



FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING

MINUTES

MONDAY, APRIL 22, 2024
4:00 P.M.

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL / ESTABLISH A QUORUM

President DeMeo called the April Regular Meeting of the Board of Directors of the Fallbrook Public Utility District to order at 4:01 p.m.

A quorum was established, and attendance was as follows:

Board of Directors

Present: Jennifer DeMeo, Member/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
Paula de Sousa, General Counsel
Dave Shank, Assistant General Manager/CFO
Edward Benitez, Utility Worker I
Jodi Brown, Management Analyst
Isabel Casteran, Safety and Risk Officer
Aaron Cook, Engineering Manager
Noelle Denke, Public Information Officer
Kyle Drake, Collections Supervisor
John Marchetta, HR Manager
Rene Ramos, Utility Worker II
Martin Serrano, Utility Worker I
Steve Stone, Field Services Manager
Carl Quiram, Operations Manager
Peter Velasco, Utility Worker II
Lauren Eckert, Executive Assistant/Board Secretary

Also present were others, including, but not limited to: Mark Mervich, Kevin Stamper, Sarah Stamper, Robert Rice, Jacqueline Howells, Jon Wells, Paul Jones

PLEDGE OF ALLEGIANCE

President DeMeo led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b)

APPROVAL OF AGENDA

President DeMeo announced she would be moving agenda item "F" to the beginning of the meeting.

MOTION: Director McDougal moved to approve the agenda, with the reordering of agenda item "F" to the beginning of the agenda; Director Endter 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 or B.

- A. YEARS OF SERVICE
1. Rene Ramos – 5 years
 2. Peter Velasco – 5 years

The Board recognized Rene Ramos and Peter Velasco for their five years of service to the District.

- B. NEW CERTIFICATIONS
1. Josh Hargrove – Wastewater Operator, Grade I
 2. Edward Benitez – Distribution Operator, Grade I
 3. Martin Serrano – Distribution Operator, Grade I

The Board recognized Josh Hargrove for receiving his Wastewater Operator, Grade I certification and Edward Benitez and Martin Serrano for receiving their Distribution Operator, Grade I certifications.

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

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

There were no public comments on Consent Calendar items.

C. CONSIDER APPROVAL OF MINUTES

1. March 25, 2024 Regular Board Meeting

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

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

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

NOES: None

ABSTAIN: None

ABSENT: None

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

D. REVIEW PRELIMINARY DRAFT FISCAL YEAR 2024-25 OPERATING AND CAPITAL BUDGET EXPENDITURES

Presented by: Dave Shank, Assistant General Manager/CFO

There were no public comments on agenda item D.

AGM/CFO Shank presented a slideshow reviewing the preliminary draft fiscal year 2024-25 operating, including slides from Engineering Manager Cook on the capital budget expenditures. Various rate scenario examples for calendar year 2025 were also presented.

AGM/CFO Shank announced the plan is to go to the FP&I Committee in mid-May with a complete draft, and then bring the recommended budget to the full Board at the regular May meeting.

E. EMPLOYEE SATISFACTION SURVEY RESULTS

Presented by: John Marchetta, Human Resources Manager

Human Resources Manager Marchetta summarized the results of the 2024 Employee Satisfaction Survey. He announced results had been shared with all employees, as well as the Personnel Committee. The survey results have also been discussed with supervisors to brainstorm ideas for improvement.

Mark Mervich stepped to the podium to inquire if it's possible to accurately compare 2023 to 2024 with such a large increase in participation. HR Manager Marchetta responded that we can, because we are generally looking at the totality of results and responses.

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

F. CONSIDER PRIVATE STREET PAVEMENT RESTORATION ON EAST ELDER

Recommendation: Staff supports Board direction.

General Counsel de Sousa read, onto the record, a public comment from Tom Reeser regarding the current state of the road on East Elder.

Robert Rice stepped to the podium to voice his concerns about damage to the private road near East Elder due to heavy equipment from Palm Engineering and the ongoing pipeline replacement. He reported the homeowners on the private road have met and also have been working with District staff to come up with repair options. He presented the Board with cost breakdowns for various repair options and requested the Board table any action at today's meeting and possibly work with the County further on this issue.

Engineering Manager Cook presented a slideshow with maps and photos showing the current project area and the condition of the road over time. He reported this road had not been paved since at least 2007.

Vice President McDougal asked if we had already reached out to the County on this issue. Engineering Manager Cook explained we had not. Vice President McDougal suggested we reach out to Supervisor Desmond's office to request assistance on this. General Manager Bebee explained the County can own a property in fee and it still not be a County road. He announced he was happy to have that discussion with the County but cautioned the homeowners to not get their hopes up that the County will provide funding. Vice President McDougal suggested we table this until we can reach out to the County and Supervisor Desmond's office.

Director Endter also thought it would be a good idea if the homeowners wrote a joint letter as well to the County.

Director Wolk asked if the cost to do the whole road included replacing sub-grade. Engineering Manager Cook responded that it did not, it is to pave over existing sub-grade. Director Wolk explained the County will require improvements to County standards.

MOTION: Director Endter moved to table this item for 30 days while staff and the homeowners contact the County and Supervisor Desmond's office on this issue, as presented; Director McDougal seconded. Motion carried; VOTE:

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

G. CONSIDER RECOGNIZING JACK SIMES FOR HIS YEARS OF SERVICE ON BEHALF OF THE UNITED STATES BUREAU OF RECLAMATION

Recommendation: The Board adopt Resolution No. 5074 recognizing, honoring, and commending Jack Simes for his year of service with the United States Bureau of Reclamation

There were no public comments on agenda item G.

General Manager Bebee reported this item was to thank and recognize Jack Simes for everything he has done for the Bureau of Reclamation and for the District, as he is retiring.

Director Wolk requested the District present a copy of the resolution to Mr. Simes.

MOTION: Director McDougal moved to adopt Resolution No. 5074 recognizing, honoring, and commending Jack Simes for his years of service with the United States Bureau of Reclamation; Director DeMeo seconded. Motion carried; VOTE:

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

- H. CONSIDER UPDATES TO PROCESS FOR APPEALING DELINQUENT BILLS TRANSFERRED TO A NEW OWNER (ADOPT RESOLUTION NO. 5075 AMENDING ADMINISTRATIVE CODE SECTION 12.8)

Recommendation: That the Board adopt Resolution 5075 updating the Administrative Code Section 12.8 to clarify requirements for an appeal on transferred delinquent bills.

There were no public comments on agenda item H.

General Manager Bebee announced this item went through FP&I and provided a summary, including that this item was to add language to the Administrative Code to include that the homeowner coming to the Board to request a waiver of delinquent bills from a previous homeowner had at least pursued recourse with the previous owner and the real estate agent. He reported the second part of this also included a letter being sent to real estate agents annually reminding them of their responsibility to check for delinquent bills before the close of escrow.

Director Wolk requested the annual letter to real estate agents be more strongly worded.

Director Endter reiterated that the buyer must do their due diligence when purchasing a home as well.

MOTION: Director McDougal moved to adopt Resolution No. 5075 updating the Administrative Code Section 12.8 to clarify requirements for an appeal on transferred delinquent bills; Director Endter seconded. Motion carried; VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

- I. CONSIDER INITIATION OF COMPREHENSIVE STRATEGIC PLANNING PROCESS

Recommendation: That the Board approve the award of \$78,705 to Dopudja and Wells Consulting for the facilitation and development of a comprehensive strategic plan that will ensure the District is positioned to address the current and future goals facing the District in the most cost effective manner.

There were no public comments on agenda item I.

General Manager Bebee reported this was a follow up from the last Board meeting. This was for an outside facilitator to come in and assist in developing a comprehensive strategic plan for the District going forward.

Director Wolk asked for clarification regarding the billing rate for a Senior Advisor and a Project Manager. Paul Jones from Dopudja and Wells Consulting thanked the Board for allowing him the opportunity to work on developing this strategic plan and responded that there would be two individuals principally working on the strategic plan. Mr. Jones would act as the principal in charge and reiterated that the two individuals would not be duplicating any work.

Director Baxter asked about the two optional workshops and how they would be determined necessary or not. General Manager Bebee responded that this will be determined as we get going on this process and develop the process going forward based on the initial results.

MOTION: Director Endter moved to approve the award of \$78,705 to Dopudja and Wells Consulting for the facilitation and development of a comprehensive strategic plan that will ensure the District is positioned to address the current and future goals facing the District in the most cost effective manner; Director McDougal seconded. Motion carried; VOTE:

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

J. CONSIDER PERSONNEL CHANGES

Recommendation: That the Board approve the re-classification of the Information Systems Technician to Information Technology Manager, the Engineering Technician positions, and the budget changes of these positions and attached salary table.

There were no public comments on agenda item J.

General Manager Bebee provided an overview of these personnel changes, including the additional positions and budget impact of the reclassifications and additional positions. He reported these proposed changes went through the Personnel Committee.

Director Baxter stressed the importance of having an individual with the skillset to address the District's need for cybersecurity.

MOTION: Director McDougal moved to approve the reclassification of the Information Systems Technician to Information Technology Manager, the Engineering Technician positions, and the budget changes of these positions and the proposed salary table; Director Baxter seconded. Motion carried; VOTE:

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

K. CONSIDER APPROVAL FOR PAVING SERVICES NEEDED AT MACADAMIA DRIVE

Recommendation: That the Board approve a contract with Asphalt and Concrete Enterprises in the amount of \$78,678.00 for repair of pavement on Macadamia Drive.

There were no public comments on agenda item K.

General Manager Bebee provided a brief overview of this item, stating this was a required repair after a leak repair.

MOTION: Director McDougal moved to approve a contract with Asphalt and Concrete Enterprises in the amount of \$78,678 for repair of pavement on Macadamia Drive; Director Endter 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 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
 - AGM/CFO Shank provided an overview of the written reports included in the packet.
- 4. Public Information Officer
 - Public Information Officer Denke reported on recent community events attended by the District.
- 5. Notice of Approval of Per Diem for Meetings Attended
 - Notification of approval for Directors' attendance to a media training event at Rancho California Water District on April 2, 2024.
 - Announcement was made of Directors' attendance to a media training event at Rancho California Water District on April 2, 2024.
- 6. Director Comments/Reports on Meetings Attended
 - Ad-hoc Committee for Detachment Event
 - President DeMeo announced the formation of an Ad-hoc Committee for the planning of an event to formally recognize detachment. This committee will include Directors Baxter and McDougal.
 - Director Wolk reported on his attendance at the Southern California Water Coalition meeting. The meeting topic was on outreach, and Director Wolk commended General Manager Bebee and Public Information Officer Denke on their outreach efforts. Director Wolk also suggested we look into ways to communicate with visuals or video.
 - Director Wolk suggested the District look at creating a wellness program for employees. General Manager Bebee responded he had spoken with Safety and Risk Officer Casteran on this.
 - President DeMeo reported she attended the Pure Water of Southern California Plant Tour, along with Directors Baxter and Wolk.
- 7. Miscellaneous

ADJOURN TO CLOSED SESSION

General Counsel de Sousa announced the Board would be going into Closed Session to discuss items VI.1 and 2.

The Board of Directors adjourned to Closed Session at 6:25 p.m.

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

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

Discuss Performance Evaluation of General Manager

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

Discuss Performance Evaluation of General Counsel

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION (*As Necessary*)

There was no reportable action taken during Closed Session.

VII. ADJOURNMENT OF MEETING

There being no further business to discuss, the April Regular Meeting of the Board of Directors of the Fallbrook Public Utility District was adjourned at 6:45 p.m.



President, Board of Directors

ATTEST:



Secretary, Board of Directors