



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of August 17, 2017*

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

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

Secretary Gelos call the role. All Directors were present.

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

**2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Manager Duffield stated we had received a letter to the Board of Directors from a customer requesting a leak forgiveness for his high water bill. Duffield explained the current District Policy to the Board.

After much discussion amongst the Board of Directors, it was unanimous that the Policy be discussed further at a future meeting. Board directed staff to add this to September meetings' agenda.

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

Colonel Arenas provided an update to activities at Camp Roberts.

**4. DISCUSSION ITEMS**

**A. Water and Sewer Rate Study:** Manager Duffield provided a brief summary of the item and introduced Mr. Clayton Tuckfield of Tuckfield and Associates who presented a power point presentation to the Board. This presentation summarized the report on Water and Sewer Rate Study.

Director Barker made a motion to approve the Water and Sewer Rate Study report and direct staff and consultant to proceed with the public notification and hearing process for adoption of new water/sewer rates at the October 19, 2017 meeting. Director Burgess seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**B. Special District Risk Management Authority Board Election:** Director Cousineau made a motion to elect the following Directors: James M. Hamlin, Mike Scheafer, David Aranda and Jean Bracy, SDA and adopt Resolution 17-12 for the Election of Directors to the Special District Risk Management Authority Board of Directors. Director Barker seconded the motion. The motion passed by a roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**5. CONSENT ITEMS**

**A. Regular Meeting Minutes:** Receive/approve minutes of regular meeting of July 20, 2017.

**B. Warrant Register:** Receive/approve July 2017 warrants.

**C. Treasurer's Report:** Receive/file July 2017 report.

**D. Quarterly Treasurer's Report:** Receive/file FY 16/17 fourth quarter report.

**E. Fiscal Report:** Receive/file status report July 2017.

**F. Manager's Report:** Receive/file July 2017 report.

**G. Staff Reports:** Receive/ July 2017 reports.

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

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

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

Director Barker made a motion to items F & G, as presented. Director Burgess seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**6. DIRECTORS/MANAGER COMMENTS**

No comments.

**7. ADJOURNMENT**

On a motion by Director Burgess and seconded by Director Barker, the meeting adjourned at 5:33 pm to the next scheduled meeting on Thursday, September 21, 2017 at 4:00 pm.

**APPROVED:**

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**Reginald Cousineau, Board President**

**ATTEST:**

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**Kristen Gelos, Board Secretary**