



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

*January 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. DIRECTOR REQUEST FOR REMOTE ATTENDANCE**

Director Burgess made a motion to approve request by Director Capps to attend this meeting remotely pursuant to AB 2449. Director Camou seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Yaffee

**3. ROLL CALL**

Secretary Gelos called the role.

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

Staff present: General Manager, Scott Duffield, District Engineer, Doug Groshart, and District Counsel, Daniel Chueng.

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

Director Capps announced that the February 15, 2024 meeting would be his last meeting as a Director as he will be moving out of the area on February 29, 2024. President Burgess accepted Director Capps' announcement and directed staff to place approval of the process to filling of the vacancy on the February agenda.

**5. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of December 21, 2023.
- b. **Warrant Register:** Receive/approve December 2023 warrants.
- c. **Treasurer's Report:** Receive/file December 2023 Report.
- d. **Treasurer's Report:** Receive/file 2<sup>nd</sup> Quarter 2023 Report.
- e. **Fiscal Report:** Receive/file December 2023 status report.
- f. **Office Report:** Receive/file December 2023 report.
- g. **District Engineer Report:** Receive/file January 2024 report.
- h. **Operations Manager Report:** Receive/file January 2024 report.

There were no public comments.

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

Ayes: Barker, Burgess, Camou, Capps, Yaffee

## **6. BUSINESS ITEMS**

- a. Accept the Independent Auditor's Report and Financial Statements for the Year Ended June 30, 2023, prepared and to be presented by Moss, Levy & Hartzheim LLP.**

This item was moved to be presented after Item B.

There were no public comments.

Manager Duffield and District Auditor, Adam Guise provided a brief summary of the item and answered any questions the Board had.

Director Barker made a motion accepting the Independent Auditor's Report and Financial Statements for the year ended June 30, 2023. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

- b. Submittal for approval Resolution 24-01 approving the Water Resource Recovery Facility Upgrade Project, adopting the Initial Study – Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, and file a Notice of Determination in accordance with CEQA.**

There were no public comments.

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

Director Yaffee made a motion to approve Resolution 24-01 approving the Water Resource Recovery Facility Upgrade Project, adopting the Initial Study – Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, and file a Notice of Determination in accordance with CEQA. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

- c. Discussion on budget and financial considerations for the Water Resource Recovery Facility Upgrade project.**

Public comment: Sam Poppen spoke.

Dylan Wade of WSC had a power point presentation for the Board and answered any questions they 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.

**7. GENERAL MANAGER REPORT**

There were no public comments.  
Report was received and filed.

**8. FUTURE AGENDA ITEMS**

There were no public comments.  
The Board determined to add the following to a future agenda:

- Process to fill Director vacancy.
- Director Capps recognition Resolution.

**9. ADJOURN TO CLOSED SESSION**

On a motion by Director Yaffee and seconded by Director Camou, the meeting adjourned to closed session at 7:01 pm.

**10. RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 7:14 pm.

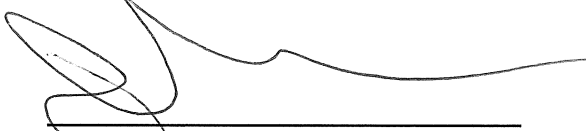
Director Capps made a motion to direct Manager Duffield to work with JAM and current counsel to draft an agreement to hire The JAM Law Group as District General Counsel. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

**11. ADJOURNMENT**

On a motion by Director Yaffee and seconded by Director Camou the meeting adjourned at 7:20 pm to the next scheduled meeting on Thursday, February 15, 2024.


**APPROVED:**



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**Dan Burgess, President  
Board of Directors**

**ATTEST:**



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**Kristen Gelos, Secretary  
Board of Directors**