



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

August 15, 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: Bill Barker, Dan Burgess, and Michael Camou.

Directors absent: Tom Swanson and Mason Yaffee.

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. CONSENT ITEMS

a. **Meeting Minutes:** Receive/approve minutes of special meeting of July 18, 2024.

b. **Warrant Register:** Receive/approve July 2024 warrants.

c. **Treasurer's Report:** Receive/file July 2024 report.

d. **Fiscal Report:** Receive/file July 2024 status report.

e. **Office Report:** Receive/file July 2024 report.

f. **District Engineer Report:** Receive/file August 2024 report.

g. **Operations Manager Report:** Receive/fil August 2024 report.

h. **Updates regarding disinfections byproducts.**

There were no public comments.

Director Barker pulled item A, Meeting Minutes and made a motion to approve items B-H as presented. Director Burgess seconded the motion. The motion passed unanimously.

Director Barker made a motion to approve A. as amended. Director Camou seconded the motion. The motion passed unanimously.

5. BUSINESS ITEMS

a. **Submittal for approval Resolution 24-11 amending the District's Conflict of Interest Code.**

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 Resolution 24-11. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou

Absent: Swanson, Yaffee

b. **Submittal for approval Resolution 24-12 adopting a policy governing bid protests and other challenges to construction contracts.**

There were no public comments.

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

Director Barker found a typo in the Resolution and made a motion to approve Resolution 24-12 as amended. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou

Absent: Swanson, Yaffee

c. **Submittal for approval Resolution 24-13 electing to be subject to the Uniform Public Construction Cost Accounting Act, and introduction of an Ordinance to provide informal bidding procedures pursuant to Section 22000 et seq. of the Public Contract Code.**

There were no public comments.

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

Director Barker made a motion to approve Resolution 24-13. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou

Absent: Swanson, Yaffee

6. GENERAL MANAGER REPORT

There were no public comments.

Report was received and filed.

7. COMMITTEE REPORTS

There were no public comments.

There were no committee reports.

8. FUTURE AGENDA ITEMS

There were no public comments.

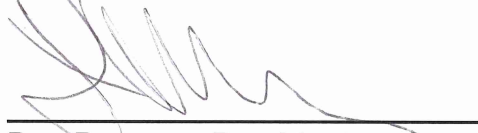
The Board determined to add the following to a future agenda:

- Appointment of Director – 9/19/24

9. ADJOURNMENT

On a motion by Director Camou and seconded by Director Barker the meeting adjourned at 4:38 pm to the next scheduled meeting on Thursday, September 19, 2024.

APPROVED:



**Dan Burgess, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**