



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

Minutes of October 18, 2018

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

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

Secretary Gelos called the roll. All 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

Heritage Ranch Sam Poppin wanted to compliment the CSD on the landscaping improvements made in front of a lift station on Heritage and Loop Road. Heritage Ranch resident Rob Stewart had some general questions, the Board responded.

3. DISCUSSION ITEMS

- a. Request to adopt updated Heritage Ranch Community Services District Standard Specifications and Drawings:** Manager Duffield provided a brief summary of the item. The Board discussed item and asked that an amendment be made to remove dual connections and making 1" lateral mandatory with single service only.

Director Barker made a motion to approve the District Standard Specifications and Drawings with amendments. Director Burgess seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- b. Request to receive a status update on the Five Year Capital Improvement Program and provide direction to staff:** Manager Duffield provided a brief summary of the item and answered any questions the Board had. Director Barker would like to see the Solar Project moved up to make it a priority project.

The report was received and filed.

- c. Request to receive and file an update on the status of Nacimiento Reservoir and implementation 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.

The report was received and filed.

- d. Request to receive letters of interest submitted for the upcoming vacancy on the Board of Directors and consider appointment:** Manager Duffield provided a brief summary of the item. He reported that the Board had received one letter of interest, from current Director Devin Capps. Director Cousineau expressed the importance of Directors attending trainings to better understand what is expected of a Director. Director Rowley expressed the importance of Director attendance and involvement in meetings.

Director Burgess made a motion appointing Devin Capps to the vacant seat on the Board with a two-year term starting in December 2018. Director Barker seconded the motion. The motion passed by the following roll-call vote:

Ayes: Barker, Burgess, Cousineau

Noes: Rowley

4. CONSENT ITEMS

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

Director Barker pulled items E and F (Manager and Staff Reports). Director Barker 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 Barker seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley


5. DIRECTORS/MANAGER COMMENTS

None

6. ADJOURNMENT

On a motion by Director Cousineau and seconded by Director Barker, the meeting adjourned at 5:45 pm to the next scheduled meeting on Thursday, November 15, 2018 at 4:00 pm.

APPROVED:



Martin Rowley, Board President

ATTEST:



Kristen Gelos, Board Secretary