

RANCHO SANTA FE  
COMMUNITY SERVICES DISTRICT

**MINUTES**

**BOARD OF DIRECTORS REGULAR MEETING**

**Monday, June 12, 2023, 1:30 P.M.**

**Adjourned to Monday, June 19, 2023, 9:00 A.M.**

**Santa Fe Irrigation District Board Room**

**5920 Linea Del Cielo, Rancho Santa Fe, CA 92067**

**PRESENT**

Bill Hinchy  
Laurel Lemarié  
John Tanner  
Deborah Plummer

**ABSENT**

John Salazar

**GUESTS**

**STAFF**

Chuck Duffy, GM  
Paula Melendrez, Asst. GM

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

**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.**

Ken Rogers from the RSF Association was not in attendance.

**2. Minutes of the May 8, 2023 Regular Meeting.**

**ACTION:** Director Tanner moved to approve the minutes as submitted. Director Hinchy seconded. Motion carried 4-0.

**3. April 2023 Dudek Invoices for Payment.**

**ACTION:** Director Lemarié moved to approve the invoices as submitted. Director Tanner seconded. Motion carried 4-0.

**4. Consideration of Draft Fiscal Year 2023/2024 Sewer, Landscape, and Security Services District Budgets.**

General Manager Chuck Duffy provided an overview of the District budgets and responded to questions from the board. Included in the proposed budget was a 5% increase in the operations and management contracts with Dudek and the roadside maintenance contract with the RSFA. Board President Plummer opened the budget public hearing. There were no comments from the public, and district staff reported that no written comments had been received. Director Plummer closed the public hearing.

**ACTION:** Director Lemarié moved to approve the sewer, landscape, and security services budgets as presented. Director Hinchy seconded. Motion carried 4-0.

**5. Consideration of Agreements A-2023-01 and A-2023-02 Between the Rancho Santa Fe Community Services District and Dudek for District Management Services and District Operations Services.**

**ACTION:** Director Tanner moved to approve Agreements A-2023-01 and A-2023-02 as presented. Director Plummer seconded. Motion carried 4-0.

**6. Consideration of Agreement A-2023-03 between the District and the Rancho Santa Fe Association for Road Right-of-Way Landscape Maintenance Services.**

**ACTION:** Director Hinchy moved to approve Agreement A-2023-03 as presented. Director Lemarié seconded. Motion carried 4-0.

**7. Consideration of Ordinance No. O-2023-02 for the Prohibition of Brine Discharge from Groundwater Wells Utilizing Reverse Osmosis Units into the District Sewer System (first reading).**

**ACTION:** Director Lemarié moved to:

1. Read the title of the Ordinance.
2. Waive the first reading of the ordinance.
3. Approve the ordinance subject to the second reading of the ordinance at a future board meeting and as amended (page 45 of agenda).

Director Hinchy seconded. Motion carried 4-0.

**8. Consideration of Fiscal Year 2021-2022 Comprehensive Annual Financial Report and Draft Audit.**

**ACTION:** Director Hinchy moved to approve the annual financial report and draft audit as presented. Director Plummer seconded. Motion carried 4-0.

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

- a. CFD Fund Balances – Noted and filed.

**10. District Engineer's Report.**

- a. Treatment Plant, Pump Station, and Sewer System Operations Report – GM Chuck Duffy reported that the splitter box at the SFV TP is complete, as well as the Via Naranjal force main replacement.
- b. Collections Crew – Operations Billing Logs – Noted and filed.

**11. General Manager's Report.**

- a. Update on solar power project at the Santa Fe Valley Treatment Plant – GM Chuck Duffy reported that the issues with the racking system have been corrected.

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

**13. Monthly Financial Reports.**

- a. Account Balances – Noted and filed.
- b. 2022-2023 Revenue and Expenditure Reports (Unaudited) – Noted and filed.
- c. LAIF Monthly Update – Noted and filed.

**14. Upcoming Seminars/Conferences.**

**15. Consideration of Correspondence.**

**ADJOURNMENT**

President Plummer adjourned the June 12, 2023 Regular Meeting (adjourned to June 19, 2023) of the Rancho Santa Fe Community Services District Board of Directors at 10:35 a.m.

**SUBMITTED BY:**

**ATTEST:**

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Paula Melendrez, Board Secretary

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Chuck Duffy, General Manager

Approved by the Board: August 7, 2023