

RANCHO SANTA FE  
COMMUNITY SERVICES DISTRICT

**MINUTES**

**BOARD OF DIRECTORS REGULAR MEETING**

**Monday, January 10, 2022, at 1:30 P.M.**

**THIS MEETING WILL BE HELD VIA TELECONFERENCE AS  
AUTHORIZED BY DISTRICT RESOLUTION R-2022-01 PERMITTING  
REMOTE TELECONFERENCE MEETINGS.**

**PRESENT**

John Tanner  
Deborah Plummer  
Bill Hinchy  
Laurel Lemarié  
John Salazar

**ABSENT**

**GUESTS**

Arnold Keene, 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.

**ACTION ITEMS**

1. **Consideration of Resolution R-2022-01, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency Issued on March 4, 2020 By Governor Newsom, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Rancho Santa Fe Community Services District for the Period January 10, 2022 Through February 7, 2022 Pursuant to Brown Act Provisions.** 3-7  
**ACTION:** Director Hinchy moved to approve the Resolution as presented. Director Tanner seconded. Motion carried 5-0.
  
2. **Report from the RSF Association on Roadside Landscape Maintenance and Security Services.**  
Arnold Keene from the RSF Association reported that there were no large tree failures as a result of the weather events in December.
  
3. **Minutes of the December 13, 2021 Regular Meeting.**  
**ACTION:** Director Hinchy moved to approve the minutes as submitted. Director Tanner seconded. Motion carried 5-0.
  
4. **November 2021 Dudek Invoices for Payment.**  
**ACTION:** Director Tanner moved to approve the invoices as submitted. Director Hinchy seconded. Motion carried 5-0.

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

- a. CFD Fund Balances – Noted and filed.

**6. District Engineer’s Report.**

- a. Treatment Plant, Pump Station, and Sewer System Operations Report – Operations Manager Jeff Pape reported that the fiberglass wet well replacement for the La Granada pump station has been put in place and the first half concreted-in. Once the pumps and controls are installed, the station can be tied into the force main. It should be up and running in a few weeks.
- b. Collections Crew – Operations Billing Logs – Noted and filed.

**7. General Manager’s Report.**

- a. Update on potential solar power at the Santa Fe Valley Treatment Plant – General Manager Chuck Duffy corrected the record to say that the bids for the proposed solar project are due by January 21, 2022. He hopes to receive three bids for the project.

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

**9. 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.

**10. Upcoming Seminars/Conferences.**

**11. Consideration of Correspondence.**

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

**ADJOURNMENT**

Board President Plummer adjourned the January 10, 2022 Regular Meeting of the Rancho Santa Fe Community Services District Board of Directors at 2:10 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: February 14, 2022