

Board of Directors

Walter Fasold, President
Myron Heavin, Vice President
Karina Naughton, Director
Steve Dietrich, Director
Bruce Nix, Director



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California, 93436-2100
805.733.4366
www.mhcsd.org

Loch A. Dreizler General Manager

MISSION HILLS COMMUNITY SERVICES DISTRICT

Regular Meeting Agenda

4:30 PM Wednesday, April 17, 2019

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

Noticed on: April 12, 2019

- 1. 4:30 PM CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATION** (If applicable)
- 5. AGENDA REVIEW** - Move that all Resolutions and Ordinances presented tonight be read in title only and all further reading be waived.
- 6. CONSENT ITEMS** (from previous month) - Staff recommends Directors approve the Consent Items in one motion. However, members of the public may comment on a consent item and Directors may pull a consent item for discussion.
 - A. Minutes** –March 20, 2019 and April 3, 2019
 - B. Activity Reports**
 - C. Financial and Expenditures Reports**
- 7. CORRESPONDENCE** - For information only, generally no Board action is required
 - A. Committee Meetings and Goals**
- 8. DISTRICT BUSINESS** – Board action recommended
 - A. Approval of the Preliminary Budget for Fiscal Year 2019-20**
 - B. Adopt Ordinance 19-83, Second Reading/Public Comment**
 - C. Emergency Generators**
 - D. Five-Year Optimization Plan for Total Nitrogen and Chlorides**
 - E. Approval of Job Descriptions**
 - F. Ballot for One LAFCO Regular and One Alternate Special District Member**
- 9. COMMUNITY COMMENTS** - Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board that are not on this agenda. Public comments and suggestions are limited to three minutes.

10.COMMUNICATIONS- Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conference. In addition, 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.

- Recruitment Updates

11.ADJOURNMENT- 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 to the Mission Hills for Open Session agenda items may be obtained online at <http://www.mhcsd.org/agenda-and-minutes/> and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during normal 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 and/or the documents in the agenda packet provided in an alternative format, please contact Board Secretary at 805.733.4366 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made. (Agenda Prepared pursuant to Government Code Section 54954.2)



MISSION HILLS COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes 4:30 PM Wednesday March 20, 2019

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, March 20, 2019 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Walt Fasold, Myron Heavin, Karina Naughton, Bruce Nix, and Steve Dietrich

DIRECTORS ABSENT:

none

STAFF PRESENT:

Loch Dreizler, Melissa Smith, Casey Fowler and Billing Clerk

OTHERS PRESENT:

Jay Freeman, Ron Herbig, Kevin Telfer, Tim Naughton and Kati Smith

3. PLEDGE OF ALLEGIANCE:

4. SPECIAL PRESENTATION: none

- 5. AGENDA REVIEW:** Motion by Director Fasold, second by Director Heavin that all resolutions and ordinances presented tonight be read in title only and all further readings be waived. Unanimous 5-0.

6. CONSENT AGENDA:

Motion by Director Fasold, second by Director Nix to approve the Consent Agenda after review.

Agenda Item 6a.

Consideration of Approval of Minutes

Approved Minutes of the Special Meeting of February 13, 2019 as stated and Regular Meeting of February 20, 2019 with minor revisions under section 8.a.

Agenda Item 6b.

Activity Reports for February 2019

Agenda Item 6c.

Financial and Expenditures Report for February 2019

Vote to approve the Calendar of Consent was 5-0

7. CORRESPONDENCE:

Agenda Item 7a.

Committee Meeting Updates and Goals

General Manager Dreizler gave handout and a brief update regarding the committee meetings that have occurred over the past month, what tentative meetings are scheduled for the next month, as well as District Goals (see attached). It was determined to move the proposed Budget workshop from March 27th at 4:30 pm to April 1st at 8:00 am.

DISTRICT BUSINESS:

Agenda Item 8a.

Introduce Ordinance 19-83, Updating Fess to Connect to District Facilities

It was noted that Ordinance 19-83 is being introduced at tonight's meeting as part of the ordinance approval process. General Manager Dreizler stated that he informed the City of Lompoc today of the proposed Ordinance based on LAFCO understandings. No action needed at this time. It will be brought back to the April regular meeting for approval. Once approved the Ordinance will not take effect for 60 days.

Agenda Item 8b.

Ballot for One Local Agency Formation Commission (LAFCO) Regular and One Alternate Special District Member

This item was mentioned at the last meeting and Director Heavin stated he would be interested in running for the position. General Manager Dreizler noted that we have the opportunity to select a regular and alternate nomination. It is recommended the Board give a recommendation to the Board President which of the candidates to vote for on each of the ballots. This item will be brought back to next month's meeting after board members have had a chance to look at the candidate statements. Public Comment was made regarding candidates

Agenda Item 8c.

Development Agreement with Summit View Homes

General Manager Dreizler gave an update to the Final Development Agreement with MC Summit 44, LLC. It was noted there was a minor change on item H, page 3 and item K, page 4 (see attached). All documents have been approved through our legal counsel as well as theirs. Motion by Director Fasold, second by Director Nix to approve the Development Agreement with the recommended between Mission Hills CSD and MC Summit 44, LLC. Unanimous 5-0. Public Comment was made regarding name of development being different then development agreement and the LLC. Board of Directors understands the project is a different name however we have a contract with MC Summit 44, LLC.

8. COMMUNITY COMMENTS AND SUGGESTIONS:

Ms. Smith wanted to compliment the field crew on their professionalism with talking to customers. She also noted the water is so much better than it has been in years.

9. COMMUNICATIONS:

- Form 700 reminder to Board of Directors. This is due on April 1, 2019
- Volts Project – this project has begun again and General Manager Dreizler wanted to make sure that the Board would still like to move forward with this before an environmental baseline survey begins, which is a requirement VAFB must perform. This will be brought back to a future meeting.
- Cal Warn system is a state system to allow participation in case of emergency to request assistance from other agencies who are participates. If the Board is interested a resolution of participation will be brought back for approval.
- Director Fasold wanted to thank Casey for all of her years working with MHCSD and her willingness to jump into so many different projects over the years. He wished her well in her new career path

10. CLOSED SESSION: Closed session began at 6:45 pm

Public Employment Performance Review

Pursuant to Government Code Section: 54957: General Manager

11. RECONVENE TO OPEN SESSION: The meeting was reconvened at 7:37 pm

No reportable action

12. ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 7:38 pm.

Respectfully Submitted,

Casey Fowler

Secretary, Board of Directors

Walter Fasold

President, Board of Directors



April Committee Meetings (proposed)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Development Agreement (D&F) Burton Ranch at 10:00	2	3 Personnel (N&N) at 8:00 Energy (F&H) at 10:30	4	5 Water Committee at 9:00 AM (D&Nix)	6
7	8	9	10 Wastewater Committee at 9:00 AM (F&Nix)	11	12	13
14	15	16	17 Regular Board Meeting at 4:30 Possible GM Closed Session for Evaluation	18	19	20
21	22	23	24	25	26	27
28	29	30				

Wastewater

Wastewater Goal #1: Successfully negotiate new Waste Discharge Requirements (WDR) with achievable limits

Update: This is substantially complete and will usher in new WDRs including the *Time Schedule Order* (TSO) beginning in May 2019. The TSO outlines compliance requirements for the next 5 years.

Wastewater Goal #2: Establish a pond optimization control plan which reduces the average 2014 through 2017 Nitrogen levels from 14/16 to average annual levels equal to, or less than a seasonal 10/15 by **June 30, 2019**

Update: We have discussed the plan in committee on January 9, 2019, and internally with staff. Staff has developed a draft graphic representation for presentation at the next committee meeting.

Wastewater Goal #3: Establish cost to treat Burton Ranch effluent via the City of Lompoc and determine an assess feasibility by September 28, 2018.

Update: Staff met with City of Lompoc City Manager and City Staff on Nov. 14 and requested this information. The new Utilities Director is justifiably concerned with City finances as his number 1 priority and indicated that he had offered some data in the past. There is also a LAFCO agreement outlining that water and wastewater are to be provided by Mission Hills.

- **Wastewater Goal #4:** Complete NITROX / TriplePoint study and obtain capital cost and annual operating cost estimates by October 30, 2018

Update: Triple Point sent estimates for aeration and a Nitrox System, and staff also has an estimate of operating costs.

Next Wastewater Committee (Fasold & Nix)

Proposed: Wednesday, April 10th @ 9:00 AM

PROPOSED AGENDA

1. Time Schedule Order – Long Form Review for Board approval
2. Pond Optimization Graphic
3. Review previous data from City of Lompoc
4. Triple Point Operating Cost Estimates for Nitrox

*Loch Dreizler & Rick Young went to Heritage Ranch CSD to see their automated DO system and to Sheid Winery to see the Triple Point Aeration System, which we can also discuss with the wastewater committee at the April 10th Meeting.

Water (Dietrich & Nix)

Water Goal: Develop and execute a water system pressure/surge protection plan to reduce water system pressure problems, by October 31, 2018, and implement the project by June 30, 2020.

Update: Water Committee met on March 4th with Cannon Engineering to have a brainstorming session that included Directors Dietrich and Nix, four members of Cannon Engineering, Mike Garner and Joe Barget from Vandenberg Village CSD, Casey Fowler, Steve Sarot, and Loch Dreizler.

Milestones:

- Cannon Engineering, along with field crew completed on-site water pressure testing and discovered a malfunctioning Cla-Val Valve that has been repaired by field crew.
- Cannon finalized on-site water pressure testing, before completing their water model.
- Cannon confirmed reservoir elevation and fire hydrant elevations
- Cannon finalized the water model
- Cannon provided a one-page summary of the project to date and three options or strategies to lower and stabilize water pressure.

Next Water Committee (Dietrich & Nix)

Proposed: Wednesday, April 5th @ 9:00 AM

PROPOSED AGENDA

1. Review strategies for lowering and stabilizing water pressure
2. Determine next steps based on options as presented by Cannon

Electric Power / Emergency Back-up

Goal #1: Determine backup requirements and phased approach for critical equipment by July 2018.

Completed in Committee

Goal #2: Install Emergency Back-up at Well #6 and Maintenance Shop by June 30, 2019.

Electrical Engineer provided estimates for Maintenance Shop, Well #5 and Well #6. Information was presented to Operations Standing Committee, and we now have estimates to install Automatic and Manual Transfer Switches

Next Energy Committee (Heavin and Fasold)

Proposed: Wednesday, April 3rd @ 10:30 AM

PROPOSED AGENDA

1. Review estimates for Emergency Back-up at Well #6 and Maintenance Shop

Personnel Development

Goal: Establish performance goals and personal development plans for each district employee by the end of September 2018.

Completed, but ongoing

Next Personnel Committee (Nix & Naughton)

Proposed: Wednesday, April 3rd @ 8:00 AM

PROPOSED AGENDA

1. Based on the February 15th Committee Meeting
 - a. Discuss Wage Page Additions
 - b. Changes to Job Descriptions
2. The above items will be brought to the Board for review, discussion and approval in April.

New Developments

Goal: Effectively support plan content and approval to support district needs for the following:

- **Summit View** – Ongoing, Development Agreement proposed for approval on March 20, 2019
- **Burton Ranch** – Next Development Agreement is scheduled for April 1st
- **Supportive Housing** – Going through SB County process, I am scheduled to speak with developers on March 21, 2019, to get an update.

Next Development Agreement Committee (Fasold & Dietrich)

Scheduled: Wednesday, April 1st @ 10:00 AM

PROPOSED AGENDA

1. Continued discussion about the Development Agreement
2. Discuss Special Meeting for Board Update

Other Goals

Safety

Goal: establish a proactive safety program

- Tailgate or Whiteboard meeting each Tuesday following JPIA 52
Topic for Safety
- Schedule Safety Meetings Quarterly
- Safety is ongoing including annual review by JPIA Risk Management

Budget

Goal: meet or exceed all budget goals regarding revenue and expenses

Board - Budget Workshop

March 27, 2019, @ a time, To Be Determined

General Manager

Goal: All duties as described

Board – Closed Session

General Manager Evaluation

March 20, 2019

and if necessary

April 17, 2019

have been conveyed to MHCSO as provided below. Developer shall also provide in any contract for construction of the Facilities that the contractor's public liability and property damage insurance shall be extended to cover Developer and MHCSO and their agents, officers and employees as additional insureds, with liability and bodily injury limits of not less than MHCSO's standard contractor insurance requirements.

G. COMPLIANCE WITH APPLICABLE LAWS: Developer shall comply with all applicable local, county, state, and federal laws in connection with the construction of the Facilities and this Agreement.

H. INSPECTION OF CONSTRUCTION: MHCSO's General Manager, or his/her agent(s), shall inspect the construction of the Facilities. ~~to assure that they are installed in accordance with the accepted plans.~~ Said inspection shall be funded by an inspection fee paid by Developer as set forth in Exhibit A. Construction of the Facilities shall not commence until said inspection fee is paid. MHCSO's General Manager shall notify Developer of any deviation or failure to construct the Facilities pursuant to the accepted plans as soon as such deviation or failure is brought to his/her attention, and Developer shall promptly correct such deviation or failure.

I. CONVEYANCE: Within ninety (90) days after completion of construction of the Facilities in accordance with the accepted plans therefore and MHCSO's Improvement Standards:

- i. Developer shall convey title of the completed Facilities to MHCSO at no cost to MHCSO, free and clear of all liens and encumbrances, by appropriate conveying documents, acceptable in form and content to MHCSO's General Manager and Legal Counsel.
- ii. Developer shall provide MHCSO with one set of 24"x 36" reproducible "as built" drawings on matte mylar (5 mil minimum), electronic drawing files, and four copies of the completed Project plans.
- iii. Developer shall provide easements as specified above and the following special conditions:
 1. MHCSO agrees to quitclaim existing easements held in MHCSO's name encumbering the Property in the form attached hereto as Exhibit B. Developer agrees to convey to MHCSO and record utility easements, in the form attached hereto as Exhibit C, for the Facilities, over and across portions of the Property outside of the proposed streets. Said easements granted by the Developer shall be recorded prior to the conveyance of any portion of the Property to the Project's homeowner's association (the "Homeowner's Association"). Developer shall, at its own cost, provide to MHCSO a standard policy of title insurance (CLTA) for all the easements recorded by Developer. MHCSO shall record quitclaim deeds following recordation of Developer easements.
 2. Developer further agrees to grant to MHCSO all rights to underground waters lying beneath the Property and all of the remainder of TM 14,629 for the purpose of producing water and to do so by conveying and recording a Deed of Water Rights in the form attached hereto as Exhibit D. Said recording shall be accomplished prior to

conveyance of streets/public rights-of-way/common areas to the Homeowner's Association.

3. Upon satisfaction of all conditions imposed by MHCSO herein, MHCSO shall accept conveyance of title of the completed Facilities, or phases thereof, by resolution and include them as part of its system and shall thereafter operate and maintain said system.

J. ACCOUNTING: Developer shall furnish an accounting, satisfactory to MHCSO in its reasonable discretion, of the amounts expended for the construction and installation of the Facilities, with values applicable to the various components of the work, together with a list of any other materials and equipment being transferred, and their corresponding values.

K. REIMBURSEMENT OF EXPENSES: Developer agrees to reimburse MHCSO for all its staff and consulting costs for engineering, legal, and administrative services in connection with study and investigation of water and sewer service to the project, plan review, inspection of construction, testing of improvements, and other costs incurred by MHCSO in the performance of its duties under this Agreement and otherwise in connection with providing water and sewer service to the project under this Agreement.

If necessary, and after spending initial \$9,020 as indicated in exhibit A for inspections, Developer shall advance an additional sum of \$5,000. Developer authorizes MHCSO to withdraw from the deposit to pay for services pursuant to this Agreement as they are incurred by MHCSO.

MHCSO will notify Developer whenever the balance on deposit is reduced below \$500. Within 15 days after such notification is mailed, Developer will make an additional deposit in \$5,000 increments. The total deposit in excess of the initial amount of \$9,020 shall not exceed \$15,000.

Upon completion of construction and acceptance of the project by MHCSO, any funds so deposited by the Developer in excess of MHCSO's actual costs shall be refunded to the Developer.

L. MHCSO SERVICES: Water service will be provided by MHCSO based on its available water supply. Wastewater service will be provided by MHCSO based on its available collection and treatment capacity. MHCSO shall not provide any services to the Project until MHCSO accepts the Facilities, which acceptance shall not be unreasonably withheld. Developer shall not allow any person to use or commence operation of any part of the Facilities prior to MHCSO's acceptance without the express written consent of MHCSO. Except for the connection fees and related charges set forth in Exhibit A attached hereto, water and wastewater utility services shall be supplied in accordance with applicable MHCSO rates, ordinances, rules, and regulations as the same may be amended from time-to-time.



MISSION HILLS COMMUNITY SERVICES DISTRICT

Special Meeting Minutes

8:00 AM Wednesday April 3, 2019

The Special Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 8:00 am on Wednesday, April 3, 2019 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT: Walt Fasold, Bruce Nix, Myron Heavin, Karina Naughton and Steve Dietrich

DIRECTORS ABSENT: None

STAFF PRESENT: Loch Dreizler, Melissa Smith

OTHERS PRESENT:

3. DISTRICT BUSINESS:

Review and Discuss First Draft Budget for Fiscal Year 2019-2020

- a. Operating Budget: The review included consolidated total for all enterprise funds, general expense detail, water expense detail, wastewater expense detail, revenue, wages and benefits and reserve allocations. The board directed Staff to add \$20,000 to wages and benefits as a discretionary employee benefit fund. There were no other changes made.
- b. Capital Budget: The review included proposed capital projects and the District's 5-year Planned Capital Projects and Maintenance. No changes were made.

Staff will bring back the second draft for approval at the Regular Meeting on April 17, 2019.

4. PUBLIC COMMENT:

No additional comments were made.

5. ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 10:05 am.

Respectfully Submitted,

Loch Dreizler
General Manager

Walter Fasold
President, Board of Directors



MISSION HILLS COMMUNITY SERVICES DISTRICT

TO: Board of Directors
FROM: Staff Responsible for Memorandum
DATE: April 17, 2019
SUBJECT: Activity Reports – March 2019

Recommendation: Receive and File

Attachment(s):

1. Administration
2. Water
3. Wastewater
4. Wastewater Treatment Plant Performance



MISSION HILLS COMMUNITY SERVICES DISTRICT

Administrative Report – April 2019

Customer Service / Billing

- Processed 10 New Customer Move-Ins
- Processed 231 Auto payments
- Mailed 240 Reminder Notices
- Prepared Commercial Sewer Winter Average figures in the billing system for Dec-Feb.

Accountant

- Continued preparation of FYE2020 Operating and Capital Budgets with input from Staff, Finance Committee and Board of Directors.
- Reviewed, Updated and submitted Joint Powers Insurance Authority Property Schedule for the District's Liability insurance policy.
- Reviewed and updated administrative class District job descriptions.
- Began recruitment process for Administrative Assistant/Board Secretary position. Created Job posting and published vacancy notice online and on the District website.

Administrative Assistant

- On-going organization of district master files
- Attended chloride informational meeting at Vandenberg Village, which included City of Lompoc
- Finalized Consumer Confidence Report
- Assisted Directors with the County Form 700 submittals

General Manager

- Finalized Development Agreement with Summit View
- Continued communications with Burton Ranch Developers
- Attended Sustainable Groundwater Management Act staff meeting
- Prepared for multiple committee meetings
- Facilitated meeting for County Supervisor's North County District Representative to meet at in our boardroom with Brisa's Encinas and Community Group.



MISSION HILLS COMMUNITY SERVICES DISTRICT

Water Reports - March 2019

Distributed: 9,373,631 gallons

Reservoirs: see recurring tasks below

Treatment Plant

- Failed differential pressure monitoring system. Meter on order, schedule for install in April and calibration. This controls the backwash cycle and automatically cleans filter media, currently being done manually.

Distribution System

- Repaired leaking service line on Courtney Drive.
- Repaired broken service line on Via Arnez. Damage found to be caused by resident, cost of repair was billed to property owner.
- Repaired 6" water main on Via Dona. Main was broken by root intrusion in two separate locations.

Recurring Tasks

Reservoirs

- **Daily:** Monitor levels via SCADA System
- **Weekly:** Check chlorine levels
- **Quarterly:**
 - Clean and inspect solar panel for backup battery (Jan, Apr, Jul, Oct)
 - Inspected and weed abatement

Treatment Plant

- **Weekly:** Cleaned chlorine injection lines
- **Quarterly:** Remove weeds around shop and filtration plant

Distribution System

- **Weekly:**
 - Collect and reported weekly chlorine and phosphate results
 - Sample "Bac-T" (coliform detection) every Wednesday
- **Quarterly:**
 - Complete dead-end flushing (Jan, Apr, Jul, Oct)

Safety

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



MISSION HILLS COMMUNITY SERVICES DISTRICT

Wastewater Reports – March 2019

Influent

- Daily Average: 280,000 gallons
- Monthly Total: **8,692,512** gallons

Wastewater Treatment Plant - see recurring tasks below

Lift Station - see recurring tasks below

Safety - see recurring tasks below

Recurring Tasks

Influent

- Remove headworks trash: 210 lbs.

Wastewater Treatment Plant

- Adjust pond levels for best performance
- Monitor *Dissolved Oxygen* (DO) to optimize aerator placement and run times
- Skim scum and duckweed from Pond #2
- Sample BOD, TN, TSS, Chloride, TDS first week of the month
- Sample Total Nitrogen package the third week of the month
- Control varmint and weed abatement
- Operate hydraulic pump

Lift Station Monitor

- Daily: Checklist
- Monthly: Checklist
- Quarterly: Calibrated Air Quality and Test Detection & Test Light (Jan, Apr, Jul, Oct)
- Annually: Review Operations and Maintenance Log for budget (Feb)

Safety

- Inspect Fire Extinguishers
- Attend weekly safety meetings
- Perform Monthly Visual Inspection at Lift Station and Wastewater Treatment Plant

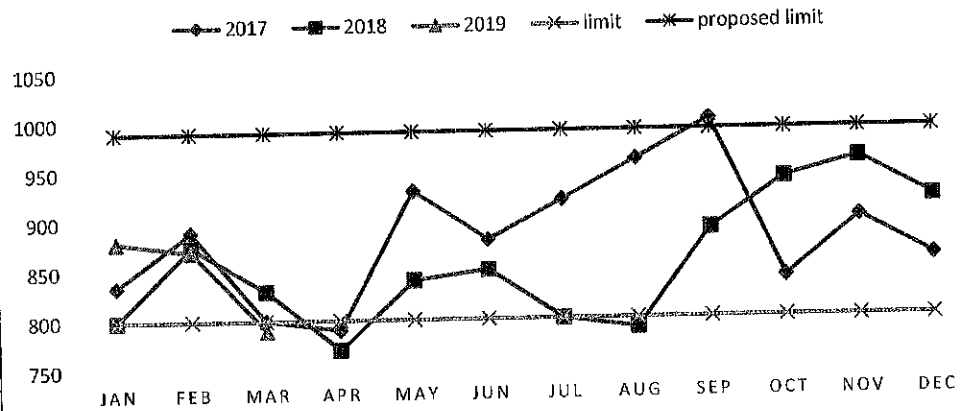
Sewer Plant Performance

#3 - #6 Composite

Total Dissolved Solids (mg/L)

	2017	2018	2019
Jan	835	800	880
Feb	890	875	870
Mar	800	830	790
Apr	790	770	
May	930	840	
Jun	880	850	
Jul	920	800	
Aug	960	790	
Sep	1000	890	
Oct	840	940	
Nov	900	960	
Dec	860	920	

TOTAL DISSOLVED SOLIDS (MG/L) - LIMIT 800

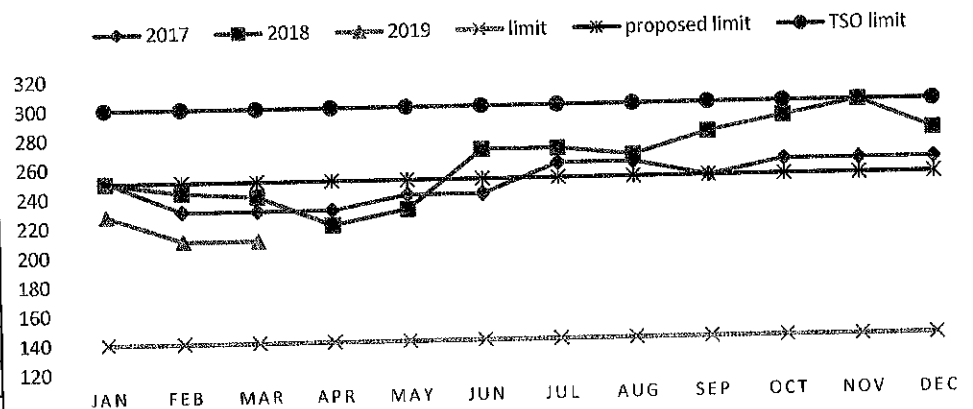


Chlorides (mg/L)

#3-#6 Composite

	2017	2018	2019
Jan	251	250	228
Feb	230	243	210
Mar	230	240	210
Apr	230	220	
May	240	230	
Jun	240	270	
Jul	260	270	
Aug	260	265	
Sep	250	280	
Oct	260	290	
Nov	260	300	
Dec	260	280	

CHLORIDE (MG/L) - LIMIT 140

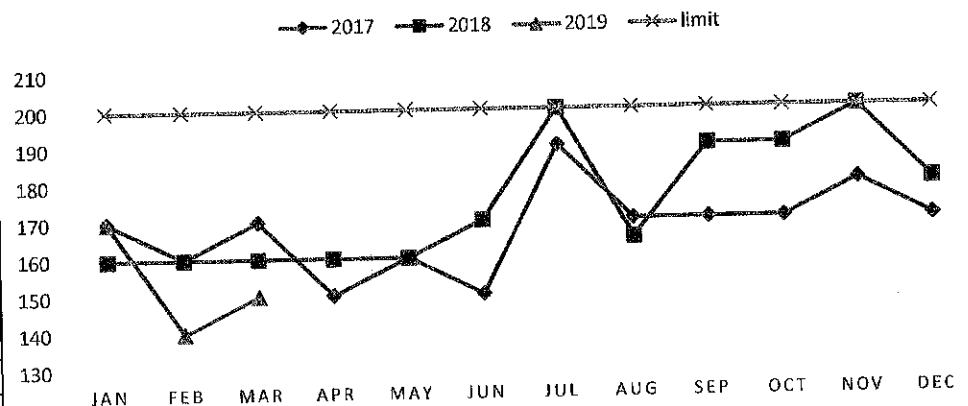


Sodium (mg/L)

#3-#6 Composite

	2017	2018	2019
Jan	170	160	170
Feb	160	160	140
Mar	170	160	150
Apr	150	160	
May	160	160	
Jun	150	170	
Jul	190	200	
Aug	170	165	
Sep	170	190	
Oct	170	190	
Nov	180	200	
Dec	170	180	

SODIUM (MG/L) - LIMIT 200



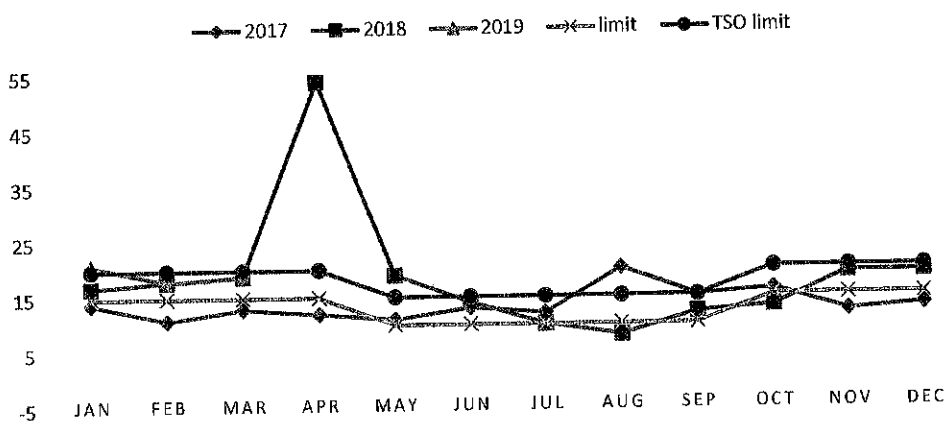
* the proposed limit will not change with the new WDR

Nitrogen (mg/L)

#3-#6 Composite

TOTAL NITROGEN (MG/L)- LIMIT 10 (MAY-SEP)/ 15 (OCT-APR)

	2017	2018	2019
Jan	14	17	21
Feb	11	18	18
Mar	13	19	19
Apr	12	54	
May	11	19	
Jun	13	14	
Jul	12	10	
Aug	20	8	
Sep	15	12	
Oct	16	13	
Nov	12	19	
Dec	13	19	



* the proposed limit will not change with the new WDR

Yearly/Average Comparison

	limit	2013	2014	2015	2016	2017	2018	2019
Total Dissolved Solids (mg/L)	800	865	858	852	868	884	884	847
Chloride (mg/L)	140	256	248	254	257	248	248	216
Sodium (mg/L)	200	154	167	169	175	168	168	153
Total Nitrogen (mg/L)	15/10	14	14	15	18	14	19	19

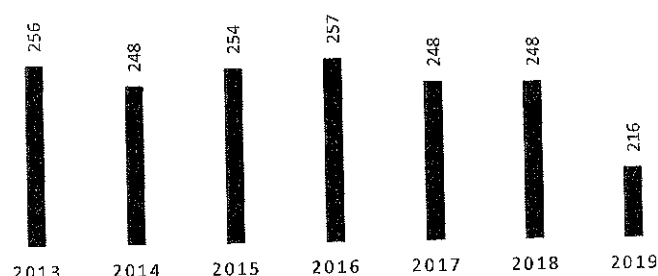
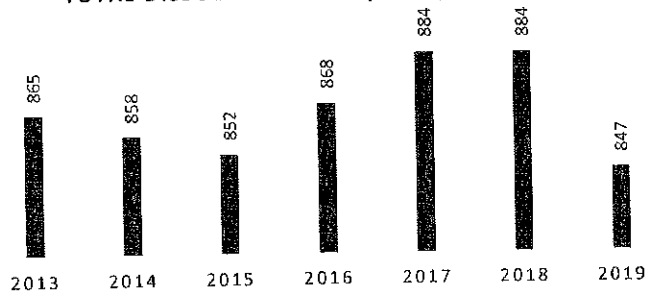
2018 Total Nitrogen is going to average high based on the one month of high numbers due to pond stabilization after Pond #1 came back in service. Average number without that month would be 14

Possible New WDR Limits

Total Dissolved Solids (mg/L)	995
Chloride (mg/L)	250
Sodium (mg/L)	200
Total Nitrogen (mg/L)	15/10

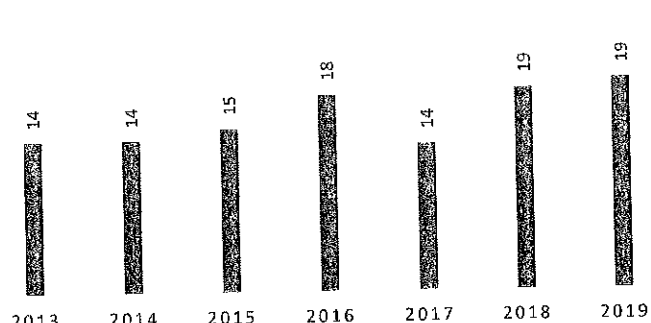
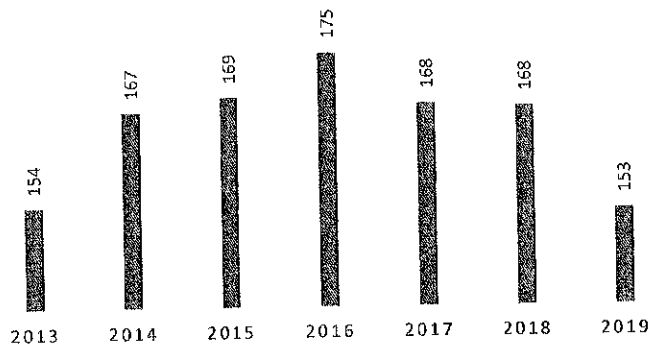
TOTAL DISSOLVED SOLIDS (MG/L) - LIMIT 800

CHLORIDE (MG/L) - LIMIT 140



SODIUM (MG/L) - LIMIT 200

TOTAL NITROGEN (MG/L)- LIMIT 15/10



*2014 Total Nitrogen Sample Protocol was changed



MISSION HILLS COMMUNITY SERVICES DISTRICT

TO: Board of Directors
FROM: Melissa Smith, District Accountant
DATE: April 17, 2019
SUBJECT: Financial and Expenditures Report –March 2019

Recommendation / Proposed Motion

- Recommendation: Receive and File

Attachment(s):

1. Profit and Loss Comparison
2. Disbursements Journal
3. Variation from Projected Income
4. Bank Account Summary
5. Budget to Actual

Mission Hills Community Services District Profit & Loss Prev Year Comparison

March 2019

	Mar 19	Mar 18	\$ Change	Notes
Ordinary Income/Expense				
Income				
4005 · 48 hour notice fees	695.00	445.00	250.00	
4025 · Construction hydrant meter	250.00	0.00	250.00	
4045 · Late fees	1,819.33	1,736.51	82.82	
4050 · Miscellaneous income	0.00	78.75	-78.75	
4060 · Reconnection fees	295.00	60.00	235.00	
4075 · Returned check fees	0.00	35.00	-35.00	
4085 · Sewer basic charges	69,707.19	64,269.58	5,437.61	
4095 · Street sweeping charges	1,507.44	1,503.48	3.96	
4105 · Water basic charges	53,478.86	51,756.89	1,721.97	
4115 · Water usage charges	18,222.06	33,003.02	-14,780.96	47% reduction from PY
4200 · Discount Revenue	0.00	6.46	-6.46	
Total Income	145,974.88	152,894.69	-6,919.81	
Expense				
6000 · Salaries and wages				
6005 · Wage expense	45,136.20	39,065.63	6,070.57	
6010 · Payroll tax expense	4,076.19	3,292.37	783.82	
Total 6000 · Salaries and wages	49,212.39	42,358.00	6,854.39	OT / 1 EE Final check
6050 · Employee benefits				
6060 · Disability insurance	239.54	237.65	1.89	
6065 · Health insurance	6,945.46	9,445.67	-2,500.21	1 EE Credit (3 months)
6070 · Medical reimbursements	306.64	338.64	-32.00	
6075 · Retirement expenses	1,275.52	902.75	372.77	
6085 · Workers compensation expense	4,233.68	4,273.71	-40.03	
6090 · Vacation & Sick Leave	5,467.03	1,891.99	3,575.04	1 EE Accrued PTO Check
6095 · Benefit Administration	84.99	165.82	-80.83	
Total 6050 · Employee benefits	18,552.86	17,256.23	1,296.63	
6100 · Director fees	2,000.00	1,750.00	250.00	
6110 · Depreciation expense	28,233.28	29,536.55	-1,303.27	
6140 · Vehicle expenses				
6145 · Tractor and equipment	19.37	0.00	19.37	
6150 · Vehicle fuel	1,114.72	1,160.47	-45.75	
6155 · Vehicle maintenance	930.06	1,804.22	-874.16	
Total 6140 · Vehicle expenses	2,064.15	2,964.69	-900.54	
6170 · Insurance expense				
6180 · Liability insurance	1,979.00	2,177.17	-198.17	
6185 · Property insurance	0.00	5,230.00	-5,230.00	
Total 6170 · Insurance expense	1,979.00	7,407.17	-5,428.17	
6190 · Dues and memberships	9.90	18.25	-8.35	
6200 · Office expenses				
6205 · Bank fees and charges	10.00	30.00	-20.00	
6210 · Cash (over) / short	0.70	-2.91	3.61	
6220 · Licenses and fees	0.00	65.00	-65.00	
6225 · Miscellaneous expenses	0.00	38.28	-38.28	
6230 · Office supplies	210.89	342.37	-131.48	
6235 · Postage expense	16.00	0.00	16.00	
6245 · Office Equipment	0.00	2,042.49	-2,042.49	
6250 · Copier Lease	169.17	0.00	169.17	
Total 6200 · Office expenses	406.76	2,515.23	-2,108.47	
6300 · Operating supplies and expenses				
6310 · Miscellaneous supplies	56.42	0.00	56.42	
6325 · Portable equipment	1,191.72	177.22	1,014.50	Water Treatment Testing
6330 · Shop supplies	178.74	258.01	-79.27	
6335 · Small tools and appliances	0.00	32.27	-32.27	
Total 6300 · Operating supplies and expenses	1,426.88	467.50	959.38	
6350 · Safety expenses				
6365 · Safety equipment	0.00	247.60	-247.60	
Total 6350 · Safety expenses	0.00	247.60	-247.60	

Mission Hills Community Services District Profit & Loss Prev Year Comparison

March 2019

	Mar 19	Mar 18	\$ Change	Notes
6410 • Contractual services				
6420 • Cleaning service	200.00	200.00	0.00	
6425 • Office equip maintenance	129.91	966.28	-836.37	
6430 • Internet access	128.16	126.01	2.15	
6435 • Landscaping services	313.74	264.40	49.34	
6437 • Pest Control	50.00	0.00	50.00	
6445 • Security expense	112.50	112.50	0.00	
6450 • Software support	225.00	813.54	-588.54	
6453 • Software Subscriptions	971.56	0.00	971.56	Intuit, Trend Micro, Smartsheet
6455 • Street sweeping services	1,286.00	1,286.00	0.00	
Total 6410 • Contractual services	3,416.87	3,768.73	-351.86	
6475 • Professional services				
6485 • Engineering services	0.00	2,097.34	-2,097.34	
6490 • Legal services	267.57	36.54	231.03	
6495 • Human Resources services	280.00	0.00	280.00	Admin Asst Recruitment
Total 6475 • Professional services	547.57	2,133.88	-1,586.31	
6505 • Equipment lease and rentals	560.75	560.75	0.00	
6525 • Research and monitoring				
6535 • Monitoring expense	2,240.62	1,756.00	484.62	
Total 6525 • Research and monitoring	2,240.62	1,756.00	484.62	
6600 • Travel and meetings				
6610 • Meals	165.06	177.16	-12.10	
6620 • Staff training	0.00	522.93	-522.93	
Total 6600 • Travel and meetings	165.06	700.09	-535.03	
6640 • Uncollectible accounts	0.00	2,665.75	-2,665.75	
6650 • Utilities				
6655 • Cell phones	171.59	171.59	0.00	
6660 • Dump fees	0.00	38.70	-38.70	
6665 • Electrical	7,570.17	6,601.05	969.12	
6670 • Natural gas	685.06	4,881.51	-4,196.45	Well #6 down for repairs
6685 • Telephone	307.26	263.55	43.71	
6691 • Trash & Recycling	214.87	46.86	168.01	
Total 6650 • Utilities	8,948.95	12,003.26	-3,054.31	
6700 • Government fees and charges	872.00	704.00	168.00	
6720 • Repairs and maintenance				
6730 • Distribution expense	12,394.24	2,907.64	9,486.60	Main/Service Line Break Repairs
6750 • Collection expense	52.93	13.34	39.59	
6755 • Reservoirs	0.00	21.41	-21.41	
6765 • Supplies and small tools	26.96	31.89	-4.93	
6775 • Filtration Plant	18.99	0.00	18.99	
6785 • Wells and pumping	441.73	1,246.92	-805.19	Well #6 Cla-Val
6790 • Waste water plant	2,179.21	829.36	1,349.85	Electrical, Discharge Hoses
6795 • Other repairs and maintenance	38.77	0.00	38.77	
Total 6720 • Repairs and maintenance	15,152.83	5,050.56	10,102.27	
Total Expense	135,789.87	133,864.24	1,925.63	
Net Ordinary Income	10,185.01	19,030.45	-8,845.44	
Other Income/Expense				
Other Income				
7006 • Market Appreciation/(Depr)	6,990.30	-807.52	7,797.82	
7010 • Interest income	1,143.10	1,537.54	-394.44	
7020 • Other income	196.76	0.00	196.76	
Total Other Income	8,330.16	730.02	7,600.14	
Net Other Income	8,330.16	730.02	7,600.14	
Net Income	18,515.17	19,760.47	-1,245.30	

Mission Hills Community Services District Disbursements Journal

March 2019

Date	Num	Name	Amount	Notes
1060 - CHCU - General 4163				
1060.1 - Summit View Homes Trust				
03/13/2019	30249	Carmel & Naccasha LLP	-1,606.44	SV Legal Fees
Total 1060.1 - Summit View Homes Trust			-1,606.44	
1060 - CHCU - General 4163 - Other				
03/01/2019		Tierzero	-90.00	
03/06/2019	30233	ACWA/JPIA *Medical Insurance	-5,496.93	
03/06/2019	30234	Cash (petty cash)	-35.77	
03/06/2019	30235	Comcast Cablevision	-128.16	
03/06/2019	30236	County of Santa Barbara- Gen Svcs	-2,045.15	
03/06/2019	30237	De Lage Landen Financial Services, Inc	-149.47	
03/06/2019	30238	STAFF REIMBURSEMENT	-2,348.00	
03/06/2019	30239	Gas Company	-1,436.27	
03/06/2019	30240	Hach Company	-1,259.00	
03/06/2019	30241	Lompoc Phone And Computer LLC	-225.00	
03/06/2019	30242	Mark Schwind Electric Inc	-440.00	
03/06/2019	30243	Office Depot	-39.03	
03/06/2019	30244	PG&E	-2,897.23	
03/06/2019	30245	Santa Barbara County EHS / CUPA	-704.00	
03/06/2019	30246	Ultrex Inc	-132.74	
03/06/2019	30247	Underground Service Alert of SC	-9.90	
03/06/2019	30248	Waste Management	-214.87	
03/13/2019	30250	County of Santa Barbara PW Trans	-234.04	
03/13/2019	30251	Frontier Communications	-86.00	
03/13/2019	30252	Home Depot	-376.67	
03/13/2019	30253	NBS	-1,153.75	Capacity Charge Study Final
03/13/2019	30254	O'Conner Pest Control	-50.00	
03/13/2019	30255	Oilfield Environmental & Compliance, Inc.	-571.00	
03/13/2019	30256	Pitney Bowes	0.00	
03/13/2019	30257	Smith Alarms & Electronics, Inc.	-112.50	
03/13/2019	30258	Staples	-97.56	
03/13/2019	30259	TD Ameritrade Trust Company	-3,935.03	
03/13/2019	30260	Verizon	-171.59	
03/20/2019	30261	American Industrial Supply	-214.52	
03/20/2019	30262	Cannon	-3,515.00	
03/20/2019	30263	County of Santa Barbara PW Trans	-95.00	
03/20/2019	30264	Mission Paving Inc	-5,500.00	Main Break Concrete Repairs
03/20/2019	30265	PG&E	-4,534.03	
03/20/2019	30266	USA BlueBook	-1,086.56	
03/20/2019	30267	Valley Rock Ready Mix, Inc.	-1,136.76	Main Break Concrete Repairs
03/25/2019		TASC	-84.99	
03/27/2019	30268	MEDICAL REIMBURSEMENT	-306.64	
03/27/2019	30269	CRWA	-777.00	Annual Membership
03/27/2019	30270	East Mesa Oaks HOA	-52.93	
03/27/2019	30271	FIA/Bank of America	-2,341.59	
03/27/2019	30272	Frontier Communications	-131.26	
03/27/2019	30273	JB Dewar Inc	-484.53	
03/27/2019	30274	Juana Rodriguez	-200.00	
03/27/2019	30275	Oilfield Environmental & Compliance, Inc.	-1,061.62	
03/27/2019	30276	PG&E	-3,742.69	
03/27/2019	30277	PG&E	-10.94	
03/27/2019	30278	Santa Maria Famcon Pipe Supply	-441.73	
03/27/2019	30279	SP Maintenance Services, Inc.	-1,286.00	
03/27/2019	30280	Standard Insurance Company	-239.54	

1:50 PM
04/12/19
Accrual Basis

Mission Hills Community Services District Disbursements Journal

March 2019

Date	Num	Name	Amount	Notes
03/27/2019	30281	TD Ameritrade Trust Company	-4,353.99	457 Deposit
03/27/2019	30282	USA BlueBook	-1,191.72	
03/31/2019			-10.00	
Total 1060 · CHCU - General 4163 - Other			-57,238.70	
Total 1060 · CHCU - General 4163			-58,845.14	
1070 · CHCU - Payroll 4155				
03/01/2019		AFLAC	-210.22	
03/06/2019		PAYROLL	-16,708.65	
03/07/2019		TASC	-274.99	
03/08/2019	E-pay	EDD	-974.87	
03/08/2019	E-pay	IRS USATAXPYMT	-4,080.30	
03/08/2019	E-pay	EDD	-2.35	
03/08/2019	E-pay	IRS USATAXPYMT	-28.52	
03/20/2019		PAYROLL	-18,419.70	
03/21/2019		TASC	-274.99	
03/22/2019	E-pay	EDD	-1,025.70	
03/22/2019	E-pay	IRS USATAXPYMT	-4,499.64	
03/22/2019	1255	PAYROLL	-680.04	
03/22/2019	1256	PAYROLL	-2,030.28	
03/26/2019	E-pay	EDD	-205.58	
03/26/2019	E-pay	IRS USATAXPYMT	-637.54	
Total 1070 · CHCU - Payroll 4155			-50,053.37	
1075 · CHCU - ACH 4130				
03/31/2019		Applied Merchant Systems	-654.30	
Total 1075 · CHCU - ACH 4130			-654.30	
TOTAL			-109,552.81	

Variation From Projected Income

Fiscal Year Ending 6-30-2019

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	5 Year Average Units Sold
	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation				
Jul-18	\$ 104,245	\$ 100,889	\$ (3,356)	\$ 68,151	\$ 69,952	\$ 1,801	\$ (1,554)	20,602	22,680	22,472
Aug-18	\$ 105,452	\$ 110,443	\$ 4,991	\$ 68,151	\$ 69,456	\$ 1,305	\$ 6,295	25,069	20,431	23,038
Sep-18	\$ 105,506	\$ 106,862	\$ 1,356	\$ 68,151	\$ 69,748	\$ 1,597	\$ 2,953	23,294	24,793	23,063
Oct-18	\$ 102,539	\$ 96,080	\$ (6,459)	\$ 68,151	\$ 69,622	\$ 1,471	\$ (4,988)	18,745	20,161	21,673
Nov-18	\$ 100,364	\$ 101,528	\$ 1,164	\$ 68,151	\$ 70,194	\$ 2,043	\$ 3,207	20,683	22,155	20,654
Dec-18	\$ 88,725	\$ 90,523	\$ 1,799	\$ 68,151	\$ 69,336	\$ 1,185	\$ 2,983	16,302	17,504	15,201
Jan-19	\$ 83,801	\$ 71,378	\$ (12,423)	\$ 68,151	\$ 69,788	\$ 1,637	\$ (10,786)	7,808	15,488	12,895
Feb-19	\$ 83,649	\$ 84,499	\$ 850	\$ 68,151	\$ 69,900	\$ 1,749	\$ 2,598	13,549	15,229	12,824
Mar-19	\$ 79,120	\$ 71,701	\$ (7,419)	\$ 68,151	\$ 69,707	\$ 1,556	\$ (5,863)	7,957	15,094	10,702
Apr-19	\$ 82,470			\$ 68,151			\$ -		10,638	12,271
May-19	\$ 90,743			\$ 68,151			\$ -		15,512	16,147
Jun-19	\$ 101,242			\$ 68,151			\$ -		22,451	21,066
Total	\$ 1,127,855	\$ 833,903	\$ (19,498)	\$ 817,812	\$ 627,701	\$ 14,342	\$ (5,155)	154,009	222,136	212,005

Year to Date Monthly Averages

17,112 19,282 18,058
Yearly Average 18,511 17,667

YTD avg

100%

74%

100%

77%

FY 2018/19 Budget estimates 213,264 annual billable pumping units. Billing is for prior month's water usage.
* 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)

FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
251,101	211,115	189,815	191,706	222,136	--

Bank Account Summary

Year to date
\$111,907

	1/31/2019	2/28/2019	3/31/2019
LAIF	\$101,845	\$101,845	\$101,845
TD AMERITRADE/RNC GENTER	\$2,281,775	\$2,280,767	\$2,288,616
Coast Hills FCU			
Checking	\$161,015	\$144,140	\$179,006
Investment Checking	\$254,378	\$254,505	\$254,646
Savings	\$201	\$201	\$201
Payroll	\$93,187	\$91,733	\$114,446
ACH (Sweep Account)	\$5,104	\$8,762	\$1,000
Total Coast Hill FCU	\$513,886	\$499,342	\$549,299
Balance	\$2,897,505	\$2,881,954	\$2,939,760
Monthly Change	-\$153,459	-\$15,551	\$57,806

Mission Hills Community Services District
Budget to Actual Comparison
JUL 18 - MAR 19

Income	Budgeted Fiscal Year 18-19	Prorated Budget		Actual		Difference	Remainder Budgeted Amount	% of Budget
		JUL 18 - MAR 19	JUL 18 - MAR 19	JUL 18 - MAR 19	JUL 18 - MAR 19			
Late Fees/Charges	\$ 33,600	\$	25,200	\$	25,897	\$ 697	\$ 7,703	77%
Water Service	\$ 1,127,855	\$	845,891	\$	834,233	\$ (11,658)	\$ 293,622	74%
Sewer Service	\$ 817,812	\$	613,359	\$	628,007	\$ 14,648	\$ 189,805	77%
Street Sweeping	\$ 18,058	\$	13,544	\$	13,557	\$ 13	\$ 4,501	75%
	\$ 1,997,325	\$	1,497,994	\$	1,501,693	\$ 3,700	\$ 495,632	75%

Expense	Budgeted Fiscal Year 18-19	Prorated Budget		Actual		Difference	Remainder Budgeted Amount	
		JUL 18 - MAR 19	JUL 18 - MAR 19	JUL 18 - MAR 19	JUL 18 - MAR 19			
Salaries & Wages	\$ 615,872	\$	461,904	\$	437,406	\$ 24,498	\$ 178,466	71%
Employee Benefits & Payroll taxes	\$ 250,135	\$	187,601	\$	167,874	\$ 19,727	\$ 82,261	67%
Director Fees	\$ 15,000	\$	11,250	\$	12,625	\$ (1,375)	\$ 2,375	84%
Depreciation	\$ 350,500	\$	262,875	\$	249,632	\$ 13,243	\$ 100,868	71%
Vehicle Expense	\$ 26,500	\$	19,875	\$	16,953	\$ 2,922	\$ 9,547	64%
Insurance	\$ 45,700	\$	34,275	\$	18,406	\$ 15,869	\$ 27,294	40%
Memberships	\$ 10,870	\$	8,153	\$	10,007	\$ (1,855)	\$ 863	92%
Office Expenses	\$ 17,385	\$	13,039	\$	15,615	\$ (2,576)	\$ 1,770	90%
Operating Supplies	\$ 11,100	\$	8,325	\$	8,891	\$ (566)	\$ 2,209	80%
Chemicals	\$ 60,600	\$	45,450	\$	24,988	\$ 20,462	\$ 35,612	41%
Safety	\$ 7,050	\$	5,288	\$	3,913	\$ 1,375	\$ 3,137	56%
Contractual Services	\$ 40,972	\$	30,729	\$	35,684	\$ (4,955)	\$ 5,288	87%
Professional Services	\$ 56,700	\$	42,525	\$	78,050	\$ (35,525)	\$ (21,350)	138%
Printing & Publication	\$ 5,000	\$	3,750	\$	3,588	\$ 162	\$ 1,412	72%
Equipment Lease	\$ 6,729	\$	5,047	\$	5,047	\$ -	\$ 1,682	75%
Monitoring	\$ 20,500	\$	15,375	\$	14,955	\$ 420	\$ 5,545	73%
Travel/Meetings/Meals	\$ 26,500	\$	19,875	\$	17,283	\$ 2,592	\$ 9,217	65%
Utilities	\$ 139,450	\$	104,588	\$	123,937	\$ (19,349)	\$ 15,513	89%
Government Fees	\$ 67,610	\$	50,708	\$	75,424	\$ (24,716)	\$ (7,814)	112%
Repairs & Maintenance	\$ 188,000	\$	141,000	\$	131,758	\$ 9,242	\$ 56,242	70%
Misc. - Writeoffs	\$ 3,500	\$	2,625	\$	956	\$ 1,669	\$ 2,544	27%
	\$ 1,965,673	\$	1,474,255	\$	1,452,989	\$ 21,265	\$ 512,684	74%

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.

$$5\% = \$ 98,283.65$$

MOTION TO APPROVE

End Consent form



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Loch A. Dreizler, General Manager
DATE: April 17, 2019
SUBJECT: Committee Meetings and Goals

Recommendation / Proposed Motion

- Recommendation to review committee meetings action items and future meetings

Policy Reference

- Top Five outstanding issues were included in a Board Memorandum from January 2018. To address these outstanding issues committee meetings are scheduled to offer a process to establish priorities and goals.
- Goals for Fiscal Year 2018/2019 were established at the August 2018 Board Meeting and included in this memorandum.

Budget Resources

- None

Alternatives Considered

- None

Background

At the March 2018 meeting, Staff proposed dates for future committee meetings to establish more efficiency in committee preparation while balancing operations and maintenance of facilities.

Discussion

This memorandum is a summary of committee meetings to allow Board members that are not directly involved with individual committees to get brief updates. An additional goal, if appropriate, is to bring separate Board Memorandums with associated action items with committee recommendations to the full Board.

2018 Committee Assignments (to be modified in January 2019)

Standing Committee	Committee Members	Alternate
1) Operations	Mac Kenzie, Heavin	Fasold
2) Personnel	Nix, Fasold	Heavin
3) Finance	Mac Kenzie, Dietrich	Heavin
Ad-Hoc Committee	Committee Members	Dissolution
4) Alternative Energy	Heavin, Fasold	Inactive
5) Waste Discharge Requirements (WDR)	Fasold, Nix	When WDRs Finalized
6) Development		When Developments Completed
a) Operations	Mac Kenzie, Dietrich	
b) Development Agreement	Fasold, Dietrich	
Representatives	Committee Members	
7) VAFB Community Advisory Board	Mac Kenzie, Dietrich	
8) ACWA/JPIA	Mac Kenzie, Nix	
9) Santa Ynez Water Conserve. Dist. Sustainable Groundwater Mgmt. Act	Nix	

Committee Meeting Summary

Development Agreement Committee (Fasold & Dietrich)

Wednesday, April 1st @ 10:00 AM (cancelled and working on reschedule)

PROPOSED AGENDA

1. Continued discussion about the Development Agreement
2. Discuss Special Meeting for Board Update

Energy Committee (Heavin and Fasold)

Wednesday, April 3rd @ 10:00 AM

AGENDA (See Board Memo this board packet)

1. Review estimates for Emergency Back-up at Well #6 and Maintenance Shop

Personnel Committee (Nix & Naughton)

Proposed: Wednesday, April 4th @ 8:00 AM

AGENDA (See Board Memo this board packet)

1. Based on the February 15th Committee Meeting
 - i. Discuss "Wage Page" Additions
 - ii. Changes to Job Descriptions

Water Committee (Dietrich & Nix)

Monday, April 8th @ 9:00 AM

AGENDA

1. Review strategies for lowering and stabilizing water pressure
2. Determine next steps based on options as presented by Cannon

Wastewater Committee (Fasold & Nix)

Wednesday, April 10th @ 9:00 AM

AGENDA

1. Time Schedule Order – Long Form Review for Board approval
2. Pond Optimization Graphic
3. Triple Point Operating Cost Estimates for Nitrox

Future Committee Meeting to be determined



MISSION HILLS COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors
FROM: Loch Dreizler, General Manager
Melissa Crouthers, Accountant
DATE: April 17, 2019
SUBJECT: Approval of the Preliminary Budget for the Fiscal Year 2019-20

Recommendation / Proposed Motion

Recommendation: District Board of Directors review, discuss and approve the Preliminary Budget for Fiscal Year 2018-19.

Policy Reference

Mission Hills CSD Policy 3020 directs the development and approval of the final budget to be completed by May 31st. Approval of the Preliminary Budget allows Staff to prepare the final budget and prepare for the approval process to be held during the next regular board.

Budget Resource

The Fiscal Year 2019-20 Operating Budget totals \$2,109,539 and consists of three parts:

- \$678,661 – General
- \$869,124 – Water
- \$561,754 – Wastewater

This represents a 6% increase in operating expenses from last year.

The Fiscal Year 2019-20 Capital Budget totals \$730,000 and consists of planned capital projects and major maintenance forecasted to be performed during the Fiscal Year.

Alternatives Considered

None

Discussion

The Board of Directors reviewed and discussed the staff recommended draft budget at the April 3, 2019 Budget Workshop and requested a revision to the wages and benefits portion. The updated preliminary budget is being presented for review and approval.

The Water operating revenue assumes water consumption volumes based on a conservative average of the previous five years usage. The Wastewater operating revenue is based on a fixed rate which allocates the cost of collection and treatment evenly among the wastewater connections within the District. The proposed budget includes the rate study recommended rate increases of 4% in water and 8% in wastewater. These increases allow the District to fund ongoing operations as well as contribute to ongoing capital improvement projects.

Highlights of this year's operating budget include:

- \$43,000 allocation for the development of a Groundwater Sustainability Plan as required by the Sustainable Groundwater Management Act.
- \$10,000 to perform Air Pollution Control District required Bi-Annual source testing for the Well #6 engine.
- \$15,000 for repairs and maintenance of the Reservoirs.
- \$12,700 decrease in Insurance Expenses due to a reduction in our Liability Insurance costs.
- \$23,000 for repairs and maintenance of the Administration Building.

Attachments

- Fiscal Year 2019-20 Preliminary Operating Budget
- Fiscal Year 2019-20 Preliminary Capital Budget



Mission Hills Community Services District

Fiscal Year Ending June 30, 2020

Operating Budget

April 17, 2019 - Preliminary

Mission Hills Community Services District
Fiscal Year 2019-2020 Budget
Adopted: DRAFT - Updated 4/8/2019

Revenue	YEAR 2019-2020			
	GENERAL	WATER	WASTEWATER	TOTAL
Late Fees/Charges	\$ 33,000	\$ -	\$ -	\$ 33,000
Water Service	\$ -	\$ 1,173,965	\$ -	\$ 1,173,965
Sewer Service	\$ -	\$ -	\$ 897,205	\$ 897,205
Street Sweeping	\$ 18,010	\$ -	\$ -	\$ 18,010
Total Operating Revenue	\$ 51,010	\$ 1,173,965	\$ 897,205	\$ 2,122,181

Operating Expenses	GENERAL	WATER	WASTEWATER	TOTAL
Salaries & Wages	\$ 305,662	\$ 187,957	\$ 138,208	\$ 631,827
Employee Benefits & Payroll Taxes	\$ 116,012	\$ 66,767	\$ 65,748	\$ 248,527
Director Fees	\$ 18,000	\$ -	\$ -	\$ 18,000
Depreciation/Reserves	\$ 15,000	\$ 193,000	\$ 142,000	\$ 350,000
Election Expense	\$ -	\$ -	\$ -	\$ -
Vehicle Expense	\$ 2,000	\$ 13,150	\$ 13,150	\$ 28,300
Insurance	\$ 33,000	\$ -	\$ -	\$ 33,000
Memberships	\$ 520	\$ 10,880	\$ 820	\$ 12,220
Office Expenses	\$ 20,535	\$ 180	\$ -	\$ 20,715
Operating Supplies/Chemicals	\$ -	\$ 49,200	\$ 9,000	\$ 58,200
Safety	\$ 2,450	\$ 2,500	\$ 2,400	\$ 7,350
Contractual Services	\$ 43,732	\$ 17,940	\$ -	\$ 61,672
Professional Services	\$ 53,200	\$ 20,000	\$ 5,000	\$ 78,200
Equipment Lease	\$ -	\$ -	\$ 6,729	\$ 6,729
Printing & Publication	\$ 5,000	\$ -	\$ -	\$ 5,000
Monitoring	\$ -	\$ 8,500	\$ 7,500	\$ 16,000
Training/Meetings/Meals	\$ 16,500	\$ 5,000	\$ 5,000	\$ 26,500
Utilities	\$ 7,150	\$ 93,800	\$ 74,400	\$ 175,350
Government Fees	\$ 1,650	\$ 73,250	\$ 9,800	\$ 84,700
Repairs & Maintenance	\$ 27,000	\$ 127,000	\$ 82,000	\$ 236,000
Miscellaneous & Write offs	\$ 11,250	\$ -	\$ -	\$ 11,250
Total Operating Expenses	\$ 678,661	\$ 869,124	\$ 561,754	\$ 2,109,539

General Expense Allocation	\$ (627,651)	\$ 258,691	\$ 368,960	\$ -
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Net Operating Gain/(Loss)	\$ -	\$ 46,151	\$ (33,509)	\$ 12,642
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Non-Operating Revenues & Expenses

Interest Income	\$ 25,000
Capital Reserve Allocation	\$ (37,642)
Emergency Reserve Allocation	\$ -
Operating Reserve Allocation	\$ -
Total Non-Operating Revenues & Exp.	\$ (12,642)

Net Result	\$ (0)
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Mission Hills Community Services District
Fiscal Year 2019-2020 Budget

CONSOLIDATED TOTAL FOR ALL FUNDS

	FYE 2018 ACTUAL	FYE 2019 ADOPTED	FYE 2019 PROJECTED	FYE 2020 PROPOSED	VARIANCE FYE 19
Revenue					
Late Fees/Charges	\$ 30,918	\$ 33,600	\$ 33,070	\$ 33,000	-2%
Water Service	\$ 1,099,477	\$ 1,127,855	\$ 1,156,375	\$ 1,173,965	4%
Sewer Service	\$ 771,121	\$ 817,812	\$ 837,224	\$ 897,205	10%
Street Sweeping	\$ 18,068	\$ 18,058	\$ 18,079	\$ 18,010	0%
Total Operating Revenue	\$ 1,919,584	\$ 1,997,325	\$ 2,044,749	\$ 2,122,181	6%

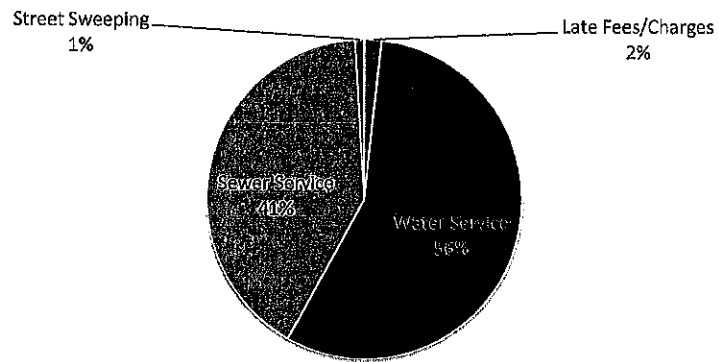
	FYE 2018 ACTUAL	FYE 2019 ADOPTED	FYE 2019 PROJECTED	FYE 2020 PROPOSED	
Operating Expenses					
Salaries & Wages	\$ 595,474	\$ 615,872	\$ 606,860	\$ 631,827	3%
Employee Benefits & Payroll Taxes	\$ 222,231	\$ 241,385	\$ 227,781	\$ 248,527	3%
Director Fees	\$ 17,750	\$ 15,000	\$ 16,250	\$ 18,000	20%
Depreciation	\$ 325,270	\$ 350,500	\$ 340,329	\$ 350,000	0%
Election Expense	\$ -	\$ 1,800	\$ 1,800	\$ -	-100%
Vehicle Expense	\$ 27,975	\$ 26,500	\$ 26,059	\$ 28,300	7%
Insurance	\$ 36,098	\$ 45,700	\$ 30,937	\$ 33,000	-28%
Memberships	\$ 10,534	\$ 10,870	\$ 10,599	\$ 12,220	12%
Office Expenses	\$ 20,696	\$ 17,385	\$ 18,697	\$ 20,715	19%
Operating Supplies/Chemicals	\$ 51,954	\$ 71,700	\$ 48,705	\$ 58,200	-19%
Safety	\$ 3,496	\$ 7,050	\$ 4,181	\$ 7,350	4%
Contractual Services	\$ 49,726	\$ 40,972	\$ 43,477	\$ 61,672	51%
Professional Services	\$ 56,136	\$ 56,700	\$ 96,710	\$ 78,200	38%
Equipment Lease	\$ 6,729	\$ 6,729	\$ 6,729	\$ 6,729	0%
Printing & Publication	\$ 3,713	\$ 5,000	\$ 5,098	\$ 5,000	0%
Monitoring	\$ 25,735	\$ 20,500	\$ 17,902	\$ 16,000	-22%
Training/Meetings/Meals	\$ 19,099	\$ 26,500	\$ 23,513	\$ 26,500	0%
Utilities	\$ 133,303	\$ 139,450	\$ 171,779	\$ 175,350	26%
Government Fees	\$ 32,787	\$ 67,600	\$ 79,043	\$ 84,700	25%
Repairs & Maintenance	\$ 128,528	\$ 188,000	\$ 174,813	\$ 236,000	26%
Miscellaneous/Write offs/GM Tuition	\$ 3,929	\$ 10,450	\$ 9,521	\$ 11,250	8%
Total Operating Expenses	\$ 1,771,165	\$ 1,965,663	\$ 1,960,783	\$ 2,109,539	7%
Net Operating Gain/(Loss)	\$ 148,419	\$ 31,662	\$ 83,966	\$ 12,642	

Non-Operating Revenues & Expenses

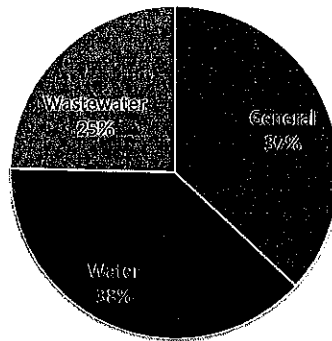
Other Income	\$ 11,050	\$ 25,000	\$ 79,372	\$ 25,000	0%
Capital Reserve Allocation	\$ (159,469)	\$ (56,662)	\$ (163,338)	\$ (37,642)	
Emergency Reserve Allocation	\$ -	\$ -	\$ -	\$ -	
Operating Reserve Allocation	\$ -	\$ -	\$ -	\$ -	
Total Non-Operating Revenues & Exp.	\$ (148,419)	\$ (31,662)	\$ (83,966)	\$ (12,642)	

Net Result	\$ (0)	\$ -	\$ (0)	\$ (0)	
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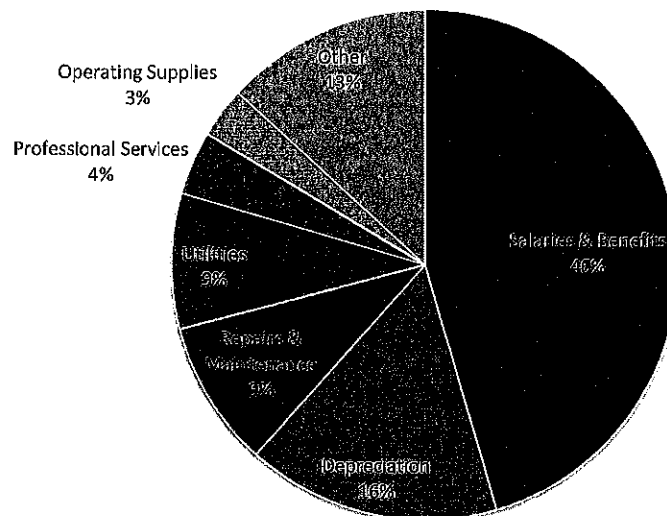
Revenue By Fund



Expenses By Fund



Significant Expense Breakdown



Mission Hills Community Services District
Fiscal Year 2019-2020 Budget

Chart of
Accounts

GENERAL

	FYE 2018 ACTUAL	FYE 2019 ADOPTED	FYE 2020 PROPOSED
Late Fees/Charges	\$ 30,918	\$ 33,600	\$ 33,000
Street Sweeping Revenue	\$ 18,068	\$ 18,058	\$ 18,010
Total General Income	\$ 48,986	\$ 51,658	\$ 51,010

4095

	FYE 2018 ACTUAL	FYE 2019 BUDGET	FYE 2020 PROPOSED
Expense			
6000 Wages & Payroll Tax	\$ 323,740	\$ 319,221	\$ 305,662
6050 Employee Benefits	\$ 143,997	\$ 124,109	\$ 116,012
6100 Director Fees	\$ 17,750	\$ 15,000	\$ 18,000
6105 Election Expense	\$ -	\$ 1,800	\$ -
6110 Depreciation	\$ 14,972	\$ 15,500	\$ 15,000
6140 Vehicle Expense	\$ 5,427	\$ 2,500	\$ 2,000
- Fuel	\$ 1,146	\$ 1,000	\$ 1,000
- Maintenance	\$ 4,281	\$ 1,500	\$ 1,000
6170 Insurance	\$ 36,098	\$ 45,700	\$ 33,000
- Liability	\$ 30,868	\$ 40,000	\$ 27,000
- Property	\$ 5,230	\$ 5,700	\$ 6,000
6190 Memberships	\$ 410	\$ 420	\$ 520
- Springbrook User Group	\$ 100	\$ 100	\$ 100
- Chamber of Commerce	\$ 150	\$ 150	\$ 150
- GFOA/CSFMO	\$ 160	\$ 170	\$ 270
6200 Office Expenses	\$ 19,891	\$ 17,385	\$ 20,535
- Bank Fees	\$ 182	\$ 125	\$ 125
- Cleaning Supplies	\$ 151	\$ 150	\$ 150
- Misc. Expenses	\$ 2,868	\$ 1,000	\$ 1,500
- Office Supplies	\$ 3,121	\$ 2,750	\$ 2,500
- Postage	\$ 8,268	\$ 10,700	\$ 11,000
- Subscriptions	\$ 316	\$ 160	\$ 160
- Office Equipment	\$ 4,985	\$ 2,500	\$ 5,100
6350 Safety	\$ 851	\$ 2,250	\$ 2,450
- Fire Extinguishers	\$ 613	\$ 550	\$ 550
- Equipment	\$ 5	\$ 100	\$ 100
- Training	\$ -	\$ 150	\$ 300
- Annual Dinner/QTRLY Lunch	\$ 232	\$ 1,450	\$ 1,500
6410 Contractual Services	\$ 37,417	\$ 34,532	\$ 43,732
- Cleaning Service	\$ 2,400	\$ 2,400	\$ 2,400
- Office Eqmnt, Maint - Ultrex, PB Mailer	\$ 4,062	\$ 2,700	\$ 3,000
- Internet	\$ 1,526	\$ 1,500	\$ 1,600
- Landscaping Service	\$ 3,546	\$ 3,500	\$ 3,500

Chart of
Accounts

GENERAL

		FYE 2018 ACTUAL	FYE 2019 ADOPTED	FYE 2020 PROPOSED
	- Pest Control	\$ 300	\$ 600	\$ 600
	- Security Expense - Smith, misc. keys	\$ 1,723	\$ 700	\$ 600
	- Software Support - Annual	\$ 8,427	\$ 7,200	\$ 8,500
	- Off-Site Backup, Hosted File Svcs, MS360	\$ -	\$ -	\$ 7,600
	- Street Sweeping Services	\$ 15,432	\$ 15,432	\$ 15,432
	- Other Services	\$ -	\$ 500	\$ 500
6475	Professional Services	\$ 36,276	\$ 46,700	\$ 53,200
	- Financial Management	\$ 12,870	\$ 13,500	\$ 5,000
	- Accounting/Audit	\$ 7,790	\$ 8,200	\$ 8,200
	- Engineering	\$ 9,842	\$ 5,000	\$ 20,000
	- Legal/HR	\$ 5,774	\$ 20,000	\$ 20,000
6500	Printing & Publication	\$ 3,713	\$ 5,000	\$ 5,000
6600	Training/Meetings/Meals	\$ 12,497	\$ 16,500	\$ 16,500
	- Meals	\$ 1,839	\$ 1,500	\$ 1,500
	- Bod Training/Travel (2 BoD)	\$ 6,225	\$ 5,000	\$ 5,000
	- Staff Training/Travel (4 Staff)	\$ 4,433	\$ 10,000	\$ 10,000
6650	Utilities	\$ 6,786	\$ 6,950	\$ 7,150
	- Electrical	\$ 4,423	\$ 4,450	\$ 5,000
	- Natural Gas	\$ 380	\$ 500	\$ 400
	- Telephone	\$ 1,983	\$ 2,000	\$ 1,750
6700	Government Fees	\$ 1,416	\$ 1,500	\$ 1,650
	- LAFCO	\$ 1,416	\$ 1,500	\$ 1,650
6720	Repairs & Maintenance	\$ 2,070	\$ 4,000	\$ 27,000
	Miscellaneous - Write offs, Tuition	\$ 3,929	\$ 10,450	\$ 11,250
	Total General Expenses	\$ 667,239	\$ 669,517	\$ 678,661

Mission Hills Community Services District
Fiscal Year 2019-2020 Budget

Chart of Accounts	WATER	FYE 2018 ACTUAL	FYE 2019 ADOPTED	FYE 2020 PROPOSED
4105/4115	Water Services Revenue	\$ 1,099,477	\$ 1,127,855	\$ 1,173,965
Expense		FYE 2018 ACTUAL	FYE 2019 BUDGET	FYE 2020 PROPOSED
6000	Wages & Payroll Tax	\$ 135,867	\$ 158,179	\$ 187,957
6050	Employee Benefits	\$ 39,117	\$ 67,781	\$ 66,767
6110	Depreciation	\$ 184,453	\$ 188,000	\$ 193,000
6140	Vehicle Expense	\$ 13,207	\$ 12,500	\$ 13,150
	- Fuel	\$ 4,045	\$ 4,000	\$ 6,400
	- 1/2 Tractor, Dump Truck, Backhoe, Trailer	\$ 841	\$ 4,500	\$ 3,750
	- Maintenance	\$ 8,321	\$ 4,000	\$ 3,000
6190	Memberships	\$ 9,340	\$ 9,820	\$ 10,880
	- ACWA	\$ 8,480	\$ 8,900	\$ 9,900
	- AWWA	\$ 420	\$ 440	\$ 460
	- 1/2 CRWA	\$ 370	\$ 360	\$ 400
	- 1/2 Underground Service Alert	\$ 70	\$ 120	\$ 120
6200	Office Expenses	\$ 480	\$ -	\$ 180
	- Licenses/Exams Fees	\$ 480	\$ -	\$ 180
6300	Operating Supplies	\$ 43,079	\$ 49,200	\$ 49,200
	- Oil Expense	\$ 1,585	\$ 2,000	\$ 2,400
	- Portable Equipment	\$ 7,083	\$ 3,000	\$ 2,000
	- Shop Supplies	\$ 1,407	\$ 1,600	\$ 1,800
	- Small Tools	\$ 2,809	\$ 1,500	\$ 1,500
	- Chlorine	\$ 6,666	\$ 5,600	\$ 6,000
	- Phosphate	\$ 23,129	\$ 35,000	\$ 35,000
	- Misc. Supplies	\$ 399	\$ 500	\$ 500
6350	Safety	\$ 1,323	\$ 2,400	\$ 2,500
	- Protective Clothing	\$ 1,100	\$ 1,200	\$ 1,300
	- Equipment	\$ 223	\$ 500	\$ 500
	- Training	\$ -	\$ 200	\$ 200
	- Misc. Safety	\$ -	\$ 500	\$ 500
6410	Contractual Services	\$ 12,310	\$ 6,440	\$ 17,940
	- Security - Smith Alarms	\$ 445	\$ 440	\$ 440
	- Software Support - Mueller, Dude Sol.	\$ 1,006	\$ 2,000	\$ 7,000
	- Bi-Annual Source Testing	\$ -	\$ -	\$ 6,500
	- Quarterly Emissions Testing	\$ 10,858	\$ 4,000	\$ 4,000
6475	Professional Services	\$ 8,924	\$ 5,000	\$ 20,000
6525	Research & Monitoring	\$ 4,066	\$ 3,500	\$ 8,500
6600	Training/Meetings/Meals - 2 Staff	\$ 4,872	\$ 5,000	\$ 5,000
6650	Utilities	\$ 72,635	\$ 70,700	\$ 93,800
	- Electrical	\$ 47,253	\$ 49,000	\$ 70,600

Chart of Accounts	WATER	FYE 2018 ACTUAL	FYE 2019 ADOPTED	FYE 2020 PROPOSED
6700	- Natural Gas	\$ 22,400	\$ 18,550	\$ 20,000
	- Telephone	\$ 1,741	\$ 2,000	\$ 1,800
	- Trash/Dump Fees - Shop Dumpster	\$ 1,241	\$ 1,150	\$ 1,400
	Government Fees	\$ 21,373	\$ 58,100	\$ 73,250
	- SBCo Air Pollution Control District	\$ 1,218	\$ 2,000	\$ 3,500
	- SBCo CUPA/Roads/Fire	\$ 704	\$ 750	\$ 750
	- Santa Ynez River Water Conservation Dist	\$ 10,559	\$ 12,000	\$ 17,000
	- Santa Ynez River Water CD - GSA/SGMA	\$ 2,000	\$ 30,000	\$ 43,000
	- State Water Resources Control Board	\$ 6,891	\$ 8,000	\$ 9,000
	Repairs & Maintenance	\$ 78,973	\$ 107,000	\$ 127,000
6720	- Distribution	\$ 37,827	\$ 40,000	\$ 60,000
	- Reservoirs	\$ 3,198	\$ 5,000	\$ 20,000
	- Shop & Equipment Repairs	\$ 2,070	\$ 1,000	\$ 1,000
	- Filtration Plant	\$ 10,082	\$ 25,000	\$ 10,000
	- Wells & Pumping	\$ 25,466	\$ 35,000	\$ 35,000
	- Misc. Repairs	\$ 330	\$ 1,000	\$ 1,000
	Miscellaneous/Write offs	\$ -	\$ -	\$ -
	Total Water Expenses	\$ 629,539	\$ 743,620	\$ 869,124

Mission Hills Community Services District
Fiscal Year 2019-2020 Budget

Chart of Accounts	WASTEWATER	FYE 2018 ACTUAL	FYE 2019 BUDGET	FYE 2020 PROPOSED
4085	Wastewater Services Revenue	\$ 771,121	\$ 817,812	\$ 897,205
	Expense	FYE 2018 ACTUAL	FYE 2019 ADOPTED	FYE 2020 PROPOSED
6000	Wages & Payroll Tax	\$ 135,867	\$ 138,472	\$ 138,208
6050	Employee Benefits	\$ 39,117	\$ 49,495	\$ 65,748
6110	Depreciation	\$ 125,845	\$ 147,000	\$ 142,000
6140	Vehicle Expense	\$ 9,341	\$ 11,500	\$ 13,150
	- Fuel	\$ 4,341	\$ 4,000	\$ 6,400
	- 1/2 Tractor, Dump Truck, Backhoe, Trailer	\$ 841	\$ 4,500	\$ 3,750
	- Maintenance	\$ 4,158	\$ 3,000	\$ 3,000
6190	Memberships	\$ 784	\$ 630	\$ 820
	- SAMA	\$ 44	\$ 150	\$ 300
	- 1/2 CRWA	\$ 670	\$ 360	\$ 400
	- 1/2 Underground Service Alert	\$ 70	\$ 120	\$ 120
6200	Office Expenses	\$ 325	\$ -	\$ -
	- Licenses/Exams Fees	\$ 325	\$ -	\$ -
6300	Operating Supplies	\$ 8,875	\$ 22,500	\$ 9,000
	- Portable Equipment	\$ 1,448	\$ -	\$ 3,000
	- Shop Supplies	\$ 222	\$ 500	\$ 500
	- Small Tools	\$ 2,153	\$ 1,500	\$ 2,000
	- Bioremediation	\$ 4,890	\$ 20,000	\$ 6,000
	- Misc. Supplies	\$ 163	\$ 500	\$ 500
6350	Safety	\$ 1,322	\$ 2,400	\$ 2,400
	- Protective Clothing	\$ 833	\$ 1,200	\$ 1,200
	- Equipment	\$ 490	\$ 500	\$ 500
	- Training	\$ -	\$ 200	\$ 200
	- Misc. Safety	\$ -	\$ 500	\$ 500
6410	Contractual Services	\$ 395	\$ 470	\$ 500
	- Security - Smith Alarms	\$ 395	\$ 470	\$ 500
6475	Professional Services	\$ 10,936	\$ 5,000	\$ 5,000
6505	Equipment Lease - Odor Scrubber	\$ 6,729	\$ 6,729	\$ 6,729
6525	Research & Monitoring	\$ 21,669	\$ 17,000	\$ 7,500
6600	Training/Meetings/Meals - 2 Staff	\$ 1,731	\$ 5,000	\$ 5,000
6650	Utilities	\$ 53,882	\$ 61,800	\$ 74,400
	- Electrical	\$ 51,317	\$ 59,000	\$ 71,000
	- Telephone	\$ 1,886	\$ 1,650	\$ 2,000
	- Trash/Dump Fees	\$ 679	\$ 1,150	\$ 1,400
6700	Government Fees	\$ 9,998	\$ 8,000	\$ 9,800
	- State Water Resources Control Board	\$ 7,287	\$ 7,000	\$ 8,800

Chart of
Accounts

WASTEWATER

6720

	FYE 2018 ACTUAL	FYE 2019 BUDGET	FYE 2020 PROPOSED
- SB County EHS/PW/Trans/APCD	\$ 2,711	\$ 1,000	\$ 1,000
Repairs & Maintenance	\$ 47,486	\$ 77,000	\$ 82,000
- Lift Station	\$ 4,609	\$ 20,000	\$ 20,000
- Collections	\$ 13,651	\$ 20,000	\$ 25,000
- WW Treatment Plant	\$ 29,195	\$ 35,000	\$ 35,000
- Shop & Equipment Repairs	\$ 32	\$ 1,000	\$ 1,000
- Misc. Repairs	\$ -	\$ 1,000	\$ 1,000
Miscellaneous/Write offs	\$ -	\$ -	\$ -
Total Wastewater Expenses	\$ 606,710	\$ 545,797	\$ 561,754

Mission Hills Community Services District
Fiscal Year 2019-2020 Budget

REVENUE PROJECTION

WATER BASIC		CURRENT		4% INCREASE	
METER	# OF USERS	RATE	ANNUAL	RATE	ANNUAL
3/4"	857	\$40.24	\$413,828	\$41.85	\$430,381
1"	404	\$44.90	\$217,675	\$46.70	\$226,382
1.5"	2	\$51.11	\$1,227	\$53.15	\$1,276
2"	5	\$68.18	\$4,091	\$70.91	\$4,254
3"	1	\$193.96	\$2,328	\$201.72	\$2,421
4"	2	\$240.55	\$5,773	\$250.17	\$6,004
	1271	TOTAL BASIC	\$644,922	TOTAL BASIC	\$670,718

WATER USAGE		CURRENT		4% INCREASE	
TIER		RATE	ANNUAL	RATE	ANNUAL
Uniform Volume Rate		\$2.27	\$483,891	\$2.36	\$503,247
		TOTAL USAGE	\$483,891	TOTAL USAGE	\$503,247
		TOTAL WATER	\$1,128,813	TOTAL WATER	\$1,173,965

MONTHLY WATER
USAGE PER TIER

1-10	4,619
11-20	7,816
21-30	1,954
Over 31	3,375
TOTAL	17,764

STREET SWEEPING

CUSTOMERS	RATE	ANNUAL
1137	1.32	\$18,010

WASTEWATER		CURRENT		8% INCREASE	
	# OF USERS	RATE	ANNUAL	RATE	ANNUAL
RESIDENTIAL BASIC	1,246	\$54.72	\$818,173	\$59.10	\$883,627
COMMERCIAL BASIC	12	\$54.72	\$7,880	\$59.10	\$8,510
SCHOOL	375	\$1.00	\$4,500	\$1.08	\$4,860
COMMERICAL USAGE	58	\$3.32	\$193	\$3.59	\$208
		TOTAL SEWER	\$830,746	TOTAL SEWER	\$897,205

	GENERAL	WATER	SEWER	TOTAL
ASSETS (LESS AD) FY 17-18	\$120,487	\$2,592,920	\$3,698,173	\$6,411,580
PERCENT OF TOTAL ASSETS	2%	40%	58%	
WATER/SEWER SPLIT		41.22%	58.78%	

Mission Hills Community Services District
Fiscal Year 2019-2020 Budget
WAGES AND BENEFITS

POSITION	CURRENT PAY	PROPOSED STEP/ PERFORMANCE PAY	3% COLA INCREASE	MAXIMUM PROPOSED	
GENERAL MANAGER	\$112,640	\$112,640	\$116,019	\$116,019	FY 2019 \$ 112,640.00 3.0%
ACCOUNTANT	\$82,570	\$82,570	\$85,047	\$85,047	\$ 82,570.00 3.0%
ADMIN ASSISTANT/BOARD SECRETARY @ 75%	\$30,241	\$32,131	\$33,095	\$33,095	\$ 64,302.00 -48.5%
CUSTOMER SERVICE REP II	\$59,710	\$59,710	\$61,501	\$61,501	\$ 59,709.00 3.0%
OPERATIONS SUPERVISOR	\$75,000	\$79,688	\$82,078	\$82,078	\$ 76,576.00 7.2%
OPERATOR II - CPO	\$75,345	\$75,345	\$77,605	\$77,605	\$ 66,579.00 16.6%
OPERATOR I	\$53,366	\$56,331	\$58,021	\$58,021	\$ 70,084.00 -17.2%
OPERATOR I	\$47,437	\$50,402	\$51,914	\$51,914	\$ 53,366.00 -2.7%
	\$536,309	\$548,816	\$565,281		
EMPLOYEE PROGRAM				\$20,000	
STANDBY \$2.00/hour (251 days/15hrs; 114 days/22 hrs)				\$12,546	\$ 6,045.00 107.5%
OVERTIME				\$24,000	\$ 24,000.00 0.0%
TOTAL SALARIES & WAGES				\$621,827	\$ 615,871.00 1.0%
ER Social Security/457(b) & Medicare					
General				\$23,383	\$ 24,420.00 -4.2%
Water				\$12,031	\$ 12,101.00 -0.6%
Wastewater				\$12,156	\$ 10,593.00 14.8%
Insurance: Medical, Dental, Vision & Life					
General				\$78,292	\$ 82,129.00 -4.7%
Water				\$41,951	\$ 42,013.00 -0.1%
Wastewater				\$41,951	\$ 25,703.00 63.2%
Workers Compensation					
General				\$3,027	\$ 3,243.00 -6.7%
Water				\$6,647	\$ 7,102.00 -6.4%
Wastewater				\$5,454	\$ 6,124.00 -10.9%
Insurance Reimbursements					
General				\$700	\$ 3,300.00 -78.8%
Water				\$700	\$ 1,100.00 -36.4%
Wastewater				\$700	\$ 2,200.00 -68.2%
Disability Insurance					
General				\$1,440	\$ 1,440.00 0.0%
Water				\$720	\$ 720.00 0.0%
Wastewater				\$720	\$ 720.00 0.0%
ER 3% 457(b) Match					
General				\$9,170	\$ 9,577.00 -4.3%
Water				\$4,718	\$ 4,745.00 -0.6%
Wastewater				\$4,767	\$ 4,154.00 14.8%
TOTAL BENEFITS				\$248,527	\$ 241,384.00 3.0%
TOTAL WAGES & BENEFITS				\$870,353	\$ 857,255.00 1.5%

Mission Hills Community Services District
Reserve Allocations FY 2019

2018/19 Operating Budget
\$1,997,325

Accumulated Depreciation as of December 31, 2018
\$5,755,481

Fixed Asset Value as of December 31, 2018 (less AD)
\$6,242,064

As of January 31, 2019:

Operating Reserves - Target = 20% of current year budget
\$399,465 Target
\$399,465 Actual Funded = Coast Hills CU

Emergency Reserves - Target = 5% of value of Fixed Assets
\$312,103 Target
\$312,103 Actual Funded = \$114,421 Coast Hills CU, \$197,682 TD Ameritrade

Capital Replacement Reserves - Target = 50% Total Accumulated Depreciation
\$2,877,741 Target
\$2,185,938 Actual Funded = \$1,032 LAIF, \$2,084,093 TD Ameritrade

Cash/Investments as of 1/31/2019	\$	2,897,506
Deposits Held/Accrued Leave	\$	(41,379)
	\$	2,856,127
Total Target Reserve	\$	3,589,309
Net Reserves (shortfall)	\$	(733,182)



Mission Hills Community Services District

Fiscal Year Ending June 30, 2020

Capital Budget

April 17, 2019 - Preliminary

Capital Projects - **DRAFT**

Fiscal Year Ending June 30, 2020

Projects are listed in order of operating importance

Title: Aeration System Replacement	\$ 250,000
Description: Replace existing wastewater aerators with a new wastewater treatment pond aeration and mixing system.	
Financial Impact: Aerator replacements were included in the NBS Connection Fee Study as a Planned Capital Expenditure. Staff anticipates savings in electrical power and in the production of less sludge. Current accumulated depreciation for all aerators on the Fixed Asset schedule is \$66,532, of which \$33,266 is held in Capital Replacement reserves.	
Operations Impact: This is a Regional Water Quality Control Board Time Scheduled Order Task. The disadvantages of our existing surface aeration system, is the limited ability to mix lower than 6 feet below the surface, and results in additional sludge accumulation in the remaining 4 to 6 feet. This sludge accumulation on the bottom of the pond lowers retention time and circumvents the treatment process.	
Title: Pond Stem Replacement and Valve Stem Assessment	\$ 80,000
Description: First year, of a two year Wastewater Treatment Plant (WWTP) program to replace valve stems and assess the condition of the valves. Project assumes replacing some valves this year and replacing additional valves upon completion of the assessment phase in the second year.	
Financial Impact: Included in the NBS Connection Fee Study as a Planned Capital Expenditure. Current accumulated depreciation for the WWTP Interplant Piping System is \$153,588, of which \$76,794 is held in Capital Replacement Reserves.	
Operations Impact: This is a Regional Water Quality Control Board Time Scheduled Order Task. To optimize the WWTP, the operator needs to adjust the water levels in each pond to create conditions that could help lower effluent Total Nitrogen numbers.	
Title: Video Sewer Line	\$ 95,000
Description: Ongoing program for video logging the collections system. Estimated completion date Fiscal Year End 2024. Video logging is the first step in defining the condition of the collection system and planning for future repairs and maintenance. The process includes line cleaning, video, and manhole lining inspections.	
Financial Impact: Removed from the NBS Connection Fee Study	
Operations Impact: Based on cleaning and videos, the District determines which areas of the collection system would benefit the most from rehabilitation or replacement.	
Title: Meter Replacement Program	\$ 70,000
Description: An ongoing program to replace aged and failing Mueller AMR meters with Kamstrup AMR meters. Initial purchase will also include software and training necessary for the transition to the Kamstrup meter format.	
Financial Impact: Included in the NBS Connection Fee Study as a Planned Capital Expenditure. The meters scheduled to be replaced were installed in 2009 and have reached the end of their useful life. Current accumulated depreciation for these meters is \$9,452, of which \$4,726 is held in Capital Replacement Reserves.	
Operations Impact: The Kamstrup AMR meter utilizes ultrasonic technology which includes a 20 year warrantee. Replacing our current mechanical meters with ultrasonic meters will reduce our operator time spent in the field repairing or replacing failing meters.	

Title: Lift Station Upgrades - Limited Scope	\$ 70,000
Description: Upgrade existing lift station controls, electrical and/or mechanical equipment. This does not represent the modifications that will need to be considered for future development.	
Financial Impact: Included in the NBS Connection Fee Study as a Planned Capital Expenditure. Current accumulated depreciation for the lift station controls is \$12,906, of which \$6,453 is held in Capital Replacement Reserves.	
Operations Impact: Electrical and/or mechanical upgrades on the lift station equipment has been deferred for many years in anticipation of development. Performing a limited scope upgrade will likely minimize more significant repairs.	

Title: Rehabilitate Well #5	\$ 60,000
Description: Well #5 has been in service since 1988 and is the oldest of our water wells. Rehabilitation involves pulling and cleaning the well shaft.	
Financial Impact: Included in the NBS Connection Fee Study as a Planned Capital Expenditure.	
Operations Impact: Recommended frequency of maintenance rehabilitation is every 3 to 5 years. The last major maintenance performed was in 2012. A successful rehabilitation will maximize the the quantity and quality of water.	

Title: SCADA System - Water	\$ 75,000
Description: Replace our current Supervisory Control and Data Acquisition (SCADA) hardware and software, which has reached Operating System (OS) obsolescence with a more robust system that will better fit the District's needs and be more cost efficient to maintain.	
Financial Impact: The current (SCADA) system was originally installed in 2005, updated in 2009, and again in 2015 with modified programming. Current combined accumulated depreciation for this system is \$215,547, of which \$107,774 is held in Capital Replacement reserves.	
Operations Impact: By replacing aging hardware and software, MHCSO is ensuring that the systems will continue to be more easily supported by consulting technicians in the future. An additional benefit of upgrading SCADA is to ensure situational awareness features for operators.	

Title: Replace Vehicle - 2005 Ford Ranger	\$ 30,000
Description: Replace 14 year old Ford Ranger truck with similar vehicle.	
Financial Impact: A new vehicle will incur a lower maintenance cost - lowering the District's realized Vehicle Expense.	
Operations Impact: None	

Total Budgeted Capital Expenditures FYE2020	\$ 730,000
Capital Reserve Balance on 1/2019	\$ 2,856,127
Funded from Budgeted Capital Reserve Contributions FYE2020	\$ 407,361
Funded from existing Capital Reserves	\$ 322,639
Estimated Capital Reserve Balance FYE2020	\$ 2,533,488

Planned Capital Projects & Maintenance

Description	Fund		2019/20	2020/21	2021/22	2022/23	2023/24	Notes
			\$					
Replace Vehicle - 2005 Ford Ranger	Water		30,000					
Lift Station Upgrades - Limited Scope	Sewer		70,000					
Pond Valve Replacement	Sewer		80,000	80,000				
Aeration System Replacement	Sewer		250,000					
SCADA System	Water		75,000					
Meter Replacement Program	Water		70,000	30,000	30,000	30,000	30,000	
Video Sewer Lines	Sewer		95,000	58,750	58,750	58,750	58,750	
Replace Electric Gate	Water		-	7,000				
Rehabilitate Well #5	Water		60,000					
Rehabilitate Well #6	Water			60,000				
Replace/Rebuild Waukesha Engine	Water			150,000				
Replace Vehicle - 2005 GMC Suburban	General			25,000				
SCADA System Installation	Sewer			35,000				
Backup Generator	Sewer			400,000				
Rehabilitate WWTP Ponds	Sewer			600,000				
Upgrade Cla-Val - Pressure Reducing Stations	Water			120,000				
Collection System Replacement - Slip Lining	Sewer				375,000			
Water Main Replacement	Water				125,000			
Rehabilitate Well #7	Water				60,000			
Rehabilitate Reservoir Tanks 1 & 2	Water				325,000			
Replace Vehicle - 2007 GMC Flatbed	Sewer					40,000		
Valve Replacement Project	Water					100,000		
Replace Vehicle - 1994 Ford Dump Truck	W/S					50,000		
Replace Vehicle - 2008 Ford F150	Sewer					40,000		
Aeration System	Sewer						250,000	Developer Dependent
Capacity Upgrade - Pond 3 Liner	Sewer						500,000	Developer Dependent
Water Treatment Plant	Water						500,000	Developer Dependent
Wastewater Treatment System	Sewer						1,060,000	Developer Dependent
Wastewater Treatment System - Add'l Loads	Sewer						440,000	Developer Dependent
Well #8 Installation	Water						1,500,000	Developer Dependent
Reservoir	Water						500,000	Developer Dependent
Backhoe								
Filter Media Replacement FYE2025								
Master Plan								
Long Range Financial Plan								
Prop 218 Study FYE2021								
Total			\$ 730,000	\$ 1,565,750	\$ 973,750	\$ 318,750	\$ 4,838,750	



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Loch A. Dreizler, General Manager
DATE: April 17, 2019
SUBJECT: Adopt Ordinance 19-83, second reading / public comment

Recommendation / Proposed Motion

- Recommendation: Board of Directors adopt Ordinance No. 19-83, Setting Forth Fees to Connect to District Facilities for new construction. This motion to adopt rescinds and replaces Section 1 of Ordinance no. 16-81
- Proposed Motion: Adopt Ordinance 19-83, updating connection fees for new construction, as approved by the Board of Directors at the February 20, 2019, Regular Meeting.

Policy Reference

- California Government Code §66013 allows local agencies, including special districts, to impose fees (capacity charges) for water and wastewater.
- Per California Government Code §61045(g), (g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.

Budget Resource

- Capacity Charges are a source of revenue for funding capital facilities.

Alternatives Considered

None

Background

These Connection Fees were updated by NBS and approved by the Board of Directors at the February 20, 2019, Regular Meeting.

Current Capacity Charges for Water and Sewer Facilities are established in Ordinance No 16-81, Article II - *Schedule of Fees to Connect to District Facilities*, Section 1. *Connection Fee Charges* and will be repealed by Ordinance 19-83 after the following schedule:

- Introduce Ordinance – March 20, 2019
- Posting of the Public Hearing – April 3, 2019

- Summary of the posted meeting in the newspaper – April 12, 2019
- Second reading, Public Comment, Approve Ordinance – April 17, 2019
- Summary posted in the newspaper – May 2, 2019
- Updated Connect fees take effect – June 17, 2019

Discussion

With District introduction last month, posting of public hearing and summary, staff continues with the ordinance process during tonight's public hearing at a regularly scheduled meeting. By California Government Code §66017, the new capacity charges would go into effect June 17, 2019 - 60 days following adoption of the new ordinance.

Attachments

Ordinance No. 19-83

ORDINANCE NO. 19-83

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE MISSION HILLS COMMUNITY SERVICES
DISTRICT SETTING FORTH FEES TO CONNECT
TO DISTRICT FACILITIES**

(Rescinds and replaces Section 1 of Ordinance no. 16-81 to update connection charge)

WHEREAS, the Mission Hills Community Services District (the "District") is a community services district duly formed under California Government Code §61000 et. seq. to provide community services within the District's service area, including water, sewer, and street sweeping services; and

WHEREAS, under California Government Code §61123, the District may charge fees to cover the costs of any service that the District provides; and

WHEREAS, the District's Board of Directors are authorized by the provisions of California Government Code §61060(a) to adopt ordinances; and

WHEREAS, the California Government Code §66013 authorizes public agencies to impose capacity charges on connecting customers, to ensure that they pay their fair share of the current Water and/or Wastewater utility assets, plus the cost of new facilities needed to serve them; and

WHEREAS, under a contract with the District, NBS prepared a Water and Wastewater Connection Charge Study dated February 2019 ("Water and Sewer Capacity Charge Study") recommending certain changes to the District's water and sewer connection rates; and

WHEREAS, the revenues from the proposed water and sewer connection charge fees will not exceed the funds required to provide the service, and the fees do not exceed the proportional cost of service attributable to each parcel served; and

WHEREAS, it is noted that this study defines the maximum amount that could be charged for new connections and that the District's Board of Directors retain the option to set lower charge should they desire, and

WHEREAS, on February 20, 2019, the District's Board of Directors reviewed and accepted the Capacity Charge Study.

NOW, THEREFORE, be it ordained by the Board of Directors of the Mission Hills Community Services District, Santa Barbara County, California as follows:

ARTICLE I - GENERAL PROVISIONS

Section 1. Recitals.

The Recitals are true and correct and incorporated herein by this reference. The Recitals and referenced reports and studies contained therein constitute and/or support the findings of the District in support of this Ordinance.

Section 2. Definitions.

All definitions of terms used herein are the same as contained in Ordinance 16-81 and are applicable.

Section 4. Repealer.

Section 1 of Ordinance No. 16-81 is hereby repealed, effective 11:59 pm, May 17, 2019. Thenceforth, all water and sewer connection fees previously becoming due and payable shall be collected under provisions of this Ordinance and as otherwise authorized by law,

Section 5. Right to Determine the Applicability of Rates.

The District reserves the right to determine the applicability of any and charges and fees and to consider applications for adjustment to the timing or terms and conditions for payment charges and fees set by the District.

Section 6. Non-Routine Services.

All non-routine services provided by the District whose charges are not covered by ordinance shall be charged at the hourly rate of the person performing the service plus the current overhead rate as determined by the General Manager.

Section 7. Quality.

Whenever furnished for human consumption or domestic uses, the District will endeavor to meet the requirements of the State Health Department and provide water that is wholesome, potable, in no way harmful or dangerous to health, and insofar as practicable, free from objectionable odors, taste, color, and turbidity. However, the District cannot be responsible for the meeting of these objectives nor can it guarantee the quality of water to its customers.

Section 8. Conditions of Service.

As a condition of water and sewer services, it shall be the responsibility of the applicant for said service to connect to the District water meter and/or sewer line by the approved District Standards. Each lot or parcel of land, as shown on the current parcel map in the Office of the Assessor of the county of Santa Barbara, shall be served through and have a separate water meter and/or sewer lateral. No water or sewer piping shall cross lot or parcel boundary lines to serve any other lot or parcel without the approval of the District Manager and the explicit agreement of the District Board of Directors.

ARTICLE II – SCHEDULE OF FEES TO CONNECT TO DISTRICT FACILITIES

Section 1. Connection Fee Charges.

Connection Fees to connect previously unconnected premises or lots of parcels of land to the District's Water and/or Sewer Systems are hereby established. Said Connection Fees are not transferable and are due and payable 1) at the time application is made for service to the subdivision, and 2) before physical connection for properties, per the following aggregate rate schedule or as amended by Board approved Development Agreement.

Water Facilities.

Connection, direct or indirect, of any parcel, lot or premise to the District Water System.

Meter Size (Inches)	Flow Rate (Gpm) Max	Ratio	Water Connection Fee
1	50	1.00	\$8,667
1 ½	100	2.00	\$17,334
2	160	3.20	\$27,735
3	320	6.40	\$55,570
4	500	10.00	\$86,671
6	1,000	20.00	\$173,343
8	2,800	56.00	\$485,360

Sewer Facilities.

Connection, direct or indirect, of any parcel, lot or premise to the District Sewer System except hotels, motels, or school/meeting facilities; **\$7,551 per Equivalent Dwelling Unit (EDU)** One EDU is a Single-Family Residential unit)

All Other Facilities Fees to be determined individually based upon current standards, as allowed by Article I, Section 5.

Section 2. Metered Service Installation.

All service connections to the Water System of the Mission Hills Community Service District and the installation of water meters with respect thereto shall be made only by the Mission Hills Community Services District, its authorized agents or employees.

ARTICLE VI- MISCELLANEOUS

Section 1.

All ordinances, resolutions, or administrative actions by the Board, or parts thereof, which are inconsistent with any provision of this Ordinance are hereby superseded only to the extent of such inconsistency.

Section 2.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 3.

This Ordinance shall take effect and be in full force and effect sixty (60) days after the date of its adoption. The rates and charges adopted by this Ordinance shall take effect June 17, 2019

Section 4.

Within fifteen (15) days following adoption, this Ordinance shall be published at least once, together with the names of the Directors voting thereon, in a newspaper of general circulation within the District. Additionally, this Ordinance shall be posted for one week in three (3) public places in the District.

Introduced and approved at a meeting of the Board of Directors on March 20, 2019, and passed and adopted by the Board of Directors of the Mission Hills Community Services District on April 17, 2019, by the following roll call vote:

AYES: **Directors:**
NOES:
ABSENT:
ABSTAIN:

Walter Fasold, President
Board of Directors

ATTEST:

Casey Fowler, Secretary



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Loch A. Dreizler, General Manager
Via: Alternative Energy Ad Hoc Committee (Fasold & Heavin)

DATE: April 17, 2019

SUBJECT: Emergency Generators

Recommendation / Proposed Motion

Recommendation: to review Alternative Energy Ad Hoc Committee, Emergency Generators

Proposed Motion: Approve staff recommendation and timeline on page 3 of the memorandum

Policy Reference

Goals for Fiscal Year 2018/2019 were established at the August 2018 Board Meeting and included in the proposed 5-year emergency generator purchase plan.

Budget Resources

Generators were included in the planned assets when the connection fee study was developed, and in the draft 20/21 five-year Planned Capital Projects & Maintenance document with an estimate of \$400,000. Implementation Time may span two fiscal years.

Lift Station Generator: \$84,000 or \$19,000 if we rent generator instead of purchase

Water Treatment Facility: \$27,000

Well #6 Generator: \$21,000

Total: \$132,000 or \$67,000 if we rent generator instead of purchase

Alternatives Considered

None

Background

Top Five outstanding issues were included in a Board Memorandum from January 2018. To address these outstanding issues committee meetings are scheduled to offer a process to establish and implement priorities and goals.

At the April 3rd Alternative Energy Committee, President Fasold and Vice President Heavin reviewed information about generators provide by staff.

Discussion

This memorandum is a summary of committee meetings to allow Board members that are not directly involved with individual committees to get updates. An additional goal, if appropriate, is to bring separate Board Memorandums with associated action items with committee recommendations to the full Board.

Although phase one of the generator plan did not include the purchase of a Lift Station generator, the committee determined that this should be the emergency generator priority.

Project #1: Manual transfer switch for lift station

Electrical Labor and Material to install 400-amp 600-volt 3 phase manual transfer switch with wiring to the existing panel. Also, remove the existing failing backboard and replace with 2 x 12 pressure treated wood.

1) Estimate:

a) Equipment	\$ 4,000
b) Design/Permit	\$ 5,000
c) <u>Installation</u>	<u>\$ 10,000 (Includes a Manual Transfer Switch)</u>
d) Total	\$ 19,000

2) Purchase a portable 175 KW generator that could be used at Lift Station or at Well #7

a) Equipment	\$60,000
b) <u>Design/ Permit</u>	<u>\$ 5,000 (APCD Permit Processing)</u>
c) Total	\$65,000

Project #2: Water Treatment Facility: 1 Phase 120/240V Service (Not for the well) - The Original Concept was to purchase a 10 – 25 KW portable diesel generator to power SCADA, building lights, etc.,

1) Estimate:

a) Equipment	\$10,000 (10 kW Generator)
b) Design/Permit	\$ 2,000
c) <u>Installation</u>	<u>\$15,000 (Includes Automatic Transfer Switch)</u>
d) Total	\$27,000

Project #3: Well 6: 1 Phase 120/240V Service - Original Concept was to purchase a 10 – 25 KW permanent generator to power Murphy Panel and Programmable Logic Controller (PLC).

Based on the load analysis a standard 2 kW generator or larger would be enough.

1) Estimate:

a) Equipment	\$ 4,000
b) Design/Permit	\$ 2,000
c) <u>Installation</u>	<u>\$15,000 (Includes Automatic Transfer Switch)</u>
d) Total	\$21,000

Staff Recommendation:

Fiscal Year 18/19 or 19/20:

- 1) Purchase / Install manual transfer switch at the lift station
- 2) Purchase / Install an automatic transfer switch for a water treatment facility and purchase generator
- 3) Purchase / Install manual transfer switch for well #6 and purchase a small generator

Total: \$67,000

Fiscal Year 19/20:

- 1) Purchase portable generator to be used at lift station and well #7

Total: \$65,000

Fiscal Year 20/21

- 1) Purchase a small generator for the main office to run lights, phones, and computers
- 2) Upgrade stand-by wastewater generator

Total: Unknown at this time

Modify from original plan:

- 1) Don't retrofit Well #5 with transfer switch or purchase a generator

This recommendation would complete the 5-year phasing project for emergency generators.



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Loch A. Dreizler, General Manager
DATE: April 17, 2019
SUBJECT: Five-Year Optimization Plan for Total Nitrogen and Chlorides

Recommendation / Proposed Motion

- Recommendation: Review the Five-Year Optimization Plan for Total Nitrogen and Chlorides.
- Proposed Motion: Approve the attached Wastewater Treatment Plant Five Year Optimization Plan for Total Nitrogen and Chlorides.

Policy Reference

After Central Coast Water Board adoption of Waste Discharge Requirements, Order and Monitoring and Reporting Program No. R3-2019-0042, the Executive Officer will issue Time Schedule Order No. R3-2019-0015. The Central Coast Water Board requires MHCSO to submit Five-Year Optimization Plan by April of 2019 that has been approved by the Mission Hills Board.

Budget Resource

There are undetermined costs associated with compliance that will be further defined as requirements and project are implemented. However, some of the tasks are in the 19/20 Capital Improvement Plan, like aeration and valve replacement.

Alternatives Considered

None

Background of proposed Waste Discharge Requirements

The Wastewater Committee, President Fasold, and Director Nix met on April 10 to review and approve the *Five-Year Optimization Plan for Total Nitrogen and Chlorides* and suggested some minor modification that is included in the attachment.

MHCSO's compliance history indicates it cannot achieve immediate compliance with the existing chloride and total nitrogen effluent limits prescribed in Order. In January 2019, MHCSO staff developed an attached plan to upgrade its operations and wastewater treatment facility. The attached plan describes facility upgrades designed to achieve compliance with permit limitations, improve effluent quality, improve existing facilities. Phased implementation is scheduled to begin in May of 2019 with estimated completion in 2025. The Time Schedule Order requires the District to submit a plan by April of 2019 that has been approved by the MHCSO Board to upgrade its operations and wastewater treatment facility.

Discussion

The proposed new Waste Discharge Requirement will go to the Regional Water Quality Control Board for approval on May 17, 2019. The draft proposed Waste Discharge Requirements includes:

- Groundwater quality objectives for the Lompoc Plain sub-basin instead of the Lompoc Upland sub-basin;
- Revised effluent limits in alignment with the groundwater quality objectives for the Lompoc Plain sub-basin that will significantly reduce total dissolved solids and chloride violations;
- Revised monitoring and reporting requirements.

The Waste Discharge Requirements, Order No. R3-2019-0042 and Monitoring and Reporting Program No. R3-2019-0042 for our Wastewater Treatment System can be retrieved at:

https://www.waterboards.ca.gov/centralcoast/board_decisions/tentative_orders/

Staff recommends approval of the Five-Year Optimization Plan for Total Nitrogen and Chlorides. The proposed Waste Discharge Requirements offer the District an excellent opportunity to stay in compliance with the 5-year Time Schedule Order (TSO) which will be approved by the RWQCB Commissioner upon approval of the new WDR in May. The following table is from the Draft Time Schedule Order NO. R3-2019-0015

Table 4 - Task Summary

	Task	Due Date
1	Submit MHCSO Board approved plan to upgrade operations and wastewater treatment facility	April 2019
2	Evaluate existing pond aeration/mixing system	August 2019
3	Propose & design improved aeration/mixing system	October 2019
4	Develop aeration/mixing system bid documents & advertise	January 2020
5	Purchase & install aeration/mixing system with MHCSO Board approval	April 2020
6	Evaluate pond flow patterns and hydraulic retention times	April 2020
7	Install upgraded pond aeration/mixing system	May 2020
8	Evaluate pond sludge distribution in Ponds 2 and 3	December 2020
9	Collect samples to identify chloride sources	October 2021
10	Evaluate options for chloride reduction program	October 2021
11	De-sludge Pond 3 if necessary	December 2021
12	Develop and implement valve repair program	October 2022
13	Develop chloride reduction program	November 2022
14	Evaluate dissolved oxygen levels in ponds	Ongoing
15	Continue public outreach for chloride reduction	Ongoing
16	Complete all actions	February 2025

Attachments:

- MHCSO Wastewater Treatment Plant Five Year Optimization Plan for Total Nitrogen and Chlorides

MHCSD Wastewater Treatment Plant Five Year Optimization Plan for Total Nitrogen and Chlorides

Summary of Discussion

The Mission Hills Community Services District is committed to providing residents reliable, high-quality water and wastewater services in an efficient, cost-effective, and environmentally safe manner. Historically, Total Nitrogen and Chloride limits in the ponds have not always been achieved. This report outlines proposed projects and potential future projects for Mission Hills Community Services District (MHCSD) wastewater treatment plant, and will focus on the districts five-year plan to reduce Total Nitrogen and Chlorides. Table 1, Table 2, and Table 3 summarize these projects with estimated timelines. Below is the summary of each project, the determination of need, tasks for completion with estimated completion dates, and measurements of anticipated benefits. These projects are listed in MHCSD's anticipated order of completion for both Total Nitrogen and Chlorides.

Total Nitrogen

Table 1. - Proposed Projects

	Estimated Completion Date
1. Purchase update lagoon aeration for pond #1 and pond #2	May 2020
2. Repair the valve system to allow the ponds to run deeper	October 2022
3. Build drogues to do a flow study in pond #2 to determine if there is short-circuiting	April 2020
4. De-sludge pond #3	December 2021
5. Sludge judge pond #2	September 2019

Table 2. - Potential Future Projects

1. Recirculation of pond #2 effluent to pond #1 influent to allow additional treatment time
2. Install baffles as the bottom of pond #3 to prevent oxygen from reaching the bottom of the pond
3. Baffle pond #2 if the project above shows we are short-circuiting
4. Mechanical nitrogen reduction system

Total Nitrogen – Proposed Projects

1. Purchase Update Lagoon Aeration for Pond #1 and #2

The purpose of aeration in wastewater treatment is to both: supply the required oxygen to the metabolizing microorganisms, and to provide mixing so the microorganisms come in contact with the

dissolved and suspended organic matter. The disadvantages of our existing surface aeration system, is the limited ability to mix lower than 6 feet below the surface level. Resulting in lower BOD removal and sludge accumulation on the remaining 4 to 6 feet. This sludge accumulation on the bottom of the pond lowers retention time and circumvents the treatment process.

Determination of Need

- In November 2018 sludge profiling of Pond #1 was completed by MHCSO Staff. It was determined that there was an uneven distribution across the bottom of the pond, verifying the current surface aeration is not reaching the bottom. Poor mixing, combined with colder temperatures at the bottom of the pond makes for an inefficient anaerobic digester.
- Inconsistent Dissolved Oxygen (DO) sampling – MHCSOs current DO monitoring is completed periodically throughout the day with a handheld DO probe by MHCSO Staff. Aeration is determined based on these random samples. Oxygen is needed by living organisms as they oxidize waste to obtain energy for growth. Therefore, accurate, consistent monitoring and controlling of oxygen is required for secondary or biological treatment of wastewater.

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Purchase a submerged aeration diffusers system (fine and coarse bubble aeration)	June 2019
2. Once the contract is submitted delivery time is estimated at 16 weeks	October 2019
3. Installation (contractors and electricians)	May 2020

Measurements of Anticipate Benefits

Pond 1 is trisected into three treatment zones by two existing baffles. The zones maximize treatment in pond 1 with five submerged aeration diffusers proposed in Cell 1A, three in Cell 1B and two in Cell 1C. Pond 2 will receive two submerged aeration diffusers. The aeration upgrade will have the added benefit of minimizing sludge buildup in Pond 1 and, 24-hour automatic DO monitoring.

The submerged aeration diffusers feature coarse and fine bubbles technology.

- Coarse Bubble Mixing: Large bubbles are released at the bottom of the static tube creating a draft effect that pulls water and liquefied organic matter up from the basin floor. This produces wastewater mixing by highly agitating the water column, thoroughly churning and circulating the entire wastewater basin.
- Fine Bubble Aeration: Fine bubble diffusers surround the static tube, maximizing oxygen transfer efficiency (OTE) while minimizing energy consumption. Enhanced by the mixing effect of the coarse bubble, this combination provides the ideal environment for biological treatment.

- **Optimized Energy Distribution:** The submerged aeration diffusers modular design allows for treatment to be evenly distributed throughout the entire wastewater lagoon, mixing and aerating from the basin floor to the surface.

Measurement of Task	Estimated Timeline
1. sludge profile will be completed to compare with the November 2018 sludge profile	6 months after completion
2. Sludge Profile of both Treatment Ponds beginning in 2021	Every 2 Years
3. The new submerged aeration diffusers system is equipped with a 24-hour DO monitoring system to allow the wastewater operator to make quick adjustments to consistently maintain the BOD at the optimal levels, even during continually changing weather conditions	Monitored Daily

2. Repair the Valve System to Allow the Ponds to Run Deeper

To optimize the wastewater treatment plant, the operator should be able to adjust the water levels in each pond to create anoxic conditions that favor denitrification to achieve lower effluent Total Nitrogen numbers. This project will be completed in 5 phases, due to the requirement to lower each pond and providing a safe environment for the contractors. Each phase will consist of one pond being lowered at a time to replace a total of 6 valve extensions per pond. Once the valve extensions are replaced/ repaired the operation of the valve will be determined by valve exercising.

Determination of Need

- Valve exercising for each pond began in 2017. It was determined that five valve stems need to be replaced before we can determine the efficiency of the valves themselves.
- Valves between pond #6 and pond #7 are not encased by a vault but instead are in a 1-foot diameter pipe sleeve with the inability to manually access the valve this makes it impossible for a valve stem to be replaced. This project will require an extensive amount of excavation and a much higher cost. For this reason, MHCSO would like to focus on the ponds in use before our largest pond which is currently offline with no anticipation of being used in the near future.

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline*
1. Meet with Contractor to obtain a cost estimate	June 2019
2. Notify the RWQCB of the ponds being removed for repair and changes in composite sampling during the specified time	On-going
3. Drain pond #6 back into pond #5 with the use of a hydraulic pump	July 2020
a. Replace the Valve stems (6 in all)	September 2020

b. Determine the efficiency of the valve by exercising- if required replace while drained	October 2020
4. Drain pond #5 into pond #6	November 2020
a. Replace the Valve stems (6 in all)	January 2021
b. Determine efficiency of valve by exercising- if required replace while drained	February 2021
5. Drain pond #4 into pond #5	March 2021
a. Replace the valve stems (6 in all)	June 2021
b. Determine efficiency of valve by exercising- if required replace while drained	July 2021
6. Drain pond #3 into pond #4	August 2021
a. Replace the Valve stems (6 in all)	September 2021
b. Determine efficiency of valve by exercising- if required replace while drained	October 2021
c. See De-sludge Pond #3 project below for task for completion as well as estimated timelines	See task 4 below
7. Meet with contractor for cost estimate of pond #7 valve repair	March 2021
This last project may require competitive bidding. Once MHCS D has had time to determine the scope of work and anticipated timeline the RWQCB will be updated of estimated completion	October 2022

*These estimated timelines could potentially be impacted during a rainy season which would delay the project for an unspecified amount of time. If this occurs, some phases of the project will be postponed and, RWQCB will be notified.

Measurements of Anticipate Benefits

Each pond is designed to have a specified amount of freeboard available as determined in the Operation and Maintenance Manual of 1985. WDR Order Number 97-35 requires that the freeboard shall exceed two feet in all evaporation/ percolation ponds and one foot in all treatment ponds. Freeboard in the plant is monitored weekly and determined there is an average of 10 feet still available of increased capacity per pond for additional treatment time.

- The freeboard is the difference in height between the top of the pond and the highest water level anticipated. Freeboard is a guard against overtopping of unexpected rises in the wastewater level, or miscalculation in the maximum anticipated flows.

Measurement of Task	Estimated Timeline
Once re-stabilization of each pond has occurred the operator will then be able to slowly begin to raise the level in each of the ponds to a depth between what is stated in the Operations Manual of 1985 and below the required WDR limit	October 2022

3. Build Drogues to do a Flow Study of Pond #2

Pond #1 was designed with a hydraulic retention time of nine to twelve days. The actual operation of pond #1 before the relining and baffle installation showed a retention time ranging between three to seven days. Under our updated conditions our current retention time is around thirteen days allowing denitrifying bacteria to grow. The District would like to confirm the flow of pond #2 to verify there is no short-circuiting. Pond #2 is designed to have a retention time of 8 days. The flow comes into pond #2 highly oxygenated requiring longer retention time to allow the pond to turn anoxic before reaching the influent of pond #3.

Determination of Need

- With the unanticipated results of the flow study performed in pond #1 prior to the relining project MHCSO would like to determine if similar short-circuiting is occurring in our secondary treatment pond.

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Four separate drogues will be built by our operator with the assistance of H & S Environmental at the following lengths: 3 feet, 5 feet, 7 feet, and 9 feet	September 2019
2. Place all four drogues of the influent of pond #2 and monitor location daily. The operator will notate locations daily until all have reached the effluent	October 2019 and April 2020
a. This study shall be performed twice – once in the spring/summer months and again in the fall/winter months	

Measurements of Anticipate Benefits

Wastewater lagoon short-circuiting is when wastewater “short circuits” or takes a short-cut through the lagoon, bypassing the treatment process. Retention time is key to wastewater treatment—if wastewater doesn’t have enough contact with digesting microbes, it doesn’t get treated, and you get high TSS and BOD in your effluent.

- The drogues being designed and measured at different lengths will help determine if stratification is occurring.
 - Stratification is when water settles into distinct layers due to differences in temperature (thermal stratification) or dissolved oxygen (DO) content (biological stratification). The colder, denser water sinks to the bottom of the lagoon, creating an anoxic zone with low DO and high BOD. The shorter winter days with less solar radiation and cold winds create some lagoon mixing, as colder surface water continually displaces the warmer water at the bottom. However, without mechanical aeration throughout the water column, the warmer influent doesn’t get incorporated into the overall environment of

the lagoon. Taking the path of least resistance, the warm influent rides the thermocline, or thin dividing layer between strata, above the heavier, colder water, and doesn't get treated.

Measurement of Task	Estimated Timeline
If it is notated that pond short-circuiting is occurring MHCS D will begin to look into the possibility of baffling pond #2. This is notated under table 2. Potential future projects	November 2019

4. **De-sludge Pond #3** (if necessary)

Part of the facility's treatment process includes particles settling to the bottom of each pond forming sludge. A build-up of sludge over many years reduces the ponds' capacity and can lead to poor water discharge quality in BOD, TSS, ammonia, and odors. Desludging is a periodic maintenance process where ponds are emptied, dried out, and the biosolids are removed from the ponds to increase the efficiency and effectiveness of these facilities. This is standard practice in treatment ponds and not as common for polishing ponds. However, when both pond #1 and pond #2 were relined, only one treatment pond was available for an extended period, allowing more organic material to be transferred to pond #3. It is believed that pond #3 may not be percolating into the ground as designed, but instead, a natural barrier has developed over the years that would make this pond more of a treatment pond vs. a polishing pond.

Determination of Need

- Sludge profiling of pond #3 to determine thickness and constituents

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Sludge profile for thickness to be completed by MHCS D staff	September 2021
2. Sludge sample to be compiled by MHCS D staff and sent to lab for analysis	December 2021
3. Once task 1 and 2 are completed MHCS D will analyze and determine the best desludging process for this project	TBD

Measurements of Anticipate Benefits

Most lagoons will have to be de-sludge at some point in their service lives to avoid the main problems associated with sludge accumulation; additional BOD and ammonia load, inadequate treatment, sludge solids leaving the pond with the effluent, odors, interference with oxygen transfer, and sludge harboring pathogens.

Measurement of Task	Estimated Timeline
To be determined based on what tasks of completion will be required	TBD

5. Sludge Judge pond #2

A ponds sludge accumulation rate is useful to know when planning for future sludge removal expense. With the completion of Pond #2 re-liner in 2011, a pond profile is highly recommended to plan for future desludging. A ponds solids accumulation can lead to many pond performance problems such as additional BOD and ammonia load, Inadequate treatment, sludge solids leaving the pond with the effluent, odors, interference with oxygen transfer, and mixing and sludge harboring pathogens.

Determination of Need

- Sludge profiling of pond #2 to determine thickness and sludge distribution throughout the bottom of the pond.
- From this profiling, sludge removal will be determined.

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Sludge profile for thickness to be completed by MHCS staff	September 2019
2. Sludge sample to be complied by MHCS staff and sent to lab for analysis	September 2019
3. Once task 1 and 2 are completed MHCS will analyze and determine the best desludging process for this project	TBD

Measurements of Anticipate Benefits

Most lagoons will have to be de-sludge at some point in their service lives to avoid the main problems associated with sludge accumulation as mentioned above; additional BOD and ammonia load, Inadequate treatment, sludge solids leaving the pond with the effluent, odors, interference with oxygen transfer, and sludge harboring pathogens.

Measurement of Task	Estimated Timeline
To be determined based on what tasks of completion will be required	TBD

POTENTIAL FUTURE PROJECTS

1. Recirculation of Pond #2 effluent to Pond #1 influent

Potential future project if the Chief Plant Operator determines recirculation of a percentage of the nitrate-rich wastewater is needed to reduce total nitrogen concentrations in wastewater discharged to percolation ponds. Frequent measurements and management will dictate recirculation volume and run times.

Anticipated Benefit - As ammonia is broken down in the treatment system nitrates are formed. These nitrates are an oxygen source for the bugs at work in the primary treatment pond. Recirculation returns not only dissolved oxygen from "downstream" ponds but also nitrates for more Total Nitrogen Reduction.

2. Install baffles at the bottom of Pond #3

Potential future project as determined by the Chief Plant Operator. Windy conditions at Mission Hills forces oxygenated currents to “blow” over the anoxic environment where denitrification can occur. Oxygen is not compatible with the denitrification process. Baffles set at the bottom of pond #3 can keep the oxygen currents from deactivating the denitrification process. If it is determined this could be beneficial, H & S Environmental recommends that based on the size of our pond, eight of these baffles would be necessary to create enough surface area, each at 70% width.

Anticipated Benefit – This strategy is to create greater anoxic conditions in pond #3. Greater water depth along with subsurface baffles can accomplish greater results by “protecting” the bottom of the pond from oxygen currents that inactivate denitrifying bacteria. These baffles create a better growth environment for a greater surface area of denitrifying bacteria.

3. Baffle Pond #2 if the project above shows short circuiting

Potential future project as determined by the Chief Plant Operator after analysis of the flow study discussed above. A main factor in the poor performance of many lagoons is short circuiting. This is caused by a hydraulic inefficiency that allows wastewater to exit a lagoon over a time shorter than necessary to completely stabilize it. The addition of baffles can prevent a short circuit by manipulating flow patterns to improve retention time and promote the settling of solids. Studies have shown that long, evenly spaced baffles 70% of the width of the lagoon provide the greatest efficiency.

Anticipated Benefit – Baffles are ideal for increasing hydraulic retention time by controlling flow and circulation in wastewater treating ponds to eliminate dead zones and improve treatment efficiency. They have been proven to be effective in reducing ammonia concentrations by improving flow characteristics and providing attachment sites for nitrifying bacteria and nutrient assimilation bacteria and algae.

4. Mechanical Nitrogen Reduction System

Potential future project. A mechanical nitrogen reduction system is a thermally-regulated nitrification reactor designed to remove ammonia from the ponds. This system integrates with the existing infrastructure and can be configured to address BOD and Total Nitrogen challenges. The principle has three components to achieve results: Maximize bacteria concentrations, control temperature, and optimize mixing and aeration.

Anticipated Benefit - Ammonia removal through nitrification will reliably occur with the proper conditions. The purpose of mechanical nitrogen removal process is to control and optimize each of these conditions, fostering an ideal habitat for a specific set of bacteria called nitrifiers and super-concentrating them into a small and highly efficient reactor. In doing so, anticipated results will be performed by maximizing bacteria and controlling temperature.

Chlorides

Table 3. - Proposed Projects

	Completion Date
1. Collection system sampling to determine chloride zones & sources	October 2021
2. Purchase 24-hour sampling equipment at the headworks	June 2021
3. Public Education through mailers and other community outreach to be determined	On-going
4. Water softener buyback program	February 2025
- Negotiations with water softener companies	
- Possible grant funding	

Chlorides – Proposed Projects

1. Collection System Sampling to Determine Chloride Zones

The majority of the collection system works on gravity. The wastewater flows into the underground pipes at an elevated level, then follows the downward direction of the pipe to its final destination at the Wastewater Treatment Plant (WWTP). MHCSD would like to narrow down specific “zones” of the District by doing collection system composite sampling to determine which zones are carrying heavier loads of chlorides to help focus the water softener buyback program as discussed in proposed project #4, if deemed to be beneficial.

Composite sampling consists of a collection of numerous individual samples taken at regular intervals over a period of time, usually 24 hours. The material being sampled is collected in a common container over the sampling period. The analysis of this material, collected over a period of time, will, therefore, represent the average performance during the collection period.

Determination of Need

A source determination study was completed in 2011 by the Wallace Group and concluded that self-regenerating water softeners are the proximate cause for the increase in Chlorides and TDS.

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Map out zones within the District based on wastewater collection system flow	December 2020
2. Locate and rent automatic samplers to place in manholes in specified zones	December 2020
3. Perform samples	April 2021
4. Analyze data to determine how to focus potential water softener buyback program	October 2021

Measurements of Anticipate Benefits

Self-regenerating water softeners installed prior to 1999 often time self-regenerate nightly. This means that salt is discharged into the wastewater stream at an estimated one pound per regeneration flush. Post 1999, self-regenerating water softeners were required to regenerate only on demand, therefore an estimated regeneration of every 2 to 3 days. The goal is to analyzing 24-hour composite sample over a few days per zone allowing MHCS D to see the section of the District contributing the most salt load.

Measurement of Task	Estimated Timeline
Analyze and compare the first two sets of data collected to determine if this project should continue	April 2021

2. Evaluate 24-hour sampling equipment at the headworks and effluent of pond #2

Wastewater sampling is generally performed by one of two methods, grab sampling (which we are currently doing) or composite sampling. Grab sampling is just what it sounds like; all of the test material is collected at one time. As such, a grab sample reflects performance only at the point in time that the sample was collected, and then only if the sample was properly collected. Composite sampling consists of a collection of numerous individual discrete samples taken at regular intervals over a period of time, usually 24 hours. The material being sampled is collected in a common container over the sampling period. The analysis of this material, collected over a period of time, will, therefore, represent the average performance during the collection period.

Determination of Need

Sampling is performed twice a month at the MHCS D wastewater plant for reporting purposes but to also help in determining efficiencies of the pond. Influent sampling into the wastewater plant and effluent sampling of pond #2 are part of those samples. When reviewing these samples month after month it is clear to see that in attempting to determine the best approach at the beginning and the end of the treatment cycle the District needs to know what is coming into the wastewater plant and what the treatment process is completing, not what is occurring "at that moment."

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Research sampling systems for desired results	June 2020
2. If contractor required for installation – get estimates	Dependent on results of task 1
3. Get Board of Director approval	
4. Evaluate sample results over a one year period	July 2021

Measurements of Anticipate Benefits

To optimize plant performance, various adjustments to processes must be made on an ongoing basis. The operator makes these adjustments based on knowledge and lab test results; however, before lab test can be performed, samples must be taken. 24-hour composite samples will be recorded and compared to previous years grab sample results. It is anticipated that the results will show more consistent numbers coming into the plant and leaving pond #2 than previous years with large fluctuations.

Measurement of Task	Estimated Timeline
Measure 1 year of composite samples and compare grab sample results from past 2 years with updated 24-hour composite samples	Dependent on task above

3. Public Education through mailers and community outreach to be determined

Educating and engaging the public is perhaps one of the most important, yet least incorporated aspects of many municipal services. An informed public, and an informed Board can be our best assets. It is the responsibility of MHCSD to be the communities link to understanding these operations, maintenance, cost and proper use of wastewater services. We have the opportunity (and the duty) to educate the customers regarding the services, user responsibilities, and the goals of the wastewater plant. Here are some key elements for reaching out to, and educating the community: Mission Statement, Community Surveys, Bill stuffers, Newsletters, and Open House events.

Determination of Need

A utility can often lose contact with its users. This may be the result of not actively engaging the community, or listening to only a select and vocal few. To obtain a representative set of consumer opinions, it may help to conduct a customer survey. The survey may also be used to gauge the level of customer satisfaction and to direct efforts for service and communication improvements.

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Verify our mission statement is accurate to community needs	January 2020
2. Perform community surveys	August 2020
3. Develop and insert bill stuffers	On-going
4. Develop and mail annual newsletters	January 2020
5. Perform annual open house	August 2020

Measurements of Anticipate Benefits

After the first survey is completed verifying public opinion, begin to implement the updated public education plan. After a complete year of notifications perform the survey again to verify the tasks are effective.

Measurement of Task	Estimated Timeline
1. Perform first public opinion survey	August 2020
2. Begin to implement new customer education plan	January 2021
3. Perform a follow-up survey to verify improvement	August 2021

4. **Water Softener Buyback Program**

To ensure continued operation of self-regenerating water softeners, it must be regenerated with high salt brine that contains chloride. The brine eventually drains into the wastewater system and contributes significantly to high chloride concentrations in the wastewater plant. Self-regenerating water softeners, we believe, are widely used within the District. To help with this problem, the District will look into options for a self-regenerating water softener rebate program.

Determination of Need

- Self-regenerating water softeners produce high saline wastewater concentrations and such wastewater, when discharged into the District sewer collection system, contributes to the elevated concentration levels of both TDS and Chlorides. The 2011 Source Determination Study further found that self-regenerating water softeners represent the majority of salt from controllable sources, as the remainder is estimated to be from human waste.

Tasks for Completion and Estimated Timelines

Task	Estimated Timeline
1. Look for grant options to assist in the buyback program. If no grant options are available to determine budgeting constraints	November 2022
2. Analyze the collection system monitoring as discussed above to determine "zoning."	October 2021
3. Meet with Rayne and Culligan to see if they will partner with MHCSO for additional new customer rebates	November 2021
4. Create and distribute buyback flyers	November 2022
Distributed to all customers then focus on individual zones	
5. End buyback program	February 2025

Measurements of Anticipate Benefits

Everyday citizens can significantly decrease salinity by changing or eliminating their use of self-regenerating water softeners, which can average a pound a day of salts flushed into the wastewater collection system. Benefits to be determined over a few years based on continued lab sample analysis.

Measurement of Task	Estimated Timeline
1. Continue to sample wastewater plant influent	On-going

Reporting

Proposed Time Schedule Order (TSO) No. R3-2019-0015 section 3 states that the District will submit semi-annual status reports. These reports will be submitted before July 31 and December 31 of each year until the TSO is confirmed to be completed by the Water Executive Board or requested to no longer be needed by MHCSD. These reports will be submitted with the monthly self-monitoring report. With the anticipated approval of the TSO to be in May 2019, MHCSD will submit the first report before December 31, 2019.

Conclusion of Discussion

Mission Hills CSD has worked and will continue to work with H & S Environmental and other consultants to optimize our pond performance. The proposed projects have been compiled using hands-on research, staff observations, consultants, and regulatory input. Mission Hills CSD anticipates that by following the proposed plan, we will be within the new Waste Discharge Requirements for Total Nitrogen and Chlorides. If Mission Hills CSD establishes a more effective approach to reducing these levels, we will notify the Regional Board with a modified Time Schedule.



MISSION HILLS COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors
FROM: Loch Dreizler, General Manager
Melissa Crouthers, Accountant
Via: Personnel Committee (Nix & Naughton)
DATE: April 17, 2019
SUBJECT: Approval of Job Descriptions

Recommendation / Proposed Motion

Recommendation: Directors review, discuss and approve the adoption of job descriptions as recommended by the Personnel Committee.

Policy Reference

Mission Hills CSD Policy 1010, Adoption/Amendment of Policies, gives guidance on how to amend an existing policy, which includes District job descriptions. Adoption/amendment of a policy shall be accomplished at a regular meeting after inclusion on the agenda.

Budget Resource

none

Alternatives Considered

none

Discussion

There is an ongoing need to keep District job descriptions current, and when employees leave or retire, it provides an opportune moment. Staff is reviewing and updating filled and vacant District positions to support successful recruitments.

The following job descriptions were discussed and reviewed at the Personnel Committee on April 4, 2019. The committee approved the job descriptions and recommended approval at a regular board meeting for the following attachments:

- Administrative Assistant/Board Secretary
- Administrative Analyst/Board Secretary
- Operator II – Chief Plant Operator
- Operations Supervisor

ADMINISTRATIVE ASSISTANT / BOARD SECRETARY

Employee Name:

Reports to: General Manager

Date of Hire/Promotion:

Definition/Summary

Under general supervision, provides a variety of highly responsible and complex secretarial and administrative duties; prepares agendas, meeting minutes and maintains District records. This individual acts as secretary and attends to administrative detail on matters assigned by the General Manager and the Board of Directors, relieving them of a variety of routine administrative details and performs difficult and complex office support work.

Distinguishing Characteristics

This position serves a three-part role in support of District activities: 1) fulfills the legal and corporate position of Board Secretary; 2) provides staff support to members of an elected Board of Directors in their various activities; and 3) provides staff support to the General Manager and others in an administrative capacity. This position requires attendance at off-hour Board meetings and the skill to engage with the public responsibly.

Essential Functions

- Maintains Ordinances, Resolutions, official records and District files; publish and post notices, Ordinances and Resolutions.
- Writes, prepares and coordinates agenda items for the Board of Directors and its committees; assures that all supporting documentation is included with such items; follows up on governing or policy body actions as required.
- Attends staff and committee meetings, developing and maintaining minutes, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda, and other items as delegated by management.
- Makes appointments and maintains appointment calendars for the General Manager, Board Members and other staff, as assigned.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Provides contract service oversight and support; helps with coordinating purchasing activities; reviews requests for payment and assures that work was performed and/or materials delivered.
- Assists with and performs specific administrative support activities such as reviewing and tracking proposed legislation and representing the agency as specified.
- Prepares a variety of technical, statistical and narrative reports, letters, memos and other written material.

- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Answers telephone and receives office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Uses standard office equipment, including a computer, in the course of the work, may drive a motor vehicle to attend meetings and visit work sites.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Special District operations, procedures, policies, and precedents.
- Functions and procedures of an elected Board of Directors.
- Legal requirements pertaining to public agency notification and records management.
- Standard office practices and procedures, including the development and maintenance of filing and recordkeeping systems.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Basic budgetary and accounting practices and terminology
- Basic principles and practices of public administration
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.

Ability to:

- Perform a variety of complex and responsible administrative support work.
- Provide work coordination for other District office support staff.
- Perform a variety of office management functions.
- Take and transcribe minutes and notes at an acceptable rate for assigned responsibilities.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work 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.

- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

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

Desirable Qualifications

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

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

Education – Equivalent to graduation from high school and completion of advanced educational training in office administration skills is highly desirable.

Experience – Two years of increasingly responsible experience in performing a variety of office and administrative support work. Experience in a public agency is preferred.

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 at least two (2) consecutive years

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

Employee Signature

Date

Supervisor Signature

Date

ADMINISTRATIVE ANALYST / BOARD SECRETARY

Employee Name:
Date of Hire/Promotion:

Reports to: General Manager

Definition/Summary

Under general supervision, provides a variety of highly responsible and complex secretarial and administrative duties; prepares agendas, meeting minutes and maintains District records. This individual acts as secretary and attends to administrative detail on matters assigned by the General Manager and the Board of Directors, relieving them of a variety of routine administrative details and performs difficult and complex office support work. Prepares comprehensive research reports and recommendations; and provides information to District Management and other agencies.

Distinguishing Characteristics

This position serves a three-part role in support of District activities: 1) fulfills the legal and corporate position of Board Secretary; 2) provides staff support to members of an elected Board of Directors in their various activities; and 3) provides staff support to the General Manager and others in an administrative capacity. This position requires attendance at off-hour Board meetings and the skill to engage with the public responsibly.

Essential Functions

- Maintains Ordinances, Resolutions, official records and District files; publish and post notices, Ordinances and Resolutions.
- Writes, prepares and coordinates agenda items for the Board of Directors and its committees; assures that all supporting documentation is included with such items; follows up on governing or policy body actions as required.
- Attends staff and committee meetings, developing and maintaining minutes, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda, and other items as delegated by management.
- Makes appointments and maintains appointment calendars for the General Manager, Board Members and other staff, as assigned.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Provides contract service oversight and support; helps with coordinating purchasing activities; reviews requests for payment and assures that work was performed and/or materials delivered.
- Assists with and performs specific administrative support activities such as reviewing and tracking proposed legislation and representing the agency as specified.
- Prepares a variety of technical, statistical and narrative reports, letters, memos and other written material.

- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Provides support for Preventative Maintenance and Work Orders System.
- Assists management with District projects, including public works procurement, contracts and project management.
- Provides Regulatory support for water and wastewater.

Other Duties

- Answers telephone and receives office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Uses standard office equipment, including a computer, in the course of the work, may drive a motor vehicle to attend meetings and visit work sites.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Special District operations, procedures, policies, and precedents.
- Functions and procedures of an elected Board of Directors.
- Legal requirements pertaining to public agency notification and records management.
- Standard office practices and procedures, including the development and maintenance of filing and recordkeeping systems.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Basic budgetary and accounting practices and terminology
- Basic principles and practices of public administration
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.

Ability to:

- Perform a variety of complex and responsible administrative support work.
- Provide work coordination for other District office support staff.
- Perform a variety of office management functions.
- Take and transcribe minutes and notes at an acceptable rate for assigned responsibilities.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work 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.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

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

Desirable Qualifications

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

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

Education – Equivalent to graduation from high school and completion of advanced educational training in office administration skills is highly desirable.

Experience – Two years of increasingly responsible experience in performing a variety of office and administrative support work. Experience in a public agency is preferred.

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 at least two (2) consecutive years

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

Employee Signature

Date

Supervisor Signature

Date

WATER/WASTEWATER SYSTEM OPERATOR II – CHIEF PLANT OPERATOR

Employee Name:

Reports to: Operations Supervisor

Date of Hire:

Definition/Summary

Under general supervision, the Water/Wastewater Treatment Operator II – Chief Plant Operator classification is responsible for the overall operation of a wastewater treatment plant including compliance with effluent limitations established in the wastewater treatment plant's waste discharge requirements and ensuring that operators-in-training are supervised directly as required by section 3682. This class also performs the full range of duties required to operate and maintain potable water production, treatment and related distribution equipment and facilities.

Distinguishing Characteristics

This is the journey-level in this class series, fully competent to operate and maintain a variety of equipment and facilities required to produce and distribute potable water and collect, treat and dispose of wastewater for District residential and commercial properties. This class is distinguished from the Water/Wastewater Operator II in that it fulfills the role of Chief Plant Operator for the District, as required by the State Water Resource Control Board.

Essential Functions

- Installs, tests, and repairs meters, and meter services using a variety of equipment such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Assists contractors, and representatives of other utilities with the location of District service lines; performs a variety of maintenance and repair on water distribution systems and lines, wastewater collection system and lines and the wastewater treatment plant.
- Responds to customer complaints regarding low pressure, high pressure, and water quality; shuts services off, seals services, and/or removes meters, as directed.
- Performs field work on positive displacement, turbine, flow, and compound meters; cleans dead-end lines by discharging water until no apparent, odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Reads water meters to determine customer usage; investigates and resolves customer complaints regarding water quality.
- Monitors the operations of District wastewater treatment facilities for proper and safe functioning; makes necessary system adjustments to maintain proper operating conditions.
- Regularly tests operating and auxiliary equipment; logs readings from meters, gauges, and recording charts; makes visual inspections of plant operations to ensure that operational problems have been located and adjusted.
- Operates valves and controls to feed chlorine and other chemicals into the systems, according to plant flows; collects samples for laboratory tests and performs analyses.

- Inspects pumps, motors, valves, filters, meters, and related plant equipment, performing preventive maintenance and repairs; Inspects facilities for chlorine leaks; exercising proper safety precautions while handling dangerous chemicals used in the water treatment and wastewater applications.
- Take samples at established times, performing standardized quality control tests, and adjust chemical feeders and other plant equipment according to results to assure compliance with the laws and regulations.
- Uses SCADA System for plant operations.
- Performs general maintenance on plant grounds; maintains records and logs for updating required reports on plant operations.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Collects water and wastewater samples for laboratory testing.
- Shuts down main-lines in emergencies.
- Distributes customer notices.
- May input data into a computer system and generate plant operations reports.
- May operate a vehicle to travel to pumping stations and other facilities for inspection and maintenance work; ability to tow a variety of trailers/ equipment safety
- Ability to operate heavy machinery i.e. backhoes, tractors
- Safely work in confined spaces.
- Receives delivered materials, recording shipments and storing items.
- Performs "on-call" and emergency work assignments.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles of the operation and maintenance of wastewater collection and treatment facilities and equipment.
- Repair, maintenance, and adjustment of wastewater treatment plant equipment.
- Laws, codes, rules, and regulations pertaining to wastewater treatment plant operations.
- Basic operations and maintenance of potable water production, treatment and distribution facilities and equipment
- Basic operation and maintenance of underground piping system, including pipes, valves and related appurtenances.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals
- Methods, materials, procedures, and equipment used in water service installation, maintenance, and repair work as well as in wastewater treatment plant operations.
- Installation, maintenance, repair and testing of water meters.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Sample collection and basic laboratory procedures.

- Plant measurement and recording equipment.
- District policies and procedures related to customer services and customer relations.
- Proper work safety standards.
- Confined space entry procedures
- Knowledge of SCADA System

Ability to:

- Perform skilled work assignments in the installation, maintenance, and repair of water service systems and meters.
- Operate motor vehicles and power-driven equipment used in water and wastewater service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Perform a variety of operations and maintenance assignments at a wastewater treatment plant.
- Operate automatic plant control systems.
- Diagnose and correct a variety of operating problems.
- Read plant measurement and recording equipment, interpreting results to make adjustments to plant operations.
- Use proper safety precautions in working with plant chemicals.
- Perform sample collection and basic laboratory tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.

Typical Physical Activities

- Operates District vehicles in traveling between District plants and facilities.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 70-90 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.

- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas of dust.
- Must reside within 30-minute response time to the District facilities.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

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

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

Education: Equivalent to graduation from high school and

Experience: Three years of responsible work experience in the operation, maintenance, and repair of water and wastewater treatment facilities.

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.

General Certifications: Must possess and maintain the California State Water Resources Control Board Wastewater Treatment Plant Operator Grade 2, Water Treatment Plant Operator Grade 2 certificate and Water Distribution Operator Grade 2 certificates.

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

Employee Signature

Date

Supervisor Signature

Date

OPERATIONS SUPERVISOR

Employee Name:

Reports to: General Manager

Date of Hire/Promotion:

Definition/Summary

Under general direction, plans, directs, and reviews the work of a crew of systems operators; performs the full range of duties required to operate and maintain District facilities and equipment; consults with the General Manager on general priorities, plans, and policies; prepares regulatory and operational reports; performs related work as assigned.

Distinguishing Characteristics

This is working supervisory level in the District operations class series. In addition to directing the work of and training operations staff, the employee plans work schedules, develops work procedures and prepares reports for management and the Board of Directors. Responsibilities also include performing the full range of systems operations work, including being available for standby and off-hours emergency duty.

Essential Functions

- Oversees domestic water and wastewater functions; plans, organizes, directs, and coordinates the maintenance, construction, and operation functions of the District.
- Assures that District operating and safety procedures are observed; participates in safety meetings and accident reviews.
- Prepares work schedules, including sampling, meter reading, and equipment maintenance schedules; prepares daily work assignments based upon operational and customer needs.
- Troubleshoots equipment and process problems; determines materials, parts, and contract or in-house staff requirements; orders or authorizes required materials and supplies; assure that work is performed within District standards.
- Reviews records of equipment operations, chemical and biological testing results and process control to make process and procedural modifications and assure compliance with applicable rules and regulations.
- Prepares a variety of periodic and special reports for submission to District management and regulatory agencies; represents the District in contacts with other agencies, public and private groups, and customers.
- Develops and recommends changes to equipment, policies, and procedures to maintain compliance with laws and regulations and effective systems performance; provides input into the Operations budget.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of automotive and equipment.

- Assists the General Manager with long-range planning of District maintenance, construction, and operations functions.
- Reviews employee effectiveness and performs personnel evaluations of field personnel.
- Monitors employee certification, training, and safety programs and maintains certifications with California standards.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Provides input and review for the development and administration of construction contracts
- Ability to learn and use preventative maintenance/work order software
- Performs special projects as delegated by the General Manager
- Attend monthly Board Meetings
- Performs "on-call" and emergency work assignments
- Performs additional duties as assigned.

Job Standards/Specifications

Knowledge of the principles, methods, and practices used in:

- Water, wastewater, and irrigation system maintenance, operations, and construction work.
- Automotive and construction equipment operation, use, maintenance, and repair.
- The operation and maintenance of underground piping systems, including pipes, valves and related appurtenances.
- Communications-control equipment installation, maintenance, and repair.
- Water treatment plant operations, maintenance, and construction work.
- Wastewater plant operations, collection, maintenance and treatment, and construction work.
- Regulatory Compliance applicable to District maintenance, operations, and construction functions.
- Public agency's policies, rules, regulations, and procedures.
- Work safety standards and requirements, including safety equipment and practices related to the work, including the handling and storage of hazardous materials.
- Budget development and expenditure control.
- Employee supervision, including work planning, direction, review, and evaluation.

Ability to:

- Plan, organize, manage, and administer the maintenance, construction, and operations functions of the District.
- Oversee the establishment and maintenance of certification, training, and workplace safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Ensure the proper maintenance, construction, operation, and repair of District equipment and facilities.
- Maintain accurate records and prepare accurate reports and clear and concise correspondence.
- Work independently within established procedural guidelines.

Typical Physical Activities

- Operates District vehicles and equipment in water distribution and collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Mobility to inspect various work sites, work in confined spaces and climb ladders.
- Ability to wear self-contained breathing equipment.

Environmental Factors

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work is done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 70-90 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Must reside within a 30-minute response time to the District facilities.

Desirable Qualifications

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

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

Education: Completion of related course work in water/wastewater utilities and

Experience: Broad and extensive work experience in performing maintenance, construction, and operations work for a water district, wastewater treatment agency, or other public service agency with at least two years in a management or supervisory capacity.

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.

General Certifications: Must possess and maintain the California State Water Resources Control Board Wastewater Treatment Plant Operator Grade 2, Water Treatment Plant Operator Grade 2 certificate and Water Distribution Operator Grade 3 certificates.

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

Employee Signature

Date

Supervisor Signature

Date



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Loch A. Dreizler, General Manager

DATE: April 17, 2019

SUBJECT: Ballot for One Local Agency Formation Commission (LAFCO) Regular and One Alternate Special District Member

Recommendation / Proposed Motion

- Recommendation: The Board of Directors review the candidates for the LAFCO Regular and Alternate Special District Member positions and give a recommendation to the Board President which of the candidates to vote for on each of two ballots.
- Proposed Motion: None

Policy Reference

None

Budget Resource

None

Alternatives Considered

Do not participate in the LAFCO election process.

Background

The Santa Barbara LAFCO is committed to serving the residents of Santa Barbara County and the State of California by discouraging urban sprawl and encouraging the orderly formation and development of local agencies based on local conditions and circumstances.

Discussion

As a result of November 6, 2018, General Election, there are two Special District vacancies on the Commission. Based on experience, the LAFCO Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible and will conduct the business of the committee by mail. Two ballots were received at the District office on March 14, 2019. Attachment. Candidate Statements in office and available upon request.

Voting Process: The presiding officer of each Independent Special District is authorized to vote for one Regular Special District Member and one Alternate Special District Member. The Board authorizes the presiding officer to sign the ballot. There are 38 Special District in Santa Barbara County. It was recommended at the March Board meeting that we vote for Myron Heavin (Mission Hills CSD) as the regular member and Cindy Allen (VVCSD) as the Alternate.