

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

Minutes of January 20, 2022

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

President Cousineau called the meeting to order at 4:00 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the roll. Directors Burgess and Capps were absent. All other Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, Operations Manager Mike Wilcox, District Engineer Doug Groshart and District Counsel Jeff Minnery.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Tina Platt, HROA General Manager was seeking a copy of the original charter when the District was formed. In particular, the Roads Designation.

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of December 16, 2021.
- b. **Warrant Register:** Receive/approve December 2021 warrants.
- c. **Treasurer's Report:** Receive/file December 2021 reports.
- d. **Treasurer's Report:** Receive/file FY2021/22 2nd quarter report.
- e. **Fiscal Report:** Receive/file December 2021 status reports.
- f. **Office Report:** Receive/file December 2021 reports.

There were no public comments.

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

Ayes: Barker, Cousineau, Rowley

Absent: Burgess, Capps

5. DISCUSSION ITEMS

- a. **Receive and file the Water Resource Recovery Facility project progress report.**

Dylan Wade from WSC provided an update on the Water Resource Recovery Facility upgrade project and answered any questions the Board had.

There were no public comments.

The item was received and filed.

6. MANAGER REPORT

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

There were no public comments.

The January 2022 report was received and filed.

7. DISTRICT ENGINEER REPORT

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

There were no public comments.

The January 2022 report was received and filed.

8. OPERATIONS MANAGER REPORT

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

There were no public comments.

The January 2022 report was received and filed.

9. COMMITTEE AND DIRECTOR REPORTS

There were no reports.

10. ADJOURNMENT

On a motion by Director Barker and seconded by Director Rowley the meeting adjourned at 4:45 pm to the next scheduled regular meeting on Thursday, February 17, 2022.

APPROVED:

**Reg Cousineau, President
Board of Directors**

ATTEST:

**Kristen Gelos, Secretary
Board of Directors**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/3/2022	CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT	762.93	
	EMPLOYEE PAID HEALTH BENEFIT	762.93	
	EMPLOYEE PAID HEALTH BENEFIT	799.85	\$ 2,325.71
1/3/2022	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS	15,875.38	\$ 15,875.38
1/4/2022	READY REFRESH BY NESTLE LAB TESTING	31.47	\$ 31.47
1/6/2022	J.B. DEWAR. INC. FUEL & OIL	2,521.02	\$ 2,521.02
1/11/2022	STAPLES CREDIT PLAN OFFICE SUPPLIES	334.69	
	OFFICE SUPPLIES	119.02	
	OFFICE SUPPLIES	38.91	\$ 492.62
1/11/2022	GREAT WESTERN ALARM ALARM / ANSWERING SERVICE	273.89	\$ 273.89
1/11/2022	AT&T TELEPHONE	111.74	\$ 111.74
1/11/2022	USA BLUEBOOK WTP FILTERS RENOVATION PROJECT	2,701.90	
	WTP FILTERS RENOVATION PROJECT	4,701.54	
	MAINTENANCE FIXED EQUIPMENT	2,220.86	
	WTP FILTERS RENOVATION PROJECT	4,712.57	\$ 14,336.87
1/11/2022	SWRCB LICENSES & PERMITS	3,326.00	\$ 3,326.00
1/11/2022	DELTA LIQUID ENERGY PROPANE	240.05	
	PROPANE	235.69	\$ 475.74
1/11/2022	SAN MIGUEL ROLL OFF COMPANY, I MAINTENANCE FIXED EQUIPMENT	644.48	\$ 644.48
1/11/2022	MASTER METER, INC. COMPUTER/SOFTWARE	1,500.00	\$ 1,500.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/11/2022	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER/SOFTWARE	816.66 130.00	\$ 946.66
1/11/2022	TABORDA SOLUTIONS COMPUTER/SOFTWARE	363.60	\$ 363.60
1/12/2022	FERGUSON ENTERPRISES INC WTP FILTERS RENOVATION PROJECT STRUCTURES & GROUNDS STRUCTURES & GROUNDS WTP FILTERS RENOVATION PROJECT WTP FILTERS RENOVATION PROJECT STRUCTURES & GROUNDS STRUCTURES & GROUNDS	(12,906.68) (25.89) (158.07) 21,623.27 17,440.61 158.07 25.89	\$ 26,157.20
1/12/2022	NAPA AUTO PARTS MAINTENANCE FIXED EQUIPMENT VEHICLES	5.97 33.57	\$ 39.54
1/12/2022	ABALONE COAST ANALYTICAL, INC. LAB TESTING	4,961.00	\$ 4,961.00
1/12/2022	WALLACE GROUP CONSULTING & ENGINEERING	672.75	\$ 672.75
1/12/2022	ADAMSKI, MOROSKI, MADDEN, CUMB LEGAL & ATTORNEY	4,080.50	\$ 4,080.50
1/12/2022	BLAKES INC MAINTENANCE FIXED EQUIPMENT	29.33	\$ 29.33
1/12/2022	BRENNTAG PACIFIC, INC CHEMICALS	4,107.75	\$ 4,107.75
1/12/2022	FGL ENVIRONMENTAL LAB TESTING	100.00	\$ 100.00
1/12/2022	CAL COAST IRRIGATION, INC. WTP FILTERS RENOVATION PROJECT	32.51	\$ 32.51
1/12/2022	FLUID RESOURCE MANAGEMENT PROFESSIONAL SERVICES	385.00	\$ 385.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/12/2022	U.S. BANK CORPORATE PAYMENT SY STRUCTURES & GROUNDS	670.21	
	OFFICE SUPPLIES	54.13	
	OFFICE SUPPLIES	62.10	
	TELEPHONE	199.07	
	MAINTENANCE FIXED EQUIPMENT SUPPLIES	7.05	
	WTP FLITERS RENOVATION PROJECT	229.11	
		611.22	\$ 1,832.89
1/12/2022	BENJAMIN FRANKLIN PLUMBING MAINTENANCE FIXED EQUIPMENT	364.00	\$ 364.00
1/12/2022	WATER SYSTEMS CONSULTING, INC. WRRF UPGRADE PROJECT	15,224.61	\$ 15,224.61
1/12/2022	DATA PROSE LLC DECEMBER BILLING	1,210.33	\$ 1,210.33
1/12/2022	RIVAL TECHNOLOGY INC. COMPUTERS/SOFTWARE COMPUTERS/SOFTWARE	174.27 8.41	\$ 182.68
1/12/2022	STOCKMAN'S ENERGY, INC. PVS PROJECT	61,247.27	\$ 61,247.27
1/12/2022	BRIAN VOGEL MEDICAL REIMBURSEMENT	170.00	\$ 170.00
1/12/2022	KIRK CONSTRUCTION VERTICAL INTAKE PROJECT	8,015.15	\$ 8,015.15
1/12/2022	EMPLOYMENT DEVELOPMENT DEPARTM SUI/ETT/SDI	99.62	\$ 99.62
1/14/2022	R. ARNOLD NET PAYROLL	2,855.73	\$ 2,855.73
1/14/2022	J. PRITCHETT NET PAYROLL	2,545.87	\$ 2,545.87
1/14/2022	M. HUMPHREY NET PAYROLL	2,119.51	\$ 2,119.51

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/14/2022	B. VOGEL NET PAYROLL	2,001.69	\$ 2,001.69
1/14/2022	T. SHOGREN NET PAYROLL	1,971.19	\$ 1,971.19
1/14/2022	K. GELOS NET PAYROLL	2,445.69	\$ 2,445.69
1/14/2022	D. BURGESS NET PAYROLL	92.35	\$ 92.35
1/14/2022	B. BARKER NET PAYROLL	92.35	\$ 92.35
1/14/2022	M. ROWLEY NET PAYROLL	92.35	\$ 92.35
1/14/2022	R. COUSINEAU NET PAYROLL	92.35	\$ 92.35
1/14/2022	S. DUFFIELD NET PAYROLL	3,857.90	\$ 3,857.90
1/14/2022	D. CAPPS NET PAYROLL	92.35	\$ 92.35
1/14/2022	M. WILCOX NET PAYROLL	1,983.49	\$ 1,983.49
1/14/2022	D. GROSHART NET PAYROLL	4,119.46	\$ 4,119.46
1/14/2022	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	2,258.00	\$ 2,258.00
1/14/2022	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIHOLDING MEDICARE	2,534.37 62.00 992.22	\$ 3,588.59
1/24/2022	STAPLES CREDIT PLAN OFFICE SUPPLIES	53.06	\$ 53.06

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/14/2022	EMPLOYMENT DEVELOPMENT DEPARTM ETT SDI SUI STATE WITHHOLDING	33.72 370.87 539.44 1,062.66	\$ 2,006.69
1/14/2022	CALPERS RETIREMENT SYSTEM PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	1,850.97 1,538.26 1,991.31 8.37	\$ 5,388.91
1/24/2022	CALPERS RETIREMENT SYSTEM PERS RETIREMENT U/L PERS RETIREMENT U/L PERS RETIREMENT U/L	7,832.92 51.75 82.75	\$ 7,967.42
1/24/2022	FERGUSON ENTERPRISES INC STRUCTURES & GROUNDS	95.16	\$ 95.16
1/24/2022	WALLACE GROUP CONSULTING & ENGINEERING PVS PROJECT VERTICAL INTAKE PROJECT	51.75 107.24 5,210.22	\$ 5,369.21
1/24/2022	AT&T TELEPHONE	79.05	\$ 79.05
1/24/2022	MCCLATCHY COMPANY LLC ADVERTISING	123.54	\$ 123.54
1/24/2022	MOSS, LEVY & HARTZHEIM LLP AUDIT FY 2020/21	1,485.00	\$ 1,485.00
1/24/2022	USA BLUEBOOK WTP FILTERS RENOVATION PROJECT	19,835.30	\$ 19,835.30
1/24/2022	BRENNTAG PACIFIC, INC CHEMICALS	3,442.05	\$ 3,442.05
1/24/2022	TYLER TECHNOLOGIES COMPUTER/SOFTWARE	64.10	\$ 64.10

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/24/2022	SWRCB LICENSES & FEES LICENSES & FEES	5,371.00 763.00	\$ 6,134.00
1/24/2022	ROY ARNOLD CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
1/24/2022	SAN MIGUEL ROLL OFF COMPANY, I MAINTENANCE FIXED EQUIPMENT	647.34	\$ 647.34
1/24/2022	FLUID RESOURCE MANAGEMENT PROFESSIONAL SERVICES MAINTENANCE FIXED EQUIPMENT	495.00 1,841.00	\$ 2,336.00
1/24/2022	KRISTEN GELOS CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
1/24/2022	JAMES A. PRITCHETT MEDICAL REIMBURSEMENT CELL & INTERNET ALLOWANCE	120.00 80.00	\$ 200.00
1/24/2022	PITNEY BOWES GLOBAL FINANCIAL POSTAGE METER LEASE	161.79	\$ 161.79
1/24/2022	WATER SYSTEMS CONSULTING, INC. WRRF UPGRADE PROJECT	5,792.50	\$ 5,792.50
1/24/2022	SCOTT DUFFIELD CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
1/24/2022	MARK HUMPHREY CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
1/24/2022	BRIAN VOGEL CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
1/24/2022	ANTHRACITE FILTER MEDIA CO. WTP FILTERS RENOVATION PROJECT	32,092.31	\$ 32,092.31
1/24/2022	MIKE WILCOX CELL & INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/24/2022	JAMES R. GREEN PROFESSIONAL SERVICES	4,000.00	\$ 4,000.00
1/24/2022	DOUGLAS GROSHART CELL & INTERNET ALLOWANCE	40.00	\$ 40.00
1/24/2022	ROBERTS WATER TECHNOLOGIES, IN WTP FILTERS RENOVATION PROJECT	25,682.40	\$ 25,682.40
1/24/2022	A.M. PECHE & ASSOCIATES LLC PVS PROJECT	350.00	\$ 350.00
1/28/2022	J.B. DEWAR. INC. FUEL & OIL	873.92	\$ 873.92
1/28/2022	CHARTER COMMUNICATIONS INTERNET	89.99	\$ 89.99
1/28/2022	R. ARNOLD NET PAYROLL	2,436.87	\$ 2,436.87
1/28/2022	J. PRITCHETT NET PAYROLL	2,470.88	\$ 2,470.88
1/28/2022	M. HUMPHREY NET PAYROLL	1,990.04	\$ 1,990.04
1/28/2022	B. VOGEL NET PAYROLL	2,426.73	\$ 2,426.73
1/28/2022	T. SHOGREN NET PAYROLL	1,941.00	\$ 1,941.00
1/28/2022	K. GELOS NET PAYROLL	2,454.59	\$ 2,454.59
1/28/2022	S. DUFFIELD NET PAYROLL	3,720.10	\$ 3,720.10
1/28/2022	S. DUFFIELD SICK LEAVE PAYOUT	2,485.09	\$ 2,485.09

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022
WARRANT REGISTER**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
1/28/2022	M. WILCOX NET PAYROLL	1,989.93	\$ 1,989.93
1/28/2022	D. GROSHART NET PAYROLL	4,147.07	\$ 4,147.07
1/28/2022	CALPERS 457 DEFFERED COMP PROG PERS 457- DEFFERED COMP.	2,258.00	\$ 2,258.00
1/28/2022	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,614.94 1,042.84	\$ 3,657.78
1/28/2022	EMPLOYMENT DEVELOPMENT DEPARTM ETT SDI SUI STATE WITHHOLDING	23.24 395.57 367.45 1,008.59	\$ 1,794.85
1/28/2022	CALPERS RETIREMENT SYSTEM CALPERS UNIFORM CONTRIBUTION PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	14.69 1,850.98 1,538.26 1,991.31 8.37	\$ 5,403.61
GRAND TOTAL FOR ALL WARRANTS			\$ 366,232.46

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
STATUS REPORT FOR ALL ACCOUNTS
JANUARY 2022**

BEGINNING BALANCE ALL ACCOUNTS		\$ 5,003,780.79
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OPERATING CASH IN DRAWER		\$300.00
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PACIFIC PREMIER BANK - CHECKING		
BEGINNING BALANCE 12/31/2021	\$339,734.62	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	\$184,365.45	
INTEREST EARNED	\$2.88	
TOTAL CHECKS, FEES AND EFT'S	-\$366,999.51	
TRANSFER TO LAIF ACCOUNT	\$0.00	
TRANSFER FROM LAIF ACCOUNT	\$0.00	
ENDING BALANCE 1/31/2022		\$157,103.44
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PACIFIC PREMIER BANK DWR LOAN REPAYMENT (1994-2029):		
LOAN SERVICES ACCOUNT		
BEGINNING BALANCE 12/31/2021	\$26,052.69	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	\$0.00	
ENDING BALANCE 1/31/2022		\$26,052.69
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PACIFIC PREMIER BANK DWR RESERVE ACCOUNT		
BEGINNING BALANCE 12/31/2021	\$113,476.14	
INTEREST EARNED	\$0.00	
ENDING BALANCE 1/31/2022		\$113,476.14
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PACIFIC PREMIER BANK SDWSRF LOAN SERVICES ACCOUNT		
BEGINNING BALANCE 12/31/2021	\$58,999.56	
QUARTERLY DEPOSIT	\$0.00	
INTEREST EARNED	\$0.00	
SEMI-ANNUAL PAYMENT	(\$29,369.28)	
ENDING BALANCE 1/31/2022		\$29,630.28
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WESTERN ALLIANCE		
PVS PROJECT CAPITALIZED INTEREST FUND		
BEGINNING BALANCE 12/31/2021	\$18.34	
INTEREST EARNED	\$0.00	
INTEREST PAYMENT	\$0.00	
ENDING BALANCE 1/31/2022		\$18.34
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LOCAL AGENCY INVESTMENT FUND (LAIF)		
BEGINNING BALANCE 12/31/2021	\$4,465,499.44	
INTEREST EARNED	\$2,615.56	
TRANSFER FROM PACIFIC PREMIER CHECKING	\$0.00	
TRANSFER TO PACIFIC PREMIER CHECKING	\$0.00	
ENDING BALANCE 1/31/2022		\$4,468,115.00
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ENDING BALANCE ALL ACCOUNTS		\$4,794,395.89
DIFFERENCE FROM LAST MONTH	Decrease	(\$209,384.90)

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
TREASURER'S REPORT
JANUARY 2022**

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance:	\$ 5,003,780.79
Ending Balance:	\$ 4,794,395.89
Variance:	\$ (209,384.90)
Interest Earnings for the Month Reported:	\$ 2,618.44
Interest Earnings Fiscal Year-to-Date:	\$ 9,287.04

ANALYSIS OF REVENUES

Total operating income for water and sewer was:	\$158,227
Non-operating income was:	\$27,478
Franchise fees paid to the District by San Miguel Garbage was:	\$ 6,668.35
Interest earnings for the P.P.B. checking account was:	\$ 2.88
Interest earnings for the P.P.B. DWR Loan Services account was:	\$ -
Interest earnings for the P.P.B. DWR Reserve account was:	\$ -
Interest earnings for the P.P.B. SRF Loan Services account was:	\$ -
Interest earnings for the Western Alliance account was:	\$ -
Interest earnings for the LAIF account was:	\$ 2,615.56

ANALYSIS OF EXPENSES

Pacific Premier Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$366,999.51
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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 - CONSOLIDATED BUDGET
2021/22 Budget**

OPERATING REVENUE	Budget FY 21/22	Actual January	Actual Year to Date	Percentage Year to Date	Variance Explanation
Water Fees	1,107,981	81,377	748,250	68%	
Sewer Fees	704,110	59,088	412,543	59%	
Hook-Up Fees	3,000	0	1,900	63%	
Turn on Fees	3,500	100	1,775	51%	
Late Fees	18,500	3,961	14,679	79%	
Plan Check & Inspection	10,000	0	1,293	13%	
Miscellaneous Income	500	13,700	27,817	5563%	Sale of asset - Vac Trailer
TOTAL OPERATING	\$1,847,591	\$158,227	\$1,208,257	65%	

FRANCHISE REVENUE					
Solid Waste Franchise Fees	77,220	6,668	45,675	59%	
TOTAL FRANCHISE	\$77,220	\$6,668	\$45,675	59%	

TOTAL OPERATING \$1,924,811 \$164,895 \$1,253,932 65%

NON-OPERATING REVENUE					
Standby Charges	242,144	8,626	140,288	58%	
Property Tax	404,308	16,234	250,026	62%	
Interest	50,000	2,618	9,287	19%	
Connection Fees	70,580	0	40,211	57%	
TOTAL NON-OPERATING	\$767,032	\$27,478	\$439,812	57%	

RESERVE REVENUE					
Capital Reserves	656,000	32,988	78,142	12%	
Operating Reserves	1,833,986	179,486	375,047	20%	
TOTAL RESERVE	\$2,489,986	\$212,474	\$453,189	18%	

TOTAL NON-OPERATING \$3,257,018 \$239,952 \$893,001 27%

TOTAL ALL INCOME	\$5,181,829	\$404,847	\$2,146,932	41%	
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2021/22 Budget**

OPERATING EXPENSES

SALARIES AND BENEFITS	Budget FY 21/22	Actual January	Actual Year to Date	Percentage Year to Date	Variance Explanation
Salaries	810,774	67,710	441,520	54%	
Health Insurance	149,611	12,188	58,716	39%	
Health Insurance - Retirees	44,584	3,945	25,587	57%	
PERS	146,225	14,160	98,706	68%	
Standby	13,100	1,108	7,912	60%	
Overtime	15,600	1,133	8,027	51%	
Workers Comp. Ins.	18,355	0	16,185	88%	Paid Annually
Directors' Fees	9,000	500	4,700	52%	
Medicare/FICA	11,953	1,049	7,008	59%	
Car Allowance	3,000	250	1,750	58%	
SUI/ETT	1,500	467	628	42%	
Uniforms	5,000	0	2,884	58%	
TOTAL SALARIES & BENEFITS	\$1,228,702	\$102,510	\$673,623	55%	

UTILITIES

Electricity	121,527	0	83,224	68%	
Propane	1,025	476	589	57%	
Water Purchase	23,114	0	23,114	100%	Paid Semiannually
Telephone/Internet	10,800	1,000	6,922	64%	
TOTAL UTILITIES	\$156,466	\$1,476	\$113,849	73%	

MAINTENANCE & SUPPLIES

Chemicals	87,000	7,550	41,133	47%	
Computer/Software	29,450	2,240	14,511	49%	
Equip. Rental/Lease	2,500	0	1,007	40%	
Fixed Equip.	172,000	6,422	66,396	39%	
Fuel & Oil	10,000	3,395	8,591	86%	
Lab Testing	38,400	5,092	25,263	66%	
Office Supplies	1,500	0	1,323	88%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	8,140	765	5,015	62%	
Small Tools/Equip.	3,000	0	2,039	68%	
Supplies	2,500	229	1,099	44%	
Meters/Equip.	12,000	0	262	2%	
Vehicles	6,000	34	6,880	115%	
TOTAL MAINT. & SUP.	\$372,490	\$25,728	\$173,519	47%	

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2021/22 Budget**

GENERAL & ADMINISTRATION	Budget FY 21/22	Actual January	Actual Year to Date	Percentage Year to Date	Variance Explanation
Ads./Advertising	1,500	124	1,177	78%	
Alarm/Answering Service	4,000	274	1,987	50%	
Audit	10,000	1,485	8,485	85%	
Bank Charges/Fees	8,000	522	4,089	51%	
Consulting/Engineering	20,000	725	7,685	38%	
Dues/Subscription	9,850	0	8,693	88%	
Elections	0	0	0	0%	
Insurance	36,590	-165	36,770	100%	Paid Annually
LAFCO	6,600	0	6,269	95%	Paid Annually
Legal/Attorney	15,000	4,081	9,922	66%	
Licenses/Permits	32,100	9,460	10,926	34%	
Plan Check & Inspection	10,000	0	1,293	13%	
Postage/Billing	15,000	1,372	8,230	55%	
Professional Service	44,300	5,697	36,001	81%	
Tax Collection	6,000	0	0	0%	
Staff Training & Travel	8,000	0	410	5%	
Board Training & Travel	1,000	0	100	10%	
TOTAL G & A	\$227,940	\$23,573	\$142,036	62%	

CAPITAL PROJECTS & EQUIPMENT

Structures/Improvements	2,259,986	212,474	363,642	16%	
Equipment	230,000	0	89,316	39%	
TOTAL CAPITAL EXPENSE	\$2,489,986	212,474	452,958	18%	

DEBT

State Loan Payment	103,629	0	51,814	50%	paid semiannually
State Loan Payment Phase II	58,740	29,369	29,369	50%	paid semiannually
Western Alliance Lease-PVS	152,849	0	76,824	50%	paid semiannually
TOTAL DEBT	\$315,218	\$29,369	\$158,008		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$165,500	57%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

TOTAL EXPENSE	\$5,078,802	\$419,130	\$1,879,492	37%	
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CAPACITY CHARGES TRANSFER \$70,580 \$0 \$40,211 57%

SOLID WASTE FEES TRANSFER \$30,783 \$2,300 \$15,352 50%

FUND TOTAL	\$1,664	(\$16,582)	\$211,877		
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
JANUARY 2022 OFFICE REPORT**

Water & Sewer

On February 1st, we processed 1,932 bills for a total dollar amount of \$150,010 for water and sewer user fees for the month of January. The number of Automatic Drafts processed was 635 for a total dollar amount of \$44,248.

San Miguel Garbage Franchise Fees

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

Month of December

Garbage Collection (10%) - \$ 5,750.80

Roll-Off Collection (10%) - \$ 917.55

Total Franchise Fees Collected - \$ 6,668.35

Service Orders Completed

Staff completed a total of 24 service orders for the month of January. Below is a breakdown by job code.

OCCUPANT CHANGE	7	USA	7
MISC.	1	CALL OUT	1
LEAK	5	SEWER PROBLEM	1
PRESSURE CHECK	1	SEWER INSPECTION	1

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager
Dylan Wade, Water Systems Consulting

DATE: February 17, 2022

SUBJECT: Receive and file the Water Resource Recovery Facility Upgrade Project progress report.

Recommendation

It is recommended that the Board of Directors receive and file the Water Resource Recovery Facility Upgrade Project progress report.

Background

Your Board selected Water Systems Consulting (WSC) as our consultant for a design phase contract for the Water Resource Recovery Facility Upgrade Project (Project) at the Board Special Meeting of August 12, 2021. The contract was executed September 16, 2021.

Project Design Phase Updates

Project Scope

- Program Chartering. The program charter task has been completed except for printing and framing a hard copy version of the Charter.
- Design Confirmation. Staff is in the process of verifying Lift Station flow values and collecting loading data through additional sampling.
- Preliminary Design. WSC completed preparation of a utility map to identify surface features for capture by the land surveying subcontractor. WSC's surveying subcontractor performed a land survey of the property.
- NPDES Permitting. Preparation and coordination of the Report of Waste Discharge (ROWD - the final report for the current permit term and required to be submitted to the Regional Board) will be covered in WSC original scope. WSC will send the District a data request for information to be included in the ROWD. The ROWD is due by June 30, 2022.

- **USDA Coordination.** WSC and staff met with USDA to talk about current USDA grant and loan rates, and availability and timing of this process. WSC has received the draft Project Engineering Report (PER) outline from the USDA.

Project Schedule

The Project Design Phase is currently on schedule. There are currently no known unexpected impacts.

Project Budget

The Project Design Phase is currently within budget. There are currently no known unexpected impacts or needed modifications.

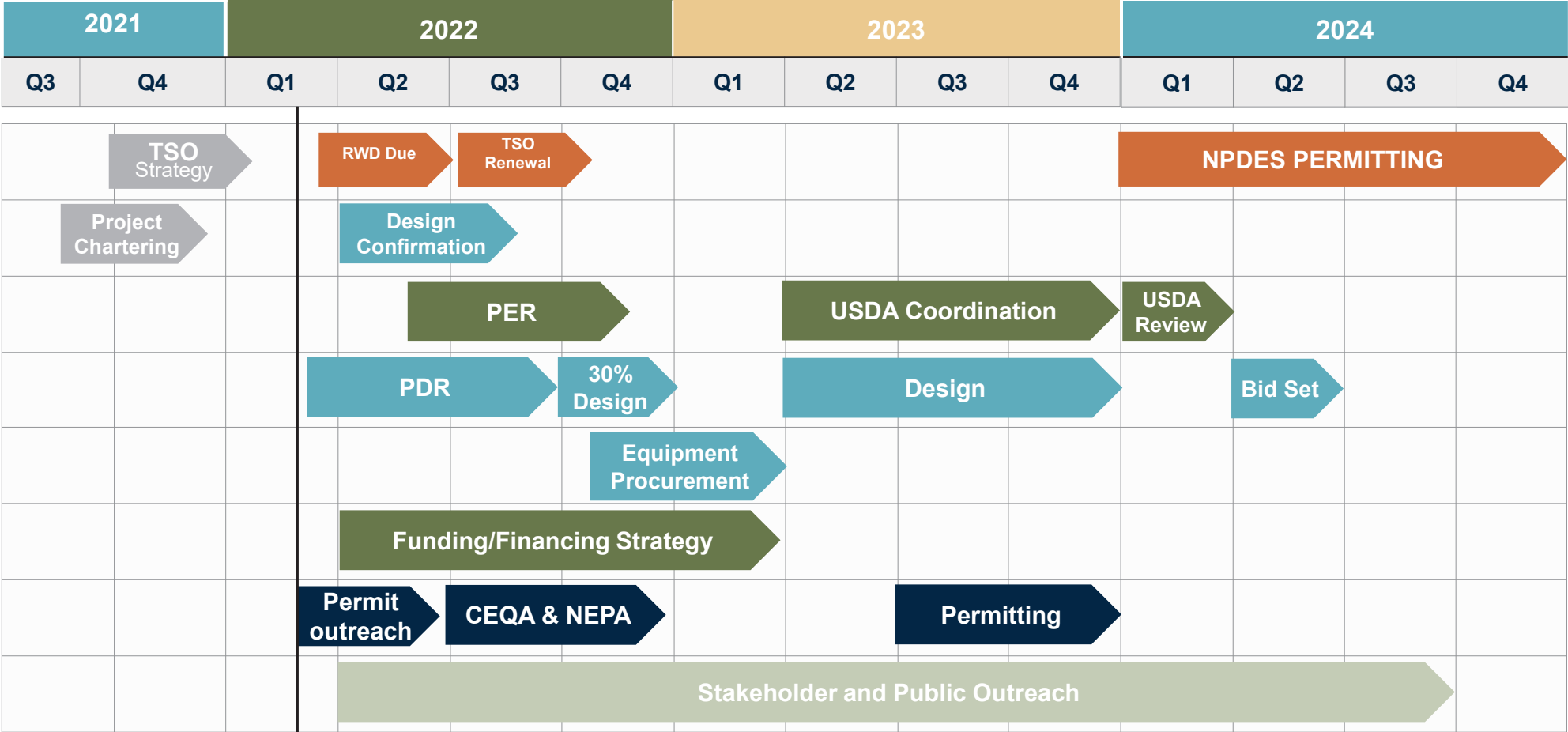
Look Ahead

In the coming month we should be finalizing initial data collection and starting preliminary design tasks. WSC will be working on reviewing potential funding and financing strategies, reviewing the PER outline, and developing a data request for the Report of Waste Discharges.

Attachments: Summary Schedule

File: Projects_WRRF

February 2022 Schedule



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Manager Report For the Month of February 2022

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

Administration

- The Manager attended the monthly CSDA SLO Chapter General Managers meeting.
- The Manager attended the CSDA SLO Chapter meeting.
- The Manager coordinated and met with the County Clerk-Recorder office regarding performing an ADA survey on the District Polling Location. They have not completed a full survey of our facility in several years.

Operations

- Submitted the monthly Wastewater Treatment Plant Self-Monitoring Report.
- Submitted the semi-annual Wastewater Treatment Plant Report.
- Prepared and submitted the Wastewater Volumetric Annual Report.
- Submitted the monthly Water Treatment Plant Report.
- Prepared and submitted the monthly Disinfection Byproduct Report.
- Additional updates regarding operations can be found in the Operations Report and the District Engineer Report.

Solid Waste

- The Manager attended an IWMA Board meeting.
- The Manager attended an IWMA Local Task Force meeting.

Reservoir Status

- The Manager attended the MCWRA Reservoir Operations Committee meeting.

- As reported by Monterey County Water Resources Agency (MCWRA), as of February 7, 2022, the reservoir was at approximately 736.90 feet in elevation, 29% of capacity, or 110,475-acre feet of storage. MCWRA water releases were shown as 65 cfs.

Public Relations and Community

- The Manager received a request from a representative of a communication provider expressing interest in the potential to use District property for a communication tower location.

Human Resources

- The District is currently recruiting for one Treatment Operator I/II/III.

Board Member & Staff Information and Learning Opportunities

- The required Ethics and Harassment Trainings are due. Kristen has reached out to each Director and Staff with instructions on how to take the trainings.
- Conflict of Interest filings (Form 700) are due in April. Kristen has reached out to each Director and Staff with instructions.

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HERITAGE RANCH COMMUNITY SERVICES DISTRICT

District Engineer Report For the Month of February 2022

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

Administration

- Engineering staff continues the review of the files from Wallace Group as time allows, working backward from the most recent projects.

Operations Support

- Working with Staff re: SCADA integration and coordinating with SCADA consultant.
- Working with Staff for flow monitoring and sampling program for WRF project.
- Additional updates regarding operations can be found in the Operations Report.

Capital Improvement Program and Projects

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

- Vertical Intake: Working with Tough Automation to integrate the vertical intake pump, meter and pressure transducer into the existing SCADA system.
- Lift Station 1-5 rehabilitation design phase: District Engineer has begun reviewing the existing reports and documentation for this project.
- Water and Wastewater Rate Study: Not commenced.
- Rebuild Treated Water Pumps at PS 3 & 4: Not commenced.
- Pump Station Covers: Not commenced.
- Water Treatment Plant Filters Renovation: Working with Operations Staff on the replacement of media in one filter. All material is onsite and removal of existing material is in progress.
- Water Resource Reclamation Facility Upgrade: Staff and WSC are working on the initial design phase tasks. Engineering staff borrowed an external flow meter

from PG&E Tool Loan Library and measured flows into Pond 1 from LS 2, 3 and 10. Measured flow from effluent pumps to confirm existing meter accuracy.

Development Review

- Engineer continues meeting with Ashley & Vance, engineers for the Snug Harbor development to discuss project status and schedule.

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Operations Report For the Month of February 2022

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

Water treatment

- Staff has located and begun working with a local programmer to investigate the potential of extending the useable life of the user interface program that operates the Water Treatment Plant processes.
- Staff will be working with Chris Beebe again on 2/28/22-3/2/22 on coagulant enhancement trials to improve filter run times and reduce water losses due to backwash cycles.
- All parts and filter media has arrived for the filter renovation project. Staff has begun the renovation project at Filter #3 by removing the filter media and sub-filter bed parts so that sandblasting and painting can begin.
- Slideshow on filter renovation to follow the Operations Report.

Water distribution

- Staff has sampled DBP's for first round of testing in 2022 and we are awaiting results.

Wastewater collection

- The district experienced a sustained power outage on Christmas Eve that thoroughly tested our backup generators and procedures. We had a mostly successful outcome except for a failed fuel pump and transfer switch. Both items have since been repaired and tested.
- Staffed has completed the eight-week collection of special samples requested by WSC.

Wastewater treatment

- Staffed continues to repair damage to the sprinkler system that appear to be caused by large animals.

Vehicles and equipment

- The last of the street repair tools, the vibrating plate compactor was delivered during the beginning of last month's Board Meeting. Thank you for approving the budget adjustment for this mid-year spending. We will put it to good use in the upcoming years.
- The Toyota truck and Caterpillar have been sold at auction. The Toyota sold for \$2,074.67, and the backhoe sold for a number to be disclosed at the meeting as the auction is still active.

Slideshow of Filter Renovation