

**FAIRBANKS RANCH  
COMMUNITY SERVICES DISTRICT**

**MINUTES  
BOARD OF DIRECTORS SPECIAL MEETING**

**Wednesday, February 22, 2012, 6:00 p.m.**

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

**PRESENT**

Cliff Breining  
Linda Kaeser  
Rich Sparber  
Richard Mejia, Jr.

**ABSENT**

Max Dykmans

**GUESTS**

Marlene King

**STAFF**

Chuck Duffy, G.M.

President Pro-Tem Breining called the special 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.**

**BOARD ITEMS**

**3. Election of Board President and Vice President for 2012.**

**ACTION:** Director Kaeser moved to nominate Director Breining for President. Director Sparber seconded. Motion carried 3-0.  
Director Kaeser moved to nominate Director Sparber for Vice-President. Director Sparber seconded. Motion carried 3-0.

**4. Minutes of the November 14, 2011 Special Meeting.**

**ACTION:** Director Kaeser moved to approve the minutes as written. Director Sparber seconded. Motion carried 3-0.

**5. November 2011, December 2011, and January 2012 Dudek Invoices.**

**ACTION:** Director Kaeser moved to approve the invoices as presented. Director Sparber seconded. Motion carried 3-0.

**6. Consideration of a Policy Establishing the Time and Place of Regular Meetings.**

**ACTION:** Director Kaeser moved to amend the Regular Meeting Policy by establishing that regular meetings shall be held on the first Monday of the following months: February, May, August, and November. Director Breining seconded. Motion carried 3-0.

**7. Consideration of Asset Capitalization and Depreciation Policy.**

**ACTION:** Director Breining moved to approve the policy as written. Director Sparber seconded. Motion carried 3-0.

Director Mejia arrived at the meeting at this time.

**8. Consideration of FY 2010/11 District Financial Statements.**

**ACTION:** Director Kaeser moved to approve the audited financial statements on Director Mejia's approval. Director Sparber seconded. Motion carried 4-0.

**9. Consideration of AB 1234 Mandatory Ethics Training Requirements.**

Staff reviewed the provided training materials and tests to the board for completing the mandatory AB1234 ethics training requirements.

**10. Monthly Flow Report – Noted and filed.**

**11. District Financial Reports.**

- a. Account balances – Noted and filed.
- b. Revenue and Expenditure Reports. (Unaudited) – Noted and filed.
- c. Monthly Bank Statement and Check Register/Reconciliation for November 2011– Noted and filed.
- d. Monthly Bank Statement and Check Register/Reconciliation for December 2011– Noted and filed.
- e. Monthly Bank Statement and Check Register/Reconciliation for January 2012– Noted and filed.
- f. LAIF Monthly Update– Noted and filed.

**12. General Manager's Report.**

- a. Treatment plant operational report – Noted and filed.

**13. Upcoming Seminars/Conferences – None.**

**Adjournment.**

There being no further business of the Fairbanks Ranch CSD Board of Directors, the February 22, 2012 special meeting was adjourned by President Pro-Tem Breining.

**PREPARED BY:**

**APPROVED BY:**

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Chuck Duffy, General Manager

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Cliff Breining, President

Approved: May 7, 2012