

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of April 1, 2021

This meeting was held virtually pursuant to the virtual meeting protocols as outlined in the President's Declaration of April 6, 2020.

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

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

2. ROLL CALL

Secretary Gelos called the roll. All Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, District legal counsel Jeff Minnery and Jennifer Blackburn.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of March 18, 2021.
- b. **Warrant Register:** Receive/approve March 2021 warrants.
- c. **Treasurer's Report:** Receive/file March 2021 report.
- d. **Treasurer's Report:** Receive/file 3rd Quarter 2021 report.
- e. **Fiscal Report:** Receive/file March 2021 status report.

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

5. DISCUSSION ITEMS

- a. **Request to receive and file a report on the status of Nacimiento Reservoir for 2021 and provide direction to staff.**

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

The Board directed to staff to bring back discussion at the June Board meeting and consider setting a Public Hearing to declare Stage II of the Districts Water Use Reduction Plan at the July 15, 2021 Board meeting.

The report was received and filed.

b. Request to receive and file Photovoltaic System Project updates.

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

The Report was received and filed.

c. Request to discuss protocols for regular meetings of the Board, and all other meetings of the District's legislative bodies that are subject to the Brown Act and provide direction to staff.

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

The Board would like to get back to live meetings in a hybrid setting starting with the May 20, 2021 meeting. Staff and District Legal Counsel will research requirements from the County and see what other Districts may be doing.

6. MANAGER'S REPORT

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

The report was received and filed.

7. STAFF REPORTS

Interim Operations Manager Wilcox provided a brief summary and answered any questions the board had.

The reports were received and filed.

8. COMMITTEE AND DIRECTOR REPORTS

Director Cousineau wanted to welcome Mike Wilcox, the Interim Operations Manager, to the District.

9. ADJOURNMENT

On a motion by Director Cousineau and seconded by Director Barker the meeting adjourned at 4:56 pm to the next scheduled regular meeting on Thursday, May 20, 2021.

APPROVED:

**Devin Capps, President
Board of Directors**

ATTEST:

**Kristen Gelos, Secretary
Board of Directors**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/1/2021	STAPLES CREDIT PLAN OFFICE SUPPLIES	148.19	\$ 148.19
4/1/2021	GREAT WESTERN ALARM ALARM/ANSWERING SERVICE	278.15	\$ 278.15
4/1/2021	WALLACE GROUP CONSULT/ENG. & PROJECT X PVS PROJECT VERTICAL INTAKE PROJECT	1,023.75 1,673.30 4,520.00	\$ 7,217.05
4/1/2021	USA BLUEBOOK MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	537.67 1,013.32	\$ 1,550.99
4/1/2021	BRENNTAG PACIFIC, INC CHEMICALS CHEMICALS	2,867.20 1,863.99	\$ 4,731.19
4/1/2021	ROY ARNOLD CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/1/2021	DELTA LIQUID ENERGY PROPANE	240.60	\$ 240.60
4/1/2021	ABSOLUTE STANDARDS INC LAB TESTING	145.00	\$ 145.00
4/1/2021	COUNTY OF SAN LUIS OBISPO CLER ELECTION	607.94	\$ 607.94
4/1/2021	LAHR ELECTRIC MOTORS, INC MAINTENANCE FIXED EQUIPMENT	1,958.68	\$ 1,958.68
4/1/2021	AMERICAN WATER WORKS ASSOCIATI DUES & SUBSCRIPTIONS	459.00	\$ 459.00
4/1/2021	NAPA AUTO PARTS MAINTENANCE FIXED EQUIPMENT VEHICLES VEHICLES	16.14 282.28 201.47	\$ 499.89

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/1/2021	CSI SERVICES, INC. MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	11,400.00 1,600.00	\$ 13,000.00
4/1/2021	ALPHA ELECTRICAL SERVICE MAINTENANCE FIXED EQUIPMENT	1,092.60	\$ 1,092.60
4/1/2021	TELSTAR INSTRUMENTS INC. MAINTENANCE FIXED EQUIPMENT	1,350.00	\$ 1,350.00
4/1/2021	KRISTEN GELOS CELL PHONE/INTERNET ALLOWANCE	40.00	\$ 40.00
4/1/2021	JAMES A. PRITCHETT CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/1/2021	R&B COMPANY A CORE & MAIN COMP MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	360.36 683.01 164.09	\$ 1,207.46
4/1/2021	MID-COAST FIRE PROTECTION, INC STRUCTURES & GROUNDS	568.25	\$ 568.25
4/1/2021	RHYTHM DESIGN UNIFORM ALLOWANCE	67.50	\$ 67.50
4/1/2021	BURT INDUSTRIAL SUPPLY VEHICLES	59.84	\$ 59.84
4/1/2021	MEDPOST URGENT CARE - PASO ROB PROFESSIONAL SERVICES	140.00	\$ 140.00
4/1/2021	SCOTT DUFFIELD CELL PHONE/INTERNET ALLOWANCE	40.00	\$ 40.00
4/1/2021	WESTERN EXTERMINATOR COMPANY STRUCTURES & GROUNDS	86.00	\$ 86.00
4/1/2021	MARK HUMPHREY CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/1/2021	BRIAN VOGEL CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/2/2021	J.B. DEWAR. INC. FUEL & OIL	342.15	\$ 342.15
4/3/2021	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	10,940.82 957.97 957.97	\$ 12,856.76
4/9/2021	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	2,320.00	\$ 2,320.00
4/9/2021	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIHOLDING MEDICARE	1,910.21 74.40 788.52	\$ 2,773.13
4/9/2021	EMPLOYMENT DEVELOPMENT DEPARTM ETT SDI SUI STATE WITHHOLDING	3.46 319.07 76.01 670.38	\$ 1,068.92
4/9/2021	CALPERS RETIREMENT SYSTEM PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	2,433.72 1,075.89 615.31 6.51	\$ 4,131.43
4/9/2021	R. BRINK NET PAYROLL	1,957.07	\$ 1,957.07
4/9/2021	R. ARNOLD NET PAYROLL	2,545.75	\$ 2,545.75
4/9/2021	K. GELOS NET PAYROLL	2,385.10	\$ 2,385.10
4/9/2021	D. BURGESS NET PAYROLL	138.52	\$ 138.52

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/9/2021	J. PRITCHETT NET PAYROLL	2,377.70	\$ 2,377.70
4/9/2021	R. COUSINEAU NET PAYROLL	92.35	\$ 92.35
4/9/2021	S. DUFFIELD NET PAYROLL	3,484.17	\$ 3,484.17
4/9/2021	D. CAPPS NET PAYROLL	92.35	\$ 92.35
4/9/2021	M. HUMPHREY NET PAYROLL	1,790.40	\$ 1,790.40
4/9/2021	B. VOGEL NET PAYROLL	1,663.33	\$ 1,663.33
4/9/2021	M. WILCOX NET PAYROLL	2,143.32	\$ 2,143.32
4/16/2021	SAN MIGUEL GARBAGE DELINQUENT SOLID WASTE FEES	185.00	\$ 185.00
4/19/2021	PG&E ELECTRICITY	11,947.29	\$ 11,947.29
4/20/2021	AT&T TELEPHONE / INTERNET	178.18	\$ 178.18
4/21/2021	SAN MIGUEL GARBAGE DELINQUENT SOLID WASTE FEES	187.00	\$ 187.00
4/21/2021	WALLACE GROUP CONSULTING & ENGINEERING	585.00	\$ 585.00
4/21/2021	ADAMSKI, MOROSKI, MADDEN, CUMB LEGAL & ATTORNEY	1,175.00	\$ 1,175.00
4/21/2021	KRITZ EXCAVATING & TRUCKING, I MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	910.60 35.71	\$ 946.31

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/21/2021	BRENNTAG PACIFIC, INC CHEMICALS CHEMICALS CHEMICALS	2,450.58 2,867.20 2,554.09	\$ 7,871.87
4/21/2021	FGL ENVIRONMENTAL LAB TESTING	1,008.00	\$ 1,008.00
4/21/2021	STAR DRUG TESTING, INC DUES & SUBSCRIPTIONS	99.00	\$ 99.00
4/21/2021	COUNTY OF SAN LUIS OBISPO PROFESSIONAL SERVICES-XCONNECT	300.50	\$ 300.50
4/21/2021	ROY ARNOLD CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
4/21/2021	ANTHONY'S TIRE STORE VEHICLES	90.00	\$ 90.00
4/21/2021	ABALONE COAST ANALYTICAL, INC. LAB TESTING	2,272.00	\$ 2,272.00
4/21/2021	ALPHA ELECTRICAL SERVICE MAINTENANCE FIXED EQUIPMENT	616.50	\$ 616.50
4/21/2021	FOX HILL POOL & SPA CHEMICALS	697.14	\$ 697.14
4/21/2021	KRISTEN GELOS CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
4/21/2021	U.S. BANK CORPORATE PAYMENT SY POSTAGE VEHICLES TELEPHONE OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES MAINTENANCE FIXED EQUIPMENT	9.25 81.16 201.33 19.28 53.61 75.06 420.49	\$ 860.18
4/21/2021	JAMES A. PRITCHETT CELL & INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/21/2021	RHYTHM DESIGN UNIFORMS	209.69	\$ 209.69
4/21/2021	BURT INDUSTRIAL SUPPLY MAINTENANCE FIXED EQUIPMENT	257.72	\$ 257.72
4/21/2021	MICHAEL K. NUNLEY & ASSOCIATES PROJECT X	2,861.34	\$ 2,861.34
4/21/2021	DATA PROSE LLC FEBRUARY/MARCH BILLING	2,274.05	\$ 2,274.05
4/21/2021	SCOTT DUFFIELD CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
4/21/2021	WESTERN EXTERMINATOR COMPANY STRUCTURES & GROUNDS	86.00	\$ 86.00
4/21/2021	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER/SOFTWARE	662.70 130.00	\$ 792.70
4/21/2021	MARK HUMPHREY CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
4/21/2021	KENWOOD ENERGY PVS PROJECT	633.75	\$ 633.75
4/21/2021	ALL WAYS CLEAN STRUCTURES & GROUNDS	400.00	\$ 400.00
4/21/2021	BRIAN VOGEL CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
4/21/2021	ANTHRACITE FILTER MEDIA CO. MAINTENANCE FIXED EQUIPMENT	1,544.59	\$ 1,544.59
4/21/2021	PG&E PVS PROJECT	24,136.70	\$ 24,136.70
4/22/2021	PG&E ELECTRICITY	5,967.28	\$ 5,967.28

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/23/2021	CALPERS RETIREMENT SYSTEM PERS RETIREMENT U/L PERS RETIREMENT U/L	6,642.76 250.10	\$ 6,892.86
4/23/2021	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	2,320.00	\$ 2,320.00
4/23/2021	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,074.48 798.62	\$ 2,873.10
4/23/2021	EMPLOYMENT DEVELOPMENT DEPARTM ETT SDI SUI STATE WITHHOLDING	3.46 330.46 76.01 745.72	\$ 1,155.65
4/23/2021	CALPERS RETIREMENT SYSTEM PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	2,433.72 1,075.89 615.31 6.51	\$ 4,131.43
4/23/2021	PG&E PVS PROJECT	16,084.96	\$ 16,084.96
4/23/2021	R. BRINK NET PAYROLL	1,957.07	\$ 1,957.07
4/23/2021	R. BRINK FINAL CHECK	1,160.22	\$ 1,160.22
4/23/2021	R. ARNOLD NET PAYROLL	2,724.03	\$ 2,724.03
4/23/2021	K. GELOS NET PAYROLL	2,385.10	\$ 2,385.10
4/23/2021	J. PRITCHETT NET PAYROLL	2,301.59	\$ 2,301.59
4/23/2021	S. DUFFIELD NET PAYROLL	3,650.55	\$ 3,650.55

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/23/2021	M. HUMPHREY NET PAYROLL	1,959.96	\$ 1,959.96
4/23/2021	B. VOGEL NET PAYROLL	1,908.84	\$ 1,908.84
4/23/2021	M. WILCOX NET PAYROLL	2,143.32	\$ 2,143.32
4/28/2021	CHARTER COMMUNICATIONS INTERNET	84.99	\$ 84.99
GRAND TOTAL FOR ALL WARRANTS			\$200,287.24

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
TREASURER'S REPORT
APRIL 2021**

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance:	\$ 4,859,120.94
Ending Balance:	\$ 4,862,107.01
Variance:	\$ 2,986.07
Interest Earnings for the Month Reported:	\$ 5,029.52
Interest Earnings Fiscal Year-to-Date:	\$ 38,953.45

ANALYSIS OF REVENUES

Total operating income for water and sewer was:	\$ 149,548.40
Non-operating income was:	\$ 75,321.44
Franchise fees paid to the District by San Miguel Garbage was:	\$ 6,826.26
Interest earnings for the P.P.B. checking account was:	\$ 1.21
Interest earnings for the P.P.B. DWR Loan Services account was:	\$ -
Interest earnings for the P.P.B. DWR Reserve account was:	\$ -
Interest earnings for the P.P.B. SRF Loan Services account was:	\$ -
Interest earnings for the Western Alliance account was:	\$ 0.49
Interest earnings for the LAIF account was:	\$ 5,027.82

ANALYSIS OF EXPENSES

Pacific Premier Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ 201,384.89
------------------------------------------------------------------------------------------------	---------------

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
APRIL 2021**

BEGINNING BALANCE ALL ACCOUNTS **\$ 4,859,120.94**

OPERATING CASH IN DRAWER **\$300.00**

PACIFIC PREMIER BANK - CHECKING

BEGINNING BALANCE 3/31/2021	\$94,593.06	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	\$227,165.54	
INTEREST EARNED	\$1.21	
TOTAL CHECKS, FEES AND EFT'S	(\$201,384.89)	
TRANSFER TO LAIF ACCOUNT	\$0.00	
TRANSFER FROM LAIF ACCOUNT	\$50,000.00	
ENDING BALANCE 4/30/2021		\$170,374.92

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

LOAN SERVICES ACCOUNT

BEGINNING BALANCE 3/31/2021	\$136.40	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
ENDING BALANCE 4/30/2021		\$136.40

PACIFIC PREMIER BANK DWR RESERVE ACCOUNT

BEGINNING BALANCE 3/31/2021	\$113,391.21	
INTEREST EARNED	\$0.00	
ENDING BALANCE 4/30/2021		\$113,391.21

PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT

BEGINNING BALANCE 3/31/2021	\$44,283.08	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
ENDING BALANCE 4/30/2021		\$44,283.08

WESTERN ALLIANCE

PVS PROJECT CAPITALIZED INTEREST FUND

BEGINNING BALANCE 3/31/2021	\$27,841.94	
INTEREST EARNED	\$0.49	
INTEREST PAYMENT	(\$27,824.10)	
ENDING BALANCE 4/30/2021		\$18.33

LOCAL AGENCY INVESTMENT FUND (LAIF)

BEGINNING BALANCE 3/31/2021	\$4,578,875.25	
INTEREST EARNED	\$5,027.82	
TRANSFER FROM PACIFIC PREMIER CHECKING	\$0.00	
TRANSFER TO PACIFIC PREMIER CHECKING	(\$50,000.00)	
ENDING BALANCE 4/30/2021		\$4,533,903.07

ENDING BALANCE ALL ACCOUNTS		\$4,862,107.01
DIFFERENCE FROM LAST MONTH	Increase	\$2,986.07

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2020/21 Budget

OPERATING INCOME	Budget FY 20/21	Actual April	Actual Year to Date	Percentage Year to Date	Variance Explanation
Water Fees	1,021,511	87,882	984,069	96%	
Sewer Fees	658,012	58,766	561,174	85%	
Hook-Up Fees	3,000	600	8,035	268%	Fluctuates based on activity
Turn on Fees	3,500	175	3,300	94%	
Late Fees	17,000	2,060	17,266	102%	
Plan Check & Inspection	10,000	0	0	0%	
Miscellaneous Income	2,000	65	308	15%	
TOTAL OPERATING INCOME	\$1,715,023	\$149,548	\$1,574,153	92%	

FRANCHISE INCOME					
Solid Waste Franchise Fees	66,984	6,826	67,852	101%	
TOTAL FRANCHISE REVENUE	\$66,984	\$6,826	\$67,852	101%	

NON-OPERATING INCOME					
Standby Charges	242,144	18,722	184,952	76%	
Property Tax	383,074	37,454	319,176	83%	
Interest	80,000	5,030	38,953	49%	Fluctuates based on activity
Connection Fees	70,580	14,116	67,649	96%	Fluctuates based on activity
TOTAL NON-OPERATING INCOME	\$775,798	\$75,321	\$610,731	79%	

RESERVE REVENUE					
Capital Reserves	654,941	17,379	299,816	46%	
Operating Reserves	1,508,148	33,312	575,958	38%	
TOTAL RESERVE REVENUE	\$2,163,089	\$50,690	\$875,774	40%	

TOTAL ALL INCOME	\$4,720,894	\$282,386	\$3,128,509	66%	
-------------------------	--------------------	------------------	--------------------	------------	--

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2020/21 Budget

OPERATING EXPENSES

SALARIES AND BENEFITS	Budget FY 20/21	Actual April	Actual Year to Date	Percentage Year to Date	Variance Explanation
Salaries	715,567	53,631	492,778	69%	
Health Insurance	103,862	7,307	69,168	67%	
Health Insurance - Retiree	48,451	3,634	38,039	79%	
PERS	126,097	11,795	121,334	96%	
Standby	14,000	938	10,776	77%	
Overtime	16,000	1,074	14,086	88%	Fluctuates based on need & staffing
Workers Comp. Ins.	19,194	0	20,642	108%	Paid Annually
Directors' Fees	12,000	600	5,100	43%	
Medicare/FICA	10,550	831	8,425	80%	
Car Allowance	3,000	250	2,500	83%	
SUI/ETT	1,500	159	502	33%	
Uniforms	5,000	277	2,036	41%	
TOTAL SALARIES & BENEFITS	\$1,075,221	\$80,496	\$785,387	73%	

UTILITIES

Electricity	249,810	17,915	206,207	83%	
Propane	1,012	241	839	83%	
Water Purchase	23,114	0	23,114	100%	Paid Semiannually
Telephone/Internet	12,129	1,265	8,394	69%	
TOTAL UTILITIES EXPENSE	\$286,065	\$19,420	\$238,554	83%	

MAINTENANCE & SUPPLIES

Chemicals	76,000	13,300	61,221	81%	
Computer/Software	29,450	130	7,900	27%	
Equip. Rental/Lease	2,500	0	148	6%	
Fixed Equip.	142,000	23,961	70,517	50%	
Fuel & Oil	12,000	342	6,781	57%	
Lab Testing	41,000	3,425	27,648	67%	
Office Supplies	2,000	296	1,323	66%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	14,140	1,140	11,520	81%	
Small Tools/Equip.	3,000	0	2,613	87%	
Supplies	5,000	0	2,088	42%	
Meters/Equip.	5,000	0	6,038	121%	Fluctuates based on activity
Vehicles	6,500	715	9,716	149%	
TOTAL MAINT. & SUPPLY EXPENSE	\$338,590	\$43,310	\$207,513	61%	

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2020/21 Budget**

GENERAL & ADMINISTRATION	Budget FY 20/21	Actual April	Actual Year to Date	Percentage Year to Date	Variance Explanation
Ads./Advertising	1,500	0	948	63%	Fluctuates based on activity
Alarm/Answering Service	4,000	278	2,801	70%	
Audit	8,200	0	10,195	124%	
Bank Charges/Fees	4,000	7,626	13,209	330%	Fluctuates based on activity
Consulting/Engineering	85,000	829	15,039	18%	
Dues/Subscription	8,750	558	8,872	101%	
Elections	1,000	608	608	61%	
Insurance	41,370	0	41,863	101%	Paid Annually
LAFCO	6,600	0	5,870	89%	Paid Annually
Legal/Attorney	25,000	1,175	10,492	42%	
Licenses/Permits	32,100	0	21,962	68%	
Plan Check & Inspection	10,000	0	0	0%	
Postage/Billing	20,000	2,283	12,684	63%	
Professional Service	36,900	1,103	36,449	99%	
Tax Collection	5,300	0	0	0%	
Staff Training & Travel	8,000	0	1,869	23%	
Board Training & Travel	1,000	0	0	0%	
TOTAL G & A	\$298,720	\$14,461	\$182,860	61%	

CAPITAL PROJECTS & EQUIPMENT

Projects	2,078,089	50,690	875,774	42%	
Equipment	85,000	0	0	0%	
TOTAL CAPITAL EXPENSE	\$2,163,089	50,690	875,774	40%	

DEBT

State Loan Payment	103,629	0	103,628	100%	paid semiannually
State Loan Payment Phase II	58,740	0	29,369	50%	paid semiannually
TOTAL DEBT	\$162,369	\$0	\$132,998		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$238,750	83%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

TOTAL EXPENSE	\$4,612,054	\$232,377	\$2,661,836	58%	
----------------------	--------------------	------------------	--------------------	------------	--

CONNECTION FEES TRANSFER \$70,580 \$14,116 \$67,649 96%

SOLID WASTE FEES TRANSFER \$30,924 \$3,614 \$37,054 120%

FUND TOTAL	\$7,336	\$32,280	\$361,969		
-------------------	----------------	-----------------	------------------	--	--

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: May 20, 2021

SUBJECT: Submittal for approval Resolution 21-03 Confirming Water and Sewer Standby Charges for Property within the District for Fiscal Year 2021/22.

Recommendation

It is recommended that the Board of Directors:

1. Open the Public Hearing and receive public input on water & sewer standby charges; and
2. At the close of the Public Hearing, approve Resolution 21-03 Confirming Water and Sewer Standby Charges for Property within the District for FY 2021/22.

Background

Standby or availability charges or assessments 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 or availability charges or assessments 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 2,071. The total number of parcels subject to the sewer standby charge is 1,866. The total standby revenue for Fiscal Year 2021/22 is anticipated to be \$242,144. Table 1 and 2 illustrate how the charges are allocated and how they are used.

Table 1 Charge by Parcel

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

Table 2 Use by Charge

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

Results

Resolution 21-03 will serve to confirm water and sewer standby charges which will then be collected through the County of San Luis Obispo’s property tax roll. The County adds \$2 for their cost to collect and allocate these charges.

Attachments: Resolution 21-03 Confirming Water and Sewer Standby Charges for
Property within the District for Fiscal Year 2021/22
Resolution 21-01
Engineering Report for Standby Charges

File: Standby Charges FY 2021/22

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 21-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH
COMMUNITY SERVICES DISTRICT CONFIRMING WATER AND SEWER
STANDBY CHARGES FOR PROPERTY WITHIN THE DISTRICT FOR FISCAL
YEAR 2021/22**

The following resolution is hereby offered and read:

WHEREAS, Government Code Section §61115 provides that the Heritage Ranch Community Services District, hereinafter referred to as the "District", may establish, revise and collect rates and other charges for the services and facilities furnished by it; and

WHEREAS, on March 18, 2021, the Board of Directors adopted Resolution No. 21-01 initiating proceedings for water and sewer standby or availability charges or assessments for property within the District; and

WHEREAS, the District Code of Ordinances, Chapter 3, Section(s) 3.330 through 3.350 conforms to the Uniform Standby Charges Procedures Act, California Government Code §54984 through 54984.9; and

WHEREAS, following the adoption of Resolution 21-01 notice was given as required by law and pursuant to California Government Code §6066, a public hearing was held on May 20, 2021, and all objections were considered by the Board of Directors; and

WHEREAS, at the end of the public hearing on May 20, 2021, and pursuant to the District Code of Ordinances Section 3.340, the Board of Directors found that written protests representing 15% or more of the parcels subject to the standby or availability charge or assessment did not exist; and

WHEREAS, the Board of Directors find that all procedures required by law and pursuant to Government Code §54984.2 and 54984.7 have been duly complied with in connection with approval of the standby or availability charges or assessments; and

WHEREAS, the Board of Directors elects to have the County of San Luis Obispo levy and collect standby or availability charges or assessments in accordance with California Water Code 35479 and California Health and Safety Code 5473.

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

1. The foregoing recitals are true and correct and are incorporated by this reference.

2. The Board of Directors adopts the standby or availability charges or assessments on all parcels within the District listed in the property tax roll provided by the County of San Luis Obispo and available for inspection in the District Office.
3. The amount of the charge or assessment is \$119 per parcel with available water and sewer service and \$98 per parcel with available water service only.
4. The Resolution shall take effect immediately.
5. Standby or availability charges or assessments shall be collected at the same time and in the same manner and by the same persons, together with and not separately from, general County of San Luis Obispo property taxes, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties as such general taxes. Notwithstanding that the County of San Luis Obispo operates under the Teeter Plan, delinquent standby or availability charges or assessments shall also be subject to the same interest and penalties as general taxes, and together with interest and penalties thereon, a lien shall be placed on the affected parcel when a certificate is filed in the office of the County Recorder specifying (a) the amount of the delinquent charges together with interest and penalties thereon, (b) the name of the owner of record of the parcel which is subject to the charge and (c) the Assessor's Parcel Number and legal description of the parcel. Such lien will have the same force effect and priority as a judgement lien. Within thirty days of receipt of payment of all amounts due, including recordation fees paid by the District, the District Secretary is hereby authorized and directed to file for recordation a release of the lien.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 20th day of May 2021, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Devin Capps, President
Board of Directors

ATTEST:

Kristen Gelos
Board Secretary

MEMORANDUM

Heritage Ranch Community Services District Engineering Report - Standby Charges



Date: March 11, 2021

To: Scott Duffield, PE, General Manager

From: Steven G. Tanaka, PE, District Engineer

Steven G. Tanaka, PE
Digitally signed by Steven G. Tanaka, PE
DN: C=US,
E=stevent@wallacegroup.us,
O=Wallace Group,
CN=Steven G. Tanaka, PE*
Date: 2021.03.03
08:23:31-08'00'

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

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



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

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

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

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

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

Table 1. Summary of Standby Charges by Parcel

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

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

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

Table 2. Summary of Use by Standby Charge

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



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

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

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

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

Therefore, it is recommended that the District initiate and confirm the Water and Sewer Standby Charges for FY 2021/22 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, 2021 (beginning of the Fiscal Year) by a Public Hearing and Resolution.

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

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

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

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



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

The Board will hold a public hearing on May 20, 2021, 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: Operations & Engineering Committee
Steve Tanaka, District Engineer

DATE: May 20, 2021

SUBJECT: Request to approve draft contract documents for the Raw Water Vertical Intake No. 1 - Phase 2, and direct staff to finalize the documents and advertise for bids.

Recommendation

It is recommended that the Board of Directors approve draft contract documents for the Raw Water Vertical Intake No. 1 - Phase 2 (Project - Phase 2), and direct staff to finalize the documents and advertise for bids.

Background

In 2012, your Board approved a preliminary engineering study for a vertical intake project that included soil borings and a siting recommendation. The approved 5-year Capital Improvement Program includes a vertical intake project. The design phase of the vertical intake project commenced during FY 2019/20, and construction of Phase 1 was completed in December 2020.

Discussion

The scope of the Project - Phase 2 is to install the pump, piping, electrical, and controls for the vertical intake that was drilled and cased with Phase 1. The District Engineer has developed draft contract documents. The complete contract documents consist of four parts:

- Part I – Notice Inviting Proposals, Request for Proposals, and Agreement Forms
- Part II – Conditions of the Contract
- Part III – Technical Specifications
- Part IV – Drawings

The anticipated schedule for the proposal phase of the Project - Phase 2 is:

Advertise for Proposals	May 21, 2021	
Pre-proposal Meeting & Site Visit	June 1, 2021 (10 am)	
Proposals Due / Bid Opening	June 10, 2021	
Contract Award	June 17, 2021	

Staff recommends that your Board approve the attached draft contract documents for the Raw Water Vertical Intake No. 1 - Phase 2, and direct staff to finalize the documents to advertise for proposals.

Fiscal Considerations

The FY 2020/21 Budget includes \$192,303 for the project. As of March 31, 2021, there was \$116,102 remaining.

Staff will return to your Board if additional funding is needed.

Results

Approval of the recommended action will initiate advertising for proposals to further the District's goal of improving water system resiliency, water quality, and water productivity.

Attachments: Notice to Contractors
Drawings
(Clerk's File) Remainder of Draft Contract Documents

File: Projects_ Raw Water Vertical Intake No. 1

PROJECT MANUAL

FOR THE

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

4870 HERITAGE ROAD

PASO ROBLES, CA 93446

(805) 227-6230

RAW WATER VERTICAL INTAKE NO. 1 - PHASE 2

Prepared by:

WALLACE GROUP

612 Clarion Court

San Luis Obispo, CA 93401

805 544-4011

APRIL 2021

WG JOB NO 0160-0001-06

THIS PAGE LEFT BLANK INTENTIONALLY

CERTIFICATION

In accordance with the provisions of Section 6735 of the Business and Professions Code of the State of California, these specifications have been prepared by or under the direction of the following Professional Engineers licensed in the State of California:

STEVEN G. TANAKA, PE #C49779 EXP. 9/30/22

THIS PAGE LEFT BLANK INTENTIONALLY

PART I - NOTICE, PROPOSAL, AND AGREEMENT FORMS

TABLE OF CONTENTS

Section

NOTICE TO CONTRACTORS

NOTICE INVITING BIDS
INSTRUCTIONS TO BIDDERS
PROPOSAL

PROPOSAL FORMS

EXPERIENCE QUALIFICATIONS
BID SCHEDULE
CONTRACTOR'S LICENSING STATEMENT
LIST OF SUBCONTRACTORS
LIST OF MATERIAL/EQUIPMENT SUPPLIERS
BID SECURITY FORM
NON-COLLUSION AFFIDAVIT
AFFIRMATIVE ACTION PROGRAM
WORKER'S COMPENSATION INSURANCE CERTIFICATE

AGREEMENT AND BOND FORMS

AGREEMENT
PERFORMANCE BOND
PAYMENT BOND

CONTRACT ADMINISTRATION FORMS

NOTICE OF AWARD
NOTICE TO PROCEED
CHANGE ORDER
WORK DIRECTIVE CHANGE
NOTICE OF COMPLETION
CONSENT OF SURETY - RETAINAGE
CONSENT OF SURETY - FINAL PAYMENT
UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

PART II - CONDITIONS OF THE CONTRACT

Section

GENERAL CONDITIONS
SUPPLEMENTARY GENERAL CONDITIONS

PART III - TECHNICAL SPECIFICATIONS

Division 01 – General Requirements

01 11 00 Summary of Work
01 20 00 Price and Payment Procedures
01 30 00 Administrative Requirements
01 33 00 Submittal Procedures
01 35 00 Special Project Procedures
01 50 00 Temporary Facilities and Controls
01 57 19 Construction Site Management
01 60 00 Product Requirements
01 70 00 Execution and Closeout Requirements
01 75 00 Starting and Adjusting

Division 08 – Openings

08 31 13 Access Doors and Frames

Division 9 – Finishes

09 90 00 Painting and Coating

Division 26 – Electrical

26 05 00 Common Work Results for Electrical
26 05 01 Selective Electrical Demolition
26 05 19 Low Voltage Electrical Power Conductors and Cables
26 05 26 Grounding and Bonding for Electrical Systems
26 05 29 Hanger and Supports for Electrical Systems
26 05 33 Raceways and Boxes for Electrical Systems
26 05 34 Cabinets
26 05 48 Vibration and Seismic Controls for Electrical Systems
26 05 53 Identification of Electrical Systems
26 08 10 Electrical Acceptance Testing
26 09 00 Controls and Instrumentation
26 86 16 Enclosed Switches and Circuit Breakers

Division 33 – Utilities

33 11 35 Submersible Turbine Pump
33 34 00 Well Transmission Piping

PART IV - APPENDICES

Construction Drawings (9 sheets)

C1.0	Cover
C2.0	Civil Site Plan
C3.0	Civil Details
C3.1	Civil Details
C3.2	Civil Details
E0.1	Electrical General Notes, Legend & Abbreviations
E0.2	Single Line Diagram and Schedules
E1.0	Electrical Site Plan
E2.0	Electrical Details

THIS PAGE LEFT BLANK INTENTIONALLY

PART I

NOTICE, PROPOSAL AND AGREEMENT FORMS

THIS PAGE LEFT BLANK INTENTIONALLY

NOTICE INVITING BIDS

THIS PAGE LEFT BLANK INTENTIONALLY

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

RAW WATER VERTICAL INTAKE NO. 1 - PHASE 2

NOTICE INVITING BIDS

NOTICE IS HEREBY GIVEN that the HERITAGE RANCH COMMUNITY SERVICES DISTRICT (Owner) hereby invites sealed bids which will be received at:

Wallace Group
612 Clarion Court
San Luis Obispo, California 93401

Until June 10, 2021, at 3:00 pm PST, or such later date as may be set by Addendum, at which time and at the above address, they will be reviewed, and tabulated bid results will be emailed to bidders by 11 a.m. the next business day following the date bids are due. No public bid opening will be conducted due to the coronavirus pandemic.

SUPPLEMENTAL BIDDING INSTRUCTIONS DUE TO CORONA VIRUS PANDEMIC – Bids shall be submitted by mail, delivery service, or in person at Wallace Group, 612 Clarion Court, San Luis Obispo, CA. Electronic submission of bids shall not be allowed. Bidders are responsible for confirming their bids are received by Wallace Group staff by the bid due date and time. Wallace Group and the District will not take any responsibility for late bids and will not be maintaining watch at the front door to witness when packages are delivered.

DESCRIPTION OF WORK: The work is comprised of providing a submersible turbine pump in an existing 40-foot deep vertical raw water intake facility, and pipeline tie-in to the District's existing raw water supply line near the District's raw water intake facility at the Nacimiento River. The Work includes setting of the submersible turbine pump at the intake facility, installing associated instruments and appurtenances including, but not limited to, a pressure transducer, propeller flow meter, and air-vacuum valve, installation of aboveground piping and valves, installation of a 4" ductile iron pipeline, tie-in at the existing 4" emergency Nacimiento Water turn out pipeline, and installation of a valve vault at the proposed tie-in location, electrical improvements, and all other work to make the vertical raw water facility complete and functional as specified, and as specified herein and as shown on the Contract Documents.

LOCATION OF THE WORK - The work is located in Heritage Ranch, California, and more specifically at the District's Raw Water Intake Facility north of the Water Treatment Plant site.

BID OPENING - Telephones will not be available to bidders for the preparation of the bids or for calling in bid results. Bid forms received after the designated time will not be accepted.

AWARD OF CONTRACT- The OWNER intends to award a contract **to the lowest, responsive, and responsible bidder to the bid schedule delineated in these contract documents.** All bids submitted shall be in accordance with the provisions of the Contract Documents and the OWNER may waive any minor irregularities or reject any and all bids. Any bid may be withdrawn prior to bid opening but not afterward.

FORM OF THE BID - Bidders must submit proposals on the proposal bid form provided. Proposals will not be considered unless submitted on proposal forms included in the Contract Documents obtained from the OWNER. It is **not mandatory**, but highly recommended, that the bidder attend the pre-bid job conference scheduled for Tuesday, June 1, 2021, **at 10 am**, at the Project Site (Pump Station No. 1, Water Treatment Plant, Heritage Ranch). The bidder may contact Steve Tanaka **at 805-441-2293** for additional information and directions to the project location.

BID SECURITY - Each proposal must be accompanied by cash, a certified or cashier's check, or bidder's bond on the prescribed form and made payable to the OWNER for an amount equal to at least 10 percent of the amount of the Bid, such guaranty to be forfeited should the apparent successful bidder to whom the contract is awarded fail to furnish the required bonds and insurance certificates, and enter into contract with the OWNER within the time stated in the Proposal requirements. Proposals cannot be withdrawn for the period of time specified in Article 10 of the Instructions to Bidders.

PERFORMANCE SECURITIES – The successful bidder will be required to furnish a payment bond and faithful performance bond in the full amount of the Contract price, and insurance with certificates and endorsements of insurance, as provided in the Contract Documents. The required bonds must be provided only by a surety insurer who is in good standing with the State of California Department of Insurance.

CONTRACTOR LICENSING - In accordance with the provisions of California Public Contract Code Section 3300, the OWNER has determined that the contractor shall possess a valid General A Contractor license at the time of bid issuance. Failure to possess the specified license shall render the Bid as non-responsive and shall act as a bar to award of the Contract to any bidder not possessing said license at the time of award. In the event of dispute over classification of the license required, the opinion of the contractor's State License Board shall prevail.

WAGE RATE REQUIREMENTS - In accordance with the provisions of California Labor Code Sections 1770, 1773, 1773.1, 1773.6 and 1773.7 as amended, the Director of the Department of Industrial Relations has determined the general prevailing rate of per diem wages in accordance with the standards set forth in Section 1773 for the locality in which the work is to be performed. A copy of said wage rates is on file at the office of the OWNER. It shall be mandatory upon the contractor to whom the work is awarded and upon any subcontractor under the contractor to pay not less than said specified rates to all workmen employed by them in the execution of the work.

CONTRACTOR REGISTRATION WITH DEPARTMENT OF INDUSTRIAL RELATIONS – In accordance with California Labor Code Section 1725.5, Contractors and Subcontractors (as defined by California Labor Code Section 1722.1) bidding on Public Works contracts in California shall be registered with the Department of Industrial Relations **prior to bidding**. Contractor shall verify that this requirement has been met, prior to award of Contract.

AGREEMENT TO ASSIGN - In accordance with Section 4552 of the California Government Code, the bidder shall conform to the following requirements: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act 15 U.S.C. 15, or under the Cartwright Act, Chapter 2.

DEPOSIT OF SECURITIES IN LIEU OF RETAINAGE - The Contractor may elect to receive 100 percent of payment due under the Contract Documents from time to time, without retention of any portion of the payment by the OWNER, by depositing securities of equivalent value with the OWNER in accordance with the provisions of Section 20300 of the California Public Contract Code. Such securities, if deposited by the Contractor, shall be valued by the OWNER, whose decision on valuation of the securities shall be final. Securities eligible for investment under this provision shall be limited to those listed in Section 16430 of the California Government Code or bank or savings and loan certificates of deposit.

CONTRACT DOCUMENTS - Only PDF electronic copies of the bid documents will be made available to bidders, at no charge to bidders. The special attention of prospective bidders is called to the Instructions to Bidders portion of the Contract Documents for full directions for bidding the Work. To request copies of the contract documents, contact the District Engineer, Steven Tanaka, Wallace Group, at (805) 441-2293 or email at stevent@wallacegroup.us. Contract documents may also be obtained by downloading from the District's website, <https://heritageranchcsd.ca.gov/>. **HOWEVER, IF YOUR FIRM INTENDS TO BID THE PROJECT, YOU MUST NOTIFY THE DISTRICT ENGINEER OF YOUR INTENT TO BID THE PROJECT SO THAT YOU WILL BE PLACED ON THE PLANHOLDERS' LIST. FAILURE TO DO SO MAY CAUSE YOU TO MISS ADDENDA AND OTHER IMPORTANT NOTIFICATIONS DURING THE BIDDING PROCESS, FOR WHICH THE DISTRICT AND DISTRICT ENGINEER WILL NOT BE RESPONSIBLE FOR.**

The successful bidder must insure that employees and applicants for employment are not discriminated against on the basis of age, color, race, national origin, ancestry, religion, sex, sexual preference, marital status, and shall comply with the Americans with Disabilities Act.

Date: _____

OWNER: _____
SCOTT DUFFIELD, GENERAL MANAGER

END OF NOTICE INVITING BIDS

THIS PAGE LEFT BLANK INTENTIONALLY

INSTRUCTIONS TO BIDDERS

THIS PAGE LEFT BLANK INTENTIONALLY

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

RAW WATER VERTICAL INTAKE NO. 1 - PHASE 2

INSTRUCTIONS TO BIDDERS

- 1) Commencement of Work: No work shall commence before contract bonds and insurance certificates have been filed with the OWNER, the Contract has been signed by the OWNER and the Notice to Proceed has been issued by the OWNER.
- 2) Completion Time: The Contractor shall obligate him/herself to satisfactorily complete the work within ninety (90) **calendar days**. The date of the Notice to Proceed issued by the OWNER shall constitute the starting date of the Contract. Upon issuance of the Notice to Proceed, the Contractor shall immediately begin and diligently prosecute the work to completion.
- 3) Liquidated Damages: Per Article 6.1 of the Supplementary General Conditions.
- 4) Method of Payment: Payment will be made on the basis of the **lump sum** bid for each bid item in the bid schedule, and as set forth in the General Conditions and Supplementary General Conditions.
- 5) Form of the Bid and Signature: The proposal shall be submitted on the form attached hereto and shall be enclosed in a sealed envelope addressed and marked as hereinafter directed.

The bidder shall state the **price** on the bid form, for which he/she proposes to supply the labor, materials, supplies, or equipment, and perform the work required by the Specifications.

The low bidder, for purposes of award, shall be the conforming, responsible bidder offering the most favorable bid per the project base bid. All bids shall be evaluated on the same basis.

If the proposal is made by an individual, it shall be signed and his/her full name and mailing address shall be given; if it is made by a firm, it shall be signed with the partnership name of a member of the firm, who shall also sign his/her own name, and the name and address of each member shall be given; and if it is made by a corporation, the name of the corporation shall be signed by its duly authorized officer or officers attested by the corporate seal, and the names and titles of all officers of the corporation shall be given.

Bidder may only modify his bid by written communication received by the OWNER prior to said closing time; provided that it shall be the responsibility of the bidder to ensure receipt of such document by the OWNER prior to said closing time. Any written modification so received will be read aloud at the time and place fixed for opening and reading of bids. Written communication should not reveal the Bid price but should state the addition or subtraction or other modification so that the final prices or terms will not be known by the OWNER until the sealed bid is opened.

- 6) Interpretation and Addenda: No oral representation or interpretations will be made to any bidders as to the meaning of the Contract Documents. All questions about the meaning or

intent of the Contract Documents are to be directed to the engineer. Additions, deletions, or revisions to the Contract Documents considered necessary by the engineer in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by the engineer or District as having received the Contract Documents. Questions received less than 14 days prior to the date of Bid opening may not be answered. Only answers to such questions issued by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda may also be used to make other additions, deletions, or revisions to the Contract Documents.

Bidders shall make no special interpretation or inference of intent from differing formats in the Technical Specifications.

7) Bidder's Examination of Contract Documents and Site:

- A. It is the responsibility of the Bidders to inspect the site of the work in order to satisfy themselves, by personal examination or by such other means as they may prefer, of the location of the proposed work and the actual conditions of and at the site. Bidders may apply to the Engineer for additional information and explanation before submitting bids. However, no supplemental information requested or furnished shall vary the terms of the Contract Documents or affect the Contractor's sole responsibility to satisfy himself as to the conditions of the work to be performed. No claim for additional compensation will be allowed which is based upon a lack of knowledge of the actual conditions or location of the Work.

Submission of a proposal by the bidder shall constitute acknowledgment that, if awarded the contract, the bidder has relied and is relying on their own examination of (a) the site of the work; (b) access to the site; and (c) all other data, matters, and things requisite to the fulfillment of the work and, on their own knowledge of existing facilities on and in the vicinity of the site of the work to be constructed under the contract, and not on any representation or warranty of the lack of knowledge of the above items. Removal, relocation, or protection of existing public utilities not identified by the District shall be done in conformance with Section 4215 of the Government Code.

- B. Each bidder shall thoroughly examine and be familiar with legal and procedural documents, general conditions, specifications, drawings and addenda (if any). Submission of a proposal shall constitute acknowledgment, upon which the Owner may rely, that the bidder has thoroughly examined and is familiar with the Contract Documents. Failure or neglect of a bidder to receive or examine any of the Contract Documents shall in no way relieve them of any obligation with respect to their proposal or to the Contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any Contract Documents.
- C. Each bidder shall review the Plans and Specifications, prior to the submission of the bid, and report any errors and omissions noted by the Contractor to the Engineer. The review by the Contractor shall be confined to the Contractor's capacity as a contractor, and not as a licensed design professional.

- 8) OWNER Investigations and Testings: NOT USED
- 9) Addenda or Bulletins: Any addenda or bulletins issued during the time of bidding shall form a part of the Contract Documents and Specifications, shall be covered in the proposal, and shall be made part of the Contract. Receipt of addenda must be acknowledged in the appropriate space on the Proposal Form. Failure to acknowledge all such addenda will be cause to reject the bid as being non-responsive. It is the Bidder's responsibility to determine whether any addenda or bulletins have been issued.
- 10) Preparation of the Proposal: All blank spaces in the Proposal Forms, Contract Documents, and Bid Schedule shall be properly filled in. The phrasing of the proposal shall not be changed and no additions shall be made to the items mentioned therein. Unauthorized conditions, limitations, or provisions attached to a proposal will render it invalid and may cause its rejection. Alterations by erasure or inter-lineation must be explained or noted in the proposal over the signature of the bidder. Alternative proposals will not be considered unless specifically provided for in the Bid Schedule.

A Bidder may withdraw his/her proposal before the time fixed for opening of bids, without prejudice to himself, by submitting a written request to the OWNER for its withdrawal, and his proposal will be returned to him unopened when reached in the procedure of opening bids. No proposal may be withdrawn after the hour fixed for opening bids without rendering the accompanying certified or cashier's check or bidder's bond subject to forfeiture as liquidated damages in like manner as in the case of failure to execute the Contract after award, as provided hereinafter.

No proposal received after the time named or at any place other than the place stated in the Notice to Bidders will be considered. All proposals will be opened and declared publicly. Bidders, their representatives, and others interested are invited to be present at the opening. The OWNER reserves the right to waive any minor irregularities in any proposal, to reject any or all proposals, to reject one part of a proposal and accept the other, except to the extent that bids are qualified by specific limitations, and to make award to the apparent lowest responsible bidder for a period of 60 calendar days from the receipt of the award of bid. No proposal can be withdrawn for a period of 60 calendar days from the date of award of the bid, unless otherwise required by law. Where bonds are required, the bidder shall name in his/her bid the surety or sureties who have agreed to furnish said bonds.

- 11) Licensing of Contractors: Before submitting bids, Contractors shall be licensed in accordance with the provisions of Chapter 9, Division 3, of the Business and Professions Code of the State of California.

A photocopy of the appropriate license(s) shall be submitted with the proposal.

In accordance with California Labor Code Section 1725.5, Contractors and Subcontractors (as defined by California Labor Code Section 1722.1) bidding on Public Works contracts in California shall be registered with the Department of Industrial Relations prior to bidding. Proof of registration with the DIR will be required prior to award of any public works contract.

- 12) List of Subcontractors Filed With Bid: Each proposal shall have listed on the forms provided, the name and address of each subcontractor to whom the bidder proposes to

sublet portions of the work in excess of one-half of one percent of the total amount of the proposal or \$10,000, whichever is greater. For the purpose of this paragraph, a subcontractor is defined as anyone who contracts with the Contractor to furnish materials and labor, labor only, and/or one who specially fabricates and/or installs a portion of the work or improvement according to detailed drawings contained in the Contract Documents. All listings and subsequent substitutions, if any, shall be done in conformance with the Subletting and Subcontracting Fair Practices Act, Public Contract Code Section 4100 et seq.

- 13) Submission of Bids: All Bids must be submitted not later than the time prescribed, at the place and in the manner set forth in the Invitation to Bid. The OWNER shall not consider any Bid received after the time fixed or received at any place other than the place stated in the Invitation to Bid. Bids must be made on the prescribed Bid forms. A complete Bid requires submission of fully completed and executed: Bid, Designation of Subcontractors (if applicable), Bid Bond (or other bid guarantee), Experience Qualifications and Noncollusion Declaration. Each Bid must be submitted in a sealed envelope, so marked as to indicate its contents without being opened, and addressed in conformance with the instructions in the Notice Inviting Bids. The bidder is wholly responsible to see that its Bid is submitted at the time and place named for the opening of bids.

Bids shall acknowledge receipt of all addenda (identified by addendum no.) issued during the bidding period. Failure to acknowledge an addendum or clarification may result in the Bid being rejected as not responsive.

Bids shall be open at the time and place specified in the Notice Inviting Bids, unless changed by addendum. All Bids will be opened and read publicly. Bidders, their representatives and other interested parties, are invited to be present at the opening.

- 13a) Discrepancy in Bids: In the event of discrepancy between unit prices and totals, unit prices will prevail. [In case of discrepancy between words and figures, words will prevail.]
- 14) Bidders Interested in More Than One Bid: No person, firm, or corporation shall make, file, or be interested in more than one proposal for the same work unless alternate bids are specifically requested. A person, firm, or corporation who has submitted a sub-proposal to a bidder, or who has quoted prices of materials to a bidder, is not hereby disqualified from submitting a sub-proposal or quoting prices to other bidders.
- 15) Additive Bid Items: If additive bid items are called for, the Contract may be awarded at the election of the Governing Board to the lowest responsible bidder on the base bid, or on the base bid and any additive or combination of additives.
- 16) Award of Contract: Award of the contract, if awarded, will be made to the lowest responsive, responsible Bidder who's Bid complies with the requirements of the Contract Documents. Unless otherwise specified, any such award will be made within the period stated in the Notice Inviting Bids that the bids are to remain open. Unless otherwise indicated, a single award will be made for all the Bid items in an individual Bid Schedule. In the event the work is contained in more than one Bid Schedule, the owner may award Schedules individually or in combination. In the case of two or more Bid Schedules which are alternative to each other, only one of such alternative schedules will be awarded.

Before a Bid is considered for award, the OWNER may, in addition to the Experience

Qualifications form, require a Bidder to submit a statement of facts and detail as to his business, technical organization and financial resources and equipment available and to be used in performing the work. Additionally, the OWNER may require evidence that the Bidder has performed other work of comparable magnitude and type. The OWNER expressly reserves the right to reject any Bid if it determines that the business and technical organization, equipment, financial and other resources or other experience of the Bidder (including the Bidder's subcontractors) is not sufficiently qualified for the work bid upon and, therefore, justifies such rejection.

- 17) Return of Bid Security: Within 14 days after award of the contract, the owner will, if requested, return the Bid securities accompanying such Bids that are not being considered in making the award. All other Bid securities will be held until the Agreement has been finally executed. They will then be returned, if requested, to the respective Bidders who's Bids they accompany.
- 18) Lowest Responsible Bidder: In selecting the lowest responsible bidder, consideration will be given to the general competency of the bidder for the performance of the work covered by the bid. To receive favorable consideration, a bidder will be required to present evidence that he/she has successfully performed similar work of comparable magnitude or submit other evidence satisfactory to the OWNER that Bidder or his/her associates are personally competent to manage the proposed undertaking and to carry it forward to a successful conclusion. Professional integrity and honesty of purpose shall be essential requirements.
- 19) Local Conditions: Bidders shall read the Specifications, examine the reference drawings, inspect the project site, and make their own estimates of the existing facilities and the difficulties which will attend the execution of the work called for by the proposed contract, including local conditions, uncertainty of weather, project difficulty, and all other contingencies.

Bidders shall satisfy themselves by personal examination of the location of the proposed Work, and by such other means as they may choose as to actual conditions, actual quantities, and requirements and as to the accuracy of the quantities stated in the Bid Schedule. Information derived from the maps, plans, Specifications, profiles, or drawings, or from the Engineer or his/her assistants, shall not relieve the Bidder of this responsibility.

Bidders shall not at any time after the submittal of a bid make or have any claim for damages or anticipated profits or loss of profit or otherwise because of any difference between the quantities of work actually done and material furnished and the unit price stated in the Bid Schedule. **Bidders are encouraged to attend a pre-bid conference at the date, time, and location specified in the Notice Inviting Bids.**

- 20) Substitution of Materials: All materials are mentioned as standards. Should a Contractor desire to substitute materials or methods for those specified, he shall state on a separate sheet attached to his bid the price deduction he will make if such a substitution is accepted in material and/or method. Such substitution submittal, however, may not be used in the determination of the lowest qualified bidder. Question of all such substitution shall be determined prior to the award of the Contract, as no substitution will be permitted after the Contract is signed unless approved in writing by the Engineer.

- 21) Payments: Payments to the Contractor on account of the Contract shall be made in accordance with the terms set forth in Article 1.7, Section 20104.5 of the State Public Contract Code, General Conditions and Supplementary General Conditions.
- 22) Execution of Contract: The apparent successful bidder shall execute a written Contract on the Form of Agreement attached hereto, secure the payment of workmen's compensation, furnish good and approved bonds, and proof of specified insurance as required in the following Articles, all in accordance with the provisions hereof within 15 calendar days or such additional time as may be allowed by the Engineer from the date of the mailing of a notice of award of bid according to the address given by him, of the acceptance of his proposal. If a bidder to whom award is made fails or refuses to enter into Contract as herein provided, or to conform to any of the stipulated requirements in connection therewith, the money represented by Bidder's security check or Bond shall be forfeited to the OWNER, the award will be annulled, and at the discretion of the OWNER the Contract may be awarded to the next lowest bidder; and such bidders shall fulfill every stipulation embraced herein as if he were the party to whom the first award was made. A corporation to which an award is made may be required, before the Contract is finally executed, to furnish evidence of its corporate existence, of its right to do business in California, and of the authority of the officer signing the Contract and bonds for the corporation.
- 23) Bonds: A bidder to whom the Contract is awarded shall, within the time mentioned in the preceding Article, furnish a bond with a responsible corporate surety or corporate sureties conditioned upon the faithful performance of the said bidder of all covenants and stipulations in the Contract. Said bond is hereinafter referred to as the Faithful Performance Bond. Within the time mentioned in the preceding Article, the bidder to whom the Contract is awarded shall furnish such faithful performance bond, and shall also furnish a Payment Bond within said time frame. The Faithful Performance Bond and the Payment Bond shall be in the form approved by the OWNER and in the amount stipulated in the GENERAL CONDITIONS.

The surety or sureties on all bonds furnished must be satisfactory to the OWNER. The party required to furnish bonds pursuant to these instructions shall furnish such bonds at his/her own cost and expense. The OWNER reserves the right to reject any bond if, in the opinion of the Engineer, the sureties' acknowledgment is not in the form included within the Contract Documents or in another form substantially as prescribed by law.

- 24) Insurance Policies and Bonds: Attention is directed to the provisions of the Insurance Code of the State of California with reference to the writing of insurance policies and bonds covering risks located in this state, and the premiums and commissions thereon. A bidder to whom the Contract is awarded shall furnish, at the time his bond or bonds are submitted for approval, satisfactory evidence that the requirements of said Code have been observed, including proof of unemployment insurance. The required bonds must be provided only by surety insurer who is duly admitted by the Insurance Commissioner of the State of California.
- 25) Liability Insurance: Before the Contract is executed on behalf of the OWNER, a bidder to whom the Contract has been awarded shall furnish to the OWNER the necessary policy or certificate of liability insurance in which the OWNER and the Engineer shall be named as additional insureds with the bidder in the amount specified in the SUPPLEMENTARY GENERAL CONDITIONS, ARTICLE 11, entitled "Insurance." The policy shall insure the OWNER, the Engineer, the OWNER's officers and employees, the bidder, his employees

and his Subcontractors and their employees, and their heirs, agents, and employees, while acting within the scope of their duties, against all claims arising out of or in connection with the work to be performed and shall remain in full force and effect until the work is accepted by the OWNER. The Policy shall provide for the limits stated with any insurance policy carried out by the OWNER.

- 26) Assignment of Contract: No assignment by the Contractor of any contract to be entered into in accordance with the Notice Inviting Bids and these Instructions to Bidders, or any part thereof, or of funds to be received thereunder, will be recognized by the awarding authority unless such assignment has had prior approval of the awarding authority and the surety has had notice of such assignment in writing and has given his/her written consent thereto.
- 27) Non-Collusion Affidavit: Section 7106 of the Public Contract Code requires that each bidder execute a Non-collusion Affidavit on all public works contracts. Bidder shall execute the Noncollusion Affidavit included with the Contract Documents and submit it to the OWNER with the Proposal.
- 28) Disqualification of Bidder: If there is a reason to believe that collusion exists among any of the bidders, none of the bids of the participants in such collusion will be considered, and the OWNER may likewise elect to reject all bids received.
- 29) Rejection of Proposals: The OWNER reserves the right to reject any proposals which are incomplete, obscure, or irregular, any proposals which omit a bid on any one or more items for which bids are required; any proposals which omit unit prices if unit prices are required; any proposal in which unit prices are unbalanced in the opinion of the OWNER; any proposals accompanied by insufficient or irregular proposal guaranty; and any proposals from bidders who have previously failed to perform properly or to complete contracts of any nature on time.
- 30) Relief of Bidders: Attention is directed to the provisions of Public Contract Code Section 5100, et seq., concerning relief of bidders, and in particular to the requirement therein that if a bidder claims a mistake was made in its bid, the bidder shall give the OWNER written notice within five (5) calendar days after the opening of the bids of the alleged mistake, specifying in the notice, in detail, how the mistake occurred.
- 31) Debarred Contractors and Subcontractors: No contractor or subcontractor who is ineligible to bid work on, or be awarded, a public works project under Labor Code sections 1771.1 or 1777.7 can bid on, be awarded or perform work as a subcontractor on the Project. The Contractor is prohibited from performing work on the Project with a subcontractor who is ineligible to perform work on a public works project under these sections of the Labor Code.
- 32) Taxes: Bid prices shall include all applicable federal, state, and local taxes.
- 33) Bid Protest Procedures: Any bid protest relating to the form or content of the bidding or Contract Documents must be submitted in writing to the OWNER, HERITAGE RANCH COMMUNITY SERVICES DISTRICT, 4870 HERITAGE ROAD, PASO ROBLES, CA 93446 at least ten (10) business days before the original date set for the bid opening. Any bidder who submits a bid shall be deemed to have waived any protest to the form or content of the bidding or Contract Documents.

Any bid protest relating to the award of the contract for the work must be submitted in writing to Owner at the address specified above. The protest must be received before 5:00 p.m. of the third business day following bid opening.

The initial protest document shall contain a complete statement of the basis for the protest. The protest shall refer to the specific portion(s) of the bid documents which forms the basis for the protest. The protest shall include the name, address and telephone number of the person representing the protesting party.

The party filing the protest shall concurrently transmit a copy of the initial protest document and any attached documentation to all other parties who have a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest. The documents shall be transmitted by fax or overnight mail.

The procedure and time limits set forth in this paragraph are mandatory and are the Bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code claim or legal proceedings.

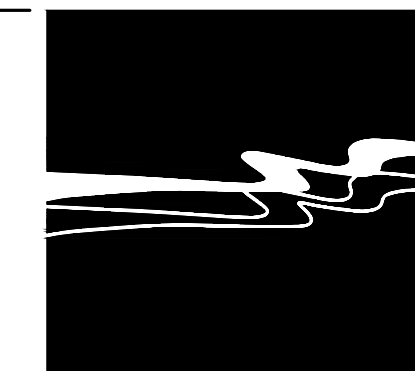
34) Items Required for a Completed Proposal:

- a) Signed Proposal Form
- b) Experience Qualifications Form
- c) Bid Schedule (acknowledge addenda, if any)
- d) Contractor's Licensing Statement
- e) List of Subcontractors
- f) List of Material/Equipment Suppliers
- g) Acknowledgment of Insurance Requirements
- h) Bid Security Form and Bid Bond
- i) Non-Collusion Affidavit
- j) Certificate of Bidder Regarding Affirmative Action Program
- k) Proof of Worker's Compensation Insurance
- l) One photo copy of each license required by these Instructions to Bidders
- m) References (or other information)

END INSTRUCTIONS TO BIDDERS

IMPROVEMENT PLANS FOR HERITAGE RANCH COMMUNITY SERVICES DISTRICT RAW WATER VERTICAL INTAKE NO. 1, PHASE 2

4870 HERITAGE ROAD
PASO ROBLES, CALIFORNIA 93446



WALLACE GROUP®

CIVIL AND TRANSPORTATION ENGINEERING
CONSTRUCTION MANAGEMENT
LANDSCAPE ARCHITECTURE
MECHANICAL ENGINEERING
PLANNING
PUBLIC WORKS ADMINISTRATION
SURVEYING / GIS SOLUTIONS
WATER RESOURCES

612 CLARION COURT
SAN LUIS OBISPO, CA 93401
T 805 544-4011 F 805 544-4294
www.wallacegroup.us

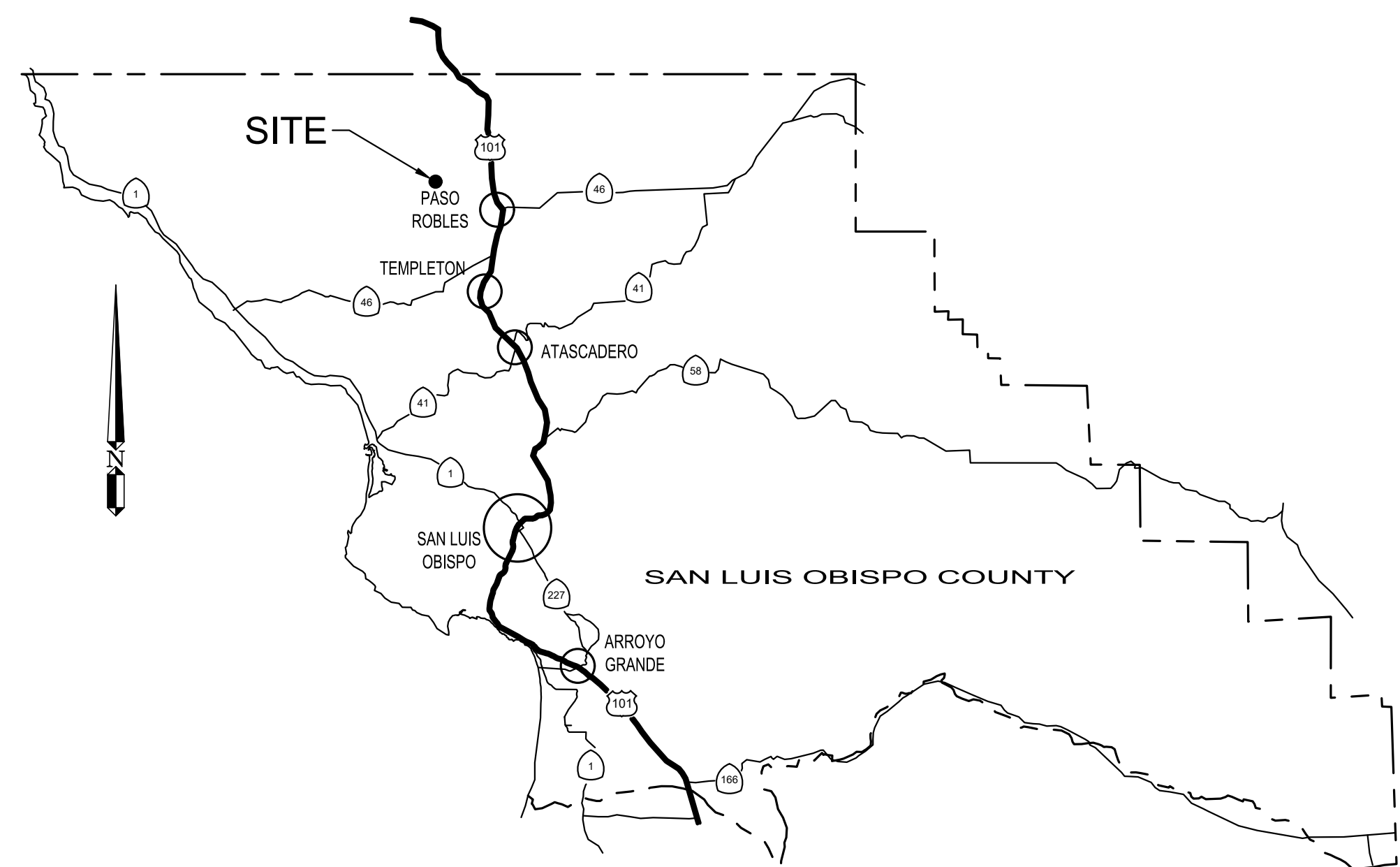


SIGNATURE

DATE SIGNED

These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.

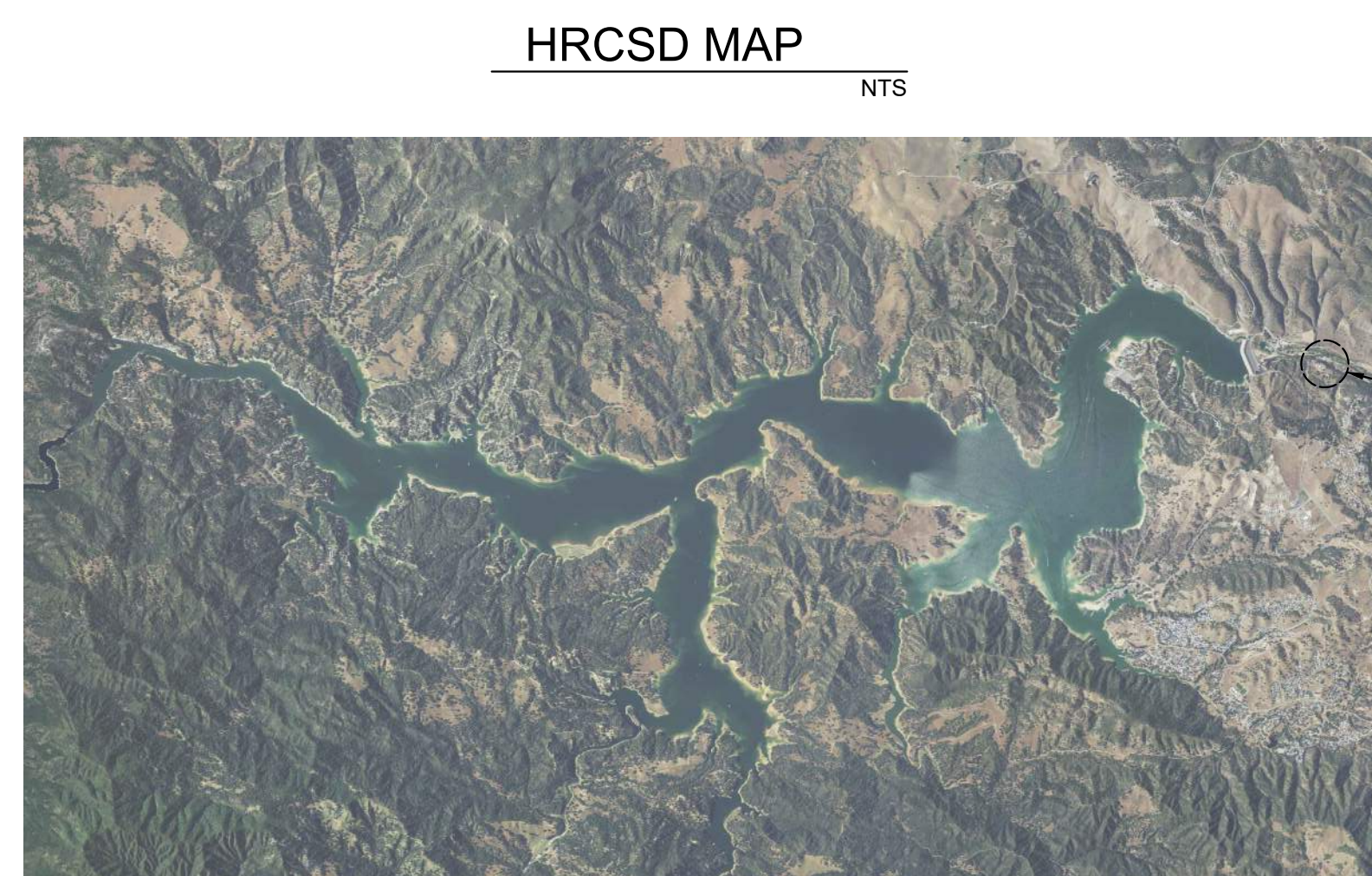
Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.



VICINITY MAP
NTS



PROJECT LOCATION MAP
NTS



APPROXIMATE VERTICAL INTAKE AND PIPELINE LOCATION

LOCATION MAP
NTS

HRCSD MAP
NTS

SHEET INDEX	
SHEET #	SHEET TITLE
C1.0	COVER
C2.0	CIVIL SITE PLAN
C3.0	CIVIL DETAILS
C3.1	CIVIL DETAILS
C3.2	CIVIL DETAILS
E0.1	ELECTRICAL GENERAL NOTES, LEGEND & ABBREVIATIONS
E0.2	SINGLE LINE DIAGRAM AND SCHEDULES
E1.0	ELECTRICAL SITE PLAN
E2.0	ELECTRICAL DETAILS

PROJECT APPROVALS

APPROVED: _____, 20____

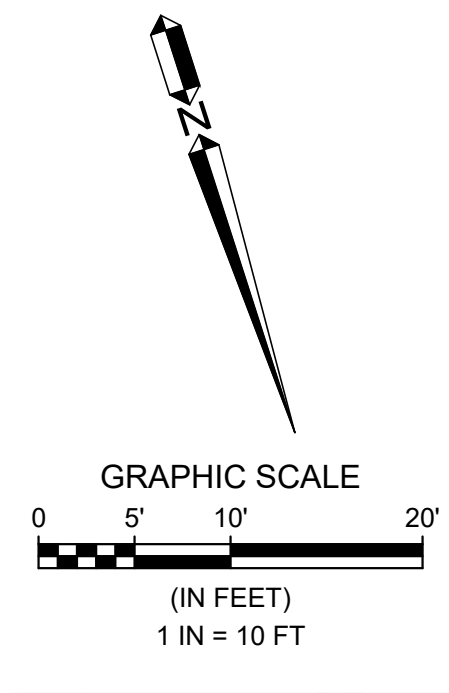
STEVEN G. TANAKA, RCE 49779
HRCSD DISTRICT ENGINEER

APPROVED: _____, 20____

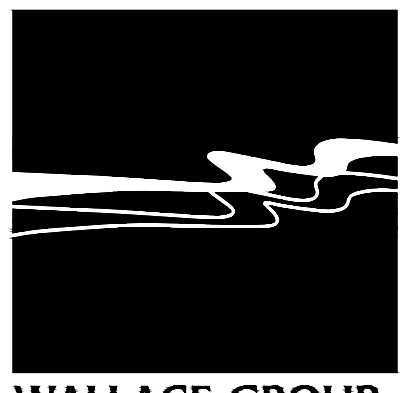
GENERAL MANAGER

HERITAGE RANCH CSD
RAW WATER VERTICAL INTAKE NO. 1
PHASE 2 PROJECT
COVER

JOB #: 160-0001-06-0100
DESIGNERS: SGT
DRAWN BY: GCH
DATE: 4/23/2021
DRAWING NO.
C1.0
1 OF 9 SHEETS



- NOTE:**
1. LOCATIONS OF EXISTING UTILITIES ARE BASED ON AVAILABLE RECORDS. CONTRACTOR SHALL BE RESPONSIBLE FOR CONFIRMING LOCATIONS OF UNDERGROUND UTILITIES. NOTIFY THE DISTRICT OF ANY CONFLICTS IDENTIFIED.
 2. ALL PIPE JOINTS SHALL BE RESTRAINED UNLESS OTHERWISE SPECIFIED.
 3. CONTRACTOR SHALL POTHOLE AT PROPOSED LOCATIONS OF PULLBOXES TO VERIFY ABSENCE OF CONFLICT WITH UNDERGROUND UTILITIES. CONTRACTOR MAY FIELD ADJUST LOCATION OF PULL BOXES AS NEEDED TO AVOID CONFLICTS. REFER TO ELECTRICAL SHEETS FOR PROPOSED CONDUIT ROUTING.



WALLACE GROUP®

CIVIL AND TRANSPORTATION ENGINEERING
CONSTRUCTION MANAGEMENT
LANDSCAPE ARCHITECTURE
MECHANICAL ENGINEERING
PLANNING
PUBLIC WORKS ADMINISTRATION
SURVEYING / GIS SOLUTIONS
WATER RESOURCES

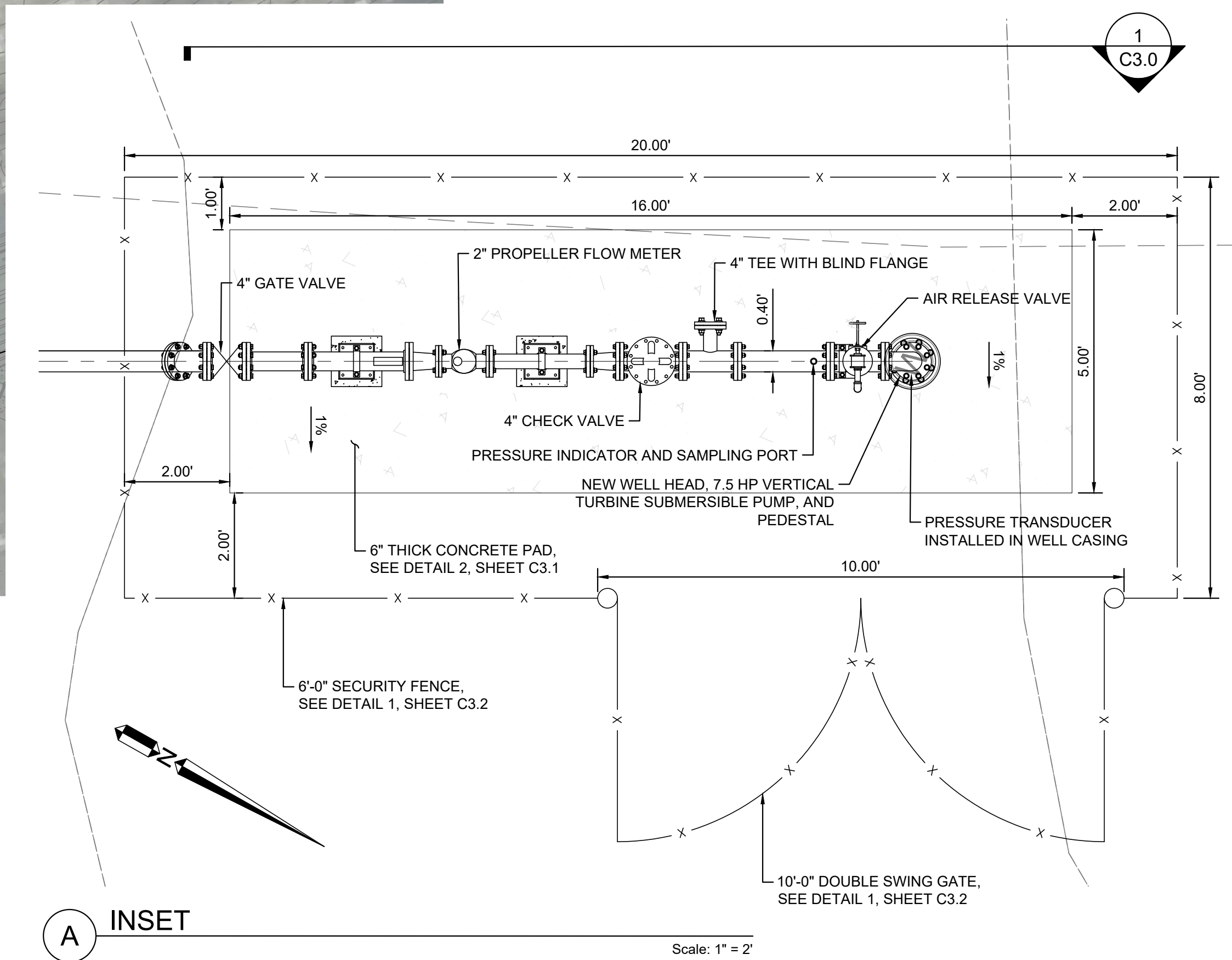
612 CLARION COURT
SAN LUIS OBISPO, CA 93401
T 805 544-4011 F 805 544-4294
www.wallacegroup.us



SIGNATURE
DATE SIGNED

These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.
Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.

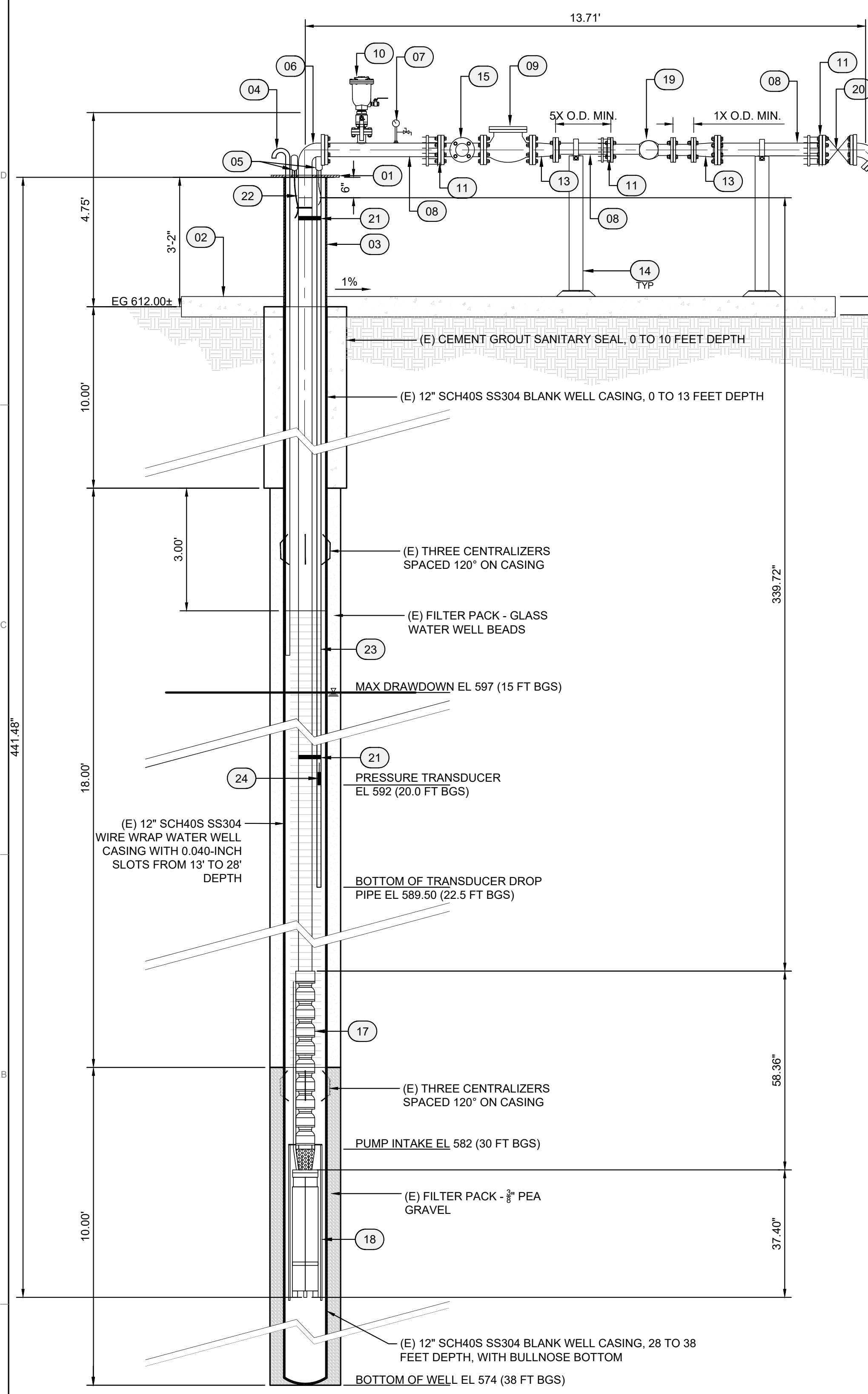
1 PLAN
Scale: 1" = 10'



A INSET
Scale: 1" = 2'

**HERITAGE RANCH CSD
RAW WATER VERTICAL INTAKE NO. 1
PHASE 1 PROJECT
CIVIL SITE PLAN**

JOB #: 160-0001-06-0100
DESIGNERS: SGT
DRAWN BY: GCH
DATE: 4/23/2021
**DRAWING NO.
C2.0**
2 OF 9 SHEETS



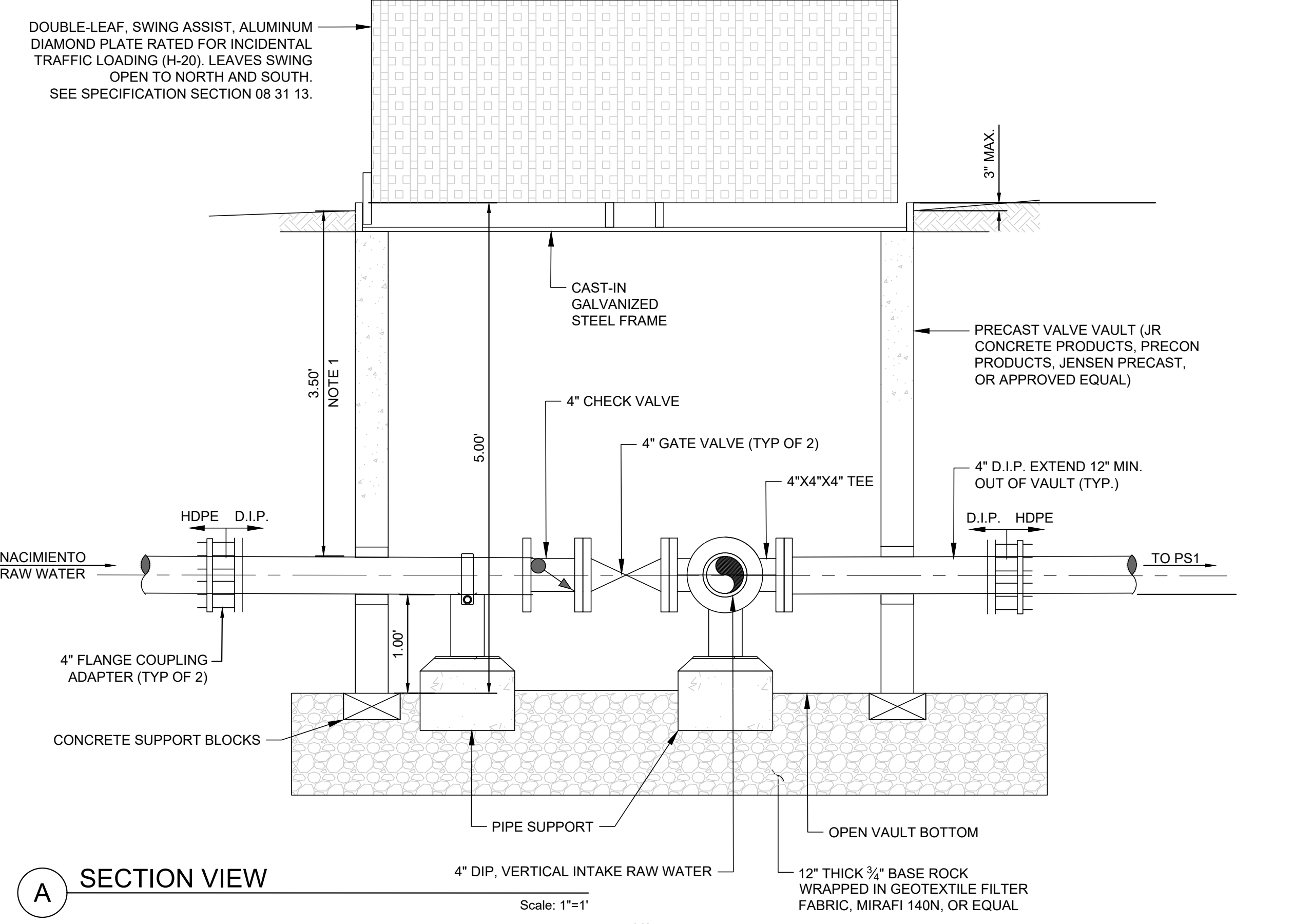
- NOTES:**
- ELECTRIC CABLE SPLICES SHALL BE PROTECTED WITH WATERPROOF HEAT SHRINK TUBING.
 - PROVIDE WATERPROOF SEAL AROUND WELL HEAD OPENINGS WITH CAULKING.

REFERENCE NOTES:

01	WELL HEAD SEAL
02	6" THICK X 5' X 16' PCC PAD AROUND WELL CASING, SEE DETAIL 2, SHEET C3.1
03	(E) 12" DIA. 304SS CASING
04	DOWN-TURNED WELL VENT WITH STAINLESS STEEL INSECT SCREEN, SECURE INSECT SCREEN TO PIPE WITH STAINLESS STEEL PIPE BAND CLAMP
05	1" PENETRATION FOR PUMP POWER AND CONTROLS, PROVIDED CONDUIT OUTLET BODY WITH GASKETED COVER RATED FOR OUTDOOR INSTALLATION
06	4" 90° DISCHARGE ELBOW, 150 LB. FLANGE
07	PRESSURE INDICATOR AND SAMPLING PORT
08	SPOOL PIECE, FLXPE, CUT TO FIT. RESTRAINED COUPLING ON PLAIN END.
09	4" CHECK VALVE
10	1" AIR/VACUUM RELEASE VALVE
11	RESTRAINED COUPLING ADAPTER
12	4" 45° ELBOW, RESTRAINED MJXMJ
13	2" X 4" CONCENTRIC REDUCER, FLXFL
14	PIPE STAND, SEE DETAIL 1, SHEET C3.1
15	4"x4"x4" TEE WITH BLIND FLANGE, FLXFLFL, FOR FLUSHING OR FUTURE CONNECTIONS
16	4" CL 350 DUCTILE IRON PIPE
17	GOULDS 6CHC VERTICAL SUBMERSIBLE TURBINE PUMP, 9 STAGES, 7.5 HP, 130 GPM @ 140' TDH, OR APPROVED EQUAL
18	PUMP SHROUD
19	2" PROPELLER FLOW METER (WATER SPECIALTIES ML04-D, OR APPROVED EQUAL)
20	4" ISOLATION GATE VALVE
21	SECURE 1" TRANSDUCER DROP PIPE TO PUMP DROP PIPE WITH STAINLESS STEEL CLAMP TWO LOCATIONS MINIMUM
22	SECURE PUMP POWER CABLE TO PUMP DROP PIPE WITH CABLE TIE EVERY 20' PER PUMP MANUFACTURER RECOMMENDATIONS
23	1" SCH 40 PVC PRESSURE TRANSDUCER DROP PIPE WITH FLUSH THREAD CONNECTIONS. BOTTOM OF DROP PIPE SHALL BE OPEN.
24	PRESSURE TRANSDUCER, KPSI 700, 0-15 PSI, VENTED GAGE WITH VENT FILTER, STAINLESS STEEL CONSTRUCTION, PORTED NOSE CAP, OR APPROVED EQUAL
25	THRUST BLOCK, SEE HRCSD STANDARD DETAIL W-16.2 (DETAIL 4, SHEET C3.1).

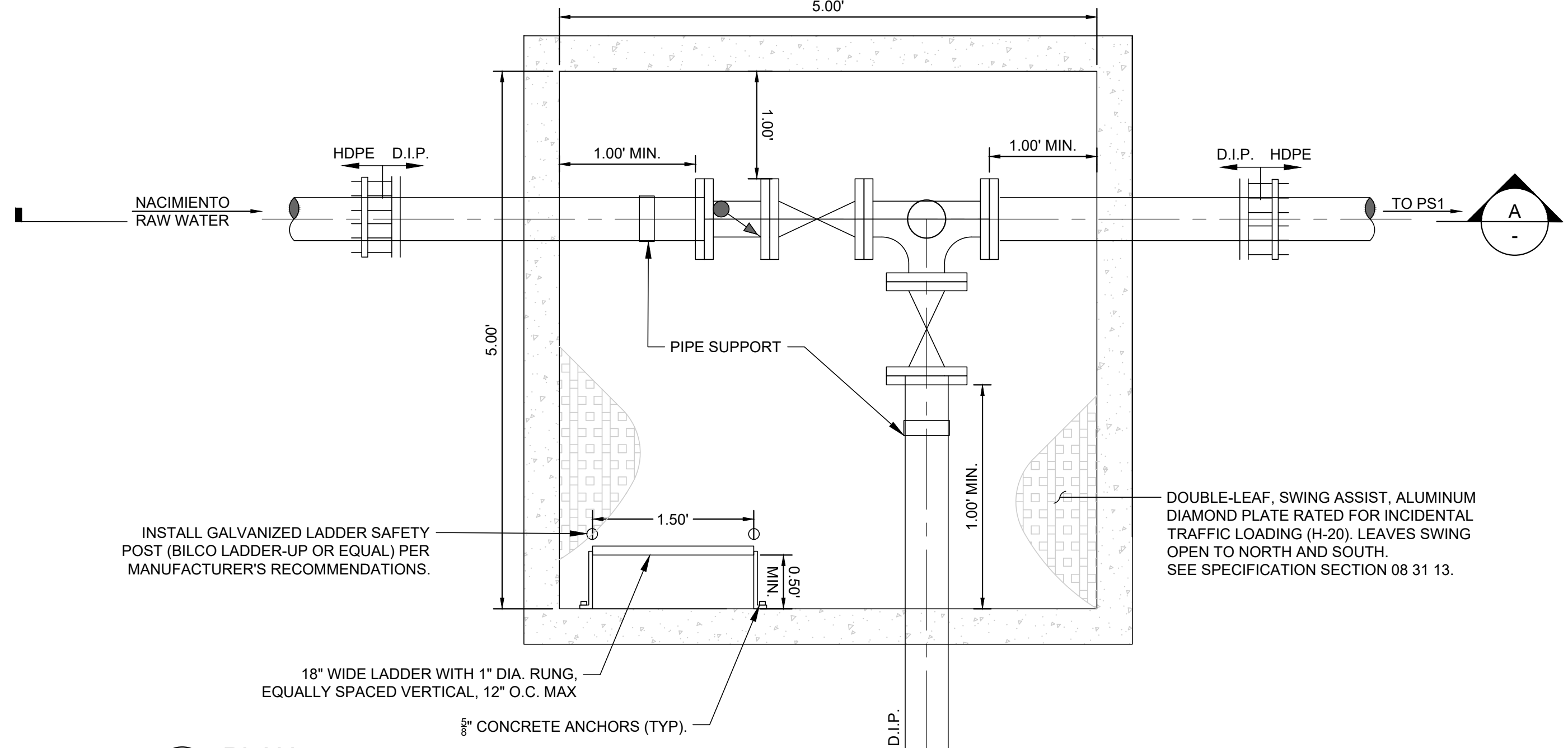
1 WELL HEAD DETAIL

Scale: 1"=2'



A SECTION VIEW

Scale: 1"=1'



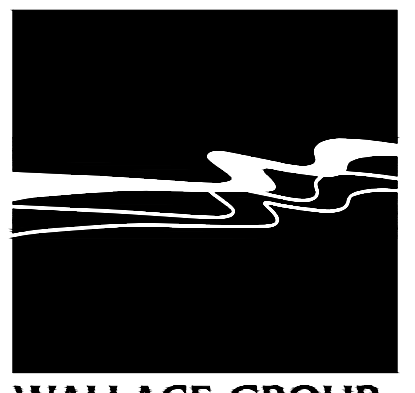
B PLAN

Scale: 1"=1'

2 VALVE VAULT DETAIL

Scale: 1"=1'

- NOTE:**
- EXISTING 4" HDPE OBSERVED DURING POTHOLES IN FEBRUARY 2021 AT A DEPTH OF APPROXIMATELY 3.5' BELOW EG.



WALLACE GROUP®
 CIVIL AND TRANSPORTATION ENGINEERING
 CONSTRUCTION MANAGEMENT
 LANDSCAPE ARCHITECTURE
 MECHANICAL ENGINEERING
 PLANNING
 PUBLIC WORKS ADMINISTRATION
 SURVEYING / GIS SOLUTIONS
 WATER RESOURCES

612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 T 805 544-4011 F 805 544-4294
 www.wallacegroup.us



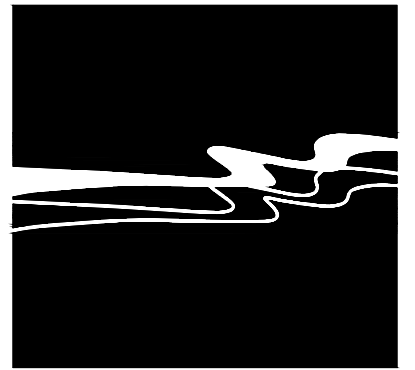
SIGNATURE
 DATE SIGNED

These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.
 Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.

**HERITAGE RANCH CSD
 RAW WATER VERTICAL INTAKE NO. 1
 PHASE 2 PROJECT
 CIVIL DETAILS**

JOB #: 160-0001-06-0100
 DESIGNERS: SGT
 DRAWN BY: GCH
 DATE: 4/23/2021

**DRAWING NO.
 C3.0
 3 OF 9 SHEETS**



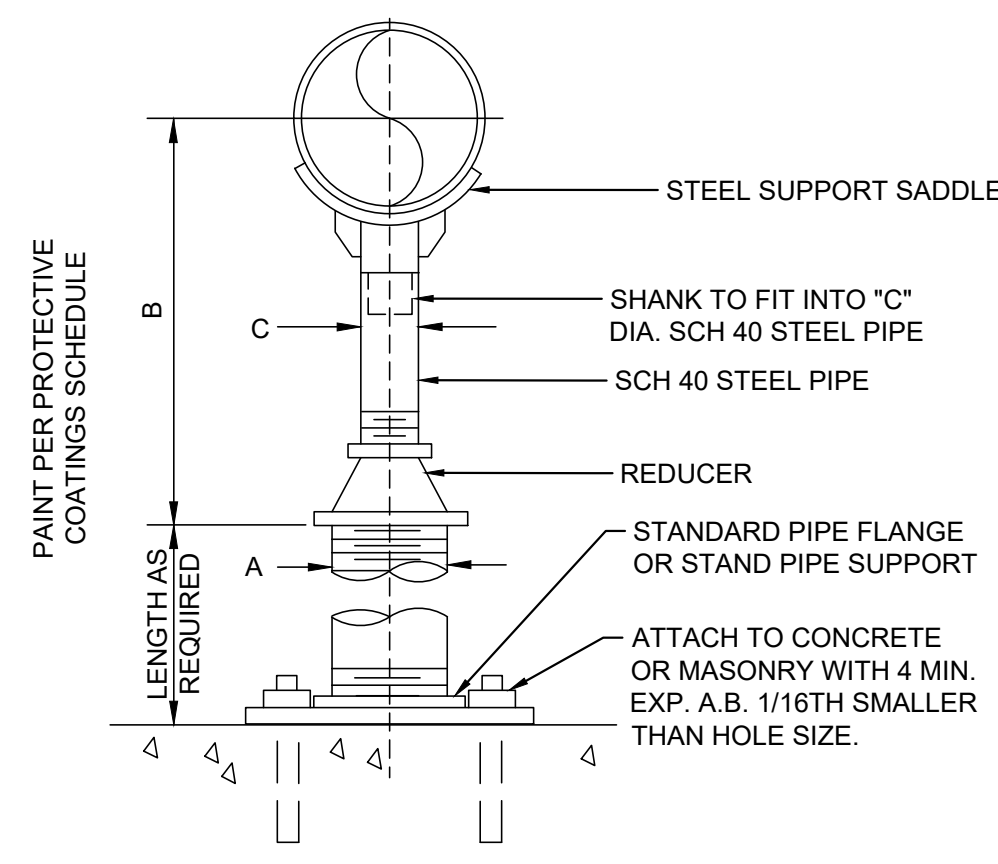
WALLACE GROUP®
 CIVIL AND TRANSPORTATION ENGINEERING
 CONSTRUCTION MANAGEMENT
 LANDSCAPE ARCHITECTURE
 MECHANICAL ENGINEERING
 PLANNING
 PUBLIC WORKS ADMINISTRATION
 SURVEYING / GIS SOLUTIONS
 WATER RESOURCES

612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 T 805 544-4011 F 805 544-4294
 www.wallacegroup.us



SIGNATURE
 DATE SIGNED

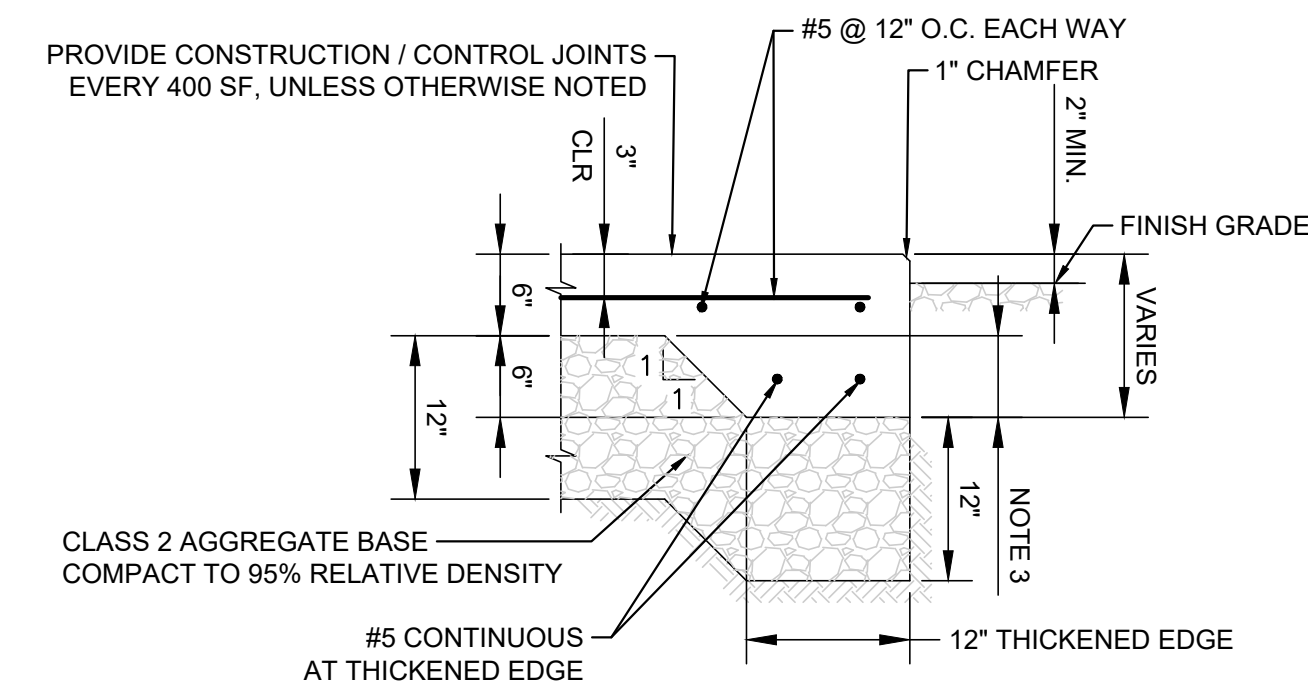
These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.
 Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.



PIPE DIA.	A PIPE SIZE	B		C PIPE SIZE	MAX. O.D. OF PIPE
		MIN.	MAX.		
2	2	7	11-1/2	1-1/2	2-7/8
3	2	7-5/16	11-13/16	1-1/2	3-1/8
4	3	10-1/4	14-5/4	2-1/2	4-1/8
5	3	11-1/16	15-9/16	2-1/2	5-5/8
6	3	11-9/16	16-1/16	2-1/2	7
8	3	13-9/16	18-1/16	2-1/2	9-1/8

1 PIPE SUPPORT DETAIL

Scale: NTS

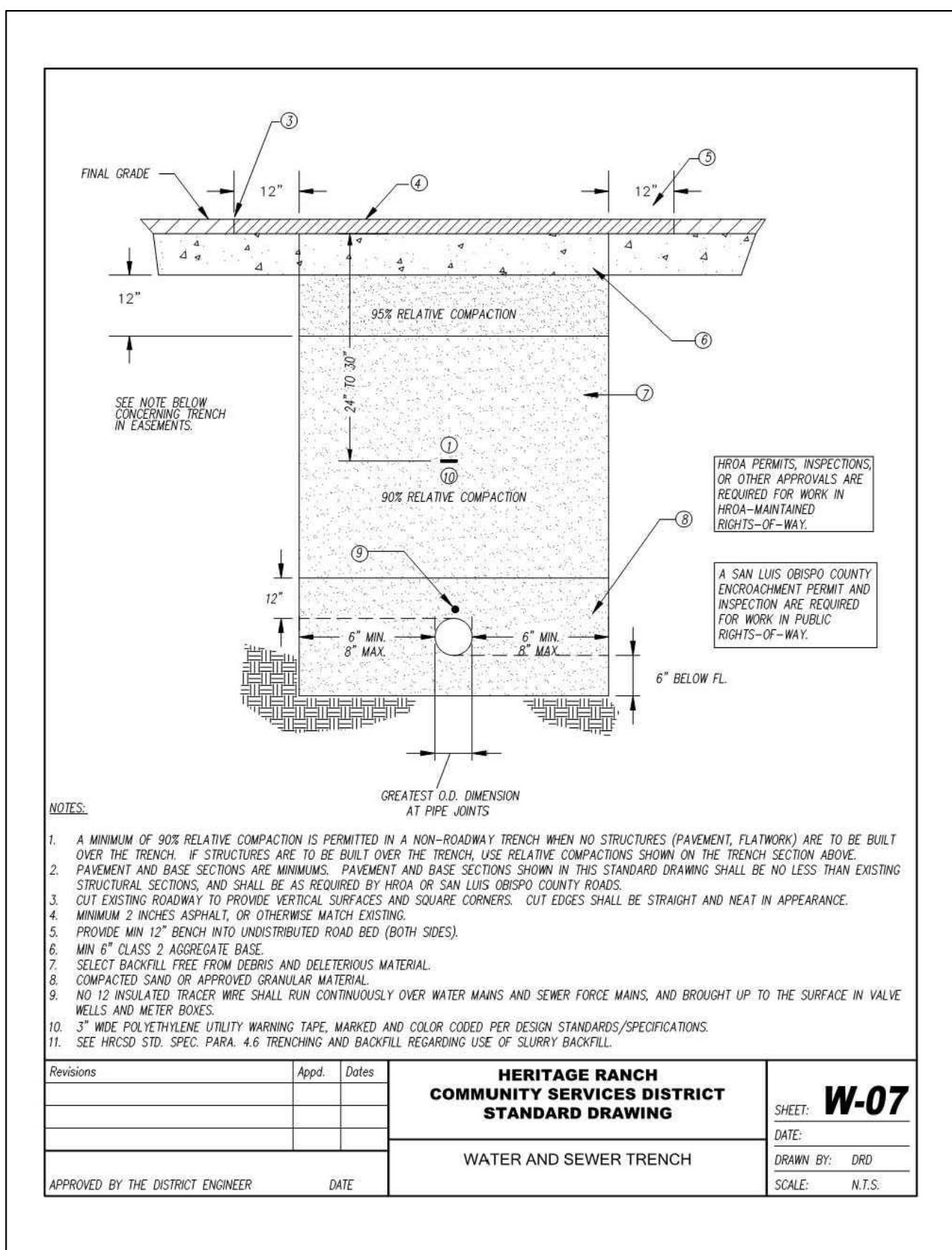


2 CONCRETE PAD DETAIL

Scale: NTS

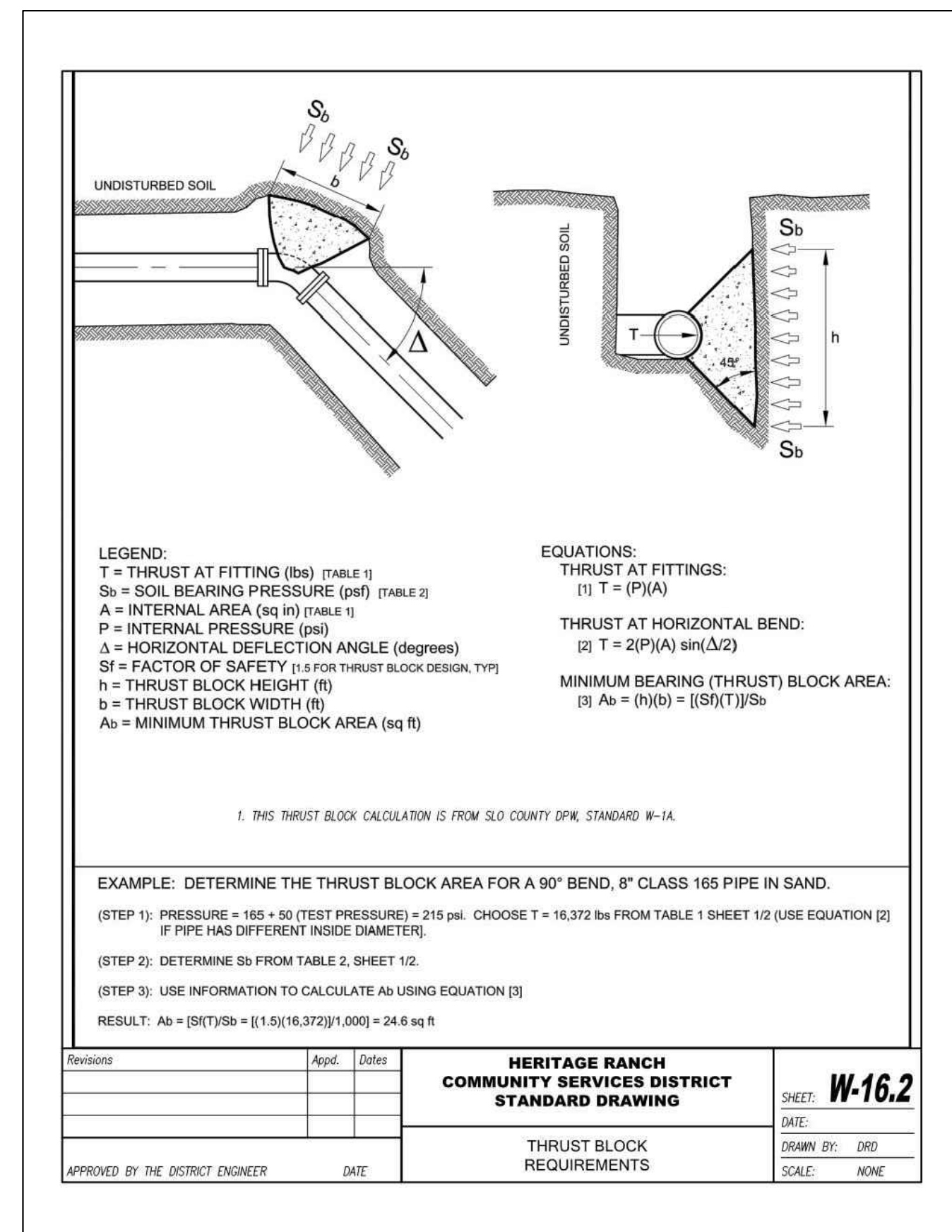
NOTES:

- SCARIFY SUBGRADE TO A DEPTH OF 18" BELOW CONCRETE PAD.
- PLACE CLASS 2 AB IN THIN LIFTS, MOISTURE CONDITION TO OPTIMUM MOISTURE CONTENT, AND COMPACT TO A MINIMUM OF 95% OF MAXIMUM DRY DENSITY (ASTM D1557).
- THICKENED EDGE EMBEDMENT SHALL BE A MINIMUM OF 6" BELOW FINISH GRADE.



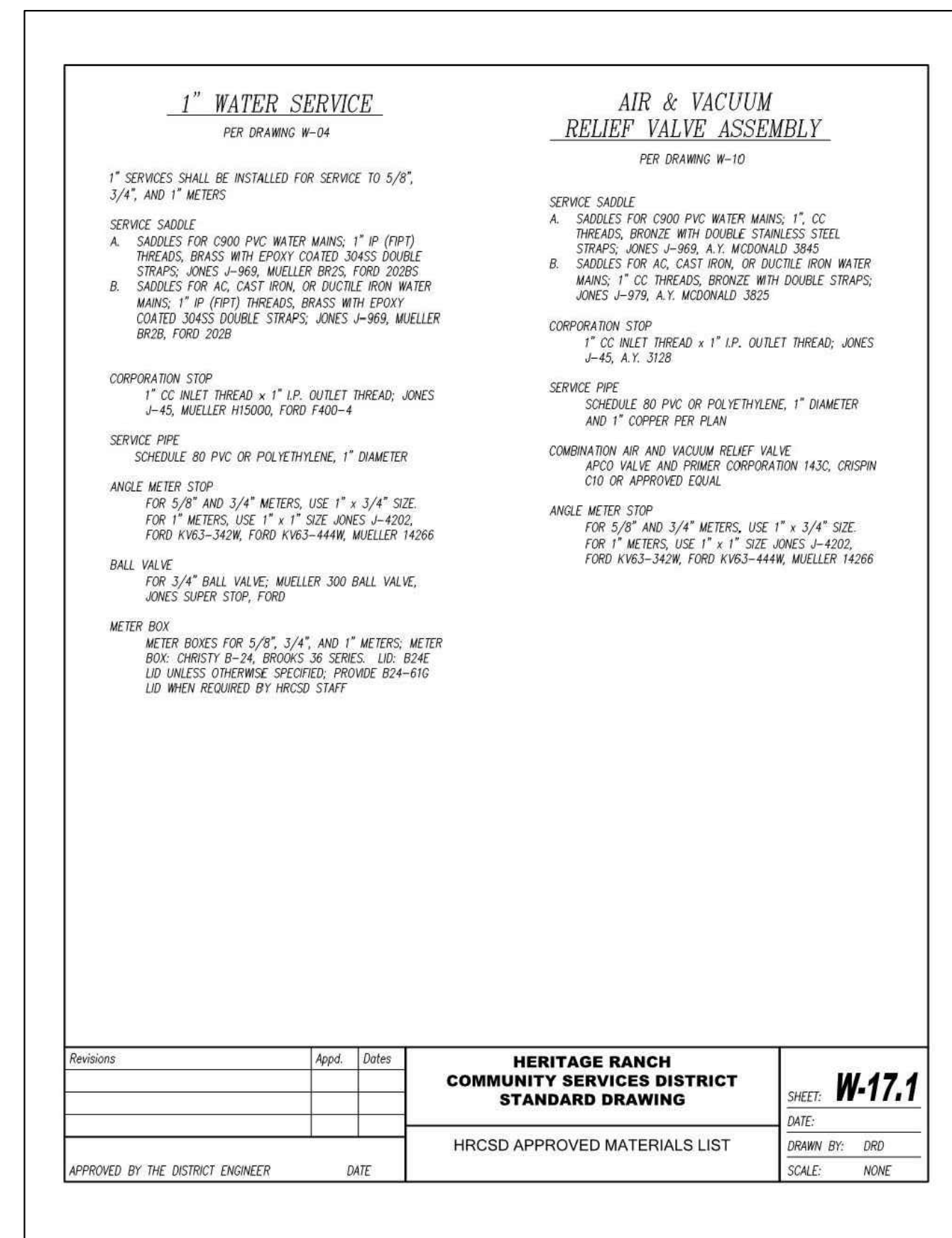
3 TRENCH DETAIL

Scale: NTS



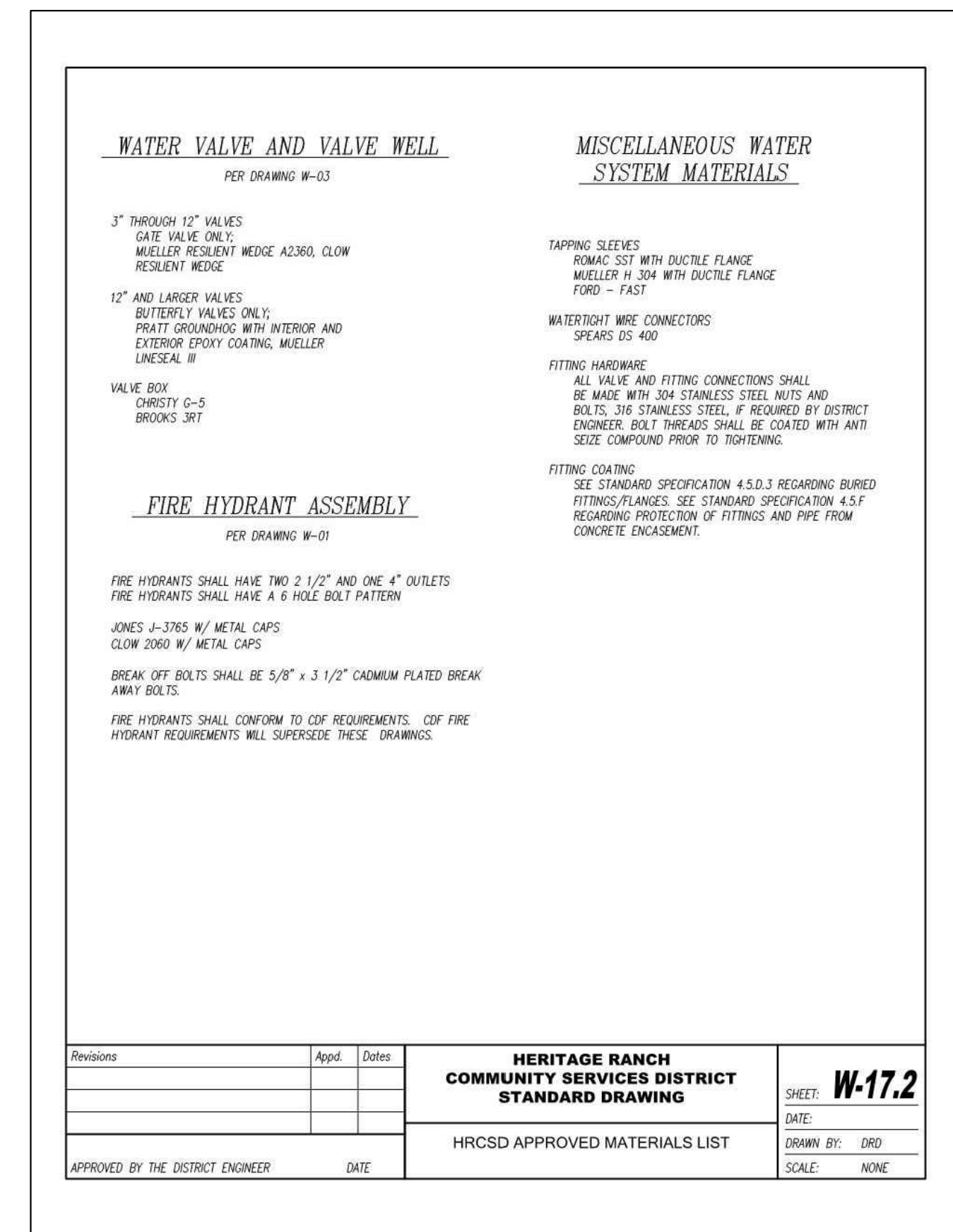
4 THRUST BLOCK DETAIL

Scale: NTS



5 HRCSD APPROVED MATERIALS

Scale: NTS

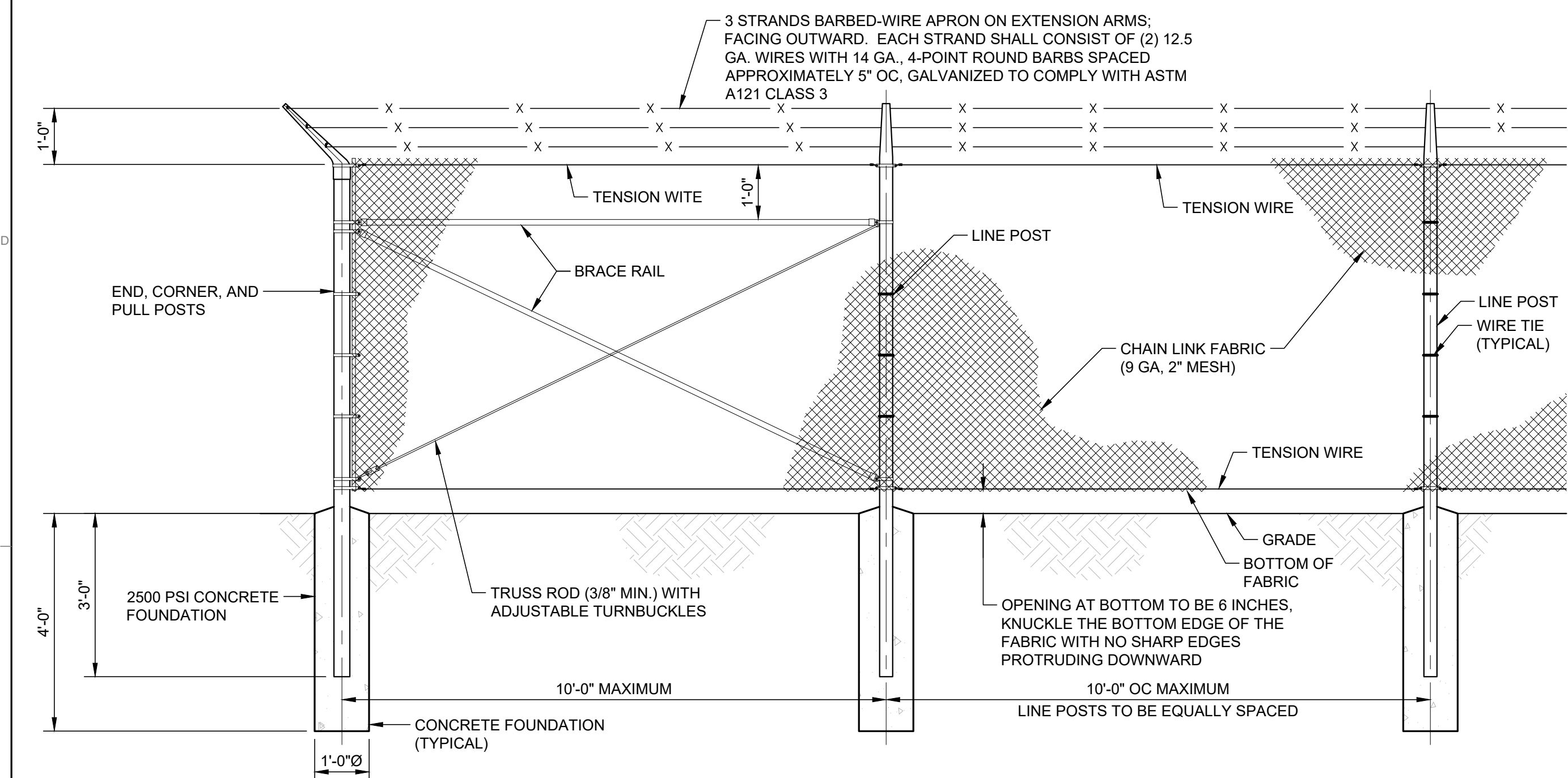


6 HRCSD APPROVED MATERIALS

Scale: NTS

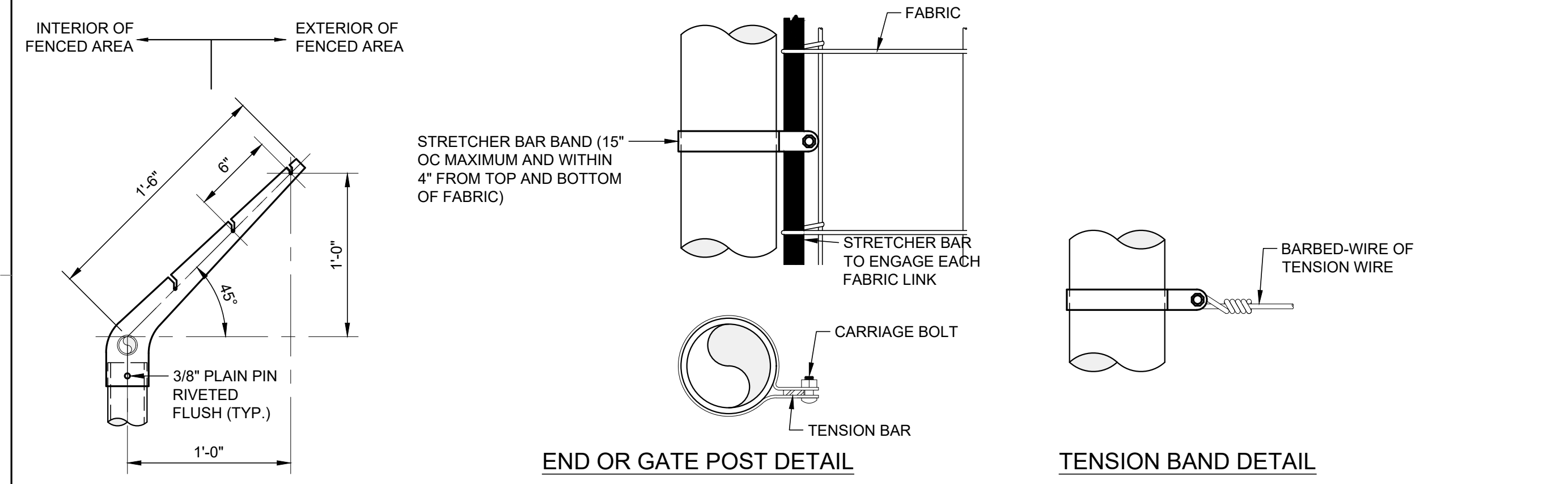
HERITAGE RANCH CSD
 RAW WATER VERTICAL INTAKE NO. 1
 PHASE 2 PROJECT
 CIVIL DETAILS

JOB #: 160-0001-06-0100
 DESIGNERS: SGT
 DRAWN BY: GCH
 DATE: 4/23/2021
 DRAWING NO.
 C3.1
 4 OF 9 SHEETS



6'-0" CHAIN LINK SECURITY FENCE

SCALE: NTS



FASTENING DETAILS

SCALE: 3" = 1'-0"

APRON ARM DTL.

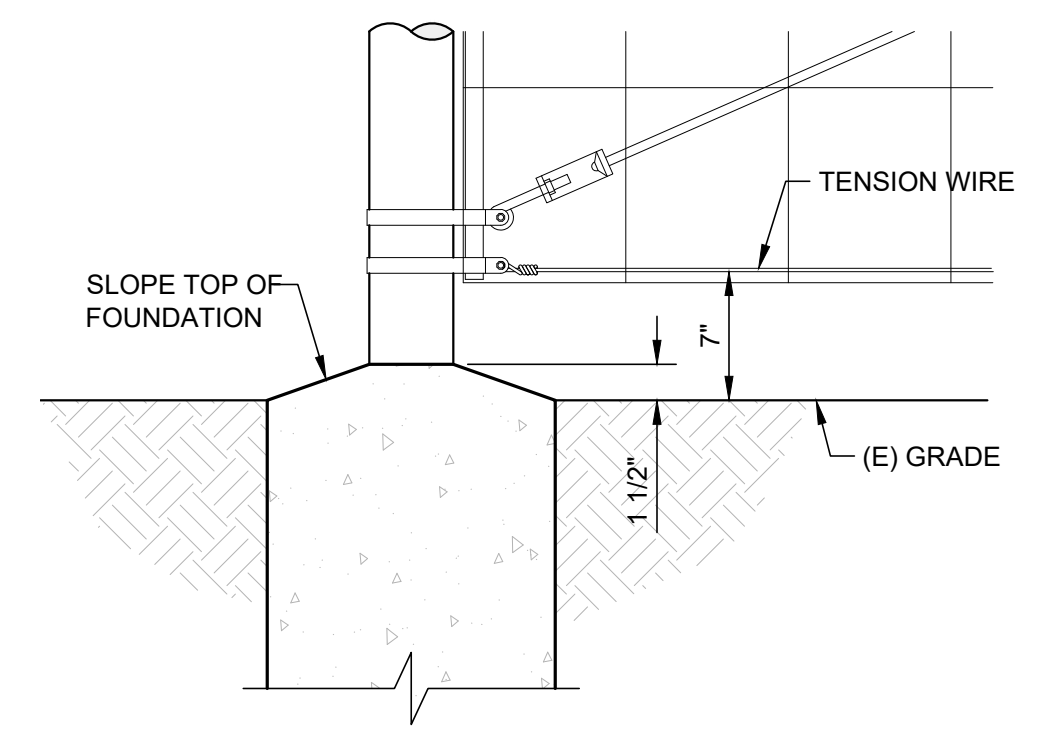
SCALE: 1 1/2" = 1'-0"

STEEL MEMBER SCHEDULE	
USE AND SECTION	MINIMUM OUTSIDE DIMENSIONS (NOMINAL)
CORNER, END & PULL POSTS	FABRIC WIDTH 72" OR LESS
TUBULAR - ROUND	3.50" OD (SCH. 40 MINIMUM) GALVANIZED PIPE
LINE POSTS	2.875" OD (SCH. 40 MINIMUM) GALVANIZED PIPE
TUBULAR - ROUND	
TOP, BOTTOM & BRACE RAILS	1.25" OD (SCH. 40 MINIMUM) GALVANIZED PIPE
TUBULAR - ROUND	
GATE LEAVES OVER 6'-0", LESS THAN OR EQUAL TO 13'-0"	3.50" OD (SCH. 40 MINIMUM) GALVANIZED PIPE
BOTTOM RAIL	NOT USED
TENSION WIRE	7 GAUGE GALVANIZED PER ASTM A116, CLASS 3
POST BRACING ASSEMBLY	1.66" OD (SCH. 40 MINIMUM) GALVANIZED PIPE
STRETCHER BAR	1/4" x 3/4" BANDS TO BE 15" OC MAXIMUM

ALL STRUCTURAL AND ROLL FORMED SHAPES SHALL CONFORM TO ASTM A36, GALVANIZED COATING CONFORMING TO ASTM A123

ALL TUBULAR MEMBERS SHALL COMPLY WITH PROVISIONS OF ASTM A120, SCH. 40; GALVANIZED COATING CONFORMING TO ASTM A123.

ALL ACCESSORIES EXCEPT WIRE TIES AND BARBED-WIRE SHALL BE GALVANIZED CONFORMING TO ASTM A153.



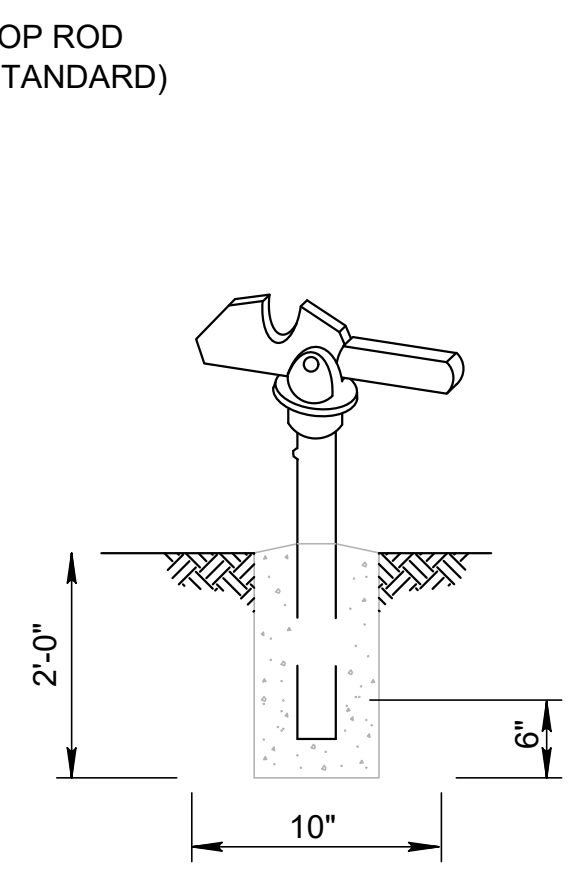
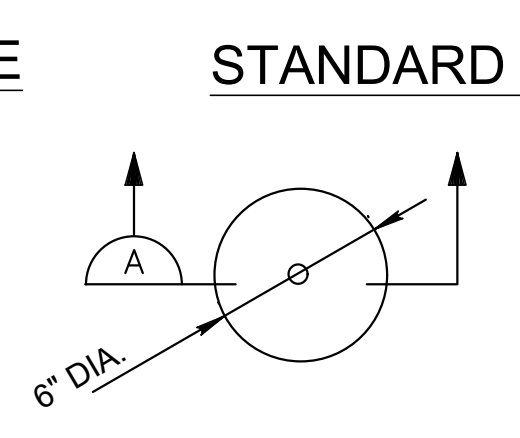
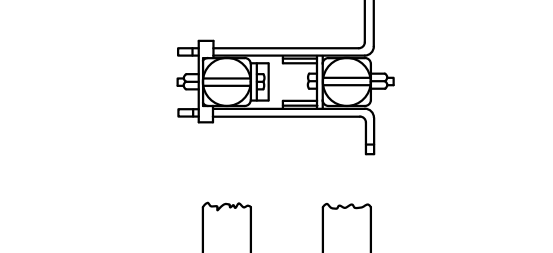
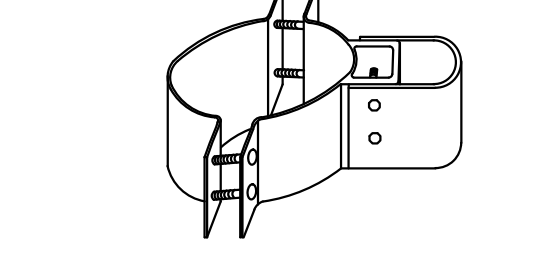
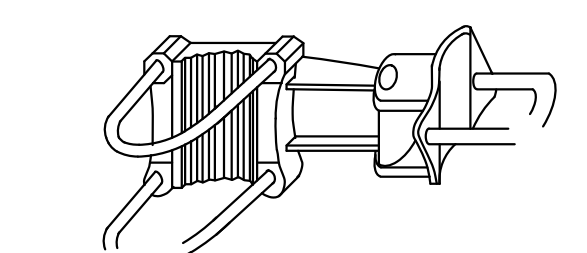
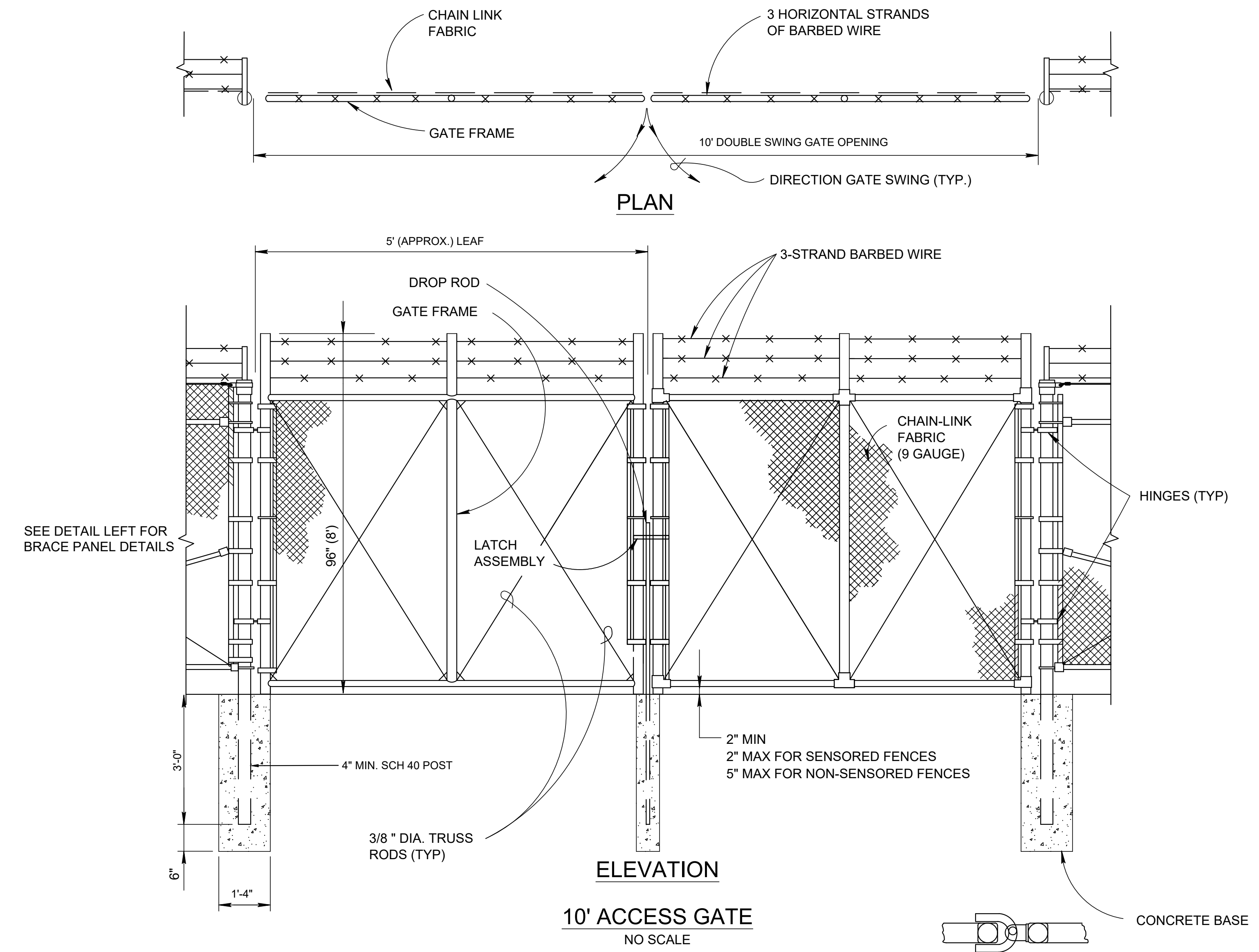
SCALE: 1 1/2" = 1'-0"

NOTES:

- DETAILS SHOWN ARE TO CLARIFY REQUIREMENTS AND ARE NOT INTENDED TO LIMIT OTHER TYPES OF FENCE SECTIONS AND METHODS OF INSTALLATION THAT COMPLY WITH THE SPECIFICATIONS.
- WIRE TIES, RAILS, POSTS, AND BRACES SHALL BE CONSTRUCTED ON THE SECURE SIDE OF THE FENCE ALIGNMENT. CHAIN-LINK FABRIC SHALL BE PLACED ON THE SIDE OPPOSITE THE SECURE AREA.
- UNLESS SPECIFICALLY SHOWN OR SPECIFIED, ALL SECURITY FENCE SHALL HAVE A BARBED-WIRE APRON EXTENDED OUTWARD FROM THE AREA BEING PROTECTED.
- FOR TYING FABRIC TO LINE POSTS, PLACE TIES AT 14" OC FOR TYING FABRIC TO RAILS AND BRACES, PLACE TIES AT 24" OC. FOR TYING FABRIC TO TENSION WIRES, USE 11 GA. HOG RINGS AT 24" OC. ALL TIES TO BE 11 GA. GALVANIZED STEEL WIRE.

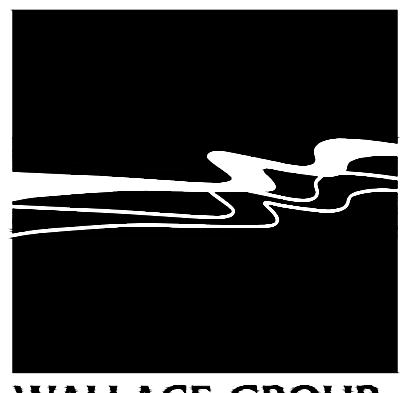
6'-0" CHAIN LINK SECURITY FENCE AND SWING GATE DETAILS

Scale: AS SHOWN



NOTES:

- SWING GATES SHALL BE CONSTRUCTED WITH DROP RODS, PADLOCKS, LATCH ASSEMBLY AND GATE KEEPERS EXCEPT AS NOTED.
- ALL GATE FRAMES SHALL MEET THE MINIMUM REQUIREMENTS OF ASTM F900 1.90" NOMINAL (ROUND) OR 2.00" NOMINAL (SQUARE). GATE FRAMES SHALL BE OF WELDED CONSTRUCTION OR SHALL BE ASSEMBLED USING HEAVY FITTINGS. AT CONTRACTOR'S OPTION A WELDED HORIZONTAL BRACE MAY BE USED IN LIEU OF TRUSS RODS TO BRACE ALL-WELDED GATE FRAMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER RIGID CONSTRUCTION OF ALL GATES SUPPLIED.



WALLACE GROUP®
 CIVIL AND TRANSPORTATION ENGINEERING
 CONSTRUCTION MANAGEMENT
 LANDSCAPE ARCHITECTURE
 MECHANICAL ENGINEERING
 PLANNING
 PUBLIC WORKS ADMINISTRATION
 SURVEYING / GIS SOLUTIONS
 WATER RESOURCES

612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 T 805 544-4011 F 805 544-4294
 www.wallacegroup.us



SIGNATURE _____
 DATE SIGNED _____

These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.

HERITAGE RANCH CSD
 RAW WATER VERTICAL INTAKE NO. 1
 PHASE 2 PROJECT
 CIVIL DETAILS

JOB #: 160-0001-06-0100
 DESIGNERS: SGT
 DRAWN BY: GCH
 DATE: 4/23/2021

DRAWING NO.
 C3.2
 5 OF 9 SHEETS

LEGEND

NOTE: INTERPRET IN CONTEXT

LIGHT FIXTURES

- CEILING SURFACEMOUNT
- WALL SURFACEMOUNT
- PENDANT MOUNT
- RECESSED DOWNLIGHT
- RECESSED WALLWASH
- RECESSED FLOOR
- SURFACE FLOOR
- FLOOR STRIP UON
- TRACK LIGHT
- DIRECTIONAL FLOOD
- EMERGENCY FIXTURE
- POLE LIGHT
- POLE LIGHT- DECORATIVE
- TANDEM-WIRED LAMPS
- BOLLARD
- EXIT LIGHT- WALL
- EXIT LIGHT- CEILING (ARROW INDICATES DIRECTION)
- LETTER ADJACENT INDICATES FIXTURE TYPE

CONDUIT/WIRE

- NEW
- UNDERGROUND
- NEW POWER HOMERUN (3 HOTS & NEUT SHOWN)
- ISOLATED GROUND
- EXISTING TO REMAIN
- (E) POWER HOMERUN
- CONDUIT STUB (W/MARKER)
- VERTICAL CONDUIT RUN
- CONDUIT SEAL
- FLEXIBLE CONNECTION
- LOW VOLTAGE
- SURFACEMOUNT RACEWAY

SWITCHES

- § SPST
- § DPST
- § 3-WAY
- § 4-WAY
- § DIMMER
- § TIMER SWITCH
- § WITHERMAL OVERLOAD
- § WPILOT LIGHT
- § KEY OPERATED
- § DUAL LEVEL SWITCHING
- § SWITCHLEG DESIGNATION
- § OCCUPANCY SENSOR

MISCELLANEOUS

- MOTOR
- THERMOSTAT
- CIRCUIT BREAKER
- FUSIBLE SWITCH
- PHASE
- GROUND

POWER/COMM.

- SINGLE RECEPT
- DUPLEX RECEPT
- GROUND FAULT CIRCUIT INTERRUPT
- MOUNTED ABOVE COUNTER
- DUPLEX- HALF SWITCHED
- DOUBLE DUPLEX
- SPECIAL CONFIGURATION
- DUPLEX- FLOOR OUTLET
- JUNCTION BOX
- ▼ TELEPHONE OUTLET
- ▼ DATA OUTLET
- ▼ PHONE/DATA COMBO OUTLET
- ▼ MOUNTED ABOVE COUNTER
- SAFETY DISCONNECT
- TELEVISION OUTLET
- MOTOR STARTER

ABBREVIATIONS

- A AMPERE
- AF AMP FUSE RATING
- AFF ABOVE FINISH FLOOR
- AFG ABOVE FINISH GRADE
- AIC AMPERES INTERRUPT CAPACITY
- AS AMP SWITCH RATING
- BFG BELOW FINISH GRADE
- CB CIRCUIT BREAKER
- CEC CA ELECTRICAL CODE
- CKT CIRCUIT
- C CONDUIT
- C.O. CONDUIT ONLY
- (E) EXISTING
- EC ELECTRICAL CONTRACTOR
- EF# EXHAUST FAN
- (EXN) (E) IN (N) LOCATION
- (EXR) (E) TO BE (R)
- (F) FUTURE
- FA FIRE ALARM
- FACP FIRE ALARM CONTROL PANEL
- G GROUNDING CONDUCTOR
- GC GENERAL CONTRACTOR
- GFI GROUND FAULT CKT INTERRUPTER
- GND GROUND
- GRS GALVANIZED RIGID STEEL
- GWS GANGED WITH SWITCH
- IG ISOLATED GROUND
- LTG LIGHTING
- MC MECHANICAL CONTRACTOR
- MCB MAIN CIRCUIT BREAKER
- MLO MAIN LUGS ONLY
- MSB MAIN SWITCHBOARD
- MTTB MAIN TELEPHONE TERMINAL BOARD
- (N) NEW
- NIC NOT IN CONTRACT
- NL NIGHT LIGHT
- P POLE
- PV PHOTOVOLTAIC
- (R) RELOCATE(D)
- (TBR) TO BE REMOVED
- TYP TYPICAL
- UC UNDERCABINET
- UG UNDERGROUND
- UON UNLESS OTHERWISE NOTED
- V VOLT
- VA VOLT AMPERES
- W WATT, WIRE
- WP WEATHERPROOF (NEMA 3R)

GENERAL NOTES

- CODE COMPLIANCE: ALL WORK SHALL CONFORM TO AND BE PERFORMED IN ACCORDANCE WITH CODES, STANDARDS, AND ORDINANCES AS SET FORTH BY THE AUTHORITIES HAVING JURISDICTION AND THEIR LATEST ADOPTED EDITIONS (IN EFFECT AT TIME OF BUILDING PERMIT APPLICATION) OF THE FOLLOWING PUBLICATIONS:
 - CALIFORNIA CODE OF REGULATIONS TITLE 24; INCLUDES 2019 CALIFORNIA ELECTRICAL CODE, 2019 CALIFORNIA FIRE CODE, 2019 CALIFORNIA BUILDING CODE, ETC. WITH LOCAL AMENDMENTS AS APPLICABLE.
 - AMERICANS WITH DISABILITIES ACT (ADA).
 - SAFETY: THE ELECTRICAL CONTRACTOR IS RESPONSIBLE TO MAINTAIN ALL EQUIPMENT IN A SAFE AND RESPONSIBLE MANNER. KEEP DEAD FRONT EQUIPMENT IN PLACE WHILE EQUIPMENT IS ENERGIZED. CONDUCT ALL CONSTRUCTION OPERATIONS IN A SAFE MANNER FOR EMPLOYEES AS WELL AS OTHER WORKPERSONS OR ANYONE VISITING THE JOB SITE. PROVIDE BARRIERS, FLAGS, TAPE, ETC. AS REQUIRED FOR SAFETY. THE CONTRACTOR SHALL HOLD ALL PARTIES HARMLESS OF NEGLIGENT SAFETY PRACTICES, WHICH MAY CAUSE INJURY TO OTHERS ON OR NEAR THE JOB SITE.
 - BEFORE ROUGH-IN, VERIFY ALL MOUNTING HEIGHTS AND EXACT LOCATIONS FOR ALL EQUIPMENT ELECTRICAL CONNECTIONS, STUB-UPS, RECEPTACLES, OUTLETS, ETC. WITH ARCHITECT OR OWNER.
 - SAFETY: THE ELECTRICAL CONTRACTOR IS RESPONSIBLE TO MAINTAIN ALL EQUIPMENT IN A SAFE AND RESPONSIBLE MANNER. KEEP DEAD FRONT EQUIPMENT IN PLACE WHILE EQUIPMENT IS ENERGIZED. CONDUCT ALL CONSTRUCTION OPERATIONS IN A SAFE MANNER FOR EMPLOYEES AS WELL AS OTHER WORKPERSONS OR ANYONE VISITING THE JOB SITE. PROVIDE BARRIERS, FLAGS, TAPE, ETC. AS REQUIRED FOR SAFETY. THE CONTRACTOR SHALL HOLD ALL PARTIES HARMLESS OF NEGLIGENT SAFETY PRACTICES, WHICH MAY CAUSE INJURY TO OTHERS ON OR NEAR THE JOB SITE.
 - EQUIPMENT ANCHORAGE NOTE
ALL MECHANICAL AND ELECTRICAL EQUIPMENT SHALL BE ANCHORED OR BRACED TO MEET THE HORIZONTAL AND VERTICAL FORCES PRESCRIBED IN THE 2019 CBC, SECTIONS 1613A AND 1616A AND ASC 7-10 SECTIONS 13.3, 13.4 & 13.6.

THE ATTACHMENT OF THE FOLLOWING ITEMS SHALL BE DESIGNED TO RESIST THE FORCES PRESCRIBED ABOVE, BUT NEED NOT BE DETAILED ON THE PLANS PER 2019 CBC SECTION 1616A.1.18:
 - ARCHITECTURAL, MECHANICAL, AND ELECTRICAL COMPONENTS IN SEISMIC DESIGN CATEGORIES D, E, OR F THAT MEET ALL OF THE CRITERIA LISTED IN 2019 SECTION 1616A.1.18 ITEM 3.
 - EQUIPMENT WEIGHING LESS THAN 20 POUNDS SUPPORTED BY VIBRATION ISOLATORS.
 - EQUIPMENT WEIGHING LESS THAN 20 POUNDS SUSPENDED FROM A ROOF OR FLOOR OR HUNG FROM A WALL.
- FOR THOSE ELEMENTS THAT DO NOT REQUIRE DETAILS ON THE APPROVED DRAWINGS, THE INSTALLATION SHALL BE SUBJECT TO THE APPROVAL OF THE MECHANICAL/ELECTRICAL ENGINEER.
- ELECTRICAL DISTRIBUTION SYSTEM BRACING NOTE**
- ELECTRICAL DISTRIBUTION SYSTEMS SHALL BE BRACED TO RESIST THE FORCES PRESCRIBED IN ASC 7-10 SECTION 13.3 AS DEFINED IN ASC 7-10 SECTION 13.6.8, 13.6.7, AND 13.6.5.5, ITEM 6, RESPECTIVELY.
- THE BRACING AND ATTACHMENTS TO THE STRUCTURE SHALL COMPLY WITH ONE OF THE OSHPD PRE-APPROVALS WITH AN OPA# SUCH AS MASON INDUSTRIES (OPA 349), OR ISAT (OPA 485) AS MODIFIED TO SATISFY ANCHORAGE REQUIREMENTS OF ACI 318, APPENDIX D.
- COPIES OF THE MANUAL SHALL BE ON THE JOBSITE PRIOR TO STARTING HANGING AND BRACING OF THE PIPE, DUCTWORK, AND ELECTRICAL DISTRIBUTION SYSTEMS.
- THE STRUCTURAL ENGINEER OF RECORD SHALL VERIFY THE ADEQUACY OF THE STRUCTURE TO SUPPORT THE HANGER AND BRACE LOADS.

MECHANICAL SYSTEMS

- MECHANICAL UNIT CONDUITS: TO PREVENT DAMAGE DUE TO VIBRATION, BOTH POWER AND CONTROL WIRING CONDUITS FEEDING EXTERIOR MECHANICAL UNITS SHALL BE PROVIDED AND INSTALLED BY ELECTRICAL CONTRACTOR WITH LIQUID TIGHT FLEXIBLE TYPE AT FINAL CONNECTION TO UNIT AND BETWEEN ROOF JACK AND DISCONNECT SWITCH WHERE DISCONNECT IS MOUNTED ON UNIT.
- MECHANICAL CONTROLS ROUGH-IN: PROVIDE AND INSTALL J-BOX, RING AND CONDUIT (SIZE ALL AS REQUIRED) FROM EACH MECHANICAL CONTROLS LOCATION TO CONTROLLED MECHANICAL UNITS.
- T-STAT J-BOXES: PROVIDE AND INSTALL 4" SQUARE JUNCTION BOX WITH 1-GANG RING AND 1/2" CONDUIT TO ACCESSIBLE CEILING SPACE ABOVE AT EACH THERMOSTAT LOCATION.
- EXHAUST FANS SHALL BE PROVIDED & INSTALLED BY MECHANICAL CONTRACTOR WITH WIRING CONNECTIONS MADE BY ELECTRICAL CONTRACTOR.
- MECHANICAL EQUIPMENT CONTROLS: MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL LOW VOLTAGE WIRE AND CONNECTIONS (BELOW 120 VOLT) TO AND FROM ALL MECHANICAL CONTROL DEVICES. ALL LOW VOLTAGE CONTROL WIRE SHALL BE IN CONDUIT, UNLESS OTHERWISE NOTED.
- PULLROPES: ANY RACEWAY WITHOUT CABLE OR WIRE SHALL BE INSTALLED WITH MINIMUM 200 POUND TEST PULL LINE AND LARGER IF REQUIRED BY SERVING UTILITY COMPANY. ANY NEW OR EXISTING COMMUNICATION OR SIGNAL RACEWAY ROUTED BETWEEN BUILDINGS, SIGNAL CABINETS, AND/OR SIGNAL CLOSETS WITH FUTURE CAPACITY SHALL BE INSTALLED WITH MINIMUM 200 POUND TEST PULL LINE AS WELL AS THE CALLED FOR CABLE.

EXISTING BUILDINGS/EQUIPMENT

- ASBESTOS: IF DURING THE COURSE OF WORK THE CONTRACTOR OBSERVES THE EXISTENCE OF ASBESTOS, OR ASBESTOS-BEARING MATERIALS, THE CONTRACTOR SHALL IMMEDIATELY TERMINATE FURTHER WORK ON THE PROJECT AND NOTIFY THE OWNER OF THE CONDITION. THE OWNER WILL, AFTER CONSULTATION WITH THE OWNER'S REPRESENTATIVE, DETERMINE A FURTHER COURSE OF ACTION.
- ANY DEMOLITION WORK SHOWN WAS PREPARED FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER DOES NOT REPRESENT THAT ALL ITEMS WHICH MAY REQUIRE DEMOLITION HAVE BEEN SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CAREFULLY EXAMINE THE SITE AND THE CONTRACT DOCUMENTS AND TO PERFORM ALL DEMOLITION AND RECONSTRUCTION WHICH MAY BE REQUIRED FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK.
- EXISTING CONDITIONS: INFORMATION SHOWN FOR EXISTING CONDITIONS WAS PRIMARILY GAINED FROM "AS BUILT" DRAWINGS AND/OR LIMITED FIELD INVESTIGATION. BEFORE BID, VISIT SITE TO VERIFY EXISTING CONDITIONS AND MAKE ALLOWANCE FOR VARIATIONS FROM THAT SHOWN.
- EXISTING CONDUCTORS: INTERCEPT, EXTEND, REROUTE, REPULL CONDUCTORS, SPLICE AND OTHERWISE MODIFY EXISTING CONDUCTORS OF ALL SYSTEMS AS REQUIRED TO MAINTAIN AND/OR ESTABLISH PROPER FUNCTION AND SATISFY DESIGN INTENT. REMOVE ABANDONED CONDUCTORS.
- EXISTING COMMUNICATIONS, DATA AND CATV AND OTHER LOW VOLTAGE TYPE SYSTEM OUTLET LOCATIONS SHOWN ON THE PLAN TO BE RELOCATED SHALL BE PERFORMED BY THE ELECTRICAL CONTRACTOR. MODIFY EXISTING SYSTEM AS REQUIRED FOR FULL FUNCTION (SAME AS EXISTING) IN NEW LOCATION.



- (E) METER MAIN.
- (E) SCADA COMPARTMENT.
- (E) MANUAL TRANSFER SWITCH AND GENERATOR RECEPTACLE.

1 EXISTING MCC 'MSB' - EXTERIOR
NTS



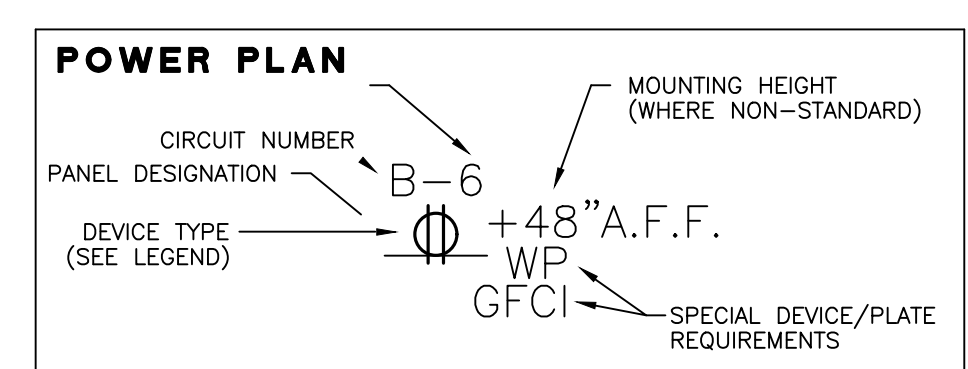
- (E) COMPARTMENT SPACE WITH INTERMATIC TIMER.
- (E) COMPARTMENT SPACE (EMPTY).

2 EXISTING MCC 'MSB' - PARTIAL INTERIOR
NTS

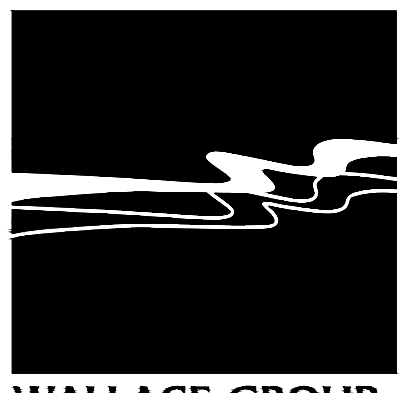
MISCELLANEOUS

- X NUMBERED SHEET NOTES: REFERS TO NOTES ON SAME SHEET AS REFERENCE
- Z X DETAIL REFERENCE:
Z = DETAIL DESIGNATION
X = SHEET NUMBER REFERENCE
- Y X MECHANICAL SYSTEMS TAG
(REFER TO MECHANICAL SHEETS)
Y = UNIT TYPE
X = UNIT NUMBER
- 3103 FEEDER SCHEDULE DESIGNATION
(EXAMPLE: 3103 = 310 AMPERE, 600V, 3 CURRENT CARRYING CONDUCTORS, PREFIXES: 'M' INDICATES MEDIUM VOLTAGE, 'C014' INDICATES CONDUIT ONLY, QUANTITY (1) AND SIZE (4")

CIRCUITING LEGEND



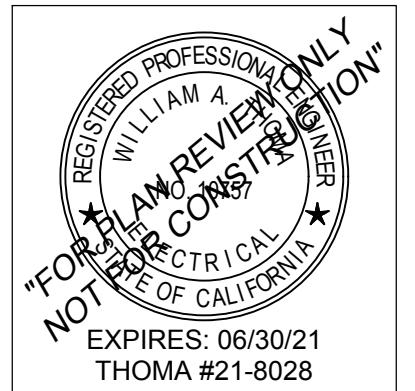
- BRANCH CIRCUIT AND HOMERUN WIRING SHOWN ON PLANS SHALL BE 3/4" C, (3)#12 COPPER CONDUCTORS PER BRANCH CIRCUIT, UNLESS OTHERWISE NOTED. PROVIDE ALL BRANCH CIRCUIT WIRING FROM FIXTURES/DEVICES TO PANEL(S) AS DESCRIBED BY CIRCUIT NUMBERS SHOWN.
- PROVIDE ALL WIRING BETWEEN WIRING DEVICES AND CONTROL DEVICES AS DESCRIBED IN REFERENCE NOTES AND/OR SHOWN BY SWITCHLEG DESIGNATIONS.
- HOME RUN CONDUITS SHALL BE MINIMUM 3/4" C, MAX OF (3) BRANCH CIRCUITS PER CONDUIT, UNLESS OTHERWISE NOTED. EACH 120V BRANCH CIRCUIT SHALL HAVE DEDICATED NEUTRAL.
- PROVIDE ALL BRANCH CIRCUIT WIRING FROM MECH. EQUIPMENT TO PANELS.



WALLACE GROUP

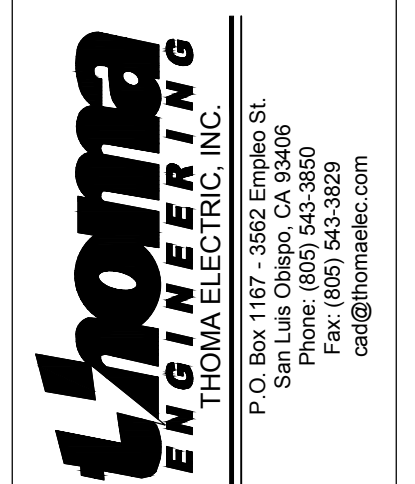
CIVIL AND TRANSPORTATION ENGINEERING
CONSTRUCTION MANAGEMENT
LANDSCAPE ARCHITECTURE
MECHANICAL ENGINEERING
PLANNING
PUBLIC WORKS ADMINISTRATION
SURVEYING / GIS SOLUTIONS
WATER RESOURCES

612 CLARION COURT
SAN LUIS OBISPO, CA 93401
T 805 544-4011 F 805 544-4294
www.wallacegroup.us



SIGNATURE
DATE SIGNED

These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.
Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.

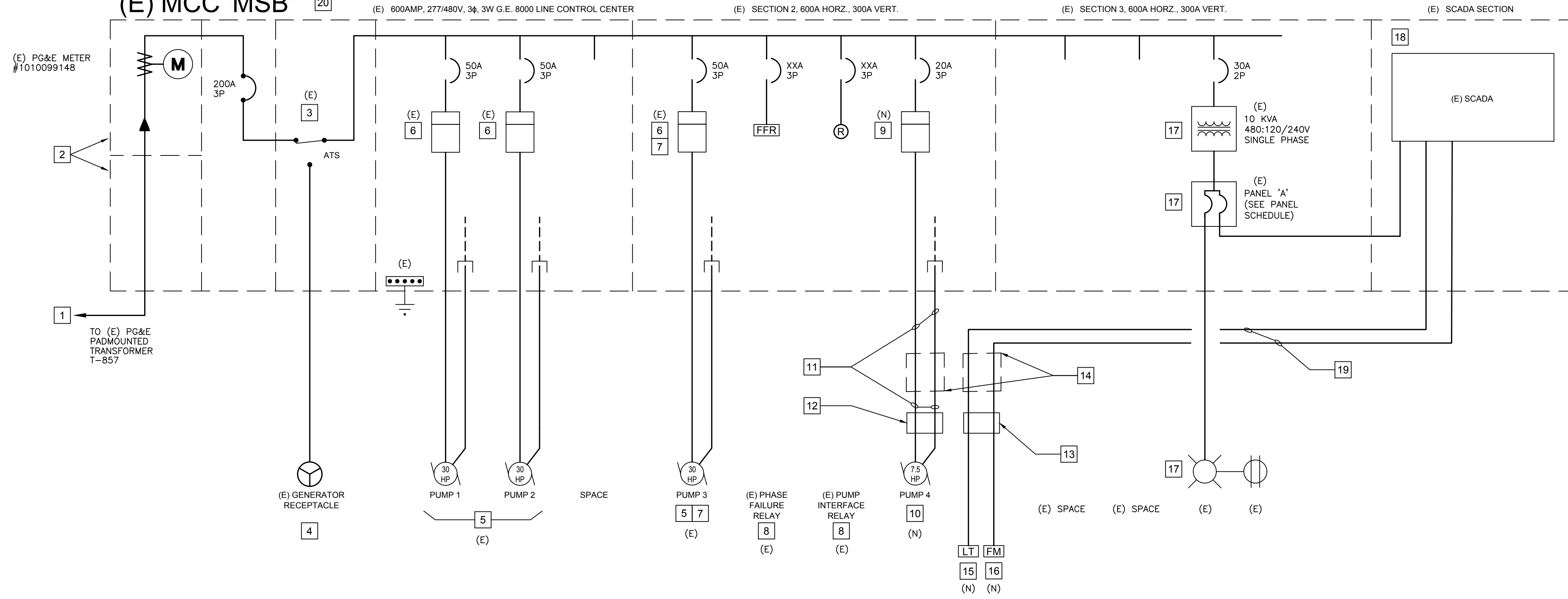


HERITAGE RANCH CSD
RAW WATER VERTICAL INTAKE NO. 1
PHASE 2 PROJECT
ELECTRICAL GENERAL NOTES, LEGEND & ABBREVIATIONS

JOB #: 160-0001-06-0100
DESIGNERS: CP
DRAWN BY: TE
DATE: 4/23/2021

DRAWING NO.
E0.1
6 OF 9 SHEETS

(E) MCC 'MSB'



SINGLE LINE DIAGRAM NOTES

- IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO CONTACT AND COORDINATE WITH THE SERVING UTILITY TO ENSURE ALL SERVING UTILITY REQUIREMENTS ARE MET.
- SERIES RATED EQUIPMENT IS NOT ALLOWED ON THIS PROJECT.
- ALL CONDUCTORS SHALL BE COPPER WITH TYPE (THHN/THWN) INSULATION UNLESS OTHERWISE NOTED.
- ALL SWITCHES, CIRCUIT BREAKERS AND OTHER EQUIPMENT, AS SPECIFIED, SHALL HAVE TERMINATION PROVISIONS LISTED AND IDENTIFIED FOR USE WITH 75 DEG. CONDUCTORS, AND ALL FEEDER CONDUCTORS, AND CONDUITS, ARE SIZE BASED ON USE OF 75 DEG. C COPPER WIRES TYPE THWN/THHN.
- ALL EQUIPMENT SHALL HAVE AN APPROVED TESTING LABORATORY LABEL ATTACHED [UL, CSA, ETC.] (CEC 110-2).
- THE ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR COORDINATING AND PURCHASING EQUIPMENT REQUIRED FOR ACTUAL PUMP PURCHASED.
- REFER TO PANEL SCHEDULES FOR INDIVIDUAL BRANCH CIRCUIT VOLTAGE DROP AND SINGLE LINE DIAGRAM FOR FEEDER VOLTAGE DROP CALCULATIONS.
- BRANCH CIRCUIT/FEEDER DISTANCE IS SHOWN FOR REFERENCE ONLY AS THE BASIS OF VOLTAGE DROP CALCULATIONS. CONDUCTOR DISTANCE AS INDICATED SHALL NOT BE USED FOR BIDDING/CONSTRUCTION PURPOSES. SHOULD THE FEEDER DISTANCE EXCEED THE LENGTH NOTED PER INSTALLATION CONDITIONS, NOTIFY THE ENGINEER OF RECORD. TYPICAL.

HRCSD PUMP STATION

MCC 'MSB'										
BUS RATING: 600A, 480V, 3PH, 3W										
NEMA 3R										
AIC RATING: 65K										
DISTRIBUTION					CONNECTED VA (AMPS)					
Y (FT)	PANEL/LOAD	TRIP	POLES	COND SIZE	PHASE A	PHASE B	PHASE C	COND TYPE	CALC TYPE	
	PUMP 1	50	3		11072 (40.0A)	11072 (40.0A)	11072 (40.0A)	CB		
	PUMP 2	50	3		11072 (40.0A)	11072 (40.0A)	11072 (40.0A)	CB		
	PUMP 3	50	3		11072 (40.0A)	11072 (40.0A)	11072 (40.0A)	CB		
130	PUMP 4	20	3	12	3044 (11.0A)	3044 (11.0A)	3044 (11.0A)	CON		
	CTRL_PWR XFMR	30	2		5000 (18.1A)	5000 (18.1A)	0	CB		
					0	0	0			
KVA (AMPS):					41.28 (149.0A)	41.28 (149.0A)	36.28 (130.9A)			
Total KVA					118.78					
Total Amps					143					
					VD CALCULATION TYPE					
					CON CONNECTED LOAD					
					CB 80% OF BREAKER RATING					

BUS RATING: 100A 120/208V, 3PH, 4W																				
MAIN: 100A MAIN CIRCUIT BREAKER																				
SPACES: 24 FULL SIZE BOLT-ON CB SPACES																				
AIC RATING: KAIC PANEL																				
(E) PANEL																				
RECESSED, MOUNT, NEMA 1																				
LOCATION: INSIDE MCC 'MSB'																				
WITH EQUIPMENT GND BUS																				
CONNECTED VA					LOAD TYPE LEGEND															
CKT %VD	DIST (FT)	NOTES	LOAD TYPE	CKT	DESCRIPTION	TRIP	POLES	COND SIZE	PHASE A	PHASE B	PHASE C	COND SIZE	POLES	TRIP	DESCRIPTION	CKT	LOAD TYPE	NOTES	DIST (FT)	CKT %VD
				1												2	R			
				3												4				
				5												6				
				7												8				
				9												10				
				11												12				
				13												14				
				15												16				
				17												18				
				19	MCC AND MOTOR HEATERS	20	1									20				
				21	RECEPTACLES	20	1									22				
				23		15	1									24				
PANEL NOTES:					CON:					LOAD TYPE LEGEND										
					25%: 0 0 0					0 R RECEPTACLE										
					SUB: 0 0 0					0 L LIGHTING (125% OF CONNECTED LOAD CEC 215.2)										
					TOT: 0 0 0					0 M MECHANICAL										
					AMPS: 0 0 0					0 K KITCHEN APPLIANCE										
										0 N NON-CONTINUOUS MSC										
										0 C CONTINUOUS MSC (125% OF CONNECTED LOAD CEC 215.2)										

REFERENCE NOTES

- (E) UNDERGROUND SERVICE FEEDER TO PG&E TRANSFORMER T-857.
- (E) METER MAIN ENCLOSURE MOUNTED TO OUTSIDE/END OF G.E. MCC. SERVICE ENTRANCE IS LOCATED AT THE BOTTOM OF MCC SECTION 1.
- (E) 200A, 480V, 3Ø, 3W MANUAL TRANSFER SWITCH MOUNTED TO EXTERIOR OF MCC.
- (E) GENERATOR RECEPTACLE, APPLETON CAT. NO. ACR1044, 100A, 480V, 4W, 4P, STYLE 1 MOUNTED TO EXTERIOR OF MANUAL TRANSFER SWITCH.
- (E) PUMPS P1, P2, P3 AND CONTROL WIRING. NO WORK.
- (E) FVNR, 3Ø, SIZE 3 MOTOR STARTER WITH CONTROL POWER TRANSFORMER.
- (E) MOTOR STARTER LABELED PUMP 3 IS SPARE PUMP. NO WORK.
- (E) PHASE FAILURE RELAY AND PUMP INTERFACE RELAY'S IN INDIVIDUAL COMPARTMENTS. CONNECT TO (N) PUMP 4 STARTER SIMILAR TO (E) STARTERS.
- (N) 480V, 3Ø, SIZE 1, FVNR STARTER WITH 120V CONTROL POWER TRANSFORMER, HAND-OFF-AUTO SWITCH, RED/GREEN ON/OFF PUSH TO TEST LIGHTS, RUN TIME METER AND AUXILIARY CONTACTS AS REQUIRED TO INTERFACE WITH THE SCADA SYSTEM, WELL CONTROLS AND PHASE FAILER RELAY. INSTALL (N) STARTER IN LOWER TWO "SPACE" BUCKETS. RELOCATE INTERMATIC TIMER FROM UPPER BUCKET TO SCADA SECTION. CLEAN BUCKET SPACES AND PROVIDE ALL REQUIRED HARDWARE FOR THE INSTALLATION OF THE (N) STARTER AND CONTROLS INTERFACE. SEE SPECIFICATION SECTION 33 11 35 FOR DESCRIPTION OF PUMPS CONTROL REQUIREMENTS AND OPERATION.
- (N) 7.5HP, 480V, 3Ø SUBMERSIBLE PUMP. COORDINATE EXACT PUMP REQUIREMENTS PRIOR TO PURCHASING OF STARTER HARDWARE.
- (3) #12 THHN/THWN CU, (1) #12 GND - 3/4" CONDUIT, (1) 3/4" CONDUIT (SPARE), COORDINATE PUMP REQUIREMENTS PRIOR TO PURCHASE OF MATERIAL.
- PROVIDE (N) 10" X 08" X 4", NEMA 6P POLYCARBONATE ENCLOSURE WITH OPAQUE LOCKING LATCH COVER, INTEGRA ENCLOSURES #H10084S OR ENGINEER APPROVED EQUAL. SPLICE FEEDER TO WELL PUMP CABLING USING MECHANICAL, DIRECT BURIAL, WATERTIGHT, SPLICE/TAP ILSCO USFA/PDSS OR ENGINEER APPROVED EQUAL.
- PROVIDE (N) 8" X 8" X 4", NEMA 6P POLYCARBONATE ENCLOSURE WITH LOCKING LATCH COVER, INTEGRA ENCLOSURES #H8084S OR ENGINEER APPROVED EQUAL. PROVIDE PVC-COATED RGS AND/OR LIQUID-TIGHT FLEXIBLE CONDUIT AND OTHER REQUIRED MATERIALS TO COMPLETE CONNECTIONS TO LEVEL TRANSDUCER (IN WELL) AND FLOW METER (IN PIPING).
- PROVIDE TWO (2) (N) 11" X 17" UNDERGROUND PULL BOXES AT POINT ABOVE THE FLOOD PLAIN (SEE SHEET E-1.0) FOR POWER AND CONTROL CIRCUITS. COORDINATE EXACT LOCATION WITH CIVIL ENGINEER AND OWNER PRIOR TO INSTALLATION.
- (N) LEVEL TRANSDUCER INSTALLED IN THE WELL. PROVIDE AND COORDINATE CONNECTION TO WELL HEAD. INSTALL PER DETAIL 1, SHEET C3.0.
- (N) FLOW METER INSTALLED IN PIPING AT PAD. PROVIDE AND COORDINATE REQUIRED HARDWARE FOR INSTALLING METER WIRING. PROVIDE #16 TWISTED SHIELDED PAIR (TSP) OR MANUFACTURERS RECOMMENDED CABLE.
- (E) TRANSFORMER, PANELBOARD, LIGHT AND RECEPTACLE. RELOCATE INTERMATIC TIMER AS REQUIRED IN NOTE 9.
- (E) SCADA SECTION WITH CONTROL SYSTEM. COORDINATE WITH SCADA ENGINEER/PROGRAMMER FOR TERMINATION LOCATIONS AND TERMINATION TYPE REQUIRED TYPE.
- PROVIDE 1" CONDUIT FOR FLOW METER AND 1" CONDUIT FOR LEVEL TRANSDUCER WIRING.
- (E) PUMP STATION SERVICE/DISTRIBUTION MCC, G.E. 8000 LINE CONTROL CENTER, 600A, 480V, 3Ø, 3W NEMA 3R BOARD. SECTION 2 AND 3 ARE 600A HORIZONTAL AND 300A VERTICAL. IN SECTION 2 MODIFY AND PROVIDE THE REQUIRED HARDWARE IN THE BOTTOM TWO (2) COMPARTMENTS FOR THE INSTALLATION OF A SIZE 1 STARTER AND CONTROL HARDWARE AS DESCRIBED IN NOTE 9 ABOVE.



WALLACE GROUP
 CIVIL AND TRANSPORTATION ENGINEERING
 CONSTRUCTION MANAGEMENT
 LANDSCAPE ARCHITECTURE
 MECHANICAL ENGINEERING
 PLANNING
 PUBLIC WORKS ADMINISTRATION
 SURVEYING / GIS SOLUTIONS
 WATER RESOURCES

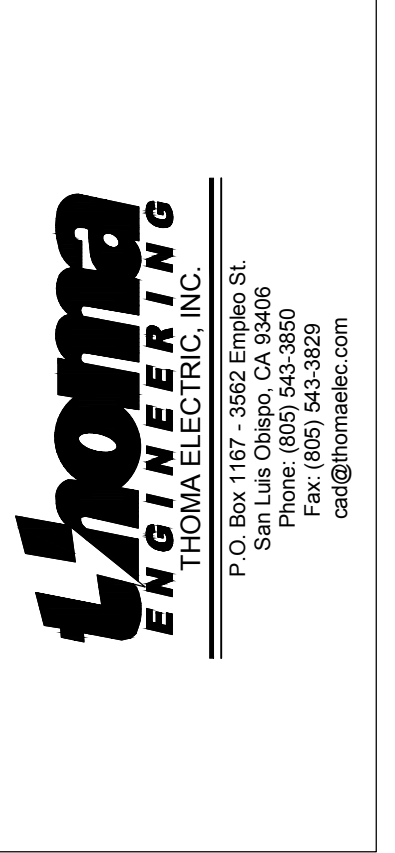
612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 T 805 544-4011 F 805 544-4294
 www.wallacegroup.us

SIGNATURE

DATE SIGNED

These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.

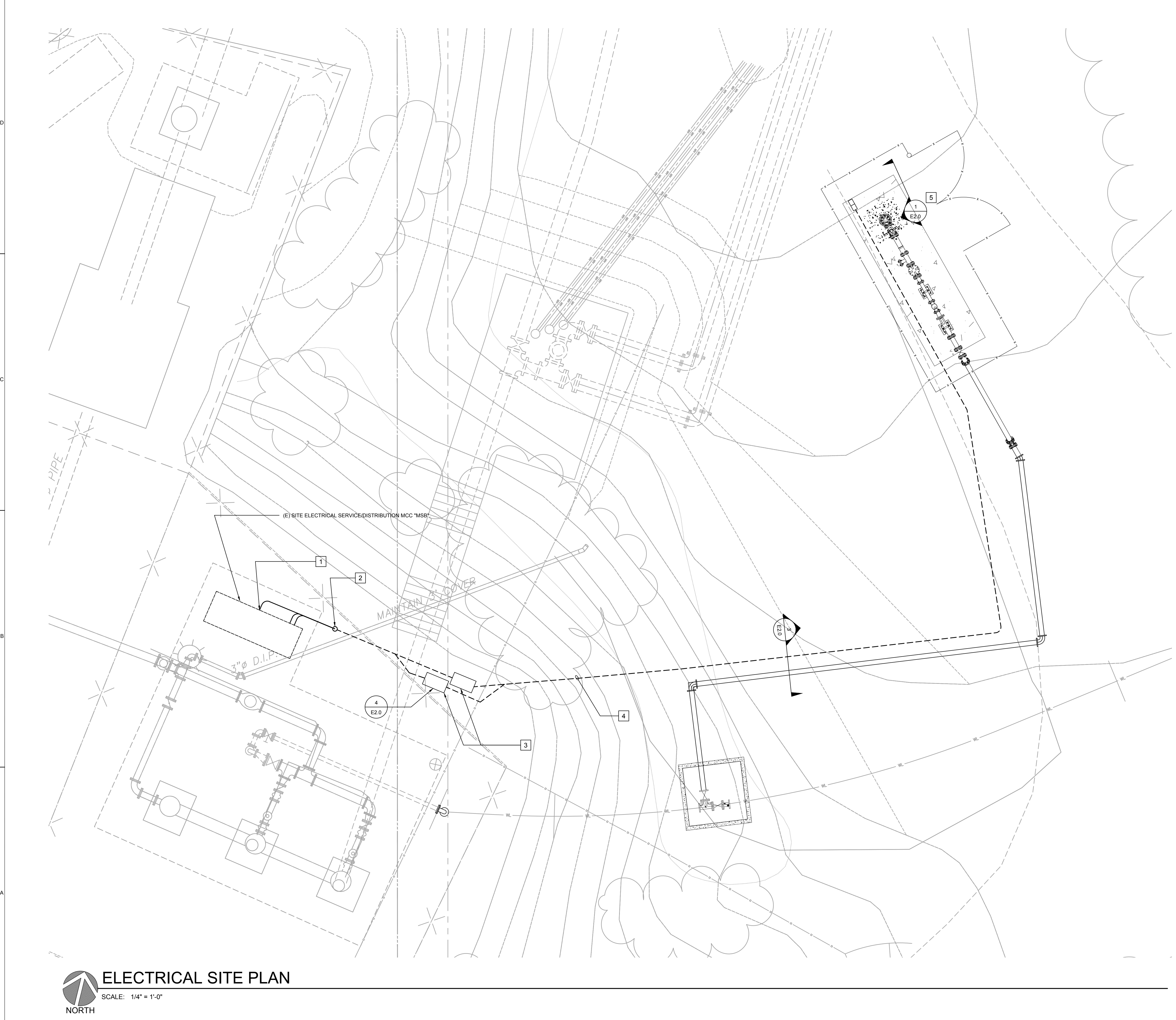
Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.



HERITAGE RANCH CSD
 RAW WATER VERTICAL INTAKE NO. 1
 PHASE 2 PROJECT
 SINGLE LINE DIAGRAM AND SCHEDULES

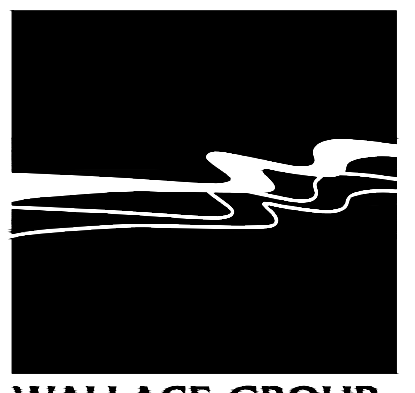
JOB #: 160-0001-06-0100
 DESIGNERS: CP
 DRAWN BY: TE
 DATE: 4/23/2021

DRAWING NO.
 E0.2
 7 OF 9 SHEETS



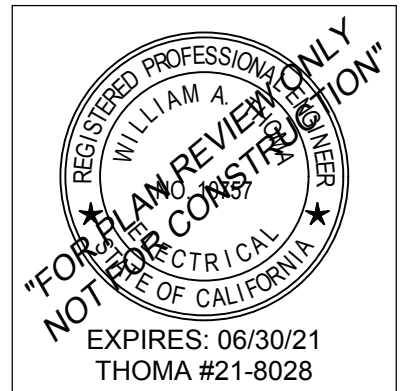
REFERENCE NOTES

1. (N) CONDUIT TO EXIT THE BACKSIDE OF MCC *MSB*. PROVIDE GALVANIZED CHANNEL, STACKED CONDUIT STRAPS, DURABLOCKS OR ENGINEERED APPROVED STANDOFF FOR CONDUIT SUPPORTS. CONDUIT TO BE A MINIMUM OF 2" ABOVE FINISHED CONCRETE.
2. TRANSITION FROM HORIZONTAL ON CONCRETE TO VERTICAL UNDERGROUND AT EDGE OF CONCRETE. PROVIDE ELBOW FOR EACH CONDUIT.
3. (N) 11" x 17" CONCRETE UNDERGROUND PULLBOXES. LABEL ONE POWER AND THE OTHER COMMUNICATIONS. PULLBOXES TO BE INSTALLED INSIDE THE (E) FENCE LINE. PROVIDE "KELLEM GRIPS" FOR WIRING LEAVING PULLBOXES AND HEADED DOWN THE HILL TO THE WELL HEAD AREA. SEAL CONDUITS WITH DUCT PUTTY AFTER CABLES HAVE BEEN INSTALLED IN ORDER TO HELP PREVENT WATER ENTERING THE CONDUITS. SEE SINGLE LINE DIAGRAM (SLD) ON SHEET E0.2 FOR CIRCUIT INFORMATION.
4. ROUTE U.G. CONDUITS AROUND RIP-RAP. COORDINATE EXACT ROUTING WITH CIVIL ENGINEER PRIOR TO INSTALLATION OF SYSTEM.
5. COORDINATE MOUNTING HEIGHT OF WIRING ENCLOSURES WITH FLOOD PLAIN HEIGHT AND CIVIL ENGINEER. SEE SHEET E2.0 FOR ADDITIONAL DETAILS.



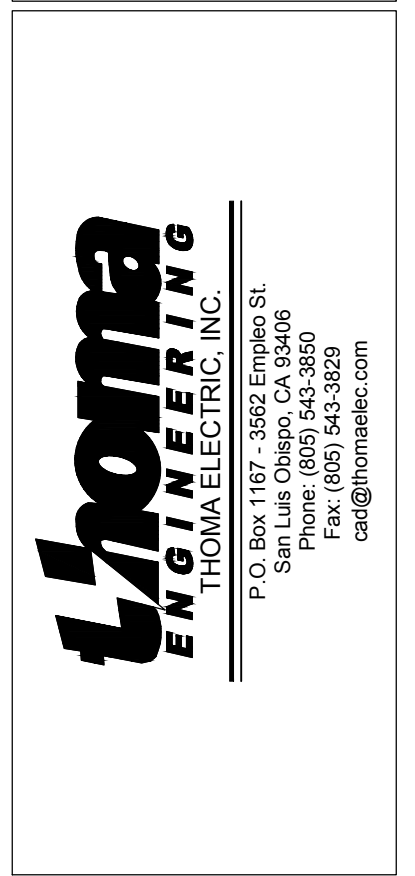
WALLACE GROUP®
 CIVIL AND TRANSPORTATION ENGINEERING
 CONSTRUCTION MANAGEMENT
 LANDSCAPE ARCHITECTURE
 MECHANICAL ENGINEERING
 PLANNING
 PUBLIC WORKS ADMINISTRATION
 SURVEYING / GIS SOLUTIONS
 WATER RESOURCES

612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 T 805 544-4011 F 805 544-4294
 www.wallacegroup.us



SIGNATURE
 DATE SIGNED

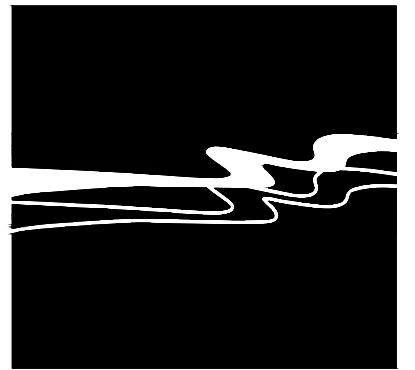
These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.
 Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.



HERITAGE RANCH CSD
 RAW WATER VERTICAL INTAKE NO. 1
 PHASE 2 PROJECT
 ELECTRICAL SITE PLAN

JOB #: 160-0001-06-0100
 DESIGNERS: CP
 DRAWN BY: TE
 DATE: 4/23/2021

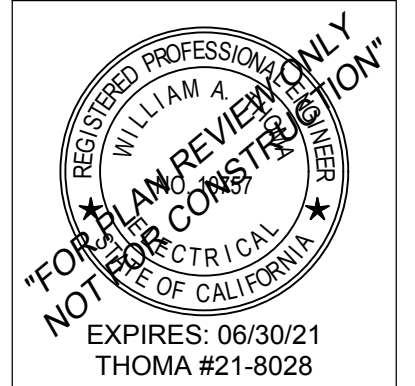
DRAWING NO.
E1.0
 8 OF 9 SHEETS



WALLACE GROUP®

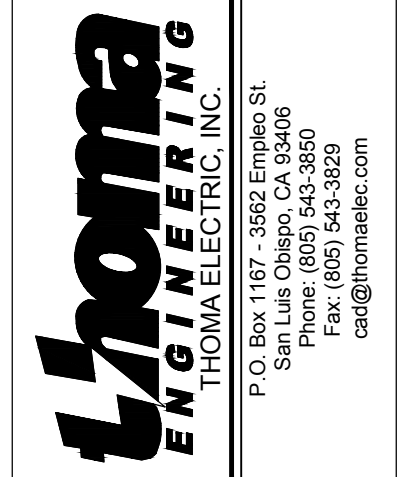
CIVIL AND TRANSPORTATION ENGINEERING
CONSTRUCTION MANAGEMENT
LANDSCAPE ARCHITECTURE
MECHANICAL ENGINEERING
PLANNING
PUBLIC WORKS ADMINISTRATION
SURVEYING / GIS SOLUTIONS
WATER RESOURCES

612 CLARION COURT
SAN LUIS OBISPO, CA 93401
T 805 544-4011 F 805 544-4294
www.wallacegroup.us



SIGNATURE
DATE SIGNED

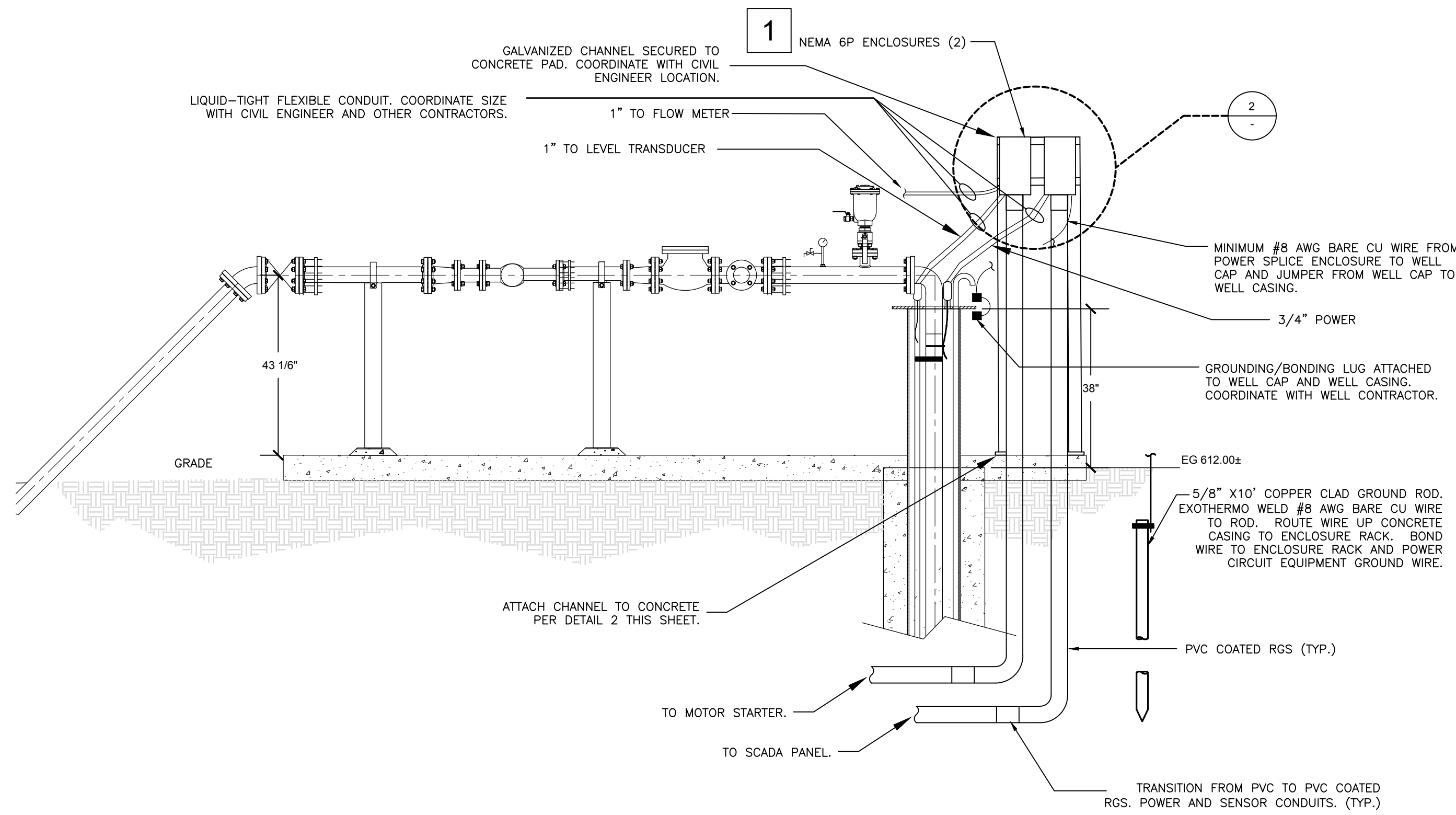
These plans and specifications, and the ideas and design incorporated herein, are instruments of service prepared for the construction of work shown hereon and shall not be used in whole or in part for any other project without written authority of Wallace Group, a California Corporation.
Copyright © 2021 Wallace Group, a California Corporation. All rights reserved. Copies of this drawing shall have this notice.



HERITAGE RANCH CSD
RAW WATER VERTICAL INTAKE NO. 1
PHASE 2 PROJECT
ELECTRICAL DETAILS

JOB #: 160-0001-06-0100
DESIGNERS: CP
DRAWN BY: TE
DATE: 4/23/2021

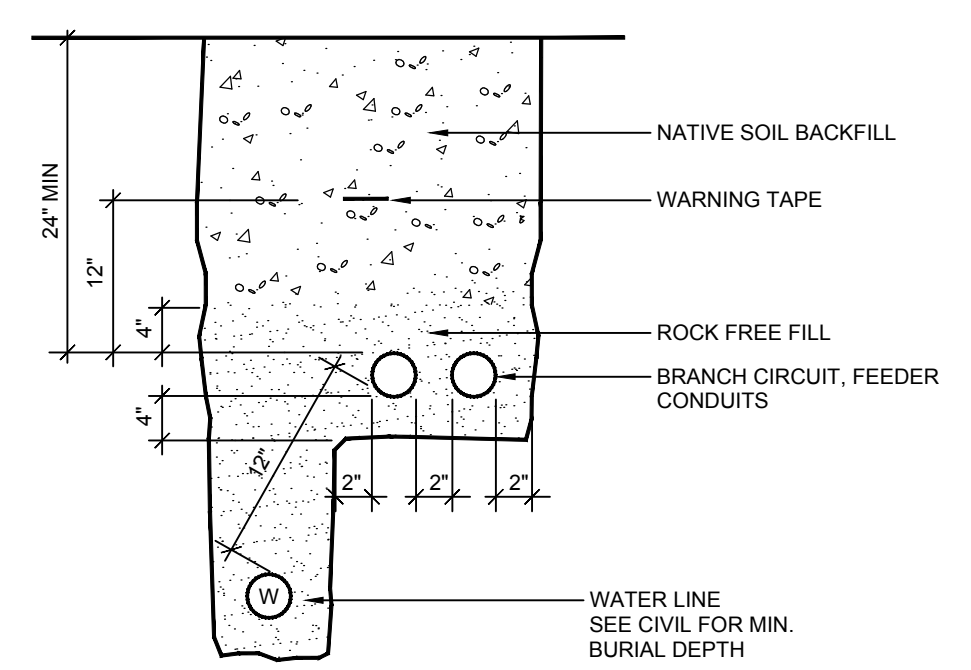
DRAWING NO.
E2.0
9 OF 9 SHEETS



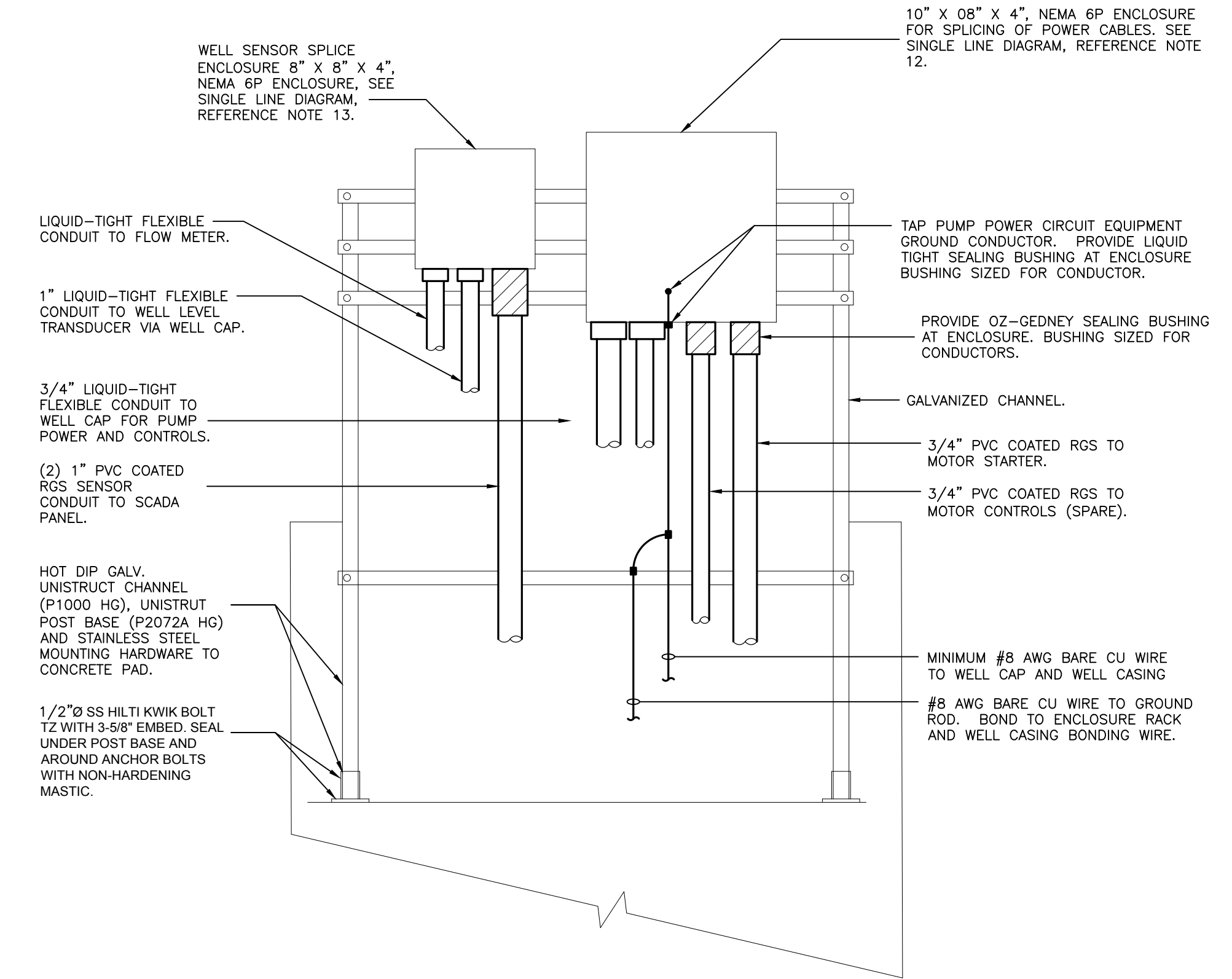
1 POWER CONDUIT PENETRATION AT WELL HEAD
NTS

REFERENCE NOTES

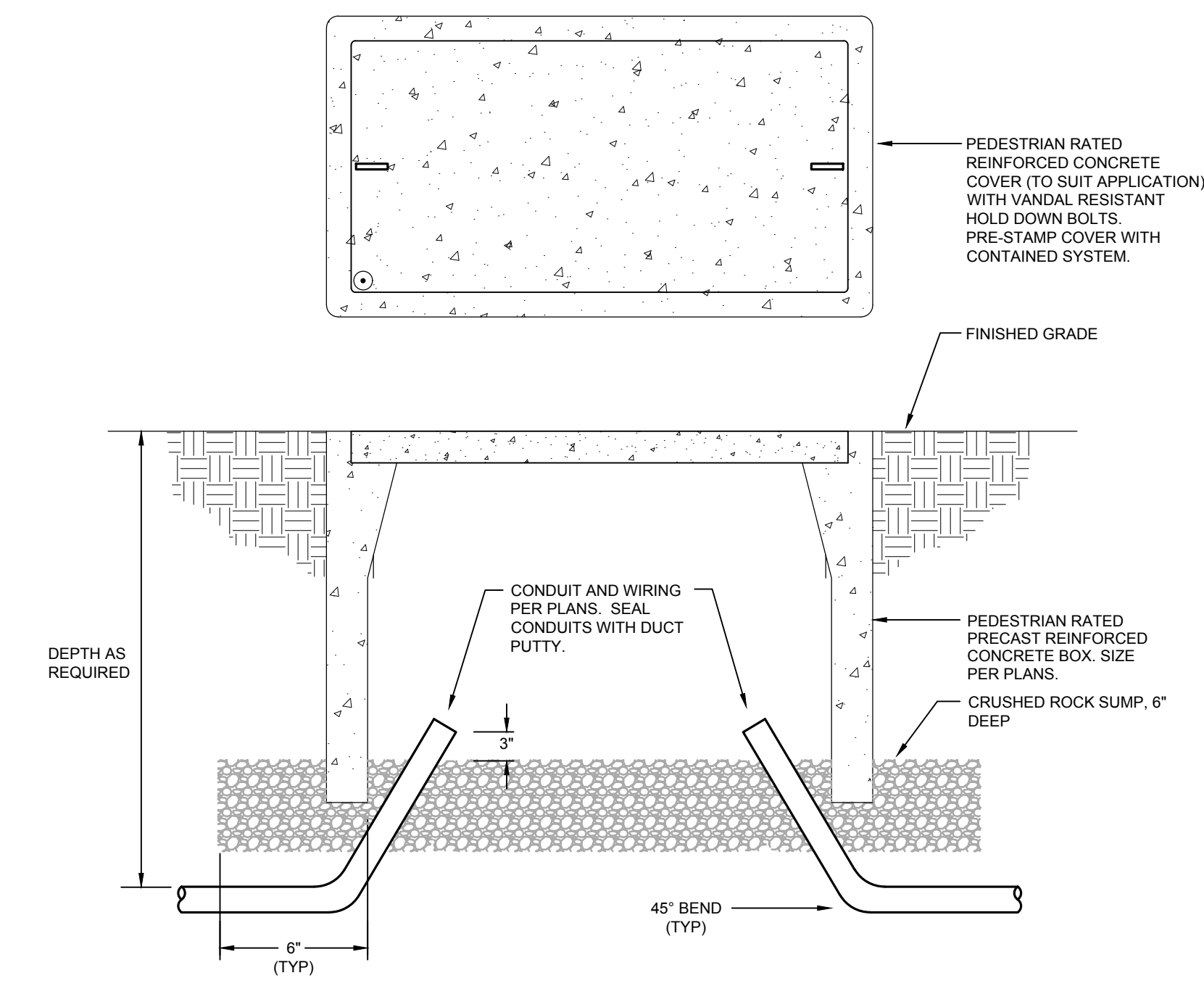
- BOTTOM OF ENCLOSURES SHALL BE 18" MIN. ABOVE THE TOP OF THE WELL HEAD. COORDINATE EXACT MOUNTING HEIGHT AND LOCATION OF ENCLOSURES WITH CIVIL ENGINEER AND WELL CONTRACTOR. ENCLOSURE DOORS SHALL OPEN TOWARDS DOUBLE GATE. MINIMUM OF 3'-6" CLEARANCE REQUIRED IN FRONT OF ENCLOSURES.



3 TYPICAL TRENCH DETAIL
NTS



2 ELEVATION - WELL HEAD
NTS



4 SITE PULLBOX
NTS

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Operations & Engineering Committee

DATE: May 20, 2021

SUBJECT: Request to authorize the General Manager to advertise an RFQ/P for design services, and to apply for funding through the USDA and any other Federal or State funding programs, for the Water Reclamation Facility Upgrade project.

Recommendation

It is recommended that the Board of Directors authorize the General Manager to:

- 1) Advertise an RFQ/P for design services; and
- 2) Apply for funding through the USDA and any other Federal or State funding programs, for the Water Reclamation Facility Upgrade project.

Background

In 2018, the District's National Pollutant Discharge Elimination System (NPDES) Permit for discharge of treated wastewater from the District's water reclamation facilities was renewed with revised effluent limits. With the adoption of the 2018 NPDES Permit, the Regional Water Quality Control Board also issued a Time Schedule Order (TSO), which acknowledges the inability to immediately comply with the revised effluent limits for copper, unionized ammonia, and nitrate. The TSO provides a compliance schedule and interim limits for these three constituents.

The District is bound to the NPDES permit requirements and requirements of the Time Schedule Order issued by the Regional Water Quality Control Board. The existing water reclamation facility was built in 1978 and cannot reliably meet these requirements. Therefore, improvements to the water reclamation facility are required.

The current Capital Improvement Program includes projects identified in the 2017 Recycled Water Study which were scheduled to be initiated in Fiscal Year 2020/21; however, the revised effluent limits and the inability of the current water reclamation facility to consistently meet the limits requires revisions to those projects. The District retained MKN & Associates to perform a water reclamation facilities project alternatives analysis.

At the March 18, 2021 meeting your Board received the final water reclamation facility project alternatives analysis and authorized the General Manager to pursue the recommended project, a membrane bioreactor packaged treatment facility.

Discussion

As mentioned above the District is bound to the NPDES permit requirements and requirements of the Time Schedule Order issued by the Regional Water Quality Control Board. The existing water reclamation facility built in 1978 cannot reliably meet these requirements; therefore, upgrades are required.

Two of the next major steps for project development are:

Design

A conceptual design was provided with the alternatives analysis. Further design of the project includes but is not limited to:

- Detailed design criteria
- Site and piping plan
- Electrical plan
- Equalization storage and sludge dewatering plan
- 30%, 60%, and 90% Design
- Technical specifications
- Final Design
- Detailed opinion of probable construction cost
- Construction Documents

It is recommended that the Board authorize the General Manager to advertise an RFQ/P for design services for the Water Reclamation Facility Upgrade project.

Funding

This is a large project and may be the largest project for the District second to the Jim McWilliams Water Treatment Plant. At the time of the last rate analysis in 2017, your Board decided to delay capital projects for two years to build up reserves. The planning level cost for this legacy project is well above the reserves and funding will need to be obtained by issuing debt.

The United States Department of Agriculture (USDA) offers loan and grant programs. The District recently met with USDA and was informed that the District does qualify for a loan program, at a minimum. How much of a loan we qualify for depends on many things including revenue, project cost, and financial strength to name a few. It remains to be seen if we qualify for their grant program. There are other Federal and State funding programs, but the USDA has a low interest 40-year loan program which would be beneficial to spread the costs out over time. The USDA process does take more time

and effort than private placement or State programs but the return and impacts to customers could be lessened through the USDA program.

It is recommended that the Board authorize the General Manager to apply for Water Reclamation Facility Upgrade project funding through the USDA programs, and any other Federal or State funding programs deemed appropriate.

Fiscal Considerations

An initial amount of \$82,500 for development of a water reclamation facilities project is included in the current FY 2020/21 Budget with sufficient funds available. There are sufficient reserves to fund development of the project next fiscal year.

Results

Approval of the recommended action will allow for further development of the necessary water reclamation facility project that will not only exceed our permit requirements thus providing a buffer for future more stringent regulatory compliance requirements but will also have the potential to produce recycled water. This will provide increased safety and reliability of wastewater services to our community for a long time.

Attachments: RFQ/P for Water Reclamation Facility Upgrade Design
Org Chart WRF May 20, 2021
Preliminary schedule

File: Projects_WRF Upgrade

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

The Heritage Ranch Community Services District (District) has prepared this Request for Qualifications/Proposals (RFQ/P) for the upgrade to the District's Water Reclamation Facility (WRF) for the community of Heritage Ranch, San Luis Obispo County, California.

Proposal Due Date: June 25 (Friday), 2021, 3 p.m. local time. Any proposals received after this date/time will be returned to the proposer un-opened. It shall be the proposers' responsibility to verify and confirm receipt of the proposals by the specified due date and time.

Proposal Delivery Location: 4870 Heritage Road, Paso Robles, CA 93446. To safeguard against pre-mature opening, all proposals shall be in sealed envelopes/containers, with a label containing proposal title, proposer's name, and proposal due date and time.

Number of Copies of Proposal to be Provided: 4 hard copies, one thumb drive. The thumb drive shall include a complete copy of the Proposal, EXCLUDING PROPOSED FEES.

Contact: Steve Tanaka, District Engineer, Heritage Ranch Community Services District, (805) 441-2293 for details and information regarding this RFQ/P and proposal requirements.

BACKGROUND

Heritage Ranch is an unincorporated community in San Luis Obispo County, with approximately 4,400 residents. Heritage Ranch is a lake-side community located approximately 12 miles west of the City of Paso Robles. The Heritage Ranch Community Service District is responsible for water and wastewater management within the community. The District has an aging secondary wastewater treatment pond system and must upgrade their WRF to ensure compliance with National Pollutant Discharge Elimination System (NPDES) and Waste Discharge Requirements (WDR) imposed by the Regional Water Quality Control Board. In 2018, the District's NPDES Permit was revised, and the Regional Board also issued a Time Schedule Order (TSO) which acknowledges the District is unable to immediately comply with the copper, un-ionized ammonia, and nitrate effluent limits. This TSO provides a compliance schedule to come into compliance with these effluent limits, and this WRF Upgrade Project will be needed in order to meet these treatment objectives and requirements. **The District must achieve full compliance by November 30, 2022.** The District understands that given the current status of this Project, that compliance will not be achieved by this date.

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

However, the District expects this Project to be completed no later than December 2023. A copy of the TSO is available to proposers by download from the District's web site, along with this RFQ/P.

The District recently completed a preliminary engineering memorandum (PEM), prepared for the District by MKN Associates, Arroyo Grande. This PEM, dated March 5, 2021, is included as Attachment B to this RFQ/P. This PEM presented alternatives to WRF Upgrade, and the District intends to proceed with Alternative 3B, PACKAGED WASTEWATER TREATMENT PLANT WITH MEMBRANE BIOREACTOR. Consultants proposing the design services requested herein, shall formulate their scope of services around this recommended Alternative. In parallel to the detailed design services, the District will be conducting financial analyses/rate studies in support of this Project, and will be conducting the necessary CEQA (and NEPA, if required) environmental analyses as required by law, and by funding agencies involved in this Project implementation.

INFORMATION AVAILABLE

Consultants are encouraged to review current available project-related information electronically; such documents will be made available by download at the District's website, <https://heritageranchcsd.ca.gov>. A site visit may be conducted only during the day of the pre-proposal meeting, due to COVID restrictions and logistics. This site visit will be conducted with all consultants as a group; no individual site visits will be accommodated. Consultants shall be prepared to caravan in their own vehicles to the various site locations, guided by District staff and the District Engineer. Consultants must contact Steve Tanaka, District Engineer, at (805) 441-2293, to confirm attendance at the pre-proposal meeting.

The following documents are available for review electronically:

- Regional Water Quality Control Board, Central Coast Region, Time Schedule Order No. R3-2018-0011.
- MKN Associates. Prepared for Heritage Ranch CSD, "Wastewater Treatment Plant Improvements, Preliminary Engineering Memorandum", Rev. 1 dated April 16, 2021.
- WDR Permit R3-2017-0026, NPDES Permit No. CA0048941 (also included in above MKN Report as Appendix B).
- Confirmation of Design Criteria for the WWTP Alternatives Analysis & Preliminary Engineering (MKN, Rev. 1, 12/21/2020) (also included in above MKN Report as Appendix A).
- MKN Associates. Prepared for Heritage Ranch CSD, "Recycled Water Study", dated January 2017.
- Heritage Ranch Sewage Treatment Plant Drawings, May 1978.

**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email to the District Engineer, Steve Tanaka, stevent@wallacegroup.us. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than Friday, June 18, 2021 (close of business) in order to receive responses from the District.** Inquiries received after this deadline will not be considered or responded to.

Each proposal team will be allowed one 1-hour web-based teleconference meeting with the District, separate from the pre-proposal meeting to get further acquainted with the Project and District staff. Arrange for such meeting through the District Engineer via email, at the email address indicated earlier in this RFQ/P. Individual meetings with subconsultants will not be accommodated; however, subconsultants may participate in this single web-based teleconference meeting.

MANDATORY PRE-PROPOSAL MEETING

A mandatory in-person pre-proposal meeting will be held on **Thursday, June 3, 2021** from 10:00 a.m. to 11:00 a.m., in the District's Board meeting room, located at 4870 Heritage Road, Heritage Ranch, CA 934446. Attendance is mandatory for all prime consultants, but is not mandatory for subconsultant team members. The District will present an overview of the project and will review the proposal requirements. The District will answer any questions from attendees during the meeting. Consultants are encouraged to visit the project site immediately following this pre-proposal meeting to acquaint themselves with the project. The District will take Consultants to the existing wastewater plant site, as well as the existing effluent disposal fields.

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFQ/P, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFQ/P. The District reserves the right to issue addenda up to 5 business days prior to the due date of the proposal, without time extension of the proposal due date. At the time each addendum is issued, consultants shall acknowledge receipt by immediately faxing the acknowledgment form (included with the addendum) to the District.

**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

PROPOSAL REQUIREMENTS

Submit One Proposal. Prime consultants shall be limited to only one proposal/project team for the Project. Subconsultants, however, may be included in multiple proposals with various prime consultants.

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District, and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals. Proposals may be withdrawn by a signed written request submitted to the District at any time prior to 5 p.m. of the due date of the proposal.

Project Manager. The Project Manager shall be the same person named as Project Manager in the Proposal, and shall be dedicated to this Project as appropriate to execute the project in a timely and effective manner. Should the designated Project Manager not be able to fulfill this commitment during the course of the Project, the Consultant shall notify the District within 10 working days of proposed personnel change, and shall submit the qualifications of the new proposed Project Manager, subject to approval by the District.

Agreement. Consultants shall review the District's standard Agreement, liability and insurance requirements, included as **Attachment A** to this RFQ/P. Each individual firm submitting a proposal shall meet all of the terms and conditions contained in the Agreement, and/or shall submit proposed exceptions to the Agreement in the Consultant's proposal. The District is willing to negotiate such requirements with candidates; however, the Proposer shall bear in mind that should a funding agency used by the District require specific terms and conditions not included in District's Agreement, Consultant shall abide by all funding agency requirements without exception. This Agreement and RFQ/P is for the design services and optional services for assistance during bidding and engineering support during construction.

Agreement Execution. The selected consultant shall execute the written contract included in Attachment A, with the District within 10 working days after notice of award has been granted by the District. Failure to accept and execute said Agreement will cancel the notice of award, and the District will continue negotiations with the next highest ranked firm.

Proof of Insurance. Consultant shall provide proof of insurance in the form, coverages, and amounts specified in the Agreement within 7 working days following notice of contract award. Such insurance proof shall be a pre-condition of contract execution.

**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the format specified in this section. Proposals that do not follow this format will be subject to rejection by the District. Provide proposals in the following format:

- **Provide your proposed fees in a separate sealed envelope, clearly marked with the proposer's company name and address, and labeled "Proposed Fees for Heritage Ranch Community Services District Water Reclamation Facility Project. Prime consultant fees shall be broken down by manhours per task, in accordance with the labor classifications and rates specified, and per Section 5 of the Proposal.**
- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the proposal to the District.
- **Table of Contents.**
- **Section 1. Project Understanding and Approach.** Provide your team's understanding and approach to the overall project. Discuss issues and concerns, and express your ideas and methodology on how best to approach and execute the project. Include your approach to project management, teamwork, communications, quality assurance/control, and cost and schedule controls. Describe your team's experience with various funding agencies for similar type projects. Also discuss various procurement approaches to this Project, advantages and disadvantages.
- **Section 2. Project Team/Qualifications.** Provide an organization chart showing design team, organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed project manager and corresponding qualifications. The proposed Project manager must be a California licensed Professional Engineer. Include all subconsultants as part of the proposed team, and describe your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A. Team member references shall be included in Appendix B. Provide a minimum of three references, two of which must be for the proposed Project Manager/ State the contact/agency name, brief title/description of project, contact telephone number.
- **Section 3. Relevant Project Experience.** Provide your team's relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include design projects of similar nature, magnitude and complexity to this project. Where appropriate, include engineer's estimate of construction cost, construction bid, final construction

**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

cost and percentage of change represented by change orders. Provide the year(s) the Work was performed, and identify key team members and their roles on the project. Projects listed should be specifically relevant to key aspects of the Heritage Ranch water reclamation facility Project.

- **Section 4. Scope of Services.** Provide a detailed scope of services for the project. Embellish on the scope outline in this RFP. Include a subsection in this Section 4 specifically to present any exceptions to the Agreement for Services.
- **Section 5. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, including mandatory compliance schedules, those schedule items for District and agency review, and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule. The proposal and project award schedule is as follows:

Item	Date
Proposal Due	6/25/21, 3 p.m. local time
District Review of Proposals	6/28/21 through 7/1/21
District Issue of Short-List (3 firms)	7/2/21
Interviews (if needed)	TBD, anticipated 7/6/21 to 7/7/21
District Recommendation of Selected Firm/Staff Report	7/8/21
Consultant Notice of Contract Award/Begin Contract Negotiations	7/15/21

- Appendix A. Team Member Resumes
- Appendix B. References
- Appendix C. Billing Rates
- **Manpower Estimate/Fees. IN A SEPARATE SEALED ENVELOPE,** provide a manpower estimate, broken down by hours and task, that demonstrates your understanding of the scope of work and level of effort required to accomplish all tasks. Provide proposed consultant fees, using the same hourly rates proposed in Consultant’s billing rate schedule. Provide the standard billing rate sheets for the prime consultant and each subconsultant,

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

and include such billing rate sheets in Appendix C (above). **DO NOT PROVIDE THIS MANPOWER ESTIMATE/FEE AS PART OF THE PROPOSAL, AND DO NOT PROVIDE PROPOSED FEES ON THE THUMB DRIVE. THE PROPOSED FEES SHALL BE SEALED IN A SEPARATE ENVELOPE, CLEARLY MARKED SUCH, AND ENCLOSED WITHIN THE ENVELOPE FOR THE TWO HARD COPIES OF THE PROPOSALS.**

Proposal Length. The District has no required proposal length; however, the District requests Proposers to only include information germane to the Proposal.

Other Requirements. The four hard copies of proposals shall be comb-bound or spiral bound. **Minimum font size for text shall be 11 point, except for headers, footers, footnotes, etc.**

PROPOSAL RANKING CRITERIA

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative “point” values are as follows:

- Project Understanding and Approach, 30 points
- Team qualifications, 25 points
- Project Schedule, 25 points
- Responsiveness to RFP, 15 points
- Local Presence, 5 points

All proposals will be ranked on these criteria, and a short-list of three firms will be chosen. If interviews are warranted, the District will select the interview times at random, and will notify each team as to their respective time slots for interviews. The interviews will consist of a one-hour presentation (likely by Zoom Meeting, but to be determined by District after short-list is selected) by the project team, followed by a half-hour question and answer period. The top three candidates will be interviewed, and the top firm selected based on the outcome of the respective proposals and interviews. The top-ranked firm will then enter contractual and fee negotiations with the District, and should the District and top-ranked firm not satisfactorily negotiate the agreement, the second-ranked firm will enter negotiations, and so forth.

OVERVIEW OF SCOPE OF SERVICES

Consultants shall prepare a scope of services to provide design services for the water reclamation facility upgrade. Consultants’ scope of services shall anticipate ancillary technical services required for funding agencies, such as State Revolving Fund

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

Program, USDA/RUS Program. The scope of services shall include services for the following:

- Project Management, QA/QC reviews, Information Collection, Meetings, Site Reviews. Provide proposed scope of services to adequately address these items.
- Survey and Geotechnical Services. Provide necessary services appropriate for the design of this WRF Upgrade Project.
- Engineering Support for Financing and Environmental Review. Consultant shall provide scope of services for preparation of documents such as Project Description to be used to define environmental impacts, prepare exhibits in support of environmental and financial documents.
- Tertiary membrane bioreactor package plant to be located at the District's existing wastewater facility site. Provide scope of services for such anticipated activities, and include scope of services to address pre-qualification of Vendors, pre-selection of Vendors, and pre-purchase of the treatment equipment. Include civil, grading and drainage, yard piping, landscaping, for a complete and functional water reclamation facility.
- Headworks. Provide design services for a complete headworks facility, as outlined in the PEM.
- Existing Facility. Provide scope of services for abandonment and retrofit to existing plant facilities.
- Provide design tie-in to the existing effluent disposal line. Assess whether the existing effluent pump station can be utilized with the new WRF, or if a new effluent pumping station and clearwell to deliver treated plant effluent to the existing effluent disposal area is needed.

The design tasks shall include all general civil works (paving, grading, fencing, etc.), surveying and geotechnical, structural, mechanical/HVAC, electrical and instrumentation disciplines required for the District WRF upgrade facilities described herein.

Project technical specifications shall be in CSI MasterFormat 2018. Consultants shall anticipate that front-end documents will be prepared by the District; however, funding agency requirements that impact technical specifications will be addressed by the Consultant. Consultant shall provide a complete set of technical specifications; the District will assemble the Project Manual including the "front end" specifications, general conditions, and will append the provided technical specifications to the Project Manual to make a complete set of contract documents.

Optional Services: Provide optional tasks for bid phase support services, and engineering support during construction.

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

Deliverables

This section describes a preliminary list of deliverables and the requirements thereof. This list is not a complete list, and does not relieve the consultant from the required deliverables throughout the course of the project for funding, agency requirements such as SRF, USDA/RUS, and others. Consultants shall enhance and refine this list of deliverables as part of their respective proposals.

All plans submitted shall be "D" size, 22" x 34" drawings. Final bid set drawings submitted to the District shall be on bond paper (no Mylar required) and electronically on PDF. The District shall also require final AutoCAD drawings for the Project. All plans and specifications shall be in conformance with the SRF guidelines, and meet final approval of the SWRCB. Consultant shall provide, at a minimum, the following deliverables:

Preliminary Design (30 Percent):

- Drawings, 1 full-size set, 2 half-size (11"x17") sets, 1 PDF
- Updated Preliminary Design Report, 1 hard copy, 1 PDF

50 Percent Design:

- Drawings, 1 full-size set, 2 half-size (11"x17") sets, one PDF
- List of Specifications, 1 PDF
- 50% Engineer's Estimate of Probable Construction Cost, 1 PDF
- Preliminary Construction Schedule, 1 PDF

90 Percent Design:

- Drawings, 1 full-size set, 2 half-size (11"x17") sets, 1 PDF
- Project Manual/Specifications, 1 hard copy set (spiral or comb-bound), 1 PDF
- 90% Engineer's Estimate of Probable Construction Cost, 1 PDF
- 90% Construction Schedule, 1 PDF

100 Percent Design (Bid Documents):

- Drawings, 1 full-size set on bond, 1 PDF
- Project Manual/Specifications, 1 PDF
- 100% Engineer's Estimate of Probable Construction Cost, 1 PDF
- Final Construction Schedule, 1 PDF

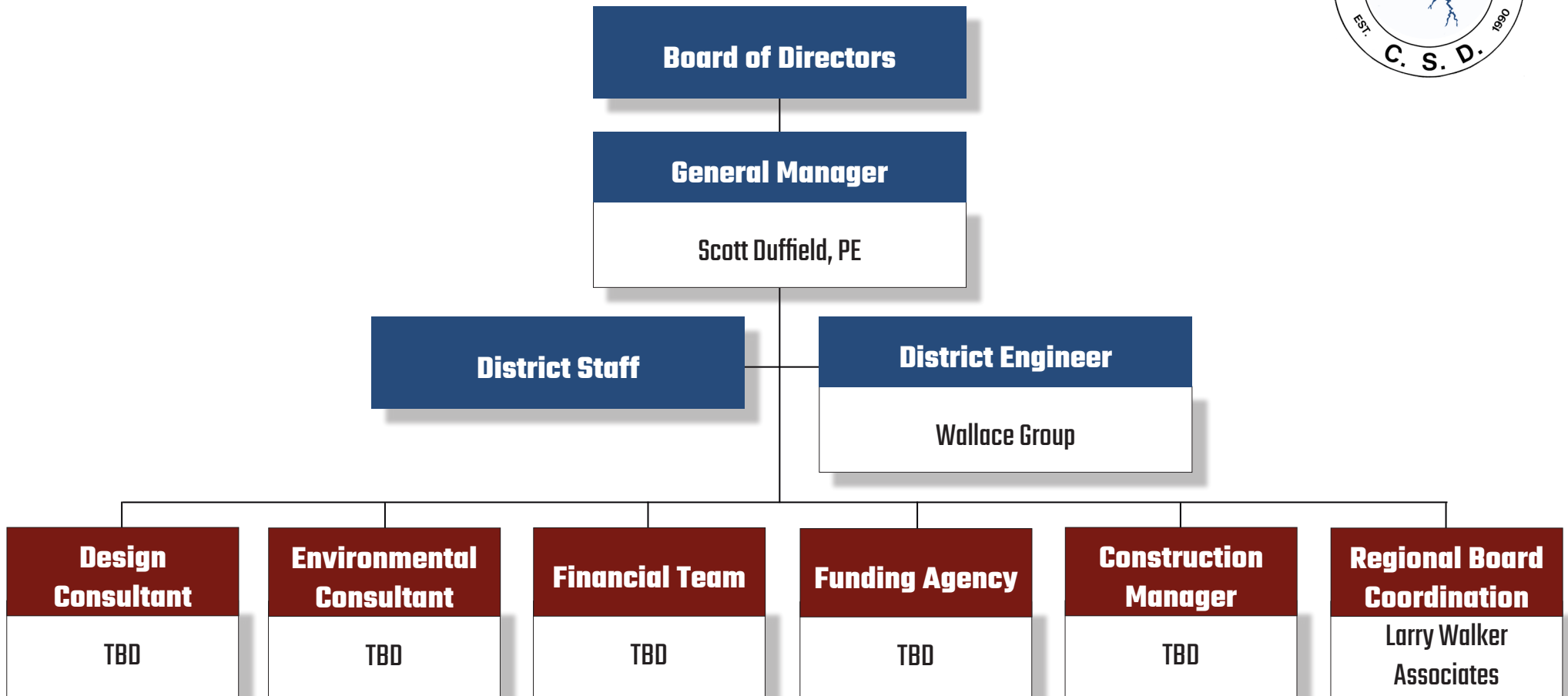
**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

ATTACHMENT A – HRCSD STANDARD AGREEMENT

Draft

**Heritage Ranch Community Services District
Water Reclamation Facility Project Team**

May 20, 2021



Preliminary Schedule

Task Name	Duration	Start	Finish	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter																					
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
Project Kick-Off Meeting	0 days	Mon 5/17/21	Mon 5/17/21																																						
30% Design	70 days	Mon 5/17/21	Fri 8/20/21																																						
MBR Equipment Procurement	150 days	Mon 7/19/21	Fri 2/11/22																																						
Construction Documents	144 days	Mon 2/14/22	Thu 9/1/22																																						
CEQA Consultant Procurement	70 days	Mon 7/19/21	Fri 10/22/21																																						
CEQA and Environmental	137 days	Mon 10/25/21	Tue 5/3/22																																						
Financing	264 days	Mon 11/22/21	Thu 11/24/22																																						
Bid Phase	70 days	Fri 9/2/22	Thu 12/8/22																																						
Construction	262 days	Fri 12/9/22	Mon 12/11/23																																						

- Timeframe 30 – 32 months
- Assumes conventional design-bid-build and municipal bonds for financing
- Design sets critical path, unless state or federal funding is pursued
- Early funding pursuit can drive major project decisions

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Operations & Engineering Committee

DATE: May 20, 2021

SUBJECT: Request to approve a proposal from Tuckfield & Associates to perform a water and sewer rate study and to provide associated financial support in an initial amount of \$30,000 and authorize the General Manager to execute an agreement for professional services.

Recommendation

It is recommended that the Board of Directors approve a proposal from Tuckfield & Associates to perform a water and sewer rate study and to provide associated financial support in an initial amount of \$30,000 and authorize the General Manager to execute an agreement for professional services.

Background

Article XIII D, Section 6 of the State Constitution is the statutory requirement for increasing Property Related Fees. This section specifies:

“The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.”

The above language has been used to mean that fees cannot exceed the cost to provide the service. Water and sewer rate adjustments must be supported by factual and comprehensive analyses of costs, both operational and capital, that benefit rate payers.

Discussion

It is common and good practice to review rates and charges periodically and every five years is a good time frame. Our most recent water and sewer rates were updated in 2017 and consisted of an incremental increase over five years starting in 2018. The final incremental increase is scheduled to go into effect January 1, 2022.

The Operations & Engineering Committee recommends the Board initiate a water and sewer rate study now that also incorporates the cost for upgrades to our water reclamation facility as required by the State Regional Water Quality Control Board.

In 2018, the District's National Pollutant Discharge Elimination System (NPDES) Permit for discharge of treated wastewater from the District's water reclamation facilities was renewed with revised effluent limits. With the adoption of the 2018 NPDES Permit, the Regional Water Quality Control Board also issued a Time Schedule Order (TSO), which acknowledges the inability to immediately comply with the revised effluent limits for copper, unionized ammonia, and nitrate. The TSO provides a compliance schedule and interim limits for these three constituents.

The District is bound to the NPDES permit requirements and requirements of the Time Schedule Order issued by the Regional Water Quality Control Board. The existing water reclamation facility was built in 1978 and cannot reliably meet these requirements. Therefore, improvements to the water reclamation facility are required. Your Board recently authorized the General Manager to pursue the recommended project.

The current sewer rates need to be updated to include the water reclamation facility upgrade project. The water and sewer rate study will analyze our cost of operations, future capital improvement plans and costs, and the required revenue to meet those costs.

The Manager requested and received a proposal from Tuckfield & Associates to perform a water and sewer rate study. Clayton Tuckfield performed our most recent water and sewer rate study in 2016, and our most recent capacity charge study in 2018. Financial services, rate studies, and debt analyses are the only work that Tuckfield & Associates performs. Mr. Tuckfield is a professional engineer and holds an MBA.

Fiscal Implications

The current budget has sufficient funds available to start the study. The FY 2021/22 Budget will be prepared in consideration of this work.

The District needs to fund a large sewer project. Funding providers, including Federal or State agencies, require a financial analysis and will need to ensure that projects can be paid for prior to funding approval.

Results

Approval of the recommended action will result in initiation of updating the District's water and sewer rates or charges.

Attachment: Proposal for Water and Wastewater Rate Study dated May 14, 2021

File: Rates, Fees, Charges



Proposal To:

Heritage Ranch Community Services District

4870 Heritage Ranch Road
Paso Robles, CA 93446
(805) 227-6231



Proposal For

Water and Wastewater Rate Study

Submitted By:

Tuckfield & Associates

Contact: Mr. Clayton Tuckfield
2549 Eastbluff Dr, #450B
Newport Beach, CA 92660
(949) 760-9454

www.tuckfieldassociates.com

FINANCIAL CONSULTING
**TUCKFIELD &
ASSOCIATES**
MANAGEMENT CONSULTING

May 2021

[This Page Intentionally Left Blank]

Tuckfield & Associates

2549 Eastbluff Drive, Suite 450B, Newport Beach, CA 92660
Phone (949) 760-9454 Fax (949) 760-2725
Email ctuckfield@tuckfieldassociates.com

May 14, 2021

Mr. Scott Duffield
General Manager
Heritage Ranch Community Services District
4870 Heritage Ranch Road
Paso Robles, CA 93446

Dear Mr. Duffield:

I am pleased to submit this proposal to provide consulting services for a Water and Wastewater Rate Study (Study) for the Heritage Ranch Community Services District (District). This submittal provides details regarding my qualifications and 35 years of experience which will lead to a quality Study for the District. I have conducted numerous water and wastewater rate studies in California as well as previous experience conducting studies nationally. This depth of experience will benefit the District throughout the performance of this study and lead to rate structures and rates that are specifically suited to the District.

This Study will determine the appropriate water and wastewater rates that are equitable and defensible, meet the requirements of Proposition 218, fund annual operating expense and capital spending, and provide for debt service coverage requirements. The scope of work provided herein proposes to address the District's request and will address the following objectives.

- Revenue sufficiency to fund operating and capital needs
- Appropriate levels of operating, capital, and emergency reserves
- Cost of service following appropriate standards, regulations, and guidelines
- Rates that are consistent with industry practice
- Rates that are easy to understand and administer

Tuckfield & Associates consulting is a local firm with extensive experience in California, specializing in rate studies and capacity charge studies. Mr. Tuckfield is the President and Principal Consultant for Tuckfield & Associates, and routinely conducts rate and capacity charge studies as the sole consultant, having completed such studies in this manner for many clients, including those whose populations have exceeded 100,000. Recent large clients within the last three years include the City of Buena Park and City of Loma Linda as well as smaller clients such as Nipomo CSD and Santa Ynez CSD. Additional references are provided in the Experience section of this proposal.

I will be professionally responsible for conducting the study and will provide hands-on work effort. This will allow me to develop an intimate knowledge of the District's water and wastewater systems which will be beneficial when attending meetings and presenting results and findings. All rates and fees will be developed in accordance with the American Water Works Association (AWWA) for water utilities and the Water Environment Federation (WEF) for wastewater utilities as well as California State law.

I have the qualifications, experience, and capabilities to provide the services desired by the District. I have conducted numerous successful studies for large agencies in California with a focus on smaller and mid-size cities and special districts.

I look forward to working with District on this project. Should the District need any additional information, my contact information is provided below.

Very Truly Yours,

TUCKFIELD & ASSOCIATES

A handwritten signature in black ink that reads "G. Clayton Tuckfield". The signature is written in a cursive, flowing style.

G. Clayton Tuckfield
Principal Consultant
2549 Eastbluff Drive, #450B
Newport Beach, CA 92660
(949) 760-9454
ctuckfield@tuckfieldassociates.com

**Proposal For
Water and Wastewater Rate Study**

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Table of Contents

	<u>Page</u>
Firm Profile.....	1
Organization.....	1
Qualifications.....	2
Project Understanding.....	3
Scope of Work.....	4
Experience.....	7
Proposed Fee.....	9
Schedule.....	9
 Resume.....	 Appendix A

Proposal for Water and Wastewater Rate Study

Heritage Ranch Community Services District

Firm Profile

Tuckfield & Associates was founded in 1999 to provide quality consulting services to publicly-owned utilities to sustain their systems on sound rate-making principles.

The firm was founded by Mr. Clayton Tuckfield PE MBA who has over 35 years of experience conducting rate studies and capacity charge studies. Now in its 22nd year, the firm has provided innovative and time-tested strategies founded on industry practice for implementing rates and charges. Tuckfield & Associates is a local firm located in Newport Beach and the performance of this project will be completed at this site.

Prior to the firm’s founding, Mr. Tuckfield served Black & Veatch Corporation for nearly 15 years in their Management Consulting Division. Mr. Tuckfield has worked with numerous cities and special districts in California and has written papers and articles for AWWA (American Water Works Association) and California Special Districts Association (CSDA) and has conducted a webinar for CSDA regarding financing projects with USDA funding.

Organization

Mr. Tuckfield will serve as the project consultant for the study and will be the primary contact with the District. He will be responsible for project administration, daily performance of the project, providing all deliverables, attending and/or presenting at all meetings, and will produce key elements of the study.

Key Personnel



Clayton Tuckfield, Principal

Summary

- 35 years of experience
- Over 100 rate studies
- Public Agency Specialization
- Tested Strategies
- Project Management

Project Responsibilities

- Project Consultant
- Financial Plan, Cost of Service, and Rate Design
- Public Meeting Presentations

Mr. Clayton Tuckfield, PE MBA– Project Consultant

Mr. Tuckfield routinely conducts rate and capacity charge studies as the sole consultant and has completed such studies in this manner for many clients, even for those whose populations have exceeded 100,000. Mr. Tuckfield is an expert in utility financial planning, cost of service, rate structures, and utility management and is a professional dedicated to maintaining high financial and engineering standards.

Mr. Tuckfield has over 35 years of experience and has professionally performed over 100 utility cost of service and rate studies and many other financial feasibility studies.

He has performed studies for numerous communities in California ranging from the cities of Long Beach,

Buena Park, Ventura, Santa Barbara, Fullerton, Loma Linda, Arroyo Grande, Grover Beach, Pismo Beach, Oakdale, and Firebaugh to special districts including Santa Ynez CSD, Nipomo CSD, Mission Hills CSD, Keyes CSD, Hilmar CWD, Delhi CSD, Seeley CWD, and many others.

Mr. Tuckfield has an engineering degree and a master’s degree in business administration. He has prepared presentations and technical papers for trade organizations that include the American Water Works Association’s annual meeting, American Society of Civil Engineers, Arizona Finance Officers Association, and has authored a section of a webinar for the California Special Districts Association (CSDA) as well as a professional submission for CSDA’s bi-monthly magazine. A resume for Mr. Tuckfield is provided in Appendix A of this proposal.

Qualifications

Tuckfield & Associates is a specialized consulting firm providing rate and financial solutions for publicly owned utilities.

Mr. Clayton Tuckfield, founder and principal of Tuckfield & Associates, has managed or been directly involved in publicly owned utility financial services for over 35 years. Since 1985, Mr. Tuckfield has used innovative methods combined with time-tested strategies to assist municipalities and special districts in achieving their financial goals. Clients have included public utilities, state and county governments, municipalities, and public districts.

Tuckfield & Associates Qualifications Summary

- 35 years of experience
- Over 100 rate studies
- Public Agency Specialization
- Tested Strategies
- Project Management

Services

Tuckfield & Associates provides comprehensive consulting services intended to safeguard the financial viability of the client’s multi-million-dollar utility. Key elements include financial plans that anticipate economic contractions and expansions, capital planning for improvement financing options, allocation of costs to appropriate customers based on cost causative principles, and rates that are

designed to be fair and equitable. Services provided by Tuckfield & Associates include the following.

- Cost of Service and Rate Studies
- Capacity Charge Studies
- Rate Stabilization Studies
- Supporting Information for Bond Official Statements
- Capital Improvement Plan Financing Analyses
- Computer Modeling

Commitment to Clients

Tuckfield & Associates approaches each study with the commitment to exceed our client's expectations. Our strength lies in our proven capability to provide comprehensive, practical, and implementable programs

that serve our clients, with personal relationship-driven service.

Tuckfield & Associates is highly qualified to provide the professional services requested by the District. The firm specializes in rate and capacity charge studies with extensive experience serving cities and special districts in California.

Project Understanding

The District has the responsibility to provide affordable, reliable, and cost effective water and wastewater service to customers and properties of the District. The District is seeking financial consulting services to ensure revenue sufficiency to address the operating and capital requirements of the water and wastewater system and meet debt coverage requirements.

The primary focus of the Study will be to assist the District to achieve a high degree of financial sustainability of its utilities by understanding the District's goals and objectives, providing accurate data analysis, and designing fair and equitable rates that provide cost recovery. The District desires to (1) assess the revenue sufficiency of the current revenue stream, (2) evaluate the current water and wastewater rate structure and rates in relation to the true cost of service, (3) assess the equity of the recommended rates in relation to the types of property ownership and service requirements, and (4) recommend operating, capital replacement, and capital improvement fund reserve balances.

The approach is to acquire, model, and analyze source data to understand customer water consumption, wastewater flows, and operating and financial activities consistent with District policy and direction provided by District staff and the Board of Directors.

An area of importance with this Study surrounds the District's need to upgrade or replace the wastewater treatment plant. The District anticipates that it will need about \$10 million in debt proceeds to fund this project. The Study will identify the District's debt obligation and include it into the wastewater rate study's analyses so that

adequate debt service coverage will be provided and that future wastewater rates will be sufficient to meet all obligations. Tuckfield & Associates will work with the District's Financial Advisor to achieve the desired results.

Current Rates

The District's current water rate structure consists of a monthly fixed charge by meter size and a uniform volume charge for all water consumed by each customer classification of the District. This structure is easy to understand and administer by the District and its customers.

The District's current wastewater rate structure consists of monthly fixed charges by classification for all customers.

The cost of service analysis will compare the revenue received by customer class using the current rates to the cost of service by class for both utilities. This will illustrate where the rates over or under recover the cost of service. The rates designed in this Study will also be compared with the overall cost of service to demonstrate that 100 percent cost recovery is achieved.

Scope of Work

The services requested by the District are the core services provided by Tuckfield & Associates. The focus of the firm has been on providing quality rate consulting services needed to maintain financial sustainability. The following tasks describe our proposed scope of work to complete the Water and Wastewater Rate Study.

Task 1 – Initial Meeting/Data Collection

The focus of this initial meeting with District Staff will be to define goals and objectives for the study and explore the issues generated by District Staff. The meeting serves as an important first step in assuring that all key members develop a clear understanding of the study elements and data required.

Prior to the meeting, a request will be submitted to the District for information to be gathered by District Staff. The information request will include several items such as audits, budgets, master plans, design reports, capital improvement plans, billing information, debt service schedules, and several others.

Meetings: One (1) on-site meeting to kick-off the project

Deliverables: Request for Information

Task 2 – Long Range Financial Planning

The objective of this task is to develop a ten-year financial plan for the water and wastewater enterprises that projects the revenue and revenue requirements for the study period. This task requires an assessment of the sufficiency of revenues based on the existing rates and fee schedules, the District’s ability to meet projected revenue requirements, and the determination of the level of any revenue adjustments required with any additional financing requirements. Specific tasks include the following.

Task 2.1: Review Financial Information, Policies, and Practice

The District’s policies regarding the financial, operating and capital reserves, and rate practices will be reviewed

and evaluated. These items are essential to the long-term sustainability of the utilities. From the evaluation, recommendations will be made that will enhance the utility’s ability to meet its financial goals.

Task 2.2: Review and Summarize Billing Information

The customer billing information that is received from the District will be reviewed, analyzed, and summarized for use in the rate study. The information will be reviewed for accuracy and reasonableness for use to understand user characteristics.

Task 2.3: Develop Long Range Financial Plans

In this task, the annual revenue requirements of each utility will be identified and projected. Budget items and any future obligations will be projected for a ten-year forecast period. Revenue Requirements will include operation and maintenance expenses, existing debt service, annual replacement, identification and financing of future capital improvements (CIP), transfers to/from the utility funds, and use of reserves. Revenue requirements will be projected from a review of historical results, current budget, and current economic trends while accounting for expected operational changes and system growth.

A ten-year pro forma cash flow will be developed to compare projected revenue using the existing rates (including miscellaneous and other charges) to projected revenue requirements over the planning period. Revenues will be projected by developing assumptions regarding customer growth and estimated usage information. Analysis of the cash flow will determine if any revenue adjustments are needed to meet the revenue requirements while recognizing the financial planning criteria developed for each fund. The long-range financial

plan developed above will be modeled such that assumptions/variables may be changed to assess the impacts to the plan. By varying these assumptions, their sensitivity may be evaluated and the need for higher or lower revenue increases may be determined. Several options for revenue increases may be explored and presented to District Staff.

Deliverables: Assumptions, billing summaries, long-range financial plan alternatives

Task 3 – Cost of Service Analyses

The cost of service phase of the study will focus on allocation of costs (revenue requirements) to customer classifications based on cost causative methodologies. The cost allocations will be developed using standards and methodologies from AWWA and WEF and best management practices. The cost of service analysis part of the study provides the defensibility for the selected rate structures and rates, providing compliance with Proposition 218.

Task 3.1: Analyze Customer Usage Patterns and Recommend Customer Classifications

Historical billing summaries that were summarized in Task 2.2 will be reviewed and analyzed by customer classification to determine water consumption and establish user characteristics. Patterns of consumption may be utilized to evaluate individual customer class characteristics and for comparison to other classifications.

Task 3.2: Allocate Costs to Functional Cost Components

The annual revenue requirements will be allocated to functional cost components following standards in the WEF manual of practice. Allocations of operation and maintenance expenses will be allocated separately from capital requirements of the system.

Task 3.3: Distribute Functional Costs to Customer Classifications

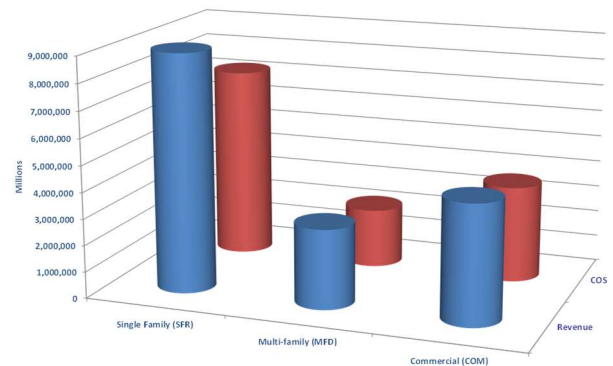
Costs that have been allocated to functional cost components are distributed to the various customer classifications based on their responsibility for the service provided. Responsibility is established from the units of

service (such as HCF, HCF/day, and number of customers) applicable to each functional cost component. Unit costs are developed which are then applied back to the units of service by customer class, which determines each customer classification’s cost responsibility.

Task 4 – Rate Structure Analysis and Rate Design

The rate structures that are selected for water and wastewater systems should be responsive to the needs and philosophy of both the utility and its customers. The selected rate structures are a blend of what may be several competing objectives to accomplish the overall goals desired by the utility and general public. Through discussion with District staff, our evaluations of the existing rate structures and design of new rate structures will meet the expectations of the utility and public.

Comparison of Current Revenue with Allocated COS



The equity of the current rate structure and rates is assessed through a comparison of current revenue with the allocated Cost of Service.

Task 4.1: Evaluate Rate Structures and Calculate Rates

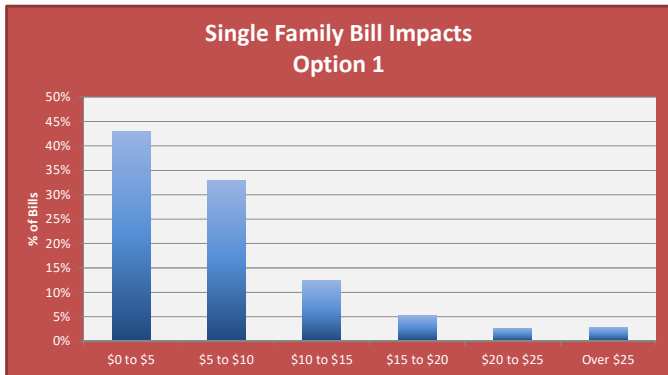
The current rate schedules will be evaluated to validate their applicability for District’s cost structure and customer base as well as recent court findings. It is intended that the recommended rate structure will result in revenue stability, will be easy to administer and understand, and

comply with industry practices such as the AWWA, WEF and federal, state, and local regulations for rate setting in California.

Task 4.2: Determine Bill Impacts

The impact to customer bills is an important aspect of any rate change. The financial impacts to customers that results between the existing and alternative rate structure will be determined and a series of tables and figures will be created that show projected rate impacts on different types of customers at different levels of usage.

Single Family (SFR) (with 5/8 inch and 3/4 inch meters)				
Description	Use (Kgal)	Current Bill	Proposed Bill	Percent Change
Very Low	10	\$42.76	\$44.88	5.0%
Low	20	\$62.36	\$65.45	5.0%
Median	16	\$54.52	\$57.23	5.0%
Average	22	\$67.58	\$69.57	2.9%
High	40	\$126.26	\$131.16	3.9%
Very High	50	\$158.86	\$165.38	4.1%



The impacts to customer bills can be identified for each rate structure alternative prior to implementation.

Task 4.3: Bill Comparison with Other Communities

Rate schedules will be gathered from other local communities for the purpose of calculating typical bills at various levels of water consumption. The number of communities chosen for analysis will be agreed upon with the District. Example bills will be developed using the proposed rate structure and compared with typical bills of the other communities at the same volumes.

Deliverables: Cost of service analyses, proposed rates and presentation material

Task 5 – Draft Report Preparation

A Draft Report will be prepared that includes forward looking financial plans, cost allocations, and proposed rates. The Draft Report will include an executive summary highlighting the major issues, assumptions, and findings and recommendations. Sections will be included that discuss the financial plans, cost allocation methodologies, design of the proposed rate structures and rates, and rate comparisons.

Deliverables: An electronic copy of the Draft Report

Task 6 – District Board Presentation

The Draft Report’s findings and recommendations will be presented in a PowerPoint presentation format at a regular District Board meeting. The presentation will discuss the financial plan, the selected rate structure, and bill impacts.

Meeting: One (1) on-site evening District Board meeting

Deliverables: Presentation materials

Task 7 – Final Report

Comments received from District Staff and the District Board meeting will be incorporated into a Final Report for submission to the District. The Final Report will be submitted for adoption at a regular District Board meeting. At this meeting, it is expected that District Board will adopt the rate study and rates and direct District Staff to prepare the Proposition 218 Notices.

Meeting: One (1) on-site Public Hearing Meeting

Deliverables: An electronic copy of the Final Report
Presentation materials for regular public meeting

Experience

Mr. Tuckfield has been providing rate consulting services for over 35 years with about 15 years working with an international consulting firm and about 20 years with Tuckfield & Associates. Listed below are representative engagements and references for studies delivered by Tuckfield & Associates. These recent and successful utility financial plans and rate studies are a sample of the work provided to California communities. The studies have been prepared in conformance with Proposition 218 and all studies use the cost of service and allocation methods described in the AWWA Manual M1 for water utilities and WEF Manual of Practice No. 27 for wastewater utilities.

Water and Wastewater Rate Study, City of Pismo Beach, California

Reference: Ms. Nadia Feeser, Administrative Services Director, 805-773-7010, nfeeser@pismobeach.org

Tuckfield & Associates completed a comprehensive water and wastewater rate study for the City of Pismo Beach in 2018. Mr. Tuckfield also completed rate studies for the City in 2007 and 2013. The 2018 study reviewed and updated the water rate structure to comply with recent legislation and court decisions regarding tiered water rate structures while also designing wastewater rates for the next five years of requirements.

The 2007 study accounted for all financial aspects of the water and wastewater rates, including each water supply source, utility debt and assessment debt, and various sub-funds of the utilities. The study included financial planning, cost of service, and rate structures for both water and wastewater. The 2007 study results were adopted by city council.

The 2013 study addressed the city's 2010 Urban Water Management Plan finding that the city needed to reduce its per capita water consumption annually to comply with SB x7-7 as well as plan for significant replacement of infrastructure. One of the water rate structures proposed included a four-block rate structure to promote conservation. Wastewater rates were developed following the WEF and SWRCB guidelines as the City has several loans through the SRF program. Both the water and wastewater proposed rates were adopted by the City Council.

Water and Wastewater Rate Studies, Nipomo Community Services District, California

Reference: Mr. Mario Iglesias, General Manager, 805-929-1133, miglesias@ncsd.ca.gov

Mr. Tuckfield completed water rate studies for the District in 2011, 2014, and in 2017 that addressed the District's needs to acquire supplemental water from the City of Santa Maria. Because of recent legal actions to adjudicate the greater Santa Maria groundwater basin, the District entered into an MOU to contract for 3,000 ac-ft of supplemental water from Santa Maria. In the 2010 study, Mr. Tuckfield assisted the District with evaluating several financial planning scenarios and rates regarding the financing and implementation of the supplemental water project. Rates were ultimately established to cover O&M and capital, without the project, to allow the District to meet its on-going obligations while the District pursued establishing an assessment district to finance the project. Rates from the 2011, 2014, and 2017 studies were adopted by the Board of Directors.

In 2013, Tuckfield & Associates assisted the District for a bond offering by providing a statement of revenue, expense and debt coverage information for its Official Statement, used to secure partial financing for the supplemental water project. The financing was incorporated into the 2014 rate study which developed a supplemental water rate structure that passed at the Prop 218 public hearing.

Tuckfield & Associates conducted Wastewater Rate Studies for the District in 2015 and 2021. The 2021 study included preparing a long-range financial plan that included reserve targets, debt coverage ratios, and funding of CIP. Wastewater rates were developed following cost of service principles from the WEF manual of practice. Wastewater rates are currently scheduled for a Proposition 218 public hearing in June 2021.

Water and Wastewater Rate Study, City of Loma Linda, California

Reference: Mr. Jarb Thaipejr, City Manager, 909-799-2811, jthaipejr@lomalinda-ca.gov

Tuckfield & Associates completed a water and wastewater rate study for the City of Loma Linda in 2014 and was engaged again in 2018. The 2018 study included discussion with staff regarding the City's proposed levels of CIP spending and the effect of a delay of capital improvements to future years.

In both the water and sewer funds, the fund balances were below city policy target levels. The rate increases for both utilities were designed to rebuild fund balances, cure annual deficits, meet O&M escalation, pay for future debt service, and fund annual repair and replacement expenditures. Rate structures were discussed that included explanations of tier break points and possible rate scenarios. Water and wastewater rates were adopted by the City Council.

Water Rate Study, City of Buena Park, California

Reference: Nabil S. Henein, Director of Public Works, 714-562-3672, nhenein@buenapark.com

Tuckfield & Associates completed a water financial plan and rate study for the City of Buena Park in 2016 and is currently performing an update in 2021. The scope of work includes (1) preparing a long-range financial plan that includes assessment of current revenues to meet the current and future obligations of the water fund, establishing operating and capital reserve policies, and incorporating financing of the proposed capital improvement program (CIP) spending plan and (2) design of an appropriate rate structure that complies with Proposition 218.

In the 2016 study, three financial plan alternatives were prepared and discussed with City Staff that funded the same CIP but with various combinations of cash, bond financing, and annual revenue increases. The cost of service and rate portion of the study included a review and justification of the City's current rate structure and rates and preparing two tiered rate structure alternatives. The rate structures addressed the recent San Juan Capistrano court decision regarding conservation rates by preparing a new tiered rate structure to replace the current conservation rate structure while also developing a uniform volume rate structure for all customers. City staff selected a uniform rate structure, and the rates were adopted by City Council. In August 2017, the City engaged Tuckfield & Associates to provide an updated water financial plan for inclusion in their water bond Official Statement. Revenue bonds were issued from which to obtain proceeds from the sale to finance the CIP projects.

Wastewater Rate Study, Santa Ynez CSD, Santa Ynez, California

Reference: Jose Acosta, General Manager, 805-688-3008, Jose@syicsd.com

Tuckfield & Associates completed a wastewater rate study for the Santa Ynez CSD in March of 2016 and in January 2021. The 2021 study developed financial plans and rates for several CIP alternatives requested by the District while also developing new rate categories for customers not listed in the existing rate classifications. A review of the District's reserves and their consistency with District policy was performed and integrated into the financial plans. Rates are based on Equivalent Residential Units (ERU's) and were projected recognizing the District's plan for growth. The District also engaged Tuckfield & Associates in January 2020 to perform a capacity charge analysis for a new dedicated sewer line.

Proposed Fee

Tuckfield & Associates provides studies with competitive pricing and billing rates. We propose to accomplish the tasks described in our scope of work section for a cost not-to-exceed estimate of \$29,771. The cost estimate is based on the standard hourly billing rates above and the number of hours estimated to complete each task. Direct expenses will be billed at cost and will include expenses related to travel, lodging, mileage, meals, long distance telephone, printing and binding, and other direct costs. Additional meetings can be provided as requested by the District at our standard hourly billing rates including direct expenses related to the meetings as shown below. A cost proposal is provided below.

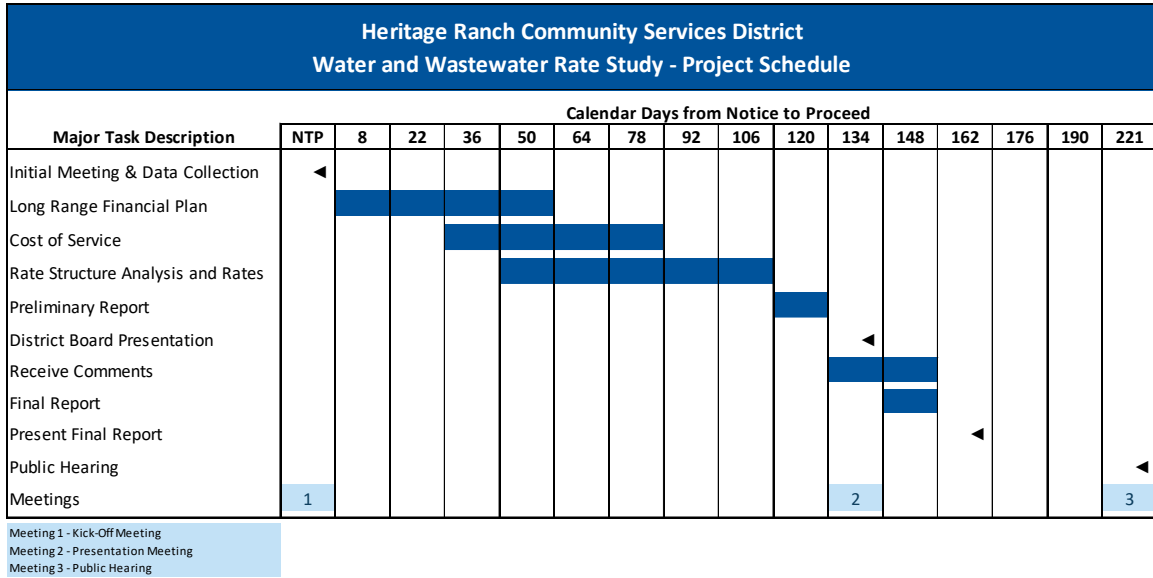
Heritage Ranch Community Services District Water and Wastewater Rate Study - Detailed Cost Breakdown

Major Task Description	Number of Meetings		Hours	Total Budget	
	Tele-conferen	On-site Meeting	Clayton Tuckfield		
	Hourly Rate		\$175		
Task 1: Initial Meeting & Data Collection		1	2	\$350	
Task 2: Long Range Financial Plans					
Task 2.1: Review Financial Info, Policy & Practice			2	\$350	
Task 2.2: Review and Summarize Billing Info			14	\$2,450	
Task 2.3: Develop Long Range Financial Plans	2		32	\$5,600	
Task 3: Cost of Service Analyses	1				
Task 3.1: Analyze Customer Usage Patterns & Classes			12	\$2,100	
Task 3.2: Allocate Costs to Cost Components			16	\$2,800	
Task 3.3: Distribute Costs to Customer Class			12	\$2,100	
Task 4: Rate Analysis and Design	1				
Task 4.1: Evaluate Rate Structures & Calc Rates			24	\$4,200	
Task 4.2: Determine Bill Impacts			8	\$1,400	
Task 4.3: Bill Comparison with Other Communities			6	\$1,050	
Task 5: Report Preparation	1		16	\$2,800	
Task 6: District Board Presentation		1	6	\$1,050	
Task 7: Final Report		1	12	\$2,100	
	Total	5	3	162	\$28,350
	Other Direct Costs (ODCs): Travel, Mileage & Printing:			\$1,421	
	Total Study Cost:			\$29,771	

Schedule

Tuckfield & Associates has a strong track record of meeting client schedules. Our experience in performing rate studies enables us to meet the District’s goals in a timely and efficient manner. A suggested time-line schedule is presented below in a graphical format showing key milestone and target dates. The schedule is approximate based on timely receipt of

information and acceptance of the study by the District and public. The time-line can be adjusted to meet the District's specific needs.



Appendix A

Resume

A resume for Clayton Tuckfield is provided in Appendix A.

Clayton Tuckfield, PE MBA

Principal, Tuckfield & Associates Consulting

Education

M.B.A. – Finance,
University of Kansas,
Lawrence, KS, 1985

B.S. – Mechanical
Engineering, Kansas State
University, 1980

Registration

Professional Engineer:
Kansas

Years of Experience

35

Professional History

Tuckfield & Associates,
Principal Consultant (1999
to Present)

Black & Veatch
Management Consulting,
Project Manager (1985 to
1999)

Mobil Oil Corporation,
Engineer (1980-1983)

Profile

Mr. Tuckfield is the Principal of Tuckfield & Associates consulting. He has over 35 years of experience serving in various capacities on work performed for publicly owned water and wastewater utilities. Mr. Tuckfield has performed a variety of financial feasibility and economic analyses studies including utility cost of service and rate design studies, impact fee studies, development of pro forma statements of revenue and operating expense, cash flow analyses, preparation of engineer's reports for revenue bond official statements, valuations of facilities use plans, preparation of alternative financing plans for capital improvement programs, and development of training material for presentation to international interest groups.

Mr. Tuckfield has personally conducted over 100 water and wastewater rate studies for various cities and special districts in California and nationwide. Clients have included the cities of Long Beach, Ventura, Buena Park, Fullerton, and Loma Linda and special districts including Nipomo CSD, Heritage Ranch CSD, Templeton CSD, Keyes CSD, Hilmar CWD, and for many other clients.

Relevant Project Experience

Water and Wastewater Utility Rate Studies, City of San Buenaventura, Ventura, California. Mr. Tuckfield has performed rate study updates almost on an annual basis for the City from 1990 through 2010. In the most recent study, Mr. Tuckfield worked with City Staff to extend the study period to 10 years, develop various cash flow scenarios for alternative CIP plans, expand water customer classifications to reflect actual operations, developed analyses regarding the City's outside rate differential, and presented draft results to City Staff. He has also prepared information for City Staff's use for conducting internal meetings on an as needed basis.

Water and Wastewater Cost of Service and Rate Study, Long Beach, California. Mr. Tuckfield was responsible for cost of service and rates for the water and wastewater utilities for the City. The project work included development of utility rates to promote water conservation and to allow easy implementation and acceptance. The work effort also included development of computer models to enable the Department to annually review utility rates. The project included working closely with a departmental task force to develop alternative rate structure for eventual implementation.

Wastewater Rate Study, City of Santa Barbara, California. Working as a sub consultant to a large regional consulting firm, Mr. Tuckfield performed a wastewater rate study for the City that involved developing a revenue plan, allocating costs, and designing several rate structures that included fixed and variable components. The revenue plan review noted a low cash reserve level because the City had included other assets into its beginning fund balance. The study identified necessary rate increases that were adopted by City Council. Justification of the current cost allocations was also performed.

Clayton Tuckfield, PE MBA

Principal, Tuckfield & Associates Consulting

Water Utility Rate Study, City of Fullerton, California. Working with a City organized task force, this study included a detailed analysis of the City's Water Fund. Mr. Tuckfield developed pro forma revenue, revenue requirements, and cash flows including review of the water utility program costs for reasonableness, which resulted in a recommendation to reallocate some of the utility overheads. Costs were compared to other local cities including various operational ratios and franchise fees. The task force accepted the recommendations including cash flow, cost of service allocations and rate design. The proposed utility rates were adopted by the City Council.

Representative Water and Wastewater Rate Studies

- City of Avondale, AZ
- City of Arroyo Grande, CA
- City of Battle Creek, MI
- City of Brawley, CA
- City of Buena Park, CA
- City of Charleston, SC
- City of Chesapeake, VA
- City of El Monte, CA
- City of Fayetteville, AR
- City of Firebaugh, CA
- City of Flagstaff, AZ
- City of Florence, AZ
- City of Fullerton, CA
- City of Georgetown, TX
- City of Grover Beach, CA
- City of Homestead, FL
- City of Imperial Beach, CA
- City of Imperial, CA
- City of Kalamazoo, MI
- City of Loma Linda, CA
- City of Long Beach, CA
- City of Modesto, CA
- City of Oakdale, CA
- City of Orange Cove, CA
- City of Peoria, AZ
- City of Phoenix, AZ
- City of Pismo Beach, CA
- City of Santa Cruz, CA
- Santa Barbara, CA
- City of Sioux City, IA
- City of Sioux Falls, SD
- City of Westmorland, CA
- DuPage County, IL
- Hilmar County WD, CA
- Mission Springs WD, CA
- Nipomo CSD, CA
- San Miguel CSD, CA
- Templeton CSD, CA
- Town of Cave Creek, AZ

Representative Municipal Bond Feasibility Studies

- City of Alexandria, LA
- City of Kansas City, MO
- City of Owensboro, KY
- City of Firebaugh, CA
- City of Salem, OR
- City of Tacoma, WA
- Eugene Water & Elec, OR
- City of Livingston, CA
- Litchfield Park, AZ
- Memphis Gas, Water, TN
- San Dieguito WD, CA
- City of Buena Park, CA

Other Feasibility Studies

- City of Brownsville, TX - Electric Utility Rate Study
- City of Detroit, MI - Organizational Study
- City of Phoenix, AZ - Impact Fee Review

Clayton Tuckfield, PE MBA

Principal, Tuckfield & Associates Consulting

County of Maui, HI	-	Pretreatment Program
Imperial Irrigation District, CA	-	Financial Feasibility Study
Imperial Valley Task Force, CA	-	Financial Alternatives Study
MWD of Southern California, CA	-	Review of New Demand Charges
Saudi Consolidated Electric Co.	-	Electric Generation Dispatch Model
Texas A&M University, TX	-	Power Supply Alternatives Study
United Water Conservation District	-	Water Supply Pricing Model

Publications/Presentations

"Value of Rate Study in Project Finance", CSDA November/December 2011 Magazine, Sacramento, California

"Role of Rate Study with USDA Financing", CSDA Webinar, September 22, 2011, Sacramento, California

"Committee Involvement Facilitates Rate Implementation", AWWA Annual Conference and Expo, Toronto, Canada 1996

"Arizona Utility Rates", ASCE Arizona Fall Conference, Phoenix, Arizona 1997

"Utility Rate Seminar", Arizona Finance Officers Association, Spring Meeting, Flagstaff, Arizona 1998

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
APRIL 2021 OFFICE REPORT**

Water & Sewer

On May 1st, we processed 1,925 bills for a total dollar amount of \$159,257 for water and sewer user fees for the month of April. The number of Automatic Drafts processed was 588 for a total dollar amount of \$43,411.

San Miguel Garbage Franchise Fees

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

Month of March

Garbage Collection (10%) - \$ 6425.01

Roll-Off Collection (10%) - \$ 401.25

Total Franchise Fees Collected - \$ 6,826.26

Service Orders Completed

Staff completed a total of 29 service orders for the month of April. Below is a breakdown by job code.

USA	13	OCCUPANT CHANGE	7
LEAK	4	CALL OUT	2
TURN-OFF	1	NEW METER INSTALL	1
MISC.	1		