

RANCHO SANTA FE  
COMMUNITY SERVICES DISTRICT

**MINUTES**

**BOARD OF DIRECTORS REGULAR MEETING**

**Monday, November 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**

Caitlyn 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 President Pro-Tem Plummer.

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

**Public Comment** – None.

Director Tanner entered the meeting at this point.

**ACTION ITEMS**

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

Caitlyn Kreutz from the RSF Association reported that crews have been extremely busy with tree removals, weed abatement and tree trimming within the road right-of-way. The County of San Diego provided them with a list of work they need done in the ROW prior to work the County will be doing. Director Hinchy had some requests for right-of-way trimming and code enforcement.

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

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

**3. September 2021 Dudek Invoices for Payment.**

**ACTION:** Director Plummer moved to approve the invoices as submitted. Director Hinchy 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 – Operations Manager Jeff Pape reported that crews will be busy replacing the La Granada pump station within the next few months. He also reported that flows are down 20-25% at the La Granada station due to the repairs that reduced the inflow.
- 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 met with a representative from Semper Solaris, who will be submitting a proposal. He also has a meeting scheduled with GC Electric Solar to discuss the project. He reported that Baker Electric had dropped their request for a change order for the solar project at the Whispering Palms Treatment Plant.

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

**8. Monthly Financial Reports.**

- a. Account Balances – Noted and filed.
- b. 2021-2022 Revenue and Expenditure Reports (Unaudited) – Noted and filed.
- c. LAIF Monthly Update – Noted and filed.

**9. Upcoming Seminars/Conferences.**

**10. Consideration of Correspondence.**

- a. Bank Reconciliations for September 2021 – Noted and filed.

**ADJOURNMENT**

Board President Tanner adjourned the November 8, 2021 Regular Meeting of the Rancho Santa Fe Community Services District Board of Directors at 2:09 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: December 13, 2021