



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of August 20, 2020*

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

**2. ROLL CALL**

Secretary Gelos called the roll. Director Capps was absent during roll call (arrived at 4:06pm). All other Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, District Engineer Steve Tanaka and 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 July 16 2020.
- b. **Warrant Register:** Receive/approve July 2020 warrants.
- c. **Treasurer's Report:** Receive/file July 2020 report.
- d. **Fiscal Report:** Receive/file July 2020 status report.

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

Ayes: Barker, Burgess, Cousineau, Rowley  
Absent: Capps

**5. DISCUSSION ITEMS**

- a. **Submittal for approval Resolution 20-13 approving the Raw Water Vertical Intake No. 1 Project and declaring it to be categorically exempt from CEQA; and awarding Phase 1 of the Project to the lowest responsive bidder.**

Director Capps arrived at 4:06 and at the start of this item.

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

Director Cousineau made a motion to approve Resolution 20-13 approving the Raw Water Vertical Intake No. 1 Project and declaring it to be categorically exempt from CEQA; and awarding Phase 1 of the Project to the lowest responsive bidder. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**b. Request to approve the purchase and installation of improvements to the 2MG Tank mixing system in an amount not to exceed \$25,000 and authorize a corresponding budget adjustment from reserves.**

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

Director Rowley made a motion approve the purchase and installation of improvements to the 2MG Tank mixing system in an amount not to exceed \$25,000 and authorize a corresponding budget adjustment from reserves. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**c. 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.

**d. Submittal for approval Resolution 20-14 fixing the 2021 employer contribution at an equal amount for employees and annuitants under the Public Employees' Medical and Hospital Care Act.**

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

Director Cousineau made a motion to approve Resolution 20-14 fixing the 2021 employer contribution at an equal amount for employees and annuitants under the Public Employee's Medical and Hospital Care Act. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**6. MANAGER'S REPORT**

The report was received and filed.

**7. STAFF REPORTS**

The reports were received and filed.

**8. COMMITTEE AND DIRECTOR REPORTS**

No comments

**9. ADJOURNMENT**

On a motion by Director Barker and seconded by Director Rowley, the meeting adjourned at 5:12 pm to the next scheduled regular meeting on Thursday, September 17, 2020.

**APPROVED:**

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**Dan Burgess, President  
Board of Directors**

**ATTEST:**

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**Kristen Gelos, Secretary  
Board of Directors**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
AUGUST 2020  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
8/14/2020	R. BRINK NET PAYROLL	2,254.21	\$ 2,254.21
8/14/2020	R. ARNOLD NET PAYROLL	2,573.53	\$ 2,573.53
8/14/2020	J. PRITCHETT NET PAYROLL	2,458.21	\$ 2,458.21
8/14/2020	M. HUMPHREY NET PAYROLL	1,746.60	\$ 1,746.60
8/14/2020	K. GELOS NET PAYROLL	2,390.73	\$ 2,390.73
8/14/2020	D. BURGESS NET PAYROLL	92.35	\$ 92.35
8/14/2020	B. BARKER NET PAYROLL	92.35	\$ 92.35
8/14/2020	M. ROWLEY NET PAYROLL	92.35	\$ 92.35
8/14/2020	R. COUSINEAU NET PAYROLL	92.35	\$ 92.35
8/14/2020	S. DUFFIELD NET PAYROLL	3,679.60	\$ 3,679.60
8/14/2020	D. CAPPS NET PAYROLL	92.35	\$ 92.35
8/1/2020	J.B. DEWAR. INC. FUEL & OIL	477.30	\$ 477.30
8/3/2020	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	8,973.05 819.88 819.88 819.88	\$ 11,432.69

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
AUGUST 2020  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
8/3/2020	SPECIAL DISTRICT RISK MANAGEME PROP./LIABILITY INS. FY2020-21	41,368.43	\$ 41,368.43
8/3/2020	UNDERGROUND SERVICE ALERT DUES & SUBS	150.00	\$ 150.00
8/3/2020	STAR DRUG TESTING, INC PROFESSIONAL SERVICES	50.00	\$ 50.00
8/3/2020	RHYTHM DESIGN UNIFORMS	157.50	\$ 157.50
8/3/2020	DATA PROSE LLC JUNE / JULY BILLING	2,268.88	\$ 2,268.88
8/3/2020	D&H WATER SYSTEMS MAINTENANCE FIXED EQUIPMENT	1,745.23	\$ 1,745.23
8/3/2020	KENWOOD ENERGY PVS PROJECT	438.75	\$ 438.75
8/3/2020	STREAMLINE COMPUTER/SOFTWARE	200.00	
	COMPUTER / SOFTWARE	200.00	\$ 400.00
8/4/2020	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES	1,820.10	
	MEDICARE	635.00	\$ 2,455.10
8/4/2020	EMPLOYMENT DEVELOPMENT DEPARTM SDI	218.97	
	STATE WITHHOLDING	662.42	\$ 881.39
8/7/2020	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	1,028.00	\$ 1,028.00
8/7/2020	CALPERS RETIREMENT SYSTEM PERS RETIREMENT	2,480.38	
	PERS RETIREMENT TIER 2	1,075.89	
	PERS RETIREMENT PEPPRA	307.25	
	SURVIVOR BENEFIT	5.58	\$ 3,869.10

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
AUGUST 2020  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
8/7/2020	PG&E ELECTRICITY	27,212.73	\$ 27,212.73
8/18/2020	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FEDERAL WITHHOLDING TAXES FICA WITHHOLDING MEDICARE	1,737.50 2.20 62.00 634.84	\$ 2,436.54
8/18/2020	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING STATE WITHHOLDING	213.91 639.12 0.81	\$ 853.84
8/18/2020	WALLACE GROUP CONSULTING & ENGINEERING VERTICAL INTAKE PROJECT	5,643.75 698.75	\$ 6,342.50
8/18/2020	ADAMSKI, MOROSKI, MADDEN, CUMB LEGAL & ATTORNEY	1,500.00	\$ 1,500.00
8/18/2020	RYAN BRINK CELL/INTERNET ALLOWANCE	80.00	\$ 80.00
8/18/2020	SPECIAL DISTRICT RISK MANAGEME W/C INS.FY19/20 RECONCILIATION	1,447.70	\$ 1,447.70
8/18/2020	CLEATH-HARRIS GEOLOGISTS, INC. VERTIVAL INTAKE PROJECT	2,835.00	\$ 2,835.00
8/18/2020	THE TRIBUNE ADVERTISING	343.64	\$ 343.64
8/18/2020	READY REFRESH BY NESTLE LAB TESTING	15.94	\$ 15.94
8/18/2020	SLOACTTC LAFCO 2020-21	5,869.72	\$ 5,869.72
8/18/2020	HACH COMPANY MAINTENANCE FIXED EQUIPMENT	5,118.39	\$ 5,118.39

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
AUGUST 2020  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
8/18/2020	USA BLUEBOOK LAB TESTING/FIXED EQUIP/SUPPLY	1,447.76	\$ 1,447.76
8/18/2020	KRITZ EXCAVATING & TRUCKING, I SUPPLIES	380.32	
	STRUCTURES & GROUNDS	416.56	\$ 796.88
8/18/2020	BRENNTAG PACIFIC, INC CHEMICALS	3,098.46	
	CHEMICALS	7,839.19	\$ 10,937.65
8/18/2020	FGL ENVIRONMENTAL LAB TESTING	18.00	
	LAB TESTING	39.00	
	LAB TESTING	56.00	\$ 113.00
8/18/2020	TRUE TUBE INC VEHICLES	50.00	\$ 50.00
8/18/2020	TRUE TUBE INC VEHICLES	500.00	\$ 500.00
8/18/2020	J.H. SMITH CONSULTING PROFESSIONAL SERVICES	396.00	\$ 396.00
8/18/2020	ROY ARNOLD CELL/INTERNET ALLOWANCE	80.00	\$ 80.00
8/18/2020	ABALONE COAST ANALYTICAL, INC. LAB TESTING	2,750.00	\$ 2,750.00
8/18/2020	KRISTEN GELOS CELL/INTERNET ALLOWANCE	40.00	\$ 40.00
8/18/2020	U.S. BANK CORPORATE PAYMENT SY MAINTENANCE FIXED EQUIPMENT	285.23	
	TELEPHONE	196.62	
	SMALL TOOLS & EQUIPMENT	161.89	
	UNIFORMS	249.75	
	TELEPHONE	199.99	\$ 1,093.48

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
AUGUST 2020  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
8/18/2020	JAMES A. PRITCHETT MEDICAL REIMBURSEMENT CELL/INTERNET ALLOWANCE	290.00 80.00	\$ 370.00
8/18/2020	PITNEY BOWES GLOBAL FINANCIAL POSTAGE METER RENTAL	164.40	\$ 164.40
8/18/2020	MICHAEL K. NUNLEY & ASSOCIATES PROJECT X	3,732.74	\$ 3,732.74
8/18/2020	MEDPOST URGENT CARE - PASO ROB PROFESSIONAL SERVICES	140.00	\$ 140.00
8/18/2020	CS-AMSCO MAINTENANCE FIXED EQUIPMENT	1,350.00	\$ 1,350.00
8/18/2020	SCOTT DUFFIELD CELL/INTERNET ALLOWANCE	40.00	\$ 40.00
8/18/2020	WESTERN EXTERMINATOR COMPANY STRUCTURES & GROUNDS	86.00	\$ 86.00
8/18/2020	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER/SOFTWARE	880.30 130.00	\$ 1,010.30
8/18/2020	MARK HUMPHREY CELL/INTERNET ALLOWANCE	80.00	\$ 80.00
8/18/2020	CDW GOVERNMENT COMPUTER/SOFTWARE	1,177.97	\$ 1,177.97
8/18/2020	ALL WAYS CLEAN STRUCTURES & GROUNDS	400.00	\$ 400.00
8/18/2020	MID-STATE REPAIR SERVICE MAINTENANCE FIXED EQUIPMENT	1,463.16	\$ 1,463.16
8/18/2020	UNDERGROUND SERVICE ALERT OF N DUES & SUBS	94.89	\$ 94.89



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
AUGUST 2020  
WARRANT REGISTER**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
8/20/2020	AT&T TELEPHONE / INTERNET	175.30	\$ 175.30
8/21/2020	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	1,028.00	\$ 1,028.00
8/21/2020	CALPERS RETIREMENT SYSTEM EMPLOYER'S CONTRIBUTION	15.27	
	PERS RETIREMENT	2,433.72	
	PERS RETIREMENT TIER 2	1,075.89	
	PERS RETIREMENT PEPRA	307.25	
	SURVIVOR BENEFIT	5.58	\$ 3,837.71
8/24/2020	CALPERS RETIREMENT SYSTEM PERS RETIREMENT U/L	6,642.76	
	PERS RETIREMENT U/L	250.10	\$ 6,892.86
8/27/2020	J.B. DEWAR. INC. FUEL & OIL	325.46	\$ 325.46
8/28/2020	CHARTER COMMUNICATIONS INTERNET	84.99	\$ 84.99
8/28/2020	R. BRINK NET PAYROLL	2,632.41	\$ 2,632.41
8/28/2020	R. ARNOLD NET PAYROLL	2,248.98	\$ 2,248.98
8/28/2020	J. PRITCHETT NET PAYROLL	2,414.36	\$ 2,414.36
8/28/2020	M. HUMPHREY NET PAYROLL	1,864.97	\$ 1,864.97
8/28/2020	K. GELOS NET PAYROLL	2,390.73	\$ 2,390.73
8/28/2020	S. DUFFIELD NET PAYROLL	3,842.90	\$ 3,842.90
<b>GRAND TOTAL FOR ALL WARRANTS</b>			<b>\$192,395.90</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
TREASURER'S REPORT  
AUGUST 2020**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance:	\$ 5,174,484.97
Ending Balance:	\$ 5,188,511.81
Variance:	\$ 14,026.84
Interest Earnings for the Month Reported:	\$ 101.32
Interest Earnings Fiscal Year-to-Date:	\$ 79,325.84

**ANALYSIS OF REVENUES**

Total operating income for water and sewer was:	\$ 161,098.20
Non-operating income was:	\$ 20,740.10
Franchise fees paid to the District by San Miguel Garbage was:	\$ 6,573.44
Interest earnings for the P.P.B. checking account was:	\$ 3.45
Interest earnings for the P.P.B. DWR Loan Services account was:	\$ -
Interest earnings for the P.P.B. DWR Reserve account was:	\$ -
Interest earnings for the P.P.B. SRF Loan Services account was:	\$ -
Interest earnings for the Western Alliance account was:	\$ -
Interest earnings for the LAIF account was:	\$ -

**ANALYSIS OF EXPENSES**

Pacific Premier Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ 195,480.25
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**STATEMENT OF COMPLIANCE**

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

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
STATUS REPORT FOR ALL ACCOUNTS  
AUGUST 2020**

**BEGINNING BALANCE ALL ACCOUNTS** **\$ 5,174,484.97**

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

**PACIFIC PREMIER BANK - CHECKING**

<b>BEGINNING BALANCE 07/31/2020</b>	\$83,317.28	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	\$209,503.64	
INTEREST EARNED	\$3.45	
TOTAL CHECKS, FEES AND EFT'S	(\$195,480.25)	
TRANSFER TO LAIF ACCOUNT	\$0.00	
<b>ENDING BALANCE 08/31/2020</b>		<b>\$97,344.12</b>

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

<b>BEGINNING BALANCE 07/31/2020</b>	\$26,021.35	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
<b>ENDING BALANCE 08/31/2020</b>		<b>\$26,021.35</b>

**PACIFIC PREMIER BANK DWR RESERVE ACCOUNT**

<b>BEGINNING BALANCE 07/31/2020</b>	\$113,230.73	
INTEREST EARNED	\$0.00	
<b>ENDING BALANCE 08/31/2020</b>		<b>\$113,230.73</b>

**PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 07/31/2020</b>	\$29,541.18	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
<b>ENDING BALANCE 08/31/2020</b>		<b>\$29,541.18</b>

**WESTERN ALLIANCE**

**PVS PROJECT CAPITALIZED INTEREST FUND**

<b>BEGINNING BALANCE 07/31/2020</b>	\$51,326.62	
INTEREST EARNED	\$0.00	
<b>ENDING BALANCE 08/31/2020</b>		<b>\$51,326.62</b>

**LOCAL AGENCY INVESTMENT FUND (LAIF)**

<b>BEGINNING BALANCE 07/31/2020</b>	\$4,871,047.81	
INTEREST EARNED		
TRANSFER FROM PACIFIC PREMIER CHECKING	\$0.00	
TRANSFER TO PACIFIC PREMIER CHECKING	\$0.00	
<b>ENDING BALANCE 08/31/2020</b>		<b>\$4,871,047.81</b>

**ENDING BALANCE ALL ACCOUNTS** **\$5,188,511.81**

**DIFFERENCE FROM LAST MONTH** **Increase \$14,026.84**

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

<b>OPERATING INCOME</b>	<b>Budget FY 20/21</b>	<b>Actual August</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Water Fees	1,021,511	117,738	223,558	22%	
Sewer Fees	658,012	55,000	110,003	17%	
Hook-Up Fees	3,000	1,300	1,300	43%	Fluctuates based on activity
Turn on Fees	3,500	425	900	26%	
Late Fees	17,000	1,896	3,709	22%	
Plan Check & Inspection	10,000	0	0	0%	
Miscellaneous Income	2,000	111	143	7%	
<b>TOTAL OPERATING INCOME</b>	<b>\$1,715,023</b>	<b>\$176,470</b>	<b>\$339,614</b>	<b>20%</b>	

<b>FRANCHISE INCOME</b>					
Solid Waste Franchise Fees	66,984	7,252	14,489	22%	
<b>TOTAL FRANCHISE REVENUE</b>	<b>\$66,984</b>	<b>\$7,252</b>	<b>\$14,489</b>	<b>22%</b>	

<b>NON-OPERATING INCOME</b>					
Standby Charges	242,144	0	0	0%	
Property Tax	383,074	1,959	1,959	1%	
Interest	80,000	3	15,837	20%	Fluctuates based on activity
Connection Fees	70,580	25,028	25,028	35%	Fluctuates based on activity
<b>TOTAL NON-OPERATING INCOME</b>	<b>\$775,798</b>	<b>\$26,990</b>	<b>\$42,823</b>	<b>6%</b>	

<b>RESERVE REVENUE</b>					
Capital Reserves	646,396	2,658	2,658	0%	
Operating Reserves	1,491,694	5,047	5,047	0%	
<b>TOTAL RESERVE REVENUE</b>	<b>\$2,138,090</b>	<b>\$7,705</b>	<b>\$7,705</b>	<b>0%</b>	

<b>TOTAL ALL INCOME</b>	<b>\$4,695,895</b>	<b>\$218,418</b>	<b>\$404,632</b>	<b>9%</b>	
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2020/21 Budget**

**OPERATING EXPENSES**

<b>SALARIES AND BENEFITS</b>	<b>Budget FY 20/21</b>	<b>Actual August</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Salaries	715,567	40,914	102,204	14%	
Health Insurance	103,862	5,314	11,280	11%	
Health Insurance - Retiree	48,451	3,949	7,899	16%	
PERS	126,097	14,106	25,546	20%	
Standby	14,000	978	2,416	17%	
Overtime	16,000	1,058	3,050	19%	Fluctuates based on need & staffing
Workers Comp. Ins.	19,194	8,166	27,360	143%	Paid Annually
Directors' Fees	12,000	500	1,100	9%	
Medicare/FICA	10,550	829	1,544	15%	
Car Allowance	3,000	250	500	17%	
SUI/ETT	1,500	0	0	0%	
Uniforms	5,000	407	407	8%	
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$1,075,221</b>	<b>\$76,471</b>	<b>\$183,306</b>	<b>17%</b>	

**UTILITIES**

Electricity	249,810	27,213	27,213	11%	
Propane	1,012	0	0	0%	
Water Purchase	23,114	0	0	0%	Paid Semiannually
Telephone/Internet	12,129	1,168	1,653	14%	
<b>TOTAL UTILITIES EXPENSE</b>	<b>\$286,065</b>	<b>\$28,381</b>	<b>\$28,866</b>	<b>10%</b>	

**MAINTENANCE & SUPPLIES**

Chemicals	76,000	10,938	16,095	21%	
Computer/Software	29,450	1,708	2,436	8%	
Equip. Rental/Lease	2,500	0	0	0%	
Fixed Equip.	142,000	10,587	13,156	9%	
Fuel & Oil	12,000	803	1,179	10%	
Lab Testing	41,000	3,409	3,482	8%	
Office Supplies	2,000	0	169	8%	
Parks & Recreation	0	0	0	#DIV/0!	
Struct./Grnds.	14,140	903	2,252	16%	
Small Tools/Equip.	3,000	162	162	5%	
Supplies	5,000	673	718	14%	
Meters/Equip.	5,000	0	0	0%	Fluctuates based on activity
Vehicles	6,500	550	2,486	38%	
<b>TOTAL MAINT. &amp; SUPPLY EXPENSE</b>	<b>\$338,590</b>	<b>\$29,732</b>	<b>\$42,134</b>	<b>12%</b>	

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

<b>GENERAL &amp; ADMINISTRATION</b>	<b>Budget FY 20/21</b>	<b>Actual August</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Ads./Advertising	1,500	344	344	23%	Fluctuates based on activity
Alarm/Answering Service	4,000	0	560	14%	
Audit	8,200	0	0	0%	
Bank Charges/Fees	4,000	438	883	22%	Fluctuates based on activity
Consulting/Engineering	85,000	5,644	5,644	7%	
Dues/Subscription	8,750	245	245	3%	
Elections	1,000	0	0	0%	
Insurance	41,370	41,368	41,368	100%	Paid Annually
LAFCO	6,600	5,870	5,870	89%	Paid Annually
Legal/Attorney	25,000	1,500	3,435	14%	
Licenses/Permits	32,100	0	0	0%	
Plan Check & Inspection	10,000	0	0	0%	
Postage/Billing	20,000	2,433	2,433	12%	
Professional Service	36,900	1,466	2,158	6%	
Tax Collection	5,300	0	0	0%	
Staff Training & Travel	8,000	0	0	0%	
Board Training & Travel	1,000	0	0	0%	
<b>TOTAL G &amp; A</b>	<b>\$298,720</b>	<b>\$59,308</b>	<b>\$62,940</b>	<b>21%</b>	

#### **CAPITAL PROJECTS & EQUIPMENT**

Projects	2,053,089	7,705	7,705	0%	
Equipment	85,000	0	0	0%	
<b>TOTAL CAPITAL EXPENSE</b>	<b>\$2,138,089</b>	<b>7,705</b>	<b>7,705</b>	<b>0%</b>	

#### **DEBT**

State Loan Payment	103,629	0	0	0%	paid semiannually
State Loan Payment Phase II	58,740	0	0	0%	paid semiannually
<b>TOTAL DEBT</b>	<b>\$162,369</b>	<b>\$0</b>	<b>\$0</b>		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$48,000	17%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

<b>TOTAL EXPENSE</b>	<b>\$4,587,054</b>	<b>\$225,597</b>	<b>\$372,951</b>	<b>8%</b>	
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CONNECTION FEES TRANSFER      \$70,580      \$25,028      \$25,028      35%

SOLID WASTE FEES TRANSFER      \$30,924      \$4,247      \$6,394      21%

<b>FUND TOTAL</b>	<b>\$7,337</b>	<b>(\$36,454)</b>	<b>\$258</b>		
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## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** September 17, 2020

**SUBJECT:** Request to receive and file Photovoltaic System Project updates.

#### **Recommendation**

It is recommended that the Board of Directors receive and file Photovoltaic System Project updates.

#### **Background**

Your Board approved the Photovoltaic System Project (Project) at the January 16, 2020 meeting and selected Stockman's Energy, Inc. as the most qualified proposer. The Notice to Proceed was issued March 3, 2020.

#### **Project Updates**

##### Project Scope

Site work has not commenced, and the contractor is generally working on permits and managing the PG&E interconnection process. Project meetings occur weekly. A three-week timeline is used for discussion during these meetings. Listed below are the status of some of the specific work items:

Prior Week (August 31):

- PG&E Interconnection Estimating Process for WWTP has not yet been completed, expecting contract from PG&E to present to District this week. Reached out to PG&E representative for update. Did not receive one.
- PG&E Interconnection WTP System Impact Study continues for WTP. Results are expected 10/21.
- Permit was issued for WTP. Permit docs for both sites will be forwarded to the District this week.
- Updated schedules placed on Dropbox.
- Discuss rock at each site during Wednesday's call. Then update schedule accordingly.

#### Current Week (Sep 7):

- PG&E Interconnection Estimate response execution from District if it is received from PG&E. Still no response or update on status from them.
- PG&E Interconnection WTP System Impact Study continues for WTP. Results are expected 10/21.
- Stockman's to get tax and fence change order total to Steve from schedule of values and updated quotation.

#### Next Week (Sep 14):

- PG&E Interconnection Estimate response execution from District if it is received from PG&E. It will be 10 business days if no response is received. A supervisor will be looked in if this is the case.
- PG&E Interconnection WTP System Impact Study to continue for WTP. Results are expected 10/21.
- Updated schedules will be uploaded to dropbox.

#### Work changes we are tracking include:

- Land survey work at the WTP site – additive change to price, no change to time
- Revised fencing at WTP site – deductive change to price, no change to time

#### Project Schedule

Due to the different paths the two sites are having to navigate the schedule has been separated into two; one for the WWTP and one for the WTP. Both schedules will be presented during the meeting.

#### Project Budget

The Project is currently within budget.

PG&E direct costs (separate from construction agreement) include:

- Upgrades for WWTP – Total estimated cost from PG&E = \$66,617.41
- Upgrades for WTP – TBD

File: Projects\_PVS



## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Manager Report For the Month of September 2020

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

#### Administration

- The District Auditor worked on the audit in our office for a full day for their first field work visit. Additional field work is scheduled for two days later this month. The presentation of the Audit to the Board is still targeted for the December 2020 Board meeting.
- The Manager attended a virtual Special District Managers meeting.

#### Operations

- Prepared and submitted the Disinfection Byproduct Monthly Report.
- Prepared and submitted the Water Treatment Plant Monthly Report.
- Submitted the Wastewater Treatment Plant Self-Monitoring Reports.
- All operational adjustments staff has done to comply with the TSO have had inconsistent results and as such we will need to do a project(s) to comply with our final discharge order. The District's consultant that assisted with the initial TSO (Larry Walker Associates) will again be assisting us with compliance and will essentially be part of the team developing a project(s) as discussed in the Capital Improvement Plan item below.
- Additional updates regarding operations can be found in the Operations Report.

#### Solid Waste

- The Household Hazardous Waste facility was re-painted by IWMA.

#### Reservoir Status

- As reported by Monterey County Water Resources Agency (MCWRA), as of September 9, 2020, the reservoir was at approximately 735.4 feet in elevation, 28% of capacity, or 106,350-acre feet of storage. MCWRA water releases were shown as 355 cfs. The high flow releases will be reduced to 60 cfs by around September 15<sup>th</sup>. The water surface elevation is predicted to be about 732' on October 1, 2020.

#### Capital Improvement Program

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

- PVS: see separate agenda item.

- Vertical Intake: Phase 1 was awarded to All American Drilling, Inc. and a Notice to Proceed was issued on September 8<sup>th</sup>. The District Engineer's land surveyor staked the site last week. The Contract Time to completion is 60 Days or November 9, 2020.
- Wastewater project x design phase: The District's consultant MKN is working on preliminary engineering items including a project alternatives analysis. In addition, several projects that were previously identified in the 2017 Recycled Water Study may overlap. At the time that study was completed, we did not have our new wastewater permit (and new requirements) and TSO, so it should be expected that additional work will need to be done. Specifically, those new requirements are triggering an additional project(s) to address copper, unionized ammonia and nitrate. This project(s) will be expedited over the next year or two as we will most likely need to be in construction next fiscal year to comply with regulatory requirements. The Wastewater Treatment Plant was constructed in the early 1970's and has not had any major upgrading since. Anticipated project(s) costs could be anywhere between \$3M - \$12M depending on the type and other factors. Staff will update the Board regularly and is targeting the October 15<sup>th</sup> Board meeting to present a formal item.
- Lift Station 1-5 rehabilitation design phase: Development of contract documents underway by the District Engineer.
- Vehicle / Equipment replacement: Developing purpose and need statements and specifications list.
- The 2MG Tank mixing system was purchased and received last week. Staff will be installing it as soon as possible.

#### Development

- Nothing significant to report.

#### Public Relations and Community

- Nothing significant to report.

#### Human Resources

- A new staff member started on August 31 at the Maintenance Worker Temporary / Seasonal position, with the intention that it will transition into a Treatment Operator Regular / Full Time position upon successful completion of exams this Fall.
- A recruitment for the Operations Manager position is open and being advertised several ways / locations including by direct mail, District office bulletin board, District website, CSDA website, AWWA website, and Indeed.

#### Board Member & Staff Information and Learning Opportunities

- Nothing significant to report.

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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
AUGUST 2020 OFFICE REPORT**

**Water & Sewer**

On September 1<sup>st</sup>, we processed 1,919 bills for a total dollar amount of \$168,687 for water and sewer user fees for the month of August. The number of Automatic Drafts processed was 559 for a total dollar amount of \$49,765. On August 26<sup>th</sup> we processed 230 delinquent account penalties.

**San Miguel Garbage Franchise Fees**

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

Month of July

Garbage Collection (10%) - \$ 6,704.89

Roll-Off Collection (10%) - \$547.39

Total Franchise Fees Collected - \$ 7,252.28

**Service Orders Completed**

Staff completed a total of 42 service orders for the month of August. Below is a breakdown by job code.

USA	14	HYDRANT METER	1
PRESSURE	3	HOME INSPECTION	1
OCCUPANT CHANGE	11	DIRTY WATER COMPLAINT	1
CONNECT	1	SWAP/PULL METER	1
LOCK METER	2	MISC	2
UNLOCK METER	1	AMR DATA LOG	1
LEAK	3		

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## Operations Report For the Month of August 2020

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

### Water treatment

- Installed new version of online chlorine metering system.
- Replaced chlorine injection pump
- Telstar Programming repaired/replaced damaged plc modules due to a lightning strike.
- Landscape maintenance at Pump Station 1 for upcoming project in vicinity.

### Water distribution

- Replaced meter registers with warrantied registers from Master Meter
- Repaired service line leak on Running Rabbit Circle.
- Repaired 1" service line on Moccasin Lane.
- Repaired service line leak on Bridal Trail Lane.
- Replaced level transducer on 2-million-gallon tank.
- Flushed multiple locations in distribution system weekly to combat formations of disinfection byproducts
- Replaced quick blow fuses at Pump Station 4 due to lightning strike.

### Wastewater collection

- Conducted monthly checks at all lift stations, amps, volts, etc.
- Replaced troublesome motor saver at Lift Station 3.
- Temporary repair of manhole collar on Equestrian Road.

### Wastewater treatment

- Reduced aeration to lagoon system to lower nitrate formation.
- Took grease and oil samples at several locations in an effort to isolate source of high grease concentrations.
- Replaced motor saver on Aerator 4 in Pond 1.
- Jetted Pond 2 intake line

### Vehicles and equipment

- Midstate replaced water pump on onsite generator at Lift Station 10.

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