



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE FISCAL POLICY AND INSURANCE COMMITTEE

AGENDA

MONDAY, JULY 22, 2019
2:30 P.M.

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

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

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

PUBLIC COMMENT

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

A. PROPOSED CHANGES TO THE ADMINISTRATIVE CODE FOR REVIEW OF ANY AUDIT FINDINGS

B. DIRECTORS' DISCUSSION TO UPDATE THEIR REQUEST TO THE AUDITOR

III. ADJOURNMENT OF MEETING

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DECLARATION OF POSTING


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

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.

7-18-19
Dated / Fallbrook, CA

Mary Lou West
Secretary, Board of Directors

MEMO

TO: Fiscal Policy & Insurance Committee
FROM: David Shank, Assistant General Manager/CFO 
DATE: July 22, 2019
SUBJECT: Amendments to Article 2 of the District's Administrative Code

Purpose

Revise the District's Administrative Code (the Code) in accordance with the direction provided by the Fiscal Policy and Insurance Committee (the Committee).

Summary

The Committee requested the Code be amended to formalize the agenda of the Committee's initial meeting with the District's Auditor. Specifically, the Committee wanted to ensure that the Auditor reviewed the prior year's findings and recommendations with the Committee to help ensure that issues identified in the prior year were addressed by staff.

Section 2.4.2 of the Administrative Code has been modified to require the Auditor's initial meeting with the Committee to include a review of the prior year's audit findings and/or any Auditor recommendations. Attachment A provides the recommended changes to the Code.

- Attachment A – Amended Article 2 of the District's Administrative Code.

Recommended Action

The Fiscal Policy & Insurance Committee supports the recommended attached changes to the Administrative Code.

Attachment A

prescribes. The accounts of the District shall be examined at least once a year by a qualified Auditor, who shall report to the Directors the result of his examination. Each year prior to the Audit, the Auditor shall meet with the Fiscal Policy & Insurance Committee and review the prior year's audit findings and report on the status of any Auditor recommendations.

Sec. 2.5 Time and Place of Board Meetings.

The regular meeting of the Board of Directors shall be held on the fourth Monday of each month at 4:00 p.m. in the Board room of the Fallbrook Public Utility District located at 990 East Mission Road, Fallbrook, California. The Board meeting day and time shall be changed from time to time as designated by the Board of Directors. If the regular meeting falls on a holiday, such regular meeting shall be held on the next business day, or such time as the Board may direct. The agenda shall be posted on the north wall of the entrance to the District and on the District's Internet Web site at least 72 hours in advance of the meeting.

Sec. 2.6 Special Meetings.

A special meeting may be called at any time by the President of the Board of Directors, or by a majority of the members of the Board of Directors, by delivering written notice to each member of the Board of Directors and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the District's Internet Web site. The notice shall be delivered personally or by other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board of Directors. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

Sec. 2.7 Quorum.

A majority of the Board of Directors constitutes a quorum for the transaction of business.

Sec. 2.8 Actions.

The Board shall act only by Ordinance, Resolution, or motion and may act only on items on a pre-posted agenda. The ayes and noes shall be taken upon the passage of all ordinances, resolutions, or motions and entered upon the journal of the proceedings of the Board. No ordinance or resolution shall be passed or become effective without the affirmative votes of at least a majority of the Board. A roll call vote recorded pursuant to the Public Utility District Act in the minutes of the meeting shall be had if requested by any Director. When not requested, or ordered by the President, a roll call vote shall be dispensed with. "Emergency" items may be added to the agenda if it is determined that

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