

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

July 20, 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 roll.

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

Directors absent: Masen Yaffee.

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

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Public Comments: Resident at 2974 Water View spoke.

4. PUBLIC HEARINGS

- a. Submittal for approval Resolution 23-05 providing for collection of delinquent solid waste charges and penalties to be collected on the tax roll in the same manner as property taxes.**

There were no public comments.

Director Capps made a motion to approve Resolution 23-05. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Camou, Capps

Absent: Burgess, Yaffee

- b. Submittal for approval Resolution 23-06 providing for collection of delinquent water and sewer charges and penalties to be collected on the tax roll in the same manner as property taxes.**

There were no public comments.

Director Capps made a motion to approve Resolution 23-06. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Camou, Capps

Absent: Burgess, Yaffee

Director Burgess arrived after approval of item.

c. Submittal for approval Resolution 23-07 adopting a Fiscal Year 2023/24 Final Budget and Salary Schedule.

There were no public comments.

Director Camou made a motion to approve Resolution 23-06. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps

Absent: Yaffee

5. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of June 15, 2023.
- b. **Warrant Register:** Receive/approve June 2023 warrants.
- c. **Treasurer's Report:** Receive/file June 2023 Report.
- d. **Treasurer's Report:** Receive/file FY 2022/23 4th Quarter Report.
- e. **Treasurer's Report:** Receive/file FY 2022/23 Annual Report.
- f. **Fiscal Report:** Receive/file June 2023 status report.
- g. **Office Report:** Receive/file June 2023 report.
- h. **District Engineer Report:** Receive/file July 2023 report.
- i. **Operations Manager Report:** Receive/file July 2023 report.

There were no public comments.

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

Ayes: Barker, Burgess, Camou, Capps

Absent: Yaffee

6. BUSINESS ITEMS

- a. **Discussion on site layout considerations and the procurement process for the packaged-Membrane Bioreactor equipment for the Water Resource Recovery Facility Upgrade project.**

There were no public comments.

Dylan Wade of WSC provided a presentation to the board and answered any questions they had.

The Board directed staff to schedule a special board meeting to review and consider advertising a Request for Proposals for the MBR equipment for the WRRF project.

- b. **Request to approve renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110.**

Public Comments: Sam Poppen spoke.

Director Burgess made a motion to approve renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps
Absent: Yaffee

c. Receive updates regarding disinfection byproducts and provide direction to staff.

There were no public comments.

Report was received and filed.

7. GENERAL MANAGER REPORT

Report was received and filed.

8. FUTURE AGENDA ITEMS

There were no public comments.

The determination by the majority of the Board was to add the following items to future agenda: Recycled water workshop, Human Resource policy/MOU Review.

9. ADJOURN TO CLOSED SESSION

a. Pursuant to Government Code §54957(b)(1): Annual evaluation of performance of a public employee: General Manager

Meeting adjourned to closed session at 6:02 pm.

10. RECONVENE TO OPEN SESSION

The meeting reconvened to open session at 6:31.

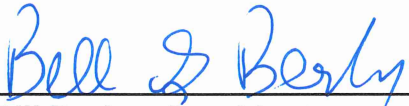
District Counsel Josh George reported out of Closed Session that the General Manager received a favorable performance review by a majority of the Board.

The Board approved a 3.5% base salary increase for the General Manager.

11. ADJOURNMENT

On a motion by Director Camou and seconded by Director Burgess the meeting adjourned at 6:36 pm to the next scheduled meeting on Thursday, August 17, 2023.

APPROVED:



Bill Barker, President

ATTEST:



Kristen Gelos, Secretary