



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING**

Monday, February 4, 2019, 6:00 p.m.

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

PRESENT

Steve Charlton
Rick Heymann
Julie Feld
Joleene Cannon
Jim Nierman

ABSENT

GUESTS

STAFF

Chuck Duffy, G.M.
Paula Melendrez

Board President Joleene 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 – None.

BOARD ITEMS

3. Consideration of Appointing New Director to Fill Board Vacancy.

ACTION: Director Charlton moved to appoint Jim Nierman to fill the board vacancy. Director Heymann seconded. Motion carried 4-0.

4. Minutes of the November 5, 2018 Regular Meeting.

ACTION: Director Feld moved to approve the minutes as amended, correcting Item 9b to read, “One of the manhole covers came loose and caused damage to a vehicle which drove over it”. Director Heymann seconded. Motion carried 4-0-1, Director Nierman abstaining.

5. October, November and December 2018 Dudek Invoices.

ACTION: Director Charlton moved to approve the invoices as presented. Director Heymann seconded. Motion carried 5-0.

6. Report on Condition Assessment of District Manhole Covers and Claim from the Fairbanks Ranch Association for Reimbursement of Vehicle Damage Due to Flipped Cover.

General Manager Chuck Duffy provided an update on this issue. The Fairbanks Ranch Association has recently contracted with Eagle Paving to install a paving overlay on most of

the roadways within the community. As part of this process, many of the CSD's existing manhole frames required an extension ring, which was installed by Eagle Paving, to raise the level of the manhole frame and lid flush with the new paving surface. One of the manhole lids subsequently flipped when a vehicle drove over it, damaging the vehicle. The Association had previously sent the CSD a letter requesting reimbursement for the costs associated with the damage to the vehicle. Mr. Duffy explained that the CSD had never had an issue with manhole lids flipping until the overlay paving was installed.

ACTION: Director Heymann moved to have staff set a meeting with a representative from the Fairbanks Ranch Association and the Association's construction inspector Quality Infrastructure Corporation to discuss the technical aspects of the re-paving, and to follow-up with a field inspection of all potentially impacted manholes. Director Feld seconded. Director Charlton recused himself from this issue, as he is also a member of the Fairbanks Ranch Association Board. Motion carried 4-0-1, Director Charlton abstaining.

7. **Monthly Flow Report** – Noted and filed.
8. **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.
9. **General Manager's Report.**
 - a. Treatment plant operational report – Noted and filed.
 - b. General Manager's Report – Noted and filed.
10. **Upcoming Seminars/Conferences** – None.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the February 4, 2019 Regular Board Meeting was adjourned by Director Cannon at 7:07 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 6, 2019