



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

*October 19, 2023*

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

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

**2. ROLL CALL**

Secretary Gelos called the role.

Directors present: Bill Barker, Dan Burgess, Michael Camou, Devin Capps.  
Directors absent: Masen Yaffee.

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

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

There were no public comments.

**4. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of September 21, 2023.
- b. **Warrant Register:** Receive/approve September 2023 warrants.
- c. **Treasurer's Report:** Receive/file September 2023 Report.
- d. **Treasurer's Report:** Receive/file 3<sup>rd</sup> Quarter 2023 Report.
- e. **Fiscal Report:** Receive/file September 2023 status report.
- f. **Office Report:** Receive/file September 2023 report.
- g. **District Engineer Report:** Receive/file October 2023 report.
- h. **Operations Manager Report:** Receive/file October 2023 report.

There were no public comments.

Director Burgess made a motion to approve all items as presented. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps

Absent: Yaffee

## 5. BUSINESS ITEMS

- a. **Request to approve a proposal from Tuckfield & Associates to perform a sewer rate study and to provide associated financial support in an initial amount of \$18,800.**

There were no public comments.

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

Director Capps made a motion to approve staff recommendation. Director Burgess seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Capps

Absent: Yaffee

- b. **Discussion and direction regarding procedures for cancelation of regular Board meetings.**

There were no public comments.

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

The Directors requested more notice and explanation prior to a meeting being canceled.

- c. **Discussion and direction regarding the employee grievance procedures outlined in the Memorandum of Understanding between Heritage Ranch Community Services Employees Association and Heritage Ranch Community Services District.**

There were no public comments.

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

- d. **Discussion and direction regarding disinfection byproducts.**

There were no public comments.

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

## 6. GENERAL MANAGER REPORT

There were no public comments.

Report was received and filed.

## 7. FUTURE AGENDA ITEMS

There were no public comments.

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

- Legal Counsel RFP – tbd


## 8. ADJOURNMENT

On a motion by Director Burgess and seconded by Director Capps the meeting adjourned at 5:25 pm to the next scheduled meeting on Thursday, November 16, 2023.

**APPROVED:**

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

**ATTEST:**

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