

Board of Directors

Myron Heavin, President
Steve Dietrich, Vice President
Karina Naughton, Director
Bruce Nix, Director
Jim Mac Kenzie, Director



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

Jerry Gruber, General Manager

**Mission Hills Community Services District
Board of Directors Special and Regular Meetings
Monday, June 14, 2021**

SPECIAL MEETING: 12:30 PM

REGULAR MEETING: 1:30 PM

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

Agenda

Pursuant to Governor Newsom’s Executive Order N-29-20, the public can only participate via teleconference. The Mission Hills CSD board room will not be open to the public.

To access the meeting via Zoom:

URL to sign in for video access

<https://zoom.us/j/9467006985?pwd=TnBqZGJXbWhCN UdJNXhmZG U3alhDZz09>

Meeting ID: 946 700 6985

Dial in: 1 669 900 9128

SPECIAL MEETING – 12:30 PM

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Closed Session Items** – Members of the public, for up to 3 minutes, may address the Board on any item on this agenda. **If you are unable to attend, you can submit comments in advance of the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, May 18, 2021.**
- 4. Closed Session – 12:30 PM**
 - A.** Conference with Legal Counsel – Existing Litigation pursuant to Gov. Code Section 54956.9(d)(1), Plaintiff is the City of Lompoc, Defendant is Mission Hills CSD
 - B.** Public Employment pursuant to Government Code Section 549579(b)
Position: General Manager

ADJOURN

RECONVENE

REGULAR MEETING – 1:30 PM

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 (Government Code Section 54954.3). If you are unable to attend, you can submit comments in advance of the meeting to admin@mhcsd.org before 1:00 PM, Sunday, June 13, 2021

4. Reports out of Closed Session

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

A. Activity Reports for May

- i) Administration
- ii) Water
- iii) Wastewater
- iv) Water/Wastewater Graph

B. Financial Reports

- i) Profit and Loss
- ii) Disbursements Journal
- iii) Variation from Projected Income
- iv) Bank Account Summary
- v) Budget to Actual

6. Regular Business

A. Discussion and Consideration for Approval of Salary Range for the Position of Administrative Services Manager

B. Resolution 21-330 – Cost of Living Adjustment

C. Final Budget for Fiscal Year 2021-22 - Public Reading and Adoption

D. Discussion and Consideration for Approval of Unpaid Sick Leave for Richard Young

E. Discussion and Consideration for Approval of Amended Employment Terms for Jerry Gruber

F. Committee Updates – Review and discuss previous committee meetings and proposed future committee meeting dates

7. Communications - 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, direct staff to place a topic or report on a future committee or regular meeting agenda.

A. General Manager Comments

B. Director's Comments

C. Public Comments (up to 3 minutes for topics within the District's jurisdiction)

ADJOURN

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 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)



Administrative Reports

May 2021

Administrative Services Manager

- Continued Work on FYE 2022 Budget with Staff and Board of Directors
- On-Boarding of New Employees
- Participated in HR Webinars through Liebert, Cassidy & Whitmore
- Participated in Personnel Meeting
- Assisted Customers with Payments
- Prepared Bank Deposits
- Prepared Board Packet
- Provided Financial Reports for Board Packets
- Worked with Auditors on Fiscal Year End Audit
- Worked with IT to Bring Hardware/Software Compliant
- Compiled Information for Public Records Request
- Scheduled Interviews for General Manager Applicants
- Provided Compensation Information to JPIA for Annual Estimates
- Scheduled/Completed Luncheons for Retiring Employees

Customer Service

- **Monthly:** New Customer Move Ins & Move outs- #13 for May
 - 338 Customers Enrolled in Auto Pay
- Active Current Residential Past Due \$28,372 30-60 days/\$6218 60-90 days/\$ 5,279 120 days
\$ 6,809 (14 Residential accounts) over 120 days
\$ 8,043 (5 vacant accounts)
- \$ 775.11 check received from United Way S.B submitted 1 past due payment for a 3rd Resident
- **Weekly:** Called past due customers to collect payments and set payment plans

Santa Barbara County has sent a sample resolution and contract for MHCS D to be able to collect Past Due Owners Balances on the special assessment 2021/22 Secured Tax Rolls.

Administrative Assistant

- Learning the District's software systems
- Gathered documents and created excel spread sheets for several public record request
- Drafted a Notice of Public Hearing to consider Adoption of proposed FY 2021/2022 Budget.
- Received payments from rate payers when necessary.



Administrative Reports

May 2021

General Manager Report

General Managers Report for the June 14, 2021- Mission Hills Community Services District Board of Directors Meeting.

Staff continues to spend a great deal of time addressing and answering Public Records Requests. This is taking roughly half of staff's time.

Continue to work with Auditors on finalizing the 2019/2020 Audit.

During the consideration and approval of the budget for fiscal year 2021/2022 staff would like to discuss the use of development fees for the use of capital projects within next year's budget. The Board ask for clarification as part of their April Board Meeting.

The General Manager and the Administrative Services Manager are supporting transfers within the district and the hiring of new employees. As an update to the Board Javier has transferred as an OIT within the Wastewater Treatment Plant to the position of Lead Water Operator. Eric has transferred from the Water Department to the position of OIT at the Wastewater Treatment Plant. Our new CPO for the Wastewater Treatment Plant started on June 10, 2021. Our new CPO holds a T-3- Grade 3 Wastewater Certification and a D-3 certification. The emphasis within the field portion of the organization will be dual certifications in both Water and Wastewater, so all personnel within the field can performed duties within both Departments. Guadalupe is learning the duties of being a District Clerk with the support of Carol and District Council. Guadalupe is also handling a great deal of the Districts Public Records Request.

FRM- Fluid Resources Management remains the District CPO for the Wastewater Treatment Plant. FRM will remain the Districts CPO until at least the middle of June to make sure there is a smooth transition with our newly hired CPO for Wastewater.

FRM is in the process of replacing the district's influent flow meter at the Wastewater Treatment Plant. FRM noted during an on- site inspection that the current flow meter installed within a channel that cannot be properly calibrated. FRM feels that because of the turbulence created by the flow coming into the plant that the flows being recorded are significantly higher than they really are. The software that is being used will no longer being supported therefore an alternative operating platform is being evaluated. FRM understands the importance of the influent meter and are working diligently to resolve the matter as soon as possible. RWQCB has been notified with regards to the districts concerns relating to the inaccuracy of the influent flow meter.

Staff is working with the Wallace Group on the District SSMP- Sanitary System Maintenance Plan. Once the document is finalized the Board will need to approve the document as part of their regular Board Meeting.

Staff is working with Jon Turner of Phoenix Engineering regarding the review of video and report logs for the Collection System. A conference call was held to discuss the possibility of Intrusion and Infiltration within the district collection system.

ATS has completed the inspection and cleaning of the district's two Reservoirs. A detailed report for both tanks has been completed and staff is in the process of reviewing those reports. Once the reports have been read, the Water Committee should meet to discuss the recommended repairs that need to be done and the best course of action in moving forward with those repairs.

Staff has ordered the replacement meters for production on wells 5 and 7 in addition to knew waste meters for wells 5-6-7 and a new meter for the water treatment facility.

Staff is discussing moving the meter reading dates to the end of the month to more accurately determine our unaccounted-for water.

Staff and the Board President continue to work with the San Ynez River Water Conservation District on the Sustainable Groundwater Management Act, specifically the Western Management Area. A great deal of information has been circulated regarding technical data, drafts, and the overall process.

Respectfully submitted by:

Jerome D. Gruber MPA

General Manager

Mission Hills Community Services District.

Board of Directors:

President; Myron Heavin,
Vice President; Steve Dietrich
Director; James MacKenzie
Director; Karina Naughton
Director; Bruce Nix



Consent Item 5 A ii

1550 East Burton Mesa Blvd, Lompoc
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General Manager; Jerome Gruber

MISSION HILLS COMMUNITY SERVICES DISTRICT
Water Reports – May 2021

Water Distributed: 18,563,008 gallons

Reservoirs:

- Tanks were cleaned and inspected with sediment removed.
- Batteries lowered to ground level for safety purposes.

Treatment Plant

- Surge Tank online as of 5/13/2021.
- Installed surge gauges pre and post surge tank.

Distribution System Maintenance/Repair

- Replaced Hersey meters to Kamstrup meters as needed.
- Main/Service leak: 2 service leaks

Recurring Tasks

Reservoirs

- **Daily:**
 - Electronically monitor levels via SCADA System
- **Weekly:**
 - Electronically check CL2 levels
- **Quarterly:**
 - Clean and inspect the solar panel for backup battery (Jan, Apr, Jul, Oct)
 - Weed abatement.

Treatment Plant

- **Daily:**
 - Electronically record bulk storage tank levels
 - Determine daily filtration chemical rate
 - Record water produced from Wells #5,6, & 7
- **Weekly:**
 - Clean chlorine injection lines
 - Take and record Iron and Manganese treatment samples
- **Monthly:** Complete State Water Resource Control Board (SWRCB) reports
- **Quarterly:** Remove weeds around shop and filtration plant (Feb, May, Aug, Nov)

Distribution System

- **Weekly:**
 - Collect and report weekly chlorine, phosphate, and PH results
 - Sample "Bac-T" (coliform detection) every Wednesday

- **Monthly:**
 - Take distribution samples for State Water Board reports as needed
 - End of month Residential and Commercial Meter Reads
 - Install new Kamstrup meters under Capital Improvement Project
 - Test and Inspect field equipment
- **Quarterly:**
 - Mainline valve exercising (Jan, Apr, Jul, Oct)
 - Complete dead-end flushing (Feb, May, Aug, Nov)
 - Hydrant flushing (Mar, Jun, Sep, Dec)

Safety

- Attend Weekly Safety Meetings
- Inspect Fire Extinguishers at water treatment plant, shop and vehicles
- Perform Daily Visual Inspection at Water Treatment Plant and Park

Wastewater Department Report for the June 14, 2021- Mission Hills Community Services District Board of Directors Meeting.

This months Wastewater Report will be brief. Several items mentioned within this report are also mentioned within the General Managers Report and go into greater detail.

Influent flow meter is in the process of being replaced. Please see comments within the General Managers Report.

Staffing within the Wastewater Department goes into detail within the General Managers Report.

The Wastewater Treatment Plant continues to operate efficiently and is current meeting all water quality guidelines.

President Heavin requested as part of the May Board Meeting that the graphs that represent a three-year time frame and overlap in order to better understand flows. Once our new CPO comes on board, I will ask him to revise the graphs.

President Heavin also requested that the chloride levels be reintroduced to the agenda packet for informational purposes. Once the new CPO comes on board, I will ask him to include this information to the board packet.

Total Influent Flows to the Wastewater Treatment Plant for May = 12, 539,799 Gallons. A detailed explanation for concerns relating to this flow total is mentioned in the General Managers Report.

Respectfully Submitted:

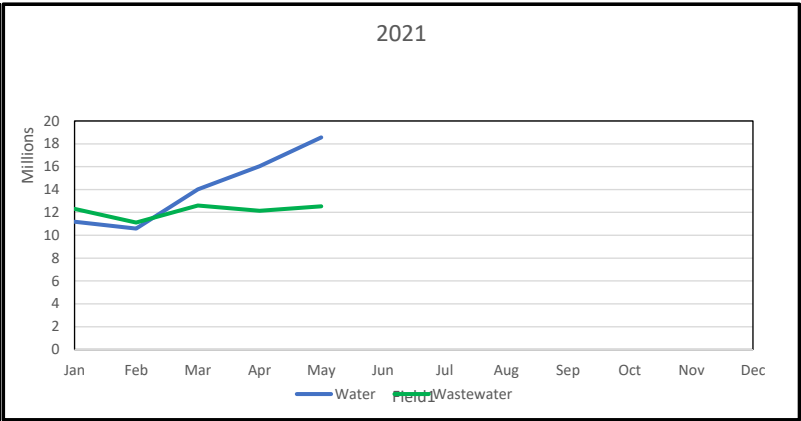
Jerome D. Gruber MPA

General Manager

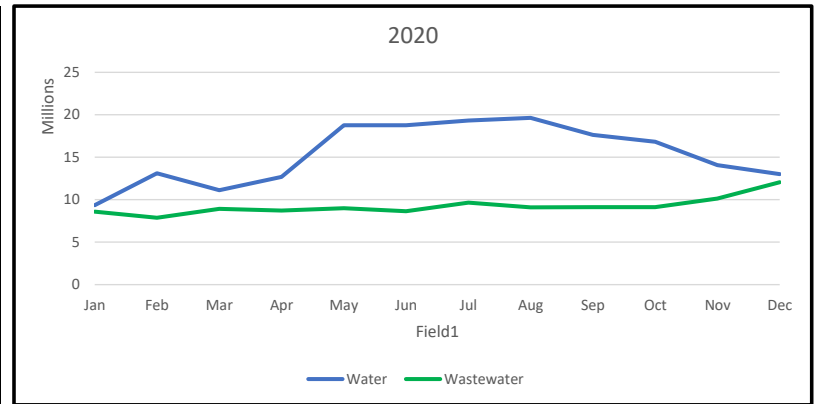
Mission Hills Community Services District.

Wastewater/Water Ratio 2021, 2020, 2019 May-21

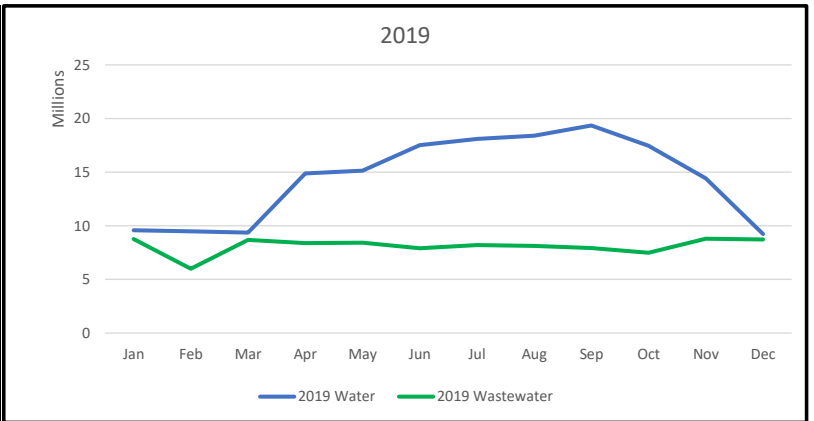
	2021			Inches Rainfall above Normal
	Water	Wastewater	WW/W	
Jan	11,191,987	12,314,498	110%	
Feb	10,584,000	11,113,290	105%	
Mar	14,007,953	12,602,404	90%	
Apr	16,049,414	12,137,909	76%	
May	18,563,008	12,539,799	68%	
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				



	2020			Inches Rainfall above Normal
	Water	Wastewater	WW/W	
Jan	9,356,351	8,596,901	92%	0.52
Feb	13,105,970	7,876,721	60%	0.00
Mar	11,111,162	8,922,770	80%	1.20
Apr	12,677,195	8,720,147	69%	1.79
May	18,781,476	8,997,274	48%	0.14
Jun	18,780,483	8,645,653	46%	
Jul	19,334,744	9,645,653	50%	
Aug	19,639,552	9,100,880	46%	
Sep	17,638,689	9,133,350	52%	
Oct	16,824,093	9,133,350	54%	
Nov	14,080,919	10,135,964	72%	
Dec	13,007,006	12,058,228	93%	



	2019			Inches of Rainfall
	Water	Wastewater	WW/W	
Jan	9,578,723	8,769,137	92%	1.95
Feb	9,476,177	5,998,952	63%	2.37
Mar	9,373,631	8,692,512	93%	
Apr	14,884,800	8,379,482	56%	
May	15,147,800	8,416,623	56%	0.74
Jun	17,519,872	7,905,430	45%	
Jul	18,099,543	8,198,893	45%	
Aug	18,400,592	8,130,750	44%	
Sep	19,349,937	7,934,475	41%	
Oct	17,460,547	7,479,023	43%	
Nov	14,419,045	8,796,166	61%	
Dec	9,235,000	8,731,653	95%	



4,000 Recent Census about residents

01. number of people in district
02. infiltration / rain
03. inflow / rain
04. less water conservation
05. weather
06. lift station electrical usage
07. FLO-DAR Calibration

more people at home, for longer periods of time
 check school population (closed June, July, August)
 check for broken wastewater pipes
 check manhole covers (acceptable amounts?)
 water usage down more wastewater, less irrigation
 rain
 no significant changes at lift station electrical usage

	14/15	15/16	16/17	17/18	18/19
	374	426	451	459	467

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
May 2021

	A	B	C	D	E	F	G	H	J	L
								May 21	May 20	\$ Change
1										
2										
3							Ordinary Income/Expense			
4							Income			
5							4005 · 48 hour notice fees	60.00	0.00	60.00
6							4025 · Construction hydrant meter	50.00	50.00	0.00
7							4035 · Insurance Claim Reimbursemen	0.00	6,966.37	-6,966.37
8							4075 · Returned check fees	30.00	25.00	5.00
9							4085 · Sewer basic charges	83,022.99	75,337.83	7,685.16
10							4095 · Street sweeping charges	1,507.44	1,507.26	0.18
11							4105 · Water basic charges	59,376.45	56,190.15	3,186.30
12							4115 · Water usage charges	45,289.14	36,887.55	8,401.59
13							Total Income	189,336.02	176,964.16	12,371.86
14							Gross Profit	189,336.02	176,964.16	12,371.86
15							Expense			
16							6000 · Salaries and wages			
17							6005 · Wage expense	42,071.32	40,969.67	1,101.65
18							6010 · Payroll tax expense	4,101.70	8,506.32	-4,404.62
19							Total 6000 · Salaries and wages	46,173.02	49,475.99	-3,302.97
20							6050 · Employee benefits			
21							6060 · Disability insurance	255.41	218.78	36.63
22							6065 · Health insurance	9,395.48	11,399.37	-2,003.89
23							6075 · Retirement expenses	1,292.24	1,269.58	22.66
24							6090 · Vacation & Sick Leave	9,470.11	1,349.79	8,120.32
25							6095 · Benefit Administration	89.82	87.37	2.45
26							Total 6050 · Employee benefits	20,503.06	14,324.89	6,178.17
27							6100 · Director fees	1,500.00	2,625.00	-1,125.00
28							6110 · Depreciation expense	31,054.00	26,905.00	4,149.00
29							6140 · Vehicle expenses			
30							6145 · Tractor and equipment	0.00	0.00	0.00
31							6150 · Vehicle fuel	828.57	729.90	98.67
32							6155 · Vehicle maintenance	1,312.58	558.54	754.04
33							Total 6140 · Vehicle expenses	2,141.15	1,288.44	852.71
34							6170 · Insurance expense			
35							6180 · Liability insurance	1,522.00	2,058.75	-536.75
36							Total 6170 · Insurance expense	1,522.00	2,058.75	-536.75
37							6200 · Office expenses			
38							6210 · Cash (over) / short	130.78	0.00	130.78
39							6215 · Cleaning supplies	0.00	84.50	-84.50
40							6225 · Miscellaneous expenses	5.43	0.00	5.43
41							6230 · Office supplies	496.47	137.47	359.00
42							6235 · Postage expense	691.42	751.93	-60.51
43							6245 · Office Equipment	2,593.15	169.17	2,423.98
44							Total 6200 · Office expenses	3,917.25	1,143.07	2,774.18
45							6300 · Operating supplies and expenses			
46							6310 · Miscellaneous supplies	107.05	112.80	-5.75
47							6330 · Shop supplies	70.28	357.62	-287.34
48							6335 · Small tools and appliances	132.53	2,546.91	-2,414.38
49							6340 · Chemicals			
50							6342 · Bioremediation	2,115.38	0.00	2,115.38
51							6344 · Chlorine	1,191.13	1,887.46	-696.33
52							6345 · Corrosion inhibitor	4,491.25	7,357.35	-2,866.10
53							6347 · Other chemicals	0.00	69.11	-69.11
54							Total 6340 · Chemicals	7,797.76	9,313.92	-1,516.16
55							Total 6300 · Operating supplies and ex	8,107.62	12,331.25	-4,223.63
56							6350 · Safety expenses			
57							6365 · Safety equipment	106.99	494.52	-387.53
58							6375 · Other safety expenses	0.00	255.00	-255.00
59							Total 6350 · Safety expenses	106.99	749.52	-642.53
60							6410 · Contractual services			
61							6420 · Cleaning service	236.00	200.00	36.00

Mission Hills Community Services District
Profit & Loss Prev Year Comparison
May 2021

	A	B	C	D	E	F	G	H	J	L
1										
2								May 21	May 20	\$ Change
62							6425 · Office equip maintenance	378.01	521.46	-143.45
63							6430 · Internet access	159.73	159.73	0.00
64							6435 · Landscaping services	250.03	343.72	-93.69
65							6437 · Pest Control	0.00	50.00	-50.00
66							6445 · Security expense	112.50	112.50	0.00
67							6450 · Software support	2,590.99	4,126.25	-1,535.26
68							6452 · Credit Card Processing	160.36	172.89	-12.53
69							6453 · Software Subscriptions	179.88	138.74	41.14
70							6455 · Street sweeping services	1,286.00	1,286.00	0.00
71							6470 · Other contractual services	138.25	1,298.50	-1,160.25
72							Total 6410 · Contractual services	5,491.75	8,409.79	-2,918.04
73							6475 · Professional services			
74							6485 · Engineering services	5,468.75	0.00	5,468.75
75							6490 · Legal services	14,662.28	514.11	14,148.17
76							Total 6475 · Professional services	20,131.03	514.11	19,616.92
77							6500 · Printing and publication	0.00	549.10	-549.10
78							6505 · Equipment lease and rentals	598.43	560.75	37.68
79							6525 · Research and monitoring			
80							6535 · Monitoring expense	3,437.95	1,784.00	1,653.95
81							Total 6525 · Research and monitoring	3,437.95	1,784.00	1,653.95
82							6600 · Travel and meetings			
83							6610 · Meals	476.87	0.00	476.87
84							6620 · Staff training	395.00	108.40	286.60
85							6625 · Travel expenses	141.90	0.00	141.90
86							Total 6600 · Travel and meetings	1,013.77	108.40	905.37
87							6650 · Utilities			
88							6655 · Cell phones	0.00	187.04	-187.04
89							6665 · Electrical	6,611.03	10,308.06	-3,697.03
90							6670 · Natural gas	35.64	28.65	6.99
91							6685 · Telephone	351.19	335.66	15.53
92							6691 · Trash & Recycling	196.58	197.99	-1.41
93							Total 6650 · Utilities	7,194.44	11,057.40	-3,862.96
94							6700 · Government fees and charges	-32.40	0.00	-32.40
95							6720 · Repairs and maintenance			
96							6730 · Distribution expense	438.57	1,794.86	-1,356.29
97							6740 · Hydrants	0.00	543.75	-543.75
98							6750 · Collection expense	411.98	0.00	411.98
99							6760 · Shop and equip repairs	58.63	1,019.65	-961.02
100							6765 · Supplies and small tools	115.31	0.00	115.31
101							6785 · Wells and pumping	877.49	608.08	269.41
102							6790 · Waste water plant	840.00	449.50	390.50
103							6795 · Other repairs and maintenance	0.00	59,387.33	-59,387.33
104							Total 6720 · Repairs and maintenance	2,741.98	63,803.17	-61,061.19
105							Total Expense	155,602.04	197,688.63	-42,086.59
106							Net Ordinary Income	33,733.98	-20,724.47	54,458.45
107							Other Income/Expense			
108							Other Income			
109							7006 · Market Appreciation/(Depr)	-3,024.76	-2,376.34	-648.42
110							7010 · Interest income	20,216.72	19,598.23	618.49
111							Total Other Income	17,191.96	17,221.89	-29.93
112							Net Other Income	17,191.96	17,221.89	-29.93
113							Net Income	50,925.94	-3,502.58	54,428.52
114										

Mission Hills Community Services District
Disbursements Journal
May 2021

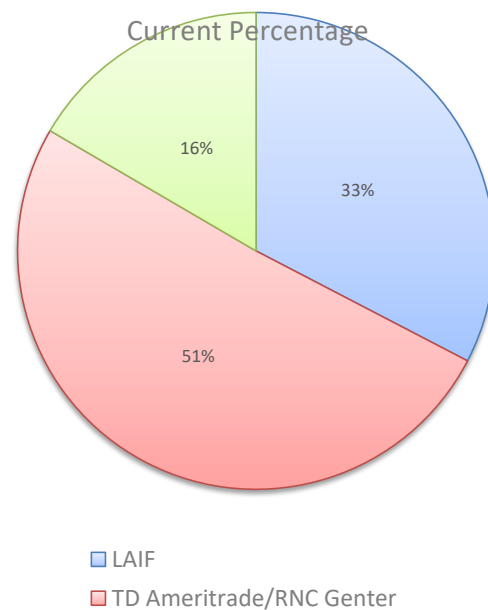
	A	B	C	D	G	I	J	K	M
1					Date	Num		Name	Amount
2		1060 - CHCU - General 4163							
3					05/03/2021	31822		ACWA	-475.00
4					05/03/2021	31823		ACWA Joint Powers Insurance	-2,156.92
5					05/03/2021	31824		Comcast	-159.73
6					05/03/2021	31825		Compuvision	-313.60
7					05/03/2021	31826		De Lage Landen Financial Serv	-169.17
8					05/03/2021	31827		East Mesa Oaks HOA	-42.60
9					05/03/2021	31828		Fluid Resource Management	-893.80
10					05/03/2021	31829		Frontier Communications	-146.02
11					05/03/2021	31830		Reimbursement	-780.33
12					05/03/2021	31831		Hensley Law Group	-10,061.15
13					05/03/2021	31832		Reimbursement	-60.00
14					05/03/2021	31833		Jon's Lawn Mowing	-217.36
15					05/03/2021	31834		Office Depot Business Credit	-107.93
16					05/03/2021	31835		Oilfield Environmental & Compl	-624.00
17					05/03/2021	31836		PG&E	-9.87
18					05/03/2021	31837		Pipeline Plumbing	-150.00
19					05/03/2021	31838		Reimbursement	-126.90
20					05/03/2021	31839		Scott Reardon's Locksmith Ser	-119.08
21					05/03/2021	31840		SoCalGas	-119.74
22					05/03/2021	31841		Standard Insurance Company	-256.27
23					05/03/2021	31842		Staples Business Credit	-751.52
24					05/03/2021	31843		Syneco Systems, Inc.	-14,362.23
25					05/03/2021	31844		Ultrex Inc	-326.63
26					05/03/2021	31845		Wastewater Technology Traine	-550.00
27					05/04/2021	EFT		Waste Management	-396.11
28					05/05/2021	EFT		Tierzero	-111.95
29					05/16/2021	31846		ACWA/JPIA *Medical Insurance	-9,383.66
30					05/16/2021	31847		American Industrial Supply	-267.95
31					05/16/2021	31848		Cannon	-4,926.50
32					05/16/2021	31849		Carmel & Naccasha LLP	-6,667.28
33					05/16/2021	31850		Compuvision	-2,012.50
34					05/16/2021	31851		Coverall North America, Inc.	-236.00
35					05/16/2021	31852		Diamond Maps	-324.00
36					05/16/2021	31853		Frontier Communications	-93.04
37					05/16/2021	31854		Hensley Law Group	-7,995.00
38					05/16/2021	31855		Oilfield Environmental & Compl	-3,997.95
39					05/16/2021	EFT		PG&E	-3,471.02
40					05/16/2021	31856		Praxair Distribution Inc	-39.63
41					05/16/2021	31857		Reimbursement	-541.81
42					05/16/2021	31858		Reimbursement	-66.76
43					05/16/2021	31859		SP Maintenance Services, Inc.	-1,286.00
44					05/16/2021	31860		Tuckfield & Associates	-5,468.75
45					05/16/2021	31861		Underground Service Alert of S	-8.25
46					05/16/2021	31862		Valley Roll-Off Service	-258.00
47					05/20/2021	31863		American Industrial Supply	-107.05
48					05/20/2021	31864		Brenntag Pacific, Inc	-5,682.38
49					05/20/2021	31865		Compuvision	-1,060.00
50					05/20/2021	31866		County of Santa Barbara- Gen	-960.72

Mission Hills Community Services District
Disbursements Journal
May 2021

	A	B	C	D	G	I	J	K	M	
1		Consent items B 2			Date	Num		Name	Amount	
51					05/20/2021	31867		East Mesa Oaks HOA	-56.23	
52					05/20/2021	31868		Environmental Techniques	-2,115.38	
53					05/20/2021	31869		Fluid Resource Management	-130.00	
54					05/20/2021	31870		Iflow Energy Solutions, Inc	-8,959.31	
55					05/20/2021	31871		Mark Schwind Electric Inc	-1,215.00	
56					05/20/2021	31872		O'Connor Pest Control	-50.00	
57					05/20/2021	31873		Oilfield Environmental & Compl	-544.00	
58					05/20/2021	31874		Reimbursement	-141.90	
59					05/20/2021	31875		PG&E	-6,601.14	
60					05/20/2021	31876		Reimbursement	-205.62	
61					05/20/2021	31877		Smith Alarms & Electronics, Inc	-112.50	
62					05/20/2021	31878		Sunbelt Rentals Inc	-1,896.67	
63					05/20/2021	31879		Young Engineering & Manufact	-2,500.00	
64					05/21/2021	31880		Reimbursement	-40.99	
65					05/25/2021	EFT		TASC	-89.82	
66		Total 1060 · CHCU - General 4163								-113,000.72
67		1070 · CHCU - Payroll 4155								
68					05/03/2021	1312		Matrix Trust Company	-10,132.61	
69					05/05/2021	EFT		AFLAC	-135.69	
70					05/10/2021			Payroll	-210.85	
72					05/12/2021	E-pay		EDD	-2.87	
73					05/12/2021	E-pay		IRS USATAXPYMT	-6.94	
74					05/12/2021			Payroll	-19,454.66	
83					05/14/2021	E-pay		IRS USATAXPYMT	-4,742.24	
84					05/14/2021	EFT		CA State Disbursement Unit/Ex	-492.91	
85					05/14/2021	1313		Francise Tax Board	-464.71	
86					05/16/2021	1314		Matrix Trust Company	-5,176.01	
87					05/17/2021	E-pay		EDD	-1,777.65	
88					05/26/2021			Payroll	-15,190.16	
89					05/26/2021			Payroll	-1,322.25	
103					05/27/2021	EFT		AFLAC	-90.46	
104					05/28/2021	EFT		CA State Disbursement Unit/Ex	-492.91	
105					05/28/2021	1315		Francise Tax Board	-556.02	
107		Total 1070 · CHCU - Payroll 4155								-60,248.94
108		1075 · CHCU - ACH 4130								
109					05/06/2021	EFT		Springbrook (ACH Services)	-160.36	
110		Total 1075 · CHCU - ACH 4130								-160.36
111		TOTAL								-173,410.02

	A	B	C	D	E	F	G	H	I	J	K
1	Variation From Projected										
2	Fiscal Year Ending 6-30-2021										
3											
4		Water			Wastewater						
5	Billing Month	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation	Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
6	Jul-20	\$ 109,930	\$ 117,571	\$ 7,641	\$ 77,724	\$ 81,884	\$ 4,160	\$ 11,801	23,904	19,947	21,421
7	Aug-20	\$ 111,104	\$ 117,324	\$ 6,220	\$ 77,724	\$ 81,337	\$ 3,613	\$ 9,833	23,897	24,176	22,224
8	Sep-20	\$ 110,721	\$ 110,403	\$ (318)	\$ 77,724	\$ 81,643	\$ 3,919	\$ 3,601	20,974	22,134	22,190
9	Oct-20	\$ 106,078	\$ 125,650	\$ 19,572	\$ 77,724	\$ 81,671	\$ 3,947	\$ 23,519	27,170	21,302	21,329
10	Nov-20	\$ 105,163	\$ 111,932	\$ 6,769	\$ 77,724	\$ 81,558	\$ 3,834	\$ 10,603	21,595	21,914	20,263
11	Dec-20	\$ 94,138	\$ 95,943	\$ 1,805	\$ 77,724	\$ 81,819	\$ 4,095	\$ 5,900	15,049	17,003	15,794
12	Jan-21	\$ 83,345	\$ 98,858	\$ 15,513	\$ 77,724	\$ 81,812	\$ 4,088	\$ 19,602	16,328	9,762	11,755
13	Feb-21	\$ 85,070	\$ 99,108	\$ 14,038	\$ 77,724	\$ 81,716	\$ 3,993	\$ 18,030	16,413	12,600	12,651
14	Mar-21	\$ 83,559	\$ 88,481	\$ 4,922	\$ 77,724	\$ 82,053	\$ 4,329	\$ 9,251	11,832	13,734	11,262
15	Apr-21	\$ 85,696	\$ 102,027	\$ 16,331	\$ 77,724	\$ 82,402	\$ 4,679	\$ 21,010	17,348	12,520	12,017
16	May-21	\$ 95,609	\$ 104,666	\$ 9,057	\$ 77,724	\$ 83,023	\$ 5,299	\$ 14,356	18,352	15,566	16,417
17	Jun-21	\$ 104,579	\$ -	\$ -	\$ 77,724	\$ -	\$ -	\$ -	-	19,330	17,076
18											
19	Total	\$ 1,174,992	\$ 1,171,963	\$ 101,550	\$ 932,683	\$ 900,919	\$ 45,959	\$ 147,509	212,862	209,988	204,397
21									Year to Date Monthly Averages		
22	YTD avg	91%	100%		92%	97%			17,739	17,333	17,029
23									Yearly Average	17,499	17,033
24											
25	* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
26											
27	Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)										

	A	X	Y	Z
1	Bank Account Summary			
2				
3		3/31/2021	4/30/2021	5/31/2021
31				
32	LAIF	\$1,132,254	\$1,133,378	\$1,133,378
33				
34	TD Ameritrade/RNC Genter	\$1,746,752	\$1,746,819	\$1,763,847
35				
36	Coast Hills FCU			
37	Checking	\$499,507	\$581,390	\$531,967
38	Development	\$420,427	\$420,444	\$540,855
39	Investment Checking	\$0	\$0	\$0
40	Savings	\$202	\$202	\$202
41	Payroll	\$60,634	\$53,144	\$43,083
42	ACH (Sweep Account)	\$2,053	\$2,820	\$1,000
43	Total Coast Hill FCU	\$982,823	\$1,057,999	\$1,117,107
44				
45	Combined Balance	\$3,861,829	\$3,938,196	\$4,014,332
46				
47	Monthly Change	-\$21,207	\$76,367	\$76,135
48				
49	Monthly Change to Date			
50	\$710,378			
51				
52	INVESTMENT STRATEGY			
53	Along with resuming active management, the Finance Committee and Staff recommend a			
54	balanced distribution of monies as stated below			
55	between TD Ameritrade, LAIF and Coast Hills Credit			
56	Union. This distribution will allow the District to			
57	maximize yields on investments, while meeting			
58	operating and capital cash needs			
59				
60	Recommended Investment Strategy:			
61	01. Coast Hills CU: \$300,000 (2 months FYE20			
62	budgeted operating expense, less depreciation, not			
63	Goal of about 10%			
64	02. TD Ameritrade: 50% of balance of unrestricted			
65	cash			
66	Goal of about 45%			
67	03. LAIF: 50% of the balance of unrestricted cash			
68	Goal of about 45%			
69				
70				



Mission Hills Community Services District							11
Budget to Actual Comparison							0.92
JUL 20 -MAY 21							1
	Budgeted	Prorated Budget	Actual		Remainder	% of Budget	
Income	Fiscal Year 20-21	JUL 20 -MAY 21	JUL 20 -MAY 21	Difference	Budgeted Amount	92%	
Late Fees/Charges	\$ 24,750	\$ 22,688	\$ 57,939	\$ 35,251	\$ (33,189)	234%	
Water Service	\$ 1,174,992	\$ 1,077,076	\$ 1,172,045	\$ 94,969	\$ 2,947	100%	
Sewer Service	\$ 932,683	\$ 854,959	\$ 900,933	\$ 45,974	\$ 31,750	97%	
Street Sweeping	\$ 18,006	\$ 16,506	\$ 16,574	\$ 68	\$ 1,432	92%	
	\$ 2,150,431	\$ 1,971,228	\$ 2,147,492	\$ 176,263	\$ 2,939	100%	
	Budgeted	Prorated Budget	Actual		Remainder		
Expense	Fiscal Year 20-21	JUL 20 -MAY 21	JUL 20 -MAY 21	Difference	Budgeted Amount		
Salaries & Wages	\$ 605,486	\$ 555,029	\$ 515,528	\$ 39,501	\$ 89,958	85%	
Employee Benefits	\$ 246,625	\$ 226,073	\$ 182,279	\$ 43,794	\$ 64,346	74%	
Director Fees	\$ 18,000	\$ 16,500	\$ 21,315	\$ (4,815)	\$ (3,315)	118%	
Depreciation	\$ 322,862	\$ 295,957	\$ 341,594	\$ (45,637)	\$ (18,732)	106%	
Election Expense	\$ 1,000	\$ 917	\$ 2,809	\$ (1,892)	\$ (1,809)	281%	
Vehicle Expense	\$ 28,300	\$ 25,942	\$ 17,890	\$ 8,052	\$ 10,410	63%	
Insurance	\$ 33,000	\$ 30,250	\$ 25,118	\$ 5,132	\$ 7,882	76%	
Memberships	\$ 17,650	\$ 16,179	\$ 19,104	\$ (2,925)	\$ (1,454)	108%	
Office Expenses	\$ 20,715	\$ 18,989	\$ 20,334	\$ (1,345)	\$ 381	98%	
Operating Supplies	\$ 10,500	\$ 9,625	\$ 15,559	\$ (5,934)	\$ (5,059)	148%	
Chemicals	\$ 88,400	\$ 81,033	\$ 44,015	\$ 37,019	\$ 44,385	50%	
Safety	\$ 7,350	\$ 6,738	\$ 4,573	\$ 2,165	\$ 2,777	62%	
Contractual Services	\$ 70,000	\$ 64,167	\$ 92,063	\$ (27,896)	\$ (22,063)	132%	
Professional Services	\$ 115,000	\$ 105,417	\$ 186,640	\$ (81,224)	\$ (71,640)	162%	
Printing & Publication	\$ 8,230	\$ 7,544	\$ 4,947	\$ 2,597	\$ 3,283	60%	
Equipment Lease	\$ 6,729	\$ 6,168	\$ 6,206	\$ (38)	\$ 523	92%	
Monitoring	\$ 35,000	\$ 32,083	\$ 27,590	\$ 4,493	\$ 7,410	79%	
Travel/Meetings/Meals	\$ 20,000	\$ 18,333	\$ 4,691	\$ 13,643	\$ 15,309	23%	
Utilities	\$ 180,350	\$ 165,321	\$ 139,353	\$ 25,968	\$ 40,997	77%	
Government Fees	\$ 77,234	\$ 70,798	\$ 31,154	\$ 39,644	\$ 46,080	40%	
Repairs & Maintenance	\$ 236,000	\$ 216,333	\$ 130,420	\$ 85,914	\$ 105,580	55%	
Miscellaneous Expenses	\$ 2,000	\$ 1,833	\$ 5,706	\$ (3,873)	\$ (3,706)	285%	
	\$ 2,150,431	\$ 1,971,228	\$ 1,838,888	\$ 132,340	\$ 311,543	86%	
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% =	\$ 107,521.55		



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors.

FROM: Jerome D. Gruber –General Manager

DATE: June 14, 2021

SUBJECT: Discussion and Consideration for Approval of the Salary Range for the position of Administrative Services Manager

Recommendation:

Approve the Salary Range for position of Administrative Services Manager.

Fiscal Impact:

This position represents a 5% increase from the E-step for the Accountants position for the established salary range for this fiscal year. Please see attached salary schedule.

Discussion:

The Personnel Committee met with the General Manager to discuss the position and salary range for the Administrative Services Manager. The Personnel Committee was supportive of the position and recommended that the salary range be brought back to the Board of Directors for approval. The recruitment process for this position was internal in nature with emphasis on encouraging everyone within the organization who felt they had the minimum qualifications to apply. The position is critical to the organization and its emphasis is primarily focused on Finance and Human Resources. Since my position as General Manager takes me away from the office at times to include my flexible work schedule and remote working schedule, there is a need for established organizational continuity while I am away or otherwise engaged. Upon my arrival at the MHCS D it became apparent to me that employees who had concerns as it related to Human Resources matters went directly to the Personnel Committee, thereby circumventing the General Manager. This has historically been the culture of the MHCS D and is not in the best interest of the employees, the General Manager or the Board of Directors. The District has a chain of command that must be followed. While I am focusing on higher- level priorities as outlined within my job description, there needs to be an individual who is viewed as a

manager, can make decisions, assign daily tasks and ensure that the office staff are functioning at the most efficient level possible. As a point of clarification, all matters relating to Human Resources for all departments will be addressed and hopefully resolved with the creation of this position. This includes a plethora of areas, such as payroll, benefits, leave banks, 401k and 457 plans, evaluations, training, employee assistance programs, promotional opportunities, and educational assistance. It is not intended to focus on disciplinary matters, although this is also a function of the position. The operational functions of the District, both Water and Wastewater, will be handled by the General Manager. If for some reason I am not able to be reached, the Administrative Service Manager will work collaboratively with both of the field departments and formulate an appropriate response to the matter at hand.

As General Manager, I am the person that hears final appeals before they go to the Personnel Committee and then to the full Board. This position will provide an additional layer of stability for the employees and the organization, but will not require adding staff to the organization. The creation of this position allows for relatively simple matters within the organization to be addressed and resolved before coming to the General Manager.

Attachment(s):

1. Salary Range for Fiscal Year 2020/2021 all current positions to include Administrative Services Manager
2. Job Description for the Position of Administrative Services Manager
3. Job Description for the General Manager

Mission Hills Community Services District																																	
Compensation Schedule																																	
Fiscal Year: July 1 2020 - June 30 2021																																	
2.4% Cost of Living Adjustment																																	
Current Position (8 maximum)	Step A			Step B			Step C			Step D			Step E																				
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual															
General Manager	Pay Range															\$62.50	\$10,833.33	\$130,000.00															
Administration (3 positions)	Pay Range																																
Administrative Services Manager	\$91,442.64 to \$113,816.68	\$43.97	\$7,620.22	\$91,442.64	\$46.51	\$8,062.01	\$96,744.18	\$49.25	\$8,536.25	\$102,435.01	\$51.98	\$9,010.49	\$108,125.84	\$54.72	\$9,484.72	\$113,816.68																	
Accountant	\$ 69,670.58 to \$ 87,088.23	\$33.50	\$5,805.88	\$69,670.58	\$35.59	\$6,168.75	\$74,025.00	\$37.68	\$6,531.62	\$78,379.41	\$39.78	\$6,894.48	\$82,733.82	\$41.87	\$7,257.35	\$87,088.23																	
Admin Analyst / Board Secretary	\$ 58,531.59 to \$ 73,164.49	\$28.14	\$4,877.63	\$58,531.59	\$29.90	\$5,182.48	\$62,189.82	\$31.66	\$5,487.34	\$65,848.04	\$33.42	\$5,792.19	\$69,506.27	\$35.18	\$6,097.04	\$73,164.49																	
Admin Asst. / Board Secretary	\$ 42,527.58 to \$ 53,159.48	\$20.45	\$3,543.97	\$42,527.58	\$21.72	\$3,765.46	\$45,185.55	\$23.00	\$3,986.96	\$47,843.53	\$24.28	\$4,208.46	\$50,501.50	\$25.56	\$4,429.96	\$53,159.48																	
Customer Service Rep II	\$ 50,381.77 to \$ 62,977.22	\$24.22	\$4,198.48	\$50,381.77	\$25.74	\$4,460.89	\$53,530.64	\$27.25	\$4,723.29	\$56,679.50	\$28.76	\$4,985.70	\$59,828.36	\$30.28	\$5,248.10	\$62,977.22																	
Customer Service Rep I *	\$ 36,685.76 to \$ 45,857.20	\$17.64	\$3,057.15	\$36,685.76	\$18.74	\$3,248.22	\$38,978.62	\$19.84	\$3,439.29	\$41,271.48	\$20.94	\$3,630.36	\$43,564.34	\$22.05	\$3,821.43	\$45,857.20																	
Operations & Maintenance (4 positions)	Pay Range																																
Operations Supervisor	\$ 79,872.00 to \$ 99,840.00	\$38.40	\$6,656.00	\$79,872.00	\$40.80	\$7,072.00	\$84,864.00	\$43.20	\$7,488.00	\$89,856.00	\$45.60	\$7,904.00	\$94,848.00	\$48.00	\$8,320.00	\$99,840.00																	
Operator II - Lead Water Operator	\$ 60,276.06 to \$ 75,345.08	\$30.56	\$5,297.82	\$63,573.85	\$32.47	\$5,628.93	\$67,547.22	\$34.38	\$5,960.05	\$71,520.58	\$36.30	\$6,291.16	\$75,493.95	\$38.21	\$6,622.28	\$79,467.32																	
Operator II - Chief Plant Operator	\$ 60,276.06 to \$ 75,345.08	\$30.56	\$5,297.82	\$63,573.85	\$32.47	\$5,628.93	\$67,547.22	\$34.38	\$5,960.05	\$71,520.58	\$36.30	\$6,291.16	\$75,493.95	\$38.21	\$6,622.28	\$79,467.32																	
Operator II *	\$ 59,134.86 to \$ 73,918.58	\$28.43	\$4,927.91	\$59,134.86	\$30.21	\$5,235.90	\$62,830.79	\$31.98	\$5,543.89	\$66,526.72	\$33.76	\$5,851.89	\$70,222.65	\$35.54	\$6,159.88	\$73,918.58																	
Operator I (2)	\$ 50,032.45 to \$ 62,540.56	\$24.05	\$4,169.37	\$50,032.45	\$25.56	\$4,429.96	\$53,159.48	\$27.06	\$4,690.54	\$56,286.51	\$28.56	\$4,951.13	\$59,413.54	\$30.07	\$5,211.71	\$62,540.56																	
Operator in Training (O.I.T.)	\$ 31,948.80 to \$ 33,546.24	\$15.36	\$2,662.40	\$31,948.80	\$16.13	\$2,795.52	\$33,546.24									\$33,546.24																	
* Position currently vacant																																	
** Filled at 87.5% or 35 hours																																	
25 hrs min work week, up to 40 with GM approval																																	
hours should be mostly consistent - current is 30 hours																																	
5 days, 6 hours generally from 8:00am to 2:00pm																																	

Job Descriptions

Board Approval

POSITION: ADMINISTRATIVE SERVICES MANAGER

DEPARTMENT: OFFICE

SUMMARY

Under general supervision, to plan, organize, direct, and supervise the daily activities of the District office staff; to perform a variety of skilled and technically complex accounting, administrative, and clerical functions; to plan, organize, direct, and supervise the data processing functions and services of the District; to administer the personnel operations and functions of the District; to administer the District's purchasing functions; to plan, organize, and execute the District's records retention program; to administer the District's risk control program; to assume the responsibility for the safe, efficient, and smooth operation of the District office in its customer service role; and to do other work as assigned.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

DISTINGUISHING CHARACTERISTICS

This is the skilled/technical class in the administrative series. This class is distinguished by the responsibility to oversee all customer service activity, as well as being responsible for the District computer technology systems.

REPORTING RELATIONSHIPS

This position reports to the General Manager and supervises directly all office staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Task: Oversee training of and plan, organize, and supervise the daily activities of District customer service staff; provide general management and administration of District front office; oversee application of District policies and procedures regarding establishment and maintenance of services and rates; regularly update the General Manager regarding customer service operations, problems, policies, and administrative information; provide support to the General Manager in making presentations regarding customer issues to the Board of Directors; annually review the office operating budget and develop future budget recommendations.

Task: Serve as District Human Resources Administrator and Benefits/Insurance Administrator; develop and maintain District personnel policies and procedures; develop, coordinate, and administer employee health and welfare benefit programs; organize and carry out recruitment procedures for District vacancies; coordinate employee training and development programs; regularly update and coordinate with the General Manager regarding personnel operations, problems, policies, and administrative

information; provide support to the General Manager in making presentations regarding personnel issues to the Board of Directors; annually review the personnel budget and develops future budget recommendations; maintain confidential employee personnel records.

Task: Check a variety of information for the preparation of District accounts payable checks insuring strict accountability; check work daily of subordinates for bank deposits; check a variety of information for the preparation of biweekly District payroll; approve IRS and EDD tax deposits including quarterly and annual reports; oversee annual budget preparation, monthly account analysis, management of cash accounts, general ledger journal vouchers, month-end reports, trial balance reconciliation, and monthly bank statement reconciliations.

Task: Serve as District Computer System Administrator; plan, organize, direct, and control District data processing functions and activities; provide training to District personnel for computer hardware, software, and peripherals; serve as the District's LAN Administrator; annually review the data processing budget and develops future budget recommendations; insures the proper repair and maintenance of District data processing equipment including troubleshooting computer problems at network and workstation level and regular maintenance on computer hardware, software and peripherals; provide support to the General Manager in making presentations about District data processing functions and services; installs and upgrades computer system hardware, software and peripherals; maintains District's web site.

Task: Serve as District Purchasing Coordinator; control purchasing through purchase order system; assist other employees and General Manager by buying equipment, supplies, and services; maintain automated parts inventory and reorder system; locate sources of supply and obtaining price quotations; develop purchasing specifications, bid packages, and proposal requests; resolve problems and discrepancies with vendors; negotiate service and supply contracts, as assigned.

Task: Serve as District Records Retention Coordinator; administer District records retention policies; annually review the records retention budget and develops future budget recommendations; insure compliance with records retention policies by other staff and departments.

Task: Serve as District Risk Control Liaison; maintains District insurance files, Risk Control manual, and Disaster Preparedness/Emergency Response Plan; regularly update the General Manager regarding safety operations, problems, policies, and administrative information; annually review the safety budget and develops future budget recommendations; coordinate employee safety training; meet with management staff regarding safety issues.

PHYSICAL DEMAND

Sitting; standing; speaking; hearing; close vision; use of hands to finger, handle or feel objects, tools or controls; use of hands to write, type and use telephone; lifting, pushing, pulling and carrying (up to 25 lbs).

QUALIFICATIONS

Knowledge

- Accounts payable handling and procedures.
- Advanced knowledge of personal computer operations, software applications, and networking technologies and protocols.
- Basic supervisory skills and techniques.
- Correct English usage, spelling, grammar and punctuation.
- Correspondence formats.
- Current office methods and practices.
- Federal and State labor codes as they apply to special districts.
- Fundamental field procedures.
- General office procedures including the use of basic office equipment such as ten-key calculator, electric typewriter, postage meter, and copy machine
- Handling of confidential District information.
- Intermediate accounting methods and procedures.
- Payroll reporting.
- Payroll handling and procedures.
- Principles and practices of District administration.
- Proper office and telephone etiquette.
- Purchasing procedures.
- Records retention policies and procedures; records maintenance and filing methods.
- Safe work practices.
- Safeguarding confidential District information.

- Willingness to learn, or basic knowledge of, HTML.
- Working knowledge of Novell NetWare networking applications; Microsoft Windows operating systems; Corel applications; Lotus applications; and various office software packages; Internet browser programs.

Ability to:

- Communicate clearly both orally and in writing.
- Determine work assignments and priorities and coordinate the proper use of resources to accomplish.
- Establish, develop and maintain effective working relationships with those contacted during the course of work.
- Maintain composure, tact, and helpful attitude with co-workers, managers (including District Directors) and District customers.
- Maintain punctual and regular attendance.
- Operate a vehicle observing legal and defensive driving practices.
- Perform without direct supervision, a variety of skilled and technically complex accounting, administrative and clerical tasks.
- Process data through utilization of District computers.
- Properly format and transcribe various communications.
- Provide inspiration and motivation to subordinate employees
- Read, understand, and apply complex materials (i.e., Board policies in Ordinances and Resolutions, computer operations manuals, etc.) to analyze and report, and use as a guide to function fully in the position.
- Type a minimum of 55 W.P.M. using word processing programs; use spreadsheets and database systems; function as office network systems administrator.
- Understand and carry out oral and written instructions.
- Use independent judgment/discretion in the resolution of problems encountered in the administration of assigned functions.
- Use 10-key by touch.

EXPERIENCE AND EDUCATION

Any combination equivalent to education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience in Business Field equal to or equivalent to completion of a baccalaureate degree in accounting, business administration, or related field, with two years of employment in office administration, and one year of computer network system administration and 12 units of post-secondary computer related classes including networking, and completion of basic supervisory training, and HR training or experience or

Satisfactory employment by the District in accounts payable, payroll, accounting, or customer service in addition to related course work in accounting, business or office administration and two years of satisfactory employment as a Computer Network System Administrator or equivalent position, and prior supervisory experience.

RECOMMENDED SPECIAL REQUIREMENT

CPR Certification

First Aid Certification

CONDITIONS OF EMPLOYMENT:

As a condition of employment, may be required to:

1. Possession of a valid and appropriate Class C California Driver's License, and be insurable by the District's vehicle insurance carrier;
2. Be bondable by the District's fidelity bond insurer;
3. Be able to establish and maintain favorable interpersonal relations with co-workers, superiors including District Directors and District customers.

PHYSICAL AND SENSORY REQUIREMENTS

In general, it is necessary for the employee to maintain the effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment. It is also imperative that the employee be able to maintain the mental capacity allowing the making of sound decisions following specific guidelines and the demonstration of intellectual capability to deal effectively with customers in person and on the phone.

Mission Hills CSD JOB DESCRIPTION

REVISED October 2017

GENERAL MANAGER

Employee Name:
Date of Hire:

Reports to: Board of Directors
Status: Exempt

Definition/Summary

The General Manager (GM), is under administrative direction of the Board of Directors and exhibits strong leadership skills, plans, organizes, coordinates and supervises all District functions and activities. This includes the production and distribution of potable water; the collection, treatment and disposal of wastewater; and oversight of street sweeping; administrative, public relations, personnel, and general affairs of the District; represents the Board's policies and programs with employees, community organizations, and the general public. He or she reviews budget requests and makes recommendations to the Board on final expenditure levels; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organizations and District staff; if needed; and is responsible for employer-employee relations.

Reporting Relationship

The GM, is an employee of the Board of Directors and reports directly to the CSD Board president (or the president's designee). The GM receives guidance from the President of the Board of Directors and is accountable to the Community Service District Board. Administratively supervises all District personnel. The GM may be an at-will or contracted position

Leadership

- Leads the District by example to achieve strong operational performance and continuous improvement
- Establishes a long-term vision of future District performance and capabilities and the ability to execute that vision
- Able to initiate and present to the Board of Directors key operational improvement initiatives.
- Provide guidance and direction to both the Board of Directors and Staff concerning both technology and it applications.

Essential Functions (in non-priority order)

- **District Personnel:** Directs and oversees District personnel including assuring training, discipline, and administration.
- **Yearly Performance Reviews;** conducts District performance reviews including salary reviews; and approves payroll for all District personnel.
- **Budget:** Reviews requests and recommends approval or disapproval; oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- **Finance:** Acts as District Treasurer. Authorizes expenditures within budget limits and certifies availability of funds; approves payment of accounts payable invoices; approves work orders and purchase orders; plans and executes maintenance and repair programs and capital replacement and improvement plans; and directs the investment of District funds in accordance with law statutes and District policies
- **Physical Plant:** Annually reviews and reports to Board of Directors both the status of pumps and other operating equipment and which equipment should be maintained and/or replaced to minimize overall costs. The GM is responsible for establishing and maintaining long-term preventative maintenance schedules, approves system modifications or expansion of facilities; reviews water sales and production records, including meter testing and overhaul; direct and oversee construction and inspection of capital improvements/processes and approves progress payments
- **Long-term Capital Improvement plans:** Responsible for implementing long range financial plans.
- **Grants:** Actively seeks grants and other funding sources to support Long-term Capital Improvement Plans. Prepares applications and maintains responsibility for proper administration of grants received.
- **Performs related duties as assigned.**

Job Standards/Specifications

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Principles and practices of potable water production, treatment and distribution
- Research and evaluation methods, and be well informed and current with new technology .
- Budgeting principles and practices.

- Cost estimating and contract administration.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals, while minimizing the cost for these operations
- Prepare and administer a District budgeting and fiscal control process.
- Prepare concise and comprehensive reports.
- Exercise leadership, authority, and supervision tactfully and effectively.

Typical Physical Activities

- Travels by airplane and automobile in conducting District business.
- Sits (at a desk) for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as telephones, computers, copiers, and FAX machines.
- Hearing and vision within normal ranges with appropriate correction as needed.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Baccalaureate degree in engineering, business administration, public administration or related field required. And advanced degree or profession engineering license is highly desirable.

Should have a thorough working knowledge of public utility field and California Special District administration and management.

Experience: Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations. At least five years in a management or supervisory experience with increasing responsibility utility related fields. Prior experience working for an elected Board of Directors is highly desirable.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Certifications: Possess and maintain the appropriate certification as required by the California State Water Resources Control Board. Certifications need to be finished and obtained either at date of hire or within an acceptability period of time, not to exceed 24 months from hire.

Possession of a California Grade II Water Treatment Plant Operator certificate.
Possession of a California Grade III Water Distribution certificate.

I have reviewed this Job Description and agree with its contents.

Employee Signature

Date

Board President Signature

Date



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Jerry Gruber, General Manager
DATE: June 14, 2021
SUBJECT: Resolution 21-330 – Cost of Living Adjustment

Recommendation / Proposed Motion

Proposed Motion: Approve Resolution 21-330 approving Cost of Living Adjustments for all permanent District employees, and that reading of the resolution be waived.

Policy Reference

- California Government Code §61242 and §61244 allows the Board to determine the compensation for District employees.
- Mission Hills CSD Policy 2150 requires all salary adjustments recommended by the General Manager be ratified by the Board of Directors.

Budget Resource

A cost of living allowance was included in the pay schedule of the fiscal year 2021/2022 budget.

Alternatives Considered

None

Discussion

The cost of living adjustment for fiscal year 2021/2022 is 1.7%. This number is calculated by the US Department of Labor, Bureau of Labor Statistics and can be found on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). This index specifically reflects the economic adjustments for our region.

https://www.bls.gov/regions/west/data/consumerpriceindex_westbc_table.pdf

Attachment(s):

1. Resolution – Approval of Cost of Living Adjustments

RESOLUTION NO. 21-330

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

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

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

WHEREAS, on May 15, 2021 the Board approved the District’s Budget (the “Budget”) for fiscal year 2019/2020 which included a new pay schedule that incorporated a **one point seven percent (1.7%)** cost of living adjustment for all permanent District employees; and

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

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Mission Hills Community Services District hereby approves a **one point seven percent (1.7%)** cost of living increase to all District employees’ compensation. This Resolution shall become effective the **1st of July 2021**.

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

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this **14th day of June, 2021**.

By: _____
Myron Heavin, President, Board of Directors

Attest:

By: _____
Guadalupe Huitron, Board Secretary



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Finance Committee
VIA: Jerry Gruber, General Manager

DATE: June 14, 2021

SUBJECT: **Final Budget for Fiscal Year 2021-22** - Public Reading and Adoption

DISCUSSION: During April 21, 2021 Board Meeting MHCS D Board of Directors asked staff to see if funds collected from Development Fees (Purisima Hills), could be utilized to fund in part Capital Improvement Projects for Water & Wastewater Divisions as part of the 2021-2022 Capital Improvement Fiscal Year Budget.

After reviewing the NBS Study and advise from Legal Counsel, there does not appear to be a nexus for using funds generated from (Purisima Hills) for next years Capital Improvement Projects. To help the Board better understand what the Development Fees can be used for, an example would be, increasing the diameter of a water line to meet fire flow requirements for the Development, increasing the diameter of sewer lines to meet the requirements of the Development, increasing the Capacity of the Lift Station, Reservoirs and Production Wells. Staff can go back and review any improvements that have been made to the District's existing infrastructure for the Purisima Hills Development. If funds were used from Water & Wastewater Enterprise Funds, then those funds could be credited back from Development Fees.

Recommendation / Proposed Motion

- Recommendation: District Board of Directors recognize Notice of Public Reading and adoption of the Final Budget for Fiscal Year 2021-22.
- Proposed Motion: Adopt the final budget for Fiscal Year 2021/2022 (as attached)

Policy Reference

- California Government Code §61110 requires the Board to hold a public hearing and publish a notice in a newspaper of general circulation at least two weeks before the meeting.

- Mission Hills CSD Policy 3020 directs the development and approval of the Final Budget to be completed by May 31.

Budget Resource

The Fiscal Year 2021-22 Operating Budget totals **\$2,305,231** consists of two parts:

- \$1,241,459 – Water
- \$1,063,772 – Wastewater

The Capital Improvement Projects totals **\$678,500** - \$472,500 for water projects and \$206,000 for wastewater projects.

Alternatives Considered

None

Attachments

- The fiscal Year 2021-22 Final Operating Budget
- The fiscal Year 2021-22 Final Capital Budget

Operating Budget FY 2021/2022

Mission Hills Community Services District						
Final Fiscal Year 2021-2022 Budget						
Friday, March 19, 2021						
CONSOLIDATED TOTAL FOR ALL FUNDS						
	FYE 2020 ACTUAL	FYE 2021 ANNUAL BUDGET	FYE 2021 ANNUAL PROJECTION	FYE 2022 PROPOSED	Increase/Decrease from previous year	
Revenue						
1 Late Fees/Charges	\$ 32,243	\$ 24,750	\$ 40,709	\$ 35,000	\$ 10,250	
2 Water Service	\$ 1,172,109	\$ 1,174,992	\$ 1,262,239	\$ 1,240,587	\$ 65,595	
3 Sewer Service	\$ 900,511	\$ 932,683	\$ 979,825	\$ 1,013,445	\$ 80,762	
4 Street Sweeping	\$ 18,116	\$ 18,006	\$ 18,097	\$ 18,707	\$ 701	
5 Total Operating Revenue	\$ 2,122,978	\$ 2,150,431	\$ 2,300,870	\$ 2,307,739	\$ 157,308	
Operating Expenses						
	FYE 2020 ACTUAL	FYE 2021 ADOPTED BUDGET	FYE 2021 ANNUAL PROJECTION	FYE 2022 PROPOSED	FYE 2021 minus FYE 2020	
6 Salaries & Wages	\$ 519,724	\$ 605,486	\$ 509,648	\$ 715,469	\$ 109,983	
7 Employee Benefits & Payroll Taxes	\$ 259,297	\$ 246,625	\$ 255,741	\$ 254,310	\$ 7,685	
8 Director Fees	\$ 19,625	\$ 18,000	\$ 26,750	\$ 23,000	\$ 5,000	
9 Depreciation (Reserves)	\$ 322,862	\$ 322,862	\$ 372,648	\$ 372,648	\$ 49,786	
10 Election Expense	\$ -	\$ 1,000	\$ -	\$ -	\$ (1,000)	
11 Vehicle Expense	\$ 25,612	\$ 28,300	\$ 17,930	\$ 26,000	\$ (2,300)	
12 Insurance	\$ 24,466	\$ 33,000	\$ 35,017	\$ 36,000	\$ 3,000	
13 Memberships	\$ 16,457	\$ 17,650	\$ 34,031	\$ 20,000	\$ 2,350	
14 Office Expenses	\$ 20,965	\$ 20,715	\$ 19,435	\$ 23,000	\$ 2,285	
15 Operating Supplies	\$ 18,511	\$ 10,500	\$ 21,869	\$ 21,869	\$ 11,369	
16 Chemicals	\$ 63,395	\$ 88,400	\$ 42,266	\$ 78,000	\$ (10,400)	
17 Safety	\$ 9,236	\$ 7,350	\$ 6,854	\$ 7,500	\$ 150	
18 Contractual Services	\$ 80,924	\$ 70,000	\$ 76,481	\$ 78,000	\$ 8,000	
19 Professional Services	\$ 60,324	\$ 115,000	\$ 153,757	\$ 150,000	\$ 35,000	
20 Equipment Lease	\$ 6,729	\$ 6,729	\$ 6,729	\$ 13,500	\$ 6,771	
21 Printing & Publication	\$ 5,376	\$ 8,230	\$ 6,009	\$ 6,300	\$ (1,930)	
22 Monitoring (Lab Samples)	\$ 33,217	\$ 35,000	\$ 27,112	\$ 32,000	\$ (3,000)	
23 Training/Meetings/Meals	\$ 10,281	\$ 20,000	\$ 5,590	\$ 20,000	\$ 0	
24 Utilities	\$ 144,609	\$ 180,350	\$ 161,828	\$ 170,000	\$ (10,350)	
25 Government Fees	\$ 82,635	\$ 77,234	\$ 43,469	\$ 82,635	\$ 5,401	
26 Repairs & Maintenance	\$ 188,439	\$ 236,000	\$ 159,232	\$ 175,000	\$ (61,000)	
27 Ratepayer write offs	\$ -	\$ 2,000	\$ -	\$ -	\$ (2,000)	
28 Total Operating Expenses	\$ 1,912,684	\$ 2,150,431	\$ 1,982,398	\$ 2,305,231	\$ 154,800	
Net Operating Gain/(Loss)	\$ 210,294	\$ -	\$ 318,472	\$ 2,508		

Mission Hills Community Services District				
Friday, March 19, 2021				
REVENUE PROJECTION				
WATER BASIC			CURRENT RATE	
METER	# OF USERS		RATE	ANNUAL
3/4"	857		\$43.52	\$447,601
1"	438		\$48.57	\$255,273
1.5"	2		\$55.28	\$1,327
2"	5		\$73.75	\$4,425
3"	1		\$209.79	\$2,517
4"	2		\$260.18	\$6,244
	1305		TOTAL BASIC	\$717,387
WATER USAGE			CURRENT RATE	
TIER			RATE	ANNUAL
Uniform Volume Rate			\$2.45	\$523,200
			TOTAL USAGE	\$523,200
			TOTAL WATER	\$1,240,587
MONTHLY WATER USAGE PER TIER		STREET SWEEPING		
1-10	4,619	CUSTOMERS	RATE	ANNUAL
11-20	7,816	1181	1.32	\$18,707
21-30	1,954			
Over 31	3,375			
	TOTAL	17,764		
WASTEWATER			CURRENT RATE	
	# OF USERS		RATE	ANNUAL
RESIDENTIAL BASIC	1,304		\$63.83	\$998,781
COMMERCIAL BASIC	12		\$63.83	\$9,191
SCHOOL	375		\$1.17	\$5,249
COMMERICAL USAGE	58		\$3.88	\$225
			TOTAL SEWER	\$1,013,445

Mission Hills Community Services District									
WAGES AND BENEFITS									
Friday, March 19, 2021									
	POSITION	CURRENT PAY	PROPOSED STEP/ PERFORMANCE PAY	1.70% INCREASE	MAXIMUM PROPOSED				
GENERAL MANAGER		\$130,000	\$133,900	\$133,900	\$133,900				
ACCOUNTANT/ADMIN SVS MGR		\$91,443	\$91,443	\$92,998	\$92,998				
ADMIN ANALYST/BOARD SECRETARY		\$62,190	\$65,848	\$66,967	\$66,967				
CUSTOMER SERVICE REP II		\$62,977	\$62,977	\$64,048	\$64,048				
OPERATOR II LEAD WATER OPERATOR		\$71,521	\$71,521	\$72,736	\$72,736				
OPERATOR II - CHIEF PLANT OPERATOR		\$79,467	\$79,467	\$80,818	\$80,818				
OPERATOR II -		\$59,135	\$59,135	\$60,140	\$60,140				
OPERATOR II		\$29,569	\$29,569	\$30,072	\$30,072				
OPERATOR I		\$56,287	\$56,287	\$57,243	\$57,243				
EMPLOYEE CONTINGENCY		\$642,588	\$650,147	\$658,923					
STANDBY \$2.00/hour (251 days/15hrs; 114 days/22 hrs)									
OVERTIME									
									TOTAL SALARIES & WAGES
									\$715,469
Benefits									
General									ER Social Security/457(b) & Medicare
Water		\$120,953							General
Wastewater		\$67,556							Water
		\$65,800							Wastewater
		\$254,310							Insurance: Medical, Dental, Vision & Life
									General
									Water
									Wastewater
Benefit Percentages									
General		48%							Workers Compensation
Water		27%							General
Wastewater		26%							Water
		100%							Wastewater
									Insurance Reimbursements
									General
									Water
									Wastewater
Wages									
General		\$715,469							Disability Insurance
Water		\$340,285.90							General
Wastewater		\$190,061.96							Water
Gross Check		\$185,121.15							Wastewater
		\$715,469							ER 3% 457(b) Match
									General
									Water
									Wastewater
									TOTAL BENEFITS
									\$254,310
									TOTAL WAGES & BENEFITS
									\$969,779

	A	B
1	Mission Hills Community Services District	
2	Final Reserve Allocations FY 2021-2022	
3	See Resolution 16-306 for Target Reserves	
4	Basis for Calculations	
5	2020/21 Operating Budget	\$2,150,431
6	Accumulated Depreciation as of December 31, 2020	\$6,182,659
7	Fixed Asset Value as of December 31, 2020 (less AD)	\$6,577,607
8		
9	Bank Account Summary - December 31, 2020	
10	LAIF	\$516,437
11	TD Ameritrade	\$2,199,440
12	Coast Hills Credit Union	\$993,516
13	Total	\$3,709,394
14		
15	Target Reserves	
16	Employee Accrued Vacation Leave	-\$12,664
17	Ratepayer Deposits Held	-\$31,682
18	Emergency Reserves Target = 5% of value of Fixed Assets	-\$328,880
19	Operating Reserves Target = 20% of current year Operating Budget	-\$430,086
20	Capital Replacement Reserves Target = 50% Total Accumulated Depreciation	-\$3,091,330
21	Total Target Reserves Required	\$3,894,642
22	Over/Under Total Target Reserves (bank summary minus target reserves)	-\$185,248
23		
24	Capital Reserve Estimated Revenue for FYE 2022	
25	Operating Budget minus Operating Expenses FYE 2022	\$ 2,508
26	Interest Income Estimated FYE 2021	\$ 61,000
27	Estimated Book Depreciation Expense (Reserves) for 6.30.21	\$ 372,648
28	Development Agreement Revenue FYE 2021	\$ 540,834
29	Estimated Additional to Target Reserves FYE 22	\$ 976,990
30		
31	Net Gain or Loss to Reserves	
32	Capital Reserves minus Target Reserves	\$ 791,742
33		

Wastewater - 5-Year Capital Improvement Plans- Agenda item 6C- Attachment 2	2020/21	Not Used 2020/2021	2021/22	2022/23	2023/24	2024/25
Collections						
Collection System Replacement (Slip Lining)						
Video & Clean Sewer Lines	\$ 40,000	\$ 8,000	\$ 53,000	\$ 35,000	\$ 25,000	\$ 25,000
Equipment						
Replace Vehicle 2007 GMC Pickup				\$ 60,000		
Case Tractor / Backhoe (50%)				\$ 45,000		
Purchase Company Vehicle GM (50%)			\$ 15,000			
Replace Ford Ranger (50%)						
New Jetter	\$ 40,000	\$ 27,800	\$ 65,000			
Lift Station						
Lift Station Upgrades (limited scope)						
Lift Station (retain spare parts to minimize repairs)	\$ 165,000	\$ 130,000	\$ 100,000			
Lift Station - Wet Well Coating					\$ 55,000	
Wastewater SCADA Install				\$ 35,000		
Property Acquisition						
Backup Generator Portable						
Backup Generator Stationary			\$ 65,000			
Line Pond #8 to reduce Lift Station overflow impact				\$ 50,000	\$ 50,000	\$ 50,000
Sewer Treatment						
Pond Valve Stem Replacement	\$ 40,000		\$ 40,000	\$ 40,000	\$ 40,000	
Aeration System Replacement						
Pond Rehabilitation or Bio-remediation (see below)			\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Bio-Remediation (Sludge Removal)	\$ -					
Aeration System - Developments						
New Wastewater Treatment System (Development Depend)						
New Wastewater Treatment System - Addt'l. Loads						
Solar Energy (50% Wastewater)						
Construction Bid Documents, Specifications, PM Estimate			\$ -			
Solar Energy Installation						
Total	\$ 285,000	\$ 165,800	\$ 338,000	\$ 365,000	\$ 270,000	\$ 175,000
Contingency	\$ 27,075		\$ 33,800	\$ 36,500	\$ 27,000	\$ 17,500
TOTAL	\$ 312,075		\$ 371,800	\$ 401,500	\$ 297,000	\$ 192,500
			\$ (165,800)			
			\$ 206,000			

	A	F	G	H	I	J	K
1							
2	Water - 5-Year Capital Improvement Plans-	2020/21	Not Used 2020/2021	2021/22	2022/23	2023/24	2024/25
3	Distribution (NBS Study)						
4	Calle Lindero - Trunk Line			\$ 155,000			
5	Valve Replacement Project (\$6,000 per valve)	\$ 45,000	\$ 33,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
6	Upgrade Cla-Vals - Pressure Reducing Stations			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
7	Meter Replacement Program	\$ 45,000	\$ 14,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
8	Water Main Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	SCADA System	\$ 25,000	\$ 25,000	\$ 75,000	\$ -	\$ -	\$ -
10	Water Pressure Reduction Project	\$ 43,824	\$ -	\$ -	\$ -	\$ -	\$ -
11	Equipment (NBS Study)						
12	Backup Generator - Shop w/Auto Transfer Switch	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -
13	Purchase Company Vehicle GM -50%			\$ 15,000			
14	Replace Dump Truck					\$ 65,000	
17	Replace Electric Gate	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
18	Case Tractor / Backhoe (50%)				\$ 45,000		
19	Storage (NBS Study)						
20	Rehabilitate Reservoir Tanks						
21	Tank #1 East (Cathodic Protection, Inspection, Evaluation)	\$ -	\$ -	\$ 30,000	\$ 17,500	\$ 115,000	
22	Tank #2 West (Cathodic Protection, Inspection, Evaluation)	\$ -		\$ 30,000	\$ 17,500		\$ 115,000
23	Reservoir (New for Development)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Treatment (NBS Study)						
25	Water Treatment Plant (New for Development)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Wells & Pumping (NBS Study)						
27	New Well Installation - #8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Replace or Rebuild Waukesha Engine	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
29	Well #6 Rehabilitation	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 70,000
30	Well #7 Rehabilitation	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -
31	Well #5 Rehabilitation	\$ 62,500	\$ -	\$ -	\$ -	\$ 80,000	\$ -
32	Solar Energy (50% Water)						
33	Construction Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Solar Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	Sub Total	\$ 221,324	\$ 72,000	\$ 495,000	\$ 380,000	\$ 420,000	\$ 325,000
36	Contingency	\$ 21,026		\$ 49,500	\$ 38,000	\$ 42,000	\$ 32,500
37	TOTAL	\$ 242,349	\$ 72,000	\$ 544,500	\$ 418,000	\$ 462,000	\$ 357,500
38			\$ (72,000.00)	\$ 472,500			



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors.

FROM: Jerome D. Gruber - General Manager

DATE: June 14, 2021

SUBJECT: Review and Discuss Retiree Mr. Rick Youngs Request To be paid for 80% of his accrued Sick Leave at the time of his retirement.

Recommendation:

Staff Recommends that the Mission Hills Board of Directors consider Mr. Rick Youngs request.

Fiscal Impact:

If approved the total cost of the pay out to Mr. Rick Young at 80% would equal \$ 8,406.20

Discussion:

Upon Mr. Rick Youngs retirement he requested that be be paid out for 80% of his total sick hours. During Mr. Youngs tenure with the District he was extremely diligent with regards to not taking sick leave. Staff has attached three sections of the Employees manual in order for the Board of Directors to better formulate a decision with regards to Mr. Youngs requested.

Vacation- Policy number 2020- Section 2020.40

Sick Leave- Policy number 2040- Section 2040.30- Unused Sick Leave Sections- 2040.80 and Sections- 2040.90

District Counsel has advised that California law does not require payment for accrued sick leave upon an employee's termination, unless the employer's policy provides for a payout. The only references in the Mission Hills Employee handbook for paying accrued sick are in Sections 2040.80 and 2040.90. Section 2040.80 says "Unused sick leave will not be paid to an employee upon termination of employment, in lieu of absence, to extend a vacation, or for hours of work outside of an employee's regular schedule."

Section 2040.90 provides that “Upon retirement (as defined by the Social Security Administration’s normal retirement age), employees who have an accumulated sick leave balance shall be paid, at their then current rate of pay, their full unused sick leave accrual balance.” Social Security defines “normal retirement age”, also referred to as “Full Retirement Age” as between age 65 to age 67 depending on the year of birth.

(see <https://www.ssa.gov/oact/progdata/nra.html>)

In Mr. Young’s case, Social Security normal retirement age would be 66 and six months. While arguably he is not eligible under the District’s Policy, it apparently has been interpreted in the past in a way that allowed payment of accrued sick leave to a former employee who retired earlier than the Social Security normal retirement age. Given this past practice and interpretation, there is some dispute regarding how to interpret the Policy. Although there is no provision for paying a percentage of his accrued sick leave, his requested payment could be a compromise to resolve this issue. If the Board decides to do so, it is also recommended that the Policy be revised to reflect the Board’s interpretation.

Attachment(s):

3- from the Employees Manual and are referenced above.

MISSION HILLS COMMUNITY SERVICES DISTRICT
EMPLOYEE HANDBOOK

POLICY TITLE: VACATION

POLICY NUMBER: 2020

2020.10 This policy shall apply to all employees in all classifications.

2020.20 Paid vacations shall be accrued according to the following schedule on an annual basis:

<u>Length of Continuous Service</u>	<u>Days of Vacation</u>
1 year but less than 5	10 days accrued at the rate of 3.08 hours per 80-hour pay period

Fifth year and over additional vacation day per year for each year of service up to a maximum of 20 days per year.

Part-time employees shall accrue vacation pro-rated on their regular scheduled hours worked.

2020.30 Employees who have completed six (6) months in regular status may take their vacation time all at once or gradually. No vacation may be taken until the employee has completed at least six (6) months in regular employee status.

2020.40 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed Thirty (30) working days..

2020.45 Vacation time will not be accrued during periods of Short-Term Disability and/or Long-Term Disability.

2020.50 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.55 An employee's pay for vacation is computed using the base pay of the employee as of the payroll period immediately prior to the start of the vacation period.

MISSION HILLS COMMUNITY SERVICES DISTRICT EMPLOYEE HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.10 This policy shall apply to all employees in all classifications, including part-time employees, who accrue sick time at a pro-rated rate, based on their regular hours of work.

2040.20 "Sick leave" is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and routine health preventative measures shall be subject to sick leave, provided prior notice is provided to the appropriate supervisor.

2040.30 Employees shall earn sick leave, beginning at the date of hire, at the rate of 3.08 hours per 80-hour pay period, cumulative to a maximum of 1040 hours. The determination of the maximum total accumulated sick leave days allowed per year shall be made on January 2 of each year and communicated to employees. Once the maximum accrual amount has been reached, no additional sick leave will be earned until previously accrued sick leave is used. Employees are not provided with retroactive credit for any period of time in which the employee did not accrue sick leave because he or she was at the maximum level. At year end, unused sick leave at or below the maximum amount of accrual allowed for that calendar year will carry over to the subsequent year.

Occasionally, employees may find that they have an extended need for sick time, as defined below, but do not have the accrued sick time to cover this time off. In that event, the General Manager may notify other staff of this event at the employee's request, and other staff may donate their accrued sick time. Employees desiring to donate their accrued, unused sick time to another employee must complete the Sick Time Donation form, and the General Manager must approve all such donations.

2040.40 Sick leave is a privilege that an employee may use at his or her discretion, but shall be allowed only in case of necessity and actual temporary sickness, injury, or disability of the employee, or because of illness in his or her immediate family. Each employee may use up to one-half of the employee's annual accrual of sick leave to care for an ill parent, current spouse, child, domestic partner, or child of a domestic partner.

MISSION HILLS COMMUNITY SERVICES DISTRICT EMPLOYEE HANDBOOK

- 2040.41 The definition of "immediate family" noted above shall be the same as specified in Section 2050.30 of the Bereavement Policy.
- 2040.50 In order to use available sick leave accrual while out on sick leave, the employee shall notify his or her supervisor prior to the time for beginning the regular work day, or as soon thereafter as is reasonably practical. If sick leave is misused, sick pay will not be awarded, and the employee may be subject to discipline up to and including termination.
- 2040.60 If absence from duty by reason of illness occurs, the General Manager may require satisfactory evidence of illness. Employees returning from a sick leave of three (3) days or more will be required to present a doctor's certificate or its equivalent to the District in order to qualify for sick pay for the entire extent of such absence. It is the employee's responsibility to apply for any disability benefits for which the employee may be eligible as a result of illness or disability.
- 2040.70 A designated District holiday occurring during an employee's sick leave shall not be counted as a day of sick leave.
- 2040.80 Unused sick leave will not be paid to an employee upon termination of employment, in lieu of absence, to extend a vacation, or for hours of work outside of an employee's regular schedule.
- Employee sick leave benefits will be fully integrated with other benefits available to the employee, so that at no time is the employee paid more than their regular compensation.
- 2040.90 Upon retirement (as defined by the Social Security Administration's normal retirement age), employees who have an accumulated sick leave balance shall be paid, at their then current rate of pay, their full unused sick leave accrual balance.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors.

FROM: Jerome D. Gruber - General Manager

DATE: June 14, 2021

SUBJECT: Review and Discuss General Manager Jerome D. Gruber MPA remaining a District Employee for a period of time not to exceed six months.

Recommendation:

Discuss and Consider retaining Jerome D. Gruber MPA as a Part Time District Employee not to exceed six months at a maximum of 20 hours per week, at compensation as further set forth in this report.

Fiscal Impact:

A maximum of 20 hours per week would represent 50% of Mr. Grubers pay and benefits. Mr. Gruber would request mileage reimbursement for his travel to and from the District in lieu of his current monthly vehicle allowance. Any hours worked less than 20 hours per week would represent a forfeiture of benefits other than hourly wages and mileage, thus saving the District a significant amount of money.

Discussion:

As the Board of Directors is aware, Mr. Gruber submitted his resignation as General Manager effective June 13, 2021. Since the District is undergoing significant change at the staffing level in addition to multiple projects currently underway, Mr. Gruber has indicated that he is willing to stay on for up to 20 hours per week until a permanent General Manager is selected. This would not exceed a six month period of time. Mr. Gruber would work remotely one day per week and would be in the office if needed one day per week. Mr. Gruber would work in tandem with the interim General Manager and the Mission Hills Community Services Board of Director to ensure organizational continuity and the goals and objectives of the District continue to be addressed. Mr Grubers scheduled would be based on his availability and the work load of the

District. Mr. Gruber is willing to remain at his current hourly rate as opposed to being a consultant, thus saving the District a significant amount of money.

If the Board agrees to this arrangement a contract to effectuate it's terms will be prepared and brought back to the Board for consideration at the July Board meeting. Also, Government Code Section 54953(c)(3) provides that the legislative body is to report orally a summary of a recommendation for final action on compensation for local agency executives. The oral report is to be made during the open meeting at which final action is taken. To the extent this provision is applicable to Mr. Gruber's compensation, at the July meeting the Board President can orally present a summary of the terms of the compensation and terms agreed to by the Board prior to taking action.

Attachment(s):

No attachments.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Jerry Gruber, General Manager
DATE: June 14, 2021
SUBJECT: Committee Meeting Updates– Provide a Status Report for the various Committees.

Recommendation / Proposed Motion

Recommendation: Receive Report and provide direction to staff as needed.

Policy Reference

Directors expressed an interest in receiving brief monthly committee updates.

Budget Resources

As outlined in the Capital Improvement Plan and District Goals.

Alternatives Considered

None

Discussion

This memorandum is a summary of Committee meetings that took place after the last Board meeting and is intended to provide a status report to the Board members and the public. The 2021 Committee Assignments are provided below.

Attachments:

1. 2021 Committee Assignments
2. Committee Meeting Summary Table

2021 Officers / Directors

President: Myron Heavin
Vice President: Steve Dietrich
Finance Officer: Karina Naughton
Director: Bruce Nix
Director: Jim Mac Kenzie

2021 Committee Assignments

Standing Committees	Committee Members	Alternate
Operations		
1) Water (Reservoir, Wells, Treatment, Distribution)	Dietrich, Mac Kenzie	Nix
2) Wastewater (WDR, Aerators)	Mac Kenzie, Heavin	Naughton
3) Energy (Generators and Solar)	Heavin, Naughton	Nix
Personnel	Naughton, Nix	Heavin
Finance	Naughton, Nix	Dietrich
Ad-Hoc Committee	Committee Members	Alternate
4) Development Agreements	Dietrich, Heavin	Mac Kenzie
Representatives / Point of Contact	Committee Members	Alternate
5) VAFB IR Programs	Dietrich	Mac Kenzie
6) ACWA/JPIA	Board President	General Manager
7) Santa Ynez River Water Conservation District - Western Management Area Committee for Groundwater Sustainability	Heavin	Bruce

Top 5 Goals

Established by Board of Directors on September 16, 2020

1. Wastewater N2 and NaCl reduction plan and results to meet WDR requirements (not TSO but final WDR), including sewer cleaning and inspection.

Brief Summary:

- 8 of 16 tasks from the Time Scheduled Order (TSO). The next task is: Collect Samples and Identify Chloride Sources before October 31, 2021
- Sewer Cleaning and Inspection is part of this fiscal year capital improvement project and is a continuation of last year's capital projects.

2. Lawsuit defense against the City of Lompoc

Brief Summary:

- The Board will receive an update on this item in closed session at the February 17, 2021 Board meeting

3. Water pressure surge control – Design/Build of the surge tank near the water treatment plant.

Brief Summary:

- Staff has ordered the surge tank

4. Cost Reduction – Energy usage (solar) and other applicable initiatives

- Refer to Energy Committee status report

5. Public Outreach – Implement regular information to the community.

Brief Summary: - There is no committee associated with this goal, a draft of a newsletter has been developed. The staff recommendation is to defer until the next General Manager is hired.

**Agenda 6F-
Attachment 1**

Committee	Completed Meeting Date	Summary of Discussion	Future Meeting Date	Topics for Discussion
Wastewater	11/30/2020	Review and discuss current Wastewater Treatment Plant Status and Forward Acktion Plans	TBD	TBD
		Director Fasold lead a discussion regarding action items and follow ups that included: Discussions with RWQCB regarding reporting effluent point of compliance, Development of WWTP Standard Operating Procedures, Upgrades to Mesa Oaks Lift Station, Installing a liner in Rucker Point #8, Compliance with the Time Schedule Order Tasks and Dates, Implementing any recommendations at the WWTP Ponds from Steve Harris's October 2, 2020 Memo and Critical spare parts on hand at the Lift Station		
Finance	3/26/2021	Discuss and review the preliminary budget along with CIP preliminary budget	TBD	Development Account Placement, Credit Cards for District
Water	3/26/2021	Discussed the installation of the Surge Tank	TBD	TBD
Energy	11/24/2020	Scheduling 2 vendors to meet and discuss solar	TBD	TBD
Personnel	3/12/2021	Discussed and agreed on creation of Administrative Services Manager Position	5/16/2021	Various
Development Agreement	4/7/2021	City of Lompoc Summary Discussion	TBD	Closed Session
Western Management Area Committee for Groundwater Sustainability	4/14/2021	Update provided by General Manager	TBD	Various Topics



MISSION HILLS COMMUNITY SERVICES DISTRICT

9. COMMUNICATIONS- 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, 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