



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of September 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 role. Director Rowley was absent. All other Directors were present.

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

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

4. DISCUSSION ITEMS

a. Hearing to consider a request from Annette Kovacevich for a variance from the application of the District Code of Ordinance regarding minimum bills:

Director Rowley arrived at 4:02 during this item.

Manger Duffield provided a brief summary of the item and answered any questions the Board had.

Director Cousineau made a motion to approve staff recommendation, denying the request. Director Rowley seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

b. Request to approve the purchase of a John Deere 310L backhoe loader from Coastline Equipment for a cost not to exceed \$107,000:

Operations Supervisor Molinari provided a brief summary of the item and answered any questions the Board had.

Director Burgess made a motion to approve the purchase from Coastline Equipment. Director Cousineau seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

c. Request to approve draft contract documents for the Photovoltaic System Project, and direct staff to advertise for proposals:

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

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

5. CONSENT ITEMS

- a. **Regular Meeting Minutes:** Receive/approve minutes of regular meeting of August 15, 2019.
- b. **Warrant Register:** Receive/approve August 2019 warrants.
- c. **Treasurer's Report:** Receive/file August 2019 report.
- d. **Fiscal Report:** Receive/file August 2019 status report.
- e. **Manager's Report:** Receive/file August 2019 report.
- f. **Staff Reports:** Receive/file August 2019 reports.

Director Rowley pulled item E & F (Manager and Staff Reports). Director Cousineau made a motion to approve items A – D as presented. Director Rowley seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Manager Duffield provided a summary of item E (Manager's Report) and answered any questions the Board had. Operations Supervisor provided a summary of item F (Staff Report) and answered any questions the Board had.

Director Rowley made a motion to approve items E & F as presented. Director Cousineau seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

6. DIRECTORS/MANAGER COMMENTS

Director Barker wanted to discuss the Districts emergency plan should we face a power outage for multiple days.

7. ADJOURNMENT

On a motion by Director Cousineau and seconded by Director Capps the meeting adjourned at 5:15 pm to the next scheduled meeting on Thursday, October 17, 2019 at 4:00 pm.

APPROVED:



**Bill Barker Jr., President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**