



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**
June 20, 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, Michael Camou, Tom Swanson, and Masen Yaffee.

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

3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Heritage Ranch resident, Catie Cousineau spoke.

4. PUBLIC HEARINGS

- a. Hearing to consider protests to proposed solid waste rate adjustments and, if a majority protest is not received, recommendation is to approve Resolution 24-05 adopting solid waste rate adjustments.**

There were no public comments.

Aron Kardashian of San Miguel Garbage Company reported a change to the IWMA rate which reduced the increase.

Director Yaffee made a motion to approve Resolution 24-05 with reduced rate revision to Exhibit A. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

5. CONSENT ITEMS

- a. Meeting Minutes:** Receive/approve minutes of special meeting of May 16, 2024.
- b. Warrant Register:** Receive/approve May 2024 warrants.
- c. Treasurer's Report:** Receive/file May 2024 Report.
- d. Fiscal Report:** Receive/file April May status report.
- e. Office Report:** Receive/file May 2024 report.
- f. District Engineer Report:** Receive/file June 2024 report.

g. Updates regarding disinfections byproducts.

There were no public comments.

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

6. BUSINESS ITEMS

a. Request to adopt a Preliminary FY 2024/25 Budget, and schedule a public hearing for July 18, 2024, for adoption of a Final FY 2024/25 Budget.

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 adopt the Preliminary FY 2024/25 Budget, and schedule a public hearing for July 18, 2024. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

b. Submittal for approval Resolution 24-06 requesting consolidation of the District's biennial election with the November 5, 2024 Consolidated General Election, and Resolution 24-07 adopting regulations for candidates for elective office pertaining to, and costs of, candidate statements.

Heritage Ranch resident, Sam Poppen spoke.

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

Director Barker made a motion to approve Resolutions 24-06 and 24-07. Director Yaffee seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

c. Submittal for approval amendment to the Memorandum of Understanding Between Heritage Ranch Community Services Employees Association and Heritage Ranch Community Services District for FYE 2025-2026, and the job description for the Administrative Manager Position.

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 amendment to the Memorandum of Understanding and the job description for the Administrative Manager position. Director Camou seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

7. GENERAL MANAGER REPORT

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

8. COMMITTEE REPORTS

There were no public comments.

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Title: General Manager)

The board adjourned to closed session at 5:15 pm.

11. RECONVENE TO OPEN SESSION

The board reconvened to open session at 6:27 pm. District Counsel reported that there were no reportable actions from closed session.

a. Request to consider compensation for the General Manager.

Manager Duffield answered any questions the Board had.

There were no public comments.

Director Yaffee made a motion to adjust the Manager's base salary to \$204,000 per year effective June 26, 2024, and to direct District Counsel Minnery to draft Amendment to the Manager's Employment Agreement. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Camou, Swanson, Yaffee

12. ADJOURNMENT

On a motion by Director Camou and seconded by Director Barker the meeting adjourned at 6:35 pm to the next scheduled meeting on Thursday, July 18, 2024.

APPROVED:



**Dan Burgess, President
Board of Directors**

ATTEST:



**Kristen Gelos, Secretary
Board of Directors**