



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING**

Monday, February 5, 2024, 6:00 p.m.

Adjourned to Wednesday, February 7, 2024

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

PRESENT

Marlene King
Jim Nierman
Rick Heymann
Michael Conger
Daniel LaBouve

ABSENT

GUESTS

David McNeil

STAFF

Chuck Duffy, GM
Paula Melendrez, Asst. GM
Jeff Pape, Operations Mgr.

Board President Marlene King called the Regular Meeting of the Board of Directors of the Fairbanks Ranch Community Services District to order at 6:00 p.m.

1. Call Meeting to Order and Roll Call.

2. Public Comment – None.

ACTION ITEMS

3. Election of Board President and Board Vice-President for 2024.

ACTION: Director LaBouve moved to nominate Director King for Board President. Director Conger seconded. Motion carried 5-0.

ACTION: Director LaBouve moved to nominate Director Nierman for Board Vice-President. Director Conger seconded. Motion carried 5-0.

4. Minutes of the November 6, 2023 Regular Meeting.

ACTION: Director Conger moved to approve the minutes as submitted. Director Nierman seconded. Motion carried 5-0.

5. October, November, and December 2023 Dudek Invoices.

ACTION: Director Conger moved to approve the invoices as submitted. Director LaBouve seconded. Motion carried 5-0.

6. Consideration of District Sewer Lateral Policy P-2024-01.

The General Manager reported that at the last board meeting, the issue of responsibility for maintenance and repair of sewer laterals was discussed due to the Fairbanks Ranch HOA referendum and vote concerning responsibility for private utilities within the HOA common areas (generally the road right of way). Staff was subsequently directed to draft and bring back a policy memorializing the District's sewer lateral policy stating that the CSD is responsible for only the public sewer mains, and not the homeowners' private laterals. The Board then held a general discussion on the policy.

ACTION: Director Conger moved to approve the lateral policy with the following addition to *Section II .4c*, as follows: "In the event the video inspection demonstrates an issue with the District's sewer main, or demonstrates a problem at the intersection of the private lateral line and the District's sewer main, the District will reimburse the homeowner for the cost of the video inspection."
Director Heymann seconded. Motion carried 5-0.

7. Consideration of Asset Management Policy P-2024-02.

Staff reported that the updated Asset Management Policy increases the minimum asset cost for inclusion on the District's depreciation schedule from \$5,000 to \$20,000, and that the previous minimum life expectancy of an asset be updated from one year to five years.

ACTION: Director Conger moved to approve the policy as presented. Director Nierman seconded. Motion carried 5-0.

8. Consideration of Fiscal Year 2022-2023 Annual Comprehensive Financial Report and Draft Audit.

ACTION: Director LaBouve moved to approve the Annual Comprehensive Financial Report and Draft Audit as submitted. Director Conger seconded.
Motion carried 5-0.

9. Insurance Renewal for Package, Auto, and Excess Policies.

The District's insurance broker David McNeil from Edgewood Partners Insurance discussed the District's insurance coverage for package, auto, and excess policies.

10. District Financial Reports.

- a. Balance Sheet – Noted and filed.
- b. Revenue and Expenditure Report. (Unaudited) – Noted and filed.
- c. LAIF Monthly Update – Staff will be moving the remaining funds in the LAIF investment fund to the CAMP investment fund account to increase the return on the District's reserves while maintaining safety and liquidity.
- d. CAMP Monthly Update – Noted and filed.
- e. Warrants – Noted and filed.
- f. Bank Reconciliations – Noted and filed.

11. Monthly Flow Report – Noted and filed.

12. General Manager's Report.

- a. Operations Report – GM Chuck Duffy discussed the results of the treatment plant monitoring report.
- b. Review of Old and New Business – The Board reviewed and discussed Board President King's memo to the Board. Mr. Duffy reported that the additional hedge screening plantings along Circa Del Norte in front of the treatment plant were completed on February 3rd, and updates to the treatment plant Capital Projects list were made on the District's website.
- c. General Manager Performance Review – After general discussion concerning the GM's review, Board President King stated that she would circulate a proposed GM evaluation form to the Directors prior to the May board meeting, and the Board could then discuss in Closed Session whether the Board would like to place a GM performance review at the August board meeting.

13. Upcoming Seminars/Conferences – None.

14. Consideration of Correspondence.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the February 7, 2024 Board Meeting was adjourned by Board President Marlene King at 7:31 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 6, 2024