



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
OPERATIONS & ENGINEERING COMMITTEE MEETING**
Minutes of September 9, 2019

Committee Members:

Bill Barker, Director (Chair)
Devin Capps, Director
Scott Duffield, General Manager

1. 5:30 PM OPEN SESSION / CALL TO ORDER / ROLL CALL

Director Barker called the meeting to order at 5:30 pm. Manager Duffield called the roll. Directors Barker and Capps were present.

Staff present: General Manager Scott Duffield, District Engineer Steve Tanaka, and District consultant Tim Holmes.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

3. DISCUSSION ITEMS

a. Status update and workgroup discussion on the Photovoltaic System Project.

Manager Duffield provided a brief summary of the item. Staff answered any questions the Committee had.

b. Review draft RFP / Contract Document for the Photovoltaic System Project.

Staff and the Committee discussed individual comments on the draft RFP that were also noted for consideration into a revised document.

The Committee recommends:

1. The comments and discussion be incorporated in a revised draft Contract Document; and
2. The Board of Directors approve the draft Contract Document and direct staff to advertise for proposals at their September 19, 2019 meeting.

4. ADJOURNMENT

The meeting was adjourned at approximately 6:30 p.m.