



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

Minutes of December 15, 2022

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. OATH OF OFFICE ELECTED / APPOINTED BOARD MEMBERS

Secretary Gelos administered the Oath to Directors Bill Barker, Michael Camou and Masen Yaffee.

3. ROLL CALL

Secretary Gelos called the role. All Directors were present.

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

4. PRESENTATIONS

There were no public comments.

Manager Duffield presented Resolution 22-12 and Resolution 22-13 Expressing Appreciation to Director Reginald Cousineau and Martin Rowley for departing as a board member of the District.

Director Capps made a motion to approve Resolution 22-12 and 22-13. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

5. ELECTION OF BOARD OFFICERS

There were no public comments.

Director Capps made a motion nominating himself for President. Director Yaffee seconded the motion. The motion failed by the following roll call vote:

Ayes: Capps, Yaffee

Noes: Barker, Burgess, Camou

Director Burgess made a motion nominating Director Barker for President and himself for Vice President. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou

Noes: Capps, Yaffee

6. APPOINTMENTS TO DISTRICT COMMITTEES

There were no public comments.

President Barker introduced the item. Manager Duffield provided a brief summary and history of the item.

After discussion amongst the board, Director Burgess made a motion to approve the following committee appointments:

Finance & Audit – Burgess / Yaffee
Operations & Engineering – Capps / Camou
Personnel – Barker / Yaffee
Safety – Capps / Camou
Public Relations – Barker / Burgess
HROA Bike Park Ad-hoc - Capps

7. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

CJ Rudolph: Spoke of the need for water for the proposed Heritage Ranch Boat and RV Storage facility.

Sam Poppen: Restated CJ Rudolph's need for water.

The Board reached a consensus and would like to have a discussion item on the next Agenda.

8. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of September 15, 2022.
- b. **Meeting Minutes:** Receive/approve minutes of special meeting of September 29, 2022.
- c. **Warrant Register:** Receive/approve October 2022 warrants.
- d. **Treasurer's Report:** Receive/file October 2022 Report.
- e. **Treasurer's Report:** Receive/file 3rd Quarter 2022 report.
- f. **Fiscal Report:** Receive/file October 2022 status report.
- g. **Office Report:** Receive/file October 2022 report.
- h. **Manager Report:** Receive/file November 2022 report.
- i. **District Engineer Report:** Receive/file November 2022 report.
- j. **Operations Manager Report:** Receive/file November 2022 report.

There were no public comments.

Director Barker pulled items F, G and H and asked a question about item G – Office Report with questions about the code/law in regards to locking off delinquent customers who have sprinkler systems installed. District Engineer Groshart stated he would look into this.

Director Yaffee asked a question about item B - Warrant Register with questions about the DataProse and PitneyBowes expense. Secretary Gelos answered.

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

Ayes: Barker, Burgess, Camou, Capps, Yaffee

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

Ayes: Barker, Burgess, Camou, Capps, Yaffee

Director Burgess left the meeting after this item.

9. DISCUSSION ITEMS

- a. **Request to approve the Report on Water and Sewer Rate Study prepared by Tuckfield & Associates dated December 9, 2022, and direct staff to proceed with the public notification and hearing process for adoption of new water and sewer rates.**

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

Public comment from CJ Rudolph: questioned the capacity of the proposed WRRF system and how many homes it could serve. He also asked, how the District would proceed to fix the current issues if the Rate Study Fails.

The board reached a consensus to table this item to allow the new Directors time to gain more of an understanding of the Rate Study and WRRF project. This item will be brought back at the next meeting.

10. ORAL INFORMATION REPORTS

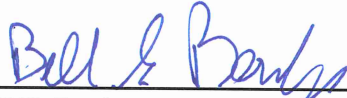
Director Capps would like to add a discussion item on a future meeting agenda with regards to Hybrid meetings and some form of public broadcasting of the board of directors meetings. The Board reached a consensus and would like to have a discussion item on a future Agenda.

Public comment from CJ Rudolph: asked how a member of the public could get things put onto an agenda. Secretary Gelos answered.

11. ADJOURNMENT

On a motion by Director Camou and seconded by Director Yaffee, the meeting adjourned at 5:59 pm to the next scheduled special meeting on Thursday, January 19, 2023.

APPROVED:



**Bill Barker, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**