

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

February 16, 2023

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

Director Barker called the meeting to order at 4:00 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the role.

Directors present: Bill Barker, Dan Burgess, Michael Camou, Devin Capps.
Director Yaffee arrived during Public Comment.

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

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

CJ Rudolph spoke.

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of January 19, 2023.
- b. **Warrant Register:** Receive/approve January 2023 warrants.
- c. **Treasurer's Report:** Receive/file January 2023 Report.
- d. **Fiscal Report:** Receive/file January 2023 status report.
- e. **Office Report:** Receive/file January 2023 report.
- f. **Manager Report:** Receive/file February 2023 report.
- g. **District Engineer Report:** Receive/file February 2023 report.
- h. **Operations Manager Report:** Receive/file February 2023 report.

CJ Rudolph spoke.

Director Capps pulled items F, G, and H.

Director Capps left the room.

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

Ayes: Barker, Burgess, Camou, Capps, Yaffee

Absent: Capps

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

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

Ayes: Barker, Burgess, Camou, Capps, Yaffee

5. BUSINESS ITEMS

- a. **Consider approval of the Report on Water and Sewer Rate Study prepared by Tuckfield & Associates dated February 16, 2023, and direct staff to proceed with the public notification and hearing process for adoption of new water and sewer rates.**

There were no public comments.

Clayton Tuckfield of Tuckfield & Associates provided a power point presentation and answered any questions the board had.

Director Yaffee made a motion to approve the final report on water and sewer rate study and proceed with the public notification and hearing process for adoption of new water and sewer rates. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

- b. **Consider approval of the purchase, installation, and integration of audio and video equipment for Board of Directors meetings.**

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 the purchase, installation, and integration of audio and video equipment. Director Burgess seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

- c. **Receive a presentation from a local vendor of Packaged Membrane Bioreactor Wastewater Treatment Plant technology and provide direction to staff.**

CJ Rudolph spoke.

Manager Duffield introduced Troy Ellison with Cloacina who presented a power point presentation and answered any questions the board had.

6. ORAL INFORMATION REPORTS

There were no public or Director comments.

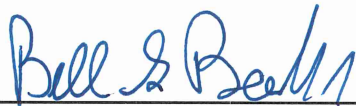
7. FUTURE AGENDA ITEMS

The determination by the majority of the Board was to add the following items to future agenda: Content and format of the Manager Report, presentation from District Counsel regarding Director/Staff communications, WRRF design options.

8. ADJOURNMENT

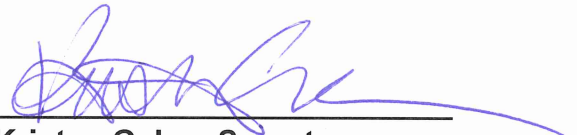
On a motion by Director Burgess and seconded by Director Yaffee, the meeting adjourned at 6:25 pm to the next scheduled special meeting on Thursday, March 16, 2023.

APPROVED:



**Bill Barker, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**