



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING**

**Monday, May 4, 2020, 6:00 p.m.
Fairbanks Ranch Clubhouse, 17651 Circa Del Norte, Rancho Santa Fe, CA**

**THIS MEETING WILL BE HELD VIA TELECONFERENCE ONLY AS
PERMITTED BY GOVERNOR'S EXECUTIVE ORDER N-29-20.**

Members of the Public may participate via ZOOM online or by telephone:

Meeting URL: <https://dudek.zoom.us/j/93638104960>

Join by Telephone

Dial:

US: +1 669 900 6833 or +1 929 205 6099

Meeting ID: 936 3810 4960

PRESENT

Rick Heymann
Jim Nierman
Joleene Cannon
Julie Feld

ABSENT

Steve Charlton

GUESTS

Rick Russell

STAFF

Chuck Duffy, G.M.
Paula Melendrez
Jeff Pape, Dist. Eng.
Neal Meyers, Counsel

Director Heymann, President Pro-tem, 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. Election of Board President and Vice President.

ACTION: Director Heymann moved to nominate Director Cannon for Board President.
Director Feld seconded. Motion carried 4-0.
Director Heymann moved to nominate Director Nierman for Vice President.
Director Feld seconded. Motion carried 4-0.

- 4. Minutes of the February 3, 2020 Regular Meeting.**
ACTION: Director Nierman moved to approve the minutes as submitted. Director Heymann seconded. Motion carried 4-0.
- 5. January, February and March Dudek Invoices.**
ACTION: Director Nierman moved to approve the invoices as presented. Director Heymann seconded. Motion carried 4-0.
- 6. Consideration of Proposal from Dexter Wilson Engineering for Engineering Services for Rehabilitation of the Aerobic Digesters at the Fairbanks Ranch Water Pollution Control Facility.**
ACTION: Director Cannon moved to approve the proposal as presented. Director Heymann seconded. Motion carried 4-0.
- 7. Consideration of Fiscal Year 2020/2021 Budget.**
Director Cannon opened the public hearing. There were no comments from the public, and district staff reported that no written comments had been received. Director Cannon closed the public hearing.
ACTION: Director Nierman moved to approve the FY 2020/21 Sewer Budget as presented. Director Heymann seconded. Motion carried 4-0.
- 8. Consideration of Agreements Between the Fairbanks Ranch Community Services District and Dudek for: 1) District Management Services, and 2) District Operations Services.**
This item was tabled for discussion at a later date.
- 9. Consideration of FY 2018/2019 Comprehensive Annual Financial Report and Draft Audit.**
ACTION: Director Heymann moved to approve the FY 2018/2019 financial report and draft audit as presented. Director Cannon seconded. Motion carried 4-0.
- 10. Monthly Flow Report.**
- 11. District Financial Reports.**
 - a. Balance Sheet – Noted and filed.
 - b. Revenue and Expenditure Report. (Unaudited) – Noted and filed.
 - c. LAIF Monthly Update– Noted and filed.
- 12. General Manager's Report.**
 - a. Treatment plant operational report – Noted and filed.
 - b. General Manager's Report – Noted and filed.
- 13. Upcoming Seminars/Conferences – None.**

14. Consideration of Correspondence

An Informational package containing copies of all pertinent correspondence to and from the District for the months of February, March and April 2020 will be given to each Board member along with the Agenda.

1. Emails from Michael Conger dated April 20 and 21, 2020 regarding the Fairbanks Ranch Water Reclamation Facility.

ADJOURN TO CLOSED SESSION

The Board did not adjourn to Closed Session.

1. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one potential case:

1. Emails from Michael Conger dated April 20 and 21, 2020 regarding the Fairbanks Ranch Water Reclamation Facility.

2. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).) Title: Executive Management and Operations Services, Dudek Services Contracts.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the May 4, 2020 Regular Board Meeting was adjourned at 6:49 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 3, 2020