



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

**AGENDA**

**PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER EXECUTIVE ORDERS ISSUED BY GOVERNOR NEWSOM RELATED TO THE COVID-19 STATE OF EMERGENCY THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE USING THE BELOW INFORMATION, AND THERE WILL BE NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE.**

**INSTEAD MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE BOARD MEETING VIA TELECONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION.**

**MEMBERS OF THE PUBLIC MAY ALSO SUBMIT PUBLIC COMMENTS AND COMMENTS ON AGENDA ITEMS IN ADVANCE IN ONE OF THE FOLLOWING WAYS:**

- **BY EMAILING TO OUR BOARD SECRETARY AT LECKERT@FPUD.COM**
- **BY MAILING TO THE DISTRICT OFFICES AT 990 E. MISSION RD., FALLBROOK, CA 92028**
- **BY DEPOSITING THEM IN THE DISTRICT’S PAYMENT DROP BOX LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028**

**ALL COMMENTS SUBMITTED BY WHAT EVER MEANS MUST BE RECEIVED AT LEAST ONE HOUR IN ADVANCE OF THE MEETING. ALL COMMENTS WILL BE READ TO THE BOARD DURING THE APPROPRIATE PORTION OF THE MEETING. PLEASE KEEP ANY WRITTEN COMMENTS TO 3 MINUTES. THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT’S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.**

**AUDIO CALL-IN 1-408-418-9388  
ACCESS CODE 622 268 033  
AUDIO PASSWORD 39758439**

<https://fallbrookpublicutilitydistrict.my.webex.com/fallbrookpublicutilitydistrict.my/j.php?MTID=m03840e6674d891fca362539b1205c627>

**MONDAY, APRIL 27, 2020  
4:00 P.M.**

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

*If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 999-2704 for assistance so the necessary arrangements can be made.*

**I. PRELIMINARY FUNCTIONS**

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA PER GC § 54954.2(b)

APPROVAL OF AGENDA

PUBLIC COMMENT

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

- A. YEARS OF SERVICE  
1. Mavis Canpinar – 5 years

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

- B. APPROVAL OF MINUTES  
1. March 23, 2020 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.*

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

- C. INVENTORY ITEMS PURCHASED FOR VALVE AND PIPELINE REPLACEMENT PROGRAM

*Presented by: Kevin Collins, Purchasing/Warehouse Supervisor*

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

- D. CONSIDER UPDATES TO PERSONNEL SECTIONS OF THE ADMINISTRATIVE CODE

*Recommendation: That the Board adopt Resolution 4993, repealing Administrative Code Sections 4-13 and replacing with the attached Section 4.*

- E. CONSIDER ADOPTION OF RESOLUTION 4994 TO DESIGNATE AGENTS FOR PURPOSES OF OBTAINING STATE AND/OR FEDERAL FINANCIAL DISASTER

ASSISTANCE THROUGH THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CALOES FORM 130) AND CONSIDER ADOPTION OF RESOLUTION 4995 CONFIRMING THE EXISTENCE OF A STATE OF EMERGENCY IN RESPONSE TO COVID-19 PANDEMIC

**Recommendation:** *The Board:*

1. *Adopt the attached Resolution 4994, designating the General Manager and Assistant General Manager to serve as the District's agents to secure potential disaster relief funding from the state and/or federal government, administered through the Governor's Office of Emergency Services and/or FEMA in a timely manner, if funds become available and*
2. *Adopt the attached Resolution 4995, confirming the existence of a state of emergency in response to the COVID-19 Pandemic.*

- F. CONSIDER CONTINUED NEED FOR UTILIZATION OF LONG-TERM RESERVES CURRENTLY HELD IN LAIF TO BRIDGET FUND THE SANTA MARGARITA CONJUNCTIVE USE PROJECT (SMCUP)

**Recommendation:** *The Board approve the use of the Long-term Reserves (LAIF) to fund the SMCUP expenditures.*

**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. Financial Summary Report
  - b. Treasurer's Report
  - c. Budget Status Report
  - d. Warrant List
5. Public Affairs Specialist
6. Notice of Approval of Per Diem for Meetings Attended
7. Director Comments/Reports on Meetings Attended
8. Miscellaneous

ADJOURN TO CLOSED SESSION

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

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

*Discuss Performance Evaluation of General Manager*

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

*Discuss Performance Evaluation of General Counsel*

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

Name of Case: *Otay Water District v. Fallbrook Public Utility District, San Diego Co. Sup. Ct. No. 37-2020-00004572-CU-MC-CTL*

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

*One (1) Potential Case*

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION (*As Necessary*)

**VII. ADJOURNMENT OF MEETING**

\* \* \* \* \*

**DECLARATION OF POSTING**

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

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

April 22, 2020  
Dated / Fallbrook, CA

/s/ Lauren Eckert  
Executive Assistant/Board Secretary

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**M E M O**

**TO:** Board of Directors  
**FROM:** Lauren Eckert, Executive Assistant/Board Secretary  
**DATE:** April 27, 2020  
**SUBJECT:** Approval of Minutes

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**Recommended Action**

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

1. March 23, 2020 Regular Board Meeting.



FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING

MINUTES

MONDAY, MARCH 23, 2020  
4:00 P.M.

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

*If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 999-2704 for assistance so the necessary arrangements can be made.*

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

**I. PRELIMINARY FUNCTIONS**

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President Endter called the March Regular Meeting of the Board of Directors of the Fallbrook Public Utility District to order at 4:00 p.m. President Endter announced he would like to make clear for the record that this meeting was conducted by teleconference using the call-in and web link pursuant to the Brown Act waivers to certain provisions of the Brown Act provided for under the Governor’s Executive Orders in response to the COVID-19 State of Emergency.

President Endter also announced the agenda provided notice that members of the public were encouraged to participate in the Board meeting via teleconference using the call-in and web link information, and that members of the public could have also emailed public comments and comments on agenda items in advance of the meeting by emailing them to the Board Secretary. Any such written comments would be read on to the record at the appropriate portion of the meeting – up to a limit of three (3) minutes per comment.

A quorum was established, and attendance was as follows:

Board of Directors

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

Absent: None

General Counsel/District Staff

Present: Jack Bebee, General Manager  
Paul de Sousa, General Counsel  
Dave Shank, Assistant General Manager/CFO  
Steve Stone, Field Services Manager  
Mick Cothran, Engineering Technician  
Lauren Eckert, Executive Assistant/Board Secretary

Also present were others, including, but not limited to: Carter Moe, Meena Westford, Jeff Marston, and Craig Keller

In regards to the way the Board will consider action items during this meeting, President Endter announced he would call on Staff to make a presentation for the each agenda item. Following the presentation, to avoid everyone speaking at once, he explained he would call the name of each Director to see if they had questions for Staff. Once the Director's name was called, they would be able to proceed with asking their question. After the round of questions, President Endter explained he would then ask for a motion and request that each Director identify themselves if making a motion or seconding. President Endter stated he would call the name of each Director to see if there was any further discussion. All votes would be done by roll call.

PLEDGE OF ALLEGIANCE

President Endter led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b)

APPROVAL OF AGENDA

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

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

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC COMMENT

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



President Endter announced, as permitted under the Brown Act, public comments would be heard on items within the subject matter jurisdiction of the District that were not on the agenda. President Endter confirmed that there were no public comments for non-agenda items received via email by the Board Secretary. President Endter confirmed there were no members of the public present in the Board Room who wanted to provide comment on any non-agenda items within the District's jurisdiction.

There were no public comments.

A. YEARS OF SERVICE

1. Tim Sterger – 30 years
2. Debra Potter – 25 years

General Manager Bebee recognized Tim Sterger for his 30 years of service and Debra Potter for her 25 years of service to the District.

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

*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.*

B. APPROVAL OF MINUTES

1. February 24, 2020 Regular Board Meeting

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

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

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

NOES: None

ABSTAIN: None

ABSENT: None

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

C. EMPLOYEE SATISFACTION SURVEY RESULTS

*Presented by: Lisa Chaffin, Human Resources Manager*

General Manager Bebee reviewed the results of the employee satisfaction survey, reporting that the responses from employees were overall positive.

**IV. ACTION / DISCUSSION CALENDAR -----(ITEMS D – K)**

**D. CONSIDER REQUEST FOR APPROVAL TO AWARD PARKING AREA REMODEL TO PRESTIGE PAVING COMPANY**

*Recommendation:* Staff recommend the Board approve the FPUD main parking area and equipment yard rehabilitation project to Prestige Paving in the not-to-exceed amount of \$77,155.00.

Director McDougal confirmed that the original budget for this project was \$50,000. General Manager Bebee stated the original budget was \$50,000, however, additional work was found necessary to ensure ADA compliance.

Director Wolk reported that \$246,000 has been spent, but stated it was unclear if it came out of the District yard budget or out of the administrative capital budget. General Manager Bebee explained both of those budgets are part of what the Board authorized as the overall administrative capital budget, which includes the yard and the administrative project budget. Director Wolk asked which of the two budget the \$246,000 was allotted. General Manager Bebee explained the money came out of both budgets, and he would provide a breakdown.

Director Wolk asked if the \$27,155 over budget pushed something out of the budget. General Manager Bebee answered that there were other items below budget, so this project is able to be completed within the overall budgeted amount for the administrative capital budget and that staff would provide a more detailed explanation in future capital budget items.

Director Baxter confirmed there is a provision for a second electric car charging station. General Manager Bebee stated all underground work will be done to be ready should demand rise for the additional charging station.

**MOTION:** Vice-President DeMeo moved to approve the FPUD main parking area and equipment yard rehabilitation project to Prestige Paving in the not-to-exceed amount of \$77,155.00; Director McDougal seconded. Motion carried; **VOTE:**

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

**E. CONSIDER REQUEST FOR APPROVAL TO PURCHASE ONE WHEEL LOADER FROM JCB**

Recommendation: Staff recommend the Board approve the purchase of one wheel loader from JCB in the amount of \$160,122.64.

General Manager Bebee explained even though this wheel loader is over budget, the overall water budget will stay within the total original budget constraints.

Director Wolk asked for clarification of the equipment budget. General Manager Bebee explained there is an overall capital improvement budget that includes water, wastewater, recycled and administration, which the Board authorizes. Even though one subarea of this budget is over budget, the overall Board authorized amount is still within the water capital improvement budget that includes the fleet equipment.

Director Wolk announced the need to examine the budget process. General Manager Bebee explained, when the budget process begins, we can talk through what level to set Board authorization for capital projects.

MOTION: Director McDougal moved to approve the purchase of one wheel loader from JCB in the amount of \$160,122.64; Director Baxter seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

F. CONSIDER REFUND TO ZEBU CONSTRUCTION & DESIGN, INC. FOR 21 METERS

Recommendation: Staff will follow Board direction.

Carter Moe of ZEBU Construction & Design addressed the Board, requesting a refund in the amount of \$63,861 for a deposit paid to the District in 2005 for 21 water meters. He explained the meters were to be installed in a 22 lot subdivision that was being processed through the County. This project was put on hold in 2007. After that, it was renewed. Recently, there was a request from the County of San Diego to turn the land into a park. The sale was agreed upon. The County does not need 21 water meters for the proposed project. Mr. Moe explained they are therefore looking for the deposit to be returned.

Director Wolk confirmed the meter for the park is already installed.

MOTION: Director McDougal moved to approve a refund to Zebu Construction & Design, Inc., in the amount of \$63,861, for 21 meters; Director Wolk seconded. Motion carried; VOTE:

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

G. CONSIDER QUIT CLAIMS FOR CANCELLED PROJECT (ZEBU CONST)

Recommendation: *That the Board approve the Quit Claim request.*

General Manager Bebee explained these quit claims are for easements no longer needed by the District, as the original meters to be installed are no longer being installed.

MOTION: Director Baxter moved to approve the quit claim request from Zebu Construction & Design, Inc. for a cancelled project; Director McDougal seconded. Motion carried; VOTE:

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

H. CONSIDER CLOSURE OF THE DISTRICT'S SAN DIEGO COUNTY INVESTMENT POOL ACCOUNT

Recommendation: *That the Board approve Resolution 4992 – Authorizing the Assistant General Manager/CFO and General Manager to withdraw funds in the San Diego County Investment Pool*

Assistant General Manager/CFO Shank reported the FP&I Committee met on March 10<sup>th</sup>. He went on to explain this is an investment option the District has not really utilized, as it has a limited amount of funds invested in it. The rate of return is not notable. There are other, more efficient, investment options. The FP&I Committee had given direction to limit the number of accounts, and closing this one is what is being moved forward. The closure requires a Resolution from the Board.

Director McDougal noted FP&I is in favor of this closure, as there are too many inactive accounts, which includes additional work for reconciliation. The closure simplifies this process.

President Endter asked where this money is going. Assistant General Manager/CFO Shank reported it is about \$15,000 and part of the working capital for the District. Therefore, this money would be invested into CAMP or the money market and used to fund expenditures, but most likely would be put into CAMP. President Endter requested that FP&I be notified where the money was placed.

MOTION: Director McDougal moved to approve Resolution 4992 – authorizing the Assistant General Manager/CFO and General Manager to withdraw funds in the San Diego County Investment Pool; Vice-President DeMeo seconded. Motion carried; VOTE:

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

I. CONSIDER REINVESTMENT OF LONG-TERM INVESTMENT PORTFOLIO FUNDS REIMBURSED BY THE STATE

*Recommendation:* That the Board authorize staff to place the \$4.2 million in LAIF for the near term and work with FP&I to determine the optimal reinvest strategy.

Assistant General Manager/CFO Shank reported the State has started to send us the funds, and we have received the funds for reimbursement for the expenditures that were taken out of the District's long-term reserves. Currently, there are three options for the reinvestment of the funds. Assistant General Manager/CFO Shank reported the FP&I Committee met on March 10, 2020, with Richard Babbe, the District's Investment Manager present as well. Mr. Babbe's recommendation was to place the funds in LAIF, as this is a safe location and has a competitive yield. It was not recommended placing these funds into the long-term portfolio for reinvestment at this time, due to the current market rates being observed. Assistant General Manager/CFO Shank explained these funds would show on the Treasurer's Report as part of the long-term investment portfolio and would be kept track of in LAIF. The FP&I Committee will revisit the reinvestment into the long-term portfolio at a later date.

Director Wolk confirmed the District has received the \$4.2 million from the State. General Manager Bebee noted the funds are currently sitting in the money market account until after the Board Meeting.

MOTION: Vice-President DeMeo moved to authorize staff to place \$4.2 million in LAIF for the near term and work with FP&I to determine the optimal reinvestment strategy for the long-term investment portfolio funds reimbursed by the state; Director Wolk seconded. Motion carried; VOTE:

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

J. CONSIDER REQUEST FOR FUNDING APPROVAL FOR INVENTORY ITEMS NEEDED FOR THE VALVE REPLACEMENT PROGRAM.

*Recommendation: Staff recommend the Board approve \$131,880.00 in funds to purchase inventory items needed for the valve replacement program and report back to the Board in April on the awarded vendor and actual costs.*

General Manager Bebee reported there are supply chain disruptions currently. This is making sure we have items in place, so we can have our valve replacement project back on track once current restraints start loosening up. He went on to explain this is authorizing staff to enter into a contract up to the amount of \$131,880, and at the next Board meeting, information on the bids would be brought to the Board.

Director Wolk asked if the \$131,880 was in the budget. General Manager Bebee responded that it is included in the material cost of the valve replacement program.

MOTION: Director McDougal moved to approve \$131,880 in funds to purchase inventory items needed for the valve replacement program and to have staff report back to the Board in April on the awarded vendor and actual costs; Director Baxter seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

#### K. UPDATE ON SDCWA REGIONAL CONVEYANCE SYSTEM STUDY

*Recommendation: This item is just for information. No action is needed.*

General Manager Bebee gave an brief overview of the SDCWA Regional Conveyance System Study, , to essentially build an additional Colorado River aqueduct to serve the IID supplies that the Water Authority has, in the hope that they would be able to do it less expensive than using MWD's system.

Director Wolk explained he thought there may be value in having the President send out a letter to the other member agencies noting the concerns the District has for this project. Director McDougal expressed his concern for doing such, as this may create more turmoil with the Water Authority.

General Counsel de Sousa explained this item could be placed on an agenda at a future Board Meeting, or this could be directed to a particular Board Committee to look at in greater detail, with a recommendation brought back to the Board from that particular Committee. General Manager Bebee suggested this item be brought for discussion to either the Engineering & Operations Committee or the Fiscal Policy & Insurance Committee, reporting this project will not be moving onto the next phase until June.

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

1. General Counsel
  - General Counsel de Sousa announced there have been several executive orders from Governor Newsom in response to the COVID-19 situation, and there will likely be more to come.
2. SDCWA Representative Report
  - General Manager Bebee reported we have been working with SDCWA on the COVID-19 response to make sure everyone is acting in the same regards.
3. General Manager
  - a. Engineering and Operations Report
    - General Manager Bebee reported there will likely be a fall-off with the valve and meter replacement KPI chart next month, as those have been paused because of the COVID-19 response and having technicians working remotely to ensure the health of staff.
4. Assistant General Manager/Chief Financial Officer
  - a. Financial Summary Report
  - b. Treasurer's Report
  - c. Budget Status Report
  - d. Warrant List
5. Public Affairs Specialist
6. Notice of Approval of Per Diem for Meetings Attended
7. Director Comments/Reports on Meetings Attended
8. Miscellaneous

**ADJOURN TO CLOSED SESSION**

The Board of Directors adjourned to Closed Session at 5:20 p.m. following an oral announcement by General Counsel de Sousa of Closed Session Items VI.1 and 2.

**VI. CLOSED SESSION------(ITEMS 1-2)**

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

*Name of Case: Otay Water District v. Fallbrook Public Utility District, San Diego Co. Sup. Ct. No. 37-2020-00004572-CU-MC-CTL*

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

*Name of Case: Bonnie Kessner and Andrea McCartney-Page, et al. vs. City of Santa Clara et al., Santa Clara Co. Sup. Ct. Case Number 20CV364054*

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 5:43 p.m.

REPORT FROM CLOSED SESSION (*As Necessary*)

General Counsel de Sousa announced there was no reportable action taken in Closed Session.

**VII. ADJOURNMENT OF MEETING**

There being no further business to discuss, President Endter adjourned the March Regular Meeting of the Board of Directors of the Fallbrook Public Utility District at 5:55 p.m.

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

ATTEST:

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



MEMO

**TO:** Board of Directors  
**FROM:** Kevin Collins, Purchasing/Warehouse Supervisor  
**DATE:** April 27, 2020  
**SUBJECT:** Inventory Items Purchased for Valve and Pipeline Replacement Program

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Description

This memo is to update the Board on the purchase of inventory items to be used for the valve replacement and pipeline repair program. This procurement was authorized prior to actual receipt of bids in the March regular Board meeting due to the Covid-19 outbreak and potential for product shortages in the near future. At the March meeting, the board had approved a not-to-exceed amount of \$132,000 for these materials.

Purpose

In order to ensure the valve and pipeline replacement program would continue on-schedule, and to enable staff to repair leaks as they occur, FPUD purchasing recommended an expedited procurement of numerous inventory items. As vendors updated FPUD staff on potential steel shortages, a request for items such as valves, butt-straps, flanges, and nuts & bolts was sent to the board in March for pre-approval.

FPUD procurement guidelines require staff to obtain board approval for purchases only if they exceed the General Manager’s authorization of \$45,000 total. As the bids were not yet received, staff was unable to predict if one vendor would be awarded enough items on an RFP to exceed that \$45,000 amount, hence the need for board pre-approval. Although some awards to suppliers came in below the General Manager’s authorization level, the total amount for all materials procured as part of the request in March is summarized below:

VENDOR	ITEMS	AMOUNT SPENT
Ababa Bolt	Nuts/Bolts for Valves	\$4,888.83
Ferguson Waterworks	Flanges for Valves	\$10,782.10
Pacific Pipeline	6, 8, 12” Gate Valves & DI Fittings	\$78,118.76
Western Waterworks	4, 6, 8” OS&Y Valves & Butt Straps	\$31,954.99

Total amount spent - \$125,744.68

Budgetary Impact

The materials were included in the budget for the valve and pipeline replacement and repair projects. The materials procured came in less than projected and there is no additional budgetary impact.

Recommended Action

This is for information only as a follow-up to the March Board action. No additional action is required at this time.

**M E M O**

**TO:** Board of Directors  
**FROM:** Personnel Committee  
**DATE:** April 27, 2020  
**SUBJECT:** Updates to Personnel Sections of the Administrative Code

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**Summary**

The District Administrative Code is the overarching governing document for the administration of the District. While some sections have recently been updated there are some sections that are outdated and still need some significant revisions.

The personnel related sections (Existing Sections 4-13) are largely outdated and contain information that is associated with the detailed administration of the District instead of Board level policy and direction.

Due to the level of detail currently in the code, Board approval for revisions are required when there are small changes, which has resulted in the code being out of date.

It is recommended to combine and update Sections 4-13 into one general personnel section per the attached. The attached Section 4, better represents current practices and is consistent with the Memorandum of Understandings adopted by the Board with the Employee and Management Associations and current policies and laws. In addition, currently the entire personnel regulations are incorporated by reference into the administrative code. These regulations get into additional administrative details such as beard and uniform policy.

The Personnel Regulations also need to be updated significantly to be consistent with the MOU's and current regulations. It is recommended to move the personnel regulations out of the administrative code and allow for the personnel regulations to be modify by notifying the personnel committee of proposed changes versus requiring full Board approval for each change. The Table of contents of the existing and proposed Personnel Regulations are attached.

Once the Personnel Regulations are updated they will be brought to the Personnel committee for review.

**Budgetary Impact**

There is no budgetary impact for the proposed changes.

**Recommended Action**

That the Board adopt Resolution 4993, repealing Administrative Code Sections 4-13 and replacing with the attached Section 4.

## **Attachment A**

**RESOLUTION NO. 4993**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE FALLBROOK PUBLIC UTILITY DISTRICT  
REPEALING ADMINISTRATIVE CODE ARTICLES 4  
THROUGH 13 AND REPLACING WITH REVISED  
ARTICLE 4**

\* \* \* \* \*

**WHEREAS**, on April 16, 2020, the Personnel Committee met and reviewed proposed revisions to Articles 4 through 13 of the Administrative Code relative to Personnel Regulations; and

**WHEREAS**, based on the recommendation of the Personnel Committee, the Board of Directors intends that Articles 4 through 13 be repealed and replaced with the revised Article 4 as shown on Attachment A.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Articles 4 through 13 of the Administrative Code shall be repealed;
2. Article 4 shall be replaced to read as shown on Attachment A; and
3. All other provisions of the Administrative Code shall remain unchanged and in full force and effect. Articles 5 through 13 shall be reserved for future use by the District.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 27<sup>th</sup> day of April, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

**Attachment A**  
**(Proposed Administrative Code Article 4)**

## **Article – Personnel (Article will replace existing Articles 4-13)**

### **4.1 General Manager**

The General Manager shall be appointed by and serve at the pleasure of the Board. The General Manager's compensation including, salary, benefits and other terms and conditions of employment shall be determined by the Board and contained in an employment contract. Annually each member of the Board shall be requested to complete and return to the secretary of the Board an evaluation of the General Manager. The evaluation shall be in a format as approved by the Board.

The General Manager is responsible for efficient administration of all duties of the District, except those delegated to General Counsel or another officer appointed directly by the Board or reserved for the Board itself.

The General Manager shall employ such personnel as necessary to administer, operate and maintain the District. Each Manager shall have charge of his/her respective Department and be responsible to the General Manager.

Any changes to the number of positions employed by the District or increases in the compensation for a position shall be approved by the Board.

In the event of a temporary absence or disability of the General Manager, the Assistant General Manager shall perform the duties in his/her absence. If there is no Assistant General Manager, the General Manager may appoint a qualified manager to perform his/her duties in his absence. If an absence exceeds 6 months, the Board may appoint a new General Manager.

### **4.2 Memorandums of Understanding**

The memorandums of understandings listed below are incorporated into this document by reference:

1. Memorandum of Understanding between the District and Employees' Association dated July 1, 2019 – June 30, 2022.
2. Memorandum of Understanding between the District and Management Employees' Association dated July 1, 2019 – June 30, 2022.

Any modification to the Memorandums of Understanding are subject to the meet and confer process and must be adopted by the Board of Directors.

### **4.3 Personnel Regulations**

The District's Personnel Regulations shall include mandatory policies, as directly mandated by law, such as an equal employment opportunity (EEO) policy; and other

policies that are important to carrying out the District’s personnel-related functions and operations, such as attendance requirements and disciplinary procedures.

The Personnel Regulations may include language also contained within one or both of the current Memoranda of Understanding (MOU). If a discrepancy exists between the language in the Personnel Regulations and one or both MOU, the MOU language shall prevail.

Modifications to the Personnel Regulations that do not result in a modification to MOU language shall be reviewed with the Personnel Committee. The Personnel Committee may request that the changes be approved by the full Board. Changes to the Personnel Regulations may be subject to the “meet and confer” process.

#### 4.4 Expense Reimbursement and Code of Conduct

##### 4.4.1 Expenses Incurred on District Business.

Employees of the District are called upon to travel in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling on District business. The District will compensate employees while traveling in accordance with the District’s Personnel policy and applicable Memorandums of Understanding (MOUs).

#### 4.5 Code of Conduct.

Fallbrook Public Utility District relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public’s trust in the District. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and District policies. The purpose of this Code of Ethics is to set a standard of conduct for all employees. Accordingly, the FPUD Board of Directors adopted this Code of Ethics to:

1. Provide an ongoing source of guidance to employees, in the performance of their duties and their day-to-day service to the District and citizens of Fallbrook; and
2. Promote and maintain a culture of ethics.

##### 4.5.1 General Rule with Respect to Conflicts of Interest.

A conflict of interest exists when you have a personal or professional interest that is, or appears to be, at odds with the best interests of the District. Employees shall not engage in or hold any direct or indirect interest in any business or transaction that

may conflict with their official duties for the District. Further, employees should not engage in conduct that could reasonably give rise to the appearance of wrongdoing.

#### 4.5.2 Acceptance of Gifts, Gratuities or Benefits.

Employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the employee primarily because of his/her official position, if ANY of the following apply:

1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
2. A reasonable person would believe the employee is under an obligation to or influence of the donor;
3. The item consists of cash or anything easily convertible to cash (e.g., entertainment tickets), regardless of the amount or value; or
4. The value of the gift exceeds \$25 or the accumulation of the value of gifts from a single donor to the employee exceeds \$50 in a 12-month period.

For the purposes of this section, the terms gift, benefit and gratuity shall mean the transfer of cash, goods or services without reasonable and valuable consideration.

An employee shall disclose the nature of any benefit, gift or gratuity and all relevant circumstances to his or her supervisor, the General Manager, or his/her designee, in order to evaluate the reasonableness of any such benefit, gift or gratuity.

#### 4.5.3 Actions and Conduct Designed to Build Public Confidence.

Employees shall be impartial and dedicated to the best interests of the District. They are required to conduct themselves, both inside and outside the District's service, so as not to cause doubt of their impartiality or dedication to the District's best interests.

Employees shall also avoid perceived conflicts of interest, which are actions that the public may consider evidence of preferential service or a lack of neutrality in dealing with work-related issues.

#### 4.5.4 Use of Confidential Information.

Employees shall not disclose confidential information acquired by or available to them in the course of their employment with the District or use such



information for personal gain. This applies to improper disclosure within the organization as well as to the public.

4.5.5 Use of District Employment and Facilities for Private Gain.

Employees shall not use, for private gain or advantage, their District time or the District's facilities, equipment or supplies, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

4.5.6 Contracts with the District.

Employees shall not be involved in any way with any contract or sale in which they have a financial interest. This means that an employee shall not exercise any discretionary powers for, nor make any recommendations on behalf of or to the District with respect to any contract or sale involving the District if that employee is directly or indirectly financially interested in the contract or sale. This prohibition is not limited to the actual execution of a contract or sale; it covers the entire contracting process, including advising and participating in preliminary discussions, negotiations, compromises, reasoning, planning, drawing of plans and specifications and solicitation of bids.

4.5.7 Personal Investments.

Employees shall not make personal investments which could create a substantial conflict between their private interests and the public interests. If an employee has a financial interest in a matter coming before him or her, or before the department in which s/he is employed, s/he shall disqualify him or herself from any participation in the matter. Employees shall not make decisions or participate in decisions affecting projects that may affect (either positively or adversely) their personal property or that of their relatives or personal friends.

4.5.8 Behavior in the Workplace.

Employees are responsible for conducting themselves professionally and lawfully in the workplace. Employees are expected to be aware of and conduct themselves in accordance with the following District documents and policies:

1. Administrative Code
2. Personnel Regulations
3. Drug/Alcohol-Free Awareness Program
4. Unlawful Discrimination, Retaliation and Harassment Policy
5. Workplace Bullying Policy

Employees are expected to be committed to creating an environment that promotes fair treatment and respect for others. Employees are expected to treat one another and the general public in an honest and respectful manner.

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under District policy.

#### Respect for Persons.

1. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on District property or during District activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
2. Violation of any District policy or law prohibiting harassment, discrimination, or retaliation.

#### Respect for Property.

1. Theft or willful negligent damage to District property.
2. Tampering with or wantonly destroying District data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing District data or information.
3. Unauthorized use of District vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other District equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a District computer. The District has the right to monitor, for business reasons, all aspects of any District computer system, including employee e-mail.

#### Standards of Safety.

1. Failure to comply with District Safety Policies
2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a District vehicle, on or off District property; possession or use of alcohol while on duty; or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.

3. Failure to comply with safety rules, regulations, or common safety practices.
4. Failure to report an accident involving on-the-job injury or damage to District property.

#### Work Performance.

1. Dishonesty
2. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives from their supervisor or the General Manager.
3. Failure or refusal to maintain or obtain required licensure, certification, or registration.
4. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

#### Standards of Attendance.

1. Unexcused Absence. An absence without proper advanced notification is considered an unexcused absence.

Ethical behavior, consistent with the foregoing Code of Ethics, is the responsibility of each employee. Employees are expected to report, in good faith, any possible compliance violations, including, but not limited to: violations of state or federal law or regulations; fraud; misappropriation of resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Moreover, each employee is responsible for reporting ethical violations committed by fellow employees to a supervisor, the General Manager or the Human Resources Manager. Any employee who violates this Code will be subject to disciplinary action in accordance with the applicable employee unit Memorandum of Understanding or District Personnel Regulations.

#### 4.5.9 Ethics and Sexual Harassment Avoidance Training.

All new employees will be required to complete an online ethics training course and Sexual Harassment Avoidance Training as part of their new-hire orientation process. In addition, the District will require all current employees to complete an online ethics training course at least once every two years and sexual harassment avoidance training as required by current California law. In lieu of the online training course, the District may opt to provide an in-person ethics training.

#### 4.6 Memberships in Professional Organizations

The District may join and pay dues to civic, educational, and governmental organizations as the General Manager deem appropriate to furtherance of the District's purposes. For purposes of this Chapter, "organizations" includes individual civic, educational and governmental organizations as well as associations, leagues, coalitions and similar affiliations of persons or entities. District memberships include agency memberships and individual memberships of organizations that do not have agency memberships, and sponsorship of or purchase of admission tickets to organization events. The General Manager shall keep a list of the District's memberships and the annual membership payments. The Board shall review the list of District memberships annually.

The General Manager may join and participate in governmental and professional organizations, associations and societies as necessary for the performance of his/her position.

Provisions regarding Memberships in Professional Organizations of employees are located in the Personnel Rules.

**Attachment B**  
**(Existing Administrative Code Articles 4-13)**

**Article 4.      Organization of Staff**

Sec 4.1              General Manager.

The General Manager shall be the executive officer of the District responsible directly to the Board of Directors. He will manage, plan, organize and control public utility water programs, services and resources in accordance with short-term and long-term goals, policy statements and directives; he will interpret and administer policies of the Board and perform related work as required.

The General Manager administers and carries out policies established by the Board; develops administrative procedures; supervises, develops and evaluates the performance of subordinate managers, supervisors and staff; and administers financial, engineering, construction of maintenance functions through subordinate supervisors.

The General Manager presents for the Board's consideration major goals and policy alternatives and recommendations for the District; develops the District's master plan; recommends construction contracts, leases and other legal agreements for Board approval; coordinates legal matters concerning the District and engages professional consultants for assistance.

The General Manager conducts negotiations for water storage, supply and distribution; analyzes monthly financial statements, engineering reports, labor distribution reports, water sales reports and other operating reports; develops water rate and fee schedules for Board consideration; reviews agreements negotiated by staff; and performs highly significant and specialized responsibilities in connection with inter-jurisdictional, legal, engineering and other administrative problems.

Sec. 4.2              Assistant General Manager.

The Assistant General Manager shall be appointed by the General Manager and is directly responsible to the General Manager.

The Assistant General Manager plans, budgets, supervises and directs the planning, engineering, construction, operation, and maintenance of all District facilities, grounds and buildings. In addition, the Assistant General Manager oversees the Contract Administration and Construction Management activities of the District and its consultants.

The Assistant General Manager is responsible for permitting all District facilities with regulatory compliance agencies including CEQA and NEPA. In addition, the Assistant General Manager serves as a member of the District's management team and directs interdisciplinary programs involving the management team.

The Assistant General Manager shall also be responsible for the day-to-day management of all engineering duties to include planning, scheduling, supervising, water and wastewater utility engineering processes and public services; supervise and participate in the gathering and compilation of data and difficult engineering tasks in the areas of planning, survey, design, construction management, construction contract administration, cost estimates, specifications, maps, reports; potable, recycled and wastewater corrosion control and wastewater, water quality system structures and facilities.

The Assistant General Manager also serves as Assistant Treasurer of the District and is authorized to enter into contracts with banks, savings and loan associations, the Local Agency Investment Fund and the San Diego County Treasurer's Fund, in the Treasurer's absence.

The Assistant General Manager must maintain a current valid registration certificate as a Civil Engineer in the State of California.

Sec. 4.3 Administrative Services Manager/Treasurer.

The Administrative Services Manager/Treasurer is the District Accountant and shall be appointed by the Board of Directors upon recommendation by the General Manager. Under administrative direction, he/she plans, directs and supervises the administrative support activities of the Administrative Services Department, including accounting, billing, customer service, information systems, and risk management services of the District; performs a variety of professional accounting, fiscal, analytical and systems analyses; provides administrative support to the General Manager and performs related work as required. The Administrative Services Manager/Treasurer serves, when designated, serves as the General Manager in his absence.

The Administrative Services Manager/Treasurer also serves as Treasurer of the District. The Treasurer shall be custodian of all moneys deposited with the District. Such moneys shall be paid out upon the presentation of warrants, processors, or demands legally drawn, and without such warrant, processors, or demand the Treasurer shall pay out no money, except the principal and interest of bonds payable by the District when due. All checks \$10,000 and over require two signatures. Authorized signatures are the General Manager, Administrative Services Manager/Treasurer, and Assistant Treasurer (the Assistant General Manager). The Treasurer is also authorized to enter into contracts with banks, savings and loan associations, the Local Agency Investment Fund and the San Diego County Treasurer's Fund.

Sec. 4.4 Operations Manager.

The Operations Manager shall be appointed by the General Manager and responsible directly to the General Manager for the day-to-day management of all maintenance and construction activities of the District. He shall have had basic education and experience in the field of constructing, operating, and maintaining water distribution and wastewater collection systems, with several years of increasing supervisory experience in the same areas.

The Safety & Risk Administrator reports to the Assistant General Manager and is responsible for maintaining a safe workplace by overseeing and implementing the District's safety program including the Illness, Injury and Prevention Program (IIPP), Occupational Health and Safety Standards, and all hazardous materials requirements.

Sec. 4.5 Public Affairs Specialist.

The Public Affairs Specialist is appointed by the General Manager and under his supervision plans and implements the District community relations, water conservation, education, public service programs and customer information; provides administrative and analytical support to district management in a variety of special projects and performs related work as required.

Sec. 4.6        Secretary.

The Secretary is appointed by the Board of Directors and is directly responsible to the Board of Directors and the General Manager. The incumbent shall have had education and experience in stenographic and secretarial work and shall be capable of meeting the top technical requirements in these fields.

Sec. 4.7        Annual Review and Compensation of Management Staff.

The Board of Directors will review the performance and fix the annual salaries and fringe benefits of the General Manager in July of each year. The General Manager will review the performance and fix the annual salaries and fringe benefits for the Assistant General Manager, Operations Manager, Administrative Services Manager/Treasurer, Human Resources Manager, and Secretary on the employee's anniversary date of each year.

**ARTICLE 4**

Sec. 4.5 - Rev. 9/95  
Sec. 4.4-4.8 - Rev. 7/97  
Sec. 4.2-4.3 - Rev. 4/98  
Sec. 4.1 - Rev. 6/99  
Sec. 4.8 - Rev. 1/02  
Sec. 4.3 & 4.8 - Rev.  
6/06  
Sec. 4 All Sections -  
Rev. 10/09  
Secs. 4.2; 4.3; 4.7 -  
1/13



**Article 5. Administrative Services Manager/Treasurer - Department Duties**

Sec. 5.1 General.

The work of this department shall include all accounting and fiscal operations required to show clearly and accurately the financial status of the District; to plan, direct and control the District's Administrative Services Department, including accounting, billing, customer service, risk management, and information systems.

Sec. 5.2 Activities.

Without limiting the general statement in Section 5.1 of this Code, the Administrative Services Department shall have the following duties:

- (a) Be responsible for all accounting and fiscal functions of the District and its officers, and be custodian of the District's permanent accounting records.
- (b) Establish and maintain current accounts in accordance with generally accepted accounting principles.
- (c) Develop, prepare, and present the District's annual operating, capital, and debt service budgets.
- (d) Apply budgetary control of expenditures from all items of appropriation, in order that they will not exceed amounts appropriated therefor.
- (e) Prepare monthly warrant from processors.
- (f) Prepare financial statements and statistical reports.
- (g) Maintain a system of cost accounting as directed by the General Manager.
- (h) Prepare all payrolls from records of departmental payroll-related information.
- (i) Reconcile payroll records, prepare and submit all applicable federal and state reports.
- (j) Administers the District liability and property insurance programs.
- (k) Administers the District Risk Management Program.
- (l) Analyze information systems requirements of all departments; evaluate existing hardware and software; procure systems that most effectively support requirements; train personnel in operation of systems; integrate Management Information Systems.
- (m) Establish, maintain and update customer files in accordance with District ordinances.

- (n) Establish and maintain individual meter accounts for all receipts and billings.
- (o) Prepare and issue bills for water delivered to all meters as set forth in the District's Rate Ordinance.
- (p) Maintain an inventory of District property and carry on such other related duties as may be directed.
- (q) Maintains and controls the District petty cash fund.
- (r) Evaluate, analyze, and integrate communications equipment, both voice and data; procure and update systems to meet support requirements; train personnel in operation of systems.
- (s) Prepare and verify Warrant monthly and distribute to Board of Directors.
- (t) Manage cash assets of the District.
- (u) Sign disbursement checks.
- (v) Make bank deposits and withdrawals and keep daily cash flow records.
- (w) Invest surplus and reserve public funds in accordance with Board policy and state requirements.

**ARTICLE 5**

Sec. 5(r), (y), (z) – Rev. 9/98

Sec. 5.1 & 5.2 - Rev. 6/06

Sec. 5.2 – Rev. 12/09

**Article 6.            Human Resources Manager - Duties**

Sec. 6.1            General.

The Human Resources Manager shall be under the direct supervision of the General Manager. In general, the work of this department will be to develop, implement, and maintain all programs and regulations relating to all employees of the District.

Sec. 6.2            Activities.

Without limiting the general statement in Section 6.1 of this Code, the Human Resources Manager shall have the following duties:

- (a) Maintains District personnel program including recruitment, selection, assignment, transfer, promotion, discipline, termination, and required training of all employees of the District.
- (b) Responsible for insuring that the District's hiring and employment practices are in conformance with all State and Federal rules.
- (c) Responsible for the development and implementation of all Personnel Regulations.
- (d) Administers District benefits programs and is the District's privacy officer under HIPAA.
- (e) Responsible for maintaining and reviewing the District's Employee Performance Appriaisal Program.
- (f) Conducts salary and benefit surveys on an as needed basis.
- (g) Acts as technical resource for labor relations and directs implementation of Memoranda of Understanding (MOUs) and subsequent revisions to the MOUs.
- (h) Administers workers' compensation program.

<b>ARTICLE 6</b>
New Sec. 6 - added 6/06

**Article 7.**            **Public Affairs Specialist - Duties**

Sec. 7.1            General.

The Public Affairs Department shall be under the direct supervision of the General Manager. In general, the work of this department will be to plan and implement the District community relations, water conservation, education, public service programs and employee information as it relates to public information.

Sec.7.2            Activities.

Without limiting the general statement in Section 6.1 of this Code, the Public Affairs Department shall have the following duties:

- (a)    Responsibility for publishing the District’s community newsletter.
- (b)    Coordinate all media activities to provide accurate information on a timely fashion on all District issues.
- (c)    Responsible for the school education program to emphasize water conservation/education, identifying our sources of supply, and education on our fats, oils and grease (FOG) education program through the “Grease – in the Can, Not the Drain” grease can campaign.
- (d)    Assist in the development and implementation of water conservation programs including the high-efficiency washing machine voucher program, weather-based irrigation controller program, water energy partnership program in conjunction with SDG&E, and joint water conservation programs throughout the community including low water use demonstration gardens.
- (e)    Evaluate water allocations for individual customers that are applicable during periods of mandatory water conservation.
- (f)    Participate in regional public information activities of the San Diego County Water Authority as they relate to issues of importance to the District.
- (g)    Prepare an annual communications plan for approval by the Board of Directors.
- (h)    Responsible for publishing of the employee newsletter.
- (i)    Responsible for directing the content of the district’s Web site.

- (j) Prepare the following reports: the annual water-quality report – the Consumer Compliance Report for the Dept. of Health, the biannual Best Management Practices report for the CUWCC, and the Urban Water Management Plan every 5 years for the Dept. of Water Resources.

**Article 8. Engineering Department - Duties**

Sec. 8.1 General.

The Engineering activities of the District shall be under the supervision of the Assistant General Manager.

Sec. 8.2 Activities.

Without limiting the general statement in Section 8.1 of this Code, the Engineering Department shall have the following duties:

- (a) Prepare engineering reports on matters referred to the Staff by the Board.
- (b) Prepare designs, drawings and specifications for the construction of District facilities.
- (c) Maintain a complete file of "as-built" plans and specifications of all District facilities.
- (d) Prepare such other maps, charts and graphs as directed by the Assistant General Manager.
- (e) Keep the District boundary legal description up to date.
- (f) Prepare legal descriptions for easements and other documents.
- (g) Assign account numbers to new meter applications.
- (h) Process Utility Availability letters and other documents required by the County in the planning process.
- (i) Conduct such plan review and inspection services as required to ensure construction in compliance with District specifications.
- (j) Prepare project estimates for all developer project agreements as well as other project types as required for budgeting or construction.
- (k) Develop a District-wide GIS program.

**ARTICLE 8**

Sec. 8(h), (i), (j) - Rev. 9/98

Sec. 8.1; 8.2(d) & (k) - Rev.

10/09

Secs. 8.1; 8.2 – Rev. 1/13

**Article 9. Water Distribution and Wastewater Collection Systems – Duties.**

Sec. 9.1 General.

The Water Distribution and Wastewater Collections System construction and maintenance shall be under the direct supervision of the Operations Manager. In general, the work of these divisions shall include the maintenance, construction, repair and installation of District water production, distribution and treatment system equipment and facilities, as well as the maintenance, construction, and operation of District wastewater facilities.

Sec. 9.2 Activities.

Without limiting the general statement of duties as given in Section 9.1 of this Code, the Maintenance and Construction Departments shall have the following duties:

- (a) Schedule and perform maintenance, operations and construction activities.
- (b) Directs the Water Distribution System construction and maintenance.
- (c) Direct the distribution of water reclamation flows.
- (d) Perform the installation of mains, laterals, backflow devices and meters.
- (e) Respond to citizen complaints.
- (f) Inspect field job sites.
- (g) Prepare requisitions, incident reports and accident reports.
- (h) Maintain records and prepare reports as required.
- (i) Notifies Fire Department of water line shut-off and turn-on.
- (j) Locates and marks District lines in response to underground alert requests.
- (k) Directs after hours response where appropriate.
- (l) Serves as building Manager for main office facility.

**ARTICLE 9**

Sec. 9.2 - Rev. 9/95  
Sec. 9.1 & 9.2 - Rev.  
7/98  
Sec.9.1 - Rev. 10/09

**Article 10. Secretary – Duties.**

Sec. 10.1 General.

The Secretary shall report directly to the General Manager and the Board of Directors. In general, the work of this department shall consist of providing all secretarial and stenographic services required by the District staff and Board officers, providing and maintaining official files for the permanent records of the District, handling all legal matters of the District not requiring the General Counsel's services, and signs or co-signs all contracts and agreements the District enters into.

Sec. 10.2 Activities.

Without limiting the general statement of Sec. 10.1 of this Code, the Secretary department shall have the following duties:

- (a) Prepare Board agenda and assist with memo for Board meetings. Collate Board mailings.
- (b) Take and transcribe minutes of Board meetings.
- (c) Prepare all documents for legal recording by the County Recorder.
- (d) Maintain District's Administrative Code.
- (e) Represent the District in Small Claims Court.
- (f) Prepare contract documents for competitive bidding, publish required notices, and open bids on behalf of the Board of Directors.
- (g) Prepare Bills of Sale.
- (h) Prepare documents for Department of Motor Vehicles.
- (i) Coordinates and arranges all travel for staff and Board of Directors.
- (j) Renews all license and permits.
- (k) Prepares Resolutions and Ordinances; publishes and posts notices of Ordinances as required by law.
- (l) Handle publishing of notices and distribution of material for election and / or appointment of Directors to the Board.
- (m) Sign or co-sign all District contracts and keep files of contracts.
- (n) Provide secretarial service for the General Manager and such other administrative assistance to Staff and the Board of Directors as required.



- (o) Prepare papers for annexation into the District and / or for annexation between districts.
- (p) Maintain permanent records of the District.

**ARTICLE 10**

Sec. 10.1; 10.2  
(p)-(u) - Rev.  
10/09

**Article 11.    Personnel Regulations and Civil Service Rules.**

The Fallbrook Public Utility District Personnel Regulations and Civil Service Rules is made a part of this Administrative Code and incorporated herein in accordance with the attached Table of Contents.

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**Article 12. Staff, Guidelines for**

Sec. 12.1 Expenses Incurred on District Business.

Employees of the District are called upon to travel in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling on District business. The District will reimburse District staff for reasonable expenses incurred while traveling on District business to include lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy and applicable Memorandums of Understanding (MOUs).

12.1.1 Advances and Prepayment of Otherwise Reimbursable Expenses.

Employees may request prepayment of registration, transportation, and lodging and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the Staff Travel Authorization Form. Prepayments and advances shall be limited to the employee's expenses only. Advances shall not exceed the total maximum allowable meal reimbursement anticipated for the trip plus known costs of ground transportation. Advances should be requested in a timely manner to allow normal processing through accounts payable.

12.1.2 Reimbursement of Expenses.

Each employee shall be reimbursed for travel expenses incurred while traveling on authorized District business, as follows:

1. Accountability. Travel expenses shall be budgeted by staff as a part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. Before the District expends any funds for authorized travel that involves lodging or public transportation expenses, the employee must complete a Staff Travel Authorization Form. The employee's Manager or Supervisor shall approve the authorization form. When a Manager is traveling, the the General Manager shall approve the authorization form.
2. Transportation. The District will pay for reasonable transportation costs. If for personal preference or for non-business related reasons the employee incurs additional travel expenses, the employee will be responsible for the additional expenses.
  - a. Air Transportation. The District will reimburse employee(s) or pre-pay costs for economy (coach) class airfares. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares. Whenever possible, air reservations shall be made to permit travel during normal business hours.

- b. Automobile Transportation. Whenever travel by vehicle is most cost effective or practical, staff shall endeavor to use a District vehicle. Staff must have a valid driver's license to operate a District vehicle. The District will reimburse employees for gasoline purchases with receipts while using a District vehicle; however, employees should ensure that the vehicle has sufficient fuel to reach the desired destination and return, or a full tank of fuel, before departing from the District offices. Employees must comply with the provisions of the District's Administrative Code Section 11.24 and 11.27 whenever an employee chooses to use a District vehicle while traveling.

Employees must obtain permission from their Manager or Supervisor before using a personal vehicle in conjunction with District business. In situations where employees use personal vehicles on District business, the employee must maintain a valid California Driver's License and at least the minimum automobile insurance coverage required by the State of California or make arrangements for a driver who meets the above requirements. Proof of current insurance coverage must be on file with the Safety and Risk Administrator. Employees may not be reimbursed for travel in a personal vehicle if either the license or insurance requirements are not met.

If a personal vehicle is used, the employee will be reimbursed at the current maximum allowable tax-exempt reimbursement rate provided by the IRS regardless of the actual operating costs of the vehicle. Employees who receive a monthly mileage allowance are not eligible to receive reimbursement for mileage.

- c. Rental Car Transportation. The District will cover the expenses required for use of a rental car whenever approved prior to departure. The maximum reimbursement for rental cars shall be based on the rate provided for a compact car. Upgrades or additional cost features are the employee's responsibility.
- d. Miscellaneous Transportation. Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, the modes listed above.

### 12.1.3 Meals and Lodging.

Whenever travel requires meals, the meals are reimbursable provided the employee presents an itemized receipt along with the Staff Expense Reimbursement Form for all meals. Meals are reimbursable based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

1. Full Day Reimbursement. When an employee is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the employee may be reimbursed for meal expenses at the rate provided by the M&IE per day. If an employee exceeds the rate provided by the M&IE and the General Manager deems

the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.

2. Single Meal Reimbursement. When an employee requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate provided by the M&IE for breakfast, lunch, and/or dinner . If an employee exceeds the rate provided by the M&IE and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.
3. Partial Day Reimbursement. When an employee will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be at the rate provided by the M&IE per meal.. If an employee exceeds the maximum rate and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.
4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of and assume expenses for taxes and gratuities of up to 15%.
5. Lodging. The District will reimburse employees or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single-room business, government or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the employee to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable. If staying overnight, an extra night, or over a weekend at a destination allows for a reduction of travel expenses and the cost of accommodations is less than the savings realized by the reduced transportation expenses, the District may pre-pay or reimburse the employee for the extra night's lodging. Only lodging expenses may be reimbursed in these situations.

12.1.4 Entertainment.

The District will not cover expenses incurred for recreation or entertainment.

12.1.5 Incidental Expenses.

Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

1. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.

2. Reasonable gratuities, up to 15%, on reimbursable expenses.
3. Parking fees related to conference functions.
4. Fees for in-room high speed internet access for each day while registered at the hotel.
5. The following expenses are not reimbursable:
  - a. Alcoholic beverages
  - b. Parking or traffic violations
  - c. In-room services or movies
  - d. Laundry services
  - e. Expenses incurred by spouses, family members or guests

12.1.6            Compensation for Non-Exempt Employees.

Non-exempt employees traveling and staying overnight are normally authorized to work only the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. However, all employees traveling and staying overnight are considered by the District to be on flexible schedules. During flexible schedules, employees' starting time, meal period, rest periods, etc. are adjusted to accomplish work with minimal overtime.

Should business require a non-exempt employee to travel, function attendance and travel hours are compensable. These hours are considered regular work hours for purposes of calculating overtime. During any compensable hours an employee is subject to any and all provisions of Fallbrook Public Utility Personnel Regulations.

The following hours are compensable:

1. Actual hours spent at meetings, conferences, or functions, excepting meals and special events of an entertainment nature held in conjunction with a function.
2. Actual hours spent in transit, minus hours normally spent in travel between the employee's residence and the District. Any time spent in layover at a public transportation facility is also compensable as transit time unless the employee chooses to participate in recreational activities during the layover.

12.1.7            Employees' Responsibility.

In situations where an employee can use the Petty Cash procedures for reimbursement of travel expenses, the employee may submit a Petty Cash Form to be

reimbursed. If expenses to be reimbursed are beyond the scope of the Petty Cash procedures, employees must submit a detailed Staff Expense Reimbursement Form. Petty Cash and Staff Expense Reimbursement Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses. If a receipt required for reimbursement is lost, the lost receipt must be noted on the Staff Expense Reimbursement Form and approved for reimbursement before any payment can be made. Claim forms shall be submitted within 14 calendar days after the expenses were incurred. Forms may be obtained through the Administrative Services Manager/Treasurer/Treasurer's office and are posted on the public network drive.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Employees may be required to reimburse the District for any pre-paid expenses for any unexcused absence. The General Manager will determine if an absence from a pre-paid meeting is excused or unexcused.

When two (2) or more employees combine an expense on one receipt, the employee requesting reimbursement should indicate on the Staff Expense Reimbursement Form the identity of the other persons sharing expenses.

Expenses incurred by spouses, family members, or guests are the responsibility of the employee.

All reimbursements for expenses will be at the General Manager's discretion.

## Sec. 12.2 Code of Conduct.

Fallbrook Public Utility District relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the District. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and District policies. The purpose of this Code of Ethics is to set a standard of conduct for all employees. Accordingly, the FPUD Board of Directors adopted this Code of Ethics to:

1. Provide an ongoing source of guidance to employees, in the performance of their duties and their day-to-day service to the District and citizens of Fallbrook; and
2. Promote and maintain a culture of ethics.

### 12.2.1 General Rule with Respect to Conflicts of Interest.

A conflict of interest exists when you have a personal or professional interest that is, or appears to be, at odds with the best interests of the District. Employees shall not engage in or hold any direct or indirect interest in any business or



transaction that may conflict with their official duties for the District. Further, employees should not engage in conduct that could reasonably give rise to the appearance of wrongdoing.

#### 12.2.2 Acceptance of Gifts, Gratuities or Benefits.

Employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the employee primarily because of his/her official position, if ANY of the following apply:

1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
2. A reasonable person would believe the employee is under an obligation to or influence of the donor;
3. The item consists of cash or anything easily convertible to cash (e.g., entertainment tickets), regardless of the amount or value; or
4. The value of the gift exceeds \$25 or the accumulation of the value of gifts from a single donor to the employee exceeds \$50 in a 12-month period.

For the purposes of this section, the terms gift, benefit and gratuity shall mean the transfer of cash, goods or services without reasonable and valuable consideration.

An employee shall disclose the nature of any benefit, gift or gratuity and all relevant circumstances to his or her supervisor, the General Manager, or his/her designee, in order to evaluate the reasonableness of any such benefit, gift or gratuity.

#### 12.2.3 Actions and Conduct Designed to Build Public Confidence.

Employees shall be impartial and dedicated to the best interests of the District. They are required to conduct themselves, both inside and outside the District's service, so as not to cause doubt of their impartiality or dedication to the District's best interests.

Employees shall also avoid perceived conflicts of interest, which are actions that the public may consider evidence of preferential service or a lack of neutrality in dealing with work-related issues.

#### 12.2.4 Use of Confidential Information.

Employees shall not disclose confidential information acquired by or available to them in the course of their employment with the District or use such information for personal gain. This applies to improper disclosure within the organization as well as to the public.

12.2.5            Use of District Employment and Facilities for Private Gain.

Employees shall not use, for private gain or advantage, their District time or the District's facilities, equipment or supplies, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

12.2.6            Contracts with the District.

Employees shall not be involved in any way with any contract or sale in which they have a financial interest. This means that an employee shall not exercise any discretionary powers for, nor make any recommendations on behalf of or to the District with respect to any contract or sale involving the District if that employee is directly or indirectly financially interested in the contract or sale. This prohibition is not limited to the actual execution of a contract or sale; it covers the entire contracting process, including advising and participating in preliminary discussions, negotiations, compromises, reasoning, planning, drawing of plans and specifications and solicitation of bids.

12.2.7            Personal Investments.

Employees shall not make personal investments which could create a substantial conflict between their private interests and the public interests. If an employee has a financial interest in a matter coming before him or her, or before the department in which s/he is employed, s/he shall disqualify him or herself from any participation in the matter. Employees shall not make decisions or participate in decisions affecting projects that may affect (either positively or adversely) their personal property or that of their relatives or personal friends.

12.2.8            Behavior in the Workplace.

Employees are responsible for conducting themselves professionally and lawfully in the workplace. Employees are expected to be aware of and conduct themselves in accordance with the following District documents and policies:

1. Administrative Code
2. Personnel Regulations
3. Drug/Alcohol-Free Awareness Program
4. Unlawful Discrimination and Harassment

Employees are expected to be committed to creating an environment that promotes fair treatment and respect for others. Employees are expected to treat one another and the general public in an honest and respectful manner.

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under District policy.

#### Respect for Persons.

1. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on District property or during District activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
2. Violation of any District policy or law prohibiting harassment, discrimination, or retaliation.

#### Respect for Property.

1. Theft or willful negligent damage to District property.
2. Tampering with or wantonly destroying District data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing District data or information.
3. Unauthorized use of District vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other District equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a District computer. The District has the right to monitor, for business reasons, all aspects of any District computer system, including employee e-mail.

#### Standards of Safety.

1. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a District vehicle, on or off District property; possession or use of alcohol while on duty; or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
2. Failure to comply with safety rules, regulations, or common safety practices.

3. Failure to report an accident involving on-the-job injury or damage to District property.

#### Compliance with Laws and District Policies.

1. Falsification of District records.
2. Behavior or conduct unacceptable to the District.
3. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
4. Fabrication, falsification, plagiarism, or other serious unethical or illegal deviations from accepted practices in proposing, conducting, reporting the results of or reviewing research of service activities, in violation of District policy or state or federal law or regulations.
5. The access, use, or disclosure of a person's financial, personal, protected health information, or other confidential information without authorization or legal justification, in violation of District policies or law.

#### Work Performance.

1. Dishonesty
2. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives from their supervisor or the General Manager.
3. Failure or refusal to maintain or obtain required licensure, certification, or registration.
4. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

#### Standards of Attendance.

1. Unexcused Absence. An absence without proper advanced notification is considered an unexcused absence.

Ethical behavior, consistent with the foregoing Code of Ethics, is the responsibility of each employee. Employees are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud; misappropriation of resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Moreover, each employee is responsible for reporting ethical violations committed by fellow employees to a supervisor, the General

Manager or the Human Resources Manager. Any employee who violates this Code will be subject to disciplinary action in accordance with the applicable employee unit Memorandum of Understanding or District Personnel Regulations.

12.2.9            Ethics Training.

All new employees will be required to complete an online ethics training course as part of their new-hire orientation process. In addition, the District will require all current employees to complete an online ethics training course at least once every two years. In lieu of the online ethics-training course, the District may opt to provide an in-person ethics training.

ARTICLE 12
Sec. 12.9 - Rev. 12/94
5/00 – Rev. in its entirety
Sec. 12.1.1; 12.1.4; 12.1.7;
12.1.8; 12.1.9; 12.1.10 – Rev.
12/05
Sec. 12.1.4 (2 & 3) and Sec.
12.2.3 (2 & 3) – Rev. 12/07
Sec. 12.1.1; 12.1.3; 12.2.2;
12.2.7 – Rev. 12/09
12.1.4, 12.1.6, 12.2.3, 12.2.5,
12.2.7 – Rev. 9/11
12.1.4 - Rev. 10/11
Sec. 12.1.1 – Rev. 10/17
All Sections – Rev. 8/18

**Article 13. Memberships, Professional/Technical Organizations**

Sec. 13.1 Approved Memberships.

The District is a member of the following associations:

- (a) American Water Works Association
- (b) American Public Works Association
- (c) Association of California Water Agencies
- (d) Government Finance Officers Association (formerly California Finance Officers Association)
- (e) California Municipal Treasurers Association
- (f) California Special Districts Association
- (g) WateReuse (formerly AWRA/Carew)
- (h) Foundation for Cross Connection Control and Hydraulic Research
- (i) National Notary Association
- (j) Council of Water Utilities (formerly Presidents & Managers Council of Water Utilities)
- (k) San Diego County Water Works Group
- (l) Southern California Water Utilities Assn.
- (m) San Diego Farm Bureau
- (n) U.S. Committee on Large Dams
- (o) Fallbrook Chamber of Commerce
- (p) Costco (formerly Price Club)
- (q) Water Education Foundation
- (r) The Urban Water Institute
- (s) California Association of Sanitation Agencies (CASA)
- (t) California Water Environment Association (CWEA)
- (u) Sam's Club
- (v) California Society of Municipal Finance Officers

Participation by Board and Management Staff in activities of these organizations, when appropriate, is essential to meeting the District's mission.

The District expects Staff members, especially department heads, to affiliate, at their own expense, with professional associations or societies concerned with the work in which they are engaged. In general, attendance at meetings of an association, other than those listed above, of which a Staff employee is a member is at his own expense and subject to authorization by the General Manager, except that time spent at such meetings shall be considered as time spent on District work and not chargeable to annual leave. Mandatory membership fees for certification holders will be paid by the District if the certification is required by the classification.

**ARTICLE 13**

Sec. 13.1 - Rev. 8/96

Sec. 13.1(u)&(v) – Rev. 2/97

Sec. 13.1(p), (r) & (t)- Rev. 5/00

Sec. 13.1 (para. 2) – Rev. 5/01

Sec. 13.1(v) added 6/06

13-1

## M E M O

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager  
**DATE:** April 27, 2020  
**SUBJECT:** Consider Adoption of Resolution 4994 to Designate Agents for Purposes of Obtaining State and/or Federal Financial Disaster Assistance through the Governor's Office of Emergency Services (CalOES Form 130) and Consider Adoption of Resolution 4995 Confirming the Existence of a State of Emergency in Response to COVID-19 Pandemic

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Description

The attached Resolution 4994 (attachment A) is necessary to authorize the General Manager and Assistant General Manager to serve as the District's agents to secure potential disaster relief funding from the state and/or federal government that will be administered through the Governor's Office of Emergency Services and/or FEMA. At this time, there have not been significant additional expenditures, but there may be conditions such as uncollectable accounts that may warrant the need for assistance.

Additionally, the District has taken several key steps to comply with various federal, state and local orders relative to addressing the coronavirus epidemic. These steps included adjusting work practices to limit employee-to-employee contact and ensure the District had sufficient resources to respond to emergency leaks and pipe failures through implementation of teleworking, adjustment of work assignments and work schedules. Due to these actions, the District has been able to maintain operation and ensure reliable water and wastewater service for all District customers. The attached Resolution 4995 (attachment B) will ratify these actions as well as establish the basis for the District to secure federal reimbursement for any District costs associated with the emergency response actions if it is available and necessary.

Purpose

By passing the attached resolutions, the District will be able to apply for potential disaster relief funding in a timely manner, if funds become available.

Budgetary Impact

There is no budgetary impact at this time.

Recommended Action

The Board

1. Adopt the attached Resolution 4994, designating the General Manager and Assistant General Manager to serve as the District's agents to secure potential disaster relief funding from the state and/or federal government, administered through the Governor's Office of Emergency Services and/or FEMA in a timely manner, if funds become available and
2. Adopt the attached Resolution 4995, confirming the existence of a state of emergency in response to the COVID-19 Pandemic.



# **Attachment A**

**RESOLUTION NO. 4994**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE FALLBROOK PUBLIC UTILITY DISTRICT AUTHORIZING THE  
DESIGNATION OF THE GENERAL MANAGER AND ASSISTANT GENERAL  
MANAGER AS AGENTS  
TO SIGN CAL-OES DOCUMENTS FOR THE PURPOSE OF OBTAINING  
STATE AND/OR FEDERAL FINANCIAL DISASTER ASSISTANCE**

\* \* \* \* \*

**WHEREAS**, the Fallbrook Public Utility District (FPUD) is a Non-State Agency, established under the laws of the State of California; and

**WHEREAS**, the Fallbrook Public Utility District is required to designate authorized agents to complete forms with the California Governor's Office of Emergency Services (CalOES) for the purpose of obtaining certain federal financial assistance under Public Law 93-88 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act; and

**WHEREAS**, the Fallbrook Public Utility District authorizes the General Manager and Assistant General Manager, as agents to provide to CalOES for all matters pertaining to such state disaster assistance and agreements required and designates so on CalOES Form 130 attached; and

**NOW, THEREFORE, BE IT RESOLVED BY** the Board of Directors of the Fallbrook Public Utility District that the General Manager and Assistant General Manager is hereby authorized to execute for and on behalf of the Fallbrook Public Utility District, a public entity, established under the laws of the State of California, CalOES Form 130 and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

**BE IT FURTHER RESOLVED** that the Fallbrook Public Utility District, a public entity established under the laws of the State of California, hereby authorized its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**BE IT FURTHER RESOLVED** that this is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 27<sup>th</sup> day of April, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FALLBROOK PUBLIC UTILITY DISTRICT  
(Governing Body) (Name of Applicant)

THAT GENERAL MANAGER, OR  
(Title of Authorized Agent)

ASSISTANT GENERAL MANAGER, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the FALLBROOK PUBLIC UTILITY DISTRICT, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the FALLBROOK PUBLIC UTILITY DISTRICT, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 27th day of APRIL, 2020

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, LAUREN ECKERT, duly appointed and EXECUTIVE ASSISTANT/BOARD SECRETARY of  
(Name) (Title)

FALLBROOK PUBLIC UTILITY DISTRICT, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the BOARD OF DIRECTORS of the FALLBROOK PUBLIC UTILITY DISTRICT  
(Governing Body) (Name of Applicant)

on the 27th day of APRIL, 2020.

\_\_\_\_\_  
(Signature)

EXECUTIVE ASSISTANT/BOARD SECRETARY  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

## **Attachment B**

**RESOLUTION NO. 4995**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE FALLBROOK PUBLIC UTILITY DISTRICT  
CONFIRMING THE EXISTENCE OF A STATE OF EMERGENCY IN  
RESPONSE TO COVID-19 PANDEMIC**

\* \* \* \* \*

**WHEREAS**, the United States has seen an unprecedented spread of coronavirus (COVID-19), which was declared a pandemic by the World Health Organization on March 11, 2020; and

**WHEREAS**, in response to COVID-19, various state and local agencies have adopted emergency declarations (the State of California [March 4, 2020], the County of San Diego [February 14, 2020, ratified on February 19, 2020]), to provide additional resources to prevent the spread of COVID-19; and

**WHEREAS**, on March 17, 2020, the County of San Diego Health and Human Services Agency ordered that all public and private gatherings of 50 or more people in a single room or space is prohibited (which ban was further reduced to 10 or more people on March 18, 2020, and again further reduced to a ban on any gatherings of any size on April 8, 2020) and that all businesses shall enact social distancing, increased sanitation standards and shall make every effort to use telecommuting for its workforce; and

**WHEREAS**, on March 19, 2020, the California State Water Board issued a “Fact Sheet” with information on California’s water supply, which Fact Sheet provides, in part as follows: “California’s comprehensive and safe drinking water standards require a multi- step treatment process that includes filtration and disinfection. This process removes and kills viruses, including coronaviruses such as COVID-19, as well as bacteria and other pathogens;” and

**WHEREAS**, the Federal Environmental Protection Agency has established regulations with treatment requirements for public water systems that prevent waterborne pathogens such as viruses contaminating drinking water and as of March 19, 2020 advises that “Americans can continue to use and drink water from their tap as usual;” and

**WHEREAS**, on March 19, 2020, Governor Newsom issued Executive Order N 33-20, ordering all individuals living in the State of California to stay home or at their place of residence, except as needed to maintain continuity of operation of the federal critical infrastructure sectors; and

**WHEREAS**, continuity of the provision of water and sewer services to the residents of the State of California including the residents of the Fallbrook Public Utility District (“District”), is one of the critical infrastructure sectors identified in Executive Order N 33-20; and

**WHEREAS**, the District, due to its provision of water and sewer services to the residents of the District, is a critical infrastructure under the Executive Order, providing an essential resource in ensuring the health and safety of the residents of the District; and

**WHEREAS**, on March 16, 2020, the General Manager in response to the COVID-19 pandemic, instituted best safety practices to reduce potential spread of the virus among employees and directed the Operations Manager to open the District Emergency Operations Center to coordinate efforts with other agencies and ensure continued service; and

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

1. A local emergency condition began on March 19, 2020 and continues to exist, necessitating continued best safety practices to reduce the spread of COVID-19 among employees to ensure continued service. This declaration does not in any manner signify any issues as to the water supply or sewer service, but rather is made for the purposes stated herein. The actions of the General Manager to date with regard to activities undertaken to reduce the spread of COVID-19 among employees are hereby ratified by the Board of Directors.
2. The Board of Directors ratifies actions taken by the General Manager to date that waive or suspend specific District policies to assist in a coordinated public health response to reduce the transmission and illness severity and mitigate the financial impacts and other effects of this emergency on the District and its customers. That the General Manager is further authorized to adjust employee work schedules and staff assignments to minimize employee to employee contact and ensure sufficient resources are available to respond to leaks and emergency repairs. That the General Manager is also authorize to make emergency purchases if there are indications of supply shortages for key materials, and enter into other emergency contracts and agreements as may be warranted, and report those purchases to the Board for later ratification and pursuant to the provisions of Section 14.8 of the District’s Administrative Code, as applicable. These actions are in addition to the authority of the General Manager in non-emergency times.



3. The suspension of water service shut-offs for non-payment of water bills, waived late fees and reinstated water service for customers whose water was shut off for non-payment after March 4, 2020 (per Governor Newsom Executive Order N-42-20), is hereby authorized by the Board of Directors and that any and all actions of the General Manager to non-termination of water service prior to the date of this Resolution are hereby ratified by the Board of Directors.
  
4. The Board of Directors requests the District be granted financial assistance, to the extent available, pursuant to the California Disaster Assistance Act or any Federal Funding Sources to recover the expenses incurred by the District in responding to the conditions of said emergency. The Board of Directors directs the General Manager to forward a copy of this Resolution declaring an emergency, which shall be deemed the equivalent of an ordinance pursuant to the provisions of Government Code section 8630, to the Director of California Governor's Office of Emergency Services. The Board of Directors further requests that the Director find this Resolution acceptable in accordance with State law; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 27<sup>th</sup> day of April, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

## M E M O

**TO:** Board of Directors  
**FROM:** Fiscal Policy & Insurance Committee  
**DATE:** April 27, 2020  
**SUBJECT:** Continued need for Utilization of Long-Term Reserves Currently Held in LAIF to Bridge Fund the Santa Margarita Conjunctive Use Project (SMCUP)

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Purpose

Provide temporary funding for SMCUP during the lag time between paying project invoices to contractors and the receipt of State loan funds. This has been a challenge and initial indications were that the invoice processing by the State would be faster than they are turning out to be.

Summary

After repeated update requests, staff have determined that the State's invoice processing timeframe is not going to align reimbursement with the timing of the payment to the contractors. This means that the District is going to have to pay invoices prior to receipt of the loan funds. The State funds could lag 1 or more months behind the District payment of an invoice. This creates a significant operating cash flow shortfall for a project of this magnitude.

To manage this, Staff are requesting that the Long-term Reserves kept in LAIF be used to fund the SMCUP expenditures. A breakdown of the SMCUP expenditures and reimbursements is provided below:

- Total SMCUP Invoices (as of 4/16/2020) – \$11.9 million
- Reimbursements from the State - \$5.1 million
  - Long-Term Reserves - \$4.2 million
  - Operating Cash - \$0.9 million
- Pending Reimbursement from the State (Funded from Operating) - \$2.9 million
- Invoices received but not - \$4 million

The use of LAIF funds will be tracked and reimbursement of those funds tracked and returned to the LAIF account. In addition, staff and Board President will continue to support efforts to expedite the reimbursement of funds.

Recommended Action

The Board approve the use of the Long-term Reserves (LAIF) to fund the SMCUP expenditures.

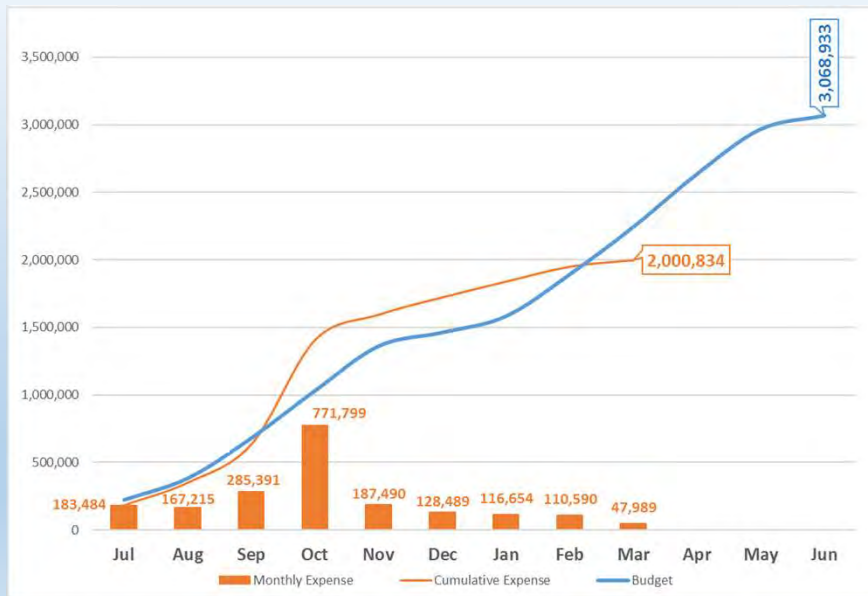


# Fallbrook Public Utility District

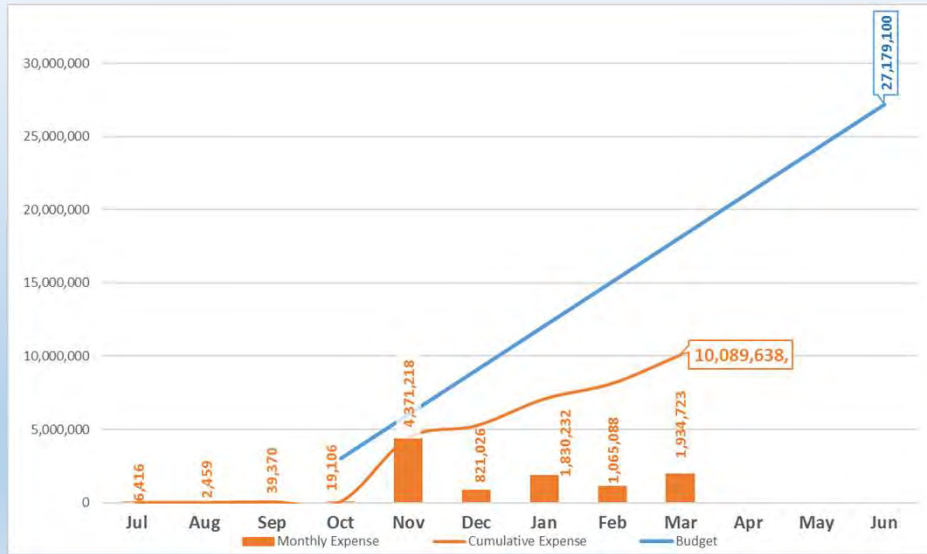
## Engineering and Operations FY20

Board Meeting April 2020

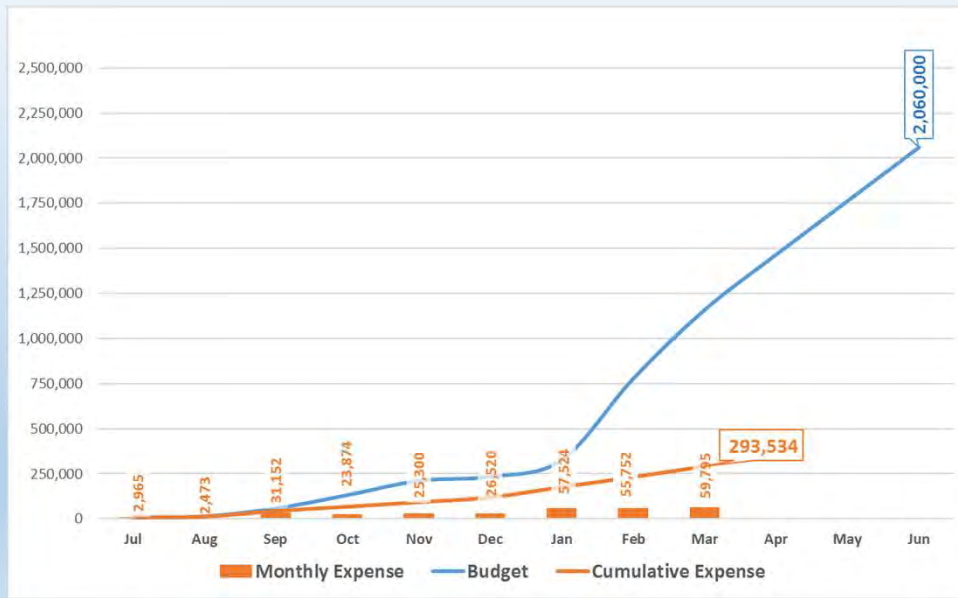
### Water PAYGO CIP FY20



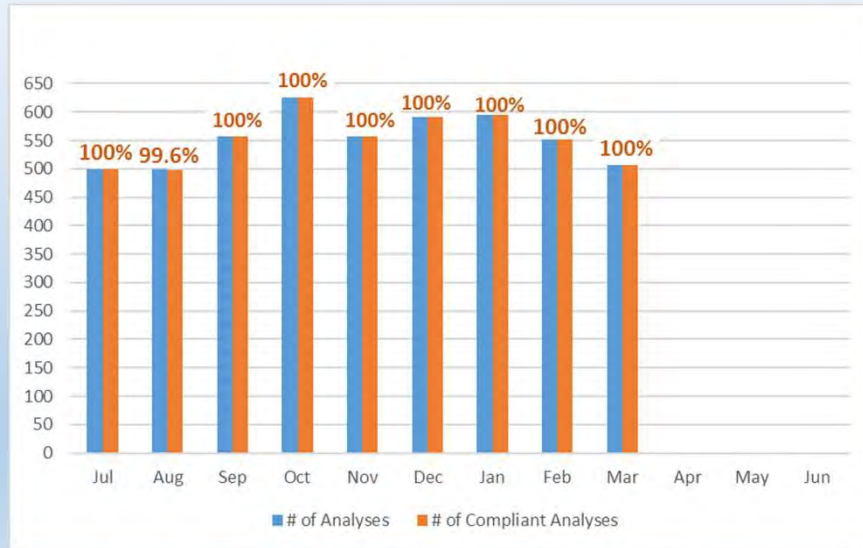
## Water SMRCUP CIP FY20



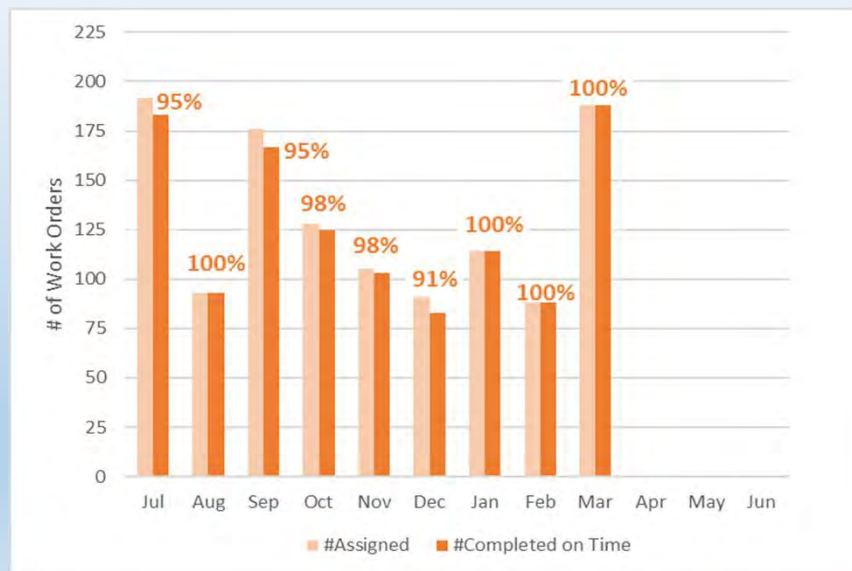
## Wastewater System CIP FY20

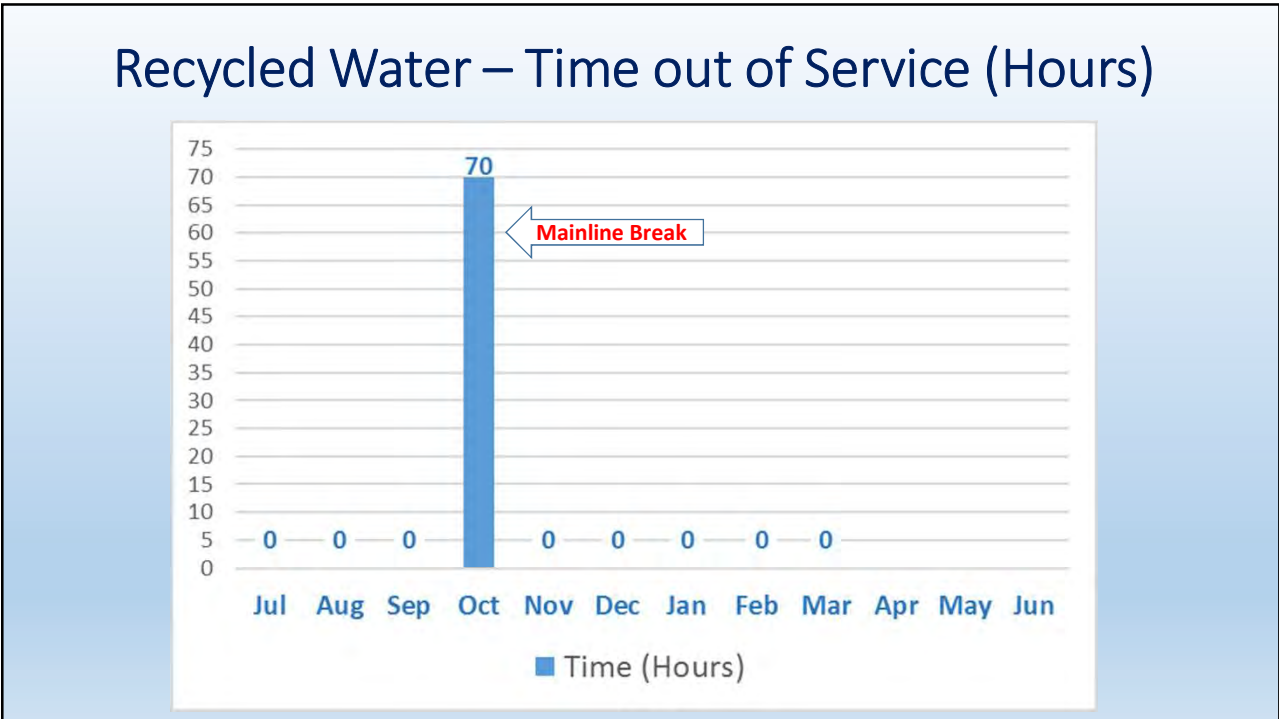
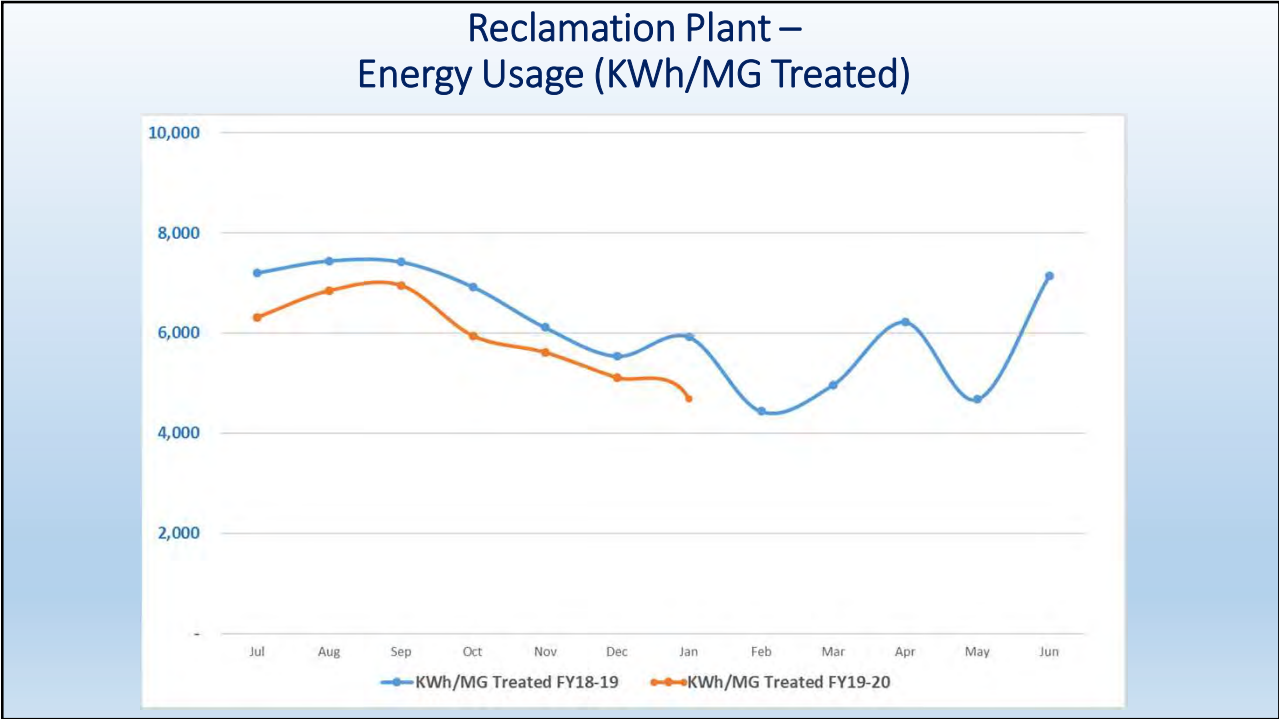


## Wastewater System Regulatory Compliance

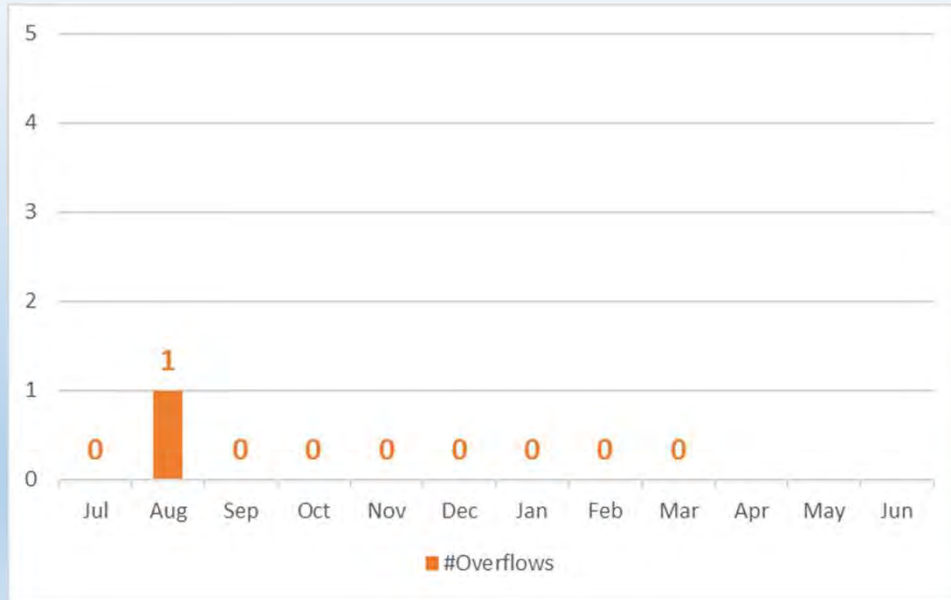


## Reclamation Plant – Preventative Maintenance Work Orders

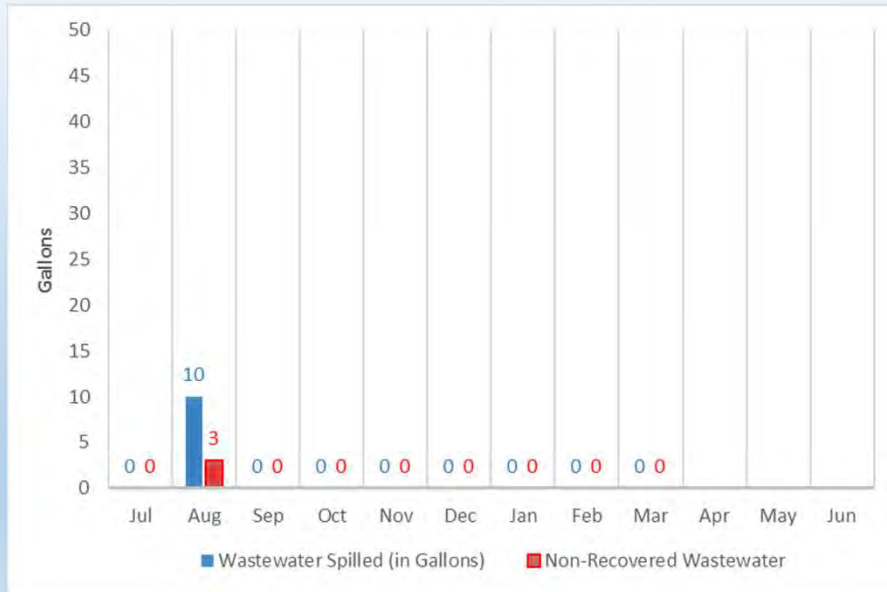




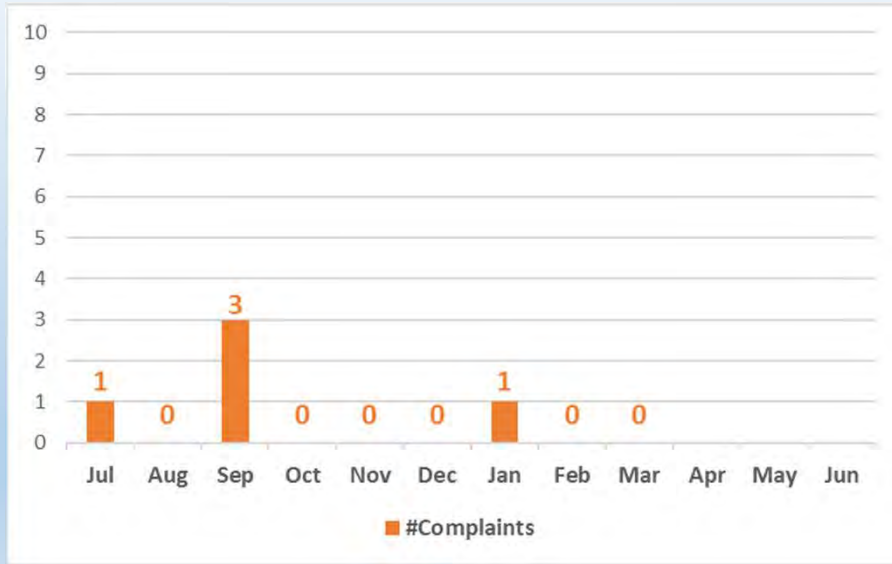
## Sewer Overflows



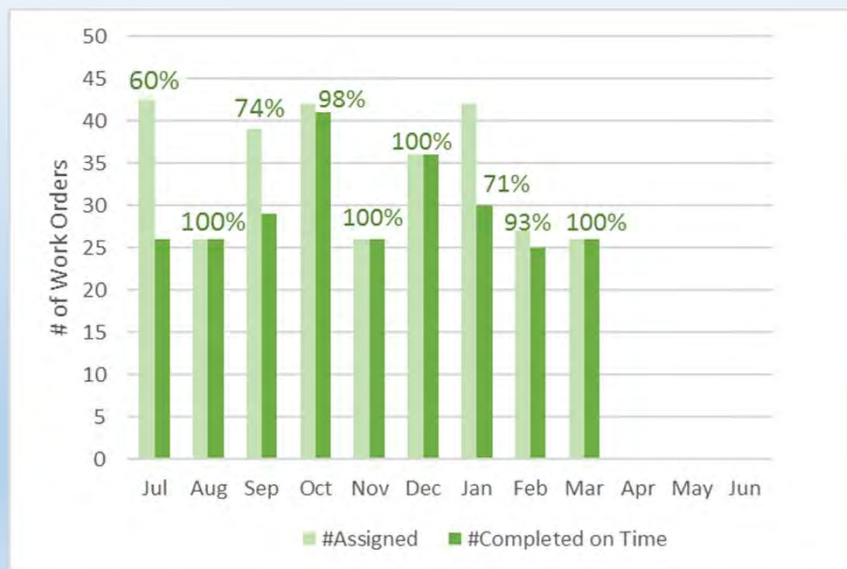
## Wastewater Spilled



## Wastewater System Odor Complaints

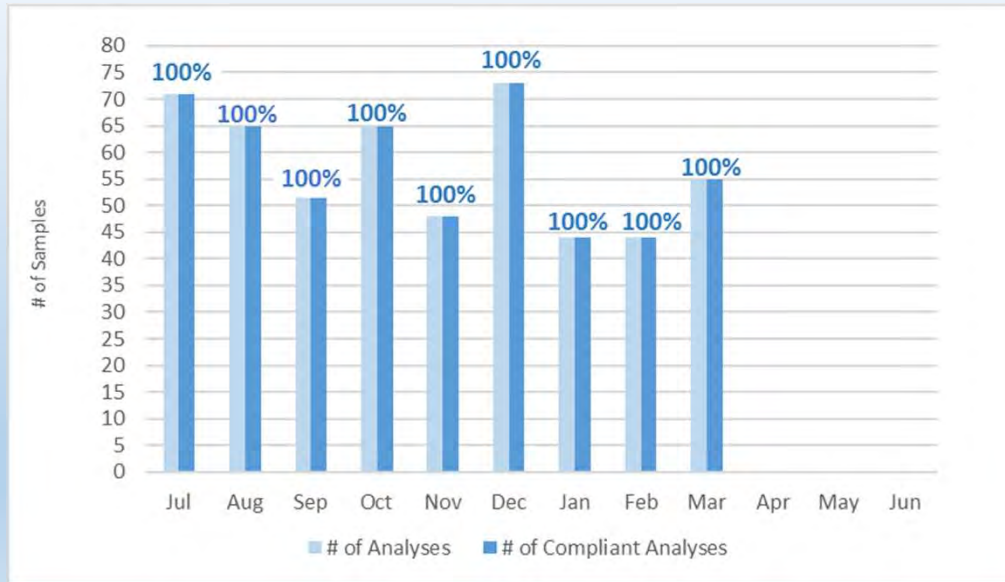


## Collections – Preventative Maintenance Work Orders

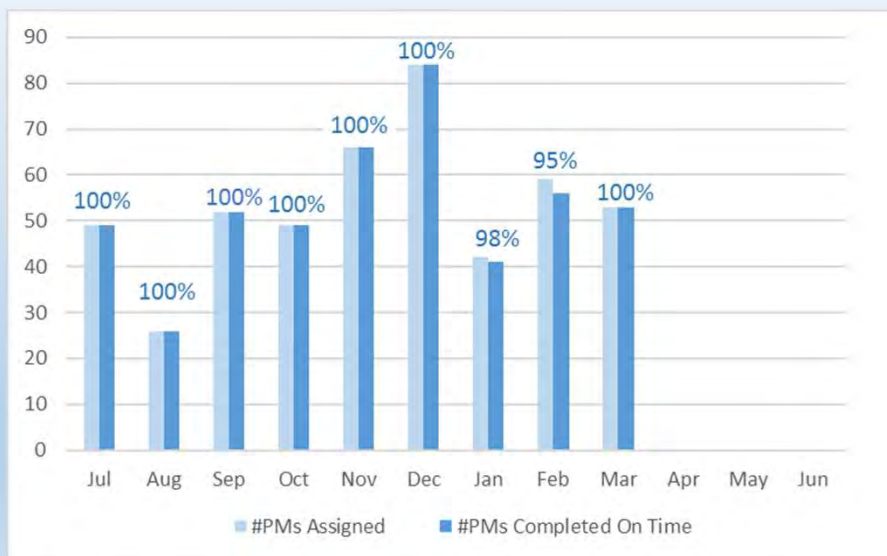




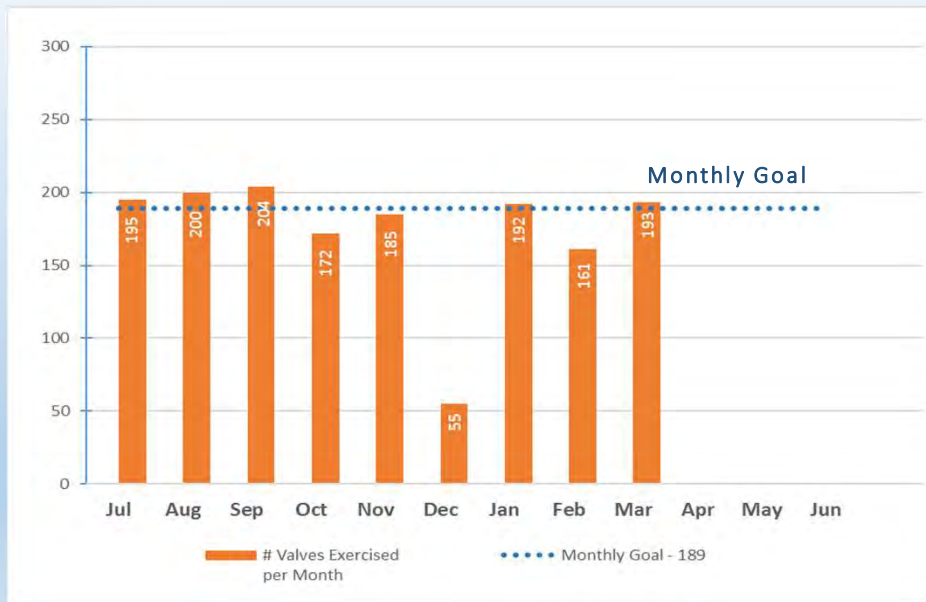
## Water System Regulatory Compliance



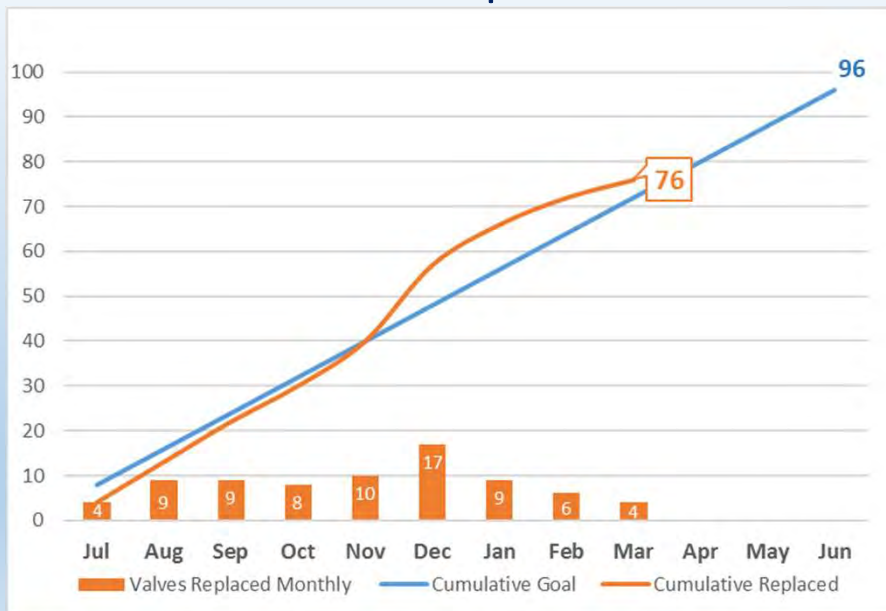
## Water Preventative Maintenance Work Orders



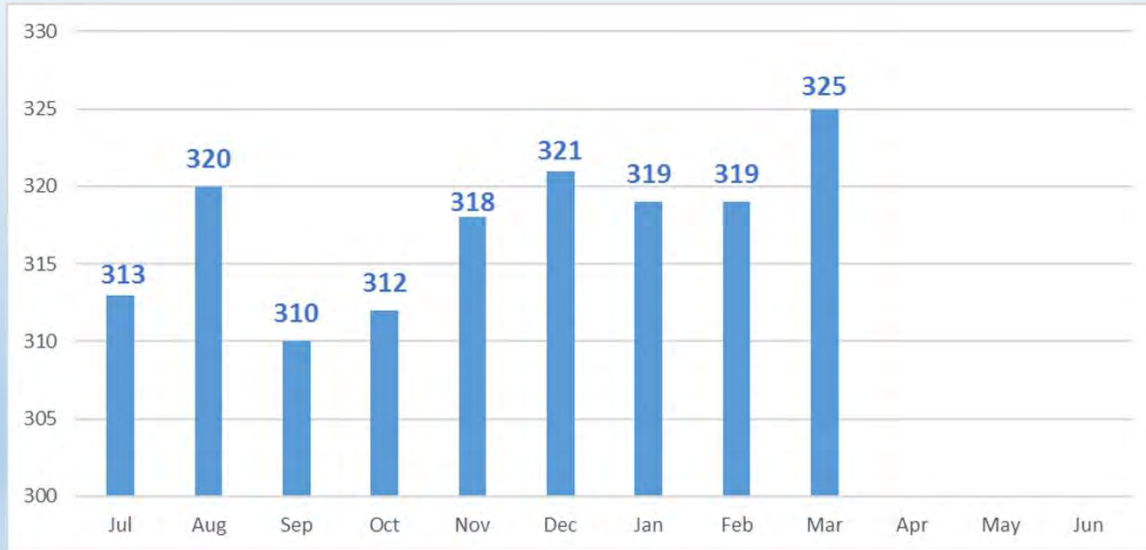
## Valve Exercise Program



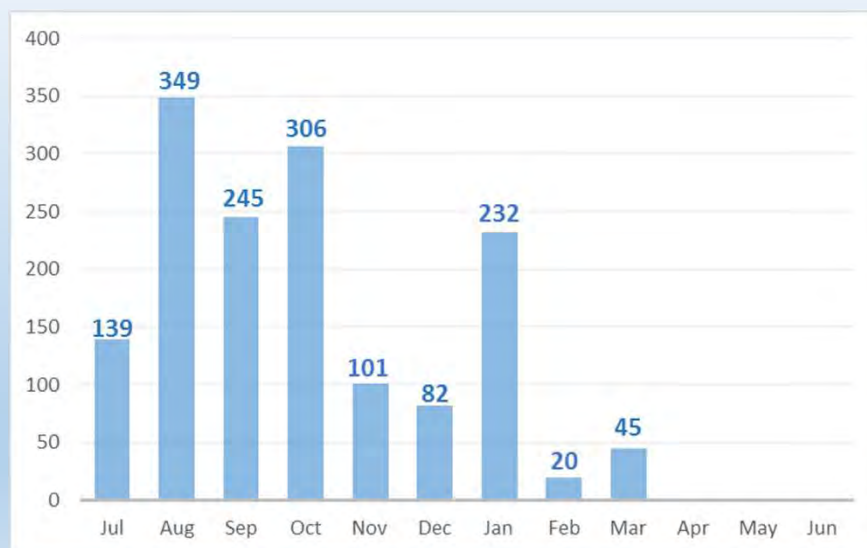
## Valves Replaced



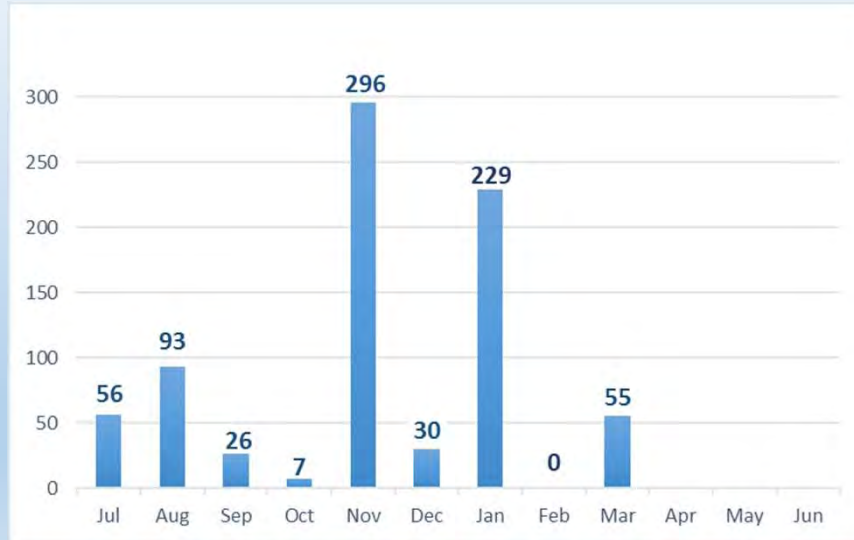
## Rolling Total Broken Valves



## Planned Outages > 4 Hours # of Customers Affected



### Unplanned Disruption > 4 Hours # of Customers Affected



### Meter Exchange



## M E M O

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** April 27, 2020  
**SUBJECT:** Financial Summary Report – March

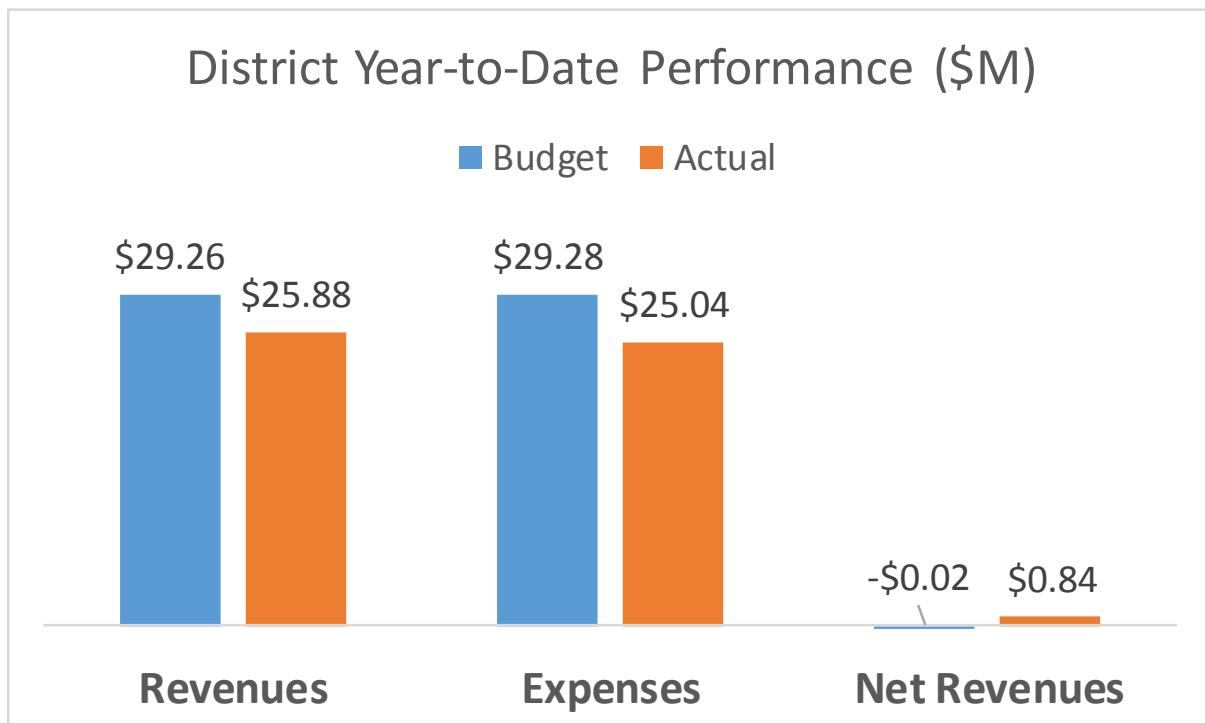
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### Purpose

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

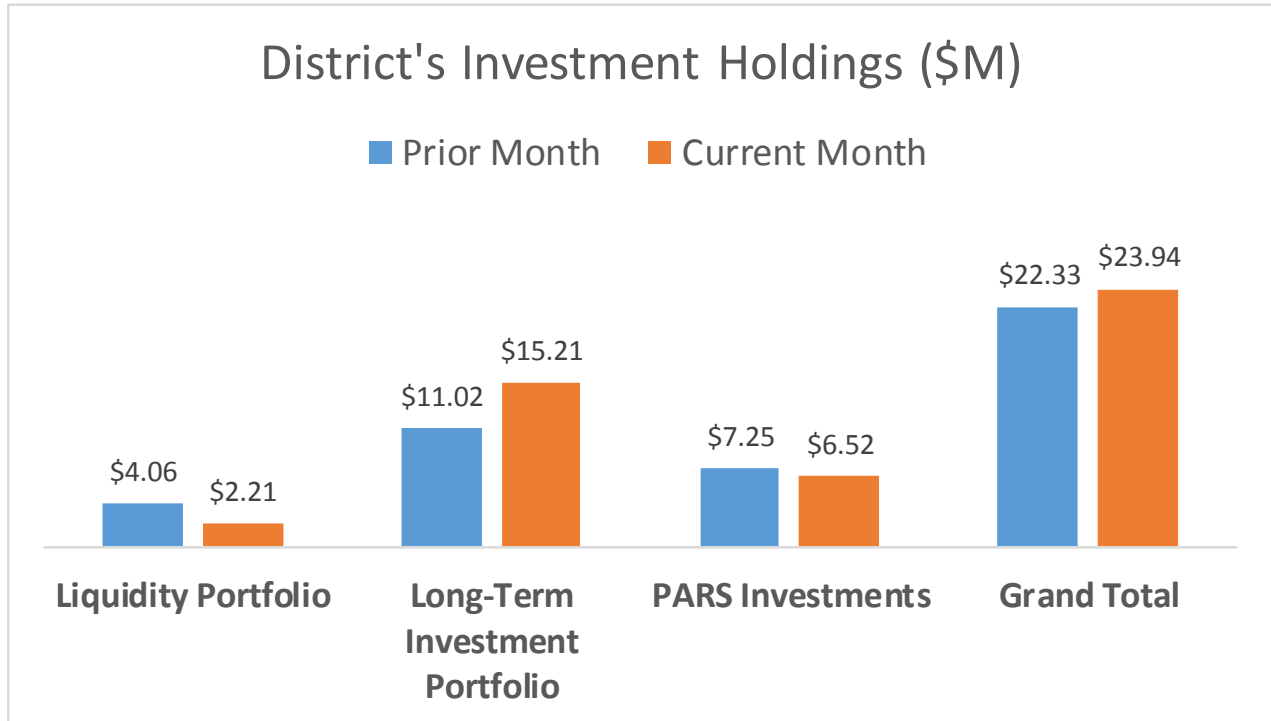
### Summary

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



Total revenues are under budget due to lower than expected water and wastewater sales. Expenditures, excluding Capital Improvement Program (CIP) expenditures related to the Santa Margarita Conjunctive Use Project (SMCUP), are below budget. The SMCUP expenditures are excluded because these expenditure will be reimbursed in full by the State loan the District has secured. Presenting the results this way best shows the District's overall financial performance. Based upon this, the District is performing slightly better than budget expectations.

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



Overall the District's financial position improved this month due to receipt of reimbursements from the State for the SMCUP. The change in the Liquidity Portfolio, was driven by a \$1.8 million debt service payment. It should be noted that the Liquidity Portfolio has funded \$2.9 million in SMCUP expenditures. Once reimbursements from the State are received, the balance of the Liquidity Portfolio will return to more normal levels. The \$4.2 million that was drawn in December from Long-Term Investments to fund the SMCUP was returned and is being held in the District's LAIF account per Board direction. The reduction in the PARS Investments is due to the economic impact the pandemic is having on capital markets.

Recommended Action

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

**M E M O**

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** April 27, 2020  
**SUBJECT:** Treasurer's Report

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Purpose

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

Notes

The District drew down account balances to provide temporary cash funding for the Santa Margarita Conjunctive Use Project. While State loan proceeds have been reimbursed, the rate of reimbursement has lagged the project's expenditures. The December draw from Long-term reserves to fund the Santa Margarita Conjunctive Use Project (SMCUP) has been reimbursed and the \$4.2 million in LAIF represents these funds.

Summary

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

<b>Account</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>
Operating Fund	\$ 17,349	\$ 18,360
Money Market	\$ 665,478	\$ 658,579
County Pool	\$ 15,361	\$ 15,409
CAMP Account	\$ 3,359,682	\$ 1,513,078
<b><i>District's Liquidity Portfolio</i></b>	<b>\$ 4,057,870</b>	<b>\$ 2,205,426</b>
PFM Managed Long-term Investment Portfolio*	\$ 11,023,866	\$ 11,044,237
LAIF (Long-term Reserves)	\$ -	\$ 4,169,000
PARS (OPEB & Pension Trust)**	\$ 7,249,383	\$ 6,522,885
<b><i>District Accounts Total</i></b>	<b>\$ 22,331,120</b>	<b>\$ 23,941,548</b>

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

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



Dave Shank  
April 27, 2020

## M E M O

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** April 27, 2020  
**SUBJECT:** Budget Status Report for Fiscal Year 2019-2020

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### Purpose

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

### Summary

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

Total revenues year-to-date are below budget by 11.5%. This under performance is due to lagging water sales, which as shown in the monthly water sales chart below are 16% below budget. The January rate and charge adjustments for calendar year 2020 will help boost revenues going into the end of the fiscal year. However, even with a boost in revenues, fiscal year 2019-20 revenues are expected to be well under budgeted levels.

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

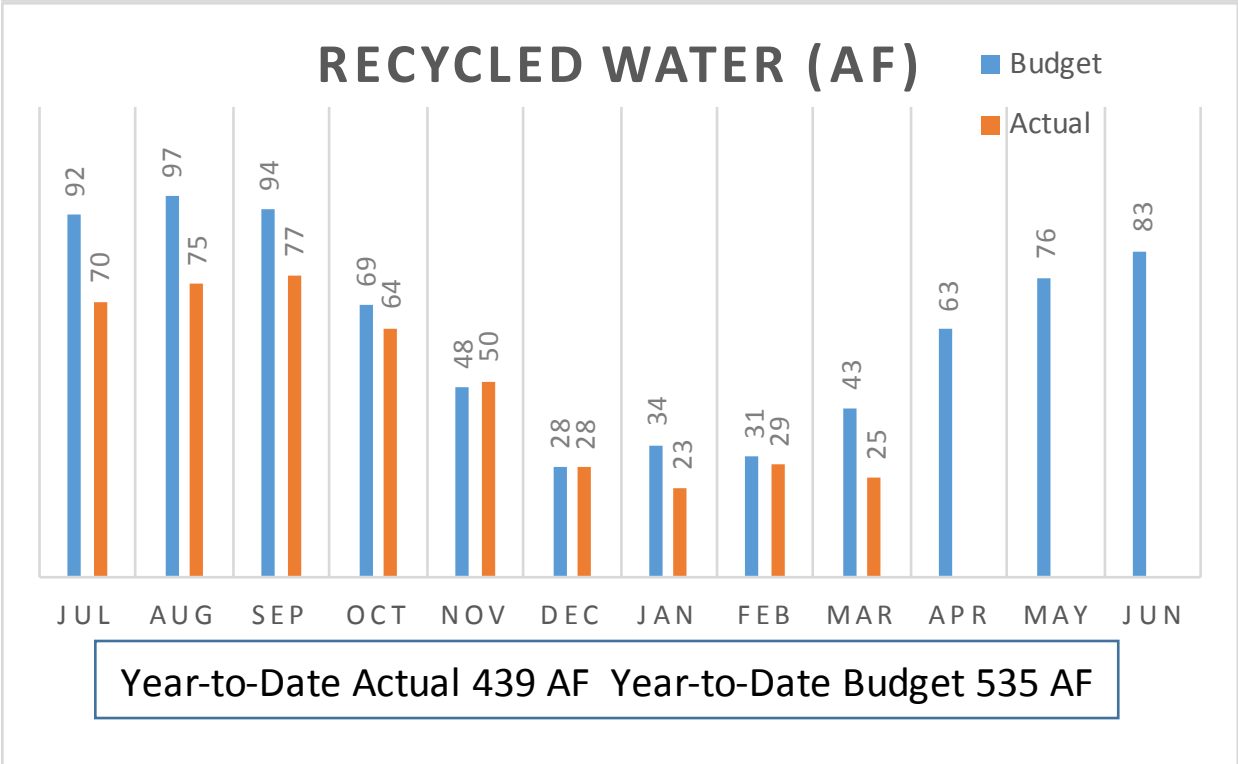
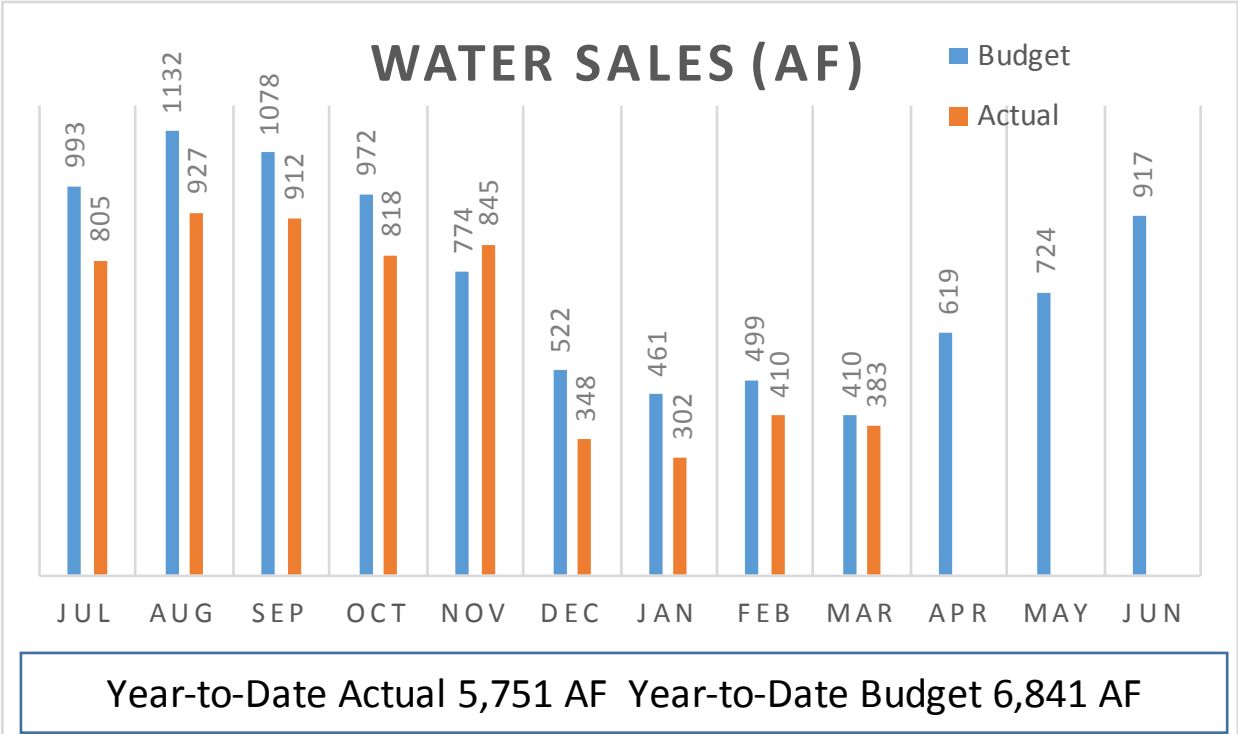
The District's year-to-date total expenditures are under budget due to the lower than budgeted purchased water expense, which is a result of lower water sales levels and lower than budgeted operating expenditures.

Total revenue is \$25,881,519 or 11.5% under budget and total expenditures are \$21,851,232 or 12% under budget. Capital spending for Santa Margarita Conjunctive Use Project (SMCUP) is under budget as are other capital project costs. The result of this financial performance is a Net Loss. However, once State Loan proceeds are available, the District's financial results will be slightly better than budgeted.

### Recommended Action

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





## Monthly Budget Report for March

Favorable Variance Shown as a positive number

	Current Month		Year-To-Date				Annual Budget		
	Actual	Budget	Actual	Budget	Variance	%	Budget	Remaining Balance	%
<b>Operating Revenues:</b>								Year remaining	25.0%
Water Sales	833,438	933,734	11,366,921	14,040,545	(2,673,625)	-19.0%	19,029,180	7,662,259	40.3%
Water Meter Service Charges	604,649	606,190	5,166,891	5,186,296	(19,405)	-0.4%	7,004,867	1,837,976	26.2%
Wastewater Service Charges	501,254	488,719	4,425,621	4,747,919	(322,298)	-6.8%	6,214,076	1,788,455	28.8%
Recycled Water Revenues	48,404	84,061	729,013	959,477	(230,464)	-24.0%	1,382,830	653,816	47.3%
Other Operating Revenue	-	917	-	8,250	(8,250)	-100.0%	11,000	11,000	100.0%
CWA Rebates	-	-	53,520	50,003	3,517	7.0%	50,003	(3,517)	-7.0%
<b>Total Operating Revenue</b>	<b>1,987,745</b>	<b>2,113,621</b>	<b>21,741,966</b>	<b>24,992,490</b>	<b>(3,250,524)</b>	<b>-13.0%</b>	<b>33,691,956</b>	<b>11,949,990</b>	<b>35.5%</b>
<b>Non Operating Revenues:</b>									
Water Capital Improvement Charge	116,118	115,892	1,018,905	1,043,027	(24,121)	-2.3%	1,390,702	371,797	26.7%
Wastewater Capital Improvement Charge	97,895	98,775	875,511	888,974	(13,464)	-1.5%	1,185,299	309,788	26.1%
Property Taxes	-	436,725	1,266,541	1,679,319	(412,778)	-24.6%	1,918,296	651,755	34.0%
Water Standby/Availability Charge	-	15,145	117,290	139,062	(21,773)	-15.7%	203,000	85,710	42.2%
Water/Wastewater Capacity Charges	(61,019)	8,460	98,358	76,142	22,216	29.2%	101,522	3,164	3.1%
Portfolio Interest	26,106	23,712	334,292	213,408	120,884	56.6%	284,544	(49,748)	-17.5%
Pumping Capital Improvement Charge	766	3,083	19,120	27,750	(8,630)	-31.1%	37,000	17,880	48.3%
Federal Interest Rate Subsidy	-	-	63,263	62,550	713	1.1%	122,647	59,385	48.4%
Facility Rents	43,517	-	186,584	-	186,584	NA	-	(186,584)	NA
Other Non-Operating Revenues	(26,409)	15,004	159,691	135,035	24,657	18.3%	180,046	20,355	11.3%
<b>Total Non Operating Revenues</b>	<b>196,975</b>	<b>716,796</b>	<b>4,139,553</b>	<b>4,265,266</b>	<b>(125,713)</b>	<b>-2.9%</b>	<b>5,423,052</b>	<b>1,283,498</b>	<b>23.7%</b>
<b>Total Revenues</b>	<b>2,184,719</b>	<b>2,830,417</b>	<b>25,881,519</b>	<b>29,257,756</b>	<b>(3,376,237)</b>	<b>-11.5%</b>	<b>39,115,008</b>	<b>13,233,489</b>	<b>33.8%</b>
<b>Expenditures</b>									
Purchased Water Expense	738,190	915,781	9,491,906	11,953,223	2,461,317	20.6%	15,677,132	6,185,226	39.5%
Water Services	246,571	236,599	2,451,093	2,577,619	126,525	4.9%	3,075,784	624,691	20.3%
Wastewater Services	213,914	215,286	2,188,430	2,329,223	140,793	6.0%	2,798,723	610,293	21.8%
Recycled Water Services	45,675	43,342	358,113	459,869	101,756	22.1%	563,440	205,327	36.4%
Administrative Services	509,744	464,397	4,858,660	5,014,321	155,661	3.1%	6,037,157	1,178,496	19.5%
<b>Total Operating Expenses</b>	<b>1,754,095</b>	<b>1,875,405</b>	<b>19,348,203</b>	<b>22,334,255</b>	<b>2,986,052</b>	<b>13.4%</b>	<b>29,247,787</b>	<b>9,899,584</b>	<b>33.8%</b>
<b>Debt Service Expenses</b>									
SMCUP SRF	20	-	20	-	(20)	NA	-	(20)	NA
Red Mountain SRF	-	-	395,850	395,850	-	0.0%	395,850	-	0.0%
WWTP SRF	1,845,746	1,845,746	1,845,746	1,845,746	-	0.0%	1,845,746	-	0.0%
QECB Solar Debt	-	-	261,413	261,413	-	0.0%	519,674	258,261	49.7%
<b>Total Debt Service</b>	<b>1,845,766</b>	<b>1,845,746</b>	<b>2,503,029</b>	<b>2,503,009</b>	<b>(20)</b>	<b>0.0%</b>	<b>2,761,270</b>	<b>258,241</b>	<b>9.4%</b>
<b>Total Expenses</b>	<b>3,599,861</b>	<b>3,721,150</b>	<b>21,851,232</b>	<b>24,837,264</b>	<b>2,986,032</b>	<b>12.0%</b>	<b>32,009,056</b>	<b>10,157,825</b>	<b>31.7%</b>
<b>Net Revenue/(loss) From Operations and Debt Service</b>	<b>(1,415,142)</b>	<b>(890,733)</b>	<b>4,030,287</b>	<b>4,420,492</b>	<b>(390,205)</b>	<b>-9%</b>	<b>7,105,951</b>	<b>3,075,664</b>	<b>43.3%</b>
<b>Capital Investment</b>									
<b>Capital Investment</b>									
Construction Expenditures	183,442	854,737	3,186,123	4,441,876	1,255,753	28.3%	6,529,933	3,343,810	51.2%
SMCUP Expenditures*	4,501,876	3,101,821	11,700,951	14,915,117	3,214,166	21.5%	27,179,100	15,478,149	56.9%
SRF Loan Proceeds Draw (Capital Project Funds)	(5,019,526)	(3,101,821)	(5,019,526)	(14,915,117)	(9,895,591)	66.3%	(27,179,100)	(22,159,574)	81.5%
<b>Net Revenue/(Loss)</b>	<b>(1,080,934)</b>	<b>(1,745,470)</b>	<b>(5,837,261)</b>	<b>(21,384)</b>	<b>(5,815,877)</b>	<b>27197.1%</b>	<b>576,018</b>	<b>6,413,279</b>	<b>1113.4%</b>

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

03/31/2020

Treasurer's Warrant No. March

TO: Treasurer of the Fallbrook Public Utility District

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

## Payroll -03/2020

### Computer Check Register

Payroll #1	\$140,254.69
Payroll #2	<u>\$139,796.59</u>
	<u>\$280,051.28</u>

# Accounts Payable

## Checks by Date - Summary by Check Date

User: annaleceb  
Printed: 3/26/2020 11:35 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
83106	05880	ALLEN INSTRUMENTS & SUPPLIES	03/04/2020	855.97
83107	91286	AMAZON CAPITAL SERVICES, INC.	03/04/2020	1,796.75
83108	91216	APGN INC	03/04/2020	6,016.44
83109	05778	AQUATIC BIOASSAY AND CONSULTIN	03/04/2020	1,400.00
83110	UB*00318	ALBERT BECERRA	03/04/2020	92.27
83111	UB*00323	ROGER & VICTORIA BLOOM	03/04/2020	204.89
83112	91532	BLUE AIR FSE, LLC	03/04/2020	67.89
83113	06374	BOOT BARN INC.	03/04/2020	146.80
83114	03134	CALIFORNIA WATER ENVIRONMENT.	03/04/2020	89.00
83115	03134	CALIFORNIA WATER ENVIRONMENT.	03/04/2020	89.00
83116	03134	CALIFORNIA WATER ENVIRONMENT.	03/04/2020	192.00
83117	04178	CALOLYMPIC SAFETY CO., INC.	03/04/2020	356.22
83118	01719	MICKEY M. CASE	03/04/2020	60.00
83119	91210	CORE & MAIN LP	03/04/2020	621.72
83120	05192	DIAMOND ENVIRONMENTAL SERVIC	03/04/2020	216.45
83121	03391	ELECTRICAL SALES INC	03/04/2020	1,267.29
83122	01099	FALLBROOK IRRIGATION INC	03/04/2020	143.09
83123	00169	FALLBROOK OIL COMPANY	03/04/2020	5,073.44
83124	91339	FALLBROOK VILLAGE TOASTMASTE	03/04/2020	57.00
83125	01432	FERGUSON WATERWORKS #1083	03/04/2020	966.95
83126	91499	FILANC ALBERICI A JOINT VENTURE	03/04/2020	888,641.53
83127	91225	FIRST BANKCARD	03/04/2020	4,311.48
83128	02972	FISHER SCIENTIFIC COMPANY LLC	03/04/2020	502.42
83129	05380	HACH CO	03/04/2020	1,981.73
83130	05870	HUDSON SAFE T LITE RENTALS	03/04/2020	2,440.00
83131	06359	INFRASTRUCTURE ENGINEERING CO	03/04/2020	1,645.00
83132	90913	INNOVYZE	03/04/2020	4,917.12
83133	UB*00317	MARK KIRK	03/04/2020	454.55
83134	06555	LIEBERT CASSIDY WHITMORE	03/04/2020	1,850.00
83135	91130	LINCOLN NATIONAL LIFE INSURANC	03/04/2020	2,821.70
83136	UB*00320	PATRICK MILBURN	03/04/2020	17.95
83137	90900	MISCOwater	03/04/2020	337.13
83138	UB*00321	BAFA MORISON	03/04/2020	64.27
83139	01406	NORTH COUNTY WELDING SUPPLY	03/04/2020	44.86
83140	06298	ONESOURCE DISTRIBUTORS, LLC	03/04/2020	714.99
83141	90936	PBM SUPPLY & MFG, INC	03/04/2020	777.17
83142	06110	SKY PETERSON	03/04/2020	192.00
83143	UB*00322	KLAUS PFEFFER	03/04/2020	57.71
83144	03738	SAN DIEGO COUNTY SUPERINTENDE	03/04/2020	1,480.00
83145	91385	VERONICA TAMZIL	03/04/2020	60.00
83146	91091	ORNEEN TOMA	03/04/2020	305.90
83147	05971	UNISORB CORPORATION	03/04/2020	4,384.39
83148	91404	UPS STORE #3607	03/04/2020	282.17
83149	91500	US BANK NATIONAL ASSOCIATION	03/04/2020	46,770.61
83150	04313	USA BLUE BOOK	03/04/2020	522.59
83151	04290	VILLAGE NEWS, INC.	03/04/2020	150.00
83152	91310	VOLT WORKFORCE SOLUTIONS	03/04/2020	412.62



Check No	Vendor No	Vendor Name	Check Date	Check Amount
83153	06231	WESTERN WATER WORKS SUPPLY CC	03/04/2020	11,709.20
83154	UB*00319	CHRISTOPHER & AMY ZIEMS	03/04/2020	89.19
Total for 3/4/2020:				997,651.45
ACH	00152	FPUD EMPL ASSOCIATION	03/12/2020	477.50
ACH	00718	NATIONWIDE RETIREMENT SOLUTIO	03/12/2020	3,673.00
ACH	06758	US TREASURY - PAYROLL TAXES	03/12/2020	54,743.81
ACH	06759	STATE OF CA - PR TAXES	03/12/2020	8,528.06
ACH	06760	STATE OF CA - SDI	03/12/2020	2,121.15
ACH	06761	LINCOLN FINANCIAL GROUP	03/12/2020	7,060.28
ACH	06763	PERS - PAYROLL	03/12/2020	35,541.95
ACH	91508	CALIFORNIA STATE DISBURSEMENT	03/12/2020	346.15
83159	91256	AFP	03/12/2020	425.00
83160	91513	ALCHEMY CONSULTING GROUP	03/12/2020	7,500.00
83161	91286	AMAZON CAPITAL SERVICES, INC.	03/12/2020	2,154.01
83162	91490	AMAZON WEB SERVICES, INC.	03/12/2020	1,030.82
83163	05088	AT&T	03/12/2020	784.42
83164	06020	BABCOCK LABORATORIES, INC	03/12/2020	1,883.50
83165	06235	JACK BEBEE	03/12/2020	32.00
83166	91440	BP BATTERY INC	03/12/2020	124.98
83167	91429	BSK ASSOCIATES	03/12/2020	3,842.50
83168	03978	CAMERON WELDING SUPPLY	03/12/2020	463.30
83169	03205	CITY OF OCEANSIDE	03/12/2020	784.00
83170	02176	CORELOGIC SOLUTIONS, LLC	03/12/2020	225.00
83171	05953	CORODATA RECORDS MANAGEMENT	03/12/2020	647.43
83172	06675	CORODATA SHREDDING, INC	03/12/2020	64.37
83173	91008	MICHAEL COTHRAN	03/12/2020	114.60
83174	02925	DATA NET SOLUTIONS	03/12/2020	3,077.00
83175	05192	DIAMOND ENVIRONMENTAL SERVIC	03/12/2020	350.65
83176	91123	DIGITAL DEPLOYMENT, INC.	03/12/2020	550.00
83177	05177	DOWNEY BRAND, LLP	03/12/2020	2,360.00
83178	03391	ELECTRICAL SALES INC	03/12/2020	1,219.99
83179	09523	FALLBROOK EQUIP RENTALS	03/12/2020	6,045.61
83180	01099	FALLBROOK IRRIGATION INC	03/12/2020	8.38
83181	00169	FALLBROOK OIL COMPANY	03/12/2020	2,301.70
83182	01155	FALLBROOK REFUSE	03/12/2020	106.95
83183	00170	FALLBROOK WASTE & RECYCLING	03/12/2020	818.35
83184	91198	FIRST BANKCARD	03/12/2020	1,635.84
83185	02972	FISHER SCIENTIFIC COMPANY LLC	03/12/2020	150.47
83186	02170	GRAINGER, INC.	03/12/2020	2,015.53
83187	03174	HAAKER EQUIPMENT COMPANY	03/12/2020	3,379.07
83188	06062	HARRINGTON INDUSTRIAL PLASTICS	03/12/2020	855.65
83189	03276	HOME DEPOT CREDIT SERVICES	03/12/2020	1,916.80
83190	91083	NIKOLAY ILIEV	03/12/2020	164.20
83191	91476	INDUSTRIAL METAL SUPPLY COMPAN	03/12/2020	12,356.64
83192	06426	INDUSTRIAL SAFETY PROFESSIONAL	03/12/2020	2,000.00
83193	06577	INFOSEND INC	03/12/2020	4,330.54
83194	05255	INLAND WATER WORKS SUPPLY CO.	03/12/2020	55.76
83195	06267	J2 GLOBAL IRELAND LIMITED	03/12/2020	59.91
83196	06243	JIM'S SIGN SHOP	03/12/2020	350.00
83197	04027	JOES HARDWARE	03/12/2020	1,042.97
83198	91169	JOYE JOHNSON	03/12/2020	141.70
83199	91224	KEN WEINBERG WATER RESOURCES	03/12/2020	2,818.75
83200	90937	KIRK PAVING INC	03/12/2020	9,850.00
83201	91537	LATITUDE SUBROGATION SERVICES	03/12/2020	8,453.69
83202	91192	MISSION LINEN SUPPLY	03/12/2020	995.91



Check No	Vendor No	Vendor Name	Check Date	Check Amount
83203	03944	MISSION RESOURCE CONSV DISTRIC	03/12/2020	99.00
83204	90932	NAPA AUTO PARTS	03/12/2020	987.76
83205	03201	NATIONAL SAFETY COMPLIANCE INC	03/12/2020	50.00
83206	00370	NUTRIEN AG SOLUTIONS, INC.	03/12/2020	290.90
83207	06298	ONESOURCE DISTRIBUTORS, LLC	03/12/2020	2,374.09
83208	02759	PACIFIC SAFETY CENTER	03/12/2020	575.00
83209	04900	PARADISE CHEVROLET CADILLAC	03/12/2020	546.01
83210	91535	PAYMENTUS GROUP, INC	03/12/2020	2,494.28
83211	00215	PETTY CASH	03/12/2020	65.81
83212	00216	PINE TREE LUMBER	03/12/2020	2,914.74
83213	06179	RAIN FOR RENT RIVERSIDE	03/12/2020	4,200.05
83214	00231	SAN DIEGO COUNTY WATER AUTH	03/12/2020	784,345.71
83215	00232	SAN DIEGO GAS & ELECTRIC	03/12/2020	60,579.32
83216	91094	SCADA INTEGRATIONS	03/12/2020	3,805.50
83217	90929	SOUTHWEST ANSWERING SERVICE, I	03/12/2020	509.06
83218	02927	TIM STERGER	03/12/2020	60.00
83219	91223	STERLING HEALTH SERVICES INC.	03/12/2020	125.00
83220	00159	SUPERIOR READY MIX	03/12/2020	500.52
83221	05319	T.S. INDUSTRIAL SUPPLY	03/12/2020	4,022.89
83222	91312	TERRAPIN GROUP	03/12/2020	57,248.00
83223	91530	TRANSENE COMPANY, INC.	03/12/2020	842.63
83224	00724	UNDERGROUND SERVICE ALERT	03/12/2020	421.68
83225	06211	UNITED IMAGING	03/12/2020	144.35
83226	91497	US DEPARTMENT OF EDUCATION AW	03/12/2020	273.97
83227	04313	USA BLUE BOOK	03/12/2020	290.60
83228	00458	VERIZON WIRELESS	03/12/2020	1,136.29
83229	91310	VOLT WORKFORCE SOLUTIONS	03/12/2020	735.54
83230	91480	WAVE CONNECTS	03/12/2020	1,868.63
83231	90933	CAROLINE WILSON	03/12/2020	128.77
83232	91440	BP BATTERY INC	03/12/2020	124.98
83233	91008	MICHAEL COTHRAN	03/12/2020	71.88
83234	01099	FALLBROOK IRRIGATION INC	03/12/2020	20.38
83235	06243	JIM'S SIGN SHOP	03/12/2020	73.27
83236	91461	OCEANSIDE SECURITY AGENCY	03/12/2020	2,231.00
83237	06413	SAN DIEGO COUNTY FARM BUREAU	03/12/2020	315.00
83238	91107	SPECTRUM BUSINESS	03/12/2020	122.58
Total for 3/12/2020:				1,136,575.08
83239	00101	ACWA JPIA	03/19/2020	96,927.21
83240	01460	AFLAC	03/19/2020	911.28
83241	05754	ALLIED TRAFFIC & EQUIPMENT REN	03/19/2020	130.00
83242	91286	AMAZON CAPITAL SERVICES, INC.	03/19/2020	2,173.96
83243	04995	AMERICAN MESSAGING	03/19/2020	246.09
83244	91534	ASI NETWORKS, INC.	03/19/2020	99.75
83245	91487	BADGER METER, INC.	03/19/2020	30,773.40
83246	06431	BLACK & VEATCH CORPORATION	03/19/2020	15,937.50
83247	03134	CALIFORNIA WATER ENVIRONMENT	03/19/2020	384.00
83248	03978	CAMERON WELDING SUPPLY	03/19/2020	1,534.11
83249	06115	CDW GOVERNMENT INC.	03/19/2020	53.44
83250	91241	LISA CHAFFIN	03/19/2020	60.00
83251	UB*00324	PAUL CIOLEK	03/19/2020	118.11
83252	UB*00325	CAROL DECELLES	03/19/2020	200.77
83253	05192	DIAMOND ENVIRONMENTAL SERVIC	03/19/2020	216.45
83254	91123	DIGITAL DEPLOYMENT, INC.	03/19/2020	550.00
83255	04425	DOMINICK'S SANDWICHES	03/19/2020	68.82
83256	03391	ELECTRICAL SALES INC	03/19/2020	473.45



Check No	Vendor No	Vendor Name	Check Date	Check Amount
83257	06303	EXECUTIVE LANDSCAPE INC.	03/19/2020	770.00
83258	01099	FALLBROOK IRRIGATION INC	03/19/2020	171.37
83259	01432	FERGUSON WATERWORKS #1083	03/19/2020	22,737.41
83260	00182	GLENNIE'S OFFICE PRODUCTS, INC	03/19/2020	287.37
83261	04958	GOSCH FORD TEMECULA	03/19/2020	6,057.92
83262	02170	GRAINGER, INC.	03/19/2020	1,712.17
83263	05380	HACH CO	03/19/2020	9,469.00
83264	05034	HOSSEIN NAWAEY	03/19/2020	1,627.56
83265	03161	IDEXX DISTRIBUTION, INC.	03/19/2020	387.03
83266	06577	INFOSEND INC	03/19/2020	2,060.70
83267	06380	JANI-KING OF CALIFORNIA, INC - SA	03/19/2020	2,993.00
83268	00190	JCI JONES CHEMICALS INC.	03/19/2020	3,379.73
83269	05505	TODD JESTER	03/19/2020	124.00
83270	04027	JOES HARDWARE	03/19/2020	444.37
83271	05065	JOHNSON CONTROLS SECURITY SOL	03/19/2020	548.73
83272	04926	KONICA MINOLTA PREMIER FINANCE	03/19/2020	1,910.79
83273	04649	MAR-CON PRODUCTS, INC	03/19/2020	1,726.42
83274	91427	MITEL CLOUD SERVICES, INC	03/19/2020	1,641.59
83275	06338	MYTHOS TECHNOLOGY INC	03/19/2020	1,879.94
83276	90932	NAPA AUTO PARTS	03/19/2020	24.75
83277	05104	NCL OF WISCONSIN INC	03/19/2020	911.39
83278	91167	NORTH COUNTY FORD	03/19/2020	107.68
83279	06335	OCCU-MED LTD	03/19/2020	381.00
83280	06298	ONESOURCE DISTRIBUTORS, LLC	03/19/2020	6,721.20
83281	01267	PACIFIC PIPELINE	03/19/2020	1,739.22
83282	91538	PUDGIL & COMPANY	03/19/2020	5,127.13
83283	91155	QUALITY GATE COMPANY, INC	03/19/2020	125.00
83284	04075	RAYNE WATER SYSTEMS	03/19/2020	135.00
83285	06130	S & J SUPPLY COMPANY, INC.	03/19/2020	199.34
83286	05403	SAN DIEGO UNION-TRIBUNE CO.	03/19/2020	214.76
83287	91486	SATELLITE PHONE STORE	03/19/2020	66.82
83288	06738	SHAWN'S CONCRETE PUMPING	03/19/2020	1,560.00
83289	06401	SONSRAY MACHINERY LLC	03/19/2020	223.95
83290	05861	SOUTHERN CALIFORNIA ALLIANCE C	03/19/2020	1,686.00
83291	02206	STATE WATER RESOURCES CONTROL	03/19/2020	1,845,745.70
83292	05608	STEVEN ENTERPRISES INC	03/19/2020	330.50
83293	00159	SUPERIOR READY MIX	03/19/2020	2,673.44
83294	91082	TELETRAC, INC	03/19/2020	2,445.27
83295	91404	UPS STORE #3607	03/19/2020	29.83
83296	00458	VERIZON WIRELESS	03/19/2020	666.29
83297	91325	VISTA TREE SERVICE, INC.	03/19/2020	3,075.00
83298	91310	VOLT WORKFORCE SOLUTIONS	03/19/2020	412.62
83299	01847	WATEREUSE ASSOCIATION	03/19/2020	225.00
83300	01359	WATERMASTER	03/19/2020	29,510.36
83301	00233	WAXIE SANITARY SUPPLY	03/19/2020	2,894.40
83302	91295	WHITE NELSON DIEHL EVANS LLP	03/19/2020	5,000.00
Total for 3/19/2020:				2,123,019.09
ACH	00152	FPUD EMPL ASSOCIATION	03/26/2020	487.00
ACH	00718	NATIONWIDE RETIREMENT SOLUTIO	03/26/2020	3,673.00
ACH	06758	US TREASURY - PAYROLL TAXES	03/26/2020	55,463.17
ACH	06759	STATE OF CA - PR TAXES	03/26/2020	8,428.99
ACH	06760	STATE OF CA - SDI	03/26/2020	2,181.59
ACH	06761	LINCOLN FINANCIAL GROUP	03/26/2020	7,060.28
ACH	06763	PERS - PAYROLL	03/26/2020	36,605.94
ACH	91508	CALIFORNIA STATE DISBURSEMENT	03/26/2020	346.15



Check No	Vendor No	Vendor Name	Check Date	Check Amount
83305	91477	ADVANCED INDUSTRIAL SOLUTIONS	03/26/2020	525.00
83306	03223	AIR POLLUTION CONTROL DISTRICT	03/26/2020	147.10
83307	06754	BAVCO	03/26/2020	1,012.59
83308	91429	BSK ASSOCIATES	03/26/2020	6,335.00
83309	03978	CAMERON WELDING SUPPLY	03/26/2020	1,156.11
83310	01719	MICKEY M. CASE	03/26/2020	60.00
83311	02925	DATA NET SOLUTIONS	03/26/2020	882.50
83312	06041	DEMSEY,FILLIGER & ASSOC, LLC	03/26/2020	750.00
83313	06762	DENALI WATER SOLUTIONS LLC	03/26/2020	13,520.16
83314	05177	DOWNEY BRAND, LLP	03/26/2020	8,324.46
83315	00169	FALLBROOK OIL COMPANY	03/26/2020	2,751.62
83316	02411	FALLBROOK PRINTING CORP	03/26/2020	12,856.19
83317	04494	FEDERAL EXPRESS CORPORATION	03/26/2020	26.34
83318	91201	FIRST BANKCARD	03/26/2020	576.18
83319	91235	FIRST BANKCARD	03/26/2020	1,073.40
83320	91540	FIRST BANKCARD	03/26/2020	16.25
83321	00182	GLENNIE'S OFFICE PRODUCTS, INC	03/26/2020	403.58
83322	02170	GRAINGER, INC.	03/26/2020	230.54
83323	05380	HACH CO	03/26/2020	3,455.04
83324	UB*00326	STACEY & BRANDON HARPER	03/26/2020	235.15
83325	05901	KENNETH HUBBARD	03/26/2020	1,300.00
83326	06359	INFRASTRUCTURE ENGINEERING CO	03/26/2020	177,654.22
83327	04027	JOES HARDWARE	03/26/2020	420.45
83328	01406	NORTH COUNTY WELDING SUPPLY	03/26/2020	101.08
83329	06298	ONESOURCE DISTRIBUTORS, LLC	03/26/2020	94.82
83330	91007	PFM ASSET MANGEMENT LLC	03/26/2020	855.61
83331	06179	RAIN FOR RENT RIVERSIDE	03/26/2020	5,563.99
83332	91506	SPALETTA LAW PC	03/26/2020	390.00
83333	05608	STEVEN ENTERPRISES INC	03/26/2020	419.80
83334	02797	STEVE STONE	03/26/2020	80.00
83335	00159	SUPERIOR READY MIX	03/26/2020	13,586.90
83336	91312	TERRAPIN GROUP	03/26/2020	62,341.00
83337	91497	US DEPARTMENT OF EDUCATION AW	03/26/2020	273.97
83338	91310	VOLT WORKFORCE SOLUTIONS	03/26/2020	412.62
83339	06256	MARYLOU WEST	03/26/2020	412.00
Total for 3/26/2020:				432,489.79
Report Total (244 checks):				4,689,735.41



Jack Bebee

General Manager