



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

Minutes of October 15, 2020

This meeting was held virtually pursuant to the virtual meeting protocols as outlined in the President's Declaration of April 6, 2020.

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

Vice 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, and District legal counsel Jeff Minnery and Jennifer Blackburn.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

HROA General Manager, Tina Platt wanted to coordinate upcoming road work with the District with regards to District manholes or valves.

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of September 20 2020.
- b. **Warrant Register:** Receive/approve September 2020 warrants.
- c. **Treasurer's Report:** Receive/file September 2020 report.
- d. **Treasurer's Report:** Receive/file 3rd Quarter 2020 report.
- e. **Fiscal Report:** Receive/file August 2020 status report.

Manager Duffield updated the Board on a change to item E (Fiscal Report) with regards to the Worker's Comp line item.

Director Barker made a motion to approve all consent items with revised change to the Fiscal report. Director Rowley seconded the motion. The motion passed by the following roll call vote:

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

5. DISCUSSION ITEMS

- a. **Request to receive and file an update on development of a Wastewater Treatment Plant project and provide direction to staff.**

Eileen Shields with MKN provided an Alternative Analysis power-point presentation and answered any questions the Board had.

The report was received and filed.

b. 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

Manager Duffield provided a brief a brief summary of the item.

The report was received and filed.

7. STAFF REPORTS

The reports were received and filed.

8. COMMITTEE AND DIRECTOR REPORTS

Director Cousineau would like to figure out a way to express gratitude to the operations crew for their hard work installing the tank mixer system.

9. ADJOURNMENT

On a motion by Director Barker and seconded by Director Cousineau, the meeting adjourned at 6:04 pm to the next scheduled regular meeting on Thursday, November 19, 2020.

APPROVED:



**Dan Burgess, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**