



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of June 20, 2019*

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

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

**2. ROLL CALL**

Manager Duffield called the roll. Directors Capps and Cousineau were absent. All other Directors were present.

Staff present: General Manager Scott Duffield.

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

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

**4. DISCUSSION ITEMS**

**a. Request to adopt a Preliminary FY 2019/20 Budget, and schedule a public hearing for July 18, 2019, to consider adoption of a Final FY 2019/20 Budget:**

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

Director Burgess made a motion to adopt the Preliminary FY 2019/20 Budget and schedule a public hearing for July 18, 2019. Director Rowley seconded the motion. The motion passed by the following roll call vote:

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

**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's direction is to move forward towards a Request for Proposals for two primary array locations, (1) Sewer Treatment Plant/Office, and (2) Water Treatment Plant/Pump Station 1/Pump Station 4. The Board would also like staff to evaluate the approach to developing future photovoltaic projects for the other secondary locations.

**5. CONSENT ITEMS**

**a. Regular Meeting Minutes:** Receive/approve minutes of regular meeting of May 16, 2019.

**b. Warrant Register:** Receive/approve May 2019 warrants.

**c. Treasurer's Report:** Receive/file May 2019 report.

**d. Fiscal Report:** Receive/file May 2019 status report.

**e. Manager's Report:** Receive/file May 2019 report.

**f. Staff Reports:** Receive/file May 2019 reports.

All Directors pulled item E (Manager's Report). Manager Duffield provided a summary of item E (Manager's Report) and answered any questions the Board had.

Director Burgess made a motion to approve all consent items as presented. Director Rowley seconded the motion. The motion passed by the following voice vote:

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

**6. DIRECTORS/MANAGER COMMENTS**

No comments

**7. ADJOURN TO CLOSED SESSION**

The Board adjourned to closed session at 5:30pm.

**8. RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 5:55pm and reported that the Board approved a revision to the MOU declaring the position of Assistant General Manager and the position of Operations Manager as exempt positions.

**9. ADJOURNMENT**

On a motion by Director Rowley and seconded by Director Burgess the meeting adjourned at 5:56 pm to the next scheduled meeting on Thursday, July 18, 2019 at 4:00 pm.

**APPROVED:**

  
\_\_\_\_\_  
Bill Barker, Board President

**ATTEST:**

  
\_\_\_\_\_  
Kristen Gelos, Board Secretary