



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

Minutes of October 21, 2021

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

Vice President Cousineau called the meeting to order at 4:04 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the roll. Director Capps was absent. All other Directors were present.

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

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Tina Platt, HROA General Manager asked if there were any Waste Water Treatment Plant updates. Manager Duffield advised it would be discussed in the Manager Report (Item 6).

Director Capps arrived at 4:06 pm.

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of special meeting of September 16, 2021.
- b. **Warrant Register:** Receive/approve August and September 2021 warrants.
- c. **Treasurer's Report:** Receive/file August and September 2021 reports.
- d. **Treasurer's Report:** Receive/file 1st Quarter 2021/22 report.
- e. **Fiscal Report:** Receive/file August and September 2021 status reports.
- f. **Office Report:** Receive/file August and September 2021 reports.

There were no public comments.

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, Capps, Cousineau, Rowley

5. DISCUSSION ITEMS

- a. **Request to receive and file a letter from the Central Coast Regional Water Quality Control Board regarding a revised conditional offer to participate in their expedited payment program relating to violations of our**

wastewater discharge permit, WDR Order No. R3-2017-0026, NPDES No. CA0048941, WDID No. 3401013001, and authorize a budget adjustment from reserves in the amount of \$18,000.

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

There were no public comments.

Director Barker made a motion to authorize a budget adjustment from reserves in the amount of \$18,000 to participate in the expedited payment program. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- b. Request to receive and file a report on the status of Nacimiento Reservoir, and set a Public Hearing for the November 18, 2021 meeting to consider implementing Stage III of the Emergency Water Shortage Regulations and Staged Water Use Reduction Plan.**

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

There were no public comments.

Director Burgess made a motion to set a Public Hearing for the November 18, 2021 meeting to consider implementing Stage III of the Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- c. Hearing to consider a request from Jesse Dominguez for a variance from the application of the District Code of Ordinances.**

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

There were no public comments.

Director Burgess made a motion to deny the request for a variance. Director Rowley Seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- d. Request to approve the purchase of three pieces of road work equipment; a rammer style trench compactor, a vibrating plate compactor, and an asphalt saw for water and wastewater utility repairs, for an estimated cost of \$10,000, and authorize a corresponding budget adjustment from reserves.**

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

There were no public comments.

Director Burgess made a motion to purchase the equipment and authorize a corresponding budget adjustment from reserves. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Item G was presented prior to Item E.

- e. **Submittal for approval a Second Amendment to the Household Hazardous Waste Agreement with the San Luis Obispo County Integrated Waste Management Authority (IWMA), and direct the Board President to sign.**

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

Tina Platt, HROA General Manager asked if there was any chance of extending the hours of the Hazardous Waste facility. Platt stated that multiple residents have complained that the current hours aren't always feasible for them. Manager Duffield said he will reach out the IWMA.

Director Cousineau made a motion to approve a Second Amendment to the Household Hazardous Waste Agreement with the San Luis Obispo IWMA and direct the Board President to sign. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- f. **Submittal for approval a First Amendment to the Memorandum of Agreement between the Member Jurisdictions of the San Luis Obispo County Integrated Waste Management Authority and the Authorized districts.**

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

There were no public comments.

Director Barker made a motion to approve a First Amendment to the Memorandum of Agreement between the Member Jurisdictions of the San Luis Obispo IWMA and the Authorized Districts and direct the Board President to sign. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- g. **Submittal for approval a conflict waiver for the Second Amendment to the Household Hazardous Waste Agreement with the San Luis Obispo County Integrated Waste Management.**

District Counsel, Jeff Minnery provided a brief summary of the item and answered any questions the board had.

There were no public comments.

Director Cousineau made a motion to approve a conflict waiver for the Second Amendment to the Household Hazardous Waste Agreement with the San Luis Obispo County IWMA and Direct the Board President to sign. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

6. MANAGER REPORT

Manager Duffield provided a brief summary of the report and answered any questions the board had.

There were no public comments.

The October 2021 report was received and filed.

7. OPERATIONS REPORT

Operations Manager Wilcox provided a brief summary of the report and answered any questions the board had.

There were no public comments.

The October 2021 report was received and filed.

8. COMMITTEE AND DIRECTOR REPORTS

There were no reports.

9. ADJOURNMENT

On a motion by Director Barker and seconded by Director Capps the meeting adjourned at 5:46 pm to the next scheduled regular meeting on Thursday, November 18, 2021.

APPROVED:



Devin Capps, President
Board of Directors

ATTEST:



Kristen Gelos, Secretary
Board of Directors