



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
*May 18, 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**

Manager Duffield called the roll.

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

There were no public comments.

**4. PUBLIC HEARINGS**

**a. Submittal for approval Resolution 23-03 Confirming Water and Sewer Standby Charges for Property within the District for Fiscal Year 2023/24.**

There were no public comments.

Manager Duffield presented the item answered any questions the board had.

Director Capps made a motion to approve Resolution 23-03. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

**5. CONSENT ITEMS**

**a. Meeting Minutes:** Receive/approve minutes of regular meeting of April 20, 2023.

**b. Warrant Register:** Receive/approve April 2023 warrants.

**c. Treasurer's Report:** Receive/file April 2023 Report.

**d. Fiscal Report:** Receive/file April 2023 status report.

**e. Office Report:** Receive/file April 2023 report.

**f. Manager Report:** Receive/file May 2023 report.

**g. District Engineer Report:** Receive/file May 2023 report.

**h. Operations Manager Report:** Receive/file May 2023 report.

There were no public comments.

Director Capps pulled item F.

Director Burgess made a motion to approve items A, B, C, D, E, G and H as presented. Director Camou seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

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

Director Burgess made a motion to approve item F as presented. Director Yaffee seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

## 6. BUSINESS ITEMS

### a. **Receive and file the first draft of the FY 2023/24 Budget and provide direction to staff.**

There were no public comments.

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

The report was received and filed.

### b. **Request to approve a professional services agreement with Specialized Utility Services Program, Inc. to perform a median household income survey for a not to exceed amount of \$30,000.**

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 a professional service agreement with Specialized Utility Services Program, Inc. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

### c. **Request to approve the purchase of a light duty fleet replacement truck for regular operations for a not to exceed cost of \$50,000 and approve a budget adjustment from reserves.**

There were no public comments.

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

The Board directed staff to come back with more information for the need and purpose of a new vehicle.

No motion was made.

**d. Receive and file a report on the Water Resource Recovery Project and provide any direction to staff.**

There were no public comments.

Manager Duffield provided a brief oral report and answered any questions the board had.

**7. ORAL INFORMATION REPORTS**

There were no public or Director comments.

**8. FUTURE AGENDA ITEMS**

Public comment: CJ Rudolph and Catie Garcia spoke.

The determination by the majority of the Board was to add the following items to future agenda: DBP Discussion item.

**9. ADJOURNMENT**

On a motion by Director Yaffee and seconded by Director Burgess the meeting adjourned at 5:44 pm to the next scheduled special meeting on Thursday, June 15, 2023.

**APPROVED:**



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**Bill Barker, President  
Board of Directors**

**ATTEST:**



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**Kristen Gelos, Secretary  
Board of Directors**