



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

**AGENDA**

**MONDAY, FEBRUARY 24, 2020  
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) 999-2704 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 FEBRUARY 2020

1. Chris Hamilton

B. INTRODUCTION OF NEW EMPLOYEE

1. Hugo Santillan, Utility Worker 1

C. EMPLOYEE ANNOUNCEMENTS

1. Jeff Evans

**II. CONSENT CALENDAR----- (ITEMS D – E)**

*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.*

- D. APPROVAL OF MINUTES  
1. January 27, 2020 Regular Board Meeting

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

- E. NOTICE OF COMPLETION – DE LUZ ROAD PIPELINE REPLACEMENT

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

**III. INFORMATION----- (ITEMS F – G)**

- F. REVIEW OF COMMUNICATION PLAN

Presented by: *Noelle Denke, Public Affairs Specialist*

- G. ENGINEERING AND OPERATIONS KEY PERFORMANCE INDICATORS

Presented by: *Aaron Cook, Senior Engineer*

**IV. ACTION / DISCUSSION CALENDAR ----- (ITEMS H – M)**

- H. CONSIDER REVISION OF ADMINISTRATIVE CODE ARTICLE 29, DISTRICT EMERGENCY RESPONSE PLAN (ERP); RESOLUTION NO. 4990

Recommendation: *That the Board adopt Resolution No. 4990 revising Administrative Code Article 29, Emergency Action Plan (EAP), with the proposed changes.*

- I. CONSIDER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEATS B AND C

Recommendation: *Staff supports the Board's direction.*

- J. CONSIDER SCADA PROGRAMMING SERVICES FOR SMRCUP

Recommendation: *That the Board authorize a Professional Services Agreement with Zak Controls for an amount not to exceed \$301,738.*

K. CONSIDER WATER RECLAMATION PLANT HEADWORKS COVER REPLACEMENT

*Recommendation:* That the Board authorize award of the headworks cover replacement to the lowest responsible bidder, GSE Construction Company Inc. for \$149,800.

L. CONSIDER LOWER SANTA MARGARITA WATER SUPPLY RELIABILITY PILOT PROJECT

*Recommendation:* That the Board authorize a Professional Services Agreement with Hazen and Sawyer for an amount not to exceed \$745,000.

M. CONSIDER PROFESSIONAL SERVICES AGREEMENT WITH PUDGIL AND COMPANY

*Recommendation:* That the Board approve the General Manager to enter into the attached professional services agreement with Pudgil and Company for a retainer fee of \$5,000 per month to provide public information support services to the District for the detachment/exclusion from the SDCWA and annexation to EMWD process.

V. **PUBLIC HEARING** -----(ITEM N)

N. POTENTIAL INCREASE IN COMPENSATION FOR MEMBERS OF THE BOARD OF DIRECTORS (ADMINISTRATIVE CODE SECTION 2.12); ORDINANCE NO. 346

*Recommendation:* Hold the public hearing and consider adoption of Ordinance No. 346, to increase Board compensation from \$105 to \$110.25 for each day's service to the District and to update Section 2.12 of the District's Administrative Code to reflect the updated amount.

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

1. General Counsel
2. SDCWA Representative Report
3. General Manager
  - a. Engineering and Operations Report
4. Assistant General Manager/Chief Financial Officer
  - a. Financial Summary Report
  - b. Treasurer's Report
  - c. Budget Status Report
  - d. 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

**VII. ADJOURNMENT OF MEETING**

\* \* \* \* \*

**DECLARATION OF POSTING**

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

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

February 19, 2020  
Dated / Fallbrook, CA

/s/ Lauren Eckert  
Executive Assistant/Board Secretary



**M E M O**

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager , JRB  
**DATE:** February 24, 2020  
**SUBJECT:** February 2020 Employee of the Quarter

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Kelly Laughlin, November 2019 Employee of the Quarter, chose Chris Hamilton as the February 2020 Employee of the Quarter for the following reasons:

“Chris is always willing to help find a solution to any problem. He is very easy to work with. He has a good attitude and a great work ethic.”

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

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M E M O

**TO:** Board of Directors  
**FROM:** Lauren Eckert, Executive Assistant/Board Secretary *ll*  
**DATE:** February 24, 2020  
**SUBJECT:** Approval of Minutes

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Recommended Action

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

1. January 27, 2020 Regular Board Meeting.



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

**MINUTES**

**MONDAY, JANUARY 27, 2020  
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) 999-2704 for assistance so the necessary arrangements can be made.*

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**I. PRELIMINARY FUNCTIONS**

**CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM**

President Endter called the Special Meeting of the Board of Directors of the Fallbrook Public Utility District to order at 4:00 p.m. A quorum was established, and attendance was as follows:

**Board of Directors**

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

**Absent:** None

**General Counsel/District Staff**

**Present:** Jack Bebee, General Manager  
Paul de Sousa, General Counsel  
Dave Shank, Assistant General Manager/CFO  
Steve Stone, Field Services Manager  
Lisa Chaffin, Human Resources Manager  
Aaron Cook, Senior Engineer  
Noelle Denke, Public Affairs Specialist  
Kelly Laughlin, Administrative Office Specialist  
Larry Ragsdale, Safety and Risk Officer

Devin Casteel, System Operations Supervisor  
Jacob Hyink, Utility Worker 1  
Mateo Morgan, Systems Operator II  
Kevin Stamper, Utility Worker II  
Sky Peterson, Utility Worker II  
Matt Lian, Systems Operator I  
Jodi Brown, Management Analyst  
Mavis Canpinar, Customer Service Specialist  
Chris Hamilton, Senior Instrumentation & Controls Specialist  
Jeff Wolfe, Utility Worker II  
Abraham Pagan, Instrumentation, Electrical, and Controls Technician 1  
Brandon Stewart, Utility Worker 1  
Lauren Eckert, Executive Assistant/Board Secretary

Also present were others, including, but not limited to: Leticia Maldonado Stamos, Nick Stamos, Eric Heidemann, and Ron Harlan.

#### PLEDGE OF ALLEGIANCE

President Endter led the Pledge of Allegiance.

#### APPROVAL OF AGENDA

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

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

NOES: None

ABSTAIN: None

ABSENT: None

#### PUBLIC COMMENT

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

Leticia Maldonado Stamos stepped to the podium to inquire about a five dollar per month per meter assessment she had heard about but could not find any information about. Director McDougal explained this is in regards to the Community Benefit Program and that at this point, LAFCO is doing their due diligence, and at this point we have not heard back yet regarding the status.

#### A. MANAGER'S AWARD

1. Jacob Hyink
2. Toby Stoneburner

3. Mateo Morgan
4. Kevin Stamper
5. Eddie Taylor
6. Alex Galloway
7. Josh Hargrove
8. Larry Ragsdale
9. Jamison Davis
10. Sky Peterson
11. Bryan Wagner
12. Matt Lian

The Board recognized Jacob Hyink, Toby Stoneburner, Mateo Morgan, Kevin Stamper, Eddie Taylor, Alex Galloway, Josh Hargrove, Larry Ragsdale, Jamison Davis, Sky Peterson, Bryan Wagner, and Matt Lian for receiving Manager's Awards for working through the night on holiday weekends.

**B. COMMENDATION OF MATEO MORGAN WHO ASSISTED THE CITY OF POWAY**

Eric Heidemann, Director of Public Works for the City of Poway, stepped to the podium to address the Board to express the City of Poway's appreciation to Mateo Morgan, Systems Operator II and Devin Casteel, System Operations Supervisor for their assistance in flushing their distribution system and gathering water samples for lab testing.

**C. 2019 EMPLOYEE OF THE YEAR; RESOLUTION NO 4987**

1. Kelly Laughlin

The Board adopted Resolution No. 4987, recognizing and commending Kelly Laughlin for being voted as Employee of the Year for 2019 by her peers.

**D. YEARS OF SERVICE**

1. Jeff Wolfe, Utility Worker II – 5 years
2. Chris Hamilton, Senior Instrumentation & Controls Specialist – 5 years
3. Antonio Campos, Plant Maintenance Worker II – 10 years

The Board recognized Jeff Wolfe and Chris Hamilton for their five years of service and Antonio Campos for his 10 years of service with the District.

**E. INTRODUCTION OF NEW EMPLOYEES**

1. Jodi Brown, Management Analyst
2. Abraham Pagan, Instrumentation, Electrical, and Controls Technician 1
3. Brandon Stewart, Utility Worker 1

General Manager Bebee introduced Jodi Brown as the new Management Analyst, Abraham Pagan as the new Instrumentation, Electrical, and Controls Technician 1, and Brandon Stewart as the new Utility Worker 1.

- F. EMPLOYEE ANNOUNCEMENTS
  - 1. Austin Wendt, Utility Technician

The Board recognized Austin Wendt for his promotion to Utility Technician.

- II. **CONSENT CALENDAR**-----**(ITEMS G – H)**  
*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.*

- G. APPROVAL OF MINUTES
  - 1. December 9, 2019 Combined November/December Regular Board Meeting
  - 2. January 9, 2020 Special Board Meeting

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

- H. CLAIM FOR INUNDATION OF WATER ONTO REAL PROPERTY

*Recommendation: The claim will exceed the District authorized amount of \$10,000 per occurrence; therefore, it is beyond the District's settlement authority and needs to be forwarded to JPIA as required. Staff recommends rejection of the claim and to forward to ACWA/JPIA for resolution.*

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

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

- III. **ACTION / DISCUSSION CALENDAR**-----**(ITEMS I – Q)**

- I. CONSIDER CUSTOMER APPEAL OF WATER CHARGES

*Recommendation: Because the physical read on the meter verified the water usage on the bill, staff recommends that the Board reject Dr. Harlan's appeal and instead proceed*



*with a leak adjustment request. A leak adjustment credit for the 44 Kgal leak would be \$106.44.*

Dr. Ron Harlan stepped to the podium to address the Board regarding a spike in his water usage that was registered to his meter during a period of time when he was not home. Dr. Harlan provided the Board with an overview of the timeline of events that happened while he was on vacation and noted there was no evidence of a leak on his property, which would include greening or large amounts of water present.

Director McDougal asked Dr. Harlan how much he was asking for. Dr. Harlan responded that he was asking for a refund for roughly 45,000 gallons.

MOTION: Director Wolk moved, that although he believed the water was used on the property, he did not want to spend more Board or staff resources, to approve a credit of \$325 on Dr. Harlan's account to take care of the overage for billing and directed staff not to spend any more time on this issue; Vice-President DeMeo seconded. Motion carried; VOTE:

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

#### J. CONSIDER UPS BATTERY REPLACEMENT & MAINTENANCE

Recommendation: *That the Board approve the purchase of S&C's proposal for the amount of \$48,515.*

MOTION: Director Baxter moved to approve S&C's proposal for the amount of \$48,515; Vice-President DeMeo seconded. Motion carried; VOTE:

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

#### K. MID-YEAR BUDGET UPDATE

Presented by: *David Shank, Assistant General Manager/Chief Financial Officer*

Assistant General Manager/CFO Shank presented a slide show that provided an overview and update of the mid-year budget.

Senior Engineer Cook also presented a slide show that provided a mid-year capital improvement project update.

L. PARKING AREA REMODEL

Presented by: Kevin Collins, Purchasing/Warehouse Supervisor

General Manager Bebee provided a brief update of the parking area remodel project, which will include an electric vehicle charging station.

M. CONSIDER CONTRACT AMENDMENT FOR ADDITIONAL TREATMENT FOR THE SANTA MARGARITA CONJUNCTIVE USE PROJECT

Recommendation: That the Board approve a contract amendment with Infrastructure Engineering Corporation for a not to exceed amount of \$771,143 to provide treatment process selection, design services and construction administration additional treatment facilities for the Santa Margarita Conjunctive Use Project. That the Board approve attached resolution 4988 to support an application for grant funds to help address costs associated with the additional treatment facilities.

General Manager Bebee explained this contract amendment went to the Engineering and Operations Committee first. Director Wolk confirmed this is not an additional contract, and General Manager Bebee reiterated this was an amendment to an existing contract and adding additional funds to that contract.

General Manager Bebee explained that Resolution 4988 is to support a grant application to obtain money to offset the amount spent on additional treatment.

MOTION: Director McDougal moved to approve a contract amendment with Infrastructure Engineering Corporation for a not to exceed amount of \$771,143 to provide treatment process selection, design services and construction administration additional treatment facilities for the Santa Margarita Conjunctive Use Project and approve attached Resolution No. 4988 to support an application for grant funds to help address costs associated with the additional treatment facilities; Vice-President DeMeo seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

N. CONSIDER ADOPTION OF RESOLUTION NO. 4989, AMENDING ADMINISTRATIVE CODE ARTICLE 21 TO COMPLY WITH REQUIREMENTS OF SB998 AND IMPLEMENTATION OF OTHER CUSTOMER SERVICE CONVENIENCE FEATURES

Recommendation: That the Board Adopt the Recommended Residential Discontinuation of Service Policy and Resolution No. 4989 amending Article 21 of the District's Administrative Code.

Assistant General Manager/CFO, Dave Shank, announced that SB 998 standardizes the shut off policy of residential water services. The proposed Residential Discontinuation of Service Policy meets the requirements set by SB 998 and allows the District to be compliant with the SB 998 requirements.

Customer Service Specialist, Mavis Canpinar presented a slide show to show the Board the current Customer Service enhancements the District has implemented and how they provide a positive experience for the District's customers.

MOTION: Vice-President DeMeo moved to Adopt the Recommended Residential Discontinuation of Service Policy and Resolution No. 4989 amending Article 21 of the District's Administrative Code; Director McDougal seconded. Motion carried; VOTE:

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

O. CONSIDER ANNUAL REVIEW OF DIRECTORS' PER DIEM COMPENSATION

Recommendation: Staff supports Board decision.

General Counsel de Sousa announced that the Board can vote to increase Director's per diem by five percent each year, but must review this process each year. She went on to explain that the process to increase Director's per diem includes scheduling a noticed public hearing before adopting an ordinance to increase the per diem.

MOTION: Director McDougal moved to begin the process of increasing Director per diem compensation by 5%, which will require a noticed Public Hearing in February; Vice-President DeMeo seconded. Motion carried; VOTE:

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

P. CONSIDER UTILITY TECHNICIAN JOB DESCRIPTION REVISIONS AND RECLASSIFICATION OF BACKFLOW/CROSS-CONNECTION TECHNICIAN POSITION TO UTILITY TECHNICIAN

Recommendation: *The Personnel Committee recommends Board approval of the reclassification of the Backflow/Cross-Connection Technician position to Utility Technician; and the related changes to the Utility Technician job description, the District organizational chart and salary table.*

Vice-President DeMeo announced the Personnel Committee met to review the reclassification of the Backflow/Cross-Connection Technician to Utility Technician and that it made a lot of sense considering his is a neutral change. This change does not cost the District any money and is an efficient change.

General Manager Bebee explained this change will allow this position to also respond to leaks in addition to the position's current duties.

MOTION: Director McDougal moved to approve the reclassification of the Backflow/Cross-Connection Technician position to Utility Technician; and the related changes to the Utility Technician job description, the District organizational chart, and salary table; Director Wolk seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

#### Q. CONSIDER AMI METER SERVICE REPLACEMENT PROGRAM

Recommendation: *That the Board approve the purchase of Badger meters (National Meter and Automation Inc.) per attached for \$173,144.55 (including sales tax) and Inland Water Works Supply Co. for 100W ERTs and Antennas per attached for \$97,203.43 (including sales tax) in order 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.*

Director McDougal stated these meters are very helpful and something everyone should find useful. He questioned if these would work on larger meters as well. General Manager Bebee stated they would work on all meters, as it is the transmitter on the meter.

MOTION: Director McDougal moved to approve the purchase of Badger meters (National Meter and Automation Inc.) per attached for \$173,144.55 (including sales tax) and Inland Water Works Supply Co. for 100W ERTs and Antennas per attached for \$97,203.43 (including sales tax) in order 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; Director Baxter seconded. Motion carried; VOTE:

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

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

1. General Counsel
  - General Counsel de Sousa reminded the Board it is time to file the annual Form 700.
2. SDCWA Representative Report
  - General Manager Bebee provided an overview of the written reports included in the board packet.
3. General Manager
  - a. Engineering and Operations Report
    - General Manager Bebee explained the Engineering and Operations KPI report will be presented at the February Regular Board Meeting.
4. Assistant General Manager/Chief Financial Officer
  - a. Financial Summary Report
  - b. Treasurer’s Report
  - c. Budget Status Report
  - d. 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, Noelle Denke, announced she is finalizing a press release on the New Year’s Eve incident and is working on distributing that to customers.
6. Notice of Approval of Per Diem for Meetings Attended
  - President Endter provided notification to the Board that he approved Vice-President DeMeo’s attendance to the Women in Water Symposium, on Thursday, January 16, 2020.
7. Director Comments/Reports on Meetings Attended
  - Vice-President DeMeo gave a brief overview of her attendance at the Women in Water Symposium, as well as her attendance at the monthly COWU meeting.
8. Miscellaneous

ADJOURN TO CLOSED SESSION

The Board of Directors adjourned to Closed Session at 5:50 p.m. following an oral announcement by General Counsel de Sousa of Closed Session Item V.1.

**V. CLOSED SESSION ----- (ITEM 1)**

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
SIGNIFICANT EXPOSURE TO LITIGATION PER GC § 54956.9 (d)(2)

*Two (2) Potential Cases*

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 6:10 p.m.

REPORT FROM CLOSED SESSION (*As necessary*)

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

**VII. ADJOURNMENT OF MEETING**


There being no further business to discuss, President Endter adjourned the January Regular Meeting of the Board of Directors of the Fallbrook Public Utility District at 6:10 p.m.

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

MEMO

TO: Board of Directors  
FROM: Aaron Cook, Senior Engineer   
DATE: February 24, 2020  
SUBJECT: Notice of Completion – De Luz Road Pipeline Replacement

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Purpose

To file a Notice of Completion for the De Luz Road Pipeline Replacement Project with the San Diego County Recorder.

Summary

The contract for De Luz Pipeline Replacement, Job Number 3065-DLRD, was completed on January 21, 2020. The Contract was awarded to EJ Meyer. The final total contract amount was \$872,714.54. The original contract was awarded on February 25, 2019 in the amount of \$888,888. The final cost was slightly lower than originally contracted due to a planned sewer line relocation that was ultimately not necessary and removed from the contractor's scope of work.

Budgetary Impact

There is no budgetary impact to record the Notice of Completion. The adopted budget for Fiscal Years 2018-19 allocated \$875,000 for the project.

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 92028

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**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 92028.
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 92028

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	None

7. The work of improvement on the property hereinafter described was completed on **January 21, 2020**.
8. The name of the original contractor, if any, for the work of improvement was: **EJ Meyer**  
The kind of work done or material furnished was for the **DeLuz Road 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: **DeLuz Road**
10. The street address of the said property is: **DeLuz Road**

DATED: February 18, 2020

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Aaron Cook, Senior Engineer  
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 February 18, 2020, at Fallbrook, California.

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Signature



**M E M O**

**TO:** Board of Directors  
**FROM:** Noelle Denke, Public Affairs Specialist  
**DATE:** February 24, 2020  
**SUBJECT:** Review of Communication Plan

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Purpose

For Board to review the District communication plan for 2020.

Summary

Community outreach is one of the five key focus areas identified in the District Strategic Plan. Part of the strategy identified under this strategic focus area is to improve our messaging to customers.

In order to help achieve the objectives in this area, District staff prepared a draft communication plan that outlines proposed communication and outreach activities for the District through the current calendar year. A brief presentation will be provided to outline key aspects in the plan. Given the wide range of media that people currently use to receive information, one significant new activity outlined in the plan is expanding the successful summer intern program and recruiting for a high school social media intern.

# District Outreach and Communication Plan for FY 2019/2020

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District Mission Statement: To benefit the community of Fallbrook by providing efficient and reliable services.

## # 1 Strategic Focus Area | Water Supply

**District Goal:** Provide a reliable, cost-effective water supply through implementation of local water supply projects.

### Fiscal Year 2019-20 District Objectives:

1. Award and initiate construction of the SMRCUP in order to begin delivery of local water by 2022.
2. Continue to evaluate funding alternatives including additional grants to continue to expand recycled water service to increase utilization of existing supplies.
3. Implement grant funded Indirect Potable Reuse (IPR) pilot project with Camp Pendleton to lay the groundwork to increase the reliability and availability of local water supplies.

### Public Outreach and Communication Objectives

1. Develop a webpage focused on the Santa Margarita Conjunctive Use Project. Produce a frequently Asked Questions (FAQs) document for the website that addresses water costs, reliability and quality.
2. Produce outreach materials on the IPR project with Camp Pendleton.

## # 2 Strategic Focus Area | Infrastructure

**District Goal:** Maintain reliable infrastructure to our customers in the most cost-effective manner.

### Fiscal Year 2019-20 District Objectives:

1. Complete capital projects in accordance with approved budget and asset-management plan. Maintain utilization of District construction crews with proactive replacements versus reactive repairs.
2. Complete an update to the asset-management plan to help prioritize projects. This will help ensure lower cost alternatives are evaluated before full replacement of buried infrastructure.

### **Public Outreach and Communication Objectives**

1. Provide outreach to impacted areas prior to construction activities on capital projects.

## **#3 Strategic Focus Area | Efficiency**

**District Goal:** Create a District culture of continuous improvement through the implementation of systems, processes and goals for all aspects of the organization.

### **Fiscal Year 2019-20 District Objectives:**

1. Continue implementation and reporting of Key Performance Measures (KPIs) for engineering and operations. Develop KPIs for administration, finance and public outreach. Tie measures to nationally recognized Effective Utility Management (EUM) goals and measure against applicable national bench-marks.
2. Improve the efficiency of operations through mobile implementation of work order and service order processes through implementation of a new Enterprise Asset Management (EAM) System.
3. Build off recently implemented regional collaboration programs to further evaluate reducing operating costs through sharing resources without reducing the level of service.

### **Public Outreach and Communication Objectives**

1. Include article in mini-newsletter on key efficiency improvement made by District.

## #4 Strategic Focus Area | Community

**District Goal:** Improve experience for our customers to help provide a positive impact on the community we serve.

### **Fiscal Year 19-20 District Objectives:**

1. Continue to focus communications with customers using a customer perspective. Provide additional ongoing training to staff on customer service.
2. Promote the District role in helping benefit the community. Lead overall Santa Margarita Watershed group meetings to support coordination among preservation activities. Look to expand high-school internship program. Evaluate opportunities to further expand services to support the community.
3. Hold additional workshops to promote the AMI “smart meter” implementation, and provide training for customers to learn how to use this service to help reduce water costs.
4. Continue to improve customer engagement through social media and quarterly newsletters.
5. Further improve the District budget to identify clearly to the public how costs are allocated and how resources are being managed. Continue to produce a CAFR and achieve a GFOA and California Society of Municipal Finance Officers (CSMFO) budget awards for the Fiscal Year 2019-20 Budget. Achieve District Transparency Certificate of Excellence from the California Special District’s Association (CSDA).

### **Public Outreach and Communication Objectives**

Continue to improve our transparency to our ratepayers and get the District’s message out. Recognizing there are several different audiences in Fallbrook who want their news in different ways, we will tailor that outreach in the following ways: those who want news through social media, those who benefit getting news through mini-newsletter ads and press releases in the Village News, those who would like a short quarterly newsletter in the mail, and those who look to the website. We will also begin adding bill stuffers as appropriate.

### **District Newsletter**

Prepare a quarterly District newsletter to mail to customers that identifies positive progress being made at the District.

### **Village News Articles**

Run a ¾-page ad/mini newsletter every month with current news updates.

### **Social Media**

Continue to develop and expand social media. Explore the merits of adding Nextdoor to the social media plan. Currently a team of three (Noelle Denke, Mavis Canpinar and Mick Cothran) coordinate posts on Facebook and Twitter. The posts have been highly regarded and engagement is growing.

### **District Video**

Begin to develop a District Video for use on social media and our website to get out the positive message of how hard our crews work to get water to their taps. Consider adding humor to the video to keep viewers engaged. Evaluate having a student intern assist.

### **AMI Meter Program**

Hold additional workshops to promote the AMI “smart meter” implementation, and provide training for customers to learn how to use this service to help reduce water costs.

### **Keep Customers Informed of Progress with Potential De-annexation**

As the process develops, produce FAQ sheet, website page devoted to progress, regular articles and social media posts as appropriate.

### **Community Events**

Continue District presence at community booths and events to illustrate District commitment to the community – events like Avocado Festival, Arts in the Park, Harvest Faire and others. Organize a community outreach event at the District office to highlight key customer improvements as well as efforts to save money.

### **Calendar Contest**

Annual artwork contest that begins with classroom presentations to 4<sup>th</sup> graders in September and October. Presentations culminate in a contest to create a Be Water Smart poster. The top 14 are judged and placed into a calendar that is given away free to District customers.

The winning students are recognized at the December board meeting. Their parents and teachers are invited. The contest provides significant positive exposure for the District.

### **Consumer Confidence Report and Urban Water Management Plan**

Continue annual Consumer Confidence Report and other required, regulatory reports that provide transparency to customers.

### **Engage and Work with Community Groups**

Regularly engage with local community groups and entities like Fallbrook Beautification Alliance, Fallbrook Rotary Clubs, Fallbrook Community Forum and Mission Resource Conservation District.

## **#5 Strategic Focus Area | Workforce**

**Goal:** Develop a resilient organization so that key positions can be filled internally with capable staff with proper training and education.

### **District Fiscal Year 2019-20 Objectives:**


1. Develop the framework for a formal program to identify future leaders in the organization and provide them training and a clearer sense of future opportunities. Look to leverage capabilities of existing staff and expand their responsibility when they show potential.
2. Continue to expand cross-training and external training program for staff, and provide new opportunities and challenges for motivated employees. Reconstitute programs and events to recognize employees and improve employee recognition program.
3. Participate in regional efforts to improve local education, training and internship programs to bring more qualified applications into the industry.
4. Participate in key local and national organizations in the water/wastewater industry, including participating in presentations on District and trainings to improve recognition of the District as an effectively managed and forward-looking utility.

### **Public Outreach and Communication Objectives**

#### **Expansion and Continuation of High School Internship**

Since the summer internship program has been successful for two years, begin recruiting a paid high school social media intern to help with creative, regular posts. Continue the paid, eight-week program during the summer break. The objective is to increase interest in the District and potentially draw local talent to the District's workforce. The intern spends time with each department: accounting/customer service, engineering, collections, construction and maintenance, meter services, system operations, wastewater treatment, and public affairs. The final project is for the intern to give a brief PowerPoint presentation to the board to illustrate what was learned.

**M E M O**

**TO:** Board of Directors  
**FROM:** Jason Cavender, Operations Manager   
**DATE:** February 24, 2020  
**SUBJECT:** Engineering and Operations Key Performance Indicators

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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. District KPIs are largely focus on Capital Improvement Projects (CIP), Preventative Maintenance (PM), leak response, and regulatory compliance.

Recommended Action

This is an information item. No board action needed.



MEMO

**TO:** Board of Directors  
**FROM:** Larry Ragsdale, Safety & Risk Officer   
**DATE:** February 24, 2020  
**SUBJECT:** Consider Revision of Administrative Code Article 29, District Emergency Response Plan (ERP); Resolution No. 4990

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Description

Request modification of Article 29 of the Administrative Code.

Purpose

The District has and maintains an Emergency Response Plan (ERP), which establishes detailed guidelines and actions when an emergency arises. The ERP is maintained as a separate document from the District's Administrative Code. The Emergency Action Plan (EAP) is being added to the District's Administration Code to provide guidance to staff and visitors in the event of an emergency impacting the District's facilities and occupants. This includes staff roles and responsibilities during an event, paths of egress and areas to congregate.

Budgetary Impact

There is no budgetary impact of this action.

Recommended Action

That the Board adopt Resolution No. 4990 revising Administrative Code Article 29, Emergency Action Plan (EAP), with the proposed changes.

## **Attachment A**

**Article 29. Emergency ~~Response-Action~~ Plan (ERPEAP)**

The Fallbrook Public Utility District has adopted an Emergency ~~Response-Action~~ Plan for internal use by its officers, employees and Directors. The plan sets guidelines to use when an emergency arises.

The District's Emergency ~~Response-Action~~ Plan (ERPEAP) is made a part of this Administrative Code and incorporated into the District's Injury/Illness Prevention Program (IIPP).

<b>ARTICLE 29</b>
Program Adopted 6/94

## **Attachment B**

**RESOLUTION NO. 4990**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE FALLBROOK PUBLIC UTILITY DISTRICT AMENDING ARTICLE 29 OF THE DISTRICT'S ADMINISTRATIVE CODE**

**WHEREAS**, the Fallbrook Public Utility District ("FPUD") is a Public Utility District formed in 1922, and is organized under the provisions of the Public Utility District Act, (Public Utilities Code § 15500 et seq.); and

**WHEREAS**, the District desires to update and modify Article 29 of its Administrative Code,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Fallbrook Public Utility District as follows:

1. **Recitals.** The forgoing recitals are true and correct and are incorporated herein and are made an operative part of this Resolution.
2. **Amendments to Article 29.** Article 29 (Emergency Response Plan) of the District's Administrative Code is hereby amended as set forth in Exhibit A, attached hereto and incorporated herein. Except as specifically amended by Exhibit A, Article 29 shall remain unchanged and in full force and effect.
3. **Severability.** If any section, subsection, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.
4. **Effective Date.** This Resolution shall take effect immediately upon adoption by the Board of Directors of the Fallbrook Public Utility District.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

Exhibit A: Amendments to Article 29

**EXHIBIT A  
ARTICLE 29 AMENDMENTS**

**Article 29.   Emergency Action Plan (EAP)**

The Fallbrook Public Utility District has adopted an Emergency Action Plan for internal use by its officers, employees and Directors. The plan sets guidelines to use when an emergency arises.

The District’s Emergency Action Plan (EAP) is made a part of this Administrative Code and incorporated into the District’s Injury/Illness Prevention Program (IIPP).

ARTICLE 29
Program Adopted 6/94

## **FALLBROOK PUBLIC UTILITY DISTRICT EMERGENCY ACTION PLAN (EAP)**

All employees will follow the guidelines below when an emergency arises. All employees will be required to participate in all "training elements."

- 1) The Operations Manager (or designee) will be the individual responsible for coordinating the Emergency Response Plan. His responsibilities include, but are not limited to:
  - A. Assessing the situation to determine if an emergency exists that requires activating the District Emergency Action Plan.
  - B. Directing all efforts in the area, including evacuating personnel and minimizing property loss.
  - C. Ensuring that outside agencies are called when necessary.
  - D. Directing shutdown of operations, when necessary.
  - E. Direct the Emergency Response Team.
  
- 2) If a major emergency involving fire or threat of an explosion occurs, and evacuation of the building and/or yard is necessary, the following will be done:
  - A. The Receptionist will alert all employees by way of the intercom system that there is an emergency and that all employees will evacuate to the announced designated meeting area.
  - B. The Operations Manager will establish his "command post" next to where the employees are to be evacuated.
  - C. Alternate communications can be the District's cellular phone, radio system (high band and low band), and coordination with the Sanitary District's base station with our radio system.
  - D. Regular updating of off-duty emergency on-call personnel will help keep the answering service current on who to notify during off-hours.
  
- 3) The Operations Manager (or designee) will be responsible to account for all personnel and notify authorities if anyone is believed missing. No personnel shall leave the scene until a total head count has been conducted (unless it is not safe to remain). Do not leave this area until the Operations Manager (or designee) or your supervisor knows you are leaving.
  
- 4) The Emergency Response Team (ERT) has to be able to distinguish between an emergency that they can handle and one that needs professional emergency aid. The emergency response team will be trained in the following:
  - A. Use of various types of fire extinguishers;
  - B. First Aid and CPR;
  - C. Shutdown procedures including all electric panels, gas main and location of the shut off devices;
  - D. Evacuation procedures;
  - E. Use of breathing apparatus (when applicable);
  - F. Search and rescue procedures (if there is a major disaster).

5) The Emergency Response Team members are:

- A. Operations Manager,
- B. Field Service Manager,
- C. All Department Supervisors,
- D. Safety & Risk Officer.

6) Employee Accountability Procedures after Evacuations:

- A. When an evacuation signal is given, each supervisor involved will assume a station in the vicinity of the designated evacuation area. Supervisor will insure all personnel are evacuated and will provide assistance to employees requiring same.
- B. All employees will proceed to a designated evacuation area for a head count by their supervisor. Supervisors will then report their department's status to Safety or designee. No one is to re-enter the building or yard for any reason until the Fire Department or other responsible agency has notified the District the building or yard is safe for re-entry



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## BUILDING EVACUATION

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### IN THE OFFICE OR YARD:

- 1) Each employee is to be aware of all marked exits from the area and building.
- 2) When evacuating the building, do not collect your personal belongings (purse, brief case, etc.) leave by walking quickly to the nearest marked exit and ask others to do the same. **DO NOT RUN.**
- 3) Assist all customers and the handicapped in exiting the building.
- 4) When outside, proceed to the announced designated meeting area. Keep well away from the building and keep clear of emergency vehicles. Do not leave this area until the Operations Manager or your supervisor knows you are leaving.
- 5) Supervisors, to the best of their ability, and without re-entering the building, will report to the Operations Manager if everyone has evacuated the area safely.
- 6) Do not return to the building until being told it is OK to do so by the Fire Dept. or Police.

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## FIRE

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### IN THE OFFICE OR YARD:

- 1) Know the location of fire extinguishers in your area and know how to use them.
- 2) In case of fire, immediately call 911. Give your name and describe the location and size of the fire.
- 3) On a minor fire that appears to be controllable, promptly direct the charge of a fire extinguisher toward the base of the flame. Get help if necessary.
- 4) On large fires that are not immediately controllable, promptly or after using the extinguisher, close all doors to confine the fire and reduce the oxygen - but do not lock doors.
- 5) Notify the receptionist to alert employees and instruct them to evacuate the building by quickly walking to the nearest exit, (being sure to collect your personal belongings, purse, brief case, etc.) and alerting people as you go.
- 6) Once outside, move to the announced designated meeting area, and stay well away from the building. Do not leave this area until the Operations Manager or your supervisor knows you are leaving. Keep clear of emergency vehicles.
- 7) Do not return to the building until being told it is OK to do so by the Fire Dept. or Police.

### IN THE FIELD:

- 1) Notify the office, by radio, to report the fire to the fire department. Be sure to describe the location, type of fire and the area involved.
- 2) On a minor fire that appears to be controllable, promptly direct the charge of a fire extinguisher toward the base of the flame.
- 3) If in a remote area, coordinate to meet the Fire Dept. at a predetermined location to direct them to the area.

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## VIOLENCE OR CRIMINAL BEHAVIOR

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### IN THE OFFICE OR DISTRICT YARD:

Assist in making the Facility a safe place by being alert to suspicious situations.

- 1) If you witness any suspicious situations do not hesitate, CALL 911 and then, if safe, alert your supervisor or Operations Manager of the situation.
- 2) If you are the victim; or are involved in any on property violation of the law; or witness an on-property violation of the law, such as assault, robbery, theft, overt sexual behavior, etc., DO NOT TAKE ANY UNNECESSARY CHANCES. Notify your supervisor and call 911 and report the following:
  - a. Nature of incident.
  - b. Building location of incident.
  - c. Description of person(s) involved.
  - d. Description of property involved.
- 3) Assist the sheriff when they arrive by supplying them with additional information and ask others to do the same.
- 4) Report to your supervisor the existence of any person loitering or soliciting on District property. These people may be asked to leave if they do not have permission or a proper reason for being on the property. The Sheriff's Dept. is to be called if they refuse to leave when asked.

### IN THE FIELD:

- 1) Do not confront any trespasser(s) on District property.
- 2) If trespassers are observed stay at a safe distance and;
  - a. Report to the Operations Manager, by radio, the area and what activity is going on.
  - b. The Operations Manager will notify the Sheriff's Office who will respond to the area.

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## EXPLOSION – AIRPLANE CRASH OR SIMILAR

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### IN THE OFFICE OR YARD:

- 1) Immediately take cover under tables, desks and any other such objects, which will give you protection against glass or debris.
- 2) After the effects of the explosion have subsided, call 911. Give your name; describe the location and nature of the emergency.
- 3) Evacuate the building being sure to collect your personal belongings (purse, brief case, etc.) and:
  - a. Be aware of any structural damage.
  - b. Stay away from glass doors and windows.
  - c. Do not touch or move any suspicious objects.
- 4) Assist others, especially the injured and handicapped in the evacuation of the building.
- 5) Once outside, move to the announced designated meeting area, away from the affected area. Keep clear of emergency vehicles. Do not leave this area until the Operations Manager or your supervisor knows you are leaving.
- 6) To the best of your ability, and without re-entering the building, determine if everyone has evacuated safely.
- 7) Do not return to the building until being told it is OK to do so by the Fire Dept. or Police.

### IN THE FIELD:

- 1) Notify the office by radio, cell phone, or other means the location, the extent of the incident, and what assistance you need.
- 2) Do not touch or move any suspicious objects.
- 3) Keep a safe distance until emergency help arrives.

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## EARTHQUAKE

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### IN THE OFFICE OR YARD:

- 1) During an earthquake remain calm and quickly follow the steps outlined below.
- 2) If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows shelves and anything else that might fall.
- 3) If outdoors, move quickly away from buildings, utility poles and other structures.
- 4) After the initial shock, evaluate the situation and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for aftershocks.
- 5) Coordinate with management and begin turning off all potentially hazardous equipment such as gas and electric appliances. Damaged facilities should be reported.
- 6) Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the handicapped and injured. DO NOT RUN.
- 7) Once outside, move to the announced designated meeting area away from the building. Keep clear of emergency vehicles. Do not leave this area until the Operations Manager or your supervisor knows you are leaving.
- 8) Do not return to the building until told to do so by police and fire personnel.

### IN THE FIELD:

- 1) Pull over to the side of the road, away from possible falling objects like power lines, telephone poles, trees, buildings, etc. and stay in your vehicle.
- 2) Report to the main office as soon as it is safe to travel. If it is not safe to travel, contact the office or another unit by radio informing them of your location and situation.

**SUBJECT: EMERGENCY NOTIFICATION PROCEDURE OF AMMONIA RELEASE,  
WATER DEPARTMENT**

Ammonia stations are equipped with a Telemetry Alarm System that when activated will page the “on-call” System Operator. If there is no response within 30 minutes, the Operation Manager will then be called.

**REGULAR WORKING HOURS (7:00 AM TO 4:30 PM):**

Fallbrook Service Area:	Cellular Phone #
Standby System Operator	760-497-4096

**AFTER HOURS, WEEKENDS AND HOLIDAYS:** Incoming calls to the District's answering service (760728-1125) will be given to the water department on-call duty person who will be responsible for notifying the following personnel.

Name	Cellular Phone #
Standby System Operator	760-497-4096
Water System Supervisor	760-497-5777
Operations Manager	760-497-4103

## MEMO

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager *JRB*  
**DATE:** February 24, 2020  
**SUBJECT:** California Special Districts Association Board of Directors Call for Nominations Seats B and C; Draft Resolution Nos. 4991 and 4992

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### Purpose

Fallbrook Public Utility District is a member of the California Special Districts Association ("CSDA"). The CSDA Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of CSDA for the remainder of the 2020-2022 term for Seat B, which is currently vacant, as well as for the 2021-2023 term for Seat C.

### Summary

The leadership of CSDA is elected from six geographical networks, and each network has three seats on the Board with staggered 3-year terms. Fallbrook Public Utility District is located within the Southern Network, and the current Call for Nominations is for Seat B, which is currently vacant and Seat C, currently filled by the incumbent, Arlene Schafer of the Costa Mesa Sanitary District, whose term is expiring.

The following can be found in Attachment A for the Board's information: (1) CSDA Board of Directors Call for Nominations Seat B, which includes the commitment and expectations of the role; (2) 2020-2022 Board of Directors Nomination Form; and (3) 2020-2022 CSDA Board Candidate Information Sheet. Additionally, draft Resolution No. 4991 has been prepared in the event the Board of Directors wishes to nominate a candidate.

The following can be found in Attachment B for the Board's information: (1) CSDA Board of Directors Call for Nominations Seat C, which includes the commitment and expectations of the role; (2) 2021-2023 Board of Directors Nomination Form; and (3) 2021-2023 CSDA Board Candidate Information Sheet. Additionally, draft Resolution No. 4992 has been prepared in the event the Board of Directors wishes to nominate a candidate.

The deadline for receiving nominations for Seat B is March 6, 2020. The deadline for receiving nominations for Seat C is March 26, 2020.

### Recommended Action

Staff supports the Board's direction.

# **Attachment A**





**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** January 22, 2020

**TO:** CSDA Voting Member Presidents and General Managers –  
Southern Network

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT:** **CSDA BOARD OF DIRECTORS VACANCY –  
CALL FOR NOMINATIONS: SEAT B – SOUTHERN NETWORK**

The CSDA Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers from the Southern Network who are interested in leading the direction of the California Special Districts Association for the remainder of the 2020 - 2022 term, Seat B which is currently vacant.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Southern Network (see attached CSDA Network Map).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the summer/fall.  
*(CSDA does **not** reimburse travel related expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however registration fees are covered)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

- Complete Annual Chief Executive Officer Evaluation.

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 6, 2020. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination.

CSDA Southern Network Board Members will conduct interviews of candidates that submitted nominations on March 9 – 13, 2020.

A Board appointment recommendation will be submitted by CSDA Southern Network Board Members for consideration by the full Board on March 27, 2020.

The newly appointed Board Member for the Southern Network Seat B will take office April 1, 2020.

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

**2020-2022 BOARD APPOINTMENT  
FOR SEAT B SOUTHERN NETWORK  
NOMINATION FORM**

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network:  SOUTHERN

District Telephone: \_\_\_\_\_

Candidate Direct Telephone: \_\_\_\_\_

Best Time to Arrange a Call: AM  PM

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax  
amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 6, 2020***



**California Special  
Districts Association**  
*Districts Stronger Together*

**2020-2022 CSDA BOARD APPOINTMENT  
SEAT B SOUTHERN NETWORK  
CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/Minutes:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Additional Candidate Statement** – Please provide an additional statement that includes any personal or professional information that will assist the Board of Directors in making their selections. The preferred formatting for the statement is to be typed with 1-inch margins, 1.5 spacing, 12 pt. Times New Roman font, and no more than 2 pages.





California Special Districts Association

# DISTRICT NETWORKS



**RESOLUTION NO. 4991**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE FALLBROOK PUBLIC UTILITY DISTRICT  
NOMINATING \_\_\_\_\_  
TO THE CSDA BOARD OF DIRECTORS**

\* \* \* \* \*

**WHEREAS**, the Fallbrook Public Utility District (FPUD) is a member district of the California Special Districts Association (CSDA); and

**WHEREAS**, \_\_\_\_\_ began his/her tenure with the Fallbrook Public Utility District in \_\_\_\_\_; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors of the Fallbrook Public Utility District does place its full and unreserved support in the nomination of \_\_\_\_\_ to represent the Southern Network, Seat B, on the CSDA Board of Directors; and

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to CSDA, 1112 I Street, Suite 200, Sacramento, California, 95814, forthwith.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2020, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

## **Attachment B**



**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** January 27, 2020  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however does comp registration for the two events)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



- Complete Annual Chief Executive Officer Evaluation.

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
 Fax: 916.442.7889  
 E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020. The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat C-Fred Ryness, Director, Burney Water District\*  
**Sierra Network** Seat C-Pete Kampa, GM, Saddle Creek Community Services District\*  
**Bay Area Network** Seat C-Stanley Caldwell, Director, Mt. View Sanitary District\*  
**Central Network** Seat C-Sandi Miller, GM, Selma Cemetery District\*  
**Coastal Network** Seat C-Vincent Ferrante, Director, Moss Landing Harbor District\*  
**Southern Network** Seat C-Arlene Schafer, Director, Costa Mesa Sanitary District\*  
 (\* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).

**AGAIN, THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) **by March 26, 2020** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 25, 2020 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 10, 2020.

The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021-2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE DIRECTLY)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax  
amberp@cda.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 26, 2020***



## 2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**



California Special Districts Association  
**DISTRICT NETWORKS**



**RESOLUTION NO. 4992**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE FALLBROOK PUBLIC UTILITY DISTRICT  
NOMINATING \_\_\_\_\_  
TO THE CSDA BOARD OF DIRECTORS**

\* \* \* \* \*

**WHEREAS**, the Fallbrook Public Utility District (FPUD) is a member district of the California Special Districts Association (CSDA); and

**WHEREAS**, \_\_\_\_\_ began his/her tenure with the Fallbrook Public Utility District in \_\_\_\_\_; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors of the Fallbrook Public Utility District does place its full and unreserved support in the nomination of \_\_\_\_\_ to represent the Southern Network, Seat C, on the CSDA Board of Directors; and

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to CSDA, 1112 I Street, Suite 200, Sacramento, California, 95814, forthwith.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors



## M E M O

**TO:** Board of Directors  
**FROM:** Aaron Cook, Senior Engineer *Ac*  
**DATE:** February 24, 2020  
**SUBJECT:** SCADA Programming Services for SMRCUP

---

Description

A SCADA Programming consultant is needed to provide programming for the instrumentation and controls of the new groundwater treatment plant being constructed for the SMRCUP.

Purpose

As part of the SMRCUP Facilities currently under construction, the instrumentation and control system will need to be programmed to operate the new treatment plant and pump stations. The project was designed by Infrastructure Engineering Corporation (IEC) and is being constructed by Joint Venture J.R. Filanc and Alberici. The necessary controls hardware and software were specified in the design, and the contractor is procuring the equipment as part of the construction contract. The development and implementation of the SCADA system is to be completed by the District. To complete that task, a request for professional services was issued to four reputable SCADA programming consultants. Two proposals were received, one from Zak Controls Inc, the other from Enterprise Automation, and the two teams were interviewed by a technical review team consisting of the District's Senior Engineer, Operations Manager, Senior Instrumentation and Controls Specialist, and Construction Manager. Based on this review, the proposal from Zak Controls was identified as the best value to the District. The District has had a positive experience working with Zak Control's designated Project Manager on past projects.

Budgetary Impact

No budgetary impact beyond what was already planned as part of the SMRCUP. The State SRF loan for the construction of the SMRCUP Facilities included \$400,000 allocated for SCADA programming and integration services.

Recommended Action

That the Board authorize a Professional Services Agreement with Zak Controls for an amount not to exceed \$301,738.

## M E M O

**TO:** Board of Directors  
**FROM:** Aaron Cook, Senior Engineer *AC*  
**DATE:** February 24, 2020  
**SUBJECT:** Water Reclamation Plant Headworks Cover Replacement

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Description

The existing headworks cover at the Water Reclamation Plant (WRP) has deteriorated and is in need of replacement.

Purpose

The headworks is a concrete structure where all influent wastewater is collected and the initial stage of the treatment process begins. The existing cover, which provides both safety and odor control functions, has deteriorated over time due to the extremely corrosive environment. District staff prepared a bid package for a replacement cover and solicited for general contractor construction bids, which were opened on Wednesday February 12. Four bids were received. A summary of the bid results is below:

Company	Bid Amount
GSE	\$149,800
Tharsos	\$169,000
Genesis	\$177,435
Filanc	\$199,460

GSE Construction Company Inc. was the apparent lowest responsible bidder at \$149,800. GSE has not done work for the District in the recent past, but is a reputable contractor that specializes in the construction of water and wastewater infrastructure.

Budgetary Impact

Funds for the cover replacement were allocated in the approved capital budget for FY2019/20 as part of the \$240,000 intended for WRP Improvements. Based on work completed to date and remaining planned work, including the subject project, staff currently project going over budget by approximately \$30,000 for WRP Improvements. However, even with this specific overage, staff anticipate the overall wastewater expenditures will be within the \$2,060,000 allocated in the capital budget for wastewater.



Recommended Action

That the Board authorize award of the headworks cover replacement to the lowest responsible bidder, GSE Construction Company Inc. for \$149,800.

## M E M O

**TO:** Board of Directors  
**FROM:** Aaron Cook, Senior Engineer *Ac*  
**DATE:** February 24, 2020  
**SUBJECT:** Lower Santa Margarita Water Supply Reliability Pilot Project

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Description

The Lower Santa Margarita Water Supply Reliability Pilot Project will determine the feasibility of developing advanced purification facilities to treat existing recycled water from both Camp Pendleton and the District to increase the availability of local supplies.

Purpose

In an effort to diversify its water resources, the District is currently collaborating with Camp Pendleton to construct the Santa Margarita River Conjunctive Use Project (SMRCUP) Facilities. These facilities will enhance the ability to divert surface flows from the Santa Margarita River for storage in the groundwater basin where they can be extracted, treated, and delivered to FPUD and CPEN customers.

Both FPUD and CPEN also currently operate water reclamation plants within the Lower Santa Margarita River Basin which treat effluent to a tertiary level for use as recycled water. Excess water from both agencies that is not utilized as irrigation is discharged to the ocean. If the treated effluent were to be diverted to the existing Upper Ysidora Percolation Ponds and infiltrated into the groundwater basin, it could be utilized to augment SMRCUP yields for both FPUD and CPEN. This pilot project will determine the most effective non-RO treatment process for and feasibility of utilizing reclaimed water currently discharged to the ocean as groundwater augmentation in the Lower Santa Margarita River Basin.

The pilot project will consist of two pilot facilities and a tracer study. One pilot facility will be located at the District's Water Reclamation Plant and will be designed for live stream discharge to Fallbrook Creek. The other pilot facility will be located at CPEN's Southern Region Tertiary Treatment Plant and will be designed to convey treated water to the percolation ponds.

District staff prepared a request for proposals soliciting professional services to design the pilot treatment systems, assist with complex regulatory compliance, provide oversight to the operations of the pilot system, and produce a feasibility report based on the results of the pilot study. Three proposals were received and reviewed by an evaluation committee consisting of the District's Senior Engineer, Camp Pendleton's Environmental Engineer, Rancho Water's Assistant General Manager, and Rainbow Water's Associate Engineer. The two best proposal teams, Trussell Technologies Inc. and Hazen and Sawyer, were interviewed by the evaluation committee on February 11.

The Hazen and Sawyer team was determined to provide the best value for the District to achieve the goals of the project.

Budgetary Impact

The approved capital budget for FY2019/20 included \$350,000 for the pilot project, with an additional \$350,000 planned for FY2020/21. The estimated total cost of the project is approximately \$1,380,000, half of which will be covered by an IRWM grant. The total project cost includes procurement and operation of the pilot treatment equipment which is not included in the subject professional services agreement.

Recommended Action

That the Board authorize a Professional Services Agreement with Hazen and Sawyer for an amount not to exceed \$745,000.

**M E M O**

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager, *JRB*  
**DATE:** February 24, 2019  
**SUBJECT:** Professional Services Agreement with Pudgil and Company

---

Purpose

For the Board to consider entering into a professional services agreement with Pudgil and Company Group to help the District provide accurate public communications relative to the District's application to San Diego Local Agency Formation Commission (SDLAFCO) for detachment/exclusion from the San Diego County Water Authority (SDCWA) and annexation to Eastern Municipal Water District (EMWD).

Summary and Background

Pursuant to the Board's action to approve the Resolution of Application to SDLAFCO on December 9, 2019, the District is finalizing an application to SDLAFCO to help reduce water costs for District customers. It is important that the District provide accurate information to potential interested parties so they can provide input to SDLAFCO if they either support or oppose the District's application. In addition, SDCWA sent a letter to all our customers in November, which caused many of our customers significant confusion since many ratepayers are not familiar with SDCWA, EMWD or LAFCO. The letter also incorrectly implied that there could be a rate increase and a potentially significant water reliability impact to our customers. Since it is anticipated that SDCWA will continue to send communications to our customers throughout this process, it is important that the District have an overall outreach and communication plan to ensure that timely and accurate information is provided to the public about the impacts of this potential action.

Darren Pudgil with Pudgil and Company was the former Director and Chief spokesman for Mayor Sanders and he has the unique experience to help provide key public information support for this process. His resume is attached for reference.

Recommended Action

That the Board approve for the General Manager to enter into the attached professional services agreement with Pudgil and Company for a retainer fee of \$5,000 per month to provide public information support services to the District for the detachment/exclusion from the SDCWA and annexation to EMWD process.



M E M O

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager, JRB  
Paula C.P. de Sousa Mills, General Counsel  
**DATE:** February 24, 2020  
**SUBJECT:** Public Hearing to Consider Adoption of Ordinance No. 346, Providing for an Increase in Board Member Compensation

---

Purpose

For the Board to hold a public hearing and consider whether to adopt an ordinance increasing the amount of per diem compensation for members of the Board from \$105 to \$110.25.

Summary

On February 25, 2019, the Board of Directors adopted Ordinance No. 343, setting the Board's per diem compensation at \$105 per day for each day's service rendered as a Director by order of the Board or as specified in Section 2.12 of the District's Administrative Code. Directors may only receive compensation from the District for a maximum of 10 days per month.

Under Water Code Section 20202, the Board may increase per diem compensation by up to five percent (5%) for each calendar year since the effective date of the last change to Board compensation. By law, the Board must hold a noticed public hearing to consider an increase in per diem compensation. An ordinance increasing per diem compensation may not take effect for sixty (60) days from the date of adoption and is subject to a referendum.

At its January 27, 2020 meeting, the Board of Directors directed staff to provide notice of a public hearing on February 24, 2020 to receive public comments regarding a proposed increase to the Board's per diem compensation from \$105 to \$110.25.

A public hearing notice (Attachment 1) was published in the Fallbrook and Bonsall Village News on February 7, 2020, and February 14, 2020. After holding the public hearing, the Board may consider adoption of Ordinance No. 346 (Attachment 2), which would set the new rate of compensation at \$110.25 effective April 26, 2020, unless the voters of the District successfully petition for a referendum on the ordinance. The ordinance would also update Section 2.12 of the District's Administrative Code to reflect the updated amount.

Recommended Action

Hold the public hearing and consider adoption of Ordinance No. 346, to increase Board compensation from \$105 to \$110.25 for each day's service to the District and to update Section 2.12 of the District's Administrative Code to reflect the updated amount.

Attachments

Attachment A: Copy of Public Hearing Notice

Attachment B: Proposed Ordinance No. 346

# **Attachment A**

NOTICE OF PUBLIC HEARING  
FALLBROOK PUBLIC UTILITY DISTRICT POTENTIAL INCREASE  
IN COMPENSATION FOR MEMBERS OF THE BOARD OF  
DIRECTORS

NOTICE IS HEREBY GIVEN that on February 24, 2020, the Board of Directors of the Fallbrook Public Utility District will hold a public hearing at 4:00 p.m., or as soon thereafter as practicable, at 990 E. Mission Road, Fallbrook, CA 92028 as part of the Regular Meeting of the Board. The Board will hold the public hearing in order to receive oral and written testimony regarding the proposed adoption of Ordinance No. 346.

Written comments may be filed at any time prior to conclusion of the public hearing. Those desiring to orally comment may do so during the hearing. Written comments should be addressed to the attention of the Board Secretary, at the above-mentioned address.

Upon conclusion of the hearing, the Board will consider adoption of proposed Ordinance No. 346, which would increase the amount of compensation for members of the Board of Directors. A copy of proposed Ordinance No. 346 will be posted in the District's office at least five (5) days before the meeting where the ordinance will be considered. Copies of the Ordinance will also be available at that time by calling the District at (760) 728-1125 or at the District's web site: [www.fpud.com](http://www.fpud.com).



## **Attachment B**

**ORDINANCE NO. 346**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT  
SETTING THE AMOUNT OF PER DIEM COMPENSATION  
FOR THE BOARD OF DIRECTORS**

\* \* \* \* \*

**WHEREAS**, Public Utilities Code Section 16002 provides that the Board of Directors may increase the amount of per diem compensation that may be received by members of the Board by an ordinance adopted pursuant to Water Code Section 20200, *et seq.*; and

**WHEREAS**, on February 25, 2019, the Board of Directors adopted Ordinance No. 343, setting per diem compensation at \$105 per day; and

**WHEREAS**, Water Code Section 20202 provides that the District may increase the amount of compensation which may be received by members of the Board of Directors in an amount not to exceed five percent (5%) for each calendar year since the effective date of the last adjustment; and

**WHEREAS**, a public hearing to consider an increase in the compensation of the members of the Board was duly noticed in accordance with Water Code Section 20203 and Government Code Section 6066, and said hearing was held on the date hereof.

**BE IT ENACTED BY** the Board of Directors of Fallbrook Public Utility District as follows:

**SECTION I.** The Board of Directors of the District hereby amends Ordinance No. 327, "An Ordinance of the Board of Directors of the Fallbrook Public Utility District Authorizing an Increase in Compensation of Governing Board Members," Section 4, "Director Compensation," as follows:

**Section 4.** DIRECTOR COMPENSATION

Compensation for the Directors of the Governing Board for regular, adjourned and special meetings, to include occurrences set forth in Section 12.1.1 of the Administrative Code, is established at One Hundred Ten Dollars and Twenty-Five Cents (\$110.25) per day for each day's attendance. A Director shall not receive compensation for more than 10 days of service in a month. Increases will be subject to the requirements of California Public Utilities Code Section 16002 and California Water Code Section 20200 *et seq.*

**SECTION II.** All other provisions of Ordinance No. 327, as adopted on January 26, 2009, shall remain unchanged and in full effect.

**SECTION III.** Ordinance No. 343, adopted February 25, 2019, is hereby repealed and shall no longer be of any force or effect.

**SECTION IV.** Section 2.12 of the District's Administrative Code shall be revised to replace "One Hundred and Five Dollars (\$105.00)" with "One Hundred Ten Dollars and Twenty-Five Cents (\$110.25)." All other provisions of Section 2.12 shall remain unchanged and in full force and effect.

**SECTION V.** If any clause or provision of this Ordinance is found to be void or unenforceable by a court of competent jurisdiction, the remaining provisions of this Ordinance shall nonetheless continue in full force and effect.

**SECTION VI.** This Ordinance shall be posted at three public places in the District and shall be caused to be published pursuant to Section 6061 of the Government Code in the Fallbrook Village News, a newspaper of general circulation. This Ordinance shall take effect on April 26, 2020, which date is one year from the operative date of the last adjustment and is no less than 60 days after its passage.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24th day of February, 2020, by a roll call vote, as follows:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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President, Board of Directors

ATTEST:

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Secretary, Board of Directors

1. **MWD Issues**

SDCWA made a counter proposal to the MWD settlement offer. MWD did not respond to the SDCWA offer. At this point, it looks like the litigation will continue.

2. **Regional Conveyance**

There will be a Special Board meeting in March to review the project costs and economics. The decision to move forward on the EIR will be made in June.

3. **FPUD/RMWD Detachment**

The Board has taken to additional actions in open session on detachment. There is an item on the next full Board agenda for an update to the Board.

4. **Key Upcoming Issues**

Some key issues for the upcoming year include:

- Reviewing the long-term fiscal sustainability of SDCWA and determining any structural changes to the rate structure.
- Developing an updated forecast of water demands and the rate impacts of the updated demand forecast.
- Finalizing the new agricultural water program.
- Completing the regional conveyance study including rate impacts of the potential project.

Detailed updates on any of these items will be provided by the General Manager at the request of any Board members.

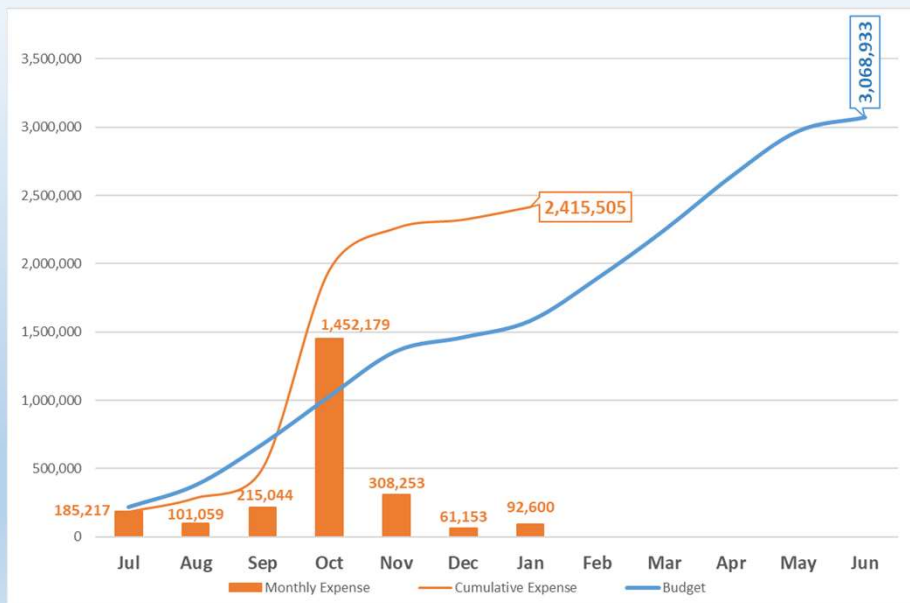


# Fallbrook Public Utility District

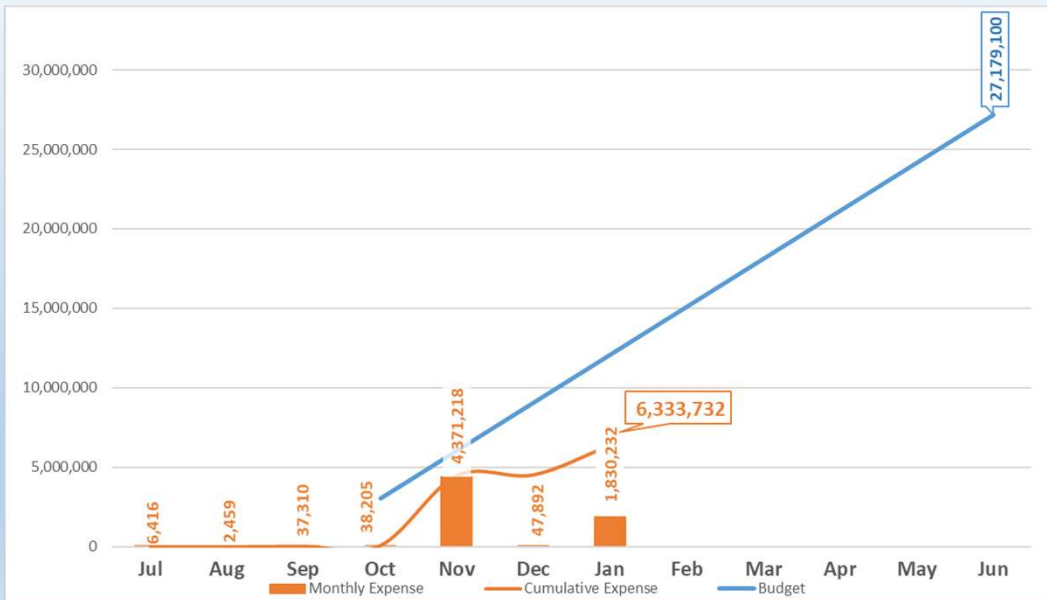
## Engineering and Operations FY20

### Board Meeting February 2020

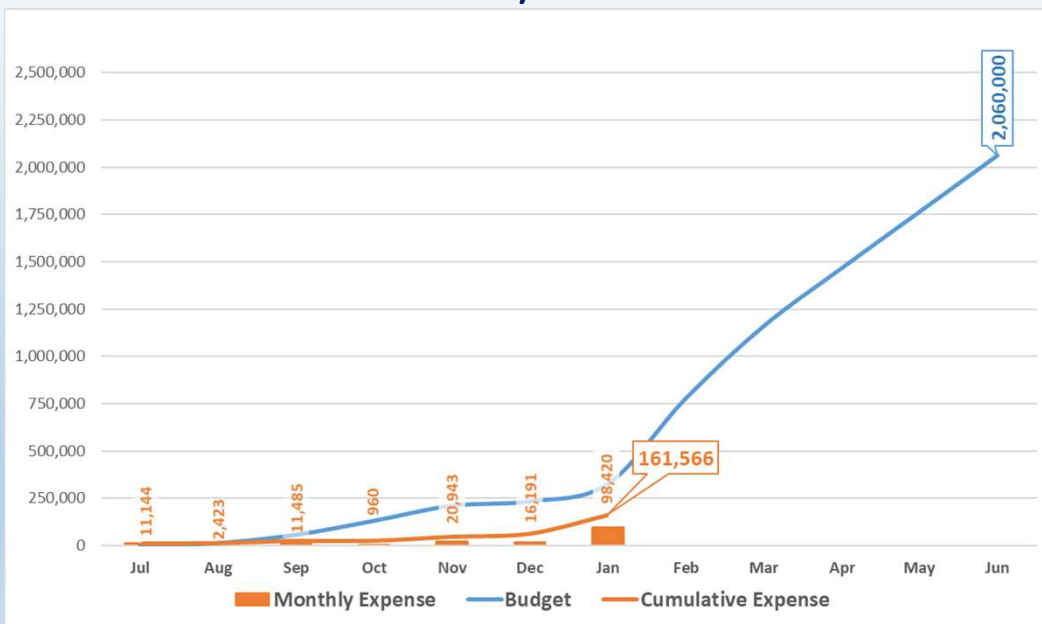
## Water PAYGO CIP FY20



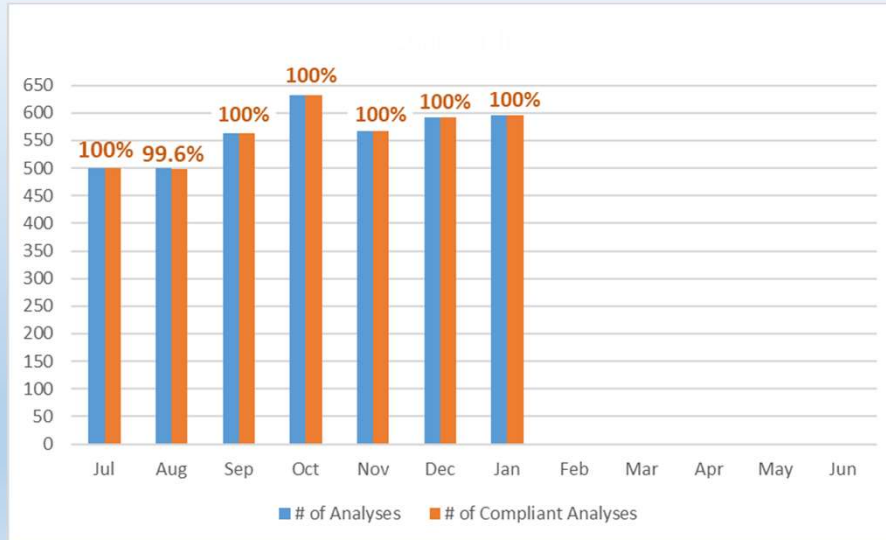
### Water SMRCUP CIP FY20



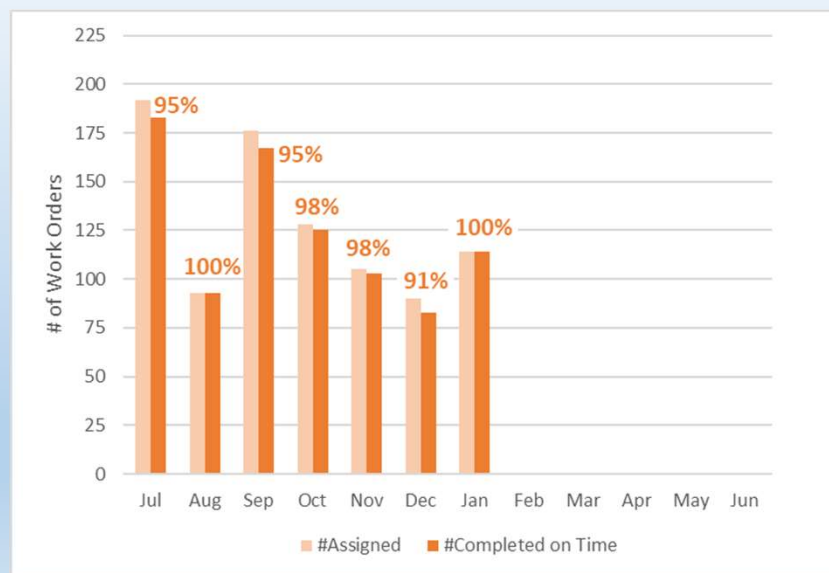
### Wastewater System CIP FY20

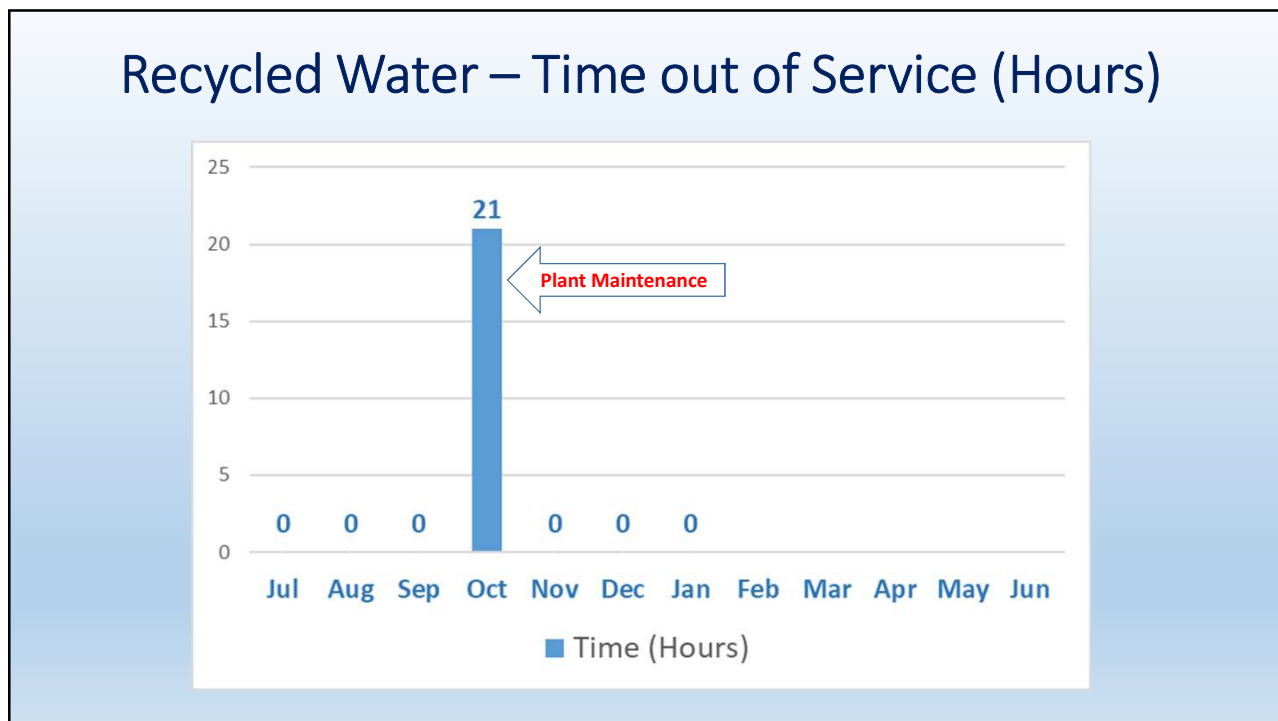
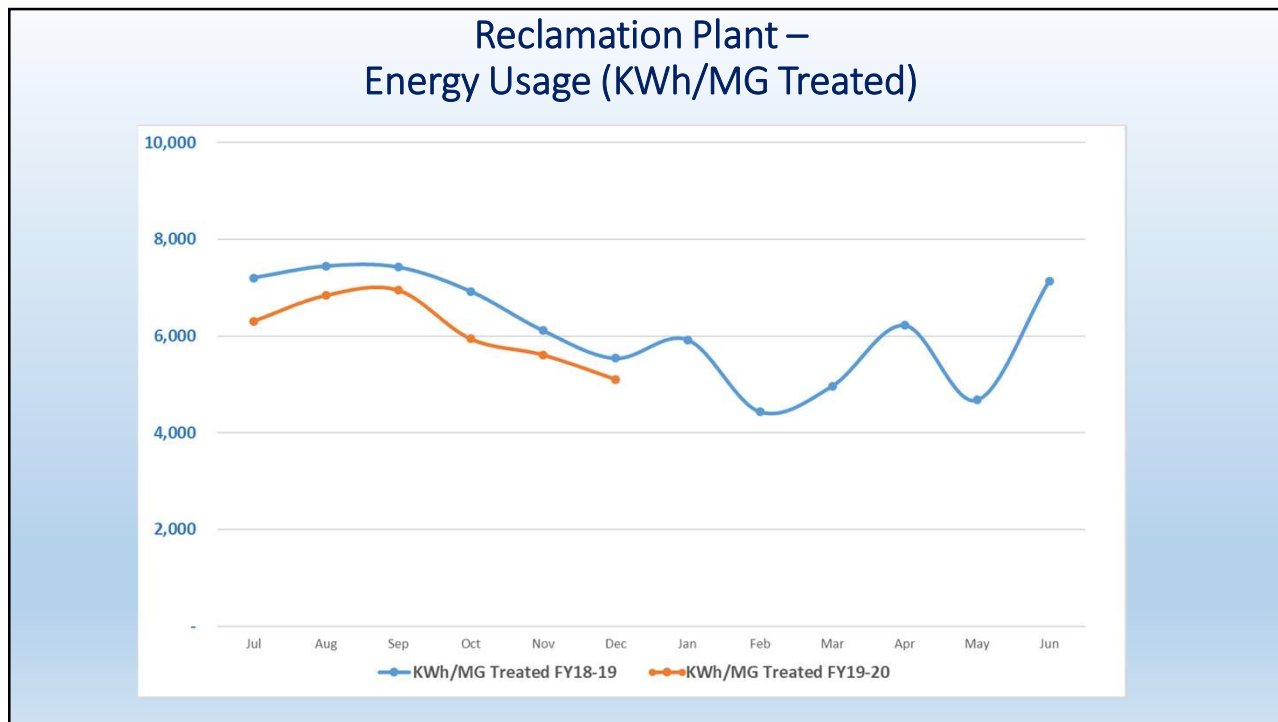


## Wastewater System Regulatory Compliance



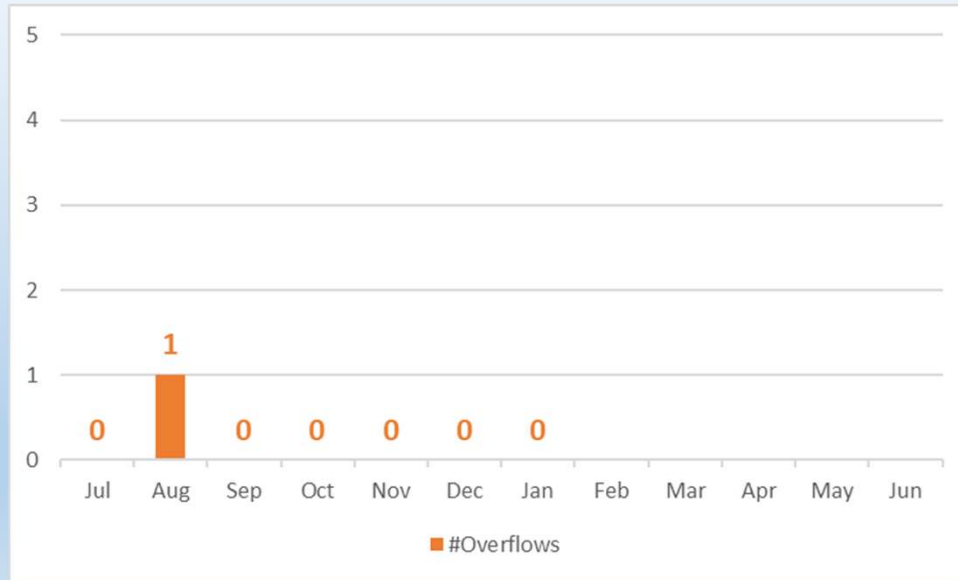
## Reclamation Plant – Preventative Maintenance Work Orders



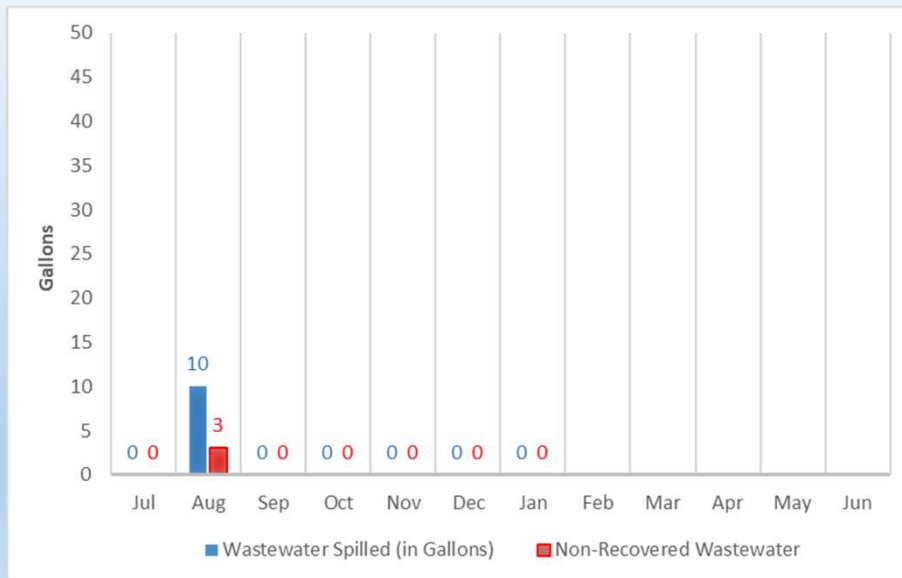




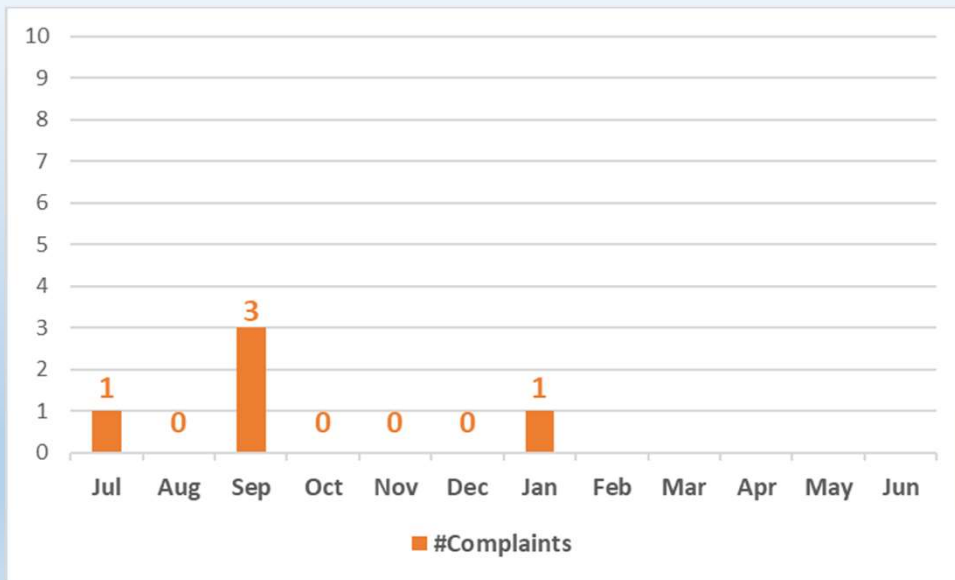
## Sewer Overflows



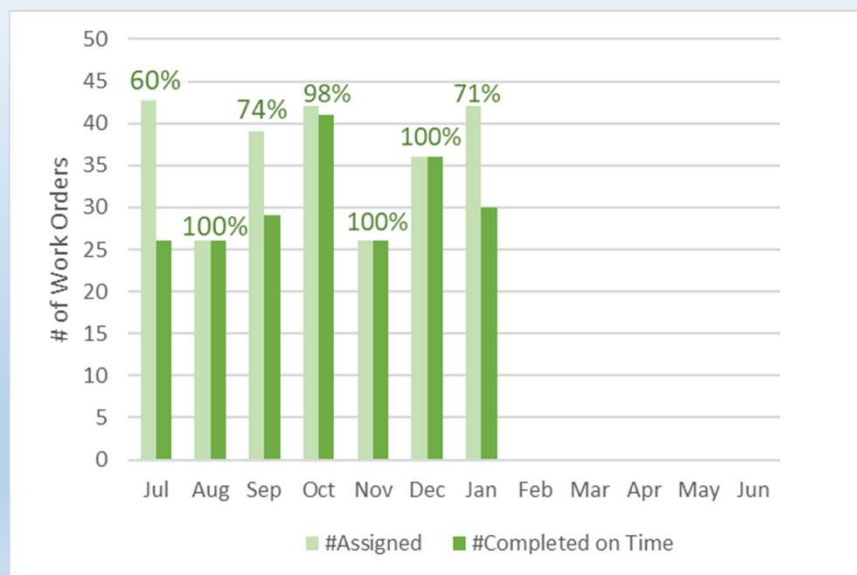
## Wastewater Spilled



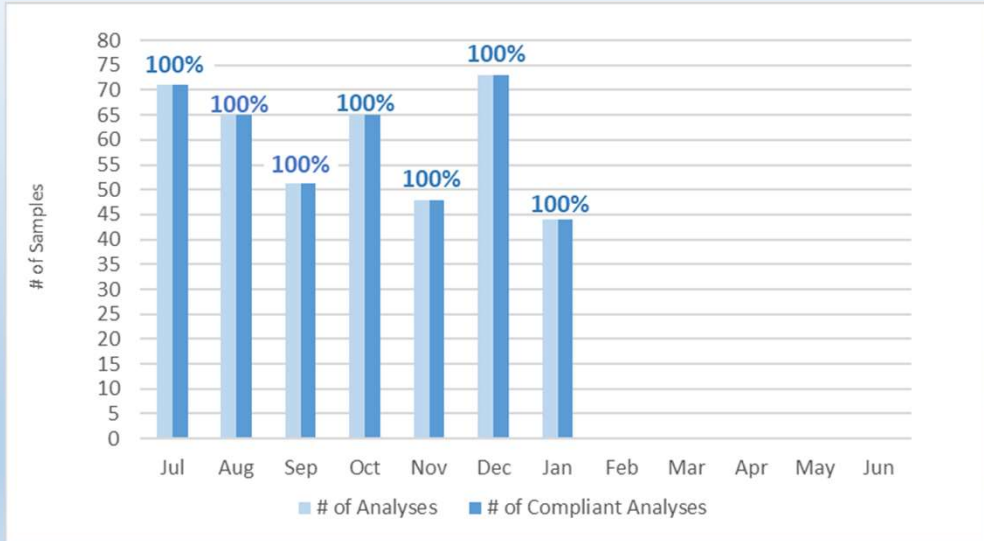
## Wastewater System Odor Complaints



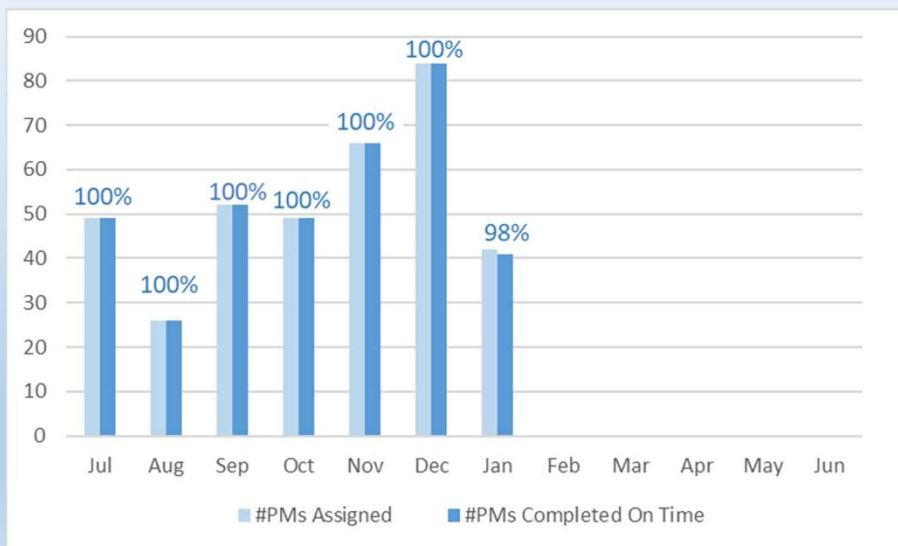
## Collections – Preventative Maintenance Work Orders



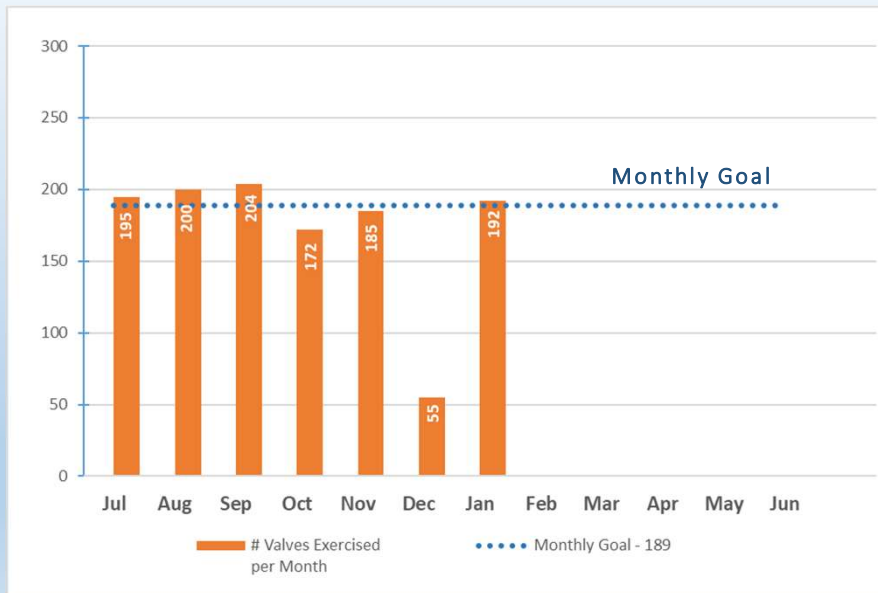
## Water System Regulatory Compliance



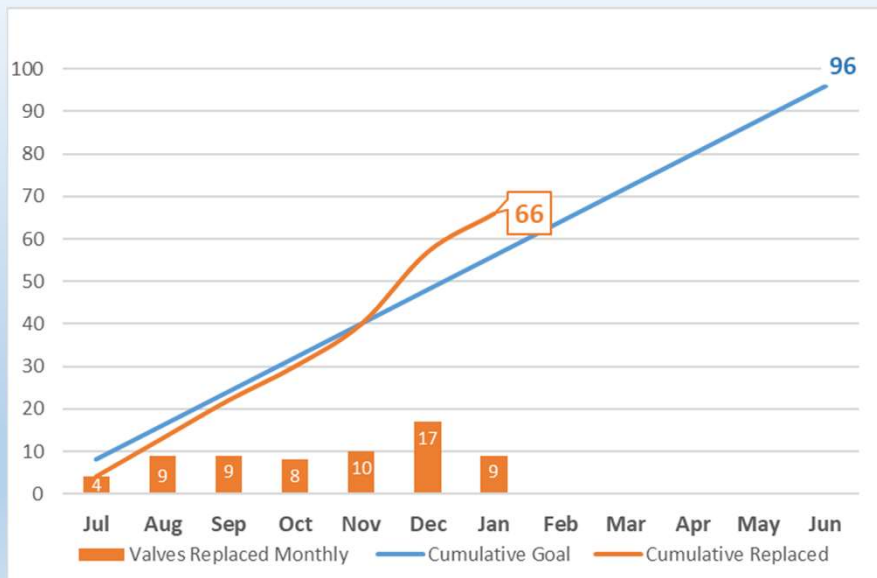
## Water Preventative Maintenance Work Orders



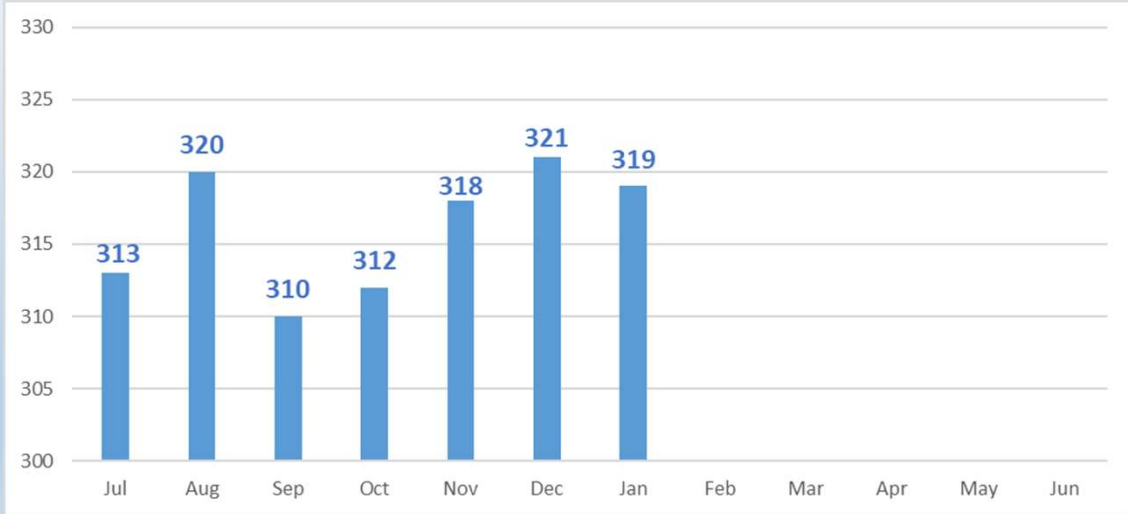
## Valve Exercise Program



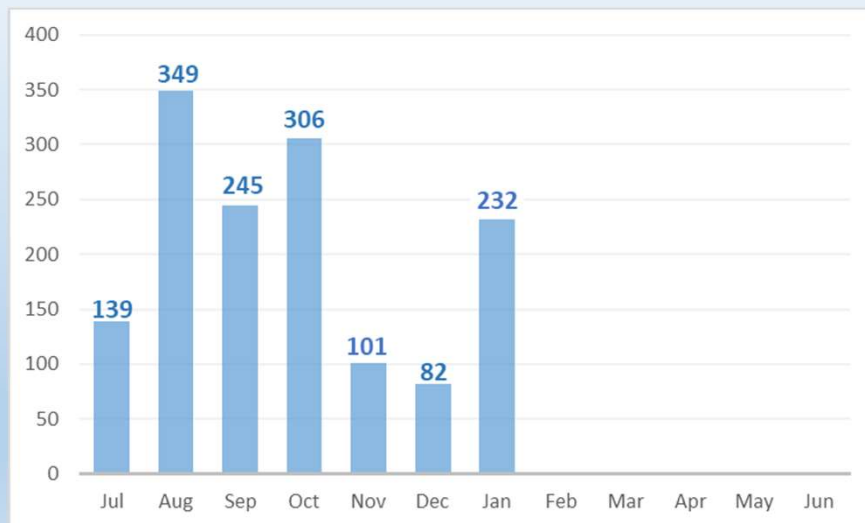
## Valves Replaced



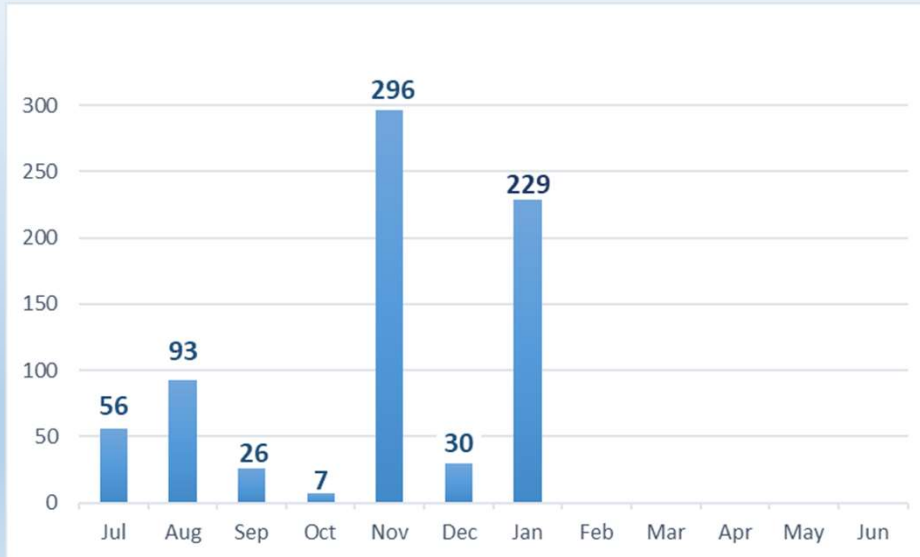
### Rolling Total Broken Valves



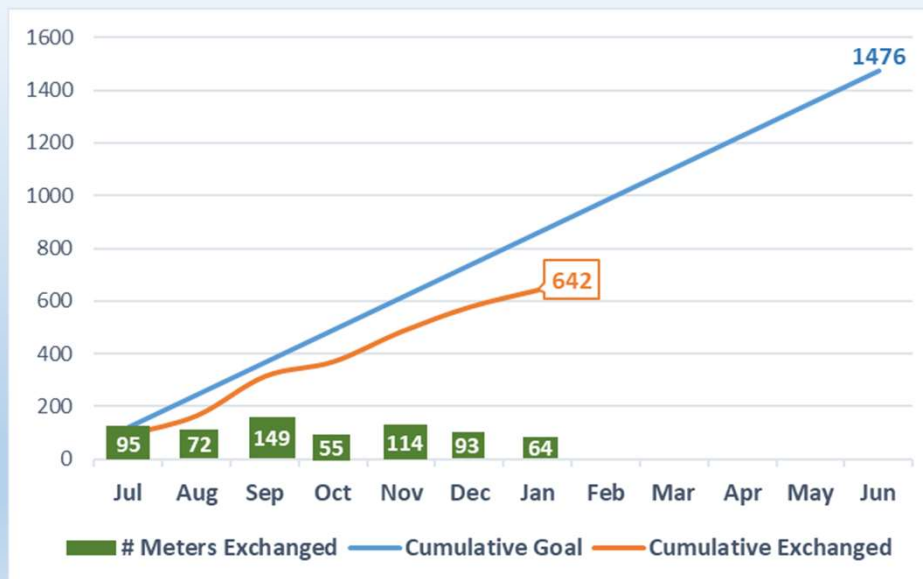
### Planned Outages > 4 Hours # of Customers Affected



## Unplanned Disruption > 4 Hours # of Customers Affected



## Meter Exchange



## M E M O

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** February 24, 2020  
**SUBJECT:** Financial Summary Report – January

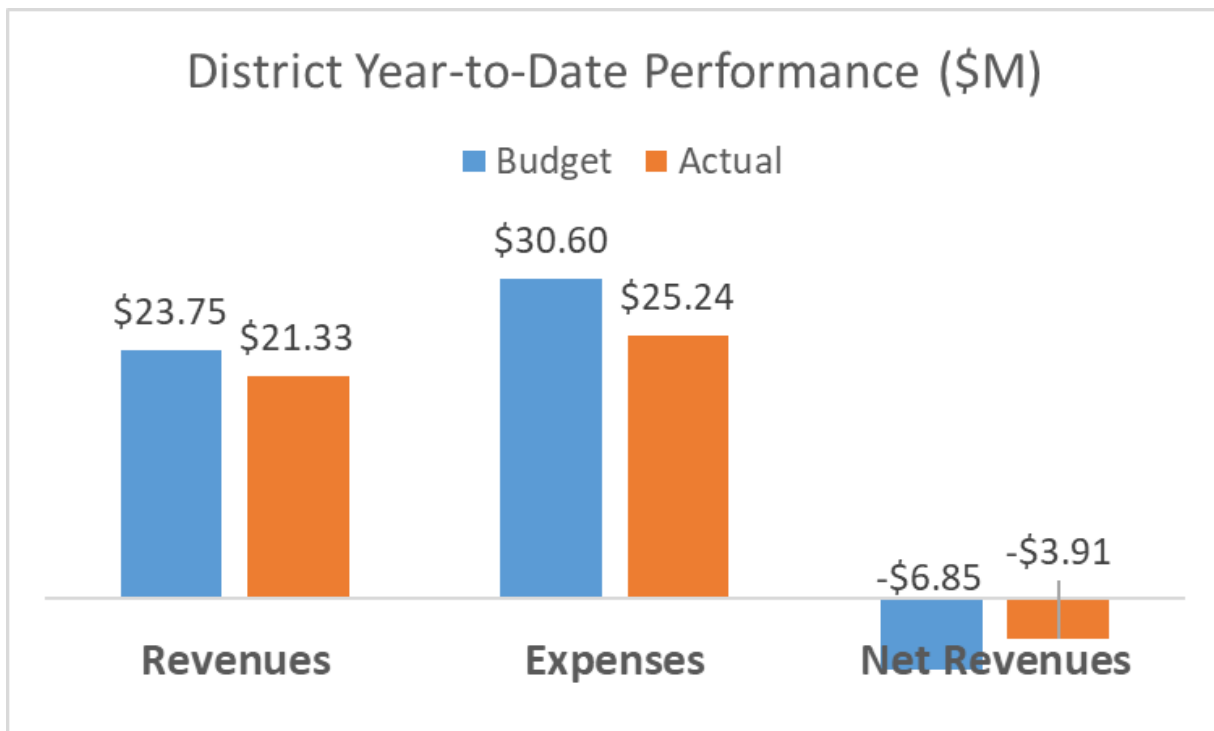
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### Purpose

Provide an overview of changes in the District's financial position.

### Summary

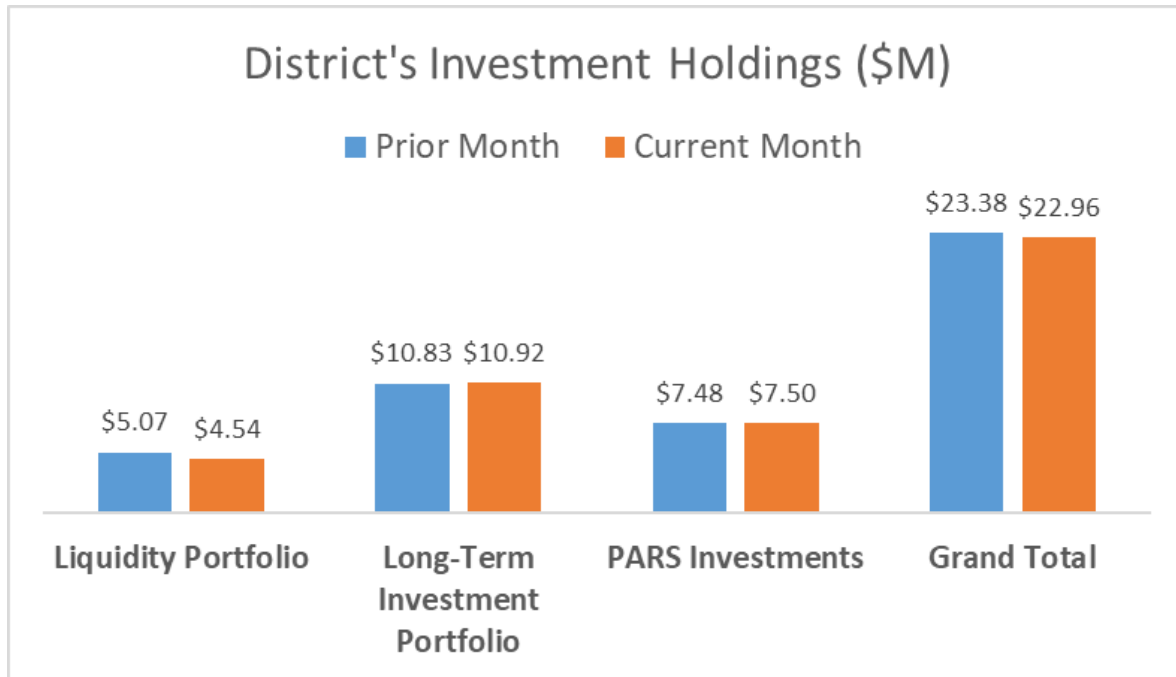
The graph below shows the District's year-to-date Revenues, Expenditures and Net revenues.



Total revenues are under budget due to lower than expected water and wastewater sales. Expenditures, including the Santa Margarita Conjunctive Use Project (SMCUP) expenditures, are below budget due to reduced water purchases driven by lower demands and lower than budgeted SMCUP expenditures. The year-to-date net revenues reflect the lack of reimbursement for expenditures related to the SMCUP by the State. To compare budget and actual, SMCUP reimbursements are not included in the budget data. This shows that the District's overall financial

performance has been slightly better than budget expectations. State funds are expected to be available in the near term.

The graph below shows the District's bank holdings reported in the Treasurer's Report at the end of the current and prior month.



Overall the District's financial position dipped this month with \$0.4 million less held in District accounts at month end. The change in the Liquidity Portfolio, was driven by a \$0.7 million SMCUP payment. No draw from the Long-Term Investment Portfolio was made in this month. The \$4.2 million that was drawn in December will be returned once State funds are available.

Recommended Action

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



**M E M O**

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** February 24, 2020  
**SUBJECT:** Treasurer's Report

---

Purpose

Provide the January, 2020 Treasurer's Report. Confirm that the District's investment portfolio is in compliance with the Investment Policy and that the District is able to meet the expenditure requirements for the next 6-months.

Notes

The District drew down account balances to provide temporary cash funding for the Santa Margarita Conjunctive Use Project. Once available, State loan proceeds will reimburse the project's expenditures.

Summary

**Treasurer's Report January 31, 2020**

<b>Account</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>
Operating Fund	\$ 158,962	\$ 17,710
Money Market	\$ 1,445,130	\$ 1,054,380
LAIF	\$ -	\$ 805
County Pool	\$ 15,328	\$ 15,361
CAMP Account	\$ 3,449,772	\$ 3,454,981
<b><i>District's Liquidity Portfolio</i></b>	<b>\$ 5,069,192</b>	<b>\$ 4,543,236</b>
PFM Managed Long-term Investment Portfolio*	\$ 10,827,581	\$ 10,919,927
PARS (OPEB & Pension Trust)**	\$ 7,478,740	\$ 7,499,696
<b><i>District Accounts Total</i></b>	<b>\$ 23,375,513</b>	<b>\$ 22,962,859</b>

\*\$6.21M of funds are from the sale of the Santa Margarita properties.

\*\*\$3.78M of funds are from the sale of the Santa Margarita Properties.



Dave Shank  
February 24, 2020

## M E M O

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** February 24, 2020  
**SUBJECT:** Budget Status Report for Fiscal Year 2019-2020

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### Purpose

Provide a Budget Status Report (BSR) to the Board.

### Summary

The BSR shows the District's financial performance compared to the budget for the month of January, Year-to-Date and the annual budgeted amount.

Total revenues year-to-date are below budget by 14.0%. This under performance is due to lagging water sales, which as shown in the monthly water sales chart below are 16% below budget. The January rate and charge adjustments for calendar year 2020 will help boost revenues going into the end of the fiscal year. However, even with a boost in revenues, fiscal year 2019-20 revenues are expected to be well under budgeted levels.

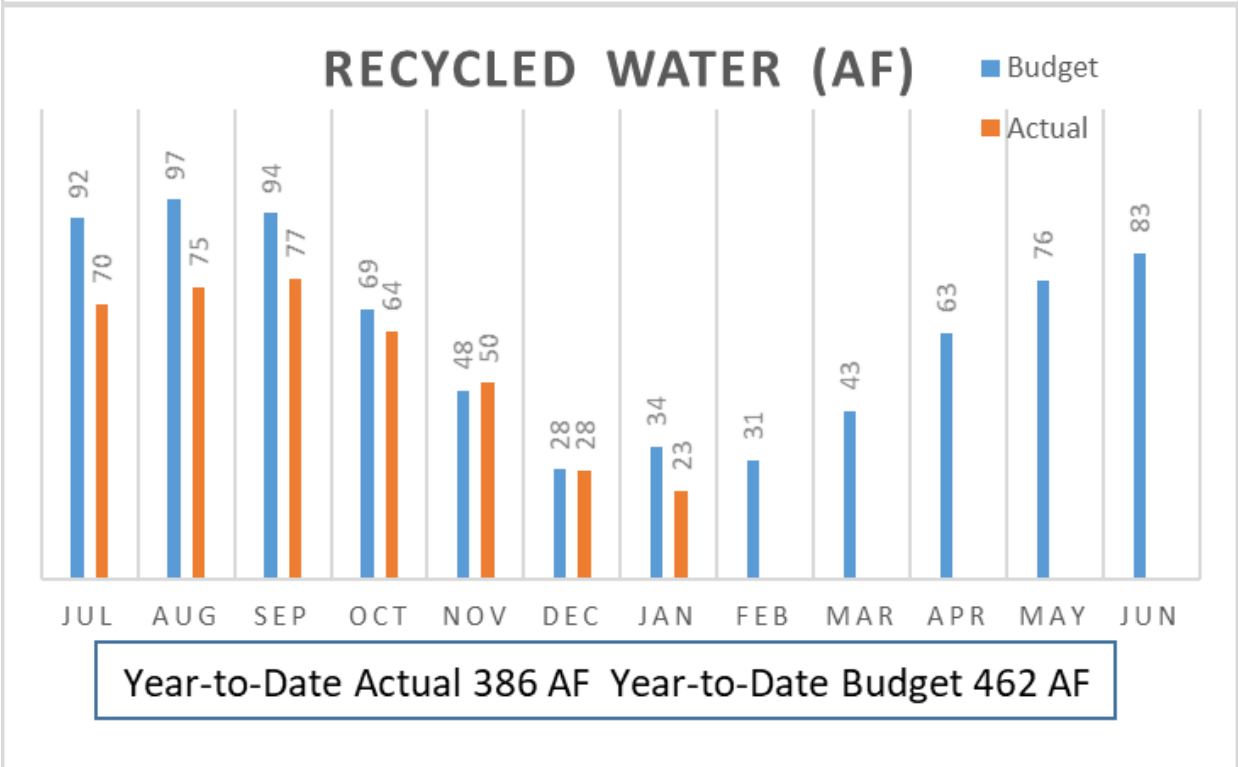
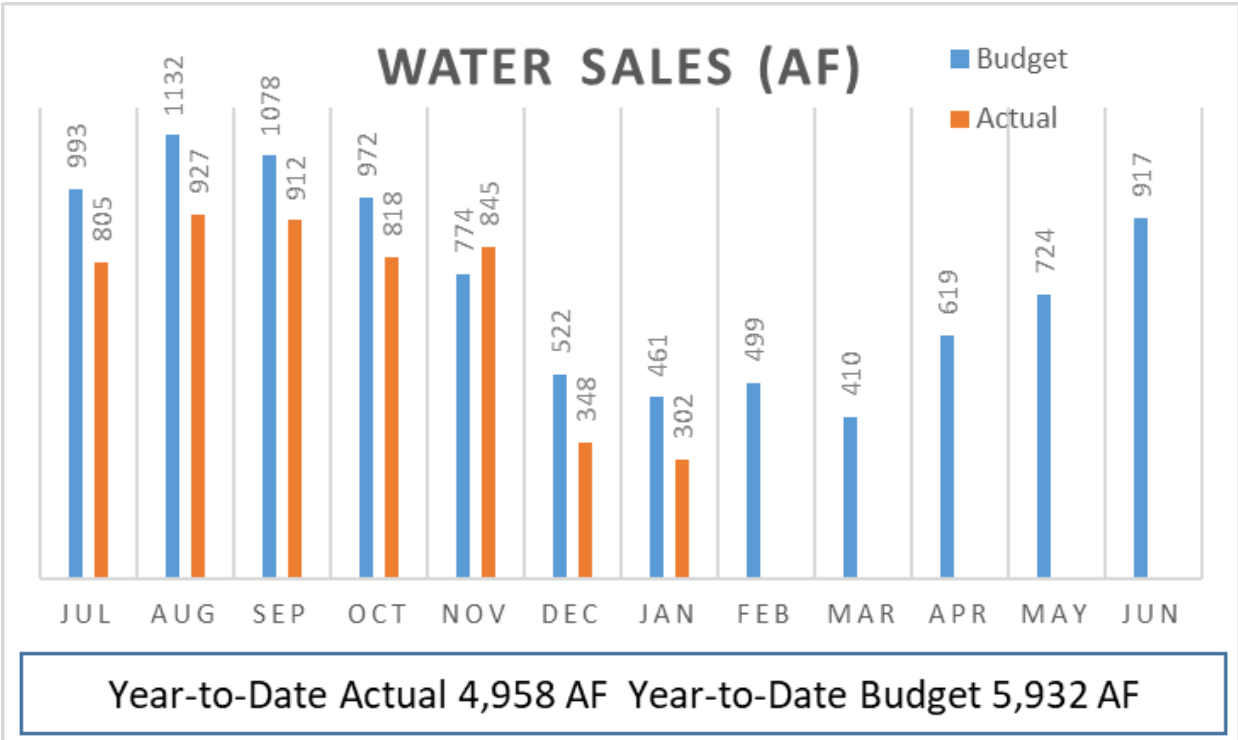
Non-operating revenues have been higher than budgeted helping to offset lower operating revenues. The higher than budgeted non-operating revenues have been driven by capacity charge and portfolio interest revenues along with facility rents and other non-operating revenues, which are over the budgeted levels.

The District's year-to-date total expenditures are under budget due to the lower than budgeted purchased water expense, which is a result of lower water sales levels and lower than budgeted operating expenditures.

Total revenue is \$21,334,598 or 10.2% under budget and total expenditures are \$16,393,208 or 14.3% under budget. Capital spending for Santa Margarita Conjunctive Use Project (SMCUP) is under budget while other capital project costs are slightly over budget levels. The result of this financial performance is a Net Loss. However, once State Loan proceeds are available, the District's financial results will be in line with the budget.

### Recommended Action

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



## Monthly Budget Report for January

Favorable Variance Shown as a positive number

	Current Month		Year-To-Date				Annual Budget		
	Actual	Budget	Actual	Budget	Variance	%	Budget	Remaining Balance	%
<b>Operating Revenues:</b>								Year remaining	41.7%
Water Sales	653,806	1,043,102	9,647,055	11,982,519	(2,335,464)	-19.5%	19,029,180	9,382,125	49.3%
Water Meter Service Charges	592,244	606,190	3,957,438	3,973,915	(16,477)	-0.4%	7,004,867	3,047,429	43.5%
Wastewater Service Charges	485,519	488,719	3,418,230	3,770,481	(352,250)	-9.3%	6,214,076	2,795,846	45.0%
Recycled Water Revenues	42,201	67,220	627,718	814,076	(186,359)	-22.9%	1,382,830	755,112	54.6%
Other Operating Revenue	-	917	-	6,417	(6,417)	-100.0%	11,000	11,000	100.0%
CWA Rebates	-	-	53,520	50,003	3,517	7.0%	50,003	(3,517)	-7.0%
<b>Total Operating Revenue</b>	<b>1,773,771</b>	<b>2,206,147</b>	<b>17,703,961</b>	<b>20,597,411</b>	<b>(2,893,450)</b>	<b>-14.0%</b>	<b>33,691,956</b>	<b>15,987,995</b>	<b>47.5%</b>
<b>Non Operating Revenues:</b>									
Water Capital Improvement Charge	114,931	115,892	786,679	811,243	(24,564)	-3.0%	1,390,702	604,023	43.4%
Wastewater Capital Improvement Charge	97,530	98,775	679,775	691,424	(11,649)	-1.7%	1,185,299	505,524	42.6%
Property Taxes	344,871	42,536	1,217,185	1,114,894	102,291	9.2%	1,918,296	701,111	36.5%
Water Standby/Availability Charge	66,630	4,594	112,670	116,943	(4,273)	-3.7%	203,000	90,330	44.5%
Water/Wastewater Capacity Charges	11,542	8,460	159,376	59,221	100,155	169.1%	101,522	(57,854)	-57.0%
Portfolio Interest	27,331	23,712	284,316	165,984	118,332	71.3%	284,544	228	0.1%
Pumping Capital Improvement Charge	887	3,083	17,067	21,583	(4,516)	-20.9%	37,000	19,933	53.9%
Federal Interest Rate Subsidy	-	-	63,263	62,550	713	1.1%	122,647	59,385	48.4%
Facility Rents	15,550	-	124,270	-	124,270	NA	-	(124,270)	NA
Other Non-Operating Revenues	17,429	15,004	186,035	105,027	81,008	77.1%	180,046	(5,989)	-3.3%
<b>Total Non Operating Revenues</b>	<b>696,702</b>	<b>312,056</b>	<b>3,630,637</b>	<b>3,148,869</b>	<b>481,768</b>	<b>15.3%</b>	<b>5,423,052</b>	<b>1,792,415</b>	<b>33.1%</b>
<b>Total Revenues</b>	<b>2,470,473</b>	<b>2,518,203</b>	<b>21,334,598</b>	<b>23,746,279</b>	<b>(2,411,682)</b>	<b>-10.2%</b>	<b>39,115,008</b>	<b>17,780,410</b>	<b>45.5%</b>
<b>Expenditures</b>									
Purchased Water Expense	796,021	984,182	7,884,851	10,001,787	2,116,937	21.2%	15,677,132	7,792,281	49.7%
Water Services	304,785	354,898	1,968,735	2,104,421	135,686	6.4%	3,075,784	1,107,049	36.0%
Wastewater Services	199,974	322,930	1,714,694	1,898,650	183,956	9.7%	2,798,723	1,084,029	38.7%
Recycled Water Services	39,109	65,012	281,159	373,186	92,027	24.7%	563,440	282,281	50.1%
Administrative Services	524,731	696,595	3,886,506	4,085,528	199,022	4.9%	6,037,157	2,150,651	35.6%
<b>Total Operating Expenses</b>	<b>1,864,619</b>	<b>2,423,617</b>	<b>15,735,945</b>	<b>18,463,573</b>	<b>2,727,628</b>	<b>14.8%</b>	<b>29,247,787</b>	<b>13,511,842</b>	<b>46.2%</b>
<b>Debt Service Expenses</b>									
Red Mountain SRF	197,925	197,925	395,850	395,850	(0)	0.0%	395,850	(0)	0.0%
WWTP SRF	-	-	-	-	-	NA	1,845,746	1,845,746	100.0%
QECB Solar Debt	-	-	261,413	261,413	-	0.0%	519,674	258,261	49.7%
<b>Total Debt Service</b>	<b>197,925</b>	<b>197,925</b>	<b>657,263</b>	<b>657,263</b>	<b>(0)</b>	<b>0.0%</b>	<b>2,761,270</b>	<b>2,104,006</b>	<b>76.2%</b>
<b>Total Expenses</b>	<b>2,062,544</b>	<b>2,621,542</b>	<b>16,393,208</b>	<b>19,120,836</b>	<b>2,727,628</b>	<b>14.3%</b>	<b>32,009,056</b>	<b>15,615,849</b>	<b>48.8%</b>
<b>Net Revenue/(loss) From Operations and Debt Service</b>	<b>407,929</b>	<b>(103,339)</b>	<b>4,941,390</b>	<b>4,625,444</b>	<b>315,946</b>	<b>7%</b>	<b>7,105,951</b>	<b>2,164,561</b>	<b>30.5%</b>
<b>Capital Investment</b>									
<b>Capital Investment</b>									
Construction Expenditures	390,644	357,083	2,656,383	2,654,570	(1,813)	-0.1%	6,529,933	3,873,550	59.3%
SMCUP Expenditures*	935,412	2,252,790	6,195,004	8,822,076	2,627,072	29.8%	27,179,100	20,984,096	77.2%
SRF Loan Proceeds Draw (Capital Project Funds)							(27,179,100)		
<b>Net Revenue/(Loss)</b>	<b>(918,127)</b>	<b>(2,713,212)</b>	<b>(3,909,997)</b>	<b>(6,851,202)</b>	<b>2,941,204</b>	<b>-42.9%</b>	<b>576,018</b>	<b>4,486,016</b>	<b>778.8%</b>

\*CIP expenditures related to the SMCUP have been updated based upon contractor draw scheduled and are funded by SRF Loan proceeds.

01/31/2020

Treasurer's Warrant No. January

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 for the amounts stated (less discounts in instances where discounts are allowed).

## Payroll -01/2020

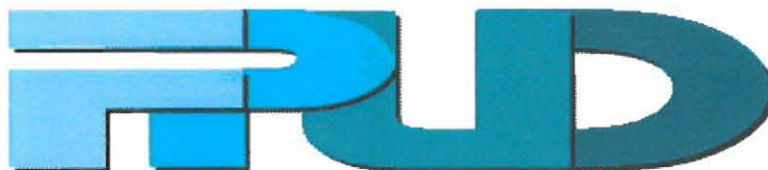
### Computer Check Register

Payroll #1	\$147,764.33
Payroll #2	\$146,039.43
Payroll #3	<u>\$145,775.49</u>
	<u>\$439,579.25</u>

# Accounts Payable

## Checks by Date - Summary by Check Date

User: annaleceb  
 Printed: 2/5/2020 1:51 PM



### 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
ACH	00152	FPUD EMPL ASSOCIATION	01/02/2020	511.50
ACH	00718	NATIONWIDE RETIREMENT SOLUTIO	01/02/2020	3,632.00
ACH	06758	US TREASURY - PAYROLL TAXES	01/02/2020	59,412.69
ACH	06759	STATE OF CA - PR TAXES	01/02/2020	9,230.96
ACH	06760	STATE OF CA - SDI	01/02/2020	2,328.01
ACH	06761	LINCOLN FINANCIAL GROUP	01/02/2020	8,568.35
ACH	06763	PERS - PAYROLL	01/02/2020	42,615.10
Total for 1/2/2020:				126,298.61
82670	90979	ABABA BOLT	01/08/2020	565.68
82671	91286	AMAZON CAPITAL SERVICES, INC.	01/08/2020	1,438.18
82672	02805	ASBURY ENVIRONMENTAL SERVICES	01/08/2020	1,112.29
82673	06020	BABCOCK LABORATORIES, INC	01/08/2020	830.00
82674	06431	BLACK & VEATCH CORPORATION	01/08/2020	15,792.50
82675	05615	BOOT WORLD INC.	01/08/2020	344.67
82676	04178	CALOLYMPIC SAFETY CO., INC.	01/08/2020	172.74
82677	03978	CAMERON WELDING SUPPLY	01/08/2020	453.47
82678	06115	CDW GOVERNMENT INC.	01/08/2020	219.90
82679	03205	CITY OF OCEANSIDE	01/08/2020	977.03
82680	91272	KEVIN COLLINS	01/08/2020	60.00
82681	02925	DATA NET SOLUTIONS	01/08/2020	1,150.00
82682	05180	NOELLE DENKE	01/08/2020	106.43
82683	05192	DIAMOND ENVIRONMENTAL SERVIC	01/08/2020	216.45
82684	05177	DOWNEY BRAND, LLP	01/08/2020	1,160.00
82685	91401	KENNETH ENDTER	01/08/2020	162.63
82686	05588	ESCONDIDO METAL SUPPLY	01/08/2020	84.17
82687	09523	FALLBROOK EQUIP RENTALS	01/08/2020	19,090.86
82688	01099	FALLBROOK IRRIGATION INC	01/08/2020	45.56
82689	00169	FALLBROOK OIL COMPANY	01/08/2020	5,680.98
82690	91432	FIRERESQ, INC	01/08/2020	287.76
82691	00182	GLENNIE'S OFFICE PRODUCTS, INC	01/08/2020	97.22
82692	02908	TODD GOLEM	01/08/2020	412.72
82693	02170	GRAINGER, INC.	01/08/2020	78.33
82694	02767	GRANGETTO FARM & GARDEN SUPPI	01/08/2020	88.36
82695	06062	HARRINGTON INDUSTRIAL PLASTICS	01/08/2020	346.18
82696	91495	HELIX ENVIRONMENTAL PLANNING	01/08/2020	170.00
82697	91476	INDUSTRIAL METAL SUPPLY COMPAN	01/08/2020	276.18
82698	06359	INFRASTRUCTURE ENGINEERING CO	01/08/2020	6,840.00
82699	91494	INTEGRITY PRESSURE WASH	01/08/2020	1,000.00
82700	00190	JCI JONES CHEMICALS INC.	01/08/2020	5,205.40
82701	05505	TODD JESTER	01/08/2020	60.00
82702	UB*00312	DON J CORCORAN LYNDON JOHN RO	01/08/2020	6.92
82703	06633	MAINTENANCE CONNECTION INC	01/08/2020	756.20
82704	91029	MALLORY SAFETY AND SUPPLY CO	01/08/2020	80.82
82705	04649	MAR-CON PRODUCTS, INC	01/08/2020	1,038.84
82706	91192	MISSION LINEN SUPPLY	01/08/2020	1,300.88



Check No	Vendor No	Vendor Name	Check Date	Check Amount
82707	91077	MULTI SERVICE TECHNOLOGY SOLU	01/08/2020	1,323.65
82708	91461	OCEANSIDE SECURITY AGENCY	01/08/2020	2,231.00
82709	91007	PFM ASSET MANGEMENT LLC	01/08/2020	1,221.35
82710	00216	PINE TREE LUMBER	01/08/2020	158.33
82711	06199	PLUMBERS DEPOT INC	01/08/2020	110.00
82712	91071	JACOB ROBINSON	01/08/2020	302.00
82713	05636	SAM'S CLUB	01/08/2020	294.64
82714	00231	SAN DIEGO COUNTY WATER AUTH	01/08/2020	1,327,463.71
82715	03231	SAN DIEGO COUNTY WATER AUTH	01/08/2020	37,892.00
82716	00232	SAN DIEGO GAS & ELECTRIC	01/08/2020	60,119.41
82717	02815	SWRCB ACCOUNTING OFFICE	01/08/2020	31,035.40
82718	91385	VERONICA TAMZIL	01/08/2020	66.35
82719	91312	TERRAPIN GROUP	01/08/2020	45,637.00
82720	06541	TIFCO INDUSTRIES, INC	01/08/2020	1,388.34
82721	91497	US DEPARTMENT OF EDUCATION AW	01/08/2020	273.97
82722	00458	VERIZON WIRELESS	01/08/2020	1,234.77
82723	06231	WESTERN WATER WORKS SUPPLY CC	01/08/2020	19,442.62
82724	UB*00313	RAY & DIANE WHITE	01/08/2020	37.65
Total for 1/8/2020:				1,597,941.54
ACH	00152	FPUD EMPL ASSOCIATION	01/16/2020	511.50
ACH	00718	NATIONWIDE RETIREMENT SOLUTIO	01/16/2020	3,632.00
ACH	06758	US TREASURY - PAYROLL TAXES	01/16/2020	58,324.91
ACH	06759	STATE OF CA - PR TAXES	01/16/2020	8,923.66
ACH	06760	STATE OF CA - SDI	01/16/2020	2,280.63
ACH	06761	LINCOLN FINANCIAL GROUP	01/16/2020	7,103.35
ACH	06763	PERS - PAYROLL	01/16/2020	38,185.69
ACH	91508	CALIFORNIA STATE DISBURSEMENT	01/16/2020	346.15
ACH	06758	US TREASURY - PAYROLL TAXES	01/16/2020	22,019.54
ACH	06759	STATE OF CA - PR TAXES	01/16/2020	5,179.14
ACH	06760	STATE OF CA - SDI	01/16/2020	485.70
ACH	06761	LINCOLN FINANCIAL GROUP	01/16/2020	1,465.00
82729	00805	ACWA/JOINT POWERS INS.	01/16/2020	33,243.38
82730	91286	AMAZON CAPITAL SERVICES, INC.	01/16/2020	1,776.67
82731	91490	AMAZON WEB SERVICES, INC.	01/16/2020	11.58
82732	02805	ASBURY ENVIRONMENTAL SERVICES	01/16/2020	227.80
82733	05088	AT&T	01/16/2020	789.82
82734	91440	BP BATTERY INC	01/16/2020	139.85
82735	03134	CALIFORNIA WATER ENVIRONMENT	01/16/2020	89.00
82736	91210	CORE & MAIN LP	01/16/2020	490.27
82737	02176	CORELOGIC SOLUTIONS, LLC	01/16/2020	225.00
82738	05953	CORODATA RECORDS MANAGEMENT	01/16/2020	670.62
82739	06675	CORODATA SHREDDING, INC	01/16/2020	61.37
82740	91243	CUSTOM UPHOLSTERY UNLIMITED	01/16/2020	575.00
82741	02925	DATA NET SOLUTIONS	01/16/2020	100.00
82742	05192	DIAMOND ENVIRONMENTAL SERVIC	01/16/2020	350.65
82743	05177	DOWNEY BRAND, LLP	01/16/2020	2,240.00
82744	91443	E.J. MEYER COMPANY, INC.	01/16/2020	21,354.79
82745	06711	ECS IMAGING, INC	01/16/2020	3,850.00
82746	00169	FALLBROOK OIL COMPANY	01/16/2020	2,479.20
82747	01155	FALLBROOK REFUSE	01/16/2020	288.60
82748	00170	FALLBROOK WASTE & RECYCLING	01/16/2020	818.35
82749	01432	FERGUSON WATERWORKS #1083	01/16/2020	8,050.00
82750	02972	FISHER SCIENTIFIC COMPANY LLC	01/16/2020	395.06
82751	00182	GLENNIE'S OFFICE PRODUCTS, INC	01/16/2020	3,442.66
82752	02170	GRAINGER, INC.	01/16/2020	1,506.68



Check No	Vendor No	Vendor Name	Check Date	Check Amount
82753	02767	GRANGETTO FARM & GARDEN SUPPI	01/16/2020	590.34
82754	06429	HEALTHPOINTE MEDICAL GROUP,INC	01/16/2020	150.00
82755	91495	HELIX ENVIRONMENTAL PLANNING	01/16/2020	1,043.75
82756	06577	INFOSEND INC	01/16/2020	7,583.56
82757	06267	J2 GLOBAL IRELAND LIMITED	01/16/2020	59.91
82758	00190	JCI JONES CHEMICALS INC.	01/16/2020	3,385.59
82759	04027	JOES HARDWARE	01/16/2020	1,490.85
82760	91507	BLAIR KELFORD	01/16/2020	470.00
82761	91509	JULIANA LUENGAS	01/16/2020	189.08
82762	01782	JEFF MARCHAND	01/16/2020	60.00
82763	02618	MC MASTER-CARR	01/16/2020	1,495.51
82764	03944	MISSION RESOURCE CONSV DISTRIC	01/16/2020	166.50
82765	90932	NAPA AUTO PARTS	01/16/2020	376.52
82766	03201	NATIONAL SAFETY COMPLIANCE INC	01/16/2020	720.64
82767	91167	NORTH COUNTY FORD	01/16/2020	723.00
82768	00370	NUTRIEN AG SOLUTIONS, INC.	01/16/2020	807.61
82769	04900	PARADISE CHEVROLET CADILLAC	01/16/2020	1,093.18
82770	00215	PETTY CASH	01/16/2020	77.07
82771	06179	RAIN FOR RENT RIVERSIDE	01/16/2020	5,968.37
82772	91094	SCADA INTEGRATIONS	01/16/2020	9,924.50
82773	00236	SCRAPPYS	01/16/2020	781.87
82774	90929	SOUTHWEST ANSWERING SERVICE, I	01/16/2020	821.81
82775	00724	UNDERGROUND SERVICE ALERT	01/16/2020	390.19
82776	00458	VERIZON WIRELESS	01/16/2020	666.23
82777	91310	VOLT WORKFORCE SOLUTIONS	01/16/2020	807.30
82778	91295	WHITE NELSON DIEHL EVANS LLP	01/16/2020	4,000.00
82779	04995	AMERICAN MESSAGING	01/16/2020	89.77
82780	06710	AQUAGISTICS	01/16/2020	1,500.00
82781	03134	CALIFORNIA WATER ENVIRONMENT	01/16/2020	192.00
82782	91241	LISA CHAFFIN	01/16/2020	60.00
82783	91008	MICHAEL COTHRAN	01/16/2020	360.00
82784	06303	EXECUTIVE LANDSCAPE INC.	01/16/2020	770.00
82785	00182	GLENNIE'S OFFICE PRODUCTS, INC	01/16/2020	360.24
82786	02767	GRANGETTO FARM & GARDEN SUPPI	01/16/2020	223.57
82787	06380	JANI-KING OF CALIFORNIA, INC - SAI	01/16/2020	2,937.45
82788	01782	JEFF MARCHAND	01/16/2020	412.00
82789	06338	MYTHOS TECHNOLOGY INC	01/16/2020	1,879.94
82790	91461	OCEANSIDE SECURITY AGENCY	01/16/2020	2,231.00
82791	91218	DAVID SHANK	01/16/2020	200.00
82792	91512	LUCAS SMEDLEY	01/16/2020	175.00
82793	91107	SPECTRUM BUSINESS	01/16/2020	117.26
82794	02310	DAVID STAGG	01/16/2020	412.00
82795	02927	TIM STERGER	01/16/2020	60.00
82796	91223	STERLING HEALTH SERVICES INC.	01/16/2020	13,325.00
82797	91385	VERONICA TAMZIL	01/16/2020	60.00
82798	90912	TRUPIANO'S ITALIAN BISTRO	01/16/2020	1,548.19
Total for 1/16/2020:				302,390.42
ACH	06760	STATE OF CA - SDI	01/23/2020	43.72
82799	00101	ACWA JPIA	01/23/2020	108,068.25
82800	91286	AMAZON CAPITAL SERVICES, INC.	01/23/2020	736.30
82801	91490	AMAZON WEB SERVICES, INC.	01/23/2020	5.05
82802	91440	BP BATTERY INC	01/23/2020	365.40
82803	01719	MICKEY M. CASE	01/23/2020	60.00
82804	91128	CENTER FOR HEARING HEALTH, INC.	01/23/2020	1,036.00
82805	91241	LISA CHAFFIN	01/23/2020	60.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
82806	91513	CHRISTOPHER M. BROWN	01/23/2020	5,322.58
82807	03205	CITY OF OCEANSIDE	01/23/2020	975.36
82808	91272	KEVIN COLLINS	01/23/2020	60.00
82809	91210	CORE & MAIN LP	01/23/2020	26.40
82810	02925	DATA NET SOLUTIONS	01/23/2020	361.50
82811	UB*00314	REV MARK DEMEL	01/23/2020	75.97
82812	01099	FALLBROOK IRRIGATION INC	01/23/2020	136.57
82813	04494	FEDERAL EXPRESS CORPORATION	01/23/2020	102.39
82814	02972	FISHER SCIENTIFIC COMPANY LLC	01/23/2020	179.52
82815	00182	GLENNIE'S OFFICE PRODUCTS, INC	01/23/2020	23.61
82816	06577	INFOSEND INC	01/23/2020	4,505.84
82817	91514	LABOR'S ALLIANCE	01/23/2020	120.00
82818	06555	LIEBERT CASSIDY WHITMORE	01/23/2020	555.00
82819	91130	LINCOLN NATIONAL LIFE INSURANC	01/23/2020	13,338.68
82820	06263	LOS ANGELES FREIGHTLINER, LLC	01/23/2020	170.67
82821	91077	MULTI SERVICE TECHNOLOGY SOLU'	01/23/2020	936.81
82822	06298	ONESOURCE DISTRIBUTORS, LLC	01/23/2020	472.55
82823	01267	PACIFIC PIPELINE	01/23/2020	1,364.77
82824	04900	PARADISE CHEVROLET CADILLAC	01/23/2020	169.89
82825	90939	PCM SALES, INC.	01/23/2020	37.04
82826	91426	PRINTING SOLUTIONS	01/23/2020	65.20
82827	04075	RAYNE WATER SYSTEMS	01/23/2020	130.00
82828	06485	FABRIENNE ROBINSON	01/23/2020	77.38
82829	02958	RSIS INC	01/23/2020	3,566.50
82830	00236	SCRAPPYS	01/23/2020	214.86
82831	91223	STERLING HEALTH SERVICES INC.	01/23/2020	125.00
82832	91082	TELETRAC, INC	01/23/2020	2,084.27
82833	91255	TOP-LINE INDUSTRIAL SUPPLY L.L.C.	01/23/2020	99.40
82834	91497	US DEPARTMENT OF EDUCATION AW	01/23/2020	273.97
82835	91310	VOLT WORKFORCE SOLUTIONS	01/23/2020	322.92
82836	91498	WEST COAST TRUCK & AUTO	01/23/2020	157.50
Total for 1/23/2020:				146,426.87
ACH	00152	FPUD EMPL ASSOCIATION	01/30/2020	492.50
ACH	00718	NATIONWIDE RETIREMENT SOLUTIO	01/30/2020	3,632.00
ACH	06758	US TREASURY - PAYROLL TAXES	01/30/2020	58,504.64
ACH	06759	STATE OF CA - PR TAXES	01/30/2020	8,971.85
ACH	06760	STATE OF CA - SDI	01/30/2020	2,279.48
ACH	06761	LINCOLN FINANCIAL GROUP	01/30/2020	7,069.10
ACH	06763	PERS - PAYROLL	01/30/2020	37,901.88
ACH	91508	CALIFORNIA STATE DISBURSEMENT	01/30/2020	346.15
ACH	06758	US TREASURY - PAYROLL TAXES	01/30/2020	2,832.91
ACH	06759	STATE OF CA - PR TAXES	01/30/2020	643.08
ACH	06760	STATE OF CA - SDI	01/30/2020	76.32
82841	01460	AFLAC	01/30/2020	1,449.90
82842	91286	AMAZON CAPITAL SERVICES, INC.	01/30/2020	487.19
82843	91487	BADGER METER, INC.	01/30/2020	6,462.39
82844	UB*00315	DAVID & JENNIFER BERNIER	01/30/2020	30.00
82845	02743	BEST BEST & KRIEGER	01/30/2020	14,955.13
82846	91440	BP BATTERY INC	01/30/2020	487.13
82847	04178	CALOLYMPIC SAFETY CO., INC.	01/30/2020	2,235.42
82848	91210	CORE & MAIN LP	01/30/2020	1,492.34
82849	91129	JENNIFER DEMEO	01/30/2020	70.38
82850	06762	DENALI WATER SOLUTIONS LLC	01/30/2020	12,221.03
82851	05985	SOLEIL DEVELLE	01/30/2020	360.00
82852	03391	ELECTRICAL SALES INC	01/30/2020	617.22



Check No	Vendor No	Vendor Name	Check Date	Check Amount
82853	04411	ENVIRONMENTAL RESOURCE ASSOC	01/30/2020	1,954.06
82854	05719	ENVIRONMENTAL SYSTEMS RESEAR	01/30/2020	12,500.00
82855	04122	EVOQUA WATER TECHNOLOGIES LLC	01/30/2020	4,244.14
82856	01099	FALLBROOK IRRIGATION INC	01/30/2020	446.02
82857	00169	FALLBROOK OIL COMPANY	01/30/2020	3,474.33
82858	91200	FIRST BANKCARD	01/30/2020	1,305.88
82859	91201	FIRST BANKCARD	01/30/2020	224.00
82860	91202	FIRST BANKCARD	01/30/2020	540.57
82861	91225	FIRST BANKCARD	01/30/2020	885.40
82862	91235	FIRST BANKCARD	01/30/2020	788.31
82863	91313	FIRST BANKCARD	01/30/2020	442.70
82864	05560	FRANCHISE TAX BOARD	01/30/2020	546.83
82865	00182	GLENNIE'S OFFICE PRODUCTS, INC	01/30/2020	159.20
82866	06329	HILL BROTHERS CHEMICAL COMPAN	01/30/2020	8,937.86
82867	06689	I/O SELECT INC	01/30/2020	8,241.58
82868	05871	ITRON INC	01/30/2020	917.28
82869	03299	KAMAN INDUSTRIAL TECHNOLOGIE	01/30/2020	988.66
82870	91224	KEN WEINBERG WATER RESOURCES	01/30/2020	5,535.00
82871	06479	KNOCKOUT PEST CONTROL & TERMI	01/30/2020	50.00
82872	04926	KONICA MINOLTA PREMIER FINANCE	01/30/2020	1,845.14
82873	06170	MAILFINANCE INC.	01/30/2020	2,522.86
82874	91427	MITEL CLOUD SERVICES, INC	01/30/2020	1,636.09
82875	04581	NEIMAN'S COLLISION CENTER, INC.	01/30/2020	3,140.19
82876	91167	NORTH COUNTY FORD	01/30/2020	68.55
82877	00370	NUTRIEN AG SOLUTIONS, INC.	01/30/2020	261.72
82878	01267	PACIFIC PIPELINE	01/30/2020	16,432.62
82879	91007	PFM ASSET MANGEMENT LLC	01/30/2020	1,083.28
82880	91486	SATELLITE PHONE STORE	01/30/2020	66.82
82881	00159	SUPERIOR READY MIX	01/30/2020	678.39
82882	04296	TRENCH PLATE RENTAL CO	01/30/2020	1,603.70
82883	04330	UNION BANK	01/30/2020	1,741.00
82884	91497	US DEPARTMENT OF EDUCATION AW	01/30/2020	273.97
82885	91489	VEGA AMERICAS, INC.	01/30/2020	3,275.11
82886	00865	WATER EDUCATION FOUNDATION	01/30/2020	1,150.00
82887	91498	WEST COAST TRUCK & AUTO	01/30/2020	52.50
Total for 1/30/2020:				251,631.80
Report Total (241 checks):				2,424,689.24



Jack Bebee

General Manager

FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: JENNIFER DEMEO

Name & Location of Function: HOOVER DAM TOUR

Date(s) of Attendance: 1/31/2020 - 2/1/2020

Purpose of Function: EDUCATION

Sponsoring Organization: Metropolitan Water District

Summary of Conference or Meeting: Flew from San Diego Airport to Las Vegas to board bus tour. Hoover Dam was the 1st stop and it was great. From there to lunch then Gene Camp and a tour of Whitsett Pumping Plant + boat tour of Reservoir. I plan to retake this tour next time Met runs it!

Director Signature: [Signature]

Date: 2/9/2020

The Administrative Code requires reports of conferences or meetings for which a director requests per diem or expense reimbursement. Reports must be submitted to the secretary no later than one (1) week prior to the board meeting.

Reports must be submitted before the District will pay per diem or reimbursement for the conference or meeting. Reports are not required for board or committee meetings or meetings with board or committee officers, the general manager, or the general counsel.



FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Kenneth Endter

Name & Location of Function: Colorado River Aqueduct including Hoover Dam.

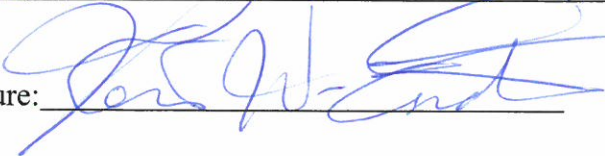
Date(s) of Attendance: Jan. 31<sup>st</sup> and Feb. 1<sup>st</sup>, 2020

Purpose of Function: Education and Inspection of the.

Sponsoring Organization: SDCWA and Metropolitan Water District

Summary of Conference or Meeting:

In depth knowledge of the MET Water Transfer from Whittsett Pump Station at Lake Havasu to Gene pump station to Copper Basin Reservoir and Dam. We also viewed and learned the pumping system details and viewed areas along the CRA. The interconnection between SDCWA and Met was also explained as well as the current issues at Salton Sea.

Director Signature:  Date: Feb. 2<sup>nd</sup>, 2020

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FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Kenneth Endter

Name & Location of Function: Butcher Block Restaurant  
San Diego, CA

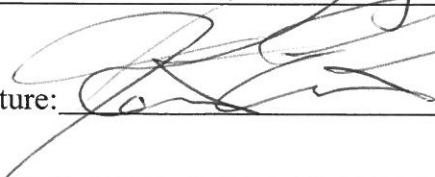
Date(s) of Attendance: 2-18-2020

Purpose of Function: Monthly Meeting

Sponsoring Organization: COWU

Summary of Conference or Meeting:

Guest Speaker was Mr. Hank Rupp, COO/  
General Counsel of Rancho Guejito, a private  
Corporation that raises calves, Alfalfa Hay,  
500 Acres of Avocadoes and various other  
vegetables. They have an average water  
of 350 AF annually. Multiple aerial  
slides were shown and the property  
is open for the general public for tours.

Director Signature: 

Date: 2-18-2020

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