



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of February 15, 2018

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

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

Secretary Gelos called the roll. All Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor Kristen Gelos, Operations Manager/Assistant General Manager Jason Molinari, District Engineer Steve Tanaka and District Counsel Jeff Minnery.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

3. DISCUSSION ITEMS

- A. Request to designate a Director as a voting delegate for the Local Agency Formation Commission (LAFCO) election to attend the February 23, 2018, Special District Annual Meeting in Avila Beach, and consider nominating a Director as a candidate for the open Alternate Commissioner special districts member seat:** Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Director Cousineau made a motion to nominate President Rowley as the voting delegate. Director Capps seconded the motion. The motion passed by a unanimous voice vote:

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

Director Capps made a motion to nominate Director Burgess as a candidate for the open Alternate Commissioner member seat. Director Cousineau seconded the motion. The motion passed by a unanimous voice vote:

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

- B. Request to approve a task order from the District Engineer to update the District Standard Specifications and Drawings (Standards) in the amount of \$6,000:** Manager Duffield provided a brief summary of the item and answered any questions the Board had.

District Engineer, Steve Tanaka gave a brief summary and explained the necessity of updating District Standards.

Director Barker made a motion to approve the task order from the District Engineer to update the District Standard Specifications and Drawings (Standards). Director Burgess seconded the motion. The motion passed by a unanimous voice vote:

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

- C. Request to review and consider approval of a draft conditional will serve letter for Vesting Tentative Tract Map 2879, and provide direction to staff:** Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Developer, Dan Lloyd briefly addressed the Board and answered any questions.

Director Barker made a motion to approve the draft conditional will serve letter for Vesting Tentative Tract Map 2879. Director Burgess seconded the motion. The motion passed by a unanimous voice vote:

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

- D. Request to review and consider approval of a draft conditional will serve letter for Vesting Tentative Tract Map 3110, and provide direction to staff:** 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 conditional will serve letter for Vesting Tentative Tract Map 3110. Director Burgess seconded the motion. The motion passed by a unanimous voice vote:

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

4. CONSENT ITEMS

- A. Regular Meeting Minutes:** Receive/approve minutes of regular meeting of January 18, 2018.
- B. Warrant Register:** Receive/approve January 2018 warrants.
- C. Treasurer's Report:** Receive/file January 2018 report.
- D. Treasurer's Report:** Receive/file FY2017/18 2nd quarter report.
- E. Fiscal Report:** Receive/file status report January 2018.
- F. Manager's Report:** Receive/file January 2018 report.
- G. Staff Reports:** Receive/file January 2018 reports.

Director Barker pulled items F and G (Manager's and Staff reports) and made a motion to approve items A, B, C, D and E as presented. Director Cousineau seconded the motion. The motion passed by a unanimous voice vote:

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

Manager Duffield provided a summary of the Manager's report and answered any questions the Board had. Operations Manager/Assistant General Manager Molinari provided a summary of the Operations Report and answered any questions the Board had.

Director Cousineau made a motion to approve items F and G as presented. Director Cousineau seconded the motion. The motion passed by a unanimous voice vote:

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

5. DIRECTORS/MANAGER COMMENTS

No comments.

6. ADJOURNMENT

On a motion by Director Barker and seconded by Director Burgess, the meeting adjourned at 5:01 pm to the next scheduled meeting on Thursday, March 15, 2018 at 4:00 pm.

APPROVED:

Martin Rowley, Board President

ATTEST:

Kristen Gelos, Board Secretary