



FALLBROOK PUBLIC UTILITY DISTRICT  
MEETING OF THE COMMUNITY BENEFIT PROGRAM COMMITTEE

MINUTES

MONDAY, MAY 13, 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  
Rosie Redmond

Absent: Leticia Maldonado/Stamos

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

Also present: Three people were 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)

There were no additions to the Agenda. However, Secretary Marchand pointed out that pages 15-18 as presented in the published agenda package were not relevant to today's meeting.

APPROVAL OF AGENDA

MOTION: Committee Member Hargrove moved to remove pages 15-18 and to approve the agenda, as presented sans the specified pages; Committee Vice Chair Sterling seconded. A vote commenced and the motion passed. VOTE:

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

**PUBLIC COMMENT**

Committee Chair Mendelson called for public comment on non-agenda items. None were received at this time. Further calls for public comment were made at each agenda item discussion and at the conclusion of the meeting. During the meeting, Josh Guerrettaz, Mike Griffiths and Susan Liebes made public comments.

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

**A. April 8, 2024 COMMUNITY BENEFIT PROGRAM COMMITTEE MEETING**

**MOTION:** Committee Member Hargrove moved to approve the April 8, 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: One

**III. ACTION/DISCUSSION..... (ITEM B)**

**B. PHOTOS FOR WEBSITE**

Committee Member Kalman explained the intent to publish photographs of current projects on the FPUD website and in other print and social media is to highlight the use of award funds. He suggested all Committee members participate. Committee Members Kalman and Marchand will make efforts to coordinate and schedule photo opportunities.

**IV. WORKING GROUP REPORTS ..... (ITEMS C-F)**

**C. ADMINISTRATIVE PROCEDURES – No Report.**

**D. PROPOSAL DEVELOPMENT – No Report**

**E. CONTRACT OVERSIGHT**

Contract Oversight Workgroup Chair Marchand reported that Attachment B regarding the Project Status Report, evidences the current contracts and the Committee members assigned to monitor each project. A correction to Attachment

B: Fallbrook Village Association: Railroad Heritage Park's Report 1 date is June 28, 2024.

Contract Oversight Workgroup Chair Marchand reported that a second payment to the Fallbrook Land Conservancy was scheduled for May 1, 2024 and that the organization had delivered the initial report. Another payment will be made to the Fallbrook Village Association on June 3, 2024. Following June 3, 2024, all payments will have been made pursuant to the current contracts.

An initial report is to be received from the Fallbrook Village Association on June 28, 2024. Five other initial reports will be due August 30, 2024, from Fallbrook Beautification Alliance, the Fallbrook Land Conservancy, the Fallbrook Sports Association, the Fallbrook Village Association and Mission Resource.

The final draft of all proposed changes to the current contract was discussed in conjunction with pages 19-20 of the Agenda Package. The changes had been previously reviewed and approved by FUPD management. The Committee agreed with the changes and was no further discussion. A complete contract will be provided for review at the next regularly scheduled meeting.

F. PUBLIC OUTREACH – No Report other than discussed above regarding photographs to be published of current projects.

**V. NEW BUSINESS**

**A. TIMELINE AND SEQUENCE OF EVENTS**

Committee Chair Mendelson inquired as to whether a timeline for awarding 2024 funds could be scheduled. Discussion ensued about the sequence of events, set out below and as also captured in the April 8, 2024 Minutes. Discussion focused on whether site visits would be a step in the sequence and the manner for conducting site visits if needed.

It was agreed that if an applicant seeks a site visit, the applicant will make that request in the application. A line item will be added to the application for this purpose. If the Committee determines it would like to visit a project site, the Committee will make that request known to the applicant once the application process has closed and applications have been reviewed. Three Committee members will be assigned to a project once a site visit has been determined to be necessary. The Committee will make these assignments as the need arises and Committee members will share in this responsibility.

Sequence of Events:

- 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
- 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.)

MOTION: Committee Member Kalman moved to adopt the above stated sequence of events; Committee Member Redmond seconded. A vote commenced and the motion passed. VOTE:

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

Discussion ensued regarding a 2024 Award timeline.

MOTION: Committee Member Hargrove moved to conduct a Workshop Meeting on July 8, 2024 at 5:30-7:30 p.m.; to open the electronic application process on July 15, 2024 and to close the same on August 15, 2024; Committee Member Redmond seconded. A vote commenced and the motion passed. VOTE:

AYES: Unanimous  
NOES: None

ABSTAIN: None

ABSENT: One

MOTION: Committee Member Kalman moved to eliminate a regularly scheduled meeting on July 8 at 10:00 a.m. in lieu of the Workshop Meeting on July 8, 2024 at 5:30-7:30 p.m.; Committee Vice Chair Sterling seconded. A vote commenced and the motion passed.  
VOTE:

AYES: Unanimous

NOES: None

ABSTAIN: None

ABSENT: One

Discussion ensued about whether the amount to be awarded should be specified in publications. Committee Member Kalman intended to discuss the published amount with FPUD General Manager Jack Bebee.

B. SCORING CUT-OFF

Committee Member Redmond inquired about the details included in the April 8, 2024 Minutes, page 8, stated as follows:

“Further discussion addressed whether the Committee should entertain a score cut-off which would preclude funding to projects falling below the cut-off score. Concerns about eligibility and whether a project would be a benefit to the community were addressed. Scoring ranges will become increasingly significant in the event application funding requests exceed the funding budget. However, if the majority of Committee members answer the initial question on the scoring rubric as to whether a project should be funded in the positive, then the project will be discussed at the regularly scheduled meeting. If there are insufficient funds to fund every project, then a scoring cut-off will be implemented. A scoring cut-off was not specified.”

The Committee debated whether a scoring cut-off number should be specified and if so, what that number should be. There was Committee-wide understanding that a cut-off of any measure would only be initiated if the applicant funding requests exceed the funding budget in any given year.

Following lively discussion and input from the public meeting attendees, Susan Liebes, Michael Griffiths and Josh Guerrettaz, the Committee agreed that the scoring number may vary and be dependent on the state of the applications in any given year. A fair system would consider funding the highest raw scores in the event the system is triggered by insufficient funding abilities.

Using percentages based on the number of applications, applicants are divided into three zones according to raw scores from highest score to lowest score. Applicants with the highest scoring applications will be categorized as Zone 1. Zone 1 will include thirty-three percent of the highest scoring applicants. Applicants receiving the next highest raw scores will be categorized as Zone 2. Zone 2 will include thirty-three percent of the applicants. The lowest thirty-three percent scoring applicants will be categorized as Zone 3. All applications will be discussed with the intent that funding awards will be made to Zone 1; be considered for Zone 2 and be denied for Zone 3, without any restriction on the Committee to make full or partial awards.

MOTION: Committee Vice Chair Sterling moved to adopt the above-described scoring system utilizing three zones to be implemented when triggered in any year where the funding requests exceed the funding budget for eligible applications; Committee Chair Mendelson seconded. A vote commenced and the motion passed. VOTE:

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

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

Committee Members shall submit June Agenda items to Committee Chair Mendelson on or before May 31, 2024.

There being no further business to discuss, on a motion made by Committee Vice Chair Sterling, seconded by Member Kalman and passed unanimously, the Community Benefit Committee Meeting of the Fallbrook Public Utility District adjourned at 11:29 a.m.

  
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Chair, Community Benefit Committee

ATTEST:

  
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Secretary, Community Benefit Committee