



HERITAGE RANCH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 16, 2026

1. CALL TO ORDER / FLAG SALUTE

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

2. ROLL CALL

Secretary Gelos called the roll. All directors were in attendance.

Staff Present: General Manager, Scott Duffield, District Engineer, Doug Groshart, and District Counsel, Craig Steele.

3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

There were no public comments.

4. PUBLIC HEARINGS

- a. Submittal for approval Resolution 26-07 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.**

There were no public comments.

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

Secretary Gelos announced any changes to Exhibit A.

Upon the motion of Director Camou and seconded by Director Burgess, the board approved Resolution 26-07 as revised following a roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

- b. Submittal for approval Resolution 26-08 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.**

There were no public comments.

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

Secretary Gelos announced any changes to Exhibit A.

Upon the motion of Director Swanson and seconded by Director Burgess, the board approved Resolution 26-08 as revised following a roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

- c. Submittal of the annual workforce vacancy report in compliance with AB 2561.**

There were no public comments.

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

The report was received and filed.

d. Submittal for approval Resolution 26-09 adopting a Fiscal Year 2026/27 Final Budget and Salary Schedule.

There were no public comments.

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

Upon the motion of Director Camou and seconded by Director Yaffee, the board approved Resolution 26-08 as revised following a roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

5. CONSENT ITEMS

- a. Meeting Minutes: Receive/approve minutes of regular meeting of June 18, 2026.**
- b. Warrant Register: Receive/approve June 2026 warrants.**
- c. Treasurer's Report: Receive/file June 2026 report.**
- d. Treasurer's Report: Receive/file FY 2025/26 4th Quarter report.**
- e. Treasurer's Report: Receive/file FY 2025/26 Annual report.**
- f. Fiscal Report: Receive/file June 2026 status report.**
- g. Office Report: Receive/file June 2026 report.**
- h. District Engineer Report: Receive/file July 2026 report.**
- i. Operations Manager Report: Receive/file July 2026 report.**
- j. Updates regarding disinfection byproducts.**

There were no public comments.

Upon the motion of Director Yaffee and seconded by Director Camou, the board approved all items as presented following a voice vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

6. BUSINESS ITEMS

- a. Receive and file Water Resource Recovery Facility Project update (oral report).**

There were no public comments.

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

The report was received and filed.

7. GENERAL MANAGER REPORT

There were no public comments.

Manager Duffield presented the item and answered questions from the board.

The report was received and filed.

8. COMMITTEE / DIRECTOR REPORTS (oral reports)

There were no committee / director reports.

9. FUTURE AGENDA ITEMS

There were no public comments.

There were no additional future agenda items requested.

10. ADJOURNMENT

Upon a motion by Director Burgess, and seconded by Director Camou, the meeting adjourned at 5:04 p.m.

Minutes submitted by: Kristen Gelos, *Secretary, Board of Directors*

Minutes approved by:

HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
July 2026

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
7/24/2026	R. ARNOLD NET PAYROLL	3,458.22	\$ 3,458.22
7/3/2026	CALPERS HEALTH BENEFITS EMPLOYEE PAID HEALTH BENEFIT EMPLOYEE PAID HEALTH BENEFIT	904.08 904.08	\$ 1,808.16
7/3/2026	CALPERS HEALTH BENEFITS CALPERS HEALTH BENEFITS	20,102.44	\$ 20,102.44
7/7/2026	STAPLES CREDIT PLAN OFFICE SUPPLIES	38.43	\$ 38.43
7/7/2026	USA BLUEBOOK MAINTENANCE FIXED EQUIPMENT MAINTENANCE FIXED EQUIPMENT	94.70 93.52	\$ 188.22
7/7/2026	TYLER TECHNOLOGIES PROFESSIONAL SERVICES	18.20	\$ 18.20
7/7/2026	FGL ENVIRONMENTAL LAB TESTING	254.00	\$ 254.00
7/7/2026	MATRIX IMAGING SOLUTIONS JULY BILLING	1,632.21	\$ 1,632.21
7/7/2026	AMAZON OFFICE SUPPLIES	43.64	\$ 43.64
7/7/2026	HYDROPRO SOLUTIONS METERS & EQUIPMENT	4,491.36	\$ 4,491.36
7/7/2026	HYDROSCIENCE ENGINEERS INC WRRF PROJECT	75,053.23	\$ 75,053.23
7/7/2026	VC3, INC. PROFESSIONAL SERVICES PROFESSIONAL SERVICES	(409.52) 1,526.90	\$ 1,117.38
7/7/2026	RWG LAW LEGAL & ATTORNEY	829.35	\$ 829.35
7/7/2026	DOWNTOWN FORD SALES VEHICLES PURCHASE	33,300.63	\$ 33,300.63

HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
July 2026

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
7/7/2026	W. M. LYLES CO. WRRF PROJECT	421,695.97	\$ 421,695.97
7/10/2026	R. ARNOLD NET PAYROLL	3,458.22	\$ 3,458.22
7/10/2026	B. VOGEL NET PAYROLL	3,572.18	\$ 3,572.18
7/10/2026	T. SHOGREN NET PAYROLL	2,969.32	\$ 2,969.32
7/10/2026	J. MARTY NET PAYROLL	2,289.95	\$ 2,289.95
7/10/2026	J. GULARTE NET PAYROLL	2,848.69	\$ 2,848.69
7/10/2026	N. OTTO NET PAYROLL	2,798.83	\$ 2,798.83
7/10/2026	K. GELOS NET PAYROLL	3,669.34	\$ 3,669.34
7/10/2026	B. BARKER NET PAYROLL	92.35	\$ 92.35
7/10/2026	S. DUFFIELD NET PAYROLL	4,803.99	\$ 4,803.99
7/10/2026	D. GROSHART NET PAYROLL	4,870.55	\$ 4,870.55
7/10/2026	M. CAMOU NET PAYROLL	92.35	\$ 92.35
7/10/2026	M. YAFFEE NET PAYROLL	92.35	\$ 92.35
7/10/2026	H. COLLINS NET PAYROLL	1,776.20	\$ 1,776.20

HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
July 2026

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
7/10/2026	CALPERS RETIREMENT SYSTEM SURVIVOR EMPLOYER PREM FY25/26 SURVIVOR EMPLOYER PREM FY25/26 SURVIVOR EMPLOYER PREM FY25/26	124.80 312.00 124.80	\$ 561.60
7/10/2026	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES FICA WITHHOLDING MEDICARE	4,515.89 37.20 1,349.24	\$ 5,902.33
7/10/2026	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	600.96 1,506.01	\$ 2,106.97
7/10/2026	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	10.53 395.00 1,252.27 2,125.22 2,281.91 3,447.45 9.30	\$ 9,521.68
7/13/2026	PG&E ELECTRICITY	6,104.32	\$ 6,104.32
7/13/2026	PG&E ELECTRICITY	2,391.16	\$ 2,391.16
7/15/2026	JORANDA MARKETING, INC. / JAN- STRUCTURES & GROUNDS	304.60	\$ 304.60
7/20/2026	CONSOLIDATED ELECTRICAL DISTRI MAINTENANCE FIXED EQUIPMENT	32.93	\$ 32.93
7/20/2026	HACH COMPANY MAINTENANCE FIXED EQUIPMENT	1,202.43	\$ 1,202.43
7/20/2026	ABALONE COAST ANALYTICAL, INC. LAB TESTING	3,388.00	\$ 3,388.00
7/20/2026	AQUA-AEROBIC SYSTEMS, INC. MAINTENANCE FIXED EQUIPMENT	12,980.18	\$ 12,980.18

HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
July 2026

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
7/20/2026	SPEEDY COASTAL MESSENGER, INC. LAB TESTING	490.00	\$ 490.00
7/20/2026	SPICE INTEGRATION PROFESSIONAL SERVICES PROFESSIONAL SERVICES VERTICAL INTAKE #2	3,466.65 637.50 2,972.50	\$ 7,076.65
7/20/2026	GREAT WESTERN ALARM ALARM / ANSWERING SERVICE	348.32	\$ 348.32
7/20/2026	SPECIAL DISTRICT RISK MANAGEME PROP/LIABILITY INS. FY 2026-27	53,358.56	\$ 53,358.56
7/20/2026	USA BLUEBOOK MAINTENANCE FIXED EQUIPMENT	289.20	\$ 289.20
7/20/2026	SLO COUNTY AIR POLLUTION CONTR LICENSES & PERMITS	2,804.40	\$ 2,804.40
7/20/2026	BRENNTAG PACIFIC, INC CHEMICALS CHEMICALS	4,209.50 4,442.69	\$ 8,652.19
7/20/2026	FGL ENVIRONMENTAL LAB TESTING	197.00	\$ 197.00
7/20/2026	COUNTY OF SAN LUIS OBISPO PROFESSIONAL SERVICES	376.20	\$ 376.20
7/20/2026	ROY ARNOLD CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
7/20/2026	DOWNTOWN FORD SALES VEHICLE PURCHASE - MAVERICK #2	33,300.63	\$ 33,300.63
7/20/2026	NAPA AUTO PARTS MAINTENANCE FIXED EQUIPMENT FIXED EQUIP./VEHICLE PURCHASE	315.44 82.76	\$ 398.20
7/20/2026	KRISTEN GELOS CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
July 2026**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
7/20/2026	BURT INDUSTRIAL SUPPLY		
	MAINTENANCE FIXED EQUIPMENT	179.14	
	MAINTENANCE FIXED EQUIPMENT	559.40	\$ 738.54
7/20/2026	SCOTT DUFFIELD		
	CELL PHONE/INTERNET ALLOWANCE	80.00	
	TRAINING & TRAVEL	1,273.00	\$ 1,353.00
7/20/2026	BRIAN VOGEL		
	CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
7/20/2026	TROY SHOGREN		
	CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
7/20/2026	DOUGLAS GROSHART		
	CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
7/20/2026	A.M. PECHE & ASSOCIATES LLC		
	PROFESSIONAL SERVICES	450.00	\$ 450.00
7/20/2026	AUTOMATION DIRECT		
	MAINTENANCE FIXED EQUIPMENT	191.98	\$ 191.98
7/20/2026	CIVIC PLUS LLC		
	COMPUTER/SOFTWARE	4,410.00	
	COMPUTER/SOFTWARE	3,360.00	\$ 7,770.00
7/20/2026	AMAZON		
	SUPPLIES	91.82	
	VEHICLE PURCHASE-MAVERICK #1	165.48	
	OFFICE SUPPLIES	47.18	
	VEHICLE PURCHASE	127.60	
	VEHICLE PURCHASE-MAVERICK #1	606.26	\$ 1,038.34
7/20/2026	JERED MARTY		
	CELL PHONE/INTERNET ALLOWANCE	80.00	\$ 80.00
7/20/2026	JASON GULARTE		
	CELL PHONE/INTERNET ALLOWANCE	80.00	
	UNIFORM ALLOWNACE	137.00	\$ 217.00
7/20/2026	J. BRUCE KIES - CONTRACTOR/CON		
	VERTICAL INTAKE #2	63,381.09	\$ 63,381.09

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
July 2026**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
7/20/2026	NICK OTTO CELL & INTERNET ALLOWANCE	80.00	\$ 80.00
7/20/2026	AQUEOUS VETS, LLC DBP PROJECT	24,921.70	\$ 24,921.70
7/24/2026	B. VOGEL NET PAYROLL	3,572.18	\$ 3,572.18
7/24/2026	T. SHOGREN NET PAYROLL	2,969.32	\$ 2,969.32
7/24/2026	J. MARTY NET PAYROLL	2,875.51	\$ 2,875.51
7/24/2026	J. GULARTE NET PAYROLL	2,274.33	\$ 2,274.33
7/24/2026	N. OTTO NET PAYROLL	2,689.84	\$ 2,689.84
7/24/2026	K. GELOS NET PAYROLL	3,669.34	\$ 3,669.34
7/24/2026	S. DUFFIELD NET PAYROLL	4,641.43	\$ 4,641.43
7/24/2026	D. GROSHART NET PAYROLL	4,870.55	\$ 4,870.55
7/24/2026	H. COLLINS NET PAYROLL	1,604.21	\$ 1,604.21
7/24/2026	CALPERS RETIREMENT SYSTEM CALPERS UNFUNDED LIABILITY	13,259.00	\$ 13,259.00
7/24/2026	INTERNAL REVENUE SERVICE FEDERAL WITHHOLDING TAXES MEDICARE	4,314.97 1,318.72	\$ 5,633.69
7/24/2026	EMPLOYMENT DEVELOPMENT DEPARTM SDI STATE WITHHOLDING	591.16 1,423.90	\$ 2,015.06

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WARRANT REGISTER
July 2026**

DATE	NAME OF PAYEE	ITEM AMOUNT	WARRANT AMOUNT
7/24/2026	CALPERS RETIREMENT SYSTEM		
	PERS-IRC 457 CONTRIBUTIONS	395.00	
	PERS-IRC 457 CONTRIBUTIONS	1,252.27	
	PERS RETIREMENT	2,125.23	
	PERS RETIREMENT TIER 2	2,281.91	
	PERS RETIREMENT PEPRA	3,412.15	
	SURVIVOR BENEFIT	9.30	\$ 9,475.86
7/27/2026	MAINT. FIXED EQUIP		
	UBIQUITI	243.22	\$ 243.22
7/27/2026	SAN MIGUEL GARBAGE		
	DELINQUENT SOLID WASTE FEES	1,870.21	\$ 1,870.21
7/27/2026	J.B. DEWAR. INC.		
	FUEL & OIL	2,175.66	\$ 2,175.66
TOTAL ALL WARRANTS			\$ 913,614.37

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
TREASURER'S REPORT
7/1/2026**

SUMMARY REPORT OF ALL ACCOUNTS

Beginning Balance:	\$ 9,086,816
Ending Balance:	\$ 9,096,189
Variance:	\$ 9,373
Interest Earnings for the Month Reported:	\$ 23,300
Interest Earnings Fiscal Year-to-Date:	\$ 227,394

ANALYSIS OF REVENUES

Total operating income for water and sewer was:	\$ 323,613
Non-operating income was:	\$ 2,277,773
Franchise fees paid to the District by San Miguel Garbage was:	\$ 9,297
Interest earnings for the LAIF account was:	\$ 2,627
Interest earnings for the California CLASS account was:	\$ 3,191
Interest earnings for the Five Star Bank checking account was:	\$ 31
Interest earnings for the Five Star Bank DWR Loan Services account was:	\$ 94
Interest earnings for the Five Star Bank DWR Reserve account was:	\$ 425
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:	\$ 329,507
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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
7/1/2026**

BEGINNING BALANCE ALL ACCOUNTS	\$ 9,086,816.16
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OPERATING CASH IN DRAWER	\$ 300.00
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FIVE STAR BANK DWR LOAN REPAYMENT (1994-2029):

BEGINNING BALANCE 6/30/2026	28,849.35	
QUARTERLY DEPOSIT		
INTEREST EARNED	93.61	
SEMI-ANNUAL PAYMENT		
ENDING BALANCE 7/31/2026		\$ 28,942.96

FIVE STAR BANK DWR RESERVE ACCOUNT

BEGINNING BALANCE 6/30/2026	131,057.35	
INTEREST EARNED	425.28	
ENDING BALANCE 7/31/2026		\$ 131,482.63

FIVE STAR BANK SDWSRF LOAN SERVICES ACCOUNT

BEGINNING BALANCE 6/30/2026	2,255.98	
QUARTERLY DEPOSIT		
INTEREST EARNED	7.32	
SEMI-ANNUAL PAYMENT		
ENDING BALANCE 7/31/2026		\$ 2,263.30

FIVE STAR BANK SDWSRF RESERVE ACCOUNT

BEGINNING BALANCE 6/30/2026	67,820.70	
INTEREST EARNED	220.07	
ENDING BALANCE 7/31/2026		\$ 68,040.77

BANNER BANK WRRF CHECKING ACCOUNT

BEGINNING BALANCE 6/30/2026	34.99	
TOTAL CHECKS, FEES AND EFT'S	(35.00)	
REVENUE TRANSFER <i>From Banner Bank WRRF Loan Account</i>	496,749.00	
REVENUE TRANSFER <i>To Five Star Money Market</i>	(496,708.99)	
ENDING BALANCE 7/31/2026		\$ 40.00

BANNER BANK WRRF RESERVE ACCOUNT

BEGINNING BALANCE 6/30/2026	1,241,727.77	
INTEREST EARNED	21.09	
ENDING BALANCE 7/31/2026		\$ 1,241,748.86

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
STATUS REPORT FOR ALL ACCOUNTS
7/1/2026**

MECHANICS BANK MONEY MARKET ACCOUNT

BEGINNING BALANCE 6/30/2026	4,318.61	
DEPOSIT REVENUE - CASH	1,475.00	
INTEREST EARNED	0.10	
ENDING BALANCE 7/31/2026		\$ 5,793.71

FIVE STAR BANK - MONEY MARKET

BEGINNING BALANCE 6/30/2026	6,003,896.55	
INTEREST EARNED	19,070.46	
TOTAL CHECKS, FEES AND EFT'S	-	
REVENUE TRANSFER <i>To Five Star Checking</i>	(350,000.00)	
REVENUE TRANSFER <i>From Banner Bank Checking</i>	496,708.99	
ENDING BALANCE 7/31/2026		\$ 6,169,676.00

FIVE STAR BANK - CHECKING

BEGINNING BALANCE 6/30/2026	329,506.80	
DEPOSIT REVENUE & MISCELLANEOUS INCOME	529,830.49	
INTEREST EARNED	30.56	
TOTAL CHECKS, FEES AND EFT'S	(1,044,332.13)	
REVENUE TRANSFER <i>From Five Star Money Market</i>	350,000.00	
ENDING BALANCE 7/31/2026		\$ 165,035.72

LOCAL AGENCY INVESTMENT FUND (LAIF)

BEGINNING BALANCE 6/30/2026	269,071.19	
INTEREST EARNED	2,626.61	
ENDING BALANCE 7/31/2026		\$ 271,697.80

CALIFORNIA CLASS

BEGINNING BALANCE 6/30/2026	1,007,976.87	
INTEREST EARNED	3,190.58	
ENDING BALANCE 7/31/2026		\$ 1,011,167.45

ENDING BALANCE ALL ACCOUNTS		\$ 9,096,189.20
DIFFERENCE FROM LAST MONTH	Increase	\$ 9,373.04

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2026/27 Budget

OPERATING REVENUE	Budget FY 26/27	Actual July	Actual Year to Date	Percentage Year to Date	Variance Explanation
Water Fees	2,052,970	206,371	206,371	10%	
Sewer Fees	1,920,185	135,280	135,280	7%	
Hook-Up Fees	2,400	0	0	0%	
Turn on Fees	3,500	225	225	6%	
Late Fees	20,820	4,164	4,164	20%	Fluctuates based on activity
Plan Check & Inspection	1,600	0	0	0%	Fluctuates based on activity
Miscellaneous Income	500	0	0	0%	Fluctuates based on activity
TOTAL OPERATING	\$4,001,975	\$346,040	\$346,040	9%	

FRANCHISE REVENUE					
Solid Waste Franchise Fees	47,819	5,434	5,434	11%	
TOTAL FRANCHISE	\$47,819	\$5,434	\$5,434	11%	

TOTAL OPERATING \$4,049,794 \$351,474 \$351,474 9%

NON-OPERATING REVENUE					
Standby Charges	242,200	0	0	0%	
Property Tax	519,995	0	0	0%	
Interest	200,000	25,686	25,686	13%	Fluctuates based on activity
Connection Fees	28,232	0	0	0%	Fluctuates based on activity
TOTAL NON-OPERATING	\$990,427	\$25,686	\$25,686	3%	

RESERVE REVENUE					
Capital Reserves	6,046,370	20,282	20,282	0%	
Operating Reserves	12,488,954	102,257	102,257	1%	
TOTAL RESERVE	\$18,535,324	\$122,539	\$122,539	1%	

TOTAL NON-OPERATING \$19,525,751 \$148,224 \$148,224 1%

TOTAL ALL REVENUE	\$23,575,545	\$499,698	\$499,698	2%	
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HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2026/27 Budget

OPERATING EXPENSES

SALARIES AND BENEFITS	Budget FY 26/27	Actual July	Actual Year to Date	Percentage Year to Date	Variance Explanation
Salaries	1,158,439	88,379	88,379	8%	
Health Insurance	230,886	16,076	16,076	7%	
Health Insurance - Retirees	59,416	4,765	4,765	8%	
Pers Retirement	208,355	22,330	22,330	11%	
OPEB Funding/Transfer	35,000	0	0	0%	
Standby	34,380	2,332	2,332	7%	
Overtime	1,857	0	0	0%	
Workers Comp. Ins.	32,318	0	0	0%	
Directors' Fees	18,000	300	300	2%	
Medicare/FICA	17,320	1,353	1,353	8%	
Car Allowance	3,000	250	250	8%	
SUI/ETT	1,000	0	0	0%	
Uniforms	8,761	137	137	2%	
TOTAL SALARIES & BENEFITS	\$1,808,732	\$135,921	\$135,921	8%	

UTILITIES

Electricity	146,924	0	0	0%	
Propane	1,715	0	0	0%	
Water Purchase	28,600	0	0	0%	Paid Semiannually
Telephone/Internet	14,400	720	720	5%	
TOTAL UTILITIES	\$191,639	\$720	\$720	0%	

MAINTENANCE & SUPPLIES

Chemicals	93,190	8,652	8,652	9%	
Computer/Software	39,658	7,770	7,770	20%	
Equip. Rental/Lease	2,834	0	0	0%	
Fixed Equip.	293,763	1,825	1,825	1%	
Fuel & Oil	17,548	2,176	2,176	12%	
Lab Testing	69,022	197	197	0%	
Office Supplies	1,755	47	47	3%	
Parks & Recreation	0	0	0	0%	
Struct./Grnds.	17,477	305	305	2%	
Small Tools/Equip.	3,510	0	0	0%	
Supplies	5,364	92	92	2%	
Meters/Equip.	14,038	0	0	0%	
Vehicles	7,020	0	0	0%	
TOTAL MAINT. & SUP.	\$565,179	\$21,064	\$21,064	4%	

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2026/27 Budget

GENERAL & ADMINISTRATION	Budget FY 26/27	Actual July	Actual Year to Date	Percentage Year to Date	Variance Explanation
Ads./Advertising	1,687	0	0	0%	
Alarm/Answering Service	4,680	348	348	7%	
Audit	20,000	0	0	0%	
Bank Charges/Fees	500	35	35	0%	
Consulting/Engineering	10,000	0	0	0%	
Dues/Subscription	11,714	0	0	0%	
Elections	10,000	0	0	0%	
Insurance	55,350	53,359	53,359	96%	
LAFCO	9,604	0	0	0%	Paid Annually
Legal/Attorney	28,122	0	0	0%	
Licenses/Permits	33,925	2,804	2,804	8%	
Plan Check & Inspection	1,600	0	0	0%	
Postage/Billing	17,548	0	0	0%	
Professional Service	104,469	826	826	1%	
Tax Collection	7,414	0	0	0%	
Staff Training & Travel	14,039	1,273	1,273	9%	
Board Training & Travel	19,125	0	0	0%	
TOTAL G & A	\$349,777	\$58,645	\$58,645	17%	

CAPITAL PROJECTS & EQUIPMENT

Structures/Improvements	18,378,625	88,303	88,303	0%	
Equipment	156,699	34,236	34,236	22%	
TOTAL CAPITAL EXPENSE	\$18,535,324	122,539	122,539	1%	

DEBT

State Loan Payment	103,628	0	0	0%	paid semiannually
State Loan Payment Phase II	58,740	0	0	0%	paid semiannually
Western Alliance Lease-PVS	152,670	0	0	0%	paid semiannually
TOTAL DEBT	\$315,038	\$0	\$0		

FUNDED DEPRECIATION	\$288,000	\$24,000	\$24,000	8%	
UNFUNDED DEPRECIATION	\$0	\$0	\$0	0%	

TOTAL EXPENSE	\$22,053,689	\$362,889	\$362,889	2%	
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CAPACITY CHARGES TRANSFER	\$28,232	\$0	\$0	0%	
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SOLID WASTE FEES TRANSFER	-\$36,899	-\$1,898	-\$1,898	5%	
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FUND TOTAL	\$1,530,523	\$138,707	\$138,707		
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HERITAGE RANCH COMMUNITY SERVICES DISTRICT OFFICE REPORT

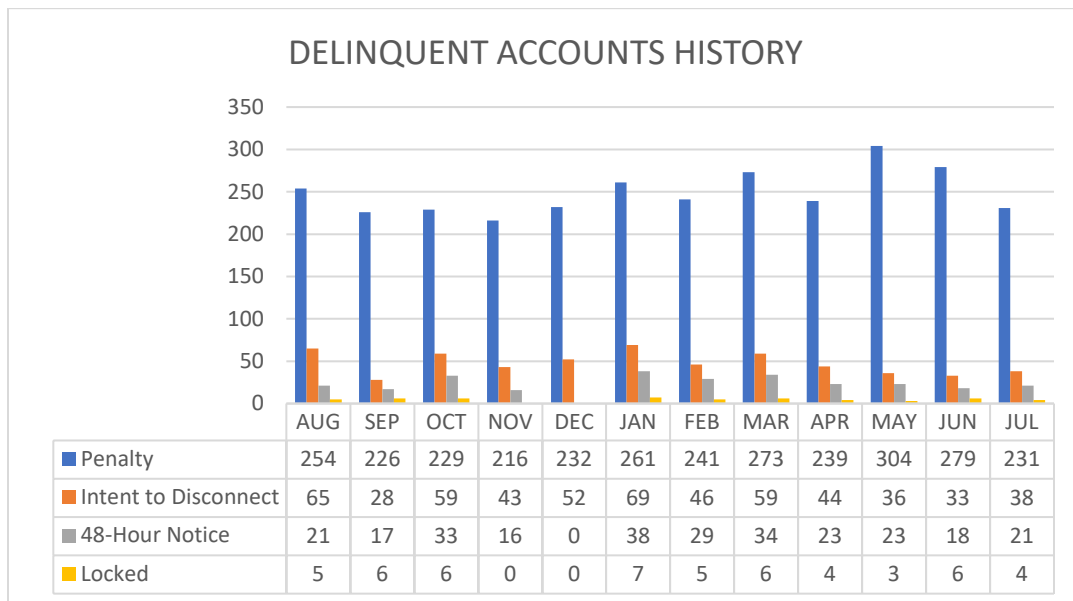
JULY 2026

Utility Billing

- On August 1st, 1,941 bills were processed for a total dollar amount of \$362,948 for water and sewer user fees for the month of July.

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

- Number of late penalties posted for bills that were due by July 25th
- 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 – 12
 - Swap/Pull Meter – 1
 - Unlock – 2
 - Leak – 3
 - Lock Meter - 4
 - Sewer Inspection - 1

Administration

- Nothing significant to report.

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

District Engineer Report For the Month of August 2026

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, design of new GAC project
 - PRV project installation on Equestrian
 - Lift Station 3 project scoping
 - Startup, operation and controls integration for Vertical Intake No. 2

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)

- Lift Station 1-5 rehabilitation design phase: Lift Station 2 is fully operational and working well. Lift Station 3 is in the planning stages, with pump selection, project scoping and scheduling underway.
- Pressure Reducing Valves (Waterview/Equestrian): Lower Waterview PRV complete and operational. Equestrian PRV insertion valves are complete. The next step is the installation of the new vault, lid, valves and piping. Staff will install the piping portion of the work. Equipment is on order and we are awaiting delivery before scheduling installation.
- Raw Water Vertical Intake No. 2: Vertical Intake No. 2 is complete and operational. Staff worked with SPICE to complete integration with our existing SCADA system. There are a few, small remaining items that will be taken care of by Staff, SPICE and, if necessary, the Contractor.
- DBP Project: Staff finalized the purchase order with AqueoUS Vets for the GAC System and approved the equipment submittals. The equipment is now in fabrication. Construction should take place in late 2026/early 2027. Staff are working with structural and electrical consulting engineers to determine the scope and design requirements for the proposed project. We will be completing the piping/valving/equipment design in-house.
- Wastewater collection system model & I/I: Staff continue to work on reducing I/I into the collection system.

- Pump Station Covers (design): No further work has been completed on this project at this time.
- Electric Gate at Corp Yard: Work has not begun on this project.
- Rebuild Treater Water Pumps: 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 systems and future developments with potential developers as they make contact.

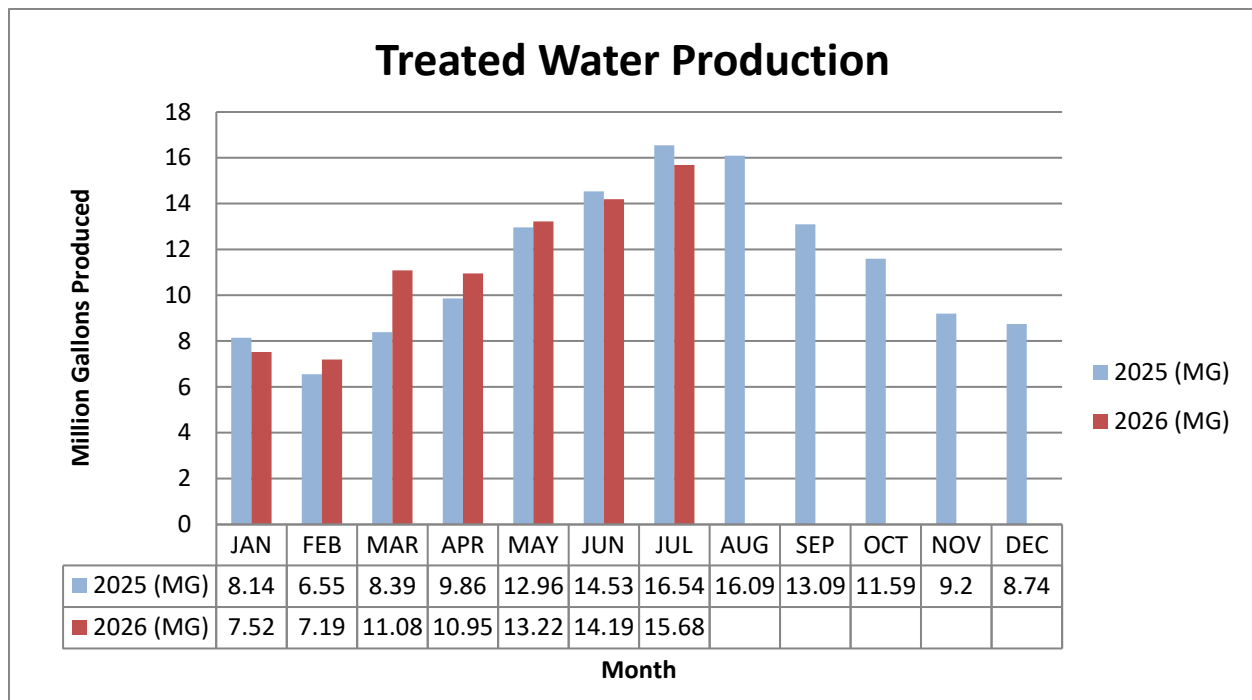
Project Name	Original CIP Budget	Estimated Design Completion	Estimated Construction Completion
Lift Station 1-5 Rehab (Construction Phase)	\$550,000	LS 2 - Complete LS 3 - TBD LS 1 - TBD	LS 2 - Complete LS 3 - TBD LS 1 - TBD
Water System SCADA Upgrade	\$300,000	Complete	Complete
Pressure Reducing Valves (Waterview, Equestrian)	\$175,000	Complete	Waterview - Complete Equestrian - Estimated completion by 9/30/26
Raw Water Vertical Intake No. 2	\$225,000	Complete	Complete
DBP Project	\$1,000,000	October, 2026	Late 2026/Early 2027
Wastewater Collection System SCADA Upgrade	\$200,000	Complete	Complete
Wastewater Collection System Model & I/I	\$75,000	TBD	TBD
Pump Station Covers (Design and Construction)	\$85,000	TBD	TBD
Electric Gate at Corp Yard	\$50,000	TBD	TBD
Rebuild Treated Water Pumps	\$50,000	TBD	TBD
Total	\$2,710,000		

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

Operations Report For the Month of August 2026

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

Water production:



Water treatment

- Produced 15.68 million gallons of treated water.
- Fine tuned Vertical intake #2 programming to run on auto with other raw water sources.
- Replaced online distribution chlorine analyzer the original was having a lot of issues and triggered alarms that were not accurate.
- Rust abatement and painting has started on all piping and filter housing at water treatment plant.
- Installed fence at vertical intake 2 location to prevent vehicles from driving around the compound.
- Weed abatement at water treatment plant and solar compounds is ongoing.
- Performed weekly calibrations on turbidimeters.
- Collected monthly DBP samples.

Water distribution

- Repaired leaks on Tumbleweed, Ibis, and little creek. Tumbleweed and Ibis were on service lines. Little creek was due to customer breaking their angle stop trying to shut off water.
- Flushing was performed in all pressure zones to ensure fresh water throughout the system.
- During a scheduled PGE scheduled outage it was determined the generator at pump station #4 was not working correctly. a generator was rented to get through the outage. We have scheduled altech to come diagnose the problem.
- Pump station #6 Pressure transducer was replaced. Since then, we have experienced zero of the issues we were dealing with previously.
- Bollards are being installed throughout the ranch to protect high priority locations.

Wastewater collection

- Pumped down stations on manual operation for upcoming PSPS and ran on generator power due outage event
- Lift station 2 pump 1 pulled and volute inspected due to higher than normal pump hours.
- Cycled automatic transfer switch at lift station 7 due to ATS timer not reaching at set interval
- Performed monthly lift station checks, replaced bulbs and cleaned check valves

Wastewater treatment

- Treated 3.543 million gallons of wastewater
- Took semi annual samples per NPDES
- Adjusted effluent pump run times in accordance with upcoming PSPS event
- Replaced chlorine injection line from chlorine pump house to static mixer
- Collected state required grease and oil samples.
- Hyperchlorinated sand filter 3 to combat algal growth
- Collected all state required Bac T samples along with BOD samples.

Vehicles and equipment

- Took delivery of 2nd Ford maverick.
- Smog check on ford ranger
- Air bag recall was fixed at ford dealership on ford ranger

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

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

DATE: August 20, 2026

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 reportable data required by the Division of Drinking Water (DDW) is the Locational Running Annual Average (LRAA) by calendar quarter. The maximum contaminant level (MCL) for TTHM is 80 ppb and for HAA5 it is 60 ppb.

The most recent reportable LRAA for TTHM is 61 ppb at the Black Horse Lane location and 57 ppb at the Wood Duck Lane location; both under the MCL.

The most recent reportable LRAA for HAA5 is 52 ppb at the Black Horse Lane location and 51 ppb at the Wood Duck Lane location; both under the MCL.

Results for individual months and what the LRAA is for the most recent twelve months (not reportable) at both locations can be seen in the tables and graphs on the following page.

Operations and project updates

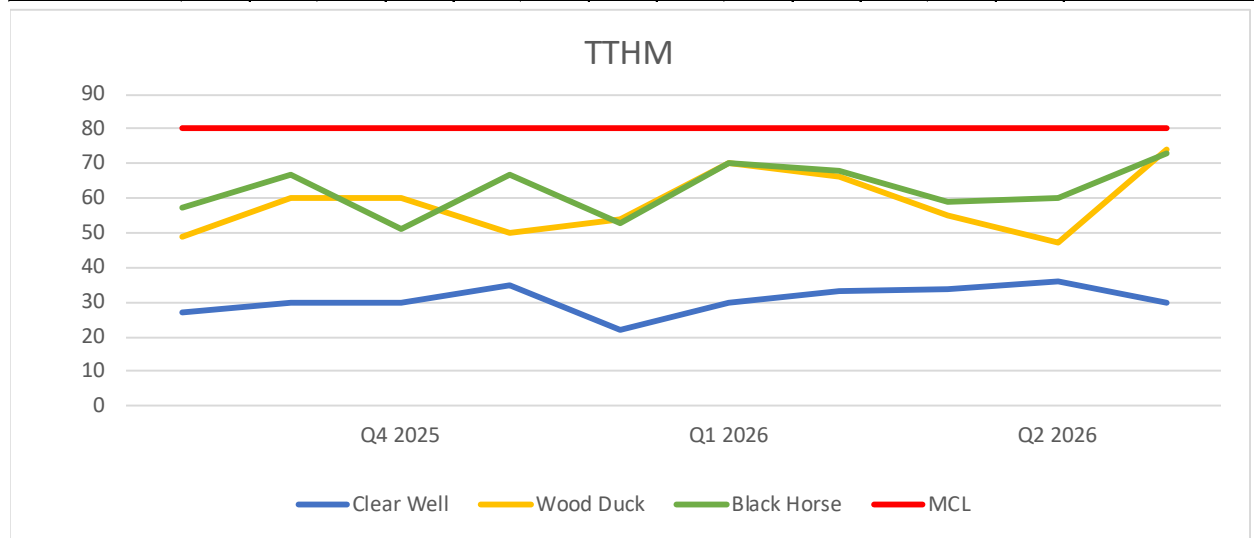
The Operations staff has made no major operational changes to the water treatment process since last month's report; however, staff continue to adjust the system PRVs to improve overall circulation throughout the system. New GAC vessels were installed on May 27, 2026, and put into service. The current batch of GAC is the seventh batch we have used.

As of August 13, 2026, 77 days since the new ones were placed online, the GAC vessels were removing 18% of the organics from the flow being sent to them (approximately 150 gpm or 20% of the total flow.)

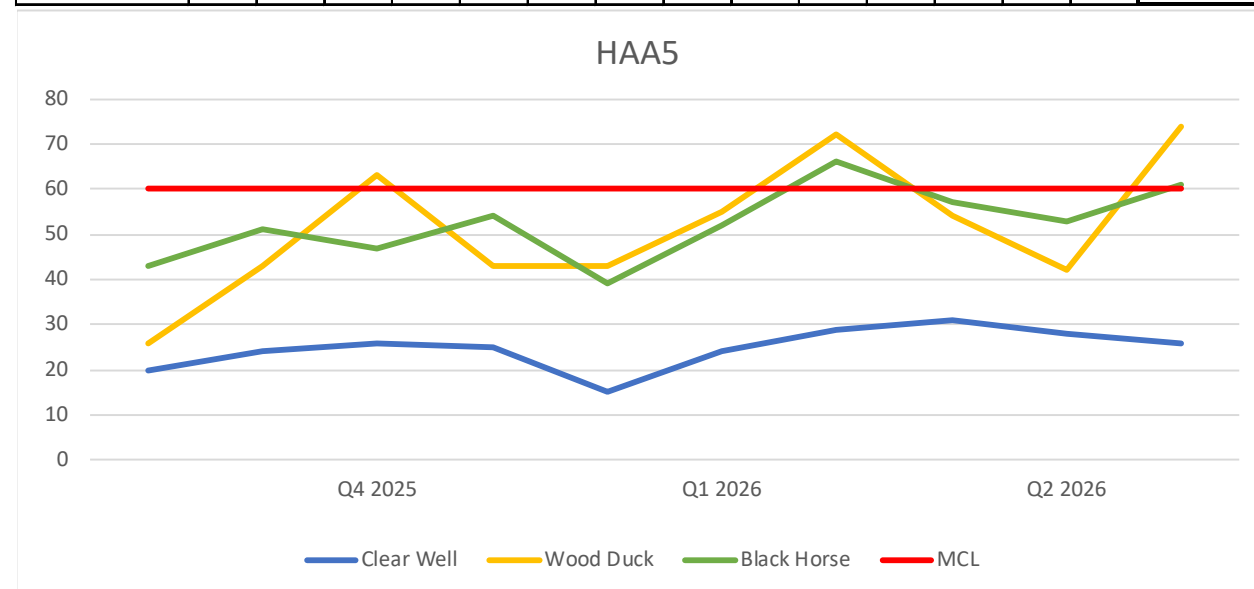
Vertical Intake 2 is installed and functioning well. The intake is operating in the expected flow range of 70-100 gpm. This range was determined by the Geotechnical Engineer in their

final report based on the well flow test after the intake was originally drilled. For updates regarding the permanent GAC project, please refer to this month's District Engineer Report.

TTHM	Q3 2025		Q4 2025			Q1 2026			Q2 2026			Q3 2026			LRAA
Clear Well	27	30	30	35	22	30	33	34	36	30	24	30			
Wood Duck	49	60	60	50	54	70	66	55	47	74	66	61			59
Black Horse	57	67	51	67	53	70	68	59	60	73	54	62			62
MCL	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80



HAA5	Q3 2025		Q4 2025			Q1 2026			Q2 2026			Q3 2026			LRAA
Clear Well	20	24	26	25	15	24	29	31	28	26	21	24			
Wood Duck	26	43	63	43	43	55	72	54	42	74	63	48			52
Black Horse	43	51	47	54	39	52	66	57	53	61	49	59			53
MCL	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60



File: OPERATIONS_DBP

HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: August 20, 2026

SUBJECT: Submittal for approval the updated Heritage Ranch Community Major Incident Management Plan dated August 1, 2026.

Recommendation

It is recommended that the Board of Directors approve the updated Heritage Ranch Community Major Incident Management Plan (MIMP) dated August 1, 2026.

Background

The previous MIMP was approved by the Board in August of 2013. The MIMP addresses the community's response to extraordinary emergency situations associated with natural or manmade disasters where the community is isolated from normal public service response provided for in the San Luis Obispo (SLO) County Emergency Response Plan. It does not address day-to-day emergencies.

Discussion

The MIMP is not intended to supersede any jurisdictional responsibility of the Local, County, or the State and Federal governments. When this plan is utilized the SLO County Fire Department / California Department of Forestry and Fire Protection (SLO County Fire Department / CAL FIRE) and the Heritage Ranch Community Services District (District) may form a Unified Command with other entities as needed. The Heritage Ranch Owner's Association (HROA) will participate in a support role to the Unified Command.

The first priority of the MIMP shall be to minimize the loss of life and property. It is intended to unify community based public agencies and the HROA to maximize resource availability in order to effectively minimize damage to life and property caused by the immediate effects of the emergency. It is intended to identify resources available from the three entities located within the community and from the community itself which may be used, in the absence of outside resources, to mitigate specific needs relative to responsibilities identified in the MIMP which may be outside of the normal roles of the three entities.

Fiscal Considerations

There are no direct costs associated with this item other than staff time to assist with plan review, revisions, and the recommended training.

Results

Approval of the MIMP provides education, training, and further establishes cooperation between entities contributing to the protection of life and property within the community when/if the plan is utilized.

Attachments: Heritage Ranch Community Major Incident Management Plan (August 1, 2026)

HERITAGE RANCH COMMUNITY MAJOR INCIDENT MANAGEMENT PLAN



August 1, 2026

1.0 PREFACE

The Heritage Ranch Community Major Incident Management Plan (PLAN) addresses the Community's response to extraordinary emergency situations associated with natural or man-made disasters where the Community is isolated from normal public service response provided for in the San Luis Obispo (SLO) County Emergency Response Plan. It does not address day-to-day emergencies.

This PLAN is not intended to supersede any jurisdictional responsibility of SLO County, or the State or Federal governments.

When this plan is utilized, the SLO County Fire Department/California Department of Forestry and Fire Protection/ (SLO County Fire Department/CAL FIRE) and the Heritage Ranch Community Services District may form a Unified Command with other entities as needed. The Heritage Ranch Owner's Association will participate in a support role to the Unified Command.

The Heritage Ranch Owner's Association (HROA) is a private Community and makes no guarantees and is subject to voluntary cooperation and availability of employees and civilians. No payment for services and no assumption of liability by civilian volunteers is implied by this document.

2.0 APPROVAL/ADOPTION

This PLAN is mutually adopted by the SLO County Fire Department/California Department of Forestry and Fire Protection (SLO County Fire Department/CAL FIRE), the Heritage Ranch Community Services District (HRCSD) and the Heritage Ranch Owners' Association (HROA) as the basis for emergency operations in the event of a major incident or disaster affecting the Community of Heritage Ranch.

The PLAN's responsibilities and authorities are effective as indicated by the signatories below.

For SLO County Fire Department/California Department of Forestry and Fire Protection:

Date

For Heritage Ranch Community Services District:

Date

For Heritage Ranch Owners' Association:

Date

3.0 PLAN REVIEW AND UPDATE PROCESS

This PLAN will be reviewed every three (3) years. The review panel will consist of a representative from each of the signatory entities.

Any user or interested person can request a change(s), corrections(s), or a new item(s) to this PLAN, which is to be submitted to the Chairperson of the HROA Emergency Services Committee.

All requested changes, corrections or new items shall be in writing. Upon receipt of a change(s), correction(s), or new item(s), the ESC Chairperson will notify the other signatory entities of the request and schedule a meeting of the review panel. The person submitting the request will also be notified of the meeting date, time and location.

Once approved, the ESC Chairperson will see that the edits are made and forward them to all the entities holding copies of the PLAN. The person submitting the item will also be notified of the outcome.

4.0 TRAINING

4.1 Training Goals

Training should be focused on accomplishing four objectives:

- ❖ Familiarization with the PLAN
- ❖ Exercising the PLAN through annual response drills
- ❖ Promotion of agency cooperation and team concept through joint training and drills
- ❖ Evaluation of future training needs and PLAN deficiencies

4.2 Training Frequency:

A response drill utilizing all elements of the PLAN should be scheduled annually. At a minimum, it is recommended the PLAN should be reviewed by each agency and their personnel prior to a response drill. After exercising the PLAN in a response drill, any training needs discovered in the response drill, critiques and PLAN reviews will be scheduled accordingly.

5.0 CHANGE/REVISION RECORD

REVISION PAGE

DESCRIPTION	DATE
Original Document	10/18/2010
1st Revision	8/2013
2nd Revision	2/2022
3rd Revision	8/2026

6.0 DISTRIBUTION LIST (E = Electronic / HC = Hard Copy / x = Multiple of Copies)

AGENCY	NO. OF COPIES
SLO County Office of Emergency Services (OES)	E x 1
CAL FIRE - Emergency Command Center (ECC)	E x 1
SLO County Sheriff (Templeton Substation Commander)	E x 1
CAL FIRE/SLO County Fire - Battalion Chief 3413	E x 1
CAL FIRE/SLO County Fire Station #33	HC x 1
Heritage Ranch Community Services District (HRCSD)	E x 1
Heritage Village Senior Center (HVS)	HC x 1
Heritage Ranch Library	HC x 1
Heritage Ranch Owners' Association (HROA)	HC x 3
Cappy Culver Elementary School (CCES)	HC x 1
Emergency Services Committee Members	HC x 1 each

7.0 TABLE OF CONTENTS

	Page #
1.0 Preface	1
2.0 Approval/Adoption Page	1
3.0 Plan Review and Update Process	2
4.0 Training	2
4.1 Training Goals	2
4.2 Training Frequency	2
5.0 Change/Revision Record	3
6.0 Distribution List	3
7.0 Table of Contents	4
7.1 Appendices	5
8.0 Definitions	5
9.0 Purpose	6
10.0 Scope	6
11.0 Objectives	6
12.0 Planning Basis	7
12.1 Description of Community	7
12.2 Facilities	8
12.3 Emergency Response Kit and Related Equipment	9
12.4 Communications	10
13.0 Infrastructure/Facilities	10
13.1 Vehicular Access/Egress	10
13.2 Cappy Culver Elementary School (CCES)	11
13.3 Fuel Storage	11
13.4 Water System	11
13.5 Wastewater System (Sewer)	12
13.6 Electrical Power Failure	12
13.7 Oak Hill Shopping Center (OHSC)	12
13.8 Hazardous Materials/Wastes	13
14.0 Plan Activation	13
14.1 Wildfire and Winter Storms	13
14.2 Earthquakes	13
15.0 Employee Reporting for After Work Earthquakes	14
16.0 Heritage Ranch Community Services District	15
17.0 San Luis Obispo County Fire Department/CAL FIRE	17
18.0 Heritage Ranch Owners Association	18

7.1 APPENDICES

APPENDIX A – EVACUATION TERMINOLOGIES, EVACUATION ZONES & REVERSE 911

APPENDIX B – EQUESTRIAN EMERGENCY EVACUATION PLAN

APPENDIX C – HROA ROAD AND FIRE HYDRANT MAPS

8.0 DEFINITIONS

BRANCH DIRECTOR:

The General Managers of the HR CSD and HROA or their designee.

CHECK-IN RECORDER:

An individual located at the Support Control Center that checks in all resources and personnel who will be assisting with the incident.

EMERGENCY OPERATIONS CENTER (EOC):

The centralized command and coordination center for use during a disaster or major emergency. The Emergency Operations Center is located at the County Government Center in SLO.

INCIDENT ACTION PLAN (IAP):

When the Unified Command is established, the IAP is initially prepared at the first planning meeting, and contains general objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plan will have several attachments.

INCIDENT COMMAND POST (ICP):

That location at which the primary command functions are executed. The Incident Command Post for each entity will be determined by that entity based on their operational need.

INCIDENT COMMANDER (IC):

An individual who has responsibility for overall command including coordination and management of incident activities, and development, implementation, and review of strategic decisions.

SUPPORT CONTROL CENTER (SCC):

The location where HRCSD and HROA employees and civilian volunteers will report to and be assigned tasks. The Support Control Center is located at the HRCSD Office.

TEAM LEADER (TL):

An individual who is responsible for an assigned function, i.e. Temporary Shelter. HROA Team leaders report to the HROA Branch Director.

UNIFIED COMMAND (UC):

A team effort that allows all agencies with jurisdictional responsibilities for an incident to participate in the management of that incident, by developing and implementing a common set of incident objectives and strategies documented in an Incident Action Plan. If a Unified Command is established, the location of the Unified Command Post will be determined by the participating entities.

9.0 PURPOSE

The first priority of this PLAN shall be to minimize the loss of life and property.

The PLAN is intended to unify community based public agencies and the HROA to maximize resource availability in order to effectively minimize damage to life and property caused by the immediate effects of the emergency. It is intended to identify resources available from the three entities located within the Community and from the Community itself which may be used, in the absence of outside resources, to mitigate specific needs relative to responsibilities identified in the PLAN which may be outside of the normal roles of the three entities.

10.0 SCOPE

This PLAN is intended to serve as a management plan for a major incident or disaster affecting the Community of Heritage Ranch.

The PLAN applies to the personnel, equipment, facilities and other resources under the direct control of the SLO County Fire/CAL FIRE, the HRCSD, the HROA or any other agency, group, or individual who adopts a role which is consistent with an element of this PLAN.

For the HRCSD and the HROA, this PLAN applies to the area known as Heritage Ranch, specifically within the boundaries of the HRCSD and within the area served by the HROA respectively. As for SLO County Fire/CAL FIRE, it applies to the same area yet recognizes that SLO County Fire/CAL FIRE has jurisdictional responsibilities beyond the physical boundaries of Heritage Ranch. These responsibilities for SLO County Fire/CAL FIRE include fire suppression, rescue, emergency medical services, hazardous material, and command, control and coordination responsibilities for the entire Nacimiento Lake area of the Paso Robles Battalion.

When "Community" is used throughout this document, it describes the area encompassing the boundary of Heritage Ranch as identified by the SLO County Planning Department and as represented by the area served by the HROA specifically.

11.0 OBJECTIVES

The objectives of this PLAN are to:

- ❖ Provide for the protection of life and property through education, training and response.
- ❖ Identify areas of responsibility for SLO County Fire/CAL FIRE, the HRCSD and the HROA.
- ❖ Establish cooperation between entities when the plan is utilized.

11.0 OBJECTIVES, (cont.)

- ❖ Assist each entity by sharing resources as may be needed.
- ❖ Identify available resources
- ❖ Identify incident facility locations and their utilization.

The PLAN serves as a reference and training guide for new employees, current employees and members of the community. In addition, the PLAN gives background information, training goals and PLAN update procedures.

12.0 PLANNING BASIS

12.1 DESCRIPTION OF COMMUNITY

The Community of Heritage Ranch exists as an unincorporated, private development located 14 miles northwest of the City of Paso Robles, immediately adjacent to Lake Nacimiento. It consists of residential, commercial, and recreational properties with approximately 2,100 homes and a build-out potential of 2,900 total lots. Most of the development of Heritage Ranch is located within the village area, which includes approximately eighteen commercial, recreational and public buildings. The surrounding areas of Heritage Ranch consist of Tract 1910 (1-acre parcels), Tract 1063 (5-acre parcels), and Tract 20 (20-acre parcels).

Commercial facilities are located adjacent to the village area and are accessible to the public. The commercial center, the Oak Hill Shopping Center (OHSC), includes a grocery store, gas station and several small shops/offices. Public facilities consist of the SLO County Fire Station #33, Cappy Culver Elementary School (CCES), and the HRCSD Office, Maintenance Yard, and the Water Treatment Plant and Sewer Treatment Plant. The Cappy Culver Elementary School is located at the intersection of Nacimiento Lake Drive (G-14) and Heritage Loop Road next to the Oak Hill Shopping Center.

Population varies from approximately 5,000 permanent residents to over 10,000 during the peak season, holiday weekends, in the summer.

Public services are provided on site only by SLO County Fire/CAL FIRE Station #33 (fire protection and basic life support emergency medical services (EMS), without patient transport capability) and the HRCSD (water, sewer and solid waste services). Private services are provided by the HROA (code enforcement, street maintenance, parks and recreational facilities).

Law Enforcement is provided by the SLO County Sheriff's Department and the CHP handles traffic incidents. Paramedic services and ambulance transport is provided by San Luis Ambulance.

12.2 FACILITIES

INCIDENT COMMAND POST (ICP)

The Incident Command Post location for SLO County Fire/CAL FIRE will be based on operational needs. The Command Post for the Heritage Ranch Community Services District will be located at the CSD Office and the Command Post for Heritage Ranch Owners Association will also be located at the CSD Office.

If a Unified Command is established, the location of the Unified Command Post will be determined by the participating entities.

SUPPORT CONTROL CENTER (SCC)

HRCSD OFFICE (Primary)

SENIOR CENTER CONFERENCE/GAME ROOM (Secondary)

HRCSD MANAGER

- Co-locates with the SCC

HROA MANAGER

- Co-locates with the SCC

PUBLIC INFORMATION OFFICER

- Co-locates with the SCC

CHECK-IN RECORDER

- Co-locates with the SCC

HROA VOLUNTEER & EMPLOYEE STAGING

- Co-locates with the SCC

GATEHOUSE EMPLOYEES

- Report to Main
Gatehouse

HRCSD EMPLOYEE STAGING

- CSD Maintenance Yard

FIRE EQUIPMENT/APPARATUS STAGING

The Equipment/apparatus Staging area will be determined by SLO County Fire/CAL FIRE

CASUALTY COLLECTION POINT (CCP)

The Casualty Collection Point will be determined by SLO County Fire/CAL FIRE

HELISPOT (Landing Zone - LZ)

The Helispot/Landing Zone will be determined by SLO County Fire/CAL FIRE

TEMPORARY MORGUE

Location of a Temporary Morgue should one be needed, will be determined by the SLO County Sheriff/Coroner

TEMPORARY SHELTERS

Senior Center, Hilltop Christian Fellowship, Rec Barn

12.2 FACILITIES, (cont.)

ANIMAL CONTAINMENT

Equestrian Center (large animals)
Tennis Courts at Equestrian Park (small animals)
Dog Park at Heritage Park (small animals)

SLO COUNTY FIRE STATION #33

SLO County Fire Station #33 will be the location from which fire and other emergency resources will operate. It may also serve as the SLO County Fire/CAL FIRE Incident Command Post as determined by the SLO County Fire/CAL FIRE Incident Commander.

THE HRCSD OFFICE BUILDING

The HRCSD Office building will serve as the Support Control Center.

The location of the HRCSD Office Building is: 4870 Heritage Road

The HRCSD Office is ideal to serve as the Support Control Center for three reasons. First, it places the HROA and HRCSD staff together at the same location thereby permitting direct contact with each other and providing for a quick response to the requests of the Incident or Unified Command. Second, it is located close to SLO County Fire Station #33, the HRCSD Maintenance Yard and the Heritage Village Seniors Center allowing for a good flow of information. And third, the building is equipped with emergency power, video equipment and the internet

12.3 EMERGENCY RESPONSE KIT AND RELATED EQUIPMENT

The following equipment is located in the storage room connected to the Support Control Center (HRCSD Meeting Room):

- ❖ Emergency Response Kit (partial list)
- ❖ Small maps
- ❖ Field Operations
- ❖ Incident Command System forms
- ❖ Incident Command System position checklists
- ❖ Response guides
- ❖ Persons with special needs list
- ❖ Maps
- ❖ Writing equipment

12.4 COMMUNICATIONS

The following is a list of equipment that may be utilized as needed:

SLO COUNTY FIRE STATION #33

- 1 - Base Station located at Fire Station
- 3 - Mobile Radios located in fire engines and boat
- 7 - Portable Radios located in the fire engines, and boat
- 1 - Emergency Services Committee Portable Radio

HRCSD

Conference phone in meeting room.

- 1 – Emergency Services Committee Portable Radio
- 1 – HROA Base Station Radio in ESC Storeroom

HROA

- 3 - Base Stations located at the HROA Office, Main Gatehouse, North Gatehouse
- 15 - Portable Radios
- 5 - Mobile Radios
- 7 - Portable Radios assigned to the ESC Members

13.0 INFRASTRUCTURE/FACILITIES

13.1 VEHICULAR ACCESS/EGRESS

Access to Heritage Ranch is by Nacimiento Lake Drive (County Road G-14).

Access to the village portion of Heritage Ranch is through the Main Gatehouse located on Gateway Drive and the North Gatehouse located on Heritage Loop Road. Access to Tracts 1910, 1063 and 20 are directly off Nacimiento Lake Drive. The gates to Tracts 1910 and 1063 are maintained by the HOA and have Fire Department key boxes installed. (

Boat access to the HROA Boat Ramp is available through the main Gatehouse on Gateway Drive and the North Gatehouse located on Heritage Loop Road.

To the northeast of Heritage Ranch, Nacimiento Lake Drive (G-14) travels approximately 15 miles through hillsides, cut banks, and over an earthen dam before tying in with Highway 101 at Jolin Road. To the southeast, Nacimiento Lake Drive (G-14) travels 14 miles of hillsides and cut banks and a steep grade before reaching the City of Paso Robles.

In the event of a moderate to major earthquake, wildfire or severe winter storm, there is a very high probability that Nacimiento Lake Drive (G-14) could be impassable in both directions due to damage to the road or blockage of the road.

This would obviously cause substantial delays in receiving assistance or transporting the injured by ground and evacuating residents.

13.2 CAPPY CULVER ELEMENTARY SCHOOL (CCES)

Cappy Culver Elementary School (CCES) is located on Heritage Loop Road (approximately 2 miles south of the Nacimiento Dam), near the North Gatehouse, and is part of the San Miguel School District. The school currently has K-8 grades with a current enrollment of 260 students and a staff of 25. The hours of operation are from 07:30 to 17:00 Monday through Friday when school is in session.

The priorities for Cappy Culver Elementary School are to ensure the safety and welfare of the students and staff. The San Miguel School District currently has an earthquake plan in place. The plan calls for everyone, when safe to do so, to evacuate the school and not return inside until determined safe to do so. In event of inclement weather, shelter will need to be provided for everyone as soon as possible. (One option is school buses, if they are available). Also, transportation may need to be arranged to a safe area until parents arrive.

Cappy Culver Elementary School has two 1,000-gallon propane tanks located on the northeast side of the school that need to be checked and secured.

It is important for school staff to notify the Incident Command Post as soon as possible as to the nature and extent of injuries and damage to school facilities.

13.3 FUEL STORAGE

There are two above ground fuel tanks at the HRCSD Maintenance Yard. One is a 600-gallon tank for gasoline, and the other is a 500-gallon tank for diesel.

There are two above ground fuel tanks located at the HROA Maintenance Yard. One tank is a 500-gallon tank for gasoline. The second tank is a 250-gallon tank for diesel fuel.

There are two above ground propane tanks at the Oak Hill Shopping Center (OHSC) gas station. One is a 1,000-gallon propane tank and the other is a 100-gallon propane tank.

An earthquake of sufficient intensity could result in these tanks falling over. Ignition is a low-level possibility in the absence of a source, but it is likely that the fuel could travel to the roads and into the storm drain system.

13.4 WATER SYSTEM

The primary concern will be focused on system integrity. HRCSD personnel will inspect the Water Treatment Plant, pumping facilities, storage tanks and distribution system. If the system is intact, the HRCSD should be able to deliver water. If electrical power is out, there are dedicated backup generators at all but one of the water system sites, a small pump station that serves a handful of the 20-acre

parcels along Nacimiento Lake Drive to the south. A portable generator could be available for the last site depending on the situation.

If the pumping systems are down, the 2-million-gallon tank should have water for about one week of domestic use, assuming a nearly full tank, and could flow by gravity to most areas. Any fire suppression demand will reduce this supply. If there are broken main lines, water may still be able to flow to some areas as the broken lines could be isolated by closing valves. HRCSD may execute an emergency order to ration water under this or other circumstances.

In the event that contamination of the water supply occurs, the HRCSD will issue an order to boil water for at least five minutes before drinking or cooking.

If water is not available via the HRCSD system, arrangements will have to be made to truck in bulk drinking water.

13.5 WASTEWATER SYSTEM (Sewer)

The primary concern will be focused on the Water Resource Recovery Facility (WRRF) and collection system, including ten vital lift stations. HRCSD personnel will inspect the WRRF, lift stations, and collection system. If the system is intact, the HRCSD should be able to collect, treat, and dispose of wastewater. If electrical power is out, there are dedicated backup generators at all but two of the wastewater system sites, a small lift station that serves a handful of lots at the end of Comanche in Tract 447, and a small lift station at the Marina. A portable generator or vac-trailer could be available for the last sites depending on the situation.

If lift stations and/or collection mains fail, raw sewage will back up and spill into homes and out of manholes and clean-outs. In the event of sewage spills into homes, those homes must be temporarily vacated until relief can be provided.

If normal delivery of potable water supply is completely out of commission, then the wastewater system will likewise become completely out of commission since it takes water to flush wastes. In this event, arrangements will be made to bring portable toilets into numerous locations.

13.6 ELECTRICAL POWER FAILURE

A semi-permanent generator is set up to provide power within thirty minutes of notice at the HRCSD Office and Maintenance Yard. This will allow use of the HRCSD Office as the Support Control Center and the Maintenance Yard for equipment and operations staging. HRCSD has backup generators for the water and wastewater systems as described in the sections above.

The SLO County Fire Station #33 has emergency power.

Both the Main Gatehouse and the North Gatehouse have portable generators.

13.7 OAK HILL SHOPPING CENTER (OHSC)

The OHSC is located on Heritage Loop Road adjacent to Nacimiento Lake Drive near the North Gatehouse. On site is a 25,000 square foot grocery store, retail shops and a gas station.

These facilities will become very important to the Community in the event that Nacimiento Lake Drive (G-14) becomes impassable from Paso Robles and from the north. The main building has fire sprinklers that could become damaged during a major earthquake and could flood the building. The main building has emergency power backup. The gas station does not have emergency power backup which could eliminate this source of fuel for vehicles.

13.8 HAZARDOUS MATERIALS / WASTES

There are other hazardous materials or hazardous wastes located at the HRCSD Water Treatment Plant and the HRCSD Wastewater Treatment Plant as identified in CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS), CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN. There is a Household Hazardous Waste collection facility located on HRCSD Wastewater Treatment Plant property at 4870 Heritage Road next to CalFire Station 33.

14.0 PLAN ACTIVATION

14.1 WILDFIRE AND WINTER STORMS

This PLAN may be initiated by the SLO County Fire/CAL FIRE Incident Commander, after consulting with the General Managers (or their designee) from the HRCSD and HROA when a wildfire or winter storm is affecting the Community and has the potential to cause serious damage. When activated, the SLO County Fire/CAL FIRE Incident Commander along with the General Manager (or next in command) from HRCSD may transition to a Unified Command and the General Manager (or next in command) from HROA will become the HROA Manager and support the Unified Command as needed.

A wildfire or winter storm may only require certain elements of this PLAN to be activated.

14.2 EARTHQUAKES

This PLAN may be initiated by the SLO County Fire/CAL FIRE Station Incident Commander, after consulting with the General Managers (or their designee) from the HRCSD and HROA when an earthquake affected the Community. When activated, the SLO County Fire/Cal Fire Incident Commander along with the General Manager (or next in command) from HRCSD may transition to a Unified Command and the General Manager (or their designee) from HROA will become the HROA Branch Director and support the Unified Command.

The earthquake itself is an event that alerts the public and local agencies. The earthquake's ground motion can range from no damage to heavy damage, thereby affecting the extent and length of time the PLAN may be utilized. The

focal point for reporting initial earthquake damage is the Emergency Command Center located in SLO County.

Upon feeling an earthquake, SLO County Fire Station #33, HRCSD and HROA personnel shall attempt to confirm if any damage has occurred in their areas of responsibility, to what level the damage has occurred, and proceed with the PLAN activation as necessary. Notification to the CAL FIRE Emergency Command Center should not be delayed.

15.0 EMPLOYEE REPORTING FOR WORK AFTER EARTHQUAKES

CAL FIRE employees will follow their agency's protocols regarding returning to duty and reporting location

HROA employees (if available) should report as follows:

- ❖ Code Enforcement - Report to the Support Control Center
- ❖ Gatehouse employees - Report to the Main Gatehouse
- ❖ Maintenance employees - Report to the Support Control Center
- ❖ Administrative employees and Board Members - Report to the Support Control Center
- ❖ Other HROA employees - Report to the Support Control Center

HRCSD operations employees are to report to the HRCSD Maintenance Yard, and HRCSD administration employees are to report to the HRCSD Office.

If individuals do not respond and notifications are to be made, it will be the responsibility of each agency to notify their personnel. Notifications would most likely be made in person or by telephone if they are working. It should be anticipated that the phone system will not be in service initially.

16.0 HERITAGE RANCH COMMUNITY SERVICES DISTRICT

The HRCSD will be responsible for the following primary functional assignments:

1. Set up the Support Control Center (SCC) at HRCSD Office
2. Participate in Unified Command (UC), if one is established
3. Water
4. Sewer
5. Solid Waste

Depending on the type and severity of the incident, HRCSD personnel may be incommunicado with their families for up to several days. This Section is, therefore, written accordingly. Please think through, and prepare your family for such a situation now, before it happens.

- A. If necessary, qualified personnel shall hook up the standby generator to the Support Control Center.
- B. Open up the HRCSD Office for use as the Support Control Center.
- C. Fuel and check all rolling stock for pending assignments.
- D. Move all rolling stock out and away from buildings at least fifty feet (for earthquake threat).
- E. Initiate standby power to sewer lift stations and water pump stations using portable generators.
- F. If HRCSD personnel must leave, they need to leave their name and location and the time they will return with the Support Control Center, preferably with the HRCSD representative.

Early situation analysis will help the Unified Command determine the scope of the emergency and allow them to report that to the SLO County Emergency Operations Center. The more information HRCSD provides, the sooner help will arrive. Therefore, when en route to your predetermined reporting location, observe the area for damage and report it to the HRCSD Branch Director upon arrival to the Support Control Center.

16.1 WATER and SEWER

I. RESPONSIBILITIES:

- A. Maintain water supply for drinking and fire suppression:
 1. Inspect pumping, treatment, storage and distribution systems for damage and make all necessary repairs ASAP
 2. Advise the Incident Commander regarding the status of the systems and the amount of storage on hand
 3. Provide emergency power

B. Maintain Sewer System:

1. Inspect collection, pumping and treatment facilities for damage
2. Advise the Incident Commander regarding the status of said systems
3. Provide emergency power

C. Maintain Solid Waste Services:

1. Coordinate with solid waste contractor (San Miguel Garbage Company)

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Water
- B. Sewer
- C. Solid Waste

III. RESOURCES:

- A. HRCSD
 1. San Miguel Garbage Company
- B. SLO County Fire/CAL FIRE Station #33
 1. On Duty Staffing
 2. In-Service Equipment
- C. HROA
- D. Civilian Volunteers and/or CERT members

IV. PROCEDURES:

- A. Initial communication responsibilities will remain with the Incident Commander
- B. Communication with the Public Information Officer to be established
- C. External command communications to be established
- D. Communications equipment collection and inventory
- E. Radio equipment assignment to the Situation Unit and the Incident Commander
- F. Tactical, command and support frequencies established
- G. SLO County Fire/CAL FIRE Station #33, HRCSD, HROA, and the Incident Command Post and the Support Control Center communications established
- H. Unit log and message form started
- I. Communications control established

17.0 SAN LUIS OBISPO COUNTY FIRE DEPARTMENT/CAL FIRE

San Luis Obispo County Fire Department responds to emergencies and other requests for assistance, plans for and takes action to prevent emergencies and to reduce their impact, coordinates regional emergency response efforts, and educates the communities it serves. CAL FIRE, a California state agency, functions as the County Fire Department under a contract with the County of San Luis Obispo and has done so since 1930.

San Luis Obispo County Fire Station 33 serves the community of Heritage Ranch. In addition, Station 33 also serves the greater Lake Nacimiento area including Oak Shores and the communities on the west side of Lake Nacimiento.

9-1-1 calls are dispatched by the Cal Fire County Emergency Command Center (ECC) in Templeton. Depending on the type of incident, a predetermined amount of emergency resources (fire apparatus, ambulances, etc.) are dispatched. The ECC maintains “command” of the incident until the first resource arrives at the scene and assumes command.

Every incident has an Incident Commander (IC), the person responsible for managing the entire response effort. Often, the IC is the first San Luis Obispo County Fire/CAL FIRE engine company officer. From the start, they assess the situation, set objectives, request additional resources, and make firefighters and public safety a top priority. This is what happens when Station 33 personnel and equipment are dispatched to a single incident.

During times where an event like a disastrous earthquake occurs, multiple 9-1-1 calls for service in each area like Heritage Ranch and even regionally will take place. The ECC will prioritize calls for service and dispatch available resources accordingly. The system can easily be overwhelmed, and additional help may have to come from outside of the area.

When multiple incidents occur from a disaster, the IC may be responsible for a regional area. In that case, the Incident Command System allows this area to be divided into geographic areas and a qualified officer becomes responsible for that area and reports to the IC. This may very well be the case here at Heritage Ranch when multiple 9-1-1 calls for service are received by the ECC. The Station 33 engine company will be dispatched to the first incident and take command of that incident. All other incidents will be handled by resources coming from outside Heritage Ranch. The IC of the overall response to multiple incidents will more than likely not be located here at Heritage Ranch but there will be a qualified officer assigned by and reporting to the IC for the area.

When the PLAN is utilized, San Luis Obispo County Fire/CAL FIRE is responsible for:

1. Rescue
2. Fire Control
3. Emergency Medical Services
4. Hazardous Materials
5. Damage Assessment
6. Communications
7. Public Information
8. Supervise CERT members

18.0 HERITAGE RANCH OWNERS ASSOCIATION

During an incident that would require activation of this PLAN, the HROA would be responsible for the following functional assignments as staffing levels and community volunteers are available:

1. Compliance – Controlling access to the Ranch
2. Public Information – Keeping the community informed on the situation
3. Assessing amenities – Assess HOA amenities for continued use utilizing SLO County Building Inspectors as needed
4. Volunteer Management – Utilizing employees and members of the community to perform tasks related to the incident
5. Temporary Shelter – Providing shelter for community members displaced by the incident until an evacuation center is established by SLO County OES and the American Red Cross
6. Debris removal on HROA property/common areas
7. Coordinating with SLO County Fire/CAL FIRE and the HRCSD and supporting the Unified Command if one is established

The first responsibility of each HROA employee and community member will be to his/her family:

- A. Conduct welfare check of family and residence
- B. Check on propane, electrical and water
- C. Treat/Transport injured family members
- D. Ensure adequate food and water
 1. Minimum 3-day supply of non-perishable food and 3 gallons of water per person
- E. Check on your neighbors
- F. Once the welfare of the HROA employee's family members has been assured, each employee or member of the community, if available and wish to help, should report to their designated locations listed below.

When this PLAN is activated, employees and civilian volunteers will report to the following locations by functional assignment:

1. Administrative Staff – Report to the Support Control Center
2. Gatehouse Personnel – Report to the Main Gatehouse
3. Compliance – Report to the Support Control Center
4. Maintenance Personnel – Report to the Support Control Center
5. Other HROA Personnel – Report to the Support Control Center
6. Members of the community – Report to the Support Control Center

HROA Branch Director will assign Team Leaders as follows:

1. Public Information Team Leader
2. Compliance Team Leader
3. Maintenance Team Leader
4. Volunteer Team Leader
 - a. Check-in Recorder and Staging Manager

5. Temporary Shelter Team Leader

The following are brief descriptions of each position:

HROA Branch Director

- This position would be filled by the HROA General Manager, a member of the Board of Directors or a Member of the HOA as assigned by the HROA General Manager or the Board of Directors.
- Manages all functional responsibilities of the HROA Branch identified in the PLAN.
- Established communication with the Incident Commanders of SLO County Fire/CAL FIRE and the HR Community Services District. Supports the Unified Command if one is established.
- Appoints Team Leaders.
- Identify areas that need to be addressed because of the incident and develop and implement a plan to address those areas/issues.

HROA Information Team Leader

- Keeps members of the community informed on current situations.
- Works closely with the Public Information Officers from SLO County Fire/CAL FIRE and the HR Community Services District to ensure accurate information is disseminated.
- Posts updated information at the following locations:
 - Support Control Center
 - Main Gate House
 - North Gate House
 - Oak Hills Market
 - Temporary Shelter

Compliance Team Leader

- Control Access to the Ranch when entry gates are not functioning.
- Assists Maintenance in securing common areas and facilities as needed.
- Assist Law Enforcement agencies with traffic control and evacuations as requested.
- Utilize equestrian members to secure and protect any animal that has been injured or is in danger of injury if left unattended.

Maintenance Team Leader

- Directs all operations required to inspect, remove hazards and secure all common areas and facilities.
- Have the Rec Barn inspected by the SLO County Building Department for suitability as a Temporary Shelter.

Volunteer Team Leader

- Utilizing employees and community volunteers who have offered their assistance to (1) establish a Temporary Shelter for use by individuals displaced due to the incident until the SLO County Office of Emergency Services and the American Red Cross can establish an Evacuation Center; (2) provide transportation to the Temporary Shelter for those with no transportation; (3) assist HROA Maintenance as requested; and (4) assist SLO County Fire/CAL FIRE and the HR CSD as requested.
- Supervise the Check-in Recorder
- Supervise the Staging Manager

Temporary Shelter Unit Leader

- Supervises the operations of the Temporary Shelter until the SLO County Office of Emergency Services and the American Red Cross can establish an Evacuation Center.
- Locations suitable for a temporary shelter here on the Ranch are the (1) Senior Center, (2) Hilltop Christian Fellowship and (3) Rec Barn.

Early situation analysis will help the initial Incident Commander and Unified Command determine the scope of the emergency and allow them to report that to the SLO County Emergency Operations Center. The more information HROA provides, the sooner help will arrive. Therefore, when enroute to your predetermined reporting location, observe the area for damage and report it to the HROA Branch Director upon arrival to the Support Control Center.

APPENDIX A

Reverse 911 / AlertSLO

Emergency Telephonic Notification Systems

The County of San Luis Obispo has multiple public alert and notification systems that can be used to provide emergency information and instructions. Two of these systems, Reverse 911 and AlertSLO, require the public to register their devices to receive emergency information. Following registration, these systems can be used to provide emergency information to your cell, landline, or email based on your preferences and the geographic area or address you selected.

Reverse 911 is a system used to provide emergency information regarding law enforcement or security related events, including evacuations and shelter in place. Reverse 911 messages are sent to landlines (automatically in the system) and cell phones (if registered) providing emergency information and instructions. This system is primarily used to provide urgent security or protective action orders.

AlertSLO is a new system that will provide important information, such as severe weather, major highway closures, planned power outages, or other emergency related information. Although this system will also be utilized if protective action orders and warnings are issued, the system will focus on lower-level emergency related information. These messages are sent by the Office of Emergency Services to registered devices, cell phones, or email alerting them of important emergency-related information. User can select the type of information they want to be notified of when they sign up. If AlertSLO is sent as a voice call, the number will come from 1-833-419-3463.

The County of San Luis Obispo also utilizes other alert and notification systems including the Emergency Alert System, the Early Warning System sirens, and Wireless Emergency Alerts (WEA). These system are used to provide protective action orders in conjunction with the systems mentioned above, but do not require registration. More information on all of the County's alert and notification systems can be found on the San Luis Obispo County Office of Emergency Service's website.



Reverse 911

Public Alert and Notification

Reverse 911 provides emergency officials the ability to send a recorded emergency message to San Luis Obispo County residents and businesses. It can be utilized for emergencies where public health and safety is a concern such as evacuation orders, missing person notifications, and much more.

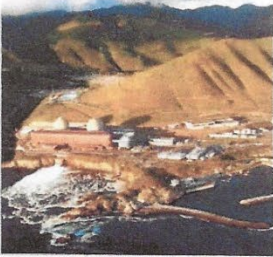
To increase the effectiveness of the system, residents are encouraged to register their wireless devices, digital or VoIP phones, as only conventional (hard/land line) phone lines are automatically entered into the system.

To learn more, or to register your wireless device visit:

www.slosheriff.org/reverse_911.php

For Questions Contact SLO County OES:

(805)781-5011



If you are unable to register your wireless device at the web address listed above, fill out the information below and return to : _____

Name: _____

Address: _____

City: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Cell Phone: _____ Email: _____

Office of Emergency Services
County of San Luis Obispo
County Government Center
1055 Monterey St, Room D430
San Luis Obispo, CA 93408-1003

San Luis Obispo County Evacuation Zones

San Luis Obispo County has established pre-established evacuation zones to help first responders and the public quickly identify evacuation areas during large-scale emergencies www.readyslo.org. These zones are used for Evacuation

Warnings and Evacuation Orders in events such as wildfires, floods, or other major hazards.

What They Are

- Evacuation Zones: Six-digit identifiers (e.g., SLC-OOI) that define specific evacuation areas for all emergencies except those at Diablo Canyon Power Plant www.readyslo.org.
- Protective Action Zones (PAZs): Only for emergencies at Diablo Canyon; numbered PAZ 1-12 cover the surrounding area www.readyslo.org.
- Every address in SLO County has an evacuation zone; PAZs apply only to those in the Diablo Canyon Emergency Planning Zone.

How to Find Your Zone

1. Use the county's "Know Your Evacuation Zone" map tool on ReadySLO.org www.readyslo.org.
2. Enter your address in the search box or click on the map.
3. The first result shows your PAZ (if applicable), and the second shows your evacuation zone.
4. You can also use the Find My PAZ/Evacuation Zone App via the ArcGIS link slocooes.maps.arcgis.com.

Why It Matters

- Faster response: First responders can prioritize and direct evacuations more efficiently firesafeslo.org.
- Clear communication: Authorities will use Wireless Emergency Alerts, Reverse 911, and other channels to notify residents in your zone www.readyslo.org.
- Preparedness: Knowing your zone in advance helps you act quickly and safely during an emergency.

Tips for Residents

- Write down your zone name and post it in an accessible place www.readyslo.org.
- Review evacuation routes and safe exits for your area before an emergency firesafeslo.org.
- Sign up for alerts via AlertSLO.org or Reverse 911 to get location-specific notifications firesafeslo.org.

For the most accurate and up-to-date information, visit the [ReadySLO Evacuation Zones](#) page or the county's official emergency site.



BE PREPARED. BE INFORMED. STAY SAFE.



KNOW YOUR ZONE. PROTECT YOUR HOME. PROTECT YOUR COMMUNITY.



In the event of a wildfire, flood, or other emergency,
knowing your Evacuation or Protective Action Zone
can save lives.



HOW TO FIND YOUR ZONE



1. VISIT THE WEBSITE

Go to the ReadySLO website:
<https://www.readyslo.org/prepare/evacuation-zones-protective-action-zones/>



2. SEARCH YOUR ADDRESS

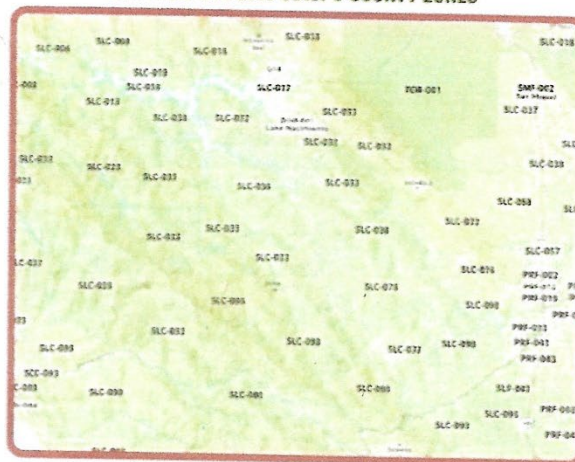
Enter your address to find
your Evacuation or
Protective Action Zone.



3. KNOW YOUR ZONE

Write it down, share it with
your family, and keep it
handy in case of emergency.

EXAMPLE: SAN LUIS OBISPO COUNTY ZONES



BE READY. BE INFORMED. TAKE ACTION.



MAKE A PLAN

Know your routes
and meeting
locations.



BUILD A KIT

Have supplies
ready for at
least 72 hours.



STAY ALERT

Sign up for
SLO County
emergency
alerts.



CHECK ON NEIGHBORS

Look out for
one another,
especially
seniors.



KNOW YOUR ZONE

It's the first
step to staying
safe.

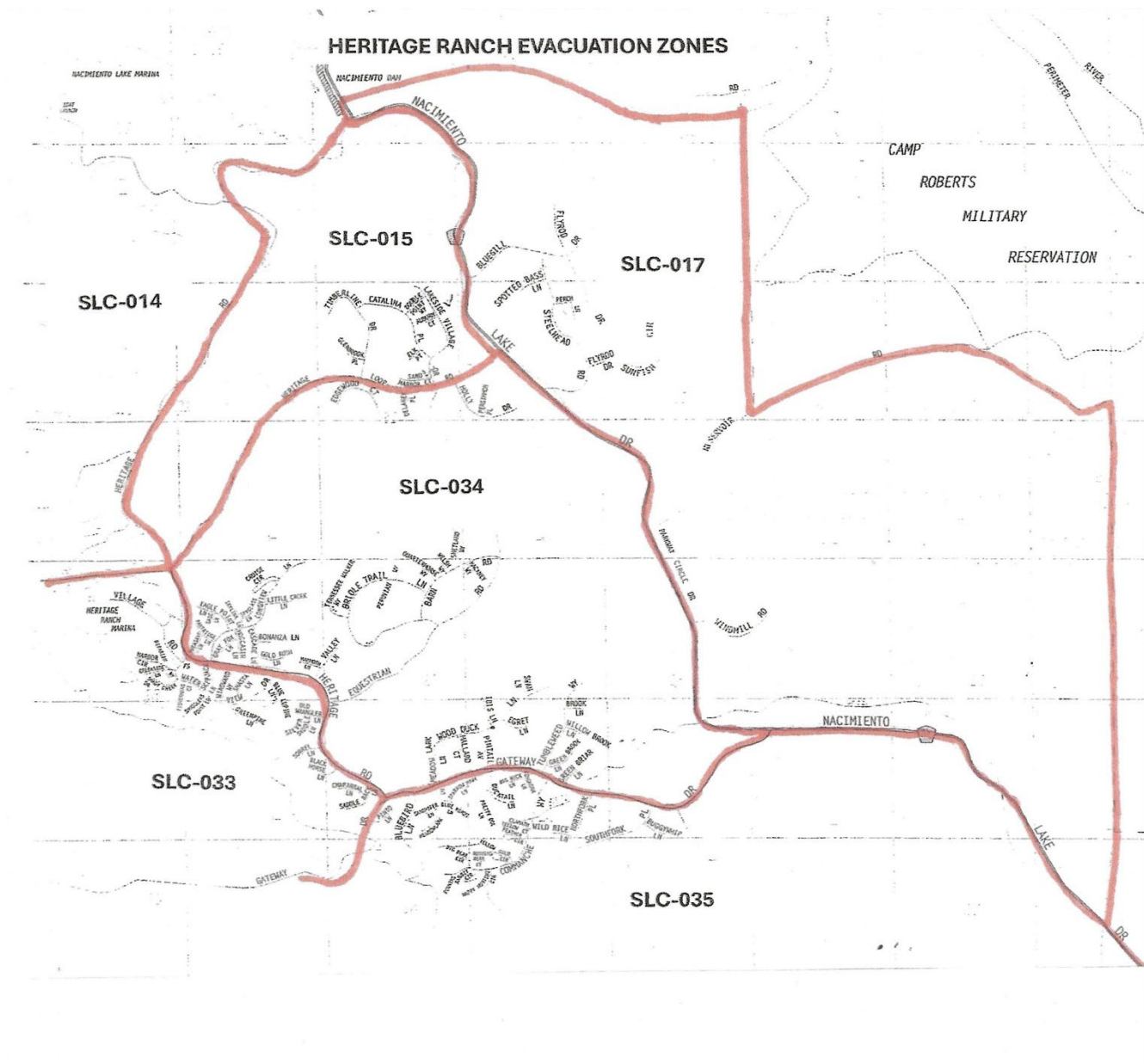
Together, we make our community
stronger.



FOR EMERGENCIES, CALL 911

For more information, visit [ReadySLO.org](https://www.readyslo.org)





Evacuation Routes from Heritage Ranch



North to Highway 101

- Exit Gateway Dr. or Loop Road
- Left on Nacimiento Lake Road (G14)
- At approx 2.5 miles keep right and continue on G19 for 10 miles to Highway 101

South to Paso Robles

- Exit Gateway Dr or Loop Road
- Right on Nacimiento Lake Road (G14)
- Turn left at Chimney Rock and continue on G14
- 7 miles to Paso Robles
- Alternate route to 101 G14 to San Marcos Rd

SAN LUIS OBISPO COUNTY EVACUATION TERMINOLOGY

The Law

California law authorizes officers to restrict access to any area where a menace to public health or safety exists due to a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster. Any unauthorized person who willfully or knowingly enters an area closed... and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(Penal Code 409.5 a, b and c)

In CA, residents can legally remain in their home following an Evacuation Warning or Order. Authorities can prohibit the public from entering an Evacuated or Closed Area, including to reach their home.

Authorities can enforce a closure of an area or road.

Media is exempt from these regulations

Evacuation Warning:

Definition: Alerting of community members in a defined area of a potential threat to life and property from an emergency incident.

Usage: Generally issued when the potential or actual threat is more than 2 hours away. Subgroups such as special needs individuals may be issued an Evacuation Order at this level.

Evacuation Order:

Definition: Movement of community members out of a defined area due to an immediate threat to life and property from an emergency incident.

Usage: Issued when there is a potential or actual threat to civilian population within 1 to 2 hours or when it is necessary to protect civilians due to an immediate threat.

Shelter In Place:

Definition: Directing community members to stay secured inside their current location.

Usage: If a situation does not allow for evacuation or when evacuation could cause a higher potential for loss of life.

Safe Point: (i.e. Tsunami Safe Point)

Definition: Temporary area to hold or stage evacuees until emergency passes or until a shelter can be established.

Usage: To be designated OUTSIDE of affected area. Not intended to be a location for obtain shelter. Typically used in the interim while shelters are established or threat passes.

Safe Refuge Area:

Definition: A temporary safe location to hold emergency workers, or possibly evacuees until evacuation is possible.

Usage: Normally a safe refuge area is WITHIN the affected area/inundation zone. For instance a multi-story building in a tsunami inundation area.

Closure:

Definition: Prohibiting usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety.

Usage: When an incident affects a defined area and large-scale evacuation is not necessary. When public officials want to limit recreating public in the case of a potential emergency.

Levels of Closure Closures can be broken into subcategories depending on the threat:

Level 1- Closed to all traffic except residents. May require escorts

Level 2- Closed to all traffic except critical incident resources

Level 3- Closed to all traffic except FD and LE

Level 4- Closed to all traffic including FD and LE

Repopulation:

Definition: The return of community members to a previously evacuated area for unrestricted use. Only after threat has been mitigated, infrastructure and utilities are secured, and emergency services have approved of the return.

Reentry:

Definition: The temporary reentry of community members for a designated time to an evacuated area. i.e. to feed livestock in a potentially contaminated or at risk area.

Relocation:

Definition: The long-term or permanent relocation of community members who previously lived in an affected area.

Tips To Ensure a Successful Evacuation

Use common terminology.

Keep affected jurisdictions and agencies informed.

Ensure prompt and succinct public notifications and information.

- Create an evacuation and repopulation plan early.

Ensure all emergency workers are informed on any evacuation decisions; Evacuation Order, Warning, Level of Closure, and what they have the right to enforce.

Ensure a coordinated repopulation, keeping in mind the public and emergency response needs.

APPENDIX B

HERITAGE RANCH EQUESTRIAN EMERGENCY EVACUATION PLAN

Evacuate horses when the County issues an evacuation WARNING. Sign up for emergency evacuation texts or emails from Monterey and San Luis Obispo counties if you want the latest notifications.

The evacuation plan will be posted on the HR Horse Owners (HRHO) Facebook page at <https://www.facebook.com/groups/348075289579289/files> and in the hay barn. Please call or text Doreen Marty at 805-698-8003, Denise Revell at 303-507-9560 or Dave Fretwell at 703-606-0865 if you see or hear of a fire endangering Heritage Ranch. They will call, text or send a group email to advise horse owners to evacuate. They will also post the advisory on the HRHO Facebook page.

Pre-register your horse with HEET if you have no trailer, don't have trailer space for all your horses or may be unavailable. The free registration form is available on their website at <http://www.sloheet.net>. Call Kathy Hustace, the North County Representative at 805-459-6436 to have your horses evacuated.

To be adequately prepared to evacuate, keep these items available:

- Your corral #, name, telephone number and veterinarian's name and telephone number.
- Horse's medications, supplements and basic first aid kit.
- 3 days food and water for your horse. A horse can drink 12 to 20 gallons of water per day. The facilities we will evacuate to will also have water.
- Place your horse's Coggins tests, veterinary papers, identification photographs, and vital information – such as medical history, allergies and emergency telephone numbers (veterinarian, family members, etc.) in a watertight envelope. Store the envelope with your other papers in a safe place what will be easy for you to access, so you can take them with you when you and your horses evacuate.
- Photos of you and your horses. You will need to show some kind of proof of ownership in order to pick up your horse when the emergency is over.
- Permanent identifiers of your horse such as brands, tattoos and microchips.
- Temporary identifiers with your telephone number and name such as livestock crayons, washable paint, hoof etchings, luggage tag braided into mane, pastern brands, fetlock bands and zip ties.
- Extra halters and lead ropes. On each halter attach a tag or write with a sharpie your name and phone number.
- Working flashlight and batteries.
- We are responsible for feeding and watering our horses. Bring water buckets.

Your truck and trailer should be full of gas and well maintained before you make an attempt to leave.

Know your way out of Heritage Ranch depending on the reason for evacuation. Have maps in all rigs, even though you have so many great GPS tools on your phone. In an emergency cell towers may go down.

Share your evacuation plans with friends and neighbors. Your disaster plan should be in writing, and your neighbors and extended family should have a copy.

Post detailed instructions in several places – including your tack room and your horse trailer – to ensure emergency workers can see them in case you are not able to evacuate your horses yourself.

It is important that your horses are comfortable being loaded onto a trailer. If your horses are unaccustomed to being loaded onto a trailer, practice the procedure so they become used to it.

Bring the horse trailers in near the guest stalls to the dirt roads, leave adequate space between the trailers to load and exit at the other end of the equestrian center.

Call the destination to let them know you are on your way and the route you plan to take.

Our horses may be taken to the following sites:

Loftus Ranch Arena (aka Warner Arena)

3965 Buena Vista Drive

Paso Robles, CA

Call **Courtney Warner** at **805-610-2999** and let her know how many horses are coming. She has 80 acres with open stalls and pastures.

Midstate Fairground (Paso Robles Event Center)

2198 Riverside Avenue

Paso Robles, CA

Call **Chico Cerda** at **805-712-9005** and let him know how many horses are coming. He will open the fairgrounds, have someone meet us and show us the stalls. There are pens and stalls.

Paso Robles Horse Park

3801 Hughes Parkway

Paso Robles, CA

Call or text **Amanda** at **805-369-1338** and let her know how many horses you are bringing. She will have the facility ready in 30 minutes and has 40 to 250 stalls.

If you must leave your horses, put them in the outdoor arena, turnout paddocks or round pen with a leather breakaway halter and food and water for three days. Horses may also shelter in place in corrals with no nearby flammable trees, sheds or brush. **Do not** rely on automatic watering systems.

APPENDIX C

WALLACE GROUP
 CIVIL ENGINEERING
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 SUITE 100
 T 800 544-4011 F 800 544-4284
 www.wallacegroup.us

SOUTH HERITAGE RANCH ROAD AND HYDRANT MAP

JOB NO.: 0160-0001
 DRAWING: RHM-01
 DRAWN BY: NLS
 DATE: 04-01-2009
 SCALE: AS SHOWN

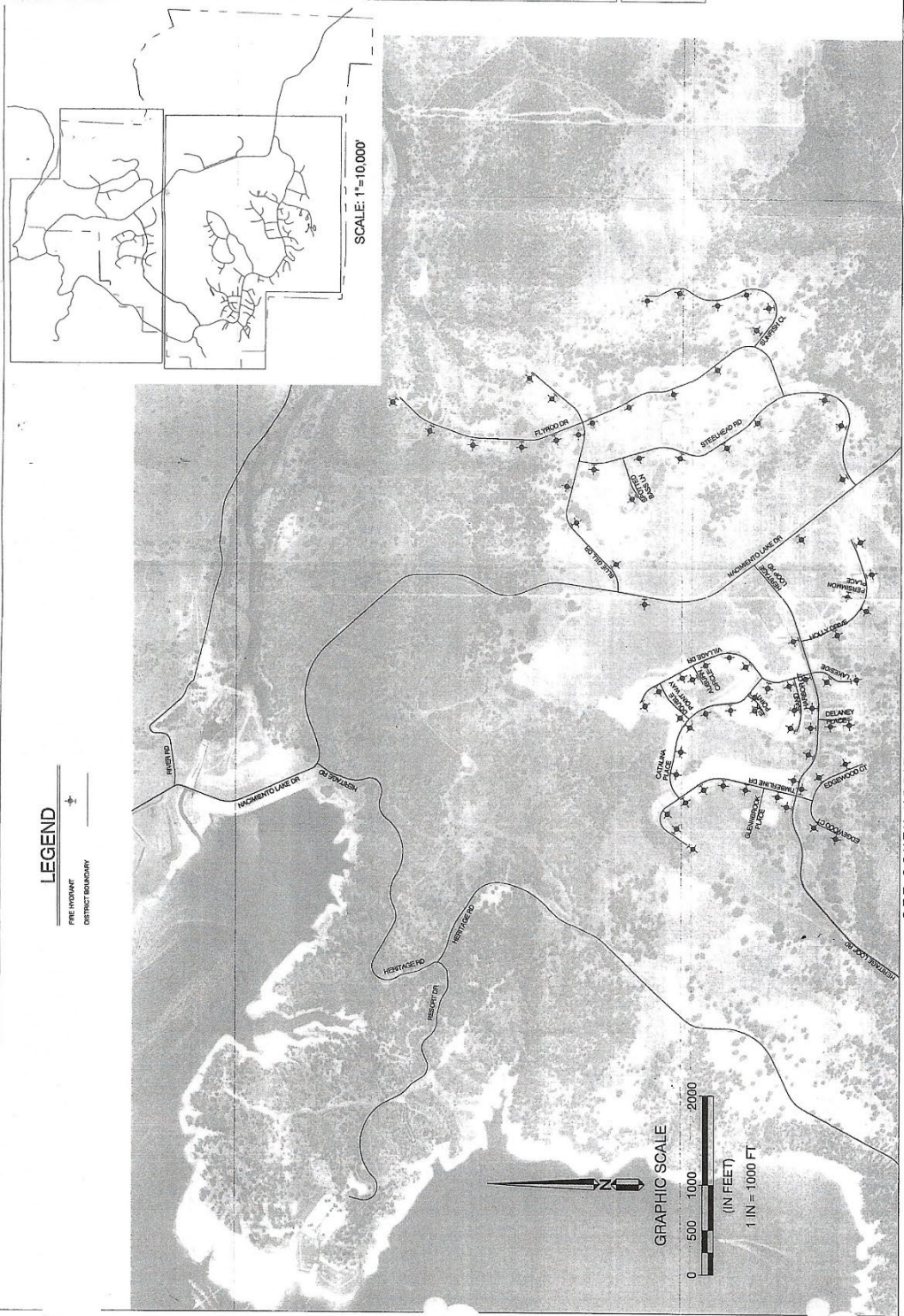
SEE NORTH HERITAGE RANCH - ROAD AND HYDRANT MAP



WALLACE GROUP
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 PLANNING
 850 CALIFORNIA STREET
 SAN LUIS OBISPO, CA 95071
 T 805 544-0711 F 805 544-4294
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**NORTH HERITAGE RANCH
 ROAD AND HYDRANT MAP**

JOB No.: 0180-0001
 DRAWING: R&H MAP
 DRAWN BY: MJB
 DATE: 04-01-2009
 SCALE: AS SHOWN



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: August 20, 2026

SUBJECT: Submittal for approval Resolution 26-10 Delegating Authority to the General Manager to Approve and Execute Construction Contract Change Orders Within Specified Limits.

Recommendation

It is recommended that the Board of Directors approve Resolution 26-10 Delegating Authority to the General Manager to Approve and Execute Construction Contract Change Orders Within Specified Limits.

Background

The District frequently manages public works infrastructure projects that require minor technical adjustments, field directives, or responses to unforeseen site conditions. Requiring legislative body approval for minor modifications can delay construction schedules, increase contractor standby costs, and stall project closeouts. Delegating authority to approve some change orders can increase the efficiency of District projects.

Discussion

The District's projects are subject to the provisions of the California Public Contract Code ("PCC"). Although there are no specific delegation standards for Community Services Districts, PCC Section 20142 allows for delegated authority granted to certain County government officials, subject to statutory maximum thresholds. Those thresholds also make sense for Community Service District contracts and could be adopted by the Board:

Original Contract Amount	Maximum Administrative Change Order Authority
Contracts ≤ \$50,000	Up to \$5,000 per change order.
Contracts \$50,001 to \$250,000	Up to 10% of the original contract value.
Contracts > \$250,000	\$25,000 plus 5% of the original contract amount above \$250,000, not to exceed \$210,000 per change order.

Staff recommend that this same delegated authority be granted to the General Manager.

Any executed change order must be directly relevant to the original contract's scope of work, and a single change order cannot exceed 10% of the total contract price. It cannot be used to bypass competitive bidding for separate projects. In addition, the total cumulative value of all change orders processed under this delegation shall not exceed the Board-approved project contingency fund for a specific project (typically 10% to 15% of the base contract).

In accordance with oversight practices and the PCC, if aggregate change orders on a single project exceed 25% of the original contract value, all subsequent changes must be brought to the Board of Directors for authorization, regardless of individual dollar amounts.

To ensure transparency, staff will provide a comprehensive, itemized report of all administratively approved change orders to the Board on a monthly basis. Any change exceeding the adopted policy limits outlined above will be brought forward as a standard agenda item for formal Board consideration.

Fiscal Considerations

Funding for any administratively approved change orders will be drawn exclusively from the project's pre-approved contingency.

Results

Approval of Resolution 26-10 delegating administrative approval within the proposed boundaries allows the District to maintain project momentum while upholding rigid fiscal controls and fiscally responsible management of the District.

Attachments: Resolution 26-10

File: Administration_Policy

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 26-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HERITAGE RANCH
COMMUNITY SERVICES DISTRICT DELEGATING AUTHORITY TO THE
GENERAL MANAGER TO APPROVE AND EXECUTE CONSTRUCTION
CONTRACT CHANGE ORDERS WITHIN SPECIFIED LIMITS**

WHEREAS, the Heritage Ranch Community Services District (“District”) is a special district duly organized and existing under the laws of the State of California; and

WHEREAS, from time to time, the District awards public works construction contracts for infrastructure improvements, facilities upkeep, and utility systems; and

WHEREAS, during the course of construction, unforeseen field conditions, utility conflicts, design omissions, or necessary minor technical adjustments may require immediate modifications to the original project scope, cost, or schedule; and

WHEREAS, requiring formal approval from the Board of Directors for routine, minor change orders can cause significant construction delays, resulting in project stagnation, potential contractor standby claims, and increased administrative costs; and

WHEREAS, the California Public Contract Code and Government Codes authorize local agency legislative bodies to delegate administrative change order approval authority to a designated officer, subject to specific limits, to maximize operational efficiency while protecting the public trust; and

WHEREAS, the Board of Directors desires to streamline project management by delegating limited change order approval authority to the General Manager, subject to strict financial limits and regular oversight reporting.

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

SECTION 1. Recitals. The baseline facts and statements outlined in the recitals above are true and correct and are incorporated directly into this Resolution.

SECTION 2. Delegation of Authority. The Board of Directors hereby grants administrative authority to the General Manager to review, approve, and execute written change orders on public works construction contracts previously awarded by the Board of Directors, within the Board-approved project cost and contingency amounts.

SECTION 3. Statutory Financial Limitations. The General Manager's authority to execute any individual additive or deductive change order shall be strictly bound by the contract size categories, summarized as follows:

- Contracts of \$50,000 or less: Individual change order limit is \$5,000.
- Contracts between \$50,001 and \$250,000: Individual change order limit is 10% of the original contract value.
- Contracts exceeding \$250,000: Individual change order limit is \$25,000 plus 5% of the amount of the original contract cost in excess of \$250,000. In no event shall any such change or alteration exceed \$210,000.

SECTION 4. Scope and Contingency Constraints. The exercise of this delegated authority is subject to the following administrative rules:

1. **Direct Scope Relevance:** Every change order must be germane to the original project scope, and change orders cannot be utilized to circumvent competitive bidding for unrelated works.
2. **Contingency Pool Limit:** No individual change order may be approved administratively if it exceeds the remaining unencumbered project contingency fund previously allocated by the Board of Directors for that specific contract.
3. **Cumulative Cap:** If cumulative change orders on a single project exceed 25% of the original contract value, all subsequent changes must be brought to the Board of Directors for authorization, regardless of individual dollar amounts.

SECTION 5. Reporting Requirements. The General Manager shall provide an itemized, comprehensive summary report of all administratively approved change orders to the Board of Directors on a monthly basis to maintain transparency and fiscal accountability.

SECTION 6. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 20th day of August 2026, 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

MEMORANDUM

TO: Board of Directors

FROM: Scott Duffield, General Manager

DATE: August 20, 2026

SUBJECT: Receive and file Water Resource Recovery Facility Project updates.

Background

The District has been working towards the Water Resource Recovery Facility Project (Project) since 2019. The Notice to Proceed with construction was issued to the contractor, W.M. Lyles Co., on February 25, 2026.

Discussion

This report is regarding the Project construction unless otherwise noted.

Scope

A summary of non-construction activities as of August 13, 2026 is:

Submittals = 148 (136 complete, 12 bic)
Requests for Information = 45
General Correspondence = 4
Contract Change Orders = 0

The primary construction work items this period include piping installation (lay, test, encase, backfill) for the MBR facility and the sludge handling facility; backfilling of the influent lift station and manholes; trenching and pipe lay from the influent lift station to the pond one manhole; and trenching for the PGE main feed conduits.

Schedule

The construction Contract Time is on schedule. The 3-week-look-ahead schedule dated 8/17/2026 is attached. A summary as of August 13, 2026 is:

Original Contract Time = 545 Days (Completion August 25, 2027)
Adjustment to Days = 0
Updated Contract Time = 545 Days
Contract Time completed = 169 Days
Contract Time completed = 31%

Budget

The construction Contract Price is within budget. A summary as of August 13, 2026 is:

Original Contract Price = \$14,560,000

Adjustment to Contract Price = \$0

Updated Contract Price = \$14,560,000

Contract Price performed = \$4,566,188

Contract Price performed = 31%

Fiscal Considerations

The Project Budget is \$22,752,000. A detailed breakdown of the Project Budget as of August 13, 2026 is shown below.

	Original	Revised	Total	Balance to
	Budget	Budget	Earned	Finish
			to Date	
Bond Counsel	50,000	95,000	42,000	53,000
Municipal Advisor	55,000	90,000	41,245	48,755
Interim Financing Expenses	519,292	95,350	90,350	5,000
Prepaid Interest		1,241,623	1,241,623	0
Environmental Report Services	141,839	182,643	177,096	5,547
Engineering Services				
Report Phase	63,420	63,420	63,420	0
Design Phase	1,741,798	1,741,798	1,855,979	-114,181
Bidding Phase	22,424	22,424	42,862	-20,438
Construction Phase	1,367,212	1,367,212	192,233	1,174,979
Post-Construction Phase	170,902	170,902	0	170,902
Resident Project Representative	1,504,214	1,504,214	325,466	1,178,748
Materials Testing	25,720	60,000	13,866	46,135
Construction Contract	14,861,000	14,560,000	4,566,188	9,993,812
Change Orders			0	0
Change Orders			0	0
Change Orders			0	0
Project Contingency	2,229,179	1,557,414	0	1,557,414
Total	22,752,000	22,752,000	8,652,327	14,099,673

Attachments: 3-week-look-ahead schedule

File: Projects_WRRF

