

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

Brad Hagemann, General Manager

Mission Hills Community Services District Board of Directors

Regular Meeting

Wednesday, April 17th, 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 before 1:00 PM, Tuesday, April 16th, 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) March 20th, 2024, Regular Meeting

B. Activity Reports for March

- 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

D. Regular Business-

- A.** Discussion and Consideration of Approval of an Employment Agreement with Mike Garner for the General Manager Position.
- B.** Discuss and consider approving proposed Cost of Living Adjustment for salary schedule effective July 1st, 2024.

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

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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**Mission Hills Community Services District Board of Directors
Regular Meetings Minutes
March 20th, 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, March 20th, 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, Javier Rodriguez, Jose Acosta, Carol Reynolds, Lupe Huitron and John D’Ornellas

OTHERS PRESENT:

Michael Garner

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Public Comment- No public comment received.

Board Chair moved Agenda Item 4. A to be discussed after the Regular Business Items.

4. Closed Session

A. Public Employment Pursuant to Government Code Section 54957(b)

The Board of Directors approved the proposed terms of the Employment Agreement and directed the District negotiator to prepare the Employment Agreement for consideration at the April 17th Regular Board Meeting.

Consent Agenda-

B. Approved Minutes

- i.) February 21st, 2024, Regular Meeting

C. Activity Reports for January

- 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. None

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

A. General Manager’s Comments- None

B. Directors’ Comments- Director Heavin requested staff to make every effort to attend the WMA Agency Staff Meetings.

C. Public Comments- None

With no further business to come before the Board, the meeting was adjourned at 6pm

Respectfully submitted:

Lupe Huitron

X

Jorge Magana, President

X

Lupe Huitron, Board Secretary



General Manager and Administrative Activity Reports for
April 2024

General Manager Report

Capacity Fee Study – On February 14, 2024, Tuckfield and Associates provided a preliminary draft Capacity Fee Study for staff review and comment. Mr. Tuckfield also included some additional data requests and data verification. Staff has reviewed the draft report and responded to the data request. Tuckfield will issue a “final draft” of the report by the end of April. Staff will circulate the final draft report to the Finance Committee for review and comments. The full Board will then consider adoption of the final report at the May or June 2024 Regular meeting.

FY 2024/25 Budget Schedule – Staff is in the process of preparing the draft FY 2024/25 Budget. The schedule for the Budget review and adoption is as follows:

Finance Committee Draft Budget Review - March 20, 2024

Full Board Draft Budget Review – April 17, 2024, Regular Board meeting

Board Hearing for Consideration/Adoption on the Budget – May 15, 2024, Regular Board meeting.

Well #6 Status – As noted last the last few months, well #6 has been off-line due to the failure of the control systems. Staff retained a contractor to build a new control systems board and while the well was down, we also brought in a contractor (All American Drilling) to rehab the well. For Phase 1 of the work, the contractor pulled the pumps and shaft and took a video of the well casing. The video showed that the perforations were clogging with sulfur and iron bacteria. For Phase 2 the contractor provided a bio fouling chemical treatment and brushed and swabbed the casing. During the week of March 11, the contractor installed a test pump to pump the well at approximately 500 gpm to measure the drawdown and calculate the specific capacity. On April 1st, staff and the contractor met to discuss the test pump results and directed the contractor to design a new pump system based on the well’s current specific capacity. Funding for the Well #6 rehab project was approved in the FY 2023/24 Capital Improvement Program Budget.

Board Secretary

Non routine items included: assisting accountant in account payables by processing and recording payments for purchase orders and printed checks for payment; Organized Staff/Director Dinner Safety Meeting; Prepared Agenda for Committee Meeting; and updated Operator in Training/Water & Wastewater Operator I/II job description and posted on various job search sites and directed prospects to submit all documents needed for the job opening.



General Manager and Administrative Activity Reports for
April 2024

Customer Service/Account Receivables

- Applied 10% late fee non pay March: # 123 accounts.
- Past due 60 days/Turned off: 10 accounts.
- 3 accounts disconnected a few months now for non-payment. The policy is to restore once the balance is paid in full.
- 1 locked off Acc. Reverse Mortgage/No Bank Info. Collected in full once someone calls to restore the service.
- Compiled Data for the E.A.R Annual State Water R.C.B
- Winter Averaged Commercial Accounts for Sewer rate.
- *Low-income Funding for 2024 total \$ 761 for 2 accounts that had no balance due. Credit to future bills.*

Administrative Services Manager

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. Engaged in the review of Capacity Charge Study information. Completed ACWA JPIA Classes to continue informative and educational direction. Provided requested information as HR Representative to our GM Recruitment Contractor in order to update our Employee Manual. Consistently attend VVCS Board Meetings to garner information affecting our local communities. Assisted Rate Payers with Payments. Completed Bank Deposits. Gate keeper of all applicant submissions for Operations opening. Worked with CSDA on Journal Entries for upcoming year end. Facilitated money transfer between accounts as warranted. Continued to review/update both Operating and Capital Improvement Budgets. Assisted departing employee with outgoing transition and provided COBRA Letter. Worked with IT Contractor to update email listings and forwarding instructions.

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

<u>Water</u>	<u>Wastewater</u>
Monthly Distributed: 9.86 MG	Total Monthly Influent Flow: 6.08 MG
Daily Average: 0.31 MGD	Daily Average: 0.19 MGD
Monthly Sold: 7.60 MG	Ratio of Daily returned Flow: 61%
Unaccounted Water: 2.26 MG (22%)	(0.19/0.31 = 0.61)

* Unaccounted water percentage higher than normal due to the West Tank being back online.

Water

Compliance

- Submitted State Water Resource Control Board (SWRCB) monthly reports.
- Submitted Electronic Annual Report (EAR) for approval to the State Water Resource Control Board.
- Updated and submitted reports as requested by the Santa Barbara County CUPA hazardous materials inspection:
 - Facility Information Form
 - Hazardous Materials Inventory
 - Site Map
 - Emergency Response/ Contingency Plan
 - Employee Training Plan

Reservoirs

The reservoir rehab project is complete. The field staff obtained the required bacteriological samples from the West Tank and send the samples to San Bernadino Clinical Lab. Upon receiving a passing lab result, the field staff was able to put the West Tank back online on 3/19/24.

Distribution System Maintenance/Repair

- Replaced 11 Hersey meters to Kamstrup meters. 721 of 1312 total meters replaced.
- Repaired 3 service line leaks and 1 main line repair.

Preventative Maintenance Program: **March**

- Hydrant Maintenance: 13 of 13
- Valve exercised: 24 of 24

Wastewater

Compliance

- Collected all weekly settleable solids samples.
- Submitted CWIQS Annual Renewal Report
- Submitted Monthly No Spill Report.
- Submitted Geo-Tracker Volumetric Annual Report
- Submitted 1st Quarter Self-Monitoring Report

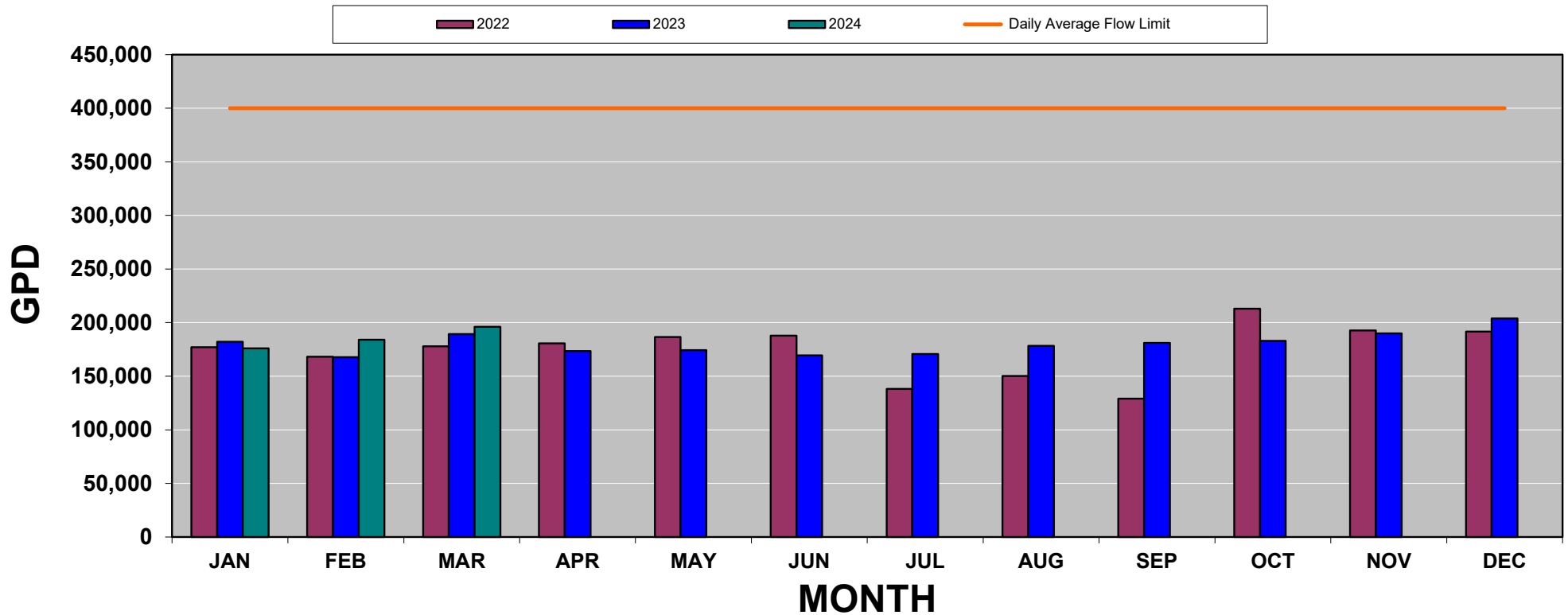
Collection System/Lift Station

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

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									

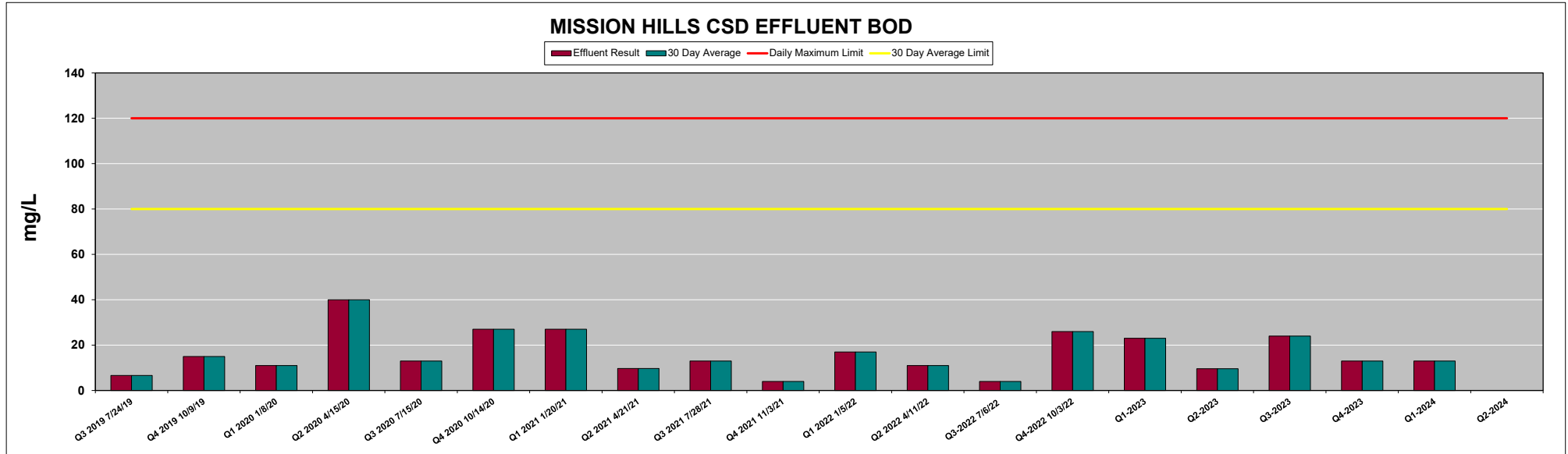
MISSION HILLS CSD AVERAGE DAILY FLOW



MISSION HILLS CSD EFFLUENT BOD (mg/L)

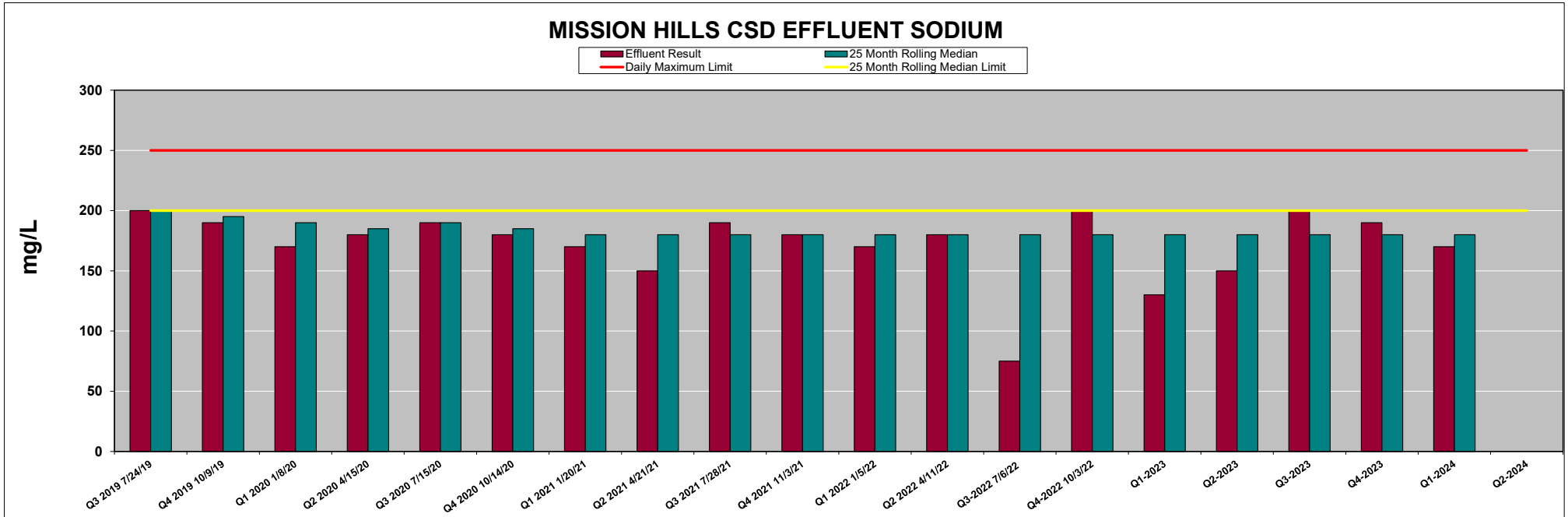
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
Daily Maximum Permit Limit	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	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		
30 Day Average	7	15	11	>40	13	27	27	10	13	<4.0	17	11	<4.0	26	23	10	24	13	13		

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)

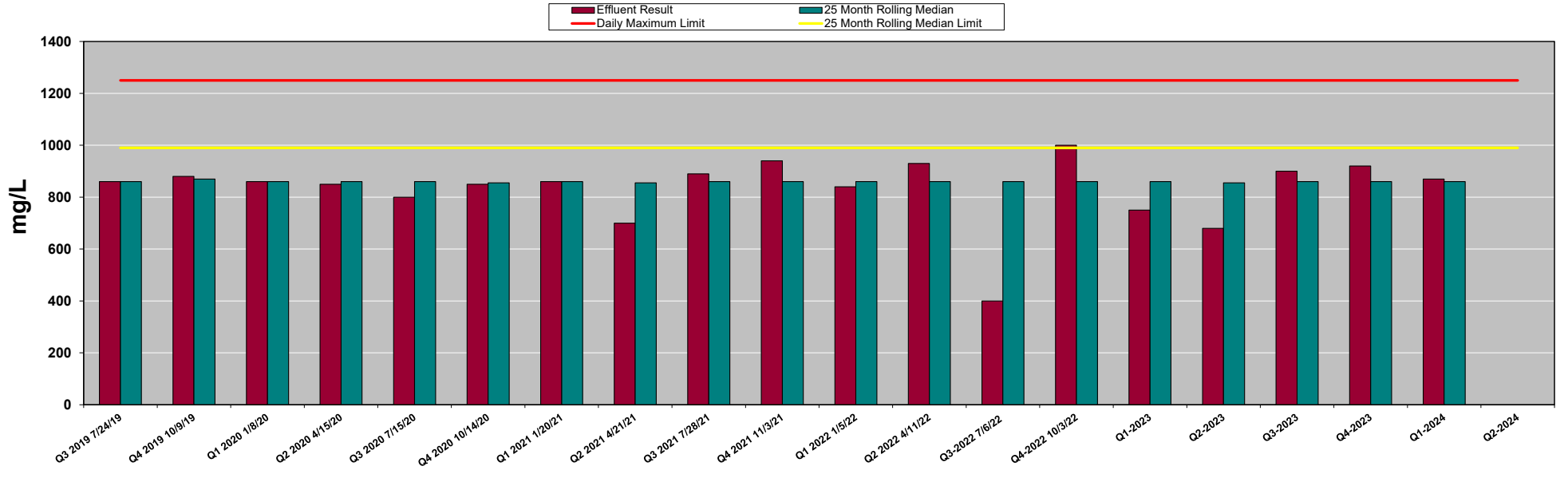
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
Daily Maximum Permit Limit	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
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
Effluent Result	200	190	170	180	190	180	170	150	190	180	170	180	75	200	130	150	200	190	170		
25 Month Rolling Median	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)

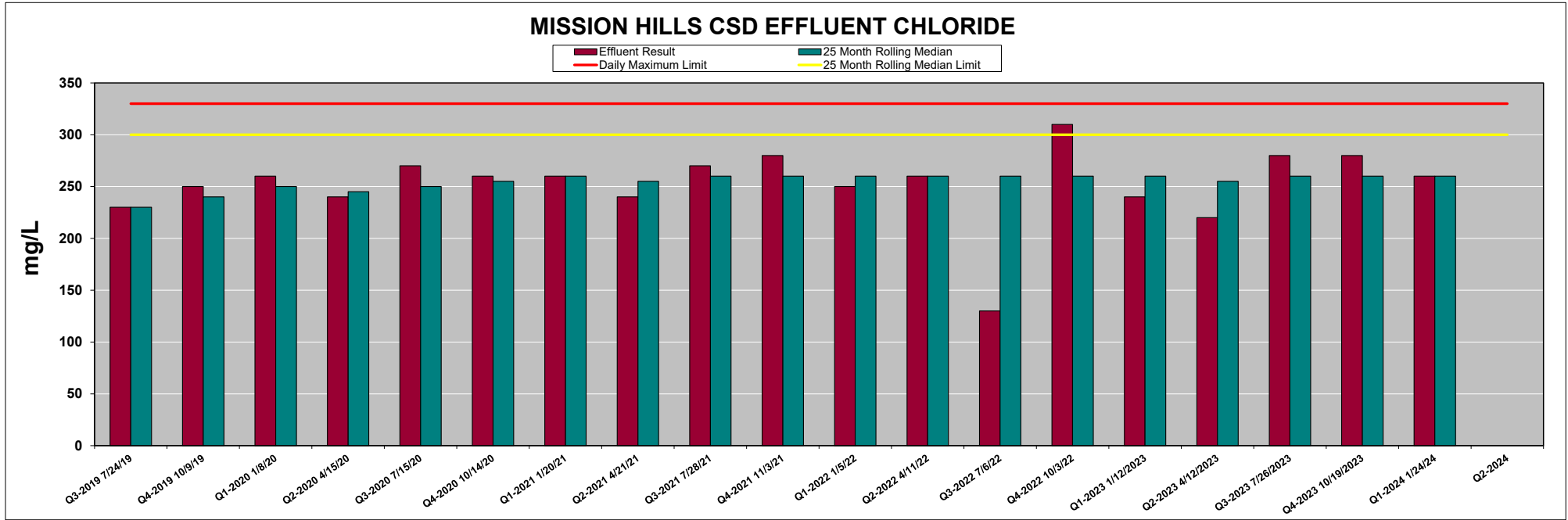
MONTH	7/24/2019	10/9/2019	1/8/2020	4/15/2020	7/15/2020	10/14/2020	1/20/2021	4/21/2021	7/28/2021	11/3/2021	1/5/2022	4/11/2022	7/6/2022	10/3/2022	1/12/2023	4/12/2023	7/26/2023	10/19/2023	1/24/2024	Q2-2024	
Daily Maximum Permit Limit	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
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
Effluent Result	860	880	860	850	800	850	860	700	890	940	840	930	400	1,000	750	680	900	920	870		
25 Month Rolling Median	860	870	860	860	860	855	860	855	860	860	860	860	860	860	860	855	860	860	860		

MISSION HILLS CSD EFFLUENT TOTAL DISSOLVED SOLIDS



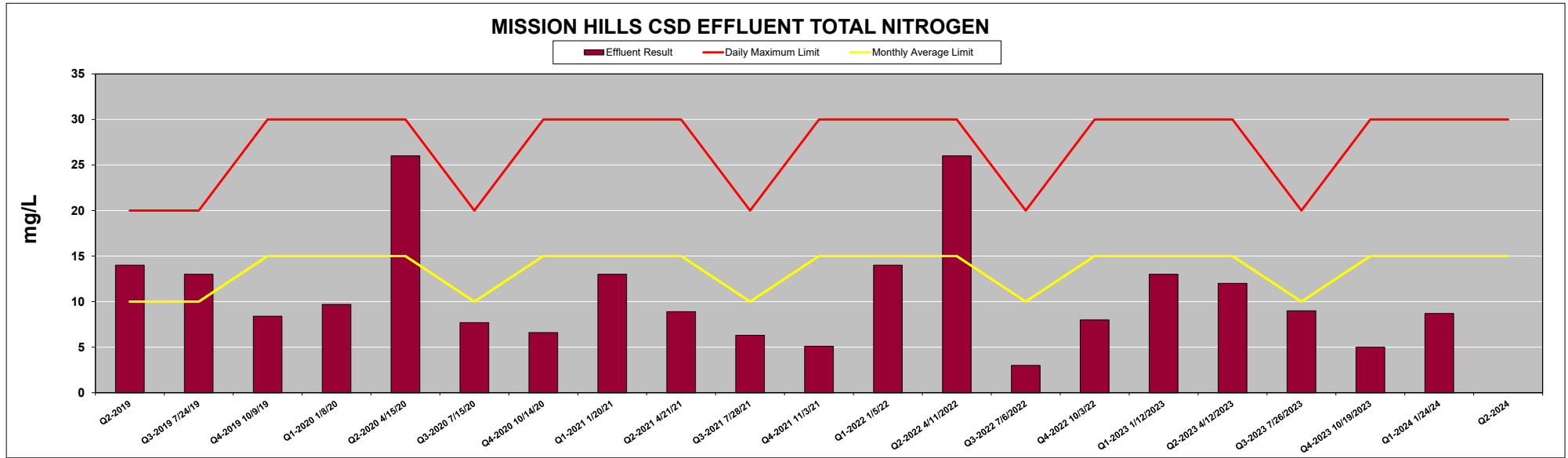
MISSION HILLS CSD EFFLUENT CHLORIDE (mg/L)

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	Q2-2024	
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
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
Effluent Result	230	250	260	240	270	260	260	240	270	280	250	260	130	310	240	220	280	280	260		
25 Month Rolling Median	230	240	250	245	250	255	260	255	260	260	260	260	260	260	260	260	255	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	9



Top Goals

Established by Board of Directors

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

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

Staff continues to carefully monitor the treatment system to keep the effluent total Nitrogen levels in compliance with the TSO and WDR standards. The most recent compliance monitoring results and process control monitoring results have remained below the permit limits. Staff continues to work on isolating the pond valves so we can perform maintenance and repair as needed and we are working on implementing chloride reduction measures by inspecting areas that have the highest level of chlorides in their wastewater. The Wastewater Committee will meet in April to discuss and develop recommendations for salt reduction strategies related to self-regenerating water softeners.

2. General Manager Recruitment

This item will be covered in a Regular Business Item at the April 17, 2024, Board Meeting.

3. Cost Reduction – Energy usage and other applicable initiatives

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

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

Staff continues to post content on the Districts Facebook page, Facebook Forums, District’s Bulletin Board, District’s website, and the Next-Door local Neighborhood website. A variety of Topics have been posted via social media. Staff has been posting a new item about every three weeks. Our next posting will be to encourage the Mission Hills CSD Community to be on the lookout for the November 2024 Election to serve as a Board Member for our District which will have 3 open seats. We anticipate candidate filing dates will be provided by SB County Elections Office within the next month.

5. Pursue Grant Funding Opportunities for Capital Projects

Staff continue to review electronic notices regarding grant funding and low interest loan opportunities. Staff receive weekly notices on grant opportunities, but to date the grants are only available for certain types of projects or Agencies and they are not applicable to the District. We will continue to monitor grant opportunities. [No Changes]

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

(Updated April 12, 2024)

Committee	Summary Discussion	Completed Meeting Date
Water 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.	January 24, 2024
Wastewater 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 th Board meeting to develop recommendations for the District's salts management program.	January 24, 2024
Finance 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 th Regular Board meeting. The Finance Committee will schedule their next Special Meeting as needed.	March 20, 2024
Energy Heavin & Starbuck Alt-Magana	<p>On August 2nd, Director Heavin and GM Hagemann met with a representative from Rare Electric to discuss a battery option for the WWTP and the sewage lift station. Staff provided the Rare representative with the last since months of PG&E data. Rare agreed to work up an estimate for installing batteries.</p> <p>On Sept 19th, 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. [No Changes]</p>	August 2, 2023
Personnel Keeling & Magana Alt-Dietrich	Committee Members met on February 28, 2024, to discuss the status of the GM recruitment process. On March 20 th , the Committee provided their recommendation to the Board in Closed Session. The next Personnel Committee meeting will be scheduled as needed.	February 28, 2024
GSA for WMA Heavin Alt-Jim Keeling	The WMA GSA last met on February 28, 2024. The meeting Agenda Notice was provided as an attachment to the March 20 th Board meeting packet. Director Heavin attended the meeting	February 28, 2024

	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.	
Community Engagement Heavin & Keeling Alt-Magana	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 will soon post information on Current positions that will be up for Election for the November 5 th , 2024, Elections Process.	December, 2023
Development Dietrich & Keeling Alt-Starbuck	Development Committee did not meet. Next meeting TBD.	TBD

NOTICE OF CANCELLATION OF SPECIAL MEETING

GROUNDWATER SUSTAINABILITY AGENCY
FOR THE **WESTERN MANAGEMENT AREA**
IN THE SANTA YNEZ RIVER GROUNDWATER BASIN

NOTICE IS HEREBY GIVEN that the special meeting of the Groundwater Sustainability Agency Committee for the **Western Management Area** in the Santa Ynez River Groundwater Basin scheduled for Wednesday, March 27, 2024, has been cancelled.

Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
March 2024

		Mar 24	Mar 23	\$ Change	Explanation
Ordinary Income/Expense					
Income					
	4005 · 48 hour notice fees	300.00	270.00	30.00	
	4045 · Late fees	2,271.08	1,718.41	552.67	
	4060 · Reconnection fees	525.00	100.00	425.00	
	4075 · Returned check fees	0.00	30.00	-30.00	
	4085 · Sewer basic charges	98,214.32	90,020.99	8,193.33	Rate Increase 2024
	4095 · Street sweeping charges	1,502.16	1,499.52	2.64	
	4105 · Water basic charges	59,126.15	55,729.77	3,396.38	Rate Increase 2024
	4115 · Water usage charges	23,452.17	24,034.73	-582.56	
	Total Income	185,390.88	173,403.42	11,987.46	
Gross Profit		185,390.88	173,403.42	11,987.46	
Expense					
	6000 · Salaries and wages				
	6005 · Wage expense	47,866.58	75,393.10	-27,526.52	3 Pay Periods 2023
	6010 · Payroll tax expense	4,257.12	6,659.69	-2,402.57	3 Pay Periods 2023
	Total 6000 · Salaries and wages	52,123.70	82,052.79	-29,929.09	
	6050 · Employee benefits				
	6060 · Disability insurance	249.29	232.18	17.11	
	6065 · Health insurance	13,516.45	10,427.48	3,088.97	Increased Participation 2024
	6071 · Tuition Reimbursement	0.00	1,665.00	-1,665.00	Timing of Payment
	6075 · Retirement expenses	1,427.49	2,148.61	-721.12	
	6090 · Vacation & Sick Leave	7,066.09	10,056.09	-2,990.00	Less Vacation & Sick Time Taken 2024
	6095 · Benefit Administration	0.00	89.82	-89.82	
	Total 6050 · Employee benefits	22,259.32	24,619.18	-2,359.86	
	6100 · Director fees	750.00	1,625.00	-875.00	
	6110 · Depreciation expense	26,784.66	28,189.70	-1,405.04	Slightly Less Depreciation 2024
	6140 · Vehicle expenses				
	6145 · Tractor and equipment	0.00	7.00	-7.00	
	6150 · Vehicle fuel	815.76	1,400.18	-584.42	
	6155 · Vehicle maintenance	271.00	1,079.63	-808.63	
	Total 6140 · Vehicle expenses	1,086.76	2,486.81	-1,400.05	Less Maintenance & Fuel 2024
	6190 · Dues and memberships	0.00	113.40	-113.40	
	6200 · Office expenses				
	6205 · Bank fees and charges	0.00	10.00	-10.00	
	6230 · Office supplies	121.07	388.56	-267.49	
	6235 · Postage expense	700.00	1,019.78	-319.78	
	6245 · Office Equipment	231.57	1,633.92	-1,402.35	Computer Purchased 2023
	Total 6200 · Office expenses	1,052.64	3,052.26	-1,999.62	
	6300 · Operating supplies and expenses				
	6310 · Miscellaneous supplies	0.00	1,348.31	-1,348.31	Less Misc Expenses 2024
	6325 · Portable equipment	42.39	0.00	42.39	
	6330 · Shop supplies	90.26	115.85	-25.59	
	6335 · Small tools and appliances	0.00	229.69	-229.69	
	6340 · Chemicals				
	6344 · Chlorine	1,036.42	0.00	1,036.42	Timing of Payment
	6345 · Corrosion inhibitor	3,282.01	0.00	3,282.01	Timing of Payment
	Total 6340 · Chemicals	4,318.43	0.00	4,318.43	
	Total 6300 · Operating supplies and ex	4,451.08	1,693.85	2,757.23	
	6350 · Safety expenses				
	6360 · Protective Clothing/Uniforms	422.82	0.00	422.82	
	Total 6350 · Safety expenses	422.82	0.00	422.82	
	6410 · Contractual services				
	6420 · Cleaning service	200.00	200.00	0.00	
	6425 · Office equip maintenance	103.44	98.53	4.91	

Mission Hills Community Services District
Revenue and Expenses Prev Year Comparison
March 2024

	Mar 24	Mar 23	\$ Change	Explanation
6430 · Internet access	171.58	168.35	3.23	
6435 · Landscaping services	315.00	361.82	-46.82	
6437 · Pest Control	124.00	110.00	14.00	
6445 · Security expense	112.50	112.50	0.00	
6450 · Software support	1,452.50	11,365.90	-9,913.40	Reconfigure Back Office 2023
6452 · Credit Card Processing	447.82	280.19	167.63	
6453 · Software Subscriptions	0.00	393.89	-393.89	
6455 · Street sweeping services	1,530.00	1,587.38	-57.38	
6470 · Other contractual services	15.75	5,271.25	-5,255.50	Maintenance Contract Payment 2023
Total 6410 · Contractual services	4,472.59	19,949.81	-15,477.22	
6475 · Professional services				
6480 · Accounting services	1,194.99	0.00	1,194.99	Timing of Payment Capacity Fee Study 2024
6485 · Engineering services	3,850.00	1,833.35	2,016.65	
6490 · Legal services	299.64	8,873.14	-8,573.50	Less Legal Fees 2024
6495 · Human Resources services	2,831.36	0.00	2,831.36	GM Recruitment 2024
Total 6475 · Professional services	8,175.99	10,706.49	-2,530.50	
6500 · Printing and publication	0.00	337.13	-337.13	
6505 · Equipment lease and rentals	396.14	994.57	-598.43	
6525 · Research and monitoring				
6530 · Lab & Testing Expenses	0.00	585.50	-585.50	
6535 · Monitoring expense	0.00	458.00	-458.00	
Total 6525 · Research and monitoring	0.00	1,043.50	-1,043.50	
6600 · Travel and meetings				
6610 · Meals	0.00	2,533.41	-2,533.41	Celebration of Life - Nix 2023
6620 · Staff training	0.00	3,746.28	-3,746.28	Timing of Conference Payments 2023
Total 6600 · Travel and meetings	0.00	6,279.69	-6,279.69	
6650 · Utilities				
6655 · Cell phones	207.92	398.02	-190.10	
6665 · Electrical	15,135.09	8,289.75	6,845.34	All Electric Wells on Line 2024
6670 · Natural gas	42.28	1,270.64	-1,228.36	Gas Well on Line 2023
6685 · Telephone	68.79	214.33	-145.54	
6691 · Trash & Recycling	336.89	292.02	44.87	
Total 6650 · Utilities	15,790.97	10,464.76	5,326.21	
6720 · Repairs and maintenance				
6750 · Collection expense	0.00	2,645.76	-2,645.76	OdorKnocker RX 2023
6755 · Reservoirs	699.33	0.00	699.33	
6785 · Wells and pumping	0.00	11,312.68	-11,312.68	Surface Pumps 2023 Pro3 Automation & Sunbelt Rentals 2023
6790 · Waste water plant	0.00	2,882.56	-2,882.56	
6795 · Other repairs and mainten	0.00	1,271.17	-1,271.17	Leaks 2023
Total 6720 · Repairs and maintenance	699.33	18,112.17	-17,412.84	
Total Expense	138,466.00	211,721.11	-73,255.11	
Net Ordinary Income	46,924.88	-38,317.69	85,242.57	
Other Income/Expense				
Other Income				
7006 · Market Appreciation/(Depr)	927.27	3,583.84	-2,656.57	Less Return 2024 Better Interest 2024 Because of CA Class
7010 · Interest income	10,005.78	2,644.06	7,361.72	
Total Other Income	10,933.05	6,227.90	4,705.15	
Other Expense				
8060 · Misc Expense	0.00	175.63	-175.63	
Total Other Expense	0.00	175.63	-175.63	
Net Other Income	10,933.05	6,052.27	4,880.78	
Net Income	57,857.93	-32,265.42	90,123.35	

Mission Hills Community Services District
Disbursements Journal
March 2024

	Date	Num	Name	Amount	Explanation
1000 · FSB - Operating 1535412					
	03/06/2024	33802	ACWA/JPIA *Medical Insurance	-14,410.07	Monthly Health Ins
	03/06/2024	33803	Clinical Labs of San Bernardino Ir	-1,046.88	Monitoring Expense
	03/06/2024	33804	Comcast	-171.58	
	03/06/2024	33805	County of Santa Barbara- Gen Sv	-1,714.68	Vehicle Maintenance & Fuel
	03/06/2024	33806	County of Santa Barbara - DPW V	-170.97	
	03/06/2024	33807	Dahl Air Conditioning	-210.00	
	03/06/2024	33808	De Lage Landen Financial Service	-231.57	
	03/06/2024	33809	Refund	-85.48	
	03/06/2024	33810	Frontier Communications	-68.32	
	03/06/2024	33811	Inklings Printing Company	-543.75	
	03/06/2024	33812	JOHN D'ORNELLAS	-2,801.02	GM Recruitment
	03/06/2024	33813	Jon's Lawn Mowing	-352.25	
	03/06/2024	33814	Linde Gas & Equipment Inc	-44.01	
	03/06/2024	33815	O'Connor Pest Control	-110.00	
	03/06/2024	33816	Office Depot Business Credit	-64.38	
	03/06/2024	33817	Smith Alarms & Electronics, Inc.	-112.50	
	03/06/2024	33818	SoCalGas	-96.95	
	03/06/2024	33819	SP Maintenance Services, Inc.	-1,530.00	Street Cleaning
	03/06/2024	33820	State Water Resources Control B	-11,877.31	Water System Annual Fee
	03/06/2024	33821	Ultrex Inc	-118.44	
	03/06/2024	33822	USA BlueBook	-1,048.29	Test Ball Plug, Zoeller M267
	03/06/2024	33823	Waste Management	-336.89	
	03/20/2024	33824	American Industrial Supply	-79.06	
	03/20/2024	33825	Brenntag Pacific, Inc	-4,318.43	Chemicals
	03/20/2024	33826	Compuvision	-2,427.50	IT Subscriptions & Assistance
	03/20/2024	33827	Downtown Ford Sales	-38,789.96	2023 Ford F150
	03/20/2024	33828	Famcon Pipe & Supply Inc.	-3,023.25	CIP Tanks
	03/20/2024	33829	Home Depot	-423.97	
	03/20/2024	33830	JB Dewar Inc	-126.57	
	03/20/2024	33831	JOHN D'ORNELLAS	-2,831.36	GM Recruitment
	03/20/2024	33832	Juana Garcia Rodriguez	-200.00	Janitorial Service
	03/20/2024	33833	Santa Barbara County Public Hea	-509.00	
	03/20/2024	33834	Stantec	-41,512.50	Burton Ranch Engineering
	03/20/2024	33835	Staples Advantage*	-211.85	
	03/20/2024	33836	Tuckfield & Associates	-3,850.00	Capacity Fee Study
	03/20/2024	33837	Underground Service Alert of SC	-15.75	
	03/20/2024	33838	Universal Blower Pac	-1,679.97	Various Items
	03/20/2024	EFT	Verizon	-200.92	
Total 1000 · FSB - Operating 1535412				-137,345.43	
1060 · CHCU - General 4163					
	03/06/2024	EFT	PG&E	-4,134.04	Utility Bill - WWTP
	03/22/2024	EFT	PG&E	-3,749.82	Utility Bill - Well #5
	03/22/2024	EFT	PG&E	-603.94	Utility Bill - Shop
	03/22/2024	EFT	PG&E	-43.39	Utility Bill - Well #6
	03/22/2024	EFT	PG&E	-341.36	Utility Bill - Office
	03/22/2024	EFT	PG&E	-4,590.14	Utility Bill - Well #7
	03/22/2024	EFT	PG&E	-2,597.88	Utility Bill - Lift Station
Total 1060 · CHCU - General 4163				-16,060.57	
1070 · CHCU - Payroll 4155					
	03/02/2024	EFT	AFLAC	-836.13	
	03/04/2024		Payroll	-1,980.35	
	03/05/2024	E-pay	EDD	-38.36	
	03/05/2024	E-pay	IRS USATAXPYMT	-374.08	
	03/06/2024	1393	Matrix Trust Company	-4,802.89	401K/457
	03/13/2024		Payroll	-17,086.35	
	03/15/2024	E-pay	EDD	-1,415.38	
	03/15/2024	E-pay	IRS USATAXPYMT	-4,449.72	
	03/15/2024	EFT	CA State Disbursement Unit/Expe	-299.07	
	03/20/2024	1394	Matrix Trust Company	-4,318.51	401K/457
	03/27/2024		Payroll	-18,017.53	
	03/27/2024		BOD Payroll	-570.30	
	03/28/2024	1395	BOD Payroll	-114.07	
	03/28/2024	EFT	AFLAC	-557.42	

Mission Hills Community Services District
Disbursements Journal
 March 2024

	Date	Num	Name	Amount	Explanation
	03/29/2024	E-pay	IRS USATAXPYMT	-4,960.68	
	03/29/2024	E-pay	EDD	-1,598.18	
	03/29/2024	EFT	CA State Disbursement Unit/Expe	-299.07	
Total 1070 · CHCU - Payroll 4155				-61,718.09	
1075 · CHCU - ACH 4130					
	03/16/2024	EFT	Springbrook (ACH Services)	-201.59	
	03/31/2024	EFT	Bluefin Payment Systems	-1,061.60	Credit Card Fees
	03/31/2024	EFT	Bluefin Payment Systems	-71.85	Credit Card Fees
Total 1075 · CHCU - ACH 4130				-1,335.04	
TOTAL				-216,459.13	

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)	10,154	9,024	12,062
Apr-24	\$ 90,060			\$ 97,799			\$ -		13,645	14,081
May-24	\$ 103,220			\$ 97,799			\$ -		19,652	19,099
Jun-24	\$ 116,454			\$ 97,801			\$ -		19,089	19,758
Total	\$ 1,358,034	\$ 987,552	\$ (60,748)	\$ 1,173,590	\$ 883,875	\$ 3,684	\$ (57,065)	144,546	192,887	210,512
								Year to Date Monthly Averages		
YTD avg	100%	73%		100%	75%			16,061	16,074	17,543
								Yearly Average	16,074	17,543
* 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)										

Consent Item 4. C iv

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
LAIF	\$1,781,631	\$1,781,631	\$1,781,631	\$1,797,697	\$1,797,697	\$297,697	\$313,625	\$313,625	\$313,625
California Class	\$502,970	\$505,297	\$507,572	\$509,949	\$512,273	\$514,684	\$517,080	\$2,023,319	\$2,032,609
TD Ameritrade/RNC Genter	\$682,155	\$687,771	\$688,798	\$690,069	\$695,482	\$699,625	\$701,161	\$701,694	\$702,758
Coast Hills FCU									
Checking	\$321,621	\$462,170	\$601,773	\$339,147	\$376,474	\$1,862,666	\$1,889,802	\$425,118	\$449,493
Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment Checking	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202	\$202
Savings	\$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
ACH (Sweep Account)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Total Coast Hill FCU	\$367,338	\$494,087	\$616,185	\$350,209	\$390,379	\$1,917,642	\$1,930,163	\$446,658	\$479,307
Five Star Bank									
Operating	\$277,073	\$109,094	\$107,214	\$293,484	\$347,481	\$175,312	\$142,796	\$113,514	\$91,121
Development	\$111,671	\$111,680	\$111,689	\$111,699	\$111,708	\$111,718	\$111,727	\$166,739	\$175,241
Money Market	\$173,535	\$174,021	\$124,416	\$124,788	\$125,162	\$125,565	\$125,982	\$126,383	\$126,824
ACH (Sweep Account)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Five Star Bank	\$562,279	\$394,795	\$343,319	\$529,971	\$584,351	\$412,594	\$380,505	\$406,635	\$393,186
Combined Balance	\$3,896,373	\$3,863,582	\$3,937,505	\$3,877,895	\$3,980,182	\$3,842,241	\$3,842,534	\$3,891,930	\$3,921,486
Monthly Change	-\$53,866	-\$32,791	\$73,923	-\$59,610	\$102,287	-\$137,940	\$293	\$49,396	\$29,555
Fiscal Year Monthly Change To Date									
-\$28,753									

Mission Hills Community Services District							9
Budget to Actual Comparison							0.75
Thru 03/31/2024							3
	Budgeted	Prorated Budget	Actual Thru		Remainder	% of Budget	Explanation
	Fiscal Year 23-24	Mar-24	Mar-24	Difference	Budgeted Amount	75%	
Income							
Late Fees/Charges	\$ 40,000	\$ 30,000	\$ 28,263	\$ (1,737)	\$ 11,737	71%	Slightly Lower Than Budgeted
Water Service	\$ 1,358,034	\$ 1,018,526	\$ 987,553	\$ (30,973)	\$ 370,481	73%	Slightly Lower Than Budgeted
Sewer Service	\$ 1,173,590	\$ 880,193	\$ 883,875	\$ 3,683	\$ 289,715	75%	On Track With Budget
Street Sweeping	\$ 18,000	\$ 13,500	\$ 13,527	\$ 27	\$ 4,473	75%	On Track With Budget
	\$ 2,589,624	\$ 1,942,218	\$ 1,913,218	\$ (29,000)	\$ 676,406	74%	Revenue is 1% Below Budget
Expense							
Salaries & Wages	\$ 787,873	\$ 590,905	\$ 612,179	\$ (21,274)	\$ 175,694	78%	Slightly Higher Than Budgeted
Employee Benefits	\$ 285,000	\$ 213,750	\$ 202,104	\$ 11,646	\$ 82,896	71%	Lower Than Budgeted
Director Fees	\$ 15,000	\$ 11,250	\$ 11,375	\$ (125)	\$ 3,625	76%	Slightly Higher Than Budgeted - Committee & Special Meetings
Depreciation	\$ 372,648	\$ 279,486	\$ 241,062	\$ 38,424	\$ 131,586	65%	Lower Than Budgeted
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%	No Election Expense
Vehicle Expense	\$ 30,000	\$ 22,500	\$ 26,417	\$ (3,917)	\$ 3,583	88%	Higher Than Budgeted - Addl Vehicles
Insurance	\$ 40,000	\$ 30,000	\$ 14,808	\$ 15,192	\$ 25,192	37%	Lower Than Budgeted
Memberships	\$ 40,000	\$ 30,000	\$ 22,013	\$ 7,987	\$ 17,987	55%	Lower Than Budgeted
Office Expenses	\$ 25,000	\$ 18,750	\$ 12,373	\$ 6,377	\$ 12,627	49%	Lower Than Budgeted
Operating Supplies	\$ 20,000	\$ 15,000	\$ 14,740	\$ 260	\$ 5,260	74%	Famcon, Uline, USA BlueBook Payment Timing
Chemicals	\$ 75,000	\$ 56,250	\$ 45,488	\$ 10,762	\$ 29,512	61%	Lower Than Budgeted
Safety	\$ 5,000	\$ 3,750	\$ 4,610	\$ (860)	\$ 390	92%	Higher Than Budgeted - Timing of Payments
Contractual Services	\$ 125,000	\$ 93,750	\$ 59,306	\$ 34,444	\$ 65,694	47%	Lower Than Budgeted
Professional Services	\$ 70,000	\$ 52,500	\$ 75,430	\$ (22,930)	\$ (5,430)	108%	Higher Than Budgeted - Legal, CPA, GM Recruitment
Printing & Publication	\$ 5,000	\$ 3,750	\$ 675	\$ 3,075	\$ 4,325	14%	Lower Than Budgeted
Equipment Lease	\$ 7,500	\$ 5,625	\$ 2,321	\$ 3,304	\$ 5,179	31%	Lower Than Budgeted
Monitoring	\$ 25,000	\$ 18,750	\$ 9,930	\$ 8,820	\$ 15,070	40%	Lower Than Budgeted
Travel/Meetings/Meals	\$ 20,000	\$ 15,000	\$ 2,181	\$ 12,819	\$ 17,819	11%	Lower Than Budgeted
Utilities	\$ 225,000	\$ 168,750	\$ 154,585	\$ 14,165	\$ 70,415	69%	Slightly Lower Than Budgeted
Government Fees	\$ 100,000	\$ 75,000	\$ 32,762	\$ 42,238	\$ 67,238	33%	Lower Than Budgeted
Repairs & Maintenance	\$ 80,000	\$ 60,000	\$ 157,782	\$ (97,782)	\$ (77,782)	197%	Several Leaks
Summitt 44 Write Off	\$ 25,000	\$ 18,750	\$ 26,404	\$ (7,654)	\$ (1,404)	106%	Developer Write Off/Collection Difference
	\$ 2,378,021	\$ 1,783,516	\$ 1,728,545	\$ 54,971	\$ 649,476	73%	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: Personnel Committee/Board of Directors
DATE: April 17, 2024
SUBJECT: Public Employment – General Manager

Recommendation / Proposed Motion

Consider approving the Employment Agreement for the District General Manager.

Alternatives Considered

None.

Policy

Section 61050(a) of the California Government Code specifies the Board of Directors shall appoint a General Manger.

On January 5, 2023, the Personnel Committee reviewed all candidate submittals for the General Manager position. Your Board held General Manager candidate interviews on January 11, 2023. Several candidates with the necessary job skills and experience were selected to continue in the recruitment process. At the January 17, 2024, and February 21, 2024 regular meetings, your Board provided direction to staff on the terms and conditions for the General Manager Employment Agreement.

Fiscal Implications

The proposed compensation is within the current budget at an annual salary of \$160,000.

Discussion

The District has negotiated an Employment Agreement with Mr. Mike Garner to serve as the District's General Manager on a full-time basis. Mr. Garner has 40 years of experience in water and wastewater operations working at the Vandenberg Village Community Services District

Agenda Item 5. A

including serving as the Operations and Maintenance Manager over the last nine years. Mr. Garner holds certification from the State Water Board as a Grade 2 Water Treatment Operator and a Grade 3 Water Distribution Operator. Additionally, he holds a Grade 3 in Wastewater Collection System Maintenance from the California Water Environment Association.

The Employment Agreement is attached with a start date of May 13, 2024.

The current General Manager will terminate his work upon Mr. Garner's first day of work on May 13, 2024. The current General Manager will be available to assist during any transition period or as needed by the new General Manager. Such assistance can be provided under the District's standard professional consulting agreement.

Attachment: Garner Employment Agreement

EMPLOYMENT AGREEMENT

This **Employment Agreement** (“Agreement”) made and entered into this 17th day of April 2024, by and between the **Mission Hills Community Services District** (hereinafter referred to as “**District**”, “**Employer**” or “**MHCSD**”) and **Mike Garner** (hereinafter referred to as “**Employee**”), who understand as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of Employee as General Manager; and

WHEREAS, it is the desire of Employer to provide certain benefits, establish certain conditions of employment and to set working conditions of Employee; and

WHEREAS, it is the desire of Employer to receive and retain the services of Employee and to provide for him to remain in such employment; to make possible full work productivity by assuring his morale and peace of mind; to act as a deterrent against malfeasance, misfeasance or substandard performance on his part; and to provide for terminating his services at such time as he may be unable to fully discharge his duties or when Employer may otherwise desire to terminate his employment; and

WHEREAS, Employee desires to accept employment as General Manager.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Duties of General Manager

District hereby agrees to employ Employee as General Manager. Employee agrees to perform the functions and duties specified in the District’s job description for the position of General Manager, which is attached hereto as Exhibit “A” and incorporated by reference herein, and to perform other legally permissible and proper duties and functions as the District Board of Directors shall from time-to-time assign. Employee shall perform the statutorily required duties of a general manager of a community services district, as set forth in Government Code Section 61051, which provides as follows:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district’s employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district’s facilities and services.
- (d) The supervision of the district’s finances.

2. **Term of Agreement**

This Agreement commences upon its execution by the parties and shall remain in effect until terminated as set forth herein.

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3 of this Agreement.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer subject to the provisions of Section 3.C.

3. **Termination and Severance Pay**

- A. District may terminate this Agreement without good cause, for any reason or no reason. In the event Employee is terminated by the District's Board of Directors during the first six (6) months of this Agreement, without good cause, during such time that Employee is willing and able to perform his/her duties under this Agreement, the District agrees to pay Employee a lump sum cash payment equal to one (1) month of base salary and the employee's cost of maintaining coverage for that same period of the District's paid health benefits as of the date of termination. Employee will also receive all accrued but unused vacation and sick time in accordance with District Policy. If Employee is terminated by the Board of Directors after the first six (6) months of this Agreement without good cause, during such time that Employee is willing and able to perform his/her duties under this Agreement, the District agrees to pay Employee a lump sum cash payment equal to one month of base salary for each year of employment up to a maximum of four (4) months and the employee's cost of maintaining coverage for that same period of the District paid health benefits as of the date of termination. Employee will also receive all accrued but unused vacation and sick time in accordance with District Policy.
- B. In the event Employee is terminated for good cause, the Employee shall be entitled only to all salary earned, but not paid as of the date of termination; and payment for any accrued vacation or other benefits. Employee shall not be entitled to any other compensation, including, without limitation, any severance compensation. For purpose of this Agreement, "good cause" shall include, but not necessarily be limited to, any of the following:
 - (1) Any material breach by the Employee of any term or provision of this Agreement;
 - (2) Employee's failure to perform his/her duties in a professional and responsible manner consistent with generally accepted standards of the profession;
 - (3) Employee's misfeasance;
 - (4) Employee's malfeasance;
 - (5) Conduct unbecoming the position of District General Manager or likely to bring discredit or embarrassment to District;
 - (6) Insobriety;
 - (7) Conviction of a felony;

- (8) Engaging in illegal business practices in connection with the District's business;
- (9) Misappropriation of the District's assets;
- (10) Excessive unexcused absences of the Employee from his employment during usual working hours; or
- (11) Failure to perform or habitually neglecting the duties which he is required to perform under this Agreement.

"Good cause" shall not mean a mere loss of support or confidence by a majority of the Board of Directors.

Employer may not terminate Employee, except for good cause, thirty (30) days prior to or ninety (90) days following any MHCS D election for the selection or recall of one or more of the members of the Board of Directors, except by a unanimous vote of the members of the Board of Directors.

- C. In the event Employee voluntarily resigns his position with the District, Employee shall give District a minimum thirty (30) days written notice in advance, unless the parties otherwise agree. Should Employee fail to give such period of notice, then Employee shall pay to District as liquidated damages the sum of \$100 per working day, for the difference between the number of actual days of prior notice and thirty (30) days. In the event Employee voluntarily resigns his position with District, the Employee shall be entitled only to all salary earned, but not paid as of the date of resignation; and payment for any accrued vacation or other benefits as provided in the District's Employee Manual.

4. Devotion to District Business and Hours of Work

The General Manager position is considered a full-time position. Therefore, Employee shall not engage in any outside business, educational, professional, charitable, or other activities, whether for compensation or otherwise, that would conflict or materially interfere with performance of the General Manager duties, without prior written approval of the Board of Directors.

5. Salary

District agrees to pay Employee for his services rendered pursuant to this Agreement an annual salary of \$160,000 payable in equal installments at the same time as other employees of District are paid. Commencing on the 181st day from the Effective Date of the Agreement, the annual base salary shall be increased, on a one-time basis, by 3%.

6. Other Compensation

Employee shall receive the following benefits:

- A. District agrees to provide to Employee such benefits as are granted to employees of the District, such as retirement programs, holidays, and medical, dental, vision, and disability insurance and such special management benefits as may be stipulated further herein, or as may be determined

appropriate by the Board. Any such increase in benefits shall not be construed as altering or amending any other provision of this Agreement, , and only as specifically agreed to in writing between District and Employee.

- B. Employee shall receive a vehicle allowance in the amount of Three Hundred and Fifty Dollars (\$350.00) per month during the term of this Agreement. Except as provided below, this vehicle allowance is provided in lieu of mileage reimbursement otherwise described in District policies. Employee may also use District vehicle or be reimbursed for mileage in accordance with District policy for all miles traveled outside Santa Barbara County for District business. Employee shall be reimbursed if required to rent a vehicle for District business after having traveled to such area via alternative transportation, such as by bus, airplane or train.
- C. Employee shall receive a cell phone allowance of \$50.00 per month during the term of this Agreement.
- D. Employee's leave bank shall be credited with eighty (80) hours of vacation/administrative leave upon the commencement of this Agreement. Employee will accrue vacation/administrative leave of eighty (80) hours during the first year of this Agreement, at the rate of 3.08 hours per pay period over twenty-six (26) pay periods per year. Employee shall be entitled to forty (40) additional hours of vacation/administrative leave after each full year worked, to be capped at two hundred (200) hours.
- E. Sick leave shall accrue at the rate of ten (10) days per year (1.85 hours per pay period) starting with the effective date of this Agreement.
- F. Upon leaving his employment with the District, Employee will be entitled to payment of accrued vacation and sick leave in accordance with the District's Employee Manual.
- G. Upon request by Employee, he shall be provided with a laptop computer, which shall be configured to allow Employee access necessary for him to work remotely as needed.

7. Professional Development

As part of its normal budget process and reserving the right to establish appropriate priorities and funding amounts, Employer shall consider requests for funds for certain items, activities and materials deemed necessary and desirable for Employee's continued professional development, participation, growth and advancement. Those items, activities and materials shall include:

- A. Professional dues and subscriptions necessary for full participation in appropriate and relevant associations and organizations;
- B. Travel and subsistence expenses for professional meetings and similar functions (e.g., conferences, workshops, seminars, meetings, etc.) to foster professional development or represent the MHCS D;

- C. Other items, activities and materials as may be agreed upon from time to time between Employee and Employer.

8. Performance Review

Employee shall receive an annual performance review no later than thirty (30) days after the anniversary date of hire. The annual performance review shall be in accordance with specific criteria developed jointly by the Board of Directors and Employee. Such criteria may be added to or deleted as the Board of Directors may from time to time determine in consultation with Employee. As part of the annual performance review, District may consider adjustment in compensation based upon performance.

9. Abuse of Office or Position

Notwithstanding anything to the contrary in this Section, pursuant to the requirements set forth in Government Code Section 53243.2, if Employee is convicted of a crime involving an abuse of Employee's office or position, all of the following shall apply: if Employee is provided with administrative leave pay pending an investigation, Employee shall be required to fully reimburse District such amounts paid; (b) if District pays for the criminal legal defense of Employee (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), Employee shall be required to fully reimburse District such amounts paid; and (c) if this Agreement is terminated, any severance pay and benefits related to the termination that Employee may receive from District shall be fully reimbursed to District or shall be void if not yet paid to Employee. For purposes of this Section, abuse of office or position means either: (i) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority; or (ii) a crime against public justice.

10. General Provisions

- A. The terms of this Agreement are intended by the parties as the final expression of their agreement and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this Agreement constitutes the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding, if any, involving this Agreement. Any amendments to this Agreement must be in writing and executed by both parties.
- B. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- C. This Agreement shall be governed by the laws of the State of California. Employee and the District agree that venue for any dispute shall be in Santa Barbara County, California.
- D. The parties acknowledge that they understand the significance and consequences of this Agreement. The parties also acknowledge that they have been given full opportunity to review and negotiate this Agreement and execute it only after full reflection and analysis, and that they have had an opportunity to review this document and its application and meaning with their respective attorneys and advisors. This Agreement shall not be interpreted against the party who

prepared the initial draft because all parties participated in the drafting of this Agreement by having ample opportunity to review and submit suggested changes or corrections for incorporation into the final version of this Agreement.

- E. Employee may not assign this Agreement in whole or in part.
- F. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The text herein shall constitute the entire Agreement between the parties. Any amendments to this Agreement must be in writing and executed by both parties. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

11. **Effective Date**

This Agreement shall be effective on May 13, 2024 (“Effective Date”).

In Witness Whereof, Employer and Employee have signed and executed this Agreement, both in duplicate, the day and year first above written.

Employee:

Employer:

Mike Garner

Jorge Magana
MHCSB Board President



MISSION HILLS COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Brad Hagemann, General Manager
DATE: April 17th, 2024
SUBJECT: Resolution No. 24-357 – Cost of Living Salary Adjustment

Recommendation / Proposed Motion

Proposed Motion: Approve Resolution No. 24-357 Approving Cost of Living Salary Adjustments for all permanent District employees, effective July 1, 2024, or concurrently with the adoption of the FY 2024/25 Operations Budget.

Policy Reference

- California Government Code §61242 and §61244 allows the Board to determine the compensation for District employees.
- Mission Hills CSD Policy 2150 requires all salary adjustments recommended by the General Manager be considered and approved by the Board of Directors.

Budget Resource

A cost-of-living allowance was included in the pay schedule of the Preliminary Draft Fiscal Year 2024/2025 budget.

Alternatives Considered

The Board may consider a higher or lower cost of living adjustment.

Discussion

This item was initially presented to the Personnel Committee at their March 20, 2024 meeting as part of the Committee’s review of the FY 2024/25 Budget. The Personnel Committee received staff’s recommendation for a 4.3% cost-of-living adjustment as part of the FY 2024-2025 budget. This number is calculated by the US Department of Labor, Bureau of Labor Statistics and can be found on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). This index specifically reflects the economic adjustments for our region.

https://data.bls.gov/timeseries/CWURN400SA0&output_view=pct_12mths

Attachment(s):

1. Resolution No. 24-357 – Approval of Cost-of-Living Adjustments

RESOLUTION NO. 24-357

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION HILLS COMMUNITY SERVICES DISTRICT APPROVING COST OF LIVING ADJUSTMENTS FOR ALL PERMANENT DISTRICT EMPLOYEES

WHEREAS, the Mission Hills Community Services District (the “District”) is formed pursuant to California Government Code Section 61000 et seq.;

WHEREAS, pursuant to California Government Code Section 61241 and Section 61244, the District Board of Directors (“Board”) may fix compensation of District employees.

WHEREAS, on April 17, 2024, the Board reviewed the District’s Draft Budget (the “Budget”) for fiscal year 2024/2025 which included a revision to the District’s pay schedule that incorporated the 2023 Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) cost of living adjustment for all permanent District employees; and

WHEREAS, on March 20, 2024, the Personnel Committee met and reviewed staff’s recommendation to provide a 4.3% cost of living increase effective July 1, 2024; and

WHEREAS, on April 17th, 2024, the Board finds that it is in the best interests of the District and the community to adjust employee compensation consistent with the cost of living in the area.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Mission Hills Community Services District hereby approves an 4.3% cost of living increase to all District employees’ compensation. This Resolution shall become effective on the **1st of July 2024** or concurrently with the adoption of the FY 2024/25 Operations Budget.

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

- AYES:**
- NOES:**
- ABSENT:**

The foregoing Resolution was passed and adopted on this **17th day of April 2024**.

By: _____
Jorge Magana, President, Board of Directors

Attest:

By: _____
Guadalupe Huitron, Board Secretary



Databases, Tables & Calculators by Subject

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Data extracted on: April 8, 2024 (7:00:17 PM)

Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)

12-Month Percent Change

Series Id: CWURN400SA0

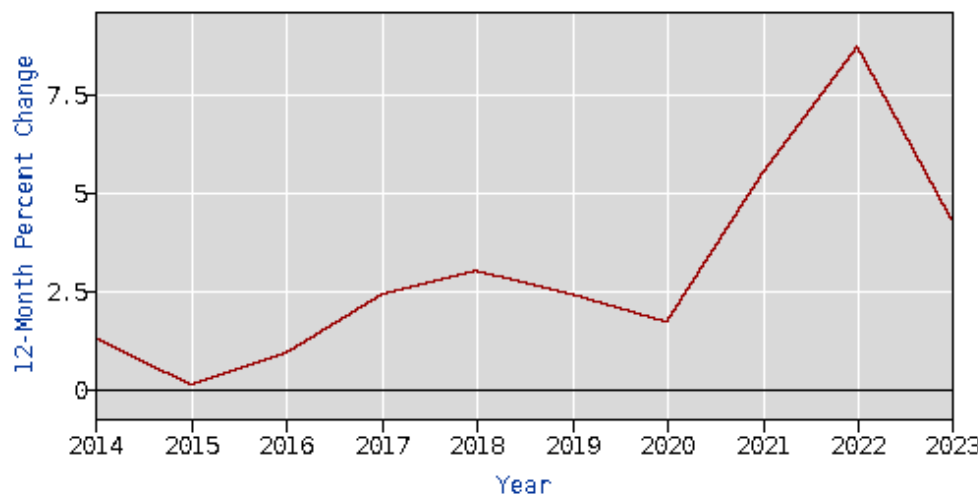
Not Seasonally Adjusted

Series Title: All items in West - Size Class B/C, urban wage earners and clerical workers, not seasonally adjusted

Area: West - Size Class B/C

Item: All items

Base Period: DECEMBER 1996=100



Download: [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	1.5	0.8	1.0	1.0	1.8	2.0	1.9	1.6	1.6	1.5	0.9	0.3	1.3	1.4	1.3
2015	-0.4	0.1	0.4	0.6	0.5	0.2	0.0	0.0	-0.2	-0.2	0.0	0.4	0.1	0.2	0.0
2016	1.3	0.7	0.1	0.5	0.3	0.4	0.6	0.6	1.1	1.5	1.9	1.8	0.9	0.5	1.3
2017	1.9	2.5	2.6	2.4	2.0	2.0	2.0	2.4	2.8	2.8	2.9	2.9	2.4	2.2	2.6
2018	3.0	2.8	2.8	2.7	3.1	3.3	3.3	3.2	2.8	3.0	3.1	2.9	3.0	2.9	3.1
2019	2.4	2.1	2.1	2.6	2.7	2.5	2.4	2.3	2.1	2.3	2.3	2.6	2.4	2.4	2.3
2020	2.6	2.8	2.5	1.3	0.2	0.6	1.4	2.0	2.1	1.7	1.7	1.6	1.7	1.7	1.8
2021	1.9	2.1	2.9	4.5	6.1	6.9	6.7	6.2	6.2	6.8	7.6	8.1	5.5	4.0	6.9
2022	8.8	9.2	9.8	9.3	9.0	9.1	8.8	8.7	8.7	8.8	7.7	6.5	8.7	9.2	8.2
2023	6.2	5.9	5.3	4.8	4.4	3.5	3.5	3.7	4.1	3.2	3.1	3.6	4.3	5.0	3.5
2024	3.7	3.3													

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**MISSION HILLS COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: Mission Hills Community Services District Board of Directors

FROM: Brad Hagemann, General Manager
Carol Reynolds, Administrative Services Manager

DATE: April 17, 2024

SUBJECT: Review of Fiscal Year 2024-2025 Preliminary Operation Budget and Capital Improvement Budgets

Recommendation

Staff recommends the District Board of Directors review, discuss, and provide direction to staff on the Preliminary Budget for Fiscal Year 2024-2025 and direct staff to set the FY 2024/25 Budget Hearing date for May 15, 2024.

Policy Reference

Mission Hills CSD Policy 3020 directs staff to prepare an annual budget each year. The Policy recommends the budget adoption process to be initiated at the April Regular Board meeting and completed by May 31. Staff has prepared the attached Preliminary FY 2024-25 budget for the Board’s review and comment.

Budget Resource

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

	<u>Revenue</u>	<u>Expense</u>
Water	\$1,430,000	\$1,365,000
Wastewater	\$1,270,000	\$ 965,000
Street Sweeping	\$ 20,000	\$ 20,000
Interest, Late Fees	<u>\$ 200,000</u>	<u> </u>
Total	\$2,900,000	\$2,350,000

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

- \$ 350,000 Water
- \$ 650,000 Wastewater

Discussion

On March 20, 2024, Staff met with the Finance Committee to discuss the FY 24/25 Preliminary Budget. The Committee provided input to staff and requested staff to bring the Preliminary Budget to the full Board for review and comment at the April 17, 2024, regular meeting. Staff incorporated the Committee member's comments and recommendations into the Preliminary Draft Budget.

The Preliminary Draft Budget includes the following assumptions:

Revenue

- 5.5% Water rate increase and 8.4% Sewer rate increase, effective July 1, 2024.
- Significant increase in interest income over previous year.
- Estimated 8% overall increase in revenues.

Expenses

- 8% increase in salaries, wages and benefits due to: 4.3% COLA salary increase, 3% increase in EE benefit costs; full-time General Manager; and employee step increases.
- 10% increase in utility costs from the FY 23/24 budget
- 4% increase in insurance costs
- Repair and maintenance costs significantly lower than FY 23/24 actual costs.

At the April 17th, Board meeting, staff will provide the Board with a projection of the year end FY 23/24 Revenue and Expenses; the FY 24/25 Estimated Revenue and Expenses by Class; The proposed 5-year Water and Wastewater Capital Improvement Programs; and an estimated Revenue and Expenses calculation for the Fiscal Year.

With the Board's concurrence, staff anticipates bringing the FY 2024/25 Final budget back to the Board for approval at the May 15th Board meeting.

Attachment(s):

1. Preliminary FY 2024/25 Budget



Mission Hills Community Services District

PRELIMINARY 2024/25 Fiscal Year Budget

Presented to the Board of Directors

April 17, 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**

Fund Balances

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

General Checking Accounts -

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

Reserve & Restricted Account Balances

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

Total Approx Ending Balance	06/30/24	<u>\$ 4,018,000</u>
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**Mission Hills Community Services District
2024-25 Fiscal Year Budget**

Budget Summary

Final FY 2024/2025 Operating Budget

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	Reason for Changes
6	Revenue					
7	Late Fees/Charges	\$ 40,019	\$ 40,000	\$ 35,245	\$ 40,000	Historical Projection
8	Water Service	\$ 1,198,482	\$ 1,358,034	\$ 1,367,393	\$ 1,432,345	Slight Rate Increase
9	Sewer Service	\$ 1,061,131	\$ 1,173,590	\$ 1,178,255	\$ 1,272,262	Slight Rate Increase
10	Street Sweeping	\$ 18,073	\$ 18,000	\$ 18,034	\$ 18,000	Flat Projection
11	Market Appreciation/Interest Income			\$ 134,658	\$ 150,000	Included to Show Return Trend
12	Total Operating Revenue	\$ 2,317,706	\$ 2,589,624	\$ 2,733,585	\$ 2,912,607	\$179,022 Increase in Operating Revenue
13						
14						
15	Operating Expenses	FYE 2023 ACTUAL	FYE 2024 ADOPTED BUDGET	FYE 2024 ANNUAL PROJECTION	FYE 2025 PROPOSED	Reason for Changes
16	Salaries & Wages	\$ 742,785	\$ 787,873	\$ 811,769	\$ 880,000	Full Staffing, Including Full Time GM, Steps, COLA 4.3%
17	Employee Benefits & Payroll Taxes	\$ 236,920	\$ 285,000	\$ 250,607	\$ 255,000	Slight Increase, As Health Insurance Has Increased
18	Director Fees	\$ 10,500	\$ 15,000	\$ 16,000	\$ 16,000	Historical Projection
19	Depreciation (Reserves)	\$ 338,276	\$ 372,648	\$ 267,847	\$ 270,000	Need to Verify Projected Amount
20	Election Expense	\$ -	\$ -	\$ -	\$ 2,500	If We Get Anyone to Run For Board of Directors
21	Vehicle Expense	\$ 40,762	\$ 30,000	\$ 34,916	\$ 37,000	Slight Increase
22	Insurance	\$ 11,875	\$ 40,000	\$ 29,616	\$ 33,000	Slight Increase
23	Memberships	\$ 31,491	\$ 40,000	\$ 43,683	\$ 44,000	Need to Verify Any Upcoming Fees
24	WMA GSA Allocation	\$ -	\$ -	\$ -	\$ 40,000	Newly Allocated Expense
25	Office Expenses	\$ 22,037	\$ 25,000	\$ 16,523	\$ 16,000	Flat Projection
26	Operating Supplies	\$ 33,184	\$ 20,000	\$ 22,683	\$ 23,000	Flat Projection
27	Chemicals	\$ 53,443	\$ 75,000	\$ 71,200	\$ 75,000	Slight Increase
28	Safety	\$ 4,107	\$ 5,000	\$ 4,255	\$ 5,000	Flat Projection
29	Contractual Services	\$ 125,394	\$ 125,000	\$ 101,334	\$ 75,000	Slight Decrease
30	Professional Services	\$ 143,303	\$ 70,000	\$ 90,113	\$ 90,000	Flat Projection
31	Equipment Lease	\$ 8,806	\$ 7,500	\$ 3,479	\$ 7,500	Re-Classification Increase
32	Printing & Publication	\$ 7,249	\$ 5,000	\$ 262	\$ 2,500	Few Items Printed
33	Monitoring (Lab Samples)	\$ 15,783	\$ 25,000	\$ 15,674	\$ 16,000	Flat Projection
34	Training/Meetings/Meals	\$ 25,453	\$ 20,000	\$ 3,184	\$ 15,000	Expectation of Training/Staff/Board Members
35	Utilities	\$ 174,349	\$ 225,000	\$ 212,526	\$ 250,000	Slight Increase
36	Government Fees	\$ 37,846	\$ 100,000	\$ 31,122	\$ 40,000	Need to Verify Any Upcoming Fees
37	Repairs & Maintenance	\$ 119,915	\$ 80,000	\$ 298,005	\$ 150,000	Need to Verify Cost of Expected Leaks
38	Ratepayer write offs	\$ -	\$ 25,000	\$ -	\$ -	
39	Total Operating Expenses	\$ 2,183,478	\$ 2,378,021	\$ 2,324,798	\$ 2,342,500	
40						
41	Net Operating Gain/(Loss)	\$ 134,229	\$ 211,603	\$ 408,787	\$ 570,107	

**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
Monthly Fixed Charges						
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
Variable Charges						
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
Fixed Charge (\$ per month)						
Meter Size						
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
Variable Charge (\$ per HCF)						
Residential						
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
Commercial						
All Consumption	\$2.46	\$3.62	\$3.82	\$4.03	\$4.25	\$4.48
Irrigation						
All Consumption	\$2.46	\$3.96	\$4.18	\$4.41	\$4.65	\$4.91
Hydrant Meter						
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	FY 24/25 Water - 5-Year Capital Improvement Plans - DRAFT	2024/25	2025/26	2026/27	2027/28	2028/29
2	Distribution					
3						
4	Vault Lid - Harris Grade	\$ 40,000	\$ -	\$ -	\$ -	\$ -
5	Valve Replacement Project	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
6	Upgrade Cla-Vals - Pressure Reducing Stations	\$ -		\$ 15,000	\$ -	\$ -
7	Meter Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
8	Water Main Replacement (New line from Reservoirs)	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000
9	SCADA System	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
10	Security Cameras	\$ 15,000	\$ -	\$ -	\$ -	\$ -
11	Equipment					
12	Replace Dump Truck	\$ -	\$ -	\$ 32,500	\$ -	\$ -
15	Replace Ops Truck	\$ -	\$ -	\$ -	\$ -	\$ 35,000
16	Shop Equipment Enclosures	\$ 40,000	\$ -	\$ -	\$ -	\$ -
17	Storage					
18	Rehabilitate Reservoir Tanks					
19	Tank #1 East (Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
20	Tank #2 West (Initial Repair)	\$ -	\$ -	\$ -	\$ -	\$ -
21	Raw Water Reservoir	\$ -	\$ 800,000	\$ 1,000,000	\$ -	\$ -
22	Treatment					
23	Filter & Valve Upgrades	\$ 60,000	\$ -	\$ -	\$ -	\$ -
24	Wells & Pumping					
25	New Well Installation - #8	\$ -	\$ 800,000	\$ 1,000,000	\$ -	\$ -
26	Well #6 Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ -
27	Well #7 Rehabilitation	\$ -	\$ -	\$ -	\$ 80,000	\$ -
28	Well #5 Rehabilitation	\$ -	\$ 80,000	\$ -	\$ -	\$ -
29	Replace Well Housing Well #5	\$ 50,000	\$ -	\$ -	\$ -	\$ -
30						
31		\$ -	\$ -	\$ -	\$ -	\$ -
32		\$ -	\$ -	\$ -	\$ -	\$ -
33	Sub Total	\$ 320,000	\$ 1,795,000	\$ 2,312,500	\$ 345,000	\$ 250,000
34	Contingency	\$ 48,000	\$ 269,250	\$ 346,875	\$ 51,750	\$ 37,500
35	TOTAL	\$ 368,000	\$ 2,064,250	\$ 2,659,375	\$ 396,750	\$ 287,500
36	<i>Last revised: 4_10_2024</i>					

FY 24/25 Wastewater - 5-Year Capital Improvement Plans (DRAFT)	2024/25	2025/26	2026/27	2027/28	2028/29
Collections					
Video & Clean Sewer Lines					
Equipment					
Replace Dump Truck (50%)	\$ -	\$ -	\$ 32,500	\$ -	\$ -
Replace Vehicle 2007 GMC Pickup	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Replace Ops Truck (50%)		\$ -	\$ -	\$ -	\$ 35,000
Shop Lift Station	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Security Camera Upgrade	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Equipment Enclosure	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Lift Station					
Lift Station Upgrades (limited scope)					
Lift Station (Replace Lift Station with back-up power)	\$ 350,000	\$ 450,000	\$ -	\$ -	\$ -
Lift Station - Wet Well Coating	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater SCADA Upgrades	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Line Pond #8 to reduce Lift Station overflow impact	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -
Sewer Treatment					
Pond Valve Structure Upgrades	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Aeration System Replacement	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Pond Rehabilitation or Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Sludge Removal	\$ -	\$ -	\$ 100,000	\$ 300,000	\$ -
New Wastewater Treatment System - Addt'l. Loads	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy (50% Wastewater)					
Bid Documents, Specifications, PM Estimate	\$ -	\$ -	\$ -	\$ -	\$ -
Solar/Battery Energy Installation	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 560,000	\$ 605,000	\$ 387,500	\$ 355,000	\$ 390,000
Contingency	\$ 84,000	\$ 90,750	\$ 58,125	\$ 53,250	\$ 58,500
TOTAL	\$ 644,000	\$ 695,750	\$ 445,625	\$ 408,250	\$ 448,500
<i>Last revised: 4_10_2024</i>					



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