



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

*Minutes of March 21, 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.

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

**2. ROLL CALL**

Secretary Gelos called the roll. All Directors were present.

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

Manager Duffield presented the monthly report on calls for service, which was emailed by Heritage Ranch Resident Sheriff Deputy Brandon Florentino.

**4. DISCUSSION ITEMS**

- a. Request to receive and file a letter from the Board of Directors of the Heritage Ranch Owners Association dated March 11, 2019, requesting that Tract 447 switch over to individual trash containers, and provide direction to staff:** Manager Duffield provided a summary of the item and answered any questions the Board had. Heritage Ranch Owners Association General Manager, Tina was present and answered questions the Board had. Aaron Kardashian with San Miguel Garbage Company was also present and answered questions.

The Board of Directors are in favor of the switch and would like to bring the item back at the next meeting for approval.

- b. Submittal for approval Resolution 19-02 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for property within the District for Fiscal Year 2019/20:** Manager Duffield provided a summary of the item and answered any questions the Board had.

Director Burgess made a motion to approve Resolution 19-02 Initiating Proceedings and Establishing of Water and Sewer Standby Charges. Director Cousineau seconded the motion. The motion passed by a unanimous roll-call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Cousineau made a motion to schedule a public hearing for May 16, 2019 at 4:00 PM to confirm the Standby Charges. Director Rowley seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- c. Request to receive and file an update on development of a photovoltaic system project, and provide direction to staff:** Manager Duffield provided a summary of the item and answered any questions the Board had. The Board directed staff to take the next steps into the project, starting with inviting a subject matter expert/consultant to attend the April meeting to discuss, review, and consider a sole source professional services agreement.

The report was received and filed.

**5. CONSENT ITEMS**

- a. **Regular Meeting Minutes:** Receive/approve minutes of regular meeting of February 21, 2019.
- b. **Warrant Register:** Receive/approve February 2019 warrants.
- c. **Treasurer's Report:** Receive/file February 2019 report.
- d. **Fiscal Report:** Receive/file February 2019 status report.
- e. **Manager's Report:** Receive/file February 2019 report.
- f. **Staff Reports:** Receive/file February 2019 reports.
- g. **Disposition of Nov 2018 Surplus Property:** Receive/file report.

Director Capps pulled item E and F (Manager and Staff Reports). Director Burgess made a motion to approve items A, B, C, D, and G as presented. Director Rowley 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 F (Manager's Report) and answered any questions the Board had.

Director Cousineau made a motion to approve item E and F as presented. Director Rowley seconded the motion. The motion passed by a unanimous voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**6. DIRECTORS/MANAGER COMMENTS**

No comments

**7. ADJOURNMENT**

On a motion by Director Burgess and seconded by Director Rowley, the meeting adjourned at 5:35 pm to the next scheduled meeting on Thursday, April 18, 2019 at 4:00 pm.

**APPROVED:**

  
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Bill Barker, Board President

**ATTEST:**

  
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Kristen Gelos, Board Secretary