



FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING

NOTICE AND AGENDA

TUESDAY, JUNE 19, 2018  
5:30 P.M.

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

*If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125, ext. 1130 for assistance so the necessary arrangements can be made.*

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

**I. PRELIMINARY FUNCTIONS**

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

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.*

**II. CONSENT CALENDAR-----**(ITEMS A-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.*

**A. CONSIDER APPROVAL OF MINUTES**

1. Special Board Meeting of April 30, 2018

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

- B. CONSIDER NOTICE OF COMPLETION – FPUD 8 MG RESERVOIR PAINTING PROJECT

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

- C. CONSIDER ADOPTING RESOLUTION NO. 4934 PLACING FIXED CHARGE SPECIAL ASSESSMENTS TO ADD DELINQUENT AND UNPAID CHARGES ON THE TAX ROLL

*Recommendation:* That the Board adopt Resolution No. 4934 placing fixed charge special assessments to add delinquent and unpaid charges on annual tax bills for 2018-19 by the San Diego County Treasurer-Tax Collector.

- D. CONSIDER ADOPTING ORDINANCE NO. 342 FIXING WATER STANDBY OR AVAILABILITY CHARGES FOR 2018-19

*Recommendation:* The Board adopt Ordinance No. 342 as prepared and authorize the Secretary of the Board of Directors to send a certified copy to the Board of Supervisors of the County of San Diego and the Auditor and Controller of the County of San Diego.

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

- E. PRESENTATION ON CALIFORNIA WATERFIX

*Presented by:* Ken Weinberg of Ken Weinberg Water Resources Consulting LLC

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

- F. CONSIDER LETTER TO THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA SUPPORTING A PROVISION TO ALLOW AGRICULTURAL CUSTOMERS TO OPT-OUT OF BENEFITTING FROM THE TWIN TUNNEL PROJECT

*Recommendation:* That the Board consider voting to sign onto the attached letter, or provide a similar letter of support, for this approach that would help lower the impact of the Water Fix project on District agricultural customers.

- G. CONSIDER ADOPTING THE DISTRICT FISCAL YEAR 2018-19 RECOMMENDED ANNUAL BUDGET AND AMENDING THE ADMINISTRATIVE CODE TO REFLECT THE NEW RTS CHARGE

*Recommendation:* That the Board adopt Resolution No. 4935 adopting the recommended budget for fiscal year 2018-19 and adopt Resolution No. 4936 amending the Administrative Code to reflect the new RTS charge.

- H. CONSIDER ADOPTING RESOLUTION NO. 4937 AMENDING ARTICLE 27, INVESTMENT POLICY, OF THE ADMINISTRATIVE CODE

*Recommendation:* That the Board adopt Resolution No. 4937 amending Article 27, Investment Policy, of the Administrative Code with the changes proposed.

- I. CONSIDER SOLAR POWERED FLOATING MIXER AT RED MOUNTAIN RESERVOIR

*Recommendation:* That the Board authorize award of a solar powered mixer to the Medora Corporation for \$74,016 at Red Mountain Reservoir.

- J. CONSIDER AWARD OF THE SANTA MARGARITA PIPELINE PROJECT

*Recommendation:* That the Board authorize award of the Santa Margarita Pipeline Replacement Project to the apparent lowest bidder Southland Paving, Inc. at an amount of \$1,052,790 if they are able to meet all District requirements.

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

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

ADJOURN TO CLOSED SESSION

**VI. CLOSED SESSION ----- (ITEMS 1-4)**

1. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

*Agency Designated Negotiators:* Jack Bebee, Acting General Manager; Lisa Chaffin, Human Resources Manager

*Employee Organization:* Fallbrook Public Utility District Employees' Association; Fallbrook Management Employees' Association

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

*Name of Case: Paula Clark v. Fallbrook Public Utility District, et al. (Case No. 37-2018-00024322-CU-0E-CM)*

3. CONFERENCE WITH LABOR NEGOTIATORS PER GC SECTION 54957.6: (REGARDING CONTRACT ISSUES NOT RELATED TO SALARY, SALARY SCHEDULES OR COMPENSATION PAID IN THE FORM OF FRINGE BENEFITS)

*Agency Designated Negotiators: Board of Directors*

*Unrepresented Employee: Acting General Manager*

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER GOVERNMENT CODE SECTION 54957:

*Discuss Performance Evaluation: General Counsel, Best Best & Krieger*

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION (As Necessary)

## **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 24 hours prior to the meeting in accordance with Government Code § 54956.

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

June 14, 2018  
Dated / Fallbrook, CA

  
Secretary, Board of Directors

**M E M O**

**TO:** Board of Directors  
**FROM:** Mary Lou West, Secretary *mw*  
**DATE:** June 19, 2018  
**SUBJECT:** Approval of Minutes

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**Recommendation**

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

1. Special Meeting of April 30, 2018

# DRAFT

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

### MINUTES

MONDAY, APRIL 30, 2018  
4:00 P.M.

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

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#### I. PRELIMINARY FUNCTIONS

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

President Gebhart called the special meeting of the Board of Directors of the Fallbrook Public Utility District to order at 4:03 p.m. A quorum was established, and attendance was as follows:

##### Board of Directors

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

##### District Staff

Present: Arlene Prater, Special Counsel  
Bruce Beach, Special Counsel  
Jack Bebee, Acting General Manager  
Lisa Chaffin, Human Resources Manager  
Mary Lou West, Secretary

##### PLEDGE OF ALLEGIANCE

President Gebhart led the Pledge of Allegiance.

##### APPROVAL OF AGENDA

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

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

## PUBLIC COMMENT

No members of the public who were present requested to speak during Public Comment.

## II. ACTION / DISCUSSION CALENDAR

### A. CONSIDER A PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS FOR THE SANTA MARGARITA RIVER PROPERTY

*Recommendation:* Staff supports Board direction. If Board elects to move forward with Option 1, the potential Board Action would be to direct staff to continue to evaluate and develop a plan for long-term operation of the property by the District. If the Board elects Option 2, the potential Board action would be to vote to approve the Agreement for Purchase and Sale Escrow Instruction for the Santa Margarita River Property with the Wildlands Conservancy.

Mr. Bebee reported in September 2017, the District issued a Request for Proposals (RFP) for the Santa Margarita River Property (Property) and in January 2018, the District received one response to the RFP from The Wildlands Conservancy (Wildlands). Mr. Bebee presented two options for the Property: (1) the District continue ownership, management, and maintenance of the Property or (2) the District move forward with the purchase and sales agreement with Wildlands. Mr. Bebee noted that continued ownership would result in increased costs to the District for management and maintenance of the Property. Alternatively, Wildlands has proposed to purchase the Property for \$10 million. The terms of the sale require a \$50,000 deposit and a one-year escrow to secure funding, which may come from Proposition 68 funds if passed in June 2018. Additionally, the sale would include a trail easement to Live Oak Park Coalition (Coalition) or the Fallbrook Trails Council (FTC) that would manage the trail system.

President Gebhart stated the parties have worked with legal counsel who are in agreement with the terms of the sale. President Gebhart further stated that as a member of the Coalition board, he has an administrative interest but does not have a financial interest in the sale. Furthermore, his relationship with the Coalition does not preclude him for voting or making comments on this matter.

Lita Tabish stepped to the podium and expressed support in favor of continued access by the public to the Santa Margarita River trails. She stated there is an online petition, "Save the Trails," with 1,915 signatures of support that includes 850 written comments. Additionally, the FTC has gathered 1,000 signatures on cards in support of Proposition 68 on the June 2018 ballot. Mrs. Tabish mentioned that the FTC has installed counters at the trailheads that have tallied more than 14,500 visitors to the trails since March 23, 2018. Mrs. Tabish requested the Board vote in support of the agreement with Wildlands.

Zach Kantor-Anaya of Wildlands stepped to the podium and stated he has hosted docent led tours of Live Oak Park and noticed a desire in the community for an expansion of those types of experiences. Mr. Kantor-Anaya further stated that Wildlands is looking forward to becoming stewards of the Property and providing recreational and educational opportunities to the public.

David Myers of Wildlands stepped to the podium and praised the Board for keeping the trails open to the public through the years. Mr. Myers talked about the agreement and stated Wildlands is prepared to secure funding for purchase of the Property. Mr. Myers claimed that Wildlands is the best land steward in the state of California, as reflected in their preserves, and is looking forward to working with the local community.

Donna Gebhart stepped to the podium and introduced herself as chair of the Fallbrook Trails Council (FTC) for the past 19 years. Mrs. Gebhart expressed her support of Wildlands purchasing the Property and for its partnership with the FTC. Mrs. Gebhart noted that there are trail counters at Willow Glen and Sandia Creek and FTC plans to install counters at three additional locations. The counters have tallied 9,631 visitors to the trails in April, which would total over 115,000 visitors annually. Mrs. Gebhart reiterated that although Wildlands will own and maintain the Property, the FTC would have a trail easement and continue responsibility for the trails.

Dave Baxter, a member of the FTC, stepped to the podium and stated the U.S. Travel and Tourism Advisory Board equates \$10.43 per person in revenue for each person that visits a park or a hiking, biking, or equestrian area. Based on the expected number of visitors to the Santa Margarita River trails, Mr. Baxter suggested there would be approximately \$1.1 million in additional revenue annually to the local community.

Director Davies asked about the estimated cost per meter to the District for management of the Santa Margarita River Property. Mr. Bebee remarked that based on cost from Olivenhain MWD for operating the Elfin Forest Recreational Reserve (Reserve), the cost would be \$70 annually per account for similar staffing as the Reserve, which includes three personnel. Reducing personnel in half would bring down the cost to approximately \$25 annually per account.

Director Wolk talked about Sections 1(a), 1(b), 2(b), and 2(c) of the Agreement for Purchase and Sale and Escrow Instructions relative to specificity of dates and potentially adding a requirement for board-approval to extend escrow. Mr. Beach responded to Director Wolk's concerns and stated an amendment to the agreement to require board-approval to extend escrow would constitute a fundamental change requiring re-review by legal counsel.

Vice-President McDougal remarked that in the past he was not in favor of selling the Property due to concerns the buyer would eliminate public access to the trails. After touring the Whitewater River Preserve owned by Wildlands and experiencing its



amenities, he believes that ownership of the Property by Wildlands would benefit the local community and enhance the public's recreational and educational opportunities.

MOTION: Vice-President McDougal moved to approve the Agreement for Purchase and Sale and Escrow Instruction for the Santa Margarita River Property with the Wildlands Conservancy; Director Davies seconded. Motion passed; VOTE:

AYES: Directors Davies, DeMeo, Gebhart, and McDougal

NOES: Director Wolk

ABSTAIN: None

ABSENT: None

At 4:39 p.m., President Gebhart announced the Board would take a brief recess.

At 4: 44 p.m., the Board reconvened to Open Session.

#### B. CONSIDER RECRUITMENT OF SENIOR ENGINEER TECHNICIAN

*Recommendation:* Personnel Committee recommends authorizing staff to finalize a new Senior Engineer job description, establish a salary range for the position, and initiate recruitment with the approval of the Personnel Committee.

Mr. Bebee reported the Engineering Supervisor will likely be retiring within the next year. Rather than filling the Engineering Supervisor position upon the incumbent's retirement, it would be advantageous to create a Senior Engineer position to provide professional engineering design and project management services to the District. The recommendation is to work with the Personnel Committee to move forward with finalization of a job description, salary range, and recruitment of a new Senior Engineer position.

MOTION: Vice-President McDougal moved to authorize staff to finalize a new Senior Engineer job description, establish a salary range for the position, and initiate recruitment with the approval of the Personnel Committee; Director Davies seconded. Motion passed; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

#### ADJOURN TO CLOSED SESSION

The Board of Directors adjourned to Closed Session at 4:51 p.m. following an announcement by President Gebhart of Closed Session Item III., 1.

**III. CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL: SIGNIFICANT EXPOSURE TO LITIGATION, PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2)

ONE POTENTIAL CASE (CLAIM FILED MARCH 23, 2018)

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 5:25 p.m.

REPORT FROM CLOSED SESSION (*As Necessary*)

MOTION: Vice-President McDougal moved that the Board reject the Claim filed March 23, 2018; Director DeMeo seconded. Motion passed; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

**IV. ADJOURNMENT OF MEETING**

There being no further business to discuss, President Gebhart adjourned the special meeting of the Board of Directors of the Fallbrook Public Utility District at 5:28 p.m.

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

ATTEST:

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

**M E M O**

**TO:** Board of Directors  
**FROM:** Jack Bebee, Acting General Manager *JRB*  
**DATE:** June 19, 2018  
**SUBJECT:** Notice of Completion – FPUD 8 MG Reservoir Painting Project

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Purpose

File the attached Notice of Completion for the FPUD 8 MG Reservoir Painting Project with San Diego County Recorder.

Summary

The contract for the FPUD 8 MG Reservoir Painting Project FY 17-18, Job 3033, was completed on May 28, 2018. The contract was awarded to AMP United LLC. The final total contract amount was \$863,765.88. The budgeted project amount was \$1,170,000.

Recommended Action

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

**RECORDING REQUESTED BY:**  
Fallbrook Public Utility District

**AND WHEN RECORDED MAIL TO:**  
Fallbrook Public Utility District  
Post Office Box 2290  
Fallbrook, CA 92088-2290

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

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

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

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

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

7. The work of improvement on the property hereinafter described was completed on **May 1, 2018**.
8. The name of the original contractor, if any, for the work of improvement was: **AMP United LLC**  
The kind of work done or material furnished was for the **FPUD 8MG Reservoir Painting Project**
9. The property on which the work of improvement was completed is in the unincorporated area of Fallbrook, county of San Diego, state of California, and is described as follows: **8MG Reservoir**
10. The street address of the said property is near De Luz Road in Fallbrook, California.

DATED: **June 19, 2018**

\_\_\_\_\_  
Jack Bebee, Acting General Manager  
Fallbrook Public Utility District

**VERIFICATION**

I, the undersigned, say:

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

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

Executed on June 19, 2018, at Fallbrook, California.

\_\_\_\_\_  
Signature

MEMO

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/Chief Financial Officer *DS*  
**DATE:** June 19, 2018  
**SUBJECT:** Resolution No. 4934 Placing Fixed Charge Special Assessments to Add Delinquent and Unpaid Charges on the Tax Roll

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Purpose

To authorize the San Diego County Treasurer-Tax Collector to add delinquent and unpaid charges as a Fixed Charge Special Assessment to the annual 2018-19 tax bills.

Summary

Administrative Code Section 21.8, *Water Rates or Service Charges Lien on Property*, provides that standby accounts with a delinquent balance greater than \$500 as of April 1<sup>st</sup> of each year may be sent notification of intent to place delinquent and unpaid charges on the annual tax roll. Notification must be sent by May 1<sup>st</sup> and provides the property owner 60 days to bring the account current. If the amount is not brought current by July 1<sup>st</sup>, the portion of the delinquency due may be reported to the County of San Diego. Notification has been sent to property owners, and the final list of delinquent and unpaid charges for the 2018-19 annual tax roll will be finalized after the July 1<sup>st</sup> deadline.

The District has established Fund No. 6240-08 with the County of San Diego to place delinquent and unpaid charges on property tax bills as a Fixed Charge Special Assessment.

Recommended Action

That the Board adopt Resolution No. 4934 placing fixed charge special assessments to add delinquent and unpaid charges on annual tax bills for 2018-19 by the San Diego County Treasurer-Tax Collector.

**RESOLUTION NO. 4934**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT PLACING FIXED CHARGE  
SPECIAL ASSESSMENTS FOR STANDBY ACCOUNTS WITH  
DELINQUENT AND UNPAID CHARGES ON THE ANNUAL TAX ROLL**

\* \* \* \* \*

**WHEREAS**, a number of parcels with accounts on standby have delinquent and unpaid charges with a balance greater than \$500, which are due and owing to the Fallbrook Public Utility District; and

**WHEREAS**, Administrative Code Section 21.8, *Water Rates or Service Charges Lien on Property*, provides that delinquent and unpaid charges may be reported to the County of San Diego for inclusion on annual taxes levied on property; and

**WHEREAS**, the property owners of parcels on standby with a delinquent account balance greater than \$500 as of April 1, 2018, were notified by mail at least 60 days prior to July 1, 2018, that the delinquent amount may be reported to the San Diego County Treasurer-Tax Collector; and

**WHEREAS**, Fund No. 6240-08 has been established with the County of San Diego to place delinquent and unpaid charges on property tax bills as a Fixed Charge Special Assessment (FCSA); and

**WHEREAS**, taxing agencies must submit a list of standby accounts with delinquencies to the San Diego County Treasurer-Tax Collector between July 1, 2018, and August 10, 2018.

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

1. On or before August 10, 2018, the Secretary of the Fallbrook Public Utility District shall provide to the San Diego County Treasurer-Tax Collector the following:
  - a. An electronic list of parcels with delinquent and unpaid charges as of July 1, 2018, that have remained unpaid as of the date of filing and whose property owners were notified at least 60 days prior to July 1, 2018, that the delinquent charges may be added to the property tax roll; and
  - b. A letter of certification signed by an official of the District.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a special meeting of the Board held on the 19<sup>th</sup> day of June, 2018, by the following vote:


AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

MEMO

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/Chief Financial Officer   
**DATE:** June 19, 2018  
**SUBJECT:** Ordinance No. 342 Fixing Water Standby or Availability Charges for 2018-19

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Purpose

To adopt the annual water standby or availability charges and provide a certified copy of Ordinance No. 342 to the Board of Supervisors of the County of San Diego and Auditor and Controller of the County of San Diego.

Summary

The Board has assessed water standby or availability charges on all lands within the District for many years that goes for debt service and capital improvements. The budget has been prepared to allocate these charges.

A public hearing is not required, but is discretionary on the part of the Board. There are no proposed changes to the charges, and no changes are required for incorporation into the District's Administrative Code.

Recommended Action

The Board adopt Ordinance No. 342 as prepared and authorize the Secretary of the Board of Directors to send a certified copy to the Board of Supervisors of the County of San Diego and the Auditor and Controller of the County of San Diego.



**ORDINANCE NO. 342**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT, SAN DIEGO COUNTY,  
CALIFORNIA, FIXING WATER STANDBY OR AVAILABILITY  
CHARGES AND REPEALING ORDINANCE NO. 338**

\* \* \* \* \*

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

**SECTION I.** The Fallbrook Public Utility District is a member of the San Diego County Water Authority and the Metropolitan Water District of Southern California and as a member of such agencies, Fallbrook Public Utility District is entitled to purchase water for distribution within the District. Waterlines have been constructed and are being constructed within the District, and water service is available from these lines.

In accordance with Division 7, Chapter 4, Article 3, Sec. 16475 and 16477 of the Public Utility District Act, it is hereby determined that the best interests of the District, its inhabitants, landowners, and customers require that the following water availability charges be established; hereafter, referred to as standby or availability charges.

The word "District" as used herein shall mean and refer to the Fallbrook Public Utility District of San Diego County, California. Fallbrook Service Area will indicate that area known as Fallbrook Public Utility District prior to July 1, 1990. The DeLuz Improvement District will indicate that area known as Improvement District I and II of DeLuz Heights Municipal Water District prior to July 1, 1990.

**SECTION II.** Water availability charges are hereby fixed and established on all land within the District boundaries, whether the water is actually used or not, as provided herein:

1. Fallbrook Service Area

- a. Ten dollars (\$10) per acre for all parcels one acre or more prorated out to one hundredth of an acre, as set forth in the San Diego County Tax Assessor's maps, EXCEPTING lands permanently dedicated exclusively to transportation of persons or property, hereafter referred to as the transportation dedication exclusion. For purposes of this Ordinance, it is assumed that five percent of all parcels have been permanently dedicated exclusively to transportation of persons and property; therefore, the actual assessment will be \$9.50 per gross acre, as set forth in the San Diego County Tax Assessor's maps.

- b. Five dollars (\$5) for parcels of less than one acre. For purposes of this Ordinance, all parcels with gross acreage of 1.05 acres are considered to have a net acreage of less than one acre for purposes of the transportation dedication exclusion.

2. DeLuz Improvement District

- a. Acreage adjacent to or lying within 1320 feet of water distribution line ..... \$10.00 per acre
- b. Acreage between 1320 and 2640 feet of a water distribution line ..... \$9.00 per acre
- c. Acreage between 2640 and 3960 feet of a water distribution line ..... \$8.00 per acre
- d. Acreage between 3960 and 5280 feet of a water distribution line ..... \$7.00 per acre
- e. Acreage over 5280 feet from a water distribution line..... \$6.00 per acre
- f. All parcels of less than one acre ..... \$5.00

3. The term "parcel" as used herein shall mean a parcel of land as shown upon the assessment rolls of the County Assessor of San Diego County; provided that where a legal final sub-division map has been approved, "parcel" shall mean each separate lot within the subdivision.

4. Exemptions:

Lands not using District water and obtaining water primarily from rainfall, springs, streams, lakes, rivers, or wells, and where the primary economic activity on the land is the commercial extraction of minerals.

**SECTION III.** On or before August 10, 2018, the Secretary of this District shall furnish in writing to the Board of Supervisors of the County of San Diego and the Auditor and Controller of the County of San Diego a description of the land within the District upon which standby or availability charges are to be levied and collected together with the amount of the charges. At the time and in the manner required by law for the levying of taxes for County purposes, the Board of Supervisors shall collect, in addition to taxes it levies, water availability charges in the amounts fixed by this Ordinance for the respective parcels of land described in Section II of this Ordinance. All County officers charged with the duty of collecting taxes will collect the charges with the regular tax payments in the same form and manner as County taxes are collected. Such availability charges are a lien on the property with respect to which they are fixed.

Collection of the charges may be enforced by the same means as provided for the enforcement of liens for State and County taxes.

**SECTION IV.** The Secretary of this District shall deliver certified copies of this Ordinance to the Board of Supervisors of the County of San Diego and to the Auditor and Controller of the County of San Diego with the list of charges described in Section II above.

**SECTION V.** The General Manager of the District is hereby authorized to correct any clerical error made in any assessment or charge pursuant to this Ordinance and to make an appropriate adjustment in any assessment or charge made in error.

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

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a special meeting of the Board held on the 19<sup>th</sup> day of June, 2018, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

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## M E M O

**TO:** Board of Directors  
**FROM:** Jack Bebee, Acting General Manager, JRB  
**DATE:** June 19, 2018  
**SUBJECT:** Letter to the Metropolitan Water District of Southern California Supporting a Provision to Allow Agricultural Customers to Opt-Out of Benefitting from the Twin Tunnel Project

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Purpose

To approve a letter to the Metropolitan Water District of Southern California (MWD) in support of providing agricultural customers in the MWD service area with the ability to pay, or not pay for, and benefit from WaterFix.

Summary

One of the key upcoming projects that will impact the cost of water is the proposed Twin Tunnel Project to improve the operation of the Bay-Delta water delivery system, also known as WaterFix. One of the key aspects of implementing the Project is the concern over the increasing water cost to agriculture. In order to address this concern, MWD is proposing to allow the Federal Central Valley Project agricultural customers the ability to opt out of the costs.

Valley Center Municipal Water District has drafted the attached letter proposing that the same approach be allowed for agricultural operations in the MWD service area, which would allow for reduced cost in exchange for lower reliability similar to the current Temporary Special Agricultural Water Rate (TSAWR).

Recommended Action

Staff recommends the Board consider voting to sign onto the attached letter, or provide a similar letter of support, for this approach that would help lower the impact of the Water Fix project on District agricultural customers.

June 8, 2018

Mr. Randy Record, Chair  
The Metropolitan Water District of Southern California  
700 North Alameda Street  
Los Angeles, CA 90012

**Subject: Water Fix Cost Impacts On Southern California Agriculture**

Dear Chair Record;

According to data from MWD, the per household, per month average cost impacts of WaterFix seem manageable in the range of \$5 per month. However, commercial agricultural customers, in my and the rest of the MWD service area, buy water in acre feet, not a few units per month. With MWD taking on 67% of the entire Twin Tunnel Project, the MWD-estimated per acre foot cost of \$300+ (2017 dollars) is significant and no more affordable for MWD – Southern California (MWD-SC) Agriculture than it is for the Central Valley farmers. In fact MWD-SC Agriculture already pays orders of magnitude more for water than do their counter-parts on the Central Valley.

With MWD's action on WaterFix essentially shields Central Valley Agriculture from the immediate cost impact of the project while providing the system capacity and leaving open the option for those interests to opt back in at a future date. MWD anticipates that with the SGMA-imposed limits on groundwater production, the relative economic value of the supply provided by WaterFix will increase allowing participation by the Central Valley agricultural interests at some point.

***MWD should provide the same cost consideration and option for commercial agriculture in its service area.***

As with Central Valley Agriculture, MWD-SC Agriculture should be given the same option to pay or not pay for and benefit from WaterFix. If MWD-SC Agriculture customers choose not to pay, then those customers would suffer the consequences of not benefitting from the additional supply and supply reliability that WaterFix provides. Over the next 10 to 15 years, it may be that the economics of agriculture in southern California will allow some to pay the WaterFix cost premium, just as it might occur in the Central Valley.

As far as economic impact of such a program on MWD's M&I deliveries, it should be minimal. In FY 2017-2018, the total TSAWR deliveries within the SDCWA service area

were 30,869 AF. Agricultural deliveries in the SDCWA have always represented the majority of commercial agricultural deliveries within the entire MWD service area. It would be hard to imagine the total qualifying commercial agriculture deliveries going much beyond 40,000 to 45,000 AF, less than 3% of MWD's projected deliveries. However, even with diminished water demand, commercial agriculture continues to be a significant and valuable segment of the southern California economy, landscape and environment.

As WaterFix is in the early stages of development and cost allocation, we would encourage MWD to consider implementing critical pricing considerations for MWD-SC Agriculture early on and prior to the significant cost impacts which will come in the next few years. Such consideration would have a very positive effect on the long-term viability of commercial agriculture in the MWD service area.

I and our staff would be more than happy to discuss this with you, members of your board or members of your management staff at your convenience.

Sincerely;

Robert Polito  
President, Board of Directors

## MEMO

**TO:** Board of Directors  
**FROM:** Fiscal Policy and Insurance (FP&I) Committee  
**DATE:** June 19, 2018  
**SUBJECT:** Adopt the District Fiscal Year 2018-19 Recommended Annual Budget

---

Purpose

Consider the District's Fiscal Year 2018-19 Recommended Annual Budget (Budget) for approval. The Budget includes the appropriations for operations and capital improvement projects for the upcoming fiscal year. In addition to establishing the District's Fiscal Year 2018-19 appropriations, the District's Administrative Code will be amended to reflect the Fiscal Year 2018-19 Readiness-To-Service (RTS) pass-through adopted by the Metropolitan Water District (MWD) and charged by the San Diego County Water Authority (SDCWA). This charge is a fiscal year charge and is effective July 1, 2018.

Summary

The Fiscal Policy and Insurance Committee (Committee) has met and reviewed the Budget on April 30, 2018, May 15, 2018 and June 13, 2018. During these meetings, the Committee has led the efforts to reformat the District's Budget.

The new format strives to provide the District's budget in an understandable and transparent manner. The District's sources and uses of funds are broken down in detail and the governing financial policies clearly applied. In addition, the District's detailed projected financial performance is provided to support enhanced financial planning. Staff's goal is to receive the Governmental Finance Officers Association (GFOA) award for budgeting excellence this year.

At the Board meeting, staff will provide a more detailed presentation of the Budget and address any questions submitted by the Board. Should the Board decide more time is need to review the Budget, any actions can be moved to the July's Board meeting. The Committee is focused on reducing the District's costs. Any budgetary savings realized will be used to reduce fund withdrawals. A year-end report will be provided by staff identifying any budgetary savings realized.

Board action includes:

- **Adopting the Budget Resolution** – This approves the Budget and authorizes the General Manager subject to the limitations provided in the resolution to execute the Budget and operate the District;
- **Administrative Code Amendment** – MWD has adopted its Fiscal Year 2018-19 RTS charge and SDCWA has published the draft monthly charge to the District. This action passes through the reduction in the RTS to customers effective for water use beginning on July 1, 2018.



Recommended Action

That the Board adopt Resolution No.4935 adopting the recommended budget for fiscal year 2018-19 and adopt Resolution No. 4936 amending the Administrative Code to reflect the new RTS charge.



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# Fallbrook Public Utility District

990 East Mission Road  
Fallbrook, CA 92028  
760-728-1125  
www.fpud.com



## Current Board of Directors:

- District #1 - Al Gebhart, President
- District #2 - Milt Davies
- District #3 - Jennifer DeMeo
- District #4 - Don McDougal, Vice-President
- District #5 - Charley Wolk

## District Management:

- Acting General Manager - Jack Bebee
- Assistant General Manager/CFO - David Shank

Acknowledgement: District Management would like to thank Kelly Laughlin, Mick Cothran, Jeff Marchand, Noelle Denke, Todd Lange, Steve Rucker, David Deem, Debra Potter, Mickey Case, Jason Cavender, Larry Ragsdale, Kyle Drake, Paula Clark, Annalece Bokma, Caroline Wilson and Lisa Chaffin for their support in preparing this document.

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Board of Directors

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Jennifer DeMeo  
Al Gebhart  
Don McDougal  
Charley Wolk

Staff

Jack Bebee  
*Acting General Manager*

David Shank  
*Assistant General Manager/  
Chief Financial Officer*

Paula de Sousa Mills  
*General Counsel*

Mary Lou West  
*Secretary*

June 19, 2018

Board of Directors  
Fallbrook Public Utility District  
990 East Mission Road  
Fallbrook, California 92028

**Budget Message**

Enclosed is the Fiscal Year 2018-19 Recommended Operating and Capital Budget (Budget) for the Fallbrook Public Utility District (District). The District is focused on executing the Board of Directors' goals and objectives through the implementation of the District Strategic Plan, which is included at the beginning of the budget document. These objectives help the District meet its overall objective, which is to benefit the community of Fallbrook by providing efficient and reliable services. The Budget supports these goals and objectives.

**Water Affordability**

The District has been faced in the past with escalating wholesale water costs driven by major investments by the San Diego County Water Authority (SDCWA) in supply reliability. While the result of these investments is improved water supply reliability, it has also resulted in a corresponding increase in the District's water costs. The cost of the water we purchase is 50% of our total operating costs for our water enterprise. In addition to the regional investments in San Diego County supplies, there is a significant proposed statewide water project to fix the Bay-Delta State Water Project, also known as the WaterFix, which delivers our key water supplies from Northern California. While the impact on the price of water the WaterFix will have on our ratepayers is not known, the cost is expected to be \$11.8 billion, and since this cost is to be recovered on regional water rates, the project will cause an ongoing increase to wholesale water costs. With the additional increases in water costs due to WaterFix on the horizon, local water supply development, which will reduce our dependence on costly imported water, is one way to mitigate continued wholesale water rate increases.

The District recently settled over 66 years of water rights litigation with Camp Pendleton Marine Corps Base, which has been a hurdle to the District in achieving our own local water supply. This settlement allows the District to finally move forward on the Santa Margarita River Conjunctive Use Project (SMRCUP) which will make local supply for the District a reality and will provide District ratepayers long-term rate relief from increasing wholesale water costs. This project will begin construction during this fiscal year and it will be one of the major capital investments by the District for the



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*General Counsel*

Mary Lou West  
*Secretary*

next decade. The District is applying to receive local supply development incentives from the Metropolitan Water District that could help offset some of the projects costs and make the supply even more cost effective.

**Asset Management**

The District has implemented an asset management program that balances the cost of infrastructure rehabilitation with the cost of emergency repairs. Our critical buried infrastructure, such as water mains, have an average service life of 80 to 100 years. In the past, the District’s replacement cycle for buried assets was on a replacement cycle of 400 years. With this replacement cycle, the frequency of asset failures was expected to increase significantly over the near-term resulting in an increasing number of emergency water disruptions and property damage claims. In response, the District has proactively managed the renewal and rehabilitation program and is on a path to drive the system service life down from 400 years to 100 years. The recent decreased frequency of asset failures shows that some progress on this program has made, but this is a long-term program to meet the future replacement needs.

**Continuous Improvement**

This has been a year of transition for the District. With new leadership in the organization, significant changes to business processes and procedures and implementation of an Enterprise Resource Planning (ERP) system, the District is set on a course to adopt many industry-wide best management practices. The District is focused on improving the level of service to its customers in the most cost-effective manner and to continuously evaluate and modify operational practices to achieve this goal. This Budget document is an example of the District’s commitment to continuous improvement and improved financial management and transparency.

**Looking Forward**

Long-term increases in water costs and infrastructure replacement needs will continue to be the two main challenges for the District. The District is focused on taking the final step to a level of water independence this year by starting construction of the SMRCUP project. This project will provide a level of control on the cost of water the ratepayers are faced with. The District is also focused on continuing its replacement program, and in the short term, these replacement needs result in the District continuing to utilize reserve funds to fix critical infrastructure.

Jack Bebee  
 Acting General Manager

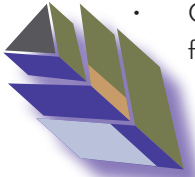
David Shank  
 Assistant General Manager/CFO



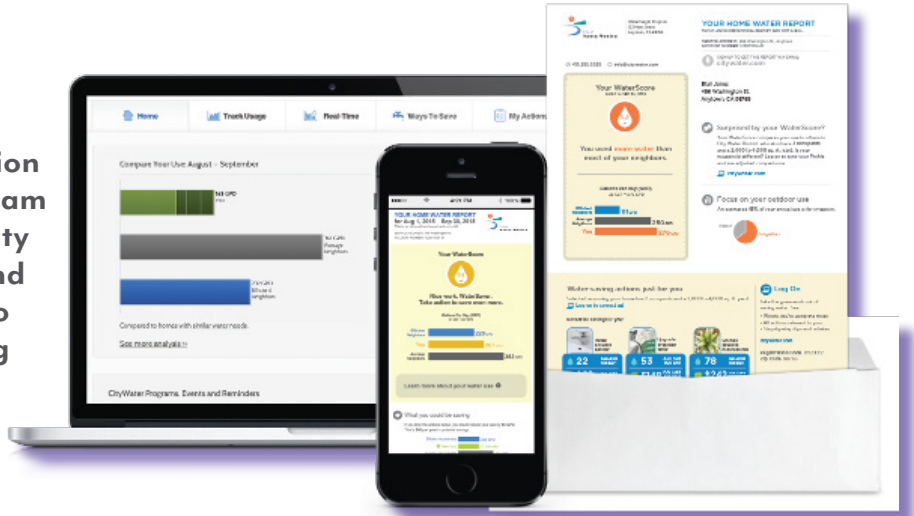
## Budget in Brief

### Fiscal Year 2017-18 Accomplishments

- Completion of permitting, design, and settlement agreement for the SMRCUP Project.
- Completion of the cost of service study and development of a long-term financial plan for the District to ensure long-term financial viability.



**Continued implementation of the smart meter program to both improve the ability for customers to track and monitor water use and to reduce District operating costs.**

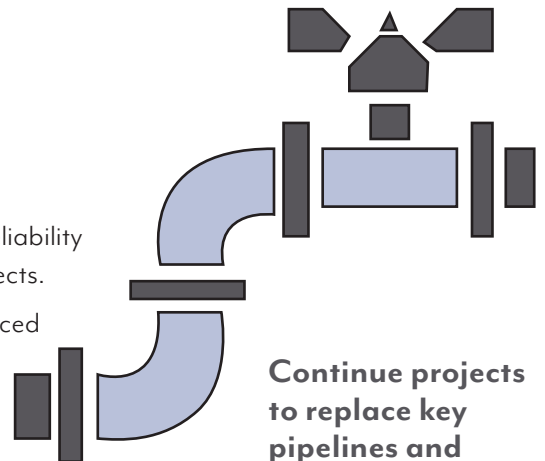


- Completing key pipeline and valve replacement projects to improve system reliability.
- Implementation of an Enterprise Resource Planning (ERP) system.

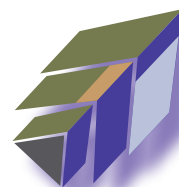
### Fiscal Year 2018-19 Goals

The Key Goals for the upcoming year include:

- Initiate construction of the SMRCUP Project with a goal of beginning deliveries of approximately 30% of our supply by 2022.
- Complete key pipeline replacement projects to maintain system reliability and improve the methodology for evaluating and prioritizing projects.
- Continue progress on replacing meters with smart meters (Advanced Metering Infrastructure (AMI) meters) and continue outreach to customers on how these meters can help them better monitor and reduce water use and water costs.
- Complete a series of enhancements to the financial accounting system operations and structure to streamline operations and enhance controls.
- Produce a Comprehensive Annual Financial Report (CAFR) and an annual budget document that meet the Government Financial Officers Association's (GFOA) standards for excellence.



**Continue projects to replace key pipelines and valves to reduce water outages and blowouts.**

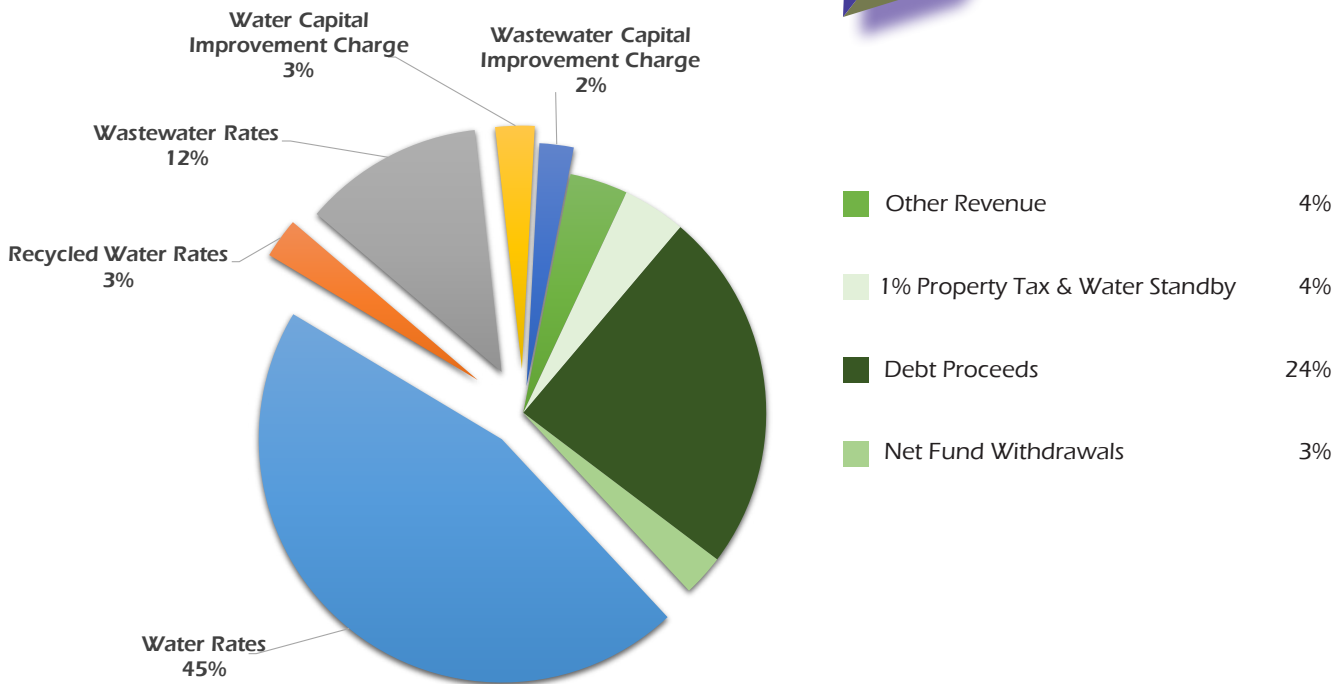
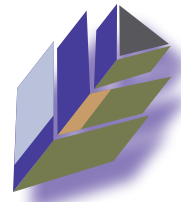


Sources of Funds

The water, recycled water and wastewater systems combined operating and non-operating revenues and net fund withdrawals are budgeted to be sufficient to fund the budgeted uses of funds. The budgeted 8.1% increase in total revenues is driven by increases in rates and charges. The water, recycled water and wastewater rate increases for the Budget are 8%, 8%, and 4.5%, respectively, for Calendar Year 2019 and were approved during the Proposition 218 process. While these increases are in-line with the financial plan adopted by the Board, the Board will take action to adopt Calendar Year 2019 rates and charges in December of 2019. Appendix B shows the districts average water and wastewater bill compared to other local agencies

Chart 1 shows a breakdown of the District’s \$50.3 million budgeted sources of funds. Rate and charge revenues makes up 65% of the District’s total budgeted sources of funds. In addition, the District is going to be drawing down its State Revolving Funds (SRF) loan and using the proceeds to pay for the SMRCUP. Net fund withdrawals are budgeted to fund renewal and replacement Capital Improvement Program (CIP) projects that are funded with cash on a Pay-As-You-Go (PAYGO) basis.

**Chart #1 - Sources of Revenue Fiscal Year 2018-19**  
**Total Revenue \$50,274,314**



Use of Funds

The Recommended Operating Budget includes a 1.7% increase in the salaries and a 1.6% increase in non-labor expenses. The salary increase is due to performance based salary increases and does not include any cost of living adjustments. The District’s successful cost control and judicious planning for pension and Other Post Retirement Benefits (OPEB) has effectively mitigated sharp increases in both pension and healthcare costs as shown by the slight decrease in the District’s budgeted benefits expenses of -0.9%. The overall increase in the salaries, non-labor and benefit budget is 1.0%, which is well below the rate of inflation.

Chart 2 shows the breakdown of the District’s total use of funds. Labor related uses of fund represent 17% of the District’s budgeted uses of funds. Eighty-three percent of the District’s uses of funds are for non-labor related expenditures. Water supply costs are the District’s single largest ongoing use of funds. Ninety percent of the CIP expenditures are due to SMRCUP and funded with a SRF loan.

Table #1 - Operating Budget Comparison, Salaries, Non-Labor and Benefits

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
Salaries	\$ 5,353,915	\$ 5,275,973	\$ 5,275,973	\$ 5,366,812	1.7%
Non-Labor (excludes cost of water)	3,176,760	4,213,848	4,273,848	4,281,685	1.6%
<b>Total Labor and Non-Labor Expenses</b>	<b>\$ 8,530,675</b>	<b>\$ 9,489,821</b>	<b>\$ 9,549,821</b>	<b>\$ 9,648,497</b>	<b>1.7%</b>
Benefits	2,939,973	3,299,987	3,299,987	3,270,046	-0.9%
<b>Total Expense</b>	<b>\$ 11,470,648</b>	<b>\$ 12,789,808</b>	<b>\$ 12,849,808</b>	<b>\$ 12,918,543</b>	<b>1.0%</b>

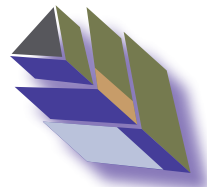
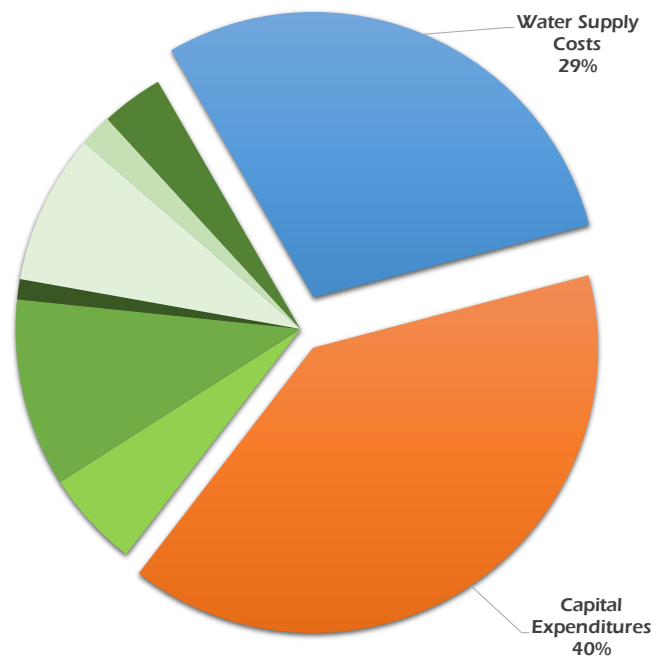
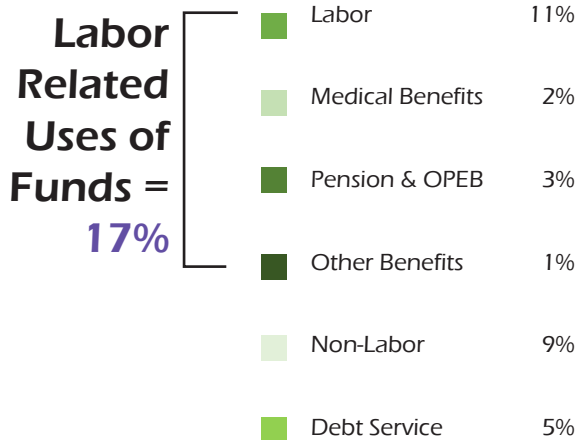


Chart #2 - Uses of Funds Fiscal Year 2018-19  
Total Uses of Funds \$50,274,314



**Capital Budget**

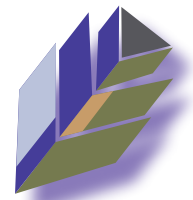
The District has implemented a capital program to improve the overall reliability of the water, wastewater and recycled systems. The most significant on-going component of the capital program is the replacement of aging infrastructure. In addition to rehabilitation, the construction of the \$48.74 million SMRCUP in Fiscal Years 2018-19 and 2019-20 will be the most significant single project for the next 15-20 years and will provide a long-term cost effective local water supply. The SMRCUP is funded with an SRF loan. Chart 3 shows the annual CIP expenditures by project type. Other projects are shown. The Capital Budget for Fiscal Year 2018-19 is \$19.9 million, with \$12.1 million funded with a SRF Loan.



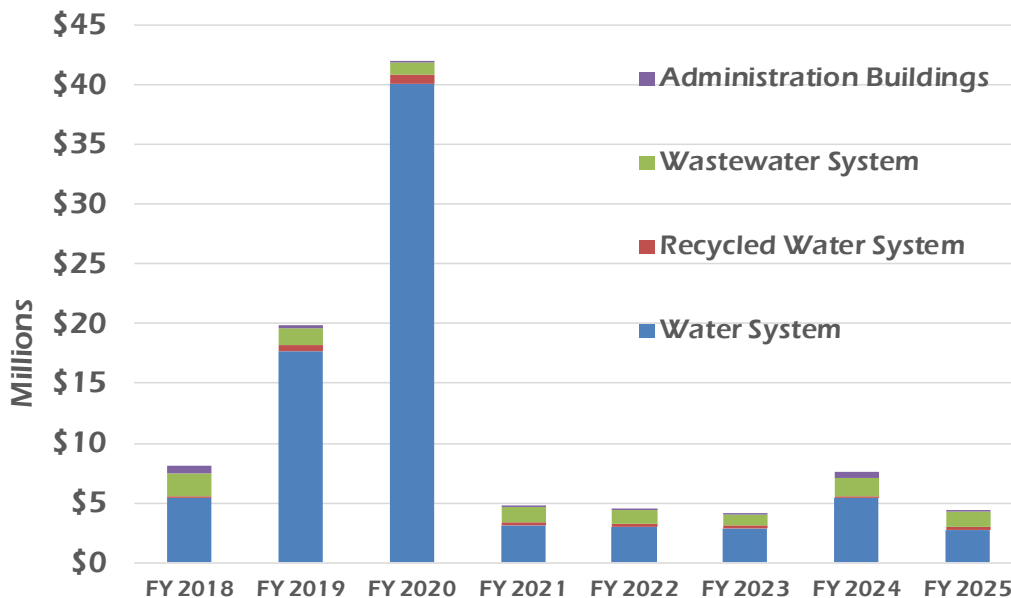
*Recycled water program*



*Pipeline relining program*



**Chart #3 - Fallbrook Public Utility District's Annual Budgeted CIP Expenditures**



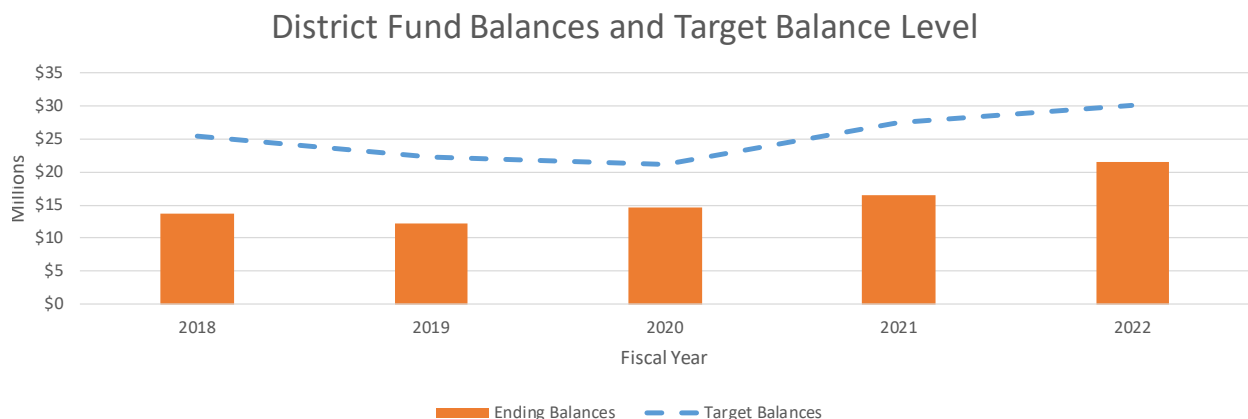
Financial Summaries

The District's is projecting a short-term deficit in revenues that is funded by net fund withdrawals from reserves. This is being driven by the funding needs for PAYGO CIP projects. As the District advances its Renewal and Replacement Program, the initial funding requirements are significant. As shown in Table 2, a budgeted reserve withdrawal of \$1.5 million is planned. This reserve utilization is part of the District's long-term financial plan. Chart 4 shows the District's reserve balances are expected to remain stable but below the target fund levels. The District is projected to maintain a debt service coverage level in excess of its required 1.2x.

Table #2 - Fallbrook Public Utility District's Financial Summary

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Revenues</b>					
<b>Revenue from Rates</b>					
Water	\$ 21,363,739	\$ 22,845,188	\$ 25,036,842	\$ 27,287,575	\$ 29,748,576
Recycled Water	1,230,458	1,333,360	1,443,157	1,392,120	1,503,489
Wastewater	5,027,098	6,016,613	6,287,860	6,571,337	6,867,593
<b>Subtotal Revenue from Rates</b>	<b>\$ 27,621,295</b>	<b>\$ 30,195,161</b>	<b>\$ 32,767,860</b>	<b>\$ 35,251,031</b>	<b>\$ 38,119,658</b>
<b>Other Operating Revenue Subtotal</b>	<b>\$ 1,240,951</b>	<b>\$ 1,234,685</b>	<b>\$ 1,101,900</b>	<b>\$ 1,142,374</b>	<b>\$ 1,183,877</b>
<b>Non-Operating Revenue</b>	<b>\$ 5,146,858</b>	<b>\$ 5,267,463</b>	<b>\$ 5,367,112</b>	<b>\$ 5,525,015</b>	<b>\$ 5,709,771</b>
<b>Total Revenues</b>	<b>\$ 34,009,104</b>	<b>\$ 36,697,309</b>	<b>\$ 39,236,872</b>	<b>\$ 41,918,420</b>	<b>\$ 45,013,306</b>
<b>Total Operating Expenses</b>	<b>\$ 27,357,950</b>	<b>\$ 27,619,407</b>	<b>\$ 28,577,035</b>	<b>\$ 29,849,833</b>	<b>\$ 29,691,973</b>
<b>Net Operating Revenues</b>	<b>\$ 6,651,154</b>	<b>\$ 9,077,902</b>	<b>\$ 10,659,837</b>	<b>\$ 12,068,587</b>	<b>\$15,321,333</b>
<b>Total Debt Service</b>	<b>\$ 2,536,578</b>	<b>\$ 2,760,020</b>	<b>\$ 2,761,270</b>	<b>\$ 5,689,553</b>	<b>\$ 5,690,223</b>
<b>Total Capital Expenditures</b>	<b>\$ 8,035,283</b>	<b>\$ 19,894,888</b>	<b>\$ 42,044,543</b>	<b>\$ 4,686,620</b>	<b>\$ 4,450,669</b>
SRF Loan Proceeds	-	\$ 12,095,000	\$ 36,647,850	-	-
<b>Change in Net Position</b>	<b>\$ (3,920,706)</b>	<b>\$ (1,482,006)</b>	<b>\$ 2,501,874</b>	<b>\$ 1,692,414</b>	<b>\$ 5,180,441</b>
<i>Beginning Balances</i>	\$ 17,629,024	\$ 13,708,318	\$ 12,226,312	\$ 14,728,186	\$ 16,420,600
<i>Ending Balances</i>	\$ 13,708,318	\$ 12,226,312	\$ 14,728,186	\$ 16,420,600	\$ 21,601,041

Chart #4 - District's Fund Balances and Target Balance Level





## Budget User Guidance

The District's Fiscal Year 2018-19 Recommended Budget is organized and presented in a manner to better communicate the District's financial operations. Through enhanced transparency stakeholders will be better able to understand the District's costs and cost structure. The budget sections and a summary of the information provided in them is provided below:

**Introduction** – This section provides basic information on the District including history, governance, location and community profile and organizational structure.

**Fund Structure** – This section provides a description of the District's fund structure and financial policies.

**Financial Summaries** – This is a high level summary of the District's financial performance.

**Sources of Funds** – This provides the projected revenues the District will receive and the underlying assumptions driving changes in the revenues.

**Operating Budget** – This section outlines the District's operating expenditures in addition to providing staffing and descriptions of activities and goals of each component of the District's operations. The benefit costs, debt service costs and how the cost are allocated to different services is also included in this section.

**Capital Budget** – This section outlines the District's capital expenditures and provides a description of the project. The description includes a summary of the project in addition to the project's cost and schedule.

**Appendices** – These provide historical and additional information on the District's financial operations, service area and policies.



## About the District

### History

Fallbrook is an unincorporated community in San Diego County. The first permanent recorded settlement in Fallbrook was in 1869, in the east area of the District, which later became Live Oak County Park. While agriculture has always played a major role in the community, the first plantings were olives and citrus. These crops were replaced in the 1920’s by avocados and it wasn’t long before Fallbrook became generally recognized as the “Avocado Capital of the World.”



Water Reclamation Plant on Alturas Road, before Camp Pendleton. Photo courtesy of Tom Rodgers, (1922)

Fallbrook Public Utility District (District) was incorporated on June 5, 1922 to serve water from local area wells along the San Luis Rey River. Soon after it was established, the District began to grow. Annexations into the District have expanded the service area from 500 acres to 28,000 acres (44 square miles). To meet the growing demand for water, additional ground water supplies were developed along both the San Luis Rey and Santa Margarita rivers.

### Service Area / STATISTICS

- 44 square-mile service area
- Population: 35,000
- 9,100 water customers
- 5,000 sewer customers
- 16 recycled water customers
- 68 employees budgeted
- \$27 million operating revenues
- \$132 million in total assets
- 10,600 acre-feet sold annually

The District became a member of the San Diego County Water Authority (SDCWA) at its formation on June 9, 1944, and thus was eligible to receive a portion of Colorado River water that would be diverted by the Metropolitan Water District of Southern California (MWD). When Colorado River water became available in 1948, consumption within the District gradually increased to approximately 10,000 acre-feet per year by 1959. Then in 1978, MWD augmented its supply system with water from the California State Water Project and began delivering water from both systems to San Diego County. Today, the SDCWA provides virtually all of the District’s potable water.

### Diversifying the District’s Water Supply: The Santa Margarita River

Back when the District used to produce some of its water from the Santa Margarita River, it did so using a small pump in the river, under a direct diversion license from the state of California. In 1948, additional water permits were obtained for diversion facilities and construction of a proposed 150-foot dam that would store 30,000 acre-feet of river water. The diversion works for the small pump were destroyed in 1969 by floods and was not rebuilt. Subsequently the state canceled the small-diversion license for lack of use, but the 30,000 acre-foot storage permit remained in place while the dam was being planned.

The proposed dam, and associated water supply, immediately hit some hurdles. In 1951, soon after the District had obtained water permits from the state, the federal government filed suit against the District over water rights on the river, to quiet its title to the adjudicated rights accruing to the U.S. Marine Corps Base Camp Pendleton. The lawsuit, the *U.S. v. Fallbrook* case, is the oldest civil case in the county. For more than 66 years, the District has been attempting to develop a permanent local water supply on the Santa Margarita River.

In 1968, a Memorandum of Understanding and Agreement was signed with the Federal Government to develop a two-dam reservoir project on the river that would benefit both Camp Pendleton and the District. This agreement was the culmination of 17 years of litigation. The federally sponsored project was known as the Santa Margarita Project. It never came to fruition however, due to environmental issues, new faces in leadership, and lack of funding.

Then in January 2018, the District's Board of Directors signed an agreement with Camp Pendleton in a landmark settlement, resolving the *U.S. v. Fallbrook* case. As part of the settlement, river water will flow to Camp Pendleton and be stored in recharge ponds that seep into an underground aquifer there. Then some of that water will be pumped out of the ground and piped back to the District when needed. Called the SMRCUP, it will provide a local supply, reducing dependence on expensive wholesale purchases from the SDCWA, and is expected to provide about 30% of the District's water needs.

## Wastewater and Recycled Water History and Mergers

The District's scope of operations grew in 1994 when the Fallbrook Sanitary District merged with the District. It had provided parts of Fallbrook with recycled water and wastewater service within a 4,200 acre area of downtown. The District took over those services, and the same year the playing fields at Fallbrook High School started receiving reclaimed water as its source of irrigation water. So did two new large nurseries. For the next ten years, the District's Reclamation Plant (Plant) began receiving a series of awards for safety in operations. In 2015, the District completed a major overhaul, upgrade and expansion of the Plant. The \$27 million project took three years to complete, replacing aged and aging equipment, and allowed for a substantial expansion of the District's recycled water distribution system. The overhaul involved upgrades to the existing Plant to improve reliability in operation and created much-needed storage space for recycled water.



## Services

The District provides residents, businesses and agricultural customers with full-service water, wastewater and recycled water services.

### Water System

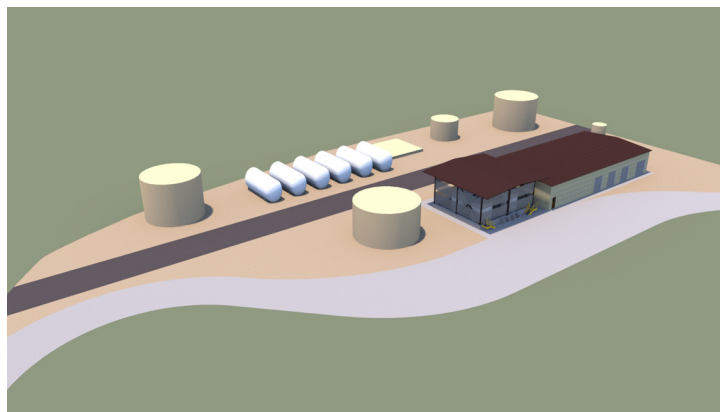
The District imports 99% of its water from the SDCWA with the remaining 1% coming from a local well. The District has four connections to the SDCWA's system. The District's water distribution system is comprised of 270 miles of pipeline, 6,800 valves, an ultraviolet disinfection water treatment plant, nine steel reservoirs, a 300-million-gallon treated water reservoir, five pump stations and plans for a groundwater treatment plant. District staff operate the system, and conduct all system maintenance and repairs. The District is in the middle of an Advanced Metering Infrastructure (AMI) system upgrade that will enable real-time meter reading and provide customers with real-time water use.

The District also recently signed an agreement with U.S. Marine Corps Base Camp Pendleton to share local water in the Santa Margarita River, of the SMRCUP. The river is expected to provide 30% of the District's total water needs, reducing reliance on the SDCWA. Construction of a bi-directional pipeline and groundwater treatment plant is expected to begin in the Fall of 2018.

The District's five-year average annual water sales is 10,596 acre-feet. Residential and commercial customers represent 58% of sales, and agricultural customers make up the remaining 42%. The District's historic sales trend is down due to improved water efficiency for both residential and commercial indoor and outdoor use, combined with sharp decreases in agricultural water demands. The decrease in agricultural water demands is due to drought restrictions and the increases in water costs over the last decade driven by a sharp rise in the cost of the water we purchase. The District's agricultural water sales have reduced from 7,000 acre-feet in Fiscal Year 2008 to 3,200 in Fiscal Year 2017.

### Construction / BI-DIRECTIONAL PIPELINE and GROUNDWATER TREATMENT PLANT

Fallbrook Public Utility District anticipates having this project completed by 2020 and to begin having its own cost-effective supply that same year.



Rendering of the Fallbrook Groundwater Treatment Plant

## Wastewater System

The District's wastewater system is comprised of 78 miles of buried sewer lines and force mains, a 2.7 million gallon per day water reclamation plant, a 1-megawatt solar facility and a 23-mile ocean outfall line.

In an effort to go green, and to save money by reducing hauling and disposal costs of sewage sludge, the District began recycling its sewage sludge in 2008. A state-of-the-art thermal dryer heats the sludge to extremely high temperatures, killing all harmful pathogens. The end product is a sterile fertilizer that can be safely returned to the soil and is classified as a Class A soil amendment. Instead of paying to haul sewage sludge to a landfill, the fertilizer is sold to commercial growers.

## Recycled Water System

The District's recycled water system includes 10.5 miles of buried pipe. Currently the District has 16 recycled water customers, and delivers an average of 0.6 million gallons per day to them. The District provides recycled water for nurseries, sports fields, home owners' associations, Fallbrook High School, street medians, and for freeway irrigation. In 2015, the District completed a \$27 million expansion and upgrade to the water reclamation plant to improve reliability of operation and provide storage for recycled water. The project was completed ahead of schedule and under budget.

To help new users tap into the expanding recycled water system, the District secured funding from the Department of Water Resources through the Prop. 84 grant program. In 2014, the District held a workshop to assist growers with planning, getting permits, purchasing new equipment, and receiving grant funds. Assisting growers through the entire process has helped bring new recycled customers online. The project included expanding the recycled water distribution system in order to add new large water users.

## Governance and Organizational Structure

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The District's Board is made up of five community members who serve overlapping four-year terms. In March 2016, the Board unanimously approved a resolution to change the method of electing board members to "election by district" and approved a map identifying five territorial units within the District. Each director, therefore, is elected by the registered voters of the sub-district he or she resides in, within the District's service area. To run for office, a candidate must live in the area he or she is running to represent. Prior to 2016, directors would win a seat on the board by being the top vote-getters, regardless of where they lived within the District.

### Current Board of Directors:

**District #1 - Al Gebhart, President**

**District #2 - Milt Davies**

**District #3 - Jennifer DeMeo**

**District #4 - Don McDougal, Vice-President**

**District #5 - Charley Wolk**

## Service Area and Local Economy

San Diego County is the second-most populous county in the state and the fifth-most populous in the United States. The District is located in the north-east region of the county and is rural in character. The District's service area and pipeline is shown in the accompanying maps. The District is bordered to the west by the Naval Weapons Station and U.S. Marine Corps Base Camp Pendleton, making the District's service area a bedroom community for Camp Pendleton's active military and civilian-service workers. The service area's 2017 population is estimated to be 34,602 with 11,418 households.

Figure #1 - District Service Area

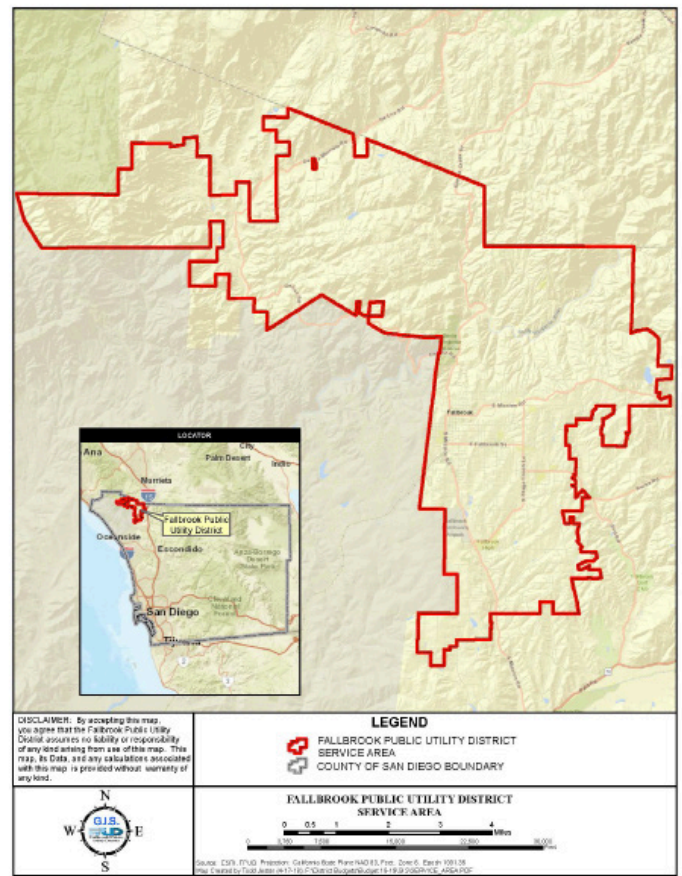
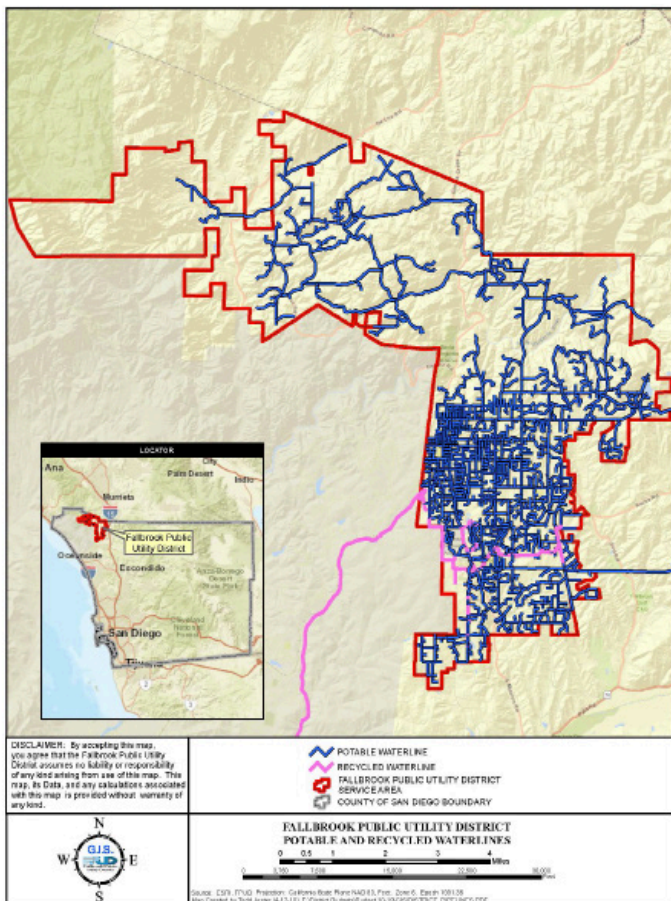


Figure #2 - District Pipelines



The median household income in Fallbrook was \$60,546, which is less than the state median of \$67,739 and slightly higher than the national average of \$59,039. Fallbrook's unemployment rate is 5%, which is lower than the State's 6%. Fallbrook's population has remained relatively unchanged over the past several years.

The San Diego Association of Governments (SANDAG) projects that the County's population will approach 4.4 million residents in 2050, up from 3.3 million in 2016. The District's 2050 housing density is expected to increase slightly as housing demands increase. Employment is also expected to slightly increase by 2050.

## District's Mission Statement

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To benefit the community of Fallbrook by providing efficient and reliable services.

### #1 Strategic Focus Area | Water Supply

**Need:** *The District is almost 100% reliant on imported water purchased from the SDCWA, and has little control over the cost of this water. While our water is reliable due to regional investments in supply and storage, this has also resulted in the cost of water increasing significantly.*

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

**Strategy:** Maximize available local water resources through development of our Santa Margarita River water rights settlement, which will provide low-cost water from the Santa Margarita River and resolve over 66 years of water rights litigation between the United States Government and the District. Evaluate further expansion of recycled water supplies, which provide a local, cost-effective drought-proof supply.

#### Fiscal Year 2018-19 Objectives:

1. Secure water rights and funding for construction of the SMRCUP, which will provide an average of 3,100 acre-feet per year of local water.
2. Award and initiate construction of the SMRCUP in order to begin delivery of local water by 2022.
3. Evaluate funding alternatives including additional grants to continue to expand recycled water service to increase utilization of existing supplies.

### #2 Strategic Focus Area | Infrastructure

**Need:** *The District was formed in 1922 and has aging infrastructure throughout its service area. Over the last few years, pipe failures have caused increased service disruptions and property damage. If not addressed, these problems will increase significantly as the existing infrastructure reaches the end of its useful life.*

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

**Strategy:** Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

#### Fiscal Year 2018-19 Objectives:

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

## #3 Strategic Focus Area | Efficiency

**Need:** While the District has been able to maintain reliable service with limited resources, additional legal and environmental requirements along with rising employee costs require the District to do more with less to help control water and wastewater rates.

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

**Strategy:** Continue taking incremental steps toward developing an organization that is a model in the industry for operational practices and efficiency, and one that is looked to as an industry leader for a smaller utility. Collaborate with other agencies locally and nationally to implement best practices in the industry.

### Fiscal Year 2018-19 Objectives:

1. Continue implementation and reporting of Key Performance Measures (KPIs) for engineering and operations. Develop KPIs for administration, finance and public outreach. Tie measures to nationally recognized Effective Utility Management (EUM) goals and measure against applicable national bench-marks.
2. Complete efficiency improvements in payroll, budget status and meter reading processes. Develop a plan to improve the work order tracking and field data collection and management through implementation of a new Computerized Maintenance Management System (CMMS) with mobile applications.
3. Explore regional collaboration opportunities to evaluate reducing operating costs through sharing resources without reducing the level of service.

## #4 Strategic Focus Area | Community

**Need:** The District was formed by the community as a local resource, but the need to increase rates for long-term fiscal sustainability and to address past under-investments in infrastructure negatively affects our customers' public opinion of the District.

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

**Strategy:** Improve messaging and District approach, from field staff to management, to make sure we are approaching our activities with a focus on the customer's perspective. Establish programs that help invest in our community.

### Fiscal Year 2018-19 Objectives:

1. Adjust overall approach on communications with customers and structure the communication from a customer perspective. Provide additional training to staff on customer service.
2. Promote District programs that help benefit the community such as the operation of the Santa Margarita Property and local purchase-preference program. Implement a high-school internship program.
3. Hold additional workshops to promote the AMI "smart meter" implementation, and provide training for customers to learn how to use this service to help reduce water costs.



4. Develop a strategy to acquire meaningful feedback from customers and evaluate engaging in social media to help provide additional information to customers on District operations.
5. Develop a transparent budget that identifies how costs are allocated and how resources are being managed. Produce a CAFR and achieve a GFOA budget award for the Fiscal Year 2018-19 Budget.

## #5 Strategic Focus Area | Workforce

**Need:** *Approximately 40% of our staff are currently eligible or within five years of being eligible for retirement. Recruiting is challenging for qualified replacements with necessary knowledge in water and wastewater operations, heavy construction, finance, and engineering.*

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

**Strategy:** Create an organization where many key positions are developed internally and a formal program exists to identify staff with management potential and provide necessary training. Establish a work environment and reputation in the industry that draws qualified candidates with external recruitments.

### Fiscal Year 2018-19 Objectives:

1. Develop an improved organizational structure to ensure that loss of a single position does not have a significant impact on the level of service the District provides.
2. Develop the framework for a formal program to identify future leaders in the organization and provide them training and a clearer sense of future opportunities. Look to leverage capabilities of existing staff and expand their responsibility when they show potential.
3. Continue to expand cross-training and external training program for staff, and provide new opportunities and challenges for motivated employees. Reconstitute programs and events to recognize employees and improve employee recognition program.
4. Participate in regional efforts to improve local education, training and internship programs to bring more qualified applications into the industry.
5. Participate in key local and national organizations in the water/wastewater industry, including participating in presentations on District and trainings to improve recognition of the District as an effectively managed and forward-looking utility.

## Budget Basis

The District's accounting system and practices are based upon Generally Accepted Accounting Principles (GAAP) and are kept on an accrual basis. Under the accrual basis, revenues are recognized when earned and expenditures are recognized when a liability is incurred. The District's budget is prepared on a cash basis, which means that projected revenues are recognized when cash is assumed to be received and projected expenses are recognized when cash is disbursed.

The District operates as an enterprise fund, which has a set of self-balancing accounts that record the financial position of each of the District's services. The service funds track revenues from service fees and operating expenses specific to each service. This, in turn, makes each service fund independent and

self-sufficient, and also ensures service fees are set to recover only costs associated with the particular service.

Budget adjustments are made if projects or expenditures are needed that fall outside the District’s adopted budget. These items are brought to the Board for approval and to appropriate the funds. A mid-year budget update is also provided to the Board each year to update spending trends and identify early any potential shortfalls. The District maintains a balanced budget, which means that sources of funds equals uses of funds. Reserve fund withdrawals, if necessary provide a source of funds. Likewise deposits to reserves are a use of funds and are unappropriated balances.

### Budget Process

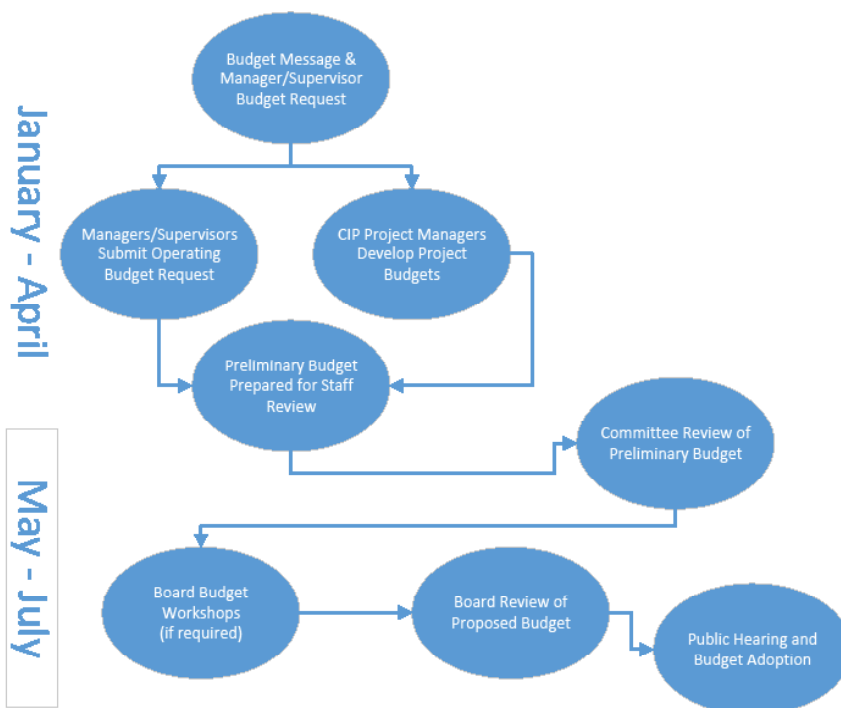
Each year, the District develops and adopts a new budget for the upcoming fiscal year. The budgeting process begins in January and starts with the budget message. The budget message establishes the priorities of the District in the next fiscal year and provides budget managers guidance on how to prioritize their budget needs. Along with the budget message, each manager/supervisor is provided a spreadsheet that has the current and projected operating expenditures for the current fiscal year and a placeholder for the proposed operating budget.

Each manager/supervisor then evaluates funding needs. Meetings with staff to review planned activities, as well as funding needs for services and equipment, are part of the process to develop and fill in the budgetary needs for each Division. Each manager/supervisor submits operating budgets by the end of February.

While the operating budget is being developed, the CIP managers meet with the Assistant General Manager/District Engineer to develop the CIP project budgets for the upcoming fiscal year as well as the next five years of budgets. The CIP budgets are submitted by the end of February along with the operating budget.

The capital and operating budget are included in the District’s preliminary budget. Once assembled, the preliminary budget is reviewed by the General Manager and staff in a series of meetings. Adjustments are made to the preliminary budget and the revised preliminary budget is reviewed by the Fiscal Policy and Insurance Committee. Once the Committee’s comments are incorporated and the proposed budget developed, budget workshops with the Board, if required, are held. The final proposed budget is then sent to the Board for review. Once Board comments are incorporated into the document, a public hearing is held and the recommended budget is adopted.

Figure #3 - Fallbrook District’s Annual Budget Process



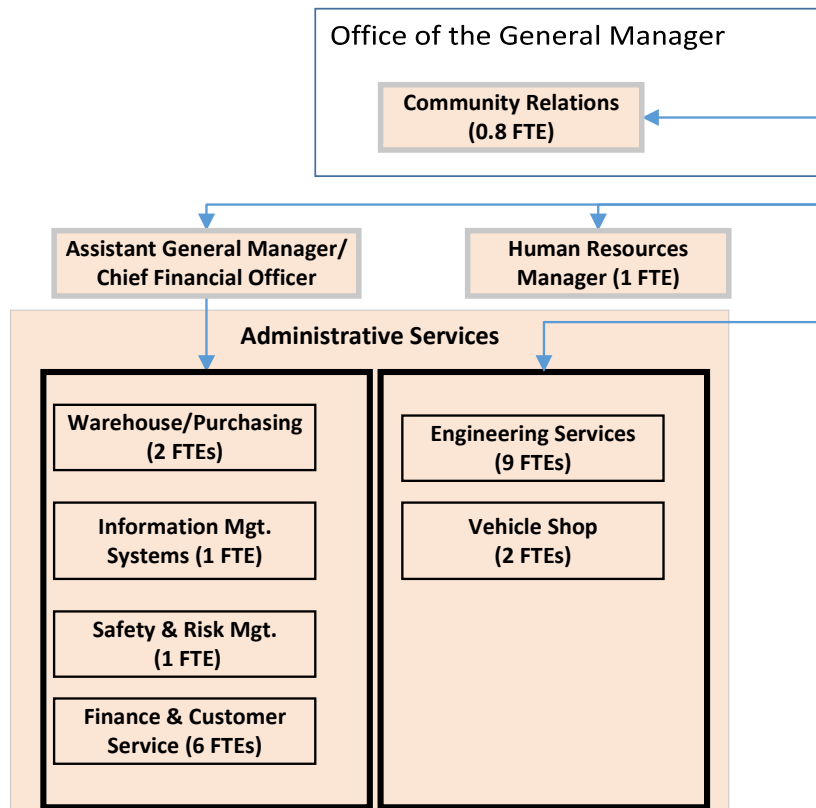
**DISTRICT ORGANIZATIONAL CHART**

The District maintains an efficient level of staffing which requires an organizational structure that is very flat, with staff working across services and filling a variety of roles. The organizational chart provided is designed to illustrate the District’s structure and staffing levels. The Proposed Budget includes 67.8 Full Time Equivalent (FTE), which was the FTE count in Fiscal Year 2018. The boxes under Administrative, Water, Wastewater and Recycled Water Services represent functional groups called Divisions. However, in some cases (Human Resources) a division is a single position. In these cases, the object is colored to illustrate that it is part of Administrative Services.

The Administrative Services department includes all functions that are necessary for the District to operate, but are not specific to Water, Wastewater or Recycled Water Services. While this includes a wide range of activities, these costs are recovered through water, wastewater and sewer rates. The Operating Budget Section provides a detailed discussion of how these costs are recovered through rates and charges. Each Division is a function with the Services. For example, Wastewater Services is comprised of two Divisions. The function of each Division is discussed in the Operating Budget Section.

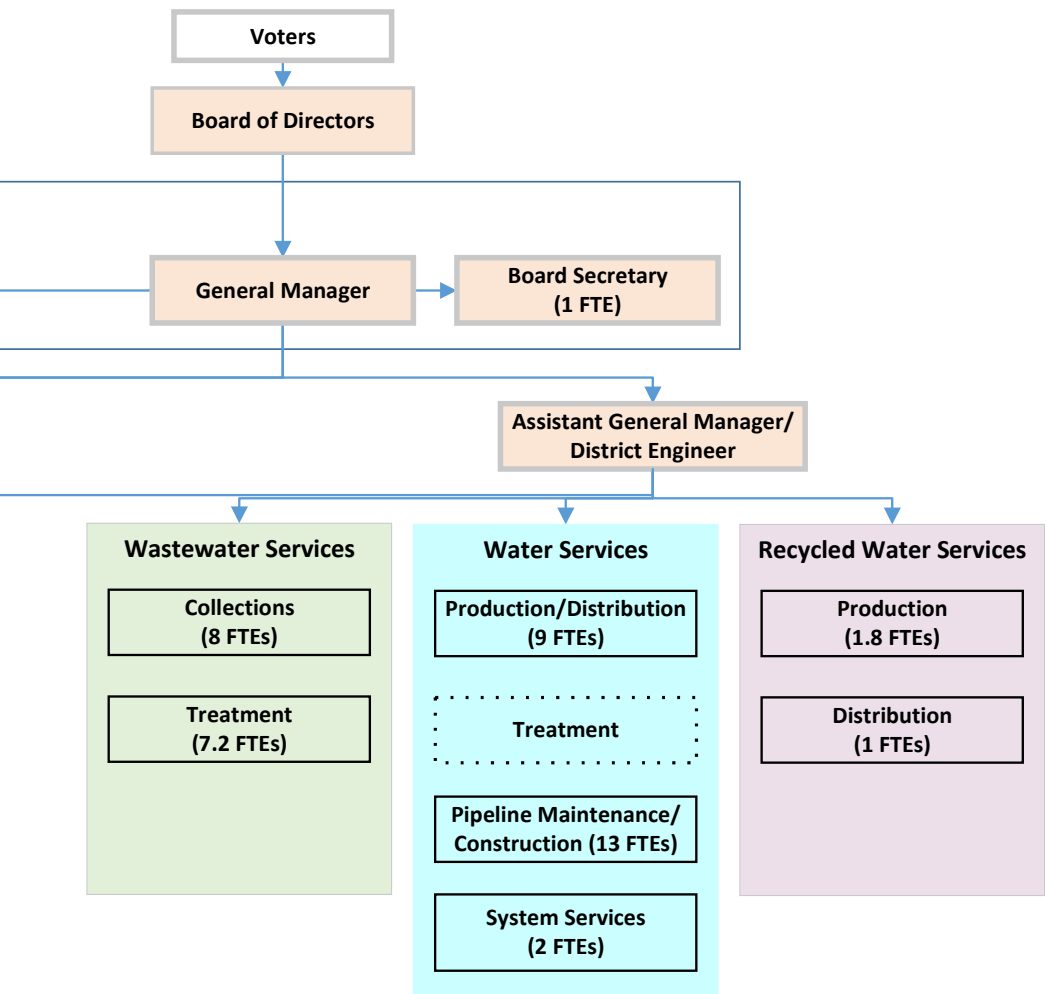
Water, Wastewater and Recycled Water Services are the District’s other services. The Divisions within each of these services are shown on the organizational chart. Water services is comprised of three Divisions while the other services are broken into two Divisions. While the SMRCUP is not expected to be operating during this Budget, a place holder under Water Services for treatment has been inserted. The function of each division is discussed in the Operating Budget Section.


**Figure #4 - Proposed Fiscal Year 2018-19 Organizational Chart**



1. An FTE is the hours worked by one employee on a full-time basis for one year. This is equal to 2,080 hours.  
 \* Total Requested Regular FTE=67.8

Organizational Structure 1\*



 Future Division excluded from FTE count

FTE = Full-Time Equivalent

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## Fund Structure

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The District's fund structure is set up to support water, wastewater and recycled water operations, and capital funding needs. Each fund is structured to receive certain revenues and fund certain expenditures. The District's working capital or operating funds receive operating and certain non-operating revenues and fund operating expenses for each of the services. The District's capital funds receive certain non-operating revenues that are restricted to capital uses and funds the District's capital expenditures, including a portion of debt service.

In 2017, the District completed the 2017 Water, Recycled Water and Wastewater Rate Study Report (Report). As part of the Report, the District's fund structure and target fund balances were re-evaluated and modified to meet future funding needs. The District's current working capital/operating structure, and a description of each fund and the fund's target balance is provided below:

### Water Services Funds

**Working Capital/Operating Fund:** To be established and maintained at a level of three months operating and maintenance expenses including water purchases. The primary source of funds for the Operating Fund are water sales, fixed service charge and pass-through charge revenues. The Operating Fund Target for Fiscal Year 2018-19 is \$5.5 million.

**Rate Stabilization Fund:** To prevent "spikes" and mid-year changes in rates because of net revenue shortfalls due to weather conditions, state or federal legislation or other future uncertainties. This fund was primarily established to buffer variability of water deliveries from the SMRCUP in dry years. The target level is set equal to two years of debt service payments on the SMRCUP financing. Transfers from the Operating Fund are the source of funds for the Rate Stabilization Fund (RSF). The RSF target and balance are \$0 until the SMRCUP is operational.

### Wastewater Services Funds

**Working Capital/Operating Fund:** To be established and maintained at a level of three months operating and maintenance expenses. The primary source of funds for the Operating Fund are wastewater service charges and investment earnings. The Operating Fund Target for Fiscal Year 2018-19 is \$1.2 million.

**Rate Stabilization Fund:** To promote smooth and predictable rates and charges, a Rate Stabilization Fund is established with a target level equal to 10% of annual revenues. Transfers from the Operating Fund are the source of funds for the Rate Stabilization Fund. The Rate Stabilization Fund Target for Fiscal Year 2018-19 is \$0.8 million.

### Recycled Water Services Fund

**Working Capital/Operating Fund:** To be established at three months operating and maintenance expenses. The primary source of funds for the Operating Fund are water sales and fixed service charge revenues. The Operating Fund Target for Fiscal Year 2018-19 is \$0.2 million.

The District’s capital fund structure and their target balances are provided below:

**Water Services Capital Fund**

The primary source of funds are the Water and Pumping Capital Improvement charges, property tax and standby availability charge receipts, annexation fees, connection fees and meter fees. Target fund balance is set to the equivalent of three-year average expenditures on recurring capital projects (i.e. pipeline renewal/replacement). The Fiscal Year 2018-19 target balance for the Water Capital Fund is \$9.8 million.

Funds related to the 1958 Annexation and the DeLuz Service Area bond proceeds are tracked separately in the fund.

**Wastewater Services Capital Fund**

The primary source of funds are Wastewater Capital Improvement charges, connection fees, property tax receipts, and meter fees. Target fund balance is set to the equivalent of three-year average expenditures on recurring capital projects (i.e. pipeline renewal/replacement). The Fiscal Year 2018-19 target balance for the Wastewater Capital Fund is \$3.7 million.

**Recycled Water Services Capital Fund**

Target fund balance is set to the equivalent of three-year average expenditures on recurring capital projects (i.e. pipeline renewal/replacement). Recycled Operating Fund transfers are the primary source of funds followed by a portion of the property tax receipts. The Fiscal Year 2018-19 target balance for the Water Capital Fund is \$1.1 million.

**Fund Summary**

The Districts total target fund balance for water, recycled water and wastewater and their projected Fiscal Year 2018-19 year-end balances are shown in the table below.

**Table #1 - Total Fund Balances**

<b>Service</b>	<b>Target Balance (Millions)</b>	<b>Projected Fiscal Year 2018-19 Ending Balance (Millions)</b>
Water	\$ 15.3	\$ 8.4
Recycled Water	\$ 1.3	\$ 0.4
Wastewater	\$ 5.7	\$ 3.4
<b>Total</b>	<b>\$ 22.3</b>	<b>\$ 12.2</b>

## Other Funds Maintained by the District

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### Section 115 Pension and OPEB Trust Fund

This fund was set up in Fiscal Year 2016-17 as an irrevocable trust established for the benefit of the pension and Other Post-Employment Benefits (OPEB) beneficiaries. The fund is managed by Public Agency Retirement Services (PARS) and is restricted in its use to funding pension and OPEB expenditures. The funds restricted for OPEB and pension costs are tracked in the fund. The fund balance was \$1.4 million on March 31, 2018.

## District's Financial Management Policies

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The District maintains certain policies that govern aspects of the District's financial management. The District's maintains the following policies:

- Debt Management Policy – Defines the District's debt management
- Investment Policy – Establishes permitted investments in compliance with State Code
- Fund Balance Policies – Sets target balances for reserves and working capital
- Capitalization Policy – Establishes the parameters for defining an operating or capital expenditure

These policies can be found on the District's website as standalone documents or as part of the District's Administrative Code. Appendix C also provides a copy of the District's Capitalization Policy, which is not available on the website, and other policies for ease of reference.

In addition to the policies listed above, the Board has from time to time adopted specific cost recovery policies related to use of reserves. In 2014, the District paid off a California Public Agency Retirement Services (CalPERS) liability related to the District pension plan being included into the small agency pool. The payment of \$3.1 million was made from the District's reserves and the Board established a five-year plan to replenish the reserves from operations. To achieve this, each year the District included in rates and charges the recovery of \$585,000. This amount was split between water, recycled water and wastewater. This year marks the end of the five-year cost recovery plan and the complete planned repayment of reserves.



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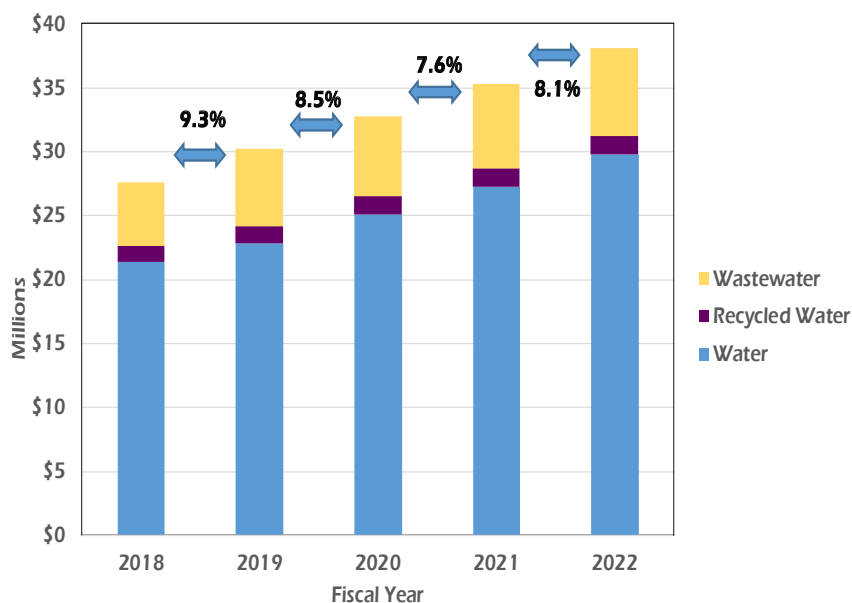
## Financial Summaries

The rate and charge increases included in the projections are in line with the increases approved by the Board in December 2017 as part of the 2017 Water, Recycled Water and Wastewater Rate Study Report and Proposition 218 process. Table 1 shows the approved increases through 2022. Because the rate and charge increases are effective for a calendar year, the impact of a rate increase spans two fiscal years. The projections take this into account and show revenues on a fiscal year basis with the approved rate increases. The Board will set the Calendar Year 2019 rates and charges in December 2018. Since no decision on the rate and charge increases has been made at this time, the Budget use the approved rate and charge increases to project revenues.

**Table #1 - Prop 218 Board Approved Maximum Rate Increases**

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
<b>Water Rate increase</b>					
Approved Increase	(up to) 8.0%	(up to) 8.0%	(up to) 8.0%	(up to) 8.0%	(up to) 8.0%
<b>Wastewater Rate increase</b>					
Approved Increase	(up to) 4.5%	(up to) 4.5%	(up to) 4.5%	(up to) 4.5%	(up to) 4.5%
<b>Recycled Water Rate increase</b>					
Approved Increase	(up to) 8.0%	(up to) 8.0%	(up to) 8.0%	(up to) 8.0%	(up to) 8.0%

**Chart #1 - Projected Total Rate Revenues \***



\* Total Rate Revenue increases shown

This section provides an overview of the Districts projected financial operations. Table 2 provides a detailed summary of the District’s revenues and expenditures and the projected year-end fund balances. Revenues from the District’s water, recycled water and wastewater services are projected to increase over the projection period driven by rate and charge increases. Non-operating revenues are projected to remain relatively stable. Projected costs are assumed to rise at rates of inflation in line with levels assumed in the 2017 Water, Recycled Water and Wastewater Rate Study Report. The cost of water is expected to increase by 2.85 next year based upon preliminary published wholesale water rate increases. In

the following years, wholesale water rates are projected to increase annually at 10% driven by State and regional water supply reliability related costs. In Fiscal Year 2021-22 the District is projecting deliveries from the SMRCUP and the related costs. The SMRCUP deliveries reduce the cost of purchased water as shown in Table 2 and in Fiscal Year 2021-22 reduce projected water costs by approximately \$1 million. For labor and non-labor, the result of the escalation is an average annual increase of 4.9%. This includes projected increase in the District’s pension and other benefits costs.

Table #2 - Fallbrook Public Utility District's Financial Projections

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Revenues</b>					
<b>Revenue from Rates</b>					
Water	\$ 21,363,739	\$ 22,845,188	\$ 25,036,842	\$ 27,287,575	\$ 29,748,576
Recycled Water	1,230,458	1,333,360	1,443,157	1,392,120	1,503,489
Wastewater	5,027,098	6,016,613	6,287,860	6,571,337	6,867,593
<b>Subtotal Revenue from Rates</b>	<b>\$ 27,621,295</b>	<b>\$ 30,195,161</b>	<b>\$ 32,767,860</b>	<b>\$ 35,251,031</b>	<b>\$ 38,119,658</b>
<b>Other Operating Revenue</b>					
<b>Pass-through Charges</b>					
MWD RTS Charge	\$ 357,204	\$ 340,390	\$ 357,811	\$ 375,540	\$ 393,875
SDCWA IAC Charge	425,736	436,668	437,986	460,730	483,898
AG Penalties	-	-	-	-	-
Sundry*	306,000	306,000	306,000	306,000	306,000
SDCWA Incentive	151,910	151,525	-	-	-
Class A Bio-solids Sales	101	102	103	104	105
<b>Other Revenue Subtotal</b>	<b>\$ 1,240,951</b>	<b>\$ 1,234,685</b>	<b>\$ 1,101,900</b>	<b>\$ 1,142,374</b>	<b>\$ 1,183,877</b>
<b>Non-Operating Revenue</b>					
Water Availability Charge**	\$ 203,000	\$ 203,000	\$ 203,000	\$ 203,000	\$ 203,000
1% Property Tax	1,899,256	1,908,753	1,918,296	1,927,888	1,937,527
Investment Earnings	\$207,356	\$220,444	\$202,159	\$233,616	\$285,162
Water CIP Charge	1,235,150	1,309,424	1,388,998	1,476,578	1,570,413
Pumping CIP Charge	39,073	39,073	39,073	39,073	39,073
Facility Rent	173,055	176,516	180,047	183,647	187,320
Water Capacity Fees	102,779	103,807	104,845	105,893	106,952
Wastewater CIP Charge	1,108,537	1,142,101	1,176,682	1,212,310	1,249,016
Wastewater Capacity fees	34,135	30,427	31,365	32,332	33,329
Federal Interest Rate Subsidy	144,517	133,917	122,647	110,677	97,977
<b>Subtotal Non-Operating Revenue</b>	<b>\$ 5,146,858</b>	<b>\$ 5,267,463</b>	<b>\$ 5,367,112</b>	<b>\$ 5,525,015</b>	<b>\$ 5,709,771</b>
<b>Total Revenues</b>	<b>\$ 34,009,104</b>	<b>\$ 36,697,309</b>	<b>\$ 39,236,872</b>	<b>\$ 41,918,420</b>	<b>\$ 45,013,306</b>
<b>Operating Expenses</b>					
<b>Water Supply Costs</b>					
Purchased Water Costs	\$ 14,328,142	\$ 14,520,863	\$ 14,990,841	\$ 14,181,297	\$ 9,824,105
Pumping Costs	180,000	180,000	192,476	204,033	216,328
SMRCUP Treatment	-	-	-	1,574,587	4,854,576
Labor Costs	2,737,846	2,748,912	2,817,635	2,888,076	2,960,278
Fringe Benefits	1,712,454	1,674,937	1,783,808	1,899,755	1,966,247
Services, Materials & Supplies	2,170,680	2,051,680	2,113,230	2,176,627	2,241,926
Administrative Expenses	6,228,828	6,443,015	6,679,045	6,925,457	7,128,515
CalPERS Pre-Funding	-	-	-	-	500,000
<b>Total Operating Expenses</b>	<b>\$ 27,357,950</b>	<b>\$ 27,619,407</b>	<b>\$ 28,577,035</b>	<b>\$ 29,849,833</b>	<b>\$ 29,691,973</b>
<b>Net Operating Revenues</b>	<b>\$ 6,651,154</b>	<b>\$ 9,077,902</b>	<b>\$ 10,659,837</b>	<b>\$ 12,068,587</b>	<b>\$ 15,321,333</b>

\* Sundry revenues is comprised of miscellaneous revenues and includes revenues from sale of assets taken out of service, which includes sale of equipment and vehicles.

\*\* Fee is charge on a per acre or parcel basis in service area, which is not expected to change.

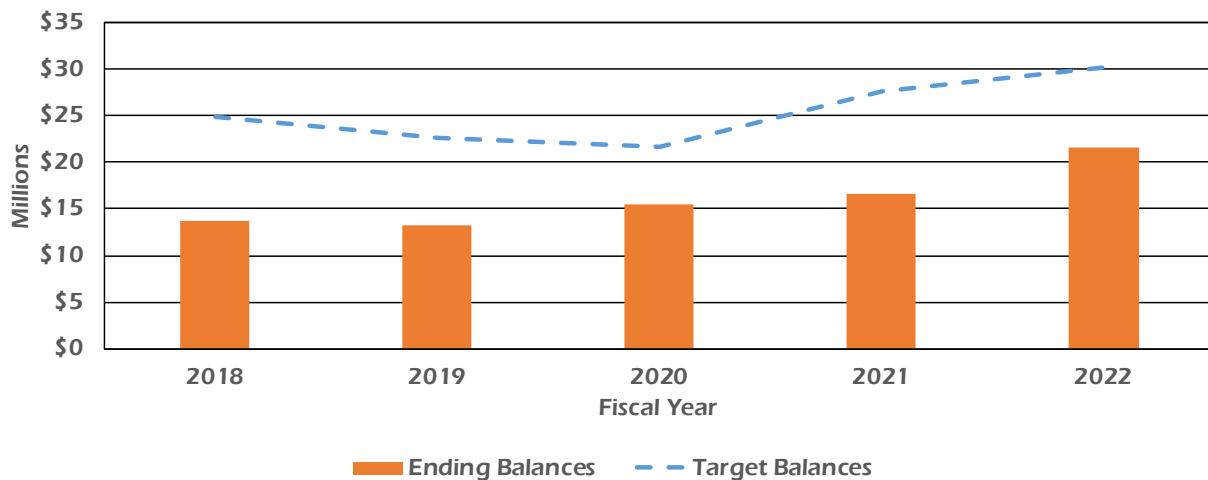
Table #2 - Fallbrook Public Utility District’s Financial Projections, con’t

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Net Operating Revenues</b>	\$ 6,651,154	\$ 9,077,902	\$ 10,659,837	\$ 12,068,587	\$ 15,321,333
<b>Total Debt Service</b>	\$ 2,536,578	\$ 2,760,020	\$ 2,761,270	\$ 5,689,553	\$ 5,690,223
<b>Total Capital Expenditures</b>	\$ 8,035,283	\$ 19,894,888	\$ 42,044,543	\$ 4,686,620	\$ 4,450,669
<b>SRF Loan Proceeds</b>	-	\$ 12,095,000	\$ 36,647,850	-	-
<b>Change in Net Position</b>	\$ (3,920,706)	\$ (1,482,006)	\$ 2,501,874	\$ 1,692,414	\$ 5,180,441
<i>Beginning Balances</i>	\$ 17,629,024	\$ 13,708,318	\$ 12,226,312	\$ 14,728,186	\$ 16,420,600
<i>Ending Balance</i>	\$ 13,708,318	\$ 12,226,312	\$ 14,728,186	\$ 16,420,600	\$ 21,601,041

Debt service and capital expenditures are deducted from the District’s Net Operating Revenues to determine the change in Net Position for the fiscal year. It is important to note that funds from the SRF Loan offset the use of the District’s financial resources as shown in the table above. The Change in Net Position shows if the District is utilizing reserves to pay for expenses in that particular fiscal year. In Fiscal Year 2018-19 the District is projecting the use of \$1,482,006 in reserves.

The Beginning Balance shows the funds available at the start of the year and the Ending Balance shows the funds that are available after the year is over. The chart below shows the Target Reserve levels compared to the projected fund balances.

Chart #2 - District Fund Balances and Target Level



Appendix A provides the detailed projections for water, recycled water, and wastewater operations.

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## Water Services Sources of Funds

The primary source of funds for water operations is water sales and monthly service fee revenues. Because Fallbrook is located in a semi-arid region of the United States and is subject to significant fluctuations in the level of water demands, each year careful attention is paid to the projected level of water sales. Heading into the Fiscal Year 2018-19 budget cycle, water supply conditions are such that it looks like California may be headed into another drought cycle. Unlike wet weather, drought only suppresses water demands if there are restrictions on water use levels. At this point in time, storage levels are such that no restrictions are expected to be in place this summer. This outlook is tempered by an average sales level forecast.

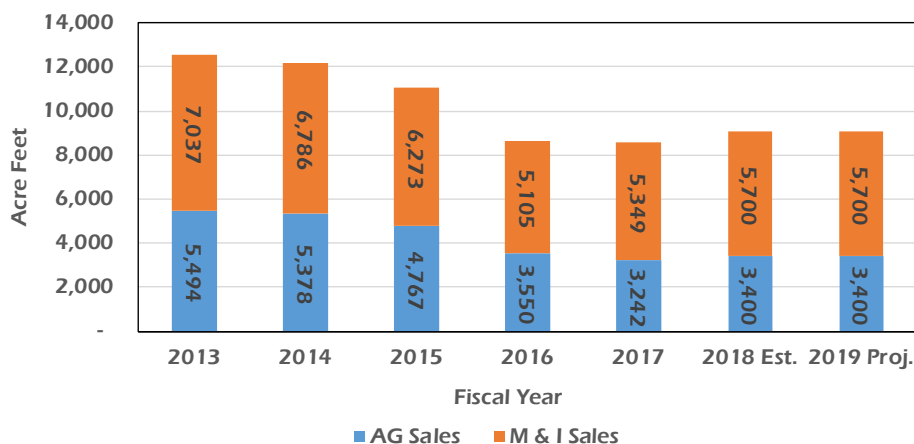
The District's sales over the last five years including the estimate for the current fiscal year and the projected water sales for the budget period. The table shows water production and total sales; production includes system losses, and water sales are units sold to customers. The sales are also split between Municipal & Industrial (M&I) customers and Agriculture (AG) customers. AG customers are eligible for a reduced water rate in exchange for a lower level of water supply reliability or put simply, agricultural customers have to cut back more than other customers when water restrictions are in place.

**Table #1 - Five-Year Production and Sales History**

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18 Estimated	FY 2018-19 Projected
<b>Production</b>	13,385	12,999	11,849	9,573	9,193	9,800	9,800
<b>Total Sales</b> (adjusted for system losses)	<b>12,531</b>	<b>12,164</b>	<b>11,040</b>	<b>8,656</b>	<b>8,592</b>	<b>9,100</b>	<b>9,100</b>
<b>AG Sales</b>	5,494	5,378	4,767	3,550	3,242	3,400	3,400
<b>M&amp;I Sales</b>	7,037	6,786	6,273	5,105	5,349	5,700	5,700

As the table and chart shows, recent years have been impacted by both restrictions in use levels as well as wet weather, both of which suppress water demands. With dry conditions present, water demands are expected to increase slightly but not rebound to the levels seen five years ago as shown in the Fiscal Year 2017-18 estimated and Projected Fiscal Year 2018-19 water sales.

**Chart#1 - Water Sales Trends**



\* Drought rates in effect July 2015-May 2016. Both M&I and AG sales decreased in this period.

The Water Services operating and non-operating revenues are shown in Table 2. Water sales revenues are those collected by the District for water usage during a billing cycle. Each of the District's customers are charged a fee based upon their user class and water purchased in that billing period. The monthly water fixed service charge revenues are an important revenue stream for the District because they are not subject to volatility in water demands. The District also passes through certain fixed charges from the MWD and the SDCWA. The revenue projection for Fiscal Year 2018-19 provided here include rate and charge increases in line what was approved by the Board.

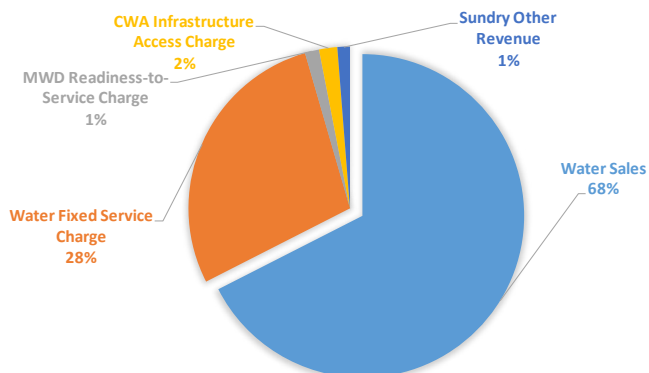
Table #2 - Water Services Sources of Revenue

Description	FY 2016-17 Actual	FY 2017-18		FY 2018-19 Budget	Budget to Budget Change (%)
		Budget	Projected		
<b>Operating Revenues:</b>					
Water Sales	\$ 13,193,236	\$ 14,842,821	\$ 15,241,879	\$ 16,148,015	8.8%
Water Fixed Service Charge	5,388,463	5,268,977	6,121,860	6,697,173	27.1%
MWD Readiness-to-Service Charge	506,753	405,267	357,204	340,390	-16.0%
SDCWA Infrastructure Access Charge	397,183	411,331	425,736	436,668	6.2%
Sundry	803,928	306,100	306,100	300,000	-2.0%
<b>Total Operating Revenue</b>	<b>\$ 20,289,563</b>	<b>\$ 21,234,496</b>	<b>\$ 22,452,779</b>	<b>\$ 23,922,246</b>	<b>12.7%</b>
<b>Non-Operating Revenues:</b>					
Water Capital Improvement Charge	\$ 1,192,354	\$ 1,272,836	\$ 1,235,150	\$ 1,309,424	2.9%
Property Tax	990,936	1,005,488	995,890	950,826	-5.4%
Water Availability Charge	200,730	203,000	203,000	203,000	0.0%
Water Capacity Charges	132,772	102,779	102,779	103,807	1.0%
Investment Earnings	251,349	103,678	103,678	152,470	47.1%
Pumping Capital Improvement Charge	-	39,073	39,073	39,073	0.0%
Other Revenue	193,287	173,055	173,055	176,516	2.0%
<b>Total Non-Operating Revenue</b>	<b>\$ 2,961,428</b>	<b>\$ 2,899,909</b>	<b>\$ 2,852,626</b>	<b>\$ 2,935,117</b>	<b>1.2%</b>
<b>Total Revenues</b>	<b>\$ 23,250,991</b>	<b>\$ 24,134,405</b>	<b>\$ 25,305,405</b>	<b>\$ 26,857,363</b>	<b>11.3%</b>

Water sales revenues represent 68% of the District's operating revenues with the remaining 32% of revenues coming from other sources that are independent from water sales. This variable/fixed mix of revenue means that operating revenues are subject to volatility due to water sales levels. Managing this volatility requires good fiscal planning and the use of the Rate Stabilization Fund to make up shortfalls. The primary sources of non-operating revenues are the water Capital Improvement Charge, which is a fixed charge restricted to fund only capital projects, and property tax and Water Availability Charge revenues. Other revenues include pumping Capital Improvement Charge, investment earnings and other income.

The SMRCUP is being funded with a SRF loan. While not shown here as a source of funds, the expected \$48.74 million loan will provide funding for the project's costs. The project costs are expected to be \$12.1 million and \$36.65 million in Fiscal Years 2018-19 and 2019-20, respectively.

Chart #2 - Fiscal Year 2018-19 Water Services Operating Revenues

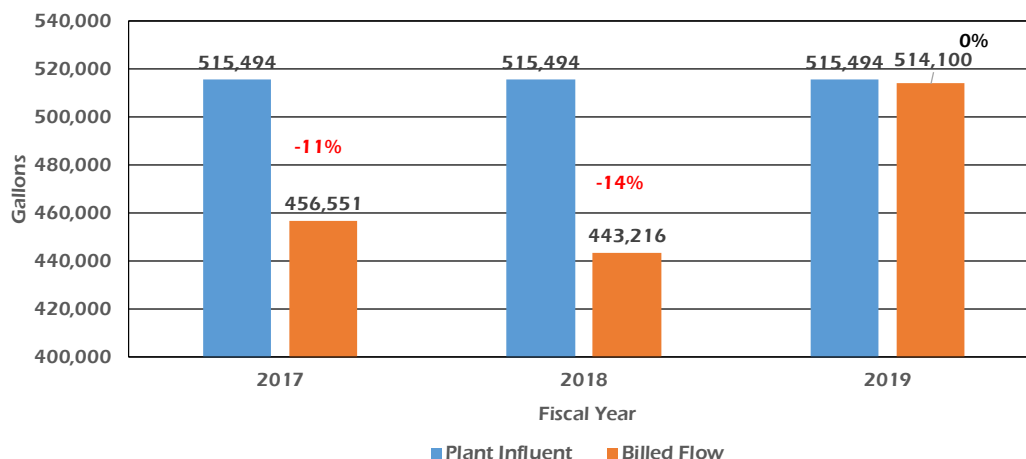


### Wastewater Services Sources of Funds

Wastewater revenue is relatively stable since it is billed upon return flow to the sewer system. To estimate the amount of water used that is returned to the sewer, a return to sewer factor is applied to each user class. For residential users, the return to sewer factor is applied to their winter average (December, January, and February). The winter months, which are typically wet, allow indoor use to be estimated since outdoor/landscape use is at a minimum. However, even the winter average use is adjusted to reflect some level of residential outdoor/landscape, which is not returned to the sewer. This methodology limits the impact weather has on billable sewer flows. Typically this makes the revenue stream for this service relatively stable. However, the Winter of 2017 broke rainfall records and the District is seeing a significant reduction in residential billable sewer flows due to exceptionally low levels of winter water use. This is expected to reverse in Calendar Year 2019 when the Winter average for 2018 is used. The revenue projection for Fiscal Year 2018-19 provided here includes rate and charge increases in line with what was approved by the Board. The return to sewer percentage is adjusted for residential to make sure residential billed flow matches measured flow at the Water Reclamation Plant.

Historic averages provide a good basis from which revenues can be estimated. The chart below shows the average annual flows at the plant and the adjusted billable wastewater flows projected for this budget period. The projection for Fiscal Year 2018-19 includes the current year's under performance and a return to normal for Calendar Year 2019.

Chart #3 - Wastewater Services Average Annual Flows



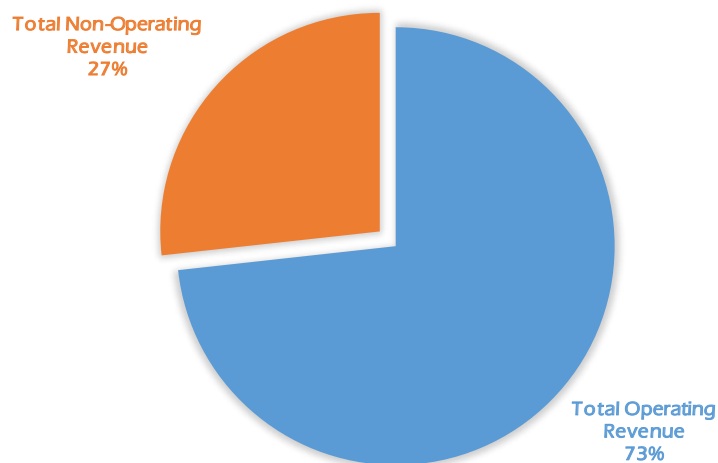


Wastewater Services operating and non-operating revenues are shown in Table 3. The primary source of operating revenue for Wastewater Services is the Wastewater Service Charge. The primary non-operating revenues are the Wastewater Capital Improvement charge, which, like the Water Capital Improvement Charge, is restricted to fund only capital projects. Other non-operating revenues include property tax revenues.

**Table #3 - Wastewater Services Sources of Revenue**

Description	FY 2016-17 Actual	FY 2017-18		FY 2018-19 Budget	Budget to Budget Change (%)
		Budget	Projected		
<b>Operating Revenue</b>					
Wastewater Service Charges	\$ 5,627,476	\$ 5,787,904	\$ 5,027,098	\$ 6,016,613	4.0%
Sundry & Bio-Solids	4,098	1,100	1,101	1,102	0.2%
<b>Total Operating Revenue</b>	<b>\$ 5,631,574</b>	<b>\$ 5,789,004</b>	<b>\$ 5,028,199</b>	<b>\$ 6,017,715</b>	<b>4.0%</b>
<b>Non-Operating Revenue</b>					
Wastewater Capital Improvement Charge	\$ 1,091,204	\$ 1,123,364	\$ 1,108,537	1,142,101	1.7%
Property Tax	898,879	911,450	903,366	907,883	-0.4%
Wastewater Capacity Charges	158,897	34,135	34,135	30,427	-10.9%
Investment Earnings	234,930	91,237	91,237	58,140	-36.3%
Federal Interest Rate Subsidy	238,765	144,517	144,517	133,917	-7.3%
<b>Total Non-Operating Revenue</b>	<b>\$ 2,622,675</b>	<b>\$ 2,304,703</b>	<b>\$ 2,281,792</b>	<b>\$ 2,272,469</b>	<b>-1.4%</b>
<b>Total Revenues</b>	<b>\$ 8,254,249</b>	<b>\$ 8,093,707</b>	<b>\$ 7,309,991</b>	<b>\$ 8,290,184</b>	<b>2.4%</b>

**Chart #4 - Fiscal Year 2018-19 Wastewater Services Operating Revenues**



## Recycled Water Services Sources of Funds

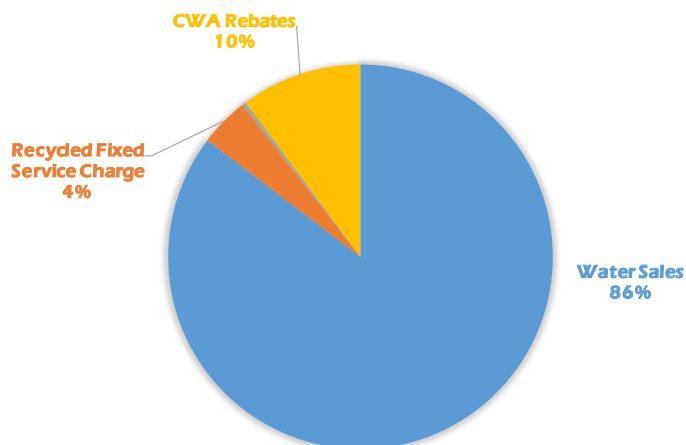
While recycled water sales are subject to weather driven water demands, these customers are not subject to use restrictions due to drought. It is for this reason that many have chosen to be a recycled water customer. While the District is expanding the distribution system, the customer base is relatively small and demands have remained static even with additional customers. Therefore, the historic average adjusted for a small level of growth provide a good basis from which revenues can be budgeted from. The accompanying chart shows the average annual recycled water sales and the sales projected for this budget period. The revenue projection for Fiscal Year 2018-19 provided here include rate and charge increases in line what was approved by the Board.

Recycled Water Services operating and non-operating revenues are shown in Table 4. The primary source of operating revenue for Recycled Water Services is water sales revenue. Recycled Water Services customers pay a per unit rate for recycled water. In addition, the District receives some financial support by the SDCWA to help mitigate the cost of processing the water since it offsets potable water usage and helps increase regional water supply reliability. This assistance will end this year. Other operating revenues include the Fixed Recycled Water Charge. Investment earnings makes up the only non-operating revenues.

**Table #4 - Recycled Water Services Sources of Revenue**

	FY 2016-17	FY 2017-18		FY 2018-19	Budget to
	Actual	Budget	Projected	Budget	Increase (%)
<b>Operating Revenues</b>					
Water Sales	\$ 968,690	\$ 1,281,487	\$ 1,157,833	\$ 1,271,796	-0.8%
Recycled Fixed Service Charge	38,391	79,442	72,625	61,564	-22.5%
Sundry	86,620	5,000	5,000	5,000	0.0%
SDCWA Rebates	128,760	162,448	162,448	151,525	-6.7%
<b>Total Operating Revenue</b>	<b>\$ 1,222,461</b>	<b>\$ 1,528,377</b>	<b>\$ 1,397,906</b>	<b>\$ 1,489,884</b>	<b>-2.5%</b>
<b>Non-Operating Revenues</b>					
Property Tax	-	-	-	50,043	n/a
Investment Earnings	-	12,441	12,441	9,834	-21.0%
<b>Total Non-Operating Revenue</b>	<b>\$ -</b>	<b>\$ 12,441</b>	<b>\$ 12,441</b>	<b>\$ 59,878</b>	<b>381.3%</b>
<b>Total Revenues</b>	<b>\$ 1,222,461</b>	<b>\$ 1,540,818</b>	<b>\$ 1,410,347</b>	<b>\$ 1,549,762</b>	<b>0.6%</b>

**Chart #5 - Fiscal Year 2018-19 Recycled Water Services Operating Revenues**



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## Operating Budget

### Overview

The District, while relatively small, provides a wide range of services to residents. This section of the budget document provides a detailed description of the District’s budgeted use of funds (operating expenses) for each division/function. To make the budget easy to follow, the District’s Operating Budget is broken out into its main cost centers. The cost center breakdown is: Administrative Services, Water Services, Wastewater Services and Recycled Water Services (collectively the Services).

This section provides a detailed breakdown of the District’s employer-paid employee benefits and debt-service costs. Each of the District’s Services are allocated a portion of the District’s benefits costs based upon the Services’ share of total labor costs. The allocation of the benefits’ costs is detailed in the benefit cost section and each of the Services’ operating budgets show the allocated benefits costs.

In addition to a detailed budget to fund day-to-day operations, this section also provides a description of the divisions within each of the Services. Each division performs a specific program or function. The Services budget’s are developed to support the long and short-term strategic goals of the District.

**Table #1 - Overview of Total Services Operating Budget**

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to
	Actual	Budget	Projected	Budget	Budget Change (%)
Total Labor *	\$ 5,353,915	\$ 5,275,973	\$ 5,275,973	\$ 5,366,812	1.7%
Total Non-Labor	3,176,760	4,213,848	4,273,848	4,281,685	1.6%
<b>Operating Total</b>	<b>\$ 8,530,675</b>	<b>\$ 9,489,821</b>	<b>\$ 9,549,821</b>	<b>\$ 9,648,497</b>	<b>1.7%</b>
Benefits Expenses	2,939,973	3,299,987	3,299,987	3,270,046	-0.9%
<b>Total Services Operating Budget</b>	<b>\$11,470,648</b>	<b>\$ 12,789,808</b>	<b>\$ 12,849,808</b>	<b>\$ 12,918,543</b>	<b>1.0%</b>

\* Total Labor does not include District’s Benefits.

### Administrative Services

Administrative Services includes a wide range of functions that support the District’s core services: water, wastewater and recycled water. The Organizational Chart on page 18 and 19 shows the broad scope of functions captured in the Administrative Services budget. Administrative Service functions include:

- Manages District operations and capital projects
- Implements and maintains District policies and procedures
- Directs and maintains District documents and archives
- Supports activities of the Board of Directors
- Coordinates District legal activities
- Oversees the District’s financial management including debt management, budget, annual audit, treasury and other required financial reporting
- Maintains customer accounts and billing for water, wastewater and recycled water
- Oversees permit process, right of way and District Geographic Information System (GIS) data

- Manages District contracts, and service and construction services procurement
- Administers the District’s water conservation and agricultural water programs
- Creates and administers public outreach activities
- Provides human resources support to the District
- Coordinates and monitors District safety and risk management programs

Administrative Services is broken down into divisions that support a specific Administrative Service’s function. Administrative Services historic and proposed staffing levels are shown in Table 2.

**Table #2 - Administrative Services Approved Positions**

Position	Actual FTE*	Actual FTE	Proposed FTE
	FY 2016-17	FY 2017-18	FY 2018-19
General Manager	1.0	1.0	1.0
Board Secretary	1.0	1.0	1.0
Assistant General Manager/ Chief Engineer	1.0	1.0	1.0
Assistant General Manager/Chief Financial Officer	-	1.0	1.0
Administrative Services Manager	1.0	-	-
Human Resources Manager	1.0	1.0	1.0
Accounting Supervisor	1.0	1.0	1.0
Safety & Risk Administrator	1.0	1.0	1.0
Engineering Supervisor	1.0	1.0	1.0
Information System Tech	1.0	1.0	1.0
Warehouse Purchasing Specialist	1.0	1.0	1.0
Administrative Office Specialist	1.0	1.0	1.0
Engineering Technician	3.0	3.0	4.0
Drought Management Coordinator	1.0	1.0	-
GIS Specialist	1.0	1.0	1.0
Operations Specialist	1.0	1.0	1.0
Public Affairs Specialist	0.8	0.8	0.8
Accounting/Customer Service Assistant	2.0	2.0	2.0
Customer Service Specialist	1.0	1.0	2.0
Customer Service Representative	2.0	2.0	1.0
Purchasing Warehouse Supervisor	-	-	1.0
Warehouse Supervisor	1.0	1.0	-
Equipment Tech	1.0	1.0	1.0
Equipment Mechanic	1.0	1.0	1.0
<b>TOTAL FTE</b>	<b>25.8</b>	<b>25.8</b>	<b>25.8</b>

\*FTE - Full-Time Equivalents

The divisions and their activities are summarized below.

**The Office of the General Manager**

- Oversees all District operations
- Plans, organizes and conducts Board of Directors activities and meetings in addition to supporting Board policy development and execution

- Manages legal activities including public hearing and other required notices
- Serves as public liaison to the Community and other entities (i.e. San Diego County Board member) and manages public relations
- Manages District documents, contracts, and Board of Director meeting agendas and minutes

**Finance and Customer Services**

- Manage and maintain the District's financial and customer information
- Develop and monitor the District's annual budget
- Manage the annual financial audit and develop financial reports
- Maintain and execute the District's financial policies and procedures
- Process payroll
- Manage the District's payroll process, and treasury and debt-management functions
- Establish and monitors the District's internal controls
- Maintain customer service counter and phone line for questions and payment
- Manage meter reading, meter repair, and locking and unlocking delinquent accounts
- Generate and monitor customer bills

**Warehouse and Purchasing**

- Issue Requests for Proposals, and solicitations for equipment, supplies and materials
- Maintain and manage District equipment, supplies and materials inventory
- Manage purchasing contracts for materials, supplies, equipment and services

**Human Resources**

- Establish and maintain effective employee relations
- Implement and administer District personnel policies, practices and procedures, and various programs including the performance appraisal system
- Manage recruitment and selection activities, employee benefits and recognition, and training and technical certification
- Support Memorandum of Understanding (MOU) negotiations

**Information Management**

- Maintain, troubleshoot and upgrade the District's network servers, workstations, copiers and printers, phone system and wireless services
- Create and maintains the District's information system's policies and procedures
- Manage the security of the District's information management systems

**Engineering Services**

- Oversee implementation of the District's Capital Improvement Program
- Maintain records of District easements, as-built facility drawings and facility location drawings

- Design, develop and maintain the District GIS program
- Provide customer service for water and sewer service
- Process water and sewer requests for new service
- Support outside developer and County projects
- Participation in County subdivision map process for new development
- Assess water and sewer availability and develop requirements
- Review and plan check developer water and sewer improvement plans
- Inspect and document developer installation of District facilities

**Vehicle Services/Shop**

- Service and repair small and large equipment and vehicles

**Safety and Risk**

- Manage and administer the District’s safety and risk program
- Investigate claims against the District and conduct accident/incident investigations
- Maintain and update the District’s Emergency Response Plan and conduct vulnerability assessments

**Table #3 - Administrative Services Total Operating Budget Summary**

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
Total Labor*	\$ 2,561,018	\$ 2,538,126	\$ 2,538,126	\$ 2,617,900	3.1%
Total Non-Labor	\$ 1,413,644	\$ 2,043,168	\$ 2,103,168	\$ 2,230,005	9.1%
<b>Services Operating Total</b>	<b>\$ 3,974,662</b>	<b>\$ 4,581,294</b>	<b>\$ 4,641,294</b>	<b>\$ 4,847,905</b>	<b>5.8%</b>
Allocated Benefits Expenditures	1,406,543	1,587,534	1,587,534	1,595,110	0.5%
<b>Total Services Budget</b>	<b>\$ 5,381,205</b>	<b>\$ 6,168,828</b>	<b>\$ 6,228,828</b>	<b>\$ 6,443,015</b>	<b>4.4%</b>

\* Total Labor does not include District’s Benefits

Table #4 - Administrative Services, Division Budget to Budget Comparison

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
<b>Office of the General Manager</b>					
<b>Labor:</b>					
Salaries	\$ 521,159	\$ 475,699	\$ 475,699	\$ 458,983	-3.5%
<b>Non-Labor:</b>					
Director Expenses		52,000	52,000	52,000	0.0%
General & Administrative		85,500	85,500	81,335	-4.9%
Legal Services		151,000	151,000	151,000	0.0%
Professional Services		22,000	22,000	24,000	9.1%
Public Outreach		80,170	80,170	84,200	5.0%
Santa Margarita Watermaster		89,000	89,000	91,670	3.0%
<b>Total Non-Labor</b>	<b>\$ 262,477</b>	<b>\$ 479,670</b>	<b>\$ 479,670</b>	<b>\$ 484,205</b>	<b>0.9%</b>
<b>Division Operating Total</b>	<b>\$ 783,636</b>	<b>\$ 955,369</b>	<b>\$ 955,369</b>	<b>\$ 943,188</b>	<b>-1.3%</b>

<b>Finance &amp; Customer Service</b>					
<b>Labor:</b>					
Salaries	\$ 722,205	\$ 646,512	\$ 646,512	\$ 675,656	4.5%
<b>Non-Labor:</b>					
Auditor		46,000	46,000	42,000	-8.7%
Bank Fees		28,800	28,800	29,500	2.4%
Copying Service		40,800	40,800	45,500	11.5%
General & Administrative		49,850	49,850	51,050	2.4%
Professional Services		139,420	139,420	141,020	1.1%
Power		13,300	13,300	13,300	0.0%
<b>Total Non-Labor</b>	<b>\$ 451,996</b>	<b>\$ 318,170</b>	<b>\$ 318,170</b>	<b>\$ 322,370</b>	<b>1.3%</b>
<b>Division Operating Total</b>	<b>\$ 1,174,201</b>	<b>\$ 964,682</b>	<b>\$ 964,682</b>	<b>\$ 998,026</b>	<b>3.5%</b>

<b>Warehouse &amp; Purchasing</b>					
<b>Labor:</b>					
Salaries	\$ 208,197	\$ 164,961	\$ 164,961	\$ 166,563	1.0%
<b>Non-Labor:</b>					
Equipment-Non Capital		7,000	7,000	8,100	15.7%
Materials/Supplies/Services		235,500	235,500	268,200	13.9%
Power		45,000	45,000	45,000	0.0%
<b>Total Non-Labor</b>	<b>\$ 101,044</b>	<b>\$ 287,500</b>	<b>\$ 287,500</b>	<b>\$ 321,300</b>	<b>11.8%</b>
<b>Division Operating Total</b>	<b>\$ 309,242</b>	<b>\$ 452,461</b>	<b>\$ 452,461</b>	<b>\$ 487,863</b>	<b>7.8%</b>

\* Detailed line item expenditure not available for Fiscal Year 2016-17.



Table #4 - Administrative Services, Division Budget to Budget Comparison, con't

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
<b>Human Resources</b>					
<b>Labor:</b>					
Salaries	\$ 187,599	\$ 221,537	\$ 221,537	\$ 212,081	-4.3%
<b>Non-Labor:</b>					
Materials/Supplies/Services		31,977	31,977	36,677	14.7%
Professional Services		10,700	10,700	13,234	23.7%
Training		90,982	90,982	82,300	-9.5%
<b>Total Non-Labor</b>	<b>\$ 52,338</b>	<b>\$ 133,659</b>	<b>\$ 133,659</b>	<b>\$ 132,211</b>	<b>-1.1%</b>
<b>Division Operating Total</b>	<b>\$ 239,937</b>	<b>\$ 355,196</b>	<b>\$ 355,196</b>	<b>\$ 344,292</b>	<b>-3.1%</b>
<b>Information Management</b>					
<b>Labor:</b>					
Salaries	\$ 83,726	\$ 77,283	\$ 77,283	\$ 81,880	5.9%
<b>Non-Labor:</b>					
Materials/Supplies/Services		51,500	51,500	53,450	3.8%
Professional Services		2,000	62,000	80,000	100.0%
SpringBrook		35,000	35,000	35,000	0.0%
Telephones		80,100	80,100	97,200	21.3%
<b>Total Non-Labor</b>	<b>\$ 151,144</b>	<b>\$168,600</b>	<b>\$228,600</b>	<b>\$ 265,650</b>	<b>57.6%</b>
<b>Division Operating Total</b>	<b>\$ 234,870</b>	<b>\$ 245,883</b>	<b>\$305,883</b>	<b>\$ 347,530</b>	<b>41.3%</b>
<b>Engineering Services</b>					
<b>Labor:</b>					
Salaries	\$ 573,429	\$ 607,876	\$ 607,876	\$ 670,293	10.3%
<b>Non-Labor:</b>					
Non - Capital Equipment		-	-	\$ 15,000	100%
Materials/Supplies/Services		45,100	45,100	53,800	19.3%
<b>Total Non-Labor</b>	<b>\$ 33,017</b>	<b>\$ 45,100</b>	<b>\$ 45,100</b>	<b>\$ 68,800</b>	<b>52.5%</b>
<b>Division Operating Total</b>	<b>\$ 606,447</b>	<b>\$ 652,976</b>	<b>\$ 652,976</b>	<b>\$ 739,093</b>	<b>13.2%</b>
<b>Safety &amp; Risk</b>					
<b>Labor:</b>					
Salaries	\$ 165,903	\$ 192,192	\$ 192,192	\$ 186,300	-3.1%
<b>Non-Labor:</b>					
Insurance		270,000	270,000	265,000	-1.9%
Professional Services		75,969	75,969	75,969	0.0%
<b>Total Non-Labor</b>	<b>\$ 94,690</b>	<b>\$ 345,969</b>	<b>\$ 345,969</b>	<b>\$ 340,969</b>	<b>-1.4%</b>
<b>Division Operating Total</b>	<b>\$ 260,593</b>	<b>\$ 538,161</b>	<b>\$ 538,161</b>	<b>\$ 527,269</b>	<b>-2.0%</b>

\* Detailed line item expenditure not available for Fiscal Year 2016-17.

Table #4 - Administrative Services, Division Budget to Budget Comparison, con't

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
<b>Vehicle Services &amp; Shop</b>					
<b>Labor:</b>					
Salaries	\$ 98,798	\$ 152,068	\$ 152,068	\$ 166,143	9.3%
<b>Non-Labor:</b>					
Field Equipment Maintenance & Operations		264,500	264,500	294,500	11.3%
<b>Total Non-Labor</b>	<b>\$ 266,937</b>	<b>\$ 264,500</b>	<b>\$ 264,500</b>	<b>\$ 294,500</b>	<b>11.3%</b>
<b>Division Operating Total</b>	<b>\$ 365,736</b>	<b>\$ 416,568</b>	<b>\$ 416,568</b>	<b>\$ 460,643</b>	<b>10.6%</b>

\*Detailed line item expenditure not available for Fiscal Year 2016-17.

### Fiscal Year 2017-18 Accomplishments

- Managed completion of capital projects in line with approved capital plan
- Conducted extensive public outreach on various topics including rate and charge adjustments
- Completed a cost-of-service and rate study for all of the District’s services
- Finished the implantation of an Enterprise Resource Planning (ERP) system
- Updated confined space permit and respiratory protection programs
- On track to prepare and process approximately 500 purchase orders

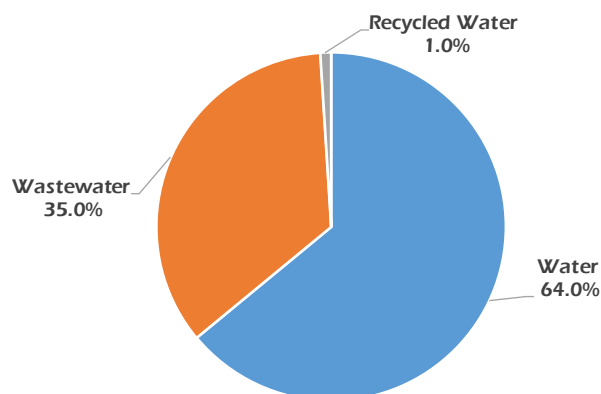
### Fiscal Year 2018-19 Goals and Objectives

- Enhance budget controls and financial system operations
- Conduct a review of organizational structure
- Review and update of the District’s Emergency Response Plan
- Develop and implement centralized procurement to standardize all contracts across the District
- Complete financing for the SMRCUP

### Cost Allocation of Administrative Services

Because Administrative Services acts like an internal service fund and supports the District’s revenue generating activities, the cost must be recovered through rates and charges levied by the core services; water, wastewater and recycled water. Administrative costs are allocated to water, wastewater and recycled water services operating budgets based upon the share of total accounts in each of the services. The accompanying chart shows the breakdown of accounts and the Administrative Service Allocations.

Chart #1 - Administrative Services Cost Allocation



Total Number of Accounts: 14,298

**Water Services**

The District provides Water Services to 9,200 meters within the District’s service area. The largest component of the Water Services’ operating budget is the cost of water. The District buys 99% of its water from the SDCWA, which is the region’s wholesale water provider. Water Services provide the following functions:

- Manage the delivery of water from the District’s water supplier and the delivery of water to the District’s customers
- Manage an asset management program that optimizes life-cycle costs and maintains, repairs and replaces system assets
- Operate water system assets including reservoirs, valves, pump stations, control facilities
- Maintain the District’s Water Service’s rights of way
- Manage the District’s water meters and Smart Meter replacement program

Water Services is broken down into divisions that support a specific function. Water Services historic and proposed staffing levels are shown in Table 5.

**Table #5 - Water Services Approved Positions**

<b>Position</b>	<b>Actual FTE FY 2016-17</b>	<b>Actual FTE FY 2017-18</b>	<b>Proposed FTE FY 2018-19</b>
Construction Supervisor	1.0	1.0	1.0
Utility Technician	4.75	4.75	4.75
Utility Worker I & II	9.5	9.5	9.5
System Service Supervisor	1.0	1.0	1.0
System Operations Manager	1.0	1.0	1.0
Lead Systems Operator	1.0	1.0	1.0
Systems Operator I/II	3.0	3.0	3.0
Instrumentation & Controls Specialist	1.0	1.0	1.0
Maintenance Electrician	1.0	1.0	1.0
Backflow/ Cross Connection Tech	0.75	0.75	0.75
<b>TOTAL FTE</b>	<b>24.0</b>	<b>24.0</b>	<b>24.0</b>

\*FTE - Full-Time Equivalents

The divisions and their activities are summarized below.

**Production and Distribution**

- Schedule and manages water deliveries to the District to meet customer demands
- Operate water system assets and monitors system conditions including water pressure and water quality
- Maintain crews to operate the system and respond to customer inquires

### Pipeline Maintenance and Construction

- Maintain the District’s Water Services assets
- Manage all Water Services repairs and asset replacements
- Replace aged water mains and valves.
- Maintain 24-hour coverage of large water main breaks
- Maintain all right-of-way and interconnects with neighboring districts

### System Services

- Meter reading, meter repair and meter exchange programs and delinquent account lock/unlocking

**Table #6 - Water Services Total Operating Budget Summary**

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
Total Labor *	\$ 1,486,420	\$ 1,523,700	\$ 1,523,700	\$ 1,404,962	-7.8%
Total Non-Labor	710,139	1,056,580	1,010,200	1,062,600	0.6%
<b>Operating Total</b>	<b>\$ 2,196,559</b>	<b>\$ 2,580,280</b>	<b>\$ 2,533,900</b>	<b>\$ 2,467,562</b>	<b>-4.4%</b>
Allocated Benefits Expenditures	656,829	953,036	953,036	856,056	-10.2%
Allocation of Administrative Services	2,852,039	3,238,990	3,238,990	4,123,530	27.3%
<b>Total Services Budget</b>	<b>\$5,705,427</b>	<b>\$6,772,307</b>	<b>\$ 6,725,927</b>	<b>\$ 7,447,148</b>	<b>10.0%</b>

\* Total Labor does not include District’s Benefits.

**Table #7 - Water Services, Division Budget to Budget Comparison**

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual *	Budget	Projected	Budget	
<b>Production &amp; Distribution</b>					
<b>Labor:</b>					
Salaries	\$ 947,831	\$ 899,720	\$ 899,720	\$ 811,431	-9.8%
<b>Non-Labor:</b>					
Equipment - Non Capital		60,500	60,500	60,500	0.0%
Materials/Supplies/Services		306,150	306,150	332,550	8.6%
Power		282,380	236,000	236,000	-16.4%
<b>Total Non-Labor</b>	<b>\$ 327,420</b>	<b>\$ 649,030</b>	<b>\$ 602,650</b>	<b>\$ 629,050</b>	<b>-3.1%</b>
<b>Division Operating Total</b>	<b>\$ 1,275,251</b>	<b>\$ 1,548,750</b>	<b>\$ 1,502,370</b>	<b>\$ 1,440,481</b>	<b>-7.0%</b>

\* Detailed line item expenditure not available for Fiscal Year 2016-17.

Table #7 - Water Services, Division Budget to Budget Comparison, con't

Description	FY 2016-17 Actual *	FY 2017-18		FY 2018-19 Budget	Budget to Budget Change (%)
		Budget	Projected		
<b>Pipeline Maintenance &amp; Construction</b>					
<b>Labor:</b>					
Salaries	\$ 248,130	\$ 369,191	\$ 369,191	\$ 283,428	-23.2%
<b>Non-Labor:</b>					
Materials/Supplies/Services		174,000	174,000	192,000	10.3%
<b>Total Non-Labor</b>	<b>\$ 219,578</b>	<b>\$ 174,000</b>	<b>\$ 174,000</b>	<b>\$ 192,000</b>	<b>10.3%</b>
<b>Division Operating Total</b>	<b>\$ 467,707</b>	<b>\$ 543,191</b>	<b>\$ 543,191</b>	<b>\$ 475,428</b>	<b>-12.5%</b>
<b>System Services</b>					
<b>Labor:</b>					
Salaries	\$ 290,459	\$ 254,790	\$ 254,790	\$ 310,103	21.7%
<b>Non-Labor:</b>					
Materials/Supplies/Services		233,550	233,550	241,550	3.4%
<b>Total Non-Labor</b>	<b>\$ 163,141</b>	<b>\$ 233,550</b>	<b>\$ 233,550</b>	<b>\$ 241,550</b>	<b>3.4%</b>
<b>Division Operating Total</b>	<b>\$ 453,600</b>	<b>\$ 488,340</b>	<b>\$ 488,340</b>	<b>\$ 551,653</b>	<b>13.0%</b>

\* Detailed line item expenditure not available for Fiscal Year 2016-17.

### Fiscal Year 2017-18 Accomplishments

- Had no water quality violations during the year
- Installed solar mixer at Red Mountain Reservoir to improve water quality
- Automated/remote monitor flow and pressure controls in the distribution system
- Maintained schedule to exercise all valves on a three-year cycle
- Replaced 77 water main valves and 907 feet of water mains
- Met the meter replacement schedule

### Fiscal Year 2018-19 Goals and Objectives

- Upgrade Supervisory Control and Data Acquisition (SCADA) to improve communications between critical sites

## Cost of Water

The District’s cost of water is broken down into fixed and variable costs. Variable or Commodity costs vary depending on the amount of water purchased. Fixed charges are set regardless of the water consumed during the billing period. The fixed water costs are comprised of the SDCWA’s charges and MWD fixed charges that are pass through by SDCWA. The District’s variable and fixed water charges are summarized below:

**Table #8 - Variable and Fixed Charges Budget to Budget Comparison**

	FY 2016-17 Actual	FY 2017-18		FY 2018-19 Budget	Budget to Budget Change (%)
		Budget	Projected		
<b>Variable Costs:</b>					
Variable Water Costs	\$ 9,620,975	\$ 9,586,785	\$ 10,946,794	\$ 11,198,586	16.8%
<b>Fixed Costs:</b>					
Supply Reliability	\$ 480,588			\$ 519,150	
Storage	1,166,214	3,641,801	2,598,408	1,133,928	-30.1%
Customer service	678,480			618,534	
MWD Capacity	326,222			273,605	
MWD Readiness to Serve	398,232	405,267	357,204	340,392	-16.0%
SDCWA IAC	396,354	411,331	411,331	436,668	6.2%
<b>Total Cost of Water</b>	<b>\$ 13,067,064</b>	<b>\$ 14,045,184</b>	<b>\$ 14,313,737</b>	<b>\$ 14,502,863</b>	<b>3.4%</b>

### Fixed Costs

**Supply Reliability Charge** - SDCWA charge to collect a portion of the costs associated with highly reliability water supplies (i.e. Desalination).

**Infrastructure Access Charge (IAC)** – Meter charge imposed by SDCWA to provide water capacity.

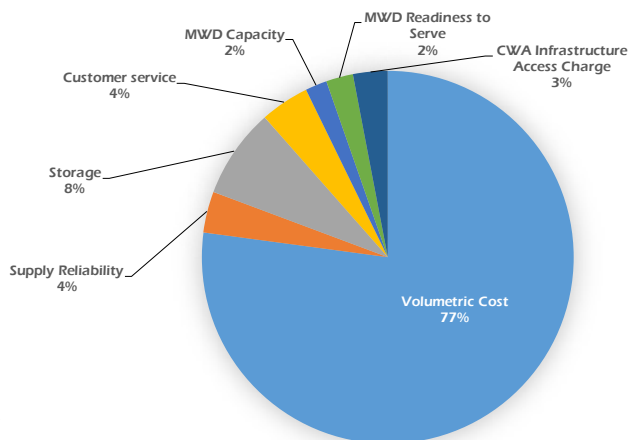
**Customer Service Charge** – SDCWA charge designed to recover costs associated with SDCWA’s customer service and functions.

**Emergency Storage Charge** – SDCWA charge to recover costs associated with the Emergency Storage Program.

**MWD Capacity Charge** – MWD charge passed-through by the SDCWA. The MWD charge collects costs associated with demand peak.

**MWD Readiness-to-Serve Charge** – MWD charge for State Water Project costs passed through by the SDCWA.

**Chart #2 - Cost of Water Breakdown**



Fixed Costs are 23% of the Total Cost of Water Purchased from SDCWA

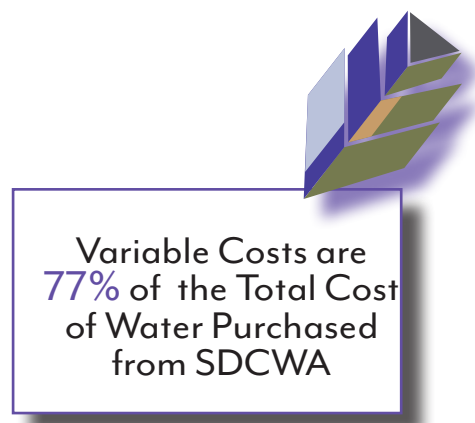
Variable Costs

**Melded Supply** – This is the \$/acre-foot rate the District pays for water.

**Melded Treatment** - This is the \$/acre-foot rate the District pays for water that is potable. The District only purchases treated water.

**Transportation** - This is the \$/acre-foot rate the District pays for water transported by the SDCWA.

**Special Agricultural Water Rate (SAWR)** - This is the \$/acre-foot rate the District pays for water that is in the SAWR program.



Wastewater Services

The District provides Wastewater Services to 4,200 meters within the District’s service area. The largest component of the Wastewater Services’ operating budget is the operating costs of the District’s water reclamation plant. Wastewater Services includes the following functions:

- Operate a water reclamation plant that provides secondary treatment
- Manage an asset management program that optimizes lifecycle costs and maintains, repairs and replace plant and collections system assets
- Meet the Regional Water Quality Control Board’s discharge permit requirements
- Operate and maintain the District’s six collections system lift station and 100 miles of wastewater system piping

Wastewater Services is broken down into divisions that support a specific functions. Wastewater Services historic and proposed staffing levels are shown in Table 9.

Table #9 - Wastewater Services Approved Positions

Position	Actual FTE	Actual FTE	Proposed FTE
	FY 2016-17	FY 2017-18	FY 2018-19
Collections Supervisor	1.0	1.0	1.0
Utility Technician	2.0	2.0	2.0
Utility Worker I & II	5.0	5.0	5.0
Chief Plant Operator	0.7	0.7	0.85
Lead Operator	1.5	1.5	1.7
Operator	1.4	1.4	1.7
Environmental Compliance Technician	0.5	0.5	0.5
Laboratory Technician	0.7	0.7	0.85
Mechanical Technician	0.6	0.6	0.8
Plant Maintenance Worker	0.6	0.6	0.8
<b>TOTAL FTE</b>	<b>14.0</b>	<b>14.0</b>	<b>15.2</b>

\*FTE - Full-Time Equivalents

The divisions and their activities are summarized below.

**Collections**

- Provide emergency repairs and routine maintenance to the collections system
- Manage the District’s collection system inspection program that includes TV inspection of the collections system
- Maintain and operate a vactor truck
- Maintain lift stations, clean outs, system ocean outfall
- Provide light and heavy construction services

**Treatment**

- Operate and maintain the Water Reclamation Plant processes in the following areas: Headworks, Primary Sedimentation, Activated Sludge, Secondary Sedimentation and Solids Handling (which includes an aerobic digester, centrifuges and a sludge dryer)
- Conducts laboratory analysis and reporting to meet the Regional Water Quality Control Board’s discharge permit requirements

**Table #10 - Wastewater Services Operating Budget Summary**

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
Total Labor *	\$ 1,024,881	\$ 924,699	\$ 924,699	\$ 1,124,410	21.6%
Total Non-Labor	822,640	1,065,530	1,065,530	910,930	-14.5%
<b>Operating Total</b>	<b>\$ 1,847,521</b>	<b>\$ 1,990,229</b>	<b>\$ 1,990,229</b>	<b>\$ 2,035,340</b>	<b>2.3%</b>
Allocated Benefits Expenditures	722,393	578,376	578,376	685,113	18.5%
Allocation of Administrative Services	2,260,106	2,616,108	2,616,108	2,255,055	-13.8%
<b>Total Services Budget</b>	<b>\$ 4,830,020</b>	<b>\$ 5,184,712</b>	<b>\$ 5,184,712</b>	<b>\$ 4,975,508</b>	<b>-4.0%</b>

\* Total Labor does not include District’s Benefits.



Table # 11 - Wastewater Services, Division Budget to Budget Comparison

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual *	Budget	Projected	Budget	
<b>Collections</b>					
<b>Labor:</b>					
Salaries	\$ 407,992	\$ 333,989	\$ 333,989	\$ 410,267	22.8%
<b>Non-Labor:</b>					
Materials/Supplies/Services		180,430	180,430	184,130	2.1%
Power		95,000	95,000	95,000	0.0%
<b>Total Non-Labor</b>	<b>\$ 275,116</b>	<b>\$ 275,430</b>	<b>\$ 275,430</b>	<b>\$ 279,130</b>	<b>1.3%</b>
<b>Division Operating Total</b>	<b>\$ 683,108</b>	<b>\$ 609,419</b>	<b>\$ 609,419</b>	<b>\$ 689,397</b>	<b>13.1%</b>
<b>Treatment</b>					
<b>Labor:</b>					
Salaries	\$ 616,889	\$ 590,710	\$ 590,710	\$ 714,143	20.9%
<b>Non-Labor Expenses:</b>					
Contractor Services		187,300	187,300	192,500	2.8%
Materials/Supplies/Services		278,300	278,300	270,800	-2.7%
Non-Capital Equipment		23,500	23,500	20,000	-14.9%
Power & Gas		301,000	301,000	148,500	-50.7%
<b>Total Non-Labor</b>	<b>\$ 547,524</b>	<b>\$ 790,100</b>	<b>\$ 790,100</b>	<b>\$ 631,800</b>	<b>-20.0%</b>
<b>Division Operating Total</b>	<b>\$ 1,164,413</b>	<b>\$ 1,380,810</b>	<b>\$ 1,380,810</b>	<b>\$ 1,345,943</b>	<b>-2.5%</b>

\*Detailed line item expenditure not available for Fiscal Year 2016-17.

### Fiscal Year 2017-18 Accomplishments

- Operating the Water Reclamation Plant processes from the headwork’s to secondary treatment including solids handling, while staying in compliance with the applicable permits: National Pollutant Discharge Elimination System (NPDES) and Environmental Protection Agency (EPA) Bio-Solids Regulations.
- Maintaining the Water Reclamation Plant equipment from the headwork’s to secondary treatment including solids handling equipment in order to sustain mechanical integrity and processes.

### Fiscal Year 2018-19 Goals and Objectives

- Operates Water Reclamation Plant processes effectively from the headwork’s to secondary treatment including solids handling to stay in compliance while optimizing operation. This includes minimizing power use, chemical use and overtime.
- Maintain Water Reclamation Plant equipment from the headwork’s to secondary, including solids handling equipment using preventative and predictive measures.

### Recycled Water Services

The District provides Recycled Water Services to 26 meters within the District’s service area. The largest component of the Recycled Water Services’ operating budget is the operating costs of the District’s water reclamation plant. Recycled Water Services includes the following functions:

- Operate the Water Reclamation Plant, equipment and processes necessary to produce recycled water
- Liaise with recycled water customers to schedule deliveries and inspections of service connections
- Operate and maintain the District’s distribution system, which includes 10.5 miles of pipe and 14 customers in the Fallbrook service area , 1 customer off the District’s ocean outfall pipe in the City of Oceanside, and 1 customer that uses the fill station at the treatment plant.

Recycled Water Services is broken down into Divisions that support a specific function. Recycled Water Services historic and proposed staffing levels are shown in Table 12.

**Table #12 - Recycled Water Services Approved Positions**

Position	Actual FTE	Actual FTE	Proposed FTE
	FY 2016-17	FY 2017-18	FY 2018-19
Chief Plant Operator	0.3	0.3	0.15
Lead Operator	0.5	0.5	0.3
Operator	0.6	0.6	0.3
Environmental Compliance Technician	0.5	0.5	0.5
Laboratory Technician	0.3	0.3	0.15
Mechanical Technician	0.4	0.4	0.2
Plant Maintenance Worker	0.4	0.4	0.2
Utility Technician	0.25	0.25	0.25
Utility Worker I	0.5	0.5	0.5
Backflow/ Cross Connection Tech	0.25	0.25	0.25
<b>TOTAL FTE</b>	<b>4.0</b>	<b>4.0</b>	<b>2.8</b>

\* FTE - Full-Time Equivalents

The divisions and their activities are summarized below.

### Production

- Operates and maintains the Water Reclamation Plant tertiary processes, such as the filters, chlorine contact basin, recycled water pumps, and recycled water storage/pond
- Laboratory analyses and reporting to meet permit requirements

**Distribution**

- Maintains the Districts Recycled Water Services distribution assets
- Conducts value and meter maintenance and replacement
- Operates and maintains a SCADA telemetry system
- Conducts site connection and system inspections
- Maintains right-of-way and interconnects with neighboring districts

**Table #13 - Recycled Water Services Operating Budget Summary**

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual	Budget	Projected	Budget	
Total Labor *	\$ 281,596	\$ 289,447	\$ 289,447	\$ 219,540	-24.2%
Total Non-Labor	230,337	274,950	274,950	258,150	-6.1%
<b>Operating Total</b>	<b>\$ 511,933</b>	<b>\$ 564,397</b>	<b>\$ 564,397</b>	<b>\$ 477,690</b>	<b>-15.4%</b>
Allocated Benefits Expenditures	154,207	181,042	181,042	133,768	-26.1%
Allocation of Administrative Services	269,060	373,730	373,730	64,430	-82.8%
<b>Total Services Budget</b>	<b>\$ 935,201</b>	<b>\$ 1,119,169</b>	<b>\$ 1,119,169</b>	<b>\$ 675,885</b>	<b>-39.6%</b>

\* Total Labor does not include District's Benefits

**Table #14 - Recycled Water Services, Division Budget to Budget Comparison**

Description	FY 2016-17	FY 2017-18		FY 2018-19	Budget to Budget Change (%)
	Actual *	Budget	Projected	Budget	
<b>Production</b>					
<b>Labor:</b>					
Salaries	\$ 259,385	\$ 249,555	\$ 249,555	\$ 177,936	-28.7%
<b>Non-Labor:</b>					
Contractor Services		28,750	28,750	29,850	3.8%
Materials/Supplies/Service		117,500	117,500	118,600	0.9%
Power		88,000	88,000	60,000	-31.8%
<b>Total Non-Labor</b>	<b>\$ 190,720</b>	<b>\$ 234,250</b>	<b>\$ 234,250</b>	<b>\$ 208,450</b>	<b>-11.0%</b>
<b>Division Operating Total</b>	<b>\$ 450,105</b>	<b>\$ 483,805</b>	<b>\$ 483,805</b>	<b>\$ 386,386</b>	<b>-20.1%</b>
<b>Distribution</b>					
<b>Labor:</b>					
Salaries	\$ 22,211	\$ 39,892	\$ 39,892	\$ 41,604	4.3%
<b>Non-Labor:</b>					
Materials/Supplies/Service		40,200	40,200	49,200	22.4%
Power		500	500	500	0.0%
<b>Total Non-Labor</b>	<b>\$ 39,617</b>	<b>\$ 40,700</b>	<b>\$ 40,700</b>	<b>\$ 49,700</b>	<b>22.1%</b>
<b>Division Operating Total</b>	<b>\$ 61,828</b>	<b>\$ 80,592</b>	<b>\$ 80,592</b>	<b>\$ 91,304</b>	<b>13.3%</b>

\* Detailed line item expenditure not available for Fiscal Year 2016-17.

**Fiscal Year 2017-18 Accomplishments**

- Operating the Water Reclamation Plant recycled water facility while staying in compliance with the applicable recycled water permits: Title 22, State Recycled Water Policy and the State Recycled Water General Permit
- Maintaining the Water Reclamation Plant recycled water equipment in order to sustain mechanical integrity and processes throughout the recycled water process

**Fiscal Year 2018-19 Goals and Objectives**

- Operate Water Reclamation Plant recycled water facility effectively to stay in compliance while reducing treatment costs -includes optimizing power and chemical use and reducing staff overtime
- Provide reliable recycled water production with no interruptions by maintaining equipment using preventative and predictive measures

## Employee Benefits

The District updates the cost of the benefits offered to District staff as part of the annual budget. While the current Memorandum of Understanding (MOU) between the District and its employee association is set to expire in July 2018 and the new MOU may result in cost changes, since there is no new MOU at this time, the budget was developed based upon the terms of the current MOU. Table 15 shows the breakdown of the District’s costs related to employee benefits. These cost estimates include expected increases in costs.

Chart #3 - Fiscal Year 2018-19 Benefits Breakdown

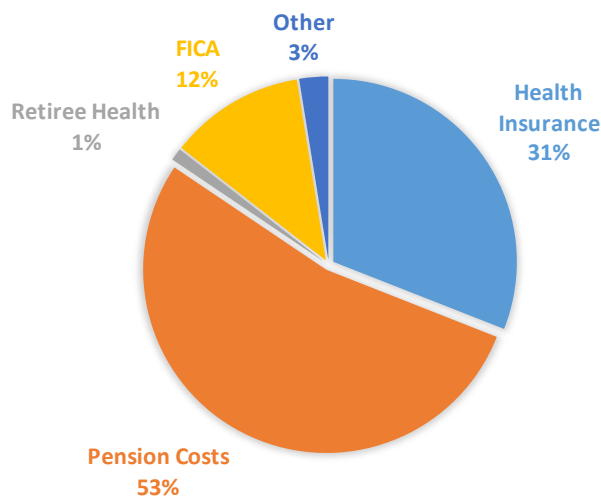
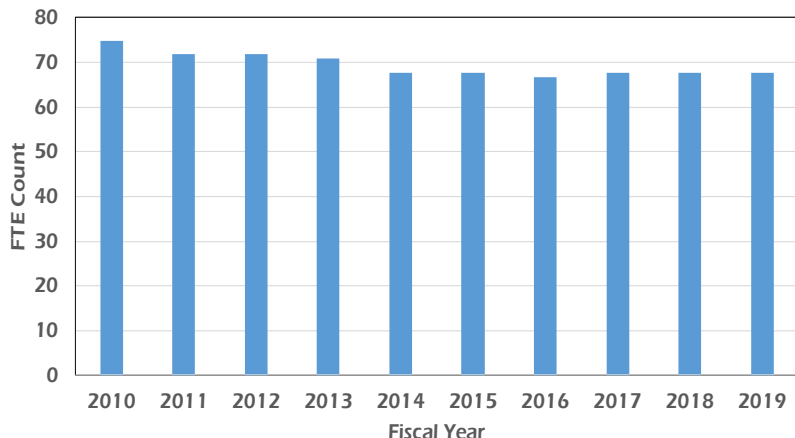


Table #15 - Breakdown of District’s Employee Benefit Costs

Description	FY 2016-17 Actual	FY 2017-18		FY 2018-19 Budget	Budget to Budget Change (%)
		Budget	Projected		
Auto Allowance	\$ 15,058	\$ 14,500	\$ 14,500	\$ 14,500	0.0%
Insurance - Dental	66,567	73,341	73,341	74,535	1.6%
Insurance - Vision	14,061	14,416	14,416	15,125	4.9%
Insurance - Health	784,133	821,026	821,026	863,479	5.2%
Insurance - Life and Disability	38,457	35,780	43,000	47,070	31.6%
Insurance - Worker’s Comp	116,329	127,023	130,000	136,749	7.7%
Longevity Bonus	6,433	25,753	25,753	21,438	-16.8%
FICA - Employer’s share	415,695	426,320	426,320	437,751	2.7%
CalPERS Annual Contribution	519,326	539,651	539,651	581,681	7.8%
CalPERS Unfunded Liability Payment	459,468	572,652	572,652	730,682	27.6%
Pension/OPEB Liability Trust Payment	1,336,000	900,000	900,000	650,000	-27.8%
Employer’s share (401 & 457)	15,693	19,119	19,119	19,285	0.9%
District Share of Retiree Medical Insurance	28,787	n/a	35,000	40,000	n/a
Uniforms & Boots	50,640	38,317	38,317	38,401	0.2%
<b>Total</b>	<b>\$ 3,866,645</b>	<b>\$ 3,607,898</b>	<b>\$3,653,095</b>	<b>\$ 3,670,695</b>	<b>1.7%</b>

The District’s staffing levels remain unchanged as shown in Chart 4.

**Chart #4 - Fallbrook Public Utility District’s Approved Full-Time Staffing Equivalent**



The District participates in the California Public Employees’ Retirement System (CalPERS). Recent changes to CalPERS accounting practices have caused pension costs for participating agencies to increase. The District’s pension cost budget incorporates the costs determined by CalPERS for the next fiscal year. The recent change to the discount rate used to calculate the current cost of the pension benefits already earned by staff are driving

up the Unfunded Liability Payment as seen by the 27.6% increase in this cost. The current annual contribution rate is also increasing by 7.8%. Together these costs are increasing 18% and represent 36% of the benefits costs. Appendix D provides the District’s CalPERS annual payment schedule for the Unfunded Actuarial Accrued Liability (UAAL).

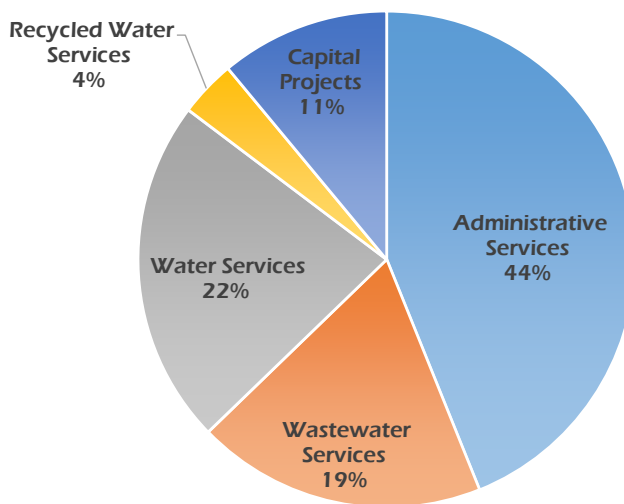
The District’s health insurance costs are budgeted to increase by 6.1% driven by a 5.2% increase in the District’s cost of medical insurance. Changes to the budgeting methodology resulted in the increases in Worker’s Compensation, Life and Disability Insurance and retiree healthcare costs.

Other benefits show a slight decrease due to the reduction in planned longevity bonuses.

**Benefit Allocation**

The District’s benefit costs are allocated to each of the District’s Services based upon its share of the budgeted salary and wages. This allocation methodology aligns the benefit cost allocation with salary and wages, which are the primary determinants of the benefit costs. A portion of the Benefits cost is allocated to labor associated with Capital Projects and is integrated into the projects budget.

**Chart#5 - Fiscal Year 2018-19 Benefits Allocation**



## Debt Service

The District currently has three outstanding long-term debt obligations, the Red Mountain State Revolving Fund Loan (2011 SRF Loan), the Wastewater Reclamation Plant State Revolving Fund Loan (2016 SRF Loan) and the Qualified Energy Conservation Revenue Bonds (2010 QECCB).

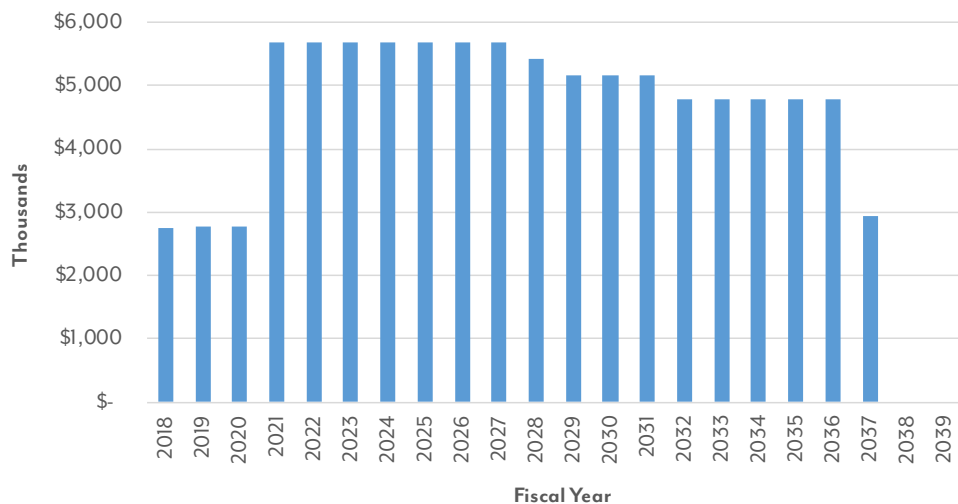
In addition, the District expects to issue approximately \$48.74 million in additional debt to finance the District’s SMRCUP with State Revolving Fund Loans. While the agreement has been approved, the final amount and payment schedule have not yet been determined. The table below shows the debt service payment schedule for each debt issuance. The debt service in Fiscal Year 2020-21 increases significantly because debt service payments for the SMRCUP loan begin.

**Table #16 - Debt Service Budget Summary**

Debt Issuance	Service			Total Debt Service
	Water	Wastewater	Recycled Water	
2011 SRF Loan	\$ 395,851	\$ -	\$ -	\$ 395,851
2016 SRF Loan*	-	1,292,022	553,724	1,845,746
2010 QECCB	-	518,423	-	518,423
<b>Total</b>	<b>\$ 395,851</b>	<b>\$ 1,810,445</b>	<b>\$ 553,724</b>	<b>\$ 2,760,019</b>

\*70% is allocated to wastewater and 30% of the debt service is allocated to recycled water.

**Chart #6 - Annual Debt Service**



Each debt issuance is linked to the Service that it was used to fund. In some cases, the debt service can be allocated to more than one service. The table below shows the debt service payments for Fiscal Year 2018-19 and the amount allocated to each service.

**Table #17 - Fiscal Year 2018-19 Debt Service Schedule**

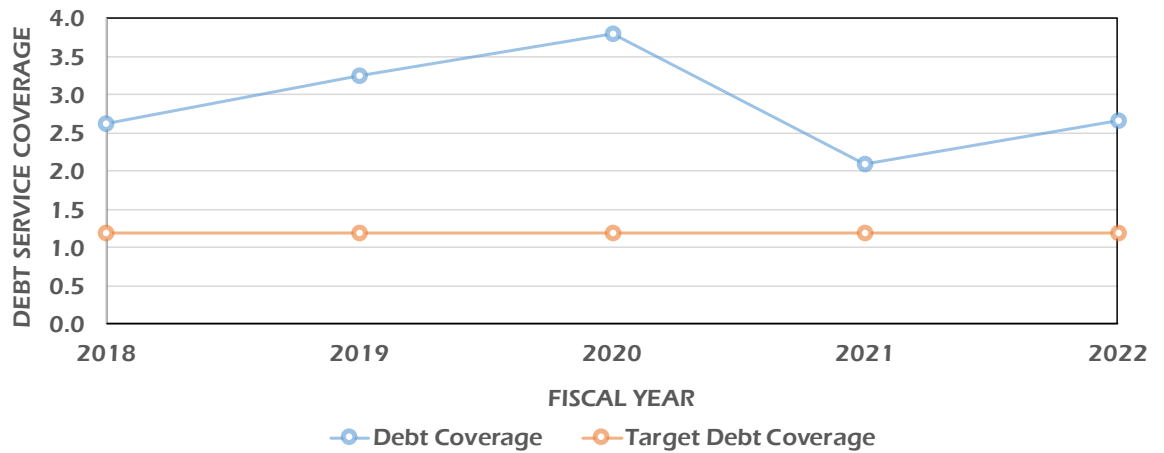
Year Ending June 30	Red Mountain State Revolving Fund Loan		Water Reclamation Plant State Revolving loan		QECB Loan		SMRCUP State Revolving Fund	District Annual Debt Service
	Principle	Interest	Principle	Interest	Principle	Interest		
	2013	\$ 245,212	\$ 150,639	\$ -	\$ -	\$ 575,745		
2014	251,556	144,295	-	-	593,502	345,519	-	1,334,872
2015	258,064	137,786	-	-	611,992	311,188	-	1,319,031
2016	264,741	131,110	-	-	631,240	275,785	-	1,302,876
2017	271,590	124,260	1,197,952	647,793	270,430	244,706	-	2,756,731
2018	278,617	117,234	1,220,688	625,057	287,973	228,932	-	2,758,501
2019	285,826	110,025	1,247,544	598,202	306,282	212,141	-	2,760,019
2020	293,220	102,630	1,274,990	570,756	325,386	194,288	-	2,761,270
2021	300,807	95,044	1,303,039	542,706	345,316	175,326	2,927,315	5,689,553
2022	308,589	87,261	1,331,706	514,039	366,104	155,208	2,927,315	5,690,223
2023	316,573	79,277	1,361,004	484,742	387,783	133,884	2,927,315	5,690,578
2024	324,764	71,087	1,390,946	454,800	410,388	111,302	2,927,315	5,690,601
2025	333,166	62,685	1,421,547	424,199	433,953	87,409	2,927,315	5,690,273
2026	341,786	54,065	1,452,821	392,925	458,515	62,150	2,927,315	5,689,576
2027	350,628	45,222	1,484,783	360,963	484,114	35,465	2,927,315	5,688,490
2028	359,700	36,151	1,517,448	328,298	254,219	7,296	2,927,315	5,430,426
2029	369,006	26,844	1,550,832	294,914	-	-	2,927,315	5,168,911
2030	378,553	17,297	1,584,950	260,796	-	-	2,927,315	5,168,911
2031	388,347	7,503	1,619,819	225,927	-	-	2,927,315	5,168,911
2032	-	-	1,655,455	190,291	-	-	2,927,315	4,773,061
2033	-	-	1,691,875	153,871	-	-	2,927,315	4,773,061
2034	-	-	1,729,096	116,649	-	-	2,927,315	4,773,061
2035	-	-	1,767,136	78,609	-	-	2,927,315	4,773,061
2036	-	-	1,806,014	39,732	-	-	2,927,315	4,773,061
2037	-	-	-	-	-	-	2,927,315	2,927,315
2038	-	-	-	-	-	-	-	-



The District does not expect any debt service related to the SMRCUP during this budget period. Debt service for the State Revolving Fund loan is expected to begin in Fiscal Year 2019-20 and is shown in the summary table. The financial projections in this document include this debt service starting in Fiscal Year 2020-21.

While there is no established legal debt limit for the District, the District has an adopted Debt Management Policy. The Debt Management Policy creates the framework for issuing debt. The District's debt service indentures require that the debt service coverage ratio be maintained at or above 1.2x. Chart 7 shows the projected debt service coverage above the target level of 1.2x. Currently the District has no subordinate debt outstanding.

Chart #7 - Debt Service Coverage Ratio



## Project Summary for Fiscal Year 2018-19

### District Capital Program

Utility districts require long-term investments in extensive capital facilities. The District maintains over 370 miles of buried water and sewer pipe that must be maintained and replaced. The District also has pump stations, lift stations and treatment facilities that require significant expenses to replace and maintain. Figure 1 summarizes the facilities owned and operated by the District. It is critical to develop plans to reduce the overall cost of operating these facilities by completing pro-active capital projects to replace and rehabilitate these assets versus waiting for system failures. A well-planned Capital Program is critical to the long-term stability of the District.

The annual Capital Improvement Budget is used to implement the District’s long-range capital goals. These goals are developed using the District’s Strategic Plan, Urban Water Management Plan, Asset Management Plan and Master Plans. These plans are utilized to develop the lowest lifecycle cost to meet water and wastewater needs and maintain system reliability for the Districts customers.



Figure #1 - Fallbrook District facilities.

### Capital Project Summary for Fiscal Year 2018-19

The District has implemented a capital program to improve the overall reliability of the water, wastewater and recycled systems. The most significant on-going component of the capital program is replacement of aging infrastructure. In addition to rehabilitation, the construction of the \$48.74 million SMRCUP in Fiscal years 2018-19 and 2019-20 will be the most significant single project for the next 15-20 years and will provide a long-term cost effective local water supply. A summary of key capital projects in Fiscal Year 2018-19 are summarized on the following pages.

### Water Capital Projects

The District will continue the reservoir coating projects to ensure reliable water storage facilities and will complete coating of the Sandia Reservoir in northern section of the District. District construction staff will continue with valve replacement projects to reduce outage impacts of breaks and failures. The District implemented an escalating capital improvement charge to ensure the District is meeting pipeline infrastructure replacement needs. The two new major pipeline projects for Fiscal Year 2018-19 include replacing 3,400 linear feet of deteriorated 12” piping along Santa Margarita Drive and replacing 2,116 feet of 8” waterline pipeline in DeLuz Road on the north end of town. Two projects awarded in Fiscal Year 2017-2018 will also be completed in Old Stage and Old Highway 395.

Water Capital Projects

With the completion of the water rights permitting, and the settlement agreement with Camp Pendleton, advertising for construction are anticipated to be completed for the SMRCUP in Fiscal Year 2018-19. Funding for construction will be secured in Fiscal Year 2017-18 as construction of the SMRCUP is planned to begin in Fiscal Year 2018-19.

The Toyon Pump Station has reached the end of its useful life and will be replaced.

In accordance with the Meter Replacement Program Budget, the District will complete the fourth year of a five year program to replace existing Automatic Meter Reading (AMR) meters with Advanced Metering Infrastructure (AMI) meters to provide for real time data collection and alerts.

Wastewater/ Recycled Capital Projects

As part of the long-term sewer system replacement plan, lining sections of sewer main and manholes, replacement of a number of sewer sections at creek and culvert crossings, and the lining of the wet well at the Green Canyon Lift Station.

At the Water Reclamation Plant (WRP), older equipment and facilities that were not included in the plant rehabilitation project will be repaired or replaced. Design of rehabilitation of the Overland Trail Lift Station will be completed, and construction started with completion scheduled for Fiscal Year 2019-20.

An expansion of the recycled distribution system will be initiated to add additional customers in the southern end of the district.

Table #1 - Capital Improvements Projects Summary Table

	FY 2017-18
<b>Water Capital Projects</b>	
Pipelines & Valve Replacement Projects by District	\$ 681,936
Pipeline Replacement Projects by Contractors	1,237,650
Deluz ID Projects	90,000
Pump Stations	500,000
Meter Replacement	425,500
Pressure Reducing Stations	70,000
Red Mountain Reservoir Improvements	105,000
Steel Reservoir Improvements	1,264,697
Santa Margarita River Conjunctive Use Project	100,000
Vehicles & Heavy Equipment	698,500
District Yard Improvements	99,000
SCADA Upgrades/ Security/Telemetry	144,000
<b>Total Water Capital Projects</b>	<b>\$ 5,416,283</b>
<b>Recycled Water Capital Projects</b>	
Recycled Water Improvements	\$ 65,000
<b>Total Recycled Water Capital Projects</b>	<b>\$ 65,000</b>
<b>Wastewater Capital Projects</b>	
WRP Improvements	\$ 200,000
Collection System Improvements	1,725,000
Outfall Improvements	80,000
<b>Total Wastewater Capital Projects</b>	<b>\$ 2,005,000</b>
<b>Administrative Capital Projects</b>	
Administrative Upgrades	\$ 354,000
Engineering & Operations Information Systems	115,000
Facility Improvements/Upgrades/Security	80,000
<b>Total Administrative Capital Projects</b>	<b>\$ 549,000</b>
<b>Total Capital Budget Projects</b>	<b>\$ 8,035,283</b>

**Capital Budget Section**

**Fiscal Year 2018-19 Recommended Annual Budget**

FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
\$ 755,000	\$ 661,550	\$ 668,166	\$ 674,847	\$ 681,596	\$ 793,513	\$ 695,296
1,683,888	690,598	625,602	631,858	947,158	3,562,083	424,183
100,000	101,000	102,010	103,030	104,060	105,101	106,152
515,000	50,500	51,005	51,515	52,030	52,551	53,076
700,000	681,750	688,568	618,181	52,030	21,020	21,230
70,000	-	-	-	-	-	-
70,000	80,800	40,804	41,212	364,211	52,551	95,537
786,000	536,310	8,161	70,060	10,406	10,510	477,684
12,095,000	36,647,850	224,422	206,060	208,121	210,202	212,304
616,000	538,835	556,975	441,484	315,823	387,297	497,322
110,000	-	-	51,515	-	52,551	53,076
144,000	131,300	132,613	97,879	93,654	89,336	111,460
<b>\$ 17,644,888</b>	<b>\$ 40,120,493</b>	<b>\$ 3,098,324</b>	<b>\$ 2,987,641</b>	<b>\$ 2,829,090</b>	<b>\$ 5,336,714</b>	<b>\$ 2,747,320</b>
\$ 580,000	\$ 666,600	\$ 218,301	\$ 220,484	\$ 222,689	\$ 224,916	\$ 227,165
<b>\$ 580,000</b>	<b>\$ 666,600</b>	<b>\$ 218,301</b>	<b>\$ 220,484</b>	<b>\$ 222,689</b>	<b>\$ 224,916</b>	<b>\$ 227,165</b>
\$ 200,000	\$ 151,500	\$ 153,015	\$ 206,060	\$208,121	\$998,460	\$796,140
1,115,000	797,900	1,055,804	881,938	636,850	407,792	413,993
80,000	80,800	81,608	82,424	52,030	52,551	53,076
<b>\$ 1,395,000</b>	<b>\$ 1,030,200</b>	<b>\$ 1,290,427</b>	<b>\$ 1,170,422</b>	<b>\$ 897,001</b>	<b>\$ 1,458,802</b>	<b>\$ 1,263,209</b>
\$ 30,000	\$ 20,200	\$ 23,462	\$ 15,455	\$ 26,015	\$ 446,679	\$ 26,538
155,000	156,550	30,603	30,909	31,218	31,530	31,846
90,000	50,500	25,503	25,758	88,451	26,275	26,538
<b>\$ 275,000</b>	<b>\$ 227,250</b>	<b>\$ 79,568</b>	<b>\$ 72,121</b>	<b>\$ 145,685</b>	<b>\$ 504,485</b>	<b>\$ 84,922</b>
<b>\$ 19,894,888</b>	<b>\$42,044,543</b>	<b>\$ 4,686,620</b>	<b>\$ 4,450,669</b>	<b>\$ 4,094,465</b>	<b>\$ 7,524,917</b>	<b>\$ 4,322,616</b>

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## Pipeline and Valve Replacement Projects by District

### Project Description:

Projects include replacing existing valves and pipelines by District staff based on highest priority section to reduce service interruptions. Primary focus is on valve replacements with a target of replacing 100 valves a year.

The proposed purchases and costs for Fiscal Year 2018-19 also include:

- Replacing fire detector checks and smaller pressure control stations throughout the District as-needed
- Design of pipeline replacement projects by District staff
- Rehabilitation of District easements that require significant rebuilding of the existing access roads
- Surveying of sections of the district for existing small leaks

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

The valve replacement program is critical in reducing the number of accounts effected by unplanned water outages.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$755,000
Total Capital:	\$755,000



## Old Hwy 395 24" Pipeline Relocation

### Project Description:

This project was started in Fiscal Year 2017-18 and will relocate 1,600 feet of 24" steel water line from where it is now the bottom of a drainage and install the new pipeline into the road bed of Old Hwy 395.

### Supports Strategic Goals:

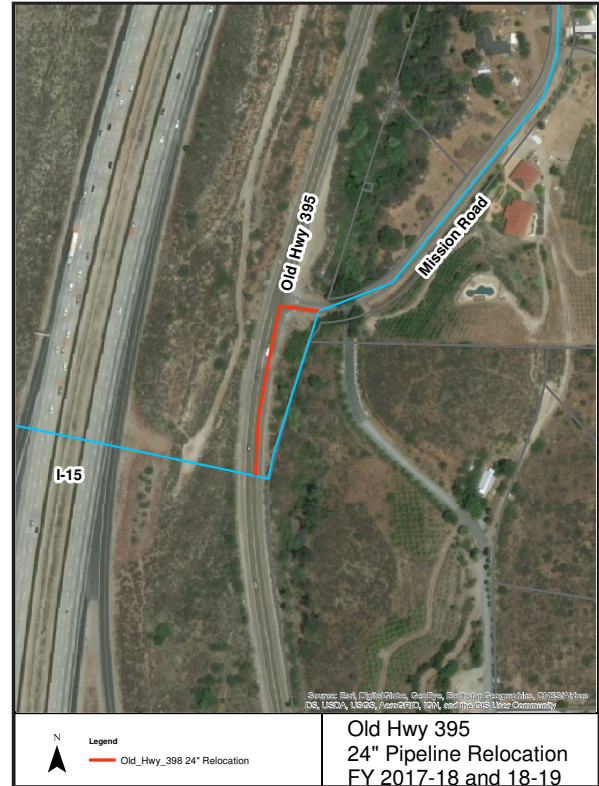
Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will reduce the cost of leak repair and potential property damage due to pipe failure.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$200,000
Total Capital:	\$460,727



## Old Stage Road 6” Pipeline Replacement

### Project Description:

This project was started in Fiscal Year 2017-18 and will replace 1,000 feet old steel water line. The pipe is failing and has been the location of numerous leaks.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will improve water system reliability by replacing a structurally deficient section of a primary water supply line.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$260,000
Total Capital:	\$523,420





## DeLuz Road 8” Pipeline Replacement

### Project Description:

This project will replace 2,116 feet old 8” steel water line. The pipe is failing and has been the location of numerous leaks.

### Supports Strategic Goals:

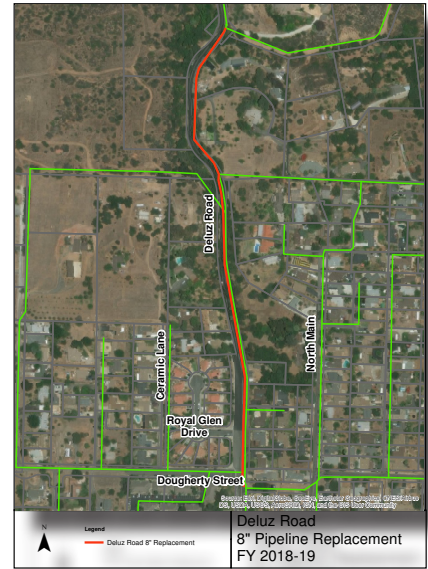
Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will reduce the cost of leak repair and potential property damage due to pipe failure.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$408,000
Total Capital:	\$408,000



## Santa Margarita Drive 12” Pipeline Replacement

### Project Description:

This project will replace 3,400 feet of old steel water line that was concrete lined in the 1965. The pipe is failing and has been the location of numerous leaks.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will reduce the cost of leak repair and potential property damage due to pipe failure.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$816,000
Total Capital:	\$816,000



## DeLuz Pipeline Projects

### Project Description:

Capital Projects in the DeLuz Improvement District using Deluz Improvement District Funds. Projects include pipeline extension to specified parcels when water service is extended to specified parcels per adopted policy and rehabilitation of existing infrastructure. Projects for Fiscal Year 2018-19 include demolition of the abandoned Rock Mountain Chlorine Station and the installation of a new Pressure Reducing Station.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

Demolition of the existing chlorine station will reduce maintenance at this location. The new pressure reducing station will help improve water quality and simplify operation in the DeLuz service area.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$100,000
Total Capital:	\$100,000



## Toyon Pump Station Replacement

### Project Description:

Toyon Pump Station is the smallest of the District’s pump stations and services 63 accounts in the Toyon Service, area above Red Mountain Reservoir. The pump station was built in 1982 and is in poor condition and at the end of its useful life. The current pump station is housed in a wood building that is also in poor condition. In order to ensure reliability of water service to the area replacement of the pump station is needed prior to a major mechanical failure.



### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will reduce operations and maintenance cost for the facility by replacing the equipment that is at the end of its useful life. There will be additional SCADA controls added to help with remote operation and troubleshooting. The project will improve water service reliability in the Toyon service area.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$195,000
Total Capital:	\$195,000



## SDCWA North County Emergency Storage Project Pump Station Project

### Project Description:

The North County ESP Pump Station Project is the final phase of the SDCWA's Emergency Storage Program. The project is comprised of the East Mission Road Pump Station (EMRPS) and Red Mountain Pump Station (RMPS), facilities that will be designed to extend ESP services to the northernmost portions of San Diego County that are currently beyond reach of existing ESP facilities. The RMPS is designed to deliver up to 15.4 cfs to the northwestern portions of the District's water distribution system, including FPUD's De Luz service area. The Project is funded by SDCWA and when it is complete the RMPS will be owned and operated by the District.

### Supports Strategic Goals:

This project will improve system reliability by providing the ability to pump water from Red Mountain Reservoir to the portion of the service area above the Red Mountain zone during aqueduct shutdowns as well as during ESP events.

### Operating Impacts:

This project will eliminate the need for the District to rent pumps during SDCWA aqueduct shutdowns. The cost for the District's is the unfunded staff costs for the SDCWA Project.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$20,000
Total Capital:	\$20,000



## Harris Pump Station Electrical Improvements

### Project Description:

Replace the motor control center, add variable frequency drives for the pump motors and other miscellaneous site improvements. This project was awarded and construction started in Fiscal Year 2017-18 and will be completed in Fiscal Year 2018-19.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will reduce operations and maintenance cost for the facility by replacing the equipment that is at the end of its useful life. The addition of variable frequency drives will reduce energy cost for operation of the facility.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$300,000
Total Capital:	\$500,000



## Meter Replacement Program

### Project Description:

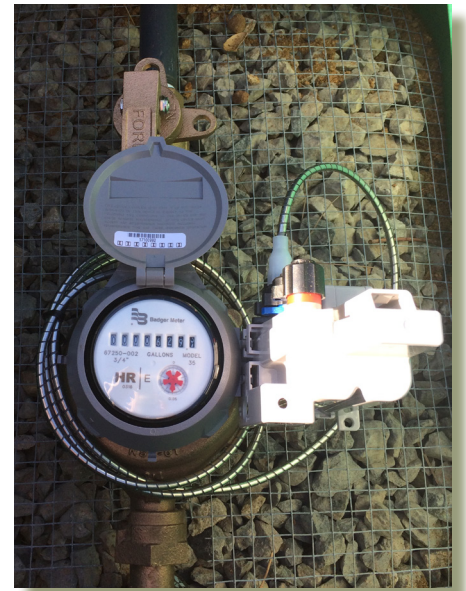
In accordance with the Meter Replacement Program Budget, the District will complete the third of a five-year program to replace existing Automatic Meter Reading (AMR) meters with Advanced Metering Infrastructure (AMI) meters to provide for real time data collection and alerts.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

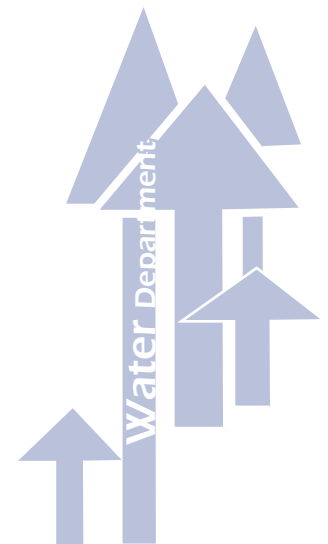
### Operating Impacts:

This project ensures accurate billing of water use and reduces labor for reading meter by providing remote radio readings.



### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$700,000
Total Capital:	\$2,380,000



## Pressure Reducing Station Rehabilitation

### Project Description:

Replace the two 12-inch pressure reducing valves at Yarnell Pressure Reducing Station and add telemetry to monitor flow and pressure. Make minor improvements to improve operation of Sachse Pressure Reducing Station.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will reduce operations and maintenance cost for the facility by replacing the equipment that is at the end of its useful life. There will be additional SCADA controls added for monitoring flow and pressure to optimize operation and reduce staffing needs for operating this facility.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$70,000
Total Capital:	\$70,000



## Red Mountain Reservoir Facility Improvements

### Project Description:

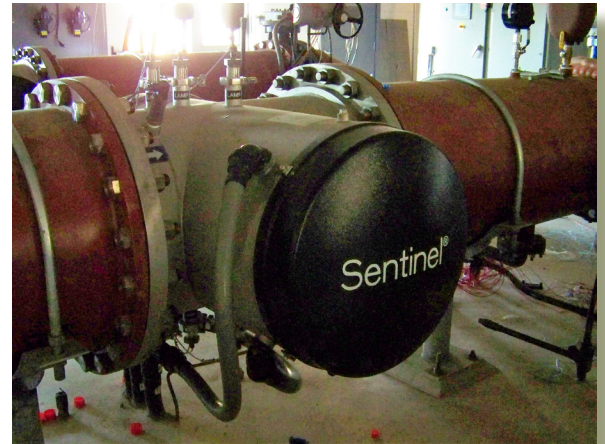
Replace the existing UV reactor panels and upgrade programming. Add flow meters to measure flow from Capra well, the recovery pump and from the Fallbrook 6 Flow Control Facility.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

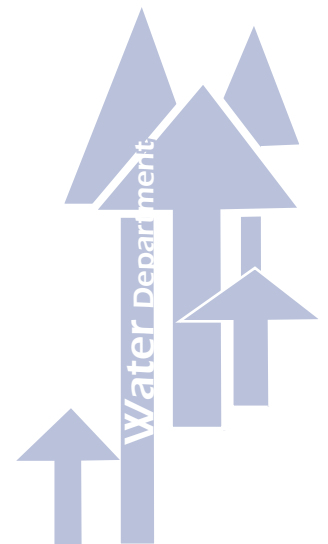
### Operating Impacts:

This project will replace control equipment that is obsolete and improve the operation of the UV facility through improved programming. The additional flow meters will ensure better tracking of water use within the District and allow additional optimization of overall operations.



### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$70,000
Total Capital:	\$70,000





## Sandia Reservoir Painting

### Project Description:

Project includes recoating of Sandia Reservoir to protect reservoir from further corrosion and extend the useful life. Project includes production of bid documents by staff and an outside specialty coating inspector.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

This project will ensure the long-term integrity of a critical water supply tank.



### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$728,000
Total Capital:	\$728,000



## Bucknell Reservoir Decommissioning and Cathodic Protection Repairs

### Project Description:

Project includes removal of Bucknell Reservoir from service and Cathodic Protection System repairs at other reservoirs.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

The District completed an operational evaluation of the Deluz Water System and determined the Bucknell Reservoir should be removed from service as it will improve operations given the small size and condition of this reservoir. The reservoir was also deemed seismically unsafe due to its height relative to its base. The project also includes improvements to the corrosion protection systems at other tanks to help extend the life and time between re-coatings.



### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$58,000
Total Capital:	\$58,000



## Santa Margarita River Conjunctive Use Project

### Project Description:

Development of a new groundwater treatment plant to treat water delivered by Camp Pendleton per the executed settlement agreement of *US vs FPUD*. Projected to provide on average 3,100 acre-feet per year of local water. The project construction is expected to take 24 months. It is anticipated construction would start in January 2019 and be completed in January 2021.

### Supports Strategic Goals:

Provide a reliable, cost effective water supply through implementation of local water supply projects.

### Operating Impacts:

The project will provide on average 30% of the District water needs and will help mitigate against future imported water cost increases. Without the project, the District would continue to rely on SDCWA for 99% of District potable water needs.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$12,095,000
Total Capital:	\$48,380,000



## Fleet and Heavy Equipment

### Project Description:

Having reliable heavy equipment is key to both maintaining reliable service and also replacing and maintaining critical infrastructure. The District has adopted a fleet replacement plan to minimize overall fleet and heavy equipment operating costs by reducing owner equipment to just critical higher use assets, replace vehicles when the cost of repairs for continued ownership is no longer economical and replace older engines to meet California Air Quality requirements. Since November 2016, the overall fleet and heavy equipment inventory has been reduced by eight transportation vehicles, one backhoe and one trencher.



The proposed purchases and costs for Fiscal Year 2018-19 include:

- Replacement of two fleet vehicles based on criteria established in the Fleet Replacement Plan
- Replacement of a heavy construction truck with crane to support heavy construction needs
- Purchase of a valve/vacuum truck to help reduce construction impacts by using hydraulic excavation on smaller projects and reduce overall costs of repairs
- Replace two trailers that are in poor condition including one from 1945
- Upgrades to the fuel pumps to better monitor and track fuel usage
- Replacement of fifth wheel tractor approved by the Board in Fiscal Year 2017-18 that will be delivered in Fiscal Year 2018-19

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

Maintaining a reliable fleet and heavy equipment helps reduce overall operating costs and improves overall reliability of the District operation.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$616,000
Total Capital:	\$616,000



## District Yard Facilities

### Project Description:

Projects consist of on-going improvements at the District Yard to maintain the facility. Projects include removal of eucalyptus trees that are a fire and safety hazard, landscaping of the parking lot, replacement of cracked curbs and sidewalks and replacement of fencing along the exterior to better secure the site.



### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

Reduces long-term costs of maintaining the facility by addressing maintenance needs as they are necessary.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$110,000
Total Capital:	\$110,000



## SCADA and Security

### Project Description:

Projects includes improvements to SCADA network to improve remote monitoring and control of District facilities, additional remote security improvements to improve monitoring of remote sites and additional water quality monitoring in the distribution system.

### Supports Strategic Goals:

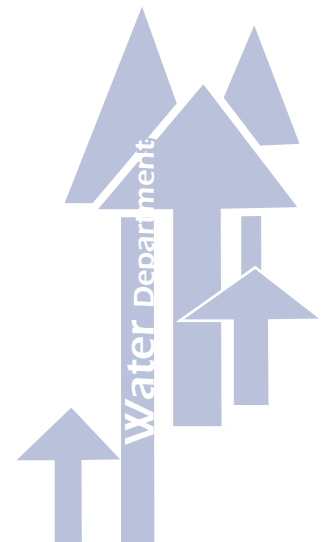
Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

Reduces long-term operating costs of the system by improving ability to address and monitor system conditions remotely.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$144,000
Total Capital:	\$144,000



## Recycled System Rehabilitation

### Project Description:

The project includes replacement of components related to the tertiary operation at the Water Reclamation Plant (WRP). This project also includes funds to connect new customers to the recycled water system to expand recycled use in the District. A project is planned during Fiscal Year 2018-19 to expand recycled service to the southern end of the District and the project will be completed in Fiscal Year 2019-20.



### Supports Strategic Goals:

Provide a reliable, cost effective water supply through implementation of local water supply projects.

### Operating Impacts:

On-going replacement of the tertiary systems is critical to ensure reliable operation of the WRP. The extension of the recycled system will help increase sales revenue and help provide long-term benefits to reduce recycled water costs.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$580,000
Total Capital:	\$1,080,000



## Water Reclamation Plant

### Project Description:

The project includes on-going repair and replacement of key components of the Water Reclamation Plant (WRP). These are replacement or additional of facilities as needed to maintain reliable operation. The projects for Fiscal Year 2018-19 include:

- Includes replacement of maintenance work truck with crane and equipment to properly remove and maintain heavy equipment at WRP and other sites
- Replacement of composite sampler to maintain compliance

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

On-going replacement of equipment will ensure long-term reliability of the facility.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$200,000
Total Capital:	\$200,000





## Collections System Projects

### Project Description:

Projects include replacements and major repairs to existing sewer infrastructure.

The proposed purchases and costs for Fiscal Year 2018-19 include:

- Updates to the Asset Management Plan to verify long-term replacement needs
- Lining of the wet well at Green Canyon to prevent further corrosion
- Replacement of sewer section at creek and culvert crossing by District staff to prevent spills into waterbodies
- Relining of both sewer sections and manholes to extend the life of these facilities
- Additional telemetry for operation of the lift stations and collections system



### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

The collection systems capital program is critical in reducing the number of spills and potential fines.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$485,000
Total Capital:	\$485,000



## Overland Trail Lift Station Rehabilitation

### Project Description:

The Overland Trail Lift Station is in need of mechanical, electrical and structural improvements due to its age and condition. The project includes replacement of the pumps, recoating of the wet well and replacement of electrical gear. The project may also include the elimination of Anthony’s Corner Lift Station and diversion of flows to Overland Trail Lift Station.



### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

Rehabilitation of the lift station will improve reliability which is critical in reducing the number of spills and potential fines.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$630,000
Total Capital:	\$1,220,000



## Outfall Rehabilitation

### Project Description:

The project includes replacement and air-vacs and drain valves and connecting piping on the outfall. Replacement of these items is critical to preventing overflows and spills.

### Supports Strategic Goals:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

On-going replacement of the items is critical to preventing spills and back-ups in the outfall.



### Projects Cost:

Fiscal Year 218-19 Expenditures:	\$80,000
Total Capital:	\$80,000



## Administration Capital Projects

### Project Description:

The project includes capital projects for administration facilities to help maintain efficient operation of the administration facility and departments.

The projects include the following:

- Replacement and addition of new hardware and software to support the business systems, including system to provide remote back-up of District electronic files
- Upgrades to the Geographic Information System (GIS) software and hardware to improve tracking and monitoring on District assets
- Implementation of a new Computerized Maintenance Management System (CMMS) to better track work orders and resources and provide for more efficient deployment of District staff
- Additional improvements to the administration building including additional security cameras, purchase of a new office cubicle for the Public Relations Specialist to relocate to improve coordination of District messaging, replacement of deteriorated office furniture for construction office. Evaluation of District roof and repair of roof leaks

### Strategic Goal:

Continue implementation of an asset-management program to improve system reliability by replacing existing aging infrastructure before its failure in an effort to avoid service disruptions and property damage.

### Operating Impacts:

On-going investments in administrative facilities and systems is critical to maintain overall reliable and efficient operation.

### Projects Cost:

Fiscal Year 2018-19 Expenditures:	\$275,000
Total Capital:	\$275,000



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**Accrual Basis of Accounting** - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.

**Acre-Foot (AF)** - A unit of measure equivalent to 325,900 gallons of water.

**AG** - Agricultural Customers

**AMI** – Advanced Meter Infrastructure

**Appropriation** - An amount of money in the budget authorized by the Board of Directors for expenditure or obligation within organizational units for specific purposes.

**Assessed Valuation** - An official government value placed upon real estate or other property as a basis for levying taxes.

**Assets** - Resources owned or held which have monetary and economic value.

**Bay/Delta** - Refers to an environmentally sensitive area of Sacramento/San Joaquin Rivers Delta through which State Water Project water must flow to reach Southern California and other areas.

**Budget** - A balanced financial plan for a given period of time, which includes expenditures and revenues funded through various funds. The budget serves as a financial plan as well as a policy guide, an operations guide, and a communications medium.

**CAFR** - Comprehensive Annual Financial Report

**CalPERS** - California Public Employee Retirement System

**Capital Equipment** - Fixed assets such as vehicles, computers, furniture, and technical instruments which have a life expectancy of more than three years and a value over five thousand dollars.

**Capital Improvement Program (CIP)** - A long-range plan for the construction, rehabilitation and modernization of the District-owned and operated infrastructure and assets.

**Capital Outlay** - Expenditures which result in the acquisition of, or addition to, fixed assets including land, buildings, improvements, machinery, and equipment. Most equipment or machinery is included in the Capital Budget. Capital improvements such as acquisition of land, construction, and engineering expenses are included in the Capital Budget.

**Cash Management** - A conscious effort to manage cash so that interest and penalties paid are minimized and interest earned is maximized. Funds received are deposited on the day of receipt and invested as soon as the funds are available. The District maximizes the return on all funds available for investment without sacrifice of safety.

**CEQA** - California Environmental Quality Act

**CFS** - Cubic Feet per Second

**CMMS** - Computerized Maintenance Management System

**Debt Service** - The current year portion of interest costs and current year principal payments incurred on long-term debt issued by the District.

**Disbursements** - Payments made on obligations.

**District Services** - The District's main cost centers are broken into Services, which include Administrative, Water, Recycled Water, and Wastewater.

**Division** - Part of the District's organizational structure that performs a specific service or function.

**DSCR** - Debt Service Coverage Ratio

**DWR** - California Department of Water Resources

**Each Parcel of Land** - Shall mean each parcel of land assigned a parcel number by the San Diego County Assessor.

**EIR/EIS** - Environmental Impact Report/Environmental Impact Statement

**EMU** - Effective Utility Management

**EPA** - Environmental Protection Agency

**ERP** - An Enterprise Resource Planning information management system integrate areas such as planning, purchasing, inventory, billing, customer accounts and human resources.

**Expenditure** - An amount of money disbursed or obligated. Expenditures include current operating disbursements requiring the present or future use of net current assets, debt service, and capital improvements.

**FCF** - Flow Control Facility

**Fiscal Year (FY)** - The timeframe in which the budget applies. This is the period from July 1 through June 30.

**Fixed Assets** - Long-term tangible assets that have a normal use expectancy of more than three years and do not lose their individual identity through use. Fixed assets include buildings, equipment, and improvements other than buildings and land.

**FTE** - Full Time Equivalent

**Generally Accepted Accounting Principles (GAAP)** - Uniform minimum standards of, and guidelines for, external financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. The primary authoritative statement on the application of GAAP to state and local governments is Government Accounting Standards Board (GASB) pronouncements and Financial Accounting Standards Board (FASB) pronouncements. GAAP provides a standard by which to measure financial presentations.

**GFOA** - Government Financial Officers Association

**GIS** - Geographic Information System. An organized collection of computer hardware, software, and geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information.

**GPS** - Global Positioning System

**IAC** - Infrastructure Access Charge

**IAWP** - Interim Agricultural Water Program

**IRWM** - Integrated Regional Water Management Program

**KPI** - Key Performance Indicator

**Leases and Rentals** - This includes costs to rent equipment, copy machines, temporary easements and other items.

**LRP** - MWD's Local Resource Program

**LWSD** - SDCWA's Local Water Supply Development, which provides funds to support local supply development.

**M&I** - Municipal and Industrial

**Master Plan** - Regional Water Facilities Master Plan

**ME** - Meter Equivalent

**MWD** - Metropolitan Water District of Southern California

**MG** - Million Gallon

**MGD** - Million Gallons per Day

**MOU** - Memorandum of Understanding



**MW** - Megawatt

**Non-Labor Expenditures** - This includes professional services, services and other operating expenditure like materials, supplies and equipment but excludes the cost of water.

**NPDES** - National Pollutant Discharge Elimination System

**OPEB** - Other Post-Employment Benefits, which includes the District's retiree health care obligation.

**Operating Budget** - The normal, ongoing operating costs incurred to operate the District.

**PAYGO** - Pay-as-you-go capital funding uses cash and reserves to fund Capital Outlays.

**Professional Services** - The normal, ongoing operating costs incurred to operate the District that are procured from companies outside of the District. Examples include legal, auditing, appraisals, engineering, drafting, and design.

**QECCB** - Qualified Energy Conservation Revenue Bond

**PARS** - Public Agency Retirement Services

**Reliability** - Consistently providing a water supply that adequately supports the regional economy.

**Revenue** - Income generated by taxes, notes, bonds, investment income, land rental, and user charges.

**ROW** - Right of Way

**RSF** - Rate Stabilization Fund

**RTS** - Readiness to Service charge

**Salary** – This is the cost of labor for 2,080 hours a year and does not include any employee benefits.

**SANDAG** - San Diego Association of Governments

**SAWR** - Transitional Special Agricultural Water Rate

**SCADA** - Supervisory Control and Data Acquisition

**SD** - San Diego

**SDCWA** - San Diego County Water Authority

**Services** - The normal, ongoing operating costs incurred to operate the District that are procured from companies outside of the District. Examples include repair, maintenance, custodial, and security.

**SMRCUP** - Santa Margarita River Conjunctive Use Project

**SpringBrook** - The District's ERP.

**SR** - State Route

**SRF** - State Revolving Fund

**Sundry/Other Revenues** – This includes disposal of assets and other miscellaneous revenues.

**Total Capital Budget** - The total budget requests for construction projects and associated expenses and equipment.

**Total District Budget** - The sum of the total Operating Budget, Debt Service, Cost of water and Capital Budget.

**Treated Water** - Water delivered to member agencies which has been treated by coagulation, sedimentation, filtration, and chlorination.

**Unfunded Actuarial Accrued Liability** - The unfunded actuarial accrued liability (UAAL) is the difference between the value of benefits earned by employees and the value of assets held in the pension plan.

**UWMP** - Urban Water Management Plan

**Utilities** - This includes gas, electricity, water, and sewer.

**Cost of Water** - The cost of purchasing water from SDCWA.

**WRP** – Water Reclamation Plant

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Table #1 - Fallbrook Public Utility District's Enterprise Projections

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Revenues</b>					
<b>Revenue from Rates</b>					
Water	\$ 21,363,739	\$ 22,845,188	\$ 25,036,842	\$ 27,287,575	\$ 29,748,576
Recycled Water	1,230,458	1,333,360	1,443,157	1,392,120	1,503,489
Wastewater	5,027,098	6,016,613	6,287,860	6,571,337	6,867,593
<b>Subtotal Revenue from Rates</b>	<b>\$ 27,621,295</b>	<b>\$ 30,195,161</b>	<b>\$ 32,767,860</b>	<b>\$ 35,251,031</b>	<b>\$ 38,119,658</b>
<b>Other Operating Revenue</b>					
<b>Pass-through Charges</b>					
MWD RTS Charge	\$ 357,204	\$ 340,390	\$ 357,811	\$ 375,540	\$ 393,875
SDCWA IAC Charge	425,736	436,668	437,986	460,730	483,898
Sundry	306,000	306,000	306,000	306,000	306,000
SDCWA Incentive	151,910	151,525	-	-	-
Class A Bio-Solids Sales	101	102	103	104	105
<b>Other Revenue Subtotal</b>	<b>\$ 1,240,951</b>	<b>\$ 1,234,685</b>	<b>\$ 1,101,900</b>	<b>\$ 1,142,374</b>	<b>\$ 1,183,877</b>
<b>Non-Operating Revenue</b>					
Water Availability Charge	\$ 203,000	\$ 203,000	\$ 203,000	\$ 203,000	\$ 203,000
1% Property Tax	1,899,256	1,908,753	1,918,296	1,927,888	1,937,527
Investment Earnings	207,356	220,444	202,159	233,616	285,162
Water CIP Charge	1,235,150	1,309,424	1,388,998	1,476,578	1,570,413
Pumping Charge (Cap. Impr part)	39,073	39,073	39,073	39,073	39,073
Facility Rent	173,055	176,516	180,047	183,647	187,320
Water Capacity Fees	102,779	103,807	104,845	105,893	106,952
Wastewater CIP Charge	1,108,537	1,142,101	1,176,682	1,212,310	1,249,016
Wastewater Capacity Fees	34,135	30,427	31,365	32,332	33,329
Federal Interest Rate Subsidy	144,517	133,917	122,647	110,677	97,977
<b>Subtotal Non-Operating Revenue</b>	<b>\$5,146,858</b>	<b>\$5,267,463</b>	<b>\$5,367,112</b>	<b>\$5,525,015</b>	<b>\$5,709,771</b>
<b>Total Revenues</b>	<b>\$34,009,104</b>	<b>\$36,697,309</b>	<b>\$39,236,872</b>	<b>\$41,918,420</b>	<b>\$45,013,306</b>
<b>Operating Expenses</b>					
<b>Water Supply Costs</b>					
Purchased Water Costs	\$ 14,328,142	\$ 14,520,863	\$ 14,990,841	\$ 14,181,297	\$ 9,824,105
Pumping Costs	180,000	180,000	192,476	204,033	216,328
SMRCUP Treatment	-	-	-	1,574,587	4,854,576
Labor Costs	2,737,846	2,748,912	2,817,635	2,888,076	2,960,278
Fringe Benefits	1,712,454	1,674,937	1,783,808	1,899,755	1,966,247
Services, Materials & Supplies	2,170,680	2,051,680	2,113,230	2,176,627	2,241,926
Allocated Admin Expenses	6,228,828	6,443,015	6,679,045	6,925,457	7,128,515
CalPERS Pre-Funding	-	-	-	-	500,000
<b>Total Operating Expenses</b>	<b>\$ 27,357,950</b>	<b>\$ 27,619,407</b>	<b>\$ 28,577,035</b>	<b>\$ 29,849,833</b>	<b>\$ 29,691,973</b>
<b>Net Operating Revenues</b>	<b>\$6,651,154</b>	<b>\$9,077,902</b>	<b>\$10,659,837</b>	<b>\$12,068,587</b>	<b>\$15,321,333</b>
<b>Debt Service</b>					
<b>Total Debt Service</b>	<b>\$ 2,536,578</b>	<b>\$ 2,760,020</b>	<b>\$ 2,761,270</b>	<b>\$ 5,689,553</b>	<b>\$ 5,690,223</b>
<b>Capital Expenditures</b>					
<b>Total Capital Expenditures</b>	<b>\$8,035,283</b>	<b>\$19,894,888</b>	<b>\$42,044,543</b>	<b>\$4,686,620</b>	<b>\$4,450,669</b>
SRF Loan Proceeds	-	\$ 12,095,000	\$ 36,647,850	-	-
<b>Change in Net Position</b>	<b>\$ (3,920,706)</b>	<b>\$ (1,482,006)</b>	<b>\$2,501,874</b>	<b>\$1,692,414</b>	<b>\$5,180,441</b>
Beginning Balances	\$17,629,024	\$13,708,318	\$12,226,312	\$14,728,186	\$16,420,600
Ending Balances	\$13,708,318	\$12,226,312	\$14,728,186	\$16,420,600	\$21,601,041

Table #2 - Fallbrook Public Utility District's Water Projections

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Revenues</b>					
<b>Revenues from Rates</b>					
Revenues from Current Rates	\$ 21,363,739	\$ 21,966,527	\$ 22,290,636	\$ 22,494,901	\$ 22,707,095
Proposed Revenue Adjustments	--	878,661	2,746,206	4,792,674	7,041,481
<b>Subtotal Operating Revenues</b>	<b>\$ 21,363,739</b>	<b>\$ 22,845,188</b>	<b>\$ 25,036,842</b>	<b>\$ 27,287,575</b>	<b>\$ 29,748,576</b>
<b>Other Operating Revenues</b>					
<b>Pass-through Charges</b>					
MWD RTS Charge	\$357,204	\$340,390	\$357,811	\$375,540	\$393,875
SDCWD IAC Charge	\$425,736	\$436,668	\$437,986	\$460,730	\$483,898
Sundry	300,000	300,000	300,000	300,000	300,000
<b>Subtotal Other Operating Revenues</b>	<b>\$ 1,082,940</b>	<b>\$ 1,077,058</b>	<b>\$ 1,095,797</b>	<b>\$ 1,136,270</b>	<b>\$ 1,177,772</b>
<b>Non-Operating Revenue</b>					
Water Availability Charge	\$ 203,000	\$ 203,000	\$ 203,000	\$ 203,000	\$ 203,000
1% Property Tax	995,890	950,826	955,580	960,358	965,160
Investment Earnings	\$103,678	\$152,470	\$143,856	\$172,121	\$217,038
Water Capital Improvement Charge	1,235,150	1,309,424	1,388,998	1,476,578	1,570,413
Pumping Charge (Cap. Impr part)	39,073	39,073	39,073	39,073	39,073
Facility Rent	173,055	176,516	180,047	183,647	187,320
Water Capacity Fees	102,779	103,807	104,845	105,893	106,952
<b>Subtotal Non-Operating Rev</b>	<b>\$2,852,626</b>	<b>\$2,935,117</b>	<b>\$3,015,400</b>	<b>\$3,140,672</b>	<b>\$3,288,957</b>
<b>Total Revenues</b>	<b>\$25,299,305</b>	<b>\$26,857,363</b>	<b>\$29,148,038</b>	<b>\$31,564,516</b>	<b>\$34,215,305</b>
<b>Operating Expenses</b>					
<b>Water Supply Costs</b>					
Purchased Water Costs	\$ 14,328,142	\$ 14,520,863	\$ 14,990,841	\$ 14,181,297	\$ 9,824,105
Pumping Costs	180,000	180,000	192,476	204,033	216,328
SMRCUP Treatment	-	-	-	1,574,587	4,854,576
Labor Costs	1,523,700	1,404,962	1,440,086	1,476,088	1,512,990
Fringe Benefits	953,036	856,056	911,700	970,960	1,004,944
Services, Materials & Supplies	830,200	882,600	909,078	936,350	964,441
Allocated Administrative Expenses	3,238,991	4,123,530	4,274,589	4,432,293	4,562,249
CalPERS Pension Pre-Funding	-	-	-	-	264,478
<b>Total Operating Expenses</b>	<b>\$ 21,054,068</b>	<b>\$ 21,968,011</b>	<b>\$ 22,718,770</b>	<b>\$23,775,609</b>	<b>\$ 23,204,111</b>
<b>Net Operating Revenue</b>	<b>\$4,245,236</b>	<b>\$4,889,353</b>	<b>\$6,429,269</b>	<b>\$7,788,908</b>	<b>\$11,011,194</b>
<b>Debt Service</b>					
<b>Total Debt Service</b>	<b>\$ 395,851</b>	<b>\$ 395,851</b>	<b>\$ 395,851</b>	<b>\$ 3,323,166</b>	<b>\$ 3,323,166</b>
<b>Capital Expenditures</b>					
<b>Total Capital Expenditures</b>	<b>\$5,701,763</b>	<b>\$17,787,888</b>	<b>\$40,238,663</b>	<b>\$3,139,699</b>	<b>\$3,025,144</b>
SRF Loann Proceeds	\$ -	\$ 12,095,000	\$ 36,647,850	\$ -	\$ -
Change In Net Position	\$ (1,852,378)	\$ (1,199,386)	\$2,442,605	\$1,326,043	\$4,662,884
<i>Beginning Balances</i>	<i>\$11,420,890</i>	<i>\$9,568,512</i>	<i>\$8,369,126</i>	<i>\$10,811,731</i>	<i>\$12,137,774</i>
<i>Ending Balances</i>	<i>\$9,568,512</i>	<i>\$8,369,126</i>	<i>\$10,811,731</i>	<i>\$12,137,774</i>	<i>\$16,800,658</i>

Chart #1 - Water Fund Balances and Change in Target Level

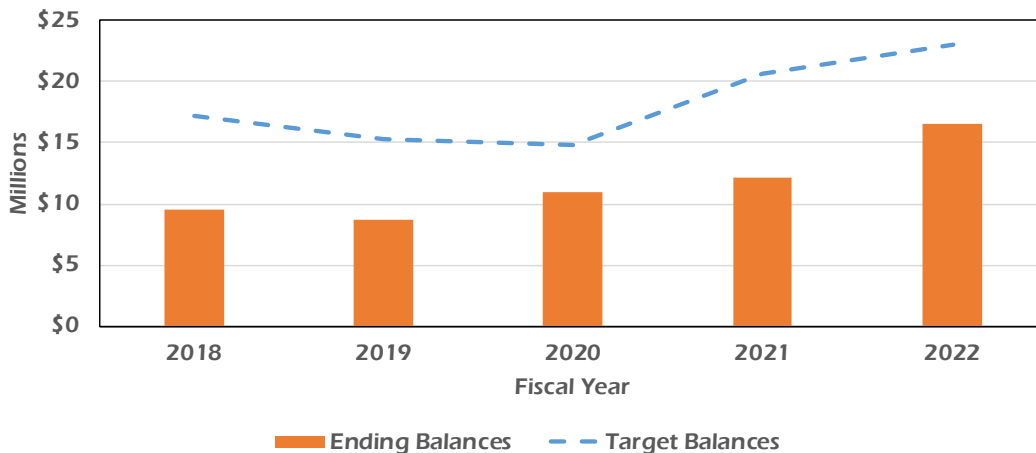


Table #3 - Fallbrook Public Utility District's Wastewater Projections

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Revenues</b>					
<b>Revenues from Rates</b>					
Revenues from Current Rates	\$ 5,027,098	\$ 5,884,218	\$ 5,884,686	\$ 5,885,154	\$ 5,885,622
Proposed Revenue Adjustments	-	132,395	403,175	686,183	981,971
<b>Subtotal Operating Revenues</b>	<b>\$ 5,027,098</b>	<b>\$ 6,016,613</b>	<b>\$ 6,287,860</b>	<b>\$ 6,571,337</b>	<b>\$ 6,867,593</b>
<b>Other Operating Revenues</b>					
Class A Bio-solids Sales	\$ 101	\$ 102	\$ 103	\$ 104	\$ 105
Sundry	1,000	1,000	1,000	1,000	1,000
<b>Subtotal Other Operating Revenues</b>	<b>\$ 1,101</b>	<b>\$ 1,102</b>	<b>\$ 1,103</b>	<b>\$ 1,104</b>	<b>\$ 1,105</b>
<b>Non-Operating Revenue</b>					
Wastewater Capital Improvement Charge	\$ 1,108,537	\$ 1,142,101	\$ 1,176,682	\$ 1,212,310	\$ 1,249,016
Wastewater Capacity Fees	34,135	30,427	31,365	32,332	33,329
1% property Tax - IDS	903,366	907,883	912,422	916,985	921,569
Federal Interest Rate Subsidy	144,517	133,917	122,647	110,677	97,977
Investment Earnings	91,237	58,140	54,940	61,787	68,859
<b>Subtotal Non-Operating Revenues</b>	<b>\$ 2,281,792</b>	<b>\$ 2,272,469</b>	<b>\$ 2,298,057</b>	<b>\$ 2,334,090</b>	<b>\$ 2,370,751</b>
<b>Total Revenues</b>	<b>\$ 7,309,991</b>	<b>\$ 8,290,184</b>	<b>\$ 8,587,020</b>	<b>\$ 8,906,531</b>	<b>\$ 9,239,450</b>
<b>Operating Expenses</b>					
Labor Costs	\$ 924,699	\$ 1,124,410	\$ 1,152,520	\$ 1,181,333	\$ 1,210,867
Fringe Benefits	578,376	685,113	729,645	777,072	804,270
Services, Materials & Supplies	1,065,530	910,930	938,258	966,406	995,398
Allocated Administrative Expenses	2,616,108	2,255,055	2,337,666	2,423,910	2,494,980
CalPERS Pre-Funding	-	-	-	-	198,197
<b>Total Operating Expenses</b>	<b>\$ 5,184,713</b>	<b>\$ 4,975,508</b>	<b>\$ 5,158,089</b>	<b>\$ 5,348,721</b>	<b>\$ 5,703,711</b>
<b>Net Operating Revenue</b>	<b>\$ 2,125,278</b>	<b>\$ 3,314,676</b>	<b>\$ 3,428,931</b>	<b>\$ 3,557,810</b>	<b>\$ 3,535,739</b>
<b>Debt Service</b>					
<b>Total Debt Service</b>	<b>\$ 1,610,365</b>	<b>\$ 1,810,445</b>	<b>\$ 1,811,696</b>	<b>\$ 1,812,664</b>	<b>\$ 1,813,334</b>
<b>Capital Expenditures</b>					
<b>Total Capital Expenditures</b>	<b>\$ 804,335</b>	<b>\$ 2,235,580</b>	<b>\$ 1,510,500</b>	<b>\$ 1,125,645</b>	<b>\$ 1,323,845</b>
Change in Net Position	\$ 492,788	\$ (1,720,667)	\$ (6,269)	\$ 491,590	\$ 421,301
Beginning Balances	\$ 5,143,826	\$ 3,423,159	\$ 3,416,890	\$ 3,908,480	\$ 4,329,782
Ending Balances	\$ 3,423,159	\$ 3,416,890	\$ 3,908,480	\$ 4,329,782	\$ 4,851,473

Chart #2 - Wastewater Fund Balances and Change in Target Level

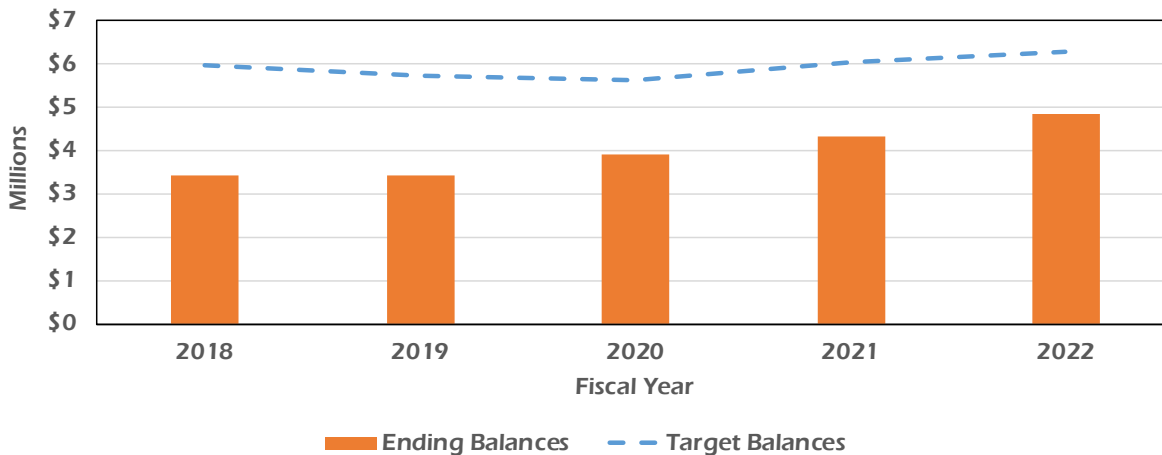
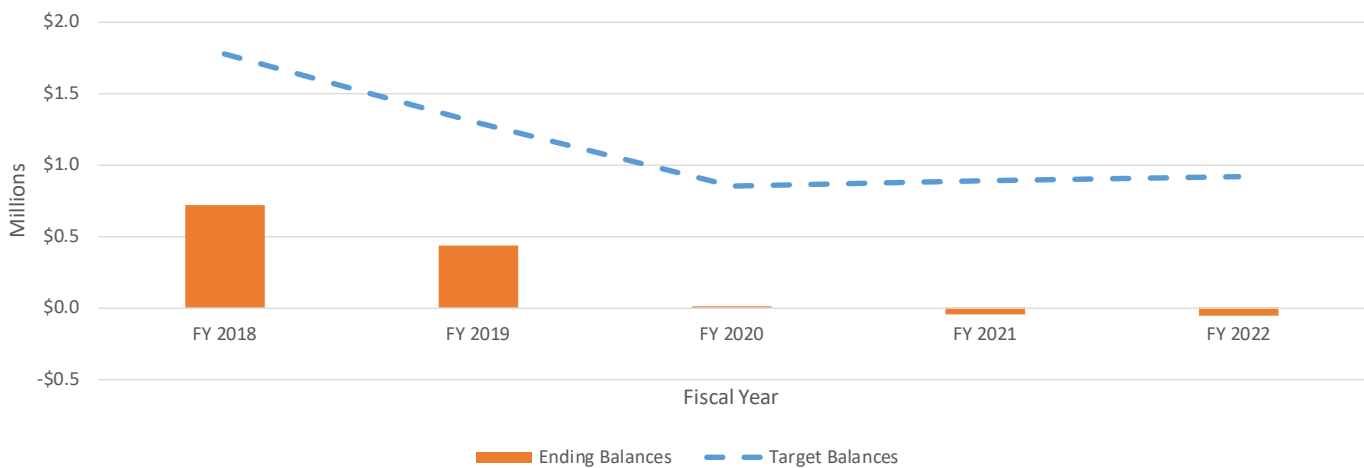


Table #4 Fallbrook Public Utility District's Recycled Water Projections

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Revenues</b>					
<b>Revenues from Rates</b>					
Revenues from Current Rates	\$ 1,230,458	\$ 1,282,076	\$ 1,284,862	\$ 1,147,614	\$ 1,147,614
Proposed Revenue Adjustments	-	\$51,283	\$158,295	\$244,506	\$355,876
<b>Other Operating Revenues</b>					
SDCWA Incentive	\$ 151,910	\$ 151,525	\$ -	\$ -	\$ -
Sundry	5,000	5,000	5,000	5,000	5,000
<b>Subtotal Other Operating Revenues</b>	<b>\$ 156,910</b>	<b>\$ 156,525</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Non-Operating Revenue</b>					
1% Property Tax	\$ -	\$ 50,043	\$ 50,294	\$ 50,545	\$ 50,798
Investment eEarnings	12,441	9,834	3,362	(292)	(735)
<b>Subtotal Non-Operating Revenue</b>	<b>\$12,441</b>	<b>\$59,878</b>	<b>\$53,656</b>	<b>\$50,253</b>	<b>\$50,063</b>
<b>Total Revenue</b>	<b>\$1,399,809</b>	<b>\$1,549,762</b>	<b>\$1,501,813</b>	<b>\$1,447,373</b>	<b>\$1,558,552</b>
<b>Operating Expenses</b>					
Labor Costs	\$ 289,447	\$ 219,540	\$ 225,029	\$ 230,654	\$ 236,421
Fringe Benefits	181,042	133,768	142,463	151,723	157,033
Services, Materials & Supplies	274,950	258,150	265,895	273,871	282,087
Allocated Administrative Expenses	373,730	64,430	66,790	69,255	71,285
CalPERS Pre-Funding	-	-	-	-	37,325
<b>Total Operating Expenses</b>	<b>\$ 1,119,169</b>	<b>\$ 675,888</b>	<b>\$ 700,176</b>	<b>\$ 725,503</b>	<b>\$ 784,152</b>
<b>Net Operating Revenue</b>	<b>\$280,640</b>	<b>\$873,874</b>	<b>\$801,637</b>	<b>\$721,869</b>	<b>\$774,400</b>
<b>Debt Service</b>					
<b>Total Debt Service</b>	<b>\$ 530,362</b>	<b>\$ 553,724</b>	<b>\$ 553,724</b>	<b>\$ 553,724</b>	<b>\$ 553,724</b>
<b>Capital Expenditures</b>					
<b>Total Capital Expenditures</b>	<b>\$97,940</b>	<b>\$596,500</b>	<b>\$680,235</b>	<b>\$223,075</b>	<b>\$224,812</b>
Change in Net Position	\$ (347,662)	\$ (276,350)	\$ (432,322)	\$ (54,930)	\$ (4,135)
Beginning Balances	\$1,064,309	\$716,647	\$440,297	\$7,975	\$ (46,955)
Ending Balances	\$716,647	\$440,297	\$7,975	\$ (46,955)	\$ (51,090)

Chart #3 - Recycled Water Fund Balances and Change in Target Level



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Table #1 - Changes in Net Position and Net Position by Component, Last Ten Fiscal Years

	FY 2007-08	FY 2008-09	FY 2009-10
<b>Changes in Net Position:</b>			
Operating Revenues	\$ 20,053,607	\$ 21,252,330	\$ 21,795,259
Operating Expenses	(24,292,138)	(22,452,094)	(24,347,069)
Other Operating Revenues	-	-	142,229
<b>Operating Income (loss)</b>	<b>\$ (4,238,531)</b>	<b>\$ (1,199,764)</b>	<b>\$ (2,409,581)</b>
<b>Non-Operating Revenues (expenses)</b>			
Property Taxes Ad-Valorem	\$ 1,845,509	\$ 1,753,229	\$ 1,602,551
Capital Improvement Charges	-	-	-
California Solar Initiative Rebate	-	-	-
Investment income	543,963	515,239	490,664
Water Availability Charges	201,438	200,748	201,397
Lease Revenue	157,496	188,810	215,154
Intergovernmental Revenue - Federal Interest Subsidy	-	-	-
Connection Fees	554,859	154,798	108,631
Federal Grants	-	14,097	-
Gain on Impairment	725,679	-	-
Other Non-Operating Revenues	567,480	762,228	748,834
Other Non-Operating Expenses	(556,268)	(358,671)	(276,937)
<b>Total Non-Operating Revenues(expenses), net</b>	<b>\$ 4,040,156</b>	<b>\$ 3,230,478</b>	<b>\$ 3,090,294</b>
<b>Net income Before Capital Contributions</b>	<b>\$ (198,375)</b>	<b>\$ 2,030,714</b>	<b>\$ 680,713</b>
Capital Contributions	550,017	508,887	211,782
Capital Grant - Proposition 50	-	-	-
Capital Grant - Proposition 84	-	-	-
Extraordinary Items	(1,157,848) <sup>(1)</sup>	-	-
<b>Changes in Net Position</b>	<b>\$ (806,206)</b>	<b>\$ 2,539,601</b>	<b>\$ 892,495</b>
<b>Net Assets</b>			
<b>Beginning, as restated</b>	<b>\$ 65,416,075</b>	<b>\$ 64,609,869</b>	<b>\$ 67,149,470</b>
Adjustments to restate balance	-	-	-
<b>Ending, as restated</b>	<b>\$ 64,609,869</b>	<b>\$ 67,149,470</b>	<b>\$ 68,041,965</b>

(1) Extraordinary loss was due to a one-time loss on disposal of assets resulting from the quitclaim of sewer laterals back to homeowners.

(2) Capital Grant of \$828,598 was received from State of California Wildlife Conservation Board Proposition 50 Funding.

(3) Accumulative effect of change in accounting principals.

(4) State Proposition 50 in the amount of \$874,040 and State Proposition 84 in the amount of \$68,428 was received.

Source: FPUD Finance Department

FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
\$ 21,255,448	\$ 23,661,715	\$ 27,582,160	\$ 28,955,183	\$ 27,483,881	\$ 25,356,017	\$ 27,256,065
(24,175,989)	(26,140,572)	(28,007,733)	(33,062,764)	(29,367,701)	(27,921,351)	(30,678,705)
363,564	279,560	439,560	681,876	-		
<b>\$(2,556,977)</b>	<b>\$(2,199,297)</b>	<b>\$ 13,987</b>	<b>\$(3,425,705)</b>	<b>\$(1,883,820)</b>	<b>\$(2,565,334)</b>	<b>\$(3,422,640)</b>
\$ 1,549,625	\$ 1,552,911	\$ 1,582,219	\$ 1,694,090	\$ 1,719,296	\$ 1,815,734	\$ 1,889,808
404,175	414,910	1,252,501	1,981,822	2,134,025	2,224,529	2,283,558
-	534,835	779,786	843,714	729,519	740,125	234,930
147,486	87,217	30,507	209,175	141,433	324,126	63,861
200,944	200,906	201,037	200,779	200,810	200,808	200,730
184,983	177,095	181,100	183,641	185,770	185,220	166,012
-	-	-	-	-	185,040	238,765
112,499	190,932	247,607	118,581	208,521	131,894	238,124
-	-	-	-	-	-	-
-	-	-	-	-	-	-
102,704	109,261	81,008	69,816	162,913	91,361	32,729
(508,849)	(294,462)	(291,721)	(344,730)	(321,941)	(690,409)	(385,483)
<b>\$ 2,193,567</b>	<b>\$ 2,973,605</b>	<b>\$ 4,064,044</b>	<b>\$ 4,956,888</b>	<b>\$ 5,160,346</b>	<b>\$ 5,208,428</b>	<b>\$ 4,963,034</b>
<b>\$ (363,410)</b>	<b>\$ 774,308</b>	<b>\$ 4,078,031</b>	<b>\$ 1,531,183</b>	<b>\$ 3,276,526</b>	<b>\$ 2,643,094</b>	<b>\$ 1,540,394</b>
3,094,483	273,825	595,205	76,746	153,790	75,299	59,509
-	338,331	-	828,598 <sup>(2)</sup>	224,596 <sup>(2)</sup>	874,040 <sup>(4)</sup>	773,163
-	-	-	-	-	682,428	-
-	-	-	-	-	-	-
<b>\$ 2,731,073</b>	<b>\$ 1,386,464</b>	<b>\$ 4,673,236</b>	<b>\$ 2,436,527</b>	<b>\$ 3,654,912</b>	<b>\$ 4,274,861</b>	<b>\$ 2,373,066</b>
<b>\$ 68,041,965</b>	<b>\$70,773,038</b>	<b>\$ 72,159,502</b>	<b>\$ 76,678,353</b>	<b>\$ 79,114,880</b>	<b>\$ 75,034,991</b>	<b>\$ 79,309,852</b>
-	-	(154,385)	-	(7,734,801) <sup>(3)</sup>	-	-
<b>\$70,773,038</b>	<b>\$72,159,502</b>	<b>\$76,678,353</b>	<b>\$79,114,880</b>	<b>\$75,034,991</b>	<b>\$79,309,852</b>	<b>\$ 81,682,918</b>

Chart #1 - Operating Expenses by Activity

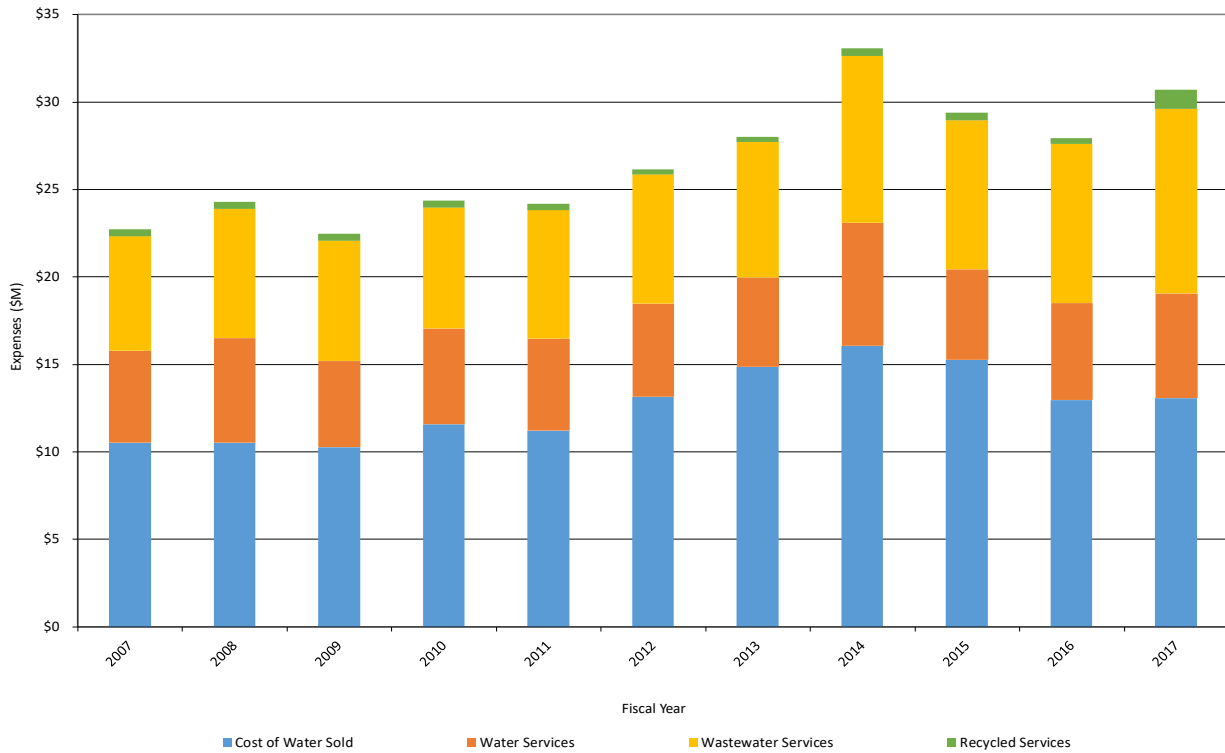


Chart #2 - Operating Revenues by Source

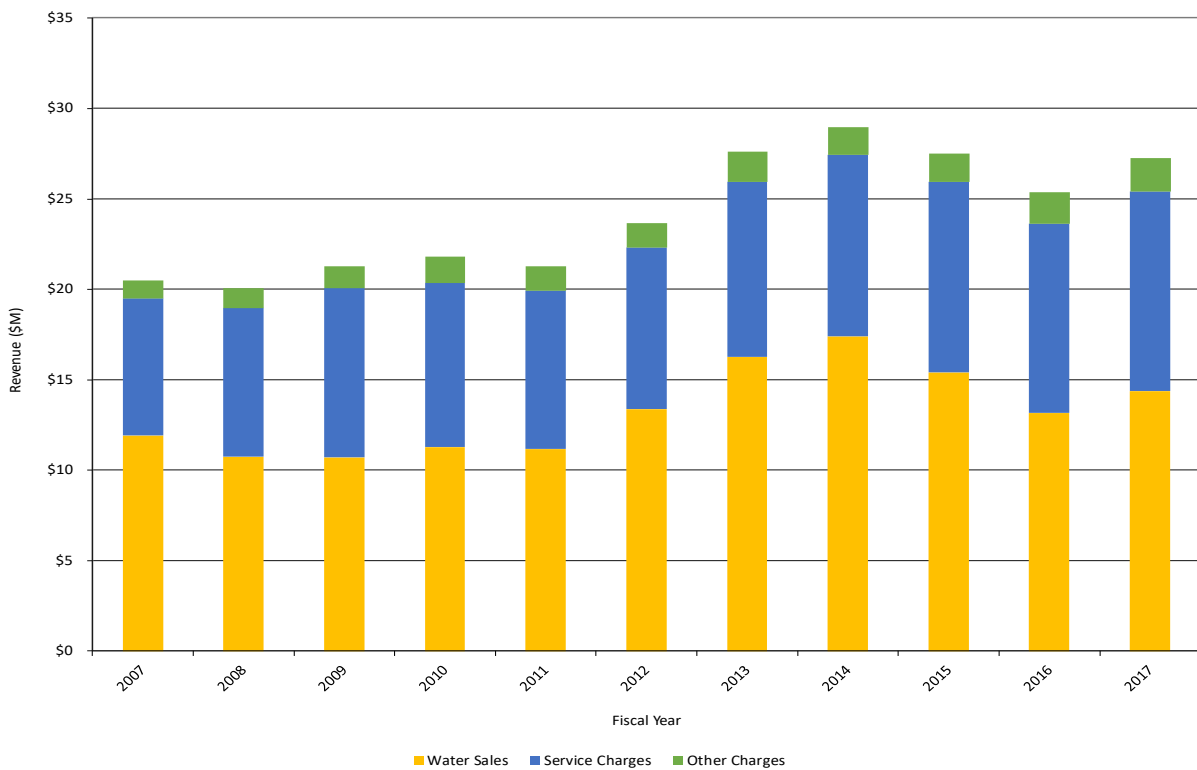


Chart #3 - Projected Water Bill for Fiscal Year 2018-19, Based on 11 Kgal Water Use Residential Monthly Average With a ¾" Meter \*

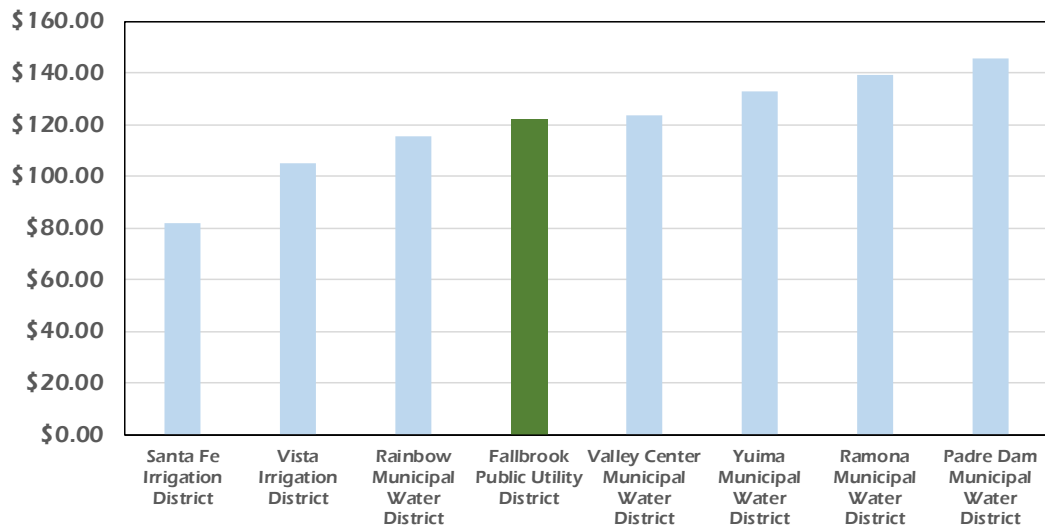
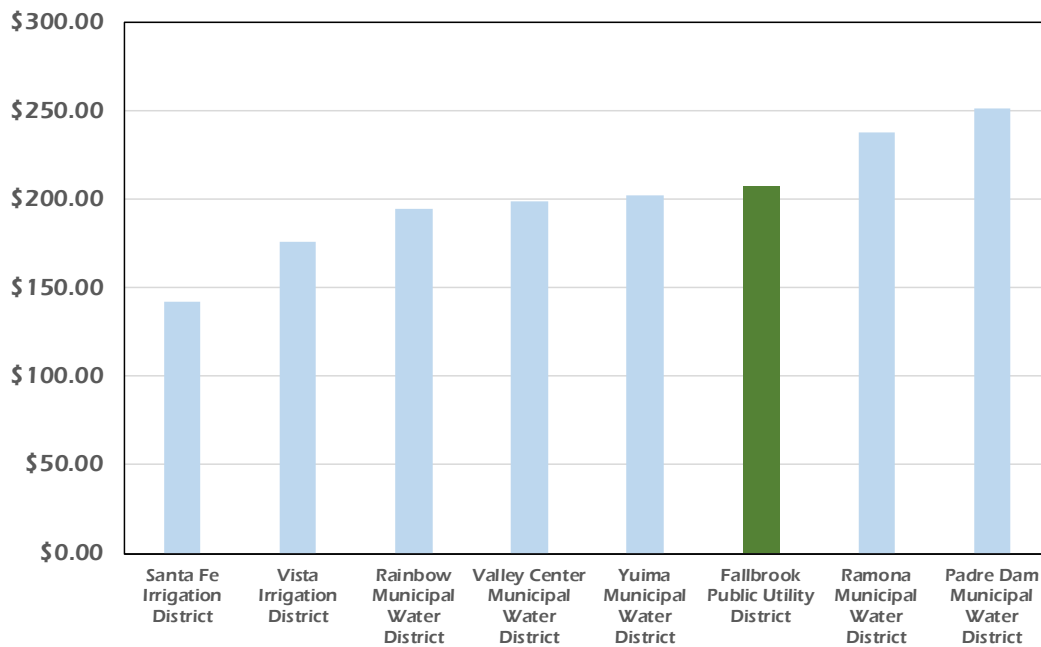


Chart #4 - Projected Water Bill for Fiscal Year 2018-19 Based on 20 Kgal Water Use (FPUD Large Domestic Monthly Average) With a 1" Meter \*



\* Figures based on data available for proposed Calendar Year 2018 rates. Final rates are subject to change.

Chart #5 - Projected Water Bill for Fiscal Year 2018-19, Based on 156 Kgal water use TSAWR (Ag) Monthly Average With a 1 1/2" Meter \*

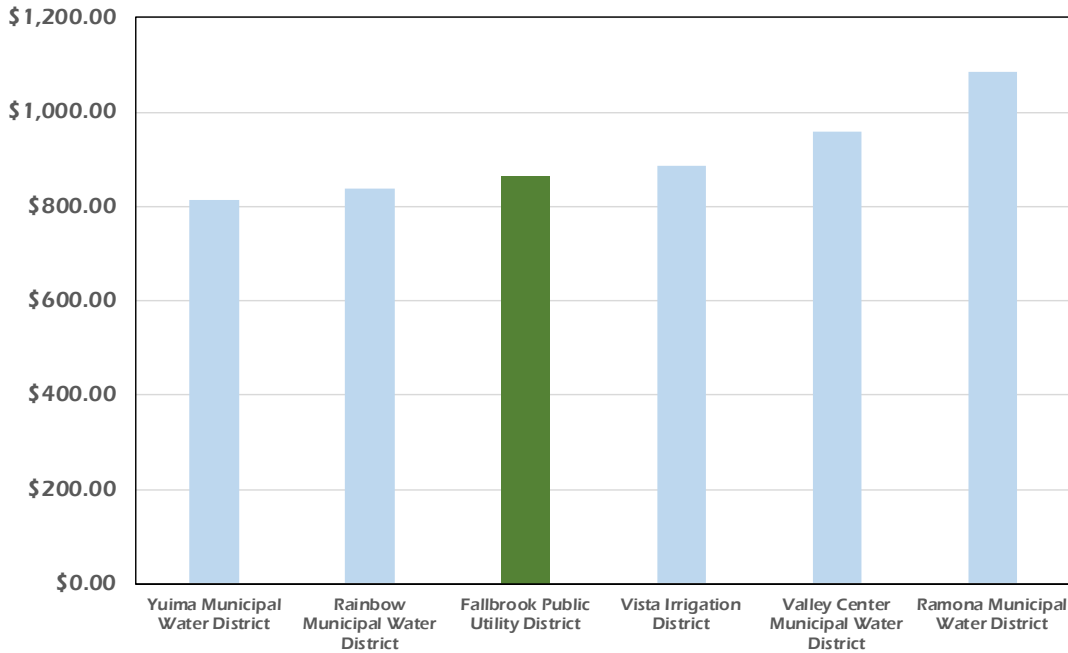
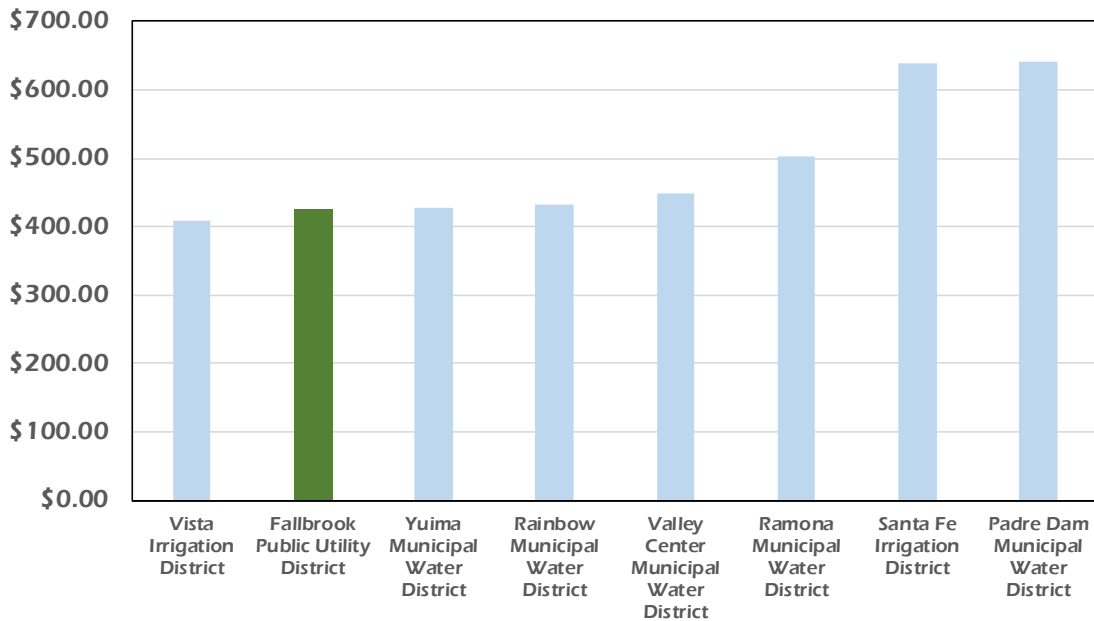


Chart #6 - Projected Water Bill for Fiscal Year 2018-19 Based on 50 Kgal Water Use (FPUD Commercial Ag Monthly Average) and 1 1/2" Meter



\* Figures based on data available for proposed Calendar Year 2018 rates. Final rates are subject to change.

## Fallbrook Public Utility District 's Capitalization Policy

<b>FALLBROOK PUBLIC UTILITY DISTRICT</b>	<b>Standard Policy</b>		
	Drafted by:	CFO/General Manager	
	Original Date:	4-10-2018	
	Revision Date:		
Capital Policy	Review by department:	1 _____ 2 _____ 3 _____	4 _____ 5 _____ 6 _____
	Approved by:	General Manager	

**Purpose:**

To identify standard process for establishing capital versus operating expenses and placing items in the operating and capital improvement budgets

**Personnel:**

Accounting and Supervisors

**Policy:**

**General Policy**

The capital policy is established to distinguish capital and operating expenses and placement of projects and items in the Operating or Capital Improvement Budget. Capital expenses are recorded as capital assets and a depreciation schedule is established for these assets. Capital expenses will generally be identified in the Capital Budget as part of the Capital Program (CIP), which identifies the District's capital projects. This budget includes large multi-year construction projects as well as acquisitions of capital equipment and materials. The operational budgets may also include some items that are capitalized based on the criteria identified below:

**Definitions**

**Capital Budget:** part of the annual budget adopted by the Board of Directors that identified all Capital Projects for a division including construction projects and acquisition of capital equipment.

**Operating Budget:** Part of the annual budget adopted by the Board of Directors that identifies all on-going annual operating costs for a division.

**Construction Projects:** Includes actual physical projects completed to build new facilities or rehabilitate existing facilities.

**Plant Equipment:** Includes actual physical equipment that may or may not be a part of a larger facility. May include mobile equipment utilized by that division.

**Useful Life:** The period of time it is anticipate that the piece of equipment would normally last before having to be replaced. The useful life of the equipment can be extended due to a significant rehabilitation project on the equipment.

**Capital Projects**

A. Construction Projects

All construction projects for construction of new facilities will be capitalized and included in the Capital Improvements Program. The costs to be capitalized include the costs of associated studies, design, construction, equipment, construction management, legal and administrative expenses. Construction projects related to rehabilitation of existing facilities will be capitalized if the project extends the useful life of the asset for three or more years and the cost of the project related to the asset exceeds \$5,000. Repairs to existing pipelines, valves, meters, etc. that maintain the existing service and repair a leak or failure and do not extending the life of the asset by three or more years and do not exceed \$5,000 are not capitalized. For example, repairing a leak with a leak repair coupling does not change the assets service life and will be expensed even if the project costs exceed \$5,000. If a valve is replaced or a full section of pipe is replaced and the value exceeds \$5,000 the project will be capitalized and the service life adjusted.

**B. Plant Equipment**

*All Plant Equipment purchased with a value of \$5,000 or greater and a useful life of greater than three years will be capitalized. In general, these items will be included under the capital Improvement budget either as part of a larger capital improvement project or as an acquisition of capital equipment. Routine part replacement costs, such as air filters for the high efficiency blowers, are considered operating expense. Improvements to existing fixed assets may be capitalized and appear in the Capital Budget if they extend the useful life of the asset by three or more years and the cost of the improvement exceeds the \$5,000 threshold.*

**C. Office Equipment**

*Office equipment will be capitalized with a value of \$5,000 or greater and a useful life of greater than three years. Office equipment includes: Office furniture, cabinets, copiers, computer systems and other information technology system. This includes larger software system integrations including initial software costs and implementation costs. In general, these items will be included as a project in the Capital Improvement Program.*

## **Fallbrook Public Utility District 's Fund Balance Policy**

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### **Article 15. Budget and Fund Management**

#### **Sec. 15.1 District's Annual Budget.**

Preparation of the District Budget is directed by the Assistant General Manager/CFO. Working with the Fiscal Policy and Insurance Committee the General Managers develops annual financial goals and objectives for the budget in February. A first preliminary Budget is presented to the Board of Directors and public in May and a second preliminary Budget in June. The final Budget is presented in July for adoption, along with a resolution adopting a tax rate for Bonded Indebtedness.

The budgeting process is intended to create a transparent process that enables the Board of Directors to estimate the Districts revenues and expenses including employee compensation arising from negotiations and changes in other costs of operations.

#### **Sec. 15.2 Treasurer's Fund.**

The Treasurer's Fund is established primarily to account for all District cash and investments and also to record detailed accounting for fringe benefits. Revenues are obtained from a budgeted mark-up on District labor. Revenue and Expense accounts in this fund are closed to the Utility fund annually.

#### **Sec. 15.3 General Fund.**

The General Fund shall consist of accounts for property tax revenues and appropriations to other funds as determined by the Board.

#### **Sec. 15.4 Utility Funds.**

The Utility Funds consists of three separate funds reflecting the operating departments of Water, Wastewater and Recycled Water. The funds reflect the revenues from water sales, monthly service charges and other recurring fees and all expenses, including Operating and Maintenance (O&M) and General & Administrative (G&A).

#### **Sec. 15.5 Capital Funds.**

The Capital Funds consists of all Property, Plant and Equipment and the expenditures as well as revenues from Capital Improvement Charges that are dedicated/restricted to capital expenditures. All use of revenues in the Capital Funds is restricted to capital investments, which includes capital assets as defined by the District's accounting policy and debt service. Sources of funding and expenditures for capital assets are maintained in three separate funds:

Water – all capital assets associated with the water treatment and distribution system; all administrative buildings and equipment; and all construction equipment and vehicles.

Wastewater – all capital assets associated with treatment facilities and the wastewater collection system.

Recycled Water – all capital assets associated with the recycled water facilities and the recycled water distribution system.



Sec. 15.6 Equipment Fund.

The Equipment Fund consists of all expenses for field equipment operations, maintenance, repair and replacement. Revenues are obtained from a budgeted mark-up on District labor. Revenue and expenses are closed to the Utility fund annually.

Sec. 15.7 Debt Service Funds.

Debt Service funds shall be established to account for General Obligation Bonds, Certificates of Participation, or other indebtedness which the District may incur for construction, completion, or acquisition of works, for the treatment, storage and distribution of water and water rights, including dams, reservoirs, storage tanks, treatment facilities, pipes, pumping equipment, and all necessary equipment and property therefor. The funds shall record annual transactions showing source of revenue, and both interest and principal payments.

Sec. 15.8 Appropriated Fund Balances.

Appropriated Fund Balances shall be established to provide adequate funding to meet the District's short term and long term plans and commitments; to minimize adverse annual and multi-year budgetary impacts from unanticipated expenditures; and to preserve the financial stability of the District against present and future uncertainties in an ever-changing environment. The following Appropriated Fund Balances will be established and maintained.

15.8.1 Utility Funds Appropriated Fund Balances.

1. Water.
  - a) Working Capital. To be established and maintained at a level of three months operating and maintenance expenses including water purchases.
  - b) Rate Stabilization Fund. To prevent "spikes" and mid-year changes in rates because of net revenue shortfalls due to weather conditions, state or federal legislation or other future uncertainties. The target level is set equal to 2-years of debt service payments on the Santa Margarita Conjunctive Use Project financing.
2. Wastewater.
  - a) Working Capital. To be established and maintained at a level of three months operating and maintenance expenses.
  - b) Rate Stabilization Fund. To promote smooth and predictable rates and charges a Rate Stabilization Fund is established with a target of level equal to 10% of annual revenues.
3. Recycled Water.
  - a) Working Capital. To be established at three months operating and maintenance expenses.

15.8.2 Utility Capital Funds Appropriated Fund Balances.

1. Water Capital Fund.

The primary source of funds are the Water and Pumping Capital Improvement charges, annexation fees, connection fees and meter fees. Target fund balance is set to the equivalent of 3-year average expenditures on recurring capital projects (*i.e.* pipeline renewal/replacement).

a) Funds related to the 1958 Annexation and the DeLuz Service Area bond proceeds are tracked separately in the fund.

2. Wastewater Capital Fund.

The primary source of funds are Wastewater Capital Improvement Charges, connection fees and meter fees. Target fund balance is set to the equivalent of 3-year average expenditures on recurring capital projects (*i.e.* pipeline renewal/replacement).

3. Recycled Water Capital Fund.

Target fund balance is set to the equivalent of 3-year average expenditures on recurring capital projects (*i.e.* pipeline renewal/replacement).

15.8.3 Debt Service Funds.

Each borrowing activity is maintained within a separate Debt Service fund. Some indentures require the establishment of a reserve fund and the District must comply with any creditor imposed requirements. Since sources of funding to repay each debt instrument varies, the possibility of that inflow being interrupted is likely/possible with different issues in differing circumstances. Because of the possibility of this interruption, each Debt Service Fund should establish an Appropriated Fund Balance equal to the next year's total debt service (principal and interest).

Sec. 15.9 Petty Cash.

The responsibility for and the accountability for the petty cash fund is assigned to the Assistant General Manager/CFO and/or the Accountant. The fund at all times will total \$400.00 in cash and disbursement receipts. When an employee requires reimbursement, not-to-exceed \$50.00, for an out-of-pocket District expense, a petty cash voucher is filled out and the receipts for purchases attached.

Reimbursement will not be made from the petty cash fund without the immediate supervisor's approval on the petty cash voucher and receipts attached thereto.

During the planned absence of either the Assistant General Manager/CFO or Accountant, the Supervising Accounting Assistant will be authorized to make petty cash reimbursements. Prior to assumption of these duties, cash in the fund will be counted and verified by both the Assistant General Manager/CFO and Accountant.

Periodic audits will be performed as required by District management or the Auditor. Checks drawn to replace the disbursement will be processed in the same manner as any other invoice paid by the District.

**ARTICLE 15**

Sec. 15.8 - Rev.74/97

Sec. 15.4 & 15.5 –  
Rev. 4/03

Sec. 15.8 added 4/03

Sec. 15.1 & 15.9 –  
Rev. 6/06

Sec. 15.9 – Rev. 8/08

Sec. 15.6 – Rev. 9/09

Sec. 15.8.1 – Rev.  
12/09

Secs. 15.1, 15.5,  
15.8.1, 15.8.2, 15.8.4,  
15.9 – Rev. 1/18

## Fallbrook Public Utility District 's Investment Policy

### Article 27. Investment Policy

#### Sec. 27.1 General.

The District's Investment Policy and practices of the District Treasurer are based on prudent money management principles and California Government Code, specifically Sections 53600 and 53630 et. seq.

27.1.1 Delegation of Authority. The Board of Directors delegates the investment authority of the District to the Treasurer under the supervision of the General Manager. The Treasurer shall deposit money under the Treasurer's supervision and control in such institutions and upon such terms as the laws of the State of California and the Board of Directors may permit.

The Treasurer may delegate day-to-day investment decision making and execution authority to an investment advisor. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided by the District.

27.1.2 Investment Objectives. The practices of this District will always comply with the legal authority and limitations placed on it by the governing legislative bodies. The implementation of these laws, allowing for the dynamics of the money markets, will be the focus of this Investment Policy. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the objectives of this District shall be:

1. The primary objective shall be to safeguard the principal of the funds under the Treasurer's control.
2. The secondary objective shall be to meet the liquidity needs of the District.
3. The third objective shall be to achieve a return on the funds under control of the Treasurer within the parameters of prudent risk management.

27.1.3 Prudent Investor Standard. The Board of Directors, General Manager, and Treasurer adhere to the guidance provided by the "prudent investor standard," California Government Code (Section 53600.3), which obligates a fiduciary to insure that "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual

investments as part of an overall strategy, investments may be acquired as authorized by law.”

Sec. 27.2 Treasurer’s Annual Statement of Investment Policy.

The following is the District’s annual statement of investment policy rendered pursuant to Section 53646 (a) of the Government Code:

27.2.1 Security of Principal Policy. The policy issues directed to protecting the District are:

- a) Limiting exposure to each type of security.
- b) Limiting exposure to each issue and issuer of debt.
- c) Determining the minimum credit requirement for each type of security at the time of purchase.

27.2.2 Liquidity Policy. The policy issues directed to provide necessary liquidity are:

- a) Limiting the length of maturity for securities in the portfolio.
- b) Limiting exposure to illiquid securities.

27.2.3 Return Policy. The policy issues directed to achieving a return are:

- a) Attaining a market rate of return taking into account the investment risk constraints and liquidity needs.
- b) Return is of least importance compared to the safety and liquidity policies described above.
- c) Majority of the investments shall be limited to low risk securities in anticipation of earning a fair return relative to the risk being taken.
- d) The performance of the portfolio shall be compared to an industry benchmark established by the Fiscal Policy and Insurance Committee and shall be reported quarterly. The Fiscal Policy and Insurance Committee shall review the performance benchmark on an annual basis to ensure that it remains appropriate for the District’s investment objectives. The Fiscal Policy and Insurance Committee will bring any recommended changes to the industry benchmark to the Board for approval.

27.2.4 Maturity Policy. The maximum maturity allowed by the California Government Code is five (5) years with shorter limitations specified for specific types of securities. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five-year maturity limit. Such approval must be issued no less than three (3) months prior to the purchase of any security exceeding the five-year maturity limit.

27.2.5 Prohibited Securities. The California Government Code does not authorize a local agency to invest in any of the following derivative notes:

- a) Inverse Floater
- b) Range Notes
- c) Interest-only strips derived from a pool of mortgages
- d) Any security that could result in zero interest accrual

Sec. 27.3 Internal Controls.

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that: 1) the cost of a control should not exceed benefits likely to be derived; and, 2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Treasurer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

Control of Collusion: Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

Separation of Transaction Authority from Accounting and Record Keeping: By separating the person who authorizes or performs the transaction from the person who records or otherwise accounts for the transaction, a separation of duties is achieved.

Custodial Safekeeping: Securities purchased from any bank or dealer including appropriate collateral (as defined by Government Code) shall be placed with an independent third party for custodial safekeeping.

Avoidance of Physical Delivery Securities: Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

Clear Delegation of Authority to Subordinate Staff Members: Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

Written Confirmation of Telephone Transactions for Investments and/or Wire Transfers: Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.

Development of a Wire Transfer Agreement with the Lead Bank or Third Party

Custodian: This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.

Sec. 27.4 Permissible Investments.

Where this Policy specifies a percentage limitation for a particular security type, that percentage is applicable only on the date of purchase. Credit criteria listed in this Policy refers to the credit rating at the time the security is purchased. If an investment advisor is used and an investment's credit rating falls below the minimum rating required at the time of purchase, the investment advisor will immediately notify the Treasurer. The securities shall be reviewed and a plan of action shall be recommended by the Treasurer or investment advisor. The course of action to be followed will be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further drop, and market price of the security. The Fiscal Policy and Insurance Committee will be advised of the situation and intended course of action by e-mail or fax.

The District will limit investments in any one non-government issuer, except investment pools and money market funds, to no more than 5% regardless of security type.

Government Code 53601 addresses permissible investments. These investment categories are:

27.4.1 Government Obligations. Two categories of Government Obligations, U.S. Treasury and Agency obligations may be invested. Both are issued at the federal level. U.S. Treasury obligations are United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. Agency obligations are federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises..

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is unlimited.

- 1) Treasury: Unlimited.
- 2) Agencies: Unlimited. No more than 75% of the portfolio value shall be invested in any single issuer.

Minimum Credit Requirement: None.

27.4.2 Banker's Acceptance. This is a draft or bill of exchange, accepted by a bank or trust company and brokered to investors in a secondary market. The purpose of the banker's acceptance (BA) is to facilitate trade and provide liquidity to the import-export markets. Acceptances are collateralized by the pledge of documents such as invoices, trust receipts, and other documents evidencing ownership and insurance of the goods financed.

Maximum Maturity: The maximum maturity of an issue shall be 180 days.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 25%.

Minimum Credit Requirement: "A-1" or equivalent by a nationally recognized statistical rating organization (NRSRO)

27.4.3 Commercial Paper. These are short-term, unsecured, promissory notes issued by firms in the open market. Commercial paper (CP) is generally backed by a bank credit facility, guarantee/bond of indemnity, or some other support agreement. The entity that issues the commercial paper must meet all of the following conditions in either paragraph a or paragraph b:

- a. The entity meets the following criteria: (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated in a rating category of "A", the equivalent or higher by a NRSRO.
- b. The entity meets the following criteria: (i) is organized within the United States as a special purpose corporation, trust, or limited liability company, (ii) has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and (iii) has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Maximum Maturity: The maximum maturity of an issue shall be 270 days.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 25%. The District may purchase no more than 10% of the outstanding commercial paper of any single issuer.

Minimum Credit Requirements: "A-1", the equivalent or higher by a NRSRO.

27.4.4 Medium-Term Notes. Corporate and depository institution debt securities issued by corporations organized and operating within the United States, or by depository institutions licensed by the U.S. (or any state) and operating within the U.S.

Maximum Maturity: The maximum maturity of an issue shall be 5 years.



Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 30%.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher by a NRSRO

27.4.5 Repurchase Agreements. A repurchase agreement (RP) consists of two simultaneous transactions. One is the purchase of securities by an investor (i.e., the District), the other is the commitment by the seller (i.e., a broker/dealer) to repurchase the securities at the same price, plus interest, at some mutually agreed future date.

Maximum Maturity: The maximum maturity of repurchase agreements shall be up to one year.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 10%.

Minimum Credit Requirements: None

27.4.6 Negotiable Certificates of Deposit. Certificates of deposit must be issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank.

Maximum Maturity: The maximum maturity of an issue shall be five (5) years.

Maximum Exposure to Portfolio: The maximum exposure to the portfolio for this category shall be 30%.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher for CDs issued with a long-term rating and “A-1” or higher for CDs issued with a short-term rating or their equivalents by a NRSRO.

27.4.7 State Local Agency Investment Fund (LAIF). There is no limit by law on the amount of funds that can be placed in this account. Interest is paid directly into the account by the State Local Agency Investment Fund.

27.4.8 San Diego County Treasurer’s Fund. There is no limit by law on the amount of funds that can be placed in this account. Interest is paid directly into the account by the County Treasurer.

27.4.9 Passbook and Money Market Savings Accounts. Savings accounts and/or money market accounts shall be maintained for monies that are needed on a day-to-day basis.

27.4.10 State Obligations / State of California and Other States. Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the state or by a department, board, agency or authority of the state.

Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for 27.4.10 and 27.4.11-California Local Agency Obligations, category shall be a combined 25% of the book value of the investment portfolio. No more than 5% of the book value of the portfolio at the time of purchase may be invested in bonds issued by any one agency.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher for obligations issued with a long-term rating and “A-1” for obligations issued with a short-term rating or their equivalents by a NRSRO .

27.4.11 California Local Agency Obligations. Bonds, notes warrants or other evidences of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for 27.4.10 and 27.4.11-California Local Agency Obligations, category shall be a combined 25% of the book value of the investment portfolio. No more than 5% of the book value of the portfolio at the time of purchase may be invested in bonds issued by any one agency.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher for obligations issued with a long-term rating and “A-1” for obligations issued with a short-term rating or their equivalents by a NRSRO.

27.4.12 Joint Powers Authority Pool. The investment with a Joint Powers Authority Pool is mandated by that pool. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria: (1) The adviser is registered or exempt from registration with

the Securities and Exchange Commission; (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive; and (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is unlimited.

Minimum Credit Requirement: None.

#### 27.4.13 Money Market Mutual Funds.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is 20%.

Minimum Credit Requirements: A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Sections 53601 and 53635.

A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years experience investing in money market instruments with assets under management in excess of \$500 million.

27.4.14 Mortgage Pass-Through Securities and Asset-Backed Securities. A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is 20%.

Minimum Credit Requirements: Rated in a rating category of "AA", the equivalent or higher by a NRSRO. Issuer must have at least be rated in a rating category of "A", the equivalent or higher for the issuer's debt as provided by a NRSRO.

27.4.15 Supranationals. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International

Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is 30%.

Minimum Credit Requirements: Rated in a rating category of “AA”, the equivalent or higher by a NRSRO.

Approval: Investments in supranational securities may only be made with prior approval of the Fiscal Policy and Insurance Committee.

Sec. 27.5 Maturity/Limit of Investments.

With the exception of U.S. Treasury and Federal Agency securities, the maturity of a give investment will not exceed five (5) years, without prior board approval per Section 27.2.4.

Sec. 27.6 Reporting Requirements.

The Treasurer shall prepare an investment report monthly and provide it to the Board of Directors. The report will include language incorporated from AB 564 (Johnston-Stockton), adopted by the Legislature, which requires that a local agency’s Treasurer report to their governing body on a monthly or quarterly basis and provide specified information on their investment activities, including type of investment, issuer, date of maturity, par and dollar amount invested, current market value and the source of such valuation and rate of interest.

The report shall additionally include a description of contracted parties (including the lending programs), if any. The report shall also state its compliance of the portfolio with the statement of investment policy, or the manner in which the portfolio is not in compliance.

A subsidiary ledger of investments may be used in the report in accordance with accepted accounting practices.

In the event that an investment originally purchased within policy guidelines is downgraded by any one of the credit rating agencies, the Treasurer shall report it at the next regular scheduled meeting of the Board.

**ARTICLE 27**

Revised in its entirety: 2/94  
 Adopted in current form: 1/96,  
 1/97, 1/98, 1/99  
 Sec. 27.2.4 – Rev. 1/00  
 Adopted in current form: 1/01  
 Sec. 27.4.7 – Rev. 10/01  
 Sec. 27.6 – Rev. 1/03  
 Sec. 27.2.4 – Rev. 1/07  
 Sec. 27.4.4 – Rev. 3/07  
 Secs. 27.2.3, 27.4.1(2), 27.4.2,  
 27.4.3, 27.4.4, & 27.4.6 – Rev.  
 9/07  
 Sec. 27.2.1 – Rev. 1/10  
 Secs. 27.4.10-12 – Rev. 1/12  
 Secs. 27.2.4, 27.2.5, 27.4.5, 27.4.6,  
 27.4.7, 27.4.10, 27.4.11, 27.4.13,  
 27.4.14, 27.5 – Rev. 2/13  
 Secs. 27.4.6, 27.4.11 – Rev. 1/14  
 Secs. 27.1, 27.1.1, Attachment A –  
 Rev. 3/15  
 Secs. 27.1, 27.1.1, 27.1.2, 27.1.3,  
 27.2, 27.2.3, 27.2.4, 27.3, 27.4,  
 27.4.1, 27.4.2, 27.4.3, 27.4.4,  
 27.4.6, 27.4.10, 27.4.11, 27.4.12,  
 27.4.13, 27.4.14, 27.4.15, 27.5 –  
 Rev. 2/16  
 Secs. 27.2.4, 27.4, 27.4.3, 27.4.4,  
 27.4.6, 27.4.10, 27.4.11, 27.4.14,  
 27.4.15 – Rev. 3/17

## District's Pension Benefits

The District participates in CalPERS and has two benefit tiers. The Classic employees are eligible to receive 2.5% of their single highest annual salary for each year of service at the age of 55. An employee hired after January 1, 2013, and is new to CalPERS, or those that have had a break in service of more than six-months fall under the California Public Employees' Pension Reform Act of 2013 (PEPRA). PEPRA employees are eligible to receive 2.0% of the highest three-year average annual salary for each year of service at the age of 62. Both Classic and PEPRA employees are potentially subject to salary maximums when determining their benefit.

### CalPERS Unfunded Actuarial Accrued Liability (UAAL):

The AUL is portion of the pension liability that has been earned but has not been fully funded. The liability is estimated by an actuary based upon many different underlying assumptions. CalPERS amortizes these existing liabilities over a 30-year period. The payment schedule for the Unfunded Liability is shown below for both Classic and PEPRA. The District's net pension liability in Fiscal Year 2016-17 was \$11 million. In Fiscal Year 2015-16, the latest CalPERS valuation date, the District's pension liability was 72% funded for Classic employees and 91% funded for PEPRA employees.

	Classic	PEPRA	Total
FY 2018-19	\$730,148	\$534	\$730,682
FY 2019-20	888,000	1,300	889,300
FY 2020-21	1,013,000	2,800	1,015,800
FY 2021-22	1,159,000	4,300	1,163,300
FY 2022-23	1,269,000	5,900	1,274,900
FY 2023-24	1,361,000	7,100	1,368,100
FY 2024-25	\$1,439,000	\$8,000	\$1,447,000

### Current Normal Cost

The Normal Cost Rate (NCR) is the percentage of payroll that is contributed to CalPERS to pay for the benefit earned by employees in the current year. This rate is expressed as a percent of payroll. The NCR for Classic employees for Fiscal Year 2018-19 is 11.419% of payroll, which is up from the Fiscal Year 2017-18 rate of 10.848%. The NCR for PEPRA employees is 7.266% of payroll in Fiscal Year 2018-19 and was 6.908% in Fiscal Year 2017-18.

### Description of CalPERS Side Fund Liability

As of Fiscal Year 2005-06 all small agencies were pooled into one large group and Employer Contribution Rates were affected. A side fund was created for each agency that had been pooled. The side fund was created to account for the differential between the funded status of the pool vs. the funded status for each agency included in the pool. Some agencies were super funded and owed nothing as a result of the pooling but the District was required to contribute additional funds, which resulted in the side fund. Beginning Fiscal Year 2005-06, CalPERS began collecting a portion of the owed side fund and it was reflected in the Employer Contribution Rate.

In June 2014, the District paid the \$3.1 million liability associated with the side fund. In addition, the Board authorized the recovery of the reserves over the following five years. To recover the reserves, each year the District set rates and charges to recover \$585,000. The planned recovery of the \$3.1 million will be completed this fiscal year.

### **District's Other Post-Employment Benefits (OPEB)**

The District provides a retiree healthcare benefit to employees who have ten years of service and are 50 or older. Under the OPEB benefit the District pays for half of the employees' health insurance premium until the beneficiary is 65-years old. The employee must contribute the other half of the insurance premium. The District has established the Section 115 Pension and OPEB Trust Fund (See Fund Structure Section) to fund the District's OPEB liabilities. The District's OPEB liability is 73% funded based upon an actuarial valuation report as of June 30, 2017. Based upon planned contributions to the OPEB Trust Fund, the District expects to fully fund the OPEB liability over the next 3 years.

**RESOLUTION NO. 4935**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT APPROVING AND  
ESTABLISHING THE DISTRICT'S FISCAL YEAR 2018-19 BUDGET  
FOR OPERATIONS, MAINTENANCE, WATER PURCHASES, CAPITAL  
IMPROVEMENTS, EQUIPMENT, DEBT SERVICE AND  
APPROPRIATING \$50,274,314 CONSISTENT WITH THE APPROVED  
BUDGET**

\* \* \* \* \*

**WHEREAS**, the Fiscal Policy and Insurance Committee has reviewed and considered the Recommended Fiscal Year 2018-19 Budget during publicly noticed meetings on April 30, 2018, May 15, 2018 and June 13, 2018; and

**WHEREAS**, the Board has reviewed and considered the Recommended Fiscal Year 2018-19 Budget during publicly noticed meetings on May 29, 2018 and June 19, 2018;

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

1. The District's Fiscal Year 2018-19 Budget, as presented to the Board of Directors at the publically noticed meeting on June 19, 2019, is hereby approved.
2. Expenditure under the District's approved Fiscal Year 2018-19 Budget is hereby appropriated as follows:

For administration, operations, maintenance:.....	\$12,918,544
For water purchases: .....	\$14,700,863
For capital improvements, And equipment: .....	\$19,894,888
For Revenue Bonds, State Revolving Fund, Interest and principal:.....	\$ 2,760,019
_____	
TOTAL .....	<u>\$50,274,314</u>

3. Expenditure of appropriated funds shall be consistent with the approved Budget. Except as provided in this Resolution, no increases or decreases to the Budget shall occur except upon prior approval by the Board.



4. Notwithstanding the total appropriations, set forth herein, the General Manager is authorized subject only to the total appropriations to exceed the expenditure amount designated in the approved Budget for water purchases to meet the District's water demands. The Board will be notified of any water purchases appropriations exceedances.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a special meeting of the Board held on the 19<sup>th</sup> day of June, 2018, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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President, Board of Directors

ATTEST:

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Secretary, Board of Directors

**RESOLUTION NO. 4936**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT MAKING PASS-  
THROUGH ADJUSTMENTS TO THE READINESS-TO-SERVE-  
CHARGE**

\* \* \* \* \*

**WHEREAS**, the Fallbrook Public Utility District (“District”) is a public utility district organized and operating pursuant to the Public Utility Districts Act, commencing with section 15501 of the California Public Utilities Code; and

**WHEREAS**, the District is authorized to fix and collect charges for the provision of services and facilities including water, recycled water, and wastewater services; and

**WHEREAS**, the District purchases almost all of its water from the San Diego County Water Authority (the “CWA”), which in turn purchases water from the Metropolitan Water District of Southern California (“MWD”); and

**WHEREAS**, the District pays a Readiness-To-Serve charge (“RTS”) to MWD and an Infrastructure Access Charge (“IAC” and, collectively, the “Pass-throughs”) to CWA, which are passed through to customers; and

**WHEREAS**, on December 11, 2017, the Board adopted Resolution 4920 adopting rates for water service charges (the “Charges”), including the Pass-throughs; and

**WHEREAS**, anticipating that CWA and MWD will increase the rates of the IAC and RTS, respectively, and to ensure that there are sufficient revenues to provide water services to customers, the District was further authorized under Resolution 4920 to annually pass through to customers any increases in the IAC and RTS for a five year period to reflect any such increases by CWA and/or MWD, respectively, commencing January 1, 2018 and ending on December 31, 2022, provided however that the District shall not increase either the IAC or RTS in any year by more than 10% in such year, in no event shall the IAC or RTS be increased by more than the cost of providing water service, and the District will provide customers at least 30 days written notice prior to an increase (each a “Pass-through Adjustment”); and

**WHEREAS**, MWD has adopted a decrease in the RTS and CWA has adjusted the District’s RTS charge effective July 1, 2018, as set forth in Exhibit A hereto; and

**WHEREAS**, the Board of Directors now wishes to adjust the RTS to reflect MWD’s decrease in the rate, and the Board of Directors is authorized and further wishes to amend Articles 21 of the District’s Administrative Code to reflect the Pass-through Adjustment proposed;

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

1. Incorporation of Recitals:

The Recitals set forth above are made findings of this Board of Directors and are incorporated herein and made an operative part of this Resolution.

2. Adjustment of RTS; Amendment of Administrative Code:

In accordance with the authority provided under Resolution 4920 of the District, the RTS hereby adjusted to reflect changes from CWA and MWD, in the amounts set forth in Exhibit "A" hereto. The RTS, as adjusted, shall go into effect on July 1, 2018. The RTS as adjusted does not exceed the cost of providing the service for which they are charged.

The General Manager is hereby authorized and directed to take all actions necessary to implement the RTS as adjusted by this Resolution. The General Manager, or his or her authorized designee, is hereby authorized and directed to revise Article 21 of the District's Administrative Code as set forth in Exhibit B and as approved by the Board of Directors pursuant to this Resolution.

3. CEQA Compliance:

The Board of Directors finds that the administration, operation, maintenance, and improvements of the District's water, recycled water, and wastewater systems, which are to be funded by the Charges, including the drought rates and the Pass-through Adjustments, and set forth herein, are necessary to maintain service within the District's existing water, recycled water, and wastewater service areas as described herein. The Board of Directors further finds that the administration, operation, maintenance and improvements of the District's water, recycled water, and wastewater systems, to be funded by the Charges, including the drought rates and the Pass-through Adjustments, will not expand the District's water, recycled, and wastewater systems. The Board of Directors further finds that the adoption of the rates for the Charges, including the drought rates and the Pass-through Adjustments, is necessary and reasonable to fund the administration, operation, maintenance and improvements of the District water, recycled water, and wastewater systems. Based on these findings, the Board determines that the adoption of the Charges, including the drought rates and the Pass-through Adjustments, established by this Resolution are exempt from the requirements of the California Environmental Quality Act pursuant to section 21080(b)(8) of the Public Resources Code and section 15273(a) of the State CEQA Guidelines. The documents and materials that constitute the record of proceedings on which these findings have been based are located at the District, 990 E Mission Rd, Fallbrook, CA 92028. The custodian for these records is the secretary of the District.

4. Severability:

If any section, subsection, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.

5. Effective Date of Resolution:

This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a special meeting of the Board held on the 19<sup>th</sup> day of June, 2018, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

## EXHIBIT A

### MONTHLY WATER MWD RTS

Monthly MWD RTS Charge (\$/meter size)	
Effective July 1, 2018	
Meter Size	MWD RTS
3/4"	\$2.23
1"	\$3.72
1 <sup>1</sup> / <sub>2</sub> "	\$7.41
2"	\$11.86
3"	\$23.74
4"	\$37.10
6"	\$74.17

**EXHIBIT B**

**REVISIONS TO ARTICLES 21 OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT  
ADMINISTRATIVE CODE  
EFFECTIVE JULY 1, 2018**

**Article 21. Water and Sewer Rates and Service Charges.**

Water and sewer rates and charges are set to fully recover the District's costs. In order to help stabilize the revenue of the District during increasing or decreasing sales, the District has established a policy to collect approximately 80% of the District's fixed water operating costs through the monthly fixed charges and collect the remaining approximately 20% of the District's fixed operating cost through volumetric water rates. The rates and charges are set based upon cost of service principals that meet legal requirements and industry standards.

Effective January 1, 2018, the following rates for water deliveries to each class of service are established:

Sec. 21.1 Volumetric Water, Recycled Water and Pumping Rates.

For purposes of determining water rates, one unit equals 1,000 gallons:

Domestic (D), Large Lot Domestic (LD).

1-5 units per month .....	\$5.62 per unit
6-30 units per month .....	\$5.71 per unit
Over 30 units per month .....	\$6.95 per unit

Commercial (C).

All usage .....	\$5.79 per unit
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Multi-Unit (M) (Tier ranges factor residential units, per Article 19.1).

1 - 5 units per month .....	\$5.62 per unit
6 - 30 units per month .....	\$5.71 per unit
Over 30 units per month .....	\$6.95 per unit

Government (G).

All usage .....	\$5.70 per unit
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Irrigation Only (I).

All usage .....	\$5.80 per unit
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SAWR - Ag Only (AS).

All usage .....	\$4.17 per unit
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SAWR - Ag & Home (AT).

1-5 units per month .....	\$5.62 per unit
6-20 units per month .....	\$4.83 per unit
Over 20 units per month .....	\$4.17 per unit

Commercial Ag (CA).

All usage .....	\$4.83 per unit
-----------------	-----------------

Commercial Ag Domestic (CB).

1-5 units per month .....	\$5.62 per unit
Over 5 units per month .....	\$4.83 per unit

Drought Rates

In order to prepare and manage future periods of water shortage and mandatory conservation, the District adopted a water shortage contingency plan called the Water Shortage Response Program (the "Program"). Pursuant to the Program, the District established four Water Shortage Response Levels. Article 26 Water Shortage Response Program provides information on the program and the applicable water use rates.

Volumetric Recycled Water Rate.

Recycled water furnished within the District service area for any appropriate purpose will be billed at \$4.81 per 1,000 gallons. Recycled water sold outside the District service area will be sold by contract with specific customers. For San Diego County Water Authority and Metropolitan Water District rebate purposes, reclaimed water rates must be set at higher of 85 percent of lowest applicable potable water rate or 80 percent of the average of Tier 1 and Tier 2 rates.

Construction Meter.

Water furnished for construction purposes will be billed at \$7.17 per 1,000 gallons.

Volumetric Pumping Charges. (DSA and Toyon only)

Pumping charges for the DeLuz High Pressure Service Area and Toyon Heights shall be furnished at \$0.69 per 1,000 gallons to recover the cost of electricity.

Sec. 21.2 Monthly Fixed Charges.

Effective January 1, 2018, the following rates and charges are established and shall be collected by the District for water and recycled water service:



Monthly Service Charges for each meter (\$/meter size):

	Water Fixed Charges	Recycled Water Charges	Standby Service Charge	Private Fire Services Charge
3/4 inch meter	\$44.10	\$19.79	\$19.79	NA
1 inch meter	\$67.33	\$26.80	\$26.80	NA
1-1/2 inch meter	\$125.36	\$44.31	\$44.31	NA
2 inch meter	\$195.01	\$65.32	\$65.32	\$9.61
3 inch meter	\$380.73	\$121.38	\$121.38	\$10.25
4 inch meter	\$589.67	\$184.43	\$184.43	\$11.36
6 inch meter	\$1,170.06	\$359.58	\$359.58	\$15.30
8 inch meter	NA	NA	NA	\$22.11

NA- Not applicable

For construction meters, a service charge of \$292.52 per month or fraction thereof will be made in addition to the cost of water consumed. This rate is calculated using a factor of 1.5 times the fixed charge for a 2" water meter.

The foregoing fixed charges for water service through various sized meters that are installed or upgraded will be effective commencing the day of installation, regardless of the amount of water used, as long as the consumer's property is actually connected with the District's distribution system. In addition, any request to down size a meter properly filed with the District will receive a fixed charge commensurate with the meter size effective the next billing cycle.

Billings for water furnished to all accounts will be on a monthly basis.

A monthly service charge to cover the District's cost for annual inspection, maintenance, repair and replacement of backflow prevention devices will be made as follows (\$/meter size):

For each 3/4 inch device	\$4.87
For each 1 inch device	\$5.73
For each 1-1/2 inch device	\$10.59
For each 2 inch device	\$12.71
For each 3 inch device	\$25.40
For each 4 inch device	\$39.68
For each 6 inch device	\$79.34

Sec. 21.3 MWD Readiness-to-Serve Charge (RTS) and SDCWA Infrastructure Access Charge (IAC).

Effective ~~January 1~~ **July 1**, 2018, the following monthly charges are established and shall be collected by the District for the Metropolitan Water District of Southern California's Readiness-to-Serve (the "RTS") charge and San Diego County Water Authority's Infrastructure Access Charge (the "IAC"). :

Monthly charges for each meter (\$/meter size):

	RTS*	IAC
3/4 inch meter	\$2.3423	\$2.93
1 inch meter	\$3.9172	\$4.88
1-1/2 inch meter	\$7.7941	\$9.76
2 inch meter	\$1211.4786	\$15.62
3 inch meter	\$243.9774	\$31.24
4 inch meter	\$3937.0110	\$48.80
6 inch meter	\$7774.9917	\$97.60

\*A credit to the RTS charge of \$0.49/EMU through July will be applied due to an overcollection in the first 6 months. The RTS will be adjusted July 1, 2018 and each subsequent July to match the wholesaler charges.

Sec. 21.4 Water Capital Improvement Charge.

For each water account, an additional \$8.58 per month per Equivalent Meter Unit (EMU) shall be added as a Capital Improvement Charge effective January 1, 2018. This charge is solely dedicated to funding water capital improvement projects. The Water Capital Improvement Charge (the "CIC") was implemented to provide a partial funding source for capital projects like the UV treatment facility at the Red Mountain Reservoir and to fund pipeline replacement projects.

Water Capital Improvement Charges will be adjusted annually based on the ENR (Engineering News Record) Construction Cost Index (CCI) of February, not to exceed 10%. Staff will report back to the Board of Directors no less than every five (5) years with analysis of its necessity. The Capital Improvement Charge will be used to fund capital improvement projects or debt service for capital improvement projects. Revenue from the Capital Improvement Charge will not be used to fund Operating Costs.

Fallbrook Public Utility District's Equivalent Meter Unit (EMU) is associated with meter size as listed below.

Meter Size	FPUD EMU	Water CIC	Water CIC (Standby Service)
3/4 inch meter	1.0	\$8.58	\$3.89
1 inch meter	1.67	\$14.30	\$6.48
1-1/2 inch meter	3.33	\$28.60	\$12.96
2 inch meter	5.33	\$45.76	\$20.74
3 inch meter	10.67	\$91.52	\$41.47
4 inch meter	16.67	\$143.00	\$64.80
6 inch meter	33.33	\$286.00	\$129.59

An additional, a Water CIC Pumping charge of \$.10 per 1,000 gallons is charged and allocated to capital improvements for the DeLuz High Pressure service area and Toyon Heights zone. This Capital Improvement Charge will be adjusted annually based on the

ENR (Engineering News Record) Construction Cost Index (CCI) of February, not to exceed 10% annually.

Sec. 21.5 Billing Periods.

Billing periods end on the 10<sup>th</sup>, 20<sup>th</sup>, and 30<sup>th</sup> of the month depending on meter location in the District. All charges for water and sewer service and water usage during any billing period are due and payable when rendered and become delinquent on either the 10<sup>th</sup>, 20<sup>th</sup>, or 30<sup>th</sup> of the month, as noted on the bills. Bills paid prior to becoming delinquent will be credited with a discount. Accounts not paid by the delinquent date are sent special delinquent notices and the meters are subject to lock-up for non-payment. Delinquent accounts are subject to a pre lock-up notice implemented by a door hanger on the property, which is delivered a minimum of 48 hours before the meter is locked. Such accounts accrue a \$30 lock-up notice fee upon the District's preparation of the final pre lock-up notice report, regardless of when the actual door hanger is placed on the property. Accounts not paid within 30 days after lock-up and accounts that have tampered with the meter to obtain water illegally are subject to removal of meters and permanent disconnection of water service. Standby charges will continue to accrue after the meter has been removed.

If a meter has been locked for non-payment for a period of 90 days, it may be placed on Standby Service by FPUD. Standby Service charges will accrue from that time until an application for service restoration has been received by the District.

The District must be notified in a timely manner with the name and mailing address of the new owner or tenant and the upcoming date of transfer. Notification of the transfer of property ownership, or tenancy, is the responsibility of the owner/seller. The District is not responsible for the proration of the final billing if notification is not received prior to the date of sale, or change of tenancy.

Sec. 21.6 Meter Locks and Restrictors.

If for any reason, other than District convenience, a water meter shall be locked by the District, the water may not be again turned on to serve the property through such meter until all past due charges plus a turn-on charge of Fifty Dollars (\$50) shall have been paid to the District. There shall be a fee of \$30 to process and deliver Pre-Lock Notices and a fee of \$100 for broken or damaged locks. Damage to corporation or angle stop in attempt to restore services locked for non-payment will be billed at actual time and material and added to the water bill.

If flow restrictors are required for any reason in order to implement policies within this Administrative Code, the fees are as follows:

<u>Meter Size</u>	<u>Installation Fee</u>
3/4" and 1" Meters .....	\$137
1-1/2" and larger .....	\$582

Sec. 21.7 Meter Not Registering.

Whenever, for any reason, a meter fails to register correctly, the consumer will be charged an amount for the previous billing period increased or decreased by the

percentage change in total billing by the District for all consumers for the two billing periods.

Sec. 21.8 Water Rates or Service Charges Lien on Property.

In addition to any other remedy provided therein or by law for the collection of any water rate, charges or account, all rates or service charges provided for in this Administrative Code shall be charged and become a charge against the property on which the water is furnished and against the owner thereof, and all charges for water so served to a property shall be and become a lien against the premises upon which the water is used or served.

Standby accounts with a delinquent balance greater than \$500 as of April 1<sup>st</sup> of each year may be sent notification of intent to place delinquent and unpaid charges on the annual tax roll. The notification will be sent by May 1<sup>st</sup> and provides the customer 60 days to bring the account current. If the amount is not brought current by July 1<sup>st</sup>, the portion of the delinquency due as of the prior April 1<sup>st</sup> may be reported to the County Treasurer for inclusion on the annual taxes levied on the property.

If for any reason or cause the sums of money owing for such water services are not paid as required by the terms and provisions of this Administrative Code, the District shall have the right to shut off such water, and in no case shall service of water be resumed on the same property until all such delinquencies and additional turn-on charges shall have been paid in full. Delinquent bills from former owners or tenants are the responsibility of the present owner.

Sec. 21.8.1 Theft of Water.

Water is defined as stolen from the customer if the water is stolen from the customer's side of the meter. Water stolen from a mainline, hydrant, District pipeline, appurtenance, or tampering with a customer's meter is defined as water being stolen from the District.

Water Stolen from Customer.

Customers who have reported water theft to the District must also notify local law enforcement agencies. The District will require proof of theft from a law enforcement agency that a theft of water occurred. Customer's asking for credit on the bill for water theft will be processed by account type. If a full price M&I customer, the District may discount the estimated amount of water stolen and charge the District's wholesale cost of water for the amount stolen. An estimate of the amount of water stolen will be made by District staff using that customer's usage history. Water sold to agricultural customers, SAWR, and Commercial Ag/Commercial Ag Domestic, is sold at District cost so no discount may be applied. If the stolen water caused the customer's allocation bank to be adversely affected, the District will restore the estimated amount stolen to the customer's allocation bank. If the water theft resulted in an overuse penalty, the District will credit the penalty to the customer for the estimated amount of water stolen.

Water Stolen from District.

Any theft of water from the District will be reported to law enforcement agencies. If the theft is due to meter tampering, the customer will be charged a \$250 fee for tampering with the meter plus time and materials to place the meter back into proper position. If a water theft from the District due to meter tampering occurs again on the same meter, the customer will be charged a \$500 fee for tampering and an item will be brought forward to the Board of Directors to consider discontinuance of service. An estimate of the amount of water stolen will be calculated and billed to the customer's account. Collection of said fees are subject to all District regulations regarding collection of past due accounts.

Sec. 21.9 Volumetric Wastewater Charges.

Wastewater service charges are established upon each property within the District that is connected to a sewer line of the District whether said premises are occupied or unoccupied. Volumetric Wastewater Charges are applied to estimated billable wastewater flows, which are based upon adjusted water deliveries. The charge per killogallon of wastewater flow is shown below:

User Class	Volumetric Wastewater Charge (\$/kgal)
Ag. Domestic	\$ 9.44
Commercial Ag. Domestic	\$ 9.44
Residential (Single , Multi-family)	\$ 9.44
Government	\$ 9.37
School	\$ 9.37
Church	\$ 9.37
Commercial – Low Strength*	\$ 9.37
Commercial – Medium Strength*	\$ 11.57
Commercial – High Strength*	\$ 14.44

Appendix A to this Article provides commercial effluent classification.

For the purpose of determining the billable wastewater flows, water deliveries must be converted to wastewater flows returned to the sewer system. To do this conversion, a Return to Sewer Factor is applied. The Return to Sewer factor adjusts the water received by the meter to the estimated flows from the residence or entity into the sewer system. The Return to Sewer Factor applied to the different customer classes are shown below:

Cusomer Class	Return to Sewer Factor
Residential (Multi-Family, Single Family)	75%
Non-Residential/Commercial	90%
Low / Medium / High	90%
Government	

Cusomer Class	Return to Sewer Factor
Low / Medium / High	90%
Schools	80%
Churches	80%
Special	
Low / Medium / High	100%
Special 10% RTS (1-10%)	
Low / Medium / High	10%
Special 20% RTS (11-20%)	
Low / Medium / High	20%
Special 30% RTS (21-30%)	
Low / Medium / High	30%
Special 40% RTS (31-40%)	
Low / Medium / High	40%
Special 50% RTS (41-50%)	
Low / Medium / High	50%
Special 60% RTS (51-60%)	
Low / Medium / High	60%
Special 70% RTS (61-70%)	
Low / Medium / High	70%
Special 80% RTS (71-80%)	
Low / Medium / High	80%

Non-residential customers with higher outdoor are evaluated on a case by case basis.

For those Single Family Residences (D, LD, AT, CB), volumetric charges are calculated as follows:

1. The average winter use is calculated based upon prior year water deliveries that include December, January and February. The average used for wastewater billing is capped at 21.33 units.
2. 75% of this water is assumed to be returned to sewer/billable flow.
3. The Volumetric Wastewater Charge (\$/kgal) is applied to this flow.
4. Consumption analysis is performed annually. Appeal for consumption is available.
5. No prior history customer (new customer) will be placed at that customer class median of 5.
6. Use must be > 0 unless customer is on standby.

For those Multi-Family Residences (M), volumetric charges are calculated as follows:

7. The average winter use is calculated based upon prior year water deliveries that include December, January and February.
8. 75% of this water is assumed to be returned to sewer/billable flow.
9. The Volumetric Wastewater Charge (\$/kgal) is applied to this flow.
10. Consumption analysis is performed annually. Appeal for consumption is available.
11. No prior history customer (new customer) will addressed on a case by case basis.

All other water customer classes (G, C, A,, AS, CA), with the exception of public elementary and public junior high schools:

1. Monthly sewer bill based on actual water sold.
2. The Return to Sewer factor applied to determine the billable flow. Appeals for irrigation and/or water usage which does not get returned to the sewer is available.
3. Customer is classified as high, medium, or low strength (based upon BOD and SS). See attached Appendix A. Appeal for strength classification is available.
4. The applicable Wastewater Volumetric Charge is applied to the billable flow.

Public elementary and public junior high schools:

1. Monthly sewer bill based on per person, per month charge.
2. The public elementary and / or public junior high school district to provide a report each October that documents the number of students and faculty at each site.
3. CY 2018 public elementary school rate is \$1.11 per student and \$1.62 per staff, per month.
4. CY 2018 public junior high school and administrative offices rate is \$1.62 per person, per month.
5. Rates to be increased by the overall percentage increase in wastewater revenues each year.

Sec. 21.10 Monthly Fixed Wastewater Charge.

For each sewer account, Effective January 1, 2018, the Monthly Fixed Wastewater Charge shall be \$9.28 per month per Equivalent Dwelling Unit (EDU). EDUs will be calculated per Administrative Code Sections 20.7.2, 20.7.3, or 20.7.4.

Sec. 21.10.1 Wastewater Capital Improvement Charge.

For each account, an additional \$11.16 per month per Equivalent Dwelling Unit (EDU) shall be added as a Wastewater Capital Improvement Charge Effective January 1, 2018. This charge is dedicated to Wastewater Debt Service and Wastewater Capital Improvements. The Wastewater Capital Improvement Charge has been implemented to partially fund the debt service payments for upgrades to the Wastewater Treatment Plant. EDUs will be calculated per Administrative Code Sections 20.7.2, 20.7.3, or 20.7.4. This Capital Improvement Charge will be adjusted annually based on the ENR (Engineering News Record) Construction Cost Index (CCI) of February, not to exceed 10%. Staff will report back to the Board of Directors every five (5) years with analysis of its necessity. The Capital Improvement Charge will only be used to fund capital improvement projects or debt service for capital improvement projects. Revenue from the Capital Improvement Charge will not be used to fund Operating Costs.

**ARTICLE 21**

Sec. 21.1 – Rev. 7/02  
Sec. 21.2-21.8.2 – Rev. 9/96  
Sec. 21.3 – Rev. 10/96  
Sec. 21.4 & 21.9 – Rev. 6/97  
Sec. 21.4 – Rev 7/02  
Sec. 21.9 – Rev. 10/97  
Sec. 21.9 – Rev. 6/04  
Sec. 21.9 – Rev. 1/05  
Sec. 21.1, 21.3, 21.4, 21.9 – Rev. 6/05  
Sec. 21.1, 21.2, 21.4, & 21.9 – Rev. 6/06  
Sec. 21.9, Flat Rate + Metered Flow – Rev. 7/06  
Sec. 21.9 (Flat Rate classification) – Rev. 10/06  
Sec. 21.4 (construction meters), Sec. 21.5 & Sec. 21.6 – Rev. 12/06  
Sec. 21.5 – Rev. 3/07  
Sec. Sec. 21.1, 21.2, 21.4, 21.10, 21.10.1 – Rev. 6/07  
Sec. 21.5 – Added 6/07  
Sec. 21.10.2 – Deleted 6/07  
Sec. 21.11 – Added 10/07  
Sec. 21.4.1 – Added 12/07; Sec. 21.7 renamed and addition of flow restrictors – Rev. 12/07  
Sec. 21.1, 21.2, 21.4, 21.5, 21.7, 21.10, and 21.11 – Rev. 6/08  
Sec. 21.1, 21.2, 21.4, 21.4.1, 21.4.2 (added), 21.5, 21.7, 21.10 (new table), 21.10.1, - Rev. 6/09  
Sec. 21.4, 21.10 – Rev. 12/09  
Sec. 21.6, 21.9 – Rev. 5/10  
Sec. 21.1, 21.2, 21.4, 21.4.1, 21.4.2, 21.5, 21.10, 21.10.1 – Rev. 6/10  
Sec. 21.9.1 (added) – Rev. 9/10  
Sec. 21.1, 21.4, 21.4.1, 21.4.2, 21.5, 21.10, 21.10.1 - Rev. 6/11  
Sec. 21.1, 21.2, 21.4, 21.5, 21.10, 21.10.1 – Rev. 6/12  
Sec. 21.1, 21.2, 21.4, 21.5, 21.10, 21.10.1 – Rev. 6/13  
Sec. 12,1, 21.2, 21.4, 21.5, 21.9.1, 21.10, 21.10.1 – Rev. 6/14  
Sec. 21.1, 21.2, 21.5 – Rev. 1/15  
Sec. 21.1, 21.2, 21.3, 21.4, 21.4.2, 21.5, 21.10, 21.10.1 Rev 6/15  
Sec. 21, 21.1 – Rev. 11/15  
Secs. 21, 21.2, 21.4, 21.5, 21.7, 21.10, 21.10.1 – Rev. 7/16  
Secs. 21, 21.1 - Rev. 12/16  
All Secs. – Rev. 12/17  
**Sec. 21.3 – Rev. 6/18**



**M E M O**

**TO:** Board of Directors  
**FROM:** Fiscal Policy and Insurance (FP&I) Committee  
**DATE:** June 19, 2018  
**SUBJECT:** Resolution No. 4937 Amending Article 27, Investment Policy, of the Administrative Code

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Purpose

To update Article 27, Investment Policy, of the Administrative Code.

Summary

During the May 23, 2018 FP&I Committee meeting, the committee directed staff to make a change the District's Investment Policy. The change requires the FP&I Committee to bring any recommend changes to the industry benchmark to the Board for approval.

Recommended Action

That the Board adopt Resolution No. 4937 amending Article 27, Investment Policy, of the Administrative Code with the changes proposed.

**RESOLUTION NO. 4937**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT AMENDING  
ADMINISTRATIVE CODE ARTICLE 27, INVESTMENT POLICY**

\* \* \* \* \*

**WHEREAS**, during the May 23, 2018 Fiscal Policy & Insurance Committee meeting, the Committee directed staff to make a change to the District's Investment Policy to require that recommended changes to the industry benchmark be brought to the Board for approval; and

**WHEREAS**, section 27.2.3, *Return Policy*, requires amending to add the requirement for board-approval as recommended by the Fiscal Policy & Insurance Committee.

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

1. Article 27, *Investment Policy*, shall be amended with the proposed revisions as shown on Attachment A and are incorporated herein.
2. The remaining provisions of Article 27 are unaffected and reconfirmed hereby.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a special meeting of the Board held on the 19<sup>th</sup> day of June, 2018, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

## **Attachment “A”**

## **Article 27. Investment Policy**

### **Sec. 27.1 General.**

The District's Investment Policy and practices of the District Treasurer are based on prudent money management principles and California Government Code, specifically Sections 53600 and 53630 et. seq.

27.1.1 **Delegation of Authority.** The Board of Directors delegates the investment authority of the District to the Treasurer under the supervision of the General Manager. The Treasurer shall deposit money under the Treasurer's supervision and control in such institutions and upon such terms as the laws of the State of California and the Board of Directors may permit.

The Treasurer may delegate day-to-day investment decision making and execution authority to an investment advisor. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided by the District.

27.1.2 **Investment Objectives.** The practices of this District will always comply with the legal authority and limitations placed on it by the governing legislative bodies. The implementation of these laws, allowing for the dynamics of the money markets, will be the focus of this Investment Policy. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the objectives of this District shall be:

1. The primary objective shall be to safeguard the principal of the funds under the Treasurer's control.
2. The secondary objective shall be to meet the liquidity needs of the District.
3. The third objective shall be to achieve a return on the funds under control of the Treasurer within the parameters of prudent risk management.

27.1.3 **Prudent Investor Standard.** The Board of Directors, General Manager, and Treasurer adhere to the guidance provided by the "prudent investor standard," California Government Code (Section 53600.3), which obligates a fiduciary to insure that "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual

investments as part of an overall strategy, investments may be acquired as authorized by law.”

Sec. 27.2 Treasurer’s Annual Statement of Investment Policy.

The following is the District’s annual statement of investment policy rendered pursuant to Section 53646 (a) of the Government Code:

27.2.1 Security of Principal Policy. The policy issues directed to protecting the District are:

- a) Limiting exposure to each type of security.
- b) Limiting exposure to each issue and issuer of debt.
- c) Determining the minimum credit requirement for each type of security at the time of purchase.

27.2.2 Liquidity Policy. The policy issues directed to provide necessary liquidity are:

- a) Limiting the length of maturity for securities in the portfolio.
- b) Limiting exposure to illiquid securities.

27.2.3 Return Policy. The policy issues directed to achieving a return are:

- a) Attaining a market rate of return taking into account the investment risk constraints and liquidity needs.
- b) Return is of least importance compared to the safety and liquidity policies described above.
- c) Majority of the investments shall be limited to low risk securities in anticipation of earning a fair return relative to the risk being taken.
- d) The performance of the portfolio shall be compared to an industry benchmark established by the Fiscal Policy and Insurance Committee and shall be reported quarterly. The Fiscal Policy and Insurance Committee shall review the performance benchmark on an annual basis to ensure that it remains appropriate for the District’s investment objectives. The Fiscal Policy and Insurance Committee will bring any recommended changes to the industry benchmark to the Board for approval.

27.2.4 Maturity Policy. The maximum maturity allowed by the California Government Code is five (5) years with shorter limitations specified for specific types of securities. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five-year maturity limit. Such approval must be issued no less than three (3) months prior to the purchase of any security exceeding the five-year maturity limit.

27.2.5 Prohibited Securities. The California Government Code does not authorize a local agency to invest in any of the following derivative notes:

- a) Inverse Floater
- b) Range Notes
- c) Interest-only strips derived from a pool of mortgages
- d) Any security that could result in zero interest accrual

Sec. 27.3 Internal Controls.

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that: 1) the cost of a control should not exceed benefits likely to be derived; and, 2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Treasurer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

Control of Collusion: Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

Separation of Transaction Authority from Accounting and Record Keeping: By separating the person who authorizes or performs the transaction from the person who records or otherwise accounts for the transaction, a separation of duties is achieved.

Custodial Safekeeping: Securities purchased from any bank or dealer including appropriate collateral (as defined by Government Code) shall be placed with an independent third party for custodial safekeeping.

Avoidance of Physical Delivery Securities: Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

Clear Delegation of Authority to Subordinate Staff Members: Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

Written Confirmation of Telephone Transactions for Investments and/or Wire Transfers: Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.

Development of a Wire Transfer Agreement with the Lead Bank or Third Party

Custodian: This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.

Sec. 27.4 Permissible Investments.

Where this Policy specifies a percentage limitation for a particular security type, that percentage is applicable only on the date of purchase. Credit criteria listed in this Policy refers to the credit rating at the time the security is purchased. If an investment advisor is used and an investment's credit rating falls below the minimum rating required at the time of purchase, the investment advisor will immediately notify the Treasurer. The securities shall be reviewed and a plan of action shall be recommended by the Treasurer or investment advisor. The course of action to be followed will be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further drop, and market price of the security. The Fiscal Policy and Insurance Committee will be advised of the situation and intended course of action by e-mail or fax.

The District will limit investments in any one non-government issuer, except investment pools and money market funds, to no more than 5% regardless of security type.

Government Code 53601 addresses permissible investments. These investment categories are:

27.4.1 Government Obligations. Two categories of Government Obligations, U.S. Treasury and Agency obligations may be invested. Both are issued at the federal level. U.S. Treasury obligations are United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. Agency obligations are federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises..

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is unlimited.

- 1) Treasury: Unlimited.
- 2) Agencies: Unlimited. No more than 75% of the portfolio value shall be invested in any single issuer.

Minimum Credit Requirement: None.

27.4.2 Banker's Acceptance. This is a draft or bill of exchange, accepted by a bank or trust company and brokered to investors in a secondary market. The purpose of the banker's acceptance (BA) is to facilitate trade and provide liquidity to the import-export markets. Acceptances are collateralized by the pledge of documents such as invoices, trust receipts, and other documents evidencing ownership and insurance of the goods financed.

Maximum Maturity: The maximum maturity of an issue shall be 180 days.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 25%.

Minimum Credit Requirement: "A-1" or equivalent by a nationally recognized statistical rating organization (NRSRO)

27.4.3 Commercial Paper. These are short-term, unsecured, promissory notes issued by firms in the open market. Commercial paper (CP) is generally backed by a bank credit facility, guarantee/bond of indemnity, or some other support agreement. The entity that issues the commercial paper must meet all of the following conditions in either paragraph a or paragraph b:

- a. The entity meets the following criteria: (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated in a rating category of "A", the equivalent or higher by a NRSRO.
- b. The entity meets the following criteria: (i) is organized within the United States as a special purpose corporation, trust, or limited liability company, (ii) has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and (iii) has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Maximum Maturity: The maximum maturity of an issue shall be 270 days.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 25%. The District may purchase no more than 10% of the outstanding commercial paper of any single issuer.

Minimum Credit Requirements: "A-1", the equivalent or higher by a NRSRO.

27.4.4 Medium-Term Notes. Corporate and depository institution debt securities issued by corporations organized and operating within the United States, or by depository institutions licensed by the U.S. (or any state) and operating within the U.S.

Maximum Maturity: The maximum maturity of an issue shall be 5 years.



Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 30%.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher by a NRSRO

27.4.5 Repurchase Agreements. A repurchase agreement (RP) consists of two simultaneous transactions. One is the purchase of securities by an investor (i.e., the District), the other is the commitment by the seller (i.e., a broker/dealer) to repurchase the securities at the same price, plus interest, at some mutually agreed future date.

Maximum Maturity: The maximum maturity of repurchase agreements shall be up to one year.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category shall be 10%.

Minimum Credit Requirements: None

27.4.6 Negotiable Certificates of Deposit. Certificates of deposit must be issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank.

Maximum Maturity: The maximum maturity of an issue shall be five (5) years.

Maximum Exposure to Portfolio: The maximum exposure to the portfolio for this category shall be 30%.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher for CDs issued with a long-term rating and “A-1” or higher for CDs issued with a short-term rating or their equivalents by a NRSRO.

27.4.7 State Local Agency Investment Fund (LAIF). There is no limit by law on the amount of funds that can be placed in this account. Interest is paid directly into the account by the State Local Agency Investment Fund.

27.4.8 San Diego County Treasurer’s Fund. There is no limit by law on the amount of funds that can be placed in this account. Interest is paid directly into the account by the County Treasurer.

27.4.9 Passbook and Money Market Savings Accounts. Savings accounts and/or money market accounts shall be maintained for monies that are needed on a day-to-day basis.

27.4.10 State Obligations / State of California and Other States. Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the state or by a department, board, agency or authority of the state.

Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for 27.4.10 and 27.4.11-California Local Agency Obligations, category shall be a combined 25% of the book value of the investment portfolio. No more than 5% of the book value of the portfolio at the time of purchase may be invested in bonds issued by any one agency.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher for obligations issued with a long-term rating and “A-1” for obligations issued with a short-term rating or their equivalents by a NRSRO .

27.4.11 California Local Agency Obligations. Bonds, notes warrants or other evidences of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for 27.4.10 and 27.4.11-California Local Agency Obligations, category shall be a combined 25% of the book value of the investment portfolio. No more than 5% of the book value of the portfolio at the time of purchase may be invested in bonds issued by any one agency.

Minimum Credit Requirements: Rated in a rating category of “A”, the equivalent or higher for obligations issued with a long-term rating and “A-1” for obligations issued with a short-term rating or their equivalents by a NRSRO.

27.4.12 Joint Powers Authority Pool. The investment with a Joint Powers Authority Pool is mandated by that pool. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria: (1) The adviser is registered or exempt from registration with

the Securities and Exchange Commission; (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive; and (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is unlimited.

Minimum Credit Requirement: None.

#### 27.4.13 Money Market Mutual Funds.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is 20%.

Minimum Credit Requirements: A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Sections 53601 and 53635.

A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years experience investing in money market instruments with assets under management in excess of \$500 million.

27.4.14 Mortgage Pass-Through Securities and Asset-Backed Securities. A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is 20%.

Minimum Credit Requirements: Rated in a rating category of "AA", the equivalent or higher by a NRSRO. Issuer must have at least be rated in a rating category of "A", the equivalent or higher for the issuer's debt as provided by a NRSRO.

27.4.15 Supranationals. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International

Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.

Maximum Maturity: The maximum maturity of an issue shall be the current 5 year issue or an issue which at the time of the investment has a term remaining to maturity not in excess of five (5) years.

Maximum Exposure of Portfolio: The maximum exposure to the portfolio for this category is 30%.

Minimum Credit Requirements: Rated in a rating category of “AA”, the equivalent or higher by a NRSRO.

Approval: Investments in supranational securities may only be made with prior approval of the Fiscal Policy and Insurance Committee.

Sec. 27.5      Maturity/Limit of Investments.

With the exception of U.S. Treasury and Federal Agency securities, the maturity of a give investment will not exceed five (5) years, without prior board approval per Section 27.2.4.

Sec. 27.6      Reporting Requirements.

The Treasurer shall prepare an investment report monthly and provide it to the Board of Directors. The report will include language incorporated from AB 564 (Johnston-Stockton), adopted by the Legislature, which requires that a local agency’s Treasurer report to their governing body on a monthly or quarterly basis and provide specified information on their investment activities, including type of investment, issuer, date of maturity, par and dollar amount invested, current market value and the source of such valuation and rate of interest.

The report shall additionally include a description of contracted parties (including the lending programs), if any. The report shall also state its compliance of the portfolio with the statement of investment policy, or the manner in which the portfolio is not in compliance.

A subsidiary ledger of investments may be used in the report in accordance with accepted accounting practices.

In the event that an investment originally purchased within policy guidelines is downgraded by any one of the credit rating agencies, the Treasurer shall report it at the next regular scheduled meeting of the Board.

**ARTICLE 27**

Revised in its entirety: 2/94

Adopted in current form: 1/96,  
1/97, 1/98, 1/99

Sec. 27.2.4 – Rev. 1/00

Adopted in current form: 1/01

Sec. 27.4.7 – Rev. 10/01

Sec. 27.6 – Rev. 1/03

Sec. 27.2.4 – Rev. 1/07

Sec. 27.4.4 – Rev. 3/07

Secs. 27.2.3, 27.4.1(2), 27.4.2,  
27.4.3, 27.4.4, & 27.4.6 – Rev.  
9/07

Sec. 27.2.1 – Rev. 1/10

Secs. 27.4.10-12 – Rev. 1/12

Secs. 27.2.4, 27.2.5, 27.4.5, 27.4.6,  
27.4.7, 27.4.10, 27.4.11, 27.4.13,  
27.4.14, 27.5 – Rev. 2/13

Secs. 27.4.6, 27.4.11 – Rev. 1/14

Secs. 27.1, 27.1.1, Attachment A –  
Rev. 3/15

Secs. 27.1, 27.1.1, 27.1.2, 27.1.3,  
27.2, 27.2.3, 27.2.4, 27.3, 27.4,  
27.4.1, 27.4.2, 27.4.3, 27.4.4,  
27.4.6, 27.4.10, 27.4.11, 27.4.12,  
27.4.13, 27.4.14, 27.4.15, 27.5 –  
Rev. 2/16

Secs. 27.2.4, 27.4, 27.4.3, 27.4.4,  
27.4.6, 27.4.10, 27.4.11, 27.4.14,  
27.4.15 – Rev. 3/17

**Sec. 27.2.3 – Rev. 6/18**

## MEMO

**TO:** Board of Directors  
**FROM:** Jason Cavender, System Operations Manager  
**DATE:** June 19, 2018  
**SUBJECT:** Solar Powered Floating Mixer at Red Mountain Reservoir

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### Purpose

To present to the Board for approval of award to Madera Corporation for the purchase and installation of a solar mixing unit at Red Mountain Reservoir for \$74,016.

### Summary

As part of the District's ongoing program to improve water quality and increase efficiency, staff has determined that a solar powered mixing system in Red Mountain Reservoir would provide several benefits.

1. Over time, suspended solids settle out in Red Mountain Reservoir, creating several feet of sediment on the floor of the reservoir. To maintain water quality, the sediment must be removed periodically, which requires Red Mountain to be emptied. As the bottom 24 feet, or 65 million gallons, are at an elevation that does not provide adequate pressure to the system, this water must be discharged into the nearby creek. Draining and cleaning the reservoir is a costly and time consuming project. A solar mixer would minimize the settling out process and eliminate the need to drain the reservoir for cleaning.
2. As sediment builds on the floor of the reservoir, the water quality degrades. To meet water quality standards the UV reactors must increase power output, which increases electrical usage. By improving the water quality, the District will see a decrease in electrical cost.

Although there are several tank mixing systems available, Red Mountain Reservoir has several unique characteristics that prevent their use.

1. There is no power source readily available.
2. Maintaining a floor mounted mixer would be labor intensive.
3. Tank mixers do not have the pumping capacity to adequately mix a reservoir the size of Red Mountain.

After careful evaluation, staff has determined that there is only one product capable of meeting the District's needs. The Solar Bee unit, manufactured by the Medora Corporation, which is a floating solar powered mixer capable of mixing at a rate of 5,000 gallons per minute. The Solar Bee is easy to maintain, solar powered, and provides enough mixing to minimize sedimentation buildup.

Recommended Action

That the Board authorize award of a solar powered mixer to the Medora Corporation, for \$74,016, at Red Mountain Reservoir.

## M E M O

**TO:** Board of Directors  
**FROM:** Jack Bebee, Acting General Manager *JRB*  
**DATE:** June 19, 2018  
**SUBJECT:** Award of Santa Margarita Pipeline Project

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Purpose

To present to the Board for approval of award to Southland Paving, Inc. for construction of the Santa Margarita Pipeline Replacement Project for \$1,052,790.

Summary

As part of the District's pipeline and valve replacement program, a priority list of replacement projects were identified based on high rates of past failures and age of the facilities. The pipeline in Santa Margarita Drive was identified as a priority due to leaks, age, and condition.

The District staff prepared the design package for the project and solicited for general contractor construction bids. The project consists of approximately 3,410 linear feet of 12" cement mortar lined and coated steel pipe (see-attached map) and associated appurtenances. The following bids were received:

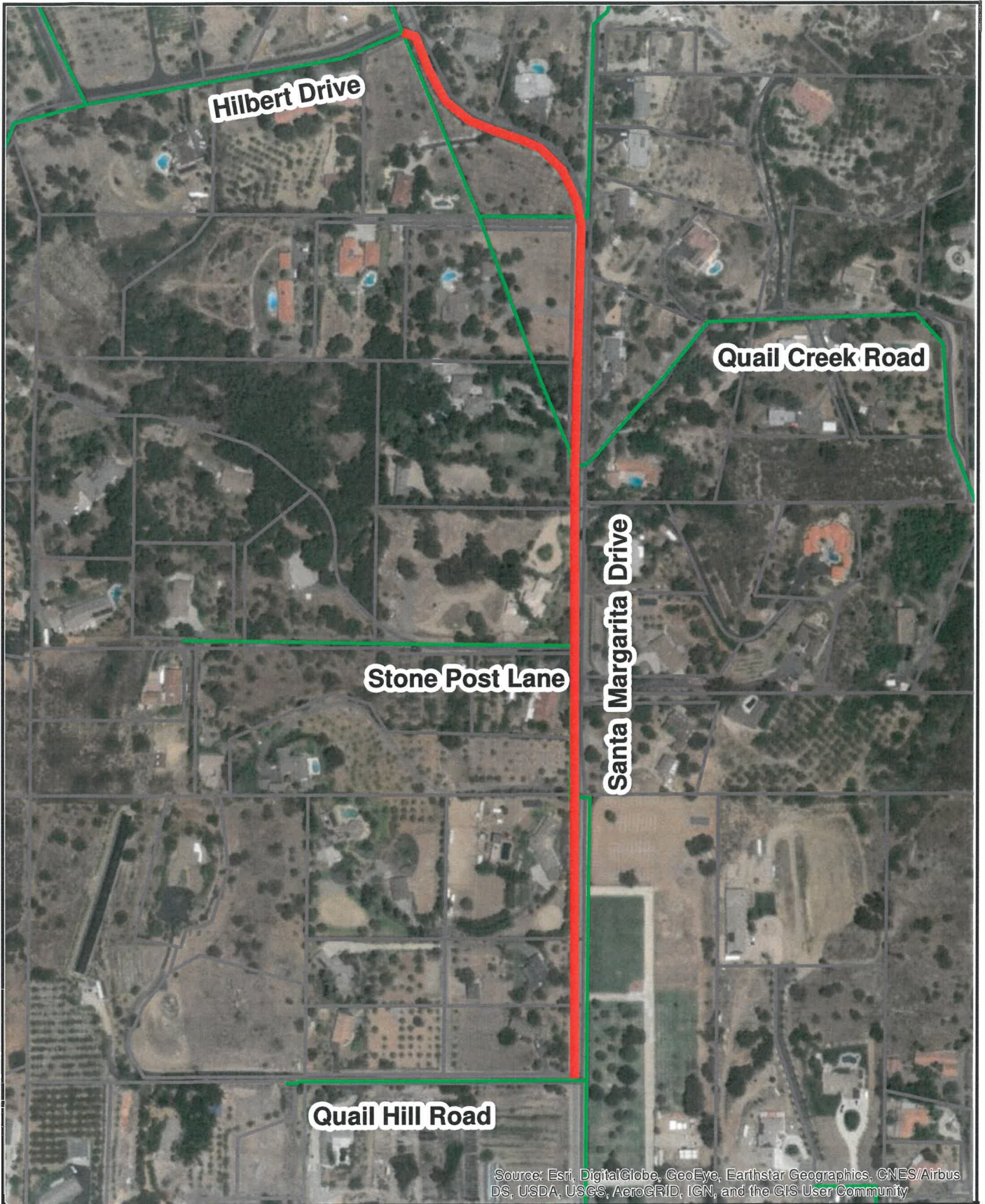
Company	Bid Amount
Southland Paving, Inc.	\$1,052,790
Cass Arrieta	\$1,119,350
Utah Pacific Construction	\$1,264,000
SRK Engineering	\$1,482,000
Piperin Corporation	\$1,680,000

Southland Paving, Inc. was the apparent lowest bidder at \$1,052,790. Staff had budgeted \$800,000 for the Project. The recent 30-40% increase in the cost of steel is affecting the construction of our steel water lines. The timing of other capital improvement projects will be adjusted to keep the costs within the FY 18-19 budget.

Recommended Action

That the Board authorize award of the Santa Margarita Pipeline Replacement Project to the apparent lowest responsible bidder Southland Paving, Inc. at an amount of \$1,052,790, if they are able to meet all District requirements.





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Legend

 12" Pipeline Replacement

## Santa Margarita Drive 12" Pipeline Replacement FY 2018-19



FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Jennifer DeMeo

Name & Location of Function: Special Districts Legislative Days, Sacramento Convention Ctr

Date(s) of Attendance: May 22 & 23, 2018

Purpose of Function: Education

Sponsoring Organization: California Special Districts Association

Summary of Conference or Meeting: The first day started early at the convention center. We enjoyed a buffet breakfast and coffee while we were introduced to the CSDA lobbyists representing each region. As a panel they introduced three bills affecting special districts being considered in the Assembly. SB 929 (McGuire) which requires every independent special district to maintain a website by 2020. This bill has received unanimous bipartisan support through the Senate and is expected to pass. CSDA is supporting a yes vote. We already comply with this requirement. A bit more contentious, AB 2065 (Ting) requires special districts and other local agencies to offer the right of first refusal to affordable housing developers, schools, and parks before selling, leasing, or otherwise conveying surplus land. CSDA's position is oppose unless amended since the language appears to expand the definition of surplus land beyond the current stipulations. The third bill presented to us was AB 3037 (Chiu) also opposed unless amended recreates redevelopment agencies (RDAs) as "redevelopment housing and infrastructure agencies" to borrow against the tax increment of local agencies. The main opposition was that development tools should not divert local property taxes away from other local agencies without their consent. After lunch we went in groups of 4 or 5 deliver packets to the Capitol and meet with certain members. Our group met with Brian Wilson, legislative aide to Senator Joel Anderson to ask for his position on the various bills as well as Adam Bowman, aide to Rep Randy Voepel. I had a moment at the end to mention to Adam the need to get the water bond funds added to this years budget. The following day we heard from Marcie Frost, CalPERS CEO. I also attended an interesting breakout session on Personnel Issues presented by Gage Dungy, a partner at Liebert Cassidy Whitmore. I really appreciate the opportunity to learn about how things work in Sacramento! Our lobbyist, Dillon from CSDA was very helpful and accessible.

Director Signature: 

Date: 6/12/2018

*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.*