

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, March 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 Tuesday, March 18, 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.) February 15, 2025

B. Activity Reports for February

- 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.** Award Contract for Well 8 Installation
- B.** ACWA/JPIA Nominee Melody McDonald
- C.** Public hearing AB 2561 Status of Job Vacancies

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
February 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 4:35 pm on Wednesday, February 19, 2025, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Jim Keeling, Steve Dietrich, Glen McLeod (Left at 5:16 pm), and Jorge Magana

DIRECTORS ABSENT:

Matthew Starbuck

STAFF PRESENT:

Mike Garner, Carol Reynolds, Lupe Huitron
Javier Rodriguez

OTHERS PRESENT:

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

A. Approved Minutes

- i.) January 15, 2025

B. Activity Reports for February 2025

- 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 Magana, to approve the Consent Agenda as presented.

The motion passed the 5-0 Vote.

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

Noes: None

Abstain: None

Absent: Matthew Starbuck

5. Regular Business Items- None

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

A. General Manager’s Comments: The General Manager advised the Board that he will check into the request for leasing space on District Property for a cell tower, he also updated the Board on the completion of the remodeled District restrooms and advised them that he can now submit paperwork to ensure we get the grant funding allocated to Mission Hills CSD.

B. Directors’ Comments- None

C. Public Comments- None

Respectfully submitted:

Lupe Huitron

X

Jorge Managa
President

X

Lupe Huitron
Board Secretary



General Manager and Administrative Activity Reports
February 2025

General Manager Report

Well, 7-Is back on line.

PGE-Permit for PGE is completed and paid for. The cost was \$144,000, but with all our discounts came in at \$22,000.

Budget-Staff has finished the budget and is set to bring it to the Finance/Budget Committee in the next two weeks for review.

Sewer Project- The City has hired Wallace Group to put a 20-year projected upgrade on their sewer plant and will be including future flows from Mission Hills.

Administrative Services Manager

Participated in CSDA Board of Directors Meeting. Elected as Vice President for the Local CSDA Board. Continued working with Banking Facilities to update the signer list. Trained New Employee and assisted in cross training. Assisted Customers. Prepared Bank Deposits. As is customary, participated in Board Meeting preparation. Continued the evaluation of the Budget, for both 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.



General Manager and Administrative Activity Reports
February 2025

Board Secretary

Assisted customers in person and over the phone, assisted with phone inquiries, and email correspondence, showed Accountant some Board Secretary duties, contacted/coordinated with CSDA regarding Hotel Reservations for Board Member conferences, registered a board member for a conference, and booked Hotel, Begun staff reports & Resolution, reviewed and updated Govdeals District items through gov deals website, Circulated an ad with Santa Maria Times and Lompoc Records for a notice inviting Bids for the Water Well Drilling Project, continued assigning courses for Staff, scheduled District vehicle for maintenance with County Yard, updated website to reflect latest company information, attended Board meeting and prepared for meeting.

Accountant

Applied 10% Late Fee for non-pay February - 130 Accounts
Past Due Letter Mailed February - 282 Accounts



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General Manager, Mike Garner

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

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 12.4 MG	Total Monthly Influent Flow: 4.98 MG
Daily Average: 0.44 MGD	Daily Average: 0.17 MGD
Monthly Sold: 10.5 MG	Ratio of Daily returned Flow: 38%
Unaccounted Water: 1.9 MG (15%)	(0.17/0.44 = 0.38)

Water

Compliance

- Submitted monthly reports to State Water Resource Control Board (SWRCB)
- Submitted Annual APCD report for the Generator
- Submitted Annual APCD report for Well 6 engine
- Submitted Water Rate Survey Annual Report
- Submitted Annual CERS Report
- JPIA inspected pressure vessel at well 6

Distribution System Maintenance/Repair

- Replaced **27** Hersey meters to Kamstrup meters. **932** of **1312** total meters were replaced.
- Water service line repair – 1726 Calle Lindero on 2/25/2025
 - Valve program & Hydrant maintenance
 - Valves exercised – **19**
 - Hydrants maintained – **10**

Water Treatment plant

- Upgrades were completed at the Chlorine injection site.
- Pureflow Co. came to do a walk around the filter plant, and talk about possible upgrades, and the removal of two reaction vessels.



Wells & Pumping

- Well 7 Motor was repaired and installed by Fisher Pumps and was put back into service after a passed lab result – Well 7 has been back in rotation since mid-February.
- All three groundwater wells are in production and running efficiently.
- MHCSO hosted a walk through for Well 8 proposals

Wastewater

Compliance

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

Collection System/Lift Station

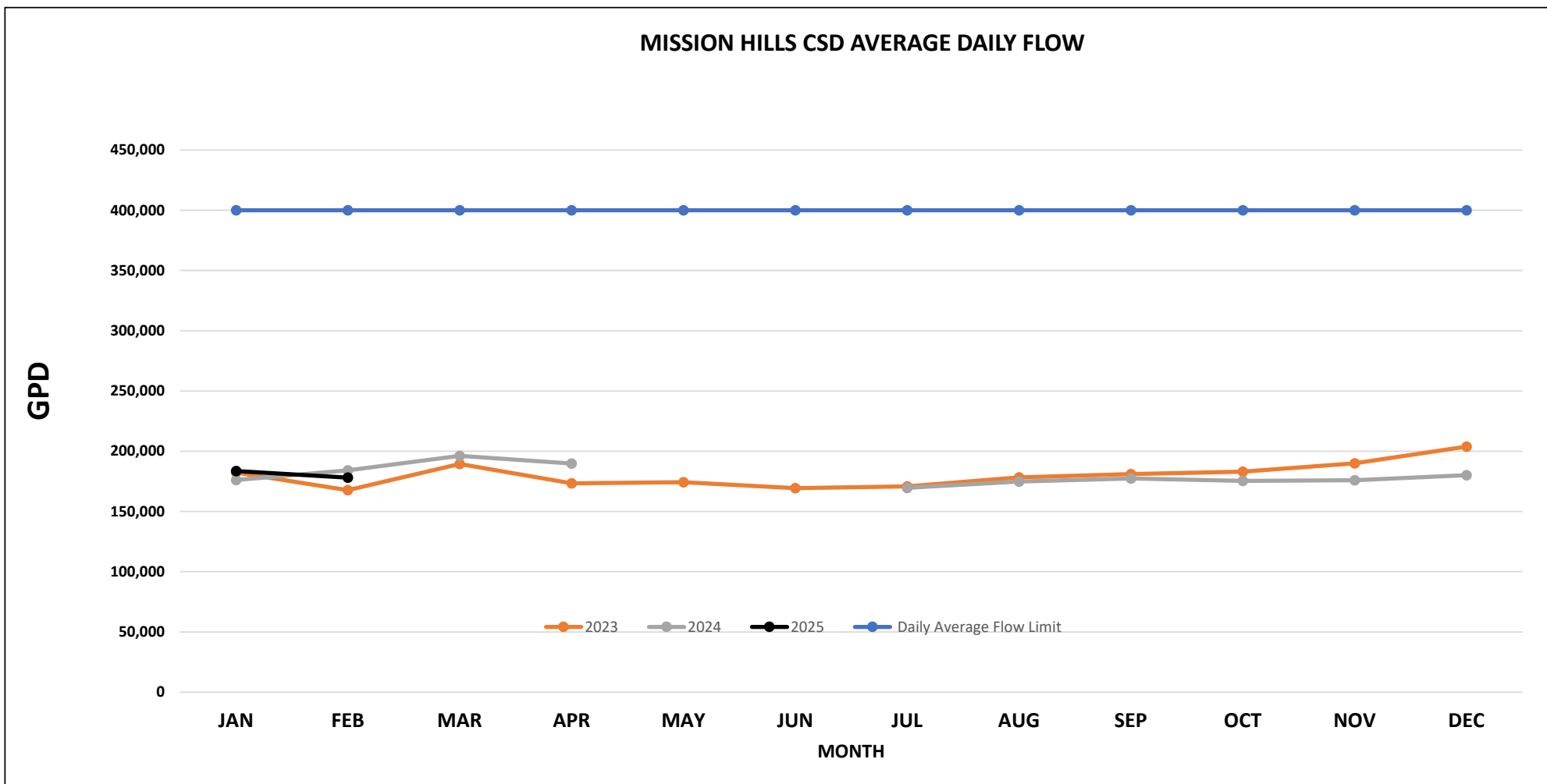
- Continued monitoring of Wet Well Wizard.
- Staff cleaned out all solids & FOG inside wet well

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	178,078										

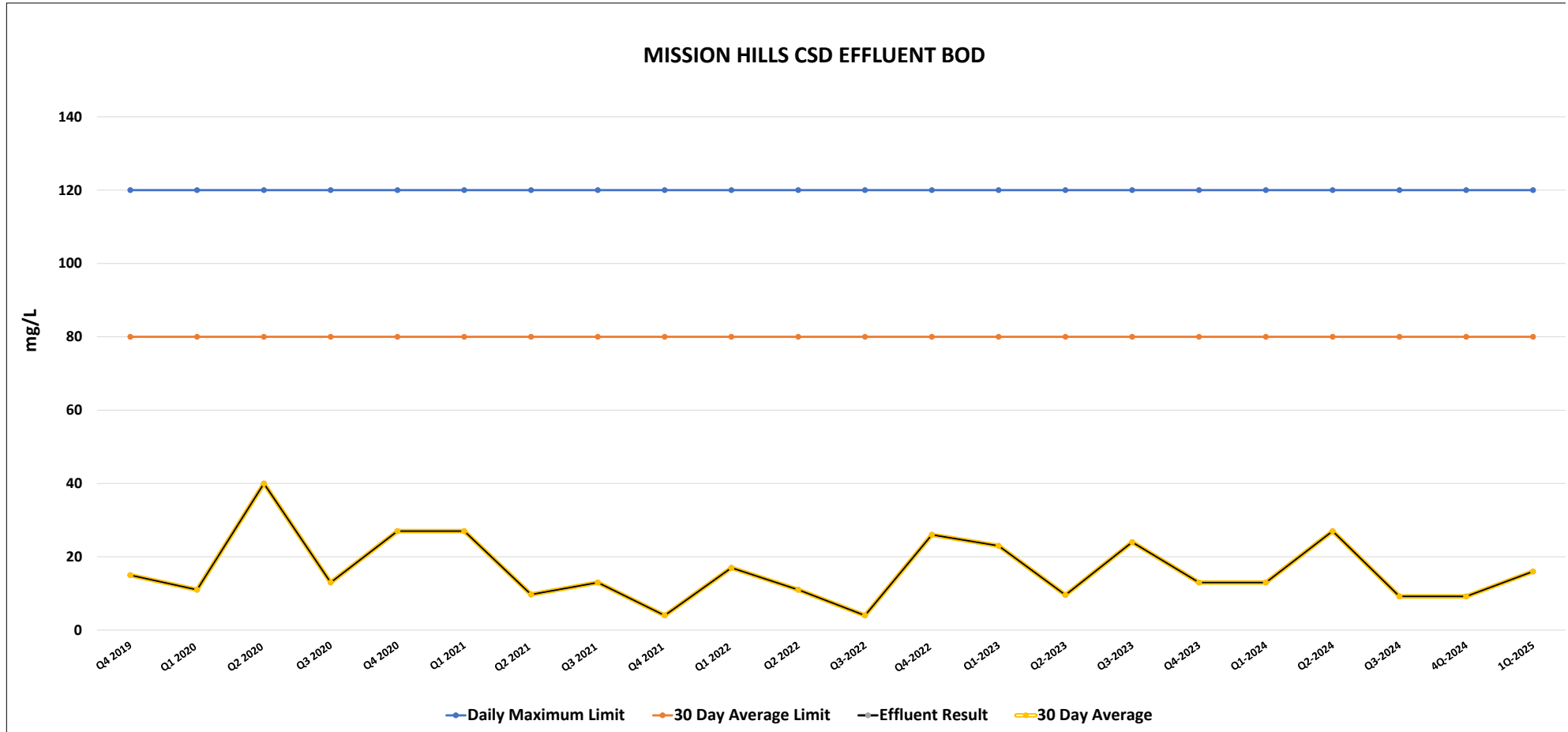


MISSION HILLS CSD EFFLUENT BOD (mg/L)

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

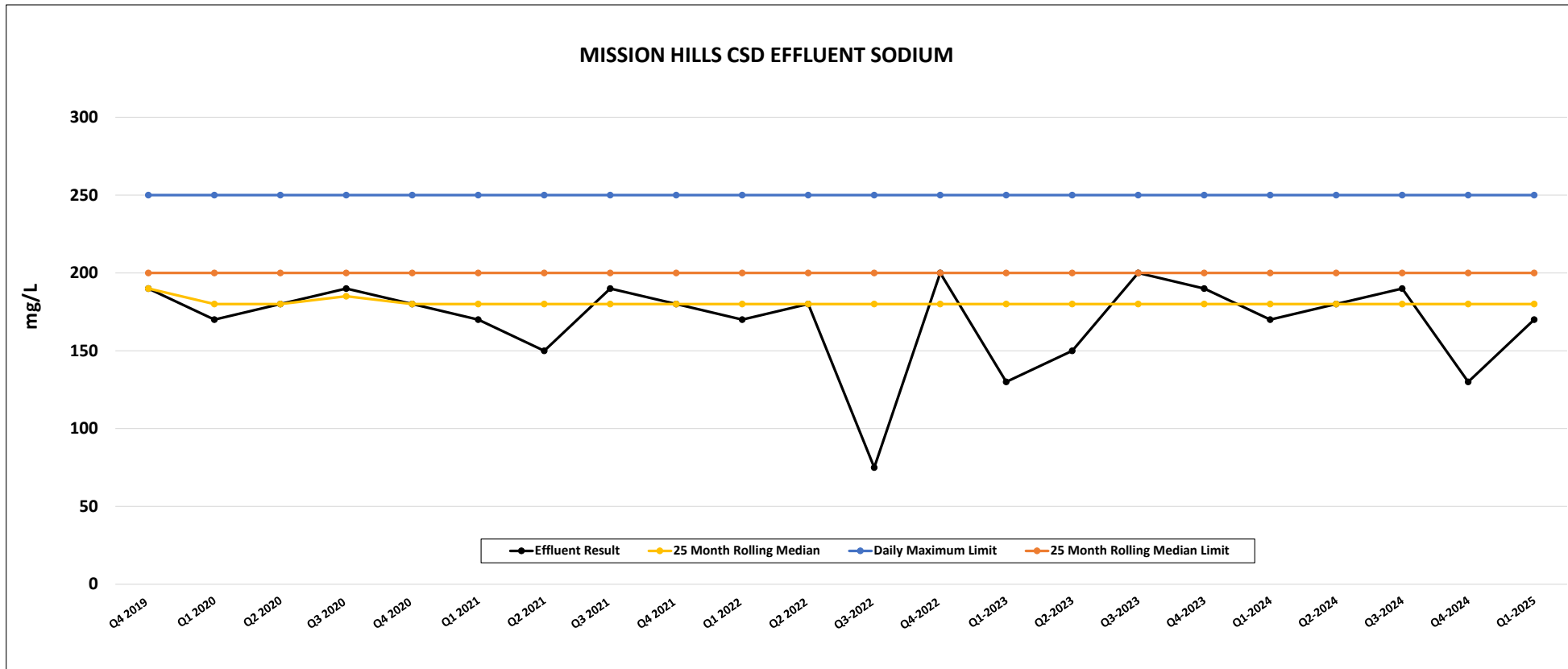
Non-detect, estimated, and greater than (>) results are graphed at their reporting levels or as reported by lab.



MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

Consent Item 4. B ii

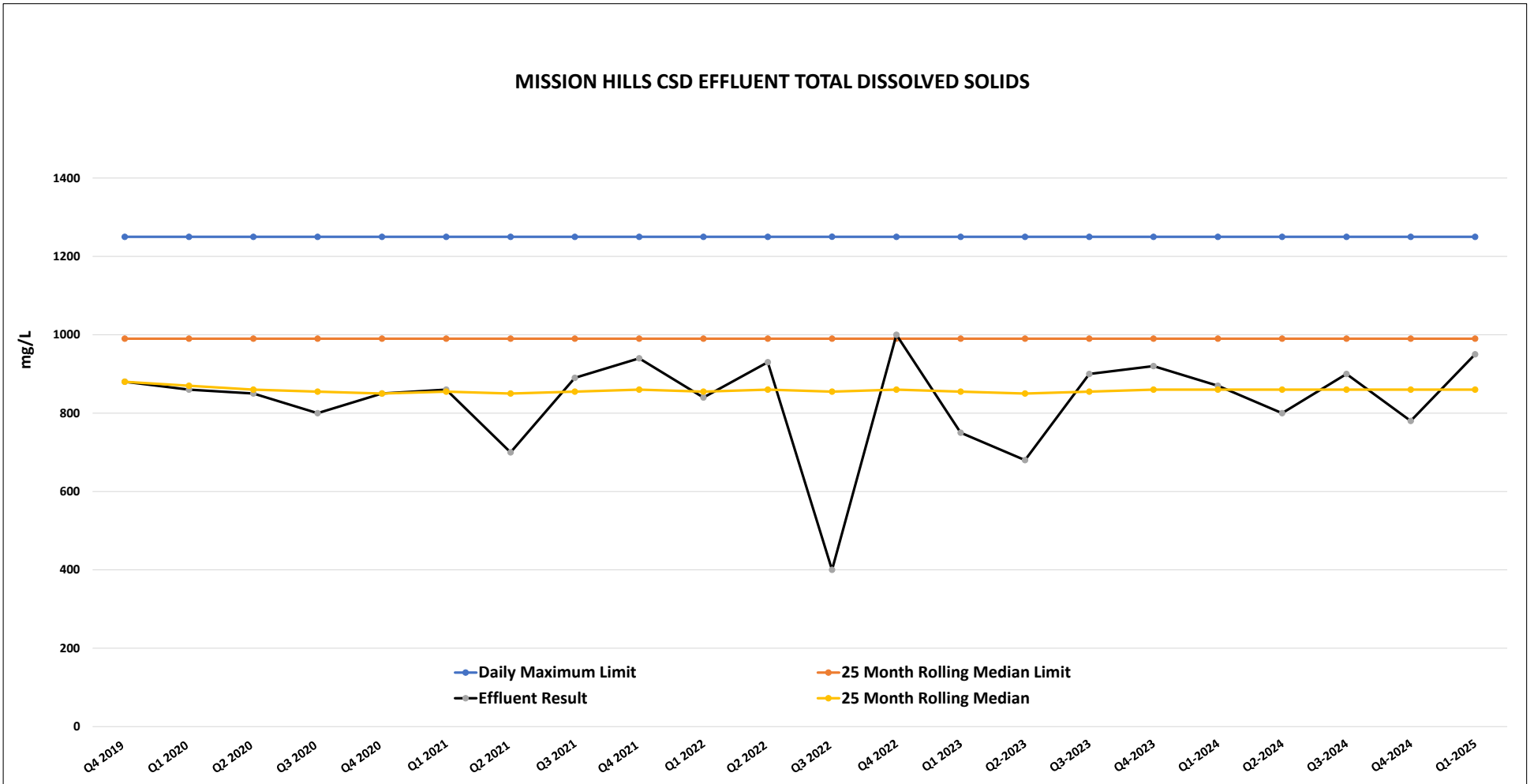
MONTH	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling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

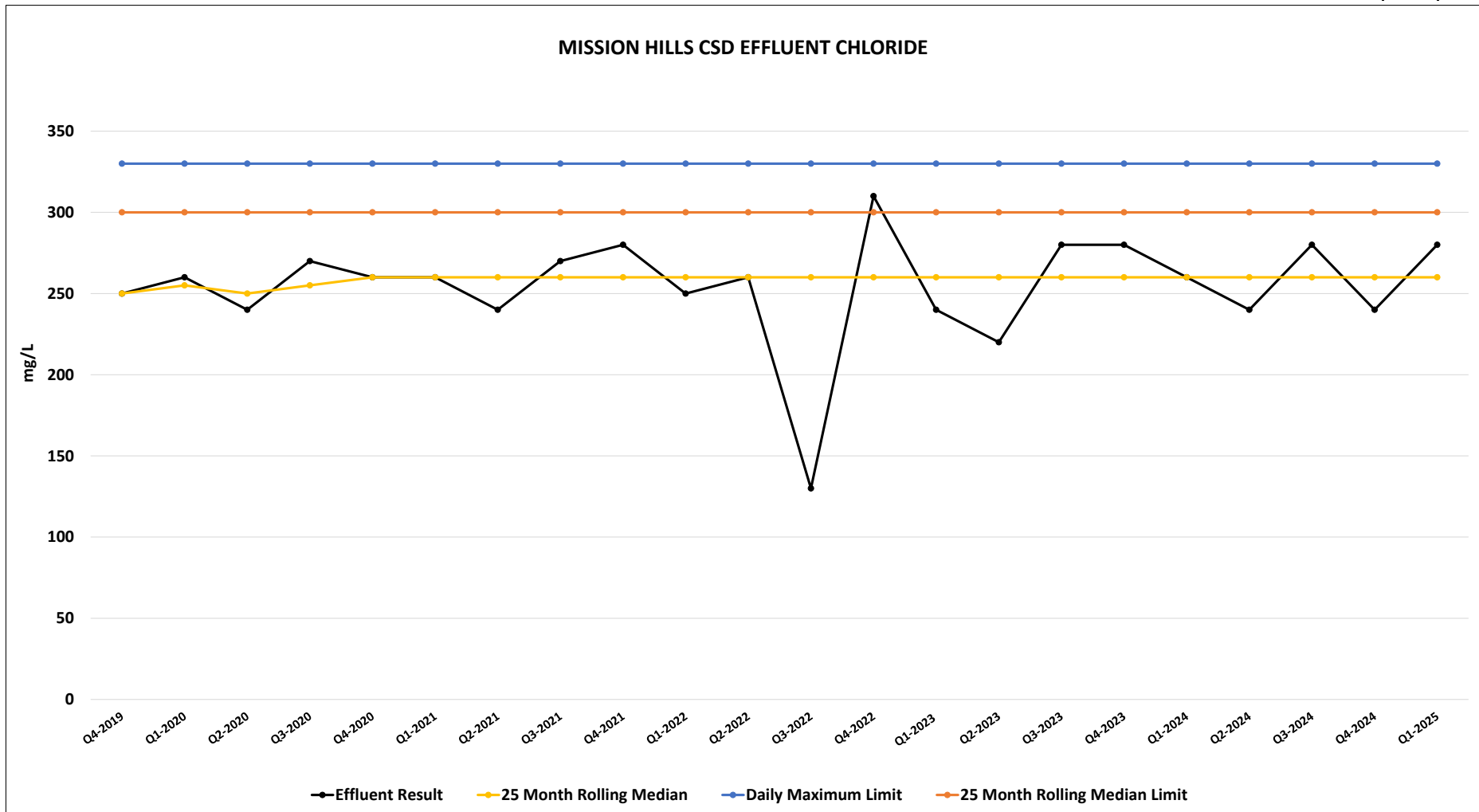
Consent Item 4. B ii

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	



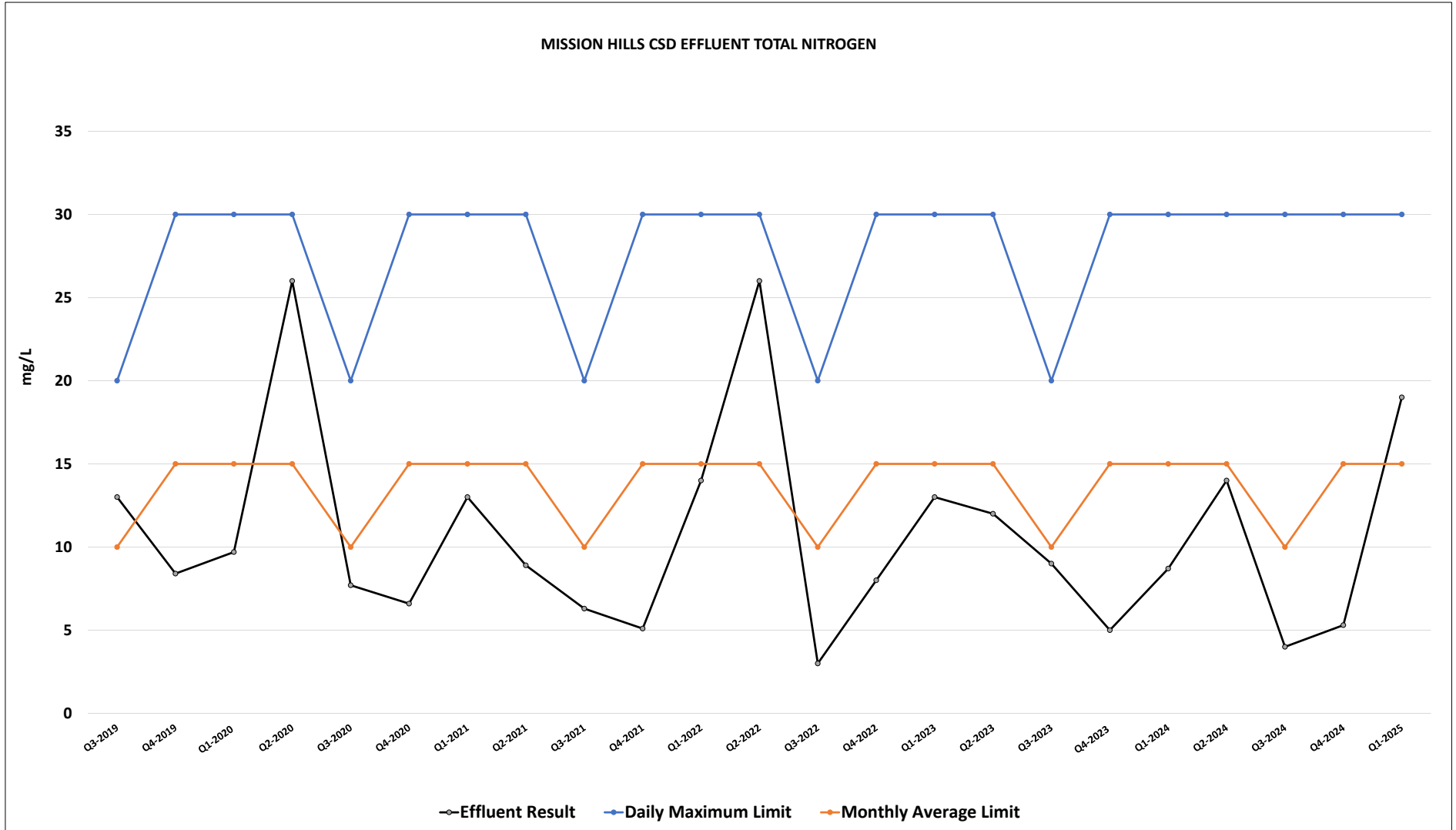
MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

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)

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
February 2025

				Feb 25	Feb 24	\$ Change	Explanation
Ordinary Income/Expense							
Income							
	4005	· 48 hour notice fees		15.00	345.00	-330.00	
	4045	· Late fees		3,234.39	2,437.81	796.58	
	4060	· Reconnection fees		50.00	264.49	-214.49	
	4075	· Returned check fees		75.00	25.00	50.00	
	4085	· Sewer basic charges		105,854.77	98,293.66	7,561.11	Rate Increase 2025
	4095	· Street sweeping charges		1,500.84	1,504.80	-3.96	
	4105	· Water basic charges		62,096.67	59,174.24	2,922.43	Rate Increase 2025
	4115	· Water usage charges		42,154.28	30,528.65	11,625.63	Increased Usage 2025
	Total Income			214,980.95	192,573.65	22,407.30	
	Gross Profit			214,980.95	192,573.65	22,407.30	
Expense							
	6000	· Salaries and wages					
	6005	· Wage expense		61,358.81	81,206.94	-19,848.13	3 Pay Periods 2024
	6010	· Payroll tax expense		5,138.29	7,059.99	-1,921.70	3 Pay Periods 2024
	Total 6000 · Salaries and wages			66,497.10	88,266.93	-21,769.83	
	6050	· Employee benefits					
	6060	· Disability insurance		314.13	562.80	-248.67	
	6065	· Health insurance		16,732.16	27,088.24	-10,356.08	Timing of Payments 2024
	6071	· Tuition Reimbursement		0.00	3,430.94	-3,430.94	Close to Conclusion 2025
	6075	· Retirement expenses		1,897.34	2,511.71	-614.37	
	6085	· Workers compensation expe		2,890.57	0.00	2,890.57	Timing of WC Audit Payment 2025
	6090	· Vacation & Sick Leave		4,818.92	10,087.95	-5,269.03	Less Time Taken 2025
	6095	· Benefit Administration		89.82	89.82	0.00	
	Total 6050 · Employee benefits			26,742.94	43,771.46	-17,028.52	
	6100	· Director fees		1,000.00	1,375.00	-375.00	
	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	916.02	-916.02	
	6155	· Vehicle maintenance		38.05	925.23	-887.18	
	6160	· Automobile Allowance		350.00	0.00	350.00	
	Total 6140 · Vehicle expenses			388.05	1,841.25	-1,453.20	
	6190	· Dues and memberships		116.00	170.97	-54.97	
	6200	· Office expenses					
	6225	· Miscellaneous expenses		0.00	149.78	-149.78	
	6230	· Office supplies		0.00	276.23	-276.23	
	6235	· Postage expense		0.00	700.00	-700.00	
	6245	· Office Equipment		0.00	1,143.71	-1,143.71	Computer Purchase 2024
	Total 6200 · Office expenses			0.00	2,269.72	-2,269.72	
	6300	· Operating supplies and expenses					
	6310	· Miscellaneous supplies		0.00	37.08	-37.08	
	6325	· Portable equipment		0.00	44.01	-44.01	
	6330	· Shop supplies		0.00	313.68	-313.68	
	6335	· Small tools and appliances		0.00	460.34	-460.34	
	6340	· Chemicals					
	6344	· Chlorine		1,149.45	0.00	1,149.45	Timing Payment 2025
	6345	· Corrosion inhibitor		3,787.66	0.00	3,787.66	Timing Payment 2025
	Total 6340 · Chemicals			4,937.11	0.00	4,937.11	
	Total 6300 · Operating supplies and ex			4,937.11	855.11	4,082.00	
	6350	· Safety expenses					
	6355	· Fire extinguishers		712.81	0.00	712.81	

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

Consent Item 4. C i

	Feb 25	Feb 24	\$ Change	Explanation
Total 6350 · Safety expenses	712.81	0.00	712.81	
6410 · Contractual services				
6420 · Cleaning service	200.00	200.00	0.00	
6425 · Office equip maintenance	210.00	371.39	-161.39	
6430 · Internet access	182.68	171.58	11.10	
6435 · Landscaping services	306.43	352.25	-45.82	
6437 · Pest Control	124.00	220.00	-96.00	
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	1,452.50	2,627.50	-1,175.00	Timing Payment 2024
6452 · Credit Card Processing	1,483.50	383.13	1,100.37	Timing of Entry 2024
6453 · Software Subscriptions	142.40	1,254.79	-1,112.39	Timing of Entry 2024
6455 · Street sweeping services	1,530.00	1,530.00	0.00	
6470 · Other contractual services	41.45	50.25	-8.80	
Total 6410 · Contractual services	5,785.46	7,273.39	-1,487.93	
6475 · Professional services				
6480 · Accounting services	0.00	70.00	-70.00	
6490 · Legal services	1,299.65	1,018.77	280.88	
6495 · Human Resources services	0.00	2,801.02	-2,801.02	GM Assistance 2024
Total 6475 · Professional services	1,299.65	3,889.79	-2,590.14	
6500 · Printing and publication	117.01	543.75	-426.74	
6505 · Equipment lease and rentals	231.57	0.00	231.57	
6525 · Research and monitoring				
6535 · Monitoring expense	2,850.68	1,046.88	1,803.80	Timing Payment 2025
Total 6525 · Research and monitoring	2,850.68	1,046.88	1,803.80	
6600 · Travel and meetings				
6605 · Director training	0.00	439.04	-439.04	
6610 · Meals	129.01	265.19	-136.18	
6620 · Staff training	0.00	720.00	-720.00	
6625 · Travel expenses	0.00	516.23	-516.23	
Total 6600 · Travel and meetings	129.01	1,940.46	-1,811.45	
6645 · Write-Off	0.00	26,354.00	-26,354.00	GM Wrote Off Development Fee 2024
6650 · Utilities				
6655 · Cell phones	50.00	200.92	-150.92	
6665 · Electrical	13,602.89	15,528.51	-1,925.62	Reduction in Use 2025
6670 · Natural gas	749.33	96.95	652.38	
6685 · Telephone	302.55	68.32	234.23	
6691 · Trash & Recycling	330.42	336.89	-6.47	
Total 6650 · Utilities	15,035.19	16,231.59	-1,196.40	
6700 · Government fees and charges	0.00	1,045.48	-1,045.48	Timing Payment 2024
6720 · Repairs and maintenance				
6730 · Distribution expense	0.00	2.89	-2.89	
6745 · Lift station expenses	0.00	587.95	-587.95	
6765 · Supplies and small tools	2,015.69	0.00	2,015.69	Reece Plumbing Overlapping Wtr Box 2025
6770 · Telemetry	1,320.00	0.00	1,320.00	Pro3 Troubleshoot Internet Connection 2025
6775 · Filtration Plant	0.00	73.21	-73.21	
6785 · Wells and pumping	0.00	3,599.70	-3,599.70	Pro3 Troubleshoot Well #7 2024
6790 · Waste water plant	0.00	1,710.37	-1,710.37	Universal Blower Items 2024
Total 6720 · Repairs and maintenance	3,335.69	5,974.12	-2,638.43	Less Breaks 2025
Total Expense	155,962.93	229,634.56	-73,671.63	

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

				Feb 25	Feb 24	\$ Change	Explanation
Net Ordinary Income				59,018.02	-37,060.91	96,078.93	
Other Income/Expense							
Other Income							
	7006	·	Market Appreciation/(Depr)	310.93	-1,896.62	2,207.55	Better Return 2025
	7010	·	Interest income	7,700.63	9,322.15	-1,621.52	Lower Interest 2025
Total Other Income				8,011.56	7,425.53	586.03	
Other Expense							
	8060	·	Misc Expense	620.32	0.00	620.32	
Total Other Expense				620.32	0.00	620.32	
Net Other Income				7,391.24	7,425.53	-34.29	
Net Income				66,409.26	-29,635.38	96,044.64	

Mission Hills Community Services District
Disbursements Journal
February 2025

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	02/07/2025	34341	ACWA Joint Powers Insurance Au	-2,890.57	Work Comp Audit
	02/07/2025	34342	ACWA/JPIA *Medical Insurance	-18,069.82	Monthly Insurance
	02/07/2025	34343	Carmel & Naccasha LLP	-1,299.65	Legal Fees
	02/07/2025	34344	Refund	-215.15	Customer Refund
	02/07/2025	34345	Refund	-65.04	Customer Refund
	02/07/2025	34346	Comcast	-182.68	
	02/07/2025	34347	Compuvision	-224.24	
	02/07/2025	34348	Core & Main	-35,722.50	Meters
	02/07/2025	34349	De Lage Landen Financial Service	-242.02	
	02/07/2025	34350	Famcon Pipe & Supply Inc.	-7,758.22	Various Items
	02/07/2025	34351	Frontier Communications	-103.16	
	02/07/2025	34352	Reimbursement	-400.00	GM Reimbursement
	02/07/2025	34353	GSI Water Solution Inc	-3,408.75	CIP Well #8
	02/07/2025	34354	Jon's Lawn Mowing	-306.43	
	02/07/2025	34355	Kendra L Estes Marketing Supplie	-704.70	
	02/07/2025	34356	Marborg Industries	-330.42	
	02/07/2025	34357	My Playgrounds	-620.32	
	02/07/2025	34358	Office Depot Business Credit	-230.95	
	02/07/2025	34359	Refund	-115.00	Customer Refund
	02/07/2025	34360	Phoenix Civil Engineering, Inc.	-390.00	
	02/07/2025	34361	Pitney Bowes	-185.30	
	02/07/2025	34362	Pro3 Automation Inc	-735.00	
	02/07/2025	34363	Reimbursement	-1,724.50	Employee Tuition Reimbursement
	02/07/2025	34364	Scott Reardon's Locksmith Servic	-161.48	
	02/07/2025	34365	Smith Alarms & Electronics, Inc.	-112.50	
	02/07/2025	34366	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning Fee
	02/07/2025	34367	Sunbelt Rentals Inc	-4,039.40	Forklift Rental CIP Bldg Enclosure
	02/07/2025	34368	Ultrex Inc	-295.23	
	02/07/2025	34369	Underground Service Alert of SC	-41.45	
	02/12/2025	34370	Greg Radabaugh Construction	-1,685.00	Bathroom Remodel
	02/14/2025	EFT	Verizon	-199.70	
	02/19/2025	34371	Bremer Auto Parts	-74.97	
	02/19/2025	34372	Brenntag Pacific, Inc	-4,937.11	Chemicals
	02/19/2025	34373	California Water Environment Ass	-116.00	
	02/19/2025	34374	Column Software PBC	-117.01	
	02/19/2025	34375	Compuvision	-1,655.00	IT Services
	02/19/2025	34376	County of Santa Barbara- Gen Sv	-1,724.31	Vehicle Fuel & Maintenance
	02/19/2025	34377	Famcon Pipe & Supply Inc.	-266.44	
	02/19/2025	34378	Inklings Printing Company	-75.72	
	02/19/2025	34379	GSI Water Solution Inc	-3,767.50	CIP Well #8
	02/19/2025	34380	Juana Garcia Rodriguez Janitorial	-200.00	
	02/19/2025	34381	Liebert Cassidy Whitmore	-4,896.00	Legal Fees
	02/19/2025	34382	Lompoc Fire Equipment Service I	-712.81	
	02/19/2025	34383	O'Connor Pest Control	-124.00	
	02/19/2025	34384	Pro3 Automation Inc	-12,374.03	Security Camera Installation
	02/19/2025	34385	Stantec	-7,936.75	Engineering Burton Ranch
Total 1000 · FSB - Operating 1535412				-122,966.83	
1060 · CHCU - General 4163					
	02/01/2025	EFT	Tierzero	-199.75	
	02/04/2025	EFT	Right Networks	-142.40	
	02/07/2025	EFT	SoCalGas	-424.91	
	02/07/2025	EFT	PG&E	-4,988.43	Utility Bill - WWTP
	02/19/2025	EFT	PG&E	-2,449.93	Utility Bill - Lift Station
	02/19/2025	EFT	PG&E	-447.49	Utility Bill - Shop
	02/19/2025	EFT	PG&E	-380.14	Utility Bill - Office
	02/19/2025	EFT	PG&E	-9,506.84	Utility Bill - Well #5
	02/19/2025	EFT	PG&E	-315.33	Utility Bill - Well #7
	02/19/2025	EFT	PG&E	-43.90	Utility Bill - Well #6
	02/19/2025	EFT	PG&E	-11.77	Utility Bill - Street Light
	02/24/2025	EFT	TASC	-89.82	
Total 1060 · CHCU - General 4163				-19,000.71	

Mission Hills Community Services District
Disbursements Journal
February 2025

Consent Item 4. C ii

	Date	Num	Name	Amount	Explanation
1070 · CHCU - Payroll 4155					
	02/01/2025	EFT	AFLAC	-129.12	
	02/07/2025	1423	Matrix Trust Company	-5,174.44	401K/457
	02/12/2025		Payroll	-22,589.26	
	02/14/2025	E-pay	EDD	-1,927.87	
	02/14/2025	E-pay	IRS USATAXPYMT	-5,681.26	
	02/14/2025	EFT	CA State Disbursement Unit/Expe	-299.07	
	02/19/2025	1424	Matrix Trust Company	-5,162.44	401K/457
	02/26/2025		Payroll	-22,757.87	
	02/26/2025		BOD Payroll	-683.60	
	02/27/2025	1425	BOD Payroll	-227.87	
	02/28/2025	E-pay	EDD	-1,948.75	
	02/28/2025	E-pay	IRS USATAXPYMT	-5,863.76	
	02/28/2025	EFT	CA State Disbursement Unit/Expe	-299.07	
	02/28/2025	EFT	AFLAC	-86.08	
Total 1070 · CHCU - Payroll 4155				-72,830.46	
1075 · CHCU - ACH 4130					
	02/16/2025	EFT	Springbrook (ACH Services)	-223.21	
	02/28/2025	EDT	Bluefin Payment Systems	-71.85	
	02/28/2025	EFT	Bluefin Payment Systems	-1,188.44	Credit Card Fees
Total 1075 · CHCU - ACH 4130				-1,483.50	
TOTAL				-216,281.50	

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	12,649	8,925	12,963
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	\$ 977,887	\$ (9,368)	\$ 1,272,262	\$ 841,743	\$ (6,433)	\$ (15,801)	142,196	196,601	209,995
YTD avg	100%	68%		100%	66%			Year to Date Monthly Averages		
								11,850	16,383	17,500
								Yearly Average	16,383	17,500
* 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			
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				
Charles Schwab	\$710,537	\$711,349	\$712,117	\$713,303	\$713,708	\$714,076	\$714,603	\$714,940				
Coast Hills FCU												
Checking	\$238,166	\$358,149	\$419,172	\$227,972	\$271,982	\$275,027	\$198,185	\$208,436				
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202				
Savings	\$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				
ACH (Sweep Account)	\$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				
Five Star Bank												
Operating	\$302,935	\$188,927	\$164,488	\$373,397	\$299,134	\$283,822	\$246,718	\$165,472				
Development	\$13,034	\$13,035	\$13,036	\$13,037	\$13,038	\$13,039	\$13,040	\$13,041				
Money Market	\$128,664	\$129,158	\$129,644	\$130,148	\$130,634	\$131,132	\$131,628	\$132,071				
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
Payroll	\$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				
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				
Monthly Change	\$138,522	\$26,988	\$45,702	\$23,124	-\$20,410	\$3,932	-\$113,781	-\$50,888				
Fiscal Year Monthly Change To Date												
\$53,189												

Mission Hills Community Services District								8
Budget to Actual Comparison								0.67
Thru 02/28/2025								4
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation	
Income	Fiscal Year 24-25	Feb-25	Feb-25	Difference	Budgeted Amount	67%		
Late Fees/Charges	\$ 40,000	\$ 26,667	\$ 30,091	\$ 3,424	\$ 9,909	75%	HigherThan Budgeted - Good Follow Up for Collections	
Water Service	\$ 1,432,345	\$ 954,897	\$ 977,013	\$ 22,116	\$ 455,332	68%	Slightly Higher Than Budgeted	
Sewer Service	\$ 1,272,262	\$ 848,175	\$ 841,924	\$ (6,251)	\$ 430,338	66%	On Track With Budget	
Street Sweeping	\$ 18,000	\$ 12,000	\$ 12,042	\$ 42	\$ 5,958	67%	On Track With Budget	
	\$ 2,762,607	\$ 1,841,738	\$ 1,861,070	\$ 19,332	\$ 901,537	67%	Revenue is On Track With Budget	
	Budgeted	Prorated Budget	Actual Thru		Remainder			
Expense	Fiscal Year 24-25	Feb-25	Feb-25	Difference	Budgeted Amount			
Salaries & Wages	\$ 880,000	\$ 586,667	\$ 594,664	\$ (7,997)	\$ 285,336	68%	Slightly Higher Than Budgeted - New Hire	
Employee Benefits	\$ 265,000	\$ 176,667	\$ 174,469	\$ 2,198	\$ 90,531	66%	Slightly Lower Than Budgeted	
Director Fees	\$ 16,000	\$ 10,667	\$ 5,375	\$ 5,292	\$ 10,625	34%	Lower Than Budgeted (Less Meetings)	
WMA GSA Allocation	\$ 40,000	\$ 26,667	\$ 31,250	\$ (4,583)	\$ 8,750	78%	Annual Fee Payment Timing	
Election Expense	\$ 2,500	\$ 1,667	\$ 3,740	\$ (2,073)	\$ (1,240)	150%	Election Expense Paid	
Vehicle Expense	\$ 37,000	\$ 24,667	\$ 30,754	\$ (6,087)	\$ 6,246	83%	Includes Payment to Kaizen	
Insurance	\$ 33,000	\$ 22,000	\$ 19,096	\$ 2,904	\$ 13,904	58%	Lower Than Budgeted	
Memberships	\$ 44,000	\$ 29,333	\$ 29,298	\$ 35	\$ 14,702	67%	On Track With Budget	
Office Expenses	\$ 16,000	\$ 10,667	\$ 2,782	\$ 7,885	\$ 13,218	17%	Lower Than Budgeted	
Operating Supplies	\$ 23,000	\$ 15,333	\$ 8,421	\$ 6,912	\$ 14,579	37%	Lower Than Budgeted	
Chemicals	\$ 75,000	\$ 50,000	\$ 39,296	\$ 10,704	\$ 35,704	52%	Lower Than Budgeted	
Safety	\$ 5,000	\$ 3,333	\$ 16,164	\$ (12,831)	\$ (11,164)	323%	Gantry Lifting Device Purchase	
Contractual Services	\$ 75,000	\$ 50,000	\$ 55,702	\$ (5,702)	\$ 19,298	74%	Higher Than Budgeted Computer Purchases	
Professional Services	\$ 90,000	\$ 60,000	\$ 46,744	\$ 13,256	\$ 43,256	52%	Lower Than Budgeted	
Printing & Publication	\$ 2,500	\$ 1,667	\$ 3,203	\$ (1,536)	\$ (703)	128%	Timing of Order of Billings	
Equipment Lease	\$ 7,500	\$ 5,000	\$ 3,352	\$ 1,648	\$ 4,148	45%	Lower Than Budgeted	
Monitoring	\$ 16,000	\$ 10,667	\$ 11,891	\$ (1,224)	\$ 4,109	74%	Higher Than Budgeted Quarterly Reports	
Travel/Meetings/Meals	\$ 15,000	\$ 10,000	\$ 6,355	\$ 3,645	\$ 8,645	42%	Lower Than Budgeted	
Utilities	\$ 265,000	\$ 176,667	\$ 189,242	\$ (12,575)	\$ 75,758	71%	Higher Than Budgeted (Gas Well Down)	
Government Fees	\$ 45,000	\$ 30,000	\$ 33,732	\$ (3,732)	\$ 11,268	75%	Higher Than Budgeted - Timing Paying Permits	
Repairs & Maintenance	\$ 150,000	\$ 100,000	\$ 165,307	\$ (65,307)	\$ (15,307)	110%	Multiple Leaks	
	\$ 2,102,500	\$ 1,401,667	\$ 1,470,837	\$ (69,170)	\$ 631,663	70%	Expenses Are 3% 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: Discussion and Consideration of awarding a contract for the Water Well #8 Drilling Project.

Recommendation:

Staff Recommends that the Board of Directors award the Construction Contract to (name of winning bidder) the Water Well #8 Drilling Project.

Policy implications:

- The California Public Contract Code §20685.5(b) requires competitive bidding for the construction of any building, structure, or improvement when the cost exceeds \$25, 000 and requires the Board to award the contract to the most responsible bidder.

Resources Impacts:

- There is \$800,000 in the FY 2024/2025 Capital budget for new wells, including drilling a well.
- \$67,000 has been contracted to GSI for design, hydrological, and planning. There is a \$733,000 balance in this line item.

Discussion:

We have received 3 bids for new Well #8. The comparison sheet is attached. GSI has reviewed the bids.

GSI will go over the bids and make a recommendation to the board on who they chose for drilling the new well.

Bids were received and opened in public on March 19, 2025

Contractor	Bid
All American Drilling	\$678,190
Pacific Coast Drilling	\$725,420
Zim Industries	\$737,199

Attachment(s): Bid comparison sheet.

Agenda Item 5.A
Attachment 1

Mission Hills CSD Well 8 Installation - Bid comparison sheet
Bid closing date: March 7, 2025

Bid Form Item No.	Description	Quantity	Units	BIDDER NO. 1		BIDDER NO. 2			BIDDER NO. 3	
				All American Drilling		Pacific Coast Well Drilling		Bakersfield Well and Pump		
				Unit Price (USD)	Extended Price (USD)	Unit Price (USD)	Extended Price (USD)	Comments	Unit Price (USD)	Extended Price (USD)
1	Mobilization and Demobilization	1	Lump Sum	\$ 26,250.00	\$ 26,250.00	\$ 95,000.00	\$ 95,000.00		--	\$ 80,000.00
2	Sound Attenuation Measures	1	Lump Sum	\$ 54,600.00	\$ 54,600.00	\$ 40,000.00	\$ 40,000.00		--	\$ 50,000.00
3	Standby Time	8	Hour	\$ 452.00	\$ 3,616.00	\$ 600.00	\$ 4,800.00		\$ 150.00	\$ 1,200.00
4	Authorized Hourly Work	8	Hour	\$ 750.00	\$ 6,000.00	\$ 850.00	\$ 6,800.00		\$ 300.00	\$ 2,400.00
One Production Well (12-inch internal diameter)										
5	Furnish and Install 24" OD x 5/16" Wall ASTM A53 or A139 Grade B Steel Conductor Casing & Sand/Cement Sanitary Seal	50	Linear Feet	\$ 495.00	\$ 24,750.00	\$ 600.00	\$ 30,000.00		\$ 785.00	\$ 39,250.00
6	Pilot Borehole - 16" diameter	590	Linear Feet	\$ 85.00	\$ 50,150.00	\$ 100.00	\$ 59,000.00		\$ 150.00	\$ 88,500.00
7	Borehole Reaming- 22" diameter	590	Linear Feet	\$ 97.50	\$ 57,400.00	\$ 85.00	\$ 50,150.00		\$ 150.00	\$ 88,500.00
8	Geophysical Surveys (E-Log of Pilot Hole; Calliper of Final Reamed Borehole)	1	Each	\$ 4,900.00	\$ 4,900.00	\$ 13,500.00	\$ 13,500.00		\$ 5,750.00	\$ 5,750.00
9	Furnish and Install 12" ID x 1/4" Wall ASTM 778 Type 304L Stainless Steel Blank Roscoe Moss Well Casing (Includes 20-foot sump and stick-up); (Typical)	363	Linear Feet	\$ 407.00	\$ 147,750.00	\$ 340.00	\$ 123,420.00		\$ 355.00	\$ 128,865.00
10	Furnish and Install 12" ID ASTM 778 Type 304L Stainless Steel Wire-wrapped Roscoe Moss Well Screen w/ 0.040" slots, 0.165" wire, 0.217" rod thickness (Typical)	260	Linear Feet	\$ 265.00	\$ 68,900.00	\$ 200.00	\$ 52,000.00	"PCWD thinks quantity is supposed to be 260 feet. Can adjust price accordingly." GSI adjusted this number to the correct line item quantity	\$ 230.00	\$ 59,800.00
11	Furnish and Install 3" dia. schedule 40 stainless steel gravel fill pipe (including stick-up)	7	Linear Feet	\$ 62.00	\$ 434.00	\$ 100.00	\$ 700.00		\$ 122.00	\$ 854.00
12	Furnish and Install P.W. Gillibrand RFS 3 (12/20) Gravel Pack	640	Linear Feet	\$ 106.00	\$ 68,000.00	\$ 150.00	\$ 96,000.00		\$ 122.00	\$ 78,080.00
13	Plumbness and Alignment Testing	1	Each	\$ 8,500.00	\$ 8,500.00	\$ 5,250.00	\$ 5,250.00		\$ 8,500.00	\$ 8,500.00
14	Initial Well Development	48	Hour	\$ 880.00	\$ 42,240.00	\$ 850.00	\$ 40,800.00		\$ 500.00	\$ 24,000.00
15	Test Pump Installation and Removal (Assume Up to 1,000 gpm from 460 ft bgs)	1	Each	\$ 28,000.00	\$ 28,000.00	\$ 48,500.00	\$ 48,500.00		\$ 38,500.00	\$ 38,500.00
16	Final Well Development	64	Hour	\$ 650.00	\$ 41,600.00	\$ 420.00	\$ 26,880.00		\$ 350.00	\$ 22,400.00
17	Aquifer Testing	36	Hour	\$ 650.00	\$ 23,400.00	\$ 420.00	\$ 15,120.00		\$ 350.00	\$ 12,600.00
18	Video Survey	1	Each	\$ 2,200.00	\$ 2,200.00	\$ 2,500.00	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00
19	Final Well Disinfection & Wellhead Completion	1	Each	\$ 19,500.00	\$ 19,500.00	\$ 15,000.00	\$ 15,000.00		\$ 5,500.00	\$ 5,500.00
Total bid price for 1 well:				\$ 678,190.00	\$ 678,190.00	\$ 725,420.00	\$ 725,420.00		\$ 737,199.00	\$ 737,199.00
average \$				\$ 713,603.00						
Bid - average \$:				\$ (35,413.00)		\$ 11,817.00			\$ 23,596.00	



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: March 19, 2025

SUBJECT: **ACWA/JPIA Executive Committee elections adopt Resolution No. 25-361 nominating the District's JPIA Board Member Melody McDonald to the Executive Committee.**

Recommendation / Proposed Motion

Proposed Motion: Consider adopting a concurring Resolution of nomination in support of Melody McDonald to the Association of California Water Agency/Joint Powers Insurance Authority (JPIA) Executive Committee.

Background

The JPIA Executive Committee consists of eight members elected by the JPIA Board of Directors and the ACWA Vice President as an ex officio member. The JPIA's Board President appoints Executive Committee members to act as Chairs and Vice Chairs for the Committees which include the liability Program, Workers' Compensation Program, Employee Benefits, Risk Management, and Personnel Advisory Committee, Program Committees were created as means of facilitating input from the member agencies. All Committees make their recommendations to the Executive Committee, which has the responsibility of balancing committee requests with the needs of the JPIA.

Discussion

The ACWA/JPIA Executive Committee Election has four spots available to fill, each for a four-year term. Mission Hills CSD only received requests seeking support from three of the four Nominees. The Three Nominees are listed below, President Magana reviewed all Nominees and seeks Board approval to adopt Resolution 25-361 nominating the District's JPIA Board Member Melody McDonald to the executive Committee.

Nominee	Organization
Brent Hastey (Candidate)	Reclamation District 784
Randall Reed (Incumbent) Term Exp. May 2025	Cucamonga Valley Water District
Melody McDonald (Incumbent) Term Exp. May 2025	San Bernardino Valley Water Conservation District

Attachment(s):

1. Candidate Qualifications
2. Resolution No. 25-361



Melody.sbvwd@gmail.com

**Melody
Henriques-McDonald**

P.O. BOX 830
HIGHLAND, CA 92346

(909) 793-2503 District
(909) 499-5175 cell
(909) 867-9821 fax

Like @ <https://www.facebook.com/Melody4Water>

Candidate for:

**ACWA JPIA
EXECUTIVE COMMITTEE**
(Incumbent, seeking re-election)



Melody & Board receiving, District of Distinction Award, the highest governance and best practices accreditation possible.

Kathleen Tiegs, former Special Districts Board Member & ACWA President presenting. 2017

ASSOCIATIONS

Member, Board of Directors of the San Bernardino Valley Water Conservation District (Elected), Currently President, originally appointed in 1991, and first woman on the board.

Member, Executive Committee ACWA/JPIA since 2001

President, ACWA/JPIA BOD, Chair Executive Committee

Chair, Personnel Committee

Director, ACWA/Joint Powers Insurance Authority since 1991

Member ACWA State Legislative Committee

Board Member, Association of the San Bernardino County Special Districts

Over 32 + Years, Experience in the Water Industry includes:

Past Member, (CWA) California Women for Agriculture

Past Member, ACWA Water Management Committee

Past Member, ACWA Federal Affairs Committee

Past Chair & Vice-Chair, JPIA Liability, Property, & Workers Compensation Programs

Past Member, Board of Directors ACWA, Region 9 Chair

Past Chair, Water Management Certification Subcommittee

Chair, California Water Quality Control Board, Santa Ana Region 8
Years of service, Gubernatorial Appointment 1993-2000

CURRENT EMPLOYMENT

Southwest Lift & Equipment, Inc. (Heavy Duty Vehicle Lifts)
Broker/Associate, Century 21 Lois Lauer Realty

PROFESSIONAL ASSOCIATIONS & LICENSES

Redlands Association of Realtors
California Real Estate Broker's License
Arizona Real Estate Broker's License

ORGANIZATIONS AND SOCIETIES

Highland Chamber of Commerce
San Bernardino Chamber of Commerce
Immanuel Baptist Church Highland, CA
BSF International

EDUCATION

San Gorgonio High School, 1976
Western Real Estate School, 1989
Graduate, Special Districts Board Management Institute, 1997
Studied at Crafton Hills College

RESOLUTION NO. 25-361

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION HILLS COMMUNITY SERVICES DISTRICT NOMINATING ITS ACWA/JPIA BOARD MEMBER TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY ("ACWA/JPIA")

WHEREAS, this District is a member district of the ACWA/JPIA that participates in all four of its Programs: Liability, Property, workers compensation, and Employee Benefits; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that for nomination to be made to ACWA/JPIA's Executive Committee, three-member districts must concur with the nominating district; and

WHEREAS, another JPIA member district, the ACWA/JPIA has requested that this district concur in this nomination of its member of the JPIA Board of Directors to the Executive Committee of the JPIA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mission Hills Community Services District, that this District concur with the nomination of Melody McDonald of the ACWA/JPIA to the Executive Committee of JPIA.

NOW, THEREFORE, BE IT RESOLVED, that the District Secretary is hereby directed to transmit a certified copy of this resolution to JPIA at P.O Box 619082, Roseville, CA 95661-9082, forthwith.

Passed and Adopted by the Board of Directors of the Mission Hills Community Services District this 19th day of March 2025, upon motion by Director _____, seconded by Director _____, and as approved by the following vote:

AYES:

NOES:

ABSENT:

By: _____
Jorge Magana, President, Board of Directors

Attest:

By: _____
Guadalupe Huitron, Board Secretary



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: March 19, 2025

SUBJECT: [Public Hearing] AB 2561 Status of Job Vacancies

Recommendation:

Open public hearing and receive report on current job vacancies

Policy implications:

- A public Agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.
- If the governing board adopts an annual or multiyear budget during the fiscal year, the presentation shall be made before the adoption of the final budget.
- During the hearing, the public agency shall identify any necessary changes to policies procedures, and recruitment activities that may lead to obstacles in the hiring process.

Resources Impacts:

- None

Discussion:

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 into law, mandating public agencies to disclose the status of their job vacancies publicly. The California Legislature identified vacancies as a widespread and significant issue in the public sector. These vacancies force employees to handle heavier workloads, leading to burnout and increased turnover, adversely affecting public service delivery.

Currently, Mission Hills Community Services District has two vacancies. One is currently being advertised and the second to be advertised after July 2025.

The position being advertised is for a Customer Service Rep which is for 32 hours a week. The field will have an Operator In Training (OIT) position open after July 1, 2025.

Department	Positions Authorized	Positions Vacant
Management	3 full-time	none
Administration	2 full-time 1 part-time (32 hours)	Part-time advertised
Field	4 full-time	1 (OIT) vacant

Attachment(s): None



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