

RANCHO SANTA FE
COMMUNITY SERVICES DISTRICT

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday, June 14, 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
Tiffany Tomlin, RSFA
Neal Myers, District Counsel

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 – Rancho Santa Fe resident Ilia Christy inquired about rules for boulders on the shoulder of the road in the right-of-way. Staff reported that traffic safety is the responsibility of the County Roads Department.

ACTION ITEMS

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

Arnold Keene from the RSF Association introduced Tiffany Tomlin as the new Parks Coordinator. Trevor Rathfon reported that right-of-way work is proceeding as planned, but they are concerned about the effects of the drought on the landscaping. Security Services has seen an uptick in car accidents recently.

2. Minutes of the May 10, 2021 Regular Meeting.

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

3. April 2021 Dudek Invoices for Payment.

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

4. Consideration of Fiscal Year 2021/2022 Sewer, Landscape, and Security Services District Budgets.

The General Manager reported that there were two changes to the draft budget presented to the board in May: the first is replacing the dry well pumps in the La Granada Pump Station with submersible pumps due to the blockage between the dry well and wet well, and the second is the addition of the purchase of a new, smaller collections truck to take the load off the larger Vactor truck for sewer system cleaning services. Based on comments from Director Hinchy and the board on the budget process, General Manager Chuck Duffy proposed that the board adopt a Budget Committee for the FY2022-2023 Budget to convene at the beginning of 2022. Board President Tanner opened the budget public hearing. There were no comments from the public, and district staff reported that no written comments had been received. Director Tanner closed the public hearing.

ACTION: Director Plummer moved to approve the sewer, landscape, and security services budgets as presented. Director Tanner seconded. Motion carried 5-0.

5. Consideration of Agreement A-2021-01 between the District and Dudek for Management Services.

This Item will be discussed further during closed session with District Counsel Neal Meyers, and any board action will be reported under Closed Session reportable action.

6. Consideration of Agreement A-2021-02 between the District and Dudek for Operation of the Rancho Santa Fe Water Reclamation Facility and the Santa Fe Valley Wastewater Reclamation Facility.

This Item will be discussed further during closed session with District Counsel Neal Meyers, and any board action will be reported under Closed Session reportable action.

7. Consideration of Proposals for Auditing Services for Fiscal Years Ending 2021, 2022, 2023.

ACTION: Director Hinchy moved to approve the proposal from Fechter & Company for auditing services as submitted. Director Lemarié seconded. Motion carried 5-0.

8. Santa Fe Valley Community Facilities District No. 1.

- a. CFD Fund Balances – Noted and filed.

9. District Engineer's Report.

- a. Treatment Plant, Pump Station, and Sewer System Operations Report – Operations Manager Jeff Pape reported on the pipe failure between the dry well and the wet well at the La Granada Pump Station. Staff is recommending replacing the current configuration with a wet well submersible pump system.
- b. Collections Crew – Operations Billing Logs – Noted and filed.

10. General Manager's Report.

- a. Update on potential solar power at the Santa Fe Valley Treatment Plant – Staff has sent out the request for proposals and are awaiting bids, which are due July 22nd.

11. Monthly Flow Reports – Noted and filed.

12. 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.

13. Upcoming Seminars/Conferences – None.

ADJOURN TO CLOSED SESSION

1. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).)

Title: Executive Management and Operations Services, Dudek Services Contracts.

2. Conference with Legal Counsel - LIABILITY CLAIM and APPLICATION TO PRESENT LATE CLAIM.

Claimant: Barbara H. Cohen

Agency claimed against: Rancho Santa Fe Community Services District

RECONVENE TO OPEN SESSION

REPORTABLE ACTION FROM CLOSED SESSION:

1. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).)

Title: Executive Management and Operations Services, Dudek Services Contracts.

ACTION: District Counsel Neal Myers reported that the Board voted to approve the Dudek contracts presented in Item 5 and Item 6 of the agenda for a period of 2 years, and to include the additional insured provision language from the FRCSD agreement into the agreement.

2. Conference with Legal Counsel - LIABILITY CLAIM and APPLICATION TO PRESENT LATE CLAIM.

Claimant: Barbara H. Cohen

Agency claimed against: Rancho Santa Fe Community Services District

ACTION: District Counsel Neal Myers reported that the Board voted to authorize District Counsel to accept the Application to Present a Late Claim by Claimant Barbara H. Cohen, subject to consultation with the District's insurance carrier, and to reject the Liability Claim itself.

CONSIDERATION OF CORRESPONDENCE

Adjournment.

Board President Tanner adjourned the June 14, 2021 Regular Meeting of the Rancho Santa Fe Community Services District Board of Directors at 3:28 p.m.

SUBMITTED BY:

ATTEST:

Paula Melendrez, Board Secretary

Chuck Duffy, General Manager

Approved by the Board: August 2, 2021