



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of November 17, 2022*

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

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

**2. ROLL CALL**

Secretary Gelos called the roll. All Directors were present.

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

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

Devin Capps: speaks to calcium in home water treatment systems and additives to water in general.

**4. 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 3<sup>rd</sup> 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 asked a question about item C. - Warrant Register with questions about the maintenance fixed equipment expenses. Operations Manager Wilcox answered.

Director Barker made a motion to approve all items presented. Director Burgess seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

## 5. DISCUSSION ITEMS

- a. **Receive and file the Water Resource Recovery Facility Upgrade Project progress report.**

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

Dylan Wade of WSC highlighted a few items from the staff report.

There were no public comments.

The report was received and filed.

- b. **Request to receive the draft Report on Water and Wastewater Rate Study prepared by Tuckfield & Associates, and provide direction to staff.**

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

Albert Peche of A. M. Peche & Associates and Nicki Tallman of Brandis Tallman provided information in regards to the financing.

The Board's direction to staff was to allow two weeks for comments then finalize the Report and return to Board in December for approval.

## 6. CLOSING BOARD COMMENTS

Director Cousineau spoke of his eight years sitting on the board including projects completed during his term as a Director. He thanked his constituents for all the years.

There were no public comments.


## 7. ADJOURNMENT

On a motion by Director Barker and seconded by Director Burgess, the meeting adjourned at 5:28 pm to the next scheduled special meeting on Thursday, December 15, 2022.

**APPROVED:**

  
\_\_\_\_\_  
**Bill Barker, President**  
**Board of Directors**

**ATTEST:**

  
\_\_\_\_\_  
**Kristen Gelos, Secretary**  
**Board of Directors**