



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE COMMUNITY BENEFIT PROGRAM COMMITTEE

REVISED AGENDA

WEDNESDAY, MARCH 12, 2025
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.

TELECONFERENCE LOCATION

In addition, Committee Member Marchand will be teleconferencing pursuant to Government Code section 54953 from the following location: 3345 19th Street SE, Auburn, WA 98092

Join Zoom Meeting

<https://us06web.zoom.us/j/89613951789?pwd=TVplRnZQOG8xbWZuS1NpTkRyZlZDZz09>

MEETING ID: 896 1395 1789

AUDIO PASSCODE: 651423

Dial by your location

+1 346 248 7799 US (Houston); +1 720 707 2699 US (Denver); +1 253 215 8782 US (Tacoma);
+1 312 626 6799 US (Chicago); +1 646 558 8656 US (New York); +1 301 715 8592 US (Washington DC)

Find your local number: <https://us06web.zoom.us/j/kvRWv7LrC>

Members of the public may participate in the meeting from any of the above locations.

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
- 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. FEBRUARY 10, 2025 COMMUNITY BENEFIT PROGRAM COMMITTEE MEETING MINUTES (ATTACHMENT A)

III. ACTION/DISCUSSION------(ITEMS B-G)

- B. 2025-2026 APPLICATION PROCESS CALENDAR (ATTACHMENT B)
- C. REQUEST FOR FEEDBACK (ATTACHMENT C)
- D. DRAFT FACT SHEET ABOUT THE COMMUNITY BENEFIT PROGRAM INCLUDING CRITERIA AND INSTRUCTIONS FOR APPLICATION (ATTACHMENT D)
- E. CONTRACT OVERSITE LIAISONS
- F. MARCH 24TH FUNDERS FORUM
- G. CBP COMMITTEE REPLACEMENTS

IV. WORK GROUP REPORTS ------(ITEMS H-K)

- H. ADMINISTRATIVE PROCEDURES
- I. PROPOSAL DEVELOPMENT
- J. CONTRACT OVERSIGHT
- K. PUBLIC OUTREACH

V. NEW BUSINESS

VI. ADJOURNMENT OF MEETING – Next meeting April 14, 2025 at 10:00 a.m.

* * * * *

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.

March 5, 2025
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

Attachment A
Minutes of the February 10, 2025
Community Benefit Committee
Meeting



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE COMMUNITY BENEFIT PROGRAM COMMITTEE

MINUTES

MONDAY, FEBRUARY 10, 2025
10:00 A.M.

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

I. PRELIMINARY FUNCTIONS

CALL TO ORER / 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
Anna Marchand, Secretary
Lila Hargrove
Jerry Kalman
Leticia Maldonado/Stamos
Elana Sterling

Absent: None.

District Staff Present: Jack Bebee, General Manager
Lauren Eckert, Executive Assistant/Board Secretary

Also present: Five people in attendance.

PLEDGE OF ALLEGIANCE - Committee Member Maldonado/Stamos led the Pledge of Allegiance.

ADDITIONS TO AGENDA PER GC § 54954.2(b) - None

APPROVAL OF AGENDA

MOTION: Committee Member Sterling moved to approve the agenda as presented; Committee Member Kalman 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. No comments were received at this time.

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

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

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

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

III. ACTION/DISCUSSION..... (ITEMS B-G)

B. RESIGNATION

Committee Member Rosie Redmond submitted a Letter of Resignation on January 10, 2025.

Committee Chair Mendelson explained he has suggested the Fallbrook Public Utility Board solicit for new members and keep the solicitation open for one year in order to fill vacancies that have occurred in this instance and may continue to be occurring.

Committee Secretary Marchand announced that she has purchased residential property outside of California and plans to relocate sometime later this year. She was recently reappointed to the Committee for a three-year term. Rosie Redmond has one year remaining on the term for the seat she vacated.

Committee Member Kalman inquired as to whether vacated seats will be filled for a new three-year term or to fill the unexpired term left by a vacancy.

General Manager Jack Bebee provided an update that the previously formed ad hoc Board committee that addressed the appointment of Committee Members has dissolved and that a new committee is being formed. Questions about appointing new committee members, reappointing current committee members for subsequent terms and/or filling the current vacancy will be addressed by this Board committee.

Currently, three Committee Members, Mendelson, Sterling and Kalman, have one remaining year to serve on their current appointment.

C. PREVIOUSLY TABLED COMMITTEE DISCUSSION ON FEEDBACK FROM FALLBROOK VILLAGE ASSOCIATION / FALLBROOK CENTER FOR THE ARTS, INC.

Proposal Development Workgroup Chair Hargrove addressed feedback provided by the Fallbrook Village Association and Fallbrook Center for the Arts on November 25, 2024 and as outlined in Attachment C to the February Agenda Package. Further research is being conducted to consider the most suitable software for application purposes. The Workgroup has amended the Scoring Rubric and Grant Application to align substantive and qualifying criteria. These changes fall primarily in the areas of Need/Focus; Sustainability; Priority and Innovation. Additional questions on the application and further documentation will be required during the application process.

Discussion ensued. Committee Members and the public attendees discussed reasons for disqualifying prior projects for funding. Limitations that may have been interpreted as a bar to funding involve private property status, public access, membership and membership fee requirements, and admissions prices or costs of use.

General Manager Bebee addressed the legal authority for the formation of the Community Benefit Program and that the intent of the program is to fund government property projects or nonprofit organizations where the project provides a public benefit. He discussed issues the Committee and public have expressed about property ownership and title, detailed description of disqualifying factors, the types of projects that have been denied funding and the types of projects being funded. While it may be challenging to fund a project located on private property, there is flexibility in creating contractual terms so that the public benefit is protected. General Manager Bebee explained there is a benefit to acknowledging ambiguity in the process exists because it permits the Committee flexibility to evaluate proposed projects fairly. He urged the Committee Members and the public to consider the Community Benefit Program to be analogous to a parks and recreation program.

The current Fact Sheet, additional changes to existing documents and dates for the 2025 award cycle will be discussed at the March 2025 meeting.

D. FURTHER DISCUSSION ON COMMITTEE MEMBERS BEING AMBASSADORS OF THE COMMUNITY BENEFIT PROGRAM

During the prior discussion, Committee Chair Mendelson announced he has been working on a presentation template. Today's meeting discussion will be utilized in further development. Meanwhile, and on March 24, 2025, from 10:00-12:00, in the Fallbrook Public Utility District's Board Room, the Fallbrook Chamber

of Commerce is hosting a Nonprofit Connector, Community Funding Forum as part of their Nonprofit Connector Committee. Committee Chair Mendelson and Committee Member Kalman will be hosting a Community Benefit Program table.

E. PROPOSAL FOR ENGRAVED PAVER AT THE LAND CONSERVANCY'S PALOMARES HOUSE

Committee Member Kalman explained the Land Conservancy proposed installing a paver honoring the Committee for its funding award in the Land Conservancy Garden.

MOTION: Committee Member Kalman moved to authorize the acknowledgement as stated; Committee Member Sterling seconded. A vote commenced and the motion passed. VOTE:

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

F. QUESTIONS FROM JACKIE HEYNEMAN

The Save Our Forest/Fallbrook Land Conservancy sent written inquiry as to whether its current funding could be utilized to remove and replace a tree that had been lost in downtown Fallbrook. Committee Secretary Marchand reviewed a copy of the current funding contract and explained that "maintenance" is part of the current contract terms and read that portion of the contract aloud. Based on the language of the contract, the Committee agreed the current funding could be utilized for this purpose. Committee Chair Mendelson announced he would convey this information to Ms. Heyneman.

G. ELECTION OF VICE COMMITTEE CHAIR, VICE CHAIR FOR CALENDAR YEAR 2025

Committee Chair explained that since Rosie Redmond had resigned, another member must be elected to take her place as Vice Chair.

MOTION: Committee Secretary moved to elect Lila Hargrove Vice Chair; Committee Member Sterling seconded. A vote commenced and the motion passed. VOTE:

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

IV. WORK GROUP REPORTS..... (ITEMS H-K)

H. ADMINISTRATIVE PROCEDURES – No Report

I. PROPOSAL DEVELOPMENT

Proposal Development Workgroup Chair Hargrove explained the DIR website has paused online submittals of certified payroll records through June 22, 2025. She shared information from the DIR website which states, in part,

“ . . . enforcement of contractor registration requirements as well as the requirement to submit electronic certified payroll records (eCPRs) to the Labor Commissioner using DIR’s online eCPR system is temporarily paused for the period of 12 months. . . Awarding Agencies will not be penalized for hiring unregistered contractors nor need to withhold funds due to a contractor’s inability to register nor provide eCPRs due to system issues.”

Workgroup Chair Hargrove further explained funding award recipients must create a DIR number. Recipients are responsible for reporting all payroll information per reporting requirements.

J. CONTRACT OVERSIGHT

Contract Oversight Workgroup Chair Marchand announced the first round of final funding reports are due in February but have been extended to March to provide recipients with an opportunity to collect and include final and required financial documentation with the report.

K. PUBLIC OUTREACH

Committee Member Kalman announced that Jean Larsen, Executive Director of Legacy Endowment is sponsoring a funding event which will include the Community Benefit Program with an opportunity to present funding opportunities.

Additionally, publicity announcements focus on currently funded projects and demonstrate Fallbrook Public Utility District Board Members’ involvement in the Community Benefit Program. Fallbrook Community Youth Baseball and its projects are in the process of being scheduled for publications. Publication of the Railroad Heritage Park project was postponed from January and will be published in late March or early April once further improvements have been put in place.

V. NEW BUSINESS

Committee Chair called for any public comment. Mike Griffiths inquired as to whether the award process schedule would be the same as what was utilized during the

most recent funding award process. The schedule will be placed on the next regularly scheduled meeting agenda for review and discussion of 2025 dates.

VI. ADJOURNMENT OF MEETING

Next regularly scheduled meeting is on March 12, 2025 at 10:00 a.m.

Committee Members shall submit March Agenda items to Committee Chair Mendelson on or before February 28, 2025.

MOTION: Committee Member Kalman moved to adjourn; Committee Member Sterling seconded. A vote commenced, the motion passed unanimously and the meeting was adjourned at 11:10 a.m.

Chair, Community Benefit Committee

ATTEST:

Secretary, Community Benefit Committee

**ATTACHMENT B
CBP COMMITTEE 2025-2026 APPLICATION PROCESS CALENDAR**

EVENT	(Proposed) DATE
Workshop Meeting	
Open Electronic Application Process Online	
Close Electronic Application Process Online	
Opportunity for FPUD to Review Applications for Eligibility	
Proposal Development Workgroup to Assemble and Distribute Application Notebooks	
Committee Members Review Applications and Submit Questions to Proposal Development Workgroup Chair	
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	
Regularly Scheduled CBP Committee Meeting with Agenda Item for each Eligible Application and to Address Requests for Site Visits	
Site Visits, if Requested	
Special Meeting to Report on Site Visits, if applicable	
Committee Members Individually Score Applications and Turn In Scoring Rubric to Proposal Development Workgroup	
Regularly Scheduled CBP Meeting to Discuss Application Scores and Determine Funding Awards	
Secretary Emails Each Applicant about Results of CPB Funding Decisions	
Negotiation and Execution of Award Contracts	
<i>Report of Awards</i> FPUD Website Update	
Contract Oversight Workgroup Assigns Project Monitor and Provides Reporting Requirements to Each Award Recipient	
Funding; Distributed by FPUD	
Reporting Period (Recipient must submit a final report 13 months from the date of this contract's execution.)	

ATTACHMENT C
[sent to past applicants]

Subject: Community Benefit Program Committee is Requesting Feedback

Hello _____,

The Fallbrook Public Utility District's Community Benefit Program Committee is anticipating its third cycle of funding. Our next regularly scheduled meeting is March 12, 2025. At that time, the Committee will be discussing the dates that will apply to the next application process.

Effort is being made to enhance the application process. The Committee has discussed feedback about the current process. The Committee will continue to discuss both feedback and its research for any necessary changes that need to be in place for this next funding cycle. Some feedback has indicated there are issues with the application process, and the Committee is seeking to determine the breadth of these issues with past applicants before revisions to the process are made.

Since you have participated in the process, please take a few minutes to review and answer these questions. You may reply to "all" from this email. Please provide your responses on or before March 10, 2025. Your responses will be reviewed by a small workgroup and used to analyze the need for modifications to the process going forward. The information you provide is important to the Committee and our community.

1. Did you find the JOT form utilized in the on-line application process easy to navigate? For example, did uploading documents go smoothly? Was there enough room provided for complete answers? Any other concerns or issues?
2. How long did it take to complete the application, not including the time it took to gather information.
3. Was enough time (30 days) provided for you to complete the application?
4. Is there a suggestion that will make the process more streamlined or efficient for an applicant?

The Committee values feedback from its applicants as an important part of improving its work and processes.

Sincerely,

Anna M. Marchand
CBP Committee Secretary

ATTACHMENT D

DRAFT FACT SHEET ABOUT THE COMMUNITY BENEFIT PROGRAM INCLUDING CRITERIA AND INSTRUCTIONS FOR APPLICATION

About the Community Benefit Program

Mission Statement:

The Fallbrook Public Utility District’s (FPUD) Community Benefit recommends, promotes, coordinates, and oversees funding of non-profit and qualified organizations community projects related to parks, recreation facilities, roads and street lighting within FPUD’s service area. The program intends to benefit Fallbrook residents by using unrestricted property tax revenue received by FPUD and allocated to the community Benefit Program.

Vision Statement:

Fallbrook Public Utility District’s (FPUD) Community Benefit Program identifies, solicits and evaluates requests from FPUD’s service area non-profits organizations to foster projects that enhance the quality of life for Fallbrook residents. An FPUD Board appointed seven-member committee ensures that funded projects result from fair and equitable consideration of proposals sponsored by qualified organizations during the selection process. CBP is committed to validate the completion of the projects and ensure that the funds were use appropriately.

Eligibility

Who Can Apply?

A nonprofit organization, or government agency located in the FPUD service area. *Map is located on the FPUD website. CBP does not fund organizations or private entities. ** Applicant must show how proposed project will benefit FPUD’s service area residents.

Non-profit organization with gross receipts of more than \$50,000	Non-profit organization with gross receipts of less than \$50,000
<ul style="list-style-type: none"> • A copy of the IRS letter showing its current Tax Exempt/Non-profit status • Pages 1 – 8 of its most recent IRS Form 990 or pages 1 – 3 of IRS form 990EZ. 	<ul style="list-style-type: none"> • A copy of the IRS letter showing its current Tax Exempt/Non-profit status • A copy of the most recent IRS Form 990N e-postcard

For additional information, contact the IRS at 1-877-829-5500 or www.irs.gov and click on the Charities & Non-profits tab.

Additional Eligibility Criteria

Non-profit organizations must be registered and in good standing with the Attorney General AND that they are eligible to conduct business in the State of California as defined by the California Secretary of State. Applicants must show proof that they are identified on the Charitable Organization Registry maintained by the California Attorney General as **Current, Exempt** or provide evidence that they are not required to register. In addition, all applicants must have a status of **Active** with the California Secretary of State.

Applicants must include with their application:

- Provide copy of the screen shot from the Registry from the California Attorney General’s website showing **Current** or **Exempt** status.
- Provide copy of Screen shot from the Business Search on the California Secretary of State’s website showing proof of Active status.
- Federal Tax Identification Number (TIN)
- Organization Name
- Organization Street Address
- Organization Mailing Address
- Ownership of Property where project is proposed
- APN number/Exact location of project
- Title holder of property where project is proposed.
- Monthly financial statements, P & Ls, Tax returns for the previous two (2) years.
- W-9
- How Board of Directors are involved with the Project
- Total amount of funding requested from CBP
- Other sources of funding
- Proposal for projects: *List projects in order of importance. The proposal needs to include a title, a brief description of the project, amount requested for each project (maximum of three (3) projects allowed), timeline of project and the expected useful life of the proposed project. Include project budget and description of how funds would be spent if awarded. **The funds may not be spent on any item that is not part of the description.**
- If applicable, was the project presented to the Fallbrook Community Planning Group?
- Visual renderings, maps and plot plans for proposed project.
- Contact Person & Title
- Administrator of funds & Title
- Individual responsible for signing final funding agreement & Title
- Board of Directors Roster

Application Submission

Submit online via electronic application. A receipt notice will be emailed once completed.

What will CBP not fund?

Items outside of Article 23, Sec. 23.2

To include, but not limited to:

- ❖ Events/activities
- ❖ Administrative costs/Volunteer compensation
- ❖ Scholarships
- ❖ Existing obligations/debts.
- ❖ Any purposes prohibited by laws governing the use of public funds, including but not limited to, religious, political campaigning, or purely private purposes or activities.
- ❖ Personal items
- ❖ Vehicles for the organization
- ❖ Educational materials
- ❖ Property Taxes
- ❖ Equipment
- ❖ Any project that the rate payers of FPUD do not have access to.