



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

September 19, 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. ROLL CALL

Secretary Gelos called the roll.

Directors present: Bill Barker, Dan Burgess, and Mason Yaffee.

Directors absent: Michael Camou and Tom Swanson.

Staff present: General Manager, Scott Duffield, District Engineer, Doug Groshart, Operations Manager, Brian Vogel and District Counsel Jeff Minnery.

3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

There were no public comments.

4. PUBLIC HEARINGS

a. Hearing to consider approval of an Ordinance to provide informal bidding procedures.

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

Director Barker made a motion to adopt Ordinance 24-01. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Yaffee

Absent: Camou, Swanson

5. CONSENT ITEMS

a. Meeting Minutes: Receive/approve minutes of special meeting of August 15, 2024.

b. Warrant Register: Receive/approve August 2024 warrants.

c. Treasurer's Report: Receive/file August 2024 report.

d. Fiscal Report: Receive/file August 2024 status report.

e. Office Report: Receive/file August 2024 report.

- f. **District Engineer Report:** Receive/file September 2024 report.
- g. **Operations Manager Report:** Receive/fil September 2024 report.
- h. **Updates regarding disinfections byproducts.**
- i. **Amendment to General Manager Employment Agreement.**

Public Comment: Sam Poppen spoke.

Director Yaffee pulled items E-I. Director Barker made a motion to approve items A-D as presented. Director Yaffee seconded the motion. The motion passed unanimously.

Director Barker made a motion to approve items E-I as presented. Director Yaffee seconded the motion. The motion passed unanimously.

6. BUSINESS ITEMS

- a. **Receive the 50%-design submittal for the Water Resource Recovery Facility upgrade project, and direct staff to use the engineer's opinion of probable costs to inform the sewer of \$30,000.**

Public Comment: Sam Poppen spoke.

Curtis Lam of HydroScience presented to the board and answered any questions they had.

Director Yaffee made a motion directing staff to use the engineer's opinion of probable costs to inform the sewer rate study. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Yaffee

Absent: Camou, Swanson

- b. **Request to approve the purchase of a trailer mounted air compressor for a not to exceed amount of \$30,000.**

There were no public comments.

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

Director Barker made a motion to approve the purchase of a trailer mounted air compressor. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Yaffee

Absent: Camou, Swanson

- c. **Request to approve draft contract documents for the Raw Water Vertical Intake No. 2 – Phase 1, and direct staff to finalize the documents and advertise for proposals.**

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 draft contract documents for the Raw Water Vertical Intake No. 2 and direct staff to finalize the documents to advertise for proposals. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Yaffee

Absent: Camou, Swanson

d. Request to recommend a candidate to the County Board of Supervisors for appointment to the Board of Directors.

There were no public comments.

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

Director Barker made a motion to recommend Tom Swanson to the County Board of Supervisors for appointment to the Board of Directors. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Yaffee

Absent: Camou, Swanson

7. GENERAL MANAGER REPORT

Public Comment: CJ Rudolph spoke.

Report was received and filed.

8. COMMITTEE REPORTS

There were no public comments.

There were no committee reports.

9. FUTURE AGENDA ITEMS

There were no public comments.

The Board determined to add the following to a future agenda: None

10. ADJOURN TO CLOSED SESSION

**a. Public employee performance evaluation (Government Code §54957)
Title: District Counsel**

On a motion by Director Barker and seconded by Director Yaffee, the board adjourned to closed session at 5:08 pm.

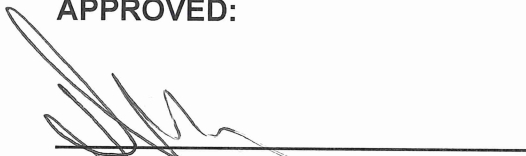
11. RECONVENE TO OPEN SESSION

The board reconvened to open session at 5:16 pm. District Counsel reported that there were no reportable actions from closed session.

12. ADJOURNMENT

On a motion by Director Barker and seconded by Director Yaffee the meeting adjourned at 5:17 pm to the next scheduled meeting on Thursday, October 17, 2024.

APPROVED:



**Dan Burgess, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**