



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

March 16, 2023

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

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

2. ROLL CALL

Secretary Gelos called the roll.

Directors present: Dan Burgess, Michael Camou, Devin Capps, Masen Yaffee. Bill Barker arrived after Public Comment at 4:02pm.

Staff present: General Manager Scott Duffield, District Engineer Doug Groshart and District Counsel Josh George.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

CJ Rudolph and Sam Poppen spoke.

4. CONSENT ITEMS

a. Meeting Minutes: Receive/approve minutes of regular meeting of February 16, 2023.

b. Warrant Register: Receive/approve February 2023 warrants.

c. Treasurer's Report: Receive/file February 2023 Report.

d. Fiscal Report: Receive/file February 2023 status report.

e. Office Report: Receive/file February 2023 report.

f. Manager Report: Receive/file March 2023 report.

g. District Engineer Report: Receive/file March 2023 report.

h. Operations Manager Report: Receive/file March 2023 report.

There were no public comments.

Director Capps pulled items F, G, and H. Director Yaffee pulled item E.

Director Burgess made a motion to approve items A, B, C, and D as presented. Director Yaffee seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

Manager Duffield provided a brief summary of the Manager and Operations reports and answered any questions the board had.

Director Capps made a motion to approve items E, F, G and H as presented. Director Yaffee seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

5. BUSINESS ITEMS

a. Discussion and direction to Manager on the desired content and format of the Manager Report.

There were no public comments.

The Board directed the Manager to add a report regarding current water quality as a standing item to the monthly Managers Report.

b. Receive report from District Counsel regarding Director, Manager, Staff communications.

There were no public comments.

District Counsel, Josh George provided a brief discussion about best practice for Director, Manager and Staff communications with regards to the Brown Act and the current District Memorandum of Understanding between the District and the Employee's Association.

c. Submittal for approval Resolution 23-01 Initiating Proceedings and Establishing of Water and Sewer Standby Charges for Property within the District for Fiscal Year 2023/24.

There were no public comments.

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

Director Yaffee made a motion to approve Resolution 23-01 and to set the Public Hearing for May 18, 2023. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

d. Receive report revisiting the original "Wastewater Treatment Plant Improvement Preliminary Engineering Memorandum, Rev. 1" by MKN, dated April 16, 2021, and provide direction to Staff for proceeding with the Water Resource Recovery Facility project.

There were no public comments.

Manager Duffield and District Engineer Groshart provided a brief summary of the item and answered any questions the board had.

The Board directed staff to return to the Board with a business item comparing Alternative 2 (in-pond extended aeration system) and Alternative 3b (packaged membrane bioreactor system) from the MKN report.

- e. **Request to approve implementing the Equestrian Road and Waterview Drive pressure reducing valves project at an estimated cost of \$175,000 and authorize a corresponding budget adjustment from reserves.**

Manager Duffield and District Engineer Groshart provided a brief summary of the item and answered any questions the board had.

Public comment: Sam Poppen spoke.

Director Yaffee made a motion to approve implementing the Equestrian Road and Waterview Drive pressure reducing valves project and authorize a corresponding budget adjustment from reserves. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

6. ORAL INFORMATION REPORTS

There were no public or Director comments.

7. FUTURE AGENDA ITEMS

The determination by the majority of the Board was to add the following items to future agenda: Cost comparison of WRRF project alternatives.

8. ADJOURN TO CLOSED SESSION

There were no public comments.

The board adjourned at 6:50 pm to meet in closed session with Legal Counsel for anticipated litigation and Real Property Negotiations.

- a. **Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code §54956.9(b): (1 potential case)**
- b. **Conference for Real Property Negotiations pursuant to Government Code §54956.8. Property: APNs 012-191-068, 012-361-018, 012-361-004. Agency Negotiators: District Counsel, Josh George and General Manager, Scott Duffield.**

9. RECONVENE TO OPEN SESSION

The board reconvened to open session at 7:56 pm. District Counsel George reported that there were no reportable actions from closed session.

10. ADJOURNMENT

On a motion by Director Capps and seconded by Director Camou the meeting adjourned at 7:57 pm to the next scheduled special meeting on Thursday, April 20, 2023.

APPROVED:



Bill Barker, President
Board of Directors

ATTEST:



Kristen Gelos, Secretary
Board of Directors