



FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING

REVISED AGENDA (REV. 1)

MONDAY, SEPTEMBER 23, 2019
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 Board Secretary at (760) 999-2704 for assistance.

Writings that are public records 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. YEARS OF SERVICE

1. Josh Hargrove, Mechanical Technician – 5 Years
2. Mary Lou West, Secretary – 10 Years
3. Todd Lange, System Service/Shop Supervisor – 30 years

B. JULIANA LUENGAS, NEW ENVIRONMENTAL COMPLIANCE TECH

II. CONSENT CALENDAR-----(ITEM C)****

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.

C. CONSIDER APPROVAL OF MINUTES

1. August 26, 2019 Regular Meeting

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

III. **INFORMATION**-----**(ITEM D)**

D. COMMEMORATION OF 75 YEARS OF WATER DELIVERIES TO SAN DIEGO

Presented by: Denise Vedder of the San Diego County Water Authority

IV. **ACTION / DISCUSSION CALENDAR** -----**(ITEMS E–G)**

E. CONSIDER BOARD STANDING COMMITTEE MEETING PRACTICES

Recommendation: Staff supports Board direction.

F. CONSIDER PROPOSED CHANGES TO SECRETARY JOB TITLE AND JOB DESCRIPTION; RESOLUTION NO. 4891

Recommendation: That the Board adopt Resolution No. 4891 amending Article 11 of the Administrative Code to approve the changes to the position title and job description.

G. CONSIDER SECOND AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT WITH JACK BEBEE

Recommendation: That the Second Amendment to the Employment Agreement for General Manager Jack Bebee be approved effective September 23, 2019.

V. **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. Treasurer's Report
 - b. Budget Status Report
 - c. Warrant List
5. Public Affairs Specialist
6. Notice of Approval of Per Diem for Meetings Attended
 - a. Notification of Approval for Directors to Meet with the Board President to Discuss District Business
7. Director Comments/Reports on Meetings Attended

- a. Notice of Appointments to Board Standing Committees
- 8. Miscellaneous

ADJOURN TO CLOSED SESSION

VI. CLOSED SESSION

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

One (1) Potential Case

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION

VII. ADJOURNMENT OF MEETING

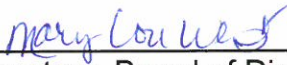
* * * * *

DECLARATION OF POSTING

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

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

September 19, 2019
Dated / Fallbrook, CA


Secretary, Board of Directors

This page intentionally left blank.

This page intentionally left blank.

M E M O

TO: Board of Directors
FROM: Mary Lou West, Secretary *mw*
DATE: September 23, 2019
SUBJECT: Approval of Minutes

Recommended Action

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

1. August 26, 2019 Regular Meeting

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

MINUTES

**MONDAY, AUGUST 26, 2019
4:00 P.M.**

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President McDougal called the regular 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: Don McDougal, Member/President
Jennifer DeMeo, Member/Vice-President
Dave Baxter, Member
Ken Endter, Member
Charley Wolk, Member

Absent: None

General Counsel/District Staff

Present: Paula de Sousa Mills, General Counsel
Jack Bebee, General Manager
David Shank, Assistant General Manager/CFO
Jason Cavender, Operations Manager
Aaron Cook, Senior Engineer
Mick Cothran, Engineering Technician
Josh Couveau, Utility Technician
Jamison Davis, Utility Worker
Noelle Denke, Public Affairs Specialist
Soleil Develle, Engineering Technician
Kyle Drake, Collection Supervisor
Alex Galloway, Utility Worker
Todd Lange, System Service/Shop Supervisor
Mary Maciel, Student Intern
Jeff Marchand, Engineering Supervisor
Jose Mendoza, Utility Worker
Sky Peterson, Utility Worker

Colter Shannon, Utility Worker
Kevin Stamper, Utility Worker
Owni Toma, Chief Plant Operator
Mary Lou West, Secretary

Also present were others, including, but not limited to: John Duling; Sandy Kerl, Acting General Manager, San Diego County Water Authority; and Rodney Smith.

PLEDGE OF ALLEGIANCE

President McDougal led the Pledge of Allegiance.

APPROVAL OF AGENDA

President McDougal announced that Action Item Nos. N and O would follow the Consent Calendar.

MOTION: Director Endter moved to approve the agenda, to include reordering the agenda to move Action Item Nos. N and O after the Consent Calendar; Director Wolk 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.

John Duling stepped to the podium and asked the Board to approve his request for agricultural program water rates. President McDougal directed staff to review Mr. Duling's request with the Engineering & Operations Committee, along with the current policy for participation in the agricultural program. Staff to share the results of the review with Mr. Duling and potentially return to the Board with a recommendation.

A. EMPLOYEE OF THE QUARTER FOR AUGUST 2019

1. Sky Peterson, Utility Worker

Sky Peterson was recognized as the August 2019 Employee of the Quarter.

B. MANAGER'S AWARD RECIPIENTS

1. Colter Shannon, Utility Worker
2. Alex Galloway, Utility Worker

3. Jamison Davis, Utility Worker
4. Josh Couveau, Utility Technician
5. Kevin Stamper, Utility Worker
6. Jose Mendoza, Utility Worker
7. Mateo Morgan, Systems Operator

The Board recognized Colter Shannon, Alex Galloway, Jamison Davis, Josh Couveau, Kevin Stamper, Jose Mendoza, and Mateo Morgan for receiving Manager's Awards for their tireless efforts while repairing a main line break. The crew worked over 24 continuous hours to get the job done restoring service to area residents.

II. CONSENT CALENDAR-----(ITEMS C-D)****

All items appearing on the Consent Calendar may be disposed of by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items shall be considered separately for action by the Board.

C. CONSIDER APPROVAL OF MINUTES

1. July 22, 2019 Regular Meeting
2. July 22, 2019 Special Meeting
3. August 20, 2019 Special Meeting

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

D. CONSIDER ADVANCE APPROVAL TO ATTEND MEETINGS

Recommendation: That the Board authorize advance approval for Directors' attendance to the following meetings or events:

1. *Metropolitan Water District of Southern California Tours (inspection trips) hosted by the San Diego County Water Authority delegation: (a) State Water Project/Bay-Delta, Sept. 13-14, 2019; (b) State Water Project/Bay-Delta, Oct. 18-19, 2019; (c) Colorado River Aqueduct System, Nov. 8-9, 2019; (d) Colorado River Aqueduct System, Dec. 13-14, 2019; (e) Hoover Dam & Colorado River Aqueduct System, Jan. 31-Feb. 1, 2020; (f) Hoover Dam & Colorado River Aqueduct System, May 15-16, 2020; and*
2. *2019 CSDA Annual Conference and Exhibitor Showcase, Sep. 25-28, 2019, Anaheim, California.*

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

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

N. CONSIDER FORMAL APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH EASTERN MUNICIPAL WATER DISTRICT AND RAINBOW MUNICIPAL WATER DISTRICT REGARDING "PLANNING PROCESS AND GENERAL TERMS FOR CONSIDERATION OF THE ANNEXATION OF RAINBOW MUNICIPAL WATER DISTRICT AND FALLBROOK PUBLIC UTILITY DISTRICT INTO EASTERN MUNICIPAL WATER DISTRICT FOR WHOLESALE IMPORTED WATER SERVICE" (MOU)

Recommendation: That the Board approve the MOU for execution by President McDougal.

Rodney Smith stepped to the podium and read aloud "The Forgotten Economics of Leaving the San Diego County Water Authority." Mr. Smith distributed copies of his statement to the Board.

Sandy Kerl, Acting General Manager of the San Diego County Water Authority (SDCWA), stepped to the podium and read aloud a statement concerning Action Item Nos. N and O. Mrs. Kerl asserted the Fallbrook Public Utility District (FPUD) and the Rainbow Municipal Water District (RMWD) promised to provide the SDCWA with a proposal concerning the terms of the proposed annexation to Eastern Municipal Water District (EMWD) and detachment from the SDCWA. Mrs. Kerl requested the Board defer consideration of Action Item Nos. N and O and reschedule for a time 30 days after the SDCWA receives the proposal from FPUD and RMWD. Mrs. Kerl distributed copies of her statement to the Board.

General Counsel de Sousa Mills stated the MOU is not a project under the provisions of the California Environmental Quality Act (CEQA) and approval and execution of the MOU does not commit the District to the detachment/annexation. The MOU permits staff to consider, discuss, and plan for a future potential detachment/annexation. Any future potential detachment/annexation would be subject to future Board approval and at that time a determination would be made as to whether the proposed detachment/annexation was a project under CEQA, and if so the appropriate level of CEQA review.

MOTION: Director Wolk moved to approve the Memorandum of Understanding with Eastern Municipal Water District and Rainbow Municipal Water District regarding "Planning Process and General Terms for Consideration of the Annexation of Rainbow Municipal Water District and Fallbrook Public Utility District into Eastern Municipal Water District for Wholesale Imported Water Service"; Director Baxter seconded. Motion passed; VOTE:

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

- O. CONSIDER PREPARATION OF RESOLUTION OF APPLICATION TO SAN DIEGO LOCAL AGENCY FORMATION COMMISSION (LAFCO) (AND RELATED MATERIALS) FOR EXCLUSION/DETACHMENT OF TERRITORY FROM SAN DIEGO COUNTY WATER AUTHORITY (SDCWA) AND ANNEXATION TO EASTERN MUNICIPAL WATER DISTRICT (EMWD)

Recommendation: Staff supports Board direction.

General Manager Bebee stated he is looking for direction from the Board on two options moving forward. The first option does not include preparation of a Resolution of Application to LAFCO for exclusion/detachment of territory, and the second option does.

MOTION: Director Wolk moved to direct staff to begin preparation of the Resolution of Application for exclusion/detachment (and related materials) for submission to San Diego LAFCO, for consideration by the Board at a future Board Meeting, even if no consensus is reached with SDCWA regarding terms and conditions for exclusion/detachment and also continue to work with SDCWA on identifying potential terms of exclusion/detachment; Vice-President DeMeo seconded. Motion Passed; VOTE:

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

At 4:43 p.m., President McDougal announced the Board of Directors would take a brief recess.

At 4:45 p.m., the Board returned from recess and reconvened to Open Session.

III. INFORMATION----- (ITEMS E-I)

- E. PRESENTATION BY MARY MACIEL, STUDENT INTERN, FALLBROOK HIGH SCHOOL

Mary Maciel presented a slide show of her experience working as a high school intern over the summer.

F. ENGINEERING AND OPERATIONS KEY PERFORMANCE INDICATORS

Engineering and Operations staff presented a slide show and a discussion of the semi-annual progress report on capital improvement projects, wastewater and collection operations, and system services and system operations.

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

Staff provided an overview of the parcels with deferred water availability / standby charges.

H. COMMUNITY BENEFIT WATER USERS FY 2018-19 ANNUAL REPORT

Staff provided an overview of the community-benefit water users for fiscal year 2018-19.

I. FY 2018-19 YEAR-END BUDGET STATUS REPORT

Assistant General Manager/CFO Shank presented a slide show with an overview of the 2018-19 year end Budget Status Report.

IV. ACTION / DISCUSSION CALENDAR ----- (ITEMS J–O)

J. CONSIDER PUBLICATION OF ANNUAL FINANCIAL STATEMENT

Recommendation: That the Board approve the draft financial statement developed by staff for publication in the Village News in accordance with Section 6066 of the Government Code.

General Manager Bebee stated the Public Utility District Act requires annual publication of the financial statement, and the request is for approval of the draft financial statement for publication in the Village News.

MOTION: Vice-President DeMeo moved to approve the draft financial statement developed by staff for publication in the Village News in accordance with Section 6066 of the Government Code; Director Wolk seconded. Motion passed; VOTE:

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

K. CONSIDER THE CALL FOR BALLOTS FOR THE SAN DIEGO COUNTY CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD

Recommendation: That the Board select one nominee from the slate of candidates and authorize the Board President, or duly-appointed alternate board member, to cast its vote in the San Diego County Consolidated Redevelopment Oversight Board Election.

Vice-President DeMeo recommended the District cast its vote for Bob Ayres.

MOTION: Vice-President DeMeo moved to authorize the Board President to cast the District's vote for Bob Ayres in the San Diego County Consolidated Redevelopment Oversight Board Election; Director Endter seconded. Motion passed; VOTE:

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

L. CONSIDER CALL FOR NOMINATIONS TO SOLICIT EIGHT SPECIAL DISTRICTS MEMBERS TO SERVE ON THE SPECIAL DISTRICTS ADVISORY COMMITTEE

Recommendation: Staff supports Board direction.

General Manager Bebee stated he has served on the Special Districts Advisory Committee for the last four years and is interested in serving for the next four years. The current action requested of the Board is to nominate a district-elected, appointed officer, or staff member of the District as a candidate.

MOTION: Director Wolk moved to nominate Jack Bebee as a candidate for the San Diego Local Agency Formation Commission as a Special District Advisory Committee member; Director Endter seconded. Motion passed; VOTE:

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

M. CONSIDER ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 10 BOARD BALLOT

Recommendation: That the Board select the Nominating Committee's Recommended Slate or select candidates from the Individual Board Candidate Nominations and

authorize the Board President to cast its vote in the Association of California Water Agencies Region 10 Board Election for the 2020-2021 term.

General Manager Bebee noted the election is to vote for board member candidates to Region 10 of the Association of California Water Agencies. The Board may select the recommended slate or individual candidates.

Vice-President DeMeo suggested the Board vote for the recommended slate, with the exclusion of Charles Gibson, and vote for Hayden Hamilton in his place.

MOTION: Vice-President DeMeo moved to select the Nominating Committee's recommended slate, with the exclusion of Charles Gibson, and to select Hayden Hamilton in Mr. Gibson's place and authorize the Board President to cast the District's vote in the Association of California Water Agencies Region 10 Board Election for the 2020-2021 term; Director Endter seconded. Motion passed; VOTE:

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

V. 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. Treasurer's Report
 - b. Budget Status Report
 - c. Warrant List
5. Public Affairs Specialist
6. Notice of Approval of Per Diem for Meetings Attended
 - President McDougal gave notice that he approved Vice-President DeMeo's attendance to the Council of Water Utilities Bylaws Committee meeting on August 21, 2019.
7. Director Comments/Reports on Meetings Attended
8. Miscellaneous
 - a. Report on Reimbursements

ADJOURN TO CLOSED SESSION

The Board of Directors adjourned to Closed Session at 5:56 p.m. following an oral announcement of Closed Session Items VI. (1), (2), and (3) by President McDougal.

VI. CLOSED SESSION

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

Two (2) Potential Cases

2. CONFERENCE WITH LABOR NEGOTIATORS PER GC § 54957.6

Agency Designated Representative: Board President McDougal

Unrepresented Employee: General Manager

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER GC § 54957

Title: General Manager

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 6:30 p.m.

REPORT FROM CLOSED SESSION

There was no reportable action taken in Closed Session.

VII. ADJOURNMENT OF MEETING

There being no further business to discuss, President McDougal adjourned the regular meeting of the Board of Directors of the Fallbrook Public Utility District at 6:31 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

This page intentionally left blank.

M E M O

TO: Board of Directors
FROM: Jack Bebee, General Manager *JRB*
DATE: September 23, 2019
SUBJECT: Board Standing Committee Meeting Practices

Description

The District currently has three Board Standing Committees that are used to support the overall operation of the District. The three Board Standing Committees are:

1. Engineering & Operations
2. Fiscal Policy & Insurance
3. Personnel

The roles of the Board Standing Committees are defined in Section 2.14, *Board Committees*, and the guidelines are generally described in Section 2.9.1, *Guidelines for Conduct of Board Meetings* of the Administrative Code (see Attachment A).

This item is to further discuss past practices for setting Board Standing Committee meetings, meeting agendas, and any changes desired by the Board to the process.

Budgetary Impact

There is no budgetary impact.

Recommended Action

Staff supports Board direction.

Attachment A

- D. California Association of Sanitation Agencies (CASA) (semi-annual)
- E. Training Courses in CA Local Agency Ethics (AB 1234) and/or Sexual Harassment for Supervisors (AB 1825)
- F. Metropolitan Water District of Southern California (up to one per month)
- G. San Diego County Water Authority (up to one per month)
- H. Meetings between the Board President and the General Manager (up to twice per month)
- I. Up to one meeting per month for each Director with the General Manager to discuss District business
- J. Toastmasters International (up to twice per month)
- K. Citizens Water Academy offered by the San Diego County Water Authority
- L. New Board Member Orientation and Training as prescribed by section 2.16.7 of the Administrative Code

Sec. 2.13 Board Packets.

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

Sec. 2.14 Board Committees.

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

- A. Fiscal Policy & Insurance Committee – This committee shall work with the General Manager and other officers of the District to review the annual audit, the annual financial statement before publication, budget, water rate structures and fees, investments, insurance, and other financial records and operations of the District.
- B. Personnel Committee – This committee is responsible for employer-employee relations, including negotiations with the FPUDEA and FMEA, all substantive changes in personnel policies, and annual review and salary recommendations of the General Manager.
- C. Engineering and Operations Committee — This committee is responsible to advise the Board concerning the planning, construction, operation, and maintenance of the

necessary works for the production, storage, transmission, and distribution of water for irrigation, domestic, industrial, and municipal purposes. They shall also review the capital improvement programs of the District, environmental documents and programs, and the master plans of the District, while conferring with staff during the preparation thereof.

Sec. 2.15 Ethics Policy.

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

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

- A. Disclosure of Closed Session Matters. No member of the District shall disclose to any person, other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters of confidential District business, the content or substance of any information presented or discussed during a closed session meeting unless the District first authorizes such disclosure by the affirmative vote of three members.

- B. Disclosure of Confidential Communications. Except when disclosure is mandated by State or Federal law, no member of the District Board shall disclose confidential or privileged communications to any person other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters, unless the Board of Directors first authorizes such disclosure by the affirmative vote of three members of the Board of Directors.

- C. Conduct During Negotiations/Litigation. The Board of Directors is authorized to provide direction to specifically identified negotiators in a legally constituted closed session on matters involving pending litigation, real estate negotiations and labor negotiations. If the Board of Directors, in closed session, provides such direction to its negotiators, all contact with the negotiating party or party's representative shall be limited to and made by those individuals designated to handle the negotiations. During a pending labor contract or discussion, no member of the District Board shall have any contact or discussion with the negotiating party or the party's representative regarding the subject matter of the pending negotiation. In addition, during litigation or real estate negotiations, no member of the District Board (unless they have been designated as a negotiator) shall have any contact or discussion with litigating or negotiating party or the party's representative regarding the subject matter of the pending litigation or real estate negotiations.

Sec. 2.9 Order of Procedure of Meetings.

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

Sec. 2.9.1 Guidelines for Conduct of Board Meetings.

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

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

Sec. 2.10 Consent Calendar.

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

M E M O

TO: Board of Directors
FROM: Personnel Committee
DATE: September 23, 2019
SUBJECT: Proposed Changes to Secretary Job Title and Job Description

Purpose

To obtain approval for the proposed job title change and updated job description for the District's Secretary job classification.

Summary

On August 19, 2019, the Personnel Committee reviewed the proposed secretary job title change to executive assistant/board secretary and related job description updates to more accurately reflect the duties and responsibilities of the position. In addition, they reviewed the current salary of the position in relation to market data for comparable positions.

While the District's secretary job description did not previously contain an education or years of related experience requirement, the updated job description now requires high school graduation or GED and completion of 60 semester (or equivalent quarter) units from an accredited college or university, with an associate's or bachelor's degree preferred, and three years of progressively responsible and complex administrative and secretarial experience. Additionally, possession of or ability to obtain and maintain a notary public certification has been and continues to be a requirement for this position.

Budgetary Impact

There is no budgetary impact associated as no change in compensation is proposed.

Recommended Action

That the Board approve the changes to the position title and job description.

Secretary Job Description - Old

SECRETARY JOB DESCRIPTION - OLD

Definition

Under administrative direction, to serve as Secretary of the Board of Directors; to perform complex secretarial and administrative detail work for the General Manager; and to perform related work as required.

Class Characteristics

This one-position class serves in an official capacity as Secretary of the Board of Directors. In addition, the incumbent serves as the secretary and executive assistant of the General Manager, wherein the incumbent performs secretarial and staff support work and administers assigned programs. This classification is designated as confidential. Incumbents may supervise clerical staff in the performance of duties.

Examples of Duties

Takes minutes at Board meetings₁; prepares and distributes copies of minutes, agenda/agenda packets, and other pertinent matters to Board members₁; prepares, sends for recordation and files Board Resolutions, Ordinances, agreements, etc.₁; signs and places District seal on documents, as required; develops and maintains the District's administrative codes₁; mails meeting reminders and other official notices to the Board, consultants and the press; prepares Bills of Sale₂; prepares documents for Department of Motor Vehicles₂; publishes and posts notices and ordinances in accordance with law; makes necessary arrangements for elections₂; confers with the General Manager in the preparation of material and data requested by the Board of Directors₁; assists in the preparation of material for presentation at Board meetings₁; keyboards correspondence, memoranda and reports, and writes routine letters, as directed; performs a wide variety of complex administrative support work requiring composition, typing, stenographic and organizational skills₁; gathers the necessary information for preparation of reports by the General Manager₂; schedules appointments for the General Manager; communicates on behalf of the General Manager in his absence and for others, as directed; provides administrative support of the General Manager in and for others, as directed₁; prepares and processes District forms and documents, to include recordable documents, and prepares and processes forms and documents required by other agencies₁; manages board room calendar and usage₂; makes travel arrangements for the General Manager and Board members₁; may plan, organize and supervise the work of assigned staff, selecting, making assignments, setting priorities for and training personnel; develops standards of performance; receives work from administrators other than General Manager and may assign work to subordinate within the unit; develops procedures of the work unit; modifies work assignments in accordance with the needs of the unit; and performs related work as required.

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

Licenses and Certifications Required

Possession of certification as a Notary Public of the State of California;

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

Qualifications:

SECRETARY JOB DESCRIPTION - OLD

Knowledge of:

Modern office equipment and procedures;

Computer remote terminal and microcomputer operating methods and software related to word processing and spreadsheet applications;

English usage, spelling, grammar and punctuation at an advanced level;

Business mathematics;

Applicable laws and regulations;

Principles of supervision;

Common public relations courtesies, practices and techniques;

Applicable safety precautions and procedures;

County Tax Assessors procedure as it relates to real property ownership.

Ability to:

Perform highly responsible and complex administrative support work;

Keyboard at a net corrected speed of not less than 60 words per minute from clear text;

Take dictation at a speed of not less than 100 words per minute and transcribe material accurately;

Establish comprehensive records management systems;

Read and interpret laws, codes, ordinances, resolutions and other technical and complex written materials;

Operate computer remote terminal/microcomputer at a skilled level, utilizing varied software;

Plan, organize, administer and coordinate several major functions;

Compose resolutions, ordinances, agreements, specifications, notices, correspondence and reports;

Operate a vehicle observing legal and defensive driving practices;

Understand and carry out oral and written instructions;

Establish and maintain effective relationships with those contacted in the course of work.

Training and Experience

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is public agency or corporate experience related to serving an elected or appointed board as secretary and the performance of responsible administrative secretarial and staff support work.

Physical Demands

Sitting: Remains in a seated position for up to 9 hours per day.

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

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

Hands/Arms: Operates computer for up to 9 hours per day and takes minutes for up to 3 three hours.

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

Reasonable accommodations will be considered.

SALARY RANGE: 36

Secretary Job Description – Proposed New Title &
Job Description

RESOLUTION NO. 4981

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FALLBROOK PUBLIC UTILITY DISTRICT
AMENDING THE ADMINISTRATIVE CODE—ARTICLE 11, PERSONNEL
REGULATIONS**

* * * * *

WHEREAS, the District's Secretary job title and job description did not accurately reflect the duties and responsibilities of the position; and

WHEREAS, the Personnel Committee reviewed the job title and job description for the Secretary and recommended the job title be changed to Executive Assistant/Board Secretary and the related job description be updated to more accurately reflect the duties and responsibilities of the position, which includes the addition of an education and years of related experience requirement.

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

1. The Board approves the proposed revisions to Article 11 of the Administrative Code as set forth in Exhibit A and incorporated herein.
2. The remaining provisions of Article 11 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 23rd day of September, 2019, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Exhibit A

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

EXECUTIVE ASSISTANT/BOARD SECRETARY

DEFINITION

Under general direction, performs highly responsible, confidential and complex administrative and secretarial work for the General Manager and the Board of Directors; plans, organizes, directs, and coordinates the administrative activities of the General Manager's office; provides secretarial support and assistance to the Board of Directors as assigned; and performs related duties as assigned.

CLASS CHARACTERISTICS

The incumbent reports to the General Manager and is responsible for the administration of activities in the General Manager's Office. This position is responsible for coordinating, directing, and evaluating assigned administrative staff. Duties emphasize complex, responsible and confidential administrative and secretarial support work requiring the use of independent judgment and initiative. The incumbent is expected to demonstrate a high level of expertise and initiative in maintaining efficient and effective administrative operations that are consistent with Board policies and the administrative guidelines established by the General Manager

EXAMPLES OF DUTIES:

- Plans, organizes, integrates and monitors the administrative work of the General Manager's office;
- Performs advanced secretarial duties in support of the General Manager and the Board of Directors;
- Acts as secretary to the board of directors; certifies resolutions, ordinances and minutes of board meetings;
- Prepares a variety of board and committee documents, including required board memoranda and resolutions; prepares communications to all parties and agencies involved in the process; prepares legal notifications;
- Attends board and committee meetings and coordinates meeting logistics, arrangements and other required support; oversees and coordinates the preparation of the agenda, as well as the assembly and distribution of agenda packets; updates and maintains mailing lists; records roll call votes on agenda items; ensures compliance with legal requirements governing public notice of meetings and the conduct of closed sessions; drafts the official meeting minutes and prepares summaries of board meetings and other district meetings;
- Coordinates all meeting follow-up activities for the General Manager and board members; assists management staff in collecting, compiling, and analyzing information from various sources on a variety of specialized topics related to programs administered by the General Manager or the Board;
- Receives, tracks, and responds to Public Records Act requests and ensures compliance with related laws; coordinates efforts with departmental staff and legal counsel;

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

- Accepts service of process and serves as official custodian of record; authenticate documents with official seal; notarize documents related to District business and for employees;
- Acts as filing officer and filing official for Statements of Economic Interest for elected officials and designated positions identified in the Conflict of Interest Code; notifies elected officials and designated filers of filing obligations and deadlines for filing; processes and maintains records;
- Reviews, updates, and maintains the District's Conflict of Interest Code as new job positions are created or existing job descriptions change; coordinates updates with legal counsel and human resources.
- Updates and maintains Form 800 series and Statement of Facts—Roster of Public Agencies Filing as necessary;
- Tracks and ensures compliance by elected officials with mandatory trainings in sexual harassment prevention and ethics laws; maintain records;
- Prepares Department of Motor Vehicles forms as necessary; maintains master file of titles and registrations for on-road vehicles;
- Prepares and records official documents of the District, including but not limited to, liens for unpaid charges, deeds secured by promissory notes, releases, agreements to defer standby changes, temporary service agreements, and documents related to annexations; coordinates document management with appropriate departments;
- Coordinates and certifies annual report to the County of San Diego for placement of fixed charge special assessments on the tax roll;
- Develops best practices for document management and retrieval; maintains agreements, memorandums of understanding, and contracts, including but not limited to, land leases, communication tower leases, interagency agreements, legal, historical, and matters specific to the office of the general manager;
- Coordinates new board member orientation, provides materials and payroll forms, and administers oath of office; verifies residency and eligibility of candidates with the County of San Diego; processes official documents related to elections and appointments to office;
- Maintains the Public Policy and Ethics Program and distributes newly-released memoranda;
- Researches information using a variety of sources, including history files and the Internet; compiles data and assists with the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations;
- Maintains the General Manager's and Board's calendar; coordinates, arranges and confirms meetings; screens requests for appointments;
- Oversees and participates in the maintenance of Board records and the recordation of documents;
- Prepares and processes expense claim forms for the General Manager and board members;
- Assists the General Manager with customer inquiries and problem resolution;
- Suggests policy changes in order to streamline departmental operations;
- Ensures departmental operations are within budgetary guidelines;
- Drafts and arranges for the legal publication of notices, postings and public hearings; updates and distributes changes to the administrative code;
- Develops and implements office-related goals, objectives, policies, and procedures; analyzes and interprets complex documents and administrative procedures and regulations;
- Serves as a liaison between the General Manager, the Board of Directors, and District staff.

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

- Assists with the election process for Board of Director offices; and
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- District codes, State and local laws, and other legal requirements applicable to the governmental structure of the District and specifically related to the functions and operations of the Board of Directors and the General Manager;
- Legal requirements applicable to the maintenance and retention of public records;
- Requirements of the Brown Act and parliamentary procedure;
- Organization, functions, procedures and rules of the Fallbrook Public Utility District and its Board;
- The methods and formats used for preparing complex business correspondence, compiling data and information, and performing data analysis;
- The principles of written English including proper grammar, punctuation, spelling and vocabulary;
- Methods of researching information;
- Advanced methods of classifying, indexing, processing, retrieving, and controlling documents;
- Computer applications and systems related to department functions; and
- Maintenance of public records.

Ability to:

- Provide advanced and complex administrative and secretarial support to an executive manager and/or other high-level staff;
- Organize and manage competing priorities;
- Ensure established deadlines are met;
- Take complete, comprehensive notes at live meetings, unaided by recording devices, to prepare clear, concise and complete documentation, minutes and other reports and correspondence;
- Type, at an acceptable rate of speed, a variety of complex documents that may be highly sensitive/confidential, include technical information, and/or require specialized formatting;
- Research, interpret, explain and apply complex procedures, rules and regulations;
- Gather, organize, input and maintain complex information, including financial or program-specific data;
- Analyze data and information at a level sufficient to identify trends and visible findings, and draw logical conclusions;
- Provide/obtain detailed information to/from others as appropriate, including confidential and/or otherwise sensitive information;
- Operate standard office equipment, including a computer;
- Serve as a liaison between District personnel, other agencies, and the public;

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education, Training and Experience:

Education

High school graduation or GED and completion of 60 semester (or equivalent quarter) units from an accredited college or university. An associate's or bachelor's degree is preferred.

Training

Possession of or ability to obtain and maintain a certification as a notary public of the State of California.

Experience

Three years of progressively responsible and complex administrative and secretarial experience.

PHYSICAL REQUIREMENTS

Sitting: Remains in a seated position for up to 9 hours per day.

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

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

Hands/Arms: Operates computer for up to 9 hours per day and takes minutes for up to 3 three hours per day.

Vision: Reads written or video messages for up to 8 hours per day

SALARY RANGE: 36

M E M O

TO: Board of Directors
FROM: Paula de Sousa Mills, General Counsel
DATE: September 23, 2019
SUBJECT: Second Amendment to General Manager Employment Agreement with Jack Bebee

Purpose

Consider Second Amendment to the General Manager's Employment Agreement.

Summary

At the regular meeting of July 22, 2019, the Board of Directors approved an amendment to the General Manager's Employment Agreement to reflect certain changes negotiated by the District and General Manager following the Board's evaluation of the General Manager's performance.

A further amendment has been negotiated by the District and the General Manager.

The proposed Second Amendment is attached (Attachment A) and would:

- Delete language that reduces the General Manager's annual compensation when the General Manager serves as the District's representative to the San Diego County Water Authority (CWA); and
- Move language regarding the General Manager's service on CWA committees and boards of other agencies or entities to the "Duties" paragraph of the Employment Agreement.

(Attachment B: First Amendment to Employment Agreement with original Agreement attached.)

Recommended Action

That the Second Amendment to the Employment Agreement for General Manager Jack Bebee be approved effective September 23, 2019.

Attachment A

**SECOND AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN
FALLBROOK PUBLIC UTILITY DISTRICT AND JACK BEBEE**

This SECOND AMENDMENT is made the ____ of September, 2019, between Fallbrook Public Utility District (hereinafter referred to as “DISTRICT”) and Jack Bebee (hereinafter referred to as “EMPLOYEE”).

RECITALS

- A. DISTRICT and EMPLOYEE entered into an Employment Agreement (“AGREEMENT”) on August 27, 2018 pursuant to which EMPLOYEE agreed to serve as General Manager of DISTRICT.
- B. DISTRICT and EMPLOYEE executed an Amendment to the AGREEMENT on July 22, 2019 regarding changes to EMPLOYEE’s compensation and benefits (“FIRST AMENDMENT”).
- C. DISTRICT and EMPLOYEE now desire to further amend the AGREEMENT related to deductions from EMPLOYEE’s annual compensation.

NOW THEREFORE, in consideration of the mutual promises set forth herein, DISTRICT and EMPLOYEE agree to amend the AGREEMENT as follows:

- 1. AGREEMENT Paragraph 2.a is hereby amended to delete the language in ~~strikeout~~ as follows:
 - a. EMPLOYEE shall be paid an annual salary of \$220,147.00, ~~subject to adjustment as set forth in Paragraph 2.a.i.~~, payable in biweekly installments at the same time as salary is paid to other DISTRICT employees. This compensation may not be reduced during the term of this Agreement except that if the Board finds it necessary to reduce salaries of all executive management employees, in which case EMPLOYEE’S salary may be reduced by no more than the average salary reduction of executive management, ~~or except as specified below in Paragraph 2.a.i.~~
- 2. AGREEMENT Paragraph 2.a.i is hereby deleted in its entirety.
- 3. AGREEMENT Paragraph 4 is amended to add Paragraph 4.a to read as follows:
 - a. EMPLOYEE may serve as DISTRICT representative to the San Diego County Water Authority (CWA), which includes service on two standing CWA committees. In no event shall EMPLOYEE serve on any additional CWA committees (or serve on any committees or boards of other agencies or entities related to the business of DISTRICT) without prior approval of DISTRICT Board.

4. All remaining terms of the AGREEMENT (as previously modified by the FIRST AMENDMENT) shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to the “Employment Agreement Between Fallbrook Public Utility District and Jack Bebee” on the day and year first above written.

DATED: _____

Jack Bebee

FALLBROOK PUBLIC UTILITY DISTRICT

DATED: _____

Don McDougal, President
Fallbrook Public Utility District

Attachment B

**AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN FALLBROOK PUBLIC
UTILITY DISTRICT AND JACK BEBEE**

This AMENDMENT is made the 22nd of July, 2019, between Fallbrook Public Utility District (hereinafter referred to as "DISTRICT") and Jack Bebee (hereinafter referred to as "EMPLOYEE").

RECITALS

- A. DISTRICT and EMPLOYEE entered into an Employment Agreement ("AGREEMENT") on August 27, 2018 pursuant to which EMPLOYEE agreed to serve as General Manager of DISTRICT. The AGREEMENT is attached hereto as Exhibit "A" and is incorporated herein by reference.
- B. Section 4 of the AGREEMENT provides that DISTRICT will conduct an annual evaluation of EMPLOYEE'S compensation in consideration of various factors therein described, and may make adjustments to the compensation and compensation in the form of benefits, which adjustments, if any, would be effective on July 1 of each year.
- C. DISTRICT and EMPLOYEE now desire to amend the AGREEMENT to reflect an adjustment to the benefits provided to EMPLOYEE under the terms of the AGREEMENT, and to provide for additional compensation to EMPLOYEE in the form of a one-time performance incentive compensation for work in accomplishing the Strategic Plan Objectives for Fiscal Year 2018-19.

NOW THEREFORE, in consideration of the mutual promises set forth herein, DISTRICT and EMPLOYEE agree to amend the following terms of the AGREEMENT as follows:

- 1. AGREEMENT Paragraph 3.b., related to Deferred Compensation, is hereby amended to add the bolded language, to read, in its entirety, as follows:

- b. Deferred Compensation Plan Contribution (401(a) Plan Contribution):

DISTRICT will match up to 2.5% of EMPLOYEE'S salary to a DISTRICT 401(a) plan as long as EMPLOYEE is contributing at least that percentage to EMPLOYEE'S individual deferred compensation 457(b) plan. **In addition for Fiscal Year 2019-20 and effective on July 1, 2019, DISTRICT shall make an additional contribution to a DISTRICT 401(a) plan in an amount equal to 2.3% of EMPLOYEE'S salary, in an amount not to exceed \$5,022.00.**

2. The title of AGREEMENT Paragraph 3.e., related to various leaves, is hereby amended to read as follows:

e. Sick, Vacation, Holiday Leave, Bereavement Leave and Executive Leave:

3. AGREEMENT Paragraph 3e.i., is hereby amended to delete the language in strikeout as follows:

i. Sick Leave: EMPLOYEE'S sick leave shall accrue at the rate of 3.69 hours per pay period. ~~EMPLOYEE's sick leave accrual is capped at 1,000 hours.~~

4. AGREEMENT Paragraph 3.e., is hereby amended by adding Paragraphs 3.e.v. and 3.e.vi., as follows:

v. Executive Leave:

- (1) EMPLOYEE shall accrue 1.54 hours of executive leave per pay period, up to a maximum of 120 hours.
- (2) Once EMPLOYEE reaches the maximum accrual of 120 hours, EMPLOYEE will stop accruing executive leave until EMPLOYEE'S balance is below 120 hours.
- (3) Half (½) of EMPLOYEE'S executive leave balance shall be cashed out upon voluntary termination or retirement OR upon retirement, EMPLOYEE may elect to contribute up to EMPLOYEE'S entire executive leave balance to an Health Reimbursement Account, pursuant to Paragraph 3.e.vi., below.

vi. Health Reimbursement Account (HRA):

The following provisions apply if EMPLOYEE retires after age 50, with 10 or more years of continuous employment. For purposes of this paragraph 3.e.vi., the term "retiree" and "EMPLOYEE" are used interchangeably, and any references to "EMPLOYEE" is meant to refer to EMPLOYEE once retired.

In the event EMPLOYEE retires after age 50 with 10 or more years of continuous employment, EMPLOYEE has the option of continuing on DISTRICT'S medical, dental and/or vision insurance plans using an HRA account that is funded with conversion of EMPLOYEE'S sick leave hours as follows:

- (1) Using the current benefit plan year's premium rates and a 5% projection for possible cost increases in subsequent years, DISTRICT estimates the projected cost for EMPLOYEE to pay 50% of the employee-only monthly premium for dental and/or vision coverage and 50% of the employee-only monthly medical premium/s, with DISTRICT paying the remaining 50% of the employee-only dental and/or vision and employee-only monthly medical premium/s.

Following is an example of how the medical premium costs are shared between the retiree and DISTRICT:

	TOTAL MONTHLY PREMIUM FOR KAISER MEDICAL	RETIREE PAYS MONTHLY	DISTRICT PAYS MONTHLY
RETIREE Only Coverage	\$ 623.16	\$ 311.58	\$ 311.58
RETIREE + One	\$ 1,236.43	\$ 924.85	\$ 311.58
RETIREE + Family	\$ 1,745.45	\$ 1,433.87	\$ 311.58

- (2) The full amount as calculated in Paragraph 3.e.vi.1., above is the amount that will be transferred from EMPLOYEE'S final sick leave balance to EMPLOYEE'S HRA account, which will be used to make the monthly premium payments until the HRA account balance is depleted or the retiree or their covered spouse, if applicable, reaches Medicare eligibility.

The following is an HRA example for an employee that retires in 2019 at age 60 with 1500 hours of sick leave on the books and typical Medicare

eligibility at age 65:

1. Value of Total 1500 Sick Leave Hours at Retirement	\$67,500	1500 Hours x \$45.00 (Employee's Hourly Wage)
2. Premium Cost of Retiree + Spouse Coverage for Medical, Dental & Vision		NOTE: Premium costs provided for example only, they do not represent actual rates
2019 benefit year	\$10,000	
+5% in 2020	\$10,500	
+5% in 2021	\$11,025	
+5% in 2022	\$11,567.25	
+5% in 2023	\$12,155.06	
3. Amount Deposited to HRA	\$55,256.31	Estimated total cost for coverage to Medicare eligibility in 2023
4. Amount of Sick Leave Remaining After Amount Deposited to HRA	\$12,243.69	Calculation: \$67,500-\$55,256.31
5. Hours Equivalent of Remaining Sick Leave	272.08 Hours	Calculation: \$12,243.69/\$45.00. *Eligible to cash out or convert to CalPERS service credit full remaining balance since less than 600 hours max. in effect for 7/1/19-6/30/20
6. Cash out value or amount to be converted to CalPERS service credit	\$12,243.60	Calculation: 272.08*\$45.00

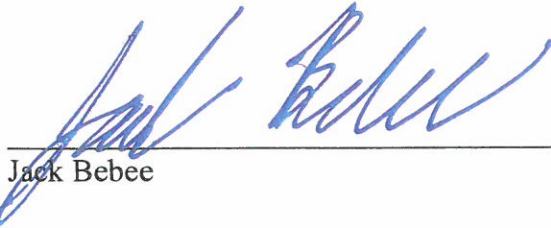
- (3) EMPLOYEE'S HRA account balance is depleted before EMPLOYEE becomes eligible for Medicare, EMPLOYEE can instead begin paying EMPLOYEE's share of the monthly premiums directly to DISTRICT in order to continue coverage under DISTRICT'S medical, vision and/or dental insurance plans until EMPLOYEE, or their spouse, if applicable, is eligible for Medicare.
- (4) Once EMPLOYEE and/or EMPLOYEE'S covered spouse becomes eligible for Medicare, which makes them ineligible to continue on DISTRICT'S medical coverage, they are also no longer eligible to continue on DISTRICT'S dental and/or vision coverage. Instead, they will receive information on continuing their coverage/s using COBRA.
- (5) Actual premium rates to be deducted from EMPLOYEE'S HRA, will be updated as the actual

rates are provided for each new plan year (January 1 – December 31).

- (6) If applicable, any balance in the account when EMPLOYEE becomes eligible for Medicare or if EMPLOYEE should die prior to becoming eligible for Medicare, will be available for the same use to EMPLOYEE'S covered eligible dependent(s) until they become eligible for Medicare or COBRA rights are exhausted, whichever comes first. If there is no covered eligible dependent(s), any unused balance shall be forfeited.
 - (7) If EMPLOYEE has sick leave hours remaining after the mandatory contribution to the HRA account as described above, OR if EMPLOYEE chooses to not participate in the HRA, EMPLOYEE has the choice of:
 - (a) Cashing out half of EMPLOYEE'S remaining sick leave hours balance, up to the maximum as outlined below, or all of their remaining balance, whichever is less; or
 - 600 hours max. – Effective July 1, 2019 - June 30, 2020
 - 500 hours max. – Effective July 1, 2020 – June 30, 2021
 - 400 hours max. – Effective July 1, 2021 – June 30, 2022
 - (b) Converting half of EMPLOYEE'S remaining sick leave hours balance, up to the maximum as outlined above, to CalPERS service credit.
5. Compensation Successfully Accomplishing and/or Advancing the Strategic Plan Objectives for Fiscal Year 2018-19.
- Effective July 1, 2019, EMPLOYEE shall receive a one-time performance incentive compensation of \$4,978.00 for successfully accomplishing and/or advancing the Strategic Plan Objectives for Fiscal Year 2018-19.
6. All remaining terms of the AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the "Employment Agreement Between Fallbrook Public Utility District and Jack Bebee" on the day and year first above written.

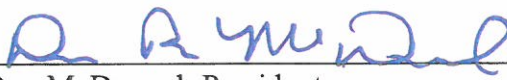
DATED: 7/22/19



Jack Bebee

FALLBROOK PUBLIC UTILITY DISTRICT

DATED: 7/22/2019



Don McDougal, President
Fallbrook Public Utility District

EXHIBIT "A"

**EMPLOYMENT AGREEMENT BETWEEN FALLBROOK PUBLIC UTILITY
DISTRICT AND JACK BEBEE (August 27, 2018)**

**EMPLOYMENT AGREEMENT BETWEEN FALLBROOK PUBLIC UTILITY
DISTRICT AND JACK BEBEE**

This Employment Agreement (Agreement) is made the 27th of August, 2018, between Fallbrook Public Utility District (hereinafter referred to as "DISTRICT" and Jack Bebee (hereinafter referred to as "EMPLOYEE").

RECITALS

- A. DISTRICT is a governmental agency existing pursuant to the California Public Utility Act, Division 7 of the Public Utility Code.
- B. DISTRICT desires to employ EMPLOYEE to serve as its General Manager, pursuant to the terms and conditions specified in this Agreement.
- C. Upon execution by all parties to this Agreement, the EMPLOYEE shall commence serving as the General Manager pursuant to the terms and conditions of this Agreement effective [DATE].

AGREEMENT

1. **EMPLOYMENT.**

DISTRICT hereby employs EMPLOYEE who accepts employment to serve as its General Manager, under the terms and conditions stated herein, beginning on August 27, 2018.

2. **ANNUAL COMPENSATION.**

- a. EMPLOYEE shall be paid an annual salary of \$220,147.00, subject to adjustment as set forth in Paragraph 2.a.i., payable in biweekly installments at the same time as salary is paid to other DISTRICT employees. This compensation may not be reduced during the term of this Agreement except that if the Board finds it necessary to reduce salaries of all executive management employees, in which case EMPLOYEE'S salary may be reduced by no more than the average salary reduction of executive management, or except as specified below in Paragraph 2.a.i.
 - i. When EMPLOYEE serves as DISTRICT representative to the San Diego County Water Authority (CWA), EMPLOYEE'S annual salary will be automatically reduced by \$1,800 to an annual salary of \$218,347.00 to reflect the per diem compensation EMPLOYEE will receive from CWA. In no event shall EMPLOYEE serve on any CWA committees (or serve on any committees or boards of other agencies or entities related to the business of DISTRICT) without prior approval of DISTRICT Board.

- b. DISTRICT agrees to annually evaluate EMPLOYEE'S compensation, taking into consideration changes in the cost of living, the EMPLOYEE'S performance, and other economic and responsibility matters relevant to a fair and proper rate of compensation, and to make reasonable adjustments in accordance with such annual evaluation, if any. See Paragraph 6 below. DISTRICT will meet with EMPLOYEE in regard to such evaluation. Unless otherwise agreed by DISTRICT and EMPLOYEE, any adjustments would be effective on July 1 of each year.

3. BENEFITS.

EMPLOYEE shall be entitled to receive the following fringe benefits, which shall be administered consistent with DISTRICT policies unless otherwise provided herein. In the event any of the following fringe benefits is eliminated by DISTRICT for other DISTRICT employees, EMPLOYEE shall no longer receive the benefit:

- a. PERS: EMPLOYEE'S contributions to the Classic CalPERS retirement plan (2.5% at 55 with survivor benefit) shall be 8% (the contribution applicable to Classic CalPERS retirement plan members), or such percentage as may otherwise be required by the then applicable law.
- b. Deferred Compensation Plan Contribution (401(a) Plan Contribution): DISTRICT will match up to 2.5% of EMPLOYEE'S salary to a DISTRICT 401(a) plan as long as EMPLOYEE is contributing at least that percentage to EMPLOYEE'S individual deferred compensation 457(b) plan.
- c. Social Security: DISTRICT and EMPLOYEE share the Federal Social Security Tax equally.
- d. Health, Vision, Dental, Life and Long Term Disability Insurance:
 - i. Health Insurance: EMPLOYEE shall have the choice of medical plans provided by DISTRICT for DISTRICT employees.

DISTRICT will pay 100% of the cost Kaiser plus Chiropractic plan (or lowest cost DISTRICT provided medical plan) for employee, employee +1, or employee + family. The amount paid for each of those coverages shall be known as the "threshold amounts." If EMPLOYEE chooses a health plan with a cost that exceeds the threshold amounts, EMPLOYEE shall pay the difference between the threshold amount and the plan chosen. In such a case, the monthly cost difference will be multiplied by 12 (months) and divided by the number of paydays in that calendar year, which amount shall be reimbursed to DISTRICT through payroll deduction.
 - ii. Vision Insurance: DISTRICT shall pay 100% of the vision insurance premium for EMPLOYEE and EMPLOYEE'S dependents.

- iii. Dental Insurance: DISTRICT shall pay 100% of the dental insurance premium for EMPLOYEE and EMPLOYEE'S dependents.
 - iv. Life Insurance and AD&D Insurance: DISTRICT shall pay for an Accidental Death & Dismemberment Insurance policy and for a Life Insurance policy up to a total maximum benefit of \$300,000.
 - v. LONG TERM DISABILITY INSURANCE: EMPLOYEE shall be covered by a Long Term Disability Insurance plan offered to other DISTRICT employees as follows: the plan provides 66.67% (or \$10,000 per month, whichever is less), of EMPLOYEE'S monthly salary to Social Security Normal Retirement Age in the event of a disabling accident or illness. Payment commences six (6) months after date of disability or illness.
- e. Sick, Vacation, Holiday Leave and Bereavement Leave:
- i. Sick Leave: EMPLOYEE'S sick leave shall accrue at a rate of 3.69 hours per pay period. EMPLOYEE'S sick leave accrual is capped at 1,000 hours.
 - ii. Vacation Leave: EMPLOYEE'S vacation leave shall accrue at a rate of 7.69 hours per pay period. Beginning four years following the effective date of this Agreement, EMPLOYEE'S vacation leave shall accrue at 8.00 hours per pay period, the rate applicable to employees with 20+ years of service with the DISTRICT. The vacation rate accrual ceases when EMPLOYEE has a balance of over 248 hours on December 31st of each year. EMPLOYEE'S unused vacation may not be sold back to DISTRICT.
 - iii. Holiday Leave: EMPLOYEE is granted DISTRICT observed holidays, as established by DISTRICT from time to time, without reduction in their regular pay. Holiday compensation will be paid at the rate of pay at which EMPLOYEE was being paid on the last working day before the holiday.
 - iv. Bereavement Leave: EMPLOYEE will be allowed 3 days paid leave in event of a death in the immediate blood or married family (spouse, mother, father, brother, sister, son, daughter, step-mother, stepfather, step-son, step-daughter, grandchild, grandparent, mother or father-in-law, domestic partner, or other person in custody where EMPLOYEE has or had guardianship or other person who had guardianship of EMPLOYEE.)

- f. Vehicle Allowance: EMPLOYEE shall receive a car allowance in the amount of \$604.17 per month in lieu of receiving mileage reimbursement. EMPLOYEE shall possess and maintain a valid an appropriate California Driver license, shall maintain automobile insurance at least at the minimum levels required by state law, and shall immediately provide written notice to the Board of any actions taken against EMPLOYEE'S driving privilege, such as a suspension or a revocation due to a DUI or vehicular accident, or a failure to provide proof of financial responsibility.
- g. Cellphone Reimbursement: EMPLOYEE shall receive a cell phone reimbursement payment in the amount of \$75 per month.
- h. Other Business Expense Reimbursement/ Professional Development and Business Expenses: Consistent with DISTRICT policies, all of the EMPLOYEE'S actual expenses (including travel related expenses) reasonably incurred in connection with the duties and responsibilities of EMPLOYEE'S position pursuant to this Agreement shall be paid for by DISTRICT upon presentation of the appropriate receipts or vouchers covering such expenses, including, but not limited to licenses and certifications, (and costs of continuing education to maintain such licenses and certification) listed in Exhibit "A" to this Agreement. Additionally, as is pre-approved by DISTRICT Board of Directors or the Board President (or Vice President in his or her absence) pursuant to Paragraph 4 or Paragraph 6 of this Agreement, DISTRICT will budget and pay for professional dues and subscriptions of EMPLOYEE necessary for EMPLOYEE'S continuation and full participation in national, regional, state and local associations and organizations, and payment for university curriculum, short courses, institutes, seminars, and materials that are necessary or desirable for EMPLOYEE'S continued professional development, participation, growth and advancement for the good of DISTRICT.

4. DUTIES.

EMPLOYEE shall perform the duties of General Manager as established from time to time by the Board of Directors of DISTRICT. A job description showing the duties established as of the date of this Agreement is attached as Exhibit "B" and as contained in any of DISTRICT'S standard personnel regulations. EMPLOYEE is responsible directly to the Board of Directors. EMPLOYEE shall give full time to the duties of the office. EMPLOYEE shall also attend or participate in university curriculum, short courses, institutes, seminars, and review materials that are necessary for EMPLOYEE'S professional development and for the good of DISTRICT as established and pre-approved by DISTRICT Board pursuant to Paragraph 6 of this Agreement or as pre-approved by action of the DISTRICT Board. Should an occasion arise that is not pre-approved by the DISTRICT Board pursuant to this Paragraph 4 or Paragraph 6, that would be appropriate for EMPLOYEE to attend, the Board President (or Vice President in the President's absence) may authorize such attendance prior to the event, with notification to the rest of the Board at the next regular meeting.

5. TERM.

This contract shall continue in full force and effect until it is terminated as provided in Paragraph 7 hereof.

6. ANNUAL PERFORMANCE REVIEW.

Annually, and no later than 60 days prior to the end of each fiscal year, EMPLOYEE shall develop a draft strategic plan as part of the annual budget process. After a strategic plan has been approved by the Board, it will be used to ensure board objectives are being addressed in the upcoming fiscal year. The strategic plan objectives will be used to establish the EMPLOYEE'S performance goals for the upcoming fiscal year.

The Board shall endeavor to commence in April of each year, the review and evaluation of EMPLOYEE'S performance, which review and evaluation shall be completed by June 30 of each year. The reviews and evaluations shall be conducted in accordance with the strategic plan as approved by the Board and EMPLOYEE, which may be added to, or deleted from, as the Board may from time to time determine in consultation with the General Manager.

7. TERMINATION.

a. By EMPLOYEE.

EMPLOYEE may terminate this Agreement upon giving three (3) months' written notice of termination to DISTRICT, or sooner by mutual agreement. In the event that EMPLOYEE exercises his right to terminate upon giving three (3) months' notice, or sooner by mutual agreement under this Paragraph 7.a., he shall not be entitled to the severance benefits set forth under Paragraph 8 or to any other similar termination benefits under law or DISTRICT rules and regulations, provided however, that EMPLOYEE shall be entitled to payment for any unused leave balances as set forth in this Agreement or as required by law.

b. By DISTRICT.

DISTRICT may terminate this Agreement at any time, either with or without cause, by a majority vote of the Governing Board. Termination shall be under one of the following paragraphs.

i. At-will.

DISTRICT may terminate this Agreement without cause, and with or without notice. In the event that this Agreement is terminated by DISTRICT pursuant to this Paragraph 7.b.i., EMPLOYEE shall be entitled to severance benefits under this Agreement, consistent with the requirements specified in this Paragraph and Paragraph 8. EMPLOYEE has no right to a hearing or other review of his termination without cause.

ii. For Cause.

DISTRICT may terminate this Agreement for cause. EMPLOYEE will not be entitled to severance if his employment is terminated by DISTRICT at any time for cause. Cause for termination shall be defined for purposes of this Agreement as: (1) malfeasance, (2) gross negligence, (3) fraud, (4) serious misconduct which would constitute a violation of DISTRICT policy, or state or federal law, (5) material misrepresentation to the Board, (6) moral turpitude, (7) conviction of a felony on the part of EMPLOYEE, or (8) notice of unsatisfactory performance and failure to correct performance within three months. Conviction for purposes of this Agreement includes a judgment entered after a trial, plea of guilty or plea of nolo contendere. EMPLOYEE has no right to a hearing or other review of the reason for his termination by DISTRICT and expressly waives any and all such rights as may be otherwise provided by law or which may be applicable to other DISTRICT employees.

iii. By Retirement.

The employment of EMPLOYEE, and this Agreement, shall automatically terminate upon the retirement of EMPLOYEE and upon EMPLOYEE giving ninety (90) days written notice of such retirement to DISTRICT.

iv. By Death or Disability.

The employment of EMPLOYEE, and this Agreement, shall automatically terminate upon the death of EMPLOYEE or upon the separation of his employment because of disability, which prevents EMPLOYEE from performing the essential functions of his job even with reasonable accommodations. As used herein, disability shall be defined as inability to perform essential job functions for a period of over six months. Neither EMPLOYEE nor his heirs, administrators, or assigns shall have any right under this Agreement to salary after such death or disability, but they shall have such rights and benefits as may be provided by law, including, as provided by law, rights to any accrued vacation to which EMPLOYEE was entitled at the time of termination, and shall have such rights to any accrued sick leave accrued by EMPLOYEE at the time of termination, up to the cap established in this Agreement.

8. SEVERANCE PAY.

DISTRICT shall have the right to terminate EMPLOYEE'S employment at any time during the term of this Agreement, with or without cause. In the event that EMPLOYEE'S employment is terminated by DISTRICT, under Paragraph 7.b.i. without cause, EMPLOYEE shall be entitled to the severance benefits stated below upon execution of an agreement with a general waiver of claims, as follows:

a. Computation: Items Included.

Severance benefits under this Paragraph 8 shall be computed based upon EMPLOYEE'S monthly base salary in effect at the time of termination.

b. Amount of Severance.

The amount of severance benefits shall be (1) a lump sum equal to three (3) months' base salary at the time of termination unless otherwise negotiated by the Parties and (2) continued payment by DISTRICT of health and dental benefits for EMPLOYEE and his eligible dependents for the same number of months as are paid for salary severance benefits, or until EMPLOYEE is re-employed, whichever is sooner.

c. Separately Negotiated: Waiver.

The parties expressly acknowledge and agree that these severance pay provisions have been independently negotiated. Acceptance at the time of termination by EMPLOYEE of the severance pay benefits provided by this Paragraph 8 shall operate as a full and complete waiver and release of any and all rights, claims, and/or causes of action which EMPLOYEE may have, or have had, at any time, in the past or in the future, arising out of EMPLOYEE'S employment by DISTRICT including but not limited to claims for wrongful termination. If EMPLOYEE wishes to retain any such rights, EMPLOYEE must decline to accept the severance benefits provided by this Paragraph 8. To receive severance benefits, EMPLOYEE must execute a Severance Agreement and General Release satisfactory to DISTRICT. In the event EMPLOYEE elects not to sign the Severance Agreement and General Release, EMPLOYEE will not be entitled to severance benefits.

Acceptance of the severance benefits under this Paragraph 8 will operate as a general release on the part of EMPLOYEE as to all claims, known or unknown, and EMPLOYEE specifically waives the provisions of California Civil Code Section 1542 which provides:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

d. Legal Limitations on Severance.

This Paragraph 8.d. is intended to comply with the provisions of Government Code Section 53260, et seq., and in no event shall EMPLOYEE be entitled to severance benefits greater than provided for therein. This agreement in no way

affects EMPLOYEE'S rights to continue health insurance coverage as required under COBRA for EMPLOYEE and EMPLOYEE'S eligible dependents.

9. **STATUTORY OBLIGATIONS: ABUSE OF OFFICE OR POSITION.**

Pursuant to Government Code Section 53243, et seq. which became effective on January 1, 2012, if EMPLOYEE is convicted of a crime involving an abuse of his office or position, all of the following shall apply: (1) if EMPLOYEE is provided with administrative leave pay pending an investigation, EMPLOYEE shall be required to fully reimburse such amounts paid; (2) if DISTRICT pays for the criminal legal defense of EMPLOYEE (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), EMPLOYEE shall be required to fully reimburse such amounts paid; and (3) if this Agreement is terminated, any cash settlement related to the termination that EMPLOYEE may receive from DISTRICT shall be fully reimbursed to DISTRICT. For this Paragraph 9, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (2) a crime against public justice, including a crime described in Title 7 commencing with Section 92 of the Penal Code.

10. **MISCELLANEOUS.**

a. Governing Law.

This Agreement shall be interpreted and enforced in conformance with California law.

b. Entire Agreement.

This Agreement together with the exhibits represents the entire agreement between the parties and supersedes any prior agreements, written or oral, any and representations, written or oral, not expressly included herein.

c. Venue.

The venue for any litigation to interpret or enforce this Agreement shall be San Diego County Superior Court.

d. Integration Clause.

If any part, provision, paragraph or subparagraph of this Agreement shall be held to be void or unenforceable by a final judgment of a court of competent jurisdiction, then unless that provision is found in such proceeding to be material to this Agreement, said void or unenforceable provision shall be severed from this Agreement and the balance of this Agreement shall remain in full force and effect. In the event that the void or unenforceable provision is found to be material to this Agreement then the entire Agreement shall be voided.

e. Independent Review: Interpretation.

EMPLOYEE and DISTRICT affirm in signing this Agreement that they have each had an opportunity to review and consider this Agreement, and to have it reviewed and to receive advice from independent advisors of their own choosing, including attorneys, and that each knowingly and voluntarily enters into this Agreement. EMPLOYEE and DISTRICT further affirm that this Agreement was the mutual product of their negotiations, including give and take, and that neither party shall be considered the drafter of this Agreement such that the Agreement is interpreted against that party.

f. Public Record.

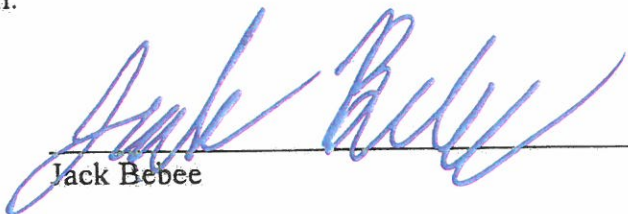
EMPLOYEE acknowledges that this Agreement, upon final execution, will become a public record under California law available for public inspection and copying.

g. Counterparts.

This Agreement may be signed in counterparts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.


DATED: 8-27-18



Jack Bebee

FALLBROOK PUBLIC UTILITY DISTRICT

DATED: 8-27-18



Al Gebhart, President
Fallbrook Public Utility District

EXHIBIT "A"

List of Pre-Approved Licenses and Certifications

1. California Professional Engineering License
2. California Water Treatment Operator Certification
3. California Water Distribution Operator Certification
4. California Wastewater Treatment Operator Certification

EXHIBIT "B"

General Manager Job Description

GENERAL MANAGER

Definition

Under policy direction of the Board of Directors, the General Manager is responsible for providing overall leadership and direction for all of the Fallbrook Public Utility District (FPUD) activities and for the creation and implementation of the District's Overall Strategic Plan. Duties include implementing policies and directives of the Board and developing detailed long-term strategies to achieve FPUD's mission of providing the community of Fallbrook, now and in the future, a reliable supply and delivery of high-quality retail potable water service and to provide treatment of wastewater, consistent with the optimal use of recycled water in the most efficient and economical means possible.

Class Characteristics

The class of General Manager serves as the Chief Executive Officer, accountable to the Board of Directors, and is responsible for the enforcement of all District ordinances, policies and procedures, and the efficient and economical performance of the District's operations.

Examples of Duties

- Coordinates, evaluates, plans, organizes and administers, either directly or through subordinate management and supervisory staff, the work of the District in accordance with applicable laws, ordinances, regulations, and adopted policies and objectives of the Board of Directors;
- Directs and coordinates the development and implementation of goals, objectives and programs for the Board of Directors and the District;
- Attends internal/external meetings with various government agencies, professional associations, area organizations and Board of directors as required to help achieve District strategic objectives;
- Develops administrative policies, procedures and work standards to ensure that the goals and objectives are met and that programs provide services in an effective, efficient and economical manner;
- Oversees the preparation of the annual capital improvement and operating budgets for the District;
- Prepares and recommends long- and short-range plans for District, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs;
- Oversees the administration, construction, use and maintenance of all District infrastructure, facilities and equipment;
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status, and of legal, social, and economic issues affecting District activities;
- Monitors changes in laws, regulations, and technology that may affect District operations and implements policy and procedural changes as required;
- Supervises, develops and evaluates the performance of subordinate managers, supervisors and staff;
- Presents for the Board's consideration major goals and policy alternatives and recommendations for the District;

- Oversees development of the District's asset management plan;
- Recommends construction contracts, leases and other legal agreements to the Board for approval;
- Coordinates legal matters concerning the District, and engages counsel and professional consultants for assistance;
- Conducts negotiations for water storage, supply and distribution;
- Analyzes monthly financial statements, engineering reports, labor distribution reports, water sales reports and other operating reports;
- Develops water and sewer rate and fee schedules for Board considerations;
- Reviews work of staff to ensure accuracy;
- Reviews agreements negotiated by staff;
- Represents the District and the Board before citizen and professional groups and other public entities, including State and Federal legislatures;
- Supervises preparation of the agenda of the Board of Directors and staff reports to the Board;
- Attends meetings of the Board of Directors and advises the Board on important District administrative and operating activities and issues;
- Monitors and oversees the following District programs and services: financial, customer service, human resources, community and media relations, engineering, operations and field services;
- Establishes budgetary guidelines for departments and assures operation within Board adopted amounts; and
- Performs related work as required.

Qualifications

Knowledge of:

- Principles of practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
- Knowledge of civil engineering, construction and operating principles applicable to the planning design, construction and operation of District facilities;
- Laws, rules, ordinances, and legislative processes controlling district functions, programs and operations;
- Organization, operations and problems of special research and evaluation methodologies;
- Contract administration;
- Principles of budget development and expenditure control, including capital improvement budgets;
- Public personnel and employer-employee relations practices and legislation;
- Public and media relations;
- Principles of supervision, management and general administration; and
- The use of personal computer and applicable software.

Ability to:

- Plan, organize, direct, coordinate and supervise functions and activities of an organization to achieve efficient operations and meet service goals;
- Organize and manage competing priorities;
- Develop long-term goals for the District;
- Exercise leadership, authority, and management tactfully and effectively;
- Prepare and administer a District budgeting and fiscal control process;

- Collect and analyze data on a variety of topics;
- Direct effective public and media relations;
- Coordinate the preparation of Board agendas;
- Direct effective personnel and employer-employee relations programs;
- Oversee the development and improvement of District facilities and services;
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies and programs;
- Ensure prompt and proper response to public concerns and complaints;
- Prepare comprehensive strategic planning documents, technical reports and recommendations;
- Effectively represent the District policies, programs and services;
- Operate a personnel computer to effectively utilize word processing and spreadsheet applications;
- Operate a vehicle observing legal and defensive driving practices; and
- Establish an overall positive work environment.

Licenses and Certification

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

Training and Experience

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

A typical qualifying entrance background is possession of a bachelor's degree in management science, business administration, civil engineering or a closely related field and a minimum of five years of responsible, executive-level experience in water utility or public works management in a municipal or special district setting or at the level of Assistant General Manager in the Fallbrook Public Utility District.

Physical Demands

Sitting: Occupies seated position during majority of workday.

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

Walking: Moves about office, warehouse and equipment facilities, and visits outlying District facilities and field crews at work sites.

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

Hands/Arms: Operates computer and vehicle.

Vision: Reads written or video messages; operates vehicle.

Reasonable accommodations will be considered.

Board Approved	
Effective Date	
4/90	
Board Approved	
Revision Date	
7/92	5/18
7/96	
2/99	

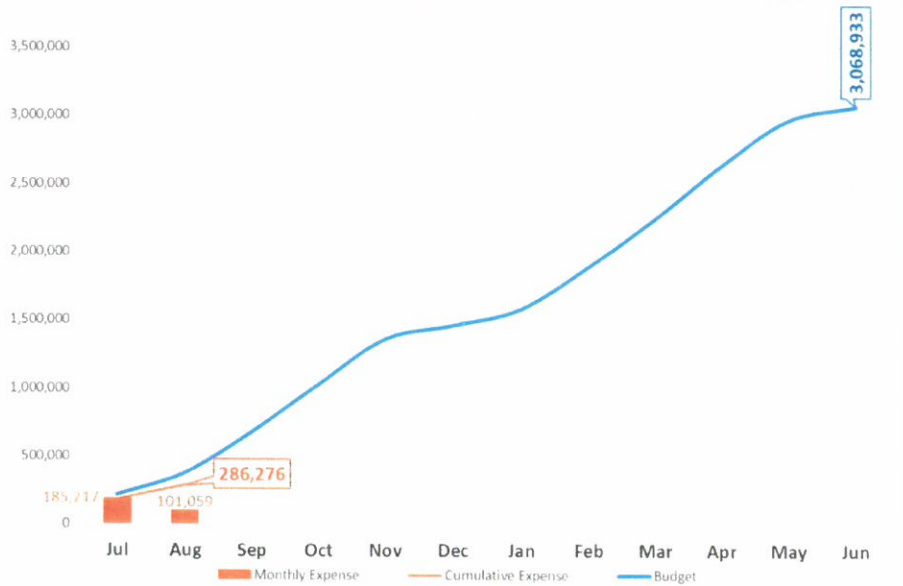


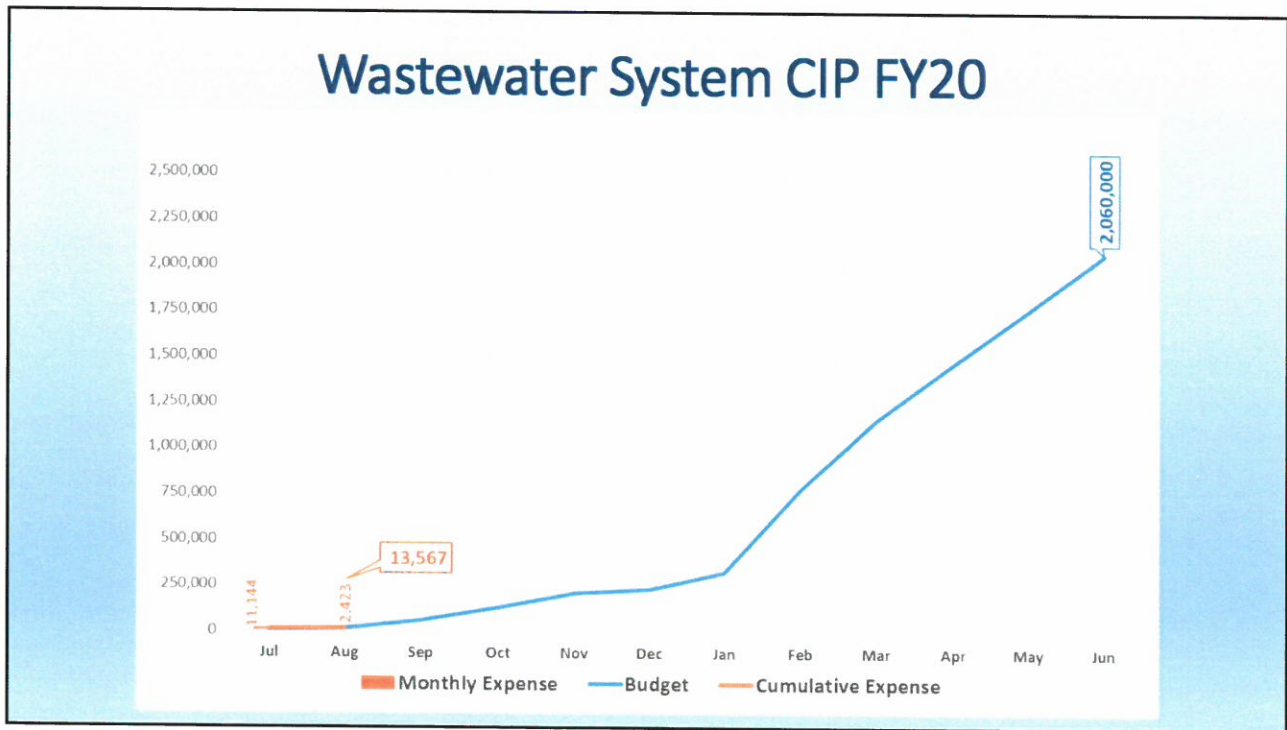
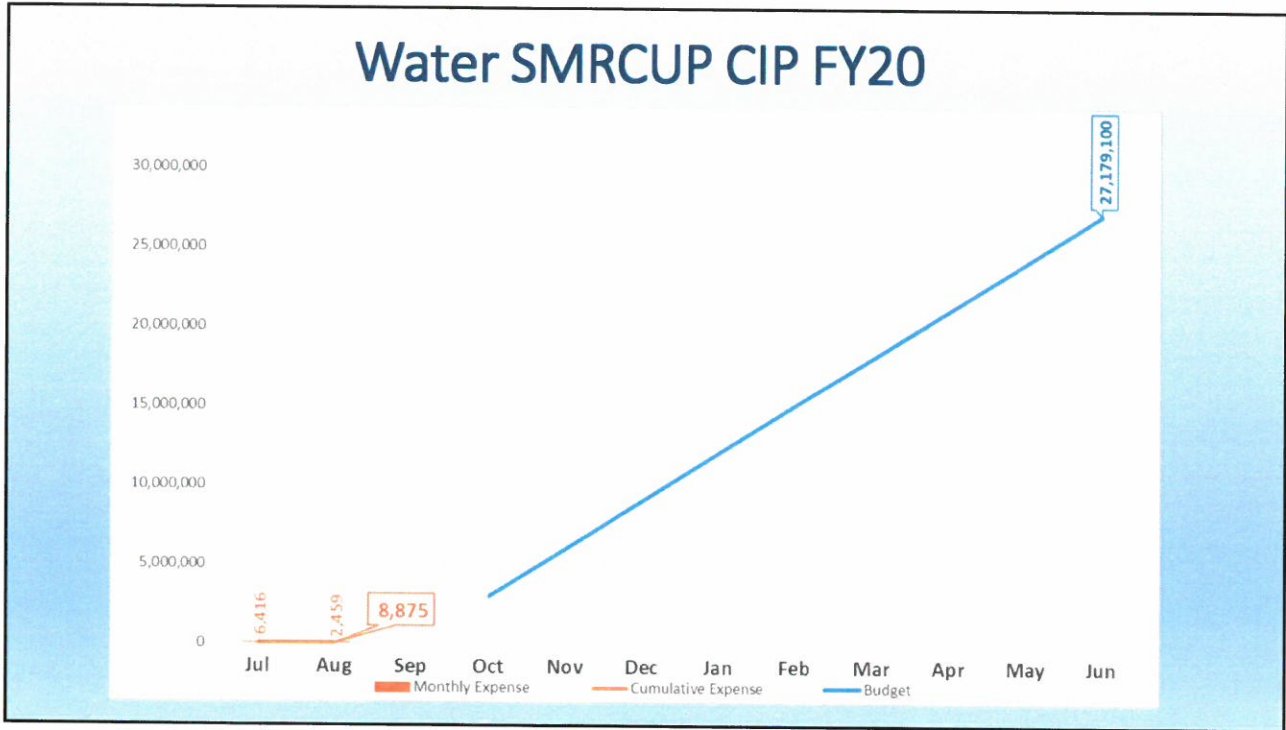
Fallbrook Public Utility District

Engineering and Operations FY20

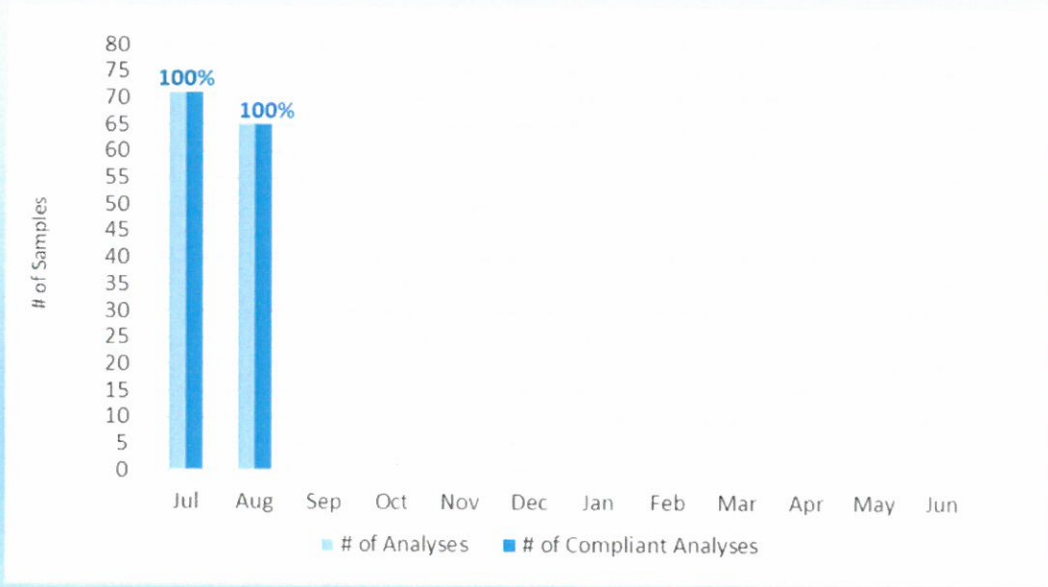
Board Meeting September 2019

Water PAYGO CIP FY20

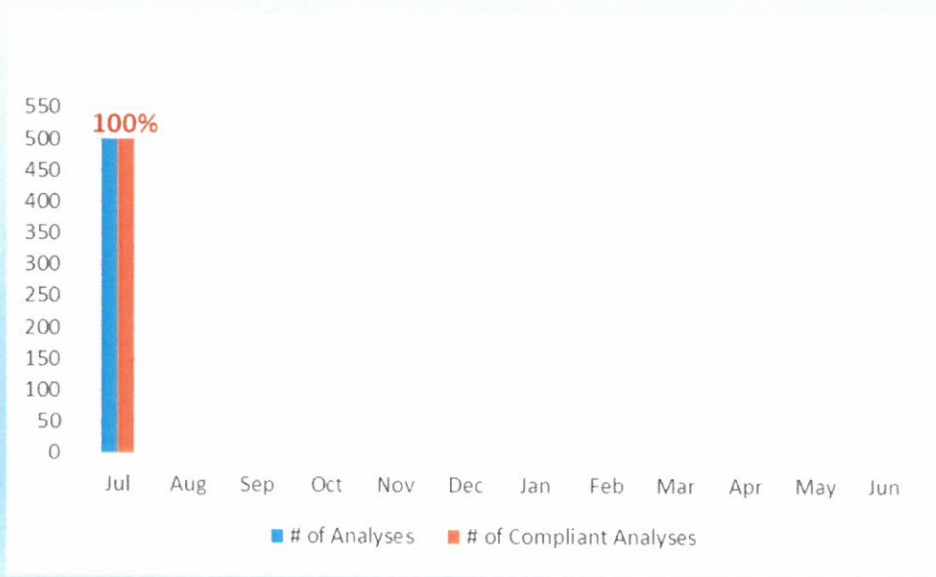




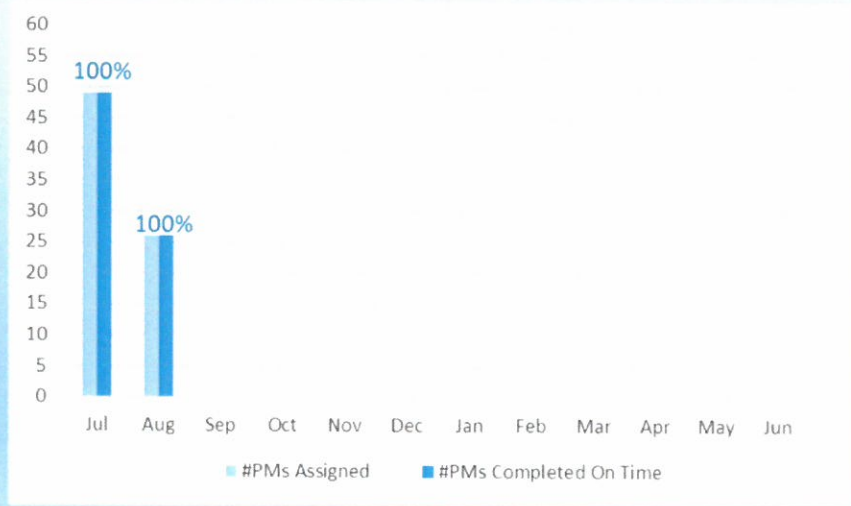
Water System Regulatory Compliance



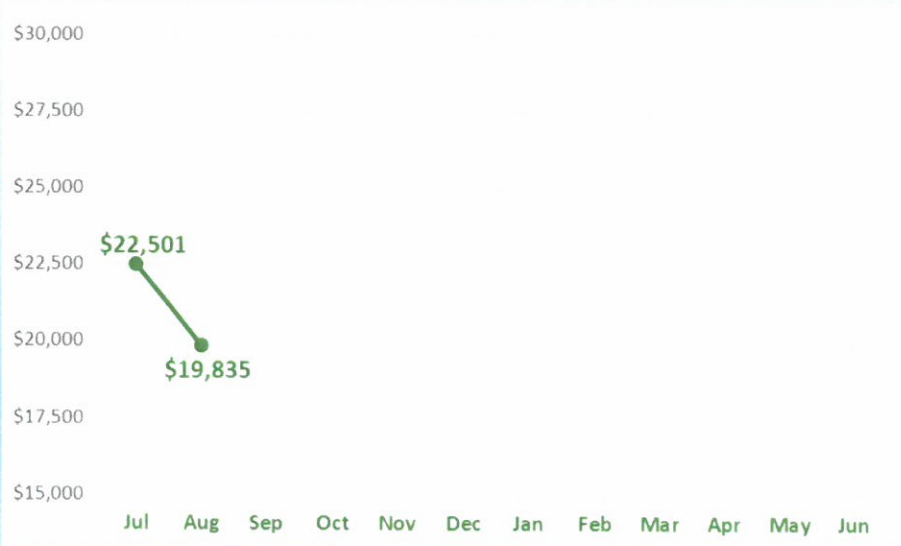
Wastewater System Regulatory Compliance



Water Preventative Maintenance Work Orders



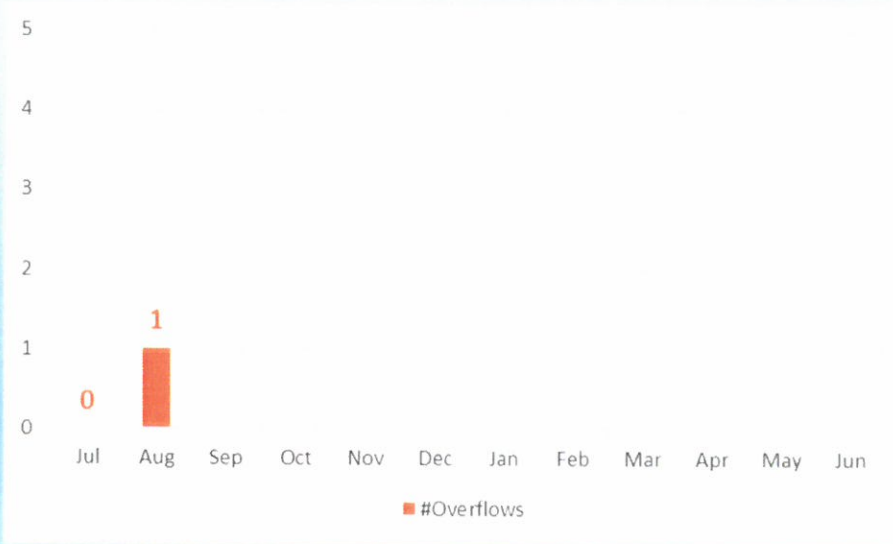
Energy Cost per MG Treated

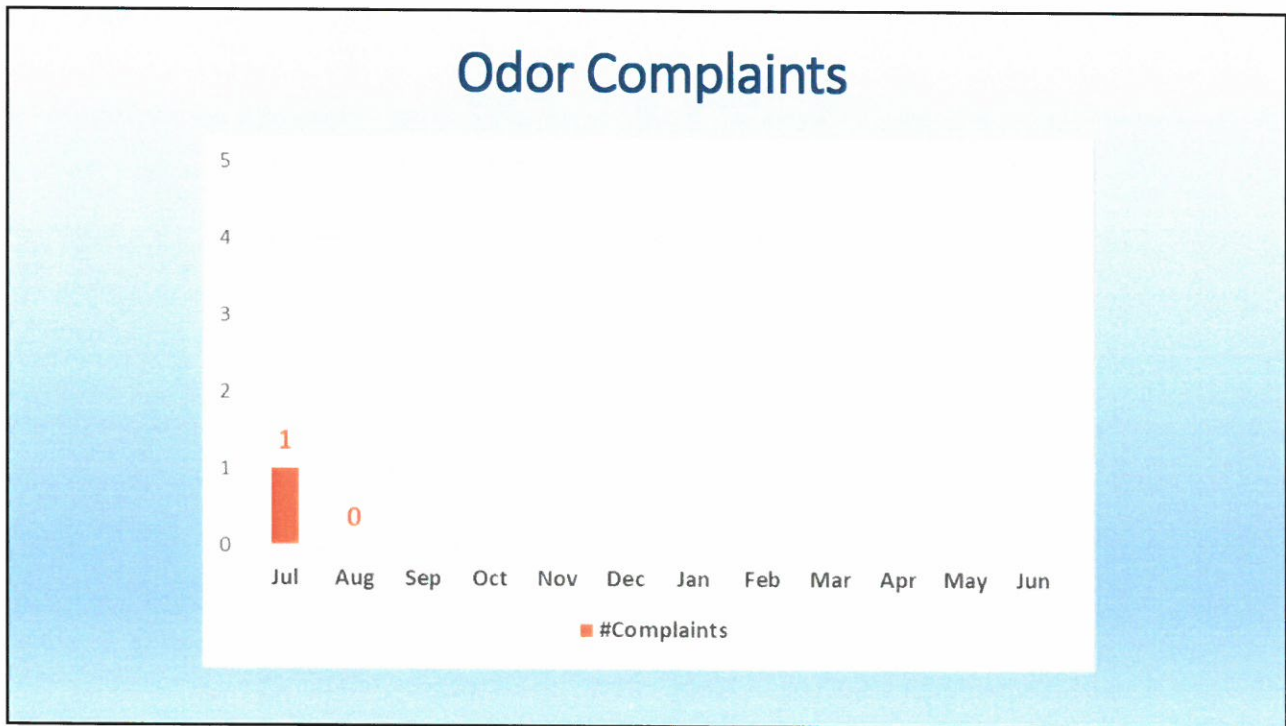
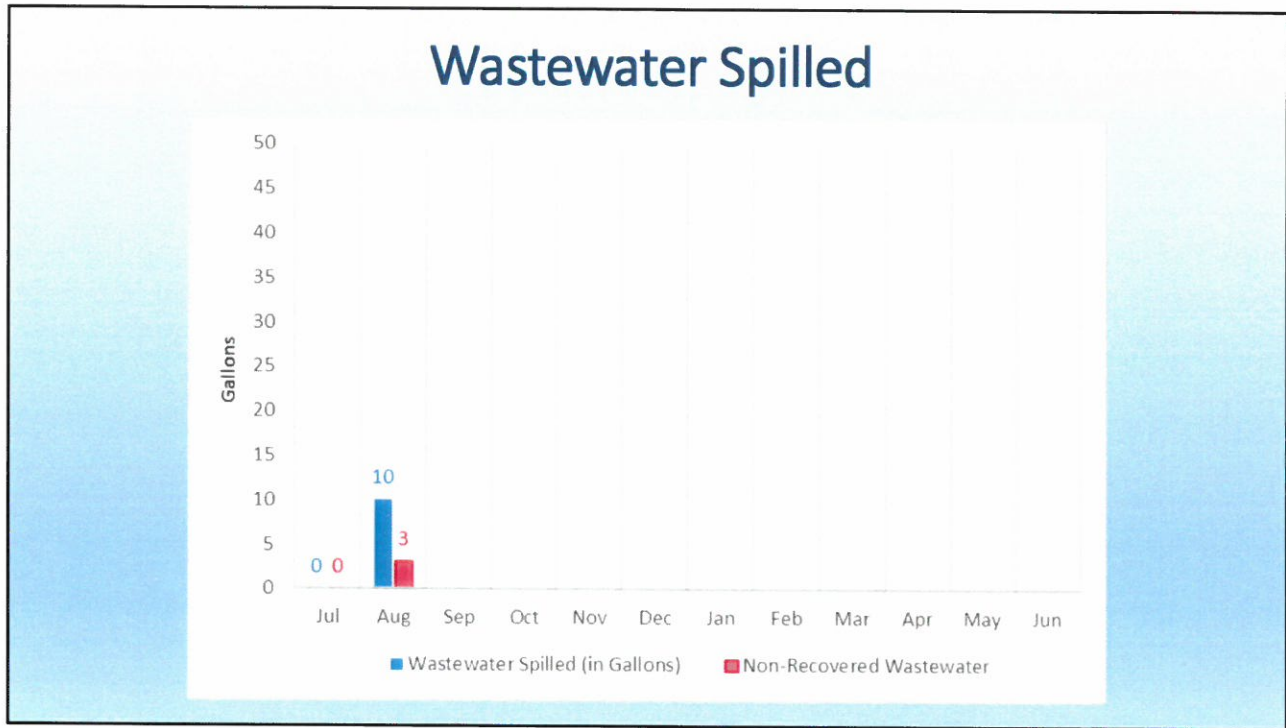


Recycled Water – Time out of Service (Hours)

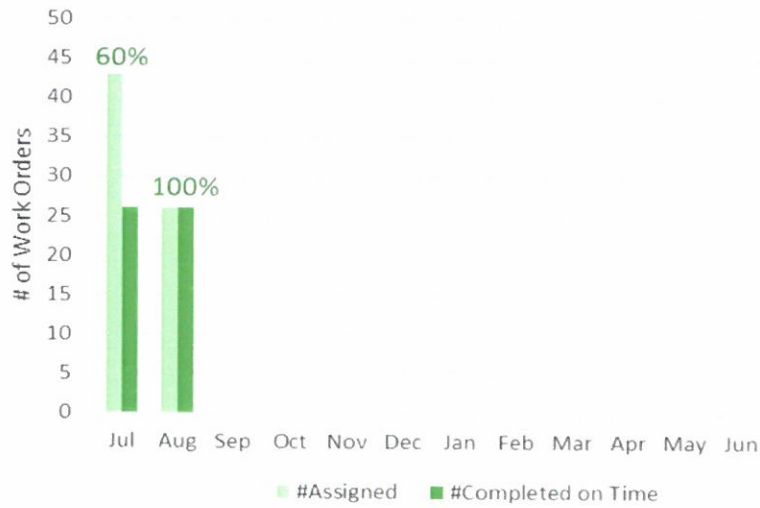


Sewer Overflows

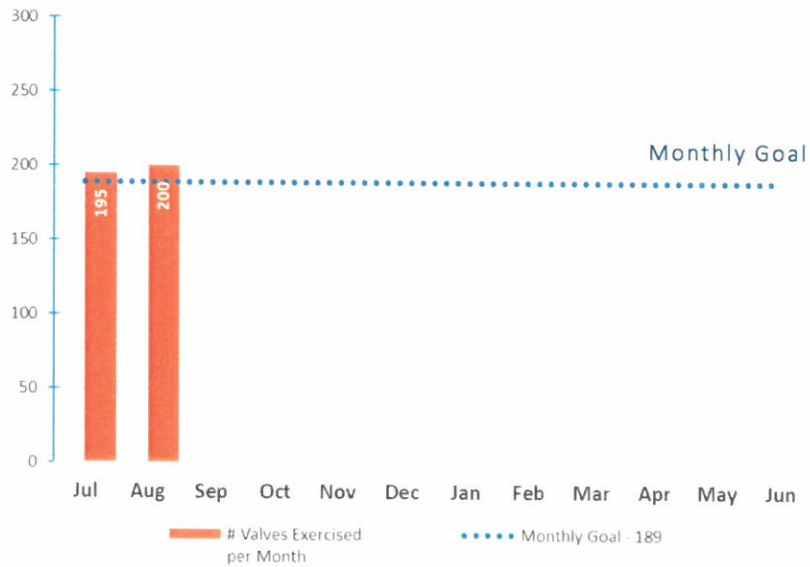




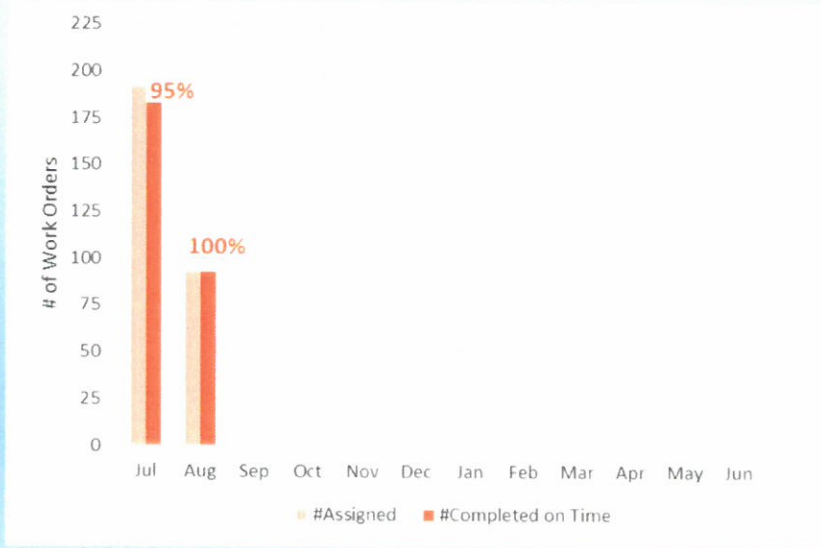
Collections – Preventative Maintenance Work Orders



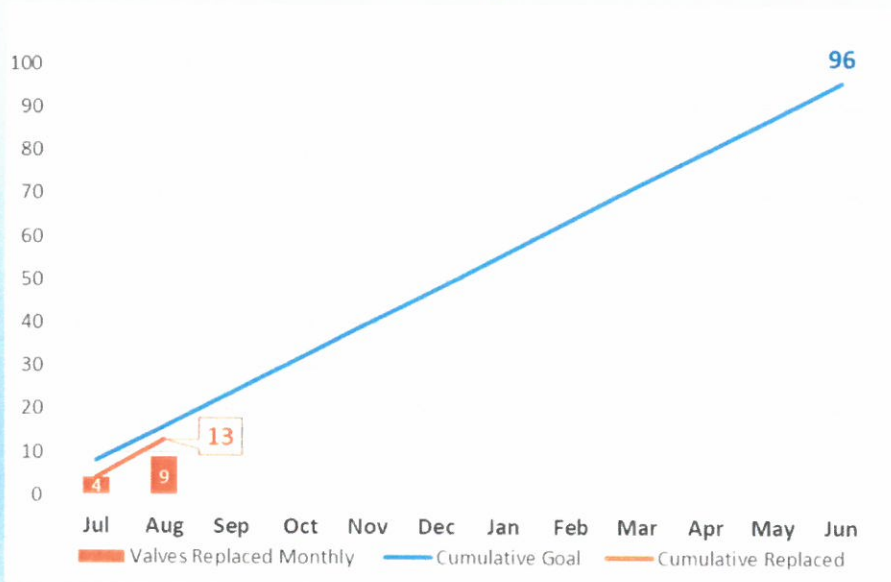
Valve Exercise Program



Reclamation Plant – Preventative Maintenance Work Orders



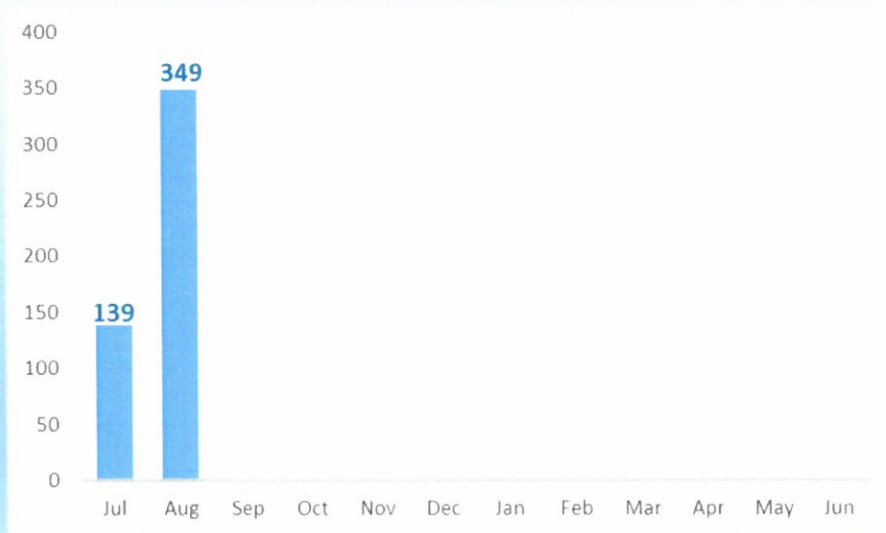
Valves Replaced



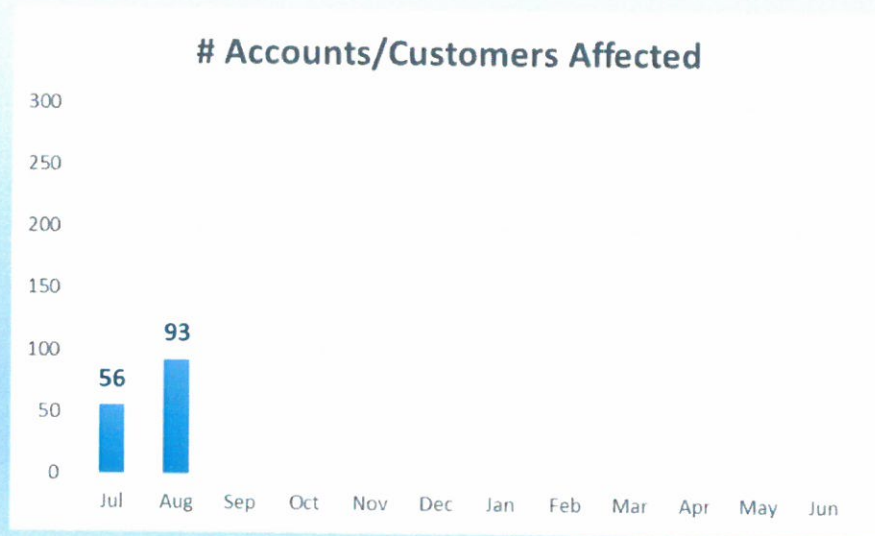
Rolling Total Broken Valves



Planned Outages > 4 Hours # of Customers Affected



Unplanned Disruption > 4 Hours



Meter Exchange



M E M O

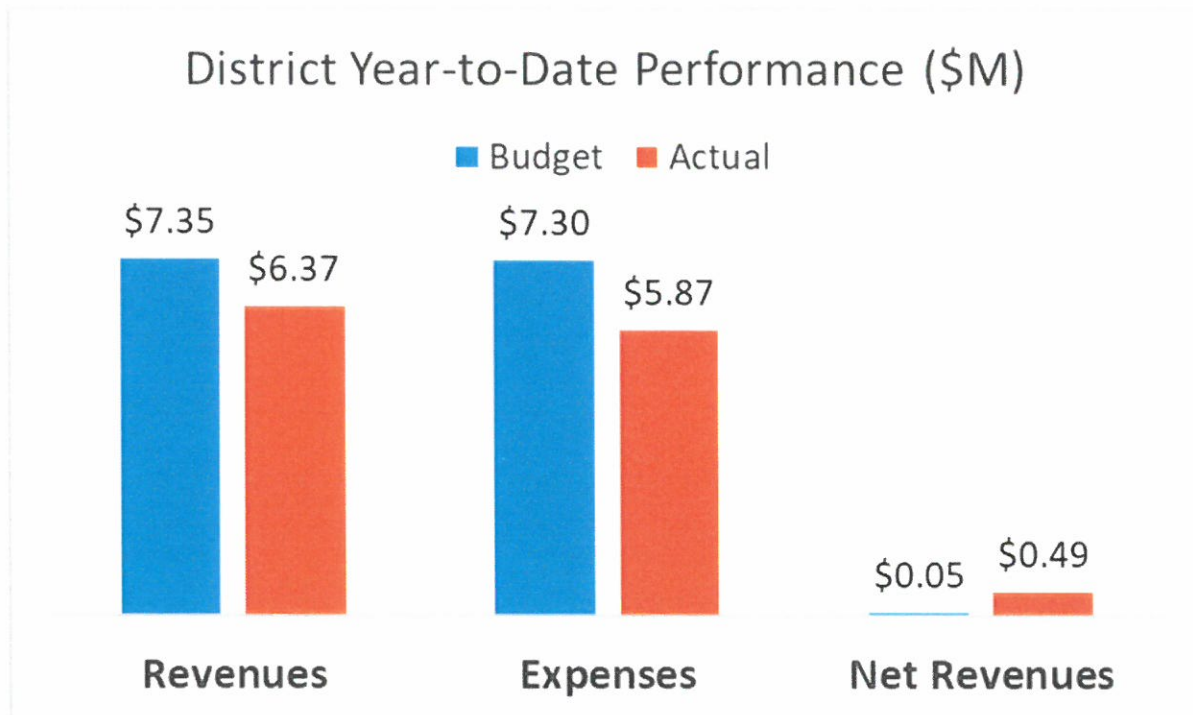
TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO 
DATE: September 23, 2019
SUBJECT: Financial Summary Report

Purpose

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

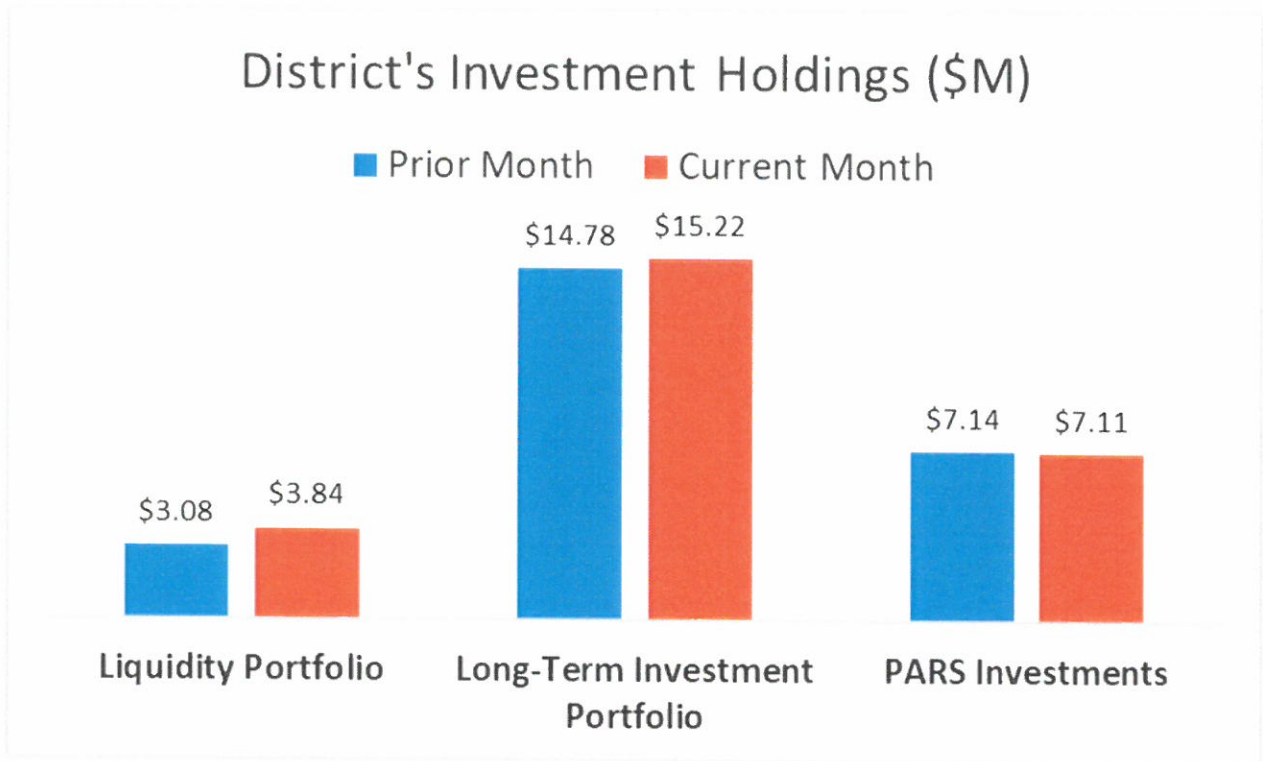
Summary

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 sales. Expenditures, including the PAYGO Capital Improvement Program expenditures, are below budget due to reduced water purchases due to lower demands and lower than budgeted operating and capital expenditures. Because expenditures are down more than revenues, net revenues are better than budgeted. This means that the District's financial performance over all is slightly better than budgeted.

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 improved this month with \$1.2 million more held in District accounts. The change in the Liquidity Portfolio, as shown in the operating results above is due to higher revenues and lower expenditures. Lower than budgeted capital expenditures is an important part of the District's ability to increase its investment holdings in these accounts.

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: September 23, 2019
SUBJECT: Treasurer's Report

Purpose

Provide the August, 2019 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

As shown by the increase in the Money Market account, monthly revenues were greater than expenditures.

Summary

Treasurer's Report August 31, 2019

Operations Summary

Disbursements	\$ 2,432,191
Receipts	\$ 2,439,048
Net change	\$ 6,857

Account	Beginning Market Value	Ending Market Value	Change in Market Value	(Withdrawals) / Deposits	Yield	Percent of Total Investments
Operating Fund	\$ 19,799	\$ 26,657	NA	\$ 6,857	0.4%	0.1%
Money Market	\$ 288,437	\$ 1,032,523	NA	\$ 744,086	0.4%	3.9%
LAIF	\$ 233,141	\$ 233,141	NA	-	2.3%	0.9%
County Pool	\$ 15,177	\$ 15,177	NA	-	1.8%	0.1%
CAMP Liquidity Account	\$ 2,526,812	\$ 2,531,136	NA	\$ 4,324	2.3%	9.7%
District's Liquidity Portfolio	\$ 3,083,366	\$ 3,838,634	\$ -	\$ 755,268	1.8%	14.7%
PFM Managed Long-term Investment Portfolio*	\$ 14,780,011	\$ 15,221,833	\$ 441,822	-	2.2%	58.2%
PARS (OPEB & Pension Trust)**	\$ 7,143,291	\$ 7,112,765	\$ (30,526)	-	4.3%	27.2%
District Accounts Total	\$ 25,006,668	\$ 26,173,232	\$ 411,296	\$ 755,268	2.7%	100.0%

*\$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
 September 23, 2019



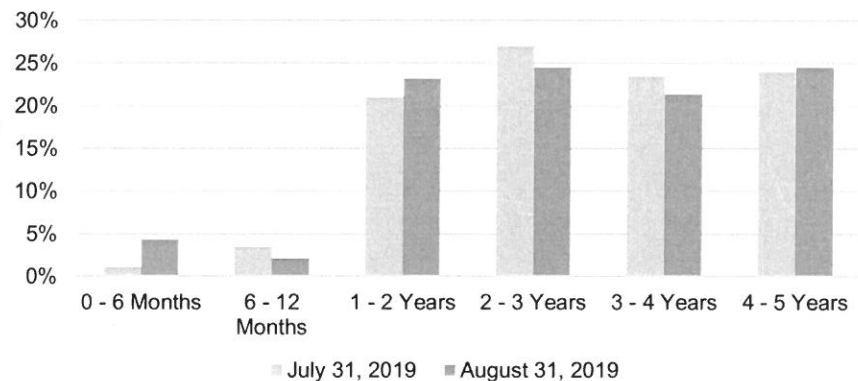
Fallbrook Public Utilities District - Holdings Summary

Security Type	July 31, 2019	August 31, 2019	Change (\$)	Change (%)
U.S. Treasury	\$7,687,647.79	\$8,165,965.23	\$478,317.44	6.2%
Supranational	\$139,334.44	\$139,749.12	\$414.68	0.3%
Municipal	\$172,269.50	\$172,645.20	\$375.70	0.2%
Federal Agency CMO	\$112,459.61	\$113,472.81	\$1,013.20	0.9%
Federal Agency	\$724,885.00	\$729,812.14	\$4,927.14	0.7%
Corporate Note	\$4,246,584.08	\$3,816,027.55	(\$430,556.53)	-10.1%
Negotiable CD	\$679,924.08	\$681,451.56	\$1,527.48	0.2%
Asset-Backed Security	\$996,105.08	\$885,016.94	(\$111,088.14)	-11.2%
Securities Total	\$14,759,209.58	\$14,704,140.55	(\$55,069.03)	-0.4%
Money Market Fund	\$20,801.05	\$517,692.90	\$496,891.85	2388.8%
Total Investments	\$14,780,010.63	\$15,221,833.45	\$441,822.82	3.0%

Summary

FY 19-20 Accrual Earnings	\$59,174.08
Yield to Maturity at Cost	2.20%
Weighted Average Maturity	2.74Years

Maturity Distribution





Managed Account Fair Market Value & Analytics

For the Month Ending August 31, 2019

FPUD - INVESTMENT PORTFOLIO - 28710100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst at Mkt	YTM
Asset-Backed Security											
ALLY ABS 2017-4 A3 DTD 08/23/2017 1.750% 12/15/2021	02007FAC9	67,865.80	DEUTSCHE		99.83	67,750.49	(114.44)	(114.84)	0.46	1.15	1.90
HAROT 2018-1 A3 DTD 02/28/2018 2.640% 02/15/2022	43814UAC3	125,000.00	SOCGEN		100.53	125,665.66	681.82	675.91	0.79	1.23	2.21
JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	35,000.00	RBC		100.48	35,167.92	170.44	169.62	0.73	1.16	2.25
NAROT 2018-A A3 DTD 02/28/2018 2.650% 05/15/2022	65478DAD9	75,000.00	MERRILL		100.64	75,476.65	485.22	482.27	0.85	1.36	2.18
HAROT 2019-2 A3 DTD 05/29/2019 2.520% 06/21/2023	43815MAC0	75,000.00	JPM_CHAS		101.51	76,129.56	1,132.36	1,132.17	2.13	1.91	1.73
COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	40,000.00	JPM_CHAS		101.60	40,641.76	649.86	649.47	2.05	2.09	1.75
JOHN DEERE OWNER TRUST DTD 07/24/2019 2.210% 12/15/2023	477870AC3	30,000.00	RBC		100.98	30,295.42	301.79	301.57	2.31	1.74	1.65
GM FINANCIAL SECURITIZED TERM DTD 07/24/2019 2.180% 04/16/2024	36257PAD0	50,000.00	WELLS_FA		101.03	50,515.03	521.12	521.00	2.40	2.30	1.73
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	285,000.00	RBC		100.00	285,000.00	71.76	71.76	2.85	2.50	1.72
Security Type Sub-Total		881,411.88				885,016.94	3,734.72	3,719.86	1.70	1.80	1.87
Managed Account Sub-Total		14,506,411.88				14,704,140.55	237,691.61	235,361.37	2.66	2.65	1.68
Securities Sub-Total		\$14,506,411.88				\$14,704,140.55	\$237,691.61	\$235,361.37	2.66	2.65	1.68%
Accrued Interest						\$75,200.30					
Total Investments						\$14,779,340.85					

Bolded items are forward settling trades.



Managed Account Security Transactions & Interest

For the Month Ending August 31, 2019

FPUD - INVESTMENT PORTFOLIO - 28710100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY											
	07/30/19	08/01/19	US BANCORP DTD 07/29/2019 2.400% 07/30/2024	91159HHX1	145,000.00	(144,870.95)	(19.33)	(144,890.28)			
	08/01/19	08/05/19	US TREASURY NOTES DTD 10/31/2015 1.375% 10/31/2020	912828L99	235,000.00	(233,384.38)	(851.72)	(234,236.10)			
	08/06/19	08/08/19	US TREASURY N/B NOTES DTD 08/31/2015 1.875% 08/31/2022	912828L24	140,000.00	(141,312.50)	(1,148.44)	(142,460.94)			
	08/28/19	09/05/19	COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	285,000.00	(284,928.24)	0.00	(284,928.24)			
Transaction Type Sub-Total					805,000.00	(804,496.07)	(2,019.49)	(806,515.56)			

INTEREST											
	08/01/19	08/01/19	CHARLES SCHWAB CORP NOTES DTD 10/31/2018 3.550% 02/01/2024	808513AY1	145,000.00	0.00	2,573.75	2,573.75			
	08/01/19	08/01/19	MONEY MARKET FUND	MONEY0002	0.00	0.00	84.10	84.10			
	08/01/19	08/25/19	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	110,000.00	0.00	283.25	283.25			
	08/05/19	08/05/19	IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	140,000.00	0.00	1,855.00	1,855.00			
	08/07/19	08/07/19	WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	260,000.00	0.00	2,665.00	2,665.00			
	08/11/19	08/11/19	BANK OF NY MELLON CORP CORP NOTES DTD 08/13/2018 3.450% 08/11/2023	06406RAJ6	150,000.00	0.00	2,587.50	2,587.50			
	08/15/19	08/15/19	NAROT 2018-A A3 DTD 02/28/2018 2.650% 05/15/2022	65478DAD9	75,000.00	0.00	165.63	165.63			
	08/15/19	08/15/19	JOHN DEERE ABS 2017-B A3 DTD 07/15/2017 1.820% 10/15/2021	47788BAD6	22,919.28	0.00	34.76	34.76			
	08/15/19	08/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	27,054.86	0.00	29.08	29.08			
	08/15/19	08/15/19	COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	40,000.00	0.00	83.67	83.67			
	08/15/19	08/15/19	ALLY ABS 2017-4 A3 DTD 08/23/2017 1.750% 12/15/2021	02007FAC9	74,497.77	0.00	108.64	108.64			



Managed Account Security Transactions & Interest

For the Month Ending August 31, 2019

FPUD - INVESTMENT PORTFOLIO - 28710100

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
INTEREST										
08/15/19	08/15/19	JOHN DEERE ABS 2016-B A3 DTD 07/27/2016 1.250% 06/15/2020	47788NAC2	890.84	0.00	0.93	0.93			
08/15/19	08/15/19	JOHN DEERE ABS 2017-A A3 DTD 03/02/2017 1.780% 04/15/2021	47787XAC1	12,650.68	0.00	18.77	18.77			
08/15/19	08/15/19	US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	235,000.00	0.00	3,231.25	3,231.25			
08/15/19	08/15/19	TOYOTA ABS 2016-C A3 DTD 08/10/2016 1.140% 08/15/2020	89237WAD9	4,861.12	0.00	4.62	4.62			
08/15/19	08/15/19	HAROT 2018-1 A3 DTD 02/28/2018 2.640% 02/15/2022	43814UAC3	125,000.00	0.00	275.00	275.00			
08/15/19	08/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	46,596.36	0.00	64.85	64.85			
08/15/19	08/15/19	JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	35,000.00	0.00	77.58	77.58			
08/16/19	08/16/19	GM FINANCIAL SECURITIZED TERM DTD 07/24/2019 2.180% 04/16/2024	36257PAD0	50,000.00	0.00	66.61	66.61			
08/21/19	08/21/19	HAROT 2019-2 A3 DTD 05/29/2019 2.520% 06/21/2023	43815MAC0	75,000.00	0.00	157.50	157.50			
08/22/19	08/22/19	AMERICAN EXPRESS CO CORP NOTES DTD 02/22/2019 3.400% 02/22/2024	025816CC1	270,000.00	0.00	4,590.00	4,590.00			
08/31/19	08/31/19	US TREASURY N/B NOTES DTD 08/31/2015 1.875% 08/31/2022	912828L24	140,000.00	0.00	1,312.50	1,312.50			
08/31/19	08/31/19	US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	150,000.00	0.00	1,500.00	1,500.00			
Transaction Type Sub-Total				2,189,470.91	0.00	21,769.99	21,769.99			
PAYDOWNS										
08/15/19	08/15/19	JOHN DEERE ABS 2017-A A3 DTD 03/02/2017 1.780% 04/15/2021	47787XAC1	1,950.22	1,950.22	0.00	1,950.22	0.28	0.00	
08/15/19	08/15/19	ALLY ABS 2017-4 A3 DTD 08/23/2017 1.750% 12/15/2021	02007FAC9	6,631.97	6,631.97	0.00	6,631.97	0.09	0.00	
08/15/19	08/15/19	JOHN DEERE ABS 2017-B A3 DTD 07/15/2017 1.820% 10/15/2021	47788BAD6	1,823.98	1,823.98	0.00	1,823.98	0.13	0.00	



Managed Account Security Transactions & Interest

For the Month Ending August 31, 2019

FPUD - INVESTMENT PORTFOLIO - 28710100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
PAYDOWNS											
	08/15/19	08/15/19	JOHN DEERE ABS 2016-B A3 DTD 07/27/2016 1.250% 06/15/2020	47788NAC2	890.84	890.84	0.00	890.84	0.07	0.00	
	08/15/19	08/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	4,123.91	4,123.91	0.00	4,123.91	0.56	0.00	
	08/15/19	08/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	5,874.19	5,874.19	0.00	5,874.19	0.02	0.00	
	08/15/19	08/15/19	TOYOTA ABS 2016-C A3 DTD 08/10/2016 1.140% 08/15/2020	89237WAD9	1,763.92	1,763.92	0.00	1,763.92	0.05	0.00	
Transaction Type Sub-Total					23,059.03	23,059.03	0.00	23,059.03	1.20	0.00	
SELL											
	07/30/19	08/01/19	US TREASURY NOTES DTD 06/01/2015 1.500% 05/31/2020	912828XE5	95,000.00	94,576.95	241.39	94,818.34	(1,955.67)	(768.37)	FIFO
	07/31/19	08/01/19	US TREASURY NOTES DTD 06/01/2015 1.500% 05/31/2020	912828XE5	35,000.00	34,846.88	88.93	34,935.81	(717.77)	(280.34)	FIFO
	08/01/19	08/05/19	FORDO 2017-C A3 DTD 11/21/2017 2.010% 03/15/2022	34532AAD5	139,160.92	138,943.48	155.40	139,098.88	(192.35)	(201.95)	FIFO
	08/01/19	08/05/19	ALLYA 2017-5 A3 DTD 11/22/2017 1.990% 03/15/2022	02007YAC8	96,914.25	96,747.68	107.14	96,854.82	(159.05)	(161.93)	FIFO
	08/06/19	08/08/19	CCCIT 2017-A9 A9 DTD 10/02/2017 1.800% 09/20/2021	17305EGH2	140,000.00	139,928.91	966.00	140,894.91	(60.66)	(65.11)	FIFO
	08/27/19	08/27/19	JP MORGAN CHASE & CO NOTES DTD 07/22/2010 4.400% 07/22/2020	46625HHS2	455,000.00	465,101.00	1,946.39	467,047.39	(27,964.30)	1,665.54	FIFO
Transaction Type Sub-Total					961,075.17	970,144.90	3,505.25	973,650.15	(31,049.80)	187.84	
Managed Account Sub-Total						188,707.86	23,255.75	211,963.61	(31,048.60)	187.84	
Total Security Transactions						\$188,707.86	\$23,255.75	\$211,963.61	(\$31,048.60)	\$187.84	

Bolded items are forward settling trades.



Account Statement - Transaction Summary

For the Month Ending **August 31, 2019**

Fallbrook Public Utility District - Liquidity - 6050-004

CAMP Pool	
Opening Market Value	2,526,812.03
Purchases	604,324.27
Redemptions	(600,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$2,531,136.30
Cash Dividends and Income	4,324.27

Asset Summary		
	August 31, 2019	July 31, 2019
CAMP Pool	2,531,136.30	2,526,812.03
Total	\$2,531,136.30	\$2,526,812.03

Asset Allocation	
CAMP Pool	100.00%



CAMP Pool
100.00%



Account Statement

For the Month Ending **August 31, 2019**

Fallbrook Public Utility District - Liquidity - 6050-004

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					2,526,812.03
08/12/19	08/12/19	Redemption - Outgoing Wires	1.00	(500,000.00)	2,026,812.03
08/15/19	08/15/19	Redemption - Outgoing Wires	1.00	(100,000.00)	1,926,812.03
08/28/19	08/28/19	Purchase - Incoming Wires	1.00	600,000.00	2,526,812.03
08/30/19	09/03/19	Accrual Income Div Reinvestment - Distributions	1.00	4,324.27	2,531,136.30
Closing Balance					2,531,136.30

	Month of August	Fiscal YTD July-August
Opening Balance	2,526,812.03	2,821,437.95
Purchases	604,324.27	609,698.35
Redemptions (Excl. Checks)	(600,000.00)	(900,000.00)
Check Disbursements	0.00	0.00
Closing Balance	2,531,136.30	2,531,136.30
Cash Dividends and Income	4,324.27	9,698.35

Closing Balance	2,531,136.30
Average Monthly Balance	2,227,091.02
Monthly Distribution Yield	2.28%

FALLBROOK PUBLIC UTILITY DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
8/1/2019 to 8/31/2019

David Shank
Assistant General Manager/CFO
Fallbrook Public Utility District
990 East Mission Road
Fallbrook, CA 92028

Account Summary

Source	Beginning Balance as of 8/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2019
OPEB	\$1,011,631.44	\$0.00	-\$4,112.41	\$210.76	\$0.00	\$0.00	\$1,007,308.27
PENSION	\$6,131,659.92	\$0.00	-\$24,925.98	\$1,277.43	\$0.00	\$0.00	\$6,105,456.51
Totals	\$7,143,291.36	\$0.00	-\$29,038.39	\$1,488.19	\$0.00	\$0.00	\$7,112,764.78

Investment Selection

Source

OPEB	Moderate HighMark PLUS
PENSION	Moderate HighMark PLUS

Investment Objective

Source

OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.
PENSION	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.


Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-0.40%	3.89%	4.42%	-	-	-	2/16/2017
PENSION	-0.41%	3.90%	4.24%	-	-	-	2/16/2017

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

MEMO

TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO 
DATE: September 23, 2019
SUBJECT: Budget Status Report for Fiscal Year 2019-2020

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 August, Year-to-Date and the annual budgeted amount.

Total revenues year-to-date are below budget by 13.4%. This under performance is due to lagging water sales, which as shown in the monthly water sales chart below are 19% below budget. Staff are analyzing recent water use trends to help identify where use patterns are changing and what is driving them.

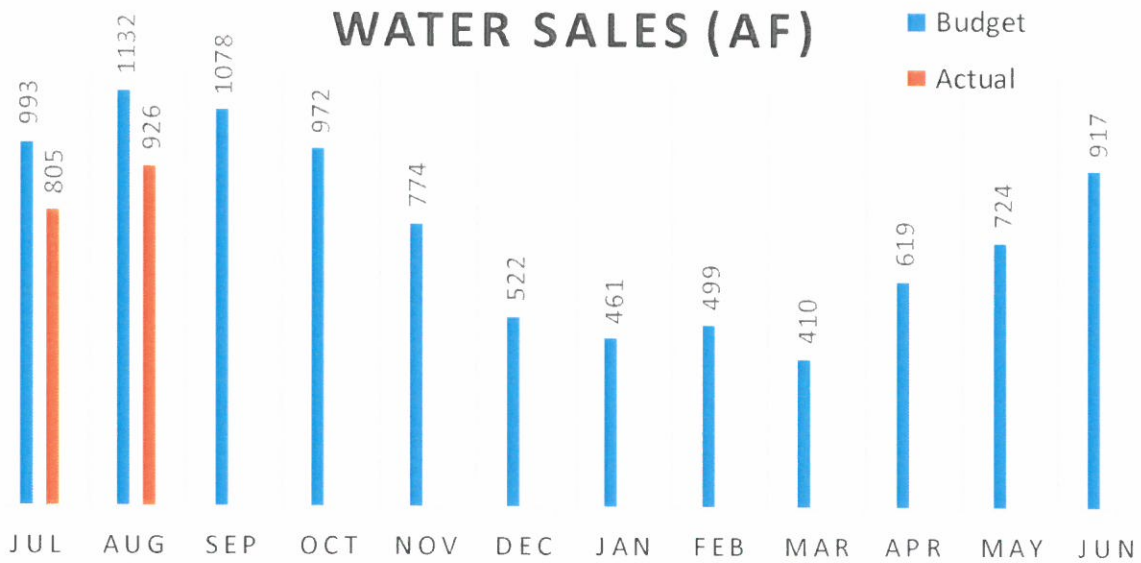
Non-operating revenues have been higher than budgeted helping to offset lower operating revenues. The higher than budgeted non-operating revenues have been driven by capacity charge revenues along with facility rent and other non-operating revenues, which are over the budgeted levels.

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.

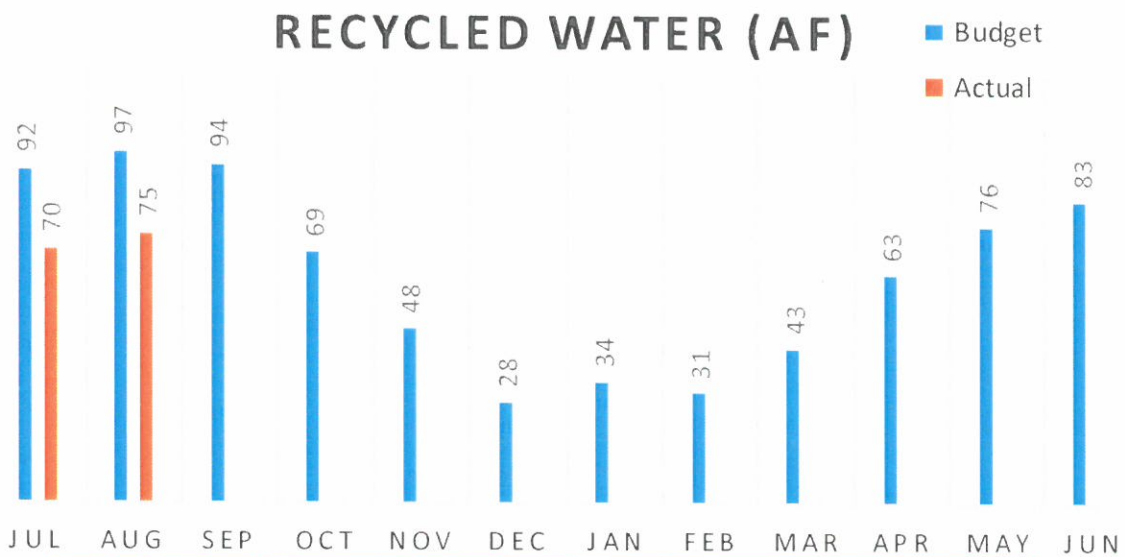
Total revenue is \$6,365,720 or 13.4% under budget and total expenditures are \$5,463,954 or 19.1% under budget. Capital spending is currently 25% under budget but expected to trend towards budget. As a result, the District financial position is better than budget expectations.

Recommended Action

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



Year-to-Date Actual 1,731 AF Year-to-Date Budget 2,125 AF



Year-to-Date Actual 145 AF Year-to-Date Budget 189 AF

Monthly Budget Report for August

Favorable Variance Shown as a positive number

	Current Month		Year-To-Date				Annual Budget		
	Actual	Budget	Actual	Budget	Variance	%	Budget	Remaining Balance	%
Operating Revenues:								Year remaining	83.3%
Water Sales	1,786,579	2,248,774	3,344,787	4,228,358	(883,571)	-20.9%	18,260,894	14,916,107	81.7%
Water Meter Service Charges	542,839	561,287	1,084,946	1,122,575	(37,629)	-3.4%	7,004,867	5,919,921	84.5%
Wastewater Service Charges	498,653	546,960	987,839	1,093,920	(106,082)	-9.7%	6,214,076	5,226,237	84.1%
Recycled Water Revenues	122,601	167,318	242,507	326,599	(84,091)	-25.7%	1,382,830	1,140,322	82.5%
Other Operating Revenue	-	917	-	1,833	(1,833)	-100.0%	11,000	11,000	100.0%
CWA Rebates	27,140	4,167	27,140	8,334	18,806	225.7%	50,003	22,863	45.7%
Total Operating Revenue	2,977,812	3,529,424	5,687,219	6,781,619	(1,094,400)	-16.1%	32,923,670	27,236,451	82.7%
Non Operating Revenues:									
Water Capital Improvement Charge	111,915	115,892	223,741	231,784	(8,042)	-3.5%	1,390,702	1,166,961	83.9%
Wastewater Capital Improvement Charge	97,040	98,775	194,070	197,550	(3,480)	-1.8%	1,185,299	991,229	83.6%
Property Taxes	31,797	13,813	31,797	39,846	(8,050)	-20.2%	1,918,296	1,886,499	98.3%
Water Standby/Availability Charge	3	-	3	-	3	NA	203,000	202,998	100.0%
Water/Wastewater Capacity Charges	42,240	8,460	47,881	16,920	30,961	183.0%	101,522	53,641	52.8%
Portfolio Interest	(6,233)	23,712	54,497	47,424	7,073	14.9%	284,544	230,047	80.8%
Pumping Capital Improvement Charge	3,108	3,083	6,345	6,167	179	2.9%	37,000	30,655	82.9%
Federal Interest Rate Subsidy	-	-	-	-	-	NA	122,647	122,647	100.0%
SRF Loan Proceeds	-	-	-	-	-	NA	-	-	NA
Facility Rents	21,087	-	30,459	-	30,459	NA	-	(30,459)	NA
Other Non-Operating Revenues	50,953	15,004	89,709	30,008	59,702	199.0%	180,046	90,337	50.2%
Total Non Operating Revenues	351,907	278,739	678,501	569,699	108,803	19.1%	5,423,052	4,744,551	87.5%
Total Revenues	3,329,719	3,808,163	6,365,720	7,351,317	(985,597)	-13.4%	38,346,722	31,981,001	83.4%
Expenditures									
Purchased Water Expense	1,175,446	1,776,422	2,590,168	3,376,093	785,926	23.3%	15,677,132	13,086,964	83.5%
Water Services	202,120	354,898	673,472	803,128	129,656	16.1%	3,075,784	2,402,312	78.1%
Wastewater Services	210,607	322,930	659,566	714,575	55,009	7.7%	2,798,723	2,139,156	76.4%
Recycled Water Services	55,875	65,012	121,428	134,808	13,379	9.9%	563,440	442,012	78.4%
Administrative Services	419,596	696,595	1,221,395	1,531,346	309,951	20.2%	6,037,157	4,815,762	79.8%
Total Operating Expenses	2,063,645	3,215,857	5,266,029	6,559,950	1,293,921	19.7%	29,247,787	23,981,758	82.0%
Debt Service Expenses									
Red Mountain SRF	-	-	197,925	197,925	-	0.0%	395,850	197,925	50.0%
WWTP SRF	-	-	-	-	-	NA	1,845,746	1,845,746	100.0%
QECB Solar Debt (Net of Subsidy)	-	-	-	-	-	NA	519,674	519,674	100.0%
Total Debt Service	-	-	197,925	197,925	-	0.0%	2,761,270	2,563,345	92.8%
Total Expenses	2,063,645	3,215,857	5,463,954	6,757,875	1,293,921	19.1%	32,009,056	26,545,102	82.9%
Net Revenue/(loss) From Operations and Debt Service	1,266,074	592,306	901,766	593,442	308,324	52%	6,337,665	5,435,899	85.8%
Capital Investment									
Capital Investment									
Construction Expenditures*	203,592	257,917	407,684	543,500	135,816	25.0%	6,529,933	6,122,249	93.8%
SRF Loan Proceeds Draw (Capital Project Funds)	-	-	-	-	-	-	(27,179,100)	-	-
Net Revenue/(Loss)	1,062,482	334,389	494,082	49,942	444,140	889.3%	26,986,832	26,492,750	98.2%

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

M E M O

TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO 
DATE: September 23, 2019
SUBJECT: Revised Budget Status Report for Fiscal Year 2019-2020

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 July, Year-to-Date and the annual budgeted amount. This is the first period reported in the new fiscal year.

Total revenues for this first period are below budget by 14% due primarily to lower than expected water sales revenues. Given this is the first period of the year and there are many assumptions embedded in the revenue forecasts, staff will monitor and analyze the variances as we get more data.

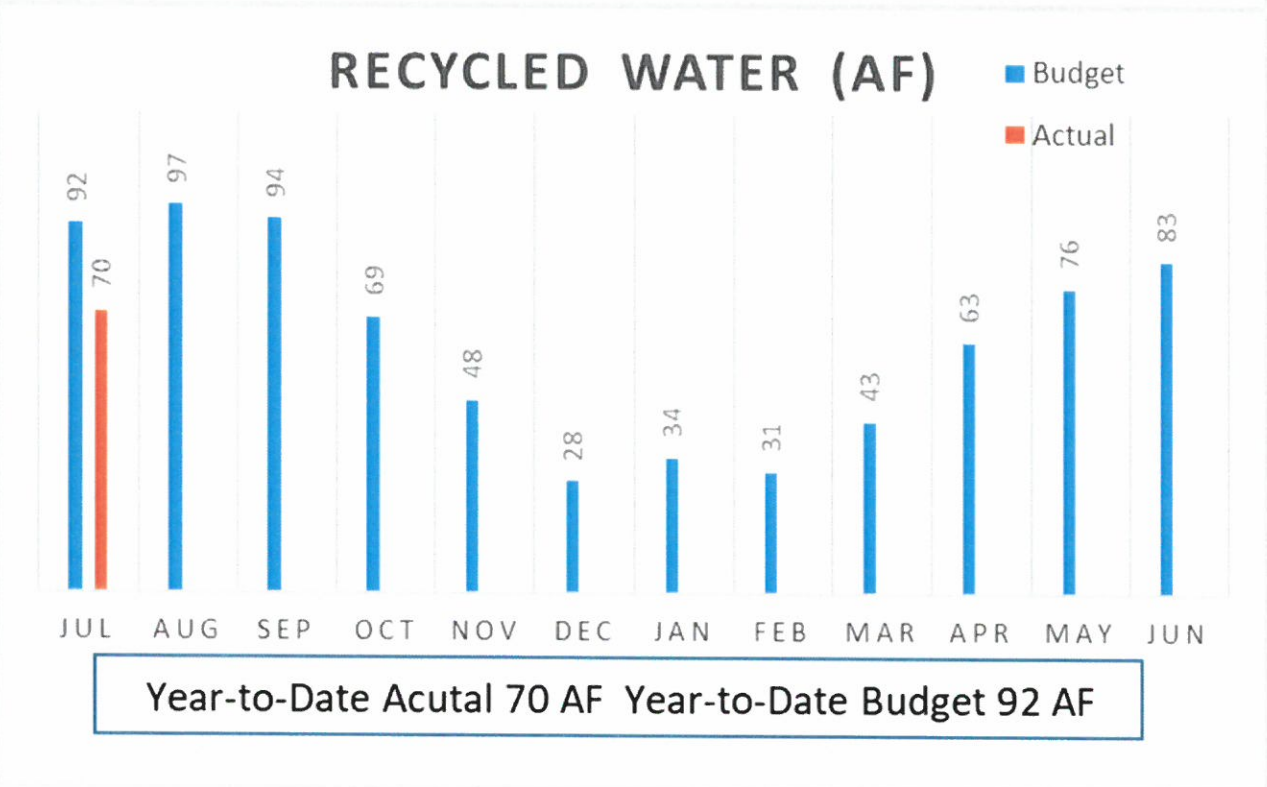
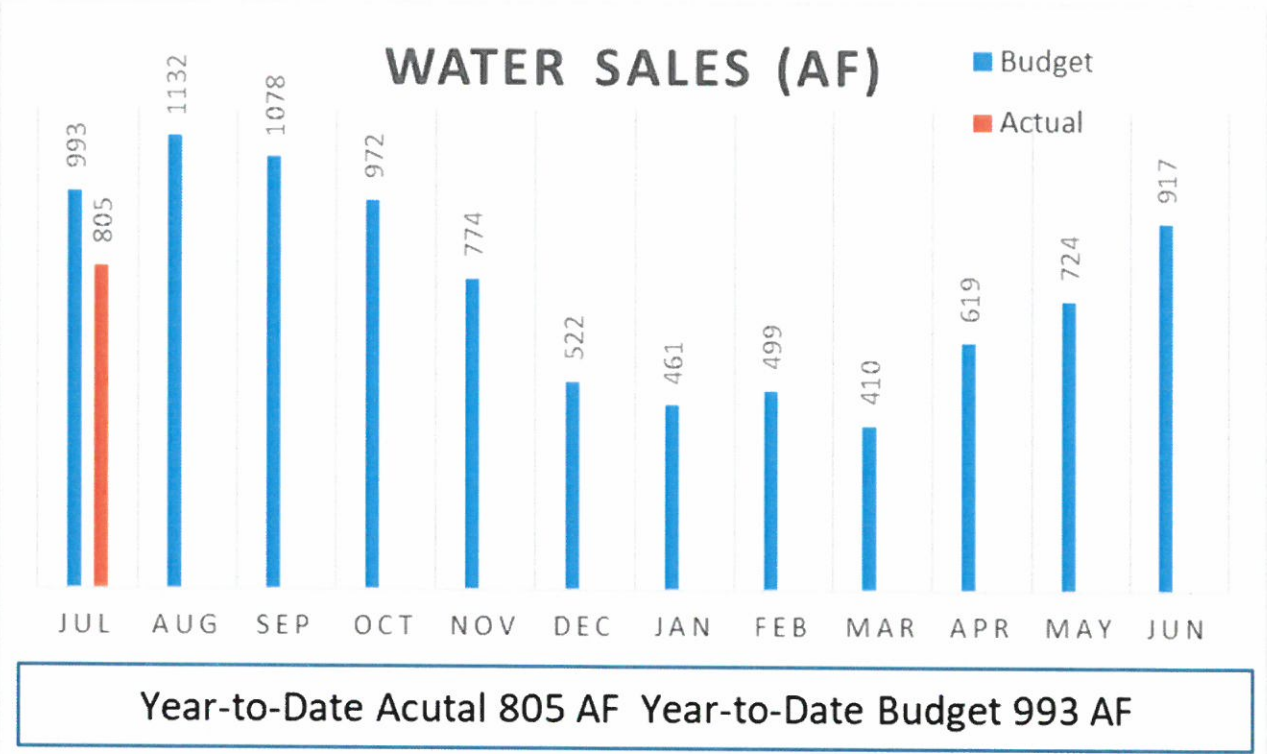
Non-operating revenue shows slightly higher than budgeted revenues. This is driven by portfolio interest and other Non-Operating revenues, which are over the budgeted levels.

The District's expenditures overall are under budget due to the lower than budgeted purchased water expense, which is a result of lower water sales levels.

Total revenue is \$3,048,198 or 14% under budget and total expenditures are \$3,400,309 or 4.0% under budget. Capital spending is currently 28.5% under budget but expected to trend towards budget. As a result, the District financial position is slightly better than budget expectations.

Recommended Action

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



Monthly Budget Report for July

Favorable Variance Shown as a positive number

	Current Month		Year-To-Date				Annual Budget		
	Actual	Budget	Actual	Budget	Variance	%	Budget	Remaining Balance	%
Operating Revenues:								Year remaining	91.7%
Water Sales	1,558,208	1,979,583	1,558,208	1,979,583	(421,375)	-21.3%	18,260,894	16,702,686	91.5%
Water Meter Service Charges	542,107	561,287	542,107	561,287	(19,180)	-3.4%	7,004,867	6,462,760	92.3%
Wastewater Service Charges	489,186	546,960	489,186	546,960	(57,775)	-10.6%	6,214,076	5,724,890	92.1%
Recycled Water Revenues	119,906	159,280	119,906	159,280	(39,374)	-24.7%	1,382,830	1,262,924	91.3%
Other Operating Revenue	-	917	-	917	(917)	-100.0%	11,000	11,000	100.0%
CWA Rebates	-	4,167	-	4,167	(4,167)	-100.0%	50,003	50,003	100.0%
Total Operating Revenue	2,709,407	3,252,195	2,709,407	3,252,195	(542,787)	-16.7%	32,923,670	30,214,263	91.8%
Non Operating Revenues:									
Water Capital Improvement Charge	111,826	115,892	111,826	115,892	(4,065)	-3.5%	1,390,702	1,278,876	92.0%
Wastewater Capital Improvement Charge	97,030	98,775	97,030	98,775	(1,745)	-1.8%	1,185,299	1,088,269	91.8%
Property Taxes	-	26,034	-	26,034	(26,034)	-100.0%	1,918,296	1,918,296	100.0%
Water Standby/Availability Charge	-	-	-	-	-	NA	203,000	203,000	100.0%
Water/Wastewater Capacity Charges	5,642	8,460	5,642	8,460	(2,819)	-33.3%	101,522	95,880	94.4%
Portfolio Interest	60,730	23,712	60,730	23,712	37,018	156.1%	284,544	223,814	78.7%
Pumping Capital Improvement Charge	3,238	3,083	3,238	3,083	154	5.0%	37,000	33,763	91.3%
Federal Interest Rate Subsidy	-	-	-	-	-	NA	122,647	122,647	100.0%
SRF Loan Proceeds	-	-	-	-	-	NA	-	-	NA
Facility Rents	9,372	-	9,372	-	9,372	NA	-	(9,372)	NA
Other Non-Operating Revenues	50,953	15,004	50,953	15,004	35,950	239.6%	180,046	129,093	71.7%
Total Non Operating Revenues	338,791	290,960	338,791	290,960	47,831	16.4%	5,423,052	5,084,261	93.8%
Total Revenues	3,048,198	3,543,154	3,048,198	3,543,154	(494,956)	-14.0%	38,346,722	35,298,523	92.1%
Expenditures									
Purchased Water Expense	1,414,722	1,599,671	1,414,722	1,599,671	184,950	11.6%	15,677,132	14,262,410	91.0%
Water Services	471,352	448,230	471,352	448,230	(23,122)	-5.2%	3,075,784	2,604,432	84.7%
Wastewater Services	448,959	391,646	448,959	391,646	(57,314)	-14.6%	2,798,723	2,349,764	84.0%
Recycled Water Services	65,553	69,795	65,553	69,795	4,242	6.1%	563,440	497,887	88.4%
Administrative Services	801,799	834,751	801,799	834,751	32,952	3.9%	6,037,157	5,235,358	86.7%
Total Operating Expenses	3,202,384	3,344,093	3,202,384	3,344,093	141,709	4.2%	29,247,787	26,045,403	89.1%
Debt Service Expenses									
Red Mountain SRF	197,925	197,925	197,925	197,925	-	0.0%	395,850	197,925	50.0%
WWTP SRF	-	-	-	-	-	NA	1,845,746	1,845,746	100.0%
QECB Solar Debt (Net of Subsidy)	-	-	-	-	-	NA	519,674	519,674	100.0%
Total Debt Service	197,925	197,925	197,925	197,925	-	0.0%	2,761,270	2,563,345	92.8%
Total Expenses	3,400,309	3,542,018	3,400,309	3,542,018	141,709	4.0%	32,009,056	28,608,747	89.4%
Net Revenue/(loss) From Operations and Debt Service	(352,111)	1,136	(352,111)	1,136	(353,247)	-31084%	6,337,665	6,689,776	105.6%
Capital Investment									
Capital Investment									
Construction Expenditures*	204,092	285,583	204,092	285,583	81,492	28.5%	6,529,933	6,325,841	96.9%
SRF Loan Proceeds Draw (Capital Project Funds)	-	-	-	-	-	-	(27,179,100)	-	-
Net Revenue/(Loss)	(556,203)	(284,447)	(556,203)	(284,447)	(271,756)	95.5%	26,986,832	27,543,035	102.1%

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

8/31/2019

Treasurer's Warrant No. August

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 -8/19

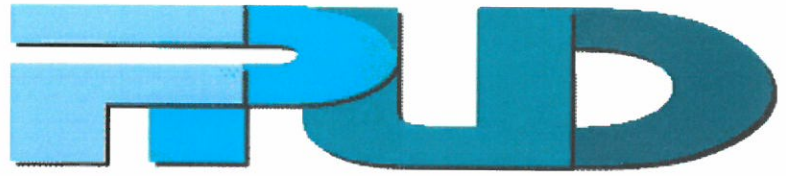
Computer Check Register

Payroll #1	\$142,085.30
Payroll #2	\$142,163.80
Payroll #3	<u>\$137,271.02</u>
	<u>\$421,520.12</u>

Accounts Payable

Checks by Date - Summary by Check Date

User: annaleceb
Printed: 9/3/2019 2:08 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	08/01/2019	507.50
ACH	06758	US TREASURY - PAYROLL TAXES	08/01/2019	56,164.06
ACH	06759	STATE OF CA - PR TAXES	08/01/2019	8,884.57
ACH	06760	STATE OF CA - SDI	08/01/2019	2,052.12
ACH	06761	LINCOLN FINANCIAL GROUP	08/01/2019	7,486.32
ACH	06763	PERS - PAYROLL	08/01/2019	37,979.46
Total for 8/1/2019:				113,074.03
81554	06501	24 HOUR FIRE PROTECTION, INC	08/07/2019	831.70
81555	01460	AFLAC	08/07/2019	1,528.14
81556	91286	AMAZON CAPITAL SERVICES, INC.	08/07/2019	1,039.67
81557	02805	ASBURY ENVIRONMENTAL SERVICES	08/07/2019	10,161.44
81558	91429	BSK ASSOCIATES	08/07/2019	9,730.00
81559	06115	CDW GOVERNMENT INC.	08/07/2019	175.69
81560	04128	CUES, INC	08/07/2019	7,294.07
81561	02925	DATA NET SOLUTIONS	08/07/2019	665.00
81562	05192	DIAMOND ENVIRONMENTAL SERVIC	08/07/2019	563.80
81563	03391	ELECTRICAL SALES INC	08/07/2019	705.55
81564	05987	FALLBROOK GARAGE & QWIK LUBE	08/07/2019	1,867.11
81565	02411	FALLBROOK PRINTING CORP	08/07/2019	4,444.56
81566	01155	FALLBROOK REFUSE	08/07/2019	160.07
81567	00170	FALLBROOK WASTE & RECYCLING	08/07/2019	1,637.24
81568	02972	FISHER SCIENTIFIC COMPANY LLC	08/07/2019	229.01
81569	91267	FIT TO WORK, INC.	08/07/2019	542.50
81570	00182	GLENNIE'S OFFICE PRODUCTS, INC	08/07/2019	52.74
81571	02170	GRAINGER, INC.	08/07/2019	1,203.94
81572	06429	HEALTHPOINTE MEDICAL GROUP, INC	08/07/2019	144.00
81573	06577	INFOSEND INC	08/07/2019	1,334.41
81574	04027	JOES HARDWARE	08/07/2019	731.63
81575	91224	KEN WEINBERG WATER RESOURCES	08/07/2019	1,475.99
81576	06479	KNOCKOUT PEST CONTROL & TERMI	08/07/2019	300.00
81577	06761	LINCOLN FINANCIAL GROUP	08/07/2019	200.00
81578	91029	MALLORY SAFETY AND SUPPLY CO	08/07/2019	2,099.27
81579	02618	MC MASTER-CARR	08/07/2019	26.25
81580	91192	MISSION LINEN SUPPLY	08/07/2019	964.38
81581	00718	NATIONWIDE RETIREMENT SOLUTIO	08/07/2019	3,410.00
81582	91167	NORTH COUNTY FORD	08/07/2019	621.77
81583	04900	PARADISE CHEVROLET CADILLAC	08/07/2019	894.44
81584	91207	PARRISH & SON SPECIALTIES	08/07/2019	342.44
81585	00216	PINE TREE LUMBER	08/07/2019	1,973.26
81586	04075	RAYNE WATER SYSTEMS	08/07/2019	130.00
81587	06608	ROTARY CLUB OF FALLBROOK	08/07/2019	215.00
81588	00232	SAN DIEGO GAS & ELECTRIC	08/07/2019	65,624.13
81589	00236	SCRAPPYS	08/07/2019	2,505.39
81590	06738	SHAWN'S CONCRETE PUMPING	08/07/2019	490.00
81591	06401	SONSRAY MACHINERY LLC	08/07/2019	492.14

Check No	Vendor No	Vendor Name	Check Date	Check Amount
81592	91468	SULZER ELECTRO-MECHANICAL SER	08/07/2019	4,902.97
81593	05883	TESTAMERICA LABORATORIES, INC.	08/07/2019	127.58
81594	06211	UNITED IMAGING	08/07/2019	536.92
81595	UB*00215	JIM WHISNAND	08/07/2019	1,690.46
Total for 8/7/2019:				134,064.66
81596	00231	SAN DIEGO COUNTY WATER AUTH	08/12/2019	1,271,717.24
Total for 8/12/2019:				1,271,717.24
ACH	00152	FPUD EMPL ASSOCIATION	08/15/2019	507.50
ACH	06758	US TREASURY - PAYROLL TAXES	08/15/2019	55,751.62
ACH	06759	STATE OF CA - PR TAXES	08/15/2019	8,816.58
ACH	06760	STATE OF CA - SDI	08/15/2019	2,052.15
ACH	06761	LINCOLN FINANCIAL GROUP	08/15/2019	8,240.35
ACH	06763	PERS - PAYROLL	08/15/2019	37,794.70
81602	91229	AMP UNITED LLC	08/15/2019	79,176.35
81604	04178	CALOLYMPIC SAFETY CO., INC.	08/15/2019	258.37
81605	03978	CAMERON WELDING SUPPLY	08/15/2019	453.47
81606	01719	MICKEY M. CASE	08/15/2019	60.00
81607	91284	COAST WASTE MANAGEMENT INC	08/15/2019	185.00
81608	91012	COMPLIANCESIGNS, INC	08/15/2019	123.38
81609	91330	AARON COOK	08/15/2019	95.00
81610	05953	CORODATA RECORDS MANAGEMENT	08/15/2019	653.26
81611	06675	CORODATA SHREDDING, INC	08/15/2019	122.74
81612	02925	DATA NET SOLUTIONS	08/15/2019	928.00
81613	06144	DUPERON CORPORATION	08/15/2019	15,482.27
81614	09523	FALLBROOK EQUIP RENTALS	08/15/2019	19,987.96
81615	00169	FALLBROOK OIL COMPANY	08/15/2019	7,553.94
81616	00170	FALLBROOK WASTE & RECYCLING	08/15/2019	102.40
81617	02972	FISHER SCIENTIFIC COMPANY LLC	08/15/2019	582.30
81618	02767	GRANGETTO FARM & GARDEN SUPPI	08/15/2019	157.10
81619	05380	HACH CO	08/15/2019	361.00
81620	06577	INFOSEND INC	08/15/2019	3,947.34
81621	90889	JAUREGUI & CULVER, INC.	08/15/2019	129.53
81622	05505	TODD JESTER	08/15/2019	60.00
81623	90937	KIRK PAVING INC	08/15/2019	12,044.00
81624	06555	LIEBERT CASSIDY WHITMORE	08/15/2019	259.00
81625	90887	LLOYD PEST CONTROL	08/15/2019	367.00
81626	06601	MBC AQUATIC SCIENCES	08/15/2019	6,123.25
81627	06707	NATIONAL METER & AUTOMATION	08/15/2019	42,076.38
81628	03201	NATIONAL SAFETY COMPLIANCE INC	08/15/2019	781.80
81629	00370	NUTRIEN AG SOLUTIONS, INC.	08/15/2019	408.28
81630	91461	OCEANSIDE SECURITY AGENCY	08/15/2019	2,231.00
81631	91155	QUALITY GATE COMPANY	08/15/2019	625.00
81632	06703	S & C ELECTRIC COMPANY	08/15/2019	15,240.00
81633	91223	STERLING HEALTH SERVICES INC.	08/15/2019	125.00
81634	91468	SULZER ELECTRO-MECHANICAL SER	08/15/2019	1,000.00
81635	00159	SUPERIOR READY MIX	08/15/2019	2,602.28
81636	91385	VERONICA TAMZIL	08/15/2019	110.78
81637	00621	TERRA TECHNOLOGY ENGINEERING	08/15/2019	922.60
81638	05883	TESTAMERICA LABORATORIES, INC.	08/15/2019	1,366.58
81639	00724	UNDERGROUND SERVICE ALERT	08/15/2019	467.74
81640	00458	VERIZON WIRELESS	08/15/2019	1,100.71
81641	04290	VILLAGE NEWS, INC.	08/15/2019	495.00
81642	91295	WHITE NELSON DIEHL EVANS LLP	08/15/2019	1,546.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
81643	04995	AMERICAN MESSAGING	08/15/2019	121.51
81644	91241	LISA CHAFFIN	08/15/2019	98.16
81645	91008	MICHAEL COTHRAN	08/15/2019	110.20
81646	09705	CSDA SAN DIEGO CHAPTER	08/15/2019	60.00
81647	06303	EXECUTIVE LANDSCAPE INC.	08/15/2019	700.00
81648	06286	GARDA CL WEST, INC.	08/15/2019	267.08
81649	90897	JOSHUA HARGROVE	08/15/2019	806.51
81650	06267	J2 GLOBAL IRELAND LIMITED	08/15/2019	59.91
81651	06380	JANI-KING OF CALIFORNIA, INC - SA	08/15/2019	2,777.45
81652	06633	MAINTENANCE CONNECTION INC	08/15/2019	756.20
81653	06338	MYTHOS TECHNOLOGY INC	08/15/2019	1,681.94
81654	91107	SPECTRUM BUSINESS	08/15/2019	115.64
81655	91276	WOLFE DOOR INDUSTRIES, INC.	08/15/2019	3,431.11
81656	05088	AT&T	08/15/2019	789.35

Total for 8/15/2019:

345,249.77

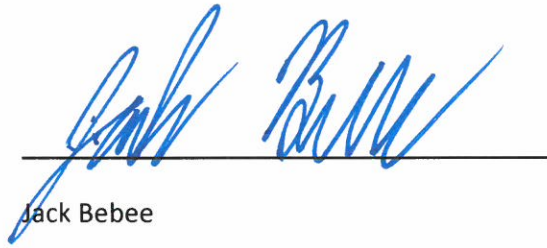
81657	00101	ACWA JPIA	08/22/2019	94,282.67
81658	02013	ALVAREZ FAMILY TRUST	08/22/2019	782.22
81659	91286	AMAZON CAPITAL SERVICES, INC.	08/22/2019	127.69
81660	06020	BABCOCK LABORATORIES, INC	08/22/2019	3,255.00
81661	05958	BAMM! PROMOTIONAL PRODUCTS, I	08/22/2019	60.00
81662	02743	BEST BEST & KRIEGER	08/22/2019	22,053.45
81663	05615	BOOT WORLD INC.	08/22/2019	310.60
81664	04178	CALOLYMPIC SAFETY CO., INC.	08/22/2019	109.65
81665	02176	CORELOGIC SOLUTIONS, LLC	08/22/2019	225.00
81666	05714	COUNTY OF SD DEPT PUBLIC WORKS	08/22/2019	543.00
81667	06021	JOSHUA COUVEAU	08/22/2019	629.60
81668	06299	D & H WATER SYSTEMS, INC	08/22/2019	13,929.83
81669	05192	DIAMOND ENVIRONMENTAL SERVIC	08/22/2019	213.14
81670	03391	ELECTRICAL SALES INC	08/22/2019	110.44
81671	06303	EXECUTIVE LANDSCAPE INC.	08/22/2019	252.75
81672	05987	FALLBROOK GARAGE & QWIK LUBE	08/22/2019	140.17
81673	02972	FISHER SCIENTIFIC COMPANY LLC	08/22/2019	46.56
81674	05140	GMC ELECTRICAL, INC.	08/22/2019	5,375.67
81675	05380	HACH CO	08/22/2019	4,124.66
81676	06429	HEALTHPOINTE MEDICAL GROUP,INC	08/22/2019	75.00
81677	05901	KENNETH HUBBARD	08/22/2019	336.15
81678	06577	INFOSEND INC	08/22/2019	1,959.20
81679	00190	JCI JONES CHEMICALS INC.	08/22/2019	5,188.16
81680	04926	KONICA MINOLTA PREMIER FINANCE	08/22/2019	2,084.25
81681	91427	MITEL CLOUD SERVICES, INC	08/22/2019	1,631.78
81682	91077	MULTI SERVICE TECHNOLOGY SOLU	08/22/2019	557.84
81683	90932	NAPA AUTO PARTS	08/22/2019	259.46
81684	00718	NATIONWIDE RETIREMENT SOLUTIO	08/22/2019	3,427.00
81685	00215	PETTY CASH	08/22/2019	142.94
81686	06130	S & J SUPPLY COMPANY, INC.	08/22/2019	418.07
81687	06064	SOLENIS LLC	08/22/2019	9,778.62
81688	05415	STATE WATER RESOURCE CONTROL I	08/22/2019	60.00
81689	02927	TIM STERGER	08/22/2019	832.76
81690	06314	SUNPOWER CORPORATION SYSTEM	08/22/2019	31,508.37
81691	00458	VERIZON WIRELESS	08/22/2019	666.23
81692	91276	WOLFE DOOR INDUSTRIES, INC.	08/22/2019	1,555.89
81693	90934	CHARLIE WOLK	08/22/2019	25.98

Total for 8/22/2019:

207,079.80

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	00152	FPUD EMPL ASSOCIATION	08/29/2019	507.50
ACH	06758	US TREASURY - PAYROLL TAXES	08/29/2019	52,553.69
ACH	06759	STATE OF CA - PR TAXES	08/29/2019	8,143.95
ACH	06760	STATE OF CA - SDI	08/29/2019	1,960.62
ACH	06761	LINCOLN FINANCIAL GROUP	08/29/2019	8,158.15
ACH	06763	PERS - PAYROLL	08/29/2019	37,673.83
81698	02805	ASBURY ENVIRONMENTAL SERVICES	08/29/2019	316.79
81699	05615	BOOT WORLD INC.	08/29/2019	504.84
81700	91440	BP BATTERY INC	08/29/2019	576.03
81701	91470	CAPIO	08/29/2019	225.00
81702	04408	DEVIN CASTEEL	08/29/2019	294.94
81703	91272	KEVIN COLLINS	08/29/2019	60.00
81704	91210	CORE & MAIN LP	08/29/2019	116.37
81705	05179	AARON COX	08/29/2019	769.69
81706	91239	CUMMINS PACIFIC, LLC	08/29/2019	8,621.95
81707	06035	CYBER SECURITY SOURCE	08/29/2019	1,195.17
81708	02925	DATA NET SOLUTIONS	08/29/2019	287.50
81709	05192	DIAMOND ENVIRONMENTAL SERVIC	08/29/2019	811.85
81710	02372	DION INTERNATIONAL	08/29/2019	1,482.75
81711	04425	DOMINICK'S SANDWICHES	08/29/2019	31.14
81712	01262	KYLE D. DRAKE	08/29/2019	685.64
81713	03391	ELECTRICAL SALES INC	08/29/2019	18.11
81714	00169	FALLBROOK OIL COMPANY	08/29/2019	2,338.57
81715	04494	FEDERAL EXPRESS CORPORATION	08/29/2019	245.60
81716	91198	FIRST BANKCARD	08/29/2019	1,898.00
81717	91200	FIRST BANKCARD	08/29/2019	1,380.45
81718	91201	FIRST BANKCARD	08/29/2019	665.28
81719	91202	FIRST BANKCARD	08/29/2019	512.15
81720	91225	FIRST BANKCARD	08/29/2019	1,286.67
81721	91235	FIRST BANKCARD	08/29/2019	2,619.64
81722	91323	FIRST BANKCARD	08/29/2019	195.00
81723	02972	FISHER SCIENTIFIC COMPANY LLC	08/29/2019	278.35
81724	00182	GLENNIE'S OFFICE PRODUCTS, INC	08/29/2019	460.63
81725	02908	TODD GOLEM	08/29/2019	711.65
81726	02170	GRAINGER, INC.	08/29/2019	2,402.88
81727	03174	HAAKER EQUIPMENT COMPANY	08/29/2019	2,397.88
81728	05380	HACH CO	08/29/2019	2,741.46
81729	06577	INFOSEND INC	08/29/2019	1,424.66
81730	06359	INFRASTRUCTURE ENGINEERING CO	08/29/2019	974.00
81731	00190	JCI JONES CHEMICALS INC.	08/29/2019	3,387.40
81732	05837	TROY JONES	08/29/2019	473.99
81733	90937	KIRK PAVING INC	08/29/2019	26,652.87
81734	05194	LESLIE'S SWIMMING POOL SUPPLIES	08/29/2019	3,512.43
81735	06555	LIEBERT CASSIDY WHITMORE	08/29/2019	49.00
81736	06263	LOS ANGELES FREIGHTLINER, LLC	08/29/2019	331.65
81737	91029	MALLORY SAFETY AND SUPPLY CO	08/29/2019	1,332.04
81738	05655	DON MCDUGAL	08/29/2019	53.24
81739	03944	MISSION RESOURCE CONSV DISTRIC	08/29/2019	133.50
81740	91007	PFM ASSET MANGEMENT LLC	08/29/2019	1,251.33
81741	91155	QUALITY GATE COMPANY	08/29/2019	1,686.95
81742	05936	SAN DIEGO COUNTY RECORDER	08/29/2019	100.00
81743	06401	SONSRAY MACHINERY LLC	08/29/2019	265.69
81744	90929	SOUTHWEST ANSWERING SERVICE, I	08/29/2019	837.32
81745	06046	SOUTHWEST BOULDER & STONE INC	08/29/2019	125.16
81746	02797	STEVE STONE	08/29/2019	287.55
81747	91082	TELETRAC, INC	08/29/2019	2,033.18
81748	06231	WESTERN WATER WORKS SUPPLY CC	08/29/2019	4,603.08

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 8/29/2019:	194,644.76
			Report Total (203 checks):	2,265,830.26



Jack Bebee

General Manager

Mary Lou West

From: Mary Lou West
Sent: Wednesday, September 4, 2019 2:54 PM
To: Jennifer DeMeo; Dave Baxter; Ken Endter; Charley Wolk; Margaret Larson
Cc: Don McDougal; Paula de Sousa Mills; Jack Bebee; David Shank; Lisa Chaffin
Subject: Revised Standing Committee Assignments -- Effective September 4, 2019

Importance: High

Tracking:	Recipient	Delivery	Read
	Jennifer DeMeo	Delivered: 9/4/2019 2:54 PM	
	Dave Baxter	Delivered: 9/4/2019 2:54 PM	
	Ken Endter	Delivered: 9/4/2019 2:54 PM	
	Charley Wolk		
	Margaret Larson		
	Don McDougal	Delivered: 9/4/2019 2:54 PM	
	Paula de Sousa Mills		
	Jack Bebee	Delivered: 9/4/2019 2:54 PM	
	David Shank	Delivered: 9/4/2019 2:54 PM	
	Lisa Chaffin	Delivered: 9/4/2019 2:54 PM	Read: 9/4/2019 2:54 PM

Good afternoon,

As a result of Director Gebhart's retirement and Director Baxter's appointment, President McDougal revised the Board standing committee assignments to the Engineering & Operations Committee and the Fiscal Policy & Insurance Committee effective today, September 4, 2019; assignments to the Personnel Committee remain the same.

President McDougal's announcement of the revised assignments is as follows:

"Mary Lou, the following committee assignments will be in place for the remainder of my term:

Personnel:	Don McDougal (Chair) and Jennifer DeMeo
Engineering & Operations:	Ken Endter (Chair) and Dave Baxter
Fiscal Policy & Insurance:	Charley Wolk (Chair) and Don McDougal"

Kind regards,

Mary Lou West

Secretary
Fallbrook Public Utility District
990 East Mission Road,
Fallbrook, CA 92028
(760) 999-2704

FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Jennifer DeMeo

Name & Location of Function: San Diego Chapter CSDA Quarterly Dinner Meeting
The Butcher Shop Steakhouse, 5255 Kearny Villa Rd, San Diego, CA

Date(s) of Attendance: Thursday, August 15, 2019

Purpose of Function: Education

Sponsoring Organization: SDCSDA Chapter

Summary of Conference or Meeting:

Santee Mayor John Minto introduced the Highway 52 Coalition to fix the freeway congestion. They have made significant progress and will be shovel ready in the next couple of months. Their efforts as a non-profit have made more progress than our local government fixing our traffic issues in San Diego.

Candidates for the the SD County Consolidated Redevelopment Oversight Board were given a chance to tell us why we should vote for them.

Director Signature: _____



Date: _____

8/23/2019

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: Jennifer DeMeo

Name & Location of Function: COWU ByLaws Committee Meeting, SDCWA Lobby
Conference Room, 4677 Overland Avenue, San Diego, CA 92123

Date(s) of Attendance: Wednesday, August 21, 2019

Purpose of Function: Education

Sponsoring Organization: Sweetwater Authority

Summary of Conference or Meeting:

Plans were discussed to clarify the role of this organization going forward. It will continue to be an educational forum for local water agencies. It was decided that we would survey the members who have been attending the monthly breakfast as to whether to involve a fiscal agent for administrative needs or to create our own new non-profit organization that would better represent the goals of the group going forward.

Director Signature: 

Date: 8/23/2019

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 Ender
Name & Location of Function: Meeting with FPUD Board President
Don McDougal @ Grand Traditions Restaurant
Date(s) of Attendance: August 29th - 2019
Purpose of Function: Re-assignments to FPUD Committees
Sponsoring Organization: FPUD Board of Directors

Summary of Conference or Meeting:

President McDougal requested this meeting to discuss my preference of the committee that I would like to participate as a member of the Board.

We discussed my feelings about which committee I felt I could be of best service.

We both agreed that the Eardo Committee would be best considering my prior experience

Director Signature: 

Date: 9-5-19

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: Don McDougal

Name & Location of Function: Garden Center Café & Grill

Date(s) of Attendance: 8/26/2019

Purpose of Function: To Discuss Board Committee re-assignments

Sponsoring Organization: FPUD

Summary of Conference or Meeting:

Met with Charlie Wolk for a lunch meeting at Garden Center Café & Grill to discuss replacement of Al Gebhart on the FP&I committee. Charlie asked to remain on the FP&I Committee as he had worked with Al and wants to make sure there is continuity going forward.

Director Signature:  Date: 9/4/2019

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: Don McDougal

Name & Location of Function: Grand Tradition Veranda Restaurant

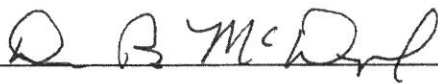
Date(s) of Attendance: 8/29/2019

Purpose of Function: To Discuss Board Committee re-assignments

Sponsoring Organization: FPUD

Summary of Conference or Meeting:

Met with Ken Endter for a lunch meeting at Grand Tradition Veranda Restaurant to discuss Board Committee assignments following the resignation of Al Gebhart. Ken preferred to sit on the Engineering & Operations committee rather than FP&I. I told Ken I would have him as Chair of the committee and assign Dave Baxter to be on the committee with him.

Director Signature:  Date: 9/4/2019

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: Don McDougal

Name & Location of Function: Grand Tradition Veranda Restaurant

Date(s) of Attendance: 8/31/2019

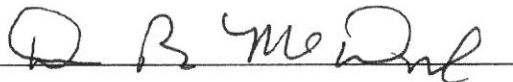
Purpose of Function: To Discuss Board Committee re-assignments

Sponsoring Organization: FPUD

Summary of Conference or Meeting:

Met with Dave Baxter for a brunch meeting at Grand Tradition Veranda Restaurant to discuss Board Committee assignments following the resignation of Al Gebhart. Dave felt that with his experience the Engineering and Operations committee would be better suited for him. I told him Ken Enter would be Chair of the committee and he would work with Ken.

Director Signature:



Date: 9/4/2019

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.