

**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday, February 4, 2013 6:00 p.m.

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

PRESENT

Cliff Breining
Linda Kaeser
Rich Sparber

ABSENT

Richard Mejia, Jr.
Max Dykmans

GUESTS

STAFF

Chuck Duffy, G.M.

Director Breining 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.

BOARD ITEMS

3. Election of Board President and Vice President for 2013.

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

Director Kaeser moved to nominate Director Dykmans for Vice-President. Director Breining seconded. Motion carried 3-0.

4. Minutes of the November 5, 2012 Regular Meeting.

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

5. October and November 2012 Dudek Invoices.

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

6. Consideration of Board of Directors Vacancy.

ACTION: Director Kaeser moved to accept Director Mejia's resignation and directed staff to take the necessary steps to post the required notice of vacancy to allow the Board to appoint a new director at a future board meeting. Board President Sparber seconded. Motion carried 3-0.

7. Consideration of FY 2011/12 Audited District Financial Statements.

ACTION: Director Breining moved to approve the audit as presented. Board President Sparber seconded. Motion carried 3-0.

8. Monthly Flow Report – Noted and filed.

9. District Financial Reports.

- a. Revenue and Expenditure Reports. (Unaudited) – Noted and filed.
- b. Balance Sheet – Noted and filed.
- c. Monthly Bank Statement and Check Register/Reconciliation for October, November and December 2012– Noted and filed.
- d. LAIF Monthly Update– Noted and filed.

10. General Manager's Report.

- a. Treatment plant operational report – The General Manager reported that the aeration motor for one of the two digester tanks had failed, and staff was in the process of coordinating the plan to empty the digester and repair the motor.

11. Upcoming Seminars/Conferences – None.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the February 4, 2013 regular meeting was adjourned by Board President Sparber.

PREPARED BY:

APPROVED BY:

Chuck Duffy, General Manager

Rich Sparber, President

Approved: May 6, 2013