



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

*March 7, 2024*

**1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE**

President Burgess called the meeting to order at 4:00 pm and led the flag salute.

**2. DIRECTOR REQUEST FOR REMOTE ATTENDANCE**

Director Yaffee made a motion to approve a request by Director Camou to attend this meeting remotely pursuant to AB 2449. Director Burgess seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Yaffee

**3. ROLL CALL**

Secretary Gelos called the roll.

Directors present: Bill Barker, Dan Burgess, Michael Camou, and Masen Yaffee.

Staff present: General Manager, Scott Duffield, District Engineer, Doug Groshart, and District Counsel, Daniel Chueng via Zoom.

**4. ADJOURN TO CLOSED SESSION**

There were no public comments.

**a. Pursuant to Government Code §54957: Public Employment – District Legal Counsel.**

**b. Pursuant to Government Code §54956.9 (d)(2) and (3): Anticipated Litigation – Significant Exposure to Litigation: One (1) case.**

**5. RECONVENE TO OPEN SESSION**

President Burgess reported from closed session that he assigned an ad-hoc committee for the WRRF project. The committee members assigned are Director Barker and Director Yaffee.

**6. BUSINESS ITEMS**

**a. Request to consider approval of an agreement with The JAM Law Group to provide general legal counsel services.**

There were no public comments.

Director Yaffee made a motion approving an agreement with The JAM Law Group. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Yaffee

**b. Request to approve filling the vacancy on the Board by appointment and direct staff to post a notice of vacancy pursuant to the appointment process.**

There were no public comments.

Manager Duffield and District Counsel, Jeff Minnery provided a brief summary of the item and answered any questions the Board had.

Director Barker made a motion to approve filling the vacancy on the Board by appointment and direct staff to post a notice of vacancy. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou

Noes: Yaffee

**7. ADJOURNMENT**

On a motion by Director Yaffee and seconded by Director Burgess the meeting adjourned at 6:00 pm to the next scheduled meeting on Thursday, March 21, 2024.

**APPROVED:**

**ATTEST:**

---

**Dan Burgess, President  
Board of Directors**

---

**Kristen Gelos, Secretary  
Board of Directors**



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

*March 21, 2024*

**1. 3:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE**

President Burgess called the meeting to order at 3:00 pm and led the flag salute.

**2. ROLL CALL**

Secretary Gelos called the role.

Directors present: Bill Barker, Dan Burgess, Michael Camou, and Masen Yaffee.

Staff present: General Manager, Scott Duffield and District Engineer, Doug Groshart and District Counsel Jeff Minnery.

**3. ADJOURN TO CLOSED SESSION**

This item was moved to the end of meeting.

The Board adjourned to closed session at 5:05 pm.

**4. RECONVENE TO OPEN SESSION**

The board reconvened to open session at 5:20 pm.

**5. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

Heritage Ranch resident Scott Hamelin spoke.

**6. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of February 15, 2024.
- b. **Warrant Register:** Receive/approve February 2024 warrants.
- c. **Treasurer's Report:** Receive/file February 2024 Report.
- d. **Fiscal Report:** Receive/file February 2024 status report.
- e. **Office Report:** Receive/file February 2024 report.
- f. **District Engineer Report:** Receive/file March 2024 report.
- g. **Operations Manager Report:** Receive/file March 2024 report.
- h. **Updates regarding disinfection byproducts.**
- i. **Call for nominations for the CSDA Board of Directors and request to nominate the General Manager**

**j. Submittal for approval Resolution 24-02 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2024/25.**

There were no public comments.

Director Barker made a motion to approve all items as presented. Director Yaffee seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Yaffee

**7. BUSINESS ITEMS**

**a. Submittal for approval Resolution 24-03 adopting an updated Statement of Investment Policy.**

Jerry Legg from California Class spoke.

Manager Duffield provided a brief summary of the item and answered any questions the board had.

Director Yaffee made a motion to approve Resolution 24-03. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Yaffee

**b. Request to approve an agreement for professional services with Cleath-Harris Geologists, Inc. for services associated with the Vertical Intake No. 2 Project for a not to exceed amount of \$18,500.**

There were no public comments.

District Engineer Groshart provided a brief summary of the item and answered any questions the board had.

Director Barker made a motion to approve an agreement for professional services with Cleath-Harris Geologists. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Yaffee

**c. Consider alternatives and provide direction to Staff for proceeding with the Water Resource Recovery Facility project.**

Heritage Ranch residents, Sam Poppen and Dana Batchelor spoke.

Manager Duffield provided a brief summary of the item and answered any questions the board had.

Josh Reynolds and Dylan Wade from WSC spoke.

Director Barker made a motion to hire HydroScience Engineers to provide value engineering. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Yaffee

**8. GENERAL MANAGER REPORT**

There were no public comments.  
Report was received and filed.

**9. FUTURE AGENDA ITEMS**

There were no public comments.  
The Board determined to add the following to a future agenda: none

**10. ADJOURNMENT**

On a motion by Director Yaffee and seconded by Director Barker the meeting adjourned at 5:22 pm to the next scheduled meeting on Thursday, April 18, 2024.

**APPROVED:**

**ATTEST:**

---

**Dan Burgess, President**  
**Board of Directors**

---

**Kristen Gelos, Secretary**  
**Board of Directors**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
MARCH 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/8/2024	R. ARNOLD NET PAYROLL	2,718.89	\$ 2,718.89
3/8/2024	M. HUMPHREY NET PAYROLL	2,579.69	\$ 2,579.69
3/8/2024	B. VOGEL NET PAYROLL	2,798.60	\$ 2,798.60
3/8/2024	T. SHOGREN NET PAYROLL	2,148.04	\$ 2,148.04
3/8/2024	J. MARTY NET PAYROLL	1,819.96	\$ 1,819.96
3/8/2024	K. GELOS NET PAYROLL	2,767.33	\$ 2,767.33
3/8/2024	D. BURGESS NET PAYROLL	92.35	\$ 92.35
3/8/2024	B. BARKER NET PAYROLL	92.35	\$ 92.35
3/8/2024	S. DUFFIELD NET PAYROLL	4,483.97	\$ 4,483.97
3/8/2024	D. CAPPS NET PAYROLL	92.35	\$ 92.35
3/8/2024	M. WILCOX NET PAYROLL	3,210.05	\$ 3,210.05
3/8/2024	D. GROSHART NET PAYROLL	4,332.22	\$ 4,332.22
3/8/2024	M. CAMOU NET PAYROLL	92.35	\$ 92.35
3/8/2024	M. YAFFEE NET PAYROLL	92.35	\$ 92.35

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
MARCH 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/3/2024	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	19,556.00 905.74 905.74	\$ 21,367.48
3/7/2024	SAN MIGUEL GARBAGE DELINQUENT SOLID WASTE FEES	233.50	\$ 233.50
3/7/2024	J.B. DEWAR. INC. FUEL & OIL	806.12	\$ 806.12
3/8/2024	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIOLDING MEDICARE	2,950.21 62.00 1,087.92	\$ 4,100.13
3/8/2024	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	407.17 1,186.10	\$ 1,593.27
3/8/2024	CALPERS RETIREMENT SYSTEM CALPERS UNIFORM ALLOWANCE PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	10.47 1,443.08 1,628.91 1,886.11 2,841.58 8.37	\$ 7,818.52
3/11/2024	PG&E ELECTRICITY	10,393.19	\$ 10,393.19
3/20/2024	J.B. DEWAR. INC. FUEL & OIL	445.54	\$ 445.54
3/20/2024	GREAT WESTERN ALARM ALARM / ANSWERING SERVICE	326.32	\$ 326.32
3/20/2024	ADAMSKI, MOROSKI, MADDEN, CUMB LEGAL & ATTORNEY	425.00	\$ 425.00
3/20/2024	AT&T TELEPHONE	84.21	\$ 84.21

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
MARCH 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/20/2024	HOME DEPOT CREDIT SERVICES SUPPLIES	120.03	\$ 120.03
3/20/2024	USA BLUEBOOK SMALL TOOLS & EQUIPMENT LAB TESTING	101.84 639.20	\$ 741.04
3/20/2024	KRITZ EXCAVATING & TRUCKING, I SUPPLIES	1,079.97	\$ 1,079.97
3/20/2024	BRENNTAG PACIFIC, INC CHEMICALS	4,234.50	\$ 4,234.50
3/20/2024	ECHEVARRIA ROOFING STRUCT.GRND	1,340.63	\$ 1,340.63
3/20/2024	STAR DRUG TESTING, INC PROFESSIONAL SERVICES	110.00	\$ 110.00
3/20/2024	ROY ARNOLD CELL PHONE/INTERNET ALLOWANCE UNIFORM ALLOWANCE	80.00 62.14	\$ 142.14
3/20/2024	RENTAL DEPOT EQUIPMENT RENT/LEASE	1,436.40	\$ 1,436.40
3/20/2024	ANTHONY'S TIRE STORE VEHICLES	30.00	\$ 30.00
3/20/2024	FLUID RESOURCE MANAGEMENT PROFESSIONAL SERVICES	1,200.00	\$ 1,200.00
3/20/2024	PASO ROBLES FORD VEHICLES	2,385.38	\$ 2,385.38
3/20/2024	ABALONE COAST ANALYTICAL, INC. LAB TESTING	3,513.00	\$ 3,513.00
3/20/2024	KRISTEN GELOS CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
3/20/2024	U.S. BANK CORPORATE PAYMENT SY COMPUTER/SOFTWARE	839.99	\$ 839.99



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
MARCH 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/20/2024	TUCKFIELD & ASSOCIATES PROFESSIONAL SERVICES	7,425.00	\$ 7,425.00
3/20/2024	CORE & MAIN LP METERS & EQUIPMENT	881.06	\$ 881.06
3/20/2024	CLA-VAL PRV PROJECT	11,930.49	\$ 11,930.49
3/20/2024	MID-COAST FIRE PROTECTION, INC STRUCTURES & GROUNDS	616.65	\$ 616.65
3/20/2024	BURT INDUSTRIAL SUPPLY MAINTENANCE FIXED EQUIPMENT SUPPLIES	230.07 87.38	\$ 317.45
3/20/2024	DATA PROSE LLC FEBRUARY BILLING	1,444.56	\$ 1,444.56
3/20/2024	SCOTT DUFFIELD CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
3/20/2024	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER / SOFTWARE	909.36 130.00	\$ 1,039.36
3/20/2024	MARK HUMPHREY CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
3/20/2024	BRIAN VOGEL CELL PHONE/INTERNET ALLOWANCE TRAINING & TRAVEL TRAINING & TRAVEL	80.00 120.00 183.50	\$ 383.50
3/20/2024	MIKE WILCOX CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
3/20/2024	TROY SHOGREN CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
3/20/2024	DOUGLAS GROSHART CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
MARCH 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/20/2024	INDEPENDENT ELECTRIC SUPPLY IN MAINTENANCE FIXED EQUIPMENT	70.27	
	MAINTENANCE FIXED EQUIPMENT	154.74	\$ 225.01
3/20/2024	SPEEDY COASTAL MESSENGER, INC. LAB TESTING	465.00	\$ 465.00
3/20/2024	SPICE INTEGRATION SCADA PROJECT/FIXED EQUIPMENT	1,281.25	\$ 1,281.25
3/20/2024	JERED MARTY CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
3/20/2024	STAPLES CREDIT PLAN OFFICE SUPPLIES	24.23	
	OFFICE SUPPLIES	27.76	
	OFFICE SUPPLIES	98.46	\$ 150.45
3/20/2024	B&H PHOTO MAINT. FIXED EQUIP	728.23	\$ 728.23
3/20/2024	RECOGNITION WORKS BOD TRAIN/TR	71.23	\$ 71.23
3/20/2024	AUTOMATION DIRECT SUPPLIES	170.53	\$ 170.53
3/20/2024	RING CENTRAL TELEPHONE	300.74	\$ 300.74
3/20/2024	AMAZON OFFICE SUPPLIES	44.32	
	TRAINING & TRAVEL	57.89	
	TRAINING & TRAVEL	76.13	\$ 178.34
3/20/2024	STARLINK INTERNET	250.00	\$ 250.00
3/21/2024	WATER SYSTEMS CONSULTING, INC. WRRF PROJECT	138,166.05	\$ 138,166.05
3/22/2024	R. ARNOLD NET PAYROLL	3,244.42	\$ 3,244.42

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
MARCH 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/22/2024	M. HUMPHREY NET PAYROLL	2,324.56	\$ 2,324.56
3/22/2024	B. VOGEL NET PAYROLL	2,697.97	\$ 2,697.97
3/22/2024	T. SHOGREN NET PAYROLL	2,170.75	\$ 2,170.75
3/22/2024	J. MARTY NET PAYROLL	1,790.40	\$ 1,790.40
3/22/2024	K. GELOS NET PAYROLL	2,767.33	\$ 2,767.33
3/22/2024	S. DUFFIELD NET PAYROLL	4,320.49	\$ 4,320.49
3/22/2024	M. WILCOX NET PAYROLL	3,210.05	\$ 3,210.05
3/22/2024	D. GROSHART NET PAYROLL	4,332.22	\$ 4,332.22
3/22/2024	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,880.16 1,071.24	\$ 3,951.40
3/22/2024	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	406.35 1,184.66	\$ 1,591.01
3/22/2024	CALPERS RETIREMENT SYSTEM PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	1,443.08 1,628.91 1,886.11 2,841.58 8.37	\$ 7,808.05
3/24/2024	CALPERS RETIREMENT SYSTEM CALPERS UNFUNDED LIABILITY	8,760.67	\$ 8,760.67
3/25/2024	PG&E ELECTRICITY	10,341.32	\$ 10,341.32

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
MARCH 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/25/2024	TUCKFIELD & ASSOCIATES PROFESSIONAL SERVICES	3,950.00	\$ 3,950.00
<b>TOTAL ALL WARRANTS</b>			<b>\$321,932.40</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
TREASURER'S REPORT  
MARCH 2024**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance:	\$ 4,341,470
Ending Balance:	\$ 4,202,569
Variance:	\$ (138,901)
Interest Earnings for the Month Reported:	\$ 999
Interest Earnings Fiscal Year-to-Date:	\$ 118,193

**ANALYSIS OF REVENUES**

Total operating income for water and sewer was:	\$ 209,183
Non-operating income was:	\$ 59,607
Franchise fees paid to the District by San Miguel Garbage was:	\$ 7,845
Interest earnings for the LAIF account was:	\$ -
Interest earnings for the Five Star Bank checking account was:	\$ 7
Interest earnings for the Five Star Bank DWR Loan Services account was:	\$ 5
Interest earnings for the Five Star Bank DWR Reserve account was:	\$ 414
Interest earnings for the Mechanics Bank money market account was:	\$ 0

**ANALYSIS OF EXPENSES**

Five Star Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ 100,000
--	------------

**STATEMENT OF COMPLIANCE**

This report was prepared in accordance with the Heritage Ranch Community Services District Statement of Investment Policy. All investment activity was within policy limits. There are sufficient funds to meet the next 30 days obligations. Attached is a status report of all accounts and related bank statements.

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
STATUS REPORT FOR ALL ACCOUNTS  
MARCH 2024**

**BEGINNING BALANCE ALL ACCOUNTS** **\$ 4,341,470.01**

**OPERATING CASH IN DRAWER** **\$ 300.00**

**FIVE STAR BANK DWR LOAN REPAYMENT (1994-2029):**

<b>BEGINNING BALANCE 2/29/2024</b>	1,338.45	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	4.67	
SEMI-ANNUAL PAYMENT		
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 1,343.12</b>

**FIVE STAR BANK DWR RESERVE ACCOUNT**

<b>BEGINNING BALANCE 2/29/2024</b>	118,714.41	
INTEREST EARNED	414.16	
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 119,128.57</b>

**FIVE STAR BANK SDWSRF LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 2/29/2024</b>	15,598.82	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	54.42	
SEMI-ANNUAL PAYMENT	-	
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 15,653.24</b>

**FIVE STAR BANK SDWSRF RESERVE ACCOUNT**

<b>BEGINNING BALANCE 2/29/2024</b>	61,433.36	
INTEREST EARNED	214.32	
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 61,647.68</b>

**MECHANICS BANK MONEY MARKET ACCOUNT**

<b>BEGINNING BALANCE 2/29/2024</b>	11,490.28	
DEPOSIT REVENUE - CASH	740.23	
INTEREST EARNED	0.08	
REVENUE TRANSFER <i>To Five Star Checking</i>	(7,893.39)	
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 4,337.20</b>

**FIVE STAR BANK - MONEY MARKET**

<b>BEGINNING BALANCE 2/29/2024</b>	91,214.56	
INTEREST EARNED	304.66	
REVENUE TRANSFER <i>To Five Star Checking</i>	(20,000.00)	
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 71,519.22</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
STATUS REPORT FOR ALL ACCOUNTS  
MARCH 2024**

---

**FIVE STAR BANK - CHECKING**

<b>BEGINNING BALANCE 2/29/2024</b>	52,609.01	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	259,460.68	
INTEREST EARNED	7.12	
TOTAL CHECKS, FEES AND EFT'S	(400,101.61)	
REVENUE TRANSFER <i>From Mechanics Bank</i>	7,893.39	
REVENUE TRANSFER <i>From Five Star Money Market</i>	20,000.00	
REVENUE TRANSFER <i>From LAIF</i>	100,000.00	
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 39,868.59</b>

---

**LOCAL AGENCY INVESTMENT FUND (LAIF)**

<b>BEGINNING BALANCE 2/29/2024</b>	3,988,771.12	
REVENUE TRANSFER <i>To Five Star Checking</i>	(100,000.00)	
INTEREST EARNED	-	
<b>ENDING BALANCE 3/31/2024</b>		<b>\$ 3,888,771.12</b>

---

<b>ENDING BALANCE ALL ACCOUNTS</b>		<b>\$ 4,202,568.74</b>
<b>DIFFERENCE FROM LAST MONTH</b>	<b>Decrease</b>	<b>\$ (138,901.27)</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
JANUARY 1, 2024 – MARCH 31, 2024**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance	\$	4,256,921.29
Ending Balance	\$	4,202,568.74
Variance	\$	(54,352.55)
Interest Earnings	\$	43,047.36

**STATEMENT OF COMPLIANCE**

This report was prepared in accordance with the HRCSD Statement of Investment Policy. All investment activity was within policy limits. There are sufficient funds to meet the next 180 days' obligations. Attached is a status report of all accounts and related bank statements. For more information contact the District Office.

**ACCOUNT PROFILE INFORMATION**

1. Operating cash in cash drawer: Maintained to make change for cash transactions.
2. Five Star Bank DWR Loan Repayments: Quarterly deposits are made into the account. Semi-annual payments are made from the account by the bank, which functions as our fiscal agent, to DWR for repayment of a \$2 million loan to partially finance our water treatment plant and water pumping facilities. The interest earnings rate at the end of the quarter was 4.19%. Statements are received on a monthly basis.
3. Five Star Bank DWR Reserve: The purpose of the Reserve Account was to build up over ten years an amount equal to debt service for one year, a DWR requirement. The interest earnings rate at the end of the quarter was 4.19%. Statements are received on a monthly basis.
4. Five Star Bank SDWSRF (Safe Drinking Water State Revolving Fund) Loan Repayments: Quarterly deposits are made into the account. Semi-annual payments are made from the account by the bank, which functions as our fiscal agent, to SDWSRF for repayment of a \$714,000 loan to finance upgrades at the water treatment plant. The fund will provide for a twenty (20) year repayment period at a 1.7875 percent interest rate. The interest earnings rate at the end of the quarter was 4.19%. Statements are received on a monthly basis.
5. Five Star Bank SDWSRF Reserve: The purpose of the Reserve Account was to build up over ten years an amount equal to debt service for one year, a SDWSRF requirement. The interest earnings rate at the end of the quarter was 4.19%. Statements are received on a monthly basis.



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
 QUARTERLY TREASURER'S  
 REPORT FOR THE PERIOD OF  
 JANUARY 1, 2024 – MARCH 31, 2024**

6. Mechanics Bank Money Market: This account handles all cash transactions as Five Star Bank does not have a local branch. Any amount above the minimum required by the bank will be transferred to Five Star bank checking account. The interest earnings rate at the end of the quarter was 0.02%. Statements are received on a monthly basis.
  
7. Five Star Bank Money Market: The interest earnings rate at the end of the quarter was 4.18%. Statements are received on a monthly basis. The purpose of this account is to facilitate cashflows and maximize interest within our Five Star Bank accounts.
  
8. Five Star Bank Checking: Variable interest-bearing checking account currently at 0.10%, at Five Star branch in Roseville used for most of our transactions such as payroll, accounts receivable and accounts payable. Statements are received on a monthly basis.
  
9. LAIF: Local Agency Investment Fund, a variable interest-bearing investment fund administered by the California State Treasurer. The majority of our funds are retained in this account. LAIF Account interest earnings rate at the end of the quarter was 4.19%. Statements are received on a quarterly basis.

**INTEREST EARNINGS: TRENDS & PROJECTIONS**

The number of accounts in this report totals NINE. The interest earnings for those accounts are summarized below. The accounts are referenced by number which corresponds with the Account Profile Information.

**SUMMARY OF INTEREST EARNINGS**

Account Profile by Reference Number

	<b>Beginning Balance</b>	<b>Total Credits</b>	<b>Total Debits</b>	<b>Interest Earnings</b>	<b>Ending Balance</b>
<b>1</b>	<b>300.00</b>	-	-	-	<b>300.00</b>
<b>2</b>	<b>26,993.09</b>	77,721.22	(103,628.44)	257.25	<b>1,343.12</b>
<b>3</b>	<b>117,945.98</b>	-	-	1,182.59	<b>119,128.57</b>
<b>4</b>	<b>861.49</b>	14,685.00	-	106.75	<b>15,653.24</b>
<b>5</b>	<b>61,035.71</b>	-	-	611.97	<b>61,647.68</b>
<b>6</b>	<b>8,061.50</b>	4,168.68	(7,893.39)	0.41	<b>4,337.20</b>
<b>7</b>	<b>50,975.03</b>	200,000.00	(180,592.00)	1,136.19	<b>71,519.22</b>
<b>8</b>	<b>41,702.01</b>	1,175,107.93	(1,176,968.91)	27.56	<b>39,868.59</b>
<b>9</b>	<b>3,949,046.48</b>	-	(100,000.00)	39,724.64	<b>3,888,771.12</b>
<b>TOTALS</b>	<b>\$ 4,256,921.29</b>	<b>\$ 1,471,682.83</b>	<b>\$ (1,569,082.74)</b>	<b>\$ 43,047.36</b>	<b>\$ 4,202,568.74</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
JANUARY 1, 2024 – MARCH 31, 2024**

**MANAGEMENT BY CONTRACTED PARTIES**

For the reporting period, only the Local Agency Investment Fund (LAIF) is held under the Management By Contracted Parties.

LAIF is a treasury of pooled money made up of deposits from many of the over 5,000 local agencies within California. More than \$25 billion is vested in a variety of ways with a cumulative net yield of a conservative nature. State law requires, and the LAIF Pooled Money Investment Board requires that pooled money first be invested in such a manner to realize the maximum return consistent with safe and prudent management after which yield is considered. In other words, because these are public moneys invested and managed by others, the investments are low risk, low yield.

HRCSD typically has most of its cash (over 90%) deposited in LAIF. This is common strategy with many local agencies in the state, especially those with cash reserves of less than \$5 million. Complete reports of all investment activity, etc. are received from the LAIF Board on a monthly basis, along with an annual report, which are available for inspection at the District office. In addition, an analysis is provided in our Status Report of All Accounts for our share of LAIF deposits on a monthly basis.

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2023/24 Budget**

<b>OPERATING REVENUE</b>	<b>Budget FY 23/24</b>	<b>Actual March</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Water Fees	1,364,806	111,597	1,101,805	81%	
Sewer Fees	1,018,537	92,558	716,977	70%	
Hook-Up Fees	2,400	1,200	1,200	50%	
Turn on Fees	3,500	100	1,650	47%	
Late Fees	18,830	3,234	25,330	135%	Fluctuates based on activity
Plan Check & Inspection	1,600	0	0	0%	
Miscellaneous Income	500	494	3,478	696%	
<b>TOTAL OPERATING</b>	<b>\$2,410,173</b>	<b>\$209,183</b>	<b>\$1,850,440</b>	<b>77%</b>	

<b>FRANCHISE REVENUE</b>					
Solid Waste Franchise Fees	88,698	7,845	73,574	83%	
<b>TOTAL FRANCHISE</b>	<b>\$88,698</b>	<b>\$7,845</b>	<b>\$73,574</b>	<b>83%</b>	

**TOTAL OPERATING** \$2,498,871    \$217,028    \$1,924,014    77%

<b>NON-OPERATING REVENUE</b>					
Standby Charges	242,200	10,209	158,436	65%	
Property Tax	454,384	20,167	315,071	69%	
Interest	30,000	999	118,193	394%	Fluctuates based on activity
Connection Fees	70,580	28,232	28,232	40%	
<b>TOTAL NON-OPERATING</b>	<b>\$797,164</b>	<b>\$59,607</b>	<b>\$619,933</b>	<b>78%</b>	

<b>RESERVE REVENUE</b>					
Capital Reserves	539,887	48,708	218,001	40%	
Operating Reserves	1,767,061	102,482	454,256	26%	
<b>TOTAL RESERVE</b>	<b>\$2,306,948</b>	<b>\$151,190</b>	<b>\$672,257</b>	<b>29%</b>	

**TOTAL NON-OPERATING** \$3,104,112    \$210,798    \$1,292,190    42%

<b>TOTAL ALL INCOME</b>	<b>\$5,602,983</b>	<b>\$427,826</b>	<b>\$3,216,204</b>	<b>57%</b>	
-------------------------	--------------------	------------------	--------------------	------------	--

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2023/24 Budget**

**OPERATING EXPENSES**

<b>SALARIES AND BENEFITS</b>	<b>Budget FY 23/24</b>	<b>Actual March</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Salaries	993,973	72,046	668,544	67%	
Health Insurance	183,739	15,026	124,596	68%	
Health Insurance - Retirees	51,408	4,530	37,551	73%	
Pers Retirement	176,138	16,047	146,624	83%	
OPEB Funding/Transfer	10,181	0	0	0%	
Standby	13,200	926	8,981	68%	
Overtime	7,930	734	5,483	69%	
Workers Comp. Ins.	24,000	0	23,025	96%	
Directors' Fees	36,000	500	4,600	13%	
Medicare/FICA	14,616	1,111	10,278	70%	
Car Allowance	3,000	250	2,250	75%	
SUI/ETT	1,000	0	448	45%	
Uniforms	5,000	62	3,942	79%	
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$1,520,185</b>	<b>\$111,231</b>	<b>\$1,036,323</b>	<b>68%</b>	

**UTILITIES**

Electricity	129,263	20,735	129,166	100%	
Propane	1,525	0	531	35%	
Water Purchase	28,600	0	30,148	105%	Paid Semiannually
Telephone/Internet	12,801	1,355	11,933	93%	
<b>TOTAL UTILITIES</b>	<b>\$172,189</b>	<b>\$22,089</b>	<b>\$171,778</b>	<b>100%</b>	

**MAINTENANCE & SUPPLIES**

Chemicals	82,160	4,235	62,210	76%	
Computer/Software	35,256	970	9,544	27%	
Equip. Rental/Lease	2,600	1,436	16,955	652%	
Fixed Equip.	194,480	1,371	143,497	74%	
Fuel & Oil	15,600	1,252	12,251	79%	
Lab Testing	61,360	4,617	38,306	62%	
Office Supplies	1,560	195	884	57%	
Parks & Recreation	1,000	0	0	0%	
Struct./Grnds.	15,537	1,957	10,760	69%	
Small Tools/Equip.	3,120	102	5,494	176%	
Supplies	4,680	1,241	10,301	220%	
Meters/Equip.	12,480	881	13,889	111%	
Vehicles	6,240	2,415	17,733	284%	
<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$436,073</b>	<b>\$20,672</b>	<b>\$341,823</b>	<b>78%</b>	

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2023/24 Budget**

<b>GENERAL &amp; ADMINISTRATION</b>	<b>Budget FY 23/24</b>	<b>Actual March</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Ads./Advertising	1,500	0	1,798	120%	Fluctuates based on activity
Alarm/Answering Service	4,160	326	2,983	72%	
Audit	10,000	0	9,225	92%	
Bank Charges/Fees	1,000	0	0	0%	
Consulting/Engineering	10,000	0	23	0%	
Dues/Subscription	10,400	0	9,387	90%	
Elections	0	0	0	0%	
Insurance	44,000	0	46,459	106%	Paid Annually
LAFCO	7,700	0	7,281	95%	Paid Annually
Legal/Attorney	25,000	425	21,092	84%	
Licenses/Permits	30,160	0	30,898	102%	
Plan Check & Inspection	1,600	0	15	1%	
Postage/Billing	15,600	1,645	12,157	78%	
Professional Service	92,872	13,594	38,456	41%	
Tax Collection	7,300	0	0	0%	
Staff Training & Travel	12,480	438	6,831	55%	
Board Training & Travel	1,000	71	2,001	200%	
<b>TOTAL G &amp; A</b>	<b>\$274,772</b>	<b>\$16,499</b>	<b>\$188,605</b>	<b>69%</b>	

**CAPITAL PROJECTS & EQUIPMENT**

Structures/Improvements	2,271,948	151,190	672,257	30%	
Equipment	35,000	0	0	0%	
<b>TOTAL CAPITAL EXPENSE</b>	<b>\$2,306,948</b>	<b>151,190</b>	<b>672,257</b>	<b>29%</b>	

**DEBT**

State Loan Payment	103,629	0	103,628	100%	paid semiannually
State Loan Payment Phase II	58,740	0	29,369	50%	paid semiannually
Western Alliance Lease-PVS	153,314	76,733	153,313	100%	paid semiannually
<b>TOTAL DEBT</b>	<b>\$315,683</b>	<b>\$76,733</b>	<b>\$286,311</b>		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$216,000	75%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

<b>TOTAL EXPENSE</b>	<b>\$5,313,850</b>	<b>\$422,415</b>	<b>\$2,913,097</b>	<b>55%</b>	
----------------------	--------------------	------------------	--------------------	------------	--

CAPACITY CHARGES TRANSFER      \$70,580      \$28,232      \$28,232      40%

SOLID WASTE FEES TRANSFER      \$26,109      \$2,690      \$22,356      86%

<b>FUND TOTAL</b>	<b>\$192,444</b>	<b>(\$25,512)</b>	<b>\$252,519</b>		
-------------------	------------------	-------------------	------------------	--	--

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
OFFICE REPORT**

**MARCH 2024**

Utility Billing

- On April 1<sup>st</sup>, 1,940 bills were processed for a total dollar amount of \$203,387 for water and sewer user fees for the month of March.
- 276 penalties were posted for bills that were due by March 25<sup>th</sup>.
- 61 Intent To Disconnect letters were mailed to customers that were more than 60 days delinquent.
- 19 48-hour notices were issued and no meters were locked for non-payment.

Customer Service Orders

- Staff completed a total of 16 service orders for the month of March. The breakdown by job code is as follows:

SWAP METER	2	OCCUPANT CHANGE	10
LOCK METER	3	LEAK	1

Administration

- Nothing to report.

San Miguel Garbage Franchise Fees Received

- The total Franchise Fees received for the Month of March was \$ 7,762.21. The breakdown is as follows:

Residential Garbage Collection - \$ 6,241.74  
Commercial Garbage Collection - \$ 1,020.13  
Roll-Off Collection - \$ 500.34

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### District Engineer Report For the Month of April 2024

In addition to normal engineering and administrative duties, below are updates for several areas of work:

#### Operations Support

- Working with Operations Staff re:
  - GAC project operation, troubleshooting for pilot study, data analysis
  - PRV project for order and scope of work
  - TOC Analyzer procurement for real time analysis of TOC/DOC for use in process adjustments and data collection for GAC study

#### Capital Improvement Projects

Projects / equipment replacement planned for this fiscal year and their status include:

- DBP/Compliance: See separate agenda item and report regarding this issue.
- SCADA water system: Ongoing discussions with operations re: additional instrumentation/automation that can be added in the future to assist with operations.
- SCADA Telemetry survey: See separate agenda item and report regarding this issue.
- SCADA wastewater collection system: As we begin the lift station refurbishment project, wastewater SCADA will be an important portion of the project. Continuing work with operations and SPICE to determine the best path forward and what to include in SCADA project vs. refurbishment project. If telemetry project is approved, the wastewater project will follow.
- PRV Project – PRVs have been received. Coordinating final equipment order and mobilization with Raminha.
- Lift Station 1-5 rehabilitation design phase: Still working on project scoping to determine the most cost-effective solution. LS #3 is the top priority, followed by #2 and then #1. All SCADA will be updated at all 5 lift stations as well.
- Vertical Intake #2 – Held kick-off meeting with Cleath-Harris Geologists for the development of the technical specifications for the construction of the new vertical intake. Staff will complete the remainder of the bid package concurrently as CHG

completes their scope. The current schedule is to design the project over the second quarter, bid in the third quarter and construct in the fourth quarter of the 2024 calendar year.

- Wastewater collection system model and infiltration / inflow: Still in contact with vendors to determine the best way to move forward. We have discussed GIS, smoke testing and video inspection with vendors. The next step is determining the scope/phasing of the assessment and obtaining pricing from vendors for the work. This is a lower priority than the LS refurbishment and DBP projects, so it has not been as actively pursued lately.
- WRRF Project – Continuing to work with the General Manager, the ad hoc committee, and the Board to determine a path forward on the project.



## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Operations Report For the Month of April 2024

#### Operations

- The Manager continues to develop components of the safety program more recently including SOP's and tailgate trainings.

#### Operators

- One operator advanced his wastewater certification last month, and two more will be testing for advancement later this month. Additionally, two operators will be testing for advancement in their treatment certifications.

#### Water treatment

The ultrasonic level sensor installed on filter #1 has been operational without a glitch for approximately 3 months. Additional programming is scheduled for this device to integrate it more fully into filter daily operation thereby eliminating the mechanical float currently in use. This same sort of device will likely be installed at locations throughout the sewer collection system.

- The GAC system has been running very well for the past few months and DBP tests have been passing for the past 8 months.

#### Water distribution

- Several leaks were identified and repaired during the dryer days last month. Some of these repairs were made under roads that have not been repaired yet.

#### Wastewater collection

- The annual jetting of the collection system has been postponed due to the contractors' equipment failure. The subsequent flushing of the water distribution system has also been postponed because of this.

#### Wastewater treatment

- The aerator in pond #2 has failed and the motor was sent out for repair on 4/5/24. The motor can be rewound, but the aerator shaft is also severely worn and cannot be ordered for replacement due to obsolescence. Staff will need to have a replacement part fabricated by a machinist.

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** April 18, 2024

**SUBJECT:** Discussion and direction regarding disinfection byproducts.

#### **Background**

The District water system is exceeding the maximum contaminant level for haloacetic acids, a disinfection byproduct. This is not an immediate health risk and you do not need to use an alternative water supply. Your Board has been updated regularly on this issue.

#### **Discussion**

##### **Sample data**

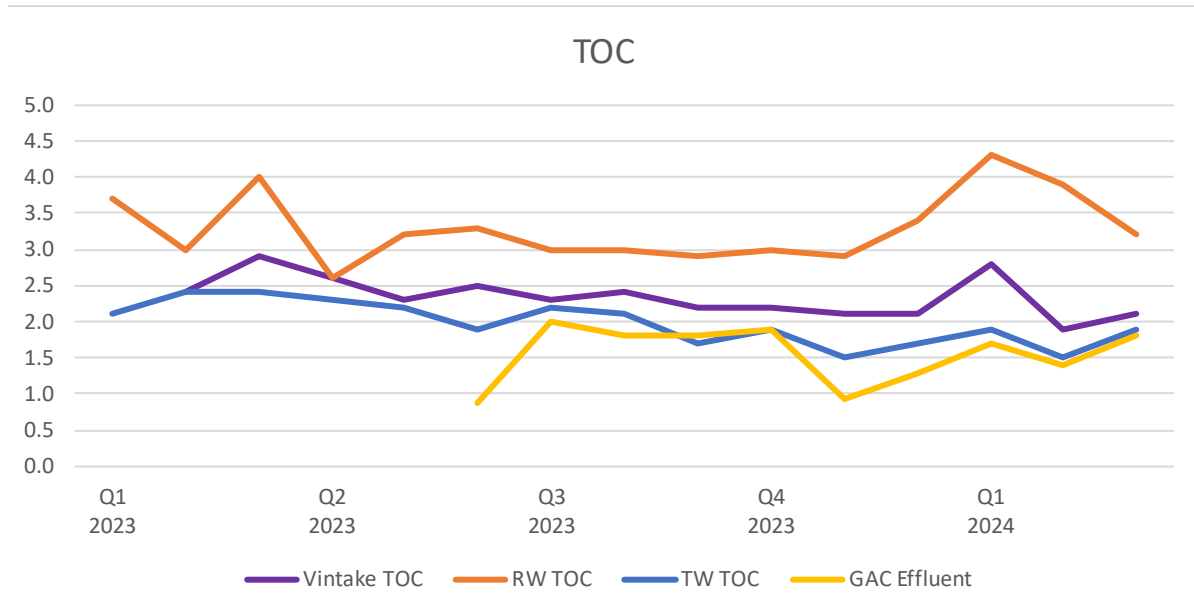
The sample data for haloacetic acids (HAA5) over the last several quarters is shown below. This data is for individual samples. The maximum contaminant level for HAA5 is 60 parts per billion (ppb). In the table below, "Vintake TOC" is the TOC level of the water from the vertical intake; "RW TOC" is the TOC reading for Raw Water; "TW TOC" is the TOC reading for Treated Water; and "GAC Effluent" shows the TOC reading after the GAC vessels and before chlorination.

The reportable data required by the Division of Drinking Water (DDW) is the Locational Running Annual Average (LRAA) by calendar quarter. The maximum contaminate level (MCL) for HAA5 is 60 ppb.

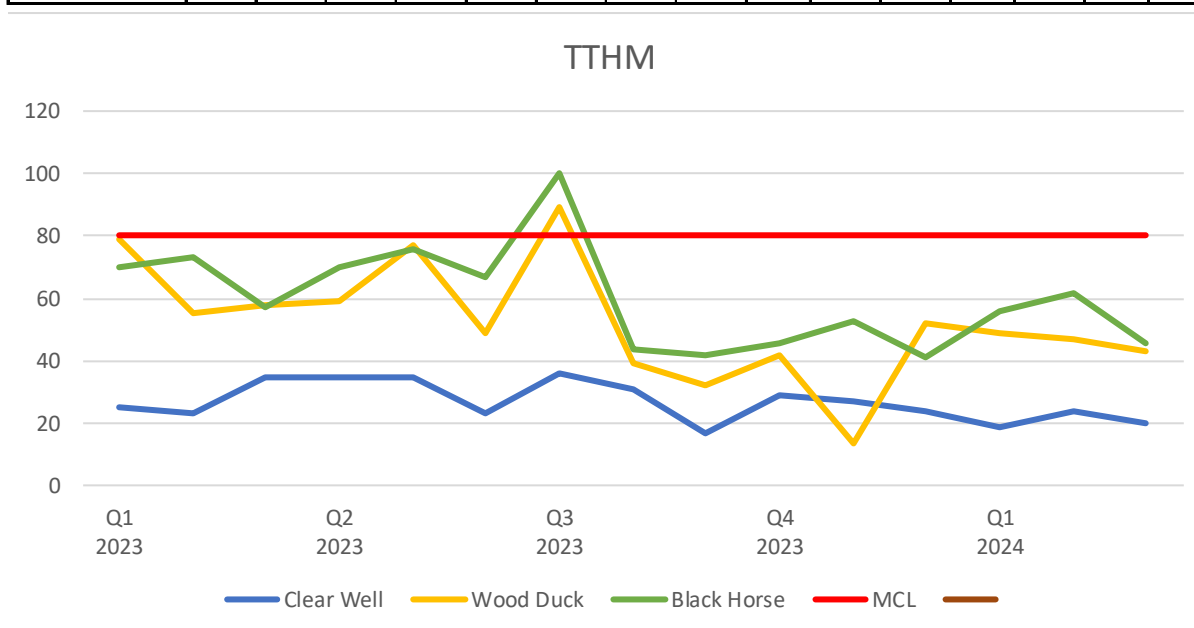
The most recent LRAA for HAA5 is 62 ppb at the Black Horse Lane location and 51 ppb at the Wood Duck Lane location. The Wood Duck Lane LRAA is now under the MCL. We continue to send quarterly notices to customers until such a time we are under the maximum contaminant level at both locations and as required by the DDW.

Additionally, HAA5 results for the last eight consecutive months at both locations have been within the MCL as can also be seen in the following table and graph.

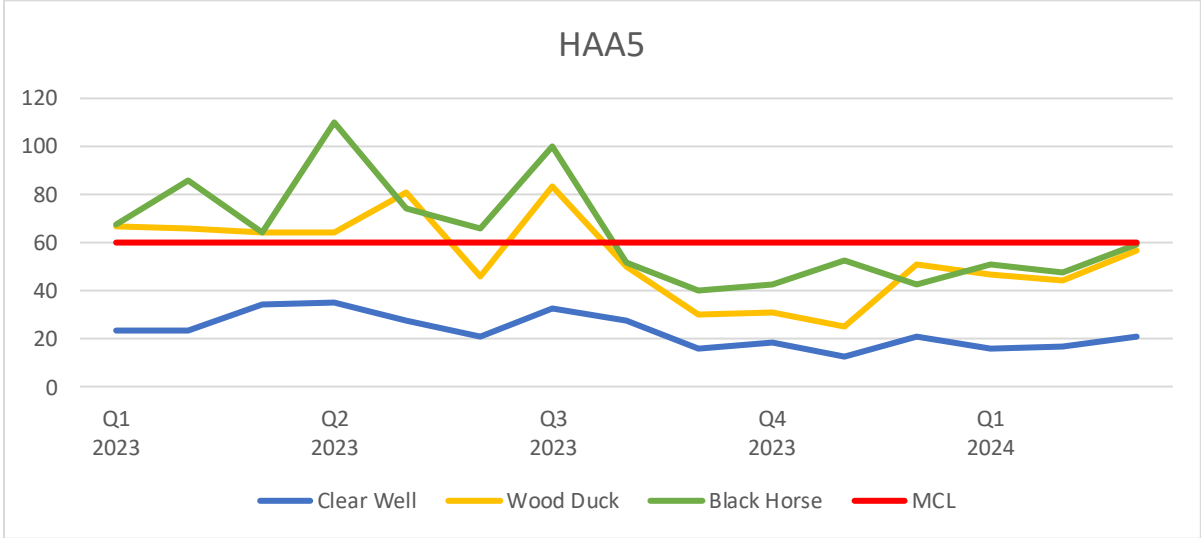
TOC	Q1 2023			Q2 2023			Q3 2023			Q4 2023			Q1 2024		
Vintake TOC		2.4	2.9	2.6	2.3	2.5	2.3	2.4	2.2	2.2	2.1	2.1	2.8	1.9	2.1
RW TOC	3.7	3.0	4.0	2.6	3.2	3.3	3.0	3.0	2.9	3.0	2.9	3.4	4.3	3.9	3.2
TW TOC	2.1	2.4	2.4	2.3	2.2	1.9	2.2	2.1	1.7	1.9	1.5	1.7	1.9	1.5	1.9
GAC Effluent						0.9	2.0	1.8	1.8	1.9	0.9	1.3	1.7	1.4	1.8



TTHM	Q1 2023			Q2 2023			Q3 2023			Q4 2023			Q1 2024		
Clear Well	25	23	35	35	35	23	36	31	17	29	27	24	19	24	20
Wood Duck	79	55	58	59	77	49	89	39	32	42	14	52	49	47	43
Black Horse	70	73	57	70	76	67	100	44	42	46	53	41	56	62	46
MCL	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80



HAA5	Q1 2023			Q2 2023			Q3 2023			Q4 2023			Q1 2024		
Clear Well	24	24	34	35	28	21	33	28	16	19	13	21	16	17	21
Wood Duck	67	66	64	64	81	46	83	50	30	31	25	51	47	44	57
Black Horse	68	86	64	110	74	66	100	52	40	43	53	43	51	48	59
MCL	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60



Operations and project updates

The Operations staff has made no operational changes to the water treatment process since last month’s report. The GAC adsorbers installed on November 9, 2023 are still in operation. Additional improvements in the planning phases include but are not limited to chemical injection refinement and safety entailing continuing upgrades to all chemical injection stations and fully integrating them into the PLC programming. This will enhance the Operator’s ability to adjust chemical feed rates and obtain immediate feedback from those adjustments.

For the ongoing GAC study, Operations Staff continues to take UVA/UVT readings weekly (at a minimum, with daily readings as availability allows) and TOC samples monthly (with DBP sampling). This information allows us to track the efficacy of the GAC and gather more data for determining the expected life cycle of the GAC. Future operational costs for the use of GAC will be determined largely by the life expectancy of the GAC. As of Thursday, April 11, 2024, the new GAC vessels have been in operation for 154 days. Operations Staff and Engineer have been compiling and analyzing this data as it is received. Engineer has discussed data trends with Evoqua (GAC vendor) regularly. In recent discussions, as the current GAC is reaching the end of its effectiveness (as determined by monitoring UVA/UVT), Evoqua recommends a coal-based GAC (as opposed to the current coconut-based) because it has a wider variety of pore sizes. The coconut-based GAC (while slightly less expensive) has a more uniform (and smaller) pore size. Evoqua believes that, given the drop in effectiveness after a few weeks (followed by months of steady, albeit lower, performance) for the coconut-based GAC, the coal-based

GAC should operate at a higher level of removal for a longer period of time. This is another step in the GAC pilot study. We now have a solid understanding of the efficacy and duration of the current GAC, so we will try a different GAC for the next batch. The next batch of GAC is scheduled for delivery on April 24, 2024.

Per last month's report, staff is working on procurement of a TOC/DOC analyzer from Real Tech. The analyzer will autosample at two different locations in the process, allowing staff to track the effects (if any) that system modifications have on the level of organics in the water. It will also allow us to track TOC/DOC throughout the day to better assess the current efficacy of the GAC. We have issued a purchase order and are awaiting an update from the manufacturer re: expected delivery.

Also, per last month's report, staff is continuing to research if MIEX (Magnetic Ion Exchange) will be a feasible option for the removal of TOC/DOC and the lowering of DBPs. IXOM (the manufacturer of MIEX) completed their initial analysis and the technology was effective in lowering TOC/DOC by 50%. IXOM also completed their analysis to determine the expected effect on DBPs based on the MIEX treated water. The results were promising and we are working with them to begin a small scale (2-3 gpm) pilot study in the future.,

Additionally, we met with Cleath-Harris Geologists and they have begun their work for the location and design of Phase 1 of a second vertical intake. The current schedule would be to have the installation of the new vertical intake completed in our low demand period but prior to the rainy season (between Labor Day and Thanksgiving). A second vertical intake will increase our capacity for drawing water from the vertical intakes that is typically considerably lower in TOC than the water from the gallery wells. This allows us to lessen the organics in our raw water, leading to lower DBPs.

### **Fiscal Implications**

The 5-year Capital Improvement Plan approved by your Board includes spending a total of \$1,000,000 for a DBP project(s) through Fiscal Year End 2027. The current year budget includes \$325,000 for a DBP project(s), as well as \$50,000 for the design phase of Vertical Intake No. 2.

File: OPERATIONS\_DBP

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** April 18, 2024

**SUBJECT:** Receive letters of interest and appoint a candidate to the vacant seat on the Board with the term ending of November 2024.

#### **Recommendation**

It is recommended that the Board of Directors receive letters of interest and appoint a candidate to the vacant seat on the Board with the term ending of November 2024.

#### **Background**

At the January 18, 2024 meeting, Director Capps provided notice of resignation due to relocating out of the area as of March 1, 2024, which created a vacancy on the Board for his term ending November 2024.

The District Municipal Code, and the California Government Code Section 61042, specifies that a vacancy in the office of Director shall be filled pursuant to Section 1780. Section 1780 provides details of the process and states that the vacancy may be filled by appointment of the remaining Directors, or by calling for a special election.

At the March 7, 2024 Board special meeting, your Board approved filling of the vacancy by appointment and directed staff to post a notice of vacancy pursuant to the appointment process.

#### **Discussion**

An appointment must be made within sixty days of the effective date of the vacancy, or when the Board was notified of the vacancy, whichever is later. The person appointed shall hold office through the next general election cycle. If the vacancy is not filled by appointment within sixty days, the County Board of Supervisors may fill the vacancy or call for a special election. The person appointed must be a registered voter residing within the boundaries of the District. The County Clerk-Election's Office will confirm residency and voter registration. The Board must fill the vacancy by April 30, 2024.

Notice of the vacancy was posted on March 8, 2024. Two letters of interest were received. Presented below are the names of the candidates, alphabetically by last name, and their letters of interest are attached.

**Candidates**

---

Jeffrey J. Smith  
Tom Swanson

**Fiscal Considerations**

There are no direct costs other than staff labor for the appointment process.

**Results**

By appointing a person to the vacant seat, the Board continues to provide municipal services in a fiscally responsible manner and in accordance with applicable law.

Attachments: Candidates Letters of Interest

File: Board of Directors

## Kristen Gelos

---

**From:** Jeff Smith <chubberair@gmail.com>  
**Sent:** Friday, April 12, 2024 11:02 AM  
**To:** Kristen Gelos  
**Subject:** HRCSD VACANCY

To HRCSD Board of Directors,

I am interested in the recent vacancy seat on the HRCSD. Being a retired Airline Captain, and a 21 year resident & homeowner at Heritage Ranch, I feel that I have the needed, and, "fully available" skill set, to help promote fresh ideas to this position on the HRCSD.

I have served 2 consecutive & elected positions on the HROA Board of Directors during my 21 year residency, and have the experience & "life experience" of people skills by interacting with thousands of my local residents & neighbors, needed to fill this vacancy.

I am certain that many of you on this current board have POSITIVELY interacted with me, at some point in time, fully understanding my qualifications.

Jeffrey J. Smith  
Heritage Ranch Homeowner  
Ph. 562-305-0206  
E-mail: [chubberair@charter.net](mailto:chubberair@charter.net)

---

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.



April 5, 2024

Heritage Ranch Community Services District (CSD) Board Member Interest Letter from Tom Swanson

Heritage Ranch CSD Board and General Manager,

I'm Tom Swanson, Heritage Ranch resident since 1994, current homeowner on Lakeside Village Drive, and an Assistant Chief with CAL FIRE. My wife, two children and I have no plans to move because our community provides so much of what we love and how we want to live. I hope to gain your CSD Board and GM support to help make smart decisions that serve local residents and build upon all that makes this community what it is. A vote for me is a vote for common sense and financial prudence.

I want to utilize my skillset as an Assistant Chief with CAL FIRE to collaborate, cooperate, and coordinate with Federal, State, and County resources to enhance the safety and security for our lake community. In my 28 years with CAL FIRE/San Luis Obispo County Fire Department, I've worked with the City of Pismo Beach, Avila Beach CSD, Los Osos CSD, Camp SLO and Camp Roberts DPW. I work with State Tech Services to plan, budget, and manage capital outlay projects.

Heritage Ranch has always been important to me. My father, Dwight, worked as a volunteer to help build the Senior/Community Center and I began my fire service career as volunteer Firefighter here at Station 33 in 1995. My family often uses and truly values communal amenities such as our launch ramp, swimming pools, pickleball/tennis courts, parks, and shopping center. As a Member of the CSD board, I will approach decisions with common sense and thoughtful financial judgment.

My goals are to maintain transparency in all decisions that influence financial and regulatory policy or guidelines in the rural lake community in which we live. I want to maintain the core functionality and independence we enjoy as a rural north county lake community.

As a Community Services District, we need to base our decisions on our actual needs rather than what is the common practice at other services districts in our state. We need to explore all available grant funding to ease the financial burdens of capital outlay projects as well as day to day operations. I want to prioritize our spending to ensure costs are feasible with our community demographic. I look forward to engaging the fellow board members and constituents to ensure all concerns are addressed with a fair and consistent process. I would be honored to have your vote and will serve our community with pride and integrity.

Very Respectfully,



Tom Swanson  
3475 Lakeside Village Drive  
Paso Robles, CA 93446  
(805) 610-2908  
tswanny@charter.net

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** April 18, 2024

**SUBJECT:** Request to approve a rate adjustment for solid waste services provided by San Miguel Garbage Company based on the Consumer Price Index and schedule a public hearing for June 20, 2024 for adoption of the adjusted rates.

### **Recommendation**

It is recommended that the Board of Directors:

1. Review and approve a rate adjustment for solid waste services provided by San Miguel Garbage Company based on the Consumer Price Index; and
2. Schedule a public hearing for June 20, 2024 for adoption of the adjusted rates.

### **Background**

The District is the solid waste authority at Heritage Ranch and has a Franchise Agreement (Agreement) with San Miguel Garbage Company (SMGC) to provide solid waste services within the District.

### **Discussion**

Pursuant to the Agreement, the rates charged by SMGC may be adjusted from time to time and use the guidelines and approach outlined in the "City of San Luis Obispo's Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates" (Rate Setting Manual).

### **CPI Adjustment**

In this case SMGC is requesting a rate adjustment based on the Consumer Price Index (CPI). The Agreement states,

*"Commencing on January 1, 2019, and on the same date thereafter for the remaining term of this Agreement (the "Concluding Adjustment Date"), the rates set forth in this Agreement, as adjusted hereunder, shall be automatically adjusted by a percentage equal to the annual percent change in the Consumer Price Index*

*("CPI") for All Urban Consumers - for the Los Angeles – Riverside – Orange County metropolitan area (1982-84 = 100) as published by the Bureau of Labor Statistics for the 12-month period ending December 31."*

The actual change in CPI for 2023 and SMGC's rate adjustment request is 3.5%. SMGC's rate adjustment request included submittal of the financial and operating information which was reviewed and analyzed by the District. The rates that San Miguel Garbage Company has requested are justifiable and supportable and have followed the guidelines of the rate setting process and the Agreement.

### Rate Approval Process

This solid waste rate adjustment request follows the same approval process as with water and sewer rates; review and approval of the rate adjustment, a 45-day written notice to the public, and a public hearing. If more than fifty percent of the impacted property owners protest the fee adjustment in writing, your Board cannot adopt the adjustment. The District and SMGC have prepared the notice that will be mailed on May 1, 2024. The public hearing is to be held on June 20, 2024, and the new fees would become effective July 1, 2024.

The notice to property owners with the proposed rates is included as Attachment A.

### Fiscal Considerations

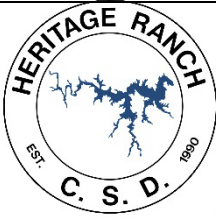
The proposed solid waste rates are consistent with the Agreement and will allow SMGC to continue to operate.

### Results

The rate setting objective is to determine integrated solid waste service rates that are fair to residents, and which provide adequate revenue to the hauler.

Attachment: Attachment A – Notice to property owners and proposed rates

File: G.03 SMGC Rates



# Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

(805) 227-6230 ~ Fax (805) 227-6231

[www.heritageranchcsd.ca.gov](http://www.heritageranchcsd.ca.gov)

## **Notice of Public Hearing Regarding Proposed Solid Waste Rate Increases**

May 1, 2024

Dear Property Owner/Customer:

This notice is intended to inform you that the Heritage Ranch Community Services District (District) will hold a public hearing regarding rate increases proposed by San Miguel Garbage Company for customers receiving solid waste, recycling, and green waste services within the District. The proposed rate increases will be considered by the District Board of Directors at the date, time, and location specified below.

Consistent with the requirements of Proposition 218, this notice provides you with the following information:

- The date, time, and location of the public hearing;
- The amount of the proposed increases;
- The reason for and basis upon which the amount of the proposed increases were calculated;
- How to protest the proposed increases.

### **Notice of Public Hearing**

The Public Hearing for the proposed rate increases will be held on:

**Date: Thursday, June 20, 2024**

**Time: 4:00 p.m.**

**Place: 4870 Heritage Road, Heritage Ranch, California, 93446**

If adopted by the District Board of Directors, the proposed increases will become effective July 1, 2024. The proposed rates are attached to this notice.

### **Reasons for the Proposed Rate Increases**

The proposed rate increases are necessary for San Miguel Garbage Company to continue to provide safe, environmentally sound, and reliable solid waste, recycling, and green waste collection, transportation and disposal or processing services to the citizens within the District. Several factors have contributed to these increased costs, including, but not limited to: the rising costs associated with the operation of a garbage company, the rising costs associated with the processing of recycling material, increased costs associated with purchase, operation, and fuel for vehicles, and increased labor costs.

### **Basis for the Proposed Rate Increases**

The total proposed residential and commercial rate increase of 3.5% is based on the following cost increases incurred by San Miguel Garbage Company:

1. 3.5% change in Consumer Price Index (CPI). The Franchise Agreement between the Heritage Ranch Community Services District and San Miguel Garbage Company permits an annual increase for solid waste collection rates based on the change in Consumer Price Index (CPI).

### **How do I protest the proposed rate increase?**

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the **District's Secretary** before the close of the Public Hearing referenced above:

- An owner(s) of property (parcel(s)) receiving solid waste service within the District's boundary. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving water service; and
- A Tenant(s) whose name appears on the Garbage Company's records as the customer of record for the corresponding parcel receiving solid waste services service within the District's boundary (tenant-customer).

A valid written protest must contain a statement that you protest the increase in solid waste rates, the address, and Assessor's Parcel Number (APN) of the parcel or parcels which receive solid waste service and must be signed by either the owner or the tenant-customer of the parcel or parcels. One written protest per parcel shall be counted in calculating a majority protest to the proposed solid waste rate increase subject to the requirements of Section 6 of Article XIII D of the California Constitution. Written protests will not be accepted by e-mail or by facsimile. Verbal protests will not be counted in determining the existence of a majority protest. To be counted, a protest must be received in writing by the **District Secretary** before the close of the Public Hearing referenced above.

Written protests regarding the solid waste rate increases may be mailed to:

**Heritage Ranch Community Services District  
4870 Heritage Rd.  
Paso Robles, CA 93446**

Written protests may also be personally delivered to the **District Secretary** at the Heritage Ranch Community Services District Office located at 4870 Heritage Rd, Heritage Ranch, CA 93446. If valid written protests are presented by a majority of owners and/or tenants-customers of parcels receiving solid waste service within the District's boundary, then the District will not adjust/increase the solid waste rates. Only one protest per parcel will be counted in determining whether or not a majority protest exists.

### **Questions**

Please review the District website at [www.heritageranchcsd.ca.gov](http://www.heritageranchcsd.ca.gov), or contact San Miguel Garbage Company at (805) 467-9283, for more information.

### **Attachments**

Proposed rates effective July 1, 2024

		<u>Current</u> Total Charges to <u>Customer</u>	<u>Proposed</u> Solid Waste <u>Rate</u>	<u>IWMA</u> Fee 4.4%	<u>Proposed</u> Total Charges to <u>Customer</u>
<b>RESIDENTIAL CAN SERVICE</b>					
35 GAL	monthly	\$34.60	\$34.30	\$1.51 =	<b>\$35.81</b>
64 GAL	monthly	\$45.05	\$44.66	\$1.97 =	<b>\$46.63</b>
96 GAL	monthly	\$52.10	\$51.65	\$2.27 =	<b>\$53.92</b>

All can rates based on standard garbage cans 35 gallon or smaller with 50-pound weight limit.  
 Cans must be readily accessible.

**CAN SERVICE MISCELLANEOUS**

Stickers	per sticker	\$5.96	\$5.91	\$0.26 =	<b>\$6.17</b>
Re-Delivery Cans	per occurrence	\$37.38	\$37.05	\$1.63 =	<b>\$38.68</b>
Go Back Residential	per occurrence	\$7.95	\$7.88	\$0.35 =	<b>\$8.23</b>
					<b>plus add additional mileage fee per mile</b>
Walk-In Fee Service - Truck does not leave road & worker must walk in yard	per occurrence	\$3.47	\$3.44	\$0.15 =	<b>\$3.59</b>
2nd Recycle or Greenwaste Cart per Month	monthly	\$7.73	\$7.66	\$0.34 =	<b>\$8.00</b>

Carts are the property of the garbage company & must be returned when service is stopped or cancelled.  
 If cart is not returned the company may impose the appropriate fee to the customer for each cart not returned.

Missing Cart - 35 GAL	per cart	\$58.78	\$58.27	\$2.56 =	<b>\$60.83</b>
Missing Cart - 64 GAL	per cart	\$77.31	\$76.64	\$3.37 =	<b>\$80.01</b>
Missing Cart - 96 GAL	per cart	\$105.15	\$104.25	\$4.59 =	<b>\$108.84</b>

**COMMERCIAL CONTAINER SERVICE For solid waste, recycle or greenwaste material (each charged separately)**

1 YARD	1X WK	monthly	\$151.72	\$150.41	\$6.62 =	<b>\$157.03</b>
	2X WK	monthly	\$235.16	\$233.13	\$10.26 =	<b>\$243.39</b>
	3X WK	monthly	\$329.23	\$326.38	\$14.36 =	<b>\$340.74</b>
1.5 YARD	1X WK	monthly	\$169.59	\$168.13	\$7.40 =	<b>\$175.53</b>
	2X WK	monthly	\$262.86	\$260.59	\$11.47 =	<b>\$272.06</b>
	3X WK	monthly	\$368.01	\$364.83	\$16.05 =	<b>\$380.88</b>
2 YARD	1X WK	monthly	\$216.69	\$214.82	\$9.45 =	<b>\$224.27</b>
	2X WK	monthly	\$335.88	\$332.98	\$14.65 =	<b>\$347.63</b>
	3X WK	monthly	\$470.23	\$466.17	\$20.51 =	<b>\$486.68</b>
3 YARD	1X WK	monthly	\$249.27	\$247.12	\$10.87 =	<b>\$257.99</b>
	2X WK	monthly	\$386.36	\$383.03	\$16.85 =	<b>\$399.88</b>
	3X WK	monthly	\$540.91	\$536.24	\$23.59 =	<b>\$559.83</b>
4 YARD	1X WK	monthly	\$330.06	\$327.22	\$14.40 =	<b>\$341.62</b>
	2X WK	monthly	\$511.60	\$507.18	\$22.32 =	<b>\$529.50</b>
	3X WK	monthly	\$716.24	\$710.06	\$31.24 =	<b>\$741.30</b>
6 YARD	1X WK	monthly	\$498.06	\$493.77	\$21.73 =	<b>\$515.50</b>
	2X WK	monthly	\$772.00	\$765.34	\$33.67 =	<b>\$799.01</b>
	3X WK	monthly	\$1,080.79	\$1,071.48	\$47.14 =	<b>\$1,118.62</b>

Every other week rate is the same as 1X WK rate.  
 Additional days per week are as follows: 4X WK multiply 3X WK rate by 1.3 5X WK multiply 4X WK rate by 1.25

**COMMERCIAL EXTRA PICKUP + PER MILE TRIP CHARGE \* For solid waste, recycle or greenwaste (each charged separately)**

1 YARD	per occurrence	\$42.98	\$42.61	\$1.87 =	<b>\$44.48</b>
1.5 YARD	per occurrence	\$47.96	\$47.54	\$2.09 =	<b>\$49.63</b>
2 YARD	per occurrence	\$53.25	\$52.79	\$2.32 =	<b>\$55.11</b>
3 YARD	per occurrence	\$69.79	\$69.19	\$3.04 =	<b>\$72.23</b>
4 YARD	per occurrence	\$105.32	\$104.41	\$4.59 =	<b>\$109.00</b>
6 YARD	per occurrence	\$139.97	\$138.76	\$6.11 =	<b>\$144.87</b>

		<b>Current</b>	<b>Proposed</b>	<b>IWMA</b>	<b>Proposed</b>
		<b>Total Charges to</b>	<b>Solid Waste</b>	<b>Fee</b>	<b>Total Charges to</b>
		<b>Customer</b>	<b>Rate</b>	<b>4.4%</b>	<b>Customer</b>
<b>COMMERCIAL SERVICE MISCELLANEOUS</b>					
* Trip Charge per Mile	per occurrence	\$8.82	\$8.75	\$0.38 =	<b>\$9.13</b>
Delivery Fee & Re-Delivery Containers	per occurrence	\$47.87	\$47.45	\$2.09 =	<b>\$49.54</b>
Extra trash less than 1 yard	per occurrence	\$37.52	\$37.20	\$1.64 =	<b>\$38.84</b>
Extra trash per yard	per occurrence	\$42.98	\$42.61	\$1.87 =	<b>\$44.48</b>
Manual Labor per yard	per occurrence	\$33.59	\$33.31	\$1.47 =	<b>\$34.78</b>
Go Back Commercial	per occurrence	\$15.27	\$15.14	\$0.67 =	<b>\$15.81</b>
<b>plus add additional mileage fee per mile</b>					
Lock Bar Set Up	per occurrence	\$77.18	\$76.51	\$3.37 =	<b>\$79.88</b>
Lock Bar Set Up Plus Key & Lock	per occurrence	\$93.21	\$92.40	\$4.07 =	<b>\$96.47</b>
Unlocking Fee	per occurrence	\$4.13	\$4.09	\$0.18 =	<b>\$4.27</b>
Container Exchange Fee	per occurrence	\$178.06	\$176.52	\$7.77 =	<b>\$184.29</b>

**DRIVE IN-YARD CHARGES**

*Charged to customers that require the waste collection truck to enter the customers property*

In-Yard 100'	monthly	\$18.08	\$17.93	\$0.79 =	<b>\$18.72</b>
In-Yard 1/4 Mile	monthly	\$25.37	\$25.15	\$1.11 =	<b>\$26.26</b>
In-Yard 1 Mile	monthly	\$28.02	\$27.78	\$1.22 =	<b>\$29.00</b>
In-Yard Over 1 Mile	monthly	multiply "In-Yard 1 Mile" rate X total miles			

**ADDITIONAL CHARGES**

Can Pressure Wash Fee	per occurrence	\$37.38	\$37.05	\$1.63 =	<b>\$38.68</b>
Water Heater	each 2024 N/C White Goods	\$30.92	\$30.66	\$1.35 =	<b>\$32.01</b>
Fridge	each 2024 N/C White Goods	\$41.74	\$41.39	\$1.82 =	<b>\$43.21</b>
Washer/Dryer	each 2024 N/C White Goods	\$30.92	\$30.66	\$1.35 =	<b>\$32.01</b>
Toilet	each	\$13.89	\$13.77	\$0.61 =	<b>\$14.38</b>
Mattress or boxspring TWN	each	\$27.46	\$27.22	\$1.20 =	<b>\$28.42</b>
Mattress or boxspring Q-K	each	\$47.63	\$47.22	\$2.08 =	<b>\$49.30</b>
Couches	each	\$34.00	\$33.71	\$1.48 =	<b>\$35.19</b>
Truck Tires	each	\$27.46	\$27.22	\$1.20 =	<b>\$28.42</b>
Car Tire only	each	\$5.42	\$5.37	\$0.24 =	<b>\$5.61</b>
Car Tire with Rim	each	\$8.12	\$8.05	\$0.35 =	<b>\$8.40</b>
T.V.	CAN NOT TAKE				

**All other items not listed call office for rate.**

**NSF FEES**

1ST	\$20.00
2ND	\$30.00
3RD	\$35.00
4TH	\$40.00

**RENT-A-BIN (all areas)**

2 YARD - 1 PU 1 WEEK	60x43x38	\$153.32	\$152.00	\$6.69 =	<b>\$158.69</b>
3 YARD - 1 PU 1 WEEK	72x43x52	\$206.13	\$204.35	\$8.99 =	<b>\$213.34</b>
DAILY RENTAL after 1 wk	per day	\$4.33	\$4.30	\$0.19 =	<b>\$4.49</b>

**For one month rental please call office for rates**

**ROLL-OFF RENTALS**

20 YARD ROLL-OFF (includes 2 tons trash)	per dump	\$590.27	\$585.18	\$25.75 =	<b>\$610.93</b>
40 YARD ROLL-OFF (includes 3 tons trash)	per dump	\$670.01	\$664.23	\$29.23 =	<b>\$693.46</b>

Roll-Off Service is for 7 days. Rental after 7 days is \$5.00/day for 20yd and \$7.00/day for 40 yd.  
 Weight in excess of allowed weight will be charged current landfill per ton rate up to 10 tons.  
 Any load that exceeds 10 tons will be charged an additional \$50.00 per ton, in addition to the current landfill rate, after the first 10 tons.

Contracts must be completely filled out and signed, and deposits received, before delivery of all containers and roll-offs.



# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager  
Doug Groshart, District Engineer

**DATE:** April 18, 2024

**SUBJECT:** Report on the findings of the Telemetry Survey project by SPICE Integration; Request to approve the procurement of the recommended equipment (\$12,000), approve a proposal from SPICE Integration LLC for design and installation of the recommended equipment and authorize the General Manager to execute a professional services agreement in an amount not to exceed \$80,000.

### **Recommendation**

It is recommended that the Board of Directors

1. Receive and file the attached Telemetry Findings and Recommendations by SPICE Integration;
2. Authorize Staff to procure the recommended equipment in an amount not to exceed \$12,500 (attached estimate of \$10,768.92 with approximately 15% for shipping and contingency);
3. Approve a proposal from SPICE Integration LLC for design and installation of the recommended equipment and authorize the General Manager to execute a professional services agreement in an amount not to exceed \$80,000 (attached estimate of \$70,904.41 with approximately 10% contingency).

### **Background**

Your Board authorized staff to initiate the Water System SCADA project (Project) at the August 18, 2022 meeting. The Project included a survey of the telemetry needs to connect all portions of the water and sewer system. The SCADA system procurement, design and installation at the Water Treatment Plant has been successfully completed. Following this completion, SPICE and staff completed the telemetry survey to determine the required equipment for complete system connection.



## **Discussion**

The telemetry survey consists of the review of the existing connectivity of the system and, based on those findings, recommendations for equipment to facilitate the complete integration to connect all areas of the water and sewer systems (water booster stations, sewer lift stations, wastewater treatment plant, water treatment plant, water tanks, etc.) The purpose of this project is to improve the ability to transmit and receive data throughout the distribution system (known as telemetry.). Once completed, it will allow for better system monitoring and operation from anywhere in the District or remotely. To determine what modifications will be required for the existing telemetry system, SPICE performed a telemetry survey. This survey determined the required improvements such as transmitters, receivers, etc., and where to best install these improvements. SPICE provided their findings in the attached report.

Based on their findings, SPICE has also provided us with estimates for the required equipment and the labor to install it in the attached quotes.

Upon completion of the telemetry portion of the project, the complete infrastructure for the water portion of the new SCADA system will be in place. The next step will be to complete the new SCADA system for the wastewater collection system (at each of the ten lift stations.) Staff will be bringing that project to the Board for authorization prior to commencing the work.

After operating the systems with the new SCADA, there may be additional instrumentation or monitoring points that are needed to further optimize the operation, monitoring, and compliance. Staff will bring updates to the Board regarding these potential improvements as they arise.

## **Fiscal Considerations**

The current Budget includes this Project as a part of the Water System SCADA project.

## **Results**

Improved telemetry will allow for more efficient operation and monitoring of the water distribution and sewer collection systems.

Attachment: SPICE Telemetry Findings and Next Steps  
SPICE Telemetry Equipment Procurement List  
SPICE Telemetry Installation Proposal

File: SCADA Upgrade 2022 / Telemetry



SPICE Integration Corp.  
2483 Beach St  
Oceano, CA 93445  
805.614.4111

Dear Doug Groshart,

SPICE Integration found most connections for telemetry to be accomplishable in the interest of linking the HRCSD skid sites together.

We suspected difficulty in quite a few sites, but found only one major obstruction to linking of all sites, and that was PS4. The conduit run from PS2 to PS4 appears to be too damaged and full to be redeemed. Radio surveys between PS2 and PS4 as well as between PS3 and PS4 were not successful either. We could leave PS4 connected via RS232 link as a fringe case. This would not allow local SCADA access and will limit information gathered from the site, and increase difficulty of gathering said information.

Fortunately, most sites yielded profound success, and we are confident in connections between all other sites, with varying work needed to succeed.

The general plan will be to have 2 key site groups. PS1 through PS3 are manageable locally. With the addition of a firewall, to be provided by Rival IT, we can link PS2 to the main HRCSD office via a VPN (which already has a firewall). This is an advisable hardware addition regardless, but has the dual benefit of allowing us to link the sites together. PS2 already has a fiber connection to PS1, and PS2 has analog wiring to PS3.

From the office we plan a long chain of radio links to reach all sites. This will provide coverage for sites, but does pose the risk of lack of redundancy, should a chain in the link break, the consecutive sites will also lose connection. Given the extreme terrain and amount of hills, this proved unavoidable, but the chance of links failing is low, as we have clear sight to most locations.

From the main office we will use a Point to Multi Point radio to reach LS2 (clear line of site, tested), LS3 (no clear LOS, but digitally checked path is strong), and the DO ponds (clear line of site, tested).

From LS3 we will use a Point to Point radio to reach the HROA antenna site outside of the pool area (clear line of site, tested).

From the HROA antenna site we will use a Point to Point radio to LS 10 (clear line of site, tested)

From LS 10 we will use a Point to Point radio to LS5 (no clear LOS but digitally checked path is strong).

From LS 5 we will use a Point to Point radio to 2MG tank (no clear LOS, but tested successfully).

From 2MG tank we will use a Point to Multi Point radio to reach PS6 (clear line of site, tested), LS6 (no clear LOS, but tested successfully), LS7 (no clear LOS, but tested successfully), LS 9 (no clear LOS, but tested successfully), HROA Bathroom (upon HROA approval) (no clear LOS, but tested successfully [not very strong, but no at height of proposed antenna]).

From LS 7 we will use a Point to Point radio to LS 8 (clear line of site, tested)

From HROA Bathroom we will use a Point to multi Point radio to reach LS1 (unable to test without antenna at Bathroom [digitally checked path is strong]), and LS4 (unable to test without antenna at Bathroom [digitally checked path is strong])



SPICE Integration Corp.  
2483 Beach St  
Oceano, CA 93445  
805.614.4111

Fall back plans for HROA bathroom include Cell modem at LS1 or LS4 and VPN link to PS2. There is faint cell service at these sites, so this is plausible, but far from ideal.

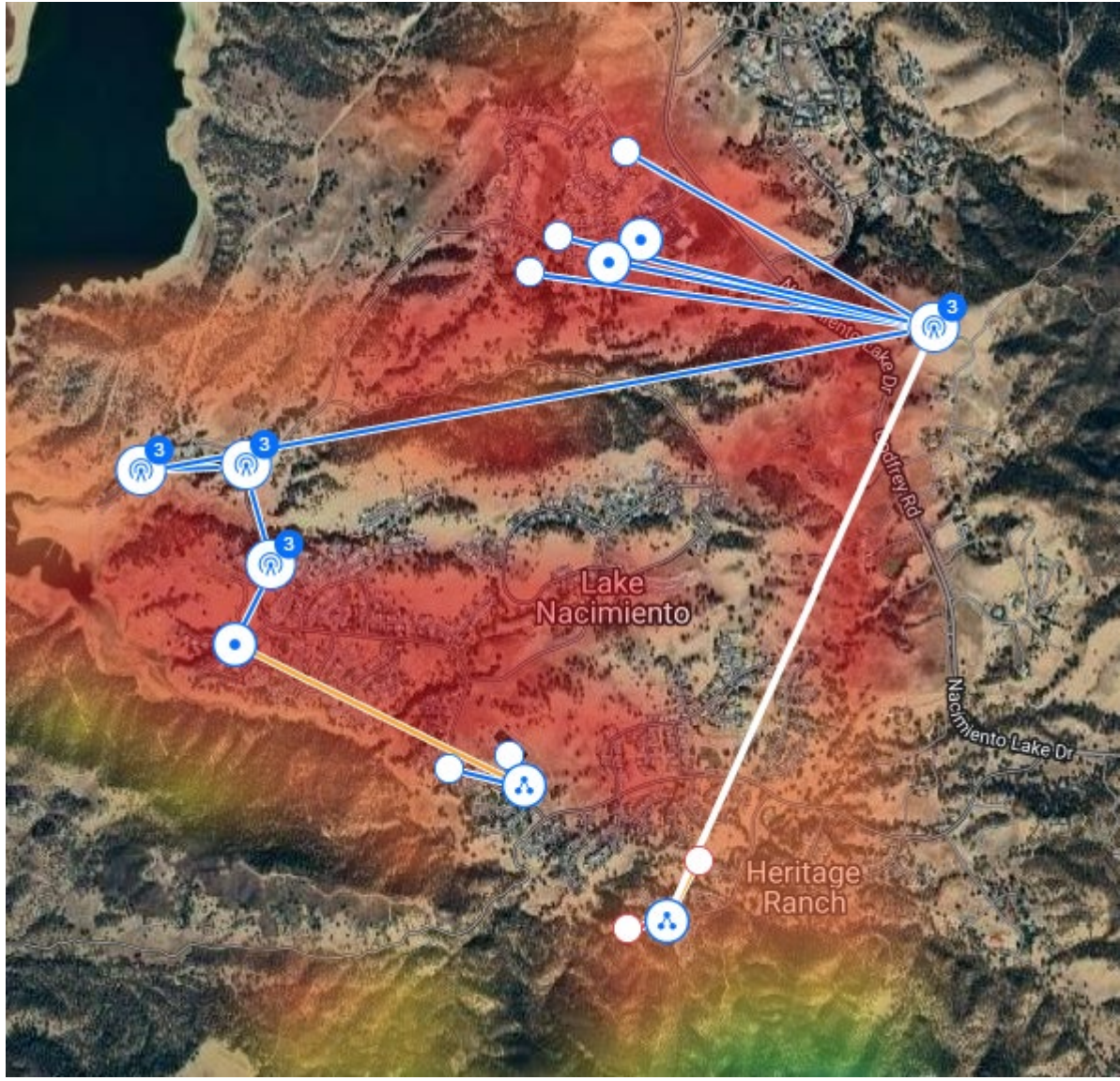
Each site will also have an electrical enclosure added, dedicated to network connections and radios. This will immediately include a network switch for test points and connections, and be size to allow expansion of a WiFi access point for operators to connect to for Mobile based SCADA down the line.

SPICE Integration intends to give HRCSD a list of any parts that can be efficiently purchased (non nut/bolt hardware) directly to low costs by eliminating markup.

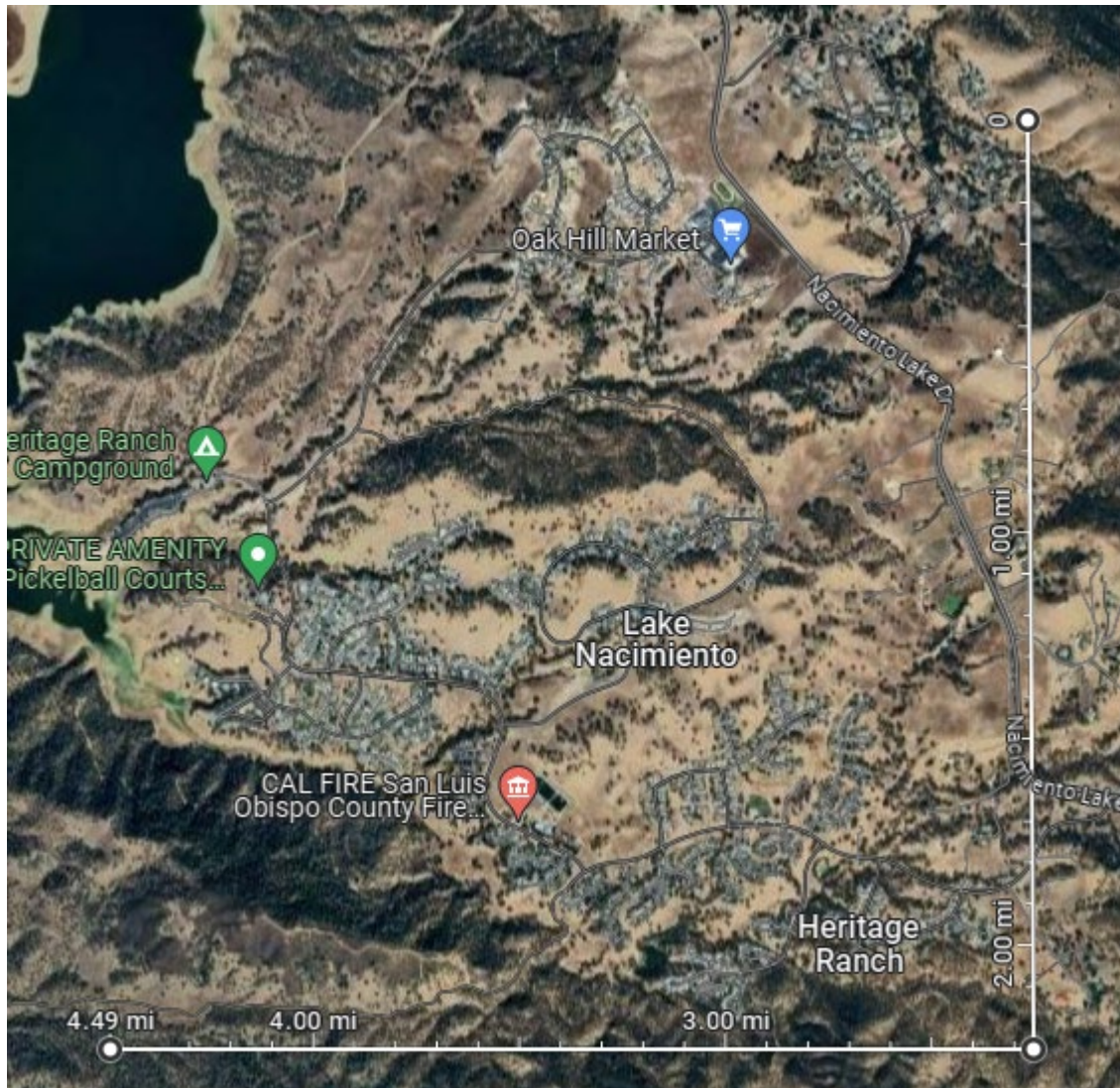
SPICE Integration intends to reuse existing masts wherever possible to lower costs. This is contingent not only on mast existence, but acceptable antenna wind loads, to assure safety of personnel around masts. Estimates will be given assuming no masts can be used, so as to not go over budget, but we are suspecting several can be reused.

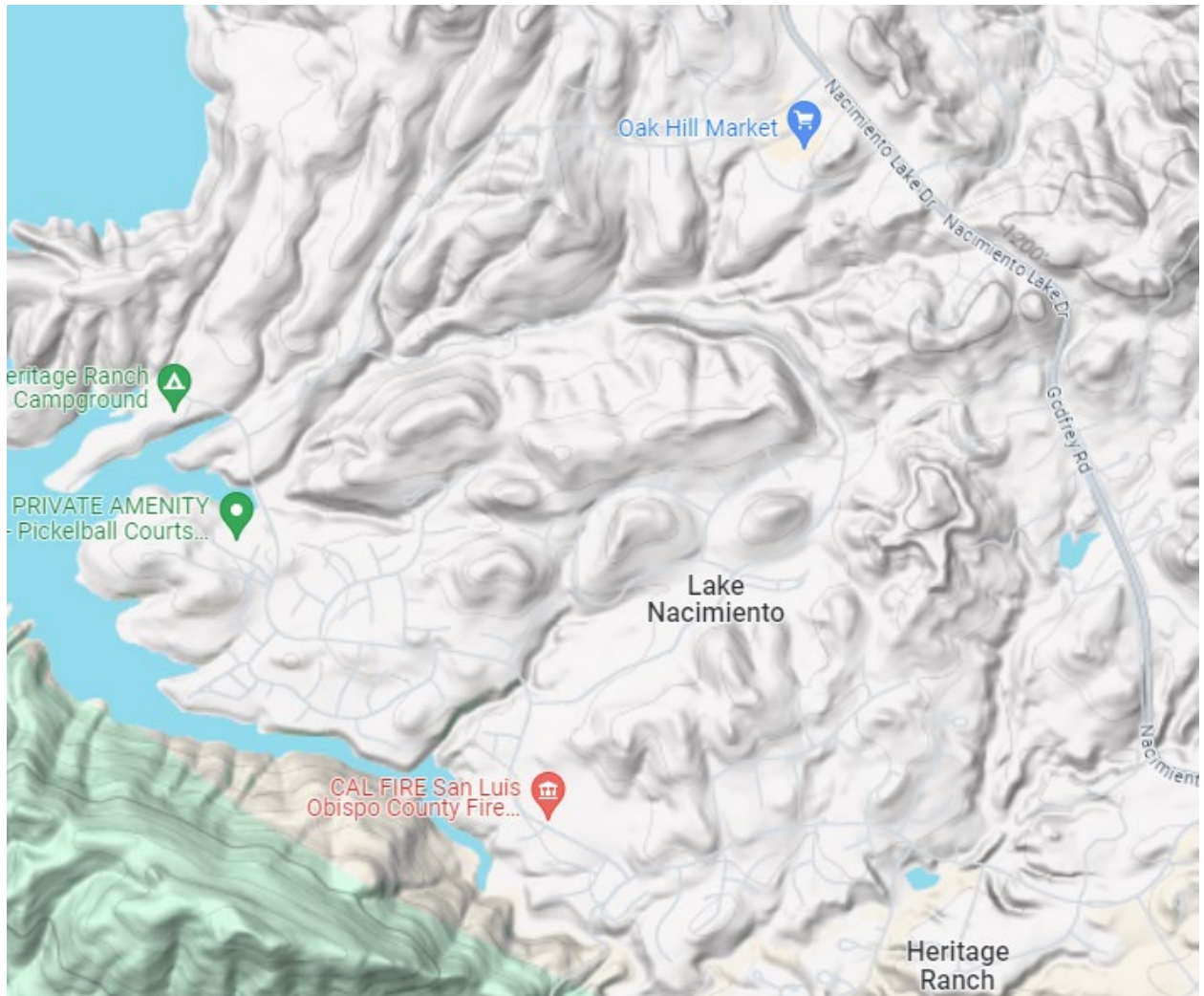
If any of the above terms are disagreeable, please advise SPICE Integration of preferred terms to be discussed.

Sincerely,  
John Bowers  
President  
jbowers@spiceintegration.com  
805.464.4111









# SPICE Integration Corp

2483 Beach St  
Oceano, CA 93445 US  
billing@spiceintegration.com

## Estimate

ADDRESS  
HRCSD Kristen Gelos  
Heritage Ranch Community Services District  
4870 Heritage Road  
Paso Robles, CA 93446  
United States of America

ESTIMATE 1155  
DATE 03/11/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Antenna, PTP / PTmP	2.4 - 5 GHz antenna Frequency kept lower for reliability over speed.	27	179.00	4,833.00T
	Solar Antenna Site	1 Solar Site (HROAAntenna Location)	1	1,279.95	1,279.95T
	12x12x6 Saginaw Enclosure	12x12x6 enclosure for network equipment	16	91.00	1,456.00T
	24V Power Supply 2.5A	24V Power Supply for Network Switch	16	49.50	792.00T
	5 Port Network Switch	5 Port Network Switch, Din Rail Mountable	16	105.00	1,680.00T

Amount Not To Exceed

SUBTOTAL 10,040.95

Some sites will need more or less hardware installation. Will use current masts  
where possible to lower cost.

TAX 727.97

Will use antennas purchased for Telemetry Survey when possible to lower costs.

TOTAL **\$10,768.92**

Connections and Alignment to be made:

Main Office to:  
DO Ponds, LS2, LS3

LS3 to HROA Antenna Site  
HROA Antenna Site to LS 10  
LS 10 to LS 5  
LS 5 to 2MG

2MG to:  
PS6  
LS6  
LS7  
HROA Bathroom

HROA Bathroom to:  
LS1  
LS4

LS7 to LS8

PS6 to LS9

Sites without Telemetry Expected:

PS1 (has fiber to PS2)  
PS3 (has analog to PS2)  
PS4 (has no 2.4GHz+ antenna shot or conduit run to PS2)

IT will need to supply a firewall for PS2 to link to Main Office

PS5 does not have planned connection yet.

Telemetry survey provided strong confidence of all sites except 2 (that could not be tested without other sites having been built up. These sites show strong confidence per telemetry tools, and line of site paths. If they cannot be made to function (unlikely), some cell modems may be required.

Accepted By

Accepted Date



# SPICE Integration Corp

2483 Beach St  
Oceano, CA 93445 US  
billing@spiceintegration.com

## Estimate

ADDRESS  
HRCSD Kristen Gelos  
Heritage Ranch Community Services District  
4870 Heritage Road  
Paso Robles, CA 93446  
United States of America

ESTIMATE 1154  
DATE 03/04/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Antenna Mounting Hardware	1 5/8" Deep Strut 3/8"x1" Bolt 3/8" Square Washer 3/8" Spring Nut 2" Strut Strap 2" GRC 4 Hole Stanchion 3/8"x5" Wedge Anchor 3/4" GRC	16	693.73	11,099.68T
	Hardware Installations Labor by Site	1 Hour Labor Time to mount antenna and align. Antenna cable pull and necessary conduit. Antenna box mounting. Power pull to box. Antenna mounting Antenna Alignment	384	125.00	48,000.00
	Network Panel Design, Build Drawings	1 Hour Labor Time to design and build network panels	56	125.00	7,000.00
	Project Management, Meeting, Planning	1 Hour Labor Time for project management, planning, and meetings.	32	125.00	4,000.00

Amount Not To Exceed

SUBTOTAL 70,099.68

Some sites will need more or less hardware installation. Will use current masts where possible to lower cost.

TAX 804.73

Will use antennas purchased for Telemetry Survey when possible to lower costs.

TOTAL **\$70,904.41**

Connections and Alignment to be made:

Main Office to:  
DO Ponds, LS2, LS3

LS3 to HROA Antenna Site  
HROA Antenna Site to LS 10  
LS 10 to LS 5  
LS 5 to 2MG

2MG to:  
PS6  
LS6  
LS7  
HROA Bathroom

HROA Bathroom to:

LS1  
LS4

LS7 to LS8

PS6 to LS9

Sites without Telemetry Expected:

PS1 (has fiber to PS2)

PS3 (has analog to PS2)

PS4 (has no 2.4GHz+ antenna shot or conduit run to PS2)

IT will need to supply a firewall for PS2 to link to Main Office

PS5 does not have planned connection yet.

Telemetry survey provided strong confidence of all sites except 2 (that could not be tested without other sites having been built up. These sites show strong confidence per telemetry tools, and line of site paths. If they cannot be made to function (unlikely), some cell modems may be required.

Accepted By

Accepted Date

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager  
Kristen Gelos, Office Supervisor

**DATE:** April 18, 2024

**SUBJECT:** Request to authorize a budget adjustment from reserves in the amount of \$16,000 to provide for the cost of a replacement network server.

### **Recommendation**

It is recommended that the Board of Directors authorize a budget adjustment from reserves in the amount of \$16,000 to provide for the cost of a replacement network server.

### **Discussion**

The current network server was purchased in 2016 and has reached the end of its service life. Staff are seeing effects such as daily error reports from Microsoft as well as files getting “stuck” open on the server. The hardware warranty has expired. The Windows 2012 operating system has also reached its end of life and is no longer supported by Microsoft.

The District’s information technology consultant has provided a more detailed purpose and need statement, and a cost estimate for a replacement server and software. The cost estimate includes government discount pricing. The purpose and need statement and the cost estimate are attached.

### **Alternatives Considered**

- Convert the District administration over to full Cloud services
- Upgrade existing hardware

There are drawbacks to both options. Cloud services are very expensive and should the internet go down, there would be zero access to resources. Upgrading existing hardware on a machine that is eight years old could potentially pose a risk of hardware failure, which could in turn cause District systems to be down for a week or possibly more. Therefore, replacing the server was determined to be the best option.

## **Fiscal Considerations**

The current Budget does not include replacement of the server and \$16,000 will be transferred from reserves.

## **Results**

Approval of the recommended actions will provide the vital and necessary network capabilities for the District to continue to operate.

Attachments: Attachment A Server replacement purpose and need statement  
Attachment B Server replacement cost estimate  
Attachment C Full cloud services (including INCODE software estimate)  
Attachment D Upgrading existing hardware cost estimate

File: Administration\_Computers and software

# Heritage Ranch CSD Server Replacement

The current server at Heritage Ranch CSD was purchased June 8<sup>th</sup> 2016, this puts the age of this hardware 7+ years old. The average life span for a server is 5 – 7 years. The current server is out of hardware warranty. The operating system on this server is Windows 2012 R2 which Microsoft has announced EOL (End Of Life) in October 2023.

Currently, services that are running on this server Entra AD Connect (Syncs Office 365 with local users) are no longer functional due to Microsoft ending support for version 1.6.16.0; this is the newest version that is allowed to be installed on Windows Server 2012 R2. Not having this functionality poses security risks regarding account logins, audits, etc.

The EOL announcement for Windows Server 2012 R2 also brings numerous security risks, the current server will no longer receive security patches from Microsoft, feature updates, or any type of Bug fixes. Since this server houses HRCSD's primary business application (InCode), this can lead to downtime and risk of data loss.

Current backup agents on the server will soon end support for Windows Server 2012 R2 which will prevent any form of backup of the server and production data. This can cause serious loss of business.

Rival Technology recommends replacing the current server with new hardware and software to stay current and in support of all major software vendors.

Thank you,

Craig Walker

President

Rival Technology Inc.

661.368.1199



1508 18th Street, STE 222, Bakersfield, CA 93301  
t. 661.368.1199

# QUOTE

**Number** RVTQ1806  
**Date** Dec 21, 2023  
**Terms** Due On Order

Sold To	Ship To	Your Sales Rep
<b>Heritage Ranch Community Services</b> Kristen Gelos 4870 Heritage Road Paso Robles, CA 93446 United States	<b>Heritage Ranch Community Services</b> Kristen Gelos 4870 Heritage Road Paso Robles, CA 93446 United States	<b>Craig Walker</b> 661.368.1199 craig@rival-tech.com

Qty	Description	Unit MSRP	Unit Price	Total Price
-----	-------------	-----------	------------	-------------

**Hardware**

1	PowerEdge T560  Trusted Platform Module 2.0 V3 2.5" Chassis with up to 16 Hard Drives (Two 8 SAS/SATA HDD BP) PERC12, 2 CPU 2 x Intel® Xeon® Silver 4410Y 2G, 12C/24T, 16GT/s, 30M Cache, Turbo, HT (150W) DDR5-4000 2 x 32GB RDIMM, 4800MT/s Dual Rank 5 x 600GB Hard Drive SAS ISE 12Gbps 10k 512n 2.5in Hot-Plug Dual, Hot Plug, Redundant Power Supply (1+1), 1100W, Mixed Mode Titanium BOSS-N1 controller card + with 1 M.2 480GB (RAID 0) iDRAC9, Enterprise 16G ProSupport and Next Business Day Onsite Service, 7 Years	\$25,750.06	\$9,785.02	\$9,785.02
---	--	-------------	------------	------------

**Microsoft Licensing**

2	Windows Server 2022 Standard - 16 Core License Pack (Perpetual)	\$1,069.00	\$1,069.00	\$2,138.00
16	Windows Server 2022 Standard - 2 Core License Pack	\$134.00	\$134.00	\$2,144.00
10	Windows Server 2022 - 1 User CAL (Perpetual)	\$46.00	\$46.00	\$460.00

A full deposit on hardware and software is required for purchasing. Please make checks payable to: Rival Technology

All Prices are subject to change, Labor is based on a estimate on the work to be completed. Any additional work or changes will require a change order signed by Customer and Rival Technology Staff

**MSRP** \$30,492.06  
**SubTotal** \$14,527.02

**Tax** \$807.26  
**Shipping** \$0.00

**Authorized Buyer's Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Total** **\$15,334.28**

All returns must be approved and are subject to a minimum 10% restocking fee with original packaging. Late fee policy of \$10 minimum or 18% APR of invoice total, billed monthly. Shipping cost is estimated, subject to change. Pricing subject to change. Any changes in quantity, scope, or services will cause quantity or rate changes. If you choose to no longer be in contract, we request a 90 day written cancellation notice. In the event, past due invoices are unpaid you will be notified of termination. Rival will disable any unpaid services (IE: Anti-Virus, Office 365, Skype, Dropbox, Adobe, Backups, Monitoring, Patching, etc) per date specified date on termination notice. No passwords to the server, network, or services will be given until the account is paid in full.

Generally all hardware computer components proposed are covered by a limited MFG warranty, on a depot basis. Rival Technology specifically disclaims any and all warranties, express or implied. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. This contract will serve as a personal guaranty on all purchases of products and services, any breach of contract will cause services to be terminated. The undersigned further agrees that the contract will be paid within the set terms. In the event of legal action brought in connection with this guaranty, or legal fees are incurred as a result thereof, the undersigned and/or any other corporate officers are liable to the attorney fees and costs determined by the court.



1508 18th Street, STE 222, Bakersfield, CA 93301  
t. 661.368.1199

# QUOTE

**Number** RVTQ1846  
**Date** Mar 8, 2024

Sold To	Ship To	Your Sales Rep
<b>Heritage Ranch Community Services</b> Kristen Gelos 4870 Heritage Road Paso Robles, CA 93446 United States	<b>Heritage Ranch Community Services</b> Kristen Gelos 4870 Heritage Road Paso Robles, CA 93446 United States	Craig Walker  661.368.1199 craig@rival-tech.com

Qty	Description	Unit Rate	Subtotal
-----	-------------	-----------	----------

All local data would be moved to Sharepoint / OneDrive and Incode would be hosted in their cloud.

Draw backs are if the internet is down no access to resources, I would suggest a secondary internet connection from a different carrier to help mitigate this.

**Microsoft 365 Licensing**

12	Microsoft 365 G3 GCC - Monthly	\$36.00	\$432.00
----	--------------------------------	---------	----------

**Cloud Backup for Mailboxes**

12	Solarwinds Backup for Microsoft 365	\$3.00	\$36.00
----	-------------------------------------	--------	---------

<b>MSRP</b>	\$0.00
<b>Setup Fee</b>	\$0.00
<b>Per Month</b>	\$468.00

**Authorized Buyer's Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

All returns must be approved and are subject to a minimum 10% restocking fee with original packaging. Late fee policy of \$10 minimum or 18% APR of invoice total, billed monthly. Shipping cost is estimated, subject to change. Pricing subject to change. Any changes in quantity, scope, or services will cause quantity or rate changes. If you choose to no longer be in contract, we request a 90 day written cancellation notice. In the event, past due invoices are unpaid you will be notified of termination. Rival will disable any unpaid services (IE: Anti-Virus, Office 365, Skype, Dropbox, Adobe, Backups, Monitoring, Patching, etc) per date specified date on termination notice. No passwords to the server, network, or services will be given until the account is paid in full.

Generally all hardware computer components proposed are covered by a limited MFG warranty, on a depot basis. Rival Technology specifically disclaims any and all warranties, express or implied. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. This contract will serve as a personal guaranty on all purchases of products and services, any breach of contract will cause services to be terminated. The undersigned further agrees that the contract will be paid within the set terms. In the event of legal action brought in connection with this guaranty, or legal fees are incurred as a result thereof, the undersigned and/or any other corporate officers are liable to the attorney fees and costs determined by the court.



**Sales Quotation For:**  
 Heritage Ranch Community Services  
 District  
 4870 Heritage Road  
 Paso Robles CA 93446  
 Kristen Gelos  
 +1 (805) 227-6230  
[Kristen@heritageranchcsd.ca.gov](mailto:Kristen@heritageranchcsd.ca.gov)

Quoted BY            Brandon Swanson  
 Quote Expiration    8/18/24  
 Quote Name           SaaS Flip

Tyler Annual Software – SaaS	
Description	Annual
<b>ERP Pro powered by Incode</b>	
<b>ERP Pro 9 Financial Management Suite</b>	
Core Financials	\$ 7,541
Fixed Assets	\$ 1,097
Payroll	\$ 2,630
System Software Non SQL	\$ 1,854
<b>ERP Pro 9 Customer Relationship Management Suite</b>	
Utility Billing Water / Gas	\$ 5,695
Utility Payment Import Interface	\$ 1,383
Third-Party Printing Interface	\$ 3,529
Cashiering	\$ 2,191
Enhanced Utility Bill Printing	\$ 439
Forms Overlay	\$ 545
<b>TOTAL:</b>	<b>\$ 26,904</b>

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 26,904
Total Tyler Services		
<b>Summary Total</b>	<b>\$ 0</b>	<b>\$ 26,904</b>
<b>Contract Total</b>	<b>\$ 26,904</b>	

**Comments**

Work will be delivered remotely unless otherwise noted in this agreement.  
 Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.  
 SaaS is considered a term of one year unless otherwise indicated.

**Core Financials**            Core Financials includes general ledger, budget prep, bank recon, accounts payable.

**Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:**



- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.

**Fees for services included in this sales quotation shall be invoiced as indicated below.**

- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into
- Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are
- provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears,
- beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration
- Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler’s SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saasservices>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

P.O. #: \_\_\_\_\_



**Sales Quotation For:**  
 Heritage Ranch Community Services  
 District  
 4870 Heritage Road  
 Paso Robles CA 93446  
 Kristen Gelos  
 +1 (805) 227-6230  
[Kristen@heritageranchcsd.ca.gov](mailto:Kristen@heritageranchcsd.ca.gov)

Quoted BY Brandon Swanson  
 Quote Expiration 8/18/24  
 Quote Name ERP Pro 10 Migration

Tyler Annual Software – SaaS	
Description	Net Unit Price
<b>ERP Pro powered by Incode</b>	
ERP Pro 10 Customer Relationship Management Suite	
Utility Access Transactions	\$ 2.00
<b>Notify</b>	
Notifications for Utilities	\$ 0.10

Tyler Migration Services	
Description	Total
<b>ERP Pro powered by Incode</b>	
ERP Pro 10 Financial Management Suite	
Financial Management Services	\$ 14,880
Core Financials	
Fixed Assets	
Human Resources Management (Includes Position Budgeting)	
ERP Pro 10 Customer Relationship Management Suite	
Customer Relationship Management Services	\$ 21,960
Cashiering	
Third-Party Printing Interface	
Utility Access	
Utility Billing Water/Gas	
Utility Payment Import Interface	
<b>Other Services</b>	
Project Management	\$ 3,000
<b>Tyler One</b>	
My Civic Suite	
My Civic Utility Access Interface	

**Total: \$ 39,840**

Summary	One Time Fees	Recurring Fees
Total Tyler Services	\$ 39,840	
<b>Summary Total</b>	<b>\$ 39,840</b>	<b>\$ 0</b>

**Contral Total**

**\$ 39,840**

**Comments**

Work will be delivered remotely unless otherwise noted in this agreement.  
SaaS is considered a term of one year unless otherwise indicated.

<b>Cashiering</b>	Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.
<b>Core Financials</b>	Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.
<b>Utility Access</b>	Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).
<b>Utility Billing Water/Gas</b>	Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.
<b>Utility Payment Import Interface</b>	Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.
<b>Notifications for Utilities</b>	Notification for Utility Access includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.
<b>Utility Access Transactions</b>	Utility Access Transactions: Note that the customer pays a fee per transaction for payment on-line.

**Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:**

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saasservices>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O. #: \_\_\_\_\_



1508 18th Street, STE 222, Bakersfield, CA 93301  
t. 661.368.1199

QUOTE

**Number** RVTQ1847  
**Date** Mar 8, 2024  
**Terms** Due On Order

Sold To	Ship To	Your Sales Rep
<b>Heritage Ranch Community Services</b> Kristen Gelos 4870 Heritage Road Paso Robles, CA 93446 United States	<b>Heritage Ranch Community Services</b> Kristen Gelos 4870 Heritage Road Paso Robles, CA 93446 United States	Craig Walker 661.368.1199 craig@rival-tech.com

Qty	Description	Unit MSRP	Unit Price	Total Price
-----	-------------	-----------	------------	-------------

*Current PowerEdge T430 was bought June 2016, this hardware is 8 years old.*

*Drive configuration would be 6 drives in a Raid 10 with 1 Global Hot Spare*

**Hard Drives**

7	Dell 480GB 6Gbps SATA Mix Use TLC 7mm 2.5 SSD	\$0.00	\$311.25	\$2,178.75
---	---	--------	----------	------------

**Memory**

2	Dell 32GB 2Rx4 DDR4 ECC RDIMM 2400Mhz	\$0.00	\$98.75	\$197.50
---	---------------------------------------	--------	---------	----------

**Microsoft Licensing**

2	Windows Server 2022 Standard - 16 Core License Pack (Perpetual)	\$1,069.00	\$1,069.00	\$2,138.00
10	Windows Server 2022 - 1 User CAL (Perpetual)	\$46.00	\$46.00	\$460.00

**MSRP** \$2,598.00  
**SubTotal** \$4,974.25

A full deposit on hardware and software is required for purchasing. Please make checks payable to: Rival Technology

All Prices are subject to change, Labor is based on a estimate on the work to be completed. Any additional work or changes will require a change order signed by Customer and Rival Technology Staff

**Tax** \$196.04  
**Shipping** \$0.00

**Authorized Buyer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Total** **\$5,170.29**

All returns must be approved and are subject to a minimum 10% restocking fee with original packaging. Late fee policy of \$10 minimum or 18% APR of invoice total, billed monthly. Shipping cost is estimated, subject to change. Pricing subject to change. Any changes in quantity, scope, or services will cause quantity or rate changes. If you choose to no longer be in contract, we request a 90 day written cancellation notice. In the event, past due invoices are unpaid you will be notified of termination. Rival will disable any unpaid services (IE: Anti-Virus, Office 365, Skype, Dropbox, Adobe, Backups, Monitoring, Patching, etc) per date specified date on termination notice. No passwords to the server, network, or services will be given until the account is paid in full.

Generally all hardware computer components proposed are covered by a limited MFG warranty, on a depot basis. Rival Technology specifically disclaims any and all warranties, express or implied. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. This contract will serve as a personal guaranty on all purchases of products and services, any breach of contract will cause services to be terminated. The undersigned further agrees that the contract will be paid within the set terms. In the event of legal action brought in connection with this guaranty, or legal fees are incurred as a result thereof, the undersigned and/or any other corporate officers are liable to the attorney fees and costs determined by the court.

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### General Manager Report For the Month of April 2024

In addition to normal administrative, engineering, and operations duties, below are points for several areas of work:

#### Administration

- The General Manager attended the April meeting of the CSDA SLO Chapter Managers.
- The General Manager met with the HROA General Manager for our quarterly check-in meeting to discuss projects and initiatives of common interest.
- The General Manager attended a Special Districts Resilience Summit. The event was a virtual event presented by industry experts and USC Price School of Public Policy faculty to bridge the gap between theoretical learning and real-life experience. The key topics covered during the summit included Energy Financing, ZEV Funding Resources, Advanced Clean Fleets, and Hazard Mitigation Plans.

#### Solid Waste

- See separate agenda item.

#### Development

- There is nothing significant to report.

#### Reservoir Status

- As reported by Monterey County Water Resources Agency (MCWRA), as of April 11, 2024, the reservoir was at approximately 795.75 feet in elevation, 94% of capacity, and 353,938-acre feet of storage. MCWRA water releases were shown as 993 cfs. The purpose of the higher than normal release is to ensure the Nacimiento Reservoir water level is no higher than the spillway crest elevation of 787.75 feet by June 3, 2024 for scheduled maintenance on the Nacimiento Dam spillway.

# Nacimiento Reservoir

