



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of June 18, 2020

This meeting was held virtually pursuant to the virtual meeting protocols as outlined in the President's Declaration of April 6, 2020.

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

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

2. ROLL CALL

Secretary Gelos called the roll. Director Capps was absent, all other Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos and District legal counsel Jeff Minnery and Jennifer Blackburn.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of May 21 2020.
- b. **Warrant Register:** Receive/approve May 2020 warrants.
- c. **Treasurer's Report:** Receive/file May 2020 report.
- d. **Fiscal Report:** Receive/file May 2020 status report.

Director Cousineau made a motion to approve all consent items as presented. Director Barker seconded the motion. The motion passed by the following roll call vote:

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

5. DISCUSSION ITEMS

- a. **Request to receive and file a report on granular activated carbon.**

Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Simon Morris from JBI was available if anyone had any questions.

The report was received and filed.

b. Request to approve amendment of the Memorandum of Understanding between Heritage Ranch Community Services Employees Association and Heritage Ranch Community Services District.

Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Director Barker made a motion to approve amendment of the Memorandum of Understanding. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

c. Request to adopt the Preliminary FY 2020/21 Budget, and schedule a public hearing for July 16, 2020, to consider adoption of a Final FY 2020/21 Budget.

Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Public Comment from HROA Manager, Tina Platt if the Budget included rate increases to residents of Heritage Ranch. Manager Duffield explained that it did include the Rate Study increase effective January 1, 2021.

Director Barker made a motion to adopt the Preliminary FY 2020/21 Budget and schedule a public hearing for July 16, 2020. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

d. Submittal for approval Resolution 20-09 requesting consolidation of the District's biennial election with the November 3, 2020 Consolidated General Election.

Manager Duffield provided a brief summary of the item and answered any questions the Board had.

Director Cousineau made a motion to approve Resolution 20-09 requesting consolidation of the District's biennial election with the November 3, 2020 Consolidated General Election. Director Rowley seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Cousineau, Rowley

Absent: Capps

e. Request to receive and file Photovoltaic System Project updates.

Manager Duffield provided a brief summary and update of the project and answered any questions the Board had.

The report was received and filed.

f. Request to discuss protocols for regular meetings of the Board, and any and all other meetings of the District's legislative bodies that are subject to the Brown Act.

Manager Duffield provided a brief summary of the item and answered any questions the Board had.

The Board discussed options of possibly setting up a video feed for public to attend meetings.

The report was received and filed.

6. MANAGER'S REPORT

The report was received and filed.

7. STAFF REPORTS

The reports were received and filed.

8. COMMITTEE AND DIRECTOR REPORTS

Director Burgess wanted to thank everyone for their attendance and making the Board meetings continue via teleconference.

9. ADJOURN TO CLOSED SESSION

a. Pursuant to Government Code §54957(b)(1): Annual evaluation of performance of a public employee: General Manager.

The Board adjourned to closed session at 5:36 pm. No reportable action.

10. RECONVENE TO OPEN SESSION

a. Request to consider compensation and extension of the Employment Agreement for the General Manager.

The Board reconvened to open session at 5:55 pm.

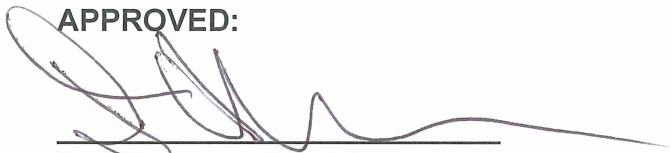
Director Barker made a motion to approve a five-year extension of the General Manager's contract with an annual compensation of \$160,000 and requested District Counsel prepare the Employment Agreement for signatures. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

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

11. ADJOURNMENT

On a motion by Director Barker and seconded by Director Rowley, the meeting adjourned at 6:01 pm to the next scheduled regular meeting on Thursday, July 16, 2020.

APPROVED:



**Dan Burgess, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**