



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

*Minutes of July 19, 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 role. Director Capps was absent, all other Directors were present.

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

**2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No comments

**3. PUBLIC HEARINGS**

- a. Submittal for approval a resolution authorizing recordation of tax liens for properties in arrears for payment of solid waste fees:** President Rowley opened the Public Hearing. Manager Duffield provided a brief summary of the item and answered any questions the Board had. Secretary Gelos provided the Board with any changes to the lien list since publishing.

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

Director Cousineau made a motion to approve Resolution 18-07, as modified, confirming report of District General Manager for delinquent solid waste charges and authorizing the San Luis Obispo County Auditor to assess amounts due as liens against the properties. Director Barker seconded the motion. The motion passed by a unanimous roll-call vote:

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

- b. Submittal for approval a resolution adopting adjusted water and sewer system capacity charges:** 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 18-08 amending the fee schedule to provide for revised water and sewer system capacity charges. Director Cousineau seconded the motion. The motion passed by a roll-call vote:

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

- c. Submittal for approval a resolution adopting a Fiscal Year 2018/19 Final Budget and Salary Schedule:** 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 18-09 adopting a fiscal year 2018/19 final budget and salary schedule. Director Cousineau seconded the motion. The motion passed by a unanimous roll-call vote:

Ayes: Directors Barker, Burgess, Cousineau, Rowley

Absent: Director Capps

**d. Submittal for approval a resolution declaring drought conditions and implementation of Emergency Water Shortage Regulations and Staged Water Use Reduction Plan:**

President Rowley opened the Public Hearing. Manager Duffield provided a brief summary of the item and answered any questions the Board had. Directors discussed revising the resolution: removing allotments and surcharges and replacing with a watering schedule per tracts.

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 18-10 as revised, declaring drought conditions and implementing emergency water shortage regulations and staged water use reduction plan. Director Cousineau seconded the motion. The motion passed by a unanimous roll-call vote:

Ayes: Directors Barker, Burgess, Cousineau, Rowley

Absent: Director Capps

**4. CONSENT ITEMS**

**a. Regular Meeting Minutes:** Receive/approve minutes of regular meeting of June 21, 2018.

**b. Warrant Register:** Receive/approve June 2018 warrants.

**c. Treasurer's Report:** Receive/file June 2018 report.

**d. Fiscal Report:** Receive/file status report June 2018.

**e. Manager's Report:** Receive/file June 2018 report.

**f. Staff Reports:** Receive/file June 2018 reports.

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

Ayes: Directors Barker, Burgess, Cousineau, Rowley

Absent: Director Capps

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

Director Cousineau made a motion to approve items E and F as presented. Director Burgess seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Directors Barker, Burgess, Cousineau, Rowley

Absent: Director Capps

**5. DIRECTORS/MANAGER COMMENTS**

Director Rowley wanted to inform the Board of possible changes to the County Election process.

**6. ADJOURNMENT**

On a motion by Director Burgess and seconded by Director Barker, the meeting adjourned at 5:30 pm to the next scheduled meeting on Thursday, August 16, 2018 at 4:00 pm.

**APPROVED:**

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**Martin Rowley, Board President**

**ATTEST:**

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**Kristen Gelos, Board Secretary**