

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

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

**DATE:** July 18, 2024

**SUBJECT:** Submittal for approval Resolution 24-08 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.

### **Recommendation**

It is recommended that the Board of Directors:

1. Open the Public Hearing to provide an opportunity for filing objections and presentation of testimony or other evidence concerning this report; and
2. At the close of the Public Hearing, approve Resolution 24-08 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.

### **Background**

District Code of Ordinances Title 8 – Solid Waste is entitled “Mandatory Solid Waste, Organic Waste, and Recycling Materials Ordinance” (Title 8). Title 8 specifies that all developed properties located within the District shall be subject to mandatory solid waste, organic waste, and recycling materials service. The collection service may be either curbside or by commercial bin service. This requirement is predicated on an identical requirement adopted by the Heritage Ranch Owner’s Association, dated March 25, 1999.

### **Discussion**

Title 8 Section 8.300 specifies the collection procedures for overdue solid waste accounts. This section incorporates the procedures of the Government Code that provides for the collection of charges and any penalties for services provided to be collected on the tax roll in the same manner as property taxes. Thus, the Board of Directors may authorize the San Luis Obispo County auditor to collect delinquent solid waste service charges and penalties by placing them on the property owners’ property tax bill for collection.

The following required procedures were used to notify delinquent customers of their account status:

- On April 15, 2024, San Miguel Garbage Company sent certified letters to each delinquent account customer giving a 45-day notice to pay pursuant to District Code 8.330. This letter stated that non-payment may result in the District collecting the amount owed with general taxes.
- On June 1, 2024, San Miguel Garbage provided the District with a listing of delinquent accounts.
- On June 20, 2024, the District sent a Notice of Public Hearing to each delinquent property owner.
- On June 20, 2024 and July 3, 2024, the Notice of Public Hearing was published in *The Tribune*.
- Property owners that have paid since June 30, 2024, will be removed from the delinquent listing (Exhibit A) at the Public Meeting.

### **Fiscal Considerations**

This action will enforce the mandatory solid waste provision of District Code of Ordinances Title 8, and collect monies owed to San Miguel Garbage Company for services provided.

### **Results**

The attached Resolution 24-08 authorizes the San Luis Obispo County Auditor to levy the amounts due on delinquent solid waste accounts to be collected with property taxes.

Attachments: Resolution 24-08

Exhibit A – 2023/2024 Delinquent Solid Waste Charges and Penalties

File: Solid Waste\_SMGC

**2023/2024 Delinquent Solid Waste Charges and Penalties  
Exhibit A**

	<b>APN #</b>	<b>AMOUNT TO BE COLLECTED ON TAX ROLL</b>
1	012-274-041	<b>\$538.00</b>
2	012-276-041	<b>\$245.00</b>
3	012-275-030	<b>\$386.00</b>
4	012-301-031	<b>\$817.00</b>
5	012-275-052	<b>\$642.00</b>
6	012-331-014	<b>\$416.00</b>
7	012-345-033	<b>\$642.00</b>
8	012-272-011	<b>\$567.00</b>
9	012-272-064	<b>\$789.00</b>
10	012-185-058	<b>\$305.00</b>
11	012-276-026	<b>\$314.00</b>
12	012-284-045	<b>\$638.00</b>
13	012-182-060	<b>\$722.00</b>
14	012-188-037	<b>\$384.00</b>
15	012-322-034	<b>\$703.00</b>
16	012-345-026	<b>\$422.00</b>
17	012-352-016	<b>\$684.00</b>
18	012-272-066	<b>\$678.00</b>
19	012-195-013	<b>\$794.00</b>
20	012-187-013	<b>\$538.00</b>
21	012-342-041	<b>\$422.00</b>
22	012-324-019	<b>\$642.00</b>
23	012-373-001	<b>\$400.00</b>
24	012-274-012	<b>\$260.00</b>
25	012-325-025	<b>\$538.00</b>
26	012-344-029	<b>\$392.00</b>
27	012-325-079	<b>\$274.00</b>

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**\$14,152.00**

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

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

**DATE:** July 18, 2024

**SUBJECT:** Submittal for approval Resolution 24-09 providing for collection of delinquent water and sewer charges and penalties to be collected on the tax roll in the same manner as property taxes.

### **Recommendation**

It is recommended that the Board of Directors:

1. Open the Public Hearing to provide an opportunity for filing objections and presentation of testimony or other evidence concerning this report; and
2. At the close of the Public Hearing, approve Resolution 24-09 providing for collection of delinquent water and sewer charges and penalties to be collected on the tax roll in the same manner as property taxes.

### **Background**

District Code of Ordinances (Code) Section 3.820 and 3.830 specify that the District may elect to have any or all District's rates, charges, and fees, including any overdue fees, collected on the Tax roll in the forthcoming fiscal year.

### **Discussion**

These Code sections incorporate the procedures of Government Code Section 61115(b) that provides for the collection of charges and any penalties for services provided to be collected on the tax roll in the same manner as property taxes. Thus, the Board of Directors may authorize the San Luis Obispo County auditor to collect delinquent water and sewer service charges and penalties by placing them on the property owners' property tax bill for collection.

The following required procedures were used to notify delinquent customers of their account status:

- On May 1, 2024, the District sent letters to each delinquent account customer giving a 45-day notice to pay pursuant to the Government Code. This letter stated

that non-payment may result in the District collecting the amount owed with general taxes.

- On June 18, 2024, the District sent a Notice of Public Hearing to each delinquent property owner.
- On June 20, 2024 and July 3, 2024, the Notice of Public Hearing was published in *The Tribune*.
- Property owners that have paid since June 30, 2024, will be removed from the delinquent listing (Exhibit A) at the Public Meeting.

### **Fiscal Considerations**

This action will provide for collection of monies owed to the District for services provided.

### **Results**

The attached Resolution 24-09 authorizes the San Luis Obispo County Auditor to levy the amounts due on delinquent water and sewer accounts to be collected with property taxes.

Attachments: Resolution 24-09

Exhibit A – 2023/2024 Delinquent Water and Sewer Charges and Penalties

File: HR Delinquent Water-Sewer

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 24-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH  
COMMUNITY SERVICES DISTRICT PROVIDING FOR COLLECTION OF  
DELINQUENT WATER AND SEWER CHARGES AND PENALTIES TO BE  
COLLECTED ON THE TAX ROLL IN THE SAME MANNER AS PROPERTY TAXES**

**WHEREAS**, the Heritage Ranch Community Services District (“District”) makes the following finding of fact:

1. The District is duly authorized to provide its residents with water and sewer services.
2. District Code of Ordinances Title 3 Sections 3.820 and 3.830 provide that water and sewer accounts that are past due during the year are subject to collection procedures.
3. The District General Manager has prepared and filed a report (“Report”) that describes each affected parcel of real property and the amounts of charges and delinquencies for each affected parcel for the year. Said Report is attached hereto as Exhibit “A” and incorporated herein by this reference.
4. The District General Manager, pursuant to the Government Code, has published notice of the filing of the Report and has caused notice in writing to be mailed to the owner of each affected parcel as shown on the last equalized assessment roll available on the date the Report was prepared, as the address shown on the assessment roll, or as known to the General Manager.
5. On July 18, 2024, a public hearing was held before the District Board at which time all interested persons were given the opportunity to object or protest the Report or any portions thereof.

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

1. Each of the above findings are true and correct and incorporated herein by this reference.
2. The Report (Exhibit “A”) as submitted and as may be revised by the Board is hereby confirmed and adopted.
3. The charges and penalties as described in the Report have been determined by the Board to be delinquent and unpaid.
4. On or before August 15, 2024, the District General Manager is authorized to file with the county auditor a copy of this Resolution and Report showing the unpaid charges and penalties as required by Section §61115(b) of the Government Code.

5. Pursuant to Government Code §61115(b), the county auditor shall enter the amount of charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The county tax collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Heritage Ranch Community Services District on the 18<sup>th</sup> day of July 2024, by the following roll call vote.

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:** \_\_\_\_\_

**Dan Burgess, President  
Board of Directors**

**ATTEST:** \_\_\_\_\_

**Kristen Gelos  
Board Secretary**

**2023/2024 Delinquent Water and Sewer Charges and Penalties  
Exhibit A**

	<b>APN#</b>	<b>AMOUNT TO BE COLLECTED ON TAX ROLL</b>
1	012-274-041	\$1,142.00
2	012-325-025	\$1,137.00
3	012-344-031	\$1,187.00
4	012-188-037	\$863.00
5	012-344-029	\$859.00
6	012-342-041	\$847.00
7	012-324-019	\$845.00
8	012-345-033	\$693.00
9	012-192-058	\$637.00
10	012-323-002	\$535.00
11	012-282-052	\$776.00
12	012-325-078	\$734.00
13	012-331-002	\$771.00
14	012-276-036	\$502.00
15	012-343-008	\$627.00
16	012-276-026	\$313.00
17	012-273-044	\$519.00
18	012-284-045	\$483.00
19	012-182-037	\$716.00
20	012-188-031	\$488.00
21	012-272-054	\$472.00
22	012-272-011	\$396.00
23	012-323-020	\$444.00
24	012-323-017	\$430.00
25	012-273-021	\$348.00
26	012-301-031	\$500.00
27	012-274-018	\$455.00
28	012-193-024	\$335.00
29	012-312-041	\$259.00
30	012-325-077	\$469.00
31	012-331-041	\$1,420.00
32	012-352-008	\$557.00
33	012-322-034	\$395.00
34	012-342-018	\$402.00
35	012-324-001	\$472.00
36	012-272-064	\$421.00
37	012-272-008	\$419.00
38	012-345-031	\$480.00
39	012-345-034	\$349.00
40	012-272-065	\$354.00
41	012-275-039	\$359.00
42	012-272-005	\$339.00
43	012-376-041	\$440.00



**2023/2024 Delinquent Water and Sewer Charges and Penalties  
Exhibit A**

	<b>APN#</b>	<b>AMOUNT TO BE COLLECTED ON TAX ROLL</b>
44	012-188-010	<b>\$451.00</b>
45	012-276-041	<b>\$359.00</b>
46	012-362-011	<b>\$416.00</b>
47	012-275-030	<b>\$302.00</b>
48	012-282-010	<b>\$324.00</b>
49	012-274-029	<b>\$247.00</b>
50	012-274-012	<b>\$278.00</b>

**\$27,566.00**

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Finance & Audit Committee (Burgess, Yaffee)  
Scott Duffield, General Manager

**DATE:** July 18, 2024

**SUBJECT:** Submittal for approval Resolution 24-10 adopting a Fiscal Year 2024/25 Final Budget and Salary Schedule.

### **Recommendation**

It is recommended that the Board of Directors:

1. Hold a public hearing to consider adopting a final budget for Fiscal Year 2024/25; and
2. At the close of the public hearing approve Resolution 24-10 adopting a Fiscal Year 2024/25 Final Budget and Salary Schedule.

### **Background**

On June 20, 2024, your Board adopted the Fiscal Year 2024/25 Preliminary Budget. The meeting allowed the opportunity for the public to provide input prior to the adoption of the Preliminary Budget. Following the meeting a notice was published in the Tribune indicating the Preliminary Budget had been adopted and setting the date of July 18, 2024 for a public hearing and adoption of a Final Budget. The Preliminary Budget has been available for public review. The District has not received any written public comments.

California Code of Regulations Title 2, Section 570.5, and Section 571 subsection (b) require salary schedules and special compensation to be publicly available and duly approved and adopted by the Board.

### **Discussion**

#### **Budget**

The attached Fiscal Year 2024/25 Final Budget is presented for your adoption. Increases or decreases in line-item categories from the adopted FY 2024/25 Preliminary Budget are indicated. This proposed budget uses the analysis from the 2023 Rate Study as a basis. Overall, the consolidated budget is balanced with the water fund calculated to have a surplus of \$129,657 and the sewer fund calculated to have a surplus of \$357,256.

## Salary Schedule

All agencies that are members of CalPERS are required to ensure that pay schedules and special compensation (e.g., out-of-class pay, certification pay) are publicly available as prescribed by the California Code of Regulations, Title 2, §570.5, and §571 subsection (b). “Publicly available” is defined as posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website.

Your Board approves a budget, a Memorandum of Understanding with the Heritage Ranch Community Services Employees Association, and an employment agreement with the General Manager. All these items are publicly available and contain salary schedules and special compensation items pursuant to the code sections noted above. Thus, approval of the FY 2024/25 Salary Schedule with the budget is recommended.

## Results

Approval of Resolution 24-10 adopting a Fiscal Year 2024/25 Final Budget and Salary Schedule will result in maintaining fiscally responsible management of the District.

Attachments: Resolution 24-10  
Fiscal Year 2024/25 Final Budget  
Fiscal Year 2024/25 Salary Schedule

File: Budget\_FY24/25

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 24-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH  
COMMUNITY SERVICES DISTRICT ADOPTING A FISCAL YEAR 2024/25 FINAL  
BUDGET AND SALARY SCHEDULE**

**WHEREAS**, the District is required, pursuant to Government Code Section 61110, to adopt a preliminary budget that conforms to Generally Accepted Accounting Principles before July 1 of each year; and

**WHEREAS**, The District's budget outlines anticipated revenue and expense for each of its operating funds; and

**WHEREAS**, the District adopted a preliminary budget on June 20, 2024, and published said budget for public review and comment, and set the date of July 18, 2024, for adoption of a Final Budget.

**WHEREAS**, the District is required to ensure that pay schedules and special compensation (e.g., out-of-class pay, certification pay) are publicly available as prescribed by the California Code of Regulations, Title 2, §570.5, and §571 subsection (b); and

**WHEREAS**, your Board approves a budget, a Memorandum of Understanding with the Heritage Ranch Community Services Employees Association, and an employment agreement with the General Manager; and

**WHEREAS**, the rates listed in the FY 2024/25 Salary Schedule are reflected in the FY 2024/25 Final Budget.

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

1. The District Final Budget for Fiscal Year 2024/25, a copy of which is attached and made a part hereof, is hereby adopted.
2. The budget be administered as established by current policies and practices.
3. The District Salary Schedule for Fiscal Year 2024/25, a copy of which is attached and made a part hereof, is hereby adopted.

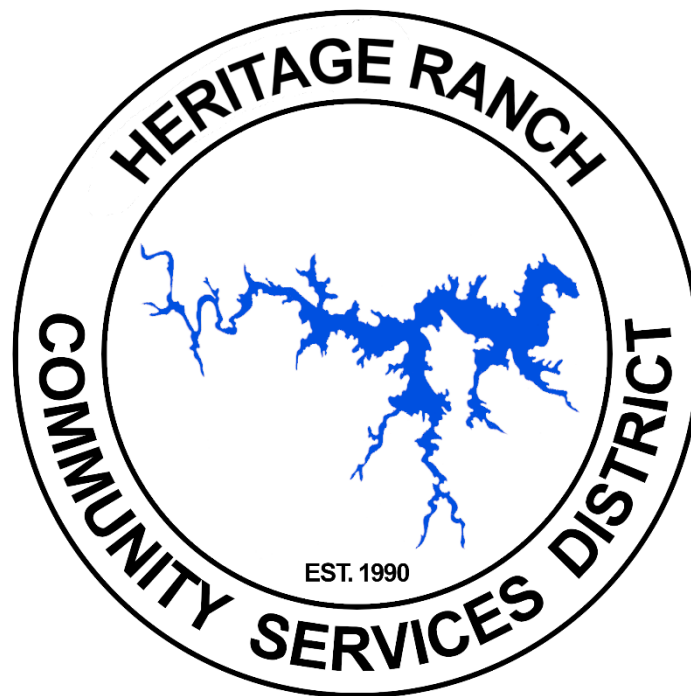
**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Heritage Ranch Community Services District on the 18<sup>th</sup> day of July 2024, by the following roll call vote.

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

**APPROVED:** \_\_\_\_\_  
**Dan Burgess, President**  
**Board of Directors**

**ATTEST:** \_\_\_\_\_  
**Kristen Gelos, Secretary**  
**Board of Directors**

HERITAGE RANCH  
COMMUNITY SERVICES DISTRICT



FISCAL YEAR 2024-2025  
FINAL BUDGET  
July 18, 2024

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT**  
**Final 2024/25 Capital & Equipment Budget**

PROJECTS	Total Budget	Funding Source						
		Capital Reserves		Operating Budget			Operating Reserves	
		Water	Sewer	Water	Sewer	General	Water	Sewer
WRF Upgrade Project (design, env, admin)	\$755,035		\$264,262					\$490,773
Lift Station 1-5 Rehab (const)	\$200,000							\$200,000
Water System SCADA Upgrade	\$168,415	\$53,893					\$114,522	
GAC System (Pilot Study)	\$39,480						\$39,480	
Pressure Reducing Valves (Waterview, Equestrian)	\$163,070						\$163,070	
Raw Water Vertical Intake No. 2 (design and const)	\$219,718	\$70,310					\$149,408	
DBP Project	\$400,000						\$400,000	
Wastewater Collection System SCADA Upgrade	\$200,000		\$68,000					\$132,000
Wastewater Collection System Model & I / I	\$75,000		\$25,500					\$49,500
Pump Station Covers (design)	\$15,000	\$4,800					\$10,200	
Electric Gate at Corp Yard	\$50,000	\$9,600	\$6,800				\$20,400	\$13,200
<b>subtotal Projects</b>	<b>\$2,285,717</b>	<b>\$138,603</b>	<b>\$364,562</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$897,080</b>	<b>\$885,473</b>
<b>EQUIPMENT</b>								
Vehicle replacement (small pickup)	\$35,000						\$21,000	\$14,000
Air Compressor	\$30,000						\$18,000	\$12,000
<b>subtotal Equipment</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,000</b>	<b>\$26,000</b>
<b>TOTAL CAPITAL</b>	<b>\$2,350,717</b>	<b>\$138,603</b>	<b>\$364,562</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$936,080</b>	<b>\$911,473</b>

	A	B	C	D	E	F
1	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND</b>					
2	2023/24 un-audited, Preliminary 2024/25 & Final 2024/25					
3						
4		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
5	<b>OPERATING REVENUE</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
6	Water Fees	1,476,660	1,563,732	0		1,563,732
7	Late Fees	19,688	11,160	0		11,160
8	Hook-Up Fees	1,000	2,000	0		2,000
9	Turn on Fees	1,380	2,000	0		2,000
10	Plan Check & Inspection	0	800	0		800
11	Miscellaneous Income	2,986	0	0		0
12	<b>TOTAL OPERATING REVENUE</b>	<b>\$1,501,715</b>	<b>\$1,579,692</b>	<b>\$0</b>		<b>\$1,579,692</b>
13						
14						
15	<b>NON-OPERATING REVENUE</b>					
16	Standby Charges	200,143	203,000	0		203,000
17	Property Tax	258,127	261,596	0		261,596
18	Interest	127,373	60,800	0		60,800
19	Connection Fees	12,681	12,698	0		12,698
20	<b>TOTAL NON-OPERATING REVENUE</b>	<b>\$598,325</b>	<b>\$538,094</b>	<b>\$0</b>		<b>\$538,094</b>
21						
22						
23	<b>RESERVE REVENUE</b>					
24	Capital Reserves	8,511	138,939	-336	updated info	138,603
25	General Reserves	116,543	967,068	-30,988	updated info	936,080
26	<b>TOTAL RESERVE REVENUE</b>	<b>\$125,054</b>	<b>\$1,106,007</b>	<b>(\$31,324)</b>		<b>\$1,074,683</b>
27						
28	<b>TOTAL REVENUE</b>	<b>\$2,225,093</b>	<b>\$3,223,793</b>	<b>(\$31,324)</b>		<b>\$3,192,469</b>
29						
30						
31	<b>OPERATING EXPENSES</b>					
32						
33	<b>SALARIES AND BENEFITS</b>					
34	Salaries	235,841	346,739	0		346,739
35	Overtime	4,129	4,310	0		4,310
36	Standby	7,466	20,628	0		20,628
37	Health Insurance	63,115	93,812	0		93,812
38	Pers Retirement	59,567	59,600	0		59,600
39	Workers Comp. Ins.	26,830	14,920	0		14,920
40	Medicare/FICA	3,457	5,028	0		5,028
41	Uniforms	2,507	4,860	0		4,860
42	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$402,912</b>	<b>\$549,897</b>	<b>-\$0</b>		<b>\$549,897</b>
43						
44						
45	<b>UTILITIES</b>					
46	Electricity	53,025	97,997	0		97,997
47	Water Purchase	30,148	28,600	0		28,600
48	Telephone/Internet	5,397	4,594	0		4,594
49	<b>TOTAL UTILITIES</b>	<b>\$88,571</b>	<b>\$131,191</b>	<b>\$0</b>		<b>\$131,191</b>
50						
51						



	A	B	C	D	E	F
52	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND</b>					
53	<b>2023/24 un-audited, Preliminary 2024/25 &amp; Final 2024/25</b>					
54						
55		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
56	<b>MAINTENANCE &amp; SUPPLIES</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
57	Chemicals	49,099	67,059	0		67,059
58	Computer/Software	5,481	9,031	0		9,031
59	Equip. Rental/Lease	22,951	2,163	0		2,163
60	Fixed Equip.	135,860	136,822	0		136,822
61	Fuel & Oil	9,734	9,734	0		9,734
62	Lab Testing	27,438	37,207	0		37,207
63	Struct./Grnds.	2,986	4,040	0		4,040
64	Small Tools/Equip.	4,731	1,947	0		1,947
65	Supplies	10,344	3,245	0		3,245
66	Meters/Equip.	13,899	12,979	0		12,979
67	Vehicles	12,563	3,894	0		3,894
68	<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$295,087</b>	<b>\$288,122</b>	<b>\$0</b>		<b>\$288,122</b>
69						
70	<b>GENERAL &amp; ADMINISTRATION</b>					
71	Allocation of General Fund	468,532	439,893	5,466	updated info	445,359
72	Alarm/Answering Service	993	1,082	0		1,082
73	Bank Charges/Fees	0	0	0		0
74	Consulting/Engineering	14	5,000	0		5,000
75	Dues/Subscription	6,690	6,706	0		6,706
76	Insurance (Property/Liability)	19,513	18,790	0		18,790
77	Legal/Attorney	0	0	0		0
78	Licenses/Permits	20,231	17,414	0		17,414
79	Plan Check & Inspection	15	800	0		800
80	Professional Service	4,115	56,243	0		56,243
81	Training & Travel	2,693	3,245	0		3,245
82	<b>TOTAL G &amp; A</b>	<b>\$522,795</b>	<b>\$549,171</b>	<b>\$5,466</b>		<b>\$554,638</b>
83						
84						
85	<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>					
86	Project	125,054	1,067,007	-31,324	updated info	1,035,683
87	Equipment	0	39,000	0		39,000
88	<b>TOTAL CAPITAL</b>	<b>\$125,054</b>	<b>\$1,106,007</b>	<b>(\$31,324)</b>		<b>\$1,074,683</b>
89						
90	<b>DEBT</b>					
91	State Loan Payment-DWR	103,628	103,628	0		103,628
92	State Loan Payment Phase II-SRF	58,739	58,740	0		58,740
93	Western Alliance Lease-PVS	114,556	114,215	0		114,215
94	<b>TOTAL DEBT</b>	<b>\$276,923</b>	<b>\$276,583</b>	<b>\$0</b>		<b>\$276,583</b>
95						
96						
97	FUNDED DEPRECIATION	175,000	175,000	0		175,000
98	UNFUNDED DEPRECIATION	0	0	0		0
99						
100	<b>TOTAL EXPENSE</b>	<b>\$1,886,341</b>	<b>\$3,075,972</b>	<b>(\$25,858)</b>		<b>\$3,050,114</b>
101						
102	TRANSFER TO RESERVES	\$12,681	\$12,698	\$0		\$12,698
103						
104	<b>FUND TOTAL</b>	<b>\$326,070</b>	<b>\$135,123</b>	<b>(\$5,466)</b>		<b>\$129,657</b>

	A	B	C	D	E	F
1	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND</b>					
2	<b>2023/24 un-audited, Preliminary 2024/25 &amp; Final 2024/25</b>					
3						
4		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
5	<b>OPERATING REVENUE</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
6	Sewer Fees	994,564	1,240,328	0		1,240,328
7	Late Fees	13,934	7,700	0		7,700
8	Hook-Up Fees	200	400	0		400
9	Turn on Fees	920	1,500	0		1,500
10	Plan Check & Inspection	0	800	0		800
11	Miscellaneous Income	1,872	0	0		0
12	<b>TOTAL OPERATING REVENUE</b>	<b>\$1,011,489</b>	<b>\$1,250,728</b>	<b>\$0</b>		<b>1,250,728</b>
13						
14						
15	<b>NON-OPERATING REVENUE</b>					
16	Standby Charges	40,993	39,200	0		39,200
17	Property Tax	140,796	142,689	0		142,689
18	Interest	36,775	19,200	0		19,200
19	Connection Fees	15,551	15,534	0		15,534
20	<b>TOTAL NON-OPERATING REVENUE</b>	<b>\$234,115</b>	<b>\$216,623</b>	<b>\$0</b>		<b>\$216,623</b>
21						
22			\$1,467,351			
23	<b>RESERVE REVENUE</b>					
24	Capital Reserves	222,499	371,900	-7,338	updated info	364,562
25	General Reserves	413,212	925,100	-13,627	updated info	911,473
26	<b>TOTAL RESERVE</b>	<b>\$635,711</b>	<b>\$1,297,000</b>	<b>(\$20,965)</b>		<b>\$1,276,035</b>
27						
28	<b>TOTAL REVENUE</b>	<b>\$1,881,315</b>	<b>\$2,764,351</b>	<b>(\$20,965)</b>		<b>\$2,743,386</b>
29						
30	<b>OPERATING EXPENSES</b>					
31						
32	<b>SALARIES AND BENEFITS</b>					
33	Salaries	157,227	231,160	0		231,160
34	Overtime	2,753	2,874	0		2,874
35	Standby	4,977	13,752	0		13,752
36	Health Insurance	42,645	62,541	0		62,541
37	Pers Retirement	39,361	39,733	0		39,733
38	Workers Comp. Ins.	17,718	9,853	0		9,853
39	Medicare/FICA	2,304	3,352	0		3,352
40	Uniforms	1,671	3,240	0		3,240
41	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$268,657</b>	<b>\$366,505</b>	<b>\$0</b>		<b>\$366,505</b>
42						
43						
44	<b>UTILITIES</b>					
45	Electricity	105,589	36,210	0		36,210
46	Telephone/Internet	3,762	3,202	0		3,202
47	<b>TOTAL UTILITIES</b>	<b>\$109,351</b>	<b>\$39,412</b>	<b>\$0</b>		<b>\$39,412</b>
48						
49						

	A	B	C	D	E	F
50	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND</b>					
51	2023/24 un-audited, Preliminary 2024/25 & Final 2024/25					
52						
53		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
54	<b>MAINTENANCE &amp; SUPPLIES</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
55	Chemicals	27,524	18,387	0		18,387
56	Computer/Software	3,922	8,815	0		8,815
57	Equip. Rental/Lease	0	541	0		541
58	Fixed Equip.	29,100	65,437	0		65,437
59	Fuel & Oil	6,489	6,490	0		6,490
60	Lab Testing	26,050	26,607	0		26,607
61	Struct./Grnds.	5,972	8,080	0		8,080
62	Small Tools/Equip.	3,154	1,298	0		1,298
63	Supplies	2,140	1,622	0		1,622
64	Vehicles	8,376	2,596	0		2,596
65	<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$112,725</b>	<b>\$139,873</b>	<b>\$0</b>		<b>\$139,873</b>
66						
67						
68	<b>GENERAL &amp; ADMINISTRATION</b>					
69	Allocation of General Fund	360,409	338,379	4,205	updated info	342,584
70	Alarm/Answering Service	993	1,082	0		1,082
71	Bank Charges/Fees	0	0	0		0
72	Consulting/Engineering	9	5,000	0		5,000
73	Dues/Subscription	3,831	4,110	0		4,110
74	Insurance (Property/Liability)	14,867	14,316	0		14,316
75	Legal/Attorney	0	0	0		0
76	Licenses/Permits	11,774	13,953	0		13,953
77	Plan Check & Inspection	0	800	0		800
78	Professional Service	20,503	27,040	0		27,040
79	Training & Travel	2,008	3,245	0		3,245
80	<b>TOTAL G &amp; A</b>	<b>\$414,395</b>	<b>\$407,924</b>	<b>\$4,205</b>		<b>\$412,129</b>
81						
82						
83						
84	<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>					
85	Project	635,711	1,271,000	-20,965	updated info	1,250,035
86	Equipment	0	26,000	0		26,000
87	<b>TOTAL CAPITAL</b>	<b>\$635,711</b>	<b>\$1,297,000</b>	<b>(\$20,965)</b>		<b>\$1,276,035</b>
88						
89	<b>DEBT</b>					
90	Western Alliance Lease-PVS	38,758	38,642	0		38,642
91	<b>TOTAL DEBT</b>	<b>\$38,758</b>	<b>\$38,642</b>	<b>\$0</b>		<b>\$38,642</b>
92						
93						
94	FUNDED DEPRECIATION	98,000	98,000	0		98,000
95	UNFUNDED DEPRECIATION	0	0	0		0
96						
97	<b>TOTAL EXPENSE</b>	<b>\$1,677,597</b>	<b>\$2,387,355</b>	<b>(\$16,760)</b>		<b>\$2,370,595</b>
98						
99	TRANSFER TO RESERVES	\$15,551	\$15,534	\$0		\$15,534
100						
101						
102	<b>FUND TOTAL</b>	<b>\$188,168</b>	<b>\$361,461</b>	<b>(\$4,205)</b>		<b>\$357,256</b>

	A	B	C	D	E	F
1	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SOLID WASTE FUND</b>					
2	2023/24 un-audited, Preliminary 2024/25 & Final 2024/25					
3						
4		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
5	<b>OPERATING REVENUE</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
6	TOTAL FRANCHISE FEES	\$98,611	\$91,802	\$0		\$91,802
7						
8						
9						
10						
11	<b>EXPENSE</b>					
12	Allocation of General Fund	72,082	\$67,676	\$841	updated info	\$68,517
13	TOTAL EXPENSES	\$72,082	\$67,676	\$841		\$68,517
14						
15	<b>TRANSFER TO RESERVES</b>	\$26,530	\$24,127	-\$841		<b>\$23,286</b>
16						
17	<b>FUND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>

	A	B	C	D	E	F
1	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND</b>					
2	<b>2023/24 un-audited, Preliminary 2024/25 &amp; Final 2024/25</b>					
3						
4		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
5	<b>OPERATING REVENUE</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
6	Transfer from other Funds	0	0	0		0
7	Miscellaneous Income	1,702	500	0		500
8	<b>TOTAL OPERATING</b>	<b>\$1,702</b>	<b>\$500</b>	<b>\$0</b>		<b>\$500</b>
9						
10						
11						
12	<b>NON-OPERATING REVENUE</b>					
13	Property Tax	70,398	71,344	0		71,344
14	Interest	0	0	0		0
15	<b>TOTAL NON-OPERATING</b>	<b>\$70,398</b>	<b>\$71,344</b>	<b>\$0</b>		<b>\$71,344</b>
16						
17						
18						
19	<b>RESERVE REVENUE</b>					
20	Capital Reserves	0	0	0		0
21	General Reserves	0	0	0		0
22	<b>TOTAL RESERVE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
23						
24	<b>TOTAL REVENUE</b>	<b>\$72,100</b>	<b>\$71,844</b>	<b>\$0</b>		<b>\$71,844</b>
25						
26						
27						
28	<b>OPERATING EXPENSES</b>					
29						
30	<b>SALARIES AND BENEFITS</b>					
31	Salaries	545,124	458,370	8,741	updated info	467,111
32	Overtime	0	0	0		0
33	Health Insurance	64,821	73,337	0		73,337
34	Health Insurance - Retirees	59,749	55,521	0		55,521
35	Pers Retirement	99,474	84,690	1,644	updated info	86,334
36	OPEB Funding/Transfer	0	35,000	0		35,000
37	Workers Comp. Ins.	6,075	3,378	0		3,378
38	Directors' Fees	8,600	36,000	0		36,000
39	Medicare/FICA	8,560	7,168	127	updated info	7,295
40	Car Allowance	3,000	3,000	0		3,000
41	SUI/ETT	448	1,000	0		1,000
42	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$795,851</b>	<b>\$757,464</b>	<b>\$10,512</b>		<b>\$767,976</b>
43						
44						
45						
46	<b>UTILITIES</b>					
47	Electricity	3,729	226	0		226
48	Propane	641	1,586	0		1,586
49	Telephone/Internet	7,196	5,517	0		5,517
50	<b>TOTAL UTILITIES</b>	<b>\$11,565</b>	<b>\$7,330</b>	<b>\$0</b>		<b>\$7,330</b>
51						
52						

	A	B	C	D	E	F
53	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND</b>					
54	<b>2023/24 un-audited, Preliminary 2024/25 &amp; Final 2024/25</b>					
55						
56		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
57	<b>MAINTENANCE &amp; SUPPLIES</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
58	Computer/Software	34,206	18,820	0		18,820
59	Equip. Rental/Lease	0	0	0		0
60	Fixed Equip.	0	0	0		0
61	Office Supplies	1,886	1,622	0		1,622
62	Parks & Recreation	0	0	0		0
63	Struct./Grnds.	2,986	4,039	0		4,039
64	Supplies	0	0	0		0
65	<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$39,078</b>	<b>\$24,482</b>	<b>\$0</b>		<b>\$24,482</b>
66						
67						
68	<b>GENERAL &amp; ADMINISTRATION</b>					
69	Ads./Advertising	1,884	1,560	0		1,560
70	Alarm/Answering Service	1,985	2,163	0		2,163
71	Audit	9,225	10,400	0		10,400
72	Bank Charges/Fees	0	0	0		0
73	Consulting/Engineering	0	0	0		0
74	Dues/Subscription	839	0	0		0
75	Elections	0	10,000	0		10,000
76	Insurance (Property/Liability)	12,079	11,632	0		11,632
77	LAFCO	7,281	8,162	0		8,162
78	Legal/Attorney	26,211	26,000	0		26,000
79	Licenses/Permits	0	0	0		0
80	Postage	18,119	16,224	0		16,224
81	Professional Service	19,840	13,304	0		13,304
82	Tax Collection	6,542	6,542	0		6,542
83	Staff Training & Travel	5,621	6,490	0		6,490
84	Board Training & Travel	2,001	1,040	0		1,040
85	<b>TOTAL G &amp; A</b>	<b>\$111,629</b>	<b>\$113,516</b>	<b>\$0</b>		<b>\$113,516</b>
86						
87						
88						
89	<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>					
90	Project	0	0	0		0
91	Equipment	0	0	0		0
92	<b>TOTAL CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
93						
94						
95	FUNDED DEPRECIATION	15,000	15,000	0		15,000
96	UNFUNDED DEPRECIATION	0	0	0		0
97						
98	<b>TOTAL EXPENSE</b>	<b>\$973,123</b>	<b>\$917,792</b>	<b>\$10,512</b>		<b>\$928,304</b>
99						
100	TRANSFERRED TO OTHER FUNDS	<b>(\$901,023)</b>	<b>(\$845,947)</b>	<b>(\$10,512)</b>		<b>(\$856,459)</b>
101						
102	<b>FUND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>

	A	B	C	D	E	F
1	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET</b>					
2	<b>2023/24 un-audited, Preliminary 2024/25 &amp; Final 2024/25</b>					
3						
4						
5	<b>OPERATING REVENUE</b>	<b>Un-audited 23/24</b>	<b>Preliminary 24/25</b>	<b>Changes from Preliminary</b>	<b>Notes</b>	<b>Final Budget 24/25</b>
6	Water Fees	1,476,660	1,563,732	0		1,563,732
7	Sewer Fees	994,564	1,240,328	0		1,240,328
8	Hook-Up Fees	1,200	2,400	0		2,400
9	Turn on Fees	2,300	3,500	0		3,500
10	Late Fees	33,622	18,860	0		18,860
11	Plan Check & Inspection	0	1,600	0		1,600
12	Miscellaneous Income	6,559	500	0		500
13	<b>OPERATING</b>	<b>\$2,514,906</b>	<b>\$2,830,920</b>	<b>\$0</b>		<b>\$2,830,920</b>
14						
15						
16						
17	<b>FRANCHISE REVENUE</b>					
18	<b>FRANCHISE</b>	98,611	91,802	0		\$91,802
19						
20						
21	<b>TOTAL OPERATING</b>	<b>\$2,613,517</b>	<b>\$2,922,722</b>	<b>\$0</b>		<b>\$2,922,722</b>
22						
23						
24	<b>NON-OPERATING REVENUE</b>					
25	Standby Charges	241,137	242,200	0		242,200
26	Property Tax	469,321	475,629	0		475,629
27	Interest	164,148	80,000	0		80,000
28	Connection Fees	28,232	28,232	0		28,232
29	<b>TOTAL NON-OPERATING</b>	<b>\$902,838</b>	<b>\$826,061</b>	<b>\$0</b>		<b>\$826,061</b>
30						
31						
32						
33	<b>RESERVE REVENUE</b>					
34	Capital Reserves	231,010	510,839	-7,674	updated info	503,165
35	General Reserves	529,755	1,892,168	-44,615	updated info	1,847,553
36	<b>TOTAL RESERVE</b>	<b>\$760,765</b>	<b>\$2,403,007</b>	<b>(\$52,289)</b>		<b>\$2,350,718</b>
37						
38						
39	<b>TOTAL NON-OPERATING</b>	<b>\$1,663,603</b>	<b>\$3,229,068</b>	<b>(\$52,289)</b>		<b>\$3,176,779</b>
40						
41						
42	<b>TOTAL ALL REVENUE</b>	<b>\$4,277,120</b>	<b>\$6,151,790</b>	<b>(\$52,289)</b>		<b>\$6,099,501</b>
43						
44						

	A	B	C	D	E	F
45	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET</b>					
46	<b>2023/24 un-audited, Preliminary 2024/25 &amp; Final 2024/25</b>					
47						
48	<b>OPERATING EXPENSES</b>					
49						
50		<b>Un-audited</b>	<b>Preliminary</b>	<b>Changes from</b>		<b>Final Budget</b>
51	<b>SALARIES AND BENEFITS</b>	<b>23/24</b>	<b>24/25</b>	<b>Preliminary</b>	<b>Notes</b>	<b>24/25</b>
52	Salaries	938,193	1,036,269	8,741	updated info	1,045,010
53	Health Insurance	170,581	229,690	0		229,690
54	Health Insurance - Retiree	59,749	55,521	0		55,521
55	Pers Retirement	198,403	184,023	1,644	updated info	185,667
56	OPEB Funding/Transfer	0	35,000	0		35,000
57	Standby	12,443	34,380	0		34,380
58	Overtime	6,882	7,184	0		7,184
59	Workers Comp. Ins.	50,622	28,151	0		28,151
60	Directors' Fees	8,600	36,000	0		36,000
61	Medicare/FICA	14,321	15,548	127	updated info	15,675
62	Car Allowance	3,000	3,000	0		3,000
63	SUI/ETT	448	1,000	0		1,000
64	Uniforms	4,178	8,100	0		8,100
65	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$1,467,420</b>	<b>\$1,673,866</b>	<b>\$10,512</b>		<b>\$1,684,378</b>
66						
67						
68						
69	<b>UTILITIES</b>					
70	Electricity	162,343	134,433	0		134,433
71	Propane	641	1,586	0		1,586
72	Water Purchase	30,148	28,600	0		28,600
73	Telephone/Internet	16,355	13,313	0		13,313
74	<b>TOTAL UTILITIES</b>	<b>\$209,487</b>	<b>\$177,933</b>	<b>\$0</b>		<b>\$177,933</b>
75						
76						
77						
78	<b>MAINTENANCE &amp; SUPPLIES</b>					
79	Chemicals	76,623	85,446	0		85,446
80	Computer/Software	43,608	36,666	0		36,666
81	Equip. Rental/Lease	22,951	2,704	0		2,704
82	Fixed Equip.	164,960	202,259	0		202,259
83	Fuel & Oil	16,224	16,224	0		16,224
84	Lab Testing	53,487	63,814	0		63,814
85	Office Supplies	1,886	1,622	0		1,622
86	Parks & Recreation	0	0	0		0
87	Struct./Grnds.	11,944	16,159	0		16,159
88	Small Tools/Equip.	7,885	3,245	0		3,245
89	Supplies	12,484	4,867	0		4,867
90	Meters/Equip.	13,899	12,979	0		12,979
91	Vehicles	20,939	6,490	0		6,490
92	<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$446,891</b>	<b>\$452,476</b>	<b>\$0</b>		<b>\$452,476</b>
93						
94						



	A	B	C	D	E	F
95	<b>HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET</b>					
96	<b>2023/24 un-audited, Preliminary 2024/25 &amp; Final 2024/25</b>					
97						
98						
99	<b>GENERAL &amp; ADMINISTRATION</b>	<b>Un-audited 23/24</b>	<b>Preliminary 24/25</b>	<b>Changes from Preliminary</b>	<b>Notes</b>	<b>Final Budget 24/25</b>
100	Ads./Advertising	1,884	1,560	0		1,560
101	Alarm/Answering Service	3,971	4,326	0		4,326
102	Audit	9,225	10,400	0		10,400
103	Bank Charges/Fees	0	0	0		0
104	Consulting/Engineering	23	10,000	0		10,000
105	Dues/Subscription	11,360	10,816	0		10,816
106	Elections	0	10,000	0		10,000
107	Insurance (Property/Liability)	46,459	44,737	0		44,737
108	LAFCO	7,281	8,162	0		8,162
109	Legal/Attorney	26,211	26,000	0		26,000
110	Licenses/Permits	32,005	31,366	0		31,366
111	Plan Check & Inspection	15	1,600	0		1,600
112	Postage/Billing	18,119	16,224	0		16,224
113	Professional Service	44,459	96,587	0		96,587
114	Tax Collection	6,542	6,542	0		6,542
115	Staff Training & Travel	10,322	12,979	0		12,979
116	Board Training & Travel	2,001	1,040	0		1,040
117	<b>TOTAL G &amp; A</b>	<b>\$219,878</b>	<b>\$292,340</b>	<b>\$0</b>		<b>\$292,340</b>
118						
119						
120						
121	<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>					
122	Structures/Improvements	760,765	2,338,007	-52,289	updated info	2,285,718
123	Equipment	0	65,000	0		65,000
124	<b>TOTAL CAPITAL</b>	<b>\$760,765</b>	<b>\$2,403,007</b>	<b>(\$52,289)</b>		<b>\$2,350,718</b>
125						
126						
127						
128	<b>DEBT</b>					
129	State Loan Payment - DWR	103,628	103,628	0		103,628
130	State Loan Payment Phase II - SRF	58,739	58,740	0		58,740
131	Western Alliance Lease-PVS	153,313	152,858	0		152,858
132	<b>TOTAL DEBT</b>	<b>\$315,680</b>	<b>\$315,226</b>	<b>\$0</b>		<b>\$315,226</b>
133						
134	FUNDED DEPRECIATION	\$288,000	\$288,000	\$0		\$288,000
135	UNFUNDED DEPRECIATION	\$0	\$0	\$0		\$0
136						
137						
138	<b>TOTAL EXPENSE</b>	<b>\$3,708,120</b>	<b>\$5,602,848</b>	<b>(\$41,778)</b>		<b>\$5,561,070</b>
139						
140	CAPACTIY CHARGES TRANSFER	\$28,232	\$28,232	\$0		\$28,232
141						
142	SOLID WASTE FEES TRANSFER	\$26,530	\$24,127	-\$841		\$23,286
143						
144						
145	<b>FUND TOTAL</b>	<b>\$514,238</b>	<b>\$496,584</b>	<b>(\$9,671)</b>		<b>\$486,914</b>

**HRCSD Salaries Ranges FY 2024/2025**

**07/01/2024 Budget**

Budgeted Positions 23/24	Additions / Deletions 24/25	Budgeted Positions 24/25	Position	Range	Hourly Pay Range per Step					Longevity		
					A	B	C	D	E	10 years	15 years	20 years
2	-1	1	Treatment Op. 1	28	\$29.83	\$31.32	\$32.89	\$34.53	\$36.26	\$37.16	\$38.07	\$38.98
1	0	1	Treatment Op. 1 / WW I	30	\$31.32	\$32.89	\$34.53	\$36.26	\$38.07	\$39.03	\$39.98	\$40.93
1	0	1	Treatment Op. 2	32	\$32.89	\$34.54	\$36.26	\$38.08	\$39.98	\$40.98	\$41.98	\$42.98
0	1	1	Treatment Op. 2 / T3	33	\$33.69	\$35.37	\$37.14	\$39.00	\$40.95	\$41.97	\$43.00	\$44.02
1	-1	0	Office Supervisor	37	\$37.14	\$39.00	\$40.95	\$43.00	\$45.15	\$46.28	\$47.41	\$48.54
2	0	2	Treatment Operator 3	38	\$38.07	\$39.97	\$41.97	\$44.07	\$46.27	\$47.43	\$48.59	\$49.74
0	1	1	Administrative Manager	50	\$51.00	\$53.55	\$56.23	\$59.04	\$61.99	N/A		
1	0	1	Operations Manager	50	\$51.00	\$53.55	\$56.23	\$59.04	\$61.99	N/A		
1	0	1	District Engineer	58	\$62.11	\$65.21	\$68.47	\$71.90	\$75.49	N/A		
1	0	1	General Manager	Contract	Annual Salary		\$204,000			N/A		
10	0	10	Total									



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

*June 20, 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. ROLL CALL**

Secretary Gelos called the roll.

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

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

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

Heritage Ranch resident, Catie Cousineau spoke.

**4. PUBLIC HEARINGS**

- a. Hearing to consider protests to proposed solid waste rate adjustments and, if a majority protest is not received, recommendation is to approve Resolution 24-05 adopting solid waste rate adjustments.**

There were no public comments.

Aron Kardashian of San Miguel Garbage Company reported a change to the IWMA rate which reduced the increase.

Director Yaffee made a motion to approve Resolution 24-05 with reduced rate revision to Exhibit A. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

**5. CONSENT ITEMS**

- a. Meeting Minutes:** Receive/approve minutes of special meeting of May 16, 2024.
- b. Warrant Register:** Receive/approve May 2024 warrants.
- c. Treasurer's Report:** Receive/file May 2024 Report.
- d. Fiscal Report:** Receive/file April May status report.
- e. Office Report:** Receive/file May 2024 report.
- f. District Engineer Report:** Receive/file June 2024 report.

**g. Updates regarding disinfections byproducts.**

There were no public comments.

Director Barker made a motion to approve all items as presented. Director Yaffee seconded the motion. The motion passed unanimously.

**6. BUSINESS ITEMS**

**a. Request to adopt a Preliminary FY 2024/25 Budget, and schedule a public hearing for July 18, 2024, for adoption of a Final FY 2024/25 Budget.**

There were no public comments.

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

Director Barker made a motion to adopt the Preliminary FY 2024/25 Budget, and schedule a public hearing for July 18, 2024. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

**b. Submittal for approval Resolution 24-06 requesting consolidation of the District's biennial election with the November 5, 2024 Consolidated General Election, and Resolution 24-07 adopting regulations for candidates for elective office pertaining to, and costs of, candidate statements.**

Heritage Ranch resident, Sam Poppen spoke.

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

Director Barker made a motion to approve Resolutions 24-06 and 24-07. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

**c. Submittal for approval amendment to the Memorandum of Understanding Between Heritage Ranch Community Services Employees Association and Heritage Ranch Community Services District for FYE 2025-2026, and the job description for the Administrative Manager Position.**

There were no public comments.

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

Director Yaffee made a motion to approve amendment to the Memorandum of Understanding and the job description for the Administrative Manager position. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

## **7. GENERAL MANAGER REPORT**

There were no public comments.

Report was received and filed.

## **8. COMMITTEE REPORTS**

There were no public comments.

## **9. FUTURE AGENDA ITEMS**

There were no public comments.

The Board determined to add the following to a future agenda: none

## **10. ADJOURN TO CLOSED SESSION**

### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Title: General Manager)**

The board adjourned to closed session at 5:15 pm.

## **11. RECONVENE TO OPEN SESSION**

The board reconvened to open session at 6:27 pm. District Counsel reported that there were no reportable actions from closed session.

### **a. Request to consider compensation for the General Manager.**

Manager Duffield answered any questions the Board had.

There were no public comments.

Director Yaffee made a motion to adjust the Manager's base salary to \$204,000 per year effective June 26, 2024, and to direct District Counsel Minnery to draft Amendment to the Manager's Employment Agreement. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

## **12. ADJOURNMENT**

On a motion by Director Camou and seconded by Director Barker the meeting adjourned at 6:35 pm to the next scheduled meeting on Thursday, July 18, 2024.

**APPROVED:**

**ATTEST:**

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

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

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
6/3/2024	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	18,126.40 905.74 905.74 905.74	\$ 20,843.62
6/7/2024	CALPERS FISCAL SERVICES DIVISI OPEB CONTRIBUTION FY 2023/24	10,181.00	\$ 10,181.00
6/7/2024	PG&E ELECTRICITY	1,970.74	\$ 1,970.74
6/11/2024	GREAT WESTERN ALARM PROFESSIONAL SERVICES	54.37	\$ 54.37
6/11/2024	SPECIAL DISTRICT RISK MANAGEME W/C INSURANCE FY 2024-25	27,596.98	\$ 27,596.98
6/11/2024	MCCLATCHY COMPANY LLC ADVERTISING	30.66	\$ 30.66
6/11/2024	USA BLUEBOOK CHEMICALS	280.94	\$ 280.94
6/11/2024	DELTA LIQUID ENERGY PROPANE - SERVICE AGREEMENT PROPANE - SERVICE AGREEMENT	55.00 55.00	\$ 110.00
6/11/2024	RENTAL DEPOT EQUIPMENT RENT/LEASE	1,436.40	\$ 1,436.40
6/11/2024	ABALONE COAST ANALYTICAL, INC. LAB TESTING	4,994.00	\$ 4,994.00
6/11/2024	CORE & MAIN LP MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	179.11 375.38	\$ 554.49
6/11/2024	DATA PROSE LLC MAY & JUNE BILLING	2,856.84	\$ 2,856.84
6/11/2024	WESTERN EXTERMINATOR STRUCTURES & GROUNDS	125.00	\$ 125.00

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
6/11/2024	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER/SOFTWARE	909.36 130.00	\$ 1,039.36
6/11/2024	SPICE INTEGRATION GAC PROJECT/MAINT. FIXED EQUIP	6,755.17	\$ 6,755.17
6/11/2024	EVOQUA WATER TECHNOLOGIES LLC GAC PROJECT	1,501.50	\$ 1,501.50
6/14/2024	R. ARNOLD NET PAYROLL	3,122.37	\$ 3,122.37
6/14/2024	M. HUMPHREY NET PAYROLL	2,584.58	\$ 2,584.58
6/14/2024	B. VOGEL NET PAYROLL	2,623.86	\$ 2,623.86
6/14/2024	T. SHOGREN NET PAYROLL	2,232.82	\$ 2,232.82
6/14/2024	J. MARTY NET PAYROLL	1,715.77	\$ 1,715.77
6/14/2024	K. GELOS NET PAYROLL	2,767.34	\$ 2,767.34
6/14/2024	D. BURGESS NET PAYROLL	184.70	\$ 184.70
6/14/2024	B. BARKER NET PAYROLL	461.75	\$ 461.75
6/14/2024	S. DUFFIELD NET PAYROLL	4,483.97	\$ 4,483.97
6/14/2024	M. WILCOX NET PAYROLL	3,210.05	\$ 3,210.05
6/14/2024	D. GROSHART NET PAYROLL	4,332.22	\$ 4,332.22

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
6/14/2024	M. YAFFEE NET PAYROLL	554.10	\$ 554.10
6/14/2024	T. SWANSON NET PAYROLL	92.35	\$ 92.35
6/14/2024	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIOLDING MEDICARE	3,075.89 173.60 1,125.46	\$ 4,374.95
6/14/2024	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	411.51 1,231.00	\$ 1,642.51
6/14/2024	CALPERS RETIREMENT SYSTEM CALPERS UNIFORM ALLOWANCE PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPPRA SURVIVOR BENEFIT	10.47 1,443.08 1,628.91 1,886.11 2,841.58 8.37	\$ 7,818.52
6/15/2024	J.B. DEWAR. INC. FUEL & OIL	770.94	\$ 770.94
6/20/2024	STAPLES CREDIT PLAN OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	65.95 98.12 109.22 36.45	\$ 309.74
6/20/2024	THE UPS STORE MAINTENANCE FIXED EQUIP.	101.89	\$ 101.89
6/20/2024	CHARTER COMMUNICATIONS INTERNET	89.99	\$ 89.99
6/20/2024	4INKJETS OFFICE SUPPLIES	183.54	\$ 183.54
6/20/2024	TONER CARTRDG DEPOT SUPPLIES	186.00	\$ 186.00



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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
6/20/2024	RADIO SHACK MAINT FIXED EQUIP.	43.49	\$ 43.49
6/20/2024	TEMPLETON MRKT TRAINING/TRAVEL	29.54	\$ 29.54
6/20/2024	SHELL TRAINING & TRAVEL	71.35	\$ 71.35
6/20/2024	SHERATON TRAINING & TRAVEL	583.12	\$ 583.12
6/20/2024	ENTERPRISE TRAINING & TRAVEL	143.03	\$ 143.03
6/20/2024	RING CENTRAL TELEPHONE	299.83	\$ 299.83
6/20/2024	STARLINK MAINTENANCE FIXED EQUIPMENT INTERNET	26.81 250.00	\$ 276.81
6/20/2024	MID COAST MOWER & SAW INC SMALL TOOLS & EQUIPMENT	112.51	\$ 112.51
6/21/2024	PG&E ELECTRICITY	5,865.14	\$ 5,865.14
6/23/2024	CALPERS RETIREMENT SYSTEM CALPERS UNFUNDED LIABILITY	8,760.67	\$ 8,760.67
6/24/2024	RIDINO, WILLIAM US REFUND	41.75	\$ 41.75
6/24/2024	FERGUSON ENTERPRISES INC MAINTENANCE FIXED EQUIPMENT	1,287.49	\$ 1,287.49
6/24/2024	CLEATH-HARRIS GEOLOGISTS, INC. VERITCAL INTAKE 2 PROJECT	1,050.00	\$ 1,050.00
6/24/2024	AT&T TELEPHONE	83.79	\$ 83.79

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
6/24/2024	USA BLUEBOOK MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	(22.50) 336.66	\$ 314.16
6/24/2024	KRITZ EXCAVATING & TRUCKING, I MAINTENANCE FIXED EQUIPMENT	964.04	\$ 964.04
6/24/2024	FGL ENVIRONMENTAL LAB TESTING LAB TESTING	2,220.00 31.00	\$ 2,251.00
6/24/2024	ROY ARNOLD CELL PHONE/INTERNET ALLOWANCE TRAINING & TRAVEL SALARIES - HIGHER CERT WW2	80.00 684.11 500.00	\$ 1,264.11
6/24/2024	RDO EQUIPMENT CO. VEHICLES	220.71	\$ 220.71
6/24/2024	RENTAL DEPOT EQUIPMENT RENT/LEASE	250.00	\$ 250.00
6/24/2024	KRISTEN GELOS CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/24/2024	CORE & MAIN LP MAINTENANCE FIXED EQUIPMENT	321.91	\$ 321.91
6/24/2024	SCOTT DUFFIELD CELL PHONE/INTERNET ALLOWANCE MEDICAL REIMBURSEMENT	80.00 556.00	\$ 636.00
6/24/2024	MARK HUMPHREY CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/24/2024	BRIAN VOGEL CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/24/2024	MIKE WILCOX CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/24/2024	TROY SHOGREN CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
6/24/2024	DOUGLAS GROSHART CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/24/2024	SPEEDY COASTAL MESSENGER, INC. LAB TESTING	465.00	\$ 465.00
6/24/2024	AMAZON OFFICE SUPPLIES	39.50	\$ 39.50
6/24/2024	EVOQUA WATER TECHNOLOGIES LLC GAC PROJECT GAC PROJECT	25,145.66 1,501.50	\$ 26,647.16
6/24/2024	JERED MARTY CELL PHONE/INTERNET ALLOWANCE TRAINING & TRAVEL/LIC.&PERMITS	80.00 353.06	\$ 433.06
6/24/2024	HYDROSCIENCE ENGINEERS INC WRRF PROJECT WRRF PROJECT	6,992.00 13,973.00	\$ 20,965.00
6/27/2024	J.B. DEWAR. INC. FUEL & OIL	389.63	\$ 389.63
6/28/2024	R. ARNOLD NET PAYROLL	2,742.96	\$ 2,742.96
6/28/2024	M. HUMPHREY NET PAYROLL	2,303.23	\$ 2,303.23
6/28/2024	M. HUMPHREY NET PAYROLL - FINAL CHECK	8,684.46	\$ 8,684.46
6/28/2024	B. VOGEL NET PAYROLL	2,644.78	\$ 2,644.78
6/28/2024	T. SHOGREN NET PAYROLL	2,322.30	\$ 2,322.30
6/28/2024	J. MARTY NET PAYROLL	1,818.07	\$ 1,818.07

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
6/28/2024	K. GELOS NET PAYROLL	2,767.33	\$ 2,767.33
6/28/2024	S. DUFFIELD NET PAYROLL	4,320.49	\$ 4,320.49
6/28/2024	M. WILCOX NET PAYROLL	3,210.06	\$ 3,210.06
6/28/2024	M. WILCOX NET PAYROLL - FINAL CHECK	2,561.22	\$ 2,561.22
6/28/2024	D. GROSHART NET PAYROLL	4,332.22	\$ 4,332.22
6/28/2024	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,894.11 1,057.96	\$ 3,952.07
6/28/2024	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	401.30 1,120.06	\$ 1,521.36
6/28/2024	CALPERS RETIREMENT SYSTEM PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	1,443.08 1,628.90 1,886.11 2,841.59 8.37	\$ 7,808.05
<b>TOTAL ALL WARRANTS</b>			<b>\$ 249,453.43</b>

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

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance:	\$ 4,490,009
Ending Balance:	\$ 4,456,897
Variance:	\$ (33,112)
Interest Earnings for the Month Reported:	\$ 1,397
Interest Earnings Fiscal Year-to-Date:	\$ 164,148

**ANALYSIS OF REVENUES**

Total operating income for water and sewer was:	\$ 235,386
Non-operating income was:	\$ 7,083
Franchise fees paid to the District by San Miguel Garbage was:	\$ 9,193
Interest earnings for the LAIF account was:	\$ -
Interest earnings for the Five Star Bank checking account was:	\$ 15
Interest earnings for the Five Star Bank DWR Loan Services account was:	\$ 97
Interest earnings for the Five Star Bank DWR Reserve account was:	\$ 427
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:	\$ 246,888
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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  
JUNE 2024**

**BEGINNING BALANCE ALL ACCOUNTS** **\$4,490,009.04**

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

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

<b>BEGINNING BALANCE 5/31/2024</b>	27,353.65	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	97.34	
SEMI-ANNUAL PAYMENT	-	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$ 27,450.99</b>

**FIVE STAR BANK DWR RESERVE ACCOUNT**

<b>BEGINNING BALANCE 5/31/2024</b>	119,974.81	
INTEREST EARNED	426.93	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$ 120,401.74</b>

**FIVE STAR BANK SDWSRF LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 5/31/2024</b>	30,502.71	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	59.71	
SEMI-ANNUAL PAYMENT	(29,369.28)	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$ 1,193.14</b>

**FIVE STAR BANK SDWSRF RESERVE ACCOUNT**

<b>BEGINNING BALANCE 5/31/2024</b>	62,085.61	
INTEREST EARNED	220.93	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$ 62,306.54</b>

**MECHANICS BANK MONEY MARKET ACCOUNT**

<b>BEGINNING BALANCE 5/31/2024</b>	9,204.40	
DEPOSIT REVENUE - CASH	364.89	
INTEREST EARNED	0.13	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$ 9,569.42</b>

**FIVE STAR BANK - MONEY MARKET**

<b>BEGINNING BALANCE 5/31/2024</b>	162,007.12	
INTEREST EARNED	576.49	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$ 162,583.61</b>

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

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**FIVE STAR BANK - CHECKING**

<b>BEGINNING BALANCE 5/31/2024</b>	147,319.97	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	246,888.36	
INTEREST EARNED	15.11	
TOTAL CHECKS, FEES AND EFT'S	(252,392.25)	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$ 141,831.19</b>

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**LOCAL AGENCY INVESTMENT FUND (LAIF)**

<b>BEGINNING BALANCE 5/31/2024</b>	3,931,260.77	
INTEREST EARNED	-	
<b>ENDING BALANCE 6/30/2024</b>		<b>\$3,931,260.77</b>

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<b>ENDING BALANCE ALL ACCOUNTS</b>		<b>\$4,456,897.40</b>
<b>DIFFERENCE FROM LAST MONTH</b>	<b>Decrease</b>	<b>\$ (33,111.64)</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
APRIL 1, 2024 – JUNE 30, 2024**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance	\$	4,202,568.74
Ending Balance	\$	4,456,897.40
Variance	\$	254,328.66
Interest Earnings	\$	45,954.46

**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 4.42%. 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 4.42%. 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 4.42%. 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 4.42%. Statements are received on a monthly basis.



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
 QUARTERLY TREASURER'S  
 REPORT FOR THE PERIOD OF  
 APRIL 1, 2024 – JUNE 30, 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 4.42%. 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 4.42%. 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>1,343.12</b>	25,907.00	-	200.87	<b>27,450.99</b>
<b>3</b>	<b>119,128.57</b>	-	-	1,273.17	<b>120,401.74</b>
<b>4</b>	<b>15,653.24</b>	14,685.00	(29,369.28)	224.18	<b>1,193.14</b>
<b>5</b>	<b>61,647.68</b>	-	-	658.86	<b>62,306.54</b>
<b>6</b>	<b>4,337.20</b>	5,893.09	(661.21)	0.34	<b>9,569.42</b>
<b>7</b>	<b>71,519.22</b>	140,000.00	(50,000.00)	1,064.39	<b>162,583.61</b>
<b>8</b>	<b>39,868.59</b>	975,999.96	(874,080.36)	43.00	<b>141,831.19</b>
<b>9</b>	<b>3,888,771.12</b>	-	-	42,489.65	<b>3,931,260.77</b>
<b>TOTALS</b>	<b>\$ 4,202,568.74</b>	<b>\$ 1,162,485.05</b>	<b>\$ (954,110.85)</b>	<b>\$ 45,954.46</b>	<b>\$ 4,456,897.40</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
APRIL 1, 2024 – JUNE 30, 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  
ANNUAL TREASURER'S REPORT  
FOR THE FISCAL YEAR ENDING  
JUNE 30, 2024**

**INTRODUCTION**

This report covers all investments and fund activities of the District for the period of July 1, 2023 to June 30, 2024. This report is prepared in accordance with the District's Statement of Investment Policy, adopted by Resolution No. 24-03.

The Heritage Ranch Community Services District is a public subdivision formed and operated under enabling state law. The District provides water and sewer service, and solid waste collection (via a Franchise Agreement with San Miguel Garbage Company for solid waste removal) which is categorized as an enterprise function (fee for service). The District's latent powers also include parks and recreation, a non-enterprise function, and the only item in this category is the Heritage Village Senior's Center. The District has formally appointed the Manager as the Treasurer. District staff prepares all fiscal reports, and the Treasurer and staff oversee all financial activity and make recommendations to the District Board of Directors.

Treasurer's Reports are submitted on a monthly, quarterly, and annual basis to the Board of Directors. A detailed description of contents for each type of report is contained in Section 5 of said Statement of Investment Policy, a copy of which is attached as part of this report.

**REVIEW**

Table 1 provides the beginning and ending balances, and the variance of all funds combined for each month of the year.

<b>Table 1</b>			
<b>PERIOD</b>	<b>BEGINNING BALANCE</b>	<b>ENDING BALANCE</b>	<b>VARIANCE</b>
JUL 23	\$4,601,198	\$4,584,553	(\$16,645)
AUG 23	\$4,584,553	\$4,449,774	(\$134,779)
SEPT 23	\$4,449,774	\$4,234,229	(\$215,545)
OCT 23	\$4,234,229	\$4,235,202	\$ 973
NOV 23	\$4,235,202	\$4,356,962	\$121,760
DEC 23	\$4,356,962	\$4,256,921	(\$100,041)
JAN 24	\$4,256,921	\$4,456,565	\$199,644
FEB 24	\$4,456,565	\$4,340,411	(\$116,154)
MAR 24	\$4,340,411	\$4,202,569	(\$137,842)
APR 24	\$4,202,569	\$4,314,759	\$112,190
MAY 24	\$4,314,759	\$4,490,009	\$175,250
JUN 24	\$4,490,009	\$4,456,897	(\$33,112)

The District maintained a total of fifteen locations/accounts for its cash during the reporting year. Of these fifteen, only one is considered an investment; the Local Agency Investment Fund (LAIF). A complete profile of all of the aforementioned accounts follows:

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 last reported interest rate was 4.42%. 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 last reported interest rate was 4.42%. 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 last reported interest rate was 4.42%. Statements are received on a monthly basis.
5. Five Star Bank SDWSRF (Safe Drinking Water State Revolving Fund) 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 last reported interest rate was 4.42%. Statements are received on a monthly basis.
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 last reported interest rate was 0.02%. Statement are received on a monthly basis.
7. Five Star Bank Money Market: The last reported interest rate was 4.42%. 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. The last reported interest rate was 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. The last reported interest rate was 4.42%. Statements are received on a quarterly basis.

The term "fund" is applied in our operations in two distinct ways. One application is a reference to services rendered by the District and their related funds, i.e. water and sewer, general, and solid waste. These are functions of internal bookkeeping where revenue and expenses are allocated according to revenue source and type of expense. The other application is used to identify moneys within certain accounts. For example, the analysis of the balance in LAIF is reported on each monthly Treasurer's Report, and the allocation of interest earnings from all accounts to funds is based on established policy.

A recap of interest earned in each account is presented in Table 2. Some accounts do not bear interest, as stated in the account profile above, but all accounts are listed for reference. The dollar amounts posted are the totals for the fiscal year for each account.

<b>Table 2</b>		
<b>ACCOUNTS</b>	<b>INTEREST EARNINGS</b>	<b>INTEREST RATE</b>
1. Cash Drawer	\$0.00	0.00%
2. Five Star DWR Loan Repayments	\$930.72	4.42%
3. Five Star DWR Reserve	\$4,496.58	4.42%
4. Five Star SRF Loan Repayments	\$603.40	4.42%
5. Five Star SRF Reserve	\$2,326.93	4.42%
6. Mechanics Money Market	\$1.61	0.02%
7. Five Star Money Market	\$2,566.18	4.42%
8. Five Star Checking	\$125.25	0.10%
9. LAIF	\$153,097.24	4.42%
<b>TOTAL INTEREST EARNINGS</b>	<b>\$164,147.91</b>	

**CONCLUSION**

The District appears to be managing its cash and investments in a prudent manner with adherence to optimal safety, yield, and liquidity. Treasurer's Reports are presented to the Board of Directors monthly, quarterly, and annually. A formal Statement of Investment Policy is in place. Internal policies for allocation of earned interest and preparation of reports, including a running analysis of funds deposited in LAIF, is complete and straight-forward.

Attachment: Resolution 24-03 Statement of Investment Policy

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 24-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH  
COMMUNITY SERVICES DISTRICT APPROVING ADOPTING AN UPDATED  
STATEMENT OF INVESTMENT POLICY**

**WHEREAS**, the Board of Directors of the Heritage Ranch Community Services District ("District") believes that public funds should, so far as is reasonably possible, be invested in financial institutions to produce revenue for the District rather than to remain idle; and

**WHEREAS**, from time to time there are District funds which for varying periods of time will not be required for immediate use by the District, and which will, therefore, be available for the purpose of investing in financial institutions with the objectives of safety, liquidity, yield, and compliance with state and federal laws and policies; and

**WHEREAS**, it is impractical for the Board of Directors to take individual actions authorizing the investment of such funds when funds are available and not needed for varying periods of time, and the Board of Directors does find and determine that the Treasurer of this District should be authorized to invest such funds in accordance with the provisions of the California Government Code; and

**WHEREAS**, the District's investments are governed by an investment policy, originally adopted in 1990, subsequently amended in 1996 by Resolution No. 96-1, that is reviewed annually and requires updating from time to time.

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

1. The Treasurer of the District be is hereby authorized to deposit or invest for safekeeping, as far as possible, all money belonging to, or in the custody of the District, pursuant to the Government Code.
2. The District hereby adopts a Statement of Investment Policy, attached hereto as Exhibit "A" which supersedes the previous policy set forth in Resolution 96-1, effective immediately.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Heritage Ranch Community Services District on the 21<sup>st</sup> day of March 2024, by the following roll call vote.

**AYES: Barker, Burgess, Camou, Yaffee**

**NOES:**

**ABSTAIN:**

**ABSENT:**

(signatures follow)

APPROVED:



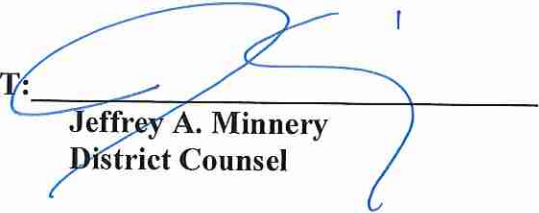
**Dan Burgess, President  
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary  
Board of Directors**

APPROVED AS TO FORM AND LEGAL EFFECT:



**Jeffrey A. Minnery  
District Counsel**

## **EXHIBIT "A"**

### **STATEMENT OF INVESTMENT POLICY**

#### **1. INTRODUCTION**

It shall be the policy of the District to invest its cash assets in such a manner as to comply with the requirements of the California Government Code, to maintain the integrity of the principal of all investments, and to provide for necessary liquidity. Within those restrictions, the District shall attempt to obtain the highest return possible.

#### **2. SCOPE**

This Policy shall include monies from all funds of the District.

#### **3. OBJECTIVES**

- a. **SAFETY.** It is the primary duty and responsibility of the Treasurer to protect, preserve and maintain cash and investments placed in his/her trust on behalf of the property owners within the District.
- b. **LIQUIDITY.** A minimum of 50% of the investment portfolio should be maintained in liquid short-term, 90-day maximum securities to be converted to cash if necessary to meet disbursement requirement. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets may be used. Emphasis is placed on marketable securities to minimize risk due to price fluctuation from a rise or drop in market interest rates.
- c. **YIELD.** Yield shall be a consideration only after requirements of safety and liquidity have been met.

#### **4. POLICY**

- a. **LEGAL INVESTMENT AUTHORITY.** Investments shall be in accordance with provisions of the Government Code of the State of California and/or local statutes and regulations (California Government Code Section 53600 et. seq.).
- b. **STATEMENT OF INVESTMENT POLICY.** The Treasurer shall submit a "Statement of Investment Policy" annually and any



proposed mid-year changes to the Board of Directors for approval. Approval may be by minute order except where changes are made in which case, it shall be done by Resolution.

- c. **SELLING SECURITIES PRIOR TO MATURITY.** Losses shall be acceptable only if the proposed swap/trade can clearly enhance yield (value) over the life of the new security on a total return basis.
5. **REPORTS.** The Treasurer shall file a monthly report with the Board of Directors at each regular monthly meeting. Minimum required elements of the monthly report are as follows:
- a. Type of investment and rate of interest.
  - b. Issuer/Institution and statements from same.
  - c. Date of maturity, par value and dollar value, if applicable.
  - d. Statement regarding the report's compliance or non-compliance with the Statement of Investment Policy.
  - e. Statement that there are sufficient funds to meet the next 30 days' obligations or an explanation as to why sufficient money shall or may not be available.

The Treasurer shall file a quarterly report with the Board of Directors within 30 days after the end of each quarter (i.e., by May 1, August 1, November 1, and February 1). Minimum required elements of the quarterly report are as follows for all securities, investments, and monies:

- a. Type of investment, rate of interest, and accrued interest earnings and trends for same.
- b. Issuer/Institution and statements from same.
- c. Date of maturity, par value and dollar value, if applicable.
- d. A description of funds, investments, or programs held under the management of contracted parties including lending programs.
- e. Current market value to all securities held by the District and under the management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund (LAIF).
- f. Statement regarding the report's compliance or non-compliance with the Statement of Investment Policy.
- g. Statement that there are sufficient funds to meet investment pool's expenditure requirements for the next six months, or an explanation as to why sufficient money shall or may not be available.

The Treasurer shall file an annual report with the Board of Directors within

30 days after the end of the District's fiscal year. Minimum required elements of the Annual Report are as follows:

- a. The same information required in monthly reports.
- b. A copy of the Statement of Investment Policy or Policies in effect during the reporting period.
- c. Charts and/or graphs showing (1) trends for account balances and accrued interest earnings and (2) flow or money between said accounts.
- d. Explanation for allocation of interest earnings to internal funds.
- e. Statement from the District Finance Committee re any comments on the report.
- f. Recommendations, if any, on proposed changes to current investment strategies or to the Statement of Investment Policy itself.

## 6. GUIDELINES

- a. **INVESTMENT TRANSACTIONS.** Every investment transaction must be reviewed, authorized, and documented by the Treasurer.
  - b. **POOLED CASH.** Whenever practical, District cash should be consolidated into one bank account and invested on a pooled concept basis. Interest earnings may be allocated according to fund cash and investment balances at predetermined intervals, i.e., monthly, quarterly, etc.
  - c. **COMPETITIVE BIDS.** Purchase and sale of securities should be made on the basis of competitive offers and bids when practical.
7. **INVESTMENT LIMITATIONS.** Security purchases and holdings will be maintained within limits imposed by the Government Code as shown in Figure 1 from the CDIAC Local Agency Investment Guidelines attached.
8. **LIQUIDITY.** The marketability (salability) of a security should be considered at the time of purchase, as the security may have to be sold at a later date to meet unanticipated cash demands. The portfolio should therefore consist largely of securities with active secondary or resale markets. This would include short-term maturities to limit the effect of market risk on the market price of the securities.
9. **LONG-TERM MATURITIES.** As a general rule, long-term maturities

should not represent a significant percentage of the total portfolio, as the principal risk involved can outweigh the potential for higher earnings. Maximum terms should be as specified in the Government Code (currently five years as per Sections 53601/53635 unless previously authorized by the Board of Directors).

10. DEALERS / BROKERS. Dealers / Brokers and investment advisors shall be provided a copy of this Policy to assure that they are aware of what are designated as permitted investments.
11. DIVERSIFICATION. The purpose of diversifying is to reduce the overall portfolio risks while attaining an average market rate of return; therefore, it needs to be conceptualized in terms of maturity, instrument types, and issuer. The portfolio should consist of a mix of various types of securities, issuers, and maturities.
12. SAFEKEEPING. All trades of marketable securities should be on a Delivery Versus Payment (DVP) basis to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with provisions of Section 53601 of the Government Code.

Attachment: Figure 1 from the CDIAC Local Agency Investment Guidelines

\* \* \*

**FIGURE 1**

**ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2024)<sup>A</sup> APPLICABLE TO ALL LOCAL AGENCIES<sup>B</sup>**

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY <sup>C</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>D</sup>	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations—CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% <sup>E</sup>	None	53601(g)
Commercial Paper—Non-Pooled Funds <sup>F</sup> (under \$100,000,000 of investments)	270 days or less	25% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds <sup>I</sup> (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(c)
Commercial Paper—Pooled Funds <sup>J</sup>	270 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% <sup>K</sup>	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% <sup>L</sup>	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% <sup>L</sup>	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>M</sup>	20% of the base value of the portfolio	None <sup>N</sup>	53601(j)
Medium-Term Notes <sup>O</sup>	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20% <sup>P</sup>	Multiple <sup>Q, R</sup>	53601(l) and 53601.6(b)
Collateralized Bank Deposits <sup>S</sup>	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities <sup>T</sup>	5 years or less <sup>T</sup>	20%	"AA" rating category or its equivalent or better <sup>T</sup>	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple <sup>U</sup>	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund <sup>V</sup>	N/A	None	None	16340
Supranational Obligations <sup>W</sup>	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

TABLE OF NOTES FOR FIGURE 1

- <sup>A</sup> Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- <sup>B</sup> Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- <sup>C</sup> Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- <sup>D</sup> Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- <sup>E</sup> No more than 30% of the agency's money may be in bankers' acceptances of any one commercial bank.
- <sup>F</sup> Applies to local agencies, other than counties or a city and county, with less than \$100 million of investment assets under management. Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- <sup>G</sup> Local agencies, other than counties or a city and county, may purchase no more than 10% of the outstanding commercial paper and medium-term notes of any single issuer.
- <sup>H</sup> Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating organization.
- <sup>I</sup> Applies to counties or a city and county, and the City of Los Angeles that have \$100 million or more of investment assets under management.
- <sup>J</sup> Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- <sup>K</sup> No more than 30% of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- <sup>L</sup> Effective January 1, 2020, no more than 50% of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(j)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30%. Investments made pursuant to 53635.8 remain subject to a maximum of 30% of the portfolio.
- <sup>M</sup> Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- <sup>N</sup> Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- <sup>O</sup> "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- <sup>P</sup> No more than 10% invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- <sup>Q</sup> A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- <sup>R</sup> A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- <sup>S</sup> Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- <sup>T</sup> Security types authorized under Section 53601(o) that are issued or guaranteed by an issuer identified in subdivisions (b) or (f), are not subject to the limitations placed on privately issued securities authorized in Section 53601(o)(2)(A)(B).
- <sup>U</sup> A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- <sup>V</sup> Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- <sup>W</sup> Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

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

<b>OPERATING REVENUE</b>	<b>Budget FY 23/24</b>	<b>Actual June</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Water Fees	1,364,806	138,527	1,476,660	108%	
Sewer Fees	1,018,537	92,459	994,564	98%	
Hook-Up Fees	2,400	0	1,200	50%	
Turn on Fees	3,500	400	2,300	66%	
Late Fees	18,830	3,175	33,622	179%	Fluctuates based on activity
Plan Check & Inspection	1,600	0	0	0%	
Miscellaneous Income	500	825	6,559	1312%	
<b>TOTAL OPERATING</b>	<b>\$2,410,173</b>	<b>\$235,386</b>	<b>\$2,514,906</b>	<b>104%</b>	

<b>FRANCHISE REVENUE</b>					
Solid Waste Franchise Fees	88,698	9,193	98,611	111%	
<b>TOTAL FRANCHISE</b>	<b>\$88,698</b>	<b>\$9,193</b>	<b>\$98,611</b>	<b>111%</b>	

**TOTAL OPERATING** \$2,498,871    \$244,579    \$2,613,517    105%

<b>NON-OPERATING REVENUE</b>					
Standby Charges	242,200	2,207	241,137	100%	
Property Tax	454,384	3,480	469,321	103%	
Interest	30,000	1,397	164,148	547%	Fluctuates based on activity
Connection Fees	70,580	0	28,232	40%	
<b>TOTAL NON-OPERATING</b>	<b>\$797,164</b>	<b>\$7,083</b>	<b>\$902,838</b>	<b>113%</b>	

<b>RESERVE REVENUE</b>					
Capital Reserves	539,887	7,674	231,010	43%	
Operating Reserves	1,767,061	44,615	529,755	30%	
<b>TOTAL RESERVE</b>	<b>\$2,306,948</b>	<b>\$52,289</b>	<b>\$760,765</b>	<b>33%</b>	

**TOTAL NON-OPERATING** \$3,104,112    \$59,372    \$1,663,603    54%

<b>TOTAL ALL INCOME</b>	<b>\$5,602,983</b>	<b>\$303,951</b>	<b>\$4,277,120</b>	<b>76%</b>	
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**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 June</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Salaries	993,973	89,579	938,193	94%	
Health Insurance	183,739	14,677	170,581	93%	
Health Insurance - Retirees	51,408	14,187	59,749	116%	
Pers Retirement	176,138	16,047	198,403	113%	
OPEB Funding/Transfer	10,181	0	0	0%	
Standby	13,200	1,002	12,443	94%	
Overtime	7,930	610	6,882	87%	
Workers Comp. Ins.	24,000	27,597	50,622	211%	includes FY 23/24 & 24/25
Directors' Fees	36,000	1,400	8,600	24%	
Medicare/FICA	14,616	1,179	14,321	98%	
Car Allowance	3,000	250	3,000	100%	
SUI/ETT	1,000	0	448	45%	
Uniforms	5,000	0	4,178	84%	
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$1,520,185</b>	<b>\$166,527</b>	<b>\$1,467,420</b>	<b>97%</b>	

**UTILITIES**

Electricity	129,263	7,836	162,343	126%	
Propane	1,525	110	641	42%	
Water Purchase	28,600	0	30,148	105%	Paid Semiannually
Telephone/Internet	12,801	1,444	16,355	128%	
<b>TOTAL UTILITIES</b>	<b>\$172,189</b>	<b>\$9,389</b>	<b>\$209,487</b>	<b>122%</b>	

**MAINTENANCE & SUPPLIES**

Chemicals	82,160	281	76,623	93%	
Computer/Software	35,256	130	43,608	124%	
Equip. Rental/Lease	2,600	1,686	22,951	883%	
Fixed Equip.	194,480	7,813	164,960	85%	
Fuel & Oil	15,600	1,195	16,224	104%	
Lab Testing	61,360	7,710	53,487	87%	
Office Supplies	1,560	719	1,886	121%	
Parks & Recreation	1,000	0	0	0%	
Struct./Grnds.	15,537	125	11,944	77%	
Small Tools/Equip.	3,120	113	7,885	253%	
Supplies	4,680	82	12,484	267%	
Meters/Equip.	12,480	0	13,899	111%	
Vehicles	6,240	705	20,939	336%	
<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$436,073</b>	<b>\$20,558</b>	<b>\$446,891</b>	<b>102%</b>	

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

<b>GENERAL &amp; ADMINISTRATION</b>	<b>Budget FY 23/24</b>	<b>Actual June</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Ads./Advertising	1,500	31	1,884	126%	Fluctuates based on activity
Alarm/Answering Service	4,160	0	3,971	95%	
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	11,360	109%	
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	0	26,211	105%	
Licenses/Permits	30,160	80	32,005	106%	
Plan Check & Inspection	1,600	0	15	1%	
Postage/Billing	15,600	2,857	18,119	116%	
Professional Service	92,872	919	44,459	48%	
Tax Collection	7,300	0	6,542	90%	
Staff Training & Travel	12,480	1,784	10,322	83%	
Board Training & Travel	1,000	0	2,001	200%	
<b>TOTAL G &amp; A</b>	<b>\$274,772</b>	<b>\$5,670</b>	<b>\$219,878</b>	<b>80%</b>	

**CAPITAL PROJECTS & EQUIPMENT**

Structures/Improvements	2,271,948	52,289	760,765	33%	
Equipment	35,000	0	0	0%	
<b>TOTAL CAPITAL EXPENSE</b>	<b>\$2,306,948</b>	<b>52,289</b>	<b>760,765</b>	<b>33%</b>	

**DEBT**

State Loan Payment	103,629	0	103,628	100%	paid semiannually
State Loan Payment Phase II	58,740	29,369	58,739	100%	paid semiannually
Western Alliance Lease-PVS	153,314	0	153,313	100%	paid semiannually
<b>TOTAL DEBT</b>	<b>\$315,683</b>	<b>\$29,369</b>	<b>\$315,680</b>		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$288,000	100%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

<b>TOTAL EXPENSE</b>	<b>\$5,313,850</b>	<b>\$307,803</b>	<b>\$3,708,120</b>	<b>70%</b>	
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CAPACITY CHARGES TRANSFER      \$70,580                      \$0                      \$28,232                      40%

SOLID WASTE FEES TRANSFER      \$26,109                      \$2,384                      \$26,530                      102%

<b>FUND TOTAL</b>	<b>\$192,444</b>	<b>(\$6,236)</b>	<b>\$514,238</b>		
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
OFFICE REPORT**

**JUNE 2024**

Utility Billing

- On July 1<sup>st</sup>, 1,939 bills were processed for a total dollar amount of \$236,890 for water and sewer user fees for the month of June.
- 271 penalties were posted for bills that were due by June 25<sup>th</sup>.
- 71 Intent To Disconnect letters were mailed to customers that were more than 60 days delinquent.
- 25 48-hour notices were issued and 5 meters were locked for non-payment.

Customer Service Orders

- Staff completed a total of 11 service orders for the month of June. The breakdown by job code is as follows:

OCCUPANT CHANGE	4	CALL OUT	1
LOCKED	5	UNLOCK	1

Administration

- Nothing to report.

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### District Engineer Report For the Month of July 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
  - Working with Video Inspection Specialists regarding annual sewer system jetting (1/3 of system and hot spots), lift station cleaning, video inspection of hot spots, manhole inspection at select manholes for I&I (work began 7/11/24).

#### Capital Improvement Projects

Projects / equipment replacement budgeted for this fiscal year and their status:  
(Note: projects are listed in the order shown on the Capital and Equipment Budget spreadsheet)

- WRF Upgrade Project: – Continuing to work with the General Manager, the ad hoc committee, and the Board to determine a path forward on the project. Corresponded with Hydrosience regarding flow data and other requested information.
- Lift Station 1-5 rehabilitation design phase: LS 2 and 3 are the top priority. The current project scope is to replace corroded components and coat the wetwells. Recent controls and other mechanical related issues have arisen that may be combined with this scope to limit costs associated with bypassing. Coordinating with WRRF project to determine if any pump modifications will be required as a part of the project.
- Water System SCADA Upgrade / Telemetry: Water System SCADA portion is complete. Telemetry project is designed and in the process of being installed.
- GAC System (Pilot Study): Pilot Study is nearing completion. Weighing cost/benefit of GAC (based on findings of pilot study) vs. other options or a combination of several options.
- Pressure Reducing Valves (Waterview/Equestrian): PRVs have been received. Raminha has been authorized to begin work. Schedule update to be provided at the meeting.

- Raw Water Vertical Intake No. 2: Reviewed draft technical specs from Cleath Harris Geologists. Bid package is currently in progress. To be completed by 8/30. Bid process to take place in late Q3 with construction in early Q4.
- DBP Project: See separate agenda item and report regarding DBPs.
- Wastewater Collection System SCADA Upgrade: SPICE has begun work on the wastewater collection system (Lift Station) SCADA upgrade. Installation will take place in conjunction with the Telemetry installation.
- Wastewater collection system model & I/I: Video Inspection Specialists began work on 7/11/24. Scope includes annual jetting of 1/3 of the sewer system and all hot spots as well as cleaning of all lift stations. Additionally, we have added the video inspection of the hot spots as well as manhole inspection of select manholes showing signs of infiltration.
- Pump Station Covers (design): Work has not begun on this project.
- Electric Gate at Corp Yard: Work has not begun on this project.

Project Name	FY 24/25 Budget	Design Status	Estimated Design Completion	Construction Status	Estimated Construction Completion
WRF Upgrade Project	\$755,035	Ongoing	1/31/2025	Not Started	Before 9/2027
Lift Station 1-5 Rehab	\$200,000	Ongoing	10/31/2024	Not Started	TBD
Water System SCADA Upgrade (Telemetry)	\$168,415	Complete	Complete	Ongoing	9/30/2024
GAC System (Pilot Study)	\$39,480	Complete	Complete	N/A	N/A
Pressure Reducing Valves (Waterview, Equestrian)	\$163,070	Complete	Complete	Scheduled to begin 8/24	Update at meeting
Raw Water Vertical Intake No. 2	\$219,718	Ongoing	8/30/2024 (Well casing) TBD (Wellhead)	Not Started	1/31/2025 (Well casing) TBD (Wellhead)
DBP Project	\$400,000	Not Started	TBD	Not Started	TBD
Wastewater Collection System SCADA Upgrade	\$200,000	Complete	Complete	Ongoing	9/30/2024
Wastewater Collection System Model & I/I	\$75,000	N/A	N/A	TBD	TBD
Pump Station Covers (design)	\$15,000	Not Started	TBD	Not Started	TBD
Electric Gate at Corp Yard	\$50,000	Not Started	TBD	Not Started	TBD

### Additional Tasks

- Development: Responding to requests for existing water and sewer system documents as they come up. Discussing existing system and future developments with potential developers as they make contact.

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

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

**DATE:** July 18, 2024

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

### Background

The District water system was exceeding the maximum contaminant level for haloacetic acids, a disinfection byproduct. 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.

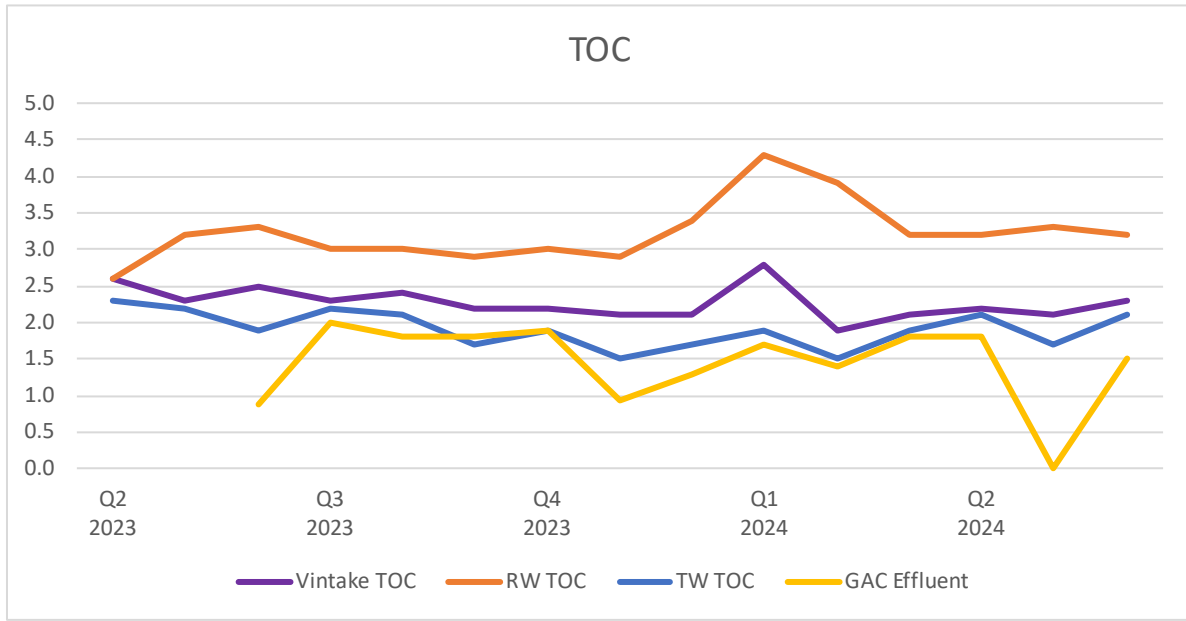
The reportable data required by the Division of Drinking Water (DDW) is the Locational Running Annual Average (LRAA) by calendar quarter. The maximum contaminate level (MCL) for HAA5 is 60 ppb.

The most recent LRAA for HAA5 is 55 ppb at the Black Horse Lane location and 47 ppb at the Wood Duck Lane location; both are now under the MCL.

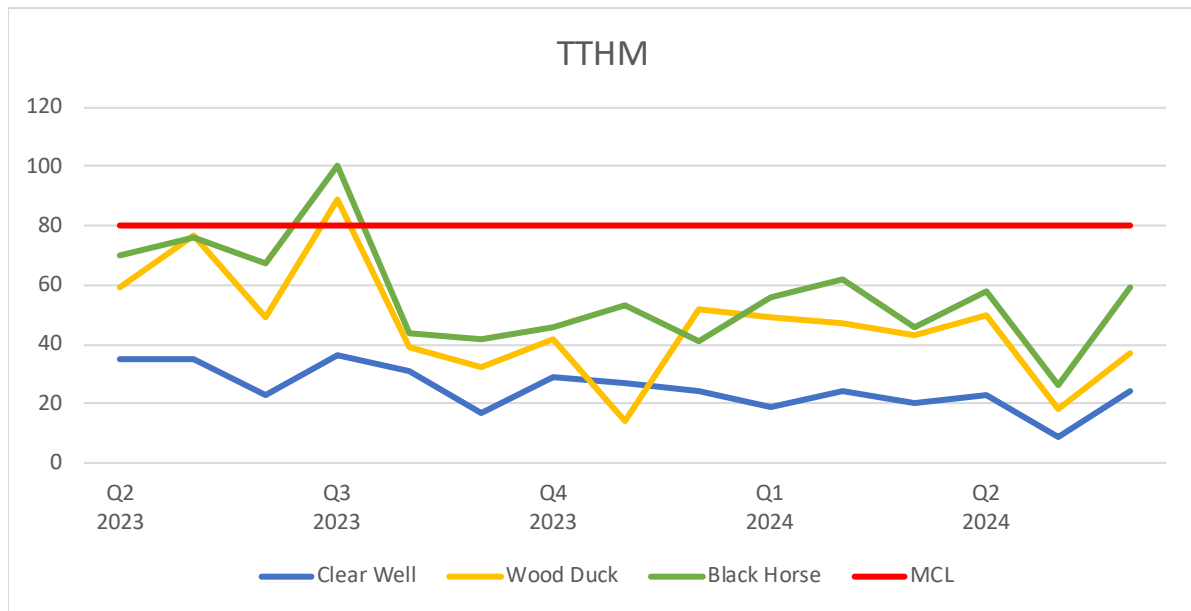
Results for individual months at both locations can also be seen in the following table and graph.

Note: The current GAC Adsorbers were installed on April 26, 2024. The GAC Effluent TOC sample was taken on May 20, 2024. The online TOC analyzer showed 0.201 mg/L on May 20, 2024. Since the lab reporting limit is 0.50 mg/L, this sample shows as ND (Non Detect).

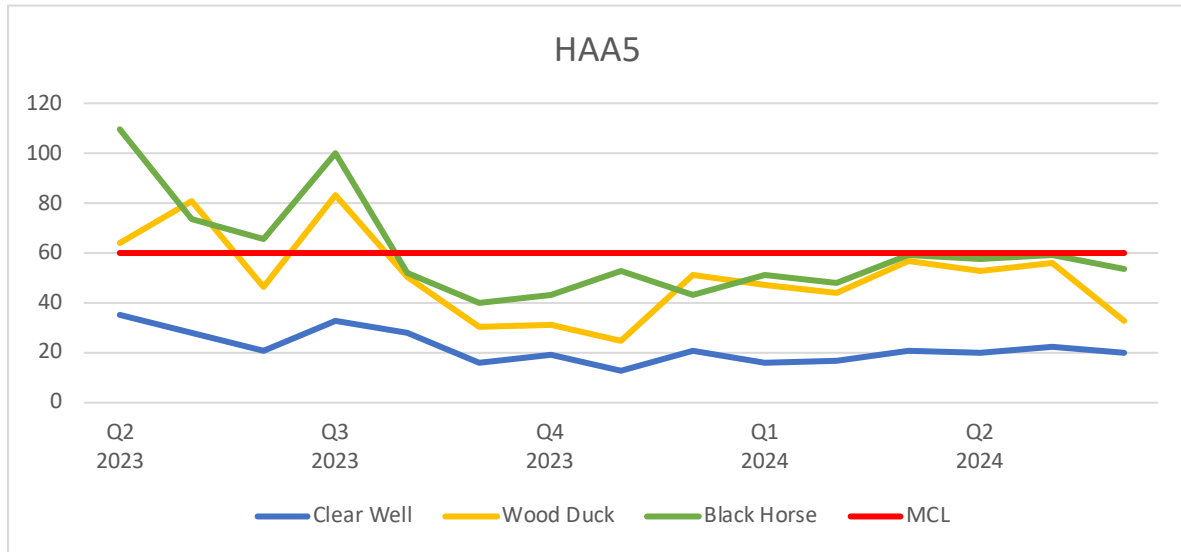
TOC	Q2 2023			Q3 2023			Q4 2023			Q1 2024			Q2 2024		
Vintake TOC	2.6	2.3	2.5	2.3	2.4	2.2	2.2	2.1	2.1	2.8	1.9	2.1	2.2	2.1	2.3
RW TOC	2.6	3.2	3.3	3.0	3.0	2.9	3.0	2.9	3.4	4.3	3.9	3.2	3.2	3.3	3.2
TW TOC	2.3	2.2	1.9	2.2	2.1	1.7	1.9	1.5	1.7	1.9	1.5	1.9	2.1	1.7	2.1
GAC Effluent			0.9	2.0	1.8	1.8	1.9	0.9	1.3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



TTHM	Q2 2023			Q3 2023			Q4 2023			Q1 2024			Q2 2024		
Clear Well	35	35	23	36	31	17	29	27	24	19	24	20	23	9	24
Wood Duck	59	77	49	89	39	32	42	14	52	49	47	43	50	18	37
Black Horse	70	76	67	100	44	42	46	53	41	56	62	46	58	26	59
MCL	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80



HAA5	Q2 2023			Q3 2023			Q4 2023			Q1 2024			Q2 2024		
Clear Well	35	28	21	33	28	16	19	13	21	16	17	21	20	22	20
Wood Duck	64	81	46	83	50	30	31	25	51	47	44	57	53	56	33
Black Horse	110	74	66	100	52	40	43	53	43	51	48	59	58	59	54
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 major operational changes to the water treatment process since last month’s report. The new TOC analyzer continues to monitor TOC at the outlet of filters 3 and 4 as well as the outlet of the GAC adsorbers.

The GAC adsorbers have been online on April 26, 2024. The previous GAC was coconut-based and was in service for 165 days in total. As of July 11, 2024, the new GAC is still showing 35% removal after 76 days in service. The previous GAC had already dropped to 21% removal after 76 days. We will provide an additional update at the meeting.

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.

Lastly, Cleath-Harris Geologists (CHG) has completed and submitted draft technical specifications for Phase 1 of the second vertical intake project. Staff has reviewed these specifications and are working on the full bid package. The current schedule is 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). Once Phase 1 is completed, CHG will provide Staff with design criteria for the new pump and associated piping, valving, etc. (based on flow testing done after installation of the casing). Staff will use this information to design the new pump, wellhead, piping and valving for connecting the new intake to the existing Pump Station 1. 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:** July 18, 2024

**SUBJECT:** Request to consider renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110.

#### **Recommendation**

It is recommended that the Board of Directors discuss and consider renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110.

#### **Background**

The District may, at its sole discretion, issue a conditional will serve letter to an applicant based on the conditions in Code Section 4.310, and any other conditions the District may deem appropriate. A conditional will serve shall expire in one year. Upon satisfying all of the conditions, the District would issue a final will serve. A conditional will serve allows the applicant to continue working on the County of San Luis Obispo Department of Planning and Building process towards recordation of a Final Map.

One of San Luis Obispo County's conditions of approval for subdivisions is a final will serve letter from the District for water and sewer service. The Final Map can only be approved by the County if the Applicant receives a final will serve letter indicating the District is ready and able to provide water and sewer to the project.

Your Board has previously issued conditional will serve letters for these projects most recently in 2023 which expired in July 2024. The projects have not changed significantly.

#### **Discussion**

##### **Tract 2879**

The applicant, H.R. Holding (Applicant), has resubmitted a request for a will serve letter for Vesting Tentative Tract Map 2879 (Tract 2879). Tract 2879 is a proposal to subdivide a 2.17-acre parcel located on the south side of Gateway Drive near the HROA Gatehouse into eight residential parcels of approximately ¼ acre in size.

The Applicant has not yet submitted water/sewer improvement plans for the project. Only a cursory review of the submitted Vesting Tentative Tract Map 2879 exhibits was performed by staff and the District Engineer. This cursory review indicates that we could serve Tract 2879 with water and sewer service subject to the conditions in the attached draft conditional will serve letter.

A preliminary list of identified items that will need to be looked at closer during the plan check include but are not limited to:

- Evaluation of sewer system to Lift Station 1
- Evaluation of impacts to Lift Station 1
- Evaluation of sewer system to Lift Station 3
- Evaluation of impacts to Lift Station 3
- Evaluation of force main from Lift Station 3
- Evaluation of impacts and necessary upgrades to the new WRRF

### Tract 3110

The applicant, H.R. Holding (Applicant), has submitted a request for a will serve letter for Vesting Tentative Tract Map 3110 (Tract 3110). Tract 3110 is a proposal to subdivide a 13.59-acre parcel located on Equestrian Road into 52 buildable lots approximately 6,000 square feet in size. The parcel is Lot 5 of Tract 1904-1 and is currently used for recreational vehicle storage.

The Applicant has not yet submitted water/sewer improvement plans for the project. Only a cursory review of the submitted Vesting Tentative Tract Map 3110 exhibits was performed by staff and the District Engineer. This cursory review indicates that we could serve Tract 3110 with water and sewer service subject to the conditions in the attached draft conditional will serve letter.

A preliminary list of identified items that will need to be looked at closer during the plan check include but are not limited to:

- Evaluation of sewer system to Lift Station 3
- Evaluation of impacts to Lift Station 3
- Evaluation of force main from Lift Station 3
- Evaluation of impacts and necessary upgrades to the new WRRF

The draft conditional will serve letters for both Tracts are attached for your Board's discussion and consideration.

### **Fiscal Considerations**

Prior to issuing a final will serve letter, the Applicant shall pay the then current Gallery Well fee, and 30% of the water/sewer capacity charges and hookup fees as required pursuant to Ordinance 4.700 and 4.310 respectively. Additional costs and/or required

work attributable to the New Development may be determined once the design of the new WRRF is completed.

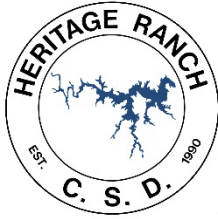
The Applicant has entered into an agreement to reimburse the District for any and all District costs associated with these projects.

### **Results**

Approval of conditional will serve letters will provide the Applicant an opportunity to continue to work on the Final Map pursuant to the County of San Luis Obispo development process, and still provide the District the opportunity to place conditions on the proposed new development during the subsequent comprehensive plan review process, and new development agreements.

Attachments: Draft Conditional Will Serve Letters  
Letter from Applicant  
Tract 2879 and Tract 3110 Exhibits

File: TR 2879, TR 3110



# Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

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

www.heritageranchcsd.com

July 18, 2024

H.R. Holding, LLC

735 Tank Farm Road, Suite 130

San Luis Obispo, CA 93401

## **Subject: Conditional Will Serve for Water & Sewer Service for Vesting Tentative Tract Map 2879**

The Heritage Ranch Community Services District (District) has adequate water and sewer capacity and will serve Vesting Tentative Tract Map 2879 with water and sewer services, subject to the following conditions:

1. This conditional will serve letter may only be used for the eight residential lots of Vesting Tentative Tract Map 2879 (Tract 2879).
2. This conditional will serve letter is for water and sewer services only.
3. This conditional will serve letter is valid for one year.
4. A final will serve shall not be issued if the Board of Directors implements Water Shortage Conservation Stage III – Drought in accordance with the District Code of Ordinances, Section 5.900 – Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. Applications for will serve letters shall be placed on a waiting list.
5. In order to serve Tract 2879, improvements and additions to District facilities must be constructed, including but not limited to, the public water system, mains, hydrants, services, and the public sewer collection and treatment system. The applicant shall construct all such facilities necessary for Tract 2879 and provide all easements and property transfers required by the District. The design of the improvements shall be approved by the District Engineer.
6. Prior to recording a Final Map for Tract 2879, all District improvements required to be constructed shall be constructed and accepted by the District, or the applicant shall enter into an improvement agreement and provide a financial guarantee (bond or letter of credit) to complete the construction. The form of the agreement and the amount of the guarantee shall be approved by the District.
7. The covenants, conditions and restrictions for Tract 2879 shall contain a water

H.R. Holding  
TR 2879 Conditional Will Serve  
July 18, 2024

conservation landscape mandate for all residential lots within the Final Map. The type of landscaping shall be approved by the District before issuance of a final will serve for water.

8. This agreement is non-transferable.

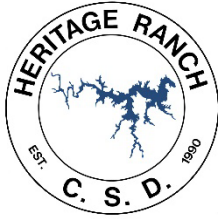
If you have any questions or concerns with the conditions or terms of this letter, please let me know as soon as possible.

Sincerely,

Scott Duffield, PE  
General Manager

C: Board of Directors  
District Engineer

File: TR 2879



# Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

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

www.heritageranchcsd.com

July 18, 2024

H.R. Holding, LLC  
735 Tank Farm Road, Suite 130  
San Luis Obispo, CA 93401

## **Subject: Conditional Will Serve for Water & Sewer Service for Vesting Tentative Tract Map 3110**

The Heritage Ranch Community Services District (District) has adequate water and sewer capacity and will serve Vesting Tentative Tract Map 3110 with water and sewer services, subject to the following conditions:

1. This conditional will serve letter may only be used for the fifty-two residential lots of Vesting Tentative Tract Map 3110 (Tract 3110).
2. This conditional will serve letter is for water and sewer services only.
3. This conditional will serve letter is valid for one year.
4. A final will serve shall not be issued if the Board of Directors implements Water Shortage Conservation Stage III – Drought in accordance with the District Code of Ordinances, Section 5.900 – Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. Applications for will serve letters shall be placed on a waiting list.
5. A final will serve letter shall not be issued until the applicant has paid in full the then applicable gallery well improvement fee pursuant to Heritage Ranch Community Services District Code of Ordinances, Section 4.760, and 30% of the water and sewer capacity charges and hook-up fees pursuant to Section 4.310, for all lots within the proposed Tract 3110.
6. In order to serve Tract 3110, improvements and additions to District facilities must be constructed, including but not limited to, the public water system, mains, hydrants, services, and the public sewer collection and treatment system. The applicant shall construct all such facilities necessary for Tract 3110 and provide all easements and property transfers required by the District. The design of the improvements shall be approved by the District Engineer.
7. Prior to recording a Final Map for Tract 3110, all District improvements required to be

H.R. Holding  
TR 3110 Conditional Will Serve  
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constructed shall be constructed and accepted by the District, or the applicant shall enter into an improvement agreement and provide a financial guarantee (bond or letter of credit) to complete the construction. The form of the agreement and the amount of the guarantee shall be approved by the District.

8. The covenants, conditions and restrictions for Tract 3110 shall contain a water conservation landscape mandate for all residential lots within the Final Map. The type of landscaping shall be approved by the District before issuance of a final will serve for water.
9. This agreement is non-transferable.

If you have any questions or concerns with the conditions or terms of this letter, please let me know as soon as possible.

Sincerely,

Scott Duffield, PE  
General Manager

C: Board of Directors  
District Engineer

File: TR 3110

April 15, 2015

Scott Duffield  
HRCSD  
4870 Heritage Road  
Paso Robles, CA 93446

**Re: Request for New Conditional Will-Serve Letter for Tracts 2879 and 3110**

Hello Scott,

Since your conditional will-serve letters are set to expire soon, the county would like us to provide new will serve letters to them. Therefore, I am requesting that you schedule our request for new conditional will-serve letters from your board of directors at your earliest convenience.

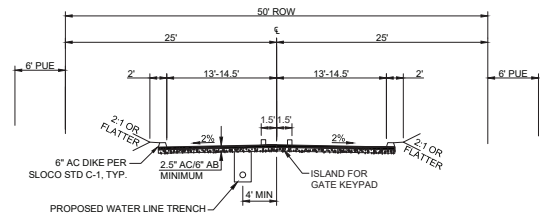
Please let me know if you have any questions or need more information. I have attached the latest tract maps to this email for your use.

Kind regards,

A handwritten signature in cursive script that reads "Dan Lloyd".

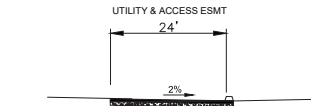
Dan Lloyd  
Member  
HR Holdings, LLC





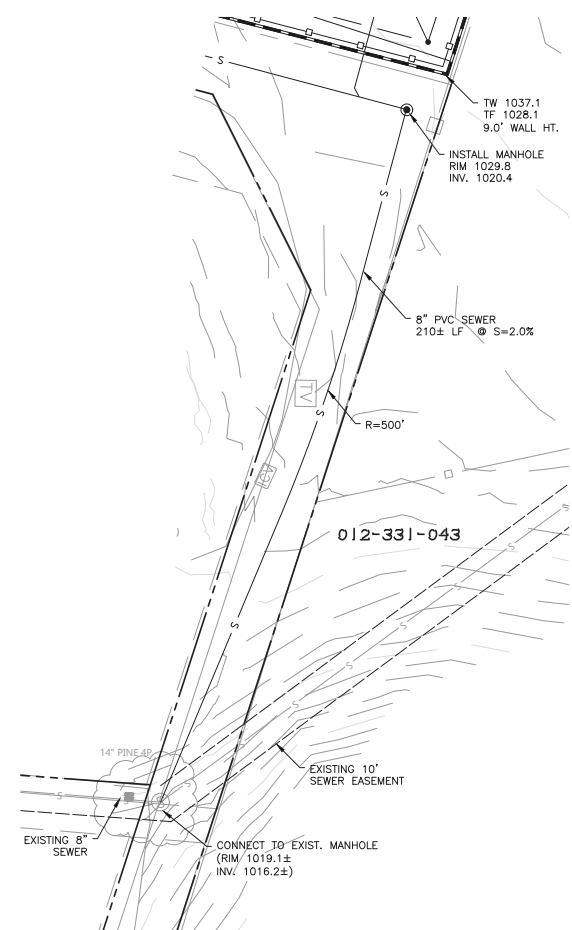
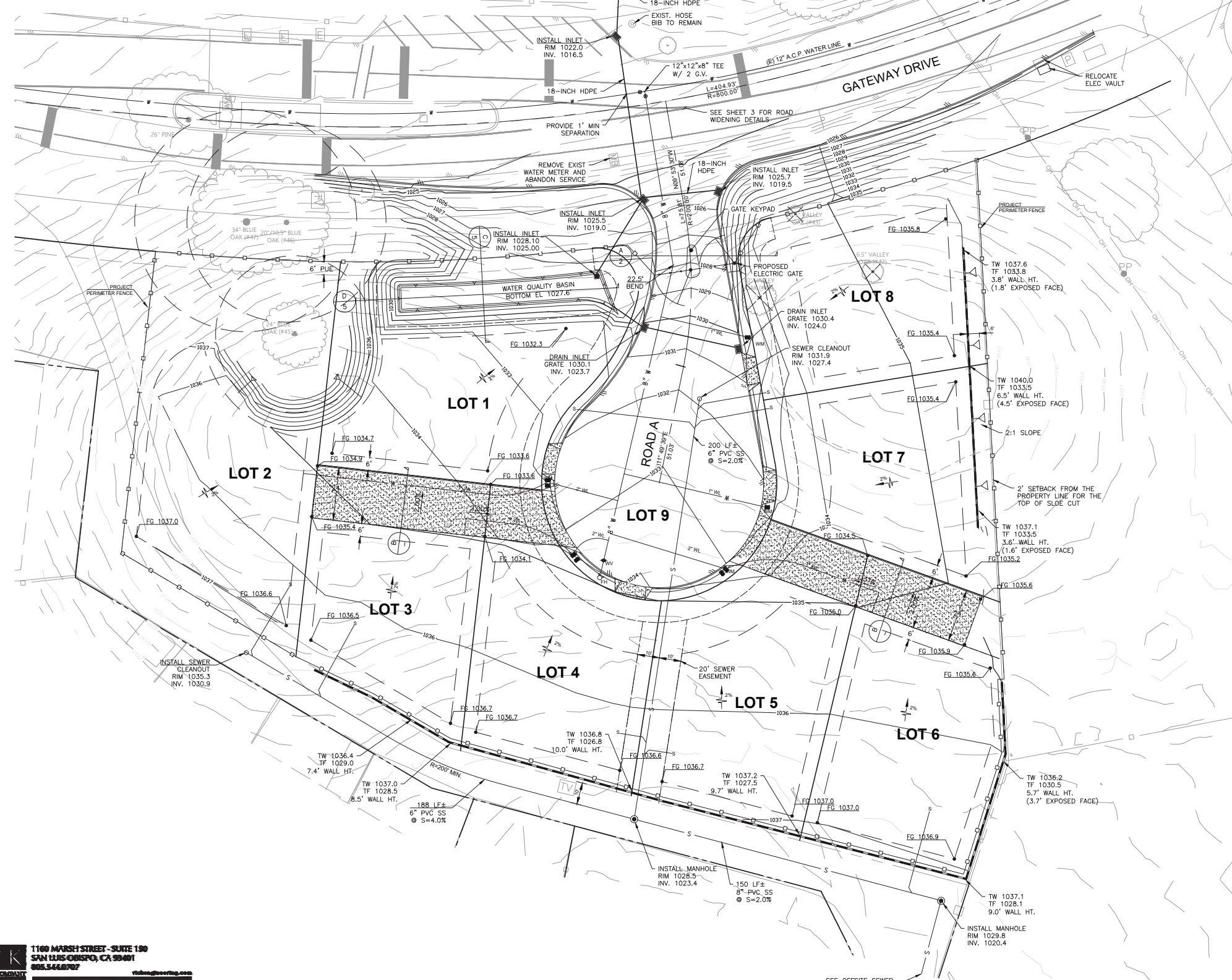
NOTE:  
 1. STRUCTURAL SECTION TO BE DETERMINED AT TIME OF CONSTRUCTION BASED ON THE R-VALUE OF THE NATIVE MATERIAL AND A MINIMUM TRAFFIC INDEX OF 5.  
 2. CUT/FILL SLOPES MAY BE REDUCED IN FIELD BUT ONLY AS VERIFIED BY ENGINEERING GEOLOGIST.

**A TYPICAL INTERIOR ROAD SECTION "A2-A2", SLOPE > 5%**  
 SLOCO STD A-1(a), UNDER 250 FUTURE A.D.T. SCALE: 1"=10'

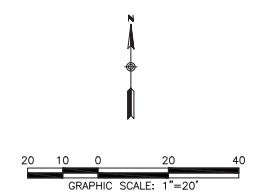


NOTE:  
 CONCRETE PAVEMENT STRUCTURAL SECTION TO BE DETERMINED AT TIME OF CONSTRUCTION BASED ON THE R-VALUE OF THE NATIVE MATERIAL.

**B TYPICAL DRIVEWAY**  
 SLOCO STD B-2 SCALE: 1"=10'



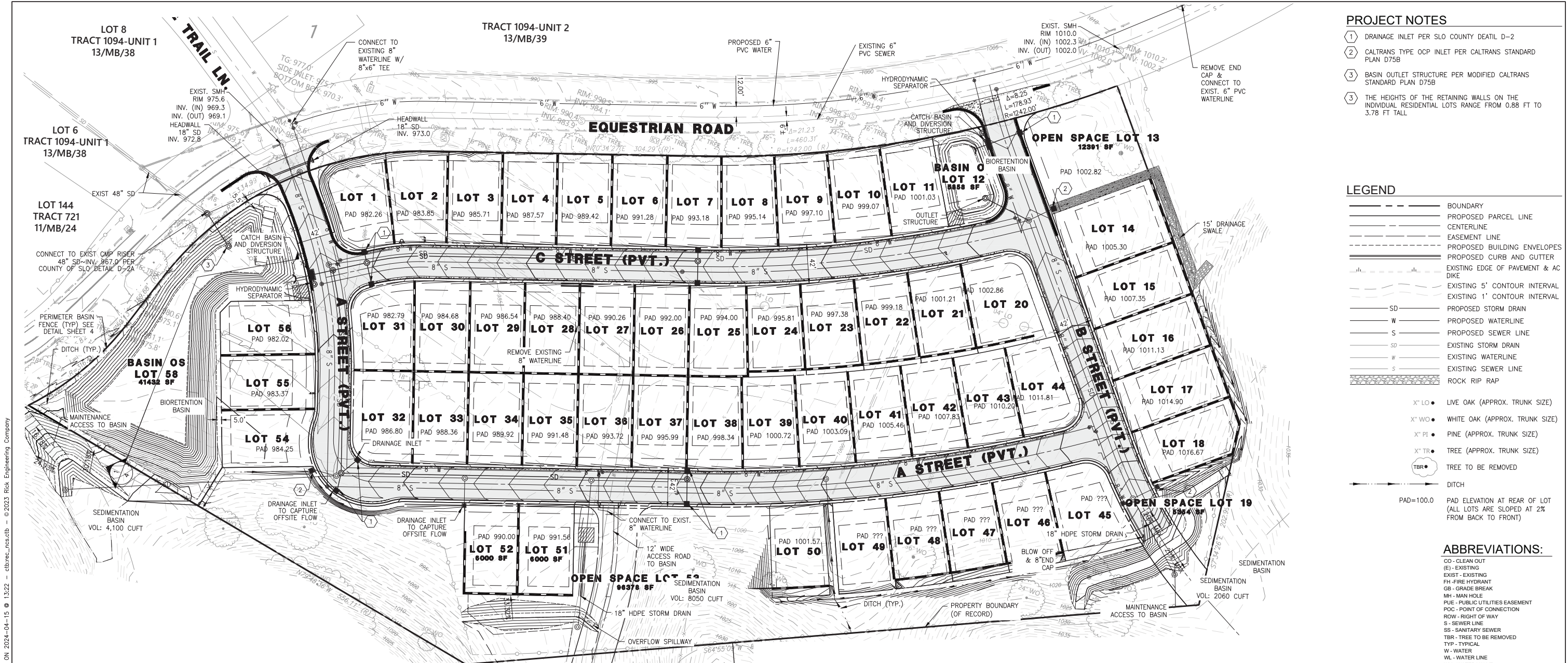
OFFSITE SEWER DETAIL SCALE: 1"=20'



**VESTING TENTATIVE TRACT MAP #2879**  
**PRELIMINARY GRADING, DRAINAGE & UTILITY PLAN**

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA BEING A SUBDIVISION OF LOT 84 OF TRACT NO. 693 PER THE MAP FILED IN BOOK 10, OF MAPS AT PAGE 70, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

**RICK MINNER**  
 1100 MARSH STREET - SUITE 150  
 SAN LUIS OBISPO, CA 95001  
 805.544.0707  
 rick@rickminner.com

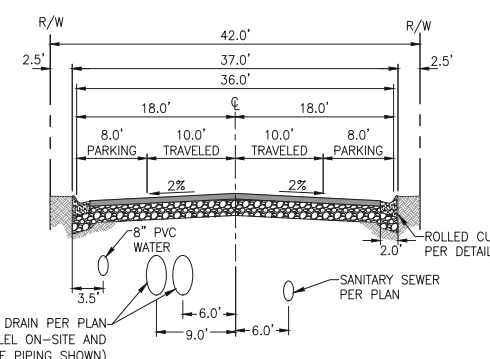


- PROJECT NOTES**
- 1 DRAINAGE INLET PER SLO COUNTY DETAIL D-2
  - 2 CALTRANS TYPE OCP INLET PER CALTRANS STANDARD PLAN D75B
  - 3 BASIN OUTLET STRUCTURE PER MODIFIED CALTRANS STANDARD PLAN D75B
  - 3 THE HEIGHTS OF THE RETAINING WALLS ON THE INDIVIDUAL RESIDENTIAL LOTS RANGE FROM 0.88 FT TO 3.78 FT TALL

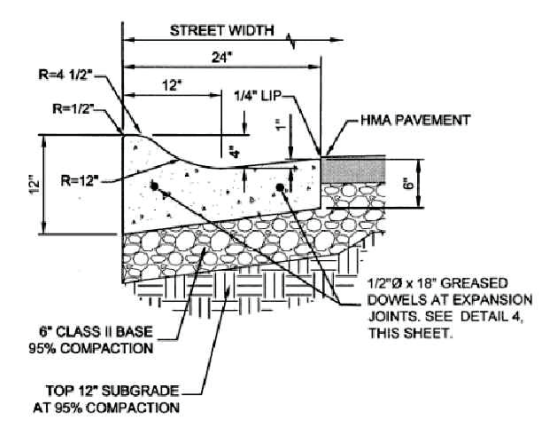
- LEGEND**
- BOUNDARY
  - PROPOSED PARCEL LINE
  - CENTERLINE
  - EASEMENT LINE
  - PROPOSED BUILDING ENVELOPES
  - PROPOSED CURB AND GUTTER
  - EXISTING EDGE OF PAVEMENT & AC DIKE
  - EXISTING 5' CONTOUR INTERVAL
  - EXISTING 1' CONTOUR INTERVAL
  - SD PROPOSED STORM DRAIN
  - W PROPOSED WATERLINE
  - S PROPOSED SEWER LINE
  - SD EXISTING STORM DRAIN
  - W EXISTING WATERLINE
  - S EXISTING SEWER LINE
  - ROCK RIP RAP

- X" LO • LIVE OAK (APPROX. TRUNK SIZE)
- X" WO • WHITE OAK (APPROX. TRUNK SIZE)
- X" PI • PINE (APPROX. TRUNK SIZE)
- X" TR • TREE (APPROX. TRUNK SIZE)
- TBR • TREE TO BE REMOVED
- DITCH
- PAD=100.0 PAD ELEVATION AT REAR OF LOT (ALL LOTS ARE SLOPED AT 2% FROM BACK TO FRONT)

- ABBREVIATIONS:**
- CO - CLEAN OUT
  - (E) - EXISTING
  - EXIST - EXISTING
  - FH - FIRE HYDRANT
  - GB - GRADE BREAK
  - MH - MAN HOLE
  - PUE - PUBLIC UTILITIES EASEMENT
  - POC - POINT OF CONNECTION
  - ROW - RIGHT OF WAY
  - S - SEWER LINE
  - SS - SANITARY SEWER
  - TBR - TREE TO BE REMOVED
  - TYP - TYPICAL
  - W - WATER
  - WL - WATER LINE
  - WV - WATER VALVE

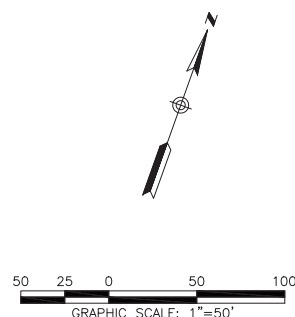


TYPICAL STREET SECTION  
NTS



ROLLED CURB DETAIL  
NTS

- EXPANSION JOINTS:** SEE DETAIL 4, THIS SHEET.
1. PLACE AT CURB RETURNS AND 30' MAX SPACING.
  2. USE 1/4" PREFORMED FIBER EXPANSIVE JOINT FILLER (ASTM D 1775).
  3. USE 2-18" LONG 1/2" Ø GREASED SMOOTH DOWELS.
- CONTROL JOINTS:**
1. MAXIMUM SPACING 10'.



**VESTING TENTATIVE TRACT MAP 3110  
PRELIMINARY GRADING AND UTILITY PLAN**

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA  
BEING A SUBDIVISION OF LOT 5 OF TRACT NO. 1094-1 PER THE MAP FILED IN BOOK 13, OF MAPS AT PAGE 38, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

JOB NO: 18151	SCALE: 1"=60'	DATE: 03/12/24	SHEET NO. 2 OF 4
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C:\RICK\Projects\C\_SLO\_L\18151\_Heritage Ranch-Equestrian Road\Civil\Sheets\18151-TM02.dwg - plotted by: choffmann ON 2024-04-15 @ 13:22 - ctbrec\_nsc.ctb - © 2023 Rick Engineering Company

**RICK** ENGINEERING COMPANY  
1160 MARSH STREET - SUITE 150  
SAN LUIS OBISPO, CA 93401  
805.544.0707

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## General Manager Report For the Month of July 2024

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

### Administration

- The General Manager attended the CSDA General Manager Leadership Summit in Anaheim.

### WRRF Project

Hydro Science and the District had bi-weekly check-in meetings. A verbal update will be given; however, items of note are listed below:

- 50 % Plans, specifications, cost estimate ~ 9/9/24
- 90 % Plans, specifications, cost estimate ~ 11/25/24

### Solid Waste

- Nothing significant to report.

### Development

- See separate agenda item.

### Reservoir Status

- As reported by Monterey County Water Resources Agency (MCWRA), as of July 8, 2024, the reservoir was at approximately 783.15 feet in elevation, 76% of capacity, and 288,243-acre feet of storage. MCWRA water releases were shown as 397 cfs.

The MCWRA reservoir release schedule dated 5/22/24 estimates the reservoir elevation will be 759.7 feet, 49% of capacity, on January 1, 2025.

