



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

*Minutes of December 20, 2018*

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

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

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

Manager Duffield swore in the newly appointed Board members; Directors Barker, Capps, Cousineau, and Rowley.

**3. ROLL CALL**

Manager Duffield called the role. All Directors were present.

Staff present: General Manager Scott Duffield, Operations Manager/AGM Jason Molinari.

**4. ELECTION OF BOARD OFFICERS**

Director Burgess made a motion to nominate Director Barker for President. Director Rowley seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Barker made a motion to nominate Director Burgess for President. Director Capps seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

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

Heritage Ranch Resident Sheriff Deputy Brandon Florentino provided us with a monthly report on his calls for service which pertain to the community.

**6. DISCUSSION ITEMS**

**a. Request to accept and direct staff to file the Independent Auditor's Report and Financial Statements for the Year Ended June 30, 2018, prepared by Crosby Company:**

Manager Duffield provided a summary of the item and introduced Bob Crosby, District Auditor. Mr. Crosby provided a summary of the Audit and answered any questions the Board had.

Director Burgess made a motion to accept the Auditor's Report and Financial Statements for the Year Ended June 30, 2018. Director Rowley seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**b. Request to consider appointments to the District's Committees for the term 2018 - 2020:** Manager Duffield provided a brief background of the item and answered any questions the Board had.

Director Burgess made a motion to approve the following committee appointments for the 2012-20 term:

Finance & Audit – Directors Barker and Burgess  
Personnel – Directors Burgess and Rowley  
Operations and Engineering – Directors Capps and Barker  
Safety – Directors Cousineau and Capps  
Public Relations – Directors Rowley and Cousineau  
SGMA (Ad-hoc) – Directors Cousineau and Rowley

Director Rowley seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- c. **Request to 1) designate a Director as a voting delegate for the Local Agency Formation Commission (LAFCO) election to attend the January 25, 2019, Special District Annual Meeting, 2) vote on the alternative quorum procedure, and 3) consider nominating a Director as a candidate for the open Commissioner special districts member seat:** Manager Duffield presented the item and provided a brief summary.

Director Capps made a motion to designate Director Barker as the Districts' voting delegate to attend the January 25, 2019 Special District Annual meeting. Director Burgess seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Rowley made a motion to approve the alternative quorum procedure. Director Burgess seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Cousineau nominated Director Burgess as a candidate for the open Commissioner Special Districts member seat. Director Capps seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

## 7. CONSENT ITEMS

- a. **Regular Meeting Minutes:** Receive/approve minutes of regular meeting of November 15, 2018.
- b. **Warrant Register:** Receive/approve November 2018 warrants.
- c. **Treasurer's Report:** Receive/file November 2018 report.
- d. **Fiscal Report:** Receive/file November 2018 status report.
- e. **Manager's Report:** Receive/file November 2018 report.
- f. **Staff Reports:** Receive/file November 2018 reports.

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

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 (Operation's Report) and answered any questions the Board had.

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley


**8. DIRECTORS/MANAGER COMMENTS**


Manager Duffield reminded the Board the District office would be closed for the week of Christmas.

**9. ADJOURNMENT**

On a motion by Director Barker and seconded by Director Burgess, the meeting adjourned at 5:26 pm to the next scheduled meeting on Thursday, January 17, 2019 at 4:00 pm.

**APPROVED:**

  
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Martin Rowley, Board President

**ATTEST:**  
  
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Kristen Gelos, Board Secretary