



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of March 17, 2022*

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

President Cousineau 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, Office Supervisor/Board Secretary Kristen Gelos, Operations Manager Mike Wilcox, District Engineer Doug Groshart and District Counsel Jeff Minnery.

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

There were no public comments.

**4. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of February 17, 2022.
- b. **Warrant Register:** Receive/approve February 2022 warrants.
- c. **Treasurer's Report:** Receive/file February 2022 reports.
- d. **Fiscal Report:** Receive/file February 2022 status reports.
- e. **Office Report:** Receive/file February 2022 reports.

There were no public comments.

Director Burgess made a motion to approve all consent items as presented. Director Capps seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**5. DISCUSSION ITEMS**

- a. **Submittal for approval Resolution 22-01 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2022/23.**

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 approve Resolution 22-01 and schedule a public hearing for May 19, 2022 to confirm Standby Charges. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**b. Receive and file the Water Resource Recovery Facility project progress report.**

Dylan Wade with WSC provided a brief summary of the item and answered any questions the board had.

There were no public comments.

The report was received and filed.

**c. Request to consider nominating a Director as a candidate for the open Local Formation Commission (LAFCO) Alternate Special District Member seat.**

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

Director Barker made a motion to nominate Devin Capps as a candidate. Director Rowley 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 March 2022 report was received and filed.

**7. DISTRICT ENGINEER REPORT**

District Engineer Groshart provided a brief summary of the report and answered any questions the board had.

There were no public comments.

The March 2022 report was received and filed.

**8. OPERATIONS MANAGER REPORT**

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

There were no public comments.

The March 2022 report was received and filed.

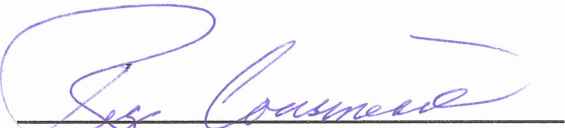
**9. COMMITTEE AND DIRECTOR REPORTS**

There were no reports.

**10. ADJOURNMENT**

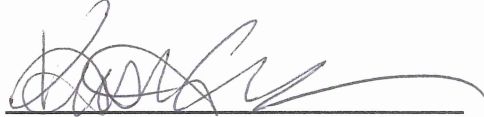
On a motion by Director Barker and seconded by Director Rowley the meeting adjourned at 5:20 pm to the next scheduled regular meeting on Thursday, April 21, 2022.

**APPROVED:**



**Reg Cousineau, President  
Board of Directors**

**ATTEST:**



**Kristen Gelos, Secretary  
Board of Directors**