



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

*Minutes of July 18, 2019*

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

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

**2. ROLL CALL**

Secretary Gelos called the roll. Directors Capps and Barker were absent at the time of roll call. All other Directors were present.

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

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

Sheriff Deputy Florentino provided the Board and public with a monthly report on calls for service which pertain to the community.

**4. PUBLIC HEARINGS**

**a. Submittal for approval Resolution 19-05 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes:**

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

Director Capps arrived during the item at 4:11pm.

Director Cousineau made a motion to approve Resolution 19-05 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

**b. Submittal for approval Resolution 19-06 adopting a Fiscal Year 2019/20 Final Budget and Salary Schedule:**

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

Director Rowley made a motion to approve Resolution 19-06 adopting a Fiscal Year 2019/20 Final Budget and Salary Schedule. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

## 5. DISCUSSION ITEMS

- a. **Submittal for review the 2019 California Special District Association (CSDA) Board of Directors Seat B candidate statements, and request to consider a process for selecting a candidate to vote for in the electronic ballot election:**

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

Director Cousineau made a motion selecting candidate Jeff Hodge. Director Capps seconded the motion. The motion passed by the following voice vote:

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

Vice President Burgess moved Discussion item b. after Consent items.

- b. **Request to receive and file an update on development of a photovoltaic system project, and provide direction to staff:**

Manager Duffield provided a brief summary of the item and answered any questions the Board had. The Board also received a presentation and question and answer session from an investment banking firm, Brandis Tallman, LLC, regarding financing.

The Board:

1. Approved the proposed locations of the solar arrays as shown in the staff report.
2. Directed staff to finalize a document to meet the PG&E right-of-way requirement for the Water Treatment Plant, Lift Station 1, and Lift Station 4 array as proposed.
3. Directed staff to provide the Board with a draft Request for Proposals document at the August meeting.

## 6. CONSENT ITEMS

- a. **Regular Meeting Minutes:** Receive/approve minutes of regular meeting of June 20, 2019.
- b. **Warrant Register:** Receive/approve June 2019 warrants.
- c. **Treasurer's Report:** Receive/file June 2019 report.
- d. **Treasurer's Report:** Receive/file FY 2018/19 annual report.
- e. **Fiscal Report:** Receive/file June 2019 status report.
- f. **Manager's Report:** Receive/file June 2019 report.
- g. **Staff Reports:** Receive/file June 2019 reports.

Director Rowley pulled item F & G (Manager and Staff Reports). Manager Cousineau made a motion to approve items A – E as presented. Director Rowley seconded the motion. The motion passed by the following voice vote:

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

Director Barker arrived during this item at 4:34pm.

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

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**7. DIRECTORS/MANAGER COMMENTS**

No comments

**8. ADJOURN TO CLOSED SESSION**

The Board adjourned to closed session at 5:58 pm.

**9. RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:45 pm and reported that the Board provided a favorable annual performance evaluation of the General Manager and directed staff to place General Manager compensation on the agenda for the August meeting as an open session item.

**10. ADJOURNMENT**

On a motion by Director Cousineau and seconded by Director Burgess the meeting adjourned at 6:55 pm to the next scheduled meeting on Thursday, August 15, 2019 at 4:00 pm.

**APPROVED:**



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**Bill Barker Jr., President  
Board of Directors**

**ATTEST:**



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**Kristen Gelos, Secretary  
Board of Directors**