

**RANCHO SANTA FE
COMMUNITY SERVICES DISTRICT**

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday, October 8, 2018, 1:30 P.M.

Santa Fe Irrigation District Board Room

5920 Linea Del Cielo, Rancho Santa Fe, CA 92091

PRESENT

Deborah Plummer
John Tanner
Bill Hinchy
Doug Moul
Laurel Lemarié

ABSENT

GUESTS

Caitlin Kreutz, RSFA

STAFF

Chuck Duffy, GM
Paula Melendrez
Jeff Pape

The regular meeting of the Board of Directors of the Rancho Santa Fe Community Services District was called to order by Board President Deb Plummer.

1. Call Meeting to Order and Roll Call.

2. Public Comment – None.

ACTION ITEMS

3. Report from the RSF Association on Roadside Landscape Maintenance.

Caitlin Kreutz from the RSF Association reported that landscaping crews are preparing for the winter rains. Director Lemarié provided a handout of right-of-way maintenance requests to Caitlin Kreutz.

4. Minutes of the September 10, 2018 Regular Meeting.

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

5. August 2018 Dudek Invoices for Payment.

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

6. Consideration of Reimbursement of Capacity Fees Paid by Jim Harrison to Starwood LLC in Santa Fe Valley.

General Manager Chuck Duffy reported that legal counsel confirmed that any District refund to Mr. Harrison would constitute a gift of public funds. The General Manager recommended that, if Mr. Harrison agreed to provide a public easement for a future district sewer main to serve several properties to the south, than that would constitute due consideration and the District would be able to compensate Mr. Harrison for those easements.

ACTION: Director Moul moved to accept the General Manager's recommendation, offering \$8,000 for the easements. Director Tanner seconded. Motion carried 5-0.

- 7. Consideration of Biennial Review of the District Conflict of Interest Code.**
ACTION: Director Hinchy moved to approve the Conflict of Interest Code as submitted.
Director Moul seconded. Motion carried 5-0.

- 8. Consideration of Amendments to Agreements A-2011-01 and A-2011-2 Between the Rancho Santa Fe Community Services District and Dudek for Management and Operations Services.**
ACTION: Director Hinchy moved to approve the agreements as submitted. Director Moul seconded. Motion carried 5-0.

- 9. Consideration of Amendment to Fiscal Year 2018/19 Sewer District Budget.**
ACTION: Director Hinchy moved to approve the budget as submitted. Director Moul seconded. Motion carried 5-0.

- 10. Santa Fe Valley Community Facilities District No. 1.**
 - a. CFD Fund Balances – Noted and filed.

- 11. District Engineer’s Report.**
 - a. Treatment Plant, Pump Station, and Sewer System Operations Report – District Engineer Jeff Pape provided an update on the new aeration system replacement project at the Rancho Santa Fe Sewer Wastewater Treatment Facility.
 - b. Collections Crew – Operations Log – Noted and filed.

- 12. General Manager’s Report.**
 - a. Connection fee study – General Manager Chuck Duffy reported that the study is nearly 90% complete and expects to see a draft in the coming weeks.
 - b. Inter-District collections agreement – General Manager Chuck Duffy reported that the agreement is drafted, but they are waiting to introduce the agreement to other districts in the New Year when new boards are seated.

- 13. Monthly Flow Reports – Noted and filed.**

- 14. Monthly Financial Reports.**
 - a. Account Balances– Noted and filed.
 - b. 2018-2019 Revenue & Expenditure Report – Noted and filed.
 - c. LAIF Monthly Update – Noted and filed.

- 15. Upcoming Seminars – None.**

CONSIDERATION OF CORRESPONDENCE

An informational package containing copies of all pertinent correspondence to and from the District for the month of August 2018 was given to each Director along with the Agenda.

Adjournment.

Board President Plummer adjourned the October 8, 2018 Regular Meeting of the Rancho Santa Fe Community Services District Board of Directors at 2:00 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Secretary
Date Approved by Board: November 12, 2018

Chuck Duffy, General Manager