

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: July 20, 2023

SUBJECT: Submittal for approval Resolution 23-05 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.

Recommendation

It is recommended that the Board of Directors:

1. Open the Public Hearing to provide an opportunity for filing objections and presentation of testimony or other evidence concerning this report; and
2. At the close of the Public Hearing, approve Resolution 23-05 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.

Background

District Code of Ordinances Title 8 – Solid Waste is entitled “Mandatory Solid Waste, Organic Waste, and Recycling Materials Ordinance” (Title 8). Title 8 specifies that all developed properties located within the District shall be subject to mandatory solid waste, organic waste, and recycling materials service. The collection service may be either curbside or by commercial bin service. This requirement is predicated on an identical requirement adopted by the Heritage Ranch Owner’s Association, dated March 25, 1999.

Discussion

Title 8 Section 8.300 specifies the collection procedures for overdue solid waste accounts. This section incorporates the procedures of the Government Code that provides for the collection of charges and any penalties for services provided to be collected on the tax roll in the same manner as property taxes. Thus, the Board of Directors may authorize the San Luis Obispo County auditor to collect delinquent solid waste service charges and penalties by placing them on the property owners’ property tax bill for collection.

The following required procedures were used to notify delinquent customers of their account status:

- On April 15, 2023, San Miguel Garbage Company sent certified letters to each delinquent account customer giving a 45-day notice to pay pursuant to District Code 8.330. This letter stated that non-payment may result in the District collecting the amount owed with general taxes.
- On June 1, 2023, San Miguel Garbage provided the District with a listing of delinquent accounts.
- On June 21, 2023, the District sent a Notice of Public Hearing to each delinquent property owner.
- On June 22, 2023 and July 6, 2023, the Notice of Public Hearing was published in *The Tribune*.
- Property owners that have paid since June 30, 2023, will be removed from the delinquent listing (Exhibit A) at the Public Meeting.

Fiscal Considerations

This action will enforce the mandatory solid waste provision of District Code of Ordinances Title 8, and collect monies owed to San Miguel Garbage Company for services provided.

Results

The attached Resolution 23-05 authorizes the San Luis Obispo County Auditor to levy the amounts due on delinquent solid waste accounts to be collected with property taxes.

Attachments: Resolution 23-05

Exhibit A – 2022/2023 Delinquent Solid Waste Charges and Penalties

File: Solid Waste_SMGC

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH
COMMUNITY SERVICES DISTRICT PROVIDING FOR COLLECTION OF
DELINQUENT SOLID WASTE CHARGES AND PENALTIES TO BE COLLECTED
ON THE TAX ROLL IN THE SAME MANNER AS PROPERTY TAXES**

WHEREAS, the Heritage Ranch Community Services District (“District”) makes the following finding of fact:

1. The District is duly authorized to provide its residents with solid waste, organic waste, and recycling materials service.
2. All developed properties located within the District are subject to mandatory solid waste service pursuant to District Code of Ordinances Title 8 – Solid Waste entitled “Mandatory Solid Waste, Organic Waste, and Recycling Materials Ordinance” (Title 8).
3. Title 8 Section 8.300 provides that all solid waste accounts that are more than 120 days past due during the year are subject to collection procedures.
4. The Franchisee who provides solid waste collection services, has provided notice to delinquent service accounts pursuant to Title 8 Section 8.310.
5. The District General Manager has prepared and filed a report (“Report”) that describes each affected parcel of real property and the amounts of charges and delinquencies for each affected parcel for the year. Said Report is attached hereto as Exhibit “A” and incorporated herein by this reference.
6. The District General Manager, pursuant to the Government Code, has published notice of the filing of the Report and has caused notice in writing to be mailed to the owner of each affected parcel as shown on the last equalized assessment roll available on the date the Report was prepared, as the address shown on the assessment roll, or as known to the General Manager.
7. On July 20, 2023, a public hearing was held before the District Board at which time all interested persons were given the opportunity to object or protest the Report or any portions thereof.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Heritage Ranch Community Services District as follows:

1. Each of the above findings are true and correct and incorporated herein by this reference.

2. The Report (Exhibit “A”) as submitted and as may be revised by the Board is hereby confirmed and adopted.
3. The charges and penalties as described in the Report have been determined by the Board to be delinquent and unpaid.
4. On or before August 15, 2023, the District General Manager is authorized to file with the county auditor a copy of this Resolution and Report showing the unpaid charges and penalties as required by Section §61115(b) of the Government Code.
5. Pursuant to Government Code §61115(b), the county auditor shall enter the amount of charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The county tax collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 20th day of July 2023, by the following roll call vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED: _____

Bill Barker, President
Board of Directors

ATTEST: _____

Kristen Gelos
Board Secretary

**2022/2023 Delinquent Solid Waste Charges and Penalties
Exhibit A**

	APN #	AMOUNT TO BE COLLECTED ON TAX ROLL
1	012-345-026	\$265.00
2	012-374-021	\$465.00
3	012-325-049	\$465.00
4	012-274-041	\$465.00
5	012-272-005	\$465.00
6	012-373-001	\$395.00
7	012-345-027	\$318.00
8	012-325-025	\$465.00
9	012-273-046	\$168.00
10	012-274-026	\$250.00
11	012-275-037	\$290.00
12	012-301-030	\$331.00
13	012-324-052	\$465.00
14	012-272-011	\$588.00
15	012-183-021	\$265.00
16	012-352-016	\$415.00
17	012-284-045	\$227.00
18	012-187-013	\$465.00
19	012-362-011	\$475.00
20	012-275-047	\$240.00
21	012-195-013	\$675.00
22	012-273-023	\$140.00
23	012-183-033	\$547.00
24	012-273-044	\$590.00
25	012-284-048	\$140.00
26	012-323-001	\$295.00
27	012-345-020	\$503.00
28	012-276-016	\$363.00

\$10,735.00

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: July 20, 2023

SUBJECT: Submittal for approval Resolution 23-06 providing for collection of delinquent water and sewer charges and penalties to be collected on the tax roll in the same manner as property taxes.

Recommendation

It is recommended that the Board of Directors:

1. Open the Public Hearing to provide an opportunity for filing objections and presentation of testimony or other evidence concerning this report; and
2. At the close of the Public Hearing, approve Resolution 23-06 providing for collection of delinquent water and sewer charges and penalties to be collected on the tax roll in the same manner as property taxes.

Background

District Code of Ordinances (Code) Section 3.820 and 3.830 specify that the District may elect to have any or all District's rates, charges, and fees, including any overdue fees, collected on the Tax roll in the forthcoming fiscal year.

Discussion

These Code sections incorporate the procedures of Government Code Section 61115(b) that provides for the collection of charges and any penalties for services provided to be collected on the tax roll in the same manner as property taxes. Thus, the Board of Directors may authorize the San Luis Obispo County auditor to collect delinquent water and sewer service charges and penalties by placing them on the property owners' property tax bill for collection.

The following required procedures were used to notify delinquent customers of their account status:

- On May 1, 2023, the District sent letters to each delinquent account customer giving a 45-day notice to pay pursuant to the Government Code. This letter stated that non-payment may result in the District collecting the amount owed with general taxes.
- On June 1, 2023, the District sent a Notice of Public Hearing to each delinquent property owner.
- On June 22, 2023 and July 6, 2023, the Notice of Public Hearing was published in *The Tribune*.
- Property owners that have paid since June 30, 2023, will be removed from the delinquent listing (Exhibit A) at the Public Meeting.

Fiscal Considerations

This action will provide for collection of monies owed to the District for services provided.

Results

The attached Resolution 23-06 authorizes the San Luis Obispo County Auditor to levy the amounts due on delinquent water and sewer accounts to be collected with property taxes.

Attachments: Resolution 23-06

Exhibit A – 2022/2023 Delinquent Water and Sewer Charges and Penalties

File: HR Delinquent Water-Sewer

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH
COMMUNITY SERVICES DISTRICT PROVIDING FOR COLLECTION OF
DELINQUENT WATER AND SEWER CHARGES AND PENALTIES TO BE
COLLECTED ON THE TAX ROLL IN THE SAME MANNER AS PROPERTY TAXES**

WHEREAS, the Heritage Ranch Community Services District (“District”) makes the following finding of fact:

1. The District is duly authorized to provide its residents with water and sewer services.
2. District Code of Ordinances Title 3 Sections 3.820 and 3.830 provide that water and sewer accounts that are past due during the year are subject to collection procedures.
3. The District General Manager has prepared and filed a report (“Report”) that describes each affected parcel of real property and the amounts of charges and delinquencies for each affected parcel for the year. Said Report is attached hereto as Exhibit “A” and incorporated herein by this reference.
4. The District General Manager, pursuant to the Government Code, has published notice of the filing of the Report and has caused notice in writing to be mailed to the owner of each affected parcel as shown on the last equalized assessment roll available on the date the Report was prepared, as the address shown on the assessment roll, or as known to the General Manager.
5. On July 20, 2023, a public hearing was held before the District Board at which time all interested persons were given the opportunity to object or protest the Report or any portions thereof.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Heritage Ranch Community Services District as follows:

1. Each of the above findings are true and correct and incorporated herein by this reference.
2. The Report (Exhibit “A”) as submitted and as may be revised by the Board is hereby confirmed and adopted.
3. The charges and penalties as described in the Report have been determined by the Board to be delinquent and unpaid.
4. On or before August 15, 2023, the District General Manager is authorized to file with the county auditor a copy of this Resolution and Report showing the unpaid charges and penalties as required by Section §61115(b) of the Government Code.

5. Pursuant to Government Code §61115(b), the county auditor shall enter the amount of charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The county tax collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 20th day of July 2023, by the following roll call vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED: _____

Bill Barker, President
Board of Directors

ATTEST: _____

Kristen Gelos
Board Secretary

**2022/2023 Delinquent Water and Sewer Charges and Penalties
Exhibit A**

	APN#	AMOUNT TO BE COLLECTED ON TAX ROLL
1	012-282-010	\$90.00
2	012-282-045	\$274.00
3	012-284-022	\$177.00
4	012-284-045	\$499.00
5	012-284-066	\$163.00
6	012-272-011	\$371.00
7	012-272-043	\$102.00
8	012-272-061	\$168.00
9	012-272-065	\$288.00
10	012-274-012	\$371.00
11	012-275-037	\$268.00
12	012-275-046	\$293.00
13	012-274-041	\$898.00
14	012-276-015	\$586.00
15	012-276-026	\$352.00
16	012-276-030	\$192.00
17	012-273-042	\$253.00
18	012-273-046	\$377.00
19	012-273-054	\$377.00
20	012-313-066	\$654.00
21	012-312-041	\$133.00
22	012-322-029	\$362.00
23	012-323-002	\$369.00
24	012-323-017	\$296.00
25	012-323-020	\$107.00
26	012-324-001	\$524.00
27	012-324-003	\$350.00
28	012-324-019	\$164.00
29	012-324-035	\$904.00
30	012-326-015	\$230.00
31	012-326-041	\$135.00
32	012-325-025	\$750.00
33	012-301-031	\$389.00
34	012-345-026	\$270.00
35	012-345-027	\$403.00
36	012-345-033	\$349.00
37	012-343-008	\$127.00
38	012-352-008	\$730.00
39	012-192-058	\$74.00
40	012-182-019	\$155.00
41	012-182-037	\$493.00
42	012-183-014	\$139.00
43	012-183-038	\$310.00
44	012-362-017	\$311.00

**2022/2023 Delinquent Water and Sewer Charges and Penalties
Exhibit A**

	APN#	AMOUNT TO BE COLLECTED ON TAX ROLL
45	012-187-023	\$199.00
46	012-187-031	\$127.00
47	012-188-014	\$382.00
48	012-188-031	\$319.00
49	012-374-021	\$256.00
50	012-376-041	\$606.00

\$16,716.00

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: July 20, 2023

SUBJECT: Submittal for approval Resolution 23-07 adopting a Fiscal Year 2023/24 Final Budget and Salary Schedule.

Recommendation

It is recommended that the Board of Directors:

1. Hold a public hearing to consider adopting a final budget for Fiscal Year 2023/24; and
2. At the close of the public hearing approve Resolution 23-07 adopting a Fiscal Year 2023/24 Final Budget and Salary Schedule.

Background

On June 15, 2023, your Board adopted the Fiscal Year 2023/24 Preliminary Budget. The meeting allowed the opportunity for the public to provide input prior to the adoption of the Preliminary Budget. Following the meeting a notice was published in the Tribune indicating the Preliminary Budget had been adopted and setting the date of July 20, 2023 for a public hearing and adoption of a Final Budget. The Preliminary Budget has been available for public review. The District has not received any written public comments.

California Code of Regulations Title 2, Section 570.5, and Section 571 subsection (b) require salary schedules and special compensation to be publicly available and duly approved and adopted by the Board.

Discussion

Budget

The attached Fiscal Year 2023/24 Final Budget is presented for your adoption. Increases or decreases in line-item categories from the adopted FY 2023/24 Preliminary Budget are indicated. This fiscal year the proposed budget uses the analysis from the 2023 Rate Study. Overall, the consolidated budget is balanced with the water fund calculated to have a very slight deficit of (\$1,726) and the sewer fund calculated to have a surplus of \$196,025.

Salary Schedule

All agencies that are members of CalPERS are required to ensure that pay schedules and special compensation (e.g., out-of-class pay, certification pay) are publicly available as prescribed by the California Code of Regulations, Title 2, §570.5, and §571 subsection (b). “Publicly available” is defined as posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website.

Your Board approves a budget, a Memorandum of Understanding with the Heritage Ranch Community Services Employees Association, and an employment agreement with the General Manager. All these items are publicly available and contain salary schedules and special compensation items pursuant to the code sections noted above. Thus, approval of the FY 2023/24 Salary Schedule with the budget is recommended.

Results

Approval of Resolution 23-07 adopting a Fiscal Year 2023/24 Final Budget and Salary Schedule will result in maintaining fiscally responsible management of the District.

Attachments: Resolution 23-07
Fiscal Year 2023/24 Final Budget
Fiscal Year 2023/24 Salary Schedule

File: Budget_FY23/24

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH
COMMUNITY SERVICES DISTRICT ADOPTING A FISCAL YEAR 2023/24 FINAL
BUDGET AND SALARY SCHEDULE**

WHEREAS, the District is required, pursuant to Government Code Section 61110, to adopt a preliminary budget that conforms to Generally Accepted Accounting Principles before July 1 of each year; and

WHEREAS, The District's budget outlines anticipated revenue and expense for each of its operating funds; and

WHEREAS, the District adopted a preliminary budget on June 15, 2023, and published said budget for public review and comment, and set the date of July 20, 2023, for adoption of a Final Budget.

WHEREAS, the District is required to ensure that pay schedules and special compensation (e.g., out-of-class pay, certification pay) are publicly available as prescribed by the California Code of Regulations, Title 2, §570.5, and §571 subsection (b); and

WHEREAS, your Board approves a budget, a Memorandum of Understanding with the Heritage Ranch Community Services Employees Association, and an employment agreement with the General Manager; and

WHEREAS, the rates listed in the FY 2023/24 Salary Schedule are reflected in the FY 2023/24 Final Budget.

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

1. The District Final Budget for Fiscal Year 2023/24, a copy of which is attached and made a part hereof, is hereby adopted.
2. The budget be administered as established by current policies and practices.
3. The District Salary Schedule for Fiscal Year 2023/24, a copy of which is attached and made a part hereof, is hereby adopted.

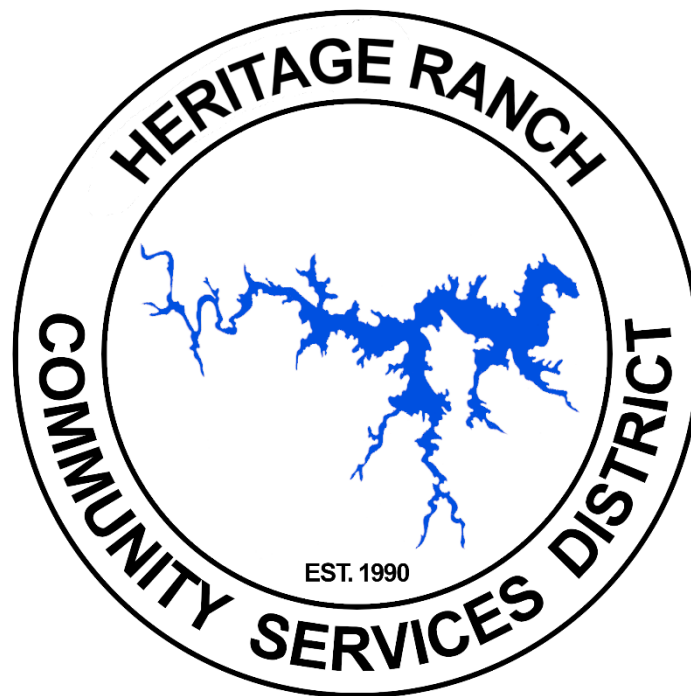
PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 20th day of July 2023, by the following roll call vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED: _____
Bill Barker, President
Board of Directors

ATTEST: _____
Kristen Gelos, Secretary
Board of Directors

HERITAGE RANCH
COMMUNITY SERVICES DISTRICT



FISCAL YEAR 2023-2024
FINAL BUDGET
July 20, 2023

HERITAGE RANCH COMMUNITY SERVICES DISTRICT
Preliminary 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)	\$1,056,212		\$369,674					\$686,538
Lift Station 1-5 Rehab (const)	\$200,000							\$200,000
Water System SCADA Upgrade	\$189,729	\$60,713					\$129,016	
GAC System (Pilot Study)	\$1,007						\$1,007	
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	\$2,271,948	\$76,713	\$463,174	\$0	\$0	\$0	\$664,023	\$1,068,038
EQUIPMENT								
Vehicle replacement (fleet pickup)	\$35,000						\$21,000	\$14,000
subtotal Equipment	\$35,000	\$0	\$0	\$0	\$0	\$0	\$21,000	\$14,000
TOTAL CAPITAL	\$2,306,948	\$76,713	\$463,174	\$0	\$0	\$0	\$685,023	\$1,082,038

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND					
2	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
3						
4						
5						
6						
7	OPERATING REVENUE	Un-audited 22/23	Preliminary 23/24	Changes from Preliminary	Notes	Final Budget 23/24
8	Water Fees	1,241,485	1,364,806	0		1,364,806
9	Late Fees	15,829	11,130	0		11,130
10	Hook-Up Fees	3,200	2,000	0		2,000
11	Turn on Fees	2,310	2,000	0		2,000
12	Plan Check & Inspection	776	800	0		800
13	Miscellaneous Income	12,933	0	0		0
14	TOTAL OPERATING REVENUE	\$1,276,533	\$1,380,736	\$0		\$1,380,736
15						
16						
17	NON-OPERATING REVENUE					
18	Standby Charges	195,919	203,000	0		203,000
19	Property Tax	224,509	249,911	0		249,911
20	Interest	10,148	22,800	0		22,800
21	Connection Fees	43,246	31,745	0		31,745
22	TOTAL NON-OPERATING REVENUE	\$473,821	\$507,456	\$0		\$507,456
23						
24						
25	RESERVE REVENUE					
26	Capital Reserves	62,195	77,856	-1,143	updated YTD	76,713
27	General Reserves	318,537	731,861	-46,838	updated YTD	685,023
28	TOTAL RESERVE REVENUE	\$380,732	\$809,717	-\$47,981		\$761,736
29						
30	TOTAL REVENUE	\$2,131,086	\$2,697,909	(\$47,981)		\$2,649,928
31						
32						
33	OPERATING EXPENSES					
34						
35	SALARIES AND BENEFITS					
36	Salaries	200,815	329,221	0		329,221
37	Overtime	6,186	4,758	0		4,758
38	Standby	7,717	7,900	0		7,900
39	Health Insurance	43,678	68,343	2,130	CalPERS update	70,473
40	Pers Retirement	53,251	57,738	0		57,738
41	Workers Comp. Ins.	8,578	12,720	0		12,720
42	Medicare/FICA	3,106	4,661	0		4,661
43	Uniforms	2,542	3,000	0		3,000
44	TOTAL SALARIES & BENEFITS	\$325,873	\$488,341	\$2,130		\$490,471
45						
46						
47	UTILITIES					
48	Electricity	79,854	94,228	0		94,228
49	Water Purchase	23,114	28,600	0		28,600
50	Telephone/Internet	3,754	4,417	0		4,417
51	TOTAL UTILITIES	\$106,722	\$127,245	\$0		\$127,245
52						
53						
54						
55						

	A	B	C	D	E	F
56	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND					
57	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
58						
59						
60		Un-audited	Preliminary	Changes from		Final Budget
61	MAINTENANCE & SUPPLIES	22/23	23/24	Preliminary	Notes	23/24
62	Chemicals	47,720	64,480	0		64,480
63	Computer/Software	1,729	8,684	0		8,684
64	Equip. Rental/Lease	936	2,080	0		2,080
65	Fixed Equip.	59,721	131,560	0		131,560
66	Fuel & Oil	9,862	9,360	0		9,360
67	Lab Testing	23,409	35,776	0		35,776
68	Struct./Grnds.	2,156	3,884	0		3,884
69	Small Tools/Equip.	3,875	1,872	0		1,872
70	Supplies	3,790	3,120	0		3,120
71	Meters/Equip.	450	12,480	0		12,480
72	Vehicles	5,810	3,744	0		3,744
73	TOTAL MAINT. & SUP.	\$159,457	\$277,040	\$0		\$277,040
74						
75	GENERAL & ADMINISTRATION					
76	Allocation of General Fund	352,641	405,781	0		405,781
77	Alarm/Answering Service	932	1,040	0		1,040
78	Bank Charges/Fees	0	0	0		0
79	Consulting/Engineering	4,878	5,000	0		5,000
80	Dues/Subscription	3,156	6,448	0		6,448
81	Insurance (Property/Liability)	15,138	18,480	0		18,480
82	Legal/Attorney	3,505	0	0		0
83	Licenses/Permits	15,183	16,744	0		16,744
84	Plan Check & Inspection	776	800	0		800
85	Professional Service	27,246	54,080	0		54,080
86	Training & Travel	42	3,120	0		3,120
87	TOTAL G & A	\$423,497	\$511,493	\$0		\$511,493
88						
89						
90	CAPITAL PROJECTS & EQUIPMENT					
91	Project	327,162	753,669	-12,933	updated YTD	740,736
92	Equipment	57,190	56,048	-35,048	updated YTD	21,000
93	TOTAL CAPITAL	\$384,352	\$809,717	-\$47,981		\$761,736
94						
95	DEBT					
96	State Loan Payment-DWR	103,628	103,629	0		103,629
97	State Loan Payment Phase II-SRF	58,739	58,740	0		58,740
98	Western Alliance Lease-PVS	114,209	114,556	0		114,556
99	TOTAL DEBT	\$276,576	\$276,925	\$0		\$276,925
100						
101						
102	FUNDED DEPRECIATION	175,000	175,000	0		175,000
103	UNFUNDED DEPRECIATION	0	0	0		0
104						
105	TOTAL EXPENSE	\$1,851,476	\$2,665,760	(\$45,851)		\$2,619,910
106						
107	TRANSFER TO RESERVES	\$42,889	\$31,745	\$0		\$31,745
108						
109	FUND TOTAL	\$236,721	\$404	(\$2,130)		(\$1,726)

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND					
2	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
3						
4						
5						
6						
7	OPERATING REVENUE	Un-audited 22/23	Preliminary 23/24	Changes from Preliminary	Notes	Final Budget 23/24
8	Sewer Fees	726,883	1,018,537	0		1,018,537
9	Late Fees	9,642	7,700	0		7,700
10	Hook-Up Fees	500	400	0		400
11	Turn on Fees	1,540	1,500	0		1,500
12	Plan Check & Inspection	517	800	0		800
13	Miscellaneous Income	8,622	0	0		0
14	TOTAL OPERATING REVENUE	\$747,705	\$1,028,937	\$0		1,028,937
15						
16						
17	NON-OPERATING REVENUE					
18	Standby Charges	40,128	39,200	0		39,200
19	Property Tax	122,460	136,315	0		136,315
20	Interest	3,097	7,200	0		7,200
21	Connection Fees	39,313	38,835	0		38,835
22	TOTAL NON-OPERATING REVENUE	\$204,997	\$221,550	\$0		\$221,550
23						
24			\$1,250,487			
25	RESERVE REVENUE					
26	Capital Reserves	47,177	470,062	-6,888	updated YTD	463,174
27	General Reserves	143,972	1,118,195	-36,157	updated YTD	1,082,038
28	TOTAL RESERVE	\$191,149	\$1,588,256	(\$43,044)		\$1,545,212
29						
30	TOTAL REVENUE	\$1,143,851	\$2,838,744	(\$43,044)		\$2,795,699
31						
32	OPERATING EXPENSES					
33						
34	SALARIES AND BENEFITS					
35	Salaries	133,876	219,481	0		219,481
36	Overtime	4,124	3,172	0		3,172
37	Standby	5,145	5,300	0		5,300
38	Health Insurance	29,512	45,562	1,420	CalPERS update	46,982
39	Pers Retirement	35,182	38,492	0		38,492
40	Workers Comp. Ins.	5,665	8,400	0		8,400
41	Medicare/FICA	2,070	3,107	0		3,107
42	Uniforms	1,694	2,000	0		2,000
43	TOTAL SALARIES & BENEFITS	\$217,269	\$325,514	\$1,420		\$326,934
44						
45						
46	UTILITIES					
47	Electricity	31,448	34,817	0		34,817
48	Telephone/Internet	2,617	3,079	0		3,079
49	TOTAL UTILITIES	\$34,065	\$37,896	\$0		\$37,896
50						
51						
52						
53						
54						

	A	B	C	D	E	F
55	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND					
56	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
57						
58						
59						
60		Un-audited	Preliminary	Changes from		Final Budget
61	MAINTENANCE & SUPPLIES	22/23	23/24	Preliminary	Notes	23/24
62	Chemicals	18,747	17,680	0		17,680
63	Computer/Software	1,103	8,476	0		8,476
64	Equip. Rental/Lease	71	520	0		520
65	Fixed Equip.	51,981	62,920	0		62,920
66	Fuel & Oil	6,575	6,240	0		6,240
67	Lab Testing	31,729	25,584	0		25,584
68	Struct./Grnds.	4,312	7,769	0		7,769
69	Small Tools/Equip.	2,583	1,248	0		1,248
70	Supplies	1,858	1,560	0		1,560
71	Vehicles	3,873	2,496	0		2,496
72	TOTAL MAINT. & SUP.	\$122,832	\$134,493	\$0		\$134,493
73						
74						
75	GENERAL & ADMINISTRATION					
76	Allocation of General Fund	271,262	312,139	0		312,139
77	Alarm/Answering Service	932	1,040	0		1,040
78	Bank Charges/Fees	0	0	0		0
79	Consulting/Engineering	2,866	5,000	0		5,000
80	Dues/Subscription	1,733	3,952	0		3,952
81	Insurance (Property/Liability)	11,533	14,080	0		14,080
82	Legal/Attorney	2,336	0	0		0
83	Licenses/Permits	10,762	13,416	0		13,416
84	Plan Check & Inspection	517	800	0		800
85	Professional Service	5,858	26,000	0		26,000
86	Training & Travel	0	3,120	0		3,120
87	TOTAL G & A	\$307,801	\$379,547	\$0		\$379,547
88						
89						
90						
91	CAPITAL PROJECTS & EQUIPMENT					
92	Project	149,171	1,550,891	-19,679	updated YTD	1,531,212
93	Equipment	38,127	37,366	-23,366	updated YTD	14,000
94	TOTAL CAPITAL	\$187,298	\$1,588,256	(\$43,044)		\$1,545,212
95						
96	DEBT					
97	Western Alliance Lease-PVS	38,640	38,758	0		38,758
98	TOTAL DEBT	\$38,640	\$38,758	\$0		\$38,758
99						
100						
101	FUNDED DEPRECIATION	98,000	98,000	0		98,000
102	UNFUNDED DEPRECIATION	0	0	0		0
103						
104	TOTAL EXPENSE	\$1,005,905	\$2,602,464	-\$41,624		\$2,560,840
105						
106	TRANSFER TO RESERVES	\$39,313	\$38,835	\$0		\$38,835
107						
108						
109	FUND TOTAL	\$98,633	\$197,445	(\$1,420)		\$196,025

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SOLID WASTE FUND					
2	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
3						
4						
5						
6						
7	OPERATING REVENUE	Un-audited 22/23	Preliminary 23/24	Changes from Preliminary	Notes	Final Budget 23/24
8	TOTAL FRANCHISE FEES	\$79,860	\$88,698	\$0		\$88,698
9						
10						
11						
12						
13	EXPENSE					
14	Allocation of General Fund	54,252	62,428	161		62,589
15	TOTAL EXPENSES	\$54,252	\$62,428	\$161		\$62,589
16						
17	TRANSFER TO RESERVES	\$25,607	\$26,270	(\$161)		\$26,109
18						
19	FUND TOTAL	\$0	\$0	\$0		\$0
20						

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND					
2	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
3						
4						
5						
6		Un-audited	Preliminary	Changes from		Final Budget
7	OPERATING REVENUE	22/23	23/24	Preliminary	Notes	23/24
8	Transfer from other Funds	0	0	0		0
9	Miscellaneous Income	46,700	500	0		500
10	TOTAL OPERATING	\$46,700	\$500	\$0		\$500
11						
12						
13						
14	NON-OPERATING REVENUE					
15	Property Tax	61,230	68,158	0		68,158
16	Interest	0	0	0		0
17	TOTAL NON-OPERATING	\$61,230	\$68,158	\$0		\$68,158
18						
19						
20						
21	RESERVE REVENUE					
22	Capital Reserves	0	0	0		0
23	General Reserves	0	0	0		0
24	TOTAL RESERVE	\$0	\$0	\$0		\$0
25						
26	TOTAL REVENUE	\$107,930	\$68,658	\$0		\$68,658
27						
28						
29						
30	OPERATING EXPENSES					
31						
32	SALARIES AND BENEFITS					
33	Salaries	425,544	445,271	0		445,271
34	Overtime	0	0	0		0
35	Health Insurance	44,858	64,270	2,014	CalPERS update	66,284
36	Health Insurance - Retirees	73,614	51,408	0		51,408
37	Pers Retirement	80,221	79,908	0		79,908
38	OPEB Funding/Transfer	0	10,181	0		10,181
39	Workers Comp. Ins.	1,942	2,880	0		2,880
40	Directors' Fees	7,200	36,000	0		36,000
41	Medicare/FICA	6,765	6,848	0		6,848
42	Car Allowance	3,000	3,000	0		3,000
43	SUI/ETT	637	1,000	0		1,000
44	TOTAL SALARIES & BENEFITS	\$643,782	\$700,766	\$2,014		\$702,780
45						
46						
47						
48	UTILITIES					
49	Electricity	195	218	0		218
50	Propane	1,402	1,525	0		1,525
51	Telephone/Internet	5,005	5,305	0		5,305
52	TOTAL UTILITIES	\$6,602	\$7,048	\$0		\$7,048
53						
54						

	A	B	C	D	E	F
55	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND					
56	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
57						
58						
59						
60		Un-audited	Preliminary	Changes from		Final Budget
61	MAINTENANCE & SUPPLIES	22/23	23/24	Preliminary	Notes	23/24
62	Computer/Software	31,240	18,096	0		18,096
63	Equip. Rental/Lease	0	0	0		0
64	Fixed Equip.	662	0	0		0
65	Office Supplies	1,336	1,560	0		1,560
66	Parks & Recreation	0	1,000	0		1,000
67	Struct./Grnds.	2,156	3,884	0		3,884
68	Supplies	13	0	0		0
69	TOTAL MAINT. & SUP.	\$35,406	\$24,540	\$0		\$24,540
70						
71						
72	GENERAL & ADMINISTRATION					
73	Ads./Advertising	1,382	1,500	0		1,500
74	Alarm/Answering Service	1,864	2,080	0		2,080
75	Audit	8,485	10,000	0		10,000
76	Bank Charges/Fees	5,707	1,000	0		1,000
77	Consulting/Engineering	0	0	0		0
78	Dues/Subscription	6,625	0	0		0
79	Elections	0	0	0		0
80	Insurance (Property/Liability)	9,371	11,440	0		11,440
81	LAFCO	6,269	7,700	0		7,700
82	Legal/Attorney	9,138	25,000	0		25,000
83	Licenses/Permits	0	0	0		0
84	Postage	15,108	15,600	0		15,600
85	Professional Service	14,719	12,792	0		12,792
86	Tax Collection	6,158	7,300	0		7,300
87	Staff Training & Travel	368	6,240	0		6,240
88	Board Training & Travel	100	1,000	0		1,000
89	TOTAL G & A	\$85,294	\$101,652	\$0		\$101,652
90						
91						
92						
93	CAPITAL PROJECTS & EQUIPMENT					
94	Project	0	0	0		0
95	Equipment	0	0	0		0
96	TOTAL CAPITAL	\$0	\$0	\$0		\$0
97						
98						
99	FUNDED DEPRECIATION	15,000	15,000	0		15,000
100	UNFUNDED DEPRECIATION	0		0		0
101						
102	TOTAL EXPENSE	\$786,085	\$849,006	\$2,014		\$851,020
103						
104	TRANSFERRED TO OTHER FUNDS	(\$678,155)	(\$780,348)	(\$2,014)		(\$782,362)
105						
106	FUND TOTAL	\$0	\$0	\$0		\$0

	A	B	C	D	E	F
1	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET					
2	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
3						
4						
5						
6		Un-audited	Preliminary	Changes from		Final Budget
7	OPERATING REVENUE	22/23	23/24	Preliminary	Notes	23/24
8	Water Fees	1,241,485	1,364,806	0		1,364,806
9	Sewer Fees	726,883	1,018,537	0		1,018,537
10	Hook-Up Fees	3,700	2,400	0		2,400
11	Turn on Fees	3,850	3,500	0		3,500
12	Late Fees	25,471	18,830	0		18,830
13	Plan Check & Inspection	1,293	1,600	0		1,600
14	Miscellaneous Income	68,255	500	0		500
15	OPERATING	\$2,070,938	\$2,410,173	\$0		\$2,410,173
16						
17						
18						
19	FRANCHISE REVENUE					
20	FRANCHISE	79,860	88,698	0		\$88,698
21						
22						
23	TOTAL OPERATING	\$2,150,798	\$2,498,871	\$0		\$2,498,871
24						
25						
26	NON-OPERATING REVENUE					
27	Standby Charges	236,047	242,200	0		242,200
28	Property Tax	408,199	454,384	0		454,384
29	Interest	13,244	30,000	0		30,000
30	Connection Fees	82,559	70,580	0		70,580
31	TOTAL NON-OPERATING	\$740,048	\$797,164	\$0		\$797,164
32						
33						
34						
35	RESERVE REVENUE					
36	Capital Reserves	109,372	547,918	-8,031		539,887
37	General Reserves	462,509	1,850,056	-82,995		1,767,061
38	TOTAL RESERVE	\$571,881	\$2,397,973	(\$91,025)		\$2,306,948
39						
40						
41	TOTAL NON-OPERATING	\$1,311,930	\$3,195,137	(\$91,025)		\$3,104,112
42						
43						
44	TOTAL ALL REVENUE	\$3,462,727	\$5,694,008	(\$91,025)		\$5,602,983
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						

	A	B	C	D	E	F
55	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET					
56	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
57						
58						
59						
60	OPERATING EXPENSES					
61						
62		Un-audited	Preliminary	Changes from		Final Budget
63	SALARIES AND BENEFITS	22/23	23/24	Preliminary	Notes	23/24
64	Salaries	760,235	993,973	0		993,973
65	Health Insurance	118,049	178,175	5,564	CalPERS update	183,739
66	Health Insurance - Retiree	73,614	51,408	0		51,408
67	Pers Retirement	168,653	176,138	0		176,138
68	OPEB Funding/Transfer	0	10,181	0		10,181
69	Standby	12,862	13,200	0		13,200
70	Overtime	10,311	7,930	0		7,930
71	Workers Comp. Ins.	16,185	24,000	0		24,000
72	Directors' Fees	7,200	36,000	0		36,000
73	Medicare/FICA	11,941	14,616	0		14,616
74	Car Allowance	3,000	3,000	0		3,000
75	SUI/ETT	637	1,000	0		1,000
76	Uniforms	4,236	5,000	0		5,000
77	TOTAL SALARIES & BENEFITS	\$1,186,924	\$1,514,621	\$5,564		\$1,520,185
78						
79						
80						
81	UTILITIES					
82	Electricity	111,497	129,263	0		129,263
83	Propane	1,402	1,525	0		1,525
84	Water Purchase	23,114	28,600	0		28,600
85	Telephone/Internet	11,376	12,801	0		12,801
86	TOTAL UTILITIES	\$147,389	\$172,189	\$0		\$172,189
87						
88						
89						
90	MAINTENANCE & SUPPLIES					
91	Chemicals	66,467	82,160	0		82,160
92	Computer/Software	34,072	35,256	0		35,256
93	Equip. Rental/Lease	1,007	2,600	0		2,600
94	Fixed Equip.	112,364	194,480	0		194,480
95	Fuel & Oil	16,437	15,600	0		15,600
96	Lab Testing	55,138	61,360	0		61,360
97	Office Supplies	1,336	1,560	0		1,560
98	Parks & Recreation	0	1,000	0		1,000
99	Struct./Grnds.	8,625	15,537	0		15,537
100	Small Tools/Equip.	6,458	3,120	0		3,120
101	Supplies	5,660	4,680	0		4,680
102	Meters/Equip.	450	12,480	0		12,480
103	Vehicles	9,683	6,240	0		6,240
104	TOTAL MAINT. & SUP.	\$317,696	\$436,073	\$0		\$436,073
105						
106						
107						
108						
109						

	A	B	C	D	E	F
110	HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET					
111	2022/23 un-audited, Preliminary 2023/24, & Final 2023/24					
112						
113						
114						
115		Un-audited	Preliminary	Changes from		Final Budget
116	GENERAL & ADMINISTRATION	22/23	23/24	Preliminary	Notes	23/24
117	Ads./Advertising	1,382	1,500	0		1,500
118	Alarm/Answering Service	3,728	4,160	0		4,160
119	Audit	8,485	10,000	0		10,000
120	Bank Charges/Fees	5,707	1,000	0		1,000
121	Consulting/Engineering	7,744	10,000	0		10,000
122	Dues/Subscription	11,515	10,400	0		10,400
123	Elections	0	0	0		0
124	Insurance (Property/Liability)	36,042	44,000	0		44,000
125	LAFCO	6,269	7,700	0		7,700
126	Legal/Attorney	14,979	25,000	0		25,000
127	Licenses/Permits	25,945	30,160	0		30,160
128	Plan Check & Inspection	1,293	1,600	0		1,600
129	Postage/Billing	15,108	15,600	0		15,600
130	Professional Service	47,822	92,872	0		92,872
131	Tax Collection	6,158	7,300	0		7,300
132	Staff Training & Travel	410	12,480	0		12,480
133	Board Training & Travel	100	1,000	0		1,000
134	TOTAL G & A	\$192,688	\$274,772	\$0		\$274,772
135						
136						
137						
138	CAPITAL PROJECTS & EQUIPMENT					
139	Structures/Improvements	476,333	2,304,559	-32,611		2,271,948
140	Equipment	95,317	93,414	-58,414		35,000
141	TOTAL CAPITAL	\$571,650	\$2,397,973	(\$91,025)		\$2,306,948
142						
143						
144						
145	DEBT					
146	State Loan Payment - DWR	103,628	103,629	0		103,629
147	State Loan Payment Phase II - SRF	58,739	58,740	0		58,740
148	Western Alliance Lease-PVS	152,850	153,313	0		153,313
149	TOTAL DEBT	\$315,217	\$315,682	\$0		\$315,682
150						
151	FUNDED DEPRECIATION	\$288,000	\$288,000	\$0		\$288,000
152	UNFUNDED DEPRECIATION	\$0	\$0	\$0		\$0
153						
154						
155	TOTAL EXPENSE	\$3,019,564	\$5,399,310	-\$85,461		\$5,313,849
156						
157	CAPACTIY CHARGES TRANSFER	\$82,559	\$70,580	\$0		\$70,580
158						
159	SOLID WASTE FEES TRANSFER	\$25,607	\$26,270	(\$161)		\$26,109
160			\$96,850			\$96,689
161						
162	FUND TOTAL	\$334,997	\$197,849	(\$5,403)		\$192,445

HRCSD Salaries Ranges FY 2023/2024

07/01/2023 Budget

Number of Positions	Position	Range	Hourly Pay Range per Step					Longevity		
			A	B	C	D	E	10 years	15 years	20 years
	Customer Service Representative I	5	\$16.36	\$17.17	\$18.03	\$18.93	\$19.88	\$20.38	\$20.87	\$21.37
	Customer Service Representative II	9	\$18.03	\$18.94	\$19.88	\$20.88	\$21.92	\$22.47	\$23.02	\$23.56
	Customer Service Representative III	13	\$19.88	\$20.88	\$21.92	\$23.02	\$24.17	\$24.77	\$25.38	\$25.98
	Maintenance Worker	14	\$20.38	\$21.40	\$22.47	\$23.60	\$24.78	\$25.40	\$26.01	\$26.63
	Office Assistant I	22	\$24.78	\$26.01	\$27.32	\$28.68	\$30.12	\$30.87	\$31.62	\$32.37
	Operator In Training	22	\$24.78	\$26.01	\$27.32	\$28.68	\$30.12	\$30.87	\$31.62	\$32.37
	Treatment Op. 1	28	\$28.68	\$30.12	\$31.62	\$33.20	\$34.86	\$35.74	\$36.61	\$37.48
	Office Assistant II	28	\$28.68	\$30.12	\$31.62	\$33.20	\$34.86	\$35.74	\$36.61	\$37.48
	Treatment Op. 1 / WW I	30	\$30.12	\$31.62	\$33.21	\$34.87	\$36.61	\$37.52	\$38.44	\$39.35
4	Treatment Op. 2	32	\$31.63	\$33.21	\$34.87	\$36.61	\$38.44	\$39.40	\$40.37	\$41.33
	Treatment Op. 2 / T3	33	\$32.39	\$34.01	\$35.71	\$37.50	\$39.37	\$40.36	\$41.34	\$42.33
1	Treatment Operator 2 / WW I	34	\$33.20	\$34.86	\$36.60	\$38.43	\$40.35	\$41.36	\$42.37	\$43.38
	Treatment Op. 2 / WW I - lab	35	\$34.01	\$35.71	\$37.50	\$39.37	\$41.34	\$42.38	\$43.41	\$44.44
1	Office Supervisor	37	\$35.72	\$37.50	\$39.38	\$41.35	\$43.41	\$44.50	\$45.58	\$46.67
1	Treatment Operator 3	38	\$36.60	\$38.43	\$40.36	\$42.37	\$44.49	\$45.60	\$46.72	\$47.83
1	Operations Manager	50	\$49.04	\$51.49	\$54.07	\$56.77	\$59.61	\$61.10	\$62.59	\$64.08
	Assistant General Manager	54	\$52.79	\$55.43	\$58.20	\$61.11	\$64.17	N/A		
1	District Engineer	58	\$59.72	\$62.71	\$65.84	\$69.13	\$72.59	N/A		
1	General Manager	Contract Annual Salary \$181,400								
10	Budgeted 2022/2023									



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

June 15, 2023

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

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

2. DIRECTOR REQUEST FOR REMOTE ATTENDANCE

Item was removed from Agenda at Director Capps request. He was no longer able to attend meeting.

3. ROLL CALL

Secretary Gelos called the role.

Directors present: Bill Barker, Michael Camou, Masen Yaffee.

Directors absent: Dan Burgess, Devin Capps.

Staff present: Operations Manager Mike Wilcox and District Counsel Josh George.

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

There were no public comments.

5. PUBLIC HEARINGS

- a. Hearing to consider protests to proposed solid waste rate adjustments and, if a majority protest is not received, recommendation is to approve Resolution 23-04 adopting solid waste rate adjustments.**

There were no public comments.

Secretary Gelos reported that we had received one written protest.

Aron Kardashian of San Miguel Garbage said there was a change in the IWMA fee went down by one percent, making it 4.4% instead of 5.4%.

Director Yaffee made a motion to approve Resolution 23-04. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Camou, Yaffee

Absent: Burgess, Capps

6. CONSENT ITEMS

- a. Meeting Minutes:** Receive/approve minutes of regular meeting of May 18, 2023.
- b. Warrant Register:** Receive/approve May 2023 warrants.

- c. **Treasurer's Report:** Receive/file May 2023 Report.
- d. **Fiscal Report:** Receive/file May 2023 status report.
- e. **Office Report:** Receive/file May 2023 report.
- f. **District Engineer Report:** Receive/file June 2023 report.
- g. **Operations Manager Report:** Receive/file June 2023 report.

There were no public comments.

Director Yaffee pulled item F.

Director Yaffee made a motion to approve items A, B, C, D, E and G as presented. Director Camou seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Camou, Yaffee

Absent: Burgess, Capps

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

Director Yaffee made a motion to approve item F as presented. Director Camou seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Camou, Yaffee

Absent: Burgess, Capps

7. BUSINESS ITEMS

- a. **Receive a presentation on flows, loads, sizing, and growth projection methodology value engineering for the Water Resource Recovery Facility Upgrade project and provide direction to staff.**

There were no public comments.

Dylan Wade of WSC provided a presentation to the board and answered any questions they had.

The Board directed staff to proceed with the preferred methodology for finalizing the flow and load projections of 0.24 MGD. WSC will bring back discussion of a performance package unit design to the Board in July.

- b. **Request to adopt a Preliminary FY 2023/24 Budget, and schedule a public hearing for July 20, 2023, for adoption of a Final FY 2023/24 Budget.**

There were no public comments.

Director Yaffee made a motion to adopt a Preliminary FY 2023/24 Budget and schedule a public hearing for July 20, 2023. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Camou, Yaffee

Absent: Burgess, Capps

c. Receive updates regarding disinfection byproducts and provide direction to staff.

There were no public comments.

Report was received and filed.

8. GENERAL MANAGER REPORT

Report was received and filed.

9. FUTURE AGENDA ITEMS

There were no public comments.

The determination by the majority of the Board was to add the following items to future agenda: DBP Discussion item as ongoing.

10. ADJOURN TO CLOSED SESSION

a. Pursuant to Government Code §54957(b)(1): Annual evaluation of performance of a public employee: General Manager

This item was postponed for July meeting.

11. RECONVENE TO OPEN SESSION

12. ADJOURNMENT

On a motion by Director Yaffee and seconded by Director Camou the meeting adjourned at 5:30 pm to the next scheduled special meeting on Thursday, July 20, 2023.

APPROVED:

ATTEST:

**Bill Barker, President
Board of Directors**

**Kristen Gelos, Secretary
Board of Directors**

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/1/2023	GREAT WESTERN ALARM ALARM / ANSWERING SERVICE	339.32	\$ 339.32
6/1/2023	FERGUSON ENTERPRISES INC MAINTENANCE FIXED EQUIPMENT	111.64	\$ 111.64
6/1/2023	BRENNTAG PACIFIC, INC CHEMICALS	5,447.11	\$ 5,447.11
6/1/2023	TYLER TECHNOLOGIES COMPUTER/SOFTWARE	16,934.65	\$ 16,934.65
6/1/2023	DELTA LIQUID ENERGY PROPANE - SERVICE AGREEMENT PROPANE - SERVICE AGREEMENT	55.00 55.00	\$ 110.00
6/1/2023	CORE & MAIN LP SUPPLIES	441.85	\$ 441.85
6/1/2023	BURT INDUSTRIAL SUPPLY SUPPLIES SUPPLIES	470.87 911.91	\$ 1,382.78
6/1/2023	MIKE WILCOX LICENSES & PERMITS	60.00	\$ 60.00
6/1/2023	JORANDA MARKETING, INC. / JAN- STRUCTURES & GROUNDS	274.60	\$ 274.60
6/1/2023	HANK'S WELDING SERVICE, INC. MAINTENANCE FIXED EQUIPMENT	357.59	\$ 357.59
6/1/2023	BERCHTOLD EQUIPMENT CO. KUBOTA REPLACEMENT	19,633.75	\$ 19,633.75
6/2/2023	R. ARNOLD NET PAYROLL	2,877.41	\$ 2,877.41
6/2/2023	K. GELOS NET PAYROLL	2,584.43	\$ 2,584.43
6/2/2023	D. BURGESS NET PAYROLL	184.70	\$ 184.70

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/2/2023	S. DUFFIELD NET PAYROLL	3,272.48	\$ 3,272.48
6/2/2023	D. CAPPS NET PAYROLL	92.35	\$ 92.35
6/2/2023	M. HUMPHREY NET PAYROLL	2,270.90	\$ 2,270.90
6/2/2023	B. VOGEL NET PAYROLL	2,743.79	\$ 2,743.79
6/2/2023	M. WILCOX NET PAYROLL	2,136.84	\$ 2,136.84
6/2/2023	T. SHOGREN NET PAYROLL	1,997.51	\$ 1,997.51
6/2/2023	D. GROSHART NET PAYROLL	4,368.13	\$ 4,368.13
6/2/2023	M. CAMOU NET PAYROLL	92.35	\$ 92.35
6/2/2023	M. YAFFEE NET PAYROLL	184.70	\$ 184.70
6/2/2023	M. YAFFEE NET PAYROLL	92.35	\$ 92.35
6/2/2023	CALPERS RETIREMENT SYSTEM CALPERS UNFUNDED LIABILITY	8,996.83	\$ 8,996.83
6/2/2023	CALPERS RETIREMENT SYSTEM CALPERS UNFUNDED LIABILITY	8,996.83	\$ 8,996.83
6/2/2023	MARK HUMPHREY M. HUMPHREY T3 BONUS	500.00	\$ 500.00
6/2/2023	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIHOLDING MEDICARE	2,494.39 86.80 973.60	\$ 3,554.79

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/2/2023	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	295.86 1,034.67	\$ 1,330.53
6/2/2023	CALPERS RETIREMENT SYSTEM CALPERS UNIFORM ALLOWANCE PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA PERS SERVICE CREDIT PURCHASE SURVIVOR BENEFIT	9.64 2,383.50 1,404.51 1,646.78 2,130.72 981.47 7.44	\$ 8,564.06
6/3/2023	CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	714.66 714.66	\$ 1,429.32
6/3/2023	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS	15,806.58	\$ 15,806.58
6/3/2023	J.B. DEWAR. INC. FUEL & OIL	795.65	\$ 795.65
6/7/2023	CALPERS FISCAL SERVICES DIVISI OPEB CONTRIBUTION FY 2022/23	28,306.00	\$ 28,306.00
6/8/2023	PG&E ELECTRICITY	4,780.47	\$ 4,780.47
6/12/2023	SAN MIGUEL GARBAGE DELINQUENT SOLID WASTE FEEDS	354.00	\$ 354.00
6/14/2023	KELLEY, WALTER F. US REFUND	118.57	\$ 118.57
6/14/2023	MORTGAGE MANAGEMENT US REFUND	36.59	\$ 36.59
6/15/2023	ADAMSKI, MOROSKI, MADDEN, CUMB LEGAL & ATTORNEY	2,775.00	\$ 2,775.00
6/15/2023	RELIABLE OFFICE MACHINE REPAIR PROFESSIONAL SERVICES	197.04	\$ 197.04

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/15/2023	FGL ENVIRONMENTAL LAB TESTING	1,051.00	\$ 1,051.00
6/15/2023	C&N TRACTORS STRUCTURES & GROUNDS	22.38	\$ 22.38
6/15/2023	COUNTY OF SAN LUIS OBISPO PROFESSIONAL SVCS - X-CONNECT	387.30	\$ 387.30
6/15/2023	RENTAL DEPOT EQUIPMENT RENT/LEASE	1,436.40	\$ 1,436.40
6/15/2023	NAPA AUTO PARTS VEHICLES	7.60	\$ 7.60
6/15/2023	CORE & MAIN LP MAINTENANCE FIXED EQUIPMENT	639.68	\$ 639.68
6/15/2023	WATER SYSTEMS CONSULTING, INC. WRRF PROJECT	19,678.75	\$ 19,678.75
6/15/2023	BURT INDUSTRIAL SUPPLY SUPPLIES SUPPLIES	181.54 203.44	\$ 384.98
6/15/2023	DATA PROSE LLC MAY BILLING	1,366.71	\$ 1,366.71
6/15/2023	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES COMPUTER / SOFTWARE	909.36 130.00	\$ 1,039.36
6/15/2023	MID-STATE REPAIR SERVICE VEHICLES	754.05	\$ 754.05
6/15/2023	INDEPENDENT ELECTRIC SUPPLY IN SCADA PROJECT	192.66	\$ 192.66
6/15/2023	SPEEDY COASTAL MESSENGER, INC. LAB TESTING	445.00	\$ 445.00
6/15/2023	FAMCON PIPE & SUPPLY, INC SUPPLIES	707.85	\$ 707.85

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/15/2023	MCCLATCHY COMPANY LLC ADVERTISING	84.64	\$ 84.64
6/16/2023	R. ARNOLD NET PAYROLL	3,591.36	\$ 3,591.36
6/16/2023	K. GELOS NET PAYROLL	2,584.43	\$ 2,584.43
6/16/2023	S. DUFFIELD NET PAYROLL	3,106.42	\$ 3,106.42
6/16/2023	M. HUMPHREY NET PAYROLL	2,157.18	\$ 2,157.18
6/16/2023	B. VOGEL NET PAYROLL	2,328.14	\$ 2,328.14
6/16/2023	M. WILCOX NET PAYROLL	2,136.84	\$ 2,136.84
6/16/2023	T. SHOGREN NET PAYROLL	2,075.52	\$ 2,075.52
6/16/2023	D. GROSHART NET PAYROLL	4,368.13	\$ 4,368.13
6/16/2023	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,512.94 957.82	\$ 3,470.76
6/16/2023	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	297.25 1,071.64	\$ 1,368.89
6/16/2023	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 2,130.72 981.47 7.44	\$ 8,554.43

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/18/2023	J.B. DEWAR. INC. FUEL & OIL	650.28	\$ 650.28
6/20/2023	COAST ELECTRICT FIXED EQUIP.	65.23	\$ 65.23
6/20/2023	CITY OF SLO TRAINING & TRAVEL	1.50	\$ 1.50
6/20/2023	LINDE SUPPLIES	28.49	\$ 28.49
6/20/2023	AZEOTECH FIXED EQUIPMENT	1,199.00	\$ 1,199.00
6/20/2023	LOWE'S SUPPLIES MAINTENANCE FIXED EQUIPMENT	9.44 61.27	\$ 70.71
6/20/2023	TRAILER BARN INC. SMALL TOOLS & EQUIPMENT	485.02	\$ 485.02
6/20/2023	AUTOMATION DIRECT MAINTENANCE FIXED EQUIPMENT	172.67	\$ 172.67
6/20/2023	RING CENTRAL TELEPHONE	220.32	\$ 220.32
6/20/2023	AMAZON SCADA PROJECT SCADA PROJECT	534.11 82.57	\$ 616.68
6/20/2023	HARBOR FREIGHT SMALL TOOLS & EQUIPMENT SUPPLIES	43.48 27.10	\$ 70.58
6/20/2023	SIGN HERE PROFESSIONAL SERVICES	241.31	\$ 241.31
6/20/2023	STARLINK SCADA PROJECT INTERNET SCADA PROJECT	2,734.88 250.00 26.81	\$ 3,011.69

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/22/2023	AT&T TELEPHONE	79.20	\$ 79.20
6/22/2023	FARM SUPPLY COMPANY GAC PROJECT / SUPPLIES	74.87	\$ 74.87
6/22/2023	FGL ENVIRONMENTAL LAB TESTING	99.00	\$ 99.00
6/22/2023	ROY ARNOLD CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/22/2023	KRISTEN GELOS CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/22/2023	BURT INDUSTRIAL SUPPLY GAC PROJECT	174.32	\$ 174.32
6/22/2023	SCOTT DUFFIELD CELL PHONE/INTERNET ALLOWANCE MEDICAL REIMBURSEMENT	80.00 1,807.64	\$ 1,887.64
6/22/2023	MARK HUMPHREY CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/22/2023	CALTROL, INC. PROFESSIONAL SERVICES	1,154.00	\$ 1,154.00
6/22/2023	BRIAN VOGEL CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/22/2023	MIKE WILCOX CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/22/2023	TROY SHOGREN CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/22/2023	DOUGLAS GROSHART CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
6/22/2023	HANK'S WELDING SERVICE, INC. GAC PROJECT	8,996.17	\$ 8,996.17

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/22/2023	FRESNO PIPE & SUPPLY, INC GAC PROJECT	135.26	\$ 135.26
6/22/2023	HOME DEPOT CREDIT SERVICES CHEMICALS	205.54	\$ 205.54
6/22/2023	PG&E ELECTRICITY	4,424.28	\$ 4,424.28
6/23/2023	FIRSTNET INTERNET	40.24	\$ 40.24
6/30/2023	R. ARNOLD NET PAYROLL	2,585.85	\$ 2,585.85
6/30/2023	K. GELOS NET PAYROLL	2,584.43	\$ 2,584.43
6/30/2023	S. DUFFIELD NET PAYROLL	3,106.42	\$ 3,106.42
6/30/2023	M. HUMPHREY NET PAYROLL	2,592.51	\$ 2,592.51
6/30/2023	B. VOGEL NET PAYROLL	2,557.29	\$ 2,557.29
6/30/2023	M. WILCOX NET PAYROLL	2,136.84	\$ 2,136.84
6/30/2023	T. SHOGREN NET PAYROLL	2,275.16	\$ 2,275.16
6/30/2023	D. GROSHART NET PAYROLL	4,368.13	\$ 4,368.13
6/30/2023	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	2,503.22 951.84	\$ 3,455.06
6/30/2023	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	295.39 1,021.05	\$ 1,316.44

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

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
6/30/2023	CALPERS RETIREMENT SYSTEM		
	PERS-IRC 457 CONTRIBUTIONS	2,383.50	
	PERS RETIREMENT	1,404.52	
	PERS RETIREMENT TIER 2	1,646.78	
	PERS RETIREMENT PEPRA	2,130.72	
	PERS SERVICE CREDIT PURCHASE	981.47	
	SURVIVOR BENEFIT	7.44	\$ 8,554.43
TOTAL ALL WARRANTS			\$278,670.51

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

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance:	\$ 4,691,033.18
Ending Balance:	\$ 4,592,335.48
Variance:	\$ (98,697.70)
Interest Earnings for the Month Reported:	\$ 750.39
Interest Earnings Fiscal Year-to-Date:	\$ 82,021.58

ANALYSIS OF REVENUES

Total operating income for water and sewer was:	\$ 172,336.94
Non-operating income was:	\$ 29,896.44
Franchise fees paid to the District by San Miguel Garbage was:	\$ 7,912.67
Interest earnings for the LAIF account was:	\$ -
Interest earnings for the Five Star Bank checking account was:	\$ 5.80
Interest earnings for the Five Star Bank DWR Loan Services account was:	\$ 64.72
Interest earnings for the Five Star Bank DWR Reserve account was:	\$ 282.82
Interest earnings for the Mechanics Bank money market account was:	\$ 0.09

ANALYSIS OF EXPENSES

Five Star Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ (282,212.07)
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STATEMENT OF COMPLIANCE

This report was prepared in accordance with the Heritage Ranch Community Services District Statement of Investment Policy. All investment activity was within policy limits. There are sufficient funds to meet the next 30 days obligations. Attached is a status report of all accounts and related bank statements.

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
STATUS REPORT FOR ALL ACCOUNTS
JUNE 2023**

BEGINNING BALANCE ALL ACCOUNTS		\$4,691,033.18
<hr/>		
OPERATING CASH IN DRAWER		\$ 300.00
<hr/>		
FIVE STAR BANK DWR LOAN REPAYMENT (1994-2029):		
BEGINNING BALANCE 5/31/2023	26,455.99	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	64.72	
SEMI-ANNUAL PAYMENT		
ENDING BALANCE 6/30/2023		\$ 26,520.71
<hr/>		
FIVE STAR BANK DWR RESERVE ACCOUNT		
BEGINNING BALANCE 5/31/2023	115,622.34	
INTEREST EARNED	282.82	
ENDING BALANCE 6/30/2023		\$ 115,905.16
<hr/>		
FIVE STAR BANK SDWSRF LOAN SERVICES ACCOUNT		
BEGINNING BALANCE 5/31/2023	29,922.94	
QUARTERLY DEPOSIT	-	
INTEREST EARNED	34.64	
SEMI-ANNUAL PAYMENT	(29,369.28)	
ENDING BALANCE 6/30/2023		\$ 588.30
<hr/>		
FIVE STAR BANK SDWSRF RESERVE ACCOUNT		
BEGINNING BALANCE 5/31/2023	59,833.25	
INTEREST EARNED	146.36	
REVENUE TRANSFER	-	
ENDING BALANCE 6/30/2023		\$ 59,979.61
<hr/>		
MECHANICS BANK MONEY MARKET ACCOUNT		
BEGINNING BALANCE 5/31/2023	4,896.16	
DEPOSIT REVENUE - CASH	1,064.81	
INTEREST EARNED	0.09	
ENDING BALANCE 6/30/2023		\$ 5,961.06
<hr/>		
FIVE STAR BANK - MONEY MARKET		
BEGINNING BALANCE 5/31/2023	157,985.46	
INTEREST EARNED	215.97	
REVENUE TRANSFER <i>To Five Star Checking</i>	(80,000.00)	
ENDING BALANCE 6/30/2023		\$ 78,201.43
<hr/>		

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
STATUS REPORT FOR ALL ACCOUNTS
JUNE 2023**

FIVE STAR BANK - CHECKING		
BEGINNING BALANCE 5/31/2023	67,853.51	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	211,068.44	
INTEREST EARNED	5.80	
TOTAL CHECKS, FEES AND EFT'S	(282,212.07)	
REVENUE TRANSFER <i>From Five Star Money Market</i>	80,000.00	
ENDING BALANCE 6/30/2023		\$ 76,715.68

LOCAL AGENCY INVESTMENT FUND (LAIF) BEGINNING		
BALANCE 5/31/2023	4,228,163.53	
INTEREST EARNED	-	
ENDING BALANCE 6/30/2023		\$4,228,163.53

ENDING BALANCE ALL ACCOUNTS		\$4,592,335.48
DIFFERENCE FROM LAST MONTH	Decrease	\$ (98,697.70)

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
QUARTERLY TREASURER'S
REPORT FOR THE PERIOD OF
APRIL 1, 2023 – JUNE 30, 2023**

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance	\$	4,587,544.98
Ending Balance	\$	4,592,335.48
Variance	\$	4,790.50
Interest Earnings	\$	31,406.97

STATEMENT OF COMPLIANCE

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

ACCOUNT PROFILE INFORMATION

1. Operating cash in cash drawer: Maintained to make change for cash transactions.
2. Five Star Bank DWR Loan Repayments: Quarterly deposits are made into the account. Semi-annual payments are made from the account by the bank, which functions as our fiscal agent, to DWR for repayment of a \$2 million loan to partially finance our water treatment plant and water pumping facilities. The interest earnings rate at the end of the quarter was 3.02%. Statements are received on a monthly basis.
3. Five Star Bank DWR Reserve: The purpose of the Reserve Account was to build up over ten years an amount equal to debt service for one year, a DWR requirement. The interest earnings rate at the end of the quarter was 3.02%. Statements are received on a monthly basis.
4. Five Star Bank SDWSRF (Safe Drinking Water State Revolving Fund) Loan Repayments: Quarterly deposits are made into the account. Semi-annual payments are made from the account by the bank, which functions as our fiscal agent, to SDWSRF for repayment of a \$714,000 loan to finance upgrades at the water treatment plant. The fund will provide for a twenty (20) year repayment period at a 1.7875 percent interest rate. The interest earnings rate at the end of the quarter was 3.00%. Statements are received on a monthly basis.
5. Five Star Bank SDWSRF Reserve: The purpose of the Reserve Account was to build up over ten years an amount equal to debt service for one year, a SDWSRF requirement. The interest earnings rate at the end of the quarter was 3.02%. Statements are received on a monthly basis.

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
 QUARTERLY TREASURER'S
 REPORT FOR THE PERIOD OF
 APRIL 1, 2023 – JUNE 30, 2023**

6. Mechanics Bank Money Market: This account handles all cash transactions as Five Star Bank does not have a local branch. Any amount above the minimum required by the bank will be transferred to Five Star bank checking account. The interest earnings rate at the end of the quarter was 0.02%. Statements are received on a monthly basis.

7. Five Star Bank Money Market: The interest earnings rate at the end of the quarter was 3.01%. Statements are received on a monthly basis. The purpose of this account is to facilitate cashflows and maximize interest within our Five Star Bank accounts.

8. Five Star Bank Checking: Variable interest-bearing checking account currently at 0.10%, at Five Star branch in Roseville used for most of our transactions such as payroll, accounts receivable and accounts payable. Statements are received on a monthly basis.

9. LAIF: Local Agency Investment Fund, a variable interest-bearing investment fund administered by the California State Treasurer. The majority of our funds are retained in this account. LAIF Account interest earnings rate at the end of the quarter was 3.02%. Statements are received on a quarterly basis.

INTEREST EARNINGS: TRENDS & PROJECTIONS

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

SUMMARY OF INTEREST EARNINGS

Account Profile by Reference Number

	Beginning Balance	Total Credits	Total Debits	Interest Earnings	Ending Balance
1	300.00	-	-	-	300.00
2	499.79	25,907.00	-	113.92	26,520.71
3	115,076.64	-	-	828.52	115,905.16
4	15,139.60	14,685.00	(29,369.28)	132.98	588.30
5	59,550.86	-	-	428.75	59,979.61
6	5,610.04	3,850.77	(3,500.00)	0.25	5,961.06
7	37,892.53	150,000.00	(110,000.00)	308.90	78,201.43
8	54,879.44	974,849.42	(953,039.38)	26.20	76,715.68
9	4,298,596.08	-	(100,000.00)	29,567.45	4,228,163.53
TOTALS	\$ 4,587,544.98	\$ 1,169,292.19	\$ (1,195,908.66)	\$ 31,406.97	\$ 4,592,335.48

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
QUARTERLY TREASURER'S
REPORT FOR THE PERIOD OF
APRIL 1, 2023 – JUNE 30, 2023**

MANAGEMENT BY CONTRACTED PARTIES

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

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

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

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
ANNUAL TREASURER'S REPORT
FOR THE FISCAL YEAR ENDING
JUNE 30, 2023**

INTRODUCTION

This report covers all investments and fund activities of the District for the period of July 1, 2022 to June 30, 2023. This report is prepared in accordance with the District's Statement of Investment Policy, adopted by Resolution No. 96-1.

The Heritage Ranch Community Services District is a public subdivision formed and operated under enabling state law. The District provides water and sewer service, and solid waste collection (via a Franchise Agreement with San Miguel Garbage Company for solid waste removal) which is categorized as an enterprise function (fee for service). The District's latent powers also include parks and recreation, a non-enterprise function, and the only item in this category is the Heritage Village Senior's Center. The District has formally appointed the Manager as the Treasurer. District staff prepares all fiscal reports, and the Treasurer and staff oversee all financial activity and make recommendations to the District Board of Directors.

Treasurer's Reports are submitted on a monthly, quarterly, and annual basis to the Board of Directors. A detailed description of contents for each type of report is contained in Section I of said Statement of Investment Policy. The Policy now in force was adopted in accordance with changes in state law, effective 1996.

REVIEW

Table 1 provides the beginning and ending balances, and the variance of all funds combined for each month of the year.

Table 1			
PERIOD	BEGINNING BALANCE	ENDING BALANCE	VARIANCE
JUL 22	\$4,973,782.68	\$4,960,526.70	(\$13,255.98)
AUG 22	\$4,960,526.70	\$4,902,758.01	(\$57,768.69)
SEPT 22	\$4,902,758.01	\$4,758,292.92	(\$144,465.09)
OCT 22	\$4,758,292.92	\$4,783,011.00	\$24,718.08
NOV 22	\$4,783,011.00	\$4,859,014.46	\$76,003.46
DEC 22	\$4,859,014.46	\$4,757,511.31	(\$101,503.15)
JAN 23	\$4,757,511.31	\$4,790,144.32	\$32,633.01
FEB 23	\$4,790,144.32	\$4,783,241.37	(\$6,902.95)
MAR 23	\$4,783,241.37	\$4,587,544.98	(\$195,696.39)
APR 23	\$4,587,544.98	\$4,555,172.34	(\$32,372.64)
MAY 23	\$4,555,172.34	\$4,691,033.09	\$135,860.75
JUN 23	\$4,691,033.09	\$4,592,335.48	(\$98,697.61)

The District maintained a total of fifteen locations/accounts for its cash during the reporting year. Of these fifteen, only one is considered an investment; the Local Agency Investment Fund (LAIF). A complete profile of all of the aforementioned accounts follows:

1. Operating cash in cash drawer: Maintained to make change for cash transactions.
2. Five Star Bank DWR Loan Repayments: Quarterly deposits are made into the account. Semi-annual payments are made from the account by the bank, which functions as our fiscal agent, to DWR for repayment of a \$2 million loan to partially finance our water treatment plant and water pumping facilities. The last reported interest rate was 3.02%. Statements are received on a monthly basis.
3. Five Star Bank DWR Reserve: The purpose of the Reserve Account was to build up over ten years an amount equal to debt service for one year, a DWR requirement. The last reported interest rate was 3.02 %. Statements are received on a monthly basis.
4. Five Star Bank SDWSRF (Safe Drinking Water State Revolving Fund) Loan Repayments: Quarterly deposits are made into the account. Semi-annual payments are made from the account by the bank, which functions as our fiscal agent, to SDWSRF for repayment of a \$714,000 loan to finance upgrades at the water treatment plant. The fund will provide for a twenty (20) year repayment period at a 1.7875 percent interest rate. The last reported interest rate was 3.00 %. Statements are received on a monthly basis.
5. Five Star Bank SDWSRF (Safe Drinking Water State Revolving Fund) Reserve: The purpose of the reserve account was to build up over ten years an amount equal to debt service for one year, a SDWSRF requirement. The last reported interest rate was 3.02%. Statements are received on a monthly basis.
6. Mechanics Bank Money Market: This account handles all cash transactions as Five Star Bank does not have a local branch. Any amount above the minimum required by the bank will be transferred to Five Star bank checking account. The last reported interest rate was 0.02%. Statement are received on a monthly basis.
7. Five Star Bank Money Market: The last reported interest rate was 3.01%. Statements are received on a monthly basis. The purpose of this account is to facilitate cashflows and maximize interest within our Five Star Bank accounts.
8. Five Star Bank Checking: Variable interest-bearing checking account. The last reported interest rate was 0.10%, at Five Star Branch in Roseville used for most of our transactions such as payroll, accounts receivable and accounts payable. Statements are received on a monthly basis.
9. LAIF: Local Agency Investment Fund, a variable interest-bearing investment fund administered by the California State Treasurer. The majority of our funds are retained in this account. The last reported interest rate was 3.02%. Statements are received on a quarterly basis.

The term "fund" is applied in our operations in two distinct ways. One application is a reference to services rendered by the District and their related funds, i.e. water and sewer, general, and solid waste. These are functions of internal bookkeeping where revenue and expenses are allocated according to revenue source and type of expense. The other application is used to identify moneys within certain accounts. For example, the analysis of the balance in LAIF is reported on each monthly Treasurer's Report, and the allocation of interest earnings from all accounts to funds is based on established policy.

A recap of interest earned in each account is presented in Table 2. Some accounts do not bear interest, as stated in the account profile above, but all accounts are listed for reference. The dollar amounts posted are the totals for the fiscal year for each account.

Table 2		
ACCOUNTS	INTEREST EARNINGS	INTEREST RATE
1. Cash Drawer	\$0.00	0.00%
2. Five Star DWR Loan Repayments	\$453.06	3.02%
3. Five Star DWR Reserve	\$2,292.51	3.02%
4. Five Star SRF Loan Repayments	\$301.15	3.00%
5. Five Star SRF Reserve	\$1,186.35	3.02%
6. Mechanics Money Market	\$1.45	0.02%
7. Five Star Money Market	\$1,137.20	3.01%
8. Five Star Checking	\$113.36	0.10%
9. LAIF	\$76,527.54	3.02%
TOTAL INTEREST EARNINGS	\$82,012.62	

CONCLUSION

The District appears to be managing its cash and investments in a prudent manner with adherence to optimal safety, yield, and liquidity. Treasurer's Reports are presented to the Board of Directors monthly, quarterly, and annually. A formal Statement of Investment Policy is in place. Internal policies for allocation of earned interest and preparation of reports, including a running analysis of funds deposited in LAIF, is complete and straight-forward.

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

OPERATING REVENUE	Budget FY 22/23	Actual June	Actual Year to Date	Percentage Year to Date	Variance Explanation
Water Fees	1,107,981	105,503	1,238,169	112%	
Sewer Fees	704,110	63,333	756,097	107%	
Hook-Up Fees	3,000	600	1,800	60%	
Turn on Fees	3,500	75	1,875	54%	
Late Fees	18,500	1,936	25,419	137%	
Plan Check & Inspection	10,000	0	0	0%	
Miscellaneous Income	500	889	16,160	3232%	Ins. Claim - WTP Erosion
TOTAL OPERATING	\$1,847,591	\$172,337	\$2,039,520	110%	

FRANCHISE REVENUE					
Solid Waste Franchise Fees	82,587	7,913	84,883	103%	
TOTAL FRANCHISE	\$82,587	\$7,913	\$84,883	103%	

TOTAL OPERATING \$1,930,178 \$180,250 \$2,124,403 110%

NON-OPERATING REVENUE					
Standby Charges	242,144	4,154	240,913	99%	
Property Tax	423,381	10,877	454,998	107%	
Interest	15,000	750	82,022	547%	Fluctuates based on activity
Connection Fees	70,580	14,116	42,348	60%	
TOTAL NON-OPERATING	\$751,105	\$29,896	\$820,281	109%	

RESERVE REVENUE					
Capital Reserves	503,512	6,888	133,838	27%	
Operating Reserves	1,848,143	87,310	636,152	34%	
TOTAL RESERVE	\$2,351,655	\$94,197	\$769,990	33%	

TOTAL NON-OPERATING \$3,102,760 \$124,094 \$1,590,271 51%

TOTAL ALL INCOME	\$5,032,938	\$304,343	\$3,714,674	74%	
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HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2022/23 Budget

OPERATING EXPENSES

SALARIES AND BENEFITS	Budget FY 22/23	Actual June	Actual Year to Date	Percentage Year to Date	Variance Explanation
Salaries	913,750	95,564	909,521	100%	
Health Insurance	159,110	13,620	142,268	89%	
Health Insurance - Retirees	47,600	3,994	47,785	100%	
Pers Retirement	149,871	26,851	191,914	128%	
OPEB Funding/Transfer	28,306	28,306	28,306	100%	
Standby	13,200	1,407	13,104	99%	
Overtime	10,812	2,004	8,926	83%	
Workers Comp. Ins.	23,525	0	21,072	90%	Paid Annually
Directors' Fees	9,000	700	6,900	77%	
Medicare/FICA	13,182	1,485	14,063	107%	
Car Allowance	3,000	250	3,000	100%	
SUI/ETT	1,000	0	448	45%	
Uniforms	5,000	0	3,429	69%	
TOTAL SALARIES & BENEFITS	\$1,377,356	\$174,180	\$1,390,734	101%	

UTILITIES

Electricity	124,292	9,205	123,770	100%	
Propane	1,466	110	1,247	85%	
Water Purchase	23,114	0	23,114	100%	Paid Semiannually
Telephone/Internet	11,594	1,230	13,297	115%	
TOTAL UTILITIES	\$160,466	\$10,545	\$161,428	101%	

MAINTENANCE & SUPPLIES

Chemicals	79,000	5,653	86,788	110%	
Computer/Software	33,900	17,065	32,442	96%	
Equip. Rental/Lease	2,500	1,436	16,683	667%	
Fixed Equip.	187,000	2,607	184,235	99%	
Fuel & Oil	15,000	1,446	18,817	125%	
Lab Testing	59,000	1,595	43,577	74%	
Office Supplies	1,500	0	1,415	94%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	14,940	297	18,044	121%	
Small Tools/Equip.	3,000	529	8,394	280%	
Supplies	4,500	3,002	14,391	320%	
Meters/Equip.	12,000	0	11,819	98%	
Vehicles	6,000	762	9,907	165%	
TOTAL MAINT. & SUP.	\$418,340	\$34,391	\$446,511	107%	

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

GENERAL & ADMINISTRATION	Budget FY 22/23	Actual June	Actual Year to Date	Percentage Year to Date	Variance Explanation
Ads./Advertising	1,500	85	561	37%	
Alarm/Answering Service	4,000	339	3,421	86%	
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	0	11,219	112%	
Elections	5,000	0	6,151	0%	
Insurance	39,330	0	-326	-1%	
LAFCO	6,930	0	7,254	105%	Paid Annually
Legal/Attorney	25,000	2,775	19,441	78%	
Licenses/Permits	29,000	60	29,221	101%	
Plan Check & Inspection	10,000	0	0	0%	
Postage/Billing	15,000	1,367	16,315	109%	
Professional Service	89,300	2,889	91,578	103%	
Tax Collection	6,200	0	6,272	101%	
Staff Training & Travel	12,000	2	7,652	64%	
Board Training & Travel	1,000	0	279	28%	
TOTAL G & A	\$275,260	\$7,516	\$208,234	76%	

CAPITAL PROJECTS & EQUIPMENT

Structures/Improvements	1,947,991	32,611	646,819	33%
Equipment	155,000	61,586	123,172	79%
TOTAL CAPITAL EXPENSE	\$2,102,991	94,197	769,991	37%

DEBT

State Loan Payment	103,629	0	103,628	100%
State Loan Payment Phase II	58,740	29,369	58,739	100%
Western Alliance Lease-PVS	152,638	0	152,638	100%
TOTAL DEBT	\$315,007	\$29,369	\$315,005	

FUNDED DEPRECIATION	\$288,000	\$24,000	\$288,000	100%
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%

TOTAL EXPENSE	\$4,937,421	\$374,198	\$3,579,903	73%
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CAPACITY CHARGES TRANSFER \$70,580 \$14,116 \$42,348 60%

SOLID WASTE FEES TRANSFER \$24,937 -\$2,823 \$16,185 65%

FUND TOTAL	\$1	(\$81,147)	\$76,238	
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**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
OFFICE REPORT**

JUNE 2023

Utility Billing

- On July 1st, 1,936 bills were processed for a total dollar amount of \$207,746 for water and sewer user fees for the month of June.
- We processed 239 penalties for bills that were due by June 25th.
- We mailed out 17 Intent To Disconnect letters to customers that were more than 60 days delinquent.
- We issued 21 48-hour notices and locked off 5 meters for non-payment.

Customer Service Orders

- Staff completed a total of 32 service orders for the month of June. The breakdown by job code is as follows:

UNLOCK	6	CALL OUT	1
OCCUPANT CHANGE	11	TURN-ON	1
TURN-OFF	1	LOCK METER	5
MISC.	2	LEAK	5

Administration

- Nothing to report.

San Miguel Garbage Franchise Fees Received

- The total Franchise Fees received for the Month of May was \$ 7,912.67. The breakdown is as follows:

Residential Garbage Collection - \$ 6,262.86
Commercial Garbage Collection - \$ 1,076.66
Roll-Off Collection - \$ 573.15

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

District Engineer Report For the Month of July 2023

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

Operations Support

- Working with Operations Staff re:
 - GAC project operation, troubleshooting and sampling/testing protocol for pilot study.
 - Water distribution system overview for outage coordination
 - Wastewater collection system overview for I&I Study

Capital Improvement Projects

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

- DBP/Compliance: GAC – Operations continued with the GAC Pilot Study. Initial in-field UVA/UVT testing results showed promise, however lab-analyzed results provide a more accurate representation. Initial lab analysis of samples taken after several days of operation showed that there was a substantial decrease in TOC (Total Organic Carbon) and DOC (Dissolved Organic Carbon) when comparing values from upstream and downstream of the GAC. While promising, these initial results should not be considered to be proof that GAC will be the solution to the DBP issue, as one set of data points cannot be assumed to be an overall trend. However, the initial success in lowering TOC/DOC shows that we appear to be headed in the right direction. In the ensuing months, more testing will show if/how the reduction in TOC/DOC affects DBP levels in the distribution system and, eventually, the life expectancy of the GAC. Combining the expected efficacy and duration of the GAC, we will be able to approximate an expected capital and recurring annual cost for a permanent GAC system.

While our initial results are promising, we are still having some issues with the mechanics of the system and are working to improve the overall functionality and maximize our throughput. We are working with the vessel vendor (Evoqua) and the pump vendor (Process Engineers) to iron out these initial issues.

- SCADA water system: As of 7/10/23, SPICE completed the initial setup of the new Ignition system on the new servers. The full changeover is not yet complete, as tweaks to the system will be needed over the next couple of weeks, but the initial operation appears to be functioning well. Over the coming weeks, operations will be putting Ignition through its paces to ensure that it is functioning as desired,

documenting any issues, and forwarding to SPICE for alterations. Once these alterations are complete, the changeover to Ignition will be finalized.

- PRV Project – We have received preliminary pricing from vendors for installing a new isolation valve at Equestrian and replacing the vault contents (isolation valves, piping, etc.) for both the Equestrian and Waterview PRVs. We are still awaiting pricing from two more contractors, but initial pricing has been promising. Per Claval, rebuilding of the existing PRVs should be a cost-effective and functional solution in lieu of replacement with new. We will know more once the rebuild is under way. Construction on this project should begin in late August (pending contractor schedule) and should take 3-4 weeks (depending upon coordination between isolation valve installation, vault work and PRV rebuild).
- 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 August 2023 per SPICE.
- 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: Currently compiling flow data from the recent winter's wet weather to prioritize the order in which areas are inspected/analyzed. Areas with higher wet weather flow (based on lift station pump run time data) as compared to their dry weather flow, will be investigated first. We have discussed smoke testing, video inspection and flow monitoring with several consultants and, once we have a prioritized list of areas of concern, we will obtain pricing for the recommended analysis.
- WRRF Project – Continuing to work with the General Manager and WSC to move the design forward.
- Met with GM Duffield and Raymond Kinser of Calcad on 7/11/23 to discuss potential benefits of a possible future Geographic Information System (GIS) for the District.

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Operations Report For the Month of July 2023

Water treatment

- The GAC system has been operating at about 120gpm continuously for the past 3 weeks.
- Operators are beginning to interface directly with the new SCADA system as it runs in parallel with the old SCADA system.
- The mapping and documentation of the Roberts filter(s) control wiring is nearly complete.

Water distribution

- One of the three booster pumps at PS #6 was replaced due to normal wear.
- Staff responded to 17 USA requests.
- There was one request for cold patch repairs to the road.
- 5 leaks were reported. No leaks were found on the districts side of the distribution system.

Wastewater collection

- Staff responded to two sewer backup calls this month. Both were household issues.
- Staff plans to be working with the SCADA contractor to finalize the telemetry survey for the WW collection and PS project.

Wastewater treatment

- Staff met with two USDA representatives to discuss MBR project. The addition of PV panels as a shade component was discussed.
- One aerator motor has succumbed to corrosion and is in the process of being replaced. A second aerator motor is scheduled for rebuild.

Facilities

- Staff has been managing some of the facility appearance work with the aid of 5 different AWP workers.

Vehicles and equipment

- Brakes were replaced on one of the Ford Rangers.

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: July 20, 2023

SUBJECT: Discussion on site layout considerations and the procurement process for the packaged-Membrane Bioreactor equipment for the Water Resource Recovery Facility Upgrade project.

Discussion

It is requested that your Board participate in a discussion on site layout considerations for the Water Resource Recovery Facility Upgrade project, as well as the process for procuring the packaged-Membrane Bioreactor equipment.

At the end of discussion, it is requested that your Board provide direction to staff.

File: Projects_WRRF

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: July 20, 2023

SUBJECT: Request to approve renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110.

Recommendation

It is recommended that the Board of Directors approve renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110.

Background

The District may, at its sole discretion, issue a conditional will serve letter to an applicant based on the conditions in Code Section 4.310, and any other conditions the District may deem appropriate. A conditional will serve shall expire in one year. Upon satisfying all of the conditions, the District would issue a final will serve. A conditional will serve allows the applicant to continue working on the County of San Luis Obispo Department of Planning and Building process towards recordation of a Final Map.

One of San Luis Obispo County's conditions of approval for subdivisions is a final will serve letter from the District for water and sewer service. The Final Map can only be approved by the County if the Applicant receives a final will serve letter indicating the District is ready and able to provide water and sewer to the project.

Your Board has previously issued conditional will serve letters for these projects most recently in 2020 which expired in 2021. The projects have not changed significantly.

Discussion

Tract 2879

The applicant, H.R. Holding (Applicant), has resubmitted a request for a will serve letter for Vesting Tentative Tract Map 2879 (Tract 2879). Tract 2879 is a proposal to subdivide a 2.17-acre parcel located on the south side of Gateway Drive near the HROA Gatehouse into eight residential parcels of approximately ¼ acre in size.

The Applicant has not yet submitted water/sewer improvement plans for the project. Only a cursory review of the submitted Vesting Tentative Tract Map 2879 exhibits was performed by staff and the District Engineer. This cursory review indicates that we could serve Tract 2879 with water and sewer service subject to the conditions in the attached draft conditional will serve letter.

A preliminary list of identified items that will need to be looked at closer during the plan check include but are not limited to:

- Evaluation of sewer system to Lift Station 1
- Evaluation of impacts to Lift Station 1
- Evaluation of sewer system to Lift Station 3
- Evaluation of impacts to Lift Station 3
- Evaluation of force main from Lift Station 3

Tract 3110

The applicant, H.R. Holding (Applicant), has submitted a request for a will serve letter for Vesting Tentative Tract Map 3110 (Tract 3110). Tract 3110 is a proposal to subdivide a 13.59-acre parcel located on Equestrian Road. The parcel is Lot 5 of Tract 1904-1 and is currently used for recreational vehicle storage. There are now 52 buildable lots proposed and are proposed to be approximately 6,000 square feet in size.

The Applicant has not yet submitted water/sewer improvement plans for the project. Only a cursory review of the submitted Vesting Tentative Tract Map 3110 exhibits was performed by staff and the District Engineer. This cursory review indicates that we could serve Tract 3110 with water and sewer service subject to the conditions in the attached draft conditional will serve letter.

A preliminary list of identified items that will need to be looked at closer during the plan check include but are not limited to:

- Evaluation of sewer system to Lift Station 3
- Evaluation of impacts to Lift Station 3
- Evaluation of force main from Lift Station 3

The draft conditional will serve letters for both Tracts are attached for your Board's discussion and consideration.

Fiscal Considerations

Prior to issuing a final will serve letter, the Applicant shall pay the then current Gallery Well fee, and 30% of the water/sewer capacity charges and hookup fees as required pursuant to Ordinance 4.700 and 4.310 respectively.

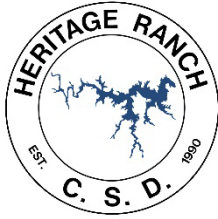
The Applicant has entered into an agreement to reimburse the District for any and all District costs associated with these projects.

Results

Approval of conditional will serve letters will provide the Applicant an opportunity to continue to work on the Final Map pursuant to the County of San Luis Obispo development process, and still provide the District the opportunity to place conditions on the proposed new development during the subsequent comprehensive plan review process, and new development agreements.

Attachments: Draft Conditional Will Serve Letters
Letters from Applicant
Tract 2879 and Tract 3110 Exhibits

File: TR 2879, TR 3110



Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

(805) 227-6230 ~ Fax (805) 227-6231

www.heritageranchcsd.com

July 20, 2023

H.R. Holding, LLC

735 Tank Farm Road, Suite 130

San Luis Obispo, CA 93401

Subject: Conditional Will Serve for Water & Sewer Service for Vesting Tentative Tract Map 2879

The Heritage Ranch Community Services District (District) has adequate water and sewer capacity and will serve Vesting Tentative Tract Map 2879 with water and sewer services, subject to the following conditions:

1. This conditional will serve letter may only be used for the eight residential lots of Vesting Tentative Tract Map 2879 (Tract 2879).
2. This conditional will serve letter is for water and sewer services only.
3. This conditional will serve letter is valid for one year.
4. A final will serve shall not be issued if the Board of Directors implements Water Shortage Conservation Stage III – Drought in accordance with the District Code of Ordinances, Section 5.900 – Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. Applications for will serve letters shall be placed on a waiting list.
5. In order to serve Tract 2879, improvements and additions to District facilities must be constructed, including but not limited to, the public water system, mains, hydrants, services, and the public sewer collection and treatment system. The applicant shall construct all such facilities necessary for Tract 2879 and provide all easements and property transfers required by the District. The design of the improvements shall be approved by the District Engineer.
6. Prior to recording a Final Map for Tract 2879, all District improvements required to be constructed shall be constructed and accepted by the District, or the applicant shall enter into an improvement agreement and provide a financial guarantee (bond or letter of credit) to complete the construction. The form of the agreement and the amount of the guarantee shall be approved by the District.
7. The covenants, conditions and restrictions for Tract 2879 shall contain a water

H.R. Holding
TR 2879 Conditional Will Serve
July 20, 2023

conservation landscape mandate for all residential lots within the Final Map. The type of landscaping shall be approved by the District before issuance of a final will serve for water.

8. This agreement is non-transferable.

If you have any questions or concerns with the conditions or terms of this letter, please let me know as soon as possible.

Sincerely,

Scott Duffield, PE
General Manager

C: Board of Directors
District Engineer

File: TR 2879

May 29, 2023

Scott Duffield
General Manager
Heritage Ranch CSD
4870 Heritage Road
Paso Robles, CA 93446

Re: Request for New Will-Serve Letter for VTTM 2879

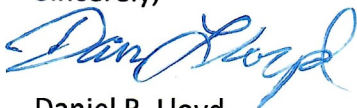
Dear Scott,

We are ready once again to proceed with filing a revised and updated VTTM map with the County for processing and we would like your District to issue us a new Will-Serve letter since the previously issued will-serve letter is not current. Therefore, we are formally requesting that HRCSD again conditionally approve the provision of water and sewer services for our 8-lot subdivision at your earliest convenience.

We are available to meet with you at any time to discuss the project and our request. I have attached a reduced copy of the tentative map for your use.

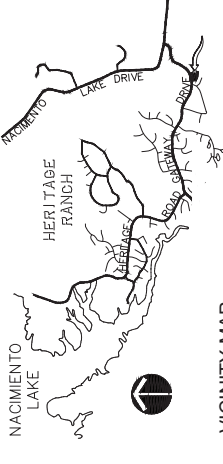
Please let me know if you have any questions and when you would like to get together to discuss the project.

Sincerely,



Daniel R. Lloyd

Cc: Bob Schiebelhut; Charlie Richardson



PROJECT SITE

LEGEND

—	BOUNDARY
---	PROPOSED INTERIOR PARCEL LINE
---	CENTERLINE
---	EXISTING EDGE OF PAVEMENT
---	EASEMENT LINE
---	PROPOSED BUILDING ENVELOPES
---	PROPOSED EDGE OF PAVEMENT
---	EXISTING CONTOUR INTERVAL
---	EXISTING 1' CONTOUR INTERVAL
---	EXISTING CHAIN LINK FENCE
---	PROPOSED 5' CONTOUR INTERVAL
---	PROPOSED 1' CONTOUR INTERVAL
---	EXISTING CHAIN LINK FENCE
---	PROJECT FERMIER FENCE
---	PROPOSED CONCRETE PAVEMENT
---	PROPOSED ASPHALT PAVEMENT
---	PROPOSED RETAINING WALL

ABBREVIATIONS:

CO	CONCRETE
CS	CURB STOP
EH	EXISTING DRIVE
FH	FIRE HYDRANT
IR	IRREGULAR
MA	MANHOLE
PA	PUBLIC UTILITIES FACILITY
PR	PRIVATE UTILITY FACILITY
POW	RIGHT OF WAY
S	SEWER LINE
SW	WATER VALVE
SW	WATER MAIN
TBR	TO BE REMOVED
TP	TYPICAL
W	WATER

SHEET INDEX

- TENTATIVE MAP
- PRELIMINARY GRADING & DRAINAGE PLAN
- PRELIMINARY PAVEMENT IMPROVEMENT PLAN
- TREE IMPACT PLAN

EARTHWORK ESTIMATE

CUT: 11280
FILL: 4750
NET: 6530 EXPORT

NOTE: ALL VALUES ARE IN CUBIC YARDS WITH SHRINK/SWELL FACTORS OF 1.0.

PROJECT NOTES

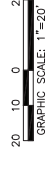
- THE FLOOD EASEMENT TO MONTEREY COUNTY FLOOD CONTROL DISTRICT PER PERMITS 96-001-001 AND 99-001-001 TO TAKE EFFECT THIS MAP AS THE PROPERTY IS BEING OFFERED FOR DEVELOPMENT.
- THE EASEMENT TO HERITAGE RANCH AND CATTLE COMPANY PER 1671 O.R. 139 IS UNPLOTTABLE.
- PER 1680 O.R. 635 IS UNPLOTTABLE.
- ROAD "A" TO BE AN IRREVOCABLE OFFER OF DEDICATION TO THE HERITAGE RANCH OWNERS ASSOCIATION.
- PRIVATE DRAINAGE EASEMENT TO HERITAGE RANCH OWNERS ASSOCIATION WILL BE LOCATED OUTSIDE OF GATEWAY DRIVE RIGHT OF WAY.
- LOT 9 WILL BE OFFERED FOR DEDICATION TO THE COUNTY. THE MAINTENANCE OF THE ROAD FOR TRACT 2879 WILL BE RESPONSIBLE FOR MAINTENANCE OF THE ROAD.
- PRIVATE DRAINAGE EASEMENT FOR RUNOFF DETENTION WILL BE MAINTAINED AND THE PROJECT PROPONENTS WILL DETERMINE A LATER DATE WHETHER THEY WILL JOIN THE HROA (HERITAGE RANCH OWNERS ASSOCIATION) OR FORM THEIR OWN HOA. A WILL BE PRIVATE VA GATES MAINTAINED BY THE HOMEOWNERS ASSOCIATION.

PROJECT DATA

1.	PROJECT ADDRESS:	GATEWAY DRIVE
2.	TRACT SIZE:	0.17 AC
3.	ASSESSOR'S PARCEL NO.:	012-352-058
4.	ZONING:	RESIDENTIAL SINGLE FAMILY (RSF)
5.	OWNER:	HERITAGE RANCH CSO
6.	SEWAGE DISPOSAL:	HERITAGE RANCH CSO
7.	GAS:	PROPANE
8.	TELEPHONE:	AT&T
9.	TELEPHONE:	AT&T
10.	CABLE TV:	CHARTER COMMUNICATIONS
	OWNERS/APPLICANT:	CIVIL ENGINEER:
	H.R. HOLDINGS, LLC	RICK ENGINEERING
	145 HUNTERS CREEK DRIVE, SUITE 130	1400 WASHINGTON STREET, #150
	SAN LUIS OBISPO, CA 93401	SAN LUIS OBISPO, CA 93401

BASIS OF BEARINGS

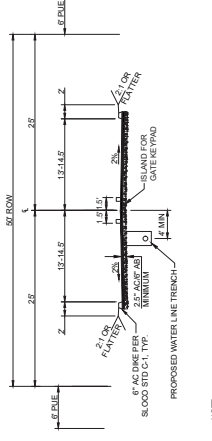
THE BASIS OF BEARINGS FOR THIS SURVEY IS GRID NORTH, CALIFORNIA STATE PLANE COORDINATE SYSTEM ZONE 5, ACCORDING TO GPS OBSERVATION



VESTING TENTATIVE TRACT MAP #2879

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA BEING A SUBDIVISION OF LOT 9 OF TRACT NO. 693 OF THE VESTING TENTATIVE TRACT MAP #2879, THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

RICK ENGINEERING
1180 MARKET STREET - SUITE 150
SAN LUIS OBISPO, CA 93401
TEL: 831-762-7677



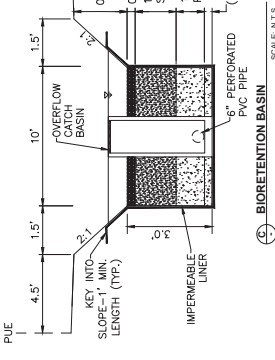
NOTE: STRUCTURAL SECTION DOES NOT REPRESENT THE CONSTRUCTION BASED ON THE VALUE OF THE NATIVE MATERIAL AND A MINIMUM TRAFFIC INDEX OF 5. THE VALUE OF THE NATIVE MATERIAL SHALL BE DETERMINED BY THE ENGINEERING GEOLOGIST.

TYPICAL INTERIOR ROAD SECTION 'A-A' SLOPE 2.5% SCALE 1"=10'

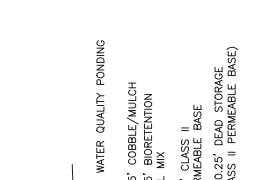
SLOCCO STD A-1(a), UNDER 250' FUTURE A.D. 1.



TYPICAL DRIVEWAY SLOCCO STD B-2 SCALE 1"=10'



BIORETENTION BASIN SCALE 1"=12"



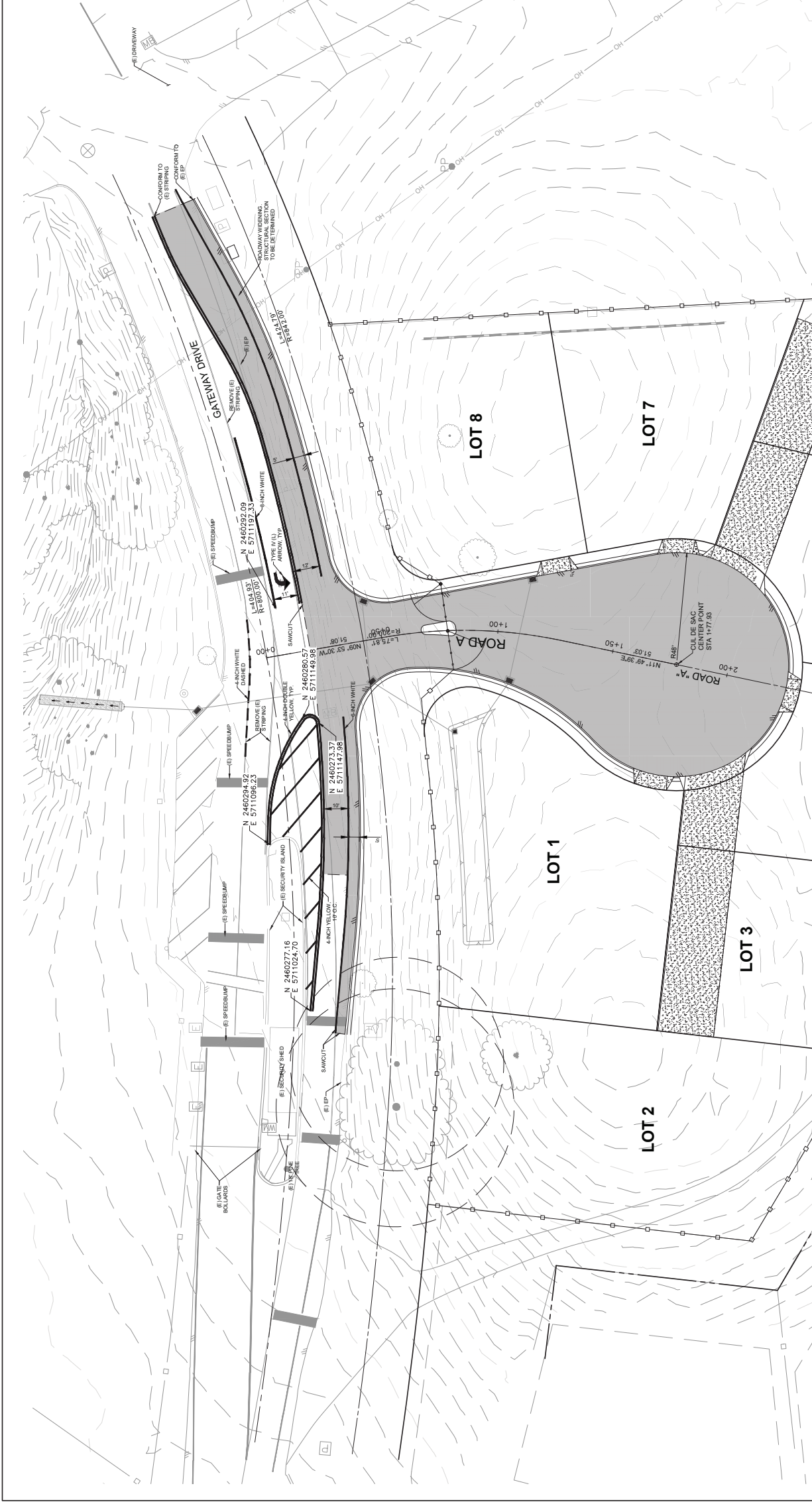
OFFSITE SEWER DETAIL SCALE 1"=20'



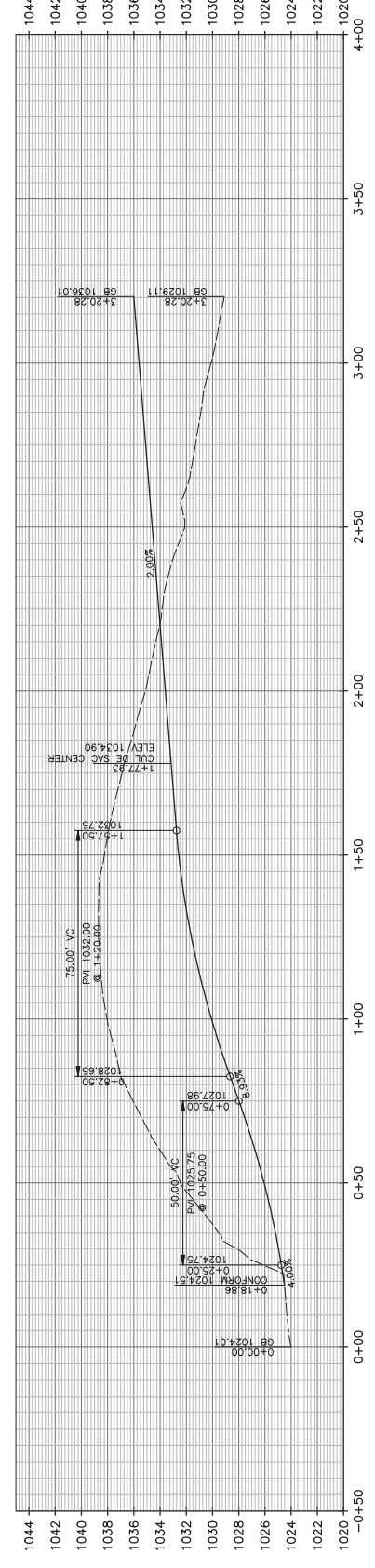
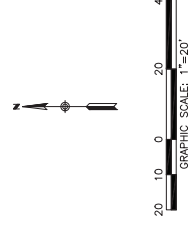
**VESTING TENTATIVE TRACT MAP #2879
PRELIMINARY GRADING, DRAINAGE & UTILITY PLAN**

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA BEING A SUBDIVISION OF LOTS 18 OF TRACT NO. 685 PER THE MAP FILED FOR RECORD IN BOOK 1000 PAGES 11-12 OF THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY





PLAN
SCALE 1"=20'



ROAD "A" PROFILE
SCALE 1"=20' (H)
SCALE 1"=50' (V)



VESTING TENTATIVE TRACT MAP #2879
PRELIMINARY ROAD IMPROVEMENT PLAN

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA BEING A SUBDIVISION OF LOT 18 OF TRACT NO. 685 PER THE MAP FILED FOR RECORD IN BOOK 10 OF MAPS AT THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY



LEGEND

- BOUNDARY
- PROPOSED INTERIOR PARCEL LINE
- CENTERLINE
- EXISTING EDGE OF PAVEMENT
- EASEMENT LINE
- PROPOSED BUILDING ENVELOPES
- EXISTING EDGE OF PAVEMENT
- EXISTING CHAIN LINK FENCE
- PROJECT PERIMETER FENCE
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED RETAINING WALL
- CRITICAL ROOT ZONE (CRZ)



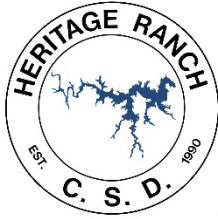
NO.	DBH	SPECIES	STATUS
28	13	BLUE OAK	NOT IMPACTED
29	12	BLUE OAK	NOT IMPACTED
30	6.5	BLUE OAK	NOT IMPACTED
31	7.5	BLUE OAK	NOT IMPACTED
32	7	BLUE OAK	NOT IMPACTED
33	5	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
34	19	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
35	12	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
36	11	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
37	17.5	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
38	5.5	BLUE OAK	NOT IMPACTED
39	13	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
40	14	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
41	12.5/10	BLUE OAK	$\leq 30\%$ IMPACT TO CRZ
42	11	VALLEY OAK	REMOVE
43	6.5	VALLEY OAK	REMOVE
44	10	VALLEY OAK	REMOVE
45	24	BLUE OAK	NOT IMPACTED
46	20/10.5	BLUE OAK	NOT IMPACTED
47	34	BLUE OAK	NOT IMPACTED



**VESTING TENTATIVE TRACT MAP #2879
TREE INVENTORY PLAN**

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA
BEING A SUBDIVISION OF LOT 18 OF TRACT NO. 683 PER THE MAP FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

TRICK
1160 MARKET STREET - SUITE 150
SAN LUIS OBISPO, CA 95071
TEL: 831.962.7000



Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

(805) 227-6230 ~ Fax (805) 227-6231

www.heritageranchcsd.com

July 20, 2023

H.R. Holding, LLC

735 Tank Farm Road, Suite 130

San Luis Obispo, CA 93401

Subject: Conditional Will Serve for Water & Sewer Service for Vesting Tentative Tract Map 3110

The Heritage Ranch Community Services District (District) has adequate water and sewer capacity and will serve Vesting Tentative Tract Map 3110 with water and sewer services, subject to the following conditions:

1. This conditional will serve letter may only be used for the fifty-two residential lots of Vesting Tentative Tract Map 3110 (Tract 3110).
2. This conditional will serve letter is for water and sewer services only.
3. This conditional will serve letter is valid for one year.
4. A final will serve shall not be issued if the Board of Directors implements Water Shortage Conservation Stage III – Drought in accordance with the District Code of Ordinances, Section 5.900 – Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. Applications for will serve letters shall be placed on a waiting list.
5. A final will serve letter shall not be issued until the applicant has paid in full the then applicable gallery well improvement fee pursuant to Heritage Ranch Community Services District Code of Ordinances, Section 4.760, and 30% of the water and sewer capacity charges and hook-up fees pursuant to Section 4.310, for all lots within the proposed Tract 3110.
6. In order to serve Tract 3110, improvements and additions to District facilities must be constructed, including but not limited to, the public water system, mains, hydrants, services, and the public sewer collection and treatment system. The applicant shall construct all such facilities necessary for Tract 3110 and provide all easements and property transfers required by the District. The design of the improvements shall be approved by the District Engineer.
7. Prior to recording a Final Map for Tract 3110, all District improvements required to be

H.R. Holding
TR 3110 Conditional Will Serve
July 20, 2023

constructed shall be constructed and accepted by the District, or the applicant shall enter into an improvement agreement and provide a financial guarantee (bond or letter of credit) to complete the construction. The form of the agreement and the amount of the guarantee shall be approved by the District.

8. The covenants, conditions and restrictions for Tract 3110 shall contain a water conservation landscape mandate for all residential lots within the Final Map. The type of landscaping shall be approved by the District before issuance of a final will serve for water.
9. This agreement is non-transferable.

If you have any questions or concerns with the conditions or terms of this letter, please let me know as soon as possible.

Sincerely,

Scott Duffield, PE
General Manager

C: Board of Directors
District Engineer

File: TR 3110

May 29, 2023

Scott Duffield
General Manager
Heritage Ranch CSD
4870 Heritage Road
Paso Robles, CA 93446

Re: Request for New Will-Serve Letter for VTTM 3110

Dear Scott,

We are ready once again to proceed with filing a revised and updated VTTM map with the County for processing and we would like your District to issue us a new Will-Serve letter since the previously issued will-serve letter is not current. Therefore, we are formally requesting that HRCSD conditionally approve the provision of water and sewer services for our 52 residential lot subdivision at your earliest convenience.

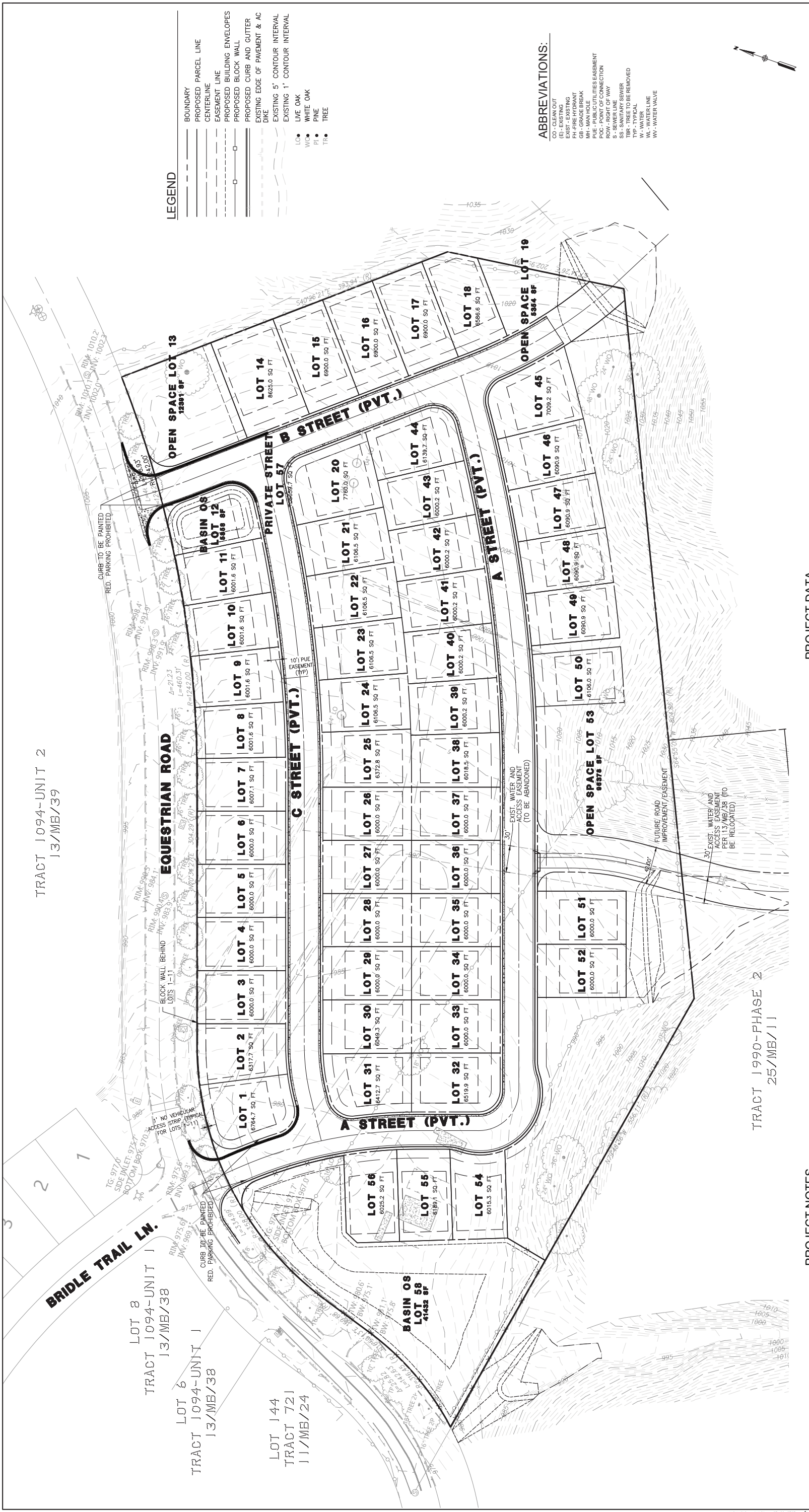
We are available to meet with you at any time to discuss the project and our request. I have attached a reduced copy of the tentative map for your use.

Please let me know if you have any questions and when you would like to get together to discuss the project.

Sincerely,


Daniel R. Lloyd

Cc: Bob Schiebelhut; Charlie Richardson

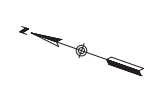


LEGEND

- BOUNDARY
- PROPOSED PARCEL LINE
- CENTERLINE
- EASEMENT LINE
- PROPOSED BUILDING ENVELOPES
- PROPOSED BLOCK WALL
- PROPOSED CURB AND GUTTER
- EXISTING EDGE OF PAVEMENT & AC DIKE
- EXISTING 5' CONTOUR INTERVAL
- EXISTING 1' CONTOUR INTERVAL
- LO • LIVE OAK
- WO • WHITE OAK
- PI • PINE
- TR • TREE

ABBREVIATIONS:

- CO - CLEAN OUT
- EX - EXISTING
- EX - EXISTING
- CB - GRADE BREAK
- MH - MAN HOLE
- PUE - PUBLIC UTILITIES EASEMENT
- POC - POINT OF CONNECTION
- S - SEWER LINE
- SS - SANITARY SEWER
- TR - TREE TO BE REMOVED
- TY - TYPICAL
- WL - WATER LINE
- WW - WATER VALVE



TRACT 1094-UNIT 2
13/MB/39

TRACT 1990-PHASE 2
25/MB/11

VESTING TENTATIVE TRACT MAP 3110

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA
BEING A SUBDIVISION OF LOT 5 OF TRACT NO. 1094-1 PER THE MAP FILED IN BOOK 13, OF MAPS AT PAGE 38, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

JOB NO.: 18151 SCALE: 1"=50' DATE: 02/16/23 SHEET NO. 1 OF 3

PROJECT DATA

1. PROJECT ADDRESS: 2350 EQUESTRIAN ROAD
2. TRACT SIZE: 13.59 AC
3. ASSESSOR'S PARCEL NO: 012-181-071
4. ZONING: RESIDENTIAL SINGLE FAMILY (RSF)
5. WATER SUPPLY: HERITAGE RANCH CSD
6. SEWAGE DISPOSAL: HERITAGE RANCH CSD
7. GAS: PROPANE
8. TELEPHONE: PACIFIC GAS & ELECTRIC
9. CABLE TV: AT&T
10. CHARTER COMMUNICATIONS

PROJECT NOTES

1. ALL PRIVATE STREETS ARE TO BE PUBLIC UTILITY AND ACCESS EASEMENTS.
2. UTILITIES SHOWN ARE BASED ON AS-BUILT PLANS AND AVAILABLE PAINT MARKINGS AT THE TIME OF FIELD SURVEY. LOCATIONS OF ALL EXISTING UTILITIES ARE TO BE FIELD LOCATED PRIOR TO CONSTRUCTION.
3. ALL TREES TO REMAIN AND BE PROTECTED UNLESS OTHERWISE SHOWN.
4. THE 30' WIDE EASEMENT FOR WATER AND ACCESS PURPOSES PER 13/MB/38 IS NOT PLOTTABLE PER THAT MAP DUE TO LACK OF DATA. THE ALIGNMENT SHOWN HEREON IS BASED ON THE LIMITED DATA PER 13/MB/38. THE GENERAL LOCATION SHOWN HEREON IS BASED ON THE SCALED LOCATION OF THE WATERLINE AND PROPOSED EASEMENT SHOWN ON THE H.R.C.S.C. AS-BUILT PLANS.

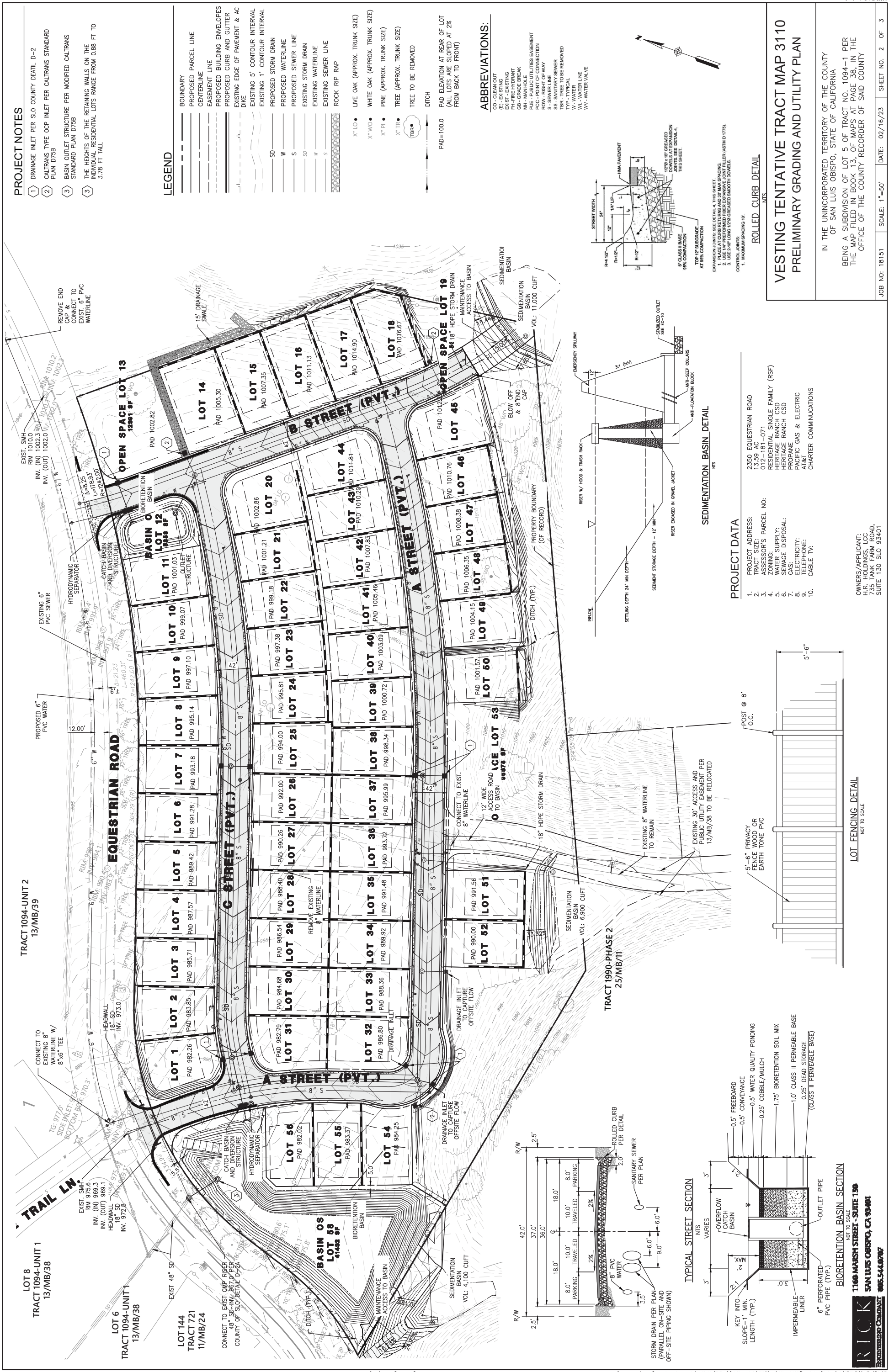
PROPOSED LOTS

TOTAL NUMBER OF PROPOSED LOTS = 58	13.57 ACRES
SINGLE FAMILY RESIDENTIAL LOTS = 52	7.45 ACRES
BASIN OS LOTS = 2	1.08 ACRES
PRIVATE STREET LOTS = 1	LOT (57)
OPEN SPACE LOTS = 3	LOT (13, 19, 53)

5. NO PROPOSED SIDEWALKS IN THIS TRACT
6. STREETS A, B, AND C WILL BE OFFERED FOR DEDICATION TO THE COUNTY, AND THE HOMEOWNERS ASSOCIATION FOR TRACT 3110 WILL BE RESPONSIBLE FOR MAINTENANCE OF THE ROADS.
7. THE PRIVATE DRAINAGE EASEMENTS/BASINS FOR RUNOFF DETENTION WILL BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
8. PROJECT PROPOSERS WILL DETERMINE, AT A LATER DATE, WHETHER THEY WILL JOIN THE HROA OR FORM THEIR OWN HOA.
9. RED CURBS ARE PARKING PROHIBITED AND WILL BE REMOVED
10. EXISTING FENCE WITHIN THE SUBDIVISION TO BE REMOVED

BASIS OF BEARING FOR THIS SURVEY IS GRID NORTH, CALIFORNIA STATE PLANE, ZONE 5, CORNER OF SAN LUIS OBISPO COUNTY NATIONAL GEODETIC SURVEY OPUS SOFTWARE.

TRICK ENGINEERING COMPANY
1160 MARSH STREET - SUITE 130
SAN LUIS OBISPO, CA 95061
805.544.0707

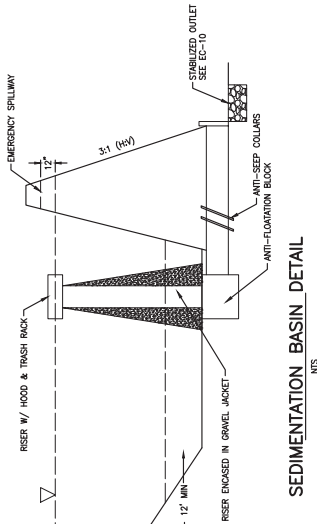
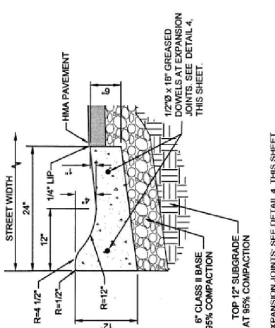


- PROJECT NOTES**
1. DRAINAGE INLET PER SLO COUNTY DETAIL D-2
 2. CALTRANS TYPE OCP INLET PER CALTRANS STANDARD PLAN D75B
 3. BASIN OUTLET STRUCTURE PER MODIFIED CALTRANS STANDARD PLAN D75B
 3. THE HEIGHTS OF THE RETAINING WALLS ON THE INDIVIDUAL RESIDENTIAL LOTS RANGE FROM 0.88 FT TO 3.78 FT TALL

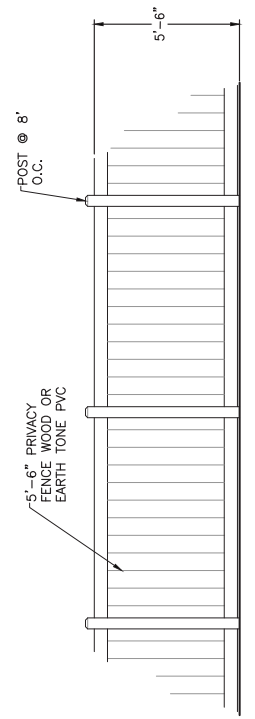
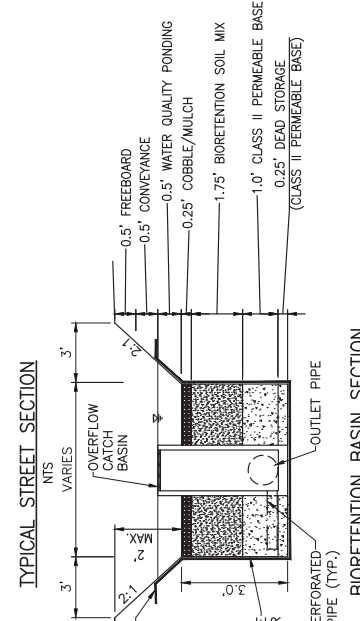
- LEGEND**
- BOUNDARY
 - PROPOSED PARCEL LINE
 - CENTERLINE
 - EASEMENT LINE
 - PROPOSED BUILDING ENVELOPES
 - PROPOSED CURB AND GUTTER
 - EXISTING EDGE OF PAVEMENT & AC DNE
 - EXISTING 5' CONTOUR INTERVAL
 - EXISTING 1' CONTOUR INTERVAL
 - PROPOSED STORM DRAIN
 - PROPOSED WATERLINE
 - PROPOSED SEWER LINE
 - EXISTING STORM DRAIN
 - EXISTING WATERLINE
 - EXISTING SEWER LINE
 - ROCK RIP RAP

- X" LO • LIVE OAK (APPROX. TRUNK SIZE)
- X" W/O • WHITE OAK (APPROX. TRUNK SIZE)
- X" PI • PINE (APPROX. TRUNK SIZE)
- X" TI • TREE (APPROX. TRUNK SIZE)
- (TBR) • TREE TO BE REMOVED
- DITCH
- PAD=100.0
- PAD ELEVATION AT REAR OF LOT (ALL LOTS ARE SLOPED AT 2% FROM BACK TO FRONT)

- ABBREVIATIONS:**
- CO - CLEAN OUT
 - EX - EXISTING
 - HW - HYDRODYNAMIC SEPARATOR
 - PA - PAVED AREA
 - GB - GRADE BREAK
 - MH - MANHOLE
 - PUE - PUBLIC UTILITIES EASEMENT
 - RO - RIGHT OF WAY
 - S - SEWER LINE
 - SS - SANITARY SEWER
 - TBR - TREE TO BE REMOVED
 - W - WATER
 - WV - WATER VALVE



- PROJECT DATA**
1. PROJECT ADDRESS: 2350 EQUESTRIAN ROAD
 2. TRACT SIZE: 13.59 AC
 3. ASSESSOR'S PARCEL NO: 012-181-071
 4. ZONING: RESIDENTIAL SINGLE FAMILY (RSF)
 5. WATER SUPPLY: HERITAGE RANCH CSD
 6. SEWAGE DISPOSAL: HERITAGE RANCH CSD
 7. GAS: PROPANE
 8. TELEPHONE: PACIFIC GAS & ELECTRIC
 9. CABLE TV: AT&T
 10. CHARTER COMMUNICATIONS



VESTING TENTATIVE TRACT MAP 3110
PRELIMINARY GRADING AND UTILITY PLAN

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOT 5 OF TRACT NO. 1094-1 PER THE MAP FILED IN BOOK 13, OF MAPS AT PAGE 38, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

JOB NO: 18151 SCALE: 1"=50' DATE: 02/16/23 SHEET NO. 2 OF 3

TRICK
 ENGINEERING CONSULTANTS

1160 MARSH STREET - SUITE 130
 SAN LUIS OBISPO, CA 95061
 805.544.8787

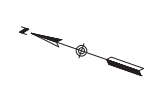
BRIDLE TRAIL
EQUESTRIAN ROAD
B STREET
PRIVATE STREET
C STREET (PVT.)
A STREET (PVT.)
A STREET (PVT.)

LEGEND

	BOUNDARY
	PROPOSED PARCEL LINE
	CENTERLINE
	EASEMENT LINE
	PROPOSED BUILDING ENVELOPES
	PROPOSED CURB AND GUTTER
	EXISTING EDGE OF PAVEMENT & AC
	DITCH
	EXISTING 5' CONTOUR INTERVAL
	EXISTING 1' CONTOUR INTERVAL
	DITCH
	CRITICAL ROOT ZONE
	TREE: NOT IMPACTED
	TREE: 5-30% IMPACT TO CRZ
	TREE: REMOVE

ABBREVIATIONS:

CO	- CLEAN OUT
CRZ	- CRITICAL ROOT ZONE
EX	- EXISTING
FI	- FIRE HYDRANT
GB	- GRADE BREAK
MH	- MANHOLE
PUE	- PUBLIC UTILITIES EASEMENT
SW	- SANITARY SEWER
TR	- TREE TO BE REMOVED
WL	- WATER LINE
WV	- WATER VALVE



PROJECT DATA

1. PROJECT ADDRESS: 2350 EQUESTRIAN ROAD
2. TRACT SIZE: 13.59 AC
3. ASSESSOR'S PARCEL NO: 012-181-071
4. ZONING: RESIDENTIAL SINGLE FAMILY (RSF)
5. WATER SUPPLY: HERITAGE RANCH CSD
6. SEWAGE DISPOSAL: HERITAGE RANCH CSD
7. GAS: PACIFIC GAS & ELECTRIC
8. TELEPHONE: AT&T
9. CABLE TV: CHARTER COMMUNICATIONS
- 10.

VESTING TENTATIVE TRACT MAP 3110
TREE INVENTORY PLAN

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA
 BEING A SUBDIVISION OF LOT 5 OF TRACT NO. 1094-1 PER THE MAP FILED IN BOOK 13, OF MAPS AT PAGE 38, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

NO.	DBH	CONDITION	SPECIES	IMPACT
48	52.0"	4	VALLEY OAK	5-30% IMPACT
49	7.5"	4	VALLEY OAK	NOT IMPACTED
52	11.0"	4	BLUE OAK	REMOVE
53	12.0"	4	BLUE OAK	REMOVE
54	12.0"	4	VALLEY OAK/BLUE OAK	REMOVE
55	10.0"	4	VALLEY OAK	REMOVE
58	14.0"	3	BLUE OAK	REMOVE
59	8.0"	5	VALLEY OAK	REMOVE
60	6.0/5.0"	4	BLUE OAK	REMOVE
61	9.0/4.0/3.0"	4	BLUE OAK	REMOVE
62	11.5"	4	BLUE OAK	REMOVE
63	28.0"	5	COAST LINE OAK	REMOVE
64	11.0"	4	BLUE OAK	REMOVE
66	11.0"	5	BLUE OAK	REMOVE
67	20.0"	5	VALLEY OAK	REMOVE
68	26.0"	6	VALLEY OAK	5-30% IMPACT
69	25.0"	5	VALLEY OAK	NOT IMPACTED
70	44.0"	6	VALLEY OAK	5-30% IMPACT
71	39.0"	3	VALLEY OAK	5-30% IMPACT
72	21.0"	4	BLUE OAK	REMOVE
73	44.0"	5	VALLEY OAK	REMOVE
74	32.0"	6	VALLEY OAK	5-30% IMPACT
75	67.0"	3	VALLEY OAK	REMOVE
76	25.0"	4	BLUE OAK	NOT IMPACTED
77	26.0"	4	BLUE OAK	NOT IMPACTED
A				REMOVE

TRICK
 ENGINEERING CONSULTANTS
 1160 MARSH STREET - SUITE 130
 SAN LUIS OBISPO, CA 95061
 806.544.8787

OWNERS/APPLICANT:
 H.R. HOLDINGS, LLC
 7355 TANK FARM ROAD,
 SUITE 130 SLO 93401

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: July 20, 2023

SUBJECT: Receive updates regarding disinfection byproducts and provide direction to staff.

Background

The District water system is exceeding the disinfection byproducts maximum contaminant level. This is not an immediate health risk and you do not need to use an alternative water supply. Your Board has been updated regularly on this issue.

Disinfection Byproducts Rule

The Environmental Protection Agency adopted, and the California State Division of Drinking Water is implementing the Disinfection Byproducts Rule. This Federal Rule limits the levels of total trihalomethanes (TTHM) and haloacetic acids (HAA5) in drinking water.

Both TTHM and HAA5 are byproducts of drinking water disinfection and are controlled by State Primary Drinking Water Standards. TTHM and HAA5 are formed in drinking water when free chlorine comes in contact with organic compounds. All surface water has the presence of organic compounds. During a heavy rain event or low water levels, the amount of organics found in surface water can increase rapidly.

All water utilities that use surface water have become more concerned with the presence of organic compounds in their water and the implications of the Disinfection Byproducts Rule. Most water systems treat their water with a chemical disinfectant (e.g. Chlorine) to inactivate pathogens that cause diseases. The public health benefit of common disinfection practices is obvious, significant, and well recognized. While disinfectants are effective in controlling many harmful microorganisms, they react with organic matter in the water and form disinfection byproducts, some of which pose health risks over time when present above certain levels.

Total organic carbon (TOC) levels are an important factor in disinfection byproduct formation. TOC levels have increased in both our raw and finished water over time, and significantly since 2016 after the Chimney Fire. The increased organic matter left over from wildfire is transported via rainfall runoff through the watershed, and in this case

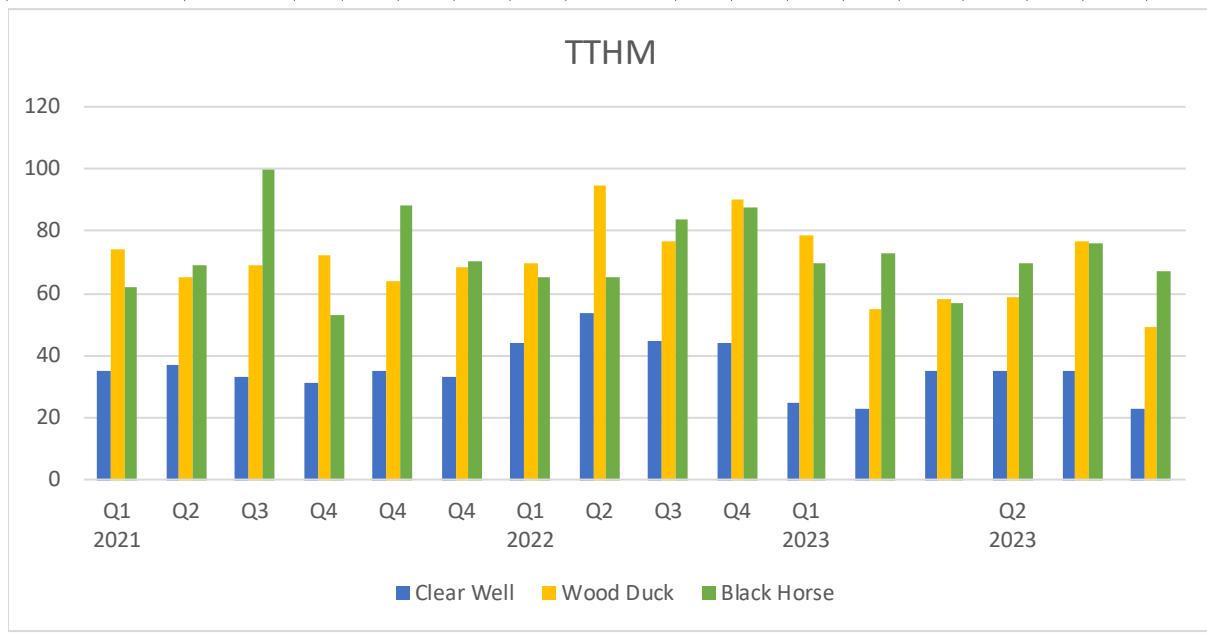
deposited into Nacimiento Reservoir. The increase in TOC coincides with a corresponding increase in haloacetic acid levels. The table below shows the average and range of raw water TOC, treated water TOC, and LRAA haloacetic acids.

Time Period	Raw Water TOC ppm	Treated Water TOC ppm	Total Haloacetic Acids ppb
2010 - 2016	2.6 average (1.5 - 4.2)	2.2 average (1.3 - 3.6)	39.2 average (24.0 - 67.0)
2016 - 2023	3.6 average (2.3 - 5.0)	2.6 average (1.8 - 3.9)	59.1 average (31.3 - 105.0)

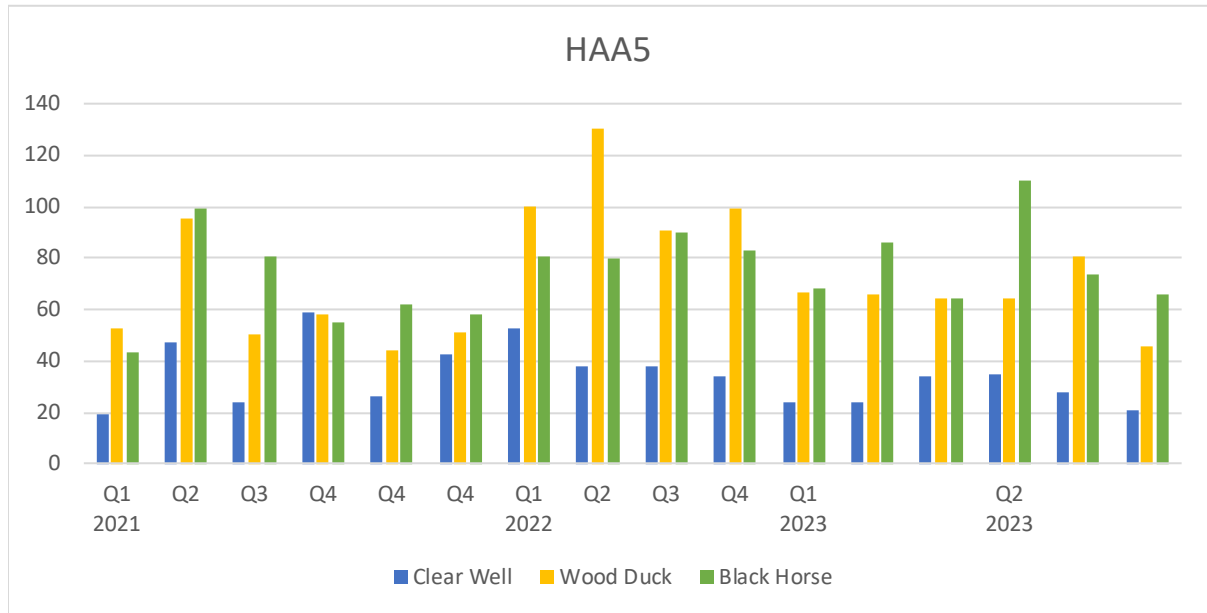
Discussion

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.

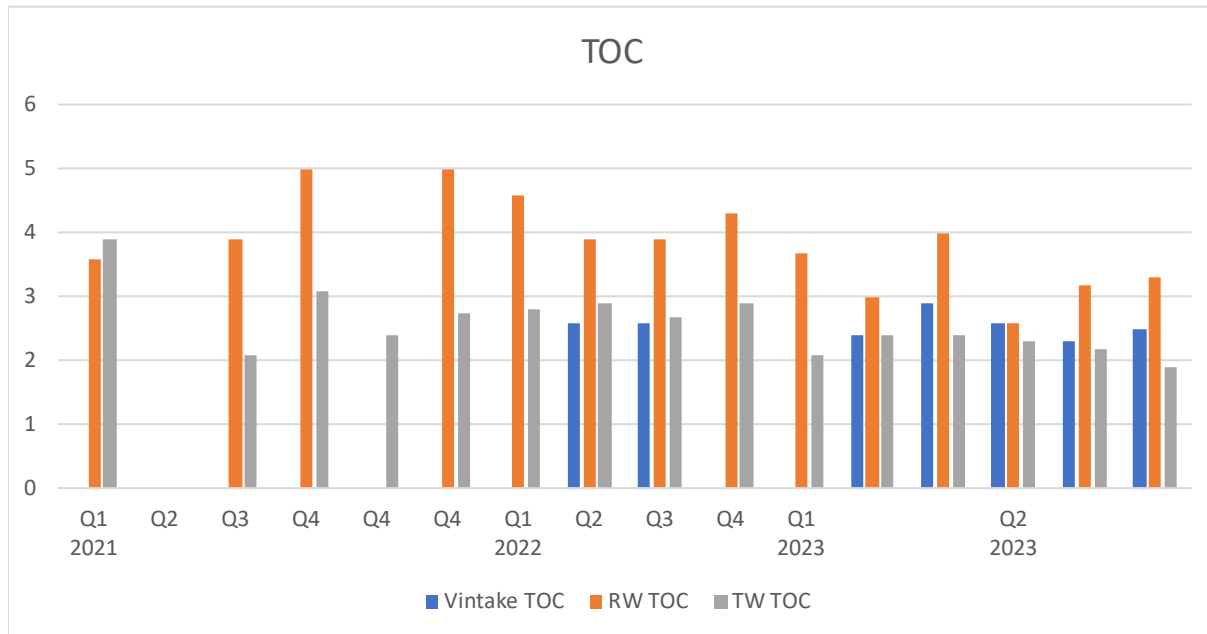
TTHM	Q1 2021	Q2	Q3	Q4	Q4	Q4	Q1 2022	Q2	Q3	Q4	Q1 2023			Q2 2023		
Clear Well	35	37	33	31	35	33	44	54	45	44	25	23	35	35	23	23
Wood Duck	74	65	69	73	64	68	70	95	77	91	79	55	58	59	77	49
Black Horse	62	69	100	53	88	70	65	65	84	88	70	73	57	70	76	67



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	28	21
Wood Duck	53	95	50	58	44	51	100	130	91	100	67	66	64	64	81	46
Black Horse	43	99	81	55	62	59	81	80	90	83	68	86	64	110	74	66



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	2.3	2.5	
RW TOC	3.6		3.9	5		5	4.6	3.9	3.9	4.3	3.7	3.0	4.0	2.6	3.2	3.3
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	2.2	1.9



For our system, the most recent LRAA for TTHM is 77 ppb at the Black Horse Lane sample site and 73 ppb at the Wood Duck Lane sample site.

For our system, the most recent LRAA for HAA5 is 82 ppb at the Black Horse Lane sample site and 80 ppb at the Wood Duck Lane sample site.

We will continue to send quarterly notices to customers until such time we are consistently within the allowable limits.

Fiscal Implications

The 5-year Capital Improvement Plan approved by your Board includes spending a total of \$1,000,000 for a DBP project(s) through Fiscal Year End 2027. The current year budget includes \$325,000 for a DBP project(s), as well as \$50,000 for the design phase of Vertical Intake No. 2.

File: OPERATIONS_DBP

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

General Manager Report For the Month of July 2023

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

Administration

- The SLO County Public Works Department and the District executed an extension of the Nacimiento Water Project Water Wheeling Agreement. This agreement is intended to be extended annually and would provide for use of the emergency intertie to the Nacimiento Water Project to obtain our water in an emergency or other MCWRA operational issue that results in water not being able to be released through the Dam.
- The SLO County Board of Supervisors executed the Amendment No. 1 to Contract for Supply of Nacimiento Water at their June 20, 2023 meeting. The District now has full allocation of the 1,100 acre-feet per year that was set aside for Heritage Ranch.
- The General Manager attended a drought response and a water supply and sources webinar trainings sponsored by the Rural Community Assistance Corp.
- The General Manager attended the annual CSDA General Manager Leadership Summit conference.
- The General Manager and staff had an initial meeting with a company that provides Geographic Information Systems (GIS), and other services. GIS is a system that creates, manages, analyzes, and maps all types of data. GIS connects data to a map, integrating location data (where things are) with all types of descriptive information (what things are like there). This provides a foundation for mapping and analysis that is used in science and almost every industry. GIS helps users understand patterns, relationships, and geographic context. The benefits include improved communication and efficiency as well as better management and decision making. Staff is investigating the possibilities at this point and will report back to your Board as needed.
- The General Manager and staff met onsite with representatives of United States Department of Agriculture (USDA) Rural Development at their request in regard to the WRRF project. The District is seeking funding for the WRRF through the USDA.

Solid Waste

- The General Manager understands that SLO County has submitted a request to the SLO County Integrated Waste Management Authority (IWMA) to re-join IWMA. In 2022 the County left IWMA, which is formed under a Joint Powers Authority or JPA, which necessitated adjustments for the remaining members, such as voting rights, rates and funding, etc. Additional updates will be reported as they become available.

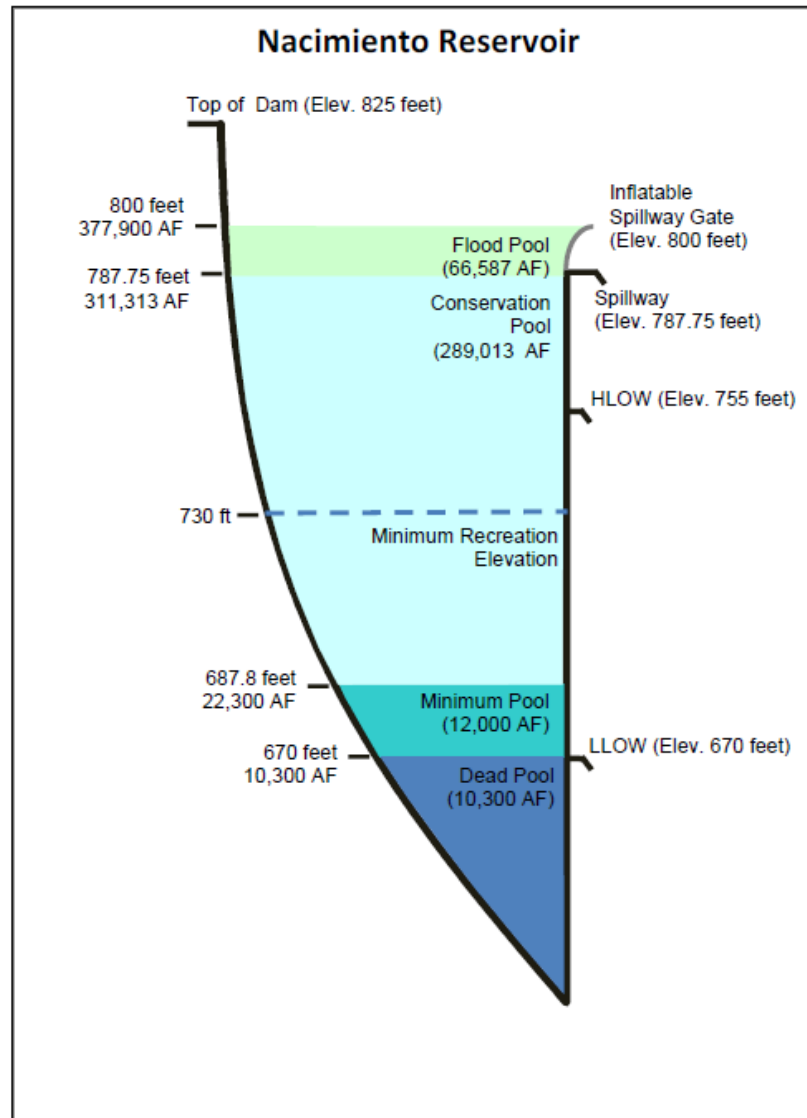
Development

- See separate agenda items regarding applicant request for conditional will-serves for Tract 2879 and Tract 3110.
- The Development Agreement and will-serve for the Snug Harbor development project has been fully executed.

Reservoir Status

- As reported by Monterey County Water Resources Agency (MCWRA), as of July 11, 2023 the reservoir was at approximately 790.3 feet in elevation, 86% of capacity, or 324,640-acre feet of storage. MCWRA water releases were shown as 420 cfs.

Nacimiento Reservoir



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Joshua M. George, District Counsel
DATE: July 14, 2023
SUBJECT: Request to consider compensation for the General Manager.

Recommendation

It is recommended that the Board discuss and consider compensation for the General Manager.

Background and Discussion

On July 20, 2023, your Board will meet in closed session for the annual evaluation of the General Manager. Beginning January 1, 2017, and in response to reform following the City of Bell controversy, the Government Code was revised to require executive compensation be finally determined in a Regular Meeting in open session. Following Board discussion and public comment, it is recommended that your Board determine the General Manager's compensation.

Fiscal Considerations

The FY 2023/24 Budget accommodates compensation for the General Manager.

Results

The General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and responsible for enforcement of all District ordinances, policies, procedures, the conduct of all financial activities and the efficient and economical performance of the District's operations, and exercises general direction and supervision of all District staff.

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