



**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING
Monday, May 6, 2024, 6:00 p.m.
Fairbanks Ranch Clubhouse, 17651 Circa Del Norte
Rancho Santa Fe, California**

Call Meeting to Order and Roll Call.

PRESENT

Marlene King
Jim Nierman
Rick Heymann
Michael Conger
Daniel LaBouve

ABSENT

GUESTS

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.

Public Comment – None.

ACTION ITEMS

1. Minutes of the February 5, 2024 Regular Meeting as Adjourned to February 7, 2024.

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

2. January, February, and March 2024 Dudek Invoices.

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

3. Consideration of Fiscal Year 2024/25 Sewer District Budget.

Director King opened the public hearing. There were no comments from the public, and district staff reported that no written comments had been received. Director King closed the public hearing.

ACTION: Director King moved to approve the FY 2024/25 Sewer Budget as presented. Director Nierman seconded. Motion carried 5-0.

4. Consideration of Auditing Services for Fiscal Years Ending 2024, 2025, 2026.

The Board discussed the auditing process and asked questions with regard to the auditor's level of opinion, response of fraud detection, and the District's documentation processes. General Manager Chuck Duffy will report back to the Board at the August meeting with financial procedures and responses to the various questions.

ACTION: Director Conger moved to approve the agreement with Fechter & Company for auditing services. Director Heymann seconded. Motion carried 5-0.

Board President King re-ordered the agenda to consider Item 5 at the end of open session.

6. District Financial Reports.

- a. Balance Sheet – Noted and filed.
- b. Revenue and Expenditure Report. (Unaudited) – Noted and filed.
- c. CAMP Monthly Update – Noted and filed.
- d. LAIF Monthly Update – Noted and filed.
- e. Warrants – Noted and filed.
- f. Bank Reconciliations – Noted and filed.

7. Monthly Flow Report – Noted and filed.

8. General Manager's Report.

- a. Operations Report – GM Chuck Duffy reported there were no violations on the monitoring report.
- b. Update on capital projects listing on District website – For board information.

9. Upcoming Seminars/Conferences – None.

10. Consideration of Correspondence.

Staff left the meeting at 7:10 pm.

5. Discussion of Other Management Companies for the District.

The Board discussed the cost benefits of Dudek management, noting shared costs with the other CSD's. The Directors established it was prudent to occasionally survey other possible management providers.

The Board adjourned to Closed Session at 7:32 p.m.

ADJOURN TO CLOSED SESSION

1. Public Employee Performance Evaluation.

Pursuant to Government Code Section 54957.

Title: General Manager

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 7:35 p.m. President King reported the Board will conduct a performance evaluation of the General Manager at the August 5, 2024 regular meeting during Closed Session.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the May 6, 2024 Board Meeting was adjourned by Board President Marlene King at 7:36 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 5, 2024