

# Fallbrook Regional HEALTH DISTRICT

138 S. Brandon St. • Fallbrook CA 92028 • 760-731-9187

## BOARD OF DIRECTORS REGULAR BOARD MEETING

WEDNESDAY  
MARCH 13, 2019

6:00 PM

AT

**NEW MEETING LOCATION**  
**FALLBROOK REGIONAL HEALTH DISTRICT**  
**ADMINISTRATIVE OFFICE**  
**138 SOUTH BRANDON ROAD**  
**FALLBROOK, CA 92028**



**AGENDA  
REGULAR BOARD MEETING  
Wednesday, March 13, 2019, 6:00 p.m.**

**NEW MEETING LOCATION  
Administrative Office, 1<sup>st</sup> Floor Community Room, 138 S. Brandon Rd., Fallbrook**

**A. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE**

**B. ADDITIONS TO AGENDA**

Pursuant to the Brown Act, additions to the Agenda as posted are exceptional, and expressly limited to three specific situations, as set forth in Government Code 54954.2(b): (1) an “emergency” as determined by majority vote of the board; (2) a 2/3 vote of the board finding that an item requires immediate action – and the need for this action arose in time after the agenda was posted or (3) the item was continued from an earlier meeting (no more than 5 days earlier), at which time the item was validly posted on the agenda of the earlier meeting.

**C. BOARD MEMBER AND PUBLIC COMMENTS**

Opportunity for board members and citizens to speak on items of interest within subject matter jurisdiction of the District. Please note that, for comments made on items not appearing on the current agenda, the Board may take no action as to the comment at the current meeting (Gov’t Code 54954.3[a]), and the Board is allowed only a brief response to the speaker’s comment. For the record, please state your name. “Request to speak” cards should be filled out in advance and presented to the Board President or the recording secretary. The Board has a policy limiting any speaker to not more than five minutes

**D. PRESENTATIONS**

D1. Fallbrook Food Pantry

**E. CONSENT ITEMS**

E1.	Approval of January 2019 Financial Statements .....	2
E2.	Minutes of February 6, 2019 Finance Committee Meeting .....	20
E3.	Minutes of February 6, 2019 Special Board Meeting-Public Hearing.....	23
E4.	Minutes of February 13, 2019 Regular Board Meeting .....	27
E5.	Minutes of February 20, 2019 Strategic Planning Committee.....	33

**F. REPORTS**

- F1. Finance Committee – Directors Jeffries and Mroz
- F2. Gov’t and Public Engagement Committee – Directors Schwartz-Frates and Mroz
- F3. Facilities Committee – Directors Leach and Mroz
- F4. Strategic Planning Committee – Directors Salmon and Jeffries
- F5. General Counsel – Blaise Jackson

**G. ACTION ITEMS**

G1.	Second Reading, Hospital Records Retrieval Procedure .....	47
G2.	Special District Election Ballot – San Diego Local Agency Formation Commission .....	52
G3.	Consideration of Obtaining District Credit Card.....	77
G4.	Consideration of District purchase of Public Participation Toolkit for Transition to Zone-Based Elections (paper or on-line options) – National Demographics Corporation.....	80

## H. ITEMS FOR SUBSEQUENT MEETINGS

H1. Other Director/Staff discussion items

H1a. Item(s) for future board agendas

H1b. Announcements of upcoming events:

- **Community Collaborative for Health & Wellness Committee (CCH&W)** meeting – 3<sup>rd</sup> Wednesday, **March 20th**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
- **Gov't and Public Engagement Committee meeting** – Wednesday, **March 27th**, 5:30pm, FRHD Administrative Office, 1st Floor Community Room, 138 S. Brandon Rd., Fallbrook
- **NCCCHI meeting** – 1<sup>st</sup> Wednesday, **April 3rd**, 2:00-3:00pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
- **Finance Committee meeting** – 1<sup>st</sup> Wednesday, **April 3rd**, 5:30pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
- **Woman of Wellness** – 1<sup>st</sup> Thursday, **April 4th**, 6:00 – 7:30pm, FRHD Fallbrook Wellness Center, Community Room, 1636 E. Mission Rd., Fallbrook
- **ACHD Legislative Days, April 8-9**, Sacramento, CA
- **Facilities Committee meeting** – Friday, **April 12th**, 10:00am, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
- **Bonsall Chamber of Commerce Easter Egg Hunt** – Thursday, **April 18th**, 3:00 – 5:00pm, River Village Plaza, 5256 S. Mission Rd., Fallbrook

H2. Next Regular Board meeting – Wednesday, April 10th, 2019, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

## I. CLOSED SESSION

- I1. Conference with Real Estate Negotiator Concerning Price and Terms Per Government Code Section 54957 (Lease, 617 Alvarado St.);
- I2. Pursuant to Government Code Section 54957(b) “new district administrator” Public Employment/Personnel Matters

J. RETURN TO OPEN SESSION – Report of Action taken in Closed Session (if any).

## K. ADJOURNMENT

**NOTE:** I certify that on Friday, March 8, 2019 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Fallbrook Regional Health District, said time being at least 72 hours in advance of the meeting. The American with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of District business. If you need assistance to participate in this meeting, please contact the District office 24 hours prior to the meeting at 760-731-9187.



Board Secretary/Clerk

## **CONSENT ITEMS**

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**BALANCE SHEET COMPARISON**  
Comparison of January 2019 to December 2018

	Jan 31, 19	Dec 31, 18	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
102.2 · Cash in Bank - Operating	790,629.26	711,327.77	79,301.49
102.3 · Cash in Bank-P.W. Oper. Acct.	99,006.44	0.00	99,006.44
102.6 · Cash in Bank -LAIF	1,489,507.00	1,480,560.27	8,946.73
102.9 · CalTRUST Investment Account	6,841,592.95	6,814,651.14	26,941.81
102.91 · Petty Cash	217.01	77.78	139.23
<b>Total Checking/Savings</b>	<b>9,220,952.66</b>	<b>9,006,616.96</b>	<b>214,335.70</b>
<b>Other Current Assets</b>			
104 · Prepaid Insurance	10,312.54	12,335.89	(2,023.35)
107 · Tax apportion receivable	50,794.20	332,947.85	(282,153.65)
110 · Reimbursmnt Rec'ble - Comm Inv	90,594.88	109,884.70	(19,289.82)
<b>Total Other Current Assets</b>	<b>151,701.62</b>	<b>455,168.44</b>	<b>(303,466.82)</b>
<b>Total Current Assets</b>	<b>9,372,654.28</b>	<b>9,461,785.40</b>	<b>(89,131.12)</b>
<b>Fixed Assets</b>			
121 · Equipment	59,622.88	59,622.88	0.00
121.2 · Equipment Depreciation	(32,864.76)	(32,119.30)	(745.46)
<b>122.0 · ASSETS HELD FOR RESALE</b>			
122.01 · ALVARADO STREET	291,240.00	291,240.00	0.00
122.011 · ALVARADO FMV Appraisal 2018	358,760.00	358,760.00	0.00
122.02 · BRANDON ROAD - ADMIN BLDG	291,240.00	291,240.00	0.00
122.021 · BRANDON FMV Appraisal 2018	508,760.00	508,760.00	0.00
122.03 · E MISSION ROAD	1801418.86	1801418.86	0.00
122.032 · E MISSION IMPROVEMENTS	19,106.00	21,140.00	(2,034.00)
<b>Total 122.0 · ASSETS HELD FOR RESALE</b>	<b>3,270,524.86</b>	<b>3,272,558.86</b>	<b>(2,034.00)</b>
<b>Total Fixed Assets</b>	<b>3,297,282.98</b>	<b>3,300,062.44</b>	<b>(2,779.46)</b>
<b>TOTAL ASSETS</b>	<b>12669937.26</b>	<b>12761847.84</b>	<b>(91,910.58)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
140 · Accounts Payable	37,293.16	20,881.66	16,411.50
<b>Total Accounts Payable</b>	<b>37,293.16</b>	<b>20,881.66</b>	<b>16,411.50</b>
<b>Other Current Liabilities</b>			
204 · Accrued Vacation & Sick Leave	16,028.21	25,917.64	(9,889.43)
<b>215 · District Wellness Initiatives</b>			
215.23 · Health Fair	1,500.00	1,500.00	0.00
215.39 · PSA Screening	2,000.00	2,000.00	0.00
215.42 · Chair Yoga	680.00	680.00	0.00
215.43 · Mahjong	2,067.40	2,067.40	0.00
215.46 · FHD Promotional Float	500.00	500.00	0.00
215.50 · Woman of Wellness ( WOW)	916.23	936.21	(19.98)
<b>Total 215 · District Wellness Initiatives</b>	<b>7,663.63</b>	<b>7,683.61</b>	<b>(19.98)</b>
<b>Total Other Current Liabilities</b>	<b>23,691.84</b>	<b>33,601.25</b>	<b>(9,909.41)</b>
<b>Total Current Liabilities</b>	<b>60,985.00</b>	<b>54,482.91</b>	<b>6,502.09</b>

**FALLBROOK REGIONAL HEALTH DISTRICT  
BALANCE SHEET COMPARISON**

Comparison of January 2019 to December 2018

	Jan 31, 19	Dec 31, 18	\$ Change
Total Liabilities	60,985.00	54,482.91	6,502.09
Equity			
300 · Unrestricted Operations Fund	1,686,665.33	1,686,665.33	0.00
301 · Adjustment for FMV Appraisals	867,520.00	867,520.00	0.00
302.2 · Community Investment Fund	9,733,578.12	9,843,462.82	(109,884.70)
Net Income	321,188.81	309,716.78	11,472.03
Total Equity	12608952.26	12707364.93	(98,412.67)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12669937.26</b>	<b>12761847.84</b>	<b>(91,910.58)</b>

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
**For the Month Ended January 31, 2019 & Fiscal Year to Date**

	Jan 19	Jul '18 - J...
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
400. · District		
402 · Property tax revenue	50,794	1,168,312
403 · Interest / Dividends	35,889	151,657
406 · Unearned Inc (Loss) - Cal Trust		(13,612)
<b>Total 400. · District</b>	<b>86,683</b>	<b>1,306,356</b>
450. · Properties		
450.02 · Cost of Elder Str Property Sale	(5,317)	(7,906)
<b>Total 450. · Properties</b>	<b>(5,317)</b>	<b>(7,906)</b>
460 · Lease Income		
460.01 · Med+ Urgent Care (formerly A+)	4,800	33,600
<b>Total 460 · Lease Income</b>	<b>4,800</b>	<b>33,600</b>
<b>Total Income</b>	<b>86,166</b>	<b>1,332,050</b>
<b>Gross Profit</b>	<b>86,166</b>	<b>1,332,050</b>
<b>Expense</b>		
500 · Admin. Expenses & Overhead		
500.10 · Salaries	95,080	240,650
500.12 · Payroll Taxes	8,244	16,920
500.14 · W/C Insurance	126	879
500.15 · Employee Health & Welfare	1,388	12,464
500.16 · Board Stipends	2,800	11,500
500.17 · Education & Conferences	1,000	10,690
500.18 · Dues & Subscriptions	180	13,961
500.19 · Insurance - General	1,725	12,162
500.20 · Independent Accounting Services	850	5,950
500.21 · Annual Independent Audit		8,995
500.23 · General Counsel	21,504	76,839
500.25 · Office Expense		
01 · Communications	352	4,171
02 · I.T. and Website services	500	2,970
03 · Refreshments	39	932
04 · Office Expenses	552	6,825
05 · LAFCO Admin fees		1,367
06 · Independent Contract Services	4,939	30,085
<b>Total 500.25 · Office Expense</b>	<b>6,382</b>	<b>46,349</b>
500.27 · Depreciation	2,779	7,053
500.29 · Dist Promotions & Publications	439	3,728
500.32 · Consultant Fees	4,180	29,149
500.33 · Copier Lease	778	5,446
500.36 · Accrued Vacation & Sick Leave		(4,444)
<b>Total 500 · Admin. Expenses &amp; Overhead</b>	<b>147,456</b>	<b>498,291</b>
530 · Blue Zone Designation		
530.18 · Promotions & Publications		(98)

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**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
**For the Month Ended January 31, 2019 & Fiscal Year to Date**

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	Jan 19	Jul '18 - J...
530.21 · Consultants		15,000
<b>Total 530 · Blue Zone Designation</b>		<b>14,902</b>
<b>550 · Mgmt./Maint. - Alvarado Street</b>		
550.07 · Custodial Services		125
550.10 · Maintenance Services & Repairs	125	1,262
550.22 · Property Manager	75	75
550.23 · General Counsel		438
550.32 · Consultant Fees		50
<b>Total 550 · Mgmt./Maint. - Alvarado Street</b>	<b>200</b>	<b>1,950</b>
<b>570 · Mgmt./Maint. - E. Mission Road</b>		
570.02 · Gas & Electric	492	4,543
570.03 · Water	189	3,036
570.04 · Waste Management		196
570.06 · Landscape - Grounds Environment	372	13,205
570.07 · Custodial Services	450	1,465
570.10 · Maintenance Services & Repairs	411	7,087
570.12 · Fire Alarm System		1,138
570.22 · Property Manager	2,063	2,063
570.25 · Office Expense		
25.01 · Communications	95	449
25.02 · I.T. & Website Services		100
25.04 · Office Expenses		5,989
25.06 · Independent Contract Services	1,700	44,872
<b>Total 570.25 · Office Expense</b>	<b>1,795</b>	<b>51,410</b>
570.29 · Dist. Promotions & Publications	1,100	9,185
570.32 · Consultant Fees	6,000	29,300
<b>Total 570 · Mgmt./Maint. - E. Mission Road</b>	<b>12,872</b>	<b>122,628</b>
<b>590 · Mgmt./Maint. - S. Brandon Road</b>		
590.01 · Property Manager		1,363
590.02 · Gas & Electric	832	7,143
590.03 · Water	194	1,387
590.04 · Waste Management		225
590.06 · Landscape - Grounds Environment	400	2,800
590.07 · Custodial Services	450	4,050
590.08 · Elevator	191	1,510
590.09 · Vehicle Expenses		61
590.10 · Maintenance Services & Repairs	375	1,381
590.11 · Medical Records Store & Service	2,318	14,130
590.12 · Fire Alarm System		781
<b>Total 590 · Mgmt./Maint. - S. Brandon Road</b>	<b>4,761</b>	<b>34,830</b>
<b>600 · Community Health Contracts</b>		
600.02 · Fbk Citizens Crime Prevention		5,250
600.04 · Boys & Girls Club		27,615
600.05 · Community Health Systems, Inc.		52,500
600.06 · Fallbrook Land Conservancy		10,000



**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
**For the Month Ended January 31, 2019 & Fiscal Year to Date**

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	Jan 19	Jul '18 - J...
600.07 · Fbk Senior Citizens Srvc Club		39,375
600.08 · Fallbrook Smiles Project		37,538
600.09 · Fallbrook Union H. S. District		10,000
600.11 · Palomar Family Counseling Srvc		41,475
600.17 · Foundation for Senior Care		109,764
600.18 · Fallbrook Food Pantry		75,200
600.33 · REINS Therapeutic Prgm		34,125
600.46 · Mental Health Systems, Inc.		4,856
600.48 · UCSD Eye Mobile for Children		5,975
600.53 · Jeremiah's Ranch		7,744
600.54 · Healthy Adventures Foundation		4,725
600.58 · Michelle's Place		12,600
<b>Total 600 · Community Health Contracts</b>		<b>478,740</b>
<b>800 · District Direct Care Services</b>		
800.02 · Med+ Urgent Care		60,000
<b>Total 800 · District Direct Care Services</b>		<b>60,000</b>
<b>Total Expense</b>	<b>165,289</b>	<b>1,211,341</b>
<b>Net Ordinary Income</b>	<b>(79,123)</b>	<b>120,709</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
900 · Community Invest Fd Reimbursmnt	(90,595)	(200,480)
<b>Total Other Expense</b>	<b>(90,595)</b>	<b>(200,480)</b>
<b>Net Other Income</b>	<b>90,595</b>	<b>200,480</b>
<b>Net Income</b>	<b>11,472</b>	<b>321,189</b>

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss YTD Actual vs Budget**

July 2018 through January 2019

	Jul '18 - J...	Budget	\$ Over Bu...
Ordinary Income/Expense			
Income			
400. · District			
402 · Property tax revenue	1,168,312	1,313,114	(144,802)
403 · Interest / Dividends	151,657	72,916	78,741
406 · Unearned Inc (Loss) - Cal Trust	(13,612)	0	(13,612)
Total 400. · District	1,306,356	1,386,030	(79,674)
450. · Properties			
450.02 · Cost of Elder Str Property Sale	(7,906)	0	(7,906)
Total 450. · Properties	(7,906)	0	(7,906)
460 · Lease Income			
460.01 · Med+ Urgent Care (formerly A+)	33,600	28,800	4,800
Total 460 · Lease Income	33,600	28,800	4,800
Total Income	1,332,050	1,414,830	(82,780)
Gross Profit	1,332,050	1,414,830	(82,780)
Expense			
500 · Admin. Expenses & Overhead			
500.10 · Salaries	240,650	160,417	80,234
500.12 · Payroll Taxes	16,920	13,417	3,503
500.14 · W/C Insurance	879	879	(0)
500.15 · Employee Health & Welfare	12,464	8,750	3,714
500.16 · Board Stipends	11,500	12,250	(750)
500.17 · Education & Conferences	10,690	10,792	(102)
500.18 · Dues & Subscriptions	13,961	8,167	5,794
500.19 · Insurance - General	12,162	11,069	1,094
500.20 · Independent Accounting Services	5,950	5,950	0
500.21 · Annual Independent Audit	8,995	8,850	145
500.23 · General Counsel	76,839	26,250	50,589
500.25 · Office Expense			
01 · Communications	4,171	2,129	2,042
02 · I.T. and Website services	2,970	6,417	(3,446)
03 · Refreshments	932	1,458	(527)
04 · Office Expenses	6,825	9,158	(2,334)
05 · LAFCO Admin fees	1,367	797	570
06 · Independent Contract Services	30,085	35,000	(4,915)
Total 500.25 · Office Expense	46,349	54,960	(8,611)
500.27 · Depreciation	7,053	3,005	4,049
500.29 · Dist Promotions & Publications	3,728	22,313	(18,584)
500.32 · Consultant Fees	29,149	59,938	(30,788)
500.33 · Copier Lease	5,446	5,832	(386)
500.36 · Accrued Vacation & Sick Leave	(4,444)	5,000	(9,444)
500.40 · Video/AV Equipment	0	2,917	(2,917)
580.01 · General Election	0	16,500	(16,500)
Total 500 · Admin. Expenses & Overhead	498,291	437,253	61,038
530 · Blue Zone Designation			
530.18 · Promotions & Publications	(98)		
530.21 · Consultants	15,000		

**FALLBROOK REGIONAL HEALTH DISTRICT  
Profit & Loss YTD Actual vs Budget**

July 2018 through January 2019

	Jul '18 - J...	Budget	\$ Over Bu...
Total 530 · Blue Zone Designation	14,902	0	14,902
550 · Mgmt./Maint. - Alvarado Street			
550.07 · Custodial Services	125		
550.10 · Maintenance Services & Repairs	1,262		
550.22 · Property Manager	75		
550.23 · General Counsel	438		
550.32 · Consultant Fees	50		
Total 550 · Mgmt./Maint. - Alvarado Street	1,950		
570 · Mgmt./Maint. - E. Mission Road			
570.02 · Gas & Electric	4,543	9,333	(4,791)
570.03 · Water	3,036	1,750	1,286
570.04 · Waste Management	196	583	(387)
570.06 · Landscape - Grounds Environment	13,205	7,000	6,205
570.07 · Custodial Services	1,465	3,500	(2,035)
570.10 · Maintenance Services & Repairs	7,087	2,917	4,171
570.12 · Fire Alarm System	1,138		
570.22 · Property Manager	2,063		
570.25 · Office Expense			
25.01 · Communications	449		
25.02 · I.T. & Website Services	100	1,750	(1,650)
25.04 · Office Expenses	5,989	7,000	(1,011)
25.06 · Independent Contract Services	44,872	26,250	18,622
Total 570.25 · Office Expense	51,410	35,000	16,410
570.29 · Dist. Promotions & Publications	9,185	5,833	3,352
570.32 · Consultant Fees	29,300	8,750	20,550
Total 570 · Mgmt./Maint. - E. Mission Road	122,628	74,667	47,961
590 · Mgmt./Maint. - S. Brandon Road			
590.01 · Property Manager	1,363	14,583	(13,221)
590.02 · Gas & Electric	7,143	11,667	(4,524)
590.03 · Water	1,387	6,417	(5,029)
590.04 · Waste Management	225	992	(767)
590.06 · Landscape - Grounds Environment	2,800	5,863	(3,063)
590.07 · Custodial Services	4,050	5,460	(1,410)
590.08 · Elevator	1,510	1,750	(240)
590.09 · Vehicle Expenses	61	233	(172)
590.10 · Maintenance Services & Repairs	1,381	2,917	(1,536)
590.11 · Medical Records Store & Service	14,130	17,500	(3,370)
590.12 · Fire Alarm System	781	1,458	(678)
Total 590 · Mgmt./Maint. - S. Brandon Road	34,830	68,839	(34,009)
600 · Community Health Contracts			
600.02 · Fbk Citizens Crime Prevention	5,250	5,250	0
600.04 · Boys & Girls Club	27,615	27,615	0
600.05 · Community Health Systems, Inc.	52,500	52,500	0
600.06 · Fallbrook Land Conservancy	10,000	10,000	0
600.07 · Fbk Senior Citizens Srvc Club	39,375	39,375	0
600.08 · Fallbrook Smiles Project	37,538	37,538	0
600.09 · Fallbrook Union H. S. District	10,000	10,000	0
600.11 · Palomar Family Counseling Srvc	41,475	41,475	0
600.17 · Foundation for Senior Care	109,764	109,764	(0)
600.18 · Fallbrook Food Pantry	75,200	75,200	0
600.33 · REINS Therapeutic Prgm	34,125	34,125	0

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**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss YTD Actual vs Budget**

July 2018 through January 2019

	Jul '18 - J...	Budget	\$ Over Bu...
600.46 · Mental Health Systems, Inc.	4,856	4,856	0
600.48 · UCSD Eye Mobile for Children	5,975	2,975	3,000
600.53 · Jeremiah's Ranch	7,744	7,744	0
600.54 · Healthy Adventures Foundation	4,725	4,725	0
600.58 · Michelle's Place	12,600	12,600	0
<b>Total 600 · Community Health Contracts</b>	<b>478,740</b>	<b>475,741</b>	<b>3,000</b>
<b>800 · District Direct Care Services</b>			
800.02 · Med+ Urgent Care	60,000	60,000	0
<b>Total 800 · District Direct Care Services</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>
<b>Total Expense</b>	<b>1,211,341</b>	<b>1,116,499</b>	<b>94,842</b>
<b>Net Ordinary Income</b>	<b>120,709</b>	<b>298,331</b>	<b>(177,622)</b>
<b>Other Income/Expense</b>			
Other Expense			
900 · Community Invest Fd Reimbursmnt	(200,480)		
<b>Total Other Expense</b>	<b>(200,480)</b>		
<b>Net Other Income</b>	<b>200,480</b>		
<b>Net Income</b>	<b>321,189</b>	<b>298,331</b>	<b>22,858</b>

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss Budget Overview**  
 July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL Jul '18 - Jun 19
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>400 · District</b>													
402 · Property tax revenue	29,432	38,328	42,990	89,729	630,000	435,000	47,635	406,000	42,500	214,000	48,477	32,285	2,056,376
403 · Interest / Dividends	10,417	10,417	10,416	10,417	10,416	10,416	10,417	10,417	10,416	10,417	10,417	10,417	125,000
<b>Total 400 · District</b>	39,849	48,745	53,406	100,146	640,416	445,416	58,052	416,417	52,916	224,417	58,894	42,702	2,181,376
<b>460 · Lease Income</b>													
460.01 · Med+ Urgent Care (formerly A+)	4,800	4,800	4,800	4,800	4,800	4,800	0	0	0	0	0	0	28,800
<b>Total 460 · Lease Income</b>	4,800	4,800	4,800	4,800	4,800	4,800	0	0	0	0	0	0	28,800
<b>Total Income</b>	44,649	53,545	58,206	104,946	645,216	450,216	58,052	416,417	52,916	224,417	58,894	42,702	2,210,176
<b>Gross Profit</b>	44,649	53,545	58,206	104,946	645,216	450,216	58,052	416,417	52,916	224,417	58,894	42,702	2,210,176
<b>Expense</b>													
<b>500 · Admin. Expenses &amp; Overhead</b>													
500.10 · Salaries	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	275,000
500.12 · Payroll Taxes	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	23,000
500.14 · W/C Insurance	126	126	126	126	126	126	126	126	126	126	126	126	1,507
500.15 · Employee Health & Welfare	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
500.16 · Board Stipends	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
500.17 · Education & Conferences	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	18,500
500.18 · Dues & Subscriptions	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	14,000
500.19 · Insurance - General	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	18,975
500.20 · Independent Accounting Services	850	850	850	850	850	850	850	850	850	850	850	850	10,200
500.21 · Annual Independent Audit	0	8,850	0	0	0	0	0	0	0	0	0	0	8,850
500.23 · General Counsel	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
<b>500.25 · Office Expense</b>													
01 · Communications	304	304	304	304	304	304	304	304	304	304	304	304	3,650
02 · I.T. and Website services	917	917	917	917	917	917	917	917	917	917	917	917	11,000
03 · Refreshments	208	208	208	208	208	208	208	208	208	208	208	208	2,500
04 · Office Expenses	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	15,700
05 · LAFCO Admin fees	114	114	114	114	114	114	114	114	114	114	114	114	1,367
06 · Independent Contract Services	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
<b>Total 500.25 · Office Expense</b>	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	94,217
500.27 · Depreciation	429	429	429	429	429	429	429	429	429	429	429	429	5,151
500.29 · Dist Promotions & Publications	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	38,250
500.32 · Consultant Fees	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	102,750
500.33 · Copier Lease	833	833	833	833	833	833	834	833	834	833	834	834	10,000
500.36 · Accrued Vacation & Sick Leave	0	0	2,500	0	0	2,500	0	0	2,500	0	0	2,500	10,000
500.40 · Video/AV Equipment	417	417	417	417	417	417	417	417	417	417	417	417	5,000
580.01 · General Election	0	0	16,500	0	0	0	0	0	0	0	0	0	16,500
<b>Total 500 · Admin. Expenses &amp; Overhead</b>	58,129	66,979	77,129	58,129	58,129	60,629	58,130	58,129	60,630	58,129	58,130	60,630	732,900
<b>570 · Mgmt./Maint. - E. Mission Road</b>													
570.02 · Gas & Electric	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	16,000
570.03 · Water	250	250	250	250	250	250	250	250	250	250	250	250	3,000
570.04 · Waste Management	83	83	83	83	83	83	83	83	83	83	83	83	1,000
570.06 · Landscape - Grounds Environment	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
570.07 · Custodial Services	500	500	500	500	500	500	500	500	500	500	500	500	6,000
570.10 · Maintenance Services & Repairs	417	417	417	417	417	417	417	417	417	417	417	417	5,000
<b>570.25 · Office Expense</b>													
25.02 · I.T. & Website Services	250	250	250	250	250	250	250	250	250	250	250	250	3,000
25.04 · Office Expenses	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
25.06 · Independent Contract Services	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
<b>Total 570.25 · Office Expense</b>	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
570.29 · Dist. Promotions & Publications	833	833	833	833	833	833	833	833	833	833	833	833	10,000
570.32 · Consultant Fees	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
<b>Total 570 · Mgmt./Maint. - E. Mission Road</b>	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	128,000

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss Budget Overview**  
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL Jul '18 - Jun 19
<b>590 · Mgmt./Maint. - S. Brandon Road</b>													
590.01 · Property Manager	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
590.02 · Gas & Electric	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000
590.03 · Water	917	917	917	917	917	917	917	917	917	917	917	917	11,000
590.04 · Waste Management	142	142	142	142	142	142	142	142	142	142	142	142	1,700
590.06 · Landscape - Grounds Environment	838	838	838	838	838	838	838	838	838	838	838	838	10,050
590.07 · Custodial Services	780	780	780	780	780	780	780	780	780	780	780	780	9,360
590.08 · Elevator	250	250	250	250	250	250	250	250	250	250	250	250	3,000
590.09 · Vehicle Expenses	33	33	33	33	33	33	33	33	33	33	33	33	400
590.10 · Maintenance Services & Repairs	417	417	417	417	417	417	417	417	417	417	417	417	5,000
590.11 · Medical Records Store & Service	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
590.12 · Fire Alarm System	208	208	208	208	208	208	208	208	208	208	208	208	2,500
<b>Total 590 · Mgmt./Maint. - S. Brandon Road</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>9,834</b>	<b>118,010</b>
<b>600 · Community Health Contracts</b>													
600.02 · Fbk Citizens Crime Prevention	2,625	0	0	0	2,625	0	0	2,625	0	0	2,625	0	10,500
600.04 · Boys & Girls Club	18,428	0	0	0	9,188	0	0	9,188	0	0	9,188	0	45,990
600.05 · Community Health Systems, Inc.	26,250	0	0	0	26,250	0	0	26,250	0	0	26,250	0	105,000
600.06 · Fallbrook Land Conservancy	10,000	0	0	0	0	0	0	0	0	0	0	0	10,000
600.07 · Fbk Senior Citizens Srvc Club	19,688	0	0	0	19,688	0	0	19,688	0	0	19,688	0	78,750
600.08 · Fallbrook Smiles Project	18,769	0	0	0	18,769	0	0	18,769	0	0	18,769	0	75,075
600.09 · Fallbrook Union H. S. District	5,000	0	0	0	5,000	0	0	5,000	0	0	5,000	0	20,000
600.11 · Palomar Family Counseling Srvc	20,738	0	0	0	20,738	0	0	20,738	0	0	20,738	0	82,950
600.17 · Foundation for Senior Care	54,882	0	0	0	54,882	0	0	54,882	0	0	54,882	0	219,527
600.18 · Fallbrook Food Pantry	50,000	0	0	0	25,200	0	0	25,200	0	0	25,200	0	125,600
600.33 · REINS Therapeutic Prgm	17,063	0	0	0	17,063	0	0	17,063	0	0	17,063	0	68,250
600.46 · Mental Health Systems, Inc.	2,428	0	0	0	2,428	0	0	2,428	0	0	2,428	0	9,711
600.48 · UCSD Eye Mobile for Children	0	0	0	0	2,975	0	0	2,975	0	0	2,975	0	8,925
600.53 · Jeremiah's Ranch	3,872	0	0	0	3,872	0	0	3,872	0	0	3,872	0	15,488
600.54 · Healthy Adventures Foundation	2,363	0	0	0	2,363	0	0	2,363	0	0	2,363	0	9,450
600.57 · NC Fire Protection District	0	0	0	0	0	0	0	25,000	0	0	0	0	25,000
600.58 · Michelle's Place	6,300	0	0	0	6,300	0	0	6,300	0	0	6,300	0	25,200
<b>Total 600 · Community Health Contracts</b>	<b>258,403</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>217,338</b>	<b>0</b>	<b>0</b>	<b>242,338</b>	<b>0</b>	<b>0</b>	<b>217,338</b>	<b>0</b>	<b>935,416</b>
<b>800 · District Direct Care Services</b>													
800.02 · Med+ Urgent Care	10,000	10,000	10,000	10,000	10,000	10,000	0	0	0	0	0	0	60,000
<b>Total 800 · District Direct Care Services</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,000</b>
<b>Total Expense</b>	<b>347,032</b>	<b>97,480</b>	<b>107,630</b>	<b>88,630</b>	<b>305,967</b>	<b>91,130</b>	<b>78,631</b>	<b>320,967</b>	<b>81,131</b>	<b>78,630</b>	<b>295,968</b>	<b>81,131</b>	<b>1,974,326</b>
<b>Net Ordinary Income</b>	<b>(302,383)</b>	<b>(43,935)</b>	<b>(49,424)</b>	<b>16,316</b>	<b>339,249</b>	<b>359,086</b>	<b>(20,579)</b>	<b>95,450</b>	<b>(28,215)</b>	<b>145,787</b>	<b>(237,074)</b>	<b>(38,429)</b>	<b>235,850</b>
<b>Net Income</b>	<b>(302,383)</b>	<b>(43,935)</b>	<b>(49,424)</b>	<b>16,316</b>	<b>339,249</b>	<b>359,086</b>	<b>(20,579)</b>	<b>95,450</b>	<b>(28,215)</b>	<b>145,787</b>	<b>(237,074)</b>	<b>(38,429)</b>	<b>235,850</b>

Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
February 22,  
2019

FALLBROOK HEALTHCARE DISTRICT

ADMINISTRATOR  
P.O. BOX 2587  
FALLBROOK, CA 92088

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

January 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/15/2019	1/14/2019	QRD	1595219	SYSTEM	8,946.73

Account Summary

Total Deposit:	8,946.73	Beginning Balance:	1,480,560.27
Total Withdrawal:	0.00	Ending Balance:	1,489,507.00



CalTRUST  
 c/o Gemini Fund Services LLC  
 PO Box 541150  
 Omaha, NE 68154-9150  
 www.caltrust.org  
 Email: CalTRUSTSupport@thegeminicompanies.com  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

01/01/2019 through 01/31/2019

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Jan 31 (\$)	Value on Jan 31 (\$)	Average Cost Amount (\$)	Cumulative Unrealized Gain/(Loss) (\$)
<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>						
CalTRUST Medium Term Fund		687,597.281	9.95	6,841,592.95	6,895,293.55	(53,700.60)
<b>Portfolios Total value as of 01/31/2019</b>				<b>6,841,592.95</b>		

### DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
		<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>					<b>Account Number:</b>	
Beginning Balance	01/01/2019			686,268.997	9.93	6,814,651.14		
Accrual Income Div Reinvestment	01/31/2019	13,216.43	1,328.284	687,597.281	9.95	6,841,592.95	0.00	0.00
Unrealized Gain/(Loss)						13,725.38		
Closing Balance as of	Jan 31			687,597.281	9.95	6,841,592.95		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Property Tax Revenue - Fiscal Year to Date**  
 July 2018 through June 2019

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Type	Date	Name	Amount	Balance
<b>400. · District</b>				
<b>402 · Property tax revenue</b>				
Gener...	07/31/18		29,034.48	29,034.48
Gener...	08/31/18		11,303.72	40,338.20
Gener...	09/30/18		28,010.22	68,348.42
Gener...	10/31/18		82,763.50	151,111.92
Gener...	11/30/18		633,458.19	784,570.11
Gener...	12/31/18		332,947.85	1,117,517.96
Gener...	01/31/19		50,794.20	1,168,312.16
Total 402 · Property tax revenue			1,168,312.16	1,168,312.16
Total 400. · District			1,168,312.16	1,168,312.16
<b>TOTAL</b>			<b><u>1,168,312.16</u></b>	<b><u>1,168,312.16</u></b>

FALLBROOK REGIONAL HEALTH DISTRICT  
Check Detail Report - January 2019

Type	Date	Num	Name	Memo	Amount
102.2 · Cash in Bank - Operating					
Bill ...	01/02/19	10307	Galvanized Strategie...	Retainer - Community en...	-6,000.00
Bill ...	01/02/19	10308	Holloway Computers	Invoice 6915: server and ...	-200.00
Bill ...	01/02/19	10309	Landscape One Incor...	Inv. 0004767-IN; 1636 E. ...	-350.00
Bill ...	01/02/19	10310	Scott Harvey	Sidewalk project done re: ...	-316.76
Bill ...	01/02/19	10311	Aztec Cleaning & Mai...	Office cleaning - Inv. 055...	-180.00
Bill ...	01/02/19	10312	CalPERS	1559595490	-1,388.30
Bill ...	01/07/19	10313	AT&T U-Verse - com...	146524365	-64.70
Bill ...	01/07/19	10314	Ebobisse, Solange		-150.00
Bill ...	01/07/19	10315	Iron Mountain-153	CHSRM	-1,101.53
Bill ...	01/07/19	10316	Iron Mountain SX-302	SX302/Fallbrook Hosp.	-916.96
Bill ...	01/07/19	10317	Kathleen Bogle		-1,937.50
Bill ...	01/07/19	10318	Pitney Bowes - Lease	0018137865	-77.32
Che...	01/09/19	10319	Bobbi Palmer	Per Agreement	-48,747.50
Che...	01/09/19	10320	Bobbi Palmer	Vacation Pay in Full	-6,636.41
Bill ...	01/09/19	10321	Ebobisse, Solange	Stipend for week ending 1...	-400.00
Bill ...	01/09/19	10322	Major Market	1/12/19 Board workshop l...	-95.93
Bill ...	01/09/19	10323	Scott & Jackson Esq.	Professional services 201...	-14,218.50
Bill ...	01/09/19	10324	Termin-8 Pest Control		-250.00
Che...	01/11/19	10325	Cash	Petty Cash Replenished	-250.00
Bill ...	01/16/19	10326	24 Hour Fire Protecti...	VOID: Inv. 4284454; Not ...	0.00
Bill ...	01/16/19	10327	Ascent Elevator Servi...	Elevator maintenance for ...	-191.00
Bill ...	01/16/19	10328	Aztec Cleaning & Mai...		-360.00
Bill ...	01/16/19	10329	COSTCO	VOID: Membership #1118...	0.00
Bill ...	01/16/19	10330	Ebobisse, Solange	Stipend for balance of Ja...	-1,200.00
Bill ...	01/16/19	10331	Glennie's Office Prod...	6493	-84.16
Bill ...	01/16/19	10332	Palomar Mountain Pr...	45919	-39.83
Bill ...	01/16/19	10333	Ramirez Landscapin...	December landscaping - ...	-400.00
Bill ...	01/16/19	10334	Streamline	Website monthly fee - Ja...	-200.00
Total 102.2 · Cash in Bank - Operating					-85,756.40
TOTAL					<u>-85,756.40</u>

<b>CHECKBOOK REPORT JANUARY 2019</b>
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**COMMUNITY INVESTMENT FUND JANUARY 2019:**

BEGINNING BALANCE:	\$ 9,642,983.24
FUNDS SPENT:	\$ 12,946.93
ENDING BALANCE:	\$ 9,630,036.31

(See attached report for itemized detail)

	Jul-18 \$ (43,927.86)
	Aug-18 \$ (30,039.87)
<b>QUARTERLY TOTAL DUE FOR REIMBURSEMENT: \$109,884.70</b>	Sep-18 \$ (35,916.97)
	Oct-18 \$ (32,190.78)
	Nov-18 \$ (22,597.79)
<b>QUARTERLY TOTAL DUE FOR REIMBURSEMENT: \$90,594.88</b>	Dec-18 \$ (35,806.31)
	Jan-19 \$ (12,946.93)

<b>TOTAL COMMUNITY INVESTMENT FUNDS SPENT SINCE FISCAL YEAR BEGAN 7/1/18:</b>	<b>\$ (213,426.51)</b>
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**OPERATIONS FUND JANUARY 2019:**

BEGINNING BALANCE:	\$ 711,327.77
DEPOSITS:	\$ 335,572.85
BILL PMTS./PAYROLL EXPENSES/COMM. HEALTH CONTRACTS:	\$ 256,271.36
ENDING BALANCE:	\$ 790,629.26

(See attached report for itemized detail)

	Jul-18 \$ (370,272.10)
	Aug-18 \$ (99,993.15)
	Sep-18 \$ (101,671.24)
	Oct-18 \$ (103,733.35)
	Nov-18 \$ (332,256.85)
	Dec-18 \$ (111,990.36)
	Jan-19 \$ (256,271.36)

<b>TOTAL OPERATIONS FUNDS SPENT SINCE FISCAL YEAR BEGAN 7/1/18:</b>	<b>\$ (1,376,188.41)</b>
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**FALLBROOK REGIONAL HEALTH DISTRICT  
USES OF COMMUNITY INVESTMENT FUNDS  
1/1/19 - 1/31/19**

Date	Name	Memo	Amount
<b>COMMUNITY INVESTMENT BEGINNING BALANCE 1/1/19:</b>			<b>\$ 9,642,983.24</b>
<b>140 · Accounts Payable</b>			
01/01/2019	Galvanized Strategies formerly C	Retainer - Community engagement services; Inv. 0000328	\$ 6,000.00
01/02/2019	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055775	\$ 90.00
01/07/2019	24 Hour Fire Protection, Inc.	Inv. 4284454; Quarterly Fire Sprinkler Inspection	\$ 195.00
01/08/2019	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055776	\$ 90.00
01/15/2019	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055777	\$ 90.00
01/17/2019	Sun Realty	Property management invoice	\$ 2,062.50
01/17/2019	Sun Realty	Property repairs/maintenance/labor charges	\$ 216.27
01/22/2019	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055778	\$ 90.00
01/24/2019	FPUD - Wellness Center - 7720-	Meter 14359987; Account No. 7720-002; 12/20-1/24/19	\$ 51.04
01/24/2019	FPUD - Wellness Center - 7720-	Meter Serial No. 06707358; Acct. No. 7720-003; 12/20-1/24/19	\$ 137.75
01/25/2019	SDG&E - East Mission Road	Account No. 5182 613 597 1; 1/25/19 invoice	\$ 492.39
01/26/2019	Holloway Computers	Invoice 6937: inventoried temp staff computers	\$ 150.00
01/29/2019	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055779	\$ 90.00
01/30/2019	Village News	Inv. 33152; Social media pkg. for Wellness Ctr.	\$ 1,100.00
01/31/2019	Landscape One Incorporated	Inv. 0004841-IN-revised; 1636 E. Mission Road	\$ 372.00
<b>Total 140 · Accounts Payable</b>			<b>\$ 11,226.95</b>
<b>150 · American Express</b>			<b>\$ -</b>
<b>Total 150 · American Express</b>			<b>\$ -</b>
<b>215 - District Wellness Initiatives</b>			
01/31/2019	Petty cash	WOW event supplies	\$ 19.98
<b>Total 215 - District Wellness Initiatives</b>			<b>\$ 19.98</b>
<b>570.25.06 · Independent Contract Services</b>			
01/04/2019	Ebobisse, Solange	Stipend for week ending 1/4/19	\$ 100.00
01/11/2019	Ebobisse, Solange	Stipend for week ending 1/11/19	\$ 400.00
01/14/2019	Ebobisse, Solange	Stipend for balance of January 2019 - severance pay	\$ 1,200.00
<b>Total 25.06 · Independent Contract Services</b>			<b>\$ 1,700.00</b>
<b>JANUARY 2019 TOTAL:</b>			<b>\$ 12,946.93</b>
<b>COMMUNITY INVESTMENT ENDING BALANCE 1/31/19:</b>			<b>\$ 9,630,036.31</b>

**FALLBROOK REGIONAL HEALTH DISTRICT  
OPERATIONS ACCOUNT  
As of January 31, 2019**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>102.2 - Cash in Bank - Operating</b>							711,327.77
Bill Pmt -C...	01/02/19	10307	Galvanized Strategi...	Retainer - Co...		6,000.00	705,327.77
Bill Pmt -C...	01/02/19	10308	Holloway Computers	Invoice 6915: ...		200.00	705,127.77
Bill Pmt -C...	01/02/19	10309	Landscape One Inc...	Inv. 0004767-...		350.00	704,777.77
Bill Pmt -C...	01/02/19	10310	Scott Harvey	Sidewalk proj...		316.76	704,461.01
Bill Pmt -C...	01/02/19	10311	Aztec Cleaning & M...	Office cleanin...		180.00	704,281.01
Bill Pmt -C...	01/02/19	10312	CalPERS	1559595490		1,388.30	702,892.71
Bill Pmt -C...	01/07/19	10313	AT&T U-Verse - co...	146524365		64.70	702,828.01
Bill Pmt -C...	01/07/19	10314	Ebobisse, Solange			150.00	702,678.01
Bill Pmt -C...	01/07/19	10315	Iron Mountain-153	CHSRM		1,101.53	701,576.48
Bill Pmt -C...	01/07/19	10316	Iron Mountain SX-302	SX302/Fallbro...		916.96	700,659.52
Bill Pmt -C...	01/07/19	10317	Kathleen Bogle			1,937.50	698,722.02
Bill Pmt -C...	01/07/19	10318	Pitney Bowes - Lease	0018137865		77.32	698,644.70
Check	01/09/19	10319	Bobbi Palmer	Per Agreement		48,747.50	649,897.20
Check	01/09/19	10320	Bobbi Palmer	Vacation Pay ...		6,636.41	643,260.79
Bill Pmt -C...	01/09/19	10321	Ebobisse, Solange	Stipend for w...		400.00	642,860.79
Bill Pmt -C...	01/09/19	10322	Major Market	1/12/19 Board...		95.93	642,764.86
Bill Pmt -C...	01/09/19	10323	Scott & Jackson Esq.	Professional s...		14,218.50	628,546.36
Bill Pmt -C...	01/09/19	10324	Termin-8 Pest Control			250.00	628,296.36
Check	01/11/19	10325	Cash	Petty Cash R...		250.00	628,046.36
General Jo...	01/11/19	1-32		First Qtr Inves...		109,884.70	518,161.66
General Jo...	01/12/19	1-4	Linda Bannerman	SALARY: Ban...		1,401.15	516,760.51
General Jo...	01/12/19	1-8	Mireya Banuelos	SALARY: Ban...		1,153.34	515,607.17
General Jo...	01/12/19	1-6	Pamela Knox	SALARY: Knox		1,406.26	514,200.91
General Jo...	01/14/19	1-15		Payroll Tax C...		9,310.48	504,890.43
General Jo...	01/14/19	1-16		IRS Tax Pay...		37,454.08	467,436.35
General Jo...	01/14/19	1-15		Payroll Tax C...		186.16	467,250.19
General Jo...	01/14/19	1-16		IRS Tax Pay...		1,137.62	466,112.57
Bill Pmt -C...	01/16/19	10326	24 Hour Fire Protect...	VOID: Inv. 42...	0.00		466,112.57
Bill Pmt -C...	01/16/19	10327	Ascent Elevator Ser...	Elevator main...		191.00	465,921.57
Bill Pmt -C...	01/16/19	10328	Aztec Cleaning & M...			360.00	465,561.57
Bill Pmt -C...	01/16/19	10329	COSTCO	VOID: Memb...	0.00		465,561.57
Bill Pmt -C...	01/16/19	10330	Ebobisse, Solange	Stipend for ba...		1,200.00	464,361.57
Bill Pmt -C...	01/16/19	10331	Glennie's Office Pro...	6493		84.16	464,277.41
Bill Pmt -C...	01/16/19	10332	Palomar Mountain P...	45919		39.83	464,237.58
Bill Pmt -C...	01/16/19	10333	Ramirez Landscapin...	December lan...		400.00	463,837.58
Bill Pmt -C...	01/16/19	10334	Streamline	Website mont...		200.00	463,637.58
General Jo...	01/23/19	R	Fallbrook Citizens - ...	Reverse of G...	2,625.00		466,262.58
General Jo...	01/26/19	1-5	Linda Bannerman	SALARY: Ban...		1,534.33	464,728.25
General Jo...	01/26/19	1-9	Mireya Banuelos	SALARY: Ban...		1,269.44	463,458.81
General Jo...	01/26/19	1-7	Pamela Knox	SALARY: Knox		1,346.56	462,112.25
General Jo...	01/30/19	1-15		Payroll Tax C...		12.00	462,100.25
General Jo...	01/30/19	1-15		Payroll Tax C...		207.39	461,892.86
General Jo...	01/30/19	1-18		IRS Tax Pay...		1,209.25	460,683.61
General Jo...	01/30/19	1-18		IRS Tax Pay...		428.40	460,255.21
General Jo...	01/30/19	1-12	Jennifer Jeffries	STIPEND: Jef...		548.10	459,707.11
General Jo...	01/30/19	1-14	William Leach	STIPEND: Le...		461.75	459,245.36
General Jo...	01/30/19	1-11	Barbara Mroz	STIPEND-Mroz		461.75	458,783.61
General Jo...	01/30/19	1-10	Howard Salmon	STIPEND: Sa...		554.10	458,229.51
General Jo...	01/30/19	1-14	Kate Schwartz-Frates	STIPEND: Sc...		548.10	457,681.41
General Jo...	01/31/19	1-31		Property tax a...	332,947.85		790,629.26
Total 102.2 - Cash in Bank - Operating					335,572.85	256,271.36	790,629.26
<b>TOTAL</b>					<b>335,572.85</b>	<b>256,271.36</b>	<b>790,629.26</b>





## MINUTES

### FINANCE COMMITTEE

Wednesday, February 6, 2019 at 5:30 P.M.

Board Conference Room, 138 S. Brandon Road, Fallbrook CA 92028

Committee Members Present: Chair Jennifer Jeffries, Barbara Mroz, Howard Salmon and Kate Schwartz-Frates.

Others Present: Administrative Assistant Linda Bannerman, Accountant, Kathy Bogle and Bookkeeper, Wendy Lyon and Roy Moosa.

1. Call to Order/Roll Call

Committee Chairperson Jennifer Jeffries call the meeting to order at 5:30 p.m.

2. Public Comments

None

3. Review of Financial Statements for December 2018

1) Balance Sheet Comparison of December 2018 to November 2018

As of December 31, 2018, cash in the bank totaled more than \$700,000, an increase over last month's total of \$526,000 due to property tax revenue and a transfer of funds reimbursing the operating account for community investment funds used. Total current assets were ahead \$270,000. Fixed assets included an unbudgeted expense of \$21,000 for the E. Mission Rd. property fencing. Accounts Payable was reduced by a decrease in cost for temporary staff. Total liabilities & equity reflected a positive change of \$291,080.46.

2) Income Statement for the Month Ended December 31, 2018 & Fiscal Year to Date

This report is also contained in the next report

3) Profit & Loss Actual vs Budget – July 2018 through December 2018

Property tax revenue is expected to catch up by fiscal year-end. The LAIF and CalTRUST accounts have earned interest \$115,000 over the past 6 months, and the unearned loss in CalTRUST is \$13,000. Kathy Bogle explained that CalTRUST is not just a savings account, it has investments. You do not realize the interest unless you remove the account. The interest fluctuates with the market; it is unearned equity. The interest could be a gain or loss. Jennifer Jeffries said the sidewalk project on Elder Street, which is listed under category 450 shows expenses of \$2,590. She said the cost of this project will grow significantly and is part of the expense of the sale of the building and property. This was known at the time of the sale. Regarding the MedPlus Urgent Care, we receive rent for the property, and this reduces the total amount of support we provide to \$5,200 monthly. Office expense is being underspent, and the total Admin, Expenses and Overhead shows it being underspent by \$28,000 which is deceptive because some of the consulting and other fees have been moved to separate categories. Ms. Jeffries said in actuality it is closer to

breaking even. Blue Zone Designation expense is to Galvanized Strategies which has been on hold while under consideration. She noted the landscape expenses at the E. Mission property more than doubling the budget and she said she has some ideas for avoiding that type of over-expenditure in the future. The overbudget for Independent Contract Services (temporary staff) will not happen again and temporary staff are no longer at the District. The total of \$45,756 over budget for 570 (E. Mission Rd.) was the temporary staff, landscaping, interns and Galvanized Strategies. Looking at 590 (S. Brandon Rd.) the expenses were under budget. Property tax revenue was below budget by \$119,000, however it is anticipated it will increase prior to fiscal year-end.

- 4) Profit & Loss Budget Overview July 2018 through June 2019  
Providing for review.
- 5) Local Agency Investment Fund (LAIF) Statement – December 2018  
The balance in the account was \$1.48 million.
- 6) CalTRUST Statement – December 2018  
The balance in CalTRUST was \$6.8 million dollars. Discussion ensued on the unearned equity. An alternative investment account is being considered.
- 7) Property Tax Revenue – Fiscal Year to Date  
Property Tax Revenue received through December 31, 2018 totaled \$1.1 million.
- 8) Check Detail Report – December 2018  
Presented for review.
- 9) Checkbook Report – December 2018  
The Community Investment Account was discussed. Quarterly transfers of funds from this account to the operating account have been approved by the Board in the amount of those expenditures related to the E. Mission Road property.

#### 4. Discussion Items

- 1) Consideration of district credit card  
There was discussion regarding the old AMEX account and preferring to use a VISA account. Ms. Jeffries said she would develop protocols for use of the District card in conjunction with President Salmon and they would be brought to the full board for approval.
- 2) Consideration of plans and specifications for East Elder Street Sidewalk improvements (recommend advance for Board approval)  
The engineering standards required are in place for this project and were in the finance committee packet for the committee to review and discussion. Following discussion, it was determined to recommend approval to the full board.

#### 5. Adjournment

There being no further business, the meeting was adjourned at 5:57 p.m.

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Jennifer Jeffries, Finance Chairperson







## MINUTES

### SPECIAL BOARD MEETING / PUBLIC HEARING

Wednesday February 6, 2019, 6:00 p.m.

Fallbrook Regional Health District, Community Room, 138 S. Brandon Rd., Fallbrook

#### A. CALL MEETING TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Board President Howard Salmon called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Present: Directors Howard Salmon, Barbara Mroz, Jennifer Jeffries and Kate Scwartz-Frates. Also present: Legal Counsel Blaise Jackson and staff members, Linda Bannerman, Wendy Lyon and Pam Knox. It was noted there was a Spanish translator also in attendance.

#### B. ADDITIONS TO AGENDA

None

#### C. BOARD MEMBER AND PUBLIC COMMENTS

President Salmon said it is the intention of the Fallbrook Regional Health District (FRHD) to move from at-large elections to zone-based elections and this is second public hearing to be scheduled. He asked Mr. Jeff Tilton of National Demographics Corporation (NDC) to first provide his presentation; thereafter, interacting with members of the audience as they made their public comments.

#### D. PRESENTATIONS

D1. Public Hearing – Transition to Zone-Based Elections – National Demographics Corporation

Mr. Tilton said the goal is to follow the public voting rights act and a second public hearing is required before any maps could be developed. He asked how many of the people in attendance had been to the first hearing and if anyone required Spanish translation. He explained that the Federal Voting Rights Act passed in 1965 and California passed a Voting Rights Act in 2001, going into effect in 2002. This made the requirements for filing a lawsuit much easier and there have been a flurry of lawsuits filed of late. Any government body is subject to these lawsuits and FRHD elected to make this change now as it is significantly more costly if served with a lawsuit. Time constraints are initiated with a lawsuit. He said a minimum of two public hearings are required before NDC would begin to develop 3 different maps based on input from the District. The community can also submit maps to the District for consideration by NDC.

Since a new census is upcoming in 2020, it will be necessary to go through this process again in 2021 to go into effect in 2022. He said he would anticipate minor modifications to the zones at that time. Each zone must have equal populations of humans. A ten percent variance is allowable. No racial gerrymandering is allowed. NDC will take all of the District's input into consideration. The District has five directors on its board and will have five zones with approximately 10,000 humans in each zone. In addition, the zones need to be contiguous.

Director Schwartz-Frates commented that she appreciates the color-coded map of communities with interest.

Tom Frew asked why the zones would be considered by where the current directors live, which he believes is starting with the wrong perspective. Mr. Tilton said some districts used that approach, but he did not say that was recommended.

Joe Beyer stated that the Fallbrook school districts used that approach and were met with angry residents who questioned as to why they did that.

Leticia Stamos said she had a couple of questions. She questioned the 90-day timeline. Legal counsel said certain timelines are required, one of them being that the first two public hearings must be held within 30 days of each other. There is no timeline for having the maps created. There is a requirement to seek community input, and even after the maps are drawn, if the community doesn't approve of any of them, they can submit a map for consideration. The 90-day timeline relates to entities having received a letter from an attorney that notifies them they are not in compliance with the law. Mrs. Stamos asked when the final map needs to be approved by the FRHD Board. Legal counsel said it must be in place for the 2020 election, with time allowed for recording and submittal to the Registrar of Voters which would be June of 2020. Her next comment was regarding outreach to the public, in terms of those who the legislation is designed to protect. She believes all Districts in Fallbrook have failed to effectively communicate information about this matter. She said other District's maps were created by NDC protecting current board members by each being in a separate zone. Even after public input, she feels the Districts failed to listen to the input of the Spanish speaking community (the protected class). Mr. Tilton offered to contact the President of NDC and said he would provide him with her name (and others present if desired) and provide him with contact information so that there can be further communication.

President Salmon said he appreciates the comments by Mrs. Stamos and assured all present that the FRHD Board will not ask for each member to have their own zone. The process will be objective.

Tom Frew said the school districts posted their maps in advance and the public took exception to the maps. He asked if FRHD could do it the opposite way. Legal Counsel said it is a requirement for the maps to be posted 7 days prior to the public meeting when public input is taken regarding the maps. Discussion ensued and Mr. Jackson said that there is no reason why the public cannot meet more than the 2 public hearings

required to work on providing input to the drawing of the maps. Mr. Frew said he already has maps his group of concerned citizens have developed with the assistance of demographers, academics and legal consultants. Further discussion ensued, President Salmon said he understands that Mr. Frew would like to see scheduled another session in which the maps can be further discussed, they can share their maps with FRHD and perhaps have a map drawing session.

Mr. Tilton said NDC can schedule a map drawing session with tools to assist in the process. Mrs. Stamos said she is feeling better about this process. A member of the high school board, Darlene Summers, noted they are under a timeline and doing the best they can to meet community needs and expectations in this matter. She suggested that when the maps are drawn, indicate the term of each director within a zone and when they are next up for election, not their names.

Mrs. Stamos said it is conceivable that more than one zone could have a Latino representative.

Director Jeffries said she associated herself with President Salmon's comment that the maps be started neutral and that it not be about where she lives; she would rather be anonymous. She said this is such a chance for our community and she is sorry about the stress and contention surrounding this process. It's an opportunity for the health and wellness of our constituents to do this mapping with great care and degree of rationality and mathematics and to look and see where the naturally occurring communities of interest are and map accordingly.

Ms. Stamos said they have been excited about this opportunity.

Fire Chief Stephen Abbott said the fire district will follow the health district in this process as other than the De Luz area, the fire district is very similar to the health district.

President Salmon said another public session will be scheduled soon.

## **E. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:47 p.m.

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Howard Salmon, President

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Board Secretary/Clerk





**MINUTES**

**REGULAR BOARD MEETING**

**Wednesday, February 13, 2019, 6:00 p.m.**

**NEW MEETING LOCATION**

**Administrative Office, 1st Floor Conference Room, 138 S. Brandon Rd., Fallbrook**

**A. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE**

President Salmon called the meeting to order and led the Pledge of Allegiance.

Present: Directors Salmon, Mroz, Leach, Jeffries and Schwartz-Frates

Also present: Legal Counsel Blaise Jackson

**B. ADDITIONS TO AGENDA**

None

**C. BOARD MEMBER AND PUBLIC COMMENTS**

Leticia Stamos asked if additional public forums have been scheduled for the redistricting from at-large elections to zone-based elections for Fallbrook Regional Health District. She said she had been asked about outreach to the community regarding this matter. She believes this matter is important and everyone needs to be educated. She said the health and fire districts have the benefit of learning from the school districts experience as we all move together toward achieving meaningful redistricting. President Salmon said a mapping workshop is planned with no date yet set.

Tom Frew reiterated the comments of Leticia Stamos and he said they have a group looking forward to continuing to work with the Districts in this process.

Jeanne Meadow said she sent e-mails and made calls to her friends letting them know about the Woman of Wellness event which took place on the 7<sup>th</sup> in this same room, and the room was filled. She said she wants to see the program grow to what it once was when it was Healthy Woman. She reminded everyone that she is a volunteer that wants to help with auditing projects and any other way she can help to make Fallbrook even better. She said she has never before been asked to pay for copies of records when volunteering to assist. Nor does she want to make additional work for staff. She will plan to come in to review the records she wants to audit. She thanked the District for taking down the Facebook page and cancelling contracts she had questioned. In addition, she questioned the wellness calendar being distributed by the District as she said she would die if she did some of the things recommended. She indicated that some time ago she questioned the value of the investment accounts used by the District. She believes it fell

off the radar and needs to be addressed by the Board. She questioned what is being done with a community database and better networking. She thanked the Board for their attention to her concerns and comments.

Barry Meadow said that the website is not up to date, still indicating board meetings at the E. Mission location. He requested he and his wife receive agenda's each month. He questioned how people can make recommendations for agenda items without a director in place. He asked about the Wellness Advisory Committee and whether it is defunct. Mr. Meadow said he had suggested that a database be created for all CHC recipients in which their contact information as well as the people they serve and where they are from be established. He also said he believes there needs to be more accountability. He also mentioned the community database. He said he assumes Blue Zones, CentraForce, the Urgent Care Contract and a reliable cost benefits methodology going forward are being addressed. He also would like to see staff e-mails on the website.

Director Leach thanked the FRHD staff for their added efforts during this interim time between Executive Directors.

Director Jeffries said she attended the Association of California Health District's (ACHD) Annual Conference and found it to be very interesting and informative. She enjoyed meeting board members from other districts. She thanked Howard Salmon for his efforts as he is the current Board President of ACHD.

President Salmon noted the District is actively recruiting a new Executive Director. Also, FRHD has a Joint Powers Agreement with North County Fire Protection District (NCFPD) and there might be some opportunities to explore under that agreement.

He said Vi Dupre of the Fallbrook Food Pantry has contacted him regarding ways that FRHD might support their organization in its efforts to move to a larger location as they have run out of space at the current one.

Janine Loescher of the Fallbrook Smiles Project had sent a letter to President Salmon regarding the Community Collaborative for Health & Wellness (CCHW). She sought assurance that the District will continue to support this group as she believes it has great value. The District continues to support CCHW.

Regarding Blue Zones and the Wellness Center, the Blue Zones project had been put on hold due to cost. Other items being reviewed/developed include the criteria for use of the Wellness Center, the move from at-large to zone-based District elections, and the CentraForce contract.

#### **D. CONSENT ITEMS**

- D1. Approval of December 2018 Financial Statements
- D2. Minutes of January 2, 2019 Finance Committee Meeting
- D3. Minutes of January 9, 2019 Regular Board Meeting
- D4. Minutes of January 12, 2019, Special Board Workshop
- D5. Minutes of January 21, 2019 Special Board Meeting

No member of the Board pulled any of the above Consent Items for further discussion.

**ACTION:** It was moved by Director Mroz, seconded by Director Leach to approve the above listed Consent Items as presented.

**MOTION CARRIED.** 5-0.

## E. REPORTS

### E1. Finance Committee – Directors Jeffries and Mroz

Director Jeffries, Finance Chairperson highlighted some items that help us know we are moving in the right direction. She said the Balance Sheet Comparison showed a gain of \$573,000 to the checking account. The Income Statement for month-ended December 31, 2018 is included in the Profit & Loss YTD Actual vs. Budget. Of note on this report is that we that we were behind budget on Property Tax Revenue due to an over-projection for a new housing development. However, we anticipate this this could catch up by fiscal year end. There have also been significant reductions in some expenses. The LAIF account showed a balance of \$1.48 million and the CalTRUST account reflected a balance of \$6.81 million. Property Tax Revenue reflected a receipt of funds in the amount of \$332,890 in December bringing the account total to \$1,117,460. Director Jeffries thanked the accountant and bookkeeper for their exceptional work in closing the former operating account and opening another one here in Fallbrook. The check detail report was provided for review. Both the Apple One staffing expense and Galvanized Strategies expense are soon to be gone, having provided services for a period that are no longer necessary. She noted on Report 9 that the amount of \$90,594.88 is due to be deposited in the operating account for reimbursement of community investment funds spent. These transfers are made on a quarterly basis. The Community Health Contracts are on track with reporting requirements and payments.

### E2. Gov't/Public Engagement Committee – Directors Schwartz-Frates and Mroz

Director Schwartz-Frates, Chairperson of the Gov't/Public Engagement Committee said she too had attended the ACHD Annual Meeting and was grateful for the courses on the Foundation for Good Government, Ethics for Special District Trustees and the opportunity to connect with other health districts. She said she will be following up with Grossmont to discuss a program they are participating in for senior services. She said she will be meeting with Fire Chief Stephen Abbott in an effort to extend our community outreach. She said we will be reaching out to the community regarding our upcoming redistricting. She noted new items on the website including information on patient assistance programs for obtaining medications when there is no means to obtain them, and also links to hiking trails. She also said a class the District helps to provide is on management of diabetes and she plans to obtain additional information on behavioral health programs needed in our community.

### E3. Facilities Committee – Directors Leach and Mroz

Director Leach, Chairman of the Facilities Committee said ongoing repairs that are doable are in process and Property Manager Roy Moosa has been invited to participate in the Facilities Committee meeting. Discussion ensued regarding roof repairs. If the cost is more than \$25,000, a bidding process is required.



- E4. Strategic Planning Committee – Directors Salmon and Jeffries  
Director Salmon, Strategic Planning Committee Chairman said a meeting is scheduled for February 20<sup>th</sup>.
- E5. General Counsel – Blaise Jackson  
E5a. First Reading, Hospital Records Retrieval Procedure (approval for March)  
Aside from anticipated comments during Closed Session, Counsel said he brought for Board review a draft Hospital Records Retrieval Procedure for first reading. He said following closure of the hospital in 2015, the District remained responsible for the paper medical record files of the Fallbrook Hospital. CHS is responsible for digital files. CHS had been facilitating retrieval of the paper records up to September of 2018. They are no longer facilitating that process. This procedure will be on the March agenda for approval.

## F. DISCUSSION/ACTION ITEMS

- F1. Consideration of Obtaining District Credit Card/Card Agreement with Pacific Western Bank – Wendy Lyon  
Bookkeeper Wendy Lyon said the District had an American Express card in the past. The Finance Committee will consider this matter at its February meeting.
- F2. Consideration and adoption of amendments to Bylaws (committee changes – 2<sup>nd</sup> reading) (Board)  
Counsel said the Bylaws have been modified to more accurately reflect the Governmental and Public Engagement Committee. Discussion ensued.  
**ACTION:** It was moved by Director Schwartz-Frates, seconded by Director Mroz to approve the amended Bylaws as presented.  
**MOTION CARRIED:** 5-0
- F3. Consideration/approval of RFP for Land Use Consultant, zoning changes for 1636 E. Mission Road  
Director Leach said the Board concluded it would be necessary to have assistance in the process of obtaining zoning changes for the E. Mission property.  
**ACTION:** It was moved by Director Leach, seconded by Director Schwartz to publish an RFP for a land use consultant to assist the District with the process of obtaining needed zoning changes for the property at 1636 E. Mission Road.  
**MOTION CARRIED:** 5-0
- F4. Consideration/approval of RFP for design services technical provisions – Roof replacement projects (1636 Mission, 617 Alvarado, 138 Brandon)  
Director Leach said this RFP is needed because any project over \$25,000 will require a bidding process.  
**ACTION:** It was moved by Director Leach, seconded by Director Mroz to publish an RFP for design services technical provisions for roof replacement projects for the above three referenced locations.  
**MOTION CARRIED.** 5-0
- F5. Approval of Plans and Specifications – Elder Street Sidewalk project  
Director Leach said this project is required as a part of the sale of the property at 624 E. Elder Street.  
**ACTION:** It was moved by Director Leach, seconded by Director Jeffries to approve the Plans and Specifications for the Elder Street Sidewalk Project as presented.  
**MOTION CARRIED:** 5-0

**G. ITEMS FOR SUBSEQUENT MEETINGS**

G1. Other Director/Staff discussion items

G1a. Item(s) for future board agendas

G1b. Announcements of upcoming events:

- **Presidents Day – February 18 – District office closed.**
- **NCCCHI meeting – 1<sup>st</sup> Wednesday, March 6, 2:00-4:00pm, Board Conference Room, 138 South Brandon Road, Fallbrook**
- **Finance Committee meeting – 1<sup>st</sup> Wednesday, March 6, 5:30pm, Board Conference Room, 138 South Brandon Road, Fallbrook**
- **Woman of Wellness meeting – 1<sup>st</sup> Thursday, March 7, 6pm, Community Room, 138 South Brandon Road, Fallbrook**
- **Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3<sup>rd</sup> Wednesday, March 20, 10:30am-noon, Community Room, 138 South Brandon Road, Fallbrook**
- **ACHD Legislative Days, April 8-9, Sacramento, CA**

G2. **Next Regular Board meeting – Wednesday, March 13, 6:00pm, Community Room, 138 South Brandon Road, Fallbrook**

A recess was called at 7:04 p.m. and Closed Session began at 7:12 p.m.

**H. CLOSED SESSION**

H1. Conference with Real Estate Negotiator Concerning Price and Terms Per Government Code Section 54957 (Lease, 617 Alvarado St.);

H2. Conference with Legal Counsel Concerning Exposure to Litigation Per Government Code Section 54956.9(d)(2) – one case.

**I. RETURN TO OPEN SESSION**

The Board returned to Open Session at 7:40 p.m. No action was taken.

**J. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:40 p.m.

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Howard Salmon, President

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Board Secretary/Clerk





**STRATEGIC PLANNING COMMITTEE**

**Wednesday, February 20, 2019 at 5:30 P.M.  
Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028**

Committee Members Present: Howard Salmon, Chair and Jennifer Jeffries, Co-chair  
Staff Members: Wendy Lyon and Linda Bannerman

1. Call to Order/Roll Call  
Chair Howard Salmon called the meeting to order at 5:30 p.m.
2. Public Comments  
None
3. Discussion Items
  - a. 2019-2020 Community Health Contracts (CHC) Proposal Evaluation Criteria
    - i. Evaluation Criteria
      1. The committee reviewed the existing reporting forms and proposed changes with SMART objectives and the new tracking sheet. Ms. Jeffries said she really likes the SMART objectives (specific, measurable, achievable, relevant and time bound) as a template for the Community Health Contracts program.
      2. There was discussion regarding requiring collaboration, perhaps with another non-profit which would strengthen the program
      3. Recommendation for 10% of the program's budget to be funded by another funding source/in kind support
      4. No change.
      5. Use Time Bound – not Time Phased. Question quarterly or annual objectives? What is “default” data points?
      6. No change
      7. Two grant orientations – include SMART
      8. Track and report on how much of your services are provided to Fallbrook, Bonsall, De Luz and Rainbow residents
    - ii. Application (Foundant/paper)  
Page 5 of the application; remove top two questions.  
Keep individual participant data for the present time.
    - iii. Reporting Tool: old forms vs. new tracking sheet  
The Community Health Coordinator recommends use of the new tracking sheet.

- b. Proposing a partnership with Fallbrook Family Health Center (CHS Inc.) for WOW meetings in Spanish on a quarterly basis.

The committee members agreed that they would like to see an agreement with the Fallbrook Family Health Center (FFHC) to provide quarterly Woman of Wellness programs to the Spanish speaking population in our District. The committee recommended to move forward with contacting FFHC to ascertain their interest. Legal counsel can draft an MOU and a plan should be developed.

It was also recommended that Woman of Wellness maintain a record of individual participant data for each event.

- c. Reviewing Fallbrook Land Conservancy Community Health Contract

This item was tabled for now.

- d. Current and Former District Activities

In review of the list of current and prior District activities, the Committee made the following recommendations for ongoing programs:

<u>Current Activity:</u>	<u>Recommendation:</u>
Woman of Wellness	Yes
Prostate Cancer Screening	Yes
Participate in C of C Harvest Faire	Yes
Christmas Parade	Yes
CCHW	Yes (check with B.Mroz)
NCCCHI	Yes (currently working on grant)
<u>Prior:</u>	
Healthcare Heroes	Yes
Health Fair Community Collaborative Breakfast	Yes
Health Fair	No

Following discussion, the Committee agreed to recommend to the board to have a Public Health representative provide them with a presentation as to what they provide in services to the District. Chairman Salmon said he would follow up with Public Health.

There was discussion regarding Foundant and whether it is the best program for us to use for the Community Health Contracts program. There will be further discussion regarding this matter.

- e. Wellness Center Use Criteria List

Chairman Salmon said the District has had interest in Blue Zones, and since then has determined that the cost is prohibitive. Perhaps there is another program that can help us to achieve our goals without the prohibitive expense. Another program the District wants to pursue is working with Lyft for transportation needs.

Ms. Jeffries said she has identified the following groups to have not been adequately represented when the District sought input from the community.

1. Spanish speaking population

2. Local physicians. She would like to see further discussion with physicians (perhaps hosting a lunch).
3. Adolescent health.
4. Behavioral treatment issues.

She said she believes it is important to ask them what their most important criteria for would be for the wellness center. She will work with Kate Schwartz-Frates of the Governmental & Public Engagement Committee to further discuss and develop a potential plan for reaching out to these groups.

f. Centraforce

Discussion ensued regarding the data received from CentraForce. Following discussion, it was recommended that this data would provide added value every three years, and therefore no contract is needed this year. The Committee agreed to make this recommendation to the full board.

4. Adjournment

There being no further business, the meeting was adjourned at 6:27 p.m.

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Howard Salmon, Committee Chair

DRAFT

## REPORTS

**REPORTS**  
Communication Only



## POSITION ANNOUNCEMENT

# District Executive Director January 2019

Fallbrook Regional Health District, a public agency serving the communities of Fallbrook, Bonsall, Rainbow, and De Luz in Northern San Diego County ("District" or "FRHD"), is looking for an Executive Director.

FRHD was organized in 1950 to open and operate Fallbrook Hospital. From 1998 until it closed in 2015, the hospital was leased to a Tennessee-based hospital chain. From 1998 to the present, the District has promoted community wellness and emphasized prevention, primarily by working with a variety of community non-profit organizations and supporting community health initiatives. More information about the District may be found at <http://www.fallbrookhealth.org>.

### THE DISTRICT'S MISSION AND VISION MAY BE SUMMARIZED AS FOLLOWS:

**Mission:** To promote the health of the District's residents and enhance access to sustainable, quality healthcare services.

**Vision:** Collaboratively identify and support a broad range of District healthcare needs in pursuit of positive, measurable community health outcomes, emphasizing wellness and disease prevention.

The District seeks a collaborative and energetic leader who will engage the community in identifying health issues needing greater attention and resources to tangibly improve the health status of segments of the population.

The new Executive Director will bring substantial experience with public health issues, as well as experience in the acquisition, use, analysis, and application of relevant data and data bases to effectively address board-identified community issues. The Executive Director will identify resources, programs, and organizations that can collaborate with FRHD.

The new Executive Director will have a successful track record of building and nurturing community support and collaboration in pursuing health and wellness goals and in administering existing community programs such as community wellness networking and education, periodic preventive screenings, and a robust (approximately \$800,000 annually) community health contract (grants) program.

The ideal candidate will be able to confidently interact with public officials at the state and local level to combine resources to address community wellness and prevention programs. He or she will have experience with developing, managing, and explaining the budget and human resources functions such as supervising, evaluating, and hiring personnel and independent contractors. Direct or related experience in managing commercial leasing and tenant relations is preferred.

The Executive Director will have full oversight responsibility for an annual budget of approximately \$1.8 million, will supervise a modest full-time staff, and will maximize the contributions of an existing team of outside consultants, as well as engage community volunteers. The ideal candidate will play a pivotal role in developing and implementing the future District Wellness Center, at a 4.5-acre site acquired last year by the District. Experience with all aspects of prudent financial management and human resources regulations in a public sector setting is highly desired. The ideal candidate will have a demonstrated track record of developing and maintaining strong external relationships with policy makers and community stakeholders, such as state and local elected officials, Chambers of Commerce, school districts, and private and public donors.

A bachelor's degree is required, preferably in public health or public administration, along with at least 10 years of progressively more responsible experience in public health, public administration, or a related field. Formidable candidates will possess an MPH or MBA. Strategic planning experience is a must, with public sector strategic planning highly desired. Given FRHD's diverse community, fluency in Spanish would be a plus.

The anticipated salary range for the position is \$125,000 to \$145,000, plus medical benefits. The District also provides salary matching in a SIMPLE IRA plan as allowable by law. The District is not a participant in the Public Employees Retirement System ("PERS").

**Interested candidates shall furnish a letter of interest, along with a resume to [Fallbrookhealthopportunity@gmail.com](mailto:Fallbrookhealthopportunity@gmail.com), on or before February 28, 2019. Interviews will follow later in the month of March, with a projected start date of April 15, 2019.**



# Public Forum: Transition to Zone-Based Elections

Fallbrook Regional Health District is voluntarily moving away from an at-large election system for its board makeup and is instead shifting to a five zone-based election system for the 2020 election to help strengthen community representation.

Fallbrook Regional Health District will host a Public Forum as part of the process of transitioning to zone-based elections. This is an opportunity for community to supply a map or work together mapping. Prior to map drafting, two Public Hearings were held, one on January 9th, 2019 and one on February 6th. The meetings are conducted to provide community members with opportunities for input. Following the drafting of the proposed zone maps, the public will also be invited to additional Public Hearings on dates to be announced.

After the public hearings on proposed zone maps, the District Board of Directors will vote on a final map that divides the District into the five new zones, which will go into effect for the 2020 elections. The public is encouraged to attend these Public Hearings as the zone-based election system will be a representation of the communities we serve.

**FALLBROOK REGIONAL HEALTH DISTRICT**

**Public Forum on Transition to Zones**

**Wednesday, March 6, 2019 at 6:00 p.m.**

*(following the District's Finance Committee meeting)*

138 South Brandon Road, Fallbrook CA 92028



# Foro público: Transición a las elecciones basadas en zonas

La mesa directiva de Fallbrook Regional Health District (FRHD) esta voluntariamente alejándose de un sistema electoral en general y cambiará a un sistema electoral de cinco zonas para la elección del año 2020, para así ayudar a fortalecer la representación de la comunidad.

Como parte del proceso de transición a las elecciones basadas en la zona, FRHD tendrá un foro público en donde la comunidad tendrá la oportunidad para trabajar juntos a proporcionar un mapa o traer su propio propuesto mapa. Hubo dos audiencias públicas anteriormente, una el 9 de enero del 2019 y otra el 6 de febrero. Las reuniones se llevan a cabo para darle la oportunidad a los miembros de la comunidad que den su opinión. Siguiendo la redacción de los propuestos mapas, el público será invitado a audiencias públicas adicionales en fechas que con tiempo serán anunciadas.

Después de las audiencias públicas de los propuestos mapas, la mesa directiva de FRHD votara por un mapa final que divide el distrito en 5 nuevas zonas, que tomaran efecto en las elecciones del año 2020. Animamos al público asistir a estas audiencias y foros públicos, ya que el sistema electoral basado en la zona será una representación de las comunidades que servimos.

## **FALLBROOK REGIONAL HEALTH DISTRICT**

**Foro público: Transición a las elecciones basadas en zonas  
miércoles, 6 de marzo del 2019 a las 6:00pm**


*(siguiendo la junta del Comité de finanzas de FRHD)*

138 South Brandon Road, Fallbrook CA 92028



**Thursday, March 7, 2019**  
**Fallbrook Library**  
**124 S. Mission Rd.**  
**6:00 p.m. – Social & Refreshments**  
**6:30 p.m.—7:30 p.m. Presentation/Door Prizes**

**Sponsored by**

**Fallbrook Regional**  
**HEALTH  DISTRICT**

*Featured Presentation:*

***“Plight of the Pollinators”***

*Connie will be assisting us with our planned community garden and will share the importance of the pollinators. Butterflies, bees and native pollinators are at risk. Join us and learn more about how we can help.*

*Presenter:*

***Connie Schultz***

***Master Gardener/Composter, Cornell Extension***  
***Owner of Botany & Bloom***

**Free Event including Refreshments • Door Prizes**  
**Please plan to attend, bring a friend and**  
**please bring a non-perishable food donation for the Food Pantry**  
**Questions? Contact Pam Knox at [pknox@fallbrookhealth.org](mailto:pknox@fallbrookhealth.org)**  
**Or call 760-731-9187**

## REQUEST FOR PROPOSAL (RFP) ARCHITECTURAL DESIGN & DRAFTING SERVICES

Fallbrook Regional Health District is requesting proposals from qualified professionals to assist the District in preparing a set of detailed technical specifications and drawings for roof replacement projects at three of the buildings owned by the District. (617 Alvarado Street, 138 S. Brandon Road, and the "classroom building" at 1636 E Mission Road).

This letter comprises the Request for Proposal (RFP) for Architectural Design and drafting Services. You may view a copy of this RFP at [www.fallbrookhealth.org](http://www.fallbrookhealth.org). Responses should be submitted in accordance with the instructions set forth in this RFP.

### PROPOSAL DUE DATE

Interested firms must submit one (1) original unbound containing original signature, six (6) copies, and an electronic PDF/Word version of their proposal, by March 8, 2019. Proposals shall be considered firm offers to provide the services described for a period of ninety (90) days from the time of submittal.

### POINT OF CONTACT

Wendy Lyon will be the point of contact for this contract. Proposals and all inquiries relating to this RFP shall be submitted to Wendy Lyon, District Bookkeeper at the address shown below. E-mail inquiries may be directed to [bookkeeper@fallbrookhealth.org](mailto:bookkeeper@fallbrookhealth.org), or to:

Wendy Lyon, Fallbrook Regional Health District, 138 S. Brandon Road, Fallbrook, CA. 92028

### MINIMUM QUALIFICATIONS

Proposals must demonstrate that the Consultant meets the following minimum qualifications to be eligible for consideration for this project:

1. The firm, organization or company must be a licensed civil engineering contractor or General Contractor in the state of California.
2. The Managing Principal assigned to the contract and responsible for the coordination and execution of the work must have a minimum of ten (10) years' progressively more responsible experience and a proven track record of providing roofing design and drafting services for governmental and/or corporate clients.
3. Preference will be given to firms which have and maintain an office or a presence within the District service area (Fallbrook, Bonsall, DeLuz, Rainbow).

### SCOPE OF WORK, BUDGET AND SCHEDULE

Fallbrook Regional Health District (FRHD) desire land use consulting services to meet with the District staff and/or property manager, inspect the three building locations in need of roofing replacements, and develop a set of written specifications and drawings which will then be incorporated into bidding documents to allow for the competitive bidding of the roof replacement projects for the three District buildings.

FRHD expects the chosen consultant to commence work on or about May 1, 2019, with a view toward finalizing the specifications by July 1, 2019. This will allow FRHD to move forward with letting one or several contracts for roof replacement to be awarded by approximately mid-July 2019.

### CONTENTS OF PROPOSAL

1. Letter of Interest. A dated letter of interest must be submitted. It shall contain the legal name of the firm, address, telephone and e-mail address, and the name, title and signature of the authorized person to submit on behalf of the firm, who may bind the firm to a contract. The letter should include a brief statement of the firm's experience, background and qualities, identify any sub-consultants, and provide information on why the firm is a "fit." The letter should identify the form of business entity.
2. Narrative – the proposal will provide a comprehensive narrative of the firm's zoning and land use work, to include the following:
  - a. The proposal shall contain no less than three (3) examples of successful projects which the firm has completed similar to FRHD's in the past five (5) years.
  - b. Describe the experience and educational background and qualifications of the principal members of the firm, as well as those of any sub-consultants. The proposal should identify all roof replacement design specifications projects it has worked on in the past seven (7) years, including the name of the client and the contact person for that client.
  - c. It shall provide the names and resumes of the principal(s) who will be in charge of this application.
  - d. Identify the firm's insurance carriers for liability and professional liability and workers' compensation;
  - e. Identify any litigation naming the firm as a defendant in the preceding seven (7) years.
3. Professional Approach. The proposal shall provide a general, step-by-step narrative of the process by which it will fulfill the work contemplated by this RFP, including a proposed timeline and anticipated fully-loaded cost and charge for each step, and include a summary sheet tallying all charges associated with completion.
4. Fee Schedule. The proposing entity should submit a fee schedule detailing the rates and charges for each of its staff members and sub-consultants (if any) which will perform work or services on the project contemplated by this RFP.

### SELECTION PROCESS

The District Board facilities committee, in collaboration with its real estate consultant, anticipates review of the proposals received following the deadline for submission. The committee will likely identify a plurality of submitting entities for interview, with a view toward submitting a recommendation to the full board for award of a contract at a subsequent regular board meeting. The District Board meets regularly on the second Wednesday of the month.

The District reserves the right to reject all proposals received, and to reject any proposal which fails to set forth the information requested herein.

The selected Consultant will be required to maintain insurance coverage, during the term of the contract. Consultant agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements. Consultant acknowledges that, if selected to perform this design work, Consultant will not be permitted to submit a bid to perform the roof replacement work.

Thank you for your interest,  
Howard Salmon, Board President

## REQUEST FOR PROPOSAL (RFP) LAND USE CONSULTING SERVICES

Fallbrook Regional Health District is requesting proposals from qualified land use consultants for governmental and/or corporate clients, to assist the District in obtaining a major use permit of newly-acquired District property from its current religious-purpose designation to allow for permissible use as a community wellness center.

This letter comprises the Request for Proposal (RFP) for land use Consulting Services. You may view a copy of the RFP at [www.fallbrookhealth.org](http://www.fallbrookhealth.org). Responses should be submitted in accordance with the instructions set forth in this RFP.

### PROPOSAL DUE DATE

Interested firms must submit one (1) original unbound containing original signature, six (6) copies, and an electronic PDF/Word version of their proposal, by March 8, 2019. Proposals shall be considered firm offers to provide the services described for a period of ninety (90) days from the time of submittal.

### POINT OF CONTACT

Wendy Lyon will be the point of contact for this contract. Proposals and all inquiries relating to this RFP shall be submitted to Wendy Lyon, District Bookkeeper at the address shown below. For telephone inquiries, call (760) 731-731-9187. E-mail inquiries may be directed to [bookkeeper@fallbrookhealth.org](mailto:bookkeeper@fallbrookhealth.org), or to:

Wendy Lyon, 138 S. Brandon Road, Fallbrook, CA. 92028

### MINIMUM QUALIFICATIONS

Proposals must demonstrate that the Consultant meets the following minimum qualifications to be eligible for consideration for this project:

1. The firm, organization or company must be a licensed civil engineer in the state of California. The Managing principal must be a registered civil engineer in the State of California.
2. The Managing Principal assigned to the contract and responsible for the coordination and execution of the work must have a minimum of ten (10) years' progressively more responsible experience and a proven track record of providing land use consulting services for governmental and/or corporate clients.
3. Preference will be given to firms which have and maintain an office or a presence within the District service area (Fallbrook, Bonsall, DeLuz, Rainbow).

### SCOPE OF WORK, BUDGET AND SCHEDULE

Fallbrook Regional Health District (FRHD) desire land use consulting services to meet with the District Board facilities committee, engage relevant decision makers with the County Department of Planning and Land Use ("County DPLU"), and take the lead role in preparing all necessary application and paperwork, including any and all necessary environmental planning and compliance, for submission to County DPLU to obtain a major use permit for 1636 E. Mission Avenue, Fallbrook, CA 92028, to allow for optimal conforming use(s) under the County zoning Ordinance, and which will legally permit the District to utilize the property as a community Wellness Center.

Though still in the developmental stages, the Board anticipates that the District's Wellness Center will provide various opportunities for community participants to visit the facility to participate in wellness education and exercise opportunities, annual community health fairs, wellness clinics which may include organic farming activities, healthy cooking classes, a jogging/walking path, and perhaps outdoor recreational sporting and athletic activities. In addition, the District envisions being able to partner with community nonprofit organizations to offer the property for use by those nonprofits for similar purposes, and may include allowing some non-profits to lease or sublet space for the District for office or operational activities. The Board may hold its regular and special meetings on site.

FRHD expects to commence work on or about May 1, 2019, with a view toward application submission to County DPLU no later than August 15, 2019. All potential proposing entities are responsible for checking the District website for any addendum to this RFP.

### CONTENTS OF PROPOSAL.

1. Letter of Interest. A dated letter of interest must be submitted. It shall contain the legal name of the firm, address, telephone and e-mail address, and the name, title and signature of the authorized person to submit on behalf of the firm, who may bind the firm to a contract. The letter should include a brief statement of the firm's experience, background and qualities, identify any sub-consultants, and provide information on why the firm is a "fit." The letter should identify the form of business entity.
2. Narrative – the proposal will provide a comprehensive narrative of the firm's zoning and land use work, to include the following:
  - a. The proposal shall no less than three (3) examples of successful projects which the firm has completed similar to FRHD's in the past five (5) years.
  - b. Describe the educational background and qualifications of the principal members of the firm, as well as those of any sub-consultants. The proposal should identify all such projects it has worked on in the past seven (7) years, including the name of the client and the contact person for that client.
  - c. It shall provide the names and CVs of the principal(s) who will be in charge of this application.
  - d. Identify the firm's insurance carriers for liability and professional liability, and workers' compensation;
  - e. Identify any litigation naming the firm as a defendant in the preceding seven (7) years.
3. Professional Approach. The proposal shall provide a general, step-by-step narrative of the process by which it will fulfill the work contemplated by this RFP, including a proposed timeline and anticipated fully-loaded cost and charge for each step, and include a summary sheet tallying all charges associated with completion.
4. Fee Schedule. The proposing entity should submit a fee schedule detailing the rates and charges for each of its staff members and sub-consultants (if any) which will perform work or services on the project contemplated by this RFP.

### SELECTION PROCESS

The District Board facilities committee, in collaboration with its real estate consultant, anticipates review of the proposals received following the deadline for submission. The committee will likely identify a plurality of submitting entities for interview, with a view toward submitting a recommendation to the full board for award of a contract at a subsequent regular board meeting. The District Board meets regularly on the second Wednesday of the month.

The District reserves the right to reject all proposals received, and to reject any proposal which fails to set forth the information requested herein.

The selected Broker will be required to maintain insurance coverage, during the term of the contract. Broker agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements.

Thank you for your interest,  
Howard Salmon, Board President

RIVER VILLAGE PLAZA - 5256 S. MISSION

Free



EGG HUNT

Thursday, April 18th

3:00 \* 5:00

Prizes - Fun

Free tickets for the  
Adult raffle baskets

Face Painting  
and crafts

Check in begins at  
3:00 pm in the Bonsall  
Chamber office



All kids get FREE tickets for the Easter Basket drawings

PosterMyWall.com

MUST BE PRESENT TO WIN ALL PRIZES - ADULT AND CHILD

## **DISCUSSION/ACTION ITEMS**



## **DISCUSSION/ACTION ITEMS**

Second Reading, Hospital Records Retrieval Procedure

Fallbrook Regional Health District	Policy #	Page 1 of 4
	Title: Record Retrieval	
Policies and Procedures Manual	Latest Revision Date: 2/8/2019	

## Records Retrieval

### 1. Request received.

Verbal request – get it in writing, ask for a written, signed authorization from Patient.

Once received in writing, log into notebook or tracking sheet with date received, name of former patient, and type of request.

a. Written: 3 major options:

(1) Written authorization and request direct from Patient (signed by requesting patient);

(2) Authorization to release to third party – check for sufficiency.

Signed by former patient – form of ID provided (Driver’s License or SSN?);

(3) Subpoena – Scan and e-mail to counsel for compliance review

Counsel will advise re: sufficiency/completeness of subpoena.

b. Are specific documents requested (docs from ER visit or orthopedic surgery reports/charts, x-rays; specific identification – mammogram or back x-rays)?

(1) Are specific dates (of treatment, or range of time for records) provided?

A. If yes,

i. go to step 1c.

ii. and request seeks records older than 2000 for an adult, unlikely to find any records that old. Juvenile records may have been retained longer by CHS. Anything older than 1998 for minors at the time of visit (except for births dating back to 2000) are unlikely to be retained.

B. If no specific date or range provided, contact and ask to confirm with patient/requester if entire medical files are requested or only going back certain time period?

Fallbrook Regional Health District	Policy #	Page 2 of 4
	Title: Record Retrieval	
Policies and Procedures Manual	Latest Revision Date: 2/8/2019	

- c. Paper medical records/files: let requester know there is a copy charge per page of .15;
- d. X-ray films or other radiology: quote requester a duplication price of \$30.00 per individual film plate/sheet (lowest price we obtained in surveying copying companies [Advanced Atty Service]).

(1) If requester is a medical facility, offer them the option of check-out, borrowing of the films, and transport using the transmittal check-out form devised for that purpose. Note the date of transmission of the borrowed x-rays in the log book, and diary for follow up 35 days later (to recontact the provider and inquire about status of return of the borrowed x-rays).

2. **Search for Records.** (three different methods)

- a. Use the Iron Mountain on-line Portal (<https://ironmountainconnect.com>), to search for and order files by patient name, Medical record number (if known-see 2b.), Date of Birth;
- b. Search/query the four excel databases received (only three of these contain patient name information, SKP Box numbers and Medical Record Numbers; only the earliest one has extensive birthdate information). The earliest one also consists primarily of medical record folders and radiology folders.
- c. Contact CHS in Nashville (currently Melissa Niles/Letha Anderson) and provide the name and identifying information of the requesting party for query within the CHS/Iron Mountain digital record system; (NOTE: CHS is working on affording District direct access to online database which will obviate the need to contact Nashville)

NOTE: for records for services prior to 2014 there will likely be no digital records obtainable.

(1) Follow up with CHS in one week if confirmation not received.

Fallbrook Regional Health District	Policy #	Page 3 of 4
	Title: Record Retrieval	
Policies and Procedures Manual	Latest Revision Date: 2/8/2019	

- (2) CHS should be able to confirm through its electronic portal all of the following:
  - A. Whether requester/subject was, in fact, a former patient;
  - B. Identifying information (date(s) of service, inpatient or emergency dept., etc.);
  - C. Whether and to what extent there exist any electronic medical records for the subject of the request.
  - D. Order identified paper files from Iron Mountain by telephone or email. Need to provide patient name, DOB, and SKP box number, if obtainable from spreadsheet.

**3. Files Delivered by Iron Mountain.**

When files arrive from Iron Mountain, keep them in a locked and secured location in the office, safe from exposure to the elements.

- a. For paper files requested by *former patient, current medical provider, or other authorized third party*, copy them exactly as presented in the file jackets. CAREFULLY check folder BEFORE copying to ensure that the records within are for the Requested patient only! (DO NOT COPY RECORDS OF ANOTHER PATIENT WHICH ARE MISFILED!)
- b. For radiographs, organize and inventory these by date, especially if provider has opted for borrowing (you'll need to list quantity and dates on the check-out form). Check patient Name to be sure correct x-rays are in file.
  - (1) If x-rays were subpoenaed, or sought by law office through a signed authorization to release by the former patient, contact the law office and confirm the number of radiographs (do not provide the law office with specific physical parts of the body shown in the images, and decline to discuss that information), and confirm with them that they will pay the \$30.00 per film and that the District requires payment in advance for copying. Once payment is received, contact Advanced Attorney Service and have them pick up the x-rays, copy and return the originals.

NOTE: For files requested by third party authorization *and subpoena*, which are transmitted by a COPY SERVICE or ATTORNEY SERVICE, the service will likely provide the labor to copy the documents themselves with a portable scanner. Contact the entity once the files are

Fallbrook Regional Health District	Policy #	Page 4 of 4
	Title: Record Retrieval	
Policies and Procedures Manual	Latest Revision Date: 2/8/2019	

identified and transported to District office to make arrangements with the copy service/attorney service during District work hours.

4. **Copying Completed.**

- a. Once all paper records requested have been copied and all digital patient records have been received from CHS (if any), and all x-rays have been copied, mail the entire package to the particular provider.
- b. Records sought per subpoena will have a certification from the “Custodian of Records.” An authorized District representative will need to sign that document and include it in the package of materials obtained by the subpoena.
- c. Once all copying operations are complete and the copies of the requested records have been transmitted to the requester, contact Iron Mountain to arrange for pick up and return of the files. So long as completed file work is done and a secure storage place exists, it will be desirable to combine several completed files in a “batch” for pickup. Don’t request Iron Mountain come out and pick up each singular file once the work is complete. Each trip to District includes a transportation charge.

ANY QUESTIONS CONCERNING A REQUEST SHOULD BE DIRECTED TO LEGAL COUNSEL.

**DISCUSSION/ACTION ITEMS**

Special District Election Ballot  
San Diego Local Agency Formation Commission



**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

RECEIVED  
 2/27/19

**BALLOT FORM**

February 25, 2019

**TO:** Independent Special Districts of San Diego County

**FROM:** Keene Simonds, Executive Officer  
 Tamaron Lockett, Executive Assistant

**SUBJECT:** **Special District Ballot Form | San Diego Local Agency Formation Commission Regular and Alternate Member – Certified Mail**

On November 28, 2018, the San Diego Local Agency Formation Commission solicited nominations pursuant to Government Code Section 56332(1) for two special districts members – (a) one regular and (b) one alternate – to serve on the San Diego Local Agency Formation Commission (LAFCO). A total of eight nominations were received – five for the regular member and three for the alternate member – with terms both expiring May 2023.

As required by the Selection Committee Rules, all eligible nominations were forwarded to a Nominating Committee. The Nominating Committee comprise Gary Arant (Valley Center Municipal Water District), Tom Kennedy (Rainbow Municipal Water District), and Mark Robak (Otay Water District). After the candidate’s forum held on February 20, 2019 in conjunction with the San Diego Chapter of the California Special District Association’s Quarterly Dinner Meeting, the Nominating Committee met to discuss a recommended slate of nominees for the open positions.

Attached are the following election materials:

- Nominating Committee’s Report and Recommendations. (Attachment A)
- Special District Election Ballot and Vote Certification Forms for Regular and Alternate Member. (Attachment B)

<b>Administration</b> Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	<b>Jim Desmond</b> County of San Diego	<b>Catherine Blakespear</b> City of Encinitas	<b>Mark Kersey</b> City of San Diego	<b>Chair Jo MacKenzie</b> Visita Irrigation	<b>Andy Vanderlaan</b> General Public
	<b>Dianne Jacob</b> County of San Diego	<b>Bill Wells</b> City of El Cajon	<b>Chris Cate, Alternate</b> City of San Diego	<b>Vice Chair Ed Sprague</b> Olivenhain Municipal Water	<b>Harry Mathis, Alternate</b> General Public
	<b>Greg Cox, Alternate</b> County of San Diego	<b>Serge Dedina, Alternate</b> City of Imperial Beach		<b>Judy Hanson, Alternate</b> Leucadia Wastewater	

- Special District Summary of Nominations and Nomination Forms<sup>1</sup>. (Attachment C)

There is a separate special district election ballot and vote certification form to cast your vote for each position: (a) Regular Member and (b) Alternate Member. All nominees are listed on the ballot and vote certification form. An asterisk identifies the Nominating Committee recommendations, and incumbents have been italicized. Write-in candidates are permitted, and spaces have been provided for that purpose. **Only one cast vote is eligible for each category on the ballot and vote certification form; a ballot that is cast for more than indicated number of positions the vote will be disregarded.**

State Law and the Selection Committee Rules require a district's vote to be cast by its presiding officer, or an alternate member of the legislative body appointed by the other members. Therefore, the certification form has been incorporated with the ballot forms to be signed by the person who cast your district's votes. **A ballot received without a signed certification form will be voided.**

The Selection Committee Rules stipulate that most of the districts shall constitute a quorum for the conduct of committee business. There are 59 independent special districts in the county; therefore, a minimum of **30** ballots must be received to certify that a legal election was conducted. A candidate for a LAFCO member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office and will be made available upon request.

The deadline for receipts of the ballots by LAFCO is **Friday, April 12, 2019**. The Selection Committee Rules require that marked ballots be returned by certified mail – return receipt requested. Ballots and certification forms will be accepted by email to [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov) or Facsimile (FAX), if necessary, to meet the ballot deadline, but the originals must be submitted as soon as possible thereafter.

Should you have any questions, please contact me at (858) 614-7755.

Keene Simonds  
Executive Officer

Attachments

- Nominating Committee Report and Recommendations
- Special District Election Vote Certification Form and Ballots
- Special District Summary of Nominations and Nomination Forms

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<sup>1</sup> LAFCO staff does not include any of the candidates' promotional materials with the election materials.





**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**Attachment A**

February 25, 2019

TO: Independent Special Districts in San Diego County

FROM: Special Districts Election Nominating Committee

SUBJECT: **Nominating Committee Report and Recommendations**

The Nominating Committee was appointed to review the nominations submitted, and to prepare a list of recommended candidates. According to the Selection Committee Rules, the nominating committee is appointed by the Chairperson or Vice Chair of the Special Districts Advisory Committee.

The Nominating Committee members Gary Arant (Valley Center Municipal Water District), Tom Kennedy (Rainbow Municipal Water District), and Mark Robak (Otay Water District) met on February 22, 2019. In evaluating the nominations, the Committee considered special district experience, interest, and knowledge of LAFCO issues. The Committee further considered attendance records and meeting participation. The Committee also wanted to ensure representation from those types of districts that most often are involved in making recommendations to LAFCO. A summary of the nominations has been attached. (Attachment C)

The nominating committee’s recommendation for each category follows:

**Nominating Committee | Recommendations**

**LAFCO Regular Special District Member**

- Edmund K. Sprague (Olivenhain Municipal Water District)

**LAFCO Alternate Special District Member**

- Erin Lump (Rincon del Diablo Municipal Water District)
- Steve Castaneda (South Bay Irrigation District)

<b>Administration</b> Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Jim Desmond County of San Diego	Catherine Blakespear City of Encinitas	Mark Kersey City of San Diego	Chair Jo MacKenzie Visita Irrigation	Andy Vanderlaan General Public
	Dianne Jacob County of San Diego	Bill Wells City of El Cajon	Chris Cate, Alternate City of San Diego	Vice Chair Ed Sprague Olivenhain Municipal Water	Harry Mathis, Alternate General Public
	Greg Cox, Alternate County of San Diego	Serge Dedina, Alternate City of Imperial Beach		Judy Hanson, Alternate Leucadia Wastewater	

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2018 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

**VOTE FOR ONLY ONE**

**William Haynor** [ ]  
(Whispering Palms Community Services District)

**William Leach** [ ]  
(Fallbrook Regional Health District)

**Hector Martinez** [ ]  
(South Bay Irrigation District)

\* **Edmund K. Sprague<sup>1</sup>** [ ]  
(Olivenhain Municipal Water District)

**Barry Willis** [ ]  
(Alpine Fire Protection District)

**Write-Ins**  
\_\_\_\_\_  
\_\_\_\_\_ [ ]  
\_\_\_\_\_ [ ]

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of Independent Special District)  
at the 2018 Special Districts Selection Committee Election.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Print Name)  
\_\_\_\_\_  
(Print Title)

*Please note: The order in which the candidates' names are listed was determined by random selection.*

\* Nominating Committee's Recommendation

\_\_\_\_\_  
1 Incumbent member

2018 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

**VOTE FOR ONLY ONE**

\* **Steve Castaneda** [ ]  
(South Bay Irrigation District)

**Judy Hanson<sup>2</sup>** [ ]  
(Leucadia Wastewater District)

\* **Erin Lump** [ ]  
(Rincon del Diablo Municipal Water District)

**Write-Ins**

\_\_\_\_\_ [ ]

\_\_\_\_\_ [ ]

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of Independent Special District)  
at the 2018 Special Districts Selection Committee Election.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

*Please note: The order in which the candidates' names are listed was determined by random selection.*

\* Nominating Committee's Recommendation

\_\_\_\_\_  
2 Incumbent member

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES  
LAFCO REGULAR AND ALTERNATE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The Whispering Palms CSD is pleased to nominate William Haynor as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

Please check one box.  
Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)
- Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

William Haynor  
(Signature)

William Haynor  
(Print Name)

1/9/2018  
(Date)

President  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

RECEIVED  
JAN 22 2019  
SAN DIEGO LAFCO

## LAFCO Special District Regular Member Candidate

William W. Haynor

### Resume



#### **Business Background**

William W. Haynor has more than 30 years of banking and finance experience, with senior positions at Bank of America, Imperial Corporation of America, Great American Bank, and as Executive Vice President and Chief Administrative Officer of Bank of San Francisco. Mr. Haynor was a Founding Director of Selectquote Insurance Services, Inc. and is currently Founder, Chairman and CEO of Seniorquote Insurance Services Inc., a direct response distributor of senior life and health insurance. Mr. Haynor was also a Founding Director of the Star System and past Vice Chairman of the Board.

#### **CSD Background**

1. Past Board Chairman of the Marin Municipal Water District.
2. Past Board Chairman of The Strawberry Recreation District
3. Current Board Chairman of the Whispering Palms Community Services District

#### **Appointment Background**

1. Past Chairman of the Richardson Bay Development Committee Joint Powers with Marin County and Cities of Sausalito, Mill Valley, Tiburon, and Belvedere
2. Current SDCERS (San Diego City Pension Board) Board Member and Past Investment Committee Chairman

### Personal Highlights

**Education:** Denison University B.S. Biology – USC, MBA Finance, USC, MS Aerospace Systems Management

**Military:** USAF, Strategic Air Command, Avionics/Intelligence – Captain – Viet Nam  
Combat Service Ribbon

**Family:** Married with three children and four grandchildren

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES  
LAFCO REGULAR AND ALTERNATE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The FALLBROOK REGIONAL HEALTH DISTRICT is pleased to nominate William Leach as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

Please check one box.  
Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)  
 Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Howard Salmon  
(Print Name)

Howard Salmon  
(Signature)

1/9/2019  
(Date)

Board President  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

RECEIVED  
JAN 30 2019  
SAN DIEGO LAFCO

# Bill Leach

Special District and Government Experience

## EXPERIENCE

### **Fallbrook Regional Healthcare District, Fallbrook CA — Governing Board Member**

December 2016 - PRESENT

### **Fallbrook Community Planning Group, Fallbrook CA- Governing Board Member**

December 2016 - January 2019

### **Association of California Healthcare Districts, Sacramento CA- Advocacy Committee Member**

September 2017- January 2019

### **Association of California Healthcare Districts, Sacramento CA- Education Committee Member**

September 2017- January 2019



ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES  
LAFCO REGULAR AND ALTERNATE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The SOUTH BAY IRRIGATION DISTRICT is pleased to nominate HECTOR MARTINEZ as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

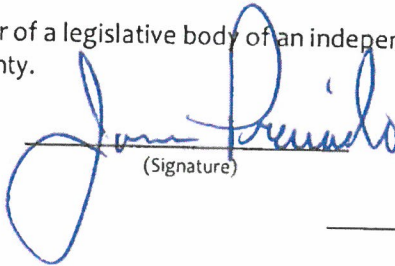
Please check one box.  
Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)  
 Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

JOSE PRECIADO  
(Print Name)

  
(Signature)

1-9-19  
(Date)

BOARD PRESIDENT  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
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# Hector M. Martinez, P.E.

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**Experience** - While at Sweetwater Authority, in the engineering department, I had the opportunity to prepare and process several annexations and detachments for the district. As a developer, I have considered on several occasions annexing land for development.

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March 2014 to present      Green Housing Development      Chula Vista, CA

Dec 1988 to March 2014      Sweetwater Authority (26 years)      Chula Vista, CA

Engineering Manager, 2004-2014  
Deputy Chief Engineer, 2001-04  
Principal Engineer, 1997-2001  
Senior Engineer, 1994-97  
Associate Engineer, 1993-94  
Assistant Engineer, 1988-93

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Prior to Dec1988      Various

Junior Civil Engineer, City of San Diego  
Water Treatment Specialist - 77W, US Army, Fort Lee VA  
Structures Teacher, New School of Architecture, Carlsbad and San Diego  
Math Teacher, New School of Architecture, Chula Vista, Carlsbad and San Diego  
Laborer, Welsh Construction, Chula Vista  
Building Maintenance, New School of Architecture, Chula Vista

## Education

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2011      Masters in Public Administration, National University  
1996      Masters in Management, National University  
1987      BS in Civil Engineering, San Diego State University  
1985      Associate Degree in Engineering, Southwestern College

## Licenses Obtained

Department of Health Services Grade D4 Water Distribution System Operator, #4512  
Licensed Registered Civil Engineer, C52560  
Licensed building Contractor  
AWWA Grade 3, 04512

## Appointments

Water Agency Design Standards Committee Chair person, SEMS Committee, 2002 SWA Security Task Force, Sweetwater Authority Recreation Association Committee member, United Way Annual Contribution Campaign, Safety Committee member, SDG&E Major Customer Advisory Panel Member

## Extra Curricular Activities (Past and Present)

South Bay Irrigation District Board Member  
Child Development Associates Board Member  
Chula Vista Rangers Soccer Club Board Member – Youth Sports Council Member  
Chula Vista Growth Task Force Member  
Eastlake Community Church Volunteer and MTB Club Leader  
AWWA Water for People Committee Member and Treasurer  
South Bay YMCA Management Board Member  
Eastlake III Home Owners Association Board Member  
Chula Vista Democratic Club Treasurer and President  
Border Angels Board Member  
South Bay Forum Member  
San Diego Immigration Rights Consortium  
Border Patrol Citizens Academy Graduate

## Hobbies

Mountain and Road biking, jogging, general physical exercise and travel.

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ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES  
LAFCO REGULAR AND ALTERNATE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The Olivenhain Municipal Water District is pleased to nominate Edmund K. Sprague as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

Please check one box.

Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)  
 Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Kimberly A. Thorner  
(Print Name)

Kimberly A. Thorner  
(Signature)

1/16/19  
(Date)

General Manager  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

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JAN 29 2019  
SAN DIEGO LAFCO

31

**2019 LOCAL AGENCY FORMATION COMMISSION  
INDEPENDENT SPECIAL DISTRICT MEMBER  
NOMINATION / RESUME**

<b>NOMINATED BY:</b>	
District Name:	Olivenhain Municipal Water District
District Phone:	760-753-6466
<b>NAME OF NOMINEE:</b>	
Name:	Edmund K. Sprague
Address:	1966 Olivenhain Road Encinitas, CA 92024
Phone:	760-753-6466
<b>NOMINATED FOR:</b>	
<i>Please check <u>one</u> box</i>	<input checked="" type="checkbox"/> <b>Regular Special District Member</b> <input type="checkbox"/> <b>Alternate Special District Member</b>
<b>DISTRICT EXPERIENCE:</b>	<p>Being appointed to OMWD Board in 2008 to represent Division 5 has provided him a great deal of experience governing water, wastewater, recycled water, hydroelectricity and parks and recreation services to over 86,000 customers.</p> <p>Served as President of the Board from 2009 to 2012, 2015-2016 and currently serves as President of the OMWD Board of Directors.</p> <p>Currently serves on OMWD's Finance, Personnel, and Public Policy and Public Outreach Committees.</p> <p>Served on the Board of Directors of the Special District Risk Management Authority in 2011.</p> <p>Earned the Recognition in Special District Governance certification from the Special District Leadership Foundation in 2010.</p> <p>Served on the California Special District Association's Education Committee.</p>
<b>LAFCO EXPERIENCE:</b>	Currently serves as the incumbent Regular Special District Member on LAFCO since 2015.
<b>ADDITIONAL INFORMATION:</b>	<p>As a lifetime resident of northern San Diego County, Mr. Sprague has dedicated his entire career to championing the needs of the public as well as serving his local community. Mr. Sprague has over 30 years of public service starting as a cadet firefighter for the City of Escondido in 1986. He ascended through the fire service ranks all the way up to Fire Battalion Chief for the Carlsbad Fire Department. He then transitioned into the role of Deputy Fire Chief for the North County Fire Protection District where he retired in 2015.</p> <p>After his successful firefighter career, Mr. Sprague has been able to dedicate considerably more time to his passion of teaching and leading others as a Fire Technology Assistant Professor at Palomar College.</p> <p>Worked with the City of Carlsbad as a Firefighter, Fire Engineer, Fire Captain, Battalion Chief – Training Officer, and Shift Battalion Chief. During this 26 year period, was a Public Education Officer, and was a Liaison Officer with North County Dispatch JPA.</p> <p>Holds bachelors and master's degrees in public administration from San Diego State University and an associate's degree in fire science from Palomar College.</p>

**ATTACHMENT A**  
**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES**  
**LAFCO REGULAR AND ALTERNATE**  
**FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION**

The Alpine Fire Protection District is pleased to nominate Barry Willis as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

**Please check one box.**  
**Refer to the List of Incumbents.**

- Regular Special District Member** (Term expires 2023)  
 **Alternate Special District Member** (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

  
\_\_\_\_\_  
(Signature)

Alicea Caccavo  
\_\_\_\_\_  
(Print Name)

1/16/2019  
\_\_\_\_\_  
(Date)

Clerk of the Board  
\_\_\_\_\_  
(Print Title)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two pages
- Must be submitted with Nomination Form

**RECEIVED**  
**JAN 16 2019**  
**SAN DIEGO LAFCO**

## Baron T. Willis

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### EDUCATION

U.C. Berkeley/ University of California, San Diego  
**Major: Pre-Law Program/Bachelor of Arts in Political Science**  
**Minor: Psychology**

College for Financial Planning  
**Chartered Retirement Planning Counselor Designation**

Kaplan Financial Education  
**Series 7 Stock Broker License**

Chelsea Financial Services Broker Training Programs  
**Life Insurance and Financial Planning, (Multi-State)**

### Relevant Skills and Strengths:

- Owner/Operator of successful insurance company
- Office Administrator of success Counseling Business in East County
- Over 25 years in Senior Management position
- Excellent Mediation and Negotiation Skills
- Active in Alpine and surrounding communities helping seniors, homeless and special needs groups
- Strong supporter of our military, public safety and homeless populations
- Advocate for disenfranchised persons
- Excellent Customer Service Skills
- Committed to the safety and future of our community and surrounding communities
- Actively involved in community organizations
- Working knowledge of vocational rehabilitation and clinical procedures in counseling office that specializes in Worker's Compensation and Expert Testimony.
- HIPAA trained and compliant; ensuring confidentiality of sensitive medical, mental health and personal information; reviewed confidential and sensitive med/legal files.
- Experience with Workers Compensation and assisting injured workers with re-employment/return to work benefits; identifying suitable employment opportunities after reviewing physical disabilities and permanent restrictions. Assisted government employees in return-to-work with suitable and gainful employment.
- Heavy interaction with injured workers, physicians, attorneys, insurance carriers and claims adjusters, psychologists, government entities, schools and employers.
- Performed client intake
- Conducted Labor Market research, and Labor Market reports
- Reviewed and analyzed Sub Rosa tapes
- Excellent Microsoft Office, PC and Mac experience; managed electronic client data files
- Exceptional interpersonal and organizational skills, reliable and personable

## **PROFESSIONAL EXPERIENCE**

### **Hartley Cylke Pacific Insurance Agency, San Diego, CA**

#### **Insurance Broker - 2003 - Present - (FT)**

Responsible for Group Medical, Life and Health Insurance and various Fix Annuities, Retirement Planning and assisting clients with their insurance needs.

### **Barry Willis Insurance & Financial Services Agency, San Diego, CA**

#### **Insurance Broker - 1997 - Present - (PT)**

Owner/Operator of a successful Insurance company that specializes in Retirement Planning, Series 7 Stock Broker license. Life Insurance and Financial Planning with clients.

### **Jeannette S. Clark & Associates Inc.**

#### **Office Administrator 10/1/2009 - Present - (PT), El Cajon, CA**

Office Administrator and Logistics Manager for Certified Department of Labor Counseling/Vocational Rehabilitation and Personal Counseling Office: Responsible for Drafting and editing legal documents and correspondence, assisted Worker's Compensation clientele (injured Department of Labor, veterans and other government workers) with re-employment/ return to work benefits. Working knowledge of clinical procedures in vocational rehabilitation in a Counseling office. Heavy interaction with physicians, attorneys, psychologists, government entities, insurance carriers and claims adjusters, schools and employers. Performed client intake. Review confidential and sensitive medical files and brief attorneys; conduct labor market research surveys; reviewed, analyzed Sub Rosa tapes; generate legal and general correspondence including drafting expert witness statements; cash handling experience. Troubleshooting of PC/Mac and software. Electronic data management and filing. Excellent client relations. Greet clients, provide assistance in person and via phone. Answer telephones, respond to e-mails, schedule client appointments, and coordinate travel arrangements.

### **Denny's Restaurants**

#### **Restaurant Manager - 1981 - 1983, Pacific Beach, CA**

Responsible for managing, marketing, scheduling, interviewing, hiring and termination of employees, teaching employees how to maintain a safe work place, food orders, front and back staff, cost of sales, budgets, cash handling, working with vendors and customer service.

## **COMMUNITY INVOLVEMENT:**

### **Alpine Fire Protection District Board**

**Board Member - 2018**

### **Alpine Kiwanis**

**Member - 2018**

### **Santee Chamber of Commerce**

**Executive Board Member - 1996-1998**

**Elected to handle budgetary and Administrative issues at the local Santee Chamber**

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES  
LAFCO REGULAR AND ALTERNATE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The SOUTH BAY IRRIGATION DISTRICT is pleased to nominate STEVE CASTANEDA as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

Please check one box.  
Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)  
 Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Jose Preciado  
(Signature)

JOSE PRECIADO  
(Print Name)

1-9-19  
(Date)

BOARD PRESIDENT  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

RECEIVED  
JAN 25 2019  
SAN DIEGO LAFCO



**Steve Castaneda**

[Steve@PRMConsult.com](mailto:Steve@PRMConsult.com)

**POSITION**

**Current Private Position:** President, PRM Consulting, Inc. ([www.prmconsult.com](http://www.prmconsult.com))  
Marketing & Research firm specializing in providing services to government and non-Government clients.

**Past and Present Public Sector Positions:** Chair, Sweetwater Authority Board of Directors (2014-present);  
Councilman, Chula Vista City Council (2004-2012); Member, Metropolitan Transit System (2010-2012);  
Chair, San Diego County Law Enforcement Review Board (1996-2004)

**STATEMENT OF QUALIFICATIONS**

**General Qualifications:** Experienced in market level research with an emphasis on transportation, land use and government programs. Abilities include: program management, survey development and execution, conducting focus groups, public/government relations, media, and special event organization. Additional experience in community relations involving business and civic groups, as well as organizing and gathering community support for specific projects.

**Pertinent Experience:**

Marketing, Research, Outreach & Government Relations (1996-current)

Recent Clients:

Southern California Gas Company, Aviation Systems Associates, Imperial County Transportation Commission, California Department of Public Health, Southern California Association of Governments, Land Developers and Associates Corporation.

Contract Outreach Administrator (1995)

Golden Turner, Convention Center Builders

Served as program administrator to assist small, local businesses obtain necessary qualifications. Duties included direct company contact, garnering public support, media production and distribution. Organized construction management courses and worked with various business organizations.

Legislative Specialist (1992-1995)

Department of Intergovernmental Relations

City of San Diego

Served as consultant on the City Council's Committee on Transportation and Land Use. Duties included developing and preparing committee agendas, coordinating staff reports, providing independent analysis and maintaining media relations on behalf of the committee. Other responsibilities include analyzing state and federal legislation and coordinating city's legislative program and oversight of all transportation issues including transit service on behalf of the City Council. In addition, responsible for overseeing San Diego's multi-million dollar Capital Improvements Program and revising City's contract qualification process.

City Council Representative (1987-1992)

Office of San Diego Councilmember Ron Roberts

Duties included representing Councilmember in a variety of situations and issues. Responsible for analyzing issues making recommendations, in addition to working with community and business organizations and press media.

Particular emphasis on equal opportunity policies, housing, transportation, land use and redevelopment.

**Education**

National University, San Diego California  
Business Administration

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES  
LAFCO REGULAR AND ALTERNATE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The Leucadia Wastewater District is pleased to nominate Judy Hanson as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

Please check one box.  
Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)  
 Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Elaine Sullivan  
(Signature)

ELAINE SULLIVAN  
(Print Name)

12/12/2018  
(Date)

PRESIDENT  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

RECEIVED

JAN 07 2019

SAN DIEGO LAFCO

## Judy Hanson

### LAFCO SPECIAL DISTRICT BOARD ALTERNATE

#### Experience Summary

My name is Judy Hanson and I have been actively involved with San Diego Local Agency Formation Commission (LAFCO) for the past 23 years. I have also been actively involved with special districts in a variety of ways for well over 50 years now. I am very interested in continuing my service as a San Diego LAFCO Special District Board Alternate and I believe my background and experience make me well suited for this position. I would appreciate your support by nominating me. A brief background of my experience is as follows:

#### LAFCO Experience

- Special District Board Alternate – 2016 – Present
- Special District Advisory Committee – 1996 – 2016

#### Special District Experience

##### *Leucadia Wastewater District:*

- Board of Directors 1983 – Present (most recently re-elected in 2016)
  - Investment & Finance Committee
  - Human Resources Committee
  - Employee Recognition Committee
- Board President – 2003, 2007, 2012, 2017

##### *San Dieguito Water District:*

- 33 Year Employee (Retired in 2010)
  - Served in a variety of positions in area of finance

##### *California Special District Association – San Diego Chapter:*

- Board of Directors - 2000 – 2004
- Chapter President – 2004
- Scholarship Committee Member

Based on these experiences, I believe I have a unique perspective of the challenges and opportunities facing Special Districts, which will allow me to continue to make valuable contributions to LAFCO. If you will provide me the privilege of serving as the Board Alternate, I promise that I will continue to be a tireless advocate for Special Districts from a platform of local control and fiscal conservatism.

Again, I am very interested in continuing my service to LAFCO and I would really appreciate your support – Thank you.

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES  
LAFCO REGULAR AND ALTERNATE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The Rincon del Diablo Municipal Water District is pleased to nominate Erin R. Lump as a  
(Name of Independent Special District) (Name of Candidate)

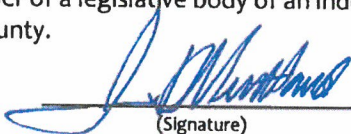
Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

Please check one box.  
Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)  
 Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.



(Signature)

James Murtland  
(Print Name)

January 16, 2019  
(Date)

Board President  
(Print Title)

- PLEASE ATTACH RESUME FOR NOMINEE
- Limit two pages
  - Must be submitted with Nomination Form

RECEIVED  
JAN 17 2019  
SAN DIEGO LAFCO

# ERIN R. LUMP

Director, Rincon del Diablo Municipal Water District

(760) 215-0601  
erin@erinlump.com

## EDUCATION

- Bachelor of Arts, Political Science, CSUSM, 2011
- Research, Critical Analysis, Social Behavioral Science Courses
- Current California Real Estate License
- Real Estate Principals, Finance, Appraisal

## OBJECTIVE

To Represent  
Special Districts as the  
Alternate Seat on the  
LAFCO Commission

## RELEVANT EXPERIENCE

## QUALITIES

Organized  
Self-Motivated  
Welcoming  
Innovative  
Problem Solver  
Critical Thinker  
Friendly  
Happy  
Professional  
Creative  
Well Spoken  
Team Player  
Trustworthy

### Vice President of the Board of Directors

- Rincon del Diablo Municipal Water District | November 2014 - Present
- Chair of the Emergency Preparedness & Fire Services committee
- Served on the Finance, Insurance & Personnel & Public Information & Intergovernmental Relations Committees
- LAFCO Special District Advisory Committee since 2016

### Realtor

- Real Estate Professionals Group | March 2016 - Present
- Residential Real Estate
- Property Management

### Vice President

- Pacific Political, Inc. | April 2011 - March 2016
- Staff Management
- Website Design; Dreamweaver and Wordpress
- Graphic Design Services; Print and Web
- Social Media Marketing
- Volunteer & Employee Management
- Contribution & Database Administration
- Campaign Treasury Services
- Client Assistance
- Event Planning

### Events Manager

- Congressman Darrell Issa | February 2011 - March 2016
- Coordinator of High Dollar Fundraising Events
- Donor Lead Generation
- Email Marketing

### Event Planner & Educational Instructor

- Escondido Children's Museum - January 2007 - July 2010
- Guest Services & Database Management
- California Curriculum Standards Lesson Planning
- Marketing and Promoting the Museum
- Social Media & Website Maintenance

## TECHNOLOGY

MS Office (Word, Excel, PowerPoint, Publisher), Wordpress, Adobe CS  
(Dream Weaver, Photoshop, InDesign, Illustrator)

## INTERESTS

Politics, Graphic Design, Technology, Reading, Community Volunteer

[www.erinlump.com](http://www.erinlump.com)

connect with me on 



RECEIVED  
3/5/19

Post Office Box 401055 • Hesperia, California 92340-1055 • (760) 244-5488

February 26, 2019

Linda Bannerman  
Fallbrook Regional Health District  
138 South Brandon  
Fallbrook, CA 92028

Dear Linda:

I want to share my interest in serving you and your District as the Southern Network (Seat B) representative on the CSDA Board of Directors. In order to accomplish this I am asking for your consideration and hopefully your District's vote. Once the nominations close, April 17<sup>th</sup>, the ballots will be emailed to each district's CSDA contact person. The deadline for returning the ballot to CSDA's office is August 9<sup>th</sup>.

It has been a privilege and honor to be active with CSDA by serving at the committee level as a representative of the California Special Districts Association's Southern Network. I have served the Hesperia Recreation and Park District (HRPD) since 1987 in a variety of capacities which has given me a well-rounded foundation in the special district governance. HRPD was established in 1957 and now serves a diverse population of over 90,000. Our District provides a wide range of recreational, educational, social and other vital community services to our residents.

With your support I will serve you, your agency, and the other member districts of CSDA with the same high level of professionalism, dedication, service, and innovation that I have provided to the residents of Hesperia and HRPD. If elected, I will work cooperatively with the other CSDA Board of Directors to advance the work we do throughout the state as well as work with other organizations to protect our districts and the vital services we provide to our communities. We are all facing many of the same challenges and I want to be an active part of the future of CSDA as we work to educate, strengthen, and defend special districts both now and in the future. Lastly, I am committed to working hard to keep our Districts intact.

I would greatly appreciate your board of director's support in the coming election. Thank you for your consideration.

Sincerely,

HESPERIA RECREATION AND PARK DISTRICT

Lindsay Woods  
General Manager

/ldw

## **DISCUSSION/ACTION ITEMS**

Consideration of Obtaining District Credit Card



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All ▾

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Warehouses

My Account

Cart

Home / Costco Anywhere Visa® Cards By Citi



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TTY Use Relay Service

**4%**

on eligible gas, for the first \$7,000 per year and then 1% thereafter



**3%**

on restaurants and eligible travel



**2%**

on all other purchases from Costco and Costco.com



**1%**

on all other purchases



Earn Costco cash rewards anywhere Visa is accepted. Plus, no annual fee with your paid Costco membership.<sup>1</sup> Cash back will be provided as an annual credit card reward certificate once your February billing statement closes, redeemable for cash or merchandise at US Costco Warehouses.

## CARD BENEFITS FOR THE **PERSONAL AND BUSINESS SHOPPER**





### Card Convenience

Your card doubles as your Costco membership ID.



### Extended Warranty

Extends the manufacturer's warranty so you can feel more confident when you make purchases with your Citi card. Certain terms and conditions apply. Coverage details will be provided upon card membership.



### No Foreign Transaction Fees

No matter where life takes you.



### No Annual Fee

With your paid Costco membership.

Feedback

All of these great benefits plus, enjoy **exclusive rewards** with the **card designed exclusively for Costco members.**

[Pricing & Information](#)

## WHAT SOME OF OUR CARDMEMBERS ARE SAYING:

#### Displaying Reviews

Sort by:  ▼

5 **Not all credit cards are created equal**

With lots of credit cards with benefits to choose from, we are thankful for choosing Costco Citi! Participating in the 'alerts' option gives us peace of mind, the cash back is great (duh), statements are easy to read, and the few times we've needed to chat with customer service...excellent! Not even equal — created superior! Go for it!

Submitted 6 days ago  
By Cherry O

5 **Citi Visa**

Feel secure on your website. Easy to navigate, but not to look back on past statements. Takes a long time.

Submitted 15 days ago  
By Mare

5 **Secure and accurate billing**

No negative 'Vibes'!

Submitted 1 month ago  
By Shimky1951

## **DISCUSSION/ACTION ITEMS**

Consideration of District purchase of Public Participation Toolkit  
for Transition to Zone-Based Elections (paper or on-line options)  
National Demographics Corporation



## National Demographics Corporation

- Analysis and preparation for Board consideration of all whole or partial plans submitted by the public;
- Conversion of all maps and reports to web-friendly versions for online posting;
- Online posting of all maps to an interactive website for detailed Board and public review;
- Any requested additional maps and/or map revisions requested;
- Plan Presentation:
  - Presentations at Board meetings and/or public forums by phone- or web-conference (or in person for the “in person presentation” fee listed under “optional elements” below);
- Work with the County Registrar of Voters to implement the final adopted plan.

### Optional Districting Project Elements

Selected at the client’s discretion:

- In-person presentation at Board meetings, facilitation of public forum(s), and/or any other requested meetings;.....\$2,000
- Preparation and processing of paper, PDF and Excel-based "public participation kits" (paper kits that allow the public to draw and submit their own plans).....\$4,000
- Creation, hosting, and updating of an NDC--managed project information website (if the client does not wish to manage a project website as part of its existing website). .....\$3,500
- Hosting, managing and processing submitted plans for an online interactive system that allows public to draw and submit proposed districting plans through a standard web browser.....\$13,500
- Spanish translation of project-related materials.....\$125 per page

Stated prices include all travel, printing (except public participation kits and any large-plot maps), and other anticipated expenses.

Timeline: The detailed timeline will be worked out in consultation with the District. The project can be done in anywhere from a few weeks to ten months, depending on how much public engagement is desired and how fast the District wishes to complete the work.

### Other Potential Project-Related Expenses:

The only anticipated additional districting expenses would be any site or staff costs for conducting the community forums; and the cost of printing or copying paper copies of the “Public Participation Kit.” In NDC’s experience, most public participants will download and print the Kits in their own homes or offices.

### Sample Districting/Redistricting References

Mr. Rick Haydon, City Manager, City of Santa Maria, 110 E. Cook Street, Santa Maria, CA 93454-5190. Phone: (805) 925-0951 ext. 2200. Email: rhaydon@cityofsantamaria.org