



**MINUTES
REGULAR BOARD MEETING**

**Wednesday, September 11, 2019, 6:00 p.m.
Administrative Office, 1st Floor Community Room, 138 S. Brandon Rd., Fallbrook**

A. CALL MEETING TO ORDER / ROLL CALL / ESTABLISH A QUORUM / PLEDGE OF ALLEGIANCE

Chairman Howard Salmon called the meeting to order at 6:01 p.m. The roll was called.

Howard Salmon	Present
Barbara Mroz	Present
Bill Leach	Absent
Jennifer Jeffries	Present
Kate Schwartz-Frates	Present

Also Present: Legal Counsel Jeffrey Scott; Executive Director Rachel Mason.

Staff and Consultants Present: Linda Bannerman, Mireya Banuelos, Pamela Knox, Wendy Lyon, Kathy Bogle and Susan Woodward.

Chairman Salmon called for a moment of silence in recognition of 9/11 followed by the Pledge of Allegiance.

B. ADDITIONS TO AGENDA

Director Schwartz-Frates requested a change, rather than an addition, asking that the Finance Committee which meets on the 1st Wednesday of each month move the start time from 5:30 p.m. to 6:00 p.m. There was consensus to agree to the change.

C. BOARD MEMBER AND PUBLIC COMMENTS

Leticia Stamos commented that Tuesday, September 24th is National Voter Registration Day. She noted that efforts will be ongoing until mid-February to assure voters are registered.

D. CONSENT ITEMS

- D1. Approval of July 2019 Financial Statements
- D2. Minutes of August 7, 2019 Finance Committee Meeting
- D3. Minutes of August 9, 2019 Strategic Planning Committee Meeting
- D4. Minutes of August 14, 2019 Regular Board Meeting

No member of the board requested an item be pulled for further discussion.

Action: On motion duly made, seconded and carried, the Consent Items were approved as presented.

Motion carried: 4-0 Director Leach absent

E. REPORTS

- E1. Finance Committee – Directors Jeffries and Mroz
Chair Jennifer Jeffries reviewed the financial statements through July as follows:
 - 1) Balance Sheet Comparison of July to June
 - Total Liabilities and Equity June \$11,939,635
 - Total Liabilities and Equity July \$11,618,180
 - A decrease month to month of \$321,455.

2) Income Statement for the Month Ended July 31, 2019 & Fiscal Year to Date

The 2019-20 approved budget projected an income of \$2,335,600.

Total Income through July is \$ 28,425.

Net income for July 2019 is a negative \$339,656. This is the expected amount of net income at the beginning of the fiscal year as property tax payments to the district have not begun.

3) Profit & Loss Actual vs Budget July 2019

Based on the approved budget, the District is to date under budget by \$30,162.

4) Profit & Loss Approved Annual Budget Overview July 2019 – June 2020

Available on the District website.

5) Local Agency Investment Fund (LAIF) Statement – July

LAIF Balance is \$1,374,775.78, reflecting quarterly interest of \$8,925.37.

6) CalTrust Statement – July

CalTRUST \$6,989,928, reflecting the combined effect of a one month increase due to dividends and interest of \$ 14,106 and a unrealized gain of \$20,000. This is a month to month balance reduction of \$6,717.

Of note: The District pays less than .25% for the management of these accounts. It is paid quarterly.

7) Property Tax Revenue – fiscal year to date

Year to Date revenue is \$30,918.85

8) Check Detail – July

Available on District website.

9) Community Investment Fund

Beginning with the 2019-20 fiscal year, the Community Invest Fund report will be provided on a quarterly basis, rather than monthly, beginning in October 2019.

Action: It was moved, seconded and passed to accept the Financial Statements as presented and they will be reviewed at the regular board meeting.

The Finance Committee discussed Resolution 429, Policy 3010, and Ordinance 1, making recommendations for approval of all by the full board when it is placed on the regular meeting agenda.

- E2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz
Chair Schwartz-Frates reviewed recent community outreach activities, including the open house at Crestwood, the annual Prostate Cancer Screening Event, Woman of Wellness and the Kinship Festival. The Chamber of Commerce 9/11 remembrance took place today, and upcoming events include the Community Collaborative for Health & Wellness and the CSDA & ACHD annual meetings. Regarding legislative matters, Director Schwartz-Frates reviewed several, including but not limited to SB276 which has been in the news as it covers medical exemptions for vaccines. AB890 covers nurse practitioners' scope of practice without physician supervision and she noted recent legislation regarding mental health services funding.
- E3. Facilities Committee – Directors Leach and Mroz
No report
- E4. Strategic Planning Committee – Directors Salmon and Jeffries
No report other than to note that a consultant is being sought for planning, design and programs for the property at 1636 E. Mission Road.
- E5. Executive Director – Rachel Mason
The roofing project is on the agenda for action. The sidewalk project is moving forward with some necessary changes. When the Facilities Committee meets on Friday of this week, security gates and audiovisual upgrades will be discussed. Regarding urgent care signage, the District is working with community planning and the County of San Diego
- E6. General Counsel – Jeffrey Scott
Assembly Bill 1184 will require all agencies to store all e-mails for two years has passed the Assembly and Senate and is going to the governor for signature.

F. DISCUSSION ITEMS

- F1. Board Meeting of October 9, 2019 (ACHD 65th Annual Meeting, October 9-11) rescheduled to Tuesday, October 8, 2019
 Since the regular meeting of the board would fall on Wednesday, October 9, and the ACHD Annual Meeting takes place at that time, Chairman Salmon called for discussion regarding an alternate date. It was suggested that the meeting take place on Tuesday, October 8. A quorum of directors would be available on that date and there was consensus to move the meeting to Tuesday, October 8, 2019.
- F2. Review Resolution 429 – Adopting Meeting Compensation Guidelines and a Policy of Six (6) Meetings Per Month
 Legal Counsel discussed Resolution 429 which increases the number of compensable meetings from five to six. (Water District's allow 10 meetings) The legislature passed a bill allowing this increase, and up to a 5% increase in the amount of compensation per meeting. (\$100 to \$105 per meeting). This is covered under the Ordinance which follows the Meeting Compensation Policy 3010.
- F3. Review Meeting Compensation Policy 3010
 This policy outlines the types of meetings qualifying for compensation. Mandated trainings and conferences are compensable.
- F4. Review Ordinance No. 2 – Increasing Compensation of Directors
 It is required that a public hearing be noticed for this additional compensation. These three items will be brought to the board as action items next month, and a public hearing will be scheduled.

G. ACTION ITEMS

- G1. Approval of Updates to Joint Powers Agreement Between Fallbrook Regional Health District and North County Fire Protection District
 Executive Director Mason said these updates better reflect the nature of the shared services under the JPA.
Action: On motion duly made, seconded and carried the updates to the Joint Powers Agreement between Fallbrook Regional Health District and North County Fire Protection District were approved.
Motion carried. 4-0 Director Leach absent
- G2. Approval of Grant Agreement #2019-1 for North County Fire Protection District Ambulance Support
 This support had been budgeted and discussed previously and has been moved from the JPA to the Community Health Contracts process as appropriate.
Action: On motion duly made, seconded and carried, Grant Agreement #2019-1 was approved.
Motion carried. 4-0 Director Leach absent
- G3. Approval of Grant Agreement #2019-2 for North County Fire Protection District Senior Medical Services Officer
 Again, this support had been budgeted and discussed previously and as recommended by legal counsel was moved to the Community Health Contracts process.
Action: On motion duly made, seconded and carried, Grant Agreement #2019-2 was approved.
Motion carried. 4-0 Director Leach absent
- G4. Approval of Grant Agreement #2019-3 between North County Fire Protection District and Fallbrook Regional Health District for Customer Service/Social Media Specialist

This person will be an employee of the NCFPD and will provide services for our District as well. This was previously approved and budgeted and is now in grant language under the Community Health Contracts process.

- G5. Approval of Professional Services Agreement with Susan Woodward – Certified Public Accountant
Chairman Salmon thanked Kathy Bogle for her years of service to the District and noted she is retiring from serving as accountant for the District. Susan Woodward, CPA, has been hired.
Action: On motion duly made, seconded and carried, the Professional Services Agreement with Susan Woodward was approved.
Motion carried: 4-0 Director Leach absent
- G6. Approval of Award of Construction Contract for the Metal Roof Replacement Project for the Property located at 1636 E. Mission Road, Fallbrook California
Counsel Jeffrey Scott reviewed the bids for this project noting there had been two bidders. There had been a determination to use Option A for this property. *A Good Roofer, Inc.* was the lowest responsible, responsive bidder with a bid of \$155,108 for Option A.
Action: On motion duly made, seconded and carried, this contract was awarded to Good Roofer Inc.
Motion carried. 4-0 Director Leach absent
- G7. Approval of Award of Construction Contract for the Flat Roof Replacement Project for the Properties located at 138 South Brandon Road and 617 Alvarado Street, Fallbrook California
Counsel said the same roofer submitted the lowest responsible, responsive bidder with a bid of \$108,665 covering both locations.
Action: On motion duly made, seconded and carried, this contract was awarded to A Good Roofer, Inc.
Motion carried: 4-0 Director Leach absent.
- G8. Approval of Amendment to the AD Magellan Construction Consulting Services Agreement to add Project Oversight services
Counsel said this amendment outlines our project oversight services for the Fallbrook Regional Health District roof repairs. The project consists of the repairs listed in the previous Request for Proposal.
Action: On motion duly made, seconded and carried, the Amendment to the AD Magellan Construction Consulting Services Agreement was approved as presented.
Motion carried: 4-0 Director Leach absent

H. ITEMS FOR SUBSEQUENT MEETINGS

- H1. Other Director/Staff discussion items
- H1a. Item(s) for future board agendas
- H1b. Announcements of upcoming events:
- **Prostate Cancer Screening, Saturday, September 7, 6:30a-8:00a**, Fallbrook Family Health Center, 1328 S. Mission Rd., Fallbrook
 - **Facilities Committee meeting, September 13, 10:00a**,
 - **Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3rd Wednesday, September 18, 10:30am-noon**, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - **Fallbrook Chamber of Commerce’s State of the Chamber Dinner, September 18, 5:30p**, Pala Mesa Resort
 - **CSDA Annual Conference, September 25-28**, Anaheim

- **Government & Public Engagement Committee, September 27**, 10:00a, FRHD Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
 - **Finance Committee** meeting – 1st Wednesday, **October 2**, 5:30pm, FRHD Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
 - **Woman of Wellness Meeting** 1st Thursday, **October 3**, 6:00 – 7:30pm, Fallbrook Library
 - **ACHD 65th Annual Meeting, October 9-11**, La Jolla
 - **Strategic Planning Committee meeting, October 16**, 5:00pm, Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
 - **Fallbrook Chamber of Commerce “Fallbrook Harvest Faire 2019”** Sunday, **October 20**, 9:00a-4:00p, Downtown Fallbrook
 - **Bonsall Chamber of Commerce “Fall Festival”** Saturday, **October 26**, 10:00a-3:00p, location to be determined
- H2. Next Regular Board meeting – moved to **Tuesday, October 8, 6:00pm**, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

I. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:02 p.m.



Howard Salmon, Chairman



Board Secretary/Clerk