

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of September 17, 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 role. All Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, 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 August 20 2020.
- b. **Warrant Register:** Receive/approve August 2020 warrants.
- c. **Treasurer's Report:** Receive/file August 2020 report.
- d. **Fiscal Report:** Receive/file August 2020 status report.

Director Rowley 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. 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.

**6. MANAGER'S REPORT**

Manager Duffield provided updates on ongoing projects including the Vertical Intake Project, Project "X" and the 2MG Tank Mixer Project.

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 Cousineau and seconded by Director Rowley, the meeting adjourned at 5:00 pm to the next scheduled regular meeting on Thursday, October 15, 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  
 SEPTEMBER 2020  
 WARRANT REGISTER**

| <b>DATE</b> | <b>NAME OF PAYEE</b>  | <b>ITEM<br/>AMOUNT</b>                     | <b>WARRANT<br/>AMOUNT</b> |
|-------------|---|--|---------------------------|
| 9/1/2020    | INTERNAL REVENUE SERVICE<br>FEDERAL WITHHOLDING TAXES<br>MEDICARE                                     | 1,832.81<br>632.48                         | \$ 2,465.29               |
| 9/1/2020    | EMPLOYMENT DEVELOPMENT DEPARTM<br>SDI<br>STATE WITHHOLDING  | 218.10<br>664.84                           | \$ 882.94                 |
| 9/1/2020    | STAPLES CREDIT PLAN<br>OFFICE SUPPLIES  | 26.80                                      | \$ 26.80                  |
| 9/1/2020    | GREAT WESTERN ALARM<br>ALARM/ANSWERING SERVICE  | 285.55                                     | \$ 285.55                 |
| 9/1/2020    | WALLACE GROUP<br>CONSULTING & ENGINEERING<br>PVS PROJECT<br>VERTICAL INTAKE PROJECT<br>LS 1-5 PROJECT | 2,573.75<br>1,678.33<br>1,666.25<br>487.50 | \$ 6,405.83               |
| 9/1/2020    | HOME DEPOT CREDIT SERVICES<br>STRUCT.&GRNDS/SUPPLIES/FIX. EQ  | 316.43                                     | \$ 316.43                 |
| 9/1/2020    | USA BLUEBOOK<br>FIXED EQUIP/LAB TESTING/SUPPLY  | 439.95                                     | \$ 439.95                 |
| 9/1/2020    | TYLER TECHNOLOGIES<br>PROFESSIONAL SERVICES   | 780.00                                     | \$ 780.00                 |
| 9/1/2020    | FGL ENVIRONMENTAL<br>LAB TESTING<br>LAB TESTING   | 395.00<br>108.00                           | \$ 503.00                 |
| 9/1/2020    | CAL COAST IRRIGATION, INC.<br>MAINTENANCE FIXED EQUIPMENT   | 77.38                                      | \$ 77.38                  |
| 9/1/2020    | STAR DRUG TESTING, INC<br>PROFESSIONAL SERVICES   | 45.00                                      | \$ 45.00                  |
| 9/1/2020    | RDO EQUIPMENT CO.<br>VEHICLES   | 398.30                                     | \$ 398.30                 |

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

| <b>DATE</b> | <b>NAME OF PAYEE</b>   | <b>ITEM<br/>AMOUNT</b>                              | <b>WARRANT<br/>AMOUNT</b>   |
|-------------|--|---|-----------------------------|
| 9/1/2020    | FLUID RESOURCE MANAGEMENT<br>PROFESSIONAL SERVICES   | 754.95  | \$ 754.95                   |
| 9/1/2020    | U.S. BANK CORPORATE PAYMENT SY<br>SMALL TOOLS & EQUIPMENT<br>MAINTENANCE FIXED EQUIPMENT<br>MAINTENANCE FIXED EQUIPMENT<br>UNIFORMS        | 50.38<br>65.72<br>452.34<br>99.90                   | \$ 668.34                   |
| 9/1/2020    | JAMES A. PRITCHETT<br>UNIFORM ALLOWANCE  | 184.77  | \$ 184.77                   |
| 9/1/2020    | STREAMLINE<br>COMPUTER / SOFTWARE  | 600.00  | \$ 600.00                   |
| 9/1/2020    | SPRAGUE'S LAWN SERVICES<br>STRUCTURES & GROUNDS  | 150.00  | \$ 150.00                   |
| 9/1/2020    | COUNTY OF SAN LUIS OBISPO<br>WATER PURCHASE  | 11,557.00   | \$ 11,557.00                |
| 9/1/2020    | COUNTY OF SAN LUIS OBISPO CLER<br>VERTICAL INTAKE PROJECT  | 50.00   | \$ 50.00                    |
| 9/1/2020    | CLEVINGER, TOM<br>US REFUND  | 6.40  | \$ 6.40                     |
| 9/3/2020    | CALPERS HEALTH BENEFITS<br>CALPERS HEALTH BENEFITS<br>EMPLOYEE PAID HEALTH BENEFIT<br>EMPLOYEE PAID HEALTH BENEFIT                         | 9,792.93<br>819.88<br>819.88                        | \$ 11,432.69                |
| 9/4/2020    | CALPERS 457 DEFFERED COMP PROG<br>PERS 457- DEFFERED COMP.   | 1,028.00  | \$ 1,028.00                 |
| 9/4/2020    | CALPERS RETIREMENT SYSTEM<br>PERS RETIREMENT<br>PERS RETIREMENT TIER 2<br>PERS RETIREMENT PEPRA<br>SURVIVOR BENEFIT<br>PG&E<br>ELECTRICITY | 2,433.69<br>1,075.89<br>307.25<br>5.58<br>29,944.06 | \$ 3,822.41<br>\$ 29,944.06 |

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

| <b>DATE</b> | <b>NAME OF PAYEE</b>   | <b>ITEM<br/>AMOUNT</b>                       | <b>WARRANT<br/>AMOUNT</b>          |
|-------------|--|--|------------------------------------|
| 9/11/2020   | R. BRINK<br>NET PAYROLL  | 2,224.96                                     | \$ 2,224.96                        |
| 9/11/2020   | R. ARNOLD<br>NET PAYROLL   | 2,493.87                                     | \$ 2,493.87                        |
| 9/11/2020   | J. PRITCHETT<br>NET PAYROLL  | 2,458.21                                     | \$ 2,458.21                        |
| 9/11/2020   | M. HUMPHREY<br>NET PAYROLL   | 1,814.55                                     | \$ 1,814.55                        |
| 9/11/2020   | B. VOGEL<br>NET PAYROLL  | 806.03                                       | \$ 806.03                          |
| 9/11/2020   | K. GELOS<br>NET PAYROLL  | 2,390.73                                     | \$ 2,390.73                        |
| 9/11/2020   | D. BURGESS<br>NET PAYROLL  | 92.35  | \$ 92.35                           |
| 9/11/2020   | B. BARKER<br>NET PAYROLL   | 92.35  | \$ 92.35                           |
| 9/11/2020   | M. ROWLEY<br>NET PAYROLL   | 92.35  | \$ 92.35                           |
| 9/11/2020   | R. COUSINEAU<br>NET PAYROLL  | 92.35  | \$ 92.35                           |
| 9/11/2020   | S. DUFFIELD<br>NET PAYROLL   | 3,679.60                                     | \$ 3,679.60                        |
| 9/11/2020   | D. CAPPS<br>NET PAYROLL  | 92.35  | \$ 92.35                           |
| 9/13/2020   | CALPERS RETIREMENT SYSTEM<br>PROFESSIONAL SERVICES-GASB-68<br>INTERNAL REVENUE SERVICE<br>FEDERAL WITHHOLDING TAXES<br>FICA WITHIHOLDING<br>MEDICARE | 1,050.00<br><br>1,745.07<br>170.22<br>659.00 | \$ 1,050.00<br><br><br>\$ 2,574.29 |

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

| <b>DATE</b> | <b>NAME OF PAYEE</b>   | <b>ITEM<br/>AMOUNT</b> | <b>WARRANT<br/>AMOUNT</b> |
|-------------|--|------------------------|---------------------------|
| 9/15/2020   | EMPLOYMENT DEVELOPMENT DEPARTM<br>SDI<br>STATE WITHHOLDING   | 213.50<br>636.49       | \$ 849.99                 |
| 9/16/2020   | BLAKES INC<br>MAINTENANCE FIXED EQUIPMENT  | 41.05                  | \$ 41.05                  |
| 9/16/2020   | MOSS, LEVY & HARTZHEIM LLP<br>AUDIT FY 2019/20   | 2,000.00               | \$ 2,000.00               |
| 9/16/2020   | USA BLUEBOOK<br>SUPPLIES   | 261.75                 | \$ 261.75                 |
| 9/16/2020   | BRENNTAG PACIFIC, INC<br>CHEMICALS   | 2,378.21               | \$ 2,378.21               |
| 9/16/2020   | IXOM WATERCARE<br>2MG TANK MIXER   | 10,637.95              | \$ 10,637.95              |
| 9/16/2020   | CAL COAST IRRIGATION, INC.<br>MAINTENANCE FIXED EQUIPMENT  | 76.29                  | \$ 76.29                  |
| 9/16/2020   | COUNTY OF SAN LUIS OBISPO<br>PROFESSIONAL SERVICES   | 212.60                 | \$ 212.60                 |
| 9/16/2020   | ANTHONY'S TIRE STORE<br>VEHICLES   | 105.00                 | \$ 105.00                 |
| 9/16/2020   | NAPA AUTO PARTS<br>MAINTENANCE FIXED EQUIPMENT<br>MAINTENANCE FIXED EQUIPMENT<br>MAINTENANCE FIXED EQUIPMENT | 59.13<br>32.31<br>6.43 | \$ 97.87                  |
| 9/16/2020   | ABALONE COAST ANALYTICAL, INC.<br>LAB TESTING  | 1,180.00               | \$ 1,180.00               |
|             | JAMES A. PRITCHETT<br>MEDICAL REIMBURSEMENT  | 647.00                 | \$ 647.00                 |
| 9/16/2020   | MICHAEL K. NUNLEY & ASSOCIATES<br>WWTP PROJECT X   | 6,677.76               | \$ 6,677.76               |

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

| <b>DATE</b> | <b>NAME OF PAYEE</b>   | <b>ITEM<br/>AMOUNT</b>                          | <b>WARRANT<br/>AMOUNT</b> |
|-------------|--|---|---------------------------|
| 9/16/2020   | DATA PROSE LLC<br>SEPTEMBER BILLING  | 1,118.65  | \$ 1,118.65               |
| 9/16/2020   | RIVAL TECHNOLOGY INC.<br>PROFESSIONAL SERVICES<br>COMPUTER/SOFTWARE  | 630.70<br>130.00                                | \$ 760.70                 |
| 9/16/2020   | KENWOOD ENERGY<br>PVS PROJECT  | 828.75  | \$ 828.75                 |
| 9/16/2020   | ALL WAYS CLEAN<br>STRUCTURES & GROUNDS   | 400.00  | \$ 400.00                 |
| 9/16/2020   | MID-STATE REPAIR SERVICE<br>VEHICLES   | 275.61  | \$ 275.61                 |
| 9/16/2020   | SHANDON-SAN JUAN WATER DISTRICT<br>CONSULTING & ENGINEERING  | 334.31  | \$ 334.31                 |
| 9/18/2020   | CALPERS 457 DEFFERED COMP PROG<br>PERS 457- DEFFERED COMP.   | 1,028.00  | \$ 1,028.00               |
| 9/18/2020   | CALPERS RETIREMENT SYSTEM<br>EMPLOYER'S CONTRIBUTION<br>PERS RETIREMENT<br>PERS RETIREMENT TIER 2<br>PERS RETIREMENT PEPRA<br>SURVIVOR BENEFIT | 15.27<br>2,433.72<br>1,075.89<br>307.25<br>5.58 | \$ 3,837.71               |
| 9/18/2020   | AT&T<br>TELEPHONE & INTERNET   | 173.65  | \$ 173.65                 |
| 9/21/2020   | J.B. DEWAR. INC.<br>FUEL & OIL<br>CALPERS RETIREMENT SYSTEM<br>PERS RETIREMENT U/L<br>PERS RETIREMENT U/L                                      | 803.41<br>6,642.76<br>250.10                    | \$ 803.41<br>6,892.86     |
| 9/25/2020   | R. BRINK<br>NET PAYROLL  | 2,450.28  | \$ 2,450.28               |
| 9/25/2020   | R. ARNOLD<br>NET PAYROLL   | 2,345.39  | \$ 2,345.39               |

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 WARRANT REGISTER**

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|-------------|--|------------------------------|---------------------------|
| 9/25/2020   | J. PRITCHETT<br>NET PAYROLL  | 2,258.46                     | \$ 2,258.46               |
| 9/25/2020   | M. HUMPHREY<br>NET PAYROLL   | 1,843.62                     | \$ 1,843.62               |
| 9/25/2020   | B. VOGEL<br>NET PAYROLL  | 1,588.79                     | \$ 1,588.79               |
| 9/25/2020   | K. GELOS<br>NET PAYROLL  | 2,390.73                     | \$ 2,390.73               |
| 9/25/2020   | S. DUFFIELD<br>NET PAYROLL   | 3,842.90                     | \$ 3,842.90               |
| 9/28/2020   | CHARTER COMMUNICATIONS<br>INTERNET   | 84.99                        | \$ 84.99                  |
| 9/29/2020   | INTERNAL REVENUE SERVICE<br>FEDERAL WITHHOLDING TAXES<br>FICA WITHIHOLDING<br>MEDICARE | 1,790.39<br>216.46<br>673.62 | \$ 2,680.47               |
| 9/29/2020   | EMPLOYMENT DEVELOPMENT DEPARTM<br>SDI<br>STATE WITHHOLDING                             | 214.83<br>674.70             | \$ 889.53                 |
| 9/29/2020   | GREAT WESTERN ALARM<br>ALARM & ANSWERING SERVICE                                       | 285.75                       | \$ 285.75                 |
| 9/29/2020   | FERGUSON ENTERPRISES INC<br>MAINTENANCE FIXED EQUIPMENT                                | 117.97                       | \$ 117.97                 |
| 9/29/2020   | RYAN BRINK<br>CELL & INTERNET ALLOWANCE  | 80.00                        | \$ 80.00                  |
| 9/29/2020   | CLEATH-HARRIS GEOLOGISTS, INC.<br>VERTICAL INTAKE PROJECT                              | 1,260.00                     | \$ 1,260.00               |
| 9/29/2020   | READY REFRESH BY NESTLE<br>LAB TESTING   | 15.94                        | \$ 15.94                  |



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

| <b>DATE</b> | <b>NAME OF PAYEE</b>  | <b>ITEM<br/>AMOUNT</b> | <b>WARRANT<br/>AMOUNT</b> |
|-------------|---|------------------------|---------------------------|
| 9/29/2020   | HOME DEPOT CREDIT SERVICES<br>MAINTENANCE FIXED EQUIPMENT     | 277.31                 | \$ 277.31                 |
| 9/29/2020   | KRITZ EXCAVATING & TRUCKING, I<br>MAINTENANCE FIXED EQUIPMENT | 721.83                 | \$ 721.83                 |
| 9/29/2020   | CAL COAST IRRIGATION, INC.<br>MAINTENANCE FIXED EQUIPMENT     | 110.26                 | \$ 110.26                 |
| 9/29/2020   | ROY ARNOLD<br>CELL & INTERNET ALLOWANCE                       | 80.00                  |                           |
|             | MEDICAL REIMBURSEMENT   | 749.20                 | \$ 829.20                 |
|             | LAHR ELECTRIC MOTORS, INC<br>MAINTENANCE FIXED EQUIPMENT      | 1,804.01               | \$ 1,804.01               |
| 9/29/2020   | NAPA AUTO PARTS<br>MAINTENANCE FIXED EQUIPMENT                | 64.63                  |                           |
|             | VEHICLES  | 47.17                  |                           |
|             | MAINTENANCE FIXED EQUIPMENT                                   | 210.35                 | \$ 322.15                 |
| 9/29/2020   | ALPHA ELECTRICAL SERVICE<br>MAINTENANCE FIXED EQUIPMENT       | 679.00                 | \$ 679.00                 |
| 9/29/2020   | KRISTEN GELOS<br>CELL & INTERNET ALLOWANCE                    | 40.00                  | \$ 40.00                  |
| 9/29/2020   | JAMES A. PRITCHETT<br>CELL & INTERNET ALLOWANCE               | 80.00                  | \$ 80.00                  |
| 9/29/2020   | MEDPOST URGENT CARE - PASO ROB<br>PROFESSIONAL SERVICES       | 90.00                  | \$ 90.00                  |
|             | DATA PROSE LLC<br>SEPTEMBER BILLING INSERTS                   | 173.52                 | \$ 173.52                 |
| 9/29/2020   | SCOTT DUFFIELD<br>CELL & INTERNET ALLOWANCE                   | 40.00                  | \$ 40.00                  |
| 9/29/2020   | MARK HUMPHREY<br>CELL & INTERNET ALLOWANCE                    | 80.00                  | \$ 80.00                  |
| 9/29/2020   | PG&E<br>PVS PROJECT   | 15,150.99              | \$ 15,150.99              |

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

| <b>DATE</b>                         | <b>NAME OF PAYEE</b>                                | <b>ITEM<br/>AMOUNT</b> | <b>WARRANT<br/>AMOUNT</b> |
|-------------------------------------|---|------------------------|---------------------------|
| 9/29/2020                           | STATE WATER RESOURCES CONTROL<br>LECEASES & PERMITS | 110.00                 | \$ 110.00                 |
| <b>GRAND TOTAL FOR ALL WARRANTS</b> |   |                        | <b>\$177,041.29</b>       |

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

**SUMMARY REPORT OF ALL ACCOUNTS**

|   |                 |
|---|-----------------|
| Beginning Balance:                        | \$ 5,188,511.81 |
| Ending Balance:                           | \$ 5,132,138.10 |
| Variance:                                 | \$ (56,373.71)  |
| 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:          | \$ 4.10       |
| Interest earnings for the P.P.B. DWR Loan Services account was: | \$ 19.19      |
| Interest earnings for the P.P.B. DWR Reserve account was:       | \$ 71.18      |
| Interest earnings for the P.P.B. SRF Loan Services account was: | \$ 20.78      |
| 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: | \$ 218,324.71 |
|--|---------------|

**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  
SEPTEMBER 2020**

|   |                 |                        |
|---|-----------------|------------------------|
| <b>BEGINNING BALANCE ALL ACCOUNTS</b>   |                 | <b>\$ 5,188,511.81</b> |
| <hr/>   |                 |                        |
| <b>OPERATING CASH IN DRAWER</b>   |                 | <b>\$300.00</b>        |
| <hr/>   |                 |                        |
| <b>PACIFIC PREMIER BANK - CHECKING</b>  |                 |                        |
| <b>BEGINNING BALANCE 08/31/2020</b>   | \$97,344.12     |                        |
| DEPOSIT REVENUE & MISCELLANEOUS INCOME  | \$223,057.97    |                        |
| INTEREST EARNED   | \$4.10          |                        |
| TOTAL CHECKS, FEES AND EFT'S  | (\$218,324.71)  |                        |
| TRANSFER TO LAIF ACCOUNT  | \$0.00          |                        |
| <b>ENDING BALANCE 09/30/2020</b>  |                 | <b>\$102,081.48</b>    |
| <hr/>   |                 |                        |
| <b>PACIFIC PREMIER BANK DWR LOAN REPAYMENT (1994-2029):<br/>LOAN SERVICES ACCOUNT</b> |                 |                        |
| <b>BEGINNING BALANCE 08/31/2020</b>   | \$26,021.35     |                        |
| QUARTERLY DEPOSIT   | \$25,907.00     |                        |
| INTEREST EARNED   | \$19.19         |                        |
| SEMI-ANNUAL PAYMENT   | (\$51,814.22)   |                        |
| <b>ENDING BALANCE 09/30/2020</b>  |                 | <b>\$133.32</b>        |
| <hr/>   |                 |                        |
| <b>PACIFIC PREMIER BANK DWR RESERVE ACCOUNT</b>                                       |                 |                        |
| <b>BEGINNING BALANCE 08/31/2020</b>   | \$113,230.73    |                        |
| INTEREST EARNED   | \$71.18         |                        |
| <b>ENDING BALANCE 09/30/2020</b>  |                 | <b>\$113,301.91</b>    |
| <hr/>   |                 |                        |
| <b>PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT</b>                              |                 |                        |
| <b>BEGINNING BALANCE 08/31/2020</b>   | \$29,541.18     |                        |
| QUARTERLY DEPOSIT   | \$14,685.00     |                        |
| INTEREST EARNED   | \$20.78         |                        |
| SEMI-ANNUAL PAYMENT   |                 |                        |
| <b>ENDING BALANCE 09/30/2020</b>  |                 | <b>\$44,246.96</b>     |
| <hr/>   |                 |                        |
| <b>WESTERN ALLIANCE</b>   |                 |                        |
| <b>PVS PROJECT CAPITALIZED INTEREST FUND</b>  |                 |                        |
| <b>BEGINNING BALANCE 08/31/2020</b>   | \$51,326.62     |                        |
| INTEREST EARNED   | \$0.00          |                        |
| <b>ENDING BALANCE 09/30/2020</b>  |                 | <b>\$51,326.62</b>     |
| <hr/>   |                 |                        |
| <b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>  |                 |                        |
| <b>BEGINNING BALANCE 08/31/2020</b>   | \$4,871,047.81  |                        |
| INTEREST EARNED   | \$0.00          |                        |
| TRANSFER FROM PACIFIC PREMIER CHECKING  | \$0.00          |                        |
| TRANSFER TO PACIFIC PREMIER CHECKING  | (\$50,000.00)   |                        |
| <b>ENDING BALANCE 09/30/2020</b>  |                 | <b>\$4,821,047.81</b>  |
| <hr/>   |                 |                        |
| <b>ENDING BALANCE ALL ACCOUNTS</b>  |                 | <b>\$5,132,138.10</b>  |
| <b>DIFFERENCE FROM LAST MONTH</b>   | <b>Decrease</b> | <b>(\$56,373.71)</b>   |

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
JULY 1, 2020 – SEPTEMBER 30, 2020**

**SUMMARY REPORT OF ALL ACCOUNTS**

|                   |    |           |
|-------------------|----|-----------|
| Beginning Balance | \$ | 5,170,065 |
| Ending Balance    | \$ | 5,132,138 |
| Variance          | \$ | -37,927   |
| Interest Earnings | \$ | 15,954.02 |

**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 0.05%, 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 2.57%. 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>      | 120,635.78               | -625,198.62           | 606,632.94           | 11.38                    | 102,081.48            |
| <b>3</b>      | 114.35                   | -51,814.22            | 51,814               | 19.19                    | 133.32                |
| <b>4</b>      | 113,230.73               | 0.00                  | 0.00                 | 71.18                    | 113,301.91            |
| <b>5</b>      | 29,541.18                | 0.00                  | 14,685.00            | 20.78                    | 44,246.96             |
| <b>6</b>      | 51,324.44                | 0.00                  | 0.00                 | 2.18                     | 51,326.62             |
| <b>7</b>      | 4,855,218.50             | -50,000.00            | 0.00                 | 15,829.31                | 4,821,047.81          |
| <b>TOTALS</b> | <b>\$5,170,364.98</b>    | <b>(\$727,012.84)</b> | <b>\$673,131.94</b>  | <b>\$15,954.02</b>       | <b>\$5,132,438.10</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<br/>FY 20/21</b> | <b>Actual<br/>September</b> | <b>Actual<br/>Year to Date</b> | <b>Percentage<br/>Year to Date</b> | <b>Variance Explanation</b>  |
|-------------------------------|----------------------------|-----------------------------|--------------------------------|------------------------------------|------------------------------|
| Water Fees                    | 1,021,511                  | 114,031                     | 337,589                        | 33%                                |                              |
| Sewer Fees                    | 658,012                    | 55,098                      | 165,101                        | 25%                                |                              |
| Hook-Up Fees                  | 3,000                      | 0                           | 1,300                          | 43%                                | Fluctuates based on activity |
| Turn on Fees                  | 3,500                      | 400                         | 1,300                          | 37%                                |                              |
| Late Fees                     | 17,000                     | 1,870                       | 5,579                          | 33%                                |                              |
| Plan Check & Inspection       | 10,000                     | 0                           | 0                              | 0%                                 |                              |
| Miscellaneous Income          | 2,000                      | 0                           | 143                            | 7%                                 |                              |
| <b>TOTAL OPERATING INCOME</b> | <b>\$1,715,023</b>         | <b>\$171,399</b>            | <b>\$511,013</b>               | <b>30%</b>                         |                              |

| <b>FRANCHISE INCOME</b>        |                 |                |                 |            |  |
|--------------------------------|-----------------|----------------|-----------------|------------|--|
| Solid Waste Franchise Fees     | 66,984          | 6,405          | 20,894          | 31%        |  |
| <b>TOTAL FRANCHISE REVENUE</b> | <b>\$66,984</b> | <b>\$6,405</b> | <b>\$20,894</b> | <b>31%</b> |  |

| <b>NON-OPERATING INCOME</b>       |                  |              |                 |           |                              |
|-----------------------------------|------------------|--------------|-----------------|-----------|------------------------------|
| Standby Charges                   | 242,144          | 0            | 0               | 0%        |                              |
| Property Tax                      | 383,074          | 50           | 2,008           | 1%        |                              |
| Interest                          | 80,000           | 115          | 15,952          | 20%       | Fluctuates based on activity |
| Connection Fees                   | 70,580           | 0            | 25,028          | 35%       | Fluctuates based on activity |
| <b>TOTAL NON-OPERATING INCOME</b> | <b>\$775,798</b> | <b>\$165</b> | <b>\$42,988</b> | <b>6%</b> |                              |

| <b>RESERVE REVENUE</b>       |                    |                 |                 |           |  |
|------------------------------|--------------------|-----------------|-----------------|-----------|--|
| Capital Reserves             | 654,941            | 13,014          | 15,673          | 2%        |  |
| Operating Reserves           | 1,508,148          | 25,423          | 30,470          | 2%        |  |
| <b>TOTAL RESERVE REVENUE</b> | <b>\$2,163,089</b> | <b>\$38,438</b> | <b>\$46,143</b> | <b>2%</b> |  |

|                         |                    |                  |                  |            |  |
|-------------------------|--------------------|------------------|------------------|------------|--|
| <b>TOTAL ALL INCOME</b> | <b>\$4,720,894</b> | <b>\$216,406</b> | <b>\$621,038</b> | <b>13%</b> |  |
|-------------------------|--------------------|------------------|------------------|------------|--|

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

**OPERATING EXPENSES**

| <b>SALARIES AND BENEFITS</b>         | <b>Budget<br/>FY 20/21</b> | <b>Actual<br/>September</b> | <b>Actual<br/>Year to Date</b> | <b>Percentage<br/>Year to Date</b> | <b>Variance Explanation</b>         |
|--------------------------------------|----------------------------|-----------------------------|--------------------------------|------------------------------------|-------------------------------------|
| Salaries                             | 715,567                    | 43,304                      | 145,507                        | 20%                                |                                     |
| Health Insurance                     | 103,862                    | 7,240                       | 18,521                         | 18%                                |                                     |
| Health Insurance - Retiree           | 48,451                     | 3,949                       | 11,848                         | 24%                                |                                     |
| PERS                                 | 126,097                    | 11,481                      | 37,028                         | 29%                                |                                     |
| Standby                              | 14,000                     | 992                         | 3,408                          | 24%                                |                                     |
| Overtime                             | 16,000                     | 907                         | 3,956                          | 25%                                | Fluctuates based on need & staffing |
| Workers Comp. Ins.                   | 19,194                     | 0                           | 27,360                         | 143%                               | Paid Annually                       |
| Directors' Fees                      | 12,000                     | 500                         | 1,600                          | 13%                                |                                     |
| Medicare/FICA                        | 10,550                     | 1,176                       | 2,719                          | 26%                                |                                     |
| Car Allowance                        | 3,000                      | 250                         | 750                            | 25%                                |                                     |
| SUI/ETT                              | 1,500                      | 0                           | 0                              | 0%                                 |                                     |
| Uniforms                             | 5,000                      | 285                         | 692                            | 14%                                |                                     |
| <b>TOTAL SALARIES &amp; BENEFITS</b> | <b>\$1,075,221</b>         | <b>\$70,083</b>             | <b>\$253,389</b>               | <b>24%</b>                         |                                     |

**UTILITIES**

|                                |                  |                 |                 |            |                   |
|--------------------------------|------------------|-----------------|-----------------|------------|-------------------|
| Electricity                    | 249,810          | 29,944          | 57,157          | 23%        |                   |
| Propane                        | 1,012            | 0               | 0               | 0%         |                   |
| Water Purchase                 | 23,114           | 11,557          | 11,557          | 50%        | Paid Semiannually |
| Telephone/Internet             | 12,129           | 659             | 2,312           | 19%        |                   |
| <b>TOTAL UTILITIES EXPENSE</b> | <b>\$286,065</b> | <b>\$42,160</b> | <b>\$71,026</b> | <b>25%</b> |                   |

**MAINTENANCE & SUPPLIES**

|  |                  |                 |                 |            |                              |
|--|------------------|-----------------|-----------------|------------|------------------------------|
| Chemicals                                | 76,000           | 2,378           | 18,473          | 24%        |                              |
| Computer/Software                        | 29,450           | 730             | 3,166           | 11%        |                              |
| Equip. Rental/Lease                      | 2,500            | 0               | 0               | 0%         |                              |
| Fixed Equip.                             | 142,000          | 4,896           | 18,052          | 13%        |                              |
| Fuel & Oil                               | 12,000           | 803             | 1,982           | 17%        |                              |
| Lab Testing                              | 41,000           | 2,051           | 5,533           | 13%        |                              |
| Office Supplies                          | 2,000            | 27              | 196             | 10%        |                              |
| Parks & Recreation                       | 0                | 0               | 0               | #DIV/0!    |                              |
| Struct./Grnds.                           | 14,140           | 678             | 2,930           | 21%        |                              |
| Small Tools/Equip.                       | 3,000            | 50              | 212             | 7%         |                              |
| Supplies                                 | 5,000            | 438             | 1,156           | 23%        |                              |
| Meters/Equip.                            | 5,000            | 0               | 0               | 0%         | Fluctuates based on activity |
| Vehicles                                 | 6,500            | 826             | 3,312           | 51%        |                              |
| <b>TOTAL MAINT. &amp; SUPPLY EXPENSE</b> | <b>\$338,590</b> | <b>\$12,878</b> | <b>\$55,012</b> | <b>16%</b> |                              |



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

| <b>GENERAL &amp; ADMINISTRATION</b> | <b>Budget<br/>FY 20/21</b> | <b>Actual<br/>September</b> | <b>Actual<br/>Year to Date</b> | <b>Percentage<br/>Year to Date</b> | <b>Variance Explanation</b>  |
|-------------------------------------|----------------------------|-----------------------------|--------------------------------|------------------------------------|------------------------------|
| Ads./Advertising                    | 1,500                      | 0                           | 344                            | 23%                                | Fluctuates based on activity |
| Alarm/Answering Service             | 4,000                      | 571                         | 989                            | 25%                                |                              |
| Audit                               | 8,200                      | 2,000                       | 2,000                          | 24%                                |                              |
| Bank Charges/Fees                   | 4,000                      | 437                         | 1,320                          | 33%                                | Fluctuates based on activity |
| Consulting/Engineering              | 85,000                     | 2,908                       | 8,552                          | 10%                                |                              |
| Dues/Subscription                   | 8,750                      | 0                           | 245                            | 3%                                 |                              |
| Elections                           | 1,000                      | 0                           | 0                              | 0%                                 |                              |
| Insurance                           | 41,370                     | 0                           | 41,368                         | 100%                               | Paid Annually                |
| LAFCO                               | 6,600                      | 0                           | 5,870                          | 89%                                | Paid Annually                |
| Legal/Attorney                      | 25,000                     | 0                           | 3,435                          | 14%                                |                              |
| Licenses/Permits                    | 32,100                     | 110                         | 0                              | 0%                                 |                              |
| Plan Check & Inspection             | 10,000                     | 0                           | 0                              | 0%                                 |                              |
| Postage/Billing                     | 20,000                     | 1,292                       | 3,725                          | 19%                                |                              |
| Professional Service                | 36,900                     | 3,563                       | 4,966                          | 13%                                |                              |
| 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>\$10,882</b>             | <b>\$72,814</b>                | <b>24%</b>                         |                              |

**CAPITAL PROJECTS & EQUIPMENT**

|                              |                    |               |               |           |  |
|------------------------------|--------------------|---------------|---------------|-----------|--|
| Projects                     | 2,078,089          | 38,438        | 46,143        | 2%        |  |
| Equipment                    | 85,000             | 0             | 0             | 0%        |  |
| <b>TOTAL CAPITAL EXPENSE</b> | <b>\$2,163,089</b> | <b>38,438</b> | <b>46,143</b> | <b>2%</b> |  |

**DEBT**

|                             |                  |                 |                 |     |                   |
|-----------------------------|------------------|-----------------|-----------------|-----|-------------------|
| State Loan Payment          | 103,629          | 51,814          | 51,814          | 50% | paid semiannually |
| State Loan Payment Phase II | 58,740           | 0               | 0               | 0%  | paid semiannually |
| <b>TOTAL DEBT</b>           | <b>\$162,369</b> | <b>\$51,814</b> | <b>\$51,814</b> |     |                   |

|                       |           |          |          |     |  |
|-----------------------|-----------|----------|----------|-----|--|
| FUNDED DEPRECIATION   | \$288,000 | \$24,000 | \$72,000 | 25% |  |
| UNFUNDED DEPRECIATION | \$0       | \$0      | \$0      | 0%  |  |

|                      |                    |                  |                  |            |  |
|----------------------|--------------------|------------------|------------------|------------|--|
| <b>TOTAL EXPENSE</b> | <b>\$4,612,054</b> | <b>\$250,254</b> | <b>\$622,197</b> | <b>13%</b> |  |
|----------------------|--------------------|------------------|------------------|------------|--|

CONNECTION FEES TRANSFER      \$70,580      \$0      \$25,028      35%

SOLID WASTE FEES TRANSFER      \$30,924      \$3,400      \$9,518      31%

|                   |                |                   |                   |  |  |
|-------------------|----------------|-------------------|-------------------|--|--|
| <b>FUND TOTAL</b> | <b>\$7,336</b> | <b>(\$37,248)</b> | <b>(\$35,705)</b> |  |  |
|-------------------|----------------|-------------------|-------------------|--|--|

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager  
Eileen Shields, MKN & Associates

**DATE:** October 15, 2020

**SUBJECT:** Request to receive and file an update on development of a Wastewater Treatment Plant project and provide direction to staff.

#### **Recommendation**

Request to receive and file an update on development of a Wastewater Treatment Plant project and provide direction to staff.

#### **Background**

In 2017, MKN & Associates (MKN) completed the Heritage Ranch Recycled Water Study. At that time, the District faced effluent limits for nitrate, acute and chronic toxicity, copper, and unionized ammonia in the receiving water. MKN developed recommendations (projects) for managing those effluent limits utilizing the District's existing Wastewater Treatment Plant.

In 2018, the District's National Pollutant Discharge Elimination System (NPDES) Permit was renewed with revised effluent limits. With the adoption of the 2018 NPDES Permit, the Regional Water Quality Control Board also issued a Time Schedule Order (TSO), which acknowledges the District is unable to immediately comply with some of the revised effluent limits, specifically copper, unionized ammonia, and nitrate. The TSO provides a compliance schedule and interim limits for copper, unionized ammonia, and nitrate.

In 2017, your Board also approved a 5-year Capital Improvement Program (CIP). Pursuant to the CIP, a project(s) identified in the Recycled Water Study is scheduled to be initiated this Fiscal Year; however, the revised effluent limits and the inability of our current Wastewater Treatment Plant to consistently meet them require revisions to the previously identified projects.

## **Discussion**

The District retained MKN to perform a WWTP alternatives analysis to identify and evaluate alternatives for meeting the permit requirements. MKN is evaluating three main alternatives using the following evaluation criteria:

- Impacts to existing treatment process
- Space requirements (footprint)
- Anticipated effluent water quality
- Potential to improve treatment plant redundancy
- Capital and operating costs

## **Goals and Priorities of a WWTP Project**

- Add Headworks for operational considerations
- Meet Water Quality Requirements – add ammonia and nitrate removal
- Flexibility in design for
  - a. Future Recycled water?
  - b. Future expansion?
- Cost
- Other?

## **Next Steps**

- Complete WWTP Alternatives Analysis
- Maintain communication with Regional Water Quality Control Board on TSO milestone progress

## **Fiscal Considerations**

An initial amount of \$82,500 for development of a wastewater project(s) is included in the current FY 2020/21 Budget. Should additional budget be needed staff will return to your Board.

Moving forward the Board will need to decide on how to fund the WWTP project.

## **Results**

Implementation of a wastewater project(s) within a timeline that will meet our permit requirements and is also conducive with appropriate rates and charges will provide continued safe and reliable wastewater services to our customers.

File: Projects\_WWTP Project X

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** October 15, 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

The contractor continues managing the PG&E interconnection process. Project meetings occur weekly. A three-week timeline is used for discussion during these meetings. Listed below is the status of some of the specific work items:

Week of Sep 28:

- Stockman's visited the site after 811 was completed and confirmed location of PG&E primary conduit for estimating purposes.
- Stockman's will get updated redlined drawings and present to District. These will reflect the changes in equipment location/orientation after PG&E Inspector Pre-Construction meeting.
- Stockman's to complete Service Upgrade Estimate this week or the following week and present to the District. Just waiting on Larry Hoff to confirm Stockman's scope of work for junction box #6 to be installed. Did not receive confirmation from Larry to complete this.
- PG&E Interconnection WTP System Impact Study continued for WTP. Results are still expected 10/21.

#### Week of Oct 5:

- Stockman's finally received scope of work confirmation from Larry Hoff of PG&E on 10/6. Stockman's is making adjustments to the service upgrade estimate.
- Stockman's to complete Service Upgrade Estimate by Wednesday 10/7 and present to the district for review.
- Stockman's will visit WWTP site at the end of this week or beginning of next week to layout service upgrade work to be completed per PG&E redlined drawings.
- PG&E Interconnection WTP System Impact Study continues for WTP. Results are still expected 10/21.
- Stockman's is still awaiting an answer on where the ~\$6k Engineering Advance deposit was applied. Another email request has been sent directly to Ryan Ranola of PG&E.

#### Week of Oct 12:

- Stockman's will begin mobilization and Site Preparation at WWTP site.
- Stockman's will visit WWTP site to layout service upgrade work to be completed per PG&E redlined drawings if it wasn't completed yet.
- PG&E Interconnection WTP System Impact Study to continue for WTP. Results are still expected 10/21.

#### Work changes we are tracking include:

- Land survey work at WTP site – additive change to price, no change to time
- Revised fencing at WTP site – deductive change to price, no change to time
- Electrical upgrade work at WWTP site – additive 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. Any updates to both schedules will be presented during the meeting. The most current schedules dated 9/16/20 are attached.

#### Project Budget

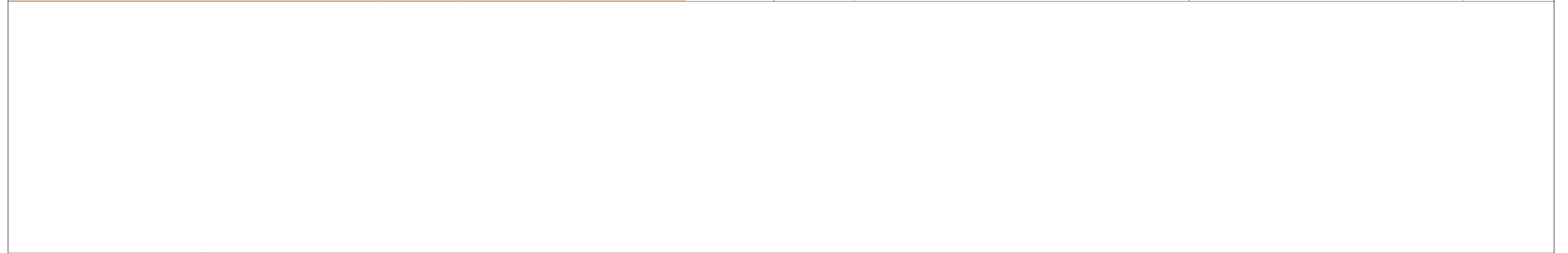
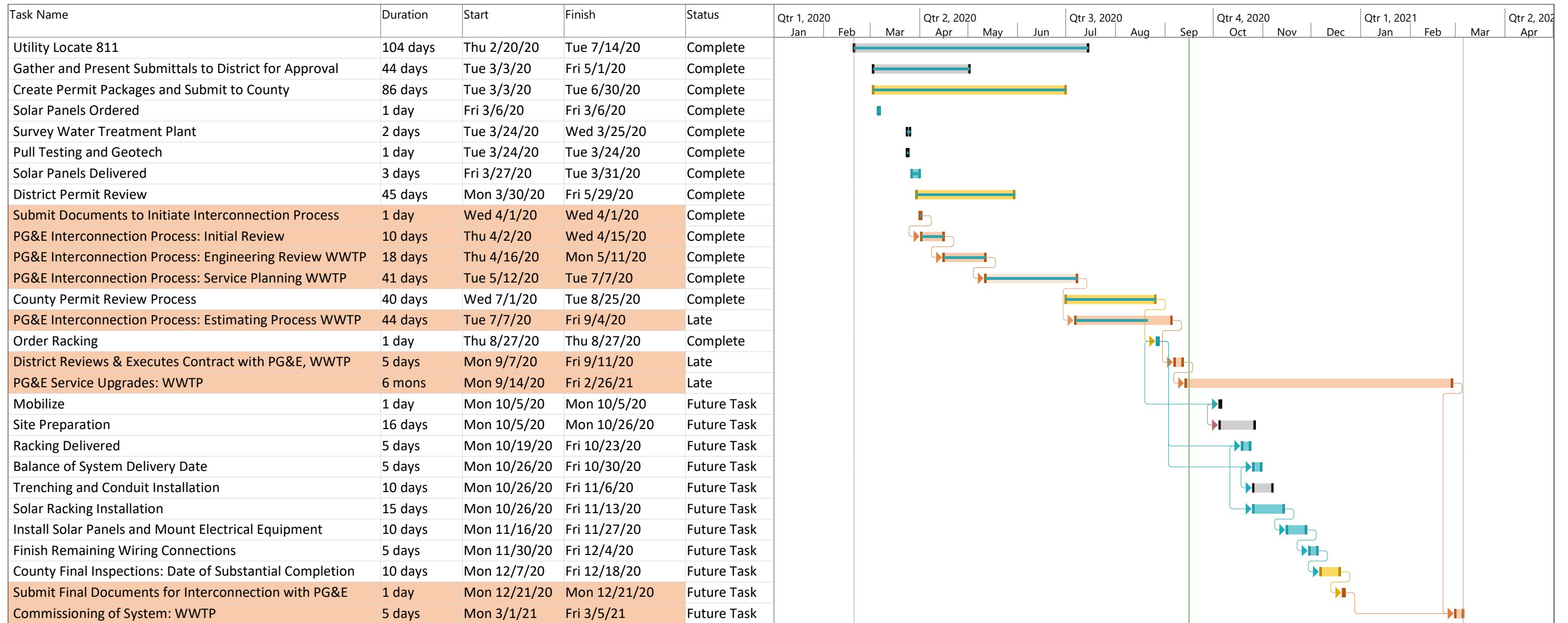
The Project is currently within budget.

PG&E direct costs include:

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

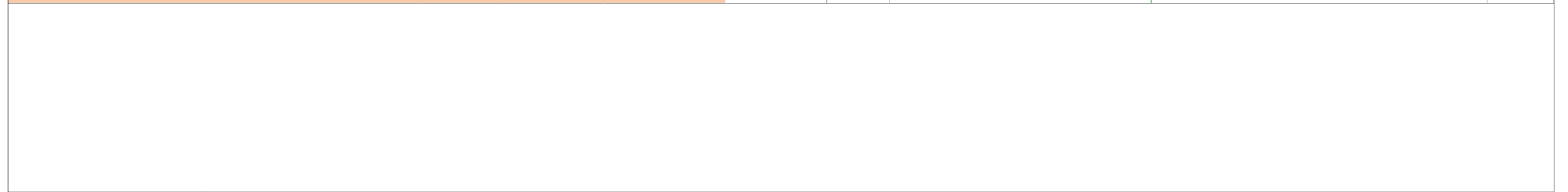
Attachments: Project schedules dated 9/16/20

File: Projects\_PVS



|  |           |  |                    |  |                       |  |                    |  |                 |  |
|--|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Heritage Ranch CSD<br>WWTP Solar Project 2020<br>Wed 9/16/20 | Task      |  | Project Summary    |  | Manual Task           |  | Start-only         |  | Deadline        |  |
|  | Split     |  | Inactive Task      |  | Duration-only         |  | Finish-only        |  | Progress        |  |
|  | Milestone |  | Inactive Milestone |  | Manual Summary Rollup |  | External Tasks     |  | Manual Progress |  |
|  | Summary   |  | Inactive Summary   |  | Manual Summary        |  | External Milestone |  |                 |  |

| Task Name  | Duration | Start        | Finish       | Status      | Qtr 1, 2020 |     |     | Qtr 2, 2020 |     |     | Qtr 3, 2020 |     |     | Qtr 4, 2020 |     |     | Qtr 1, 2021 |     |     | Qtr 2, 2021 |     |     | Qtr 3, 2021 |
|--|----------|--------------|--------------|-------------|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|
|  |          |              |              |             | Jan         | Feb | Mar | Apr         | May | Jun | Jul         | Aug | Sep | Oct         | Nov | Dec | Jan         | Feb | Mar | Apr         | May | Jun | Jul         |
| Utility Locate 811   | 104 days | Thu 2/20/20  | Tue 7/14/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Gather and Present Submittals to District for Approval         | 44 days  | Tue 3/3/20   | Fri 5/1/20   | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Create Permit Packages and Submit to County                    | 86 days  | Tue 3/3/20   | Tue 6/30/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Solar Panels Ordered   | 1 day    | Fri 3/6/20   | Fri 3/6/20   | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Survey Water Treatment Plant                                   | 2 days   | Tue 3/24/20  | Wed 3/25/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Pull Testing and Geotech                                       | 1 day    | Tue 3/24/20  | Tue 3/24/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Solar Panels Delivered   | 3 days   | Fri 3/27/20  | Tue 3/31/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| District Permit Review   | 45 days  | Mon 3/30/20  | Fri 5/29/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Submit Documents to Initiate Interconnection Process           | 1 day    | Wed 4/1/20   | Wed 4/1/20   | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| PG&E Interconnection Process: Initial Review                   | 10 days  | Thu 4/2/20   | Wed 4/15/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| PG&E Interconnection Process: Engineering Review WTP           | 20 days  | Thu 4/16/20  | Wed 5/13/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| PG&E Interconnection Process: Supplemental Review WTP          | 28 days  | Mon 5/18/20  | Wed 6/24/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| PG&E Interconnection Process: Electrical Independence Test WTP | 25 days  | Thu 6/25/20  | Wed 7/29/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| County Permit Review Process                                   | 46 days  | Wed 7/1/20   | Wed 9/2/20   | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| PG&E Interconnection Process: System Impact Study WTP          | 61 days  | Thu 7/30/20  | Thu 10/22/20 | On Schedule |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Order Racking  | 1 day    | Thu 8/27/20  | Thu 8/27/20  | Complete    |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Mobilize   | 1 day    | Mon 10/5/20  | Mon 10/5/20  | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Site Preparation   | 16 days  | Mon 10/5/20  | Mon 10/26/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Racking Delivered  | 5 days   | Mon 10/19/20 | Fri 10/23/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Fence Installation at Water Treatment Plant                    | 15 days  | Mon 10/19/20 | Fri 11/6/20  | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| PG&E Interconnection Process: Estimating Process WTP           | 35 days  | Fri 10/23/20 | Thu 12/10/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Trenching and Conduit Installation                             | 10 days  | Mon 10/26/20 | Fri 11/6/20  | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Solar Racking Installation                                     | 15 days  | Mon 10/26/20 | Fri 11/13/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Balance of System Delivery Date                                | 5 days   | Mon 10/26/20 | Fri 10/30/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Install Solar Panels and Mount Electrical Equipment            | 10 days  | Mon 11/16/20 | Fri 11/27/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Finish Remaining Wiring Connections                            | 5 days   | Mon 11/30/20 | Fri 12/4/20  | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| County Final Inspections: Date of Substantial Completion       | 10 days  | Mon 12/7/20  | Fri 12/18/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| District Reviews & Executes Contract with PG&E: WTP            | 5 days   | Fri 12/11/20 | Thu 12/17/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| PG&E Service Upgrades: WTP                                     | 6 mons   | Fri 12/18/20 | Thu 6/3/21   | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Submit Final Documents for Interconnection with PG&E           | 1 day    | Mon 12/21/20 | Mon 12/21/20 | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |
| Commissioning of System: WTP                                   | 5 days   | Fri 6/4/21   | Thu 6/10/21  | Future Task |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |



|   |           |  |                    |  |                       |  |                    |  |                 |  |
|---|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Heritage Ranch CSD<br>WTP Solar Project 2020<br>Wed 9/16/20 | Task      |  | Project Summary    |  | Manual Task           |  | Start-only         |  | Deadline        |  |
|   | Split     |  | Inactive Task      |  | Duration-only         |  | Finish-only        |  | Progress        |  |
|   | Milestone |  | Inactive Milestone |  | Manual Summary Rollup |  | External Tasks     |  | Manual Progress |  |
|   | Summary   |  | Inactive Summary   |  | Manual Summary        |  | External Milestone |  |                 |  |

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Manager Report For the Month of October 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 two full days. This requires staff to spend a lot of time answering questions and providing documents and information. Presentation of the Audit to the Board is targeted for the December 2020 Board meeting.
- The Manager attended a virtual Special District Managers meeting.
- The Manager attended a webinar sponsored by the EPA regarding wildfires and resulting impact to water bodies used as drinking water sources.

#### 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.
- The mixer has been installed in the 2MG Tank and is operating well. Staff is or will have drained down the tank as low as possible to maintain operations and will immediately refill it to high operating level so that we start mixing fresh. Samples for this quarter were taken this week as well, although the mixer will not have operated very long prior to the sample date. A robust flushing program has also been initiated. Staff anticipates trying different coagulants and other treatment adjustments over the next several weeks. Additional sampling may occur at various intervals for informational purposes and staff will track any discernable changes to water quality.
- Additional updates regarding operations can be found in the Operations Report.

#### Solid Waste

- Nothing significant to report.



## Reservoir Status

- As reported by Monterey County Water Resources Agency (MCWRA), as of October 6, 2020, the reservoir was at approximately 732.25 feet in elevation, 26% of capacity, or 97,913-acre feet of storage. MCWRA water releases were shown as 60 cfs. The latest release schedule from MCWRA indicates the water surface elevation is predicted to be about 730' on November 1, 2020.

## Capital Improvement Program

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

- PVS: see separate agenda item.
- Vertical Intake: There was an error on the permit application which caused the permit issuance and start of the drilling to be delayed. The Manager understands it has been corrected but as of the time this was written a schedule update was not available.
- Wastewater project x: see separate agenda 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 has been installed and is operating normally.

## Development

- Nothing significant to report.

## Public Relations and Community

- The General Elections that are managed by the County Clerk-Recorder's Office are a little different this Fall. The District's Board room will be a "Voter Service Center" again but it is NOT a vote-by-mail drop box location. However, voters may drop off ballots at Voter Service Centers when they are operational which is as follows:

***Open Saturday, October 31st – Monday, November 2nd, 9 A.M. – 5 P.M.  
Open ELECTION DAY: Tuesday, November 3rd, 7 A.M. – 8 P.M.***

## Human Resources

- 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.

\* \* \*

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Operations Report For the Month of September 2020

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

#### Water treatment

- Rented trailer mounted 100 cfm air compressor to backwash air grid system surrounding the gallery intakes.
- Rebuilt filtered water cl2 backup pump.
- Telstar programming adjusted flow rates to polishing filter backflow sequences.
- Replaced 3" leaking nipple at pump station 3 on the surge anticipation system.
- Rerouted chlorine vent lines to the outside of the water treatment plant to stop and prevent corrosion of the facility and tools.

#### Water distribution

- Replaced angle stop on yellow feather in tract 447.
- Repaired 3/4" service line leak on sorrel.
- Repaired 1" service line on pretty doe lane.
- Replaced 1" service line on yellow feather in tract 447.
- Ran electrical conduits and wire to prepare for upgrading mixing system in the 2-million-gallon reservoir tank.
- Flushed multiple locations in distribution system weekly to combat formations of disinfection byproducts.
- Replaced 2" check valve and piping on pump 2 at pump station 6.
- Replaced U.P.S. on the scada system at the 2-million-gallon tank.

#### Wastewater collection

- Conducted monthly checks at all lift stations, amps, volts, etc.
- Replaced plc on lift station 9 on Edgewood Ct.
- Repaired manhole concrete collar on bridal trail lane.
- Jetted sewer force main at lift station 3 coming from lift station 5 1/2.
- Ran vac trailer to assist with location of sewer lateral on timberline drive.
- Installed temporary 120-volt ac to 12-volt dc power feed for lift station 2 scada control board.
- Repaired sewer force main in two different locations on Comanche Street that was dug through by contractors doing roadwork.

#### Wastewater treatment

- Effluent pump #1 was damaged by power outage resulting in the pump needing to be rewound and rebuilt by Lahr Electric in Santa Maria.
- Took additional copper samples to ensure monthly average mcl was not violated.
- Replaced all sprinkler heads in the two older sand filters.

Vehicles and equipment

- Midstate Mechanical Service repaired the air conditioning system in one of the 2007 ford rangers.
- One flat tire replaced on 2003 Toyota Tacoma.

\* \* \*

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

**Water & Sewer**

On October 1<sup>st</sup>, we processed 1,918 bills for a total dollar amount of \$163,252 for water and sewer user fees for the month of September. The number of Automatic Drafts processed was 562 for a total dollar amount of \$48,633. On September 26<sup>th</sup> we processed 209 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 August

Garbage Collection (10%) - \$ 6,146.38

Roll-Off Collection (10%) - \$258.69

Total Franchise Fees Collected - \$ 6,405.07

**Service Orders Completed**

Staff completed a total of 31 service orders for the month of September. Below is a breakdown by job code.

|                 |    |                          |   |
|-----------------|----|--------------------------|---|
| OCCUPANT CHANGE | 15 | SEWER INSPECTION         | 1 |
| SWAP/PULL METER | 1  | MISC-W/METER INFORMATION | 2 |
| LEAK            | 2  | UNLOCK                   | 2 |
| PRESSURE        | 1  | HYDRANT METER            | 1 |
| USA             | 5  | CALL OUT                 | 1 |