



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

Minutes of June 17, 2021

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

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

2. ROLL CALL

Secretary Gelos called the roll. Director Rowley was absent. All other Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, District Engineer Steve Tanaka, and District legal counsel Jeff Minnery and Jennifer Blackburn via zoom call.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

4. CONSENT ITEMS

a. **Meeting Minutes:** Receive/approve minutes of regular meeting of May 20, 2021.

b. **Warrant Register:** Receive/approve May 2021 warrants.

c. **Treasurer's Report:** Receive/file May 2021 report.

d. **Fiscal Report:** Receive/file April May status report.

Secretary Gelos provided a verbal amendment to the Total Warrants on the Warrant Register.

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

Ayes: Barker, Burgess, Capps, Cousineau

Absent: Rowley

5. DISCUSSION ITEMS

a. **Request to award a contract in the amount of \$137,655 for construction of the Raw Water Vertical Intake No. 1 Phase 2 to Kirk Construction and authorize the General Manager to execute a construction agreement and issue a notice to proceed.**

District Engineer Steve Tanaka provided a brief summary of the item and answered any questions the Board had.

Director Barker made a motion to award a contract in the amount of \$137,655 for construction of the Raw Water Vertical Intake No. 1 – Phase 2 to Kirk Construction and authorized the General Manager to execute a construction

agreement and issue a notice to proceed. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau
Absent: Rowley

- b. Request to adopt the Preliminary FY 2021/22 Budget, and schedule a public hearing for July 15, 2021, to consider adoption of a Final FY 2021/22 Budget.**

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

Director Barker made a motion to adopt the Preliminary FY 2021/22 Budget and schedule a public hearing for July 15, 2021. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau
Absent: Rowley

- c. Request to receive and file a report on the status of Nacimiento Reservoir for 2021, and set a Public Hearing for the July 15, 2021 meeting to consider a declaration of drought and implementing 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.

Director Burgess made a motion to set a Public Hearing for the July 15, 2021 meeting to consider a declaration of drought and implementing the Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau
Absent: Rowley

- d. Request to discontinue Zoom, teleconference, or any other electronic means options for regular meetings of the Board, and all other meetings of the District's legislative bodies that are subject to the Brown Act.**

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

The Directors would like staff to look into the cost of a video/audio system for future meetings allowing the public to attend virtually or record live meetings for play back at a later time.

Director Cousineau made a motion to discontinue virtual public meeting protocols as a result of the Coronavirus Pandemic. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau

Absent: Rowley

6. MANAGER'S REPORT

Manager Duffield provided a verbal report and answered any questions the board had.

The report was received and filed.

7. STAFF REPORTS

Interim Operations Manager Wilcox provided a verbal report and answered any questions the board had.

The reports were received and filed.

8. COMMITTEE AND DIRECTOR REPORTS

Director Capps would like to begin discussion in regards to Director compensation. Manager Duffield and Legal Counsel, Jeff Minnery will look into this and bring it back to the Board at a later time.

9. ADJOURN TO CLOSED SESSION

a. Pursuant to Government Code §54957(b)(1): Annual evaluation of performance of a public employee: General Manager

On a motion by Director Burgess and seconded by Director Barker, the meeting adjourned to closed session at 5:23 pm.

10. RECONVENE TO OPEN SESSION

a. Request to consider compensation for the General Manager.

At 5:50 pm the Board reconvened to open session.

Director Barker made a motion to adjust the General Manager's base salary to \$168,000 per year effective June 26, 2021. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau

Absent: Rowley

11. ADJOURNMENT

On a motion by Director Burgess and seconded by Director Cousineau the meeting adjourned at 5:53 pm to the next scheduled regular meeting on Thursday, July 15, 2021.

APPROVED:



**Devin Capps, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**