



FAIRBANKS RANCH COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

**Monday, August 5, 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
Daniel LaBouve

ABSENT

Michael Conger

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 May 6, 2024 Regular Meeting.

ACTION: Director LaBouve moved to approve the minutes as amended, noting that David McNeil was not in attendance at the May meeting. Director Nierman seconded. Motion carried 4-0.

2. April, May, and June 2024 Dudek Invoices.

ACTION: Director Heymann moved to approve the invoices as submitted. Director Nierman seconded. Motion carried 4-0.

3. Adoption of a Resolution Directing that the Sewer Service and Sewer Standby Charges Be Collected on the County of San Diego Property Tax Roll – Public Hearing.

ACTION: 1. Board President King opened the public hearing.
There were no comments from the public. Staff reported that no written comments had been received.
2. Board President King closed the public hearing.
3. Director Heymann moved to approve Resolution R-2024-01 as presented. Director LaBouve seconded. Motion carried 4-0.

4. Proposal by Dexter Wilson Engineering for Sewer Service Charge Rate and Reserve Study.

The board discussed the proposal by Dexter Wilson for an updated rate and reserve study for the coming three to five years. Staff will convey the board's questions and comments on the rate setting and engineering and operating processes to Wilson Engineering.

ACTION: Director Nierman moved to approve the proposal by Wilson Engineering for the SSC Rate and Reserve Study. Director LaBouve seconded. Motion carried 4-0.

5. Policy for District Financial Procedures.

General Manager Chuck Duffy explained to the board that this policy serves to memorialize our financial best management practices. The board asked that Mr. Duffy combine the first two bullet points under Section D regarding Internal Controls.

ACTION: Director LaBouve moved to approve the policy as amended. Director Heymann seconded. Motion carried 4-0.

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 that the effluent TDS reading had exceeded its limit on the last monitoring report.
- b. Landscaping Report – GM Chuck Duffy reported that JMD Landscape added bushes on Circa del Norte in front of the treatment plant. He also reported that a tree had fallen on the Plant fence from a neighboring property. The tree was removed and the fence repaired by the homeowner.

9. Upcoming Seminars/Conferences – None.

10. Consideration of Correspondence.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the August 5, 2024 Board Meeting was adjourned by Board President Marlene King at 6:42 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Board Secretary
Date Approved by Board: November 4, 2024

Chuck Duffy, General Manager