

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of February 17, 2022*

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

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

**2. ROLL CALL**

Secretary Gelos called the roll. Director Capps was absent. All other Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, Operations Manager Mike Wilcox, District Engineer Doug Groshart and District Counsel Jeff Minnery.

**3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

There were no public comments.

**4. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of January 20, 2022.
- b. **Warrant Register:** Receive/approve January 2022 warrants.
- c. **Treasurer's Report:** Receive/file January 2022 reports.
- d. **Fiscal Report:** Receive/file January 2022 status reports.
- e. **Office Report:** Receive/file January 2022 reports.

There were no public comments.

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

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

**5. DISCUSSION ITEMS**

- a. **Receive and file the Water Resource Recovery Facility project progress report.**

Manager Duffield provided a brief summary of the item.

District Engineer Groshart and Dylan Wade from WSC provided an update on the Water Resource Recovery Facility upgrade project and answered any questions the Board had.

There were no public comments.

The item was received and filed.

#### **6. MANAGER REPORT**

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

There were no public comments.

The February 2022 report was received and filed.

#### **7. DISTRICT ENGINEER REPORT**

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

There were no public comments.

The February 2022 report was received and filed.

#### **8. OPERATIONS MANAGER REPORT**

Operations Manager Wilcox provided a brief summary of the report including a picture slideshow and answered any questions the board had.

There were no public comments.

The February 2022 report was received and filed.

#### **9. COMMITTEE AND DIRECTOR REPORTS**

There were no reports.

#### **10. ADJOURNMENT**

On a motion by Director Barker and seconded by Director Rowley the meeting adjourned at 5:12 pm to the next scheduled regular meeting on Thursday, March 17, 2022.

**APPROVED:**

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**Reg Cousineau, President  
Board of Directors**

**ATTEST:**

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**Kristen Gelos, Secretary  
Board of Directors**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
FEBRUARY 2022  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
2/3/2022	CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	799.85 799.85	\$ 1,599.70
2/3/2022	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS	15,358.30	\$ 15,358.30
2/7/2022	PG&E ELECTRICITY	5,626.52	\$ 5,626.52
2/7/2022	GREAT WESTERN ALARM ALARM & ANSWERING SERVICE	285.63	\$ 285.63
2/7/2022	ADAMSKI, MOROSKI, MADDEN, CUMBERLAND & GREEN LEGAL & ATTORNEY	1,332.50	\$ 1,332.50
2/7/2022	USA BLUEBOOK WTP FILTERS RENOVATION PROJECT MAINTENANCE FIXED EQUIPMENT	997.95 288.96	\$ 1,286.91
2/7/2022	BRENNTAG PACIFIC, INC CHEMICALS CHEMICALS	2,999.62 4,224.50	\$ 7,224.12
2/7/2022	FGL ENVIRONMENTAL LAB TESTING LAB TESTING	2,106.00 1,062.00	\$ 3,168.00
2/7/2022	COUNTY OF SAN LUIS OBISPO PROFESSIONAL SERVICES	343.60	\$ 343.60
2/7/2022	ABALONE COAST ANALYTICAL, INC. LAB TESTING	8,272.00	\$ 8,272.00
2/7/2022	KRISTEN GELOS MEDICAL REIMBURSEMENT	959.27	\$ 959.27
2/7/2022	BURT INDUSTRIAL SUPPLY WTP FILTERS RENOVATION PROJECT WTP FILTERS RENOVATION PROJECT	504.08 33.45	\$ 537.53
2/7/2022	DATA PROSE LLC JANUARY BILLING	1,211.60	\$ 1,211.60

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
FEBRUARY 2022  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
2/7/2022	U.S. BANK		
	STRUCTURES & GROUNDS	150.00	
	MAINTENANCE FIXED EQUIPMENT	611.00	
	LAB TESTING	22.82	
	LAB TESTING	215.57	
	VEHICLES	134.00	
	LAB TESTING	177.87	
	COMPUTER/SOFTWARE	457.96	\$ 1,769.22
2/7/2022	RIVAL TECHNOLOGY INC.		
	PROFESSIONAL SERVICES	816.66	
	COMPUTER/SOFTWARE	130.00	\$ 946.66
2/7/2022	MID-STATE REPAIR SERVICE		
	MAINTENANCE FIXED EQUIPMENT	1,278.96	\$ 1,278.96
2/7/2022	WEYRICK SAND AND GRAVEL		
	WTP FILTERS RENOVATION PROJECT	1,552.50	\$ 1,552.50
2/7/2022	JORANDA MARKETING, INC. / JAN-PRO		
	STRUCTURES & GROUNDS	124.00	
	STRUCTURES & GROUNDS	248.00	\$ 372.00
2/11/2022	R. ARNOLD		
	NET PAYROLL	2,430.60	\$ 2,430.60
2/11/2022	J. PRITCHETT		
	NET PAYROLL	2,418.19	\$ 2,418.19
2/11/2022	M. HUMPHREY		
	NET PAYROLL	2,223.78	\$ 2,223.78
2/11/2022	B. VOGEL		
	NET PAYROLL	2,020.80	\$ 2,020.80
2/11/2022	T. SHOGREN		
	NET PAYROLL	1,941.00	\$ 1,941.00
2/11/2022	K. GELOS		
	NET PAYROLL	2,454.60	\$ 2,454.60
2/11/2022	B. BARKER		
	NET PAYROLL	92.35	\$ 92.35

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
FEBRUARY 2022  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
2/11/2022	M. ROWLEY NET PAYROLL	92.35	\$ 92.35
2/11/2022	R. COUSINEAU NET PAYROLL	92.35	\$ 92.35
2/11/2022	S. DUFFIELD NET PAYROLL	3,886.27	\$ 3,886.27
2/11/2022	M. WILCOX NET PAYROLL	1,989.93	\$ 1,989.93
2/11/2022	D. GROSHART NET PAYROLL	4,147.07	\$ 4,147.07
2/11/2022	CALPERS 457 DEFFERED COMP PROGRAM PERS 457- DEFFERED COMP.	2,258.00	\$ 2,258.00
2/11/2022	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIHOLDING MEDICARE	2,405.24 37.20 967.94	\$ 3,410.38
2/11/2022	EMPLOYMENT DEVELOPMENT DEPARTMENT ETT SDI SUI STATE WITHHOLDING	6.32 363.86 101.10 958.45	\$ 1,429.73
2/11/2022	CALPERS RETIREMENT SYSTEM CALPERS UNIFORM ALLOWANCE PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	14.69 1,850.97 1,538.26 1,991.31 8.37	\$ 5,403.60
2/17/2022	J.B. DEWAR. INC. FUEL & OIL	429.94	\$ 429.94
2/21/2022	CALPERS RETIREMENT SYSTEM PERS REITREMENT U/L PERS REITREMENT U/L PERS REITREMENT U/L	7,832.92 51.75 82.75	\$ 7,967.42

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
FEBRUARY 2022  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
2/22/2022	WALLACE GROUP VERTICAL INTAKE PROJECT	1,243.50	\$ 1,243.50
2/22/2022	AT&T TELEPHONE	77.51	\$ 77.51
2/22/2022	USA BLUEBOOK SMALL TOOLS & EQUIPMENT LAB TESTING SMALL TOOLS & EQUIPMENT	(342.13) 1,245.11 342.13	\$ 1,245.11
2/22/2022	KRITZ EXCAVATING & TRUCKING SUPPLIES	595.07	\$ 595.07
2/22/2022	ROY ARNOLD CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
2/22/2022	DELTA LIQUID ENERGY PROPANE	395.72	\$ 395.72
2/22/2022	SAN MIGUEL ROLL OFF COMPANY MAINTENANCE FIXED EQUIPMENT	504.32	\$ 504.32
2/22/2022	FLUID RESOURCE MANAGEMENT PROFESSIONAL SERVICES	644.30	\$ 644.30
2/22/2022	NAPA AUTO PARTS VEHICLES VEHICLES	(33.00) 353.92	\$ 320.92
2/22/2022	KRISTEN GELOS CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
2/22/2022	JAMES A. PRITCHETT MEDICAL REIMBURSEMENT CELL & INTERNET ALLOWANCE	190.00 80.00	\$ 270.00
2/22/2022	BURT INDUSTRIAL SUPPLY WTP FILTERS RENOVATION PROJECT WTP FILTERS RENOVATION PROJECT WTP FILTERS RENOVATION PROJECT	(34.63) 57.03 211.38	\$ 233.78

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
FEBRUARY 2022  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
2/22/2022	TOUGH AUTOMATION MAINTENANCE FIXED EQUIPMENT	1,600.00	
	MAINTENANCE FIXED EQUIPMENT	1,725.92	\$ 3,325.92
2/22/2022	SCOTT DUFFIELD CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
2/22/2022	MARK HUMPHREY CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
2/22/2022	BRIAN VOGEL CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
2/22/2022	MIKE WILCOX CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
2/22/2022	PERRY'S ELECTRIC MOTORS MAINTENANCE FIXED EQUIPMENT	8,910.87	\$ 8,910.87
2/22/2022	DOUGLAS GROSHART CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
2/23/2022	WATER SYSTEMS CONSULTING, INC. WRRF UPGRADE PROJECT	10,572.50	\$ 10,572.50
2/25/2022	R. ARNOLD NET PAYROLL	2,329.09	\$ 2,329.09
2/25/2022	J. PRITCHETT NET PAYROLL	2,383.84	\$ 2,383.84
2/25/2022	M. HUMPHREY NET PAYROLL	190.04	\$ 190.04
2/25/2022	B. VOGEL NET PAYROLL	2,392.91	\$ 2,392.91
2/25/2022	T. SHOGREN NET PAYROLL	1,977.64	\$ 1,977.64
2/25/2022	K. GELOS NET PAYROLL	2,454.59	\$ 2,454.59

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
FEBRUARY 2022  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
2/25/2022	S. DUFFIELD NET PAYROLL	3,720.10	\$ 3,720.10
2/25/2022	M. WILCOX NET PAYROLL	1,989.93	\$ 1,989.93
2/25/2022	D. GROSHART NET PAYROLL	4,147.07	\$ 4,147.07
2/25/2022	CALPERS 457 DEFFERED COMP PROGRAM PERS 457- DEFFERED COMP.	2,258.00	\$ 2,258.00
2/25/2022	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,311.99 951.30	\$ 3,263.29
2/25/2022	EMPLOYMENT DEVELOPMENT DEPARTMENT SDI STATE WITHHOLDING	360.85 912.98	\$ 1,273.83
2/25/2022	CALPERS RETIREMENT SYSTEM PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	1,850.97 1,538.26 1,991.31 8.37	\$ 5,388.91
2/28/2022	CHARTER COMMUNICATIONS INTERNET	89.99	\$ 89.99
<b>GRAND TOTAL FOR ALL WARRANTS</b>			<b>\$ 160,452.13</b>



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
TREASURER'S REPORT  
FEBRUARY 2022**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance:	\$ 4,794,395.89
Ending Balance:	\$ 4,853,187.13
Variance:	\$ 58,791.24
Interest Earnings for the Month Reported:	\$ 1.40
Interest Earnings Fiscal Year-to-Date:	\$ 9,288.44

**ANALYSIS OF REVENUES**

Total operating income for water and sewer was:	\$156,351
Non-operating income was:	\$46,234
Franchise fees paid to the District by San Miguel Garbage was:	\$ 7,347.81
Interest earnings for the P.P.B. checking account was:	\$ 1.40
Interest earnings for the P.P.B. DWR Loan Services account was:	\$ -
Interest earnings for the P.P.B. DWR Reserve account was:	\$ -
Interest earnings for the P.P.B. SRF Loan Services account was:	\$ -
Interest earnings for the Western Alliance account was:	\$ -
Interest earnings for the LAIF account was:	\$ -

**ANALYSIS OF EXPENSES**

Pacific Premier Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$163,093.21
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**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  
FEBRUARY 2022**

**BEGINNING BALANCE ALL ACCOUNTS** **\$ 4,794,395.89**

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

**PACIFIC PREMIER BANK - CHECKING**

<b>BEGINNING BALANCE 1/31/2022</b>	\$157,103.44	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	\$221,883.05	
INTEREST EARNED	\$1.40	
TOTAL CHECKS, FEES AND EFT'S	-\$163,093.21	
TRANSFER TO LAIF ACCOUNT		
TRANSFER FROM LAIF ACCOUNT		
<b>ENDING BALANCE 2/28/2022</b>		<b>\$215,894.68</b>

**PACIFIC PREMIER BANK DWR LOAN REPAYMENT (1994-2029):**

**LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 1/31/2022</b>	\$26,052.69	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
<b>ENDING BALANCE 2/28/2022</b>		<b>\$26,052.69</b>

**PACIFIC PREMIER BANK DWR RESERVE ACCOUNT**

<b>BEGINNING BALANCE 1/31/2022</b>	\$113,476.14	
INTEREST EARNED	\$0.00	
<b>ENDING BALANCE 2/28/2022</b>		<b>\$113,476.14</b>

**PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 1/31/2022</b>	\$29,630.28	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
<b>ENDING BALANCE 2/28/2022</b>		<b>\$29,630.28</b>

**WESTERN ALLIANCE**

**PVS PROJECT CAPITALIZED INTEREST FUND**

<b>BEGINNING BALANCE 1/31/2022</b>	\$18.34	
INTEREST EARNED	\$0.00	
INTEREST PAYMENT	\$0.00	
<b>ENDING BALANCE 2/28/2022</b>		<b>\$18.34</b>

**LOCAL AGENCY INVESTMENT FUND (LAIF)**

<b>BEGINNING BALANCE 1/31/2022</b>	\$4,468,115.00	
INTEREST EARNED	\$0.00	
TRANSFER FROM PACIFIC PREMIER CHECKING	\$0.00	
TRANSFER TO PACIFIC PREMIER CHECKING	\$0.00	
<b>ENDING BALANCE 2/28/2022</b>		<b>\$4,468,115.00</b>

**ENDING BALANCE ALL ACCOUNTS** **\$4,853,187.13**

**DIFFERENCE FROM LAST MONTH** **Increase \$58,791.24**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2021/22 Budget**

<b>OPERATING REVENUE</b>	<b>Budget FY 21/22</b>	<b>Actual February</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Water Fees	1,107,981	87,528	835,777	75%	
Sewer Fees	704,110	62,719	475,262	67%	
Hook-Up Fees	3,000	1,200	3,100	103%	Fluctuates based on activity
Turn on Fees	3,500	900	2,675	76%	
Late Fees	18,500	1,788	16,467	89%	
Plan Check & Inspection	10,000	0	1,293	13%	
Miscellaneous Income	500	2,217	30,034	6007%	Sale of assets
<b>TOTAL OPERATING</b>	<b>\$1,847,591</b>	<b>\$156,351</b>	<b>\$1,364,608</b>	<b>74%</b>	

<b>FRANCHISE REVENUE</b>					
Solid Waste Franchise Fees	77,220	7,348	53,022	69%	
<b>TOTAL FRANCHISE</b>	<b>\$77,220</b>	<b>\$7,348</b>	<b>\$53,022</b>	<b>69%</b>	

**TOTAL OPERATING** \$1,924,811    \$163,699    \$1,417,631    74%

<b>NON-OPERATING REVENUE</b>					
Standby Charges	242,144	6,208	146,496	60%	
Property Tax	404,308	11,793	261,819	65%	
Interest	50,000	1	9,288	19%	
Connection Fees	70,580	28,232	68,443	97%	Fluctuates based on activity
<b>TOTAL NON-OPERATING</b>	<b>\$767,032</b>	<b>\$46,234</b>	<b>\$486,046</b>	<b>63%</b>	

<b>RESERVE REVENUE</b>					
Capital Reserves	656,000	4,123	82,265	13%	
Operating Reserves	1,833,986	11,015	386,061	21%	
<b>TOTAL RESERVE</b>	<b>\$2,489,986</b>	<b>\$15,138</b>	<b>\$468,327</b>	<b>19%</b>	

**TOTAL NON-OPERATING** \$3,257,018    \$61,372    \$954,373    29%

<b>TOTAL ALL INCOME</b>	<b>\$5,181,829</b>	<b>\$225,071</b>	<b>\$2,372,004</b>	<b>46%</b>	
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2021/22 Budget**

**OPERATING EXPENSES**

<b>SALARIES AND BENEFITS</b>	<b>Budget FY 21/22</b>	<b>Actual February</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Salaries	810,774	64,265	505,785	62%	
Health Insurance	149,611	12,530	71,246	48%	
Health Insurance - Retirees	44,584	3,944	29,531	66%	
PERS	146,225	14,160	112,866	77%	
Standby	13,100	999	8,911	68%	
Overtime	15,600	466	8,493	54%	
Workers Comp. Ins.	18,355	0	16,185	88%	Paid Annually
Directors' Fees	9,000	300	5,000	56%	
Medicare/FICA	11,953	978	7,986	67%	
Car Allowance	3,000	250	2,000	67%	
SUI/ETT	1,500	9	637	42%	
Uniforms	5,000	0	2,884	58%	
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$1,228,702</b>	<b>\$97,902</b>	<b>\$771,525</b>	<b>63%</b>	

**UTILITIES**

Electricity	121,527	5,627	88,851	73%	
Propane	1,025	396	984	96%	
Water Purchase	23,114	0	23,114	100%	Paid Semiannually
Telephone/Internet	10,800	688	7,609	70%	
<b>TOTAL UTILITIES</b>	<b>\$156,466</b>	<b>\$6,710</b>	<b>\$120,559</b>	<b>77%</b>	

**MAINTENANCE & SUPPLIES**

Chemicals	87,000	7,224	48,358	56%	
Computer/Software	29,450	588	15,099	51%	
Equip. Rental/Lease	2,500	0	1,007	40%	
Fixed Equip.	172,000	14,920	81,316	47%	
Fuel & Oil	10,000	430	9,021	90%	
Lab Testing	38,400	13,101	38,365	100%	
Office Supplies	1,500	0	1,323	88%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	8,140	522	5,537	68%	
Small Tools/Equip.	3,000	0	2,039	68%	
Supplies	2,500	595	1,694	68%	
Meters/Equip.	12,000	0	262	2%	
Vehicles	6,000	455	7,335	122%	
<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$372,490</b>	<b>\$37,835</b>	<b>\$211,354</b>	<b>57%</b>	

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2021/22 Budget**

<b>GENERAL &amp; ADMINISTRATION</b>	<b>Budget FY 21/22</b>	<b>Actual February</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Ads./Advertising	1,500	-149	1,028	69%	
Alarm/Answering Service	4,000	286	2,272	57%	
Audit	10,000	0	8,485	85%	
Bank Charges/Fees	8,000	453	4,542	57%	
Consulting/Engineering	20,000	0	7,685	38%	
Dues/Subscription	9,850	0	8,693	88%	
Elections	0	0	0	0%	
Insurance	36,590	0	36,770	100%	Paid Annually
LAFCO	6,600	0	6,269	95%	Paid Annually
Legal/Attorney	15,000	1,333	11,254	75%	
Licenses/Permits	32,100	0	10,926	34%	
Plan Check & Inspection	10,000	0	1,293	13%	
Postage/Billing	15,000	1,212	9,441	63%	
Professional Service	44,300	1,805	37,806	85%	
Tax Collection	6,000	0	0	0%	
Staff Training & Travel	8,000	0	410	5%	
Board Training & Travel	1,000	0	100	10%	
<b>TOTAL G &amp; A</b>	<b>\$227,940</b>	<b>\$4,938</b>	<b>\$146,974</b>	<b>64%</b>	

**CAPITAL PROJECTS & EQUIPMENT**

Structures/Improvements	2,259,986	15,138	378,780	17%	
Equipment	230,000	0	89,316	39%	
<b>TOTAL CAPITAL EXPENSE</b>	<b>\$2,489,986</b>	<b>15,138</b>	<b>468,096</b>	<b>19%</b>	

**DEBT**

State Loan Payment	103,629	0	51,814	50%	paid semiannually
State Loan Payment Phase II	58,740	0	29,369	50%	paid semiannually
Western Alliance Lease-PVS	152,849	0	76,824	50%	paid semiannually
<b>TOTAL DEBT</b>	<b>\$315,218</b>	<b>\$0</b>	<b>\$158,008</b>		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$181,333	63%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

<b>TOTAL EXPENSE</b>	<b>\$5,078,802</b>	<b>\$186,522</b>	<b>\$2,057,848</b>	<b>41%</b>	
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CAPACITY CHARGES TRANSFER      \$70,580      \$28,232      \$68,443      97%

SOLID WASTE FEES TRANSFER      \$30,783      \$2,891      \$18,243      59%

<b>FUND TOTAL</b>	<b>\$1,664</b>	<b>\$7,426</b>	<b>\$227,470</b>		
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
FEBRUARY 2022 OFFICE REPORT**

**Water & Sewer**

On March 1<sup>st</sup>, we processed 1,934 bills for a total dollar amount of \$153,687 for water and sewer user fees for the month of February. The number of Automatic Drafts processed was 640 for a total dollar amount of \$47,318.

**San Miguel Garbage Franchise Fees**

Each month, the District receives franchise fees from the previous month. The breakdown is as follows:

Month of January

Garbage Collection (10%) - \$ 5,771.04

Roll-Off Collection (10%) - \$ 538.81

Total Franchise Fees Collected - \$ 6,309.85

**Service Orders Completed**

Staff completed a total of 72 service orders for the month of February. Below is a breakdown by job code.

OCCUPANT CHANGE	11	USA	7
MISC.	2	DIRTY WATER	1
LEAK	5	LOCK METER	24
PRESSURE CHECK	1	UNLOCK METER	21

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager  
Kristen Gelos, Office Supervisor  
Doug Groshart, District Engineer

**DATE:** March 17, 2022

**SUBJECT:** Submittal for approval Resolution 22-01 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2022/23.

### Recommendation

It is recommended that the Board of Directors:

1. Approve Resolution 22-01 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2022/23; and
2. Schedule a public hearing for May 19, 2022 at 4:00 PM to confirm the Standby Charges.

### Background

Standby Charges are a parcel-based source of revenue commonly available to public agencies for use in defraying the cost of having certain benefits available to parcels.

California Government Code Section §54984, et.al. is known as the Uniform Standby Charge Procedures Act and provides the authority to impose these charges and states,

*“Any local agency which is authorized by law to provide water, sewer, or water and sewer service, and which is providing either or both of those services within its jurisdiction, may fix...a water or sewer standby charge, or both, on land within the jurisdiction of the local agency to which water, sewer, or water and sewer services are made available for any purpose by the agency, whether the water or sewer services are actually used or not.”*

### Discussion

It has been the practice of Heritage Ranch Community Services District since 1991 to collect Standby Charges to offset certain costs that sustain water and/or sewer services including debt service on the Water Treatment Plant, and maintenance and operations.

## Debt Service

In 1994, the construction of the Water Treatment Plant (WTP) and Phase I reconstruction of Pump Stations 1 & 4 were completed. One-half the cost of the WTP and all of the cost for the reconstruction was funded through a \$2,179,398, 35-year term loan from the State. In 2015, Phase II Water Treatment Plant improvements which included the Plate Settler construction was completed. This cost is being funded through a \$984,090, 20-year term loan also from the State. The total annual debt service for both loans is \$162,367.

## Maintenance & Operations

Maintenance of fixed equipment includes the water and sewer treatment plants, pumps and lift stations. Operations includes but is not limited to the purchase of raw water, the supplies, tools, and equipment necessary to operate and maintain facilities, and permits required from State and County agencies.

## Fiscal Considerations

The total number of parcels subject to the water standby charge is 2,071. The total number of parcels subject to the sewer standby charge is 1,866. The total standby revenue for Fiscal Year 2022/23 is anticipated to be \$242,144. Table 1 and 2 illustrate how the charges are allocated and how they are used.

*Table 1 Charge by Parcel*

<b>Standby Charge</b>	<b>No. of Parcels</b>	<b>\$ per Parcel</b>	<b>Total</b>
Water	2071	\$98	\$202,958
Sewer	1866	\$21	\$39,186
Total			\$242,144

*Table 2 Use by Charge*

<b>Item</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
Debt Service	\$162,367	-	\$162,367
Maintenance/Ops	\$40,591	\$39,186	\$79,777
Total	\$202,958	\$39,186	\$242,144

## Results

Resolution 22-01 will serve to initiate and establish the Standby Charges for Fiscal Year 2022/23. The Standby Charges will be confirmed at a public hearing on May 19, 2022. If adopted, the Standby Charges will be collected through the County of San Luis Obispo property tax roll as a means of effective, efficient collection.

Attachments: Resolution 22-01 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2022/23  
Engineering Report for Standby Charges



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH  
COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS AND  
ESTABLISHING OF WATER AND SEWER STANDBY CHARGES FOR PROPERTY  
WITHIN THE DISTRICT FOR FISCAL YEAR 2022/23**

**WHEREAS**, the District is authorized to provide water and sewer services, and is authorized to fix, levy, or collect any standby or availability charge or assessments in connection with providing those services; and

**WHEREAS**, the report of a qualified engineer is on file with the District and the standby charge proposed is based upon that report. The engineer's report includes all of the following: (1) a description of the charge, (2) a compilation of the amount of the charge proposed for each parcel subject to the charge, (3) a statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the charge is made, and (4) other factors listed in Government Code Section §54984.3.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Directors of the Heritage Ranch Community Services District as follows:

1. The foregoing recitals are true and correct and are incorporated by this reference.
2. The parcels subject to the proposed standby charges are within Tracts 424, 446, 447, 452, 466, 474, 475, 693, 720, 721, 1063, 1094, 1910, 1990, and Parcel Map 71-217. All such parcels are contained within a list of Assessor Parcel Numbers on file with the District and made a part herein.
3. The amount of the proposed charge is \$119 per parcel with available water and sewer service, and \$98 per parcel with available water service only.
4. The Board of directors will hold a public hearing regarding imposition of a standby charge on each parcel and in the amount set forth within this resolution. The hearing will be held on May 19, 2022 at 4:00 PM or as soon thereafter as the matter may be heard, at the District Office, located at 4870 Heritage Road, in Heritage Ranch, California. At that time and place, the District will hear and consider all objections or protests, if any, to the proposed standby charges.

The District Secretary is hereby directed to cause notice of the time and place of the public hearing on the standby charges to be published before the hearing in the manner required by law.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Heritage Ranch Community Services District on the 17<sup>th</sup> day of March 2022, by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

**APPROVED:**

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**Reginald Cousineau, President**  
**Board of Directors**

**ATTEST:**

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**Kristen Gelos**  
**Board Secretary**

# MEMORANDUM

## Heritage Ranch Community Services District Engineering Report - Standby Charges

**Date:** March 17, 2022

**To:** Scott Duffield, PE, General Manager

**From:** Doug Groshart, PE, District Engineer

**Subject:** Engineering Report for Standby Charges Pursuant to the Uniform Standby Charge Procedures Act, Section 54984 et. seq. of the California Government Code

In accordance with the requirements of the California Government Code Section 54984, and more particularly Section 54984.3, Sections a-1 to a-4, the District must adopt a resolution to initiate proceedings to fix standby charges for water and sewer facilities at Heritage Ranch Community Services District. The proposed standby charges must be based on an engineering report prepared by a qualified engineer, containing the items and information contained in Section 54984.3, Sections a-1 through 1-4. Furthermore, this Engineering Report and determination of standby charges must be filed with the District on or before August 10th of each calendar year, or prior to the start of each Fiscal Year.

This Engineering Report addresses California Government Code Section 54984, as follows:

***54984.3.(a)(1). A description of the charge and the method by which it will be imposed.***

Each parcel within the District eligible to receive water and sewer services has an outstanding commitment by the District to provide such services. In order to maintain the commitment to provide water and sewer services to all eligible parcels within the District, the water and sewer systems must be periodically repaired, maintained and replaced to ensure that the water and sewer facilities provide continued and future services to these parcels, and are kept in good working order. There are also District overhead and administrative charges associated with these activities that must be covered by these standby charges. These costs are determined from and allocated by the budgeting practices of the District. The fiscal year budget reflects the amounts to be assessed. Standby charges will be assessed to all eligible existing parcels which receive or may receive in the future, water and sewer services from the District.

Debt Service. In 1994, the construction of the Water Treatment Plant (WTP) and Phase I reconstruction of Pump Stations 1 & 4 were completed. One-half the cost of the WTP and all of the cost for the reconstruction of pump stations was funded through a \$2,179,398, 35-year term loan from the State. In 2015, Phase II Water Treatment Plant improvements which included the Plate Settler construction were

completed. This cost is being funded through a \$984,090, 20-year term loan (also from the State.) The total annual debt service for both loans is \$162,367.

Maintenance & Operations. Maintenance of fixed equipment includes the water and sewer treatment plants, pumps and lift stations. Operations includes but is not limited to the purchase of raw water, the supplies, tools, and equipment necessary to operate and maintain facilities, and permits required from State and County agencies.

The proposed standby charges will be assessed equally amongst the parcels for which standby charges will be assessed. Standby charges will be imposed and assessed on the County Tax Roll.

**54984.3.(a)(2). A compilation of the amount of the charge proposed for each parcel subject to the charge.**

There are currently 2,071 existing parcels within the District subject to these standby charges. Of this total, 1,866 parcels would be charged for water and sewer service, and the remaining 205 parcels would be charged for standby water service only. A summary of the standby charges for both water and sewer systems are included in Table 1.

**Table 1. Summary of Standby Charges by Parcel**

Standby Charge	No. of Parcels	Assessment per Parcel, \$	Total
Water	2,071	\$ 98	\$ 202,958
Sewer	1,866	\$ 21	\$ 39,186
TOTAL	---	---	\$ 242,144

For the water system, \$162,367 will be used for the retirement of debt service for the District's Safe Drinking Water loan for construction of the District's Water Treatment Plant and pumping facility improvements, as well as the District's State Water Resources Control Board loan for construction of the Plate Settler at the Water Treatment Plant. The remaining \$40,591 will be used for water system maintenance and operation.

For the wastewater system, \$39,186 will be used for wastewater system maintenance and operation. Table 2 summarizes the standby charges and their corresponding allocation to water and sewer systems.

**Table 2. Summary of Use by Standby Charge**

Item	Water	Sewer	Total
Debt Service	\$ 162,367	\$ -	\$ 162,367
Maintenance & Operations	\$ 40,591	\$ 39,186	\$ 79,777
TOTAL	\$ 202,958	\$ 39,186	\$ 242,144

**54984.3.(a)(3). A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the charge is made.**

Each parcel within the District eligible to receive water and sewer services has an outstanding commitment by the District to provide that service. In preparation for such water and sewer services and for the commitment to standby to provide those services, the water and sewer systems must be periodically repaired, maintained and replaced to ensure that the facilities are in good working order and capable of providing future services to these parcels. In order to prepare for and to have the necessary forces and means to provide the services at all times, and to keep the systems in good working order, the District incurs certain costs. These costs are determined from, and allocated by, the budgeting practices of the District. The budget reflects the amounts to be assessed. The parcels for which these standby charges are assessed will directly benefit by the District ensuring that such water and sewer services are adequate and available.

The improvements to the water treatment plant benefit all 2,071 parcels whether currently provided water service, or such service is provided in the future for any parcel currently not served water (not yet developed). As such, the annual debt service is shared equally amongst all parcels which benefit equally from these water treatment plant improvements.

The water and sewer system maintenance and operations costs are annual costs to operate the entire water and sewer systems that benefit all 2,071 parcels receiving water services, and all 1,866 parcels receiving sewer services, equally.

Therefore, it is recommended that the District initiate and confirm the Water and Sewer Standby Charges for FY 2022/23 in the amount of \$98 for water and \$21 for sewer for each and every parcel in the District eligible for these services. These charges should be confirmed prior to July 1, 2022 (beginning of the Fiscal Year) by a Public Hearing and Resolution.

**54984.3.(4)(b) A description of the lands upon which the charge is to be imposed. Assessor parcel numbers shall constitute sufficient description for this purpose.**

A listing of the 2,071 properties, corresponding assessor parcel numbers, and associated charges will be filed concurrently with the County Auditor's office. This listing is also on file at the District office.

**54984.3.(4)(c) The amount of the charge for each of the lands so described.**

Please refer to Table 1 of this Engineering Report. For parcels to receive water and sewer services, the charge is \$119/parcel. For those parcels to receive only water service, the charge is \$98/parcel.

***54984.3.(4)(d) The date, time, and place upon which the governing body will hold a public protest hearing regarding the imposition of the charge, and notice that the governing body will hear and consider all objections or protests, if any, to the proposed charges.***

The Board will hold a public hearing on May 19, 2022, at 4:00 pm at the District Office, located at 4870 Heritage Road, in Heritage Ranch, California. At that time and place, the District will hear and consider all objections or protests, if any, to the proposed standby or availability charges or assessments.

DHG:

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager  
Dylan Wade, Water Systems Consulting

**DATE:** March 17, 2022

**SUBJECT:** Receive and file the Water Resource Recovery Facility Upgrade Project progress report.

#### **Recommendation**

It is recommended that the Board of Directors receive and file the Water Resource Recovery Facility Upgrade Project progress report.

#### **Background**

Your Board selected Water Systems Consulting (WSC) as our consultant for a design phase contract for the Water Resource Recovery Facility Upgrade Project (Project) at the Board Special Meeting of August 12, 2021. The contract was executed September 16, 2021.

#### **Project Design Phase Updates**

##### **Project Scope**

- Program Chartering. The program charter task has been completed except for printing and framing a hard copy version of the Charter.
- Design Confirmation. Staff have completed sampling and flow testing efforts for this period. WSC recommends that additional testing be performed during high summertime occupancy periods.
- Preliminary Design. WSC surveying subcontractor performed a land survey of the property and has prepared a base map of the Wastewater Treatment Plant site.
- NPDES Permitting. Preparation and coordination of the Report of Waste Discharge (ROWD - the final report for the current permit term and required to be submitted to the Regional Board) will be covered in WSC original scope. The ROWD is due by June 04, 2022.

- **USDA Coordination.** WSC and staff received an outline prepared by the USDA of their Project Engineering Report (PER) requirements. WSC and District staff have reviewed the PER requirements and WSC has started work on a preliminary draft of the report.

### Project Schedule

The Project Design Phase is currently on schedule. There are currently no known unexpected impacts.

### Project Budget

The Project Design Phase is currently within budget. There are currently no known unexpected impacts or needed modifications.

### Look Ahead

In the coming month WSC will be working on a preliminary draft of the PER. Data collection and development of the PER is a high priority task for the project as the PER is a prerequisite to securing project funding. This effort will be ongoing and a focus for the first half of 2022.

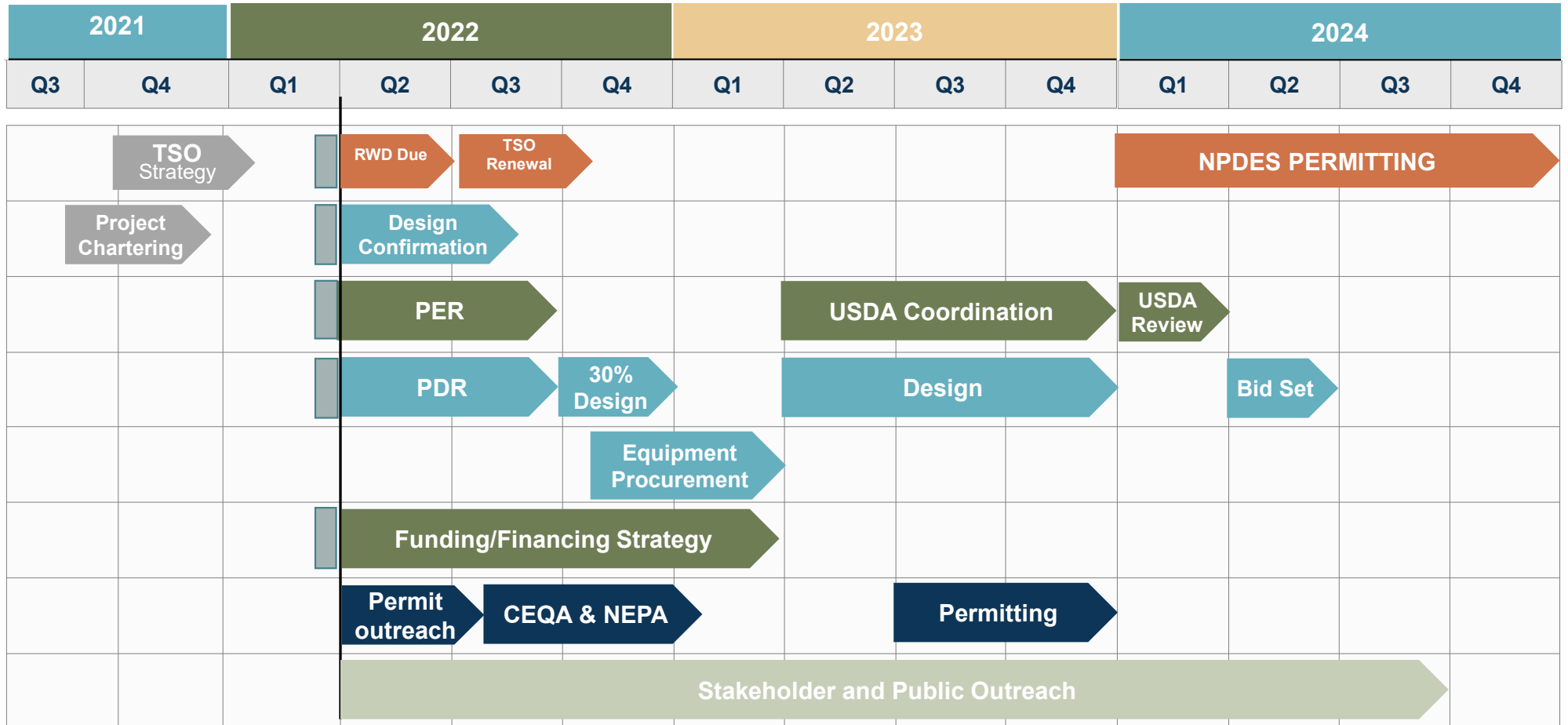
WSC is reviewing the flow and load data collected by District staff and will be developing the initial flow and load projections. This effort leads to preliminary treatment train sizing and then to initial site layouts which will be ongoing efforts for the month of March and April.

Attachments: Summary Schedule

File: Projects\_WRRF



# March 2022 Schedule



## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** March 17, 2022

**SUBJECT:** Request to consider nominating a Director as a candidate for the open Local Agency Formation Commission (LAFCO) Alternate Special District Member seat.

#### **Recommendation**

It is recommended that the Board of Directors consider nominating a Director as a candidate for the open Local Agency Formation Commission (LAFCO) Alternate Special District Member seat.

#### **Background**

LAFCO is an independent local government agency that has planning and growth powers over all cities, counties, and special districts. San Luis Obispo County special districts have two Commissioners and one Alternate Commissioner on LAFCO. There is an opening for the Alternate Commissioner special districts member seat currently held by Ed Eby, Nipomo CSD. The other special districts representatives on LAFCO are:

- Robert Enns, Cayucos Sanitary District – Commissioner (term to 2024)
- Marshall Ochylski, Los Osos CSD – Commissioner (term to 2022)

The other LAFCO representatives include two elected officials from cities, two from the County, and one member of the general public. Special district members on LAFCO do not represent their agencies but rather all County special districts.

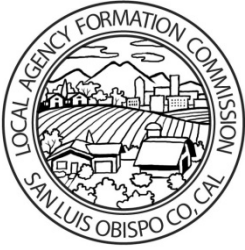
#### **Discussion**

Each special district may nominate one candidate. Nomination forms are required to be submitted by the end of the nomination period; March 31, 2022, at 5:00 p.m.

If more than one nomination is received, the LAFCO Executive Officer will prepare a ballot election and send it by email to each special district with voting instructions at the conclusion of the nomination period.

The term of this seat is through December 2025.

Attachments: Nomination Form



LAFCO - San Luis Obispo - Local Agency Formation Commission  
SLO LAFCO - Serving the Area of San Luis Obispo County

**COMMISSIONERS**

Chairperson  
ED WAAGE  
City Member

Vice-Chair  
DEBBIE ARNOLD  
County Member

LYNN COMPTON  
County Member

MARSHALL OCHYLSKI  
Special District Member

ROBERT ENNS  
Special District Member

STEVE GREGORY  
City Member

HEATHER JENSEN  
Public Member

**ALTERNATES**

DAWN ORTIZ-LEGG  
County Member

ED EBY  
Special District Member

CHARLES BOURBEAU  
City Member

David Watson  
Public Member

**STAFF**

ROB FITZROY  
Executive Officer

BRIAN A. PIERIK  
Legal Counsel

IMELDA MARQUEZ  
Analyst

**TO: EACH INDEPENDENT SPECIAL DISTRICT**

**FROM: ROB FITZROY, EXECUTIVE OFFICER**

**DATE: FEBRUARY 15, 2022**

**RE: REQUEST FOR NOMINATIONS FOR LAFCO ALTERNATE SPECIAL DISTRICT MEMBER**

**Background.** The term of the current LAFCO Alternate Special District seat held by Commissioner Ed Eby expired in December 2021. This nomination is for the Alternate Special District seat. The Cortese-Knox-Hertzberg Act allows Commissioner Eby to remain on LAFCO until the nomination and election process is complete, he may also re-run should he wish to do so. The terms of the two Regular Special District Members, Robert Enns and Marshall Ochylski do not expire until 2024 and 2022 respectively.

**Instructions.** Each district may nominate one candidate for this position. If your District wishes to nominate a candidate, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board as the representative of your district, you may submit a nomination on behalf of your district. Nomination forms are required to be submitted by the end of nomination period. **The nomination period begins on February 15, 2022, and ends on March 31, 2022, at 5:00 p.m.**

The completed nomination form may be submitted to the LAFCO office via mail, Fax-805-788-2072, or [e-mail: rfitzroy@slolafco.com](mailto:rfitzroy@slolafco.com). Please make sure the form is signed by the Board President or General Manager and the Nominee.

If more than one nomination for a candidate is received, the Executive Officer shall prepare a ballot election and send it by email to each special district with voting instructions at the conclusion of the nomination period.

A nomination form is attached to assist your District in the nomination process. Also, please view the LAFCO website ([www.slolafco.com](http://www.slolafco.com)) for additional information about LAFCO. Please call 805-788-2096 if you have any questions.

cc: Members, Formation Commission  
Brian Peirik, LAFCO Legal Counsel



**San Luis Obispo  
Local Agency Formation Commission**

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401

Tel: (805) 781-5795 | Fax: (805) 788-2072 | rfitzroy@slolafco.com

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**NOMINATION FOR LAFCO**

**ALTERNATE SPECIAL DISTRICT MEMBER**

The \_\_\_\_\_  
(Insert Name of Special District)

Hereby nominates \_\_\_\_\_ as a nominee to serve as the  
(Insert Name of Nominee)

Special District Member on the San Luis Obispo Local Agency Formation Commission (SLOLAFCO).

The Board of Director's action was taken on an agenda item on:

\_\_\_\_\_  
(Insert Date of Board Agenda and Action)

\_\_\_\_\_  
(General Manager or Chairman/President)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Signature-Nominee)

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## Manager Report For the Month of March 2022

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

### Administration

- The Manager attended the monthly CSDA SLO Chapter General Managers meeting.
- Staff met with a consultant regarding conversion of the District Code of Ordinances to digital format.

### Operations

- Submitted the monthly Wastewater Treatment Plant Self-Monitoring Report.
- Prepared and submitted the monthly Disinfection Byproduct Report.
- Additional updates regarding operations can be found in the Operations Report and the District Engineer Report.

### Solid Waste

- The Manager attended an IWMA Board meeting.
- The Manager attended an IWMA Local Task Force meeting.

### Reservoir Status

- As reported by Monterey County Water Resources Agency (MCWRA), as of March 7, 2022, the reservoir was at approximately 735.85 feet in elevation, 28% of capacity, or 107,588-acre feet of storage. MCWRA water releases were shown as 67 cfs.

### Public Relations and Community

- Nothing significant to report.

## Human Resources

- The District is currently recruiting for one Treatment Operator I/II/III.

## Board Member & Staff Information and Learning Opportunities

- Conflict of Interest filings (Form 700) are due in April. Kristen has reached out to each Director and Staff with instructions.

\* \* \*

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### District Engineer Report For the Month of March 2022

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

#### Administration

- Engineering staff continues the review of the files from Wallace Group as time allows, working backward from the most recent projects. Working on Capital Improvement Program and Projects planning/budgets, etc.
- Completed engineering report for Standby Charges (see separate agenda item)

#### Operations Support

- Working with Staff re: SCADA integration and coordinating with SCADA consultant.
- Working with Staff for water system operation (filters, treatment, etc.)
- Additional updates regarding operations can be found in the Operations Report.

#### Capital Improvement Program and Projects

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

- Vertical Intake: Integration by Tough Automation has been completed. There are some minor electrical issues with the pump that are being resolved with the contractor.
- Water Resource Reclamation Facility Upgrade: Staff and WSC are working on the initial design phase tasks. Engineering staff completed the analysis of current flow data and is working with WSC for sizing the plant, future sizing projections, etc.
- Water Treatment Plant Filters Renovation: Working with Operations Staff on the replacement of media in one filter. All material removed, filter sandblasted and painted.
- Lift Station 1-5 rehabilitation design phase: District Engineer is continuing with the review of the existing reports and documentation for this project.

- Water and Wastewater Rate Study: On Hold.
- Rebuild Treated Water Pumps at PS 3 & 4: On Hold.
- Pump Station Covers: On Hold.

#### Development Review

- Engineer has received new drawings from Ashley & Vance for the proposed Snug Harbor Boat and RV Storage facility near the marina.



## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Operations Report For the Month of March 2022

In addition to normal operations duties, below are other tasks / updates for several areas of work:

#### Water treatment

- Staff is making solid progress on the renovation of filter #3. We were held up for a while locating some band clamp gaskets that were not well identified on the filter plans. But the clamps were identified when the main underdrain assembly was exposed, and progress is underway.
- Staff recently sampled all aspects of the water treatment process for DBP concentrations, result will be reported to the board upon receipt.

#### Water distribution

- Nothing significant to report currently.

#### Wastewater collection

- The results from the 8-week wastewater sampling protocol are complete and sent to WSC for design and engineering analysis.

#### Wastewater treatment

- The quarterly Time Schedule Order was taken and sent to the lab w/e 3/11/22.

#### Vehicles and equipment

- The district owned Kubota RTV used to agitate the sand filters during periods of non-use was stolen on Sunday March 6<sup>th</sup> and an alternative method and/or approach to accomplish this is being worked out.
- The remainder of the fleet is running well.

Filter #3 Painted - Looking East



Filter #3 Painted - Looking West



Filter #3 Painted - Looking at the Bottom of Polishing Side

