

Board of Directors

Jorge Magana, President
Jeff Dotzler, Director
Matt Starbuck, Director
Jim Keeling, Director
Glen McLeod, Director



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

Mike Garner, General Manager

Mission Hills Community Services District Board of Directors

Agenda-Regular Meeting

Wednesday September 16, 2026

4:30 PM

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

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes. **If you cannot attend, you can submit comments before the meeting to admin@mhcsd.org before 1:00 PM, Tuesday, September 15, 2026.**

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

A. Consideration of Approval of Minutes from

i.) August 19, 2026

B. Receive Activity Reports for August

- i) General Manager and Administration Reports
- ii) Water and Wastewater

C. Consideration of Financial Reports for August

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

5. Regular Business

A. Discuss and Consider Declaring District Equipment, as Set forth in Attachment A of the Staff Report, Surplus in Accordance with the District's Surplus Property Policy

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

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

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

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

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

Board of Directors

Jorge Magana, President
Glen McLeod, Vice President
Jim Keelinhg, Finance Officer
Matthew Starbuck, Director
Jeff Dotzler, Director



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Mike Garner, General Manager

Mission Hills Community Services District Board of Directors**Regular Meeting Minutes**

Wednesday, August 19, 2026

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

The Regular Meeting of the Board of Directors of Mission Hills Community Services District was called to order at 4:30 pm on Wednesday, August 19, 2026, at the District Board Meeting Room, 1550 East Burton Mesa Blvd, Lompoc, CA

Directors Present:

By Roll Call: Jorge Magana, Matthew Starbuck, Glen McLeod, Jim Keeling, Jeff Dotzler

Directors Absent:**Staff Present:**

Mike Garner, Javier Rodriguez, Arleen Block

Via Zoom:

Carol Renyolds

Others Present:**1. Call to Order and Pledge of Allegiance****2. Roll Call****3. Public Comment** – No public comments were received**4. Consent Agenda****A. APPROVE MINUTES**

i.) August 19, 2026

B. Activity Reports for June & July

- i) General Manager and Administration Reports
- ii) Water and Wastewater

C. Financial Reports for June & July

- i) Revenue and Expenses Previous Year Comparison
- ii) Disbursements Journal
- iii) Variation from Projected Income

- iv) Bank Account Summary
- v) Budget to actual
- vi) Employee/Board Member Reimbursements FY 2025-26
- vii) CIP Budget vs Actual FY 2025-26

Approved Consent Items:

Motion was made by Director Jorge Magana and seconded by Director Jim Keeling to approve the Consent Agenda as presented.

The motion passed by a 5-0 vote

Ayes: Director Jorge Magana, Director Glen McLeod, Director Jim Keeling, Director Matthew Starbuck, Director Jeff Dotzler

Noes:

Absent:

5. Regular Business

- A. Discuss and Consider the Burton Ranch Development Agreement:** General Manager Mike Garner reported that Burton Mesa developer Jon Martin requested a seven-year extension of the agreement and allocation of connection fees to each development partner. Following discussion, the Board directed Mr. Garner to ask Mr. Martin to submit a revised agreement for Board review. No action was taken.

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

- A. General Manager's Comments** – General Manager Mike Garner informed the Board that he and three other MHCS D representatives would attend the Tri-State seminar for licensing purposes. He will also be attending CSDA Annual Conference and Exhibitor showcase with Director Jim Keeling in August.

- B. Director Comments** – None

- C. Public Comments** – None

With no further business before the Board, the meeting was adjourned at 5:45 pm on August 19,2026.

Respectfully Submitted:

Arleen Block

X _____

President, Jorge Magana

X _____

Board Secretary, Arleen Block



General Manager and Administrative Activity Reports
September 16, 2026

General Manager Report

Sewer Project – City had meeting with MSN engineering and talked about us sending our sewer to them. Setting up meeting with the city manager.

Well #7 – Waiting for stainless steel new screen to put well back online.

CSDA – Director Keeling and I attended the annual CSDA conference in Palm Springs.

Administrative Services Manager

Participated in the CSDA Board of Directors Meeting. Participated in Board Meeting & As is customary Board Meeting preparation. Assisted customers, Prepared Bank Deposits. Facilitated money transfers between accounts as warranted. Kept abreast of the District priorities on a weekly basis by both the General Manager and the Operations Supervisor. Started working with CPA to complete the FY 2025-2026 Financial Statement.

Accountant

Working with management on journal entries, accounts payable and receivable. Assisting Customer Service with collection of delinquent accounts.

Board Secretary / Admin Analyst & Customer Service Representative II

Worked on Backflow letters, input information for new meters, sent out bills for June/July, processed travel advance forms and booked hotels for individuals who were traveling to Seminars.

Applied 10% Late Fee for non-payment of August

Past Due Letter Mailed August

**Board of Directors:**

President; Jorge Magana
 Vice President; Glen McLeod
 Director; Jim Keeling
 Director; Matthew Starbuck
 Director; Jeff Dotzler

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Mike Garner, General Manager

MISSION HILLS COMMUNITY SERVICES DISTRICT

Water and Wastewater Report – August

August	
<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 18.13 MG	Total Monthly Influent Flow: 5.12 MG
Daily Average: 0.58 MGD	Daily Average: 0.16 MGD
Monthly Sold: 15.76 MG	Ratio of Daily returned Flow: 27%
Unaccounted Water: 2.37 MG (13.1%)	(0.16/0.58 = 0.27)

Water

Compliance

- Submitted the State Water Resource Control Board (SWRCB) Monthly reports.
- Submitted Annual Disinfection By-Product Report (DBP).
- Santa Barbara County Air Pollution Control District conducted a Bi-annual inspection on Well 6 natural gas engine.

Capital Improvement Projects

- Uploaded District water/ wastewater system maps for GIS mapping software requested by ZWORLD.
- Staff started the valve replacement project at treatment plant.

Distribution System Maintenance/Repair

- Water main line repairs: 2 (Pellham Dr. & Purisima Rd.)
- Water service line repair: 0
- Hydrant replaced: 2

Wells & Pumping

- **Well 7:**
 - 3rd Gen Co. pulled pump and recorded video of the well.
 - Staff cleaned column pipe and cone strainer.
 - Staff performed maintenance on the flow mag meter for Well 7.

Preventative Maintenance Program:

August

- Hydrants Maintenance : **9 66/106 YTD**
- Valves exercised: **9 75/175 YTD**
- Valves to be replaced: **3**

Wastewater

Compliance

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

Collection System/Lift Station

- Staff Jetted sewer lines on a section of the Mission Hills upper tract.
- Continued monitoring of Wet well Wizard.

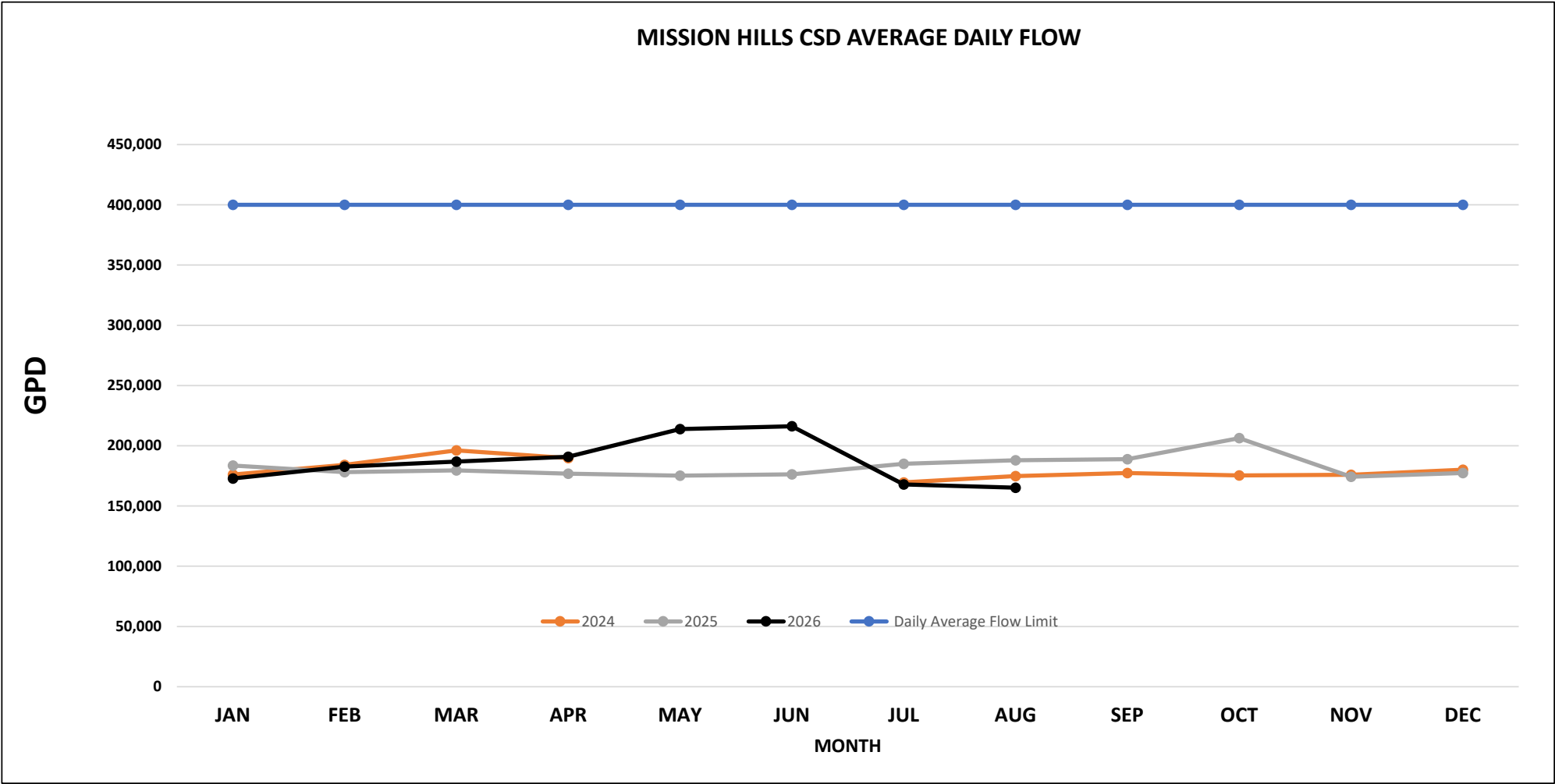
Wastewater Plant

- Performed weekly laboratory in-house samples.



MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

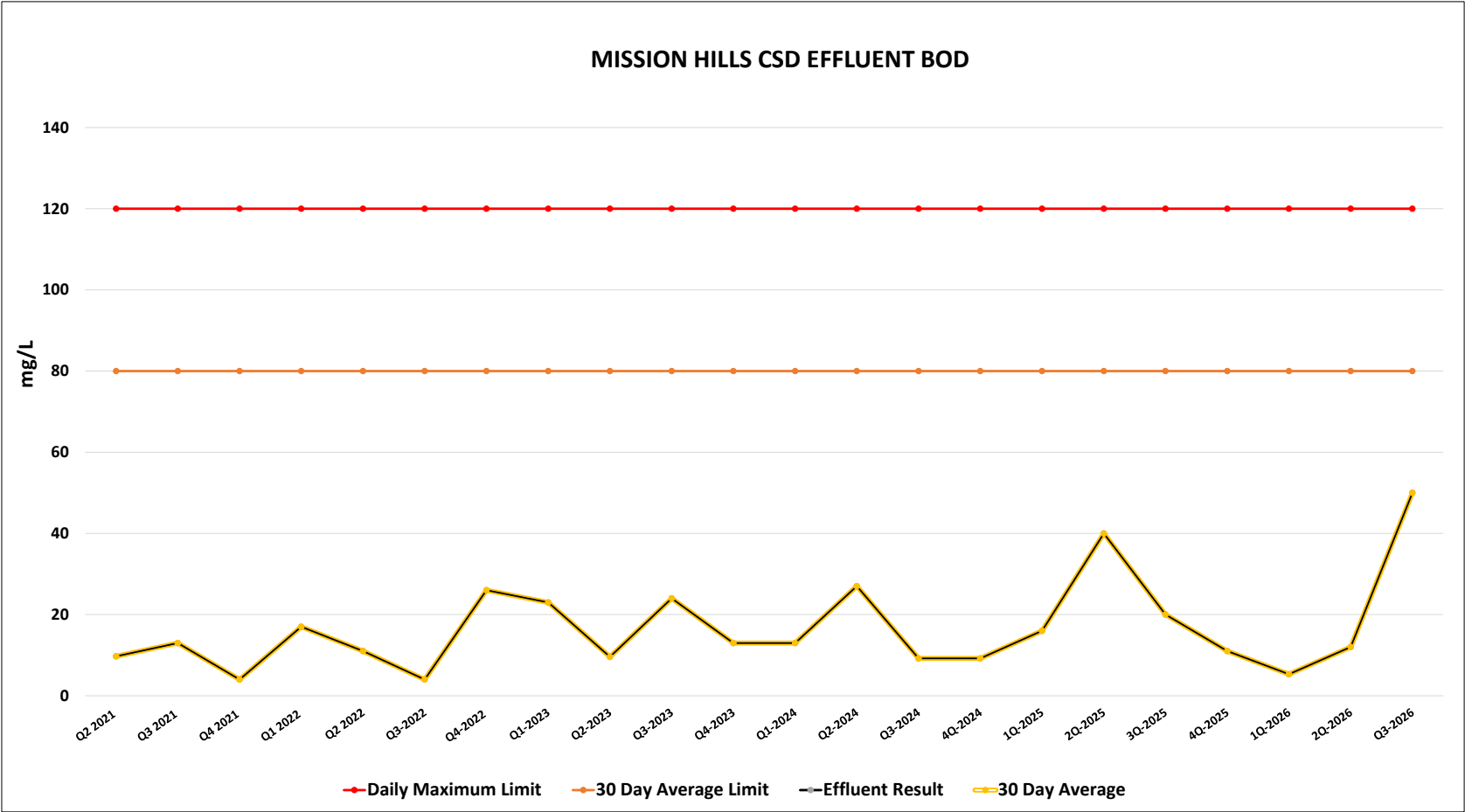
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Average Flow Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
2024	176,039	184,061	196,175	189,774			169,626	174,891	177,358	175,452	176,004	180,042
2025	183,577	178,078	179,587	176,856	175,259	176,370	185,035	187,896	188,808	206,308	174,291	177,419
2026	172,798	182,705	186,921	190,896	213,845	216,181	167,847	165,208				



MISSION HILLS CSD EFFLUENT BOD (mg/L)

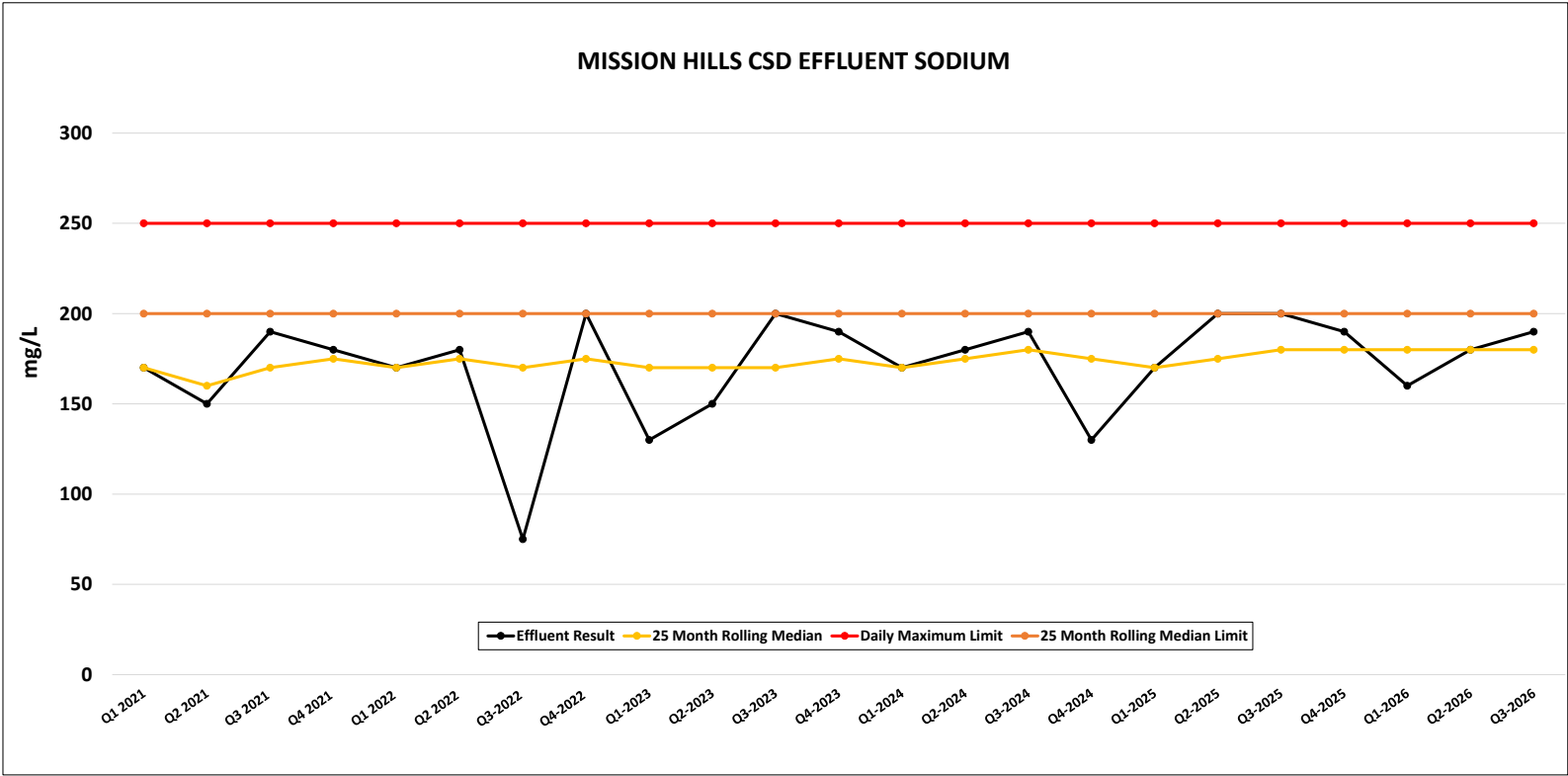
MONTH	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026	Q3-2026
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day Average Permit Limit	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Effluent Result	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9	16	40	20	11	5	12	50
30 Day Average	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9	16	40	20	11	5	12	50

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



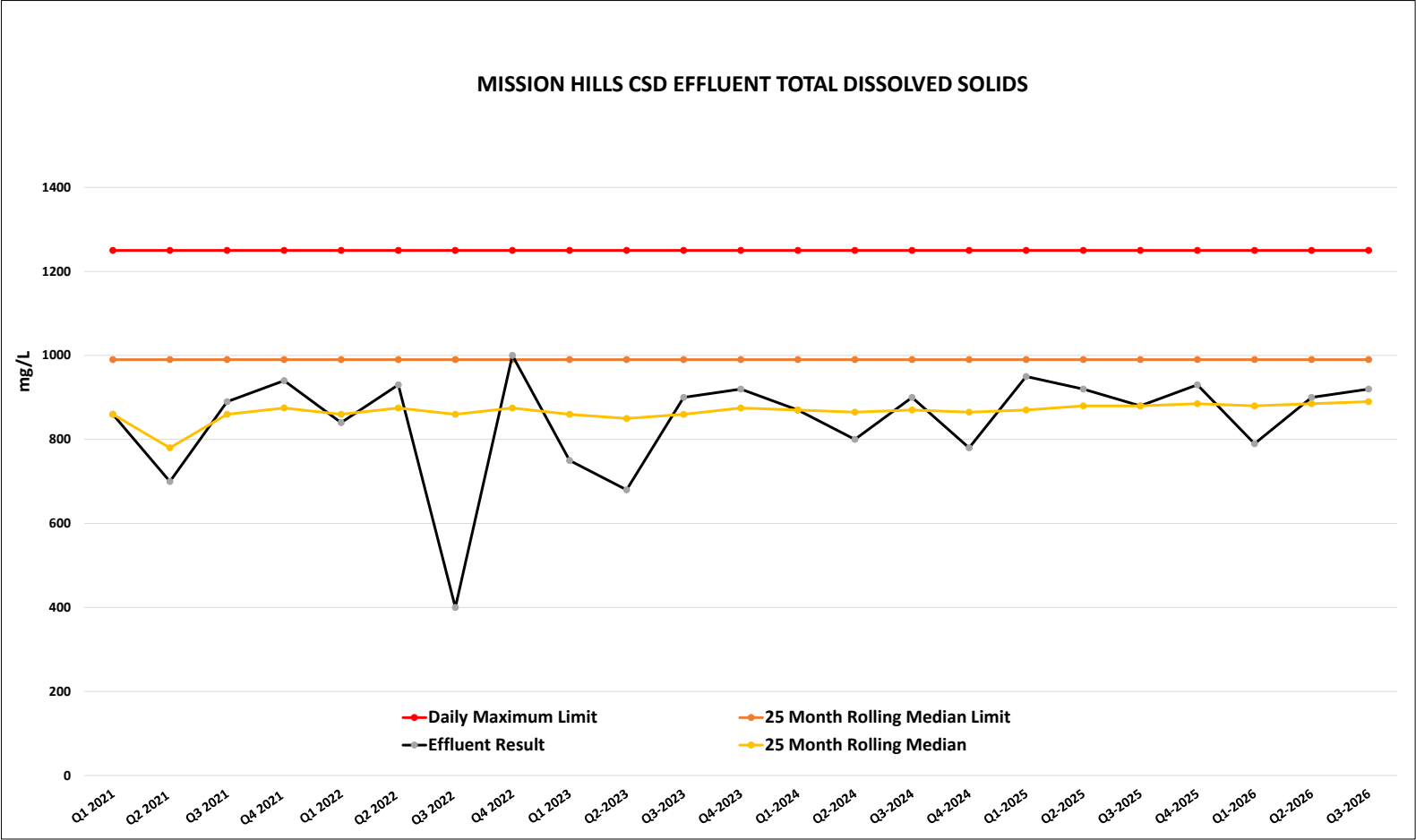
MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

MONTH	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026	Q3-2026
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling Median Limit	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Effluent Result	170	150	190	180	170	180	75	200	130	150	200	190	170	180	190	130	170	200	200	190	160	180	190
25 Month Rolling Median	180	160	170	175	170	175	170	175	170	170	170	175	170	175	180	175	170	175	180	180	180	180	180



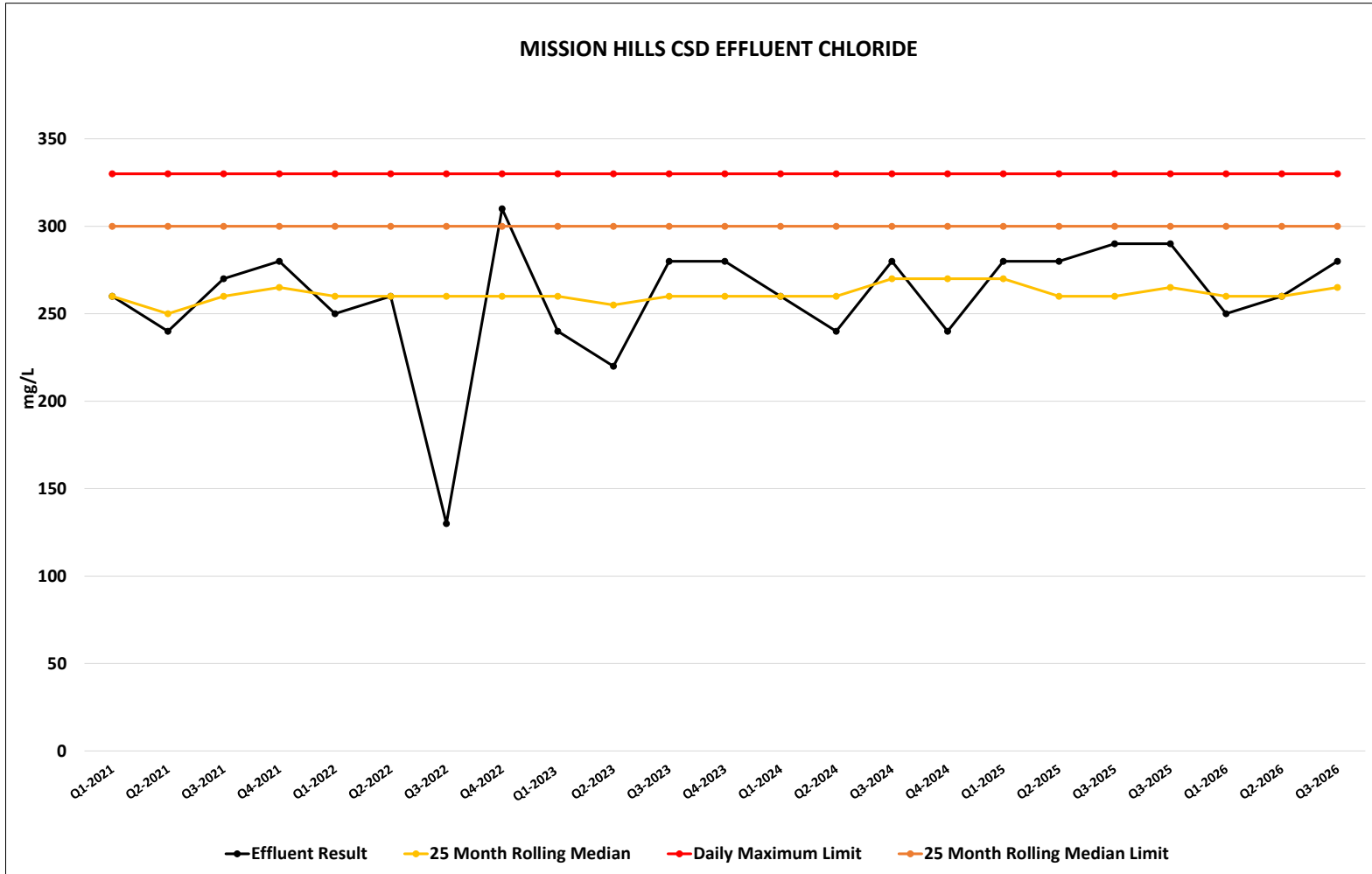
MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

MONTH	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2-2024	Q3-2024	Q4-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1 2026	Q2 2026	Q3-2026
Daily Maximum Permit Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
25 Month Rolling Median Limit	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990
Effluent Result	860	700	890	940	840	930	400	1,000	750	680	900	920	870	800	900	780	950	920	880	930	790	900	920
25 Month Rolling Median	855	850	855	860	855	860	855	860	855	850	855	860	865	860	865	860	865	870	875	880	875	885	890



MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

MONTH	Q1-2021	Q2-2021	Q3-2021	Q4-2021	Q1-2022	Q2-2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026	Q3-2026
Daily Maximum Permit Limit	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
25 Month Rolling Median Limit	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Effluent Result	260	240	270	280	250	260	130	310	240	220	280	280	260	240	280	240	280	280	290	290	250	260	280
25 Month Rolling Median	260	255	260	260	260	260	260	260	260	255	260	260	260	260	260	260	260	260	260	265	260	260	280



MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

MONTH	Q1-2021	Q2-2021	Q3-2021	Q4-2021	Q1-2022	Q2-2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q3-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026	Q3-2026
Daily Maximum Permit Limit	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	30	30	30	30	30
Monthly Average Limit	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10
Effluent Result	13	9	6	5	14	26	3	8	13	12	9	5	9	14	4	5	19	12	7	5	7	7	10



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Mission Hills Community Services District
Revenue and Expense Previous Year Comparison
August 2026

		Aug 26	Aug 25	\$ Change	Explanation
	6420 · Cleaning service	200.00	200.00	0.00	
	6425 · Office equip maintenance	518.87	523.23	-4.36	
	6430 · Internet access	0.00	182.68	-182.68	
	6435 · Landscaping services	313.79	283.13	30.66	
	6437 · Pest Control	140.00	0.00	140.00	
	6445 · Security expense	0.00	225.00	-225.00	
	6450 · Software support	1,859.30	1,452.50	406.80	
	6452 · Credit Card Processing	344.14	711.80	-367.66	
	6453 · Software Subscriptions	237.60	213.60	24.00	
	6455 · Street sweeping services	1,568.00	1,530.00	38.00	
	6460 · Uniforms	0.00	1,521.50	-1,521.50	Uniform Purchases 2025
	6466 · Emissions Testing	0.00	13,377.80	-13,377.80	Well #6 Biannual Testing & Source Testing 2025
	6470 · Other contractual services	57.95	28.00	29.95	
	Total 6410 · Contractual services	5,239.65	20,249.24	-15,009.59	
	6475 · Professional services				
	6480 · Accounting services	0.00	1,812.50	-1,812.50	Financial Services 2025
	6490 · Legal services	761.50	1,622.16	-860.66	
	Total 6475 · Professional services	761.50	3,434.66	-2,673.16	
	6500 · Printing and publication	597.28	0.00	597.28	
	6505 · Equipment lease and rentals	231.57	242.02	-10.45	
	6525 · Research and monitoring				
	6535 · Monitoring expense	6,934.84	1,547.77	5,387.07	Field Instrument Evaluation 2026
	Total 6525 · Research and monitoring	6,934.84	1,547.77	5,387.07	
	6600 · Travel and meetings				
	6605 · Director training	0.00	887.74	-887.74	
	6610 · Meals	0.00	972.93	-972.93	
	6620 · Staff training	0.00	100.00	-100.00	
	6625 · Travel expenses	2,206.10	6,778.46	-4,572.36	Tri-State Seminar 2025
	Total 6600 · Travel and meetings	2,206.10	8,739.13	-6,533.03	
	6650 · Utilities				
	6655 · Cell phones	50.00	50.00	0.00	
	6665 · Electrical	29,442.64	27,807.58	1,635.06	Increased Usage 2026
	6670 · Natural gas	2,051.26	1,021.13	1,030.13	Increased Usage 2026
	6685 · Telephone	359.50	310.36	49.14	
	6691 · Trash & Recycling	354.35	342.37	11.98	
	Total 6650 · Utilities	32,257.75	29,531.44	2,726.31	
	6700 · Government fees and charges	0.00	10.00	-10.00	
	6720 · Repairs and maintenance				
	6730 · Distribution expense	6,432.02	1,831.83	4,600.19	Valley Rock & Mission Paving Chandler & Pellham Repairs 2026
	6755 · Reservoirs	2,080.00	0.00	2,080.00	Pro 3 Maintenance on Cameras & SCADA 2026
	6765 · Supplies and small tools	545.01	291.60	253.41	
	6775 · Filtration Plant	215.76	0.00	215.76	
	6785 · Wells and pumping	32.46	17.07	15.39	
	6790 · Waste water plant	0.00	2,030.11	-2,030.11	Universal Blower Various Items 2025
	Total 6720 · Repairs and maintenance	9,305.25	4,170.61	5,134.64	
	Total Expense	205,065.04	217,350.93	-12,285.89	
	Net Ordinary Income	77,384.11	46,938.17	30,445.94	
	Other Income/Expense				
	Other Income				
	7010 · Interest income	7,484.67	8,507.93	-1,023.26	Interest Rate Decrease 2026
	Total Other Income	7,484.67	8,507.93	-1,023.26	

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Mission Hills Community Services District
Disbursements Journal
August 2026

		Date	Num	Name	Amount	Explanation
1000	FSB - Operating 1535412					
		08/01/2026	EFT	Tierzero	-243.70	
		08/05/2026	35161	American Industrial Supply	-88.96	
		08/05/2026	35162	California Rural Water Assn	-1,042.00	CRWA Renewal
		08/05/2026	35163	County of Santa Barbara - DPW W	-91.94	
		08/05/2026	35164	Famcon Pipe & Supply Inc.	-2,650.24	Various Couplings & Pipe Fittings
		08/05/2026	35165	Phone & Auto Allowance	-400.00	
		08/05/2026	35166	JB Dewar Inc	-724.52	
		08/05/2026	35167	Jon's Lawn Mowing	-227.77	
		08/05/2026	35168	Pro3 Automation Inc	-4,215.22	WWTP Blower Motors
		08/05/2026	35169	SP Maintenance Services, Inc.	-1,568.00	Street Sweeping
		08/05/2026	35170	Standard Insurance Company	-312.70	
		08/05/2026	35171	Underground Service Alert of SC	-49.90	
		08/05/2026	35172	Valley Rock Ready Mix, Inc.	-452.01	
		08/06/2026	EFT	Converged	-297.50	
		08/06/2026	EFT	Converged	-780.00	
		08/06/2026	EFT	Converged	-415.00	
		08/06/2026	EFT	De Lage Landen Financial Service	-231.57	
		08/10/2026	EFT	Frontier Communications	-115.80	
		08/15/2026	EFT	Marborg Industries	-81.34	
		08/15/2026	EFT	Marborg Industries	-273.01	
		08/19/2026	35173	ACECO Equipment Rentals	-242.48	
		08/19/2026	35174	ACWA/JPIA *Medical Insurance	-19,418.80	Medical Insurance
		08/19/2026	35175	ALL AMERICAN SEWER TOOLS	-515.74	
		08/19/2026	35176	American Industrial Supply	-55.34	
		08/19/2026	35177	Blue-White	-366.96	
		08/19/2026	35178	Brenntag Pacific, Inc	-6,367.09	Chemicals
		08/19/2026	35179	California Consulting, Inc.	-12,000.00	CIP-Grant Writing Service
		08/19/2026	35180	California Special Districts Associa	-1,304.54	Financial Service
		08/19/2026	35181	CivicPlus LLC	-366.80	
		08/19/2026	35182	Refund	-50.69	
		08/19/2026	35183	Consolidated Electrical Dist. Inc.	-25,208.66	Well #8-Transformer Switchboard
		08/19/2026	35184	Core & Main	-216.25	
		08/19/2026	35185	County of Santa Barbara- Gen Svc	-258.31	
		08/19/2026	35186	Famcon Pipe & Supply Inc.	-242.51	
		08/19/2026	35187	Flexitg	-244.87	
		08/19/2026	35188	Reimbursement	-885.50	
		08/19/2026	35189	Hach Company	-6,748.00	Water & Wastewater Quality Evaluation
		08/19/2026	35190	Reimbursement	-422.00	
		08/19/2026	35191	Home Depot	-676.38	
		08/19/2026	35192	Inklings Printing Company	-597.28	
		08/19/2026	35193	JB Dewar Inc	-306.74	
		08/19/2026	35194	Jim Vreeland Ford	-225.00	
		08/19/2026	35195	Juana Garcia Rodriguez	-200.00	Janitorial Services
		08/19/2026	35196	Mission Paving Inc	-2,000.00	Asphalt Rucker Rd & Chandler Dr
		08/19/2026	35197	MNS Engineers, Inc.	-1,245.94	WWTP Upgrades
		08/19/2026	35198	Mr. Backflow	-1,679.00	Backflow Repair
		08/19/2026	35199	O'Connor Pest Control	-280.00	
		08/19/2026	35200	Reimbursement	-422.00	
		08/19/2026	35201	Reimbursement	-476.60	
		08/19/2026	35202	Springbrook Holding Company LLC	-94.20	
		08/19/2026	35203	Refund	-2,227.62	Customer Refund
		08/19/2026	35204	TASC	-826.44	
		08/19/2026	35205	USA BlueBook	-705.62	
		08/19/2026	35206	Valley Rock Ready Mix, Inc.	-1,173.40	Sand & Slurry Chandler Dr
		08/19/2026	35207	ZWorld GIS, LLC	-2,100.00	CIP-GIS Program
		08/19/2026	35208	California Water Environment Assc	-251.00	
		08/20/2026	EFT	Carmel & Naccasha LLP	-1,646.47	Legal Service

Mission Hills Community Services District
Disbursements Journal
August 2026

		Date	Num	Name	Amount	Explanation
Total 1000 · FSB - Operating	1535412				-106,309.41	
1060 · CHCU - General	4163					
		08/06/2026	EFT	PG&E	-7,318.70	WWTP
		08/06/2026	EFT	SoCalGas	-73.64	Well #6
		08/06/2026	EFT	SoCalGas	-23.29	Office
		08/20/2026	EFT	PG&E	-656.64	Office
		08/20/2026	EFT	PG&E	-11,696.58	Well #5
		08/20/2026	EFT	PG&E	-3,260.04	Lift Station
		08/20/2026	EFT	PG&E	-62.58	Well #6
		08/20/2026	EFT	PG&E	-754.51	Shop
		08/20/2026	EFT	PG&E	-6,041.34	Well #7
		08/20/2026	EFT	PG&E	-11.98	Street Light
		08/25/2026	EFT	TASC	-92.56	
Total 1060 · CHCU - General	4163				-29,991.86	
1070 · CHCU - Payroll	4155					
		08/05/2026	1489	Matrix Trust Company	-7,450.01	457/401K
		08/12/2026		Payroll	-27,617.92	
		08/14/2026	E-pay	EDD	-2,378.92	
		08/14/2026	E-pay	IRS USATAXPYMT	-6,756.58	
		08/14/2026	EFT	CA State Disbursement Unit/Exper	-299.07	
		08/19/2026	1490	Matrix Trust Company	-7,647.97	457/401K
		08/26/2026		Payroll	-25,350.00	
		08/26/2026		BOD Payroll	-227.63	
		08/26/2026		BOD Payroll	-2,464.61	
		08/27/2026	1491	BOD Payroll	-113.81	
		08/27/2026	1492	BOD Payroll	-113.81	
		08/27/2026	1493	BOD Payroll	-113.82	
		08/28/2026	E-pay	EDD	-2,426.98	
		08/28/2026	E-pay	IRS USATAXPYMT	-7,011.38	
		08/28/2026	EFT	CA State Disbursement Unit/Exper	-299.07	
Total 1070 · CHCU - Payroll	4155				-90,271.58	
1075 · CHCU - ACH	4130					
		08/16/2026	EFT	Springbrook (ACH Services)	-242.60	ACH Transaction Fees
Total 1075 · CHCU - ACH	4130				-242.60	
TOTAL					-226,815.45	

Variation From Projected Income

Fiscal Year Ending 6-30-2027

	Water			Wastewater						
Billing Month	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation	Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
Jul-26	\$ 153,015	\$ 139,860	\$ (13,155)	\$ 124,624	\$ 115,469	\$ (9,155)	\$ (22,310)	22,742	22,768	23,781
Aug-26	\$ 151,157	\$ 152,019	\$ 862	\$ 124,624	\$ 124,855	\$ 231	\$ 1,093	21,034	21,920	22,175
Sep-26	\$ 140,913			\$ 124,624			\$ -		22,055	21,202
Oct-26	\$ 140,595			\$ 124,624			\$ -		16,433	18,562
Nov-26	\$ 118,502			\$ 124,624			\$ -		12,123	14,972
Dec-26	\$ 128,765			\$ 124,624			\$ -		14,496	13,145
Jan-27	\$ 135,816			\$ 124,624			\$ -		11,341	11,836
Feb-27	\$ 120,452			\$ 124,624			\$ -		11,713	11,910
Mar-27	\$ 111,783			\$ 124,624			\$ -		18,303	14,136
Apr-27	\$ 143,210			\$ 124,624			\$ -		17,028	15,625
May-27	\$ 120,436			\$ 124,624			\$ -		19,183	19,906
Jun-27	\$ 120,890			\$ 124,623			\$ -		22,014	21,179
Total	\$ 1,585,534	\$ 291,879	\$ (12,293)	\$ 1,495,487	\$ 240,325	\$ (8,923)	\$ (21,216)		209,377	208,431
								Year to Date Monthly Averages		
YTD avg	100%	18%		100%	16%			21,888	17,448	17,369
								Yearly Average	17,448	17,369
* 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												Consent Item 4.C. iv
	7/31/2026	8/31/2026	9/30/2026	10/31/2026	11/30/2026	12/31/2026	1/31/2027	2/28/2027	3/31/2027	4/30/2027	5/31/2027	6/30/2027
LAIF	\$349,342	\$349,342										
California Class	\$2,145,864	\$2,152,694										
Coast Hills FCU												
Checking	\$265,971	\$301,028										
Investment Checking	\$202	\$202										
Payroll	\$37,067	\$36,663										
ACH (Sweep Account)	\$1,000	\$1,000										
Total Coast Hill FCU	\$304,240	\$338,893										
Five Star Bank												
Operating	\$218,261	\$205,166										
Development	\$13,060	\$13,061										
Money Market	\$139,976	\$140,432										
Total Five Star Bank	\$371,297	\$358,659										
Combined Balance	\$3,170,743	\$3,199,589										
Monthly Change	-\$55,907	\$28,846										
Fiscal Year Monthly Change To Date												
-\$27,061												

Mission Hills Community Services District							2
Budget to Actual Comparison							0.17
Thru 07/31/2026							10
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 26-27	Aug-26	Aug-26	Difference	Budgeted Amount	17%	
Income							
Late Fees/Charges	\$ 40,000	\$ 6,667	7,887	\$ 1,220	\$ 32,113	20%	Higher Than Budgeted
Water Service	\$ 1,585,534	\$ 264,256	291,879	\$ 27,624	\$ 1,293,655	18%	Slightly Higher Than Budgeted
Sewer Service	\$ 1,495,487	\$ 249,248	240,325	\$ (8,923)	\$ 1,255,162	16%	Slightly Lower Than Budgeted
Street Sweeping	\$ 17,978	\$ 2,996	3,004	\$ 8	\$ 14,974	17%	On Track with Budget
	\$ 3,138,999	\$ 523,167	543,095	\$ 19,928	\$ 2,595,904	17%	On Track with Budget
	Budgeted	Prorated Budget	Actual Thru		Remainder		
	Fiscal Year 26-27	Aug-26	Aug-26	Difference	Budgeted Amount		
Expense							
Salaries & Wages	\$ 1,187,946	\$ 197,991	208,506	\$ (10,515)	\$ 979,440	18%	Slightly Higher Than Budgeted
Employee Benefits	\$ 310,000	\$ 51,667	53,854	\$ (2,187)	\$ 256,146	17%	On Track with Budget
Director Fees	\$ 10,000	\$ 1,667	625	\$ 1,042	\$ 9,375	6%	Lower Than Budgeted
WMA GSA Allocation	\$ -	\$ -	-	\$ -	\$ -	0%	No Expense Incurred
Election Expense	\$ 3,800	\$ 633	-	\$ 633	\$ 3,800	0%	No Expense Incurred
Vehicle Expense	\$ 37,000	\$ 6,167	4,771	\$ 1,396	\$ 32,229	13%	Lower Than Budgeted
Insurance	\$ 35,000	\$ 5,833	633	\$ 5,200	\$ 34,367	2%	Lower Than Budgeted
Memberships	\$ 35,000	\$ 5,833	7,137	\$ (1,304)	\$ 27,863	20%	Includes ERC Membership Fee
Office Expenses	\$ 15,000	\$ 2,500	10,083	\$ (7,583)	\$ 4,917	67%	Includes Payment of Bulk Postage
Operating Supplies	\$ 15,000	\$ 2,500	1,052	\$ 1,448	\$ 13,948	7%	Lower Than Budgeted
Chemicals	\$ 55,000	\$ 9,167	8,005	\$ 1,162	\$ 46,995	15%	Lower Than Budgeted
Safety	\$ 20,000	\$ 3,333	1,866	\$ 1,468	\$ 18,134	9%	Lower Than Budgeted
Contractual Services	\$ 130,000	\$ 21,667	14,493	\$ 7,173	\$ 115,507	11%	Lower Than Budgeted
Professional Services	\$ 60,000	\$ 10,000	3,713	\$ 6,287	\$ 56,287	6%	Lower Than Budgeted
Printing & Publication	\$ 20,000	\$ 3,333	1,209	\$ 2,124	\$ 18,791	6%	Lower Than Budgeted
Equipment Lease	\$ 6,000	\$ 1,000	1,139	\$ (139)	\$ 4,861	19%	Higher Than Budgeted
Monitoring	\$ 25,000	\$ 4,167	8,834	\$ (4,667)	\$ 16,166	35%	Hach Water & Wastewater Quality Evaluation
Travel/Meetings/Meals	\$ 30,000	\$ 5,000	2,206	\$ 2,794	\$ 27,794	7%	Lower Than Budgeted
Utilities	\$ 300,000	\$ 50,000	63,406	\$ (13,406)	\$ 236,594	21%	Higher Than Budgeted
Government Fees	\$ 40,000	\$ 6,667	2,266	\$ 4,401	\$ 37,734	6%	Lower Than Budgeted
Repairs & Maintenance	\$ 210,000	\$ 35,000	119,966	\$ (84,966)	\$ 90,034	57%	Mission Paving Calle Quarta & Via Dona Repair
	\$ 2,544,746	\$ 424,124	513,763	\$ (89,638)	\$ 2,030,983	20%	3% Higher Than Budgeted
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% =	\$ 127,237.30		

Board of Directors
Jorge Magana, President
Glen McLeod, Vice President
Jim Keeling, Finance Director
Matthew Starbuck, Director
Jeff Dotzler, Director



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California, 93436-2100
805-733-4366
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Mike Garner, General Manager

MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

From: Mike Garner, General Manager
Arleen Block, Administrative Assistant

DATE: September 16, 2026

SUBJECT: **Discuss and Consider Declaring District Equipment**, as Set Forth in Attachment A of the Staff Report, Surplus Property in Accordance with the District's Surplus Property Policy

Recommendation / Proposed Motion

- Recommendation: Review and discuss items for Surplus
- Proposed Motion: Declare the list of District equipment set forth in Attachment A, as surplus in accordance with the District's Surplus Property Policy.

Policy Reference

- In October 2005, the Board adopted Resolution No. 05-173, which adopted policies and procedures governing the Disposal of Surplus Property. In September 2022 the Board adopted a new Resolution No. 22-343, which slightly modified and updated the District Surplus Property Policy and rescinded Resolution 05-173.
 - Resolution No. 22-343 prescribes that the General Manager shall "periodically" inventory District property and recommend Board approved items to be declared surplus.
 - Surplus should attempt to maximize the overall dollar value to the District.
 - If the General Manager determines there is no value, the surplus items may be recycled or thrown away.

Alternatives Considered Budget Resource

Revenue: Proceeds from the sale of District-owned property will be retained in the General Fund/Other Income.

Discussion

Outdated equipment that the District is not currently utilizing is defined as surplus. District staff will sell the surplus equipment in an open auction environment through Gov Deals, Public Surplus, or other similar programs. These programs provide services to various government agencies that will allow Mission Hills CSD to document and sell surplus items via the Internet. The

District established a surplus equipment Policy in October 2005 which was replaced in September 2022 by Resolution No. 22-343. Staff recommends that the Board authorize staff to surplus the equipment.

Attachment A- Items to declare as surplus

Item	Serial/Model#	License Plate	Condition
VAC TRAILER	16VCX1222Y1326535	1216787	Operational/body in fair condition
DUMP TRUCK	1FDNF80C5VVA02572	039357	Operational/in good condition
2007 FORD F150	1FTRF12207KB84641	1312356	Operational/body in good condition

We use <https://www.govdeals.com/login> to Surplus our equipment

Checklist of things needed once the highest bidder pays for equipment

1. **ID** (Let them know we need a copy before they drive to MHCSO to pick up)
2. **BUYERS CERTIFICATE**- We Keep the buyer's Certificate for our records, (The buyer should receive the buyer's cert when they purchase a surplus item, if they call remind them to bring it in, please.)
3. **BILL OF SALE SIGNATURE** This Bill of Sale form, we can obtain from Gov Deals Website ONCE I SEE THAT THEY HAVE PAID FOR THE ITEM. I WILL PROVIDE YOU WITH THE FORM FOR THEM TO SIGN, ONCE THEY MAKE ARRANGEMENTS TO PICK UP THE ITEM.

Name	Phone #	Email	Item description	Comments



MISSION HILLS COMMUNITY SERVICES DISTRICT

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

A. General Manager Comments

MHCSD COMMITTEE MEETING UPDATES

September 16, 2026, Board Meeting

Committee	Summary Discussion	Completed Meeting Date
Finance/Budget Dotzler/Keeling Alt. Magana		
Legal/Personal Magana/Keeling Alt. Dotzler		
Water/Wastewater McLeod/Starbuck Alt. Dotzler		
SGMA/WMA Keeling Alt. GM		

B. Director's Comments

C. Public Comments

THE LAST PAGE OF THE BOARD PACKET