



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

*Minutes of December 19, 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**

Secretary Gelos called the roll. All Directors were present.

Staff present: General Manager Scott Duffield, Operations Supervisor/AGM Jason Molinari, Office Supervisor/Board Secretary Kristen Gelos, District Counsel Jeff Minnery and District Engineer Steve Tanaka.

**3. ELECTION OF BOARD OFFICERS**

Director Cousineau nominated Director Burgess for President for 2020. Director Burgess accepted.

Director Cousineau made a motion to elect Director Burgess for President. Director Capps seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Nays: None

Director Burgess nominated Director Capps for Vice President for 2020. Director Capps accepted.

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Nays: None

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

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

**5. 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, 2019, prepared by Crosby Company.**

Manager Duffield provided a brief summary of the item and introduced District Auditor Bob Crosby of Crosby Company.

Mr. Crosby provided a summary of the Independent Auditor's Report and Financial Statements and answered any questions the board had.

Director Barker made a motion to accept the Independent Auditor's Report and Financial Statements and direct staff to file. Director Rowley seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Nays: None

**b. Request to approve draft Design-Build contract documents for the Photovoltaic System Project and direct staff to advertise for proposals.**

Manager Duffield along with Tim Holmes of Kenwood Energy provided a brief summary of the item and answered any questions the Board had.

Director Cousineau made a motion to approve the draft Design-Build contract documents and direct staff to advertise for proposals. Director Barker seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Nays: None

**c. Request to approve a lease agreement with the Heritage Ranch Owners' Association for the purpose of establishing parcel contiguity for the Photovoltaic System Project water treatment plant site.**

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

Director Barker made a motion to approve the lease agreement with the Heritage Ranch Owners' Association. Director Capps seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Nays: None

**6. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of November 21, 2019.
- b. **Warrant Register:** Receive/approve November 2019 warrants.
- c. **Treasurer's Report:** Receive/file November 2019 report.
- d. **Fiscal Report:** Receive/file November 2019 status report.
- e. **Manager's Report:** Receive/file November 2019 report.
- f. **Staff Reports:** Receive/file November 2019 reports.

Director Barker made a motion to approve all consent items (a-f) as presented. Director Cousineau seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Nays: None

#### **7. DIRECTORS/MANAGER COMMENTS**

Director Cousineau thanked Director Barker for his term as President.

Manager Duffield reported to the Board, two staff members of the operations crew was thanked by the Fire Department for helping with an emergency during business hours.

Operation Supervisor Molinari reported to the Board, our water system recently violated a drinking water standard, Disinfection Byproducts.

#### **8. ADJOURNMENT**

On a motion by Director Barker and seconded by Director Cousineau, the meeting adjourned at 5:30 pm to the next scheduled regular meeting on Thursday, January 16, 2020.

**APPROVED:**



**Dan Burgess, President  
Board of Directors**

**ATTEST:**



**Kristen Gelos, Secretary  
Board of Directors**