, or service contract or agreement to implement the CCC program.

The PWS has adopted the following, which authorizes the PWS to implement a CCC program (choose one).

- Operating Rules. Title of Operating Rules and date adopted:

- Ordinance. Ordinance no. and date adopted:
7007 Cross Connection Control/ Backflow Prevention 1/4/14

- Resolution. Resolution no. and date adopted:

- By-Law. By-law no. and date adopted:

- Service Contract or Agreement. Describe: _____

- Other. Describe: _____

The PWS's legal authority also authorizes the PWS to perform the following corrective action in the event a water user fails to comply with the CCC Program in a timely manner: (choose all that apply)

- Deny or discontinue water service to a water user

- Install, inspect, field test, and/or maintain a BPA at a water user's premises.

- Use of penalty fine(s) on water user, including billing a water user for BPA installation, inspection, field test, and/or maintenance.

- Other. Describe: _____

ATTACHMENT B

Cross-Connection Control Program Coordinator.

Name of Designated Certified CCC Specialist	Jose Acosta Jr
Address	1550 E Burton Mesa Blvd, Lompoc, CA 93436
Email	ja@mhcsd.org
Phone Number	(805) 733-4366 ext. 200
Specialist Certification Number and Certifying Organization	S05-846 American Backflow Prevention Association

Name of CCC Coordinator	Mike Garner
Email	mg@mhcsd.org
Phone Number	(805) 733-4366 ext. 201

Name of 24-hour CCC Contact (can be the CCC Specialist or a designee)	Jose Acosta Jr
Email	ja@mhcsd.org
24-hour Phone Number	(805) 588-2833



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