HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES

June 18, 2026

1. CALL TO ORDER / FLAG SALUTE

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

2. ROLL CALL

Secretary Gelos called the roll. Director Burgess was absent. All other directors were in attendance.

Staff Present: General Manager, Scott Duffield, District Engineer, Doug Groshart, and District Counsel, Craig Steel.

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 May 21, 2026.**
b. **Warrant Register: Receive/approve May 2026 warrants.**
c. **Treasurer's Report: Receive/file May 2026 report.**
d. **Fiscal Report: Receive/file May 2026 status report.**
e. **Office Report: Receive/file May 2026 report.**
f. **District Engineer Report: Receive/file June 2026 report.**
g. **Operations Manager Report: Receive/file June 2026 report.**
h. **Updates regarding disinfection byproducts.**

There were no public comments.

Upon the motion of Director Camou and seconded by Director Swanson, the board approved all items as presented following a voice vote:

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

5. BUSINESS ITEMS

a. **Request to adopt a Preliminary FY 2026/27 Budget, and schedule a public hearing for July 16, 2026, for adoption of a Final FY 2026/27 Budget.**

There were no public comments.

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

Upon the motion of Director Camou and seconded by Director Swanson, the board adopted a Preliminary FY 2026/27 Budget with changes to Interest Revenue, and scheduled a public hearing for July 16, 2026 following a roll call vote:

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

b. **Submittal for approval Resolution 26-05 requesting consolidation of the District's biennial election with the November 3, 2026 Consolidated General Election, and Resolution 26-06 adopting regulations for candidates for elective office pertaining to, and costs of, candidate statements.**

There were no public comments.

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

Upon the motion of Director Yaffee and seconded by Director Camou, the board approved resolutions 26-05 and 26-06 following a roll call vote:

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

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 2027-2028.**

There were no public comments.

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

Upon the motion of Director Swanson and seconded by Director Yaffee, the board approved amendment to the Memorandum of Understanding following a roll call vote:

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

d. **Request to approve a proposal from Tuckfield & Associates to perform a Water and Wastewater Capacity Charge study for a not to exceed amount of $14,900.**

There were no public comments.

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

Upon the motion of Director Swanson and seconded by Director Yaffee, the board approved a proposal from Tuckfield & Associates following a roll call vote:

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

e. **Request to consider renewal of conditional will serve letters for Vesting Tentative Tract Map 2879 and Vesting Tentative Tract Map 3110.**

Public Comment: Sam Poppen spoke.

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

Upon the motion of Director Yaffee and seconded by Director Swanson, the board approved renewal of conditional will serve letters following a roll call vote:

Ayes: Barker, Swanson, Yaffee
Noes: Camou
Absent: Burgess

f. Receive and file Water Resource Recovery Facility Project updates.

There were no public comments.

Manager Duffield provided a brief summary and PowerPoint presentation of the item and answered any questions the Board had.

The report was received and filed.

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.

There were no additional future agenda items requested.

9. ADJOURN TO CLOSED SESSION

Public Employee Performance Evaluation (Government Code §54957) Title: General Manager

There were no public comments.

Upon a motion by Director Camou and Seconded by Director Swanson, the board adjourned to closed session at 5:39 p.m.

10. RECONVENE TO OPEN SESSION

The board reconvened to open session at 6:17 p.m.

District Counsel, Craig Steele, reported the proposal to the General Manager is to have a 4% increase, and the Brown Act requires that the total compensation amount be announces, which would be $222,768 if the board approves this amount.

Upon a motion by Director Barker and seconded by Director Camou, the board directed District Counsel to amend the General Managers employment contract following a voice vote:

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

11. ADJOURNMENT

Upon a motion by Director Camou, and seconded by Director Swanson, the meeting adjourned at 6:19 p.m.

Minutes submitted by: Kristen Gelos*, Secretary, Board of Directors*
Minutes approved by: Bill Barker, *President, Board of Directors*