



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

April 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: Bill Barker, Dan Burgess, Michael Camou, and Masen Yaffee.

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

3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

No public comments.

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of special meeting of March 7, 2024 and regular meeting of March 21, 2024.
- b. **Warrant Register:** Receive/approve March 2024 warrants.
- c. **Treasurer's Report:** Receive/file March 2024 Report.
- d. **Treasurer's Report:** Receive/file FY 2024 3rd quarter report.
- e. **Fiscal Report:** Receive/file March 2024 status report.
- f. **Office Report:** Receive/file March 2024 report.
- g. **District Engineer Report:** Receive/file April 2024 report.
- h. **Operations Manager Report:** Receive/file April 2024 report.
- i. **Updates regarding disinfection byproducts.**

There were no public comments.

Director Yaffee pulled items G, H, and I and made a motion to approve items A-F as presented. Director Barker seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Yaffee

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

Ayes: Barker, Burgess, Camou, Yaffee

5. BUSINESS ITEMS

- a. **Receive letters of interest and appoint a candidate to the vacant seat on the Board with the term ending of December 2024.**

There were two candidates who submitted letters of interest, Mr. Jeffery Smith and Mr. Tom Swanson. Both candidates gave a brief speech to the Directors and answered any questions the board had.

Director Camou made a motion to appoint Mr. Tom Swanson to the vacant seat. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Yaffee

Newly appointed director, Mr. Tom Swanson read the Oath of Office statement and took a seat at the table with the directors to participate for the remainder of the meeting.

- b. **Request to approve a rate adjustment for solid waste services provided by San Miguel Garbage Company based on the Consumer Price Index and schedule a public hearing for June 20, 2024 for adoption of the adjusted rates.**

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 a rate adjustment for solid waste services and schedule a public hearing for June 20, 2024 for adoption of the adjusted rates. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

- c. **Report on the findings of the Telemetry Survey project by SPICE Integration; Request to approve the procurement of the recommended equipment (\$12,000), approve a proposal from SPICE Integration LLC for design and installation of the recommended equipment and authorize the General Manager to execute a professional services agreement in an amount not to exceed \$80,000.**

There were no public comments.

District Engineer Groshart provided a brief summary of the item and answered any questions the board had.

Director Barker made a motion to approve a proposal from SPICE Integration LLC for design and installation of the recommended equipment and authorize the General Manager to execute a professional services agreement in an amount not to exceed \$80,000. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

d. Request to authorize a budget adjustment from reserves in the amount of \$16,000 to provide for the cost of a replacement network server.

There were no public comments.

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

No action was taken on this item.

6. GENERAL MANAGER REPORT

There were no public comments.

Report was received and filed.

7. COMMITTEE REPORTS

There were no public comments.

The WRRF ad hoc committee reported.

8. FUTURE AGENDA ITEMS

There were no public comments.

The Board determined to add the following to a future agenda: none

9. ADJOURN TO CLOSED SESSION

On a motion by Director Yaffee and seconded by Director Camou, the board adjourned to closed session at 5:42 pm.


10. RECONVENE TO OPEN SESSION

The board reconvened to open session at 6:14 pm. District Counsel reported that there was no reportable action from Closed Session.

11. ADJOURNMENT

On a motion by Director Yaffee and seconded by Director Camou the meeting adjourned at 6:16 pm to the next scheduled meeting on Thursday, May 16, 2024.

APPROVED:



**Dan Burgess, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**