



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

**AGENDA**

**MONDAY, FEBRUARY 24, 2025  
4:00 P.M.**

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

**THIS MEETING WILL BE HELD AT THE ABOVE DATE, TIME, AND LOCATION AND MEMBERS OF THE PUBLIC MAY ATTEND IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028. FOR THE CONVENIENCE OF MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON, FALLBROOK PUBLIC UTILITY DISTRICT PROVIDES A MEANS TO OBSERVE AND PROVIDE PUBLIC COMMENTS AT THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. PLEASE NOTE THAT IN THE EVENT OF TECHNICAL ISSUES THAT DISRUPT THE ABILITY OF MEMBERS OF THE PUBLIC TO VIEW THE MEETING OR PROVIDE PUBLIC COMMENTS THROUGH THE WEB CONFERENCE OPTION, THE MEETING WILL CONTINUE.**

**Join Zoom Meeting**

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**PUBLIC COMMENTS:** Members of the public may submit public comments and comments on agenda items in one of the following ways:

**SUBMIT COMMENTS BEFORE THE MEETING:**

- By emailing to our Board Secretary at [leckert@fpud.com](mailto:leckert@fpud.com)
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District's Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

**REMOTELY MAKE COMMENTS DURING THE MEETING:** The Board President will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the "Participants List," hover over your name and click on "raise hand." This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing \*9 to notify the moderator that you wish to speak during the current item.

**MAKE IN-PERSON COMMENTS DURING THE MEETING:** The Board President will inquire prior to Board discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

**THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.**

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

**I. PRELIMINARY FUNCTIONS**

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA PER GC § 54954.2(b)

APPROVAL OF AGENDA

PUBLIC COMMENT

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

- A. EMPLOYEE OF THE QUARTER FEBRUARY 2025
  - 1. Martin Serrano
- B. YEARS OF SERVICE
  - 1. Hugo Santillan – 5 years
- C. NEW EMPLOYEE ANNOUNCEMENT
  - 1. Favio Flores, Utility Worker I

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

- D. CONSIDER APPROVAL OF MINUTES
  - 1. January 27, 2025 Regular Board Meeting

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

- E. CONSIDER ADVANCED APPROVAL TO ATTEND MEETINGS

*Recommendation: That the Board authorize and approve, in advance, Directors' attendance to the Pure Water of Southern California Plant Tour on March 28, 2025 in Carson, California.*

- F. CONSIDER CONCURRENCE IN NOMINATIONS TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER

AGENCIES JOINT POWERS INSURANCE AUTHORITY; RESOLUTION  
NOS. 5089 AND 5090

*Recommendation: The Board adopt Resolution No. 5089 concurring in the nomination of Melody McDonald of San Bernardino Valley Water Conservation District Resolution to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority and No. 5090 concurring in the nomination of Randall Reed of Cucamonga Valley Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority*

**III. INFORMATION------(ITEMS G–H)**

**G. ENGINEERING AND OPERATIONS KEY PERFORMANCE INDICATORS**

*Presented by: Aaron Cook, Engineering Manager  
Carl Quiram, Operations Manager*

**H. ANNUAL BUDGET DEVELOPMENT SCHEDULE**

*Presented by: Dave Shank, Assistant General Manager/CFO*

**IV. ACTION / DISCUSSION CALENDAR------(ITEMS I–O)**

**I. CONSIDER UPDATE OF EMERGENCY DECLARATION FOR PIPELINE REPLACEMENT**

*Recommendation: The recommended action is for the Board to continue the emergency action to replace the failed pipelines.*

**J. CONSIDER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS**

*Recommendation: Staff supports the Board's direction.*

**K. CONSIDER REVISING ADMINISTRATIVE CODE SECTION 2.14 TO INCLUDE THE ADDITION OF THE NEWLY FORMED REGIONAL AND COMMUNITY COORDINATION COMMITTEE**

*Recommendation: That the Board adopt Resolution No. 5091, revising Administrative Code Section 2.14, adding the Regional and Community Coordination Committee as a standing Board committee and select two Directors to serve on the committee.*

**L. CONSIDER REVISING ADMINISTRATIVE CODE ARTICLE 5**

Recommendation: That the Board adopt Resolution No. 5092 amending Article 5 of the FPUD Administrative Code with the changes noted above.

- M. CONSIDER MUTUAL SERVICES AGREEMENT – FALLBROOK PUD, RAINBOW, YUIMA, AND VALLEY CENTER MUNICIPAL WATER DISTRICT

Recommendation: That the Board Authorize the General Manager to execute the attached “Mutual Services Agreement” with non-substantive changes.

- N. CONSIDER APPROVAL OF 5-YEAR SERVICE AGREEMENT FOR THE TURBO BLOWERS AT THE WATER RECLAMATION PLANT

Recommendation: That the Board support the 5-year service agreement for the turbo blowers with Nueros at a total cost of \$362,280. This agreement ensures the continued operation and efficiency of these critical components, maintaining the necessary airflow for the CAS and AD treatment processes at the Water Reclamation Plant.

- O. CONSIDER RECOMMENDATION FOR AMENDMENT TO ANNUAL ONGOING PAVEMENT AND ASPHALT REPAIR CONTRACT

Recommendation: That the Board approve an amendment to the contract with Asphalt and Concrete Enterprises to increase the not to exceed amount to \$600,000 annually for as-needed asphalt repair services through the remaining term of the contract.

**V. PUBLIC HEARING -----(ITEM P)**

- P. POTENTIAL INCREASE IN COMPENSATION FOR MEMBERS OF THE BOARD OF DIRECTORS (ADMINISTRATIVE CODE SECTION 2.12); ORDINANCE NO. 359

Recommendation: Hold the public hearing and consider adoption of Ordinance No. 359, to increase Board compensation from \$134.00 to \$140.70 for each day’s service to the District and to update Section 2.12 of the District’s Administrative Code to reflect the updated amount.

**VI. ORAL/WRITTEN REPORTS -----(ITEMS 1–7)**

1. General Counsel
2. General Manager
  - a. EMWD/MWD Update
  - b. Engineering and Operations Report
  - c. Federal Funding Update
3. Assistant General Manager/Chief Financial Officer
  - a. Financial Summary Report

- b. Treasurer's Report
- c. Budget Status Report
- d. Warrant List
4. Public Information Officer
5. Notice of Approval of Per Diem for Meetings Attended
6. Director Comments/Reports on Meetings Attended
7. Miscellaneous

ADJOURN TO CLOSED SESSION

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

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SECTION 54956.9(D)(2):

*One (1) case*

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SECTION 54956.9(D)(2):

*One (1) potential case (Claim filed by Brian Suchoski)*

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION (*As Necessary*)

**VIII. ADJOURNMENT OF MEETING**

\* \* \* \*

**DECLARATION OF POSTING**

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

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

February 19, 2025  
Dated / Fallbrook, CA

/s/ Lauren Eckert  
Executive Assistant/Board Secretary

**M E M O**

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager  
**DATE:** February 24, 2025  
**SUBJECT:** February 2025 Employee of the Quarter

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Martin Serrano was chosen as the February 2025 Employee of the Quarter for the following reasons:

*“Martin Serrano is a Utility Worker machine. He excels when faced with uncomfortable and physically challenging working conditions. No matter how extreme the weather, or how muddy the work environment, Martin jumps right into any situation with a smile on his face. He has an amazing work ethic and strives to bring others to his level. Martin has an incredibly positive attitude that is infectious to anyone around him and he proudly trains new employees. His supervisors and crew leaders boast about his dedication and commitment after hours. Martin is always eager to be a part of any emergency repairs and will rearrange his personal life to assist. For all of this and more, Martin deserves to be employee of the quarter.”*

Martin received a Certificate of Appreciation and a monetary award of \$150. Additionally, Martin will have lunch with the General Manager, a member of the Board of Directors, and the previous Employee of the Quarter.

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**M E M O**

**TO:** Board of Directors  
**FROM:** Lauren Eckert, Executive Assistant/Board Secretary  
**DATE:** February 24, 2025  
**SUBJECT:** Approval of Minutes

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**Recommended Action**

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

1. January 27, 2025 Regular Board Meeting



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

**MINUTES**

**MONDAY, JANUARY 27, 2025  
4:00 P.M.**

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

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**I. PRELIMINARY FUNCTIONS**

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

President DeMeo called the January 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:** Jennifer DeMeo, Member/President  
Don McDougal, Member/Vice President  
Dave Baxter, Member  
Ken Endter, Member  
Charley Wolk, Member

**Absent:** None

**General Counsel/District Staff**

**Present:** Jack Bebee, General Manager  
Dave Shank, Assistant General Manager/CFO  
Paula de Sousa, General Counsel  
Annalece Bokma, Accounting Technician II  
Jodi Brown, Management Analyst  
Devin Casteel, Systems Operations Supervisor  
Isabel Casteran, Safety & Risk Officer  
Aaron Cook, Engineering Manager  
Noelle Denke, Public Information Officer  
Joe Di Carlo, Instrumentation Control Technician  
John Marchetta, Human Resources Manager  
Ian Smith, Accounting Technician I  
Steve Stone, Field Services Manager  
Steve Wuerth, SCADA, Electrical & Maintenance Supervisor  
Lauren Eckert, Executive Assistant/Board Secretary

Also present were others, including, but not limited to: Jeff Armstrong, Steve Corona, Jacqueline Howells, Mark Mervich, and Joe Mouawad

#### PLEDGE OF ALLEGIANCE

President DeMeo led the Pledge of Allegiance.

#### ADDITIONS TO AGENDA PER GC § 54954.2(b)

#### APPROVAL OF AGENDA

MOTION: Director McDougal moved to approve the agenda, as presented; Director Wolk seconded. Motion carried; VOTE:

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

#### PUBLIC COMMENT

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

There were no public comments for non-agenda items.

There were no public comments on agenda items A – F.

- A. ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS
1. President
  2. Vice-President

President DeMeo turned the meeting over to General Manager Bebee for the election of officers to the Board of Directors. General Manager Bebee asked for a motion.

MOTION: Director Endter moved to nominate Director McDougal as President; Director Wolk seconded. Motion carried; VOTE:

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

MOTION: Director Baxter moved to nominate Director Endter as Vice President; Director Wolk seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

Newly-elected President McDougal presided over the remainder of the meeting.

B. APPOINTMENTS TO BOARD STANDING COMMITTEES

1. Fiscal Policy & Insurance
2. Personnel
3. Engineering & Operations

President McDougal kept the Board Standing Committee appointments the same as follows.

- Fiscal Policy & Insurance: *Directors Wolk and Baxter*
- Personnel: *Directors DeMeo and Baxter*
- Engineering & Operations: *Directors McDougal and Endter*

C. 2024 EMPLOYEE OF THE YEAR; RESOLUTION NO 5086

1. Annalece Bokma

The Board congratulated Annalece Bokma for being chosen as the 2024 Employee of the Year.

MOTION: Director Endter moved to adopt Resolution No. 5086, recognizing Annalece Bokma as the 2024 Employee of the year; Director Baxter seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

D. YEARS OF SERVICE

1. Antonio Campos – 15 years

The Board recognized Antonio Campos for his 15 years of service to the District.

E. NEW EMPLOYEE ANNOUNCEMENT

1. Ian Smith, Accounting Technician I

2. Brock Bergholz, Utility Worker I

The Board welcomed Ian Smith as the new Accounting Technician I and Brock Bergholz as the new Utility Worker I.

F. NEW CERTIFICATIONS

1. Joe Di Carlo, Electrical & Instrumentation Technologist II

The Board recognized Joe Di Carlo for receiving his Electrical & Instrumentation Technologist II certification.

**II. CONSENT CALENDAR----- (ITEMS G–J)**

*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.*

G. CONSIDER APPROVAL OF MINUTES

1. December 9, 2024 Combined Nov./Dec. Regular Board Meeting
2. December 12, 2024 Special Board Meeting

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

H. CONSIDER EASEMENT QUITCLAIM AT LANGE RESERVOIR SITE

Recommendation: *That the Board adopt Resolution No. 5087 authorizing to quitclaim the existing described easement at the Lange Reservoir site.*

I. CONSIDER EASEMENT QUITCLAIM AT BEAVERCREEK LANE

Recommendation: *That the Board adopt Resolution No. 5088 authorizing to quitclaim for the existing described easements between Beaver Creek Lane and Fallbrook Street.*

J. CONSIDER ASSOCIATE ENGINEERING POSITION

Recommendation: *That the Board approve the new position to replace the existing vacant Engineering Technician position and the resulting organizational chart change.*

Director Wolk requested the minutes from the December 9, 2024 regular meeting be revised to reflect that Director DeMeo was seated as Director for a 4-

year term on the FPUD Board of Directors, despite being absent from the December meeting.

There were no public comments on Consent Calendar items.

MOTION: Director Endter moved to approve the Consent Calendar, with the above noted change to the December 9, 2024 regular Board meeting minutes; Director DeMeo seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

**III. INFORMATION ----- (ITEMS K–N)**

**K. METROPOLITAN WATER DISTRICT UPDATE**

*Presented by: Joe Mouawad, EMWD General Manager and  
Jeff Armstrong, EMWD/MWD Director*

There were no public comments on agenda item K.

Joe Mouawad, General Manager of Eastern Municipal Water District and Jeff Armstrong, EMWD/MWD Director presented a slideshow providing an update on Metropolitan Water District. This included an update on water supply and demand, MWD's response to the LA wildfires, litigation, business model, and a legislative proposal.

**L. MID-YEAR OPERATING BUDGET UPDATE**

*Presented by: David Shank, Assistant General Manager/CFO*

There were no public comments on agenda item L.

Assistant General Manager/CFO Shank presented a slide show that provided an overview and update of the mid-year budget.

AGM/CFO noted there would be a future change in appropriations because the Community Benefit Program Committee did end up extending the amount they spent this year – going into last year's funds they did not spend.

Director Baxter acknowledged the effort from Operations Manager Quiram on receiving SDG&E savings.

M. FY24-25 CAPITAL PROJECTS UPDATE

Presented by: Aaron Cook, Engineering Manager

There were no public comments on agenda item M.

Engineering Manager Cook provided an update on FY24-25 Capital Projects.

N. ESTABLISHMENT OF A REGIONAL LEADERSHIP DEVELOPMENT PROGRAM FOR ORANGE, SAN DIEGO, AND RIVERSIDE COUNTIES

Presented by: Jack Bebee, General Manager

There were no public comments on agenda item N.

General Manager Bebee provided a brief overview of the establishment of a regional leadership development training program for Orange, San Diego, and Riverside Counties.

Director Wolk suggested taking a look at what it would cost for California Special Districts Association (CSDA) to put the training together.

**IV. ACTION / DISCUSSION CALENDAR -----(ITEMS O–V)**

O. CONSIDER UPDATE OF EMERGENCY DECLARATION FOR PIPE REPAIR ON BEAVERCREEK LANE, JOSTEN WAY, AND W FALLBROOK STREET

Recommendation: The recommended action is for the Board to continue the emergency action to replace the failed pipelines.

There were no public comments on agenda item O.

MOTION: Director Endter moved to continue the emergency declaration to replace the failed pipelines; Director Wolk seconded. Motion carried;  
VOTE:

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

P. CONSIDER PROCUREMENT OF CHLORAMINE BOOSTING SYSTEM FOR THE 8MG RESERVOIR

Recommendation: *That the Board authorize procurement of the Big Wave Water Technologies Chloramine Boosting System from D&H Water Systems for \$149,000.*

There were no public comments on agenda item P.

General Manager Bebee provided an overview of this project, noting this was a system to boost the chlorine residuals. He explained we have piloted this as well.

Director Baxter asked what the longevity of this project was. General Manager Bebee guessed around 15 years.

MOTION: Director Wolk moved to authorize procurement of the Big Wave Water Technologies Chloramine Boosting System from D&H Water Systems for \$149,000; Director Endter seconded. Motion carried;  
VOTE:

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

Q. CONSIDER AWARD OF CONSTRUCTION MANAGEMENT & INSPECTION PROFESSIONAL SERVICES AGREEMENT

Recommendation: *That the Board award a professional services agreement with MKN for an amount not to exceed \$120,000.*

There were no public comments on agenda item Q.

General Manager Bebee explained there was a retirement in a position that did a lot of the construction management services. This was an as-needed support contract that will be there in case we have a project that needs a lot of oversight.

MOTION: Director Endter moved to award a professional services agreement, for construction management and inspection professional services, with MKN for an amount not to exceed \$120,000; Director DeMeo seconded. Motion carried; VOTE:

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



R. CONSIDER PROCUREMENT OF REPLACEMENT PUMPS FOR OVERLAND TRAIL LIFT STATION

Recommendation: *That the Board authorize procurement of the replacement pumps from the lowest responsible bidder, Sloan Electromechanical, for \$437,353.60.*

There were no public comments on agenda item R.

General Manager Bebee reported this was for our largest sewage lift station. He explained we have had problems with the pumps in the past, and at this point, it was more cost effective to get new pumps instead of rebuilding them.

MOTION: Director Endter moved to authorize procurement of the replacement pumps for the Overland Trail Lift Station from the lowest responsible bidder, Sloan Electromechanical, for \$437,353.60; Director Wolk seconded. Motion carried; VOTE:

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

S. CONSIDER PROCUREMENT OF REPLACEMENT UPS FOR THE UV TREATMENT PLANT

Recommendation: *That the Board authorize procurement of the replacement UPS from the lowest responsible bidder, Sloan Electromechanical, for \$167,724.*

There were no public comments on agenda item S.

General Manager Bebee reported this was to replace the big battery system so we don't have a future failure.

Director Baxter asked if there was any idea why there was only one proposal received when it was sent to 10 suppliers. General Manager Bebee responded that it's a pretty unique product and a relatively small project compared to other battery projects.

MOTION: Director DeMeo moved to authorize procurement of the replacement UPS for the UV Treatment Plant from the lowest responsible bidder, Sloan Electromechanical for \$167,724; Director Endter seconded. Motion carried; VOTE:

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

T. CONSIDER FORMATION OF A REGIONAL AND COMMUNITY COORDINATION STANDING BOARD COMMITTEE

*Recommendation: That the Board establish the Regional and Community Coordination Committee and select two Board members to serve on the Committee and direct staff to update the administrative code for Board approval to reflect the new committee. That the Board direct staff to initiate the process of soliciting applications for the vacant seat and the three Community Benefit Program Committee seats that are set to expire at the beginning of 2026.*

There were no public comments on agenda item T.

General Manager Bebee explained there were a number of items that didn't fit well into any of the existing standing Board committees. This new committee would take on items related to the Community Benefit Program Committee, EMWD, Camp Pendleton, and other regional and community items.

MOTION: Director Baxter moved to establish the Regional and Community Coordination Committee; Director Endter seconded. Motion carried;  
VOTE:

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

Appointments to the committee were deferred until the next meeting when Administrative Code changes for the committee will be agendized.

President McDougal formed an ad-hoc committee with himself and Director Wolk should EMWD request a meeting before the next regular Board meeting.

MOTION: Director Wolk moved to direct staff to initiate the process of soliciting applications for the three Community Benefit Program Committee seats that are set to expire at the beginning of 2026; Director Endter seconded. Motion carried; VOTE:

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

ABSENT: None

U. CONSIDER MEMORANDUM OF UNDERSTANDING FOR DEVELOPMENT OF AN OPERATIONS CONTRACT FOR THE CAMP PENDLETON NORTHERN AND SOUTHERN TERTIARY TREATMENT PLANTS

*Recommendation: That the Board approve the Memorandum of Understanding (MOU) for Development of an Operations Contract for the District to Operate the Camp Pendleton Northern and Southern Tertiary Treatment Plants.*

There were no public comments on agenda item U.

General Manager Bebee provided an overview of this project, stating Camp Pendleton has been happy with the support services the District has provided and initially asked District to review their current operations of the treatment plants and provide a report. After the review, they wanted to explore the District contracting operations of their treatment plants.

Director Wolk requested the date of the agreement included in the packet be changed to reflect the date the Board approved the MOU, instead of the December 17, 2024 date indicated by Camp Pendleton.

MOTION: Director Wolk moved to approve the Memorandum of Understanding for Development of an Operations Contract for the District to operate the Camp Pendleton Northern and Southern Tertiary Treatment Plants; Director Endter seconded. Motion carried; VOTE:

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

V. CONSIDER ANNUAL REVIEW OF DIRECTORS' PER DIEM COMPENSATION

*Recommendation: Staff supports Board decision.*

There were no public comments on agenda item V.

President McDougal announced the Board had the option to increase their per diem by 5% during a future noticed Public Hearing.

General Counsel de Sousa provided an overview of the public hearing process, noting effective dates of a future increase should the Board approve an increase.

MOTION: Director Endter moved to begin the process of increasing Director per diem compensation by 5%, which will require a noticed Public Hearing in February; Director DeMeo seconded. Motion carried;  
VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

**V. ORAL/WRITTEN REPORTS----- (ITEMS 1-7)**

1. General Counsel
2. General Manager
  - a. EMWD/MWD Updates
  - b. Engineering and Operations Report
  - c. Federal Funding Update
3. Assistant General Manager/Chief Financial Officer
  - a. Financial Summary Report
  - b. Treasurer's Report
  - c. Budget Status Report
  - d. Warrant List
    - AGM/CFO Shank pointed out there were two months of reports included in the agenda packet.
    - AGM/CFO Shank noted water sales are back on budget.
4. Public Information Officer
  - PIO Denke reported on District attendance at community events.
5. Notice of Approval of Per Diem for Meetings Attended
6. Director Comments/Reports on Meetings Attended
  - Director Endter asked if our fire hydrants were working and if we had a red tag system. General Manager Bebee stated we do have a system in place for non-working hydrants.
  - Director DeMeo reported on her attendance at the winter ACWA conference.
7. Miscellaneous

**ADJOURN TO CLOSED SESSION**

The Board adjourned to closed session at 5:32 p.m. following General Counsel de Sousa's announcement that the Board would be going into closed session for conference

with legal counsel pursuant to government code section 54956.9(D)(2) for one potential case. She noted there were facts and circumstances that were known and needed to be disclosed pursuant to government code section 54956.9(e)(2), which were potential claims of harassment, discrimination, and retaliation under the California Fair Employment and Housing Act.

**VI. CLOSED SESSION-----**(ITEM 1)****

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SECTION 54956.9(D)(2):

*One (1) case*

**RECONVENE TO OPEN SESSION**

The Board came out of closed session and reconvened to open session at 5:57 p.m.

**REPORT FROM CLOSED SESSION (*As Necessary*)**

There was no reportable action from closed session.

**VII. ADJOURNMENT OF MEETING**

There being no further business to discuss, the January Regular Meeting of the Board of Directors of the Fallbrook Public Utility District was adjourned at 5:57 p.m.

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

ATTEST:

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

**M E M O**

**TO:** Board of Directors  
**FROM:** Lauren Eckert, Executive Assistant/Board Secretary  
**DATE:** February 24, 2025  
**SUBJECT:** Consider Advance Approval to Attend Meetings

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Purpose

To authorize Directors' attendance, travel, and expenses to events requiring approval by the Board of Directors in advance.

Summary

Article 2 of the Administrative Code prescribes that compensation for attendance and reimbursement for expenses at occasions, events, or meetings related to District business, other than those listed in section 2.12, shall be determined by the Board of Directors, in advance, on a case-by-case basis.

The request is for advance approval to the following event:

1. Pure Water of Southern California Plant Tour, scheduled for March 28, 2025 in Carson, California.

Recommended Action

That the Board authorize and approve, in advance, Directors' attendance to the Pure Water of Southern California Plant Tour on March 28, 2025 in Carson, California.



## **DRAFT ITINERARY**

### **INSPECTION TRIP OF PURE WATER SOUTHERN CALIFORNIA**

**Sponsored by**  
**The Metropolitan Water District of Southern California**

**Director Jeff Armstrong**  
**Representing Eastern Municipal Water District**

**Director Brenda Dennstedt**  
**Representing Western Municipal Water District**

**Friday, March 28, 2025**

#### **ALL GUESTS**

- 8:00 a.m. - Meet at:  
Western Municipal Water District  
14205 Meridian Parkway, Riverside, CA 92518  
Continental breakfast provided - Staff and Guest Introductions  
EMWD contact: Kevin Pearson - (951) 490-2846  
WMWD contact: Michael Hadley - (858) 414-6685  
MWDSC contact: Eduardo Garcia - (626) 327-9593
- 8:30 a.m. - Board bus to Pure Water Southern California, a demonstration-scale water recycling plant in Carson  
Across the street from: 24501 S Figueroa St, Carson, CA
- 10:00 a.m. - Indoor presentation at the Napolitano Innovation Center; and outside guided tour of demonstration plant
- 11:30 a.m. - Depart to Lunch - BJ's Restaurant in Cerritos  
11101 183rd St, Cerritos, CA 90703
- 1:30 p.m. - Return trip to WMWD
- 3:30 p.m. - Arrive at WMWD

## M E M O

**TO:** Board of Directors  
**FROM:** Jennifer DeMeo, ACWA/JPIA Representative  
**DATE:** February 24, 2025  
**SUBJECT:** Concurrence in Nominations to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority; Resolution Nos. 5089 and 5090

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Purpose

To concur in nominations to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority ("JPIA") of Melody McDonald of San Bernardino Valley Water Conservation District and Randall Reed of Cucamonga Valley Water District.

Summary

The JPIA is soliciting nominations for four Executive Committee member positions, each for a four-year term. The election will take place during the JPIA Board of Directors' meeting during the Association of California Water Agencies Spring Conference in Monterey in May 2025. The JPIA Executive Committee consists of eight members elected by the Board of Directors and the Vice President of the Association of California Water Agencies, who is an ex-officio member of the Executive Committee. Candidates must be an elected or an appointed director of their district and appointed by their district to the JPIA's Board of Directors. Districts making nominations must do so by resolution. In addition, each candidate is required to obtain resolutions concurring in nomination from three other JPIA members. Nominations must reach the JPIA by 4:30 p.m. on Friday, April 11, 2025.

The candidates' requests with supporting materials for a concurring resolution in nomination to the Executive Committee of the JPIA Board of Directors on behalf Melody McDonald, San Bernardino Valley Water Conservation District and on behalf of Randal Reed, Cucamonga Valley Water District are attached for the Board's information.

Recommended Action

The Board adopt Resolution No. 5089 concurring in the nomination of Melody McDonald of San Bernardino Valley Water Conservation District Resolution to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority and No. 5090 concurring in the nomination of Randall Reed of Cucamonga Valley Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority



**RESOLUTION NO. 5089**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE FALLBROOK  
PUBLIC UTILITY DISTRICT CONCURRING IN NOMINATION TO THE  
EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA  
WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY  
("JPIA")**

\* \* \* \* \*

**WHEREAS**, this District is a member district of the JPIA; and

**WHEREAS**, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's Executive Committee, three member districts must concur with the nominating district; and

**WHEREAS**, another JPIA member district, the San Bernardino Valley Water Conservation District has requested that this District concur in its nomination of its member of the JPIA Board of Directors to the Executive Committee of the JPIA.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Fallbrook Public Utility District that this District concur with the nomination of Melody McDonald of the San Bernardino Valley Water Conservation District to the Executive Committee of the JPIA.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, California, 95661-9082, forthwith.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2024, by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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President, Board of Directors

ATTEST:

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Secretary, Board of Directors



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Fallbrook Public Utility District  
Jack Bebee  
Alternate Director  
990 E Mission Rd  
Fallbrook, CA 92028

February 3, 2025

Dear Jack Bebee,

On behalf of the Board of Directors of the San Bernardino Valley Water Conservation District (SBVWCD), we are honored to nominate our President, Melody McDonald, for re-election to the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) Executive Committee. Enclosed, please find a certified copy of SBVWCD Resolution No. 626, formally supporting Mrs. McDonald’s nomination.

For over three decades, Ms. McDonald has exemplified exceptional leadership, unwavering dedication to the water industry, and a steadfast commitment to risk management and training. Her unparalleled institutional knowledge and contributions to ACWA JPIA have earned her recognition as a cornerstone of its success.

Ms. McDonald’s service to her community spans many critical aspects of the water sector:

- President, ACWA JPIA Board of Directors
- Member, ACWA JPIA Executive Committee (since 2001)
- Chair, ACWA JPIA Personnel Committee
- Director, ACWA JPIA (since 1991)
- President, San Bernardino Valley Water Conservation District
- Director, San Bernardino Valley Water Conservation District (since 1991)
- Member, ACWA State Legislative Committee
- Board Member, Association of San Bernardino County Special Districts

In addition to her ongoing roles, Ms. McDonald has previously served as Chair and Vice-Chair of the ACWA JPIA Liability, Property, and Workers Compensation Program committees. Notably, she spent eight years as Chair of the State of California Santa Ana Regional Water Quality Control Board under a gubernatorial appointment from 1993 to 2000.

With over 32 years of experience in the water industry, Ms. McDonald’s leadership has guided ACWA JPIA’s remarkable growth, now managing assets exceeding \$244 million. In 2024, JPIA conducted 207 training classes and equipped more than 4,400 employees with essential skills to mitigate risks. Her guiding philosophy, “The best

1630 W. Redlands Blvd, Suite A  
Redlands, CA 92373  
Phone: 909.793.2503  
Fax: 909.793.0188  
www.sbvwcd.org Email: info@sbvwcd.org

**BOARD OF DIRECTORS**

Division 1:  
Richard Corneille  
Division 2:  
Mark E. Falcone

Division 3:  
Robert Stewart

Division 4:  
John Longville

Division 5:  
Melody McDonald

**GENERAL MANAGER**

Betsy Miller

claim is the one that never happened,” underscores her commitment to proactive risk management and loss prevention—key drivers of ACWA JPIA’s success.

We respectfully request that your organization adopt a concurring resolution of nomination in support of Ms. McDonald. A sample resolution is enclosed for your convenience or can be accessed at ACWA JPIA [Election Page](#). Given the time-sensitive nature of this request, we kindly ask that it be included on your next Board meeting agenda.

Thank you for your consideration and support of Ms. McDonald’s candidacy. Should you have any questions or need additional information, please feel free to contact me at 909-793-2503 or [bmiller@sbvwcd.org](mailto:bmiller@sbvwcd.org).

Please send a certified copy of your resolution to:

**ACWA/JPIA**  
Attention: Laura Baryak  
ACWA JPIA  
P.O. Box 619082  
Roseville, CA 95661-9082  
[lbaryak@acwajpia.com](mailto:lbaryak@acwajpia.com)

and

**San Bernardino Valley Water  
Conservation District**  
Attention: Allison Zecher  
1630 W. Redlands Blvd. Suite A  
Redlands, CA 92374  
[azecher@sbvwcd.org](mailto:azecher@sbvwcd.org)

*This resolution must be received by ACWA/JPIA no later than 4:30 pm Friday, April 11, 2025.*

Sincerely,

Betsy Miller  
General Manager

Enclosures:

1. SBVWCD Resolution No. 626
2. Statement of Qualifications
3. Sample Concurring Resolution

**RESOLUTION NO. 5090**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE FALLBROOK  
PUBLIC UTILITY DISTRICT CONCURRING IN NOMINATION TO THE  
EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA  
WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY  
("JPIA")**

\* \* \* \* \*

**WHEREAS**, this District is a member district of the JPIA; and

**WHEREAS**, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's Executive Committee, three member districts must concur with the nominating district; and

**WHEREAS**, another JPIA member district, the Cucamonga Valley Water District has requested that this District concur in its nomination of its member of the JPIA Board of Directors to the Executive Committee of the JPIA.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Fallbrook Public Utility District that this District concur with the nomination of Randall Reed of the Cucamonga Valley Water District to the Executive Committee of the JPIA.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, California, 95661-9082, forthwith.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2024, by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

## Lauren Eckert

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**From:** Jack Bebee  
**Sent:** Tuesday, February 18, 2025 3:28 PM  
**To:** Lauren Eckert  
**Subject:** FW: Request for Support: Nomination of Randall Reed for ACWA/JPIA Executive Committee Re-Election  
**Attachments:** Resolution No. 2025-2-1 Reed JPIA ExCo Nomination.pdf; Statement of Qualifications ACWA-JPIA 2025.pdf; Resolution\_Concurring\_Exco\_2025.pdf

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**From:** Taya Victorino <tayav@cvwdwater.com>  
**Sent:** Wednesday, February 12, 2025 11:07 AM  
**To:** Taya Victorino <tayav@cvwdwater.com>  
**Subject:** Request for Support: Nomination of Randall Reed for ACWA/JPIA Executive Committee Re-Election

Dear Fellow ACWA/JPIA Member:

On February 11, 2025 the Cucamonga Valley Water District Board of Directors adopted Resolution No. 2025-2-1 nominating President Randall James Reed for the position of ACWA/JPIA Executive Committee. We are formally requesting your support of President Reed's nomination through the adoption of a concurring resolution from your agency. President Reed is well qualified to take on this leadership role in ACWA/JPIA as you will see in his attached statement of qualifications, and he is committed to continuing the great work of providing quality insurance and employee benefit services that ensure our agencies and ratepayers are receiving the most cost-effective service possible.

I have attached a sample concurring resolution in support of his nomination, as well as his candidate statement. The elections for ACWA/JPIA Executive Committee will be held this spring, and the deadline to submit nominations is April 12, 2025. Should you desire to adopt a resolution or if you have questions please contact our Executive Services Administrator/District Clerk, Taya Victorino at 909.987.2591 or [tayav@cvwdwater.com](mailto:tayav@cvwdwater.com).

Please send a certified copy of your resolution to:

**ACWA/JPIA**  
Attention: Laura Baryak  
ACWA JPIA  
P.O. Box 619082  
Roseville, CA 95661-9082  
[lbaryak@acwajpia.com](mailto:lbaryak@acwajpia.com)

and

**Cucamonga Valley Water District**  
Attention: Taya Victorino  
10440 Ashford Street  
Rancho Cucamonga, CA 91730  
[tayav@cvwdwater.com](mailto:tayav@cvwdwater.com)

***This resolution must be received by ACWA/JPIA no later than 4:30 pm Friday, April 11, 2025.***

Thank you in advance for your consideration.

  
John Bosler  
General Manager/CEO

**Randall James Reed**  
**Statement of Qualifications**  
**Association of California Water Agencies**  
**Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee**

I am pleased to share with you my interest in continuing my service on the Executive Committee for ACWA/JPIA. I am prepared and ready to help lead the organization as we continue to uphold ACWA/JPIA's mission "*to consistently and cost effectively provide the broadest possible affordable insurance coverage and related services to its member agencies.*"



My experience with ACWA/JPIA began over 5 years ago when I was appointed by the Cucamonga Valley Water District (CVWD) to serve as their ACWA/JPIA representative. In that same year I was elected to the Executive Committee to fill a vacancy and eagerly rose to the challenge. Now I am dedicated to ensuring the success of ACWA/JPIA. We provide a vital service to the water community and they provide a vital service to their communities. I know how important this organization is for the member agencies who depend on our success.

I have served on the CVWD board of directors for approximately 22 years, and currently serve as their President. At CVWD, we have taken full advantage of all the programs the ACWA/JPIA has to offer to ensure our employees are working in the safest environment possible. Our board of directors has also adopted a *Commitment to Excellence* pledge putting into place best management practices which bolsters our effectiveness for loss prevention and safety.

I currently serve on the board of the Association of San Bernardino County Special Districts. In my past roll as board president, I was focused on increasing my understanding of our members needs so that I may know how to better serve and lead the association. I will continue to use this same approach if re-elected to serve on the ACWA/JPIA Executive Committee.

Professionally, I am retired from a 32 year career in the wastewater management field as an electrical and instrumentation supervisor. I earned a Bachelor's degree in Information Management Systems from California State University San Bernardino and have been an active member in the Association of California Water Agencies, California Special Districts Association and the California Water Environment Association. I'm a proud veteran of the United States Marine Corp.

Thank you for allowing me to share my experience, leadership and knowledge. I look forward to the opportunity to represent you and your agency. Please feel free to contact me directly at (909) 240-1344 should you have questions or if you would like to support my candidacy.

Thank you in advance for your consideration,

A handwritten signature in blue ink that reads "Randall Reed". The signature is fluid and cursive, written in a professional style.

**M E M O**

**TO:** Board of Directors  
**FROM:** Engineering and Operations Committee  
**DATE:** February 24, 2025  
**SUBJECT:** Engineering and Operations Key Performance Indicators

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Purpose

To provide information to the Board on the Key Performance Indicators (KPIs) that have been developed for Engineering and Operations.

Summary

The primary purpose for developing and tracking KPIs is to provide a performance measurement system that gives management the ability to analyze data, make better decisions, and improve the organization. District KPIs are largely focus on Capital Improvement Projects (CIP), Preventative Maintenance (PM), leak response, and regulatory compliance.

Recommended Action

This is an information item. No board action needed.

**M E M O**

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** February 24, 2025  
**SUBJECT:** Annual Budget Development Schedule

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Purpose

Provide the Board with a Fiscal Year 2025-2026 Recommended Annual Budget (Budget) development schedule.

Summary

With the first half of the current fiscal year complete, it is time to start the process of developing a new budget for the next fiscal year. This will be the 8<sup>th</sup> Budget prepared with the new format and content. The District just received the Government Finance Officers Association (GFOA) award for Distinguished Budget Presentation for the seventh time. The award recognizes the Best Management Practices the District has applied to its budgeting process and documents.

As part of our efforts to strive for continuous improvement, staff are currently reviewing the existing format to ensure it continues to support their budget needs. The schedule of milestones for review of the Budget are:

- February – Kick-off and initial feedback on content
- April 16<sup>th</sup> – FP&I Committee will review rough draft of the Budget. This will include labor, non-labor, benefits and capital expenditures sections of the document.
- May – FP&I Committee will review the complete draft Recommended Annual Budget
- May/June – Board review and approval of Recommended Annual Budget

Recommended Action

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



## M E M O

**TO:** Board of Directors  
**FROM:** Aaron Cook, Engineering Manager  
**DATE:** February 24, 2025  
**SUBJECT:** Update of Emergency Declaration for Pipe Repair on Beaver Creek Lane, Josten Way, and W Fallbrook Street

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### Description

California Public Contract Code Section 22050 authorizes special contracting procedures in case of an emergency; the General Manager may take immediate action required by the emergency to procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids. However, the GM must report to the Board of Directors with an update at each regularly scheduled meeting to determine that there is a need to continue the action. 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. In the March 2023 meeting of the board, three prequalified contractors were approved for on-call emergency pipeline repair services.

### Purpose

Multiple recent leaks have occurred on sections of existing water main on Beaver Creek Lane, Josten Way, and W Fallbrook Street, resulting in repeated emergency shutdowns in these areas, isolated mainline, and high-lined services. To restore reliable service, staff have engaged SCW Contracting Corp, one of the prequalified contractors for emergency repairs, per the on-call emergency pipeline repair services procedures. The targeted area consists of approximately 800 linear feet of 16-inch water main on Beaver Creek Lane, 400 linear feet of 6-inch water main on Josten Way, and 300 linear feet of 8-inch water main on W Fallbrook Street.

### Budgetary Impact

The estimated cost of these repairs is \$900,000. The costs will be covered by the approved capital budget pipeline replacement funds. These pipelines were planned for replacement in the near future. However, because of the urgent need for replacement, they will be repaired with the current year's pipeline replacement funds.

### Recommended Action

The recommended action is for the Board to continue the emergency action to replace the failed pipelines.

**M E M O**

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager  
**DATE:** February 24, 2025  
**SUBJECT:** California Special Districts Association Board of Directors Call for Nominations Seat B

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Purpose

Fallbrook Public Utility District is a member of the California Special Districts Association (“CSDA”). The CSDA Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of CSDA for the 2026-2028 term for Seat B.

Summary

The leadership of CSDA is elected from six geographical networks, and each network has three seats on the Board with staggered 3-year terms. Fallbrook Public Utility District is located within the Southern Network, and the current Call for Nominations is for Seat B, currently filled by the incumbent, Don Bartz of Phelan Pinon Hills Community Services District, whose term is expiring. The incumbent is running for re-election.

The following can be found in Attachment A for the Board’s information: (1) CSDA Board of Directors Call for Nominations Seat B, which includes the commitment and expectations of the role; (2) 2025 Board of Directors Nomination Form; and (3) 2025 CSDA Board Candidate Information Sheet. Additionally, a draft Resolution has been prepared in the event the Board of Directors wishes to nominate a candidate.

The deadline for receiving nominations for Seat B is April 11, 2025.

Recommended Action

Staff supports the Board’s direction.

# **Attachment A**



The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025.

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.

[\(See attached CSDA Network Map\)](#)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

#### **Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.

- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event).
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Please review the [CSDA Board Policy 2.16 Board Commitments & Responsibilities](#).

**Nomination Procedures:** Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

- [Candidate Information Sheet](#)
- [Nomination Form](#)
- [CSDA District Networks Map](#)
- Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
- Fax: 916.442.7889
- E-mail: [amberp@csda.net](mailto:amberp@csda.net)

***Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.***

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

## **Expiring Terms**

- **Northern Network**      Seat B – Kim Seney, Director, Gold Mountain Community Services District
- Sierra Network**            Seat B – Jerry Gilmore, Director, Truckee Sanitary District\*
- Bay Area Network**        Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District\*
- Central Network**          Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District\*
- Coastal Network**         Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District\*
- Southern Network**      Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District\*

(\* = Incumbent is running for re-election)

**CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district June 10, 2025.* All votes must be received through the system no later than 5:00 p.m. July 25, 2025. *Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@csda.net](mailto:amberp@csda.net) by **April 25, 2025** in order to ensure that you will receive a paper ballot on time.* **CSDA will mail paper ballots on June 10, 2025 per district request only.**



**California Special  
Districts Association**  
*Districts Stronger Together*

**2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM**

**Name of Candidate:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Network:** \_\_\_\_\_ (see map)

**Telephone:** \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Nominated by (optional):** \_\_\_\_\_

**Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS:***

**Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.**

**All other networks: April 11, 2025 at 5:00 p.m.**



## 2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



RESOLUTION NO. 50\_\_

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE FALLBROOK PUBLIC UTILITY DISTRICT  
NOMINATING \_\_\_\_\_  
TO THE CSDA BOARD OF DIRECTORS

\* \* \* \* \*

**WHEREAS**, the Fallbrook Public Utility District (FPUD) is a member district of the California Special Districts Association (CSDA); and

**WHEREAS**, \_\_\_\_\_ began his/her tenure with the Fallbrook Public Utility District in \_\_\_\_\_; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors of the Fallbrook Public Utility District does place its full and unreserved support in the nomination of \_\_\_\_\_ to represent the Southern Network, Seat B, on the CSDA Board of Directors; and

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to CSDA, 1112 I Street, Suite 200, Sacramento, California, 95814, forthwith.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2025, 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:** Jack Bebee, General Manager  
**DATE:** February 24, 2025  
**SUBJECT:** Consider Revising Administrative Code Section 2.14 to Include the Addition of the Newly Formed Regional and Community Coordination Committee

---

Purpose

To consider revising the District's Administrative Code to include the addition of the newly formed Regional and Community Coordination standing Board committee to section 2.14 "Board Committees."

Summary

At the January 27, 2025 regular Board meeting, the Board established the Regional and Community Coordination Committee and directed staff to bring back proposed updates to the Administrative Code to reflect the addition of this new committee at the February regular Board meeting.

The Regional and Community Coordination Committee is responsible for coordinating with Eastern Municipal Water District (EMWD) and its designated committee to facilitate collaboration with FPUD and Rainbow Municipal Water District (RMWD). It shall oversee activities related to the Community Benefit Program, shared services discussions with regional water districts, and support services for Camp Pendleton. This committee will ensure routine coordination and strengthen regional partnerships.

Recommended Action

That the Board adopt Resolution No. 5091, revising Administrative Code Section 2.14, adding the Regional and Community Coordination Committee as a standing Board committee and select two Directors to serve on the committee.

- B. California Special District Association (CSDA)
  - a. San Diego Chapter Dinner (quarterly)
  - b. Water Utilities Committee (quarterly)
  - c. Annual Conference
- C. California Association of Sanitation Agencies (CASA) (semi-annual)
- D. Training Courses in CA Local Agency Ethics (AB 1234) and/or Sexual Harassment for Supervisors (AB 1825)
- E. Metropolitan Water District of Southern California (up to one per month)
- F. Eastern Municipal Water District (up to one per month)
- G. Meetings between the Board President and the General Manager (up to twice per month)
- H. Up to one meeting per month for each Director with the General Manager to discuss District business
- I. Toastmasters International (up to twice per month)
- J. New Board Member Orientation and Training as prescribed by section 2.16.7 of the Administrative Code

Sec. 2.13 Board Packets.

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

Sec. 2.14 Board Committees.

The Board currently has four (4) standing committees as follows:

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

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in personnel policies, and annual review and salary recommendations of the General Manager.

- C. Engineering and Operations Committee — This committee is responsible to advise the Board concerning the planning, construction, operation, and maintenance of the necessary works for the production, storage, transmission, and distribution of water for irrigation, domestic, industrial, and municipal purposes. They shall also review the capital improvement programs of the District, environmental documents and programs, and the master plans of the District, while conferring with staff during the preparation thereof.

D. Regional and Community Coordination Committee – This committee is responsible for coordinating with Eastern Municipal Water District (EMWD) and its designated committee to facilitate collaboration with FPUD and Rainbow Municipal Water District (RMWD). It shall oversee activities related to the Community Benefit Program, shared services discussions with regional water districts, and support services for Camp Pendleton. This committee is responsible for fostering collaboration, enhancing regional partnerships, and ensuring effective shared initiatives.

Sec. 2.15 Ethics Policy.

The respected operations of democratic government emphasize that elected officials be independent, impartial and responsible to the people. It requires that they conduct themselves in a manner above reproach. It also imposes an obligation of personal integrity that will foster public respect, confidence, and trust.

This Ethics Policy provides the following general guidelines and specific prohibitions to which elected District officials must conform in pursuit of their assigned duties and responsibilities.

- A. Disclosure of Closed Session Matters. No member of the District shall disclose to any person, other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters of confidential District business, the content or substance of any information presented or discussed during a closed session meeting unless the District first authorizes such disclosure by the affirmative vote of three members.
- B. Disclosure of Confidential Communications. Except when disclosure is mandated by State or Federal law, no member of the District Board shall disclose confidential or privileged communications to any person other than members of the Board, General Manager, or other District staff designated by the General Manager to handle such matters, unless the Board of Directors first authorizes such disclosure by the affirmative vote of three members of the Board of Directors.
- C. Conduct During Negotiations/Litigation. The Board of Directors is authorized to provide direction to specifically identified negotiators in a legally constituted closed

**RESOLUTION NO. 5091**

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

\* \* \* \* \*

**WHEREAS**, Article 2, Section 2.14 of the Administrative Code outlines standing Board committees and their responsibilities; and

**WHEREAS**, at its January 27, 2025 regular meeting, the Board formed a new Regional and Community Coordination standing committee; and

**WHEREAS**, a revision to Administrative Code Article 2, Section 2.14 is necessary to include this newly formed committee; and

**WHEREAS**, the proposed revision adds the Regional and Community Coordination Committee and defines the committee’s responsibility for coordination with Eastern Municipal Water District (EMWD) and its designated committee to facilitate collaboration with FPUD and Rainbow Municipal Water District (RMWD), overseeing activities related to the Community Benefit Program, shared services discussions with regional water districts, and supporting services for Camp Pendleton.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Fallbrook Public Utility District that Article 2, *Guidelines for Board of Directors*, shall be amended with the proposed revisions shown in Attachment A and as follows:

1. Section 2.14, *Board Committees*, adding the Regional and Community Coordination Committee and defining the committee’s responsibilities.
2. The remaining provisions of Article 2 are unaffected and reconfirmed hereby.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

**EXHIBIT A**

**REVISIONS TO ARTICLE 2 OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT  
ADMINISTRATIVE CODE**

**[COMMENCING ON NEXT PAGE]**

**Article 2. Board of Directors, Guidelines for**

Sec. 2.1 Powers - Delegation.

All powers, privileges and duties vested in or imposed upon the District by law and the Public Utility District Act of the State of California shall be exercised and performed by the Board of Directors, except as such Board shall delegate executive, administrative, and ministerial powers to officers and employees of the District.

Sec. 2.2 Officers of Board of Directors.

Directors are elected by the registered voters of the District for overlapping four-year terms. All Directors of the Fallbrook Public Utility District are elected by subdistrict. All prospective Directors must sign an oath as to age, place of residence, occupation, and whether or not he or she is a qualified elector residing within the territory of the District for which he or she is appointed or elected.

Sec. 2.2.1 Election of Officers.

The Officers of the Board of Directors shall consist of a President and a Vice-President chosen by the members. Reorganization (election of officers) will be placed on the agenda in December of each year.

Sec. 2.2.2 Duties of President.

The President shall preside over and conduct all meetings of the Board and hearings before the Board. In so doing, the President shall have the following powers and responsibilities:

- A. To follow the prepared agenda unless the Board concurs in any change.
- B. To determine all questions of order and parliamentary procedure, unless he or she chooses to submit any such question to the Board for decision.
- C. To maintain order and to enforce reasonable rules of decorum.
- D. To determine at meetings of the Board, other than public hearings, whether or not members of the public should be heard on particular issues or otherwise be permitted to address the Board.
- E. To set reasonable limits upon the length of time and the number of occasions on which a person may speak at public hearings as well as other meetings of the Board.
- F. To recognize Board members who may wish to be heard.

- G. To restate, where necessary, and to put to a vote all questions properly before the Board, and to announce the result of each vote.
- H. To terminate debate after there has been reasonable opportunity for full discussion of any issue and further debate would be needlessly repetitive or otherwise not useful, and where proper, to put the matter to a vote.
- I. To rule out of order any comment by Board members, staff or members of the public not germane to the issue then before the Board.
- J. To respond to inquiries by Board members relating to procedures, or to factual information, bearing upon the business before the Board.
- K. To establish standing or ad hoc committees of the Board, and to appoint the members thereof.
- L. To declare the meeting adjourned upon such vote by the Board, or when in his or her judgment any emergency or other cause requires adjournment.
- M. To authenticate by his or her signature all acts, orders, and other proceedings of the Board.

Sec. 2.2.3 Duties of Vice President.

The Vice-President shall act if the President is absent or unable to act, and shall exercise all of the powers of the President on such occasion.

Sec. 2.3 Other Officers of the District.

The statutory officers are the General Manager, Assistant General Manager/Chief Financial Officer, and Secretary. The Board of Directors appoints the General Manager, who appoints Management Staff. Other officers may be appointed by the Board of Directors as needed.

Sec. 2.4 Employment of Professionals.

Sec. 2.4.1 General Counsel shall be appointed by the Board and shall be directly responsible to the Board. He or she shall provide legal advice and services as requested by the Board and shall assist the General Manager, Assistant General Manager/Chief Financial Officer, Secretary, and department heads on legal problems which may arise in the administration of their respective duties. The General Counsel's compensation is subject to an annual review and signed agreement with the Board of Directors.

Sec. 2.4.2 The Auditor shall be employed and selected in such manner as the Board directs and shall receive for his or her services such compensation as the Board



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 or her examination.

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 there is an emergency situation, or there is a need to take action on an item subsequent to the agenda being posted. A two-thirds vote of the Board is required to add emergency items to the agenda.

Sec. 2.9            Order of Procedure of Meetings.

Except as otherwise provided by law or ordinance, the business of the meetings of the Board of Directors and the order of procedure shall be as provided by Robert's Rules of Order, Revised. The President shall preside at all meetings of the Board, and in his or her absence, the Vice-President, and in the absence of both the President and the Vice-President, the presiding officer shall be selected by a majority vote of the members of the Board attending such a meeting. At the beginning of each meeting, the public shall be offered the opportunity to address the Board on any issue not on the agenda. Such matters shall not be acted upon without prior notice on future agendas. Any member of the audience who wishes to speak must fill out a speaker slip and present it to the Board Secretary prior to the meeting. Speakers may be limited to three (3) minutes, for both the public comment period and for any specific item on the agenda. After the initial three minutes are up, the Board may ask questions of the speaker.

Sec. 2.9.1        Guidelines for Conduct of Board Meetings.

In an effort to streamline and maintain control of the conduct at Board meetings, the following rules shall be implemented:

- A. The General Manager is responsible for presenting the agenda and all necessary background material and staff reports to the Board of Directors for their consideration.
- B. Any Board member can request that the General Manager place an item on the agenda for the next regular meeting.
- C. Any member of the public may request that the General Manager place an item on the agenda for the next regular meeting. At the General Manager's discretion, the item may, or may not, be placed on the agenda. If the General Manager declines, he or she will inform the requestor that they may speak at the next regular Board meeting during the public comment period and at that time, they may request that the Board member, or the full Board, place the item on the agenda for discussion.
- D. All background and necessary documents required to complete an agenda item must be submitted to the Board Secretary no later than 10 days prior to the Board meeting.
- E. All staff reports, other than the General Manager, will be in written format. Staff will only make oral presentations at the request of the Board.

Sec. 2.10        Consent Calendar.

The Consent Calendar shall consist of items of a routine non-controversial nature for action by the Board of Directors and which require no discussion. 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 on the Consent Calendar. Such items shall be considered separately for action by the Board.

If an item is removed from the Consent Calendar, the following order of priority shall take place: (a) staff will first make its presentation and respond to questions from the Board of Directors; (b) the public may make comments and respond to questions from the Board of Directors; and (c) the Board will deliberate on the item.

Sec. 2.11 Minutes.

The minutes of the meetings of the Board of Directors shall be recorded and kept permanently by the Secretary in books maintained for that purpose entitled "Agendas, Minutes, and Reports". Unless otherwise expressly directed by the Board at the time of their adoption, the ordinances and resolutions adopted by the Board may be referred to in the minutes by number and title only, but the same shall be recorded in full in books kept for that purpose entitled "Ordinances" and "Resolutions" respectively.

Sec. 2.12 Directors' Compensation.

Directors of the Fallbrook Public Utility District shall receive per diem compensation of One Hundred Thirty Four Dollars (\$134.00) for each meeting of the Board. Per diem compensation shall be reviewed each January at a Board meeting. If the Board determines to proceed with a change, a public hearing will be noticed to receive public comment prior to any action being taken. Changes in compensation shall require the approval of the Board at an open meeting held at least 60 days prior to the effective date of the ordinance making the change and cannot exceed five (5) percent per each calendar year following the operative date of the last adjustment. [Cal. Public Utilities Code § 16002; Cal. Water Code § 20200 et seq.] Said meetings shall include regular, special, and adjourned meetings of the Board, and standing committee meetings.

Compensation for attendance and reimbursement for expenses at other occasions, events, or meetings related to District business, other than those listed below, shall be determined by the Board of Directors, in advance, on a case-by-case basis. Should an occasion arise between Board meetings that would be appropriate for a Board member to attend, prior to the event, the President can authorize such attendance with notification of the rest of the Board at the next regular meeting. If the Board approves a Board Member for a Board or leadership position for another entity that helps advance the objectives of the District, the meetings required to fulfill this role do not require advanced approval. Director fees may be increased as provided by law. Meetings, which shall not require advance approval are:

- A. Association of California Water Agencies (ACWA) Conference (semi-annual)

- B. California Special District Association (CSDA)
  - a. San Diego Chapter Dinner (quarterly)
  - b. Water Utilities Committee (quarterly)
  - c. Annual Conference
- C. California Association of Sanitation Agencies (CASA) (semi-annual)
- D. Training Courses in CA Local Agency Ethics (AB 1234) and/or Sexual Harassment for Supervisors (AB 1825)
- E. Metropolitan Water District of Southern California (up to one per month)
- F. Eastern Municipal Water District (up to one per month)
- G. Meetings between the Board President and the General Manager (up to twice per month)
- H. Up to one meeting per month for each Director with the General Manager to discuss District business
- I. Toastmasters International (up to twice per month)
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- C. Conduct During Negotiations/Litigation. The Board of Directors is authorized to provide direction to specifically identified negotiators in a legally constituted closed

session on matters involving pending litigation, real estate negotiations and labor negotiations. If the Board of Directors, in closed session, provides such direction to its negotiators, all contact with the negotiating party or party's representative shall be limited to and made by those individuals designated to handle the negotiations. During a pending labor contract or discussion, no member of the District Board shall have any contact or discussion with the negotiating party or the party's representative regarding the subject matter of the pending negotiation. In addition, during litigation or real estate negotiations, no member of the District Board (unless they have been designated as a negotiator) shall have any contact or discussion with litigating or negotiating party or the party's representative regarding the subject matter of the pending litigation or real estate negotiations.

Nothing in this section shall prohibit Board members from receiving written communications provided they are made available to all Board members and the General Manager on an equal basis.

- D. Ex Parte Communications. The purpose of this provision is to guarantee that all interested parties to any matter before the Board have equal opportunity to express and represent their interests. Ex parte communications are those communications members of the Board have with representatives of only one side of a matter outside the presence of other interested parties. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication.

Any written or oral ex parte communication received by a member of the Board in matters where all interested parties are entitled to an equal opportunity for a hearing, shall be made a part of the record by the recipient.

- E. Violations and Penalties. Any perceived violation of this Ethics Policy by a member of the Board shall be referred to the Board President or the full Board of Directors for investigation, and consideration of any appropriate action warranted.

A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy; (b) injunctive relief; (c) referral of the violation to the Attorney General, District Attorney, Fair Political Practices Commission (FPPC), and/or the Grand Jury; or the specific actions available to the Board enumerated in greater detail in Sections 2.16.3 and 2.16.4.

Sec. 2.16 Comprehensive Code of Conduct.

The following is the Board-approved Code of Conduct for District Board Meetings:

Sec. 2.16.1 Purposes and Goals of Code of Conduct.

Effective policy leadership requires the Board to foster effective communication throughout the organization. Effective communication is necessary to encourage the delivery of safe, high quality water and sewer services, as well as compliance with ethical and legal imperatives. Effective communication occurs best in an atmosphere of mutual respect, in which board members, staff, and members of the public feel valued and free to express themselves. Effective communication requires thorough preparation for meetings, adherence to approved procedures for the conduct of meetings, including compliance with time limits and courteous conduct during debate and discussion. Effective communication requires an atmosphere free from threats, intimidation, abusive behavior, violence, harassment, and other dangerous or disorderly conduct.

The Board believes that at a minimum, its members should behave, on a voluntary basis, as if they are fiduciaries who are expected to honor the same duties of loyalty and care expected of their peers who serve on the boards of public agencies. Board members should act professionally at all times.

This Code of Conduct is intended to describe: (1) minimum expectations for conduct at, and surrounding Board meetings; (2) how Board members are provided the resources needed for effective, informed governance; (3) rules for ensuring the fairness of proceedings; and to (4) prescribed consequences for misconduct which does not contribute to effective leadership of the FPUD, including declaring Board members ineligible for receipt of discretionary perquisites of office within the jurisdiction of the Board.

Sec. 2.16.2 Minimum Expectations for Conduct of Board Meetings.

- A. Once the Board has a quorum, the meeting should immediately commence. Time periods announced by the President for recesses shall be strictly observed.
- B. For each agenda item on which there is anticipated action, there should first be a motion and a second before any Board discussion is permitted, except that:
  - 1. Any Board member who must abstain from participation in a matter because of a legal conflict of interest shall ask the President for permission to announce the conflict; and
  - 2. Any Board member who has had any ex parte contacts with respect to an agenda item affecting the legal rights of a party appearing before the Board on a quasi-judicial matter shall ask the President for permission to describe the nature of those contacts so that the party may evaluate the potential partiality and appearance of fairness of the Board member's participation in decision-making regarding that matter. In case of doubt, a Board member shall err on the side of disclosure of the ex parte contacts.
- C. If there is no motion on an action item, or if a motion is made and there is no second, the President should move to the next agenda item without further comment from the Board members.

- D. For each agenda item that has received a motion and a second, the President should ask each member in turn as to whether that member wishes to speak on the item, starting with the maker of the motion.
- E. Each member will be recognized by the President and shall be allotted up to three minutes to speak to the motion, once recognized. Time for questions and answers addressed by a member to staff or to other Board members is included in the three minutes, unless the President grants an exception. Members who anticipate that this time will be insufficient shall, whenever feasible: (1) submit written statements at any time; (2) submit written questions to the President and General Manager at least 48 hours in advance of a regular meeting (see B, 2 above); or (3) request additional time. Only the member who has been recognized may speak on the motion during that time. Time limits are to be managed by the Board President.
- F. When the member's time allotment has concluded, the President should immediately recognize the next member in turn to determine if he or she wishes to speak. When recognized, the member should start speaking and the prior speaker shall promptly yield the floor.
- G. Once the President has offered each member the opportunity to be heard, the President may offer a second round of comments. The President should again offer each member a three-minute opportunity to speak.
- H. Unless recognized by the President, Board members shall not address members of the public who come forward to speak, and should not enter into a dialogue or debate.
- I. Agenda materials are intended to provide answers to as many questions as possible regarding agenda items, prior to the Board meetings. Board members are expected to review the agenda materials thoroughly, prior to the Board meetings, and to timely request additional information or clarification in advance whenever feasible—generally at least 48 hours prior to any regular meeting. (See B, 2 above.) Questions from Board members at the meetings should be for the purposes of seeking clarification and/or additional information regarding particular agenda items and/or agenda materials.
- J. Board members should be courteous and respectful of all meeting participants, including the President. Board members shall comply with the legitimate orders of the President regarding the orderly conduct of the business before the Board.
- K. Conduct while attending Board meetings and other meetings and events related to the Board and Board committees, and while engaged in other Board-related business, which is unsafe, disruptive or which constitutes threats, intimidation, abusive behavior, violence, harassment, and other dangerous or disorderly conduct, willful disturbance of the meeting or which otherwise violates Cal Penal Code § 403, as shown in Appendix A, is prohibited.



- L. Board Members should attend every Board Meeting and remain for the entirety of each meeting. The Board President shall make an oral announcement of any departure from the meeting and the reason, if available.

Sec. 2.16.3 Breaches of Order at Meetings; Sanctions.

The Board has a responsibility to govern itself. The Board has a right to make and enforce rules to ensure the conduct of the public's business in an efficient and orderly manner, and without disruption by members of the public or members of the Board, up to and including ejection. At the same time, the public and Board members shall be free to criticize the policies, procedures, programs and services of the organization, and the acts and omissions of the Board.

Notwithstanding any other policy of the Board, violations of this policy during a Board meeting may be enforced, as follows:

- A. The President shall call to order, by name, any person who is in violation of any of the rules of conduct established under this policy, which is committed in the immediate view and presence of the Board. The President shall request that person refrain from any further violation, warn that a repetition may violate Cal Penal Code § 403 and result in removal from the meeting, and may specifically state that any further violation may constitute contempt of the Board.
- B. If the person repeats the violation or proceeds to violate any other provision of this policy in the immediate view and presence of the Board (such as by refusing to yield the floor or otherwise disrupting proceedings), the President may call a recess of the meeting, stating that the reason for the delay is due to the misconduct of the Board member or other person. If following such recess, the Board member or other person persists in willfully interrupting the meeting such that order cannot be restored, the President, with the concurrence of the Board, shall order the disruptive Board member or other person removed from the meeting room by District or security personnel, or, as to Board members, may request a motion under paragraph C. If removal of a Board member is ordered, the Board member shall be entitled to adjourn to attend the balance of the meeting by telephone at the meeting location or other location consistent with the Brown Act, notwithstanding the provisions of any other Board policy.
- C. In the alternative, if a Board member repeats the violation or proceeds to violate any other provision of this policy in the immediate view and presence of the Board, or, following a return from recess of the meeting if called, the President may call for a motion holding the Board member in contempt. Such a motion shall take precedence over any other motion, and shall describe the action or actions constituting the violation of this policy. If such a motion is made and seconded, each Board member shall have an opportunity to discuss the motion in accordance with this policy. If the motion is passed, the Board member shall be advised by the President that he or she has been held in contempt. A second motion may then be made to prescribe the sanction or

sanctions to be imposed, which may include, but shall not be limited to, one or more of the following:

1. A statement of censure, identifying the misconduct;
  2. Removal of the offending Board member from membership on one or more Board committees, or, if chair of any committee, removal from that position, for a specified period, or if no period is specified, until the annual election of Board officers;
  3. Removal of the offending Board member from holding any Board office currently held;
  4. Removal of the offending Board member from the meeting room and offering the member the right to adjourn to attend the balance of the meeting by telephone at the meeting location or another location consistent with the Brown Act; provided that the offending Board member may also be required to attend one or more future meetings by teleconference;
  5. A determination that no compensation shall be earned by the offending Board member for attendance at the meeting at which the contempt occurred;
  6. A determination that the offending Board member shall not be provided any defense or indemnity in any civil actions or proceedings arising out of or related to the member's misconduct or the agenda items whose consideration was willfully disrupted or prejudicially delayed by the misconduct, based upon the Board member's actual malice;
  7. Rendering the offending Board member ineligible to receive any advances or reimbursement of expenses to attend future conferences or meetings otherwise permitted;
  8. Referral of the matter to the County Grand Jury pursuant to Cal Gov Code § 3060, as shown in Appendix B.
- D. Following the outcome of a motion for sanctions, the President shall direct that the order of the Board be carried out by staff, the General Manager, and/or General Counsel, as appropriate.
- E. In the event violations of this Policy occur in a closed session, the President may suspend the closed session and return to open session for the purpose of commencing the enforcement process contemplated by this section. All proceedings under this section 2.16.3 shall occur in open session.

Sec. 2.16.4 Violations of Board Policies or Law Outside of Board Meetings.

- A. When a violation of a Board policy by a member of the Board is alleged to have occurred outside of a Board meeting, the President or any member of the Board may request that an item be placed on the agenda to consider what sanctions may be appropriate, if any. In such instances, evidence of the misconduct shall be presented by the requesting member. The Board member accused of misconduct shall have an opportunity to present evidence and respond to the allegations made. Formal rules of evidence shall not apply.
- B. After consideration of the evidence presented, the Board may take such actions as it may deem appropriate, including but not limited to those described in section C of this policy, other than section 2.16.3, paragraph C, 5.

Sec. 2.16.5 Sanctions.

- A. Discipline imposed on directors herein shall continue for successive election cycles; i.e., re-election of a director who has been disciplined shall have no effect on discipline imposed in a prior term of office.
- B. A director may apply for relief from discipline upon submitting proof of compliance with the requirements of the discipline notice, if appropriate. For example, if discipline was imposed for failure to attend director orientation with the general manager, the director would submit proof of attendance.

Sec. 2.16.6 Authority of Administration to Provide for Security.

- A. The District Administration is authorized and directed to develop and implement policies and procedures, engage employees or contractors to provide security, consistent with applicable law, to promote a secure and orderly environment for Directors, employees, staff, and members of the public. These policies and procedures will include a process for notifying the District Administration in the event that any person feels that he or she has been subjected to conduct which violates this Policy.
- B. The District Administration is authorized and directed to take lawful and appropriate action and to pursue lawful and appropriate remedies against any person found to have violated this Policy.

Sec. 2.16.7 Board Orientation and Training.

- A. Every Board member shall participate in an orientation and training to be offered by the District within 60 days of election or assuming office as a condition to receiving compensation or allowance of expenses. The District encourages all directors, including re-elected directors, to attend on-going educational training.
- B. The required orientation and training shall be offered at times and places convenient to the Board member.

- C. The orientation and training for new Board members shall include:
1. Attendance at the California Special District Association (CSDA) Special District Leadership Academy Conference or a half-day orientation by a third party trainer specialized in local governance. The training will include the following:
    - a. Roles and responsibilities of Board members.
    - b. The role of staff and the General Manager.
    - c. Attributes and characteristics of highly effective Boards
    - d. The Boards role in setting direction for the District and in establishing financial accountability and transparency.
  2. A copy of the Board Governing Documents, which shall be reviewed and acknowledged by the Director. The Board Governing Documents includes the following:
    - a. District Background and Strategic Plan
    - b. CSDA Special District Board Member Handbook
    - c. Copy of this section of the Administrative Code
    - d. Ralph M. Brown Act
    - e. Copy of the Public Utility District Act
  3. Briefings delivered by members of the management team regarding:
    - a. District financial management and budgeting practices.
    - b. Review of the District Capital Improvement Program and a tour of the facilities owned or operated by the District.
    - c. The roles and responsibilities of each department.
  4. A briefing with the District General Counsel regarding:
    - a. Compliance laws and regulations, including conflict of interest rules under State and Federal law.
    - b. Legal responsibilities of Board members.
- D. This orientation and training shall supplement the training required by law under AB 1234.

E. It is also recommended that new Board members complete additional training during their first term, which would include:

1. Additional CSDA training, including additional Special District Leadership Academy Training and courses on financial oversight and governance
2. Tours provided by MWD of the State Water Project and Colorado River Aqueduct systems

Sec. 2.17      Directors Expenses Incurred on District Business.

Members of the Board of Directors attend regular, adjourned, or special meetings of the Board. In addition, they attend other District meetings, committee meetings, association meetings, and/or community functions or education seminars on behalf of the District. State statutes authorize District payments for meetings, reimbursement of expenses, and the provision of health and welfare benefits for active Directors. The District will compensate Directors a per diem for attendance at authorized meetings or functions and will reimburse Directors for reasonable expenses incurred while traveling on District business to include lodging, dining, transportation, and related incidentals.

2.17.1      Directors and Meetings.

As provided in Article 2, Section 2.12 of the District's Administrative Code, each Director shall receive per diem compensation for each day of attendance at meetings of the Board or for each day of service rendered as a Director by request or authorization of the full Board, not to exceed a total of ten (10) days in any calendar month. Attendance at meetings or functions shall be approved in advance by the Board of Directors of the District in order to be eligible for compensation and/or reimbursement. Director's claims for per diem amounts shall be made on a Director Per Diem/Meeting Form.

The District may pay compensation to District Board members for attendance at the following occurrences:

1. A meeting of the Board of Directors.
2. A conference or organized educational activity.
3. Any meeting related to District business with prior approval pursuant to Section 2.12.
4. Standing committee meetings and ad hoc committee meetings. These meetings, where practical, should be scheduled to correlate with other meetings at the District on the same day.

When travel arrangements require a day earlier arrival or a day later departure, Directors will not be eligible for the compensation; however, reasonable expenses associated with the extended stay will be reimbursed as specified below.

2.17.2            Prepayment of Otherwise Reimbursable Expenses.

A Director may request prepayment of registration, transportation, and lodging. Prepayments shall be limited to the Director's expenses only. No advances shall be made on travel expenses.

2.17.3            Reimbursement of Expenses.

Each Director shall be reimbursed for travel expenses to and from meetings or for any other authorized District business as follows:

1. Authorization. Travel associated with the attendance of meetings or functions for Directors shall be approved in advance by the Board of Directors at a regular meeting with the item agendaed under "Advance Approval to Attend Meetings."
2. Transportation.
  - a. Air Transportation. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares.
  - b. Automobile Transportation. Directors may use their personal vehicle. The District will reimburse Directors at the current rate/mileage as established by the Internal Revenue Service (IRS), plus tolls, parking, etc. provided, however, if air transportation is available, the total amount of expenses paid shall be limited to the cost of coach air travel between points traveled by personal vehicle. Gasoline, collision and liability insurance, and maintenance will be provided by the Director and is deemed covered in the rate/mileage reimbursement.

Directors using personal vehicles on District business must maintain a valid California driver's license and automobile insurance coverage required by the State of California or make arrangements for a driver who meets the above requirements. The Secretary will verify that Directors have valid driver's licenses. Directors will also be required to maintain automobile insurance coverage. Proof of such insurance shall be submitted to the Secretary upon renewal of the Director's individual automotive insurance policy. A current policy must be on file for a Director to be eligible for mileage reimbursement.

The District will provide a rental car when needed. Such rental car shall be a compact unless upgrades are offered at no additional cost to the District.

- c. Miscellaneous Transportation. Whenever practicable bus, taxi, rail, shuttle, etc., transportation may be used in lieu of, or in conjunction with, transportation modes above.

2.17.4            Meals and Lodging.

Whenever travel requires meals, the meals shall be reimbursable provided the Director presents an itemized receipt along with the “Board Expense Reimbursement Form” for all meals. Reimbursements for expense items where a receipt has been lost will not be paid until the Board President has reviewed and approved the expense item. Meals are reimbursable based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

1. Full Day Reimbursement. When a Director is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the Director may be reimbursed for meal expenses at the rate provided by the M&IE per day. If the Director exceeds the rate provided by the M&IE and the Board President deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the M&IE rate.
2. Single Meal Reimbursement. When a Director requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate provided by the M&IE for breakfast, lunch, and/or dinner. If the Director exceeds the rate provided by the M&IE and the Board President deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the M&IE rate.
3. Partial Day Reimbursement. When a director will be traveling for a partial day or where a single meal is provided for by other sources, such as pre-paid registration, the maximum reimbursement amount shall at the rate provided by the M&IE per meal. If the Director exceeds the rate provided by the M&IE and the Board President deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the M&IE rate.
4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of, and assume expenses for, taxes and gratuities of up to 15%.
5. Lodging. The District will reimburse Directors or pre-pay accommodations in single rooms at conference facilities at the group rates, if available, or in close proximity when applicable. Or, in the absence of conference accommodations, normal single-room business, government, or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel

schedules would require the Director to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable.

2.17.5 Entertainment.

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

2.17.6 Incidental Expenses.

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

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

2.17.7 Director's Responsibility.

Directors must submit a detailed "Board Expense Reimbursement Form" for reimbursement. Expense Reports must document that expenses meet the existing District policy. Claim forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all meal expenses and for any expense over ten dollars (\$10). Receipts are not required for non-meal individual expenses of ten dollars (\$10) or less. However, an explanation of the expenditure, the amount paid and the vendor's name is required. If a



receipt required for reimbursement is lost, the lost receipt must be noted on the “Board Expense Reimbursement Form,” presented to the Board President, and approved for reimbursement before any payment can be made. Claim forms should be submitted within 30 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District, which are not reconciled within 30 calendar days, shall be deducted from the next month’s reimbursement.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Directors shall submit, in writing, for action at the next Board meeting the reason why they were not able to attend the meeting and why they should be excused. Directors will be required to reimburse the District for any pre-paid expenses for any unexcused absence. This reimbursement will be made by deduction from future expenditures.

When two or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Directors’ “Board Expense Reimbursement Form,” the identity of the other person(s) sharing expenses. This will facilitate appropriate allocation of expenses to each participant.

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

2.17.8            Reports.

Directors shall provide brief reports on meetings attended at the expense of Fallbrook Public Utility District at the next regular meeting of the District.

2.17.9            Penalties.

Penalties for misuse of District resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to, the following:

1. The loss of reimbursement privileges.
2. Restitution to the District.
3. Civil penalties for misuse of District resources pursuant to Govt. Code Sec. 8314.
4. Prosecution for misuse of District resources, pursuant to Sec. 424 of the Penal Code.

2.17.10           Ethics Training.

1. “District official” means the following:
  - a. Any Director who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

- b. Any employee designated by the District to receive the training specified under this article.
2. “Ethics Laws” include, but are not limited to, the following:
- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
  - b. Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
  - c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
  - d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.
- (1) If a District official provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all District officials shall receive training in ethics pursuant to this article.
  - (2) Each District official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.
  - (3) If any entity develops curricula to satisfy the requirements of this section, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of any proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.
  - (4) The District or an association of the District may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in-person, or online.
  - (5) All providers of training courses to meet the requirements of this article shall provide participants with proof of participation.

- (6) The District shall provide information on training available to meet the requirements of this article to its local officials at least once annually.
- (a) Each District official in District service as of January 1, 2006, except for District Directors whose terms of office ends before January 1, 2007, shall receive the training required herein before January 1, 2007. Thereafter, each District official shall receive the training required herein at least once every two years.
  - (b) Each District official who commences service with the District on or after January 1, 2006, shall receive the training required herein no later than one year from the first day of service with the District. Thereafter, each District official shall receive the training required herein at least once every two years.
  - (c) A District official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.
  - (d) The District shall maintain records indicating both of the following:
    - i. The dates that the District official satisfied the requirements of this article.
    - ii. The entity that provided the training.
  - (e) Notwithstanding any other provision of law, the District shall maintain these records for at least five years after District officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Sec. 2.18      Gifts and Disclosure.

The California Political Reform Act of 1974 requires specified local government officials to periodically submit reports concerning sources of income or gifts as specified and has been amended to prohibit local elected office holders and designated employees of government agencies from accepting any honorarium as defined, as well as gifts in excess of \$500.00 with certain exceptions.

The Political Reform Act requires an annual disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least \$100.00 for individual charges paid to any employee or member of the governing body of the District.

2.18.1      Annual Disclosure of Reimbursements.

The Fallbrook Public Utility District shall cause, at least annually, the disclosure of any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the Board of Directors of the Fallbrook Public Utility District. The Assistant General Manager/Chief Financial Officer shall implement procedures to track such disbursements and publish or print same at least annually by a date determined by the District and shall be made available for public inspection. All reimbursement requests received after January 1, 1995, which are \$100 or more shall be listed. Payments for benefits such as insurance, retirement, and car allowances shall not be reported.

2.18.2 Prohibition Against Acceptance of Honorarium.

No elected officeholder, elected or appointed member of the Board of Directors, or "designated employee" (as defined in the Conflict of Interest Code) of the Fallbrook Public Utility District shall accept any honorarium. An "honorarium" means any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. Honorarium does not include earned income for personal services which are customarily provided in connection with the practice of a bona fide business, trade, or profession such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting unless the sole or predominant activity of the business, trade, or profession is making speeches. This prohibition does not extend to reasonable travel, admission, and the refreshments provided at an event where a Board member or designated employee gives a speech or otherwise actively participates.

2.18.3 Permissible Gifts May Not Exceed \$500.00.

No elected officeholder, elected or appointed member of the Board of Directors, or designated employee of the Fallbrook Public Utility District shall accept any gifts, from any single source, which is in excess of five hundred dollars (\$500), in any calendar year, except reimbursement for actual travel expenses and reasonable subsistence in connection therewith. The Fair Political Practices Commission may further adjust this amount annually. Prohibited gifts include anything of value that is accepted, regardless of whether it is used. Excessive gifts should be returned within 30 days to avoid violating the law. The limitation on receipt of gifts does not exempt wedding, birthday, or other holiday gifts. The following are not "gifts" under this section: gifts from relatives, informational material (i.e., reports, pamphlets, calendars to keep officials informed), inheritances, and personalized plaques and trophies with an individualized value of less than \$500. Other gifts that are not used and are donated to charity within 30 days of receipt are not included.

2.18.4 Penalties for Violations.

The penalties for violating the restrictions on honoraria and gifts under the Political Reform Act constitute a criminal misdemeanor and may be punished by a fine of up to the greater of \$10,000 or three times the amount the violation received.

ARTICLE 2

Sec. 2.12 – Rev. 95  
Sec. 2.5 - Rev. 2/97  
Sec. 2.11 – Rev. 9/98  
Sec. 2.13 – Rev. 12/98  
Secs. 2.2, 2.9, 2.10, 2.14 – Rev. 2/04  
Sec. 2.3 – Rev. 6/06  
Sec. 2.14 – Board Committees added  
– Rev. 8/08  
Secs. 2.3, 2.4.1, 2.6, 2.12, 2.13 –  
Rev. 12/09  
Sec. 2.12 – Rev. 9/10  
Sec. 2.12 – Rev. 8/12  
Sec. 2.16 – Added 12/12  
Sec. 2.15 – Rev. 1/13  
Secs. 2.16.5, 2.16.6, 2.16.7 – Rev.  
9/14  
Sec. 2.2 - Rev. 2/27  
Sec. 2.12 – Rev. 10/17  
Secs. 2.2.2, 2.2.3, 2.3, 2.4.1, 2.5, 2.6,  
2.10, 2.11, 2.12, 2.16.7, and add 2.17,  
2.17.1, 2.17.2, 2.17.3, 2.17.4, 2.17.5,  
2.17.6, 2.17.7, 2.17.8, 2.17.9,  
2.17.10, 2.18, 2.18.1, 2.18.2, 2.18.3,  
2.18.4 – Rev. 8/18  
Sec. 2.12 – Rev. 10/18  
Secs. 2.12, 2.14 – Rev. 1/19  
Sec. 2.12 – Eff. 4/26/19 (Ord. 343)  
Secs. 2.18, 2.18.3 – Rev. 10/19  
Sec. 2.12 – Eff. 4/26/20 (Ord. 346)  
Sec. 2.12 – Eff. 4/26/21 (Ord. 349)  
Sec. 2.12 – Eff. 4/29/22 (Ord. 351)  
Sec. 2.12 – Eff. 4/29/23 (Ord. 355)  
Sec. 2.12 – Eff. 4/29/24 (Ord. 357)  
Sec 2.9.1, 2.12, 2.16.7 – Rev 3/24

## M E M O

**TO:** Board of Directors  
**FROM:** Engineering & Operations Committee  
**DATE:** February 24, 2025  
**SUBJECT:** Amendment of Administrative Code Section 5 – Purchasing Procedures

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Description

The Fallbrook Public Utility District is subject to the provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA). This act provides procedures for the bidding and awarding of public contracts, including maintenance work and all other purchases subject to the Public Contract Code. In order to align with the UPCCAA's recent adjustments in 2025, Article 5 of the FPUD administrative code is requested to be amended.

Purpose

Section 5.5 of article 5 of the FPUD administrative code details the following purchasing procedures dollar amounts:

- Small Purchase Procedures - \$60,000 or less may be approved by General Manager.
- Informal Bid Procedures - \$60,001 to \$200,000 or less must be approved by the Board of Directors, but may be informally bid.
- Formal Bid Procedures - \$200,001 and above must be approved by the Board of Directors and must be formally bid.

These dollar amounts are no longer in-line with the UPCCAA. As of January 2025, the UPCCAA has been amended with the following amounts:

- Small Purchase Procedures - \$75,000 or less.
- Informal Bid Procedures - \$75,001 to \$220,000.
- Formal Bid Procedures - \$220,001 and above.

Budgetary Impact

There is no budgetary impact for this amendment.

Recommended Action

That the Board adopt Resolution No. 5092 amending Article 5 of the FPUD Administrative Code with the changes noted above.

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

- a. Purchase Procedures for Public Projects, Maintenance, and Articles in the Amount of \$7560,000 or Less (“Small Purchase Procedures”).

The General Manager or Designee may make purchases of Public Projects, Maintenance, and Articles in an amount of \$7560,000 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.

~~(1) If the purchase utilizes federal funding, three (3) written quotes shall be required for all purchases over \$10,000.~~

- (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.

b. Purchase Procedures for Public Projects, Maintenance, and Articles in Excess of \$7560,000 and \$2290,000 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 \$7560,000 and \$2290,000 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 \$2290,000, the Board may, by adoption of a resolution by a four-fifths (4/5) vote, award the contract, at one ~~\$212245,0500~~ 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 \$200220,000 (“Formal Bid Procedures”).

Purchases of Public Projects, Maintenance, and Articles in an amount exceeding \$200220,000 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.
- e. Any federally funded project shall comply with Uniform Guidance for Procurement.

Sec. 5.6 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 \$~~60~~75,000 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 \$~~60~~75,000, 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 \$~~60~~75,000 or less. Contracts in excess of \$~~60~~75,000 shall be awarded by the Board.
- f. The contract amendment procedures outlined in this Article apply to Professional Services Contracts.

Sec. 5.7 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. 5.8      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 5.8, 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. 5.9      Exceptions to Procurement Requirements.

a.      Sole Source Exception.

Notwithstanding any provision in this Article 5, the procurement requirements set out in this Article 5 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 \$~~60~~75,000 may

be procured by the General Manager or Designee. The Board must approve any source contracts or agreements of \$~~60~~75,000 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 Eastern Municipal Water District, electricity, gas and telephone, and the services are provided for in the operating budget.

Sec. 5.10 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 \$~~60~~75,000. 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 \$~~60~~75,000 or less, pursuant to Section 5.5(a).

Sec. 5.11 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. 5.12 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. 5.13 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 \$~~60~~75,000 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 \$~~60~~75,000.
- 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.

<b>ARTICLE 14 (Renumbered as Article 5 by Resolution 5006)</b>
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

**RESOLUTION NO. 5092**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE FALLBROOK  
PUBLIC UTILITY DISTRICT AMENDING ADMINISTRATIVE CODE  
ARTICLE 5, DISTRICT PROCUREMENT PROCEDURES**

\* \* \* \* \*

**WHEREAS**, the Fallbrook Public Utility District is subject to the provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA); and

**WHEREAS**, this act provides procedures for the bidding and awarding of public contracts, including maintenance work and all other purchases subject to the Public Contract Code; and

**WHEREAS**, in order to align with the UPCCAA's recent adjustments in 2025, Article 5 of the FPUD administrative code is requested to be amended.

**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 Sections 5.5, 5.6, 5.9, 5.10, and 5.13 of Article 5 of the Administrative Code as set forth in Exhibit A and incorporated herein.
2. The remaining provisions of Article 5 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 24<sup>th</sup> day of February, 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

**EXHIBIT A**

**REVISIONS TO ARTICLE 5 OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT  
ADMINISTRATIVE CODE**

**[COMMENCING ON NEXT PAGE]**

**Article 5. District Procurement Procedures.**

Sec. 5.1 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 5 shall not apply to the acquisition of land by the District.

Sec. 5.2 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. 5.3      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 5.10, purchases should be made from vendors located within the boundaries of the District.

Sec. 5.4      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 persons as his designee in those areas in which they exercise budgeting control.
- 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, power plants, 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. 5.5 Procedures for the Purchase of Public Projects, Maintenance, and Articles

- a. Purchase Procedures for Public Projects, Maintenance, and Articles in the Amount of \$75,000 or Less (“Small Purchase Procedures”).

The General Manager or Designee may make purchases of Public Projects, Maintenance, and Articles in an amount of \$75,000 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 \$75,000 and \$220,000 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 \$75,000 and \$220,000 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 \$220,000, the Board may, by adoption of a resolution by a four-fifths (4/5) vote, award the contract, at one \$245,000 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 \$220,000 (“Formal Bid Procedures”).

Purchases of Public Projects, Maintenance, and Articles in an amount exceeding \$220,000 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.
- e. Any federally funded project shall comply with Uniform Guidance for Procurement.

Sec. 5.6 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 \$75,000 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 \$75,000, 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 \$75,000 or less. Contracts in excess of \$75,000 shall be awarded by the Board.
- f. The contract amendment procedures outlined in this Article apply to Professional Services Contracts.

Sec. 5.7 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. 5.8      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 5.8, 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. 5.9      Exceptions to Procurement Requirements.

a.      Sole Source Exception.

Notwithstanding any provision in this Article 5, the procurement requirements set out in this Article 5 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 \$75,000 may be procured by the General Manager or Designee. The Board must approve any source contracts or agreements of \$75,000 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 Eastern Municipal Water District, electricity, gas and telephone, and the services are provided for in the operating budget.

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- b. Eligible procurements include those contracts which are not otherwise subject to competitive bidding, including contracts for the following:
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- 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. 14.5(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  
Sec. 5.5 – Rev. 3/21  
Secs. 5.4; 5.5; 5.6; 5.9; 5.10;  
5.13 – Rev. 7/22  
Sec. 5.9(b) – Rev. 5/24  
Sec. 5.4(c) – Rev 10/24

## MEMO

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager  
**DATE:** February 24, 2025  
**SUBJECT:** Consider Mutual Services Agreement – Fallbrook PUD, Rainbow, Yuima, and Valley Center Municipal Water District (MWD)

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### Purpose

Provide the Board with the opportunity to review the draft proposed “Mutual Services Agreement” (“Agreement”), *draft copy attached*, and give staff direction as to future activities and actions with regard to the Agreement.

### Summary

Over the last several months, there have been discussions among the General Managers of the Fallbrook PUD, Rainbow MWD, Yuima MWD and VCMWD regarding the potential benefits of developing shared services among the participating agencies. The thought is that four transitioning, formerly predominantly agricultural agencies, might be able to find ways to help control operational costs by increasing economies of scale through combining resources to accomplish certain common goals, tasks and deal more effectively with ever increasing costly regulatory mandates. While the attached draft agreement does not identify specific projects or programs to be initiated at this time, its execution does allow the four agencies that intend to formerly explore potential cost savings through shared similar functions.

### Background

Since 2011, the agencies have been having discussions about shared services, but this process was put on hold during the attempted merger of Rainbow MWD and Fallbrook PUD and during the successful detachment efforts by FPUD and RMWD. Now with those items settled the General Managers have been working together to evaluate the potential for some level of functional consolidation. Fallbrook PUD and Rainbow MWD have been utilizing shared services for emergency construction support, water supply support and equipment utilization. Fallbrook and VCMWD entered into a shared services agreement for use of Fallbrook’s Vactor Truck for wastewater services. The goal of this MOU is to further expand these types of shared services to reduce costs for the agencies ratepayers.

Some of the potential services that have been discussed to date have been the potential for, but not limited to:

- Mutual aid (staff, equipment) during emergencies;
- Joint use of equipment;
- Joint purchase ownership of large or specialty equipment;

- Exchange of staff to meet interim needs during certain periods of operations,
- Water Use Efficiency and other regulatory compliance with agency staff and/or consultants;
- Joint Federal and State Lobbying.

Execution of this agreement would not commit any signatory agency to participate with other agencies on a joint basis. However, it does establish the guidelines for the manner, from the financial and liability perspectives, in which the participating agencies would participate in joint efforts. If a joint program is identified and moves forward then there would be a more specific, detailed implementation agreement outlining how that effort would be conducted by the agencies participating in the specific program or project developed as an exhibit to the agreement.

### Conclusion

The basic concept and perceived benefits of “Functional Consolidation” has survived for over 15 years. All four agencies, FPUD, RMWD, YMWD and VCMWD are transitioning agricultural agencies with very similar regulatory, financial and operational challenges. There may be opportunities to realize cost savings through joint programs, projects, and the use of resources. Entering into this agreement at least gives the other agencies and FPUD the formal framework to explore the potential benefits of cooperative joint efforts to reduce costs for their ratepayers.

### Recommended Action

That the Board Authorize the General Manager to execute the attached “Mutual Services Agreement” with non-substantive changes.

**MUTUAL SERVICES AGREEMENT BETWEEN THE FALLBROOK PUBLIC  
UTILITY DISTRICT, THE RAINBOW MUNICIPAL WATER DISTRICT, THE  
VALLEY CENTER MUNICIPAL WATER DISTRICT AND THE YUIMA  
MUNICIPAL WATER DISTRICT**

This Mutual Services Agreement (this “Agreement”) is made and entered into as of February \_\_, 2025 (“Effective Date”) by and between the Fallbrook Public Utility District (“FPUD”), a California public utility district, and the Rainbow Municipal Water District (“RMWD”), a California municipal water district, the Valley Center Municipal Water District (“VCMWD”), a California municipal water district and the Yuima Municipal Water District (“YMWD”) a California municipal water district. FPUD, RMWD, VCMWD and YMWD are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

**RECITALS**

- A. FPUD, RMWD, VCMWD and YMWD are public agencies in the State of California and are sometimes in need of services that can be provided more efficiently or conveniently by one another or in a collaborative fashion.
- B. The Parties desire by this Agreement to establish the terms for each Party to provide and receive the services described herein.

**AGREEMENT**

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

- 1. Services. The Parties will work together to identify potential services that could be delivered more efficiently through collaboration or partnership. Some of the potential services include:
  - Developing a joint inventory of existing heavy equipment that could be utilized by each agency such as cranes, large dump trucks, generators, etc.
  - Utilizing a joint contract for state and federal lobbyist support
  - Coordination of staffing resources for after-hours/weekend/holiday major pipeline repairs
  - Completion of emergency interconnections between the parties
  - Implementing an interagency cross training program
  - Joint ownership of large equipment
  - Joint contracting for professional services, materials or equipment.

As services are developed among the Parties they will be added as an exhibit to this Contract.

- 2. Compensation.
  - a. Subject to paragraph 2(b) below, a Party receiving services under this Agreement shall pay for such services in accordance with the “Schedule of Charges” that will

be set forth as an exhibit to the contract. The Parties hereby agree that, as a ministerial matter, the exhibit will be updated from time to time by the General Managers utilizing the services to update the amounts set forth therein, upon thirty (30) days prior written notice to the Parties, or to update the Exhibit to establish the charges for additional services provided pursuant to Section 3 of this Agreement. Changes to the Schedule of Charges shall not apply to work already requested or in progress pursuant to Section 5 hereof.

- b. Periodic payments shall be made within thirty (30) days of receipt of an invoice, which includes a detailed description of the work performed or vehicles or equipment rented. Payments for work performed, vehicles or equipment rented will be made on a monthly billing basis.
3. Additional Work. As the Parties add additional services that may be provided under this Agreement, an amendment to this Agreement and/or the Scope of Services shall be prepared and executed by the Parties before performance of such services. The Parties hereby agree that, as a ministerial matter, the General Managers, may from time to time as necessary and/or appropriate, amend Exhibits to add or delete services, and update Exhibits to reflect the charges to be paid for any services added to the Exhibits as agreed to in writing by the Parties.
4. Maintenance of Records. Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by each Party and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the Agreement for inspection by the other Party.
5. Performance of Services. A Party desiring to receive services authorized by this Agreement shall provide a written or e-mailed request for services ("Request for Services") to the designated representative of the Party being requested to provide the services. The Request for Services shall set forth the desired date of commencement of work. If the Party receiving a Request for Services cannot perform the services, either in whole or in part, or within the time specified in the Request for Services, the other Party shall promptly notify the requesting Party in writing or by e-mail.
6. Delays in Performance. A Party shall not be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint. Should such circumstances occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.
7. Compliance with Law. Each Party shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements. If applicable, each Party shall assist the other Party, as requested, in obtaining and maintaining all permits required by federal, state and local regulatory agencies related to the services. If applicable, the Party performing the services is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled as a result of services or operations performed under this Agreement.

8. Standard of Care. The services will be performed in accordance with generally accepted standards, professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.
9. Assignment and Subcontract. No Party shall assign, sublet, subcontract, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the other Parties, which may be withheld for any reason. Any attempt to so assign, subcontract, or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.
10. Independent Contractor/ Status of Employees.
  - a. Independent Contractor. The Party performing the services is retained as an independent contractor and is not an employee of the other Party. No employee, contractor, or agent of a Party shall become an employee of the other Party. The Party performing the services shall be and remain responsible for all payroll, compensation, employee benefits, equipment, maintenance and repair and employment administration of any of its employees which the performing Party directs to provide the services under this Agreement. In furtherance of the foregoing, the Party performing the services shall:
    - i. Properly secure and maintain workers' compensation coverage for any of its employees performing services pursuant to this Agreement at the exclusive direction of the performing Party;
    - ii. Be fully responsible for payment of all payroll, payroll taxes, collection of taxes, employee benefits, unemployment insurance, and other administrative functions customarily performed by an employer and required under applicable federal, state, or local laws; and
    - iii. Without regard to payment by the Party receiving the services, assume such responsibilities as are required by applicable federal, state, and local wage and hour laws for payment of wages to any of its employees, contractors, or agents performing the services at the exclusive direction of the performing Party.
  - b. Status of Employees and Contractors. When a service is requested of a performing Party, such Party shall direct appropriate employee(s) or contractor(s) to perform the requested service as part of the employee's or contractor's regular duties for the performing Party. The Parties acknowledge and agree that at all times the performing Party's employees shall remain under the exclusive control of the board of directors of the performing Party or a supervisor that reports directly to a management employee subject to the exclusive control of the performing Party's board of directors such as the General Manager. The receiving Party shall not have any right to control the manner or means in which the performing Party's employees or contractors perform services under this Agreement. Rather, the performing Party shall have the sole and exclusive authority to do the following, as to its employees:

- i. Make decisions regarding the hiring, retention, discipline or termination of the performing Party's employees. The receiving Party will have no discretion over those functions.
- ii. Determine the wages to be paid to performing Party's employees, including any pay increases. These amounts shall be determined in accordance with performing Party's published publicly available compensation schedule and shall be subject to changes thereto approved by the Performing Party's board of directors.
- iii. Set the benefits of performing Party's employees, including health and welfare benefits, retirement benefits, and leave accruals in accordance with Performing Party's policies.
- iv. Evaluate the performance of performing Party's employees through performance evaluations performed by a management level employee that reports directly to the performing Party's General Manager or the performing Party's board of directors.
- v. Perform all other functions related to the service, compensation, or benefits of the performing Party's employees assigned to perform services under this Agreement.

Each Party further agrees that the control and responsibilities of contractors shall be controlled by the contract services agreement between said contractor and the performing Party.

11. Insurance. During the performance of any services under this Agreement, the Parties shall maintain in full force and effect insurance policies and/or equivalent risk management coverage in the manner and to the extent that each Party insures and/or self-insures itself for similar risks with respect to that Party's operations, equipment, and property. The manner in which such insurance and/or self-insurance is provided and the extent of such insurance and/or self-insurance shall be set forth in a Certificate of Insurance and/or Certificate of Self-Insurance, delivered to the other Parties and signed by an authorized representative of the applicable Party, which fully describes the insurance and/or self-insurance program and how the insurance/program covers the risks set forth in this Section 11. Insurance provided by a joint powers agency insurance pool shall be considered self-insurance for the purposes of this paragraph. Coverage under such insurance and/or self-insurance shall provide coverage for the following:

- a. Commercial General Liability. Commercial general liability insurance or equivalent risk management coverage covering bodily injury, property damage, personal/advertising injury, premises/operations liability, products/completed operations liability, and contractual liability, in an amount no less than \$1,000,000 per occurrence / \$2,000,000 aggregate. The policy shall give the other Parties, its officials, officers, employees, agents and designated volunteers additional insured status, or endorsements providing the same coverage.
- b. Automobile Liability. Automobile liability insurance or equivalent risk management coverage in an amount no less than \$1,000,000 per occurrence for bodily injury



and property damage. Coverage shall include owned, non-owned and hired vehicles. The policy shall give the other Parties, its officials, officers, employees, agents and designated volunteers additional insured status, or endorsements providing the same coverage.

- c. Workers' Compensation. Workers' compensation insurance or equivalent risk management coverage as required by law. Each Party certifies that it is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and each Party will comply with such provisions before commencing work under this Agreement.

12. Indemnification. Each Party (the "Indemnifying Party") shall indemnify, defend (with counsel of the Indemnified Party's choosing), and hold the other Parties (the "Indemnified Party"), its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damages or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of the Indemnifying Party, its officials, officers, employees, contractors, consultants or agents in connection with the Indemnifying Party's performance of the services under this Agreement, except to the extent caused by the gross negligence or willful misconduct of the Indemnified Party.

13. Laws and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California.

14. Term; Termination or Opt-out.

- a. This Agreement shall begin on the Effective Date and shall continue until termination of this Agreement.
- b. Any Party may terminate their participation in this Agreement with or without cause upon thirty (30) calendar days' written notice to the other Parties. The Party receiving services shall pay the other Parties the reasonable value of services rendered for any work completed prior to termination.

15. Notice. Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

FPUD:  
Fallbrook Public Utility District  
990 E. Mission Road  
Fallbrook, CA 92028  
Attn: General Manager

RMWD:  
Rainbow Municipal Water District  
3707 Old Hwy 395  
Fallbrook, CA 92028  
Attn: General Manager

VCMWD:  
Valley Center Municipal Water District  
29300 Valley Center Road  
Valley Center, CA 92082  
Attn: General Manager

YMWD:  
Yuima Municipal Water District  
34928 Valley Center Road  
Pauma Valley, CA 92061  
Attn: General Manager

and shall be effective upon receipt thereof.

16. Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Parties.
17. Entire Agreement; Amendment. This Agreement, with its Exhibits, represents the entire understanding of the Parties as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person that are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by all the Parties hereto. This is an integrated Agreement.
18. Severability. The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.
19. Survival. All obligations arising prior to the expiration or termination of this Agreement and all provisions of this Agreement allocating liability between the Parties shall survive the expiration or termination of this Agreement.
20. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party. However, no Party shall assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the other Parties. Any attempted assignment without such consent shall be invalid and void.
21. Non-Waiver. None of the provisions of this Agreement shall be considered waived by any Party, unless such waiver is specifically specified in writing.
22. Time of Essence. Time is of the essence for each and every provision of this Agreement.
23. Counterparts. This Agreement may be executed in the original or in any number of counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Parties have executed this Mutual Services Agreement as of the date first written above.

**FALLBROOK PUBLIC UTILITY DISTRICT**

By: \_\_\_\_\_

Its: [Click or tap here to enter text.](#)

Printed Name: [Click or tap here to enter text.](#)

**VALLEY CENTER MUNICIPAL  
WATER DISTRICT**

By: \_\_\_\_\_

Its: [Click or tap here to enter text.](#)

Printed Name: [Click or tap here to enter text.](#)

**RAINBOW MUNICIPAL WATER DISTRICT**

By: \_\_\_\_\_

Its: [Click or tap here to enter text.](#)

Printed Name: [Click or tap here to enter text.](#)

**YUIMA MUNICIPAL WATER DISTRICT**

By: \_\_\_\_\_

Its: [Click or tap here to enter text.](#)

Printed Name: [Click or tap here to enter text.](#)

**EXHIBITS**

**SCOPE OF SERVICES TO BE ADDED AS TASKS ARE DEVELOPED  
SCHEDULE OF CHARGES TO BE ADDED AS TASKS ARE DEVELOPED**

M E M O

**TO:** Board of Directors  
**FROM:** Engineering & Operations Committee  
**DATE:** February 24, 2025  
**SUBJECT:** Approval of 5-Year Service Agreement for the turbo blowers at the Water Reclamation Plant

Description

To request renewal of the service agreement for service plan for the maintenance of the six specialized turbo blowers at Water Reclamation Plant.

Purpose

The turbo blowers are essential components of the District’s wastewater treatment operations, specifically for the Conventional Activated Sludge (CAS) and Aerobic Digestion (AD) processes. These highly specialized machines operate at 26,450 RPM, delivering the necessary airflow to maintain optimal dissolved oxygen levels, which support the microbiological population responsible for treating the District’s wastewater. The blowers are also a specialized and expensive piece of equipment with each unit costing over half a million dollars. In order to ensure proper maintenance the District previously entered into a five-year service agreement with the manufacturer (Nueros) in 2019. The agreement period is ending and to continue the service agreement renewal of the agreement is required.

The cost of the proposed service plan is \$72,456 annually for a five-year period, which is a 5% increase, compared to the previously approved 2019-2024 service agreement.

Service Agreement	2019-2024 MSP	2024-2029 MSP
5 – Year Total Cost	\$344,927.00	\$362,280.00
Annual Cost	\$68,985.40	\$72,456.00

**Note:** This price includes a discounted rate for signing a 5-year MSP. Without this agreement, the standard annual service plan cost is \$96,600 per year.

Budgetary Impact

The cost of the service agreement renewal was included in the District’s Annual Operating Budget.

Recommended Action

That the Board support the 5-year service agreement for the turbo blowers with Nueros at a total cost of \$362,280. This agreement ensures the continued operation and efficiency of these critical components, maintaining the necessary airflow for the CAS and AD treatment processes at the Water Reclamation Plant.

## M E M O

**TO:** Board of Directors  
**FROM:** Engineering & Operations Committee  
**DATE:** February 24, 2025  
**SUBJECT:** Recommendation for Amendment to Annual Ongoing Pavement and Asphalt Repair Contract

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Description

As leaks are repaired and valves are replaced, asphalt is frequently damaged or removed and needs to be repaired. The District entered an annual asphalt repair contract to more quickly and efficiently make these repairs. Due to the amount of work performed in the first half of the fiscal year, additional authorization is needed to continue using the asphalt repair contract.

Purpose

In May of 2024, the District approved an annual agreement with the low bidder, Asphalt & Concrete Enterprises Inc., for a two year paving contract, with the option to extend an additional two years. The contract was established at a value not to exceed \$300,000 per year. During the first 7 months of Fiscal Year 2025, the value of the work performed has already exceeded the annual limit. This is primarily due to utilizing the pavement repair contract for larger emergency pipeline replacement capital projects, as well as multiple mainline breaks that caused more asphalt damage than typical. In order to continue making needed pavement repairs during the remainder of the fiscal year, staff recommend authorizing an amendment to the contract to increase the annual not to exceed amount to \$600,000. Since we anticipate the level of work going forward, we recommend increasing the annual amount for the remaining term of the contract.

Budgetary Impact

The work will be completed within the Board authorized Capital Improvements Project and Operations budget for the 24/25 fiscal year.

Recommended Action

That the Board approve an amendment to the contract with Asphalt and Concrete Enterprises to increase the not to exceed amount to \$600,000 annually for as-needed asphalt repair services through the remaining term of the contract.

MEMO

**TO:** Board of Directors  
**FROM:** Jack Bebee, General Manager  
Paula C.P. de Sousa, General Counsel  
**DATE:** February 24, 2025  
**SUBJECT:** Public Hearing to Consider Adoption of Ordinance No. 359, Providing for an Increase in Board Member Compensation

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Purpose

For the Board to hold a public hearing and consider whether to adopt an ordinance increasing the amount of per diem compensation for members of the Board from \$134.00 to \$140.70.

Summary

On February 26, 2024, the Board of Directors adopted Ordinance No. 357, setting the Board's per diem compensation at \$134.00 per day for each day's service rendered as a Director by order of the Board or as specified in Section 2.12 of the District's Administrative Code. Directors may only receive compensation from the District for a maximum of 10 days per month.

Under Water Code Section 20202, the Board may increase per diem compensation by up to five percent (5%) for each calendar year since the effective date of the last change to Board compensation. By law, the Board must hold a noticed public hearing to consider an increase in per diem compensation. An ordinance increasing per diem compensation may not take effect for sixty (60) days from the date of adoption and is subject to a referendum.

At its January 27, 2025 meeting, the Board of Directors directed staff to provide notice of a public hearing on February 24, 2025 to receive public comments regarding a proposed increase to the Board's per diem compensation from \$134.00 to \$140.70.

A public hearing notice (Attachment A) was published in the Fallbrook and Bonsall Village News on February 6, 2025, and February 13, 2025. After holding the public hearing, the Board may consider adoption of Ordinance No. 359 (Attachment B), which would set the new rate of compensation at \$140.70 effective April 29, 2025, unless the voters of the District successfully petition for a referendum on the ordinance. The ordinance would also update Section 2.12 of the District's Administrative Code to reflect the updated amount.

The following is a table of per diem compensation paid by several other agencies:

<b>DISTRICT</b>	<b>PER DIEM</b>
Valley Center Municipal Water District	\$100.00
Padre Dam Municipal Water District	\$160.00
Santa Fe Irrigation District	\$150.00
Rainbow Municipal Water District	\$150.00
San Diego County Water Authority	\$150.00
Helix Water District	\$225.00

Recommended Action

Hold the public hearing and consider adoption of Ordinance No. 359, to increase Board compensation from \$1340.00 to \$140.70 for each day's service to the District and to update Section 2.12 of the District's Administrative Code to reflect the updated amount.

Attachments

- Attachment A: Copy of Public Hearing Notice
- Attachment B: Proposed Ordinance No. 359



**Attachment A**  
**Public Hearing Notice**

NOTICE OF PUBLIC HEARING  
FALLBROOK PUBLIC UTILITY DISTRICT POTENTIAL INCREASE  
IN COMPENSATION FOR MEMBERS OF THE BOARD OF  
DIRECTORS

NOTICE IS HEREBY GIVEN that on February 24, 2025, the Board of Directors of the Fallbrook Public Utility District will hold a public hearing at 4:00 p.m., or as soon thereafter as practicable, as part of the Regular Meeting of the Board in order to receive oral and written testimony regarding the proposed adoption of Ordinance No. 359.

Instructions for members of the public to observe the Board Meeting and the public hearing in person or via Web Conference / Teleconference will be included in the February 24, 2025 meeting agenda. Please note that in the event of technical issues that disrupt the ability of members of the public to view the meeting or provide public comments through the web conference option, the meeting will continue. Members of the public who wish to address the Board of Directors regarding Ordinance No. 359 may submit written testimony for receipt no later than 3:00 pm on February 24, 2025 (with a reading limit of no more than 3 minutes), by mail to the attention of the Board Secretary, at 990 E. Mission Rd., Fallbrook, CA 92028, by deposit in the District's payment drop box located at the above-mentioned address, or by e-mail to the Board Secretary at [leckert@fpud.com](mailto:leckert@fpud.com). Written testimony will be read to the Board during the public hearing. Members of the public may also provide oral testimony during the public hearing in person or via Webconference/Teleconference by following the instructions for public comment included in the February 24, 2025 meeting agenda.

Upon conclusion of the hearing, the Board will consider adoption of proposed Ordinance No. 359, which would increase the amount of compensation for members of the Board of Directors. Copies of proposed Ordinance No. 359 will be available upon posting of the agenda for the February 24, 2025 Regular Meeting of the Board by calling the District at (760) 728-1125 or at the District's web site: [www.fpud.com](http://www.fpud.com).

**Attachment B**

**ORDINANCE NO. 359**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT  
SETTING THE AMOUNT OF PER DIEM COMPENSATION  
FOR THE BOARD OF DIRECTORS**

\* \* \* \* \*

**WHEREAS**, Public Utilities Code Section 16002 provides that the Board of Directors may increase the amount of per diem compensation that may be received by members of the Board by an ordinance adopted pursuant to Water Code Section 20200, *et seq.*; and

**WHEREAS**, on February 26, 2024, the Board of Directors adopted Ordinance No. 357, setting per diem compensation at \$134.00 per day; and

**WHEREAS**, Water Code Section 20202 provides that the District may increase the amount of compensation which may be received by members of the Board of Directors in an amount not to exceed five percent (5%) for each calendar year since the effective date of the last adjustment; and

**WHEREAS**, a public hearing to consider an increase in the compensation of the members of the Board was duly noticed in accordance with Water Code Section 20203 and Government Code Section 6066, and said hearing was held on the date hereof.

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

**SECTION I.** The Board of Directors of the District hereby amends Ordinance No. 327, "An Ordinance of the Board of Directors of the Fallbrook Public Utility District Authorizing an Increase in Compensation of Governing Board Members," Section 4, "Director Compensation," to read as follows:

**Section 4.** DIRECTOR COMPENSATION

Compensation for the Directors of the Governing Board for regular, adjourned and special meetings, to include occurrences set forth in Section 2.12 of the Administrative Code, is established at One Hundred Forty Dollars and Seventy Cents (\$140.70) per day for each day's attendance. A Director shall not receive compensation for more than 10 days of service in a month. Increases will be subject to the requirements of California Public Utilities Code Section 16002 and California Water Code Section 20200 *et seq.*

**SECTION II.** All other provisions of Ordinance No. 327, as adopted on January 26, 2009, shall remain unchanged and in full effect.

**SECTION III.** Ordinance No. 357, adopted February 26, 2024, is hereby repealed and shall no longer be of any force or effect.

**SECTION IV.** Section 2.12 of the District’s Administrative Code shall be revised to replace “One Hundred Thirty Four Dollars (\$134.00)” with “One Hundred Forty Dollars and Seventy Cents (\$140.70).” All other provisions of Section 2.12 shall remain unchanged and in full force and effect.

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

**SECTION VI.** This Ordinance shall be posted at three public places in the District and shall be caused to be published pursuant to Section 6061 of the Government Code in the Fallbrook Village News, a newspaper of general circulation. This Ordinance shall take effect on April 29, 2025, which date is at least one year from the operative date of the last adjustment and is no less than 60 days after its passage.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 24<sup>th</sup> day of February, 2025, by a roll call vote, as follows:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

## **Metropolitan Water District Board Meeting Report**

The Metropolitan Water District of Southern California (Metropolitan) held its monthly Board and committee meetings on February 10-11, 2025. At these meetings, the Metropolitan Board:

- Recognized 10 years of service at the board by Marsha Ramos.
- Presented a commendatory resolution for Director Tim Smith from San Diego County Water Authority for his service on the board.
- Adopted resolution for 117th Fringe Area Annexation to Eastern Municipal Water District and Metropolitan. EMWD's 117th Fringe Area Annexation request includes a proposed development consisting of 262 multifamily units on 20 acres within EMWD's northern Murrieta Keyhole. The subject property is in the City of Murrieta, north of Los Alamos Road and east of I-215.
- Heard an update on Water Surplus and Drought Management. The State Water Project (SWP) Allocation increased from 15 to 20 percent this month and is anticipated to increase further after this next round of storms. The northern Sierra snowpack is 114 percent normal, and Lake Oroville is at 83 percent of capacity. The Upper Colorado River Basin snowpack is 84 percent of normal. Absent an increase in the SWP allocation, Metropolitan may need to draw 289,000-acre feet of water from storage this year to meet demands.
- Heard an update on the settlement agreement on San Diego County Water Authority (SDCWA) litigation. Metropolitan staff plan to have an agreement submitted to SDCWA staff and general counsel for review in late February. Once complete staff anticipate hosting a public event for both parties to publicly sign the settlement.
- Heard a presentation on Metropolitan's 2nd Quarter financial projections for Fiscal Year 2024/25. Water transactions, including Reverse Cyclic Program (RCP) Sales, are projected to exceed the budget by 14 TAF. Excluding RCP, water transactions are projected to fall 86 TAF short of the budget. Water transaction of 1.25 AF for FY24-25 is the second lowest transaction in past ten years. Water transaction revenue is below budget. The 100 TAF treated RCP sales will generate \$126 million in revenues. The total revenue is expected to be \$14.1 million above budget. Total expenditure is below budget. Staff mentioned as of June 30, 2025, unrestricted reserves are projected at \$493 million (\$367 million + \$126 million from RCP Sales). Staff also identified an additional potential \$60 million per year in new revenues from various sources. Staff also provided a summary of the Metropolitan grants and Inflation Reduction Act (IRA) funding. Thus far, actual funding received is \$2.8 million of the \$144.8 million awarded. For IRA \$103.7 million was received compared to the \$373 million awarded.

- Heard an update on Business Model review on treated water surcharge, fixed versus volumetric revenues and reserves. Staff also provided an update on business continuity.
- Heard an update on Sites Reservoir Project. Climate research is showing that overall precipitation in California will be similar, but snowpack will trend lower, with increased rain and increasing variability of the State Water Project Allocation, all of which points to the need for additional water storage. Sites would offer 1.5-million-acre feet of off-stream storage and would provide other change-related benefits such as salmon cold-water flows. Metropolitan's decision on participation and funding will occur in early 2026.
- Authorized the General Manager to enter into an agreement with Palo Verde Irrigation District (PVID) to jointly fund community investment in PVID's service area. This agreement is for Metropolitan's community support program in PVID. In exchange for fallowing land in the Palo Verde Valley, Metropolitan provides a community support program to compensate for the reduced farming. The program provides \$7,898,916 community support over three years, and of that, \$5,265,944 of that is funded by the United States Bureau of Reclamation.
- Authorized the General Manager to approve a new three-year agreement with WaterWise Consulting, Inc. to administer the Large Landscape and Residential Survey Program, for a total agreement not to exceed \$200,000/year. This is a legacy program that Metropolitan will continue to offer.
- Authorized the General Manager to expand the Bard Seasonal Fallowing Program and amend the System Conservation Implementation Agreement for Bard Seasonal Fallowing Program to increase its program size from 3,000 acres to 6,000 acres for the years 2025 and 2026
- Authorized developing State Water Project water management actions to meet multiple objectives of managing dry year and wet year water supplies and generating new revenues.
- Awarded a \$2,556,478.19 construction contract to MasTec Network Solutions LLC for upgrades to the Desert microwave WAN communications system; awarded a \$1,531,044 procurement contract to Logicalis Inc. for communications sites network equipment; authorized an increase of \$591,000 to an existing agreement with Nokia of America Corporation, for a new not to exceed amount of \$5,888,000 for network materials and manufacturer's field services; and authorized an increase of \$680,000 to an existing agreement with Hatfield & Dawson Consulting Engineers LLC, for a new not to exceed amount of \$1,410,000 to provide technical support during construction.
- Awarded a \$1,931,217 contract to Fencecorp Inc. for perimeter fencing at the housing and playground areas shade improvements at four Colorado River Aqueduct Pumping Plant

villages. These improvements are intended to improve the quality of life, and therefore the morale and retention of staff. Authorized an agreement with Computer Aid, Inc. in an amount not to exceed \$6 million for co-managed support services for the operation and maintenance of the Metropolitan Cybersecurity Operations Center. Operating a 7x24 Security Operations Center (SOC) is very capital and resource intensive and is generally wholly outsourced to reduce costs as well as improve the level of support for an organization. These outsourced SOC's also typically have a threat intelligence advantage due to the number of organizations sending data to their platform.

- Authorized the execution of lease amendments with existing tenants, D & L Farms, Inc., Dinelli Farms and Sierra Cattle Company, to extend the term up to two years for Dinelli Farms and Sierra Cattle and provide D & L Farms with up to a one-year, move-out period while adjusting the rent for all three tenants, thereby allowing the existing tenants to continue farming on Metropolitan's fee-owned property in the Sacramento-San Joaquin Delta, with temporary tenant replacement and land preservation procedures in the event of tenant default or surrender of land.
- Heard an update on the short-term leases for the Bacon and Bouldin island owned by Metropolitan. The staff mentioned rice farming is a crop that reduces or slows the pace of land subsidence as a result Metropolitan is focusing on the long-term rice leases for all of the islands. Continuing to lease the property is beneficial as it provides a revenue stream, reduces maintenance expenses, and mitigates the risk relegated to vacant property.
- Heard report on litigation in Ryan Tiegs v. Metropolitan Water District of Southern California, Riverside County Superior Court Case No. CVPS2306176, and authorize increase in the maximum amount payable under a contract for legal services with Seyfarth Shaw LLP in the amount of \$300,000 for a total amount not to exceed \$825,000.
- Heard update about proposed agreements with the City of San Buena Ventura and Calleguas Municipal Water District for wheeling and emergency delivery of State Water Project water. This offers flexibility in supply and emergency response for the two agencies. There is no apparent impact on Metropolitan operation. However, Metropolitan holds approval of the wheeling based on system conditions. Metropolitan will be compensated for the "wheeling" of the water at established rates. The final agreements will be brought to the Metropolitan Board for consideration in March 2025.
- Heard update on treatment approaches, contingencies, and amendments to the High Desert Water Bank Program agreement.
- Heard a presentation on quarterly investment activities report on key market and investment activities that impact portfolio performance over the most recent quarter-end period. Staff mentioned the economy continues to grow. Due to the change in policy

from the new administration, there is a bit of uncertainty. The Federal Reserve (Fed) will be paying attention to immigration (labor supply) and tariffs. Metropolitan's yield is slightly lower due to the Fed activity of lowering the interest rate. The average liquidity reinvestment rates are below 5% in FY24/25 and FY25/26, the core portfolio is likely to do slightly better.

**Attachment(s):**

*Exhibit A - Hydrology Report*



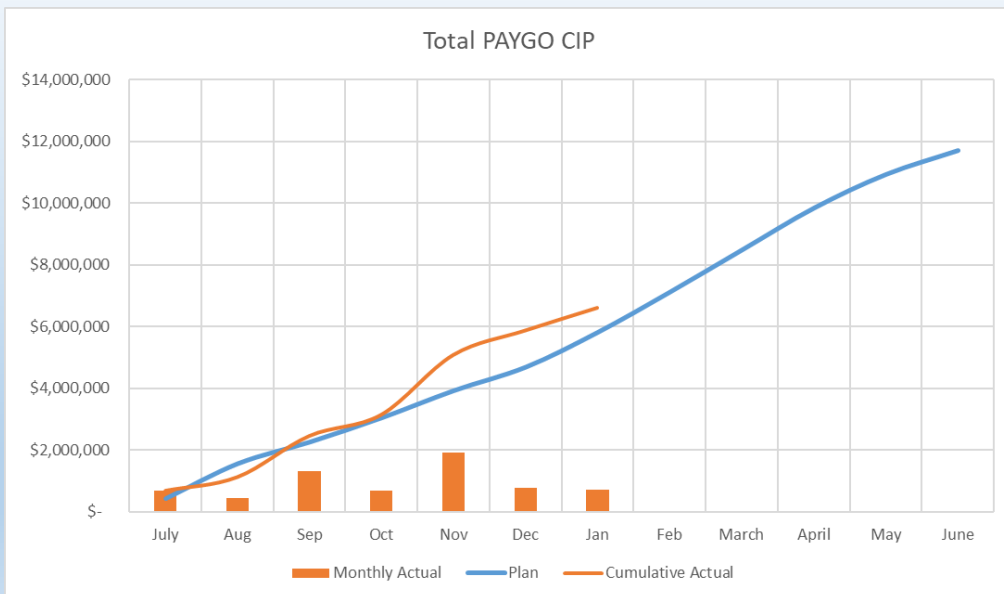
# Fallbrook Public Utility District

## Engineering and Operations

### MID-YEAR UPDATE

Board Meeting FEB 2025

## Total CIP FY25





# Wastewater Treatment

Reclamation Plant

Recycled Water

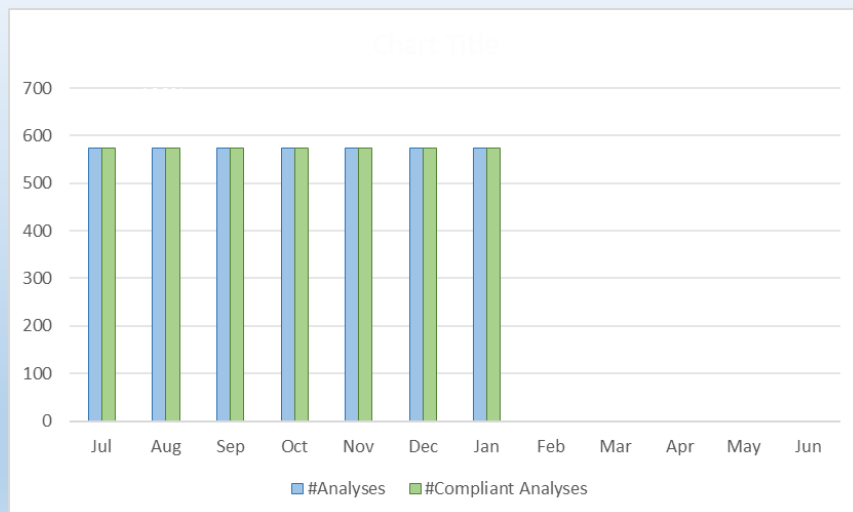
- Wastewater System Violations
- Reclamation Plant PMs Completed
- Energy Cost per MG
- Cost per Unit of Water Treated
- Recycled Water – Time Out of Service

3

## Wastewater Treatment System Regulatory Compliance

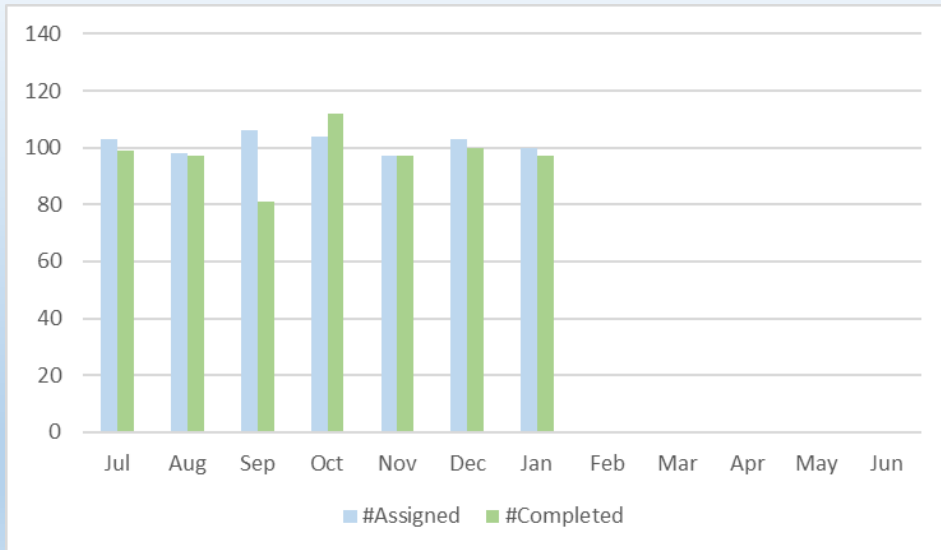
**SRWQCB  
Compliance:**  
NPDES  
WDR

**Analyses  
performed:**  
Daily  
Monthly  
Quarterly  
Semi-annually  
Annually



4

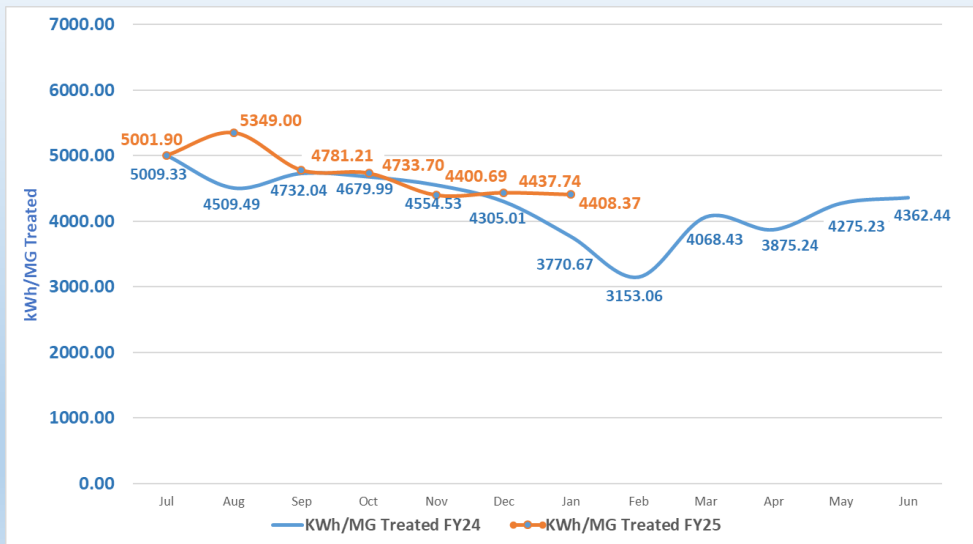
## Reclamation Plant – Wastewater PMs



5

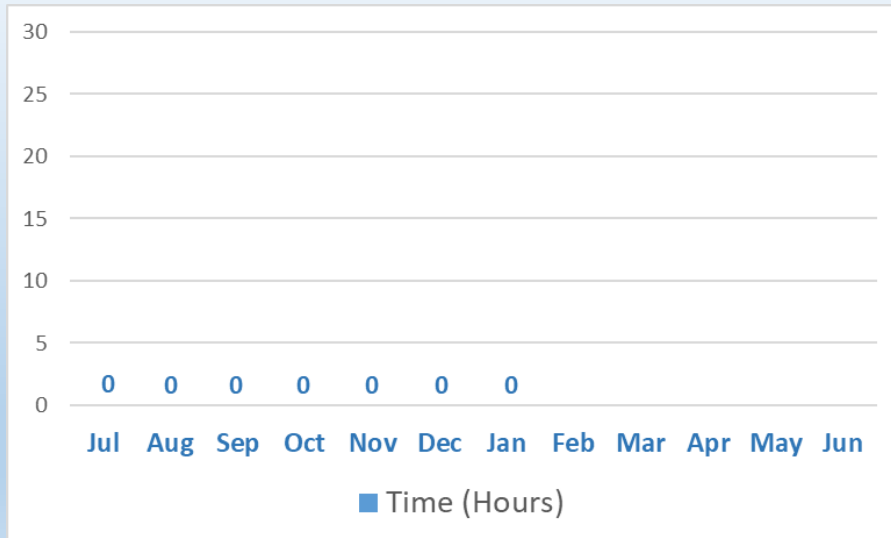
Formula =  
 $\frac{\text{Total Plant Energy Demand}}{\text{MG Treated Flow}}$

## Reclamation Plant – Energy Usage (KWh/MG Treated)



6

## Recycled Water – Time Out of Service (Hours)



7

# Water Operations

Regulatory Compliance

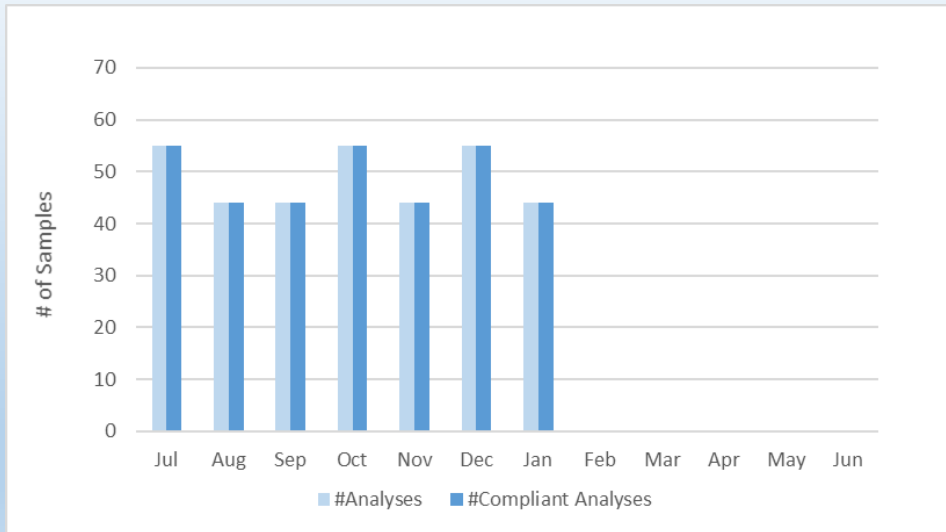
Preventative Maintenance Work Orders

CUP Deliveries/SMGTP Flows

Unit Water Supply Costs

8

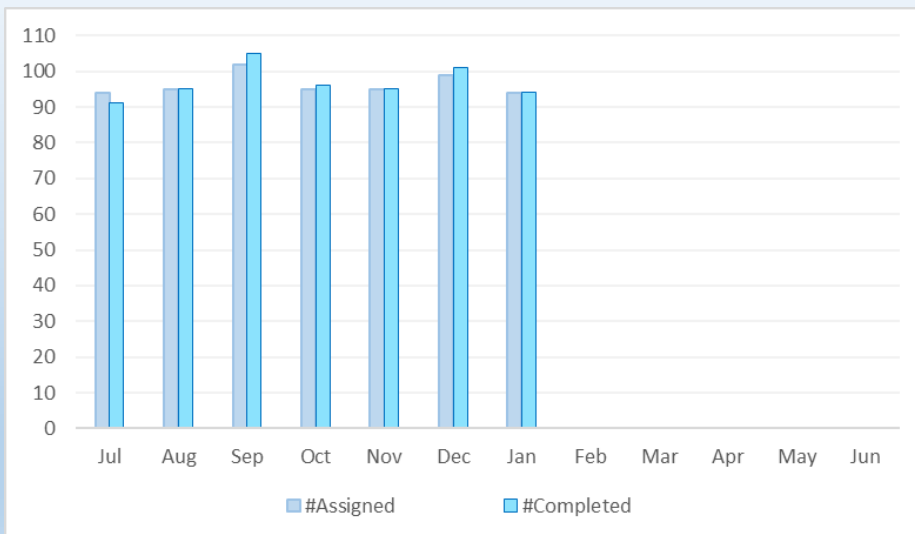
## Water System Regulatory Compliance



Routine Bacteriological Sampling

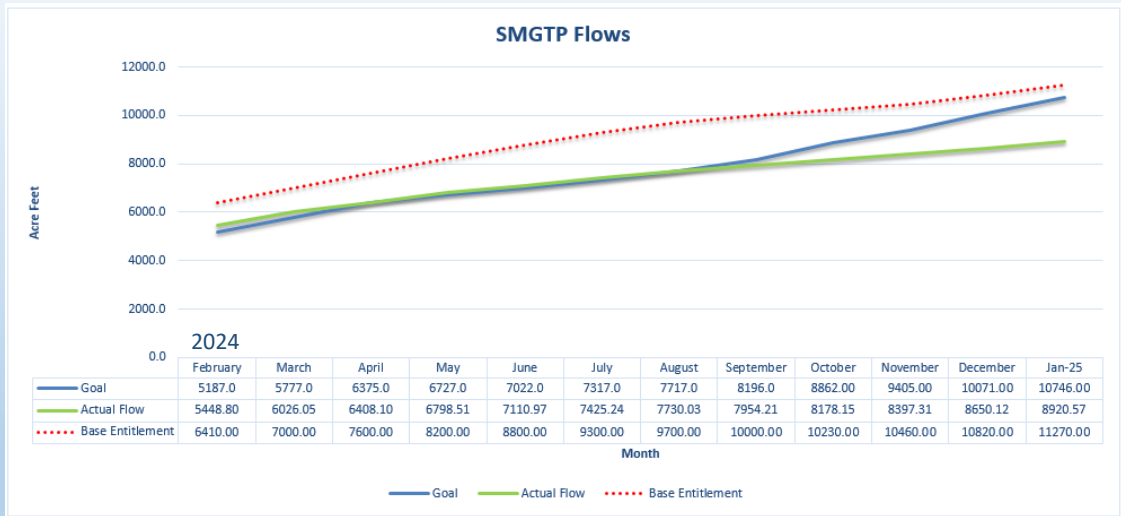
9

## Water System PMs



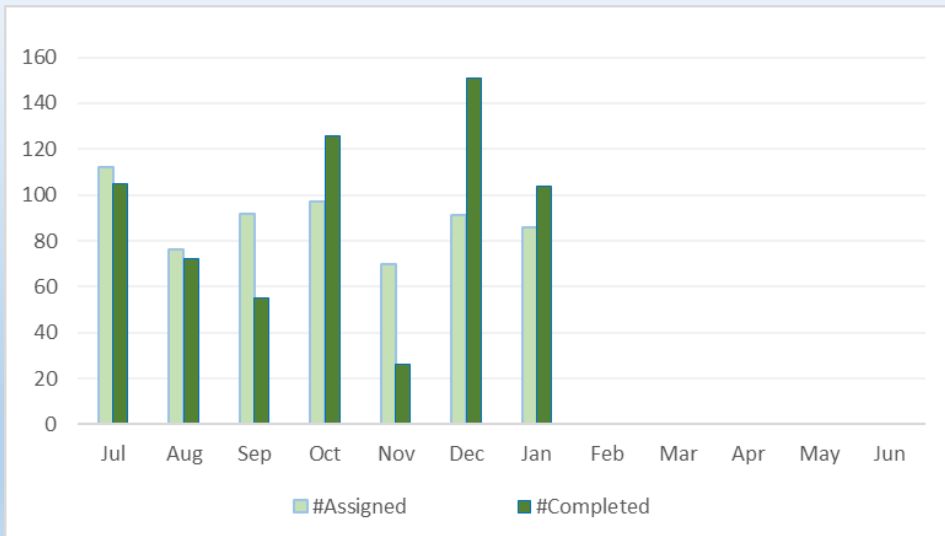
10

# SMGTP Flows



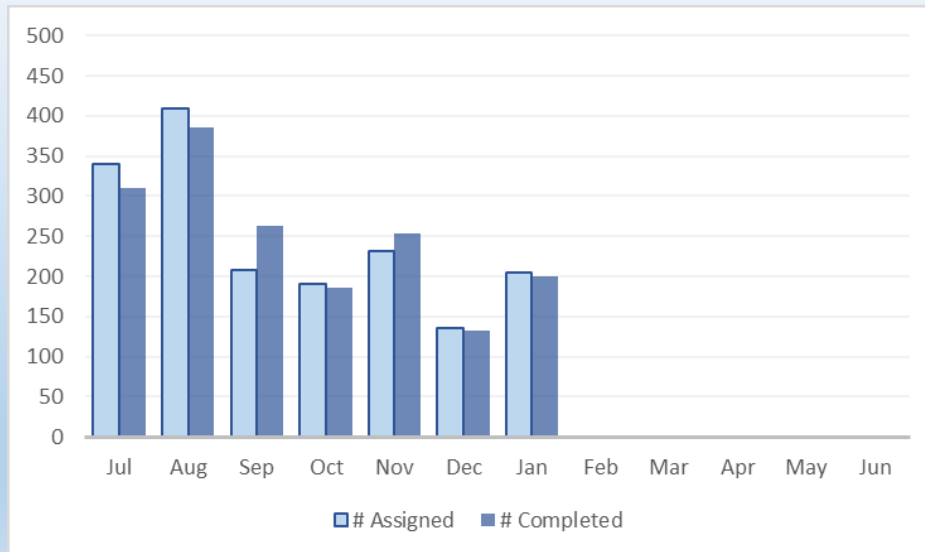
11

# PLANT MAINT / SCADA PMs



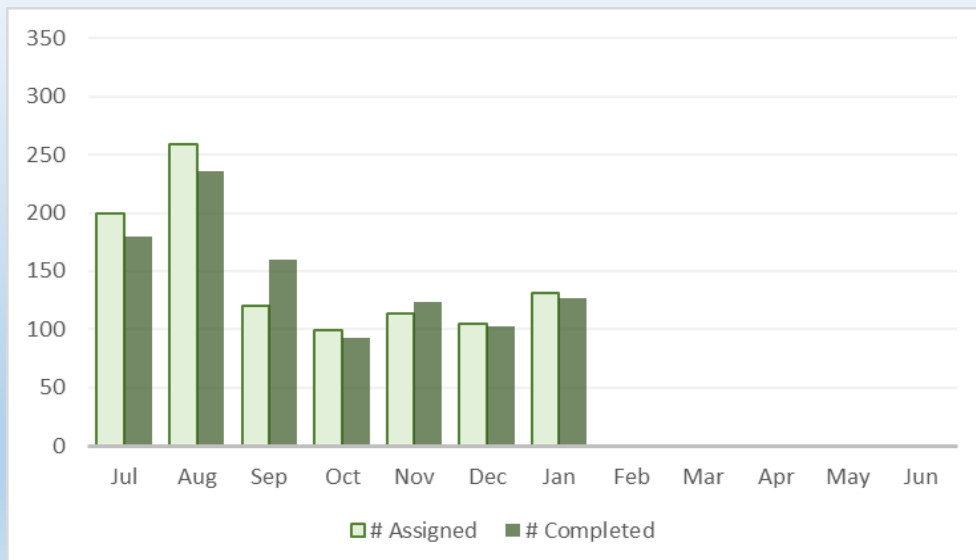
12

## Service Requests by Month – Water & Recycled



13

## Service Requests by Month – Collections



14

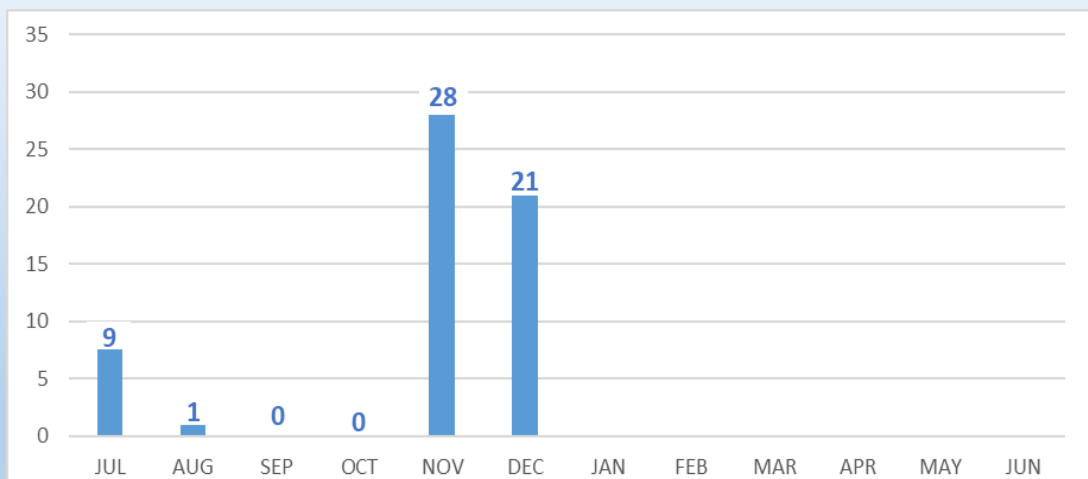
# Meter Services

---

## Meter Testing Valve Exercising

15

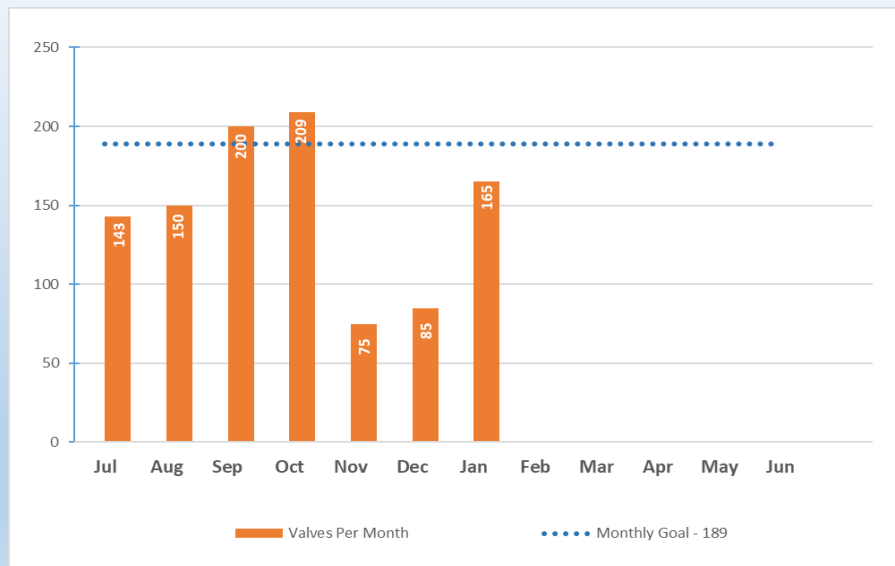
### Meter Testing by Month



16

## Main Line Valve Exercise Program

- Improve reliability
- Reduce impact of planned and emergency shutdowns
- **Total valves exercised FY24: 2,060**



17

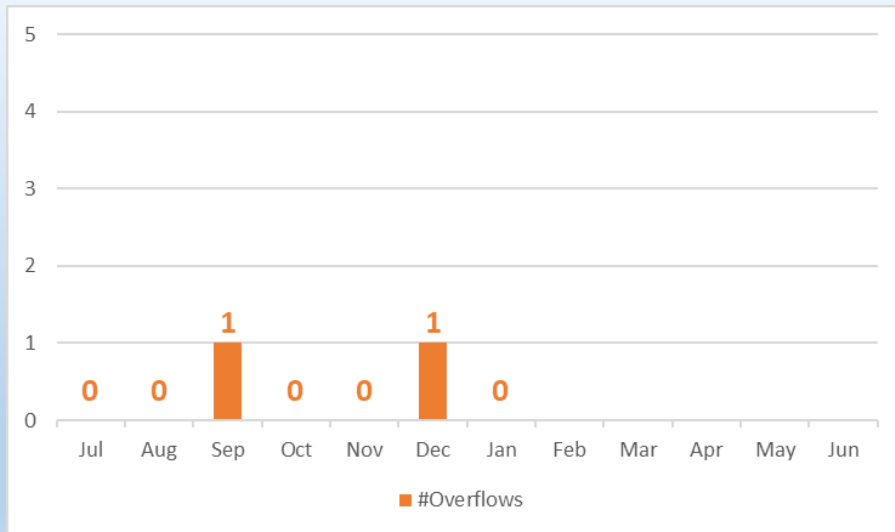
## Wastewater Collections

**Total Wastewater Spilled**  
**Non-Recovered Wastewater Spilled**  
**Odor Complaints**

18



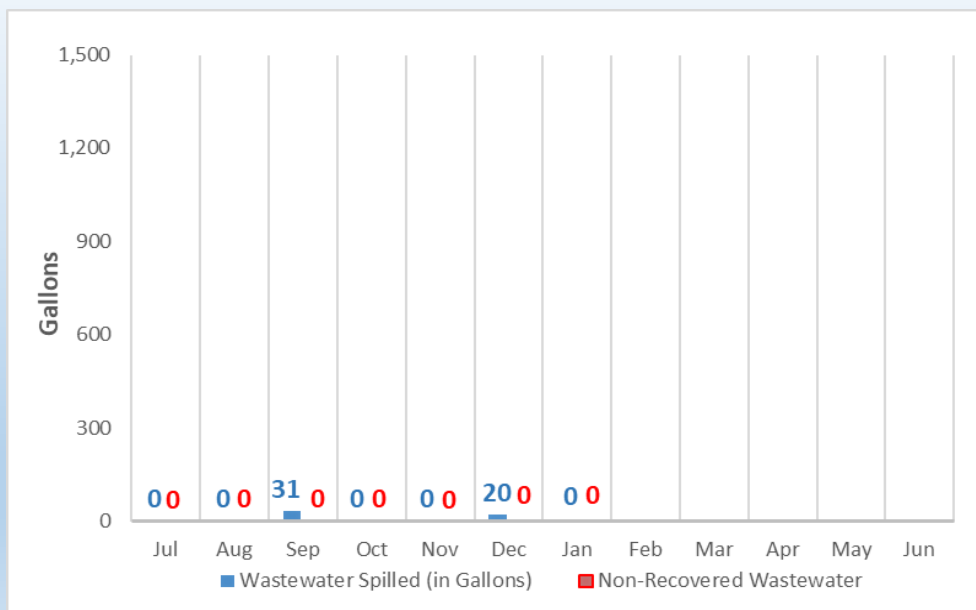
## Wastewater Collections - Sewer Overflows



NOTE: SEP and DEC spills were private lateral

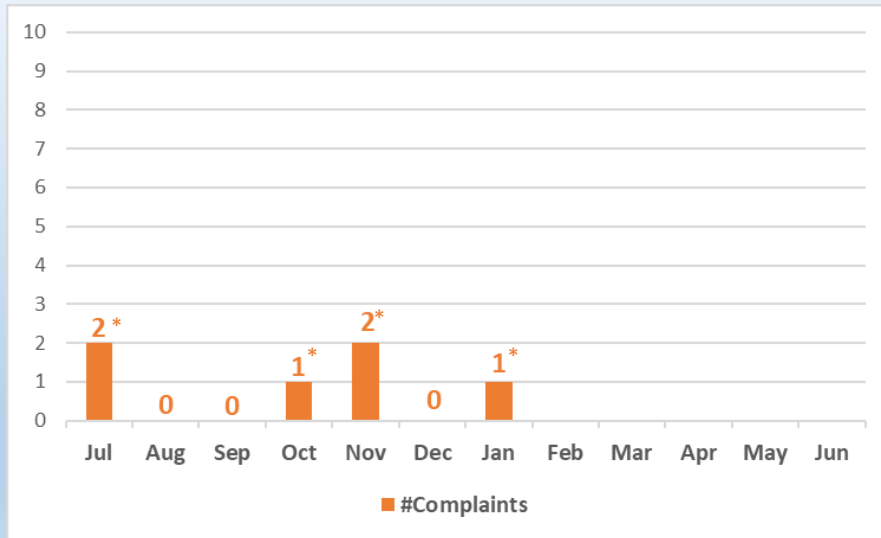
19

## Wastewater Collections - Wastewater Spilled



20

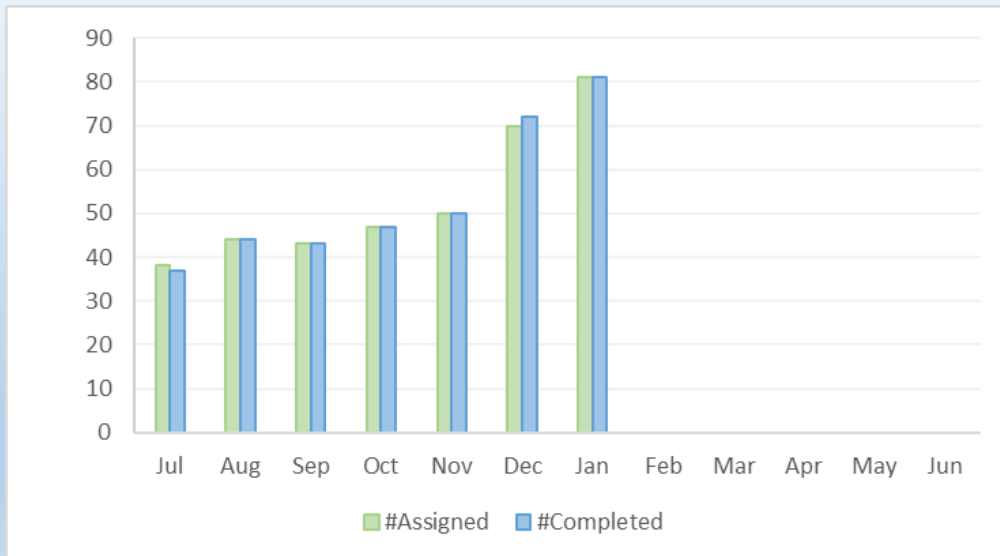
## Reclamation Plant & Wastewater Collections Odor Complaints



\* Determined to be ratepayer issue

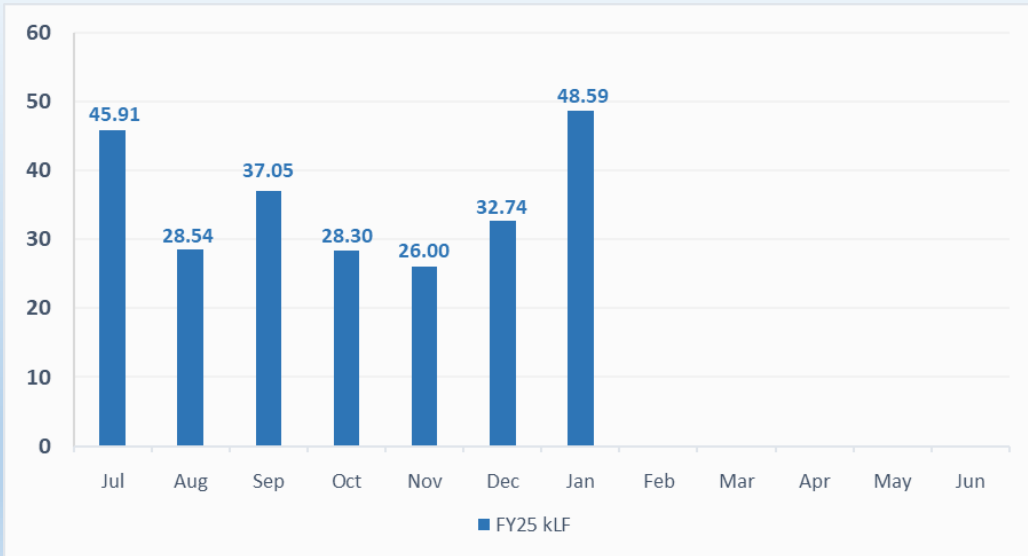
21

## Wastewater - Collections PMs



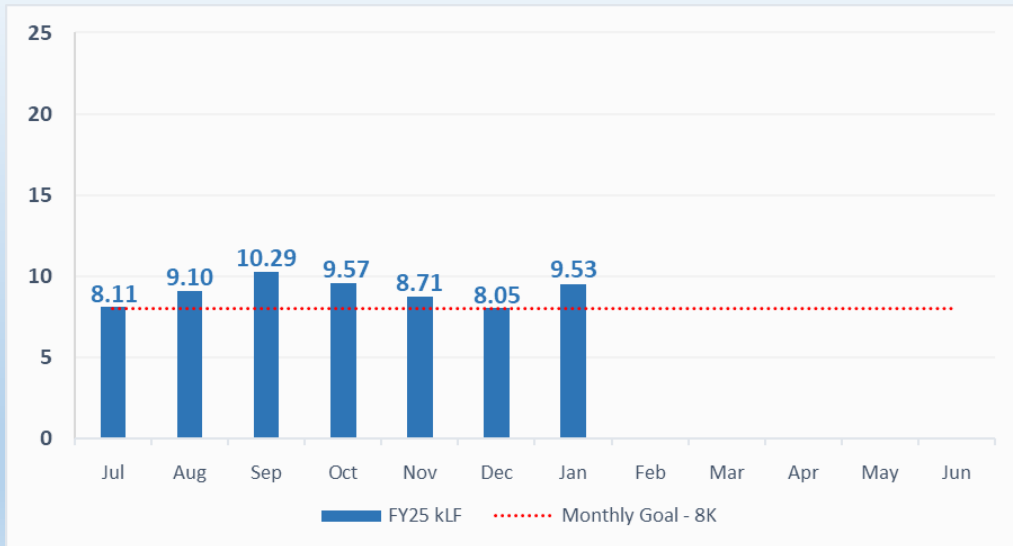
22

## Wastewater - Collections Flushing 1,000 LF



23

## Wastewater - Collections CCTV 1,000 LF



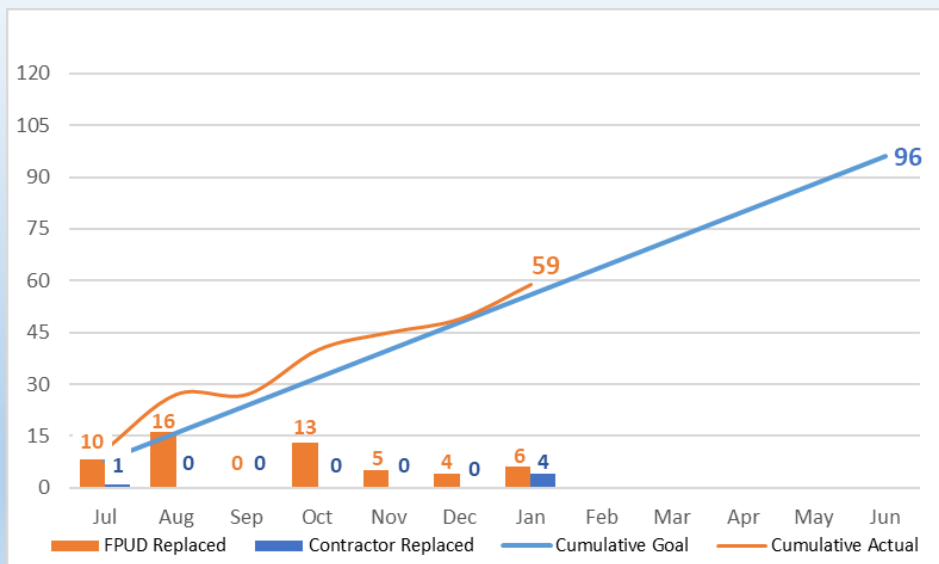
24

# Construction/Maintenance

- Efforts continue in replacing valves with the greatest impact on water loss and customer outages during large main breaks.
- With new valves, crews will be capable of shutting down smaller controlled areas faster, impacting fewer customers while losing less water and completing repairs sooner.
- Our goal is to replace 100 valves per year. FY24, 101 valves were replaced by in-house field crews and 63 by pipeline contractors. We currently have 6,804 valves in the system with 423 known to be broken.
- We have a goal to perform maintenance on 3,000 linear feet of easement roads. In FY24 we completed 7,794 linear feet.

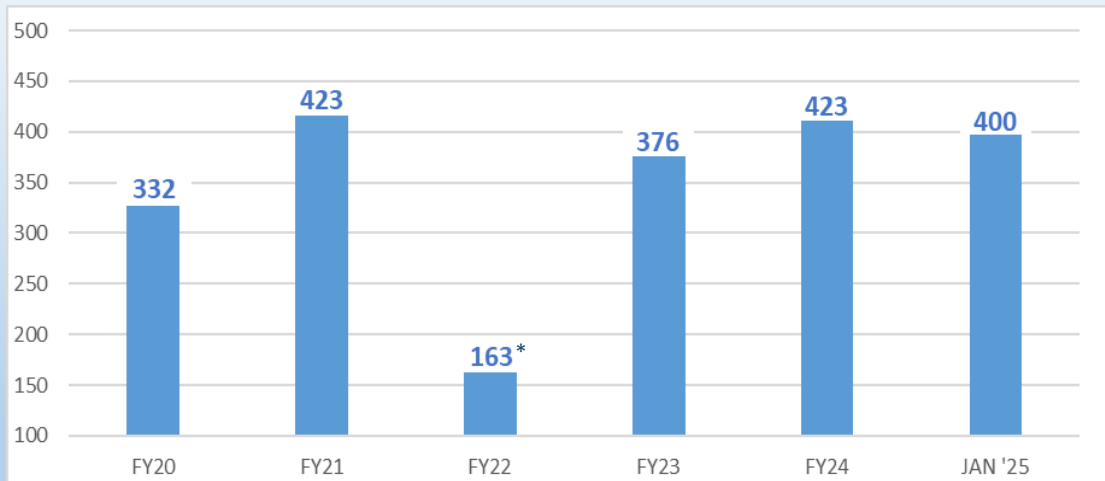
25

## Main Line Valves Replaced by FPUD Crew



26

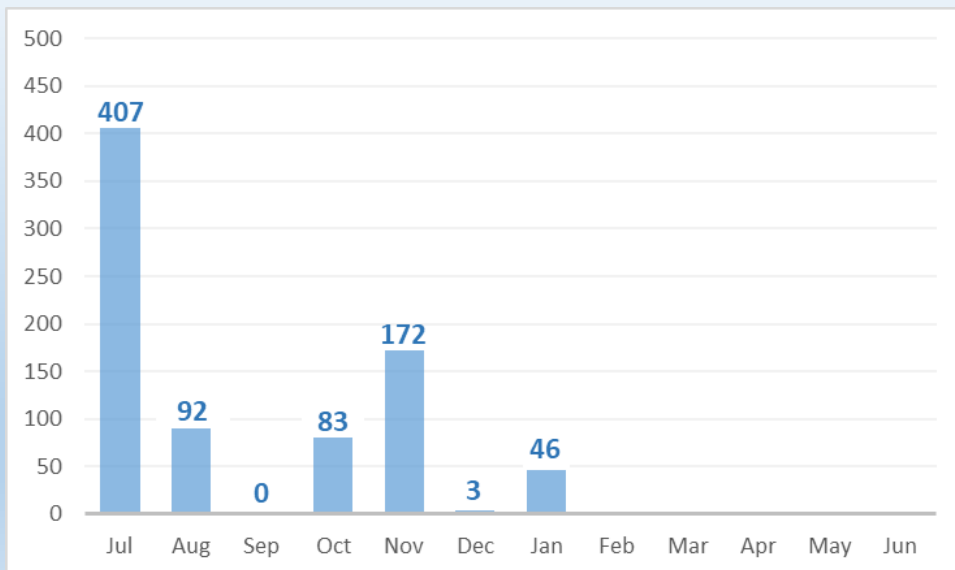
## Rolling Total Broken Valves



\*FY22 does not include Leak By or Poor Turn Counts

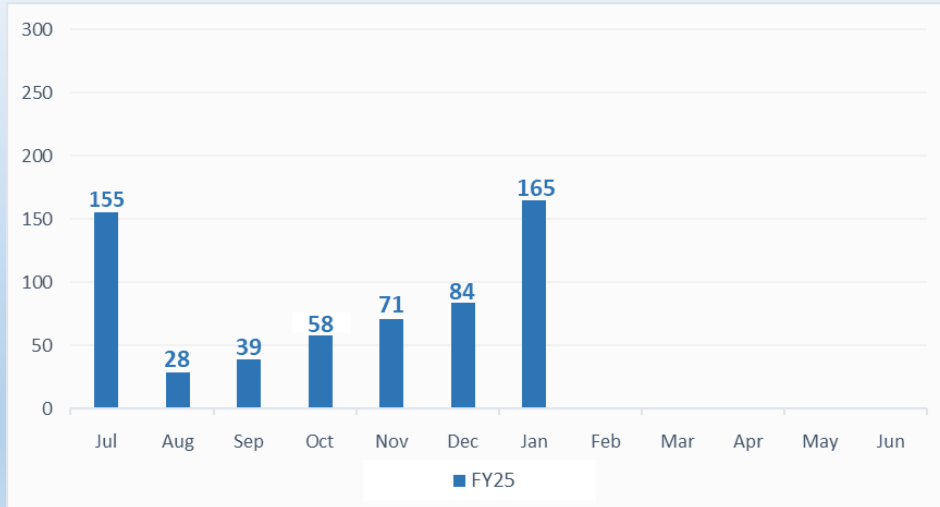
27

## Planned Outages > 4 Hours Customers Affected by Month



28

## Emergency Outages > 4 Hours Customers Affected by Month



**M E M O**

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** February 24, 2025  
**SUBJECT:** Financial Summary Report – January

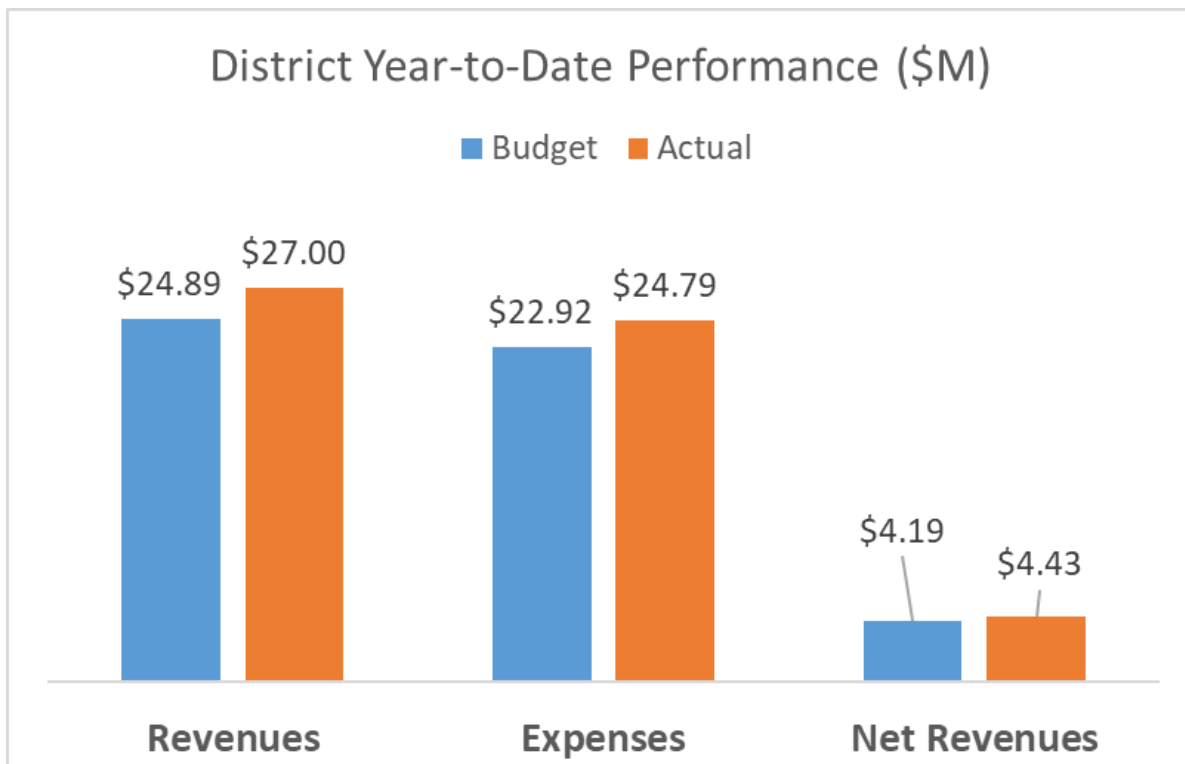
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Purpose

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

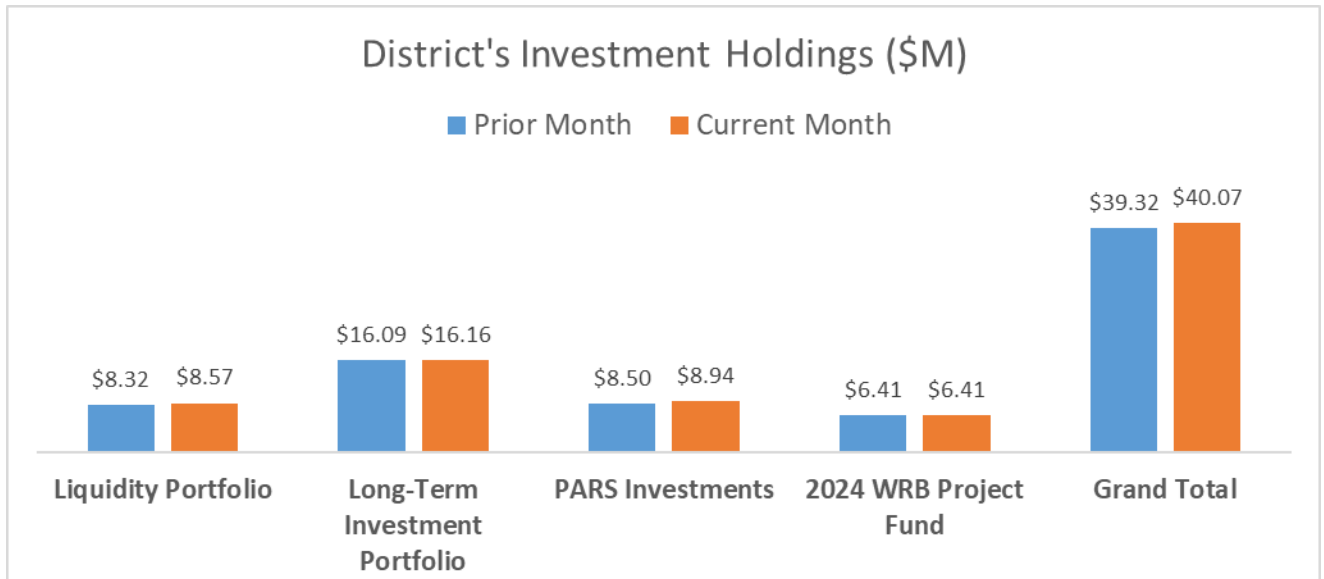
Summary

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



Revenues and expenditures are trending higher than the budget. The higher revenues are being driven by onetime non-operating revenues associated with property development in the District’s wastewater service area. The dry winter has driven water sales levels higher than budget. Should this weather persist sales will likely be greater than budgeted. Higher than budgeted imported water purchases are driving the District’s Purchased Water Expense higher than budgeted. Staff are carefully tracking the District’s financial position to identify any budget shortfalls early.

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



Overall the District's financial holdings remained flat this month. The Long-term Portfolio and PARS investments continue to perform in line with the capital markets.

Recommended Action

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



**M E M O**

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** February 24, 2025  
**SUBJECT:** Treasurer's Report

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Purpose

Provide the January 2025 Treasurer's Report, which is the end of the fiscal year. Confirm that the District's investment portfolio is in compliance with the Investment Policy and that the District is able to meet the expenditure requirements for the next 6-months.

Notes

Overall the District's financial holdings remained relatively flat this month. The Long-term Investment Portfolio and PARS investments continue to perform in line with the capital markets. The District continues to carefully manage its working capital to ensure its ability to meet its financial commitments.

Summary

**Treasurer's Report January 2025**

<b>Account</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>
Operating Fund	\$ 32,472	\$ 5,171
Money Market	\$ 1,011,402	\$ 416,641
CAMP Account	\$ 7,271,307	\$ 8,150,907
<b><i>District's Liquidity Portfolio</i></b>	<b><i>\$ 8,315,181</i></b>	<b><i>\$ 8,572,719</i></b>
PFM Managed Long-term Investment Portfolio**	\$ 16,085,904	\$ 16,149,654
LAIF (Long-term Reserves)	\$ 7,084	\$ 7,166
PARS (OPEB & Pension Trust)***	\$ 8,504,701	\$ 8,936,436
Revenue Bonds 2024 Project Fund	\$ 6,407,402	\$ 6,407,446
<b><i>District Accounts Total</i></b>	<b><i>\$ 39,320,272</i></b>	<b><i>\$ 40,073,421</i></b>

\*\*\$6.21M of funds are from the sale of the Santa Margarita properties.  
The beginning balance is updated to reflect corrected August'24 ending balance

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



David Shank  
February 24, 2025

**Fallbrook Public Utilities District - Holdings Summary**

Security Type	December 31, 2024	January 31, 2025	Change (\$)	Change (%)
U.S. Treasury	\$7,781,591.25	\$8,074,058.03	\$292,466.78	3.8%
Municipal	\$210,849.69	\$211,272.45	\$422.76	0.2%
Federal Agency CMBS	\$2,835,629.38	\$2,839,843.45	\$4,214.07	0.1%
Corporate Note	\$3,375,635.38	\$3,381,825.59	\$6,190.21	0.2%
Negotiable CD	\$102,461.40	\$101,958.90	(\$502.50)	-0.5%
Asset-Backed Security	\$1,573,967.53	\$1,455,966.00	(\$118,001.53)	-7.5%
<b>Securities Total</b>	<b>\$15,880,134.63</b>	<b>\$16,064,924.42</b>	<b>\$302,791.32</b>	<b>1.9%</b>
Money Market Fund	\$205,768.99	\$84,729.42	(\$121,039.57)	-58.8%
<b>Total Investments</b>	<b>\$16,085,903.62</b>	<b>\$16,149,653.84</b>	<b>\$181,751.75</b>	<b>1.1%</b>

**Summary**

FY 24-25 Accrual Earnings	\$289,777.93
Yield to Maturity at Cost	4.08%
Weighted Average Maturity (Years)	2.88



Security market values, excluding accrued interest, as on last day of month.



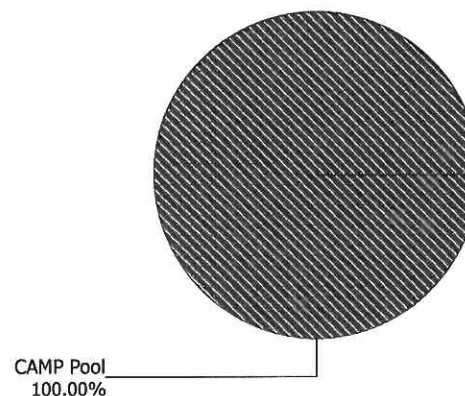
**Account Statement - Transaction Summary**

For the Month Ending **January 31, 2025**

Fallbrook Public Utility District - Liquidity - 6050-004

<b>CAMP Pool</b>	
Opening Market Value	7,271,306.60
Purchases	1,229,600.01
Redemptions	(350,000.00)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$8,150,906.61</b>
Cash Dividends and Income	29,600.01

<b>Asset Summary</b>		
	<b>January 31, 2025</b>	<b>December 31, 2024</b>
<b>CAMP Pool</b>	8,150,906.61	7,271,306.60
<b>Total</b>	<b>\$8,150,906.61</b>	<b>\$7,271,306.60</b>
<b>Asset Allocation</b>		



**Managed Account Security Transactions & Interest**

For the Month Ending **January 31, 2025**

**FPUD - INVESTMENT PORTFOLIO - 28710100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>BUY</b>										
01/02/25	01/07/25	US TREASURY N/B DTD 01/31/2024 4.000% 01/31/2029	91282CJW2	275,000.00	(271,583.98)	(4,782.61)	(276,366.59)			
<b>Transaction Type Sub-Total</b>				<b>275,000.00</b>	<b>(271,583.98)</b>	<b>(4,782.61)</b>	<b>(276,366.59)</b>			
<b>INTEREST</b>										
01/01/25	01/25/25	FHMS KJ48 A1 DTD 12/01/2023 4.858% 05/01/2028	3137HBC69		0.00	495.44	495.44			
01/01/25	01/25/25	FHMS K510 A2 DTD 11/01/2023 5.069% 10/01/2028	3137HB3D4		0.00	232.33	232.33			
01/01/25	01/25/25	FHMS K522 A2 DTD 06/01/2024 4.803% 05/01/2029	3137HDJ00		0.00	600.38	600.38			
01/01/25	01/25/25	FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6		0.00	581.25	581.25			
01/01/25	01/25/25	FHMS K065 A2 DTD 07/01/2017 3.243% 04/01/2027	3137F1G44		0.00	418.89	418.89			
01/01/25	01/25/25	FHMS K528 A2 DTD 09/01/2024 4.508% 07/01/2029	3137HFNZ4		0.00	601.07	601.07			
01/01/25	01/25/25	FHMS K508 A2 DTD 10/01/2023 4.740% 08/01/2028	3137HAQ74		0.00	592.50	592.50			
01/01/25	01/25/25	FHMS K058 A2 DTD 11/01/2016 2.653% 08/01/2026	3137BSP72		0.00	221.08	221.08			
01/01/25	01/25/25	FHMS K743 A2 DTD 06/01/2021 1.770% 05/01/2028	3137H14B9		0.00	250.75	250.75			
01/01/25	01/25/25	FHMS K063 A2 DTD 03/01/2017 3.430% 01/01/2027	3137BVZ82		0.00	414.46	414.46			
01/01/25	01/25/25	FNA 2024-M6 A2 DTD 11/01/2024 2.905% 07/01/2027	3136BTGM9		0.00	399.49	399.49			
01/01/25	01/25/25	FHMS K064 A2 DTD 05/01/2017 3.224% 03/01/2027	3137BXOY1		0.00	429.87	429.87			
01/01/25	01/25/25	FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4		0.00	464.79	464.79			
01/01/25	01/25/25	FNA 2023-M6 A2 DTD 07/01/2023 4.181% 07/01/2028	3136BODE6		0.00	499.41	499.41			

**Managed Account Security Transactions & Interest**

For the Month Ending **January 31, 2025**

**FPUD - INVESTMENT PORTFOLIO - 28710100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>INTEREST</b>										
01/15/25	01/15/25	CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1		0.00	151.21	151.21			
01/15/25	01/15/25	DCENT 2022-A3 A3 DTD 08/09/2022 3.560% 07/15/2027	254683CW3		0.00	207.67	207.67			
01/15/25	01/15/25	DCENT 2023-A2 A DTD 06/28/2023 4.930% 06/15/2028	254683CZ6		0.00	410.83	410.83			
01/15/25	01/15/25	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4		0.00	4.31	4.31			
01/15/25	01/15/25	BACCT 2023-A1 A1 DTD 06/16/2023 4.790% 05/15/2028	05522RDG0		0.00	199.58	199.58			
01/15/25	01/15/25	FORDO 2023-B A3 DTD 06/26/2023 5.230% 05/15/2028	344930AD4		0.00	196.13	196.13			
01/15/25	01/15/25	DTRT 2023-1 A3 DTD 09/27/2023 5.900% 03/15/2027	233868AC2		0.00	417.92	417.92			
01/15/25	01/15/25	HART 2023-C A3 DTD 11/13/2023 5.540% 10/16/2028	44918CAD4		0.00	207.75	207.75			
01/15/25	01/15/25	ALLYA 2023-1 A3 DTD 07/19/2023 5.460% 05/15/2028	02007WAC2		0.00	386.75	386.75			
01/15/25	01/15/25	COMET 2023-A1 A DTD 05/24/2023 4.420% 05/15/2028	14041NGD7		0.00	534.08	534.08			
01/15/25	01/15/25	FITAT 2023-1 A3 DTD 08/23/2023 5.530% 08/15/2028	31680EAD3		0.00	483.88	483.88			
01/15/25	01/15/25	FORDO 2022-A A3 DTD 01/24/2022 1.290% 06/15/2026	345286AC2		0.00	8.69	8.69			
01/15/25	01/15/25	WOART 2021-D A3 DTD 11/03/2021 0.810% 10/15/2026	98163KAC6		0.00	4.32	4.32			
01/15/25	01/15/25	COPAR 2023-2 A3 DTD 10/11/2023 5.820% 06/15/2028	14044EAD0		0.00	533.50	533.50			
01/16/25	01/16/25	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1		0.00	3.57	3.57			
01/16/25	01/16/25	GMCAR 2023-3 A3 DTD 07/19/2023 5.450% 06/16/2028	36267KAD9		0.00	227.08	227.08			
01/16/25	01/16/25	GMCAR 2023-4 A3 DTD 10/11/2023 5.780% 08/16/2028	379930AD2		0.00	264.92	264.92			

Managed Account Security Transactions & Interest

For the Month Ending January 31, 2025

FPUD - INVESTMENT PORTFOLIO - 28710100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
<b>PAYDOWNS</b>											
	01/01/25	01/25/25	FNA 2023-M6 A2 DTD 07/01/2023 4.181% 07/01/2028	3136BODE6	48.42	48.42	0.00	48.42	0.82	0.59	
	01/15/25	01/15/25	FORDO 2022-A A3 DTD 01/24/2022 1.290% 06/15/2026	345286AC2	1,572.44	1,572.44	0.00	1,572.44	0.18	0.06	
	01/15/25	01/15/25	MBART 2022-1 A3 DTD 11/22/2022 5.210% 08/16/2027	58768PAC8	5,635.41	5,635.41	0.00	5,635.41	1.11	0.61	
	01/15/25	01/15/25	HART 2022-A A3 DTD 03/16/2022 2.220% 10/15/2026	448977AD0	2,590.48	2,590.48	0.00	2,590.48	0.10	0.04	
	01/15/25	01/15/25	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	1,930.13	1,930.13	0.00	1,930.13	0.31	0.09	
	01/15/25	01/15/25	CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	3,448.63	3,448.63	0.00	3,448.63	0.08	0.04	
	01/15/25	01/15/25	WOART 2021-D A3 DTD 11/03/2021 0.810% 10/15/2026	98163KAC6	1,348.37	1,348.37	0.00	1,348.37	0.19	0.07	
	01/16/25	01/16/25	GMCAR 2022-1 A3 DTD 01/19/2022 1.260% 11/16/2026	380146AC4	851.31	851.31	0.00	851.31	0.08	0.03	
	01/16/25	01/16/25	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	1,068.55	1,068.55	0.00	1,068.55	0.02	0.00	
	01/21/25	01/21/25	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	1,264.77	1,264.77	0.00	1,264.77	0.27	0.06	
	01/25/25	01/25/25	BMWOT 2022-A A3 DTD 05/18/2022 3.210% 08/25/2026	05602RAD3	1,346.38	1,346.38	0.00	1,346.38	0.07	0.02	
<b>Transaction Type Sub-Total</b>					<b>21,829.53</b>	<b>21,829.53</b>	<b>0.00</b>	<b>21,829.53</b>	<b>9.19</b>	<b>4.84</b>	
<b>SELL</b>											
	01/02/25	01/03/25	HAROT 2023-3 A3 DTD 08/22/2023 5.410% 02/18/2028	43815OAC1	95,000.00	95,950.00	214.15	96,164.15	969.59	963.64	FIFO
<b>Transaction Type Sub-Total</b>					<b>95,000.00</b>	<b>95,950.00</b>	<b>214.15</b>	<b>96,164.15</b>	<b>969.59</b>	<b>963.64</b>	
<b>Managed Account Sub-Total</b>						<b>(153,804.45)</b>	<b>32,764.88</b>	<b>(121,039.57)</b>	<b>978.78</b>	<b>968.48</b>	
<b>Total Security Transactions</b>						<b>(\$153,804.45)</b>	<b>\$32,764.88</b>	<b>(\$121,039.57)</b>	<b>\$978.78</b>	<b>\$968.48</b>	



Account Name: Fallbrook Public Utility District Water Revenue Refunding Bonds 2024 Project Fund  
Account Number: 219614005

85  
058129834- 2-N-01  
715369481-250202-6650--058129232- 01

Page 2 of 8  
January 1, 2025 to January 31, 2025

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**MARKET VALUE SUMMARY**

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	<b>Current Period 01/01/25 to 01/31/25</b>
<b>Beginning Market Value</b>	<b>\$6,407,402.31</b>
<b>Adjusted Market Value</b>	<b>\$6,407,402.31</b>
<b>Investment Results</b>	
Interest, Dividends and Other Income	43.67
<b>Total Investment Results</b>	<b>\$43.67</b>
<b>Ending Market Value</b>	<b>\$6,407,445.98</b>

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001  
 (916) 653-3001

February 18, 2025

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

FALLBROOK PUBLIC UTILITY DISTRICT

TREASURER  
 990 E MISSION ROAD  
 FALLBROOK, CA 92028

[Tran Type Definitions](#)

**Account Number: 85-37-001**

January 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/15/2025	1/14/2025	QRD	1766708	N/A	SYSTEM	82.39

Account Summary

Total Deposit:	82.39	Beginning Balance:	7,083.77
Total Withdrawal:	0.00	Ending Balance:	7,166.16



FALLBROOK PUBLIC UTILITY DISTRICT  
PARS Post-Employment Benefits Trust

Account Report for the Period  
1/1/2025 to 1/31/2025

David Shank  
Assistant General Manager/CFO  
Fallbrook Public Utility District  
990 East Mission Road  
Fallbrook, CA 92028

### Account Summary

Source	Balance as of 1/1/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2025
OPEB	\$1,217,335.68	\$0.00	\$22,084.77	\$566.13	\$0.00	\$0.00	\$1,238,854.32
PENSION	\$7,287,365.77	\$280,000.00	\$133,605.18	\$3,389.01	\$0.00	\$0.00	\$7,697,581.94
Totals	\$8,504,701.45	\$280,000.00	\$155,689.95	\$3,955.14	\$0.00	\$0.00	\$8,936,436.26

### Investment Selection

Source

OPEB Moderate - Strategic Blend  
PENSION Moderate - Strategic Blend

### Investment Objective

Source

OPEB The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

PENSION The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

### Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	1.81%	2.32%	11.60%	3.98%	5.92%	-	2/16/2017
PENSION	1.81%	2.32%	11.61%	3.99%	5.92%	-	2/16/2017

Information as provided by US Bank, Trustee for PARS: Not FDIC Insured, No Bank Guarantee, May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees.

## M E M O

**TO:** Board of Directors  
**FROM:** David Shank, Assistant General Manager/CFO  
**DATE:** February 24, 2025  
**SUBJECT:** Budget Status Report for Fiscal Year 2024-2025

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### Purpose

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

### Summary

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

Total revenues are 8.5% over budget due largely to increased Operating Revenues, portfolio interest and wastewater capacity charges paid by two large developments. Water sales revenues are 7.4% over budget due to dry winter conditions increasing water sales. This brings total Operating Revenues 3.4% over the Budgeted levels.

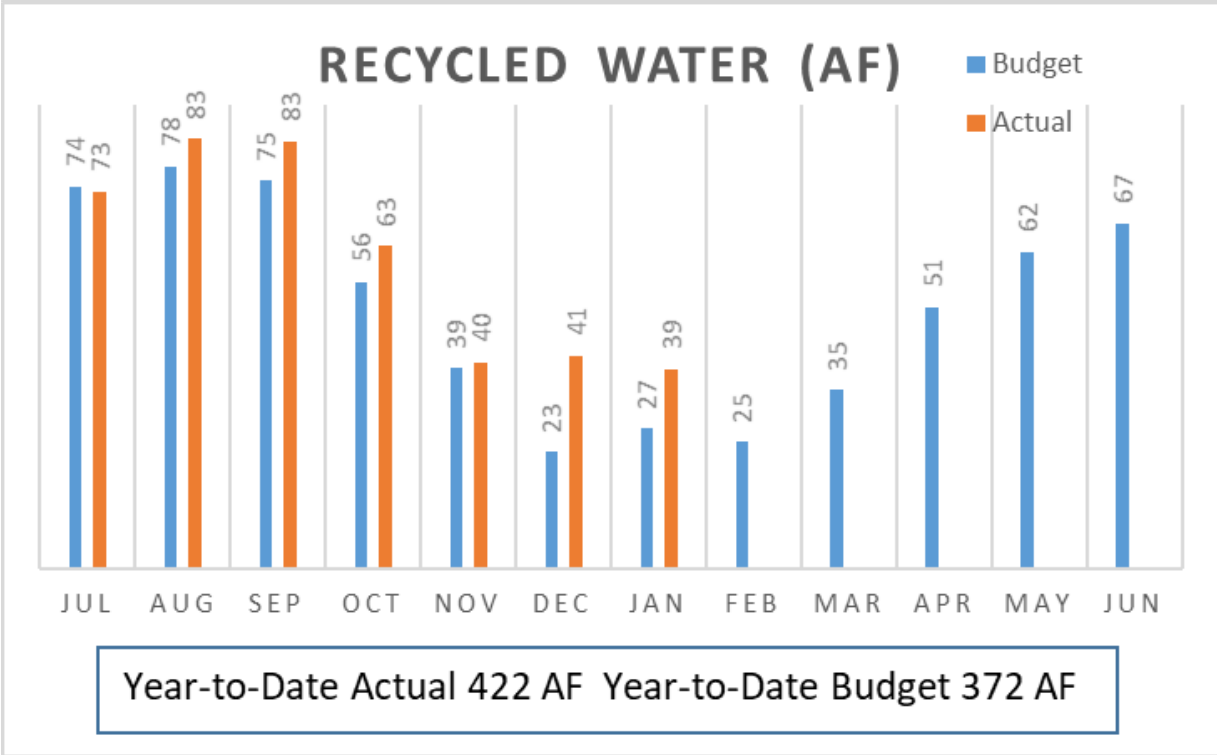
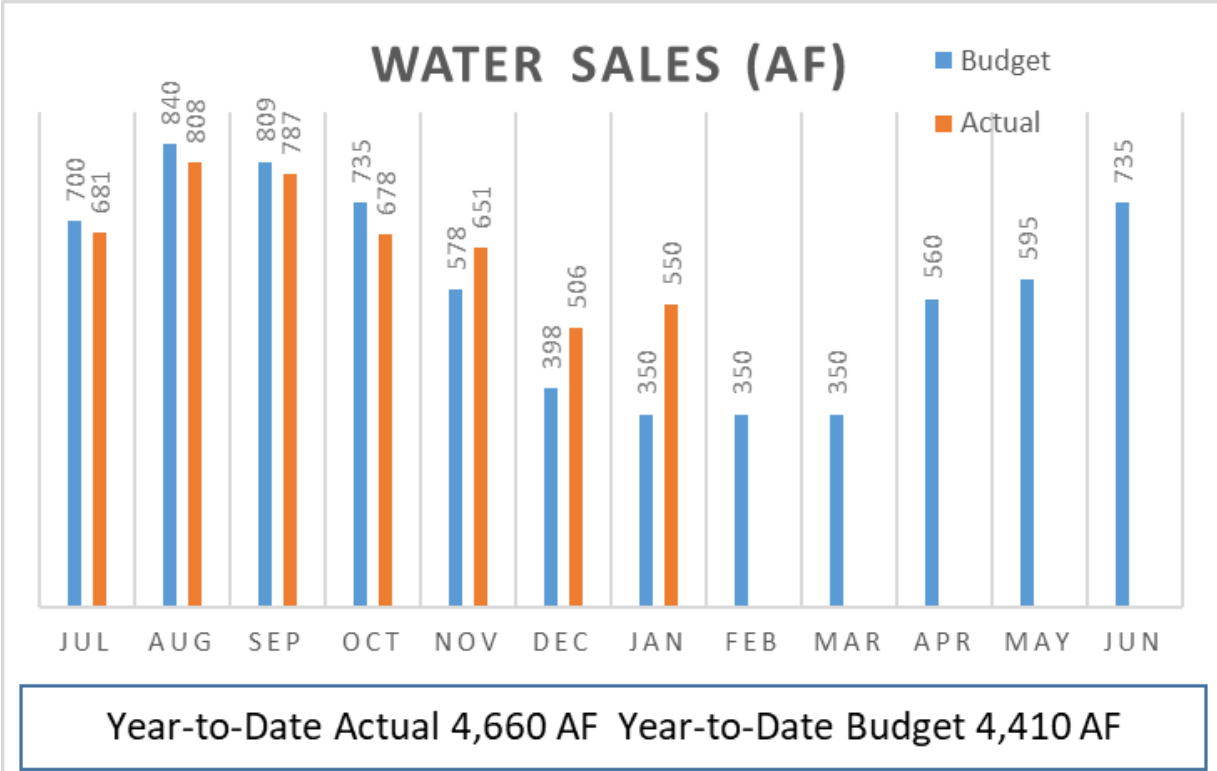
Non-operating revenues are over budget due largely to higher than Budgeted Capacity Charges, Investment Earnings, Facility Rents and Other Non-Operating revenues. Non-operating revenues are expected to be significantly over Budget for the year due to the wastewater capacity charge revenues.

The District's year-to-date total expenditures are 6.3% over Budget largely due to purchased water expenditures. The higher purchased water expenditures is being driven by reductions in Camp Pendleton water deliveries due to operational issues on the base. The District's operating costs, excluding purchased water expenditures and the Community Benefit Program, are under Budget but expected to trend towards Budget as the year progresses and available local water supply increases. While the Community Benefit Program has executed contracts quickly and has outperformed budget expectations, the annual expenditure is expected to be at the Budgeted level.

Total revenue is \$26,996,037 or 8.5% over budget and total expenditures are \$18,148,824 or 6.3% over the Budget. PAYGO CIP expenditures are over budget for the year-to-date. It should be noted that this will change as Bond proceeds are available for drawn down to fund the District's Water CIP. After adjusting for the PAYGO expenditures year-to-date net revenues are slightly over Budget.

### Recommended Action

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



# Monthly Budget Report for January

Favorable Variance Shown as a positive number

	Current Month		Year-To-Date				Annual Budget		
	Actual	Budget	Actual	Budget	Variance	%	Budget	Remaining Balance	%
<b>Operating Revenues:</b>								Year remaining	41.7%
Water Sales <sup>(1)</sup>	1,389,854	870,775	11,362,359	10,579,039	783,320	7.4%	17,022,775	5,660,417	33.3%
Water Meter Service Charges	704,435	746,940	4,913,747	5,078,698	(164,951)	-3.2%	8,813,396	3,899,649	44.2%
Wastewater Service Charges	599,411	635,000	4,286,503	4,305,831	(19,328)	-0.4%	7,480,829	3,194,326	42.7%
Recycled Water Revenues	85,428	62,852	898,868	801,465	97,403	12.2%	1,332,131	433,264	32.5%
Other Operating Revenue	-	-	-	-	-	NA	-	-	NA
Total Operating Revenue	2,779,127	2,315,566	21,461,477	20,765,032	696,444	3.4%	34,649,132	13,187,656	38.1%
<b>Non Operating Revenues:</b>									
Water Capital Improvement Charge	163,155	151,695	1,076,898	1,061,868	15,030	1.4%	1,820,346	743,448	40.8%
Wastewater Capital Improvement Charge	120,111	116,217	800,467	813,521	(13,054)	-1.6%	1,394,608	594,141	42.6%
Property Taxes	391,613	420,245	1,547,339	1,498,749	48,589	3.2%	2,710,462	1,163,123	42.9%
Water Standby/Availability Charge	46,390	55,108	109,690	110,818	(1,129)	-1.0%	200,000	90,310	45.2%
Water/Wastewater Capacity Charges	21,273	10,850	1,002,784	75,948	926,836	1220.4%	130,196	(872,588)	-670.2%
Portfolio Interest	63,691	50,069	709,202	350,482	358,719	102.4%	600,827	(108,375)	-18.0%
Federal Interest Rate Subsidy	-	-	-	28,141	(28,141)	-100.0%	55,178	55,178	100.0%
Grant Funds	-	-	-	-	-	NA	240,000	240,000	100.0%
Gain/(Loss) on Sale of Asset	-	-	-	-	-	NA	-	-	NA
Facility Rents	30,371	19,714	171,443	137,996	33,447	24.2%	236,565	65,122	27.5%
Fire Hydrant Service Fees	-	-	-	-	-	NA	-	-	NA
Other Non-Operating Revenues	27,716	6,250	116,739	43,750	72,989	166.8%	75,000	(41,739)	-55.7%
Total Non Operating Revenues	864,321	830,148	5,534,560	4,121,274	1,413,286	34.3%	7,463,181	1,928,621	25.8%
<b>Total Revenues</b>	<b>3,643,448</b>	<b>3,145,714</b>	<b>26,996,037</b>	<b>24,886,307</b>	<b>2,109,730</b>	<b>8.5%</b>	<b>42,112,313</b>	<b>15,116,277</b>	<b>35.9%</b>
<b>Expenditures</b>									
Purchased Water Expense	544,171	173,595	4,060,552	2,374,912	(1,685,640)	-71.0%	3,433,211	(627,341)	-18.3%
Water Services <sup>(2)</sup>	562,065	614,936	3,786,523	4,351,044	564,521	13.0%	7,648,968	3,862,445	50.5%
Wastewater Services <sup>(2)</sup>	265,432	311,196	1,973,274	2,201,898	228,624	10.4%	3,870,852	1,897,578	49.0%
Recycled Water Services <sup>(2)</sup>	47,235	49,295	234,415	348,792	114,377	32.8%	613,163	378,748	61.8%
Administrative Services <sup>(2)</sup>	762,087	702,121	5,100,347	4,967,929	(132,418)	-2.7%	8,733,428	3,633,081	41.6%
Community Benefit Program	-	43,895	469,074	310,587	(158,487)	-51.0%	546,000	76,926	14.1%
Total Operating Expenses	2,180,990	1,895,039	15,624,186	14,555,163	(1,069,023)	-7.3%	24,845,623	9,221,437	37.1%
<b>Debt Service &amp; Extraordinary Expenses</b>									
SMRCUP SRF	-	-	-	-	-	NA	2,814,795	2,814,795	100.0%
Red Mountain SRF	197,925	197,925	395,851	395,851	-	0.0%	395,851	-	0.0%
W Rev Bonds	-	-	432,164	425,157	(7,007)	-1.6%	675,782	243,618	36.0%
WW Rev Refunding Bonds	-	-	1,433,841	1,433,841	-	0.0%	1,733,575	299,734	17.3%
QECB Solar Debt	-	-	262,783	262,783	-	0.0%	521,362	258,580	49.6%
Total Debt Service	197,925	197,925	2,524,638	2,517,631	(7,007)	-0.3%	6,141,364	3,616,726	58.9%
Total Expenses	2,378,916	2,092,965	18,148,824	17,072,794	(1,076,030)	-6.3%	30,986,987	12,838,164	41.4%
<b>Net Revenue/(loss) From Operations and Debt Service</b>	<b>1,264,532</b>	<b>1,052,750</b>	<b>8,847,213</b>	<b>7,813,513</b>	<b>1,033,700</b>	<b>13.2%</b>	<b>11,125,326</b>	<b>2,278,113</b>	<b>20.5%</b>
<b>Capital Investment</b>									
<b>Capital Investment <sup>(3)</sup></b>									
Construction Expenditures-Admin	15,440	90,417	415,494	524,917	109,423	20.8%	582,000	166,506	28.6%
Construction Expenditures-Water	531,840	681,667	5,021,734	4,073,667	(948,067)	-23.3%	8,508,750	3,487,016	41.0%
Construction Expenditures-Recycled	7,236	70,000	7,236	124,000	116,764	94.2%	124,000	116,764	94.2%
Construction Expenditures-Wastewater	200,594	282,917	1,194,530	1,125,417	(69,113)	-6.1%	2,511,250	1,316,720	52.4%
Construction Expenditures-PAYGO TOTAL	755,110	1,125,000	6,638,993	5,848,000	(790,993)	-13.5%	11,726,000	5,087,007	43.4%
<b>Capital Expenditures Funded by Water Bond Proceeds</b>	<b>-</b>	<b>-</b>	<b>(2,221,021)</b>	<b>(2,221,021)</b>	<b>-</b>	<b>0.0%</b>	<b>(4,207,500)</b>	<b>(1,986,479)</b>	<b>47.2%</b>
<b>Net Revenue/(Loss)</b>	<b>509,422</b>	<b>(72,250)</b>	<b>4,429,241</b>	<b>4,186,534</b>	<b>242,707</b>	<b>5.8%</b>	<b>3,606,826</b>	<b>822,415</b>	<b>-22.8%</b>

(1) Includes Local Resource Credit of \$507,245.50

(2) Does not include share of \$280,000 PARS Transfer

(3) Detailed CIP Summary Table attached

## CIP Summary Table

### FY25 PAYGO CIP Summary Table

<b>Water Capital Projects</b>	<b>Annual Budget</b>	<b>January Expenditures</b>	<b>Year-to-Date</b>
Pipelines and Valve Replacement Projects by District	\$ 630,000	\$ 59,226	\$ 758,590
Pipeline Replacement Projects by Contractors	\$ 4,725,000	\$ 366,315	\$ 3,060,713
Deluz ID Projects	\$ 100,000	\$ 33,458	\$ 120,075
Pump Stations	\$ 1,250,000	\$ 33,650	\$ 364,244
Meter Replacement	\$ -	\$ -	\$ -
Pressure Reducing Stations	\$ 250,000	\$ 997	\$ 265,359
Red Mountain Reservoir Improvements	\$ 90,000	\$ 25,753	\$ 34,334
Steel Reservoir Improvements	\$ 840,000	\$ -	\$ 60,332
Treatment Plant R&R	\$ 310,000	\$ 7,336	\$ 99,057
SCADA Upgrades/ Security/Telemetry	\$ 150,000	\$ 5,104	\$ 41,593
Vehicles and Heavy Equipment	\$ 163,750	\$ -	\$ 217,437
Total Water Capital Projects	\$ 8,508,750	\$ 531,840	\$ 5,021,734

#### **Recycled Water Capital Projects**

Recycled Water Improvements	\$ 124,000	\$ 7,236	\$ 7,236
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#### **Wastewater Capital Projects**

WRP Improvements	\$ 1,280,000	\$ 62,303	\$ 322,158
Collection System Improvements	\$ 690,000	\$ 138,291	\$ 419,754
Outfall Improvements	\$ 50,000	\$ -	\$ 52,302
Vehicles and Heavy Equipment	\$ 491,250	\$ -	\$ 399,951
Total Wastewater Capital Projects	\$ 2,511,250	\$ 200,594	\$ 1,194,166

#### **Administrative Capital Projects**

Administrative Upgrades	\$ 205,000	\$ 14,171	\$ 101,980
Engineering and Operations Information Systems	\$ -	\$ -	\$ -
Facility Improvements/Upgrades/Security	\$ 65,000	\$ 1,270	\$ 56,167
District Yard Improvements	\$ 312,000	\$ -	\$ 257,347
Total Administrative Capital Projects	\$ 582,000	\$ 15,440	\$ 415,494

<b>Capital Projects Total</b>	\$ 11,726,000	\$ 755,110	\$ 6,638,629
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1/31/2025

Treasurer Warrant No. January

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 – 1/2025**

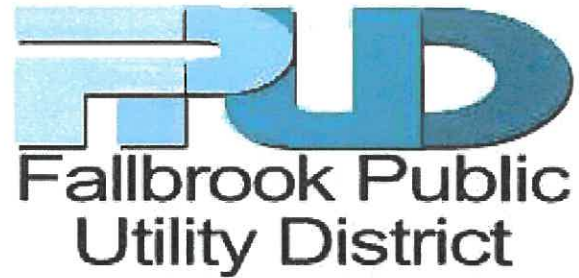
**Computer Check Register**

Payroll #1	\$201,730.69
Payroll #2	<u>\$188,191.56</u>
	<u>\$389,922.25</u>

# Accounts Payable

## Checks by Date - Summary by Check Date

User: annaleceb  
 Printed: 2/13/2025 7:34 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	00152	FPUD EMPL ASSOCIATION	01/09/2025	715.00
ACH	00718	NATIONWIDE RETIREMENT SOLUTIO	01/09/2025	24,431.29
ACH	06758	UNITED STATES TREASURY	01/09/2025	80,781.79
ACH	06759	STATE OF CA - PR TAXES	01/09/2025	13,147.71
ACH	06760	STATE OF CA - SDI	01/09/2025	3,791.87
ACH	06763	PERS - PAYROLL	01/09/2025	51,732.76
ACH	06758	UNITED STATES TREASURY	01/09/2025	2,210.46
ACH	06759	STATE OF CA - PR TAXES	01/09/2025	474.91
ACH	06760	STATE OF CA - SDI	01/09/2025	82.08
96076	91882	EASTERN MUNICIPAL WATER DISTRI	01/09/2025	444,246.80
Total for 1/9/2025:				621,614.67
ACH	91223	STERLING ADMINISTRATION	01/16/2025	27,426.00
96077	01460	AFLAC	01/16/2025	446.72
96078	03223	AIR POLLUTION CONTROL DISTRICT	01/16/2025	7,196.00
96079	91286	AMAZON CAPITAL SERVICES, INC.	01/16/2025	1,494.59
96080	91490	AMAZON WEB SERVICES, INC.	01/16/2025	1,521.61
96081	04166	AMERICAN WATER WORKS ASSOCIAT	01/16/2025	2,712.00
96082	91930	ARDURRA GROUP, INC.	01/16/2025	375.00
96083	02805	ASBURY ENVIRONMENTAL SERVICES	01/16/2025	1,378.00
96084	05088	AT&T	01/16/2025	635.13
96085	91608	AT&T MOBILITY LLC	01/16/2025	4,274.86
96086	91720	AY SMOG BRO	01/16/2025	657.25
96087	06020	BABCOCK LABORATORIES, INC	01/16/2025	13,023.19
96088	91503	BACKGROUNDS ONLINE	01/16/2025	46.50
96089	06235	JACK BEBEE	01/16/2025	83.32
96090	91990	BELZONA CALIFORNIA, INC.	01/16/2025	11,382.90
96091	06431	BLACK & VEATCH CORPORATION	01/16/2025	26,295.25
96092	91069	BRENNTAG PACIFIC INC.	01/16/2025	1,664.49
96093	91975	JODI BROWN	01/16/2025	3,306.00
96094	04178	CALOLYMPIC SAFETY CO., INC.	01/16/2025	1,188.40
96095	03978	CAMERON WELDING SUPPLY	01/16/2025	842.31
96096	91880	CCL CONTRACTING INC	01/16/2025	263,061.02
96097	06141	CENTRISYS CORPORATION	01/16/2025	2,240.16
96098	03205	CITY OF OCEANSIDE	01/16/2025	719.22
96099	91595	CLIFTONLARSONALLEN LLP	01/16/2025	4,010.00
96100	91819	COMPLETE OFFICE OF CALIFORNIA,	01/16/2025	346.38
96101	91330	AARON COOK	01/16/2025	180.00
96102	02176	CORELOGIC SOLUTIONS, LLC	01/16/2025	212.18
96103	06422	DHK ENGINEERS, INC	01/16/2025	1,365.00
96104	91784	JOSEPH DI CARLO	01/16/2025	224.00
96105	91936	DOPUDJA & WELLS CONSULTING, INC	01/16/2025	5,190.00
96106	91305	DXP ENTERPRISES, INC.	01/16/2025	50,967.28
96107	04122	EVOQUA WATER TECHNOLOGIES LLC	01/16/2025	408.38
96108	91611	FALLBROOK ACE HARDWARE	01/16/2025	859.40
96109	09523	FALLBROOK EQUIP RENTALS	01/16/2025	8,142.00



Check No	Vendor No	Vendor Name	Check Date	Check Amount
96110	00169	FALLBROOK OIL COMPANY	01/16/2025	7,602.44
96111	02411	FALLBROOK PRINTING CORP	01/16/2025	7,560.28
96112	00170	FALLBROOK WASTE & RECYCLING	01/16/2025	1,092.23
96113	01155	FALLBROOK WASTE/RECYCLING	01/16/2025	80.00
96114	91833	FAMILY SUPPORT REGISTRY	01/16/2025	100.15
96115	06497	FASTENAL COMPANY	01/16/2025	4,251.23
96116	04494	FEDERAL EXPRESS CORPORATION	01/16/2025	136.03
96117	01432	FERGUSON WATERWORKS #1083	01/16/2025	4,294.91
96118	91837	GEOTAB USA, INC.	01/16/2025	1,169.68
96119	02170	GRAINGER, INC.	01/16/2025	992.62
96120	02767	GRANGETTO FARM & GARDEN SUPPI	01/16/2025	90.17
96121	06062	HARRINGTON INDUSTRIAL PLASTICS	01/16/2025	3,178.70
96122	03276	HOME DEPOT CREDIT SERVICES	01/16/2025	587.22
96123	91336	JACOB HYINK	01/16/2025	1,891.00
96124	06577	INFOSEND INC	01/16/2025	2,646.01
96125	91304	LEARNISOFT ENTERPRISE TRAINING I	01/16/2025	255.00
96126	91912	LEGEND TECHNICAL SERVICES OF AI	01/16/2025	1,044.00
96127	90887	LLOYD PEST CONTROL	01/16/2025	163.00
96128	91852	ADAM LOWEN	01/16/2025	224.00
96129	91815	MAIN ELECTRIC SUPPLY COMPANY L	01/16/2025	8,418.12
96130	91751	MANAGED MOBILE INC	01/16/2025	1,772.37
96131	02618	MC MASTER-CARR	01/16/2025	616.73
96132	91561	MUNICIPAL SEWER TOOLS	01/16/2025	698.27
96133	90932	NAPA AUTO PARTS	01/16/2025	670.01
96134	03201	NATIONAL SAFETY COMPLIANCE INC	01/16/2025	47.45
96135	00370	NUTRIEN AG SOLUTIONS, INC.	01/16/2025	129.26
96136	91674	O'REILLY AUTO ENTERPRISES, LLC	01/16/2025	188.11
96137	01267	PACIFIC PIPELINE	01/16/2025	7,217.75
96138	91007	PFM ASSET MANGEMENT LLC	01/16/2025	1,329.57
96139	91887	POLYDYNE, INC.	01/16/2025	7,880.84
96140	91426	PRINTING SOLUTIONS	01/16/2025	206.71
96141	00232	SAN DIEGO GAS & ELECTRIC	01/16/2025	80,687.09
96142	00236	SCRAPPYS	01/16/2025	275.35
96143	05656	SLOAN ELECTROMECHANICAL SERV	01/16/2025	7,884.45
96144	91955	SOFTRESOURCES LLC	01/16/2025	27,250.00
96145	91636	SOLV - BUSINESS SOLUTIONS, CONNI	01/16/2025	109.79
96146	90929	SOUTHWEST ANSWERING SERVICE, I	01/16/2025	935.00
96147	02927	TIM STERGER	01/16/2025	412.00
96148	00159	SUPERIOR READY MIX	01/16/2025	1,088.78
96149	03197	SWRCB ACCOUNTING OFFICE	01/16/2025	53,550.64
96150	03197	SWRCB ACCOUNTING OFFICE	01/16/2025	881.00
96151	06735	TCN, INC.	01/16/2025	18.27
96152	91574	TRUSSELL TECHNOLOGIES, INC.	01/16/2025	6,357.50
96153	UB*00583	PETTIGREW FAMILY TRUST	01/16/2025	373.90
96154	06512	ULINE SHIPPING SUPPLIES	01/16/2025	533.99
96155	00724	UNDERGROUND SERVICE ALERT	01/16/2025	367.72
96156	91703	UNIVAR SOLUTIONS	01/16/2025	20,087.71
96157	06263	VELOCITY TRUCK CENTERS	01/16/2025	113.13
96158	91929	VESTIS SERVICES, LLC	01/16/2025	896.35
96159	04290	VILLAGE NEWS, INC.	01/16/2025	545.00
96160	90981	WATERSMART SOFTWARE	01/16/2025	520.37
96161	06231	WESTERN WATER WORKS SUPPLY CC	01/16/2025	1,381.89
96162	91276	WOLFE DOOR INDUSTRIES, INC.	01/16/2025	3,750.74
96163	00101	ACWA JPIA	01/16/2025	134,462.94
96164	03223	AIR POLLUTION CONTROL DISTRICT	01/16/2025	575.00
96165	91286	AMAZON CAPITAL SERVICES, INC.	01/16/2025	2,489.37
96166	04995	AMERICAN MESSAGING	01/16/2025	356.73

Check No	Vendor No	Vendor Name	Check Date	Check Amount
96167	91278	ANDRITZ SEPARATION INC.	01/16/2025	48,177.34
96168	06374	BOOT BARN INC.	01/16/2025	342.54
96169	91440	BP BATTERY INC	01/16/2025	298.66
96170	05949	CALIFORNIA WATER EFFICIENCY PAR	01/16/2025	1,748.98
96171	91486	CONNECTA SATELLITE SOLUTIONS L	01/16/2025	78.28
96172	00709	COUNTY OF SAN DIEGO	01/16/2025	890.00
96173	05192	DIAMOND ENVIRONMENTAL SERVIC	01/16/2025	975.34
96174	UB*00585	GREGORIO DOMINGUEZ	01/16/2025	15.16
96175	01262	KYLE D. DRAKE	01/16/2025	412.00
96176	06303	EXECUTIVE LANDSCAPE INC.	01/16/2025	1,260.00
96177	91833	FAMILY SUPPORT REGISTRY	01/16/2025	100.15
96178	01432	FERGUSON WATERWORKS #1083	01/16/2025	2,171.90
96179	91870	GALLADE CHEMICAL, INC.	01/16/2025	1,662.81
96180	02170	GRAINGER, INC.	01/16/2025	150.15
96181	06062	HARRINGTON INDUSTRIAL PLASTICS	01/16/2025	565.27
96182	06329	HILL BROTHERS CHEMICAL COMPAN	01/16/2025	1,903.73
96183	06561	HOWELLS GOVERNMENT RELATIONS	01/16/2025	7,500.00
96184	06380	JANI-KING OF CALIFORNIA, INC - SAI	01/16/2025	3,445.16
96185	00190	JCI JONES CHEMICALS INC.	01/16/2025	10,105.78
96186	05065	JOHNSON CONTROLS SECURITY SOL	01/16/2025	819.29
96187	06479	KNOCKOUT PEST CONTROL & TERMI	01/16/2025	100.00
96188	UB*00586	CHAD LANTING	01/16/2025	281.31
96189	91730	MHS LOMACK HEATING AND AIR COI	01/16/2025	1,284.00
96190	06298	ONESOURCE DISTRIBUTORS, LLC	01/16/2025	9,285.90
96191	91780	OSTS INC	01/16/2025	795.00
96192	91155	QUALITY GATE, INC	01/16/2025	145.00
96193	91779	RINGCENTRAL, INC.	01/16/2025	1,101.91
96194	91826	RS AMERICAS, INC.	01/16/2025	3,573.60
96195	04075	RUSTY WALLIS, INC	01/16/2025	205.00
96196	91860	SPECTRUM ENTERPRISE	01/16/2025	4,397.94
96197	05415	STATE WATER RESOURCE CONTROL I	01/16/2025	80.00
96198	05415	STATE WATER RESOURCE CONTROL I	01/16/2025	80.00
96199	91082	TELETRAC, INC	01/16/2025	25.54
96200	91771	TIMECLOCK PLUS, LLC	01/16/2025	3,510.00
96201	06758	UNITED STATES TREASURY	01/16/2025	53.17
96202	91703	UNIVAR SOLUTIONS	01/16/2025	9,088.50
96203	06444	US SAWS INC	01/16/2025	1,039.05
96204	UB*00584	SANDRA VARELA	01/16/2025	254.97
96205	91929	VESTIS SERVICES, LLC	01/16/2025	297.33
96206	91282	WREGIS	01/16/2025	130.92
Total for 1/16/2025:				974,664.79
ACH	91223	STERLING ADMINISTRATION	01/23/2025	125.00
ACH	00152	FPUD EMPL ASSOCIATION	01/23/2025	703.75
ACH	00718	NATIONWIDE RETIREMENT SOLUTIO	01/23/2025	24,243.21
ACH	06758	UNITED STATES TREASURY	01/23/2025	75,120.49
ACH	06759	STATE OF CA - PR TAXES	01/23/2025	11,639.53
ACH	06760	STATE OF CA - SDI	01/23/2025	3,608.95
ACH	06763	PERS - PAYROLL	01/23/2025	53,690.14
96209	91968	SYNAGRO TECHNOLOGIES, INC	01/23/2025	16,426.37
96210	91965	GCI CONSTRUCTION INC.	01/23/2025	97,850.00
96213	00805	ACWA/JOINT POWERS INS.	01/23/2025	29,030.95
96214	91969	AIR QUALITY CONTROL HEATING AN	01/23/2025	2,158.00
96215	91286	AMAZON CAPITAL SERVICES, INC.	01/23/2025	272.08
96216	91708	B2B SECURITY	01/23/2025	3,000.00
96217	02743	BEST BEST & KRIEGER	01/23/2025	7,599.19

Check No	Vendor No	Vendor Name	Check Date	Check Amount
96218	91440	BP BATTERY INC	01/23/2025	163.94
96219	91827	JUSTIN CAMERON	01/23/2025	250.00
96220	91272	KEVIN COLLINS	01/23/2025	60.00
96221	05953	CORODATA RECORDS MANAGEMENT	01/23/2025	772.92
96222	06675	CORODATA SHREDDING, INC	01/23/2025	67.32
96223	02925	DATA NET SOLUTIONS	01/23/2025	3,884.25
96224	04122	EVOQUA WATER TECHNOLOGIES LLC	01/23/2025	9,192.16
96225	00169	FALLBROOK OIL COMPANY	01/23/2025	4,458.88
96226	91995	GLOBAL EQUIPMENT COMPANY INC	01/23/2025	732.74
96227	02170	GRAINGER, INC.	01/23/2025	571.44
96228	05380	HACH CO	01/23/2025	847.13
96229	91862	IFLOW INC.	01/23/2025	10,858.20
96230	06577	INFOSEND INC	01/23/2025	3,260.78
96231	06479	KNOCKOUT PEST CONTROL & TERMI	01/23/2025	300.00
96232	04926	KONICA MINOLTA PREMIER FINANCE	01/23/2025	2,033.25
96233	91515	LABORATORY CALIBRATION SERVICE	01/23/2025	3,964.00
96234	91993	LEISTER TECHNOLOGIES, LLC	01/23/2025	4,603.95
96235	91130	LINCOLN NATIONAL LIFE INSURANC	01/23/2025	4,627.35
96236	90887	LLOYD PEST CONTROL	01/23/2025	177.00
96237	91815	MAIN ELECTRIC SUPPLY COMPANY L	01/23/2025	77.46
96238	91029	MALLORY SAFETY AND SUPPLY CO	01/23/2025	31,344.72
96239	91751	MANAGED MOBILE INC	01/23/2025	1,126.31
96240	01267	PACIFIC PIPELINE	01/23/2025	862.00
96241	91535	PAYMENTUS CORPORATION	01/23/2025	5,405.52
96242	91007	PFM ASSET MANGEMENT LLC	01/23/2025	1,378.44
96243	91077	RED WING BUSINESS ADVANTAGE AC	01/23/2025	617.64
96244	91909	MARTIN SERRANO VENTURA	01/23/2025	77.58
96245	06401	SONSRAY MACHINERY LLC	01/23/2025	395.37
96246	91723	SPECIALTY MOWING SERVICES, INC	01/23/2025	4,074.16
96247	05415	STATE WATER RESOURCE CONTROL I	01/23/2025	55.00
96248	91945	SIERRA STEPHENSEN	01/23/2025	240.00
96249	00159	SUPERIOR READY MIX	01/23/2025	5,091.38
96250	91871	WALTERS WHOLESALE ELECTRIC CO	01/23/2025	586.87
96251	02773	WHITE CAP L.P	01/23/2025	1,823.13
Total for 1/23/2025:				429,448.55
96252	06323	ADVANCED COMMUNICATION SYSTE	01/30/2025	1,232.66
96253	91256	AFP	01/30/2025	2,948.72
96254	91286	AMAZON CAPITAL SERVICES, INC.	01/30/2025	689.97
96255	06536	ARCADIS U.S., INC	01/30/2025	2,358.00
96256	91608	AT&T MOBILITY LLC	01/30/2025	4,475.36
96257	91594	CONCENTRA MEDICAL CENTERS	01/30/2025	145.00
96258	05192	DIAMOND ENVIRONMENTAL SERVIC	01/30/2025	975.34
96259	91991	ENVIRONMENTAL EXPRESS, INC.	01/30/2025	2,930.87
96260	01099	FALLBROOK IRRIGATION INC	01/30/2025	321.41
96261	01406	FALLBROOK PROPANE GAS CO	01/30/2025	5.70
96262	91833	FAMILY SUPPORT REGISTRY	01/30/2025	100.15
96263	91200	FIRST BANKCARD	01/30/2025	155.31
96264	91202	FIRST BANKCARD	01/30/2025	448.03
96265	91225	FIRST BANKCARD	01/30/2025	1,084.00
96266	91313	FIRST BANKCARD	01/30/2025	298.06
96267	91323	FIRST BANKCARD	01/30/2025	500.78
96268	91540	FIRST BANKCARD	01/30/2025	5,267.01
96269	91620	FIRST BANKCARD	01/30/2025	300.23
96270	91678	FIRST BANKCARD	01/30/2025	775.23
96271	91744	FIRST BANKCARD	01/30/2025	4,723.18

Check No	Vendor No	Vendor Name	Check Date	Check Amount
96272	91847	FIRST BANKCARD	01/30/2025	1,192.71
96273	91895	FIRST BANKCARD	01/30/2025	396.00
96274	91989	FIRST BANKCARD	01/30/2025	2,172.45
96275	02170	GRAINGER, INC.	01/30/2025	2,847.67
96276	03174	HAAKER EQUIPMENT COMPANY	01/30/2025	101.71
96277	05380	HACH CO	01/30/2025	3,746.37
96278	91615	CHRISTIAN HERNANDEZ	01/30/2025	101.88
96279	06555	LIEBERT CASSIDY WHITMORE	01/30/2025	7,046.05
96280	91719	NATIONAL TIRE WHOLESAL	01/30/2025	713.45
96281	00370	NUTRIEN AG SOLUTIONS, INC.	01/30/2025	264.97
96282	01267	PACIFIC PIPELINE	01/30/2025	3,017.00
96283	00216	PINE TREE LUMBER	01/30/2025	408.63
96284	91546	QUADIEN FINANCE USA, INC.	01/30/2025	1,009.84
96285	91779	RINGCENTRAL, INC.	01/30/2025	1,106.70
96286	03231	SAN DIEGO COUNTY WATER AUTH	01/30/2025	575.00
96287	00236	SCRAPPYS	01/30/2025	683.72
96288	91996	SCW CONTRACTING CORPORATION	01/30/2025	312,949.16
96289	05656	SLOAN ELECTROMECHANICAL SERV	01/30/2025	14,182.58
96290	91861	SOLARFLEXION, INC	01/30/2025	3,709.72
96291	06605	SOUTHLAND PIPE CORP.	01/30/2025	1,134.30
96292	90929	SOUTHWEST ANSWERING SERVICE, I	01/30/2025	950.00
96293	02206	STATE WATER RESOURCES CONTROL	01/30/2025	32,505.00
96294	00159	SUPERIOR READY MIX	01/30/2025	1,413.63
96295	91385	VERONICA TAMZIL	01/30/2025	180.00
96296	91703	UNIVAR SOLUTIONS	01/30/2025	7,607.02
96297	03358	US BANK TRUST NA	01/30/2025	3,000.00
96298	91929	VESTIS SERVICES, LLC	01/30/2025	297.33
96299	06231	WESTERN WATER WORKS SUPPLY CC	01/30/2025	14,953.01
96300	91284	WM CORPORATE SERVICES, INC	01/30/2025	1,887.23
Total for 1/30/2025:				449,888.14
Report Total (238 checks):				2,475,616.15



Jack Bebee

General Manager

FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Dave Baxter

Name & Location of Function: Sexual Harassment Training

Date(s) of Attendance: 1/8/2025

Purpose of Function: On-Going Training – Sexual Harassment

Sponsoring Organization: CSDA

Summary of Conference or Meeting:

Completed the On-Going Training module; Sexual Harassment

Director Signature: Dave Baxter

Date: 2/11/2025

*The Administrative Code requires reports of conferences or meetings for which a director requests per diem or expense reimbursement. Reports must be submitted to the secretary no later than one (1) week prior to the board meeting.*

*Reports must be submitted before the District will pay per diem or reimbursement for the conference or meeting. Reports are not required for board or committee meetings or meetings with board or committee officers, the general manager, or the general counsel.*

FALLBROOK PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS

DIRECTOR'S REPORT OF CONFERENCE / MEETING ATTENDANCE

Director Name: Dave Baxter

Name & Location of Function: Ethics Training

Date(s) of Attendance: 2/11/2025

Purpose of Function: On-Going Training – Ethics

Sponsoring Organization: CSDA

Summary of Conference or Meeting:

Completed the On-Going Training module; Ethics – AB 1234

Director Signature: Dave Baxter

Date: 2/11/2025

*The Administrative Code requires reports of conferences or meetings for which a director requests per diem or expense reimbursement. Reports must be submitted to the secretary no later than one (1) week prior to the board meeting.*

*Reports must be submitted before the District will pay per diem or reimbursement for the conference or meeting. Reports are not required for board or committee meetings or meetings with board or committee officers, the general manager, or the general counsel.*