

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: March 21, 2019

SUBJECT: Request to receive and file a letter from the Board of Directors of the Heritage Ranch Owners Association dated March 11, 2019, requesting that Tract 447 switch over to individual trash containers and provide direction to staff.

Recommendation

It is recommended that the Board of Directors receive and file the subject letter and provide direction to staff.

Background

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

Discussion

Attached for your Board's review and file is a letter from the Board of Directors of the Heritage Ranch Owners Association dated March 11, 2019, requesting that Tract 447 switch over to individual trash containers. Tract 447 is the subdivision that the District refers to as the RV lots off of Comanche Way. This subdivision is currently provided with solid waste disposal services via centralized collection bins in an enclosed area on Comanche Way. The current customer is the Heritage Ranch Owners Association.

Fincancial Considerations

There are no direct financial considerations associated with this item today; however, there will be staff and District Counsel labor costs if the Board directs staff to proceed with the requested action. In addition, with the information provided it is unclear what other financial implications are at this time.

Results

The Board's direction to staff will determine the results.

Attachments: Letter from the Board of Directors of the HROA dated March 11, 2019



PHONE: (805) 238 9641
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GATE HOUSE: (805) 227 6560

3945 HERITAGE ROAD
LAKE NACIMIENTO
PASO ROBLES CA 93446

March 11, 2019

Heritage Ranch Community Services District
Board of Directors
4870 Heritage Road
Paso Robles, California 93446

Dear Heritage Ranch CSD Board members,

Scott Duffield and our General Manager, Tina Platt, met on February 19, 2019 and discussed the removal of the dumpster enclosure at Tract 447 within the Heritage Ranch community, and all lots/residents within Tract 447 switching to individual trash containers as is established in every other tract within Heritage Ranch. The Association has also met with San Miguel Garbage, who is also in favor of this change for Tract 447, and can accommodate it. San Miguel Garbage has provided the attached documents as back-up, and these documents are as follows, in order:

1. Breakdown of estimated garbage quantity per lot in Tract 447, based on current dumpster volume (back-up for 35 gallon trash containers necessary per lot, the smallest size container available)
2. 2017 and 2018 HROA invoices from San Miguel Garbage for Tract 447 dumpster area
3. 2018 rate sheet for San Miguel Garbage – their current rates

The Association currently has a large amount of resources dedicated to the Tract 447 dumpster area, as we have three (3) security cameras we have installed in the dumpster area to try and catch illegal dumping, our Ranch Patrol spends a significant amount of time controlling the area and enforcing, and our Maintenance Department time with having to clean-up everyone's mess from dumpster overflows and large items dumping. In other words, the dumpster area at Tract 447 is a significant concern for waste of the Association's resources and monies overall, and the Heritage Ranch community as a whole would benefit greatly from Tract 447 residents going to individual trash containers instead of retaining the existing dumpsters.

In conclusion, the Association is hopeful that that Heritage Ranch CSD will approve, and support, Tract 447 switching over to individual trash containers. The Association is more than happy to assist CSD with drafting a notification letter to the Tract 447 residents, to showcase the many benefits to them switching over to individual trash containers. Benefits not only to themselves (convenience and ease of use), but for helping to save the environment as well (active recycling and green waste program at no cost, used oil recycling at no cost, metal/used appliance pick-up service at no cost). Please advise if you have any questions, or need any further information from us at this time. Thank you in advance for your consideration.

Sincerely,

The Board of Directors
Heritage Ranch Owners Association

Heritage Ranch Rv enclosure

2/12/2019

Current service

Mondays Current Service

Size Container	3.00	yard
Quantity	6.00	
Total yards/Monday	18.00	
July 2017-June 2018	936.00	yards/year
	18.00	avg yards/week

Fridays Current Service

Size Container	3.00	yard
Quantity	6.00	
Dumped as needed		
July 2017-June 2018	673.00	yards/year
Average/Friday	12.94	avg yards/week

Current Service	1609.00	Total yards/year	
	323409.00	Total Gallons/year	current service
	1816.90	Total Gallons/year	current service/resident
	34.94	Total Gallons/week	current service/resident

The average Heritage Ranch Customer has a 35 gallon trash service
There is 201 us liquid gallons in 1 yard.

1816.90	Total gallons divided by 178 services
34.94	Then divide by 52 for weekly service. This is the amount of gallons/customer/week

Current Heritage ranch rates for Service

35 Gallon Trash	\$18.00 27.29
64 Gallon Trash	\$34.95
96 Gallon Trash	\$40.37

All 3 services levels come with Recycling and greenwaste

PostDate	Name	Acct#	Type/Method	Amount	Check#	Invoice#
AMT BY POSTDATE						
01/09/17		1	4.2%	<1,789.40>		2.8%
02/17/17		1	4.2%	<2,100.90>		3.3%
03/13/17		1	4.2%	<1,885.45>		3.0%
04/17/17		1	4.2%	<2,659.50>		4.2%
05/15/17		1	4.2%	<2,266.81>		3.6%
06/12/17		1	4.2%	<3,311.97>		5.3%
07/17/17		1	4.2%	<4,397.96>		7.0%
08/14/17		1	4.2%	<2,949.18>		4.7%
09/12/17		1	4.2%	<2,068.20>		3.3%
10/16/17		1	4.2%	<2,120.20>		3.4%
11/10/17		1	4.2%	<2,473.00>		3.9%
12/07/17		1	4.2%	<2,120.20>		3.4%
01/11/18		1	4.2%	<2,437.53>		3.9%
02/15/18		1	4.2%	<2,887.56>		4.6%
03/19/18		1	4.2%	<1,570.27>		2.5%
04/16/18		1	4.2%	<2,131.05>		3.4%
05/11/18		1	4.1%	<2,614.64>		4.2%
06/15/18		1	4.1%	<3,296.47>		5.2%
07/13/18		1	4.1%	<3,353.76>		5.3%
08/10/18		1	4.1%	<3,352.77>		5.3%
09/13/18		1	4.1%	<2,291.27>		3.6%
10/11/18		1	4.1%	<3,318.64>		5.3%
11/19/18		1	4.1%	<2,531.60>		4.0%
12/13/18		1	4.1%	<2,932.15>		4.8%
*** TOTALS		24	100.0%	<62,860.48>		100.0%

San Miguel Garbage Co, Inc.
6625 Benton Rd.
Paso Robles, CA 93446

HERITAGE RANCH
2018 Waste Collection Price List
Effective Date: February 1st, 2018

RESIDENTIAL CAN SERVICE		OLD		CURRENT
		CUST RATE		CUST RATE
35 GAL	monthly	\$26.90	=	\$27.29
64 GAL	monthly	\$34.95	=	\$35.45
96 GAL	monthly	\$40.37	=	\$40.95

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

CAN SERVICE MISCELLANEOUS

Stickers	per sticker	\$4.55	=	\$4.66
Re-Delivery Cans	per occurrence	\$28.52	=	\$29.16
Go Back Residential	per occurrence	\$6.07	=	\$6.20 plus add additional mileage fee per mile
Walk-In Fee Service - Truck does not leave road & worker must walk in yard	per occurrence	\$2.64	=	\$2.70
2nd Recycle or Greenwaste Cart	per cart monthly	\$5.90	=	\$6.03

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

Missing Cart - 35 GAL	per cart	\$44.86	=	\$45.86
Missing Cart - 64 GAL	per cart	\$59.01	=	\$60.32
Missing Cart - 96 GAL	per cart	\$80.26	=	\$82.04

COMMERCIAL CONTAINER SERVICE (one time delivery fee will apply upon delivery)

1 YARD	1X WK	monthly	\$89.27	=	\$94.28
	2X WK	monthly	\$120.51	=	\$127.28
1.5 YARD	1X WK	monthly	\$99.77	=	\$105.38
	2X WK	monthly	\$134.70	=	\$142.26
2 YARD	1X WK	monthly	\$127.50	=	\$134.65
	2X WK	monthly	\$172.13	=	\$181.79
3 YARD	1X WK	monthly	\$146.67	=	\$154.90
	2X WK	monthly	\$224.39	=	\$236.98
4 YARD	1X WK	monthly	\$194.20	=	\$205.11
	2X WK	monthly	\$297.11	=	\$313.79
6 YARD	1X WK	monthly	\$293.05	=	\$309.50
	2X WK	monthly	\$389.72	=	\$411.59

Every other week rate is the same as 1X WK rate.

COMMERCIAL EXTRA PICKUP + PER MILE TRIP CHARGE *

1 YARD	per occurrence	\$25.28	=	\$26.70
1.5 YARD	per occurrence	\$28.21	=	\$29.80
2 YARD	per occurrence	\$31.34	=	\$33.09
3 YARD	per occurrence	\$41.05	=	\$43.36
4 YARD	per occurrence	\$61.96	=	\$65.44
6 YARD	per occurrence	\$82.35	=	\$86.98

San Miguel Garbage Co, Inc.
6625 Benton Rd.
Paso Robles, CA 93446

HERITAGE RANCH
2018 Waste Collection Price List
Effective Date: February 1st, 2018

		<u>OLD</u>		<u>CURRENT</u>
		<u>CUST RATE</u>		<u>CUST RATE</u>
COMMERCIAL SERVICE MISCELLANEOUS				
* Trip Charge per Mile	per occurrence	\$5.19	=	\$5.48
Delivery Fee & Re-Delivery Containers	per occurrence	\$29.09	=	\$29.74
Extra trash less than 1 yard	per occurrence	\$22.08	=	\$23.32
Extra trash per yard	per occurrence	\$25.28	=	\$26.70
Manual Labor per yard	per occurrence	\$20.20	=	\$20.88
Go Back Commercial	per occurrence	\$9.99	=	\$10.55
				plus add additional mileage fee per mile
Lock Bar Set Up	per occurrence	\$45.41	=	\$47.96
Lock Bar Set Up Plus Key & Lock	per occurrence	\$54.84	=	\$57.92
Unlocking Fee	per occurrence	\$2.42	=	\$2.56
Container Exchange Fee	per occurrence	\$116.41	=	\$122.93

DRIVE IN-YARD CHARGES

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

In-Yard 100'	monthly	\$10.78	=	\$11.02
In-Yard 1/4 Mile	monthly	\$15.12	=	\$15.46
In-Yard 1 Mile	monthly	\$16.70	=	\$17.07
In-Yard Over 1 Mile	monthly	multiply "In-Yard 1 Mile" rate X total miles		

ADDITIONAL CHARGES - Rates below will fluctuate depending on current disposal and handling fees to remove.

Can Pressure Wash Fee	per occurrence	\$28.52	=	\$29.16
Water Heater	each	2017 N/C White Goods \$23.64	=	\$24.13
Fridge	each	2017 N/C White Goods \$31.86	=	\$32.57
Washer/Dryer	each	2017 N/C White Goods \$23.64	=	\$24.13
Toilet	each	N/C with Low Flow Incentive \$10.60	=	\$10.83
Mattress or boxspring TWN	each	\$20.96	=	\$21.42
Mattress or boxspring Q-K	each	\$36.36	=	\$37.17
Couches	each	\$25.97	=	\$26.54
Truck Tires	each	\$20.96	=	\$21.42
Car Tire only	each	\$4.14	=	\$4.23
Car Tire with Rim	each	\$6.21	=	\$6.34
T.V.	CAN NOT TAKE			

All other items not listed call office for rate.

NSF FEES

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

		<u>OLD</u>		<u>CURRENT</u>
		<u>CUST RATE</u>		<u>CUST RATE</u>
RENT-A-BIN (all areas)				
2 YARD - 1 PU 1 WEEK	60x43x38	\$90.22	=	\$95.28
3 YARD - 1 PU 1 WEEK	72x43x52	\$121.29	=	\$128.09
DAILY RENTAL after 1 wk with no pickup	per day	\$2.55	=	\$2.69

ROLL-OFF RENTALS

20 YARD ROLL-OFF (includes 2 tons trash)	per dump	\$466.18	=	\$492.30
40 YARD ROLL-OFF (includes 3 tons of trash)	per dump	\$529.16	=	\$558.82

Roll-Off Service is for 7 days. Rental after 7 days is \$5.00/day for 20yd and \$7.00/day for 40 yd.

Weight in excess of allowed weight will be charged current landfill per ton rate up to 10 tons.

Any load that exceeds 10 tons will be charged an additional \$50.00 per ton, in addition to the current landfill rate, after the first 10 tons.

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

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager
Kristen Gelos, Office Supervisor
Steve Tanaka, District Engineer

DATE: March 21, 2019

SUBJECT: Submittal for approval Resolution 19-02 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2019/20

Recommendation

It is recommended that the Board of Directors:

1. Approve Resolution 19-02 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2019/20; and
2. Schedule a public hearing for May 16, 2019 at 4:00 PM to confirm the Standby Charges.

Background

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

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

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

Discussion

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

Debt Service

In 1994, the construction of the Water Treatment Plant (WTP) and Phase I reconstruction of Pump Stations 1 & 4 were completed. One-half the cost of the WTP and all of the cost for the reconstruction was funded through a \$2,179,398, 35-year term loan from the State. In 2015, Phase II Water Treatment Plant improvements which included the Plate Settler construction was completed. This cost is being funded through a \$984,090, 20-year term loan also from the State. The total annual debt service for both loans is \$162,368.

Maintenance & Operations

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

Fiscal Considerations

The total number of parcels subject to the water standby charge is 2,073. The total number of parcels subject to the sewer standby charge is 1,872. The total standby revenue for Fiscal Year 2019/20 is anticipated to be \$242,466. Table 1 and 2 illustrate how the charges are allocated and how they are used.

Table 1 Charge by Parcel

Standby Charge	No. of Parcels	\$ per Parcel	Total
Water	2073	\$98	\$203,154
Sewer	1872	\$21	\$39,312
Total			\$242,466

Table 2 Use by Charge

Item	Water	Sewer	Total
Debt Service	\$162,368	-	\$162,368
Maintenance/Ops	\$40,786	\$39,312	\$80,098
Total	\$203,154	\$39,312	\$242,466

Results

Resolution 19-02 will serve to initiate and establish the Standby Charges for FY 19/20. The Standby Charges will be confirmed at a public hearing on May 16, 2019. If adopted, the Standby Charges will be collected through the County of San Luis Obispo property tax roll as a means of effective, efficient collection.

Attachments: Resolution 19-02 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2019/20
Engineering Report for Standby Charges

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 19-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH
COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS AND
ESTABLISHING OF WATER AND SEWER STANDBY CHARGES FOR PROPERTY
WITHIN THE DISTRICT FOR FISCAL YEAR 2019/20**

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

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

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

1. The foregoing recitals are true and correct and are incorporated by this reference.
2. The parcels subject to the proposed standby charges are within Tracts 424, 446, 447, 452, 466, 474, 475, 693, 720, 721, 1063, 1094, 1910, 1990, and Parcel Map 71-217. All such parcels are contained within a list of Assessor Parcel Numbers on file with the District and made a part herein.
3. The amount of the proposed charge is \$119 per parcel with available water and sewer service, and \$98 per parcel with available water service only.
4. The Board of directors will hold a public hearing regarding imposition of a standby charge on each parcel and in the amount set forth within this resolution. The hearing will be held on May 16, 2019 at 4:00 PM or as soon thereafter as the matter may be heard, at the District Office, located at 4870 Heritage Road, in Heritage Ranch, California. At that time and place, the District will hear and consider all objections or protests, if any, to the proposed standby charges.

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

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 21st day of March 2019, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED:

Bill Barker Jr., President
Board of Directors

ATTEST:

Kristen Gelos
Board Secretary

MEMORANDUM

Heritage Ranch Community Services District Engineering Report - Standby Charges



WALLACE GROUP®

Date: March 8, 2019
To: Scott Duffield, PE, General Manager
From: Steven G. Tanaka, PE, District Engineer



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

CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

WATER RESOURCES

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

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

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

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

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

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completed. This cost is being funded through a \$984,090, 20-year term loan also from the State. The total annual debt service for both loans is \$162,368.

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

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

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

There are currently 2,073 existing parcels within the District subject to these standby charges. Of this total, 1,872 parcels would be charged for water and sewer service, and the remaining 201 parcels would be charged for standby water service only. A summary of the standby charges for both water and sewer systems are included in Table 1.

Table 1. Summary of Standby Charges by Parcel

Standby Charge	No. of Parcels	Assessment per Parcel, \$	Total
Water	2,073	\$ 98	\$ 203,154
Sewer	1,872	\$ 21	\$ 39,312
TOTAL	---	---	\$ 242,466

For the water system, \$162,368 will be used for the retirement of debt service for the District's Safe Drinking Water loan for construction of the District's Water Treatment Plant and pumping facility improvements, as well as the District's State Water Resources Control Board loan for construction of the Plate Settler at the Water Treatment Plant. The remaining \$40,786 will be used for water system maintenance and operation.

For the wastewater system, \$39,312 will be used for wastewater system maintenance and operation.

Table 2 summarizes the standby charges and their corresponding allocation to water and sewer systems.



Table 2. Summary of Use by Standby Charge

Item	Water	Sewer	Total
Debt Service	\$ 162,368	\$ -	\$ 162,368
Maintenance & Operations	\$ 40,786	\$ 39,312	\$ 80,098
TOTAL	\$ 203,154	\$ 39,312	\$ 242,466

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

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

The improvements to the water treatment plant benefit all 2,073 parcels whether currently provided water service, or such service is provided in the future for any parcel currently not served water (not yet developed). As such, the annual debt service is shared equally amongst all parcels which benefit equally from these water treatment plant improvements.

The water and sewer system maintenance and operations costs are annual costs to operate the entire water and sewer systems that benefit all 2,073 parcels receiving water services, and all 1,872 parcels receiving sewer services, equally.

Therefore, it is recommended that the District initiate and confirm the Water and Sewer Standby Charges for FY 2019/20 in the amount of \$98 for water and \$21 for sewer for each and every parcel in the District eligible for these services. These charges should be confirmed prior to July 1, 2019 (beginning of the Fiscal Year) by a Public Hearing and Resolution.



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

A listing of the 2,073 properties, corresponding assessor parcel numbers, and associated charges will be filed concurrently with the County Auditor's office. This listing is also on file at the District office.

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

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

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

The Board will hold a public hearing on May 16, 2019, at 4:00 pm at the District Office, located at 4870 Heritage Road, in Heritage Ranch, California. At that time and place, the District will hear and consider all objections or protests, if any, to the proposed standby or availability charges or assessments.

SGT:

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager
Steve Tanaka, District Engineer

DATE: March 21, 2019

SUBJECT: Request to receive and file an update on development of a photovoltaic system project and provide direction to staff.

Recommendation

Request to receive and file an update on development of a photovoltaic system project and provide direction to staff.

Background

Your Board approves a Budget annually that includes an operating budget and a capital budget. A System Energy Plan (SEP) was completed in 2014 and several of the projects identified in that plan have been implemented. Your Board also approved a 5-year Capital Improvement Plan (CIP) in 2017. A photovoltaic system (PVS) project is included in the SEP and the CIP.

Discussion

In December 2018, staff received direction from your Board to begin developing a PVS project, and at the February 21, 2019 meeting your Board requested this be a standing agenda item.

There will be many things to discuss moving forward. In these initial stages, the Board may choose to discuss the general and near term steps:

Implementation Options

At the February meeting the options below were discussed by your Board.

- Direct = District size, design, act as general contractor.
- Direct = Hire “energy manager/company” to size, design, act as general contractor.
- Full Service = Issue an RFP for Design-Build; turnkey. (SEP recommendation)

The consensus of the Board was that the District should determine the approximate size and potential location of a system(s), then proceed with the procurement process.

Staff has met with other agencies with a PVS to investigate how they delivered and managed their PVS projects. Staff has found that these are not simple projects because they involve close coordination with the power company, in our case PG&E, and require specific subject matter expertise, among other things. Staff's opinion is that since the District does not have that expertise, the best approach could be to hire someone who does. This person would coordinate and facilitate delivery of a District PVS project in close communication with staff, the Operations & Engineering Committee, and your Board.

Fiscal Implications

Development of a PVS project is not included in the Capital Budget this FY. The fiscal implications are anticipated to be Manager and District Engineer labor costs, and the costs if the Board decides to hire a subject matter expert (consultant).

Moving forward the Board would need to make a decision(s) on how to finance further development and delivery of a PVS project. It is anticipated financing options would be flushed out as a project is developed.

Next Steps to Consider

- Procure the services of a consultant with subject matter expertise
- Operations & Engineering Committee

FILE: Projects_PVS



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of February 21, 2019

1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE / ROLL CALL / PUBLIC COMMENT

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

Secretary Gelos called the role. All Directors were present.

Staff present: General Manager Scott Duffield, Operations Manager/AGM Jason Molinari, Board Secretary / Office Supervisor Kristen Gelos, District Engineer Steve Tanaka.

2. ADJOURN TO CLOSED SESSION

The Board adjourned to closed session at 4:01pm pursuant to Government Code §54956.9(a): Conference with District Counsel regarding pending litigation: (One Case) Ronald and Benita Colitti v. Heritage Ranch Owners' Association, et al.: 18CVP-0393.

3. 4:20 PM OPEN SESSION

The Board reconvened to Open Session at 4:30pm. No reportable Action

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Heritage Ranch Resident Sheriff Deputy Brandon Florentino provided us with a monthly report on his calls for service which pertain to the community.

5. PUBLIC HEARING

- a. Submittal for approval Resolution 19-01 Appealing Stage II Drought Conditions and Terminating Implementation of the Emergency Water Shortage Regulations and Staged Water Use Reduction Plan:** Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Director Burgess made a motion to approve Resolution 19-01 Appealing Stage II Drought Conditions and Terminating Implementation of the Emergency Water Shortage Regulations and Staged Water Use reduction Plan. Director Capps seconded the motion. The motion passed by a unanimous roll-Call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

6. DISCUSSION ITEMS

- a. Submittal for approval an Affirmation and Restatement of the Household Hazardous Waste Agreement with the San Luis Obispo County Integrated Waste Management Authority (IWMA):** Manager Duffield provided a summary of the item and answered any questions the Board had.

Director Burgess made a motion to approve the Affirmation and Restatement of the Household Hazardous Waste Agreement with the San Luis Obispo County Integrated Waste Management Authority (IWMA). Director Capps seconded the motion. The motion passed by a unanimous roll-call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Cousineau made a motion to reject District Counsels', Jeff Minnery Conflict Waiver. Director Capps seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- b. Request to receive and file an update on current capital projects:** Manager Duffield provided a summary of the item and answered any questions the Board had.

The report was received and filed.

- c. Request to receive and file an update on development of a photovoltaic system project and provide direction to staff:** Manager Duffield provided a summary of the item and answered any questions the Board had. Board directed staff to take the next steps into the project.

The report was received and filed.

7. CONSENT ITEMS

- a. Regular Meeting Minutes:** Receive/approve minutes of regular meeting of January 17, 2019.
- b. Warrant Register:** Receive/approve January 2019 warrants.
- c. Treasurer's Report:** Receive/file January 2019 report.
- d. Treasurer's Report:** Receive/file FY 18/19 2nd Quarter report.
- e. Fiscal Report:** Receive/file January 2019 status report.
- f. Manager's Report:** Receive/file January 2019 report.
- g. Staff Reports:** Receive/file January 2019 reports.

Director Cousineau pulled item F (Manager Report). Director Burgess made a motion to approve items A, B, C, D, E and G as presented. Director Cousineau seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Manager Duffield provided a brief summary of item F (Manager's Report) and answered any questions the Board had.

Director Cousineau made a motion to approve item F as presented. Director Rowley seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

8. DIRECTORS/MANAGER COMMENTS

No comments

9. ADJOURNMENT

On a motion by Director Burgess and seconded by Director Capps the meeting adjourned at 5:55 pm to the next scheduled meeting on Thursday, March 21, 2019 at 4:00 pm.

APPROVED:

Bill Barker, Board President

ATTEST:

Kristen Gelos, Board Secretary

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
FEBRUARY
2019 WARRANT REGISTER**

PACIFIC PREMIER BANK WARRANTS

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT
2/1/2019	J.B. DEWAR. INC.	FUEL & OIL	276.31
2/1/2019	R. BRINK	NET PAYROLL	2145.13
2/1/2019	J. MOLINARI	NET PAYROLL	2891.62
2/1/2019	R. ARNOLD	NET PAYROLL	2439.88
2/1/2019	J. PRITCHETT	NET PAYROLL	2050.96
2/1/2019	M. HUMPHREY	NET PAYROLL	1535.1
2/1/2019	K. GELOS	NET PAYROLL	2275.44
2/1/2019	D. BURGESS	NET PAYROLL	92.35
2/1/2019	B. BARKER	NET PAYROLL	92.35
2/1/2019	M. ROWLEY	NET PAYROLL	92.35
2/1/2019	R. COUSINEAU	NET PAYROLL	92.35
2/1/2019	S. DUFFIELD	NET PAYROLL	3033.61
2/1/2019	D. CAPPS	NET PAYROLL	92.35
2/1/2019	S. BRENNEMAN	NET PAYROLL	1538.24
2/3/2019	CALPERS HEALTH BENEFITS	CALPERS HEALTH BENEFITS	11,500.27
2/3/2019	CALPERS HEALTH BENEFITS	EMPLOYEE PAID HEALTH BENEFIT	740.4
2/3/2019	CALPERS HEALTH BENEFITS	EMPLOYEE PAID HEALTH BENEFIT	55.52
2/3/2019	CALPERS HEALTH BENEFITS	EMPLOYEE PAID HEALTH BENEFIT	795.92
2/5/2019	INTERNAL REVENUE SERVICE	FEDERAL WITHHOLDING TAXES	2,227.14
2/5/2019	INTERNAL REVENUE SERVICE	FICA WITHHOLDING	62
2/5/2019	INTERNAL REVENUE SERVICE	MEDICARE	749.98
2/5/2019	EDD	ETT	8.29
2/5/2019	EDD	SDI	253.62
2/5/2019	EDD	SUI	256.88
2/5/2019	EDD	STATE WITHHOLDING	797.42
2/7/2019	SAN MIGUEL GARBAGE	DELINQUENT SOLID WASTE FEES	118
2/7/2019	STAPLES CREDIT PLAN	OFFICE SUPPLIES	236.53
2/7/2019	GREAT WESTERN ALARM	ALARM & ANSWERING SERVICE	299.8
2/7/2019	BRENNTAG PACIFIC, INC	CHEMICALS	2,271.91
2/7/2019	THE BLUEPRINTER	OFFICE TENANT IMPROVEMENT	27.15
2/7/2019	FGL ENVIRONMENTAL	LAB TESTING	69
2/7/2019	FGL ENVIRONMENTAL	LAB TESTING	65
2/7/2019	JASON MOLINARI	MEDICAL REIMBURSEMENT	155
2/7/2019	APPLIED TELECOM TECHNOLOGY	PROFESSIONAL SERVICES	264
2/7/2019	NAPA AUTO PARTS	VEHICLES	83.16
2/7/2019	PASO ROBLES FORD	VEHICLES & FLEET	42.55
2/7/2019	U.S. BANK	TRAINING & TRAVEL	50
2/7/2019	U.S. BANK	COMPUTERS / SOFTWARE	244.04
2/7/2019	U.S. BANK	MAINTENANCE FIXED EQUIPMENT	280.13
2/7/2019	U.S. BANK	SMALL TOOLS & EQUIPMENT	45.34
2/7/2019	U.S. BANK	TRAINING & TRAVEL	50
2/7/2019	U.S. BANK	OFFICE SUPPLIES	67.8
2/7/2019	PITNEY BOWES INC.	POSTAGE METER RENTAL	118.58

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
FEBRUARY
2019 WARRANT REGISTER**

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT
2/7/2019	BURT INDUSTRIAL SUPPLY	VEHICLES & FLEET	23.42
2/7/2019	BURT INDUSTRIAL SUPPLY	VEHICLES & FLEET	50.53
2/7/2019	BURT INDUSTRIAL SUPPLY	VEHICLES	317.86
2/7/2019	DATA PROSE LLC	JANUARY LATE NOTICES	135.64
2/7/2019	TEMPLETON C.S.D.	TRAINING & TRAVEL	100
2/7/2019	BAUTISTA'S CLEANING SERVICE	STRUCTURES & GROUNDS	180
2/8/2019	CALPERS 457 DEFFERED COMP	PERS 457- DEFFERED COMP.	1,187.00
2/8/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT	2,920.43
2/8/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT TIER 2	778.07
2/8/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT PEPRA	453.83
2/8/2019	CALPERS RETIREMENT SYSTEM	SURVIVOR BENEFIT	7.44
2/11/2019	PG&E	ELECTRICITY	14,854.37
2/14/2019	J.B. DEWAR. INC.	FUEL & OIL	372.74
2/15/2019	R. BRINK	NET PAYROLL	2197.06
2/15/2019	J. MOLINARI	NET PAYROLL	2926.76
2/15/2019	R. ARNOLD	NET PAYROLL	2144.59
2/15/2019	J. PRITCHETT	NET PAYROLL	2050.96
2/15/2019	M. HUMPHREY	NET PAYROLL	1535.1
2/15/2019	K. GELOS	NET PAYROLL	2275.44
2/15/2019	S. DUFFIELD	NET PAYROLL	3227.11
2/15/2019	S. BRENNEMAN	NET PAYROLL	1538.24
2/19/2019	INTERNAL REVENUE SERVICE	FEDERAL WITHHOLDING TAXES	2,233.16
2/19/2019	INTERNAL REVENUE SERVICE	MEDICARE	734.86
2/19/2019	EDD	ETT	2.97
2/19/2019	EDD	SDI	253.39
2/19/2019	EDD	SUI	91.65
2/19/2019	EDD	STATE WITHHOLDING	784.13
2/19/2019	WALLACE GROUP	CONSULTING & ENGINEERING	725.03
2/19/2019	RYAN BRINK	MEDICAL REIMBURSEMENT	350.22
2/19/2019	RYAN BRINK	CELL / INTERNET ALLOWANCE	80
2/19/2019	THE TRIBUNE	ADVERTISING	77.44
2/19/2019	CRYSTAL SPRINGS WATER	LAB TESTING	64.32
2/19/2019	HACH COMPANY	LAB TESTING	159.97
2/19/2019	HOME DEPOT CREDIT SERVICES	SUPPLIES/SM TOOLS/FIXED EQUIP.	198.8
2/19/2019	USA BLUEBOOK	UNIFORMS / LAB TESTING	331.95
2/19/2019	USA BLUEBOOK	UNIFORMS	57.96
2/19/2019	USA BLUEBOOK	LAB TESTING/LS 1 & LS 5 CAP PR	1,179.96
2/19/2019	BRENNTAG PACIFIC, INC	CHEMICALS	5,646.11
2/19/2019	BRENNTAG PACIFIC, INC	CHEMICALS	6,879.91
2/19/2019	FGL ENVIRONMENTAL	LAB TESTING	571.4
2/19/2019	FGL ENVIRONMENTAL	LAB TESTING	494
2/19/2019	FGL ENVIRONMENTAL	LAB TESTING	104
2/19/2019	FGL ENVIRONMENTAL	LAB TESTING	66
2/19/2019	FGL ENVIRONMENTAL	LAB TESTING	36

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
FEBRUARY
2019 WARRANT REGISTER**

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT
2/19/2019	FGL ENVIRONMENTAL	LAB TESTING	65
2/19/2019	JASON MOLINARI	CELL / INTERNET ALLOWANCE	80
2/19/2019	WESTERN JANITOR SUPPLY	SUPPLIES	65.68
2/19/2019	WESTERN JANITOR SUPPLY	SUPPLIES	115.83
2/19/2019	WESTERN JANITOR SUPPLY	SUPPLIES	34.46
2/19/2019	ROY ARNOLD	CELL / INTERNET ALLOWANCE	80
2/19/2019	PASO ROBLES FORD	VEHICLES	112.57
2/19/2019	ABALONE COAST ANALYTICAL	LAB TESTING	995
2/19/2019	KRISTEN GELOS	CELL / INTERNET ALLOWANCE	40
2/19/2019	JAMES A. PRITCHETT	MEDICAL REIMBURSEMENT	150
2/19/2019	JAMES A. PRITCHETT	CELL / INTERNET ALLOWANCE	80
2/19/2019	CORE & MAIN LP	MAINTENANCE FIXED EQUIPMENT	175.89
2/19/2019	CORE & MAIN LP	MAINTENANCE FIXED EQUIPMENT	140.67
2/19/2019	BURT INDUSTRIAL SUPPLY	FUEL & OIL	439.6
2/19/2019	BURT INDUSTRIAL SUPPLY	FUEL & OIL / SUPPLIES	651.17
2/19/2019	BURT INDUSTRIAL SUPPLY	FUEL & OIL	28.79
2/19/2019	SCOTT DUFFIELD	MEDICAL REIMBURSEMENT	340.04
2/19/2019	SCOTT DUFFIELD	CELL / INTERNET ALLOWANCE	40
2/19/2019	WESTERN EXTERMINATOR	STRUCTURES & GROUNDS	172
2/19/2019	TEMPLETON C.S.D.	TRAINING & TRAVEL	100
2/20/2019	AT&T	TELEPHONE & INTERNET	160.91
2/21/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT U/L	4,750.86
2/21/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT U/L	85.79
2/22/2019	CALPERS 457 DEFFERED COMP	PERS 457- DEFFERED COMP.	1,187.00
2/22/2019	CALPERS RETIREMENT SYSTEM	EMPLOYER'S CONTRIBUTION	18.6
2/22/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT	2,920.43
2/22/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT TIER 2	778.07
2/22/2019	CALPERS RETIREMENT SYSTEM	PERS RETIREMENT PEPRA	453.83
2/22/2019	CALPERS RETIREMENT SYSTEM	SURVIVOR BENEFIT	7.44
2/22/2019	COLDWELL BANKER	SUPPLIES	300
2/23/2019	CHARTER COMMUNICATIONS	INTERNET	79.99
2/25/2019	J.B. DEWAR. INC.	FUEL & OIL	416.1
2/28/2019	AT&T	TELEPHONE / INTERNET	242.68
GRAND TOTAL FOR ALL WARRANTS			\$ 116,291.69

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
TREASURER'S REPORT
FEBRUARY 2019**

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance:	\$ 3,505,386.40
Ending Balance:	\$ 3,551,834.21
Variance:	\$ 46,447.81
Interest Earnings for the Month Reported:	\$ 6.76
Interest Earnings Fiscal Year-to-Date:	\$ 48,445.28

ANALYSIS OF REVENUES

Total operating income for water and sewer was:	\$ 120,867.41
Non-operating income was:	\$ 38,078.35
Franchise fees paid to the District by San Miguel Garbage was:	\$ 5,726.26
Interest earnings for the P.P.B. checking account was:	\$ 6.76
Interest earnings for the P.P.B. DWR Loan Services account was:	\$ -
Interest earnings for the P.P.B. DWR Reserve account was:	\$ -
Interest earnings for the P.P.B. SRF Loan Services account was:	\$ -
Interest earnings for the P.P.B. SRF Reserve account was:	\$ -
Interest earnings for the LAIF account was:	\$ -

ANALYSIS OF EXPENSES

Pacific Premier Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ 116,447.51
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STATEMENT OF COMPLIANCE

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

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
STATUS REPORT FOR ALL ACCOUNTS
FEBRUARY 2019**

BEGINNING BALANCE ALL ACCOUNTS **\$ 3,505,386.40**

OPERATING CASH IN DRAWER **\$300.00**

PACIFIC PREMIER BANK - CHECKING

BEGINNING BALANCE 01/31/2019	\$141,803.33	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	\$162,888.56	
INTEREST EARNED	\$6.76	
TOTAL CHECKS, FEES AND EFT'S	(\$116,447.51)	
TRANSFER TO LAIF ACCOUNT	\$0.00	
ENDING BALANCE 02/28/2019		\$188,251.14

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

LOAN SERVICES ACCOUNT

BEGINNING BALANCE 01/31/2019	\$25,979.47	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
ENDING BALANCE 02/28/2019		\$25,979.47

PACIFIC PREMIER BANK DWR RESERVE ACCOUNT

BEGINNING BALANCE 01/31/2019	\$112,807.68	
INTEREST EARNED	\$0.00	
ENDING BALANCE 02/28/2019		\$112,807.68

PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT

BEGINNING BALANCE 01/31/2019	\$14,735.49	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
ENDING BALANCE 02/28/2019		\$14,735.49

PACIFIC PREMIER BANK SDWSRF RESERVE ACCOUNT

BEGINNING BALANCE 01/31/2019	\$0.00	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
ENDING BALANCE 02/28/2019		\$0.00

LOCAL AGENCY INVESTMENT FUND (LAIF)

BEGINNING BALANCE 01/31/2019	\$3,210,060.43	
INTEREST EARNED	\$0.00	
TRANSFER FROM PACIFIC PREMIER CHECKING	\$0.00	
TRANSFER TO PACIFIC PREMIER CHECKING	\$0.00	
ENDING BALANCE 02/28/2019		\$3,210,060.43

ENDING BALANCE ALL ACCOUNTS **\$3,551,834.21**

DIFFERENCE FROM LAST MONTH **Increase \$46,447.81**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2018/19 Budget**

OPERATING INCOME	Budget FY 18/19	Actual February	Actual Year to Date	Percentage Year to Date	Variance Explanation
Water Fees	901,000	68,411	650,625	72%	
Sewer Fees	594,950	50,738	384,741	65%	
Hook-Up Fees	6,000	0	3,000	50%	Fluctuates based on activity
Turn on Fees	3,500	150	1,975	56%	
Late Fees	16,500	1,393	11,416	69%	
Plan Check & Inspection	10,000	0	7,500	75%	Check./Insp. Deposit TR3110
Miscellaneous Income	2,000	175	1,219	61%	
TOTAL OPERATING INCOME	\$1,533,950	\$120,867	\$1,060,476	69%	

FRANCHISE INCOME

Solid Waste Franchise Fees	66,000	5,726	45,507	69%	
TOTAL FRANCHISE REVENUE	\$66,000	\$5,726	\$45,507	69%	

NON-OPERATING INCOME

Standby Charges	242,921	12,032	147,530	61%	
Property Tax	341,000	26,040	233,023	68%	
Interest	27,000	7	48,445	179%	Fluctuates based on activity
Connection Fees	70,250	0	36,213	52%	Fluctuates based on activity
TOTAL NON-OPERATING INCOME	\$681,171	\$38,078	\$465,211	68%	

RESERVE REVENUE

Capital Reserves	103,276	920	22,891	22%	
General Reserves	50,000	27	1,313	3%	
TOTAL RESERVE REVENUE	\$153,276	\$947	\$24,204	16%	

TOTAL ALL INCOME	\$2,434,397	\$165,619	\$1,595,398	66%	
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2018/19 Budget**

OPERATING EXPENSES

SALARIES AND BENEFITS	Budget FY 18/19	Actual February	Actual Year to Date	Percentage Year to Date	Variance Explanation
Salaries	654,697	48,250	403,738	62%	
Health Insurance	120,616	8,615	81,119	67%	
Health Insurance - Retiree	58,233	4,435	40,287	69%	
PERS	123,796	9,530	77,487	63%	
Standby	12,500	999	7,999	64%	
Overtime	11,500	791	8,788	76%	
Workers Comp. Ins.	22,675	0	19,924	88%	Paid Annually
Directors' Fees	7,000	500	3,400	49%	
Medicare/FICA	10,014	591	6,252	62%	
Car Allowance	3,000	250	2,000	67%	
SUI/ETT	1,500	216	672	45%	
Uniforms	3,800	175	1,624	43%	
TOTAL SALARIES & BENEFITS	\$1,029,331	\$74,352	\$653,289	63%	

UTILITIES

Electricity	242,800	14,854	142,637	59%	
Propane	900	0	411	46%	
Water Purchase	23,114	0	23,114	100%	Paid Semiannually
Telephone/Internet	11,830	884	6,830	58%	
TOTAL UTILITIES EXPENSE	\$278,644	\$15,738	\$172,992	62%	

MAINTENANCE & SUPPLIES

Chemicals	68,000	14,798	52,607	77%	
Computer/Software	7,000	244	5,133	73%	
Equip. Rental/Lease	1,000	0	340	34%	
Fixed Equip.	85,000	630	25,991	31%	
Fuel & Oil	12,000	1,257	8,297	69%	
Lab Testing	24,500	3,164	17,051	70%	
Office Supplies	3,000	331	1,210	40%	
Parks & Recreation	500	0	68	14%	
Struct./Grnds.	6,500	352	3,233	50%	
Small Tools/Equip.	3,500	58	1,671	48%	
Supplies	6,000	690	3,985	66%	
Meters/Equip.	5,000	0	2,639	53%	Fluctuates based on activity
Vehicles	8,500	630	3,462	41%	
TOTAL MAINT. & SUPPLY EXPENSE	\$230,500	\$22,155	\$125,688	55%	

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2018/19 Budget

GENERAL & ADMINISTRATION	Budget FY 18/19	Actual February	Actual Year to Date	Percentage Year to Date	Variance Explanation
Ads./Advertising	1,500	77	1,040	69%	Fluctuates based on activity
Alarm/Answering Service	3,275	300	2,040	62%	
Audit	6,000	0	6,000	100%	
Bank Charges/Fees	2,000	294	1,906	95%	
Consulting/Engineering	40,000	725	3,949	10%	
Dues/Subscription	12,000	0	7,630	64%	
Elections	1,000	0	0	0%	
Insurance	22,525	0	25,768	114%	Paid Annually
LAFCO	8,000	0	7,015	88%	Paid Annually
Legal/Attorney	17,000	0	5,064	30%	
Licenses/Permits	26,000	0	17,192	66%	
Plan Check & Inspection	10,000	0	958	10%	
Postage/Billing	20,000	254	11,920	60%	
Professional Service	16,000	264	8,671	54%	
Tax Collection	5,300	0	0	0%	
Staff Training & Travel	5,000	250	1,264	25%	
Board Training & Travel	1,500	50	75	5%	
TOTAL G & A	\$197,100	\$2,215	\$100,492	51%	

CAPITAL PROJECTS & EQUIPMENT

Structures/Improvements	80,276	27	18,949	24%	
Equipment	73,000	920	5,305	7%	
TOTAL CAPITAL EXPENSE	\$153,276	947	24,254	16%	

DEBT

State Loan Payment	103,629	0	51,814	50%	paid semiannually
State Loan Payment Phase II	58,740	0	29,369	50%	paid semiannually
TOTAL DEBT	\$162,369	\$0	\$81,184		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$192,000	67%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

TOTAL EXPENSE	\$2,339,220	\$139,407	\$1,349,898	58%	
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CONNECTION FEES TRANSFER	\$70,250	\$0	\$36,213	52%
SOLID WASTE FEES TRANSFER	\$29,222	\$3,188	\$20,700	71%

FUND TOTAL	(\$4,295)	\$23,025	\$188,587	
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HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Manager Report For the Month of March 2019

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

Administration

- Staff is preparing to start the budget process for next fiscal year and is beginning to collect information from our affiliations such as CalPERS, SDRMA, LAFCO, etc. that is input into the budget. The first of several budget items will be presented to your Board in April.
- Staff is researching options for a new voice over internet provider (VoIP) telephone system and anticipates including it in the next budget cycle.
- Staff initiated smaller upgrades to our technology.
- Staff coordinated switching our domain from a “.com” to “.ca.gov”, which also changed our email addresses to “.ca.gov”. Staff has notified and/or updated accounts, memberships, etc. with the new domain.
- The Manager met with a financial affiliate of the California Special District Association just to touch base.

Operations

- The meter register replacement is ongoing and is a coordinated effort, with operations and office staff involved.
- Other administrative tasks associated with operations and maintenance are normal. Additional updates regarding operations can be found in the Operations Report.

Solid Waste

- The Manager spoke with San Miguel Garbage and was informed that new regulations related to recycling may have impacts. They will be tracking this item and report as necessary.
- The vendor managing the Household Hazardous Waste facility removed some contaminated soil near the facility and replaced it with clean material.
- The Manager attended the Integrated Waste Management Authority Board meeting.
- See the receive and file item regarding the HROA request to implement individual solid waste services in Tract 447.

Reservoir Status

- A verbal report regarding levels will be given.
- The Manager spoke with MCWRA and was informed that they did not need to increase releases yet. The Salinas River still had enough flow without additional releases and the weather was such that flood control releases were not needed.
- The Manager anticipates attending the March 28th MCWRA Reservoir Operations Committee meeting in Salinas.

Capital Improvement Program

A more comprehensive report will be given at a future Board meeting.

- Office Tenant Improvement: Staff anticipates work to be complete the week of March 18th.
- Lift Station 3 Rehabilitation: On hold.
- Lift Station 5 Pumps & Controls: Staff is targeting the work to be complete by the end of March.
- WTP Actuator Replacement: Staff is targeting the end of June to complete this project.
- Lift Station 1-5 Condition Assessment: Staff is targeting the work to start around mid-April.
- Lift Station 1 Electrical Controls Repair: Staff is targeting the work to be complete by the end of March.

Development

- The applicant for Tract 2879 requested the District perform initial plan review using the minimal plan sheets and documents submitted. The District Engineer via the Manager returned comments.
- No activity for Tract 3110.

Public Relations and Community

- The Manager met with the HROA General Manager and discussed several things. One item of importance is the coordination of work within the roadways, specifically paving.
- The District is a participating agency in a Multi-Jurisdictional Hazard Mitigation Plan update and attended the second meeting this month.
- The Manager is engaged with the County Office of Emergency Services, Disaster Planning Advisory Committee that is meeting monthly to discuss emergency related topics that are of interest to the Operational Area.

- The District hosted a second meeting for the Pacific Southwest Conference in our Board room.

Human Resources

- Staffing levels may be reviewed this year as we implement additional capital projects and continue the transition of the Operations Manager into the Assistant General Manager role and responsibilities.
- Operations staff should continue to update their certifications as required and necessary to perform their duties. On the wastewater side, one staff is in the OIT program and another is pursuing certification.
- The Manager attended a webinar related to funding energy efficiency projects, and a webinar related to resources for Board members.

Board Member Information and Learning Opportunities

- CSDA provides numerous trainings throughout the year. The Manager did not see any local opportunities. If you would like to attend a training or related event, please let staff know and we will assist you.
- Form 700 due by April 1st.

* * *

Operations Report

February 2019

Water Treatment:

- 6.7 Million gallons of water was treated, all Division of Drinking Water regulations met
- Performed numerous chemical dose changes to compensate for changing raw water quality conditions
- Installed replacement rapid mixer and baffle plate on the plate settler
- Inspected, cleaned and adjusted pressure reducing valves in the distribution system
- Installed Filter 1 actuator and placed order for remaining replacement actuators budgeted for under the Water Treatment Plant Actuator Replacement Project
- Rebuilt the potassium permanganate mixing pump
- Certified annual Hazardous Materials Business Plan
- Submitted annual logs to the Air Pollution Control District, completed annual site visit and received 2019 operating permits for standby generators
- Submitted February Surface Water Treatment Monitoring Report to the Division of Drinking Water
- Replaced over 200 electronic read water meter registers under warranty
- Researched and ordered a replacement chemical feed auger for the potassium permanganate system
- Completed the 2018 Consumer Confidence Report
- Development of the 2018 Annual Report to the Division of Drinking Water

Wastewater Treatment:

- 4.76 Million gallons of wastewater was treated
- Adjusted pump times to compensate for inflow from rain into the wastewater ponds
- Replaced main breaker at Lift Station 10
- Scheduled hydro jetting of the collection system and lift station cleaning
- Completed monthly checks at all ten lift stations
- Fabricated electrical panel for Lift Station 5 controls, worked with electrical contractor on relay and control scheme
- Ordered required parts to upgrade Lift Station 5 controls under the Lift Station 5 capital project budget
- Collected the 1st quarter 2019 Time Schedule Order samples, California Toxic Rule and Receiving Water Samples
- Certified and submitted monthly Self Monitoring Report

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
FEBRUARY 2019 OFFICE REPORT**

Water & Sewer

On March 1st, we processed 1,887 bills for a total dollar amount of \$111,293 for water and sewer user fees for the month of February. The number of Automatic Drafts processed was 511 for a total dollar amount of \$30,179. On February 26th we processed 222 Late Notices.

San Miguel Garbage Franchise Fees

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

Month of January

Garbage Collection (10%) - \$ 5,593.82

Roll-Off Collection (10%) - \$ 132.44

Total Franchise Fees Collected - \$ 5,726.26

Service Orders Completed

Staff completed a total of 108 service orders for the month of January. Below is a breakdown by job code.

Call-Out	1	Occupant Change	4
Misc. Meter Info.	6	Pressure Check	1
Leak	3	Courtesy Turn-Off	1
Lock Meter	10	Unlock Meter	8
Swap Meter	67	USA	7

Heritage Ranch Community Services District
 Surplus Property - November 2018
 March 21, 2019 Update

Item No.	Description	Disposition	Revenue	Date
1	Folding machine	SOLD	\$1,250.00	Mar-19
2	Typewriter	Recycled	\$0.00	Jan-19
3	Binding machine	Goodwill	\$0.00	Jan-19
4	Desk w/righthand return	Cappy	\$0.00	Jan-19
5	Desk w/lefthand return	Cappy	\$0.00	Jan-19
6	Hutch	WTP	\$0.00	Jan-19
7	File cabinet (double)	Cappy	\$0.00	Jan-19
8	File cabinet (single)	Cappy	\$0.00	Jan-19
9	Bookshelf (small)	Cappy	\$0.00	Jan-19
10	Office chairs (3)	Cappy (1),	\$0.00	Jan-19
11	Chairs (2)	SOLD	\$175.00	Feb-19
12	Miscellaneous cords/electronics	Goodwill	\$0.00	Jan-19
13	Miscellaneous file organizers	Cappy	\$0.00	Jan-19
14	Miscellaneous framed pictures	Trash	\$0.00	Jan-19
	TOTAL		\$1,425.00	