

FALLBROOK PUBLIC UTILITY DISTRICT MEETING OF THE FISCAL POLICY AND INSURANCE COMMITTEE

AGENDA

TUESDAY, NOVEMBER 1, 2022 10:00 A.M.

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

THIS MEETING WILL BE HELD PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(1)(A), WHICH WAIVES CERTAIN BROWN ACT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY WHEN STATE OR LOCAL OFFICIALS HAVE IMPOSED OR RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING, AND ALLOWS SOME OR ALL OF THE MEMBERS OF THE FISCAL POLICY & INSURANCE COMMITTEE TO ATTEND THIS MEETING TELEPHONICALLY OR VIA VIDEO CONFERENCE.

MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON ARE ENCOURAGED TO PARTICIPATE IN THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. MEMBERS OF THE PUBLIC MAY ALSO PARTICIPATE IN THIS MEETING BY ATTENDING IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028.

Join Zoom Meeting

https://us06web.zoom.us/j/87235229916?pwd=L2NpbDgvbGpZQTQ0WXIoYVRQbmFvUT09
MEETING ID: 872 3522 9916
AUDIO PASSCODE: 659705

Dial by your location

+1 346 248 7799 US (Houston); +1 720 707 2699 US (Denver); +1 253 215 8782 US (Tacoma); +1 312 626 6799 US (Chicago); +1 646 558 8656 US (New York); +1 301 715 8592 US (Washington DC) Find your local number: https://us06web.zoom.us/u/kr9NXJpKp

<u>PUBLIC COMMENTS</u>: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- By emailing to our Board Secretary at leckert@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District's Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

REMOTELY MAKE COMMENTS DURING THE MEETING: The Board President will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the "Participants List," hover over your name and click on "raise hand." This will
 notify the moderator that you wish to speak during oral communication or during a specific item on the
 agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

<u>MAKE IN-PERSON COMMENTS DURING THE MEETING:</u> The Board President will inquire prior to Board discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

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November 1, 2022

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

- II. <u>ACTION / DISCUSSION</u> ------(ITEMS A-E)
 - A. REVIEW DRAFT FINANCIAL STATEMENTS
 - B. RATE STUDY UPDATE
 - C. PARS PERFORMANCE UPDATE
 - D. UPDATE ON DISTRICT'S ENGINEERING SERVICES AND RELATED FEES
 - E. REVIEW BILL FORMAT

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

I, Lauren Eckert, Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2.

I, Lauren Eckert, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

October 26, 2022 Dated / Fallbrook, CA /s/ Lauren Eckert

Executive Assistant/Board Secretary

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MEMO

TO: Fiscal Policy & Insurance Committee

FROM: David Shank, Assistant General Manager/CFO

DATE: November 1, 2022 **SUBJECT:** Rate Study Update

Purpose

Provide the Board with an update on the status of the Proposition 218 Notice (the Notice) process.

<u>Summary</u>

On September 21, 2022, the Board approved the 2022 Water, Wastewater and Recycled Water Rate Study (the Financial Plan) and the Notice. The Notices were mailed out on September 30, 2022 to customers and property owners starting the 45-day notice period. With the Public Hearing set for November 16, 2022, the District will comply with the Prop. 218 45-day notice period requirement. In addition, the District will publish ads announcing the November 16th public hearing in the local newspaper on November 3rd and November 10th to comply with additional Prop. 218 requirements.

The Notice provides a detailed description on how to protest the proposed maximum rates and charges. There are very specific requirements associated with submitting a protest that are outlined in the Notice and required for a protest to be counted. Should the District receive protests from more than 50% of its parcels, the proposed maximum rates and charges cannot be adopted.

The Notice sets the maximum allowable rates and charges for water, recycled water and wastewater for the next 5 calendar years, starting with CY 2023. Input received from the public at the November 16, 2022 Public Hear will be incorporated into the final maximum allowable rates and charges considered by the Board.

The Board will take action on adopting the Financial Plan's maximum allowable rates and charges and set calendar year 2023 rates and charges at the December 5, 2022 Board meeting. The Board will consider the necessary rate and charge increase in December each subsequent year to determine the necessary rate and charge increase. In the past, the financial performance of the District has provided the Board with an opportunity to provide some rate relief by adopting a rate under the maximum allowable level.

Recommended Action

This item is for discussion only. No action is required.

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MEMO

TO: Fiscal Policy & Insurance Committee **FROM:** Aaron Cook/Engineering Manager

DATE: November 1, 2022

SUBJECT: Update of District's Engineering Service and Related Fees

Purpose

The District provides customers with certain services related to the installation, relocation, testing and administration of water and sewer services. These fees have been updated over the past 5 years based upon changes in the Engineering News Record Construction Cost Index. However, it has been several years since the District has conducted a comprehensive review of these fees.

Summary

As part of the development of the 2022 Financial Plan, District staff have conducted a review of the costs associated with performing engineering services for customers. The services and basis for the fees are described below.

Water:

- Meter Installation Time and material costs associated with connecting a meter to a service line.
- Service Line Installation Time and material costs associated with excavating a water main, installing a service connection at the main, excavation and installation of an appropriately sized water service line (equal to meter size) from the main to the site of the meter installation.
- Meter Relocation Time and material costs associated with excavating a water main at the site of the existing service connection, removing the existing service line and capping the existing service connection at the main, excavating the water main at the new location, installing a service connection at the main, and laying appropriately sized water service line (equal to meter size) from the main to the site of the relocated meter.
- Backflow Installed with Meter Time and material costs associated with installing a backflow device downstream of a District installed meter (backflow installations on existing services, or retrofits, are the sole responsibility of the property owner that the existing meter serves).
- Hydrant Installation Time and material costs associated with excavating a water main at the site of the hydrant installation, installing a connection at the main, excavation and installation of the new hydrant's service lateral (6") to the point where the hydrant will be installed, installation of a concrete pad around the hydrant.

- Paving Time and material costs associated with repairing paving that is removed during excavation for the installation of water appurtenances.
- County Inspection Time for a County inspector to perform a site visit and inspect the paving repairs on County maintained roads.

Sewer:

- Lateral/Cleanout Installation Time and material costs associated with excavating an existing sewer main, trenching for the new service lateral, connection to the existing sewer main, installation of a service lateral to the point of the District cleanout, and the installation of a District cleanout.
- Paving Time and material costs associated with repairing paving that is removed during excavation for the installation of water appurtenances.
- County Inspection Time for a County inspector to perform a site visit and inspect the paving repairs on County maintained roads.

The schedule of proposed updated fees is included as an attachment for reference. The fees are based on the cost of materials, labor time, and equipment used to perform the work.

Recommended Action

This item is for discussion only. No action is required.

Water Fees Adjusted to 2022 Costs

ltem	Materials			Labor			Equipment					Grand Total
item	Materials	Man Hours	ı	Rate	Total	ltem	Hours		Rate	Total		Grand Total
3/4" Meter (meter only)	\$310.76	3	\$	56.22	\$ 168.66	Service Truck	2	\$	25.30	\$ 50.60)	
						Total Equipment				\$ 50.60	\$	531.00
3/4" Service Line (no paving) (1)	\$ 470.03	32	\$	56.22	\$ 1,799.04	(2) Service Trucks	16	\$	25.30	\$ 404.80		
						Backhoe	8	\$	47.98	\$ 383.84	1	
						Dump Truck	8	\$	60.39	\$ 483.12	2	
						Total Equipment				\$ 1,271.76	5 \$	3,541.00
3/4" Meter Relocation (no paving) (1)	\$ 34.38	16	\$	56.22	\$ 899.52	(2) Service Trucks	8	\$	25.30	\$ 202.40		
<u> </u>						Backhoe	4	\$	47.98	\$ 191.92	2	
						Dump Truck	4	\$	60.39	\$ 241.50	5	
						Total Equipment				\$ 635.88	\$	5,111.00
3/4" Backflow Installed with Meter	\$ 352.98	6	\$	56.22	\$ 337.32	Service Truck	3	\$	25.30	\$ 75.90)	
						Total Equipment				\$ 75.90) \$	767.00
1" Meter (meter only)	\$408.55	3	\$	56.22	\$ 168.66	Service Truck	2	\$	25.30	\$ 50.60)	
						Total Equipment				\$ 50.60) \$	628.00
1" Service Line (no paving) (1)	\$ 470.03	32	\$	56.22	\$ 1,799.04	(2) Service Trucks	16	\$	25.30	\$ 404.80		
_ control (no parma)	T		,		, _,	Backhoe	8	\$	47.98			
						Dump Truck	8	\$	60.39		_	
						Total Equipment				\$ 1,271.76	_	3,541.00
1" Meter Relocation (no paving) (1)	\$34.38	16	\$	56.22	\$ 899.52	· · ·	8	\$	25.30		+	•
T Weter Relocation (no paving)	Ç34.30	10	7	30.22	ψ 033.32	Backhoe	4	\$			_	
						Dump Truck	4	\$	60.39		_	
						Total Equipment		_	00.00	\$ 635.88	_	5,111.00
1" Backflow Installed with Meter	\$ 373.86	6	\$	56.22	\$ 337.32	Service Truck	3	\$	25.30		-	0,===:00
	7 5.5.5.		,		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Total Equipment				\$ 75.90	_	788.00
1.5" Meter (meter only)	\$956.76	3	\$	56.22	\$ 168.66	Service Truck	2	\$	25.30	· .		
7	, , , , ,				,	Total Equipment		Ė		\$ 50.60	_	1,177.00
1.5" Service Line (no paving) ⁽¹⁾	\$ 938.08	32	\$	56.22	\$ 1,799.04		16	\$	25.30	\$ 404.80	, 	,
21.5 Service Line (no paving)	ÿ 330.00	32	7	30.22	Ç 1,733.04	Backhoe	8	\$	47.98		_	
						Dump Truck	8	\$			_	
						Total Equipment		_	00.00	\$ 1,271.76	_	4,009.00
1.5" Meter Relocation (no paving) (1)	\$112.96	16	Ś	56.22	¢ 900 E2	(2) Service Trucks	8	Ś	25.30	-	-	.,,,,,,,,,
1.5 Weter Relocation (no paving)	\$112.90	10	۰	30.22	\$ 699.32	Backhoe	4	\$	47.98	-		
						Dump Truck	4	\$		-	_	
						Total Equipment		ڔ	00.55	\$ 635.88	_	5,658.00
1.5" Backflow Installed with Meter	\$ 944.31	6	\$	56.22	\$ 337.32	Service Truck	3	\$	25.30	· .	_	3,030.00
1.3 Backnow installed with Meter	Ş 544.51	1	۲	30.22	Ç 337.32	Total Equipment	3	ڔ	23.30	\$ 75.90		1,358.00
2" Meter (meter only)	\$1,219.46	3	\$	56.22	\$ 168.66	Service Truck	2	\$	25.30		-	1,330.00
2 Meter (meter omy)	71,213.40		7	30.22	y 100.00	Total Equipment		ڔ	23.30	\$ 50.60	_	1,439.00
2" Service Line (no paving) (1)	ć 11F2 77	22	\$	EC 22	¢ 1700.04		10	ć	25.20	· .	+-	1,433.00
z Service Line (no paving)	\$ 1,152.77	32	Þ	56.22	1,/99.04	(2) Service Trucks Backhoe	16 8	\$	25.30 47.98		_	
		1				Dump Truck	8	\$	60.39		_	
		1				Total Equipment	٥	ې	00.39	\$ 483.1.	_	4,224.00
2" Meter Relocation (no paving) (1)	A	 	_	F.C. 0.0	A 222 ==	<u> </u>		۸.	25.25	-	_	4,224.00
2 ivieter Relocation (no paving) '-'	\$112.96	16	\$	56.22	\$ 899.52	· /	8	\$	25.30		_	
						Backhoe	4	\$	47.98		_	
						Dump Truck	4	Ş	60.39	\$ 241.56	1	

Water Fees Adjusted to 2022 Costs

					Total Equipment			\$ 635.88	\$ 5,873.00
2" Backflow Installed with Meter	\$ 1,156.33	6	\$ 56.22	\$ 337.32	Service Truck	3	\$ 25.30	\$ 75.90	
					Total Equipment			\$ 75.90	\$ 1,570.00
Paving for Service Line <15' (1)									\$ 2,400.00
Paving for Service Line 15' - 30' (1)									\$ 4,400.00
County Inspection ⁽²⁾									\$ 1,408.00
Fire Hydrant J-3700	\$ 4,572.39	72	\$ 56.22	\$ 4,047.84	(2) Service Trucks	36	\$ 25.30	\$ 910.80	
					Backhoe	18	\$ 47.98	\$ 863.64	
					Dump Truck	18	\$ 60.39	\$ 1,087.02	
					Total Equipment			\$ 2,861.46	\$ 11,482.00
Fire Hydrant J-3765	\$ 7,172.12	72	\$ 56.22	\$ 4,047.84	(2) Service Trucks	36	\$ 25.30	\$ 910.80	
					Backhoe	18	\$ 47.98	\$ 863.64	
					Dump Truck	18	\$ 60.39	\$ 1,087.02	
					Total Equipment			\$ 2,861.46	\$ 14,082.00

^{1.} Paving is shown as a separate item because it is only required for installations located in existing paved streets.

^{2.} County Inspection is listed as a separate item because it is only required for installations located in existing County maintained roads.

Sewer Fees Adjusted to 2022 Costs

Item	Materials		Labor			Equip	men	it		_	rand Total
item	Materials	Man Hours	Rate	Total	ltem	Hours		Rate	Total	٦	ranu rotai
Lateral/Cleanout Installation	\$829.17	90	\$ 56.22	\$ 5,059.80	Service Truck (2)	16	\$	25.30	\$ 404.80		
<15' length <8' deep					Backhoe	16	\$	47.98	\$ 767.68		
					Dump Truck	16	\$	60.39	\$ 966.24		
					Total Equipment				\$ 2,138.72	\$	8,028.00
Lateral/Cleanout Installation	\$829.17	135	\$ 56.22	\$ 7,589.70	Service Truck (2)	24	\$	25.30	\$ 607.20		
<15' length >8' deep					Backhoe	24	\$	47.98	\$ 1,151.52		
					Dump Truck	24	\$	60.39	\$ 1,449.36		
					Total Equipment				\$ 3,208.08	\$	11,627.00
Lateral/Cleanout Installation	\$1,022.38	180	\$ 56.22	\$ 10,119.60	Service Truck (2)	32	\$	25.30	\$ 809.60		
>15' length <8' deep					Backhoe	32	\$	47.98	\$ 1,535.36		
					Dump Truck	32	\$	60.39	\$ 1,932.48		
					Total Equipment				\$ 4,277.44	\$	15,420.00
Lateral/Cleanout Installation	\$1,022.38	225	\$ 56.22	\$ 12,649.50	Service Truck (2)	32	\$	25.30	\$ 809.60		
>15' length >8' deep					Backhoe	32	\$	47.98	\$ 1,535.36		
					Dump Truck	32	\$	60.39	\$ 1,932.48		
					Total Equipment				\$ 4,277.44	\$	17,950.00
Paving for Service Line <15' (1)		_								\$	2,400.00
Paving for Service Line 15' - 30' (1)										\$	4,400.00
County Inspection ⁽²⁾										\$	1,408.00

^{1.} Paving is shown as a separate item because it is only required for lateral installations located in existing paved streets.

^{2.} County Inspection is listed as a separate item because it is only required for lateral installations located in existing County maintained roads.

MEMO

TO: Fiscal Policy & Insurance Committee

FROM: David Shank, Assistant General Manager/CFO

DATE: November 1, 2022

SUBJECT: Water and Sewer Bill Format Discussion

Purpose

Discuss the content and layout of the District's water and sewer bills.

Summary

With the updated 5-year financial plan nearly competed and changes being made to the District's rate structure, now is a good time to review the District's bill format.

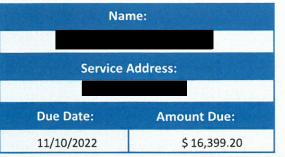
On August 15, the Committee reviewed the current bill format and made some suggestions. The Committee's recommendation was to simplify the bill by consolidating the "Fixed" charges into one line item. This significantly reduces the number of line items that appear on most bills. The revised bill format along with the current bill format are provided as attachments.

Recommended Action

This item is for discussion only. No action is required.

Proposed Changes to Bill Format





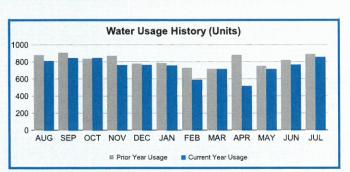
MESSAGE CENTER

SEE REVERSE FOR IMPORTANT BILLING INFORMATION

Account	Class	Meter	Meter F	Readings	Total
Number	Class	Serial #	Current	Previous	Units
	М		5321	4572	749

CURRENT CHARGES DETAIL

	The state of the s
Service Period	9/23/2022-10/20/2022
Meter Read Dates	Prev: 9/11/2022 - Curr: 10/10/2022
PREVIOUS BALANCE	\$17,460.62
PAYMENTS/CR -THANK YOU	\$17,460.62
BALANCE FORWARD	\$0.00
WATER USAGE = 749 Units	
740 Units @ Tier 1	\$5,305.80
9 Units @ Tier 2	\$6543
TOTAL WATER USAGE CHARG	SE \$5,371.23
BACKFLOW	\$101.09
WATER SERVICE CHARGES	\$2,017.86
WASTEWATER SERVICE CHARG	ES \$8,909.02
TOTAL CURRENT CHARGE	\$16,399.20
TOTAL DUE	\$16,399.20



Current Usage this month (Unit = 1000 gallons): 749
Usage last month (Unit = 1000 gallons): 895

MAKE CHECKS PAYABLE TO:



FALLBROOK PUBLIC UTILITY DISTRICT 990 E. MISSION RD. FALLBROOK, CA 92028 Office Hours: Monday-Friday, 8:00am to 4:30pm Phone: (760) 728-1125 (24 Hrs) Website: www.fpud.com

Billing Payment Options

Walk-in: 990 E. Mission Rd. Fallbrook, CA 92028 Online: www.onlinebiller.com/fpud By Phone: (877) 281-3434

PayNearMe: **7-ELEVEN. CVS** pharmacy Make a cash payment at participating locations. See reverse for details. Check here for change of address or phone number. Enter changes on the reverse side.

NAME:

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Please detach and return bottom portion with your payment.

Due Date:	Amount Due:
11/10/2022	\$ 16,399.20
Account Number	Service Period
	9/23/2022 - 10/20/2022
Meter Serial Number	Enter Amount Enclosed:

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FALLBROOK PUBLIC UTILITY DISTRICT 990 E MISSION RD FALLBROOK, CA 92028-2232

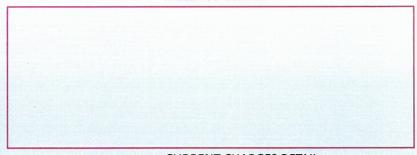
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Existing Bill Format



Name: Service Address: Due Date: Amount Due: 11/10/2022 \$16,399.20

MESSAGE CENTER



SEE REVERSE FOR IMPORTANT BILLING INFORMATION

Account	Class	Meter	Meter I	Readings	Total
Number		Serial #	Current	Previous	Units
	М		5321	4572	749

CURRENT CHARGES DETAIL

Service Period Meter Read Dates	9/23/2022 - 10/20/2022 Prev: 9/11/2022 - Curr: 10/10/2022
PREVIOUS BALANCE	\$17,460.62
PAYMENTS/CR -THANK YOU	\$17,460.62
BALANCE FORWARD	\$0.00

WATER USAGE = 749 Units

740 Units @ Tier 1	\$5,305.80
9 Units @ Tier 2	\$65.43
TOTAL WATER USAGE CHARGE	\$5,371.23
WATER CAPITAL IMPROVE CHRG	\$336.50
WATER MONTHLY FIXED CHARGE	\$1,490.84
BACKFLOW	\$101.09

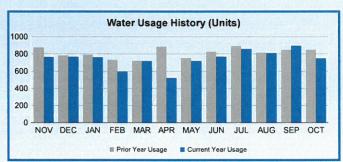
WASTEWATER CHARGES

WASTEWATER FLOW	\$6,268.86
WASTEWATER MONTHLY FIXED CHARGE	\$1,285.28
WASTEWATER CADITAL IMPROVE CHRG	\$1 354 88

CHRGS LEVIED BY OTHERS

INGS ELVIED BY OTHERS	
MWD RTS CHARGE	\$56.99
CWA CHARGE	\$133.53

TOTAL CURRENT CHARGE \$16,399.20
TOTAL DUE \$16,399.20



Current Usage this month (Unit = 1000 gallons): 749
Usage last month (Unit = 1000 gallons): 895

MAKE CHECKS PAYABLE TO:

FALLBROOK PUBLIC UTILITY DISTRICT 990 E. MISSION RD. FALLBROOK, CA 92028

Office Hours: Monday-Friday, 8:00am to 4:30pm Phone: (760) 728-1125 (24 Hrs) Website: www.fpud.com

Billing Payment Options

Walk-in: 990 E. Mission Rd. Fallbrook, CA 92028 Online: www.onlinebiller.com/fpud By Phone: (877) 281-3434

PayNearMe: 7-ELEVEN. *CVS pharmacy

Make a cash payment at participating locations. See reverse for details.

Check here for change of address or phone number. Enter Changes on reverse side.

NAME

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Please detach and return bottom portion with your payment.

Due Date:	Amount Due:
11/10/2022	\$16,399.20
Account Number	Service Period
	9/23/2022 - 10/20/2022
Meter Serial Number	Enter Amount Enclsoed:

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FALLBROOK PUBLIC UTILITY DISTRICT 990 E MISSION RD FALLBROOK, CA 92028-2232

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