

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of March 18, 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 Engineer Steve Tanaka, 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 February 18, 2021.
- b. **Warrant Register:** Receive/approve February 2021 warrants.
- c. **Treasurer's Report:** Receive/file February 2021 report.
- d. **Fiscal Report:** Receive/file February 2021 status report.

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**5. DISCUSSION ITEMS**

- a. **Submittal for approval Resolution 21-01 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2021/22.**

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

Director Barker made a motion to approve Resolution 21-01. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**b. Submittal for approval Resolution No. 21-02 appointing Michael P. Wilcox interim Operations Manager as a CalPERS retired annuitant pursuant to Government Code Section 21221(h).**

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

Director Cousineau made a motion to approve Resolution 21-02. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**c. Request to receive the Wastewater Treatment Plant Improvements Preliminary Engineering Memorandum dated March 5, 2021 and authorize the General Manager to pursue a Wastewater Treatment Plant project based on Alternative 3B, a membrane bioreactor packaged wastewater treatment plant.**

Eileen Shields of MKN provided a power-point presentation of the Wastewater Treatment Plant Improvements Preliminary Engineering Memorandum and answered any questions the board had.

Director Capps made a motion to authorize the General Manager to pursue a Wastewater Treatment Plant project. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Capps, Cousineau, Rowley

Nays: Burgess

**d. Request to receive and file Photovoltaic System Project updates.**

Manager Duffield provided a power-point presentation with updates on the project and answered any questions the board had.

The report was received and filed.

**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**

The report was received and filed.

**8. COMMITTEE AND DIRECTOR REPORTS**

Director Barker asked about when Board meetings could get back to onsite. The Board would like to add this topic as a discussion item on the next meeting's Agenda.

**9. ADJOURNMENT**

On a motion by Director Barker and seconded by Director Rowley, the meeting adjourned at 5:36 pm to the next scheduled regular meeting on Thursday, April 15, 2021.

**APPROVED:**

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**Devin Capps, President  
Board of Directors**

**ATTEST:**

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**Kristen Gelos, Secretary  
Board of Directors**

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/2/2021	ROY ARNOLD REIMBURSEMENT - LAB TESTING	605.95	\$ 605.95
3/2/2021	RICE, JAMES O. US REFUND	62.09	\$ 62.09
3/3/2021	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	11,565.62 957.97 957.97	\$ 13,481.56
3/4/2021	EMPLOYMENT DEVELOPMENT DEPARTM SUI/ETT SDI STATE WITHHOLDING EMPLOYMENT DEVELOPMENT DEPARTM	20.83 200.49 744.05 143.20	\$ 1,108.57
3/5/2021	J.B. DEWAR. INC. FUEL & OIL	1,132.67	\$ 1,132.67
3/5/2021	CAPPY CULVER SCHOOL US REFUND	100.00	\$ 100.00
3/11/2021	GREAT WESTERN ALARM ALARM/ANSWERING SERVICE	293.50	\$ 293.50
3/11/2021	ADAMSKI, MOROSKI, MADDEN, CUMB LEGAL & ATTORNEY	500.00	\$ 500.00
3/11/2021	RELIABLE OFFICE MACHINE REPAIR OFFICE SUPPLIES	139.00	\$ 139.00
3/11/2021	READY REFRESH BY NESTLE LAB TESTING	55.32	\$ 55.32
3/11/2021	USA BLUEBOOK LAB TESTING	289.90	\$ 289.90
3/11/2021	BRENNTAG PACIFIC, INC CHEMICALS CHEMICALS	2,115.52 2,713.18	\$ 4,828.70

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/11/2021	VWR INTERNATIONAL LLC		
	LAB TESTING	95.04	
	LAB TESTING	128.53	\$ 223.57
3/11/2021	FGL ENVIRONMENTAL		
	LAB TESTING	486.00	
	LAB TESTING	39.00	
	LAB TESTING	18.00	
	LAB TESTING	380.00	\$ 923.00
3/11/2021	J.H. SMITH CONSULTING		
	PROFESSIONAL SERVICES	453.95	\$ 453.95
3/11/2021	DELTA LIQUID ENERGY		
	PROPANE	185.74	\$ 185.74
3/11/2021	ANTHONY'S TIRE STORE		
	VEHICLES	100.95	\$ 100.95
3/11/2021	ALPHA ELECTRICAL SERVICE		
	MAINTENANCE FIXED EQUIPMENT	429.00	\$ 429.00
3/11/2021	FLUID RESOURCE MANAGEMENT		
	PROFESSIONAL SERVICES	400.00	
	PROFESSIONAL SERVICES	1,656.25	\$ 2,056.25
3/11/2021	U.S. BANK CORPORATE PAYMENT SY		
	LAB TESTING	86.16	
	TRAINING & TRAVEL	188.53	
	TRAINING & TRAVEL	163.53	
	TELEPHONE	201.33	
	COMPUTER/SOFTWARE	839.99	
	OFFICE SUPPLIES	41.92	
	POSTAGE	7.00	\$ 1,528.46
3/11/2021	RAMINHA CONSTRUCTION, INC.		
	MAINTENANCE FIXED EQUIPMENT	9,518.54	\$ 9,518.54
3/11/2021	RHYTHM DESIGN		
	UNIFORMS	135.04	\$ 135.04
3/11/2021	BURT INDUSTRIAL SUPPLY		
	SMALL TOOLS & EQUIPMENT	142.22	\$ 142.22

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/11/2021	MICHAEL K. NUNLEY & ASSOCIATES PROJECT X	1,290.85	\$ 1,290.85
3/11/2021	DATA PROSE LLC FEBRUARY BILLING	1,167.56	\$ 1,167.56
3/11/2021	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER / SOFTWARE	662.70 130.00	\$ 792.70
3/11/2021	KENWOOD ENERGY PVS PROJECT	1,023.75	\$ 1,023.75
3/11/2021	STREAMLINE COMPUTER/SOFTWARE	600.00	\$ 600.00
3/11/2021	ALL WAYS CLEAN STRUCTURES & GROUNDS	400.00	\$ 400.00
3/11/2021	MID-STATE REPAIR SERVICE VEHICLES VEHICLES	373.71 2,971.19	\$ 3,344.90
3/12/2021	R. BRINK NET PAYROLL	1,957.07	\$ 1,957.07
3/12/2021	R. ARNOLD NET PAYROLL	2,243.87	\$ 2,243.87
3/12/2021	J. PRITCHETT NET PAYROLL	2,492.79	\$ 2,492.79
3/12/2021	M. HUMPHREY NET PAYROLL	1,859.45	\$ 1,859.45
3/12/2021	B. VOGEL NET PAYROLL	1,969.33	\$ 1,969.33
3/12/2021	K. GELOS NET PAYROLL	2,385.10	\$ 2,385.10
3/12/2021	D. BURGESS NET PAYROLL	92.35	\$ 92.35

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/12/2021	B. BARKER NET PAYROLL	92.35	\$ 92.35
3/12/2021	M. ROWLEY NET PAYROLL	92.35	\$ 92.35
3/12/2021	R. COUSINEAU NET PAYROLL	92.35	\$ 92.35
3/12/2021	S. DUFFIELD NET PAYROLL	3,484.17	\$ 3,484.17
3/12/2021	D. CAPPS NET PAYROLL	92.35	\$ 92.35
3/12/2021	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	1,320.00	\$ 1,320.00
3/12/2021	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIHOLDING MEDICARE	1,783.40 62.00 691.76	\$ 2,537.16
3/12/2021	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	280.24 601.88	\$ 882.12
3/12/2021	CALPERS RETIREMENT SYSTEM PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPPRA SURVIVOR BENEFIT	2,433.72 1,075.89 615.31 6.51	\$ 4,131.43
3/12/2021	CALPERS RETIREMENT SYSTEM EMPLOYER'S CONTRIBUTION	15.27	\$ 15.27
3/12/2021	PG&E ELECTRICITY	18,157.19	\$ 18,157.19
3/17/2021	SAN MIGUEL GARBAGE DELINQUENT SOLID WASTE FEES	201.00	\$ 201.00

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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/19/2021	J.B. DEWAR. INC. FUEL & OIL	342.70	\$ 342.70
3/22/2021	AT&T TELEPHONE/INTERNET	178.18	\$ 178.18
3/24/2021	CALPERS RETIREMENT SYSTEM PERS RETIREMENT U/L PERS RETIREMENT U/L	6,642.76 250.10	\$ 6,892.86
3/26/2021	R. BRINK NET PAYROLL	1,957.08	\$ 1,957.07
3/26/2021	R. ARNOLD NET PAYROLL	2,267.89	\$ 2,267.89
3/26/2021	J. PRITCHETT NET PAYROLL	2,278.94	\$ 2,278.94
3/26/2021	M. HUMPHREY NET PAYROLL	2,007.74	\$ 2,007.74
3/26/2021	B. VOGEL NET PAYROLL	1,891.97	\$ 1,891.97
3/26/2021	K. GELOS NET PAYROLL	2,385.10	\$ 2,385.10
3/26/2021	S. DUFFIELD NET PAYROLL	3,650.55	\$ 3,650.55
3/26/2021	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	1,320.00	\$ 1,320.00
3/26/2021	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	1,848.15 681.48	\$ 2,529.63
3/26/2021	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	282.00 631.13	\$ 913.13



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

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
3/26/2021	CALPERS RETIREMENT SYSTEM		
	PERS RETIREMENT	2,433.72	
	PERS RETIREMENT TIER 2	1,075.89	
	PERS RETIREMENT PEPRA	615.31	
	SURVIVOR BENEFIT	6.51	\$ 4,131.43
3/28/2021	CHARTER COMMUNICATIONS		
	INTERNET	84.99	\$ 84.99
3/31/2021	SAN MIGUEL GARBAGE		
	DELINQUENT SOLID WASTE FEES	122.50	\$ 122.50
<b>GRAND TOTAL FOR ALL WARRANTS</b>			<b>\$123,966.12</b>

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

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance:	\$ 4,828,946.29
Ending Balance:	\$ 4,859,120.94
Variance:	\$ 30,174.65
Interest Earnings for the Month Reported:	\$ 59.69
Interest Earnings Fiscal Year-to-Date:	\$ 33,923.93

**ANALYSIS OF REVENUES**

Total operating income for water and sewer was:	\$ 142,172.32
Non-operating income was:	\$ 58,585.51
Franchise fees paid to the District by San Miguel Garbage was:	\$ 6,435.17
Interest earnings for the P.P.B. checking account was:	\$ 0.65
Interest earnings for the P.P.B. DWR Loan Services account was:	\$ 3.24
Interest earnings for the P.P.B. DWR Reserve account was:	\$ 41.93
Interest earnings for the P.P.B. SRF Loan Services account was:	\$ 12.69
Interest earnings for the Western Alliance account was:	\$ 1.18
Interest earnings for the LAIF account was:	\$ -

**ANALYSIS OF EXPENSES**

Pacific Premier Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ 217,395.02
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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  
MARCH 2021**

**BEGINNING BALANCE ALL ACCOUNTS** **\$ 4,828,946.29**

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

**PACIFIC PREMIER BANK - CHECKING**

<b>BEGINNING BALANCE 2/28/2021</b>	\$79,162.23	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	\$232,825.20	
INTEREST EARNED	\$0.65	
TOTAL CHECKS, FEES AND EFT'S	(\$217,395.02)	
<b>TRANSFER TO LAIF ACCOUNT</b>		
<b>ENDING BALANCE 3/31/2021</b>		<b>\$94,593.06</b>

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

**LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 2/28/2021</b>	\$133.38	
QUARTERLY DEPOSIT	\$51,814.00	
INTEREST EARNED	\$3.24	
SEMI-ANNUAL PAYMENT	(\$51,814.22)	
<b>ENDING BALANCE 3/31/2021</b>		<b>\$136.40</b>

**PACIFIC PREMIER BANK DWR RESERVE ACCOUNT**

<b>BEGINNING BALANCE 2/28/2021</b>	\$113,349.28	
INTEREST EARNED	\$41.93	
<b>ENDING BALANCE 3/31/2021</b>		<b>\$113,391.21</b>

**PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 2/28/2021</b>	\$29,585.39	
QUARTERLY DEPOSIT	\$14,685.00	
INTEREST EARNED	\$12.69	
SEMI-ANNUAL PAYMENT	\$0.00	
<b>ENDING BALANCE 3/31/2021</b>		<b>\$44,283.08</b>

**WESTERN ALLIANCE**

**PVS PROJECT CAPITALIZED INTEREST FUND**

<b>BEGINNING BALANCE 2/28/2021</b>	\$27,840.76	
INTEREST EARNED	\$1.18	
INTEREST PAYMENT	\$0.00	
<b>ENDING BALANCE 3/31/2021</b>		<b>\$27,841.94</b>

**LOCAL AGENCY INVESTMENT FUND (LAIF)**

<b>BEGINNING BALANCE 2/28/2021</b>	\$4,578,875.25	
INTEREST EARNED	\$0.00	
TRANSFER FROM PACIFIC PREMIER CHECKING	\$0.00	
TRANSFER TO PACIFIC PREMIER CHECKING	\$0.00	
<b>ENDING BALANCE 3/31/2021</b>		<b>\$4,578,875.25</b>

<b>ENDING BALANCE ALL ACCOUNTS</b>		<b>\$4,859,120.94</b>
<b>DIFFERENCE FROM LAST MONTH</b>	<b>Increase</b>	<b>\$30,174.65</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
JANUARY 1, 2021 – MARCH 31, 2021**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance	\$	4,943,719
Ending Balance	\$	4,859,121
Variance	\$	-84,598
Interest Earnings	\$	7,572.41

**STATEMENT OF COMPLIANCE**

This report was prepared in accordance with the HRCSD Statement of Investment Policy. All investment activity was within policy limits. There are sufficient funds to meet the next 180 days' obligations. Attached is a status report of all accounts and related bank statements. For more information contact the District Office.

**ACCOUNT PROFILE INFORMATION**

1. Operating cash in cash drawer: Maintained to make change for cash transactions.
2. Pacific Premier Bank Checking: Variable interest-bearing checking account currently at 0.01%, at Pacific Premier branch in Paso Robles used for most of our transactions such as payroll, accounts receivable and accounts payable. Statements are received on a monthly basis.
3. Pacific Premier Bank DWR loan repayments: The Loan Services Account interest earnings rate is 0.25%. Quarterly deposits are made into each account. Semi-annual payments are made from the Loan Services account by the bank, which functions as our fiscal agent, to DWR for repayment of a \$2 million loan to partially finance our water treatment plant and water pumping facilities.
4. Pacific Premier Bank DWR reserve: The Reserve Account interest earnings rate is 0.25%. The purpose of the Reserve Account was to build up over ten years an amount equal to debt service for one year, a DWR requirement. Statements are received on a quarterly basis.
5. Pacific Premier Bank SDWSRF (Safe Drinking Water State Revolving Fund) loan repayments: The Loan Services Account interest earnings rate is 0.25%. Quarterly deposits will be made into the Loan Services. Semi-annual payments will be made from the Loan Services account by the bank, which functions as our fiscal agent, to SDWSRF for repayment of a \$714,000 loan to finance upgrades at the water treatment plant. The fund will provide for a twenty (20) year repayment period at a 1.7875 percent interest rate. Statements are received on a quarterly basis.
6. Western Alliance Bank PVS Project Capitalized Interest Fund: The Capitalized Interest Fund interest earnings rate is 0.05%. The purpose of this Account is to hold the first two interest payments which the District will begin paying on October 1, 2020.
7. LAIF: Local Agency Investment Fund, a variable interest-bearing investment fund administered by the California State Treasurer. The majority of our funds are retained in this account. The last reported interest rate was 0.63%. Statements are received on a quarterly basis.

## INTEREST EARNINGS: TRENDS & PROJECTIONS

The number of accounts in this report totals seven. The interest earnings for those accounts are summarized below. The accounts are referenced by number which corresponds with the Account Profile Information.

### SUMMARY OF INTEREST EARNINGS

\* *Account Profile by Reference Number*

	<b>Beginning Balance</b>	<b>Total Debits</b>	<b>Total Credits</b>	<b>Interest Earnings</b>	<b>Ending Balance</b>
<b>1</b>	300.00	-	-	-	300.00
<b>2</b>	101,445.93	-743,779.30	736,923.98	2.45	94,593.06
<b>3</b>	133.38	-77,721.22	77,721.00	3.24	136.40
<b>4</b>	113,349.28	0.00	0.00	41.93	113,391.21
<b>5</b>	29,585.39	0.00	14,685.00	12.69	44,283.08
<b>6</b>	27,838.51	0.00	0.00	3.43	27,841.94
<b>7</b>	4,671,366.58	-100,000.00	0.00	7,508.67	4,578,875.25
<b>TOTALS</b>	<b>\$4,944,019.07</b>	<b>(\$921,500.52)</b>	<b>\$829,329.98</b>	<b>\$7,572.41</b>	<b>\$4,859,420.94</b>

Interest earnings in accounts 2, 3, 4, 5 & 6 above are always low because of account balance policies. Account 7 (LAIF) is the one account with more productive interest earnings because it typically holds over 90% of HRCSD cash reserves. Interest rates continue to fluctuate and remain low.

### MANAGEMENT BY CONTRACTED PARTIES

For the reporting period, only the Local Agency Investment Fund (LAIF) is held under the Management By Contracted Parties.

LAIF is a treasury of pooled money made up of deposits from many of the over 5,000 local agencies within California. More than \$25 billion is vested in a variety of ways with a cumulative net yield of a conservative nature. State law requires, and the LAIF Pooled Money Investment Board requires that pooled money first be invested in such a manner to realize the maximum return consistent with safe and prudent management after which yield is considered. In other words, because these are public moneys invested and managed by others, the investments are low risk, low yield.

HRCSD typically has most of its cash (over 90%) deposited in LAIF. This is common strategy with many local agencies in the state, especially those with cash reserves of less than \$5 million. Complete reports of all investment activity, etc. are received from the LAIF Board on a monthly basis, along with an annual report, which are available for inspection at the District office. In addition, an analysis is provided in our *Status Report of All Accounts* for our share of LAIF deposits on a monthly basis.

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

<b>OPERATING INCOME</b>	<b>Budget FY 20/21</b>	<b>Actual March</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Water Fees	1,021,511	81,252	896,187	88%	
Sewer Fees	658,012	58,774	502,408	76%	
Hook-Up Fees	3,000	0	7,435	248%	Fluctuates based on activity
Turn on Fees	3,500	275	3,125	89%	
Late Fees	17,000	1,839	15,206	89%	
Plan Check & Inspection	10,000	0	0	0%	
Miscellaneous Income	2,000	33	243	12%	
<b>TOTAL OPERATING INCOME</b>	<b>\$1,715,023</b>	<b>\$142,172</b>	<b>\$1,424,604</b>	<b>83%</b>	

<b>FRANCHISE INCOME</b>					
Solid Waste Franchise Fees	66,984	6,435	61,025	91%	
<b>TOTAL FRANCHISE REVENUE</b>	<b>\$66,984</b>	<b>\$6,435</b>	<b>\$61,025</b>	<b>91%</b>	

<b>NON-OPERATING INCOME</b>					
Standby Charges	242,144	22,145	166,231	69%	
Property Tax	383,074	36,380	281,722	74%	
Interest	80,000	60	33,924	42%	Fluctuates based on activity
Connection Fees	70,580	0	53,533	76%	Fluctuates based on activity
<b>TOTAL NON-OPERATING INCOME</b>	<b>\$775,798</b>	<b>\$58,586</b>	<b>\$535,409</b>	<b>69%</b>	

<b>RESERVE REVENUE</b>					
Capital Reserves	654,941	802	282,437	43%	
Operating Reserves	1,508,148	1,512	542,647	36%	
<b>TOTAL RESERVE REVENUE</b>	<b>\$2,163,089</b>	<b>\$2,315</b>	<b>\$825,084</b>	<b>38%</b>	

<b>TOTAL ALL INCOME</b>	<b>\$4,720,894</b>	<b>\$209,508</b>	<b>\$2,846,123</b>	<b>60%</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 March</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Salaries	715,567	45,262	439,147	61%	
Health Insurance	103,862	7,307	61,861	60%	
Health Insurance - Retiree	48,451	4,259	34,405	71%	
PERS	126,097	11,810	109,539	87%	
Standby	14,000	930	9,838	70%	
Overtime	16,000	433	13,013	81%	Fluctuates based on need & staffing
Workers Comp. Ins.	19,194	0	20,642	108%	Paid Annually
Directors' Fees	12,000	500	4,500	38%	
Medicare/FICA	10,550	718	7,594	72%	
Car Allowance	3,000	250	2,250	75%	
SUI/ETT	1,500	0	343	23%	
Uniforms	5,000	135	1,758	35%	
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$1,075,221</b>	<b>\$71,603</b>	<b>\$704,891</b>	<b>66%</b>	

**UTILITIES**

Electricity	249,810	18,157	188,293	75%	
Propane	1,012	186	599	59%	
Water Purchase	23,114	0	23,114	100%	Paid Semiannually
Telephone/Internet	12,129	465	7,129	59%	
<b>TOTAL UTILITIES EXPENSE</b>	<b>\$286,065</b>	<b>\$18,807</b>	<b>\$219,135</b>	<b>77%</b>	

**MAINTENANCE & SUPPLIES**

Chemicals	76,000	4,829	47,920	63%	
Computer/Software	29,450	1,570	7,770	26%	
Equip. Rental/Lease	2,500	0	148	6%	
Fixed Equip.	142,000	9,948	46,556	33%	
Fuel & Oil	12,000	1,475	6,439	54%	
Lab Testing	41,000	2,184	24,223	59%	
Office Supplies	2,000	181	1,027	51%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	14,140	400	10,380	73%	
Small Tools/Equip.	3,000	142	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	3,446	9,001	138%	
<b>TOTAL MAINT. &amp; SUPPLY EXPENSE</b>	<b>\$338,590</b>	<b>\$24,174</b>	<b>\$164,203</b>	<b>48%</b>	

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

<b>GENERAL &amp; ADMINISTRATION</b>	<b>Budget FY 20/21</b>	<b>Actual March</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Ads./Advertising	1,500	0	948	63%	Fluctuates based on activity
Alarm/Answering Service	4,000	294	2,523	63%	
Audit	8,200	0	10,195	124%	
Bank Charges/Fees	4,000	645	5,582	140%	Fluctuates based on activity
Consulting/Engineering	85,000	0	14,210	17%	
Dues/Subscription	8,750	0	8,314	95%	
Elections	1,000	0	0	0%	
Insurance	41,370	0	41,863	101%	Paid Annually
LAFCO	6,600	0	5,870	89%	Paid Annually
Legal/Attorney	25,000	500	9,317	37%	
Licenses/Permits	32,100	0	21,962	68%	
Plan Check & Inspection	10,000	0	0	0%	
Postage/Billing	20,000	1,175	10,401	52%	
Professional Service	36,900	3,053	35,346	96%	
Tax Collection	5,300	0	0	0%	
Staff Training & Travel	8,000	352	1,869	23%	
Board Training & Travel	1,000	0	0	0%	
<b>TOTAL G &amp; A</b>	<b>\$298,720</b>	<b>\$6,018</b>	<b>\$168,399</b>	<b>56%</b>	

**CAPITAL PROJECTS & EQUIPMENT**

Projects	2,078,089	2,315	825,084	40%	
Equipment	85,000	0	0	0%	
<b>TOTAL CAPITAL EXPENSE</b>	<b>\$2,163,089</b>	<b>2,315</b>	<b>825,084</b>	<b>38%</b>	

**DEBT**

State Loan Payment	103,629	51,814	103,628	100%	paid semiannually
State Loan Payment Phase II	58,740	0	29,369	50%	paid semiannually
<b>TOTAL DEBT</b>	<b>\$162,369</b>	<b>\$51,814</b>	<b>\$132,998</b>		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$214,750	75%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

<b>TOTAL EXPENSE</b>	<b>\$4,612,054</b>	<b>\$198,732</b>	<b>\$2,429,460</b>	<b>53%</b>	
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CONNECTION FEES TRANSFER      \$70,580                      \$0                      \$53,533                      76%

SOLID WASTE FEES TRANSFER      \$30,924                      \$3,852                      \$33,441                      108%

<b>FUND TOTAL</b>	<b>\$7,336</b>	<b>\$6,924</b>	<b>\$329,689</b>		
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## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** April 15, 2021

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

#### **Recommendation**

It is recommended that the Board of Directors receive and file a report on the status of Nacimiento Reservoir for 2021 and provide direction to staff.

#### **Background**

District Code of Ordinances, Section 5.940 provides that the General Manager shall monitor the Nacimiento Reservoir water elevation and demand for water and shall report in writing to the Board, the Reservoir water level as determined to exist or as predicted to occur during the balance of the calendar year, based on the reservoir water level elevation at the end of the winter rain season, March 31<sup>st</sup>.

#### **Discussion**

The 2020/21 winter rain season has ended. As of April 1<sup>st</sup>, the reservoir was at approximately 750 feet in elevation, 40% of capacity, or 153,000-acre feet of storage.

The 2020/21 winter season provided a net increase of only approximately 74,800-acre feet of water. This number should be viewed in the context that SLO County entitlement is 17,500-acre feet of water per year, of which 889-acre feet is the District's.

#### **MCWRA Release Schedule 2021**

On March 25, 2021, the MCWRA Reservoir Operations Committee approved recommending to their Board a release schedule for the remainder of 2021. According to MCWRA, the schedule is consistent with the Salinas Valley Water Project National Marine Fisheries Service Biological Opinion and water rights held by MCWRA. The schedule provides for releases to recharge the groundwater basin, and to operate the Salinas River Diversion Facility for a period between April and July (conservation releases), as well as minimum releases for fish spawning and rearing habitat.

San Luis Obispo County has rights to 17,500-acre feet per year (afy) of Nacimiento water pursuant to a 1959 Agreement with Monterey County. The 1959 Agreement specifies that Monterey County shall maintain a minimum pool above the present low-level outlet

works at Nacimiento Dam of 12,000 acre-feet (AF) on September 30<sup>th</sup> of each year. At minimum pool (6%, 688' elevation), 22,300 AF of water remains in the reservoir (12,000 AF above the low-level outlet works and 10,300 AF below the low-level outlet works or what is commonly known as dead pool).

The MCWRA Reservoir Release Schedule for 2021 is attached. The current prediction for September 30, 2021 is that there will be approximately 48,409-acre feet of water remaining (13%, 708.9' elevation).

District Code of Ordinances Section 5.900

Section 5.900 of Chapter 5 of the District Code is known and cited as the Heritage Ranch Community Services District Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. The purpose and intent is to provide water shortage response procedures to minimize the effect of any existing or threatened water shortage conditions on customers. Conservation goals are based on historical average and staged conservation measures are triggered by reservoir elevation. Water shortage conservation stages are summarized below:

Stage I	Elevation 730' – 720'
Stage II	Elevation 720' – 700'
Stage III	Elevation 700' – 680'
Stage IV	Elevation 680' – 670'

The release schedule for 2021 shows maintaining sufficient water in the reservoir to allow river flow and the District's use of the gallery wells. Use of the emergency intertie project should not be needed; however, Stage II is anticipated to be reached in July and Stage III reached in December (without any inflows).

**Fiscal Considerations**

There are no direct fiscal considerations for this item today. If the Staged Water use Reduction Plan is implemented for Stage II and above, then there may be a corresponding reduction in water fund revenue.

**Results**

The District already implemented Stage I which is customer education; it does not include mandatory conservation measures. The Manager recommends that we continue to monitor the reservoir closely over the remainder of spring and early summer and anticipate considering implementation of Stage II at the June Board meeting when a Public Hearing can be scheduled for July.

Attachments: MCWRA Reservoir Release Schedule for 2021 dated 3/15/2021  
Reservoir elevations and staged water use reduction plan graphic

FILE: Water\_Conversation

## DRAFT RESERVOIR RELEASE SCHEDULE FOR 2021

Month	Combined Releases (cfs) <sup>1</sup>	Combined Releases (ac-ft)	NACIMIENTO							SAN ANTONIO						
			Evap. Losses (ac-ft)	Reservoir Releases (cfs) <sup>1</sup>	Reservoir Releases (ac-ft)	NWP Orders (ac-ft)	NWP Diversions (ac-ft)	Beginning of Month Storage		Evap. Losses (ac-ft)	Reservoir Releases (cfs) <sup>1</sup>	Reservoir Releases (ac-ft)	Beginning of Month Storage		Elev. (ft)	
								(ac-ft)	(%)				(ac-ft)	(%)		
Jan	74	4,552	279	64	3,937	488	0	83,840	22%	726.6	171	10	615	53,268	16%	693.2
Feb	70	4,044	379	60	3,469	806	0	154,055	41%	750.9	194	10	575	65,120	19%	700.8
Mar	70	4,304	712	60	3,689	1,105		154,745	41%	751.1	347	10	615	66,688	20%	701.8
Apr	502	29,862	943	343	20,430	1,092		150,976	40%	750.0	481	159	9,432	66,433	20%	701.6
May	486	29,881	1,248	325	19,964	1,512		128,497	34%	743.0	637	161	9,918	56,517	17%	695.3
Jun	555	33,025	1,474	373	22,166	2,143		105,460	28%	735.1	728	183	10,860	45,959	14%	688.0
Jul	395	24,278	1,312	230	14,123	2,211		79,544	21%	724.8	579	165	10,156	34,372	10%	678.2
Aug	70	4,304	1,143	60	3,689	2,210		61,835	16%	716.5	500	10	615	23,643	7%	666.6
Sep	70	4,165	861	60	3,570	2,100		54,881	15%	712.7	402	10	595	22,530	7%	665.2
Oct	70	4,304	565	60	3,689	1,268		48,409	13%	708.9	285	10	615	21,536	6%	663.9
Nov	70	4,165	270	60	3,570	767		42,930	11%	705.4	148	10	595	20,641	6%	662.7
Dec	70	4,304	155	60	3,689	460		38,246	10%	702.1	90	10	615	19,901	6%	661.7
Jan 2021								34,527	9%	699.3				19,219	6%	660.8
<b>Totals</b>		<b>151,190</b>	<b>9,342</b>		<b>105,986</b>	<b>16,162</b>	<b>0</b>				<b>4,563</b>		<b>45,204</b>			

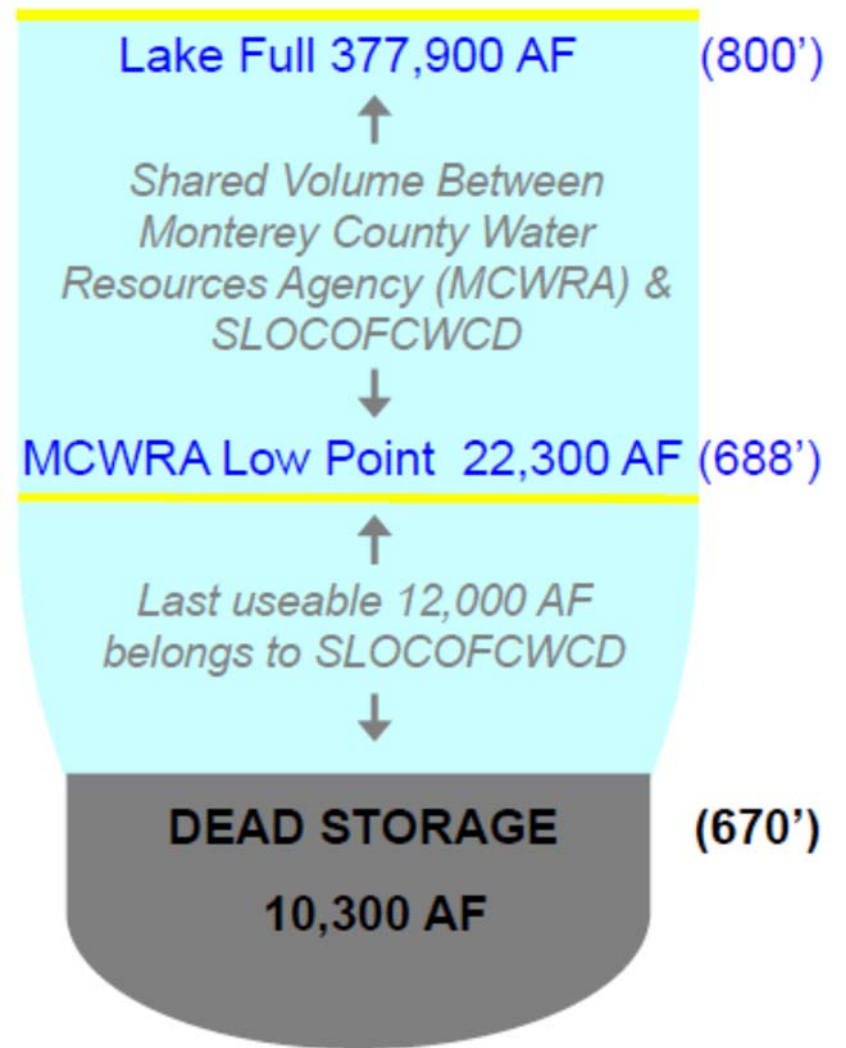
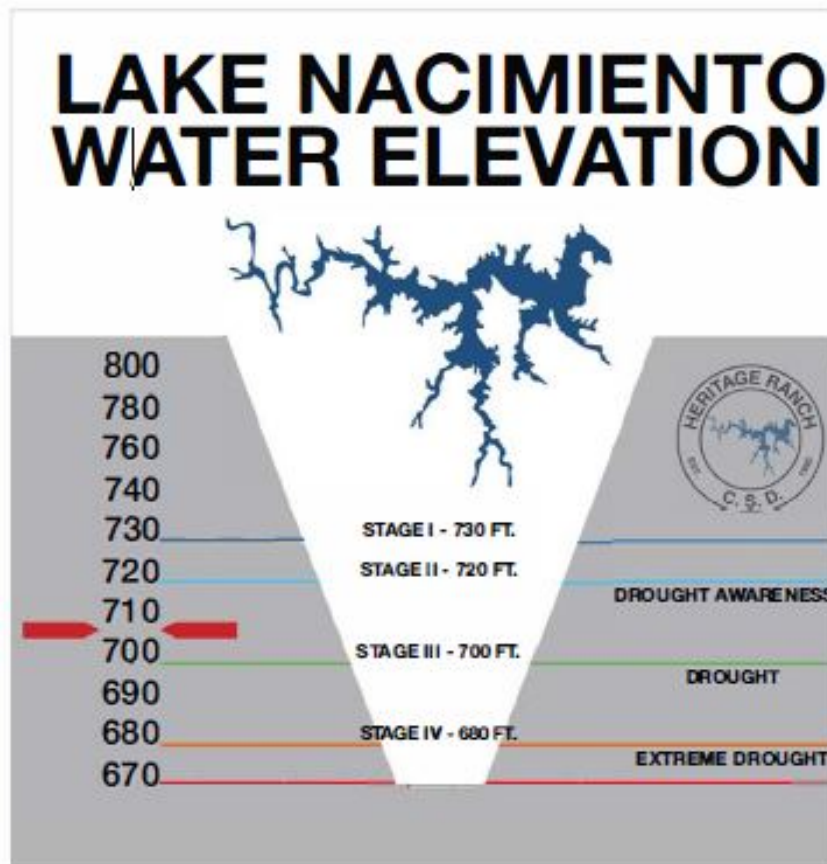
Revision Date: 3/15/21

Notes:

1. Mean daily flow for the month in cubic feet per second.
2. Shaded areas denote actual values. Non-shaded areas are projected values.
3. Nacimiento Reservoir storage capacity: 377,900 acre feet; San Antonio Reservoir storage capacity: 335,000 acre feet.
4. Reservoir Operations Advisory Committee may make release considerations for fish spawn and holiday periods to benefit recreation.
5. Schedule assumes no inflow to reservoirs after April 1st. Actual elevations may be influenced by inflow.
6. "NWP Diversions" are San Luis Obispo County - Nacimiento Water Project conveyance facilities diversions. Max. allowable water year (Oct. 1 - Sept. 30) diversions: 15,750 ac-ft.
7. Nacimiento "NWP Diversions" do not include lakeside water use which is estimated at approximately 1,750 acre feet per year.



# Nacimiento Reservoir Water Elevations and Heritage Ranch CSD Staged Water Use Reduction Plan



## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** April 15, 2021

**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

##### WWTP

Everything is complete. At the time of publishing of this report, PG&E was scheduled to complete their final inspection on April 12th and issue Permission to Operate shortly thereafter.

##### WTP

Everything is complete except everything dependent on the PG&E upgrade work:

- Completion of service planning/design (by PG&E)
- Installation of new switchgear (by Stockmans)
- Installation of new transformer, wire, meter (by PG&E)
- Data acquisition system (by Stockmans)

## Project Budget

- The Project is currently within budget.
- Change Order No. 1 was issued in the amount of \$ (9,647.80).
- Additional budget changes TBD for electrical upgrade work at WTP site.
- PG&E direct costs to date include:
  - Upgrades for WWTP – \$23,262.55
  - Upgrades for WTP – \$TBD

## Project Schedule

- Commissioning of the WWTP currently estimated to start April 19, 2021.
- Commissioning of the WTP currently estimated to start August 20, 2021.

\* \* \*

File: Projects\_PVS

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** April 15, 2021

**SUBJECT:** 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.

#### **Background**

In April 2020, your Board established virtual public meeting protocols because of the coronavirus pandemic. At the March 18, 2021 meeting your Board requested discussion about the virtual meeting protocols.

#### **Discussion**

For discussion, attached is the Declaration establishing virtual meeting protocols, as well as the District Covid Prevention Plan that is required by the California State Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA.

#### **Fiscal Considerations**

There are no direct costs associated with this item at this time.

Attachments: District Declaration Establishing Virtual Public Meetings  
District Covid Prevention Plan

File: COVID-19



**DECLARATION OF THE BOARD PRESIDENT  
OF THE HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
ALTERING THE MEETING LOCATION AND ESTABLISHING VIRTUAL PUBLIC  
MEETING PROTOCOLS AS A RESULT OF THE CORONAVIRUS PANDEMIC**

**WHEREAS**, the Heritage Ranch Community Services District (“District”) is an independent special district and the meetings of its legislative body are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code section 54950, et. seq.); and

**WHEREAS**, due to the Novel Coronavirus 2019 (“COVID-19”) pandemic, the District is in a state of emergency as established by the Governor on March 4, 2020 via proclamation, and by the San Luis Obispo County Director of Emergency Services and the Heritage Ranch Community Services District Board of Directors on March 13 and 19, 2020, respectively, via resolution; and

**WHEREAS**, on March 18, 2020, the San Luis Obispo County Emergency Services Director issued a mandatory shelter at home order which affects the District’s entire service area and requires alterations to the District’s normal business practices; and

**WHEREAS**, on March 19, 2020, the Governor issued Executive Order N-33-20 directing all individuals living in the State of California to stay home or at their place of residence, except as to maintain continuity of operations of specified critical infrastructure; and

**WHEREAS**, the Governor identified a list of Essential Critical Infrastructure Workers to help state, local, tribal and industry partners as they work to protect communities. This list includes critical government workers and identifies water and wastewater and other service providers as necessary to maintain safety and sanitation; and

**WHEREAS**, it is necessary to continue to conduct meetings of the various legislative bodies of the District in order to maintain the critical public health and safety services and operations provided; and

**WHEREAS**, Section 54954(a) of the Brown Act requires that the District specify its regular meeting time and place by ordinance, resolution or bylaws; and

**WHEREAS**, the District's regular meeting place has been established as the District's office in the community of Heritage Ranch, in Paso Robles, by Policy 2.200 of the Heritage Ranch Community Services District Code of Ordinances; and

**WHEREAS**, Government Code section 54954(e) allows the Board President to designate an alternate location for the meetings to take place if, due to an emergency, it is unsafe to meet in the designated location; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference or other electronic means as long as notice is provided to the public and the meeting is made accessible in specified ways to allow the public to observe and participate; and



**WHEREAS**, it is the Board President's intent to encourage the Board of Directors and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pendency of this pandemic.

**NOW, THEREFORE**, on behalf of the Heritage Ranch Community Services District, I, Dan Burgess, President of the Board of Directors, hereby find and declare the following:

SECTION 1. The above referenced recitals are true and correct and material to the adoption of this Declaration.

SECTION 2. The regular meetings of the Board, and any and all other meetings of the District's legislative bodies that are subject to the Brown Act, may be held via teleconference or other electronic means, in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration, which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 3. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 4. This Declaration shall take effect immediately and shall remain in effect only during the period in which state or local public health officials have imposed or recommended social distancing measures.

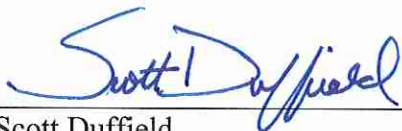
This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Heritage Ranch Community Services District, its departments, officers, employees, contractors, or any other person.

**IN WITNESS HEREOF**, I have hereunto set my hand this 6<sup>th</sup> day of April 2020.



Dan Burgess  
President, Board of Directors  
Heritage Ranch Community Services District

ATTEST:



Scott Duffield  
General Manager and Secretary to the Board

**Heritage Ranch Community Services District**  
**Virtual Meeting Protocols**  
**(Drafted April 1, 2020)**

The guidance below provides useful information for accessing HRCSD meetings remotely and establishing protocols for productive meetings.

**BOARD AND COMMITTEE MEMBERS:**

- Attendance. Board and Committee members should attend District meetings remotely from their homes, offices, or an alternative off-site location. Per the Governor's updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- Agendas. Agenda packages will be made available on the District's website. They will also be sent by email to all Directors. Note that under the circumstances, District staff may not be able to send paper packets.
- Board/Committee Member Participation. Board/Committee members will be unmuted from the beginning of the meeting. Please announce your name before speaking so that those participating by telephone only will know who is speaking. The Board President will recognize individual Board members in order when it is their turn to speak. Please review the "Virtual Meeting Best Practices" guideline so that the meeting is conducted in an effective and efficient manner.

**PUBLIC PARTICIPATION:**

- Attendance. The District's office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed below and in more detail on the agenda for each meeting.
- Agendas. Agendas will be made available on the District's website and to any members of the public who have a standing request, as provided for in the Brown Act.
- Public Participation. Members of the public will be muted for the duration of the meeting. The Board President will announce the time for Public Comment. Members of the public will notify the meeting Host of their desire to provide public comment, depending on their form of participation, as described below. The meeting Host will unmute the public member's device so that comments may be heard, or comments will be read if they are provided in writing only. The public can observe and participate in a meeting as follows:

**HOW TO OBSERVE THE MEETING:**

- Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128 or (253) 215-8782. Enter the Meeting ID number found on the meeting's agenda, followed by the



pound (#) key. Additional phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

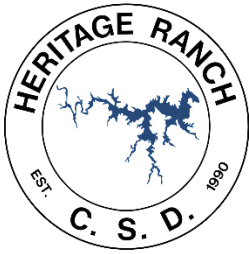
- Computer: Watch the live streaming of the meeting online by navigating to the link found on the meeting's agenda from a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>).
- Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID number found on the meeting's agenda.

## HOW TO SUBMIT PUBLIC COMMENTS:

- Before the Meeting: Please email your comments to [scott@heritageranchcsd.ca.gov](mailto:scott@heritageranchcsd.ca.gov), and write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence, approximately 500 words), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before noon on the day the meeting will be held will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors prior to the meeting. Comments received after noon the day of the meeting will be added to the record after the meeting.
- Live Comments: During the meeting, the Board President, or designee, will announce the opportunity to make public comment. Members of the public may use the "raise hand" feature to be put in a speaking queue. Public comment will be limited to three (3) minutes. If a speaker continues speaking after being notified of the end of their public comment period, the meeting Host will mute the speaker and move on to the next person in the queue. Please raise your hand in the following ways:
  - Telephone: Press "\*9" to raise your hand and notify the meeting Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.
  - Computer and Mobile: Click the "raise hand" button to notify the Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.

## FOR ALL PARTICIPANTS:

- Get Connected: Please download the Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- Ensure Quiet. Please mute all devices when not speaking during the meeting. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.
- We anticipate that this process of moving to remote meetings will likely include some challenges and hope that all will bear with us as we navigate this process.



# Heritage Ranch Community Services District COVID-19 Prevention Program March 2021

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Investigating and Responding to COVID-19 Cases	4
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# COVID-19 Prevention Program (CPP) for Heritage Ranch Community Services District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: March 8, 2021**

## Authority and Responsibility

The General Manager, Scott Duffield, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

The District will implement the following in the workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Employees will participate in COVID-19 hazard identification and evaluation by bringing attention to areas of concern to their supervisor and by following the guidelines in this document.

## Employee screening

We screen our employees by:

Employees will self-screen daily according to CDPH guidelines. The District has provided and made available thermometers so that Employees can check their temperatures regularly.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The General Manager or his/her designee will assess the severity of a hazard and assign a time frame for corrective action using the COVID-19 Inspection form [Appendix B].

The General Manager or his/her designee will be responsible for timely correction. Corrections that cannot be made immediately will be followed-up at a time determined by the General Manager or his/her designee.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors
- Utilizing workstations that provide for appropriate physical distancing
- Closing buildings to public and restricting entrance to essential workers
- Staggered break times where possible
- Assigning a vehicle to an individual and limiting one person per vehicle where possible

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Some employees and non-employees prefer using their own face coverings. The District maintains a supply of and provides disposable face coverings at each of its two main facilities. The District requires employees and visitors to don a face covering when entering a building or District facility. Non-employees are not permitted into District facilities without a face cover and employees are instructed to keep doors locked to control entrance by non-employees and to convey the requirement before allowing non-employees entrance into a District facility.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Installation of solid partitions such as glass or Plexiglas dividers.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Keeping windows slightly open when possible to allow for more outside air in for circulation.
- Maintain ventilation system

## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- The District ensures there are adequate supplies and adequate time is allowed to properly wipe down frequently touched surfaces.
- Doors interior to the facilities – other than restroom doors – are propped open to reduce handling.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

The District's contracted janitorial service is qualified and equipped to disinfect the facility where the employee or non-employee was known to have frequented.

Employees will be vacated from the facility between the time first notified of the infectious person and the janitorial service sanitation of the facility.

## **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping down touch areas with disinfectant wipes.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, Steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their Supervisor or the General Manager if their Supervisor is unavailable.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is desired by the employee, employees can access COVID-19 testing where available and the District will cover the cost of testing if insurance denies coverage of the testing cost. Employees can visit testing sites during work hours with no deduction of time or use of earned benefit time such as sick leave or vacation leave.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If a testing site requires payment by employees at the time of the test, the District will reimburse employees the next business day.
- Employees may be exposed to COVID-19 through customer contact during the normal course of a business day. District field crews and customer service employees shall maintain proper social distancing and wear face covering when non-employees are in the outdoor work area.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where the District has a COVID-19 case in our workplace, the District will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing sick leave as needed to encourage employees who are not feeling well to stay home where permitted by law and when not covered by workers'



compensation. The District will extend sick leave for employees in a manner that protects the organization's workforce from the spread of COVID-19 infections at workplace.

- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is the District's policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

### If no Order to Isolate or Quarantine:

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
  - The General Manager or his/her designee has completed an investigation to determine if conditions warrant extending additional District paid leave for the protection of District staff.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.

### If Ordered to Isolate or Quarantine:

- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.



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Scott Duffield, General Manager, Heritage Ranch Community Services District

3/31/2021  
Date

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: \_\_\_\_\_

Date: \_\_\_\_\_

Name(s) of employee and authorized employee representative that participated: \_\_\_\_\_

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation

**Appendix B: COVID-19 Inspections**

[www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<i>[add any additional controls]</i>			
<i>[add any additional controls]</i>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<i>[add any additional controls]</i>			
<i>[add any additional controls]</i>			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<i>[add any additional controls]</i>			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: \_\_\_\_\_

Name of person conducting the investigation: \_\_\_\_\_

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the valuation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			

<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.



## Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 testing

- The District will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### Investigation of workplace COVID-19 illness

The District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.

- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



**COVID-19 Prevention Program (CPP)  
EMPLOYEE ACKNOWLEDGEMENT STATEMENT**

**The purpose of this form is to ensure that all HRCSD employees understand and acknowledge their responsibility to comply with public health guidance to reduce the risk of COVID-19 transmission in the workplace.**

By signing this form, you acknowledge that you have been provided with a copy of the COVID-19 Prevention Program (CPP). The CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace and provides a comprehensive overview of company policies to mitigate this risk.

You further acknowledge that as an employee of HRCSD, you play an important role in supporting practices listed in the CPP. You acknowledge that you have an individual responsibility to ensure that you have read, understand, and abide by the policies in the CPP.

This will include:

- Staying home and notifying your supervisor if you are sick, or if you have been exposed to someone who has tested positive for COVID-19.
- Completing a COVID-19 self-screening before reporting to your scheduled shift.
- Following department safety protocols included in the CPP.
- Practicing these same safety protocols when you are taking a lunch or a rest break, and you are on District property.

<b>Employee Printed Name</b>	<b>Employee Signature</b>	<b>Date</b>

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Manager Report For the Month of April 2021

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

#### Administration

- The Manager attended bi-weekly virtual Special District Managers meetings.
- The Manager is tracking the COVID situation.
- The Manager met with our CSDA representative to provide and receive updates and discuss any needs or concerns that they could assist with.

#### Operations

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

#### Solid Waste

- The Manager attended the monthly IWMA Local Task Force meeting.
- The Manager attended the IWMA Executive Committee meeting and the Board meeting to keep a pulse on initiatives they are working on that may affect the District.

#### Reservoir Status

- As reported by Monterey County Water Resources Agency (MCWRA), as of April 9, 2021, the reservoir was at approximately 749.5 feet in elevation, 39% of capacity, or 149,250-acre feet of storage. MCWRA water releases ramped up this month pursuant to their release schedule and were shown as 395 cfs.
- The Manager attended the MCWRA Reservoir Operations Committee March 25<sup>th</sup> meeting.

## Capital Improvement Program

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

- PVS: see separate agenda item.
- Vertical Intake: Intake structure is complete. Design of the pump and piping by the District Engineer is pending.
- Wastewater project x: The project alternatives analysis by the District Consultant is complete.
- Lift Station 1-5 rehabilitation design phase: Development of contract documents by the District Engineer is on hold.
- Vehicle / Equipment replacement: Purpose and need statements and specifications list by staff is pending.
- The 2MG Tank mixing system has been installed and is operating normally.

## Development

- Nothing significant to report.

## Public Relations and Community

- The Manager met with members of the HROA Emergency Services Committee regarding a fire safety grant they are submitting. The proposed work is along the access road to the 220-acre parcel to the District wastewater disposal site and traverses District and HROA property. We also received a notice from PG&E that they will be removing the unused overhead lines, transformer, etc. along this same road very soon.

## Human Resources

- Pursuant to the appointment by your Board, onboarding of the interim Operations Manager started last month.

## Board Member & Staff Information and Learning Opportunities

- CSDA has released the 2021 Professional Development Catalog. CSDA is a leading source of information and training for special districts. In 2021 all webinars are free to new or existing members. Please check the catalog for important event dates and access information.

\* \* \*

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

**Water & Sewer**

On April 1<sup>st</sup>, we processed 1,925 bills for a total dollar amount of \$146,621 for water and sewer user fees for the month of March. The number of Automatic Drafts processed was 583 for a total dollar amount of \$40,520.

**San Miguel Garbage Franchise Fees**

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

Month of February

Garbage Collection (10%) - \$ 6,000.91

Roll-Off Collection (10%) - \$ 434.26

Total Franchise Fees Collected - \$ 6,435.17

**Service Orders Completed**

Staff completed a total of 28 service orders for the month of March. Below is a breakdown by job code.

OCCUPANT CHANGE	6	SWAP / PULL METER	3
USA	14	LEAK	2
MISC-W/O METER INFORMATION	2	UNLOCK	1

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Operations Report For the Month of March 2021

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

#### Water treatment

- Working to replace the effluent valve of the plate filter.

#### Water distribution

- Staff completed the annual flushing of the water distribution system.

#### Wastewater collection

- Sent request out for proposal to perform the annual jetting.

#### Wastewater treatment

- Cleaned debris off all aerators in pond 1.
- Cleaned and disinfected effluent well.

#### Vehicles and equipment

- Repaired the sand filter rake.
- Met with a cooperative purchasing agreement agent to discuss specifications for the replacement of the F550 service truck.

\* \* \*