

**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**REGULAR BOARD MEETING
held at**

**FAIRBANKS RANCH CLUBHOUSE
17651 CIRCA DEL NORTE
RANCHO SANTA FE, CA 92067**

BOARD MEETING AGENDA

**for
Monday, November 2, 2015
6:00 p.m.**

**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**AGENDA
BOARD OF DIRECTORS REGULAR MEETING**

Monday, November 2, 2015, 6:00 p.m.

Fairbanks Ranch Clubhouse, 17651 Circa Del Norte, Rancho Santa Fe

1. Call Meeting to Order and Roll Call.

Board Members:	President:	Joleene Cannon
	Vice President:	Rick Heymann
	Director:	Rich Sparber
	Director:	Julie Feld
	Director:	Steve Charlton

Staff:	General Manager:	Chuck Duffy
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2. Public Comment.

Communication from the public concerning matters not on the agenda.

AGENDA

- | | |
|---|--------------|
| 3. Minutes of the August 3, 2015 Regular Meeting. | 4-5 |
| Recommendation: Approve as submitted. | |
| 4. July, August, and September 2015 Dudek Invoices. | 6-17 |
| Recommendation: To be made by the Board. | |
| 5. Monthly Flow Report. | 18 |
| 6. District Financial Reports. | |
| a. Balance Sheet. | 20 |
| b. Revenue and Expenditure Report. (Unaudited). | 21 |
| c. LAIF Monthly Update. | 22-23 |
| 7. General Manager's Report. | |
| a. Treatment plant operational report. | 24-25 |
| b. Update on recycled water. | |
| c. Percolation pond site maintenance. | |
| d. Report on potential use of solar panels at off-site percolation ponds. | |
| 8. Upcoming Seminars/Conferences. | |

CONSIDERATION OF CORRESPONDENCE

An Informational package containing copies of all pertinent correspondence to and from the District for the months of July, August, and September 2015 will be given to each Board member along with the Agenda.

Adjournment.

This meeting is accessible to people with disabilities. Individuals who require special assistance to participate may request an alternative format of the agenda and packet materials. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. To request a disability-related modification or accommodation, please call (760) 479-4150.

**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING**

Monday, August 3, 2015, 6:00 p.m.

Fairbanks Ranch Clubhouse, 17651 Circa Del Norte, Rancho Santa Fe, CA

PRESENT

Joleene Cannon
Julie Feld
Rick Heymann

ABSENT

Richard Sparber
Steve Charlton

GUESTS

Marlene King

STAFF

Chuck Duffy, G.M.
Paula Melendrez

Board President Cannon called the regular meeting of the Board of Directors of the Fairbanks Ranch Community Services District to order.

1. Call Meeting to Order and Roll Call.

- 2. Public Comment** – Marlene King commented that, during a recent tour of the Fairbanks Ranch Sewer Treatment Plant to explain how the plant processes work, a quorum of the board was present, presenting a possible breach of the Brown Act. President Cannon responded that it was not the board’s intention to constitute a meeting, and that it was an oversight on their part to have more than two members on the tour. Ms. King also requested that the agenda packet for each board meeting be made available on the Fairbanks Ranch Community Services website. The board directed staff to do so in the future.

BOARD ITEMS

3. Minutes of the May 18, 2015 Special Meeting.

ACTION: Director Feld moved to approve the minutes as submitted. Director Heymann seconded. Motion carried 3-0.

4. May and June 2015 Dudek Invoices.

ACTION: Director Feld moved to approve the invoices as presented. Director Heymann seconded. Motion carried 3-0.

5. Adoption of a Resolution Directing that the Sewer Service and Sewer Standby Charges be Collected on the County of San Diego Property Tax Roll.

ACTION:

1. President Cannon opened the public hearing. There were no comments from the public. Staff reported that no written comments were received.
2. President Cannon closed the public hearing.
3. Director Heymann moved to approve the Resolution R-2015-01 as presented. Director Feld seconded. Motion carried 3-0.

6. Monthly Flow Report – Noted and filed.

7. District Financial Reports.

- a. Revenue and Expenditure Reports. (Unaudited) – Noted and filed.
- b. Balance Sheet – Noted and filed.
- c. Depreciation Schedule – Noted and filed.
- d. LAIF Monthly Update– Noted and filed.

8. General Manager's Report.

- a. Treatment plant operational report – No issues to report.
- b. Update on recycled water: Letter from OMWD – Noted and filed.

9. Upcoming Seminars/Conferences – None.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the August 3, 2015 regular meeting was adjourned by Board President Cannon.

PREPARED BY:

APPROVED BY:

Chuck Duffy, General Manager

Joleene Cannon, Board President

Approved: November 2, 2015



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

GENERAL MANAGER
CHUCK DUFFY

BOARD OF DIRECTORS
JOLEENE CANNON
STEVE CHARLTON
JULIE FELD
RICK HEYMANN
RICHARD SPARBER

November 2, 2015

Board of Directors
Fairbanks Ranch Community Services District

Re: July 2015 Invoices

Dear Board Members:

The attached invoices covering the month of July are submitted for your review and approval.

A. (350-1120) Management total (incl. expenses):	\$4,940.00
B. (350-1121) Operations total (incl. expenses):	\$14,200.00

The work accomplished includes: filing, correspondence, agenda preparation, invoice review, budgeting, phone calls, word processing, meetings, site visits, treatment plant operations, research, and permit issuance.

BUDGET SUMMARY

	<u>Annual Budget</u>	<u>July 2015 Billing</u>	<u>Billed to Date</u>	<u>% of Annual Budget</u>	<u>% of Year Elapsed</u>	<u>YTD Over/(Under) Budget</u>
Management	\$59,280.00	\$4,940.00	\$4,940.00	8.33%	8.33%	\$0.00
Operations	\$170,400.00	\$14,200.00	\$14,200.00	8.33%	8.33%	\$0.00

Sincerely,

Chuck Duffy, General Manager

DUDEK

605 3rd Street
Encinitas, CA 92024
T (760) 942-5147
F (760) 632-0164

August 13, 2015
Project No: 350.1520
Invoice No: 20153853

Fairbanks Ranch CSD
c/o Dudek
605 Third Street
Encinitas, CA 92024

Project Manager Charles Duffy
Project 350.1520 SID Management
Professional Services for the Period: June 27, 2015 to July 31, 2015

Total Fee	4,940.00		
		Total Earned	4,940.00
		Previous Fee Billing	0.00
		Current Fee Billing	4,940.00
		Total Fee	4,940.00
		Total Project Invoice Amount	\$4,940.00

Billing Summary

	Current	Prior	Total
Fee	4,940.00	0.00	4,940.00
Totals	4,940.00	0.00	4,940.00

Contract Maximum: 59,280.00
Previous Billings Against Maximum: 0.00
Current Billings Against Maximum: 4,940.00
Balance After This Invoice: 54,340.00

Authorized By: _____ Date: _____
Charles Duffy

DUDEK

605 3rd Street
Encinitas, CA 92024
T (760) 942-5147
F (760) 632-0164

August 13, 2015
Project No: 350.1521
Invoice No: 20153854

Fairbanks Ranch CSD
c/o Dudek
605 Third Street
Encinitas, CA 92024

Project Manager Charles Duffy
Project 350.1521 Operations
Professional Services for the Period: June 27, 2015 to July 31, 2015

Total Fee	14,200.00			
		Total Earned	14,200.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	14,200.00	
		Total Fee		14,200.00
		Total Project Invoice Amount		\$14,200.00

Billing Summary

	Current	Prior	Total
Fee	14,200.00	0.00	14,200.00
Totals	14,200.00	0.00	14,200.00

Contract Maximum: 170,400.00
Previous Billings Against Maximum: 0.00
Current Billings Against Maximum: 14,200.00
Balance After This Invoice: 156,200.00

Authorized By: _____ Date: _____
Charles Duffy



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

GENERAL MANAGER
CHUCK DUFFY

BOARD OF DIRECTORS
JOLEENE CANNON
STEVE CHARLTON
JULIE FELD
RICK HEYMANN
RICHARD SPARBER

November 2, 2015

Board of Directors
Fairbanks Ranch Community Services District

Re: August 2015 Invoices

Dear Board Members:

The attached invoices covering the month of August are submitted for your review and approval.

A. (350-1120) Management total (incl. expenses):	\$4,940.00
B. (350-1121) Operations total (incl. expenses):	\$14,200.00

The work accomplished includes: filing, correspondence, agenda preparation, invoice review, budgeting, phone calls, word processing, meetings, site visits, treatment plant operations, research, and permit issuance.

BUDGET SUMMARY

	<u>Annual Budget</u>	<u>August 2015 Billing</u>	<u>Billed to Date</u>	<u>% of Annual Budget</u>	<u>% of Year Elapsed</u>	<u>YTD Over/(Under) Budget</u>
Management	\$59,280.00	\$4,940.00	\$9,880.00	16.67%	16.67%	\$0.00
Operations	\$170,400.00	\$14,200.00	\$28,400.00	16.67%	16.67%	\$0.00

Sincerely,

Chuck Duffy, General Manager

DUDEK

605 3rd Street
Encinitas, CA 92024
T (760) 942-5147
F (760) 632-0164

September 18, 2015
Project No: 350.1520
Invoice No: 20154617

Fairbanks Ranch CSD
c/o Dudek
605 Third Street
Encinitas, CA 92024

Project Manager Charles Duffy
Project 350.1520 SID Management
Professional Services for the Period: August 01, 2015 to August 28, 2015

Total Fee	9,880.00		
		Total Earned	9,880.00
		Previous Fee Billing	4,940.00
		Current Fee Billing	4,940.00
		Total Fee	4,940.00
		Total Project Invoice Amount	\$4,940.00

Billing Summary

	Current	Prior	Total
Fee	4,940.00	4,940.00	9,880.00
Totals	4,940.00	4,940.00	9,880.00

Contract Maximum: 59,280.00
 Previous Billings Against Maximum: 4,940.00
 Current Billings Against Maximum: 4,940.00
 Balance After This Invoice: 49,400.00

Authorized By: _____ Date: _____
 Charles Duffy

DUDEK

605 3rd Street
Encinitas, CA 92024
T (760) 942-5147
F (760) 632-0164

September 18, 2015
Project No: 350.1521
Invoice No: 20154618

Fairbanks Ranch CSD
c/o Dudek
605 Third Street
Encinitas, CA 92024

Project Manager Charles Duffy

Project 350.1521 Operations

Professional Services for the Period: August 01, 2015 to August 28, 2015

Total Fee	28,400.00		
		Total Earned	28,400.00
		Previous Fee Billing	14,200.00
		Current Fee Billing	14,200.00
		Total Fee	14,200.00
		Total Project Invoice Amount	\$14,200.00

Billing Summary

	Current	Prior	Total
Fee	14,200.00	14,200.00	28,400.00
Totals	14,200.00	14,200.00	28,400.00

Contract Maximum: 170,400.00
 Previous Billings Against Maximum: 14,200.00
 Current Billings Against Maximum: 14,200.00
 Balance After This Invoice: 142,000.00

Authorized By: _____ Date: _____
 Charles Duffy



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

GENERAL MANAGER
CHUCK DUFFY

BOARD OF DIRECTORS
JOLEENE CANNON
STEVE CHARLTON
JULIE FELD
RICK HEYMANN
RICHARD SPARBER

November 2, 2015

Board of Directors
Fairbanks Ranch Community Services District

Re: September 2015 Invoices

Dear Board Members:

The attached invoices covering the month of September are submitted for your review and approval.

A. (350-1120) Management total (incl. expenses):	\$4,940.00
B. (350-1121) Operations total (incl. expenses):	\$14,200.00

The work accomplished includes: filing, correspondence, agenda preparation, invoice review, budgeting, phone calls, word processing, meetings, site visits, treatment plant operations, research, and permit issuance.

BUDGET SUMMARY

	<u>Annual Budget</u>	<u>September 2015 Billing</u>	<u>Billed to Date</u>	<u>% of Annual Budget</u>	<u>% of Year Elapsed</u>	<u>YTD Over/(Under) Budget</u>
Management	\$59,280.00	\$4,940.00	\$14,820.00	25.00%	25.00%	\$0.00
Operations	\$170,400.00	\$14,200.00	\$42,600.00	25.00%	25.00%	\$0.00

Sincerely,

Chuck Duffy, General Manager

DUDEK

605 3rd Street
Encinitas, CA 92024
T (760) 942-5147
F (760) 632-0164

October 15, 2015
Project No: 350.1520
Invoice No: 20155168

Fairbanks Ranch CSD
c/o Dudek
605 Third Street
Encinitas, CA 92024

Project Manager Charles Duffy

Project 350.1520 SID Management

Professional Services for the Period: August 29, 2015 to September 25, 2015

Total Fee	14,820.00		
		Total Earned	14,820.00
		Previous Fee Billing	9,880.00
		Current Fee Billing	4,940.00
		Total Fee	4,940.00
		Total Project Invoice Amount	\$4,940.00

Billing Summary

	Current	Prior	Total
Fee	4,940.00	9,880.00	14,820.00
Totals	4,940.00	9,880.00	14,820.00

Contract Maximum:	59,280.00
Previous Billings Against Maximum:	9,880.00
Current Billings Against Maximum:	4,940.00
Balance After This Invoice:	44,460.00

Authorized
By: _____

Date: _____

Charles Duffy

DUDEK

605 3rd Street
Encinitas, CA 92024
T (760) 942-5147
F (760) 632-0164

October 15, 2015
Project No: 350.1521
Invoice No: 20155169

Fairbanks Ranch CSD
c/o Dudek
605 Third Street
Encinitas, CA 92024

Project Manager Charles Duffy

Project 350.1521 Operations

Professional Services for the Period: August 29, 2015 to September 25, 2015

Total Fee	42,600.00		
		Total Earned	42,600.00
		Previous Fee Billing	28,400.00
		Current Fee Billing	14,200.00
		Total Fee	14,200.00
		Total Project Invoice Amount	\$14,200.00

Billing Summary

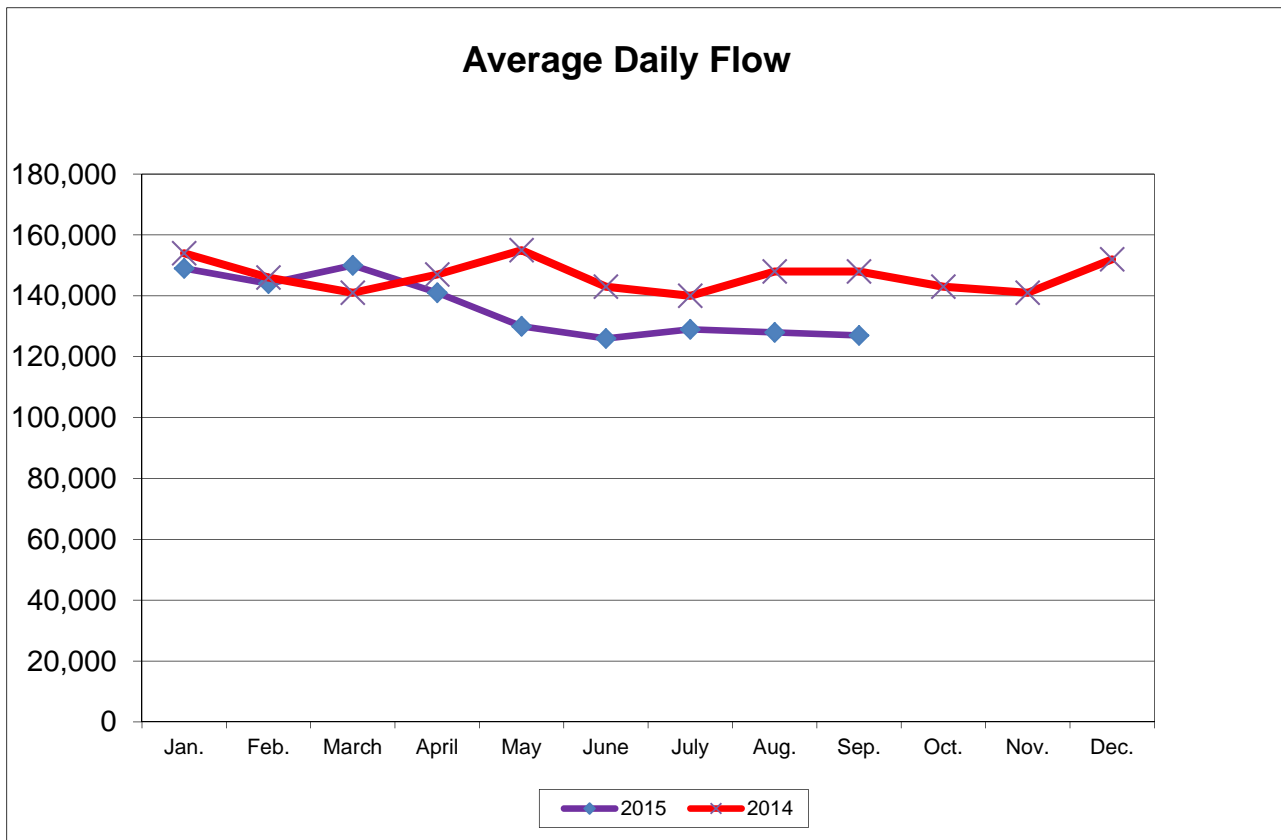
	Current	Prior	Total
Fee	14,200.00	28,400.00	42,600.00
Totals	14,200.00	28,400.00	42,600.00

Contract Maximum: 170,400.00
 Previous Billings Against Maximum: 28,400.00
 Current Billings Against Maximum: 14,200.00
 Balance After This Invoice: 127,800.00

Authorized By: _____ Date: _____
 Charles Duffy

FAIRBANKS RANCH CSD
2015 TREATMENT PLANT FLOW REPORT
275,000 GPD CAPACITY

Month	New EDU'S Issued This Month	Vacant Lots Remaining	Average Daily Flow	
			2015	2014
Jan.	0.00	15	149,000	154,000
Feb.	0.00	15	144,000	146,000
March	0.00	15	150,000	141,000
April	0.00	15	141,000	147,000
May	0.00	15	130,000	155,000
June	0.00	15	126,000	143,000
July	0.00	15	129,000	140,000
Aug.	0.00	15	128,000	148,000
Sep.	0.00	15	127,000	148,000
Oct.				143,000
Nov.				141,000
Dec.				152,000



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

Sewer Improvement District #1

FINANCIAL STATEMENTS

September 30, 2015

Fairbanks Ranch Community Services District
Balance Sheet
As of September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 - Cash-Checking	17,905.27
1010 - LAIF-Invesmtment Fund	2,930,686.05
Total Checking/Savings	<u>2,948,591.32</u>
Total Current Assets	2,948,591.32
Fixed Assets	
1540 - Sevice Vehicle	18,442.98
1510 - Land	1,121,000.00
1520 - Structures & Improvements	5,448,936.00
1530 - Equipment	1,920,882.36
1590 - Accumulated Depreciation	-4,655,634.93
Total Fixed Assets	<u>3,853,626.41</u>
TOTAL ASSETS	<u>6,802,217.73</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - *Accounts Payable	223,257.69
Total Accounts Payable	223,257.69
Other Current Liabilities	
2001 - Loan Interest Payable	2,852.00
2105 - Current Portion of Long-Term De	115,437.00
Total Other Current Liabilities	<u>118,289.00</u>
Total Current Liabilities	341,546.69
Long Term Liabilities	
2500 - State Loan Payable	234,759.46
2506 - Current Portion of LT Debt	-115,437.00
Total Long Term Liabilities	<u>119,322.46</u>
Total Liabilities	460,869.15
Equity	
3600 - Contributed Capital	2,447,727.00
3000 - Operating Fund	4,041,539.60
3100 - Wasterwater Capital Reserve Fd	143,000.00
Net Income	-290,918.02
Total Equity	<u>6,341,348.58</u>
TOTAL LIABILITIES & EQUITY	<u>6,802,217.73</u>

**Fairbanks Ranch CSD
Revenues and Expenditures
7/1/2015-9/30/2015**

	July 1, 2015 through Sept. 30, 2015	Expected To Date	Variance Favorable/ (Unfavorable)	2015/2016 Budget
Revenues:				
4100 Sewer Service Charges	\$0	\$0	\$0	\$615,000
4200 Interest on Reserves	\$0	\$0	\$0	\$8,000
4300 Other Income	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$623,000
Operations:				
5100 Treatment Plant Labor	\$42,600	\$42,600	\$0	\$170,400
5120 Power	\$31,685	\$28,750	(\$2,935)	\$115,000
5140 Water	\$2,234	\$2,250	\$16	\$9,000
5160 Telephone & Alarm Monitoring	\$654	\$875	\$221	\$3,500
5180 Laboratory Services	\$1,725	\$2,000	\$275	\$8,000
5200 Permit Fees	\$0	\$5,000	\$5,000	\$20,000
5220 Sewer Cleaning & Dig Alert	\$12,728	\$6,250	(\$6,478)	\$25,000
5240 Sludge Disposal	\$2,139	\$4,000	\$1,861	\$16,000
5260 Chemicals & Consumables	\$285	\$1,500	\$1,215	\$6,000
5280 Equipment Repair & Maint.	\$13,637	\$7,500	(\$6,137)	\$30,000
5300 Landscape/Weed Abatement	\$1,020	\$2,000	\$980	\$8,000
5320 Vehicle Expense	\$1,656	\$1,125	(\$531)	\$4,500
5340 Contingency/Misc	\$399	\$125	(\$274)	\$500
Total Operations Expenses	\$110,762	\$103,975	(\$6,787)	\$415,900
Administrative Expenses:				
6100 Management Fees	\$14,820	\$14,820	\$0	\$59,280
6110 Pub's, Notices, Dues, Fee	\$2,471	\$800	(\$1,671)	\$3,200
6130 Insurance Expense	\$19,976	\$20,000	\$24	\$20,000
6140 Professional Services	\$685	\$2,500	\$1,815	\$10,000
6150 Auditing Fees	\$5,475	\$3,000	(\$2,475)	\$12,000
6160 Directors Compensation	\$0	\$0	\$0	\$1,200
6170 Transfer to Wastewater Cap.Res.	\$3,000	\$3,000	\$0	\$12,000
6180 SWRCB Loan Payment	\$119,999	\$119,999	\$0	\$120,000
6192 Bank Fees , printing and supplies	\$24	\$25	\$1	\$100
Total Administrative Expenses	\$166,451	\$164,144	(\$2,307)	\$237,780
Total Expenditures	\$277,213	\$268,119	(\$9,094)	\$653,680
Net Gain/(Loss) on Operations	(\$277,213)	(\$268,119)	\$9,094	(\$30,680)
Capital Projects				
1415-2 Oxidation Ditch Aerator	\$16,705	\$15,000	(\$1,705)	\$15,000

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp

October 29, 2015

FAIRBANKS RANCH COMMUNITY SERVICES
DISTRICT
GENERAL MANAGER
605 THIRD STREET
ENCINITAS, CA 92024

PMIA Average Monthly Yields

Account Number:
16-37-005

[Tran Type Definitions](#)

September 2015 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,930,686.05
Total Withdrawal:	0.00	Ending Balance:	2,930,686.05



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
10/15/15	0.36	0.36	214
10/16/15	0.36	0.36	214
10/17/15	0.36	0.36	214
10/18/15	0.36	0.36	214
10/19/15	0.36	0.36	211
10/20/15	0.36	0.36	208
10/21/15	0.36	0.36	209
10/22/15	0.36	0.36	207
10/23/15	0.36	0.36	207
10/24/15	0.36	0.36	207
10/25/15	0.36	0.36	207
10/26/15	0.36	0.36	207
10/27/15	0.36	0.36	205
10/28/15	0.36	0.36	209

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

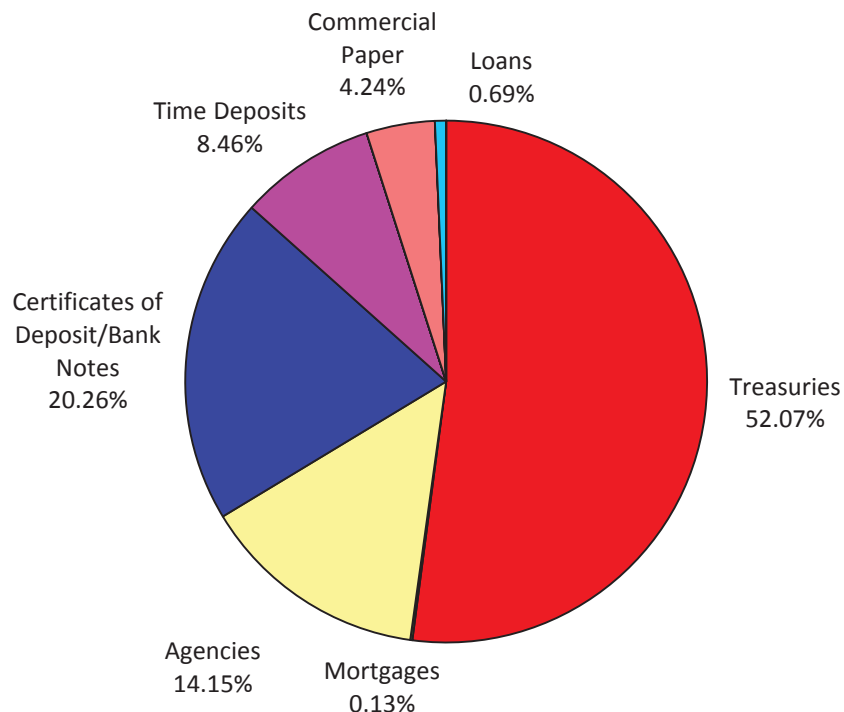
Quarter Ending 09/30/15

Apportionment Rate: 0.32%
 Earnings Ratio: 0.00000875275068308
 Fair Value Factor: 1.000594646
 Daily: 0.35%
 Quarter to Date: 0.33%
 Average Life: 210

PMIA Average Monthly Effective Yields

SEP 2015 0.337%
 AUG 2015 0.330%
 JUL 2015 0.320%

**Pooled Money Investment Account
Portfolio Composition
09/30/15
\$66.5 billion**





FAIRBANKS RANCH COMMUNITY SERVICES DISTRICT

GENERAL MANAGER
CHUCK DUFFY

BOARD OF DIRECTORS
JOLEENE CANNON
STEVE CHARLTON
JULIE FELD
RICK HEYMANN
RICHARD SPARBER

MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: General Manager's Report
Date: November 2, 2015

Treatment Plant, Pump Station and Sewer System Operations Report - During the months of July through September, the Fairbanks Ranch treatment plant operated normally and in compliance with the parameters of its waste discharge permit. There were no sewer overflows during this period. Staff did not receive any odor complaints during this period.

Update on recycled water – No further discussions on recycled water with OMWD have occurred since the last report. The Rancho Santa Fe CSD is still pursuing the possibility of providing tertiary recycled water to the Rancho Santa Fe Golf Club.

Percolation pond site maintenance – Directors Heymann and Cannon visited the off-site percolation ponds as part of the investigation into the potential use of solar panels for powering the treatment plant, and toured the ponds at that time. The percolation ponds are cleaned up twice yearly as part of the District's standard maintenance operations. Generally, only one percolation bed (out of four total) is in use at any given time. There is also an ongoing issue with trees from the adjoining homeowners' properties falling on the percolation pond perimeter fence.

Report on potential use of solar panels at off-site percolation ponds – staff and Directors Heymann and Cannon met with representatives from Sullivan Solar Power to discuss options for possibly siting solar panels at the treatment plant or the off-site percolation ponds. After discussion with Sullivan, it was determined that use of solar at the treatment plant was not feasible at this time due to site constraints. Use of solar at the offsite percolation ponds was also

determined to not be feasible due to: a) legal requirements that the solar panels be located on the same parcel where the electricity use is to be offset, which would require the panels to be on the treatment plant site; and b) site constraints and excessive cost to “bridge” the percolation ponds to install the solar panels.