



FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING

MINUTES

MONDAY, OCTOBER 28, 2024  
4:00 P.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 / ESTABLISH A QUORUM

President DeMeo called the October Regular Meeting of the Board of Directors of the Fallbrook Public Utility District to order at 4:00 p.m.

A quorum was established, and attendance was as follows:

Board of Directors

Present: Jennifer DeMeo, Member/President  
Don McDougal, Member/Vice President  
Dave Baxter, Member  
Ken Endter, Member  
Charley Wolk, Member

Absent: None

General Counsel/District Staff

Present: Jack Bebee, General Manager  
Paula de Sousa, General Counsel  
Dave Shank, Assistant General Manager/CFO  
Jodi Brown, Management Analyst  
Juan Basave, Utility Worker I  
Isabel Casteran, Safety & Risk Officer  
Aaron Cook, Engineering Manager  
Noelle Denke, Public Information Officer  
Matt Lian, Utility Worker II  
Jim Ollerton, Information Technology Manager  
Carl Quiram, Operations Manager  
Brandon Salgado, Utility Worker I  
Steve Stone, Field Services Manager  
Lauren Eckert, Executive Assistant/Board Secretary

Also present were others, including, but not limited to: Jim Mendelson, Anna Marchand, Rosie Redmond, Jake Wiley, Rachel Mason, Leticia Maldonado/Stamos and Mark Mervich

#### PLEDGE OF ALLEGIANCE

President DeMeo led the Pledge of Allegiance.

#### APPROVAL OF AGENDA

MOTION: Director McDougal moved to approve the agenda; Director Wolk seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

#### PUBLIC COMMENT

*Members of the public are invited to address the Board of Directors on any item that is within the subject matter jurisdiction of the legislative body. The Board President may limit comments to three (3) minutes.*

There were no public comments on non-agenda items.

There were no public comments on agenda item A.

- A. NEW EMPLOYEE ANNOUNCEMENT
1. Juan Basave, Utility Worker I
  2. Brandon Salgado, Utility Worker I
  3. Jim Ollerton, Information Technology Manager

The Board welcomed Juan Basave and Brandon Salgado as the new Utility Worker Is and Jim Ollerton as the new Information Technology Manager.

#### II. CONSENT CALENDAR-----**(ITEM B)**

*All items appearing on the Consent Calendar may be disposed of by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items shall be considered separately for action by the Board.*

- B. CONSIDER APPROVAL OF MINUTES
1. September 23, 2024 Regular Meeting

*Recommendation:* The Board approve the minutes of the aforementioned meeting of the Board of Directors of the Fallbrook Public Utility District.

There were no public comments on Consent Calendar items.

MOTION: Director Endter moved to approve the Consent Calendar as presented; Director McDougal seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk

NOES: None

ABSTAIN: None

ABSENT: None

**III. INFORMATION------(ITEM C)**

**C. PIPELINE AND VALVE REPLACEMENT CONTRACT PRE-QUALIFICATION PROGRAM**

*Presented by:* Aaron Cook, Engineering Manager

There were no public comments on agenda item C.

Engineering Manager Cook provided an overview of the Pipeline and Valve Replacement Contract Prequalification Program.

Vice President McDougal asked if a contractor needed to wait until the prequalification period opens to get on the list. Engineering Manager Cook explained contractors can apply when the prequalification period opens annually. A contractor does not have to requalify each year once they are on the list of approved prequalified contractors.

Director Wolk asked if the contractor had to be on the list to bid pipeline and valve replacement projects. Engineering Manager Cook responded that they would have to be on the list.

**IV. ACTION / DISCUSSION CALENDAR------(ITEMS D-K)**

**D. CONSIDER RECOMMENDATIONS BY THE COMMUNITY BENEFIT PROGRAM COMMITTEE**

*Recommendation:* That the Board approve the Projects as recommended by the Committee and direct the Committee to finalize contract terms for each of these Projects using the Contract template and authorize the General Manager to execute these contracts.



Jake Wiley stepped to the podium to thank the Community Benefit Program Committee for their consideration and recommendation on the Fallbrook Youth Baseball League's grant application.

Jim Mendelson, Chair of the Community Benefit Program (CBP) Committee stepped to the podium to provide a summary of the work the Committee has done this calendar year including a summary of the most recent applications received for upcoming proposed projects. Mr. Mendelson reported the Committee discovered a small error in the total amount of funding recommended to the Board, as the Wildland's Conservancy's biofiltration project should have read \$150,000 in funding instead of the \$173,000 originally requested by the Committee. This would have brought the total requested funding to \$798,166 instead of \$821,166.

Director Wolk understood why there were so many projects submitted for maintenance-like projects for weed abatement, etc. but suggested the Committee be more aggressive in soliciting projects that end up being something new or improved.

Vice President McDougal commended Mr. Mendelson and the Committee for the work they have done, noting previous issues from the last application/funding cycle have mostly been resolved.

CBP Committee Secretary Marchand explained, in detail, the administrative process for Committee monitoring of projects including the reporting from the organizations receiving funding.

MOTION: Director McDougal moved to approve the Projects as recommended by the Community Benefit Program Committee, with the change in funding for the Wildland's Conservancy's Santa Margarita River Trail Parking Lot Biofiltration project from \$173,000 to \$150,000 and directed the Committee to finalize contract terms for each of these projects using the contract template and authorized the General Manager to execute these contracts; Director Endter seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

E. CONSIDER REQUEST TO RESCHEDULE THE DECEMBER 2, 2024 COMBINED NOVEMBER / DECEMBER REGULAR BOARD MEETING TO DECEMBER 9, 2024

*Recommendation: That the Board authorize rescheduling the combined November/December Regular Board Meeting to December 9, 2024.*

There were no public comments on agenda item E.

MOTION: Director Endter moved to authorize rescheduling the combined November/December Regular Board meeting to December 9, 2024; Director Wolk seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

F. CONSIDER AWARD OF RATTLESNAKE TANK SITE IMPROVEMENTS PROJECT

*Recommendation:* That the Board award the Rattlesnake Tank Site Improvement Project to the lowest responsible bidder, NMN Construction for \$818,000.

There were no public comments on agenda item F.

Engineering Manager Cook provided an overview of this project, including that the Rattlesnake Tank itself was in good condition, but the site around it was in fairly poor condition and had erosion issues.

MOTION: Director Endter moved to award the Rattlesnake Tank Site Improvement Project to the lowest responsible bidder, NMN Construction for \$818,000; Director McDougal seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

G. CONSIDER ADOPTING RESOLUTION 5083, AMENDING ADMINISTRATIVE CODE ARTICLE 5, DISTRICT PROCUREMENT PROCEDURES

*Recommendation:* That the Board adopt Resolution No. 5083 amending Administrative Code Article 5, District Procurement Procedures.

There were no public comments on agenda item G.

General Manager Bebee explained this Administrative Code change was to simplify the Administrative Code, removing redundant information including specifically listing job title for the General Manager to designate for procurements. This information identified in the Administrative Code is already delegated to the General Manager, and specific positions and amounts are updated and documented internally under the General Manager's authority.



MOTION: Director Wolk moved to adopt Resolution No. 5083 amending Administrative Code Article 5, District Procurement Procedures; Director McDougal seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

H. CONSIDER REQUEST FOR TEMPORARY SEWER SERVICE AGREEMENT FOR APN 120-010-64

*Recommendation: That the Board adopt Resolution No. 5084 authorizing a Temporary Sewer Service Agreement between the Fallbrook Public Utility District and Calhoun Family Living Trust.*

There were no public comments on agenda item H.

General Manager Bebee provided an overview of this project, noting this was a request for sewer service in an area we were not currently planning to extend the sewer to. They would receive sewer service through a lateral through an easement.

Director Wolk asked if the owner would be required to file the easement. General Manager Bebee reported the owner owns both parcels and would have to file the easement.

MOTION: Director McDougal moved to adopt Resolution No. 5084 authorizing a Temporary Sewer Service Agreement between the Fallbrook Public Utility District and Calhoun Family Living Trust; Director Baxter seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

I. CONSIDER LAKE SKINNER HYDROLOGY STUDY

*Recommendation: That the Board authorize the General Manager to sign an agreement with Stetson Engineers not to exceed \$84,750 to perform the hydrology study and conceptual runoff model for Lake Skinner to study the loss of runoff over the past 12 years. Metropolitan Water District will reimburse the District for 50% of the cost.*

There were no public comments on agenda item I.

General Manager Bebee provided an overview of this item and summarized past history of our agreement with Metropolitan Water District in regards to Lake Skinner.

Director Baxter confirmed the only parties involved in this were FPUD and MWD.

MOTION: Director McDougal moved to authorize the General Manager to sign an agreement with Stetson Engineers not to exceed \$84,750 to perform the hydrology study and conceptual runoff model for Lake Skinner to study the loss of runoff over the past 12 years; Director Endter seconded. Motion carried; VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

J. CONSIDER LETTER OF SUPPORT TO SAN DIEGO COUNTY BOARD OF SUPERVISORS TO APPOINT DON MCDOUGAL, OR ANOTHER SUBDISTRICT 4 REGISTERED VOTER/RESIDENT, TO THE FPUD BOARD OF DIRECTORS, SUBDISTRICT 4

*Recommendation:* That the Board provide direction to staff regarding submittal of a letter to the San Diego County Board of Supervisors and Supervisor Desmond supporting its appointment of Don McDougal, or another a Subdistrict 4 registered voter/resident, to the FPUD Board of Directors, Subdistrict 4.

Vice President McDougal recused himself from this agenda item.

Mark Mervich stepped to the podium to inquire why the recommendation included possibly choosing another resident of Subdistrict 4 if Director McDougal wanted to remain on the Board. General Manager Bebee responded that the memo was from him, and it was not his place to direct or recommend the Board on who to choose for this position.

Leticia Maldonado/Stamos stepped to the podium to inquire how this information was conveyed to the community that someone interested in this position could submit their interest. General Counsel de Sousa responded that there was no candidate who filed for the position, this was no longer a Fallbrook Public Utility District issue. This was now up to the San Diego County Board of Supervisors to make the appointment. She was unsure if the Board of Supervisors has a specific process, if they have one at all, other than the policy that was included in the agenda packet. General Manager Bebee added that there was a period of time after the incumbent did not file for reelection where other members of Subdistrict 4 could file for candidacy.



MOTION: Director Endter moved to direct staff to submit a letter to the San Diego County Board of Supervisors and Supervisor Desmond supporting its appointment of Don McDougal to the FPUD Board of Directors, Subdistrict 4; Director Wolk seconded. Motion carried;  
VOTE:

AYES: Directors Baxter, DeMeo, Endter, and Wolk  
NOES: None  
ABSTAIN: Director McDougal  
ABSENT: None

K. CONSIDER REQUEST FOR BOARD APPROVAL FOR COMPLETION OF ACQUISITION OF THE FALLBROOK 3 FLOW CONTROL FACILITY FROM THE SAN DIEGO COUNTY WATER AUTHORITY

*Recommendation: That the Board authorize the General Manager to execute the attached Bill of Sale for acquisition of the Fallbrook 3 Flow Control Facility for \$112,850 from the San Diego County Water Authority (SDCWA), which will complete the transfer of all assets as part of the detachment process.*

There were no public comments on agenda item K.

General Manager Bebee provided an overview of this item, reporting this was the last piece of the detachment process.

Director Endter asked where this money was coming from. General Manager Bebee responded this would be a capital project.

MOTION: Director McDougal moved to authorize the General Manager to execute the Bill of Sale for acquisition of the Fallbrook 3 Flow Control Facility for \$112,850 from the San Diego County Water Authority, which will complete the transfer of all assets as part of the detachment process; Director Wolk seconded. Motion carried;  
VOTE:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

V. ORAL/WRITTEN REPORTS----- (ITEMS 1-7)

1. General Counsel
  - General Counsel de Sousa reported on new bills going into place January 1, 2025.
2. General Manager
  - a. MWD/EMWD Update



- b. Engineering and Operations Report
- c. Federal Funding Update
  - General Manager Bebee reported there is a meeting with Camp Pendleton tomorrow to come up with framework if we would support operating their wastewater treatment plant.
  - General Manager Bebee provided an overview of the MWD/EMWD report included in the packet.
  - General Manager Bebee reported on the Strategic Plan development project, noting this will probably require a special Board meeting in December.
3. Assistant General Manager/Chief Financial Officer
  - a. Financial Summary Report
  - b. Treasurer's Report
  - c. Budget Status Report
  - d. Warrant List
    - AGM/CFO Shank provided an overview of the written reports included in the packet.
4. Public Information Officer
  - PIO Denke reported on community events, noting District presence has doubled.
5. Notice of Approval of Per Diem for Meetings Attended
6. Director Comments/Reports on Meetings Attended
  - Directors DeMeo and Endter reported on their attendance at the ACWA Region 10 event on October 15<sup>th</sup>.
7. Miscellaneous

**VII. ADJOURNMENT OF MEETING**

There being no further business to discuss, the October Regular Meeting of the Board of Directors of the Fallbrook Public Utility District was adjourned at 5:20 p.m.

  
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President, Board of Directors

ATTEST:

  
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Secretary, Board of Directors