



FALLBROOK PUBLIC UTILITY DISTRICT  
MEETING OF THE COMMUNITY BENEFIT PROGRAM COMMITTEE

AGENDA

MONDAY, SEPTEMBER 9, 2024  
10:00 A.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 Committee during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

**REMOTELY MAKE COMMENTS DURING THE MEETING:** The Committee Chair will inquire prior to Committee 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 Committee Chair will inquire prior to Committee 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 Board Secretary at (760) 999-2704 for assistance.*

**I. PRELIMINARY FUNCTIONS**

CALL TO ORDER / ROLL CALL

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 Committee on any item that is within the subject matter jurisdiction of the legislative body. The Committee Chair may limit comments to three (3) minutes.*

**II. APPROVAL OF MINUTES-----**(ITEM A)****

- A. AUGUST 12, 2024 COMMUNITY BENEFIT PROGRAM COMMITTEE MEETING MINUTES (ATTACHMENT A)

**III. ACTION/DISCUSSION-----**(ITEMS B – F)****

- B. LETTER TO FPUD BOARD re: REAPPOINTMENT OF COMMITTEE MEMBERS WITH TERMS EXPIRING IN JAN 2025 (ATTACHMENT B)
  - 1. The FPUD Board approved reappointment of all three members for an additional three-year term
- C. STEPS FOR THE APPLICATION AND AWARD PROCESS (ATTACHMENT C)
- D. APPLICATIONS BEING CONSIDERED (ATTACHMENT D)
- E. DISCUSSION REGARDING APPLICATIONS:
  - a. Questions from applicants
  - b. Proposed questions for Committee to all applicants (Attachment E) for Committee approval (with time-limited responses)
  - c. Additional universal questions from Committee Members
  - d. Focused questions from Committee Members to individual applicants
- F. OCTOBER MEETING SCHEDULE

**IV. WORK GROUP REPORTS -----(ITEMS G – J)**

G. ADMINISTRATIVE PROCEDURES

H. PROPOSAL DEVELOPMENT

I. CONTRACT OVERSIGHT

J. PUBLIC OUTREACH

**V. NEW BUSINESS**

**VI. ADJOURNMENT OF MEETING – TBD**

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**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.

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.

September 5, 2024  
Dated / Fallbrook, CA

/s/ Lauren Eckert  
Executive Assistant/Board Secretary

## Attachment A

### August 12, 2024 Community Benefit Program Committee Meeting Minutes



FALLBROOK PUBLIC UTILITY DISTRICT  
MEETING OF THE COMMUNITY BENEFIT PROGRAM COMMITTEE

MINUTES

MONDAY, AUGUST 12, 2024  
10:00 A.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

Committee Chair Mendelson called the Fallbrook Public Utility District’s Community Benefit Program (“FPUD CBP”) Committee meeting to order at 10:00 a.m.

A quorum was established and attendance was as follows:

Committee Members

Present: Jim Mendelson, Chair  
Elana Sterling, Vice Chair  
Anna Marchand, Secretary  
Lila Hargrove  
Jerry Kalman  
Leticia Maldonado/Stamos  
Rosie Redmond

Absent: None

District Staff Present: Lauren Eckert, Executive Assistant/Board Secretary

Also present: Seven people in attendance; one person attended virtually.

PLEDGE OF ALLEGIANCE – Committee Chair Mendelson led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b) – One correction was made to the Agenda at III. E. The number 4 was changed to the number 3. There were no additions or deletions.

APPROVAL OF AGENDA

MOTION: Committee Vice Chair Sterling moved to approve the agenda, as corrected; Committee Member Redmond seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None

ABSENT: None

PUBLIC COMMENT

Committee Chair Mendelson called for public comment on non-agenda items. None were received at this time.

**II. APPROVAL OF MINUTES..... (ITEM A)**

A. June 10, 2024 COMMUNITY BENEFIT PROGRAM COMMITTEE MEETING MINUTES

MOTION: Committee Member Redmond moved to approve the June 10, 2024 FPUD CBP Committee Meeting Minutes, as presented; Committee Member Kalman seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: None

B. July 8, 2024 COMMUNITY BENEFIT PROGRAM COMMITTEE MEETING MINTUES

MOTION: Committee Member Hargrove moved to approve the July 8, 2024 FPUD CBP Committee Meeting Minutes, as corrected to include a spelling correction of the word, application, at Page 2, Paragraph III; Committee Member Maldonado/Stamos seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: None

**III. ACTION/DISCUSSION**

C. SUMMARY OF RESPONSES TO QUESTIONS RECEIVED AT WORKSHOP AND VIA EMAIL INQUIRIES

Committee Chair Mendelson called for public comment, of which there was none.

Committee Chair Mendelson referred the Committee to the August 12, 2024 Agenda Package at Attachment C, page 13. A question about planning or

acquisition grants was asked at the July 2024 meeting. The response was set out in Attachment C.

Committee Chair Mendelson also reported he provided timely responses to applicant questions received during the application process to promote efficient use of the application process period. These questions and answers are also set out in the August 12, 2024 Agenda Package at Attachment C, page 13.

A third question was received from an applicant about the specific details of an APN. Committee Chair explained he advised the applicant to describe the details in the application but that the specific APN was not necessary if it could not be obtained prior to the close of the application process period.

**D. MOU BETWEEN FPUD AND MRCD APPROVED AT THE JULY 22, 2024 FPUD BOARD MEETING**

The Mission Road Medians Program, Mission Resources Conservation District and Fallbrook Public Utility District Memorandum of Understanding was provided to the Committee and the public via the August 12, 2024 Agenda Package at Attachment D. Jackie Heyneman explained that the Fallbrook Beautification Alliance was dissolving and that certain projects previously completed by that organization would be assumed by the Mission Resources Conservation District. Committee Hargrove explained that the Mission Resources Conservation District plans on fund raising to meet cost of portions of its work but would also be applying for funding via the Community Benefit Program. Limited discussion ensued to clarify that the Community Benefit Program Committee Members will determine the amount of funding provided.

**E. SELECTION PROCEDURES FOR FILLING THREE COMMITTEE MEMBER SEATS THAT EXPIRE IN JANUARY 2025**

Committee Chair Mendelson called for public comment, of which there was none until later in the discussion of this agenda item.

Committee Chair Mendelson reported that a FPUD Board ad hoc committee had taken the question of how the FPUD BOARD intended to conduct the process regarding the three committee members whose terms expire in January 2025 under consideration. Committee Chair Mendelson reported the ad hoc committee planned to recommend, to the FPUD Board, that the three committee members be approved for another three-year term if those committee members wished to continue to serve on the committee. In the event there were any vacancies, a public application procedure would be implemented.

Committee Member Hargrove suggested that the FPUD Board should maintain the ability to either reappoint a current member or determine to replace a current member with a new appointee from the public. Discussion continued with a focus on the fact that reappointments should not be automatic. Committee Chair

Mendelson will provide the following feedback to the FPUD Board ad hoc committee:

Specifically, the CBP Committee recommends that current members wanting to serve a consecutive term need to only announce that fact to the FPUD Board for consideration of appointment. Current members will not be required to engage in a formal application process.

Once announced, the FPUD Board maintains the ability to formally reappoint the current member for a consecutive term or determine that the current member will not be reappointed to the Committee. This will require the FPUD Board to also regularly conduct a timely application process so that a pool of candidates for appointment remains available to the FPUD Board.

Options for appointments will be necessary if there is a vacancy. A vacancy may occur for multiple reasons:

- (1) because a current member may not wish to continue to serve a consecutive term,
- (2) circumstances may prevent a current member from fulfilling an intention, with announcement, to serve a consecutive term, or
- (3) the FPUD Board is interested in appointing a new member in lieu of reappointing a current member to the next term.

Committee Members Lila Hargrove, Anna Marchand and Leticia Maldonado/Stamos each announced an intention to serve a consecutive term.

Michael Griffiths publicly commented and suggested that the current members whose terms expire in January 2025 be automatically reappointed since they voluntarily served a two-year term so that the entire Committee would not be subject to change at one time. Thereafter, and for the following year where four Committee members will be concluding their three-year term, the above application process be implemented. Mr. Griffiths reasoned that the Committee is new and that the reappointments at this time will benefit the Committee's work. The Committee agreed with this suggestion.

Committee Chair Mendelson announced that the public is also invited to attend the regularly scheduled monthly FPUD Board meetings to further address any concerns about the appointment of members to the Committee.



F. UPDATE TO THE FPUD COMMUNITY BENEFIT PROGRAM FUNDING AGREEMENT

Contract Oversight Workgroup Chair Marchand reported that Committee Member Kalman had provided six clerical corrections to the current FPUD Community Benefit Program Funding Agreement. The corrections were stated for the Committee. The final draft of the contract was attached to the August 12, 2024 Agenda Package at Attachment E.

Committee Member Kalman also posed questions about mechanics' liens and monthly content about projects for social media purposes. Workgroup Chair Marchand vetted these questions with the Fallbrook Public Utility District General Manager who stated that the current contractual language was sufficient and had been approved by the District's law firm.

MOTION: Committee Secretary Marchand moved to upload the current contract to the FPUD website; Committee Member Kalman seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None  
ABSTAIN: None  
ABSENT: None

IV. **WORK GROUP REPORTS**

G. ADMINISTRATIVE PROCEDURES – No Report

H. PROPOSAL DEVELOPMENT

Workgroup Chair Hargrove reported that the workgroup will be investigating software to be used in place of the current application software to make the application process more user-friendly. This may create a cost but will be discussed further as information becomes available.

The Workgroup will be compiling Application Notebooks for each Committee Member. Each member will be responsible for picking up an Application Notebook.

Committee Secretary Marchand will send Notice to each applicant to attend the September 2024 meeting where applications and projects will be discussed.

Committee Vice Chair Sterling suggested a later meeting time for the September meeting. Committee Chair Mendelson called for public comment on this suggestion. There was no specific comment supporting a later meeting time. Limited discussion took place, with no action to change the September 9, 2024 meeting time.

Michael Griffiths made public comment on the following topics:

- A cleaner, simpler application process is necessary.
- The application, and all documents, should always be available on the website and should not be public only during the application process.
- The Committee's PowerPoint presented at the July 2024 meeting should be posted on the FPUD website.
- Links to the DIR should be posted on the FPUD website.

Further public comment was made by a representative from the Riders Guild, inquiring about the process for uploading application supplemental documents.

I. CONTRACT OVERSIGHT

Workgroup Chair Marchand reported that financial reports for each project are being timely collected. The Committee Members agreed they did not need a hard copy of each report.

J. PUBLIC OUTREACH

Committee Member Kalman reported on the status of current and future publications about current projects.

V. **NEW BUSINESS** – None

VI. **ADJOURNMENT OF MEETING** *Next meeting September 9, 2024 at 10:00 a.m.*

Committee Members shall submit September Agenda items to Committee Chair Mendelson on or before August 30, 2024.

There being no further business to discuss, Committee Chair Mendelson concluded the meeting at 10:46 a.m.

\_\_\_\_\_  
Chair, Community Benefit Committee

ATTEST:

\_\_\_\_\_  
Secretary, Community Benefit Committee

## Attachment B

### Letter to FPUD Board Re: Reappointment of Committee Members

August 19, 2024

From: Jim Mendelson  
Chair Fallbrook Public Utility District (FPUD) Community Benefit Program (CBP)

To: FPUD Board of Directors Chair

Via: (1) FPUD Ad-hoc CBP Committee (Reappointment)  
(2) Jack Bebee, FPUD General Manager

Subject: Procedure for Expiring CBP Committee Member Terms

The CBP Committee has 3 members who have initial terms of 2 years, which expire in January 2025. Having been informed that the FPUD Ad-hoc CBP Committee is recommending to the FPUD Board that for these initial terms, since they were not a full term, if the members are interested in continuing to serve they may submit that request and be reappointed to a full term.

We discussed this at our CBP monthly meeting on August 12<sup>th</sup>. The 3 members concerned: Lila Hargrove, Anna Marchand, and Leticia Maldonado/Stamos all announced their desire to be reappointed. It is our understanding that by providing this notification, no further application by them is required.

While the CBP Committee is sensitive to allowing other FPUD Service Area residents an opportunity to apply to serve, (via a timely application process), given the fact that the committee is relatively new, currently in the process of reviewing a second year of applications, the three reappointments at this time will greatly benefit the community. The one public comment we received on this subject provided this reasoning.

The committee anticipates that in future out years there will be an application process like the initial one 2 years ago.

Respectfully submitted,

*Jim Mendelson*

## Attachment C

### Steps for the Application and Award Process

1. Workshop Meeting
2. Open Electronic Application Process Online
3. Close Electronic Application Process Online
4. Opportunity for FPUD to Review Applications for Eligibility
5. Proposal Development Workgroup to Assemble and Distribute Application Notebooks
6. Committee Members Review Applications and Submit Questions to Proposal Development Workgroup Chair
7. Notice Sent to Each Applicant Announcing Next Regularly Scheduled CBP Meeting and that Projects Will be Discussed with Opportunity for Applicant to Respond to the Committee's Questions with Clarification and/or Answers
8. Regularly Scheduled CBP Committee Meeting with Agenda Item for each Eligible Application and to Address Requests for Site Visits
9. Site Visits, if Requested
10. Special Meeting to Report on Site Visits, if applicable
11. Committee Members Individually Score Applications and Turn In Scoring Rubric to Proposal Development Workgroup (NLT Sept 27<sup>th</sup>)
12. Regularly Scheduled CBP Meeting to Discuss Application Scores and Determine Funding Awards
13. Secretary Emails Each Applicant about Results of CPB Funding Decisions
14. Negotiation and Execution of Award Contracts
15. Website Update on *Report of Awards*
16. Contract Oversight Workgroup Assigns Project Monitor and Provides Reporting Requirements to Each Award Recipient
17. Funding; Accomplished by FPUD
18. Reporting Period (Recipient must submit a final report 13 months from the date of this contract's execution.)

## Attachment D

### Applications Being Considered

Fallbrook Center for the Arts, Inc	Retstore 3 murals
Fallbrook Community Youth Baseball	Asphalt
Fallbrook Community Youth Baseball	Bathroom renovation and septic repair
Fallbrook Land Conservancy	Los Jilqueros Preserve Habitat Maintenance and Safety
Fallbrook Land Conservancy	Save our Forest Treescape and flowerpot project
Fallbrook Regional Healthcare District	Install Sidewalk and 2 ADA accessible ramps
Fallbrook Riders, Inc	Landscaping, include tree felling and removals, creek clean up
Fallbrook Riders, Inc	grading driveway and parking lot, drainage
Fallbrook Sports Association	routine Maintenance Funding
Fallbrook Trails Council	Maintenance & Security
Fallbrook Trails Council	Weed Abatement
Fallbrook Trails Council	Trail Excavation & Repairs
Fallbrook Village Association	Parks preservation and conservation-continuation
Fallbrook Village Association	Parks preservation impact of Homeless & conservation
Fallbrook Village Association	Railroad Heritage Park
Mission Resource Conservation	Mission Medians
Wildlands Conservancy	Santa Margarita River Trail Preserve parking lot Biofiltration
Wildlands Conservancy	Santa Margarita River Trail Preserve trailhead Improvements

## Attachment E

### Proposed Questions from Committee to all Applicants

1. Can you describe how your project is going to benefit FPUD rate payers?
2. Do FPUD rate payers have free unrestricted access to use the project site during hours of operation?
3. (If applicable not a maintenance project) What is the usage life of your project and how did you arrive at that estimation?
4. (If not a maintenance project) How long do you estimate said project to be completed?
5. (If this is a maintenance project) How many day/hours of maintenance work are covered, with requested funds? Or are the funds to complete specific tasks if so what tasks are included?