



FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING

AGENDA

MONDAY, OCTOBER 22, 2018
4:00 P.M.

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

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

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA PER GC § 54954.2(b)

APPROVAL OF AGENDA

PUBLIC COMMENT

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

II. CONSENT CALENDAR------(ITEM A)

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 APPROVING MINUTES

1. September 24, 2018 Special Board Meeting
2. September 24, 2018 Regular Board Meeting
3. October 15, 2018 Special Board Meeting

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

III. ACTION / DISCUSSION CALENDAR ----- (ITEMS B–F)

- B. CONSIDER EXPANSION OF LATENT POWERS FOR SUPPORT OF PUBLIC COMMUNITY FACILITIES

Recommendation: Staff supports Board direction.

- C. CONSIDER AMENDING ADMINISTRATIVE CODE – ARTICLE 11, PERSONNEL REGULATIONS; RESOLUTION NO. 4945

Recommendation: That the Board adopt Resolution No. 4945 amending Administrative Code – Article 11 with the proposed revisions changing the GIS Specialist job title to GIS Coordinator and the job description to more accurately reflect the current duties and responsibilities of the position.

- D. CONSIDER AMENDING ADMINISTRATIVE CODE – ARTICLE 2, GUIDELINES FOR BOARD OF DIRECTORS; RESOLUTION NO. 4946

Recommendation: That the Board adopt Resolution No. 4946 amending Administrative Code – Article 2, Guidelines for Board of Directors, with the proposed revisions to Section 2.12.

- E. CONSIDER ADOPTING RESOLUTION NO. 4947 AMENDING PERSONNEL REGULATIONS SECTION 11.10, UNLAWFUL DISCRIMINATION AND HARASSMENT; RESOLUTION NO. 4947

Recommendation: That the Board of Directors adopt Resolution No. 4947 amending Section 11.10 of the Personnel Regulations with the proposed revisions.

- F. CONSIDER ACCOUNTING SYSTEM REVIEW/OPTIMIZATION UPDATE

Recommendation: That the Board authorize staff to amend the professional services agreement with Platinum Consulting Group to complete the tasks identified above to the scope of serves and add a not-to-exceed cost of \$40,000. This cost is included in the Fiscal Year 2018-19 budget.

IV. INFORMATION ----- (ITEMS G–H)

- G. WATER RECLAMATION PLANT OPERATIONS

Presented by: Owni Toma, Environmental Compliance Tech and Audrey Cerame, Laboratory Technician

H. FISCAL YEAR 2017-18 YEAR-END BUDGET STATUS REPORT

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

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

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

ADJOURN TO CLOSED SESSION

VI. **CLOSED SESSION**

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

MULTIPLE POTENTIAL CASES

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION (*As Necessary*)

VII. **ADJOURNMENT OF MEETING**

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DECLARATION OF POSTING

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

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

October 17, 2018
Dated / Fallbrook, CA


Secretary, Board of Directors

MEMO

TO: Board of Directors
FROM: Mary Lou West, Secretary *mw*
DATE: October 22, 2018
SUBJECT: Consider Approving Minutes

Recommended Action

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

1. September 24, 2018 Special Board Meeting
2. September 24, 2018 Regular Board Meeting
3. October 15, 2018 Special Board Meeting

Minutes of the
September 24, 2018 Special Board Meeting

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

MINUTES

**MONDAY, SEPTEMBER 24, 2018
3:00 P.M.**

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President Gebhart called the special meeting of the Board of Directors of the Fallbrook Public Utility District to order at 3:00 p.m. A quorum was established, and attendance was as follows:

Board of Directors

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

Absent: Milt Davies, Member

District Staff

Present: Jack Bebee, General Manager
Frances Rogers, Special Counsel

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

PLEDGE OF ALLEGIANCE

President Gebhart led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

AYES: Directors DeMeo, Gebhart, McDougal, and Wolk

NOES: None

ABSTAIN: None

ABSENT: Director Davies

PUBLIC COMMENT

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

There were no public comments.

ADJOURN TO CLOSED SESSION

The Board of Directors adjourned to Closed Session at 3:03 p.m. following an oral announcement by President Gebhart of Closed Session Item II. 1.

II. CLOSED SESSION

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

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 3:30 p.m.

REPORT FROM CLOSED SESSION

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

III. ADJOURNMENT OF MEETING

There being no further business to discuss, President Gebhart adjourned the special meeting of the Board of Directors of the Fallbrook Public Utility District at 3:31 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Minutes of the
September 24, 2018 Regular Board Meeting

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

MINUTES

**MONDAY, SEPTEMBER 24, 2018
4:00 P.M.**

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

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

Board of Directors

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

Absent: Milt Davies, Member

District Staff

Present: Paula de Sousa Mills, General Counsel
Jack Bebee, General Manager
David Shank, Assistant General Manager/Chief Financial Officer
Jason Cavender, Operations Manager
Aaron Cook, Senior Engineer
Noelle Denke, Public Affairs Specialist
Kevin Collins, Purchasing/Warehouse Supervisor
Todd Lange, System Service/Shop Supervisor
Jeff Evans, Utility Technician
Kelly Laughlin, Acting Secretary

Also present were others, including, but not limited to: Donna Gebhart; Zach Kantor-Anaya of the Wildlands Conservancy; Archie and Patricia McPhee; John Newman; Tom Stinson, District Representative for Assemblywoman Marie Waldron; and Assemblywoman Marie Waldron.

PLEDGE OF ALLEGIANCE

President Gebhart led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b)

There were no additions to the agenda.

APPROVAL OF AGENDA

President Gebhart requested that Item D be removed from the agenda. Director Wolk requested that Items G, J, and K be removed from the agenda for review by the Fiscal Policy and Insurance Committee.

MOTION: Vice-President McDougal moved to approve the agenda as revised with the removal of Items D, G, J, and K; Director Wolk seconded. Motion passed;
VOTE:

AYES: Directors DeMeo, Gebhart, McDougal, and Wolk

NOES: None

ABSTAIN: None

ABSENT: Directors Davies

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.

Mr. John Newman stepped to the podium, introduced himself to the Board, and announced he was running for candidacy for Division No. 2 on the Board of Directors. Mr. Newman stated he and his wife have lived in Fallbrook for 28 years.

II. **CONSENT CALENDAR**----- (ITEMS A—C)

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

A. CONSIDER APPROVING MINUTES

1. August 27, 2018 Regular Board Meeting

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

- B. CONSIDER AUTHORIZING STAFF TO FILE THE NOTICE OF COMPLETION FOR THE ROOF REPAIR AND REPLACEMENT AT THE WASTEWATER RECLAMATION PLANT PROJECT WITH THE COUNTY OF SAN DIEGO, ASSESSOR/RECORDER/COUNTY CLERK

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

- C. CONSIDER AUTHORIZING STAFF TO FILE THE NOTICE OF COMPLETION FOR OLD STAGE PIPELINE REPLACEMENT PROJECT WITH THE COUNTY OF SAN DIEGO, ASSESSOR/RECORDER/COUNTY CLERK

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

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

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

III. **INFORMATION** ----- (ITEMS D—E)

- D. FISCAL YEAR FINANCIAL RESULTS (PRESENTATION BY AGM/CFO)

Upon approval of the agenda, the Board took action to remove Item D.

- E. PRESENTATION OF CERTIFICATE OF RECOGNITION FROM ASSEMBLYWOMAN WALDRON'S OFFICE ON SMR PROPERTY

Assemblywoman Waldron presented a Certificate of Recognition to the Fallbrook Public Utility District and the Fallbrook Trails Council for their hard work and tireless efforts to ensure the Santa Margarita Property remains open to the public for recreational use and as popular destination for hikers, bikers, and equestrians.

IV. **ACTION / DISCUSSION CALENDAR** ----- (ITEMS F—K)

- F. CONSIDER APPROVAL OF MUTUAL SERVICES AGREEMENT BETWEEN FALLBROOK PUBLIC UTILITY DISTRICT AND VALLEY CENTER MUNICIPAL WATER DISTRICT

Recommendation: That the Board approve the attached mutual services agreement between the Fallbrook Public Utility District and the Valley Center Municipal Water District.

General Manager Bebee reported that Valley Center Municipal Water District (VCMWD) owns a Vactor truck, but the truck is leased out due to the size of their sewer system. The proposed Mutual Services Agreement would provide VCMWD with Vactor truck services by the District a couple of days per week and provide the District with income offsetting costs, mutually benefitting both agencies. Mr. Bebee further reported the agreement is a task-order contract up to \$30,000; however, more opportunities may arise in the future.

MOTION: Vice-President McDougal moved to approve the Mutual Services Agreement between the Fallbrook Public Utility District and the Valley Center Municipal Water District; Director DeMeo seconded. Motion passed; VOTE:

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

G. CONSIDER AUTHORIZING ADDITIONAL FUNDING REQUEST FOR AS-NEEDED PAVING SERVICES

Upon approval of the agenda, the Board took action to remove Item G.

H. CONSIDER APPROVAL FOR PURCHASE OF (2) FORD F-150 TRUCKS & DROP DOWN TAIL TRAILER

Recommendation: That the Board approve the purchase of one Trail-Eze trailer for \$70,280 from Trail-Eze and (2) F150 pickup trucks for \$52,637.21 from Tuttle-Click Automotive Group in order to maintain a reliable District fleet to complete necessary infrastructure repairs and replacement. \$130,000 was budgeted for these items in the approved FY 2018/19 budget.

System Service/Shop Supervisor Todd Lange reported that in accordance with the approved Heavy Equipment Replacement Plan, staff is recommending the purchase of two new trucks and a new trailer. A Request for Proposals was issued, and Trail-Eze and Tuttle-Click Automotive Group were the lowest responsible bidders.

President Gebhart and Director Wolk inquired why more brands were not included in the process. Mr. Bebee and Mr. Lange stated that this truck had specific needs that limited options, but they would include more options in future requests.

MOTION: Director DeMeo moved to approve the purchase of one Trail-Eze trailer for \$70,280 from Trail-Eze and two F150 pickup trucks for \$52,637.21 from Tuttle-Click Automotive Group; Vice-President McDougal seconded. Motion passed; VOTE:

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

I. CONSIDER APPROVAL FOR ROAD AND ASPHALT REPAIR/REPLACEMENT ON WINTERHAVEN RD/ WINTERWARM DR.

Recommendation: That the Board approve the bid submitted by Joe's Paving for repair of road and asphalt on Winterhaven/Winterwarm Roads in the amount of \$52,718.82

System Service/Shop Supervisor Lange reported there was extensive damage due to a leak earlier this year along Winterhaven Road and Winterwarm Road and the damaged areas require repair.

MOTION: Vice-President McDougal moved to approve the bid submitted by Joe's Paving for repair of road and asphalt on Winterhaven Road and Winterwarm Road in the amount of \$52,718.82; Director DeMeo seconded. Motion passed; VOTE:

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

J. CONSIDER APPROVAL FOR CONSULTANT FOR ENGINEERING SERVICES FOR ASSET MANAGEMENT PROGRAM

Upon approval of the agenda, the Board took action to remove Item J.

K. CONSIDER APPROVAL FOR PROFESSIONAL SERVICES FOR THE EVALUATION AND IMPLEMENTATION OF COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEMS

Upon approval of the agenda, the Board took action to remove Item K.

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

1. General Counsel

- General Counsel de Sousa Mills provided the Board with an update of legislation affecting water districts with emphasis on SB 998 and the water tax.

2. SDCWA Representative Report

- General Manager Bebee/SDCWA Representative provided a summary of his written report, which was included in the board packet.

3. General Manager
 - a. Engineering and Operations Report
 - General Manager Bebee provided an overview of the engineering and operations reports, which were included in the board packet.
 - Director Wolk requested the reports be revised with formatting changes to enhance readability.
4. Assistant General Manager/Chief Financial Officer
 - a. Treasurer's Report
 - b. Budget Status Report
 - c. Warrant List
 - Assistant General Manager/Chief Financial Officer Shank provided an overview of the treasurer's, budget status, and warrant list reports, which were included in the board packet.
5. Public Affairs Specialist
 - Mrs. Denke showed the Board new visual display pieces for the courtyard.
6. Notice of Approval of Per Diem for Meetings Attended
7. Director Comments/Reports on Meetings Attended
 - Director DeMeo reported she would be attending the California Special Districts Association annual conference in Indian Wells scheduled for September 24-27, 2018.
 - Vice-President McDougal provided an update on the efforts of the ad hoc Community Benefit Committee, and reported the Committee decided to move forward with the LAFCO process.
 - President Gebhart reported he attended the California Coastal Conservancy board meeting in Eureka on September 6, 2018, and his written report was included in the board packet.
8. Miscellaneous

VII. ADJOURNMENT OF MEETING

There being no further business to discuss, President Gebhart adjourned the regular meeting of the Board of Directors of the Fallbrook Public Utility District at 4:56 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Minutes of the
October 15, 2018 Special Board Meeting

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

MINUTES

**MONDAY, OCTOBER 15, 2018
1:00 P.M.**

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President Gebhart called the special meeting of the Board of Directors of the Fallbrook Public Utility District to order at 1:00 p.m. A quorum was established, and attendance was as follows:

Board of Directors

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

Absent: Milt Davies, Member

District Staff

Present: Jack Bebee, General Manager
Lisa Chaffin, Human Resources Manager

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

PLEDGE OF ALLEGIANCE

President Gebhart led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: Vice-President McDougal moved to approve the agenda as presented, with Item B moved prior to Item A on the Action/Discussion Calendar; Director Wolk seconded. Motion passed; **VOTE:**

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

ABSENT: Director Davies

PUBLIC COMMENT

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

There were no public comments.

II. ACTION / DISCUSSION CALENDAR -----(ITEMS A – B)

B. CONSIDER ADDITIONAL FUNDING REQUEST FOR AS-NEEDED PAVING SERVICES

Recommendation: That the Board authorize an additional \$315,000 in funding to be added to the As-Needed Paving contract for the remainder of fiscal year 2018/2019.

MOTION: President Gebhart moved to authorize an additional \$315,000 in funding for as-needed paving services for the remainder of fiscal year 2018/2019; Vice-President McDougal seconded. Motion passed; **VOTE:**

AYES: Directors DeMeo, Gebhart, McDougal, and Wolk

NOES: None

ABSTAIN: None

ABSENT: Director Davies

A. INTERVIEWS WITH PROFESSIONAL LABOR NEGOTIATIONS SERVICES FIRMS AND AUTHORIZE THE HUMAN RESOURCES MANAGER AND GENERAL MANAGER TO AWARD THE CONTRACT

Recommendation: That the Board select a firm and authorize the Human Resources Manager and General Manager to award the contract.

The District issued a Request for Proposals on August 14, 2018, for procurement of a negotiator to support upcoming contract negotiations. Out of the seven firms solicited, four submitted responses. The Board interviewed the four responsive firms, as follows:

1. Atkinson, Andelson, Loya, Ruud & Romo
2. Best Best & Krieger
3. Liebert Cassidy Whitmore
4. Paul, Plevin, Sullivan & Connaughton

MOTION: Vice-President McDougal moved to authorize the General Manager to negotiate a contract, based on Board selection, for a labor negotiator and

to bring the contract back to the Board in December for approval; Director Wolk seconded. Motion passed; VOTE:

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

III. ADJOURNMENT OF MEETING

There being no further business to discuss, President Gebhart adjourned the special meeting of the Board of Directors of the Fallbrook Public Utility District at 4:05 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

M E M O

TO: Board of Directors
FROM: Jack Bebee, General Manager, *JRB*
Noelle Denke, Public Affairs Specialist
DATE: October 22, 2018
SUBJECT: Expansion of Latent Powers for Support of Public Community Facilities

Purpose

For the Board to determine if any additional action should be taken to support expansion of District latent powers for support of public community facilities.

Summary

At the May 29, 2018 regular board meeting, local community leaders requested that the District consider evaluating providing additional funding to support public facilities in the community. These groups had evaluated options including formation of a new district under the County of San Diego, and the groups determined that utilization of the District latent powers was their recommended option. The groups represented were the non-profit groups that raise money to improve and maintain downtown Fallbrook and the surrounding area and include the following:

- Fallbrook Beautification Alliance, Fallbrook Chamber of Commerce, Fallbrook Land Conservancy, Fallbrook Village Association, Fallbrook Trails Council, Save Our Forests, CSA 81

At this meeting, the Board supported a motion to form an ad hoc committee to study a community benefit program and to direct staff to investigate the Local Agency Formation Committee ("LAFCO") process and bring back the requirements and costs to the Board. The ad hoc committee consisted of Directors McDougal and DeMeo.

The community groups held numerous meetings over the past year and a half, in which there were approximately 18-22 in attendance. In addition, there were four town hall meetings: March 17, 2017; Sept. 18, 2018; and two on Sept. 20, 2018. There were approximately 35-50 people at the town hall meetings; and in general, the feedback from those who attended was positive on the concept of using the District's latent powers to develop a mechanism to provide local funding for community facilities.

Expansion of Latent Powers to Provide for Community Benefits Program

In order to activate its latent powers, the District must first apply to San Diego LAFCO. The District's application must include a plan for services, which, among other things, must include:

- (1) the cost to the District of providing the local funding for community facilities
- (2) the expected cost to the District's customers
- (3) identification of existing providers of local funding for community facilities, if any, and the potential fiscal impact to the customers of those existing providers
- (4) a summary of whether the activation of the latent powers will involve the activation or divestiture of other District powers
- (5) a plan for financing the activation of the latent powers, and
- (6) alternatives for the activation of the latent powers.

(Gov. Code, § 56824.12.) The formal application to LAFCO would be made by resolution, and this resolution can be adopted only after a public hearing. Notice of the hearing must be published in a newspaper of general circulation in the District once at least twenty-one days before the hearing. (Gov. Code, §§ 56153, 56154.)

Depending on scope of the latent powers proposed to be exercised, LAFCO may require that a municipal service review be prepared in order to consider an application for the expansion of latent powers. A municipal service review is a study conducted to ensure the availability and adequacy of local governmental services within a designated geographic area (countywide, regional or sub-regional). We understand that San Diego LAFCO is currently anticipating conducting a municipal service review for agencies in the Fallbrook/Rainbow Region in FY 2019-20. If the District proceeds with a latent powers expansion application in advance of LAFCO's initiation of the 2019-20 scheduled municipal service review, and LAFCO determines that a municipal service review is required in order to consider the District's application, an additional fee will be required. Alternatively, the District could coordinate with LAFCO so that its latent powers expansion is studied as part of LAFCO's scheduled municipal service review in 2019-20, and avoid this additional cost. LAFCO has also indicated they may also recommend a reduced application fee if the District was to coordinate their request with the scheduled municipal service review.

At the hearing, the District can adopt the resolution submitting its application to LAFCO. Once it does so, and after the tax exchange process required under Revenue and Taxation Code section 99 has been completed, LAFCO can consider the application. Most importantly, LAFCO is required to hold a public hearing to consider the request. If LAFCO approves the activation, it may condition it upon the District having a sufficient revenue source to provide the service. (Gov. Code, § 56824.14(a).) After LAFCO has approved the activation of latent powers, with or without conditions, LAFCO's approval is still subject to a protest process where District residents and owners would have the opportunity to submit written protests. Depending on the level of protest, LAFCO would take one of the following actions:

- (1) order the activation subject to confirmation by the voters only if there is a protest of between 25% and 50% of the registered voters or landowners
- (2) terminate the activation altogether if there is a majority protest of registered voters or landowners in the District
- (3) order the activation without an election if neither of the protest thresholds set out above are met.

Funding Community Benefits Program

Currently, the District uses unrestricted property tax revenue to pay for certain costs and services, including portions of the District's capital improvement program, that would otherwise be payable from fees and charges collected for water and/or sewer services. In other words, the District currently uses property tax revenues to offset the costs of water and/or sewer services, and to offset portions of the District's capital improvement program. The concept developed by these groups would be for the District to redirect property tax revenues toward community facilities, in an amount equal to approximately \$5 per meter. Since these property taxes previously paid for costs that would otherwise be payable from fees and charges collected for water and/or sewer services, property related fees, the District would increase its fees accordingly to make up for the shortfall. This would generate approximately \$546,000 annually in additional funding for public community facilities. At the September 24th Board meeting, Vice-President McDougal requested that this item be placed on the agenda for Board consideration on behalf of the ad hoc committee based on the results from the community meetings.

Because this strategy would require the District to increase its rates for water and/or sewer services, which are property related fees and charges, the District would have to comply with the requirements of article XIII D, section 6 of the California Constitution (Proposition 218), including holding a noticed public hearing at which the public may submit written protests. The District will also need a rate study and cost of service analysis showing that the new rates do not exceed the proportional cost of service and will not generate more revenue than needed to provide the water and/or sewer services.

The utilization of existing property tax revenue would be a simpler process through LAFCO as opposed to seeking a new revenue source, as it would only require a re-allocation of existing revenue. However, as mentioned above, the District would still need to recover the lost revenue through rates as property tax is a major funding source for District capital improvement projects and the District currently has higher expenses than revenues for capital improvements funds. In order to recover these amounts, the District must comply with the requirements of Proposition 218.

Next Steps

Based on the community feedback, the Board could consider a number of options regarding this effort:

1. Request staff immediately begin preparation of a Resolution of Application and application documents for the expansion of its latent powers to start the LAFCO process and bring the Resolution back to the Board for review and approval. Based on the current LAFCO fee schedule, which is a per acre fee schedule, the application fee would be \$39,331 and potentially an additional \$4,500 for the municipal service review.
2. Have the Board adopt a position of support for LAFCO to evaluate the expansion of District latent powers to include providing support for public community facilities as part of their FY 19-10 scheduled municipal service review, which will reduce the application fees.
3. Request community groups conduct additional outreach and get more community input before proceeding.
4. Do not pursue any expansion of latent powers.

Recommended Action

Staff supports Board direction.

LAFCO Application

SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
APPLICATION for EXPANSION and/or ACTIVATION of LATENT POWERS

The following information must be submitted with the application;
additional information may be requested during proposal review.

1. Completed APPLICATION for LATENT POWERS EXPANSION and/or ACTIVATION.
2. Certified resolution of application from each subject district (Government Code § 56654).
3. A metes-and-bounds legal (geographic) description for the perimeter of the subject area and a reproducible map may be required. LAFCO staff should be contacted to determine if this application requirement is necessary. Information about mapping requirements is available at www.sdlafco.org/forms/legal_description.pdf; or contact the County Assessor's Mapping Division at 619/531-6468.
4. One copy of each subject districts' adopted budget and staffing schedules for the current and previous fiscal year, most recent audits, capital improvement programs/plans, master service plans, and one copy of a five-year proposed budget and staffing schedule for the subject agency detailing expenditures, anticipated revenues, and reserves.
5. Terms and Conditions. Terms and conditions should address assumptions underlying the proposal, including but limited to: (1) transfer/addition of personnel and personnel rights; (2) restrictions on the use of discretionary revenue; (3) organization and governance; (4) proposed effective date of change of organization.
6. List of agencies, groups, and individuals that were contacted regarding the proposal.
7. Completed CAMPAIGN CONTRIBUTION DISCLOSURE FORM and EVALUATION CHECKLIST for DISCLOSURE OF POLITICAL EXPENDITURES.
8. Completed SUBJECT AGENCY SUPPLEMENTAL INFORMATION FORM from each subject agency.
9. LAFCO processing fees. Refer to <http://www.sdlafco.org/document/feeschedule.pdf>, or contact LAFCO staff.

SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
9335 Hazard Way · Suite 200 · San Diego, CA 92123
(858) 614-7755 · www.sdlafco.org

Updated: October 21, 2015

LATENT POWERS EXPANSION AND/OR ACTIVATION APPLICATION

The information in this application is used by LAFCO staff to evaluate proposals for changes of government organization. Please respond to **all** items in this form, indicating "NA" when an item does **not** apply.

SUBJECT AGENCY(IES) (City or Special District)	PROPOSED CHANGE OF ORGANIZATION/ACTION (Latent powers activation, expansion, annexation, detachment, dissolution, sphere amendment, etc.)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

As part of this application, the city of _____ or the _____ district, _____ (the applicant), and/or the _____ (real party in interest: subject landowner and/or registered voter) agree to defend, indemnify, hold harmless, and release the San Diego LAFCO, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any or all of them, the purpose of which is to attack, set aside, void, or annul the approval or denial of this application or adoption of or refusal to adopt the environmental document which accompanies it or any other action San Diego LAFCO takes with respect to this application. This defense and indemnification obligation shall include, but not be limited to, attorneys' fees and other costs of defense, damages, costs, and expenses, including attorney fees payable to another party. The person signing this application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications. San Diego LAFCO's acceptance of this application is sufficient to make this agreement a binding, bilateral contract between us.

I acknowledge that annexation to the city of _____ or the _____ district may result in the imposition of taxes, fees and assessments **existing within the (city or district)** on the effective date of annexation. I hereby waive any rights I may have under Articles XIII C and XIII D of the State Constitution (Proposition 218) to a hearing, assessment ballot proceeding or an election on those **existing taxes, fees and assessments**.

Agreed:

Signature: _____ Date: _____

Print/Type Name: _____

Address: _____

Telephone: () _____

Property Address: _____

Cross Street(s): _____

Assessor Parcel Number(s): _____ Acres: _____

Indicate below if anyone, in addition to the person signing this application, is to receive notices of these proceedings.

Name: _____

Address: _____

Telephone: () _____

APPLICATION FOR EXPANSION AND/OR ACTIVATION OF LATENT POWERS

Please respond fully to the following requests for information; use additional sheets of paper as required. Respond with NA to items that do not apply.

GENERAL INFORMATION

1. Why is LATENT POWERS ACTIVATION/EXPANSION proposed?
2. Identify existing service providers and discuss all changes in providers or amendments to existing services or agreements that would be required to accommodate the proposal.
3. Describe any proposed changes to service, which would be required as a result of the proposal.
4. Please identify current and proposed staffing:

Safety	FY: Current	FY: Proposed	Comments
Number of paid personnel:			

5. List specific position classifications for all additional personnel that would be hired as a result of the latent powers application.

6. List services currently provided and services that the subject agency would provide:

	Name of Agency:	Current Services	Proposed Services
a.			
b.			
c.			
d.			
e.			

7. Briefly discuss any *new* service that would be provided within the reorganized district.

8. Discuss how the proposal will affect opportunities for furthering efficiencies, such as usage of joint powers agreements, joint powers authorities/agreements, regional planning opportunities, etc. List current shared activities with other service providers, including shared facilities and staff. Discuss how the proposal will further these efforts.

Name of Agency:

9. District Population

10. Registered Voters

11. Acres / Square miles

12. Describe prevalent land uses in each district; list predominant General Plan designations.

13. Briefly discuss all development or change in land–use that the proposal would allow.

14. What sphere of influence change(s) is/are proposed for the subject agency?

15. Discuss the ability of the subject district to provide services to all territory within the district's sphere of influence. Include a discussion of the cost to extend services.

16. List special taxes approved by voters within the district. If the agency will continue to levy voter-approved taxes, explain restrictions and processes concerning collection and expenditure of special tax revenue.

17. Briefly describe if new equipment or equipment upgrades that would be required to implement proposal. Provide cost estimates and explain how capital funds will be available for purchase.

SUPPLEMENTAL FISCAL AND GENERAL INFORMATION

For the questions in this section, please submit answers on additional pages, indicate who provided the information, and attach the pages to this form.

1. Per requirements in Government Code Section 56653 and 56824.12, submit with this application a plan for providing services within the affected territory. At a minimum the plan for services must include: (1) An enumeration and description of the services to be provided; (2) The level and range of services to be provided; (3) An indication of when services can be feasibly extended to the reorganization territory; (4) An indication of any improvements or upgrades of facilities that the subject agency will make or require; and (5) Total estimated cost to provide services; (6) Estimated cost of services to customers; (7) Identification of existing service providers; (8) Whether the latent powers proposal will involve the activation, expansion, or divestiture of service powers and authorization; (9) Plan for financing the establishment of new or different service functions; and (10) Alternatives for establishing new or different functions or classes of services.
2. Provide a copy of each district's: adopted budgets and staffing schedules for the current and previous fiscal-year and the most recent audits, Capital Improvement Programs, Master Service Plans, and a copy of a five-year proposed budget and staffing schedule for the subject agency detailing expenditures, anticipated revenues, and reserves.
3. Explain how operations for each district have been financed and include a narrative summary of all sources of revenues and expenditures. Cite the fiscal year for the data and indicate how the sources of revenue and associated expenditures will change with the proposal. If new opportunities for additional revenue will result from the proposal (e.g., joint agency grant applications, etc.). Please explain.
4. Describe any voter-approved charges or taxes that each district currently levies, and indicate if the district would continue to levy them after this change of organization.
5. Discuss the opportunities for improved service delivery associated with proposed changes in government organization through merging staff, reduction/attrition, phasing out of positions, etc.
6. What will be the major source(s) of funding for the subject district?
7. Indicate if the district plans to establish improvement districts as a mechanism to continue the collection of fees and taxes in each former district's territory. If the proposed improvement district has different boundaries than the former district, provide a map and legal description. If improvement districts or tax zones are proposed to be formed, explain the rationale used to determine the boundaries and associated benefit fees, taxes, or assessments.

8. If the district proposes to levy additional fees or taxes as a result of this proposal, indicate how those costs will be levied, and what the cost will be for each resident/service user.
9. Discuss any opportunities for cost-savings or cost-avoidance. Include in the response any proposed actions to decrease or charges/fees; whether employee salaries and benefits will be increased or decreased; effects on equipment purchase, facility planning, shared facility usage, insurance costs, overall service costs, etc. Note that any associated cost-savings/increases needs to be reflected in the proposed budgets submitted with the LAFCO application.
10. List any terms and conditions that are requested for this proposal.
11. List all agencies, groups and individuals contacted regarding this proposal.
12. Are there any jurisdictional issues/conflicts associated with the proposal?
 YES NO (If yes, please complete the LAFCO Policy L-107 form)

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

LAFCOs are subject to the campaign disclosure provisions detailed in Government Code Section 84308, and the Regulations of the Fair Political Practices Commission (FPPC), Section 18438.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to San Diego LAFCO with your application.

1. No LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$250 from any party¹ or agent² while a change of organization proceeding is pending, and for three months subsequent to the date a final decision is rendered by LAFCO. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

2. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$250 made to any commissioner by the party, or agent, during the preceding 12 months. No party to a LAFCO proceeding, or agent, shall make a contribution to a commissioner during the proceeding and for three months following the date a final decision is rendered by LAFCO.

3. Prior to rendering a decision on a LAFCO proceeding, any commissioner who received contribution of more than \$250 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, that commissioner shall be permitted to participate in the proceeding.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.

² "Agent" is defined as a person who represents a party in connection with a proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

To determine whether a campaign contribution of more than \$250 has been made by you or your agent to a commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated.

Names of current LAFCO commissioners are available at <http://www.sdlafco.org/document/CommRoster.pdf>. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact San Diego LAFCO at 9335 Hazard Way, Suite 200, San Diego, CA 92123, (858) 614-7755.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Proposed change(s) of organization: _____

(b) Name and address of any party, or agent, who has contributed more than \$250 to any commissioner within the preceding 12 months:

1. _____

2. _____

(c) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

(d) Name of commissioner to whom contribution was made:

1. _____
2. _____

(e) I certify that the above information is provided to the best of my knowledge.

Printed Name _____

Signature _____

Date _____ Phone _____

To be completed by LAFCO:

Proposal:

Ref. No.

DISCLOSURE OF POLITICAL EXPENDITURES

Effective January 1, 2008, expenditures for political purposes, which are related to a change of organization or reorganization proposal that will be or has been submitted to LAFCO, are subject to the reporting and disclosure requirements of the Political Reform Act of 1974 and the Cortese-Knox-Hertzberg Act of 2000.

Please carefully read the following information to determine if reporting and disclosure provisions apply to you.

- Any person or combination of persons who, for political purposes, directly or indirectly contributes \$1,000 or more, or expend \$1,000 or more in support of, or in opposition to a proposal for a change of organization or reorganization that will be submitted to the Commission, shall disclose and report to the Commission to the same extent and subject to the same requirements of the Political Reform Act of 1974 (Government Code Section 81000 et seq.) as provided for local initiative measures, and Section 56700.1 of the Cortese-Knox-Hertzberg Act of 2000.
- Pursuant to Government Code Section 57009, any person or combination of persons who directly or indirectly contributes \$1,000 or more, or expends \$1,000 or in support of, or in opposition to, the conducting authority proceedings for a change of organization or reorganization, must comply with the disclosure requirements of the Political Reform Act of 1974, (Government Code section 81000 et seq.). Applicable reports must be filed with the Secretary of State and the appropriate city or county clerk. Copies of the report must also be filed with the Executive Officer of San Diego LAFCO.
- A roster of current San Diego LAFCO commissioners is available from the LAFCO office: 9335 Hazard Way, Suite 200, San Diego, CA 92123, (858) 614-7755, or from <http://www.sdlafco.org/document/CommRoster.pdf>

EVALUATION CHECKLIST FOR DISCLOSURE OF POLITICAL EXPENDITURES

The following checklist is provided to assist you in determining if the requirements of Government Code Sections 81000 et seq. apply to you. For further assistance contact the Fair Political Practices Commission at 428 J Street, Suite 450, Sacramento, CA 95814, (866) 275-3772 or at <http://www.fppc.ca.gov>.

1. Have you directly or indirectly made a contribution or expenditure of \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

- Yes
 No

Date of contribution _____

Amount \$ _____

Name/Ref. No. of LAFCO proposal _____

Date proposal submitted to LAFCO _____

2. Have you, in combination with other person(s), directly or indirectly contributed or expended \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

- Yes
 No

Date of contribution _____

Amount \$ _____

Name/Ref. No. of LAFCO proposal _____

Date proposal submitted to LAFCO _____

3. If you have filed a report in accordance with FPPC requirements, has a copy of the report been filed with San Diego LAFCO?

- Yes
 No

SUBJECT AGENCY SUPPLEMENTAL INFORMATION FORM

NOTE: A copy of this form must be completed and signed by **each** local agency that will gain or lose territory as a result of the proposed jurisdictional boundary change. Attach additional sheets if necessary.

Signature of agency representative

Print name

Title

Telephone

Date

A. JURISDICTIONAL INFORMATION:

Name of agency: _____

1. Is the proposal territory within the agency's sphere of influence? Yes No
2. Upon LAFCO approval, will the proposal territory be included within an assessment district and be subject to assessment for new or extended services? Yes No
3. Does the agency have plans to establish any new assessment district that would include the proposal territory? Yes No
4. Will the proposal territory assume any existing bonded indebtedness? Yes No
If yes, indicate any taxpayer cost: \$ _____
5. Will the proposal territory be subject to any special taxes, benefit charges, or fees? Yes No
If yes, please provide details of all costs: _____

6. Is the agency requesting an exchange of property tax revenues as a result of this proposal? Yes No
7. Is this proposed jurisdictional change subject to a master property tax agreement or master enterprise district resolution? Yes No

B. SEWER SERVICE:

1. What is the agency's current wastewater treatment capacity (expressed in million gallons per day and equivalent dwelling units)? _____

2. What is the average volume of influent currently being treated by the agency (expressed in million gallons per day and equivalent dwelling units)? _____

3. (a) What is the agency's peak flow volume (expressed in million gallons per day)?

(b) What is the agency's peak flow capacity (expressed in million gallons per day)?

(c) Has the agency exceeded the flow (peak) capacity within the past two years?
(d) *If yes*, please describe the frequency and volume of incidents that exceeded the agency's peak capacity: _____ YES NO

4. (a) Has the agency issued a letter of sewer availability for the proposal territory? YES NO
(b) *If yes*, please provide a copy of the letter. (This documentation should be completed by the agency no longer than 6 months prior to submittal to LAFCO.)

5. (a) How many future equivalent dwelling units have been reserved or committed for proposed projects? _____
(b) Can all projects that have received commitments of sewer availability (e.g., "will serve letters") be accommodated with planned capacity? YES NO

6. (a) Does the agency have the necessary contractual and/or operational treatment capacity to provide sewer service to the proposal territory? YES NO
(b) *If yes*, please specify the proposal territory's estimated sewer demand and the agency's available sewer capacity (expressed in million gallons per day and equivalent dwelling units):

(c) *If no*, please describe the agency's plans to upgrade capacity to resolve any capacity related issues: _____

7. Will the proposal territory be annexed to a sewer improvement district? YES NO

8. (a) The distance for connection of the proposal territory to the agency's existing sewer system is _____ feet.
(b) Describe the location of the connection to the agency's existing sewer system:

C. WATER SERVICE:

1. (a) Does the subject agency have adequate water supply and sufficient contractual and/or operational capacity available to serve the proposal territory? YES NO
- (b) *If yes*, describe the proposal territory's estimated water demand and the agency's available water supply and capacity (expressed in acre-feet or million gallons per day):

- (c) *If no*, what plans does the agency have to increase its water capacity?

2. Specify any improvements (on and off-site) that will be necessary to connect and serve the anticipated development. Indicate the total cost of these improvements and method of financing (e.g., general property tax, assessment district, landowner or developer fees): _____

3. (a) Has the agency issued a letter of water availability for the proposal territory? YES NO
- (b) *If yes*, please provide a copy of the letter. (This documentation should be completed by the agency no longer than 6 months prior to submittal to LAFCO.)
4. (a) The distance for connection of the proposal territory to the agency's existing water system is _____ feet.
- (b) Describe the location of the connection to the agency's existing water system:

5. (a) Is the agency currently under any drought-related conditions and/or restrictions? YES NO
- (b) *If yes*, describe the conditions and specify any related restrictions:

6. (a) Will the proposal territory utilize reclaimed water? YES NO
- (b) *If yes*, describe the proposal territory's reclaimed water use and the agency's available reclaimed water supply and capacity (expressed in acre-feet or million gallons per day):

- (c) The distance for connection of the proposal territory to the agency's existing reclaimed water system is _____ feet.
- (d) Describe the location of the connection to the agency's existing reclaimed water system: _____
- (e) *If no*, has the agency considered availability of reclaimed water to the proposal territory? YES NO
- (f) What restrictions prevent use of reclaimed water? _____

7. Will the proposal territory be annexed to an improvement district? YES NO

FIRE PROTECTION

1. Identify existing dispatch providers and discuss all changes in providers or amendment to existing communications agreements that would be required to accommodate the proposal.

2. Describe any proposed changes to paramedic service, which would be required as a result of the proposal.

3. How would the proposal affect exclusive operating areas (EOA) for the subject districts?

4. Please identify current and proposed staffing:

	Name of Agency	Name of Agency
Safety		
Number of paid personnel:		
Number of paid reserves:		
Number of non-paid reserves:		
Non-Safety		
Number of Admin / Support		

5. List specific position classifications for all additional personnel that would be hired as a result of this proposal.

6. Describe all if there are any retirement liabilities that would result from the proposal and how liabilities would be addressed.

7. List existing automatic and mutual aid agreements and indicate which agreements may need to be amended to facilitate the proposal.

8. Discuss the anticipated ISO rating for the subject agency and the ISO process for reevaluating the service area.

9. Briefly explain how the districts' operations have been financed; list major revenue sources and identify the percent of operational funding which each source represents.

Name of Agency: _____

10. Briefly describe if new equipment or equipment upgrades that would be required to implement proposal. Provide cost estimates and explain how capital funds will be available for purchase.

MEMO

TO: Board of Directors
FROM: Personnel Committee
DATE: October 22, 2018
SUBJECT: GIS Specialist Title and Job Description Revisions

Purpose

To obtain approval for the proposed revisions to the title and job description for the District's GIS Specialist job classification.

Summary

The proposed title change from GIS Specialist to GIS Coordinator and the proposed changes to the job description more adequately describe the current scope of duties and responsibilities of the position, which now includes direct supervision of one Engineering Technician I assigned to assist with GIS-related duties.

No change in compensation is being proposed.

Recommended Action

That the Board adopt Resolution No. 4945 amending Administrative Code – Article 11 with the proposed revisions changing the GIS Specialist job title to GIS Coordinator and the job description to more accurately reflect the current duties and responsibilities of the position.

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) ~~SPECIALIST~~ COORDINATOR

Definition

Under general supervision of the Engineering Supervisor and/or Senior Engineer, plans, designs, organizes and maintains the District's GIS and AutoCAD systems.

Class Characteristics

Incumbent leads the activities of the GIS function, including the processing and delivery of product and service requests, data creation and database management activities and specialized GIS application programming, with the technical maintenance aspects of the computers systems, network and database coordinated through the Information Systems Technician. Incumbent may lead small crews of employees in assigned, prescheduled work. Incumbent is regularly assigned to train lower level personnel in the performance of specified work. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered. Incumbent assigns, checks, guides, corrects, trains and participates fully in the work of subordinates assigned staff. ~~Incumbents do not hire, evaluate, or discipline subordinates. Incumbents are expected to advise the supervisor of staff performance problems observed.~~

Examples of Duties

- Plans, organizes, maintains and leads the implementation of the District's GIS program;
- ~~Trains and leads~~ Supervises staff performing AutoCAD, GIS and GPS functions;
- Researches and designs hardware and software upgrades and replacements;
- Develops, justifies and prepares the engineering automation budget for management review; Creates relational databases (tables, forms, reports);
- Coordinates GIS activities with other departments and outside agencies and organizations;
- Attends and participates ~~(attending and participating~~ in professional group meetings);
- Creates and maintains GIS Applications for various departments activities;
- Creates engineered drawings for both internal use and contractor-led activities;
- Creates bid documents for capital improvement projects;
- Aides in creation and maintenance of District specifications and standard drawings;
- Works closely with District staff to provide assistance and GIS data and information related to engineering, utilities, land use, environmental, transportation, safety, demographic, economic;
- ~~Operates calculators, photocopiers, microcomputers and other office equipment;~~
- Operates District vehicles; and
- Performs related work as required.

Qualifications

Knowledge of:

- Computer applications related to engineering and/or water resource analysis, specifically

GIS and AutoCAD;

- **Web GIS Creation, managing and administering for both internal and public facing sites;**
- Principles and practices of program development and administration;
- GIS principles and practices;
- **Land surveying best practices;**
- **Easements, right-of-ways, deeds and other land conveyances;**
- **Water system distribution as it relates to design, maintenance and sustainability;**
- GPS post processing with baseline creation and survey adjustment;
- Geodata bases, feature data sets, feature classes and how they interact;
- Object oriented programming;
- Database management systems, network communication, and internet technology;
- Methods and techniques of conducting and analyzing research;
- Principles and practices of project management techniques;
- Principles and practices of leadership;
- Federal, State, and local laws, regulations, and standards;
- Technical criteria, policies, procedures, design, and construction practices;
- Modern developments, current literature, and sources of GIS information;
- Principles of report writing and correspondence;
- Principles of mathematical calculations;
- Hydraulic and hydrology principles;
- English usage, spelling, grammar and punctuation; and
- Appropriate safety precautions, procedures, practices and regulations.

Ability to:

- Operate a personal computer to utilize a variety of technically sophisticated software, specifically GIS and AutoCAD at an advanced level;
- Use a total station to collect data for GIS;
- Use survey accurate GPS, both static and real time kinematic;
- Post process GPS data using Trimble TGO software;
- Create and maintain databases;
- **Read, write and understand easements and quit claims;**
- Use SQL and visual basic to create and maintain GIS data and GIS applications;
- Maintain complete, accurate records and documentation;
- Review and interpret engineering reports and environmental documents;
- Plan and organize work to meet deadlines;
- Perform mathematical calculations;
- Follow established codes, policies, guidelines and procedures;
- Attend professional training, conferences, seminars, etc. to remain updated on the latest Technology; practices and methods;
- Perform work in accordance with safety regulations;
- Deal courteously and appropriately with the public;
- Work as a team leader and build consensus;

- Operate a vehicle;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- ~~Train, coach, and review the work of technicians assigned to the GIS function~~
- Supervise the work of assigned staff; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

License and Certifications

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

Possession of a Water Distribution Operator Grade II (D2) certification.

Possession of a certification of completion for training in AutoCAD and GIS.

~~Possession of a Collection System Maintenance Grade II certification is desirable.~~

~~Possession of a Bachelor's degree in Geography, Civil Engineering or related subject is desirable.~~

Possession of a GIS Professional Certification (GISP).

Education, Training and Experience

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

A typical qualifying entrance background:

Three years of water/wastewater engineering operations experience in a similar lead position including first-level responsibility for a GIS program. Supervisory experience is highly desirable. ~~A Bachelor's degree in a related field may be~~

~~substituted for one year of experience.~~

Possession of a Bachelor's degree in Geography, Civil Engineering or related subject is desirable.

Physical Demands

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Signals for surveying duties, operates survey equipment, drafting instruments, computer and calculator.
- Handling: Seizes, holds or works with hands.
- Reaching: Extends hand and arms in any direction.
- Lifting: Raises or lowers surveying equipment and map books.
- Stooping: Bends body downward and forward by bending at knees or waist often while operating surveying equipment.
- Climbing: In and out of trenches; ascends and descends ladders up to 50 feet in height; ascends and descends slope of dam up to 100 feet.
- Vision: Reads written and video messages, specifically work tickets, legal descriptions, maps, distance and azimuth and operates District vehicles.
- Talking: Communicates by radio, telephone and in person.

- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio, telephone and in person.
- Sitting: Remains seated for up to 9 hours per day; rides in District vehicles over rough terrain.
- Standing: Surveys and provides customer service for up to 9 hours per day.
- Lifting: Up to 50 pounds daily; frequent exertion.

Environmental Conditions

- ~~Noise: Works in conditions with constant or intermittent noise.~~
- ~~Temperature/Weather: Works outside with variations of temperature and weather.~~
- This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

Protective Devices Required

Hard hat, gloves, safety shoes, vest, and hearing protection ~~and seat belt.~~

SALARY RANGE : 32

Board Approved Effective Date 8/06
Board Approved Revision Date 10/08, 1/13, 1/16

RESOLUTION NO. 4945

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

* * * * *

WHEREAS, the Geographical Information Systems (GIS) Specialist job title and job description do not adequately describe the current and projected scope of duties of the position; and

WHEREAS, to more adequately describe the current scope of duties and responsibilities of the position, which now includes direct supervision of one Engineering Technician I, the job title should be revised to Geographical Information Systems (GIS) Coordinator and the job description should also be revised to more adequately describe the current and projected scope of duties of the position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District Article 11, Personnel Regulations, shall be amended as follows:

1. As they apply to the Geographical Information Systems (GIS) Specialist job title and job description, with the proposed revisions as shown in Attachment A, attached hereto and incorporated herein.
2. The remaining provisions of Article 11 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 22nd day of October, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Attachment A

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) COORDINATOR

Definition

Under general supervision of the Engineering Supervisor and/or Senior Engineer, plans, designs, organizes and maintains the District's GIS and AutoCAD systems.

Class Characteristics

Incumbent leads the activities of the GIS function, including the processing and delivery of product and service requests, data creation and database management activities and specialized GIS application programming, with the technical maintenance aspects of the computers systems, network and database coordinated through the Information Systems Technician. Incumbent may lead small crews of employees in assigned, prescheduled work. Incumbent is regularly assigned to train lower level personnel in the performance of specified work. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

Examples of Duties

- Plans, organizes, maintains and leads the implementation of the District's GIS program;
- Supervises staff performing AutoCAD, GIS and GPS functions;
- Researches and designs hardware and software upgrades and replacements;
- Develops, justifies and prepares the engineering automation budget for management review; Creates relational databases (tables, forms, reports);
- Coordinates GIS activities with other departments and outside agencies and organizations (attending and participating in professional group meetings);
- Creates and maintains GIS Applications for various departments activities;
- Creates engineered drawings for both internal use and contractor-led activities;
- Creates bid documents for capital improvement projects;
- Aides in creation and maintenance of District specifications and standard drawings;
- Works closely with District staff to provide assistance and GIS data and information related to engineering, utilities, land use, environmental, transportation, safety, demographic, economic;
- Operates calculators, photocopiers, microcomputers and other office equipment;
- Operates District vehicles; and
- Performs related work as required.

Qualifications

Knowledge of:

- Computer applications related to engineering and/or water resource analysis, specifically GIS and AutoCAD;
- Web GIS Creation, managing and administering for both internal and public facing sites;

- Principles and practices of program development and administration;
- GIS principles and practices;
- Land surveying best practices;
- Easements, right-of-ways, deeds and other land conveyances;
- Water system distribution as it relates to design, maintenance and sustainability;
- GPS post processing with baseline creation and survey adjustment;
- Geodata bases, feature data sets, feature classes and how they interact;
- Object oriented programming;
- Database management systems, network communication, and internet technology;
- Methods and techniques of conducting and analyzing research;
- Principles and practices of project management techniques;
- Principles and practices of leadership;
- Federal, State, and local laws, regulations, and standards;
- Technical criteria, policies, procedures, design, and construction practices;
- Modern developments, current literature, and sources of GIS information;
- Principles of report writing and correspondence;
- Principles of mathematical calculations;
- Hydraulic and hydrology principles;
- English usage, spelling, grammar and punctuation; and
- Appropriate safety precautions, procedures, practices and regulations.

Ability to:

- Operate a personal computer to utilize a variety of technically sophisticated software, specifically GIS and AutoCAD at an advanced level;
- Use a total station to collect data for GIS;
- Use survey accurate GPS, both static and real time kinematic;
- Post process GPS data using Trimble TGO software;
- Create and maintain databases;
- Read, write and understand easements and quit claims;
- Use SQL and visual basic to create and maintain GIS data and GIS applications;
- Maintain complete, accurate records and documentation;
- Review and interpret engineering reports and environmental documents;
- Plan and organize work to meet deadlines;
- Perform mathematical calculations;
- Follow established codes, policies, guidelines and procedures;
- Attend professional training, conferences, seminars, etc. to remain updated on the latest technology; practices and methods;
- Perform work in accordance with safety regulations;
- Deal courteously and appropriately with the public;
- Work as a team leader and build consensus;
- Operate a vehicle;
- Understand and carry out oral and written instructions;

- Communicate clearly and concisely, both orally and in writing;
- Supervise the work of assigned staff; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

License and Certifications

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

Possession of a Water Distribution Operator Grade II (D2) certification.

Possession of a certification of completion for training in AutoCAD and GIS.

Possession of a GIS Professional Certification (GISP).

Education, Training and Experience

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

A typical qualifying entrance background:

Three years of water/wastewater engineering operations experience in a similar lead position, including first-level responsibility for a GIS program. Supervisory experience is highly desirable.

Possession of a Bachelor's degree in Geography, Civil Engineering or related subject is desirable.

Physical Demands

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Signals for surveying duties, operates survey equipment, drafting instruments, computer and calculator.
- Handling: Seizes, holds or works with hands.
- Reaching: Extends hand and arms in any direction.
- Lifting: Raises or lowers surveying equipment and map books.
- Stooping: Bends body downward and forward by bending at knees or waist often while operating surveying equipment.
- Climbing: In and out of trenches; ascends and descends ladders up to 50 feet in height; ascends and descends slope of dam up to 100 feet.
- Vision: Reads written and video messages, specifically work tickets, legal descriptions, maps, distance and azimuth and operates District vehicles.
- Talking: Communicates by radio, telephone and in person.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio, telephone and in person.
- Sitting: Remains seated for up to 9 hours per day; rides in District vehicles over rough terrain.
- Standing: Surveys and provides customer service for up to 9 hours per day.
- Lifting: Up to 50 pounds daily; frequent exertion.

Environmental Conditions

- This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

Protective Devices Required

Hard hat, gloves, safety shoes, vest and hearing protection.

SALARY RANGE : 32

Board Approved Effective Date 8/06
Board Approved Revision Date 10/08, 1/13, 1/16

M E M O

TO: Board of Directors
FROM: Jack Bebee, General Manager, *JRB*
DATE: October 22, 2018
SUBJECT: Consider Adopting Resolution No. 4946 Amending Administrative Code—
Article 2, Guidelines for Board of Directors

Purpose

To amend Administrative Code—Article 2, Guidelines for Board of Directors, to add three meetings to section 2.12.

Summary

Staff, in conjunction with the Board President, has prepared proposed revisions, as shown on the attached in redline, to section 2.12 of Article 2 of the Administrative Code. The proposal adds three meetings to the list of meetings that do not require advance approval by the Board of Directors, as follows:

1. Up to one meeting per month for each Director with the General Manager to discuss District business;
2. Toastmasters International (up to twice per month); and
3. Citizens Water Academy class offered by the San Diego County Water Authority

The proposal supports Board Members meeting with the General Manager on District matters to ensure any Board Members' concerns are addressed, providing support for Board Members to improve public speaking skills to help communicate District objectives to our ratepayers, and Board Members participation in the Citizens Water Academy class to serve as outreach ambassadors on water issues.

Recommended Action

That the Board of Directors adopt Resolution No. 4946 amending Administrative Code – Article 2, Guidelines for Board of Directors, with the proposed revisions to Section 2.12.

- A. Association of California Water Agencies (ACWA) (semi-annual)
- B. California Special District Association (CSDA), San Diego Chapter (quarterly)
- C. Council of Water Utilities (monthly)
- D. California Association of Sanitation Agencies (CASA) (semi-annual)
- E. Training Courses in CA Local Agency Ethics (AB 1234) and/or Sexual Harassment for Supervisors (AB 1825)
- F. Metropolitan Water District of Southern California (up to one per month)
- G. San Diego County Water Authority (up to one per month)
- H. Meetings between the Board President and the General Manager (up to twice per month)
- I. Up to one meeting per month for each Director with the General Manager to discuss District business
- J. Toastmasters International (up to twice per month)
- I.K. Citizens Water Academy offered by the San Diego County Water Authority

Sec. 2.13 Board Packets.

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

Sec. 2.14 Board Committees.

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

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

ARTICLE 2

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

RESOLUTION NO. 4946

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FALLBROOK PUBLIC UTILITY DISTRICT
AMENDING ADMINISTRATIVE CODE – ARTICLE 2, GUIDELINES FOR
BOARD OF DIRECTORS**

* * * * *

WHEREAS, Article 2, Section 2.12 of the Administrative Code designates meetings for attendance by Directors that are eligible for compensation and expense reimbursement and do not require approval in advance; and

WHEREAS, individual Directors meet with the General Manager from time-to-time to discuss District business and to address their concerns. The proposal adds one meeting per month for each Director to meet with the General Manager to the list of meetings in Section 2.12 that do not require advance approval; and

WHEREAS, it is essential that Directors possess strong public speaking skills to help communicate District objectives to our ratepayers. To support Directors' public speaking skills, the proposal adds attendance to Toastmasters International meetings, up to twice per month, to the list of meetings in Section 2.12 that do not require advance approval; and

WHEREAS, the Citizens Water Academy class provides opportunities for Directors to learn about critical projects and programs related to water, and Directors would serve as outreach ambassadors on water issues by attending. The proposal adds the Citizens Water Academy class to the list of meetings in Section 2.12 that do not require advance approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that Article 2, Guidelines for Board of Directors, shall be amended as follows:

1. Section 2.12, Directors' Compensation, with the proposed revisions as shown in Attachment A, attached hereto and incorporated herein.
2. The remaining provisions of Article 2 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 22nd day of October, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Attachment A

- A. Association of California Water Agencies (ACWA) (semi-annual)
- B. California Special District Association (CSDA), San Diego Chapter (quarterly)
- C. Council of Water Utilities (monthly)
- D. California Association of Sanitation Agencies (CASA) (semi-annual)
- E. Training Courses in CA Local Agency Ethics (AB 1234) and/or Sexual Harassment for Supervisors (AB 1825)
- F. Metropolitan Water District of Southern California (up to one per month)
- G. San Diego County Water Authority (up to one per month)
- H. Meetings between the Board President and the General Manager (up to twice per month)
- I. Up to one meeting per month for each Director with the General Manager to discuss District business
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- K. Citizens Water Academy offered by the San Diego County Water Authority

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- A. Fiscal Policy & Insurance Committee – This committee shall work with the General Manager and other officers of the District to review the annual audit, the annual financial statement before publication, budget, water rate structures and fees, investments, insurance, and other financial records and operations of the District.
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ARTICLE 2

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

MEMO

TO: Board of Directors
FROM: Jack Bebee, General Manager
DATE: October 22, 2018
SUBJECT: Consider Adopting Resolution No. 4947 Amending Personnel Regulations Section 11.10, Unlawful Discrimination and Harassment

Purpose

To revise and update Section 11.10, Unlawful Discrimination and Harassment, of the Personnel Regulations.

Summary

Staff retained the law firm of Liebert Cassidy Whitmore (LCW) to conduct a thorough review of Section 11.10, Unlawful Discrimination and Harassment, of the Personnel Regulations in order to identify revisions/updates necessary to ensure the policy follows the State law requirement that a harassment prevention policy address all of the following: (1) The illegality of sexual harassment; (2) the definition of sexual harassment under applicable state and federal law; (3) a description of sexual harassment, utilizing examples; (4) the internal complaint process of the employer available to the employee; (5) the legal remedies and complaint process available through the California Department of Fair Employment and Housing (DFEH); (6) directions on how to contact the DFEH; and (7) the protection against retaliation provided by state anti-harassment law. (Gov. Code § 12950(b).)

LCW's proposed revisions are shown in the attached redline version of Section 11.10.

Recommended Action

That the Board of Directors adopt Resolution No. 4947 amending Section 11.10 of the Personnel Regulations with the proposed revisions.

11.10 UNLAWFUL DISCRIMINATION, AND HARASSMENT, & RETALIATION

11.10.1 Purpose

The Fallbrook Public Utility District (“District”) has a strong commitment to prohibiting and preventing discrimination, harassment, and retaliation in the workplace. The District has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment, and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible.

The District prohibits any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

11.10.2 Employment Decisions and Practices

The District affords equal employment opportunity for all qualified employees and applicants as to all terms of ~~Employment decisions include~~including compensation, hiring, training, dismissal, promotion, transfer, layoff, recall, and discipline, and other actions taken by the District regarding an employee’s status. ~~The District prohibits discrimination against employees or applicants for Employment decisions are made on the basis of relevant, job-related factors determined by the District and not on the basis of unlawful reasons such as race, color, religionreligious creed, sex, national origin, age (40 and over), physical or mental disability, medical condition, marital status, or sexual orientation, genetic information, gender, gender identity, gender expression, military and veteran status, or any other basis protected by law or protections covered by Title I of the Affordable Care Act.~~

Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in this Policy, or by contacting the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.

Absent undue hardship or direct threats to the health and safety of employee(s), ~~the District also makes~~provides employment-related reasonable accommodations to:

- a. Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions; ~~for disabled employees. Finally, the District prohibits the harassment, discrimination, or retaliation of any individual on any of the bases listed above.~~

- b. Employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider;
- c. Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- a.d. Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

11.10.3 Policy Against Harassment and Discrimination Protected Classification

The District strictly prohibits discrimination, harassment, or retaliation of an individual because of that an individual's protected classification. "Protected Classification" includes sex, race, religious creed, color, age (over forty), national origin, ancestry, marital status, medical condition, genetic information, sexual orientation, gender, gender identity, gender expression, physical or mental disability, military and veteran status, or membership in any other basis protected classification under applicable law. This Policy prohibits discrimination, harassment, and retaliation because: 1) of an individual's protected classification; 2) the perception that an individual has is in a protected classification; or 3) the individual associates with a person who has or is perceived to have be in a protected classification. Such harassment by employees and non-employees is not only unlawful, but it may result in high turnover, absenteeism, low morale and productivity, and an uncomfortable work environment. Therefore, the District will not tolerate any such harassment of its employees and will take affirmative steps to stop it.

11.10.4 Application Covered Individuals

- a. This policy applies to all phases—terms and conditions of the employment, internships, and volunteer opportunities—relationship, including, but not limited to, recruitment, testing, selection, hiring, upgrading,—placement, promotion/demotion, disciplinary action, transfer, layoff, recall, leave of absence, compensation, termination, rates of pay, benefits and selection for training.
- b. This policy applies to all applicants, officers, directors, and employees of the District regardless of rank or title, elected and appointed officials, interns, volunteers, and contractors including persons working under contract for the District.

11.10.5 Protected Activity

This Policy prohibits discrimination, harassment, or retaliation because of an individual's protected activity. Protected activity includes making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a complaint under this Policy; opposing violations of this Policy; or participating in an investigation under this Policy.

11.10.6 Discrimination Defined

This Policy prohibits treating covered individuals differently and adversely because of the individual's protected classification, actual or perceived; because the individual associates

with a person who is member of a protected classification, actual or perceived; or because the individual participates in a protected activity as defined in this Policy.

11.10.7 Harassment Defined

Harassment includes, but is not limited to, the following types of behavior taken because of a person's actual or perceived protected classification:

a. Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a Harassment may consist of offensive verbal, physical or visual conduct when such conduct is based on, or related to, an individual's sex and/or membership in one of the above-described protected classification,s, and:

b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.

c. Visual acts, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.

a.d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature where:

- (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment;
- (2) Submission to, or rejection of, the offensive conduct forms the basis for an employment decision affecting the employee; or
- (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

b. Examples of what may constitute prohibited harassment include, but are not limited to, the following:

- (1) Kidding or joking about sex or membership in one of the protected classifications;
- (2) Hugs, pats and similar physical contact;
- (3) Assault, impeding or blocking movement, or any physical interference with normal work or movement;
- (4) Cartoons, posters and other materials referring to sex, or membership in one of the protected classification;
- (5) Threats intended to induce sexual favors;
- (6) Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;

- ~~(7) Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protection classifications;~~
- ~~(8) Prolonged staring or leering at a person;~~
- ~~(9) Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, handicap or disability, medical condition, age (over 40), marital status, sexual orientation, or any other protected classification under applicable law;~~
- ~~(10) Other examples include threats of reprisals, implying or actually withholding support for appointments, promotion or transfer; change of assignment; or suggesting that a poor performance report will be prepared if requests for sexual favors are not met.~~

11.10.8 Guidelines for Identifying Harassment

Harassment includes any conduct that would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcome or unwanted should be followed:

- a. It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
- b. Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.
- c. Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not directed explicitly or specifically at a particular individual.
- d. Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive (e.g., gifts, over-attention, endearing nicknames, hugs).

11.10.9 Retaliation Defined

Retaliation occurs when adverse conduct is taken against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: disciplinary action, counseling, taking sides because an individual has reported discrimination or harassment; spreading rumors about a complainant or about someone who supports or assists the complainant; shunning or avoiding an individual who

reports discrimination or harassment; or making real or implied threats of intimidation to prevent or deter an individual from reporting discrimination or harassment.

11.10.10 Reporting and Complaint Procedure

A covered individual who believes he/she has been the subject of discrimination, harassment, or retaliation may make a complaint, orally or in writing, to *any* supervisor, manager, or department head, without regard to any chain of command, or to the Human Resources Manager. Any incident of harassment, including work-related harassment by any District personnel or any other person, should be reported promptly to the employee's supervisor or manager (or to any other member of management) who will arrange for an investigation of the matter.

Supervisors and managers who receive complaints or who observe or hear of discriminating, harassing, or retaliating conduct ~~should~~ shall immediately inform the Administrative Services Manager/Treasurer and/or the Human Resources Manager. ~~An employee is not required to complain first to his or her supervisor or the Administrative Services Manager/Treasurer if that is the individual who is harassing the employee.~~

Upon receipt of a complaint, the Human Resources Manager will complete and/or delegate the following steps. If the Human Resources Manager is accused, or a witness to the events at issue, an individual with higher authority will complete and/or delegate the following steps. ~~or a trained noninvolved person will fully inform the complainant of his/her rights and any obligations to secure those rights.~~ If the complaint is against the General Manager, the Human Resources Manager ~~complaint~~ should be routed the complaint to the President of the Board of Directors.

- a. Provide a copy of this Policy to the complainant, if he/she is not already aware of the Policy, and inform the complainant of the steps the District intends to take in response to the complaint.
- b. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: 1) the complainant; 2) the accused; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
- c. Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- d. Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.
- e. If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
- f. Inform the complainant of the conclusion of the investigation.

a.g. Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

11.10.11 Proactive Approach

The District takes a proactive approach to potential Policy violations and will conduct an investigation if a supervisory or management employee becomes aware that discrimination, harassment, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

~~Every reported complaint of harassment will be investigated immediately, as confidentially as the fact gathering allows, thoroughly, objectively and completely. Each reported incident of harassment will result in a written report, which with the original complaint and the documented results of the investigation, will constitute the complainant's file. Summarized results of the investigation will be verbally shared with the employee on request within a reasonable time. Investigations shall include complaints of third party harassment by or against district employees.~~

~~In addition, the District will not tolerate any form of retaliation against any employee for making a complaint or cooperating in the investigation of a complaint. Supervisors can be held personally liable for allowing any are responsible for ensuring type of employee under his/her supervision do not engage in retaliation against an employee for making a complaint, or for participating as a witness in an investigation. occur or continue.~~ Reports of retaliation can be made to a supervisor, manager, or the Human Resources Manager. Due to the serious nature of harassment, the District recognizes that false accusations can have serious consequences and therefore those who make false allegations may also be subject to disciplinary action.

11.10.12 Option to Report to Outside Administrative Agencies

An individual has the option to report discrimination, harassment, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book, or employees can check the posters that are located on District bulletin boards for office locations and telephone numbers.

11.10.13 Confidentiality

The District will make every effort to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to investigate fully and the duty to take effective remedial action. The District prohibits an employee interviewed during the course of an investigation from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss his/her interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

11.10.14 Responsibilities

Each non-manager or non-supervisor is responsible for:

- a. Treating all individuals in the workplace or on worksites with respect and consideration.
- b. Modeling behavior that conforms to this Policy.
- c. Participating in periodic training.
- d. Cooperating with the District's investigations pursuant to this Policy by responding fully and truthfully to all questions posed during the investigation.
- e. Taking no actions to influence any potential witness while the investigation is ongoing.
- f. Reporting any act he/she believes in good faith constitutes discrimination, harassment, or retaliation as defined in this Policy, to his/her immediate supervisor, manager, department head, or Human Resources Manager.

In addition to the responsibilities listed above, each manager and supervisor is responsible for:

- a. Informing employees of this Policy.
- b. Taking all steps necessary to prevent discrimination, harassment, and retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- c. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
- d. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- e. Informing those who complain of harassment, discrimination, or retaliation of his/her option to contact the EEOC or DFEH regarding alleged Policy violations.
- f. Assisting, advising, or consulting with employees and the Human Resources Manager regarding this Policy.
- g. Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination.
- h. Implementing appropriate disciplinary and remedial actions.
- i. Reporting potential violations of this Policy of which he/she becomes aware to the Human Resources Manager, regardless of whether a complaint has been submitted.
- j. Participating in periodic training and scheduling employees for training.

11.10.15 Discipline

~~In the case of District employees, if harassment is established, the District will take prompt and effective remedial action, and advise the victim that corrective action is being taken.~~

~~Steps will also be taken to prevent any further harassment. Individuals found to have violated this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including termination, depending upon the circumstances. With regard to acts of harassment by customers or vendors, corrective action within the reasonable control of the District will be taken after consultation with the appropriate management personnel.~~

~~By definition, harassment is not within the course and scope of an individual's employment with the District and an employee can be held personally liable for unlawful harassment perpetrated by the employee.~~

11.10.16 Employee Acceptance of Policies

~~All employees are required to read and request necessary clarification of this Policy. receive an information sheet concerning information on harassment in the workplace. Each employee is required to sign a statement of receipt acknowledging that: a) he/she has received a copy or has received access to this Policy; and b) understands that he/she is responsible to read and become familiar with the contents and any revisions to this Policy. If you have any Employees with questions concerning this pPolicy, please should contact the Human Resources Manager.~~

11.10.17 Training Directive [BAO1]

~~To insure that any employee filing a complaint regarding harassment is treated professionally and competently, all employees with supervisory authority over other employees will participate in training sessions on harassment and discrimination, including training (with demonstrative evidence) as to what types of remarks, behavior, and pictures will not be tolerated in the District's workplace. Pursuant to AB 1825 and AB 2053, all supervisory employees will receive, at least every two years, a minimum of two hours of interactive training and education regarding the prevention of sexual harassment awareness training and prevention of "abusive conduct" in the workplace training at least every two years. The training and education shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of discrimination, harassment, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of discrimination, harassment, and retaliation.~~

~~The General Manager or his/her designee will send written notification of the mandatory training to all District supervisory employees with remarks stressing the potential liability of the District and all employees for harassment and the need to eliminate harassment. Each participant will be informed that they are is responsible for knowing the contents of the District's harassment this pPolicy and for using the information learned at mandatory trainings to giving provide periodic training to employees similar presentations at safety meetings to employees. Training will include the issue of harassment by a person providing services pursuant to a contract against district employees.~~

Fallbrook Public Utility District Personnel Regulations

Employees ~~charged whose job responsibilities include with~~ investigating complaints of discrimination, harassment, and retaliation will attend training seminars conducted by experienced educators and/or investigators to learn about discrimination, harassment, and retaliation in the workplace, investigation techniques, and prevention strategies. ~~The purpose of these meetings is to educate employees charged with investigating complaints of harassment about the problems of harassment in the workplace and techniques for investigating and stopping it.~~

**UNLAWFUL DISCRIMINATION, HARASSMENT, & RETALIATION
POLICY ACKNOWLEDGEMENT FORM**

I acknowledge that I have received, read and understand the provisions contained in Fallbrook Public Utility District's Unlawful Discrimination, Harassment, and Retaliation Policy. I acknowledge that I am responsible for complying with this Policy. I understand that it is my responsibility to consult my supervisor, department head, or the Human Resources Manager if I have any questions regarding the Policy.

I acknowledge and understand that my failure to comply with this Policy can subject me to disciplinary action, up to and including termination.

Employee Name (Printed)

Employee Signature

Date

RESOLUTION NO. 4947

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

* * * * *

WHEREAS, the law firm Liebert Cassidy Whitmore (LCW) was retained to conduct a thorough review of Section 11.10, Unlawful Discrimination and Harassment (Policy), of the Personnel Regulations; and

WHEREAS, the review conducted by LCW found revisions and updates were necessary to ensure the Policy followed state law, requiring that a harassment prevention policy address of the following: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under applicable state and federal law; (3) a description of sexual harassment, utilizing examples; (4) the internal complaint process of the employer available to the employee; (5) the legal remedies and complaint process available through the California Department of Fair Employment and Housing (DFEH); (6) directions on how to contact the DFEH; and (7) the protection against retaliation provided by state anti-harassment law. (Gov. Code § 12950(b).)

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that Article 11, Personnel Regulations, shall be amended as follows:

1. Section 11.10, Unlawful Discrimination, Harassment, & Retaliation, with the proposed revisions, as recommended by LCW, as shown in Attachment A, attached hereto and incorporated herein.
2. The remaining provisions of Article 11 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 22nd day of October, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Attachment A

11.10 UNLAWFUL DISCRIMINATION, HARASSMENT, & RETALIATION

11.10.1 Purpose

The Fallbrook Public Utility District (“District”) has a strong commitment to prohibiting and preventing discrimination, harassment, and retaliation in the workplace. The District has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of state or federal law to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment, and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible.

The District prohibits any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanctions or disciplinary action, up to and including termination.

11.10.2 Employment Decisions and Practices

The District affords equal employment opportunity for all qualified employees and applicants as to all terms of employment including compensation, hiring, training, dismissal, promotion, transfer, layoff, recall, and discipline. The District prohibits discrimination against employees or applicants for employment on the basis of race, color, religious creed, sex, national origin, age (40 and over), physical or mental disability, medical condition, marital status, sexual orientation, genetic information, gender, gender identity, gender expression, military and veteran status, or any other basis protected by law.

Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in this Policy, or by contacting the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- a. Qualified individuals, applicants and employees, with disabilities to enable them to perform essential job functions;
- b. Employees with conditions related to pregnancy, childbirth, or a related medical condition, if so requested, and with the advice of a health care provider;
- c. Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- d. Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

11.10.3 Protected Classification

The District strictly prohibits discrimination, harassment, or retaliation because of an individual's protected classification. "Protected classification" includes sex, race, religious creed, color, age (over forty), national origin, ancestry, marital status, medical condition, genetic information, sexual orientation, gender, gender identity, gender expression, physical or mental disability, military and veteran status, or any other basis protected by law.

This Policy prohibits discrimination, harassment, and retaliation because: 1) of an individual's protected classification; 2) the perception that an individual is in a protected classification; or 3) the individual associates with a person who has or is perceived to be in a protected classification. Such harassment by employees and non-employees is not only unlawful, but it may result in high turnover, absenteeism, low morale and productivity, and an uncomfortable work environment.

11.10.4 Covered Individuals

- a. This policy applies to all terms and conditions of employment, internships, and volunteer opportunities, including, but not limited to, recruitment, testing, selection, hiring, placement, promotion/demotion, disciplinary action, transfer, layoff, recall, leave of absence, compensation, termination, rates of pay, benefits and selection for training.
- b. This policy applies to all applicants, employees regardless of rank or title, elected and appointed officials, interns, volunteers, and contractors.

11.10.5 Protected Activity

This Policy prohibits discrimination, harassment, or retaliation because of an individual's protected activity. Protected activity includes making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a complaint under this Policy; opposing violations of this Policy; or participating in an investigation under this Policy.

11.10.6 Discrimination Defined

This Policy prohibits treating covered individuals differently and adversely because of the individual's protected classification, actual or perceived; because the individual associates with a person who is member of a protected classification, actual or perceived; or because the individual participates in a protected activity as defined in this Policy.

11.10.7 Harassment Defined

Harassment includes, but is not limited to, the following types of behavior taken because of a person's actual or perceived protected classification:

- a. Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification.
- b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This

includes, but is not limited to, pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.

- c. Visual acts, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.
- d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature where:
 - 1) Submission to the offensive conduct is an explicit or implicit term or condition of employment;
 - 2) Submission to, or rejection of, the offensive conduct forms the basis for an employment decision affecting the employee; or
 - 3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

11.10.8 Guidelines for Identifying Harassment

Harassment includes any conduct that would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcome or unwanted should be followed:

- a. It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
- b. Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.
- c. Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not directed explicitly or specifically at a particular individual.
- d. Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct (e.g., gifts, over-attention, endearing nicknames, hugs) can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive.

11.10.9 Retaliation Defined

Retaliation occurs when adverse conduct is taken against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: disciplinary action, counseling, taking sides because an individual has reported discrimination or harassment; spreading rumors about a complainant or about someone who supports or assists the complainant; shunning or avoiding an individual who

reports discrimination or harassment; or making real or implied threats of intimidation to prevent or deter an individual from reporting discrimination or harassment.

11.10.10 Reporting and Complaint Procedure

A covered individual who believes he/she has been the subject of discrimination, harassment, or retaliation may make a complaint, orally or in writing, to *any* supervisor, manager, or department head, without regard to any chain of command, or to the Human Resources Manager.

Supervisors and managers who receive complaints or who observe or hear of discriminating, harassing, or retaliating conduct shall immediately inform the Human Resources Manager.

Upon receipt of a complaint, the Human Resources Manager will complete and/or delegate the following steps:

- a. Provide a copy of this Policy to the complainant, if he/she is not already aware of the Policy, and inform the complainant of the steps the District intends to take in response to the complaint.
- b. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: 1) the complainant; 2) the accused; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
- c. Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- d. Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.
- e. If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
- f. Inform the complainant of the conclusion of the investigation.
- g. Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

If the Human Resources Manager is accused, or a witness to the events at issue, an individual with higher authority will complete and/or delegate the following steps. If the complaint is against the General Manager, the Human Resources Manager should route the complaint to the President of the Board of Directors.

11.10.11 Proactive Approach

The District takes a proactive approach to potential Policy violations and will conduct an investigation if a supervisory or management employee becomes aware that discrimination, harassment, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

Every reported complaint of harassment will be investigated immediately, as confidentially as the fact gathering allows, thoroughly, objectively and completely. In addition, the District will not tolerate any form of retaliation against any employee for making a complaint or cooperating in the investigation of a complaint. Supervisors are responsible for ensuring employees under his/her supervision do not engage in retaliation against an employee for making a complaint, or for participating as a witness in an investigation. Reports of retaliation can be made to a supervisor, manager, or the Human Resources Manager. Due to the serious nature of harassment, the District recognizes that false accusations can have serious consequences and therefore those who make false allegations may also be subject to disciplinary action.

11.10.12 Option to Report to Outside Administrative Agencies

An individual has the option to report discrimination, harassment, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book, or employees can check the posters that are located on District bulletin boards for office locations and telephone numbers.

11.10.13 Confidentiality

The District will make every effort to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law; however, complete confidentiality cannot occur due to the need to investigate fully and the duty to take effective remedial action. The District prohibits an employee interviewed during the course of an investigation from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss his/her interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

11.10.14 Responsibilities

Each non-manager or non-supervisor is responsible for:

- a. Treating all individuals in the workplace or on worksites with respect and consideration.
- b. Modeling behavior that conforms to this Policy.
- c. Participating in periodic training.
- d. Cooperating with the District's investigations pursuant to this Policy by responding fully and truthfully to all questions posed during the investigation.
- e. Taking no actions to influence any potential witness while the investigation is ongoing.
- f. Reporting any act he/she believes in good faith constitutes discrimination, harassment, or retaliation as defined in this Policy, to his/her immediate supervisor, manager, or the Human Resources Manager.

In addition to the responsibilities listed above, each manager and supervisor is responsible for:

- a. Immediately reporting potential violations of this Policy of which he/she becomes aware to the Human Resources Manager, regardless of whether a complaint has been submitted.
- b. Informing employees of this Policy.
- c. Taking all steps necessary to prevent discrimination, harassment, and retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- d. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
- e. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- f. Informing those who complain of harassment, discrimination, or retaliation of his/her option to contact the EEOC or DFEH regarding alleged Policy violations.
- g. Assisting, advising, or consulting with employees and the Human Resources Manager regarding this Policy.
- h. Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination.
- i. Implementing appropriate disciplinary and remedial actions.
- j. Participating in periodic training and scheduling employees for training.

11.10.15 Discipline

Individuals found to have violated this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination. With regard to acts of harassment by customers or vendors, corrective action within the reasonable control of the District will be taken after consultation with the appropriate management personnel.

11.10.16 Employee Acceptance of Policies

All employees are required to read and request necessary clarification of this Policy. Each employee is required to sign a statement of receipt acknowledging that: a) he/she has received a copy or has received access to this Policy; and b) understands that he/she is responsible to read and become familiar with the contents and any revisions to this Policy. Employees with questions concerning this Policy, should contact the Human Resources Manager.

11.10.17 Training Directive

Pursuant to AB 2053, all supervisory employees will receive, at least every two years, a minimum of two hours of interactive training and education regarding the prevention of sexual harassment and abusive conduct in the workplace. The training and education shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and

the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of discrimination, harassment, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of discrimination, harassment, and retaliation.

The General Manager or his/her designee will send written notification of the mandatory training to all District supervisory employees. Each participant is responsible for knowing the contents of this Policy and for using the information learned at mandatory trainings to provide periodic training to employees at safety meetings. Training will include the issue of harassment by a person providing services pursuant to a contract against district employees.

Employees whose job responsibilities include investigating complaints of discrimination, harassment, and retaliation will attend training seminars conducted by experienced educators and/or investigators to learn about discrimination, harassment, and retaliation in the workplace, investigation techniques, and prevention strategies.

**UNLAWFUL DISCRIMINATION, HARASSMENT, & RETALIATION
POLICY ACKNOWLEDGEMENT FORM**

I acknowledge that I have received, read and understand the provisions contained in Fallbrook Public Utility District's Unlawful Discrimination, Harassment, and Retaliation Policy.

I acknowledge that I am responsible for complying with this Policy. I understand that it is my responsibility to consult my supervisor or the Human Resources Manager if I have any questions regarding the Policy.

I acknowledge and understand that my failure to comply with this Policy can subject me to disciplinary action, up to and including termination.

Employee Name (Printed)

Employee Signature

Date

M E M O

TO: Board of Directors
FROM: Fiscal Policy & Insurance Committee
DATE: October 22, 2018
SUBJECT: Accounting System Review/Optimization Update

Purpose

Provide a status update on the progress of staff's efforts to improve the financial system and the impact of unanticipated work associated with preparing for the District's financial audit.

Summary

Staff had identified several significant projects related to improving the financial system and had put a budget together to complete these tasks. The tasks included:

- **Payroll Processing** – The District has implemented electronic timesheets which has streamlined payroll significantly. However, within Springbrook, there may be an opportunity to modify how the cost of benefits are tracked. The goal is to have the benefit costs and labor costs hit the same accounts. This would eliminate monthly journal entries and improve the efficiency of accounting staff.
- **Inventory Accounting** – The District's inventory accounting procedures and processes need to be evaluated.
- **Balance Sheet Review** – Currently the District's assets are classified as one type. The assets should be broken into categories that mirror what the audit uses. For example, land should be split out in the accounting system from depreciable assets.
- **Project Management** – There may be an opportunity to eliminate a level of redundancy in tracking project costs. Currently the Springbrook Work Order and Project Management modules are used to track costs. This creates a level of redundancy that can be eliminated. The elimination of this redundancy would allow the same level of project management but reduce the work associated with managing the system.
- **Staff Support** – It is necessary from time to time to augment staff due to unforeseen circumstances. The ability to access resources to support the District's activities is essential to the department's ability to operate effectively.

Due to staffing changes and a deep analysis of the District's general ledger and corresponding system modules, the level of effort needed for staff support to prepare and complete the annual financial audit was significantly higher than anticipated. The drivers behind this higher than expected level of effort include:

- A significant amount of preparation work was required for the audit. This included preparing reconciling reports and gathering data for the auditor.

- During the development of reconciling reports many issues were discovered. Many were relatively easy to fix while others required a significant amount of research and resulted in prior period adjustments.
- A large number of entries were either omitted or were not reversed for the new fiscal year. For example, the general ledger did not match the prior year's audit numbers. During this process, many prior period entries had to be reversed and or changed to reconcile the beginning balances to the prior audit.
- A significant amount of time was spent getting net fund balance (not cash) to roll forward and cleaning up the fixed asset records for the District.

The auditors have received the District's final financial information and are reviewing the data to begin drafting the financial statements for the District. The audit process has exposed additional issues that need to be cleaned up this year. These include accounting for compensated absences as well as additional improvements to fund structure. Platinum Consulting Group has performed under these challenging conditions well and is uniquely qualified to continue to support the District. While the Balance Sheet Review and Inventory Accounting tasks have been complete, a significant amount of work remains.

The Fiscal Year 2018-2019 Adopted Budget included \$80,000 for consulting services, related to the financial management system (See Attachment A). As of the end of September, the budget amendment for \$40,000 has almost fully expended. There have been approximately \$7,500 in salary savings associated with the vacant position that offset some of the costs to support staff. Staff estimates that another \$40,000 in work is necessary to finish the clean-up work associated with the audit, complete the transition away from Work orders and to implement the other enhancements identified above and discussed with the Committee.

Recommended Action

That FP& I recommend the Board authorize staff to amend the professional services agreement with Platinum Consulting Group to complete the tasks identified above to the scope of serves and add a not-to-exceed cost of \$40,000. This cost is included in the Fiscal Year 2018-19 budget.

Attachment A

Table #4 - Administrative 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		
Human Resources					
Labor:					
Salaries	\$ 187,599	\$ 221,537	\$ 221,537	\$ 212,081	-4.3%
Non-Labor:					
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%
Total Non-Labor	\$ 52,338	\$ 133,659	\$ 133,659	\$ 132,211	-1.1%
Division Operating Total	\$ 239,937	\$ 355,196	\$ 355,196	\$ 344,292	-3.1%
Information Management					
Labor:					
Salaries	\$ 83,726	\$ 77,283	\$ 77,283	\$ 81,880	5.9%
Non-Labor:					
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%
Total Non-Labor	\$ 151,144	\$168,600	\$228,600	\$ 265,650	57.6%
Division Operating Total	\$ 234,870	\$ 245,883	\$305,883	\$ 347,530	41.3%
Engineering Services					
Labor:					
Salaries	\$ 573,429	\$ 607,876	\$ 607,876	\$ 670,293	10.3%
Non-Labor:					
Non - Capital Equipment		-	-	\$ 15,000	100%
Materials/Supplies/Services		45,100	45,100	53,800	19.3%
Total Non-Labor	\$ 33,017	\$ 45,100	\$ 45,100	\$ 68,800	52.5%
Division Operating Total	\$ 606,447	\$ 652,976	\$ 652,976	\$ 739,093	13.2%
Safety & Risk					
Labor:					
Salaries	\$ 165,903	\$ 192,192	\$ 192,192	\$ 186,300	-3.1%
Non-Labor:					
Insurance		270,000	270,000	265,000	-1.9%
Professional Services		75,969	75,969	75,969	0.0%
Total Non-Labor	\$ 94,690	\$ 345,969	\$ 345,969	\$ 340,969	-1.4%
Division Operating Total	\$ 260,593	\$ 538,161	\$ 538,161	\$ 527,269	-2.0%

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

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1. Water Supply

The last year was a dry year for both the State Water Project and Colorado River Supplies. It was also one of the driest on record for San Diego County. Even with these dry conditions due to investments made by SDCWA in water supplies, there are sufficient imported water supplies to deal with projected water demands. There has been an increase in water demands since the mandatory conservation measures were lifted, but some of this may be due to the dry conditions.

There conditions on the Colorado River System are getting to critical low storage levels and there are risks of mandatory cutbacks. Given the priority of California supplies and especially the supplies for SDCWA including the water SDCWA receives from the Imperial Irrigation District it is not anticipated that any mandatory cutback on these supplies will impact water availability to the region.

2. Other Key Issues

Other key issues include:

- Pension Obligation: SDCWA staff is recommending that the Authority begin funding and additional \$1 million annual to reduce the existing unfunded pension liability. This payment would help significantly reduce this obligation over the next twenty years.
- Sacramento Issues: One of the key issues that will come up when the legislature reconvenes is the water tax and addressing failing systems. Although the measure ultimately failed, the idea is not dead in Sacramento and will likely re-emerge in the next session. In addition the development of the water efficiency standards will also be a key issue and how the criteria is established and set that will identify how much water a District is allowed to use.
- San Vicente Reservoir Pumped Storage: This is one of the key projects outlined for SDCWA next year. It would be a public-private-partnership (P3) and would be established to generate revenue for SDCWA. Ensuring the terms are favorable before moving forward will be a key exercise over the next few months.

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



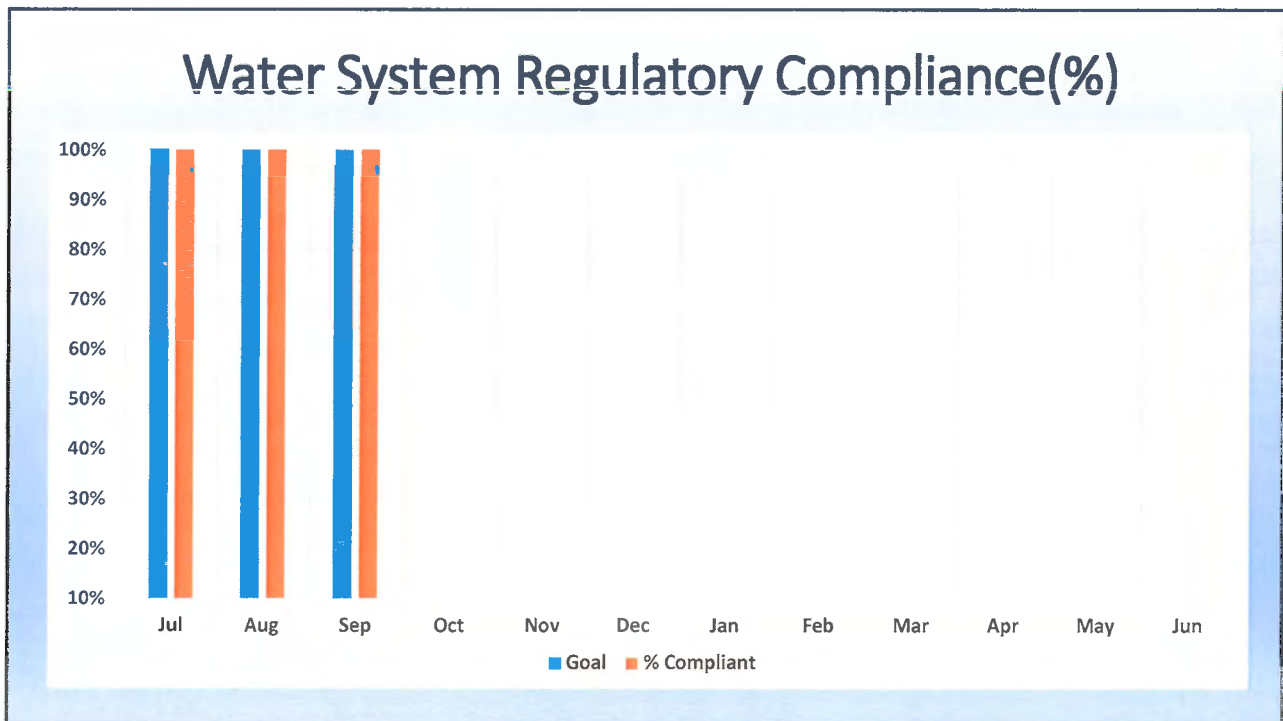
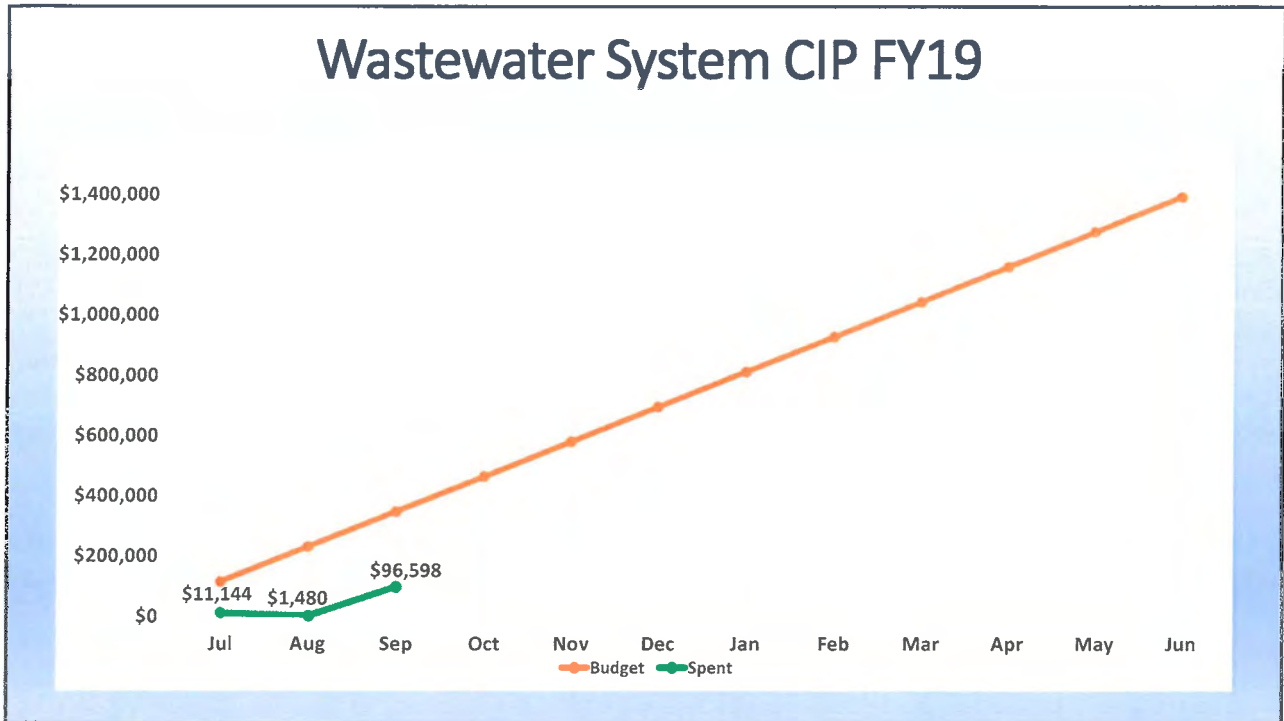
Fallbrook Public Utility District

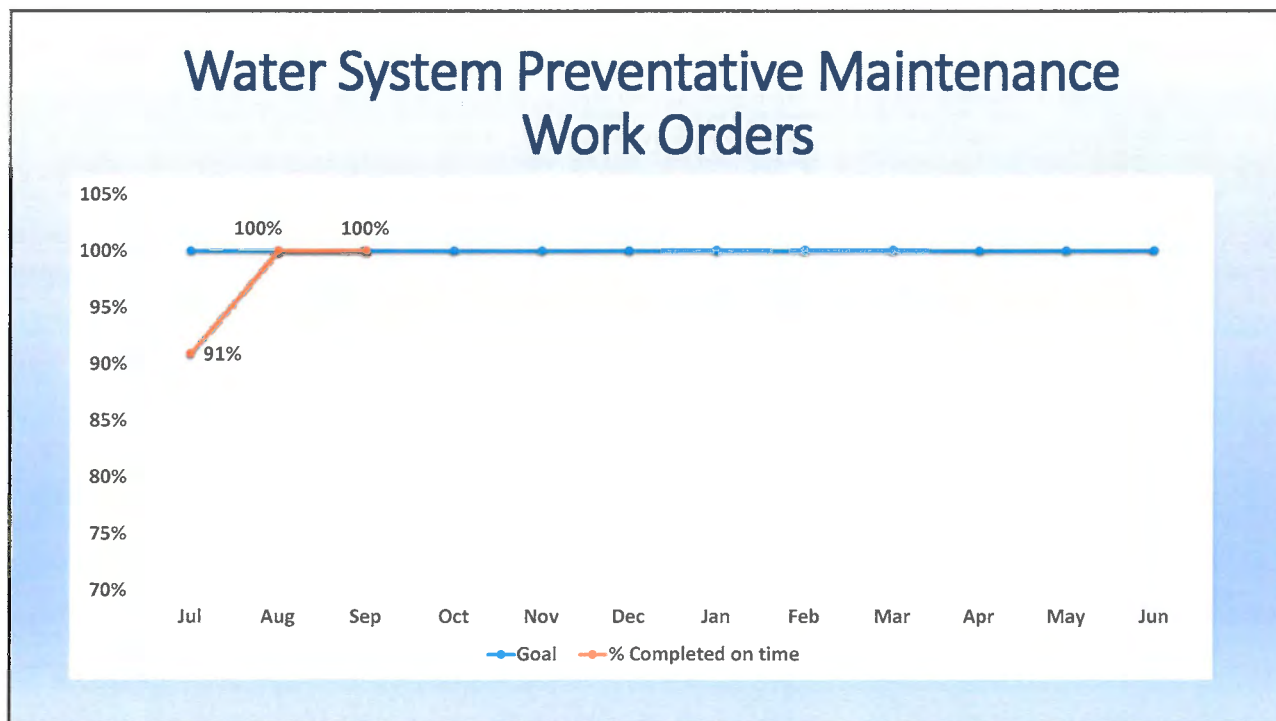
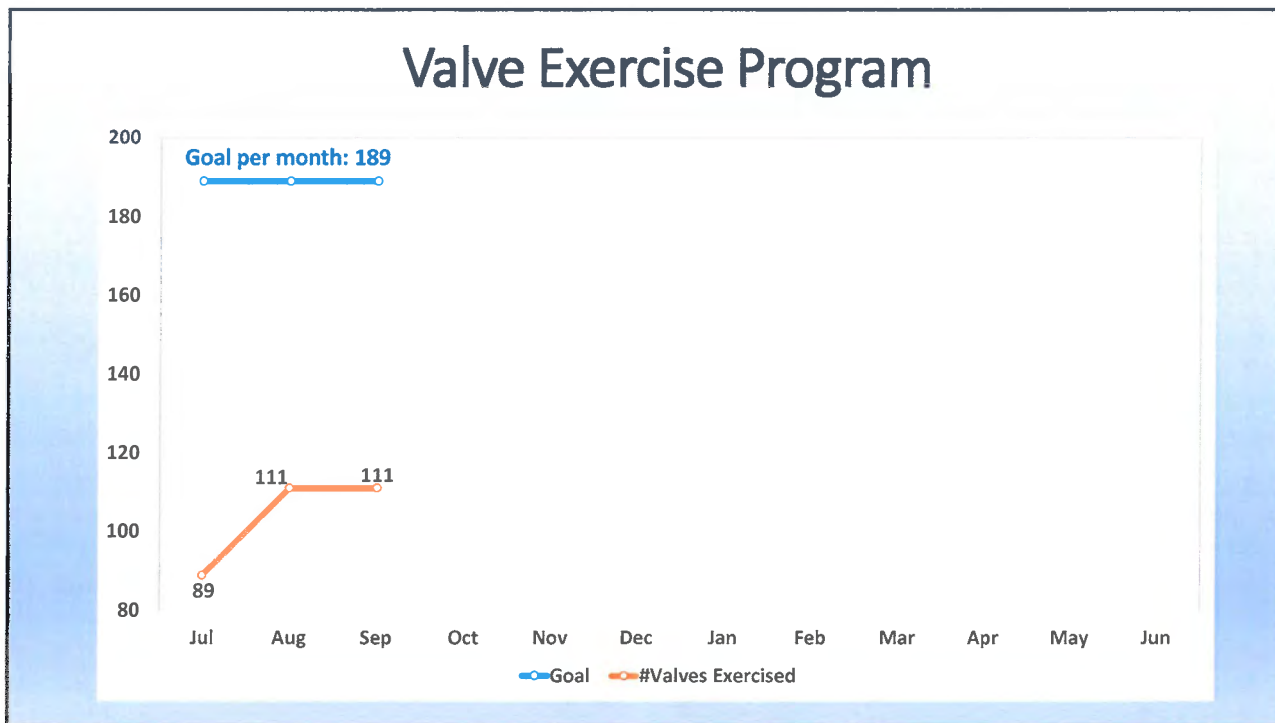
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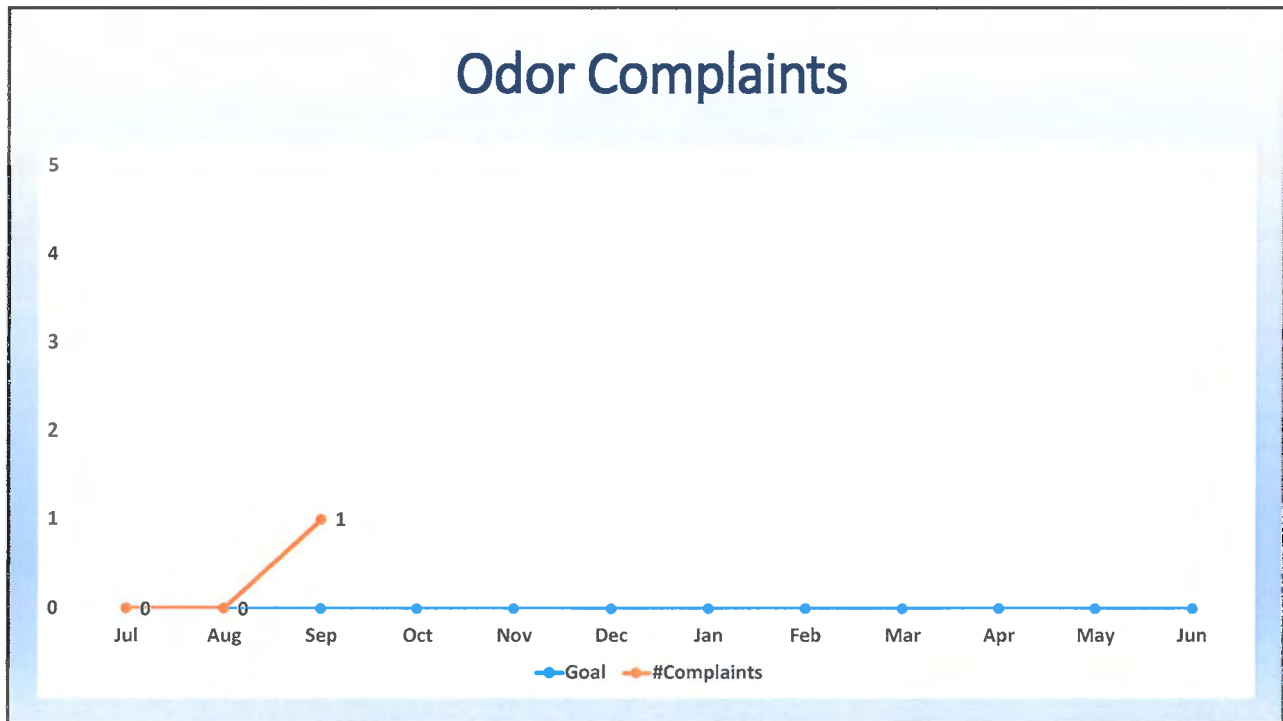
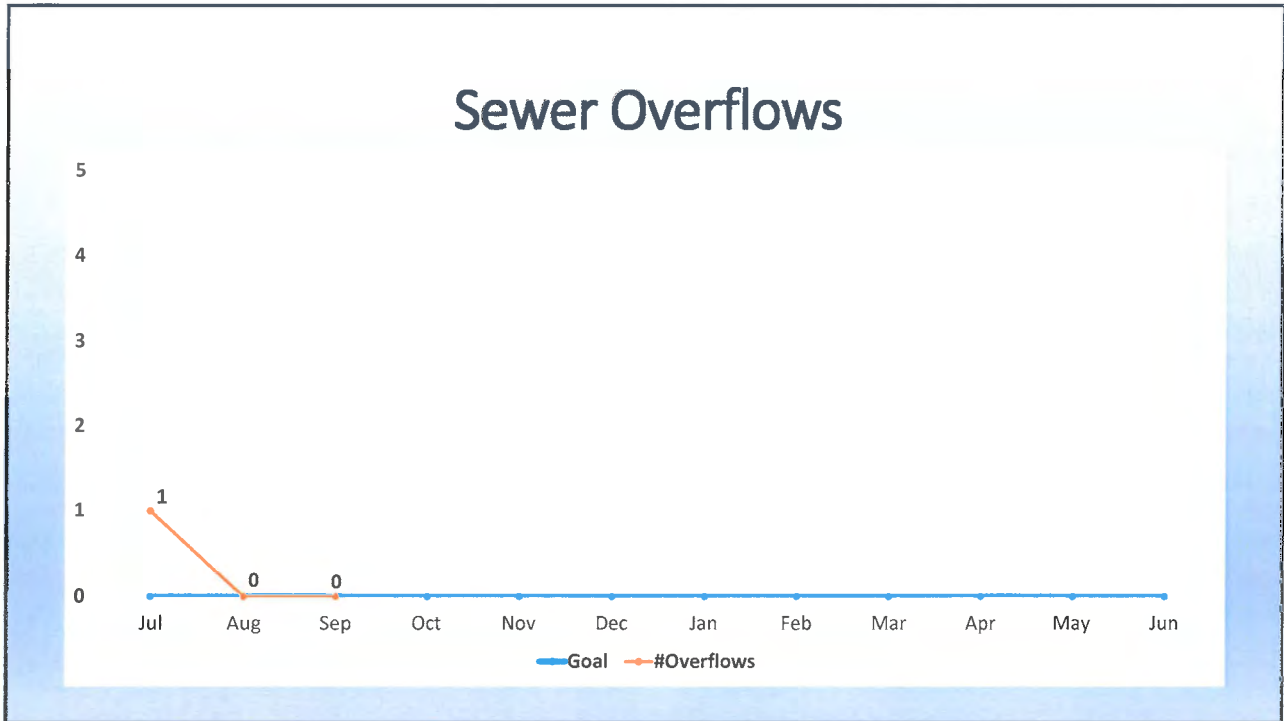
Board Meeting October 2018

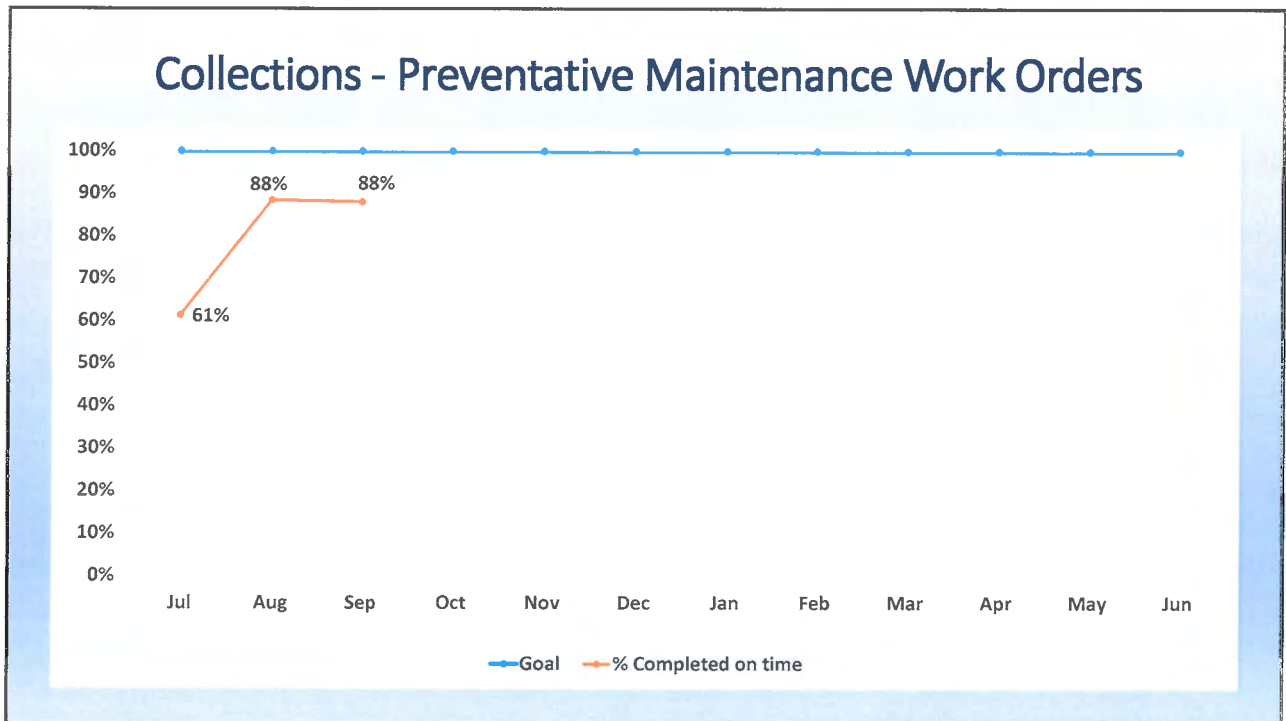
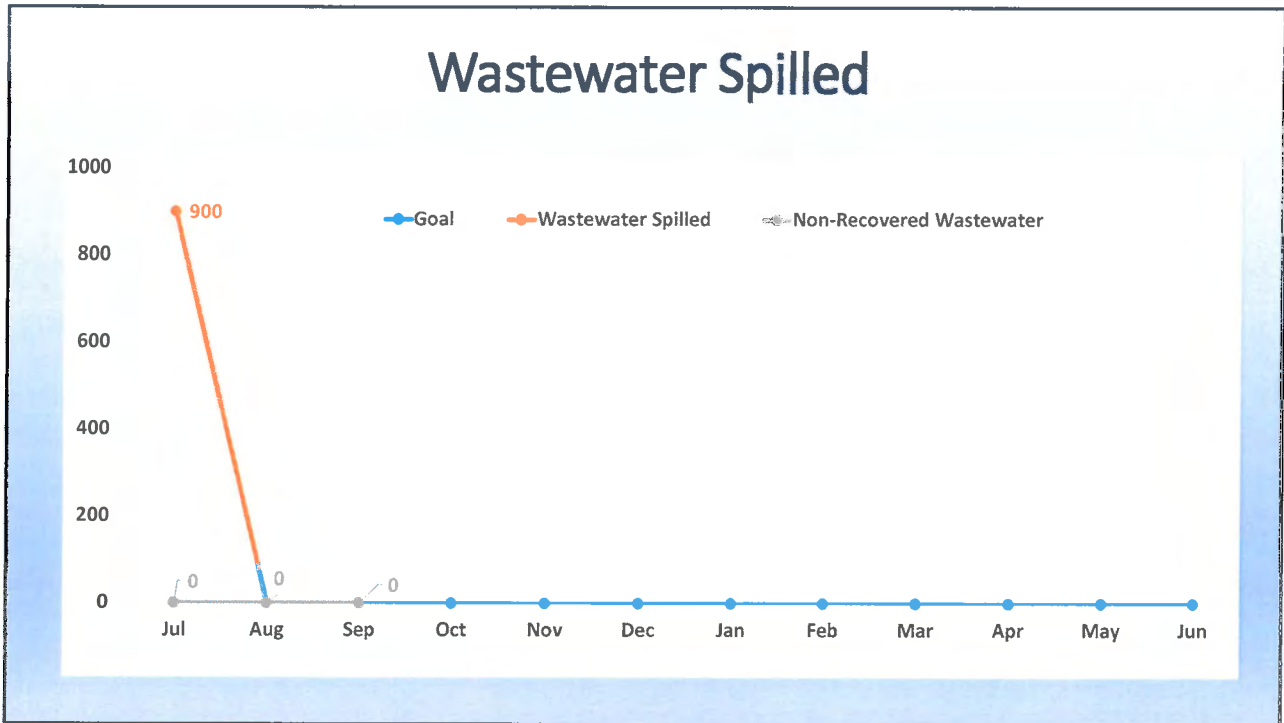
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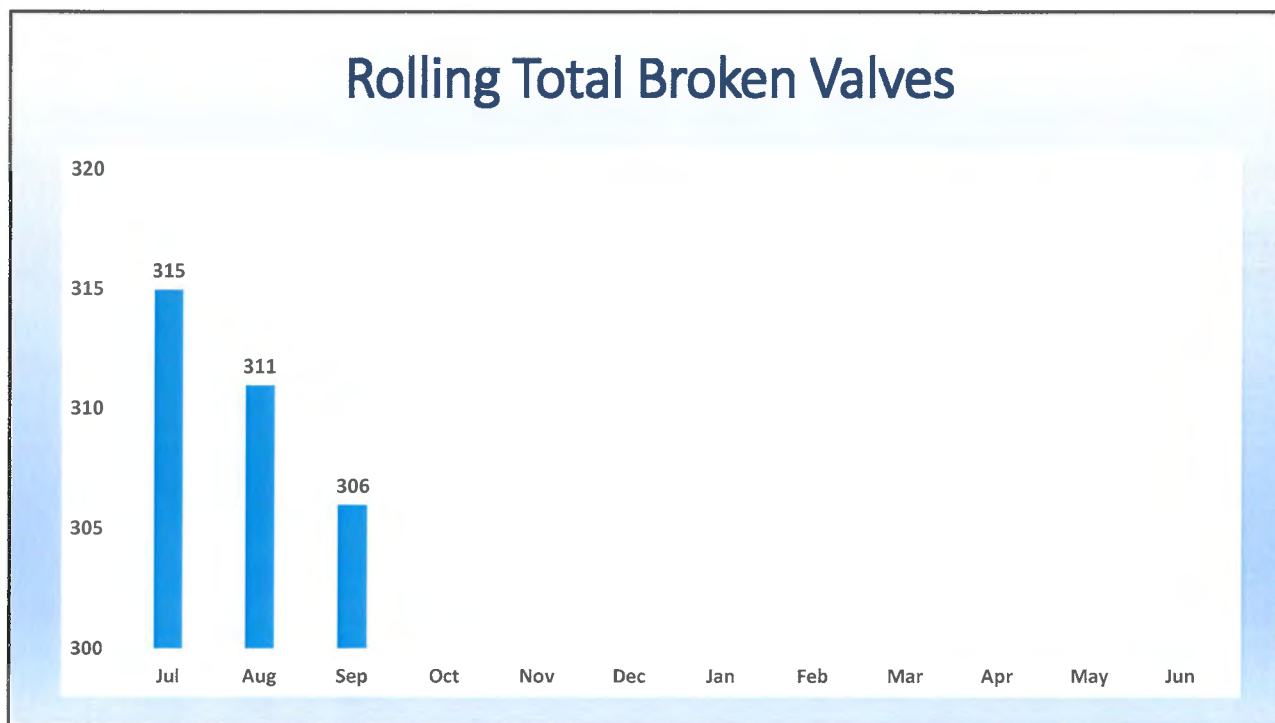
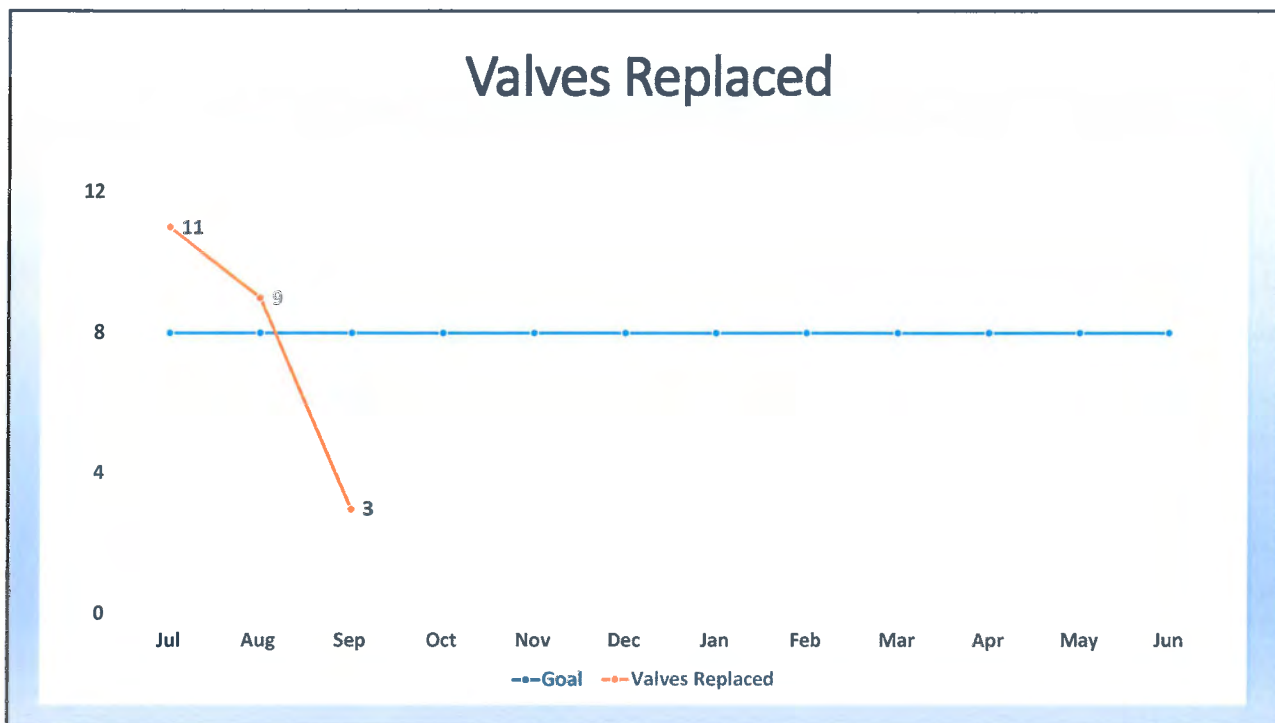


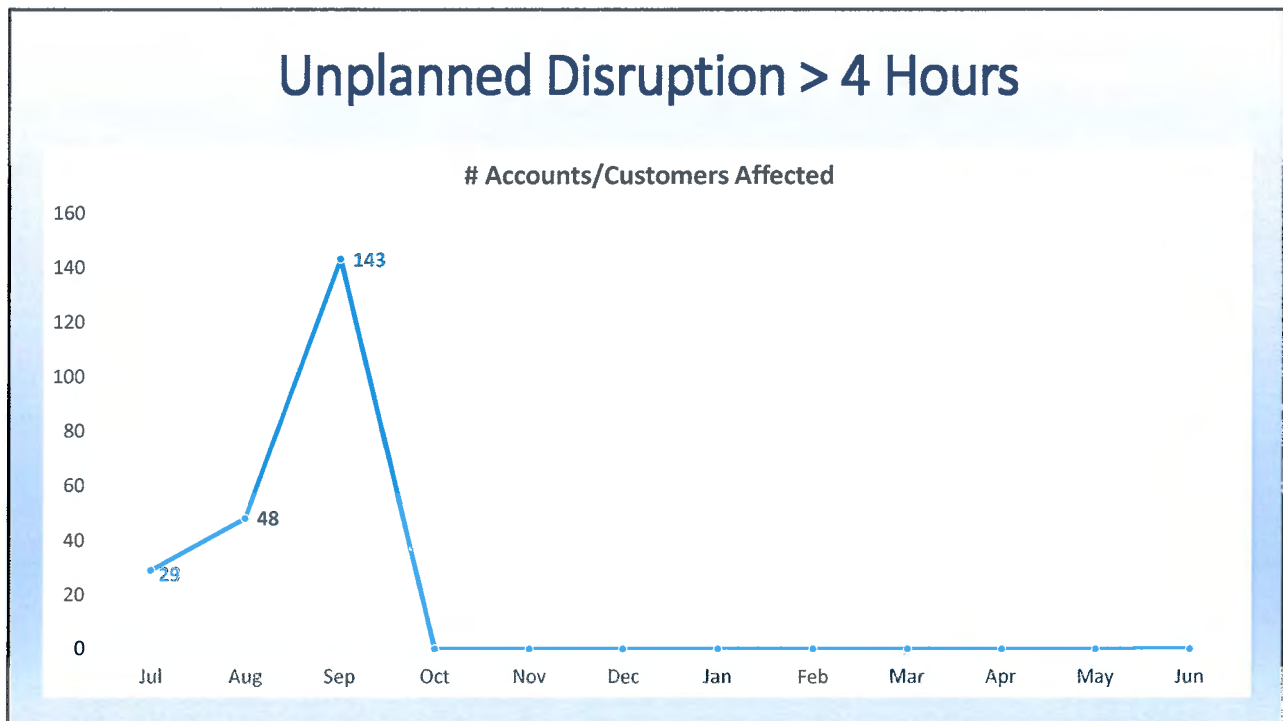
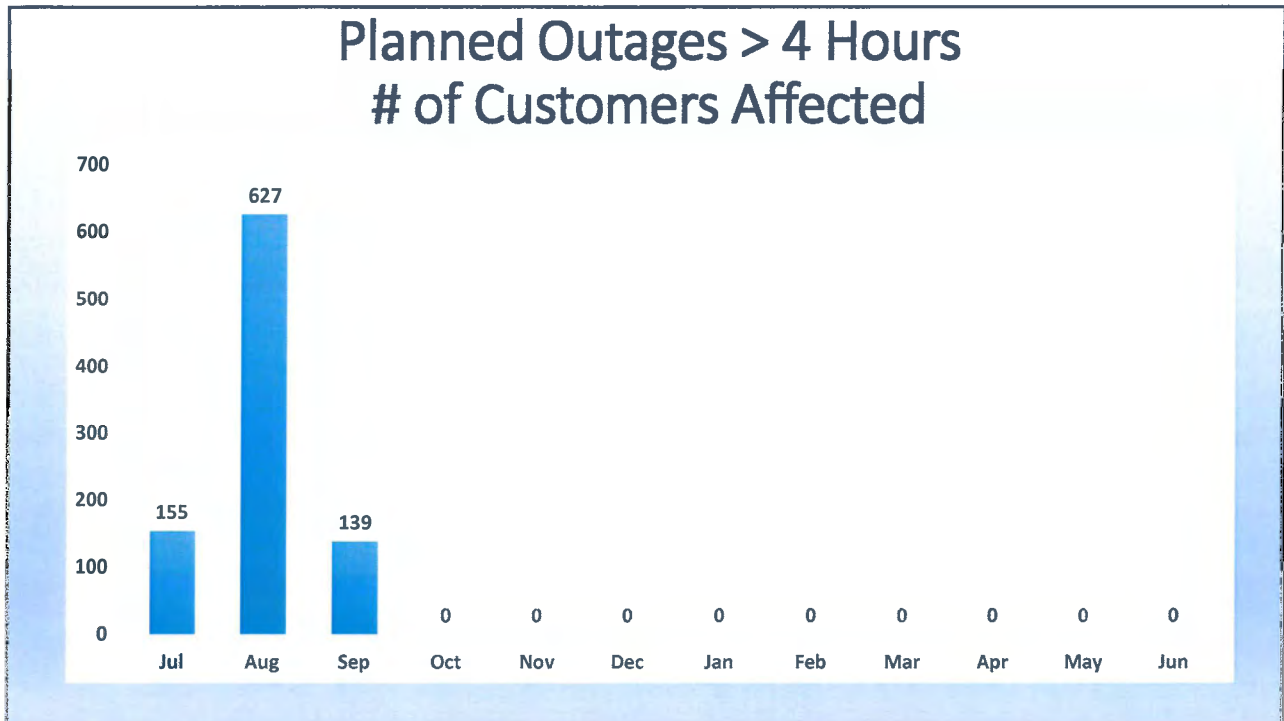










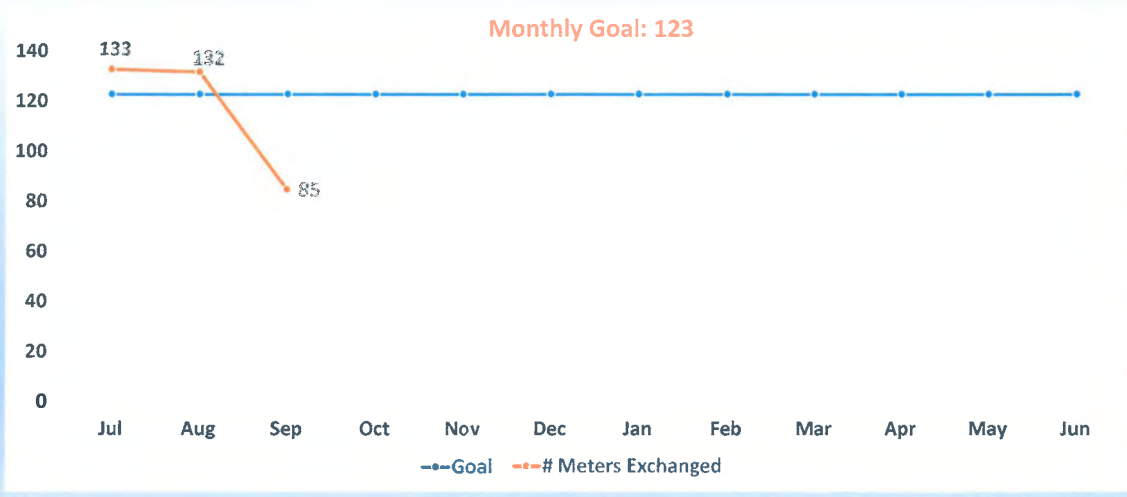


Meter Exchange

Total # Meters to Exchange: 1476

Total # Meters Exchanged: 419

Meters Left to Exchange: 1057



M E M O

TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO
DATE: October 22, 2018
SUBJECT: Treasurer's Report



Purpose

Provide the September 30, 2018 Treasurer's Report. Confirm that the District's investment portfolio is in compliance with the Investment Policy and that the District is able to meet the expenditure requirements for the next 6-months. Please note that the prior reports for this Fiscal Year showed the book value of the PFM Managed Portfolio balances. This report corrects that error and provides the market value for the PFM Managed Portfolio.

Summary

Treasurer's Report Sept 30, 2018

Operations Summary

Disbursements	\$ 6,089,657
Receipts	\$ 6,127,620
Net change	\$ 37,963

District Reserves**

Liquidity	\$ 1,848,277
PFM Portfolio	\$ 11,550,317
Total	\$ 13,398,595
Net change	\$ 37,963

Account	Begning Market Value	Ending Market Value	Change in Market Value	(Withdrawals)/ Deposits	Yield	Percent of Total Investments
Operating Fund	\$ 16,504	\$ 16,403	NA	\$ (101)	0.4%	0.1%
Money Market	\$ 1,551,305	\$ 1,589,369	NA	\$ 38,065	0.4%	10.1%
LAIF	\$ 227,597	\$ 227,597	NA	\$ -	2.0%	1.4%
County Pool	\$ 14,908	\$ 14,908	NA	\$ -	1.8%	0.1%
PFM Managed Portfolio (Liquidity)*	NA	NA	NA	NA	NA	NA
District's Liquidity Portfolio	\$ 1,810,314	\$ 1,848,277	\$ -	\$ 37,963	0.6%	11.7%
PFM Managed Long-term Investment Portfolio*						73.1%
PARS (OPEB & Pension Trust)**	\$ 2,401,564	\$ 2,393,130	\$ (8,434)	\$ -	5.2%	15.2%
District Accounts Total	\$ 15,826,671	\$ 15,791,724	\$ (34,946)	\$ 37,963	2.8%	100.0%

*PFM Managed Portfolio is split between liquidity and long-term investments. The liquidity portion is to be determined.

**Funds are held in a trust and excluded from District Reserves.

All investments have been made in accordance with the District's Annual Statement of Investment Policy.



Dave Shank
 October 17, 2018



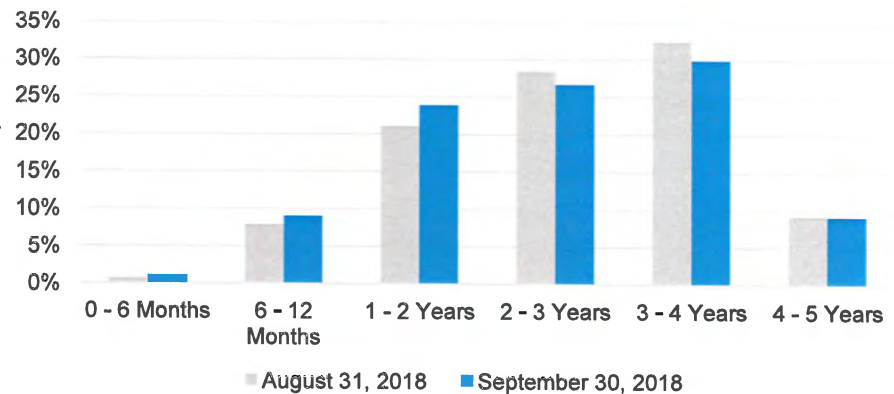
Fallbrook Public Utilities District - Holdings Summary

Security Type	August 31, 2018	September 30, 2018	Change (\$)	Change (%)
U.S. Treasury	\$3,935,011.10	\$3,913,382.25	(\$21,628.85)	-0.5%
Supranational	\$136,995.74	\$136,704.12	(\$291.62)	-0.2%
Municipal	\$169,420.30	\$169,435.60	\$15.30	0.0%
Federal Agency CMO	\$123,701.36	\$113,581.05	(\$10,120.31)	-8.2%
Federal Agency	\$248,397.80	\$247,820.48	(\$577.32)	-0.2%
Corporate Note	\$3,753,313.21	\$3,743,360.76	(\$9,952.45)	-0.3%
Negotiable CD	\$2,015,943.53	\$2,015,099.78	(\$843.75)	0.0%
Asset-Backed Security	\$1,232,009.94	\$1,210,933.39	(\$21,076.55)	-1.7%
Securities Total	\$11,614,792.98	\$11,550,317.43	(\$64,475.55)	-0.6%
Money Market Fund	\$83,557.58	\$131,900.16	\$48,342.58	57.9%
Total Investments	\$11,698,350.56	\$11,682,217.59	(\$16,132.97)	-0.1%

Summary

FY18-19 Accrual Earnings	\$54,658.46
Yield to Maturity at Cost	2.09%
Weighted Average Maturity	2.70 Years

Maturity Distribution





Managed Account Security Transactions & Interest

For the Month Ending September 30, 2018

FPUD - INVESTMENT PORTFOLIO - 28710100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	09/01/18	09/25/18	FHLMC MULTIFAMILY STRUCTURED P POOL DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	110,000.00	0.00	283.25	283.25			
	09/01/18	09/25/18	FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	13,617.40	0.00	20.26	20.26			
	09/04/18	09/04/18	CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	1491302A6	100,000.00	0.00	925.00	925.00			
	09/04/18	09/04/18	INTL BANK OF RECON AND DEV GLOBAL NOTES DTD 08/29/2017 1.625% 09/04/2020	459058GA5	140,000.00	0.00	1,138.20	1,138.20			
	09/04/18	09/04/18	MONEY MARKET FUND	MONEY0002	0.00	0.00					
	09/15/18	09/15/18	ALLYA 2017-5 A3 DTD 11/22/2017 1.990% 03/15/2022	02007YAC8	110,000.00	0.00	123.82	123.82			
	09/15/18	09/15/18	JOHN DEERE ABS 2017-B A3 DTD 07/15/2017 1.820% 10/15/2021	47788BAD6	30,000.00	0.00	45.50	45.50			
	09/15/18	09/15/18	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	75,000.00	0.00	80.63	80.63			
	09/15/18	09/15/18	JOHN DEERE ABS 2016-B A3 DTD 07/27/2016 1.250% 06/15/2020	47788NAC2	21,742.96	0.00	22.65	22.65			
	09/15/18	09/15/18	NAROT 2018-A A3 DTD 02/28/2018 2.650% 05/15/2022	65478DAD9	75,000.00	0.00	165.63	165.63			
	09/15/18	09/15/18	TOYOTA ABS 2016-C A3 DTD 08/10/2016 1.140% 08/15/2020	89237WAD9	28,606.16	0.00	27.18	27.18			
	09/15/18	09/15/18	NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	60,000.00	0.00	961.83	961.83			
	09/15/18	09/15/18	TOYOTA ABS 2016-B A3 DTD 05/11/2016 1.300% 04/15/2020	89231UAD9	51,047.64	0.00	55.30	55.30			
	09/15/18	09/15/18	ALLY ABS 2017-4 A3 DTD 08/23/2017 1.750% 12/15/2021	02007FAC9	100,000.00	0.00	145.83	145.83			
	09/15/18	09/15/18	JOHN DEERE ABS 2017-A A3 DTD 03/02/2017 1.780% 04/15/2021	47787XAC1	30,000.00	0.00	44.50	44.50			
	09/15/18	09/15/18	JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	35,000.00	0.00	77.58	77.58			



Managed Account Security Transactions & Interest

For the Month Ending September 30, 2018

FPUD - INVESTMENT PORTFOLIO - 28710100

Transaction Type		Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST												
09/15/18	09/15/18			CNH 2017-A A2 DTD 03/22/2017 1.640% 07/15/2020	12636WAB2	65,811.68	0.00	89.94	89.94			
09/15/18	09/15/18			FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	95,000.00	0.00	132.21	132.21			
09/15/18	09/15/18			HAROT 2018-1 A3 DTD 02/28/2018 2.640% 02/15/2022	43814UAC3	125,000.00	0.00	275.00	275.00			
09/15/18	09/15/18			FORDO 2017-C A3 DTD 11/21/2017 2.010% 03/15/2022	34532AAD5	140,000.00	0.00	234.50	234.50			
09/20/18	09/20/18			CCCIT 2017-A9 A9 DTD 10/02/2017 1.800% 09/20/2021	17305EGH2	140,000.00	0.00	1,260.00	1,260.00			
09/25/18	09/25/18			MUFG BANK LTD/NY CERT DEPOS DTD 09/27/2017 2.070% 09/25/2019	06539RGM3	140,000.00	0.00	2,922.15	2,922.15			
09/28/18	09/28/18			FHLB NOTES DTD 09/08/2017 1.375% 09/28/2020	3130ACE26	10,000.00	0.00	68.75	68.75			
09/28/18	09/28/18			FHLB NOTES DTD 09/08/2017 1.375% 09/28/2020	3130ACE26	245,000.00	0.00	1,684.38	1,684.38			
09/30/18	09/30/18			US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	110,000.00	0.00	1,031.25	1,031.25			
09/30/18	09/30/18			US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	250,000.00	0.00	2,187.50	2,187.50			
09/30/18	09/30/18			US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	175,000.00	0.00	1,531.25	1,531.25			
09/30/18	09/30/18			US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	270,000.00	0.00	2,362.50	2,362.50			
Transaction Type Sub-Total						2,745,825.84	0.00	18,079.01	18,079.01			
PAYDOWNS												
09/01/18	09/25/18			FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	9,647.32	9,647.32	0.00	9,647.32	(96.47)	0.00	
09/15/18	09/15/18			JOHN DEERE ABS 2016-B A3 DTD 07/27/2016 1.250% 06/15/2020	47788NAC2	1,870.64	1,870.64	0.00	1,870.64	0.15	0.00	
09/15/18	09/15/18			CNH 2017-A A2 DTD 03/22/2017 1.640% 07/15/2020	12636WAB2	8,183.72	8,183.72	0.00	8,183.72	0.31	0.00	





Managed Account Security Transactions & Interest

For the Month Ending **September 30, 2018**

FPUD - INVESTMENT PORTFOLIO - 28710100

Transaction Type										
Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
PAYDOWNS										
09/15/18	09/15/18	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	1,561.97	1,561.97	0.00	1,561.97	0.21	0.00	
09/15/18	09/15/18	TOYOTA ABS 2016-C A3 DTD 08/10/2016 1.140% 08/15/2020	89237WAD9	2,711.64	2,711.64	0.00	2,711.64	0.07	0.00	
09/15/18	09/15/18	TOYOTA ABS 2016-B A3 DTD 05/11/2016 1.300% 04/15/2020	89231UAD9	6,288.28	6,288.28	0.00	6,288.28	0.32	0.00	
Transaction Type Sub-Total				30,263.57	30,263.57	0.00	30,263.57	(95.41)	0.00	
Managed Account Sub-Total					30,263.57	18,079.01	48,342.58	(95.41)	0.00	
Total Security Transactions					\$30,263.57	\$18,079.01	\$48,342.58	(\$95.41)	\$0.00	

MEMO

TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO 
DATE: October 22, 2018
SUBJECT: Budget Status Report

Purpose

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

Summary

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

Total revenues are slightly under budget expectations. Wastewater Service Charges revenues continue to lag budget expectations and will continue to do so until the billable flow levels reset in January to normal winter weather conditions. The usage levels were abnormally low this year due to a historic wet winter in 2017. Water Sales have lagged slightly but are expected to trend towards projections. Waste Water and Water Meter charges revenue have slightly exceeded budget projections. Sundry has been lumped into the Other Non-operating revenues until staff is able to split these revenues out better.

Non-operating revenue shows the higher than expected capacity charge revenues. Property tax receipts are lagging budget projections but are expected to still be at the budgeted levels. Other Non-Operating revenues are over the budgeted levels even after adjusting for the temporary inclusion of Sundry Other Revenues.

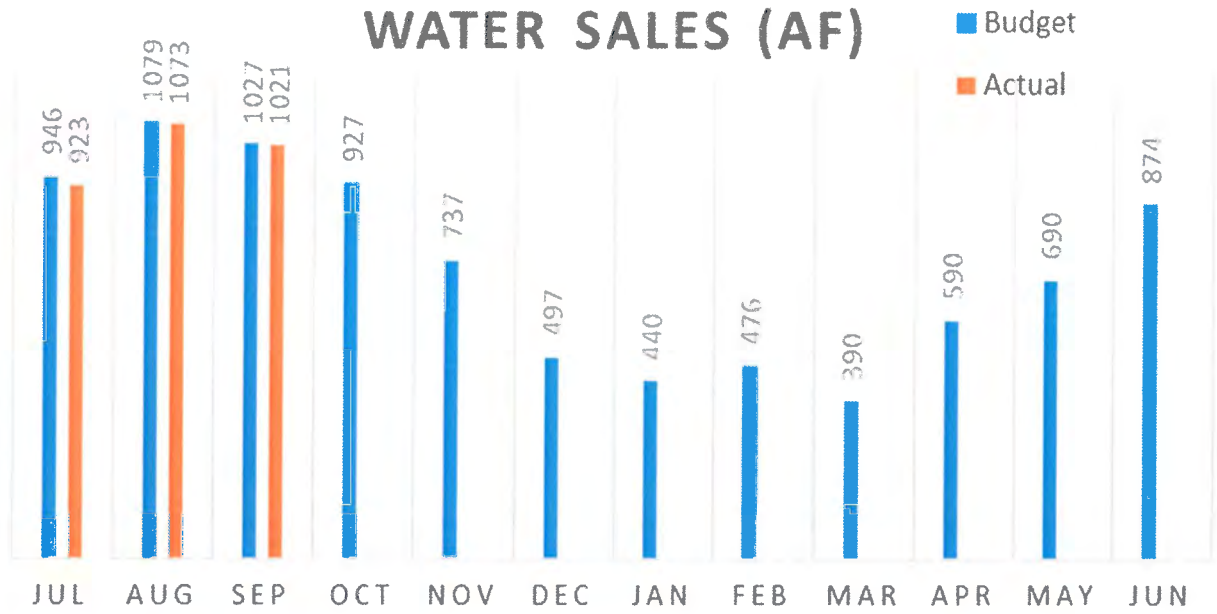
The District's expenditures are under budget due to the lower than budgeted purchased water expense, which is a result of lower sales, and the District's operations and maintenance expenses.

Total revenue is \$538,525 or 5.3% under budget and expenditures are \$757,733 or 8.6% under budget. Capital spending is trending towards the budget but under budget. As a result, the District financial position is in-line with budget expectations.

Recommended Action

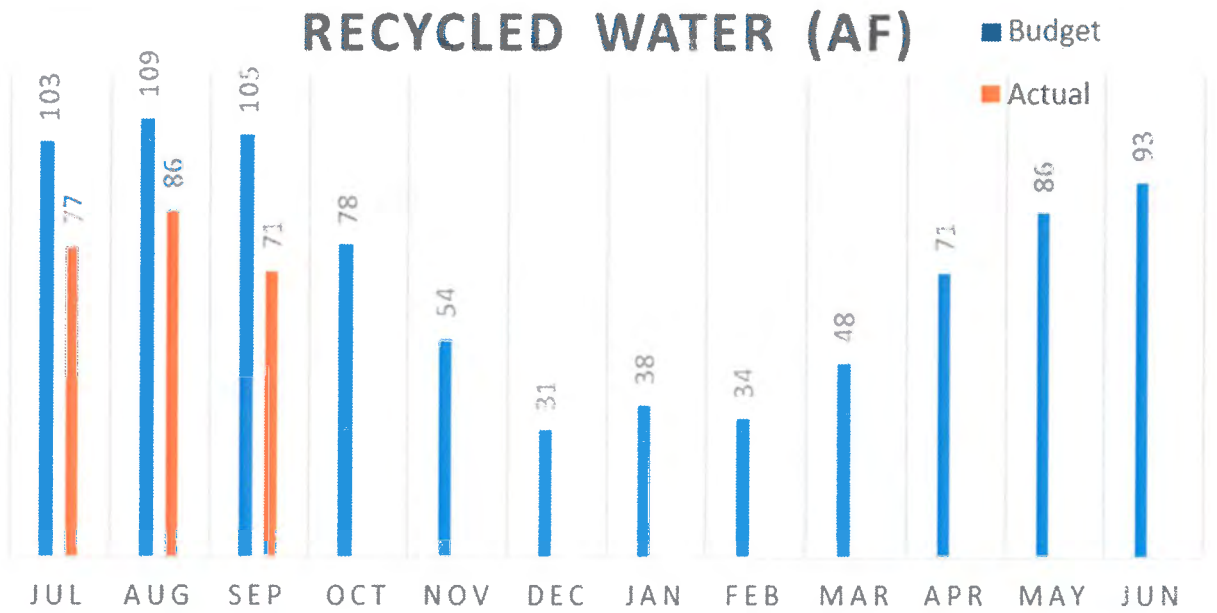
This item is for discussion only. No action is required.

WATER SALES (AF)



Year-to-Date Actual 3,017 AF Year-to-Date Budget 3,053 AF

RECYCLED WATER (AF)



Year-to-Date Actual 235 AF Year-to-Date Budget 317 AF

Monthly Budget Report for September

Favorable Variance Shown as a positive number

	Current Month		Year-To-Date				Annual Budget		
	Actual	Budget	Actual	Budget	Variance	%	Budget	Remaining Balance	%
Operating Revenues:								Year remaining	75.0%
Water Sales	1,785,737	1,838,894	5,282,017	5,464,777	(182,760)	-3.3%	16,148,015	10,865,998	67.3%
MWD Readiness to Serve	28,186	28,366	77,902	85,098	(7,195)	-8.5%	340,390	262,488	77.1%
CWA Infrastructure Access Charge	35,169	37,170	105,538	111,510	(5,972)	-5.4%	436,668	331,130	75.8%
Meter Service Charges	590,045	536,633	1,769,075	1,609,898	159,178	9.9%	6,697,173	4,928,098	73.6%
Wastewater Service Charges	355,622	501,384	1,051,206	1,504,153	(452,948)	-30.1%	6,016,613	4,965,407	82.5%
Recycled Water Revenues	109,651	155,845	363,400	470,799	(107,399)	-22.8%	1,333,360	969,960	72.7%
Overuse Penalties	-	-	-	-	-	NA	-	-	NA
Sundry Other Revenue	-	25,509	-	76,526	(76,526)	-100.0%	306,102	306,102	100.0%
CWA Rebates	13,380	12,627	41,500	37,881	3,619	9.6%	151,525	110,025	72.6%
Total Operating Revenue	2,917,789	3,136,428	8,690,638	9,360,641	(670,003)	-7.2%	31,429,846	22,739,208	72.3%
Non Operating Revenues:									
Water Capital Improvement Charge	105,503	109,119	316,412	327,356	(10,944)	-3.3%	1,309,424	993,012	75.8%
Wastewater Capital Improvement Charge	93,849	95,175	281,400	285,525	(4,125)	-1.4%	1,142,101	860,701	75.4%
Property Taxes	8,810	18,211	47,917	57,859	(9,942)	-17.2%	1,908,753	1,860,836	97.5%
Water Standby/Availability Charge	-	-	-	-	-	NA	203,000	203,000	100.0%
Water/Wastewater Capacity Charges	5,972	11,186	69,260	33,559	35,702	106.4%	134,234	64,974	48.4%
Portfolio Interest	17,984	18,370	70,011	55,111	14,900	27.0%	220,444	150,433	68.2%
Pumping Capital Improvement Charge	3,876	3,256	12,658	9,768	2,889	29.6%	39,073	26,415	67.6%
Federal Interest Rate Subsidy	-	-	-	-	-	NA	133,917	133,917	100.0%
SRF Loan Proceeds	-	-	-	-	-	NA	-	-	NA
CSI Rebate	-	-	-	-	-	NA	-	-	NA
Facility Rents & Other Non-Operating Revenues	41,986	14,710	147,127	44,129	102,998	233.4%	176,516	29,389	16.6%
Total Non Operating Revenues	277,979	270,027	944,785	813,307	131,478	16.2%	5,267,458	4,322,673	82.1%
Total Revenues	3,195,768	3,406,454	9,635,423	10,173,948	(538,525)	-5.3%	36,697,304	27,061,880	73.7%
Expenditures									
Purchased Water Expense	1,246,236	1,534,614	4,064,383	4,560,413	496,030	10.9%	13,743,805	9,679,422	70.4%
MWD Readiness to Serve	28,366	28,366	85,097	85,098	0	0.0%	340,390	255,293	75.0%
CWA Infrastructure Access Charge	37,170	37,170	111,510	111,510	-	0.0%	436,668	325,158	74.5%
Water Services	197,664	245,972	925,578	986,885	61,307	6.2%	3,197,635	2,272,057	71.1%
Wastewater Services	178,900	200,896	752,887	811,940	59,054	7.3%	2,611,649	1,858,763	71.2%
Recycled Water Services	37,454	45,273	153,042	181,362	28,321	15.6%	588,552	435,510	74.0%
Administrative Services	456,930	476,234	1,805,766	1,918,788	113,022	5.9%	6,191,048	4,385,282	70.8%
Total Operating Expenses	2,182,721	2,568,525	7,898,262	8,655,995	757,733	8.8%	27,619,407	19,721,145	71.4%
Debt Service Expenses									
Red Mountain SRF	-	-	197,925	197,925	-	0.0%	395,850	197,925	50.0%
WWTP SRF	-	-	-	-	-	NA	1,845,746	1,845,746	100.0%
QECB Solar Debt (Net of Subsidy)	-	-	-	-	-	NA	518,423	518,423	100.0%
Total Debt Service	-	-	197,925	197,925	-	0.0%	2,760,019	2,562,094	92.8%
Total Expenses	2,182,721	2,568,525	8,096,187	8,853,920	757,733	8.6%	30,379,426	22,283,238	73.3%
Net Revenue/(loss) From Operations and Debt Service	1,013,048	837,929	1,539,236	1,320,028	219,208	16.6%	6,317,878	4,778,642	75.6%
Capital Investment									
Construction Expenditures	427,043	649,991	1,134,510	1,949,972	815,462	41.8%	19,894,888	18,760,378	94.3%
SRF Loan Proceeds Draw (Capital Project Funds)	-	-	-	-	-	-	(12,095,000)	-	-
Net Revenue/(Loss)	586,005	187,939	404,726	(629,944)	1,034,670	-164.2%	(1,482,010)	(1,886,736)	127.3%

09/30/2018

Treasurer's Warrant No. September

TO: Treasurer of the Fallbrook Public Utility District

The bills and claims listed below are approved as authorized by resolution no. 3538 of the Board of Directors dated July 8, 1985. You are hereby authorized and directed to pay said prospective claims in the amounts stated (less discounts in instances where discounts are allowed).

Payroll -09/18

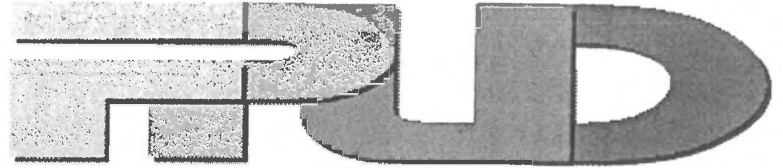
Computer Check Register

Payroll #1	145,047.07
Payroll #2	<u>134,362.79</u>
	<u>279,409.86</u>

Accounts Payable

Checks by Date - Summary by Check Date

User: AnnaleceB
Printed: 9/27/2018 7:36 AM



Fallbrook Public Utility District

Purchasing Dept. Phone: (760) 728-1151, Fax: (760) 728-8491

Main Office Phone: (760) 728-1125, Fax: (760) 728-6029

Check No	Vendor No	Vendor Name	Check Date	Check Amount
78898	01460	AFLAC	09/05/2018	1,700.88
78899	91286	AMAZON CAPITAL SERVICES, INC.	09/05/2018	27.87
78900	06403	APPLEONE EMPLOYMENT SERVICES	09/05/2018	1,970.28
78901	06696	AT & T MOBILTIY	09/05/2018	56.55
78902	UB*00205	MAURICE BEDARD	09/05/2018	66.21
78903	UB*00201	DALE BIRMINGHAM	09/05/2018	4.29
78904	06374	BOOT BARN INC.	09/05/2018	97.86
78905	05615	BOOT WORLD INC.	09/05/2018	262.11
78906	UB*00204	DAVID BURGESS	09/05/2018	105.00
78907	03134	CALIFORNIA WATER ENVIRONMENT	09/05/2018	275.00
78908	03978	CAMERON WELDING SUPPLY	09/05/2018	379.85
78909	91241	LISA CHAFFIN	09/05/2018	60.00
78910	91210	CORE & MAIN LP	09/05/2018	13,427.81
78911	UB*00181	JAMES DAVIS	09/05/2018	4.92
78912	91123	DIGITAL DEPLOYMENT, INC.	09/05/2018	550.00
78913	UB*00206	MARK AND LYNDA DUBREUIL	09/05/2018	165.07
78914	04122	EVOQUA WATER TECHNOLOGIES LLC	09/05/2018	4,002.49
78915	01432	FERGUSON WATERWORKS #1083	09/05/2018	6,148.22
78916	04958	GOSCH FORD TEMECULA	09/05/2018	84.67
78917	02170	GRAINGER, INC.	09/05/2018	472.78
78918	03174	HAAKER EQUIPMENT COMPANY	09/05/2018	2,428.07
78919	06429	HEALTHPOINTE MEDICAL GROUP, INC	09/05/2018	75.00
78920	03161	IDEXX DISTRIBUTION, INC.	09/05/2018	332.00
78921	06426	INDUSTRIAL SAFETY PROFESSIONAL	09/05/2018	650.00
78922	91172	INLAND KENWORTH (US) INC	09/05/2018	1,206.22
78923	04027	JOES HARDWARE	09/05/2018	850.62
78924	05401	JOE'S PAVING	09/05/2018	36,660.00
78925	91304	LEARNSOFT CONSULTING INC	09/05/2018	450.00
78926	03322	LIGHTHOUSE AUTOMOTIVE	09/05/2018	921.91
78927	06156	LOMACK SERVICE CORPORATION	09/05/2018	890.00
78928	91219	METAL & CABLE, INC.	09/05/2018	13,495.69
78929	91077	MULTI SERVICE TECHNOLOGY SOLU	09/05/2018	184.86
78930	04581	NEIMAN'S COLLISION CENTER, INC.	09/05/2018	823.64
78931	06298	ONESOURCE DISTRIBUTORS, LLC	09/05/2018	3,140.27
78932	UB*00207	AM ORTEGA	09/05/2018	1,162.38
78933	04900	PARADISE CHEVROLET CADILLAC	09/05/2018	954.99
78934	UB*00203	ERIC & SARAH PETERSON	09/05/2018	433.52
78935	00216	PINE TREE LUMBER	09/05/2018	95.79
78936	UB*00202	DONN W & SYLVIA L RAMEY	09/05/2018	181.12
78937	00232	SAN DIEGO GAS & ELECTRIC	09/05/2018	64,385.02
78938	00236	SCRAPPYS	09/05/2018	1,312.00
78939	05415	STATE WATER RESOURCE CONTROL	09/05/2018	60.00
78940	91255	TOP-LINE INDUSTRIAL SUPPLY L.L.C.	09/05/2018	840.81
78941	06231	WESTERN WATER WORKS SUPPLY CC	09/05/2018	1,381.14

Total for 9/5/2018: 162,776.91

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	06763	PERS - PAYROLL	09/12/2018	700.00
78947	91184	4IMPRINT INC	09/12/2018	188.28
78948	91040	ACCELA NATIONAL USER GROUP	09/12/2018	175.00
78949	03223	AIR POLLUTION CONTROL DISTRICT	09/12/2018	3,849.00
78950	91286	AMAZON CAPITAL SERVICES, INC.	09/12/2018	551.92
78951	91216	APGN INC	09/12/2018	2,592.90
78952	06403	APPLEONE EMPLOYMENT SERVICES	09/12/2018	1,869.24
78953	05778	AQUATIC BIOASSAY AND CONSULTIN	09/12/2018	2,800.00
78954	06771	ART'S TRENCH PLAT & K-RAIL	09/12/2018	772.40
78955	06020	BABCOCK & SONS, INC.	09/12/2018	1,420.00
78956	06374	BOOT BARN INC.	09/12/2018	161.48
78957	00898	BP BATTERY	09/12/2018	588.72
78958	91118	BULLDOG TOWING	09/12/2018	715.50
78959	04178	CALOLYMPIC SAFETY CO., INC.	09/12/2018	648.43
78960	03978	CAMERON WELDING SUPPLY	09/12/2018	316.14
78961	03205	CITY OF OCEANSIDE	09/12/2018	973.48
78962	91299	COPIER SOURCE, INC.	09/12/2018	226.28
78963	91210	CORE & MAIN LP	09/12/2018	657.70
78964	05953	CORODATA RECORDS MANAGEMENT	09/12/2018	632.95
78965	02925	DATA NET SOLUTIONS	09/12/2018	4,850.00
78966	03391	ELECTRICAL SALES INC	09/12/2018	2,101.13
78967	06507	EUROFINS EATON ANALYTICAL INC	09/12/2018	2,400.00
78968	09523	FALLBROOK EQUIP RENTALS	09/12/2018	2,513.38
78969	05987	FALLBROOK GARAGE & QWIK LUBE	09/12/2018	1,418.24
78970	00169	FALLBROOK OIL COMPANY	09/12/2018	5,330.93
78971	91202	FIRST BANKCARD	09/12/2018	1,752.11
78972	05560	FRANCHISE TAX BOARD	09/12/2018	250.00
78973	91262	GARY R. TANNER	09/12/2018	90.00
78974	04958	GOSCH FORD TEMECULA	09/12/2018	694.53
78975	90906	BRETT GRAHAM	09/12/2018	112.47
78976	02170	GRAINGER, INC.	09/12/2018	2,221.30
78977	05380	HACH CO	09/12/2018	3,267.45
78978	03276	HOME DEPOT CREDIT SERVICES	09/12/2018	806.77
78979	06577	INFOSEND INC	09/12/2018	3,881.18
78980	00190	JCI JONES CHEMICALS INC.	09/12/2018	4,938.98
78981	04027	JOES HARDWARE	09/12/2018	216.62
78982	04926	KONICA MINOLTA PREMIER FINANCE	09/12/2018	3,489.32
78983	05194	LESLIE'S SWIMMING POOL SUPPLIES	09/12/2018	3,081.43
78984	91130	LINCOLN NATIONAL LIFE INSURANC	09/12/2018	3,049.68
78985	06633	MAINTENANCE CONNECTION INC	09/12/2018	756.20
78986	91192	MISSION LINEN SUPPLY	09/12/2018	1,250.56
78987	90932	NAPA AUTO PARTS	09/12/2018	1,440.16
78988	00718	NATIONWIDE RETIREMENT SOLUTIO	09/12/2018	2,695.00
78989	04581	NEIMAN'S COLLISION CENTER, INC.	09/12/2018	416.85
78990	00370	NUTRIEN AG SOLUTIONS, INC.	09/12/2018	770.54
78991	06298	ONESOURCE DISTRIBUTORS, LLC	09/12/2018	61.12
78992	91236	PLATINUM CONSULTING GROUP LLC	09/12/2018	8,237.57
78993	06748	PSOMAS	09/12/2018	2,800.00
78994	91155	QUALITY GATE COMPANY	09/12/2018	945.00
78995	05636	SAM'S CLUB	09/12/2018	473.34
78996	00231	SAN DIEGO COUNTY WATER AUTH	09/12/2018	1,624,610.70
78997	91218	DAVID SHANK	09/12/2018	39.10
78998	06401	SONSRAY MACHINERY LLC	09/12/2018	6,382.05
78999	91264	SOUTHWEST VALVE & EQUIPMENT, I	09/12/2018	8,853.82
79000	91107	SPECTRUM BUSINESS	09/12/2018	107.00
79001	91269	SRK ENGINEERING INC.	09/12/2018	109,817.47
79002	00159	SUPERIOR READY MIX	09/12/2018	4,013.86


Check No	Vendor No	Vendor Name	Check Date	Check Amount
79003	02926	EDDIE TAYLOR	09/12/2018	100.00
79004	06735	TCN, INC.	09/12/2018	149.18
79005	05883	TESTAMERICA LABORATORIES, INC.	09/12/2018	73.00
79006	00724	UNDERGROUND SERVICE ALERT	09/12/2018	270.70
79007	00458	VERIZON WIRELESS	09/12/2018	2,113.22
79008	04290	VILLAGE NEWS, INC.	09/12/2018	820.00
79009	91310	VOLT WORKFORCE SOLUTIONS	09/12/2018	728.64
79010	06231	WESTERN WATER WORKS SUPPLY CC	09/12/2018	3,492.18
Total for 9/12/2018:				1,847,722.20
ACH	00152	FPUD EMPL ASSOCIATION	09/13/2018	850.47
ACH	06758	US TREASURY - PAYROLL TAXES	09/13/2018	57,270.03
ACH	06759	STATE OF CA - PR TAXES	09/13/2018	9,553.16
ACH	06760	STATE OF CA - SDI	09/13/2018	2,003.61
ACH	06761	LINCOLN FINANCIAL GROUP	09/13/2018	5,319.38
ACH	06763	PERS - PAYROLL	09/13/2018	35,122.48
Total for 9/13/2018:				110,119.13
79011	90911	ACE PARTY PRODUCTIONS	09/19/2018	1,794.43
79012	04995	AMERICAN MESSAGING	09/19/2018	90.31
79013	06403	APPLEONE EMPLOYMENT SERVICES	09/19/2018	757.80
79014	05088	AT&T	09/19/2018	904.64
79015	91266	BEAR STATE PUMP & EQUIPMENT LL	09/19/2018	7,209.57
79016	00898	BP BATTERY	09/19/2018	107.62
79017	06115	CDW GOVERNMENT INC.	09/19/2018	334.68
79018	91241	LISA CHAFFIN	09/19/2018	60.00
79019	05915	CHEM ONE LTD	09/19/2018	501.32
79020	91299	COPIER SOURCE, INC.	09/19/2018	225.10
79021	02176	CORELOGIC SOLUTIONS, LLC	09/19/2018	225.00
79022	06675	CORODATA SHREDDING, INC	09/19/2018	58.37
79023	06299	D & H WATER SYSTEMS, INC	09/19/2018	780.53
79024	02925	DATA NET SOLUTIONS	09/19/2018	244.00
79025	05192	DIAMOND ENVIRONMENTAL SERVIC	09/19/2018	200.80
79026	06303	EXECUTIVE LANDSCAPE INC.	09/19/2018	700.00
79027	02411	FALLBROOK PRINTING CORP	09/19/2018	292.71
79028	00170	FALLBROOK WASTE & RECYCLING	09/19/2018	657.70
79029	UB*00209	DE HAAN FAMILY TRUST	09/19/2018	0.31
79030	06286	GARDA CL WEST, INC.	09/19/2018	233.82
79031	00182	GLENNE'S OFFICE PRODUCTS, INC	09/19/2018	269.32
79032	02170	GRAINGER, INC.	09/19/2018	1,617.87
79033	06577	INFOSEND INC	09/19/2018	1,686.40
79034	06359	INFRASTRUCTURE ENGINEERING CO	09/19/2018	17,587.60
79035	06267	J2 GLOBAL IRELAND LIMITED	09/19/2018	59.91
79036	05401	JOE'S PAVING	09/19/2018	8,414.50
79037	91304	LEARNSOFT CONSULTING INC	09/19/2018	450.00
79038	03765	LENNIHAN LAW	09/19/2018	5,057.10
79039	03322	LIGHTHOUSE AUTOMOTIVE	09/19/2018	794.93
79040	91130	LINCOLN NATIONAL LIFE INSURANC	09/19/2018	3,015.29
79041	06601	MBC APPLIED ENVIRONMENTAL	09/19/2018	5,901.36
79042	03944	MISSION RESOURCE CONSV DISTRIC	09/19/2018	32.00
79043	91077	MULTI SERVICE TECHNOLOGY SOLU	09/19/2018	1,345.59
79044	06338	MYTHOS TECHNOLOGY INC	09/19/2018	2,585.94
79045	03201	NATIONAL SAFETY COMPLIANCE INC	09/19/2018	799.62
79046	00718	NATIONWIDE RETIREMENT SOLUTIO	09/19/2018	2,695.00
79047	04900	PARADISE CHEVROLET CADILLAC	09/19/2018	1,092.24

Check No	Vendor No	Vendor Name	Check Date	Check Amount
79048	UB*00210	DANNY & LAUREN PEREZ	09/19/2018	188.36
79049	04075	RAYNE WATER SYSTEMS	09/19/2018	125.00
79050	00236	SCRAPPYS	09/19/2018	872.89
79051	91082	TELETRAC, INC	09/19/2018	1,918.75
79052	05883	TESTAMERICA LABORATORIES, INC.	09/19/2018	621.11
79053	03027	UPS STORE	09/19/2018	62.06
79054	UB*00208	JOHN & KIMBERLY VIVANCO	09/19/2018	114.73
79055	91295	WHITE NELSON DIEHL EVANS LLP	09/19/2018	8,000.00
Total for 9/19/2018:				80,686.28
79060	00101	ACWA JPIA	09/26/2018	88,232.70
79061	06403	APPLEONE EMPLOYMENT SERVICES	09/26/2018	370.48
79062	91272	KEVIN COLLINS	09/26/2018	60.00
79063	91008	MICHAEL COTHRAN	09/26/2018	67.03
79064	06035	CYBER SECURITY SOURCE	09/26/2018	2,486.70
79065	06299	D & H WATER SYSTEMS, INC	09/26/2018	1,349.96
79066	05180	NOELLE DENKE	09/26/2018	84.04
79067	04411	ENVIRONMENTAL RESOURCE ASSOC	09/26/2018	1,139.68
79068	91316	FALLBROOK HEATING & AIR CONDIT	09/26/2018	951.00
79069	00169	FALLBROOK OIL COMPANY	09/26/2018	3,134.29
79070	04494	FEDERAL EXPRESS CORPORATION	09/26/2018	331.33
79071	UB*00213	JUSTIN FITE	09/26/2018	1.25
79072	91110	GOVERNMENTJOBS.COM, INC.	09/26/2018	11,789.50
79073	02170	GRAINGER, INC.	09/26/2018	193.16
79074	05803	HADRONEX INC	09/26/2018	23,280.00
79075	UB*00211	SHERYL HAILEY	09/26/2018	40.38
79076	91311	HOFFMEYER COMPANY, INC.	09/26/2018	862.00
79077	06577	INFOSEND INC	09/26/2018	2,362.00
79078	91172	INLAND KENWORTH (US) INC	09/26/2018	508.81
79079	00190	JCI JONES CHEMICALS INC.	09/26/2018	5,736.75
79080	05401	JOE'S PAVING	09/26/2018	10,220.00
79081	05065	JOHNSON CONTROLS SECURITY SOL	09/26/2018	456.58
79082	06555	LIEBERT CASSIDY WHITMORE	09/26/2018	638.00
79083	06263	LOS ANGELES FREIGHTLINER, LLC	09/26/2018	134,677.81
79084	04900	PARADISE CHEVROLET CADILLAC	09/26/2018	566.79
79085	91007	PFM ASSET MANGEMENT LLC	09/26/2018	1,036.35
79086	06199	PLUMBERS DEPOT INC	09/26/2018	1,951.21
79087	05936	SAN DIEGO COUNTY RECORDER	09/26/2018	150.00
79088	06064	SOLENIS LLC	09/26/2018	8,115.29
79089	91223	STERLING HEALTH SERVICES INC.	09/26/2018	70.00
79090	05608	STEVEN ENTERPRISES INC	09/26/2018	325.00
79091	91303	TWM ROOFING, INC.	09/26/2018	69,759.00
79092	91310	VOLT WORKFORCE SOLUTIONS	09/26/2018	670.68
79093	91250	WEKA INC	09/26/2018	81,243.98
79094	06231	WESTERN WATER WORKS SUPPLY CC	09/26/2018	2,035.61
79095	90933	CAROLINE WILSON	09/26/2018	64.82
79096	UB*00212	VICTOR & GLORIA ZAPATA	09/26/2018	101.22
Total for 9/26/2018:				455,063.40
ACH	00152	FPUD EMPL ASSOCIATION	09/27/2018	842.70
ACH	06758	US TREASURY - PAYROLL TAXES	09/27/2018	51,098.88
ACH	06759	STATE OF CA - PR TAXES	09/27/2018	7,952.22
ACH	06760	STATE OF CA - SDI	09/27/2018	1,909.07
ACH	06761	LINCOLN FINANCIAL GROUP	09/27/2018	5,319.38
ACH	06763	PERS - PAYROLL	09/27/2018	34,655.49

<u>Check No</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
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			Total for 9/27/2018:	101,777.74
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			Report Total (203 checks):	2,758,145.66
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A handwritten signature in black ink, appearing to read "Jack Bebee", is written over a solid horizontal line.

Jack Bebee

General Manager

FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Jennifer DeMeo

Name & Location of Function: **Citizens Water Academy Fall 2018 class at Sweetwater Authority's Richard A. Reynolds Desalination Facility, Chula Vista CA**

Date(s) of Attendance: Wednesday 10/10/2018

Purpose of Function: Education

Sponsoring Organization: San Diego County Water Authority

Summary of Conference or Meeting:

Sweetwater Authority General Manager Tish Berge joined Water Authority General Manager Maureen Stapleton to welcome students to the class. GM Stapleton delivered the presentation "To Quench a Thirst" recounting the history of water infrastructure in the San Diego Region. The students were a very diverse group of public and private business people. Next week, I will take advantage of the before class tour of the Sweetwater DeSal Facility.

Director Signature:



Date: 10/12/2018

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.

FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Jennifer DeMeo

Name & Location of Function: **2018 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE, Renaissance Indian Wells Resort & Spa**

Date(s) of Attendance: Sept 25-27, 2018

Purpose of Function: EDUCATION

Sponsoring Organization: CSDA

Summary of Conference or Meeting: I arrived on Tuesday morning just in time for the keynote speaker. Connie Podesta was outstanding. Her talk helped all of us understand how to relate to each individual person's different personality traits in order to communicate our ideas more effectively.

Breakout Session "You're Out of Order! Meeting Protocols that Best Serve the Public"
The speaker stressed the idea of keeping the public concerns and comments at the beginning of the agenda, which we already do. I got a chance to speak with Brent Ives at the Streamline hosted event later in the conference. A good resource!

Wednesday Morning's Breakfast and the second Keynote by Derreck Kayongo were excellent.

Breakout Session: "Nightmare on Board Night" The presenters were great. There was a lot of discussion about setting time limits and handling public comment as well as how to handle the most difficult situations. They stressed the importance of the Board Procedures Manual and keeping it updated. A lively meeting to say the least.

I did not get to hear Jack's presentation, but heard great reviews from those who attended. I chose to take advantage of the required **Harassment Prevention Training AB 1825/2053/1661 compliance** in the last two breakout sessions.

The venue and accommodations couldn't have been better. The hotel "had to" give me an upgraded room since it was the only one available! The casino night and after party were fun. Overall a great conference. I made great contacts and learned a lot about how to run a board meeting.

Director Signature: _____

Date: _____

10/3/2018

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.

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