

**Board of Directors**

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



1550 East Burton Mesa Blvd.  
Lompoc, California, 93436-2100  
805.733.4366  
[www.mhcsd.org](http://www.mhcsd.org)

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors

**Regular Meeting**

Wednesday, May 15<sup>th</sup>, 2024

4:30 PM

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

**1. Call to Order and Pledge of Allegiance**

**2. Roll Call**

**3. Public Comment** – Members of the public may address the Board on any item within the jurisdiction of the Board not included on this agenda for up to 3 minutes. **If you are unable to attend, you can submit comments in advance of the meeting to [admin@mhcsd.org](mailto:admin@mhcsd.org) before 1:00 PM, Tuesday, May 14<sup>th</sup>, 2024.**

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

**A. Consideration of Approval of Minutes from:**

- i) April 17<sup>th</sup>, 2024, Regular Meeting

**B. Activity Reports for April**

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

**C. Financial Reports**

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

**5. Regular Business-**

- A.** Consider adopting the Final FY 2024/25 Operating Budget.
- B.** Consider Adoption of Resolution No. 24-358 Calling for a General District Election and Requesting Consolidation of the District’s Biennial Election with the November 5, 2024, County General Election

**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 reference to staff or other resources for information, direct staff to place a topic or report on a future committee or regular meeting agenda.

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

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

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

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



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Brad Hagemann, General Manager

**Mission Hills Community Services District Board of Directors  
Regular Meetings Minutes  
April 17<sup>th</sup>, 2024**

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

The Regular Meeting of the Board of Directors of the Mission Hills Community Services District was called to order at 4:33 pm on Wednesday, April 17<sup>th</sup>, 2024, at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

**DIRECTORS PRESENT:**

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

**DIRECTORS ABSENT:**

None

**STAFF PRESENT:**

Brad Hagemann, Jose Acosta, Carol Reynolds, and Lupe Huitron

**OTHERS PRESENT:**

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

**No closed session occurred during this meeting.**

**Consent Agenda-**

**A. Approved Minutes**

- i.) March 20<sup>th</sup>, 2024, Regular Meeting

**B. Activity Reports for March**

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

**C. Financial Reports**

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

**Approved Consent Items**

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

**Regular Business Items****A. Discuss and Consider Approval of an Employment Agreement with Mike Garner for the General Manager Position.**

Motion made by Director Keeling and Second by Director Starbuck to approve the Employment Agreement with Mike Garner for the General Manager Position.

**Ayes:** Myron Heavin, Matthew Starbuck, Jim Keeling, Jorge Magana, and Steve Dietrich

**Noes:** 0

**Abstains:** 0

**Absent:** 0

**B. Discuss and consider approving proposed Cost of Living Adjustment for Salary schedule effective July 1<sup>st</sup>, 2024.**

Motion made by Director Heavin and seconded by Director Magana to approve the proposed Cost of Living Adjustment for the Salary schedule effective July 1<sup>st</sup>, 2024.

**Ayes:** Myron Heavin, Matthew Starbuck, Jim Keeling, Jorge Magana, and Steve Dietrich

**Noes:** 0

**Abstains:** 0

**Absent:** 0

**C. Review and Provide Direction to staff regarding the Draft FY 2024-25 Preliminary Operating Budget.**

Board provided Direction to staff to schedule a Water/Wastewater and Finance Committee for final input on the budget. **No motion was made.**

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

**A. General Manager's Comments-** None

**B. Directors' Comments-** None

**C. Public Comments-** None

With no further business to come before the Board, the meeting was adjourned at 7:02pm

Respectfully submitted:

**Lupe Huitron**

X

\_\_\_\_\_  
Jorge Magana, President

X

\_\_\_\_\_  
Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for  
**May 2024**

### **General Manager Report**

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**General Manager will provide an oral report at the May 15, 2024 Meeting**

### **Board Secretary**

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Non routine items include; starting to update (Employee Reimbursement report, due end of FY), Assisting in filing 700 forms, corresponding and directing to emails pertaining to the Operator job opening (Directed them to apply and submit resume by deadline), scheduled/assigned trainings, coordinated with Amber Thompson from the Santa Ynez River Water Conservation District and provided her with upcoming changes/updates in respect to dates needed in order for elected officials to file “assuming” & “Leaving” office forms, provided General Manager information and who will be responsible for representing their agency, gathered Can & Will serve letter document Submissions and provided to General Manager, Published May 15<sup>th</sup>, 2024 board Meeting Public Hearing Notice for the Final Adoption of FY 2024/2025 Budget, scheduled and drafted Agenda Notices for committee Meetings, Gathered Special District Board Member Candidate Filing information and assisted customers with payments.

### **Customer Service/Account Receivables**

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- Applied 10% late fee non pay April: # 132 accounts.
- Past due 60 days/Turned off: 0 accounts, All Notices given had payments made in the 7-day timeframe.
- 2 accounts disconnected a few months now for non-payment.
- 1 locked off Acc. Reverse Mortgage/No Bank Info. Collected in full once someone calls to restore the service. *Low-income Funding for April total \$ 1642.73 for 2 accounts. Program has ended.*



General Manager and Administrative Activity Reports for  
**May 2024**

**Administrative Services Manager**

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Completed ACWA JPIA , CSDA Classes to continue informative and educational direction, i.e. California Workplace Violence Prevention Plan . Consistently attend VVCSD Board Meetings to garner information affecting our local communities. Assisted Rate Payers with Payments. Completed Bank Deposits. Participated in Interviews for Operations opening. Facilitated money transfer between accounts as warranted. Continued to review/update both Operating and Capital Improvement Budgets. Ordered IT supplies for new General Manager. Participated in Safety Dinner. Completed Quarterly Tax Reporting Forms and transmitted electronically. Provided ACWA/JPIA with Quarterly Workers Compensation Audit information. Attended CSDA Awards Dinner and introduced the Professional of The Year (Javier Rodriguez, Operations Manager, MHCSD) Attended USC Resilience Summit (CSDA), discussing the transition to an electronic vehicle environment. Worked with CSDA to get our roster of Board Members and Employees updated. As is customary, participated in Board Meeting preparation. Continued preliminary work on the FYE Audit. Kept abreast of the District priorities on a weekly basis with both the General Manager and Operations Supervisor. Evaluated the Grant opportunities for applicable options for the District.

**Board of Directors:**

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



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General Manager, Brad Hagemann

**MISSION HILLS COMMUNITY SERVICES DISTRICT  
 Water and Wastewater Report – April 2024**

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 9.66 MG	Total Monthly Influent Flow: 5.67 MG
Daily Average: 0.32 MGD	Daily Average: 0.19 MGD
Monthly Sold: 8.80 MG	Ratio of Daily returned Flow: 61%
Unaccounted Water: 0.86 MG (8.9%)	(0.19/0.31 = 0.61)

**Water**

**Compliance**

- Submitted State Water Resource Control Board (SWRCB) monthly reports.
- Electronic Annual Report (EAR) was approved by the State Water Resource Control Board.

**Distribution System Maintenance/Repair**

- Replaced **12** Hersey meters to Kamstrup meters. **733** of **1312** total meters replaced.
- Hit hydrant on 04/20/2024 at 1365 Craig Dr. Crew responded after hours to perform shut down on hydrant valve. Repairs were completed on 05/08/2024.

**Operations Staff**

- Jose Herrera passed CWEA Collections Grade 1 exam.
- Field staff attended JPIA Traffic Control Training.

**Preventative Maintenance Program: April**

- Hydrant Maintenance: **11 of 11**
- Valve exercised: **21 of 21**



## **Wastewater**

### **Compliance**

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

### **Collection System/Lift Station**

- Continued monitoring of Wet well Wizard. No further odor complaints.

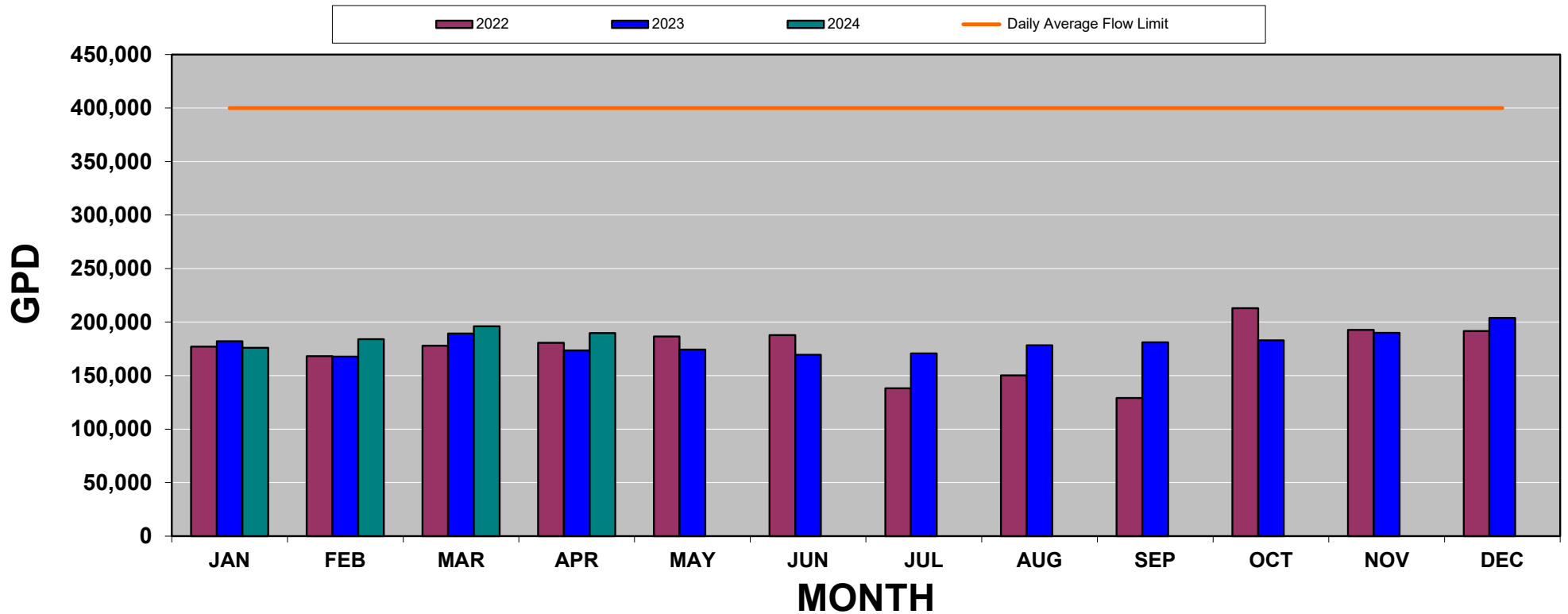
### **Wastewater Plant**

- Performed scheduled quarterly preventative maintenance on Universal Blowers.
- Installed sampling stations at the effluent of Ponds 3-6. Due to safety concerns from the State Regulator.

## 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
2022	177,041	168,115	177,989	180,560	186,491	187,850	138,217	150,210	129,171	212,966	192,729	191,717
2023	182,227	167,689	189,351	173,446	174,311	169,441	170,812	178,317	181,009	183,039	190,019	203,847
2024	176,039	184,061	196,175	189,774								

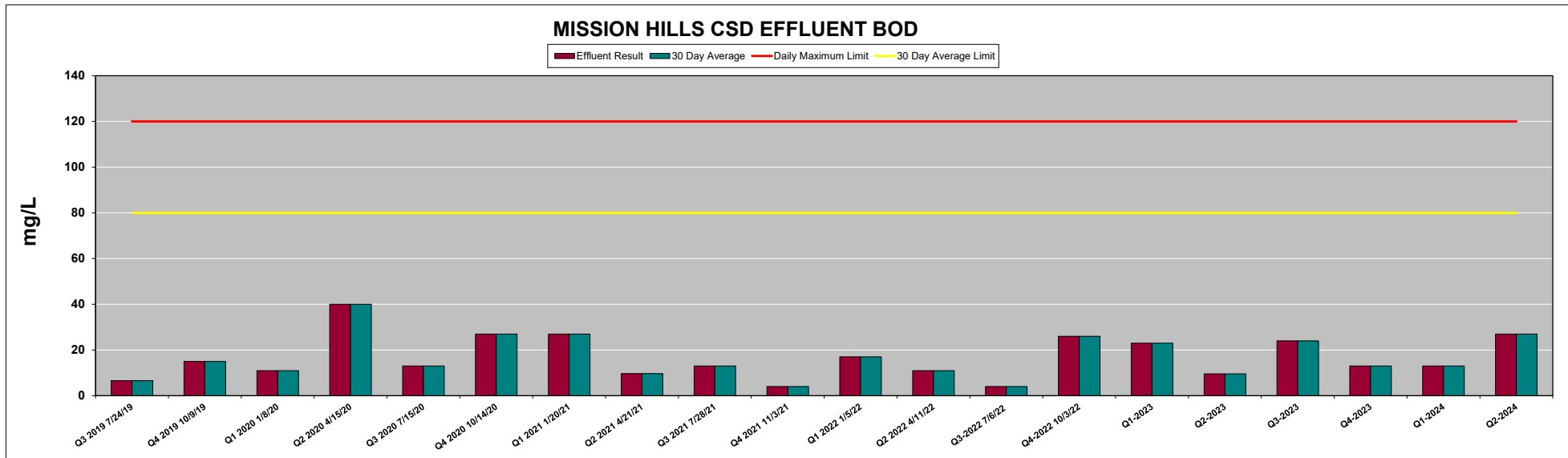
## MISSION HILLS CSD AVERAGE DAILY FLOW



**MISSION HILLS CSD EFFLUENT BOD (mg/L)**

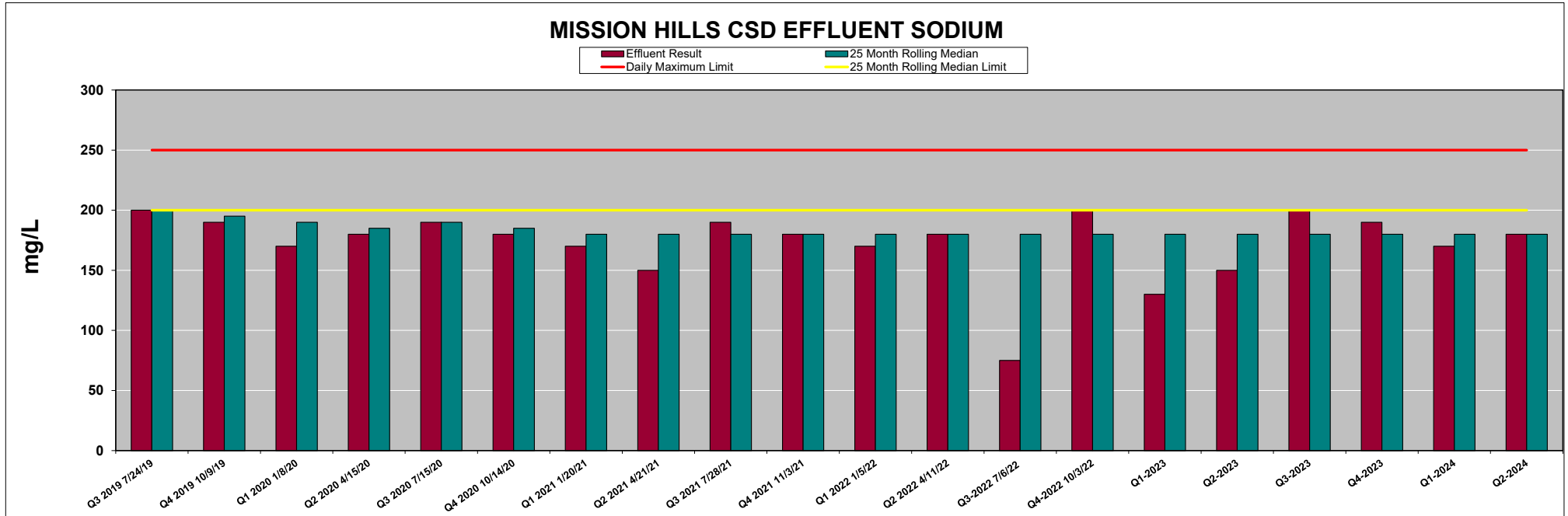
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	4/23/2024	
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
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
Effluent Result	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	
30 Day Average	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13	27	

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	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	4/23/2024
<b>Daily Maximum Permit Limit</b>	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
<b>25 Month Rolling Median Limit</b>	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
<b>Effluent Result</b>	200	190	170	180	190	180	170	150	190	180	170	180	75	200	130	150	200	190	170	180
<b>25 Month Rolling Median</b>	200	195	190	185	190	185	180	180	180	180	180	180	180	180	180	180	180	180	180	

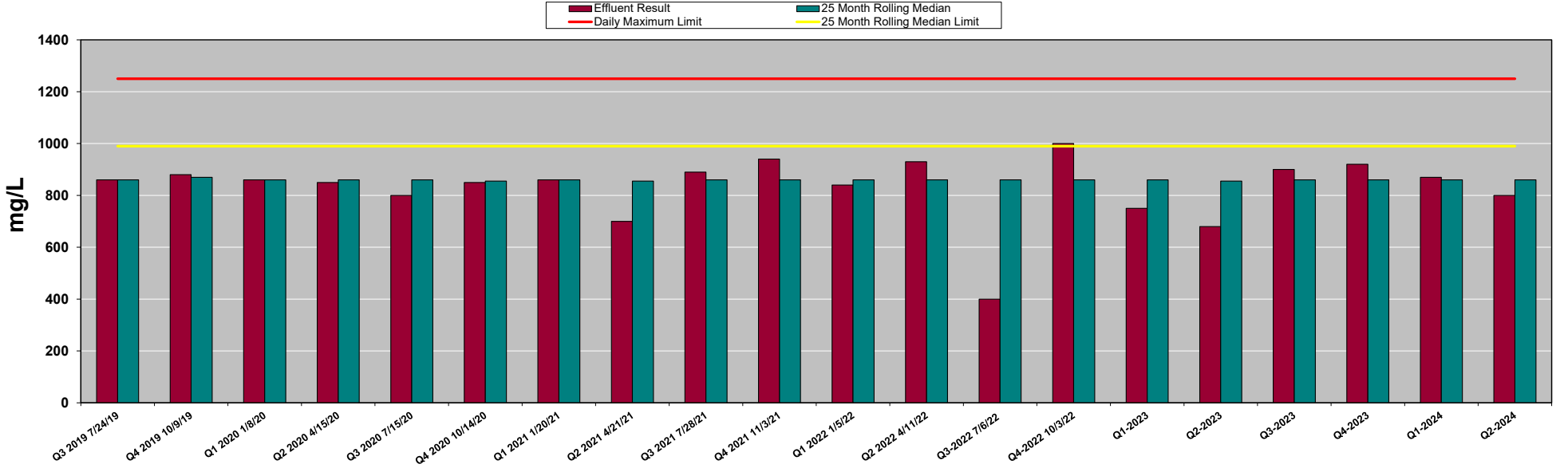


# MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS (mg/L)

Consent Item 4. B ii

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
<b>Daily Maximum Permit Limit</b>	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
<b>25 Month Rolling Median Limit</b>	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990	990
<b>Effluent Result</b>	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680	900	920	870	800	
<b>25 Month Rolling Median</b>	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855	860	860	860	860	

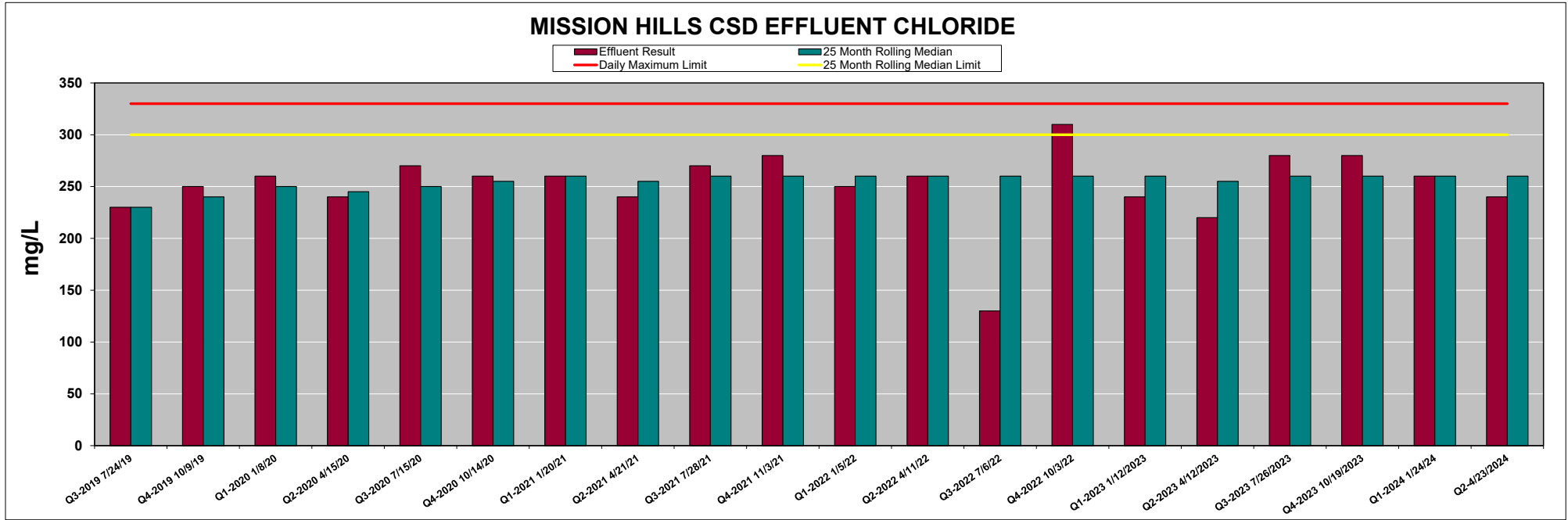
## MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS



# MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

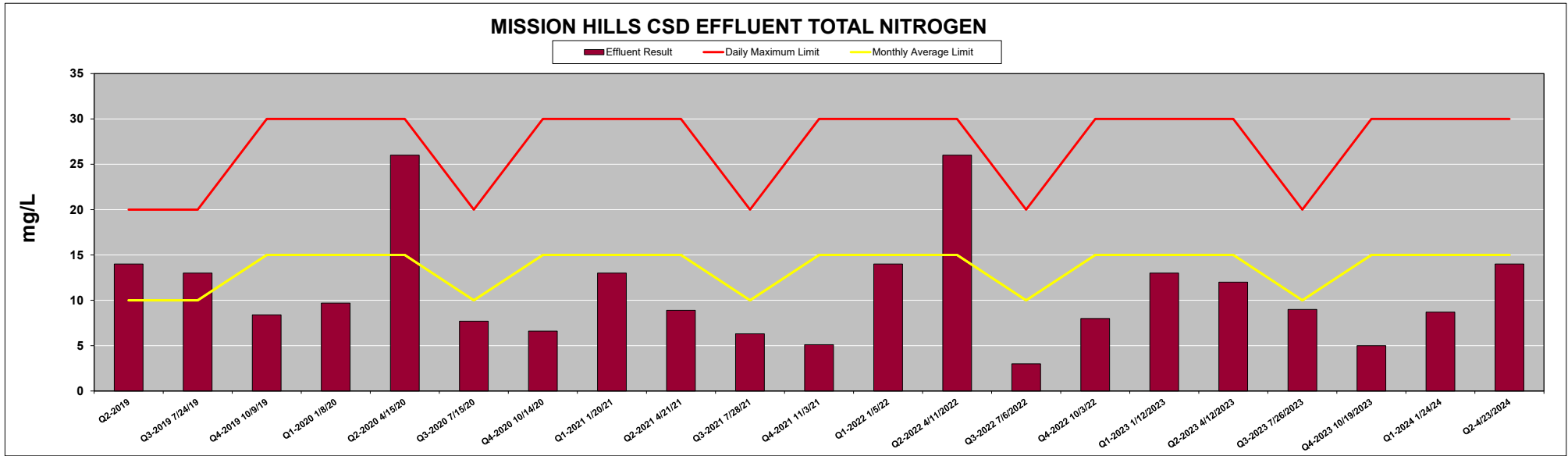
Consent Item 4. B ii

MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
<b>Daily Maximum Permit Limit</b>	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330
<b>25 Month Rolling Median Limit</b>	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
<b>Effluent Result</b>	230	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220	280	280	260	240	
<b>25 Month Rolling Median</b>	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	255	260	260	260	260	



### MISSION HILLS CSD EFFLUENT TOTAL NITROGEN (mg/L)

MONTH	7/24/2019	8/20/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024
Daily Maximum Permit Limit	20	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30	20	30	30	30
Monthly Average Limit	10	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15	10	15	15	15
Effluent Result	14	13	8	10	26	8	7	13	9	6	5	14	26	3	8	13	12	9	5	9	14



## Top Goals

<p><b>Established by Board of Directors</b>                  (Staff recommends the Board of Directors consider updating the Top Goals on an annual or by-annual basis)</p>
<p><b>1. Wastewater TN (Total Nitrogen), Na (Sodium) &amp; Chloride concentration reduction plan and compliance with RWQCB Time Schedule Order.</b></p> <p>Staff continues to carefully monitor the treatment system to keep the effluent total Nitrogen levels in compliance with the TSO and WDR standards. The most recent compliance monitoring results and process control monitoring results have remained below the permit limits. Staff continues to work on isolating the pond valves so we can perform maintenance and repair as needed and we are working on implementing chloride reduction measures by inspecting areas that have the highest level of chlorides in their wastewater. The Wastewater Committee will meet in April to discuss and develop recommendations for salt reduction strategies related to self-regenerating water softeners.</p>
<p><b>2. General Manager Recruitment</b></p> <p>This item will be covered in a Regular Business Item at the April 17, 2024, Board Meeting.</p>
<p><b>3. Cost Reduction – Energy usage and other applicable initiatives</b></p> <p style="text-align: center;">Please refer to the Energy Committee Update. <span style="color: red;">[No Changes]</span></p>
<p><b>4. Public Outreach – Implement regular on-line communications to the community.</b></p> <p>Staff continues to post content on the Districts Facebook page, Facebook Forums, District’s Bulletin Board, District’s website, and the Next-Door local Neighborhood website. A variety of Topics have been posted via social media. Staff has been posting a new item about once a month. The latest post was a published public hearing notice announcing the time and place for the Public Hearing occurrence to consider adopting the 2024/25 Fiscal Year Budget.</p>
<p><b>5. Pursue Grant Funding Opportunities for Capital Projects</b></p> <p>Staff continue to review electronic notices regarding grant funding and low interest loan opportunities. Staff receive weekly notices on grant opportunities, but to date the grants are only available for certain types of projects or Agencies and they are not applicable to the District. We will continue to monitor grant opportunities. <span style="color: red;">[No Changes]</span></p>



**MHCSD COMMITTEE MEETING UPDATES****April 17, 2024, Board Meeting**

(Updated April 12, 2024)

Committee	Summary Discussion	Completed Meeting Date
<b>Water</b> Starbuck & Dietrich Alt-Heavin	Committee members met on January 24, 2024, to discuss the status of the design of the Burton Ranch projects and the status of the water tank rehab project and well #6. The Committee will schedule a Special Committee meeting as needed.	April 24, 2024
<b>Wastewater</b> Starbuck & Dietrich Alt-Heavin	The Committee met on January 24, 2024, and discussed potential WWTP compliance issues and next steps for the District's salts management program. The Committee will schedule a meeting after the April 17 <sup>th</sup> Board meeting to develop recommendations for the District's salts management program.	April 24, 2024
<b>Finance</b> Dietrich & Keeling Alt-Starbuck	The Committee members met on March 20, 2024. The Committee reviewed the Preliminary draft of the FY 24/25 Budget. The Committee provided direction to staff that included bringing the Preliminary Draft budget for full Board review and comments at the April 17 <sup>th</sup> Regular Board meeting. The Finance Committee will schedule their next Special Meeting as needed.	April 24, 2024
<b>Energy</b> Heavin & Starbuck Alt-Magana	<p>On August 2<sup>nd</sup>, Director Heavin and GM Hagemann met with a representative from Rare Electric to discuss a battery option for the WWTP and the sewage lift station. Staff provided the Rare representative with the last since months of PG&amp;E data. Rare agreed to work up an estimate for installing batteries.</p> <p>On Sept 19<sup>th</sup>, Mr. Chris Wolf, Owner of Rare Electric provided an estimate to install a solar panel and battery system for the Mesa Oaks Lift Station. His email and budget estimate is attached to this staff report. I asked Mr. Wolf to prepare a "battery only" proposal for the WWTP. I have not yet received a "battery only" proposal from Mr. Wolf. <span style="color: green;">[No Changes]</span></p>	August 2, 2023
<b>Personnel</b> Keeling & Magana Alt-Dietrich	Committee Members met on February 28, 2024, to discuss the status of the GM recruitment process. On March 20 <sup>th</sup> , the Committee provided their recommendation to the Board in Closed Session. The next Personnel Committee meeting will be scheduled as needed.	February 28, 2024

<p><b>GSA for WMA</b> Heavin Alt-Jim Keeling</p>	<p>The WMA GSA last met on February 28, 2024. The meeting Agenda Notice was provided as an attachment to the March 20<sup>th</sup> Board meeting packet. Director Heavin attended the meeting and can provide a summary of the meeting, as needed. The March 27, 2024, WMA GSA meeting was cancelled. No meeting has been scheduled for April and the next meeting is scheduled for May 22, 2024.</p>	<p>February 28, 2024</p>
<p><b>Community Engagement</b> Heavin &amp; Keeling Alt-Magana</p>	<p>Staff continues to post content on social media, the District's Bulletin Board, the District's website, and the Next-door Neighborhood website. Mission Hills Staff has shared content on social media to inform customers about the Public Hearing occurring during the Mission Hills CSD Board Meeting on May 15<sup>th</sup>, 2024, to adopt the Fiscal Year 2024/25 Budget.</p>	<p>December, 2023</p>
<p><b>Development</b> Dietrich &amp; Keeling Alt-Starbuck</p>	<p>Development Committee did not meet. Next meeting TBD.</p>	<p>TBD</p>

Mission Hills Community Services District  
Revenue and Expense Prev Year Comparison  
April 2024

Consent Item 4. C i

	Apr 24	Apr 23	\$ Change	Explanation
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4005 · 48 hour notice fees	450.00	345.00	105.00	
4045 · Late fees	2,409.23	1,605.87	803.36	
4060 · Reconnection fees	75.00	400.00	-325.00	
4075 · Returned check fees	125.00	75.00	50.00	
4085 · Sewer basic charges	98,275.45	90,774.25	7,501.20	Rate Increase 2024
4095 · Street sweeping charges	1,506.12	1,510.08	-3.96	
4105 · Water basic charges	59,162.83	56,192.88	2,969.95	Rate Increase 2024
4115 · Water usage charges	27,149.46	22,188.58	4,960.88	Rate Increase 2024
<b>Total Income</b>	<b>189,153.09</b>	<b>173,091.66</b>	<b>16,061.43</b>	
<b>Gross Profit</b>	<b>189,153.09</b>	<b>173,091.66</b>	<b>16,061.43</b>	
<b>Expense</b>				
<b>6000 · Salaries and wages</b>				
6005 · Wage expense	51,715.30	53,819.16	-2,103.86	Less Employees 2024
6010 · Payroll tax expense	4,232.44	4,448.48	-216.04	
<b>Total 6000 · Salaries and wages</b>	<b>55,947.74</b>	<b>58,267.64</b>	<b>-2,319.90</b>	
<b>6050 · Employee benefits</b>				
6060 · Disability insurance	0.00	242.43	-242.43	
6065 · Health insurance	8,703.47	10,857.91	-2,154.44	Less Employees Covered
6075 · Retirement expenses	1,455.75	1,446.79	8.96	
6085 · Workers compensation expense	0.00	4,188.57	-4,188.57	Timing of Payment
6090 · Vacation & Sick Leave	3,019.55	2,843.39	176.16	
6095 · Benefit Administration	0.00	89.82	-89.82	
<b>Total 6050 · Employee benefits</b>	<b>13,178.77</b>	<b>19,668.91</b>	<b>-6,490.14</b>	
6100 · Director fees	625.00	1,500.00	-875.00	Less Meetings 2024
6110 · Depreciation expense	26,784.66	28,189.70	-1,405.04	Slightly Lower Depr
<b>6140 · Vehicle expenses</b>				
6145 · Tractor and equipment	0.00	0.00	0.00	
6150 · Vehicle fuel	160.77	954.63	-793.86	
6155 · Vehicle maintenance	201.19	2,204.65	-2,003.46	Less Maint 2024
<b>Total 6140 · Vehicle expenses</b>	<b>361.96</b>	<b>3,159.28</b>	<b>-2,797.32</b>	
<b>6200 · Office expenses</b>				
6210 · Cash (over) / short	0.00	100.00	-100.00	
6230 · Office supplies	0.00	129.94	-129.94	
6235 · Postage expense	700.00	708.33	-8.33	
6245 · Office Equipment	0.00	169.17	-169.17	
<b>Total 6200 · Office expenses</b>	<b>700.00</b>	<b>1,107.44</b>	<b>-407.44</b>	
<b>6300 · Operating supplies and expenses</b>				
6310 · Miscellaneous supplies	43.64	384.93	-341.29	
6315 · Oil expense	0.00	1,457.15	-1,457.15	55 Gallon Drum 2023
6325 · Portable equipment	44.01	0.00	44.01	
6330 · Shop supplies	85.08	0.00	85.08	
6335 · Small tools and appliances	1,458.98	44.40	1,414.58	USABB Aluminum DeChlorination Diffuser 2024
<b>6340 · Chemicals</b>				
6344 · Chlorine	1,181.54	1,247.34	-65.80	
6345 · Corrosion inhibitor	3,233.76	4,840.14	-1,606.38	Less Chemicals 2024
<b>Total 6340 · Chemicals</b>	<b>4,415.30</b>	<b>6,087.48</b>	<b>-1,672.18</b>	
<b>Total 6300 · Operating supplies and ex</b>	<b>6,047.01</b>	<b>7,973.96</b>	<b>-1,926.95</b>	
<b>6350 · Safety expenses</b>				
6360 · Protective Clothing/Uniforms	413.84	0.00	413.84	
<b>Total 6350 · Safety expenses</b>	<b>413.84</b>	<b>0.00</b>	<b>413.84</b>	
<b>6410 · Contractual services</b>				
6420 · Cleaning service	200.00	200.00	0.00	
6425 · Office equip maintenance	136.15	231.35	-95.20	
6430 · Internet access	0.00	168.35	-168.35	
6437 · Pest Control	0.00	110.00	-110.00	
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	1,452.50	1,664.47	-211.97	
6452 · Credit Card Processing	195.86	423.96	-228.10	

Mission Hills Community Services District  
Revenue and Expense Prev Year Comparison  
April 2024

Consent Item 4. C i

	Apr 24	Apr 23	\$ Change	Explanation
6453 · Software Subscriptions	0.00	420.42	-420.42	
6455 · Street sweeping services	1,530.00	1,471.18	58.82	
6470 · Other contractual services	26.25	17.00	9.25	
<b>Total 6410 · Contractual services</b>	<b>3,653.26</b>	<b>4,819.23</b>	<b>-1,165.97</b>	
6475 · Professional services				
6476 · Financial Management Fees	884.00	853.00	31.00	
6480 · Accounting services	0.00	1,552.80	-1,552.80	Timing of Pmt 2023
6485 · Engineering services	0.00	2,191.40	-2,191.40	Timing Stantec Pmt 2023
6490 · Legal services	539.35	629.81	-90.46	
6495 · Human Resources services	2,893.86	0.00	2,893.86	GM Recruitment/ Emp Manual Update 2024
<b>Total 6475 · Professional services</b>	<b>4,317.21</b>	<b>5,227.01</b>	<b>-909.80</b>	
6500 · Printing and publication	0.00	58.05	-58.05	
6525 · Research and monitoring				
6535 · Monitoring expense	406.50	433.00	-26.50	
<b>Total 6525 · Research and monitoring</b>	<b>406.50</b>	<b>433.00</b>	<b>-26.50</b>	
6600 · Travel and meetings				
6610 · Meals	160.00	354.17	-194.17	
6620 · Staff training	517.28	8,896.00	-8,378.72	Multiple Conferences 2023
<b>Total 6600 · Travel and meetings</b>	<b>677.28</b>	<b>9,250.17</b>	<b>-8,572.89</b>	
6650 · Utilities				
6655 · Cell phones	0.00	200.44	-200.44	
6660 · Dump fees	90.28	0.00	90.28	
6665 · Electrical	12,146.53	8,201.99	3,944.54	Increased Usage with Gas Well Down 2024
6670 · Natural gas	0.00	1,092.34	-1,092.34	Gas Well Down 2024
6685 · Telephone	0.00	353.24	-353.24	
6691 · Trash & Recycling	336.89	292.02	44.87	
<b>Total 6650 · Utilities</b>	<b>12,573.70</b>	<b>10,140.03</b>	<b>2,433.67</b>	
6700 · Government fees and charges	40,000.00	0.00	40,000.00	WMA GSA JPA FY 24/25
6720 · Repairs and maintenance				
6730 · Distribution expense	21,289.13	0.00	21,289.13	Moving CIP to O&M Expense
6750 · Collection expense	0.00	66.79	-66.79	
6790 · Waste water plant	1,704.52	1,229.91	474.61	
6795 · Other repairs and mainten	0.00	750.00	-750.00	
<b>Total 6720 · Repairs and maintenance</b>	<b>22,993.65</b>	<b>2,046.70</b>	<b>20,946.95</b>	
<b>Total Expense</b>	<b>188,680.58</b>	<b>151,841.12</b>	<b>36,839.46</b>	
<b>Net Ordinary Income</b>	<b>472.51</b>	<b>21,250.54</b>	<b>-20,778.03</b>	
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7006 · Market Appreciation/(Depr)	2,547.42	1,528.25	1,019.17	Return Better 2024
7010 · Interest income	13,982.52	14,506.46	-523.94	
<b>Total Other Income</b>	<b>16,529.94</b>	<b>16,034.71</b>	<b>495.23</b>	
<b>Net Other Income</b>	<b>16,529.94</b>	<b>16,034.71</b>	<b>495.23</b>	
<b>Net Income</b>	<b>17,002.45</b>	<b>37,285.25</b>	<b>-20,282.80</b>	

Mission Hills Community Services District  
Disbursements Journal  
April 2024

	Date	Num	Name	Amount	Explanation
<b>1000 · FSB - Operating 1535412</b>					
	04/08/2024	33840	ACWA/JPIA *Medical Insurance	-9,597.09	Monthly Medical Insurance
	04/08/2024	33841	California Special Districts Associ	-1,194.99	FYE Audit Assistance
	04/08/2024	33842	Carmel & Naccasha LLP	-838.99	
	04/08/2024	33843	Comcast	-171.58	
	04/08/2024	33844	County of Santa Barbara- Gen Sv	-858.20	
	04/08/2024	33845	De Lage Landen Financial Service	-231.57	
	04/08/2024	33846	Famcon Pipe & Supply Inc.	-90.26	
	04/08/2024	33847	Frontier Communications	-68.79	
	04/08/2024	33848	JB Dewar Inc	-228.56	
	04/08/2024	33849	Jon's Lawn Mowing	-315.00	
	04/08/2024	33850	Kendra L Estes Marketing Supplie	-836.66	
	04/08/2024	33851	Linde Gas & Equipment Inc	-42.39	
	04/08/2024	33852	O'Connor Pest Control	-124.00	
	04/08/2024	33853	Office Depot Business Credit	-121.07	
	04/08/2024	33854	Pro3 Automation Inc	-626.76	
	04/08/2024	33855	Quadiant Leasing USA, Inc.	-396.14	
	04/08/2024	33856	Reimbursement	-1,726.00	Tuition Reimbursement
	04/08/2024	33857	Smith Alarms & Electronics, Inc.	-112.50	
	04/08/2024	33858	SoCalGas	-42.28	
	04/08/2024	33859	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	04/08/2024	33860	Standard Insurance Company	-249.29	
	04/08/2024	33861	Stantec	-7,686.50	Burton Ranch Engineering
	04/08/2024	33862	Ultrex Inc	-136.15	
	04/08/2024	33863	Underground Service Alert of SC	-26.25	
	04/08/2024	33864	Verizon	-207.92	
	04/08/2024	33865	Waste Management	-336.89	
	04/17/2024	33866	ACECO Equipment Rentals	-1,357.44	Rental Tractor with Mower Attachment
	04/17/2024	33867	ACWA Joint Powers Insurance Au	-4,277.88	Work Comp Qtrly Audit
	04/17/2024	33868	Brenntag Pacific, Inc	-4,415.30	Chemicals
	04/17/2024	33869	City of Lompoc	-90.28	
	04/17/2024	33870	Clinical Labs of San Bernardino Ir	-406.50	
	04/17/2024	33871	Compuvision	-1,452.50	Ongoing IT Fees
	04/17/2024	33872	JOHN D'ORNELLAS	-2,893.86	GM Recruitment/Emp Manual Updates
	04/17/2024	33873	Juana Garcia Rodriguez	-200.00	Janitorial Services
	04/17/2024	33874	SBCCSDA	-160.00	
	04/17/2024	33875	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning January 2024 Bill Just Recd
	04/24/2024	33876	Advantage Technical Services, In	-1,160.00	Water Tank Rehab
	04/24/2024	33877	Crosno Construction Inc	-62,232.60	Water Tank Rehab
	04/24/2024	33878	Hagemann, Brad-v	-517.28	Hotel Reimbursement Leadership Conference
	04/24/2024	33879	Home Depot	-11.76	
	04/24/2024	33880	JB Dewar Inc	-160.77	
	04/24/2024	33881	Linde Gas & Equipment Inc	-44.01	
	04/24/2024	33882	Santa Ynez River Water Conserv	-40,000.00	WMA JPA GSA FY 24/25
	04/24/2024	33883	Standard Insurance Company	-249.29	
	04/24/2024	33884	Staples Advantage*	-162.05	
	04/24/2024	33885	USA BlueBook	-1,849.70	USABB Aluminum DeChlorination Diffuser
	04/24/2024	33886	Vandenberg Village CSD	-170.15	Roundup for Weeds
Total 1000 · FSB - Operating 1535412				-151,137.20	
<b>1060 · CHCU - General 4163</b>					
	04/08/2024	EFT	PG&E	-3,208.56	Utility Bill - WWTP
	04/19/2024	EFT	PG&E	-527.13	Utility Bill - Shop
	04/19/2024	EFT	PG&E	-264.37	Utility Bill - Office
	04/19/2024	EFT	PG&E	-2,295.84	Utility Bill - Lift Station
	04/19/2024	EFT	PG&E	-4,749.55	Utility Bill - Well #5
	04/19/2024	EFT	PG&E	-4,297.85	Utility Bill - Well #7
Total 1060 · CHCU - General 4163				-15,343.30	
<b>1070 · CHCU - Payroll 4155</b>					
	04/08/2024	1396	Matrix Trust Company	-4,615.93	401K/457

Mission Hills Community Services District  
**Disbursements Journal**  
 April 2024

		<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>	<b>Explanation</b>
		04/10/2024		Payroll	-17,531.80	
		04/12/2024	E-pay	EDD	-1,482.52	
		04/12/2024	E-pay	IRS USATAXPYMT	-4,605.76	
		04/12/2024	EFT	CA State Disbursement Unit/Expe	-299.07	
		04/17/2024	1397	Matrix Trust Company	-4,447.31	<b>401K/457</b>
		04/24/2024		Payroll	-18,914.10	
		04/24/2024		BOD Payroll	-456.24	
		04/24/2024	1399	Matrix Trust Company	-4,801.72	<b>401K/457</b>
		04/25/2024	1398	BOD Payroll	-114.06	
		04/26/2024	E-pay	EDD	-1,681.75	
		04/26/2024	E-pay	IRS USATAXPYMT	-5,184.94	
		04/26/2024	EFT	CA State Disbursement Unit/Expe	-299.07	
Total 1070 · CHCU - Payroll 4155					-64,434.27	
<b>1075 · CHCU - ACH 4130</b>						
		04/16/2024	EFT	Springbrook (ACH Services)	-195.86	
Total 1075 · CHCU - ACH 4130					-195.86	
<b>TOTAL</b>					<b>-231,110.63</b>	

**Variation From Projected Income**

Fiscal Year Ending 6-30-2024

Billing Month	Water			Wastewater			Total (Loss) / Gain	Current Year Units Sold	Last Year Units Sold	Previous 5 Year Average Units Sold
	Budgeted Income*	Actual Income	Variation	Budgeted Income	Actual Income	Variation				
Jul-23	\$ 140,380	\$ 115,544	\$ (24,836)	\$ 97,799	\$ 97,994	\$ 195	\$ (24,641)	26,994	22,621	22,851
Aug-23	\$ 128,800	\$ 144,772	\$ 15,972	\$ 97,799	\$ 98,416	\$ 617	\$ 16,589	18,520	25,390	23,682
Sep-23	\$ 120,220	\$ 115,141	\$ (5,079)	\$ 97,799	\$ 98,232	\$ 433	\$ (4,646)	19,235	20,829	21,326
Oct-23	\$ 119,125	\$ 117,268	\$ (1,857)	\$ 97,799	\$ 97,928	\$ 129	\$ (1,728)	21,161	16,842	20,671
Nov-23	\$ 115,125	\$ 123,896	\$ 8,771	\$ 97,799	\$ 98,285	\$ 486	\$ 9,257	15,372	15,567	18,751
Dec-23	\$ 117,390	\$ 103,631	\$ (13,759)	\$ 97,799	\$ 98,258	\$ 459	\$ (13,300)	12,792	10,999	13,996
Jan-24	\$ 100,250	\$ 95,018	\$ (5,232)	\$ 97,799	\$ 98,254	\$ 455	\$ (4,777)	11,393	9,757	11,281
Feb-24	\$ 101,640	\$ 89,703	\$ (11,937)	\$ 97,799	\$ 98,294	\$ 495	\$ (11,442)	8,925	9,472	12,955
Mar-24	\$ 105,370	\$ 82,578	\$ (22,792)	\$ 97,799	\$ 98,214	\$ 415	\$ (22,377)	10,159	9,024	12,063
Apr-24	\$ 90,060	\$ 86,312	\$ (3,748)	\$ 97,799	\$ 98,275	\$ 476	\$ (3,272)	11,771	13,645	13,696
May-24	\$ 103,220			\$ 97,799			\$ -		19,652	19,099
Jun-24	\$ 116,454			\$ 97,801			\$ -		19,089	19,758
<b>Total</b>	<b>\$ 1,358,034</b>	<b>\$ 1,073,864</b>	<b>\$ (64,496)</b>	<b>\$ 1,173,590</b>	<b>\$ 982,150</b>	<b>\$ 4,160</b>	<b>\$ (60,337)</b>	<b>156,322</b>	<b>192,887</b>	<b>210,128</b>
								<b>Year to Date Monthly Averages</b>		
YTD avg	100%	<b>79%</b>		100%	<b>84%</b>			15,632	16,074	17,511
								<b>Yearly Average</b>	16,074	17,511
* Projected Income is calculated by using current year and previous 5 year average monthly units sold.										
<b>Units Sold by Calendar Year (1 Unit = 1 HCF = 748 Gallons)</b>										

Bank Account Summary										
	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024
<b>LAIF</b>	\$1,781,631	\$1,781,631	\$1,781,631	\$1,797,697	\$1,797,697	\$297,697	\$313,625	\$313,625	\$313,625	\$316,960
<b>California Class</b>	\$502,970	\$505,297	\$507,572	\$509,949	\$512,273	\$514,684	\$517,080	\$2,023,319	\$2,032,609	\$2,041,610
<b>TD Ameritrade/RNC Genter</b>	\$682,155	\$687,771	\$688,798	\$690,069	\$695,482	\$699,625	\$701,161	\$701,694	\$702,758	\$705,493
<b>Coast Hills FCU</b>										
Checking	\$321,621	\$462,170	\$601,773	\$339,147	\$376,474	\$1,862,666	\$1,889,802	\$425,118	\$449,493	\$478,047
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	\$44,515	\$30,715	\$13,210	\$9,860	\$12,703	\$53,773	\$39,159	\$20,338	\$28,612	\$28,963
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Coast Hill FCU</b>	<b>\$367,338</b>	<b>\$494,087</b>	<b>\$616,185</b>	<b>\$350,209</b>	<b>\$390,379</b>	<b>\$1,917,642</b>	<b>\$1,930,163</b>	<b>\$446,658</b>	<b>\$479,307</b>	<b>\$508,212</b>
<b>Five Star Bank</b>										
Operating	\$277,073	\$109,094	\$107,214	\$293,484	\$347,481	\$175,312	\$142,796	\$113,514	\$91,121	\$185,854
Development	\$111,671	\$111,680	\$111,689	\$111,699	\$111,708	\$111,718	\$111,727	\$166,739	\$175,241	\$113,022
Money Market	\$173,535	\$174,021	\$124,416	\$124,788	\$125,162	\$125,565	\$125,982	\$126,383	\$126,824	\$127,263
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Five Star Bank</b>	<b>\$562,279</b>	<b>\$394,795</b>	<b>\$343,319</b>	<b>\$529,971</b>	<b>\$584,351</b>	<b>\$412,594</b>	<b>\$380,505</b>	<b>\$406,635</b>	<b>\$393,186</b>	<b>\$426,139</b>
<b>Combined Balance</b>	<b>\$3,896,373</b>	<b>\$3,863,582</b>	<b>\$3,937,505</b>	<b>\$3,877,895</b>	<b>\$3,980,182</b>	<b>\$3,842,241</b>	<b>\$3,842,534</b>	<b>\$3,891,930</b>	<b>\$3,921,486</b>	<b>\$3,998,413</b>
<b>Monthly Change</b>	<b>-\$53,866</b>	<b>-\$32,791</b>	<b>\$73,923</b>	<b>-\$59,610</b>	<b>\$102,287</b>	<b>-\$137,940</b>	<b>\$293</b>	<b>\$49,396</b>	<b>\$29,555</b>	<b>\$76,928</b>
<b>Fiscal Year Monthly Change To Date</b>										
	<b>\$48,175</b>									



Mission Hills Community Services District							10
Budget to Actual Comparison							0.83
Thru 04/30/2024							2
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 23-24	Apr-24	Apr-24	Difference	Budgeted Amount	83%	
<b>Income</b>							
Late Fees/Charges	\$ 40,000	\$ 33,333	\$ 31,323	\$ (2,011)	\$ 8,677	78%	Slightly Lower Than Budgeted
Water Service	\$ 1,358,034	\$ 1,131,695	\$ 1,073,866	\$ (57,829)	\$ 284,168	79%	Slightly Lower Than Budgeted
Sewer Service	\$ 1,173,590	\$ 977,992	\$ 982,151	\$ 4,159	\$ 191,439	84%	Slightly Higher Than Budgeted
Street Sweeping	\$ 18,000	\$ 15,000	\$ 15,033	\$ 33	\$ 2,967	84%	Slightly Higher Than Budgeted
	\$ 2,589,624	\$ 2,158,020	\$ 2,102,372	\$ (55,648)	\$ 487,252	81%	Revenue is 2% Below Budget
<b>Expense</b>							
Salaries & Wages	\$ 787,873	\$ 656,561	\$ 668,127	\$ (11,566)	\$ 119,746	85%	Slightly Higher Than Budgeted
Employee Benefits	\$ 285,000	\$ 237,500	\$ 219,560	\$ 17,940	\$ 65,440	77%	Lower Than Budgeted
Director Fees	\$ 15,000	\$ 12,500	\$ 12,000	\$ 500	\$ 3,000	80%	Slightly Lower Than Budgeted
Depreciation	\$ 372,648	\$ 310,540	\$ 267,847	\$ 42,693	\$ 104,801	72%	Lower Than Budgeted
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense
Vehicle Expense	\$ 30,000	\$ 25,000	\$ 26,779	\$ (1,779)	\$ 3,221	89%	Higher Than Budgeted - Addl Vehicles
Insurance	\$ 40,000	\$ 33,333	\$ 14,808	\$ 18,525	\$ 25,192	37%	Lower Than Budgeted
Memberships	\$ 40,000	\$ 33,333	\$ 22,013	\$ 11,321	\$ 17,987	55%	Lower Than Budgeted
Office Expenses	\$ 25,000	\$ 20,833	\$ 13,345	\$ 7,488	\$ 11,655	53%	Lower Than Budgeted
Operating Supplies	\$ 20,000	\$ 16,667	\$ 16,384	\$ 283	\$ 3,616	82%	Famcon, Uline, USA BlueBook Payment Timing
Chemicals	\$ 75,000	\$ 62,500	\$ 49,904	\$ 12,596	\$ 25,096	67%	Lower Than Budgeted
Safety	\$ 5,000	\$ 4,167	\$ 5,709	\$ (1,542)	\$ (709)	114%	Higher Than Budgeted - Timing of Payments, Incl Safety Dinner
Contractual Services	\$ 125,000	\$ 104,167	\$ 67,500	\$ 36,666	\$ 57,500	54%	Lower Than Budgeted
Professional Services	\$ 70,000	\$ 58,333	\$ 80,947	\$ (22,613)	\$ (10,947)	116%	Higher Than Budgeted - Legal, CPA, GM Recruitment
Printing & Publication	\$ 5,000	\$ 4,167	\$ 675	\$ 3,492	\$ 4,325	13%	Lower Than Budgeted
Equipment Lease	\$ 7,500	\$ 6,250	\$ 2,321	\$ 3,929	\$ 5,179	31%	Lower Than Budgeted
Monitoring	\$ 25,000	\$ 20,833	\$ 10,336	\$ 10,497	\$ 14,664	41%	Lower Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 16,667	\$ 9,111	\$ 7,555	\$ 10,889	46%	Lower Than Budgeted
Utilities	\$ 225,000	\$ 187,500	\$ 167,159	\$ 20,341	\$ 57,841	74%	Lower Than Budgeted
Government Fees	\$ 100,000	\$ 83,333	\$ 72,762	\$ 10,572	\$ 27,238	73%	Lower Than Budgeted
Repairs & Maintenance	\$ 80,000	\$ 66,667	\$ 180,912	\$ (114,246)	\$ (100,912)	226%	Several Leaks
Summitt 44 Write Off	\$ 25,000	\$ 20,833	\$ 26,404	\$ (5,571)	\$ (1,404)	106%	Developer Write Off/Collection Difference
	\$ 2,378,021	\$ 1,981,684	\$ 1,934,602	\$ 47,082	\$ 443,419	81%	Expenses Are 2% 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% =	\$ 118,901.05		



**MISSION HILLS COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Brad Hagemann  
**DATE:** May 15, 2024  
**SUBJECT:** Final Budget for Fiscal Year 2024-25 - Public Hearing and Adoption of Budget

**Recommendation / Proposed Motion**

- Recommendation: District Board of Directors Open the Public Hearing and receive any comments; Close Public Hearing; and consider adoption of the Final Budget for Fiscal Year 2024-25.
- Proposed Motion: Adopt the Final budget for Fiscal Year 2024-2025 (as attached)

**Policy Reference**

- California government code section §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 the development and approval of the Final Budget to be completed by May 31.

**Budget Resource**

The Fiscal Year 2024-25 Operating Budget anticipates the following revenue and expenses by class:

	<u>Revenue</u>	<u>Expense</u>
Water	\$1,400,000	\$1,375,000
Wastewater	\$1,270,000	\$ 975,000
Other	<u>\$ 200,000</u>	<u>\$ 20,000</u>
Total	\$2,870,000	\$2,370,000

The FY 24/25 Capital Improvement Program consists of planned Capital Projects and major maintenance forecasted to be performed during the Fiscal Year.

- Water \$390,000
- Wastewater \$975,000

**Discussion**

The FY 2024/25 Preliminary Budget was initially presented to the Finance Committee on March 20, 2024. The Committee provided input to staff on the Preliminary Budget and directed staff to bring the Preliminary Budget to the full board for review and comment at the April 17, 2024, regularly scheduled Board meeting.

At the April 17, 2024, Board meeting, staff presented the projected FY 22/23-year end revenues and expenditures; the preliminary FY 23/24 revenue and expenditure budget estimates; and the proposed Five-Year Water and Sewer Capital Improvement Program budget. The Board received the Staff Report and Preliminary Budget and requested that the Water and Wastewater Committee and the Finance Committee further review the budget and prepare a Five-Year Annual Fund Balance Projection based on the Preliminary Budget. The Water and Wastewater Committee and the Finance Committee met on April 24, 2024, to further review and prioritize the Capital Improvement Programs and to review the Five-Year Annual Fund Balance Projections, respectively. The Board further directed staff to prepare the Final FY 2024/25 Budget for consideration at the May 15, 2024, Regular Board meeting. Staff published a Budget Hearing Notice in the Lompoc Record on April 24, 2024.

Consistent with the August 17, 2022, Hearing and approved Rate Study, the Final FY 2024/25 Budget includes a 5.5% increase in Water rates and 8.4% increase in Sewer rates. The Budget anticipates that FY 2024/25 annual water revenues will increase about \$75,000 and the wastewater annual revenues will increase about \$125,000. Overall operational expenses are anticipated to increase by approximately \$25,000.

Staff recommends the Board adopt the proposed Final FY 2024/25 Budget and Five-Year Capital Improvement Program

Attachment(s):

- The FY 2024-25 Final Operating Budget and the FY 2024-25 Final Five Year Water and Sewer Capital Budget



# **Mission Hills Community Services District**

## **FINAL 2024/25 Fiscal Year Budget**

Presented to the Board of Directors

May 15, 2024

Jorge Magana, President  
Myron Heavin, Vice President  
Steve Dietrich  
Jim Keeling  
Matt Starbuck

Proposed by:

Brad Hagemann  
General Manager

**Mission Hills Community Services District  
2024-25 Fiscal Year Budget**

**Budget Summary**

Final FY 2024/2025 Operating Budget

A	B	C	D	E	F	J
Mission Hills Community Services District Final Fiscal Year 2024-2025 Budget						
CONSOLIDATED TOTAL FOR ALL FUNDS						
		FYE 2023 ACTUAL	FYE 2024 ADOPTED BUDGET	FYE 2024 ANNUAL PROJECTION	FYE 2025 PROPOSED	Comments on the Changes
6	<b>Revenue</b>					
7	1 Late Fees/Charges	\$ 40,019	\$ 40,000	\$ 35,245	\$ 40,000	Historical Projection
8	2 Water Service	\$ 1,198,482	\$ 1,358,034	\$ 1,367,393	\$ 1,432,345	5.5% Water Rate Increase
9	3 Sewer Service	\$ 1,061,131	\$ 1,173,590	\$ 1,178,255	\$ 1,272,262	8.4% Sewer Rate Increase
10	4 Street Sweeping	\$ 18,073	\$ 18,000	\$ 18,034	\$ 18,000	Flat Projection
11						
12	<b>6 Total Operating Revenue</b>	<b>\$ 2,317,706</b>	<b>\$ 2,589,624</b>	<b>\$ 2,598,927</b>	<b>\$ 2,762,607</b>	Anticipates \$164,000 Increase in Operating Revenue
13						
14						
15	<b>Operating Expenses</b>					
16	7 Salaries & Wages	\$ 742,785	\$ 787,873	\$ 811,769	\$ 880,000	4 Ops staff, 3 Admin staff & Full Time GM
17	8 Employee Benefits & Payroll Taxes	\$ 236,920	\$ 285,000	\$ 250,607	\$ 265,000	Anticipates 5% Increase over FYE 24 Actuals
18	9 Director Fees	\$ 10,500	\$ 15,000	\$ 16,000	\$ 16,000	Historical Projection
19	10 Election Expense	\$ -	\$ -	\$ -	\$ 2,500	Anticipates Typical Election Year Expenses by Consolidating with County Elections
20	11 Vehicle Expense	\$ 40,762	\$ 30,000	\$ 34,916	\$ 37,000	Anticipates 5% Increase over FYE 24 Actuals
21	12 Insurance	\$ 11,875	\$ 40,000	\$ 29,616	\$ 33,000	Anticipates 10% Increase over FYE 24 Actuals
22	13 Memberships	\$ 31,491	\$ 40,000	\$ 43,683	\$ 44,000	Flat Projection
23	14 WMA GSA Allocation	\$ -	\$ -	\$ -	\$ 40,000	Anticipated Disrict share of WMA JPA Fees
24	15 Office Expenses	\$ 22,037	\$ 25,000	\$ 16,523	\$ 16,000	Flat Projection
25	16 Operating Supplies	\$ 33,184	\$ 20,000	\$ 22,683	\$ 23,000	Flat Projection
26	17 Chemicals	\$ 53,443	\$ 75,000	\$ 71,200	\$ 75,000	Anticipates 5% Increase in Chemical Costs
27	18 Safety	\$ 4,107	\$ 5,000	\$ 4,255	\$ 5,000	Flat Projection
28	19 Contractual Services	\$ 125,394	\$ 125,000	\$ 101,334	\$ 75,000	25% Decrease
29	20 Professional Services	\$ 143,303	\$ 70,000	\$ 90,113	\$ 90,000	Flat Projection
30	21 Equipment Lease	\$ 8,806	\$ 7,500	\$ 3,479	\$ 7,500	Flat Projection From FY 23/24 Budget
31	22 Printing & Publication	\$ 7,249	\$ 5,000	\$ 262	\$ 2,500	Anticipates 50% Decrease from FYE 24 Budget
32	23 Monitoring (Lab Samples)	\$ 15,783	\$ 25,000	\$ 15,674	\$ 16,000	Flat Projection from FYE 24 Actuals
33	24 Training/Meetings/Meals	\$ 25,453	\$ 20,000	\$ 3,184	\$ 15,000	Expectation of Training/Staff/Board Members
34	25 Utilities	\$ 174,349	\$ 225,000	\$ 212,526	\$ 265,000	Anticipates 15% Increase
35	26 Government Fees	\$ 37,846	\$ 100,000	\$ 31,122	\$ 45,000	Anticipates 25% Increase over FYE 24 Actuals
36	27 Repairs & Maintenance	\$ 119,915	\$ 80,000	\$ 298,005	\$ 150,000	Anticipates Lower Repair Costs than FYE 24
37	28 Ratepayer write offs	\$ -	\$ 25,000	\$ -	\$ -	
38	<b>29 Total Operating Expenses</b>	<b>\$ 1,845,201</b>	<b>\$ 2,005,373</b>	<b>\$ 2,056,952</b>	<b>\$ 2,102,500</b>	
39						
40	<b>Net Operating Gain/(Loss)</b>	<b>\$ 472,505</b>	<b>\$ 584,251</b>	<b>\$ 541,975</b>	<b>\$ 660,107</b>	Net Gains Used to Fund Capital Improvement Program Projects
41						
42	<b>Non-Operating Revenues &amp; Expenses</b>					
43	Interest & Investments Income		\$	\$ 134,658	\$ 150,000	Anticipates Higher Interest Revenue
44	Depreciation (Reserves)	\$ 338,276	\$ 372,648	\$ 267,847	\$ 270,000	Estimated Asset Depreciation (Cash to Reserve Sinking Funds)
54						

**Mission Hills Community Services District  
2024-25 Fiscal Year Budget**

**FY 2022/23 Estimated Ending Fund Balances**

**And**

**Five Year Annual Fund Balance Projections**

**MISSION HILLS COMMUNITY SERVICES DISTRICT**  
***Cash Account Balances***  
***Estimated FY 2023/24 Ending Balances***

**General Checking Accounts -**

<b>Coast Hills</b>		\$ 100,000
<b>Five Star Operating</b>		\$ 520,000
Estimated Ending Balance	06/30/24	<b><u>\$ 620,000</u></b>

**Reserve & Restricted Account Balances**

<b><u>LAIF</u></b>		\$ 325,000
<b><u>RNC</u></b>		\$ 710,000
<b><u>California Class</u></b>		\$ 2,060,000
<b><u>Five Star Development</u></b>		\$ 175,000
<b><u>Five Star Money Market</u></b>		\$ 128,000
<b><u>Estimated Reserve Ending Balance</u></b>	06/30/24	<b><u>\$ 3,398,000</u></b>

Total Approx Ending Balance	06/30/24	<b><u>\$ 4,018,000</u></b>
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# Mission Hills CSD Year End Fund Balance Projections

Assumptions: 5% annual increase in Rev and Expenses  
 Burton Ranch Project starts in FY 25/26  
 Brisa Encina Project starts in FY 24/25

	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>FY 26/27</u>	<u>FY 27/28</u>	<u>FY 28/29</u>	<u>FY 29/30</u>
Beginning FY Fund Balance July 1st	\$ 4,000,000	\$ 3,635,000	\$ 3,325,000	\$ 1,042,000	\$ 2,148,100	\$ 3,340,505
Revenue	\$ 2,900,000	\$ 3,045,000	\$ 3,197,250	\$ 3,357,113	\$ 3,524,968	
Expenses (less depreciation)	\$ 2,100,000	\$ 2,205,000	\$ 2,315,250	\$ 2,431,013	\$ 2,552,563	
Rev minus Expenses	\$ 800,000	\$ 840,000	\$ 882,000	\$ 926,100	\$ 972,405	
Non Operations Income (i.e., Connection Fees)	\$ 200,000	\$ 1,500,000		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
		Burton Ranch Brisa Encina Project	Initial 150 units	100 units	100 Units	100 Units
Capital Improvement Program Expenses						
Water	\$ 390,000	\$ 2,100,000	\$ 2,800,000	\$ 380,000	\$ 290,000	
Wastewater	\$ 975,000	\$ 550,000	\$ 365,000	\$ 440,000	\$ 490,000	
Total CIP Expenses	\$ 1,365,000	\$ 2,650,000	\$ 3,165,000	\$ 820,000	\$ 780,000	
Ending FY Fund Balance June 30	\$ 3,635,000	\$ 3,325,000	\$ 1,042,000	\$ 2,148,100	\$ 3,340,505	
Reserve Program Funding Goals						
Capital Replacement	1,400,000					
Capital Improvement	260,000					
Emergency	240,000					
Operating	1,200,000					
Rate Stabilization	230,000					
Total Reserve Funding Goals	3,330,000	3,330,000	3,330,000	3,330,000	3,330,000	
Difference Between Actual & Goal	\$ 305,000	\$ (5,000)	\$ (2,288,000)	\$ (1,181,900)	\$ 10,505	

Updated 5\_06\_2024

**Mission Hills Community Services District  
2024-25 Fiscal Year Budget**

**Water and Sewer Rates**

## Current and Proposed Wastewater Fixed and Variable Charges

Rate Description	Current Rate	October 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25	July 1, FY 25-26	July 1, FY 26-27
<b>Monthly Fixed Charges</b>						
Residential	\$63.83	\$68.82	\$74.60	\$80.87	\$87.66	\$95.02
Commercial	\$63.83	\$68.82	\$74.60	\$80.87	\$87.66	\$95.02
School (per ADA)	\$1.17	\$1.24	\$1.34	\$1.46	\$1.58	\$1.71
<b>Variable Charges</b>						
Commercial	\$3.87	\$5.04	\$5.46	\$5.92	\$6.42	\$6.96

## Current and Proposed Water Fixed Charges

	Current Rate	October 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25	July 1, FY 25-26	July 1, FY 26-27
<b>Fixed Charge (\$ per month)</b>						
<b>Meter Size</b>						
3/4"	\$43.52	\$42.01	\$44.32	\$46.76	\$49.33	\$52.04
3/4" x 1" (residential only)	\$48.56	\$42.01	\$44.32	\$46.76	\$49.33	\$52.04
1"	\$48.56	\$43.47	\$45.86	\$48.38	\$51.04	\$53.85
1.5"	\$55.28	\$45.42	\$47.92	\$50.56	\$53.34	\$56.27
2"	\$73.74	\$50.78	\$53.57	\$56.52	\$59.63	\$62.91
3"	\$209.79	\$90.25	\$95.21	\$100.45	\$105.97	\$111.80
4"	\$260.18	\$104.87	\$110.64	\$116.73	\$123.15	\$129.92

## Current and Proposed Water Variable Charges

	Current Rate	October 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25	July 1, FY 25-26	July 1, FY 26-27
<b>Variable Charge (\$ per HCF)</b>						
<b>Residential</b>						
Tier 1 - 0 to 9 units	\$2.46	\$2.31	\$2.44	\$2.57	\$2.71	\$2.86
Tier 2 - 10 to 19 units	\$2.46	\$2.57	\$2.71	\$2.86	\$3.02	\$3.19
Tier 3 - 19 and Over	\$2.46	\$3.85	\$4.06	\$4.28	\$4.52	\$4.77
<b>Commercial</b>						
All Consumption	\$2.46	\$3.62	\$3.82	\$4.03	\$4.25	\$4.48
<b>Irrigation</b>						
All Consumption	\$2.46	\$3.96	\$4.18	\$4.41	\$4.65	\$4.91
<b>Hydrant Meter</b>						
All Consumption	\$2.46	\$6.67	\$7.04	\$7.43	\$7.84	\$8.27

**Mission Hills Community Services District  
2024-25 Fiscal Year Budget**

**Capital Equipment/Projects**

	A	I	J	K	L	M
1	<b>FY 24/25 Water - 5-Year Capital Improvement Plans - Final DRAFT</b>	2024/25	2025/26	2026/27	2027/28	2028/29
2	<b>Distribution</b>					
3						
4	Vault Lid - Harris Grade	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
5	Valve Replacement Project *	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388	\$ 31,907
6	Upgrade Cla-Vals - Pressure Reducing Stations	\$ -		\$ 15,000	\$ -	\$ -
7	Meter Replacement Program*	\$ 78,750	\$ 82,688	\$ 86,822	\$ 91,163	\$ 95,721
8	Water Main Replacement (New line from Reservoirs)	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000
9	SCADA System*	\$ 15,750	\$ 16,538	\$ 17,365	\$ 18,233	\$ 19,145
10	Security Cameras	\$ 15,000	\$ -	\$ -	\$ -	\$ -
11	<b>Equipment</b>					
12	Replace Dump Truck	\$ -	\$ -	\$ 40,000	\$ -	\$ -
15	Replace Ops Truck	\$ -	\$ -	\$ -	\$ -	\$ 40,000
16	Shop Equipment Enclosures	\$ 40,000	\$ -	\$ -	\$ -	\$ -
17	<b>Storage</b>					
18	Rehabilitate Reservoir Tanks					
19	Tank #1 East (Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
20	Tank #2 West (Initial Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
21	<b>Treatment</b>					
22	Filter & Valve Upgrades	\$ 60,000	\$ -	\$ -	\$ -	\$ -
23	<b>Wells &amp; Pumping</b>					
24	Well #6 Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ -
25	Well #7 Rehabilitation	\$ -	\$ -	\$ -	\$ 90,000	\$ -
26	Well #5 Rehabilitation	\$ -	\$ 80,000	\$ -	\$ -	\$ -
27	Replace Well Housing Well #5	\$ 50,000	\$ -	\$ -	\$ -	\$ -
28	<b>Burton Ranch</b>					
29	Raw Water Reservoir	\$ -	\$ 800,000	\$ 1,000,000	\$ -	\$ -
30	New Well Installation = #8	\$ -	\$ 800,000	\$ 1,000,000	\$ -	\$ -
31	<b>Sub Total</b>	\$ 325,750	\$ 1,806,788	\$ 2,338,128	\$ 379,784	\$ 286,773
32	Contingency = 20%	\$ 65,150	\$ 361,358	\$ 467,626	\$ 75,957	\$ 57,355
33	<b>TOTAL</b>	\$ 390,900	\$ 2,168,145	\$ 2,805,754	\$ 455,741	\$ 344,128
34	<i>Last revised: 5_06_2024</i>					
35	* 5% Annual Inflation Applied to Project					

<b>FY 24/25 Wastewater</b> - 5-Year Capital Improvement Plans - Final Draft	2024/25	2025/26	2026/27	2027/28	2028/29
<b>Collections</b>					
Video & Clean Sewer Lines					
<b>Equipment</b>					
Replace Dump Truck (50%)	\$ -	\$ -	\$ 40,000	\$ -	\$ -
Replace Vehicle 2007 GMC Pickup	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Replace Ops Truck (50%)		\$ -	\$ -	\$ -	\$ 40,000
Shop Lift Station	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Security Camera Upgrade	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Equipment Enclosure	\$ 40,000	\$ -	\$ -	\$ -	\$ -
<b>Lift Station</b>					
Lift Station Upgrades (limited scope)					
Lift Station (Replace Lift Station with back-up power)	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -
Lift Station - Wet Well Coating	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater SCADA Upgrades *	\$ 15,750	\$ 16,538	\$ 17,176	\$ 18,035	\$ 18,937
Line Pond #8 to reduce Lift Station overflow impact	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -
<b>Sewer Treatment</b>					
Pond Valve Structure Upgrades *	\$ 42,000	\$ 44,100	\$ 46,305	\$ 48,620	\$ 51,051
Aeration System Replacement	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Pond Rehabilitation or Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Sludge Removal	\$ -	\$ -		\$ 300,000	\$ -
New Wastewater Treatment System - Addt'l. Loads	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Solar/Battery Energy (50% Wastewater)</b>					
Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 812,750	\$ 460,638	\$ 303,481	\$ 366,655	\$ 409,988
Contingency = 20%	\$ 162,550	\$ 92,128	\$ 60,696	\$ 73,331	\$ 81,998
<b>TOTAL</b>	\$ 975,300	\$ 552,765	\$ 364,177	\$ 439,986	\$ 491,985
Last revised: 5_06_2024					
* Inflation Applied to Project					

**Mission Hills Community Services District  
2024-25 Fiscal Year Budget**

**Compensation Schedule  
Effective 7/1/24**

Mission Hills Community Services District										
Compensation Schedule										
Fiscal Year July 1, 2024 - June 30, 2025										
Current Position (8 maximum)	Step A		Step B		Step C		Step D		Step E	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
<b>General Manager (Contract Position)</b>										\$160,000.00
<b>Administration (3 positions)</b>										
Administrative Services Manager	\$53.25	\$110,760.06	\$56.58	\$117,682.56	\$59.91	\$124,605.07	\$63.23	\$131,527.57	\$66.56	\$138,450.07
Accountant	\$40.74	\$84,749.42	\$43.29	\$90,046.25	\$45.84	\$95,343.09	\$48.38	\$100,639.93	\$50.93	\$105,936.77
Admin Analyst / Board Secretary	\$34.23	\$71,199.62	\$36.37	\$75,649.60	\$38.51	\$80,099.57	\$40.65	\$84,549.55	\$42.79	\$88,999.52
Admin Asst. / Board Secretary	\$24.87	\$51,728.93	\$26.42	\$54,961.99	\$27.98	\$58,195.04	\$29.53	\$61,428.10	\$31.09	\$64,661.16
Customer Service Rep II	\$29.46	\$61,285.92	\$31.31	\$65,116.29	\$33.15	\$68,946.66	\$34.99	\$72,777.03	\$36.83	\$76,607.40
Customer Service Rep I	\$21.45	\$44,625.67	\$22.80	\$47,414.78	\$24.14	\$50,203.88	\$25.48	\$52,992.99	\$26.82	\$55,782.09
<b>Operations &amp; Maintenance (4 positions)</b>										
Operations Supervisor	\$46.71	\$97,158.73	\$49.63	\$103,231.15	\$52.55	\$109,303.57	\$55.47	\$115,375.99	\$58.39	\$121,448.41
Operator II - Lead Water Operator	\$37.18	\$77,333.16	\$39.50	\$82,166.48	\$41.83	\$86,999.80	\$44.15	\$91,833.13	\$46.47	\$96,666.45
Operator II - Chief Plant Operator	\$37.18	\$77,333.16	\$39.50	\$82,166.48	\$41.83	\$86,999.80	\$44.15	\$91,833.13	\$46.47	\$96,666.45
Operator II	\$34.58	\$71,933.46	\$36.74	\$76,429.30	\$38.91	\$80,925.14	\$41.07	\$85,420.98	\$43.23	\$89,916.82
Operator I	\$29.26	\$60,860.99	\$31.09	\$64,664.81	\$32.92	\$68,468.62	\$34.75	\$72,272.43	\$36.58	\$76,076.24
Operator in Training (O.I.T.) -	\$23.54	\$48,955.28	\$24.92	\$51,835.00	\$26.31	\$54,714.73	\$27.69	\$57,594.45		\$57,594.45





**MISSION HILLS COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Brad Hagemann, General Manager  
**DATE:** May 15, 2024  
**SUBJECT:** **Resolution No. 24-358 Requesting Consolidation of the District's General Election with the November 5, 2024 County General Election**

**Recommendation / Proposed Motion**

Proposed Motion: Adopt Resolution 24-358 calling for a General District Election and requesting consolidation of the Biennial Election with the November 5, 2024, Consolidated General Election for Santa Barbara County.

**Policy Reference**

In compliance with Government Code - GOV § 61008, subject to the Uniform District Election Law.

**Background/Discussion**

The District has traditionally requested the County to Consolidate the District General Election with the County General Election. This assists in uniformity of the elections process and reduces the District costs. The Elections Division is responsible for voter registration, the administration of all public elections within the County, and the maintenance of all related official records.

The attached Resolution calls for a District General Election and requests Santa Barbara County to consolidate the District's General Election with the County's November 5, 2024 Consolidated General Election.

Attachment(s)

1. Resolution No. 24-358

**RESOLUTION NO. 24-358**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION HILLS COMMUNITY SERVICES DISTRICT CALLING FOR A GENERAL DISTRICT ELECTION AND REQUESTING CONSOLIDATION OF THE DISTRICT ELECTION WITH THE NOVEMBER 5, 2024, CONSOLIDATED GENERAL ELECTION**

**WHEREAS**, the Mission Hills Community Services District (the “District”) is a community services district duly formed under California Government Code Section 61000 *et seq.*, to provide community services within the District’s service area, including water and sewer services, as well as street sweeping; and

**WHEREAS**, pursuant to Government Code Section 61008, the District is subject to the Uniform District Election Law, Part 4 (commencing with Section 10500) of Division 10 of the Elections Code; and

**WHEREAS**, pursuant to the California Elections Code, the Board of Directors of the Mission Hills Community Services District must call for an election to be held on Tuesday, November 5, 2024, for the purpose of electing successors for the two members of the Board whose terms of office will expire on December 2, 2024; and

**WHEREAS**, pursuant to Elections Code Sections 10403 and 10555, said election may be consolidated with any other election; and

**WHEREAS**, the District Board of Directors has determined that it should request that the Santa Barbara County Board of Supervisors consolidate the District’s General Election with the Consolidated General Election to be held on November 5, 2024.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mission Hills Community Services District as follows:

1. A General District Election shall be held within this District on Tuesday, November 5, 2024, for the purpose of electing three (3) Directors to four-year terms of office that will commence on December 2, 2024, and expire on December 4, 2028.
2. That pursuant to the requirements of Sections 10403 and 10555 of the Election Code, the Board of Supervisors of the County of Santa Barbara is hereby requested to consent and agree to the consolidation of a General District Election with the Consolidated General Election on Tuesday, November 5, 2024, for the purpose of the election of three (3) Directors.

3. That the Elections Division of the County Clerk-Recorder's Office is authorized to canvass the returns of the General District Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of the law regulating the Consolidated General Election.
4. That the Board of Supervisors is requested to issue instructions to the Elections Division of the County Clerk-Recorder's Office to take any and all steps necessary for the holding of the consolidated election. The Board of Directors agrees to reimburse the County of Santa Barbara in full for services performed relating to this election upon presentation of a bill.
5. That the Board Secretary is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the Elections Division of the Santa Barbara County Clerk-Recorder's Office.

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

AYES:            Directors:  
NOES:

ABSENT:

ABSTAIN:

The foregoing Resolution is hereby passed and adopted this 15th day of May, 2024.

---

Jorge Magana, President Board of  
Directors

ATTEST:

*Guadalupe Huitron*

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Guadalupe Huitron, Secretary to the Board



## 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, request the Board President consider placing an item on a future committee meeting or regular meeting.

A. General Manager Comments

B. Director's Comments

C. Public Comments

**LAST PAGE OF BOARD PACKET**