

RANCHO SANTA FE  
COMMUNITY SERVICES DISTRICT

**MINUTES**

**BOARD OF DIRECTORS REGULAR MEETING**

**Monday, September 11, 2023, 1:30 P.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  
John Salazar

**ABSENT**

Chuck Duffy, GM

**GUESTS**

Ken Rogers, RSFA

**STAFF**

Paula Melendrez, Asst. GM  
Jeff Pape, Operations Mgr.

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 reported that the recent storm dropped 3” of rain, prompting new rounds of weed abatement. Director Lemarié inquired about the status of her landscape requests last month. Ken Rogers will have a complete update at next month's meeting.

**2. Minutes of the August 7, 2023 Regular Meeting.**

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

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

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

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

**ACTION:** Director Lemarié moved to approve the amended agreement as submitted. Director Tanner 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 treatment plants are running well and there have been no odor complaints. The District completed the enclosed splitter box project and installed a new aeration bubbler in the pond at the Santa Fe Valley treatment plant. Staff is investigating more cost-effective carbon replacement options.
- b. Collections Crew – Operations Billing Logs – Noted and filed.

**7. General Manager’s Report.**

- a. Update on solar power project at the Santa Fe Valley Treatment Plant – Operations Manager Jeff Pape reported that a faulty solar electrical inverter in the solar panel system was relaced by Baker Electric at no cost to the district. Crews will be trained to monitor the system in the coming weeks.

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

**9. Monthly Financial Reports.**

- a. Account Balances – Noted and filed.
- b. 2023-2024 Revenue and Expenditure Reports (Unaudited) – Noted and filed.
- c. LAIF Monthly Update – Noted and filed.

**10. Upcoming Seminars/Conferences.**

**11. Consideration of Correspondence.**

**ADJOURNMENT**

President Plummer adjourned the September 11, 2023 Regular Meeting of the Rancho Santa Fe Community Services District Board of Directors.

**SUBMITTED BY:**

**ATTEST:**

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Paula Melendrez, Board Secretary

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Chuck Duffy, General Manager

Approved by the Board: October 9, 2023