



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of July 15, 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 Burgess was absent. All other Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, Operations Manager Mike Wilcox, District legal counsel Jeff Minnery.

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

There were no comments.

**4. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of June 17, 2021.
- b. **Warrant Register:** Receive/approve June 2021 warrants.
- c. **Treasurer's Report:** Receive/file June 2021 report.
- d. **Treasurer's Report:** Receive/file FY 2020/21 4<sup>th</sup> Quarter Report.
- e. **Treasurer's Report:** Receive/file FY 2020/21 Annual Report.
- f. **Fiscal Report:** Receive/file June 2021 status report.
- g. **Office Report:** Receive/file June 2021 report.

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, Capps, Cousineau, Rowley  
Absent: Burgess

**5. PUBLIC HEARINGS**

- a. **Submittal for approval Resolution 21-04 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.**

President Capps opened the Public Hearing. Manager Duffield provided a brief summary of the report and answered any questions the board had. There were no public comments. President Capps closed the Public Hearing.

Director Barker made a motion to approve Resolution 21-04. Director Rowley seconded the motion. The motion passed by the following roll call vote:

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

- b. Submittal for approval Resolution 21-05 providing for collection of delinquent water and sewer charges and penalties to be collected on the tax roll in the same manner as property taxes.**

President Capps opened the Public Hearing. Manager Duffield provided a brief summary of the report and answered any questions the board had. There were no public comments. President Capps closed the Public Hearing.

Director Barker made a motion to approve Resolution 21-05. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

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

- c. Submittal for approval Resolution 21-06 adopting a Fiscal Year 2021/22 Final Budget and Salary Schedule.**

President Capps opened the Public Hearing. Manager Duffield provided a brief summary of the report and answered any questions the board had. There were no public comments. President Capps closed the Public Hearing.

Director Cousineau made a motion to approve Resolution 21-06. Director Barker seconded the motion. The motion passed by the following roll call vote:

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

- d. Submittal for approval Resolution 21-07 declaring drought conditions and implementing the Emergency Water Shortage Regulations and Staged Water Use Reduction Plan.**

President Capps opened the Public Hearing. Manager Duffield provided a brief summary of the report and answered any questions the board had. There were no public comments. President Capps closed the Public Hearing.

Director Burgess arrived at 4:41pm and was present for item and vote.

Director Barker made a motion to approve Resolution 21-07. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

## **6. DISCUSSION ITEMS**

- a. Request to receive a presentation on Director compensation and expenses and provide direction to staff.**

District Counsel Jeff Minnery provided a power-point presentation of the item and answered any questions the Board had. There were no public comments.

The Board would like to move forward with revision to the current Ordinance and Policy to update Director compensation to more align with other nearby Districts. Board directed staff to make necessary revisions and bring back to the Board with a Public Hearing.

#### **7. MANAGER'S REPORT**

Manager Duffield provided a brief summary of the report and answered any questions the board had. There were no public comments.

The report was received and filed.

#### **8. OPERATIONS REPORT**

Interim Operations Manager Wilcox provided a brief summary of the report and answered any questions the board had. There were no public comments.

The report was received and filed.

#### **9. COMMITTEE AND DIRECTOR REPORTS**

None

#### **10. ADJOURNMENT**

On a motion by Director Burgess and seconded by Director Barker the meeting adjourned at 5:50 pm to the next scheduled regular meeting on Thursday, August 19, 2021.

**APPROVED:**

  
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**Devin Capps, President  
Board of Directors**

**ATTEST:**

  
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**Kristen Gelos, Secretary  
Board of Directors**