

Board of Directors

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



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

Mike Garner, General Manager

Mission Hills Community Services District Board of Directors

Regular Meeting

Wednesday, February 19, 2025

4:30 PM

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

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes. **If you cannot attend, you can submit comments before the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, February 18, 2025.**

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

A. Consideration of Approval of Minutes from:

i.) January 15, 2025

B. Activity Reports for January 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-None

6. Communications - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide references to staff or other resources for information, and direct staff to place a topic or report on a future committee or regular meeting agenda.

- A. General Manager's Comments
- B. Directors' Comments
- C. Public Comments (up to 3 minutes for topics within the District's jurisdiction)

Regular Board Meetings are held on the third Wednesday of each month beginning at 4:30 PM

Copies of the staff reports, or written materials provided for Mission Hills CSD for Open Session agenda items may be obtained upon request and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during regular business hours. Closed-session items are not available for public review.

In compliance with the Americans with Disabilities Act If you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Board Secretary at 805.733.4366 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. (Agenda Prepared under Government Code Section 54954.2)



Board of Directors
Jorge Magana, President
Steve Dietrich, Vice President
Jim Keeling, Director
Matthew Starbuck, 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 Meetings Minutes
January 15, 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 4:37 pm on Wednesday, January 15, 2025, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

None

STAFF PRESENT:

Mike Garner, Carol Reynolds, Lupe Huitron
Javier Rodriguez

OTHERS PRESENT:

Myron Heavin

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

A. Approved Minutes

- i.) December 11th, Special Meeting Minutes

B. Activity Reports for October & November 2024

- 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.

Motion passed 5-0 Vote.

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

Noes: None

Abstain: None

Absent: None

5. Regular Business Items

A. Adopt Resolution 25-360 Commending Myron Heavin for his Years of Service at Mission Hills Community Services District.

A motion was made by Director Magana and Seconded by Director McLeod to Adopt Resolution 25-360 Commending Myron Heavin for his Years of Service at Mission Hills CSD.

Motion Passed 5-0 vote.

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

Noes: None

Abstain: None

Absent: None

B. Discuss and Approve Office Elections Assignments.

A motion was made by Director Magana and seconded by Starbuck to approve the new Officer Election Assignments for the 2025 Calendar Year.

Motion Passed 5-0 vote.

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

Noes: None

Abstain: None

Absent: None

C. Discuss and Ratify the General Manager's decision to Coat the Filter Tank

A motion was made by Director Dietrich and seconded by Director Starbuck to approve and Ratify the General Manager's decision to coat the Filter Tank.

Motion Passed 5-0 Vote.

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

Noes: None

Abstain: None

Absent: None

D. Discuss the Mid-Term Budget Review

A Motion was made by Director Keeling and seconded by Director Magana to approve the Mid-Term Budget Review.

Motion Passed 5-0 Vote

Ayes: Jorge Magana, Glen McLeod, Mathew Starbucks, Stev Dietrich and Jim Keeling.

Noes: None

Abstain: None

Absent: None

6. Communications - The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information, and direct staff to place a topic or report on a future committee or regular meeting agenda.

A. General Manager’s Comments- None

B. Directors’ Comments- None

C. Public comments- None

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

Respectfully submitted:

Lupe Huitron

X

Jorge Managa
President

X

Lupe Huitron
Board Secretary



General Manager and Administrative Activity Reports
January 2025

General Manager Report

Well, #8- Well #8 is out to bid. Walk thru on the 19th.

Well, #7- Motor is at electrical shop to be rebuilt.

Line #2 from Tank- Researching cost estimates for a second line from tank to system.

Sewer Line- Engineering work is continuing, and the report is schedule to be done in March. Currently looking for grants through the state board.

Budget 24/25- Staff has preliminary operating and capital budget ready in the next week for Finance and Budget committee to discuss and review.

Administrative Services Manager

Participated in CSDA Board of Directors Meeting. Attended CSDA Quarterly Meeting. Worked with Banking Facilities to update the signer list. Trained New Employees and assisted in cross-training. Assisted Customers. Prepared Bank Deposits. As is customary, participated in Board Meeting preparation. Presented Semi-Annual Budget Tracking to the Board of Directors, both for 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. Worked with Benefit Administrators and updated Calendar Year Cost changes.



General Manager and Administrative Activity Reports
January 2025

Board Secretary

Assisted customers with payments, getting service started, and setting up AutoPay's/ and creating online accounts with Mission Hills CSD, Assisted with phone inquiries, and email correspondence, filed 700 forms and assisted with 700 forms and its new filing requirement (applies for GSA members only) continuously updating District website, provide a spreadsheet with all the District websites I access that include username and passwords requested from Administrative Services Manager, updated committee assignments to reflect new members, Assigned mandated courses to Staff and Board Members, drafted new committee meeting agenda notices, prepared board packet, assisted with staff reports, coordinated with Amber (secretary for Santa Ynez water conservation district) and went over 700 forms and its new State requirement, cross-trained new Employee.

Accountant

Applied 10% Late Fee for non-pay January - 97 Accounts
Past Due Letter Mailed December - 327 Accounts



Board of Directors:

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

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

General Manager, Mike Garner

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

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 12.4 MG	Total Monthly Influent Flow: 5.69 MG
Daily Average: 0.41 MGD	Daily Average: 0.18 MGD
Monthly Sold: 10.5 MG	Ratio of Daily returned Flow: 43%
Unaccounted Water: 1.9 MG (15%)	(0.18/0.41 = 0.43)

Water

Compliance

- Submitted the State Water Resource Control Board (SWRCB) monthly reports.
- Submitted Santa Ynez River Conservation Semo Annual Report.
- Updated and submitted Corrosion Control Data Sheet.
- Staff attended a round table at Santa Ynez RWCD regarding the upcoming Cross-Connection policy handbook (Due July 2025)

Distribution System Maintenance/Repair

- Replaced **30** Hersey meters to Kamstrup meters. **905** of **1312** total meters were replaced.
- Water service line repair – 2690 Adobe Falls Rd on 1/2/2025
- Water service line & blow-off repair – 2905 Chandler Dr on 1/8/2025
- Water service line repair – 3618 Via Lato on 1/10/2025
- Power outage – Field crew responded to all stations needing back up power, until outage was complete – on 1/26/2025
 - Valve program & Hydrant maintenance
 - **Valves exercised – 15**
 - **Hydrants maintained - 9**

Water Treatment plant

- Security cameras were installed around the facility.
- Equipment enclosure was installed.



Wells & Pumping

- Well 7 Motor failed – Staff is waiting on repairs to be made on existing motor and will have Well 7 back online once installed and passes lab result.
- New security cameras were installed at each well site.

Wastewater

Compliance

- Collected all weekly settleable solids samples.
- Collected quarterly samples.
- Submitted Annual Waste Discharge Report.
- Submitted 4th Quarter Self-Monitoring Report for 2024.
*The 25-month rolling median for Total Nitrogen at the Monitoring Well was 2.4, which exceeded the limit of 2.0.
- Submitted CWIQS Annual Report.
- Submitted the Monthly No Spill Report.
- Submitted the Time Schedule Order (TSO) Semi-Annual Status Report.

Collection System/Lift Station

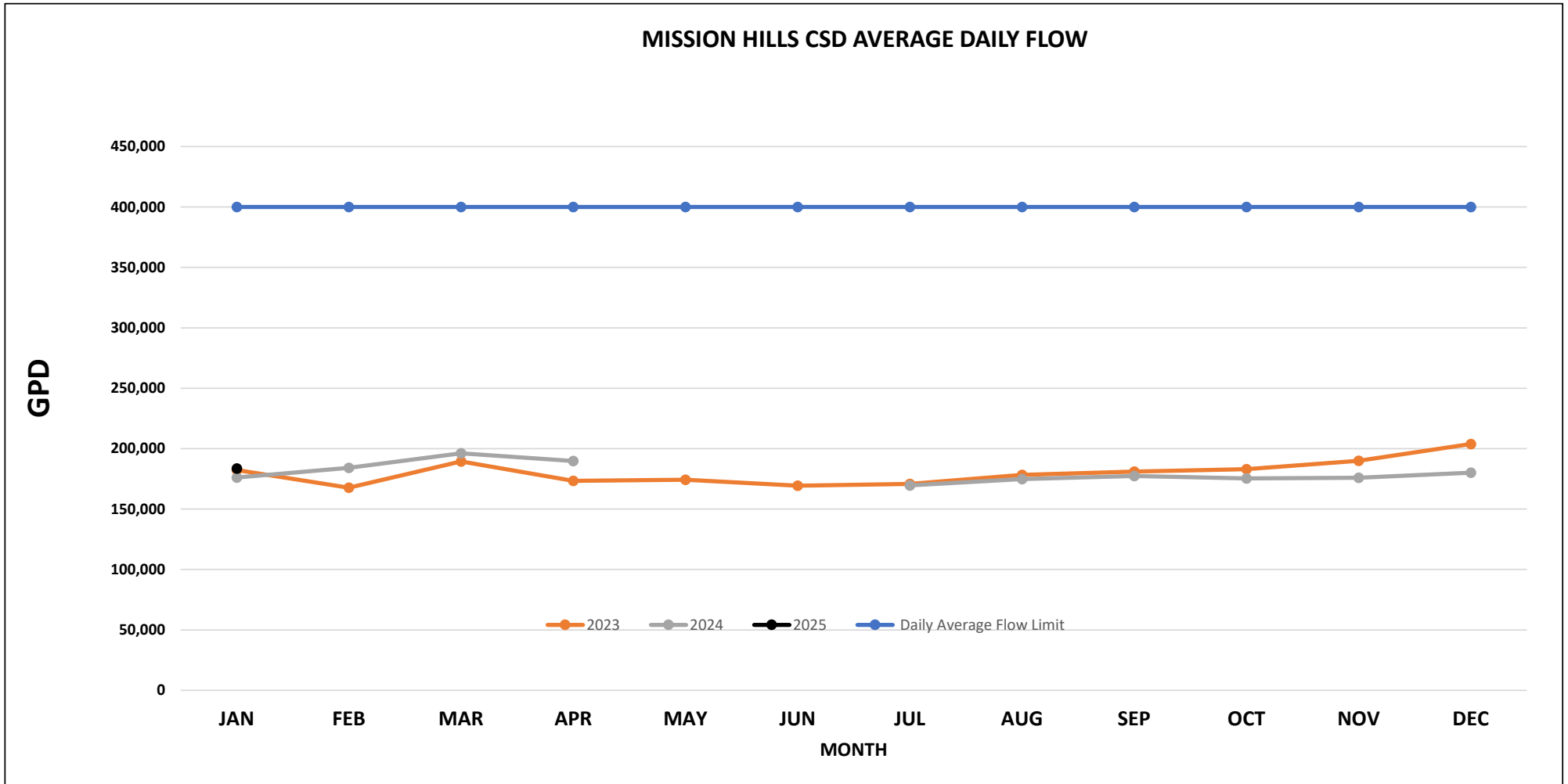
- Continued monitoring of Wet Well Wizard.
- Staff cleaned out all solids & FOG inside wet well

Wastewater Plant

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

MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

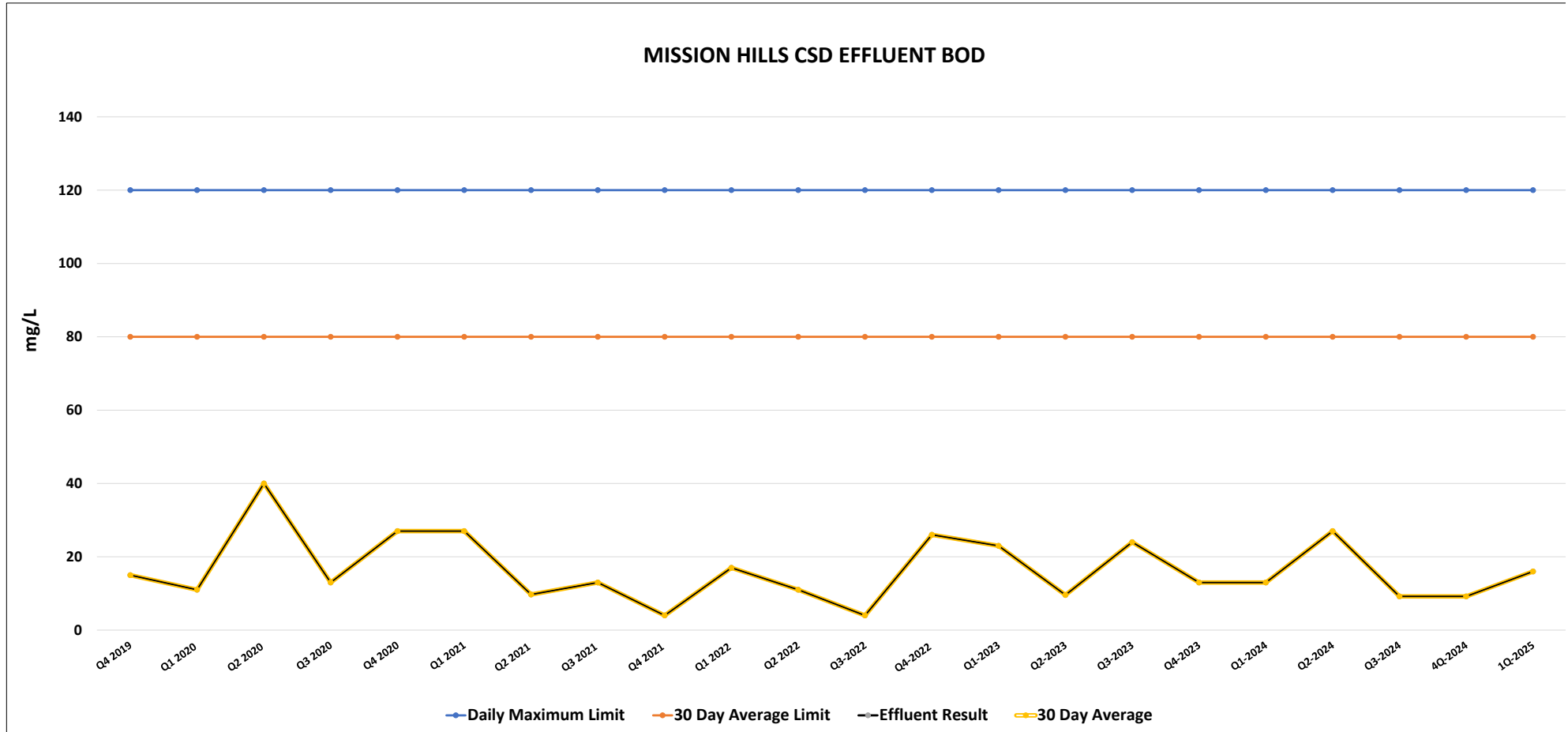
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Average Flow Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
2023	182,227	167,689	189,351	173,446	174,311	169,441	170,812	178,317	181,009	183,039	190,019	203,847
2024	176,039	184,061	196,175	189,774			169,626	174,891	177,358	175,452	176,004	180,042
2025	183,577											



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	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

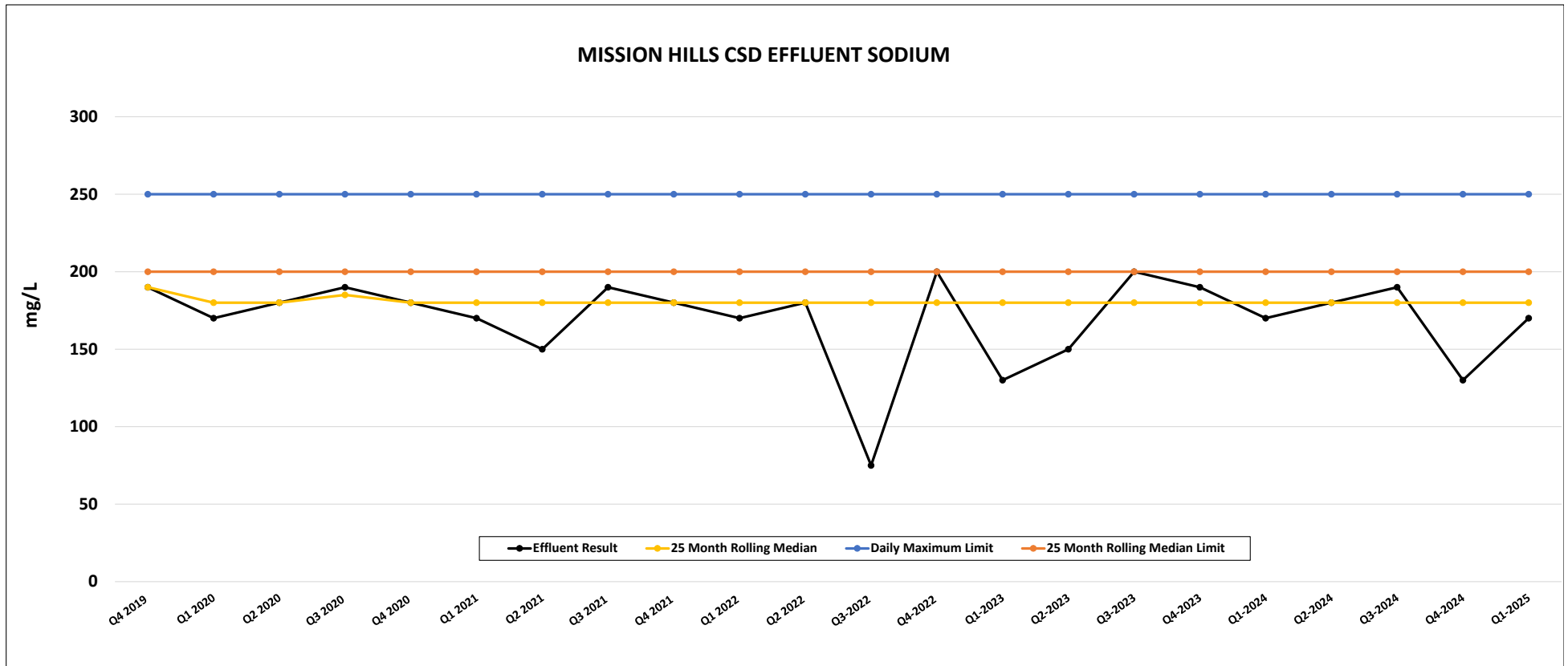
Non-detect, estimated, and greater than (>) results are graphed at their reporting levels or as reported by lab.



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

Consent Item 4. B ii

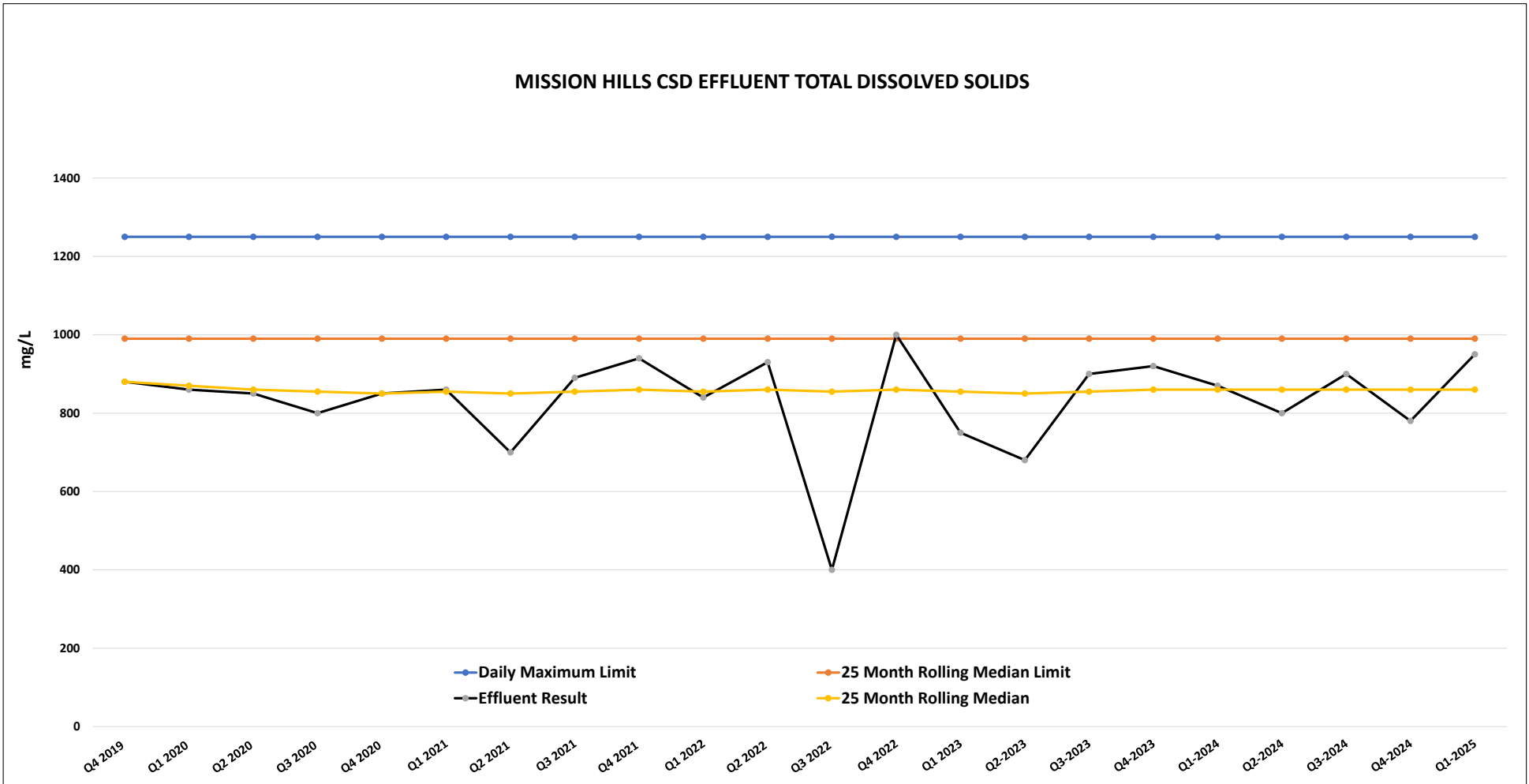
MONTH	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling 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)

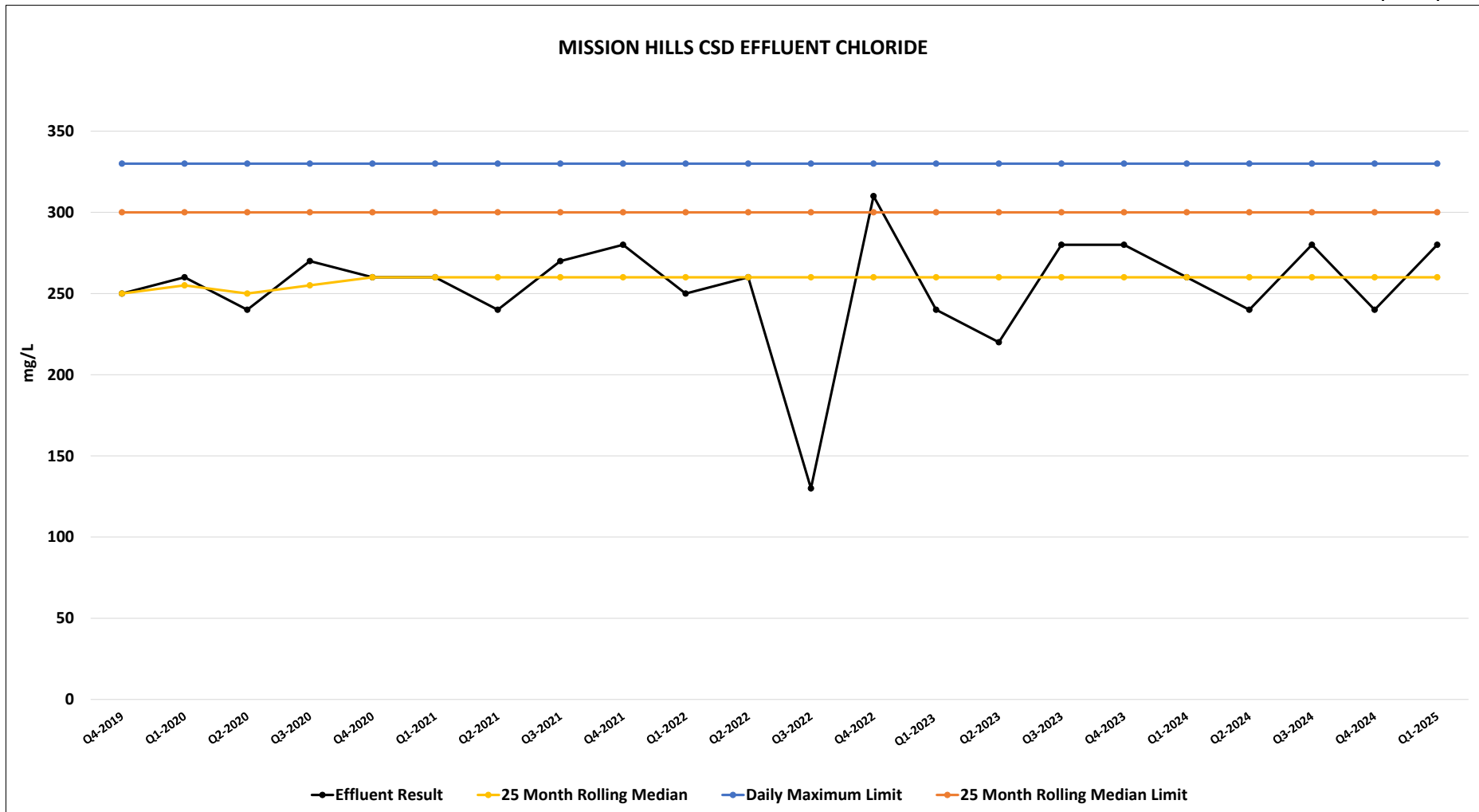
Consent Item 4. B ii

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	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	855	860	860	860	860	860	860	



MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

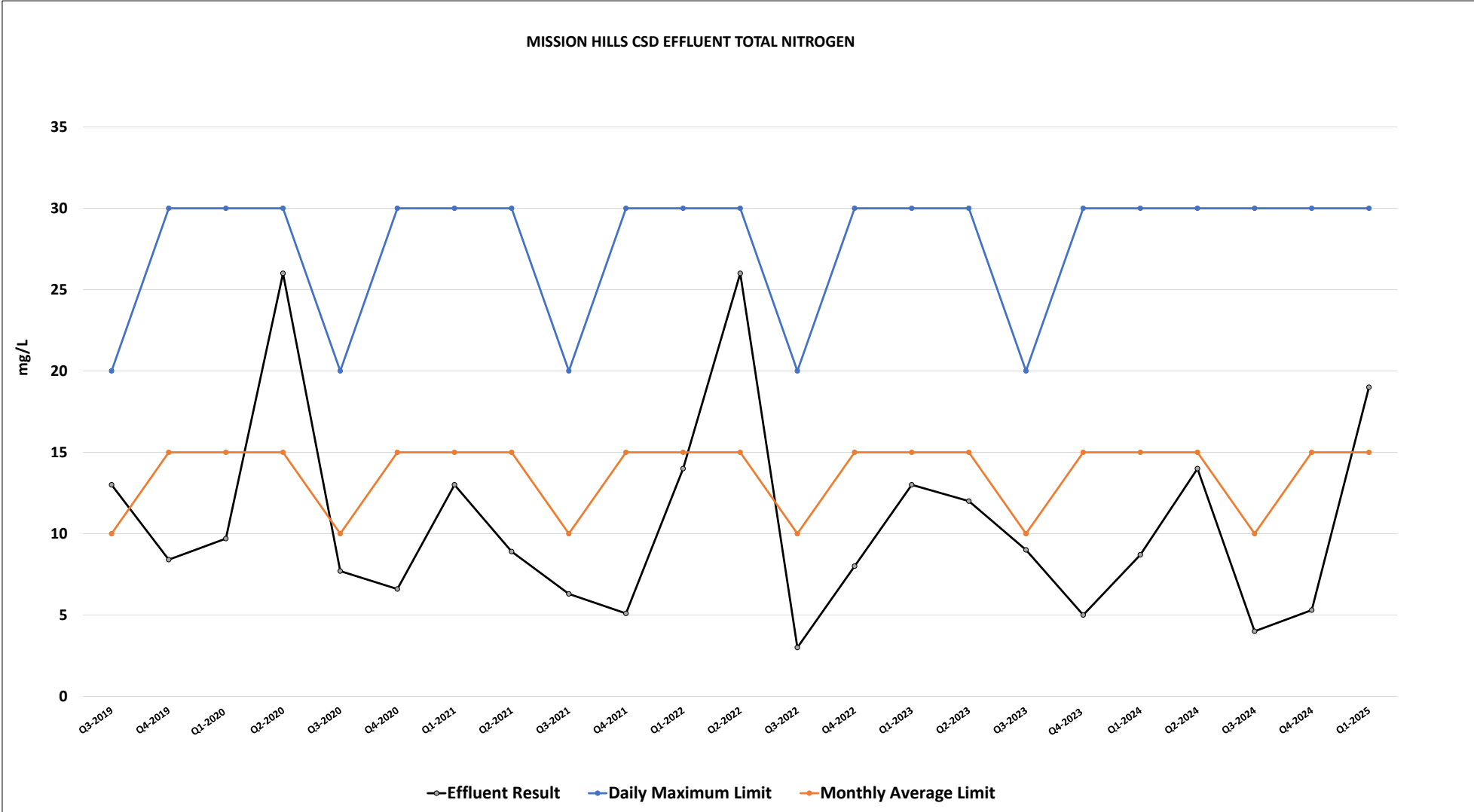
MONTH	Q4-2019	Q1-2020	Q2-2020	Q3-2020	Q4-2020	Q1-2021	Q2-2021	Q3-2021	Q4-2021	Q1-2022	Q2-2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	Q1-2025	
Daily Maximum Permit Limit	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
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 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



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

	Jan 25	Jan 24	\$ Change	Explanation
Ordinary Income/Expense				
Income				
4005 · 48 hour notice fees	225.00	375.00	-150.00	
4045 · Late fees	5,141.46	2,680.30	2,461.16	More Late Fees Collected 2025
4060 · Reconnection fees	650.00	350.00	300.00	
4075 · Returned check fees	25.00	50.00	-25.00	
4085 · Sewer basic charges	106,200.34	98,254.43	7,945.91	Rate Increase
4095 · Street sweeping charges	1,503.48	1,503.48	0.00	
4105 · Water basic charges	62,296.95	59,149.94	3,147.01	Rate Increase
4115 · Water usage charges	47,127.06	35,868.11	11,258.95	More Usage 2025
Total Income	223,169.29	198,231.26	24,938.03	
Gross Profit	223,169.29	198,231.26	24,938.03	
Expense				
6000 · Salaries and wages				
6005 · Wage expense	99,107.94	60,727.20	38,380.74	3 Pay Periods 2025
6010 · Payroll tax expense	7,736.16	5,176.29	2,559.87	3 Pay Periods 2025
Total 6000 · Salaries and wages	106,844.10	65,903.49	40,940.61	
6050 · Employee benefits				
6060 · Disability insurance	314.13	276.09	38.04	
6065 · Health insurance	18,241.98	-976.25	19,218.23	Timing of Payment More Employees Participating in 457
6075 · Retirement expenses	2,771.08	1,759.54	1,011.54	Timing of Payment
6085 · Workers compensation expense	0.00	3,878.10	-3,878.10	Less Time Off Scheduled
6090 · Vacation & Sick Leave	1,409.20	5,942.07	-4,532.87	
6095 · Benefit Administration	0.00	89.82	-89.82	
Total 6050 · Employee benefits	22,736.39	10,969.37	11,767.02	
6100 · Director fees	625.00	1,250.00	-625.00	
6105 · Election fees	3,739.61	0.00	3,739.61	Election Fees 2025
6110 · Depreciation expense	26,784.66	26,784.66	0.00	
6140 · Vehicle expenses				
6145 · Tractor and equipment	0.00	329.39	-329.39	
6150 · Vehicle fuel	0.00	1,137.54	-1,137.54	Timing of Payment
6155 · Vehicle maintenance	0.00	2,114.12	-2,114.12	Timing of Payment
6160 · Automobile Allowance	350.00	0.00	350.00	
Total 6140 · Vehicle expenses	350.00	3,581.05	-3,231.05	
6200 · Office expenses				
6230 · Office supplies	230.95	243.50	-12.55	
6235 · Postage expense	0.00	700.00	-700.00	
6245 · Office Equipment	0.00	238.90	-238.90	
Total 6200 · Office expenses	230.95	1,182.40	-951.45	
6300 · Operating supplies and expenses				
6310 · Miscellaneous supplies	0.00	95.91	-95.91	
6325 · Portable equipment	0.00	44.01	-44.01	
6330 · Shop supplies	0.00	487.09	-487.09	
6335 · Small tools and appliances	0.00	771.85	-771.85	
6340 · Chemicals				
6344 · Chlorine	1,346.40	1,164.22	182.18	
6345 · Corrosion inhibitor	0.00	4,405.42	-4,405.42	More Chemicals 2024
Total 6340 · Chemicals	1,346.40	5,569.64	-4,223.24	
Total 6300 · Operating supplies and expenses	1,346.40	6,968.50	-5,622.10	
6350 · Safety expenses				
6355 · Fire extinguishers	0.00	915.10	-915.10	
6360 · Protective Clothing/Uniforms	0.00	731.25	-731.25	
6370 · Safety training	129.91	0.00	129.91	
6375 · Other safety expenses	161.48	1,144.69	-983.21	
Total 6350 · Safety expenses	291.39	2,791.04	-2,499.65	
6410 · Contractual services				
6420 · Cleaning service	200.00	200.00	0.00	
6425 · Office equip maintenance	547.48	94.82	452.66	
6430 · Internet access	182.68	171.58	11.10	
6435 · Landscaping services	0.00	298.40	-298.40	
6437 · Pest Control	0.00	110.00	-110.00	
6445 · Security expense	112.50	112.50	0.00	

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

Consent Item 4. C i

	Jan 25	Jan 24	\$ Change	Explanation
6450 · Software support	1,676.74	1,652.50	24.24	
6452 · Credit Card Processing	214.40	309.67	-95.27	
6453 · Software Subscriptions	0.00	692.67	-692.67	
6455 · Street sweeping services	1,530.00	1,530.00	0.00	
6460 · Uniforms	704.70	0.00	704.70	
6470 · Other contractual services	28.50	43.75	-15.25	
Total 6410 · Contractual services	5,197.00	5,215.89	-18.89	
6475 · Professional services				
6476 · Financial Management Fees	0.00	878.00	-878.00	
6485 · Engineering services	0.00	12,600.00	-12,600.00	Capacity Fee Study 2024
6490 · Legal services	739.11	472.36	266.75	
6495 · Human Resources services	0.00	5,662.72	-5,662.72	Risk & Employee Manual Update Assistance
Total 6475 · Professional services	739.11	19,613.08	-18,873.97	
6500 · Printing and publication	572.86	0.00	572.86	
6505 · Equipment lease and rentals	427.32	185.30	242.02	
6525 · Research and monitoring				
6530 · Lab & Testing Expenses	0.00	121.00	-121.00	
6535 · Monitoring expense	343.00	353.00	-10.00	
Total 6525 · Research and monitoring	343.00	474.00	-131.00	
6600 · Travel and meetings				
6610 · Meals	160.00	503.36	-343.36	
Total 6600 · Travel and meetings	160.00	503.36	-343.36	
6650 · Utilities				
6655 · Cell phones	249.70	193.92	55.78	
6660 · Dump fees	0.00	34.00	-34.00	
6665 · Electrical	19,514.58	15,199.71	4,314.87	Timing of Payment
6670 · Natural gas	424.91	111.86	313.05	
6685 · Telephone	302.91	216.39	86.52	
6691 · Trash & Recycling	330.42	336.89	-6.47	
Total 6650 · Utilities	20,822.52	16,092.77	4,729.75	
6700 · Government fees and charges	4,631.81	4,277.84	353.97	
6720 · Repairs and maintenance				
6730 · Distribution expense	2,100.51	0.00	2,100.51	Famcon Pipe Invoice Pro3 & Pacific Petroleum 2024
6745 · Lift station expenses	0.00	7,951.31	-7,951.31	
6760 · Shop and equip repairs	0.00	135.75	-135.75	
6765 · Supplies and small tools	5,929.09	0.00	5,929.09	Famcon Pipe Invoice
6775 · Filtration Plant	0.00	286.39	-286.39	
6785 · Wells and pumping	48,925.88	455.40	48,470.48	Well # 7 Rehab
6790 · Waste water plant	0.00	90.88	-90.88	
6795 · Other repairs and mainten	11,500.00	0.00	11,500.00	Leaks
Total 6720 · Repairs and maintenance	68,455.48	8,919.73	59,535.75	
Total Expense	264,297.60	174,712.48	89,585.12	
Net Ordinary Income	-41,128.31	23,518.78	-64,647.09	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	319.58	1,116.53	-796.95	
7010 · Interest income	12,485.11	20,698.68	-8,213.57	
Total Other Income	12,804.69	21,815.21	-9,010.52	
Other Expense				
8060 · Misc Expense	215.15	406.61	-191.46	
Total Other Expense	215.15	406.61	-191.46	
Net Other Income	12,589.54	21,408.60	-8,819.06	
Net Income	-28,538.77	44,927.38	-73,466.15	

Mission Hills Community Services District
Disbursements Journal
January 2025

Consent Item 4. C ii

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	01/10/2025	34287	ACWA/JPIA *Medical Insurance	-16,061.78	Medical Insurance
	01/10/2025	34288	American Industrial Supply	-413.99	
	01/10/2025	34289	Brenntag Pacific, Inc	-1,346.40	Chemicals
	01/10/2025	34290	Refund	-114.02	
	01/10/2025	34291	Carmel & Naccasha LLP	-739.11	
	01/10/2025	34292	Clinical Labs of San Bernardino	-153.00	
	01/10/2025	34293	Comcast	-182.68	
	01/10/2025	34294	County of Santa Barbara- Gen S	-2,701.48	Vehicle Fuel & Maintenance
	01/10/2025	34295	De Lage Landen Financial Servi	-242.02	
	01/10/2025	34296	Downtown Ford Sales	-56,337.30	New Ford Truck - CIP
	01/10/2025	34297	Refund	-54.12	
	01/10/2025	34298	East Mesa Oaks HOA	-27.47	
	01/10/2025	34299	Energy Link	-553.62	
	01/10/2025	34324	ERS Industrial Services	-93,140.00	Filter Surveillance - CIP
	01/10/2025	34325	Frontier Communications	-192.25	
	01/10/2025	34302	Allowance	-400.00	
	01/10/2025	34303	Inklings Printing Company	-68.26	
	01/10/2025	34304	Jon's Lawn Mowing	-312.21	
	01/10/2025	34305	Kaizen Collision Center	-9,982.32	Vehicle Maintenance
	01/10/2025	34306	Liebert Cassidy Whitmore	-2,691.00	Legal Fees
	01/10/2025	34307	Linde Gas & Equipment Inc	-43.80	
	01/10/2025	34308	Marborg Industries	-330.42	
	01/10/2025	34309	Mission Paving Inc	-11,500.00	Manley Leak
	01/10/2025	34310	O'Connor Pest Control	-124.00	
	01/10/2025	34311	Office Depot Business Credit	-29.33	
	01/10/2025	34312	Phoenix Civil Engeneering, Inc.	-6,992.50	Wastewater - CIP
	01/10/2025	34313	Quadient Leasing USA, Inc.	-396.14	
	01/10/2025	34314	SoCalGas	-208.56	
	01/10/2025	34315	Smith Alarms & Electronics, Inc.	-112.50	
	01/10/2025	34316	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	01/10/2025	34317	Standard Insurance Company	-343.62	
	01/10/2025	34318	State Water Resources Control	-13,392.06	Permits
	01/10/2025	34319	State Water Resources Control	-55.00	
	01/10/2025	34320	Ultrex Inc	-222.25	
	01/10/2025	34321	Underground Service Alert of SC	-28.50	
	01/10/2025	34322	Valley Rock Ready Mix, Inc.	-1,637.80	Leaks
	01/10/2025	34323	Verizon	-7.04	
	01/27/2025	34326	ACWA/JPIA *Medical Insurance	-20,077.86	Medical Insurance
	01/27/2025	34327	California Special Districts Assn	-160.00	
	01/27/2025	34328	Clinical Labs of San Bernardino	-343.00	
	01/27/2025	34329	Compuvision	-1,452.50	IT Services
	01/27/2025	34330	Fisher Pump & Well Service	-48,190.88	Well # 7 Rehab
	01/27/2025	34331	Home Depot	-875.59	
	01/27/2025	34332	Inklings Printing Company	-572.86	
	01/27/2025	34333	Juana Rodriguez Janitorial	-200.00	
	01/27/2025	34334	Liebert Cassidy Whitmore	-2,169.00	Legal Fees
	01/27/2025	34335	Linde Gas & Equipment Inc	-44.63	
	01/27/2025	34336	Pro3 Automation Inc	-1,840.08	Scada Upgrade - CIP
	01/27/2025	34337	Santa Barbara Co Clerk, Record	-3,739.61	Election Expense
	01/27/2025	34338	Santa Ynez River Water Conser	-4,631.81	Semi Annual Report
	01/27/2025	34339	Standard Insurance Company	-314.13	
	01/27/2025	34340	Ultrex Inc	-30.00	
Total 1000 · FSB - Operating 1535412				-307,308.50	
1060 · CHCU - General 4163					
	01/01/2025	EFT	Tierzero	-199.75	
	01/03/2025	EFT	PG&E	-4,013.20	Utility Payment - WWTP
	01/10/2025	32892	Five Star Bank	-150,000.00	Transfer Funds

Mission Hills Community Services District
Disbursements Journal
January 2025

		Date	Num	Name	Amount	Explanation
		01/23/2025	EFT	PG&E	-2,737.03	Utility Payment - Lift Station
		01/23/2025	EFT	PG&E	-51.28	Utility Payment - Well #6
		01/23/2025	EFT	PG&E	-10,665.79	Utility Payment - Well #5
		01/23/2025	EFT	PG&E	-367.06	Utility Payment - Office
		01/23/2025	EFT	PG&E	-84.99	Utility Payment - Well #7
		01/23/2025	EFT	PG&E	-608.18	Utility Payment - Shop
		01/24/2025	EFT	PG&E	-11.82	Utility Payment - St Light
Total 1060 · CHCU - General 4163					-168,739.10	
1070 · CHCU - Payroll 4155						
		01/02/2025	EFT	AFLAC	-86.08	
		01/03/2025	E-pay	EDD	-1,902.56	
		01/03/2025	E-pay	IRS USATAXPYMT	-5,500.20	
		01/03/2025	EFT	CA State Disbursement Unit/Exp	-299.07	
		01/10/2025	1420	Matrix Trust Company	-5,393.10	401k/457 Contribution
		01/15/2025		Payroll	-23,429.24	
		01/17/2025	E-pay	EDD	-2,051.77	
		01/17/2025	E-pay	IRS USATAXPYMT	-5,971.52	
		01/17/2025	EFT	CA State Disbursement Unit/Exp	-299.07	
		01/27/2025	1421	Matrix Trust Company	-5,342.64	401k/457 Contribution
		01/29/2025		Payroll	-22,904.74	
		01/29/2025		BOD Payroll	-455.76	
		01/30/2025	1422	BOD Payroll	-113.94	
		01/31/2025	E-pay	EDD	-1,972.38	
		01/31/2025	E-pay	IRS USATAXPYMT	-5,855.58	
		01/31/2025	EFT	CA State Disbursement Unit/Exp	-299.07	
Total 1070 · CHCU - Payroll 4155					-81,876.72	
1075 · CHCU - ACH 4130						
		01/16/2025	EFT	Springbrook (ACH Services)	-214.40	
Total 1075 · CHCU - ACH 4130					-214.40	
TOTAL					-558,138.72	

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	14,036	11,393	11,994
Feb-25	\$ 100,123	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	8,925	13,026
Mar-25	\$ 111,783	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	10,159	11,729
Apr-25	\$ 98,317	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	11,777	13,932
May-25	\$ 114,100	\$ -	\$ -	\$ 106,022	\$ -	\$ -	\$ -	-	17,377	19,461
Jun-25	\$ 120,890	\$ -	\$ -	\$ 106,020	\$ -	\$ -	\$ -	-	22,879	20,468
Total	\$ 1,432,345	\$ 873,636	\$ (13,496)	\$ 1,272,262	\$ 735,888	\$ (6,266)	\$ (19,762)	129,531	196,601	210,056
								Year to Date Monthly Averages		
YTD avg	100%	61%		100%	58%			10,794	16,383	17,505
								Yearly Average	16,383	17,505
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)										

Bank Account Summary	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/29/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025
	LAIF	\$320,536	\$320,536	\$320,536	\$325,262	\$325,262	\$325,262	\$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					
Charles Schwab	\$710,537	\$711,349	\$712,117	\$713,303	\$713,708	\$714,076	\$714,603					
Coast Hills FCU												
Checking	\$238,166	\$358,149	\$419,172	\$227,972	\$271,982	\$275,027	\$198,185					
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202					
Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Payroll	\$21,735	\$31,961	\$30,864	\$21,013	\$21,667	\$28,730	\$17,084					
ACH (Sweep Account)	\$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					
Five Star Bank												
Operating	\$302,935	\$188,927	\$164,488	\$373,397	\$299,134	\$283,822	\$246,718					
Development	\$13,034	\$13,035	\$13,036	\$13,037	\$13,038	\$13,039	\$13,040					
Money Market	\$128,664	\$129,158	\$129,644	\$130,148	\$130,634	\$131,132	\$131,628					
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Payroll	\$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					
Combined Balance	\$3,806,280	\$3,833,268	\$3,878,970	\$3,902,094	\$3,881,684	\$3,885,616	\$3,771,835					
Monthly Change	\$138,522	\$26,988	\$45,702	\$23,124	-\$20,410	\$3,932	-\$113,781					
Fiscal Year Monthly Change To Date												
\$104,077												

Mission Hills Community Services District							7
Budget to Actual Comparison							0.58
Thru 01/31/2025							5
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
Income	Fiscal Year 24-25	Jan-25	Jan-25	Difference	Budgeted Amount	58%	
Late Fees/Charges	\$ 40,000	\$ 23,333	\$ 26,717	\$ 3,384	\$ 13,283	67%	Higher Than Budgeted - Good Collections
Water Service	\$ 1,432,345	\$ 835,535	\$ 872,762	\$ 37,227	\$ 559,583	61%	Slightly Higher Than Budgeted
Sewer Service	\$ 1,272,262	\$ 742,153	\$ 736,070	\$ (6,083)	\$ 536,192	58%	On Track With Budget
Street Sweeping	\$ 18,000	\$ 10,500	\$ 10,542	\$ 42	\$ 7,458	59%	On Track With Budget
	\$ 2,762,607	\$ 1,611,521	\$ 1,646,091	\$ 34,570	\$ 1,116,516	60%	Revenue is 2% Above With Budget
Expense	Budgeted	Prorated Budget	Actual Thru		Remainder		
	Fiscal Year 24-25	Jan-25	Jan-25	Difference	Budgeted Amount		
Salaries & Wages	\$ 880,000	\$ 513,333	\$ 528,166	\$ (14,833)	\$ 351,834	60%	Slightly Higher Than Budgeted - New Hire
Employee Benefits	\$ 265,000	\$ 154,583	\$ 147,636	\$ 6,947	\$ 117,364	56%	Slightly Lower Than Budgeted
Director Fees	\$ 16,000	\$ 9,333	\$ 4,375	\$ 4,958	\$ 11,625	27%	Lower Than Budgeted (Less Meetings)
WMA GSA Allocation	\$ 40,000	\$ 23,333	\$ 31,250	\$ (7,917)	\$ 8,750	78%	Annual Fee Payment Timing
Election Expense	\$ 2,500	\$ 1,458	\$ 3,740	\$ (2,282)	\$ (1,240)	150%	Election Expense Paid
Vehicle Expense	\$ 37,000	\$ 21,583	\$ 28,567	\$ (6,984)	\$ 8,433	77%	Includes Payment to Kaizen
Insurance	\$ 33,000	\$ 19,250	\$ 19,096	\$ 154	\$ 13,904	58%	On Track With Budget
Memberships	\$ 44,000	\$ 25,667	\$ 29,182	\$ (3,515)	\$ 14,818	66%	Higher Than Budgeted - AWWA, ACWA Timing
Office Expenses	\$ 16,000	\$ 9,333	\$ 2,782	\$ 6,551	\$ 13,218	17%	Lower Than Budgeted
Operating Supplies	\$ 23,000	\$ 13,417	\$ 8,174	\$ 5,243	\$ 14,826	36%	Lower Than Budgeted
Chemicals	\$ 75,000	\$ 43,750	\$ 34,359	\$ 9,391	\$ 40,641	46%	Lower Than Budgeted
Safety	\$ 5,000	\$ 2,917	\$ 15,451	\$ (12,534)	\$ (10,451)	309%	Gantry Lifting Device Purchase
Contractual Services	\$ 75,000	\$ 43,750	\$ 48,024	\$ (4,274)	\$ 26,976	64%	Higher Than Budgeted Computer Purchases
Professional Services	\$ 90,000	\$ 52,500	\$ 40,549	\$ 11,951	\$ 49,451	45%	Lower Than Budgeted
Printing & Publication	\$ 2,500	\$ 1,458	\$ 3,010	\$ (1,552)	\$ (510)	120%	Timing of Order of Billings
Equipment Lease	\$ 7,500	\$ 4,375	\$ 3,120	\$ 1,255	\$ 4,380	42%	Lower Than Budgeted
Monitoring	\$ 16,000	\$ 9,333	\$ 9,040	\$ 293	\$ 6,960	57%	Slightly Lower Than Budgeted
Travel/Meetings/Meals	\$ 15,000	\$ 8,750	\$ 6,225	\$ 2,525	\$ 8,775	42%	Lower Than Budgeted
Utilities	\$ 265,000	\$ 154,583	\$ 174,538	\$ (19,955)	\$ 90,462	66%	Higher Than Budgeted (Gas Well Down)
Government Fees	\$ 45,000	\$ 26,250	\$ 33,732	\$ (7,482)	\$ 11,268	75%	Higher Than Budgeted - Timing Paying Permits
Repairs & Maintenance	\$ 150,000	\$ 87,500	\$ 160,764	\$ (73,264)	\$ (10,764)	107%	Multiple Leaks
	\$ 2,102,500	\$ 1,226,458	\$ 1,331,780	\$ (105,322)	\$ 770,720	63%	Expenses Are 5% 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

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