



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

January 15, 2022

1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE

Director Barker called the meeting to order at 4:00 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the role.

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

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

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

There were no comments.

Director Burgess arrived at 4:03pm.

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of December 15, 2022.
- b. **Warrant Register:** Receive/approve December 2022 warrants.
- c. **Treasurer's Report:** Receive/file December 2022 Report.
- d. **Treasurer's Report:** Receive/file 2nd Quarter 2022 report.
- e. **Fiscal Report:** Receive/file December 2022 status report.
- f. **Office Report:** Receive/file December 2022 report.
- g. **Manager Report:** Receive/file January 2022 report.
- h. **District Engineer Report:** Receive/file January 2023 report.
- i. **Operations Manager Report:** Receive/file January 2023 report.

There were no public comments.

Director Capps pulled items G, H, and I.

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

Ayes: Barker, Burgess, Camou, Capps, Yaffee

Manager Duffield, District Engineer Groshart and Operations Manager Wilcox provided a brief summary of their staff reports and answered any questions the board had.

Director Burgess made a motion to approve items G, H, and I as presented. Director Capps seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

5. BUSINESS ITEMS

- a. Accept the Independent Auditor's Report and Financial Statements for the Year Ended June 30, 2022, prepared and to be presented by Moss, Levy & Hartzheim LLP.**

There were no public comments.

Manager Duffield introduced the item and turned the floor over to Adam Guise of Moss, Levy, & Hartzheim LLP. Mr. Guise provided a brief summary of the report and answered any questions the board had.

The report was accepted by the board.

- b. Receive an update on the WRRF Project and provide direction to staff; approve the Report on Water and Sewer Rate Study prepared by Tuckfield & Associates dated December 9, 2022, and direct staff to proceed with the public notification and hearing process for adoption of new water and sewer rates.**

Public Comment: CJ Rudolph, Shawna Ryder, and Jesse Jensen spoke.

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

Director Burgess made a motion directing staff to revise the Rate Study to exclude the capital costs and financing of the WRRF Project, and bring back to the next meeting. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Capps, Yaffee

- c. Discussion of the Snug Harbor property and development and provide policy direction to staff.**

Public comment: CJ Rudolph and Sam Poppen spoke.

Manager Duffield provided a brief summary of the item and turned the discussion over to the Board. The Board received a presentation from the property owner, CJ Rudolph.

The Board directed staff to install a temporary water meter on the property at the location of the former deli and fire station in accordance with current policy.

d. Discussion and consider approval of developing and implementing technology for Board of Directors meetings.

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 put item on next months Agenda to approve the purchase and implementation of video recording equipment.

e. Discussion and consider approval of establishing and publishing District email accounts for Directors.

There were no public comments.

Manager Duffield provided the current cost associated with adding District email accounts for Directors.

Directors Capps and Yaffee would like to have District email accounts. All other Directors declined.

6. ORAL INFORMATION REPORTS

There were no public or Director comments.

7. FUTURE AGENDA ITEMS

The determination by the majority of the Board was to add the following items to future agenda: Presentation by Cloacina; Revised Rate Study; Technology for Board of Directors meetings; Confirmation of wastewater project options.

8. ADJOURNMENT

On a motion by Director Burgess and seconded by Director Camou, the meeting adjourned at 7:20 pm to the next scheduled special meeting on Thursday, February 16, 2023.

APPROVED:



**Bill Barker, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**