



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of June 21, 2018

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

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

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

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, Operations Manager/AGM Jason Molinari and District Engineer Steve Tanaka.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

3. PUBLIC HEARINGS

a. Submittal for approval a resolution formally initiating a basin boundary modification request for the Paso Robles Area Subbasin No. 3-004.06, to the Department of Water Resources pursuant to 23 California Code of Regulations Section 344.2: President Rowley opened the Public Hearing. Manager Duffield provided a brief summary of the item and answered any questions the Board had.

President Rowley asked if there were any public comments, there were none. President Rowley closed the Public Hearing.

Director Barker made a motion to approve resolution 18-05 Initiating a basin boundary modification request to the California Department of Water Resources. Director Cousineau seconded the motion. The motion passed by a unanimous roll-call vote:

Ayes: Directors Barker, Cousineau, Rowley

Absent: Burgess, Capps

4. DISCUSSION ITEMS

a. Request to review a draft Capacity Charge Study report and consider scheduling a public hearing for July 19, 2018, to consider adopting adjusted water and sewer system capacity charges: Manager Duffield provided a brief summary of the item and introduced Mr. Clayton Tuckfield of Tuckfield & Associates. Mr. Tuckfield gave a power point presentation to the Board and answered any questions they had.

Director Barker made a motion to approve the Capacity Charge Study upon the removal of the description Mobile Home from RV Space as well as schedule a public hearing for July 19, 2018. Director Cousineau seconded the motion. The motion passed by a unanimous voice vote.

Ayes: Directors Barker, Cousineau, Rowley

Absent: Burgess, Capps

b. Request to adopt a Preliminary FY 2018/19 Budget, and schedule a public hearing for July 19, 2018, to consider adoption of a Final FY 2018/19 Budget: Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Director Cousineau made a motion to adopt the preliminary FY 2018/19 budget and schedule a public hearing for July 19, 2018 to consider adoption of the final FY 2018/19 budget. Director Barker seconded the motion. The motion passed by a unanimous voice vote.

Ayes: Directors Barker, Cousineau, Rowley
Absent: Burgess, Capps

- c. **Submittal for approval a Memorandum of Understanding between Heritage Ranch Community Services Employees Association and Heritage Ranch Community Services District:** Director Cousineau stated that the term of the new Memorandum of Understanding was now two years.

Director Cousineau made a motion to approve a Memorandum of Understanding Between Heritage Ranch Community Services Employees Association and Heritage Ranch Community Services District. Director Barker seconded the motion. The motion passed by a unanimous voice vote.

Ayes: Directors Barker, Cousineau, Rowley
Absent: Burgess, Capps

- d. **Request to receive and file a report on the status of Nacimiento Reservoir for 2018, and consider implementing Code of Ordinances Section 5.900 – Emergency Water Storage Regulations and Staged Water Use Reduction Plan:** Director Barker directed staff to prepare implementation of Stage I when the elevation trigger is met. Barker made a suggestion to include Stage II and III in one Resolution, approving implementation when future elevation triggers are met. This Resolution will be adopted at a public hearing in July.

- e. **Submittal for approval a resolution requesting consolidation of the District's biennial election with the November 6, 2018, Consolidated General Election:** Director Barker made a motion to approve Resolution 18-06 Requesting consolidation of the Districts' Biennial Election. Director Cousineau seconded the motion. The motion passed by a unanimous roll-call vote.

Ayes: Directors Barker, Cousineau, Rowley
Absent: Burgess, Capps

5. CONSENT ITEMS

- a. **Regular Meeting Minutes:** Receive/approve minutes of regular meeting of May 17, 2018.
- b. **Warrant Register:** Receive/approve May 2018 warrants.
- c. **Treasurer's Report:** Receive/file May 2018 report.
- d. **Fiscal Report:** Receive/file status report May 2018.
- e. **Manager's Report:** Receive/file May 2018 report.
- f. **Staff Reports:** Receive/file May 2018 reports.

Director Barker pulled item F (Staff Reports). Director Cousineau made a motion to approve items A – E as presented. Director Barker seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Directors Barker, Cousineau, Rowley
Absent: Burgess, Capps

Operations Manager Molinari provided a brief summary of item F (Staff Report) and answered any questions the Board had.

Director Barker made a motion to approve item F as presented. Director Cousineau seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Directors Barker, Cousineau, Rowley
Absent: Burgess, Capps

6. DIRECTORS/MANAGER COMMENTS

No comments

7. RECESS TO CLOSED SESSION

The Board met in Closed Session at 5:33 pm pursuant to Government Code Section 54957.6 to discuss the annual Public Employee Personnel Evaluation of the General Manager.

8. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:50 pm. The Board of Directors approved a 3.5% increase to the base salary of the General Manager.

9. ADJOURNMENT

On a motion by Director Barker and seconded by Director Cousineau, the meeting adjourned at 6:51 pm to the next scheduled meeting on Thursday, July 19, 2018 at 4:00 pm.

APPROVED:

Martin Rowley, Board President

ATTEST:

Kristen Gelos, Board Secretary