



FALLBROOK PUBLIC UTILITY DISTRICT  
MEETING OF THE COMMUNITY BENEFIT PROGRAM COMMITTEE

MINUTES

MONDAY, April 8, 2024  
10:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT  
990 E. MISSION RD., FALLBROOK, CA 92028  
PHONE: (760) 728-1125

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I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

Committee Chair Mendelson called the Fallbrook Public Utility District's Community Benefit Program ("FPUD CBP") Committee meeting to order at 10:00 a.m.

A quorum was established and attendance was as follows:

Committee Members

Present: Jim Mendelson, Chair  
Anna Marchand, Secretary  
Lila Hargrove  
Jerry Kalman  
Rosie Redmond

Absent: Elana Sterling, Vice Chair  
Leticia Maldonado/Stamos

District Staff Present: Lauren Eckert, Executive Assistant/Board Secretary

Also present: Three people were in attendance.

PLEDGE OF ALLEGIANCE – Committee Member Redmond led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b) - None

APPROVAL OF AGENDA

MOTION: Committee Member Kalman moved to approve the agenda, as published; Committee Member Redmond seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: Two

PUBLIC COMMENT

Committee Chair Mendelson called for public comment on non-agenda items. None were received. Further calls for public comment were made at each agenda item discussion.

**II. APPROVAL OF MINUTES..... (ITEM A)**

**A. MARCH 11, 2024 COMMUNITY BENEFIT PROGRAM COMMITTEE MEETING**

MOTION: Committee Member Redmond moved to approve the March 11, 2024 FPUD CBP Committee Meeting Minutes, as presented; Committee Member Kalman seconded. A vote commenced and the motion passed. VOTE:

- AYES: Unanimous
- NOES: None
- ABSTAIN: None
- ABSENT: Two

**III. ACTION/DISCUSSION ..... (ITEMS B–H)**

**B. MEMBER ABSENCE**

Committee Chair Mendelson explained Committee Member Maldonado/Stamos’ absence. While she may be unable to personally attend meetings in the immediate future, she will continue to serve the Committee.

**C. FALLBROOK LAND CONSERVANCY SUGGESTIONS**

Committee Chair Mendelson referred the Committee to the *Suggestions for improving CBP process and or application* from the Fallbrook Land Conservancy regarding revisions to the application and award processes. (Attachment B to the Agenda Package.) During brief discussion, Committee Member Kalman suggested the intent to supplement funding as stated at page 10 of the agenda package, item number 3, be included in the application documents.

**D. CONTRACT OVERSIGHT WORK GROUP RECOMMENDATION**

Contract Workgroup Chair Marchand requested this topic be deferred to a later agenda item, Workgroup Reports at IV, K.

**E. PROPOSAL DEVELOPMENT WORK GROUP ASSESSMENT**

Proposal Development Workgroup Chair Hargrove introduced Attachment D to the Agenda package which included recommended additions to the application.

MOTION: Committee Member Redmond moved to add the items listed in Attachment D to the application as presented; Committee Member Kalman seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: Two

Proposal Development Workgroup Chair Hargrove introduced Attachment E to the Agenda package which included suggestions for improving the application process. Brief discussion included that the CBP funding supplements funding provided by San Diego County, that there would not be an appeal process and that there are no changes to the scoring rubric at this time.

A broad discussion addressed that CPB funding would be timed with the fiscal year and awarded closer to July. However, additional application steps will increase the time needed to accommodate the application and award processes.

MOTION: Committee Member Kalman moved to adopt the twelve suggestions to the application process listed in Attachment E as presented; Committee Member Redmond seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: Two

Proposal Development Workgroup Chair Hargrove introduced Attachment F to the Agenda package which amended the Fact Sheet. One typographical error was noted: debit should be debts.

Discussion ensued about the application and award steps. Secretary Marchand outlined the following sequence of events as the Committee discussed each item:

- 1) Workshop Meeting
- 2) Open Electronic Application Process Online



- 3) Close Electronic Application Process Online
- 4) Opportunity for FPUD to Review Applications for Eligibility
- 5) Proposal Development Workgroup to Assemble and Distribute Application Notebooks
- 6) Committee Members Review Applications and Submit Questions to Proposal Development Workgroup Chair
- 7) Notice Sent to Each Applicant Announcing Next Regularly Scheduled CBP Meeting and that Projects Will be Discussed with Opportunity for Applicant to Respond to the Committee's Questions with Clarification and/or Answers
- 8) Regularly Scheduled CBP Committee Meeting with Agenda Item for each Eligible Application and to Address Requests for Site Visits
- 9) Site Visits, if Requested
- 10) Special Meeting to Report on Site Visits, if applicable
- 11) Committee Members Individually Score Applications and Turn In Scoring Rubric to Proposal Development Workgroup
- 12) Regularly Scheduled CBP Meeting to Discuss Application Scores and Determine Funding Awards
- 13) Secretary Emails Each Applicant about Results of CPB Funding Decisions
- 14) Negotiation and Execution of Award Contracts
- 15) Website Update on *Report of Awards*
- 16) Contract Oversight Workgroup Assigns Project Monitor and Provides Reporting Requirements to Each Award Recipient
- 17) Funding; Accomplished by FPUD
- 18) Reporting Period (Recipient must submit a final report 13 months from the date of this contract's execution.)

Further discussion addressed whether the Committee should entertain a score cut-off which would preclude funding to projects falling below the cut-off score. Concerns about eligibility and whether a project would be a benefit to the community were addressed. Scoring ranges will become increasingly significant in the event application funding requests exceed the funding budget. However, if the majority of Committee members answer the initial question on the scoring rubric as to whether a project should be funded in the positive, then the project will be discussed at the regularly scheduled meeting. If there are insufficient funds to fund every project, then a scoring cut-off will be implemented. A scoring cut-off was not specified.

Committee Chair Mendelson called for a brief break. The meeting resumed at approximately 11:15 a.m.

Josh Guerrettaz made a public comment addressing how the rubric can assist in determining award amounts in the event funding limitations permitted partial awards.

F. INDEMNITY – INPUT FORM LEGAL COUNSEL

Committee Secretary Marchand reported that this action had been deferred for further analysis and would be included in the Contract Oversight Work Group’s report.

G. TIME OF MEETINGS

Discussion ensued as to how the CBP Committee can encourage rate payer participation. Discussion led to agreement that the Workshop meeting invitation can be reworded to include invitations to the rate payers as well as to potential applicants. Meetings will continue at the current day and time. Other suggestions were for Committee Members to make presentations at other organizations.

Prior discussion of a billing statement insert was discussed with FPUD management and reported at this meeting by Committee Member Kalman and Chair Mendelson. They explained FPUD would need to spend about \$1000.00 to publish an insert with a billing statement. As a result of the cost, the insert was abandoned.

H. DISPUTED FACTS

Committee Chair Mendelson announced he will entertain input for the audience to correct any misinformation stated by a Committee Member during the meetings.

**IV. WORKING GROUP REPORTS ..... (ITEMS I–L)**

I. ADMINISTRATIVE PROCEDURES – No report.

J. PROPOSAL DEVELOPMENT – No report beyond the information provided above at III. D.

K. CONTRACT OVERSIGHT

The Contract Oversight Workgroup Chair Marchand reported that all the contracts had been fully executed and funding was complete. She also reported on the communications from two award recipients since the last regularly scheduled meeting. These communications addressed the timing of spending funds prior to the first report due date and the requirement to register a project with the Department of Industrial Relations if the funding is over \$25,000.00.

The Contract Oversight Workgroup Chair Marchand introduced the Report of Awards and requested a Report of Awards be placed on the



FPUD website. Discussion ensued about the purpose and format of the report.

MOTION: Committee Member Redmond moved to adopt the Report of Awards as presented; Committee Member Hargrove seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: Two

The Contract Oversight Workgroup Chair Marchand reported that the current contracts are being supervised by her and Committee Member Hargrove. She provided an outline of the proposed reporting requirements recommended by the Work Group. A typographical error on the *List of Expenditures and Accounting* was corrected: If should be of.

MOTION: Committee member Hargrove moved to adopt the reporting requirements as presented; Committee Member Kalman seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: Two

The Reporting Requirements will be distributed to each Recipient by the Contract Oversight Workgroup.

The Contract Oversight Workgroup Chair Marchand reviewed the contract revisions proposed by the Workgroup and as outlined on a handout. (See Attachment "A" hereto.)

Josh Guerrettaz made a public comment addressing that the contract language should be more fluid and flexible as to how multiple payments will be made so that there are less hurdles for potential recipients. The Committee Members agreed. The revised language will be presented at the next regularly scheduled meeting.

Committee Chair Mendelson requested that Committee Lila Hargrove inquire with FPUD as to whether the proposed contract revisions may be incorporated into the contract.

- L. PUBLIC OUTREACH – Continued publications are being made.

V. **NEW BUSINESS** - None

VI. **ADJOURNMENT OF MEETING** – *Next meeting May 13, 2024 at 10:00 a.m.*

Committee Members shall submit May Agenda items to Committee Chair Mendelson on or before May 3, 2024.

There being no further business to discuss, on a motion made by Committee Member Kalman, seconded by Committee Member Redmond and passed unanimously, the Community Benefit Committee Meeting of the Fallbrook Public Utility District adjourned at 12:00 p.m.

  
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Chair, Community Benefit Committee

ATTEST:

  
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Secretary, Community Benefit Committee