



HERITAGE RANCH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

November 20, 2025

1. CALL TO ORDER / FLAG SALUTE

President Camou called the meeting to order at 4:00 p.m. and led the flag salute.

2. ROLL CALL

Secretary Gelos called the roll. All directors were in attendance.

Staff Present: General Manager, Scott Duffield, District Engineer, Doug Groshart, Operations Manager, Brian Vogel and District Counsel, Craig Steele.

3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

There were no public comments.

4. CONSENT ITEMS

- a. **Meeting Minutes: Receive/approve minutes of regular meeting of October 16, 2025.**
- b. **Warrant Register: Receive/approve October 2025 warrants.**
- c. **Treasurer's Report: Receive/file October 2025 report.**
- d. **Fiscal Report: Receive/file October 2025 status report.**
- e. **Office Report: Receive/file October 2025 report.**
- f. **District Engineer Report: Receive/file November 2025 report.**
- g. **Operations Manager Report: Receive/file November 2025 report.**
- h. **Updates regarding disinfection byproducts.**

There were no public comments.

Director Yaffee pulled Item H and made a motion to approve items A-G as presented. Director Camou seconded the motion following a voice vote:

Ayes: Directors Barker, Burgess, Camou, Swanson, Yaffee

Upon the motion of Director Yaffee and seconded by Director Camou, the board approved item H as presented following a voice vote:

Ayes: Directors Barker, Burgess, Camou, Swanson, Yaffee

5. BUSINESS ITEMS

- a. **Submittal for approval Resolution 25-12 adopting the 2019 San Luis Obispo County Integrated Regional Water Management Plan and finding that the project is exempt from Section 21000 et seq. of the California Public Resources Code.**

There were no public comments.

Upon the motion of Director Swanson, and seconded by Director Yaffee, the board approved Resolution 25-12 following a roll call vote:

Ayes: Directors Barker, Burgess, Camou, Swanson, Yaffee

- b. Submittal for approval Resolution 25-13 adopting an amended Salary Schedule for Fiscal Year 2025/26 deleting two Treatment Operator III positions, adding one Operations Manager – Wastewater position, and adding one Administrative Assistant position.**

There were no public comments.

Upon the motion of Director Burgess, and seconded by Director Camou, the board approved Resolution 25-13 following a roll call vote:

Ayes: Directors Barker, Burgess, Camou, Swanson, Yaffee

6. GENERAL MANAGER REPORT

There were no public comments.

Manager Duffield presented the item and answered questions from the board.

The report was received and filed.

7. COMMITTEE / DIRECTOR REPORTS (oral reports)

There were no committee / director reports.

8. FUTURE AGENDA ITEMS

There were no public comments.

9. ADJOURNMENT

Upon a motion by Director Burgess, and seconded by Director Yaffee, the meeting adjourned at 4:56 p.m.

Minutes submitted by: Kristen Gelos, *Secretary, Board of Directors*

Minutes approved by: Michael Camou, *President, Board of Directors*