

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of January 21, 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. Director Burgess was absent. All other Directors were present.

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

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of December 17, 2020.
- b. **Warrant Register:** Receive/approve December 2020 warrants.
- c. **Treasurer's Report:** Receive/file November 2020 report.
- d. **Treasurer's Report:** Receive/file FY 2020/21 2nd Quarter report.
- e. **Fiscal Report:** Receive/file December 2020 status report.

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

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

President Burgess arrived at 4:04 pm.

5. DISCUSSION ITEMS

- a. **Request to receive and file disinfection byproducts updates.**

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

The report was received and filed.

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

Manager Duffield provided a power-point presentation with updates on the project.

The report was received and filed.

6. MANAGER'S REPORT

Manager Duffield provided a brief summary of the item.

The report was received and filed.

7. STAFF REPORTS

The reports were received and filed.

8. COMMITTEE AND DIRECTOR REPORTS

No reports.

9. APPOINTMENTS TO DISTRICT COMMITTEES

Request to consider appointments to the District's committees for 2020 – 2022.

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

Director Burgess made a motion to approve committee memberships as presented. Director barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

10. ADJOURNMENT

On a motion by Director Barker and seconded by Director Rowley, the meeting adjourned at 5:00 pm to the next scheduled regular meeting on Thursday, February 18, 2021.

APPROVED:

**Devin Capps, President
Board of Directors**

ATTEST:

**Kristen Gelos, Secretary
Board of Directors**

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/3/2021	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	13,690.77 874.06 957.97	\$ 15,522.80
1/5/2021	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,091.70 689.96	\$ 2,781.66
1/5/2021	EMPLOYMENT DEVELOPMENT DEPARTMENT SDI STATE WITHHOLDING	173.89 763.65	\$ 937.54
1/5/2021	HARWOOD, PAUL FINAL BILL REFUND	79.13	\$ 79.13
1/8/2021	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	336.00	\$ 336.00
1/8/2021	CALPERS RETIREMENT SYSTEM PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	2,433.72 1,075.89 615.31 6.51	\$ 4,131.43
1/8/2021	J.B. DEWAR. INC. FUEL & OIL	300.83	\$ 300.83
1/8/2021	PG&E ELECTRICITY	17,868.28	\$ 17,868.28
1/14/2021	WALLACE GROUP PVS PROJECT VERTICAL INTAKE PROJECT	682.50 1,236.25	\$ 1,918.75
1/14/2021	ADAMSKI, MOROSKI, MADDEN, CUMB LEGAL & ATTORNEY	1,400.00	\$ 1,400.00
1/14/2021	RYAN BRINK UNIFORM ALLOWANCE	167.00	\$ 167.00
1/14/2021	CLEATH-HARRIS GEOLOGISTS, INC. VERTICAL INTAKE PROJECT	3,819.92	\$ 3,819.92

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/14/2021	BLAKES INC SMALL TOOLS & EQUIPMENT	52.12	\$ 52.12
1/14/2021	MOSS, LEVY & HARTZHEIM LLP AUDIT	2,195.00	\$ 2,195.00
1/14/2021	USA BLUEBOOK SMALL TOOLS & EQUIPMENT	126.45	\$ 126.45
1/14/2021	KRITZ EXCAVATING & TRUCKING MAINTENANCE FIXED EQUIPMENT	1,386.06	\$ 1,386.06
1/14/2021	BRENNTAG PACIFIC, INC CHEMICALS CHEMICALS	342.50 2,467.53	\$ 2,810.03
1/14/2021	PASO ROBLES SAFE & LOCK MAINTENANCE FIXED EQUIPMENT	33.67	\$ 33.67
1/14/2021	TYLER TECHNOLOGIES PROFESSIONAL SERVICES	14.10	\$ 14.10
1/14/2021	FARM SUPPLY COMPANY STRUCTURES & GROUNDS	614.42	\$ 614.42
1/14/2021	DELTA LIQUID ENERGY PROPANE	206.07	\$ 206.07
1/14/2021	COUNTY OF SAN LUIS OBISPO WATER PURCHASE	11,557.00	\$ 11,557.00
1/14/2021	ANTHONY'S TIRE STORE VEHICLES	675.01	\$ 675.01
1/14/2021	NAPA AUTO PARTS VEHICLES/FIXED EQUIPMENT	72.17	\$ 72.17
1/14/2021	FASTENAL COMPANY MAINTENANCE FIXED EQUIPMENT	17.75	\$ 17.75
1/14/2021	MICHAEL K. NUNLEY & ASSOCIATES PROJECT X	1,888.25	\$ 1,888.25

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/14/2021	U.S. BANK		
	VEHICLES	16.23	
	TELEPHONE	200.21	
	VEHICLES	142.20	
	MAINTENANCE FIXED EQUIPMENT	160.88	
	STRUCTURES & GROUNDS	573.90	
	TELEPHONE	200.57	\$ 1,293.99
1/14/2021	RIVAL TECHNOLOGY INC.		
	PROFESSIONAL SERVICES	630.70	
	COMPUTER/SOFTWARE	130.00	\$ 760.70
1/14/2021	KENWOOD ENERGY		
	PVS PROJECT	3,900.00	\$ 3,900.00
1/14/2021	ALL WAYS CLEAN		
	STRUCTURES & GROUNDS	400.00	\$ 400.00
1/14/2021	BRIAN VOGEL		
	UNIFORM ALLOWANCE	215.50	\$ 215.50
1/19/2021	INTERNAL REVENUE SERVICE		
	FEDERAL WITHHOLDING TAXES	1,755.21	
	FICA WITHIOLDING	62.00	
	MEDICARE	686.70	\$ 2,503.91
1/19/2021	EMPLOYMENT DEVELOPMENT DEPARTMENT		
	ETT	23.17	
	SDI	278.14	
	SUI	509.93	
	STATE WITHHOLDING	593.44	\$ 1,404.68
1/21/2021	AT&T		
	TELEPHONE / INTERNET	176.78	\$ 176.78
1/22/2021	CALPERS 457 DEFFERED COMP PROG		
	PERS 457- DEFFERED COMP.	1,320.00	\$ 1,320.00
1/24/2021	CALPERS RETIREMENT SYSTEM		
	PERS RETIREMENT U/L	6,642.76	
	PERS RETIREMENT U/L	250.10	\$ 6,892.86

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/22/2021	CALPERS RETIREMENT SYSTEM		
	EMPLOYER'S CONTRIBUTION	15.27	
	PERS RETIREMENT	2,433.72	
	PERS RETIREMENT TIER 2	1,075.89	
	PERS RETIREMENT PEPRA	615.31	
	SURVIVOR BENEFIT	6.51	\$ 4,146.70
1/25/2021	EMPLOYMENT DEVELOPMENT DEPARTMENT		
	SUI/ETT	21.38	\$ 21.38
1/25/2021	STOCKMAN'S ENERGY, INC.		
	PVS PROJECT	203,767.83	\$203,767.83
GRAND TOTAL FOR ALL WARRANTS			\$297,715.77

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

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance:	\$ 4,943,690.43
Ending Balance:	\$ 4,845,519.66
Variance:	\$ (98,170.77)
Interest Earnings for the Month Reported:	\$ 7,510.95
Interest Earnings Fiscal Year-to-Date:	\$ 26,352.59

ANALYSIS OF REVENUES

Total operating income for water and sewer was:	\$ 145,413.18
Non-operating income was:	\$ 92,523.64
Franchise fees paid to the District by San Miguel Garbage was:	\$ 6,474.19
Interest earnings for the P.P.B. checking account was:	\$ 1.10
Interest earnings for the P.P.B. DWR Loan Services account was:	\$ -
Interest earnings for the P.P.B. DWR Reserve account was:	\$ -
Interest earnings for the P.P.B. SRF Loan Services account was:	\$ -
Interest earnings for the Western Alliance account was:	\$ 1.18
Interest earnings for the LAIF account was:	\$ 7,508.67

ANALYSIS OF EXPENSES

Pacific Premier Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ 333,510.07
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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
JANUARY 2021**

BEGINNING BALANCE ALL ACCOUNTS **\$ 4,943,690.43**

OPERATING CASH IN DRAWER **\$300.00**

PACIFIC PREMIER BANK - CHECKING

BEGINNING BALANCE 12/31/2020	\$101,417.29	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	\$327,828.35	
INTEREST EARNED	\$1.10	
TOTAL CHECKS, FEES AND EFT'S	(\$333,510.07)	
TRANSFER TO LAIF ACCOUNT	\$0.00	
ENDING BALANCE 1/31/2021		\$95,736.67

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

LOAN SERVICES ACCOUNT

BEGINNING BALANCE 12/31/2020	\$133.38	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
ENDING BALANCE 1/31/2021		\$133.38

PACIFIC PREMIER BANK DWR RESERVE ACCOUNT

BEGINNING BALANCE 12/31/2020	\$113,349.28	
INTEREST EARNED	\$0.00	
ENDING BALANCE 1/31/2021		\$113,349.28

PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT

BEGINNING BALANCE 12/31/2020	\$29,585.39	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
ENDING BALANCE 1/31/2021		\$29,585.39

WESTERN ALLIANCE

PVS PROJECT CAPITALIZED INTEREST FUND

BEGINNING BALANCE 12/31/2020	\$27,838.51	
INTEREST EARNED	\$1.18	
INTEREST PAYMENT	\$0.00	
ENDING BALANCE 1/31/2021		\$27,839.69

LOCAL AGENCY INVESTMENT FUND (LAIF)

BEGINNING BALANCE 12/31/2020	\$4,671,366.58	
INTEREST EARNED	\$7,508.67	
TRANSFER FROM PACIFIC PREMIER CHECKING	\$0.00	
TRANSFER TO PACIFIC PREMIER CHECKING	(\$100,000.00)	
ENDING BALANCE 1/31/2021		\$4,578,875.25

ENDING BALANCE ALL ACCOUNTS		\$4,845,519.66
DIFFERENCE FROM LAST MONTH	Decrease	(\$98,170.77)

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

OPERATING INCOME	Budget FY 20/21	Actual January	Actual Year to Date	Percentage Year to Date	Variance Explanation
Water Fees	1,021,511	83,130	639,404	63%	
Sewer Fees	658,012	55,206	329,837	50%	
Hook-Up Fees	3,000	4,935	2,500	83%	Fluctuates based on activity
Turn on Fees	3,500	300	2,250	64%	
Late Fees	17,000	1,842	9,612	57%	
Plan Check & Inspection	10,000	0	0	0%	
Miscellaneous Income	2,000	0	178	9%	
TOTAL OPERATING INCOME	\$1,715,023	\$145,413	\$983,780	57%	

FRANCHISE INCOME					
Solid Waste Franchise Fees	66,984	6,474	41,500	62%	
TOTAL FRANCHISE REVENUE	\$66,984	\$6,474	\$41,500	62%	

NON-OPERATING INCOME					
Standby Charges	242,144	29,029	108,025	45%	
Property Tax	383,074	55,984	179,169	47%	
Interest	80,000	7,511	26,353	33%	Fluctuates based on activity
Connection Fees	70,580	0	53,533	76%	Fluctuates based on activity
TOTAL NON-OPERATING INCOME	\$775,798	\$92,524	\$367,079	47%	

RESERVE REVENUE					
Capital Reserves	654,941	73,746	264,915	40%	
Operating Reserves	1,508,148	141,549	509,022	34%	
TOTAL RESERVE REVENUE	\$2,163,089	\$215,295	\$773,936	36%	

TOTAL ALL INCOME	\$4,720,894	\$459,706	\$2,166,296	46%	
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2020/21 Budget**

OPERATING EXPENSES

SALARIES AND BENEFITS	Budget FY 20/21	Actual January	Actual Year to Date	Percentage Year to Date	Variance Explanation
Salaries	715,567	69,420	278,822	39%	
Health Insurance	103,862	9,745	37,477	36%	
Health Insurance - Retiree	48,451	3,946	23,504	49%	
PERS	126,097	11,810	71,657	57%	
Standby	14,000	1,546	6,426	46%	
Overtime	16,000	1,129	8,280	52%	Fluctuates based on need & staffing
Workers Comp. Ins.	19,194	0	20,642	108%	Paid Annually
Directors' Fees	12,000	500	3,000	25%	
Medicare/FICA	10,550	719	5,034	48%	
Car Allowance	3,000	500	1,250	42%	
SUI/ETT	1,500	235	0	0%	
Uniforms	5,000	383	1,241	25%	
TOTAL SALARIES & BENEFITS	\$1,075,221	\$99,933	\$457,332	43%	

UTILITIES

Electricity	249,810	17,868	135,289	54%	
Propane	1,012	206	207	20%	
Water Purchase	23,114	11,557	11,557	50%	Paid Semiannually
Telephone/Internet	12,129	578	4,863	40%	
TOTAL UTILITIES EXPENSE	\$286,065	\$30,209	\$151,916	53%	

MAINTENANCE & SUPPLIES

Chemicals	76,000	2,810	40,282	53%	
Computer/Software	29,450	130	5,940	20%	
Equip. Rental/Lease	2,500	0	148	6%	
Fixed Equip.	142,000	1,663	34,578	24%	
Fuel & Oil	12,000	301	4,170	35%	
Lab Testing	41,000	0	12,810	31%	
Office Supplies	2,000	0	564	28%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	14,140	1,588	4,471	32%	
Small Tools/Equip.	3,000	179	1,965	65%	
Supplies	5,000	0	2,088	42%	
Meters/Equip.	5,000	0	2,365	47%	Fluctuates based on activity
Vehicles	6,500	841	4,453	69%	
TOTAL MAINT. & SUPPLY EXPENSE	\$338,590	\$7,512	\$113,833	34%	

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

GENERAL & ADMINISTRATION	Budget FY 20/21	Actual January	Actual Year to Date	Percentage Year to Date	Variance Explanation
Ads./Advertising	1,500	0	948	63%	Fluctuates based on activity
Alarm/Answering Service	4,000	0	1,967	49%	
Audit	8,200	2,195	8,000	98%	
Bank Charges/Fees	4,000	603	3,814	95%	Fluctuates based on activity
Consulting/Engineering	85,000	0	10,216	12%	
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	1,400	6,200	25%	
Licenses/Permits	32,100	0	9,694	30%	
Plan Check & Inspection	10,000	0	0	0%	
Postage/Billing	20,000	0	7,770	39%	
Professional Service	36,900	645	29,459	80%	
Tax Collection	5,300	0	0	0%	
Staff Training & Travel	8,000	0	1,517	19%	
Board Training & Travel	1,000	0	0	0%	
TOTAL G & A	\$298,720	\$4,843	\$135,631	45%	

CAPITAL PROJECTS & EQUIPMENT

Projects	2,078,089	215,295	773,936	37%	
Equipment	85,000	0	0	0%	
TOTAL CAPITAL EXPENSE	\$2,163,089	215,295	773,936	36%	

DEBT

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

FUNDED DEPRECIATION	\$288,000	\$24,000	\$168,000	58%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

TOTAL EXPENSE	\$4,612,054	\$381,791	\$1,881,833	41%	
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CONNECTION FEES TRANSFER \$70,580 \$0 \$53,533 76%

SOLID WASTE FEES TRANSFER \$30,924 \$3,306 \$22,347 72%

FUND TOTAL	\$7,336	\$74,608	\$208,584		
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HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: February 18, 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 including Fire and County final inspections is complete except:

- Data acquisition system
- Electrical work by PG&E is supposed to be completed 2/16 - 2/19
- Final connections and switchover once PG&E work is complete

WTP:

Everything is complete except:

- Data acquisition system
- Remaining wire connections
- Installation of new switchgear and other work associated with PG&E upgrades
- Fire and County final inspections
- PG&E Service Planning requirements (design plans) are anticipated by 2/25/2021. The contractor has already ordered the switchgear, but PG&E still needs to provide

the plans for the other specific upgrade work the contractor will need to do (transformer pad, any boxes, trenching and conduit to the new switchgear, etc.).

- Then we must wait for PG&E to schedule the installation of the transformer, cabling, meter, etc. That work is anticipated to be 5/5 - 6/22.
- Final connections and switchover once PG&E work is complete

Project Budget

The Project is currently within budget.

Change Order No. 1 was issued in the amount of \$ (9,647.80) for:

- Land survey work at WTP site – Additive \$ 3,220 to contract price
- Revised fencing at WTP site – Deductive \$ (83,855) to contract price
- Electrical upgrade work at WWTP site – Additive \$ 49,039 to contract price
- Electrical upgrade work at WTP site (portion) – Additive \$21,947 to contract price

Additional budget changes we are tracking include:

- Electrical upgrade work at WTP site (remainder) – Additive \$TBD to contract price

PG&E direct costs to date include:

- Upgrades for WWTP – \$23,262.55
- Upgrades for WTP – \$TBD

Project Schedule

The schedules have been updated to include the additional work for the service upgrades at both sites. Contract Change Order No. 1 was issued for the scope and budget changes noted above with additional time given to accommodate the service upgrades and PG&E's timeline we are given. Therefore, Substantial Completion of the entire project is now May 13, 2021.

The critical path still goes through PG&E's portion of the work. The latest schedules from the contractor indicate commissioning of the WWTP system April 5, 2021, and the WTP system August 20, 2021.

Attachments: Project Schedules dated 2/10/21

File: Projects_PVS

Task Name	Duration	Start	Finish	Status	Notes	Qtr 1, 2020			Qtr 2, 2020			Qtr 3, 2020			Qtr 4, 2020			Qtr 1, 2021			Qtr 2, 2021	
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
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 WWTP	18 days	Thu 4/16/20	Mon 5/11/20	Complete																		
PG&E Interconnection Process: Service Planning WWTP	41 days	Tue 5/12/20	Tue 7/7/20	Complete																		
County Permit Review Process	40 days	Wed 7/1/20	Tue 8/25/20	Complete																		
PG&E Interconnection Process: Estimating Process WWTP	44 days	Tue 7/7/20	Fri 9/4/20	Complete																		
Order Racking	1 day	Thu 8/27/20	Thu 8/27/20	Complete																		
District Reviews & Executes Contract with PG&E, WWTP	30 days	Mon 9/7/20	Fri 10/16/20	Complete	LATE																	
Stockmans PG&E Service Upgrade Estimate Prepared	6 days	Wed 9/30/20	Wed 10/7/20	Complete																		
Mobilize	1 day	Mon 10/5/20	Mon 10/5/20	Complete																		
Site Preparation	16 days	Mon 10/5/20	Mon 10/26/20	Complete																		
PG&E Service Upgrades: WWTP	6 mons	Mon 10/19/20	Fri 4/2/21	Late																		
Racking Delivered	5 days	Mon 10/19/20	Fri 10/23/20	Complete																		
Solar Racking Installation	20 days	Mon 10/26/20	Fri 11/20/20	Complete																		
Stockmans Orders Switchgear & Other PG&E Service Upgrade Equipmer	45 days	Tue 10/27/20	Mon 12/28/20	Complete	LATE																	
Balance of System Delivery Date	5 days	Mon 11/16/20	Fri 11/20/20	Complete																		
DC Trenching and Conduit Installation	10 days	Mon 11/16/20	Fri 11/27/20	Complete																		
Install Solar Panels and Mount Electrical Equipment	10 days	Mon 11/23/20	Fri 12/4/20	Complete																		
AC Trenching and Conduit Installation	10 days	Mon 11/23/20	Fri 12/4/20	Complete																		
County Trench Inspection	1 day	Wed 11/25/20	Wed 11/25/20	Complete																		
SU: Trenching & Conduit Installation	10 days	Mon 11/30/20	Fri 12/11/20	Complete																		
SU: Set Transformer Pad and Bollards	25 days	Mon 12/7/20	Fri 1/8/21	Complete																		
Finish Remaining Wiring Connections	20 days	Mon 12/14/20	Fri 1/8/21	Complete																		
SU: Trench Inspection & Backfill	3 days	Mon 12/14/20	Wed 12/16/20	Complete																		
SU: Switchgear Pad Install	14 days	Mon 12/14/20	Thu 12/31/20	Complete																		
SU: Box #6 Installation (PG&E or Other)	30 days	Wed 1/6/21	Tue 2/16/21	Late																		
SU: Expected Switchgear Delivery	6 days	Fri 1/8/21	Fri 1/15/21	Complete																		
SU: Pad & Bollard Inspection	2 days	Mon 1/11/21	Tue 1/12/21	Complete																		
SU: Switchgear Installation	10 days	Mon 1/11/21	Fri 1/22/21	Complete																		
County Fire Inspection	5 days	Mon 1/18/21	Fri 1/22/21	Complete																		

Heritage Ranch CSD WWTP Solar Project 2020 Wed 2/10/21	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			

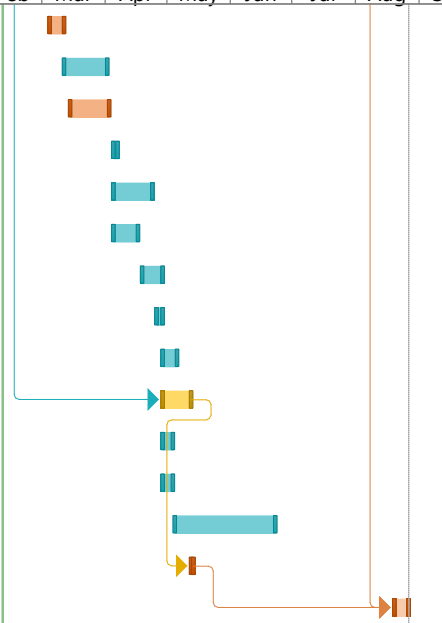
Task Name	Duration	Start	Finish	Status	Notes	Qtr 1, 2020			Qtr 2, 2020			Qtr 3, 2020			Qtr 4, 2020			Qtr 1, 2021			Qtr 2, 2021	
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
County Final Inspection: Date of Substantial Completion	16 days	Mon 1/18/21	Mon 2/8/21	Complete																		
SU: Practice Mandrel Test	1 day	Wed 1/20/21	Wed 1/20/21	Complete																		
SU: Switchgear Housekeeping Pad Installation	2 days	Thu 2/4/21	Fri 2/5/21	Complete																		
SU: Mandrel Inspection	2 days	Tue 2/16/21	Wed 2/17/21	Future Task																		
SU: Final Inspection	2 days	Tue 2/16/21	Wed 2/17/21	Future Task																		
SU: PG&E Electrical Work Scheduled For	4 days	Tue 2/16/21	Fri 2/19/21	Future Task																		
Submit Final Documents for Interconnection with PG&E	1 day	Thu 2/18/21	Thu 2/18/21	Future Task	LATE																	
Commissioning of System: WWTP	5 days	Mon 4/5/21	Fri 4/9/21	Future Task	LATE																	

Heritage Ranch CSD WWTP Solar Project 2020 Wed 2/10/21	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	Notes	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	Aug	Sep
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	85 days	Thu 7/30/20	Wed 11/25/20	Complete	LATE																					
Order Racking	1 day	Thu 8/27/20	Thu 8/27/20	Complete																						
Mobilize	1 day	Mon 10/5/20	Mon 10/5/20	Complete																						
Site Preparation	16 days	Mon 10/5/20	Mon 10/26/20	Complete																						
Racking Delivered	5 days	Mon 10/19/20	Fri 10/23/20	Complete																						
Solar Racking Installation	35 days	Mon 10/26/20	Fri 12/11/20	Complete	LATE																					
Balance of System Delivery Date	5 days	Mon 11/16/20	Fri 11/20/20	Complete																						
Stockmans Prepares PG&E Service Upgrade Estimate #1	2 days	Mon 11/23/20	Tue 11/24/20	Complete																						
DC Trenching and Conduit Installation	5 days	Mon 11/30/20	Fri 12/4/20	Complete																						
AC Trenching and Conduit Install (Self Performed)	15 days	Mon 11/30/20	Fri 12/18/20	Complete																						
PG&E Interconnection Process: Estimating Process WTP	62 days	Wed 12/2/20	Thu 2/25/21	Late	LATE																					
Stockmans Orders Switchgear	45 days	Wed 12/2/20	Tue 2/2/21	Complete																						
Install Solar Panels and Mount Electrical Equipment	20 days	Mon 12/14/20	Fri 1/8/21	Complete																						
Fence Installation at Water Treatment Plant	18 days	Mon 12/14/20	Wed 1/6/21	Complete																						
Locate, Pothole, and Mark Existing Lines for T1 & T3	3 days	Thu 1/7/21	Mon 1/11/21	Complete																						
Stockmans Prepares and Presents Trench Plan	3 days	Mon 1/11/21	Wed 1/13/21	Complete																						
Finish Remaining Wiring Connections	20 days	Mon 1/11/21	Fri 2/5/21	Late																						
AC Bore Section, T1 (LTEC)	10 days	Mon 1/18/21	Fri 1/29/21	Complete																						
AC Trench Section, T3 (LTEC)	12 days	Mon 1/18/21	Tue 2/2/21	Complete																						
County Trench Inspection	1 day	Fri 1/29/21	Fri 1/29/21	Complete																						
Tree, Brush, and Stump Removal	1 day	Fri 2/5/21	Fri 2/5/21	Complete																						
SU: Expected Switchgear Delivery	9 days	Tue 2/16/21	Fri 2/26/21	Future Task																						
District Reviews & Executes Contract with PG&E: WTP	5 days	Fri 2/26/21	Thu 3/4/21	Future Task	LATE																					
PG&E Service Upgrades: WTP	6 mons	Fri 3/5/21	Thu 8/19/21	Future Task	LATE																					

Heritage Ranch CSD WTP Solar Project 2020 Wed 2/10/21	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	Notes	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	Aug	Sep
Stockmans Prepares PG&E Service Upgrade Estimate #2	5 days	Fri 3/5/21	Thu 3/11/21	Future Task	LATE																					
SU: Trenching & Conduit Installation	15 days	Fri 3/12/21	Thu 4/1/21	Future Task																						
Stockmans Orders Other PG&E Service Upgrade Equipment	15 days	Mon 3/15/21	Fri 4/2/21	Future Task	LATE																					
SU: Trench Inspection & Backfill	2 days	Mon 4/5/21	Tue 4/6/21	Future Task																						
SU: Set Transformer Pad and Bollards	15 days	Mon 4/5/21	Fri 4/23/21	Future Task																						
SU: Switchgear Pad Install	10 days	Mon 4/5/21	Fri 4/16/21	Future Task																						
SU: Switchgear Installation	8 days	Mon 4/19/21	Wed 4/28/21	Future Task																						
SU: Transformer Pad & Bollard Inspection	3 days	Mon 4/26/21	Wed 4/28/21	Future Task																						
County Fire Inspection	5 days	Thu 4/29/21	Wed 5/5/21	Future Task	LATE																					
County Final Inspections: Date of Substantial Completion	10 days	Thu 4/29/21	Wed 5/12/21	Future Task	LATE																					
SU: Mandrel Inspection	3 days	Thu 4/29/21	Mon 5/3/21	Future Task																						
SU: Final Inspection	3 days	Thu 4/29/21	Mon 5/3/21	Future Task																						
SU: PG&E Work is Scheduled (7wks per Larry Hoff)	35 days	Wed 5/5/21	Tue 6/22/21	Future Task																						
Submit Final Documents for Interconnection with PG&E	1 day	Thu 5/13/21	Thu 5/13/21	Future Task	LATE																					
Commissioning of System: WTP	5 days	Fri 8/20/21	Thu 8/26/21	Future Task	LATE																					



Heritage Ranch CSD WTP Solar Project 2020 Wed 2/10/21	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 February 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 attended the CSDA SLO Chapter quarterly meeting.
- The Manager is tracking the COVID situation.

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.
- Coordinated with a vendor for the removal of a fallen pine tree and the removal of another of the same at the WWTP.
- The Manager met with the Division of Drinking Water on two separate occasions regarding the disinfection byproducts work.
- 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 Board February 10th 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 February 8, 2021, the reservoir was at approximately 751.35 feet in elevation, 41% of capacity, or 155,608-acre feet of storage. MCWRA water releases were shown as 60 cfs.

- The Manager attended the MCWRA Reservoir Operations Committee meeting this month.

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 pending.
- Lift Station 1-5 rehabilitation design phase: Development of contract documents by the District Engineer is pending.
- 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

- Nothing significant to report.

Human Resources

- A recruitment for the Operations Manager position remains open.

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.

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

Water & Sewer

On February 1st, we processed 1,922 bills for a total dollar amount of \$150,668 for water and sewer user fees for the month of January. The number of Automatic Drafts processed was 571 for a total dollar amount of \$40,040.

San Miguel Garbage Franchise Fees

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

Month of December

Garbage Collection (10%) - \$ 6,070.46

Roll-Off Collection (10%) - \$ 403.73

Total Franchise Fees Collected - \$ 6,474.19

Service Orders Completed

Staff completed a total of 58 service orders for the month of January. Below is a breakdown by job code.

OCCUPANT CHANGE	13	TURN-ON ANGLE STOP	1
SERVICE CHANGE	2	SWAP/PULL METER	26
PRESSURE	1	LEAK	2
SEWER PROBLEM	2	CAL FIRE WATER VER.FORM	1
MISC	3	TURN-OFF ANGLE STOP	2
USA	5		

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Operations Report For the Month of January 2021

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

Water

As previously reported to your Board, staff has recorded increasing levels of TOC over time in the raw and finished water. The increase in TOC has caused a corresponding increase in disinfection byproduct levels. The District installed a powder activated carbon (PAC) system in 2011 with the goal of TOC reduction prior to filtration and disinfection. Additionally, a plate settler was installed in 2015 to reduce turbidity and PAC loading to the downstream filter units; however, it was intended to handle the high turbidity events not necessarily the lower turbidity we see normally. The PAC system and the plate settler have proven very challenging to operate at those normal turbidity levels and their potential may have already been reached using our current chemical combination.

Treated water has exceeded the haloacetic acids maximum contaminant level for all quarters in 2020. We are actively pursuing all currently available options to lower the haloacetic acid MCL's within the system and anticipate resolving the problem within the calendar year. Staff is working closely with the Division of Drinking Water (DDW) and speak with them often.

Staff tested different combinations of coagulants and polymers by running through the plate settler and then to the waste ponds (not through the filters). Samples were taken to determine TOC removal from each testing scenario. Data is shown in the table below.

	pH	inf ntu	eff ntu	PAX 18 mg/L	cationic mg/L	nonionic mg/L	TOC mg/L	DOC mg/L
Raw Water	8.1	-	-	-	-	-	3.3	3.0
Scenario 1	8.1	5.7	4.7	15	3	2.2	3.0	2.4
Scenario 2*	6.0	5.5	4.5	15	3	2.2	3.0	2.1
Scenario 3*	6.0	5.5	4.4	21	3	0	2.8	2.0
*staff adjusted pH for scenario 2 and 3								

Staff is working with DDW to reduce the CT ratio and is also coordinating to provide water samples to DDW for jar testing. Staff continues a robust flushing program.

Sampling for the 1st Quarter of 2021 was completed on January 14, 2021. This Quarter results are within the limits for HAA5; 53 at Wood Duck and 43 at Black Horse. The LRAA at Black Horse is also within limits but Wood Duck is not. In addition, staff observes that the higher pH and lowering of the CT ratio may also contribute to the lower results.

The following is a report on issues the District experienced and operations staff work efforts associated with the January 27th storm event.

Water treatment

Experience told us that with the forecasted rain totals and the current lake level there was an impending high turbidity event in our future. To prepare for this we topped off our 2-million-gallon reservoir tank and continued to keep as much water in storage as possible. We were able to produce water relatively unaffected until the day of January 29th when the river had spiked from 4 ntu to 411 ntu by that afternoon. We were able to still produce water for the first week even with the increased ntu until the filters became overwhelmed with the silts in the water.

After experiencing undesirable filter results, we began to run the filters in a waste mode and during that time survived off the available water in our storage tank. Running on waste mode meant testing different chemical doses in our plate settler and filters until the effluent results were within the acceptable range. This process took from Friday afternoon until about the 2nd quarter of the super bowl on Sunday before the learning curve of operating the plate settler for its intended purpose was achieved. At that time, we were able to reduce the incoming water from a 274 ntu down to around 20 ntu coming out of the plate settler effluent which was manageable for our filters.

One of the ideas we had during this time was to add a residential well pump to our old well site in hopes that the water percolating into this well would be less turbid than the incoming river water. After installing the pump and conducting turbidity tests we only received a reduction of about 20 ntu. After achieving an effective coagulation dose, the water treatment plant has been producing quality water ever since.

Water distribution

A major concern of high amounts of rainfall in short periods of time is the landslides that occur in the outlying areas of the ranch that have water and sewer force mains running alongside steep slopes. One location is located at 8735 Lake Nacimiento where we have had high amounts of storm runoff erode the supporting soil around our water main and cause it to break twice in the past. Before the rain we visited the site and cleared debris from the drainage way hoping this would be enough. During the storm we noticed high amounts of water and silt coming from this location catching our attention. When investigating this we found that the property drainage was once again threatening our water main in a different location, mostly caused by squirrel/gopher holes. This required us to dig trenches to detour the rainwater to avoid a water main break during everything else that was going on at the time.

Wastewater treatment

Prior to the storm we had scheduled to send our effluent of pond 2 to our third holding pond which is typical of the last week of the month. This affords us to not have to complete lab analysis on our wastewater discharge and send off coliform bacteria tests to the laboratory which saves time and money for the District and operators. Due to the

forecasted rain totals we had to abandon this plan and decrease the pond 1 and 2 levels to gain as much holding space as possible in anticipation of high levels of inflow and infiltration. We lowered the two pond levels as much as the inlet pipes would allow before they began sucking air and also began releasing our third holding pond to achieve even more storage space.

On the morning of day one of the storm we had already received 2.75" of rain and by the afternoon 5.5". It had then become apparent that pond 1 was already in danger of overflowing if we didn't take some kind of action so we opted to bypass pond 2 and release pond 1 directly into the effluent basin to draw the level down quicker. In doing so we opted to run both pumps at the same time from the effluent station which gave us an additional 120 gpm and was able to maintain the pond levels. As a result of bypassing pond 2 and not having any sort of headworks at the beginning of our treatment "plant", the filter baskets began to clog with all the floatable material and debris from the sewer lift stations causing us to have to shut down and physically clean the filter screens to keep the pumps running. Along with these actions we had to open all release points at our discharge location in the 220-acre site to reduce the increased back pressure at our effluent station.

We received 12.5" total of rain recorded at our wastewater ponds and came within 3" of the ponds overflowing. The receiving creek at our discharge site was flowing bank to bank and our permit states that if we have receiving water in January and July it must be sampled up and downstream of our discharge point so we were able to complete these samples. After the storm we continued to receive infiltration flow into our sewer system resulting in lingering high pond levels. To avoid having to bypass pond 2 we instead ran an above ground trash pump into the back of our second pond to allow time for any debris that came through to settle out. We continued to run his pump for a little over a week after the storm.

Wastewater collection

During the storm we suffered from loss of communications with our lift stations which wasn't immediately apparent as to whether it was storm related or not, resulting in us having to physically monitor each lift station on site in a rotation. Our lift station with the highest amount of inflow located between Sorrel Lane and Black Horse lost a leg of the 480 volt power coming from PG&E causing us to have to run the generator for most of the storm while they located and fixed the issue.

With the increased flow coming into our system we noticed a scouring effect occurring in the sewer gravity mains evident by the amount of grease balls and debris showing up in the sewer wet wells at each lift station. One the articles of debris was a sizeable chunk of asphalt that wedged itself into the impeller/volute of pump one at the lift station located on Loop Road only leaving us with one pump there until we could pull and repair that problem.

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