



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

*Minutes of February 16, 2017*

**1. 4:00 PM OPEN SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL**

President Cousineau called the meeting to order at 4:00 pm and led the Pledge of Allegiance. Secretary Gelos called the roll. All Directors were present.

Staff present: General Manager John D'Ornellas, Office Supervisor / Board Secretary Kristen Gelos and Operations Manager Jason Molinari.

**2. PUBLIC COMMENT**

There were no comments

**3. CAMP ROBERTS – ARMY NATIONAL GUARD**

Lieutenant Colonel, Gregory Arenas gave a brief report of what was going on at the base this month and answered any questions from the Board as well as the public.

**4. PUBLIC HEARING**

**Heritage Ranch Community Services District Groundwater Sustainability Agency (GSA):**

Manager D'Ornellas gave a brief summary and background on the item. D'Ornellas said regardless if we disagree that there is any groundwater basin within our property, we must begin to comply with SGMA by June 30, 2017, or our property will be considered by the DWR as unmanaged and will put our property in a probationary status. Adoption of Resolution 17-02 is a first step in SGMA compliance with the creation of a GSA for the small portion of the Paso Basin that is within HRCSD jurisdictional boundaries.

President Cousineau opened the Public Hearing and asked if there were any comments from the public. There were no comments. President Cousineau closed the Public Hearing.

Director Barker made a motion to approve Resolution 17-02 authorizing the District to become a Groundwater Sustainability Agency (GSA) for the Paso Robles Sub-basin of the Salinas Basin for the area that lies beneath and within the jurisdictional boundaries of the Heritage Ranch Community Services District. Director Burgess seconded the motion. The motion passed by a roll call vote:

Ayes: Barker, Burgess, Cousineau, Foti, Rowley

**5. DISCUSSION ITEMS**

**A. Five Year Capital Improvement Program (CIP):** Manager D'Ornellas provided a brief summary of the item. D'Ornellas stated the five year water/sewer CIP is a planning document. Most agencies have some level of a CIP. If no plan or program is prepared, projects are approved year to year and funded by cash reserves. D'Ornellas said it's unrealistic to change user fees or development fees on a yearly basis in response to projects planned or completed.

Operations Manager Jason Molinari went through each water CIP and provided the Board with a summary and explained each project. These projects included: Vertical Well, Actuator Replacement, Tank Mixing System, Flow Meter Replacement, Third Tank at WTP, Rebuild Treated Water Pumps, Pump Station Covers and Equestrian Water View PRV.

District Engineer, Steve Tanaka went through each sewer CIP and provided the Board with a summary and explained each project. These projects included: Sand Filter Construction,

Headworks, Road Work and Pond 2 Baffles, Lift Station 5, Brush Aeration Pond 2, Lift Station 3 Rehabilitation and Lift Station 1 Rehabilitation.

Engineer Tanaka explained that some of the capital improvement projects are required in part to serve future growth, while other CIPs are mostly to serve existing customer needs.

Director Barker expressed his concern with not seeing a Solar plan added into the CIP projects. He would like to have a plan at least considered and discussed as a CIP.

Director Barker made a motion to approve the proposed five year Capital Improvement Program (CIP) with the addition to include a Solar Project in the list. Director Foti seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Foti, Rowley

- B. General Manager Recruitment:** Manager D’Ornellas stated that his employment agreement expires on June 30, 2017, and he advised the Board at the January 19 meeting that he will not seek an extension to the agreement. At that meeting, the Board directed the Personnel Committee to bring a Manager recruitment package for review at today’s meeting with the anticipation that advertising for the position will begin directly after the Board’s review and approval.

D’Ornellas said that the Personnel Committee, with the help from staff, have prepared the General Manager Recruitment process and items, which included a timeline for planning purposes. A selection of print, web based and direct mailings is proposed.

Director Foti expressed his concern within the required level of education, training and experience stated in the job description. Foti stated that it should be required to hold at least a Bachelor Degree from an accredited college or university. He said by not doing this, you are leaving it pretty wide open to anyone.

Director Burgess made a motion to approve the General Manager Recruitment package and process as provided by the committee. Director Barker seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Nays: Foti

## 6. CONSENT ITEMS

- A. **Regular Meeting Minutes:** Receive/approve minutes of January 19, 2017.
- B. **Warrant Register:** Receive/approve January 2017 warrants.
- C. **Treasurer’s Report:** Receive/file January 2017 report.
- D. **2<sup>nd</sup> Quarter Treasurer’s Report:** Receive/file report for 2<sup>nd</sup> quarter 2016/17.
- E. **Fiscal Report:** Receive/file status report for January 2017.
- F. **Manager’s Report:** Receive/file January 2017 report.
- G. **Staff Reports:** Receive/ January 2017 reports.

Director Barker pulled item F. Manager’s Report.

Director Barker made a motion to approve items A, B, C, D, E & G as presented. Director Burgess seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Foti, Rowley

Director Barker made a motion to approve item F as presented. Director Foti seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Foti, Rowley

**7. DIRECTORS/MANAGER COMMENTS**

Manager D'Ornellas advised the Board of an upcoming SDRMA election. There are four seats up for election.

D'Ornellas also wanted to read a letter of commendation written by Director Foti to Operations Manager and his Staff as well as Manager D'Ornellas.

Director Foti asked about Heritage Ranch muscle inspection process and the issues arising. He would like to add this matter as an Agenda item to discuss the District's concerns.

**8. ADJOURNMENT**

On a motion by Director Barker and seconded by Director Rowley, the meeting adjourned at 6:02 pm to the next scheduled meeting on Thursday, March 16, 2017 at 4:00 pm.

**APPROVED:**

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**Reginald Cousineau, President**

**ATTEST:**

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**Kristen Gelos, Secretary**