



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

Minutes of May 20, 2021

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

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

2. ROLL CALL

Secretary Gelos called the roll. All Directors were present. For the record, Director Capps was present via Zoom call in.

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.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of April 15, 2021.
- b. **Warrant Register:** Receive/approve April 2021 warrants.
- c. **Treasurer's Report:** Receive/file April 2021 report.
- d. **Fiscal Report:** Receive/file April 2021 status report.

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

5. PUBLIC HEARING

- a. **Submittal for approval Resolution 21-03 Confirming Water and Sewer Standby Charges for Property within the District for Fiscal Year 2021/22.**

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

Director Barker made a motion to approve Resolution 21-03. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Baker, Burgess, Capps, Cousineau, Rowley

6. DISCUSSION ITEMS

- a. **Request to approve draft contract documents for the Raw Water Vertical Intake No. 1 – Phase 2, and direct staff to finalize the documents and advertise for bids.**

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

Director Burgess made a motion to approve draft contract documents for the Raw Water Vertical Intake No. 1 – Phase 2 and directed staff to finalize the documents and advertise for bids. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- b. **Request to authorize the General Manager to advertise an RFQ/P for design services, and to apply for funding through the USDA and any other Federal or State funding programs, for the Water Reclamation Facility Upgrade Project.**

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

Director Capps made a motion to authorize the General Manager to advertise an RFQ/P for design services, and to apply for funding through the USDA and any other Federal or State funding programs, for the Water Reclamation Facility Upgrade Project. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

- c. **Request to approve a proposal from Tuckfield & Associates to perform a water and sewer rate study and to provide associated financial support in an initial amount of \$30,000 and direct the General Manager to execute an agreement for professional services.**

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

Director Capps made a motion to approve a proposal from Tuckfield & Associates to perform a water and sewer rate study and to provide associated financial support in an initial amount of \$30,000 and direct the General Manager to execute an agreement for professional services. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

7. MANAGER'S REPORT

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

The report was received and filed.

8. STAFF REPORTS

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

The reports were received and filed.


9. COMMITTEE AND DIRECTOR REPORTS

No comments

10. ADJOURNMENT


On a motion by Director Barker and seconded by Director Burgess the meeting adjourned at 5:10 pm to the next scheduled regular meeting on Thursday, June 17, 2021.

APPROVED:



**Devin Capps, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**