

RANCHO SANTA FE  
COMMUNITY SERVICES DISTRICT

**MINUTES**

**BOARD OF DIRECTORS REGULAR MEETING**

**Monday, February 8, 2021, 1:30 P.M.**

**THIS MEETING WILL BE HELD VIA TELECONFERENCE ONLY AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-29-20.**

**PRESENT**

John Tanner  
Deborah Plummer  
Bill Hinchy  
Laurel Lemarié  
John Salazar

**ABSENT**

**GUESTS**

Arnold Keene, RSFA  
Trevor Rathfon, 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 Tanner.

**Call Meeting to Order and Roll Call.**

**Public Comment** – None.

**ACTION ITEMS**

**1. Report from the RSF Association on Roadside Landscape Maintenance and Security Services.**

Trevor Rathfon from the RSF Association reported that RSFA staff has been busy cleaning up debris from the recent rain storm. Arnold Keene from the RSFA gave an update on the planned street roundabouts. The project, funded in partnership with the County, is now shovel ready. The RSFA will possibly bring a funding request in the next few months to the District for the landscaping element of the project.

**2. Minutes of the January 11, 2021 Regular Meeting.**

**ACTION:** Director Plummer moved to approve the minutes as submitted. Director Hinchy seconded. Motion carried 5-0.

**3. December 2020 Dudek Invoices for Payment.**

**ACTION:** Director Plummer moved to approve the invoices as submitted. Director Lemarié seconded. Motion carried 5-0.

**4. Santa Fe Valley Community Facilities District No. 1.**

a. CFD Fund Balances – Noted and filed.

**5. District Engineer's Report.**

- a. Treatment Plant, Pump Station, and Sewer System Operations Report – District Engineer and Operations Manager Jeff Pape reported that long-time employee Rick Russell has retired as the Sewer Collections Manager, and that Ken Burtech has been employed as the new manager. In addition to his collection system certifications, Ken is also certified as a Grade III Treatment Plant Operator. He also reported that new board member John Salazar was given a tour of the Rancho Santa Fe Treatment Plant by Jeff and Chuck.
- b. Collections Crew – Operations Billing Logs – Noted and filed.

**6. General Manager's Report.**

- a. Update on potential solar power at the Santa Fe Valley Treatment Plant – General Manager Chuck Duffy reported that he has expanded the request for proposals for the proposed solar power project to several additional firms, and has received interest from two additional solar companies.

**7. Monthly Flow Reports – Noted and filed.**

**8. Monthly Financial Reports.**

- a. Account Balances – Noted and filed.
- b. 2020-2021 Revenue and Expenditure Reports (Unaudited) – Noted and filed.
- c. LAIF Monthly Update – Noted and filed.

**9. Upcoming Seminars/Conferences – None.**

**CONSIDERATION OF CORRESPONDENCE**

An informational package containing copies of all pertinent correspondence to and from the District for the month of January 2021 was given to each Director along with the Agenda.

**Adjournment.**

Board President Tanner adjourned the February 8, 2021 Regular Meeting of the Rancho Santa Fe Community Services District Board of Directors at 1:54 p.m.

**SUBMITTED BY:**

**ATTEST:**

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Paula Melendrez, Board Secretary

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Chuck Duffy, General Manager

Approved by the Board: March 8, 2021