

**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**MINUTES
BOARD OF DIRECTORS SPECIAL MEETING**

Monday, May 1, 2017, 6:00 p.m.

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

PRESENT

Joleene Cannon
Rick Heymann
Julie Feld
Steve Charlton
Richard Sparber

ABSENT

GUESTS

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** – Resident Marlene King provided a written comment stating that the FRCSD website could be made more user-friendly for the public by adding information on several items. Staff will review the website and update as necessary.

BOARD ITEMS

- 3. Minutes of the February 6, 2017 Regular Meeting.**
ACTION: Director Feld moved to approve the minutes as submitted. Director Charlton seconded. Motion carried 5-0.
- 4. January, February and March 2017 Dudek Invoices.**
ACTION: Director Sparber moved to approve the invoices as presented. Director Charlton seconded. Motion carried 5-0.
- 5. Consideration of Fiscal Year 2017/2018 Budget.**
Director Cannon opened the public hearing. District staff reported that resident Marlene King had provided several comments concerning the budget, including a comment on a possible reduction of the sewer service charge. The General Manager provided an overview of the budget and noted that the Operating Budget is substantially unchanged from the previous fiscal year. After giving some background information on the Clarifiers 1 and 2 project, the General Manager recommended rehabilitating the clarifiers rather than constructing a new replacement. The Board discussed reducing the District's reserves by lowering the annual sewer service charge. Director Cannon closed the public hearing.
ACTION: Director Charlton moved to amend the budget as follows: remove Item #2, 'Study and Report on Existing or New Clarifier' for \$20,000, and replace it with 'Complete Rebuild of Clarifier 1 and 2', for \$150,000; add a \$20,000 line item

for a rate and reserve study to determine the appropriate annual sewer service charge. Director Feld seconded. Motion carried 5-0.

ACTION: Director Feld moved to approve the budget as amended above. Director Heymann seconded. Motion carried 5-0.

6. Consideration of Agreements Between the Fairbanks Ranch Community Services District and Dudek for Operations and Management Services.

ACTION: Director Sparber moved to approve the agreements with minor typographical corrections. Director Charlton seconded. Motion carried 5-0.

7. Consideration of FY 2015/2016 Comprehensive Annual Financial Report and Draft Audit.

The General Manager reported that the audit showed that the District is in sound financial condition. .

ACTION: Director Sparber moved to approve the Comprehensive Annual Financial Report and Draft Audit with minor corrections to several notes. Director Heymann seconded. Motion carried 5-0.

8. Monthly Flow Report – Noted and filed.

9. District Financial Reports.

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

10. General Manager's Report.

- a. Treatment plant operational report – The General Manager reported that he had followed up with Regional Board staff on the notice of violation letter from the Regional Water Quality Control Board which erroneously stated that the treatment plant had exceeded its TDS limits. The General Manager will contact the Regional Board to request a retraction correcting the mistake.
- b. Supreme Court Ruling on District Business and Private Email Accounts – For Board Information. Staff will continue to monitor this issue and place the item on a future agenda for board consideration.

11. Upcoming Seminars/Conferences – None.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the May 1, 2017 regular meeting was adjourned by Board President Cannon at 8:03 p.m.

SUBMITTED BY:

APPROVED BY:

Paula Melendrez, Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 7, 2017