



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of December 21, 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. Director Capps was absent. All other Directors were present.

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

President Cousineau moved Discussion item 5A before item 2, election of Board Officers.

2. DISCUSSION ITEMS

Request to receive and approve the Independent Auditor's Report and Financial Statements for the Year Ended June 30, 2017: Manager Duffield introduced District Auditor Mr. Bob Crosby of Crosby Company. Mr. Crosby provided a brief summary of the Districts' Fiscal Year 2016/2017 Audit and answered any questions the Board had.

Director Barker said there was an error within the Audit report. Mr. Tony Foti was still listed as a Director and was no longer a Director as of June 30, 2017 due to his resignation in May 2017. There should be one seat vacant as of the date of the Audit.

Mr. Crosby said that he would make the edit to the Audit report.

Director Barker made a motion to approve the 2016/2017 Audit report as corrected. Director Burgess seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

3. ELECTION OF BOARD OFFICERS:

Director Barker nominated Director Martin Rowley for President for 2018. Director Rowley accepted.

Director Barker made a motion to elect Director Rowley for President for 2018. Director Cousineau seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

Director Burgess nominated Director Barker for Vice President for 2018. Director Barker accepted.

Director Burgess made a motion to elect Director Barker for Vice President for 2018. Director Cousineau seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

Director Rowley asked that Director Cousineau finish out the December meeting.

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

5. CAMP ROBERTS – ARMY NATIONAL GUARD

No report given

6. CONSENT ITEMS

A. Regular Meeting Minutes: Receive/approve minutes of regular meeting of November 16, 2017.

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

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

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

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

F. Staff Reports: Receive/file November 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, Cousineau, Rowley

Absent: Capps

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 Rowley seconded the motion. The motion passed by a voice vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

7. DIRECTORS/MANAGER COMMENTS

Manager Duffield stated that the office had filled the Customer Service Representative position in the office.

8. ADJOURNMENT

On a motion by Director Burgess and seconded by Director Barker, the meeting adjourned at 4:55 pm to the next scheduled meeting on Thursday, January 18, 2018 at 4:00 pm.

APPROVED:

Martin Rowley, Board President

ATTEST:

Kristen Gelos, Board Secretary