



**FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

AGENDA

**MONDAY, AUGUST 27, 2018
4:00 P.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, ext. 1130 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 / ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA PER GC § 54954.2(b)

APPROVAL OF AGENDA

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.

A. EMPLOYEE OF THE QUARTER FOR AUGUST 2018

1. Eddie Taylor, Utility Technician

II. CONSENT CALENDAR----- (ITEMS B—D)

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 APPROVING MINUTES

1. July 23, 2018 Special Board Meeting
2. July 23, 2018 Regular Board Meeting

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

C. CONSIDER ADVANCE APPROVAL TO ATTEND MEETINGS

Recommendation: That the Board authorize Advance Approval for Directors' attendance to the following meetings or events: Metropolitan Water District of Southern California Tours (inspection trips) hosted by the San Diego County Water Authority delegation: (1) State Water Project/Bay-Delta, Sept. 28-29, 2018; (2) Colorado River Aqueduct System, Oct. 27-28, 2018; (3) Colorado River Aqueduct System, Jan. 18-19, 2019; (4) State Water Project/Bay-Delta, Mar. 16-17, 2019; (5) Colorado River Aqueduct System, Apr. 12-13, 2019; (6) Hoover Dam & Colorado River Aqueduct System, Jun. 7-8, 2019; and the Coastal Conservancy of the State of California Board of Directors Meeting on September 6, 2018, at 10 a.m. located at the Wharfinger Building--Bay Room, #1 Marina Way, Eureka, California.

D. CONSIDER LETTERS OF OPPOSITION TO SENATE BILL 998

Recommendation: That the Board adopt a position of opposition to Senate Bill 998 and authorize staff to submit the proposed letters to legislators on behalf of the Board and District.

III. **INFORMATION**----- (ITEMS E—I)

E. INTRODUCTION OF AARON COOK, NEW SENIOR ENGINEER

F. ENGINEERING AND OPERATIONS KEY PERFORMANCE INDICATORS

G. STATUS REPORT OF PARCELS WITH DEFERRED WATER AVAILABILITY /
STANDBY CHARGES

H. UPDATE ON THE REQUEST FOR PROPOSAL FOR PROFESSIONAL LABOR
NEGOTIATIONS SERVICES

I. PRESENTATION BY THE DISTRICT'S FIRST STUDENT INTERN: KATE
CALHOUN OF FALLBROOK UNION HIGH SCHOOL

IV. **ACTION / DISCUSSION CALENDAR**----- (ITEMS J—S)

J. CONSIDER APPROVING CHANGE ORDER NO. 1 FOR THE 395 24-INCH
PIPELINE REPLACEMENT PROJECT

Recommendation: That the Board approve Change Order No. 1 for the 395 Pipeline Replacement Project in the amount of \$81,019.98, which will increase the total contract amount for Weka, Inc. to \$541,746.98.

- K. CONSIDER AUTHORIZING NOTICE OF COMPLETION FOR THE 395 24-INCH PIPELINE REPLACEMENT PROJECT

Recommendation: That the Board authorize staff to file the Notice of Completion with the San Diego County Recorder.

- L. CONSIDER EXPANDING THE SANTA MARGARITA RIVER TRAILHEAD PARKING LOT

Recommendation: Staff supports Board direction.

- M. CONSIDER CUSTOMERS' REQUEST TO RESOLVE ONGOING PRIVATE LATERAL SPILL

Recommendation: Staff supports Board direction, but if the Board directs staff to make the repair, staff would recommend that the District work through the County of San Diego so all costs are recovered.

- N. CONSIDER PUBLICATION OF ANNUAL FINANCIAL STATEMENT

Recommendation: That the Board approve the draft financial statement developed by staff, and reviewed by the Fiscal Policy & Insurance Committee, for publication in the Village News in accordance with Section 6066 of the Government Code.

- O. CONSIDER RESOLUTION NO. 4941 ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

Recommendation: That the Board adopt Resolution No. 4941 adopting the Amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

- P. CONSIDER ACCOUNTING AND CUSTOMER SERVICE STAFFING; RESOLUTION NO. 4942

Recommendation: That the Board approve the proposed staffing changes, including the Senior Accountant job description and salary range, the updated Accounting/Customer Service Assistant job title and job description, and the related changes to the org. chart and salary table.

- Q. CONSIDER ADOPTING RESOLUTION NO. 4943 AMENDING ADMINISTRATIVE CODE, ARTICLE 2—"BOARD OF DIRECTORS, ORGANIZATION OF"

Recommendation: That the Board of Directors adopt Resolution No. 4943 amending Article 2 of the Administrative Code with the proposed revisions.

- R. CONSIDER ADOPTING RESOLUTION NO. 4944 AMENDING ADMINISTRATIVE CODE, ARTICLE 12—"EXPENSES INCURRED ON DISTRICT BUSINESS" THE ADMINISTRATIVE CODE

Recommendation: That the Board of Directors adopt Resolution No. 4944 amending Article 12 of the Administrative Code with the proposed revisions.

- S. CONSIDER APPROVING THE GENERAL MANAGER CONTRACT AND APPOINTING THE GENERAL MANAGER

Recommendation: That the Board approve the contract for the General Manager, and applicable salary schedule, and appoint Jack Bebee as the District's General Manager.

V. ORAL/WRITTEN REPORTS------(ITEMS 1-8)

1. General Counsel
2. SDCWA Representative Report
3. Acting General Manager and Assistant General Manager/District Engineer
 - a. Engineering and Operations Report
4. Assistant General Manager/Chief Financial Officer
 - a. Treasurer's Report
 - b. Budget Status Report
 - c. Warrant List
5. Public Affairs Specialist
6. Notice of Approval of Per Diem for Meetings Attended
7. Director Comments/Reports on Meetings Attended
8. Miscellaneous

ADJOURN TO CLOSED SESSION

VI. CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER GC § 54957:

TITLE: ACTING GENERAL MANAGER / GENERAL MANAGER

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION

VII. 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.

8-22-18
Dated / Fallbrook, CA

Mary Lou West
Secretary, Board of Directors

M E M O

TO: Board of Directors
FROM: Jack Bebee, Acting General Manager **JRB**
DATE: August 27, 2018
SUBJECT: Employee of the Quarter for August 2018

Eddie Taylor was chosen by Antonio Campos, who was the Employee of the Quarter for May 2018, as the Employee of the Quarter for August 2018. Antonio chose Eddie because of the following:

"I've selected Eddie Taylor as the Employee of the Quarter. Eddie has a great personality and work ethic; he's always got a smile on. He goes above and beyond helping the Water Reclamation Plant whenever it is needed."

Eddie received a Certificate of Appreciation and chose a gift valued at \$100. Additionally, Eddie will have lunch with the Acting General Manager, a member of the Board of Directors, and the previous Employee of the Quarter.

M E M O

TO: Board of Directors
FROM: Mary Lou West, Secretary *mw*
DATE: August 27, 2018
SUBJECT: Consider Approving Minutes

Recommended Action

That the Board approve the minutes of the following meetings of the Board of Directors of the Fallbrook Public Utility District:

1. July 23, 2018 Special Board Meeting
2. July 23, 2018 Regular Board Meeting

Minutes of the July 23, 2018 Special Board Meeting

**FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING**

MINUTES

**MONDAY, JULY 23, 2018
3:30 P.M.**

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President Gebhart called the special meeting of the Board of Directors of the Fallbrook Public Utility District to order at 3:30 p.m. A quorum was established, and attendance was as follows:

Board of Directors

Present: Milt Davies, Member
Jennifer DeMeo, Member
Al Gebhart, Member/President
Don McDougal, Member/Vice-President
Charley Wolk, Member

Absent: None

District Staff

Present: Paula de Sousa Mills, General Counsel
Jack Bebee, Acting General Manager
Lisa Chaffin, Human Resources Manager

Also present were others, including, but not limited to: There were no others present.

PLEDGE OF ALLEGIANCE

President Gebhart led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: Vice-President McDougal moved to approve the agenda as presented; Director Davies seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, 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.

ADJOURN TO CLOSED SESSION

The Board of Directors adjourned to Closed Session at 3:33 p.m. following an oral announcement by President Gebhart of Closed Session Item II. 1.

II. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL–EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (d)(1):

NAME OF CASE: PAULA CLARK V. FALLBROOK PUBLIC UTILITY DISTRICT, ET AL. (CASE NO. 37-2018-00024322-CU-0E-CM)

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 4:44 p.m.

REPORT FROM CLOSED SESSION

President Gebhart announced there was no reportable action taken in Closed Session.

III. ADJOURNMENT OF MEETING

There being no further business to discuss, President Gebhart adjourned the special meeting of the Board of Directors of the Fallbrook Public Utility District at 4:45 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Minutes of the July 23, 2018 Regular Board Meeting

**FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

MINUTES

**MONDAY, JULY 23, 2018
4:00 P.M.**

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President Gebhart called the regular meeting of the Board of Directors of the Fallbrook Public Utility District to order at 4:01 p.m. A quorum was established, and attendance was as follows:

Board of Directors

Present: Milt Davies, Member
Jennifer DeMeo, Member
Al Gebhart, Member/President
Don McDougal, Member/Vice-President
Charley Wolk, Member

Absent: None

District Staff

Present: Paula de Sousa Mills, General Counsel
Jack Bebee, Acting General Manager
David Shank, Assistant General Manager/Chief Financial Officer
Jason Cavender, System Operations Manager
Audrey Cerame, Laboratory Technician
Lisa Chaffin, Human Resources Manager
Noelle Denke, Public Affairs Specialist
Todd Lange, System Service/Shop Supervisor
Jeff Marchand, Engineering Supervisor
Eddie Taylor, Utility Technician
Mary Lou West, Secretary

Also present were others, including, but not limited to: Michael Corona, Archie and Patricia McPhee, Franz Schauer, and Paul Waters.

PLEDGE OF ALLEGIANCE

President Gebhart led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b)

There were no additions to the agenda.

APPROVAL OF AGENDA

MOTION: Vice-President McDougal moved to approve the agenda as presented; Director DeMeo seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, 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.

Michael Corona stepped to the podium and requested the Board defer payment of the \$1,400 balance on his account until August. Mr. Corona explained the recent heat event damaged trees in his 20-acre grove causing a financial hardship; however, he is expecting payment on receivables that will provide the funds to pay the past due balance in August. Discussion ensued concerning the current policy for payment plans, Mr. Corona's delinquent account balance, and the authority of the General Manager to make payment arrangements. Acting General Manager Bebee stated he would work with Mr. Corona on establishing a payment plan.

Paul Waters of Senator Joel Anderson's office stepped to the podium to extend an invitation to a free Grant Writing Workshop that will be held on Wednesday, August 1, 2018, from 10 a.m. to 12 p.m., in collaboration with Mayor Steve Vaus of the City of Poway and California Consulting. Mr. Waters distributed a flyer on the Workshop and remarked that ways to secure state, federal, and private funding would be discussed.

A. EMPLOYEE OF THE QUARTER FOR AUGUST 2018

1. Eddie Taylor

Eddie Taylor was commended for being chosen Employee of the Quarter for August 2018.

II. CONSENT CALENDAR----- (ITEMS B – D)

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. May 29, 2018 Regular Board Meeting
 2. June 19, 2018 Special Board Meeting

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

C. CONSIDER ADVANCE APPROVAL TO ATTEND MEETINGS

Recommendation: The Board authorize and approve in advance Directors' attendance to the 2018 CSDA Annual Conference & Exhibitor Showcase, September 24-27, 2018, at the Renaissance Indian Wells Resort & Spa in Indian Wells, California.

D. CONSIDER RATIFICATION OF THE DISTRICT'S FISCAL YEAR 2018-19 ADOPTED ANNUAL BUDGET

Recommendation: That the Board ratify the Budget.

MOTION: Vice-President McDougal moved to approve the Consent Calendar as presented; Director Davies seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk
NOES: None
ABSTAIN: None
ABSENT: None

III. INFORMATION----- (ITEM E)

E. INTRODUCTION OF NEW HIRE AUDREY CERAME, LABORATORY TECHNICIAN

Introduction by: Jack Bebee, Acting General Manager

Acting General Manager Bebee introduced Audrey Cerame as the new Laboratory Technician. Mrs. Cerame graduated from the University of California Riverside with a Bachelor of Science degree in biology and has been working in the wastewater field for the past three and one-half years.

IV. ACTION / DISCUSSION CALENDAR ----- (ITEMS F – N)

F. CONSIDER AMI METER SERVICE REPLACEMENT PROGRAM

Recommendation: That the Board approve the purchase of Badger meters from National Meter and Automation in an amount of \$287,920.48, including sales tax, and the purchase of 100W ERTs and AMI collectors and repeaters from Inland Water Works Supply Co. in an amount of \$204,704.19, including sales tax, to replace existing drive-by radio read meters that have reached the end of their useful life with fixed network AMI meters that will provide additional real time water usage monitoring tools for the District customers.

Acting General Manager Bebee reported the District implemented a 5-year program to replace drive-by radio read meters with Advanced Metering Infrastructure (AMI) meters. The program began in July 2015 and approximately one-half of the radio read meters have been replaced with AMI meters. The request is to purchase AMI meters and components for FY 2018-19 meter replacements.

MOTION: Director Wolk moved to approve the purchase of Badger meters from National Meter and Automation in an amount of \$287,920.48, including sales tax, and the purchase of 100W ERTs and AMI collectors and repeaters from Inland Water Works Supply Co. in an amount of \$204,704.19, including sales tax; Director Davies seconded. Motion passed; **VOTE:**

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk
NOES: None
ABSTAIN: None
ABSENT: None

G. CONSIDER AWARD OF SEWER MAINLINE AND MANHOLE RELINING FISCAL YEAR 2018-19 (JOB 3089)

Recommendation: That the Board authorize award of the Sewer Mainline and Manhole Relining FY19 project to the lowest responsible bidder of Insituform Technologies, LLC at an amount of \$259,541.60 to extend the life of the District sewer infrastructure.

Acting General Manager Bebee reported the request is to award a contract to Insituform Technologies, LLC in an amount of \$259,541.60 for the relining of 1,724 linear feet of sewer system pipeline and rehabilitation of 12 manholes. Mr. Bebee emphasized that only two bids were received due to the specialty nature of the work.

MOTION: Director Davies moved to authorize award of the Sewer Mainline and Manhole Relining FY 2018-19 project to Insituform Technologies, LLC, the lowest responsible bidder, at an amount of \$259,541.60; Vice-President McDougal seconded. Motion passed; **VOTE:**

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk
NOES: None
ABSTAIN: None
ABSENT: None

H. UPDATE ON THE SANTA MARGARITA CONJUNCTIVE USE PROJECT AND CONSIDER AWARD OF CONSTRUCTION MANAGEMENT SERVICES

Recommendation: That the Board authorize award of a Construction Management Services Contract for the Santa Margarita Conjunctive Use Project to Terrapin Group as an hourly rate not to exceed professional services contract for \$1,853,740, per the scope and fee, to provide construction oversight for the District.

Acting General Manager Bebee provided an update on the project. A Request for Proposals was issued for construction management services, and a team conducted interviews of the four responsive firms. The team recommended Terrapin Group for construction management of the project.

Discussion ensued concerning the start date of the construction phase of the District's project and the status of Camp Pendleton's project. Mr. Bebee stated construction of the District's project is expected to begin during the first-half of 2019. Camp Pendleton has almost completed their pipeline, which ends at the District's boundary. Mr. Bebee said he would provide the Board with a status report of both projects and utilization of the construction manager service in 90 days.

MOTION: Director Davies moved to authorize award of a Construction Management Services Contract for the Santa Margarita Conjunctive Use Project to Terrapin Group, at an hourly rate not-to-exceed professional services contract for \$1,853,740, per the scope and fee, to provide construction oversight for the District (staff will provide a progress report to the Board in 90 days); Director DeMeo seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk
NOES: None
ABSTAIN: None
ABSENT: None

I. CONSIDER PROPOSED REORGANIZATION AND ASSOCIATED JOB CLASSIFICATION CHANGES AND ADOPTION OF RESOLUTION NO. 4938

Recommendation: It is recommended that the Board approve the reorganization and the associated changes to the job titles, job descriptions and salary ranges for the Lead System Operator and System Operations Manager job classifications and revisions per the organizational chart to reduce staffing by one position which will save the District approximately \$92,000 per year.

Acting General Manager Bebee reported the Personnel Committee has reviewed the proposed reorganization. The proposal deletes the vacant Assistant General Manager/District Engineer position, creates a Senior Engineer position, and eliminates the Engineering Supervisor position upon the incumbent's retirement. The proposal also reclassifies the Lead System Operator to System Operations Supervisor and the System Operations Manager to Operations Manager. The changes affect the responsibilities, reporting structure, salary ranges for those positions, and approximately \$92,000 per year will be saved due to a reduction in workforce by one position.

Vice-President McDougal reiterated the Personnel Committee worked with staff on the proposal and is making the recommendation to the Board.

MOTION: Vice-President McDougal moved to approve the reorganization and the associated changes to the job titles, job descriptions and salary ranges for the Lead System Operator and System Operations Manager job classifications and revisions per the organizational chart and adopt Resolution No. 4938; Director Wolk seconded. Motion passed; **VOTE:**

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk

NOES: None

ABSTAIN: None

ABSENT: None

J. CONSIDER APPROVAL OF A COMMUNICATION SITE LICENSE AGREEMENT BETWEEN FALLBROOK PUBLIC UTILITY DISTRICT AND CINGULAR WIRELESS PCS, LLC

Recommendation: That the Board authorize the Acting General Manager to execute the Communication Site License Agreement between Fallbrook Public Utility District and Cingular Wireless PCS, LLC.

Acting General Manager Bebee reported that staff has been working with Cingular Wireless PCS, LLC to install a wireless facility at Bucknell Reservoir to improve the signal in the De Luz area. Currently, wireless site leases generate approximately \$175,000 in revenue annually for the District and this lease will increase that amount by \$30,000. General Counsel has reviewed and approved the contract and the lessee will be responsible for all permitting and other aspects of the project.

MOTION: Director Davies moved to authorize the Acting General Manager to execute the Communication Site License Agreement between Fallbrook Public Utility District and Cingular Wireless PCS, LLC; Director Wolk seconded. Motion passed; **VOTE:**

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk

NOES: None

ABSTAIN: None
ABSENT: None

K. CONSIDER CONSTRUCTION SERVICES FOR ROOF REPAIR AND REPLACEMENT AT THE WASTEWATER RECLAMATION PLANT

Recommendation: That the Board authorize award of Construction Services for Roof Repair and Replacement at the Wastewater Reclamation Plant to TWM Roofing, Inc. for an amount of \$69,759 to resolve existing roof leaks and prevent water damage.

Acting General Manager Bebee reported that the roof at the Wastewater Reclamation Plant is over 30 years old, has significant leaks, and is need of repairs. A Request for Proposals was issued and sent to seven roofing vendors around San Diego County. Three bids were received, and the recommendation is to award the project to TWM Roofing, Inc. in an amount of \$69,759.

MOTION: Vice-President McDougal moved to approve authorize award of Construction Services for Roof Repair and Replacement at the Wastewater Reclamation Plant to TWM Roofing, Inc. for an amount of \$69,759; Director Davies seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk
NOES: None
ABSTAIN: None
ABSENT: None

L. CONSIDER ONE-YEAR EXTENSION OF THE MEMORANDUMS OF UNDERSTANDING AND ADOPTION OF RESOLUTION NO. 4939

Recommendation: That the Board President sign each of the Memorandums of Understanding extension agreements, which provides for a year extension of existing MOUs with no cost of living increase.

Acting General Manager Bebee reported the Board previously voted to approve a one-year extension of the Memorandums of Understanding with both the employee group and the management group with no cost of living increase. The action requested is for the Board President to sign both one-year extensions.

MOTION: Director Davies moved to approve that the Board President sign each of the Memorandums of Understanding extension agreements, which provides for a year extension of existing MOUs with no cost of living increase; Vice-President McDougal seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk
NOES: None

ABSTAIN: None
ABSENT: None

M. CONSIDER AMENDMENT OF ARTICLE 27, INVESTMENT POLICY, AND ADOPTION OF RESOLUTION NO. 4940

Recommendation: That the Board adopt Resolution No. 4940 amending Article 27 of the Administrative Code to update the Treasurer's Report format and ensure all legal reporting requirements are met.

Assistant General Manager/Chief Financial Officer Shank reported that after meeting with staff and the District's financial consultant a number of times, the Fiscal Policy & Insurance Committee developed a new format for the Treasurer's Report to ensure all legal reporting requirements are met. As a result, Article 27 of the Administrative Code requires amending to make it consistent with the new format and legal reporting requirements.

MOTION: Director Wolk moved to approve adopt Resolution No. 4940 amending Article 27 of the Administrative Code to update the Treasurer's Report format and ensure all legal reporting requirements are met; Director DeMeo seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, McDougal, and Wolk
NOES: None
ABSTAIN: None
ABSENT: None

V. ORAL/WRITTEN REPORTS-----**(ITEMS 1-8)**

1. General Counsel
 - General Counsel de Sousa Mills provided the Board with an update of legislation affecting water districts.
2. SDCWA Representative Report
 - Acting General Manager Bebee/SDCWA Representative provided an overview of the written report included in the board packet.
3. Acting General Manager and Assistant General Manager/District Engineer
 - a. Engineering and Operations Report
 - Acting General Manager Bebee provided an overview of the written reports included in the board packet. Mr. Bebee stated a year-end summary of the metrics range for engineering and operations and supervisors' roles would be provided to the Board at the next regular meeting.

- A meeting was held with the Metropolitan Water District of Southern California (MWD) relative to LRP funding for the Santa Margarita Conjunctive Use Project (SMRCUP). MWD is putting together a framework of an agreement for the LRP funding as part of the SMRCUP.
 - General Counsel is working with staff on an agreement with Valley Center Municipal Water District for Vector truck services provided by the District.
4. Assistant General Manager/Chief Financial Officer
 - a. Treasurer's Report
 - b. Budget Status Report
 - c. Warrant List
 - Assistant General Manager/Chief Financial Officer Shank provided an overview of the written reports included in the board packet.
 5. Public Affairs Specialist
 - Public Affairs Specialist Denke provided an overview of public outreach efforts and upcoming events.
 6. Notice of Approval of Per Diem for Meetings Attended
 7. Director Comments/Reports on Meetings Attended
 - Director DeMeo reported she attended the Council of Water Utilities meeting on Tuesday, July 17.
 - Director Wolk requested the board packet be provided a week in advance of the board meeting and not on the Thursday or Friday before the meeting.
 - Director McDougal provided an update on the activities of the Community Benefit Committee, as follows:
 - Informational meetings are scheduled in September for businesses and the public.
 - An organizational meeting will be held in early September to choose a lead for the project. Keene Simonds, executive officer of San Diego LAFCO, will be at the meeting. Vice-President McDougal and Acting General Manager Bebee pointed out that the District would not be leading the efforts of the Community Benefit Committee.
 8. Miscellaneous

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:11 p.m. following an oral announcement by President Gebhart of Closed Session Item VI. 1.

VI. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS PER GC § 54957.6:

AGENCY DESIGNATED NEGOTIATORS: BOARD OF DIRECTORS

UNREPRESENTED EMPLOYEE: ACTING GENERAL MANAGER

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 6:27 p.m.

REPORT FROM CLOSED SESSION

There was no reportable action taken in Closed Session.

VII. ADJOURNMENT OF MEETING

There being no further business to discuss, President Gebhart adjourned the regular meeting of the Board of Directors of the Fallbrook Public Utility District at 6:28 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

M E M O

TO: Board of Directors
FROM: Mary Lou West, Secretary *mw*
DATE: August 27, 2018
SUBJECT: Consider Advance Approval to Attend Meetings

Purpose

To authorize Directors' attendance, travel, and expenses to events requiring approval by the Board of Directors in advance.

Summary

Compensation for attendance and reimbursement for expenses at other occasions, events, or meetings related to District business, other than those listed in Article 2.12 of the Administrative Code, shall be determined by the Board of Directors in advance. In addition, Article 12.1.3 (1) provides that 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 under "Advance Approval to Attend Meetings."

The request is for advance approval of the following:

1. Metropolitan Water District of Southern California Tours (inspection trips) hosted by the San Diego County Water Authority delegation: (1) *State Water Project/Bay-Delta*, Sept. 28-29, 2018; (2) *Colorado River Aqueduct System*, Oct. 27-28, 2018; (3) *Colorado River Aqueduct System*, Jan. 18-19, 2019; (4) *State Water Project/Bay-Delta*, Mar. 16-17, 2019; (5) *Colorado River Aqueduct System*, Apr. 12-13, 2019; (6) *Hoover Dam & Colorado River Aqueduct System*, Jun. 7-8, 2019.
2. Coastal Conservancy of the State of California Board of Directors Meeting on September 6, 2018, at 10 a.m. located at the Wharfinger Building--Bay Room, #1 Marina Way, Eureka, California (Meeting will be to vote on allocation of funds to purchase the District's Santa Margarita River Property, and attendance by Board President would be beneficial.)

Recommended Action

That the Board authorize Advance Approval for Directors' attendance to the following meetings or events: Metropolitan Water District of Southern California Tours (inspection trips) hosted by the San Diego County Water Authority delegation: (1) *State Water Project/Bay-Delta*, Sept. 28-29, 2018; (2) *Colorado River Aqueduct System*, Oct. 27-28, 2018; (3) *Colorado River Aqueduct System*, Jan. 18-19, 2019; (4) *State Water Project/Bay-Delta*, Mar. 16-17, 2019; (5) *Colorado River Aqueduct System*, Apr. 12-13, 2019; (6) *Hoover Dam & Colorado River Aqueduct System*, Jun. 7-8, 2019; and the Coastal Conservancy of the State of California Board of Directors Meeting on September 6, 2018, at 10 a.m. located at the Wharfinger Building--Bay Room, #1 Marina Way, Eureka, California.

[About Us](#)
[Board of Directors](#)
[Water Supplies](#)
[Construction, Facilities & Operations](#)
[Business Opportunities](#)
[Finance & Investor Relations](#)
[Community Outreach & School Programs](#)
[News & Publications](#)

Home » Water Authority & MWD Tours

Water Authority & MWD Tours

Share This



Tour participants experience first-hand how legislative and regulatory policies affect the availability of imported water.

The Water Authority has a four-member delegation to the **Metropolitan Water District of Southern California (MWD) Board of Directors**. They are: Directors Jerry Butkiewicz, Michael Hogan, Tim Smith, and Fern Steiner.

Each year, these directors host tours--called inspection trips--that provide elected and appointed officials, business and environmental community leaders, civic leaders, media representatives, educators, and interested stakeholders with the opportunity to learn about current and historical water issues affecting the region from both statewide and local perspectives. The tours also provide a first-hand look at the magnitude of the water delivery systems that feed Southern California by visiting numerous sites and facilities across the state.

Applications for each tour typically open about six weeks prior to the tour date.

Tour Date	Hosting Director	Type of Tour	Application Link
September 28-29, 2018	Michael Hogan & Tim Smith	State Water Project/Bay Delta	Click here to apply.
October 27-28, 2018	Fern Steiner	Colorado River Aqueduct System	Application not yet available.
January 18-19, 2019	Michael Hogan	Colorado River Aqueduct System	Application not yet available.
March 16-17, 2019	Fern Steiner	State Water Project/ Bay Delta	Application not yet available.
April 12-13, 2019	Tim Smith	Colorado River Aqueduct System	Application not yet available.

COMMUNITY OUTREACH & SCHOOL PROGRAMS

[Education](#)
[Speakers' Bureau & Presentations](#)
[Citizens Water Academy Tours](#)

RECENT NEWS

[Water Authority Expands Water-Use Efficiency Opportunities for Low-Income Homes](#)

07.25.2018

The San Diego County Water Authority is...

[Read more >](#)

[Water Authority Prevails in Open Meetings Lawsuit](#)

07.23.2018

Superior Court Judge John S. Meyer ruled...

[Read more >](#)

[New Landscape Transformation Program Increases Incentives in San Diego County](#)

07.09.2018

Residents in San Diego County now can...

[Read more >](#)

[More News](#)

FIND YOUR WATER DISTRICT

Looking for water restrictions, conservation programs and incentives, to establish water service, pay a bill or to contact your local water agency.

Address & Zip Code



Learn about conservation incentives, programs, resources and more!

Visit WaterSmart

Tour Date

Hosting Director

Type of Tour

Application Link

June 7-8, 2019

Jerry Butkiewicz

Hoover Dam & Colorado River Aqueduct System

Application not yet available.

STATE WATER PROJECT/BAY DELTA TOURS



Harvey O. Banks Pumping Plant

These tours focus on the largest state-built water and power system in the nation. Guests will also hear about the complex issues that influence how the system operates and the numerous problems affecting the Sacramento-San Joaquin Bay Delta.

Trip participants may visit key State Water Project facilities, meet with legislative representatives, and receive detailed presentations and updates from Bay Delta experts.

COLORADO RIVER AQUEDUCT TOURS

These tours focus on the 242-mile-long system of pumping plants and canals that brings Colorado River water into Southern California.

These tours stop along the Lower Colorado River region and may include visits to Hoover Dam, the [All-American Canal](#), the [Coachella Canal](#), and other critical components of the historic [Quantification Settlement Agreement](#). Guests may have the opportunity to visit facilities located near and in the San Diego County region, such as the Water Authority's [Olivenhain Dam and Reservoir](#), [San Vicente Dam](#), and [Twin Oaks Valley Water Treatment Plant](#) as well as MWD's [Diamond Valley Lake](#) and [Robert A. Skinner Water Treatment Plant](#).



Colorado River Aqueduct

Transportation, lodging, and meals are provided by MWD. Limited seating is available on each tour. Trip participants must be 18 years of age or older, and background checks may be required to visit some secure federal, state, and local facilities.

To receive email notices about upcoming Water Authority & MWD Tours or invitations to upcoming trips, please email MWDProgramTours@sdewa.org.

Site Links

Join Our Newsletter

[Careers](#)

[Contact Us](#)

[Fact Sheets](#)

[Documents & Forms](#)

[Glossary](#)

[Helpful Links](#)

Receive news and alerts

[Planning Documents](#)

[Social Media Policy](#)

[Site Use & Privacy Policy](#)



Search

Select Language



About

Projects

Climate Change

Grants

Meetings & Notices



Public Meetings & Notices

The Coastal Conservancy meets five or six times a year at different locations around the state. Members of the public are welcome to attend these meetings. Agendas and staff reports are posted prior to each meeting.

Conservancy Meetings 2018

- January 18, 2018
- March 22, 2018
- May 24, 2018
- September 06, 2018
- December 06, 2018

Conservancy Board Meeting Archives

Agendas and staff reports for past Coastal Conservancy meetings going back to October 2003 are [posted here](#).

Other Public Meetings

San Francisco Bay Area Water Trail: Meetings of its Project Management Team are open to the public and are generally held quarterly. Agendas are posted on [this website](#) in advance of each meeting.

Meeting Dates for 2018 are: **March 9**, June 15, September 14, and December 14.

Public Notices

Coastal Conservancy Tribal Consultation Policy

Request for Qualifications 2018 (Consultant Questionnaire)

Lagunitas Creek Floodplain and Riparian Restoration Draft EA/IS-MND Released

Restoring Salmon Habitat in Muir Woods EA/MND Released

2017 State Leadership Accountability Act



Public Meeting News

San Francisco Bay Area Water Trail Implementation Meeting #26 – June 15, 2018

Coastal Conservancy Public Meeting in Sacramento – May 24

Coastal Conservancy Public Meeting in Oakland – March 22

[View all Public Meetings Posts](#)



Sign up and Stay Informed!

Check out our Projects Here!



Coast & Ocean Archive
(Originally titled *California Waterfront Age*)



Help Save Sea Otters at Tax Time

Office of Governor
Edmund G. Brown Jr.
[Visit webpage](#)

Secretary for Natural Resources
John Laird
[Visit webpage](#)

Executive Officer
Samuel Schuchat
[Visit webpage](#)



Save Our Water



Register to Vote

Mary Lou West

From: Singh, Ashmika@SCC <Ashmika.Singh@scc.ca.gov>
Sent: Tuesday, August 14, 2018 3:20 PM
To: Mary Lou West
Subject: RE: September 6th Board Meeting

Hello,

Per your request, here is the meeting details.

Meeting Date/Time: Thursday, September 06, 2018 @ 10:00AM

Venue: Wharfinger Building – Bay Room
1 Marina Way, Eureka, CA

Lodging: Red Lions Hotel, Eureka
1929 4th Street, Eureka, CA 95501

Please let me know if you need any further details regarding our September Board Meeting.

Thank you
Ash



Ashmika Singh
Staff Services Analyst

State Coastal Conservancy
1515 Clay Street, 10th Floor
Oakland, CA 94612
Direct: (510)286-0922
Fax: (510) 286-0470

From: Mary Lou West <maryloub@fpud.com>
Sent: Monday, August 13, 2018 11:25 AM
To: Singh, Ashmika@SCC <Ashmika.Singh@scc.ca.gov>
Subject: September 6th Board Meeting
Importance: High

M E M O

TO: Board of Directors
FROM: Jack Bebee, Acting General Manager , JRB
DATE: August 27, 2018
SUBJECT: Consider Letters of Opposition to SB 998

Purpose

To adopt a position of opposition to Senate Bill 998 (SB 998), which would change existing water service shut-off policy.

Summary

This bill, as amended, would replace local water district service shut-offs processes, with a one-size-fits-all statewide program. The bill would prevent service shut-offs for at least 60 days for delinquent customers, create a cap on reconnection fees, and trigger Prop 218 concerns. Additionally, authority would be expanded to both the State Water Resources Control Board and the Attorney General to enforce provisions of the bill.

The Association of California Water Agencies (ACWA) has taken a position of opposition to SB 998 and is asking that local agencies do the same and submit letters of opposition to legislators. ACWA's request for action and proposed letters of opposition from the District are included for the Board's information.

Recommended Action

That the Board adopt a position of opposition to Senate Bill 998 and authorize staff to submit the proposed letters to legislators on behalf of the Board and District.



LEGISLATIVE OUTREACH ALERT: OPPOSITION LETTERS REQUESTED ON WATER SERVICE SHUT-OFF BILL SB 998

BY KANISHA GOLDEN JUN 13, 2018

ACWA Moves to an Oppose Position

ACWA's State Legislative Committee voted to adopt an oppose position on SB 998, authored by Senator Bill Dodd (D-Napa), which would change existing water service shut-off policy although there is no current in-state data to indicate that this issue is a large problem in California.

ACWA members are urged to contact their legislators to express opposition to SB 998. Legislator contact information and a sample letter are provided below.

BACKGROUND

As amended on May 7, 2018, the bill would replace current water district service shut-offs processes that are already tailored by local water districts to meet the needs of their agency customers. A new one-size-fits-all statewide program would be created instead that would prevent service shut-offs for at least 60 days for delinquent customers, create a cap on reconnection fees that may or may not cover the actual cost of these physical reconnections and trigger Prop. 218 concerns for public water agencies, and expand authority to both the State Water Resources Control Board and the Attorney General to enforce provisions of the bill.

While the author has accepted previous amendments including deleting language which would have required a public health officer to determine via a physical visit that a water shutoff would not pose a grave threat to the health and safety of the residents, the bill still contains provisions that continue to complicate current water district policy and create cost-shift probability as outlined above.

TACK ACTION

ACWA is requesting that members take the following actions as soon as possible:

- 1) **Send an Opposition Letter.** ACWA members are urged to send letters of opposition to their local legislators asking them to vote no on SB 998. To ensure your agency receives credit towards the Outreach Awards program, please use ACWA's Outreach Interaction Form to send a copy of your final letter to ACWA.

2) **Call Your Legislators.** ACWA members are also encouraged to call their legislators and ask them to vote “No” on SB 998. Legislators’ contact information can be found online. To ensure your agency receives credit towards the Outreach Awards program, please use ACWA’s Outreach Interaction Form to report any telephone interactions with legislators.

QUESTIONS

For questions about SB 998 (Dodd), please contact ACWA Director of State Legislative Relations Wendy Ridderbusch at (916) 441-4545.

© 2018 Association of California Water Agencies



August 28, 2018

990 East Mission Road
Fallbrook, California
92028-2232

(760) 728-1125

Board of Directors

Milt Davies
Jennifer DeMeo
Al Gebhart
Don McDougal
Charley Wolk

Staff

Jack Bebee
Acting General Manager

David Shank
*Assistant General Manager/
Chief Financial Officer*

Paula de Sousa Mills
General Counsel

Mary Lou West
Secretary

The Honorable Marie Waldron
Assemblywoman, California State Assembly
State Capitol, Suite #4130
Sacramento, California 94249

Subject: Opposition to SB 998 (Dodd): Water Shut-Offs

Dear Assemblywoman Waldron:

I am writing to express Fallbrook Public Utility District's opposition to SB 998 by Sen. Bill Dodd (D-Napa), which would completely change the practice of public water agencies who currently undertake multiple protocols to ensure that water service is discontinued for non-payment only when a customer fails to follow-through with safeguards that are built into the operations and management of water systems. Our water agencies deliver safe, reliable, high-quality and affordable water to customers in a dependable and responsible manner.

This new one-size-fits-all statewide program would be created instead that would, among other things, prevent service shut-offs for at least 60 days for delinquent customers, create a cap on reconnection fees that may or may not cover the actual cost of these physical reconnections and trigger Prop. 218 concerns for public water agencies, and expand authority to both the State Water Resources Control Board and the Attorney General to enforce provisions of the bill.

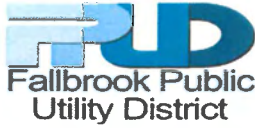
Water districts are overseen by their locally-elected boards of directors. They make decisions in their geographic service territories based on what works locally. Water agencies are in the business of delivering water—they don't disconnect delinquent customers without prior substantial engagement. This bill is unnecessary and appears to be a solution in search of a problem that does not currently exist in California.

For these reasons, Fallbrook Public Utility District respectfully urges you to vote "NO" on SB 998.

Sincerely,

Jack Bebee
Acting General Manager

C: The Honorable Bill Dodd
Wendy Ridderbusch, ACWA Director of State Legislative Relations



August 28, 2018

990 East Mission Road
Fallbrook, California
92028-2232

(760) 728-1125

Board of Directors

Milt Davies
Jennifer DeMeo
Al Gebhart
Don McDougal
Charley Wolk

Staff

Jack Bebee
Acting General Manager

David Shank
*Assistant General Manager/
Chief Financial Officer*

Paula de Sousa Mills
General Counsel

Mary Lou West
Secretary

The Honorable Joel Anderson
Senator, California State Senate
State Capitol, Room 5052
Sacramento, California 95814

Subject: Opposition to SB 998 (Dodd): Water Shut-Offs

Dear Senator Anderson:

I am writing to express Fallbrook Public Utility District's opposition to SB 998 by Sen. Bill Dodd (D-Napa), which would completely change the practice of public water agencies who currently undertake multiple protocols to ensure that water service is discontinued for non-payment only when a customer fails to follow-through with safeguards that are built into the operations and management of water systems. Our water agencies deliver safe, reliable, high-quality and affordable water to customers in a dependable and responsible manner.

This new one-size-fits-all statewide program would be created instead that would, among other things, prevent service shut-offs for at least 60 days for delinquent customers, create a cap on reconnection fees that may or may not cover the actual cost of these physical reconnections and trigger Prop. 218 concerns for public water agencies, and expand authority to both the State Water Resources Control Board and the Attorney General to enforce provisions of the bill.

Water districts are overseen by their locally-elected boards of directors. They make decisions in their geographic service territories based on what works locally. Water agencies are in the business of delivering water—they don't disconnect delinquent customers without prior substantial engagement. This bill is unnecessary and appears to be a solution in search of a problem that does not currently exist in California.

For these reasons, Fallbrook Public Utility District respectfully urges you to vote "NO" on SB 998.


Sincerely,

Jack Bebee
Acting General Manager

C: The Honorable Bill Dodd
Wendy Ridderbusch, ACWA Director of State Legislative Relations

This page intentionally left blank.

M E M O

TO: Board of Directors
FROM: Jason Cavender, Operations Manager 
DATE: August 27, 2018
SUBJECT: Engineering and Operations Key Performance Indicators

Purpose

To provide information to the Board on the Key Performance Indicators (KPIs) that have been developed for Engineering and Operations.

Summary

The primary purpose for developing and tracking KPIs is to provide a performance measurement system that gives management the ability to analyze data, make better decisions, and improve the organization.

Recommended Action

This is an information item. No board action needed.



Fallbrook Public Utility District

Engineering and Operations FY18

Board Meeting August 2018

Engineering

- WATER CIP FY18

- Budget: \$4,482,481

- Spent: \$4,942,612

- Percentage spent: 110%

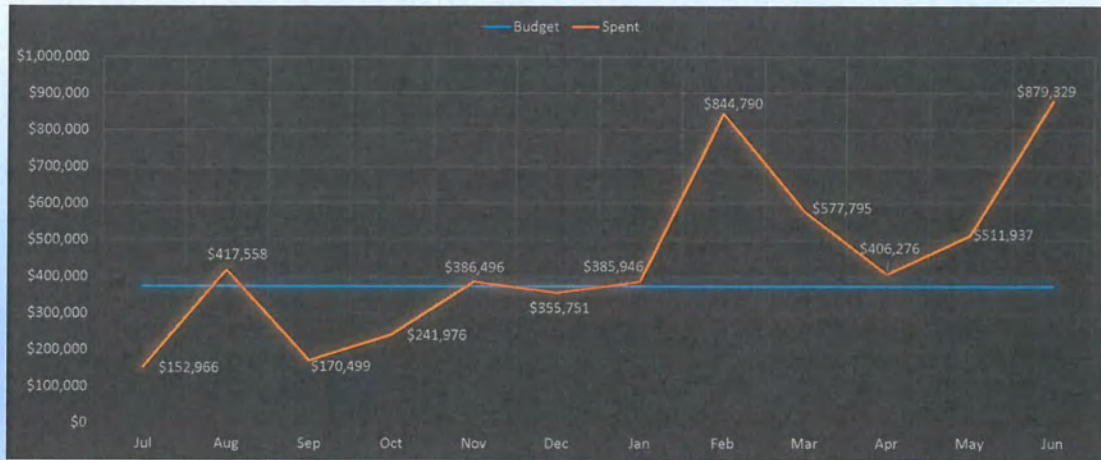
- WASTEWATER CIP FY18

- Budget: \$2,061,500

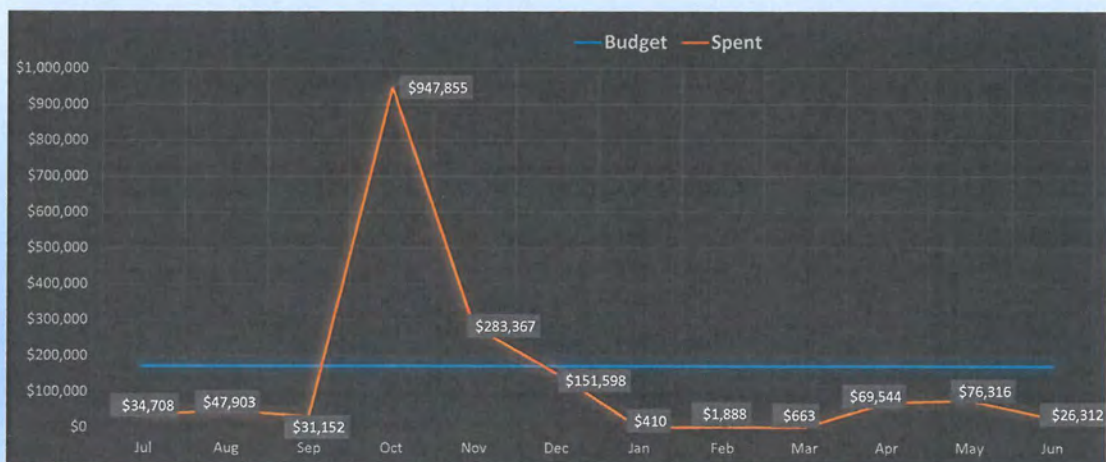
- Spent: \$1,667,933

- Percentage spent: 81%

Water System CIP FY18



Wastewater System CIP FY18



System Operations

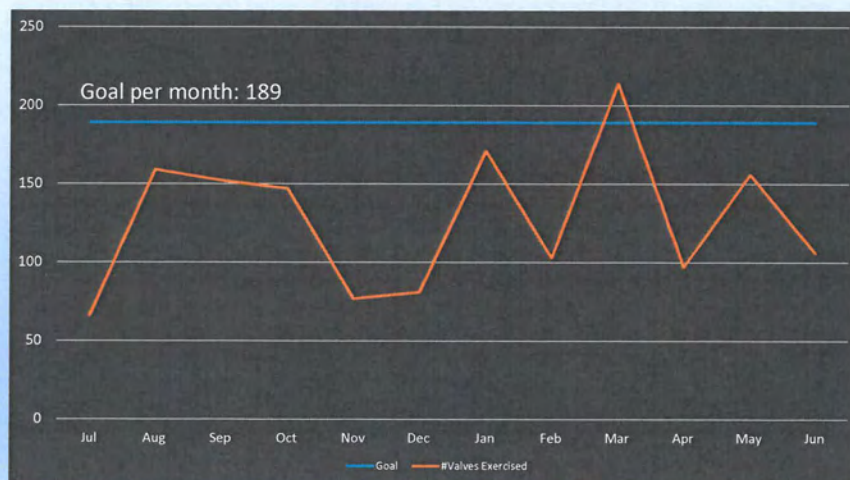
Valve Exercising Program

- 6,804 main line valves on a 3 year cycle
- Improves valve reliability
- Goal: 189/mo. or 2.78% of total

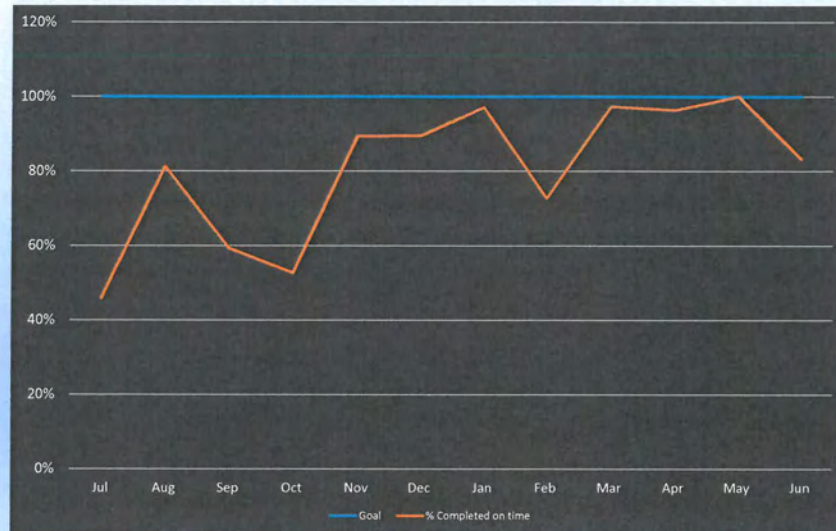
Preventative Maintenance Work Orders

- Pump stations, tanks, UV Plant
- May occur monthly, quarterly, or annually
- Critical components stay in good working order
- Goal: 100% complete on time

Valve Exercise Program



Water System Preventative Maintenance Work Orders

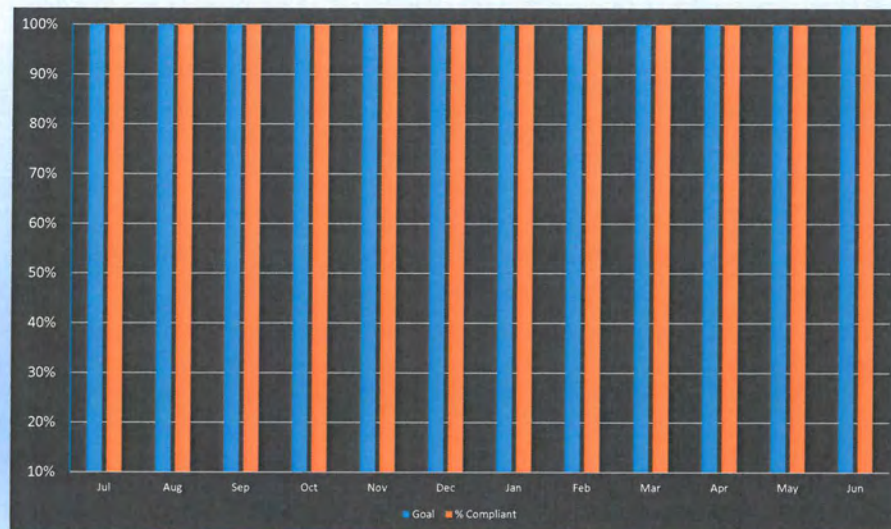


System Operations

Water System Violations

- Water quality sampling for regulatory compliance
- Sampling may occur weekly, monthly, quarterly, or annually
- Goal: 100% compliance
- Zero Violations

Water System Regulatory Compliance (%)



Wastewater

Wastewater System Violations

- State and Regional Water Quality Control Board Compliance with NPDES, WDR and General Order Permits
- Sampling is performed daily, monthly, semi-annually and annually
- Goal: 100% compliance
- Zero Violations

Wastewater PMs Completed

- Servicing and inspecting pumps, motors, calibrating equipment, chlorine gas system, and site maintenance

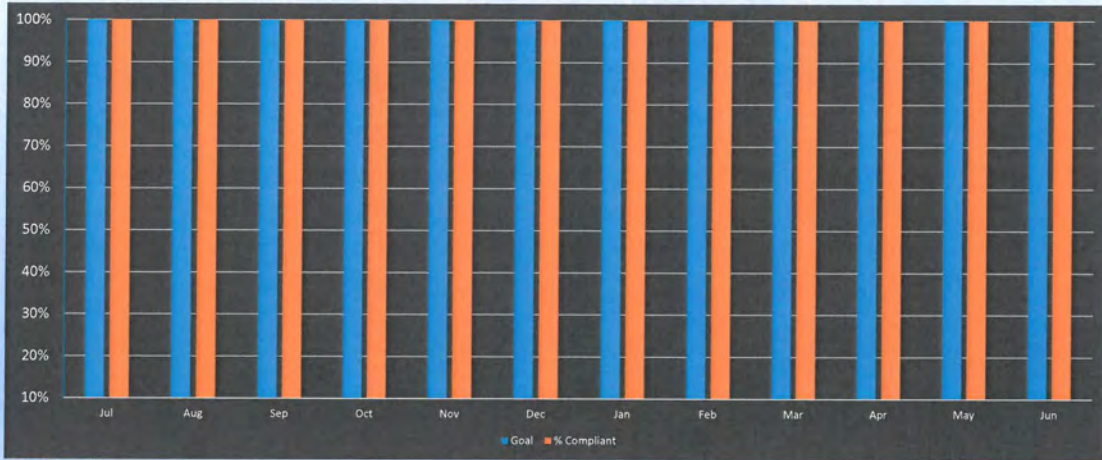
Energy Cost per MG

- Blowers, Natural Gas Sludge Dryer, Pumps - Hydraulics
- Solar Fields

Recycled Water – Time Out of Service

- Unplanned vs Planned

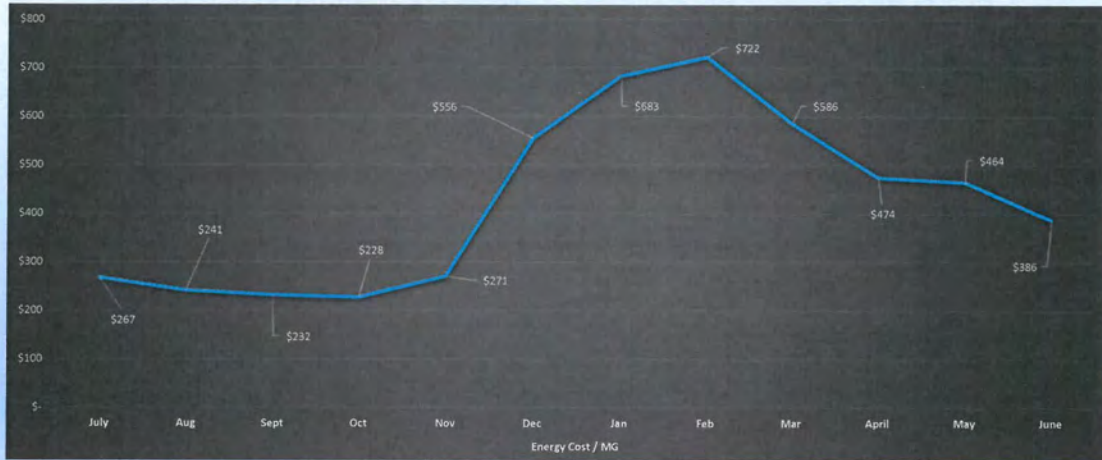
Wastewater Regulatory Compliance (%)



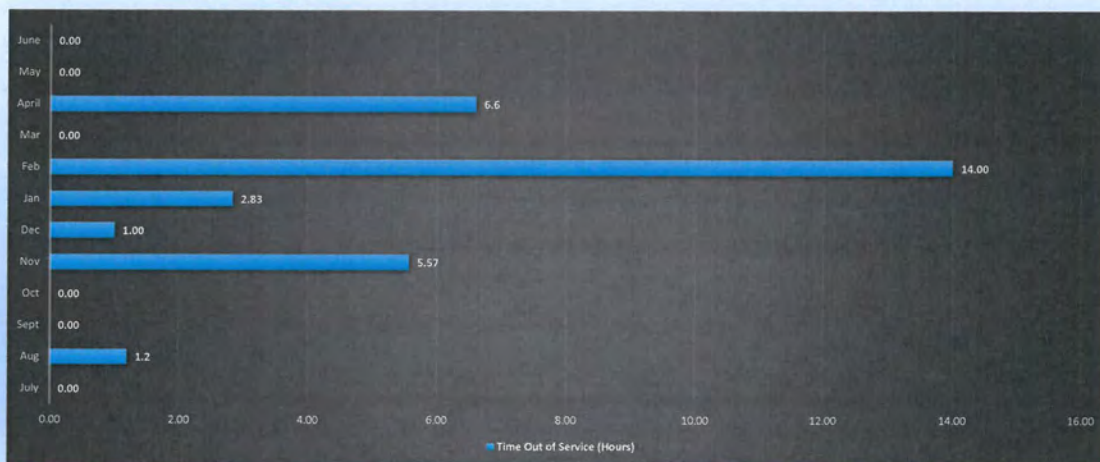
Wastewater PMs % Completed on Time



Energy Cost / MG Treated



Recycled Water - Time Out of Service (Hours)



Collections

Total Wastewater spilled

- Common Gravity Sewer or Force Main
- Reportable to State and Regional board
- Controlled with main line cleaning

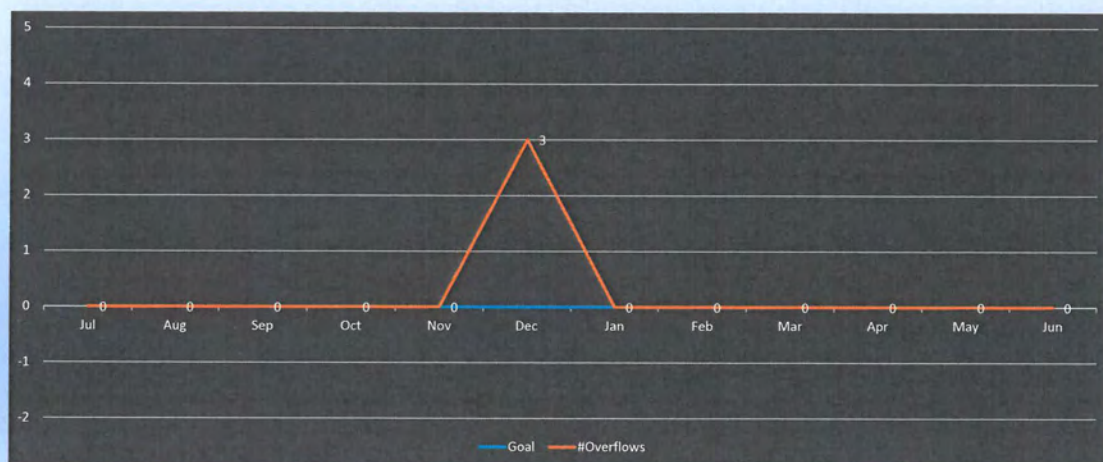
Odor Complaints

- Two Types- WRP or Main line
- WRP- Process problems
- Main Line- Grease or Private Pumping Sys

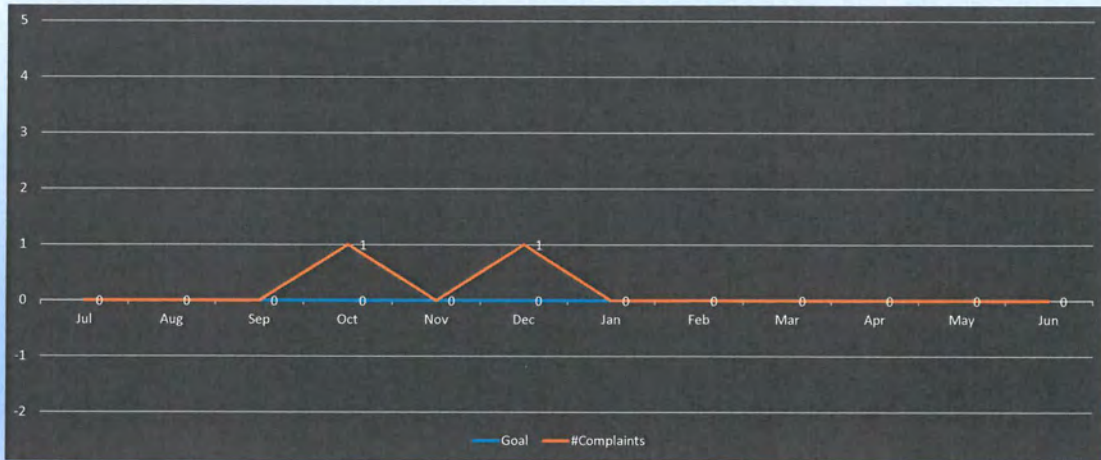
Non-Recovered Wastewater Spilled

- Storm Drains, Creeks or Ponds or Ground
- Quick Response

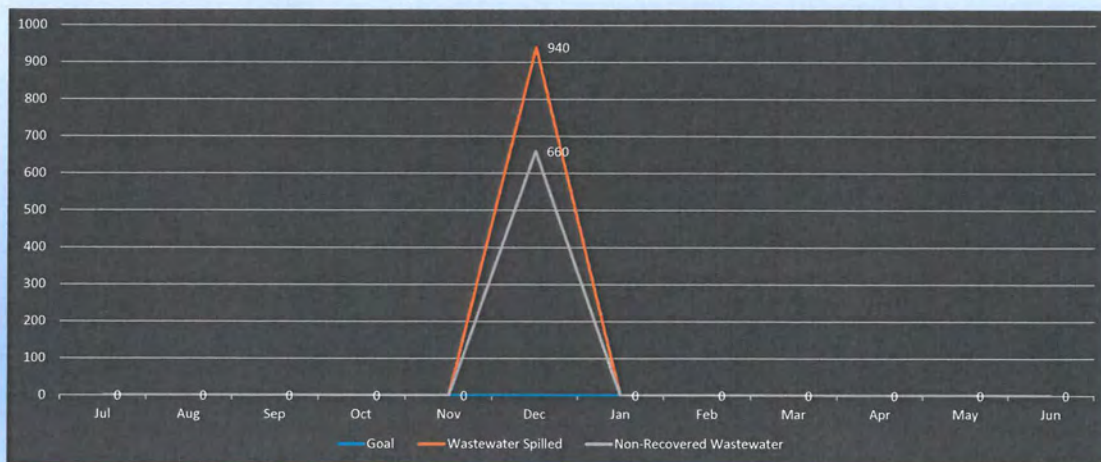
Sewer Overflows



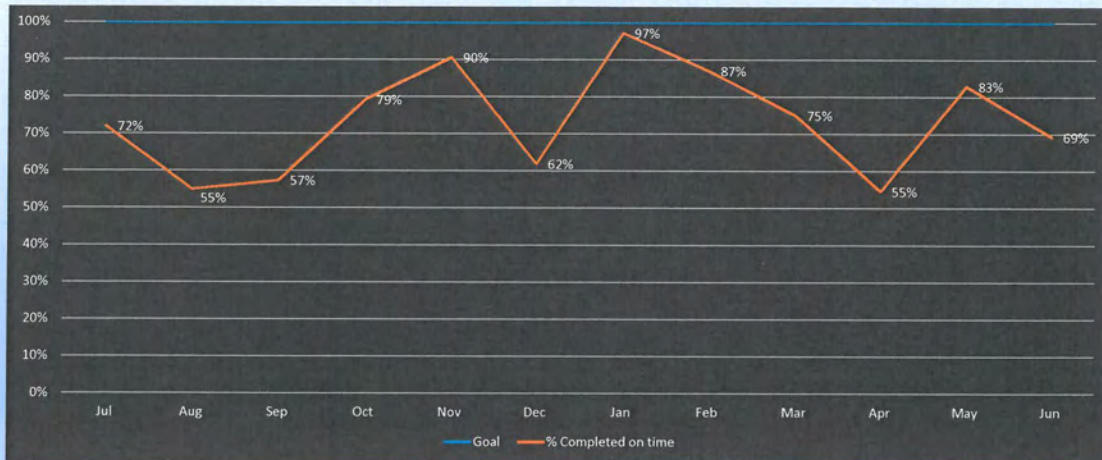
Odor Complaints



Wastewater Spilled



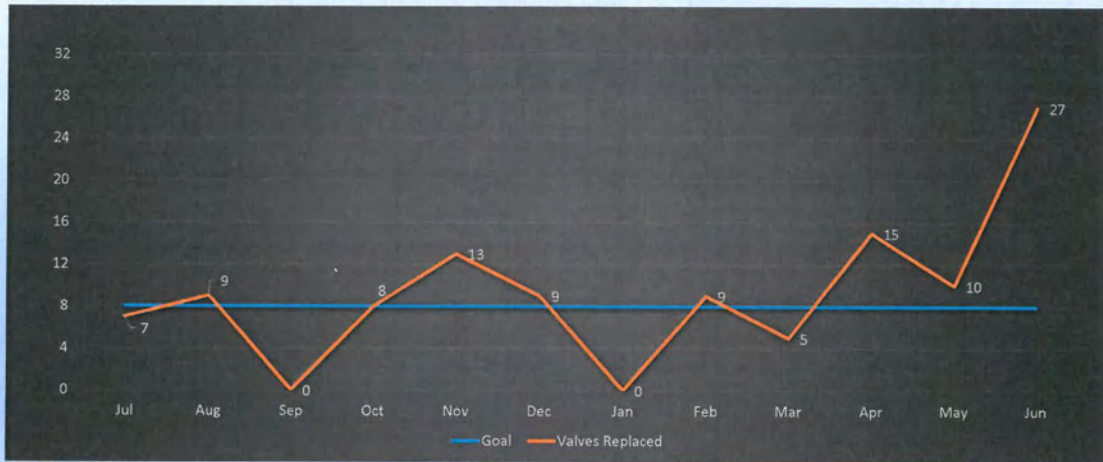
Collections - Preventative Maintenance Work Orders



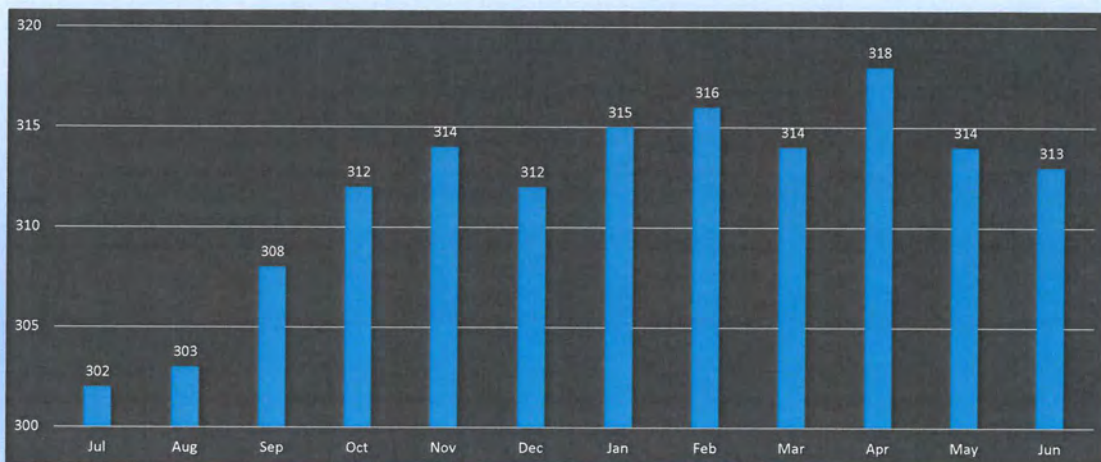
Construction/Maintenance

- Efforts continue in replacing valves with the greatest impact on water loss and customer outages during large main breaks.
- With new valves, crews will be capable of shutting down smaller controlled areas faster, impacting fewer customers while losing less water and completing repairs sooner.
- Our goal is to replace 100 valves per year. We replaced 112 this year. We currently have 6821 valves in the system with 313 known to be broken.

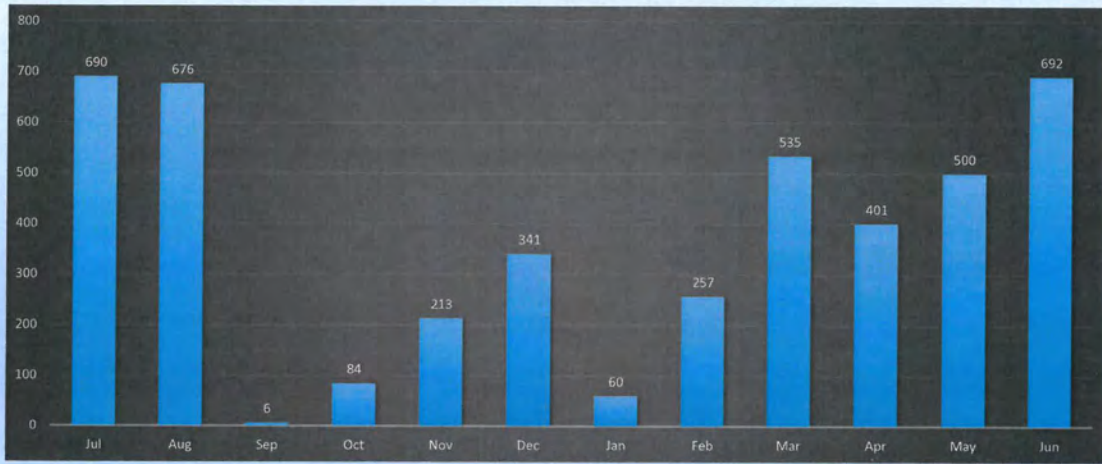
Valves Replaced



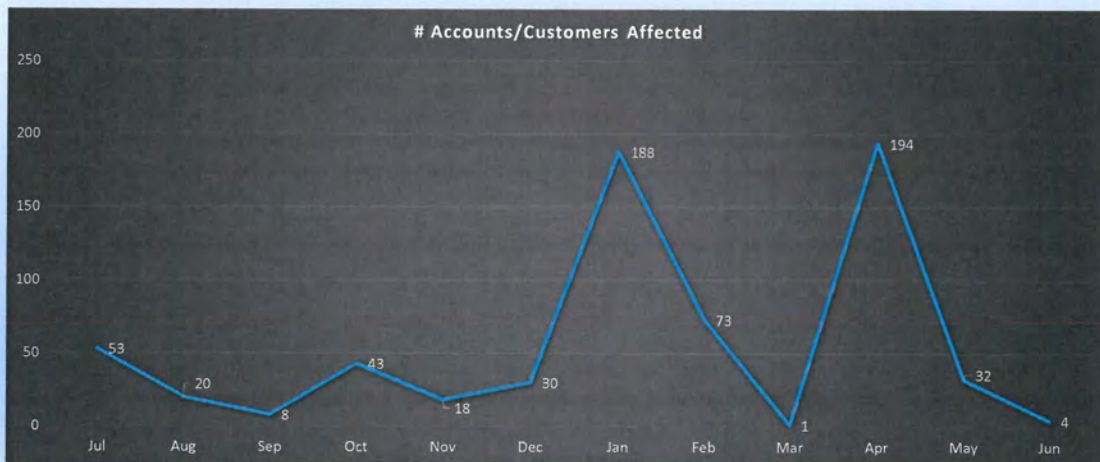
Rolling Total Broken Valves



Planned Outages > 4 Hours # of Customers Affected



Unplanned Disruption > 4 Hours



System Services

Meter Exchange Program

- Began exchanging meters in Jul 2015 with 9239 meters to exchange
- As of Jun 2018 – 5,024 meters exchanged
- We have obtained our goal with 54% completion as of July 2018. We are currently 4% ahead of our goal
- Goals: Exchange 123 meters/month, 1476 meters/year for the remaining 36 months of program
- If all goals are met, the meter exchange program should conclude in July 2021

Meter Exchange

Total # Meters to Exchange: 1772

Total # Meters Exchanged: 1868

Meters Left to Exchange: -96



Fiscal Year Summary

- Completed Planned District CIP Projects. Some Water Projects expected to span into next FY completed this FY, which resulted in higher than budgeted cost.
- Had no water regulatory compliance events per our goal. Did not meet valve exercising goal due to leaks and shutdowns.
- Collections had only 640 gallons of non-recovered spill and while it exceeds our target of zero, the amount is very low for our system. We had only two odor complaints for the sewer system and WRP.
- 112 mainline valves were replaced this year which exceed our target of 100 valves per year.
- For this Fiscal Year we had 664 customers out of water for more than 4 hours due to unplanned shutdowns. We expect this number to trend down over time as we replace more valves and pipelines.
- We exceeded our AMI meter exchange goal of 1772 meters per year by almost 100 meters
- We will review of Key Performance Metrics (KPMs) targets to continue to identify key performance measures to Board and set targets to improve District overall operation.

M E M O

TO: Board of Directors
FROM: Jack Bebee, Acting General Manager, JRB
DATE: August 27, 2018
SUBJECT: Status Report – Parcels with Deferred Water Availability/Standby Charges

Purpose

To provide the Board of Directors with the report of parcels with deferred annual water standby availability charges pursuant to Article 24.5.7 of the Administrative Code.

Summary

Article 24 of the Administrative Code provides that water standby availability charges are fixed and established on all land within District boundaries, whether the water is actually used or not. However, if a parcel owner believes the amount of the water standby availability charges fixed against such parcel should be deferred, he or she may apply to the District for deferral of said charges.

Attached is the list of parcels whose owners have entered into agreements to defer water standby availability charges.

Recommended Action

This item is for information only; no action is required of the Board.

**FALLBROOK PUBLIC UTILITY DISTRICT
STANDBY OR AVAILABILITY CHARGES
DEFERRED PARCEL LOG
as of 7/1/18**

APN	OWNER OF RECORD	TRA	ACRE	REC DATE	NOTES
101-170-01-00	Fallbrook Land Conservancy	75058	320.00	11/9/07	
101-170-02-00	Fallbrook Land Conservancy	75058	359.00	11/9/07	
101-170-03-00	Fallbrook Land Conservancy	75058	527.21	11/9/07	
101-361-62-00	Fallbrook Land Conservancy	75053	77.95	9/10/01	
102-490-07-00	Deuling David & Cathy Trust 10-06-10	75199	21.50	5/16/97	
102-490-20-00	DR Horton Los Angeles Holding Company	75199	31.57	5/17/04	Transfer Ownership 3/15/13
102-711-09-00	Clark Family Trust 05-15-91	75022	4.74	5/31/00	Transfer Ownership 8/27/02
106-180-61-00	Fallbrook Land Conservancy	75010	12.90	8/11/00	

MEMO

TO: Board of Directors
FROM: Personnel Committee
DATE: August 27, 2018
SUBJECT: Update on the Request for Proposal for Professional Labor Negotiation Services

Purpose

To provide a status update on the request for proposal (RFP) for labor negotiations services.

Summary

The attached RFP for procurement of a negotiator to support upcoming contract negotiations was issued on August 14, 2018. In addition to posting on the District's website, www.fpud.com, the RFP was emailed directly to seven (7) firms that specialize in providing similar such services.

It is anticipated that the process for selection and awarding of the contract will be according to the following tentative schedule:

- 1. Proposal due date.....9/13/18
- 2. Personnel Committee review of proposals.....9/20/18
- 3. Interviews.....TBD
- 4. Board of Directors approval.....10/22/18
- 5. Final selection and notification.....10/25/18

Recommended Action

There is no recommended action at this time.



REQUEST FOR PROPOSALS FOR PROFESSIONAL LABOR NEGOTIATIONS SERVICES

I. INTRODUCTION

On June 5, 1922, Fallbrook Public Utility District (FPUD) was incorporated to serve water from local area wells along the San Luis Rey River. Since that time, FPUD has continued to grow, and today the District provides imported water and sewer service to 35,000 residents living on 28,000 acres. FPUD is seeking a qualified and experienced professional consultant for labor negotiation services. FPUD invites interested law firms, attorneys, or professional negotiators to submit written proposals. The successful firm or individual will work directly for and at the direction of the District's Board of Directors (Board).

The overall objective of the labor negotiation services sought is to successfully negotiate a successor Memorandum of Understanding (MOU) with each of the District's two bargaining units: 1) Fallbrook Public Utility District Employees' Association (FPUDEA), represented by Teamsters and 2) Fallbrook Management Employees' Association (FMEA). The current MOUs expired June 30, 2018 and were extended, by mutual agreement, for one year, to June 30, 2019.

II. CONTRACT LENGTH

It is anticipated that the contract will cover a two (2) year period with options to renew under the same terms and conditions. The District may, at its option and with the approval of the respondent, extend the period of this agreement up to a maximum of three (3) one-year terms, provided the scope of the engagement does not change. Termination of the Agreement by the District can occur at any time during the agreement period and at the District's discretion.

III. SCOPE OF REQUIRED SERVICES

FPUD is seeking professional labor negotiation services to perform the full range of services related to the negotiation and drafting of an MOU, including planning, strategizing, and proactively advising on issues related to labor negotiations.

Specific responsibilities of the consultant include, but are not limited to the following:

I. Negotiation Planning and Preparation Activities

- A. Create a schedule/timeline to ensure the timely completion of the negotiations process ahead of the June 30, 2019 expiration date of the current MOUs.
- B. Review the current MOUs and related practices, policies, and documents, including the Personnel Regulations.
- C. Work with staff to prepare a summary of benefit costs for initial discussion with Board to help draft proposals including summary of current and projected pension costs.
- D. Develop recommendations for revisions to MOU language to ensure consistency with both and among other relevant District practices, policies, and documents, including the Personnel Regulations.
- E. Advise the Board and key staff on best practices (e.g., meeting and conferring in good faith), applicable laws/rules and trends in labor negotiations.
- F. Lead and facilitate discussions with the Board regarding goals, strategic and financial objectives, and priorities. Include a specific discussion with the Board on pension obligations.
- G. Conduct up to three (3) meetings with the Board to review the current MOUs and discuss negotiation parameters and potential proposals.

II. Negotiation Activities

- A. Serve as the District's lead negotiator.
- B. Assist with the preparation of cost analysis of proposals.
- C. Develop draft proposals for submission to the Board in closed session.
- D. Evaluate and analyze proposals received from the bargaining units, advise and make recommendations to the Board on how to proceed.
- E. Maintain communication with and provide updates regularly to the Board on the status of negotiations.

- F. Participate in closed-session Board briefings as requested by the Board.
- G. Assist with the preparation of documents (e.g., memos, presentations, charts) used to convey information to the Board.
- H. Act as FPUD's advisor in mediation, fact-finding and related procedures, as necessary.

III. Post Negotiations Activities

- A. Attend Board meeting/s for adoption of the MOUs.

IV. Other Services to be Provided as needed:

- A. Provide ongoing support on such matters as MOU language interpretation and strategies for implementing and administering terms of the MOUs.

IV. DISTRICT'S RESPONSIBILITIES

District staff will work closely and cooperatively with the Consultant to provide the assistance needed to achieve the Board's goals. The Board will carefully consider all materials and proposals presented by the consultant and provide clear feedback to the consultant throughout the negotiation process.

V. PROPOSAL REQUIREMENTS

Proposals submitted in response to this RFP shall not exceed 15 pages and shall include:

1. Proposed Staff and Resumes
2. Client References
 - a. Three client references, including contact information, for similar public-sector labor relations and employment law services.
3. Draft Schedule/Timeline
 - a. A proposed schedule/timeline to ensure the timely completion of the negotiations process ahead of the June 30, 2019 expiration date of the current MOUs.
4. Rate and Service Structure
 - a. Hourly rate/s for which time-and-materials is based.
 - b. If applicable, include any additional time (e.g., travel) and materials (e.g., faxes) expenses/fees and anticipated cost/s.

VI. EVALUATION CRITERIA

The District’s Personnel Committee will evaluate the proposals based upon the following:

- Perceived ability of respondent to negotiate MOUs that meet the needs of the District.
- Respondent’s demonstrated expertise in negotiating MOUs on behalf of clients similar to the District.
- Respondent’s submittal demonstrates an understanding of the scope of services, proposes an exceptional methodology that will lead to success and is able to demonstrate how said methodology has been successful in respondent’s past experience.
- Respondent’s knowledge of the law regarding labor negotiations.
- Availability and accessibility, including the location of the office that will be servicing the District.
- The experience, professional credentials and references of those who will be advising the District.
- Respondent’s conceptual approach and ideas related to labor negotiations and MOU drafting.

VII. SCHEDULE FOR SELECTION AND AWARD

The District anticipates that the process for selection and awarding of the contract will be according to the following tentative schedule:

- 1. Issue RFP.....8/14/18
- 2. Proposal due date.....9/13/18
- 3. Interviews.....TBD
- 4. FPUD Board of Directors approval.....10/22/18
- 5. Final selection and notification10/25/18

VIII. SUBMITTAL REQUIREMENTS

- 1. One (1) executed original, clearly marked on the cover and four (4) additional copies.
- 2. One (1) sealed cost proposal.
- 3. Proposals will be accepted until 4:00 p.m. September 13, 2018. Submittals, requests for information or questions should be addressed to:

Attn: Lisa Chaffin, Human Resources Manager
Fallbrook Public Utility District
990 East Mission Road
Fallbrook, CA 92028
(760) 728-1125 x1103
lchaffin@fpud.com

This page intentionally left blank.

MEMO

TO: Board of Directors
FROM: Jack Bebee, Acting General Manager, JAB
DATE: August 27, 2018
SUBJECT: Consider Approving Change Order No. 1 for the 395 24-Inch Pipeline Replacement Project

Purpose

To request Board approval of Change Order No. 1 in the amount of \$81,019.98 for the 395 Pipeline Replacement Project to ensure the long-term reliability of the water system.

Summary

The District has a program in place to ensure the long-term integrity of the water system. The 24-inch pipeline was in need of relocation from the existing structurally deficient, above ground location to a location underneath Highway 395. The Board awarded the project to Weka, Inc. on January 22, 2018, in the amount of \$460,727.

Additional rock excavation and hauling work has been required on this project due to the discovery of unforeseen site conditions associated with granite rock within the trench line of the new pipeline. A summary of these additional costs are in Change Order No. 1, which is attached, and the total additional cost is \$81,019.98.

Recommended Action

That the Board approve Change Order No. 1 for the 395 Pipeline Replacement Project in the amount of \$81,019.98, which will increase the total contract amount for Weka, Inc. to \$541,746.98.

CHANGE ORDER NUMBER 001

NAME OF PROJECT: 395 24" Pipeline Replacement

CONTRACTOR: Weka Inc.
27075 5th Street
Highland, CA 92346

Original CONTRACT AMOUNT	\$460,727.00
Previous CHANGE ORDERS	\$0
Current CONTRACT PRICE	\$460,727.00
Amount of this CHANGE ORDER	\$81,019.98
New CONTRACT PRICE	\$ 541,746.98
Original COMPLETION Date	October 18, 2018
Time ADDED due to Previous CHANGE ORDERS	0 CALENDAR DAYS
Time ADDED due to this CHANGE ORDER	7 CALENDAR DAYS
New FINAL COMPLETION Date	October 25, 2018

This Change Order constitutes full and final payment for all direct, indirect, and consequential costs, including but not limited to, all labor, design, equipment, material, mark-ups, and time associated with performing the work described herein. This document will become a supplement to the Contract and all Contract provisions will apply hereto. The Change Order will become effective when approved by the Fallbrook Public Utility District. By accepting this Change Order, the Contractor waives the right to make any additional claim for any item related to these changes.

The following changes are hereby made to the CONTRACT DOCUMENTS:

Item 1 – Differing site conditions, granite rock excavation, screening and hauling.

The Contractor excavated, screened, and exported approximately 233 cubic yards of granite bedrock discovered in the trench line during construction.

CHANGE TO CONTRACT AMOUNT	\$68,273.17.00
TIME EXTENSION	7 calendar days

Perform all work in accordance with the Contract Documents.

Item 2 – Differing site conditions, additional base pavement, cold milling and overlay.

The Contractor had additional base pavement, cold milling and asphalt overlay required where trench excavation exceeded bid quantities due to rock removal.

CHANGE TO CONTRACT AMOUNT
TIME EXTENSION

\$9,767.17
0 calendar days

Perform all work in accordance with the Contract Documents.

Item 3 – Purchase of 24” CML&C 22.5* degree bend and installation

The Contractor procured and installed 24” CML&C 22.5* bend to replace 45* bend shown on the contract drawings that would have created an excessive angle down.

CHANGE TO CONTRACT AMOUNT
TIME EXTENSION

\$2,979.64
0 calendar days

Perform all work in accordance with the Contract Documents.

CONTRACTOR:

By: Neil R Kaufman

Date: 8/1/18

Name: Neil Kaufman

Title: Weka Inc.

RECOMMENDATION AND CONCURRENCE

FALLBROOK PUBLIC UTILITY DISTRICT:

By: _____

Date: _____

Name: JACK BEBEE

Title: Acting General Manager

M E M O

TO: Board of Directors
FROM: Jack Bebee, Acting General Manager , *JRB*
DATE: August 27, 2018
SUBJECT: Notice of Completion – 395 24” Pipeline Replacement

Purpose

File Notice of Completion of the 395 24” Pipeline Replacement with San Diego County Recorder.

Summary

The contract for the 395 24” Pipeline Replacement, Job 3052, was completed on August 1, 2018. The Contract was awarded to Weka Inc. The final total contract amount was \$541,746.98. The budgeted project amount was \$460,727. The cost of the project was higher than budgeted due to encountering unforeseen site conditions during excavation – rock.

Recommended Action

That the Board authorize staff to file the attached Notice of Completion with the San Diego County Recorder.

RECORDING REQUESTED BY:
Fallbrook Public Utility District

AND WHEN RECORDED MAIL TO:
Fallbrook Public Utility District
990 E. Mission Road
Fallbrook CA 92088

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is Fallbrook Public Utility District.
3. The full address of the undersigned is 990 E Mission Road, Fallbrook CA 92088.
4. The nature of the title of the undersigned is public utility district in fee.
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

<u>NAMES</u>	<u>ADDRESSES</u>
Fallbrook Public Utility District	990 E. Mission Rd., Fallbrook CA 92088

6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are (OR IF NO TRANSFER WAS MADE INSERT THE WORD "None")

<u>NAMES</u>	<u>ADDRESSES</u>
None	

7. The work of improvement on the property hereinafter described was completed on **August 1, 2018**.
8. The name of the original contractor, if any, for the work of improvement was: **Weka, Inc.**
The kind of work done or material furnished was for the **395 24" Pipeline Replacement**.
9. The property on which the work of improvement was completed is in the unincorporated area of Fallbrook, county of San Diego, state of California, and is described as follows: **Old Highway 395**.
10. The street address of the said property is: **Old Hwy 395 & East Mission Road**.

DATED: August 7, 2018

Jack Bebee, Acting General Manager
Fallbrook Public Utility District

VERIFICATION

I, the undersigned, say:

I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on August 7, 2018, at Fallbrook, California.

Signature

M E M O

TO: Board of Directors
FROM: Jack Bebee, Acting General Manager
DATE: August 27, 2018
SUBJECT: Consider Expanding the Santa Margarita River Trailhead Parking Lot

Purpose

To consider a request by The Wildlands Conservancy for the District to expand the existing parking lot at the Santa Margarita River Trailhead.

Summary

The District is in the process of completing the transfer and preservation of the Santa Margarita Property to The Wildlands Conservancy, and the District will receive \$10 million from this transaction. The money for this transaction was approved through Proposition 68 and must still be allocated by the California Coastal Conservancy to Wildlands for the purchase. This item is a request from The Wildlands Conservancy for the District to do some work on the existing parking lot prior to transfer of the property. The proposed work would help expand the available parking at the trailhead.

The work would include some grading within existing disturbed areas and would require approximately a week of effort by a District construction crew. It would also require rental of a larger excavator and dozer.

The estimated cost of this effort is summarized below:

Equipment Rental: \$3,900
Labor (Internal Staff): 40 hours x 3 people x \$53/hr = \$6,360
Total Cost: \$10,260

The Board could pursue several options regarding this request:

1. Deny request.
2. Request reimbursement from Wildlands for all or some of the costs.
3. Direct staff to complete request without any request for reimbursement.

Recommended Action

Staff supports Board direction.

M E M O

TO: Board of Directors
FROM: Jack Bebee, Acting General Manager, JRB
DATE: August 27, 2018
SUBJECT: Consider Customers' Request to Resolve Ongoing Private Lateral Spill

Purpose

To respond to a request for assistance by customers in resolving an ongoing sewage spill from a private lateral that lies in an easement across their properties.

Summary

The District has been involved in trying to help residents address an ongoing private lateral spill located at 1016 S. Stagecoach lane. The private lateral runs through an easement held by the property owner through two other parcels. The lateral has failed on the adjacent parcels and the owner has not fixed the lateral. Since it is a private lateral, the Department of Environmental Health for the County of San Diego is the government agency with enforcement authority over the issue.

Per District Administrative Code Section 23.5:

“The entire sewer lateral pipeline and owner lateral from the connection to the common sewer main to the house connection shall belong to and be the property of the Owner. The common sewer main, including all manholes and appurtenances, shall belong and be the property of the District.”

The District has written two separate letters to the County on this issue to try and help the adjacent homeowners with a resolution to this issue (see attached). The County has initiated enforcement action against the property. The adjacent homeowners have requested that the Board consider this issue and help resolve the on-going release of sewage into their properties.

Some options the Board could take include the following actions:

1. Defer all efforts to resolve this issue to the County Department of Environmental Heath.
2. Continue to have staff work to press the County to resolve the issue for the residents.
3. Have the District complete the repair with agreement that the County will reimburse the District and the County will be responsible for recovering funds from the property owner.

4. Have the District complete the repair with the understanding the District may not be able to recover the costs of the repair.

The estimated cost of the work is \$20,000. The District would also need to secure permission to do work from the overlying property owner.

Recommended Action

Staff supports Board direction, but if the Board directs staff to make the repair, staff would recommend that the District work through the County so all costs are recovered.



August 15, 2018

990 East Mission Road
Fallbrook, California
92028-2232

(760) 728-1125

Board of Directors

Milt Davies
Jennifer DeMeo
Al Gebhart
Don McDougal
Charley Wolk

Staff

Jack Bebee
Acting General Manager

David Shank
*Assistant General Manager/
Chief Financial Officer*

Paula de Sousa Mills
General Counsel

Mary Lou West
Secretary

The Honorable Bill Horn
Supervisor, District 5
County of San Diego
County Administration Center
1600 Pacific Highway, Room 335
San Diego, California 92101

Subject: Private Lateral Sewage Spill Caused by 1016 South Stage
Coach Lane, Fallbrook, California 92028

On Monday July 30, 2018, the Fallbrook Public Utility District sent a letter to the offices of the San Diego County Department of Environmental Health, the San Diego Regional Water Quality Control Board, Supervisor Bill Horn, and County Public Works Watersheds Division of an ongoing sewer problem caused by the private lateral belonging to 1016 South Stage Coach Lane, Fallbrook California 92028 (letter attached for reference). This issue was originally reported to several agencies including Environmental Health on May 30, 2018.

We are writing again to advise that this sewage issue must be resolved by Environmental Health by condemning the property or by the property owner fixing the private lateral. Environmental Health must take the next step in progressive enforcement. The responsible party has received multiple Notices of Violation, but continues to displace raw sewage onto the neighborhood, most recently creating a cesspool where raw sewage is visibly flowing onto neighbor Elaine Barlo's yard at 1541 Larson Lane, Fallbrook California 92028 (pictures attached).

As a public water district, we cannot stop water service until the County takes action on the property due to strict state rules for water districts discontinuing water service. Environmental Health requested that Fallbrook Public Utility District clean up the area today. The District will perform the cleaning, however, this is not a long-term solution to the private cesspool. Again, we advise that Environmental Health condemn the property or the property owner fixes the private lateral.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Bebee', is written over a light blue horizontal line.

Jack Bebee,
Acting General Manager

Enclosures

Supervisor Bill Horn

Page 2

August 15, 2018

C: Craig Caes
County of San Diego,
Dept. of Environmental Health
P.O. Box 129261
San Diego, CA 92112-9261

Lars Seifert
County of San Diego,
Dept. of Environmental Health
P.O. Box 129261
San Diego, CA 92112-9261

Brandi Outwin-Beals
California Regional Water Quality Control Board
San Diego Region
2375 Northside Drive, Suite 100
San Diego, California 92108

Paola Garcia
County of San Diego
Department of Public Works
Watershed Protection Program
5510 Overland Ave., Suite 410, MS O326



990 East Mission Road
Fallbrook, California
92028-2232

(760) 728-1125

Board of Directors

Milt Davies
Jennifer DeMeo
Al Gebhart
Don McDougal
Charley Woik

Staff

Jack Bebee
Acting General Manager

David Shank
*Assistant General Manager/
Chief Financial Officer*

Paula de Sousa Mills
General Counsel

Mary Lou West
Secretary

July 27, 2018

Joseph Palmer
Department of Environmental Health
County of San Diego
Post Office Box 129261
San Diego, CA 92112-9261

Subject: Private Lateral Sewage Spill Caused by 1016 South Stage Coach Lane,
Fallbrook California 92028

On July 26, 2018, it was brought to our attention, again, that the property owner, Sylvia Bosshard, at 1016 S Stage Coach Lane, Fallbrook, California 92028 is continuing to contribute raw sewage to the neighboring property at 1541 Larson Lane, Fallbrook, California 92028, owned by Elaine Barlow, causing an ongoing sewage spill that has lasted several months. This issue was initially reported on Wednesday May 30, 2018, to the County of San Diego Environmental Health, County of San Diego Public Works Watersheds Division, San Diego Regional Water Quality Control Board, and the California Office of Emergency Services and remains ongoing (Control # 18-3498).

As a public utility, we are an agency that works hard to prevent sewage spills and view this as a serious matter. As this is a private lateral, it would fall under the jurisdiction of the Department of Environmental Health to initiate and continue to act upon enforcement that would resolve sewage spilling in a neighborhood. The District recommends that the Department of Environmental Health exercises its ability to enforce its regulatory power to put an end to this imminent health hazard.

Sincerely,

Jack Bebee,
Acting General Manager

Enclosures

C: Brandi Outwin-Beals
California Regional Water Quality Control Board
San Diego Region
2375 Northside Drive, Suite 100
San Diego, California 92108

Paola Garcia
County of San Diego
Department of Public Works
Watershed Protection Program
5510 Overland Ave., Suite 410, MS O326
San Diego, California 92123

Bill Horn
County Administration Center
1600 Pacific Highway, Room 335
San Diego, California 92101







M E M O

TO: Board of Directors
FROM: Fiscal Policy and Insurance Committee
DATE: August 27, 2018
SUBJECT: Publication of Annual Financial Statement

Purpose

To consider options for publication of the District's annual financial statement in accordance with Public Utility District Act requirements.

Summary

The Public Utility District (PUD) Act requires annual publication of a financial statement for the District at the first meeting after the end of each Fiscal Year. A summary of the statutes related to the publication of the financial statement from the PUD Act are below:

16039.

At the first meeting after the end of each fiscal year, the board shall render and immediately cause to be published a verified statement of the financial condition of the district.

(Added by Stats. 1953, Ch. 72.)

16040.

The financial statement shall show particularly the receipts and disbursements since the publication of the last preceding statement and of the last preceding fiscal year and the source of such receipts and the purpose of such disbursements.

(Added by Stats. 1953, Ch. 72.)

16041.

Publication of the financial statement shall be made pursuant to Section 6066 of the Government Code in a newspaper of general circulation printed and published in the district, or if there is no such newspaper, in a newspaper of general circulation printed and published in a county where any part of the district is situated

Staff has developed a draft financial statement for publication for the Board's review (Attachment "A").

Recommended Action

That the Board approve the draft financial statement developed by staff, and reviewed by the Fiscal Policy & Insurance Committee, for publication in the Village News in accordance with Section 6066 of the Government Code.

Fiscal Year 2018 Report



Fallbrook Public Utility District's fiscal year 2018-19 budget was finalized and approved in July. The budget details FPUD's strategic financial plan, providing enhanced fiscal transparency to our customers. This is a priority for the District. As part of the budgeting process, FPUD held several public budget workshops.

Three highlights from the budget include:



The District's operating costs were kept flat, even with rising material costs. This achievement was a result of process improvements and efficiency gains, as well as maintaining control of labor costs.



The budget includes funding for the new local water supply project, the Santa Margarita Conjunctive Use Project. This project will provide an affordable water supply, helping to mitigate the impact of rising imported water costs that get passed on to ratepayers. The river project will provide a third of our water, from our own local source here in Fallbrook.



The budget includes the continued implementation of our ongoing work to replace buried infrastructure, pipelines, valves and other equipment. We are accelerating our repair and replacement program to improve our system's reliability. Scheduled repairs are much less costly than the "Band-Aid" approach of emergency repairs.

FPUD has aging infrastructure which is reaching the end of its useful life. This is resulting in pipeline failures and associated property damage and water outages. We are addressing this by accelerating pipeline and infrastructure repairs. This accelerated repair schedule has resulted in higher overall annual expenses versus revenue. This means that FPUD used reserves to fund infrastructure projects.

As shown in the table below, for the past fiscal year, \$4.2 million in reserves was used to fund infrastructure projects. In accordance with FPUD's adopted financial plan, over the next few years, the District will be working to hold down operating costs while also continuing to fund infrastructure needs and rebuild our reserves.

Fiscal Year 2017-2018 Results (Millions)

Total Operating and Non-Operating Revenues	\$33.5
Total Operating and Debt Service Expenditures	\$30.6
Total Capital Improvement Expenditures	\$7.0
Fund Withdrawals from Reserves	\$4.2

MEMO

TO: Board of Directors
 FROM: Mary Lou West, Secretary *MW*
 DATE: August 27, 2018
 SUBJECT: Resolution No. 4941 Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974

Purpose

To adopt Resolution No. 4941 adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Summary

Pursuant to Section 87306.5 of the Political Reform Act (the "Act"), the County Board of Supervisors directed the District to (1) conduct a review of the District's Conflict of Interest Code ("Code") to determine if a change in the Code was necessary, (2) file a biennial notice regarding the results of the review no later than the required deadline, and (3) amend the District's Code pursuant to the Act, if necessary.

During the review process, staff found that updates and amendments to the District's Conflict of Interest Code are necessary.

The Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), requires all public agencies to adopt and maintain a Conflict of Interest Code. The Act further requires that agencies regularly review and update their Codes as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The Board of Supervisors is the District's code-reviewing body and directed that the Code be reviewed as required under the Act. During this review, staff found that amendments to the Code are necessary.

Attached is a redlined version of the proposed amended Code showing that the proposed revisions are based on the establishment and recognition of new positions that must be designated, revise titles of positions and delete a position that has been abolished.

Recommended Action

That the Board adopt Resolution No. 4941 adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

LEGISLATIVE VERSION
(SHOWS CHANGES MADE)

**CONFLICT OF INTEREST CODE
OF
FALLBROOK PUBLIC UTILITY DISTRICT**

1. Standard Code of FPPC

The Political Reform Act of 1974 (Government Code section 81000, et seq.) requires state and local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted 2 Cal. Code of Regulations, Section 18730 which can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

2. Adoption of Standard Code of FPPC

Therefore, the terms of Title 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Fallbrook Public Utility District (the District). This Code shall take effect when approved by the San Diego County Board of Supervisors and shall thereupon supersede all prior codes adopted by the Fallbrook Public Utility District.

3. Filing of Statements of Economic Interests

All officials and designated positions required to submit a statement of economic interests shall file their statements with the Secretary of the Board of Directors as the District's Filing Officer. The Secretary of the Board of Directors shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager, and forward the originals of these statements to the Clerk of the San Diego County Board of Supervisors. The Secretary of the Board of Directors shall retain the originals of the statements of all other designated positions.

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
FALLBROOK PUBLIC UTILITY DISTRICT
PART “A”

(Amended August 27, 2018)

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to the District’s Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS¹

It has been determined that the positions listed below are District Officials who manage public investments². These positions are listed here for informational purposes only.

Board of Directors
General Manager
Assistant General Manager/Chief Financial Officer
Investment Consultant

¹ ~~Title revised August 1, 2017~~

² Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Assistant General Manager	1, 2
Construction/Maintenance Supervisor	5
Engineering Supervisor	2, 3, 5
General Counsel	1, 2
Human Resources Manager	5
Laboratory Technician II	5
Operations Manager	2, 3, 5
Safety & Risk Administrator <u>Officer</u>	6
Senior Engineer	2, 3, 5
System Operations Supervisor	5
System Service/Shop Supervisor	5
Warehouse/Purchasing Specialist	4
Purchasing/Warehouse Supervisor	4

Consultants and New Positions³

³ Individuals serving as a consultant as defined in FPPC Regs 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code §§ 82019; FPPC Regs 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that do business or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the District in the past 2 years, or have a claim pending before the District.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Regs 18730.1)

RESOLUTION NO. 4941
RESOLUTION OF THE BOARD OF DIRECTORS OF THE
FALLBROOK PUBLIC UTILITY DISTRICT TO AMEND
THE CONFLICT OF INTEREST CODE PURSUANT TO
THE POLITICAL REFORM ACT OF 1974

* * * * *

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Fallbrook Public Utility District (the “District”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the “Code”) which was amended October 24, 2016; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on August 27, 2018, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Secretary of the Board and available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended Code shall be submitted to the County of San Diego Board of Supervisors for approval and said Code shall become effective immediately upon approval of the proposed amended Code.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 27th day of August, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors
FALLBROOK PUBLIC UTILITY DISTRICT

ATTEST:

Secretary, Board of Directors
FALLBROOK PUBLIC UTILITY DISTRICT

CONFLICT OF INTEREST CODE OF FALLBROOK PUBLIC UTILITY DISTRICT

1. Standard Code of FPPC

The Political Reform Act of 1974 (Government Code section 81000, et seq.) requires state and local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted 2 Cal. Code of Regulations, Section 18730 which can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

2. Adoption of Standard Code of FPPC

Therefore, the terms of Title 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Fallbrook Public Utility District (the District). This Code shall take effect when approved by the San Diego County Board of Supervisors and shall thereupon supersede all prior codes adopted by the Fallbrook Public Utility District.

3. Filing of Statements of Economic Interests

All officials and designated positions required to submit a statement of economic interests shall file their statements with the Secretary of the Board of Directors as the District's Filing Officer. The Secretary of the Board of Directors shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager, and forward the originals of these statements to the Clerk of the San Diego County Board of Supervisors. The Secretary of the Board of Directors shall retain the originals of the statements of all other designated positions.

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
FALLBROOK PUBLIC UTILITY DISTRICT
PART “A”
(Amended August 27, 2018)

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to the District’s Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are District Officials who manage public investments¹. These positions are listed here for informational purposes only.

- Board of Directors
- General Manager
- Assistant General Manager/Chief Financial Officer
- Investment Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Construction/Maintenance Supervisor	5
Engineering Supervisor	2, 3, 5
General Counsel	1, 2
Human Resources Manager	5
Laboratory Technician II	5
Operations Manager	2, 3, 5
Purchasing/Warehouse Supervisor	4
Safety & Risk Officer	6
Senior Engineer	2, 3, 5
System Operations Supervisor	5
System Service/Shop Supervisor	5
Warehouse/Purchasing Specialist	4

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Regs 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code §§ 82019; FPPC Regs 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that do business or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the District in the past 2 years, or have a claim pending before the District.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Regs 18730.1)

MEMORANDUM

P

TO: Board of Directors
FROM: Personnel Committee
DATE: August 27, 2018
SUBJECT: Accounting and Customer Service Staffing

Purpose

To obtain approval for staffing changes in accounting and customer service, to include a new Senior Accountant position and the proposed salary range to allow staff to open the recruitment in the near future.

Summary

Following the recent retirement of the Accounting Supervisor, staff evaluated the accounting and customer service department's current staffing and the existing and projected workload. In support of efforts to continue to improve these critical functions and their potential impact on the operations and management of the District, staff is recommending replacing the Accounting Supervisor with a Senior Accountant position.

The Senior Accountant is required to possess an increased level of accounting experience and knowledge and the ability to apply advanced accounting principles in performing the wide range of professional accounting duties, including but not limited to completing complex and difficult analysis and reports. The Senior Accountant will continue to supervise accounting staff, which consists of two Accounting/Customer Service Assistant positions; however, the Accounting/Customer Assistant job title will be changed to Accounting Technician and the job description updated to more accurately reflect the duties and responsibilities of the position.

Customer service staff will now report directly to the Assistant General Manager/CFO, with the two current Customer Service Specialists, as a lead-level position, responsible for coordinating customer service staff coverage, verifying staff work, providing input on staff performance and researching and resolving customer complaints, problem accounts and billing errors.

The proposed salary for Senior Accountant was established based on a review and analysis of market data for comparable positions (attached). While the Accounting Supervisor position was eligible for overtime compensation, the Senior Accountant position will be exempt from overtime compensation.

Table with 4 columns: Previous Position (Salary Range/\$), Proposed Position (Salary Range), Max. Annual \$, 12-Month Cost. Rows include Accounting Sup. (40/\$107,976) and *Sr. Accountant (43) - CPA.

*NOTE: The position will contain two possible salary ranges, 42 & 43; a certified public accountant (CPA) license is required for placement in salary range 43.

Recommended Action

It is recommended that the Board approve the proposed staffing changes, including the Senior Accountant job description and salary range, the updated Accounting/Customer Assistant job title and job description, and the related changes to the org. chart and salary table.

2018 SENIOR ACCOUNTANT SALARY SURVEY

<u>District</u>	<u>Position Title</u>	<u>CPA Requirement</u>	<u>Min Annual Salary</u>	<u>Max Annual Salary</u>
SD Water Authority	Accounting Sup.	CPA Desirable	\$ 94,404	\$ 126,965
Rancho Water	Accounting Sup.		\$ 89,629	\$ 120,083
SD Water Authority	Sr. Accountant	None	\$ 85,528	\$ 115,020
Olivenhein	Accounting Sup.	CPA Preferred	\$ 75,948	\$ 113,977
Ramona	Accounting Sup.	CPA Desirable	\$ 78,790	\$ 113,651
Padre Dam	Sr. Accountant	CPA Preferred	\$ 71,968	\$ 111,987
Western	Sr. Accountant	CPA Desired	\$ 76,941	\$ 110,061
Otay Water	Sr. Accountant	Active or Inactive CPA Required	\$ 88,016	\$ 110,019
Santa Fe	Sr. Accountant	None	\$ 82,394	\$ 107,132
Mean (Arithmetic Average)			\$ 82,624	\$ 114,322
Median (Middle of Data Set)			\$ 82,394	\$ 113,651
FPUD - Current	Accounting Sup. (Range 40)		\$ 86,424	\$ 107,973
FPUD - Proposed	Sr. Accountant - Range 42		\$ 90,816	\$ 113,424
	(Certified Management Accountant Preferred)			
	Sr. Accountant - Range 43			
	(CPA Required)		\$ 93,084	\$ 116,256
Rainbow	Finance Mgr.	None	\$ 127,992	\$ 173,940
Padre Dam	Accounting Mgr	CPA Preferred	\$ 89,253	\$ 138,861

ACCOUNTING SUPERVISOR

SENIOR ACCOUNTANT

Definition

Under direction of the Assistant General Manager/CFO ~~Administrative Services Manager/Treasurer~~ supervises accounting staff and performs a wide range of complex professional accounting duties, performs the analysis, preparation and maintenance of financial records and reports; makes complex and difficult accounting analyses and reports; and performs related duties as assigned. ~~to perform the varied and advanced accounting, auditing, payroll, and customer service utility billing functions in an automated environment.~~

Class Characteristics

Positions in this class are assigned duties which involve a variety of advanced, specialized, and technical accounting functions in a confidential designation. Incumbent acts with independence of action in the assigned areas of responsibility. Incumbent supervises the Accounting/Customer Service Assistants, ~~Customer Service Specialist and Customer Service Representatives~~ which requires the application of judgment in the selection and assignment of appropriate work methods and procedures, making assignments, setting priorities, training and reviewing work. The incumbent is responsible for preparing evaluations, recommending employment, recognizing employees and effectively recommending disciplinary action. Incumbent has considerable latitude in the selection of work methods and is expected to determine the appropriate procedures necessary to complete the project unless significant unanticipated problems are encountered. Work is not generally reviewed upon completion for final results. Incumbent is expected to refer matters which do not fit a general pattern to the ~~Administrative Services Manager/Treasurer~~ Assistant General Manager/CFO for instruction.

Examples of Duties

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, objectives and values;
- ◆ Has functional responsibility for account record keeping work of advanced difficulty in areas such as maintenance of and posting to and reconciling -the general ledger;

- Manages the Chart of Accounts, payroll, accounts payable/receivable and customer service services/activities/utility billing;
- Reconciles-Manages annual payroll records and submits federal and state reports;
- Monitors and audits payroll, accounts payable and utility billing;
- Ensures compliance with State and Federal laws;
- Records bank deposits and withdrawals and keeps daily cash flow records;
- Approves accounts payable processors;
- Supervises the Accounting/Customer Service Assistant position;
- Prepares and analyzes monthly financial reports in accordance with advanced knowledge of generally accepted accounting standards;
- Develops and inputs journal entries;
- Responsible for direct deposit compliance with Automated Clearing House (ACH);
- Calculates quarterly workers' compensation premiums which are based on actual payroll and annual W-2's;
- Maintains and updates fixed assets files/records;
- Prepares worksheets and assists with annual audit;

- Monitors and accounts for all projects administered by District on a "pass-through" basis;
- Participates in the development and, administration and monitoring of the District's budget;

~~Prepares budget projections and analyses including those related to water production and sales and wastewater influent and treatment costs as they relate to sewer rates;~~

- Implements mid-year and year-end budget adjustments;

~~Prepares schedules, forms and instructions for annual budget development by District departments;~~

~~Reviews, analyzes, summarizes and compiles budget requests;~~

~~Serves as a resource to departmental staff in budget development and administration;~~

~~Prepares budget drafts and final budget in accordance with directives;~~

- Reconciles on a monthly basis cash, investments, payroll, and accounts receivable and payable accounts;

~~Supports the development of the monthly treasurer's and budget status reportsPrepares cash flow and income statements;~~

~~Recommends and assists in the implementation of new or revised payroll, accounts payable accounting systems and customer service procedures and records;~~

- Develops work schedules for accounting, customer service cyclical billing, date driven reports and reconciliations;
- Coordinates with customer service personnel on billing issues and customer account issues including: liens, payment arrangements, consumption variances, year-end write offs, and refunds;
- Prepares and participates in annual workers' compensation premium and contract audit;

~~Maintains voluntary and involuntary database;~~

- Manages accounting for all special projects including FEMA claims;
- Prepares recycled water monthly and annual reporting to MWD and SDCWA;

~~Manages Watermaster accounting function including approving Watermaster accounts payable processors;~~

- Controls petty cash;
- Maintains records of departmental payroll-related information, ensuring proper reporting of leave usage; schedules vacation in accordance with personnel policies;
- Investigates vendors and new technology to improve work efficiency regarding department operations and procedures;
- Monitors compliance with sections of the District's Administrative Code referring to accounting and billing policies;

~~Relates relative laws and ordinances to Customer Services Representatives;~~

~~Recommends training for Customer Service Representatives;~~

~~Compiles varied reports and spread sheets;~~

- Researches accounting discrepancies and answers questions related to the discrepancies;
- Reconciles monthly bank statements;
- Maintains and updates accounting manuals as needed; and
- Performs related work as required.

Qualifications:

Knowledge of:

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting;
- Principles and practices of cost and fixed asset accounting;
- GAAP, GASB and GFOA accounting standards and requirements;
- Internal control and audit principles and practices; principles and practices of municipal budgeting;
 - Laws and ordinances relating to the financial administration of public agencies;
 - Modern office equipment and procedures;
 - ~~Computer remote terminal and microcomputer operating methods and software applications related to automated account record keeping and Excel spreadsheets;~~
 - ~~Principles and practices of general and governmental accounting;~~
 - Methods and techniques of financial report research and preparation;

~~Customer Service methods, services, procedures and recordkeeping;~~

~~Remote meter reading principles and practices;~~

- ~~District Administrative Code as it relates to accounting and customer service;~~
- Principles of supervision and training;

- Advanced mathematics and statistics; Principles of budget preparation and control;
- ~~Common public relations courtesies, practices and techniques;~~
- Advanced methods and procedures used in financial record keeping;
- State and Federal payroll reporting regulations;
- CalPERS forms and reporting procedures;
- Advanced computer programs related to billing and financial record keeping;

Ability to:

- Operate a computer and spreadsheet software;
- Analyze and make sound recommendations on complex financial data and operations; plan and evaluate financial programs and make sound recommendations for improvement;
- exercise sound independent judgment within general policy guidelines;
- Perform complex and advanced professional accounting work in the maintenance of District financial records;
- Supervise the activities of Accounting/Customer Service Assistant, ~~Customer Service Specialist and Customer Service Representatives;~~
- Prepare accurate financial reports;
- ~~Explain customer service billing procedures accurately and succinctly;~~
- ~~Exercise exceptional patience and tact in receiving and processing customer complaints;~~
- ~~Perform varied office support;~~
- Make advanced, accurate, mathematical/~~and~~ statistical computations; and identify and reconcile errors;
- ~~Operate a computer remote terminal/microcomputer to enter and retrieve data;~~
- ~~Operate a typewriter keyboard with efficiency and accuracy;~~
- ~~Operate a 10-key by touch;~~
- ~~Speak clearly and distinctly;~~
- Understand and carry out oral and written instructions; and
- Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

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

Certified Management Accountant (CMA) preferred.

Certified Public Accountant (CPA) preferred. CPA required for entry at salary range 45

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:

~~Bachelor's degree in accounting, finance or closely related field with five years current-of progressively responsible professional accounting experience. experience in supervision in advanced account record keeping including first-level responsibility for a significant set of records, such as accounts payable or payroll and advanced computerized bookkeeping, cost accounting, and Public Employees' Retirement System (PERS) reporting. At least two years of experience with customer service and utility billing principles and procedure. Supervisory experience is highly desirable.~~

Physical Demands

Sitting: Remains in seated position for up to 8 hours per day.

Lifting: Picks up boxes of computer paper up to 50 lbs.

Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.

Hearing: Hears well enough to receive communication in person or by telephone.

Hands/Arms: Operates computer for up to 8 hours per day.

Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.

SALARY RANGE: **42**

43 - Certified Public Accountant (CPA)

Board Approved Effective Date 2/15
Board Approved Revision Date

ACCOUNTING/CUSTOMER SERVICE ASSISTANT/TECHNICIAN I/II

Definition

Under supervision of the ~~Senior Accountant~~ Accounting Supervisor, to perform ~~customer service~~, data entry, intermediate account record keeping, reconciliation and standardized accounting support work in an automated environment; and performs related work as required.

Class Characteristics

Accounting/~~Customer Service Assistant~~ Technician I - Performs basic accounts payable/accounts receivable duties, ~~and customer service work related to the telephone and personal reception function.~~

Accounting/~~Customer Service Assistant~~ Technician II - Performs intermediate accounting and payroll functions. Incumbent uses established procedures in the selection of work methods and is expected to employ the established procedures necessary to complete the project unless significant unanticipated problems are encountered. Work is generally reviewed by the ~~Senior Accounting Supervisor~~ upon completion for final results. Incumbent is expected to refer matters that do not fit a general pattern to the ~~Senior Accounting Supervisor~~ for instruction.

Examples of Duties

Accounting Technician/Customer Service Assistant I

Has functional responsibility for account record keeping work of average difficulty in areas such as accounts payable ~~and~~, accounts receivable;
Matches packing slips, purchase orders and invoices;
Verifies invoices, prepares processing documents and enters accounts payable to computer;
Obtains payment authorization and generates checks;
Maintains accounts payable files;
Prepares invoices for miscellaneous accounts receivable;
Runs periodic payables reports;
Inputs inventory receipts from accounts payable invoices;
~~Assists employees with completion of their electronic timecards;~~
~~inputs time sheets;~~
~~posts equipment use from time sheets;~~
Researches accounting discrepancies and answers questions related to the discrepancies;
Issues checks to tax entities;
Receives water and sewer payments;
Sorts checks and payment stubs for automated processing of the deposit;
Operates check processing equipment and prepares daily deposit;
Enters deposit onto revenue journal and inputs journals into water database and general ledger;
Input account closing data;
Uses computer to access data and to input varied information including payments, and account maintenance changes;
~~Receives customer complaints, obtains information concerning complaints, provides routine factual information and explanations and prepares work orders for field crew follow-up;~~
~~Dispatches work orders and field personnel via radio;~~
Performs clerical administrative support work, ~~including record keeping and filing of average difficulty;~~
~~keyboarding, including word processing on a personal computer, record keeping and filing work;~~
~~Answers incoming telephone calls, provides routine information and refers caller to proper parties;~~
~~Receives visitors to the District office, provides routine information, refers visitors to proper parties and announces visitors;~~
~~Provides occasional assistance, as needed, to ensure that the front counter has sufficient staffing coverage; Cross-trains in Accounting/Customer Service Assistant II duties;~~ and
Performs related work as required.

Accounting/Customer Service Assistant II

In addition to the above, has functional responsibility for payroll processing;
Runs payroll audit report, verifies and obtains authorization to run payroll checks;
Prepares checks for payment of employee benefits;
Prepares CalPERS reports and remittances;
Processes direct deposits in compliance with Automated Clearing House (ACH);
Posts and closes jobs;
Runs trial balance;

Prepares supporting detail and assists with annual audit;
Prepares recycled water monthly and annual reporting to MWD and SDCWA;
Prepares monthly operations report for accounting department; and
Performs related work as required.

Qualifications:

Knowledge of:

Modern office equipment, ~~software applications~~ and procedures;
~~Computer remote terminal and microcomputer operating methods and software applications related to automated account record keeping, specifically Excel and Word;~~
Business mathematics;
~~Common public relations courtesies, practices and techniques;~~
~~Receptionist and telephone techniques;~~
Basic methods and procedures used in bookkeeping in an enterprise accounting system;
Intermediate methods and procedures used in bookkeeping in an enterprise accounting system (Accounting Tech. II)
Methods and procedures used in financial record keeping;
State and Federal payroll reporting regulations (Accounting Tech. II);
CalPERS forms and reporting procedures (Accounting Tech. II); and
Basic computer programs related to billing and financial record keeping.

Ability to:

Perform varied office support and receptionist work;
Make mathematic calculations with speed and accuracy;
Identify and reconcile errors;
Operate a computer remote terminal/microcomputer to enter and retrieve data;
Operate a typewriter keyboard with efficiency and accuracy;
Operate a 10-key by touch;
Prioritize tasks to meet established deadlines;
Speak clearly and distinctly;
~~Exercise patience and tact in receiving and processing customer complaints;~~
Understand and carry out oral and written instructions;
Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

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

Training and Experience

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background:

Journey-level ~~customer service~~ and account record keeping including functional responsibility for accounts payable or payroll and some general bookkeeping, cost accounting, and California Public Employees' Retirement System (CalPERS) reporting.

Physical Demands

- Sitting: Remains in seated position for up to 8 hours per day.
- Lifting: Picks up boxes of computer paper up to 50 lbs.
- Talking: Expresses ideas and shares information by means of spoken word in person and by telephone and radio.
- Hearing: Hears well enough to receive communication in person, by radio or by telephone.
- Hands/Arms: Operates computer and 10-key for up to 8 hours per day.
- Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.

SALARY RANGE: ~~Accounting/Customer Service Assistant Technician -I:~~ 19
~~Accounting Technician II/H:-~~ 23

Effective Date
11/94

Board Approved

Board Approved

12/94, 7/96, 4/97,

10/02, 7/05, 3/06,

6/06, 4/07, 6/08,

2/15

Effective Date
11/94
Board-Approved Revision Date
12/94, 7/96, 4/97, 10/02, 7/05, 3/06, 6/06, 4/07, 6/08, 2/15

SALARY SCHEDULE
EFFECTIVE ~~JULY 23~~ AUGUST 27, 2018

Classification	Positions	Salary Range
Accounting/ Customer Service Assistant <u>Technician</u> I & II	2	19 & 23
Accounting Supervisor	1	40
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Construction/Maintenance Supervisor	1	39-41
Customer Service Representative I & II*	2 <u>1</u>	15 & 19
Customer Service Specialist*	1 <u>2</u>	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	3	20-22/27-28/31-32
Environmental Compliance Technician	1	36-37
Equipment Mechanic	1	25
Equipment Technician	1	30-31
Geographical Information Systems (GIS) Specialist	1	32
Information Systems Technician	1	31
Instrumentation and Control Specialist	1	35-38
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Maintenance Electrician	1	28-32
Mechanical Technician	1	29-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
<u>Management-(Exempt)</u>		
General Manager	1	\$243,984
Acting General Manager	1	\$18,345.60
Assistant General Manager/District Engineer	1	66
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Operations Manager	1	53
Human Resources Manager	1	53
Senior Engineer	1	52
<u>Senior Accountant</u>	<u>1</u>	<u>42-43</u>

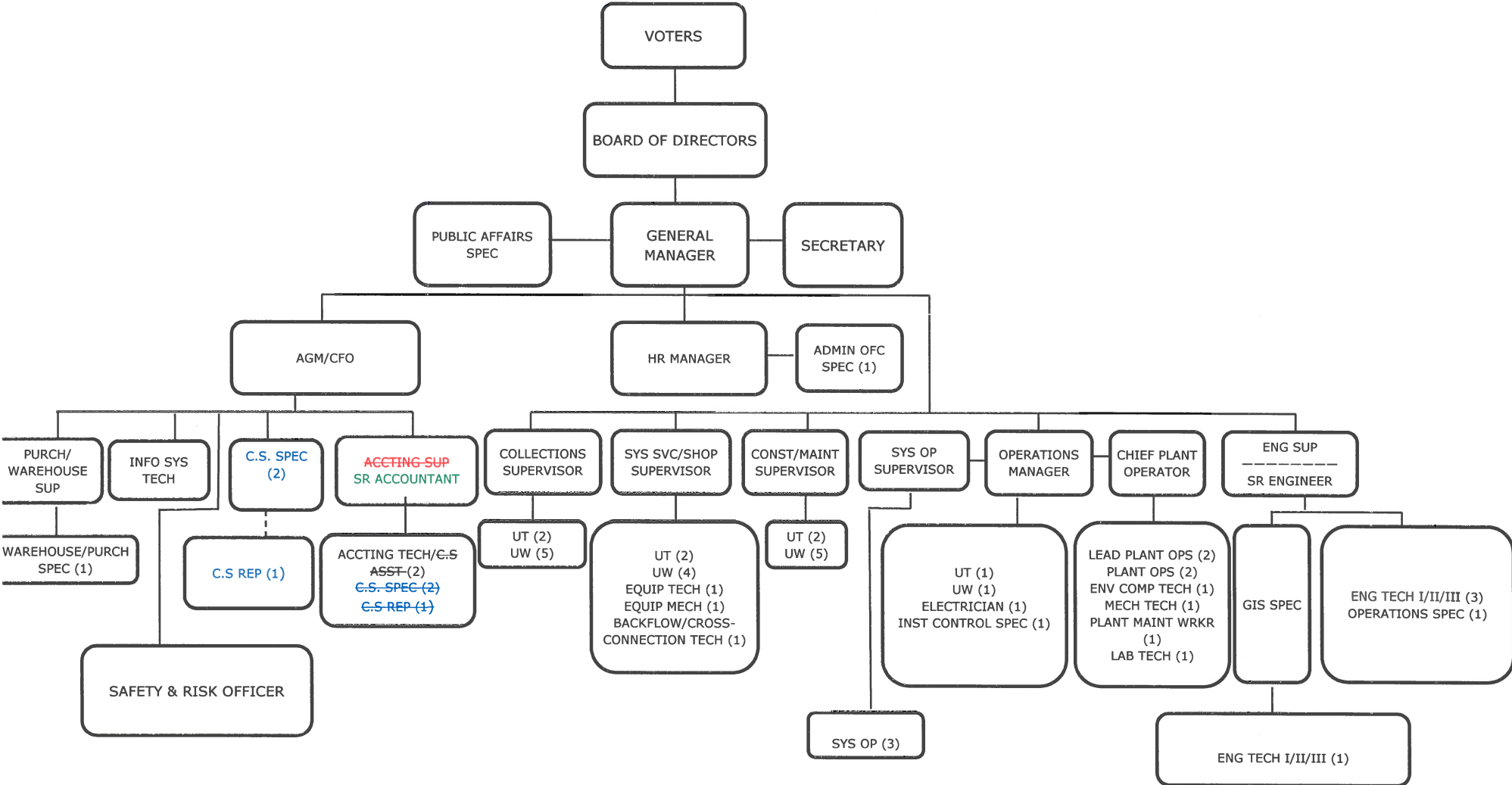
Appendix B
Added 6/22/15
Board Approved
Revision Date
7/15, 1/16, 9/17

*=Customer Service Representatives/Specialists combined cannot exceed 3 total positions.

Range #	FY 18-19 Monthly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$2,751	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434
2	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520
3	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609
4	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699
5	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791
6	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884
7	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981
8	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080
9	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184
10	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292
11	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397
12	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507
13	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618
14	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735
15	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853
16	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973
17	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099
18	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226
19	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356
20	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491
21	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626
22	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769
23	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912
24	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061
25	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217
26	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367
27	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526
28	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691
29	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859
30	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029
31	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202
32	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384
33	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568
34	\$6,217	\$6,422	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757
35	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951
36	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148
37	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356
38	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563
39	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776
40	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998
41	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220
42	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452
43	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688
44	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930
45	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180
46	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433
47	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695
48	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962
49	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,234
50	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516
51	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804
52	\$9,688	\$9,930	\$10,180	\$10,433	\$10,669	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100
53	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,521	\$11,804	\$12,100	\$12,402
54	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712
55	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029
56	\$10,695	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354
57	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690
58	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033
59	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383
60	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740
61	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111
62	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487
63	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876
64	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271
65	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,276	\$16,678
66	\$13,690	\$14,031	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096
67	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522
68	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961
69	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410
70	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410	\$18,869

FALLBROOK PUBLIC UTILITY DISTRICT

May 2018-August 2018



67 Total Positions

**RESOLUTION NO. 4942
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FALLBROOK PUBLIC UTILITY DISTRICT
AMENDING ADMINISTRATIVE CODE ARTICLE 11, PERSONNEL
REGULATIONS**

* * * * *

WHEREAS, because of recent organizational changes in accounting and customer service, staff conducted an evaluation of the Accounting Supervisor and Accounting/Customer Service Assistant classifications and existing and projected workloads; and

WHEREAS, the Personnel Committee reviewed staff's findings and recommended replacing the Accounting Supervisor with a Senior Accountant position and changing the job title and job description of the Accounting/Customer Service Assistant to Accounting Technician and updating the organizational chart and salary schedules with the associated changes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that the Board of Directors does hereby adopt the proposed revisions to Article 11 of the Administrative Code, copies of which are attached hereto, to change Accounting Supervisor to Senior Accountant and Accounting/Customer Service Assistant to Accounting Technician.

BE IT FURTHER RESOLVED, the remaining provisions of Article 11 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 27th day of August, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

SENIOR ACCOUNTANT

Definition

Under direction of the Assistant General Manager/CFO, supervises accounting staff and performs a wide range of complex professional accounting duties, performs the analysis, preparation and maintenance of financial records and reports; makes complex and difficult accounting analyses and reports; and performs related duties as assigned.

Class Characteristics

Positions in this class are assigned duties that involve a variety of advanced, specialized, and technical accounting functions in a confidential designation. Incumbent acts with independence of action in the assigned areas of responsibility. Incumbent supervises the Accounting/Customer Service Assistants, which requires the application of judgment in the selection and assignment of appropriate work methods and procedures, making assignments, setting priorities, training and reviewing work. The incumbent is responsible for preparing evaluations, recommending employment, recognizing employees and effectively recommending disciplinary action. Incumbent has considerable latitude in the selection of work methods and is expected to determine the appropriate procedures necessary to complete the project unless significant unanticipated problems are encountered. Work is not generally reviewed upon completion for final results. Incumbent is expected to refer matters that do not fit a general pattern to the Assistant General Manager/CFO for instruction.

Examples of Duties

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, objectives and values;
- Has functional responsibility for account record keeping work of advanced difficulty in areas such as maintenance of and posting to and reconciling the general ledger;
- Manages the Chart of Accounts, payroll, accounts payable/receivable and utility billing;
- Manages payroll records and submits federal and state reports;
- Monitors and audits payroll, accounts payable and utility billing;
- Ensures compliance with State and Federal laws;
- Records bank deposits and withdrawals and keeps daily cash flow records;
- Approves accounts payable processors;
- Supervises the Accounting/Customer Service Assistant position;
- Prepares and analyzes monthly financial reports in accordance with advanced knowledge of generally accepted accounting standards;
- Develops and inputs journal entries;
- Responsible for direct deposit compliance with Automated Clearing House (ACH);
- Calculates quarterly workers' compensation premiums which are based on actual payroll and annual W-2s;
- Maintains and updates fixed asset records;
- Prepares worksheets and assists with annual audit;
- Monitors and accounts for all projects administered by District on a pass-through basis;

- Participates in the development, administration and monitoring of the District's budget;
- Implements mid-year and year-end budget adjustments;
- Reconciles on a monthly basis cash, investments, payroll, and accounts receivable and payable;
- Supports the development of the monthly treasurer's and budget status reports;
- Develops work schedules for accounting, customer service cyclical billing, date driven reports and reconciliations;
- Coordinates with customer service personnel on billing issues and customer account issues including: liens, payment arrangements, consumption variances, year-end write offs, and refunds;
- Prepares and participates in annual workers' compensation premium and contract audit;
- Manages accounting for all special projects including FEMA claims;
- Prepares recycled water monthly and annual reporting to MWD and SDCWA;
- Controls petty cash;
- Maintains records of departmental payroll-related information, ensuring proper reporting of leave usage; schedules vacation in accordance with personnel policies;
- Investigates vendors and new technology to improve work efficiency regarding department operations and procedures;
- Monitors compliance with sections of the District's Administrative Code referring to accounting and billing policies;
- Researches accounting discrepancies and answers questions related to the discrepancies;
- Reconciles monthly bank statements;
- Maintains and updates accounting manuals as needed; and
- Performs related work as required.

Qualifications:

Knowledge of:

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting;
- Principles and practices of cost and fixed asset accounting;
- GAAP, GASB and GFOA accounting standards and requirements;
- Internal control and audit principles and practices; principles and practices of municipal budgeting;
- Laws and ordinances relating to the financial administration of public agencies;
- Modern office equipment and procedures;
- Methods and techniques of financial report research and preparation;
- District Administrative Code as it relates to accounting;
- Principles of supervision and training;
- Advanced mathematics and statistics; Principles of budget preparation and control;
- Advanced methods and procedures used in financial record keeping;
- State and Federal payroll reporting regulations;
- CalPERS forms and reporting procedures; and
- Advanced computer programs related to billing and financial record keeping.

Ability to:

- Operate a computer and spreadsheet software;
- Analyze and make sound recommendations on complex financial data and operations; plan and evaluate financial programs and make sound recommendations for improvement;
- exercise sound independent judgment within general policy guidelines;
- Perform complex and advanced professional accounting work in the maintenance of District financial records;
- Supervise the activities of Accounting/Customer Service Assistant;
- Prepare accurate financial reports;
- Make advanced, accurate, mathematical/statistical computations and identify and reconcile errors;
- Understand and carry out oral and written instructions; and
- Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

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

Certified Management Accountant (CMA) preferred.

Certified Public Accountant (CPA) preferred. CPA required for entry at salary range 43.

Training and Experience

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background:

Bachelor’s degree in accounting, finance or closely related field with five years of progressively responsible professional accounting experience. Supervisory experience is highly desirable.

Physical Demands

Sitting: Remains in seated position for up to 8 hours per day.

Lifting: Picks up boxes of computer paper up to 50 lbs.

Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.

Hearing: Hears well enough to receive communication in person or by telephone.

Hands/Arms: Operates computer for up to 8 hours per day.

Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.

SALARY RANGE: 42

43 - Certified Public Accountant (CPA)

Board Approved Effective Date 2/15
Board Approved Revision Date

ACCOUNTING TECHNICIAN I/II

Definition

Under supervision of the Senior Accountant, to perform data entry, intermediate account record keeping, reconciliation and standardized accounting support work in an automated environment; and performs related work as required.

Class Characteristics

Accounting Technician I - Performs basic accounts payable/accounts receivable duties. Accounting Technician II - Performs intermediate accounting and payroll functions. Incumbent uses established procedures in the selection of work methods and is expected to employ the established procedures necessary to complete the project unless significant unanticipated problems are encountered. Work is generally reviewed by the Senior Accountant upon completion for final results. Incumbent is expected to refer matters that do not fit a general pattern to the Senior Accountant for instruction.

Examples of Duties

Accounting Technician I

- Has functional responsibility for account record keeping work of average difficulty in areas such as accounts payable and accounts receivable;
- Matches packing slips, purchase orders and invoices;
- Verifies invoices, prepares processing documents and enters accounts payable to computer;
- Obtains payment authorization and generates checks;
- Maintains accounts payable files;
- Prepares invoices for miscellaneous accounts receivable;
- Runs periodic payables reports;
- Inputs inventory receipts from accounts payable invoices;
- Assists employees with completion of their electronic timecards;
- Researches accounting discrepancies and answers questions related to the discrepancies;
- Issues checks to tax entities;
- Receives water and sewer payments;
- Sorts checks and payment stubs for automated processing of the deposit;
- Operates check processing equipment and prepares daily deposit;
- Enters deposit onto revenue journal and inputs journals into water database and general ledger;
- Inputs account closing data;
- Uses computer to access data and to input varied information including payments, and account maintenance changes; Performs clerical administrative support work, including record keeping and filing;
- Provides occasional assistance, as needed, to ensure that the front counter has sufficient staffing coverage; and
- Performs related work as required.

Accounting Technician II

- In addition to the above, has functional responsibility for payroll processing;
- Runs payroll audit report, verifies and obtains authorization to run payroll checks;
- Prepares checks for payment of employee benefits;
- Prepares CalPERS reports and remittances;
- Processes direct deposits in compliance with Automated Clearing House (ACH);
- Posts and closes jobs;
- Runs trial balance;
- Prepares supporting detail and assists with annual audit;
- Prepares recycled water monthly and annual reporting to MWD and SDCWA;
- Prepares monthly operations report for accounting department; and
- Performs related work as required.

Qualifications:

Knowledge of:

- Modern office equipment, software applications and procedures;

- Business mathematics;
- Basic methods and procedures used in bookkeeping in an enterprise accounting system;
- Intermediate methods and procedures used in bookkeeping in an enterprise accounting system (Accounting Tech. II);
- Methods and procedures used in financial record keeping;
- State and Federal payroll reporting regulations (Accounting Tech. II);
- CalPERS forms and reporting procedures (Accounting Tech. II); and
- Basic computer programs related to billing and financial record keeping.

Ability to:

- Perform varied office support and receptionist work;
- Make mathematic calculations with speed and accuracy;
- Identify and reconcile errors;
- Operate a computer remote terminal/microcomputer to enter and retrieve data;
- Operate a typewriter keyboard with efficiency and accuracy;
- Operate a 10-key by touch;
- Prioritize tasks to meet established deadlines;
- Speak clearly and distinctly;
- Understand and carry out oral and written instructions; and
- Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

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

Training and Experience

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background:

Journey-level account record keeping including functional responsibility for accounts payable or payroll and some general bookkeeping, cost accounting, and California Public Employees' Retirement System (CalPERS) reporting.

Physical Demands

- Sitting: Remains in seated position for up to 8 hours per day.
- Lifting: Picks up boxes of computer paper up to 50 lbs.
- Talking: Expresses ideas and shares information by means of spoken word in person and by telephone and radio.
- Hearing: Hears well enough to receive communication in person, by radio or by telephone.
- Hands/Arms: Operates computer and 10-key for up to 8 hours per day.
- Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.

SALARY RANGE: Accounting Technician I: 19
 Accounting Technician II: 23

Board Approved
Effective Date 11/94
Board Approved Revision Date 12/94, 7/96, 4/97, 10/02, 7/05, 3/06, 6/06, 4/07, 6/08, 2/15

SALARY SCHEDULE
EFFECTIVE AUGUST 27, 2018

Classification	Positions	Salary Range
Accounting Technician I & II	2	19 & 23
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Construction/Maintenance Supervisor	1	39-41
Customer Service Representative I & II*	1	15 & 19
Customer Service Specialist*	2	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	3	20-22/27-28/31-32
Environmental Compliance Technician	1	36-37
Equipment Mechanic	1	25
Equipment Technician	1	30-31
Geographical Information Systems (GIS) Specialist	1	32
Information Systems Technician	1	31
Instrumentation and Control Specialist	1	35-38
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Maintenance Electrician	1	28-32
Mechanical Technician	1	29-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
<u>Management-(Exempt)</u>		
General Manager	1	\$243,984
Acting General Manager	1	\$18,345.60
Assistant General Manager/District Engineer	1	66
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Operations Manager	1	53
Human Resources Manager	1	53
Senior Accountant	1	42-43
Senior Engineer	1	52

Appendix B
Added 6/22/15

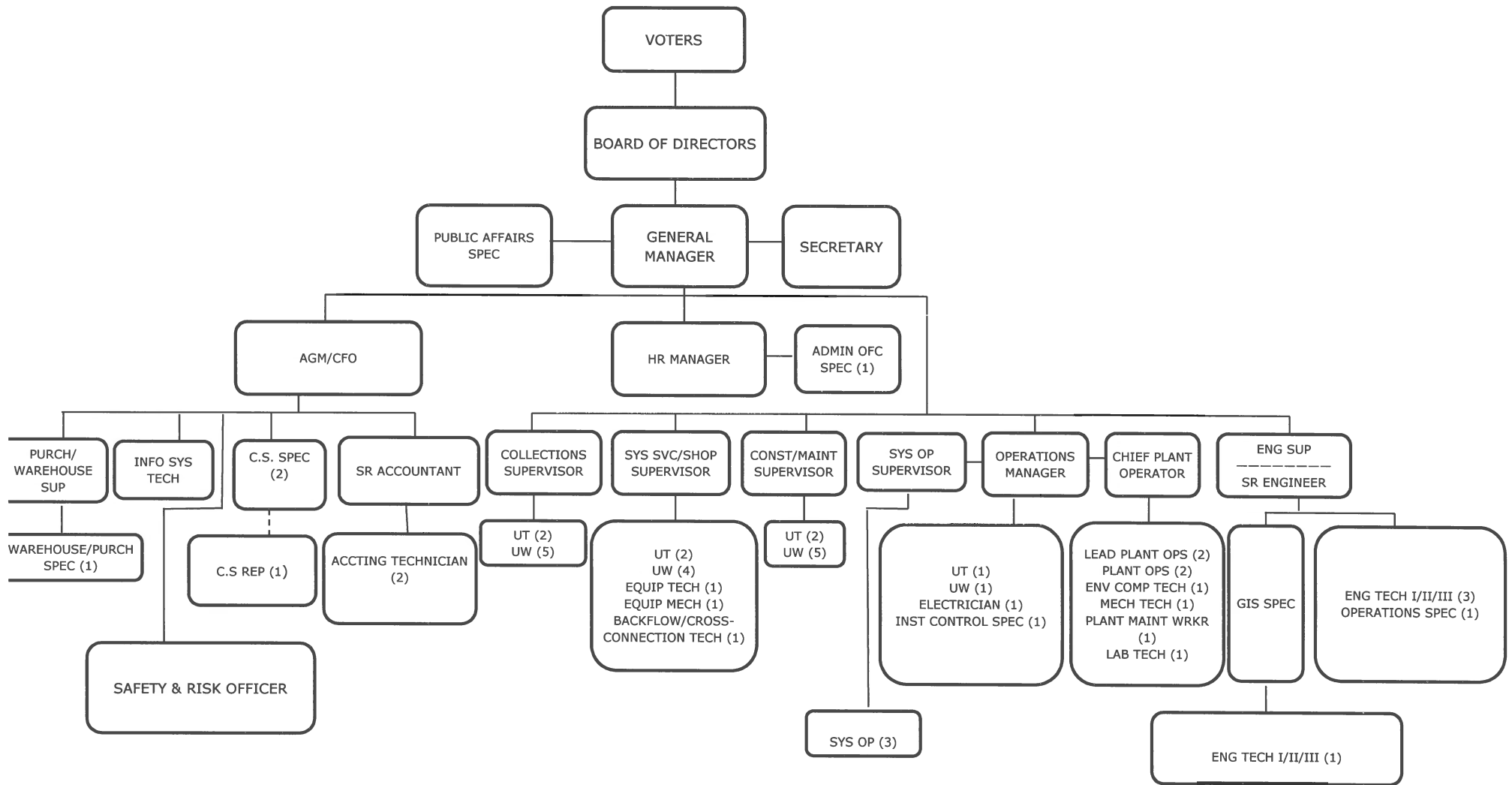
*=Customer Service Representatives/Specialists combined cannot exceed 3 total positions.

Board Approved
Revision Date
7/15, 1/16, 9/17

Range #	FY 18-19 Monthly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$2,751	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434
2	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520
3	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609
4	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699
5	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791
6	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884
7	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981
8	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080
9	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184
10	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292
11	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397
12	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507
13	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618
14	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735
15	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853
16	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973
17	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099
18	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226
19	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356
20	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491
21	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626
22	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769
23	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912
24	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061
25	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217
26	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367
27	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526
28	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691
29	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859
30	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029
31	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202
32	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384
33	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568
34	\$6,217	\$6,422	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757
35	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951
36	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148
37	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356
38	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563
39	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776
40	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998
41	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220
42	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452
43	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688
44	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930
45	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180
46	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433
47	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695
48	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962
49	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,234
50	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516
51	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804
52	\$9,688	\$9,930	\$10,180	\$10,433	\$10,669	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100
53	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,521	\$11,804	\$12,100	\$12,402
54	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712
55	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029
56	\$10,695	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354
57	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690
58	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033
59	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383
60	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740
61	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111
62	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487
63	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876
64	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271
65	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,276	\$16,678
66	\$13,690	\$14,031	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096
67	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522
68	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961
69	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410
70	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410	\$18,869

FALLBROOK PUBLIC UTILITY DISTRICT

August 2018



67 Total Positions

M E M O

TO: Board of Directors
FROM: Personnel Committee
DATE: August 27, 2018
SUBJECT: Consider Adopting Resolution No. 4943 Amending Article 2--"Board of Directors, Organization of" in the Administrative Code

Purpose

To revise and update Article 2--*Board of Directors, Organization of* in the Administrative Code.

Summary

Staff has prepared proposed updates, as shown on the attached in redline, to Article 2. The change is to address the following key component:

1. Incorporation of additional details for new Board member training into Article 2 with input from the Board President.

As part of the process of updating Articles 2, some other revisions are proposed, including:

1. Moving all Board of Director provisions from Article 12 to Article 2;
2. Updating the meal reimbursement sections for Directors to reflect the General Services Administration (GSA) established rates, instead of set amounts that would have to be updated annually with inflation; and
3. Other miscellaneous clean-up to update of the Article.

Recommended Action

That the Board of Directors adopt Resolution No. 4943 amending Article 2 of the Administrative Code with the proposed revisions.

Article 2. Board of Directors, ~~Organization of Guidelines for~~

Sec. 2.1 Powers - Delegation.

All powers, privileges and duties vested in or imposed upon the District by law and the Public Utility District Act of the State of California shall be exercised and performed by the Board of Directors, except as such Board shall delegate executive, administrative, and ministerial powers to officers and employees of the District.

Sec. 2.2 Officers of Board of Directors.

Directors are elected by the registered voters of the District for overlapping four-year terms. All Directors of the Fallbrook Public Utility District are elected by subdistrict. All prospective Directors must sign an oath as to age, place of residence, occupation, and whether or not he is a qualified elector residing within the territory of the District for which he is appointed or elected.

Sec. 2.2.1 Election of Officers.

The Officers of the Board of Directors shall consist of a President and a Vice-President chosen by the members. Reorganization (election of officers) will be placed on the agenda in December of each year.

Sec. 2.2.2 Duties of President

The President shall preside over and conduct all meetings of the Board and hearings before the Board. In so doing, the ~~president~~President shall have the following powers and responsibilities:

- A. To follow the prepared agenda unless the Board concurs in any change.
- B. To determine all questions of order and parliamentary procedure, unless he or she chooses to submit any such question to the Board for decision.
- C. To maintain order and to enforce reasonable rules of decorum.
- D. To determine at meetings of the Board, other than public hearings, whether or not members of the public should be heard on particular issues or otherwise be permitted to address the Board.
- E. To set reasonable limits upon the length of time and the number of occasions on which a person may speak at public hearings as well as other meetings of the Board.
- F. To recognize Board members who may wish to be heard.
- G. To restate, where necessary, and to put to a vote all questions properly before the Board, and to announce the result of each vote.
- H. To terminate debate after there has been reasonable opportunity for full discussion of any issue and further debate would be needlessly repetitive or otherwise not useful, and where proper, to put the matter to a vote.

- I. To rule out of order any comment by Board members, staff or members of the public not germane to the issue then before the Board.
- J. To respond to inquiries by Board members relating to procedures, or to factual information, bearing upon the business before the Board.
- K. To establish standing or ad hoc committees of the Board, and to appoint the members thereof.
- L. To declare the meeting adjourned upon such vote by the Board, or when in his judgment any emergency or other cause requires adjournment.
- M. To authenticate by his signature all acts, orders, and other proceedings of the Board.

Sec. 2.2.3 Duties of Vice President.

The ~~vice president~~Vice-President shall act if the ~~president~~President is absent or unable to act, and shall exercise all of the powers of the ~~president~~President on such occasion.

Sec. 2.3 Other Officers of the District.

The statutory officers are the General Manager, ~~Administrative Services~~Assistant General Manager/Treasurer~~Chief Financial Officer~~, and Secretary. The Board of Directors appoints the General Manager, who appoints Management Staff. Other officers may be appointed by the Board of Directors as needed.

Sec. 2.4 Employment of Professionals.

Sec. 2.4.1 General Counsel shall be appointed by the Board and shall be directly responsible to the Board. He or she shall provide legal advice and services as requested by the Board and shall assist the General Manager, ~~Administrative Services Manager/Treasurer~~, Assistant General Manager/Chief Financial Officer, Secretary, and department heads on legal problems which may arise in the administration of their respective duties. The ~~Attorney's~~General Counsel's compensation is subject to an annual review and signed agreement with the Board of Directors.

Sec. 2.4.2 The Auditor shall be employed and selected in such manner as the Board directs and shall receive for his services such compensation as the Board prescribes. The accounts of the District shall be examined at least once a year by a qualified Auditor, who shall report to the Directors the result of his examination.

Sec. 2.5 Time and Place of Board Meetings.

The regular meeting of the Board of Directors shall be held on the fourth Monday of each month, at 4:00 p.m. in the Board room of ~~said Board room of said the~~ Fallbrook Public Utility District, located at 990 East Mission Road, Fallbrook, California. The Board meeting day and time shall be changed from time to time as designated by the Board of Directors. If the regular meeting falls on a holiday, such regular meeting shall be held on the next business day, or such time as the Board may direct. The agenda shall be posted on the north wall of the entrance to the District ~~seventy-two (72)~~and on the District's Internet Web site at least 72 hours in advance of the meeting.

Sec. 2.6 Special Meetings.

A special meeting may be ~~ordered~~ called at any time by the President of the Board of Directors, or by a majority of the members of the Board of Directors ~~constituting a majority of the votes entitled to be cast~~, by delivering ~~personally or by mail~~, written notice to each member of the Board of Directors and to each local newspaper of general circulation, and radio or television station requesting notice in writing. ~~Such~~ and posting a notice ~~must on the District's Internet Web site~~. The notice shall be delivered personally or by ~~mail~~ other means and shall be received at least ~~twenty-four~~ 24 hours before the time of ~~such~~ the meeting as specified in the notice. The ~~order~~ call and notice shall specify the time and place of the special meeting and the business to be transacted, or discussed. No other business shall be considered at ~~such~~ these meetings by the Board of Directors. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

Sec. 2.7 Quorum.

A majority of the Board of Directors constitutes a quorum for the transaction of business.

Sec. 2.8 Actions.

The Board shall act only by Ordinance, Resolution, or motion and may act only on items on a pre-posted agenda. The ayes and noes shall be taken upon the passage of all ordinances, resolutions, or motions and entered upon the journal of the proceedings of the Board. No ordinance or resolution shall be passed or become effective without the affirmative votes of at least a majority of the Board. A roll call vote recorded pursuant to the Public Utility District Act in the minutes of the meeting shall be had if requested by any Director. When not requested, or ordered by the President, a roll call vote shall be dispensed with. "Emergency" items may be added to the agenda if it is determined that there is an emergency situation, or there is a need to take action on an item subsequent to the agenda being posted. A two-thirds vote of the Board is required to add emergency items to the agenda.

Sec. 2.9 Order of Procedure of Meetings.

Except as otherwise provided by law or ordinance, the business of the meetings of the Board of Directors and the order of procedure shall be as provided by Robert's Rules of Order, Revised. The President shall preside at all meetings of the Board, and in his absence, the Vice-President, and in the absence of both the President and the Vice-President, the presiding officer shall be selected by a majority vote of the members of the Board attending such a meeting. At the beginning of each meeting, the public shall be offered the opportunity to address the Board on any issue not on the agenda. Such matters shall not be acted upon without prior notice on future agendas. Any member of the audience who wishes to speak must fill out a speaker slip and present it to the Board Secretary prior to the meeting. Speakers may be limited to three (3) minutes, for both the public comment period and for any specific item on the agenda. After the initial three minutes are up, the Board may ask questions of the speaker.

Sec. 2.9.1 Guidelines for Conduct of Board Meetings.

In an effort to streamline and maintain control of the conduct at Board meetings, the following rules shall be implemented:

- 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~~ Consent Calendar shall consist of items of a routine non-controversial nature for action by the Board of Directors and which require no discussion. All items appearing on the ~~consent calendar~~ Consent Calendar may be disposed of by a single motion.

Items shall be removed from the ~~consent calendar~~ 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~~ 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. Per diem compensation shall be reviewed each January at a Board meeting. If the Board determines to proceed with a change, a public hearing will be noticed to receive public comment prior to any action being taken. Changes in compensation shall require the approval of the Board at an open meeting held at least 60 days prior to the effective date of the ordinance making the change and cannot exceed five (5) percent per each calendar year following the operative date of the last adjustment. [Cal. Public Utilities Code § 16002; Cal. Water Code § 20200 et seq.] 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, prior to the event, 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.~~ B. California Special District Association (CSDA), San Diego ~~chapter~~Chapter (quarterly)
- ~~D.~~ C. Council of Water Utilities (monthly)
- ~~E.~~ D. California Association of Sanitation Agencies (CASA) (semi-annual)
- ~~F.~~ E. Training Courses in CA Local Agency Ethics (AB 1234) and/or Sexual Harassment for Supervisors (AB 1825)
- ~~G.~~ F. Metropolitan Water District of Southern California (up to one per month)
- ~~H.~~ G. San Diego County Water Authority (up to one per month)
- ~~I.~~ H. Meetings between the Board President and the General Manager (up to twice per month)

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.

Sec. 2.15 Ethics Policy.

The respected operations of democratic government emphasize that elected officials be independent, impartial and responsible to the people. It requires that they conduct themselves in a manner above reproach. It also imposes an obligation of personal integrity that will foster public respect, confidence, and trust.

This Ethics Policy provides the following general guidelines and specific prohibitions to which elected District officials must conform in pursuit of their assigned duties and responsibilities.

- A. Disclosure of Closed Session Matters. No member of the District shall disclose to any person, other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters of confidential District business, the content or substance of any information presented or discussed during a closed session meeting unless the District first authorizes such disclosure by the affirmative vote of three members.
- B. Disclosure of Confidential Communications. Except when disclosure is mandated by State or Federal law, no member of the District Board shall disclose confidential or privileged communications to any person other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters, unless the Board of Directors first authorizes such disclosure by the affirmative vote of three members of the Board of Directors.
- C. Conduct During Negotiations/Litigation. The Board of Directors is authorized to provide direction to specifically identified negotiators in a legally constituted closed session on matters involving pending litigation, real estate negotiations and labor negotiations. If the Board of Directors, in closed session, provides such direction to its negotiators, all contact with the negotiating party or party's representative shall be limited to and made by those individuals designated to handle the negotiations. During a pending labor contract or discussion, no member of the District Board shall have any contact or discussion with the negotiating party or the party's representative regarding the subject matter of the pending negotiation. In addition, during litigation or real estate negotiations, no member of the District Board (unless they have been designated as a negotiator) shall have any contact or discussion with litigating or

negotiating party or the party's representative regarding the subject matter of the pending litigation or real estate negotiations.

Nothing in this section shall prohibit Board members from receiving written communications provided they are made available to all Board members and the General Manager on an equal basis.

- D. Ex Parte Communications. The purpose of this provision is to guarantee that all interested parties to any matter before the Board have equal opportunity to express and represent their interests. Ex parte communications are those communications members of the Board have with representatives of only one side of a matter outside the presence of other interested parties. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication. Any written or oral ex parte communication received by a member of the Board in matters where all interested parties are entitled to an equal opportunity for a hearing, shall be made a part of the record by the recipient.
- E. Violations and Penalties. Any perceived violation of this Ethics Policy by a member of the Board shall be referred to the Board President or the full Board of Directors for investigation, and consideration of any appropriate action warranted.

A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy; (b) injunctive relief; (c) referral of the violation to the Attorney General, District Attorney, Fair Political Practices Commission (FPPC), and/or the Grand Jury; or the specific actions available to the Board enumerated in greater detail in Sections 2.16.3 and 2.16.4.

Sec. 2.16 Comprehensive Code of Conduct.

The following is the Board-approved Code of Conduct for District Board Meetings:

Sec. 2.16.1 Purposes and Goals of Code of Conduct.

Effective policy leadership requires the Board to foster effective communication throughout the organization. Effective communication is necessary to encourage the delivery of safe, high quality water and sewer services, as well as compliance with ethical and legal imperatives. Effective communication occurs best in an atmosphere of mutual respect, in which board members, staff, and members of the public feel valued and free to express themselves. Effective communication requires thorough preparation for meetings, adherence to approved procedures for the conduct of meetings, including compliance with time limits and courteous conduct during debate and discussion. Effective communication requires an atmosphere free from threats, intimidation, abusive behavior, violence, harassment, and other dangerous or disorderly conduct.

The Board believes that at a minimum, its members should behave, on a voluntary basis, as if they are fiduciaries who are expected to honor the same duties of loyalty and care

expected of their peers who serve on the boards of public agencies. Board members should act professionally at all times.

This Code of Conduct is intended to describe: (1) minimum expectations for conduct at, and surrounding Board meetings; (2) how Board members are provided the resources needed for effective, informed governance; (3) rules for ensuring the fairness of proceedings; and to (4) prescribed consequences for misconduct which does not contribute to effective leadership of the FPUD, including declaring Board members ineligible for receipt of discretionary perquisites of office within the jurisdiction of the Board.

Sec. 2.16.2 Minimum Expectations for Conduct of Board Meetings.

- A. Once the Board has a quorum, the meeting should immediately commence. Time periods announced by the President for recesses shall be strictly observed.
- B. For each agenda item on which there is anticipated action, there should first be a motion and a second before any Board discussion is permitted, except that:
 - 1. Any Board member who must abstain from participation in a matter because of a legal conflict of interest shall ask the President for permission to announce the conflict; and
 - 2. Any Board member who has had any ex parte contacts with respect to an agenda item affecting the legal rights of a party appearing before the Board on a quasi-judicial matter shall ask the President for permission to describe the nature of those contacts so that the party may evaluate the potential partiality and appearance of fairness of the Board member's participation in decision-making regarding that matter. In case of doubt, a Board member shall err on the side of disclosure of the ex parte contacts.
- C. If there is no motion on an action item, or if a motion is made and there is no second, the President should move to the next agenda item without further comment from the Board members.
- D. For each agenda item that has received a motion and a second, the President should ask each member in turn as to whether that member wishes to speak on the item, starting with the maker of the motion.
- E. Each member will be recognized by the President and shall be allotted up to three minutes to speak to the motion, once recognized. Time for questions and answers addressed by a member to staff or to other Board members is included in the three minutes, unless the President grants an exception. Members who anticipate that this time will be insufficient shall, whenever feasible: (1) submit written statements at any time; (2) submit written questions to the President and General Manager at least 48 hours in advance of a regular meeting (see B, 2 above); or (3) request additional time.

Only the member who has been recognized may speak on the motion during that time. Time limits are to be managed by the Board President.

- F. When the member's time allotment has concluded, the President should immediately recognize the next member in turn to determine if he/she wishes to speak. When recognized, the member should start speaking and the prior speaker shall promptly yield the floor.
- G. Once the President has offered each member the opportunity to be heard, the President may offer a second round of comments. The President should again offer each member a three-minute opportunity to speak.
- H. Unless recognized by the President, Board members shall not address members of the public who come forward to speak, and should not enter into a dialogue or debate.
- I. Agenda materials are intended to provide answers to as many questions as possible regarding agenda items, prior to the Board meetings. Board members are expected to review the agenda materials thoroughly, prior to the Board meetings, and to timely request additional information or clarification in advance whenever feasible—generally at least 48 hours prior to any regular meeting. (See B, 2 above.) Questions from Board members at the meetings should be for the purposes of seeking clarification and/or additional information regarding particular agenda items and/or agenda materials.
- J. Board members should be courteous and respectful of all meeting participants, including the President. Board members shall comply with the legitimate orders of the President regarding the orderly conduct of the business before the Board.
- K. Conduct while attending Board meetings and other meetings and events related to the Board and Board committees, and while engaged in other Board-related business, which is unsafe, disruptive or which constitutes threats, intimidation, abusive behavior, violence, harassment, and other dangerous or disorderly conduct, willful disturbance of the meeting or which otherwise violates Cal Penal Code § 403, as shown in Appendix A, is prohibited.
- L. Board Members should attend every Board Meeting and remain for the entirety of each meeting. The Board President shall make an oral announcement of any departure from the meeting and the reason, if available.

Sec. 2.16.3 Breaches of Order at Meetings; Sanctions.

The Board has a responsibility to govern itself. The Board has a right to make and enforce rules to ensure the conduct of the public's business in an efficient and orderly manner, and without disruption by members of the public or members of the Board, up to and including ejection. At the same time, the public and

Board members shall be free to criticize the policies, procedures, programs and services of the organization, and the acts and omissions of the Board.

Notwithstanding any other policy of the Board, violations of this policy during a Board meeting may be enforced, as follows:

- A. The President shall call to order, by name, any person who is in violation of any of the rules of conduct established under this policy, which is committed in the immediate view and presence of the Board. The President shall request that person refrain from any further violation, warn that a repetition may violate Cal Penal Code § 403 and result in removal from the meeting, and may specifically state that any further violation may constitute contempt of the Board.
- B. If the person repeats the violation or proceeds to violate any other provision of this policy in the immediate view and presence of the Board (such as by refusing to yield the floor or otherwise disrupting proceedings), the President may call a recess of the meeting, stating that the reason for the delay is due to the misconduct of the Board member or other person. If following such recess, the Board member or other person persists in willfully interrupting the meeting such that order cannot be restored, the President, with the concurrence of the Board, shall order the disruptive Board member or other person removed from the meeting room by District or security personnel, or, as to Board members, may request a motion under paragraph C. If removal of a Board member is ordered, the Board member shall be entitled to adjourn to attend the balance of the meeting by telephone at the meeting location or other location consistent with the Brown Act, notwithstanding the provisions of any other Board policy.
- C. In the alternative, if a Board member repeats the violation or proceeds to violate any other provision of this policy in the immediate view and presence of the Board, or, following a return from recess of the meeting if called, the President may call for a motion holding the Board member in contempt. Such a motion shall take precedence over any other motion, and shall describe the action or actions constituting the violation of this policy. If such a motion is made and seconded, each Board member shall have an opportunity to discuss the motion in accordance with this policy. If the motion is passed, the Board member shall be advised by the President that he or she has been held in contempt. A second motion may then be made to prescribe the sanction or sanctions to be imposed, which may include, but shall not be limited to, one or more of the following:
 1. A statement of censure, identifying the misconduct;
 2. Removal of the offending Board member from membership on one or more Board committees, or, if chair of any committee, removal from that position, for a specified period, or if no period is specified, until the annual election of Board officers;

3. Removal of the offending Board member from holding any Board office currently held;
 4. Removal of the offending Board member from the meeting room and offering the member the right to adjourn to attend the balance of the meeting by telephone at the meeting location or another location consistent with the Brown Act; provided that the offending Board member may also be required to attend one or more future meetings by teleconference;
 5. A determination that no compensation shall be earned by the offending Board member for attendance at the meeting at which the contempt occurred;
 6. A determination that the offending Board member shall not be provided any defense or indemnity in any civil actions or proceedings arising out of or related to the member's misconduct or the agenda items whose consideration was willfully disrupted or prejudicially delayed by the misconduct, based upon the Board member's actual malice;
 7. Rendering the offending Board member ineligible to receive any advances or reimbursement of expenses to attend future conferences or meetings otherwise permitted;
 8. Referral of the matter to the County Grand Jury pursuant to Cal Gov Code § 3060, as shown in Appendix B.
- D. Following the outcome of a motion for sanctions, the President shall direct that the order of the Board be carried out by staff, the General Manager, and/or General Counsel, as appropriate.
- E. In the event violations of this Policy occur in a closed session, the President may suspend the closed session and return to open session for the purpose of commencing the enforcement process contemplated by this section. All proceedings under this section 2.16.3 shall occur in open session.

Sec. 2.16.4 Violations of Board Policies or Law Outside of Board Meetings.

- A. When a violation of a Board policy by a member of the Board is alleged to have occurred outside of a Board meeting, the President or any member of the Board may request that an item be placed on the agenda to consider what sanctions may be appropriate, if any. In such instances, evidence of the misconduct shall be presented by the requesting member. The Board member accused of misconduct shall have an opportunity to present evidence and respond to the allegations made. Formal rules of evidence shall not apply.

- B. After consideration of the evidence presented, the Board may take such actions as it may deem appropriate, including but not limited to those described in section C of this policy, other than section 2.16.3, paragraph C, 5.

Sec. 2.16.5 Sanctions.

- A. Discipline imposed on directors herein shall continue for successive election cycles; i.e., re-election of a director who has been disciplined shall have no effect on discipline imposed in a prior term of office.
- B. A director may apply for relief from discipline upon submitting proof of compliance with the requirements of the discipline notice, if appropriate. For example, if discipline was imposed for failure to attend director orientation with the general manager, the director would submit proof of attendance.

Sec. 2.16.6 Authority of Administration to Provide for Security.

- A. The District Administration is authorized and directed to develop and implement policies and procedures, engage employees or contractors to provide security, consistent with applicable law, to promote a secure and orderly environment for Directors, employees, staff, and members of the public. These policies and procedures will include a process for notifying the District Administration in the event that any person feels that he or she has been subjected to conduct which violates this Policy.
- B. The District Administration is authorized and directed to take lawful and appropriate action and to pursue lawful and appropriate remedies against any person found to have violated this Policy.

Sec. 2.16.7 Board Orientation and Training.

- A. Every Board member shall participate in an orientation and training to be offered by the District within 60 days of election, re-election to office, or assuming office, as a condition to receiving compensation or allowance of expenses. Re-elected Board members may elect to choose a modified orientation.
- B. The required orientation and training shall be offered at times and places convenient to the Board member.
- C. The orientation and training for newly elected Board members shall include:
 - ~~1. A tour of the facilities owned or operated by the District.~~
 - 1. An explanation Attendance at the California Special District Association (CSDA) Special District Leadership Academy Conference or a half-day orientation by a

third party trainer specialized in local governance. The training will include the following:

a. Roles and responsibilities of Board policies, procedures, and committee structure members.

b. The role of staff and delivery the General Manager.

c. Attributes and characteristics of a highly effective Boards

d. The Boards role in setting direction for the District and in establishing financial accountability and transparency.

2. A copy of the current Board policies and procedures. Governing Documents, which shall be reviewed and acknowledged by the Director. The Board Governing Documents includes the following:

a. District Background and Strategic Plan

b. CSDA Special District Board Member Handbook

c. Copy of this section of the Administrative Code

d. Ralph M. Brown Act

e. Copy of the Public Utility District Act

3. Briefings delivered by members of the management team regarding:

a. District financial management and budgeting practices.

b. Review of the District Capital Improvement Program and a tour of the facilities owned or operated by the District.

c. The roles and responsibilities of each department.

4. A briefing with the District General Counsel regarding:

~~b.a.~~ Compliance laws and regulations, including conflict of interest rules under State and Federal law.

~~c.a.~~ The roles and responsibilities of each department.

~~d.b.~~ Legal responsibilities of Board members.

D. This orientation and training shall supplement the training required by law under AB 1234.

E. It is also recommended that new Board members complete additional training during their first term which would include:

- a. Additional CSDA training, including additional Special District Leadership Academy Training and courses on financial oversight and governance
- b. Tours provided by MWD of the State Water Project and Colorado River Aqueduct systems
- c. San Diego County Water Authority Citizens Leadership Academy

Sec. 2.17 Directors Expenses Incurred on District Business.

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.

2.17.1 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 conference or organized educational activity.
3. Any meeting related to District business with prior approval pursuant to Section 2.12.
4. Standing committee meetings and ad hoc committee meetings. These meetings, where practical, should be scheduled to correlate with other meetings at the District on the same day.

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.

2.17.2 Prepayment of Otherwise Reimbursable Expenses.

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

2.17.3 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 agendized 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.

2.17.4 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 based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

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 at the rate provided by the M&IE per day. If the Director exceeds the rate provided by the M&IE 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 M&IE 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 provided by the M&IE for breakfast, lunch, and/or dinner. If the Director exceeds the rate provided by the M&IE 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 M&IE rate.

3. Partial Day Reimbursement. When a director will be traveling for a partial day or where a single meal is provided for by other sources, such as pre-paid registration, the maximum reimbursement amount shall at the rate provided by the M&IE per meal. If the Director exceeds the rate provided by the M&IE 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 M&IE rate.

4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of, and assume expenses for, taxes and gratuities of up to 15%.

5. Lodging. The District will reimburse Directors or pre-pay accommodations in single rooms at conference facilities at the group rates, if available, or in close proximity when applicable. Or, in the absence of conference accommodations, normal single-room business, government, or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the Director to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable.

2.17.5 Entertainment.

The District will not cover expenses incurred for recreation or entertainment.

2.17.6 Incidental Expenses.

Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

1. Telephone calls (business): Calls placed by the Director, to the District office, or for the purpose of conducting District business. Business related calls should be itemized on the "Board Expense Reimbursement Form."
2. Telephone calls (personal): One (1) brief personal call each day away from home, up to a \$5 maximum per day.
3. Telephone calls (local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.

41. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.

52. Reasonable gratuities, up to 15%, on reimbursable expenses.

63. Parking fees related to conference functions.

74. Fees for in-room high speed internet access for each day while registered at the hotel.

85. The following expenses are not reimbursable:

a) Alcoholic beverages

b) Parking or traffic violations

c) In-room services or movies

d) Laundry services

e) Expenses incurred by spouses, family members or guests.

2.17.7 Director's Responsibility.

Directors must submit a detailed "Board Expense Reimbursement Form" for reimbursement. Expense Reports must document that expenses meet the existing District policy. Claim forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all meal expenses and for any expense over ten dollars (\$10). Receipts are not required for non-meal individual expenses of ten dollars (\$10) or less. However, an explanation of the expenditure, the amount paid and the vendor's name is required. If a receipt required for reimbursement is lost, the lost receipt must be noted on the "Board Expense Reimbursement Form," presented to the Board President, and approved for reimbursement before any payment can be made. Claim forms should be submitted within 30 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District, which are not reconciled within 30 calendar days, shall be deducted from the next month's reimbursement.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Directors shall submit, in writing, for action at the next Board meeting the reason why they were not able to attend the meeting and why they should be excused. Directors will be required to reimburse the District for any pre-paid expenses for any unexcused absence. This reimbursement will be made by deduction from future expenditures.

When two or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Directors' "Board Expense Reimbursement Form," the identity of the other person(s) sharing expenses. This will facilitate appropriate allocation of expenses to each participant.

Expenses incurred by spouses, family members, or guests are the responsibility of the Director.

2.17.8 Reports.

Directors shall provide brief reports on meetings attended at the expense of Fallbrook Public Utility District at the next regular meeting of the District.

2.17.9 Penalties.

Penalties for misuse of District resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to, the following:

1. The loss of reimbursement privileges.
2. Restitution to the District.
3. Civil penalties for misuse of District resources pursuant to Govt. Code Sec. 8314.
4. Prosecution for misuse of District resources, pursuant to Sec. 424 of the Penal Code.

2.17.10 Ethics Training.

1. "District official" means the following:

- a. Any Director who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.
- b. Any employee designated by the District to receive the training specified under this article.

2. "Ethics Laws" include, but are not limited to, the following:

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- b. Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

(1) If a District official provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all District officials shall receive training in ethics pursuant to this article.

- (2) Each District official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.
- (3) If any entity develops curricula to satisfy the requirements of this section, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of any proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.
- (4) The District or an association of the District may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in-person, or online.
- (5) All providers of training courses to meet the requirements of this article shall provide participants with proof of participation.
- (6) The District shall provide information on training available to meet the requirements of this article to its local officials at least once annually.
 - a. Each District official in District service as of January 1, 2006, except for District Directors whose terms of office ends before January 1, 2007, shall receive the training required herein before January 1, 2007. Thereafter, each District official shall receive the training required herein at least once every two years.
 - b. Each District official who commences service with the District on or after January 1, 2006, shall receive the training required herein no later than one year from the first day of service with the District. Thereafter, each District official shall receive the training required herein at least once every two years.
 - c. A District official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.
 - d. The District shall maintain records indicating both of the following:
 - i. The dates that the District official satisfied the requirements of this article.
 - ii. The entity that provided the training.
 - e. Notwithstanding any other provision of law, the District shall maintain these records for at least five years after District officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Sec. 2.18 Gifts and Disclosure.

The California Political Reform Act of 1974 requires specified local government officials to periodically submit reports concerning sources of income or gifts as specified and has been amended to prohibit local elected office holders and designated

employees of government agencies from accepting any honorarium as defined, as well as gifts in excess of \$470.00 with certain exceptions.

The Political Reform Act requires an annual disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least \$100.00 for individual charges paid to any employee or member of the governing body of the District.

2.18.1 Annual Disclosure of Reimbursements.

The Fallbrook Public Utility District shall cause, at least annually, the disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the Board of Directors of the Fallbrook Public Utility District. The Assistant General Manager/Chief Financial Officer shall implement procedures to track such disbursements and publish or print same at least annually by a date determined by the District and shall be made available for public inspection. All reimbursement requests received after January 1, 1995, which are \$100 or more shall be listed. Payments for benefits such as insurance, retirement, and car allowances shall not be reported.

2.18.2 Prohibition Against Acceptance of Honorarium.

No elected officeholder, elected or appointed member of the Board of Directors, or "designated employee" (as defined in the Conflict of Interest Code) of the Fallbrook Public Utility District shall accept any honorarium. An "honorarium" means any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. Honorarium does not include earned income for personal services which are customarily provided in connection with the practice of a bona fide business, trade, or profession such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting unless the sole or predominant activity of the business, trade, or profession is making speeches. This prohibition does not extend to reasonable travel, admission, and the refreshments provided at an event where a Board member or designated employee gives a speech or otherwise actively participates.

2.18.3 Permissible Gifts May Not Exceed \$470.00.

No elected officeholder, elected or appointed member of the Board of Directors, or designated employee of the Fallbrook Public Utility District shall accept any gifts, from any single source, which is in excess of four hundred seventy dollars (\$470), in any calendar year, except reimbursement for actual travel expenses and reasonable subsistence in connection therewith. The Fair Political Practices Commission may further adjust this amount annually. Prohibited gifts include anything of value that is accepted, regardless of whether it is used. Excessive gifts should be returned within 30 days to avoid violating the law. The limitation on receipt of gifts does not exempt wedding, birthday, or other holiday gifts. The following are not "gifts" under this section: gifts from relatives, informational material (i.e., reports, pamphlets, calendars to keep officials informed), inheritances, and personalized plaques and trophies with an individualized value of less than \$470. Other gifts that are not used and are donated to charity within 30 days of receipt are not included.

2.18.4 Penalties for Violations.

The penalties for violating the restrictions on honoraria and gifts under the Political Reform Act constitute a criminal misdemeanor and may be punished by a fine of up to the greater of \$10,000 or three times the amount the violation received.

ARTICLE 2

Sec. 2.12 – Rev. 95
Sec. 2.5 - Rev. 2/97
Sec. 2.11 – Rev. 9/98
Sec. 2.13 – Rev. 12/98
Secs. 2.2, 2.9, 2.10, 2.14 – Rev. 2/04
Sec. 2.3 – Rev. 6/06
Sec. 2.14 – Board Committees added
– Rev. 8/08
Secs. 2.3, 2.4.1, 2.6, 2.12, 2.13 –
Rev. 12/09
Sec. 2.12 – Rev. 9/10
Sec. 2.12 – Rev. 8/12
Sec. 2.16 – Added 12/12
Sec. 2.15 – Rev. 1/13
Secs. 2.16.5, 2.16.6, 2.16.7 – Rev.
9/14
Sec. 2.2 - Rev. 2/27
Sec. 2.12 – Rev. 10/17
Secs. 2.2.2, 2.2.3, 2.3, 2.4.1, 2.5, 2.6,
2.10, 2.11, 2.12, 2.16.7, and add
2.17, 2.17.1, 2.17.2, 2.17.3, 2.17.4,
2.17.5, 2.17.6, 2.17.7, 2.17.8, 2.17.9,
2.17.10, , 2.18, 2.18.1, 2.18.2,
2.18.3, 2.18.4 – Rev. 9/18

RESOLUTION NO. 4943

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FALLBROOK PUBLIC UTILITY DISTRICT
AMENDING ADMINISTRATIVE CODE ARTICLE 2, "BOARD OF
DIRECTORS ORGANIZATION OF"**

* * * * *

WHEREAS, revisions are required to Article 2 of the Administrative Code to incorporate additional details for new Board member training, revise the meal reimbursement sections to reflect the General Services Administration (GSA) established rates, and other miscellaneous cleanup throughout, including moving Directors' provisions from Article 12 to Article 2.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that the Board of Directors does hereby adopt the proposed revisions to Article 2 of the Administrative Code, a copy of which is attached hereto and incorporated herein.

BE IT FURTHER RESOLVED, the remaining provisions of Article 2 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 27th day of August, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Article 2. Board of Directors, Guidelines for

Sec. 2.1 Powers - Delegation.

All powers, privileges and duties vested in or imposed upon the District by law and the Public Utility District Act of the State of California shall be exercised and performed by the Board of Directors, except as such Board shall delegate executive, administrative, and ministerial powers to officers and employees of the District.

Sec. 2.2 Officers of Board of Directors.

Directors are elected by the registered voters of the District for overlapping four-year terms. All Directors of the Fallbrook Public Utility District are elected by subdistrict. All prospective Directors must sign an oath as to age, place of residence, occupation, and whether or not he is a qualified elector residing within the territory of the District for which he is appointed or elected.

Sec. 2.2.1 Election of Officers.

The Officers of the Board of Directors shall consist of a President and a Vice-President chosen by the members. Reorganization (election of officers) will be placed on the agenda in December of each year.

Sec. 2.2.2 Duties of President.

The President shall preside over and conduct all meetings of the Board and hearings before the Board. In so doing, the President shall have the following powers and responsibilities:

- A. To follow the prepared agenda unless the Board concurs in any change.
- B. To determine all questions of order and parliamentary procedure, unless he or she chooses to submit any such question to the Board for decision.
- C. To maintain order and to enforce reasonable rules of decorum.
- D. To determine at meetings of the Board, other than public hearings, whether or not members of the public should be heard on particular issues or otherwise be permitted to address the Board.
- E. To set reasonable limits upon the length of time and the number of occasions on which a person may speak at public hearings as well as other meetings of the Board.
- F. To recognize Board members who may wish to be heard.
- G. To restate, where necessary, and to put to a vote all questions properly before the Board, and to announce the result of each vote.
- H. To terminate debate after there has been reasonable opportunity for full discussion of any issue and further debate would be needlessly repetitive or otherwise not useful, and where proper, to put the matter to a vote.

- I. To rule out of order any comment by Board members, staff or members of the public not germane to the issue then before the Board.
- J. To respond to inquiries by Board members relating to procedures, or to factual information, bearing upon the business before the Board.
- K. To establish standing or ad hoc committees of the Board, and to appoint the members thereof.
- L. To declare the meeting adjourned upon such vote by the Board, or when in his judgment any emergency or other cause requires adjournment.
- M. To authenticate by his signature all acts, orders, and other proceedings of the Board.

Sec. 2.2.3 Duties of Vice President.

The Vice-President shall act if the President is absent or unable to act, and shall exercise all of the powers of the President on such occasion.

Sec. 2.3 Other Officers of the District.

The statutory officers are the General Manager, Assistant General Manager/Chief Financial Officer, and Secretary. The Board of Directors appoints the General Manager, who appoints Management Staff. Other officers may be appointed by the Board of Directors as needed.

Sec. 2.4 Employment of Professionals.

Sec. 2.4.1 General Counsel shall be appointed by the Board and shall be directly responsible to the Board. He or she shall provide legal advice and services as requested by the Board and shall assist the General Manager, Assistant General Manager/Chief Financial Officer, Secretary, and department heads on legal problems which may arise in the administration of their respective duties. The General Counsel's compensation is subject to an annual review and signed agreement with the Board of Directors.

Sec. 2.4.2 The Auditor shall be employed and selected in such manner as the Board directs and shall receive for his services such compensation as the Board prescribes. The accounts of the District shall be examined at least once a year by a qualified Auditor, who shall report to the Directors the result of his examination.

Sec. 2.5 Time and Place of Board Meetings.

The regular meeting of the Board of Directors shall be held on the fourth Monday of each month at 4:00 p.m. in the Board room of the Fallbrook Public Utility District located at 990 East Mission Road, Fallbrook, California. The Board meeting day and time shall be changed from time to time as designated by the Board of Directors. If the regular meeting falls on a holiday, such regular meeting shall be held on the next business day, or such time as the Board may direct. The agenda shall be posted on the north wall of the entrance to the District and on the District's Internet Web site at least 72 hours in advance of the meeting.

Sec. 2.6 Special Meetings.

A special meeting may be called at any time by the President of the Board of Directors, or by a majority of the members of the Board of Directors, by delivering written notice to each member of the Board of Directors and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the District's Internet Web site. The notice shall be delivered personally or by other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board of Directors. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

Sec. 2.7 Quorum.

A majority of the Board of Directors constitutes a quorum for the transaction of business.

Sec. 2.8 Actions.

The Board shall act only by Ordinance, Resolution, or motion and may act only on items on a pre-posted agenda. The ayes and noes shall be taken upon the passage of all ordinances, resolutions, or motions and entered upon the journal of the proceedings of the Board. No ordinance or resolution shall be passed or become effective without the affirmative votes of at least a majority of the Board. A roll call vote recorded pursuant to the Public Utility District Act in the minutes of the meeting shall be had if requested by any Director. When not requested, or ordered by the President, a roll call vote shall be dispensed with. "Emergency" items may be added to the agenda if it is determined that there is an emergency situation, or there is a need to take action on an item subsequent to the agenda being posted. A two-thirds vote of the Board is required to add emergency items to the agenda.

Sec. 2.9 Order of Procedure of Meetings.

Except as otherwise provided by law or ordinance, the business of the meetings of the Board of Directors and the order of procedure shall be as provided by Robert's Rules of Order, Revised. The President shall preside at all meetings of the Board, and in his absence, the Vice-President, and in the absence of both the President and the Vice-President, the presiding officer shall be selected by a majority vote of the members of the Board attending such a meeting. At the beginning of each meeting, the public shall be offered the opportunity to address the Board on any issue not on the agenda. Such matters shall not be acted upon without prior notice on future agendas. Any member of the audience who wishes to speak must fill out a speaker slip and present it to the Board Secretary prior to the meeting. Speakers may be limited to three (3) minutes, for both the public comment period and for any specific item on the agenda. After the initial three minutes are up, the Board may ask questions of the speaker.

Sec. 2.9.1 Guidelines for Conduct of Board Meetings.

In an effort to streamline and maintain control of the conduct at Board meetings, the following rules shall be implemented:

- 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 and 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 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. Per diem compensation shall be reviewed each January at a Board meeting. If the Board

determines to proceed with a change, a public hearing will be noticed to receive public comment prior to any action being taken. Changes in compensation shall require the approval of the Board at an open meeting held at least 60 days prior to the effective date of the ordinance making the change and cannot exceed five (5) percent per each calendar year following the operative date of the last adjustment. [Cal. Public Utilities Code § 16002; Cal. Water Code § 20200 et seq.] 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, prior to the event, 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. California Special District Association (CSDA), San Diego Chapter (quarterly)
- C. Council of Water Utilities (monthly)
- D. California Association of Sanitation Agencies (CASA) (semi-annual)
- E. Training Courses in CA Local Agency Ethics (AB 1234) and/or Sexual Harassment for Supervisors (AB 1825)
- F. Metropolitan Water District of Southern California (up to one per month)
- G. San Diego County Water Authority (up to one per month)
- H. Meetings between the Board President and the General Manager (up to twice per month)

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.

Sec. 2.15 Ethics Policy.

The respected operations of democratic government emphasize that elected officials be independent, impartial and responsible to the people. It requires that they conduct themselves in a manner above reproach. It also imposes an obligation of personal integrity that will foster public respect, confidence, and trust.

This Ethics Policy provides the following general guidelines and specific prohibitions to which elected District officials must conform in pursuit of their assigned duties and responsibilities.

- A. Disclosure of Closed Session Matters. No member of the District shall disclose to any person, other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters of confidential District business, the content or substance of any information presented or discussed during a closed session meeting unless the District first authorizes such disclosure by the affirmative vote of three members.
- B. Disclosure of Confidential Communications. Except when disclosure is mandated by State or Federal law, no member of the District Board shall disclose confidential or privileged communications to any person other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters, unless the Board of Directors first authorizes such disclosure by the affirmative vote of three members of the Board of Directors.
- C. Conduct During Negotiations/Litigation. The Board of Directors is authorized to provide direction to specifically identified negotiators in a legally constituted closed session on matters involving pending litigation, real estate negotiations and labor negotiations. If the Board of Directors, in closed session, provides such direction to its negotiators, all contact with the negotiating party or party's representative shall be limited to and made by those individuals designated to handle the negotiations. During a pending labor contract or discussion, no member of the District Board shall have any contact or discussion with the negotiating party or the party's representative regarding the subject matter of the pending negotiation. In addition, during litigation or real estate negotiations, no member of the District Board (unless they have been designated as a negotiator) shall have any contact or discussion with litigating or negotiating party or the party's representative regarding the subject matter of the pending litigation or real estate negotiations.

Nothing in this section shall prohibit Board members from receiving written communications provided they are made available to all Board members and the General Manager on an equal basis.

- D. Ex Parte Communications. The purpose of this provision is to guarantee that all interested parties to any matter before the Board have equal opportunity to express

and represent their interests. Ex parte communications are those communications members of the Board have with representatives of only one side of a matter outside the presence of other interested parties. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication.

Any written or oral ex parte communication received by a member of the Board in matters where all interested parties are entitled to an equal opportunity for a hearing, shall be made a part of the record by the recipient.

- E. Violations and Penalties. Any perceived violation of this Ethics Policy by a member of the Board shall be referred to the Board President or the full Board of Directors for investigation, and consideration of any appropriate action warranted.

A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy; (b) injunctive relief; (c) referral of the violation to the Attorney General, District Attorney, Fair Political Practices Commission (FPPC), and/or the Grand Jury; or the specific actions available to the Board enumerated in greater detail in Sections 2.16.3 and 2.16.4.

Sec. 2.16 Comprehensive Code of Conduct.

The following is the Board-approved Code of Conduct for District Board Meetings:

Sec. 2.16.1 Purposes and Goals of Code of Conduct.

Effective policy leadership requires the Board to foster effective communication throughout the organization. Effective communication is necessary to encourage the delivery of safe, high quality water and sewer services, as well as compliance with ethical and legal imperatives. Effective communication occurs best in an atmosphere of mutual respect, in which board members, staff, and members of the public feel valued and free to express themselves. Effective communication requires thorough preparation for meetings, adherence to approved procedures for the conduct of meetings, including compliance with time limits and courteous conduct during debate and discussion. Effective communication requires an atmosphere free from threats, intimidation, abusive behavior, violence, harassment, and other dangerous or disorderly conduct.

The Board believes that at a minimum, its members should behave, on a voluntary basis, as if they are fiduciaries who are expected to honor the same duties of loyalty and care expected of their peers who serve on the boards of public agencies. Board members should act professionally at all times.

This Code of Conduct is intended to describe: (1) minimum expectations for conduct at, and surrounding Board meetings; (2) how Board members are provided the resources needed for effective, informed governance; (3) rules for ensuring the fairness of proceedings; and to (4) prescribed consequences for misconduct which does not contribute to effective leadership of the FPUD, including declaring Board members

ineligible for receipt of discretionary perquisites of office within the jurisdiction of the Board.

Sec. 2.16.2 Minimum Expectations for Conduct of Board Meetings.

- A. Once the Board has a quorum, the meeting should immediately commence. Time periods announced by the President for recesses shall be strictly observed.
- B. For each agenda item on which there is anticipated action, there should first be a motion and a second before any Board discussion is permitted, except that:
 - 1. Any Board member who must abstain from participation in a matter because of a legal conflict of interest shall ask the President for permission to announce the conflict; and
 - 2. Any Board member who has had any ex parte contacts with respect to an agenda item affecting the legal rights of a party appearing before the Board on a quasi-judicial matter shall ask the President for permission to describe the nature of those contacts so that the party may evaluate the potential partiality and appearance of fairness of the Board member's participation in decision-making regarding that matter. In case of doubt, a Board member shall err on the side of disclosure of the ex parte contacts.
- C. If there is no motion on an action item, or if a motion is made and there is no second, the President should move to the next agenda item without further comment from the Board members.
- D. For each agenda item that has received a motion and a second, the President should ask each member in turn as to whether that member wishes to speak on the item, starting with the maker of the motion.
- E. Each member will be recognized by the President and shall be allotted up to three minutes to speak to the motion, once recognized. Time for questions and answers addressed by a member to staff or to other Board members is included in the three minutes, unless the President grants an exception. Members who anticipate that this time will be insufficient shall, whenever feasible: (1) submit written statements at any time; (2) submit written questions to the President and General Manager at least 48 hours in advance of a regular meeting (see B, 2 above); or (3) request additional time. Only the member who has been recognized may speak on the motion during that time. Time limits are to be managed by the Board President.
- F. When the member's time allotment has concluded, the President should immediately recognize the next member in turn to determine if he/she wishes to speak. When recognized, the member should start speaking and the prior speaker shall promptly yield the floor.

- G. Once the President has offered each member the opportunity to be heard, the President may offer a second round of comments. The President should again offer each member a three-minute opportunity to speak.
- H. Unless recognized by the President, Board members shall not address members of the public who come forward to speak, and should not enter into a dialogue or debate.
- I. Agenda materials are intended to provide answers to as many questions as possible regarding agenda items, prior to the Board meetings. Board members are expected to review the agenda materials thoroughly, prior to the Board meetings, and to timely request additional information or clarification in advance whenever feasible—generally at least 48 hours prior to any regular meeting. (See B, 2 above.) Questions from Board members at the meetings should be for the purposes of seeking clarification and/or additional information regarding particular agenda items and/or agenda materials.
- J. Board members should be courteous and respectful of all meeting participants, including the President. Board members shall comply with the legitimate orders of the President regarding the orderly conduct of the business before the Board.
- K. Conduct while attending Board meetings and other meetings and events related to the Board and Board committees, and while engaged in other Board-related business, which is unsafe, disruptive or which constitutes threats, intimidation, abusive behavior, violence, harassment, and other dangerous or disorderly conduct, willful disturbance of the meeting or which otherwise violates Cal Penal Code § 403, as shown in Appendix A, is prohibited.
- L. Board Members should attend every Board Meeting and remain for the entirety of each meeting. The Board President shall make an oral announcement of any departure from the meeting and the reason, if available.

Sec. 2.16.3 Breaches of Order at Meetings; Sanctions.

The Board has a responsibility to govern itself. The Board has a right to make and enforce rules to ensure the conduct of the public's business in an efficient and orderly manner, and without disruption by members of the public or members of the Board, up to and including ejection. At the same time, the public and Board members shall be free to criticize the policies, procedures, programs and services of the organization, and the acts and omissions of the Board.

Notwithstanding any other policy of the Board, violations of this policy during a Board meeting may be enforced, as follows:

- A. The President shall call to order, by name, any person who is in violation of any of the rules of conduct established under this policy, which is committed in the immediate view and presence of the Board. The President shall request that person

refrain from any further violation, warn that a repetition may violate Cal Penal Code § 403 and result in removal from the meeting, and may specifically state that any further violation may constitute contempt of the Board.

- B. If the person repeats the violation or proceeds to violate any other provision of this policy in the immediate view and presence of the Board (such as by refusing to yield the floor or otherwise disrupting proceedings), the President may call a recess of the meeting, stating that the reason for the delay is due to the misconduct of the Board member or other person. If following such recess, the Board member or other person persists in willfully interrupting the meeting such that order cannot be restored, the President, with the concurrence of the Board, shall order the disruptive Board member or other person removed from the meeting room by District or security personnel, or, as to Board members, may request a motion under paragraph C. If removal of a Board member is ordered, the Board member shall be entitled to adjourn to attend the balance of the meeting by telephone at the meeting location or other location consistent with the Brown Act, notwithstanding the provisions of any other Board policy.
- C. In the alternative, if a Board member repeats the violation or proceeds to violate any other provision of this policy in the immediate view and presence of the Board, or, following a return from recess of the meeting if called, the President may call for a motion holding the Board member in contempt. Such a motion shall take precedence over any other motion, and shall describe the action or actions constituting the violation of this policy. If such a motion is made and seconded, each Board member shall have an opportunity to discuss the motion in accordance with this policy. If the motion is passed, the Board member shall be advised by the President that he or she has been held in contempt. A second motion may then be made to prescribe the sanction or sanctions to be imposed, which may include, but shall not be limited to, one or more of the following:
1. A statement of censure, identifying the misconduct;
 2. Removal of the offending Board member from membership on one or more Board committees, or, if chair of any committee, removal from that position, for a specified period, or if no period is specified, until the annual election of Board officers;
 3. Removal of the offending Board member from holding any Board office currently held;
 4. Removal of the offending Board member from the meeting room and offering the member the right to adjourn to attend the balance of the meeting by telephone at the meeting location or another location consistent with the Brown Act; provided that the offending Board member may also be required to attend one or more future meetings by teleconference;

5. A determination that no compensation shall be earned by the offending Board member for attendance at the meeting at which the contempt occurred;
 6. A determination that the offending Board member shall not be provided any defense or indemnity in any civil actions or proceedings arising out of or related to the member's misconduct or the agenda items whose consideration was willfully disrupted or prejudicially delayed by the misconduct, based upon the Board member's actual malice;
 7. Rendering the offending Board member ineligible to receive any advances or reimbursement of expenses to attend future conferences or meetings otherwise permitted;
 8. Referral of the matter to the County Grand Jury pursuant to Cal Gov Code § 3060, as shown in Appendix B.
- D. Following the outcome of a motion for sanctions, the President shall direct that the order of the Board be carried out by staff, the General Manager, and/or General Counsel, as appropriate.
- E. In the event violations of this Policy occur in a closed session, the President may suspend the closed session and return to open session for the purpose of commencing the enforcement process contemplated by this section. All proceedings under this section 2.16.3 shall occur in open session.

Sec. 2.16.4 Violations of Board Policies or Law Outside of Board Meetings.

- A. When a violation of a Board policy by a member of the Board is alleged to have occurred outside of a Board meeting, the President or any member of the Board may request that an item be placed on the agenda to consider what sanctions may be appropriate, if any. In such instances, evidence of the misconduct shall be presented by the requesting member. The Board member accused of misconduct shall have an opportunity to present evidence and respond to the allegations made. Formal rules of evidence shall not apply.
- B. After consideration of the evidence presented, the Board may take such actions as it may deem appropriate, including but not limited to those described in section C of this policy, other than section 2.16.3, paragraph C, 5.

Sec. 2.16.5 Sanctions.

- A. Discipline imposed on directors herein shall continue for successive election cycles; i.e., re-election of a director who has been disciplined shall have no effect on discipline imposed in a prior term of office.

- B. A director may apply for relief from discipline upon submitting proof of compliance with the requirements of the discipline notice, if appropriate. For example, if discipline was imposed for failure to attend director orientation with the general manager, the director would submit proof of attendance.

Sec. 2.16.6 Authority of Administration to Provide for Security.

- A. The District Administration is authorized and directed to develop and implement policies and procedures, engage employees or contractors to provide security, consistent with applicable law, to promote a secure and orderly environment for Directors, employees, staff, and members of the public. These policies and procedures will include a process for notifying the District Administration in the event that any person feels that he or she has been subjected to conduct which violates this Policy.
- B. The District Administration is authorized and directed to take lawful and appropriate action and to pursue lawful and appropriate remedies against any person found to have violated this Policy.

Sec. 2.16.7 Board Orientation and Training.

- A. Every Board member shall participate in an orientation and training to be offered by the District within 60 days of election, re-election to office, or assuming office, as a condition to receiving compensation or allowance of expenses. Re-elected Board members may elect to choose a modified orientation.
- B. The required orientation and training shall be offered at times and places convenient to the Board member.
- C. The orientation and training for newly elected Board members shall include:
 - 1. Attendance at the California Special District Association (CSDA) Special District Leadership Academy Conference or a half-day orientation by a third party trainer specialized in local governance. The training will include the following:
 - a. Roles and responsibilities of Board members.
 - b. The role of staff and the General Manager.
 - c. Attributes and characteristics of highly effective Boards
 - d. The Boards role in setting direction for the District and in establishing financial accountability and transparency.

2. A copy of the Board Governing Documents, which shall be reviewed and acknowledged by the Director. The Board Governing Documents includes the following:
 - a. District Background and Strategic Plan
 - b. CSDA Special District Board Member Handbook
 - c. Copy of this section of the Administrative Code
 - d. Ralph M. Brown Act
 - e. Copy of the Public Utility District Act
 3. Briefings delivered by members of the management team regarding:
 - a. District financial management and budgeting practices.
 - b. Review of the District Capital Improvement Program and a tour of the facilities owned or operated by the District.
 - c. The roles and responsibilities of each department.
 4. A briefing with the District General Counsel regarding:
 - a. Compliance laws and regulations, including conflict of interest rules under State and Federal law.
 - b. Legal responsibilities of Board members.
- D. This orientation and training shall supplement the training required by law under AB 1234.
- E. It is also recommended that new Board members complete additional training during their first term which would include:
1. Additional CSDA training, including additional Special District Leadership Academy Training and courses on financial oversight and governance
 2. Tours provided by MWD of the State Water Project and Colorado River Aqueduct systems
 3. San Diego County Water Authority Citizens Leadership Academy

Sec. 2.17 Directors Expenses Incurred on District Business.

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.

2.17.1 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 conference or organized educational activity.
3. Any meeting related to District business with prior approval pursuant to Section 2.12.
4. Standing committee meetings and ad hoc committee meetings. These meetings, where practical, should be scheduled to correlate with other meetings at the District on the same day.

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.

2.17.2 Prepayment of Otherwise Reimbursable Expenses.

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

2.17.3 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 fares.

- 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.

2.17.4 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 based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

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 at the rate provided by the M&IE per day. If the Director exceeds the rate provided by the M&IE 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 M&IE 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 provided by the M&IE for breakfast, lunch, and/or dinner. If the Director exceeds the rate provided by the M&IE 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 M&IE rate.
3. Partial Day Reimbursement. When a director will be traveling for a partial day or where a single meal is provided for by other sources, such as pre-paid registration, the maximum reimbursement amount shall at the rate provided by the M&IE per meal. If the Director exceeds the rate provided by the M&IE 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 M&IE rate.

4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of, and assume expenses for, taxes and gratuities of up to 15%.
5. Lodging. The District will reimburse Directors or pre-pay accommodations in single rooms at conference facilities at the group rates, if available, or in close proximity when applicable. Or, in the absence of conference accommodations, normal single-room business, government, or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the Director to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable.

2.17.5 Entertainment.

The District will not cover expenses incurred for recreation or entertainment.

2.17.6 Incidental Expenses.

Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

1. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.
2. Reasonable gratuities, up to 15%, on reimbursable expenses.
3. Parking fees related to conference functions.
4. Fees for in-room high speed internet access for each day while registered at the hotel.
5. The following expenses are not reimbursable:
 - a. Alcoholic beverages
 - b. Parking or traffic violations
 - c. In-room services or movies
 - d. Laundry services
 - e. Expenses incurred by spouses, family members or guests.

2.17.7 Director's Responsibility.

Directors must submit a detailed "Board Expense Reimbursement Form" for reimbursement. Expense Reports must document that expenses meet the existing District policy. Claim forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all meal expenses and for any expense over ten dollars (\$10). Receipts are not required for non-meal individual expenses of ten dollars (\$10) or less. However, an explanation of the expenditure, the amount paid and the vendor's name is required. If a

receipt required for reimbursement is lost, the lost receipt must be noted on the “Board Expense Reimbursement Form,” presented to the Board President, and approved for reimbursement before any payment can be made. Claim forms should be submitted within 30 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District, which are not reconciled within 30 calendar days, shall be deducted from the next month’s reimbursement.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Directors shall submit, in writing, for action at the next Board meeting the reason why they were not able to attend the meeting and why they should be excused. Directors will be required to reimburse the District for any pre-paid expenses for any unexcused absence. This reimbursement will be made by deduction from future expenditures.

When two or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Directors’ “Board Expense Reimbursement Form,” the identity of the other person(s) sharing expenses. This will facilitate appropriate allocation of expenses to each participant.

Expenses incurred by spouses, family members, or guests are the responsibility of the Director.

2.17.8 Reports.

Directors shall provide brief reports on meetings attended at the expense of Fallbrook Public Utility District at the next regular meeting of the District.

2.17.9 Penalties.

Penalties for misuse of District resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to, the following:

1. The loss of reimbursement privileges.
2. Restitution to the District.
3. Civil penalties for misuse of District resources pursuant to Govt. Code Sec. 8314.
4. Prosecution for misuse of District resources, pursuant to Sec. 424 of the Penal Code.

2.17.10 Ethics Training.

1. “District official” means the following:
 - a. Any Director who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.
 - b. Any employee designated by the District to receive the training specified under this article.
2. “Ethics Laws” include, but are not limited to, the following:

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- b. Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.
 - (1) If a District official provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all District officials shall receive training in ethics pursuant to this article.
 - (2) Each District official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.
 - (3) If any entity develops curricula to satisfy the requirements of this section, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of any proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.
 - (4) The District or an association of the District may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in-person, or online.
 - (5) All providers of training courses to meet the requirements of this article shall provide participants with proof of participation.
 - (6) The District shall provide information on training available to meet the requirements of this article to its local officials at least once annually.
 - (a) Each District official in District service as of January 1, 2006, except for District Directors whose terms of office ends before January 1, 2007, shall receive the training required herein before January 1, 2007. Thereafter, each District official shall receive the training required herein at least once every two years.
 - (b) Each District official who commences service with the District on or after January 1, 2006, shall receive the training required herein no later than one year from the first day of service with the District. Thereafter, each

District official shall receive the training required herein at least once every two years.

- (c) A District official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.
- (d) The District shall maintain records indicating both of the following:
 - i. The dates that the District official satisfied the requirements of this article.
 - ii. The entity that provided the training.
- (e) Notwithstanding any other provision of law, the District shall maintain these records for at least five years after District officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Sec. 2.18 Gifts and Disclosure.

The California Political Reform Act of 1974 requires specified local government officials to periodically submit reports concerning sources of income or gifts as specified and has been amended to prohibit local elected office holders and designated employees of government agencies from accepting any honorarium as defined, as well as gifts in excess of \$470.00 with certain exceptions.

The Political Reform Act requires an annual disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least \$100.00 for individual charges paid to any employee or member of the governing body of the District.

2.18.1 Annual Disclosure of Reimbursements.

The Fallbrook Public Utility District shall cause, at least annually, the disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the Board of Directors of the Fallbrook Public Utility District. The Assistant General Manager/Chief Financial Officer shall implement procedures to track such disbursements and publish or print same at least annually by a date determined by the District and shall be made available for public inspection. All reimbursement requests received after January 1, 1995, which are \$100 or more shall be listed. Payments for benefits such as insurance, retirement, and car allowances shall not be reported.

2.18.2 Prohibition Against Acceptance of Honorarium.

No elected officeholder, elected or appointed member of the Board of Directors, or "designated employee" (as defined in the Conflict of Interest Code) of the Fallbrook Public Utility District shall accept any honorarium. An "honorarium" means any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. Honorarium does not include earned income for personal services

which are customarily provided in connection with the practice of a bona fide business, trade, or profession such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting unless the sole or predominant activity of the business, trade, or profession is making speeches. This prohibition does not extend to reasonable travel, admission, and the refreshments provided at an event where a Board member or designated employee gives a speech or otherwise actively participates.

2.18.3 Permissible Gifts May Not Exceed \$470.00.

No elected officeholder, elected or appointed member of the Board of Directors, or designated employee of the Fallbrook Public Utility District shall accept any gifts, from any single source, which is in excess of four hundred seventy dollars (\$470), in any calendar year, except reimbursement for actual travel expenses and reasonable subsistence in connection therewith. The Fair Political Practices Commission may further adjust this amount annually. Prohibited gifts include anything of value that is accepted, regardless of whether it is used. Excessive gifts should be returned within 30 days to avoid violating the law. The limitation on receipt of gifts does not exempt wedding, birthday, or other holiday gifts. The following are not "gifts" under this section: gifts from relatives, informational material (i.e., reports, pamphlets, calendars to keep officials informed), inheritances, and personalized plaques and trophies with an individualized value of less than \$470. Other gifts that are not used and are donated to charity within 30 days of receipt are not included.

2.18.4 Penalties for Violations.

The penalties for violating the restrictions on honoraria and gifts under the Political Reform Act constitute a criminal misdemeanor and may be punished by a fine of up to the greater of \$10,000 or three times the amount the violation received.

ARTICLE 2

Sec. 2.12 – Rev. 95

Sec. 2.5 - Rev. 2/97

Sec. 2.11 – Rev. 9/98

Sec. 2.13 – Rev. 12/98

Secs. 2.2, 2.9, 2.10, 2.14 – Rev. 2/04

Sec. 2.3 – Rev. 6/06

Sec. 2.14 – Board Committees added
– Rev. 8/08

Secs. 2.3, 2.4.1, 2.6, 2.12, 2.13 –
Rev. 12/09

Sec. 2.12 – Rev. 9/10

Sec. 2.12 – Rev. 8/12

Sec. 2.16 – Added 12/12

Sec. 2.15 – Rev. 1/13

Secs. 2.16.5, 2.16.6, 2.16.7 – Rev.
9/14

Sec. 2.2 - Rev. 2/27

Sec. 2.12 – Rev. 10/17

Secs. 2.2.2, 2.2.3, 2.3, 2.4.1, 2.5, 2.6,
2.10, 2.11, 2.12, 2.16.7, and add
2.17, 2.17.1, 2.17.2, 2.17.3, 2.17.4,
2.17.5, 2.17.6, 2.17.7, 2.17.8, 2.17.9,
2.17.10, , 2.18, 2.18.1, 2.18.2,
2.18.3, 2.18.4 – Rev. 9/18

M E M O

TO: Board of Directors
FROM: Personnel Committee
DATE: August 27, 2018
SUBJECT: Consider Adopting Resolution No. 4944 Amending Article 12--“Expenses Incurred on District Business of” in the Administrative Code

Purpose

To revise and update Article 12--*Expenses Incurred on District Business of* in the Administrative Code.

Summary

Staff has prepared proposed updates, as shown on the attached in redline, to Article 12 of the Administrative Code. The change is to address the following key item:

1. Addition of a staff ethics policy section to Article 12; and

As part of the process of updating Articles 12, some other revisions are proposed, including:

1. Moving all Board of Director provisions from Article 12 to Article 2;
2. Updating the meal reimbursement sections for staff to reflect the General Services Administration (GSA) established rates, instead of set amounts that would have to be updated annually with inflation; and
3. Other miscellaneous clean-up to update the Article.

Recommended Action

That the Board of Directors adopt Resolution No. 4944 amending Article 12 of the Administrative Code with the proposed revisions.

Article 12. Expenses Incurred on District Business Staff, Guidelines for

~~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 conference or organized educational activity.~~
- ~~3. Any meeting related to District business with prior approval pursuant to Section 2.12.~~
- ~~4. Standing committee meetings and ad hoc committee meetings. These meetings, where practical, should be scheduled to correlate with other meetings at the District on the same day.~~

~~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 agendized 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 whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the maximum rate.~~

~~3. Partial Day Reimbursement. When a director will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be \$22, when only dinner is not reimbursable, \$35 when only lunch is not reimbursable, and \$37 when only breakfast is not reimbursable. 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.~~

~~4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of, and assume expenses for, taxes and gratuities of up to 15%.~~

~~5. Lodging. The District will reimburse Directors or pre-pay accommodations in single rooms at conference facilities at the group rates, if available, or in close proximity when applicable. Or, in the absence of conference accommodations, normal single room business, government, or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the Director to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable.~~

12.1.5 Entertainment.

~~The District will not cover expenses incurred for recreation or entertainment.~~

12.1.6 Incidental Expenses.

~~Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:~~

~~1. Telephone calls (business): Calls placed by the Director, to the District office, or for the purpose of conducting District business. Business-related calls should be itemized on the Board Expense Reimbursement Form.~~

~~2. Telephone calls (personal): One (1) brief personal call each day away from home, up to a \$5 maximum per day.~~

~~3. Telephone calls (local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.~~

4. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.

5. Reasonable gratuities, up to 15%, on reimbursable expenses.

6. Parking fees related to conference functions.

7. Fees for in-room high speed internet access for each day while registered at the hotel.

8. The following expenses are not reimbursable:

a) Alcoholic beverages.

b) Parking or traffic violations.

c) In-room services or movies.

d) Laundry services.

e) Expenses incurred by spouses, family members or guests.

12.1.7 Director's Responsibility.

Directors must submit a detailed Board Expense Reimbursement Form for reimbursement. Expense Reports must document that expenses meet the existing District policy. Claim forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all meal expenses and for any expense over ten dollars (\$10). Receipts are not required for non-meal individual expenses of ten dollars (\$10) or less. However, an explanation of the expenditure, the amount paid and the vendor's name is required. If a receipt required for reimbursement is lost, the lost receipt must be noted on the Board Expense Reimbursement Form, presented to the Board President, and approved for reimbursement before any payment can be made. Claim forms should be submitted within 30 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District, which are not reconciled within 30 calendar days, shall be deducted from the next month's reimbursement.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Directors shall submit, in writing, for action at the next Board meeting the reason why they were not able to attend the meeting and why they should be excused. Directors will be required to reimburse the District for any pre-paid expenses for any unexcused absence. This reimbursement will be made by deduction from future expenditures.

When two or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Directors' Board Expense Reimbursement Form, the identity of the other person(s) sharing expenses. This will facilitate appropriate allocation of expenses to each participant.

Expenses incurred by spouses, family members, or guests are the responsibility of the Director.

12.1.8 Reports.

Directors shall provide brief reports on meetings attended at the expense of Fallbrook Public Utility District at the next regular meeting of the District.

~~12.1.9 Penalties.~~

~~Penalties for misuse of District resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to, the following:~~

- ~~1. The loss of reimbursement privileges.~~
- ~~2. Restitution to the District.~~
- ~~3. Civil penalties for misuse of District resources pursuant to Govt. Code Sec. 8314.~~
- ~~4. Prosecution for misuse of District resources, pursuant to Sec. 424 of the Penal Code.~~

~~12.1.10 Ethics Training.~~

~~1. "District official" means the following:~~

~~a. Any Director who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.~~

~~b. Any employee designated by the District to receive the training specified under this article.~~

~~2. "Ethics Laws" include, but are not limited to, the following:~~

~~a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict of interest laws.~~

~~b. Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.~~

~~c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.~~

~~d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.~~

~~(1) If a District official provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all District officials shall receive training in ethics pursuant to this article.~~

~~(2) Each District official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.~~

~~(3) If any entity develops curricula to satisfy the requirements of this section, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding~~

~~the sufficiency and accuracy of any proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.~~

~~(4) The District or an association of the District may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in-person, or online.~~

~~(5) All providers of training courses to meet the requirements of this article shall provide participants with proof of participation.~~

~~(6) The District shall provide information on training available to meet the requirements of this article to its local officials at least once annually.~~

~~a. Each District official in District service as of January 1, 2006, except for District Directors whose terms of office ends before January 1, 2007, shall receive the training required herein before January 1, 2007. Thereafter, each District official shall receive the training required herein at least once every two years.~~

~~b. Each District official who commences service with the District on or after January 1, 2006, shall receive the training required herein no later than one year from the first day of service with the District. Thereafter, each District official shall receive the training required herein at least once every two years.~~

~~c. A District official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.~~

~~d. The District shall maintain records indicating both of the following:~~

- ~~i. The dates that the District official satisfied the requirements of this article.~~
- ~~ii. The entity that provided the training.~~

~~e. Notwithstanding any other provision of law, the District shall maintain these records for at least five years after District officials receive the training. These records are public records subject to disclosure under the California Public Records Act.~~

Sec. 12.21 Staff Guidelines For Expenses Incurred on District Business.

Employees of the District are called upon to travel in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling on District business. The District will reimburse District staff for reasonable expenses incurred while traveling on District business to include lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy and applicable Memorandums of Understanding (MOUs).

12.21.1 Advances and Prepayment of Otherwise Reimbursable Expenses.

Employees may request prepayment of registration, transportation, and lodging and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the Staff Travel Authorization Form. Prepayments and advances shall be limited to the employee's expenses only. Advances shall not exceed the total maximum allowable meal

reimbursement anticipated for the trip plus known costs of ground transportation. Advances should be requested in a timely manner to allow normal processing through accounts payable.

12.21.2

Reimbursement of Expenses.

Each employee shall be reimbursed for travel expenses incurred while traveling on authorized District business, as follows:

1. Accountability. Travel expenses shall be budgeted by staff as a part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. Before the District expends any funds for authorized travel that involves lodging or public transportation expenses, the employee must ~~obtain~~ complete a Staff Travel Authorization Form. The employee's Manager or Supervisor shall approve the authorization form. When a Manager is traveling, the ~~Manager must obtain approval from~~ the General Manager shall approve the authorization form.

2. Transportation. The District will pay for reasonable transportation costs. If for personal preference or for non-business related reasons the employee incurs additional travel expenses, the employee will be responsible for the additional expenses.

a. Air Transportation. The District will reimburse employee(s) or pre-pay costs for economy (coach) class airfares. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares. Whenever possible, air reservations shall be made to permit travel during normal business hours.

b. Automobile Transportation. Whenever travel by vehicle is most cost effective or practical, staff shall endeavor to use a District vehicle. Staff must have a valid driver's license to operate a District vehicle. The District will reimburse employees for gasoline purchases with receipts while using a District vehicle; however, employees should ensure that the vehicle has sufficient fuel to reach the desired destination and return, or a full tank of fuel, before departing from the District offices. Employees must comply with the provisions of the District's Administrative Code Section 11.24 and 11.27 whenever an employee chooses to use a District vehicle while traveling.

Employees must obtain permission from their Manager or Supervisor before using a personal vehicle in conjunction with District business. In situations where employees use personal vehicles on District business, the employee must maintain a valid California Driver's License and at least the minimum automobile insurance coverage required by the State of California or make arrangements for a driver who meets the above requirements. Proof of current insurance coverage must be on file with the Safety and Risk Administrator. Employees may not be reimbursed for travel in a personal vehicle if either the license or insurance requirements are not met.

If a personal vehicle is used, the employee will be reimbursed at the current maximum allowable tax-exempt reimbursement rate provided by the IRS regardless of the actual operating costs of the vehicle. Employees who receive a monthly mileage allowance are not eligible to receive reimbursement for mileage.

c. Rental Car Transportation. The District will cover the expenses required for use of a rental car whenever approved prior to departure. The maximum reimbursement for rental cars shall be based on the rate provided for a compact car. Upgrades or additional cost features are the employee's responsibility.

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

12.21.3

Meals and Lodging

Whenever travel requires meals, the meals are reimbursable provided the employee presents an itemized receipt along with the Staff Expense Reimbursement Form for all meals. ~~Reimbursements for expense items where a receipt has been lost will not be paid until the employee's Manager/Supervisor has reviewed and approved the expense item. Meals are reimbursable up to the following maximum rates~~ Meals are reimbursable based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

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

2. Single Meal Reimbursement. When an employee requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate ~~provided by the M&IE for breakfast, lunch, and/or dinner of \$10 for breakfast, \$12 for lunch, and \$25 for dinner.~~ If an employee exceeds the ~~maximum rate provided by the M&IE~~ and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the ~~M&IE maximum~~ rate.

3. Partial Day Reimbursement. When an employee will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be ~~at the rate provided by the M&IE per meal, \$22, when only dinner is not reimbursable, \$35 when only lunch is not reimbursable, and \$37 when only breakfast is not reimbursable.~~ If an employee exceeds the maximum rate and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the ~~M&IE maximum~~ rate.

4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of and assume expenses for taxes and gratuities of up to 15%.

5. Lodging. The District will reimburse employees or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single-room business, government or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would

require the employee to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable. If staying overnight, an extra night, or over a weekend at a destination allows for a reduction of travel expenses and the cost of accommodations is less than the savings realized by the reduced transportation expenses, the District may pre-pay or reimburse the employee for the extra night's lodging. Only lodging expenses may be reimbursed in these situations.

12.21.4 Entertainment.

The District will not cover expenses incurred for recreation or entertainment.

12.21.5 Incidental Expenses.

Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

- ~~1. Telephone calls (business): Calls placed by the employee, to the District office, or for the purpose of conducting District business. Business related calls should be itemized on the Staff Expense Reimbursement Form.~~
- ~~2. Telephone calls (personal): One (1) brief personal call each day away from home up to a \$5 maximum per day.~~
- ~~3. Telephone calls (local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.~~
14. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.
25. Reasonable gratuities, up to 15%, on reimbursable expenses.
36. Parking fees related to conference functions.
47. Fees for in-room high speed internet access for each day while registered at the hotel.
58. The following expenses are not reimbursable:-
 - a) Alcoholic beverages
 - b) Parking or traffic violations
 - c) In-room services or movies
 - d) Laundry services
 - e) Expenses incurred by spouses, family members or guests.

12.21.6 Compensation for Non-Exempt Employees.

Non-exempt employees traveling and staying overnight are normally authorized to work only the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. However, all employees traveling and staying overnight are considered by the District to be on flexible schedules. During

flexible schedules, employees' starting time, meal period, rest periods, etc. are adjusted to accomplish work with minimal overtime.

Should business require a non-exempt employee to travel, function attendance and travel hours are compensable. These hours are considered regular work hours for purposes of calculating overtime. During any compensable hours an employee is subject to any and all provisions of Fallbrook Public Utility Personnel Regulations.

The following hours are compensable:

- a. Actual hours spent at meetings, conferences, or functions, excepting meals and special events of an entertainment nature held in conjunction with a function.
- b. Actual hours spent in transit, minus hours normally spent in travel between the employee's residence and the District. Any time spent in layover at a public transportation facility is also compensable as transit time unless the employee chooses to participate in recreational activities during the layover.

12.21.7

Employees' Responsibility.

In situations where an employee can use the Petty Cash procedures for reimbursement of travel expenses, the employee may submit a Petty Cash Form to be reimbursed. If expenses to be reimbursed are beyond the scope of the Petty Cash procedures, employees must submit a detailed Staff Expense Reimbursement Form. Petty Cash and Staff Expense Reimbursement Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses. If a receipt required for reimbursement is lost, the lost receipt must be noted on the Staff Expense Reimbursement Form and approved for reimbursement before any payment can be made. Claim forms shall be submitted within 14 calendar days after the expenses were incurred. Forms may be obtained through the Administrative Services Manager/Treasurer/Treasurer's office and are posted on the public network drive.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Employees may be required to reimburse the District for any pre-paid expenses for any unexcused absence. The General Manager will determine if an absence from a pre-paid meeting is excused or unexcused.

When two (2) or more employees combine an expense on one receipt, the employee requesting reimbursement should indicate on the Staff Expense Reimbursement Form the identity of the other persons sharing expenses.

Expenses incurred by spouses, family members, or guests are the responsibility of the employee.

All reimbursements for expenses will be at the General Manager's discretion.

Sec. 12.2 Code of Conduct

Fallbrook Public Utility District relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the District. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply

with applicable laws, regulations, contractual obligations, and District policies. The purpose of this Code of Ethics is to set a standard of conduct for all employees. Accordingly, the FPUD Board of Directors adopted this Code of Ethics to:

1. Provide an ongoing source of guidance to employees, in the performance of their duties and their day-to-day service to the District and citizens of Fallbrook; and
2. Promote and maintain a culture of ethics.

12.2.1 General Rule with Respect to Conflicts of Interest

A conflict of interest exists when you have a personal or professional interest that is, or appears to be, at odds with the best interests of the District. Employees shall not engage in or hold any direct or indirect interest in any business or transaction that may conflict with their official duties for the District. Further, employees should not engage in conduct that could reasonably give rise to the appearance of wrongdoing.

12.2.2 Acceptance of Gifts, Gratuities or Benefits

Employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the employee primarily because of his/her official position, if ANY of the following apply:

1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
2. A reasonable person would believe the employee is under an obligation to or influence of the donor;
3. The item consists of cash or anything easily convertible to cash (e.g., entertainment tickets), regardless of the amount or value; or
4. The value of the gift exceeds \$25 or the accumulation of the value of gifts from a single donor to the employee exceeds \$50 in a 12-month period.

For the purposes of this section, the terms gift, benefit and gratuity shall mean the transfer of cash, goods or services without reasonable and valuable consideration.

An employee shall disclose the nature of any benefit, gift or gratuity and all relevant circumstances to his or her supervisor, the General Manager, or his/her designee, in order to evaluate the reasonableness of any such benefit, gift or gratuity.

12.2.3 Actions and Conduct Designed to Build Public Confidence

employees shall be impartial and dedicated to the best interests of the District. They are required to conduct themselves, both inside and outside the District's service, so as not to cause doubt of their impartiality or dedication to the District's best interests.

Employees shall also avoid perceived conflicts of interest, which are actions that the public may consider evidence of preferential service or a lack of neutrality in dealing with work-related issues.

12.2.4 Use of Confidential Information

Employees shall not disclose confidential information acquired by or available to them in the course of their employment with the District or use such information for personal gain. This applies to improper disclosure within the organization as well as to the public.

12.2.5 Use of District Employment and Facilities for Private Gain

Employees shall not use, for private gain or advantage, their District time or the District's facilities, equipment or supplies, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

12.2.6 Contracts with the District

Employees shall not be involved in any way with any contract or sale in which they have a financial interest. This means that an employee shall not exercise any discretionary powers for, nor make any recommendations on behalf of or to the District with respect to any contract or sale involving the District if that employee is directly or indirectly financially interested in the contract or sale. This prohibition is not limited to the actual execution of a contract or sale; it covers the entire contracting process, including advising and participating in preliminary discussions, negotiations, compromises, reasoning, planning, drawing of plans and specifications and solicitation of bids.

12.2.7 Personal Investments

Employees shall not make personal investments which could create a substantial conflict between their private interests and the public interests. If an employee has a financial interest in a matter coming before him or her, or before the department in whichs/he is employed, s/he shall disqualify him or herself from any participation in the matter. Employees shall not make decisions or participate in decisions affecting projects that may affect (either positively or adversely) their personal property or that of their relatives or personal friends.

12.2.8 Behavior in the Workplace

Employees are responsible for conducting themselves professionally and lawfully in the workplace. Employees are expected to be aware of and conduct themselves in accordance with the following District documents and policies:

1. Administrative Code
2. Personnel Regulations
3. Drug/Alcohol-Free Awareness Program
4. Unlawful Discrimination and Harassment

Employees are expected to be committed to creating an environment that promotes fair treatment and respect for others. Employees are expected to treat one another and the general public in an honest and respectful manner.

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under District policy.

Respect for Persons

- a. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on District property or during District activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
- b. Violation of any District policy or law prohibiting harassment, discrimination, or retaliation.

Respect for Property

- a. Theft or willful negligent damage to District property.
- b. Tampering with or wantonly destroying District data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing District data or information.
- c. Unauthorized use of District vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other District equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a District computer. The District has the right to monitor, for business reasons, all aspects of any District computer system, including employee e-mail.

Standards of Safety

- a. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a District vehicle, on or off District property; possession or use of alcohol while on duty; or reporting to work under the

- influence of illegal drugs or alcohol or while unlawfully using controlled substances.
- b. Failure to comply with safety rules, regulations, or common safety practices.
- c. Failure to report an accident involving on-the-job injury or damage to District property.

Compliance with Laws and District Policies

- a. Falsification of District records.
- b. Behavior or conduct unacceptable to the District.
- c. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
- d. Fabrication, falsification, plagiarism, or other serious unethical or illegal deviations from accepted practices in proposing, conducting, reporting the results of or reviewing research of service activities, in violation of District policy or state or federal law or regulations.
- e. The access, use, or disclosure of a person's financial, personal, protected health information, or other confidential information without authorization or legal justification, in violation of District policies or law.

Work Performance

- a. Dishonesty
- b. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives from their supervisor or the General Manager.
- c. Failure or refusal to maintain or obtain required licensure, certification, or registration.
- d. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

Standards of Attendance

- a. Unexcused Absence. An absence without proper advanced notification is considered an unexcused absence.

Ethical behavior, consistent with the foregoing Code of Ethics, is the responsibility of each employee. Employees are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud; misappropriation of resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Moreover, each employee is responsible for reporting ethical violations committed by fellow employees to a supervisor, the General Manager or the Human Resources Manager. Any employee who violates this Code will be subject to

disciplinary action in accordance with the applicable employee unit Memorandum of Understanding or District Personnel Regulations.

12.2.9 Ethics Training

All new employees will be required to complete an online ethics training course as part of their new-hire orientation process. In addition, the District will require all current employees to complete an online ethics-training course at least once every two years. In lieu of the online ethics-training course, the District may opt to provide an in-person ethics training.

~~Sec. 12.3 — Gifts and Disclosure.~~

~~— The California Political Reform Act of 1974 requires specified local government officials to periodically submit reports concerning sources of income or gifts as specified and has been amended to prohibit local elected office holders and designated employees of government agencies from accepting any honorarium as defined, as well as gifts in excess of \$270.00 with certain exceptions.~~

~~The Political Reform Act requires an annual disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least \$100.00 for individual charges paid to any employee or member of the governing body of the District.~~

~~— 12.3.1 — Annual Disclosure of Reimbursements.~~

~~— The Fallbrook Public Utility District shall cause, at least annually, the disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the Board of Directors of the Fallbrook Public Utility District. The Administrative Services Manager/Treasurer shall implement procedures to track such disbursements and publish or print same at least annually by a date determined by the District and shall be made available for public inspection. All reimbursement requests received after January 1, 1995, which are \$100 or more shall be listed. Payments for benefits such as insurance, retirement, and car allowances shall not be reported.~~

~~— 12.3.2 — Prohibition Against Acceptance of Honorarium.~~

~~— No elected officeholder, elected or appointed member of the Board of Directors, or "designated employee" (as defined in the Conflict of Interest Code) of the Fallbrook Public Utility District shall accept any honorarium. An "honorarium" means any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. Honorarium does not include earned income for personal services~~

~~which are customarily provided in connection with the practice of a bona fide business, trade, or profession such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting unless the sole or predominant activity of the business, trade, or profession is making speeches. This prohibition does not extend to reasonable travel, admission, and the refreshments provided at an event where a Board member or designated employee gives a speech or otherwise actively participates.~~

~~———— 12.3.3 ———— Permissible Gifts May Not Exceed \$270.00.~~

~~———— No elected officeholder, elected or appointed member of the Board of Directors, or designated employee of the Fallbrook Public Utility District shall accept any gifts, from any single source, which is in excess of two hundred seventy dollars (\$270), in any calendar year, except reimbursement for actual travel expenses and reasonable subsistence in connection therewith. The Fair Political Practices Commission may further adjust this amount annually. Prohibited gifts include anything of value that is accepted, regardless of whether it is used. Excessive gifts should be returned within 30 days to avoid violating the law. The limitation on receipt of gifts does not exempt wedding, birthday, or other holiday gifts. The following are not "gifts" under this section: gifts from relatives, informational material (i.e., reports, pamphlets, calendars to keep officials informed), inheritances, and personalized plaques and trophies with an individualized value of less than \$270. Other gifts that are not used and are donated to charity within 30 days of receipt are not included.~~

~~———— 12.3.4 ———— Penalties for Violations.~~

~~———— The penalties for violating the restrictions on honoraria and gifts under the Political Reform Act constitute a criminal misdemeanor and may be punished by a fine of up to the greater of \$10,000 or three times the amount the violation received.~~

ARTICLE 12
Sec. 12.9 - Rev. 12/94
5/00 – Rev. in its entirety
Sec. 12.1.1; 12.1.4; 12.1.7;
12.1.8; 12.1.9; 12.1.10 – Rev.
12/05
Sec. 12.1.4 (2 & 3) and Sec.
12.2.3 (2 & 3) – Rev. 12/07
Sec. 12.1.1; 12.1.3; 12.2.2;
12.2.7 – Rev. 12/09
12.1.4, 12.1.6, 12.2.3, 12.2.5,
12.2.7 – Rev. 9/11
12.1.4 - Rev. 10/11
Sec. 12.1.1 – Rev. 10/17
<u>All Sections – Rev. 98/18</u>

RESOLUTION NO. 4944

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FALLBROOK PUBLIC UTILITY DISTRICT
AMENDING ADMINISTRATIVE CODE ARTICLE 12," EXPENSES
INCURRED ON DISTRICT BUSINESS"**

* * * * *

WHEREAS, revisions are required to Article 12 of the Administrative Code to add details for staff, to include ethics training, revise the meal reimbursement sections to reflect the General Services Administration (GSA) established rates, and other miscellaneous clean-up throughout, including moving the Directors' provisions from Article 12 to Article 2; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that the Board of Directors does hereby adopt the proposed revisions to Article 12 of the Administrative Code, a copy of which is attached hereto and incorporated herein.

BE IT FURTHER RESOLVED, the remaining provisions of Article 12 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 27th day of August, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Article 12. Staff, Guidelines for

Sec. 12.1 Expenses Incurred on District Business.

Employees of the District are called upon to travel in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling on District business. The District will reimburse District staff for reasonable expenses incurred while traveling on District business to include lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy and applicable Memorandums of Understanding (MOUs).

12.1.1 Advances and Prepayment of Otherwise Reimbursable Expenses.

Employees may request prepayment of registration, transportation, and lodging and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the Staff Travel Authorization Form. Prepayments and advances shall be limited to the employee's expenses only. Advances shall not exceed the total maximum allowable meal reimbursement anticipated for the trip plus known costs of ground transportation. Advances should be requested in a timely manner to allow normal processing through accounts payable.

12.1.2 Reimbursement of Expenses.

Each employee shall be reimbursed for travel expenses incurred while traveling on authorized District business, as follows:

1. Accountability. Travel expenses shall be budgeted by staff as a part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. Before the District expends any funds for authorized travel that involves lodging or public transportation expenses, the employee must complete a Staff Travel Authorization Form. The employee's Manager or Supervisor shall approve the authorization form. When a Manager is traveling, the the General Manager shall approve the authorization form.
2. Transportation. The District will pay for reasonable transportation costs. If for personal preference or for non-business related reasons the employee incurs additional travel expenses, the employee will be responsible for the additional expenses.
 - a. Air Transportation. The District will reimburse employee(s) or pre-pay costs for economy (coach) class airfares. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares. Whenever possible, air reservations shall be made to permit travel during normal business hours.
 - b. Automobile Transportation. Whenever travel by vehicle is most cost effective or practical, staff shall endeavor to use a District vehicle. Staff must have a valid driver's license to operate a District vehicle. The District will reimburse employees for gasoline purchases with receipts while using a District vehicle; however, employees should ensure that the vehicle has sufficient fuel to reach the desired destination and return, or a full tank of fuel, before departing from the District offices. Employees must comply with the provisions of the District's

Administrative Code Section 11.24 and 11.27 whenever an employee chooses to use a District vehicle while traveling.

Employees must obtain permission from their Manager or Supervisor before using a personal vehicle in conjunction with District business. In situations where employees use personal vehicles on District business, the employee must maintain a valid California Driver's License and at least the minimum automobile insurance coverage required by the State of California or make arrangements for a driver who meets the above requirements. Proof of current insurance coverage must be on file with the Safety and Risk Administrator. Employees may not be reimbursed for travel in a personal vehicle if either the license or insurance requirements are not met.

If a personal vehicle is used, the employee will be reimbursed at the current maximum allowable tax-exempt reimbursement rate provided by the IRS regardless of the actual operating costs of the vehicle. Employees who receive a monthly mileage allowance are not eligible to receive reimbursement for mileage.

- c. Rental Car Transportation. The District will cover the expenses required for use of a rental car whenever approved prior to departure. The maximum reimbursement for rental cars shall be based on the rate provided for a compact car. Upgrades or additional cost features are the employee's responsibility.
- d. Miscellaneous Transportation. Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, the modes listed above.

12.1.3 Meals and Lodging.

Whenever travel requires meals, the meals are reimbursable provided the employee presents an itemized receipt along with the Staff Expense Reimbursement Form for all meals. Meals are reimbursable based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

1. Full Day Reimbursement. When an employee is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the employee may be reimbursed for meal expenses at the rate provided by the M&IE per day. If an employee exceeds the rate provided by the M&IE and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.
2. Single Meal Reimbursement. When an employee requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate provided by the M&IE for breakfast, lunch, and/or dinner. If an employee exceeds the rate provided by the M&IE and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.
3. Partial Day Reimbursement. When an employee will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be at the rate provided by the M&IE per meal. If an employee exceeds the maximum rate and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.

4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of and assume expenses for taxes and gratuities of up to 15%.
5. Lodging. The District will reimburse employees or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single-room business, government or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the employee to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable. If staying overnight, an extra night, or over a weekend at a destination allows for a reduction of travel expenses and the cost of accommodations is less than the savings realized by the reduced transportation expenses, the District may pre-pay or reimburse the employee for the extra night's lodging. Only lodging expenses may be reimbursed in these situations.

12.1.4 Entertainment.

The District will not cover expenses incurred for recreation or entertainment.

12.1.5 Incidental Expenses.

Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

1. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.
2. Reasonable gratuities, up to 15%, on reimbursable expenses.
3. Parking fees related to conference functions.
4. Fees for in-room high speed internet access for each day while registered at the hotel.
5. The following expenses are not reimbursable:
 - a. Alcoholic beverages
 - b. Parking or traffic violations
 - c. In-room services or movies
 - d. Laundry services
 - e. Expenses incurred by spouses, family members or guests

12.1.6 Compensation for Non-Exempt Employees.

Non-exempt employees traveling and staying overnight are normally authorized to work only the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. However, all employees traveling

and staying overnight are considered by the District to be on flexible schedules. During flexible schedules, employees' starting time, meal period, rest periods, etc. are adjusted to accomplish work with minimal overtime.

Should business require a non-exempt employee to travel, function attendance and travel hours are compensable. These hours are considered regular work hours for purposes of calculating overtime. During any compensable hours an employee is subject to any and all provisions of Fallbrook Public Utility Personnel Regulations.

The following hours are compensable:

1. Actual hours spent at meetings, conferences, or functions, excepting meals and special events of an entertainment nature held in conjunction with a function.
2. Actual hours spent in transit, minus hours normally spent in travel between the employee's residence and the District. Any time spent in layover at a public transportation facility is also compensable as transit time unless the employee chooses to participate in recreational activities during the layover.

12.1.7 Employees' Responsibility.

In situations where an employee can use the Petty Cash procedures for reimbursement of travel expenses, the employee may submit a Petty Cash Form to be reimbursed. If expenses to be reimbursed are beyond the scope of the Petty Cash procedures, employees must submit a detailed Staff Expense Reimbursement Form. Petty Cash and Staff Expense Reimbursement Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses. If a receipt required for reimbursement is lost, the lost receipt must be noted on the Staff Expense Reimbursement Form and approved for reimbursement before any payment can be made. Claim forms shall be submitted within 14 calendar days after the expenses were incurred. Forms may be obtained through the Administrative Services Manager/Treasurer/Treasurer's office and are posted on the public network drive.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Employees may be required to reimburse the District for any pre-paid expenses for any unexcused absence. The General Manager will determine if an absence from a pre-paid meeting is excused or unexcused.

When two (2) or more employees combine an expense on one receipt, the employee requesting reimbursement should indicate on the Staff Expense Reimbursement Form the identity of the other persons sharing expenses.

Expenses incurred by spouses, family members, or guests are the responsibility of the employee.

All reimbursements for expenses will be at the General Manager's discretion.

Sec. 12.2 Code of Conduct.

Fallbrook Public Utility District relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the District. Employees are expected to conduct

themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and District policies. The purpose of this Code of Ethics is to set a standard of conduct for all employees. Accordingly, the FPUD Board of Directors adopted this Code of Ethics to:

1. Provide an ongoing source of guidance to employees, in the performance of their duties and their day-to-day service to the District and citizens of Fallbrook; and
2. Promote and maintain a culture of ethics.

12.2.1 General Rule with Respect to Conflicts of Interest.

A conflict of interest exists when you have a personal or professional interest that is, or appears to be, at odds with the best interests of the District. Employees shall not engage in or hold any direct or indirect interest in any business or transaction that may conflict with their official duties for the District. Further, employees should not engage in conduct that could reasonably give rise to the appearance of wrongdoing.

12.2.2 Acceptance of Gifts, Gratuities or Benefits.

Employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the employee primarily because of his/her official position, if ANY of the following apply:

1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
2. A reasonable person would believe the employee is under an obligation to or influence of the donor;
3. The item consists of cash or anything easily convertible to cash (e.g., entertainment tickets), regardless of the amount or value; or
4. The value of the gift exceeds \$25 or the accumulation of the value of gifts from a single donor to the employee exceeds \$50 in a 12-month period.

For the purposes of this section, the terms gift, benefit and gratuity shall mean the transfer of cash, goods or services without reasonable and valuable consideration.

An employee shall disclose the nature of any benefit, gift or gratuity and all relevant circumstances to his or her supervisor, the General Manager, or his/her designee, in order to evaluate the reasonableness of any such benefit, gift or gratuity.

12.2.3 Actions and Conduct Designed to Build Public Confidence.

Employees shall be impartial and dedicated to the best interests of the District. They are required to conduct themselves, both inside and outside the District's service, so as not to cause doubt of their impartiality or dedication to the District's best interests.

Employees shall also avoid perceived conflicts of interest, which are actions that the public may consider evidence of preferential service or a lack of neutrality in dealing with work-related issues.

12.2.4 Use of Confidential Information.

Employees shall not disclose confidential information acquired by or available to them in the course of their employment with the District or use such information for personal gain. This applies to improper disclosure within the organization as well as to the public.

12.2.5 Use of District Employment and Facilities for Private Gain.

Employees shall not use, for private gain or advantage, their District time or the District's facilities, equipment or supplies, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

12.2.6 Contracts with the District.

Employees shall not be involved in any way with any contract or sale in which they have a financial interest. This means that an employee shall not exercise any discretionary powers for, nor make any recommendations on behalf of or to the District with respect to any contract or sale involving the District if that employee is directly or indirectly financially interested in the contract or sale. This prohibition is not limited to the actual execution of a contract or sale; it covers the entire contracting process, including advising and participating in preliminary discussions, negotiations, compromises, reasoning, planning, drawing of plans and specifications and solicitation of bids.

12.2.7 Personal Investments.

Employees shall not make personal investments which could create a substantial conflict between their private interests and the public interests. If an employee has a financial interest in a matter coming before him or her, or before the department in which s/he is employed, s/he shall disqualify him or herself from any participation in the matter. Employees shall not make decisions or participate in

decisions affecting projects that may affect (either positively or adversely) their personal property or that of their relatives or personal friends.

12.2.8 Behavior in the Workplace.

Employees are responsible for conducting themselves professionally and lawfully in the workplace. Employees are expected to be aware of and conduct themselves in accordance with the following District documents and policies:

1. Administrative Code
2. Personnel Regulations
3. Drug/Alcohol-Free Awareness Program
4. Unlawful Discrimination and Harassment

Employees are expected to be committed to creating an environment that promotes fair treatment and respect for others. Employees are expected to treat one another and the general public in an honest and respectful manner.

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under District policy.

Respect for Persons.

1. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on District property or during District activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
2. Violation of any District policy or law prohibiting harassment, discrimination, or retaliation.

Respect for Property.

1. Theft or willful negligent damage to District property.
2. Tampering with or wantonly destroying District data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing District data or information.

3. Unauthorized use of District vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other District equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a District computer. The District has the right to monitor, for business reasons, all aspects of any District computer system, including employee e-mail.

Standards of Safety.

1. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a District vehicle, on or off District property; possession or use of alcohol while on duty; or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
2. Failure to comply with safety rules, regulations, or common safety practices.
3. Failure to report an accident involving on-the-job injury or damage to District property.

Compliance with Laws and District Policies.

1. Falsification of District records.
2. Behavior or conduct unacceptable to the District.
3. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
4. Fabrication, falsification, plagiarism, or other serious unethical or illegal deviations from accepted practices in proposing, conducting, reporting the results of or reviewing research of service activities, in violation of District policy or state or federal law or regulations.
5. The access, use, or disclosure of a person's financial, personal, protected health information, or other confidential information without authorization or legal justification, in violation of District policies or law.

Work Performance.

1. Dishonesty
2. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives from their supervisor or the General Manager.

3. Failure or refusal to maintain or obtain required licensure, certification, or registration.
4. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

Standards of Attendance.

1. Unexcused Absence. An absence without proper advanced notification is considered an unexcused absence.

Ethical behavior, consistent with the foregoing Code of Ethics, is the responsibility of each employee. Employees are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud; misappropriation of resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Moreover, each employee is responsible for reporting ethical violations committed by fellow employees to a supervisor, the General Manager or the Human Resources Manager. Any employee who violates this Code will be subject to disciplinary action in accordance with the applicable employee unit Memorandum of Understanding or District Personnel Regulations.

12.2.9 Ethics Training.

All new employees will be required to complete an online ethics training course as part of their new-hire orientation process. In addition, the District will require all current employees to complete an online ethics training course at least once every two years. In lieu of the online ethics-training course, the District may opt to provide an in-person ethics training.

ARTICLE 12
Sec. 12.9 - Rev. 12/94
5/00 – Rev. in its entirety
Sec. 12.1.1; 12.1.4; 12.1.7;
12.1.8; 12.1.9; 12.1.10 – Rev.
12/05
Sec. 12.1.4 (2 & 3) and Sec.
12.2.3 (2 & 3) – Rev. 12/07
Sec. 12.1.1; 12.1.3; 12.2.2;
12.2.7 – Rev. 12/09
12.1.4, 12.1.6, 12.2.3, 12.2.5,
12.2.7 – Rev. 9/11
12.1.4 - Rev. 10/11
Sec. 12.1.1 – Rev. 10/17
All Sections – Rev. 9/18

M E M O

TO: Board of Directors
FROM: Al Gebhart, President of the Board of Directors
DATE: August 27, 2018
SUBJECT: Consider Approving the General Manager Contract and Appointing the General Manager

Purpose

To consider approving the General Manager contract and appointing Jack Bebee as the District's General Manager.

Summary

The Board initiated recruitment for a General Manager on November 2017. After completing a national search and conducting interviews, the Board selected the District's Assistant General Manager for the position. The Board developed the contract (Attachment "A") for the appointment of the General Manager, and the General Manager has accepted the terms of said contract.

Additionally, two proposed salary schedules are attached: (1) a salary schedule that includes changes to the Accounting Supervisor, Accounting/Customer Service Assistant, and General Manager positions and (2) a salary schedule that includes changes to the General Manager position only. The second salary schedule is only necessary in the event the Board does not approve the accounting staffing changes as proposed in Item P, but does approve this item.

Recommended Action

That the Board approve the contract for the General Manager, and applicable salary schedule, and appoint Jack Bebee as the District's General Manager.

Attachment “A”

**EMPLOYMENT AGREEMENT BETWEEN FALLBROOK PUBLIC UTILITY
DISTRICT AND JACK BEBEE**

This Employment Agreement (Agreement) is made the ____ of _____, 2018, between Fallbrook Public Utility District (hereinafter referred to as "DISTRICT" and Jack Bebee (hereinafter referred to as "EMPLOYEE").

RECITALS

- A. DISTRICT is a governmental agency existing pursuant to the California Public Utility Act, Division 7 of the Public Utility Code.
- B. DISTRICT desires to employ EMPLOYEE to serve as its General Manager, pursuant to the terms and conditions specified in this Agreement.
- C. Upon execution by all parties to this Agreement, the EMPLOYEE shall commence serving as the General Manager pursuant to the terms and conditions of this Agreement effective [DATE].

AGREEMENT

1. EMPLOYMENT.

DISTRICT hereby employs EMPLOYEE who accepts employment to serve as its General Manager, under the terms and conditions stated herein, beginning on _____, 2018.

2. ANNUAL COMPENSATION.

- a. EMPLOYEE shall be paid an annual salary of \$220,147.00, subject to adjustment as set forth in Paragraph 2.a.i., payable in biweekly installments at the same time as salary is paid to other DISTRICT employees. This compensation may not be reduced during the term of this Agreement except that if the Board finds it necessary to reduce salaries of all executive management employees, in which case EMPLOYEE'S salary may be reduced by no more than the average salary reduction of executive management, or except as specified below in Paragraph 2.a.i.
 - i. When EMPLOYEE serves as DISTRICT representative to the San Diego County Water Authority (CWA), EMPLOYEE'S annual salary will be automatically reduced by \$1,800 to an annual salary of \$218,347.00 to reflect the per diem compensation EMPLOYEE will receive from CWA. In no event shall EMPLOYEE serve on any CWA committees (or serve on any committees or boards of other agencies or entities related to the business of DISTRICT) without prior approval of DISTRICT Board.

- b. DISTRICT agrees to annually evaluate EMPLOYEE'S compensation, taking into consideration changes in the cost of living, the EMPLOYEE'S performance, and other economic and responsibility matters relevant to a fair and proper rate of compensation, and to make reasonable adjustments in accordance with such annual evaluation, if any. See Paragraph 6 below. DISTRICT will meet with EMPLOYEE in regard to such evaluation. Unless otherwise agreed by DISTRICT and EMPLOYEE, any adjustments would be effective on July 1 of each year.

3. BENEFITS.

EMPLOYEE shall be entitled to receive the following fringe benefits, which shall be administered consistent with DISTRICT policies unless otherwise provided herein. In the event any of the following fringe benefits is eliminated by DISTRICT for other DISTRICT employees, EMPLOYEE shall no longer receive the benefit:

- a. PERS: EMPLOYEE'S contributions to the Classic CalPERS retirement plan (2.5% at 55 with survivor benefit) shall be 8% (the contribution applicable to Classic CalPERS retirement plan members), or such percentage as may otherwise be required by the then applicable law.
- b. Deferred Compensation Plan Contribution (401(a) Plan Contribution): DISTRICT will match up to 2.5% of EMPLOYEE'S salary to a DISTRICT 401(a) plan as long as EMPLOYEE is contributing at least that percentage to EMPLOYEE'S individual deferred compensation 457(b) plan.
- c. Social Security: DISTRICT and EMPLOYEE share the Federal Social Security Tax equally.
- d. Health, Vision, Dental, Life and Long Term Disability Insurance:
 - i. Health Insurance: EMPLOYEE shall have the choice of medical plans provided by DISTRICT for DISTRICT employees.

DISTRICT will pay 100% of the cost Kaiser plus Chiropractic plan (or lowest cost DISTRICT provided medical plan) for employee, employee +1, or employee + family. The amount paid for each of those coverages shall be known as the "threshold amounts." If EMPLOYEE chooses a health plan with a cost that exceeds the threshold amounts, EMPLOYEE shall pay the difference between the threshold amount and the plan chosen. In such a case, the monthly cost difference will be multiplied by 12 (months) and divided by the number of paydays in that calendar year, which amount shall be reimbursed to DISTRICT through payroll deduction.
 - ii. Vision Insurance: DISTRICT shall pay 100% of the vision insurance premium for EMPLOYEE and EMPLOYEE'S dependents.

- iii. Dental Insurance: DISTRICT shall pay 100% of the dental insurance premium for EMPLOYEE and EMPLOYEE'S dependents.
 - iv. Life Insurance and AD&D Insurance: DISTRICT shall pay for an Accidental Death & Dismemberment Insurance policy and for a Life Insurance policy up to a total maximum benefit of \$300,000.
 - v. LONG TERM DISABILITY INSURANCE: EMPLOYEE shall be covered by a Long Term Disability Insurance plan offered to other DISTRICT employees as follows: the plan provides 66.67% (or \$10,000 per month, whichever is less), of EMPLOYEE'S monthly salary to Social Security Normal Retirement Age in the event of a disabling accident or illness. Payment commences six (6) months after date of disability or illness.
- e. Sick, Vacation, Holiday Leave and Bereavement Leave:
- i. Sick Leave: EMPLOYEE'S sick leave shall accrue at a rate of 3.69 hours per pay period. EMPLOYEE'S sick leave accrual is capped at 1,000 hours.
 - ii. Vacation Leave: EMPLOYEE'S vacation leave shall accrue at a rate of 7.69 hours per pay period. Beginning four years following the effective date of this Agreement, EMPLOYEE'S vacation leave shall accrue at 8.00 hours per pay period, the rate applicable to employees with 20+ years of service with the DISTRICT. The vacation rate accrual ceases when EMPLOYEE has a balance of over 248 hours on December 31st of each year. EMPLOYEE'S unused vacation may not be sold back to DISTRICT.
 - iii. Holiday Leave: EMPLOYEE is granted DISTRICT observed holidays, as established by DISTRICT from time to time, without reduction in their regular pay. Holiday compensation will be paid at the rate of pay at which EMPLOYEE was being paid on the last working day before the holiday.
 - iv. Bereavement Leave: EMPLOYEE will be allowed 3 days paid leave in event of a death in the immediate blood or married family (spouse, mother, father, brother, sister, son, daughter, step-mother, stepfather, step-son, step-daughter, grandchild, grandparent, mother or father-in-law, domestic partner, or other person in custody where EMPLOYEE has or had guardianship or other person who had guardianship of EMPLOYEE.)

- f. Vehicle Allowance: EMPLOYEE shall receive a car allowance in the amount of \$604.17 per month in lieu of receiving mileage reimbursement. EMPLOYEE shall possess and maintain a valid an appropriate California Driver license, shall maintain automobile insurance at least at the minimum levels required by state law, and shall immediately provide written notice to the Board of any actions taken against EMPLOYEE'S driving privilege, such as a suspension or a revocation due to a DUI or vehicular accident, or a failure to provide proof of financial responsibility.
- g. Cellphone Reimbursement: EMPLOYEE shall receive a cell phone reimbursement payment in the amount of \$75 per month.
- h. Other Business Expense Reimbursement/ Professional Development and Business Expenses: Consistent with DISTRICT policies, all of the EMPLOYEE'S actual expenses (including travel related expenses) reasonably incurred in connection with the duties and responsibilities of EMPLOYEE'S position pursuant to this Agreement shall be paid for by DISTRICT upon presentation of the appropriate receipts or vouchers covering such expenses, including, but not limited to licenses and certifications, (and costs of continuing education to maintain such licenses and certification) listed in Exhibit "A" to this Agreement. Additionally, as is pre-approved by DISTRICT Board of Directors or the Board President (or Vice President in his or her absence) pursuant to Paragraph 4 or Paragraph 6 of this Agreement, DISTRICT will budget and pay for professional dues and subscriptions of EMPLOYEE necessary for EMPLOYEE'S continuation and full participation in national, regional, state and local associations and organizations, and payment for university curriculum, short courses, institutes, seminars, and materials that are necessary or desirable for EMPLOYEE'S continued professional development, participation, growth and advancement for the good of DISTRICT.

4. DUTIES.

EMPLOYEE shall perform the duties of General Manager as established from time to time by the Board of Directors of DISTRICT. A job description showing the duties established as of the date of this Agreement is attached as Exhibit "B" and as contained in any of DISTRICT'S standard personnel regulations. EMPLOYEE is responsible directly to the Board of Directors. EMPLOYEE shall give full time to the duties of the office. EMPLOYEE shall also attend or participate in university curriculum, short courses, institutes, seminars, and review materials that are necessary for EMPLOYEE'S professional development and for the good of DISTRICT as established and pre-approved by DISTRICT Board pursuant to Paragraph 6 of this Agreement or as pre-approved by action of the DISTRICT Board. Should an occasion arise that is not pre-approved by the DISTRICT Board pursuant to this Paragraph 4 or Paragraph 6, that would be appropriate for EMPLOYEE to attend, the Board President (or Vice President in the President's absence) may authorize such attendance prior to the event, with notification to the rest of the Board at the next regular meeting.

5. TERM.

This contract shall continue in full force and effect until it is terminated as provided in Paragraph 7 hereof.

6. ANNUAL PERFORMANCE REVIEW.

Annually, and no later than 60 days prior to the end of each fiscal year, EMPLOYEE shall develop a draft strategic plan as part of the annual budget process. After a strategic plan has been approved by the Board, it will be used to ensure board objectives are being addressed in the upcoming fiscal year. The strategic plan objectives will be used to establish the EMPLOYEE'S performance goals for the upcoming fiscal year.

The Board shall endeavor to commence in April of each year, the review and evaluation of EMPLOYEE'S performance, which review and evaluation shall be completed by June 30 of each year. The reviews and evaluations shall be conducted in accordance with the strategic plan as approved by the Board and EMPLOYEE, which may be added to, or deleted from, as the Board may from time to time determine in consultation with the General Manager.

7. TERMINATION.

a. By EMPLOYEE.

EMPLOYEE may terminate this Agreement upon giving three (3) months' written notice of termination to DISTRICT, or sooner by mutual agreement. In the event that EMPLOYEE exercises his right to terminate upon giving three (3) months' notice, or sooner by mutual agreement under this Paragraph 7.a., he shall not be entitled to the severance benefits set forth under Paragraph 8 or to any other similar termination benefits under law or DISTRICT rules and regulations, provided however, that EMPLOYEE shall be entitled to payment for any unused leave balances as set forth in this Agreement or as required by law.

b. By DISTRICT.

DISTRICT may terminate this Agreement at any time, either with or without cause, by a majority vote of the Governing Board. Termination shall be under one of the following paragraphs.

i. At-will.

DISTRICT may terminate this Agreement without cause, and with or without notice. In the event that this Agreement is terminated by DISTRICT pursuant to this Paragraph 7.b.i., EMPLOYEE shall be entitled to severance benefits under this Agreement, consistent with the requirements specified in this Paragraph and Paragraph 8. EMPLOYEE has no right to a hearing or other review of his termination without cause.

ii. For Cause.

DISTRICT may terminate this Agreement for cause. EMPLOYEE will not be entitled to severance if his employment is terminated by DISTRICT at any time for cause. Cause for termination shall be defined for purposes of this Agreement as: (1) malfeasance, (2) gross negligence, (3) fraud, (4) serious misconduct which would constitute a violation of DISTRICT policy, or state or federal law, (5) material misrepresentation to the Board, (6) moral turpitude, (7) conviction of a felony on the part of EMPLOYEE, or (8) notice of unsatisfactory performance and failure to correct performance within three months. Conviction for purposes of this Agreement includes a judgment entered after a trial, plea of guilty or plea of nolo contendere. EMPLOYEE has no right to a hearing or other review of the reason for his termination by DISTRICT and expressly waives any and all such rights as may be otherwise provided by law or which may be applicable to other DISTRICT employees.

iii. By Retirement.

The employment of EMPLOYEE, and this Agreement, shall automatically terminate upon the retirement of EMPLOYEE and upon EMPLOYEE giving ninety (90) days written notice of such retirement to DISTRICT.

iv. By Death or Disability.

The employment of EMPLOYEE, and this Agreement, shall automatically terminate upon the death of EMPLOYEE or upon the separation of his employment because of disability, which prevents EMPLOYEE from performing the essential functions of his job even with reasonable accommodations. As used herein, disability shall be defined as inability to perform essential job functions for a period of over six months. Neither EMPLOYEE nor his heirs, administrators, or assigns shall have any right under this Agreement to salary after such death or disability, but they shall have such rights and benefits as may be provided by law, including, as provided by law, rights to any accrued vacation to which EMPLOYEE was entitled at the time of termination, and shall have such rights to any accrued sick leave accrued by EMPLOYEE at the time of termination, up to the cap established in this Agreement.

8. SEVERANCE PAY.

DISTRICT shall have the right to terminate EMPLOYEE'S employment at any time during the term of this Agreement, with or without cause. In the event that EMPLOYEE'S employment is terminated by DISTRICT, under Paragraph 7.b.i. without cause, EMPLOYEE shall be entitled to the severance benefits stated below upon execution of an agreement with a general waiver of claims, as follows:

a. Computation: Items Included.

Severance benefits under this Paragraph 8 shall be computed based upon EMPLOYEE'S monthly base salary in effect at the time of termination.

b. Amount of Severance.

The amount of severance benefits shall be (1) a lump sum equal to three (3) months' base salary at the time of termination unless otherwise negotiated by the Parties and (2) continued payment by DISTRICT of health and dental benefits for EMPLOYEE and his eligible dependents for the same number of months as are paid for salary severance benefits, or until EMPLOYEE is re-employed, whichever is sooner.

c. Separately Negotiated: Waiver.

The parties expressly acknowledge and agree that these severance pay provisions have been independently negotiated. Acceptance at the time of termination by EMPLOYEE of the severance pay benefits provided by this Paragraph 8 shall operate as a full and complete waiver and release of any and all rights, claims, and/or causes of action which EMPLOYEE may have, or have had, at any time, in the past or in the future, arising out of EMPLOYEE'S employment by DISTRICT including but not limited to claims for wrongful termination. If EMPLOYEE wishes to retain any such rights, EMPLOYEE must decline to accept the severance benefits provided by this Paragraph 8. To receive severance benefits, EMPLOYEE must execute a Severance Agreement and General Release satisfactory to DISTRICT. In the event EMPLOYEE elects not to sign the Severance Agreement and General Release, EMPLOYEE will not be entitled to severance benefits.

Acceptance of the severance benefits under this Paragraph 8 will operate as a general release on the part of EMPLOYEE as to all claims, known or unknown, and EMPLOYEE specifically waives the provisions of California Civil Code Section 1542 which provides:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

d. Legal Limitations on Severance.

This Paragraph 8.d. is intended to comply with the provisions of Government Code Section 53260, et seq., and in no event shall EMPLOYEE be entitled to severance benefits greater than provided for therein. This agreement in no way

affects EMPLOYEE'S rights to continue health insurance coverage as required under COBRA for EMPLOYEE and EMPLOYEE'S eligible dependents.

9. **STATUTORY OBLIGATIONS: ABUSE OF OFFICE OR POSITION.**

Pursuant to Government Code Section 53243, et seq. which became effective on January 1, 2012, if EMPLOYEE is convicted of a crime involving an abuse of his office or position, all of the following shall apply: (1) if EMPLOYEE is provided with administrative leave pay pending an investigation, EMPLOYEE shall be required to fully reimburse such amounts paid; (2) if DISTRICT pays for the criminal legal defense of EMPLOYEE (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), EMPLOYEE shall be required to fully reimburse such amounts paid; and (3) if this Agreement is terminated, any cash settlement related to the termination that EMPLOYEE may receive from DISTRICT shall be fully reimbursed to DISTRICT. For this Paragraph 9, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (2) a crime against public justice, including a crime described in Title 7 commencing with Section 92 of the Penal Code.

10. **MISCELLANEOUS.**

a. Governing Law.

This Agreement shall be interpreted and enforced in conformance with California law.

b. Entire Agreement.

This Agreement together with the exhibits represents the entire agreement between the parties and supersedes any prior agreements, written or oral, any and representations, written or oral, not expressly included herein.

c. Venue.

The venue for any litigation to interpret or enforce this Agreement shall be San Diego County Superior Court.

d. Integration Clause.

If any part, provision, paragraph or subparagraph of this Agreement shall be held to be void or unenforceable by a final judgment of a court of competent jurisdiction, then unless that provision is found in such proceeding to be material to this Agreement, said void or unenforceable provision shall be severed from this Agreement and the balance of this Agreement shall remain in full force and effect. In the event that the void or unenforceable provision is found to be material to this Agreement then the entire Agreement shall be voided.

e. Independent Review: Interpretation.

EMPLOYEE and DISTRICT affirm in signing this Agreement that they have each had an opportunity to review and consider this Agreement, and to have it reviewed and to receive advice from independent advisors of their own choosing, including attorneys, and that each knowingly and voluntarily enters into this Agreement. EMPLOYEE and DISTRICT further affirm that this Agreement was the mutual product of their negotiations, including give and take, and that neither party shall be considered the drafter of this Agreement such that the Agreement is interpreted against that party.

f. Public Record.

EMPLOYEE acknowledges that this Agreement, upon final execution, will become a public record under California law available for public inspection and copying.

g. Counterparts.

This Agreement may be signed in counterparts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

DATED:

Jack Bebee

FALLBROOK PUBLIC UTILITY DISTRICT

DATED:

Al Gebhart, President
Fallbrook Public Utility District

EXHIBIT "A"

List of Pre-Approved Licenses and Certifications

1. California Professional Engineering License
2. California Water Treatment Operator Certification
3. California Water Distribution Operator Certification
4. California Wastewater Treatment Operator Certification

EXHIBIT "B"

General Manager Job Description

GENERAL MANAGER

Definition

Under policy direction of the Board of Directors, the General Manager is responsible for providing overall leadership and direction for all of the Fallbrook Public Utility District (FPUD) activities and for the creation and implementation of the District's Overall Strategic Plan. Duties include implementing policies and directives of the Board and developing detailed long-term strategies to achieve FPUD's mission of providing the community of Fallbrook, now and in the future, a reliable supply and delivery of high-quality retail potable water service and to provide treatment of wastewater, consistent with the optimal use of recycled water in the most efficient and economical means possible.

Class Characteristics

The class of General Manager serves as the Chief Executive Officer, accountable to the Board of Directors, and is responsible for the enforcement of all District ordinances, policies and procedures, and the efficient and economical performance of the District's operations.

Examples of Duties

- Coordinates, evaluates, plans, organizes and administers, either directly or through subordinate management and supervisory staff, the work of the District in accordance with applicable laws, ordinances, regulations, and adopted policies and objectives of the Board of Directors;
- Directs and coordinates the development and implementation of goals, objectives and programs for the Board of Directors and the District;
- Attends internal/external meetings with various government agencies, professional associations, area organizations and Board of directors as required to help achieve District strategic objectives;
- Develops administrative policies, procedures and work standards to ensure that the goals and objectives are met and that programs provide services in an effective, efficient and economical manner;
- Oversees the preparation of the annual capital improvement and operating budgets for the District;
- Prepares and recommends long- and short-range plans for District, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs;
- Oversees the administration, construction, use and maintenance of all District infrastructure, facilities and equipment;
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status, and of legal, social, and economic issues affecting District activities;
- Monitors changes in laws, regulations, and technology that may affect District operations and implements policy and procedural changes as required;
- Supervises, develops and evaluates the performance of subordinate managers, supervisors and staff;
- Presents for the Board's consideration major goals and policy alternatives and recommendations for the District;

- Oversees development of the District's asset management plan;
- Recommends construction contracts, leases and other legal agreements to the Board for approval;
- Coordinates legal matters concerning the District, and engages counsel and professional consultants for assistance;
- Conducts negotiations for water storage, supply and distribution;
- Analyzes monthly financial statements, engineering reports, labor distribution reports, water sales reports and other operating reports;
- Develops water and sewer rate and fee schedules for Board considerations;
- Reviews work of staff to ensure accuracy;
- Reviews agreements negotiated by staff;
- Represents the District and the Board before citizen and professional groups and other public entities, including State and Federal legislatures;
- Supervises preparation of the agenda of the Board of Directors and staff reports to the Board;
- Attends meetings of the Board of Directors and advises the Board on important District administrative and operating activities and issues;
- Monitors and oversees the following District programs and services: financial, customer service, human resources, community and media relations, engineering, operations and field services;
- Establishes budgetary guidelines for departments and assures operation within Board adopted amounts; and
- Performs related work as required.

Qualifications

Knowledge of:

- Principles of practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
- Knowledge of civil engineering, construction and operating principles applicable to the planning design, construction and operation of District facilities;
- Laws, rules, ordinances, and legislative processes controlling district functions, programs and operations;
- Organization, operations and problems of special research and evaluation methodologies;
- Contract administration;
- Principles of budget development and expenditure control, including capital improvement budgets;
- Public personnel and employer-employee relations practices and legislation;
- Public and media relations;
- Principles of supervision, management and general administration; and
- The use of personal computer 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;
- Organize and manage competing priorities;
- Develop long-term goals for the District;
- 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;
- Ensure prompt and proper response to public concerns and complaints;
- Prepare comprehensive strategic planning documents, technical reports and recommendations;
- Effectively represent the District policies, programs and services;
- Operate a personnel computer to effectively utilize word processing and spreadsheet applications;
- Operate a vehicle observing legal and defensive driving practices; and
- Establish an overall positive work environment.

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 possession of a bachelor's degree in management science, business administration, civil engineering or a closely related field and a minimum of five years of responsible, executive-level experience in water utility or public works management in a municipal or special district setting or at the level of Assistant General Manager in the Fallbrook Public Utility District.

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.

Board Approved	
Effective Date	
4/90	
Board Approved	
Revision Date	
7/92	5/18
7/96	
2/99	

Salary schedule that includes changes to the Accounting Supervisor, Accounting/Customer Service Assistant, and General Manager positions.

SALARY SCHEDULE
EFFECTIVE ~~AUGUST~~ ~~JULY 27~~³, 2018

Classification	Positions	Salary Range
Accounting/ Customer Service Assistant <u>Technician</u> I & II	2	19 & 23
Accounting Supervisor	1	40
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Construction/Maintenance Supervisor	1	39-41
Customer Service Representative I & II*	2 ¹	15 & 19
Customer Service Specialist*	1 ²	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	3	20-22/27-28/31-32
Environmental Compliance Technician	1	36-37
Equipment Mechanic	1	25
Equipment Technician	1	30-31
Geographical Information Systems (GIS) Specialist	1	32
Information Systems Technician	1	31
Instrumentation and Control Specialist	1	35-38
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Maintenance Electrician	1	28-32
Mechanical Technician	1	29-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
<u>Management-(Exempt)</u>		
General Manager**	1	\$243,984 ^{220,147}
Acting General Manager	1	\$18,345.60
Assistant General Manager/District Engineer	1	66
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Operations Manager	1	53
Human Resources Manager	1	53
Senior Engineer	1	52

Appendix B
Added 6/22/15

*=Customer Service Representatives/Specialists combined cannot exceed 3 total positions.

**=~~Salary reduced to \$218,347 if position collects San Diego County Water Authority per diem.~~

Board Approved
Revision Date
7/15, 1/16, 9/17

SALARY SCHEDULE
EFFECTIVE AUGUST 27, 2018

Classification	Positions	Salary Range
Accounting Technician I & II	2	19 & 23
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Construction/Maintenance Supervisor	1	39-41
Customer Service Representative I & II*	1	15 & 19
Customer Service Specialist*	2	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	3	20-22/27-28/31-32
Environmental Compliance Technician	1	36-37
Equipment Mechanic	1	25
Equipment Technician	1	30-31
Geographical Information Systems (GIS) Specialist	1	32
Information Systems Technician	1	31
Instrumentation and Control Specialist	1	35-38
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Maintenance Electrician	1	28-32
Mechanical Technician	1	29-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
Management-(Exempt)		
General Manager**	1	\$220,147
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Operations Manager	1	53
Human Resources Manager	1	53
Senior Engineer	1	52

Appendix B
Added 6/22/15

*=Customer Service Representatives/Specialists combined cannot exceed 3 total positions.

**=Salary reduced to \$218,347 if position collects San Diego County Water Authority per diem.

Board Approved
Revision Date
7/15, 1/16, 9/17

Salary schedule that includes changes to the
General Manager position only.

SALARY SCHEDULE
EFFECTIVE ~~AUGUST~~JULY 27~~3~~, 2018

Classification	Positions	Salary Range
Accounting/Customer Service Assistant I & II	2	19 & 23
Accounting Supervisor	1	40
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Construction/Maintenance Supervisor	1	39-41
Customer Service Representative I & II*	2	15 & 19
Customer Service Specialist*	1	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	3	20-22/27-28/31-32
Environmental Compliance Technician	1	36-37
Equipment Mechanic	1	25
Equipment Technician	1	30-31
Geographical Information Systems (GIS) Specialist	1	32
Information Systems Technician	1	31
Instrumentation and Control Specialist	1	35-38
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Maintenance Electrician	1	28-32
Mechanical Technician	1	29-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
<u>Management-(Exempt)</u>		
General Manager**	1	\$243,984-220,147
Acting General Manager	1	\$18,345.60
Assistant General Manager/District Engineer	1	66
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Operations Manager	1	53
Human Resources Manager	1	53
Senior Engineer	1	52

Appendix B
Added 6/22/15

*=Customer Service Representatives/Specialists combined cannot exceed 3 total positions.

**=Salary reduced to \$218,347 if position collects San Diego County Water Authority per diem.

Board Approved
Revision Date
7/15, 1/16, 9/17

SALARY SCHEDULE
EFFECTIVE AUGUST 27, 2018

Classification	Positions	Salary Range
Accounting/Customer Service Assistant I & II	2	19 & 23
Accounting Supervisor	1	40
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Construction/Maintenance Supervisor	1	39-41
Customer Service Representative I & II*	2	15 & 19
Customer Service Specialist*	1	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	3	20-22/27-28/31-32
Environmental Compliance Technician	1	36-37
Equipment Mechanic	1	25
Equipment Technician	1	30-31
Geographical Information Systems (GIS) Specialist	1	32
Information Systems Technician	1	31
Instrumentation and Control Specialist	1	35-38
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Maintenance Electrician	1	28-32
Mechanical Technician	1	29-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
<u>Management-(Exempt)</u>		
General Manager**	1	\$220,147
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Operations Manager	1	53
Human Resources Manager	1	53
Senior Engineer	1	52

Appendix B
Added 6/22/15

*=Customer Service Representatives/Specialists combined cannot exceed 3 total positions.

**=Salary reduced to \$218,347 if position collects San Diego County Water Authority per diem.

Board Approved
Revision Date
7/15, 1/16, 9/17

1. MWD Issues

On August 9th SDCWA held a special workshop to discuss their position on the Delta Fix and update the Bay-Delta Policy Statement. From the workshop a new policy was adopted with the following components:

- SDCWA took a position of support on the need for the project as currently design.
- SDCWA will advocate that the costs are allocated appropriately so that San Diego does not pay more than its fair share of the costs.
- SDCWA advocates for independent oversight of the process and allocation of costs.

2. Key Upcoming Issues

On the August Board agenda some of the key issues that will be discussed include:

- Discussion on funding of the Water Authority Pension Plan. SDCWA currently does not have any 115 trust or other plan to address the existing Unfunded Actuarial Liability Obligation.
- Updates on the project to develop an energy storage facility associated with San Vicente Reservoir. The project has been proposed as a public private partnership (P3) project, where SDCWA would only proceed if the project provides a financial benefit to SDCWA.
- Updates on MWD litigation in closed session
- Update on the operation of the desalination plant.
- Evaluation of General Manager performance in closed session.

Updates on any of these items will be provided by the Acting General Manager at the request of any Board members.

M E M O

TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO
DATE: August 27, 2018
SUBJECT: Treasurer's Report

Purpose

Provide the July 31, 2018 Treasurer's Report.

Summary

Treasurer's Report July 31, 2018 - Preliminary Year-End Balances

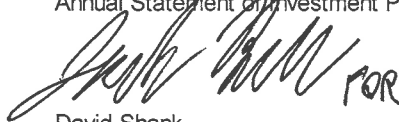
Operations Summary

Disbursements	\$	6,761,195
Receipts	\$	6,359,631
Net change	\$	(401,565)

Account	Begning Market Value	Ending Market Value	Change in Market Value	(Withdrawals) /Deposits	Yield	Percent of Total Investments
Operating Fund	\$ 16,987	\$ 249,662	\$ 232,675	\$ -	0.4%	1.5%
Money Market	\$ 1,903,866	\$ 1,269,626	\$ (634,240)	\$ -	0.4%	7.6%
LAIF	\$ 227,597	\$ 227,597	\$ -	\$ -	2.0%	1.4%
County Pool	\$ 14,840	\$ 14,840	\$ -	\$ -	1.4%	0.1%
Managed Portfolio	\$ 12,485,939	\$ 12,522,050	\$ 36,111	\$ -	2.6%	75.2%
PARS (OPEB & Pension Trust)*	\$ 2,336,532	\$ 2,371,548	\$ 35,016	\$ -	5.4%	14.2%
Accounts Total	\$ 16,985,760	\$ 16,655,322	\$ (330,438)	\$ -	2.8%	100.0%

*Funds are restricted.

All investments have been made in accordance with the District's Annual Statement of Investment Policy.



David Shank
August 17, 2018

MEMO

TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO
DATE: August 27, 2018
SUBJECT: Budget Status Report Summary for Fiscal Year 2017-2018

Purpose

Provide a summary report of the District's Fiscal Year (FY) 2017-2018 financial performance.

Summary

With FY 2017-2018 now complete and the books closed, a summary report can be made of the District's FY 2017-2018 financial performance. It is important to note that the results are preliminary and work is still being done to create the District's financial statements and the audit is not completed.

Water sales levels exceeded the budgeted sales levels resulting in higher than expected revenues. Higher sales levels have resulted in higher than expected water sales revenues and expenditures for the year. Wastewater service charge revenues were under budget due to changes in the billing methodology implemented after the budget was adopted.

Non-operating revenue shows the higher than expected pumping charge and capacity charge revenues. The pumping charge revenues is due to higher than expected sales and capacity charge revenues is due to the sale of more meters than projected.

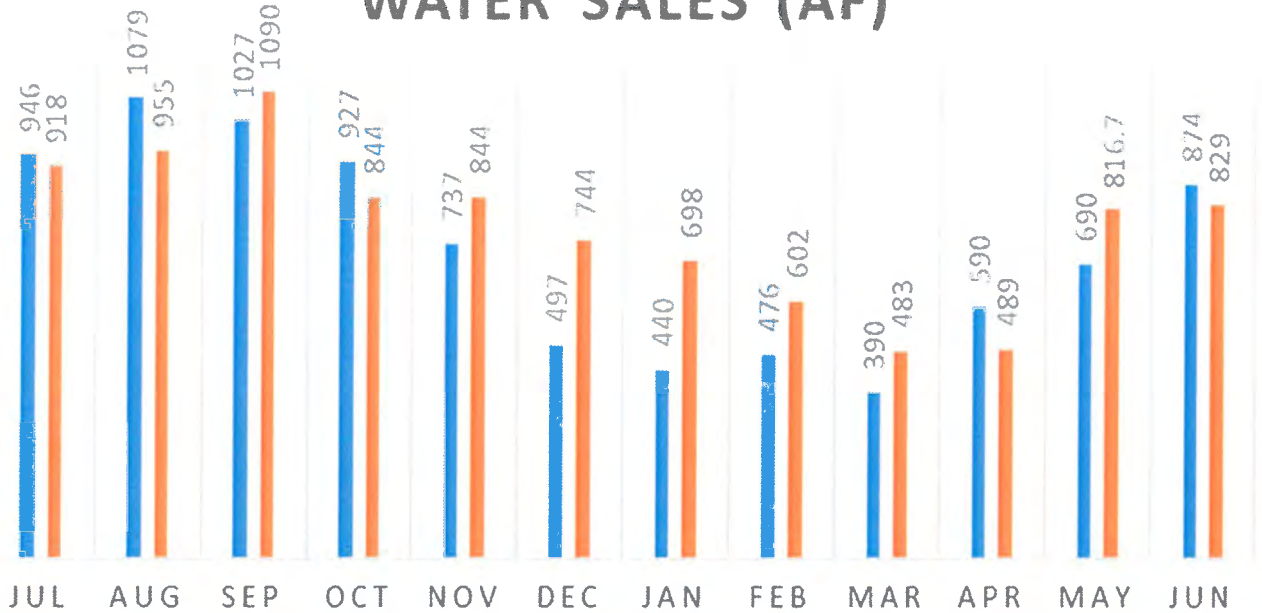
The District's expenditures are slightly over budget due to the higher than budgeted purchased water expense. This, as discussed above, is due to higher than expected water sales. The District's consolidated operating department expenses are slightly under budget.

Total revenue is \$618,157 or 1.9% over budget and total expenditures are \$223,812 or 0.8% over budget. Capital spending is trending towards the budget after a large capital project expense earlier this year. As a result, the District financial position is in-line with budget expectations.

Recommended Action

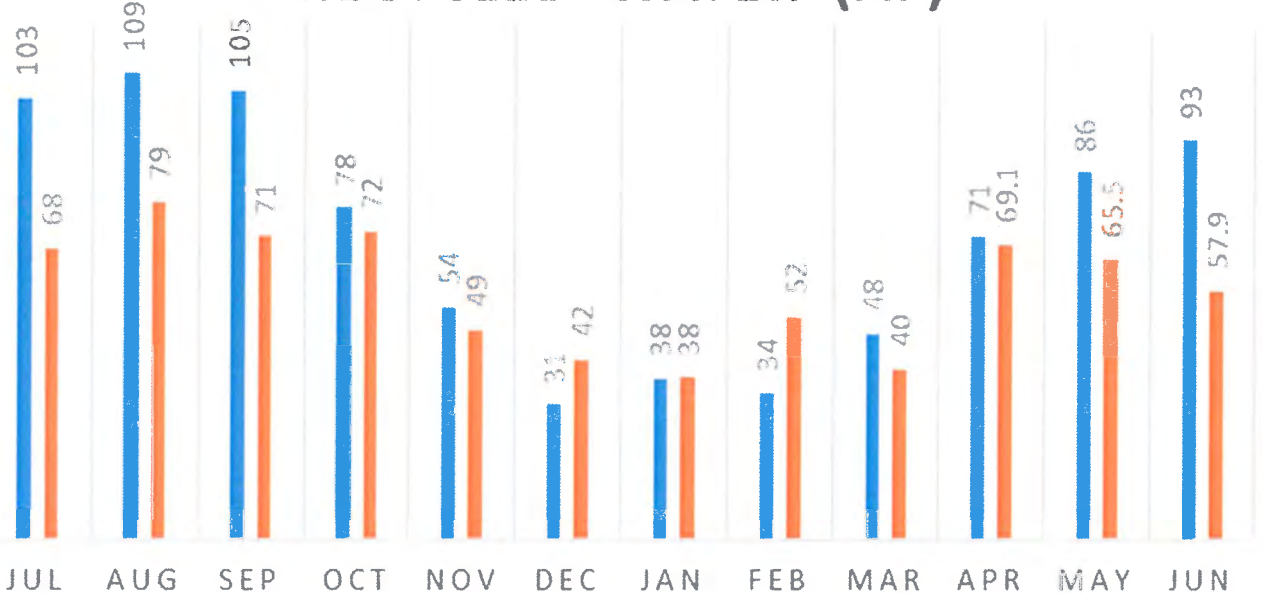
This item is for discussion only. No action is required.

WATER SALES (AF)



Year-to-Date Actual 9,313 AF Year-to-Date Budget 8,671AF

RECYCLED WATER (AF)



Year-to-Date Actual 704 Year-to-Date Budget 850

Fiscal Year 2018-2019 Budget Status Summary

Favorable Variance Shown as a positive number

	Current Month		Year-To-Date				Annual Budget		
	Actual	Budget	Actual	Budget	Variance	%	Budget	Remaining Balance	%
Operating Revenues:								Year remaining	0.0%
Water Sales*	878,921	1,693,203	15,669,032	15,388,356	280,676	1.8%	15,388,356	(280,676)	-1.8%
MWD Readiness to Serve*	17,327	17,463	382,315	307,410	74,905	24.4%	357,204	(25,111)	-7.0%
CWA Infrastructure Access Charge	35,178	34,278	408,065	411,331	(3,266)	-0.8%	411,331	3,266	0.8%
Meter Service Charges	512,796	445,702	5,741,831	5,348,419	393,412	7.4%	5,348,419	(393,412)	-7.4%
Wastewater Service Charges	323,860	482,325	5,115,092	5,787,904	(672,812)	-11.6%	5,787,904	672,812	11.6%
Sundry Other Revenue	32,575	25,508	329,873	306,100	23,773	7.8%	306,100	(23,773)	-7.8%
CWA Rebates	12,980	13,537	151,060	162,448	(11,388)	-7.0%	162,448	11,388	7.0%
Total Operating Revenue	1,813,637	2,712,017	27,797,268	27,711,968	85,300	0.3%	27,761,762	(35,506)	-0.1%
Non Operating Revenues:									
Capital Improvement Charge	202,344	199,683	2,343,527	2,396,200	(52,673)	-2.2%	2,396,200	52,673	2.2%
Property Taxes	29,987	33,739	1,985,752	1,916,938	68,814	3.6%	1,916,938	(68,814)	-3.6%
Water Standby/Availability Charge	18,154	10,123	207,628	203,000	4,628	2.3%	203,000	(4,628)	-2.3%
Water/Wastewater Capacity Charges	9,080	11,410	411,774	136,914	274,860	200.8%	136,914	(274,860)	-200.8%
Portfolio Interest	8,004	17,280	185,193	207,356	(22,163)	-10.7%	207,356	22,163	10.7%
Pumping Charge	21,429	10,987	208,483	131,840	76,643	58.1%	131,840	(76,643)	-58.1%
Prop 84 & 50 Funds	-	-	67,100	-	67,100	NA	-	(67,100)	NA
SRF Loan Proceeds	-	-	-	-	-	NA	-	-	NA
CSI Rebate	-	-	-	-	-	NA	-	-	NA
Facility Rents & Other Non-Operating Revenues	34,601	14,421	288,703	173,055	115,648	66.8%	173,055	(115,648)	-66.8%
Total Non Operating Revenues	323,599	297,642	5,698,160	5,165,303	532,857	10.3%	5,165,303	(532,857)	-10.3%
Total Revenues	2,137,236	3,009,659	33,495,428	32,877,271	618,157	1.9%	32,927,065	(568,363)	-1.7%
Expenditures									
Purchased Water Expense	1,106,761	1,304,438	13,670,296	13,260,752	(409,544)	-3.1%	13,228,586	(441,710)	-3.3%
MWD Readiness to Serve*	29,767	29,767	357,197	357,204	8	0.0%	357,204	8	0.0%
CWA Infrastructure Access Charge*	37,170	37,170	425,736	425,736	-	0.0%	425,736	-	0.0%
Production-Water Quality & Treatment	47,443	106,783	1,048,478	1,388,176	339,698	24.5%	1,388,176	339,698	24.5%
Distribution & Pumping	159,418	145,852	2,030,593	1,896,071	(134,522)	-7.1%	1,896,071	(134,522)	-7.1%
Customer Service	120,559	109,317	1,483,637	1,421,119	(62,518)	-4.4%	1,421,119	(62,518)	-4.4%
General Administration	525,284	391,861	5,394,898	5,094,194	(300,704)	-5.9%	5,094,194	(300,704)	-5.9%
Collection, Treatment & Disposal	241,648	210,120	3,039,789	2,731,560	(308,229)	-11.3%	2,731,560	(308,229)	-11.3%
Year-end Fringe Expense Adjustment	NA	NA	(652,000)	-	652,000	NA	NA	NA	NA
Total Operating Expenses	2,268,049	2,335,307	26,798,624	26,574,812	(223,812)	-0.8%	26,574,812	(223,812)	-0.8%
Debt Service Expenses									
Red Mountain SRF	-	-	395,637	395,424	(213)	-0.1%	395,424	(213)	-0.1%
WWTP SRF	-	-	1,845,746	1,845,746	-	0.0%	1,845,746	-	0.0%
QECB Solar Debt (Net of Subsidy)	-	-	369,436	372,854	3,418	0.9%	372,854	3,418	0.9%
Total Debt Service	-	-	2,610,819	2,614,024	3,205	0.1%	2,614,024	3,205	0.1%
Total Expenses	2,268,049	2,335,307	29,409,443	29,188,835	(220,608)	-0.8%	29,188,835	(220,608)	-0.8%
Net Revenue/(loss) From Operations and Debt Service	(130,814)	674,352	4,085,984	3,688,436	397,549	10.8%	3,738,230	(347,755)	-9.3%
Capital Investment									
Construction Expenditures*	968,510	504,269	7,659,331	6,051,223	(1,608,108)	-26.6%	6,051,223	(1,608,108)	-26.6%
Net Revenue/(Loss)	(1,099,324)	170,083	(3,573,347)	(2,362,787)	(1,210,559)	51.2%	(2,312,993)	1,260,353	-54.5%

* Annual and monthly budgeted amounts were updated for mid-term budget report.

07/31/2018

Treasurer's Warrant No. July

TO: Treasurer of the Fallbrook Public Utility District

The bills and claims listed below are approved as authorized by resolution no. 3538 of the Board of Directors dated July 8, 1985. You are hereby authorized and directed to pay said prospective claims in the amounts stated (less discounts in instances where discounts are allowed).

Payroll -07/18

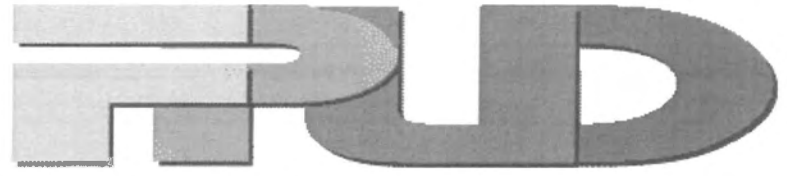
Computer Check Register

Payroll #1	132,439.65
Payroll #2	<u>136,080.81</u>
	<u>268,520.46</u>

Accounts Payable

Checks by Date - Summary by Check Date

User: AnnaleceB
Printed: 8/1/2018 9:35 AM



Fallbrook Public Utility District

Purchasing Dept. Phone: (760) 728-1151, Fax: (760) 728-8491

Main Office Phone: (760) 728-1125, Fax: (760) 728-6029

Check No	Vendor No	Vendor Name	Check Date	Check Amount
78415	06403	APPLEONE EMPLOYMENT SERVICES	07/03/2018	265.24
78416	02805	ASBURY ENVIRONMENTAL SERVICES	07/03/2018	35.00
78417	06235	JACK BEBEE	07/03/2018	287.15
78418	04178	CALOLYMPIC SAFETY CO., INC.	07/03/2018	690.77
78419	05876	JASON CAVENDER	07/03/2018	81.90
78420	91210	CORE & MAIN LP	07/03/2018	915.89
78421	06021	JOSHUA COUVEAU	07/03/2018	345.00
78422	04128	CUES	07/03/2018	2,422.31
78423	91243	CUSTOM UPHOLSTERY UNLIMITED	07/03/2018	240.00
78424	02925	DATA NET SOLUTIONS	07/03/2018	4,268.75
78425	05180	NOELLE DENKE	07/03/2018	64.96
78426	06611	DESERT DIAMOND INDUSTRIES LLC	07/03/2018	2,332.00
78427	05192	DIAMOND ENVIRONMENTAL SERVIC	07/03/2018	519.15
78428	91123	DIGITAL DEPLOYMENT, INC.	07/03/2018	550.00
78429	03391	ELECTRICAL SALES INC	07/03/2018	48.84
78430	01099	FALLBROOK IRRIGATION INC	07/03/2018	36.93
78431	06497	FASTENAL COMPANY	07/03/2018	293.19
78432	91198	FIRST BANKCARD	07/03/2018	3,764.41
78433	91225	FIRST BANKCARD	07/03/2018	3,033.37
78434	00182	GLENNIE'S OFFICE PRODUCTS, INC	07/03/2018	296.74
78435	05380	HACH CO	07/03/2018	416.24
78436	02773	HDS WHITE CAP CONST SUPPLY	07/03/2018	2,191.64
78437	06687	ICE QUBE, INC	07/03/2018	5,381.15
78438	06577	INFOSEND INC	07/03/2018	1,339.75
78439	UB*00179	SYLVIA JIMENEZ	07/03/2018	494.58
78440	06555	LIEBERT CASSIDY WHITMORE	07/03/2018	350.00
78441	06156	LOMACK SERVICE CORPORATION	07/03/2018	140.00
78442	06660	MCCROMETER INC	07/03/2018	546.88
78443	91192	MISSION LINEN SUPPLY	07/03/2018	1,728.11
78444	06614	MITEL LEASING	07/03/2018	815.16
78445	91077	MULTI SERVICE TECHNOLOGY SOLU	07/03/2018	865.30
78446	06298	ONESOURCE DISTRIBUTORS, LLC	07/03/2018	602.56
78447	01267	PACIFIC PIPELINE	07/03/2018	1,042.95
78448	06666	SAGINAW CONTROL & ENGINEERING	07/03/2018	1,152.54
78449	00232	SAN DIEGO GAS & ELECTRIC	07/03/2018	48,291.18
78450	91218	DAVID SHANK	07/03/2018	25.00
78451	90929	SOUTHWEST ANSWERING SERVICE, I	07/03/2018	715.01
78452	91269	SRK ENGINEERING INC.	07/03/2018	206,662.05
78453	06430	SUNSHINE INDUSTRIAL INC.	07/03/2018	1,962.00
78454	00159	SUPERIOR READY MIX	07/03/2018	720.38
78455	05883	TESTAMERICA LABORATORIES, INC.	07/03/2018	55.12
78456	06211	UNITED IMAGING	07/03/2018	589.45
78457	04313	USA BLUE BOOK	07/03/2018	918.68
78458	06231	WESTERN WATER WORKS SUPPLY CC	07/03/2018	517.59

Total for 7/3/2018:


298,014.92

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	00152	FPUD EMPL ASSOCIATION	07/05/2018	894.01
ACH	06758	US TREASURY - PAYROLL TAXES	07/05/2018	53,058.55
ACH	06759	STATE OF CA - PR TAXES	07/05/2018	7,918.77
ACH	06760	STATE OF CA - SDI	07/05/2018	1,987.68
ACH	06761	LINCOLN FINANCIAL GROUP	07/05/2018	5,168.58
ACH	06763	PERS - PAYROLL	07/05/2018	33,767.72
78459	06394	CALIFORNIA BANK & TRUST	07/05/2018	222,925.28
Total for 7/5/2018:				325,720.59
78460	06403	APPLEONE EMPLOYMENT SERVICES	07/11/2018	404.16
78461	06020	BABCOCK & SONS, INC.	07/11/2018	1,515.00
78462	90921	BOB MURRAY & ASSOCIATES	07/11/2018	1,852.96
78463	03035	BRITHINEE ELECTRIC	07/11/2018	988.92
78464	91118	BULLDOG TOWING	07/11/2018	510.00
78465	06012	CALIFORNIA DEPT OF CSS	07/11/2018	231.00
78466	03205	CITY OF OCEANSIDE	07/11/2018	1,562.24
78467	90930	CRANWORKS SOUTHWEST, INC.	07/11/2018	2,552.85
78468	04128	CUES	07/11/2018	745.05
78469	91290	STEVEN CULLY	07/11/2018	50.00
78470	91239	CUMMINS PACIFIC, LLC	07/11/2018	2,317.47
78471	06299	D & H WATER SYSTEMS, INC	07/11/2018	1,511.18
78472	UB*00184	SAM & TIARA DABNEY	07/11/2018	69.98
78473	UB*00181	JAMES DAVIS	07/11/2018	198.00
78474	06551	DEPT OF FORESTRY & FIRE PROTECT	07/11/2018	685.20
78475	UB*00183	TIMOTHY EDGAR	07/11/2018	79.46
78476	09523	FALLBROOK EQUIP RENTALS	07/11/2018	9,175.14
78477	01582	FALLBROOK MUFFLER	07/11/2018	91.58
78478	05560	FRANCHISE TAX BOARD	07/11/2018	250.00
78479	02170	GRAINGER, INC.	07/11/2018	1,012.90
78480	05970	GRISWOLD INDUSTRIES	07/11/2018	5,941.37
78481	03276	HOME DEPOT CREDIT SERVICES	07/11/2018	1,817.61
78482	06577	INFOSEND INC	07/11/2018	3,293.25
78483	04027	JOES HARDWARE	07/11/2018	2,104.88
78484	05401	JOE'S PAVING	07/11/2018	10,800.00
78485	04926	KONICA MINOLTA PREMIER FINANCE	07/11/2018	3,710.80
78486	01703	TODD LANGE	07/11/2018	360.00
78487	02577	LEWIS & LEWIS ENTERPRISES	07/11/2018	716.86
78488	03944	MISSION RESOURCE CONSV DISTRIC	07/11/2018	331.00
78489	06338	MYTHOS TECHNOLOGY INC	07/11/2018	2,585.94
78490	00718	NATIONWIDE RETIREMENT SOLUTIO	07/11/2018	2,645.00
78491	01406	NORTH COUNTY WELDING SUPPLY	07/11/2018	15.31
78492	00370	NUTRIEN AG SOLUTIONS, INC.	07/11/2018	1,721.12
78493	06744	O.S.T.S. INC	07/11/2018	3,000.00
78494	01267	PACIFIC PIPELINE	07/11/2018	9,202.89
78495	03708	PAULEY EQUIPMENT CO INC	07/11/2018	115.68
78496	06688	ANDO PILVE	07/11/2018	1,500.00
78497	00216	PINE TREE LUMBER	07/11/2018	281.68
78498	91236	PLATINUM CONSULTING GROUP LLC	07/11/2018	6,966.25
78499	06666	SAGINAW CONTROL & ENGINEERINC	07/11/2018	4,999.34
78500	00231	SAN DIEGO COUNTY WATER AUTH	07/11/2018	928,914.97
78501	UB*00182	CHARLES & JUDI SANACORE	07/11/2018	22.06
78502	UB*00180	RENEE SMITH	07/11/2018	112.34
78503	06401	SONSRAY MACHINERY LLC	07/11/2018	2,659.89
78504	05861	SOUTHERN CALIFORNIA ALLIANCE C	07/11/2018	1,686.00
78505	91107	SPECTRUM BUSINESS	07/11/2018	107.02
78506	91279	TAPPING MACHINE REPAIR SERVICE,	07/11/2018	2,672.12

Check No	Vendor No	Vendor Name	Check Date	Check Amount
78507	05883	TESTAMERICA LABORATORIES, INC.	07/11/2018	621.11
78508	06541	TIFCO INDUSTRIES, INC	07/11/2018	1,222.76
78509	06256	MARYLOU WEST	07/11/2018	35.97
78510	06231	WESTERN WATER WORKS SUPPLY CC	07/11/2018	1,763.58
Total for 7/11/2018:				1,027,729.89
ACH	06763	PERS - PAYROLL	07/18/2018	705,142.00
78515	00101	ACWA JPIA	07/18/2018	77,899.58
78516	91286	AMAZON CAPITAL SERVICES, INC.	07/18/2018	117.45
78517	02805	ASBURY ENVIRONMENTAL SERVICES	07/18/2018	1,005.15
78518	05088	AT&T	07/18/2018	873.08
78519	UB*00186	MICHAEL & MANDY BARRIBALL	07/18/2018	91.99
78520	02743	BEST BEST & KRIEGER	07/18/2018	83,431.88
78521	05615	BOOT WORLD INC.	07/18/2018	330.00
78522	00898	BP BATTERY	07/18/2018	650.31
78523	06012	CALIFORNIA DEPT OF CSS	07/18/2018	231.00
78524	04741	CALIFORNIA SPECIAL DISTRICT ASSC	07/18/2018	150.00
78525	03978	CAMERON WELDING SUPPLY	07/18/2018	306.20
78526	02176	CORELOGIC SOLUTIONS, LLC	07/18/2018	225.00
78527	05953	CORODATA RECORDS MANAGEMENT	07/18/2018	599.40
78528	06675	CORODATA SHREDDING, INC	07/18/2018	58.37
78529	91271	C/O SWEETWATER AUTHORITY COUN	07/18/2018	45.00
78530	05714	COUNTY OF SD DEPT PUBLIC WORKS	07/18/2018	143.00
78531	04128	CUES	07/18/2018	3,100.00
78532	05670	CULVER COMPANY INC	07/18/2018	395.03
78533	02925	DATA NET SOLUTIONS	07/18/2018	240.00
78534	05180	NOELLE DENKE	07/18/2018	57.33
78535	06303	EXECUTIVE LANDSCAPE INC.	07/18/2018	700.00
78536	01099	FALLBROOK IRRIGATION INC	07/18/2018	236.85
78537	01582	FALLBROOK MUFFLER	07/18/2018	125.00
78538	00169	FALLBROOK OIL COMPANY	07/18/2018	2,745.35
78539	01155	FALLBROOK REFUSE	07/18/2018	123.65
78540	00170	FALLBROOK WASTE & RECYCLING	07/18/2018	657.70
78541	05560	FRANCHISE TAX BOARD	07/18/2018	250.00
78542	06286	GARDA CL WEST, INC.	07/18/2018	233.82
78543	00182	GLENNIE'S OFFICE PRODUCTS, INC	07/18/2018	6,021.08
78544	02170	GRAINGER, INC.	07/18/2018	835.81
78545	02773	HDS WHITE CAP CONST SUPPLY	07/18/2018	1,377.05
78546	06429	HEALTHPOINTE MEDICAL GROUP, INC	07/18/2018	260.00
78547	UB*00188	JAMES & KIM HOLLINGSWORTH	07/18/2018	211.36
78548	06577	INFOSEND INC	07/18/2018	2,860.48
78549	06359	INFRASTRUCTURE ENGINEERING CO	07/18/2018	7,588.00
78550	06267	J2 GLOBAL IRELAND LIMITED	07/18/2018	59.91
78551	06380	JANI-KING OF CALIFORNIA, INC - SA	07/18/2018	2,722.99
78552	05401	JOE'S PAVING	07/18/2018	4,416.00
78553	91182	KENNEDY & ASSOCIATES	07/18/2018	100.00
78554	90937	KIRK PAVING INC	07/18/2018	27,077.15
78555	03765	LENNIHAN LAW	07/18/2018	7,789.41
78556	06156	LOMACK SERVICE CORPORATION	07/18/2018	4,962.00
78557	06633	MAINTENANCE CONNECTION INC	07/18/2018	756.20
78558	UB*00187	DONNA MCGUIRE	07/18/2018	9.66
78559	06649	MITEL TECHNOLOGIES INC	07/18/2018	226.00
78560	90932	NAPA AUTO PARTS	07/18/2018	700.46
78561	03201	NATIONAL SAFETY COMPLIANCE INC	07/18/2018	55.00
78562	06720	NATIONAL SEMINARS TRAINING	07/18/2018	53.77
78563	01267	PACIFIC PIPELINE	07/18/2018	1,400.75

Check No	Vendor No	Vendor Name	Check Date	Check Amount
78564	04236	PALOMAR INVESTIGATIVE GROUP, IN	07/18/2018	60.00
78565	04900	PARADISE CHEVROLET CADILLAC	07/18/2018	73.06
78566	91207	PARRISH & SON SPECIALTIES	07/18/2018	9,697.50
78567	91236	PLATINUM CONSULTING GROUP LLC	07/18/2018	13,248.25
78568	91189	PTC INC.	07/18/2018	1,584.00
78569	04075	RAYNE WATER SYSTEMS	07/18/2018	125.00
78570	00236	SCRAPPYS	07/18/2018	941.52
78571	06064	SOLENIS LLC	07/18/2018	8,115.29
78572	91269	SRK ENGINEERING INC.	07/18/2018	103,724.80
78573	04092	STATE WATER RESOURCES CONT BRI	07/18/2018	195.00
78574	91223	STERLING HEALTH SERVICES INC.	07/18/2018	90.00
78575	02797	STEVE STONE	07/18/2018	214.99
78576	00159	SUPERIOR READY MIX	07/18/2018	2,697.17
78577	06735	TCN, INC.	07/18/2018	166.72
78578	91082	TELETRAC, INC	07/18/2018	1,105.48
78579	04296	TRENCH PLATE RENTAL CO	07/18/2018	922.50
78580	00250	TRY ENTERPRISES	07/18/2018	4,545.00
78581	00724	UNDERGROUND SERVICE ALERT	07/18/2018	311.95
78582	06211	UNITED IMAGING	07/18/2018	280.79
78583	00458	VERIZON WIRELESS	07/18/2018	1,738.84
78584	90981	WATERSMART SOFTWARE INC	07/18/2018	19,820.00
78585	06231	WESTERN WATER WORKS SUPPLY CC	07/18/2018	926.65
78586	04758	WESTFLEX INDUSTRIAL, INC.	07/18/2018	640.30
78587	91295	WHITE NELSON DIEHL EVANS LLP	07/18/2018	8,000.00
78588	UB*00185	WARREN WOJCIK	07/18/2018	8.36
78589	91276	WOLFE DOOR INDUSTRIES, INC.	07/18/2018	8,237.75
Total for 7/18/2018:				1,137,118.14
ACH	00152	FPUD EMPL ASSOCIATION	07/19/2018	894.01
ACH	06758	US TREASURY - PAYROLL TAXES	07/19/2018	54,522.15
ACH	06759	STATE OF CA - PR TAXES	07/19/2018	8,366.73
ACH	06760	STATE OF CA - SDI	07/19/2018	2,036.34
ACH	06761	LINCOLN FINANCIAL GROUP	07/19/2018	5,168.58
ACH	06763	PERS - PAYROLL	07/19/2018	34,577.35
Total for 7/19/2018:				105,565.16
78590	00805	ACWA/JOINT POWERS INS.	07/26/2018	31,738.50
78591	01460	AFLAC	07/26/2018	1,212.56
78592	91286	AMAZON CAPITAL SERVICES, INC.	07/26/2018	201.02
78593	06661	MARK APRIL	07/26/2018	180.00
78594	06696	AT & T MOBILTIY	07/26/2018	56.55
78596	91069	BRENNTAG PACIFIC INC.	07/26/2018	1,956.02
78597	03134	CALIFORNIA WATER ENVIRONMENT.	07/26/2018	188.00
78598	04178	CALOLYMPIC SAFETY CO., INC.	07/26/2018	2,788.31
78599	91241	LISA CHAFFIN	07/26/2018	60.00
78600	91272	KEVIN COLLINS	07/26/2018	60.00
78601	03391	ELECTRICAL SALES INC	07/26/2018	204.16
78602	01099	FALLBROOK IRRIGATION INC	07/26/2018	61.78
78603	00169	FALLBROOK OIL COMPANY	07/26/2018	1,579.70
78604	01155	FALLBROOK REFUSE	07/26/2018	49.00
78605	04494	FEDERAL EXPRESS CORPORATION	07/26/2018	166.91
78606	91201	FIRST BANKCARD	07/26/2018	171.36
78607	09517	GENCO	07/26/2018	30.17
78608	04958	GOSCH FORD TEMECULA	07/26/2018	436.78
78609	05380	HACH CO	07/26/2018	859.28

Check No	Vendor No	Vendor Name	Check Date	Check Amount
78610	06577	INFOSEND INC	07/26/2018	1,459.03
78611	00190	JCI JONES CHEMICALS INC.	07/26/2018	7,622.45
78612	05401	JOE'S PAVING	07/26/2018	22,350.00
78613	04926	KONICA MINOLTA PREMIER FINANCE	07/26/2018	29.97
78614	00718	NATIONWIDE RETIREMENT SOLUTIO	07/26/2018	2,995.00
78615	01406	NORTH COUNTY WELDING SUPPLY	07/26/2018	64.03
78616	04900	PARADISE CHEVROLET CADILLAC	07/26/2018	1,376.94
78617	91207	PARRISH & SON SPECIALTIES	07/26/2018	425.00
78618	91007	PFM ASSET MANGEMENT LLC	07/26/2018	1,060.65
78619	00236	SCRAPPYS	07/26/2018	2,920.12
78620	00159	SUPERIOR READY MIX	07/26/2018	624.39
78621	05731	TEMECULA VALLEY POWDER COATIN	07/26/2018	860.00
78622	02972	THERMO ENVIRONMENTAL INSTRUM	07/26/2018	1,662.19
78623	91091	ORNEEN TOMA	07/26/2018	56.00
78624	03027	UPS STORE	07/26/2018	100.37
78625	05909	WAGNER & BONSIGNORE, CONSULTI	07/26/2018	5,075.35
78629	00898	BP BATTERY	07/26/2018	703.74
Total for 7/26/2018:				91,385.33
78636	03231	SAN DIEGO COUNTY WATER AUTH	07/31/2018	5,240.00
Total for 7/31/2018:				5,240.00
Report Total (221 checks):				2,990,774.03



Jack Bebee

Acting General Manager

FALLBROOK PUBLIC UTILITY DISTRICT**Reimbursement to Board and Staff Members \$100.00 or more (July 1st 2017 to June 30th 2018)**

EMPLOYEE	DATE	DESCRIPTION	AMOUNT
Beebe, Jack	8/23/2017	APPLICATION FEE IV - WW LICENSE	\$ 340.00
	10/18/2017	EMPLOYEE OF THE QUARTER LUNCHEON	\$ 100.96
	2/14/2018	CAL DESAL PRESENTATION	\$ 214.81
	3/7/2018	AWWA WINTER MANAGEMENT	\$ 355.33
	3/14/2018	AWWA MEETING	\$ 288.08
	6/20/2018	AWWA ANNUAL CONFERENCE	\$ 951.52
Brady, Brian	10/11/2017	CONTRACT HEALTHCARE REIMBURSEMENT	\$ 1,060.19
	12/13/2017	MEDICAL REIMBURSEMENT	\$ 1,163.08
	01/17/2018	CELL & LAPTOP REIMB OCT TO DEC 2017	\$ 276.03
Cabalbag, Filomeno	02/14/2018	RETIREMENT RECOGNITION GIFT	\$ 437.93
Campos, Antonio	07/19/2017	EMPLOYEE OF THE QUARTER MAY 2017	\$ 100.00
	06/06/2018	REIMBURSEMENT EMPLOYEE OF THE QUARTER AWARD	\$ 100.00
Castell, Devin	10/11/2017	TRI-STATE REIMBURSEMENT	\$ 715.44
	11/22/2017	20 YRS SERVICE AWARD	\$ 200.00
	05/23/2018	REIMBURSEMENT FOR MEMBERSHIP RENEWAL CWEA	\$ 180.00
Cavender, Jason	01/31/2018	UNIFORM REIMBURSEMENT	\$ 240.53
Chaffin, Lisa	03/21/2018	REINBURSEMENT GM & PUR SUPER INTERVIEWS	\$ 131.70
Clark, Paula	08/30/2017	HOTEL AND MILEAGE CONFERENCE EFFECTIVE UTILITY MGMT	\$ 1,080.32
	09/13/2017	CELL PHONE 3-29 TO 8-28-17	\$ 300.00
	12/06/2017	CELL PHONE 8/29 - 11/2817	\$ 180.00
	02/14/2018	BUDGET GFOA CONF	\$ 630.09

FALLBROOK PUBLIC UTILITY DISTRICT**Reimbursement to Board and Staff Members \$100.00 or more (July 1st 2017 to June 30th 2018)**

EMPLOYEE	DATE	DESCRIPTION	AMOUNT
Couveau, Joshua	11/01/2017	YEARS OF SERVICE AWARD	\$ 100.00
Cox, Aaron	10/11/2017	TRI STATE REG AND ROOM	\$ 699.42
	11/15/2017	SERVICE AWARD 15 YRS	\$ 150.00
Deem, David	07/19/2017	CWEA Conference, Cert Renewal REISSUED CHECK	\$ 1,075.59
Demeo, Jennifer	10/04/2017	MILEAGE	\$ 101.65
Denke, Noelle	01/24/2018	FRAMES/PRIZE BAGS FOR CALENDAR CONTEST	\$ 163.25
	03/21/2018	MILEAGE: FEB-MAR 2018	\$ 118.59
Drake, Kyle	09/21/2017	PR #7 ADVANCE	\$ 2,100.00
	10/11/2017	TRI-STATE	\$ 348.48
Eilers, marcella	07/26/2017	REFUND FOR OVER PAID SDI TAX	\$ 159.10
Gebhart, Al	09/13/2017	MILEAGE/ CARE RENTAL/ FUEL	\$ 1,119.37
Golem, Todd	10/04/2017	TRI-STATE SEMINAR REIMBURSEMENT	\$ 687.82
Hamilton, Chris	01/04/2018	TUITION REIMBURSEMENT	\$ 212.93
	06/06/2018	TUITON REIMBURSEMENT	\$ 408.77
Hubbard, Kenneth	10/18/2017	TRI STATE	\$ 342.69
Lange, Todd	12/13/2017	CELL PHONE: SEPT TO DEC 2017	\$ 240.00
Lian, Matthew	01/04/2018	D45 TEST REIMBURSEMENT	\$ 130.00

FALLBROOK PUBLIC UTILITY DISTRICT

Reimbursement to Board and Staff Members \$100.00 or more (July 1st 2017 to June 30th 2018)

EMPLOYEE	DATE	DESCRIPTION	AMOUNT
	01/10/2018	CERT EXAM REIMBURSEMENT	\$ 215.00
	04/25/2018	REIMBURSEMENT EMPLOYEE OF THE QUARTER	\$ 100.00
Mehrens, Kerry	12/06/2017	REIMBURSEMENT 10 SERVICE GIFT	\$ 100.00
Perez, Matthew	03/14/2018	PR#19 498.87 GARN TAKEN FROM CK IN ERROR	\$ 498.87
Peterson, Sky	08/30/2017	MEMBERSHIP CWEA	\$ 139.00
	12/13/2017	CERTIFICATION RENEWAL CSM-1	\$ 165.00
	04/25/2018	REIMBURSEMENT FOR INCORRECT PAYROLL DEDUCTIONS	\$ 2,272.90
Ragsdale, Larry	03/14/2018	REIMBURSEMENT JPIATRAINGING CONFER	\$ 165.44
Rule, Duane	07/12/2017	CELL PHONE: MARCH THRU JULY 2017	\$ 300.00
	10/11/2017	PELRAC REIMBURSEMENT	\$ 243.01
	11/15/2017	CELL PHONE REIMBURSEMENT SEPT, OCT NOV 2017	\$ 180.00
	01/10/2018	HR DUTIES AND MILEAGE	\$ 2,982.33
	02/07/2018	HR DUTIES	\$ 1,137.50
	04/04/2018	REIMBURSEMENT FICA EE & PERS PEPRA EE	\$ 136.96
	04/04/2018	REIMBURSEMENT FICA EE & PERS PEPRA EE	\$ 450.76
Shank, David	12/06/2017	PHONE REIMBURSEMENT OCT/NOV 2017	\$ 120.00
	03/21/2018	REIMBURSEMENT CELL PHONE	\$ 120.00
	05/09/2018	MEDICAL REIMBURSEMENT	\$ 137.52
	05/09/2018	CELL PHONE OCT TO NOV, FEB TO MAR, MAR TO APR	\$ 180.00
Shannon, Colter	03/21/2018	REISSUE OF LOST PAYROLL CHECK	\$ 1,470.02

FALLBROOK PUBLIC UTILITY DISTRICT**Reimbursement to Board and Staff Members \$100.00 or more (July 1st 2017 to June 30th 2018)**

EMPLOYEE	DATE	DESCRIPTION	AMOUNT
Stone, Steve	03/07/2018	TUITION REIMBURSEMENT	\$ 162.53
	03/28/2018	REIMBURSEMENT BOOT INSERTS	\$ 250.00
	06/06/2018	TUITION REIMBURSEMENT	\$ 186.00
Taylor, Eddie	11/29/2017	30 YR SERVICE AWARD	\$ 300.00
Theodore, Tedd	11/01/2017	YEARS OF SERVICE AWARDS	\$ 500.00
Toma, Orneen	05/09/2018	CWEA ANNUAL CONF AND EXPENSES	\$ 1,698.03
	05/30/2018	LUNCH FOR DEPT 8 STAFF	\$ 151.02
Wolfe, Jeff	08/30/2017	MEMBERSHIP CWEA	\$ 139.00
	11/15/2017	REIMBURSEMENT CSM1 CERT	\$ 165.00