



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

THURSDAY, OCTOBER 12, 2017
8:00 A.M.

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

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.

Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION ----- (ITEMS A—B)

A. DIRECTORS' PER DIEM COMPENSATION

B. REVIEW POSITION DESCRIPTIONS OF GENERAL MANAGER AND ASSISTANT GENERAL MANAGER

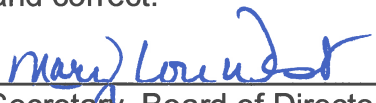
III. ADJOURNMENT OF MEETING

DECLARATION OF POSTING

I, Mary Lou West, Secretary of the Board of Directors 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(a).

I, Mary Lou West, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

October 9, 2017
Dated / Fallbrook, CA


Secretary, Board of Directors

MEMORANDUM

TO: Personnel Committee
FROM: Ace Rule, Human Resources Manager *AR*
DATE: October 12, 2017
SUBJECT: Director's Per Diem

Purpose

To provide a comparison of other agencies per diem policies to that of the District.

Summary

The District has collected per diem policies from other agencies for comparison of the allotted amounts for per diem. The below chart shows a summary of agencies collected and per diem amounts.

AGENCY NAME	PER DIEM AMOUNT	MONTHLY MEETING MAXIMUMS
Fallbrook Public Utility District	\$140.71	10 a month
Eastern Municipal Water District	\$216.00	10 a month
Rainbow Municipal Water District	\$150.00	None specified
Rancho California Water District	\$200.00	10 a month
Santa Fe Irrigation District	\$150.00	10 a month
Vallecitos Water District	\$200.00	10 a month

The attached policies from each agency also contains information on approved meetings and method for increases to per diem amounts.

Fallbrook Public Utility District

- A. The General Manager is responsible for presenting the agenda and all necessary background material and staff reports to the Board of Directors for their consideration.
- B. Any Board member can request that the General Manager place an item on the agenda for the next regular meeting.
- C. Any member of the public may request that the General Manager place an item on the agenda for the next regular meeting. At the General Manager's discretion, the item may or may not be placed on the agenda. If the General Manager declines, he will inform the requestor that they may speak at the next regular Board meeting during the public comment period and at that time, they may request that the Board member, or the full Board, place the item on the agenda for discussion.
- D. All background and necessary documents required to complete an agenda item must be submitted to the Board Secretary no later than 10 days prior to the Board meeting.
- E. All staff reports, other than the General Manager and San Diego County Water Authority (SDCWA) representative, will be in written format. Staff will only make oral presentations at the request of the Board.

Sec. 2.10 Consent Calendar.

The consent calendar shall consist of items of a routine non-controversial nature for action by the Board of Directors which require no discussion. 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 on the consent calendar. Such items shall be considered separately for action by the Board.

If an item is removed from the Consent Calendar, the following order of priority shall take place: (a) staff will first make its presentation and respond to questions from the Board of Directors; (b) the public may make comments and respond to questions from the Board of Directors; and (c) the Board will deliberate on the item.

Sec. 2.11 Minutes.

The minutes of the meetings of the Board of Directors shall be recorded and kept permanently by the Secretary in books maintained for that purpose entitled "Agendas, Minutes, and Treasurer's Reports and Monthly Reports". Unless otherwise expressly directed by the Board at the time of their adoption, the ordinances and resolutions adopted by the Board may be referred to in the minutes by number and title only, but the same shall be recorded in full in books kept for that purpose entitled "Ordinances" and "Resolutions" respectively.

Sec. 2.12 Directors Compensation.

Directors of the Fallbrook Public Utility District shall receive per diem compensation of One Hundred Dollars (\$100.00) for each meeting of the Board in

accordance with actions of prior Boards to be implemented at the first meeting in January 2010. The fee will include a 5% cost-of-living increase in all subsequent years beginning in January 2011. Said meetings shall include regular, special, and adjourned meetings of the Board, and standing committee meetings. Compensation for attendance and reimbursement for expenses at other occasions, events, or meetings related to District business, other than those listed below, shall be determined by the Board of Directors, in advance, on a case-by-case basis. Should an occasion arise between Board meetings that would be appropriate for a Board member to attend, the President can authorize such attendance with notification of the rest of the Board at the next regular meeting. Director fees may be increased as provided by law. Meetings which shall not require advance approval are:

- A. Association of California Water Agencies (ACWA) (semi annual)
- B. Water Agencies Association of San Diego County (quarterly)
- C. California Special District Association (CSDA), San Diego chapter (quarterly)
- D. Council of Water Utilities (monthly)
- E. California Association of Sanitation Agencies (CASA) (semi annual)
- F. Training Courses in CA Local Agency Ethics (AB 1234) and / or Sexual Harassment for Supervisors (AB 1825)

Sec. 2.13 Board Packets.

Board packets are available for review at the District office on the Friday prior to a regular Board meeting after they have been made available to the Board of Directors. The general public may request and receive a copy of a full Board packet at no charge on the Friday preceding a regular Board meeting after 12:00 noon. Arrangements for review and pick-up shall be coordinated by the Secretary.

Sec. 2.14 Board Committees.

The Board currently has three (3) standing committees as follows:

- A. Fiscal Policy & Insurance Committee – This committee shall work with the General Manager and other officers of the District to review the annual audit, the annual financial statement before publication, budget, water rate structures and fees, investments, insurance, and other financial records and operations of the District.
- B. Personnel Committee – This committee is responsible for employer-employee relations, including negotiations with the FPUDEA and FMEA, all substantive changes in personnel policies, and annual review and salary recommendations of the General Manager.
- C. Water Resources Committee – This committee is responsible for the development of locally applicable conjunctive water use management options, assuring that all water quality standards are met with regulatory agencies, and to continue to provide a safe and reliable source of water for all district customers.

Article 12. Expenses Incurred on District Business

Sec. 12.1 Directors.

Members of the Board of Directors attend regular, adjourned, or special meetings of the Board. In addition, they attend other District meetings, committee meetings, association meetings, and/or community functions or education seminars on behalf of the District. State statutes authorize District payments for meetings, reimbursement of expenses, and the provision of health and welfare benefits for active Directors. The District will compensate Directors a per diem for attendance at authorized meetings or functions and will reimburse Directors for reasonable expenses incurred while traveling on District business to include lodging, dining, transportation, and related incidentals.

12.1.1 Directors and Meetings.

As provided in Article 2, Section 2.12 of the District's Administrative Code, each Director shall receive per diem compensation for each day of attendance at meetings of the Board or for each day of service rendered as a Director by request or authorization of the full Board, not to exceed a total of ten (10) days in any calendar month. Attendance at meetings or functions shall be approved in advance by the Board of Directors of the District in order to be eligible for compensation and/or reimbursement. Director's claims for per diem amounts shall be made on a Director Per Diem/Meeting Form.

The District may pay compensation to District Board members for attendance at the following occurrences:

1. A meeting of the Board of Directors.
2. A meeting of an advisory body.
3. A conference or organized educational activity.

When travel arrangements require a day earlier arrival or a day later departure, Directors will not be eligible for the compensation; however, reasonable expenses associated with the extended stay will be reimbursed as specified below.

12.1.2 Prepayment of Otherwise Reimbursable Expenses.

A Director may request prepayment of registration, transportation, and lodging using the Staff Travel Authorization Form. Prepayments shall be limited to the Director's expenses only. No advances shall be made on travel expenses.

12.1.3 Reimbursement of Expenses.

Each Director shall be reimbursed for travel expenses to and from meetings or for any other authorized District business as follows:

1. Authorization.

Travel associated with the attendance of meetings or functions for Directors shall be approved in advance by the Board of Directors at a regular meeting with the item agendaized under "Advance Approval to Attend Meetings."

2. Transportation.

a. Air Transportation. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares.

b. Automobile Transportation. Directors may use their personal vehicle. The District will reimburse Directors at the current rate/mileage as established by the Internal Revenue Service (IRS), plus tolls, parking, etc. provided, however, if air transportation is available, the total amount of expenses paid shall be limited to the cost of coach air travel between points traveled by personal vehicle. Gasoline, collision and liability insurance, and maintenance will be provided by the Director and is deemed covered in the rate/mileage reimbursement.

Directors using personal vehicles on District business must maintain a valid California driver's license and automobile insurance coverage required by the State of California or make arrangements for a driver who meets the above requirements. The Secretary will verify that Directors have valid driver's licenses. Directors will also be required to maintain automobile insurance coverage. Proof of such insurance shall be submitted to the Secretary upon renewal of the Director's individual automotive insurance policy. A current policy must be on file for a Director to be eligible for mileage reimbursement.

The District will provide a rental car when needed. Such rental car shall be a compact unless upgrades are offered at no additional cost to the District.

c. Miscellaneous Transportation. Whenever practicable bus, taxi, rail, shuttle, etc., transportation may be used in lieu of, or in conjunction with, transportation modes above.

12.1.4 Meals and Lodging.

Whenever travel requires meals, the meals shall be reimbursable provided the Director presents an itemized receipt along with the Board Expense Reimbursement Form for all meals. Reimbursements for expense items where a receipt has been lost will not be paid until the Board President has reviewed and approved the expense item. Meals are reimbursable up to the following maximum rates:

1. Full Day Reimbursement. When a Director is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the Director may be reimbursed for meal expenses up to a maximum rate of \$47 per day. If the Director exceeds the maximum rate and the Board President deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the maximum rate.

2. Single Meal Reimbursement. When a Director requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate of \$10 for breakfast, \$12 for lunch, and \$25 for dinner. If the Director exceeds the maximum rate and the Board President deems the meal expense, in

Eastern Municipal Water District

District, the certification that checks presented for Board approval in payment of obligations of the District are correct and supporting documents available, and the investment of District funds.

2.207 COMPENSATION¹

(a) Each director shall be paid up to \$216.00 for each day's attendance at meetings of the Board, and for each day's service rendered as director by request of the Board, not exceeding a total of ten (10) days in any calendar month. A director shall be compensated for no more than one authorized meeting per day even if more than one meeting is attended in one day. This compensation shall be in effect for meetings attended commencing in January 2017.

(b) Each representative of the District on the Board of Directors of the Metropolitan Water District of Southern California shall be paid up to \$216.00 for each day's attendance at meetings of the Board of Directors of the Metropolitan Water District of Southern California or committees thereof, and for each day's service rendered as director, not exceeding a total of ten (10) days in any calendar month. The representative shall be compensated for no more than one meeting per day per agency even if more than one meeting is attended in one day per agency. This compensation shall be in effect for meetings attended commencing in January 2017.

(c) On the first Board meeting in January of each year, compensation to each director and each representative of this District's Metropolitan Water District of Southern California Board of Directors may be increased up to a maximum of five percent (5%), upon approval by the Board for each calendar year following the operative date of the last adjustment. The Board shall adjust its compensation

¹ Section 2.207 amended by Resolution No. 2014-054 on May 21, 2014; Section 2.207 amended by Resolution No. 2014-141 on November 5, 2014; Section 2.207 amended by Resolution No. 2014-150 on January 7, 2015; Section 2.207(b) amended by Resolution No. 2015-011 on March 18, 2015; Section 2.207 amended by Resolution No. 2016-019 on February 3, 2016; Section 2.207 amended by Resolution No. 2017-002 on January 4, 2017.

by the percentage change in the Consumer Price Index (Los Angeles-Riverside-Orange County) for the prior year as measured by October to October published statistics, up to five percent (5%), and rounded to the nearest whole dollar unless a majority of the Board declines to accept the indexed change.

(d) The following meetings are designated by this policy as “requested by the Board” and do not require any further authorization or ratification to receive compensation pursuant to sections 2.207 (a) and (b) above and to receive reimbursement of expenses pursuant to section 2.208:

- (1) Board meetings;
- (2) Committee meetings;
- (3) Designated Ad Hoc Committee meetings;
- (4) Designated representatives to outside agencies, such as Metropolitan Water District of Southern California, Santa Ana River Watershed Project Authority or the Western Riverside Council of Governments; and
- (5) Designated representatives to non-profit professional organizations or working coalitions in which the District is an active participant such as ACWA, CASA, CalDesal or CSDA

(e) Other meetings which may be compensable under sections 2.207 (a) and (b) and eligible for reimbursement of expenses pursuant to section 2.208 include the following meetings and other activities related to the District’s business, subject to ratification of the Board’s Executive Committee at a regularly scheduled meeting:

- (1) Non-profit organization meetings, if the nonprofit organization is one created by or supported with funds or other contributions from the District;
- (2) Service club meetings where a Director is making a presentation on behalf of the District;
- (3) Meetings with District executive staff;
- (4) Meetings a Director has with other elected officials or their employees, which do not include District staff;
- (5) Meetings of the governing body of another agency, where a

matter directly affecting the interests of the District is on the agenda and the Director is not a board member, employee or official compensated by the other agency;

- (6) Educational seminars conducted by various organizations on topics related to water and wastewater issues;
- (7) Meetings with vendors and/or contractors of the District; and
- (8) Meetings with property owners on matters in which the property owner is seeking District approval or other consideration or on matters otherwise affecting the interests of the District.

(f) If advance approval of the Board is obtained, other meetings related to the District's business which may be compensable under sections 2.207 (a) and (b) and eligible for reimbursement of expenses pursuant to section 2.208 include:

- (1) Social or ceremonial events;
- (2) Service club meetings; and
- (3) Nonprofit organization events, other than for non-profit professional organizations or working coalitions noted in 2.207 (d).

(g) Directors will not receive compensation or expense reimbursement for any of the following:

- (1) Social or ceremonial events not pre-approved by the Board;
- (2) Service club meetings not pre-approved by the Board;
- (3) Nonprofit organization events (other than those noted in 2.207 (d)) not pre-approved by the Board;
- (4) District-sponsored employee events including but not limited to luncheons or retirement events;
- (5) Parades, festivals, funerals, weddings or holiday events; and
- (6) Meetings of partisan political organizations.

(h) At least annually, the Board shall determine its designated representatives to committees, outside agencies and other organizations.

(i) Directors shall submit claims for compensation. The Secretary of the Board shall authorize payment for meetings and service and shall report such payments at the next regular meeting of the Executive Committee following the month of submittal at which time the Board may ratify or disapprove payment of the claim(s). Any recommendations of the Executive Committee to disapprove payment of a claim will be forwarded to the full Board for action.”

2.208 EXPENSES^{2,3}

(a) A Director shall receive reimbursement for travel, meals, lodging, registration and other actual, reasonable and necessary expenses incurred on District business. Reimbursements for meals, lodging and other actual and necessary expenses allowed under this Policy, excluding conference registration fees and airfare(s), shall not exceed \$500 per day. However, in the event the Director provides a reasonable written explanation adequately justifying why his/her daily expenses exceeded the allowable amount, it is within District’s discretion to authorize reimbursement in excess of the daily maximum.

(b) Reimbursement for lodging in connection with a conference or organized educational activity shall not exceed the maximum group rate. If the group rate is not available, reimbursement shall be comparable to the group rate. Reimbursement for travel and meals shall not exceed reasonable and necessary amounts.

(c) Transportation - Use of a District vehicle, air, train, rental car, or private transportation shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the District. Should a Director elect to travel by private transportation rather than commercial airfare, the Director will be entitled to reimbursement based upon the mileage rates established each year by the U.S. General Services

² Section 2.208 amended by Resolution No. 5178 on September 4, 2013

³ Section 2.208 amended by Resolution No. 2014-141 on November 5, 2014.

Rainbow Municipal Water District

Chapter 2.03
REMUNERATION AND REIMBURSEMENT

Section 2.03.010
Remuneration and Reimbursement Policy

2.03.010.1 Members of the Board of Directors shall receive \$150 Per Diem for one regular meeting of the Board and one additional Board meeting per month. Those Directors attending other agency meetings as the appointed official RMWD representative (i.e., Economic Study Group, ACWA/JPIA Board of Directors or Committee Member, and San Luis Rey Watershed Council) would also be authorized to receive \$150 Per Diem for attendance at each of those meetings. In addition, Directors may receive a \$150 Per Diem to attend Board or Committee meetings of the Metropolitan Water District of Southern California, if, in the opinion of the Board President of RMWD, the Director's attendance at the Board or Committee meeting would benefit RMWD.

2.03.010.2 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board, when so authorized in accordance with this Administrative Code. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Rates as established in Publication 463 or any successor publication.

Section 2.08.010
Training and Associations Policy

It is the policy of the Rainbow Municipal Water District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

Attendance at such conferences shall be considered as a day of service for the purpose of Board member compensation.

District administrative staff shall be responsible for making arrangements for travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will provide a verbal summary at the next Board meeting during Directors' Comments. Said summary shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) will be delivered to the Board Secretary and may be included in the District library for the future use of other Directors

Rancho California Water District

SECTION 3.13 BOARD OF DIRECTORS' COMPENSATION

3.13.1 Amount of Per Diem Compensation

Compensation for members of the Board shall be frozen at Two Hundred Dollars (\$200.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, and may, by ordinance adopted by the Board, increase by an amount not to exceed five percent (5%) for each calendar year following the operative date of the last adjustment of the compensation which is received when the ordinance is adopted. In no event shall a member of the Board receive compensation for more than a total of ten (10) days in any calendar month. [Water Code Sections 20201 and 20202, and Ordinance No. 2014-4-1 of the Board of Directors of the District] Compensation for members of the Board of Directors shall be reviewed annually by the Planning and Administration Committee and the Board of Directors.

3.13.2 Public Agency Meetings Eligible for Per Diem Compensation

Directors shall be eligible to collect per diem fees as provided by the Ordinance referenced in this Section 3.13 of the Administrative Code. Board business eligible for per diem compensation shall include:

- Attending a regular, special, emergency, and adjourned meeting of the Board
- Attending a regular, special, emergency, and adjourned meeting of a standing committee of the Board
- Attending an Ad Hoc Committee meeting, as established by the Board
- Attending a meeting or other official business/event of the Metropolitan Water District of Southern California
- Attending meetings of other water agencies where District business is discussed or affected
- Attending a City Council meeting or other Community meetings within the District boundaries where the member is requested to attend by the Agency or is making a presentation on the District's behalf
- Attending a Local Agency Formation Commission (LAFCO) meeting in which District business is discussed or affected as part of the LAFCO agenda
- Attending meetings with local, state, or federal officials relating to District business
- Attending Bond Credit Rating Agency meetings/presentations relating to District credit review
- Attending a meeting with the General Manager or General Counsel, or a member of their respective staff, at the request of the General Manager or General Counsel
- Attending District-sponsored events

A per diem shall include travel days to and from business meetings as appropriate. Board members shall not count travel to meetings within 125 miles as a reimbursable per diem travel day. In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Board member may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may or may not approve the request.

3.13.3 Other Occurrences Which Qualify for Per Diem Compensation

The Board of Directors has determined it to be in the best interests of the District and its constituents, to maintain memberships in affiliated national, state and local organizations as follows:

- Association of California Water Agencies
- CalDesal
- California Association of Sanitation Agencies
- California Water Awareness
- Colorado River Water Users Association
- Council of Water Utilities, San Diego County
- Murrieta Valley Chamber of Commerce
- National Endangered Species Act Reform Coalition
- Southern California Water Committee
- Temecula Valley Chamber of Commerce
- Urban Water Institute
- Water Agencies Association of San Diego County
- WaterReuse Association of California

Board members may attend meetings and conferences of organizations listed above and receive per diem compensation for said attendance without specific approval of the Board of Directors.

Board members wishing to receive per diem compensation for attendance at occurrences not listed above shall submit their request in advance for consideration by the Board. The meeting request must be related to either representation of the District at a public function or the operation of District business to be considered by the Board. In the event that circumstances prevent the meeting request from being considered in the manner described above, Board members may submit a request for having attended a meeting or conference to the Board with the understanding that the Board may or may not approve the request.

Santa Fe Irrigation District

SUCH ACTIVITIES; PROTECTION OF “WHISTLE BLOWERS”

- a) The General Manager has primary responsibility for (1) ensuring compliance with the District’s Personnel Manual, and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions.
- b) The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board.
- c) Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge.
- d) The General Manager’s responsibility is to identify, investigate, and correct improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities.
- e) A Director will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute a work-related violation by a Director or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District Director office or position or of District resources for personal gain, or a conflict of interest of a Director or employee.
- f) A Director will not use or threaten to use any official authority or influence to effect any action as a reprisal against a Director or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

SEC. 5.10 COMPLIANCE WITH THE BROWN ACT

The members of the Board, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the State’s open meeting law for public agencies (the Brown Act).

SEC. 5.11 DIRECTOR COMPENSATION

- a) Pursuant to Resolution No 14-04, adopted March 20, 2014, Directors shall receive compensation in the amount of one hundred fifty dollars (\$150) daily for attending authorized meetings, conferences, and activities.
- b) Pursuant to Water Code Section 20202, per diem compensation may not be paid for more than a total of 10 days in any calendar month.

- c) Changes in Director compensation shall require the approval of the Board in an open meeting of the Board held at least sixty (60) days prior to the effective date of the change, following a noticed Public Hearing.
- d) Changes in Director compensation shall be considered on an annual basis in conjunction with the development of the District's annual Budget.
- e) For a Director to be paid a lawfully-established per diem, for an authorized meeting, conference, or activity, or for reasonable and necessary travel time to and from an authorized meeting, conference, or activity, it must be: (1) a "meeting" as defined in subdivision (a) of Government Code Section 54952.2 of the Brown Act; (2) committee meetings of the public agency; (3) a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2 of the Government Code; or (4) other meetings or activities specifically listed in this section.
- f) Without receiving prior approval of the Board, Directors shall receive compensation daily, up to a maximum of ten (10) days of service monthly for:
 - 1) Each day's attendance at regular, special, and adjourned meetings of the Board of Directors; and
 - 2) Each day's attendance at regular, standing, or ad hoc committee meetings; and
 - 3) Each day's attendance at authorized meetings, conferences, or activities listed in the *Authorized Meetings, Conferences, and Activities* that are open to the public, at which topics of general interest to the public or to public agencies are discussed and which are hereby deemed as functions attended in an official capacity as a member of the Board.
- g) The Board may authorize the payment to a director for acting under the order of the Board for any additional meetings. Any director attending an activity not listed in the Authorized Meetings, Conferences, and Activities must receive the Board President's prior approval if compensation will be requested.

SEC 5.12 DIRECTOR BENEFITS

All Board members are eligible to receive healthcare coverage offered to regular employees, for the Director only in an amount equal to the lowest cost plan offered by the District. The District will pay a fixed amount for a Director, if the premiums for the plan chosen by the Director are greater than the District allowance, the Director shall pay the difference.

SEC 5.13 DIRECTOR EXPENSES

General Principles

Each member of the Board is encouraged to participate in those outside activities and organizations that in the judgment of the Board, further the interests of the District. Expenses incurred by Directors in connection with meetings, conferences, or activities authorized in this policy are reimbursable, in accordance with the limits set forth herein. The following rules apply:

**AUTHORIZED
MEETINGS, CONFERENCES, AND ACTIVITIES**
(revised 3-19-2009)

STATE AGENCY/ASSOCIATION

- Association of California Water Agencies (ACWA)
- ACWA Joint Powers Authority (JPIA)
- California Special Districts Association (CSDA)
- Water Education Foundation (WEF)
- WaterReuse Association – California Section

LOCAL AGENCY/ASSOCIATION

- CSDA – San Diego Chapter
- Community Service Districts
 - a. Fairbanks Ranch
 - b. Rancho Santa Fe
 - c. Whispering Palms
- Council of Water Utilities (COWU)
- Escondido Creek and San Elijo Lagoon Watershed Preservation Area
- North County Water Group
- San Diego County Water Authority (SDCWA)
- San Dieguito River Valley Regional Open Space Park Joint Powers Authority and associated Sub-Committees
- San Elijo Joint Powers Authority (SEJPA)

DISTRICT SPONSORED PUBLIC OUTREACH EVENTS OR ACTIVITIES

Vallecitos Water District

C. At the time of presentation to the Board of the proposed ordinance or the proposed formal resolution, as the case may be, the reading in full thereof shall be deemed waived unless otherwise requested by any member of the Board. Ordinances and formal resolutions adopted by the Board shall contain the signed approval and attestation of the then Presiding Officer and Secretary, respectively, of the District.

D. Minute resolutions, as distinguished from formal resolutions, shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by a minute resolution or a formal resolution or an ordinance adopted by the Board, only at a duly held meeting of the Board.

SECTION 2: DISTRICT MEMBERSHIPS, PER DIEM COMPENSATION, REIMBURSEMENTS, ETHICS TRAINING AND ELIGIBILITY FOR EMPLOYEE BENEFITS

Section 2.1: Authorized District Memberships

The Board has determined it to be in the best interests of the District, and its constituents, to maintain memberships in affiliated national, state, and local organizations which have applicability to the functions of the District. The District shall hold membership in the following organizations:

American Water Works Association (AWWA)
Association of California Water Agencies (ACWA)
California Association of Sanitation Agencies (CASA)
California Special Districts Association (CSDA)
California Water Environment Association
Council of Water Utilities
North County Water Group
San Diego North Economic Development Council (SDNEDC)
Southern California Alliance of Publicly Owned Treatment Works (SCAP)
Urban Water Institute
Water Education Foundation (WEF)
Water Environment Federation
WateReuse

In addition to the above listed organizations, the Board may remove existing memberships or approve additional memberships and authorize attendance at meetings, events, or conferences by motion from time to time. The General Manager may approve District membership of, and employee participation in, professional, technical, and business related associations and organizations.

Section 2.2: Per Diem Compensation

Each Director shall receive compensation of \$200 per diem for attending meetings of the Board or for each day's service as a member of the Board, not to exceed compensation for one meeting in any 24-hour period or ten meetings per month. The Board may consider an annual increase in the per diem equivalent to the San Diego Consumer Price Index (CPI-U), up to a maximum of 5 percent, following the operative date of the last adjustment. Public notice

shall be provided annually in accordance with Water Code Section 20203 if an increase is to be considered. Any increase adopted by this Section shall become effective 60 days from the date of approval. Compensable meetings which are pre-designated and considered occasions that constitute performance of official duties include the following:

A. Regular, Adjourned, and Special meetings of the Board, including pre-meetings with the Board Chair.

B. Committee Meetings, limited to the two Directors serving on the committee, other meetings, such as District sponsored special functions, open houses, and community out-reach functions, including pre-meetings with the appropriate representative(s).

C. Meetings of other public agencies of which the District is a member or sub-member agency such as the Encina Wastewater Authority, San Diego County Water Authority, the Metropolitan Water District of Southern California, and Local Agency Formation Commission (LAFCO), including pre-meetings with the appropriate representative(s).

D. Conferences, meetings, and other functions in which the District is a member of as listed in Section 2.1 above, and which have a significant and meaningful link to the purposes, policies, and interests of the District.

E. Meetings which provide educational training including ethics training in accordance with Government Code Section 53232.1.

F. Other meetings or conferences which the Board approves as an agenda item at a regular meeting that serves a benefit to the District and constitute the performance of official duties.

Any amounts paid as a per diem compensation by other organizations shall be deducted from the \$200 District per diem.

Board members shall report on meetings or conferences attended at a regularly scheduled Board meeting after the event, which may include a written report that can be distributed to all Board members electronically.

Section 2.3: Reimbursement of Expenses and Reporting

Each Director shall be entitled to payment and/or reimbursement for actual and necessary expenses incurred in the performance of official duties including expenses incurred relating to travel, meals, lodging, and other actual and necessary expenses incurred for attendance at meetings and conferences of organizations listed in Section 2.1 or approved in accordance with Section 2.2F Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor. Requests for Reimbursement must be submitted on a District approved Expense Form and shall include receipts documenting each expense in accordance with District Resolution ~~1365~~ 1389.

MEMORANDUM

TO: Personnel Committee
FROM: Ace Rule, Human Resources Manager *AR*
DATE: October 12, 2017
SUBJECT: Job Description

Purpose

The following job description will be discussed to review duties of the General Manager position.



Assistant General Manager

Bargaining Unit: FALLBROOK
MANAGEMENT EMPLOYEES
ASSOCIATION

Class Code:
AGM

FALLBROOK PUBLIC UTILITY DISTRICT

Established Date: Jan 1, 2016

Revision Date: Dec 14, 2016

SALARY RANGE

\$78.98 - \$98.63 Hourly
\$13,689.87 - \$17,095.87 Monthly
\$164,278.40 - \$205,150.40 Annually

CLASS CONCEPT:

Under general direction of the General Manager, serves as an executive level manager to plan and schedule, the water and wastewater utility engineering and operations processes and public services; to manage and participate in the gathering and compiling of data and professional engineering work in the areas of planning, survey, design, construction management, construction contract administration, cost estimates, specifications, maps, reports, potable, recycled and waste water, corrosion control and water quality system structures and facilities depending on assignment; and to perform related work as required.

Class Characteristics:

This one-position class serves the General Manager as the Assistant General Manager, District engineer, the manager of the engineering department, and the manager of water and wastewater operations.

Positions in this class are assigned complex projects involving responsibility for the timely completion and sound financial management of such projects, involving the supervision of other engineering personnel, water and wastewater operations personnel and coordination with personnel throughout the District as well as outside consultant contracts. The incumbent may review the Treasurer's Warrant and sign disbursement checks. The incumbent acts with a high degree of independence of action in the assigned area of responsibility.

Direction received consists of the assignment of the responsibility to attain objectives according to guidelines. Incumbent is expected to develop methods and procedures and to solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by the General Manager and when work is reviewed, the review is directed toward final outcomes and results.

Positions in this class exercise full first-level supervision over other employees, making assignments, setting priorities, training and reviewing the work of subordinates. Incumbents are responsible to prepare performance evaluations, to recommend employment selection and to effectively recommend disciplinary actions.

EXAMPLES OF ESSENTIAL DUTIES:

- Serves as acting General Manager, in the General Manager's absence(1);

- Advises and consults with the General Manager on policy-level and technical aspects of assigned programs(1);
- Manages, plans, develops, organizes, and schedules engineering and water/wastewater operations projects and processes(1);
- Schedules, monitors and implements engineering and water/wastewater operations programs and services(1);
- Schedules, monitors and implements engineering, water and wastewater operation programs and services(1);
- Conducts research and prepares reports on long-range projects for the operation of potable, recycled and waste water supply, transmission facilities and potable, recycled and wastewater water processes and facilities(1);
- Assists with operational problems and develops improvements for water, wastewater and recycled water facilities(1);
- Provides guidance on operation of water, wastewater and recycled water treatment and distribution facilities(1);
- Supervises, trains and evaluates the performance of sub-professional personnel (1);
- Recommends selection, promotion and discipline of personnel(2);
- Counsels employees(2);
- Establishes standards of performance(1);
- Prepares work schedules and work assignments(1);
- Checks and corrects work in progress and upon completion(1);
- Oversees GIS function, ordering excavation permits, compaction tests and engineering supplies, water and sewer line designs, specifications, cost estimates, legal descriptions and related documents(3);
- Calculates and monitors project costs(3);
- Manages the preparation and maintenance of maps, drawings, engineering records and files(1);
- Delegates the calculation of elevations and agricultural water use credits(2);
- Approves legal descriptions(3);
- Writes construction orders and purchase requisitions(2);
- Provides engineering information to and serves as District engineering liaison with contractors, engineers, developers and members of the public and engineering officials of other governmental jurisdictions, including the Regional Water Quality Control Board(1);
- Performs inspections of construction projects(3);
- May prepare grant applications for State and Federal funding(2);
- Prepares Requests for Proposals for consultants and administers consultants' work on projects(2);
- Prepares contract documents for competitive bidding, publishes required notices, and opens bids on behalf of the Board(1);
- Maintains water use history files(2);
- Coordinates the compilation of data for audit and Board of Director reports;
- Resolves technical opinion conflicts of engineering personnel(2);
- Explains policies, procedures and objectives of the unit to staff by written directive and by oral communications(2);
- Instructs assigned staff in work methods(1);
- Performs the more difficult work of the unit(1);

- Keeps abreast of new technological developments through contact with engineering/wastewater treatment/water reclamation periodicals, vendors and suppliers(2);
- Composes correspondence requiring use of judgment based upon a thorough knowledge of the functions and procedures(1);
- Establishes and supervises the maintenance of engineering, wastewater treatment and water reclamation files and records(1);
- Operates vehicles(2);
- Use computer, ancillary equipment and software to maintain data bases and separate reports(2); and
- Performs related work as required.

(1)-The performance of this function is the reason the job exists.

(2)-There are limited employees among whom the performance of this function can be distributed.

(3)-This function is highly specialized. Employees are hired for the skill/ability to perform this.

TYPICAL QUALIFICATIONS:

Knowledge of:

- Advanced principles of public administration;
- Advanced principles, practices and methods of civil engineering particularly as applied to the planning, design, construction, operation and water quality of potable, recycled and wastewater systems projects or field operations involved in the maintenance of multiple water system facilities;
- Advanced principles, practices, equipment, materials and standards involved in the mechanical, electrical and electronic repair of wastewater treatment/water reclamation monitoring and construction and maintenance of wastewater treatment/water reclamation equipment and processes;
- Design principles, strengths of materials and stress analysis required in designing potable, recycled and waste water supply, storage, treatment, transmission and distribution systems;
- Principles and practices of management, public administration, organization, supervision, training and public relations;
- Applicable laws and codes;
- Advanced methods of report writing, correspondence, English grammar, word usage, and presentation;
- District engineering and operations policies, procedures, records and facilities;
- Project scheduling and financial management techniques;
- Appropriate safety precautions and procedures;
- Principles and practices of land survey;
- Advanced mathematics including algebra, geometry and trigonometry;
- Geographic Information Systems (GIS);
- The operation of computer and applicable software.

Ability to:

- Act as General Manager in the General Manager' absence;
- Prepare, analyze, evaluate, organize and direct highly complex engineering and water/wastewater operations plans, schedules, budgets, reports, specifications and cost estimates;
- Schedule and program work on a long-and short-term basis;
- Make accurate engineering computations and drawings;
- Maintain complete, accurate engineering and water/wastewater operations records and files;
- Use drafting instruments with skill, including computer aided drafting (AutoCAD);
- Interpret field surveys;
- Plan and manage, through subordinates, the design and construction of engineering and water/wastewater operations projects in their professional field;
- Devise and operate effective internal control procedures;
- Analyze a variety of complex technical and administrative problems and make sound policy and procedural recommendations;
- Interpret information and make sound decisions in accordance with laws, regulations and policies;
- Conduct technical engineering and water/wastewater operations research work, make detailed analyses and write comprehensive reports;
- Check and approve engineering designs;
- Establish comprehensive record keeping systems;
- Administer contract services;
- Plan, organize, assign, schedule, supervise, train, monitor and evaluate the work of staff;
- Manage the programs, services and staff of the engineering and water/wastewater operations effectively and efficiently;
- Exercise tact and represent the District effectively in contracts with agencies, private firms, contractors and the public and other governmental jurisdictions, including the Regional Water Quality Control Board;
- Use computer, peripheral equipment and applicable software with skill;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:**Licenses and Certifications:**

- Possession of a valid appropriate California driver's license;
- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Civil and Professional Engineers.

Training and Experience:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

A typical qualifying entrance background is responsible upper management-level

experience in public administration, engineering work involving civil engineering projects with emphasis on water or sewer pipeline design and advanced knowledge of water/wastewater treatment and water reclamation;

and

Completion of college-level coursework leading to a bachelor's degree in civil engineering, or a closely related field, preferably supplemented by graduate-level courses in public administration

and water resources management. A Master's Degree in Public Administration or Business Administration is highly desirable.

Exempt Grade Level:

66

OTHER REQUIREMENTS:

Physical Demands:

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Operates vehicle, computer, calculator and engineering equipment.
- Handling: Seizes, holds or works with hands
- Reaching: Extends hand and arms in any direction.
- Lifting: Raises or lowers map books.
- Climbing: In and out of trenches; ascends and descends ladders up to 50 feet in height; ascends and descends slope of dam up to 100 feet.
- Vision: Reads written and video messages, specifically work tickets, legal descriptions, maps, distance and azimuth and operates District vehicles.
- Talking: Communicates by radio, telephone and in person.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio, telephone and in person.
- Sitting: Remains seated for up to 8 hours per day; rides in District vehicles over rough terrain.
- Standing: Provides customer service for up to 8 hours per day.

Physical Strength:

- Lifting: Up to 25 pounds daily; frequent exertion.

Environmental Conditions:

- Noise: Works in conditions with constant or intermittent noise.
- Temperature/Weather: Works outside with variations of temperature and weather.
- *This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.*

Protective Devices Required:

- Hard hat, gloves, safety shoes, vest, hearing protection and seat belt.

Reasonable accommodations will be considered.



General Manager

Bargaining Unit: FALLBROOK
MANAGEMENT EMPLOYEES
ASSOCIATION

Class Code:
GM

FALLBROOK PUBLIC UTILITY DISTRICT

Established Date: Feb 1, 2015

Revision Date: Dec 15, 2016

SALARY RANGE

\$117.30 Hourly
\$20,332.00 Monthly
\$243,984.00 Annually

CLASS CONCEPT:

Under policy direction of the Board of Directors, to serve as chief executive officer of the District; to manage, plan, organize and control public utility water and wastewater programs, services and resources in accordance with short- and long-term goals, policy statements and directives; to interpret and administer policies of the Board; and to perform related work as required.

Class Characteristics:

The class of General Manager is at the chief executive management level. The General Manager reports to and serves at the pleasure of the Board of Directors.

EXAMPLES OF ESSENTIAL DUTIES:

- Serves as executive officer to the Board of Directors(1);
- Plans, organizes and controls District programs, services and resources in accordance with short- and long-term goals, policy statements and directives(3);
- Administers and carries out policies established by the Board(1);
- Develops administrative procedures(3);
- Supervises, develops and evaluates the performance of subordinate managers, supervisors and staff(2);
- Administers financial, engineering, construction and maintenance functions through subordinate supervisors(3);
- Presents for the Board's consideration major goals and policy alternatives and recommendations for the District;
- Develops the District's master plan(3);
- Recommends construction contracts, leases and other legal agreements to the Board for approval(3);
- Coordinates legal matters concerning the District, and engages counsel and professional consultants for assistance(3);
- Conducts negotiations for water storage, supply and distribution(3);
- Analyzes monthly financial statements, engineering reports, labor distribution reports, water sales reports and other operating reports(3);
- Develops water and sewer rate and fee schedules for Board considerations(3);
- Reviews agreements negotiated by staff;

- Performs highly significant and specialized responsibilities in connection with interjurisdictional, legal, engineering and other administrative problems(3);
- Arranges, conducts and participates in meetings and conferences with other administrators, public officials and citizen and professional groups;
- Gives oral presentations to community groups;
- Represents the District and the Board before other public bodies, including State and Federal legislatures, industry associations such as ACWA, ACWA/JPIA, SDCWA, MWD, CASA and regulatory agencies(1);
- Supervises preparation of the agenda of the Board of Directors and staff reports to the Board(1);
- Attends meetings of the Board of Directors and advises the Board on important District administrative and operating activities and problems(1);
- Monitors and oversees District human resources programs related to employment, classification and compensation, employer-employee relations, employee benefits, safety, recognition, performance evaluation and discipline;
- Monitors and oversees community and media relations programs and services(3);
- Monitors and oversees District engineering and field construction programs and Services;
- Monitors and oversees financial and data processing programs and services;
- Operates vehicles(2); and
- Performs related work as required.

(1)-The performance of this function is the reason the job exists.

(2)-There are limited employees among whom the performance of this function can be distributed.

(3)-This function is highly specialized. Employees are hired for the skill/ability to perform this.

TYPICAL QUALIFICATIONS:

Knowledge of:

- Basic knowledge of engineering and construction principles applicable to the planning design and construction of District facilities;
- Laws, rules, ordinances, and legislative processes controlling irrigation and wastewater district functions, programs and operations;
- Organization, operations and problems of special research and evaluation methodologies; Cost estimating and contract administration;
- Principles of budget development and expenditure control, including capital improvement budgets;
- Public personnel and employer-employee relations practices and legislation;
- Public and press relations;
- Principles of supervision, management and general administration;
- English grammar, composition, word usage, punctuation and spelling at an advanced level;
- Intermediate mathematics and statistics;
- The use of CRT/microcomputer and applicable software.

Ability to:

- Plan, organize, direct, coordinate and supervise functions and activities of an organization to achieve efficient operations and meet service goals;
- Exercise leadership, authority, and management tactfully and effectively;
- Prepare and administer a District budgeting and fiscal control process;
- Collect and analyze data on a variety of topics;
- Direct effective public and media relations;
- Coordinate the preparation of Board agendas;
- Direct effective personnel and employer-employee relations programs;
- Oversee the development and improvement of District facilities and services;
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies and programs;
- Insure prompt and proper response to public concerns and complaints;
- Prepare comprehensive technical reports and recommendations;
- Represent the District policies, programs and services effectively with employees, contractors, representatives of other agencies, and the public;
- Operate CRT/microcomputer to access varied data bases;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

Licenses and Certification:

- Possession of a valid and appropriate California driver's license.

Training and Experience:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

A typical qualifying entrance background is a minimum of five years of responsible, executive-level experience in water utility or public works management in a municipal or special district setting;

and

Achievement of a baccalaureate-level degree in management science, business administration, civil engineering or a closely related field;

or

Experience at or equivalent to the level of Assistant General Manager in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above.

OTHER REQUIREMENTS:

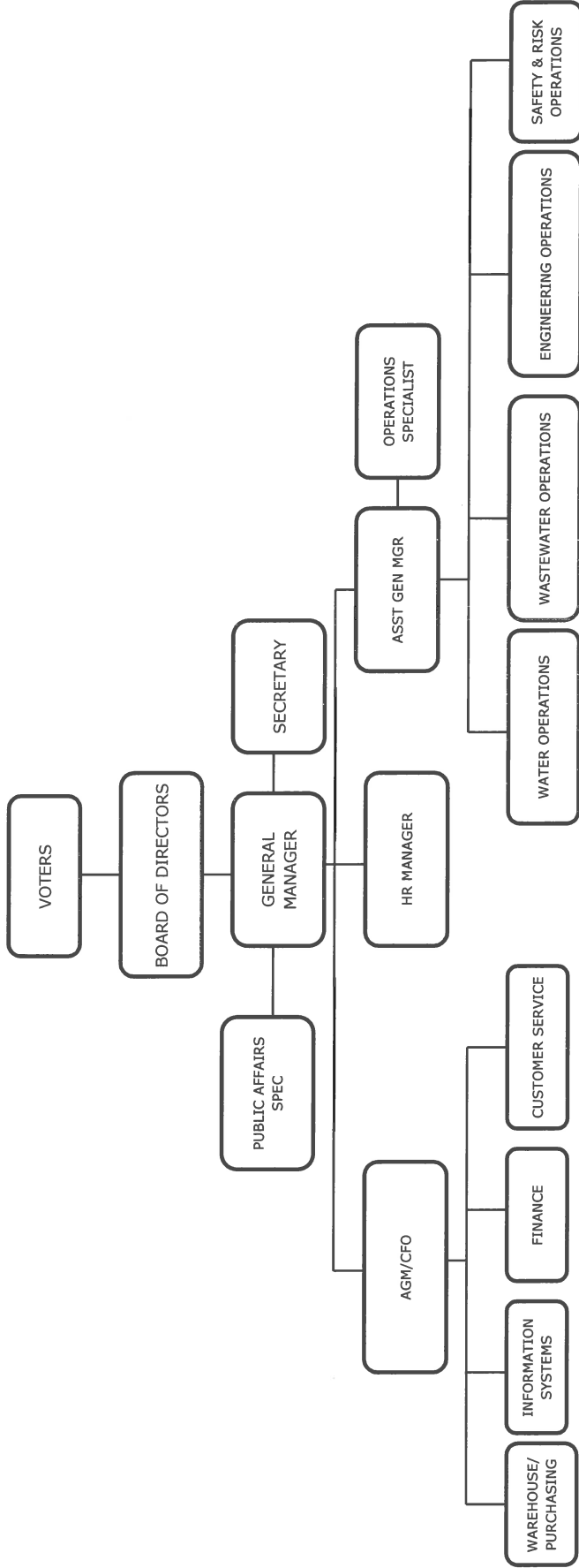
Physical Demands:

- Sitting: Occupies seated position during majority of workday.
- Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.

- Walking: Moves about office, warehouse and equipment facilities, and visits outlying District facilities and field crews at work sites.
- Hearing: Hears well enough to receive communication in person and by telephone.
- Hands/Arms: Operates computer and vehicle.
- Vision: Reads written or video messages; operates vehicle.

Reasonable accommodations will be considered.

FALLBROOK PUBLIC UTILITY DISTRICT
June 2017



68 Total Positions