



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

August 22, 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, District Engineer, Doug Groshart, and District Counsel, Josh George.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Public Comments: none

4. BUSINESS ITEMS

- a. Request to, 1) receive the draft procurement document for the packaged-Membrane Bioreactor equipment and direct staff to finalize the document and advertise for bids once USDA's review is complete, and 2) receive and file the 30% design for the Water Resource Recovery Facility Upgrade project.

There were no public comments.

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

There was no motion. The Board directed staff to route the draft procurement document to vendors for comment, consider any and all comments received, and return to the Board at the September meeting to consider advertising the MBR equipment for bids.

5. ADJOURNMENT

On a motion by Director Burgess and seconded by Director Camou the meeting adjourned at 6:34 pm to the next scheduled meeting on Thursday, September 21, 2023.

APPROVED:

**Bill Barker, President
Board of Directors**

ATTEST:

**Kristen Gelos, Secretary
Board of Directors**