



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of October 19, 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 called the role. All Directors were present.

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

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments.

3. CAMP ROBERTS – ARMY NATIONAL GUARD

No report given

4. PUBLIC HEARINGS

A. Hearing to consider protests to proposed water and sewer service rate increases and, if no majority protest exists, recommendation to approve a resolution adopting adjusted water and sewer service rates effective January 1, 2018: President Cousineau opened the public hearing. Manager Duffield provided a brief summary via power-point presentation. Mr. Clayton Tuckfield of Tuckfield and Associates continued the presentation and answered any questions from the Board and public.

Secretary Gelos provided the official protest report: The number of parcels served by the District as of October 19, 2017 is 1,894. The number of protests required for majority protest is 50% + 1, or 948. The number of protests received is zero. President Cousineau closed the public hearing.

Director Barker made a motion to approve Resolution 17-14 adopting adjusted water and sewer service rates effective January 1, 2018. Director Rowley seconded the motion. The motion passed by a roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

5. DISCUSSION ITEMS

A. Consideration of a resolution amending the salary schedule for FY 2017/18 by adding a Customer Service Representative I/II/III position: Manager Duffield provided a brief summary of the item. Director Capps would like to see the job opening posted in more areas around the community, including posting to E-Vents; an emailed newsletter.

Director Burgess made a motion to approve Resolution 17-15 amending the 2017-2018 salary schedules. Director Barker seconded the motion. The motion passed by a roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

6. CONSENT ITEMS

A. Regular Meeting Minutes: Receive/approve minutes of regular meeting of September 21, 2017.

B. Warrant Register: Receive/approve September 2017 warrants.

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

D. Fiscal Report: Receive/file status report September 2017.

E. Manager's Report: Receive/file September 2017 report.

F. Staff Reports: Receive/file September 2017 reports.

Director Barker pulled items E & F (Manager and Staff Reports). Director Barker made a motion to approve items A, B, C & D as presented. Director Burgess 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/Assistant General Manager Molinari provided a summary of the Operations Report and answered any questions the Board had.

Director Barker made a motion to approve items E & F as presented. Director Cousineau seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

7. DIRECTORS/MANAGER COMMENTS

No comments.

8. ADJOURNMENT

On a motion by Director Barker and seconded by Director Cousineau, the meeting adjourned at 5:00 pm to the next scheduled meeting on Thursday, November 16, 2017 at 4:00 pm.

APPROVED:

Reginald Cousineau, Board President

ATTEST:

Kristen Gelos, Board Secretary