



FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING

AGENDA

TUESDAY, MAY 20, 2019
4:00 P.M.

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

If you have a disability and need an accommodation to participate in the meeting, please call the 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

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. EMPLOYEE OF THE QUARTER
 - 1. Audrey Cerame

II. CONSENT CALENDAR-----(ITEMS B—F)****

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. CONSIDER APPROVAL OF MINUTES
 - 1. April 22, 2019 Regular Board Meeting

2. April 23, 2019 Special Board Meeting and Facilities Tour
3. May 15, 2019 Special Board Meeting

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

- C. CONSIDER ADOPTION OF 2019-20 APPROPRIATION GROWTH RATE; RESOLUTION NO. 4967

Recommendation: That the Board adopt Resolution No. 4967 setting the tax appropriation limit for 2019-20 at \$3,184,351, which includes the Fallbrook and De Luz service areas and Improvement District "S".

- D. CONSIDER AMENDMENT OF ADMINISTRATIVE CODE ARTICLE 14, DISTRICT PROCUREMENT PROCEDURES, WITH PROPOSED CHANGES TO SECTION 14.4; RESOLUTION NO. 4968

Recommendation: That the Board adopt Resolution No. 4968 amending Administrative Code Article 14, District Procurement Procedures, with the proposed changes to Section 14.4 due to recent staff changes.

- E. CONSIDER MS. MCEWAN CLAIM FOR COST DUE TO HIGH WATER PRESSURE

Recommendation: That the Board denies the Claim and forward to ACWA JPIA for resolution.

- F. CONSIDER MS. HERNANDEZ CLAIM FOR REPAIR TO PROPERTY DUE TO MOLD

Recommendation: That the Board denies the Claim and forward to ACWA JPIA for resolution.

III. INFORMATION----- (ITEM G)

- G. ON-LINE CUSTOMER SATISFACTION SURVEY

Presented by: Noelle Denke, Public Affairs Specialist

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

- H. FINAL COURT APPROVAL OF SANTA MARGARITA CONJUNCTIVE USE SETTLEMENT AND COMMENDATION OF SPECIAL LEGAL COUNSEL; RESOLUTION NO. 4966

I. CONSIDER THE FALLBROOK COMMUNITY GARDEN AS A COMMUNITY SERVICE WATER USER

Recommendation: Staff supports the Board's direction. If approved, staff will provide an update on water usage at the end of each fiscal year.

J. CONSIDER AMENDMENT OF ADMINISTRATIVE CODE ARTICLE 11, PERSONNEL REGULATIONS, WITH PROPOSED CHANGES TO EXISTING VACANT POSITIONS TO IMPROVE DISTRICT OPERATIONS; RESOLUTION NO. 4969

Recommendation: That the Board adopt Resolution No. 4969 amending Administrative Code Article 11, Personnel Regulations, with the proposed changes to the organizational chart and position descriptions to improve the efficiency of the overall operation of the District.

K. CONSIDER DEVELOPMENT OF PIPELINE AND VALVE REPLACEMENT PROGRAM

Recommendation: That the Board either (1) request staff make updates internally to perform a higher level assessment of replacement needs or (2) enter into a professional services contract with HDR for a not to exceed amount of \$151,175 to develop a detailed predictive model to optimize capital cost expenditures for water and sewer infrastructure replacement needs.

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

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

ADJOURN TO CLOSED SESSION

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

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

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION

VII. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

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

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

May 15, 2019
Dated / Fallbrook, CA


Secretary, Board of Directors

M E M O

TO: Board of Directors
FROM: Jack Bebee, General Manager
DATE: May 20, 2019
SUBJECT: May 2019 Employee of the Quarter

Joshua Hargrove, February 2019 Employee of the Quarter, chose Audrey Cerame as the May 2019 Employee of the Quarter for the following reasons:

“Audrey is a hard worker. She is making a lot of changes that will further the district. She has been very easy to work with and always polite. Thank you, and keep up the great work!”

Audrey received a Certificate of Appreciation and chose a gift valued at \$100. Additionally, Audrey had lunch with the General Manager, a member of the Board of Directors, the previous Employee of the Quarter, and a member of the Recognition Committee.

M E M O

TO: Board of Directors
FROM: Mary Lou West, Secretary
DATE: May 20, 2019
SUBJECT: Consider Approval of Minutes

Recommended Action

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

1. April 22, 2019 Regular Board Meeting
2. April 23, 2019 Special Board Meeting and Facilities Tour
3. May 15, 2019 Special Board Meeting

Minutes of the
April 22, 2019 Regular Board Meeting

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

MINUTES

MONDAY, APRIL 22, 2019
4:00 P.M.

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President McDougal called the regular meeting of the Board of Directors of the Fallbrook Public Utility District to order at 4:00 p.m. A quorum was established, and attendance was as follows:

Board of Directors

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

Absent: None

General Counsel/District Staff

Present: Paula de Sousa Mills, General Counsel
Jack Bebee, General Manager
David Shank, Assistant General Manager/CFO
Devin Casteel, System Operations Supervisor
Jason Cavender, Operations Manager
Aaron Cook, Senior Engineer
Mick Cothran, Engineering Technician
Noelle Denke, Public Affairs Specialist
Jeff Marchand, Engineering Supervisor
Steve Stone, Field Services Manager
Mary Lou West, Secretary

Also present were others, including, but not limited to: David Drake and Melody McDonald of the Association of California Water Agencies Joint Powers Insurance Authority and Patricia and Archie McPhee.

PLEDGE OF ALLEGIANCE

President McDougal led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b)

There were no additions to the agenda.

APPROVAL OF AGENDA

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

AYES: Directors DeMeo, Endter, Gebhart, 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.

There were no public comments.

A. MANAGER'S AWARD RECIPIENTS

1. Aaron Cook, Senior Engineer
2. Jeff Marchand, Engineering Supervisor
3. Steve Stone, Field Services Manager

Aaron Cook, Jeff Marchand, and Steve Stone were commended for receiving Manager's Awards for their exemplary customer service to ratepayers affected by the Santa Margarita Drive Pipeline Replacement Project.

II. **CONSENT CALENDAR-----**(ITEMS B-G)

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 25, 2019 Regular Board Meeting/Public Hearing
2. March 25, 2019 Regular Board Meeting

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

- C. CONSIDER NOTICE OF COMPLETION – SANTA MARGARITA PIPELINE REPLACEMENT PROJECT, JOB NO. 3063

Recommendation: *That the Board authorize staff to record the Notice of Completion, as described in Attachment A to the staff memo, with the San Diego County Recorder.*

- D. CONSIDER LETTER OF SUPPORT ON ACA 1 (AGUIAR-CURRY) AND LETTER OF OPPOSITION ON AB 1486 (TING)

Recommendation: *That the Board authorize the Board President to sign (1) a letter of support for ACA 1 (Aguiar-Curry)—55% Vote for Local Affordable Housing and Public Infrastructure and (2) a letter of opposition to AB 1486 (Ting)—Local Agencies; Surplus Land.*

- E. CONSIDER ADVANCE APPROVAL TO ATTEND MEETINGS

Recommendation: *That the Board authorize and approve in advance Directors' attendance to the San Diego County Farm Bureau Graze at the Fields event, April 25, 5-8 p.m., at the Carlsbad Flower Fields.*

- F. CONSIDER REVISING THE 2019 BOARD OF DIRECTORS REGULAR MEETING SCHEDULE

Recommendation: *That the Board approve the revised 2019 Board of Directors Regular Meeting Schedule to change the June regular board meeting date from Monday, June 24, 2019, to Monday, June 17, 2019.*

- G. CONSIDER RESOLUTION NO. 4964 ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

Recommendation: *That the Board adopt Resolution No. 4964 adopting the Amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.*

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

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

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

H. PRESENTATION OF CHECK BY THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY (ACWA JPIA)

Presented by: David Drake, ACWA JPIA Executive Committee

David Drake and Melody McDonald of ACWA JPIA presented a check in the amount of \$90,007 resulting from the District's worker's compensation and liability insurance programs due to a low incident rate.

I. REVIEW OF DRAFT STRATEGIC PLAN FOR FISCAL YEAR 2019-20

Presented by: Jack Bebee, General Manager

General Manager Bebee provided an overview of the District's draft Strategic Plan for fiscal year 2019-20 and requested feedback from Directors.

IV. ACTION / DISCUSSION CALENDAR ----- (ITEMS J-N)

J. CONSIDER PENSION AND OTHER POST EMPLOYMENT BENEFIT OBLIGATION LONG-TERM COST REDUCTION STRATEGY

Recommendation: The Fiscal Policy & Insurance Committee recommends using an approach to fund PARS and maintain a 90% funded status for both OPEB and Pension Obligations. Payments from PARS returns would be used once the fund has met the 90% funded target. The District has developed a policy, as described in Attachment A to the staff memo, that memorializes the OPEB and Pension funding strategies.

MOTION: Director Endter moved to adopt the Management of the District's Other Post-Employment Benefits and Pension Trusts policy; Vice-President DeMeo seconded. Motion passed; **VOTE:**

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

NOES: None

ABSTAIN: None

ABSENT: None

K. CONSIDER POLICY FOR INTER FUND TRANSFERS

Recommendation: The Fiscal Policy & Insurance Committee recommends the Board approve the Inter Fund Transfer Policy in the form attached to the staff memo.

Directors Gebhart and Wolk expressed concern with the language of the proposed cost of service language in the Inter Fund Transfer Policy, and it was determined that the

Fiscal Policy & Insurance Committee would revise the Inter Fund Transfer Policy and return to the full Board with its recommendations.

President McDougal announced that Item K was postponed; no action was taken by the Board.

L. CONSIDER RESOLUTION NO. 4965 AMENDING ARTICLE 15.1.1 OF ADMINISTRATIVE CODE

Recommendation: The Fiscal Policy & Insurance Committee recommends adopting Resolution No. 4965 amending Article 15.1.1 of the District's Administrative Code and approving the District's Liquidity Fund Policy.

MOTION: Director Wolk moved to adopt Resolution No. 4965 amending Article 15.1.1 of the Administrative Code and to approve the District's Liquidity Fund Policy; Vice-President DeMeo seconded. Motion passed; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

M. CONSIDER ACQUISITION, IMPLEMENTATION, AND SUPPORT FOR CITYWORKS ENTERPRISE ASSET MANAGEMENT SOFTWARE

Recommendation: That the Board approve the award of professional services to Black and Veatch for the amount of \$104,915 to implement a robust Enterprise Asset Management system to improve the efficiency of the District operations.

Operations Manager Cavender provided an overview of Cityworks Enterprise Asset Management system and efforts made by staff over the past year evaluating the benefits of the system to District operations. Efforts included discussion with other agencies that use Cityworks and how those agencies implemented and the operational efficiencies from the software.

Director Wolk reported that the Engineering & Operations Committee worked closely with staff in determining the most cost-effective means of implementation and is recommending the services of a consultant.

MOTION: Director Wolk moved to approve the award of professional services to Black and Veatch for the amount of \$104,915 to implement an Enterprise Asset Management system; staff to report back in six months demonstrating efficiencies of the system; Vice-President DeMeo seconded. Motion passed; VOTE:

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

N. UPDATE ON OVERALL DEVELOPMENT OF PIPELINE AND VALVE REPLACEMENT PROGRAM

Recommendation: That the Board discuss with staff the preferred approach to update the assessment.

General Manager Bebee provided an overview of the Pipeline and Valve Replacement Program and discussed two options to potentially update current projections: (1) update the projection internally and make some improvements in the projections based on additional cost information or (2) develop a more detailed projection on replacement needs and impact on the level of the service using field data and outside consulting services.

Discussion ensued concerning the costs and benefits of a consultant. Mr. Bebee stated Senior Engineer Cook will provide an update on the District's Asset Management Plan and the consultant will provide an overview of their services.

The Board took no action.

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

1. General Counsel
 - General Counsel de Sousa Mills provided an update of legislation affecting special districts.
2. SDCWA Representative Report
 - The SDCWA has developed preliminary rates, and rates are expected to increase by 5 percent.
 - The SDCWA is moving forward with a study on alternative conveyance for water from the Colorado River to San Diego.
3. General Manager
 - a. Engineering and Operations Report
4. Assistant General Manager/Chief Financial Officer
 - b. Treasurer's Report
 - c. Budget Status Report
 - d. Warrant List
 - Mr. Shank distributed a revised Treasurer's Report and provided an explanation of both the revised Treasurer's Report and the Budget Status Report.
5. Public Affairs Specialist

- Public Affairs Specialist Denke reported work has begun on the high school intern job recruitment whose focus will concentrate on field operations.
 - Mrs. Denke also provided an update on recent outreach efforts to the community.
6. Notice of Approval of Per Diem for Meetings Attended
 7. Director Comments/Reports on Meetings Attended
 - Director Endter reported attending the Colorado River Tour sponsored by the Metropolitan Water District and hosted by the San Diego County Water Authority.
 - Vice-President DeMeo reported attending the Citizen's Water Academy alumni event in Escondido.
 8. Miscellaneous

ADJOURN TO CLOSED SESSION

General Counsel de Sousa Mills made an oral announcement of Items VI. 1, 2, and 3. Following the announcement, the Board adjourned to Closed Session at 5:48 p.m.

VI. CLOSED SESSION -----(ITEMS 1–3)

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

One (1) Potential Case

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

Discuss Performance Evaluation of General Manager

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

Discuss Performance Evaluation of General Counsel

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 6:20 p.m.

REPORT FROM CLOSED SESSION (*As Necessary*)

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

VII. ADJOURNMENT OF MEETING

There being no further business to discuss, President McDougal adjourned the regular meeting of the Board of Directors of the Fallbrook Public Utility District at 6:23 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Minutes of the
April 23, 2019 Special Board Meeting and Facilities
Tour

**FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING AND FACILITIES TOUR**

MINUTES

TUESDAY, APRIL 23, 2019
9:00 A.M.

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President McDougal called the special meeting and facilities tour of the Board of Directors of the Fallbrook Public Utility District to order at 9:00 a.m. A quorum was established, and attendance was as follows:

Board of Directors

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

Absent: None

District Staff

Present: Jack Bebee, General Manager
Aaron Cook, Senior Engineer
Noelle Denke, Public Affairs Specialist

Also present were others, including, but not limited to: John Simpson, Director and Jessica Spurlock, Environmental Engineer (Camp Pendleton representatives from the Water Resources Division).

PLEDGE OF ALLEGIANCE

President McDougal led the Pledge of Allegiance.

PUBLIC COMMENT

Members of the public are invited to address the Board of Directors on agenda items. The Board President may limit comments to three (3) minutes.

There were no public comments.

II. FACILITIES TOUR

A. TOUR OF THE MARINE CORP BASE CAMP PENDLETON SANTA MARGARITA RIVER CONJUNCTIVE USE FACILITY

The meeting begins at 9:00 a.m., and the Board of Directors, staff, and others will assemble in the boardroom of the Fallbrook Public Utility District located at 990 East Mission Road, Fallbrook, California. Participants will take a van to tour the Marine Corp Base Camp Pendleton Santa Margarita River Conjunctive Use Facility located on Base along the Santa Margarita River. No action will be taken by the Board of Directors at this meeting.

John Simpson provided the Board of Directors with an overview of the Marine Corp Base Camp Pendleton's conjunctive use facilities (CUP). Following the presentation, the Board of Directors, staff, and Camp Pendleton representatives embarked on a van tour of the CUP located on Base along the Santa Margarita River. The tour began at 9:20 a.m. and concluded at 12:45 p.m.

III. ADJOURNMENT OF MEETING

There being no further business to discuss, President McDougal adjourned the special meeting and facilities tour of the Board of Directors of the Fallbrook Public Utility District at 12:46 p.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Minutes of the
May 15, 2019 Special Board Meeting

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

MINUTES

WEDNESDAY, MAY 15, 2019
9:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 EAST MISSION ROAD FALLBROOK, CA 92028
PHONE: (760) 728-1125

I. PRELIMINARY FUNCTIONS

CALL TO ORDER

President McDougal called the special meeting of the Board of Directors of the Fallbrook Public Utility District to order at 9:00 a.m. The following statement was read aloud into the record by President McDougal:

"Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that at least a portion of this meeting of the Fallbrook Public Utility District is being conducted pursuant to California Government Code Section 54953, in that Director Gebhart is participating by teleconference from 20489 Wildwood West Drive, Penn Valley, CA 95946.

Director Gebhart is participating by speaker phone. In accordance with the Ralph M. Brown Act, the teleconference location was identified in the notice and agenda for this meeting."

ROLL CALL / ESTABLISH A QUORUM

President McDougal conducted attendance by roll call. President McDougal, Vice-President DeMeo, Director Endter, and Director Wolk were present at the meeting, and Director Gebhart was present by speakerphone at the teleconference location identified on the notice and agenda.

The members of the Board of Directors who were present acknowledged they were able to hear Director Gebhart clearly, and no member expressed doubt that Director Gebhart was the party participating by teleconference.

Board of Directors

Present: Jennifer DeMeo, Member/Vice-President
Ken Endter, Member
Al Gebhart, Member (*via teleconference*)
Don McDougal, Member/President
Charley Wolk, Member

Absent: None

General Counsel/District Staff

District Staff/Negotiator

Present: Mark Bresee, District Negotiator
Jack Bebee, General Manager
Lisa Chaffin, Human Resources Manager

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

PLEDGE OF ALLEGIANCE

President McDougal led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: Director Wolk moved to approve the agenda as presented; Director Endter seconded. Motion passed; ROLL CALL VOTE:

AYES: Directors DeMeo, Endter, Gebhart, 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.

There were no public comments.

ADJOURN TO CLOSED SESSION

The Board of Directors adjourned to Closed Session at 9:04 a.m. following an oral announcement by President McDougal of Closed Session Item II. 1.

II. CLOSED SESSION ----- (ITEM 1)

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

Agency Designated Negotiators: Mark Bresee of Atkinson, Andelson, Loya, Ruud and Romo

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

RECONVENE TO OPEN SESSION

The Board returned from Closed Session and reconvened to Open Session at 9:43 a.m.

REPORT FROM CLOSED SESSION (*As Necessary*)

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

III. ADJOURNMENT OF MEETING

There being no further business to discuss, President McDougal adjourned the special meeting of the Board of Directors of the Fallbrook Public Utility District at 9:43 a.m.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

M E M O

TO: Board of Directors
FROM: David Shank, Assistant General Manager/CFO
DATE: May 20, 2019
SUBJECT: 2019-20 Appropriation Growth Rate
 Resolution No. 4967

Purpose

To set the tax appropriation limitation for 2019-20.

Summary

In November 1979, the voters of California approved the addition of Article XIII B to the State Constitution. This amendment provided a maximum annual percentage that proceeds of taxes could increase. This calculation is what the County of San Diego uses when determining what portion of the County's taxes that Fallbrook Public Utility District will receive for the Fallbrook service area, De Luz service areas, and Improvement District "S".

The California Revenue and Taxation Code section 2227 mandates the Department of Finance transmit an estimate of the percentage change in population to local governments. Each jurisdiction uses their change in population factor for January 1, 2019, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for FY 19-20.

A certified copy of the attached Resolution must be sent to the State Controller's office by June 1, 2019.

Recommended Action

That the Board adopt attached Resolution No. 4967 setting the tax appropriation limit for 2019-20 at \$3,182,522, which includes the Fallbrook and DeLuz service areas and Improvement District "S".

RESOLUTION NO. 4967

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
FALLBROOK PUBLIC UTILITY DISTRICT ESTABLISHING THE LIMIT
FOR APPROPRIATION OF PROCEED OF TAX SUBJECT TO
LIMITATION FOR FISCAL YEAR 2019-20 IN COMPLIANCE WITH
ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF
CALIFORNIA

* * * * *

WHEREAS, the determination of appropriation limitation documentation and the population and cost of living per capita income increase provided by the State of California Department of Finance used to determine the appropriation limitations under Article XIII B of the Constitution of the State of California is on file and available for public inspection and is attached as Exhibit "A" to this Resolution.

THEREFORE, BE IT RESOLVED THAT the calculated maximum limit applicable to the 2019-20 appropriations of proceeds of tax subject to limitation established in compliance with Article XIII B of the Constitution of the State of California, including Fallbrook and DeLuz services areas and Improvement District "S". The calculated maximum limit is as follows:

➤ **TOTAL MAXIMUM LIMIT APPLICABLE TO 2019-20: \$3,182,522**

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 20th day of May, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Exhibit "A"
FALLBROOK PUBLIC UTILITY DISTRICT

DETERMINATION OF PERMITTED GROWTH RATE IN APPROPRIATION

2019-20

Determination of Permitted Growth Rate Appropriations 2019-20

Given by Department of Finance:

Per Capita Income Change		3.85
Population Change		0.52
Per Capita Income Change Converted to a Factor:		1.0385
Population Change Converted to a Factor:		1.0052

2019-20 Growth Factor:

$$\boxed{1.0385} \quad \times \quad \boxed{1.0052} \quad = \quad \boxed{1.0439}$$

Appropriation Limit Adjustment Factor	2019-20	1.0439
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2018-19 Appropriations for Proceeds to Tax Subject to Limitation per Resolution No. 4932 - FPUD:	\$1,691,509.17
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2018-19 Appropriations for Proceeds to Tax Subject to Limitation per Resolution No. 89-14 - DLHMWD:	
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Parent	\$106,198
I.D. # 1&2	\$366,749

2018-19 Appropriation For Proceeds to Tax Subject to Limitation per Resolution No. 4400 - I.D. "S"	\$884,235
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2018-19 Total Appropriation Limit for Proceeds of Tax Subject to Limitation - All Districts	\$3,048,685
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2019-20 Total Appropriation Limit for Proceeds of Tax Subject to Limitation - Combined Districts	
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\$3,048,685	×	1.0439	\$3,182,522
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M E M O

TO: Board of Directors
FROM: Kevin Collins, Purchasing/Warehouse Supervisor
DATE: May 20, 2019
SUBJECT: Consider Amendment of Administrative Code Article 14, District Procurement Procedures; Resolution No. 4968

Description

This is a requested modification to Article 14 of the Administrative Code, Section 14.4, due to recent staff changes.

Purpose

The purchasing designee definition, as shown in Section 14.4 of the Administrative Code, has become outdated due to recent staff changes. The Section does not show the Field Services Manager, Senior Engineer, or Senior Accountant positions and lists other positions that are no longer applicable within the FPUD hierarchy.

The purpose of this action is to update Article 14, Section 14.4 of the Administrative Code with the changes proposed as shown in Attachment A.

Budgetary Impact

There is no budgetary impact of this action.

Recommended Action

That the Board adopt Resolution No. 4968 amending Administrative Code Article 14, District Procurement Procedures, with the proposed changes to Section 14.4.

Attachment A

Sec. 14.3 Procurement Philosophy.

Purchases of goods, materials, supplies, equipment, and capital assets shall be made from time to time, in the most economical quantity, in order to provide the District with maximum benefit for minimum expenditures. Quality and reliability of products are also important factors which may, on a case-by-case basis, cause rejection of an inferior product that does not meet specified requirements. It is also essential that purchases of all goods, materials, supplies, equipment, and capital assets be done by the District in a fair and open manner that promotes public confidence in the District and reinforces the public perception of fairness and equal opportunity for all competing vendors offering their products or services to the District. Contracts for works of construction and all services shall be made from time to time, after complying with applicable legal requirements and these procurement policies and procedures. To the extent permitted by law, and subject to the limitations established in Section 14.10, purchases should be made from vendors located within the boundaries of the District.

Sec. 14.4 Definitions.

- a. Articles. Goods, materials, supplies, equipment, capital assets, and advertising required to carry on the day-to-day operations of the District, including without limitation, office supplies, computer hardware and software, communications equipment, equipment, materials and supplies for distribution and treatment, including meters, meter parts, and pipeline materials.
- b. Commission. The California Uniform Construction Cost Accounting Commission.
- c. Designee. The General Manager may authorize the following persons as his designee in those areas in which they exercise budgeting control:
 - (1) ~~Assistant General Manager (construction and field equipment and materials, contract change orders, engineering items, inventory and supplies).~~
 - (2)(1) Assistant General Manager/Chief Financial Officer – (Articles related to office equipment and supplies, all computer hardware and software, communication equipment, and contract services).
 - (3)(2) Operations Manager – (~~construction and field equipment and materials, contract change orders~~Articles used for distribution and treatment and SCADA).
 - (4)(3) ~~System Operations Manager~~Field Services Manager – (~~Articles used for distribution and treatment, and SCADA~~Construction and field equipment and materials, contract change orders).

- (54) Chief Plant Operator – (Articles used for treatment).
- (65) ~~Supervisor Senior Engineer~~ – (Articles such as field equipment and materials Contract services, contract change orders).
- (6) Senior Accountant – (Contract services, articles related to office equipment and supplies).
- (7) Field Supervisors – (Articles such as field equipment and materials).
- (78) Warehouse Supervisor – (Warehouse related ~~Articles~~articles).

- d. Maintenance. As defined in Public Contract Code § 22002, Maintenance includes all of the following: (1) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes (2) minor repainting (3) resurfacing of streets and highways at less than one inch (4) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems (5) work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.
- e. Open Purchase Order. A purchase order for Articles which is effective for a specified period of time, not more than annually, and within the same budget year, i.e., office supplies and auto parts.
- f. Professional Services. Professional services, such as services involving provision of a report, study, plan, design, specification, document, program, advice, recommendation, analysis, review, inspection, investigation, audit, brokering or representation of the District before or in dealings with another party, or any other services which require a special skill or expertise of a professional, scientific or technical nature. Professional Services include architectural, landscape architectural, engineering, environmental, land surveying, construction project management services. Professional Services also include legal, financial, accounting, and planning services.
- g. Public Project. Defined in Cal. Public Contract Code § 22002, means any of the following: (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility and (2) Painting or repainting of any publicly owned, leased, or operated facility.

Sec. 14.5 Procedures for the Purchase of Public Projects, Maintenance, and Articles

- a. Purchase Procedures for Public Projects, Maintenance, and Articles in the Amount of \$45,000 or Less (“Small Purchase Procedures”).

As delegated by the Board of Directors of the District pursuant to the provisions of the Public Utility District Act, the General Manager is authorized to issue amendments to contracts as follows:

- a. A purchase order or contract may be amended by the issuance of a change order or amendment, provided the change which is the subject of the change order or amendment is reasonably related to the scope of the original contract. The General Manager may issue a change order or amendment which results in a total contract price of \$45,000.00 or less. The General Manager may request approval authority from the Board to issue contract amendments for up to 10% of the total contract value for specific projects with an initial contract value of greater than \$45,000.
- b. When the cumulative sum of amendments to a contract would exceed the limits in (a) above, a report of such amendments will be presented to the Board at its next meeting. Upon acceptance of the amendments by the Board, the General Manager shall have additional authorization to issue amendments as if the original contract amount were the total of the original amount and all accepted amendments.

ARTICLE 14
Sec. 14.7 - Rev. 4/95
Sec. 14.10 - Rev. 3/96
Sec. 14.5(a), 14.6(a) & (d), 14.7(d) - Rev. 6/99
Sec. 14.11 - Added 10/05
Sec. 14.4e(2), 14.10(c) & 14.12(g) - Rev. 6/06
Sec. 14.5(g) - Rev. 8/08
Sec. 14.4(e), Rev 01/09
Secs. 14.4(e)1,3,4,5,(f); 14.5(a)(d); 14.6(c)(d); 14.7(d); 14.9(b); 14.11(c) - Rev. 2/10
Add Sec. 14.12 - Rev. 2/11
Secs. 14.4; 14.9 - Rev. 1/13
Secs. 14.4; 14.13 - Rev. 7/13
Sec. 14.4 - Rev. 5/15
Sec. 14.4(f), 14.9(c) - Rev. 1/16
All Secs. Repealed and Replaced - Rev. 6/17
Sec. 14.4 - Rev. 5/19

RESOLUTION NO. 4968

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE FALLBROOK
PUBLIC UTILITY DISTRICT AMENDING ADMINISTRATIVE CODE
ARTICLE 14, DISTRICT PROCUREMENT PROCEDURES**

* * * * *

WHEREAS, the purchase designee definition to Section 14.4 of Article 14 of the Administrative Code has become outdated due to recent staff changes; and

WHEREAS, Section 14.4 does not show the Field Services Manager, Senior Engineer, or Senior Accountant positions and lists other positions that are no longer applicable within the District's hierarchy.

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

1. That the Board approves the proposed revisions to Section 14.4 of Article 14 of the Administrative Code as set forth in Exhibit A and incorporated herein.
2. The remaining provisions of Article 14 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 20th day of May, 2019, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Exhibit A

Article 14. District Procurement Procedures.

Sec. 14.1 Authority.

California Public Contract Code Sections 20200-20207.7, as well as other provisions in the California Public Contract Code, certain miscellaneous statutes found in the Public Utility District Act (Public Utilities Code Section 15501 et seq.), and the California Government Code, govern procurement (purchasing and contracting) by the District of the following:

- Articles such as goods, materials, supplies, equipment, capital assets, and advertising
- Works of construction, alteration, and non-professional services (including repair and maintenance)
- Professional services

The District has elected to become subject to the provisions of the Uniform Public Construction Cost Accounting Act (the "Act"), Public Contract Code Section 22000 et seq., which provides alternative procedures for the bidding and awarding of public contracts. As provided in Public Contract Code Section 22003, these procedures may also be utilized for maintenance work and other work that does not fall within the definition of "public project." Accordingly, it is the District's intent to utilize these procedures for "public projects" and all other purchases otherwise subject to Public Contract Code Sections 20200-20207.7.

The provisions of this Article 14 shall not apply to the acquisition of land by the District.

Sec. 14.2 General.

The ongoing operation of the District requires the procurement of various items, construction and services. Since it is necessary to procure these items, construction and services on a regular basis to carry on the day-to-day operations of the District, and since the Board of Directors reviews and approves all procurements through the budgeting process, or otherwise approves procurements by separate action from time to time, the following formal procurement policies and procedures are provided for implementation by District staff. These formal procedures are intended to implement the above-listed requirements of the California Public Contract Code, California Government Code, and California Public Utilities Code, which are mandatory for Public Utility Districts located within the State of California. State law forbids any director or other officer of the District from being interested, directly or indirectly, in any contract awarded or to be awarded by the Board, or in the profits to be derived from it.

Sec. 14.3 Procurement Philosophy.

Purchases of goods, materials, supplies, equipment, and capital assets shall be made from time to time, in the most economical quantity, in order to provide the District with maximum benefit for minimum expenditures. Quality and reliability of products are also important factors which may, on a case-by-case basis, cause rejection of an inferior product that does not meet specified requirements. It is also essential that purchases of all goods, materials, supplies, equipment, and capital assets be done by the District in a fair and open manner that promotes public confidence in the District and reinforces the public perception of fairness and equal opportunity for all competing vendors offering their products or services to the District. Contracts for works of construction and all services shall be made from time to time, after complying with applicable legal requirements and these procurement policies and procedures. To the extent permitted by law, and subject to the limitations established in Section 14.10, purchases should be made from vendors located within the boundaries of the District.

Sec. 14.4 Definitions.

- a. Articles. Goods, materials, supplies, equipment, capital assets, and advertising required to carry on the day-to-day operations of the District, including without limitation, office supplies, computer hardware and software, communications equipment, equipment, materials and supplies for distribution and treatment, including meters, meter parts, and pipeline materials.
- b. Commission. The California Uniform Construction Cost Accounting Commission.
- c. Designee. The General Manager may authorize the following persons as his designee in those areas in which they exercise budgeting control:
 - (1) Assistant General Manager/Chief Financial Officer – (Articles related to office equipment and supplies, all computer hardware and software, communication equipment, and contract services).
 - (2) Operations Manager – (Articles used for distribution and treatment and SCADA).
 - (3) Field Services Manager – (Construction and field equipment and materials, contract change orders).
 - (4) Chief Plant Operator – (Articles used for treatment).
 - (5) Senior Engineer – (Contract services, contract change orders).

- (6) Senior Accountant – (Contract services, articles related to office equipment and supplies).
 - (7) Field Supervisors – (Articles such as field equipment and materials).
 - (8) Warehouse Supervisor – (Warehouse related articles).
- d. Maintenance. As defined in Public Contract Code § 22002, Maintenance includes all of the following: (1) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes (2) minor repainting (3) resurfacing of streets and highways at less than one inch (4) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems (5) work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.
- e. Open Purchase Order. A purchase order for Articles which is effective for a specified period of time, not more than annually, and within the same budget year, i.e., office supplies and auto parts.
- f. Professional Services. Professional services, such as services involving provision of a report, study, plan, design, specification, document, program, advice, recommendation, analysis, review, inspection, investigation, audit, brokering or representation of the District before or in dealings with another party, or any other services which require a special skill or expertise of a professional, scientific or technical nature. Professional Services include architectural, landscape architectural, engineering, environmental, land surveying, construction project management services. Professional Services also include legal, financial, accounting, and planning services.
- g. Public Project. Defined in Cal. Public Contract Code § 22002, means any of the following: (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility and (2) Painting or repainting of any publicly owned, leased, or operated facility.

Sec. 14.5 Procedures for the Purchase of Public Projects, Maintenance, and Articles

- a. Purchase Procedures for Public Projects, Maintenance, and Articles in the Amount of \$45,000 or Less (“Small Purchase Procedures”).

The General Manager or Designee may make purchases of Public Projects, Maintenance, and Articles in an amount of \$45,000 or less, in accordance with the following Small Purchase Procedures, which the Board has imposed for such purchases, in the interests of sound business judgment.

- (1) Purchases of \$10,000 or more shall be made after obtaining three (3) written quotations. Purchases under \$10,000 shall be purchased in the most prudent and economical manner possible, but do not require multiple competitive quotations.
- (2) The requirement for three (3) quotations is not required in those cases where the Board has approved the purchase as a “standardized item” such as meters, or for Open Purchase Orders as provided below.
- (3) Small Purchase Procedures specific to Articles. All purchases shall be made by purchase order after a properly authorized Purchase Order Requisition (POR) has been completed, signed and forwarded in the required manner. The only exceptions to this requirement are purchases made under a pre-existing Open Purchase Order, purchase of small routine items from suppliers with open purchase order or accounts, or purchases made during emergency. The purchase order must indicate the name of the suggested vendor and an exact description and price of each Article. Shipping charges, if any, and applicable taxes must also be included in the total price. The purchase order shall be reviewed and signed by the General Manager or Designee.

Open Purchase Orders shall generally be utilized for the purchase of repetitive need, low-valued Articles or for the purchase of Articles (such as automotive supplies) which must be available on short notice. Open Purchase Orders shall not be utilized as a substitute for the normal requisition and purchase order process described in this section. Open Purchase Orders may be written for a single class of consumable Articles i.e., office supplies, without listing specific, exact descriptions of each Article, but not to exceed the authority listed above and cannot span a period of time which includes more than one fiscal year.

- (4) Small Purchase Procedures specific to Public Projects and Maintenance. All purchases shall be made by written contract. Any such contracts shall be awarded on the basis of price and such other criteria established by the General Manager or Designee, as may be in the best interest of the District, in light of the type of work involved. Contracts for Public Projects shall require the successful bidder to execute a bond, in a form approved by the Board, for the faithful performance of the contract. Additionally if the contract exceeds \$25,000 and involves erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind, the successful bidder shall execute a payment bond, as required by the provisions of the California Civil Code.

- (5) Petty cash. Occasionally purchases of minor items may be required. Payments for such items may be authorized from petty cash funds by the General Manager or Designee. In no case will approval exceed \$50.00.
- (6) Quote information shall be retained until completion of the annual audit for the fiscal year in which purchased, or as otherwise established in the District's Records Retention Schedule.
- (7) Nothing in these Small Purchase Procedures shall prevent the General Manager, or Designee, from obtaining multiple quotations or from implementing the Informal Bid Procedures or Formal Bid Procedures if it is in the best economic interests of the District to do so. This judgment shall be made in the sole discretion of the General Manager or Designee.
- (8) Nothing in these Small Purchase Procedures shall prohibit the District from doing or causing to be done directly by the District, and without any contract, any or all work necessary or proper in or about the making of all current and ordinary repairs or in or about current and ordinary upkeep or maintenance.
- (8) Under no circumstances shall purchases be split or separated into multiple purchases in order to avoid the Small Purchase Procedures, Informal Bid Procedures and/or Formal Bid Procedures set forth herein

b. Purchase Procedures for Public Projects, Maintenance, and Articles in Excess of \$45,000 and \$175,000 or Less ("Informal Bid Procedures").

In accordance with Public Contract Code section 22034, the District adopts the following Informal Bid Procedures, applicable to purchases of Public Projects, Maintenance, and Articles in excess of \$45,000 and \$175,000 or less. Contract award shall be made by the Board.

- (1) The District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be as required by the Commission.
- (2) All contractors on the list for the category of work being bid or all construction trade journals pursuant to in Public Contract Code Section 22036, or both all contractors on the list for the category of work being bid and all construction trade journals pursuant to in Public Contract Code Section 22036, shall be mailed, faxed or emailed, a notice inviting informal bids unless the product or service is proprietary.
- (3) All delivery of notices inviting informal bids to contractors and construction trade journals shall be completed not less than 10 calendar

days before bids are due. The notice inviting informal bids may also be published in in a newspaper of general circulation.

- (4) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- (5) If all bids received are in excess of \$175,000, the Board may, by adoption of a resolution by a four-fifths (4/5) vote, award the contract, at one \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the District is reasonable.
- (6) If awarded, a contract will be awarded to the lowest responsible bidder, consistent with the quality and delivery requirements.
- (7) All contracts for Public Projects shall require the successful bidder to execute a bond, in a form approved by the Board, for the faithful performance of the contract. Additionally if the contract involves erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind, the successful bidder shall execute a payment bond, as required by the provisions of the California Civil Code.
- (8) The Board shall have the right to reject all or any of the bids received.

c. Purchase Procedures for Public Projects, Maintenance, and Articles in Excess of \$175,000 (“Formal Bid Procedures”).

Purchases of Public Projects, Maintenance, and Articles in an amount exceeding \$175,000 shall be procured pursuant to the following Formal Bid Procedures. Contract award shall be made by the Board. Additionally, all plans and specifications for Public Projects shall be adopted by the Board or General Manager/ Designee.

- (1) In accordance with Public Contract Code section 22037, a notice inviting formal bids shall be published in a newspaper of general circulation, printed and published, at least 14 calendar days before the date of opening the bids, in the jurisdiction of the District and any such other newspaper publications deemed appropriate by the General Manager or Designee. Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.

If applicable, the notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals. The notice shall be sent at least 15 calendar days before the date of opening the bids.

- (2) All bids for shall be presented under sealed cover. If awarded, a contract will be awarded to the responsible bidder who submits the lowest responsive bid.
- (3) All bids for Public Projects shall be accompanied by one of the following forms of bidder's security:
 - i. Cash
 - ii. A cashier's check made payable to the District
 - iii. A certified check made payable to the District
 - iv. A bidder's bond executed by an admitted surety insurer made payable to the District in the form provided by the District

Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the District beyond 60 days from the time the award is made.

- (4) All contracts for Public Projects shall require the successful bidder to execute a bond, in a form approved by the Board, for the faithful performance of the contract. Additionally if the contract involves erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind, the successful bidder shall execute a payment bond, as required by the provisions of the California Civil Code.
 - (5) The Board shall have the right to reject all or any of the bids received.
- d. Nothing in this Section shall preclude the District from utilizing the design-build project delivery method where authorized by and in accordance with the provisions and requirements set forth in California Public Contract Code Section 22160 et seq., as it may be amended from time to time.

Sec.14.6 Procedures for Procurement of Professional Services.

- a. Pursuant to California Government Code Section 4526 et seq., the District shall secure professional services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. When specific technical expertise or experience is required, the District may negotiate the scope and fee for these services with an individual firm with this specific expertise.
- b. The District may, for procurement of architectural, landscape architectural, engineering, environmental, land surveying, and construction management services, utilize the Qualification-Based Selection procedures adopted by the

Architects and Engineers Conference Committee of California, as deemed appropriate by the General Manager or Designee.

- c. If the value of the services are estimated to be \$45,000 or more, the District shall issue a formal Request for Proposals for the services. Additionally, if deemed in the best interests of the District as determined by the General Manager or Designee, the District may first issue a Request for Qualifications to solicit firms with the necessary qualifications for the services.
- d. If the value of the services are estimated to be less than \$45,000, where practical, three proposals shall be obtained unless the General Manager or Designee deems otherwise appropriate.
- e. Award of Professional Services Contracts may be made by the General Manager for contracts in the amount of \$45,000 or less. Contracts in excess of \$45,000 shall be awarded by the Board.
- f. The contract amendment procedures outlined in this Article apply to Professional Services Contracts.

Sec. 14.7 Prequalification.

The District may prequalify contractors, pursuant to the provisions and requirements of California Public Contract Code Section 20101, as determined appropriate in the reasonable discretion of the General Manager or District Engineer. Prequalification shall be through a uniform system of rating bidders on the basis of completed questionnaires and financial statements in a form specified by the Board. The District may accordingly limit bids or proposals it receives to those contractors who are prequalified.

Sec. 14.8 Emergencies.

California Public Contract Code Section 22050 authorizes special contracting procedures in cases of "emergency." An "emergency" for purposes of Section 22050 is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

In the case of an emergency, as defined herein, the General Manager or Designee, may repair or replace a public facility, take any directly related and immediate action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. The General Manager, or Designee, must report to the Board at its next meeting required pursuant to this Section 14.8, the reasons justifying why the emergency will not permit a delay

resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

If the General Manager or Designee, orders any action specified herein, the Board shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless the General Manager or Designee, has terminated that action prior to the Board reviewing the emergency action and making a determination. When the Board reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

Sec. 14.9 Exceptions to Procurement Requirements.

a. Sole Source Exception.

Notwithstanding any provision in this Article 14, the procurement requirements set out in this Article 14 shall not apply to the procurement of Articles, Professional Services, Public Projects, or Maintenance that can only be obtained from one supplier or contractor and for which obtaining quotes or bids is therefore impossible or not in the public interest, such that no competitive advantage can be gained by soliciting quotes or bids. Sole source contracts or agreements up to \$45,000 may be procured by the General Manager or Designee. The Board must approve any source contracts or agreements of \$45,000 or more.

b. Purchases when Price Controlled by an Official Rate-Making Body.

Whether approved by the General Manager or Designee, or the Board, the District is authorized to procure services or Articles without quotation or bid if the price is controlled by an official rate-making body such as is the case with wholesale water from SDCWA, electricity, gas and telephone, and the services are provided for in the operating budget.

Sec. 14.10 Local Procurements.

- a. It is the District's policy to encourage local businesses to provide goods and services to the District in order to maintain a healthy local economy, to increase local competition, and to lower core costs of goods and services. Local preference for the procurement of eligible contracts may be allowed, so long as it is not otherwise prohibited by funding sources, by providing a 5% local preference where the purchase or contracts with a respective local vendor or business during any fiscal year do not exceed \$45,000. In order to qualify for this local preference, a vendor or business must either (a) be a District rate payer in

good standing for the past six months, or (b) receive District utility services at its business location for the past six months, paid by a third party.

- b. Eligible procurements include those contracts which are not otherwise subject to competitive bidding, including contracts for the following:
 - (1) Purchases of Public Projects, Maintenance, and Articles in the amount of \$45,000 or less, pursuant to Section 14.5(a).

Sec. 14.11 Sale of Surplus Property/Equipment and Scrap Metal.

- a. Surplus Property/Equipment. When it has been determined by the General Manager that equipment is no longer appropriate because of capability, size, age, etc., to fulfill the District's mission or if a particular piece of equipment is more costly to maintain than to replace, the item will be disposed of through the next scheduled San Diego County auction. Should property become surplus through obsolescence or through a change in operating methodology, the excess property will be disposed of, as determined by District staff, as follows:
 - (1) To other public agencies on a bid basis;
 - (2) San Diego County Auction, or
 - (3) Internet-based inline auction services.
- b. Scrap Metal. The scrap metal which accumulates through the replacing of damaged and/or unserviceable items in the course of District operations, shall be sold as scrap to local scrap dealers at prevailing rates. Sales receipts shall be miscellaneous revenues of the District.

Sec. 14.12 Use of District Credit Card.

- a. There are certain transactions that are more efficient using a credit card transaction. Examples include small purchases that are lower cost on-line, travel arrangements, registration for training and other similar services.
- b. The credit card shall never be used to circumvent established competitive purchasing procedures. The credit card is prohibited from being used to purchase items for personal use under all circumstances. Personal use of the credit card will result in disciplinary action.
- c. Authorized cardholders and credit card use shall be per the District Credit Card Users Guide as approved by the General Manager.

Sec. 14.13 Contract Amendment Procedures.

As delegated by the Board of Directors of the District pursuant to the provisions of the Public Utility District Act, the General Manager is authorized to issue amendments to contracts as follows:

- a. A purchase order or contract may be amended by the issuance of a change order or amendment, provided the change which is the subject of the change order or amendment is reasonably related to the scope of the original contract. The General Manager may issue a change order or amendment which results in a total contract price of \$45,000.00 or less. The General Manager may request approval authority from the Board to issue contract amendments for up to 10% of the total contract value for specific projects with an initial contract value of greater than \$45,000.
- b. When the cumulative sum of amendments to a contract would exceed the limits in (a) above, a report of such amendments will be presented to the Board at its next meeting. Upon acceptance of the amendments by the Board, the General Manager shall have additional authorization to issue amendments as if the original contract amount were the total of the original amount and all accepted amendments.

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Sec. 14.4(f), 14.9(c) - Rev. 1/16
All Secs. Repealed and Replaced - Rev. 6/17
Sec. 14.4 - Rev. 5/19

M E M O

TO: Board of Directors
FROM: Larry Ragsdale, Safety and Risk Officer
DATE: May 20, 2019
SUBJ: Ms. McEwan claim for cost due to high water pressure

Purpose

To present the claim for cost filed by Ms. Evelyn McEwan.

Summary

On April 29, 2019, Ms. McEwan filed a claim for cost due to a leak of the water system within her area. Ms. McEwan stated she is not looking for compensation; however, she does not want to pay for the water at all. Mr. Develle in Engineering is processing a leak credit due to this incident at this time.

Ms. McEwan is seeking full credit for all water that flowed during the irrigation break/leak. Staff investigated the leak, and the customer was operating at high pressure (120 psi) and needed a new regulator, which appeared to be the cause.

Budgetary Impact

Impact analysis cost cannot be determine until JPIA rules on its disposition. Other factors that affect the budgetary impact vary from the number of claims process, cost, and litigation. Due to these factors, the impact cannot be established at this time.

Recommended Action

Staff recommends denial of the Claim and forwarding to ACWA/JPIA for resolution.

GENERAL INCIDENT INFORMATION

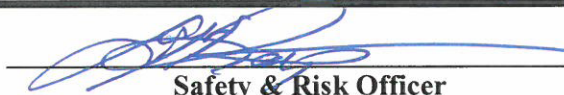

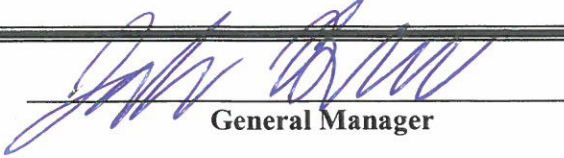
Property Incident Other

Event ID: 19-307
 DOI: 4/11/2019
 Event Type: Property Damage
 Company: Homeowner

Name of Party: Evelyn McEwan
 Contact # [REDACTED]
 Parties Address [REDACTED]
Timeliness of Claim: 0 Year(s) 0 Month(s) 18 Days

Type of Incident: Property Damage		Nature of Incident: Pressure	
Incident Description: Claimant stated the pressure is too high in this area, and this caused a leak and damage to the irrigation system by popping a sprinkler causing a geyser of water.			
Location of Incident: [REDACTED]			
Date Claim Received:	4/29/2019	Date Closed:	
Settlement:			
Release Signed:	Incident Reported to JPIA:		
REMARKS:	19.13 Customer VALVE - ISSUE HAPPENED ON CUSTOMER'S SIDE PRESSURE IS 143 FOR THAT SECTOR		
	4/13/17 - CUSTOMER'S PRESSURE READ 120 PSI SIER ORD 154-UM-2017		
	RECOMMENDATION AT THAT TIME! CUSTOMER TO REPLACE REGULATOR - SEE ATTACHED SERVICE REP ORDER.		
	DISTRIBUTION SYSTEM FIND		

CLAIM ACCEPT/DENY FORM

Date: 5/8/19		Claim Request: <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Deny
Remarks:	Safety & Risk Officer	
Date: 5/8/19		Claim Request: <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Deny
Remarks:	Assistant General Manager / CFO	
Date: 5/8/19		Claim Request: <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Deny
Remarks:	General Manager	
BOARD ACTION If applicable <input type="checkbox"/> Accept <input type="checkbox"/> Deny		

Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

measured at meter 120 psi
meter = 142 psi

NAME OF DISTRICT: [REDACTED]

1

Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth.

Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we **MUST** have both your Social Security Number and your date of birth.

Name: Evelyn Jane McEwan

Phone Number: [REDACTED]

Address(es)

Social Security No.:

Fallbrook, CA 92028

Date of Birth:

E-mail: [REDACTED]

2

List name, address, and phone number of any witnesses.

Name:

Address:

Phone Number: ()

3

List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.

Date: 4-12-19 Time: unknown Place: My side yard.

Tell What Happened (give complete information):

I had previously had my water service suspended, then on 4-11-19 or 4-12-19 (water company was not clear) - Resumed I returned home on April 14th to find that the water had in fact been resumed, at such pressure it blew the irrigation valve off, causing a high pressure geyser of water flow into my yard - I was not yet home.

NOTE: Attach any photographs you may have regarding this claim.

4

Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.

The geyser of water flowed undetected for approx 2 full days. I returned home to find the valve 12 feet away from the valve housing. Water had been gushing out for an undetermined amount of time.

5

Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.

I do not want compensation, BUT I do not want to pay for the water that flowed/gushed out. I am not at fault.

6

The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

my EPUD Bill for the dates involved - should be credited. This surge of water was due to your pressure.

Date: 4-20-19 Time:

Signature

Evelyn J. McEwan when water turned back on

ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!

Evelyn J. McEwan

M E M O

TO: Board of Directors
FROM: Larry Ragsdale, Safety and Risk Officer
DATE: May 20, 2019
SUBJ: Ms. Hernandez claim for repair to property due to mold

Purpose

To present the claim for mold remediation filed by Ms. Norma Hernandez.

Summary

On May 6, 2019, Ms. Hernandez filed a claim for damage to the underside of her home located at 2717 Alta Vista Dr. Fallbrook, CA 92028 is developing mold issues. Ms. Hernandez alleges that the current moisture and mold growth within the crawl space under the home was caused by the main line break on November 19, 2018.

On November 19, 2018, FPUD did response to an emergency mainline leak and after repairs began to remediate, the areas affected within the Alta Vista Dr. and Winterwarm Rd. location.

Ms. Hernandez is seeking Mold remediation at an initial cost of \$8,936.05 plus other repairs as needed.

Budgetary Impact

Impact analysis cost cannot be determine until JPIA rules on its disposition. Other factors that affect the budgetary impact vary from the number of claims process, cost, and litigation. Due to these factors, the impact cannot be established at this time.

Recommended Action

Staff recommends denial of the Claim and forwarding to ACWA/JPIA for resolution.

GENERAL INCIDENT INFORMATION

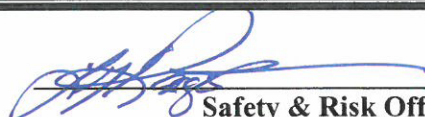
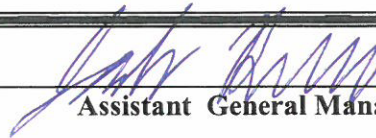
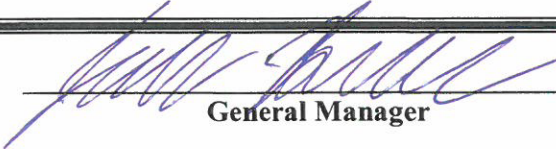
Property Incident Other

Event ID: 19-305
 DOI: 11/19/2018
 Type Claim: Real property
 Company: Homeowner

Name of Party: Norma Hernandez
 Contact # [REDACTED]
 Parties Address: 2717 Alta Vista Dr. Fallbrook, CA 92028
 Timeliness of Claim: 0 Year(s) 5 Month(s) 17 Days

Type of Incident: Property Damage		Nature of Incident: Main Line Break	
Incident Description: Claimant is now stating under the home is wet and mold is starting.			
Location of Incident: 2017 Alta Vista Dr.			
Date Claim Received:	5/6/2019	Date Closed:	
Settlement:			
Release Signed:		Incident Reported to JPIA:	
REMARKS:	<p>Upon the initial incident and seeing the home was built on piers not a slab. The district perform an Mold inspection/investigation to determine the possibility of water damage in the form of Mold. Due to mold generally taking 24 to 48 hours to germinate and to become visible in about 21 days the inspection/investigation was conducted in December 18, 37 day after the incident with a no findings report. However there was a recommendation to run a fan to dry up the dampst.</p> <p>It is my opinion that this issue Ms. Hernandez issue was cause by the additional rainfall and poor landscaping/irrigation runoff to protect the underside of the home.</p>		

CLAIM ACCEPT/DENY FORM

Date: 5/14/19		Claim Request: <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Deny
Remarks: Recommend deny and forward to JPIA for resolution.		
Date: 5/14/19		Claim Request: <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Deny
Remarks:		
Date: 5/14/19		Claim Request: <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Deny
Remarks:		
<p>BOARD ACTION If applicable</p> <p><input type="checkbox"/> Accept <input type="checkbox"/> Deny</p>		

Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: <u>FPUD</u>	
1	<p>Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we MUST have both your Social Security Number and your date of birth.</i></p> <p>Name: <u>Norma Hernandez</u> Phone Number: [REDACTED]</p> <p>Address(es): <u>2717 Alta Vista Dr.</u> Social Security N <u>Fallbrook Ca. 92028</u> Date of Birth: [REDACTED]</p> <p>E-mail: [REDACTED]</p>
2	<p>List name, address, and phone number of any witnesses.</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Number: () _____</p>
3	<p>List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.</p> <p>Date: <u>Nov. 19, 2018</u> Time: <u>AM</u> Place: <u>to 2717 Alta Vista Dr. Fallbrook</u></p> <p>Tell What Happened (give complete information): <u>Due to water main break on Winterwarm Rd +</u> <u>at Alta Vista Dr. intersection and all the water running + stagnating on</u> <u>my property, along with the movement of soil, the water has soaked through</u> <u>and into the crawlspace of my property. Mold has started to grow.</u> <u>Drying equipment or clean up was not done as promised</u></p> <p style="text-align: center;">NOTE: Attach any photographs you may have regarding this claim.</p>
4	<p>Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.</p> <p><u>mold has started to grow, I am unable to sell my house</u> <u>at a reasonable price due to mold. -</u> <u>cost for repair and 8,936 plus mold free certification</u> <u>and other repairs</u></p>
5	<p>Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.</p> <p>_____</p> <p>_____</p>
6	<p>The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.</p> <p><u>8,936.05 + other repairs as needed</u> <u>+ mold certification</u></p>
<p>Date: <u>May 6, 2019</u> Time: <u>1:44 pm</u> Signature: <u>[Signature]</u></p> <p style="text-align: center;">ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!</p>	



Estimate #190464

From Superior Restoration
 951-708-1422
 www.SuperiorRestore.com
 27890 Clinton Keith #D467
 Murrieta, CA 92562

Bill To 2717 Alta Vista Dr
 Fallbrook, CA 92028

Sent On 05/06/2019

Job Title Crawl Space Dryout and Remediation

Norma Hernandez

2717 Alta Vista Dr
 Fallbrook, CA 92028

SERVICE / PRODUCT	DESCRIPTION	QTY.	UNIT COST	TOTAL
Crawl Space Remediation	Line item can include but not limited to: supplies, materials, and cost related to removing waste, damaged materials, and/or liquids solid or semi solid materials from confined spaces. Confined spaces also require extra safety measures by local and national laws and regulations	1	\$2,850.00	\$2,850.00
IICRC Trained Technician	IICRC Trained Technician Labor for Water/Mold remediation and Dryout. \$65.00 per hour	40	\$65.00	\$2,600.00*
Application of Plant-Based Antimicrobial	Antimicrobial applied to all areas in the contained work area. The product we use is a plant based botanical & is safe indoors.	1	\$419.00	\$419.00*
Turbo Fan Rental	Turbo Fan Rental. Per day charge	60	\$27.00	\$1,620.00*
Dehumidifier Rental	Line item is for Dehumidifier rental to remove moisture from air and walls. Per day charge	6	\$84.00	\$504.00*
HEPA Air Scrubber	HEPA 500 Air Scrubber. Removal air particulates and cleans air during remediation/dryout. Per day charge	3	\$90.00	\$270.00*
Mold Remediation	Removal or cleaning of mold areas specified in this estimate. This include hauling away all contaminated materials & dump fees associated.	1	\$2,250.00	\$2,250.00*

A deposit of \$5,000.00 will be required to begin.

* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.

**This is only an estimate. Any additional work will be an additional charge. The current scope of work includes cutting out and the wet and damaged materials that can be seen or known by the initial inspection of the property. Water often travels beyond the affected areas.

**This estimate does NOT include reconstruction.
 **This estimate does NOT include clearance testing for fungal (mold).
 **Please note, angle stops and valves under sinks and appliances have often

Subtotal	\$10,513.00
Discount (15.0%)	-\$1,576.95
Total	\$8,936.05



Norma Hernandez

2717 Alta Vista Dr
Fallbrook, CA 92028

Estimate #190464

From Superior Restoration
951-708-1422
www.SuperiorRestore.com
27890 Clinton Keith #D467
Murrieta, CA 92562

Bill To 2717 Alta Vista Dr
Fallbrook, CA 92028

Sent On 05/06/2019

Job Title Crawl Space Dryout and Remediation

Notes Continued...

failed without notice to the property owner. Replacement of these and other plumbing parts is the responsibility of the property owner and could delay the progress/process at the owners expense.

**Plastic containments are adhered to the walls, ceilings, and floors using multiple methods in order to be as non-intrusive as possible, sometimes the removal of the containments does peel paint, drywall, or other associated materials.

Signature: _____ Date: _____

Industrial Safety Professionals, Inc.
27475 Ynez Road #376
Temecula, CA 92591

December 18, 2018

Larry Ragsdale
Safety & Risk
Fallbrook Public Utility District
990 East Mission Road
Fallbrook, CA 92028

Norma Hernandez
2717 Alta Vista Drive
Fallbrook, CA 92028

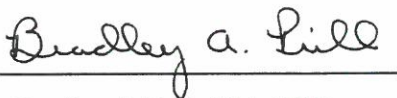
Dear Larry,

On December 13, 2018, Industrial Safety Professionals, Inc. (ISPI) conducted a site visit and limited water intrusion investigation at 2717 Alta Vista Drive, Fallbrook, CA. The investigation was conducted by Mr. Bradley A. Prill, CIH, CSP, with ISPI. The purpose of the investigation was to determine the possibility of water damage from a FPUD water source.

The investigation revealed dampness on the ground under the home in the crawl space. The water intrusion did not appear to have affected the structure of the building.

ISPI recommends running a fan under the house to expedite the drying process.

Please let me know if you have any questions.



Bradley A Prill, CIH, CSP
Certified Industrial Hygienist
Industrial Safety Professionals, Inc.

BP/tg



Documenting Photographs:



Site Address



Site Overview



Site Overview



Site Overview



Site Overview



Site Overview

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M E M O

TO: Board of Directors
FROM: Jack Bebee, General Manager
DATE: May 20, 2019
SUBJECT: Final Court Approval of Santa Margarita Conjunctive Use Settlement and Commendation of Special Legal Counsel

Purpose

To recognize the efforts of current and past Board members and staff and to commend Martha Lennihan for her 23 years of service in securing the District's water future and acknowledging the March 5, 2019 final court order ending the 60-plus years of litigation with the United States of America.

Summary

In 1961, the United States government sued the Fallbrook Public Utility District over the use of local water. For the next 60-plus years, the parties fought over the proper allocation of local water between Fallbrook and Camp Pendleton Marine Corps Base. Efforts began to gain steam towards a solution in the last couple of decades due to the tireless efforts of past staff, Board members, and outside resources.

In particular, the Board hired Martha Lennihan in 1996 as outside legal counsel to resolve the dispute, and Mrs. Lennihan has worked tirelessly to help secure the water supplies for the District over the last 23 years. She was instrumental in securing the District's water rights and completing the final settlement agreement approved by the United States Federal Court on March 5, 2019.

Recommendation

That the Board approve Resolution No. 4966 recognizing Martha Lennihan's 23 years of service in securing the District's water future.

RESOLUTION NO. 4966

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
FALLBROOK PUBLIC UTILITY DISTRICT OF COMMENDATION
AND APPRECIATION TO MARTHA LENNIHAN**

* * * * *

WHEREAS, MARTHA LENNIHAN was hired in 1996 as special legal counsel to the Fallbrook Public Utility District regarding water rights issues on the Santa Margarita River; and

WHEREAS, since 1996 **MARTHA LENNIHAN** has worked tirelessly with the Board, staff, and outside agencies over the proper allocation of water in the Santa Margarita River; and

WHEREAS, efforts by **MARTHA LENNIHAN** has led to securing permanent water rights permits on the Santa Margarita River that will provide a local water source to the District and its ratepayers and resolve 60-plus years of litigation between the United States of America and the Fallbrook Public Utility District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Fallbrook Public Utility District does hereby commend **MARTHA LENNIHAN** for faithfully serving the District for 23 years as special legal counsel, securing a permanent local water source for the District, and ending the 60-plus years of litigation with the United States government.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 20th day of May, 2019, 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: Mick Cothran, Engineering Technician
DATE: May 20, 2019
SUBJECT: The Fallbrook Community Garden as a Community Service Water User

Purpose

To provide a Community Service Water User water allotment to the Fallbrook Community Garden.

Summary

The Fallbrook Community Garden is located on Alturas Rd, within the FPUD property south of the solar panels. The site is approximately ½ acre and currently has a water meter, basic plumbing, raised garden beds, and a garden shed. The garden has received renewed community interest in recent months. Mission Resource Conservation District (MRCD), who hosts the garden, is partnering with local community organizations and a corps of volunteers to revitalize the garden and offer garden beds at low or no cost to members of the Fallbrook community (see Attachment A). MRCD is requesting that the Board establish the Fallbrook Community Garden as a Community Service Water User, and grant an allotment of water to be utilized as a community benefit.

Any water used beyond the agreed upon allotment would be billed at the standard "Irrigation" rate of \$6.15 per 1,000 gallons.

An existing lease between FPUD and MRCD expired in 2016 for the site and it is in need of review and renewal.

Budgetary Impact

Community Service Water User	District Allotment (Annual)	District Cost (Annual)
Fallbrook Community Garden (MRCD)	Water (2 Acre Feet)	\$2,931

Staff has reviewed the request of 2-acre feet per year for the Fallbrook Community Garden, and has found this to be an appropriate allotment.

Recommendation

Staff supports the Board's direction. If the Board approves MRCD request staff will bring back for Board approval an updated agreement with MRCD.

Attachment A



Phone (760) 728-1332
Fax (760) 728-1331

130 E. Alvarado Street
Fallbrook, California 92028

www.missionrcd.org

Jack Bebee, General Manager
Fallbrook Public Utility District
990 E Mission Rd, Fallbrook, CA 92028

Re: Community Garden

Mr. Bebee:

As you are aware, Mission Resource Conservation District hosts a community garden in town. MRCD has received renewed interest from various women in and throughout the community. So far, a few of these women were able to obtain sponsorship from organizations to pay the annual bed fee, as they do not have the resources to pay. This has garnered addition interest from a similar base of women. They are looking to participate in the garden for the benefit of their families, to educate children on how to plant and maintain a garden and demonstrate where food comes from.

These women are students of Palomar who are in the ESL program and their request is greatly supported by their instructor, Sheri Cully. A letter of support from these students is attached for your review and the Boards' consideration.

The purpose of this letter is to request from FPUD an allotment of water to fund the community garden, at no cost to its participants. This community benefit allotment would allow these residents to utilize the garden for fun outdoor recreation, education and as a food supply. In addition, MRCD would waive the annual bed fee but would still administer the application process to maintain the necessary waivers and contact information, at no cost.

Lastly, Fallbrook Land Conservancy, through a grant, also aims to use the open space of the garden for native plant demonstrations and youth educational outreach. Through this grant, FLC would also provide funds to clean up the garden, which is very overgrown and potentially provide signage that better promote the garden and acknowledge FPUD's generous contribution.

We appreciate your consideration of this request.

Sincerely,

Courtney Provo

Courtney Provo, District Manager

Mission Resource Conservation District
130 E. Alvarado St.
Fallbrook, Ca 92028

May 7, 2019

Dear Ms. Provo:

We are Palomar College English as a Second Language students, part of the gardening community residing in Fallbrook. With great enthusiasm we invite you to support our efforts to revive the Fallbrook Community Garden. Our culturally diverse community is comprised primarily of low-income families who have very limited access to affordable organic produce. It is vital for us as parents, students, and contributing members of our community to have a safe space where we can engage in the practice of cultivating organic produce.

Promoting the health of our children is certainly the biggest motivator in our dedication to increasing awareness and participation in the Fallbrook Community Garden. We feel it is essential to teach our children the importance of environmental stewardship and for them to experience firsthand the benefits of eating nutritious and culturally relevant food. This is why, as part of our college service-learning project, our class will be creating educational materials in the form of a child's first gardening manual and a digital cookbook of recipes featuring seasonal organic produce to share with the community. A presentation of our project goals can be found [here](#).

Because so many of us rely on the Fallbrook Food Pantry, we want to donate a percentage of the produce we grow to this much needed community resource as a way of giving back. This goal would require more than the three plots our sponsor, Vista Community Clinic, has so generously paid for. Currently, only 4 of the 29 garden plots are being utilized. We encourage you to support our efforts by granting us free use of as many additional plots as is possible for the spring/summer growing season. In exchange, we are happy to provide regular care and maintenance for the entire garden. As many of us do not live within walking distance of the garden, we also request that there be a portable restroom on site such as those found at the Escondido and Oceanside community gardens.

We have attached a list of student volunteers who are committed to the cultivation of organic produce and maintenance of the garden. Please consider supporting our efforts to make full use of the garden by donating additional gardening spaces. We appreciate your time and thank you wholeheartedly.

Sincerely,

Marisela Lopez

Azcuena Hernandez

Malena Gaytan

ESL Student Ambassadors

Palomar College

St. John's Episcopal Church, Fallbrook

Fallbrook Community Garden Volunteer List

1. Cirenia Romero ~~Julio~~
2. Jade Gidley
3. Silvia Galaviz
4. Florinda De la Rosa
5. Yuka Pedraza
6. Ilda Rodriguez ~~Julio~~
7. Macaria Moreno
8. Vanessa Avalos
9. Maria Gonzalez
10. Francisca Bautista
11. Azucon Helez
12. Emelia Damian
13. Virginia Hernandez
14. Malena Gaytan ~~Yana Gomez~~ ~~Sanchez~~
15. ~~Julio~~
16. Dunia Moreno
17. Lucia Gutierrez
18. Esther Nuñez
19. Analy Lee
20. Andrea Sanchez
21. Shari A. Cully

M E M O

TO: Board of Directors
FROM: Personnel Committee
DATE: May 20, 2019
SUBJECT: Proposed Job Duty Changes to Existing Vacant Positions to Improve District Operations

Description

The committee has been working with staff to review existing vacant positions to determine the best approach for the positions.

Purpose

The District currently has two vacant positions:

1. Equipment Technician
2. Engineering Technician

The General Manager has been assessing overall District resource needs before moving forward with filling or eliminating these positions. There have been some recent changes in management staff and changes in some key positions, but there has been sufficient time since these changes have occurred to determine what overall District needs. Based on review of current needs and options with the Personnel Committee it has been determined that there are two areas that could use additional internal staff support:

1. Instrumentation, Electrical and Controls Services
2. Budget Analysis and Controls

Instrumentation, Electrical and Controls Services

The District currently contracts out additional outside services to help provide support for instrumentation and control needs and this position would allow the District to reduce those costs. The growing implementation of remote monitoring and controls as well as remote meter reading technology does require additional experience and expertise in instrumentations, controls and electrical services. The existing vacant equipment technician would be reclassified to instrumentation, electrical and controls technician I/II. This position would provide an entry-level position so the District has the ability to obtain staff with less experience and train them on the job. This apprentice level position will also create an internal pipeline to backfill other positions as the current job market is extremely competitive in this field. To support this change, two additional changes would also be made:

1. The existing maintenance electrician would also be reclassified to instrumentation, electrical and controls technician I with no salary impact.

- The existing instrumentation and controls specialist would be reclassified to senior instrumentation and controls specialist with a 5% salary adjustment for the additional oversight of the two technician positions.

Budget Analysis and Controls

The District has greatly improved the accounting system to provide greater transparency and tracking of all District costs. As part of this process, there is much more data available to help develop stronger budget controls and help optimize District expenditures. A management analyst position would help provide a resource to help track and optimize expenses across all departments. The position would also help with rate analysis and overall District budget performance. There are sufficient resources in engineering to address current and projected future needs, so the existing vacant engineering technician would be reclassified as a management analyst position.

Budgetary Impact

These changes would result in no net increase in positions. The overall anticipated net annual budget impact is outline below and the changes are projected to save the District approximately \$25,000 annually.

	Current Annual Cost	Project Net Change in Annual Cost
New Management Analyst Position		
Reclassify Vacant Engineering Technician to Management Analyst	85,161	\$1,263
New Instrumentation, Electrical and Controls Technician Position		
Reclassify Vacant Equipment Technician to Instrumentation, Electrical and Controls Technician I/II	\$83,076	\$5,532
Restructuring two Existing Instrumentation, Electrical and Controls services positions		
Reclassify Current Maintenance Electrician to Instrumentation, Electrical and Controls Technician I	\$78,312	\$0
Reclassify Current Instrumentation and Controls Specialist to Senior Instrumentation and Controls Specialist	\$100,277	\$5,033
Reduce use of outside instrumentation and controls services		
Reduction in contracted services ¹	\$75,000	-\$37,500
Total Impact		-\$25,672
1. Current professional services agreement with SCADA Integrations of \$75,000 not-to-exceed annual cost. Based on current and projected SCADA programming needs, staff anticipates reaching the full \$75,000 as of June 1, 2019. Additional Instrumentation, Electrical and Controls Technician I/II position will perform a portion of the SCADA-specific work, saving approximately 50% of the labor hours performed by SCADA contracted services.		

Recommended Action

That the Board approve the attached changes to the organizational chart and position descriptions to improve the efficiency of the overall operation of the District.

Attachment A

SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST

Definition

Under the direction of the System Operations Manager, or his delegate, performs a variety of advanced installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and SCADA systems ~~including PLCs and RTUs. This work is associated with the operation and maintenance of the potable ultra violet and chemical disinfection facility, water and wastewater treatment, water and recycled water distribution, wastewater collections, and related work as required. This position is responsible for coordinating activities related to the development, implementation, and maintenance of the District's SCADA Systems.~~

Class Characteristics

The Senior Instrumentation and Controls Specialist performs advanced level installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and SCADA systems and programs and troubleshoots PLCs and RTUs. ~~This position requires little supervision and assists with the activities of other assigned employees. Under minimal supervision the incumbent leads lower level employees in advanced level installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and District's SCADA system.~~ Incumbents are regularly assigned to assist lower level personnel in the performance of specified work. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbents receive general instructions when tasks are assigned and are expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

Examples of Duties

~~Installs, tests, troubleshoots, calibrates, performs preventative maintenance, and repairs a variety of telemetry and instrumentation systems and components associated with water and wastewater treatment, water distribution and wastewater collections¹; installs, maintains and repairs equipment including motor controllers, flow and pressure transmitters, radios, digital modems, PLCs and other specialized equipment¹; installs conduits, wires, panels, switchboards, controllers, switches, and related equipment in making additions, extensions, or alterations in the SCADA and electrical systems¹; programs PLCs and ClearSCADA (HMI), and provides instruction and assistance to users¹; learns and applies various programming languages necessary for using the SCADA system including PLCs and control software (ClearSCADA)¹; ensures proper operation, maintenance, repair and calibration of water quality monitoring equipment such as turbidimeters, chlorine analyzers, UVT analyzers and other analytical equipment¹; performs a variety of skilled, technical duties in the development, installation, modification, and maintenance of process control and SCADA telemetry systems¹; performs the full range of duties and assignments including the design of hardware and software upgrades, building displays and troubleshooting the HMI, and maintaining all SCADA equipment¹; tests, troubleshoots and performs preventative maintenances on a variety of low and medium voltage industrial electrical systems, components, motors and machinery¹; installs, maintains, repairs and calibrates a wide variety of electronic recording and indicating instruments such as flow meters, pressure recorders, level sensing devices, valve actuators, and water quality analyzers¹; resolves telemetry equipment and system failures in the field¹; programs and troubleshoots PLCs and RTUs³; develops, reviews, and updates written maintenance instructions, manuals, and schedules²; determines communication protocols and assists network and telecom support for SCADA~~

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

² *There are limited employees among whom the performance of this function can be distributed.*

³ *This function is highly specialized. Employees are hired for the skill/ability to perform this.*

~~equipment³; may perform system operation duties at the direction of the System Operations Manager or his designee²; recommends equipment and tool purchases²; writes service~~

requests²; drafts reports or summaries of work need or completed²; operates District vehicles and pertinent equipment; and performs related work as required.

- Responsible for maintaining the integrity and continual operation of District SCADA systems, and related communications networks, including wide area and wireless networks. Maintains SCADA system software, hardware, instrumentation, alarm and notification systems to ensure continuous reliability, availability, security, and real-time operating environment. Coordinates the execution and assessment of assigned preventive maintenance programs and instrumentation calibration procedures to ensure infrastructure reliability.
- Participates in the development and implementation of process control automation improvements, engineering and architecture designs, programming standards, and specifications for the SCADA System, servers, communication networks, instrumentation and backup systems.
- Assists with the oversight of the CMMS system, creates service orders and work orders, monitors work progress, and generate reports. Ensures the completion of preventative maintenance work orders and service order requests.
- Leads and gives direction to the Electrical / Instrumentation Tech I/II in the installation, troubleshooting, maintenance and repair of electrical and electronic instrumentation systems associated with the production, treatment, storage, transmission and distribution of potable and reclaimed water, the collection of wastewater, and any other related duties as assigned.
- Assists in the development of SCADA screens and control interfaces for the purpose of controlling and monitoring operational processes and field equipment, and makes changes to existing application software to improve or expand the systems' performance. Troubleshoots and corrects SCADA programming problems and writes programs for new or expanded SCADA functions. Assists in the development, design, and implementation of new computer programs as required.
- Reviews and interprets electrical and electronic schematics, piping and instrumentation drawings, instrument loop diagrams, electrical elementary drawings, wiring diagrams, network diagrams, and construction drawings as they relate to the SCADA system.
- Installs, tests, troubleshoots, calibrates, performs preventative maintenance, and repairs a variety of telemetry and instrumentation systems and components associated with water and wastewater treatment, and water distribution and wastewater collections.
- Coordinates support of capital projects in the design, engineering construction and startup of new and modified automation and control systems, with the District staff. Evaluates and recommends capital projects to the Operations Manager.
- Makes recommendations and installs a variety of equipment and software; upgrades and modifies existing systems in accordance with

procedural guidelines. Purchases, installs, maintains, and disposes computing and communication devices, hardware, and software.

- Reviews equipment maintenance histories and cost to determine repair, rebuild, overhaul and replacement needs; assesses the viability of improving facilities equipment and design requirements; makes recommendations to the Operations Manager
- Trains staff on related products and technology. Provides technical assistance and support to users and demonstrates system operations or techniques as needed. Provides training for users of new technology, hardware, or software.
- Maintains current knowledge of industry standards and technology trends. Researches and evaluates new technology for potential benefit to the District as requested.
- Writes service requests and work orders, drafts reports or summaries of work required or work completed.

Qualifications

Knowledge of:

Personal computers and network systems;
Programmable Logic Controller (PLC) and SCADA preferred;
Software documentation processes and procedures; Instrumentation used in the water/wastewater industry;
Applicable codes and regulations;
Installation, repair and maintenance of a wide range of mechanical, electrical and electronic equipment;
Mathematic principles applicable to the electrical and electronic trades;
Proper methods, materials, tools and equipment used in the electrical and electronic trades; Proper use of hand and portable power tools;
English usage, oral and written;
Principles and procedures of recordkeeping;
Word processing and spreadsheet software;
Appropriate safety precautions, procedures, practices and regulations.
Networks (LAN), Wide Area Networks (WAN), wireless networks and telecommunication systems;
Window server systems and technologies such as virtualization, desktop applications, IP switching and routing, video surveillance systems and network security.

Ability to:

Learn and understand complex technologies;
Understand water and wastewater systems as they apply to design and

implementation of SCADA and related systems;
 Perform skilled instrumentation/SCADA diagnosis and repair work; Program PLCs, RTUs and HMIs;
 Install interior and exterior wiring for equipment and specialized circuitry for SCADA equipment;
 Plan and lay out assigned tasks according to priority;
 Operate all electrical and electronic test equipment, including meggers, ammeters, voltmeters, multi-meters, oscilloscopes, calibrators and signal generators;
 Update and maintain work orders and scheduling;
 Work from technical manuals, shop drawings, wiring diagrams, blueprints, schematics, rough sketches, plans, specifications and catalogs;
 Operate assigned equipment as required;
 Operate a vehicle observing legal and defensive driving practices; Understand and carry out oral and written instructions; Communicate clearly and concisely, both orally and in writing;
 Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

- Possession of a valid and appropriate California driver's license;
- Possession of certification as a Grade III Electrical/Instrumentation Technologist (EIT) from the California Water Environment Association (CWEA) or Grade II Certified Control Systems Technician (CCST) from the Instrument Society of America (ISA) within two years of hire;
- Possession of certification as a Water Distribution Operator, Grade I (D1) ~~within one year of hire; or Possession of certification as a Water Treatment Operator, Grade I (T1) within one year of hire;~~
- Possession of certification in SCADA, National Electrical Code Training, Electrical Apprenticeship Program, Industrial Electricity and/or Electronics are highly desirable.
- Computerized Maintenance Management System certification highly desirable.

Education, Training and Experience

~~Any combination of training, education and experience which that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is~~

~~Five (5) or more years of experience in general electrical and instrumentation maintenance and repair, preferably in a utility, industrial, or manufacturing operation, to include specialized. Training should specialize in electrical, instrumentation, SCADA/telemetry, and computer theory.~~

A Bachelor's degree with major coursework in Electrical/Instrumentation Maintenance, Electrical or Mechanical Engineering, Information Technology, Computer Science, or related field is desirable.

Physical Demands

Walking: Moves about on foot often in confined spaces and over grating.
 Carrying: Transports objects by holding them in hands or arms.
 Hands/Arms: Operates electrical and computerized instrumentation; operates hand and power tools.
 Handling: Seizes, hauls or works with hands.
 Lifting: Raises and lowers pumps, motors, and related items. Reaching: Extends hands and arms in any direction.
 Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel.
 Climbing: Up and down from roofs; ascends and descends ladders up to 50 feet in height; in and out of confined spaces.
 Vision: Reads work tickets, ID tags on pumps and motors, instruments gauges, operates District equipment and vehicles.
 Talking: Communicates by radio and in person in a noisy environment.
 Hearing: Hears well enough for safety in and around plant equipment.
 Sitting: Sits at workbench and in District vehicles.
 Standing: Up to two hours per day while monitoring instrumentation.

Physical Strength

Lifting: 75 pounds daily; frequent exertion.

Environmental Conditions

Noise: Works in conditions with almost constant noise.

Temperature/Weather: Works outside with variations of temperature and weather; works in confined spaces with heat and humidity.

This position includes frequent disagreeable working conditions including dirt, fumes, vibration, heat, cold, dampness, sewage, wastewater solids, confined spaces and hazardous chemicals.

SALARY RANGE: 35 – No certifications
 36 – Electrical/Instrumentation Technologist II (EIT II) or Certified Control Systems Technician II (CCST II)
 37 - EIT II and D1 or T1; or
 CCST II and D1 or T1 ~~or OTHER~~
 38 - --EIT III and D1 or T1; or
 CCST III and D1, or T1 ~~+OTHER~~
 40- EIT III and D2 or T2; or
 CCST III and D2 or T2

Board Approved
Effective Date
6/28/10
Board Approved
Revision Date
8/14, 1/16

MAINTENANCE ELECTRICIAN Instrumentation, Electrical and Controls Technician I/II

Definition

Instrumentation, Electrical and Controls Technician I

Under immediate direction from the Senior Instrumentation and Controls Specialist, performs semi-skilled electrical work in the installation, modification, maintenance, repair, overhaul and adjustment of various District electrical equipment.

Instrumentation, Electrical and Controls Technician II

Under general direction from the Senior Instrumentation and Controls Specialist, performs specialized and skilled work in the design, construction, installation, calibration and maintenance of electrical and instrumentation equipment maintenance at District water and wastewater facilities, and to perform related work as required of the wastewater treatment plant facility/collection systems and water distribution systems; and to perform related work as required.

Class Characteristics

Instrumentation, Electrical and Controls Technician I

This is the entry-level position and is distinguished from the journey-level position by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Instrumentation, Electrical and Controls Technician II

This is the journey-level position that performs work which has considerable variation and requires the application of judgment in the selection of appropriate work methods, materials and procedures. The incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

The incumbent serves as the District's qualified electrical worker and performs a variety of skilled scheduled and unscheduled maintenance tasks which requires checking, servicing, lubricating, repairing, rebuilding and maintaining district-wide facility mechanical and electrical/electronic equipment, structures and grounds. The incumbent is able to operate various air, electric and hand tools to remove, repair and install pumps, motors and related equipment. Incumbent also performs a full range of electronic and electrical service duties in the maintenance, repair, installation, and inspection of telemetry controls, instrumentation and communication systems. Incumbent will use CMMS software to initiate and respond to work

orders and service requests and monitor and track work progress. Incumbent is expected to advise the Operations Manager of staff performance problems observed.

Examples of Duties

Instrumentation, Electrical and Controls Technician I

- Installs, maintains, and repairs electrical mechanisms, panels, switches, motors, controls, power output, solenoids, voltage controls, high and low cutout alarms, relays and other electrical apparatus;
- Installs, maintains and repairs control circuits, pressure switches, floats, underground cables, circuit breakers, medium and low voltage switches, capacitors, conductors, insulators, heating, ventilating and air conditioning equipment and various lighting fixtures;
- Reads and interprets electrical plans, specifications, blueprints and sketches;
- Operates and maintains electrical instruments and tools;
- Runs conduit;
- Pulls, splices and terminates wiring;
- Works on underground wiring in trenches;
- Bends and shapes conduit to specifications;
- Operates power tools commonly used in electrical work;
- Follows established safety procedures; and
- Performs other duties as assigned.

Instrumentation, Electrical and Controls Technician II

- Serves as technical resource District-wide;¹;
- Performs the most skilled maintenance/mechanical/electrical/electronic tasks, such as checking, testing, troubleshooting, servicing, repairing, rebuilding, calibrating, installing, and aligning mechanical/electrical/electronic facilities districtwide with such devices as frequency generators, voltmeters, oscilloscopes, multimeters, logic analyzers, meggers, ammeters, micro-computers, thermo-imaging devices, digital analyzers and other specialized test and repair equipment;¹;
- Performs complex installation, maintenance and repair duties to the District's telemetry system, instrumentation, radio, telephone and electrical/electronic equipment;¹;
- Reviews control logic to ensure desired system maintenance¹;
reviews drawings and material
- Reviews drawings and material requests to determine compliance with the District's specifications based on local and national electrical and applicable codes;¹;
- Recommends improvements to preventive maintenance schedule;¹;
- Reads and interprets blueprints, schematics and wiring diagrams, and upon any revision, draws modifications made to the system;¹;
- Recommends stores, tools and equipment purchases;¹;
- Writes and completes service requests² and work orders;

- Performs routine pump station duties including testing pressure and temperature switches, oil changes, lubrications and checking coupling alignments, motor AMP loads and pump output capacities;²;

drafts maintenance

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

² *There are limited employees among whom the performance of this function can be distributed.*

- Drafts maintenance reports and procedures;²;
- Performs routine checks, oil changes, pump repacks, lubrications, cleaning and other preventive maintenance tasks on facility and pump station equipment and structures;
- Assists with installation of new equipment;²;
- Operates District vehicles and maintenance equipment; and
- Performs other duties as assigned

Qualifications

Instrumentation, Electrical and Controls Technician I

Knowledge of:

- Electrical and mechanical installations in water utility and reclamation facilities;
- Methods, materials, tools and equipment used in electrical installation and repairs;
- Electrical and mechanical theory at a working level;
- Basic record keeping methods;
- Appropriate safety precautions and procedures, particularly as related to electrical, electronic and pump control equipment;
- Applicable codes and regulations;
- Shop mathematics applicable to the electrical and mechanical trade;
- English usage, spelling, grammar and punctuation; and
- Appropriate safety precautions, procedures, practices and regulations.

Ability to:

- Operate power and hand tools used in electrical installation and repair;
- Perform semiskilled electrical wiring, installation, repair and maintenance work;
- Perform mechanical installation work associated with the electrical trade;
- Work from diagrams, blueprints, plans and specifications;
- Work with medium voltage circuits in accordance with safety standards;
- Climb and work safely at heights above the ground on ladders;
- Diagnose electrical problems;
- Read and understand written instructions in installation and maintenance manuals;
- Perform shop math applicable to the electrical and mechanical trades;
- Operate a vehicle observing legal and defensive driving practices;
- Follow established codes, policies, and guidelines;
- Perform work in accordance with safety regulations, guidelines and practices;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with all levels of employees and customers.

Instrumentation, Electrical and Controls Technician II

Knowledge of:

English usage and writing skills;
Materials, tools, and equipment of wastewater plant, wastewater collection, water distribution, and electrical/electronic maintenance, installation and repair ;
Local and national electrical codes applicable to the maintenance, installation, and repair involving voltages from low to 600 volts;
FCC utility regulations (working knowledge); Programmable Logic Controllers (PLCs);
Safety precautions of Industry and Construction Safety Orders;
District regulations, procedures, rules and practices relative to wastewater plant, collection system and water distribution maintenance and operation;
Mathematics at a journey level;
Journey level record keeping and report preparation;
Journey level mechanical operation of pumps, motors, valves, compressors, and maintenance equipment; and
Working level use of hand and power tools, mechanical and electrical test equipment.

Ability to:

Perform skilled mechanical and electrical/electronic installation, troubleshooting, repair and maintenance;
Estimate materials for assigned projects;
Read comprehend and interpret technical manuals, blueprints, and schematics; Prepare routine periodic reports of work performed and materials used;
Perform manual labor and work in tight and confined spaces;
Operate vehicle observing legal and defensive driving practices; Understand and carry out oral and written instructions; and
Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certifications

Instrumentation, Electrical and Controls Technician I

- A valid California Driver's License.
- State of California Electrical Apprenticeship Certificate of Completion is desirable.

Instrumentation, Electrical and Controls Technician II

Possession of a valid ~~and appropriate~~ California driver's license;
Possession of a State of California General Journeyman Electrician certification (or higher);
Possession of Grade II Electrical/Instrumentation Technologist from California Water Environment Association within one year of employment;-
Possession of Grade II Mechanical Technologist from California Water Environment Association within one year of employment;

Education, Training and Experience Requirements

Instrumentation, Electrical and Controls Technician I

Experience:

Two (2) years of experience performing installation, repair and maintenance of electrical equipment.

Education:

High school diploma or G.E.D.

~~Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is Instrumentation, Electrical and Controls Technician II~~

Four (4) years of increasingly responsible experience in the operation of a wastewater and/or water treatment plant maintenance program, or as an industrial electrician and/or electronic technician.

Physical Demands

Walking:	Moves about on foot often in confined spaces and over grating.
Carrying:	Transports objects by holding them in hands or arms.
Hands/Arms:	Operates electrical and computerized instrumentation; operates hand and power tools.
Handling:	Seizes, hauls or works with hands.
Lifting:	Raises and lowers pumps, motors, and related items.
Reaching:	Extends hands and arms in any direction.
Stooping:	Bends body downward and forward by bending at the knees or waist often while digging with a shovel.
Climbing:	Up and down from roofs; ascends and descends ladders up to 50 feet in height;
Vision:	Reads work tickets, ID tags on pumps and motors, instruments gauges, operates District equipment and vehicles.
Talking:	Communicates by radio and in person in a noisy environment.
Hearing:	Hears well enough for safety in and around plant equipment.
Sitting:	Sits at workbench and in District vehicles.
Standing:	Up to two hours per day while monitoring instrumentation.

Physical Strength

Lifting: 75 pounds daily; frequent exertion.

Environmental Conditions

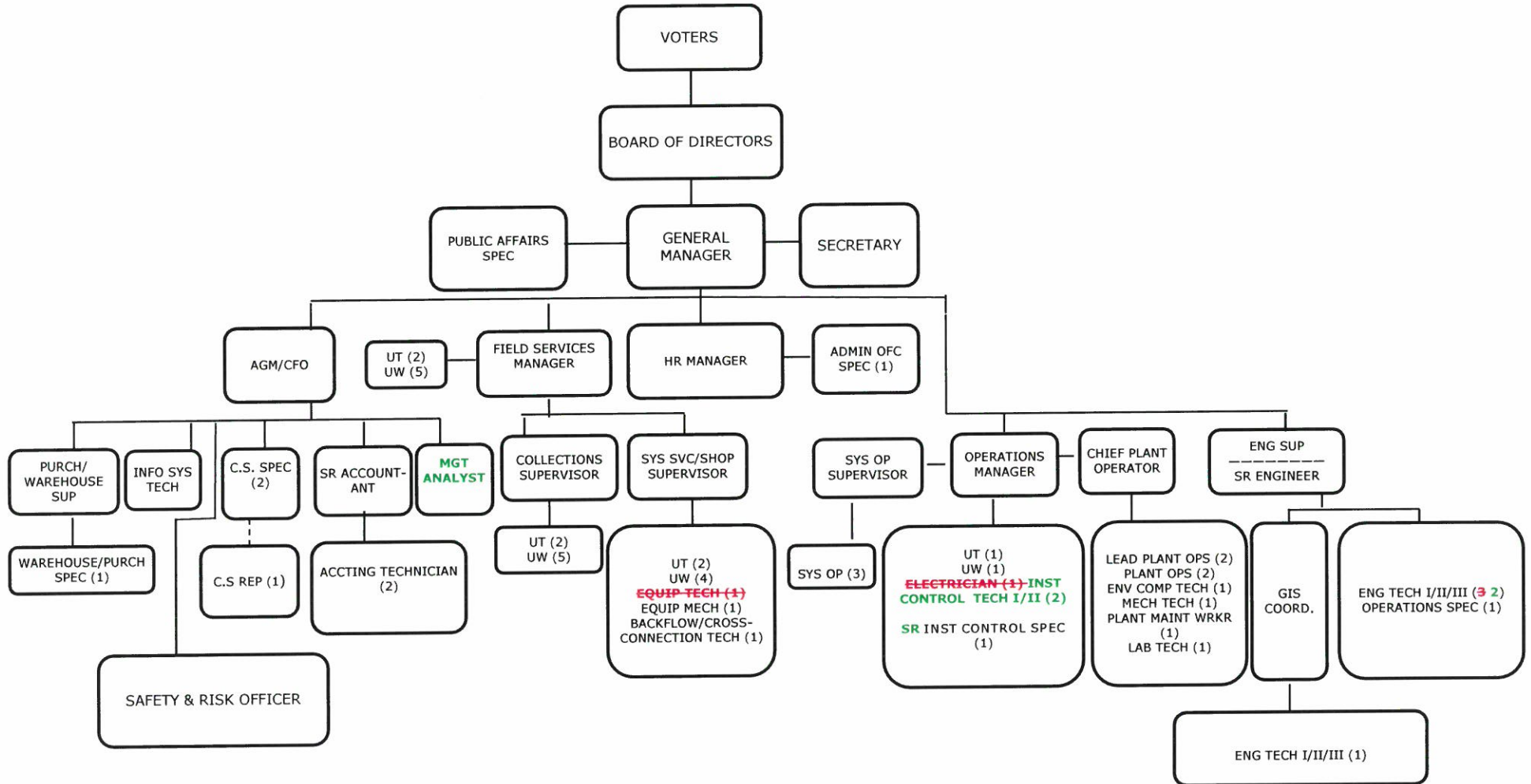
Noise: Works in conditions with almost constant noise.
Temperature/Weather: Works outside with variations of temperature and weather; works in confined spaces with heat and humidity.

SALARY SCHEDULE
Effective May 21, 2019

Classification	Positions	Salary Range
Accounting Technician I & II	2	19 & 23
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Customer Service Representative I & II	1	15 & 19
Customer Service Specialist	2	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	32	20-22/27-28/31-32
Environmental Compliance Technician	1	35-37
Equipment Mechanic	1	25
Equipment Technician	1	30-31
Geographical Information Systems (GIS) Coordinator	1	32
Information Systems Technician	1	31
Instrumentation and Control Specialist	1	35-38/40
Senior Instrumentation and Controls Specialist		
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Maintenance Electrician	1	28-32
Instrumentation, Electrical & Controls Technician I/II		
Management Analyst	1	31
Mechanical Technician	1	28-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
<u>Management (Exempt)</u>		
General Manager	1	\$243,984
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Field Services Manager	1	46 & 48
Operations Manager	1	53
Human Resources Manager	1	53
Senior Accountant	1	42-43
Senior Engineer	1	52

Range #	FY 18-19 Monthly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$2,751	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434
2	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520
3	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609
4	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699
5	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791
6	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884
7	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981
8	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080
9	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184
10	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292
11	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397
12	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507
13	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618
14	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735
15	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853
16	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973
17	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099
18	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226
19	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356
20	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491
21	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626
22	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769
23	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912
24	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061
25	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217
26	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367
27	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526
28	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691
29	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859
30	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029
31	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202
32	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384
33	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568
34	\$6,217	\$6,422	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757
35	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951
36	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148
37	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148	\$8,356
38	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148	\$8,356	\$8,563
39	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148	\$8,356	\$8,563	\$8,776
40	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148	\$8,356	\$8,563	\$8,776	\$8,998
41	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220
42	\$7,568	\$7,757	\$7,951	\$8,148	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452
43	\$7,757	\$7,951	\$8,148	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688
44	\$7,951	\$8,148	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930
45	\$8,148	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180
46	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433
47	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695
48	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962
49	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,234
50	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516
51	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804
52	\$9,688	\$9,930	\$10,180	\$10,433	\$10,669	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100
53	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,521	\$11,804	\$12,100	\$12,402
54	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712
55	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029
56	\$10,695	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354
57	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690
58	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033
59	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383
60	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740
61	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111
62	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487
63	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876
64	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271
65	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678
66	\$13,690	\$14,031	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096
67	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522
68	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961
69	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410
70	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410	\$18,869

FALLBROOK PUBLIC UTILITY DISTRICT



67 Total Positions

RESOLUTION NO. 4969

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

* * * * *

WHEREAS, the Personnel Committee worked with staff to review existing vacant positions and determined the best approach for the positions; and

WHEREAS, the Personnel Committee found and has recommended that the vacant Equipment Technician be reclassified to Instrumentation, Electrical and Controls Technician I/II; the current Maintenance Electrician be reclassified to Instrumentation, Electrical and Controls Technician I; the current Instrumentation and Controls Specialist be reclassified to Senior Instrumentation and Controls Specialist; and the vacant Engineering Technician be reclassified to Management Analyst to improve the efficiency of the overall operations of the District.

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

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

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 20th day of May, 2019, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Exhibit A

Instrumentation, Electrical and Controls Technician I/II

Definition

Instrumentation, Electrical and Controls Technician I

Under immediate supervision from the Senior Instrumentation and Controls Specialist, performs semi-skilled electrical work in the installation, modification, maintenance, repair, overhaul and adjustment of various District electrical equipment.

Instrumentation, Electrical and Controls Technician II

Under general direction from the Senior Instrumentation and Controls Specialist, performs specialized and skilled work in the design, construction, installation, calibration and maintenance of electrical and instrumentation equipment at District water and wastewater facilities, and to perform related work as required.

Class Characteristics

Instrumentation, Electrical and Controls Technician I

This is the entry-level position and is distinguished from the journey-level position by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Instrumentation, Electrical and Controls Technician II

This is the journey-level position that performs work which has considerable variation and requires the application of judgment in the selection of appropriate work methods, materials and procedures. The incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

The incumbent serves as the District's qualified electrical worker and performs a variety of skilled scheduled and unscheduled maintenance tasks which requires checking, servicing, lubricating, repairing, rebuilding and maintaining district-wide facility mechanical and electrical/electronic equipment. The incumbent is able to operate various air, electric and hand tools to remove, repair and install pumps, motors and related equipment. Incumbent also performs a full range of electronic and electrical service duties in the maintenance, repair, installation, and inspection of telemetry controls, instrumentation and communication systems. Incumbent will use CMMS software to initiate and respond to work orders and service requests and monitor and track work progress.

Examples of Duties

Instrumentation, Electrical and Controls Technician I

- Installs, maintains, and repairs electrical mechanisms, panels, switches, motors, controls, power output, solenoids, voltage controls, high and low cutout alarms, relays and other electrical apparatus;
- Installs, maintains and repairs control circuits, pressure switches, floats, underground cables, circuit breakers, medium and low voltage switches, capacitors, conductors, insulators, heating, ventilating and air conditioning equipment and various lighting fixtures;
- Reads and interprets electrical plans, specifications, blueprints and sketches;

Instrumentation, Electrical and Controls Technician I/II

- Operates and maintains electrical instruments and tools;
- Runs conduit;
- Pulls, splices and terminates wiring;
- Works on underground wiring in trenches;
- Bends and shapes conduit to specifications;
- Operates power tools commonly used in electrical work;
- Follows established safety procedures; and
- Performs other duties as assigned.

Instrumentation, Electrical and Controls Technician II

- Serves as technical resource District-wide;
- Performs the most skilled maintenance/mechanical/electrical/electronic tasks, such as checking, testing, troubleshooting, servicing, repairing, rebuilding, calibrating, installing, and aligning mechanical/electrical/electronic facilities districtwide with such devices as frequency generators, voltmeters, oscilloscopes, multimeters, logic analyzers, meggers, ammeters, micro-computers, thermo-imaging devices, digital analyzers and other specialized test and repair equipment;
- Performs complex installation, maintenance and repair duties to the District's telemetry system, instrumentation, radio, telephone and electrical/electronic equipment;
- Reviews and modifies control logic to troubleshoot and maintain equipment
- Reviews drawings and material requests to determine compliance with the District's specifications based on local and national electrical and applicable codes;
- Recommends improvements to preventive maintenance schedule;
- Reads and interprets blueprints, schematics and wiring diagrams, and upon any revision, draws modifications made to the system;
- Recommends stores, tools and equipment purchases;
- Writes and completes service requests and work orders;
- Performs routine pump station duties including testing pressure and temperature switches, oil changes, lubrications and checking coupling alignments, motor AMP loads and pump output capacities;
- Drafts maintenance reports and procedures;
- Performs routine checks, oil changes, pump repacks, lubrications, cleaning and other preventive maintenance tasks on facility and pump station equipment and structures;
- Assists with installation of new equipment;
- Operates District vehicles and maintenance equipment; and
- Performs other duties as assigned

Qualifications

Instrumentation, Electrical and Controls Technician I

Knowledge of:

- Electrical and mechanical installations in water utility and reclamation facilities;
- Methods, materials, tools and equipment used in electrical installation and repairs;
- Electrical and mechanical theory at a working level;
- Basic record keeping methods;
- Appropriate safety precautions and procedures, particularly as related to electrical, electronic and pump control equipment;
- Applicable codes and regulations;
- Shop mathematics applicable to the electrical and mechanical trade;

Instrumentation, Electrical and Controls Technician I/II

- English usage, spelling, grammar and punctuation; and
- Appropriate safety precautions, procedures, practices and regulations.

Ability to:

- Operate power and hand tools used in electrical installation and repair;
- Perform semiskilled electrical wiring, installation, repair and maintenance work;
- Perform mechanical installation work associated with the electrical trade;
- Work from diagrams, blueprints, plans and specifications;
- Work with low voltage circuits in accordance with safety standards;
- Climb and work safely at heights above the ground on ladders;
- Diagnose electrical problems;
- Read and understand written instructions in installation and maintenance manuals;
- Perform shop math applicable to the electrical and mechanical trades;
- Operate a vehicle observing legal and defensive driving practices;
- Follow established codes, policies, and guidelines;
- Perform work in accordance with safety regulations, guidelines and practices;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with all levels of employees and customers.

Instrumentation, Electrical and Controls Technician II

Knowledge of:

- English usage and writing skills;
- Materials, tools, and equipment of wastewater plant, wastewater collection, water distribution, and electrical/electronic maintenance, installation and repair ;
- Local and national electrical codes applicable to the maintenance, installation, and repair involving low voltage electrical equipment
- Programmable Logic Controllers (PLCs);
- Safety precautions of Industry and Construction Safety Orders;
- District regulations, procedures, rules and practices relative to wastewater plant, collection system and water distribution maintenance and operation;
- Mathematics at a journey level;
- Record keeping and report preparation;
- Applicable codes and regulations, including the National Electric Code;
- Operation and maintenance of pumps, motors, valves, compressors, and maintenance equipment; and
- Working level use of hand and power tools, mechanical and electrical test equipment.

Ability to:

- Perform skilled mechanical and electrical/electronic installation, troubleshooting, repair and maintenance;
- Estimate materials for assigned projects;
- Read comprehend and interpret technical manuals, blueprints, and schematics;
- Prepare routine periodic reports of work performed and materials used;
- Perform manual labor and work in tight and confined spaces;
- Operate vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; and
- Establish and maintain effective relationships with those contacted in the course of work.

Instrumentation, Electrical and Controls Technician I/II

Licenses and Certifications

Instrumentation, Electrical and Controls Technician I

- A valid California driver's license;
- Possession of Grade I Electrical/Instrumentation Technologist from California Water Environment Association within six months of hire; and
- State of California Electrical Apprenticeship Certificate of Completion is desirable.

Instrumentation, Electrical and Controls Technician II

- A valid California driver's license;
- Possession of Grade I Electrical/Instrumentation Technologist from California Water Environment Association at hire;
- Possession of Grade II Electrical/Instrumentation Technologist from California Water Environment Association at hire or within one year of hire;
- Possession of Grade I Mechanical Technologist from California Water Environment Association within six (6) months of hire; and
- State of California General Journeyman Electrician certification is highly desirable.

Education, Training and Experience Requirements

Instrumentation, Electrical and Controls Technician I

- High school diploma or G.E.D; and
- Two (2) years of experience performing installation, repair and maintenance of electrical equipment.

Instrumentation, Electrical and Controls Technician II

- High school diploma or G.E.D.;
- Formal education/training in college, vocational school, or industry-recognized apprenticeship program is desirable; and
- Four (4) years of increasingly responsible experience in the operation of a wastewater and/or water treatment plant maintenance program, or as an industrial electrician and/or electronic technician.

Physical Demands

Walking:	Moves about on foot often in confined spaces and over grating.
Carrying:	Transports objects by holding them in hands or arms.
Hands/Arms:	Operates electrical and computerized instrumentation; operates hand and power tools.
Handling:	Seizes, hauls or works with hands.
Lifting:	Raises and lowers pumps, motors, and related items.
Reaching:	Extends hands and arms in any direction.
Stooping:	Bends body downward and forward by bending at

Instrumentation, Electrical and Controls Technician I/II

Climbing:	the knees or waist often while digging with a shovel. Up and down from roofs; ascends and descends ladders up to 50 feet in height;
Vision:	Reads work tickets, ID tags on pumps and motors, instruments gauges, operates District equipment and vehicles.
Talking:	Communicates by radio and in person in a noisy environment.
Hearing:	Hears well enough for safety in and around plant equipment.
Sitting:	Sits at workbench and in District vehicles.
Standing:	Up to two hours per day while monitoring instrumentation.

Physical Strength

Lifting: 75 pounds daily; frequent exertion.

Environmental Conditions

Noise: Works in conditions with almost constant noise.
Temperature/Weather: Works outside with variations of temperature and weather; works in confined spaces with heat and humidity.

SALARY RANGE:

Instrumentation, Electrical and Controls Technician I

28-MT I or EIT I

Instrumentation, Electrical and Controls Technician II

29 -MT II and EIT I

30 -MT II and EIT II

31 -MT II, EIT II + OTHER

32 -MT III, EIT II + OTHER

SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST

Definition

Under the direction of the System Operations Manager, or his delegate, performs a variety of advanced installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and SCADA systems. This position is responsible for coordinating activities related to the development, implementation, and maintenance of the District's SCADA Systems.

Class Characteristics

The Senior Instrumentation and Controls Specialist performs advanced level installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and SCADA systems and programs and troubleshoots PLCs and RTUs. Under minimal supervision the incumbent leads lower level employees in advanced level installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and District's SCADA system. Incumbents are regularly assigned to assist lower level personnel in the performance of specified work. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbents receive general instructions when tasks are assigned and are expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

Examples of Duties

- Responsible for maintaining the integrity and continual operation of District SCADA systems, and related communications networks, including wide area and wireless networks. Maintains SCADA system software, hardware, instrumentation, alarm and notification systems to ensure continuous reliability, availability, security, and real-time operating environment;
- Coordinates the execution and assessment of assigned preventive maintenance programs and instrumentation calibration procedures to ensure infrastructure reliability;
- Participates in the development and implementation of process control automation improvements, engineering and architecture designs, programming standards, and specifications for the SCADA System, servers, communication networks, instrumentation and backup systems;
- Assists with the oversight of the CMMS system, creates service orders and work orders, monitors work progress, and generate reports;
- Ensures the completion of preventative maintenance work orders and service order requests;
- Leads and gives direction to the Instrumentation, Electrical and Controls Technician I/II in the installation, troubleshooting, maintenance and repair of electrical and electronic instrumentation systems associated with the production, treatment, storage, transmission and distribution of potable and reclaimed water, the collection of wastewater, and any other related duties as assigned;
- Assists in the development of SCADA screens and control interfaces for the purpose of controlling and monitoring operational processes and field equipment, and makes changes to existing application software to improve or expand the systems' performance;
- Troubleshoots and corrects SCADA programming problems and writes programs for new or expanded SCADA functions;
- Assists in the development, design, and implementation of new computer programs as required;
- Reviews and interprets electrical and electronic schematics, piping and instrumentation drawings, instrument loop diagrams, electrical elementary drawings, wiring diagrams, network diagrams, and construction drawings as they relate to the SCADA system;
- Installs, tests, troubleshoots, calibrates, performs preventative maintenance, and repairs a variety of

SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST

telemetry and instrumentation systems and components associated with water and wastewater treatment, and water distribution and wastewater collections;

- Coordinates support of capital projects in the design, engineering construction and startup of new and modified automation and control systems, with the District staff. Evaluates and recommends capital projects to the Operations Manager;
- Makes recommendations and installs a variety of equipment and software; upgrades and modifies existing systems in accordance with procedural guidelines;
- Purchases, installs, maintains, and disposes computing and communication devices, hardware, and software;
- Reviews equipment maintenance histories and cost to determine repair, rebuild, overhaul and replacement needs; assesses the viability of improving facilities equipment and design requirements; makes recommendations to the Operations Manager;
- Trains staff on related products, hardware/software and technology and provides technical assistance and support to users and demonstrates system operations or techniques as needed;
- Maintains current knowledge of industry standards and technology trends. Researches and evaluates new technology for potential benefit to the District as requested; and
- Writes service requests and work orders, drafts reports or summaries of work required or work completed.

Qualifications

Knowledge of:

- Personal computers and network systems;
- Programmable Logic Controller (PLC) and SCADA preferred;
- Software documentation processes and procedures; Instrumentation used in the water/wastewater industry;
- Applicable codes and regulations;
- Installation, repair and maintenance of a wide range of mechanical, electrical and electronic equipment;
- Mathematic principles applicable to the electrical and electronic trades;
- Proper methods, materials, tools and equipment used in the electrical and electronic trades;
- Proper use of hand and portable power tools;
- English usage, oral and written;
- Principles and procedures of recordkeeping;
- Word processing and spreadsheet software;
- Appropriate safety precautions, procedures, practices and regulations;
- Networks (LAN), Wide Area Networks (WAN), wireless networks and telecommunication systems; and
- Window server systems and technologies such as virtualization, desktop applications, IP switching and routing, video surveillance systems and network security.

Ability to:

- Learn and understand complex technologies;
- Understand water and wastewater systems as they apply to design and implementation of SCADA and related systems;
- Perform skilled instrumentation/SCADA diagnosis and repair work; Program PLCs, RTUs and HMIs;
- Install interior and exterior wiring for equipment and specialized circuitry for SCADA equipment;
- Plan and lay out assigned tasks according to priority;
- Operate all electrical and electronic test equipment, including meggers, ammeters, voltmeters, multi-meters, oscilloscopes, calibrators and signal generators;
- Update and maintain work orders and scheduling;

SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST

- Work from technical manuals, shop drawings, wiring diagrams, blueprints, schematics, rough sketches, plans, specifications and catalogs;
- Operate assigned equipment as required;
- Operate a vehicle observing legal and defensive driving practices; Understand and carry out oral and written instructions; Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

- Possession of a valid and appropriate California driver's license;
- Possession of certification as a Grade III Electrical/Instrumentation Technologist (EIT) from the California Water Environment Association (CWEA) or Grade II Certified Control Systems Technician (CCST) from the Instrument Society of America (ISA) within two years of hire;
- Possession of certification as a Water Distribution Operator, Grade I (D1) or Water Treatment Operator, Grade I (T1) within one year of hire;
- Possession of certification in SCADA, National Electrical Code Training, Electrical Apprenticeship Program, Industrial Electricity and/or Electronics are highly desirable.
- Computerized Maintenance Management System (CMMS) certification highly desirable.

Education, Training and Experience

Five (5) or more years of experience in general electrical and instrumentation maintenance and repair, preferably in a utility, industrial, or manufacturing operation, to include specialized training in electrical, instrumentation, SCADA/telemetry, and computer theory.

A Bachelor's degree with major coursework in Electrical/Instrumentation Maintenance, Electrical or Mechanical Engineering, Information Technology, Computer Science, or related field is desirable.

Physical Demands

Walking: Moves about on foot often in confined spaces and over grating.

Carrying: Transports objects by holding them in hands or arms.

Hands/Arms: Operates electrical and computerized instrumentation; operates hand and power tools.

Handling: Seizes, hauls or works with hands.

Lifting: Raises and lowers pumps, motors, and related items.

Reaching: Extends hands and arms in any direction.

Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel.

Climbing: Up and down from roofs; ascends and descends ladders up to 50 feet in height; in and out of confined spaces.

Vision: Reads work tickets, ID tags on pumps and motors, instruments gauges, operates District equipment and vehicles.

Talking: Communicates by radio and in person in a noisy environment.

Hearing: Hears well enough for safety in and around plant equipment.

Sitting: Sits at workbench and in District vehicles.

Standing: Up to two hours per day while monitoring instrumentation.

Physical Strength

Lifting: 75 pounds daily; frequent exertion.

SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST

Environmental Conditions

Noise: Works in conditions with almost constant noise.

Temperature/Weather: Works outside with variations of temperature and weather; works in confined spaces with heat and humidity.

This position includes frequent disagreeable working conditions including dirt, fumes, vibration, heat, cold, dampness, sewage, wastewater solids, confined spaces and hazardous chemicals.

SALARY RANGE:

35 – No certifications

36– Electrical/Instrumentation Technologist II (EIT II); or
Certified Control Systems Technician II (CCST II)

37- EIT II and DI or T1; or
CCST II and D1 or T1

38- EIT III and D1 or T1; or
CCST III and D1 or T1

40 - EIT III and D2 or T2; or
CCST III and D2 or T2

Board Approved
Effective Date
6/28/10
Board Approved
Revision Date
8/14, 1/16

MANAGEMENT ANALYST

DEFINITION:

Under general supervision, performs routine to moderately complex professional administrative, financial, budgetary, accounting, statistical and other management analysis in support of departmental or District-wide activities, functions and programs; and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include, but are not limited to, the following:

- Determines analytical techniques, statistical and information gathering processes and obtains relevant data for analysis;
- Supports the development of the District's reports;
- Produces publish quality documents by using publishing software;
- Assists in review, analysis and administration of the annual budget, periodically analyzing current and historical trends and evaluating variances with a focus on improving cost effectiveness;
- Investigates and evaluates the need for changes in budgetary allocations during the fiscal year;
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions;
- Evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval;
- Assists in the design and development of the annual budget and budget reports to meet management information needs;
- Works with others to develop or modify systems to provide required data;
- Assists with the determination of rates and charges and updating rate and charge information including any public notices;
- Utilizes the District's Enterprise Resource Planning (ERP) system to conduct analysis of revenue and expenditures and produce reports for management and the Board;
- Assists in reviewing, understanding, maintaining and implementing updates to District codes, policies, practices and programs;
- Performs program administrative functions in a specified area; prepares technical reports, correspondence and other written materials;
- Updates and maintains departmental reports and spreadsheets to effectively track work assignments;
- Provides technical assistance to others on administrative and analytical matters;
- Plans and conducts assigned research projects;
- Monitors insurance renewals for contracts to ensure all vendor policies are current; and
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Principles, practices and methods of administrative and organizational analysis;
Public administration policies and procedures;
Financial/statistical/comparative analysis techniques and formulae;
District organization, functions, programs, policies, procedures and initiatives;
Budget development and administration methodologies;

Principles and practices of public finance;
Enterprise Resource Planning (ERP) systems and their utilization;
Computerized Maintenance Management Systems (CMMS) and their utilization;
Generally accepted accounting principles;
Principles and practices of report writing and presentations; and
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases including those related to statistical analysis, budgeting and data management.

Ability to:

Analyze a variety of administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions;
Collect, evaluate and interpret varied data, either in statistical or narrative form;
Interpret and apply laws, regulations, policies and procedures; prepare clear and concise records, correspondence, reports, and other written materials;
Maintain accurate records and files; coordinate multiple projects and meet critical deadlines;
Exercise sound judgment within established guidelines;
Work well as a team and with others of all skill levels;
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications to develop reports, databases and communications materials;
Communicate effectively, clearly and concisely, orally and in writing, with individuals and in group and public presentations; and
Establish and maintain effective working relationships with those contacted in the course of work.

Education, Training and Experience

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a closely related field supplemented by two years of professional experience in administration and management analysis, preferably in the public sector.

SALARY RANGE: 31

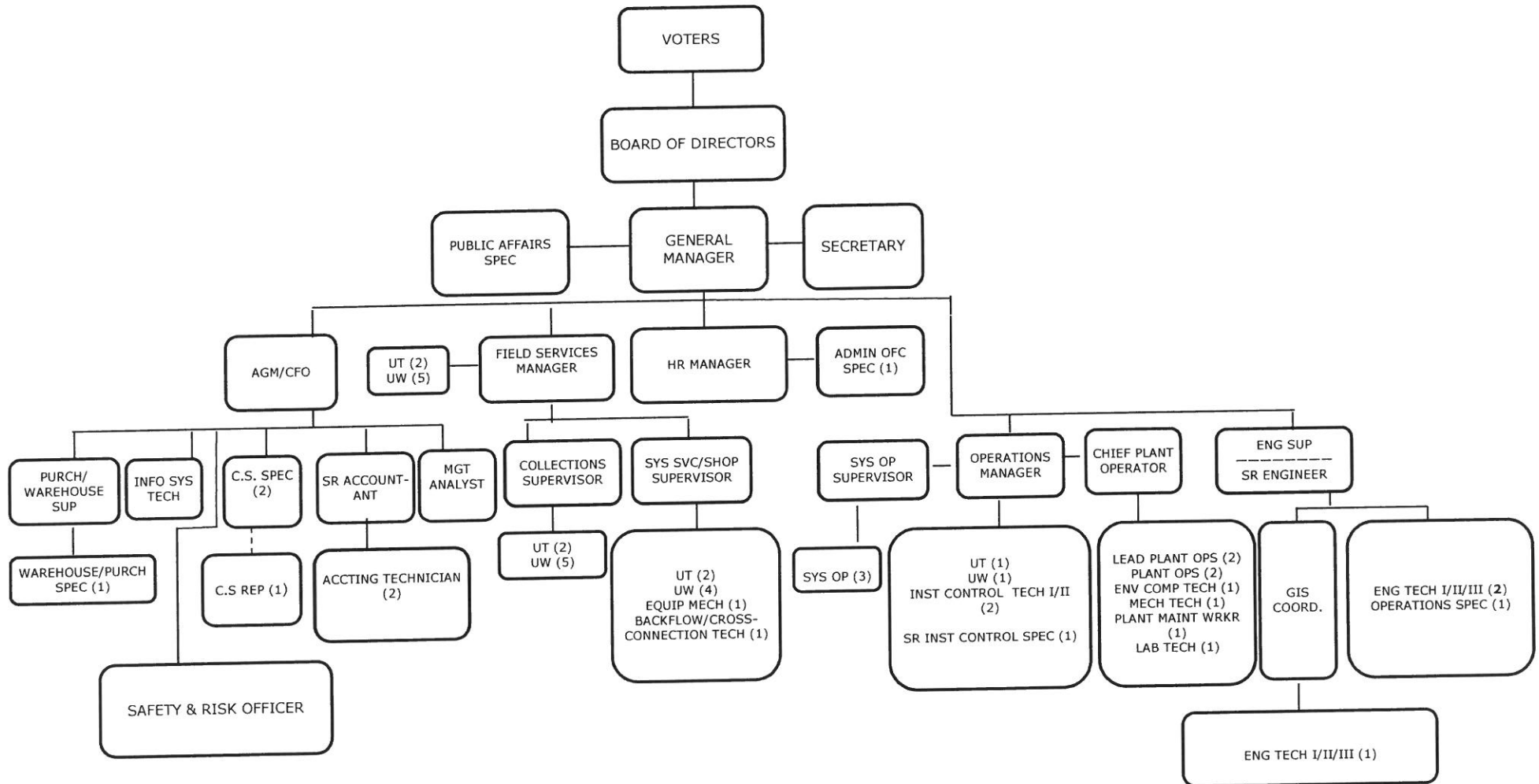
SALARY SCHEDULE

Effective May 21, 2019

Classification	Positions	Salary Range
Accounting Technician I & II	2	19 & 23
Administrative Office Specialist	1	21
Backflow/Cross-Connection Technician	1	27-28
Collection Supervisor	1	39-41
Customer Service Representative I & II	1	15 & 19
Customer Service Specialist	2	25
Engineering Supervisor	1	34-36
Engineering Technician I, II & III	2	20-22/27-28/31-32
Environmental Compliance Technician	1	35-37
Equipment Mechanic	1	25
Geographical Information Systems (GIS) Coordinator	1	32
Information Systems Technician	1	31
Senior Instrumentation and Controls Specialist	1	35-38/40
Laboratory Technician I & II	1	28-29/32-33
Lead Plant Operator	2	30-31
Instrumentation, Electrical & Controls Technician I/II	2	28-32
Management Analyst	1	31
Mechanical Technician	1	28-31
Operations Specialist	1	21-22
Plant Maintenance Worker I & II	1	15-17/18-21
Plant Operator (I-T), I, II	2	16-17/22-23/26-27
Public Affairs Specialist	1	36
Safety & Risk Officer	1	43-45
Secretary	1	36
System Operations Supervisor	1	40
Systems Operator I & II	3	24-25/28-29
System Service/Shop Supervisor	1	39-41
Utility Technician (Water and Wastewater)	7	23-27
Utility Worker I & II (Water and Wastewater)	15	15-17/18-21
Warehouse/Purchasing Specialist	1	27-28
Purchasing/Warehouse Supervisor	1	37-38
<u>Management (Exempt)</u>		
General Manager	1	\$243,984
Assistant General Manager/CFO	1	62
Chief Plant Operator	1	45-46
Field Services Manager	1	46 & 48
Operations Manager	1	53
Human Resources Manager	1	53
Senior Accountant	1	42-43
Senior Engineer	1	52

Range #	FY 18-19 Monthly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$2,751	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434
2	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520
3	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609
4	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699
5	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791
6	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884
7	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981
8	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080
9	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184
10	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292
11	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397
12	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507
13	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618
14	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735
15	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853
16	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973
17	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099
18	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226
19	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356
20	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491
21	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626
22	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769
23	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912
24	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061
25	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217
26	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367
27	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526
28	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691
29	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859
30	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029
31	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202
32	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384
33	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568
34	\$6,217	\$6,422	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757
35	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951
36	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148
37	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356
38	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563
39	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776
40	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998
41	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220
42	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452
43	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688
44	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930
45	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180
46	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433
47	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695
48	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962
49	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,234
50	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516
51	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804
52	\$9,688	\$9,930	\$10,180	\$10,433	\$10,669	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100
53	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,521	\$11,804	\$12,100	\$12,402
54	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712
55	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029
56	\$10,695	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354
57	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690
58	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033
59	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383
60	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740
61	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111
62	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487
63	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876
64	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271
65	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,276	\$16,678
66	\$13,690	\$14,031	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096
67	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522
68	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961
69	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410
70	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410	\$18,869

FALLBROOK PUBLIC UTILITY DISTRICT



67 Total Positions

M E M O

TO: Board of Directors
FROM: Aaron Cook, Senior Engineer
DATE: May 20, 2019
SUBJECT: Consider Development of Pipeline and Valve Replacement Program

Purpose

To provide an overview of two alternatives to improve the projections used for the program.

Summary

At the April 22nd Board meeting, staff provided an overview of two alternatives to update the Pipeline and Valve Replacement Program. The Board requested some additional information on both alternatives.

The two alternatives to update the projections are:

1. Update the projection internally and make some improvements in the projections based on additional cost information.
2. Develop a more detailed projection on replacement needs and impact on the level of service using field data and outside consulting services.

A detailed presentation will be provided by staff and the outside consultant to identify the details of the alternative approaches.

Budget Impact

If the Board elects to use the outside consultant the total cost for the project is \$151,175. If done internally existing staff time will be allocated to complete the effort.

The District budgeted \$150,000 for this assessment in the approved Fiscal Year 2018-19 budget.

Recommended Action

That the Board either:

1. Request staff make updates internally to perform a higher level assessment of replacement needs or
2. Enter into a professional services contract with HDR for a not to exceed amount of \$151,175 to develop a detailed predictive model to optimize capital cost expenditures for water and sewer infrastructure replacement needs.

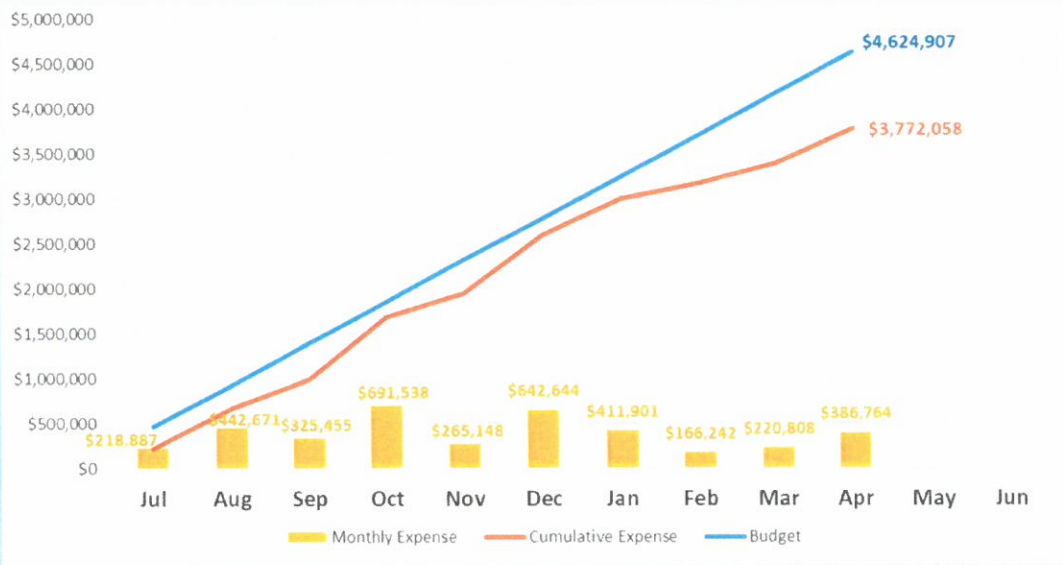


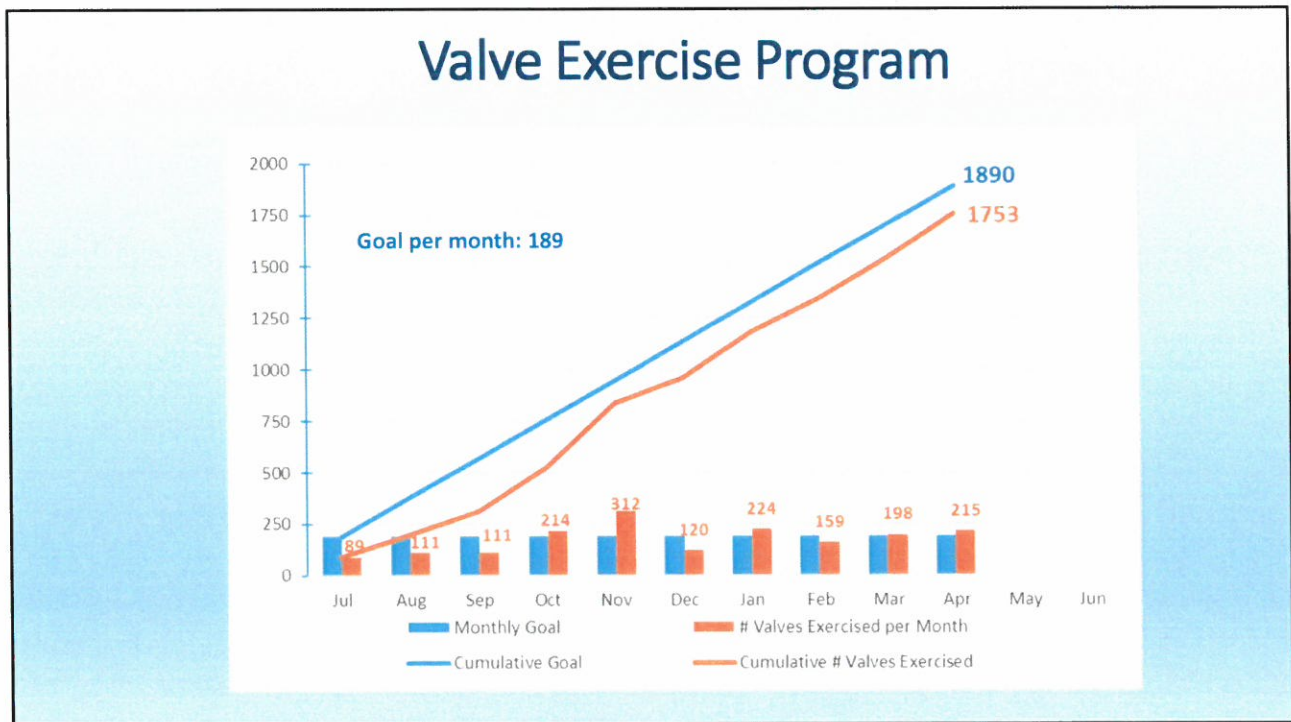
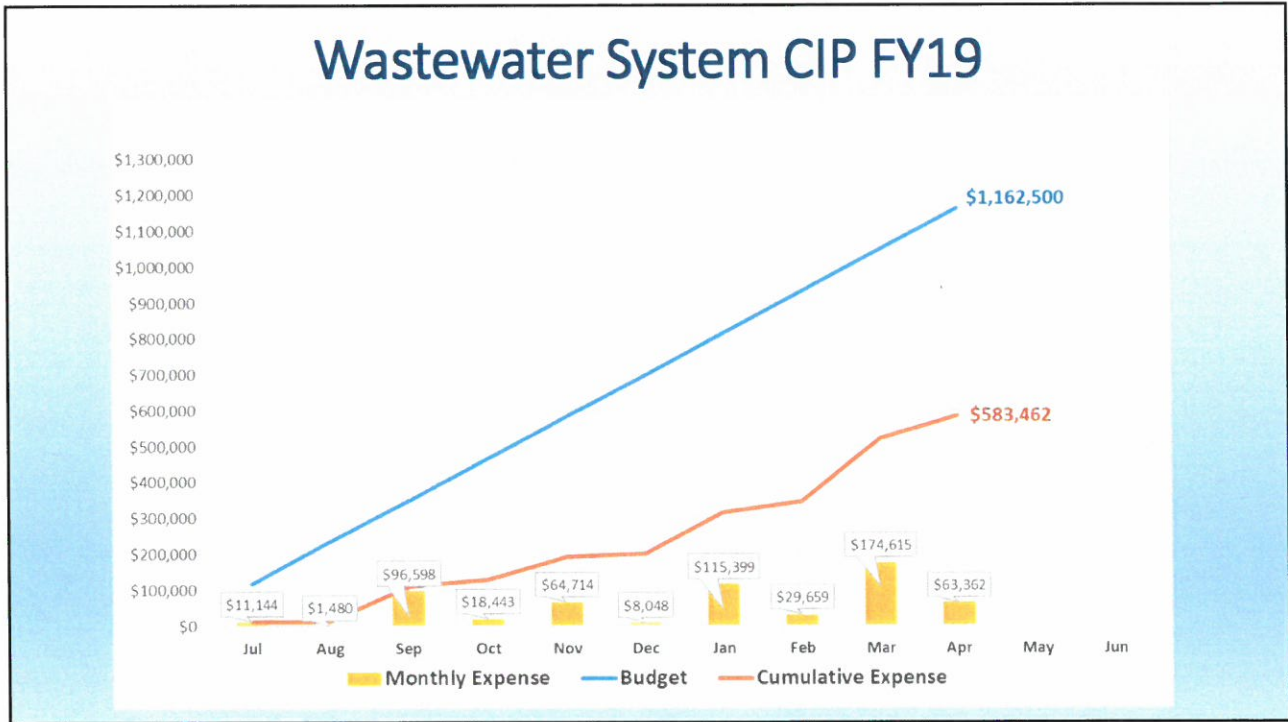
Fallbrook Public Utility District

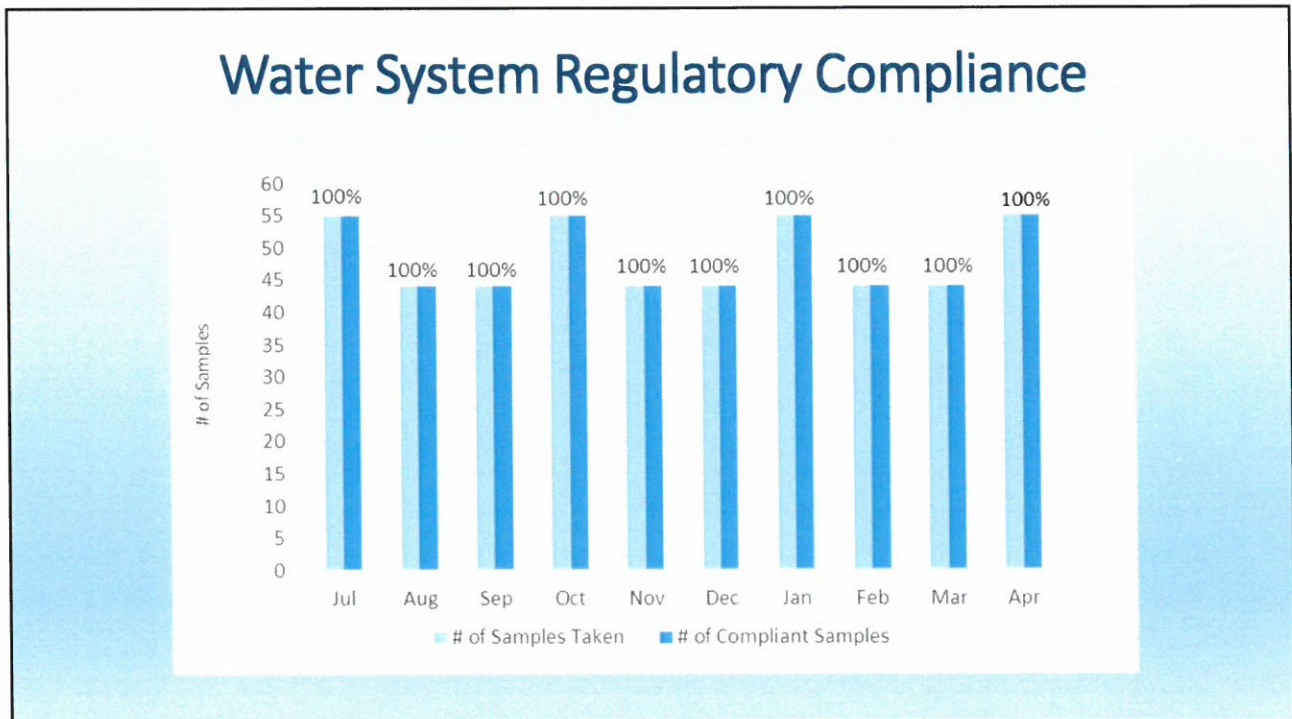
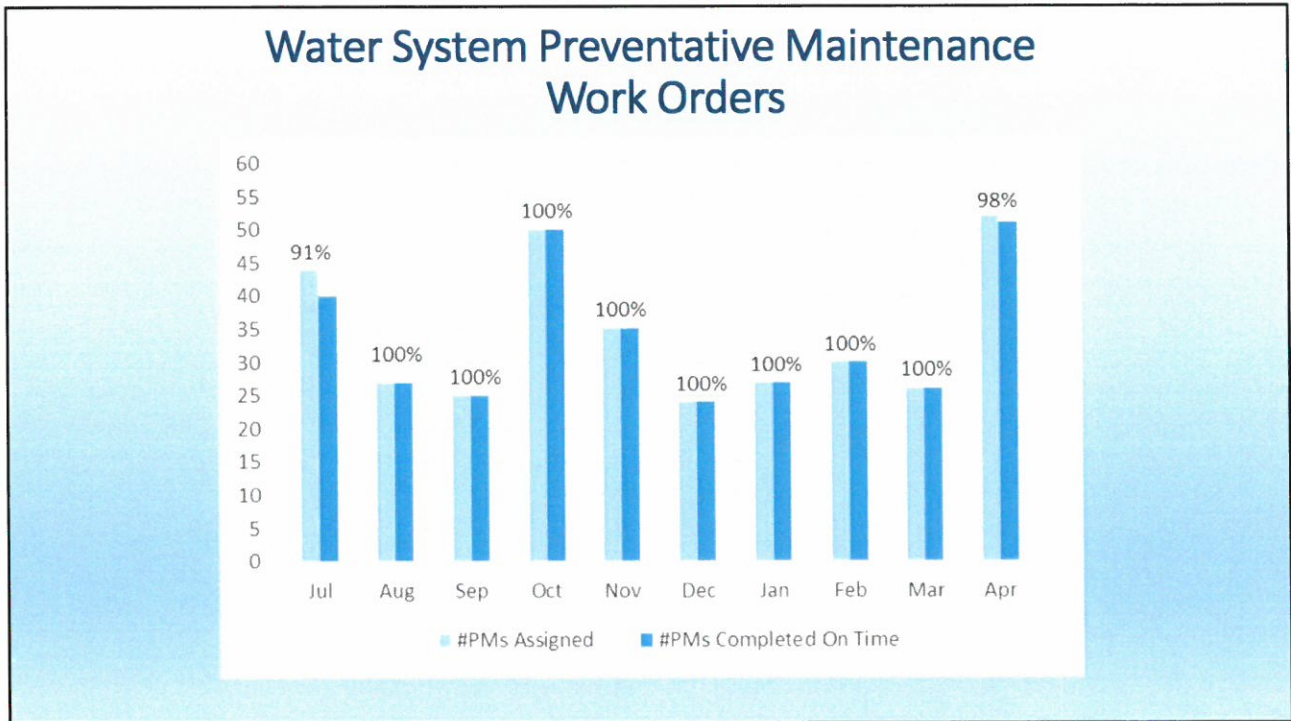
Engineering and Operations FY19

Board Meeting May 2019

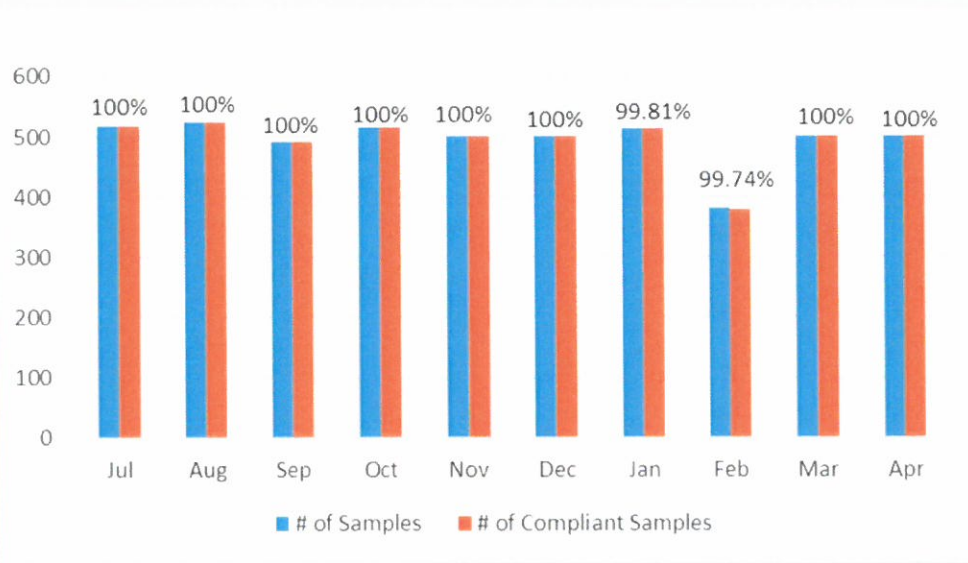
Water System CIP FY19



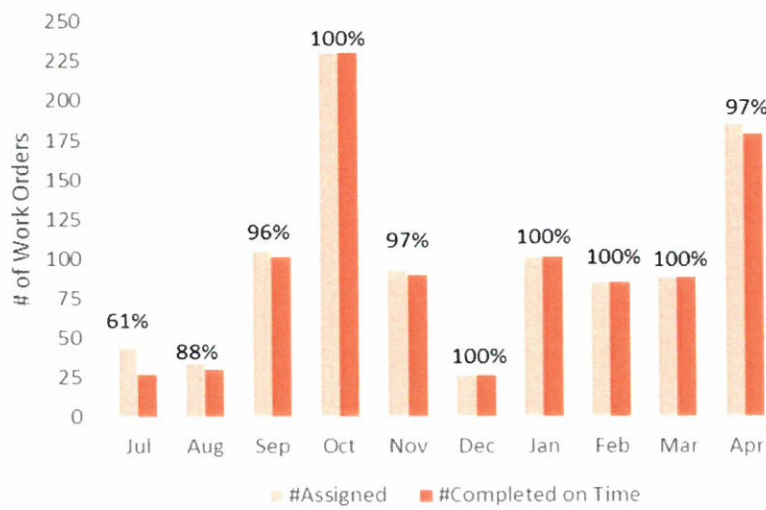


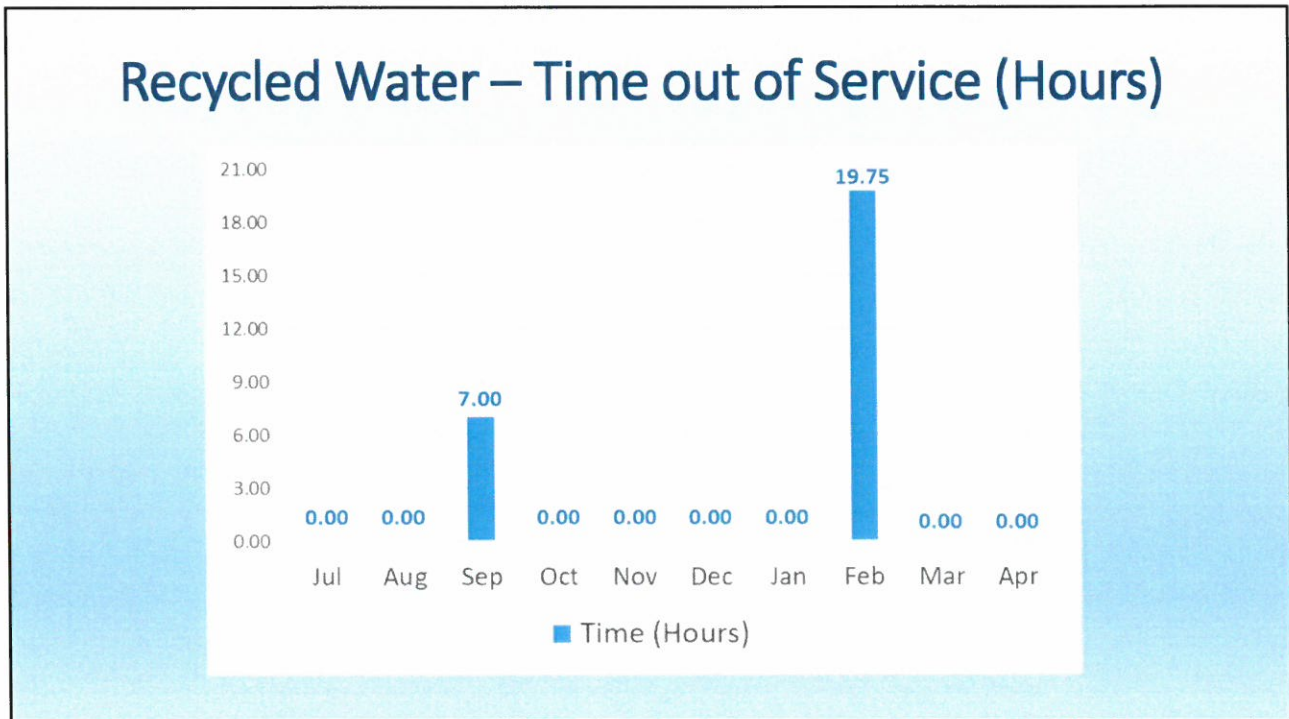
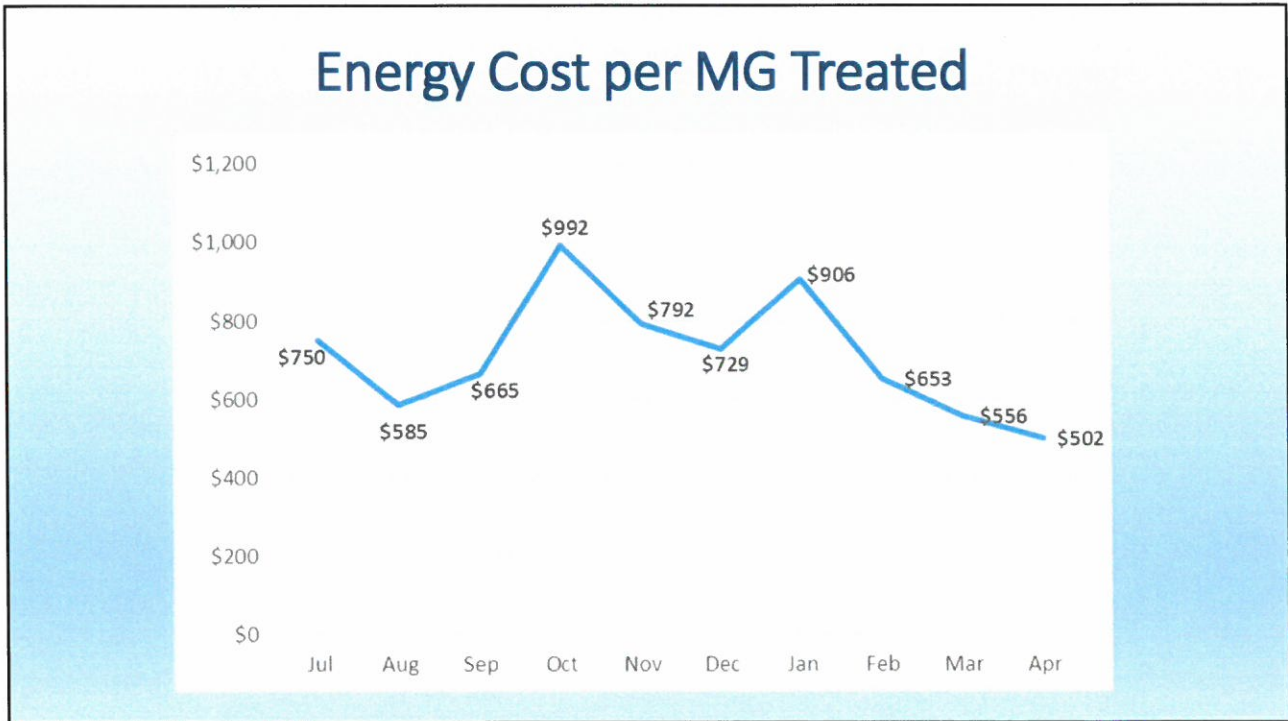


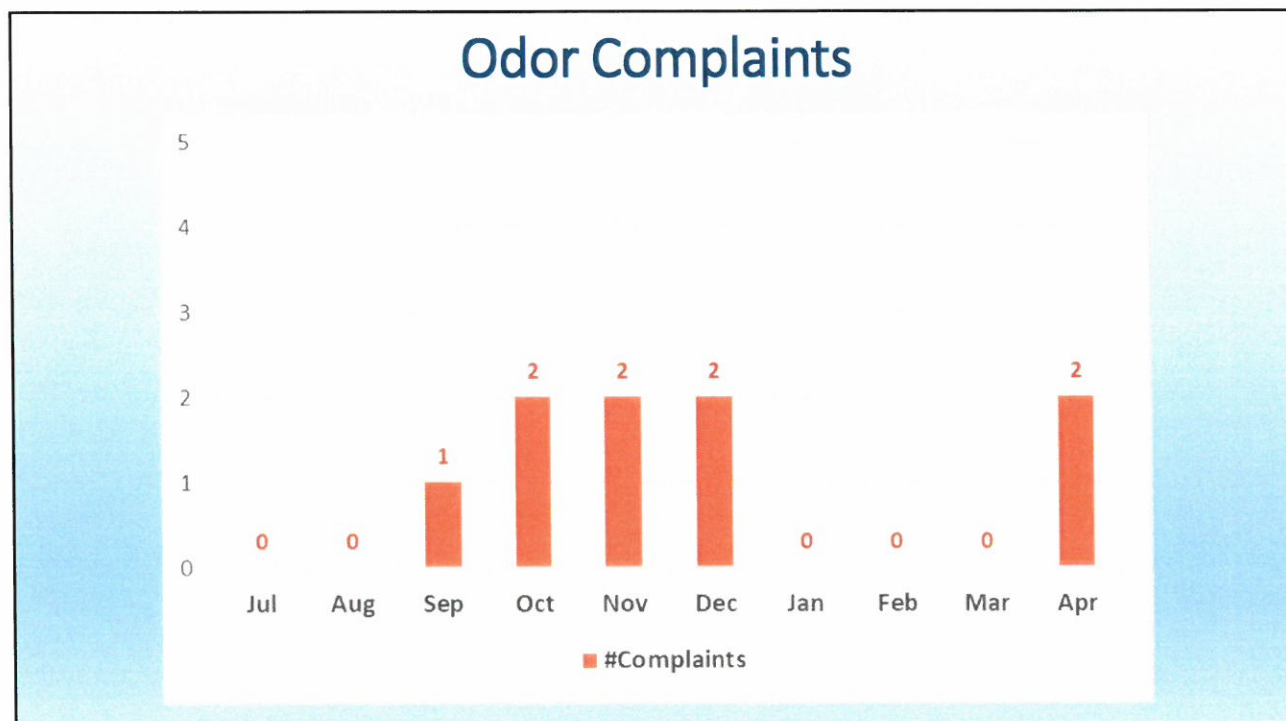
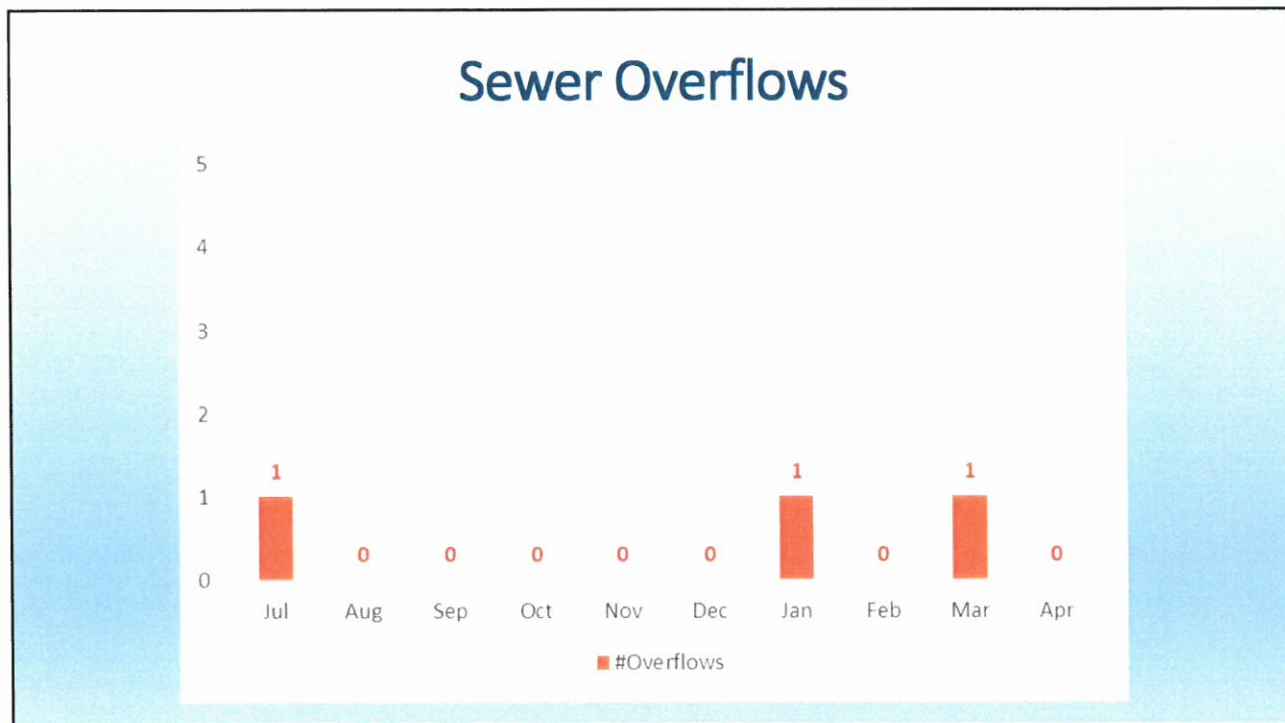
Wastewater System Regulatory Compliance

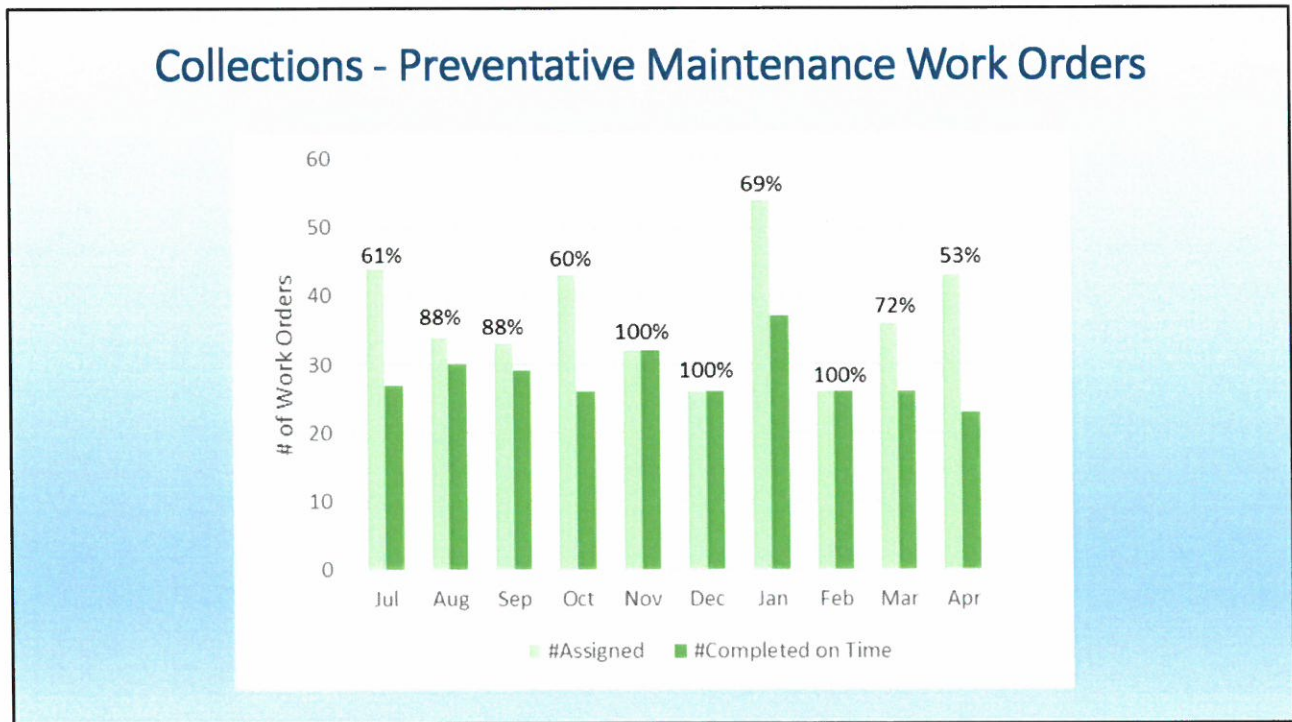
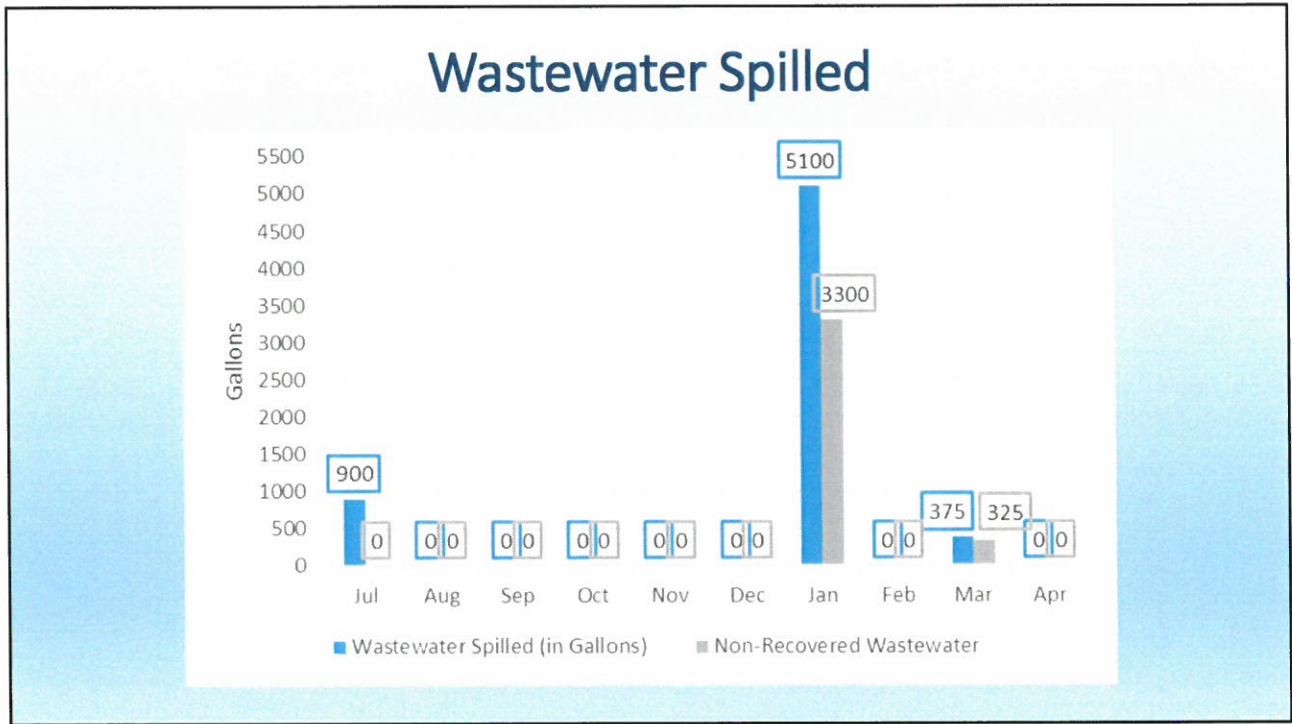


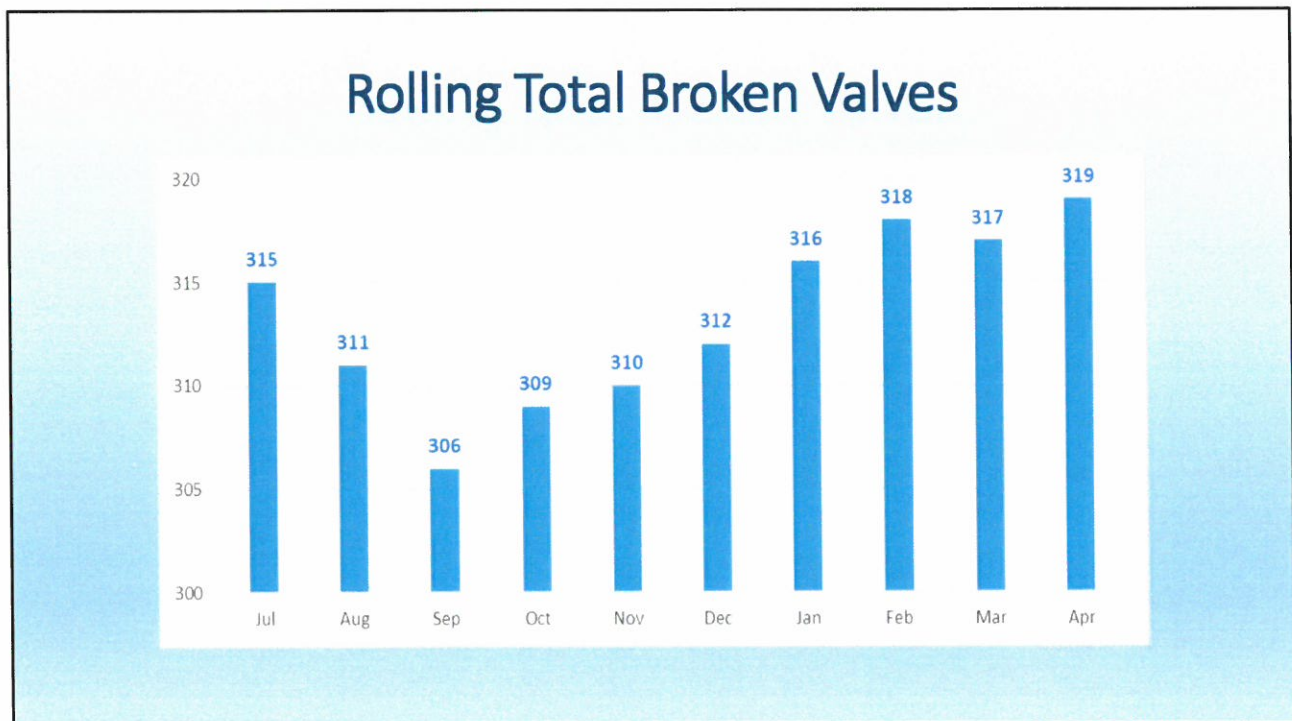
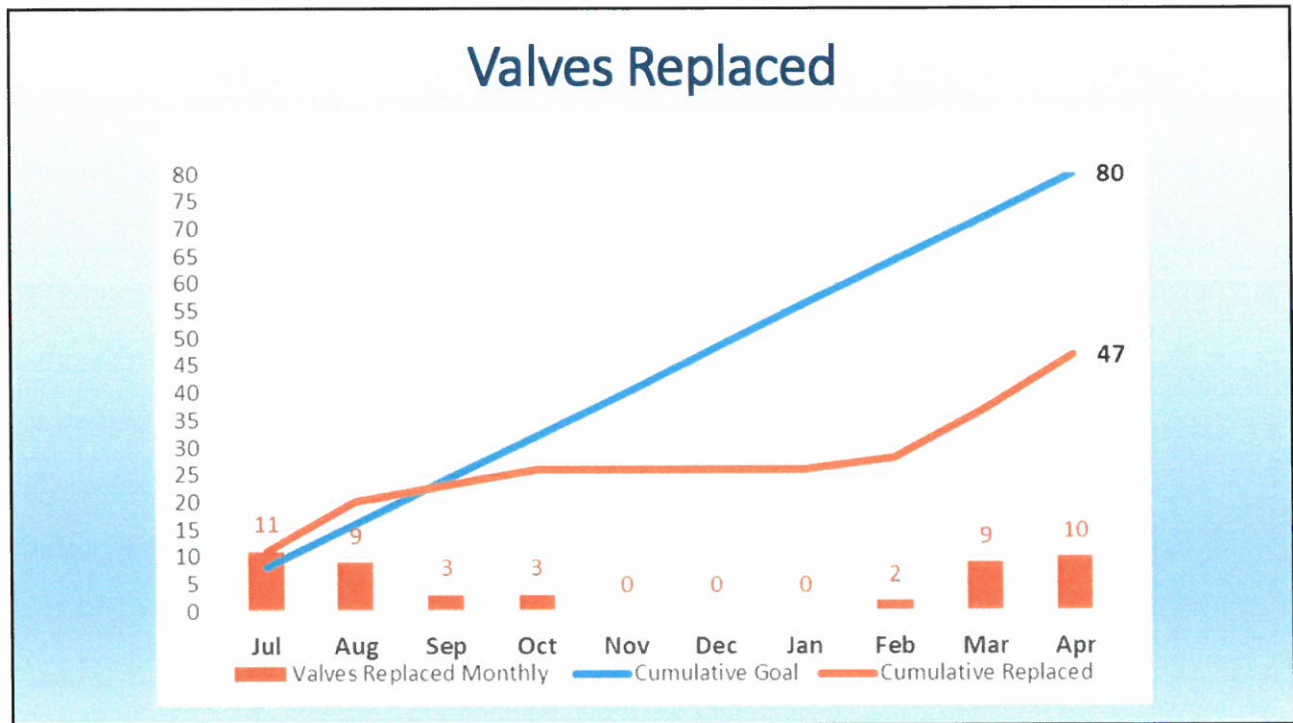
Reclamation Plant Preventative Maintenance Work Orders

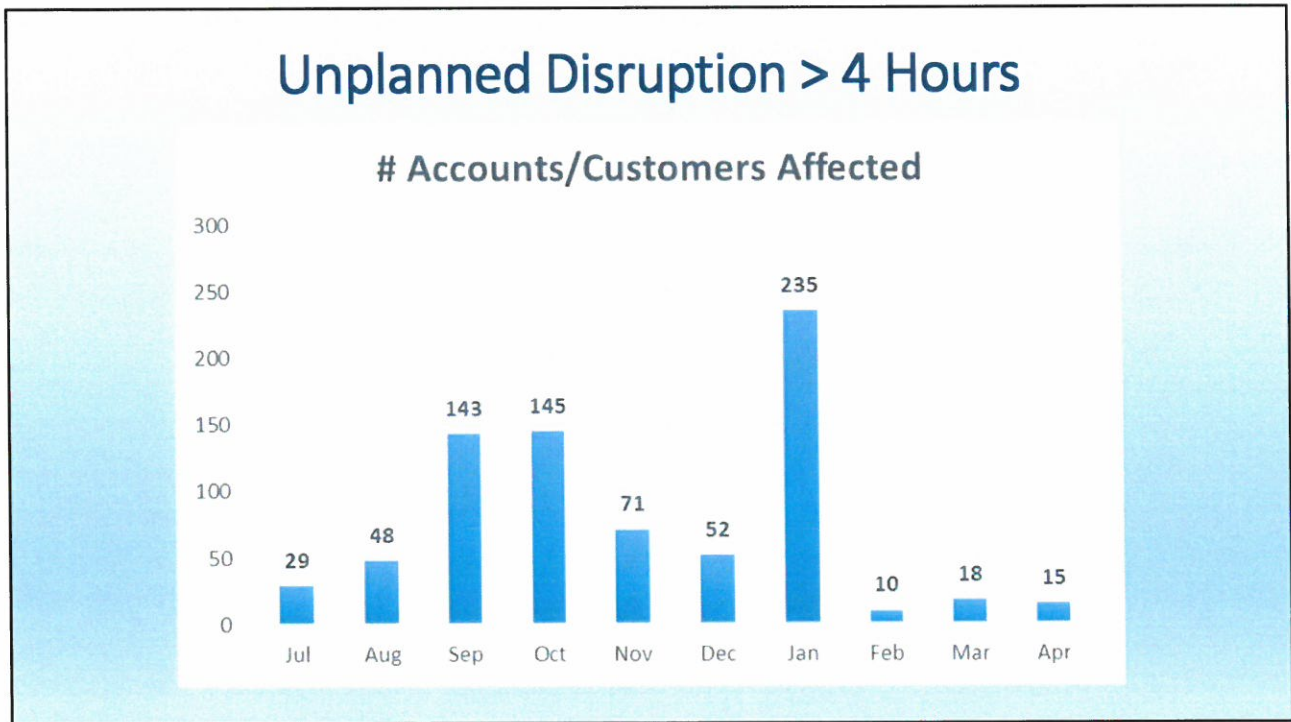
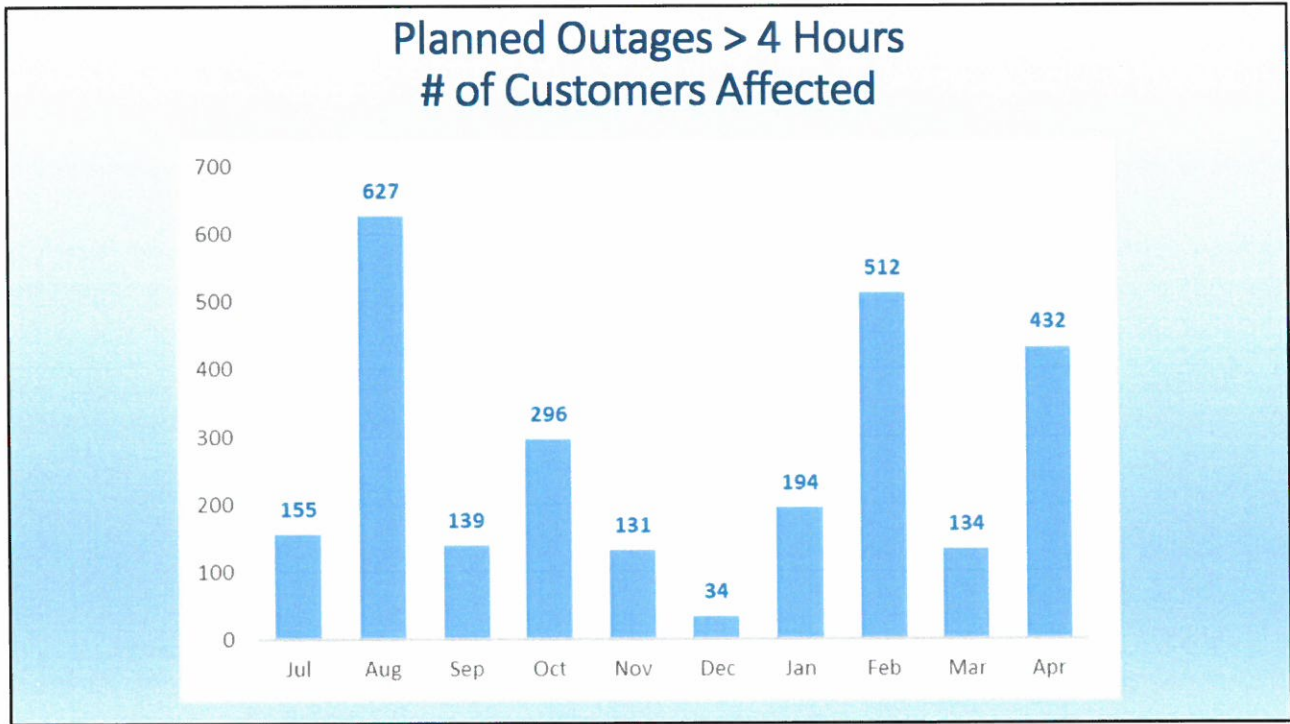


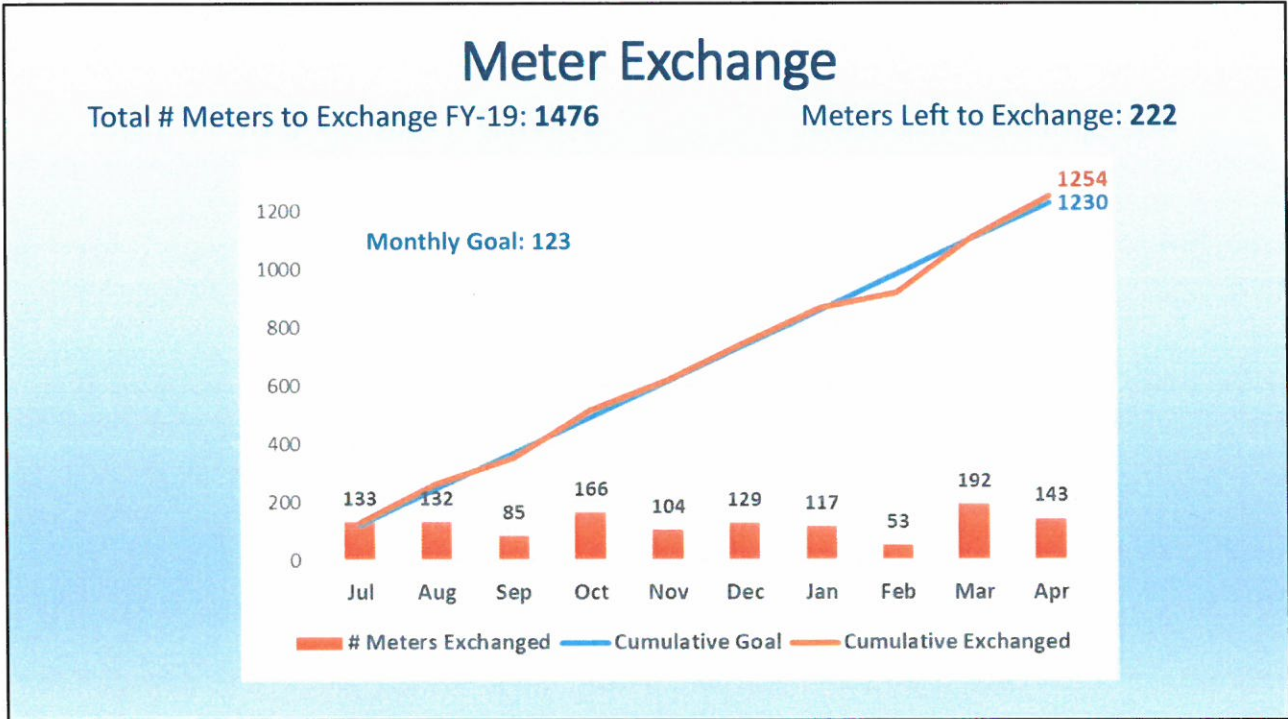












4/30/2019

Treasurer's Warrant No. April

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 -4/19

Computer Check Register

Payroll #1	\$138,291.81
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Payroll #2	<u>\$137,763.03</u>
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	<u>\$276,054.84</u>
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Accounts Payable

Checks by Date - Summary by Check Date

User: annaleceb
 Printed: 5/14/2019 11:22 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
80551	02206	STATE WATER RESOURCES CONTROL	04/03/2019	1,845,745.70
Total for 4/3/2019:				1,845,745.70
80552	91286	AMAZON CAPITAL SERVICES, INC.	04/04/2019	556.91
80553	91278	ANDRITZ SEPARATION INC.	04/04/2019	676.88
80554	03134	CALIFORNIA WATER ENVIRONMENT	04/04/2019	564.00
80555	04408	DEVIN CASTEEL	04/04/2019	82.82
80556	91437	COUNTY OF SAN DIEGO	04/04/2019	538.00
80558	91401	KENNETH ENDTER	04/04/2019	109.04
80559	04122	EVOQUA WATER TECHNOLOGIES LLC	04/04/2019	4,059.50
80560	01155	FALLBROOK REFUSE	04/04/2019	49.00
80561	01432	FERGUSON WATERWORKS #1083	04/04/2019	27,740.36
80562	91202	FIRST BANKCARD	04/04/2019	2,805.68
80563	02170	GRAINGER, INC.	04/04/2019	905.10
80564	02767	GRANGETTO FARM & GARDEN SUPPI	04/04/2019	157.10
80565	03174	HAAKER EQUIPMENT COMPANY	04/04/2019	4,927.50
80566	02773	HDS WHITE CAP CONST SUPPLY	04/04/2019	1,164.46
80567	06429	HEALTHPOINTE MEDICAL GROUP,INC	04/04/2019	75.00
80568	06577	INFOSEND INC	04/04/2019	3,215.31
80569	06463	IOTUM INC.	04/04/2019	12.12
80570	91436	CAROL JOHNSON	04/04/2019	397.46
80571	03299	KAMAN INDUSTRIAL TECHNOLOGIE:	04/04/2019	222.85
80572	91424	MANPOWER	04/04/2019	194.46
80573	06596	MCS INSPECTION GROUP	04/04/2019	9,012.00
80574	91192	MISSION LINEN SUPPLY	04/04/2019	1,112.99
80575	01267	PACIFIC PIPELINE	04/04/2019	442.21
80576	90939	PCM SALES, INC.	04/04/2019	1,102.84
80577	UB*00247	MARY ANN REIMERS	04/04/2019	74.41
80578	06608	ROTARY CLUB OF FALLBROOK	04/04/2019	211.00
80579	UB*00248	TIMOTHY & DARCY ROUSE	04/04/2019	99.49
80581	00236	SCRAPPYS	04/04/2019	480.17
80582	UB*00250	JAMES SHEPARD	04/04/2019	297.82
80583	UB*00249	THOMAS SIMMONS	04/04/2019	116.15
80584	06401	SONSRAY MACHINERY LLC	04/04/2019	6,971.91
80585	91107	SPECTRUM BUSINESS	04/04/2019	115.64
80586	91040	SPRINGBROOK NATIONAL USER GRO	04/04/2019	1,600.00
80587	05319	T.S. INDUSTRIAL SUPPLY	04/04/2019	1,062.29
80588	91385	VERONICA TAMZIL	04/04/2019	60.00
80589	05731	TEMECULA VALLEY POWDER COATIN	04/04/2019	780.00
80590	91310	VOLT WORKFORCE SOLUTIONS	04/04/2019	380.88
80591	00233	WAXIE SANITARY SUPPLY	04/04/2019	1,812.98
80592	00232	SAN DIEGO GAS & ELECTRIC	04/04/2019	696.66
Total for 4/4/2019:				74,882.99
80601	00805	ACWA/JOINT POWERS INS.	04/10/2019	36,085.32

Check No	Vendor No	Vendor Name	Check Date	Check Amount
80602	06323	ADVANCED COMMUNICATION SYSTF	04/10/2019	1,461.49
80603	91278	ANDRITZ SEPARATION INC.	04/10/2019	345.99
80604	05088	AT&T	04/10/2019	778.08
80605	06020	BABCOCK LABORATORIES, INC	04/10/2019	1,780.00
80606	03978	CAMERON WELDING SUPPLY	04/10/2019	411.62
80607	01719	MICKEY M. CASE	04/10/2019	60.00
80608	06115	CDW GOVERNMENT INC.	04/10/2019	552.65
80609	04128	CUES, INC	04/10/2019	3,400.00
80610	06299	D & H WATER SYSTEMS, INC	04/10/2019	1,914.83
80611	02925	DATA NET SOLUTIONS	04/10/2019	140.00
80612	05192	DIAMOND ENVIRONMENTAL SERVIC	04/10/2019	330.89
80613	03391	ELECTRICAL SALES INC	04/10/2019	3,340.25
80614	05719	ENVIRONMENTAL SYSTEMS RESEAR	04/10/2019	12,500.00
80615	09523	FALLBROOK EQUIP RENTALS	04/10/2019	3,465.30
80616	00169	FALLBROOK OIL COMPANY	04/10/2019	2,893.42
80617	02411	FALLBROOK PRINTING CORP	04/10/2019	4,444.56
80618	01432	FERGUSON WATERWORKS #1083	04/10/2019	595.64
80619	91039	GEORGE W. WEIR ASPHALT CONSTRU	04/10/2019	2,588.87
80620	00182	GLENNIE'S OFFICE PRODUCTS, INC	04/10/2019	358.38
80621	04958	GOSCH FORD TEMECULA	04/10/2019	128.57
80622	02170	GRAINGER, INC.	04/10/2019	1,642.00
80623	05380	HACH CO	04/10/2019	5,352.36
80624	03276	HOME DEPOT CREDIT SERVICES	04/10/2019	3,171.63
80625	UB*00251	CONSTRUCT INC	04/10/2019	738.88
80626	UB*00252	ICON BUILDING SUPPLIES INC	04/10/2019	198.76
80627	06426	INDUSTRIAL SAFETY PROFESSIONAL	04/10/2019	3,400.00
80628	06577	INFOSEND INC	04/10/2019	3,756.01
80629	00190	JCI JONES CHEMICALS INC.	04/10/2019	3,381.61
80630	04027	JOES HARDWARE	04/10/2019	1,782.81
80631	05065	JOHNSON CONTROLS SECURITY SOL	04/10/2019	490.82
80632	90937	KIRK PAVING INC	04/10/2019	53,280.00
80633	91424	MANPOWER	04/10/2019	583.37
80634	06338	MYTHOS TECHNOLOGY INC	04/10/2019	1,681.94
80635	90932	NAPA AUTO PARTS	04/10/2019	1,441.55
80636	06707	NATIONAL METER & AUTOMATION	04/10/2019	618.86
80637	03201	NATIONAL SAFETY COMPLIANCE INC	04/10/2019	52.50
80638	01406	NORTH COUNTY WELDING SUPPLY	04/10/2019	29.07
80639	00370	NUTRIEN AG SOLUTIONS, INC.	04/10/2019	975.69
80640	06298	ONESOURCE DISTRIBUTORS, LLC	04/10/2019	181.18
80641	91430	PALOMAR RESEARCH SERVICES LLC	04/10/2019	335.00
80642	90939	PCM SALES, INC.	04/10/2019	1,036.93
80643	00215	PETTY CASH	04/10/2019	165.16
80644	00216	PINE TREE LUMBER	04/10/2019	20.82
80645	05792	POLLARD WATER CO INC	04/10/2019	3,222.14
80646	91155	QUALITY GATE COMPANY	04/10/2019	1,920.00
80647	UB*00253	MARY ANN REIMERS	04/10/2019	26.36
80648	06130	S & J SUPPLY COMPANY, INC.	04/10/2019	808.13
80649	00231	SAN DIEGO COUNTY WATER AUTH	04/10/2019	537,335.04
80650	00232	SAN DIEGO GAS & ELECTRIC	04/10/2019	54,731.96
80651	06401	SONSRAY MACHINERY LLC	04/10/2019	7,708.39
80652	90929	SOUTHWEST ANSWERING SERVICE, I	04/10/2019	517.91
80653	05415	STATE WATER RESOURCE CONTROL	04/10/2019	240.00
80654	91223	STERLING HEALTH SERVICES INC.	04/10/2019	11,800.00
80655	00159	SUPERIOR READY MIX	04/10/2019	756.90
80656	06735	TCN, INC.	04/10/2019	50.63
80657	05883	TESTAMERICA LABORATORIES, INC.	04/10/2019	886.23
80658	00724	UNDERGROUND SERVICE ALERT	04/10/2019	275.65

Check No	Vendor No	Vendor Name	Check Date	Check Amount
80659	06211	UNITED IMAGING	04/10/2019	184.45
80660	91404	UPS STORE #3607	04/10/2019	29.96
80661	00458	VERIZON WIRELESS	04/10/2019	1,763.48
80662	04290	VILLAGE NEWS, INC.	04/10/2019	495.00
80663	02960	VWR INTERNATIONAL INC	04/10/2019	118.19
Total for 4/10/2019:				784,763.23
ACH	00152	FPUD EMPL ASSOCIATION	04/11/2019	516.00
ACH	06758	US TREASURY - PAYROLL TAXES	04/11/2019	54,762.36
ACH	06759	STATE OF CA - PR TAXES	04/11/2019	8,128.07
ACH	06760	STATE OF CA - SDI	04/11/2019	2,130.06
ACH	06761	LINCOLN FINANCIAL GROUP	04/11/2019	5,638.75
ACH	06763	PERS - PAYROLL	04/11/2019	35,399.26
Total for 4/11/2019:				106,574.50
80664	00101	ACWA JPIA	04/17/2019	88,862.51
80665	91286	AMAZON CAPITAL SERVICES, INC.	04/17/2019	213.34
80666	04995	AMERICAN MESSAGING	04/17/2019	102.66
80667	06374	BOOT BARN INC.	04/17/2019	184.86
80668	91429	BSK ASSOCIATES	04/17/2019	380.00
80669	UB*00259	LANE CERMAK	04/17/2019	8.05
80670	91241	LISA CHAFFIN	04/17/2019	60.00
80671	03205	CITY OF OCEANSIDE	04/17/2019	1,289.73
80672	91284	COAST WASTE MANAGEMENT INC	04/17/2019	1,785.84
80673	91330	AARON COOK	04/17/2019	25.00
80674	02176	CORELOGIC SOLUTIONS, LLC	04/17/2019	225.00
80675	05953	CORODATA RECORDS MANAGEMENT	04/17/2019	950.32
80676	91008	MICHAEL COTHRAN	04/17/2019	360.00
80677	05179	AARON COX	04/17/2019	44.16
80678	02925	DATA NET SOLUTIONS	04/17/2019	3,028.39
80679	91129	JENNIFER DEMEO	04/17/2019	33.87
80680	05180	NOELLE DENKE	04/17/2019	195.35
80681	06303	EXECUTIVE LANDSCAPE INC.	04/17/2019	700.00
80682	00170	FALLBROOK WASTE & RECYCLING	04/17/2019	693.40
80683	UB*00257	TERESA FOSTER	04/17/2019	1,277.22
80684	06286	GARDA CL WEST, INC.	04/17/2019	267.08
80685	02767	GRANGETTO FARM & GARDEN SUPPI	04/17/2019	9.37
80686	UB*00255	CARLOS & DIANA GUERRERO	04/17/2019	6.45
80687	05380	HACH CO	04/17/2019	954.63
80688	02773	HDS WHITE CAP CONST SUPPLY	04/17/2019	86.10
80689	05034	HOSSEIN NAWAEY	04/17/2019	963.29
80690	06577	INFOSEND INC	04/17/2019	2,559.07
80691	06267	J2 GLOBAL IRELAND LIMITED	04/17/2019	59.91
80692	06243	JIM'S SIGN SHOP	04/17/2019	150.85
80693	04926	KONICA MINOLTA PREMIER FINANCE	04/17/2019	1,845.14
80694	UB*00256	BEVERLY LONG	04/17/2019	5.43
80695	01782	JEFF MARCHAND	04/17/2019	25.00
80696	03944	MISSION RESOURCE CONSV DISTRIC	04/17/2019	128.00
80697	91427	MITEL CLOUD SERVICES, INC	04/17/2019	1,624.36
80698	00718	NATIONWIDE RETIREMENT SOLUTIO	04/17/2019	3,220.00
80699	91280	PACIFIC COMMERCIAL DOORS, LLC	04/17/2019	64.65
80700	91293	PARTNERS IN CONTROL, INC.	04/17/2019	6,554.36
80701	UB*00258	GONZALEZ OTNIEL PEDRO JIMENEZ	04/17/2019	4.47
80702	91438	PREMIER DOOR INSTALLATION, INC.	04/17/2019	7,015.00
80703	UB*00254	PAUL & ANA RAMIREZ	04/17/2019	181.91

Check No	Vendor No	Vendor Name	Check Date	Check Amount
80704	04075	RAYNE WATER SYSTEMS	04/17/2019	130.00
80705	05403	SAN DIEGO UNION-TRIBUNE CO.	04/17/2019	303.06
80706	06064	SOLENIS LLC	04/17/2019	8,907.35
80707	06401	SONSRAY MACHINERY LLC	04/17/2019	5,611.57
80708	91296	SOUTHLAND PAVING, INC.	04/17/2019	48,805.77
80709	05415	STATE WATER RESOURCE CONTROL	04/17/2019	105.00
80710	02927	TIM STERGER	04/17/2019	60.00
80711	91223	STERLING HEALTH SERVICES INC.	04/17/2019	125.00
80712	02797	STEVE STONE	04/17/2019	104.87
80713	02797	STEVE STONE	04/17/2019	25.00
80714	03197	SWRCB ACCOUNTING OFFICE	04/17/2019	4,443.00
80715	91082	TELETRAC, INC	04/17/2019	343.20
80716	05883	TESTAMERICA LABORATORIES, INC.	04/17/2019	225.76
80717	00724	UNDERGROUND SERVICE ALERT	04/17/2019	167.34
80718	02960	VWR INTERNATIONAL INC	04/17/2019	92.72
80719	05909	WAGNER & BONSIGNORE, CONSULTI	04/17/2019	193.70
80720	91276	WOLFE DOOR INDUSTRIES, INC.	04/17/2019	764.36
Total for 4/17/2019:				196,552.47
80727	06501	24 HOUR FIRE PROTECTION, INC	04/24/2019	719.95
80728	06323	ADVANCED COMMUNICATION SYSTE	04/24/2019	260.00
80729	91163	AM Diesel INC.	04/24/2019	889.11
80730	91286	AMAZON CAPITAL SERVICES, INC.	04/24/2019	306.68
80731	91229	AMP United, LLC	04/24/2019	135,183.05
80732	91428	ATKINSON, ANDELSON, LOYA, RUUD	04/24/2019	4,710.00
80733	05958	BAMM! PROMOTIONAL PRODUCTS, I	04/24/2019	1,645.13
80734	02743	BEST BEST & KRIEGER	04/24/2019	7,767.82
80735	06394	CALIFORNIA BANK & TRUST	04/24/2019	28,444.50
80736	05949	CALIFORNIA WATER EFFICIENCY PAR	04/24/2019	1,736.05
80737	03978	CAMERON WELDING SUPPLY	04/24/2019	484.42
80738	91241	LISA CHAFFIN	04/24/2019	25.00
80739	91272	KEVIN COLLINS	04/24/2019	60.00
80740	06675	CORODATA SHREDDING, INC	04/24/2019	58.37
80741	02925	DATA NET SOLUTIONS	04/24/2019	2,601.75
80742	00143	DEPARTMENT OF WATER RESOURCE	04/24/2019	32,592.00
80743	05192	DIAMOND ENVIRONMENTAL SERVIC	04/24/2019	213.15
80744	91123	DIGITAL DEVELOPMENT, INC.	04/24/2019	550.00
80745	91401	KENNETH ENDTER	04/24/2019	143.74
80746	05588	ESCONDIDO METAL SUPPLY	04/24/2019	777.48
80747	01099	FALLBROOK IRRIGATION INC	04/24/2019	167.08
80748	00169	FALLBROOK OIL COMPANY	04/24/2019	6,691.54
80749	01155	FALLBROOK REFUSE	04/24/2019	174.00
80750	04494	FEDERAL EXPRESS CORPORATION	04/24/2019	202.85
80751	01432	FERGUSON WATERWORKS #1083	04/24/2019	5,149.15
80752	04958	GOSCH FORD TEMECULA	04/24/2019	109.36
80753	02170	GRAINGER, INC.	04/24/2019	559.74
80754	02767	GRANGETTO FARM & GARDEN SUPPI	04/24/2019	157.10
80755	06722	CHRIS HAMILTON	04/24/2019	200.00
80756	03161	IDEXX DISTRIBUTION, INC.	04/24/2019	18.44
80757	UB*00260	ICON BUILDING SUPPLIES INC	04/24/2019	972.80
80758	06577	INFOSEND INC	04/24/2019	1,435.63
80759	02320	J.J. KELLER & ASSOCIATES INC	04/24/2019	1,990.00
80760	06380	JANI-KING OF CALIFORNIA, INC - SA	04/24/2019	2,777.45
80761	91304	LEARNSOFT CONSULTING INC	04/24/2019	510.00
80762	03765	LENNIHAN LAW	04/24/2019	2,011.35
80763	06633	MAINTENANCE CONNECTION INC	04/24/2019	756.20

Check No	Vendor No	Vendor Name	Check Date	Check Amount
80764	06596	MCS INSPECTION GROUP	04/24/2019	6,605.00
80765	91167	NORTH COUNTY FORD	04/24/2019	2.10
80766	01406	NORTH COUNTY WELDING SUPPLY	04/24/2019	35.21
80767	06744	O.S.T.S. INC	04/24/2019	1,855.19
80768	06298	ONESOURCE DISTRIBUTORS, LLC	04/24/2019	437.10
80769	91430	PALOMAR RESEARCH SERVICES LLC	04/24/2019	80.00
80770	04900	PARADISE CHEVROLET CADILLAC	04/24/2019	1,626.78
80771	91007	PFM ASSET MANGEMENT LLC	04/24/2019	3,626.16
80772	03738	SAN DIEGO COUNTY SUPERINTENDE	04/24/2019	475.00
80773	00236	SCRAPPYS	04/24/2019	1,758.05
80774	91218	DAVID SHANK	04/24/2019	486.10
80775	02206	STATE WATER RESOURCES CONTROL	04/24/2019	1,400.00
80776	00159	SUPERIOR READY MIX	04/24/2019	701.00
80777	91385	VERONICA TAMZIL	04/24/2019	57.30
80778	91082	TELETRAC, INC	04/24/2019	2,033.18
80779	05883	TESTAMERICA LABORATORIES, INC.	04/24/2019	856.83
80780	06512	ULINE SHIPPING SUPPLIES	04/24/2019	236.16
80781	04330	UNION BANK	04/24/2019	1,195.00
80782	91067	UPODIUM ENTERPRISES, LLC	04/24/2019	249.64
80783	91404	UPS STORE #3607	04/24/2019	45.43
80784	02960	VWR INTERNATIONAL INC	04/24/2019	189.90
Total for 4/24/2019:				267,002.02
ACH	00152	FPUD EMPL ASSOCIATION	04/25/2019	505.00
ACH	06758	US TREASURY - PAYROLL TAXES	04/25/2019	54,431.33
ACH	06759	STATE OF CA - PR TAXES	04/25/2019	8,010.83
ACH	06760	STATE OF CA - SDI	04/25/2019	2,116.48
ACH	06761	LINCOLN FINANCIAL GROUP	04/25/2019	5,688.75
ACH	06763	PERS - PAYROLL	04/25/2019	35,566.52
Total for 4/25/2019:				106,318.91
Report Total (230 checks):				3,381,839.82



Jack Bebee

General Manager

FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Jennifer DeMeo

Name & Location of Function: Fallbrook Village Toastmasters
weekly meeting @ Fallbrook Historical Society

FORD ROOM @
Date(s) of Attendance: 4/29/2019 Hill Ave + Rocky Crest

Purpose of Function: EDUC

Sponsoring Organization: Fallbrook Village Toastmasters

Summary of Conference or Meeting:

Gave speech at Toastmasters Meeting
more confident this time!

Director Signature: [Signature] Date: 4/30/2019

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FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: JENNIFER DEMEO

Name & Location of Function: AREA 3 Pathways Training
Ⓢ EAST VALLEY COMMUNITY CENTER
2245 E VALLEY PARKWAY ESCONDIDO CA

Date(s) of Attendance: 5/1/2019

Purpose of Function: EDUCATION

Sponsoring Organization: TOASTMASTERS, DISTRICT 3

Summary of Conference or Meeting:

Attended Training regarding the
Pathways program for Toastmasters
International on how to navigate
the website to improve public
speaking skills

Director Signature: 

Date: 5/1/2019

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FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Director Jennifer DeMeo Div 3

Name & Location of Function: ACWA JPIA Spring Conference 2019

Date(s) of Attendance: May 6 -7, 2019

Purpose of Function: Education

Sponsoring Organization: ACWA JPIA

Summary of Conference or Meeting: As the new ACWA JPIA Board Member for FPUD, I attended most of the subcommittee meetings as well as the General Board Meeting on Monday.

9:15am Workers' Compensation Program Committee Meeting

10:30am Executive Committee Meeting

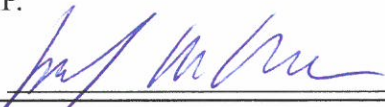
11:30am Pre Board Meeting Lunch "JPIA Through the Years with Andy Sells, JPIA CEO

1:30pm Board of Directors' Meeting

Notable was the decision to keep rates level for at least the next year since reserves are robust enough to carry the costs. Six new districts were added to membership in the Worker's Comp Program. The refund we received last month was in the high range for our size district. JPIA refunded 4.5 million dollars to 193 member agencies. A very moving video was shown about a worker who lost a limb in a brush clearing accident yet returned to work as soon as he was able. This video will be made available on ACWA JPIA's website.

The new captive insurance company board was elected and the new California Water Insurance Fund which will be known as CWIF (see-whif) will be based out of Utah on July 1, 2019. This move will allow the JPIA to better control their exposure to risk and ultimately manage costs and rates more efficiently. Lunch followed with remarks from CEO Andy Sells celebrating 40 years of service of which we at FPUD are one of the original 83 member agencies. At the Regular Board Meeting we voted Fred Brockmiller onto the Executive Committee along with Brent Hastey, the outgoing President of ACWA and the two incumbents. It was very educational to see how a board that size operates.

On Tuesday we heard from our friend, Brent Ives from BHI Consulting on 40 years of Good Governance and Success. The second presentation after lunch was a very engaging talk by Ann Gergen from AGRiP.

Director Signature:  Date: 5/15/2019

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FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Director Jennifer DeMeo Div 3

Name & Location of Function: ACWA Spring Conference 2019

Date(s) of Attendance: May 8, 2019

Purpose of Function: Education

Sponsoring Organization: ACWA

Wednesday, May 8 2019

8:00am Opening Breakfast and Presentation of Excellence in Water Leadership

The 2019 Excellence in Leadership Award Recipient was Dr. David Kimbrough, water Quality Manager at Pasadena Water and Power who has contributed years to improving lab testing and water quality measures.

The Keynote Speaker was switched last minute from Wade Crowfoot, Secretary of Water Natural Resources Agency to the **new Chair of the State Water Resources Control Board, Joaquin Esquivel**. He began his speech by apologizing for not being Wade, for being a Millennial and for any future issues we may have with him. He was quite engaging. He spoke a bit about the Delta and Safe drinking water and water storage issues throughout the State.

He took questions from the audience and made himself available throughout the conference. I hope that he will be easy to work with in coming years.

Following Breakfast I walked to Fisherman's Wharf to explore the bay of Monterey before returning home Wednesday evening as I had already attended ACWA's Fall conference.

Director Signature: 

Date: 5/15/2019

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FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Kenneth Endter

Name & Location of Function: ACWA Conference
Monterey, CA

Date(s) of Attendance: 5-7-19 thru 5-10-19

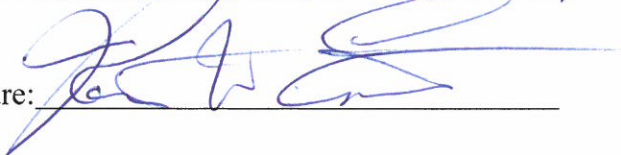
Purpose of Function: State, Regional, and Local Water Information

Sponsoring Organization: ACWA

Summary of Conference or Meeting:

Several "financial" seminars were taken that
discussed Better use of Financial tools available from
Within, state, Federal and private sources.

The CA Dept. of Water Resources also discussed the 57 Basins
that were affected by "boundary changes". These changes
were necessary under SGMA (state Groundwater Management Act).
SGMA Requires Agencies to sustainably manage their local
ground water basins. of 458 Basins, 94 were identified as
needing GSP's.

Director Signature:  Date: 5-11-19

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FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: ALVIN W GEBHART

Name & Location of Function: ACWA MONTEREY CA

Date(s) of Attendance: 5/6 - 5/9

Purpose of Function: update of water ~~the~~ ISSUES

Sponsoring Organization: FPUD .

Summary of Conference or Meeting:

MEETINGS:

GROUNDWATER COMMITTEE. showing how they are re aligning the
58 GROUND WATER BASINS IN CA. also Drilling test wells & Have
records of PRIVATE & PUBLIC WELLS IN THE STATE.
Finance COMMITTEE - INTERESTING - finances are a hot ISSUE.
exhibitor Demo - Reimagining in field Management. Nice
finance program - Waters rates & Trends: Make presentations
in the B grade level, workshops better, S.F. 85% rate ~~high~~ increase.
Water Industry Trends - Bringing up leaders in the
industry -
also Talked with "WATER TALENT" - SHORT TERM TALENT
Deploys. Very interesting, temp agency for WATER
INDUSTRY -
Director Signature: Alw Gebhart Date: 5/14/19 -

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FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Charley Wolk

Name & Location of Function: CWA & Farm Bureau water event

Date(s) of Attendance: 4/25/19

Purpose of Function: Show agriculture use of water

Sponsoring Organization: CWA & Farm Bureau

Summary of Conference or Meeting:

Emphasized the importance of water for ag production in the county. Did this with posters showing the value of different crops in San Diego. Also by serving different food made from products grown in the county. For laymen it was an excellent format to gain knowledge

Director Signature:  Date: 4/26/19

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