

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: May 18, 2023

SUBJECT: Submittal for approval Resolution 23-03 Confirming Water and Sewer Standby Charges for Property within the District for Fiscal Year 2023/24.

Recommendation

It is recommended that the Board of Directors:

1. Open the Public Hearing and receive public input on water & sewer standby charges; and
2. At the close of the Public Hearing, approve Resolution 23-03 Confirming Water and Sewer Standby Charges for Property within the District for FY 2023/24.

Background

Standby or availability charges or assessments are a parcel-based source of revenue commonly available to public agencies for use in defraying the cost of having certain benefits available to parcels.

California Government Code Section §54984, et.al. is known as the Uniform Standby Charge Procedures Act and provides the authority to impose these charges and states,

“Any local agency which is authorized by law to provide water, sewer, or water and sewer service, and which is providing either or both of those services within its jurisdiction, may fix...a water or sewer standby charge, or both, on land within the jurisdiction of the local agency to which water, sewer, or water and sewer services are made available for any purpose by the agency, whether the water or sewer services are actually used or not.”

Discussion

It has been the practice of Heritage Ranch Community Services District since 1991 to collect standby or availability charges or assessments to offset certain costs that sustain

water and/or sewer services including debt service on the Water Treatment Plant, and maintenance and operations.

Debt Service

In 1994, the construction of the Water Treatment Plant (WTP) and Phase I reconstruction of Pump Stations 1 & 4 were completed. One-half the cost of the WTP and all of the cost for the reconstruction was funded through a \$2,179,398, 35-year term loan from the State. In 2015, Phase II Water Treatment Plant improvements which included the Plate Settler construction was completed. This cost is being funded through a \$984,090, 20-year term loan also from the State. The total annual debt service for both loans is \$162,368.

Maintenance & Operations

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

Fiscal Considerations

The total number of parcels subject to the water standby charge is 2,071. The total number of parcels subject to the sewer standby charge is 1,866. The total standby revenue for Fiscal Year 2023/24 is anticipated to be \$242,144. Table 1 and 2 illustrate how the charges are allocated and how they are used.

Table 1 Charge by Parcel

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

Table 2 Use by Charge

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

Results

Resolution 23-03 will serve to confirm water and sewer standby charges which will then be collected through the County of San Luis Obispo’s property tax roll. The County adds \$2 for their cost to collect and allocate these charges.

Attachments: Resolution 23-03 Confirming Water and Sewer Standby Charges for
Property within the District for Fiscal Year 2023/24
Engineering Report for Standby Charges

File: Standby Charges FY 2023/24

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-03
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH
COMMUNITY SERVICES DISTRICT CONFIRMING WATER AND SEWER
STANDBY CHARGES FOR PROPERTY WITHIN THE DISTRICT FOR FISCAL
YEAR 2023/24**

The following resolution is hereby offered and read:

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

WHEREAS, on March 16, 2023, the Board of Directors adopted Resolution No. 23-01 initiating proceedings for water and sewer standby or availability charges or assessments for property within the District; and

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

WHEREAS, following the adoption of Resolution 22-01 notice was given as required by law and pursuant to California Government Code §6066, a public hearing was held on May 18, 2023, and all objections were considered by the Board of Directors; and

WHEREAS, at the end of the public hearing on May 18, 2023, and pursuant to the District Code of Ordinances Section 3.340, the Board of Directors found that written protests representing 15% or more of the parcels subject to the standby or availability charge or assessment did not exist; and

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

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

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

1. The foregoing recitals are true and correct and are incorporated by this reference.
2. The Board of Directors adopts the standby or availability charges or assessments on all parcels within the District listed in the property tax roll provided by the County of San Luis Obispo and available for inspection in the District Office.

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

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 18th day of May 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Bill Barker, President
Board of Directors

ATTEST:

Kristen Gelos
Board Secretary

MEMORANDUM

Heritage Ranch Community Services District Engineering Report - Standby Charges

Date: March 16, 2023

To: Scott Duffield, PE, General Manager

From: Doug Groshart, PE, District Engineer

Subject: Engineering Report for Standby Charges Pursuant to the Uniform Standby Charge Procedures Act, Section 54984 et. seq. of the California Government Code

In accordance with the requirements of the California Government Code Section 54984, and more particularly Section 54984.3, Sections a-1 to a-4, the District must adopt a resolution to initiate proceedings to fix standby charges for water and sewer facilities at Heritage Ranch Community Services District. The proposed standby charges must be based on an engineering report prepared by a qualified engineer, containing the items and information contained in Section 54984.3, Sections a-1 through 1-4. Furthermore, this Engineering Report and determination of standby charges must be filed with the District on or before August 10th of each calendar year, or prior to the start of each Fiscal Year.

This Engineering Report addresses California Government Code Section 54984, as follows:

54984.3.(a)(1). A description of the charge and the method by which it will be imposed.

Each parcel within the District eligible to receive water and sewer services has an outstanding commitment by the District to provide such services. In order to maintain the commitment to provide water and sewer services to all eligible parcels within the District, the water and sewer systems must be periodically repaired, maintained and replaced to ensure that the water and sewer facilities provide continued and future services to these parcels, and are kept in good working order. There are also District overhead and administrative charges associated with these activities that must be covered by these standby charges. These costs are determined from and allocated by the budgeting practices of the District. The fiscal year budget reflects the amounts to be assessed. Standby charges will be assessed to all eligible existing parcels which receive or may receive in the future, water and sewer services from the District.

Debt Service. In 1994, the construction of the Water Treatment Plant (WTP) and Phase I reconstruction of Pump Stations 1 & 4 were completed. One-half the cost of the WTP and all of the cost for the reconstruction of pump stations was funded through a \$2,179,398, 35-year term loan from the State. In 2015, Phase II Water Treatment Plant improvements which included the Plate Settler construction were

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

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

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

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

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

Table 1. Summary of Standby Charges by Parcel

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

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

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

Table 2. Summary of Use by Standby Charge

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

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

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

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

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

Therefore, it is recommended that the District initiate and confirm the Water and Sewer Standby Charges for FY 2023/24 in the amount of \$98 for water and \$21 for sewer for each and every parcel in the District eligible for these services. These charges should be confirmed prior to July 1, 2023 (beginning of the Fiscal Year) by a Public Hearing and Resolution.

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

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

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

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

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

The Board will hold a public hearing on May 18, 2023, at 4:00 pm at the District Office, located at 4870 Heritage Road, in Heritage Ranch, California. At that time and place, the District will hear and consider all objections or protests, if any, to the proposed standby or availability charges or assessments.

DHG:



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

April 20, 2023

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

President Barker called the meeting to order at 4:06 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the roll after item 3. Director Request For Remote Attendance.

Directors present: Bill Barker, Dan Burgess, Michael Camou, Masen Yaffee. Devin Capps attended meeting remotely pursuant to AB 2449.

Staff present: General Manager Scott Duffield, District Engineer Doug Groshart , Operations Manager Mike Wilcox and District Counsel Ty Green.

3. DIRECTOR REQUEST FOR REMOTE ATTENDANCE

Director Yaffee made a motion to approve Director Capps to attend this meeting remotely. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

CJ Rudolph spoke.

5. PUBLIC HEARINGS

a. Hearing to consider protests to proposed water and sewer service rate increases and, if no majority protests exist, recommendation is to approve a resolution adopting adjusted water and sewer service rates effective June 1, 2023.

Public comment: Scott Keller and CJ Rudolph spoke.

Manager Duffield presented the item and Clayton Tuckfield answered any questions the board and public had.

Secretary Gelos reported a total of seven un-verified written protests of the proposed water and sewer rates were received.

Director Burgess made a motion to approve Resolution 23-02. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

6. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of March 16, 2023.
- b. **Warrant Register:** Receive/approve March 2023 warrants.
- c. **Treasurer's Report:** Receive/file March 2023 Report.
- d. **Treasurer's Report:** Receive/file FY 2023 3rd quarter report.
- e. **Fiscal Report:** Receive/file March 2023 status report.
- f. **Office Report:** Receive/file March 2023 report.
- g. **Manager Report:** Receive/file April 2023 report.
- h. **District Engineer Report:** Receive/file April 2023 report.
- i. **Operations Manager Report:** Receive/file April 2023 report.

There were no public comments.

Director Yaffee pulled item B. Director Capps pulled items G, H, and I.

Director Burgess made a motion to approve items A, C, D, E and F as presented. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

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

District Engineer Groshart provided a brief summary of the Engineer report and answered any questions the board had.

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

Director Camou made a motion to approve items B, G, H, and I as presented. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

7. BUSINESS ITEMS

- a. **Request to approve a rate adjustment for solid waste services provided by San Miguel Garbage Company based on the Consumer Price Index and schedule a public hearing for June 15, 2023 for adoption of the adjusted rates.**

Public comment: CJ Rudolph, Juan Lopez, and Peggy Keller spoke.

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

Aron Kardashian of San Miguel Garbage Company was present and answered any questions the board had.

Director Burgess made a motion to approve a rate adjustment and schedule a public hearing for June 15, 2023. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

b. Request to approve Amendment No. 1 to a Contract for Supply of Nacimiento Water with San Luis Obispo County Flood Control and Water Conservation District.

Public comment: CJ Rudolph and Sam Poppen spoke.

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

Director Burgess made a motion to approve Amendment No. 1. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

c. Request to consider approval of a draft Development Agreement with Snug Harbor and direct the General Manager in consultation with the District Counsel to finalize and execute the agreement and issue a final will serve letter once all requirements of the agreement are satisfied.

Public comment: CJ Rudolph spoke.

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

Director Burgess made a motion to approve a Conditional Will Serve with Snug Harbor. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

Director Burgess made a motion directing the General Manager in consultation with the District Counsel to finalize and execute the Development Agreement and issue a final will serve letter once all requirements of the agreement are satisfied. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

d. Receive and file a report on cost of Water Resource Recovery Facility project alternatives and provide direction to staff.

Public comment: CJ Rudolph spoke.

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

Director Burgess made a motion directing staff to continue with the design of a packaged-MBR with WSC, using current flows and loads with a reasonable allowance for increases, and continue to “value engineer” with staff and the Board. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

8. ORAL INFORMATION REPORTS

There were no public or Director comments.

9. FUTURE AGENDA ITEMS

Public comment: CJ Rudolph spoke.

The determination by the majority of the Board was to add the following items to future agenda: Median Household Income Study

10. ADJOURN TO CLOSED SESSION

There were no public comments.

The board adjourned at 6:54 pm to meet in closed session with Legal Counsel for existing litigation and Real Property Negotiations.

- a. **Conference with Legal Counsel – Existing Litigation (Government Code §54956.9). One Case: (Ryan Brink v. Heritage Ranch Community Services District, 23CVP-0090)**
- b. **Conference for Real Property Negotiations pursuant to Government Code §54956.8. Property: APNs 012-191-073, 012-361-018, 012-361-004. Agency Negotiators: District Counsel, Ty Green and General Manager, Scott Duffield.**

11. RECONVENE TO OPEN SESSION

The board reconvened to open session at 7:12 pm. District Counsel Green reported that there were no reportable actions from closed session.

12. ADJOURNMENT

On a motion by Director Burgess and seconded by Director Camou the meeting adjourned at 7:13 pm to the next scheduled special meeting on Thursday, May 18, 2023.

APPROVED:

ATTEST:

Bill Barker, President
Board of Directors

Kristen Gelos, Secretary
Board of Directors

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/3/2023	CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT	746.78	
	EMPLOYEE PAID HEALTH BENEFIT	746.78	\$ 1,493.56
4/3/2023	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS	16,440.57	\$ 16,440.57
4/4/2023	SLO COUNTY AIR POLLUTION CONTR SLO COUNTY AIR POLLUTION CONTR	2,327.60	\$ 2,327.60
4/4/2023	STATE WATER RESOURCES CONTROL LICENSES & PERMITS	60.00	\$ 60.00
4/4/2023	STAPLES CREDIT PLAN OFFICE SUPPLIES	228.54	
	OFFICE SUPPLIES	44.50	\$ 273.04
4/4/2023	GREAT WESTERN ALARM ALARM/ANSWERING SERVICE	320.32	\$ 320.32
4/4/2023	FERGUSON ENTERPRISES INC MAINTENANCE FIXED EQUIPMENT	(2,516.21)	
	MAINTENANCE FIXED EQUIPMENT	2,516.21	
4/4/2023	AT&T TELEPHONE	81.74	\$ 81.74
4/4/2023	USA BLUEBOOK MAINTENANCE FIXED EQUIPMENT	412.39	\$ 412.39
4/4/2023	CAL COAST IRRIGATION, INC. MAINTENANCE FIXED EQUIPMENT	132.59	\$ 132.59
4/4/2023	STAR DRUG TESTING, INC DUES & SUBSCRIPTIONS	129.00	\$ 129.00
4/4/2023	WESTERN JANITOR SUPPLY SUPPLIES	92.38	
	SUPPLIES	82.17	\$ 174.55
4/4/2023	ROY ARNOLD CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/4/2023	AMERICAN WATER WORKS ASSOCIATI DUES & SUBS	487.00	\$ 487.00
4/4/2023	ANTHONY'S TIRE STORE VEHICLES	280.88	\$ 280.88
4/4/2023	FLUID RESOURCE MANAGEMENT PROFESSIONAL SERVICES MAINTENANCE FIXED EQUIPMENT	1,150.00 6,007.50	\$ 7,157.50
4/4/2023	KRISTEN GELOS CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/4/2023	CORE & MAIN LP SUPPLIES	690.56	\$ 690.56
4/4/2023	WATER SYSTEMS CONSULTING, INC. WRRF PROJECT	2,308.71	\$ 2,308.71
4/4/2023	BURT INDUSTRIAL SUPPLY GAC SYSTEM PROJECT	71.30	\$ 71.30
4/4/2023	SCOTT DUFFIELD CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/4/2023	WESTERN EXTERMINATOR STRUCTURES & GROUNDS STRUCTURES & GROUNDS	102.15 99.00	\$ 201.15
4/4/2023	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER / SOFTWARE	909.36 130.00	\$ 1,039.36
4/4/2023	MARK HUMPHREY CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/4/2023	BRIAN VOGEL CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/4/2023	MIKE WILCOX CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/4/2023	TROY SHOGREN UNIFORM ALLOWANCE	96.47	
	CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 176.47
4/4/2023	PERRY'S ELECTRIC MOTORS & CONT MAINTENANCE FIXED EQUIPMENT	1,577.92	\$ 1,577.92
4/4/2023	DOUGLAS GROSHART CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/4/2023	JORANDA MARKETING, INC. / JAN- STRUCTURES & GROUNDS	266.60	
	STRUCTURES & GROUNDS	266.60	\$ 533.20
4/4/2023	HERC RENTALS INC. EQUIPMENT RENT/LEASE	813.75	\$ 813.75
4/4/2023	HARTLEY HALL CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
4/4/2023	SPICE INTEGRATION SCADA UPGRADE PROJECT	7,375.00	\$ 7,375.00
4/4/2023	EVOQUA WATER TECHNOLOGIES LLC GAC SYSTEM PROJECT	1,501.50	\$ 1,501.50
4/4/2023	AQUA ENGINEERING MAINTENANCE FIXED EQUIPMENT	6,233.89	\$ 6,233.89
4/4/2023	MGE UNDERGROUND MAINTENANCE FIXED EQUIPMENT	9,057.20	\$ 9,057.20
4/7/2023	R. ARNOLD NET PAYROLL	2,685.01	\$ 2,685.01
4/7/2023	M. HUMPHREY NET PAYROLL	2,301.16	\$ 2,301.16
4/7/2023	B. VOGEL NET PAYROLL	2,263.00	\$ 2,263.00
4/7/2023	T. SHOGREN NET PAYROLL	2,109.59	\$ 2,109.59

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/7/2023	H. HALL NET PAYROLL	1,635.69	\$ 1,635.69
4/7/2023	K. GELOS NET PAYROLL	2,567.56	\$ 2,567.56
4/7/2023	D. BURGESS NET PAYROLL	92.35	\$ 92.35
4/7/2023	B. BARKER NET PAYROLL	92.35	\$ 92.35
4/7/2023	S. DUFFIELD NET PAYROLL	3,210.82	\$ 3,210.82
4/7/2023	D. CAPPS NET PAYROLL	92.35	\$ 92.35
4/7/2023	M. WILCOX NET PAYROLL	2,122.98	\$ 2,122.98
4/7/2023	D. GROSHART NET PAYROLL	4,309.72	\$ 4,309.72
4/7/2023	M. CAMOU NET PAYROLL	92.35	\$ 92.35
4/7/2023	M. YAFFEE NET PAYROLL	92.35	\$ 92.35
4/7/2023	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIHOLDING MEDICARE	2,729.64 62.00 1,011.52	\$ 3,803.16
4/7/2023	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	309.41 1,143.40	\$ 1,452.81

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/7/2023	CALPERS RETIREMENT SYSTEM		
	CALPERS UNIFORM ALLOWANCE	9.64	
	PERS-IRC 457 CONTRIBUTIONS	2,383.50	
	PERS RETIREMENT	1,404.51	
	PERS RETIREMENT TIER 2	1,646.78	
	PERS RETIREMENT PEPRA	2,426.61	
	PERS SERVICE CREDIT PURCHASE	981.47	
	SURVIVOR BENEFIT	8.37	\$ 8,860.88
4/8/2023	J.B. DEWAR. INC.		
	FUEL & OIL	735.08	\$ 735.08
4/10/2023	PG&E		
	ELECTRICITY	6,166.09	\$ 6,166.09
4/18/2023	SAN MIGUEL GARBAGE		
	DELINQUENT SOLID WASTE FEES	529.50	\$ 529.50
4/18/2023	ROSEMOUNT INC.		
	MAINTENANCE FIXED EQUIPMENT	3,125.14	\$ 3,125.14
4/20/2023	FERGUSON ENTERPRISES INC		
	WTP FILTER RENOVATION PROJECT	50.49	\$ 50.49
4/20/2023	ADAMSKI, MOROSKI, MADDEN, CUMB		
	LEGAL & ATTORNEY	2,475.00	\$ 2,475.00
4/20/2023	USA BLUEBOOK		
	MAINTENANCE FIXED EQUIPMENT	2,343.80	
	MAINTENANCE FIXED EQUIPMENT	296.66	\$ 2,640.46
4/20/2023	BRENNTAG PACIFIC, INC		
	CHEMICALS	5,128.80	\$ 5,128.80
4/20/2023	TYLER TECHNOLOGIES		
	PROFESSIONAL SERVICES	11.90	
	COMPUTER/SOFTWARE	180.00	\$ 191.90
4/20/2023	FGL ENVIRONMENTAL		
	LAB TESTING	537.00	
	LAB TESTING	206.00	\$ 743.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/20/2023	CAL COAST IRRIGATION, INC. MAINTENANCE FIXED EQUIPMENT	85.22	\$ 85.22
4/20/2023	RENTAL DEPOT EQUIPMENT RENT/LEASE EQUIPMENT RENT/LEASE	1,436.40 1,436.40	\$ 2,872.80
4/20/2023	FLUID RESOURCE MANAGEMENT PROFESSIONAL SERVICES WTP FILTER RENO PROJECT	810.00 12,488.49	\$ 13,298.49
4/20/2023	ABALONE COAST ANALYTICAL, INC. LAB TESTING	3,078.00	\$ 3,078.00
4/20/2023	BURT INDUSTRIAL SUPPLY SUPPLIES MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT SUPPLIES	(163.30) 58.73 326.60 221.38	\$ 443.41
4/20/2023	DATA PROSE LLC MARCH BILLING / APRIL INSERT	3,559.49	\$ 3,559.49
4/20/2023	RIVAL TECHNOLOGY INC. COMPUTER/SOFTWARE	103.43	\$ 103.43
4/20/2023	CALTROL, INC. PROFESSIONAL SERVICES PROFESSIONAL SERVICES	1,404.00 1,404.00	\$ 2,808.00
4/20/2023	MID-STATE REPAIR SERVICE VEHICLES MAINTENANCE FIXED EQUIPMENT	1,273.03 618.65	\$ 1,891.68
4/20/2023	ANTHRACITE FILTER MEDIA CO. WTP FILTER RENO PROJECT	970.15	\$ 970.15
4/20/2023	PERRY'S ELECTRIC MOTORS & CONT MAINTENANCE FIXED EQUIPMENT	2,554.29	\$ 2,554.29
4/20/2023	CUSTOM WORKS WTP FILTER RENO PROJECT	4,760.00	\$ 4,760.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/20/2023	SPEEDY COASTAL MESSENGER, INC. LAB TESTING	425.00	\$ 425.00
4/20/2023	HERC RENTALS INC. EQUIPMENT RENT/LEASE	163.56	\$ 163.56
4/20/2023	SPICE INTEGRATION SCADA UPGRADE PROJECT PRO. SVCS/FIXED EQUIP/SUPPLIES	3,937.50 10,555.07	\$ 14,492.57
4/20/2023	HYDROPRO SOLUTIONS METERS & EQUIPMENT	10,869.38	\$ 10,869.38
4/20/2023	BASURTO FARM LABOR CONTRACTING STRUCTURES&GRNDS/FILTER RENO	1,948.80	\$ 1,948.80
4/20/2023	HANK'S WELDING SERVICE, INC. WTP FILTER RENOVATION PROJECT	500.00	\$ 500.00
4/20/2023	MGE UNDERGROUND MAINTENANCE FIXED EQUIPMENT	3,089.49	\$ 3,089.49
4/20/2023	CARDMEMBER SERVICES-FIVE STAR FIVE STAR CC PURCHASES	13,285.26	\$ 13,285.26
4/21/2023	R. ARNOLD NET PAYROLL	3,254.77	\$ 3,254.77
4/21/2023	M. HUMPHREY NET PAYROLL	2,469.10	\$ 2,469.10
4/21/2023	B. VOGEL NET PAYROLL	3,129.10	\$ 3,129.10
4/21/2023	T. SHOGREN NET PAYROLL	2,375.75	\$ 2,375.75
4/21/2023	H. HALL NET PAYROLL	1,755.01	\$ 1,755.01
4/21/2023	K. GELOS NET PAYROLL	2,567.56	\$ 2,567.56

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/21/2023	S. DUFFIELD NET PAYROLL	3,047.26	\$ 3,047.26
4/21/2023	M. WILCOX NET PAYROLL	2,122.98	\$ 2,122.98
4/21/2023	D. GROSHART NET PAYROLL	4,309.72	\$ 4,309.72
4/21/2023	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	3,165.10 1,070.40	\$ 4,235.50
4/21/2023	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	332.18 1,353.23	\$ 1,685.41
4/21/2023	CALPERS RETIREMENT SYSTEM PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA PERS SERVICE CREDIT PURCHASE SURVIVOR BENEFIT	2,383.50 1,404.52 1,646.78 2,426.61 981.47 8.37	\$ 8,851.25
4/23/2023	CALPERS RETIREMENT SYSTEM CALPERS UNFUNDED LIABILITY	8,996.83	\$ 8,996.83
4/23/2023	J.B. DEWAR. INC. FUEL & OIL	489.25	\$ 489.25
4/23/2023	AT&T INTERNET	40.24	\$ 40.24
4/24/2023	PG&E ELECTRICITY	7,072.18	\$ 7,072.18
4/28/2023	H. HALL NET PAYROLL	1,711.76	\$ 1,711.76
4/28/2023	H. HALL VACATION / COMP TIME PAYOUT (SEPARATION)	2,321.51	\$ 2,321.51

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
APRIL 2023**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
4/28/2023	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	319.48 117.22	\$ 436.70
4/28/2023	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	36.38 115.91	\$ 152.29
4/28/2023	CALPERS RETIREMENT SYSTEM PERS RETIREMENT PEPRA SURVIVOR BENEFIT	295.89 0.93	\$ 296.82
4/28/2023	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	20.81 21.48	\$ 42.29
4/28/2023	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	6.67 7.62	\$ 14.29
GRAND TOTAL ALL WARRANTS			\$264,136.93

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
TREASURER'S REPORT
APRIL 2023**

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance:	\$ 4,587,544.98
Ending Balance:	\$ 4,555,172.34
Variance:	\$ (32,372.64)
Interest Earnings for the Month Reported:	\$ 30,073.41
Interest Earnings Fiscal Year-to-Date:	\$ 80,688.11

ANALYSIS OF REVENUES

Total operating income for water and sewer was:	\$ 149,727.45
Non-operating income was:	\$ 77,936.43
Franchise fees paid to the District by San Miguel Garbage was:	\$ 6,856.01
Interest earnings for the LAIF account was:	\$ 29,567.45
Interest earnings for the Five Star Bank checking account was:	\$ 5.17
Interest earnings for the Five Star Bank DWR Loan Services account was:	\$ 1.15
Interest earnings for the Five Star Bank DWR Reserve account was:	\$ 265.46
Interest earnings for the Mechanics Bank money market account was:	\$ 0.08

ANALYSIS OF EXPENSES

Five Star Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ (267,400.31)
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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
APRIL 2023**

BEGINNING BALANCE ALL ACCOUNTS		\$4,587,544.98
<hr/>		
OPERATING CASH IN DRAWER		\$ 300.00
<hr/>		
FIVE STAR BANK DWR LOAN REPAYMENT (1994-2029):		
BEGINNING BALANCE 3/31/2023	499.79	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	1.15	
SEMI-ANNUAL PAYMENT	-	
ENDING BALANCE 4/30/2023		\$ 500.94
<hr/>		
FIVE STAR BANK DWR RESERVE ACCOUNT		
BEGINNING BALANCE 3/31/2023	115,076.64	
INTEREST EARNED	265.46	
ENDING BALANCE 4/30/2023		\$ 115,342.10
<hr/>		
FIVE STAR BANK SDWSRF LOAN SERVICES ACCOUNT		
BEGINNING BALANCE 3/31/2023	15,139.60	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	34.92	
SEMI-ANNUAL PAYMENT	-	
ENDING BALANCE 4/30/2023		\$ 15,174.52
<hr/>		
FIVE STAR BANK SDWSRF RESERVE ACCOUNT		
BEGINNING BALANCE 3/31/2023	59,550.86	
INTEREST EARNED	137.37	
REVENUE TRANSFER	-	
ENDING BALANCE 4/30/2023		\$ 59,688.23
<hr/>		
MECHANICS BANK MONEY MARKET ACCOUNT		
BEGINNING BALANCE 3/31/2023	4,589.14	
DEPOSIT REVENUE - CASH	2,527.31	
INTEREST EARNED	0.08	
ENDING BALANCE 4/30/2023		\$ 7,116.53
<hr/>		
FIVE STAR BANK - MONEY MARKET		
BEGINNING BALANCE 3/31/2023	37,892.53	
INTEREST EARNED	61.81	
REVENUE TRANSFER <i>To Five Star Checking</i>	(30,000.00)	
ENDING BALANCE 4/30/2023		\$ 7,954.34
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
STATUS REPORT FOR ALL ACCOUNTS
APRIL 2023**

FIVE STAR BANK - CHECKING		
BEGINNING BALANCE 3/31/2023	55,900.34	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	202,426.95	
INTEREST EARNED	5.17	
TOTAL CHECKS, FEES AND EFT'S	(267,400.31)	
REVENUE TRANSFER <i>From Five Star Money Market</i>	30,000.00	
ENDING BALANCE 4/30/2023		\$ 20,932.15

LOCAL AGENCY INVESTMENT FUND (LAIF)		
BEGINNING BALANCE 3/31/2023	4,298,596.08	
INTEREST EARNED	29,567.45	
ENDING BALANCE 4/30/2023		\$4,328,163.53

ENDING BALANCE ALL ACCOUNTS		\$4,555,172.34
DIFFERENCE FROM LAST MONTH	Decrease	\$ (32,372.64)

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2022/23 Budget**

OPERATING REVENUE	Budget FY 22/23	Actual April	Actual Year to Date	Percentage Year to Date	Variance Explanation
Water Fees	1,107,981	83,102	1,039,850	94%	
Sewer Fees	704,110	63,062	629,765	89%	
Hook-Up Fees	3,000	0	1,200	40%	
Turn on Fees	3,500	150	1,575	45%	
Late Fees	18,500	2,003	21,975	119%	
Plan Check & Inspection	10,000	0	0	0%	
Miscellaneous Income	500	1,410	13,774	2755%	Ins. Claim - WTP Erosion
TOTAL OPERATING	\$1,847,591	\$149,727	\$1,708,140	92%	

FRANCHISE REVENUE					
Solid Waste Franchise Fees	82,587	6,856	69,855	85%	
TOTAL FRANCHISE	\$82,587	\$6,856	\$69,855	85%	

TOTAL OPERATING \$1,930,178 \$156,583 \$1,777,994 92%

NON-OPERATING REVENUE					
Standby Charges	242,144	15,847	173,246	72%	
Property Tax	423,381	32,017	332,919	79%	
Interest	15,000	30,073	80,688	538%	Fluctuates based on activity
Connection Fees	70,580	0	28,232	40%	
TOTAL NON-OPERATING	\$751,105	\$77,936	\$615,085	82%	

RESERVE REVENUE					
Capital Reserves	503,512	808	123,648	25%	
Operating Reserves	1,848,143	46,748	520,755	28%	
TOTAL RESERVE	\$2,351,655	\$47,556	\$644,403	27%	

TOTAL NON-OPERATING \$3,102,760 \$125,492 \$1,259,488 41%

TOTAL ALL INCOME	\$5,032,938	\$282,075	\$3,037,483	60%	
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2022/23 Budget**

OPERATING EXPENSES

SALARIES AND BENEFITS	Budget FY 22/23	Actual April	Actual Year to Date	Percentage Year to Date	Variance Explanation
Salaries	913,750	73,247	750,368	82%	
Health Insurance	159,110	12,447	116,033	73%	
Health Insurance - Retirees	47,600	3,994	39,797	84%	
Pers Retirement	149,871	15,371	159,155	106%	
OPEB Funding/Transfer	28,306	0	0	0%	
Standby	13,200	1,029	10,785	82%	
Overtime	10,812	1,547	6,251	58%	
Workers Comp. Ins.	23,525	0	21,072	90%	Paid Annually
Directors' Fees	9,000	500	5,700	63%	
Medicare/FICA	13,182	1,141	11,591	88%	
Car Allowance	3,000	250	2,500	83%	
SUI/ETT	1,000	0	448	45%	
Uniforms	5,000	96	2,798	56%	
TOTAL SALARIES & BENEFITS	\$1,377,356	\$109,623	\$1,126,498	82%	

UTILITIES

Electricity	124,292	13,238	104,031	84%	
Propane	1,466	0	1,108	76%	
Water Purchase	23,114	0	11,557	50%	Paid Semiannually
Telephone/Internet	11,594	1,064	10,000	86%	
TOTAL UTILITIES	\$160,466	\$14,302	\$126,697	79%	

MAINTENANCE & SUPPLIES

Chemicals	79,000	5,129	73,416	93%	
Computer/Software	33,900	714	15,248	45%	
Equip. Rental/Lease	2,500	3,850	13,710	548%	
Fixed Equip.	187,000	40,662	162,453	87%	
Fuel & Oil	15,000	1,224	15,895	106%	
Lab Testing	59,000	4,246	41,537	70%	
Office Supplies	1,500	273	806	54%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	14,940	1,709	13,399	90%	
Small Tools/Equip.	3,000	0	4,077	136%	
Supplies	4,500	1,541	10,878	242%	
Meters/Equip.	12,000	10,869	11,819	98%	
Vehicles	6,000	1,554	8,042	134%	
TOTAL MAINT. & SUP.	\$418,340	\$71,772	\$371,278	89%	

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2022/23 Budget**

GENERAL & ADMINISTRATION	Budget FY 22/23	Actual April	Actual Year to Date	Percentage Year to Date	Variance Explanation
Ads./Advertising	1,500	0	328	22%	
Alarm/Answering Service	4,000	320	2,745	69%	
Audit	10,000	0	8,785	88%	
Bank Charges/Fees	1,000	0	250	25%	
Consulting/Engineering	10,000	0	160	2%	
Dues/Subscription	10,000	616	9,959	100%	
Elections	5,000	0	0	0%	
Insurance	39,330	0	-67	0%	
LAFCO	6,930	0	7,254	105%	Paid Annually
Legal/Attorney	25,000	2,475	11,666	47%	
Licenses/Permits	29,000	2,388	29,161	101%	
Plan Check & Inspection	10,000	0	0	0%	
Postage/Billing	15,000	1,369	13,250	88%	
Professional Service	89,300	13,129	82,469	92%	
Tax Collection	6,200	0	0	0%	
Staff Training & Travel	12,000	0	6,880	57%	
Board Training & Travel	1,000	0	279	28%	
TOTAL G & A	\$275,260	\$20,298	\$173,118	63%	

CAPITAL PROJECTS & EQUIPMENT

Structures/Improvements	1,947,991	47,556	582,818	30%	
Equipment	155,000	0	61,586	40%	
TOTAL CAPITAL EXPENSE	\$2,102,991	47,556	644,404	31%	

DEBT

State Loan Payment	103,629	0	103,628	100%	
State Loan Payment Phase II	58,740	0	29,369	50%	
Western Alliance Lease-PVS	152,638	0	152,638	100%	
TOTAL DEBT	\$315,007	\$0	\$285,636		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$240,000	83%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

TOTAL EXPENSE	\$4,937,421	\$287,550	\$2,967,632	60%	
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CAPACITY CHARGES TRANSFER \$70,580 \$0 \$28,232 40%

SOLID WASTE FEES TRANSFER \$24,937 \$1,920 \$17,073 68%

FUND TOTAL	\$1	(\$7,394)	\$24,546		
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
OFFICE REPORT**

APRIL 2023

Utility Billing

- On May 1st, 1,939 bills were processed for a total dollar amount of \$155,030 for water and sewer user fees for the month of April.
- We processed 272 penalties for bills that were due by April 25th.
- We mailed out 37 Intent To Disconnect letters to customers that were more than 60 days delinquent.
- We posted 27 48-hour notices and locked off 1 meter for non-payment.

Customer Service Orders

- Staff completed a total of 22 service orders for the month of March. The breakdown by job code is as follows:

DIRTY WATER	2	UNLOCK	1
USA	5	LOCK	1
SEWER INSPECTION	1	CALL OUT	1
LEAK	1	OCCUPANT CHANGE	9
PRESSURE	1		

Administration

- Nothing to report.

San Miguel Garbage Franchise Fees Received

- The total Franchise Fees received for the Month of March was \$ 6,856.01
The breakdown is as follows:

Residential Garbage Collection - \$ 5,718.40
Commercial Garbage Collection - \$ 780.89
Roll-Off Collection - \$ 356.72

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Manager Report For the Month of May 2023

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

Administration

- The Manager attended the LAFCO Commission meeting in support of the District's Sphere of Influence and Municipal Service Review (MSR) update. The Manager answered several questions from the Commission and the MSR update was adopted unanimously.
- Staff attended the CSDA SLO Chapter quarterly meeting in Avila. The discussion topics included presentations from IWMA Executive Director Peter Cron, and Streamline National Director Maria Lara, as well as updates from CSDA Public Affairs Field Coordinator Charlotte Holifield. (Streamline is a CSDA endorsed company that provides compliant websites for special districts at an affordable price, among other things.)
- The Manager attended a webinar for RD Apply Training. RD Apply is a web-based application intake system that allows agencies to apply for loans and grants for USDA's Rural Utilities Service Programs. This is the system we will be using if the Board intends to apply for USDA funding for the WRRF Project.
- The Manager attended the May meeting of the SLO County Water Resource Advisory Committee (WRAC).
- The Manager attended the May meeting of the CSDA SLO Chapter General Managers meeting.

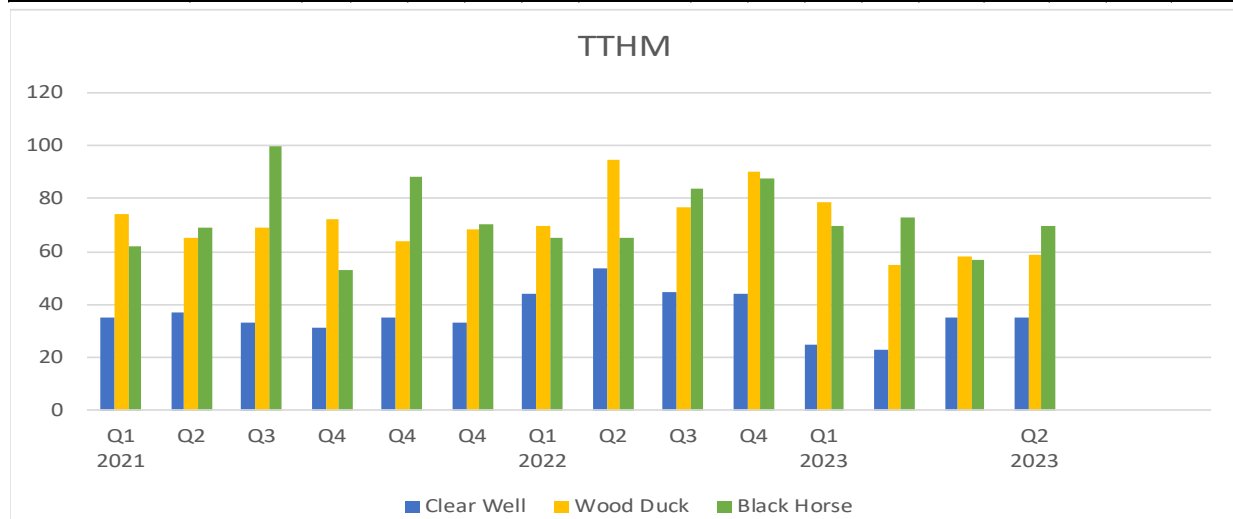
Operations

- The Manager attended a webinar regarding Dealing with Forever Chemicals: PFAS in Drinking Water (California).
- The Manager completed the annual water system consumer confidence report which was distributed on May 1 via a note on the utility billing for April, and is also on our website.

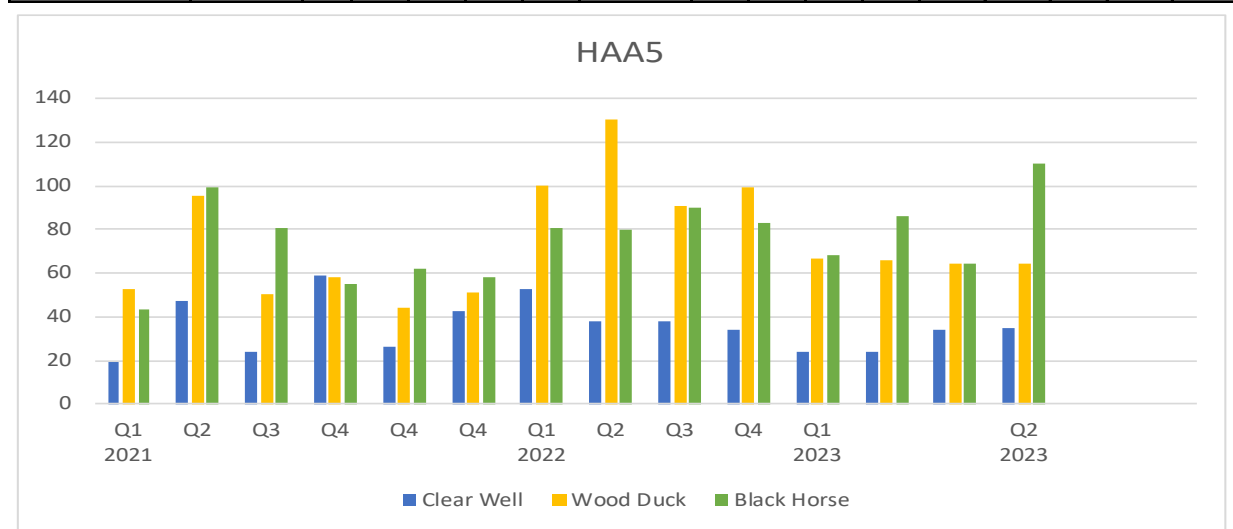
Water quality – disinfection byproducts update

The sample data for disinfection byproducts over the last several years is shown below. The allowable limit for TTHM is 80 parts per billion. The allowable limit for HAA5 is 60 parts per billion. This data is for individual samples. The reportable data required by the Division of Drinking Water is the Locational Running Annual Average (LRAA) by calendar quarter. The DDW approved us to use the average of samples taken every 30 days for the quarterly reportable data. We will continue to send quarterly notices to customers until such time we are consistently within the allowable limits.

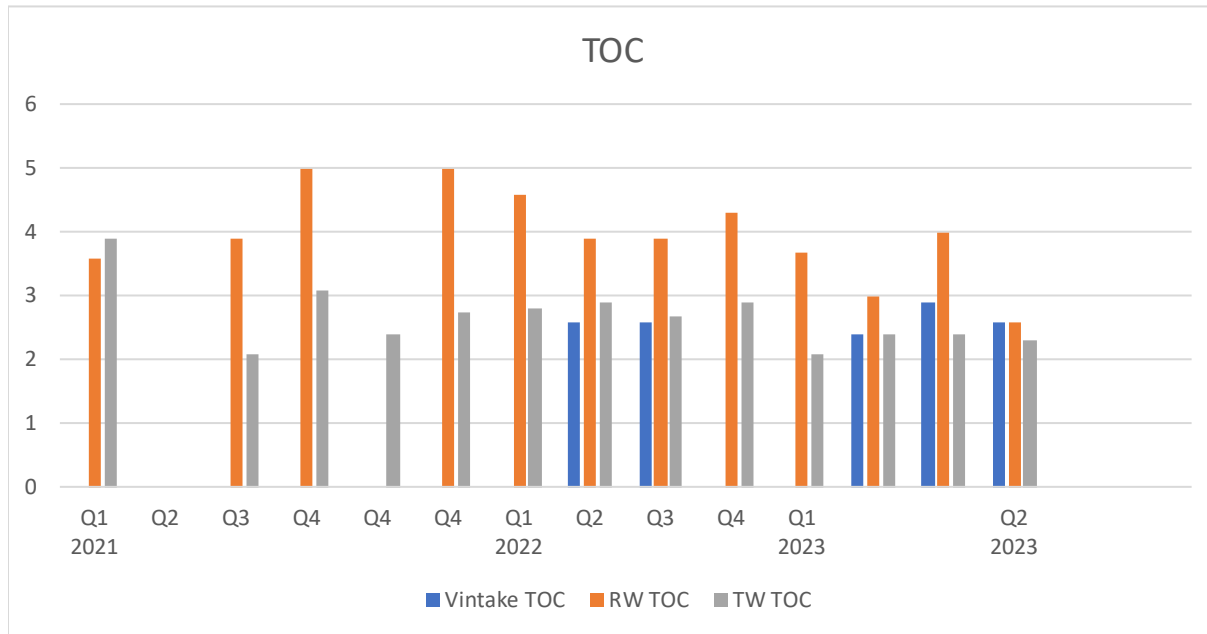
TTHM	Q1 2021	Q2	Q3	Q4	Q4	Q4	Q1 2022	Q2	Q3	Q4	Q1 2023			Q2 2023	
Clear Well	35	37	33	31	35	33	44	54	45	44	25	23	35	35	
Wood Duck	74	65	69	73	64	68	70	95	77	91	79	55	58	59	
Black Horse	62	69	100	53	88	70	65	65	84	88	70	73	57	70	



HAA5	Q1 2021	Q2	Q3	Q4	Q4	Q4	Q1 2022	Q2	Q3	Q4	Q1 2023			Q2 2023	
Clear Well	19	47	24	59	26	43	53	38	38	34	24	24	34	35	
Wood Duck	53	95	50	58	44	51	100	130	91	100	67	66	64	64	
Black Horse	43	99	81	55	62	59	81	80	90	83	68	86	64	110	



TOC	Q1 2021	Q2	Q3	Q4	Q4	Q4	Q1 2022	Q2	Q3	Q4	Q1 2023		Q2 2023		
Vintake TOC								2.6	2.6			2.4	2.9	2.6	
RW TOC	3.6		3.9	5		5	4.6	3.9	3.9	4.3	3.7	3.0	4.0	2.6	
TW TOC	3.9		2.1	3.1	2.4	2.8	2.8	2.9	2.7	2.9	2.1	2.4	2.4	2.3	



Water Resource Recovery Project

- The Manager continues periodic communication with the finance team, including our municipal advisor, placement agent, and the programs specialist from USDA. The design work for the project will be ramping back up after the direction from your Board last meeting.

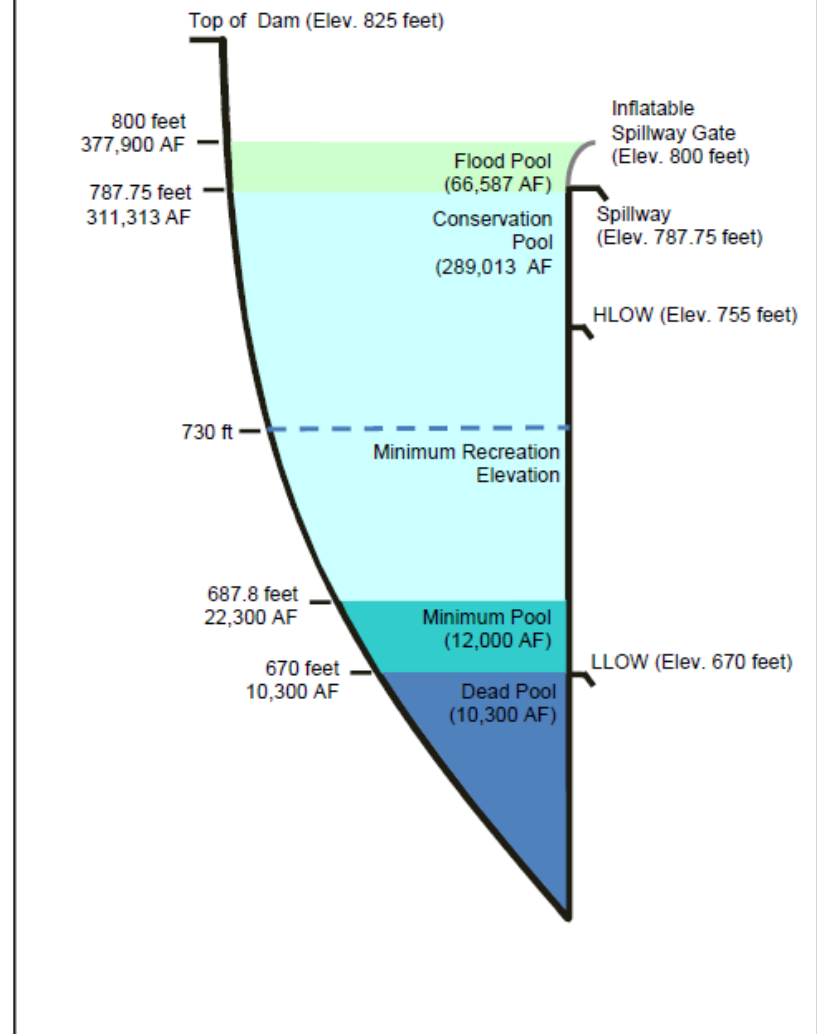
Solid Waste

- The Manager attended the May meeting of the IWMA Local Task Force and the May meeting of the IWMA Board of Directors.

Reservoir Status

- The Manager attended the May meeting of the MCWRA Reservoir Operations Committee.
- As reported by Monterey County Water Resources Agency (MCWRA), as of May 8, 2023 the reservoir was at approximately 797.1 feet in elevation, 96% of capacity, or 361,133-acre feet of storage. MCWRA water releases were shown as 177 cfs.

Nacimiento Reservoir



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

District Engineer Report For the Month of May 2023

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

Operations Support

- Worked with Operations Staff re: distribution system valving improvements for outages.

Capital Improvement Projects

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

- DBP/Compliance: GAC – Filter 4 renovation complete. Attempted to run the pilot study, however we encountered inadequate flow due to the way the existing piping is routing. Additionally, we determined that using only one filter as the GAC source would lead to issues when that filter was in backwash or rinse. Engineer reviewed the issues and worked with Operations Manager to design modifications to the piping system that will provide adequate flow from filters 3 and 4, with the excess water being routed to Pump Station 2. Operations is in contact with contractors for pricing to make the piping modifications. The modifications are relatively minor and, once a contractor is selected, should require only a few days onsite.
- SCADA water system: SPICE has continued working on the new SCADA system. They have completed the setup on one server and have received the second server for duplication. Phase 1 is approximately 80% complete. Estimated completion and final installation will be in late May/early June.
- PRV Project – Working on design for the replacement of the valves and piping associated with the PRVs on Equestrian and Water View. Bid package prep is scheduled to be completed by the end of May, with bids received in June and construction in July/August.
- WTP Filter Media Replacement: Operations has completed this task and it will be removed from future reports.
- SCADA collection system: Planning to work with SPICE Integration on this project upon completion or (if efficient) in conjunction with the SCADA Water System project and the telemetry survey/upgrade. Telemetry survey equipment has been procured and received. Survey should take place in May/June 2023.

- Lift Station 1-5 rehabilitation design phase: Engineer is currently scheduled to begin the scoping of these projects near the end of August, 2023.
- Wastewater collection system model and infiltration / inflow: Continuing scoping of project. I&I study - Bid package prep is scheduled to begin in the end of May, with bids being solicited in mid-June. Collection system model to follow.
- WRRF Project – Continuing to work with the General Manager and WSC to move the design forward, determine flows and loads while optimizing the value of the project.

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Operations Report For the Month of May 2023

Water treatment

- All four water filters are online and performing well for the first time in several months.
- SCADA update to be delivered at the BOD meeting.

Water distribution

- The annual flushing of the distribution system has been postponed. It will begin immediately following the jetting of sewer collection systems and lift station cleaning.

Wastewater collection

- Staff began the annual jetting of one third of the collection system and the cleaning of debris from all lift station wet wells this week.

Wastewater treatment

- Staff rented an RTV to cultivate the sand filters last week.

Facilities

- Trees that went down during the winter storms were recently removed and chipped up for ground cover. The damaged fencing will be evaluated for repairs soon.

Vehicles and equipment

- The new Ford F650 service truck is scheduled for delivery this week. This is a long-awaited and very much appreciated replacement for our 2001 Ford F550.
- The Kubota RTV purchased to replace our stolen RTV has finally arrived.

Compliance

- I completed the annual documentation reporting requirements for APCD this past month.
- The Operations Manager is currently working with local CUPA representatives to update and migrate our EPA facility ID information into the new portal California Environmental Reporting System (CERS).
- BAR Fleet (fleet smog information) will be updated and migrated into a new reporting portal in the upcoming weeks.

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Finance & Audit Committee (Burgess, Yaffee)
Scott Duffield, General Manager

DATE: May 18, 2023

SUBJECT: Receive and file the first draft of the FY 2023/24 Budget and provide direction to staff.

Recommendation

It is recommended that the Board of Directors receive and file the first draft of the FY 2023/24 Budget and provide direction to staff.

Background

This is the first budget meeting of this year with your Board. The budget year is July 1 through June 30. A preliminary budget should be adopted by your Board at the June or July meeting. A final budget must be adopted by your Board before September 1, 2023.

Discussion

Attached is the first draft FY 2023/24 Budget. Each fund has its own budget. The consolidated budget provides a summary of the water, sewer, general, and solid waste funds. The first draft budgets include the following information:

- Previous fiscal year
- Budgeted current fiscal year
- Actual current fiscal year through 9 months
- Annualized current fiscal year
- Preliminary Budget Fiscal Year 2023/24

Current Fiscal Year Budget

The current water fund appears to be performing above the budgeted amount. The annualized column shows a surplus of \$110,071. (water fund cell E109, page 3)

The current sewer fund appears to be performing above the budgeted amount. The annualized column shows a surplus of \$25,685. (sewer fund cell E109, page 5)

The actual year end will be different as the budget is just a plan and it is not possible to predict if all line-item budgets will be utilized more or less than budgeted.

First Draft Fiscal Year 2023/24 Budget

The following talking points are referenced to the Consolidated Budget. (page 9 - 11)

Revenue Categories

1. Operating Revenue. The preliminary budgets for the water and sewer funds use the analysis from the 2023 Rate Study. **Total operating revenue less solid waste franchise fees is budgeted to increase by \$562,582 or 30.5%. (Consolidated Budget cell F15)**
2. Solid Waste Franchise Fee Revenue. All solid waste fees include a “franchise fee” that provides the local agency funds to administer and support solid waste programs in the community. Franchise fees are collected by the garbage company as part of their customer fees and forwarded to the local agency monthly. Our franchise fee is 10%. **Total solid waste franchise fee revenue is budgeted to increase by \$6,111 or 7.4%. (Consolidated Budget cell F20)**
3. Non-Operating Revenue. This item includes standby charges, interest earned, property tax, and connection fees. The County Auditor-Controller provided us an early estimate for property tax receipts and charges for next year which is reflected in the preliminary budget. For budgeting purposes, it is assumed that five new homes will connect to the systems. **Total non-operating revenue is budgeted to increase by \$46,059 or 6.1%. (Consolidated Budget cell F31)**
4. Total Revenue. This item is the sum of the above plus any reserve revenue allocated to capital projects, equipment purchase, and revenue needed to fill shortfalls in the operating revenue. This fiscal year the proposed budget includes reserves allocated to capital projects. Any surplus revenue goes back to reserves. The water fund allocates \$857,174 and the sewer fund allocates \$1,600,002. **Total revenue is budgeted to increase by \$720,273 or 14.3%. (Consolidated Budget cell F44).**

Total revenue less reserve revenue is budgeted to increase by \$614,752 or 22.9%. (Consolidated Budget cell F44 minus F38)

Expense Categories

1. Personnel Budget. This item includes salaries, employee pensions and health insurance, retiree health insurance, other post-employment benefits, workers compensation insurance, payroll taxes, Director fees, anticipated staff overtime and standby time, and uniforms. For budgeting purposes, the following assumptions are made: 5% cost of living increase in base salary for all staff; 8% increase in medical insurance costs with 90% of lowest cost premium paid by District; current staff of nine

full-time employees, and one vacant Treatment Operator I position (for 9 months). **Total personnel budget expense is budgeted to increase by \$135,921 or 9.9%. (Consolidated Budget cell F77)**

2. Utilities. The water contract with the County is a fixed fee for total allocated water which is assumed to be increase due to obtaining full allocation of 1,100 acre-feet. Electricity and other utility costs utilize the 2023 Rate Study which assumes to be the current budget expense plus 4%. **(Consolidated Budget cell F82). Total utilities expense is budgeted to increase by \$11,097 or 6.9%. (Consolidated Budget cell F86)**
3. Maintenance and Supplies. This category is dominated by chemical costs, fixed equipment maintenance, and lab testing. Maintenance of fixed equipment is always a major responsibility and includes a few expensive tasks such as patch paving, hydro jetting, and electric motor and electrical services. The preliminary budgets use the analysis from the 2023 Rate Study. **Total maintenance and supplies expense is budgeted to increase by \$17,733 or 4.2%. (Consolidated Budget cell F104)**
4. General and Administrative. The preliminary budgets use the analysis from the 2023 Rate Study or estimates from the agencies that fall within these categories. This category is budgeted to be about the same as this year because there is no elections planned. **Total general and administrative expense is budgeted to decrease by \$488 or -0.2%. (Consolidated Budget cell F134)**
5. Projects and Equipment. The District Engineer and Operations Manager in coordination with the General Manager, and consultants as needed, are the staff that manage capital projects and equipment. Some projects take many years to plan and construct. Others are less complex but still take months of working with staff, contractors, and vendors to plan and implement. Your Board approved an updated 5-year Capital Improvement Program (CIP) in August 2022.

The projects listed in the CIP are included in the proposed budget. Your Board also approved equipment replacement which some we have not yet taken possession of. For budgeting purposes, the list of projects in the CIP are budgeted in full but may not be completed in the fiscal year. Any unexpended budget for projects, as well as equipment not yet received, will roll forward to next year. Similarly, projects shown with a * below are in progress from a previous year. **Total Capital Projects & Equipment is budgeted at \$2,457,176, an increase of \$354,185 or 16.8%. (Consolidated Budget cell F141)**

A summary of projects and equipment budgeted year is:

- \$228,404 for Water System SCADA Upgrade*
- \$22,722 for GAC System - pilot study*

- \$175,000 for Pressure Reducing Valves at Waterview and Equestrian*
 - \$325,000 for a DBP Project
 - \$50,000 for Raw Water Vertical Intake No. 2 – design phase
 - \$1,087,636 for Water Resource Recovery Facility upgrade - design phase*
 - \$200,000 for Lift Station 1-5 Rehabilitation - construction phase*
 - \$200,000 for Wastewater Collection System SCADA upgrade
 - \$75,000 for Wastewater Collection System Model & I/I Investigation
 - \$93,414 for equipment / vehicle replacement*
6. Debt. The water treatment plant debt and the PVS project debt are contractual and cannot be reduced. The PVS debt is not the exact amount every year but very near. **Total debt expense is budgeted to be the essentially the same as this year. (Consolidated Budget cell F149)**
7. Depreciation. This is a non-cash expense. The ability to fund the depreciation is a result of the current water/sewer fees and continued allocation of property taxes. It is important to fund as much depreciation as possible and reserve a portion of your income annually for future replacement and upgrades of facilities. Our actual 2021/22 audited depreciation expense was \$435,268. **Total depreciation expense is budgeted to remain the same as this year’s budget of \$288,000. (Consolidated Budget cell F151)**
8. Transfer to Reserves. This line item, in the water and sewer funds, transfers capacity charges to capital reserves. Capacity charges can only be used for capital projects and are used in subsequent years. This line item reserves this money for use in future years. A total of \$70,580 is budgeted to be transferred to reserves. The \$26,270 anticipated surplus from the solid waste fund budget would also be transferred to reserves. **Total transfer to reserves is budgeted at \$96,850 which is a slight increase of \$1,334 or 1.4%. (Consolidated Budget cell F160)**

First Draft FY 2023/24 Budget Summary

The Budget is a planning document; these numbers will change at the Preliminary Budget and Final Budget stages, and over the course of the fiscal year.

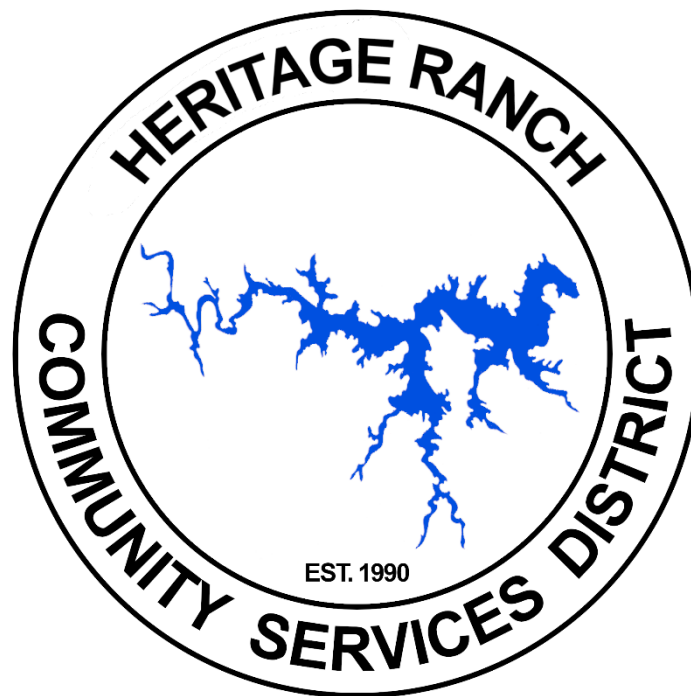
- The first draft of next year's budget has a \$1,578 surplus in the water fund and a \$198,239 surplus in the sewer fund. Any surplus is transferred or returned to reserves.
- Total revenue in this first draft of next year's budget represents an increase of \$720,273 or 14.3% compared to this year's budget. **(Consolidated Budget cell F44)**
- Total operating revenue (rates, fees, etc.) is budgeted at a \$568,693 or 29.5% increase. **(Consolidated Budget cell F23)**
- Total non-operating revenue (property taxes, standby and capacity charges, etc.) is budgeted at a \$46,059 or 6.1% increase. **(Consolidated Budget cell F31)**
- Total expense less capital in this first draft of next year's budget represents an increase of \$164,938 or 5.8% compared to this year's budget. **(Consolidated Budget cell F155-F141)**
- Total capital budget in this first draft of next year's budget represents an increase of \$354,185 or 16.8% compared to this year's budget. **(Consolidated Budget cell F141)**

There may be changes in revenue and expenses as we receive updated information and estimates before the Final Budget is presented to your Board. There are very few major expense items that can be reduced and maintain operations, and very little flexibility to reduce expenses such as insurances, utilities, supplies, and permits to name a few.

Attachment: First Draft FY 2023/24 Budget

File: FY 2023/24 Budget

HERITAGE RANCH
COMMUNITY SERVICES DISTRICT



FISCAL YEAR 2023-2024
DRAFT BUDGET
May 18, 2023

HERITAGE RANCH COMMUNITY SERVICES DISTRICT
Draft 2023/24 Capital & Equipment Budget

PROJECTS	Total Budget	Funding Source						
		Capital Reserves		Operating Budget			Operating Reserves	
		Water	Sewer	Water	Sewer	General	Water	Sewer
WRF Upgrade Project (design, env, admin)	\$1,087,636		\$380,673					\$706,963
Lift Station 1-5 Rehab (const)	\$200,000							\$200,000
WTP Filters Renovation	\$0							
Water System SCADA Upgrade	\$228,404	\$73,089					\$155,315	
GAC System (Pilot Study)	\$22,722						\$22,722	
Pressure Reducing Valves (Waterview, Equestrian)	\$175,000						\$175,000	
Raw Water Vertical Intake No. 2 (design phase)	\$50,000	\$16,000					\$34,000	
DBP Project	\$325,000						\$325,000	
Wastewater Collection System SCADA Upgrade	\$200,000		\$68,000					\$132,000
Wastewater Collection System Model & I / I	\$75,000		\$25,500					\$49,500
subtotal Projects	\$2,363,762	\$89,089	\$474,173	\$0	\$0	\$0	\$712,037	\$1,088,463
EQUIPMENT								
Equipment / Vehicle replacement (service truck)	\$58,414						\$35,048	\$23,366
Vehicle replacement (small pickup)	\$35,000						\$21,000	\$14,000
subtotal Equipment	\$93,414	\$0	\$0	\$0	\$0	\$0	\$56,048	\$37,366
TOTAL CAPITAL	\$2,457,176	\$89,089	\$474,173	\$0	\$0	\$0	\$768,085	\$1,125,829

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND					
2	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
3						
4						
5						
6		Un-audited	Budget	Actual 9 month	Annualized	Draft
7	OPERATING REVENUE	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
8	Water Fees	1,241,485	1,107,981	956,748	1,275,664	1,364,806
9	Late Fees	15,829	11,100	12,347	16,462	11,130
10	Hook-Up Fees	3,200	2,500	1,000	1,333	2,000
11	Turn on Fees	2,310	2,000	855	1,140	2,000
12	Plan Check & Inspection	776	5,000	0	0	800
13	Miscellaneous Income	12,933	0	2,866	3,821	0
14	TOTAL OPERATING REVENUE	\$1,276,533	\$1,128,581	\$973,815	\$1,298,420	\$1,380,736
15						
16						
17	NON-OPERATING REVENUE					
18	Standby Charges	195,919	202,958	130,642	202,958	203,000
19	Property Tax	224,509	232,860	165,496	222,369	249,911
20	Interest	10,148	11,400	39,320	52,427	22,800
21	Connection Fees	43,246	31,745	12,681	16,909	31,745
22	TOTAL NON-OPERATING REVENUE	\$473,821	\$478,963	\$348,139	\$494,662	\$507,456
23						
24						
25	RESERVE REVENUE					
26	Capital Reserves	62,195	0	0	0	89,089
27	General Reserves	318,537	710,080	221,243	294,990	768,085
28	TOTAL RESERVE REVENUE	\$380,732	\$710,080	\$221,243	\$294,990	\$857,174
29						
30	TOTAL REVENUE	\$2,131,086	\$2,317,624	\$1,543,197	\$2,088,073	\$2,745,366
31						
32						
33	OPERATING EXPENSES					
34						
35	SALARIES AND BENEFITS					
36	Salaries	200,815	300,242	169,228	225,637	329,221
37	Overtime	6,186	6,487	2,823	3,763	3,952
38	Standby	7,717	7,900	5,853	7,805	7,900
39	Health Insurance	43,678	61,044	38,327	51,103	68,343
40	Pers Retirement	53,251	48,222	43,848	58,464	57,738
41	Workers Comp. Ins.	8,578	12,468	11,168	14,891	12,720
42	Medicare/FICA	3,106	4,235	2,574	3,433	4,661
43	Uniforms	2,542	3,000	1,751	2,334	3,000
44	TOTAL SALARIES & BENEFITS	\$325,873	\$443,598	\$275,572	\$367,429	\$487,535
45						
46						
47	UTILITIES					
48	Electricity	79,854	90,604	40,851	54,468	94,228
49	Water Purchase	23,114	23,114	11,557	23,114	28,600
50	Telephone/Internet	3,754	3,826	2,919	3,893	4,048
51	TOTAL UTILITIES	\$106,722	\$117,544	\$55,328	\$81,475	\$126,876
52						
53						
54						
55						

	A	B	C	D	E	F
56	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND					
57	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
58						
59						
60		Un-audited	Budget	Actual 9 month	Annualized	Draft
61	MAINTENANCE & SUPPLIES	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
62	Chemicals	47,720	62,000	49,103	65,471	64,480
63	Computer/Software	1,729	8,350	1,960	2,613	8,684
64	Equip. Rental/Lease	936	2,000	8,824	11,765	2,080
65	Fixed Equip.	59,721	126,500	105,982	141,309	131,560
66	Fuel & Oil	9,862	9,000	8,803	11,737	9,360
67	Lab Testing	23,409	34,400	14,528	19,371	35,776
68	Struct./Grnds.	2,156	3,735	2,923	3,897	3,884
69	Small Tools/Equip.	3,875	1,800	2,446	3,261	1,872
70	Supplies	3,790	3,000	7,133	9,511	3,120
71	Meters/Equip.	450	12,000	949	1,266	12,480
72	Vehicles	5,810	3,600	3,893	5,190	3,744
73	TOTAL MAINT. & SUP.	\$159,457	\$266,385	\$206,543	\$275,390	\$277,040
74						
75	GENERAL & ADMINISTRATION					
76	Allocation of General Fund	352,641	374,728	310,979	414,639	405,781
77	Alarm/Answering Service	932	1,000	606	808	1,040
78	Bank Charges/Fees	0	0	0	0	0
79	Consulting/Engineering	4,878	5,000	96	128	5,000
80	Dues/Subscription	3,156	6,200	3,381	4,508	6,448
81	Insurance (Property/Liability)	15,138	16,519	-28	-38	18,480
82	Legal/Attorney	3,505	0	0	0	0
83	Licenses/Permits	15,183	16,100	16,834	22,445	16,744
84	Plan Check & Inspection	776	5,000	0	0	800
85	Professional Service	27,246	52,000	31,094	41,458	54,080
86	Training & Travel	42	3,000	4,830	6,440	3,120
87	TOTAL G & A	\$423,497	\$479,546	\$367,792	\$490,389	\$511,493
88						
89						
90	CAPITAL PROJECTS & EQUIPMENT					
91	Project	327,162	434,384	184,291	245,721	801,126
92	Equipment	57,190	93,000	36,952	49,269	56,048
93	TOTAL CAPITAL	\$384,352	\$527,384	\$221,243	\$294,990	\$857,174
94						
95	DEBT					
96	State Loan Payment-DWR	103,628	103,629	103,628	103,629	103,629
97	State Loan Payment Phase II-SRF	58,739	58,740	29,369	58,740	58,740
98	Western Alliance Lease-PVS	114,209	114,051	114,051	114,051	114,556
99	TOTAL DEBT	\$276,576	\$276,420	\$247,049	\$276,420	\$276,925
100						
101						
102	FUNDED DEPRECIATION	175,000	175,000	131,250	175,000	175,000
103	UNFUNDED DEPRECIATION	0	0	0	0	0
104						
105	TOTAL EXPENSE	\$1,851,476	\$2,285,879	\$1,504,776	\$1,961,093	\$2,712,043
106						
107	TRANSFER TO RESERVES	\$42,889	\$31,745	\$12,681	\$16,909	\$31,745
108						
109	FUND TOTAL	\$236,721	\$0	\$25,740	\$110,071	\$1,578

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND					
2	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
3						
4						
5						
6		Un-audited	Budget	Actual 9 month	Annualized	Draft
7	OPERATING REVENUE	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
8	Sewer Fees	726,883	704,110	566,703	755,604	1,018,537
9	Late Fees	9,642	7,400	7,626	10,167	7,700
10	Hook-Up Fees	500	500	200	267	400
11	Turn on Fees	1,540	1,500	570	760	1,500
12	Plan Check & Inspection	517	5,000	0	0	800
13	Miscellaneous Income	8,622	0	1,907	2,542	0
14	TOTAL OPERATING REVENUE	\$747,705	\$718,510	\$577,005	\$769,340	1,028,937
15						
16						
17	NON-OPERATING REVENUE					
18	Standby Charges	40,128	39,186	26,758	39,186	39,200
19	Property Tax	122,460	127,014	90,271	121,292	136,315
20	Interest	3,097	3,600	11,295	15,060	7,200
21	Connection Fees	39,313	38,835	15,551	20,734	38,835
22	TOTAL NON-OPERATING REVENUE	\$204,997	\$208,635	\$143,874	\$196,272	\$221,550
23						
24			\$927,145		\$965,612	
25	RESERVE REVENUE					
26	Capital Reserves	47,177	503,512	122,840	163,786	474,173
27	General Reserves	143,972	1,138,063	252,765	337,020	1,125,829
28	TOTAL RESERVE	\$191,149	\$1,641,575	\$375,605	\$500,807	\$1,600,002
29						
30	TOTAL REVENUE	\$1,143,851	\$2,568,720	\$1,096,484	\$1,466,419	\$2,850,489
31						
32	OPERATING EXPENSES					
33						
34	SALARIES AND BENEFITS					
35	Salaries	133,876	200,162	112,818	150,424	219,481
36	Overtime	4,124	4,325	1,882	2,509	2,634
37	Standby	5,145	5,300	3,902	5,203	5,300
38	Health Insurance	29,512	40,696	25,897	34,529	45,562
39	Pers Retirement	35,182	32,148	28,958	38,610	38,492
40	Workers Comp. Ins.	5,665	8,234	7,375	9,833	8,400
41	Medicare/FICA	2,070	2,823	1,716	2,288	3,107
42	Uniforms	1,694	2,000	951	1,268	2,000
43	TOTAL SALARIES & BENEFITS	\$217,269	\$295,688	\$183,499	\$244,665	\$324,976
44						
45						
46	UTILITIES					
47	Electricity	31,448	33,478	49,943	66,591	34,817
48	Telephone/Internet	2,617	2,667	2,035	2,713	2,822
49	TOTAL UTILITIES	\$34,065	\$36,145	\$51,978	\$69,304	\$37,639
50						
51						
52						
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54						

	A	B	C	D	E	F
55	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND					
56	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
57						
58						
59						
60		Un-audited	Budget	Actual 9 month	Annualized	Draft
61	MAINTENANCE & SUPPLIES	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
62	Chemicals	18,747	17,000	19,184	25,579	17,680
63	Computer/Software	1,103	8,150	210	280	8,476
64	Equip. Rental/Lease	71	500	1,036	1,381	520
65	Fixed Equip.	51,981	60,500	15,496	20,661	62,920
66	Fuel & Oil	6,575	6,000	5,868	7,824	6,240
67	Lab Testing	31,729	24,600	22,763	30,350	25,584
68	Struct./Grnds.	4,312	7,470	5,845	7,793	7,769
69	Small Tools/Equip.	2,583	1,200	1,631	2,174	1,248
70	Supplies	1,858	1,500	2,204	2,939	1,560
71	Vehicles	3,873	2,400	2,595	3,460	2,496
72	TOTAL MAINT. & SUP.	\$122,832	\$129,320	\$76,832	\$102,443	\$134,493
73						
74						
75	GENERAL & ADMINISTRATION					
76	Allocation of General Fund	271,262	288,252	239,215	318,953	312,139
77	Alarm/Answering Service	932	1,000	606	808	1,040
78	Bank Charges/Fees	0	0	0	0	0
79	Consulting/Engineering	2,866	5,000	64	85	5,000
80	Dues/Subscription	1,733	3,800	1,296	1,728	3,952
81	Insurance (Property/Liability)	11,533	12,586	-22	-29	14,080
82	Legal/Attorney	2,336	0	0	0	0
83	Licenses/Permits	10,762	12,900	9,940	13,253	13,416
84	Plan Check & Inspection	517	5,000	0	0	800
85	Professional Service	5,858	25,000	22,649	30,198	26,000
86	Training & Travel	0	3,000	897	1,195	3,120
87	TOTAL G & A	\$307,801	\$356,538	\$274,645	\$366,193	\$379,547
88						
89						
90						
91	CAPITAL PROJECTS & EQUIPMENT					
92	Project	149,171	1,513,607	350,972	467,962	1,562,636
93	Equipment	38,127	62,000	24,634	32,846	37,366
94	TOTAL CAPITAL	\$187,298	\$1,575,607	\$375,606	\$500,808	\$1,600,002
95						
96	DEBT					
97	Western Alliance Lease-PVS	38,640	38,587	38,587	38,587	38,758
98	TOTAL DEBT	\$38,640	\$38,587	\$38,587	\$38,587	\$38,758
99						
100						
101	FUNDED DEPRECIATION	98,000	98,000	73,500	98,000	98,000
102	UNFUNDED DEPRECIATION	0	0	0	0	0
103						
104	TOTAL EXPENSE	\$1,005,905	\$2,529,885	\$1,074,647	\$1,420,000	\$2,613,415
105						
106	TRANSFER TO RESERVES	\$39,313	\$38,835	\$15,551	\$20,734	\$38,835
107						
108						
109	FUND TOTAL	\$98,633	\$1	\$6,287	\$25,685	\$198,239

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SOLID WASTE FUND					
2	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
3						
4						
5						
6		Un-audited	Budget	Actual 9 month	Annualized	Draft
7	OPERATING REVENUE	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
8	TOTAL FRANCHISE FEES	\$79,860	\$82,587	\$62,999	\$83,998	\$88,698
9						
10						
11						
12						
13	EXPENSE					
14	Allocation of General Fund	54,252	57,650	47,843	63,753	62,428
15	TOTAL EXPENSES	\$54,252	\$57,650	\$47,843	\$63,753	\$62,428
16						
17	TRANSFER TO RESERVES	\$25,607	\$24,937	\$15,156	\$20,245	\$26,270
18						
19	FUND TOTAL	\$0	\$0	\$0	\$0	\$0
20						

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND					
2	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
3						
4						
5						
6		Un-audited	Budget	Actual 9 month	Annualized	Draft
7	OPERATING REVENUE	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
8	Transfer from other Funds	0	0	0	0	0
9	Miscellaneous Income	46,700	500	7,592	10,122	500
10	TOTAL OPERATING	\$46,700	\$500	\$7,592	\$10,122	\$500
11						
12						
13						
14	NON-OPERATING REVENUE					
15	Property Tax	61,230	63,507	45,135	60,646	68,158
16	Interest	0	0	0	0	0
17	TOTAL NON-OPERATING	\$61,230	\$63,507	\$45,135	\$60,646	\$68,158
18						
19						
20						
21	RESERVE REVENUE					
22	Capital Reserves	0	0	0	0	0
23	General Reserves	0	0	0	0	0
24	TOTAL RESERVE	\$0	\$0	\$0	\$0	\$0
25						
26	TOTAL REVENUE	\$107,930	\$64,007	\$52,727	\$70,768	\$68,658
27						
28						
29						
30	OPERATING EXPENSES					
31						
32	SALARIES AND BENEFITS					
33	Salaries	425,544	413,346	395,075	526,766	445,271
34	Overtime	0	0	0	0	0
35	Health Insurance	44,858	57,370	39,363	52,484	64,270
36	Health Insurance - Retirees	73,614	47,600	35,803	47,737	51,408
37	Pers Retirement	80,221	69,501	70,979	94,639	79,908
38	OPEB Funding/Transfer	0	28,306	0	0	10,181
39	Workers Comp. Ins.	1,942	2,823	2,529	3,371	2,880
40	Directors' Fees	7,200	9,000	5,200	6,933	36,000
41	Medicare/FICA	6,765	6,124	6,159	8,212	6,848
42	Car Allowance	3,000	3,000	2,250	3,000	3,000
43	SUI/ETT	637	1,000	448	597	1,000
44	TOTAL SALARIES & BENEFITS	\$643,782	\$638,070	\$557,805	\$743,740	\$700,766
45						
46						
47						
48	UTILITIES					
49	Electricity	195	209	-2	-2	218
50	Propane	1,402	1,466	1,108	1,478	1,525
51	Telephone/Internet	5,005	5,101	3,892	5,190	5,305
52	TOTAL UTILITIES	\$6,602	\$6,777	\$4,999	\$6,665	\$7,048
53						
54						

	A	B	C	D	E	F
55	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND					
56	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
57						
58						
59						
60		Un-audited	Budget	Actual 9 month	Annualized	Draft
61	MAINTENANCE & SUPPLIES	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
62	Computer/Software	31,240	17,400	12,364	16,485	18,096
63	Equip. Rental/Lease	0	0	0	0	0
64	Fixed Equip.	662	0	313	417	0
65	Office Supplies	1,336	1,500	533	711	1,560
66	Parks & Recreation	0	0	0	0	1,000
67	Struct./Grnds.	2,156	3,735	2,922	3,897	3,884
68	Supplies	13	0	0	0	0
69	TOTAL MAINT. & SUP.	\$35,406	\$22,635	\$16,132	\$21,509	\$24,540
70						
71						
72	GENERAL & ADMINISTRATION					
73	Ads./Advertising	1,382	1,500	328	437	1,500
74	Alarm/Answering Service	1,864	2,000	1,212	1,616	2,080
75	Audit	8,485	10,000	8,785	11,713	10,000
76	Bank Charges/Fees	5,707	1,000	250	333	1,000
77	Consulting/Engineering	0	0	0	0	0
78	Dues/Subscription	6,625	0	4,666	6,221	0
79	Elections	0	5,000	0	0	0
80	Insurance (Property/Liability)	9,371	10,226	-17	-23	11,440
81	LAFCO	6,269	6,930	7,254	9,673	7,700
82	Legal/Attorney	9,138	25,000	9,191	12,255	25,000
83	Licenses/Permits	0	0	0	0	0
84	Postage	15,108	15,000	11,880	15,840	15,600
85	Professional Service	14,719	12,300	15,597	20,796	12,792
86	Tax Collection	6,158	6,200	0	0	7,300
87	Staff Training & Travel	368	6,000	1,153	1,537	6,240
88	Board Training & Travel	100	1,000	279	372	1,000
89	TOTAL G & A	\$85,294	\$102,156	\$60,578	\$80,771	\$101,652
90						
91						
92						
93	CAPITAL PROJECTS & EQUIPMENT					
94	Project	0	0	0	0	0
95	Equipment	0	0	0	0	0
96	TOTAL CAPITAL	\$0	\$0	\$0	\$0	\$0
97						
98						
99	FUNDED DEPRECIATION	15,000	15,000	11,250	15,000	15,000
100	UNFUNDED DEPRECIATION	0		0	0	0
101						
102	TOTAL EXPENSE	\$786,085	\$784,638	\$650,764	\$867,686	\$849,006
103						
104	TRANSFERRED TO OTHER FUNDS	(\$678,155)	(\$720,631)	(\$598,037)	(\$796,918)	(\$780,348)
105						
106	FUND TOTAL	\$0	\$0	\$0	\$0	\$0

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET					
2	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
3						
4						
5						
6		Un-audited	Budget	Actual 9 month	Annualized	Draft
7	OPERATING REVENUE	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
8	Water Fees	1,241,485	1,107,981	956,748	1,275,664	1,364,806
9	Sewer Fees	726,883	704,110	566,703	755,604	1,018,537
10	Hook-Up Fees	3,700	3,000	1,200	1,600	2,400
11	Turn on Fees	3,850	3,500	1,425	1,900	3,500
12	Late Fees	25,471	18,500	19,972	26,630	18,830
13	Plan Check & Inspection	1,293	10,000	0	0	1,600
14	Miscellaneous Income	68,255	500	12,364	16,485	500
15	OPERATING	\$2,070,938	\$1,847,591	\$1,558,412	\$2,077,883	\$2,410,173
16						
17						
18						
19	FRANCHISE REVENUE					
20	FRANCHISE	79,860	82,587	62,999	83,998	\$88,698
21						
22						
23	TOTAL OPERATING	\$2,150,798	\$1,930,178	\$1,621,411	\$2,161,881	\$2,498,871
24						
25						
26	NON-OPERATING REVENUE					
27	Standby Charges	236,047	242,144	157,400	242,144	242,200
28	Property Tax	408,199	423,381	300,902	404,307	454,384
29	Interest	13,244	15,000	50,615	67,486	30,000
30	Connection Fees	82,559	70,580	28,232	37,643	70,580
31	TOTAL NON-OPERATING	\$740,048	\$751,105	\$537,149	\$751,580	\$797,164
32						
33						
34						
35	RESERVE REVENUE					
36	Capital Reserves	109,372	503,512	122,840	163,786	563,262
37	General Reserves	462,509	1,848,143	474,008	632,011	1,893,914
38	TOTAL RESERVE	\$571,881	\$2,351,655	\$596,848	\$795,797	\$2,457,176
39						
40						
41	TOTAL NON-OPERATING	\$1,311,930	\$3,102,760	\$1,133,996	\$1,547,377	\$3,254,340
42						
43						
44	TOTAL ALL REVENUE	\$3,462,727	\$5,032,938	\$2,755,407	\$3,709,258	\$5,753,211
45						
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	A	B	C	D	E	F
55	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET					
56	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
57						
58						
59						
60	OPERATING EXPENSES					
61						
62		Un-audited	Budget	Actual 9 month	Annualized	Draft
63	SALARIES AND BENEFITS	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
64	Salaries	760,235	913,750	677,121	902,828	993,973
65	Health Insurance	118,049	159,110	103,587	138,116	178,175
66	Health Insurance - Retiree	73,614	47,600	35,803	47,737	51,408
67	Pers Retirement	168,653	149,871	143,784	191,713	176,138
68	OPEB Funding/Transfer	0	28,306	0	0	10,181
69	Standby	12,862	13,200	9,756	13,008	13,200
70	Overtime	10,311	10,812	4,704	6,272	6,586
71	Workers Comp. Ins.	16,185	23,525	21,072	28,095	24,000
72	Directors' Fees	7,200	9,000	5,200	6,933	36,000
73	Medicare/FICA	11,941	13,182	10,450	13,933	14,616
74	Car Allowance	3,000	3,000	2,250	3,000	3,000
75	SUI/ETT	637	1,000	448	597	1,000
76	Uniforms	4,236	5,000	2,701	3,602	5,000
77	TOTAL SALARIES & BENEFITS	\$1,186,924	\$1,377,356	\$1,016,876	\$1,355,834	\$1,513,277
78						
79						
80						
81	UTILITIES					
82	Electricity	111,497	124,292	90,793	121,057	129,263
83	Propane	1,402	1,466	1,108	1,478	1,525
84	Water Purchase	23,114	23,114	11,557	23,114	28,600
85	Telephone/Internet	11,376	11,594	8,847	11,796	12,175
86	TOTAL UTILITIES	\$147,389	\$160,466	\$112,305	\$157,444	\$171,563
87						
88						
89						
90	MAINTENANCE & SUPPLIES					
91	Chemicals	66,467	79,000	68,287	91,050	82,160
92	Computer/Software	34,072	33,900	14,534	19,378	35,256
93	Equip. Rental/Lease	1,007	2,500	9,860	13,146	2,600
94	Fixed Equip.	112,364	187,000	121,790	162,387	194,480
95	Fuel & Oil	16,437	15,000	14,671	19,561	15,600
96	Lab Testing	55,138	59,000	37,291	49,721	61,360
97	Office Supplies	1,336	1,500	533	711	1,560
98	Parks & Recreation	0	0	0	0	1,000
99	Struct./Grnds.	8,625	14,940	11,690	15,587	15,537
100	Small Tools/Equip.	6,458	3,000	4,077	5,436	3,120
101	Supplies	5,660	4,500	9,337	12,449	4,680
102	Meters/Equip.	450	12,000	949	1,266	12,480
103	Vehicles	9,683	6,000	6,488	8,651	6,240
104	TOTAL MAINT. & SUP.	\$317,696	\$418,340	\$299,507	\$399,342	\$436,073
105						
106						
107						
108						
109						

	A	B	C	D	E	F
110	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET					
111	2021/22 un-audited, 2022/23 Summary & 2023/24 Draft					
112						
113						
114						
115		Un-audited	Budget	Actual 9 month	Annualized	Draft
116	GENERAL & ADMINISTRATION	21/22	22/23	7/1/22 - 3/31/23	F.Y.E. 6/30/23	23/24
117	Ads./Advertising	1,382	1,500	328	437	1,500
118	Alarm/Answering Service	3,728	4,000	2,425	3,233	4,160
119	Audit	8,485	10,000	8,785	11,713	10,000
120	Bank Charges/Fees	5,707	1,000	250	333	1,000
121	Consulting/Engineering	7,744	10,000	160	213	10,000
122	Dues/Subscription	11,515	10,000	9,343	12,457	10,400
123	Elections	0	5,000	0	0	0
124	Insurance (Property/Liability)	36,042	39,330	-67	-90	44,000
125	LAFCO	6,269	6,930	7,254	9,673	7,700
126	Legal/Attorney	14,979	25,000	9,191	12,255	25,000
127	Licenses/Permits	25,945	29,000	26,774	35,698	30,160
128	Plan Check & Inspection	1,293	10,000	0	0	1,600
129	Postage/Billing	15,108	15,000	11,880	15,840	15,600
130	Professional Service	47,822	89,300	69,340	92,453	92,872
131	Tax Collection	6,158	6,200	0	0	7,300
132	Staff Training & Travel	410	12,000	6,880	9,173	12,480
133	Board Training & Travel	100	1,000	279	372	1,000
134	TOTAL G & A	\$192,688	\$275,260	\$152,821	\$203,761	\$274,772
135						
136						
137						
138	CAPITAL PROJECTS & EQUIPMENT					
139	Structures/Improvements	476,333	1,947,991	535,263	713,684	2,363,762
140	Equipment	95,317	155,000	61,586	82,115	93,414
141	TOTAL CAPITAL	\$571,650	\$2,102,991	\$596,849	\$795,798	\$2,457,176
142						
143						
144						
145	DEBT					
146	State Loan Payment - DWR	103,628	103,629	103,628	103,629	103,629
147	State Loan Payment Phase II - SRF	58,739	58,740	29,369	58,740	58,740
148	Western Alliance Lease-PVS	152,850	152,638	152,638	152,638	153,313
149	TOTAL DEBT	\$315,217	\$315,007	\$285,636	\$315,007	\$315,682
150						
151	FUNDED DEPRECIATION	\$288,000	\$288,000	\$216,000	\$288,000	\$288,000
152	UNFUNDED DEPRECIATION	\$0	\$0	\$0	\$0	\$0
153						
154						
155	TOTAL EXPENSE	\$3,019,564	\$4,937,421	\$2,679,992	\$3,515,187	\$5,456,543
156						
157	CAPACTIY CHARGES TRANSFER	\$82,559	\$70,580	\$28,232	\$37,643	\$70,580
158						
159	SOLID WASTE FEES TRANSFER	\$25,607	\$24,937	\$15,156	\$20,245	\$26,270
160			\$95,517			\$96,850
161						
162	FUND TOTAL	\$334,997	\$1	\$32,027	\$136,184	\$199,818

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: May 18, 2023

SUBJECT: Request to approve a professional services agreement with Specialized Utility Services Program, Inc. to perform a median household income survey for a not to exceed amount of \$30,000.

Recommendation

It is recommended that the Board of Directors approve a professional services agreement with Specialized Utility Services Program, Inc. to perform a median household income (MHI) survey for a not to exceed amount of \$30,000.

Background

The US Census Bureau information typically determines if a community is identified as a disadvantaged community (DAC) or a severely disadvantaged community (SDAC). The technical definition of a DAC financially speaking is if the MHI is less than or equal to 80% of the statewide average.

Discussion

The US Census Bureau has not identified the Heritage Ranch Community Services District as a census designated place nor is it considered a DAC. There are more opportunities for grants from State and Federal agencies if a community is identified as a DAC or SDAC. The US Census Bureau identifies "Lake Nacimiento" as a census designated place which is a larger area than our jurisdictional boundary. The MHI of that area is \$74,430 which is about 88% of the State average of \$84,907.

The State Water Resources Control Board does have and partners with other resources to assist agencies determine if they may qualify as a DAC. Specialized Utility Services Program, Inc. (SUSP) is a subsidiary company of California Rural Water Association (CRWA) that performs these MHI surveys for small agencies. The District is currently a member of CRWA. CRWA established the SUSP program to answer requests from member and non-member systems for assistance and services that require more time and resources than CRWA can provide to systems utilizing their other technical assistance and training programs. The SUSP program is set up to provide water and

wastewater services from engineering; to operations; rate studies; MHI surveys; contract management; and operator training.

SUSP will have provided a proposal to perform a MHI survey in accordance with California guidelines. SUSP will act as an un-biased third-party surveyor and will conduct necessary mailings and/or survey phone calls to meet the required survey response rate threshold outlined in the State of California MHI guidelines. At conclusion of the survey, results will be compiled into a final report and the report will be submitted to the District and appropriate State and Federal Agencies.

Results

A MHI Survey could find that the District meets the requirements of a DAC which could lead to opportunities for additional grant funding for both water system and sewer system projects.

Attachments: Proposal for a MHI Survey from Specialized Utilities Services Program
Draft Professional Services Agreement

File: Planning_MHI Survey



TO: Heritage Ranch Community Services District

FROM: Specialized Utility Services Program

DATE: April 18, 2023

SUBJECT: Proposal for a Median Household Income Survey

Mr. Scott Duffield,

The Specialized Utility Services Program (SUSP) respectfully submits the following proposal to the Heritage Ranch CSD based on preceding correspondence requesting assistance with a median household income survey.

Specialized Utility Services Program, Inc. (SUSP) started as an active subsidiary of the California Rural Water Association (CRWA) in 2010; it was incorporated in 2012. SUSP was developed initially to work with systems that needed contract operations and management. Since then, CRWA developed and assembled a team of professionals to supplement SUSP's capabilities; and today, SUSP provides a full range of managerial, engineering, and technical assistance.

In the last twelve years, SUSP has provided technical and professional assistance to water and wastewater systems of various sizes from 1 to 10,000 connections across the state. We are pleased to assist the Heritage Ranch CSD in providing the attached proposal.

Thank You,

Dustin Hardwick

Deputy Director

SUSP

Phone: (916) 283-8531

Email: dhardwick@calruralwater.org

Proposal for a Median Household Income (MHI) Survey Heritage Ranch CSD

1. Introduction
2. Scope of Services
3. Budget
4. Summary
5. Signatures

1. Introduction

Specialized Utility Services Program, Inc. (SUSP) is a subsidiary company of California Rural Water Association (CRWA). CRWA established the SUSP program to answer requests from member and non-member systems for assistance and services that require more time and resources than CRWA can provide to systems utilizing our technical assistance and training programs. The SUSP program is set up to provide water and wastewater services from engineering and full-scale design; to operations; rate studies; MHI studies; contract management; and operator training.

2. Scope of Services

SUSP will provide the Heritage Ranch CSD (CSD) with an MHI Survey in accordance with California guidelines. SUSP will act as an un-biased third-party surveyor and will conduct necessary mailings and/or survey phone calls to meet the required survey response rate threshold outlined in the State of California MHI guidelines. At conclusion of the survey, results will be compiled into a final report and the report will be submitted to the CSD and appropriate State Agencies.

Tasks included in this scope of services include:

- Mailing surveys to customers with prepaid return postage envelopes
- Surveys conduct via phone calls
- Final report of survey results

The report will be produced within three months after receiving authorization from the State to proceed with the survey.

If the required survey response rate threshold is not met, and in-person surveys are required, SUSP can provide these services if requested and for an additional fee. Such fees for additional services will be authorized in writing, by the Client, in advance of performance of the additional services work.

The CSD will provide SUSP with the following information and data to assist with the MHI survey:

- ✓ A list of customers including name, phone number, and address

3. Budget

SUSP will provide the services outlined in Section 2 - Scope of Services for a fixed fee, not to exceed \$21,750 based on 1,936 homes for the MHI survey. This price includes cost of mailings, administrative fees, phone calls for surveying, and a final report.

Any additional services such as in person surveys can be provided with written authorization for fixed fee price of \$3,600.

4. Summary

Although are prices for the services we provide are fixed, we are flexible in providing these services, so please feel free to discuss any aspect of this price proposal with me for clarification. If you would like to see changes in the scope of services, we will be glad to discuss any ideas or options that you might want to bring to the table. Upon acceptance of this proposal, you will be asked to sign our Professional Services Agreement. If you agree with this price proposal, please sign, date, and return to: *ncook@calruralwater.org*

Submitted by:

Signature

Date

Dustin Hardwick, Deputy Director
Specialized Utility Services Program, Inc.

Accepted by:

Signature

Date

Printed Name and Title

SPECIALIZED UTILITY SERVICES PROGRAM, INC.
PROFESSIONAL SERVICES AGREEMENT

This agreement is made and entered the _____ day of _____, 2023, by and between Specialized Utility Services Program, Inc., a California corporation and wholly-owned subsidiary of California Rural Water Association, with offices at 1234 North Market Boulevard, Sacramento, CA 95834, hereinafter referred to as “CONSULTANT”, and the **Heritage Ranch Community Services District**, located at 4870 Heritage Road, Paso Robles, California 93446, hereinafter referred to as “CLIENT.” CONSULTANT and CLIENT may be individually referred to herein as a “party” and jointly as the “parties.”

The parties do hereby mutually agree as follows:

1. Services.

On the terms and conditions hereinafter set forth, CLIENT retains CONSULTANT to perform technical water utility related and general engineering consulting services on an “On-Call” basis (the “Services”). The Services to be performed shall be described in individual specific scopes-of-work, hereinafter referred to as “Task Orders”, and are to be performed in accordance with agreed-upon schedules as set forth in the “Task Orders” issued by CLIENT to CONSULTANT. Each Task Order shall be construed as part of and be consistent with all other terms and conditions of this agreement.

2. Compensation for Services Performed.

An estimated budget for each Task Order shall be included in each Task Order form and agreed to by CLIENT and CONSULTANT prior to the commencement of work,

as set forth in the applicable Task Order. CLIENT shall pay CONSULTANT for performance of the services on a direct cost basis within the maximum budget of each Task Order. For purposes of this Section 2, "costs" shall include labor costs and other direct costs (including, but not limited to, reproduction, shipping, mileage, lodging, and reasonable per diem). Total Compensation shall be calculated as the total number of hours of service multiplied by the applicable hourly rate for the service rendered, plus the total reimbursable costs incurred during the applicable billing period.

3. Invoices and Payment.

Invoices shall be submitted to CLIENT on a monthly basis. CLIENT shall pay all undisputed invoice amounts within 30 days following receipt of an invoice. Payments shall be remitted to: 1234 North Market Boulevard, Sacramento, CA 95834.

4. Representations and Acknowledgments. Each party represents to the other that:

a. The execution, delivery, and performance of this Agreement is duly authorized by all necessary actions on the part of each obligated party and the agreement is binding on any such obligated party;

b. The execution, delivery, and performance of the duties under this Agreement by any such obligated party shall not, as of the date this Agreement is entered, violate any provision of law, nor will it conflict with or result in a breach of any of the terms or conditions of, or constitute a default under any indenture, mortgage, agreement, or other instrument to which the obligated party is also obligated, where such conflict, breach, or default would have a materially adverse effect on the business

operations or financial condition of such party or on its ability to perform its obligations under this Agreement;

c. To the best of each party's knowledge, as of the date this Agreement is entered, there are no actions, suits, or proceedings pending against or involving such party, and to the best of its knowledge, there are no actions, suits, or proceedings threatened against such party, which might have a materially adverse impact on the business operations or financial conditions of such party or on its ability to perform its obligations under this agreement; and

5. CLIENT'S Obligations.

a. CLIENT shall grant or cause to be granted to CONSULTANT access to all locations as necessary for performance of the Services under this Agreement;

b. CLIENT shall furnish or cause to be furnished to CONSULTANT all documents and information known to CLIENT that reasonably relate to the Services. CLIENT specifically represents to CONSULTANT that such information is accurate to the best of the CLIENT's knowledge;

c. Unless noted otherwise, CLIENT shall pay, or reimburse CONSULTANT the cost of all necessary approvals, permits, licenses, easements, and consents necessary for performance of the services.

d. CLIENT shall have sole ownership and responsibility for all hazardous or toxic substances found or identified at any location at which CONSULTANT performs services under this Agreement. CLIENT shall have the sole responsibility for the treatment, temporary storage, transport, and disposal of all hazardous or toxic

substances found or identified at any location at which CONSULTANT performs Services under this Agreement.

6. CONSULTANT's Obligations.

a. CONSULTANT shall perform the Services with the standard of care, skill, and diligence normally provided by a professional person or firm in the performance of services similar to the Services at the same time, under similar conditions, and in the same or a similar locality. This commitment is in lieu of all other warranties either express or implied.

b. CONSULTANT shall advise CLIENT about the status of the Services and will make reasonable efforts to coordinate its activities with CLIENT, the property owner, and any government agency having regulatory oversight over the underlying activities.

c. CONSULTANT shall accommodate other CLIENT activities at the site. CONSULTANT shall designate an authorized representative to be available for consultation, assistance, and coordination of activities.

7. Confidentiality.

a. To the extent permitted by law (particularly including the California Public Records Act, codified at Government Code Sections 6250 et seq.), each party shall keep confidential all business and technical information identified as "Confidential" and obtained from the other party in connection with the performance of the Services. Any such information shall be labeled "Confidential" and shall be retained in a separate part of the materials comprising this agreement. Neither party shall disclose such information without the other party's consent except to the extent required by (1) the performance of

the Services; (2) compliance with the professional conduct standards for preservation of the public safety, health, or welfare; or (3) compliance with any court order or other governmental directive, including requests from government agency having regulatory oversight over the underlying activities. In the event that there is a request for materials that are identified as “Confidential”, the party receiving such request shall promptly notify the party claiming confidentiality, so that the party claiming confidentiality may take appropriate action to protect the claimed confidentiality. The party receiving the request shall not be obligated to take any action to protect the claimed confidentiality, other than notifying the party claiming the confidentiality.

b. Notwithstanding the immediately preceding paragraph, with CLIENT consent, CONSULTANT may include CLIENT’s name and a general description of the Services to be provided, including narrative and photographic representations of the Services, in general informational presentations made by CONSULTANT for the promotion of its expertise and experience.

c. The obligations created by this Section 7 shall survive the termination or expiration of this agreement.

8. Ownership of Documents.

All reports, drawings, specifications, and other work products produced under this Agreement, and any materials or documents purchased by CONSULTANT, the cost of which is charged to this Agreement, shall become the property of the CLIENT. The obligations created by this Section 8 shall survive the termination or expiration of this agreement.

9. Insurance.

CONSULTANT now carries and will continue to carry during the term of this agreement the following insurance types and minimum coverages:

- a. Worker's compensation and Occupational Disease Insurance to comply with the laws of the State of California.
- b. Comprehensive General Liability Insurance covering activities performed under this agreement, including coverage of liability assumed in this Agreement, with minimum limits of \$1,000,000 (ONE MILLION DOLLARS) for bodily injury for each occurrence and \$1,000,000 (ONE MILLION DOLLARS) for property damage for each occurrence.
- c. Automobile Liability Insurance covering all non-owned and hired motor vehicles used in connection with the Engagement Services with \$2,000,000 (TWO MILLION DOLLARS) combined single limit for bodily injury and property damage liability.
- d. Professional Errors & Omissions/Pollution Liability Insurance with minimum limits of \$1,000,000 (ONE MILLION DOLLARS) for each claim and \$2,000,000 (TWO MILLION DOLLARS) aggregate.
- e. CLIENT shall be named as an additional insured on all of the insurance policies required by this Section 9. At CLIENT's request, CONSULTANT shall furnish CLIENT certificates evidencing the required coverages and identifying CLIENT as an additional insured.

10. Indemnification.

a. Except as otherwise provided in this Section 10, CONSULTANT shall indemnify and hold harmless CLIENT from and against any and all liability for bodily injury (including death) or third-party property damage to the extent such injury or damage results from CONSULTANT's negligence in connection with and during its performance of the Services, except to the extent such liability results from CLIENT's negligence or intentional misconduct.

b. CLIENT shall indemnify and hold harmless CONSULTANT from and against any and all claims, demands, losses, penalties, fines, and causes of action (including reasonable attorney fees and court costs) arising from or relating to CLIENT's negligence or contractual breach including any noncompliance with the obligations as set forth in Section 5 herein, except to the extent such liability results from CONSULTANT's negligence or intentional misconduct.

c. Each Party shall hold harmless the other Party from and against any and all liability, costs, expenses, damages, claims, suits, or demands for which the Party is solely or may become solely liable on account of bodily injury, disease, or death suffered by any employee of the other Party in connection with the performance of the Services under this Agreement. Each Party shall bear the risk of loss or damage to its own equipment, materials, supplies, structures, or property.

d. CLIENT acknowledges that CONSULTANT has not created, generated, or contributed to the generation or existence of any hazardous or toxic material, or any

other type of environmental hazard, contamination or pollution, whether latent or patent, or the release thereof, or the violation of any law or regulation relating thereto, prior to the date on which the performance of services is commenced hereunder (collectively referred to as "Preexisting Conditions"). Accordingly, except to the extent covered by the "Scope of Work" herein, or where the injury is solely caused by a failure of CONSULTANT's obligations under Section 6 of this Agreement, CLIENT shall defend (with counsel approved by CONSULTANT) protect, indemnify, and hold harmless CONSULTANT and its employees against all claims, demands, losses, penalties, fines, and causes of action of every kind and character, whether based on contract, tort (including negligence), statute, or regulation (including reasonable attorneys and court costs) arising from or relating to preexisting conditions. CONSULTANT shall have the right, at its sole expense, to join in the defense of any action in which it is made a defendant.

e. The obligations created under this Section 10 shall survive the termination or expiration of this Agreement,

11. Non-Discrimination Clause.

a. During the performance of this Agreement, CONSULTANT and its contractors and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family care leave, or genetic information, gender, gender

identity, gender expression, military and veteran status, or any other protected class under state or federal law.

b. The CONSULTANT, its contractors, and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

c. The CONSULTANT, its contractors, and subcontractors shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated thereunder. (Gov. Code, §12990, subs. (a)-(f) et seq.; Cal. Code Regs., tit. 2, § 7285 et seq.) Such regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

d. The CONSULTANT, its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

e. The CONSULTANT shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

12. Limitation of Liability.

a. Neither party hereto, nor any of its affiliates, subcontractors, or vendors at any tier, shall be liable to the other party or its affiliates, subcontractors, or vendors for any loss of profit, loss of product, loss of use, or for any other indirect, consequential, or special damages, even if the claimed injury is caused by the sole or concurrent negligence of such party and even if advised of the possibility thereof.

b. CLIENT agrees that in consideration of this Agreement and the comparative levels of risk taken, all claims for indemnification or contribution shall be limited to the amounts and coverages listed in the insurance provisions in Section 9 herein. All claims against CONSULTANT shall be deemed waived unless made by CLIENT in writing and received by CONSULTANT within six months after CONSULTANT has completed that portion of the Engagement Services with respect to which the claim is made.

c. Any limitation on or exculpation from liability afforded CONSULTANT by this Agreement shall be applicable regardless of whether the action or claim is based on contract, tort (including negligence), statute, strict liability or otherwise and shall likewise limit the liability of CONSULTANT, its affiliates, subcontractors, and vendors of any tier and their respective officers, agents, and employees.

d. There are no third-party beneficiaries of this Agreement and no third party may rely upon obligations or representations herein or on the findings of any report produced hereunder.

e. The obligations created under this Section 12 shall survive the termination or expiration of this Agreement.

13. Changes in Performance.

a. CLIENT may at any time, by written order, make changes within the general scope of the Services contemplated by this Agreement and any Task Order issued hereunder, in any one of the following areas:

- (1) Specific services to be performed;
- (2) Specific deliverables;

(3) Schedule for completion and delivery of product.

b. If any changes requested pursuant to paragraph a. of this Section 13, or otherwise pursuant to any other provision of this Agreement, results in an increase or decrease in the costs of providing those services or in the time required to perform those services, an equitable adjustment shall be made in the (1) Price; (2) Schedule; and, (3) in such other provisions of this agreement as may be appropriate, and this Agreement shall be modified in writing accordingly.

c. It is further understood that field conditions may dictate changes in the Services to be performed, and those services may be required to be performed by written change order from CLIENT prior to an agreement on price, schedule or other relevant provisions of this Agreement. Reimbursement for such activities shall be on a time and materials basis in accordance with the hourly rates and cost-plus provisions included in Attachment 2, and extensions to the Schedule shall be based on the actual delays and ramifications caused by said changes in field conditions.

14. Independent Contractor.

The Services shall be performed by CONSULTANT under the sole supervision, management, and control of CONSULTANT. CLIENT shall look to CONSULTANT for results only and shall have no right at any time to direct or supervise CONSULTANT or CONSULTANT's agents or employees in the performance of the Services or as to the manner, means, or methods by which the Services are performed. CONSULTANT shall be an independent contractor of CLIENT and not an employee, and no such employment relationship is intended to be created by this Agreement.

15. Force Majeure.

It is agreed that in the event CONSULTANT is rendered unable wholly or in part by force majeure to carry out its obligations hereunder, the obligation of CONSULTANT shall be suspended during the pendency of any inability, and such inability shall as far as possible be remedied with all reasonable dispatch. The term “force majeure” as used herein shall mean strikes, lockouts or other industrial and labor disturbances, pandemics, acts of public enemies, wars, insurrections, civil disturbances, explosions, earthquakes, fires, severe storms, floods, or orders, restraints, or prohibitions by any regulatory agency, board, department, commission, or court having jurisdiction over CONSULTANT, or any other cause not within CONSULTANT’s control.

16. Termination for Default.

If either party:

- (a) Breaches any material obligation under this Agreement;
- (b) Becomes insolvent or otherwise unable to meet its financial obligations; or,
- (c) Is adjudicated as bankrupt, or has an involuntary petition in bankruptcy

filed against it;

the other party may terminate this Agreement without any further liability. If this Agreement is terminated pursuant to the provisions of this paragraph, CLIENT shall be obligated to pay for those Services performed and goods received as of the date of the termination, along with the reasonable costs of settling outstanding commitments, including the cost of terminating any subcontracts.

17. Termination for Convenience.

Either party may terminate this Agreement for its own convenience by providing the other party thirty (30) days' prior written notice. Should CLIENT terminate this Agreement pursuant to the terms of this Section 17, CLIENT shall be obligated to pay for those Services performed and goods received as of the date of the termination, along with the reasonable costs of settling outstanding commitments, including the cost of terminating any subcontracts.

18. Certain Litigation Expenses.

CLIENT acknowledges that, due to unforeseen future circumstances, litigation may result concerning the subject matter of the Services, to which CONSULTANT may not be named as a party, but for which CONSULTANT, as a consultant to CLIENT, may be compelled by court order or subpoena to retrieve and produce documents in its possession, or to provide testimony related to the Services, and that such document production or testimony entails significant costs, for which CONSULTANT may not be wholly reimbursed under the applicable rules of civil or criminal procedure. Therefore, except where CONSULTANT is also named as a party to the underlying action, and where CONSULTANT is found to be partially or wholly liable in the underlying action, CLIENT agrees to reimburse CONSULTANT for any costs incurred as a result of such compelled document production or testimony that are not reimbursed by others, within 60 days after CLIENT receives an invoice for such costs. For purposes of this Section 18, "costs" shall include labor costs and other direct costs (including, but not limited to, reproduction, shipping, mileage, lodging, and reasonable per diem) plus 15% charge on direct expenses. The

obligations created by this Section 18 survive the termination or expiration of this Agreement.

19. Waiver.

Any waiver by either party of any provision or condition of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same provision or condition, unless such waiver is expressed in writing by the party to be bound.

20. Severability.

If any provision or portion of this Agreement is finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect and shall be binding on the parties hereto.

21. Notice.

Any notice to be given under this Agreement shall be in writing and shall be deemed to have been given when personally delivered, or sent by overnight courier service, the receipt of which is confirmed by telephone, or mailed by certified mail, return receipt requested and postage prepaid, to the address specified on page 1 of this Agreement.

22. Governing Law; Venue.

This Agreement shall be governed by and in accordance with the laws of the State of California.

23. Entire Agreement.

This Agreement is the entire understanding and agreement between the parties and supersedes any previous communications, representations, or agreements by either party, whether oral or written. This Agreement may be changed only by a written instrument signed by both parties.

24. No Assignment. This Agreement shall not be assigned by CONSULTANT without CLIENT's written consent.

25. Counterparts; Electronic Signatures. This Agreement may be signed in counterparts and shall be deemed to be fully executed when so signed. This Agreement may be signed by electronic signatures or signatures transmitted by e-mail, DocuSign or other electronic means and such electronic signatures shall be deemed as valid as an original "wet" signature.

SPECIALIZED UTILITY SERVICES

HERITAGE RANCH CSD

PROGRAM REPRESENTATIVE

DISTRICT REPRESENTATIVE

Signature:_____

Signature:_____

Print Name:_____

Print Name:_____

Title:_____

Title:_____

Date:_____

Date:_____

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Mike Wilcox, Operations Manager

VIA: Scott Duffield, General Manager

DATE: May 18, 2023

SUBJECT: Request to approve the purchase of a light duty fleet replacement truck for regular operations for a not to exceed cost of \$50,000 and approve a budget adjustment from reserves.

Recommendation

It is recommended that the Board of Directors approve the purchase of a light duty fleet replacement truck 2023 or newer to replace the 2003 Toyota Tacoma, and approve a budget adjustment from reserves.

Background

See below table for a brief overview of referenced fleet.

YEAR	MAKE & MODEL	MILEAGE	STATUS
1993	Toyota Tacoma	?	Sold
2001	Ford F550	106000	Replaced
2003	Toyota Tacoma	121000	In service
2007	Ford F150	105072	In service
2007	Ford F150	127416	In service
2009	Ford Ranger	95130	In service
2009	Ford Ranger	95869	In service

Discussion

The current budget provides \$35,000 for the acquisition of a new light duty truck. This budget was developed and approved during a period of low inventory for new vehicles. During the budget year, a replacement light duty truck was either not available or not affordable.

The current approved budget amount was in line with government pricing for contracts that are soon to be renewed for 2024 models.

Fiscal Considerations

The FY 2022/23 Budget includes \$35,000 allocated for light duty truck replacement. Government contract pricing indicates that basic light duty trucks are becoming available and new contract prices will be released soon, most likely higher. Previous contracts included pricing for Ford, Chevrolet, GMC, Nissan, Toyota, and Dodge. The recommended action will also require a budget adjustment to cover any difference in cost.

Results

Approval of the recommended action will allow for immediate action by the District when the right truck at the right price becomes available.

Attachments: Light duty truck proposals.

File: Vehicles



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

3/3/2023

Quote ID: 33982

Order Cut Off Date: TBA

Mike Wilcox
Heritage Ranch Community Services District
Utilities

4870 Heritage Road

Paso Robles, California, 93446-4185

Dear Mike Wilcox,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ram 1500 Classic (DS6L41) Tradesman 4x4 Quad Cab 6'4" Box,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$46,945.00	\$45,032.84	4.073 %	\$1,912.16
Tax (0.0000 %)		\$0.00		
Tire fee		\$8.75		
Total		\$45,041.59		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497





National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

3/3/2023

Quote ID: 33981

Order Cut Off Date: TBA

Mike Wilcox
Heritage Ranch Community Services District
Utilities

4870 Heritage Road

Paso Robles, California, 93446-4185

Dear Mike Wilcox,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ram 1500 Classic (DS6L41) Express 4x4 Quad Cab 6'4" Box *Ltd Avail*,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$44,210.00	\$42,465.50	3.946 %	\$1,744.50
Tax (0.0000 %)		\$0.00		
Tire fee		\$8.75		
Total		\$42,474.25		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497





National Auto Fleet Group

A Division of Chevrolet of Watsonville
 490 Auto Center Drive, Watsonville, CA 95076
 (855) 289-6572 • (831) 480-8497 Fax
 Fleet@NationalAutoFleetGroup.com

5/3/2023

Quote ID: 23964RL

Mr Mike Wilcox
 Heritage Ranch Community Services District
 4870 Heritage Road
 Paso Robles, California, 93446

Dear Mike Wilcox,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford F-150 (F1E) XL 4WD Reg Cab 8' Box 141" WB, Vin 68916) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total Savings
Contract Price	\$44,080.00	\$41,461.85	\$2,618.15
Vin 68916			
Tax (8.7500 %)		\$3,627.91	
Tire fee		\$8.75	
Transportation		\$260.00	
Total		\$45,358.51	

- per the attached specifications. Scheduled units subject to prior sale until receipt of a purchase order.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
 Account Manager
 Email: Fleet@NationalAutoFleetGroup.com
 Office: (855) 289-6572
 Fax: (831) 480-8497

Quoting Department
 Account Manager
 Fleet@NationalAutoFleetGroup.com
 (855) 289-6572



GMC



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

5/3/2023

Quote ID: **23962RL**

Mr Mike Wilcox
Heritage Ranch Community Services District
4870 Heritage Road
Paso Robles, California, 93446

Dear Mike Wilcox,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford F-150 (F1E) XL 4WD Reg Cab 6.5' Box 122" WB, vin 68801) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total Savings
Contract Price	\$43,780.00	\$41,171.98	\$2,608.02
vin 68801			
Tax (8.7500 %)		\$3,602.54	
Tire fee		\$8.75	
Transportation		\$260.00	
Total		\$45,043.27	

- per the attached specifications. Scheduled units subject to prior sale until receipt of a purchase order.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
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GMC