



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

*July 18, 2024*

**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.

Directors present: Dan Burgess, Michael Camou, and Masen Yaffee. Bill Barker arrived late.

Directors absent: Tom Swanson

Staff present: General Manager, Scott Duffield, District Engineer, Doug Groshart, and District Counsel Jeff Minnery.

**3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

There were no public comments.

**4. PUBLIC HEARINGS**

**a. Submittal for approval Resolution 24-08 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.**

There were no public comments.

Secretary Gelos reported changes to Exhibit A.

Director Camou made a motion to approve Resolution 24-08 with revision to Exhibit A. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Camou, Yaffee

Absent: Barker, Swanson

**b. Submittal for approval Resolution 24-09 providing for collection of delinquent water and sewer charges and penalties to be collected on the tax roll in the same manner as property taxes.**

There were no public comments.

Secretary Gelos reported changes to Exhibit A.

Director Burgess made a motion to approve Resolution 24-09 with revision to Exhibit A. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Camou, Yaffee

Absent: Barker, Swanson

**c. Submittal for approval Resolution 24-10 adopting a Fiscal Year 2024/25 Final Budget and Salary Schedule.**

There were no public comments.

Director Yaffee made a motion to approve Resolution 24-10. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Camou, Yaffee

Absent: Barker, Swanson

**5. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of special meeting of June 20, 2024.
- b. **Warrant Register:** Receive/approve June 2024 warrants.
- c. **Treasurer's Report:** Receive/file June 2024 report.
- d. **Treasurer's Report:** Receive/file FY 2023/24 4<sup>th</sup> Quarter report.
- e. **Treasurer's Report:** Receive/file FY 2023/24 Annual report.
- f. **Fiscal Report:** Receive/file June 2024 status report.
- g. **Office Report:** Receive/file June 2024 report.
- h. **District Engineer Report:** Receive/file July 2024 report.
- i. **Updates regarding disinfections byproducts.**

There were no public comments.

Director Yaffee pulled item H. District Engineer Report. Director Burgess made a motion to approve items A-G and I as presented. Director Yaffee seconded the motion. The motion passed unanimously.

Director Yaffee made a motion to approve H. as presented. Director Camou seconded the motion. The motion passed unanimously.

**6. BUSINESS ITEMS**

- a. **Request to consider approval of renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110.**

There were no public comments.

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

Director Burgess made a motion to approve renewal of conditional will serve letters. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Burgess, Camou, Yaffee

Absent: Barker, Swanson

**7. GENERAL MANAGER REPORT**

There were no public comments.  
Report was received and filed.  
Director Barker arrived at 4:40pm.

**8. COMMITTEE REPORTS**

There were no public comments.  
There were no committee reports.

**9. FUTURE AGENDA ITEMS**


There were no public comments.  
The Board determined to add the following to a future agenda:

- Grant Funding Consultants – WRRF Project

**10. ADJOURNMENT**

On a motion by Director Camou and seconded by Director Yaffee the meeting adjourned at 5:00 pm to the next scheduled meeting on Thursday, August 15, 2024.

**APPROVED:**



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**Dan Burgess, President  
Board of Directors**

**ATTEST:**



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**Kristen Gelos, Secretary  
Board of Directors**