



FAIRBANKS RANCH COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING Monday, May 5, 2025 at 6:00 pm Fairbanks Ranch Clubhouse, 17651 Circa Del Norte Rancho Santa Fe, California

Notice Pertaining to Public Access to the Meeting

The Board of Directors' meeting room is open to the public during open session meetings. In addition, the board will use videoconference to allow remote participation by members of the public, board members, and staff as necessary.

Call Meeting to Order and Roll Call.

PRESENT

Marlene King (via Zoom)
Michael Conger
Daniel LaBouve
Rick Heymann
Jim Nierman

ABSENT

GUESTS

2 Members of the public
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STAFF

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

Board President 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. Public Hearing - Consideration of a Sewer Service Charge Increase and Related Fee Resolution in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).

Directors Nierman and LaBouve reported on their recent conversations with residents concerning the proposed sewer service charge increase for FY 2025/26. Board President Director King provided a summary of the Prop. 218 process and clarified that the proposed 12% annual increase over the next five years represents a maximum limit and may be adjusted at the Board's discretion. Director King opened the public hearing. There was no public comment. Staff reported that no written protests had been received. Director King closed the public hearing.

ACTION: Director Conger moved to approve the sewer service charge increase and related Fee Resolution R-2025-01. Director Heymann seconded. The motion was approved by roll call vote, with all Directors voting in favor 5-0.

2. Public Hearing - Consideration of Fiscal Year 2025/26 Sewer District Budget.

General Manager Chuck Duffy reported that he used the Dexter Wilson analysis as the basis for the capital projects contained in the budget. He then provided a summary of the budget. Director King opened the public hearing. There was no public comment, and staff reported that no written public comments had been received. Director King closed the public hearing.

ACTION: Director LaBouve moved to approve the Sewer District Budget as presented. Director Nierman seconded. The motion was approved by roll call vote, with all Directors voting in favor 5-0.

3. Minutes of the February 3, 2025 Regular Meeting as Adjourned to March 3, 2025.

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

4. January, February and March 2025 Dudek Invoices.

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

5. District Financial Reports – Director King thanked Assistant General Manager Paula Melendrez for her diligent management of the District’s financials, noting that her efforts allow the audit process to go smoothly. Director LaBouve reiterated his agreement and appreciation.

- 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.

6. Monthly Flow Report – Noted and filed.

7. General Manager's Report.

- a. Operations Report – Noted and filed.
- b. Ethics Training Update – GM Chuck Duffy .

8. Upcoming Seminars/Conferences – None.

9. Consideration of Correspondence.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the May 5, 2025 Board Meeting was adjourned by President Marlene King at 6:28 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Board Secretary
Date Approved by Board: August 4, 2025

Chuck Duffy, General Manager