



**MINUTES  
FACILITIES COMMITTEE**

**Friday, April 5, 2019 at 10:30 A.M.  
Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028**

1. Call to Order/Roll Call

Committee Chair Bill Leach called the meeting to order at 10:40 a.m.

Committee Members Present: Bill Leach and Barbara Mroz  
Interim Director/Bookkeeper: Mireya Banuelos  
Staff: Linda Bannerman  
Consultant: Roy Moosa, Sun Realty

2. Public Comments

None

3. Discussion Items

- a. Review request from non-profit schools regarding space use – Roy Moosa  
Roy Moosa said he was approached by two non-profit schools in Fallbrook to ask if he knew of any space for rent. They had a 40 percent rent increase and are being allowed to stay until the end of the school year (June). He mentioned it to Wendy, and she suggested getting a proposal together for the Board. He noted that their curriculum was very similar to that which the District wants to emphasize. They have interest in renting what had been the school on the E. Mission Property and the house. Discussion ensued regarding pros and cons. They decided to visit the current schools prior to the next board meeting.
- b. Status of proposed District properties repairs  
Roy Moosa said two homeless encampments were removed on the Brandon Street property. Outside lights are being replaced on the Brandon Street and E. Mission properties. Painting of the downstairs meeting room on Brandon is scheduled. Thirty-one sprinklers need to be replaced on the Brandon Street property, and the fire extinguishers were replaced.
- c. Status of facilities use and property modifications at 1636 E. Mission Rd. property for Woman of Wellness and community meetings.  
Lights replaced.
- d. Review of landscaping proposals  
Landscape One and Ramirez Landscaping submitted proposals. They were reviewed by the Committee. Ramirez submitted the lowest proposal.

**Recommendation:** The Committee approved the proposal from Ramirez Landscaping and recommended the Board ratify the approval at its next meeting.

- e. Status of revised proposals – roofing specifications from A.D. Magellan

Wendy Lyon said it is necessary for the District to post the RFP for roofing contractors as it will be a bidding process due to the total cost. With that change to the roofing specifications proposal submitted by A.D. Magellan, the proposal can be presented to the Board for approval.

**Recommendation:** The Committee recommended approval of Items 1 and 2 to the Board for approval.

- f. Update on potential cell phone tower income at 1636 E. Mission Rd. property

No progress currently.

- g. Status of major use permit – 1636 E. Mission Rd. property

Wendy Lyon said the agreement with A. J. Whalen needs to be ratified by the Board.

**Recommendation:** The Committee recommends approval by the Board of Directors.

- h. Status of District vehicle maintenance

Director Leach said it is his understanding that the District truck has had little maintenance. He directed staff to have it checked out and maintained.

- i. Urgent care update status

The MOU's have been signed and a lease covering August 1, 2018 – June 30, 2019 is needed to cover the period when A+ Urgent Care became Med-Plus Urgent Care through June of this year. This will allow the District time to come to a permanent solution regarding this matter. The Committee recommended that future leases pass through the Facilities Committee for review of who is responsible for what in the lease.

- j. Landscaping for 1636 E. Mission Rd. property: Phase One

Wendy Lyon displayed a rough draft of a design by Dewhurst Designs for landscaping the front of the E. Mission property. After installing the fence and locking up the property, the thought behind this is to make the property look more welcoming to the public. Discussion ensued.

**Recommendation:** The Committee recommended taking this proposal to the Board of Directors for consideration.

- k. Food Pantry Truck Access to 1636 E. Mission Rd. Procedures

Discussion ensued regarding the Food Pantry truck, which is parked at the E. Mission Rd. property. It is necessary to let them in to pick up the truck and again when it is returned. Director Leach said if the truck driver has any issues with this process, he should be directed to contact Director Leach directly.

- l. Review of current professional services agreement – Sun Realty

The contact with Roy Moosa for Property Management Services was reviewed as members of the Committee had not previously reviewed it. The Committee was pleased to know it is in place.

- m. Status of leak adjustment request for 1636 E. Mission Rd. property – Fallbrook Public Utility District

Wendy Lyon said following the water leak at the E. Mission property (bill rose to \$2,790) she contacted FPUD and they reviewed the District's account. This issued a credit of \$3,790. She noted they indicated that credits are only issued once in a year.

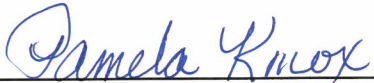
4. Adjournment

There being no further business, the meeting was adjourned at 12:30 p.m.



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Bill Leach, Chair



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Board Secretary/Clerk