



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

*Minutes of July 21, 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 role. Director Barker was absent. All other Directors were present.

Staff present: General Manager Scott Duffield, Operations Manager Mike Wilcox, and District Engineer Doug Groshart.

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

Director Capps spoke and handed out information on THMs.

**4. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of June 16, 2022.
- b. **Warrant Register:** Receive/approve June 2022 warrants.
- c. **Treasurer's Report:** Receive/file June 2022 Report.
- d. **Treasurer's Report:** Receive/file FY 2021/22 4<sup>th</sup> Quarter Report.
- e. **Treasurer's Report:** Receive/file FY 2021/22 Annual Report.
- f. **Fiscal Report:** Receive/file June 2022 status report.
- g. **Office Report:** Receive/file June 2022 report.

There were no public comments.

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

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

**5. PUBLIC HEARINGS**

- a. **Submittal for approval Resolution 22-07 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.**

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

Secretary Gelos presented an amendment to Exhibit A.

There were no public comments.

Director Burgess made a motion to approve Resolution 22-07 as amended. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

- b. Submittal for approval Resolution 22-08 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.**

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

Secretary Gelos presented an amendment to Exhibit A.

There were no public comments.

Director Rowley made a motion to approve Resolution 22-08 as amended. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

- c. Submittal for approval Resolution 22-09 adopting a Fiscal Year 2022/23 Final Budget and Salary Schedule.**

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

There were no public comments.

Director Capps made a motion to approve Resolution 22-09. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Capps, Cousineau, Rowley

Absent: Barker

## **6. DISCUSSION ITEMS**

- a. Submittal for approval Resolution 22-10 adopting the Second Amendment and Restated Joint Powers Agreement with the San Luis Obispo County Integrated Waste Management Authority.**

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

There were no public comments.

Director Rowley made a motion to adopt Resolution 22-10. Director Capps seconded the motion. The motion passed by the following roll call vote:

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

**b. Request to receive and review a proposed 5-year Capital Improvement Program and provide direction to staff.**

District Engineer Groshart presented the proposed 5-year Capital Improvement Program and answered any questions the Board had. The consensus of the Board was that the projects in the proposed 5-year program as presented are priority projects for the next five years. The Board directed staff to finalize the proposed capital outlay/prioritization and return to the Board for approval of the 5-year Capital Improvement Program, reserving potential revisions as the rate study moves forward.

There were no public comments.

**7. MANAGER REPORT**

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

There were no public comments.

The July 2022 report was received and filed.

**8. 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 July 2022 report was received and filed.

**9. 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 June 2022 report was received and filed.

**10. COMMITTEE AND DIRECTOR REPORTS**

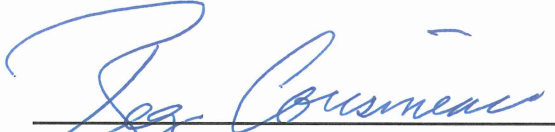
There were no Committee reports.

There were no public comments.

## 11. ADJOURNMENT

On a motion by Director Capps and seconded by Director Rowley the meeting adjourned at 6:34 pm to the next scheduled regular meeting on Thursday, August 18, 2022.

**APPROVED:**



**Reg Cousineau, President  
Board of Directors**

**ATTEST:**



**Kristen Gelos, Secretary  
Board of Directors**