

Board of Directors

Jorge Magana, President
Glen McLeod, Vice President
James Keeling, Finance Director
Mathew Starbuck, Director
Jeff Dotlzer, 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, May 20, 2026

4:30 PM

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

Director James Keeling attending via Teleconference

Location: James Keeling-630 W 1250 N St George UT. 84770

In accordance with Government Code Section 54953(b), this agenda will be posted at the above teleconference location, and those locations will be accessible to the public.

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, May 19, 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.) April 15, 2026

B. Receive Activity Reports for April

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

C. Consideration of Financial Reports for April

- 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 approval of the district’s Sanitary Sewer Management Plan update. An updated Sanitary Sewer Management Plan is required that is a comprehensive document that the public wastewater agencies in California develop to manage their sewer infrastructure, prevent sewage spills, and maintain operational efficiency. It outlines procedures for operation and maintenance, emergency responses, and system upgrades.

B. Discuss and Consider the Community Outreach Flyer Relating to Water and Wastewater System Planning.

Authorize sending the attached Community Outreach Flyer Relating to Water and Wastewater System Planning to the Districts ratepayers as part of the Community Outreach Program to advise the Community about needed Capital Improvements to the districts Water and Wastewater systems.

C. Discuss and Consider Final Can and Will Serve Letter Brisa Encina- Supportive Housing.

Approve the Final Can and Will Serve letter to Brisa Encina Supportive Housing.

6. Public Hearings

A. Public Hearing to **Discuss and Consider** Adopting the Final Fiscal Year 2026/27 Capital Improvement Budget and Adopting the Final Fiscal Year 2026/27 Operating Budget

7. Closed Session

CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)
Agency Designated: Board President Jorge Magana
Unrepresented employee: General Manager Mike Garner

8. 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

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Jeff Dotzler, Director



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Mike Garner, General Manager

Consent Item 4. A i.

Mission Hills Community Services District Board of Directors
Regular Meeting Minutes
Wednesday, April 15, 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 4:34 pm on Wednesday, April 15, 2025, 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, Carol Reynolds, Arleen Block

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.) April 15,2026
 - B. Activity Reports for April 2026
 - i) General Manager and Administration Reports
 - ii) Water and Wastewater
 - C. Financial Reports for April 2026
 - 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 was made by President Magana and seconded by Director Matthew Starbuck 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:

Closed Session Public Employment Review Pursuant Government Code Section 54957(b)
Title: General Manager

5. Regular Business

- A. Discuss and Consider** the Preliminary Draft Capital Improvement Budget & Preliminary Draft Operating Budget for 2026/27. The Board discussed and made changes agreeing to bring it back for final vote at the next Board meeting. No vote 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 –

- B. Director Comments –** President Magana attended the 2026 Special Districts Legislative Days. His feedback was that the meeting he sat in CSDA doesn't want AI in the Districts. He also stated he would like to meet with more State, Local Leaders

C. Public Comments – None

With no further business before the Board, the meeting was adjourned at 7:15 pm on April 15,2026.

Respectfully Submitted:

Arleen Block

X _____

President, Jorge Magana

X _____

Board Secretary, Arleen Block



General Manager and Administrative Activity Reports

May 20, 2026

General Manager Report

Sewer Project- Still waiting on Cost Agreement with city. Grant application has been submitted to the State Water Board and we are waiting for a response.

Waterline- Received quote from contractor and quote on materials. Checking on steam bed permit.

Tank & Booster Project- Waiting on Brisa Encina to get started for connection fees. Field staff are preparing to start work on new transformer.

Administrative Services Manager

Participated in Board Meeting & as is customary Board Meeting preparation. Assisted customers, filed 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. Properties Worked with IT Contractor to address IT items. Met with PR Firm to evaluate presentation to provide to Board for approval.

Accountant

Working with management on journal entries, accounts payable and receivable. Assisting Customer Service with collection of delinquent accounts. Received payment in full on a lien account and prepared Release of Lien documents in accordance with applicable law and recording requirements.

Board Secretary/Customer Service Representative II

Collected payments from Rate Payers, directed calls to appropriate staff, Booked Hotels for staff attending Conferences, Past due letters mailed for April #129, Applied 10% late fee to #113 April Accounts for nonpayment. Compiled and distributed Board Packet



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**MISSION HILLS COMMUNITY SERVICES DISTRICT
 Water and Wastewater Report – April**

April	
<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 14.24 MG	Total Monthly Influent Flow: 5.7 MG
Daily Average: 0.47 MGD	Daily Average: 0.19 MGD
Monthly Sold: 12.73 MG	Ratio of Daily returned Flow: 37%
Unaccounted Water: 1.38 MG (10%)	(0.19/0.47 = 0.40)

Staff

- Brandon Fronteras has been promoted to Operator II
- Florencio Rodriguez passed the Wastewater Collections Grade 1 (CWEA)

Water

Compliance

- Submitted monthly reports to State Water Resource Control Board (SWRCB)
- Submitted quarterly report to State Water Resource Control Board (SWRCB)
- Updated MHCSD’s Sewer System Management Plan (SSMP)
- Updated MHCSD’s Risk and Resilience Assessment Report (RRA)
- JPIA conducted a Safety inspection on 4/16/2026
- Based on recent results, MHCSD has been approved to reduce its lead and copper tap sampling frequency to once every three years.

Distribution System Maintenance/Repair

- Replaced 65 Hersey meters to Kamstrup meters. 1225 of 1312 meters total were replaced.
- Water main line repairs: 1 (Calle Primera)
- Water service line repair: 5



Preventative Maintenance Program:

April

- Hydrants Maintenance: **21 51/106 YTD**
- Valves exercised: **12 70/175 YTD**
- Valves to be replaced: **3**

Wastewater

Compliance

- Collected all weekly samples
- Submitted the 2026 1st Quarter Self-Monitoring Report (SMR)
- Submitted the Monthly No Spill Report.

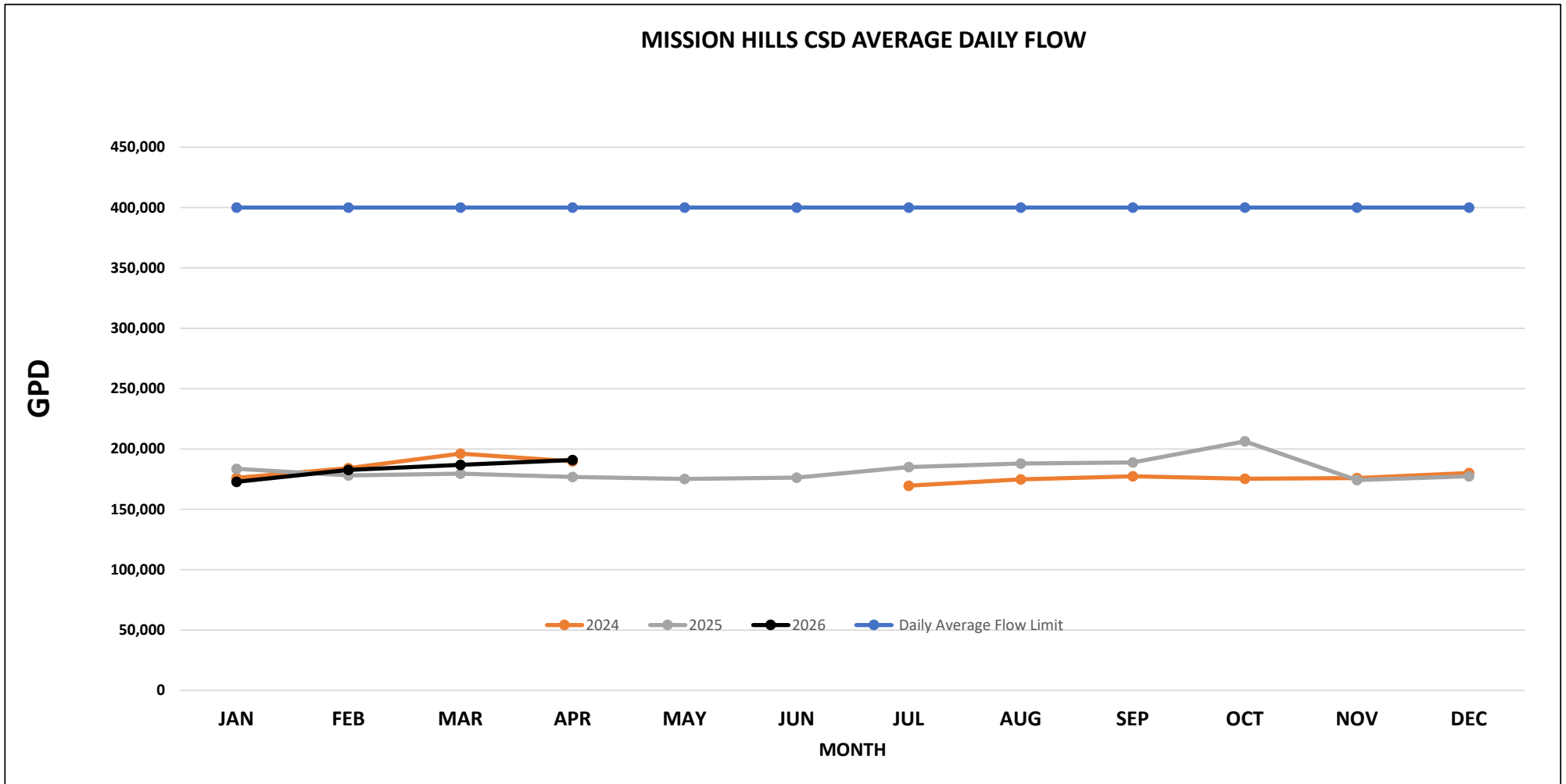
Wastewater Plant

- Performed weekly laboratory in-house samples.
- Brush and weed abatement

[Type here]

MHCSD AVERAGE DAILY WASTEWATER FLOW (GPD)

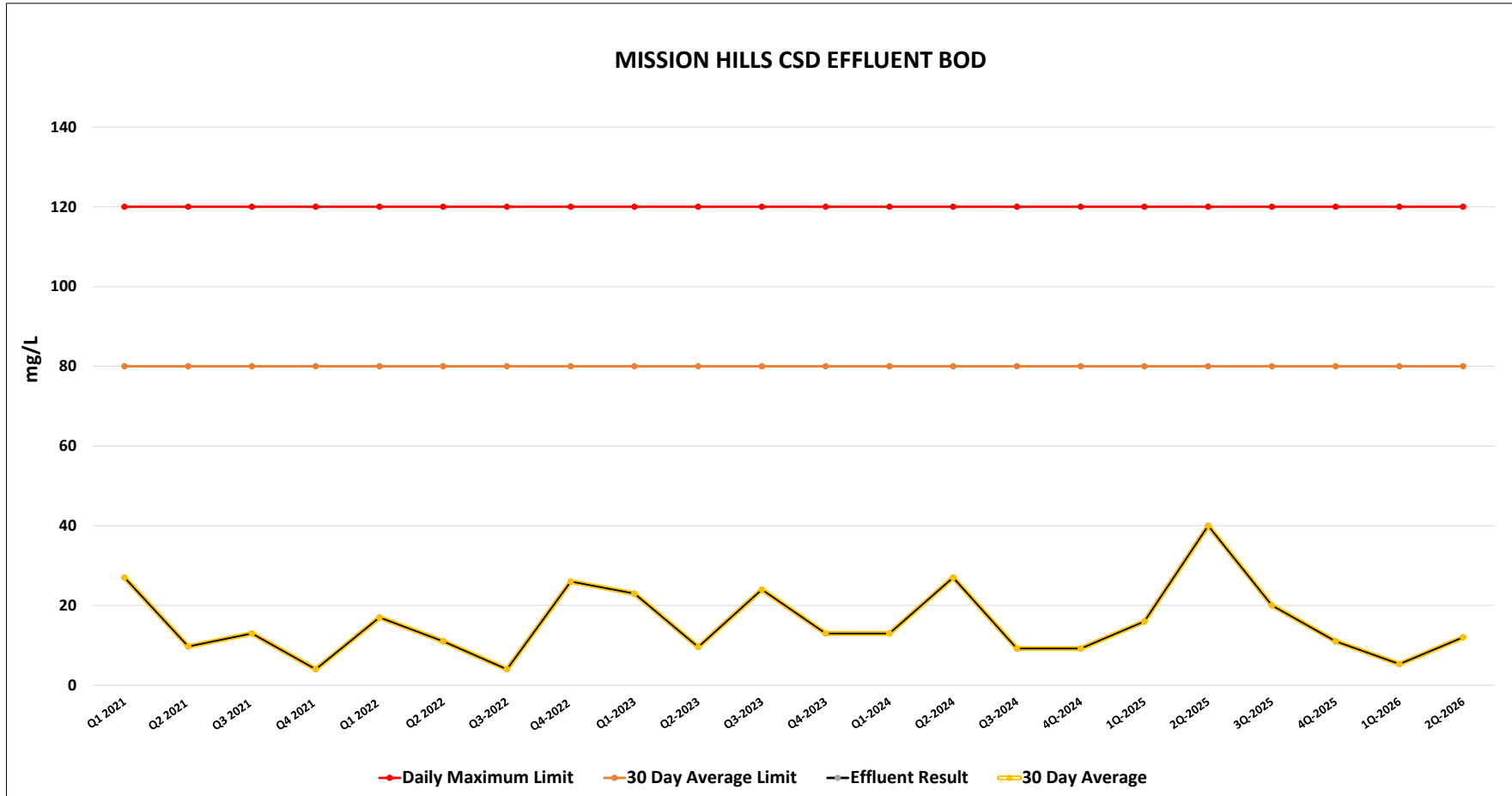
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Average Flow Limit	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
2024	176,039	184,061	196,175	189,774			169,626	174,891	177,358	175,452	176,004	180,042
2025	183,577	178,078	179,587	176,856	175,259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



MISSION HILLS CSD EFFLUENT BOD (mg/L)

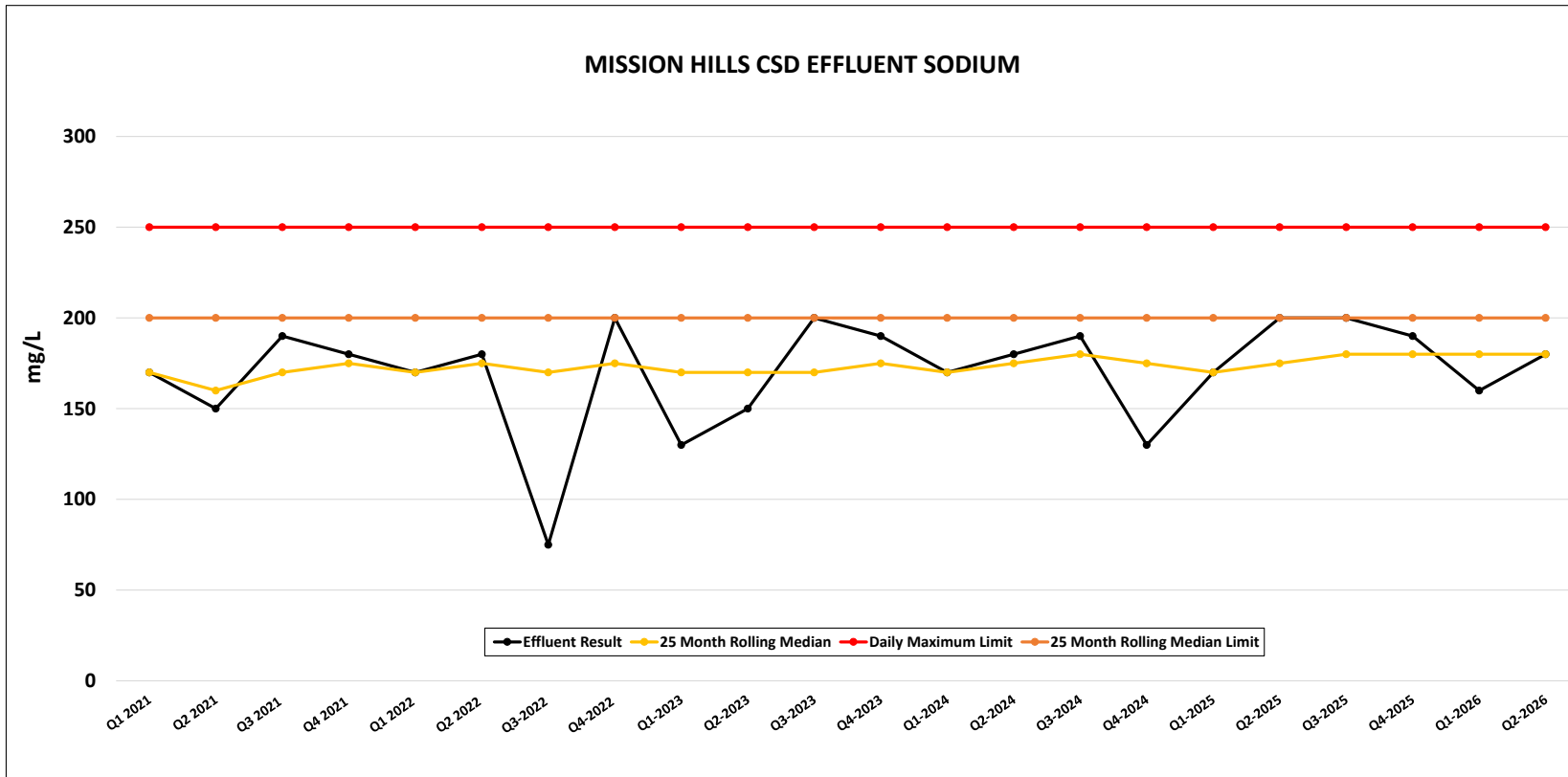
MONTH	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3-2022	Q4-2022	Q1-2023	Q2-2023	Q3-2023	Q4-2023	Q1-2024	Q2-2024	Q3-2024	Q4-2024	Q1-2025	Q2-2025	Q3-2025	Q4-2025	Q1-2026	Q2-2026
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
30 Day 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	27	10	190896	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9	16	40	20	11	5	12
30 Day Average	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	9	9	16	40	20	11	5	12

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



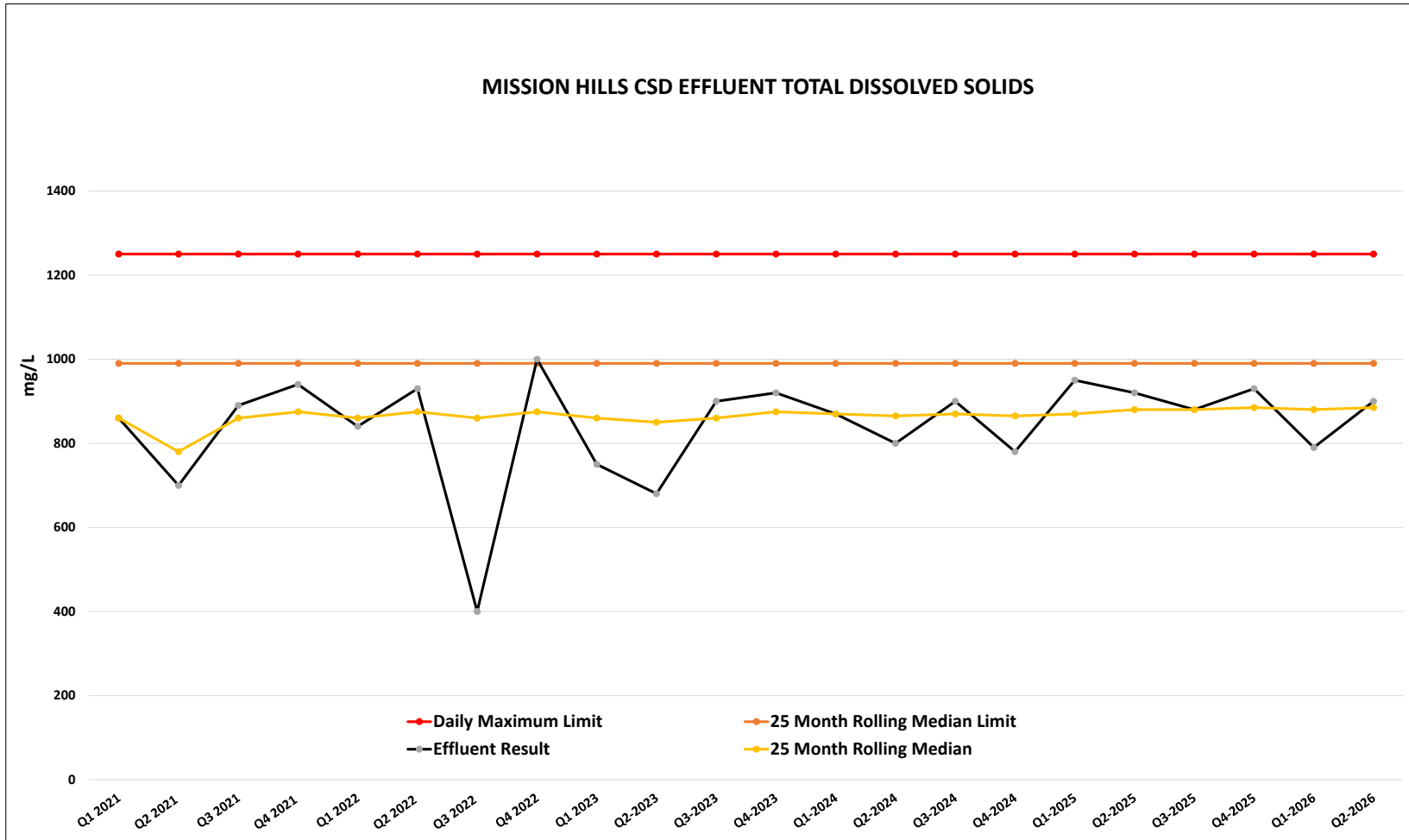
MISSION HILLS CSD EFFLUENT SODIUM (mg/L)

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
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
25 Month Rolling Median Limit	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Effluent Result	170	150	190896	180	170	180	75	200	130	150	200	190	170	180	190	130	170	200	200	190	160	180
25 Month Rolling Median	180	160	170	175	170	175	170	175	170	170	170	175	170	175	180	175	170	180	180	180	180	180



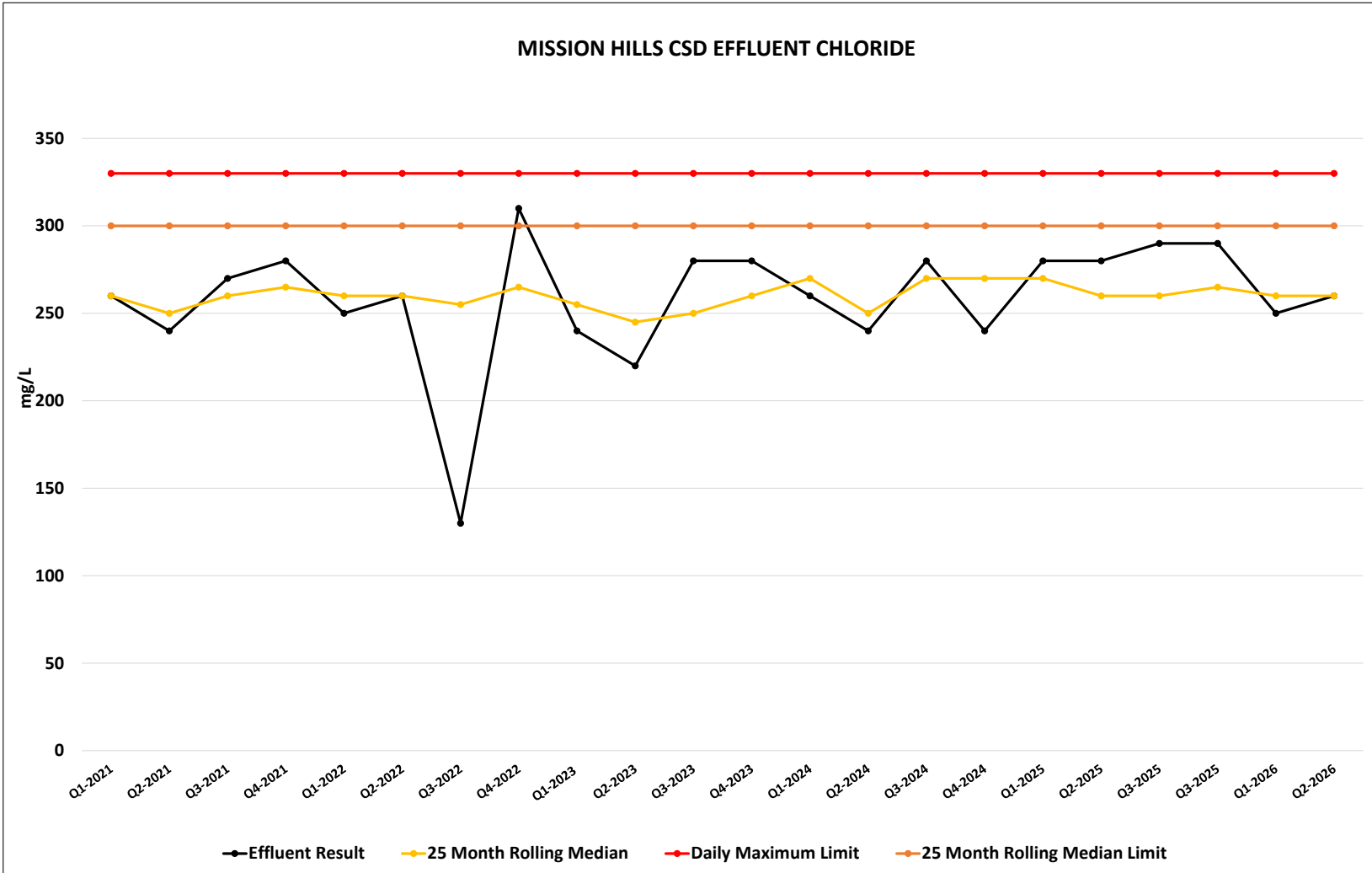
MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

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
Daily Maximum Permit Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
25 Month Rolling Median Limit	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990
Effluent Result	860	700	190,896	940	840	930	400	1,000	750	680	900	920	870	800	900	780	950	920	880	930	790	900
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



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
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
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
Effluent Result	260	240	270	280	250	260	130	310	240	220	280	280	260	240	280	240	280	280	290	290	250	260
25 Month Rolling Median	260	255	190,896	260	260	260	260	260	260	255	260	260	260	260	260	260	260	260	260	265	260	260



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
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
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
Effluent Result	13	190,896	6	5	14	26	3	8	13	12	9	5	9	14	4	5	19	12	7	5	7	7



Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
April 2026

		Apr 26	Apr 25	\$ Change	Explanation
Ordinary Income/Expense					
	Income				
	4005 · 48 hour notice fees	135.00	180.00	-45.00	
	4045 · Late fees	5,993.47	3,805.92	2,187.55	Increase in 2026
	4050 · Miscellaneous income	149.00	0.00	149.00	
	4060 · Reconnection fees	50.00	50.00	0.00	
	4075 · Returned check fees	50.00	0.00	50.00	
	4085 · Sewer basic charges	115,161.57	106,584.72	8,576.85	Rate Increase 2026
	4095 · Street sweeping charges	1,498.20	1,505.07	-6.87	
	4105 · Water basic charges	64,819.59	62,528.32	2,291.27	Rate Increase 2026
	4115 · Water usage charges	60,099.84	40,365.65	19,734.19	Increased Consumption 2026
	Total Income	247,956.67	215,019.68	32,936.99	
	Gross Profit	247,956.67	215,019.68	32,936.99	
	Expense				
	6000 · Salaries and wages				
	6005 · Wage expense	72,681.64	62,479.75	10,201.89	Increased # of Employees 2026
	6010 · Payroll tax expense	11,304.37	5,043.64	6,260.73	Increased # of Employees 2026
	Total 6000 · Salaries and wages	83,986.01	67,523.39	16,462.62	
	6050 · Employee benefits				
	6060 · Disability insurance	0.00	314.13	-314.13	
	6065 · Health insurance	16,730.96	14,709.40	2,021.56	Increased # of Employees 2026
	6075 · Retirement expenses	2,285.47	1,952.00	333.47	
	6085 · Workers compensation expe	5,564.28	3,505.54	2,058.74	Increased # of Employees 2026
	6090 · Vacation & Sick Leave	3,500.75	2,586.50	914.25	
	6095 · Benefit Administration	92.56	89.82	2.74	
	Total 6050 · Employee benefits	28,174.02	23,157.39	5,016.63	
	6100 · Director fees	1,000.00	875.00	125.00	
	6110 · Depreciation expense	26,784.66	26,784.66	0.00	
	6140 · Vehicle expenses				
	6145 · Tractor and equipment	3,112.90	0.00	3,112.90	Timing of Payment 2026
	6150 · Vehicle fuel	2,063.01	1,554.93	508.08	
	6155 · Vehicle maintenance	108.06	943.21	-835.15	
	6160 · Automobile Allowance	350.00	350.00	0.00	
	Total 6140 · Vehicle expenses	5,633.97	2,848.14	2,785.83	
	6170 · Insurance expense				
	6185 · Property insurance	22,992.22	0.00	22,992.22	Timing of Payment 2026
	Total 6170 · Insurance expense	22,992.22	0.00	22,992.22	
	6190 · Dues and memberships	365.00	553.00	-188.00	
	6200 · Office expenses				
	6225 · Miscellaneous expenses	0.00	263.24	-263.24	
	6230 · Office supplies	47.28	440.72	-393.44	
	6245 · Office Equipment	0.00	10,702.89	-10,702.89	New Computers 2025
	Total 6200 · Office expenses	47.28	11,406.85	-11,359.57	
	6300 · Operating supplies and expenses				
	6310 · Miscellaneous supplies	780.39	0.00	780.39	
	6330 · Shop supplies	0.00	262.39	-262.39	
	6335 · Small tools and appliances	177.46	191.78	-14.32	
	6340 · Chemicals				
	6344 · Chlorine	1,197.57	1,090.86	106.71	
	6345 · Corrosion inhibitor	2,676.67	3,310.93	-634.26	
	Total 6340 · Chemicals	3,874.24	4,401.79	-527.55	
	Total 6300 · Operating supplies and ex	4,832.09	4,855.96	-23.87	
	6350 · Safety expenses				
	6360 · Protective Clothing/Uniforms	200.00	0.00	200.00	
	Total 6350 · Safety expenses	200.00	0.00	200.00	
	6410 · Contractual services				
	6420 · Cleaning service	200.00	200.00	0.00	
	6425 · Office equip maintenance	393.98	253.45	140.53	
	6430 · Internet access	255.92	182.68	73.24	
	6435 · Landscaping services	436.47	300.34	136.13	
	6437 · Pest Control	124.00	124.00	0.00	

Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
April 2026

	Apr 26	Apr 25	\$ Change	Explanation
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	2,069.30	2,680.00	-610.70	
6452 · Credit Card Processing	711.47	543.83	167.64	
6453 · Software Subscriptions	3,179.09	2,170.39	1,008.70	Includes Intuit Subscription, Timing of Payment 2026
6455 · Street sweeping services	1,568.00	1,530.00	38.00	
6466 · Emissions Testing	809.40	0.00	809.40	
6470 · Other contractual services	1,919.40	26.65	1,892.75	Includes PR Services 2026
Total 6410 · Contractual services	11,779.53	8,123.84	3,655.69	
6475 · Professional services				
6490 · Legal services	1,173.11	756.99	416.12	
Total 6475 · Professional services	1,173.11	756.99	416.12	
6505 · Equipment lease and rentals	416.87	416.87	0.00	
6525 · Research and monitoring				
6535 · Monitoring expense	1,585.09	992.00	593.09	
Total 6525 · Research and monitoring	1,585.09	992.00	593.09	
6600 · Travel and meetings				
6610 · Meals	100.56	274.23	-173.67	
6620 · Staff training	3,200.00	846.00	2,354.00	Increased Class Attendance 2026
6625 · Travel expenses	1,064.59	1,003.72	60.87	
Total 6600 · Travel and meetings	4,365.15	2,123.95	2,241.20	
6640 · Uncollectible accounts	2,509.27	0.00	2,509.27	
6650 · Utilities				
6655 · Cell phones	274.19	221.89	52.30	
6665 · Electrical	21,305.09	16,931.73	4,373.36	Increased Consumption 2026
6670 · Natural gas	119.11	684.57	-565.46	
6685 · Telephone	332.69	682.90	-350.21	
6691 · Trash & Recycling	342.37	330.42	11.95	
Total 6650 · Utilities	22,373.45	18,851.51	3,521.94	
6720 · Repairs and maintenance				
6730 · Distribution expense	2,195.31	0.00	2,195.31	Products From Famcon, United Rentals, Core & Main and Home Depot 2026
6740 · Hydrants	577.27	0.00	577.27	
6750 · Collection expense	103.40	0.00	103.40	
6765 · Supplies and small tools	55.01	352.55	-297.54	
6770 · Telemetry	110.00	0.00	110.00	
6790 · Waste water plant	1,807.51	1,147.94	659.57	
6795 · Other repairs and mainten	1,801.99	912.46	889.53	
Total 6720 · Repairs and maintenance	6,650.49	2,412.95	4,237.54	
Total Expense	224,868.21	171,682.50	53,185.71	
Net Ordinary Income	23,088.46	43,337.18	-20,248.72	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	0.00	307.80	-307.80	
7010 · Interest income	10,328.29	11,883.40	-1,555.11	Lower Interest Rates, Lower Principle 2026
Total Other Income	10,328.29	12,191.20	-1,862.91	
Net Other Income	10,328.29	12,191.20	-1,862.91	
Net Income	33,416.75	55,528.38	-22,111.63	

Mission Hills Community Services District
Disbursements Journal
April 2026

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	04/01/2026	EFT	Tierzero	-243.60	
	04/07/2026	EFT	Staples Advantage*	-245.13	
	04/07/2026	EFT	Carmel & Naccasha LLP	-1,173.11	Legal Fees
	04/07/2026	EFT	Mission Paving Inc	-820.00	
	04/07/2026	EFT	Linde Gas & Equipment Inc	-52.43	
	04/07/2026	EFT	Marborg Industries	-263.67	
	04/07/2026	EFT	Marborg Industries	-78.70	
	04/07/2026	EFT	De Lage Landen Financial Service	-231.57	
	04/08/2026	34993	ACECO Equipment Rentals	-10.08	
	04/08/2026	34994	American Industrial Supply	-104.69	
	04/08/2026	34995	Boot Barn	-200.00	
	04/08/2026	34996	Brenntag Pacific, Inc	-3,874.24	Chemicals
	04/08/2026	34997	Central City Tool Supply	-889.56	
	04/08/2026	34998	County of Santa Barbara- Gen Sv	-250.98	
	04/08/2026	34999	Famcon Pipe & Supply Inc.	-81.56	
	04/08/2026	35000	Flextg	-393.98	
	04/08/2026	35001	Phone & Car Allowance	-400.00	
	04/08/2026	35002	Home Depot	-4,380.23	Various Tools for Trucks
	04/08/2026	35003	Inklings Printing Company	-271.88	
	04/08/2026	35004	JB Dewar Inc	-658.79	
	04/08/2026	35005	Jon's Lawn Mowing	-370.06	
	04/08/2026	35006	Quadient Leasing USA, Inc.	-396.14	
	04/08/2026	35007	SP Maintenance Services, Inc.	-1,568.00	Street Sweeping Service
	04/08/2026	35008	Springbrook Holding Company LLC	-93.72	
	04/08/2026	35009	Underground Service Alert of SC	-44.40	
	04/08/2026	35010	USA BlueBook	-708.43	
	04/08/2026	35011	Valley Rock Landscape Supply	-263.45	
	04/08/2026	35012	Valley Rock Ready Mix, Inc.	-1,120.60	Slurry for Leak
	04/08/2026	35013	Wallace Group	-1,623.75	Engineering Fees
	04/09/2026	EFT	Frontier Communications	-89.31	
	04/15/2026	35014	ACWA Joint Powers Insurance Au	-22,992.22	Property Insurance
	04/15/2026	35015	ACWA Joint Powers Insurance Au	-5,564.28	W/C Quarterly Audit
	04/15/2026	35016	ACWA/JPIA *Medical Insurance	-18,319.42	Monthly Medical, Dental & Vision Insurance
	04/15/2026	35017	Core & Main	-635.16	
	04/15/2026	35018	DM Baker Media Relations	-1,125.00	PR Services
	04/15/2026	35019	Famcon Pipe & Supply Inc.	-668.81	
	04/15/2026	35020	JB Dewar Inc	-550.69	
	04/15/2026	35021	Jim Vreeland Ford	-2,381.66	Vehicle Maintenance
	04/15/2026	35022	Juana Garcia Rodriguez	-200.00	Janitorial Services
	04/15/2026	35023	PG&E CFM/PPC Department	-4,121.09	CIP Well #8 Pre-Pay
	04/15/2026	35024	MNS Engineers, Inc.	-255.94	
	04/15/2026	35025	O'Connor Pest Control	-124.00	
	04/15/2026	35026	Quinn Rental Services	-3,112.90	Equipment Maintenance
	04/15/2026	35027	USPS - Bulk Mail	-370.00	
	04/15/2026	35028	USA BlueBook	-145.47	
	04/23/2026	EFT	Converged	-660.00	
	04/24/2026	35029	American Industrial Supply	-185.13	
	04/24/2026	35030	Clinical Labs of San Bernardino In	-505.00	
	04/24/2026	35031	Energy Link	-809.40	
	04/24/2026	35032	Refunds	-16.95	
	04/24/2026	35033	JB Dewar Inc	-607.75	
	04/24/2026	35034	Pro3 Automation Inc	-110.00	
	04/24/2026	35035	Standard Insurance Company	-295.92	
	04/24/2026	35036	Tap Master Inc	-72,783.00	CIP - Valve Replacement Project
	04/24/2026	35037	United Rentals Trench Safety Bran	-538.46	
	04/25/2026	EFT	Five Star Bank*	-3,260.57	Credit Card Payment
Total 1000 · FSB - Operating 1535412				-161,240.88	
1060 · CHCU - General 4163					
	04/07/2026	EFT	SoCalGas	-76.12	
	04/07/2026	EFT	SoCalGas	-29.66	
	04/13/2026	EFT	PG&E	-4,187.36	WWTP

Mission Hills Community Services District
Disbursements Journal
April 2026

		Date	Num	Name	Amount	Explanation
		04/22/2026	EFT	PG&E	-2,646.75	Lift Station
		04/22/2026	EFT	PG&E	-6,164.09	Well #7
		04/22/2026	EFT	PG&E	-7,906.99	Well #5
		04/22/2026	EFT	PG&E	-13.69	Well #6
		04/22/2026	EFT	PG&E	-268.59	Office
		04/22/2026	EFT	PG&E	-572.68	Shop
		04/22/2026	EFT	PG&E	-11.96	Street Light
		04/24/2026	EFT	Coast Hills Business Services	-2,243.28	Credit Card Payment
		04/24/2026	EFT	TASC	-92.56	
		04/30/2026	EFT	Right Networks	-237.60	
Total 1060 · CHCU - General 4163					-24,451.33	
1070 · CHCU - Payroll 4155						
		04/08/2026		Payroll	-25,050.56	
		04/08/2026	1471	Matrix Trust Company	-6,721.93	401K/457
		04/10/2026	E-pay	EDD	-2,062.91	
		04/10/2026	E-pay	IRS USATAXPYMT	-6,015.04	
		04/10/2026	EFT	CA State Disbursement Unit/Expe	-299.07	
		04/15/2026	1472	Matrix Trust Company	-6,165.31	401K/457
		04/22/2026		Payroll	-26,189.35	
		04/22/2026		BOD Payroll	-455.25	
		04/23/2026	1473	BOD Payroll	-227.63	
		04/23/2026	1474	BOD Payroll	-113.82	
		04/23/2026	1475	BOD Payroll	-113.81	
		04/24/2026	E-pay	EDD	-2,238.92	
		04/24/2026	E-pay	IRS USATAXPYMT	-6,579.10	
		04/24/2026	EFT	CA State Disbursement Unit/Expe	-299.07	
		04/24/2026	1476	Matrix Trust Company	-5,165.44	401K/457
		04/24/2026	1477	Matrix Trust Company	-733.86	401K/457
		04/24/2026	1478	Matrix Trust Company	-7,240.14	401K/457
Total 1070 · CHCU - Payroll 4155					-95,671.21	
1075 · CHCU - ACH 4130						
		04/16/2026	EFT	Springbrook (ACH Services)	-211.15	
		04/30/2026	EFT	Bluefin Payment Systems	-1,487.01	Credit Card Processing Fee
		04/30/2026	EFT	Bluefin Payment Systems	-71.85	Credit Card Processing Fee
Total 1075 · CHCU - ACH 4130					-1,770.01	
TOTAL					-283,133.43	

Variation From Projected Income

Fiscal Year Ending 6-30-2026

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation				
Jul-25	\$ 161,820	\$ 124,314	\$ (37,506)	\$ 114,923	\$ 106,180	\$ (8,743)	\$ (46,249)	22,768	23,485	23,802
Aug-25	\$ 151,157	\$ 144,420	\$ (6,737)	\$ 114,923	\$ 115,171	\$ 248	\$ (6,489)	21,920	20,007	22,462
Sep-25	\$ 132,500	\$ 140,913	\$ 8,413	\$ 114,923	\$ 115,374	\$ 451	\$ 8,864	22,055	22,404	21,164
Oct-25	\$ 130,375	\$ 140,595	\$ 10,220	\$ 114,923	\$ 115,225	\$ 302	\$ 10,522	16,433	19,571	19,997
Nov-25	\$ 118,208	\$ 118,502	\$ 294	\$ 114,923	\$ 115,233	\$ 310	\$ 604	12,123	14,420	16,076
Dec-25	\$ 128,765	\$ 102,158	\$ (26,607)	\$ 114,923	\$ 115,236	\$ 313	\$ (26,294)	14,496	15,608	13,462
Jan-26	\$ 120,926	\$ 110,488	\$ (10,438)	\$ 114,923	\$ 115,430	\$ 507	\$ (9,931)	11,341	14,052	12,585
Feb-26	\$ 100,123	\$ 99,028	\$ (1,095)	\$ 114,923	\$ 115,090	\$ 167	\$ (928)	11,713	12,670	12,661
Mar-26	\$ 111,783	\$ 100,174	\$ (11,609)	\$ 114,923	\$ 114,731	\$ (192)	\$ (11,801)	18,303	13,524	13,752
Apr-26	\$ 120,926	\$ 124,919	\$ 3,993	\$ 114,923	\$ 115,162	\$ 239	\$ 4,232	17,021	17,953	15,911
May-26	\$ 114,100	\$ -	\$ -	\$ 114,923	\$ -	\$ -	\$ -	-	20,202	19,740
Jun-26	\$ 120,890	\$ -	\$ -	\$ 114,921	\$ -	\$ -	\$ -	-	19,340	20,768
Total	\$ 1,511,573	\$ 1,205,511	\$ (71,072)	\$ 1,379,074	\$ 1,142,832	\$ (6,398)	\$ (77,470)	168,173	213,236	212,380
								Year to Date Monthly Averages		
YTD avg	100%	80%		100%	83%			14,014	17,770	17,698
								Yearly Average	17,770	17,698
* 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
	7/31/2025	8/31/2025	9/30/2025	10/31/2025	11/30/2025	12/31/2025	1/31/2026	2/28/2026	3/31/2026	4/30/2026	5/31/2026	6/30/2026
	LAIF	\$335,359	\$335,359	\$335,359	\$339,023	\$339,023	\$339,023	\$342,607	\$342,607	\$342,607	\$345,965	
California Class	\$2,167,689	\$2,175,653	\$2,183,293	\$2,191,060	\$2,198,332	\$2,205,571	\$2,106,821	\$2,112,870	\$2,119,501	\$2,125,932		
Charles Schwab	\$96,589	\$96,592	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Coast Hills FCU												
Checking	\$227,349	\$277,549	\$213,676	\$253,280	\$299,252	\$236,792	\$293,039	\$330,148	\$334,302	\$393,097		
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202		
Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Payroll	\$34,982	\$31,158	\$10,173	\$21,662	\$9,417	\$28,085	\$23,863	\$13,074	\$44,171	\$26,529		
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
Total Coast Hill FCU	\$263,533	\$309,910	\$225,051	\$276,144	\$309,871	\$266,079	\$318,104	\$344,424	\$379,675	\$420,828		
Five Star Bank												
Operating	\$352,714	\$125,706	\$304,919	\$267,069	\$223,193	\$229,482	\$190,431	\$175,207	\$183,515	\$177,268		
Development	\$13,047	\$13,048	\$13,049	\$13,050	\$13,051	\$13,052	\$13,053	\$13,054	\$13,055	\$13,056		
Money Market	\$134,472	\$134,959	\$135,432	\$135,918	\$136,384	\$136,860	\$137,330	\$137,747	\$138,201	\$138,637		
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Five Star Bank	\$500,233	\$273,712	\$453,400	\$416,037	\$372,628	\$379,394	\$340,814	\$326,008	\$334,771	\$328,961		
Combined Balance	\$3,363,403	\$3,191,226	\$3,197,103	\$3,222,264	\$3,219,854	\$3,190,067	\$3,108,346	\$3,125,909	\$3,176,554	\$3,221,686		
Monthly Change	-\$83,036	-\$172,176	\$5,877	\$25,161	-\$2,410	-\$29,787	-\$81,721	\$17,563	\$50,645	\$45,132		
Fiscal Year Monthly Change To Date												
	-\$224,753											

Mission Hills Community Services District							10
Budget to Actual Comparison							0.83
Thru 04/30/2026							2
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 25-26	Apr-26	Apr-26	Difference	Budgeted Amount	83%	
Income							
Late Fees/Charges	\$ 40,000	\$ 33,333	\$ 59,607	\$ 26,274	\$ (19,607)	149%	Higher Than Budgeted
Water Service	\$ 1,511,573	\$ 1,259,644	\$ 1,204,510	\$ (55,134)	\$ 307,063	80%	Slightly Lower Than Budgeted
Sewer Service	\$ 1,379,074	\$ 1,149,228	\$ 1,142,831	\$ (6,397)	\$ 236,243	83%	On Track With Budget
Street Sweeping	\$ 18,076	\$ 15,063	\$ 14,744	\$ (319)	\$ 3,332	82%	Slightly Lower Than Budgeted
	\$ 2,948,723	\$ 2,457,269	\$ 2,421,692	\$ (35,577)	\$ 527,031	82%	Revenue is 1% Below Budget
	Budgeted	Prorated Budget	Actual Thru		Remainder		
Expense	Fiscal Year 25-26	Apr-26	Apr-26	Difference	Budgeted Amount		
Salaries & Wages	\$ 1,114,208	\$ 928,507	\$ 864,223	\$ 64,284	\$ 249,985	78%	Slightly Lower Than Budgeted
Employee Benefits	\$ 242,393	\$ 201,994	\$ 255,588	\$ (53,594)	\$ (13,195)	105%	Increased # People on Insurance
Director Fees	\$ 12,000	\$ 10,000	\$ 7,250	\$ 2,750	\$ 4,750	60%	Lower Than Budgeted (Less Meetings)
WMA GSA Allocation	\$ 40,000	\$ 33,333	\$ 8,067	\$ 25,266	\$ 31,933	20%	Groundwater Extraction Fees
Election Expense	\$ 3,000	\$ 2,500	\$ -	\$ 2,500	\$ 3,000	0%	No Election Expense Yet
Vehicle Expense	\$ 37,000	\$ 30,833	\$ 31,839	\$ (1,006)	\$ 5,161	86%	Slightly Higher Than Budgeted- Additional Vehicles
Insurance	\$ 43,000	\$ 35,833	\$ 39,308	\$ (3,475)	\$ 3,692	91%	Higher Than Budgeted/Timing of Payments
Memberships	\$ 35,000	\$ 29,167	\$ 27,500	\$ 1,667	\$ 7,500	79%	Slightly Lower Than Budgeted
Office Expenses	\$ 7,500	\$ 6,250	\$ 16,814	\$ (10,564)	\$ (9,314)	224%	Includes Bulk Postage Refill/Postage Machine Refill
Operating Supplies	\$ 8,500	\$ 7,083	\$ 26,250	\$ (19,167)	\$ (17,750)	309%	Includes Lawn Mower Rental/Stocking Trucks/Mower Attachments
Chemicals	\$ 78,500	\$ 65,417	\$ 30,621	\$ 34,796	\$ 47,879	39%	Lower Than Budgeted
Safety	\$ 7,500	\$ 6,250	\$ 20,102	\$ (13,852)	\$ (12,602)	268%	Includes Winch Purchase & Axial Blower Purchase, Also Includes Safety Dinner
Contractual Services	\$ 85,000	\$ 70,833	\$ 120,272	\$ (49,439)	\$ (35,272)	141%	Includes Emissions Testing & PR Work
Professional Services	\$ 60,000	\$ 50,000	\$ 31,289	\$ 18,711	\$ 28,711	52%	Lower Than Budgeted
Printing & Publication	\$ 5,000	\$ 4,167	\$ 5,661	\$ (1,494)	\$ (661)	113%	Envelopes and Bills Ordered
Equipment Lease	\$ 6,000	\$ 5,000	\$ 4,600	\$ 400	\$ 1,400	77%	Lower Than Budgeted
Monitoring	\$ 20,000	\$ 16,667	\$ 17,362	\$ (695)	\$ 2,638	87%	Slightly Higher Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 16,667	\$ 20,219	\$ (3,552)	\$ (219)	101%	Slightly Higher Than Budgeted, More Attendance in Conferences
Utilities	\$ 280,000	\$ 233,333	\$ 235,481	\$ (2,148)	\$ 44,519	84%	Slightly Higher Than Budgeted
Government Fees	\$ 40,000	\$ 33,333	\$ 35,152	\$ (1,819)	\$ 4,848	88%	Higher Than Budgeted/Timing of Payments
Repairs & Maintenance	\$ 210,000	\$ 175,000	\$ 138,732	\$ 36,268	\$ 71,268	66%	Lower Than Budgeted
	\$ 2,354,601	\$ 1,962,168	\$ 1,936,330	\$ 25,838	\$ 418,271	82%	Expenses are 1% Below 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% =	\$ 117,730.05		



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Mike Garner, General Manager
Javier Rodriguez, Operations Supervisor
DATE: May 20, 2026
SUBJECT: Receive Updated Sanitary Sewer Management Plan (SSMP)

Recommendation / Proposed Motion

- Recommendation: Review and accept the Updated Sanitary Sewer Management Plan
- Proposed Motion(s): Accept the Updated Sanitary Sewer Management Plan

Budget Resource

None, done in house.

Alternatives Considered

None

Background/Discussion

The State Water Resources Control Board requires Agencies and/or District's that own and operate sewage collection systems to periodically audit and update their Sanitary Sewer Management Plans. The District conducted an audit in 2020 and based on the audit the District retained Wallace Group to update the SSMP in 2022 and was approved by the board. As part of the SSMP update process, the State has had all sewer agencies update 4 of the 11 elements in the SSMP for 2026.. Updates have been done by Javier and the District is required to present the updated SSMP to the Board of Directors at a public meeting and provide an opportunity for public comment and approval..

The entire SSMP is a very lengthy document that is not suitable as an attachment to the staff report. The entire SSMP is on the District's website at www.mhcsd.org.

Attachment(s)

Element changes,

11 Total Elements

Changes/Updates

Element 1: Goal and Introduction-Implementation of SSMP as “living document”.

Enforcement of development, update. And implementation.

Element 6: SSO and backup Plan-Spill Emergency Response Plan has numerous upgrades

To notification, monitoring, reporting, record keeping, definitions.

Element8: System Evaluation and Capiacity Assurance Plan-More information for capacity

Assessments, inspections, audits. Implementation of capital improvements.

Element 10: SSMP Audits-Internal Audits Completed every 3 years (vs. every 2 years).

MISSION HILLS COMMUNITY SERVICES DISTRICT



Sewer System Management Plan (SSMP)

April 2026

CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Javier Rodriguez

Operations Supervisor / Chief Plant Operator / LRO

BACKGROUND AND INTRODUCTION

This Sewer System Management Plan (SSMP) five (5) year update was performed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058-EXEC, and Order No. WQ 2013-0058-EXEC which are available at the District Office and on the State Water Resources Control Board website:

https://www.waterboards.ca.gov/water_issues/programs/sso/#general.

0.1 Requirement Background

The WDRs require all public wastewater collection system agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop, implement, and maintain a SSMP and report sanitary sewer overflows (SSOs) using the State's electronic reporting system, California Integrated Water Quality System (CIWQS).

Mission Hills CSD's SSMP includes the following eleven (11) Elements:

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Program Audits
11. Communication Program

Each SSMP Element is prefaced with the associated WDR section and narrated with the District's policies and procedures, which address the respective SWRCB requirement.

Mission Hills CSD Sewer Collection System Overview

The Mission Hills CSD is a public agency formed in 1979 providing services to residential and commercial establishments and visitors. The District maintains a sewer collection system and Wastewater Treatment Plant.

The District strives to protect the environment to the greatest degree possible and ensure the collection system is protected and utilized properly. The responsibility includes preventing overflows, which may include restricting or prohibiting the volume, type, or concentration of wastes added to the system.

The District encompasses approximately 5 square miles and had a population of approximately 3,500 people in 2021. The District wastewater collection system consists of 1.5 miles of force mains, 21 miles of gravity sewer lines, 206 manholes, and 1 lift station. The District serves the unincorporated communities of Mission Hills and Mesa Oaks and adjacent La Purisima Mission State, Historic Park.

The District is governed by a five-member body, known as the Board of Directors. The Board establishes policy, sets goals and objectives, approves the annual budget, approves expenditures and performs other related functions.

The Board makes policy decisions with advice from the District Manager and Legal Counsel. District Board meetings are held in the in the Board Chamber located at the District Office 1550 Burton Mesa Blvd, Lompoc, CA, 93436 the third Wednesday of the month of every month at 4:30 p.m.

The District Board authority and responsibility includes the adoption and approval of the SSMP and any formal updates to the SSMP. The Board Meeting Minutes for the adoption of the 2022 SSMP, Rev.2 should be included with the SSMP on the District’s website after recertification. The District provides sewer services for residences and commercial businesses with a population of 3,500 residents.

The District sewer collection and conveyance system is comprised of assets such as sewer pipes, lift stations with pumps as follows:

Table 0-1: District Sewer Assets

City Sewer Asset	Quantity
Gravity Sewer	21 Miles
Laterals	15.6 Miles
Force Main	1.5 Miles
Lift Stations	1 Station
Age of Sewer Lines (Years)	Percent of System
2000 to Current	3%
1980 - 1999	37%
1960 - 1979	60%

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6. SSO and Backup Planpage 14

7. Fats, Oils, and Grease (FOG) Programpage 16

8. System Evaluation and Capacity Assurance Planpage 17

9. Monitoring, Measurement, and Program Modificationspage 19

10. SSMP Program Auditspage 19

11. Communications Programpage 19

01. GOALS

The Mission Hills CSD (District) has the following goals for the management and maintenance of the sanitary sewer collection system. These goals provide focus for District Staff to continue high-quality work to operate and maintain District facilities and to implement improvements for management of the collection system to prevent sanitary sewer overflows (SSOs). The role of the SSMP in supporting these goals is discussed below.

These goals will be evaluated annually in Element 9: Monitoring, Measurement and Program Modification to assess the District's success in implementing and meeting the objectives of these goals.

Regulatory Requirement

WDR Order No. 2006-0003-DWQ Section D.13(i) states:

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

Sanitary Sewer System Goals [WDR D.13(i)]

The District seeks to provide high quality and reliable wastewater collection for its residents and businesses.

District SSMP Goals:

- Be available and responsive to the needs of the public, and work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSOs.
- Properly manage and maintain the Mission Hills CSD public sewer system collection lines to minimize SSOs.
- Have zero (0) SSOs in the same location in a calendar year.
- Identify, prioritize, rehabilitate and replace sewer system lines to maintain reliability.
- Identify problem areas in the system through CCTV investigations and implement regular, proactive maintenance of the sewer system to remove roots, debris, sand, and Fats, Oil and Grease (FOG) in areas that may be prone to blockages that may cause SSOs or sewer backups.

Description of General Responsibilities

General Manager. Implements the policies of the Board and manages the day-to-day business and functions of the District. Responsible for the oversight and management of staff and the District administration and operations. Keeps the Board informed of significant problems or disruptions to service. Designated, along with the Board President, as an authorized District spokesperson to the media.

Administrative Assistance. Provides the administrative, customer service, telecommunications, and office automation support for the District.

Field Crew

Operations Supervisor/CPO. Plan, organize, and supervises the maintenance and repair of all public works infrastructure, including the sewer collection system. Reviews plans and specifications for sewer and other projects, and makes recommendations regarding maintenance, construction, and operations. Executes and controls budget expenditures. Responsible for the supervisory control and data acquisition (SCADA) system and the overall control of water and sewer operations. Supervises and directs the work of the Field Crew and outside contractors.

Operator OIT/I/II. Works as a member of the Field Crew. Maintains and repairs sewer lines and lift stations. Cleans and unplugs blockages and cleans up sewer spills. Operates power equipment, including hydraulic jetter.

The Field Crew serves as the first responder team and cleaning team for SSOs. They are responsible for scheduled inspection and cleaning of sections of sewer mains and associated manholes at regular intervals according to a preventative maintenance schedule. The crew checks lift stations daily to ensure adequate operation and perform other scheduled preventive maintenance.

Authorized Representative

Operations Supervisor/Chief Wastewater Treatment Plant Operator, and General Manager are the District's authorized representatives in all wastewater collection system matters and authorized to submit and certify electronic spill reports to the California Integrated Water Quality System (CIWQS) electronic reporting database. The General Manager or Field Staff can submit SSO reports to the appropriate government agencies if the General Manager is unavailable.

Responsibility for SSMP Implementation

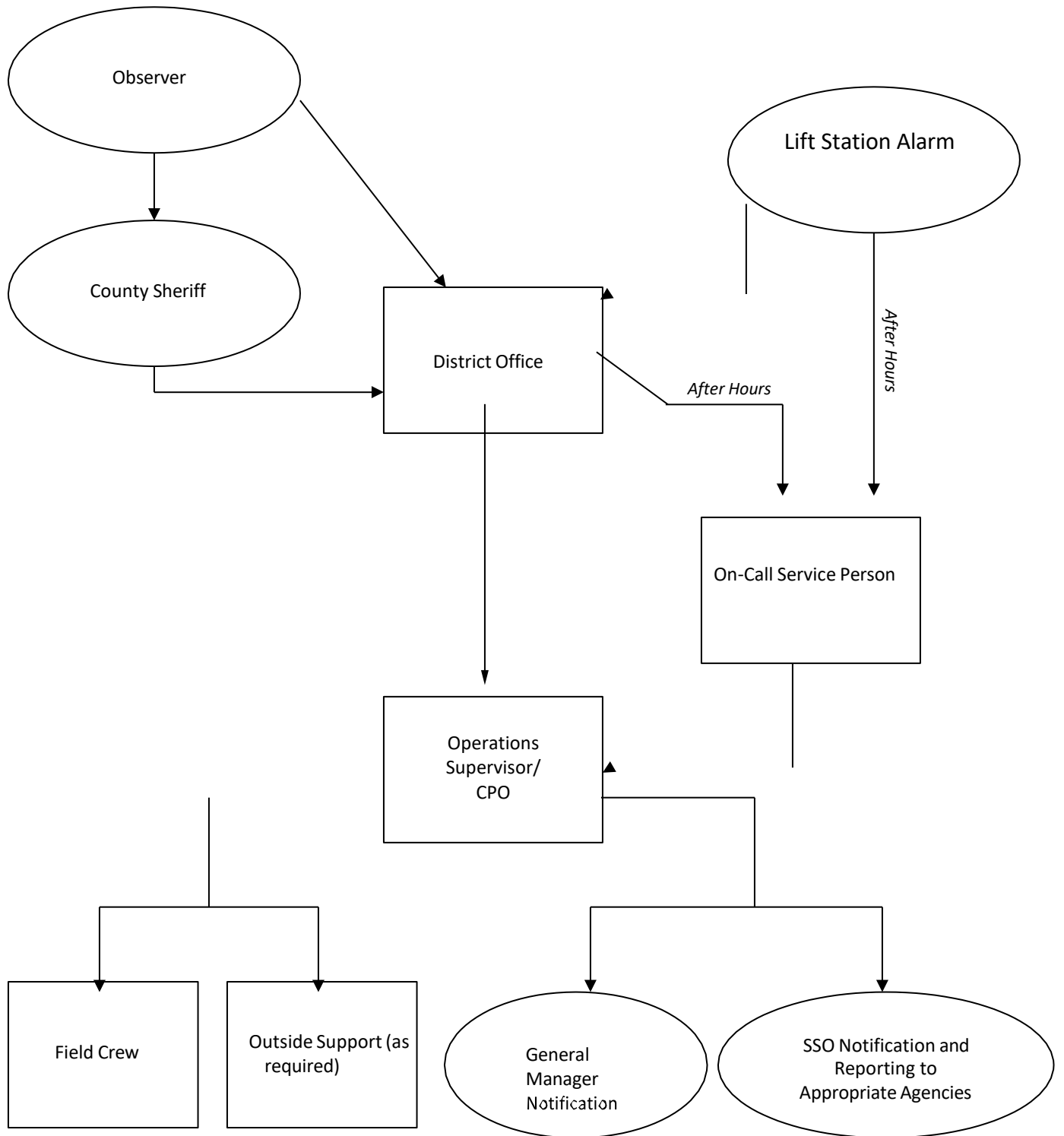
Operations Supervisor/Chief Wastewater Operator are responsible for implementing and maintaining all elements of this SSMP.

SSO Reporting Chain of Command

Contact Numbers for SSO Chain of Command

Contact	Telephone Number
District Office	(805) 733-4366
On-Call Service Person	(805) 588-2833
Lead Operator	(805) 588-2834
Maintenance Shop	(805) 733-2776
County Sheriff	(805) 737-7737

SSO Response Chain of Command



03. LEGAL AUTHORITY

MHCS D is a local government agency under California Government Code Section 61000, et seq., to provide water and wastewater services to the community of Mission Hills, an unincorporated area of Santa Barbara County north of Lompoc. It is governed by a Board of five locally elected directors.

The District has the legal authority to:

- a. Prevent illicit or illegal discharges into its wastewater collection systems such as stormwater, fats, oil, grease, or chemical dumping.
- b. Control infiltration and connections from inflow source. Require that sewers and connections be properly designed, constructed, maintained, and inspected.
- c. Ensure access for maintenance, inspection, or repairs of all portions of the Districts wastewater collection system.
- d. Ensure proper installation, testing, and inspection of new and rehabilitated sewers, such as refurbished manholes, relined, and repaired sewer mains.
- e. Limit fats, oil, grease (FOG), and other debris that may cause an SSO in the collection system.
- f. Enforce any violation of its sewer ordinances, operations and maintenance policies, and this SSMP.

04. OPERATIONS & MAINTENANCE PLAN

The Mission Hills Community Services District (District) provides sanitary sewer collection and conveyance services and treatment. The District service area consists of approximately 21 miles of wastewater collection and interceptor lines and 1.5 miles of force main lines. The District owns one (1) lift station with a corresponding force main. The system includes sewer line

sizes ranging from 6 – 12 inches in diameter. The system is comprised primarily of VCP, with sections of PVC pipe installed with newer construction. The majority of day-to-day operations and maintenance activities are conducted by District Staff with some activities such as CCTV and sewer line cleaning conducted by contract. This SSMP Element 4 outlines the work that is conducted to accomplish the optimal operation and maintenance of the District’s collection system. Table illustrates the current age of sewer lines in the system.

Sewer Line Age	Percent of Sewer System
Year 2000 to Present	3%
1980 to 1999	37%
1960 to 1979	60%
1940 to 1959	0%
1920 to 1939	0%
1900 to 1919	0%

Preventative Maintenance Program [WDR D.13(iv)(b)]

All routine preventative O&M and repair work is managed by the Chief Plant Operator (CPO). Maintenance Staff time is split between water treatment and water distribution operations and maintenance, utility work and wastewater treatment operations and maintenance. These staff members are responsible for operating the sewer collection and conveyance system and performing routine preventative O&M and repair work.

As discussed above; District staff are responsible for systems other than wastewater collection. The District's routine preventative O&M plan extends beyond the wastewater collection system. The O&M procedures outlined in this section are a summary of the District's wastewater-related O&M Program. A summary of Routine Preventative Operations & Maintenance includes, but is not limited to, the following:

CCTV Inspection

The City is planning to conduct contracted CCTV investigations of the entire system between 2022 and 2027. This information will be one of the primary methods to identify sewer line rehabilitation and replacement projects in the future.

When these CCTV investigations are complete they will be analyzed to; identify, rank and prioritize areas of the sewer system that require rehabilitation and replacement. A summary of these CCTV investigations will be included in **Appendix 4A** when completed in 2027.

Line Cleaning

The District plans to clean the entire system to facilitate a CCTV project which will televise the entire District sewer system between 2022 and 2027.

The District will be evaluating the frequency at which the entire system is cleaned based on the results of future sewer line cleaning and the results of CCTV data completed in conjunction with this contracted cleaning. The District will complete an analysis of this data and based on the results, develop a new schedule for system wide sewer cleaning which will be included in future revisions to the SSMP.

Manhole Inspection

District Manholes will be inspected in conjunction with sewer line cleaning activities. The District utilizes the Sewer Line Cleaning and Manhole Inspection Form for routine documentation of manhole conditions. When significant issues are observed during these routine manhole inspections, a more detailed inspection and assessment is conducted by maintenance staff. Detailed manhole inspections will be documented on a "Detailed Manhole Inspection Form". Relevant information from these sheets is planned to be maintained for consideration in future rehabilitation and/or CIP.

Lift Station

As previously referenced in the introduction to this SSMP Element, the District operates one (1) lift station within the District service area. This station is provided with a duplex pumping system

for redundancy and reliability. This redundant system allows for continued operation of a lift station in the event of pump failure and includes a receptacle for operation by an emergency backup power supply if necessary. Stations are monitored remotely through Auto Dialer Systems which contacts “on-call” staff in the event of an emergency. Operational parameters and alarms for each station can be adjusted manually as necessary.

This lift station is inspected by District staff 5 days a week. Inspections consist of logging pump run times and performing a general inspection of major critical components of the station, such as pump operation, station controls, and alarms.

Preventative Repair and Replacement

The condition of the collection system after 60+ years in some locations is functional. A large section of the main sewer line located on Calle Primera had Cured-In-Place Pipe (CIPP) installed in 2012. This project continued in 2015 with an additional pipe replacement of 935’ directionally drilled from a new manhole at Calle Primera/ Via Feliz to the headworks. This pipe was upgraded from a 10” to a 15” in anticipation of future development.

Wet Season Preparations and Inspections

Before the start of each rainy season (August-September timeframe), the Field Crew should visually inspect all manholes and the path of the sewer mains between them. The purpose is to ensure unobstructed flow through the manholes and to identify and address potential drainage or erosion problems that pose a risk to sewer mains. Significant rainfall is defined as a single storm with more than 2 inches of rain or a storm period with more than 5 inches of rain. Wet soil conditions are defined as anytime the Antecedent Index (AI) for the Lompoc area is 6.0 or below. The AI, a weighted summation of daily precipitation amounts, is used as an index of soil moisture. The Santa Barbara County Hydrology Section publishes daily rainfall amounts, storm totals, and the AI on their website. During the rainy season, the Chief Plant Operator should monitor flow through the headworks and through the freeboards which monitor each pond for significant increases (indicating possible inflow or infiltration) or decrease (indicating a possible broken line) of flow in the collection system.

Capital Outlay, Improvement, and Replacement Planning

The condition and operation/maintenance practices of the District do not indicate the need for major capital improvements or expansion at this time. Capital replacement (sewer rehabilitation) projects to line sewer mains and manholes will be planned and programmed based on the results of routine cleaning and video inspections. A sufficient reserve balance will be maintained in the Sewer Fund for operations, emergencies, and capital projects.

05. DESIGN AND PERFORMANCE STANDARDS

The District adheres to the following design and construction standards:

1. *Standard Plans for Public Works, "Section 2 – Sewers and Sanitation"*, latest edition, promulgated by the "Greenbook" Committee of Public Works Standards, Inc.
2. MHCS D Standards for Construction of Sewer Mains, July 2010.

District ordinances address wastewater service connections, outline customer and District responsibilities, and place limitations on waste discharged into the sewer system

06. SSO AND BACKUP PLAN

The SSO response chain of command will be followed to immediately notify the MHCS D Operations Supervisor/CPO of any SSO. The Operations Supervisor/CPO will supervise the Field Crew and coordinate all emergency response actions.

The District maintains a separate Emergency Response Plan (ERP) to comply with Section 1433(b) of the Safe Drinking Water Act (SDWA). Although the ERP is water-oriented, much of it applies to sewer system emergencies. When responding to an SSO, the District will use the ERP in conjunction with this SSMP.

Guidelines

The Field Crew will follow the following guidelines when responding to an SSO:

1. Do not enter any manhole, blocked or unblocked, until assistance arrives.
2. Maintain a written log. Take digital photographs or short videos.
3. Protect the public. Use safety tape, delineators, and other traffic control equipment to keep people and traffic away from the sewage.
4. Contain the spill area. Use suitable materials to block flow and prevent sewage from reaching surface waters, storm drains, and residences.
5. Control the spill. Remove blockage from the manhole or sewer main, provide standby electrical power to a lift station, or otherwise remedy the problem that caused the spill.
6. Remove spillage. Arrange for the assistance of a vacuum truck by contacting one of the following:
 - City of Lompoc, Wastewater Division (805) 736-5083
 - Speeds Oil Tool Service (24 hours) (805) 925-1369
 - County Sanitation (24 hours) (805) 688-5513
7. Disinfect the spill area using super chlorinated water containing approximately 10-15 parts per million (ppm) of chlorine. Use the valve truck (100-gallon tank) or Harben Jetter (300-gallon tank) for disinfecting large areas.
8. If more than 50,000 gallons are spilled onto surface waters, sample water within 48 hours and test for ammonia and bacteria (total and fecal coliform, enterococcus, and e-coli).

SSO Categories

Individual spill notification, monitoring, and reporting must be per the following spill categories:

- CATEGORY 1 A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:
- A surface water, including a surface water body that contains no flow or volume of water; or
 - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- CATEGORY 2 A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- CATEGORY 3 A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- CATEGORY 4 A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

SSO Reporting

The Operations & Maintenance Manager is designated and authorized by the District to submit and certify SSO reports and to initiate proper regulatory and governmental agency notifications as required by the nature of the spill.

Category 1 SSO. Submit a draft report to the Online SSO Database within three business days of becoming aware of the SSO and certify the report within 15 calendar days of the SSO end date.

If the volume is greater than 1,000 gallons and discharged to surface water or spilled in a location where it probably will be discharged into surface water, notify the California Office of Emergency Services (Cal OES) at (800) 852-7550. This must be done as soon as possible but no later than two hours after (A) the District has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures.

Cal OES in turn notifies agencies that have first responder duties to protect public health and beneficial uses. It is no longer necessary for the District to notify the Central Coast Regional Water Quality Control Board or the Santa Barbara County Environmental Health Department.

Category 2 SSO. Submit a draft report to the Online SSO Database within three business days of becoming aware of the SSO and certify the report within 15 calendar days of the SSO end date.

Category 3 SSO. Submit a certified report to the Online SSO Database within 30 calendar days of the end of the month in which the SSO occurred.

“No Spill” Certification. If there are no SSOs during a calendar month, certify that none occurred within 30 calendar days of the end of the month.

Private Lateral Sewage Discharges. May be reported to the Online SSO Database at the District’s discretion. A responsible party (other than the District) should be identified if known.

07. FATS, OILS, AND GREASE (FOG) PROGRAM

This SSMP establishes a *Fats, Oils, and Grease (FOG) Control Program*. It requires all food service establishments to install, operate, and maintain an approved grease interceptor.

The District should develop an ongoing grease and oil source control program to monitor and reduce the number of fats, oils, and grease discharged to the wastewater collection system. Grease blockages are identified through routine cleaning and inspection of the sanitary sewer system. Sewer mains should be cleaned at frequencies of every 6 months, every 12 months, or every 24 months depending on their age, condition, and susceptibility to blockages.

As part of public outreach activities, articles should be periodically included in District publications and local newspaper advertising supplements that recommend grease control

efforts that should be undertaken by homeowners and restaurants.

Few commercial facilities within the District generate fats, oils, and grease so the District has experienced minimal problems in this area

08. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

System Evaluation

The District completed a 2005 Water & Sewer Master Plan Update (SMP) which evaluated both physical and hydraulic conditions for assets in the sewer collection and conveyance system. Hydraulic evaluations were conducted to model existing dry and wet weather conditions and future dry and wet weather conditions through projected build out. The study identified conditions that were capacity deficient in 2005 and projected areas shown to be capacity deficient through District build out.

Capacity Enhancement Measures and Design Criteria

Wastewater Main Capacity – Peak flows (2x average daily flow) to be within line capacity. Line capacity for 8” and 10” lines were equal to one half full at minimum estimated slope. For 12” or larger, line capacity was also considered three quarters full at minimum estimated slope. Design will exceed these requirements with pipelines flowing 52% or less during maximum flows.

Wastewater Pumping Capacity – pumps are to be sized such that the peak daily flow can be pumped in less than 75% (16 hrs. of a day). In addition, pump capacity is required to be greater than the peak instantaneous flow rate.

Future improvements will be reviewed and designed by a licensed professional engineer to ensure proper design criteria are adhered to.

Project	Benefits	Status
Calle Primera Sewer Line Upgrade	Increase in capacity for future development and ensure capacity and resiliency for existing flows. <i>Remove and replace existing undersized 8” & 10” lines with 15” line to accommodate future flows (line surcharges under future buildout – 1,770 lf).</i>	Completed in 2015.
West District Trunk Sewer	Additional capacity for future development.	To be phased with future development, not currently in planning process.
Mesa Oaks Lift Station Upgrade	Complete replacement of existing lift station. Increase in capacity for future development and ensure capacity and resiliency for existing flows. <i>Double wet well capacity and upgrade controls.</i>	Phoenix Engineering in design review 2022.

Schedule

Table (above) provides the status of capacity-related improvement projects. This Table will be updated if new projects are identified and when future projects are initiated. If conditions occur and are noted through; staff’s routine observations, data from 2022 - 2027 CCTV reports or in the event of a SSO determined to be caused by a new hydraulic constraint, the District will take additional steps such as sewer flow monitoring or update

to the 2005 SMP to determine the cause and corrective actions necessary to restore or upgrade system hydraulic capacity.

09. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

Sewer The District monitors the implementation of the SSMP elements in order to measure the effectiveness of the District's SSMP program in reducing SSOs. The manner in which each SSMP element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation is described in this SSMP Element.

Preventative Maintenance Program Assessment

The District's Preventative Maintenance Program includes CCTV inspection, cleaning, visual manhole inspection, Lift Station maintenance, FOG Control, and HMA identification and maintenance. The District will review these operation and maintenance practices annually and compare them with annual SSO records. A summary of performance metrics of monitoring and measurement to inform corrective actions for operations and maintenance will be developed annually

SSMP Updates

The CSD will use the SSMP for management, training, planning and regular maintenance of the collection system. As the document is utilized, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational, operational and maintenance changes, new regulatory requirements, repairs, replacements, and upgrades made to the collection system.

This SSMP will be updated every five years. If there are any significant program changes, the Board will re-certify the SSMP. The Operations Supervisor/CPO will report updates and re-certifications in the CIWQS Online SSO Database.

10. SSMP PROGRAM AUDITS

MHCSD management staff will conduct internal audits of the system every two years. Audits will focus on evaluating the effectiveness of the SSMP, compliance with its requirements, and include identification of any deficiencies and steps to correct them.

11. COMMUNICATIONS PROGRAM

The District notices and holds regular monthly Board meetings at 4:30 p.m. on the third Wednesday of each month. Meetings are conducted in accordance with the Brown Act. Every board and standing committee meeting include a Public Forum item on the agenda to allow anyone to address the Board on any matter, such as a sewer system issue, within the jurisdiction of the District. Agendas, staff reports, and minutes are available for public review on the District's website and at the District Office.

Preparation of this SSMP was on agendas for both the Operations Committee meeting in October 2019; and scheduled for the regular Board meeting in November 2019. Staff should prepare a detailed written agenda memorandum for a future meeting describing the SWRCB requirement to prepare an SSMP, the required elements, and a timeline.



**MISSION HILLS COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: Board of Directors

FROM: Mike Garner, General Manager

DATE: May 20, 2026

**SUBJECT: Discussion and Consideration of Community Outreach Flyer Relating to
Water and Wastewater System Planning**

Recommendation / Proposed Motion

Proposed Motion: Authorize sending the attached Community Outreach Flyer Relating to Water and Wastewater System Planning to the District's ratepayers as part of the Community Outreach Program to advise the community about needed Capital Improvements to the District's Water and Wastewater systems.

Policy Reference

The Board of Directors has authority to authorize sending the Flyer out to the District's ratepayers as part of the program to advise the community about improvements needed to the District's Water and Wastewater systems.

Background/Discussion

As previously discussed with the Board, we have hired a consultant to assist the District to inform our ratepayers about Capital Improvements needed to the District's Water and Wastewater infrastructure. As explained in the flyer, the anticipated improvements have been identified by independent engineering consultants and are necessary due to aging infrastructure and new and evolving State regulatory mandates and evolving wastewater treatment standards. As we move forward with information regarding the improvements and costs, we will also provide our ratepayers with opportunities to review engineering reports and attend community meetings, so that they can review the proposed improvements and provide input. As an initial step, we are seeking the Board of Directors' approval to send the attached Community Outreach Flyer to the District's ratepayers.

It should be noted that in addition to the anticipated future meetings as part of the Community Outreach effort, to the extent that any rate increases are identified as needed to fund any new Capital Improvements, an appropriate rate study will need to be prepared and a legally required notice and public hearing will need to be held in accordance with Proposition 218.

Agenda Item 5. B.

It is recommended that the Board review the draft Community Outreach Flyer related to Water and Wastewater System Planning, provide any comments and authorize sending it to the District's ratepayers to initiate the Community Outreach Program for anticipated future Capital Improvements.

Attachment(s)

1. Draft Community Outreach Flyer

Mission Hills Water & Wastewater System Planning Update



What Mission Hills residents should know about upcoming system improvements

Mission Hills Community Services District is evaluating infrastructure improvements to maintain reliable water and wastewater service for our community.

Independent engineers have identified components of the system that are aging and will require modernization in the coming years. In response to new and evolving state regulatory mandates, waste water treatment standards are evolving.

Over the coming months, the District will be sharing information with residents about potential improvements, estimated costs, and opportunities for community input.

Key Topics Being Evaluated

Wastewater Treatment System

- Modernized treatment system tied to regional wastewater plant (w/ City of Lompoc)
- Improved system reliability
- Update existing treatment facilities per new regulatory requirements by the state

Water Supply & Fire Protection

- Additional community growth requires additional water storage capacity with new well and tank
- System improvements to support emergency response and fire protection

Why Planning Matters

Responsible planning allows the District to:

- Maintain reliable water and wastewater service
- Address aging infrastructure
- Meet updated state mandated regulatory standards
- Provide transparency about costs and options

Call to learn more: Residents are encouraged to stay informed and participate in the discussion as the District evaluates these potential improvements.

Community Information Update

Mission Hills CSD is currently reviewing engineering reports and infrastructure needs for the community's water and wastewater systems.

Planning-level cost estimates for the projects being evaluated include:

- Wastewater treatment improvements
- Water supply and fire protection improvements

Estimates to follow soon.

Estimates will represent engineering estimates at the planning stage and include design, permitting, construction, and contingency allowances. No final decisions have been made.

The District will continue to provide information as studies progress.

Public Process

Residents will have opportunities to:

- Review engineering reports
- Attend public meetings
- Ask questions and provide feedback

Information will be shared through community mailers, the District website, and public meetings.

Contact Information

Mission Hills Community Services District

1550 Burton Mesa Blvd
Lompoc, CA 93436

Phone: **(805) 733-4366** Ext. 206

Javier Rodriguez, operations Supervisor
jr@mhcsd.org

Website: <https://www.mhcsd.org>



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Mike Garner, General Manager
DATE: May 20, 2026
SUBJECT: **Final Can and Will Serve Letter – Brisa Encina Supportive Housing**

Recommendation / Proposed Motion

- Recommendation: Approve the Final Can and Will Serve letter to Brisa Encina Supportive Housing. The project will be subject to approval of a Development Plan and Conditional Use Permit pursuant to the requirements of Santa Barbara County,
- Proposed Motion: Approve the Final Can and Will Serve letter to Brisa Encina Supportive Housing.

Policy Reference

The Board approves, and issues Final Can-and-Will Serve letters.

Budget Resource

Capacity Charges from this development along with the continuous monthly revenue are expected to contribute to water and wastewater funds.

Alternatives Considered

None

Background

The Board originally issued the Can and Will Serve letter on July 18, 2018, and re-issued the letter on November 17, 2021. That letter expired on December 6, 2025. We then once again issued another Preliminary Can and Will Serve Letter on February 18, 2026. Brisa Encina is expected to break ground later this year, so they need a Final Can and Will serve letter for Santa Barbara County Building Department needs. This development is expected to bring in over \$900,000 in connection fees.

The Address of the proposed development is 1494 Burton Mesa Boulevard.

Discussion

Mission Hills Community Services District is responsible for the operations and maintenance of water, wastewater, and street sweeping services. Mission Hills CSD is not responsible for planning and development decisions. The County of Santa Barbara renders planning decisions.

The permit process will involve a Development Plan and Conditional Use Permit requiring discretionary review under the requirements of the Santa Barbara County Code. If approved, this Final Can-and-Will-Serve is one of many steps for the developer to complete an application with the County. The District will be advised of the status of the applications and their progression through the review process.

Supportive Housing is defined as Housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. See Government Code Section 65582(g) and Section 65582(i) for additional information.

The District has Customer Policy 7013 - commercial, institutional, or industrial applicants are required to furnish the District with an estimate of the quantity and characteristics of the waste proposed to be discharged into the wastewater system. If in the District's judgment, the waste discharge will have a harmful effect upon the wastewater works, processes, plant equipment, or which otherwise creates a hazard to life or constitutes a public nuisance, the District may:

- Reject the waste
- Require pretreatment to an acceptable condition for discharge into the wastewater system
- Require control over quantities and rates of discharge
- Require the construction of control manholes for monitoring, measuring and testing the quantity and characteristics of waste to be discharged
- Require, as a condition of service, periodic reports on flows and characteristics of discharged wastes to ensure compliance with the rules of the District and conditions of service

Attachment(s):

1. Final Can and Will Serve Letter Brisa Encina Supportive Housing Project

Board of Directors

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



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

Mike Garner, General Manager

May 20, 2026

Mr. Frank Thompson
Thompson Housing Consultants
114 E. Gutierrez Street
Santa Barbara, CA 93101

Sent via email to: frank@thompsonhousing.com

**Subject: Final Can and Will Serve Letter for Brisa Encina Supportive Housing Project
1494 Burton Mesa Blvd., Lompoc, CA APN 097-111-004**

Dear Mr. Thompson:

The District issued you your original Can and will Serve letter on July 18, 2019, and then it was subsequently reissued on November 17, 2021. That letter then expired on December 6, 2025, and we once again reissued another preliminary letter on February 18, 2026.

The purpose of this letter is to Issue and be your Final Can and Will Serve Letter for the Brisa Encina Supportive Housing Project.

This letter is subject to District Ordinances, Resolutions, Policies, Rules, Regulations and Legal Requirements, including the California Environmental Quality Act (CEQA). The District reserves the right to change, alter, amend, supplement, add to or repeal any of its Ordinances, Resolutions, Policies, Rules and Regulations, including but not limited to design standards, capacity charges, connection fees, service fees and service rules. Although we don't anticipate doing so, the District can adopt a moratorium, or system of rationing water and wastewater services, that could affect our ability to serve the subject property.

The applicant has provided the District with final construction documents at the same time they were submitted to the County of Santa Barbara for initial County plan check. Staff have reviewed the construction documents and the proposed water/sewer improvements are consistent with District standards and approved. Brisa Encina is estimated to use approximately 3.64-acre feet per year of water. Mission Hills CSD can meet these needs.

Sincerely,

Mike Garner
General Manager
Mission Hills Community Services District

Jorge Magana
Board President



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Mission Hills Community Services District Board of Directors

FROM: Mike Garner, General Manager
Carol Reynolds, Administrative Services Manager

DATE: May 20, 2026

SUBJECT: Consider adopting the Final FY 2026/2027 Capital Improvement Budget
Consider adopting the Final FY 2026/2027 Operating Budget

Recommendation

- Recommendation: District Board of Directors Open the Public Hearing and receive any comments; Close Public Hearing; and consider adoption of the Final Operating Budget for Fiscal Year 2026/2027, along with Capital Improvement Program Budget.
- Proposed Motion: Adopt the Final Operating Budget for Fiscal Year 2026/2027, along with Capital Improvement Program Budget for Fiscal Year 2026/2027

Policy Reference

- California Government Code 61110 requires the Board to hold a Public Hearing and publish a notice in a newspaper of general circulation at least two weeks before the Budget Hearing.
- Mission Hills CSD Policy 3020 directs staff to prepare an annual budget each year. The Policy requires the budget adoption process to be initiated at the April Regular Board meeting and completed by May 31.

Budget Resource

The Fiscal Year 2026-27 Operating Budget anticipates the following revenue and expenses by class:

	<u>Revenue</u>	<u>Expense</u>
Water	\$1,585,534	\$1,437,391
Wastewater	\$1,495,487	\$1,107,355
Other	\$ 207,978	

Total	\$3,288,999	\$2,544,746
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The FY 2026/2027 Draft Capital Improvement Program consists of planned Capital Projects and major maintenance forecasted to be performed during the Fiscal Year.

- \$455,100 Water
- 57,500 Wastewater

Discussion

Staff met with the Water/Wastewater Committee on March 11, 2026, to discuss the FY 2026/2027 Preliminary Capital Improvement Budgets. On March 24, 2026, Staff met with the Finance Committee to discuss the FY 2026/2027 Preliminary Operating Budget. The Committees provided input to staff and requested staff to bring the Preliminary Budget to the full Board at the April 15, 2026, regular meeting. Preliminary Budgets were brought before the Board of Directors in the April 15, 2026, regular meeting. The Board of Directors instructed staff to bring back the Final Capital Improvement Budget for FY 2026/2027, along with the Operating Budget for FY 2026/2027 in the May 20, 2026, regular meeting

Attachment(s):

1. Final Operating Budget FY 2026/2027
2. Appendix A



Mission Hills Community Services District

2026/2027 Fiscal Year Operating Budget

2026/2027 Capital Improvement Budget

Presented to Board of Directors

Jorge Magana, President

Glen McLeod, Vice President

Jim Keeling, Financial Director

Matt Starbuck, Director

Jeff Dotzler, Director

May 20, 2026

Presented by:

Mike Garner, General Manager

Carol Reynolds, Administrative Services Manager

Mission Statement

To efficiently provide dependable drinking water delivery and wastewater treatment services to Mission Hills & Mesa Oaks residents, with a commitment to customer service.

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Appendix A – Operating Budget Condensed Spreadsheet

CAPITAL BUDGET

The capital budget expenditures are presented in the following categories:

- **Capital Replacement – Replaces existing equipment, infrastructure, or facilities**
(Field Truck)
(Filter Valves)

- **Capital Improvement – Builds upon or improves existing equipment, infrastructure, or facilities**
(Garage Door)
(iHydrants)
(Filter Remediation)

- **Capital Outlay – Purchases or constructs new equipment, infrastructure of facilities**
(Ditch Witch)
(GIS System)

The Capital Budget is funded by Reserves

Capital Replacement Plan

2026 Ford F150 Field Truck & Valve Replacement



Item # 19

26-27 Capital Improvement Plan (CIP) Project

1. Project Title

Replace 2007 Ford F-150

2. Justification / Need for Project

- **Service Need:** Purchasing new filed truck to replace 2005 F-150
- **Regulatory / Legal Drivers:** Bureau of Automotive Repair (BAR) indicate vehicles that are 8 model years or newer do not need a Smog Check for registration renewal but must pay a Smog Abatement Fee.
- **Risk Mitigation:** Replacing fleet vehicles helps lower long-term costs and reduces liability.
- **Community Benefit:**

3. Project Description

Purchase 2026 Ford F-150 regular cab long bed under State of California contract

Project Includes

Additional quote from Industrial Truck Bodies:

- Toolbox
- Headache rack
- Light bar and mount
- Liquid transfer tank
- installation

4. Estimated Project Cost

Phase / Component	Cost Estimate	Notes
Proposal	\$42,437.82	
Additional quote	\$8,516.46	
Land / Easements	\$0	
Construction	\$0	
Contingency (10%)	\$5,000	
Total Estimated Cost	\$55,954.28	



5. Method of Cost

Estimate

- Engineer's estimate (preliminary or final design)
- Vendor / contractor quote
- Historical cost of similar projects
- Planning-level unit cost (e.g., \$/LF, \$/acre)
- Other (describe)

6. Project Lifecycle & Useful Life

- Expected Useful Life: 8 years
- Replacement / Rehabilitation Cycle: 8 years
- End-of-Life Considerations: Replacement

7. Operations & Maintenance (O&M) Impacts

- Annual Maintenance Costs: \$ 1200-1500
- Staffing / Resource Needs: ____
- Energy / Utility Impacts: _

8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water Reserve Fund	\$	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning / Design	26-27				

10. Priority Ranking (District Use)

Priority: __ (High / Medium / Low)

Evaluation Criteria: Service reliability



Item # 5

26-27 Capital Improvement Plan (CIP) Project

1. Project Title

Valve Replacement Project

2. Justification / Need for Project

- **Service Need-**
- **Regulatory / Legal Drivers:** N/A
- **Risk Mitigation:**
- **Community Benefit:**

3. Project Description

Contract to replace 5–7 broken or inoperable isolation valves on the water mains over the next 3–4 years; afterward, valve replacements will be performed in-house.

4. Estimated Project Cost

Phase / Component	Cost Estimate	Notes
Proposal	\$70,000	
Environmental / Permitting	\$0	
Land / Easements	\$0	
Construction	\$0	
Contingency (10%)	\$7,000	
Total Estimated Cost	\$77,000	

5. Method of Cost Estimate

- Engineer's estimate (preliminary or final design)
- Vendor / contractor quote
- Historical cost of similar projects
- Planning-level unit cost (e.g., \$/LF, \$/acre)
- Other (describe)

6. Project Lifecycle & Useful Life

- Expected Useful Life: 30-50 years
- Replacement / Rehabilitation Cycle: __ years
- End-of-Life Considerations: Replacement



7. Operations & Maintenance (O&M) Impacts

- Annual Maintenance Costs:
- Staffing / Resource Needs: Exercise valves annually
- Energy / Utility Impacts: ____

8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water Reserve Fund	\$	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning / Design	26-27	27-28	28-29	29-30	30-31

10. Priority Ranking (District Use)

Priority: __ (High / Medium / Low)

Evaluation Criteria: Improving s

Capital Improvement Plan

Garage Door, iHydrants & Filter Remediation Project



Item # 21

26-27 Capital Improvement Plan (CIP) Project

1. Project Title

Garage Doors

2. Justification / Need for Project

- **Service Need-**
- **Regulatory / Legal Drivers:** N/A
- **Risk Mitigation:** Theft prevention
- **Community Benefit:**

3. Project Description

Install security garage doors at the Shop

4. Estimated Project Cost

Phase / Component	Cost Estimate	Notes
Proposal	\$23,400	
Environmental / Permitting	\$0	
Land / Easements	\$0	
Construction	\$0	
Contingency (10%)	\$2,300	
Total Estimated Cost	\$26,300	

5. Method of Cost Estimate

- Engineer's estimate (preliminary or final design)
- Vendor / contractor quote
- Historical cost of similar projects
- Planning-level unit cost (e.g., \$/LF, \$/acre)
- Other (describe)



6. Project Lifecycle & Useful Life

- Expected Useful Life: 15-20 years
- Replacement / Rehabilitation Cycle: 15-20 years
- End-of-Life Considerations: Replacement

7. Operations & Maintenance (O&M) Impacts

- Annual Maintenance Costs:
- Staffing / Resource Needs:
- Energy / Utility Impacts: ____

8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water Reserve Fund	\$	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning / Design	26-27				

10. Priority Ranking (District Use)

Priority: _ (High / Medium / Low)

Evaluation Criteria: Safety



Item # 8

26-27 Capital Improvement Plan (CIP) Project

1. Project Title

iHydrant: Real-Time Temperature and Pressure Monitoring

2. Justification / Need for Project

Service Need:

- installing iHydrants throughout the district is beneficial because it provides real-time diagnostic data which identifies water main breaks, pressure spikes, and unauthorized water use before they escalate into major failures

Regulatory / Legal Drivers: N/A

Risk Mitigation:

- Infrastructure Failure Prevention- By identifying rapid pressure spikes like water hammer, the system detects stresses that cause fatigue in aging pipes.
- Rapid Incident Response- In the event of a break, iHydrant provides immediate alerts, often notifying crews before any public report.

Community Benefit:

- Temperature Monitoring- The system alerts utilities if water temperatures rise above safe thresholds, which can lead to bacterial growth or loss of chlorine
- Faster Emergency Response- Because the system can alert utilities to main breaks, crews can arrive faster to shut off water, minimizing property flooding and road damage.

3. Project Description

- Install four iHydrant monitoring units with hydrants in strategically selected areas across the district.
- Purchase one additional iHydrant monitoring unit for use in temporary system-wide monitoring.
- Annual service fees per unit:
 - Secure cellular connectivity
 - Platform access
 - Automated alerts.

Project Excludes

- Installation



4. Estimated Project Cost

Phase / Component	Cost Estimate	Notes
Proposal	\$19,950	
Environmental / Permitting	\$0	N/A
Land / Easements	\$0	N/A
Construction	\$0	Installed in-house
Contingency (10%)	\$1,900	
Total Estimated Cost	\$21,850	

5. Method of Cost Estimate

- Engineer's estimate (preliminary or final design)
 Vendor / contractor quote
 Historical cost of similar projects
 Planning-level unit cost (e.g., \$/LF, \$/acre)
 Other (describe)

6. Project Lifecycle & Useful Life

- Expected Useful Life: Hydrant **20-30 years**
- Replacement Cycle: iHydrant unit battery life **5 years**
- End-of-Life Considerations: replacement

7. Operations & Maintenance (O&M) Impacts

- Annual Maintenance Costs: \$____
- Staffing / Resource Needs: ____
- Annual Service Fee Per unit: **\$300 (1,500 total per year)**

8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water Reserves		
Hydrant expense budget	\$1,500 Annually	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning /	26-27				



Design					
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10. Priority Ranking (District Use)

Priority: _ (High / Medium / Low)

Evaluation Criteria:



Item # 32

26-27 Capital Improvement Plan (CIP) Project

1. Project Title

Iron/Manganese Filter Remediation Project

2. Justification / Need for Project

- Service Need: Proposal for the materials and service required to remediate your existing iron and manganese removal filter system that was installed in 1982.
- Regulatory / Legal Drivers: N/A
- Risk Mitigation: failure to any reaction vessels will prevent pumped groundwater from being filtered and disinfected.
- Community Benefit: Project will extend the life of the water treatment plant to continue providing safe drinking water to the residents.

3. Project Description

- Eliminate the two reaction vessels that are installed ahead of the filter vessel.
NOTE: Reaction vessels are not required to oxidize the raw water contaminants.
- Provide 12" I.D. inline static mixer to replace the reaction vessels.
- Provide 4 10" butterfly valves with electric actuators to replace the existing valves and pneumatic actuators.
- D.P. transmitter.
- 12" magnetic flow meter.
- Provide 10" I.D. and 12" I.D. connecting piping with 100% solid epoxy lining and epoxy exterior primer.
- Rebuild existing 10" I.D. Cla-Val.
- Engineered submittal drawings.
- Freight to the jobsite.
- Start-up and operator training.

Project Excludes

- Storage
- Filter Media



- Off-loading
- Installation
- Taxes
- Permits, Fees, Tariffs
- Field Wiring
- Chemical Feed Systems

4. Estimated Project Cost

Phase / Component	Cost Estimate	Notes
Proposal	\$234,683	
Taxes		Not Included
Land / Easements	\$0	N/A
Construction	\$0	Installed in-house
Contingency (20%)	\$46,000	
Total Estimated Cost	\$280,683	

5. Method of Cost Estimate

- Engineer's estimate (preliminary or final design)
- Vendor / contractor quote
- Historical cost of similar projects
- Planning-level unit cost (e.g., \$/LF, \$/acre)
- Other (describe)

6. Project Lifecycle & Useful Life

- Expected Useful Life: 30 years
- Replacement / Rehabilitation Cycle: 7-15 years
- End-of-Life Considerations: (replacement, upgrade, decommission)

7. Operations & Maintenance (O&M) Impacts

- Annual Maintenance Costs: \$____
- Staffing / Resource Needs: ____
- Energy / Utility Impacts: ____



8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water Reserves	\$	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning / Design	26-27				

10. Priority Ranking (District Use)

Priority: __ (High / Medium / Low)

Evaluation Criteria: (safety, regulatory compliance, service reliability, capacity, community growth, etc.)

Capital Outlay Plan

Ditch Witch & GIS System



Item # 23

26-27 Capital Improvement Plan (CIP) Project

1. Project Title

Ditch Witch Stand-On Mini Skid Steer

2. Justification / Need for Project

- **Service Need:** Purchasing the SK800 can replace the need for multiple specialized machines.
- **Regulatory / Legal Drivers:** The SK800's engine is designed to meet CARB (California Air Resources Board) mobile off-highway emission regulations
- **Risk Mitigation:**
- **Community Benefit:**

3. Project Description

Purchase SK800B

Attachments included:

- Bucket
- Backfill Blade
- Pallet Forks
- Trencher
- Jack Hammer

Project Excludes

Trailer to transport equipment.

4. Estimated Project Cost

Phase / Component	Cost Estimate	Notes
Proposal	\$57,874.32	
Environmental / Permitting	\$0	
Land / Easements	\$0	
Construction	\$0	
Contingency (10%)	\$5,700	
Total Estimated Cost	\$63,574.32	



5. Method of Cost Estimate

- Engineer's estimate (preliminary or final design)
- Vendor / contractor quote
- Historical cost of similar projects
- Planning-level unit cost (e.g., \$/LF, \$/acre)
- Other (describe)

6. Project Lifecycle & Useful Life

- Expected Useful Life: 5,000-7,000 hours
- Replacement / Rehabilitation Cycle: ___ years
- End-of-Life Considerations: Replacement

7. Operations & Maintenance (O&M) Impacts

- Annual Maintenance Costs: \$300-600
- Staffing / Resource Needs: ___
- Energy / Utility Impacts: ___

8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water/Wastewater Reserve	\$	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning / Design	26-27				

10. Priority Ranking (District Use)

Priority: ___ (High / **Medium** / Low)

Evaluation Criteria: Improving maintenance and repair efficiency.



Item # 9

26-27 Capital Improvement Plan (CIP) Project

1. Project Title

Z-World GIS (Geospatial Information Systems)

2. Justification / Need for Project

- **Service Need:** ZWORLD GIS will support District staff with GIS data development, GIS data maintenance, application support, and mapping services as it relates to the operations within the district.

- Precise locating
- Condition tracking
- Preventive maintenance tracking

- **Regulatory / Legal Drivers:**

- Lead service line inventories
- Digital records

- **Risk Mitigation:**

- Tracking historical break and leak data
- Valve isolation planning

- **Community Benefit:**

- Water outage maps

3. Project Description

- GIS Support Services
- AGO (ArcGIS Online) Application Development Subscription

4. Estimated Project Cost

Phase / Component	Cost Estimate	Notes
Proposal	\$30,200	Annually
Environmental / Permitting	\$0	
Land / Easements	\$0	
Construction	\$0	
Contingency (10%)	\$3,000	
Total Estimated Cost	\$33,200	



5. Method of Cost Estimate

Engineer's estimate (preliminary or final design)

Vendor / contractor quote

Historical cost of similar projects

Planning-level unit cost (e.g., \$/LF, \$/acre)

Other (describe)

6. Project Lifecycle & Useful Life

- Expected Useful Life: __

- Replacement / Rehabilitation Cycle: __ years

- End-of-Life Considerations: Upgrade

7. Operations & Maintenance (O&M) Impacts

- Annual Maintenance Costs: \$__

- Staffing / Resource Needs: ____

- Energy / Utility Impacts: ____

8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water/Wastewater Reserve	\$	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning / Design	26-27	27-28	28-29	29-30	30-31

10. Priority Ranking (District Use)

Priority: __ (High / Medium / Low)

Evaluation Criteria: Service reliability



8. Funding Plan

Funding Source	Amount	Status (secured/pending/proposed)
Water Reserves	\$	

9. Implementation Schedule (5-Year Window)

Phase	FY1	FY2	FY3	FY4	FY5
Planning / Design	26-27				

10. Priority Ranking (District Use)

Priority: __ (High / Medium / Low)

Evaluation Criteria: (safety, regulatory compliance, service reliability, capacity, community growth, etc.)



Mission Hills Community Services District 2026-2027 Fiscal Year Operating Budget

Budget Summary

Operating Revenues

The proposed water and wastewater revenues reflect the following changes:

Water Fixed Charges

Meter Size	Rate FY 2026-2027
¾ Inch	\$52.04
1 Inch	\$53.85
1.5 Inch	\$56.27
2 Inch	\$62.91
3 Inch	\$111.80
4 Inch	\$129.92

Water Variable Charges (One Unit of Water consists of 748 Gallons)

Residential

Tier 1 – 0 to 9 Units	\$2.86 Per Unit
Tier 2 - 10 to 19 Units	\$3.19 Per Unit
Tier 3 – 19 Units and Over	\$4.77 Per Unit

Commercial

All Consumption	\$4.48
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Irrigation

All Consumption	\$4.91
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Hydrant Meter

All Consumption	\$8.27
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Operating Revenues Continued

Wastewater Rates

Monthly Fixed Charges

Description	Rate
Residential	\$95.02
Commercial	\$95.02
School (Per ADA)	\$ 1.71

Variable Charges

Description	Rate
Commercial	\$6.96

Street Cleaning Rates

Description	Rate
Monthly Fee (where contracted)	\$1.32

Non-Operating Revenues

Interest Earnings/Market Appreciation are budgeted for the District's Investment Accounts

Late Fees/Charges are budgeted for revenue and based on any of the following:

- 48 Hour Notice Fees
- Insurance Claim Reimbursements
 - Late Fees
- Miscellaneous Income
 - Reconnection Fees
 - Returned Check Fees
- Gain from Disposal of an Asset

Other Income

- Connection Fees, Net
 - Annexation Fees
 - Assessment Revenue
- Construction & Hydrant Meter
 - Contracted Service Income

Operating Expenses

In general, operating expenses that are not exclusive to water or wastewater are allocated 50% to water and 50% to wastewater.

The following are significant expenses in the Budget:

- Salaries and Wages
- Employee Benefits and Payroll Taxes
- Director Fees
- Election Expense
- Vehicle Expense
- Insurance Expense
- Membership Expense
- WMA GSA Expense
- Office Expense
- Operating Supply Expense
- Chemicals Expense
- Safety Expense
- Contractual Expense
- Professional Services Expense
- Equipment Lease Expense
- Printing & Publication Expense
- Monitoring Expense
- Training/Meeting/Meals Expense
- Utilities Expense
- Government Fees Expense
- Repairs & Maintenance Expense
- Rate Payer Write-Off Expense

Breakdown of items included in Operating Expenses:

Code	Description
6000	Salaries and Wages
6005	Wage Expense
6010	Payroll Tax Expense

Code	Description
6050	Employee Benefits
6055	Dental Insurance
6060	Disability Insurance
6065	Health Insurance
6071	Tuition Reimbursement
6075	Retirement Expenses
6080	Vision Insurance
6085	Workers Compensation
6090	Vacation & Sick Leave
6095	Benefit Administration

Code	Description
6100	Director Fees

Code	Description
6105	Election Expense (names on ballot)

Code	Description
6140	Vehicle Expense
6160	Fleet Management
6145	Tractor & Equipment
6150	Vehicle Fuel
6155	Vehicle Maintenance

Code	Description
6170	Insurance Expense
6180	Liability Insurance
6185	Property Insurance

Code	Description
6190	Dues & Memberships

6700 (Sub-section)	WMA GSA Fees
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Code	Description
6200	Office Expenses
6205	Bank Fees and Charges
6210	Cash Over/Under
6215	Cleaning Supplies
6220	License & Fees
6225	Miscellaneous Expenses
6230	Office Supplies
6235	Postage Expense
6240	Subscriptions
6245	Office Equipment

Code	Description
6300	Operating Supplies & Expenses
6310	Miscellaneous Supplies
6315	Oil Expense
6320	Oil Recycling
6325	Portable Equipment
6330	Shop Supplies
6335	Small Tools & Appliances

Code	Description
6340	Chemicals
6342	Bioremediation
6344	Chlorine
6345	Corrosion Inhibitor
6347	Other Chemicals

Code	Description
6350	Safety Expenses
6355	Fire Extinguishers
6360	Protective Clothing/Uniforms
6365	Safety Equipment
6370	Safety Training
6375	Other Safety Expenses

Code	Description
6410	Contractual Services
6415	Cable Services
6420	Cleaning Service
6425	Office Equipment Maintenance
6430	Internet Access
6435	Landscaping Services
6437	Pest Control
6445	Security Expense
6448	Operations Management Software
6449	SCADA Support
6450	Software Support
6451	Document Management
6452	Credit Card Processing
6453	Software Subscriptions
6455	Street Sweeping Services
6460	Uniforms
6465	USGS Study
6466	Emissions Testing
6470	Other Contractual Services

Code	Description
6475	Professional Services
6476	Financial Management Fees
6480	Accounting Services
6485	Engineering Services
6486	Developments
6490	Legal Services
6495	Human Resource Services

Code	Description
6500	Printing & Publication

Code	Description
6505	Equipment Lease & Rentals

Code	Description
6525	Research & Monitoring
6530	Lab & Testing Expenses
6535	Monitoring Expense

Code	Description
6600	Travel & Meetings
6605	Director Training
6610	Meals
6620	Staff Training
6625	Travel Expenses

Code	Description
6640	Uncollectible Accounts

Code	Description
6650	Utilities
6655	Cell Phones
6660	Dump Fees
6665	Electrical
6670	Natural Gas
6675	Propane
6680	Streetlights
6685	Telephone
6690	Water & Sewer
6691	Trash & Recycling

Code	Description
66900	Reconciliation Discrepancies

Code	Description
6700	Government Fees & Charges

Code	Description
6720	Repairs & Maintenance
6730	Distribution Expense
6740	Hydrants
6745	Lift Station Expenses
6750	Collection Expense
6755	Reservoirs
6760	Shop & Equipment Repairs
6765	Supplies & Small Tools
6766	Equipment Rental
6770	Telemetry
6775	Filtration Plant
6780	Weather Station
6785	Wells & Pumping
6790	Waste Water Plant
6795	Other Repairs & Maintenance

FY 2026/2027 Operating Budget

Revenue	FY 2027 Proposed
Late Fees/Charges	\$ 40,000
Water Service	\$1,585,534
Sewer Service	\$1,495,487
Street Sweeping	\$ 17,978
Market Appreciation/Interest Income	\$ 150,000
Total Operating Revenue	\$3,288,999

*****Possible Revenue (not included in above) as it depends on timing of construction**

Revenue	Estimated Amount
Connection Fees – Brisa Encina	\$996,000

Operating Expenses

Description	FYE 2027 Proposed
Salaries & Wages	\$1,187,946
Employee Benefits & Payroll Taxes	\$ 310,000
Director Fees	\$ 10,000
Election Expense	\$ 3,800
Vehicle Expense	\$ 37,000
Insurance	\$ 35,000
Memberships	\$ 35,000
WMA GSA Allocation	\$ 0
Office Expenses	\$ 15,000
Operating Supplies	\$ 15,000
Chemicals	\$ 55,000
Safety	\$ 20,000
Contractual Services	\$ 130,000
Professional Services	\$ 60,000
Equipment Lease	\$ 6,000
Printing & Publication	\$ 20,000
Monitoring	\$ 25,000
Training/Meetings/Meals	\$ 30,000
Utilities	\$ 300,000
Government Fees	\$ 40,000
Repairs & Maintenance	\$ 210,000
Uncollectible Accounts	\$ 0
Total Operating Expenses	\$2,544,746

Net Operating Gain/Loss	\$ 744.253
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Notes

The Capital Improvement Budgets, or the Operating Budget will be brought before the Board of Directors for approval during the Fiscal Year if an unexpected expense presents an immediate need

Final FY 2026/2027 Operating Budget

	B	C	D	E	F	J
1	Mission Hills Community Services District					
2	Final Fiscal Year 2026-2027 Budget					
3	CONSOLIDATED TOTAL FOR ALL FUNDS					
4						
5						
6	Revenue	FYE 2025 ACTUAL	FYE 2026 ADOPTED BUDGET	FYE 2026 ANNUAL PROJECTION	FYE 2027 PROPOSED	Reason for Changes
7	Late Fees/Charges	\$ 72,635	\$ 40,000	\$ 43,392	\$ 40,000	Historical Projection
8	Water Service	\$ 1,425,574	\$ 1,511,573	\$ 1,539,802	\$ 1,585,534	Based on Rates in 2026/2027
9	Sewer Service	\$ 1,266,815	\$ 1,379,074	\$ 1,364,837	\$ 1,495,487	Based on Rates in 2026/2027
10	Street Sweeping	\$ 18,064	\$ 18,076	\$ 17,502	\$ 17,978	Historical Projection
11	Market Appreciation/Interest Income	\$ 125,852	\$ 150,000	\$ 146,074	\$ 150,000	Historical Projection
12	Total Operating Revenue	\$ 2,908,940	\$ 3,098,723	\$ 3,111,607	\$ 3,288,999	
13						
14						
15	Operating Expenses	FYE 2025 ACTUAL	FYE 2026 ADOPTED BUDGET	FYE 2026 ANNUAL PROJECTION	FYE 2027 PROPOSED	Reason for Changes
16	Salaries & Wages	\$ 876,749	\$ 1,114,208	\$ 1,084,923	\$ 1,187,946	Additional Staff, Including 2.6% COLA
17	Employee Benefits & Payroll Taxes	\$ 258,237	\$ 242,393	\$ 309,206	\$ 310,000	Reflective of Annual Projection
18	Director Fees	\$ 7,750	\$ 12,000	\$ 7,500	\$ 10,000	Projecting More Meetings
19	Election Expense	\$ 3,740	\$ 3,000	\$ 3,000	\$ 3,800	3 BOD Up For Re-election
20	Vehicle Expense	\$ 42,499	\$ 37,000	\$ 33,818	\$ 37,000	Continued Historical Projection
21	Insurance	\$ 28,695	\$ 43,000	\$ 32,632	\$ 35,000	Projecting 10% Increase
22	Memberships	\$ 35,868	\$ 35,000	\$ 51,888	\$ 35,000	Continued Historical Projection
23	WMA GSA Allocation	\$ 62,500	\$ 40,000	\$ -	\$ -	No Cash Calls Contemplated
24	Office Expenses	\$ 20,373	\$ 7,500	\$ 18,543	\$ 15,000	Slight Reduction from Annualized Projection
25	Operating Supplies	\$ 13,662	\$ 8,500	\$ 16,000	\$ 15,000	Slight Reduction from Annualized Projection
26	Chemicals	\$ 48,472	\$ 78,500	\$ 40,384	\$ 55,000	Reduction from Last Budget
27	Safety	\$ 17,843	\$ 7,500	\$ 26,780	\$ 20,000	Slight Reduction from Annualized Projection
28	Contractual Services	\$ 84,210	\$ 85,000	\$ 140,782	\$ 130,000	Slight Reduction from Annualized Projection
29	Professional Services	\$ 55,975	\$ 60,000	\$ 57,711	\$ 60,000	Continued Historical Projection
30	Equipment Lease	\$ 5,276	\$ 6,000	\$ 5,778	\$ 6,000	Continued Historical Projection
31	Printing & Publication	\$ 4,289	\$ 5,000	\$ 851	\$ 20,000	Including Postage Refill
32	Monitoring (Lab Samples)	\$ 17,599	\$ 20,000	\$ 26,768	\$ 25,000	Slight Reduction from Annualized Projection
33	Training/Meetings/Meals	\$ 23,181	\$ 20,000	\$ 12,936	\$ 30,000	More Educational Attendance from Board & Additional Staff Contemplated
34	Utilities	\$ 285,165	\$ 280,000	\$ 308,080	\$ 300,000	Slight Increase from Last Budget
35	Government Fees	\$ 38,679	\$ 40,000	\$ 88,964	\$ 40,000	Continued Historical Projection as Big Ticket Fees Already Paid in 1st 6 Months
36	Repairs & Maintenance	\$ 235,055	\$ 210,000	\$ 129,087	\$ 210,000	Continued Historical Projection
37	Ratepayer write offs			\$ -		
38	Total Operating Expenses	\$ 2,165,817	\$ 2,354,601	\$ 2,395,631	\$ 2,544,746	
39						
40	Net Operating Gain/(Loss)	\$ 743,123	\$ 744,122	\$ 715,976	\$ 744,253	



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

May 20, 2026, Board Meeting

Committee	Summary Discussion	Completed Meeting Date
Finance/Budget Dotzler/Keeling Alt. Magana	No Meeting	
Legal/Personal Magana/Keeling Alt. Dotzler	No Meeting	
Water/Wastewater McLeod/Starbuck Alt. Dotzler	No Meeting	
SGMA/WMA Keeling Alt. GM	No Meeting	

B. Director's Comments

C. Public Comments

THE LAST PAGE OF THE BOARD PACKET