



**FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE COMMUNITY BENEFIT PROGRAM COMMITTEE**

MINUTES

**WEDNESDAY, OCTOBER 4, 2023
10:00 A.M.**

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

Committee Chair Mendelson called the Fallbrook Public Utility District's Community Benefit Program ("FPUD CBP") Committee meeting to order at 10:00 a.m.

A quorum was established and attendance was as follows:

Committee Members

Present: Jim Mendelson, Chair
Elana Sterling, Vice Chair
Anna Marchand, Secretary
Lila Hargrove
Jerry Kalman
Leticia Maldonado/Stamos
Rosie Redmond

Absent: None

District Staff Present: Lauren Eckert, Executive Assistant/Board Secretary

Also present: were two members of the public, in attendance, and one person attending via teleconferencing. Subsequently, and because the sound system was causing issues during the meeting, the web conference was turned off.

PLEDGE OF ALLEGIANCE

Committee Secretary Marchand led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b) - None

APPROVAL OF AGENDA

MOTION: Committee Vice Chair Sterling moved to approve the agenda, as published; Committee Member Redmond seconded. A vote commenced and the motion passed.

VOTE:

AYES: Unanimous
NOES: None

ABSTAIN: None
ABSENT: None

PUBLIC COMMENT

Committee Chair Mendelson called for public comment at this time and throughout the action/discussion items. No public comments were received.

II. APPROVAL OF MINUTES------(ITEM A)

MOTION: Committee Member Hargrove moved to approve the September 11, 2023 FPUD CBP Committee Meeting Minutes, as presented; Committee Vice Chair Sterling seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous
NOES: None
ABSTAIN: None
ABSENT: None

III. ACTION/DISCUSSION(ITEMS B-C)

B. RECAP OF OCTOBER 2, 2023 WORKSHOP

Proposal Development Workgroup Chair Hargrove presented responses to questions posed by members of the public as follows:

1. The Funding Agreement requires payment of a prevailing wage. This includes projects under \$10,000.00.
2. Labor for general repairs may be utilized as long as compensated at a prevailing wage.
3. A contractor license and insurance coverage are required, although the Funding Agreement does not require any specific license. Licensing would depend on industry standards. Retaining a licensed contractor versus an independent individual is recommended.
4. Different and separate projects may be bid individually; however, a project cannot be purposefully broken into less expensive projects to avoid requirements of the funding and/or bidding process.
5. Estimates from a contractor should be utilized to support a budget.
6. Prevailing wage information may be obtained from the State Department of Industrial Relations at: <https://www.dir.ca.gov/oprl/2023-2/PWD/Determinations/Subtrades/SDI.html>
7. The "live" application period stated in the PowerPoint was incorrect and is being corrected for posting on the FUPD website. Executive Assistant/Board Secretary Eckert has posted all requisite application documents on the FUPD website.

During Committee Member Hargrove's presentation of the above information, the following motion was made as a result of difficulties with the sound system:

MOTION: Committee Member Redmond moved to disconnect the web teleconferencing and turn off the sound system; Committee Vice Chair Sterling seconded. A vote commenced and the motion passed.
VOTE:

AYES: Six
NOES: One
ABSTAIN: None
ABSENT: None

Additional discussions included:

1. Agreement that the maximum amount of dollars to be awarded during the current application process will include two fiscal years of funds.
2. The January agenda will list each application.
3. The current application protocol will be maintained with the understanding that the FPUD CBP Committee may also need to be flexible since this is the first year of operation.
4. If a project requires funds to sustain or maintain the project, the applicant needs to outline these details in the application. Sustainability is referenced in the scoring rubric.
5. In the event more than one applicant is collaborating on a single project, the applicant must identify the entire scope of the project together with the applicant's specific commitment to the project in the application.

A member of the audience asked whether more than three projects could be included in one application. Committee Member Hargrove responded, "No."

C. REVIEW OF PROCEDURES FOR COMMITTEE MEMBERS PROCESSING APPLICATIONS

The procedures and timelines for processing and scoring the applications were reviewed.

The Proposal Development Workgroup will distribute the applications via a notebook compiled for each Committee Member. Each Committee Member will pick up his/her notebook at the Chamber of Commerce Office upon notice. Once scoring is completed, the notebook will be returned to the Proposal Development Workgroup.

Scoring questions will be addressed, in general, at the regularly scheduled December 11, 2023 meeting. Individual applications will not be identified or referenced. However, the FPUD CBP Committee will discuss the application and scoring process.

In the event a committee member has a conflict, or an appearance of a conflict, with any application and/or project, the committee member will write, "Self-Recused" and the date on the top of the first page of the corresponding scoring rubric.

Decisions awarding funding are planned for the regularly scheduled January 8, 2024 meeting. This meeting is anticipated to be lengthy and will continue to the afternoon if necessary.

IV. WORKING GROUP REPORTS.....(ITEMS D-E)

D. ADMINISTRATIVE FUNCTION WORKGROUP – No report.

E. PROPOSAL DEVELOPMENT WORKGROUP – See above, no additional report.

V. PUBLIC OUTREACH

Discussion ensued about both the January 2024 agenda package and current press releases. The January 8, 2024 Agenda will list the applicants. Current press releases will continue to, but not be limited to, providing status information and announcements about the application process and deadline.

VI. ADJOURNMENT OF MEETING – Next meeting November 13, 2023 at 10:00 a.m.

There being no further business to discuss, on a motion made by Committee Chair Mendelson, seconded by Committee Vice Chair Sterling and passed unanimously, the Community Benefit Committee Meeting of the Fallbrook Public Utility District adjourned at 10:45 a.m.



Chair, Community Benefit Committee

ATTEST:



Secretary, Community Benefit Committee