

Board of Directors
Steve Dietrich, President
Myron Heavin, Vice President
Matthew Starbuck, Director
Jorge Magana, Director
Jim Keeling, Director



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

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors
Regular Meeting
Wednesday, November 15, 2023
4:30 PM
1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room

Agenda

Public and staff may access the meeting via Zoom:

URL to sign in for video access.

<https://zoom.us/j/9467006985?pwd=TnBqZGJXbWhCNUdJNXhMZGU3alhDZz09>

Meeting ID: 946 700 6985

To access the meeting via telephone:

Dial in 1 (669) 900-9128

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes (Government Code Section 54954.3). **If you are unable to attend, you can submit comments in advance of the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, November 14, 2023.**

4. Closed Session

A. PUBLIC EMPLOYMENT Pursuant to Government Code section 54957(b)
Title: General Manager

RECONVENE

Report out of Closed Session

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

A. Consideration of Approval of Minutes from:

i) October 18, 2023

B. Activity Reports for November

- i) General Manager and Administration Reports
- ii) Water and Wastewater
- iii) Goals and Committee Updates

C. Financial Reports

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

6. Regular Business-No items

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

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

Regular Board Meetings are held on the third Wednesday of each month beginning at 4:30 PM Copies of the staff reports, or written materials provided for Mission Hills CSD for Open Session agenda items may be obtained upon request and are also available at the Customer Service Counter of the District Office for public inspection and reproduction during regular business hours. Closed Session items are not available for public review.

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

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**Mission Hills Community Services District Board of Directors
Regular Meetings Minutes
Wednesday, October 18, 2023
1550 East Burton Mesa Blvd, Lompoc, CA - District Board Room**

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:32 pm on Wednesday, October 18, 2023, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT:

By roll call: Steve Dietrich, Myron Heavin, Jim Keeling and Jorge Magana. Matthew Starbuck participated via zoom.

DIRECTORS ABSENT:

None

STAFF PRESENT:

Brad Hagemann, Lupe Huitron and Javier Rodriguez

OTHERS PRESENT:

None

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

Board Chair moved Agenda Item 6. A to the beginning of the meeting for discussion.

4. Closed Session

- A. Public Employment Pursuant to Government Code Section 54957(b)
Position: General Manager
- B. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(d)(4)-One (1) case

Reconvene

Reports out of closed session- No reportable action.

5. Consent Agenda-

A. Approved Minutes in the October Regular Board Meeting

- i.) September 13, 2023, Special Meeting
- ii.) September 20, 202 Regular Meeting

B. Activity Reports for October

- i.) General Manager and Administrative Reports
- ii.) Water and Wastewater
- iii.) Goals and Committee Meeting updates

C. Financial Reports

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

Approved Consent Items

Motion made by Director Heavin and seconded by Director Starbuck, to approve the Consent Agenda as presented Motion **passed 5-0 vote.**

6. Regular Business Items

A. Sustainable Groundwater Management Act (SGMA): Discuss and Consider Ratifying a Joint Powers Agreement for the Western Management Area of the Santa Ynez Valley Groundwater Basin

Motion made by Director Keeling and Second by Director Dietrich to adopt the Joint Powers Agreement for the Western Management Area of the Santa Ynez Valley Groundwater Basin. Motion passed 5-0

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

A. General Manager’s Comments- None

- B. Directors' Comments-** Director Heavin and President Dietrich requested that the committees be more involved in the budget preparation process. President Dietrich also stated that he wanted to make sure officer elections are held in December 2023 rather than January 2024. Director Starbuck stated that he will not be available to participate in the November Board Meeting.

- C. Public Comments-** Ground Water Program manager Bill Buelow with Santa Ynez Water Conservation District attended the meeting and provided information pertaining to the Joint Powers Agreement.

With no further business to come before the Board, the meeting was adjourned at 6:45PM.

Respectfully submitted:

Lupe Huitron

X

Steve Dietrich, President

X

Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for
October 2023

Administrative Assistant/Board Secretary

- Requested and gathered paperwork can and will serve letter request.
- Created a new Can and Will serve Application for applicants requesting a Can and Will Serve letter, as there was never a application used in the past.
- Started organizing Board Packets and Minutes in the shared Drive to easily navigate the location of both documents,
- Corresponded to Public Records Request pertaining to PV modules.
- Attended the “Best Practices for Board/Staff Roles & Communication” webinar.
- Obtained informational Packet forms for the District to renew the Annual Authorization Permit. (This Permit allows the MHCSD to perform maintenance, repairs, replacements, or emergency work within the County Right- of- Way).
- Assisted customers with payments.
- Entered & closed out cash payments in Billing software.
- Deposited payments at Coast Hills Bank

Customer Service/Account Receivables

- Applied 10% late fee non pay Oct: # 119 accounts.
- Past due accounts more than 60 days: noticed for 7 business days then turned off: 5 accounts Oct. (1 account still off for 14 days/no payment made yet.
- Funding for 1 Resident \$ 356.00 California Low Income water program paid. Customers call 2-1-1 to qualify/then check is mailed to MHCSD within 6-8 weeks.



General Manager and Administrative Activity Reports for
October 2023

Administrative Services Manager

- Started Open Enrollment Process
- Participated in Board Meetings
- Began Preliminary Work for FYE Audit
- Reviewed Priorities with Operations Manager on Weekly Basis
- Reviewed Priorities with General Manager on Weekly Basis
- Reviewed Grant Availability on Daily Basis
- Completed Fund Transfers
- Provided Transparent California with 2022 Reports
- Continued to Address District Needs When GM on Vacation
- Completed ACWA JPIA Classes
- Updated Contacts with Investment Firms
- Updated AFLAC Deductions

General Manager Report

Water Tank Repair Project

Crosnos Construction mobilized at the West Tank on November 6th. They are in the process of removing the old roof vent and hatch; installing new guard rails and safety ladder; patching any small areas and then preparing the entire exterior tank surface for coating. They have been making good progress and I anticipate they will be completed as scheduled, around the end of December.

Burton Ranch Development Project

Facilities Design – Staff have been working with Stantec to assist them with the facilities design package and more specifically, the Operational Analysis Tech Memo. I met with Rick Hoffman on October 23, to discuss the preferred location option(s) for new Well #8. Based on Rick's advice, we are recommending well #8 be installed in between Well #7 and former Well #4, instead of further downgrade closer to the WWTP ponds. Rick liked the fact that the Carrega formation is thicker in this area, piping and well setbacks will be easier to meet, and we will have a more level site and easier access for the well driller. In addition, old well #4 can be used to help measure drawdown and calculate the specific yield. We anticipate that we will receive a draft Tech Memo within the next few for review and comment.



General Manager and Administrative Activity Reports for
October 2023

City of Lompoc Actions on the Buron Ranch Project Specific Plan – Based on my recent conversations with the Developers, I anticipate that the project will have a couple issue that will go to the Planning Commission in November and then the full City Council in December or January. Staff will provide an update on any of these issues at the Board meeting.

Rucker Road Sewer Line Break

As noted in the Wastewater Report, the District did experience a sanitary sewer overflow in October due to a crack in the force main that runs up the west side shoulder of Rucker Road. District staff did a great job in responding to the incident. In addition, I would like to express my sincere thanks to the Vandenberg Village CSD operations crew and the City of Lompoc Sewer Collections Department crew for their assistance in responding to the incident. District staff have filed the appropriate reports with the RWQCB. Staff have replaced the mailbox holder that needed to be removed in order to access the line break, we have disinfected the carport area that came in contact with the spill and we are continuing to address any of concerns.

Board of Directors:

President; Steve Dietrich
 Vice President; Myron Heavin
 Director; Jim Keeling
 Director; Matthew Starbuck
 Director; Jorge Magana



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General Manager, Brad Hagemann

MISSION HILLS COMMUNITY SERVICES DISTRICT Water Reports – October 2023

Monthly Water Distributed: 16.1 MG

Daily average: 0.52 MGD

Monthly Water Sold: 15.8 MG

Monthly Wastewater Influent: 5.6 MG

Wells

- Well 6 engine cylinder heads were replaced due to a leak in the cooling system.
- Well 6 Murphy control panel is not functioning properly and has been offline since the first week of October. Parts for the panel are obsolete according to Murphy.
- Requested a quote from JCS Automation for a replacement control panel for Well 6.

Water Treatment Plant

- Received new chlorine/turbidity analyzer. Pro-3 Automation will install and calibrate the analyzer.

Compliance

- Completed and submitted State Water Resource Control Board (SWRCB) monthly reports.

Distribution System Maintenance/Repair

- Repaired and replaced Air-relief/Vacuum breaker valve on Pelham Dr.
- Replaced 10 Hersey meters to Kamstrup meters.
- Repaired 2 service line leaks and 2 main line repairs.
- Preventative Maintenance Program: **October**
 - Hydrant Maintenance: 10
 - Valve exercised: 8



MISSION HILLS COMMUNITY SERVICES DISTRICT Wastewater Report – October 2023

Total Plant Monthly Influent flow: 5.6 MG

Average Daily Flow: 183,039 GPD

Ratio of Avg Daily Water produce to Avg. Daily Wastewater Flow: 183,039/ 518,903 = 35%

Compliance

- Submitted CIWQS spill report for the force main leak on Rucker Rd.
- Collected all weekly settleable solids samples.
- Collected all 4th quarter samples.
- Completed SMR for the month of October.

Collection System/Lift Station

- Rucker Rd Force Main developed a split on the bell section of the PVC line causing an approximate spill of about 1,050 gallons. Repairs were made and the spill was cleaned up and disinfected.
- Lift station pumps on Train #1 were pulled to inspect the condition of the impellers. Both showed minimal deterioration or abrasion.
- Continued monitoring of Wet well Wizard. No further odor complaints

Wastewater Plant

- Recycle pump parts were installed and the pump was put back into production on 10/28.
- Blower #2 quarterly maintenance was completed and put into service.

Top Goals

Established by Board of Directors

(Staff recommends the Board of Directors consider updating the Top Goals on an annual or by-annual basis)

1. Wastewater TN (Total Nitrogen), Na (Sodium) & Chloride concentration reduction plan and compliance with RWQCB Time Schedule Order.

Staff continues to carefully monitor the treatment system to keep the effluent total Nitrogen levels in compliance with the TSO and WDR standards. The most recent compliance monitoring results and process control monitoring results have remained below the permit limits. Staff continues to work on isolating the pond valves so we can perform maintenance and repair as needed and we are working on implementing chloride reduction measures by inspecting areas that have the highest level of chlorides in their wastewater. The Wastewater Committee met on November 1st to discuss potential compliance issues and salt reduction strategies. RWQCB conducted an inspection on July 19, 2023. The RWQCB inspection report is provided as an attachment to this report.

2. General Manager Recruitment

The Board met in Closed Session at the October 18th, 2023, Board meeting to discuss the progress on the GM Recruitment. The Personnel Committee met on November 9th. The Committee members will provide the full Board an update in Closed Session at the November 15th Board meeting.

3. Cost Reduction – Energy usage and other applicable initiatives

Please refer to the Energy Committee Update. [No Changes]

4. Public Outreach – Implement regular on-line communications to the community.

Staff continues to post content on the Districts Facebook page, Facebook Forums, District’s Bulletin Board, District’s website, and the Next-Door local Neighborhood website. A variety of Topics have been posted via social media. Staff has been posting a new item about every three weeks. With the Holidays coming up, staff posted an item on the problems with disposing of cooking fats, oils and grease (FOG) to sanitary sewer system. Disposal of FOG to the sanitary sewer can clog sewer collection lines and lead to sanitary sewer overflows.

5. Pursue Grant Funding Opportunities for Capital Projects

Staff continue to review electronic notices regarding grant funding and low interest loan opportunities. Staff receive weekly notices on grant opportunities, but to date the grants are only available for certain types of projects or Agencies and they are not applicable to the District. We will continue to monitor grant opportunities.



Central Coast Regional Water Quality Control Board

**INSPECTION REPORT
WASTE DISCHARGE REQUIREMENTS UNIT**

OVERVIEW

Facility Name: Mission Hills Community Services District La Purisima Wastewater Treatment Plant

Discharger Contact: Javier Rodriguez, Legally Responsible Individual (LRO) Mission Hills CSD

Address: 1550 East Burton Mesa Blvd, Lompoc California, 93436

Wastewater Permit No.: R3-2019-0042 (Waste Discharge Requirements), R3-2019-0015 (Time Scheduled Order)

Date: 07/19/2023

Time: 9:00am – 10:30am

Type of Inspection: Routine Compliance

Inspector(s): Cecile Blancarte, Radha Kamineni, Corinne Watson, Anna Melvin

Person/date when facility access consent provided: Javier Rodriguez - 07/19/2023

Consent for photos provided: yes

Weather: Sunny, light wind, 76°F

Water Board staff who prepared this Report: Radha Kamineni and Cecile Blancarte

Date of preparation: 08/7/2023

Staff Contact Information: cecile.blancarte@waterboards.ca.gov, (805) 542-4782

Date of Last Inspection(s): 7/15/2021

Compliance History Self-Reported from Monitoring Reports

Frequent exceedance of total nitrogen, chloride, and total dissolved solids pre 2023 dating back to 2011.

BACKGROUND

The Mission Hills Community Services District (CSD) provides water treatment, distribution, wastewater collection and treatment services for the communities of Mission Hills and Mesa Oaks (includes the Bluffs and Lane's End subdivisions) in Lompoc, Santa Barbara County. The CSD operates and maintains 30.5 miles of sanitary sewer collection system, one lift station and a 400,000 gallon per day (GPD) wastewater treatment plant (Facility) that provides undisinfectated secondary effluent for disposal through onsite percolation ponds. The Facility is currently regulated in a relatively new individual Waste Discharge Requirements Order No. R3-

2019-0042 (WDR), along with a Time Schedule Order (TSO) that sets milestones for the CSD to come into compliance with the new WDR. This inspection served as a routine compliance and to begin the process of enrollment in the *Central Coast Region General Waste Discharge Requirements for Discharges with Flows Greater than 100,000 Gallons Per Day*, Order No. R3-2020-0020, (Large Order Domestic Order).

SITE DESCRIPTION

The CSD's service area and Facility are located east of Vandenberg Space Force Base and north of the city of Lompoc within the northwestern portion of Santa Barbara County. The service area resides over a mix of the Lompoc Upland and Lompoc Plain groundwater subbasins, with the Facility and disposal area directly located within a small valley of quaternary deposits that drain into the Lompoc Plain groundwater subbasin. A small unnamed creek lies directly to the east of the facility and varies in proximity from 50-150 feet from the pond banks.

The Facility is currently designed for 400,000 GPD of treatment capacity and 570,000 GPD of disposal capacity. The Facility is permitted for 400,000 GPD and is currently processing approximately 250,000 GPD. In Mission Hills, wastewater flows by gravity to the Facility. In Mesa Oaks, the Bluffs, and Lane's End the wastewater flows from the homes via gravity to the Purisima pumping station, then pumped into a forced main into the Facility. Wastewater from each wastewater collection line is combined in a manhole onsite at the Facility. The Facility's headworks consists of a main influent channel with a comminutor, a small sump area for grit collection, followed by a stilling well with ultrasonic flow meter and an in-channel auger screen for trash removal. Wastewater flows by gravity away from the headworks to the first of two lined biological treatment ponds arranged in series. Both ponds have been retrofitted with a surface aerators (bubbler diffuser system) with air supplied by two electric blowers. The two treatment ponds also contain several floating aerators for oxygen optimization. The first pond has been retrofitted with baffles that extend to approximately eighty percent of the pond depth and provide extended detention time. A small pump and piping system recycles pond two effluent back to influent of pond one at a rate of approximately ten percent of the influent flow; this serves as an operational control strategy for nitrification/denitrification. Following the two treatment ponds the Facility utilizes five percolation ponds for effluent disposal. Three additional disposal ponds are located just over the hill off Rucker Road.

Groundwater quality is monitored by three upgradient CSD water supply wells and one down gradient monitoring well approximately 1,000 feet southeast from the percolation ponds.

INSPECTION OBSERVATIONS AND DISCUSSIONS

Water Board staff (staff) met Mission Hill CSD representatives and began our inspection of the Facility. We observed the headworks, biological treatment ponds (1 and 2), percolation ponds (3 through 5), and the water laboratory area. CSD representatives pointed out new valves installed at Pond 1 and informed staff that there are still more valves that need to be replaced so that they can control the flow of wastewater to individual percolation ponds.

Duckweed covered the majority of Pond 2's surface and excessive vegetation was observed on the banks of all the unlined percolation ponds. CSD representatives must control pond bank vegetation to suppress the creation of animal habitats subsequently compromising the structural integrity of the banks. Recent excessive rain events have caused the erosion of the pond banks in similar circumstances at other wastewater treatment facilities.

The CSD representatives demonstrated how and where they collect their weekly composite settleable solids sample from the percolation ponds. Staff noted that the composite sample includes wastewater from Ponds 1 and 2. The monitoring and reporting program requires that a composite effluent sample be collected from Ponds 3 through 7 therefore, CSD representatives should not collect water samples from Ponds 1 and 2 for the weekly settleable solids sample.

Other than some minor odors of sewage and excess vegetation, the overall plant was operating in good condition.

SUMMARY VIOLATIONS

There were no violations observed during this site inspection.

NEXT STEPS AND REQUIREMENT

We require CSD representatives to revise the effluent composite sample collection procedure and manage the excess vegetation on the banks of the percolation ponds.

¹ Order No. R3-2020-0020 General Waste Discharge Requirements for Discharges from Domestic Wastewater Systems with Flows Greater than 100,000 gallons per day can be accessed on the Internet via the following link: https://www.waterboards.ca.gov/centralcoast/board_decisions/adopted_orders/#r3_go_wdr

MAP AND PHOTOS

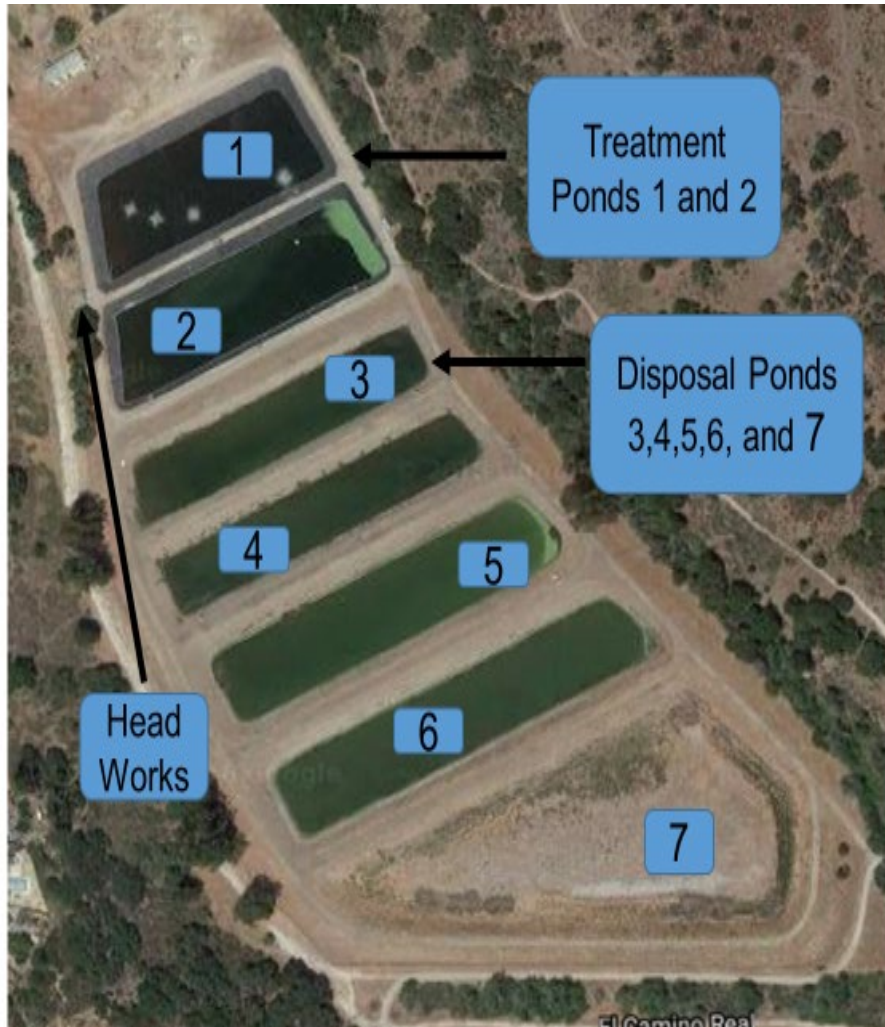


Figure 1. Overview of Mission Hills CSD WWTP. Rucker Ponds not shown.



Photo 1. Influent stilling well with ultrasonic flow meter and an in-channel comminutor.



Photos 2 and 3. In channel Auger Monster grinder, screener, and compactor.



Photo 4. Lined Pond 1. Anoxic section.



Photo 5. Lined Pond 1. Aerated section.

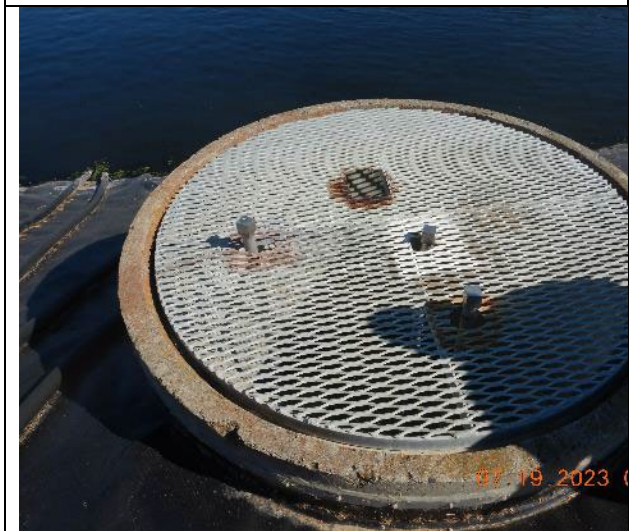


Photo 6. Repaired valves at Pond 1.



Photo 7. Collection wastewater sample in Pond 1.



Photo 8. Algae in lined Pond 2.



Photo 9. Sample collection from percolation Pond 3.

R:\RB3\Shared\WDR\WDR Facilities\Santa Barbara Co\Mission Hills
CSD WWTP\3_Inspections\7-19-2023inspection\inspection report.docx

MHCSD COMMITTEE MEETING UPDATES**November 15, 2023, Board Meeting**

(Updated November 09, 2023)

Committee	Summary Discussion	Completed Meeting Date
Water Starbuck & Dietrich Alt-Heavin	Committee members met on October 13, 2023, to discuss the status of the design of the Burton Ranch projects. The next regular meeting is scheduled for November 8 th , if needed.	October 13, 2023
Wastewater Starbuck & Dietrich Alt-Heavin	The Committee met on November 1 st and discussed potential WWTP compliance issues and next steps for the District's salts management program. Committee members and staff will provide an oral summary of their November 1st meeting at the November 15 th Board meeting. The next meeting will be scheduled as needed.	November 1, 2023
Finance Dietrich & Keeling Alt-Starbuck	The Committee members met on June 14, 2023, to discuss retaining a consultant to update the District's Water and Sewer Connection Fees. The Board did agree to retain Tuckfield and Associates to prepare an updated Connection Fee Study. The Committee did not need to meet in October. The next meeting will be scheduled for December, if needed.	June 14, 2023
Energy Heavin & Starbuck Alt-Magana	On August 2 nd , Director Heavin and GM Hagemann met with a representative from Rare Electric to discuss a battery option for the WWTP and the sewage lift station. Staff provided the Rare representative with the last since months of PG&E data. Rare agreed to work up an estimate for installing batteries. On Sept 19 th , Mr. Chris Wolf, Owner of Rare Electric provided an estimate to install a solar panel and battery system for the Mesa Oaks Lift Station. His email and budget estimate is attached to this staff report. I asked Mr. Wolf to prepare a "battery only" proposal for the WWTP. I have not yet received a "battery only" proposal from Mr. Wolf.	August 12, 2023
Personnel Keeling & Magana Alt-Dietrich	Committee Members met on November 9, 2023, to discuss the status of the GM recruitment process. The Committee will provide a report and recommendation to the full Board at the November 15 th Board meeting. The next meeting will be scheduled as needed.	November 9, 2023

<p>GSA for WMA Heavin Alt-Jim Keeling</p>	<p>The WMA GSA's next meeting is scheduled for November 15th 2023. The Agenda packet for the meeting is not yet available, but it will be posted on the District's website.</p>	<p>September 27, 2023</p>
<p>Community Engagement Heavin & Keeling Alt-Magana</p>	<p>Staff continues to post content on social media, the District's Bulletin Board, the District's website, and the Next-door Neighborhood website. Staff recently posted an informational item related to proper disposal of cooking Fats, Oil and Grease and how improper disposal of FOG to the sanitary sewer system can cause sewer spills.</p>	<p>September 8, 2023</p>
<p>Development Dietrich & Keeling Alt-Starbuck</p>	<p>Development Committee did not meet. Next meeting TBD.</p>	

Mission Hills Community Services District
Disbursements Journal
October 2023

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	10/08/2023	33562	ACWA/JPIA *Medical Insurance	-23,144.10	2 Months Insurance
	10/08/2023	33563	Brenntag Pacific, Inc	-5,153.45	Chemicals
	10/08/2023	33564	Carmel & Naccasha LLP	-1,023.45	Legal Fees
	10/08/2023	33565	Comcast	-168.35	
	10/08/2023	33566	Compuvision	-514.30	
	10/08/2023	33567	De Lage Landen Financial Service	-219.50	
	10/08/2023	33568	First Response	-360.00	
	10/08/2023	33569	Frontier Communications	-81.12	
	10/08/2023	33570	Refund	-138.33	Rate Payer Refund
	10/08/2023	33571	Inklings Printing Company	-267.13	
	10/08/2023	33572	Jon's Lawn Mowing	-279.01	
	10/08/2023	33573	JWC Environmental	-15,215.85	WR Upgrade
	10/08/2023	33574	Kamstrup Water Metering LLC	-2,510.99	Annual Fees
	10/08/2023	33575	O'Connor Pest Control	-110.00	
	10/08/2023	33576	Pro3 Automation Inc	-930.00	
	10/08/2023	33577	Quadient Leasing USA, Inc.	-396.14	
	10/08/2023	33578	Reimbursement	-1,759.50	Tuition Reimbursement
	10/08/2023	33579	Smith Alarms & Electronics, Inc.	-200.41	
	10/08/2023	33580	SoCalGas	-2,174.98	Well #6
	10/08/2023	33581	SP Maintenance Services, Inc.	-1,471.18	Street Sweeping
	10/08/2023	33582	Staples Business Credit	-265.56	
	10/08/2023	33583	Ultrex Inc	-83.41	
	10/08/2023	33584	Underground Service Alert of SC	-22.25	
	10/08/2023	33585	USA BlueBook	-777.80	
	10/08/2023	33586	Waste Management	-336.89	
	10/10/2023	33587	ACECO Equipment Rentals	-44.80	
	10/10/2023	33588	Clinical Labs of San Bernardino In	-1,565.00	Monitoring
	10/10/2023	33589	Giant Tree Service	-1,200.00	Tree Removal
	10/10/2023	33590	Home Depot	-1,601.02	Various Items
	10/10/2023	33591	ICONIX Waterworks (US) Inc.	-1,532.57	Pipeline Prod Poly Encl
	10/10/2023	33592	Santa Barbara Co Air Pollution Co	-2,201.77	Emission Source Test
	10/10/2023	33593	USA BlueBook	-183.61	
	10/10/2023	33594	Valley Rock Landscape Supply	-92.95	
	10/10/2023	33595	Valley Rock Ready Mix, Inc.	-644.35	
	10/18/2023	33596	ACECO Equipment Rentals	-289.29	
	10/18/2023	33597	ACWA	-11,930.00	Annual Dues
	10/18/2023	33599	ACWA Joint Powers Insurance Au	-42,952.18	Auto & Liab Annual, WC Audit
	10/18/2023	33600	American Industrial Supply	-271.67	
	10/18/2023	33601	Blue-White	-10,052.98	Various Items
	10/18/2023	33602	Brenntag Pacific, Inc	-5,834.34	Chemicals
	10/18/2023	33603	California Water Environment Ass	-98.00	
	10/18/2023	33604	City of Lompoc	-37.00	
	10/18/2023	33605	Compuvision	-1,452.50	IT Services
	10/18/2023	33606	County of Santa Barbara- Gen Sv	-4,251.93	Vehicle Maintenance & Fuel
	10/18/2023	33607	Reimbursement	-943.21	Springbrook Conference
	10/18/2023	33608	Hensley Law Group	-1,560.00	Legal Fees
	10/18/2023	33609	Reimbursement	-259.00	Board Secretary Conference
	10/18/2023	33610	Juana Garcia Rodriguez - Janitorial Service	-200.00	
	10/18/2023	33611	Mission Paving Inc	-800.00	
	10/18/2023	33612	Pro3 Automation Inc	-2,279.10	Various Items

Mission Hills Community Services District
Disbursements Journal
October 2023

		Date	Num	Name	Amount	Explanation
		10/18/2023	33613	Rick Hoffman and Associates	-1,000.00	Various Items
		10/18/2023	33614	Smith Alarms & Electronics, Inc.	-112.50	
		10/18/2023	33615	Stantec	-6,206.78	Engineering Work
		10/18/2023	33616	Verizon	-65.84	
		10/20/2023	33617	California Special Districts Assn -	-160.00	
Total 1000 · FSB - Operating 1535412					-157,426.09	
1060 · CHCU - General 4163						
		10/01/2023	EFT	Tierzero	-133.90	
		10/05/2023	EFT	PG&E	-10.74	Utility - Street Light
		10/08/2023	EFT	PG&E	-3,423.00	Utility - WWTP
		10/08/2023	32887	Five Star Bank	-300,000.00	Fund Transfer
		10/15/2023	EFT	SoCalGas	-2,151.06	Utility - Well #6
		10/16/2023	EFT	PG&E	-2,180.69	Utility - Lift Station
		10/16/2023	EFT	PG&E	-762.98	Utility - Shop
		10/16/2023	EFT	PG&E	-226.75	Utility - Office
		10/16/2023	EFT	PG&E	-5,215.35	Utility - Well #5
		10/16/2023	EFT	PG&E	-4,214.34	Utility - Well #7
		10/27/2023	EFT	PG&E	-10.83	Utility - Street Light
Total 1060 · CHCU - General 4163					-318,329.64	
1070 · CHCU - Payroll 4155						
		10/02/2023	EFT	AFLAC	-66.82	
		10/08/2023	1377	Matrix Trust Company	-9,082.39	457/401K
		10/11/2023		Payroll	-19,527.78	
		10/13/2023	E-pay	EDD	-1,569.74	
		10/13/2023	E-pay	IRS USATAXPYMT	-5,714.12	
		10/13/2023	EFT	CA State Disbursement Unit/Expe	-299.07	
		10/18/2023	1378	Matrix Trust Company	-4,345.22	457/401K
		10/25/2023		Payroll	-22,904.11	
		10/25/2023		BOD Payroll	-800.19	
		10/26/2023	1379	BOD Payroll	-228.62	
		10/27/2023	E-pay	EDD	-1,871.90	
		10/27/2023	E-pay	IRS USATAXPYMT	-6,872.30	
		10/27/2023	EFT	CA State Disbursement Unit/Expe	-299.07	
		10/31/2023	EFT	AFLAC	-557.42	
Total 1070 · CHCU - Payroll 4155					-74,138.75	
1075 · CHCU - ACH 4130						
		10/16/2023	EFT	Springbrook (ACH Services)	-223.20	
Total 1075 · CHCU - ACH 4130					-223.20	
TOTAL					-550,117.68	

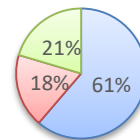
Variation From Projected Income

Fiscal Year Ending 6-30-2024

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Projected Income*	Actual Income	Variation	Projected Income	Actual Income	Variation				
Jul-22	\$ 119,125	\$ 115,544	\$ (3,581)	\$ 83,708	\$ 97,994	\$ 14,286	\$ 10,705	26,994	22,621	22,851
Aug-22	\$ 117,875	\$ 144,772	\$ 26,897	\$ 83,708	\$ 98,416	\$ 14,707	\$ 41,605	18,520	25,390	23,682
Sep-22	\$ 116,250	\$ 115,141	\$ (1,109)	\$ 83,708	\$ 98,232	\$ 14,523	\$ 13,415	19,235	20,829	21,326
Oct-22	\$ 115,800	\$ 117,268	\$ 1,468	\$ 83,708	\$ 97,928	\$ 14,220	\$ 15,688	21,161	16,842	20,668
Nov-22	\$ 114,125			\$ 83,708			\$ -		15,567	19,427
Dec-22	\$ 113,625			\$ 83,708			\$ -		10,999	14,236
Jan-23	\$ 92,175			\$ 83,708			\$ -		9,757	11,259
Feb-23	\$ 96,375			\$ 83,708			\$ -		9,472	13,761
Mar-23	\$ 95,595			\$ 83,708			\$ -		9,024	12,444
Apr-23	\$ 91,625			\$ 83,708			\$ -		13,645	14,081
May-23	\$ 109,750			\$ 83,708			\$ -		19,652	19,099
Jun-23	\$ 111,125			\$ 83,708			\$ -		19,089	19,758
Total	\$ 1,293,445	\$ 492,726	\$ 23,676	\$ 1,004,500	\$ 392,570	\$ 57,736	\$ 81,412	85,910	192,887	212,591
								Year to Date Monthly Averages		
YTD avg	100%	38%		100%	39%			21,478	16,074	17,716
								Yearly Average	16,074	17,716
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)										

Bank Account Summary	7/31/2023	8/31/2023	9/30/2023	10/31/2023
	LAIF	\$1,781,631	\$1,781,631	\$1,781,631
California Class	\$502,970	\$505,297	\$507,572	\$509,949
TD Ameritrade/RNC Genter	\$682,155	\$687,771	\$688,798	\$690,069
Coast Hills FCU				
Checking	\$321,621	\$462,170	\$601,773	\$339,147
Development	\$0	\$0	\$0	\$0
Investment Checking	\$202	\$202	\$202	\$202
Savings	\$0	\$0	\$0	\$0
Payroll	\$44,515	\$30,715	\$13,210	\$9,860
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000
Total Coast Hill FCU	\$367,338	\$494,087	\$616,185	\$350,209
Five Star Bank				
Operating	\$277,073	\$109,094	\$107,214	\$293,484
Development	\$111,671	\$111,680	\$111,689	\$111,699
Money Market	\$173,535	\$174,021	\$124,416	\$124,788
ACH (Sweep Account)	\$0	\$0	\$0	\$0
Payroll	\$0	\$0	\$0	\$0
Total Five Star Bank	\$562,279	\$394,795	\$343,319	\$529,971
Combined Balance	\$3,896,373	\$3,863,582	\$3,937,505	\$3,877,895
Monthly Change	-\$53,866	-\$32,791	\$73,923	-\$59,610
Fiscal Year Monthly Change To Date				
	-\$72,344			
INVESTMENT STRATEGY				
Along with resuming active management, the Finance Committee and Staff recommend a balanced distribution of monies as stated below between TD Ameritrade, LAIF and Coast Hills Credit Union/Five Star Bank. This distribution will allow the District to maximize yields on investments, while meeting operating and capital cash needs				
Recommended Investment Strategy:				
01. Coast Hills CU/Five Star Bank: \$300,000				
Goal of about 10%				
02. TD Ameritrade: 50% of balance of unrestricted cash				
Goal of about 45%				
03. LAIF: 50% of the balance of unrestricted cash				
Goal of about 45%				

Current Percentage



- LAIF/CA Class
- TD Ameritrade/RNC Genter
- Total CH FSB Less Development

Mission Hills Community Services District								4
Budget to Actual Comparison								0.33
Thru 10/31/2023								8
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation	
Income	Fiscal Year 23-24	Oct-23	Oct-23	Difference	Budgeted Amount	33%		
Late Fees/Charges	\$ 40,000	\$ 13,333	\$ 11,683	\$ (1,650)	\$ 28,317	29%	Slightly Lower Than Budgeted	
Water Service	\$ 1,358,034	\$ 452,678	\$ 492,727	\$ 40,049	\$ 865,307	36%	Slightly Higher than Budgeted	
Sewer Service	\$ 1,173,590	\$ 391,197	\$ 392,570	\$ 1,373	\$ 781,020	33%	On Track With Budget	
Street Sweeping	\$ 18,000	\$ 6,000	\$ 6,011	\$ 11	\$ 11,989	33%	On Track With Budget	
	\$ 2,589,624	\$ 863,208	\$ 902,991	\$ 39,783	\$ 1,686,633	35%	Revenue is 2% Above Budget	
	Budgeted	Prorated Budget	Actual Thru		Remainder			
Expense	Fiscal Year 23-24	Oct-23	Oct-23	Difference	Budgeted Amount			
Salaries & Wages	\$ 787,873	\$ 262,624	\$ 277,033	\$ (14,409)	\$ 510,840	35%	Slightly Higher Than Budget - Promotions	
Employee Benefits	\$ 285,000	\$ 95,000	\$ 89,314	\$ 5,686	\$ 195,686	31%	Slightly Lower Than Budgeted	
Director Fees	\$ 15,000	\$ 5,000	\$ 6,125	\$ (1,125)	\$ 8,875	41%	Higher Than Budgeted - Committee & Special Meetings	
Depreciation	\$ 372,648	\$ 124,216	\$ 107,139	\$ 17,077	\$ 265,509	29%	Slightly Lower Than Budgeted	
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense	
Vehicle Expense	\$ 30,000	\$ 10,000	\$ 10,035	\$ (35)	\$ 19,965	33%	On Track with Budget	
Insurance	\$ 40,000	\$ 13,333	\$ 14,808	\$ (1,475)	\$ 25,192	37%	Paid Property & Cyber In Full Timing	
Memberships	\$ 40,000	\$ 13,333	\$ 13,355	\$ (22)	\$ 26,645	33%	On Track with Budget	
Office Expenses	\$ 25,000	\$ 8,333	\$ 6,936	\$ 1,397	\$ 18,064	28%	Slightly Lower Than Budgeted	
Operating Supplies	\$ 20,000	\$ 6,667	\$ 9,230	\$ (2,563)	\$ 10,770	46%	Famcon, Uline, USA BlueBook Payment Timing	
Chemicals	\$ 75,000	\$ 25,000	\$ 26,302	\$ (1,302)	\$ 48,698	35%	Slightly Higher Than Budgeted	
Safety	\$ 5,000	\$ 1,667	\$ 2,812	\$ (1,145)	\$ 2,188	56%	Uniform Purchase Timing	
Contractual Services	\$ 125,000	\$ 41,667	\$ 39,236	\$ 2,431	\$ 85,764	31%	Slightly Lower Than Budgeted	
Professional Services	\$ 70,000	\$ 23,333	\$ 28,278	\$ (4,945)	\$ 41,722	40%	Slightly Higher Than Budgeted	
Printing & Publication	\$ 5,000	\$ 1,667	\$ 350	\$ 1,317	\$ 4,650	7%	Lower Than Budgeted	
Equipment Lease	\$ 7,500	\$ 2,500	\$ 788	\$ 1,712	\$ 6,712	11%	Lower Than Budgeted	
Monitoring	\$ 25,000	\$ 8,333	\$ 5,055	\$ 3,278	\$ 19,945	20%	Lower Than Budgeted	
Travel/Meetings/Meals	\$ 20,000	\$ 6,667	\$ 5,154	\$ 1,513	\$ 14,846	26%	Lower Than Budgeted	
Utilities	\$ 225,000	\$ 75,000	\$ 69,770	\$ 5,230	\$ 155,230	31%	Slightly Lower Than Budgeted	
Government Fees	\$ 100,000	\$ 33,333	\$ 2,516	\$ 30,817	\$ 97,484	3%	Lower Than Budgeted - Timing of Billings	
Repairs & Maintenance	\$ 80,000	\$ 26,667	\$ 62,266	\$ (35,599)	\$ 17,734	78%	Pellham Leak	
Ratepayer Write Offs	\$ 25,000	\$ 8,333	\$ -	\$ 8,333	\$ 25,000	0%	No Uncollectables or Write Offs	
	\$ 2,378,021	\$ 792,674	\$ 776,502	\$ 16,172	\$ 1,601,519	33%	Expenses Are On Track With Budget	
Resolution 15-229 - Budget Preparation and Approval Process								
C.3. - Whenever a budgeted expense line item has circumstances where a projected expense exceeds a 5% variance of the total budget, the GM will be required to seek a super majority approval from the BoD before the expense is finalized, when possible.								
				5% =	\$ 118,901.05			



MISSION HILLS COMMUNITY SERVICES DISTRICT

7. COMMUNICATIONS- The Board of Directors may ask a question for clarification, make an announcement, or report briefly on recent activities or conferences. Also, Directors may provide a reference to staff or other resources for information, request the Board President consider placing an item on a future committee meeting or regular meeting.

- A. General Manager Comments
- B. Director's Comments
- C. Public Comments

LAST PAGE OF BOARD PACKET