

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** January 16, 2025

**SUBJECT:** Appointments to the District's committees for the term 2025 – 2026.

#### **Background**

The Board President may appoint standing and/or ad-hoc committees.

Committee recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure unless expressly delegated by Board action. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board. The committee chair is authorized to schedule committee meetings as deemed necessary and all such meetings, except ad-hoc committees, need to follow Open Meeting Law of California (Brown Act).

Committees may include two Board members and members of the public. The Manager is the staff person assigned to all Committees. The Board President typically appoints membership to committees at the first regular meeting in December in even number years. Committee membership lasts for two years.

Each standing committee has a Board approved Statement of Purpose as set forth in Attachment A.

Attachments: Attachment A – Standing Committees Statement of Purpose  
Attachment B – Current Committee Membership

# Attachment A

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT STANDING COMMITTEES

### **Finance & Audit Committee**

Statement of Purpose - February 20, 1997

There are those who believe that budget reports are the most important documents produced by an organization. If they are not, they certainly come close. After all, money and the amount available is the fuel of our engine.

As a public agency, we are the stewards of public funds. We are charged with the responsibility to invest and spend wisely. We have the obligation to sustain an infrastructure that in turn sustains life itself, as well as monetary investment in property and improvements by our constituency.

The purpose of this committee is to seek and maintain a balance of revenues and expenditures which are both fair to our constituents and sustain the community owned infrastructure which serves them. This philosophy is accomplished through developments and use of budgets, financial reports and audits that enable adequate cash flows for both routine operations and special projects. This Committee reviews all rate increase issues.

### **Operations and Engineering Committee**

Statement of Purpose - February 20, 1997

Engineering is the practical application of knowledge. In our case, this means such things as the mechanics of providing services and enhancement of same as technology allows or regulations dictate. For this reason, engineering relates to operations, and therefore are combined.

A major element of our operation is of course the facilities used to provide water and sewer services. This includes not only the more direct components such as pumps and pipelines, but also the indirect or supporting components such as rolling stock, equipment, labs, shops, tools, and parts. We also have the authority for removal of Solid Waste, a function handled by contract with the San Miguel Garbage Company. The District does not perform any hands-on activity with this operation.

Following the reorganization of CSA 19 to the District, we have facilitated several capital improvements and upgrades. As time progresses, we will have more such activity, especially if we add new services or face new regulatory requirements. The relationship of engineering and operations calls for integration of applied science to create and build along with efficient operation and proper maintenance.

The purpose of this committee is to ensure efficient operation of our facilities. This includes improvements or enhancements that improve that purpose or to maintain long term integrity of our facilities as determined by planning. This Committee receives consulting advice from the District Engineer.

# Attachment A

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT STANDING COMMITTEES

### **Personnel Committee**

Statement of Purpose - February 20, 1997

To carry out the mission of any organization, it is essential that staff be competent. To retain qualified personnel, it is incumbent on this committee to establish and sustain an environment in which District personnel can be productive.

The cornerstone of effective administration for our type of organization is the establishment and executive of written procedures. These take the form of many examples such as state law, District Ordinances and Resolutions, Policies and Procedures, and so on. This concept provides a clear picture to all with consistency and fair ideology.

The purpose of this committee is to endeavor to sustain a high degree of integrity of District operations through the practice of effective administration strategies including the element of competent personnel. This Committee reviews all wage and benefit issues related to employee compensation.

### **Safety Committee**

Statement of Purpose - February 20, 1997

Safety is an attitude. It is also an important concept in terms of cost and production; cost relative to risk exposure and production relative to lost man hours and impact on work schedules. Safety is an issue that concerns both staff and the public. Our best defense is an awareness and an on-going campaign of prevention measures.

The purpose of this committee is to promote and establish safety awareness, to prevent accidents, and if accidents do occur, to investigate them with a resolve to prevent repetition. The methods to accomplish this purpose include education, training, and inspections. Resources include such things as video tapes, tailgate sessions, safety equipment, implementation of policy and procedures, practice drills, etc.

### **Public Relations Committee**

Statement of Purpose - February 20, 1997

Communications are all important in any organization regardless of type or size. As a public agency, we want to communicate with our constituency those issues that may be of concern, and to the extent possible, encourage feedback to "complete the loop". This act of communication is basically a flow of information which informs and gives a certain comfort level to our constituents on what their Community Services District is accomplishing.

The purpose of this committee is to develop and foster public relations with our constituency. This includes information about District activities, future plans, helpful hints, and customer service. This is accomplished through "user friendly" customer service policies and procedures, promotion beneficial to the public, positive relationships with other agencies, making information and documents available, distribution of newsletter, bulletins, etc.

\*\*\*

# Attachment B

## Heritage Ranch Community Services District Committee Membership

<b>Committee</b>	<b>2023-24</b>
Finance & Audit	Burgess Yaffee
Operations & Engineering	Capps Camou
Personnel	Barker Yaffee
Safety	Capps Camou
Public Relations	Barker Burgess
WRRF Ad-hoc	Barker Yaffee



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

*December 19, 2024*

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

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

**2. OATH OF OFFICE ELECTED / APPOINTED BOARD MEMBERS**

Secretary Gelos administered the Oath of Office to Director, Dan Burgess and Director Tom Swanson.

**3. ROLL CALL**

Secretary Gelos called the roll.

Directors present: Bill Barker, Dan Burgess, Michael Camou, Tom Swanson, and Mason Yaffee.

Staff present: General Manager, Scott Duffield, District Engineer, Doug Groshart, Operations Manager, Brian Vogel and District Counsel Jeff Minnery via Zoom.

**4. ELECTION OF BOARD OFFICERS**

Public Comment: Ranch residents Vivan Lombard and Sheryl Fox spoke.

Director Burgess made a motion to nominate Director Camou for President and Director Barker for Vice President. Both accepted. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

**5. APPOINTMENTS TO DISTRICT COMMITTEES**

Public Comment: Ranch residents Vivian Lombard and Sheryl Fox spoke.

The board reached a consensus to table this item for discussion at the next meeting.

**6. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

There were no public comments.

**7. CONSENT ITEMS**

**a. Meeting Minutes:** Receive/approve minutes of regular meeting of November 21, 2024.

**b. Warrant Register:** Receive/approve November 2024 warrants.

- c. **Treasurer's Report:** Receive/file November 2024 report.
- d. **Fiscal Report:** Receive/file November 2024 status report.
- e. **Office Report:** Receive/file November 2024 report.
- f. **District Engineer Report:** Receive/file December 2025 report.
- g. **Operations Manager Report:** Receive/file December 2025 report.
- h. **Board of Directors Calendar:** Receive/file 2025 Calendar.

There were no public comments.

Director Barker made a motion to approve all items as presented. Director Yaffee seconded the motion. The motion passed unanimously.

## 8. BUSINESS ITEMS

- a. **Receive the 90%-design submittal for the Water Resource Recovery Facility upgrade project.**

There were no public comments.

Curtis Lam of HydroScience Engineers gave a power-point presentation to the board and answered any questions they had.

- b. **Request to approve the Report on Wastewater Rate Study prepared by Tuckfield & Associates dated December 2024, and direct staff to proceed with the public notification and hearing process for adoption of new sewer rates.**

Public Comment: Ranch resident Sandra Shupp spoke.

Clayton Tuckfield of Tuckfield & Associates gave a power-point presentation to the board and answered any questions they had.

Director Barker made a motion to approve the report on Wastewater Rate Study and set the public hearing for February 20, 2024. Director Camou seconded the motion. The motion passed unanimously.

- c. **Request to receive a summary of the granular activated carbon pilot study and authorize staff to begin the design of the DBP/Compliance-related project included in the current 5-Year Capital Improvements Program.**

Public Comment: Ranch resident, Sheryl Fox spoke.

District Engineer Groshart gave a power-point presentation to the board and answered any questions they had.

Director Barker made a motion to authorize staff to begin the design of the DBP/Compliance related project. Director Burgess seconded the motion. The motion passed unanimously.

**9. GENERAL MANAGER REPORT**

There were no public comments.  
Report was received and filed.

**10. COMMITTEE REPORTS**

There were no public comments.  
There were no committee reports.

**11. FUTURE AGENDA ITEMS**

There were no public comments.  
The Board determined to add the following to a future agenda:

- Appointments to District Committees – 2/20/25

**12. ADJOURNMENT**

On a motion by Director Barker and seconded by Director Burgess the meeting adjourned at 5:43 pm to the next scheduled meeting on Thursday, January 16, 2025.

**APPROVED:**

\_\_\_\_\_  
**Michael Camou, President  
Board of Directors**

**ATTEST:**

\_\_\_\_\_  
**Kristen Gelos, Secretary  
Board of Directors**

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
DECEMBER 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
12/2/2024	GREAT WESTERN ALARM ALARM / ANSWERING SERVICE	318.32	\$ 318.32
12/2/2024	CLEATH-HARRIS GEOLOGISTS, INC. VERTICAL INTAKE #2 PROJECT	2,043.65	\$ 2,043.65
12/2/2024	AT&T TELEPHONE	87.33	\$ 87.33
12/2/2024	HOME DEPOT CREDIT SERVICES STRUCTURES & GROUNDS STRUCTURES & GROUNDS	717.29 74.94	\$ 792.23
12/2/2024	KRITZ EXCAVATING & TRUCKING, I MAINTENANCE FIXED EQUIPMENT	1,973.23	\$ 1,973.23
12/2/2024	BRENNTAG PACIFIC, INC CHEMICALS	2,602.50	\$ 2,602.50
12/2/2024	FGL ENVIRONMENTAL LAB TESTING	111.00	\$ 111.00
12/2/2024	CALIFORNIA RURAL WATER ASSOCIA DUES & SUBSCRIPTIONS	945.00	\$ 945.00
12/2/2024	ROY ARNOLD CELL PHONE/INTERNET ALLOWANCE UNIFORM ALLOWANCE	80.00 210.82	\$ 290.82
12/2/2024	SAN MIGUEL ROLL OFF COMPANY, I MAINTENANCE FIXED EQUIPMENT	536.44	\$ 536.44
12/2/2024	ANTHONY'S TIRE STORE VEHICLES	620.65	\$ 620.65
12/2/2024	NAPA AUTO PARTS FUEL & OIL FUEL & OIL	82.08 246.25	\$ 328.33
12/2/2024	KRISTEN GELOS CELL PHONE/INTERNET ALLOWANCE TRAINING & TRAVEL	80.00 801.84	\$ 881.84



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
DECEMBER 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
12/2/2024	CORE & MAIN LP CHEMICALS SUPPLIES MAINTENANCE FIXED EQUIPMENT	284.21 226.30 85.80	\$ 596.31
12/2/2024	RHYTHM DESIGN UNIFORMS FY 24/25	41.00	\$ 41.00
12/2/2024	BURT INDUSTRIAL SUPPLY MAINTENANCE FIXED EQUIPMENT	337.13	\$ 337.13
12/2/2024	SCOTT DUFFIELD CELL PHONE/INTERNET ALLOWANCE MEDICAL REIMBURSEMENT	80.00 57.50	\$ 137.50
12/2/2024	WESTERN EXTERMINATOR STRUCTURES & GROUNDS	125.00	\$ 125.00
12/2/2024	BRIAN VOGEL CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
12/2/2024	TROY SHOGRIN CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
12/2/2024	DOUGLAS GROSHART CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
12/2/2024	JORANDA MARKETING, INC. / JAN- STRUCTURES & GROUNDS STRUCTURES & GORUNDS	304.60 304.60	\$ 609.20
12/2/2024	AMERICAN WATER COLLEGE, LLC DUES & SUBSCRIPTIONS	1,554.00	\$ 1,554.00
12/2/2024	EVOQUA WATER TECHNOLOGIES LLC GAC PILOT STUDY	25,145.66	\$ 25,145.66
12/2/2024	NORTH COUNTY BACKFLOW MAINTENANCE FIXED EQUIPMENT	670.00	\$ 670.00
12/2/2024	JERED MARTY CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
DECEMBER 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
12/2/2024	AUSTIN GRAY CELL PHONE/INTERNET ALLOWANCE UNIFORM ALLOWANCE	80.00 184.86	\$ 264.86
12/2/2024	JASON GULARTE CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
12/3/2024	CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	886.00 790.07 790.07	\$ 2,466.14
12/3/2024	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS	15,949.26	\$ 15,949.26
12/5/2024	PG&E ELECTRICITY	11,222.15	\$ 11,222.15
12/5/2024	PG&E WRRF PROJECT	3,000.00	\$ 3,000.00
12/9/2024	SAN MIGUEL GARBAGE DELINQUENT SOLID WASTE FEES	329.50	\$ 329.50
12/10/2024	USA BLUEBOOK CHEMICALS	404.61	\$ 404.61
12/10/2024	BRENNTAG PACIFIC, INC CHEMICALS	1,202.25	\$ 1,202.25
12/10/2024	FGL ENVIRONMENTAL LAB TESTING	1,169.00	\$ 1,169.00
12/10/2024	SWRCB LICENSES & PERMITS	3,945.00	\$ 3,945.00
12/10/2024	ALPHA ELECTRICAL SERVICE MAINTENANCE FIXED EQUIPMENT	540.56	\$ 540.56
12/10/2024	CORE & MAIN LP MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	2,202.23 1,484.55	\$ 3,686.78

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
DECEMBER 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
12/10/2024	TRACTOR SUPPLY CO. MAINTENANCE FIXED EQUIPMENT	204.38	\$ 204.38
12/10/2024	DATA PROSE LLC NOVEMBER / DECEMBER BILLING	3,002.19	\$ 3,002.19
12/10/2024	RIVAL TECHNOLOGY INC. PROFESSIONAL SERVICES	1,215.84	\$ 1,215.84
12/10/2024	SPEEDY COASTAL MESSENGER, INC. LAB TESTING	440.00	\$ 440.00
12/10/2024	SPICE INTEGRATION WATER SCADA UPGRADE	3,000.00	\$ 3,000.00
12/10/2024	EVOQUA WATER TECHNOLOGIES LLC MAINTENANCE FIXED EQUIPMENT	1,501.50	\$ 1,501.50
12/10/2024	JERED MARTY UNIFORM ALLOWANCE	242.69	\$ 242.69
12/10/2024	JASON GULARTE UNIFORM ALLOWANCE	251.99	\$ 251.99
12/10/2024	VIDEO INSPECTION SPECIALISTS, WW COLLECTION SYS/FIXED EQUIP	54,939.76	\$ 54,939.76
12/12/2024	J.B. DEWAR. INC. FUEL & OIL	591.00	\$ 591.00
12/13/2024	R. ARNOLD NET PAYROLL	2,777.86	\$ 2,777.86
12/13/2024	T. SHOGREN NET PAYROLL	3,305.82	\$ 3,305.82
12/13/2024	J. MARTY NET PAYROLL	2,428.01	\$ 2,428.01
12/13/2024	A. GRAY NET PAYROLL	1,649.60	\$ 1,649.60

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
DECEMBER 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
12/13/2024	J. GULARTE NET PAYROLL	1,676.04	\$ 1,676.04
12/13/2024	K. GELOS NET PAYROLL	3,049.30	\$ 3,049.30
12/13/2024	D. BURGESS NET PAYROLL	92.35	\$ 92.35
12/13/2024	B. BARKER NET PAYROLL	92.35	\$ 92.35
12/13/2024	S. DUFFIELD NET PAYROLL	4,865.09	\$ 4,865.09
12/13/2024	B. VOGEL NET PAYROLL	3,020.07	\$ 3,020.07
12/13/2024	D. GROSHART NET PAYROLL	4,489.56	\$ 4,489.56
12/13/2024	M. CAMOU NET PAYROLL	92.35	\$ 92.35
12/13/2024	M. YAFFEE NET PAYROLL	92.35	\$ 92.35
12/13/2024	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHIHOLDING MEDICARE	3,138.97 49.60 1,106.90	\$ 4,295.47
12/13/2024	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	415.46 1,262.66	\$ 1,678.12

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
DECEMBER 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
12/13/2024	CALPERS RETIREMENT SYSTEM CALPERS UNIFORM ALLOWANCE PERS-IRC 457 CONTRIBUTIONS PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	10.51 320.00 1,173.08 1,763.13 2,056.56 2,635.67 8.37	\$ 7,967.32
12/16/2024	UNITED STATES POSTAL SERVICES POSTAGE	19.36	\$ 19.36
12/16/2024	CHARTER COMMUNICATIONS INTERNET	101.24	\$ 101.24
12/16/2024	UNIFI WATER SCADA PROJECT	660.86	\$ 660.86
12/16/2024	CSDA-SLO COUNTY CHAPTER TRAINING & TRAVEL	80.00	\$ 80.00
12/16/2024	RING CENTRAL TELEPHONE	297.49	\$ 297.49
12/16/2024	AMAZON OFFICE SUPPLIES	39.14	\$ 39.14
12/16/2024	STARLINK INTERNET	250.00	\$ 250.00
12/20/2024	PG&E ELECTRICITY	7,628.98	\$ 7,628.98
12/24/2024	CALPERS RETIREMENT SYSTEM CALPERS UNFUNDED LIABILITY	10,325.42	\$ 10,325.42
12/27/2024	R. ARNOLD NET PAYROLL	2,997.14	\$ 2,997.14
12/27/2024	T. SHOGREN NET PAYROLL	3,227.00	\$ 3,227.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
WARRANT REGISTER  
DECEMBER 2024**

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>ITEM AMOUNT</b>	<b>WARRANT AMOUNT</b>
12/27/2024	J. MARTY NET PAYROLL	2,026.62	\$ 2,026.62
12/27/2024	A. GRAY NET PAYROLL	1,649.60	\$ 1,649.60
12/27/2024	J. GULARTE NET PAYROLL	1,676.04	\$ 1,676.04
12/27/2024	K. GELOS NET PAYROLL	3,049.30	\$ 3,049.30
12/27/2024	S. DUFFIELD NET PAYROLL	4,695.31	\$ 4,695.31
12/27/2024	B. VOGEL NET PAYROLL	3,020.07	\$ 3,020.07
12/27/2024	D. GROSHART NET PAYROLL	4,489.56	\$ 4,489.56
12/27/2024	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	3,047.76 1,086.02	\$ 4,133.78
12/27/2024	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	409.39 1,240.14	\$ 1,649.53
12/27/2024	CALPERS RETIREMENT SYSTEM PERS-IRC 457 CONTRIBUTIONS PERS-IRC 457 CONTRIBUTIONS PERS RETIREMENT PERS RETIREMENT TIER 2 PERS RETIREMENT PEPRA SURVIVOR BENEFIT	320.00 1,173.08 1,763.14 2,056.56 2,635.67 8.37	\$ 7,956.82
12/29/2024	J.B. DEWAR. INC. FUEL & OIL	553.45	\$ 553.45
<b>TOTAL ALL WARRANTS</b>			<b>\$ 252,814.97</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
TREASURER'S REPORT  
DECEMBER 2024**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance:	\$ 4,543,322
Ending Balance:	\$ 4,605,051
Variance:	\$ 61,728
Interest Earnings for the Month Reported:	\$ 1,397
Interest Earnings Fiscal Year-to-Date:	\$ 164,148

**ANALYSIS OF REVENUES**

Total operating income for water and sewer was:	\$ 235,386
Non-operating income was:	\$ 7,083
Franchise fees paid to the District by San Miguel Garbage was:	\$ 9,193
Interest earnings for the LAIF account was:	\$ -
Interest earnings for the California CLASS account was:	\$ 14,953
Interest earnings for the Five Star Bank checking account was:	\$ 16
Interest earnings for the Five Star Bank DWR Loan Services account was:	\$ 58
Interest earnings for the Five Star Bank DWR Reserve account was:	\$ 468
Interest earnings for the Mechanics Bank money market account was:	\$ 0

**ANALYSIS OF EXPENSES**

Five Star Bank checking account total warrants, fees, and Electronic Fund Transfers was:	\$ 142,143
--	------------

**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  
DECEMBER 2024**

**BEGINNING BALANCE ALL ACCOUNTS** **\$4,543,322.43**

**OPERATING CASH IN DRAWER** **\$ 300.00**

**FIVE STAR BANK DWR LOAN REPAYMENT (1994-2029):**

<b>BEGINNING BALANCE 11/30/2024</b>	1,786.34	
QUARTERLY DEPOSIT	25,907.00	
INTEREST EARNED	57.71	
SEMI-ANNUAL PAYMENT	-	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 27,751.05</b>

**FIVE STAR BANK DWR RESERVE ACCOUNT**

<b>BEGINNING BALANCE 11/30/2024</b>	122,707.20	
INTEREST EARNED	468.13	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 123,175.33</b>

**FIVE STAR BANK SDWSRF LOAN SERVICES ACCOUNT**

<b>BEGINNING BALANCE 11/30/2024</b>	16,061.43	
QUARTERLY DEPOSIT	14,685.00	
INTEREST EARNED	36.04	
SEMI-ANNUAL PAYMENT	(29,369.28)	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 1,413.19</b>

**FIVE STAR BANK SDWSRF RESERVE ACCOUNT**

<b>BEGINNING BALANCE 11/30/2024</b>	63,499.59	
INTEREST EARNED	242.25	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 63,741.84</b>

**MECHANICS BANK MONEY MARKET ACCOUNT**

<b>BEGINNING BALANCE 11/30/2024</b>	13,492.56	
DEPOSIT REVENUE - CASH	1,242.14	
INTEREST EARNED	0.22	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 14,734.92</b>

**FIVE STAR BANK - MONEY MARKET**

<b>BEGINNING BALANCE 11/30/2024</b>	124,661.27	
INTEREST EARNED	616.84	
REVENUE TRANSFER <i>From Five Star Checking</i>	50,000.00	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 175,278.11</b>



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
STATUS REPORT FOR ALL ACCOUNTS  
DECEMBER 2024**

---

**FIVE STAR BANK - CHECKING**

<b>BEGINNING BALANCE 11/30/2024</b>	142,143.46	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	327,911.44	
INTEREST EARNED	16.24	
TOTAL CHECKS, FEES AND EFT'S	(295,038.23)	
REVENUE TRANSFER <i>To Five Star Money Market</i>	(50,000.00)	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 125,032.91</b>

---

**LOCAL AGENCY INVESTMENT FUND (LAIF)**

<b>BEGINNING BALANCE 11/30/2024</b>	252,258.58	
INTEREST EARNED	-	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$ 252,258.58</b>

---

**CALIFORNIA CLASS**

<b>BEGINNING BALANCE 11/30/2024</b>	3,806,412.00	
INTEREST EARNED	14,952.61	
<b>ENDING BALANCE 12/31/2024</b>		<b>\$3,821,364.61</b>

---



---

<b>ENDING BALANCE ALL ACCOUNTS</b>		<b>\$4,605,050.54</b>
<b>DIFFERENCE FROM LAST MONTH</b>	<b>Increase</b>	<b>\$ 61,728.11</b>

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
JULY 1, 2024 – SEPTEMBER 30, 2024**

**SUMMARY REPORT OF ALL ACCOUNTS**

Beginning Balance	\$	4,528,545.76
Ending Balance	\$	4,605,050.54
Variance	\$	76,504.78
Interest Earnings	\$	57,564.46

**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 4.58%. 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 4.58%. 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 4.59%. 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 4.58%. Statements are received on a monthly basis.

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
QUARTERLY TREASURER'S  
REPORT FOR THE PERIOD OF  
JULY 1, 2024 – SEPTEMBER 30, 2024**

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 4.58%. 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. LAIF Account interest earnings rate at the end of the quarter was 4.58%. Statements are received on a monthly basis.
  
10. California Class: Joint Powers Authority Investment pool, a variable interest-bearing investment fund. The majority of our funds are retained in this account. CA Class Account interest earnings rate at the end of the quarter was 4.6385%. Statements are received on a monthly basis.

**INTEREST EARNINGS: TRENDS & PROJECTIONS**

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

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
 QUARTERLY TREASURER'S  
 REPORT FOR THE PERIOD OF  
 JULY 1, 2024 – SEPTEMBER 30, 2024**

**SUMMARY OF INTEREST EARNINGS**

Account Profile by Reference Number

	<b>Beginning Balance</b>	<b>Total Credits</b>	<b>Total Debits</b>	<b>Interest Earnings</b>	<b>Ending Balance</b>
<b>1</b>	<b>300.00</b>	-	-	-	<b>300.00</b>
<b>2</b>	<b>1,772.81</b>	25,907.00	-	71.24	<b>27,751.05</b>
<b>3</b>	<b>121,777.34</b>	-	-	1,397.99	<b>123,175.33</b>
<b>4</b>	<b>15,939.72</b>	14,685.00	(29,369.28)	157.75	<b>1,413.19</b>
<b>5</b>	<b>63,018.40</b>	-	-	723.44	<b>63,741.84</b>
<b>6</b>	<b>9,455.00</b>	5,279.35	-	0.57	<b>14,734.92</b>
<b>7</b>	<b>123,716.61</b>	50,000.00	-	1,561.50	<b>175,278.11</b>
<b>8</b>	<b>172,541.45</b>	924,294.15	(971,855.90)	53.21	<b>125,032.91</b>
<b>9</b>	<b>244,615.45</b>	-	-	7,643.13	<b>252,258.58</b>
<b>10</b>	<b>3,775,408.98</b>	-	-	45,955.63	<b>3,821,364.61</b>
<b>TOTALS</b>	<b>\$ 4,528,545.76</b>	<b>\$ 1,020,165.50</b>	<b>\$ (1,001,225.18)</b>	<b>\$ 57,564.46</b>	<b>\$ 4,605,050.54</b>

**MANAGEMENT BY CONTRACTED PARTIES**

For the reporting period, only the Local Agency Investment Fund (LAIF) and California Class (CA Class) are 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.

CA Class is a Joint Powers Authority investment pool that provides public agencies the opportunity to invest funds on a cooperative basis in rated pools that are managed in accordance with state law with the primary objective of offering Participants safety, daily and next-day liquidity, and optimized returns.

HRCSD typically has most of its cash (over 90%) deposited in CA Class. 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 CA Class 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 CA Class deposits on a monthly basis.

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET  
2024/25 Budget**

<b>OPERATING REVENUE</b>	<b>Budget FY 24/25</b>	<b>Actual December</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Water Fees	1,563,732	133,407	933,849	60%	
Sewer Fees	1,240,328	92,432	555,600	45%	
Hook-Up Fees	2,400	0	0	0%	
Turn on Fees	3,500	100	850	24%	
Late Fees	18,860	2,953	18,216	97%	Fluctuates based on activity
Plan Check & Inspection	1,600	0	0	0%	
Miscellaneous Income	500	498	1,890	378%	
<b>TOTAL OPERATING</b>	<b>\$2,830,920</b>	<b>\$229,389</b>	<b>\$1,510,405</b>	<b>53%</b>	

<b>FRANCHISE REVENUE</b>					
Solid Waste Franchise Fees	91,802	7,783	49,059	53%	
<b>TOTAL FRANCHISE</b>	<b>\$91,802</b>	<b>\$7,783</b>	<b>\$49,059</b>	<b>53%</b>	

**TOTAL OPERATING** \$2,922,722    \$237,172    \$1,559,464    53%

<b>NON-OPERATING REVENUE</b>					
Standby Charges	242,200	25,558	54,733	23%	
Property Tax	475,629	61,600	132,865	28%	
Interest	80,000	16,390	150,499	188%	Fluctuates based on activity
Connection Fees	28,232	0	0	0%	
<b>TOTAL NON-OPERATING</b>	<b>\$826,061</b>	<b>\$103,548</b>	<b>\$338,096</b>	<b>41%</b>	

<b>RESERVE REVENUE</b>					
Capital Reserves	503,165	6,327	128,445	26%	
Operating Reserves	1,847,553	37,675	278,106	15%	
<b>TOTAL RESERVE</b>	<b>\$2,350,718</b>	<b>\$44,002</b>	<b>\$406,551</b>	<b>17%</b>	

**TOTAL NON-OPERATING** \$3,176,779    \$147,550    \$744,647    23%

<b>TOTAL ALL REVENUE</b>	<b>\$6,099,501</b>	<b>\$384,722</b>	<b>\$2,304,111</b>	<b>38%</b>	
--------------------------	--------------------	------------------	--------------------	------------	--

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET**  
**2024/25 Budget**

**OPERATING EXPENSES**

<b>SALARIES AND BENEFITS</b>	<b>Budget FY 24/25</b>	<b>Actual December</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Salaries	1,045,010	72,543	449,341	43%	
Health Insurance	229,690	12,185	86,863	38%	
Health Insurance - Retirees	55,521	4,006	24,035	43%	
Pers Retirement	185,667	17,832	112,970	61%	
OPEB Funding/Transfer	35,000	0	0	0%	
Standby	34,380	2,008	13,128	38%	
Overtime	7,184	0	2,235	31%	
Workers Comp. Ins.	28,151	0	2,003	7%	
Directors' Fees	36,000	400	3,400	9%	
Medicare/FICA	15,675	1,118	7,279	46%	
Car Allowance	3,000	250	1,500	50%	
SUI/ETT	1,000	0	10	1%	
Uniforms	8,100	931	4,552	56%	
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$1,684,378</b>	<b>\$111,273</b>	<b>\$707,317</b>	<b>42%</b>	

**UTILITIES**

Electricity	134,433	18,851	91,102	68%	
Propane	1,586	0	273	17%	
Water Purchase	28,600	0	28,600	100%	Paid Semiannually
Telephone/Internet	13,313	1,456	7,285	55%	
<b>TOTAL UTILITIES</b>	<b>\$177,932</b>	<b>\$20,307</b>	<b>\$127,260</b>	<b>72%</b>	

**MAINTENANCE & SUPPLIES**

Chemicals	85,446	4,494	38,974	46%	
Computer/Software	36,666	0	6,192	17%	
Equip. Rental/Lease	2,704	0	1,895	70%	
Fixed Equip.	202,259	54,323	115,724	57%	
Fuel & Oil	16,224	1,473	7,708	48%	
Lab Testing	63,814	1,720	24,405	38%	
Office Supplies	1,622	39	585	36%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	16,159	1,526	3,522	22%	
Small Tools/Equip.	3,245	0	58	2%	
Supplies	4,867	226	2,058	42%	
Meters/Equip.	12,979	0	8,492	65%	
Vehicles	6,490	621	2,611	40%	
<b>TOTAL MAINT. &amp; SUP.</b>	<b>\$452,475</b>	<b>\$64,422</b>	<b>\$212,225</b>	<b>47%</b>	

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET**  
**2024/25 Budget**

<b>GENERAL &amp; ADMINISTRATION</b>	<b>Budget FY 24/25</b>	<b>Actual December</b>	<b>Actual Year to Date</b>	<b>Percentage Year to Date</b>	<b>Variance Explanation</b>
Ads./Advertising	1,560	0	421	27%	Fluctuates based on activity
Alarm/Answering Service	4,327	318	1,989	46%	
Audit	10,400	0	9,685	93%	
Bank Charges/Fees	0	0	0	0%	
Consulting/Engineering	10,000	0	0	0%	
Dues/Subscription	10,816	2,499	11,436	106%	
Elections	10,000	0	0	0%	
Insurance	44,738	0	43,427	97%	Paid Annually
LAFCO	8,162	0	8,361	102%	Paid Annually
Legal/Attorney	26,000	0	12,853	49%	
Licenses/Permits	31,367	3,945	6,140	20%	
Plan Check & Inspection	1,600	0	0	0%	
Postage/Billing	16,224	3,022	9,469	58%	
Professional Service	96,587	1,216	24,988	26%	
Tax Collection	6,542	0	0	0%	
Staff Training & Travel	12,980	882	7,125	55%	
Board Training & Travel	1,040	0	0	0%	
<b>TOTAL G &amp; A</b>	<b>\$292,343</b>	<b>\$11,882</b>	<b>\$135,893</b>	<b>46%</b>	

**CAPITAL PROJECTS & EQUIPMENT**

Structures/Improvements	2,285,718	44,002	406,551	18%	
Equipment	65,000	0	0	0%	
<b>TOTAL CAPITAL EXPENSE</b>	<b>\$2,350,718</b>	<b>44,002</b>	<b>406,551</b>	<b>17%</b>	

**DEBT**

State Loan Payment	103,628	0	51,814	50%	paid semiannually
State Loan Payment Phase II	58,740	29,369	29,369	50%	paid semiannually
Western Alliance Lease-PVS	152,857	0	76,869	50%	paid semiannually
<b>TOTAL DEBT</b>	<b>\$315,225</b>	<b>\$29,369</b>	<b>\$158,052</b>		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$144,000	50%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

<b>TOTAL EXPENSE</b>	<b>\$5,561,071</b>	<b>\$305,256</b>	<b>\$1,891,299</b>	<b>34%</b>	
----------------------	--------------------	------------------	--------------------	------------	--

CAPACITY CHARGES TRANSFER      \$28,232                      \$0                      \$0                      0%

SOLID WASTE FEES TRANSFER      \$23,285                      \$2,935                      \$10,823                      46%

<b>FUND TOTAL</b>	<b>\$486,913</b>	<b>\$76,531</b>	<b>\$401,990</b>		
-------------------	------------------	-----------------	------------------	--	--

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT OFFICE REPORT

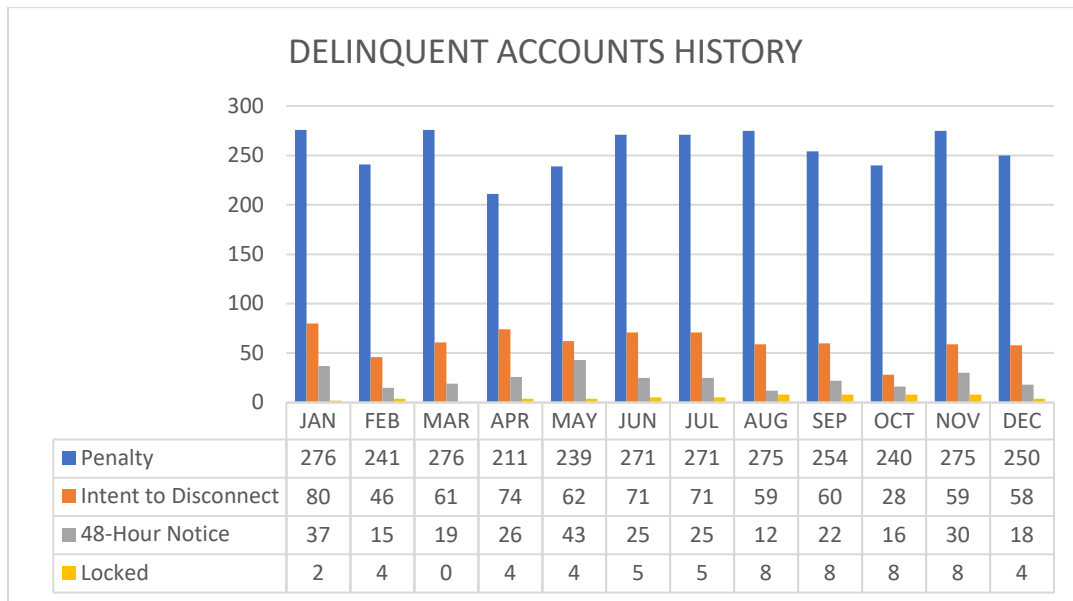
## DECEMBER 2024

### Utility Billing

- On January 1<sup>st</sup>, 1,938 bills were processed for a total dollar amount of \$207,325 for water and sewer user fees for the month of December.

The table below reflects the following data over a twelve-month period:

- Number of late penalties posted for bills that were due by December 25<sup>th</sup>
- Intent To Disconnect letters mailed to customers that were more than 60 days delinquent
- 48-hour notices issued
- Number of meters locked off for non-payment



### Customer Service Orders

- Staff completed the following service orders for the month:

Occupant Change	4	Unlock Meter	2
Locked Meter	4	Turn on/off Meter	2
Call Out	1		

### Administration

- Nothing significant to report.



## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### District Engineer Report For the Month of January 2025

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

#### Capital Improvement Projects

Projects / equipment replacement budgeted for this fiscal year and their status:  
(Note: projects are listed in the order shown on the Capital and Equipment Budget spreadsheet)

- WRF Upgrade Project: – Continuing to work with the General Manager and the design engineer.
- Lift Station 1-5 rehabilitation design phase: This project was not worked on this month as other projects (Vertical Intake, DBP related project, Telemetry and SCADA) had more pressing needs.
- Water System SCADA Upgrade / Telemetry: Water System SCADA portion is complete. Telemetry project is designed and in the process of being installed. Installation is 80% complete with an estimated completion by the end of January. Staff worked with SPICE to order the remaining equipment for the project. All equipment is onsite, and installation is in progress. Firewall is installed at the WTP.
- GAC System (Pilot Study): See DBP-related project for ongoing updates regarding GAC.
- Pressure Reducing Valves (Waterview/Equestrian): PRVs and all associated valves and parts have been received. Raminha has been authorized to begin work. They have been inundated with other work and unable to perform our project. We are hoping to have them onsite by the end of January.
- Raw Water Vertical Intake No. 2: All American Drilling began site work in late December. They drilled, installed the casing (including all subsurface gravel and glass water beads) and installed the sanitary cement seal on January 8, 2025. They were scheduled to perform the development stage on January 10<sup>th</sup> and final well testing during the week of January 13<sup>th</sup>. More updates will be provided at the meeting.

Staff continues work on the design for Phase 2. We will take the information from the well test and use it to finalize the design. This approach will allow for progression from Phase 1 to Phase 2 to take place quickly.

- DBP Project: Your board authorized Staff to begin design (with consultant) of a permanent GAC installation. Staff has begun reaching out to consultants and will provide updates at the Board.
- Wastewater Collection System SCADA Upgrade: SPICE has begun work on the wastewater collection system (Lift Station) SCADA upgrade. Installation will take place in conjunction with the Telemetry installation. The project is approximately 70% complete with an estimated completion by the end of February. Additionally, we will be upgrading the controls for Lift Stations 2 and 3 as a part of this project. Parts are on order for the controls upgrades.
- Wastewater collection system model & I/I: This project was not worked on this month.
- Pump Station Covers (design): Work has not begun on this project.
- Electric Gate at Corp Yard: Work has not begun on this project.

Additional Tasks

- Development: Responding to requests for existing water and sewer system documents as they come up. Discussing existing system and future developments with potential developers as they make contact.

Project Name	Original CIP Budget	FY 24/25 Budget	Design Status	Estimated Design Completion	Construction Status	Estimated Construction Completion
WRF Upgrade Project		\$755,035	Ongoing	1/31/2025	Not Started	Before 9/2027
Lift Station 1-5 Rehab		\$200,000	Ongoing	3/31/2025	Not Started	TBD
Water System SCADA Upgrade (Telemetry)	\$300,000	\$168,415	Complete	Complete	Ongoing	10/31/2024
GAC System (Pilot Study)		\$39,480	Complete	Complete	N/A	N/A
Pressure Reducing Valves (Waterview, Equestrian)	\$175,000	\$163,070	Complete	Complete	Authorized to begin 8/24	Update at meeting
Raw Water Vertical Intake No. 2	\$225,000	\$219,718	Ongoing	Complete (Well casing) 1/31/25 (Wellhead)	Out to Bid	1/31/2025 (Well casing) TBD (Wellhead)
DBP Project		\$400,000	Ongoing	TBD	Not Started	TBD
Wastewater Collection System SCADA Upgrade	\$200,000	\$200,000	Complete	Complete	Ongoing	2/28/2025
Wastewater Collection System Model & I/I		\$75,000	N/A	N/A	TBD	TBD
Pump Station Covers (design)		\$15,000	Not Started	TBD	Not Started	TBD
Electric Gate at Corp Yard		\$50,000	Not Started	TBD	Not Started	TBD

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### Operations Report For the Month of January 2025

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

#### Water treatment

- Produced 8.05 million gallons of treated water.
- Painted PS2 transfer line. Applied rust inhibitors to prevent corrosion.
- GAC media is currently at 90% TOC removal.
- All American drilling began work on vertical intake #2
- Began removal of accumulated sludge on wash water recovery pond 1.
- Performed weekly calibrations on Turbidimeters.
- Collected Monthly DBP sample.

#### Water distribution

- Repaired service line leak at Spyglass In.
- Installed Check valve on a residence at 4625 Tumbleweed to prevent backflow.
- Major Weed abatement has started on all district property locations.
- Continued with fire hydrant rehabilitation project throughout the ranch.
- Monitored PRV on heritage rd. to make sure water is flowing and not becoming a dead end.
- Flushed multiple fire hydrants throughout the ranch to improve water quality and increase the chlorine residual.
- Performed all water quality labs.
- Collected all state required Bac T samples.

#### Wastewater collection

- Pump 1 at Lift station 2 failed. Obstructions were lodged in the impeller. Major damage was done to the railing and volute due to this. We have temporarily repaired. Contacts have been made with vendors to order replacement parts and Pumps.
- Replaced Transducer at lift station 2.
- Visual inspection and jetting were done on Saddleback Lane due to root intrusion.
- Performed monthly lift station checks.

#### Wastewater treatment

- Treated 2.78 million gallons of wastewater.
- Collected all state required Bac T samples along with BOD samples.

- Installed impeller on large aerator in pond 1. Placed back in service.

#### Vehicles and equipment

- Repaired master cylinder line on one of the ford Rangers.

#### Staff

- I am pleased to share that Austin Gray one of our newest operators passed his Distribution operator 1 test and will become a certified Distribution operator. He has since scheduled his Treatment operator 1 test.

\* \* \*

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager  
Doug Groshart, District Engineer

**DATE:** January 16, 2025

**SUBJECT:** Discussion and direction regarding disinfection byproducts.

#### Background

The District water system was exceeding the maximum contaminant level for haloacetic acids, a disinfection byproduct. Your Board has been updated regularly on this issue.

#### Discussion

##### Sample data

The sample data for haloacetic acids (HAA5) over the last several quarters is shown below. This data is for individual samples. The maximum contaminant level for HAA5 is 60 parts per billion (ppb). In the table below, "Vintake TOC" is the TOC level of the water from the vertical intake; "RW TOC" is the TOC reading for Raw Water; "TW TOC" is the TOC reading for Treated Water; and "GAC Effluent" shows the TOC reading after the GAC vessels and before chlorination.

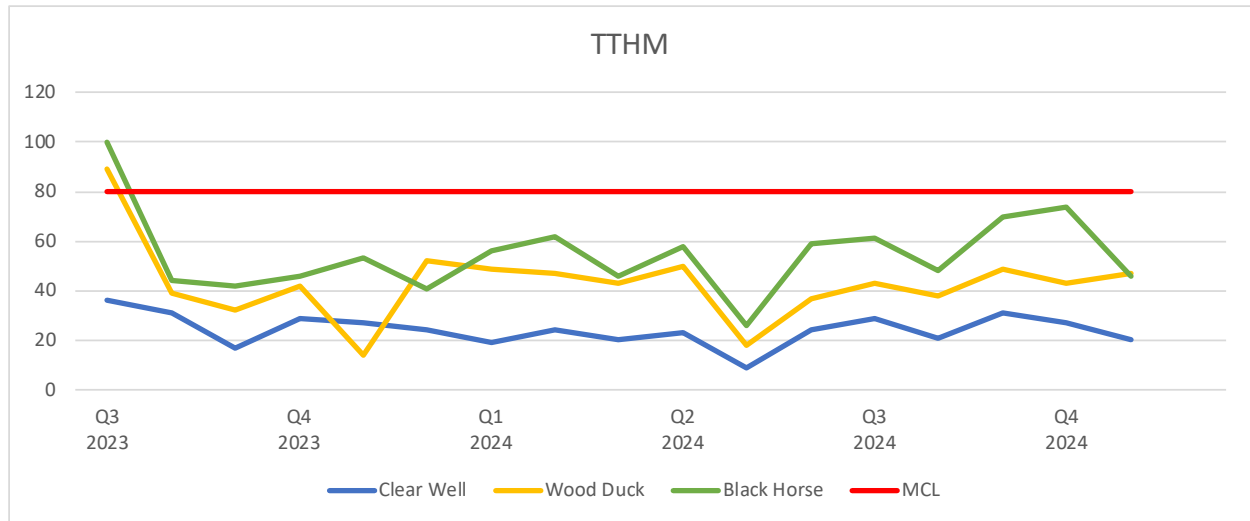
The reportable data required by the Division of Drinking Water (DDW) is the Locational Running Annual Average (LRAA) by calendar quarter. The maximum contaminate level (MCL) for HAA5 is 60 ppb.

The most recent LRAA for HAA5 is 56 ppb at the Black Horse Lane location and 44 ppb at the Wood Duck Lane location; both under the MCL.

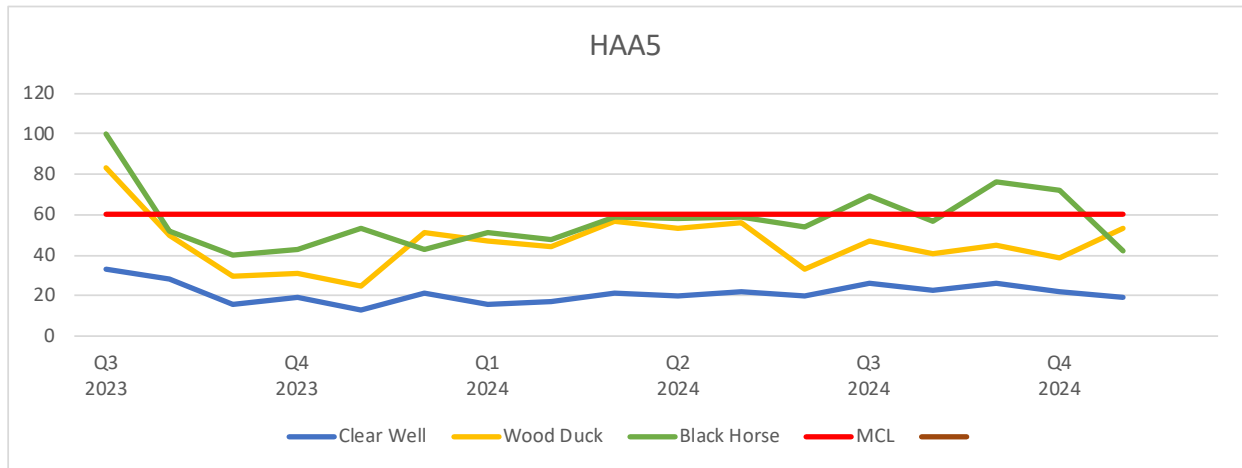
Results for individual months at both locations can be seen in the following tables and graphs.

The results of the December sampling are not yet available, as the laboratory informed us ahead of time of an expected delay in analysis due to the holidays. If the results are available at the time of the meeting, we will provide an update.

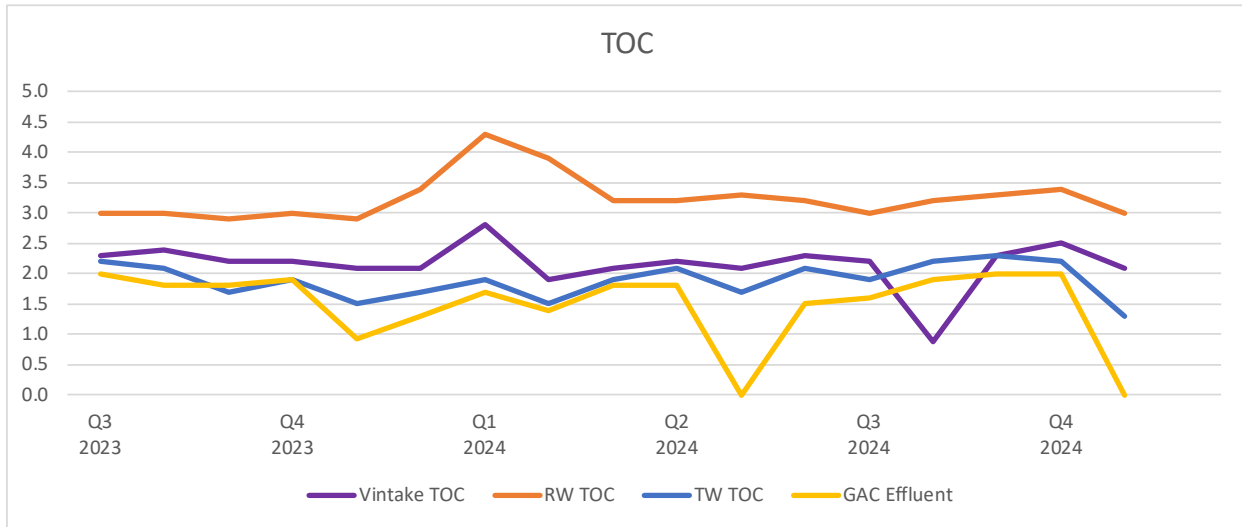
TTHM	Q3 2023			Q4 2023			Q1 2024			Q2 2024			Q3 2024			Q4 2024		
Clear Well	36	31	17	29	27	24	19	24	20	23	9	24	29	21	31	27	20	
Wood Duck	89	39	32	42	14	52	49	47	43	50	18	37	43	38	49	43	47	
Black Horse	100	44	42	46	53	41	56	62	46	58	26	59	61	48	70	74	46	
MCL	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	



HAA5	Q3 2023			Q4 2023			Q1 2024			Q2 2024			Q3 2024			Q4 2024		
Clear Well	33	28	16	19	13	21	16	17	21	20	22	20	26	23	26	22	19	
Wood Duck	83	50	30	31	25	51	47	44	57	53	56	33	47	41	45	39	53	
Black Horse	100	52	40	43	53	43	51	48	59	58	59	54	69	57	76	72	42	
MCL	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60	



TOC	Q3 2023			Q4 2023			Q1 2024			Q2 2024			Q3 2024			Q4 2024		
Vintake TOC	2.3	2.4	2.2	2.2	2.1	2.1	2.8	1.9	2.1	2.2	2.1	2.3	2.2	0.9	2.3	2.5	2.1	
RW TOC	3.0	3.0	2.9	3.0	2.9	3.4	4.3	3.9	3.2	3.2	3.3	3.2	3.0	3.2	3.3	3.4	3.0	
TW TOC	2.2	2.1	1.7	1.9	1.5	1.7	1.9	1.5	1.9	2.1	1.7	2.1	1.9	2.2	2.3	2.2	1.3	
GAC Effluent	2.0	1.8	1.8	1.9	0.9	1.3	1.7	1.4	1.8	1.8	ND	1.5	1.6	1.9	2.0	2.0	ND	



### Operations and project updates

The Operations staff has made no major operational changes to the water treatment process since last month's report.

As of January 10<sup>th</sup>, 56 days since the new ones were placed online, the GAC vessels were still removing 90% of the organics from the flow being sent to them (approximately 150 gpm or 25% of the total flow.) With the previous batch, at 56 days we were removing approximately 48% of the organics. This was on June 21, 2024, however, where we had much higher demand.

For updates regarding the GAC project and Vertical Intake No. 2, please refer to this month's District Engineer Report.

File: OPERATIONS\_DBP

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** January 16, 2025

**SUBJECT:** Request to consider nominating a Director as a candidate for two Regular Special District seats on the San Luis Obispo Local Agency Formation Commission.

### **Recommendation**

It is recommended that the Board of Directors consider nominating a Director as a candidate for two Regular Special District seats on the San Luis Obispo Local Agency Formation Commission (LAFCO).

### **Background**

LAFCO is an independent local government agency that has planning and growth powers over all cities, counties, and special districts. San Luis Obispo County special districts have two Regular Commissioners and one Alternate Commissioner on LAFCO. The other LAFCO representatives include two elected officials from cities, two from the County, and one member of the general public. Special district members on LAFCO do not represent their agencies but rather all County special districts. The Commission meets the third Thursday of each month at 9:00 a.m. in San Luis Obispo.

### **Discussion**

The two Regular Commissioner special district seats are up for election. The seats are currently held by:

- Robert Enns, Cayucos Sanitary District – Commissioner
- Marshall Ochylski, Los Osos CSD – Commissioner

Each special district may nominate one candidate for each seat. One seat is for four years, and one seat is for two years (the two-year seat is to fill the seat held by Marshall Ochylski who has stepped down). Nomination forms are required to be submitted by the end of the nomination period; February 7, 2025, at 5:00 p.m.

If more than one nomination for either seat is received, the LAFCO Executive Officer will prepare a ballot election and send it by email to each special district with voting instructions at the conclusion of the nomination period.

Attachments: LAFCO Memorandum and Nomination Form

File: LAFCO





San Luis Obispo Local Agency Formation Commission  
SLO LAFCO - Serving the Area of San Luis Obispo County

**COMMISSIONERS**

Chairperson  
VACANT  
Special District Member

Vice-Chair  
STEVE GREGORY  
City Member

DEBBIE ARNOLD  
County Member

JIMMY PAULDING  
County Member

ROBERT ENNS  
Special District Member

ED WAAGE  
City Member

VACANT  
Public Member

**ALTERNATES**

DAWN ORTIZ-LEGG  
County Member

ED EBY  
Special District Member

CARLA WIXOM  
City Member

David Watson  
Public Member

**STAFF**

ROB FITZROY  
Executive Officer

IMELDA MARQUEZ  
Analyst

MORGAN BING  
Analyst

HOLLY WHATLEY  
Legal Counsel

**TO: INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE**

**FROM: ROB FITZROY, EXECUTIVE OFFICER**

**DATE: DECEMBER 6, 2024**

**RE: REQUEST FOR NOMINATIONS FOR LAFCO SEATS**

**Background.** This nomination period is for two Regular Special District seats on LAFCO. One seat is for a two-year term set to expire in December 2026 and another seat that would serve through 2028. Commissioner Marshall Ochylski, after 12 years of dedicated service, has stepped down from his LAFCO Special District seat that was set to expire in 2026; thus creating a vacancy for the remainder of this term through December 2026. Robert Enns' four-year term expires December 2024. This seat is available for the standard four-year term and would serve through December 2028. The Cortese-Knox-Hertzberg Act allows an existing Commissioner (in this instance Robert Enns) to remain on LAFCO until the nomination and election process is complete. The existing member may also re-run should they wish to and are eligible.

**Instructions.** Each Special District may nominate one candidate for each seat. The nominated candidate must be an elected Board of Director of your respective District. If your District wishes to nominate a candidate, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board as the representative of your District, you may submit a nomination on behalf of your District. Nomination forms are required to be submitted by the end of the nomination period. **The nomination period is 60 days and begins on December 9, 2024, and ends on February 7, 2024, at 5:00 p.m.** The completed nomination form may be submitted to the LAFCO office via mail or [e-mail: mbing@slo.lafco.ca.gov](mailto:mbing@slo.lafco.ca.gov). Please make sure the form is signed by the Board President or General Manager and the Nominee.

If more than one nomination for either of the open positions is received, it is required by law hold an election. The Executive Officer shall prepare a ballot election and send it by email to each Special District with voting instructions at the conclusion of the nomination period. If an election is required, the governing body of each Special District will have the opportunity to cast a vote for any of the nominees. Further communications will be provided based on the results of the nomination period if an election is required.

A nomination form is attached to assist your District in the nomination process. Also, please view the LAFCO website ([slo.lafco.ca.gov](http://slo.lafco.ca.gov)) for additional information about LAFCO. Please call 805-788-2096 if you have any questions.

cc: Members of the Commission  
Holly Whatley, LAFCO Legal Counsel



**San Luis Obispo Local Agency Formation Commission**  
*SLO LAFCO - Serving the Area of San Luis Obispo County*

---

**NOMINATION FOR LAFCO**

**SPECIAL DISTRICT MEMBER**

The \_\_\_\_\_  
(Insert Name of Special District)

Hereby nominates \_\_\_\_\_ as a nominee to serve as the  
(Insert Name of Nominee)

Special District Member on the San Luis Obispo Local Agency Formation Commission (SLOLAFCO).

For the following Seat (Please select on or both if interested):

- Fill the four-year term set to expire December 2028
- Fill the vacant seat set to expire in December 2026

The Board of Director's action (if applicable) was taken on an agenda item on:

\_\_\_\_\_  
(Insert Date of Board Agenda and Action)

\_\_\_\_\_  
(General Manager or Chairman/President)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Signature-Nominee)

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** January 16, 2025

**SUBJECT:** Request to consider nominating a Director as a candidate for the Special District Representative seat on the San Luis Obispo County Integrated Waste Management Authority.

#### **Recommendation**

It is recommended that the Board of Directors consider nominating a Director as a candidate for the Special District Representative seat on the San Luis Obispo County Integrated Waste Management Authority (IWMA).

#### **Background**

The IWMA is a Joint Powers Authority formed in 1994 by San Luis Obispo County and the Cities and Community Service Districts within it to more effectively manage local solid waste programs. The IWMA represents 20 jurisdictions and serves a population of over 282,000 through management of 44 solid waste and recycling programs. The jurisdictions include the seven (7) cities of Arroyo Grande, Atascadero, El Paso de Robles, Grover Beach, Morro Bay, Pismo Beach, and San Luis Obispo, the twelve (12) community service districts of Avila Beach, California Valley, Cambria, Cayucos, Ground Squirrel Hollow, Heritage Ranch, Los Osos, Nipomo, Oceano, San Miguel, San Simeon, and Templeton, and the unincorporated areas of San Luis Obispo County.

The IWMA is governed by a nine (9) member Board of Directors made up of one member from each city, one member from the special districts, and one member from the County.

Special district members on IWMA do not represent their agencies but rather all County special district IWMA members. The IWMA Board typically meets the second Wednesday of each month at 1:30 pm in San Luis Obispo.

#### **Discussion**

The special districts participate on the IWMA pursuant to a Memorandum of Agreement which provides for the appointment of one special district representative and one alternate. The appointments have historically occurred in coordination with the San Luis Obispo Chapter of the California Special Districts Association (SLOCCSDA).

There are currently twelve special districts that are IWMA members. The current special district representative is Director Robert Enns, Cayucos Sanitary District (since 2018), and the current alternate representative is Director Dan Burgess, Heritage Ranch CSD. Director Burgess was elected as the alternate representative in 2022. His term will expire in December 2026.

This call for nominations is for the representative seat which will serve through December 2028. Each Special District authorized to provide solid waste services may nominate one candidate. Nomination forms are required to be submitted by the end of the nomination period; February 17, 2025, at 5:00 p.m.

If more than one nomination is received, the SLOCCSDA will prepare a ballot election and send it by email to each special district IWMA member with voting instructions at the conclusion of the nomination period.

Attachments: SLOCCSDA IWMA Memorandum and Nomination Form

File: IWMA

Brad Hagemann, President  
Scott Duffield, Vice-President  
Kristen Gelos, Treasurer  
Jana Ettetdgue, Secretary



California Special  
Districts Association  
*Districts Stronger Together*

**San Luis Obispo County Chapter**

Mission Statement:

To provide an accessible platform for collaboration, education, and advocacy among special districts in the San Luis Obispo region.

TO: Special Districts of the IWMA  
FROM: Brad Hagemann, President  
DATE: January 6, 2025  
SUBJECT: Request for Nominations for the Integrated Waste Management Authority (IWMA) Special District Representative

The Special Districts participate on the IWMA pursuant to a Memorandum of Agreement which provides for the appointment of one Special District representative and one alternate. The appointments have historically occurred in coordination with the San Luis Obispo Chapter of the California Special Districts Association (SLOCCSDA); however, there was no formal procedure.

The SLOCCSDA recently updated our bylaws to include a provision for this and state,

***“ARTICLE 5 – REPRESENTATION***

***SECTION 2. SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY***

***Special Districts shall be represented on the San Luis Obispo County Integrated Waste Management Authority (SLOC IWMA) Board of Directors, representation of which shall be managed by the Chapter. Those Special Districts that have solid waste authority shall nominate and elect the Special District representative and alternate representative to four-year terms.”***

There are currently twelve Special Districts that are authorized by LAFCO to provide solid waste services. The current Special District representative is Director Robert Enns, Cayucos Sanitary District (since 2018), and the current alternate representative is Director Dan Burgess, Heritage Ranch CSD. Director Burgess was elected as the alternate representative in 2022. His term will expire in December 2026.

This call for nominations is for the representative seat which will serve through December 2028. The current representative may remain on IWMA until the nomination and election process is complete, and the representative may re-run should they wish to do so. The IWMA Board of Directors regular meetings are typically the second Wednesday of each month starting at 1:30 p.m. in person at the SLO County Board of Supervisors Chambers.

MEMO to IWMA Special Districts  
Request for Representative Nominations

January 6, 2025

Each Special District authorized to provide solid waste services may nominate one candidate. If your Special District wishes to nominate a candidate, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board, you may submit a nomination on behalf of your Special District. Nomination forms are required to be submitted by the end of the nomination period. **The nomination period begins on January 6, 2025, and ends on February 17, 2025, at 5:00 p.m.**

At the close of the nomination period SLOCCSDA will notify the Special Districts of the nominations. If more than one nomination is received, SLOCCSDA will prepare a ballot election and send it by email with voting instructions to each Special District authorized to provide solid waste services. If necessary, the balloting period will begin as soon as possible following the close of the nomination period and will be for approximately forty-five days.

The completed nomination form may be submitted to SLOCCSDA by email to the current Chapter President, Brad Hagemann at [hagemann.associates@gmail.com](mailto:hagemann.associates@gmail.com) and Chapter Secretary Jana Ettetddgue at [jettetddgue@ncsd.ca.gov](mailto:jettetddgue@ncsd.ca.gov). Please make sure the form is signed by the Board President or General Manager, and the Nominee.

A nomination form is attached to assist your Special District in the nomination process. Also, please view the IWMA website ([www.iwma.com](http://www.iwma.com)) for additional information about IWMA. Please contact Brad Hagemann at 805-835-3163, or Scott Duffield at 805-227-6230 if you have any questions.

cc: Peter Cron, Executive Director, IWMA

Attachments: Nomination Form

Brad Hagemann, President  
Scott Duffield, Vice-President  
Kristen Gelos, Treasurer  
Jana Ettetddgue, Secretary



**California Special  
Districts Association**  
*Districts Stronger Together*

**San Luis Obispo County Chapter**

Mission Statement:

To provide an accessible platform for collaboration, education, and advocacy among special districts in the San Luis Obispo region.

## **NOMINATION FOR IWMA AUTHORIZED DISTRICT REPRESENTATIVE**

The \_\_\_\_\_  
(Insert Name of Authorized District)

Hereby nominates \_\_\_\_\_ as a nominee to serve as the  
(Insert Name of Nominee)

Authorized District Representative on the San Luis Obispo County Integrated Waste Management Authority (IWMA).

The Board of Director's action was taken on an agenda item on: \_\_\_\_\_.

\_\_\_\_\_  
(General Manager or Chairman/President)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Signature-Nominee)