



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

Minutes of March 19, 2020

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

President Burgess called the meeting to order at 4:05 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the roll. Directors Burgess and Barker were present. Directors Cousineau and Rowley were present via teleconference. Director Capps was absent.

Staff present: General Manager Scott Duffield and Office Supervisor/Board Secretary Kristen Gelos.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of February 20, 2020.
- b. **Warrant Register:** Receive/approve February 2020 warrants.
- c. **Treasurer's Report:** Receive/file February 2020 report.
- d. **Fiscal Report:** Receive/file February 2020 status report.

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

Ayes: Burgess, Cousineau, Rowley

Absent: Barker, Capps

5. DISCUSSION ITEMS

- a. **Request to approve a request for proposals for professional auditing services, and direct staff to advertise.**

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

Director Rowley made a motion to approve a request for proposal for professional auditing services. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Cousineau, Rowley

Absent: Capps

Director Barker arrived at 4:10pm.

b. Submittal for approval Resolution 20-04 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2020/21.

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

Director Barker made a motion to approve Resolution 20-04 Initiating Proceedings and Establishing of Water and Sewer Standby Charges. Director Rowley seconded the motion. The motion passed by the following roll call vote:

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

c. Request to receive and file Photovoltaic System Project updates.

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

The report was received and filed.

6. MANAGER'S REPORT

The report was received and filed.

7. STAFF REPORTS

The reports were received and filed.

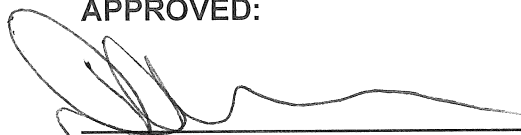
8. COMMITTEE AND DIRECTOR REPORTS

Manager Duffield said that due to the COVID-19, we will need to hold a special meeting to declare a state of emergency by Resolution. Meeting date and time TBD.

9. ADJOURNMENT

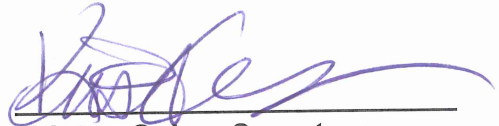
On a motion by Director Barker and seconded by Director Burgess, the meeting adjourned at 5:03 pm to the next scheduled regular meeting on Thursday, April 16, 2020.

APPROVED:



**Dan Burgess, President
Board of Directors**

ATTEST:

A handwritten signature in blue ink, appearing to read 'Kristen Gelos', written over a horizontal line.

**Kristen Gelos, Secretary
Board of Directors**