

# Fallbrook Regional HEALTH DISTRICT

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

## BOARD OF DIRECTORS REGULAR BOARD MEETING

WEDNESDAY  
FEBRUARY 13, 2019

6:00 PM

AT

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



**AGENDA**

**FALLBROOK REGIONAL HEALTH DISTRICT  
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**

**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. CONSENT ITEMS**

D1.	Approval of December 2018 Financial Statements .....	2
D2.	Minutes of January 2, 2019 Finance Committee Meeting.....	22
D3.	Minutes of January 9, 2019 Regular Board Meeting.....	26
D4.	Minutes of January 12, 2019, Special Board Workshop .....	32
D5.	Minutes of January 21, 2019 Special Board Meeting .....	38

**E. REPORTS**

- E1. Finance Committee – Directors Jeffries and Mroz
- E2. Gov’t/Public Engagement Committee – Directors Schwartz-Frates and Mroz
- E3. Facilities Committee – Directors Leach and Mroz
- E4. Strategic Planning Committee – Directors Salmon and Jeffries
- E5. General Counsel – Blaise Jackson
- E5a. First Reading, Hospital Records Retrieval Procedure (approval for March)

**F. DISCUSSION/ACTION ITEMS**

- F1. Consideration of Obtaining District Credit Card/Card Agreement with Pacific Western Bank – Wendy Lyon..... 51
- F2. Consideration and adoption of amendments to Bylaws (committee changes – 2<sup>nd</sup> reading) (Board)..... 54
- F3. Consideration/approval of RFP for Land Use Consultant, zoning changes for 1636 E. Mission Road..... 63
- F4. Consideration/approval of RFP for design services technical provisions – Roof replacement projects (1636 Mission, 617 Alvarado, 138 Brandon)..... 68
- F5. Approval of Plans and Specifications – Elder Street Sidewalk project..... 73

**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

**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** – Report of Action taken in Closed Session (if any).

**J. ADJOURNMENT**

**NOTE:** This agenda posted at the Fallbrook Regional Health District Administration Office on Friday, February 8, 2019. 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 December 2018 to November 2018

	Dec 31, 18	Nov 30, 18	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
102.2 · Cash in Bank - Operating	711,327.77	185,059.94	526,267.83
102.6 · Cash in Bank -LAIF	1,480,560.27	1,480,560.27	0.00
102.9 · Cal Trust Investment Account	6,814,651.14	6,767,628.30	47,022.84
102.91 · Petty Cash	77.78	91.56	(13.78)
<b>Total Checking/Savings</b>	<b>9,006,616.96</b>	<b>8,433,340.07</b>	<b>573,276.89</b>
<b>Other Current Assets</b>			
104 · Prepaid Insurance	12,335.89	14,359.24	(2,023.35)
107 · Tax apportion receivable	332,890.85	633,458.19	(300,567.34)
<b>Total Other Current Assets</b>	<b>345,226.74</b>	<b>647,817.43</b>	<b>(302,590.69)</b>
<b>Total Current Assets</b>	<b>9,351,843.70</b>	<b>9,081,157.50</b>	<b>270,686.20</b>
<b>Fixed Assets</b>			
121 · Equipment	59,622.88	59,622.88	0.00
121.2 · Equipment Depreciation	(32,119.30)	(31,373.84)	(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	21,140.00	0.00	21,140.00
<b>Total 122.0 · ASSETS HELD FOR RESALE</b>	<b>3,272,558.86</b>	<b>3,251,418.86</b>	<b>21,140.00</b>
<b>Total Fixed Assets</b>	<b>3,300,062.44</b>	<b>3,279,667.90</b>	<b>20,394.54</b>
<b>TOTAL ASSETS</b>	<b>12651906.14</b>	<b>12360825.40</b>	<b>291,080.74</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
140 · Accounts Payable	20,069.05	27,559.35	(7,490.30)
<b>Total Accounts Payable</b>	<b>20,069.05</b>	<b>27,559.35</b>	<b>(7,490.30)</b>
<b>Other Current Liabilities</b>			
204 · Accrued Vacation & Sick Leave	21,309.80	30,361.79	(9,051.99)
<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	860.00	(180.00)
215.43 · Mahjong	2,067.40	2,303.04	(235.64)
215.46 · FHD Promotional Float	500.00	500.00	0.00
215.50 · Woman of Wellness ( WOW)	936.21	1,000.00	(63.79)
<b>Total 215 · District Wellness Initiatives</b>	<b>7,683.61</b>	<b>8,163.04</b>	<b>(479.43)</b>
<b>Total Other Current Liabilities</b>	<b>28,993.41</b>	<b>38,524.83</b>	<b>(9,531.42)</b>
<b>Total Current Liabilities</b>	<b>49,062.46</b>	<b>66,084.18</b>	<b>(17,021.72)</b>
<b>Total Liabilities</b>	<b>49,062.46</b>	<b>66,084.18</b>	<b>(17,021.72)</b>
<b>Equity</b>			

**FALLBROOK REGIONAL HEALTH DISTRICT  
BALANCE SHEET COMPARISON**

Comparison of December 2018 to November 2018

---

	<u>Dec 31, 18</u>	<u>Nov 30, 18</u>	<u>\$ Change</u>
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	9,843,462.82	9,843,462.82	0.00
Net Income	205,195.53	(102,906.93)	308,102.46
Total Equity	<u>12602843.68</u>	<u>12294741.22</u>	<u>308,102.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>12651906.14</u></u>	<u><u>12360825.40</u></u>	<u><u>291,080.74</u></u>

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
For the Month Ended December 31, 2018 & Fiscal Year to Date

	Dec 18	Jul - Dec 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · District</b>		
402 · Property tax revenue	332,891	1,117,461
403 · Interest / Dividends	47,023	115,768
406 · Unearned Inc (Loss) - Cal Trust		(13,612)
<b>Total 400 · District</b>	379,914	1,219,617
<b>450 · Properties</b>		
450.02 · Cost of Elder Str Property Sale		(2,590)
<b>Total 450 · Properties</b>		(2,590)
<b>460 · Lease Income</b>		
460.01 · Med+ Urgent Care (formerly A+)	4,800	28,800
<b>Total 460 · Lease Income</b>	4,800	28,800
<b>Total Income</b>	384,714	1,245,827
<b>Gross Profit</b>	384,714	1,245,827
<b>Expense</b>		
<b>500 · Admin. Expenses &amp; Overhead</b>		
500.10 · Salaries	24,262	145,570
500.12 · Payroll Taxes	1,039	8,676
500.14 · W/C Insurance	126	753
500.15 · Employee Health & Welfare	1,929	11,076
500.16 · Board Stipends	800	8,700
500.17 · Education & Conferences	61	9,690
500.18 · Dues & Subscriptions	50	13,781
500.19 · Insurance - General	1,898	10,437
500.20 · Independent Accounting Services	850	5,100
500.21 · Annual Independent Audit		8,995
500.23 · General Counsel	14,105	55,335
<b>500.25 · Office Expense</b>		
01 · Communications	350	3,819
02 · I.T. and Website services	550	2,470
03 · Refreshments	30	892
04 · Office Expenses	690	6,272
05 · LAFCO Admin fees		1,367
06 · Independent Contract Services	3,469	25,146
<b>Total 500.25 · Office Expense</b>	5,088	39,966
500.27 · Depreciation	745	4,274
500.29 · Dist Promotions & Publications	495	3,289
500.32 · Consultant Fees	5,600	24,969
500.33 · Copier Lease	778	4,668
500.36 · Accrued Vacation & Sick Leave	(4,444)	(4,444)
<b>Total 500 · Admin. Expenses &amp; Overhead</b>	53,381	350,834
<b>530 · Blue Zone Designation</b>		
530.18 · Promotions & Publications		(98)

Report 2

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
**For the Month Ended December 31, 2018 & Fiscal Year to Date**

---

	Dec 18	Jul - Dec 18
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	1,137
550.23 · General Counsel		438
550.32 · Consultant Fees	50	50
<b>Total 550 · Mgmt./Maint. - Alvarado Street</b>	<b>175</b>	<b>1,750</b>
<b>570 · Mgmt./Maint. - E. Mission Road</b>		
570.02 · Gas & Electric	432	4,050
570.03 · Water	189	2,847
570.04 · Waste Management	69	196
570.06 · Landscape - Grounds Environment	350	12,833
570.07 · Custodial Services	270	1,015
570.10 · Maintenance Services & Repairs	560	6,676
570.12 · Fire Alarm System		1,138
570.25 · Office Expense		
25.01 · Communications	178	354
25.02 · I.T. & Website Services		100
25.04 · Office Expenses		5,989
25.06 · Independent Contract Services	3,918	43,172
<b>Total 570.25 · Office Expense</b>	<b>4,096</b>	<b>49,615</b>
570.29 · Dist. Promotions & Publications	1,595	8,085
570.32 · Consultant Fees	6,913	23,300
<b>Total 570 · Mgmt./Maint. - E. Mission Road</b>	<b>14,473</b>	<b>109,756</b>
<b>590 · Mgmt./Maint. - S. Brandon Road</b>		
590.01 · Property Manager	50	1,363
590.02 · Gas & Electric	678	6,311
590.03 · Water	194	1,193
590.04 · Waste Management	76	225
590.06 · Landscape - Grounds Environment	400	2,400
590.07 · Custodial Services	270	3,600
590.08 · Elevator	191	1,319
590.09 · Vehicle Expenses		61
590.10 · Maintenance Services & Repairs	125	1,006
590.11 · Medical Records Store & Service	2,018	11,812
590.12 · Fire Alarm System		781
<b>Total 590 · Mgmt./Maint. - S. Brandon Road</b>	<b>4,002</b>	<b>30,069</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
600.07 · Fbk Senior Citizens Svc Club		39,375
600.08 · Fallbrook Smiles Project		37,538



**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
**For the Month Ended December 31, 2018 & Fiscal Year to Date**

---

	<b>Dec 18</b>	<b>Jul - Dec 18</b>
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	10,000	60,000
<b>Total 800 · District Direct Care Services</b>	<b>10,000</b>	<b>60,000</b>
<b>Total Expense</b>	<b>82,032</b>	<b>1,046,052</b>
<b>Net Ordinary Income</b>	<b>302,682</b>	<b>199,775</b>
<b>Net Income</b>	<b>302,682</b>	<b>199,775</b>

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

July 2018 through December 2018

	Jul - Dec 18	Budget	\$ Over Bu...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · District			
402 · Property tax revenue	1,117,461	1,265,479	(148,018)
403 · Interest / Dividends	115,768	62,499	53,269
406 · Unearned Inc (Loss) - Cal Trust	(13,612)	0	(13,612)
<b>Total 400 · District</b>	<b>1,219,617</b>	<b>1,327,978</b>	<b>(108,361)</b>
450 · Properties			
450.02 · Cost of Elder Str Property Sale	(2,590)	0	(2,590)
<b>Total 450 · Properties</b>	<b>(2,590)</b>	<b>0</b>	<b>(2,590)</b>
460 · Lease Income			
460.01 · Med+ Urgent Care (formerly A+)	28,800	28,800	0
<b>Total 460 · Lease Income</b>	<b>28,800</b>	<b>28,800</b>	<b>0</b>
<b>Total Income</b>	<b>1,245,827</b>	<b>1,356,778</b>	<b>(110,951)</b>
<b>Gross Profit</b>	<b>1,245,827</b>	<b>1,356,778</b>	<b>(110,951)</b>
<b>Expense</b>			
500 · Admin. Expenses & Overhead			
500.10 · Salaries	145,570	137,500	8,070
500.12 · Payroll Taxes	8,676	11,500	(2,824)
500.14 · W/C Insurance	753	754	(0)
500.15 · Employee Health & Welfare	11,076	7,500	3,576
500.16 · Board Stipends	8,700	10,500	(1,800)
500.17 · Education & Conferences	9,690	9,250	440
500.18 · Dues & Subscriptions	13,781	7,000	6,781
500.19 · Insurance - General	10,437	9,488	949
500.20 · Independent Accounting Services	5,100	5,100	0
500.21 · Annual Independent Audit	8,995	8,850	145
500.23 · General Counsel	55,335	22,500	32,835
500.25 · Office Expense			
01 · Communications	3,819	1,825	1,994
02 · I.T. and Website services	2,470	5,500	(3,030)
03 · Refreshments	892	1,250	(358)
04 · Office Expenses	6,272	7,850	(1,578)
05 · LAFCO Admin fees	1,367	684	683
06 · Independent Contract Services	25,146	30,000	(4,854)
<b>Total 500.25 · Office Expense</b>	<b>39,966</b>	<b>47,109</b>	<b>(7,142)</b>
500.27 · Depreciation	4,274	2,576	1,698
500.29 · Dist Promotions & Publications	3,289	19,125	(15,836)
500.32 · Consultant Fees	24,969	51,375	(26,406)
500.33 · Copier Lease	4,668	4,998	(330)
500.36 · Accrued Vacation & Sick Leave	(4,444)	5,000	(9,444)
500.40 · Video/AV Equipment	0	2,500	(2,500)
580.01 · General Election	0	16,500	(16,500)
<b>Total 500 · Admin. Expenses &amp; Overhead</b>	<b>350,834</b>	<b>379,123</b>	<b>(28,289)</b>
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 December 2018

	Jul - Dec 18	Budget	\$ Over Bu...
<b>Total 530 · Blue Zone Designation</b>	<b>14,902</b>	<b>0</b>	<b>14,902</b>
<b>550 · Mgmt./Maint. - Alvarado Street</b>			
550.07 · Custodial Services	125		
550.10 · Maintenance Services & Repairs	1,137		
550.23 · General Counsel	438		
550.32 · Consultant Fees	50		
<b>Total 550 · Mgmt./Maint. - Alvarado Street</b>	<b>1,750</b>		
<b>570 · Mgmt./Maint. - E. Mission Road</b>			
570.02 · Gas & Electric	4,050	8,000	(3,950)
570.03 · Water	2,847	1,500	1,347
570.04 · Waste Management	196	500	(304)
570.06 · Landscape - Grounds Environment	12,833	6,000	6,833
570.07 · Custodial Services	1,015	3,000	(1,985)
570.10 · Maintenance Services & Repairs	6,676	2,500	4,176
570.12 · Fire Alarm System	1,138		
570.25 · Office Expense			
25.01 · Communications	354		
25.02 · I.T. & Website Services	100	1,500	(1,400)
25.04 · Office Expenses	5,989	6,000	(11)
25.06 · Independent Contract Services	43,172	22,500	20,672
<b>Total 570.25 · Office Expense</b>	<b>49,615</b>	<b>30,000</b>	<b>19,615</b>
570.29 · Dist. Promotions & Publications	8,085	5,000	3,085
570.32 · Consultant Fees	23,300	7,500	15,800
<b>Total 570 · Mgmt./Maint. - E. Mission Road</b>	<b>109,756</b>	<b>64,000</b>	<b>45,756</b>
<b>590 · Mgmt./Maint. - S. Brandon Road</b>			
590.01 · Property Manager	1,363	12,500	(11,138)
590.02 · Gas & Electric	6,311	10,000	(3,689)
590.03 · Water	1,193	5,500	(4,307)
590.04 · Waste Management	225	850	(626)
590.06 · Landscape - Grounds Environment	2,400	5,025	(2,625)
590.07 · Custodial Services	3,600	4,680	(1,080)
590.08 · Elevator	1,319	1,500	(181)
590.09 · Vehicle Expenses	61	200	(139)
590.10 · Maintenance Services & Repairs	1,006	2,500	(1,494)
590.11 · Medical Records Store & Service	11,812	15,000	(3,188)
590.12 · Fire Alarm System	781	1,250	(469)
<b>Total 590 · Mgmt./Maint. - S. Brandon Road</b>	<b>30,069</b>	<b>59,005</b>	<b>(28,936)</b>
<b>600 · Community Health Contracts</b>			
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
600.46 · Mental Health Systems, Inc.	4,856	4,856	0
600.48 · UCSD Eye Mobile for Children	5,975	2,975	3,000

Report 3

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

July 2018 through December 2018

	<u>Jul - Dec 18</u>	<u>Budget</u>	<u>\$ Over Bu...</u>
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>1,046,052</b>	<b>1,037,869</b>	<b>8,183</b>
<b>Net Ordinary Income</b>	<b>199,775</b>	<b>318,909</b>	<b>(119,134)</b>
<b>Net Income</b>	<b>199,775</b>	<b>318,909</b>	<b>(119,134)</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>	<b>39,849</b>	<b>48,745</b>	<b>53,406</b>	<b>100,146</b>	<b>640,416</b>	<b>445,416</b>	<b>58,052</b>	<b>416,417</b>	<b>52,916</b>	<b>224,417</b>	<b>58,894</b>	<b>42,702</b>	<b>2,181,376</b>
<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>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,800</b>
<b>Total Income</b>	<b>44,649</b>	<b>53,545</b>	<b>58,206</b>	<b>104,946</b>	<b>645,216</b>	<b>450,216</b>	<b>58,052</b>	<b>416,417</b>	<b>52,916</b>	<b>224,417</b>	<b>58,894</b>	<b>42,702</b>	<b>2,210,176</b>
<b>Gross Profit</b>	<b>44,649</b>	<b>53,545</b>	<b>58,206</b>	<b>104,946</b>	<b>645,216</b>	<b>450,216</b>	<b>58,052</b>	<b>416,417</b>	<b>52,916</b>	<b>224,417</b>	<b>58,894</b>	<b>42,702</b>	<b>2,210,176</b>
<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>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>7,851</b>	<b>94,217</b>
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>	<b>58,129</b>	<b>66,979</b>	<b>77,129</b>	<b>58,129</b>	<b>58,129</b>	<b>60,629</b>	<b>58,130</b>	<b>58,129</b>	<b>60,630</b>	<b>58,129</b>	<b>58,130</b>	<b>60,630</b>	<b>732,900</b>
<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>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>60,000</b>
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>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>10,667</b>	<b>128,000</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>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)  
January 18, 2019

FALLBROOK HEALTHCARE DISTRICT

ADMINISTRATOR  
P.O. BOX 2587  
FALLBROOK, CA 92088

**PMIA Average Monthly Yields**

**Account Number:**

Tran Type Definitions

December 2018 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	1,480,560.27
Total Withdrawal:	0.00	Ending Balance:	1,480,560.27



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

12/01/2018 through 12/31/2018

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Dec 31 (\$)	Value on Dec 31 (\$)	Average Cost Amount (\$)	Cumulative Unrealized Gain/(Loss) (\$)
<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>						
CalTRUST Medium Term Fund		686,268.997	9.93	6,814,651.14	6,882,077.12	(67,425.98)
<b>Portfolios Total value as of 12/31/2018</b>				<b>6,814,651.14</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>			
CalTRUST Medium Term Fund								
Beginning Balance	12/01/2018			684,982.621	9.88	6,767,628.30		
Accrual Income Div Reinvestment	12/31/2018	12,773.71	1,286.376	686,268.997	9.93	6,814,651.14	0.00	0.00
Unrealized Gain/(Loss)						34,249.13		
Closing Balance as of	Dec 31			686,268.997	9.93	6,814,651.14		

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

---

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		332,890.85	1,117,460.96
Total 402 · Property tax revenue			<u>1,117,460.96</u>	<u>1,117,460.96</u>
Total 400. · District			<u>1,117,460.96</u>	<u>1,117,460.96</u>
<b>TOTAL</b>			<b><u>1,117,460.96</u></b>	<b><u>1,117,460.96</u></b>

FALLBROOK REGIONAL HEALTH DISTRICT  
Check Detail Report - December 2018

Type	Date	Num	Name	Memo	Amount
102.2 · Cash in Bank - Operating					
Bill ...	12/03/18	10254	Ebobisse, Solange	Stipend for week ending 1...	-400.00
Bill ...	12/03/18	10255	Fitness Moves	4 Chair Yoga classes @ \$...	-240.00
Bill ...	12/03/18	10256	L & M Enterprises, Inc.	November bookkeeping	-3,611.25
Bill ...	12/03/18	10257	Landscape One Incor...	Inv. 0004698-IN; 1636 E. ...	-350.00
Che...	12/04/18	10258	Cash	Petty Cash Replenished	-250.00
Bill ...	12/05/18	10259	Aztec Cleaning & Mai...	Office cleaning - Inv. 055...	-180.00
Bill ...	12/05/18	10260	Bonsall Chamber of ...	2019 Membershp renewal	-50.00
Bill ...	12/05/18	10261	Galvanized Strategie...	Retainer - Community en...	-6,000.00
Bill ...	12/05/18	10262	Greene & Roberts LLP	Inv. 15126	-4,398.61
Bill ...	12/05/18	10263	Kathleen Bogle		-1,525.00
Che...	12/12/18	10264	Linda Bannerman	Reimbursement-mileage t...	-60.94
Bill ...	12/12/18	10265	American Express - ...	0-41007	-1,202.01
Bill ...	12/12/18	10266	Ascent Elevator Servi...	Monthly elevator service -...	-191.00
Bill ...	12/12/18	10267	AT&T U-Verse - com...	146524365	-56.04
Bill ...	12/12/18	10268	Aztec Cleaning & Mai...	Office cleaning - Inv. 055...	-180.00
Bill ...	12/12/18	10269	Ebobisse, Solange	Stipend for week ending 1...	-400.00
Bill ...	12/12/18	10270	Fallbrook Awards	Inv. 27004; 2 name badg...	-18.32
Bill ...	12/12/18	10271	Fallbrook Waste - 44...	Acct No. 20-T1446183	-69.00
Bill ...	12/12/18	10272	Fallbrook Waste - FH...	20-T1 441078	-75.50
Bill ...	12/12/18	10273	Holloway Computers	Invoice 6902: power suppl...	-150.00
Bill ...	12/12/18	10274	Iron Mountain-153	CHSRM	-1,149.68
Bill ...	12/12/18	10275	Iron Mountain SX-302	SX302/Fallbrook Hosp.	-916.96
Bill ...	12/12/18	10276	Murphy's Printing	Inv. 3552 (business cards...	-151.39
Bill ...	12/12/18	10277	Palomar Mountain Pr...	45919	-39.83
Bill ...	12/12/18	10278	Ramirez Landscapin...	November landscaping - ...	-400.00
Bill ...	12/12/18	10279	Scott & Jackson Esq.	Professional services 201...	-15,977.50
Bill ...	12/12/18	10280	Streamline	Website monthly fee - De...	-200.00
Bill ...	12/12/18	10281	Termin-8 Pest Control		-250.00
Che...	12/12/18	10282		VOID: misprint	0.00
Che...	12/12/18	10283	L & M Enterprises, Inc.	Mileage reimbursement	-24.09
Che...	12/14/18	10284	Linda Bannerman	Reimbursement for Denta...	-215.52
Bill ...	12/14/18	10285	Apple One Staffing	00102494-0000	-4,860.33
Bill ...	12/14/18	10286	That's Great News	Plaque re: FRHD breaks ...	-196.90
Che...	12/19/18	10287	Pamela Knox	Reimburse - Dental & Me...	-325.22
Bill ...	12/19/18	10288	AT&T	760-731-9187-555 4; 12/8...	-177.73
Bill ...	12/19/18	10289	Aztec Cleaning & Mai...	Office cleaning - Inv. 055...	-180.00
Bill ...	12/19/18	10290	Ebobisse, Solange	Stipend for week ending 1...	-200.00
Bill ...	12/19/18	10291	Sun Realty		-1,572.73
Che...	12/28/18	10292	A+ Urgent Care, Inc.	December 2018 subsidy ...	-10,000.00
Bill ...	12/28/18	10293	AT&T - phone lines	7607318344-481 5	-217.01
Bill ...	12/28/18	10294	Fitness Moves	3 Chair Yoga classes @ \$...	-180.00
Bill ...	12/28/18	10295	FPUD - 7720-001	7720-001	-143.23
Bill ...	12/28/18	10296	FPUD - 7721-000	7721-000	-51.04
Bill ...	12/28/18	10297	FPUD - Wellness Ce...	7720-002	-51.04
Bill ...	12/28/18	10298	FPUD - Wellness Ce...	7720-003	-137.75
Bill ...	12/28/18	10299	Konica Minolta Leasi...	061-0116888-000	-785.96
Bill ...	12/28/18	10300	Moosa, Araxy	6 weeks of Mahjong class...	-235.64
Bill ...	12/28/18	10301	SDG&E FHD - 6994	40605976994	-677.93
Bill ...	12/28/18	10302	Touchbase	344664	-58.01
Bill ...	12/28/18	10303	Greenfield Fence, Inc.		-21,140.00
Bill ...	12/28/18	10304	L & M Enterprises, Inc.	December bookkeeping	-3,444.75

---

Type	Date	Num	Name	Memo	Amount
Bill ...	12/28/18	10305	SDG&E - East Missio...	5182 613 597 1	-431.88
Bill ...	12/28/18	10306	Village News	1641	-2,090.00
Total 102.2 · Cash in Bank - Operating					-85,889.79
TOTAL					<u>-85,889.79</u>

<b>CHECKBOOK REPORT DECEMBER 2018</b>
---------------------------------------

**COMMUNITY INVESTMENT FUND DECEMBER 2018:**

BEGINNING BALANCE:	\$ 9,678,789.55
FUNDS SPENT:	\$ 35,806.31
ENDING BALANCE:	\$ 9,642,983.24

(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)

**TOTAL COMMUNITY INVESTMENT FUNDS SPENT SINCE FISCAL YEAR BEGAN 7/1/18: \$ (200,479.58)**

**OPERATIONS FUND DECEMBER 2018:**

BEGINNING BALANCE:	\$ 185,059.94
DEPOSITS:	\$ 638,258.19
BILL PMTS./PAYROLL EXPENSES/COMM. HEALTH CONTRACTS:	\$ 111,990.36
ENDING BALANCE:	\$ 711,327.77

(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)

**TOTAL OPERATIONS FUNDS SPENT SINCE FISCAL YEAR BEGAN 7/1/18: \$ (1,119,917.05)**

**FALLBROOK REGIONAL HEALTH DISTRICT  
USES OF COMMUNITY INVESTMENT FUNDS  
12/1/18 - 12/31/18**

<b>COMMUNITY INVESTMENT BEGINNING BALANCE 12/1/18:</b>			<b>\$ 9,678,789.55</b>
<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>140 - Accounts Payable</b>			
12/01/2018	Galvanized Strategies	Retainer - Community engagement services; Inv. 0000327	\$ 6,000.00
12/04/2018	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055772	\$ 90.00
12/11/2018	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055773	\$ 90.00
12/13/2018	Greenfield Fence, Inc.	4' Ornamental Iron Fence and Gate	\$ 20,340.00
12/15/2018	Sun Realty	Property Management	\$ 912.50
12/15/2018	Sun Realty	Property repairs/maintenance	\$ 560.23
12/17/2018	Village News	Inv. 32693; Social media pkg. and event ad for Wellness Ctr.	\$ 1,595.00
12/18/2018	Aztec Cleaning & Maintenance	Office cleaning - Inv. 055774	\$ 90.00
12/19/2018	FPUD - Wellness Center - 7720-	Acct. 7720-003; 11/27/18-12/19/18	\$ 137.75
12/19/2018	FPUD - Wellness Center - 7720-	Meter 14359987; Account No. 7720-002; 11/27-12/19/18	\$ 51.04
12/24/2018	SDG&E - East Mission Road	Account No. 5182 613 597 1; 12/24/18 invoice	\$ 431.88
12/24/2018	Greenfield Fence, Inc.	Relocate 6 Linear Feet of Fence	\$ 800.00
12/28/2018	Landscape One Incorporated	Inv. 0004767-IN; 1636 E. Mission Road	\$ 350.00
<b>Total 140 - Accounts Payable</b>			<b>\$ 31,448.40</b>
<b>150. - American Express</b>			
12/04/2018	Uno Alla Volta Gifts	Temp Staff Birthday Gift	\$ 23.95
<b>Total 150.2 - American Express 42005</b>			<b>\$ 23.95</b>
<b>215 - District Wellness Initiatives</b>			
12/20/2018	Fitness Moves	3 Chair Yoga classes @ \$60/class	\$ 180.00
12/22/2018	Araxy Moosa	6 weeks of Mahjong classes @ \$25/student + mileage	\$ 235.64
<b>Total 215 - District Wellness Initiatives</b>			<b>\$ 415.64</b>
<b>570.25.06 - Independent Contract Services</b>			
12/05/2018	Apple One Staffing	Project Admin/Support; Inv. 01-5072575	\$ 1,103.20
12/06/2018	Ebobisse, Solange	Stipend for week ending 12/7/18	\$ 400.00
12/12/2018	Apple One Staffing	Project Admin/Support; Inv. 01-5080092	\$ 1,103.20
12/13/2018	Ebobisse, Solange	Stipend for week ending 12/14/18	\$ 400.00
12/19/2018	Ebobisse, Solange	Stipend for week ending 12/21/18 (4 hrs/day)	\$ 200.00
12/19/2018	Apple One Staffing	Project Admin/Support; Inv. 01-5087877	\$ 661.92
12/28/2018	Ebobisse, Solange	Stipend for week ending 12/28/18	\$ 50.00
<b>Total 25.06 - Independent Contract Services</b>			<b>\$ 3,918.32</b>
<b>NOVEMBER 2018 TOTAL:</b>			<b>\$ 35,806.31</b>
<b>COMMUNITY INVESTMENT ENDING BALANCE 12/31/18:</b>			<b>\$ 9,642,983.24</b>

# FALLBROOK REGIONAL HEALTH DISTRICT OPERATIONS ACCOUNT

As of December 31, 2018

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>102.2 - Cash in Bank - Operating</b>							185,059.94
Bill Pmt -C...	12/03/18	10254	Ebobisse, Solange	Stipend for w...		400.00	184,659.94
Bill Pmt -C...	12/03/18	10255	Fitness Moves	4 Chair Yoga ...		240.00	184,419.94
Bill Pmt -C...	12/03/18	10256	L & M Enterprises, I...	November bo...		3,611.25	180,808.69
Bill Pmt -C...	12/03/18	10257	Landscape One Inc...	Inv. 0004698-...		350.00	180,458.69
Deposit	12/04/18		A+ Urgent Care, Inc.	December Le...	4,800.00		185,258.69
Check	12/04/18	10258	Cash	Petty Cash R...		250.00	185,008.69
Bill Pmt -C...	12/05/18	10259	Aztec Cleaning & M...	Office cleanin...		180.00	184,828.69
Bill Pmt -C...	12/05/18	10260	Bonsall Chamber of ...	2019 Member...		50.00	184,778.69
Bill Pmt -C...	12/05/18	10261	Galvanized Strategi...	Retainer - Co...		6,000.00	178,778.69
Bill Pmt -C...	12/05/18	10262	Greene & Roberts L...	Inv. 15126		4,398.61	174,380.08
Bill Pmt -C...	12/05/18	10263	Kathleen Bogle			1,525.00	172,855.08
Check	12/12/18	10264	Linda Bannerman	Reimburseme...		60.94	172,794.14
Bill Pmt -C...	12/12/18	10265	American Express - ...	0-41007		1,202.01	171,592.13
Bill Pmt -C...	12/12/18	10266	Ascent Elevator Ser...	Monthly eleva...		191.00	171,401.13
Bill Pmt -C...	12/12/18	10267	AT&T U-Verse - co...	146524365		56.04	171,345.09
Bill Pmt -C...	12/12/18	10268	Aztec Cleaning & M...	Office cleanin...		180.00	171,165.09
Bill Pmt -C...	12/12/18	10269	Ebobisse, Solange	Stipend for w...		400.00	170,765.09
Bill Pmt -C...	12/12/18	10270	Fallbrook Awards	Inv. 27004; 2 ...		18.32	170,746.77
Bill Pmt -C...	12/12/18	10271	Fallbrook Waste - 4...	Acct No. 20-T...		69.00	170,677.77
Bill Pmt -C...	12/12/18	10272	Fallbrook Waste - F...	20-T1 441078		75.50	170,602.27
Bill Pmt -C...	12/12/18	10273	Holloway Computers	Invoice 6902: ...		150.00	170,452.27
Bill Pmt -C...	12/12/18	10274	Iron Mountain-153	CHSRM		1,149.68	169,302.59
Bill Pmt -C...	12/12/18	10275	Iron Mountain SX-302	SX302/Fallbro...		916.96	168,385.63
Bill Pmt -C...	12/12/18	10276	Murphy's Printing	Inv. 3552 (bu...		151.39	168,234.24
Bill Pmt -C...	12/12/18	10277	Palomar Mountain P...	45919		39.83	168,194.41
Bill Pmt -C...	12/12/18	10278	Ramirez Landscapin...	November lan...		400.00	167,794.41
Bill Pmt -C...	12/12/18	10279	Scott & Jackson Esq.	Professional s...		15,977.50	151,816.91
Bill Pmt -C...	12/12/18	10280	Streamline	Website mont...		200.00	151,616.91
Bill Pmt -C...	12/12/18	10281	Termin-8 Pest Control			250.00	151,366.91
Check	12/12/18	10282		VOID: misprint	0.00		151,366.91
Check	12/12/18	10283	L & M Enterprises, I...	Mileage reimb...		24.09	151,342.82
Check	12/14/18	10284	Linda Bannerman	Reimburseme...		215.52	151,127.30
Bill Pmt -C...	12/14/18	10285	Apple One Staffing	00102494-0000		4,860.33	146,266.97
Bill Pmt -C...	12/14/18	10286	That's Great News	Plaque re: FR...		196.90	146,070.07
General Jo...	12/14/18	12-15		Payroll Tax C...		624.42	145,445.65
General Jo...	12/14/18	12-16		IRS Tax Pay...		2,406.19	143,039.46
General Jo...	12/14/18	12-4	Linda Bannerman	SALARY: Ban...		1,420.47	141,618.99
General Jo...	12/14/18	12-8	Mireya Banuelos	SALARY: Ban...		1,371.88	140,247.11
General Jo...	12/14/18	12-6	Pamela Knox	SALARY: Knox		1,289.84	138,957.27
General Jo...	12/14/18	12-2	Bobbi Palmer	SALARY: Pal...		5,506.88	133,450.39
Check	12/19/18	10287	Pamela Knox	Reimburse - ...		325.22	133,125.17
Bill Pmt -C...	12/19/18	10288	AT&T	760-731-9187...		177.73	132,947.44
Bill Pmt -C...	12/19/18	10289	Aztec Cleaning & M...	Office cleanin...		180.00	132,767.44
Bill Pmt -C...	12/19/18	10290	Ebobisse, Solange	Stipend for w...		200.00	132,567.44
Bill Pmt -C...	12/19/18	10291	Sun Realty			1,572.73	130,994.71
Check	12/28/18	10292	A+ Urgent Care, Inc.	December 20...		10,000.00	120,994.71
Bill Pmt -C...	12/28/18	10293	AT&T - phone lines	7607318344-...		217.01	120,777.70
Bill Pmt -C...	12/28/18	10294	Fitness Moves	3 Chair Yoga ...		180.00	120,597.70
Bill Pmt -C...	12/28/18	10295	FPUD - 7720-001	7720-001		143.23	120,454.47
Bill Pmt -C...	12/28/18	10296	FPUD - 7721-000	7721-000		51.04	120,403.43
Bill Pmt -C...	12/28/18	10297	FPUD - Wellness C...	7720-002		51.04	120,352.39
Bill Pmt -C...	12/28/18	10298	FPUD - Wellness C...	7720-003		137.75	120,214.64
Bill Pmt -C...	12/28/18	10299	Konica Minolta Leas...	061-0116888-...		785.96	119,428.68
Bill Pmt -C...	12/28/18	10300	Moosa, Araxy	6 weeks of M...		235.64	119,193.04
Bill Pmt -C...	12/28/18	10301	SDG&E FHD - 6994	40605976994		677.93	118,515.11
Bill Pmt -C...	12/28/18	10302	Touchbase	344664		58.01	118,457.10
Bill Pmt -C...	12/28/18	10303	Greenfield Fence, Inc.			21,140.00	97,317.10
Bill Pmt -C...	12/28/18	10304	L & M Enterprises, I...	December bo...		3,444.75	93,872.35
Bill Pmt -C...	12/28/18	10305	SDG&E - East Missi...	5182 613 597 1		431.88	93,440.47
Bill Pmt -C...	12/28/18	10306	Village News	1641		2,090.00	91,350.47
General Jo...	12/31/18	12-15		Payroll Tax C...		624.41	90,726.06
General Jo...	12/31/18	12-18		IRS Tax Pay...		2,528.61	88,197.45
General Jo...	12/31/18	12-14	William Leach	STIPEND: Le...		277.05	87,920.40
General Jo...	12/31/18	12-13	Barbara Mroz	STIPEND-Mroz		277.05	87,643.35
General Jo...	12/31/18	12-11	Howard Salmon	STIPEND: Sa...		184.70	87,458.65
General Jo...	12/31/18	12-5	Linda Bannerman	SALARY: Ban...		1,420.46	86,038.19
General Jo...	12/31/18	12-9	Mireya Banuelos	SALARY: Ban...		1,371.87	84,666.32

Report 9  
Page 1

**FALLBROOK REGIONAL HEALTH DISTRICT  
OPERATIONS ACCOUNT  
As of December 31, 2018**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
General Jo...	12/31/18	12-7	Pamela Knox	SALARY: Knox		1,289.85	83,376.47
General Jo...	12/31/18	12-3	Bobbi Palmer	SALARY: Pal...		5,506.89	77,869.58
General Jo...	12/31/18	12-28		November pro...	633,458.19		711,327.77
Total 102.2 · Cash in Bank - Operating					638,258.19	111,990.36	711,327.77
<b>TOTAL</b>					<b>638,258.19</b>	<b>111,990.36</b>	<b>711,327.77</b>







**MINUTES**

**FINANCE COMMITTEE OF THE WHOLE**

**NEW LOCATION AND TIME**

**Wednesday, January 2, 2019 at 5:30 P.M.**

**Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028**

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

Staff Members Present: Administrative Assistant Linda Bannerman.

Consultants: accountant Kathy Bogle, bookkeeper Wendy Lyon and property manager Roy Moosa  
Legal Counsel joined by teleconference.

1. Call to Order/Roll Call

Chair Jennifer Jeffries called the meeting to order at 5:30 p.m. She noted that guests were in attendance for a presentation and moved Agenda Item 4-1 to be considered first as a courtesy.

2. Public Comments

None

3. Review of Financial Statements for November 2018

- 1) Balance Sheet Comparison of November 2018 to October 2018
- 2) Income Statement for the Month Ended November 30, 2018 & Fiscal Year to Date
- 3) Profit & Loss Actual vs Budget – July 2018 through November 2018
- 4) Profit & Loss Budget Overview July 2018 through June 2019
- 5) Local Agency Investment Fund (LAIF) Statement – November 2018
- 6) CalTRUST Statement – November 2018
- 7) Property Tax Revenue – Fiscal Year to Date
- 8) Check Detail Report – November 2018
- 9) Checkbook Report – November 2018

Chair Jeffries made some comments highlighting the items of interest on the above finance statements. She said the property tax revenue was not up to that which had been projected, however there is another six months of revenue to receive. Regarding the Cal Trust Account, the District is losing money and there is ongoing conversation regarding the possibility of seeking another investment vehicle. Regarding urgent care services, the current provider needs an extension. The overage in legal expenses is largely due to the 2020 elections and the move from at-large to zone-based elections. The Mission Road property is over budget and likely will continue to be with this new initiative. Progress is

being made on the Community Health Contracts with distributions being timely. The LAIF account remains solid.

#### 4. Discussion Items

##### 1) Review bank services/interviews

Representatives Bobbi Ballway, Sr. V.P. and Gerald Alcantara, Sr. Financial Services Representative from Pacific Western Bank were in attendance to present and answer questions. Ms. Ballway provided a brief history saying she has been with the bank for 16 years, back to when it was Fallbrook National Bank. While Pacific Western is a bank with \$26 Billion in assets, it focuses on the local community. Mr. Alcantara said though a growing bank, the local branches are most important. He said he will be our main contact locally. Director Jeffries said the combination of a big bank with local focus and services is impressive. Discussion ensued. It was noted that Pacific Western Bank had responded to our RFP for banking services.

##### 2) Update regarding roof repairs for the Alvarado Street and Brandon Road and Wellness Center properties – Roy Moosa, Property Manager

Mr. Moosa asked for some direction on protocol moving forward with repairs. Roof repair bids best practice is to obtain multiple bids at prevailing wage (DIR # required). Bids should be summarized for the Board to take formal action. If action is required immediately the full board can ratify the action.

Regarding priorities, which buildings have priority? The Urgent Care building has priority, then the District Office, and last the Wellness Center.

##### 3) Update designation of individuals authorized to deposit or withdraw funds in LAIF account

Discussion ensued regarding individuals authorized to deposit or withdraw funds in LAIF. President and Treasurer were designated. The Operating Account will continue with the President, Vice-President and Treasurer. These will be recommendations from the Finance Committee to the Board for action. A new credit card for the District will be needed and the AMEX card canceled.

##### 4) Facilities maintenance requirements

This will be discussed at the Facilities Committee later this week.

##### 5) Review lease with MedPlus Urgent Care

A lease with MedPlus Urgent Care is needed. Discussion ensued. A more detailed report will be needed from them including diagnoses. It was agreed to recommend to the Board to extend the agreement through March of 2019.

##### 6) Consideration of Automatic Data Processing, Inc. (ADP) for payroll and human resources

Kathy Bogle said there is no reason to engage ADP. Wendy had been instructed to contact ADP. Further discussion ensued. This will be considered at a future meeting.

#### 5. Closed Session

##### 1) CONFERENCE WITH LEGAL COUNSEL RE: POTENTIAL LITIGATION PER GOVT CODE 54956.9(d)(2) - one case.

#### 6. Return to Open Session

Closed Session had taken place earlier in the meeting as legal counsel had another commitment.

7. Adjournment

There being no further business, the meeting was adjourned at 6:51 p.m.

---

Jennifer Jeffries, Committee Chairperson

DRAFT





**MINUTES**

**REGULAR BOARD MEETING**

Wednesday, January 9, 2019, 6:00 p.m.

**NEW MEETING LOCATION**

Fallbrook Wellness Center, Community Room, 1636 E. Mission Rd., Fallbrook

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

President Salmon called the meeting to order at 6:04 p.m. and led the Pledge of Allegiance.

Present: Directors Howard Salmon, Barbara Mroz, William (Bill) Leach, Jennifer Jeffries and Kate Schwarz-Frates.

Also present: Legal Counsel Blaise Jackson.

**B. ADDITIONS TO AGENDA**

None

**C. BOARD MEMBER AND PUBLIC COMMENTS**

Barry Meadow expressed concerns about the property on E. Mission regarding zoning: how much will it cost to have it updated and will it affect programs going forward. Spending choices were questioned as well as who is making the choices regarding expenses, in example Galvanized Strategies. Are there measurable outcomes with Blue Zones?

Jeanne Meadow questioned the conditions of the buildings at the Wellness Center. Was it inspected prior to purchase? Also questioned the zoning for the property. She expressed concern about spending. She also has concerns about additional transparency. She questioned what is required for her to have access to all spending records.

**D. PRESENTATIONS**

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

Mr. Doug Johnson attended the meeting on behalf of National Demographics Corporation to provide a presentation on what his company provides in the process of transitioning to zone-based elections. He said his company has been re-mapping districts since 1979, and recently completed the process for Tri-City Health District. The California Voting Rights Act passed in 2002, had been suspended and was reinstated in 2012, mostly impacting schools. In 2016, cities and special districts began to be challenged to make the change from at-large to zone based elections. Private law firms have been sending letters to cities and special districts to enforce this change. Fallbrook Regional Health District is being proactive in moving to do this prior to being required to consider it. Significant cost savings will be realized by doing this.

He said there will be five publicly noticed hearings, the first two (this being the first hearing) prior to developing a new map, the next two to review and discuss the maps, and the final hearing is for the Board to approve a map. Every zone is required to have approximately the same number of people. To the degree possible, the zones should be contiguous, following roads as much as possible. There is also a requirement to have

each current board member in separate zones. Once the maps are drawn and one is selected, the 2020 Election will use the map. Two board seats will be up for election in 2020. The whole board will have been elected by zones with the 2022 election, since the other three seats will be up for election that year. FRHD board members serve 4-year terms. People in each zone will vote every 4 years, rather than every 2 years. Mrs. Meadow inquired about the timing of the request, and Mr. Johnson and legal counsel commented on the letter demand received by Mr. Shenkman in other jurisdictions, the costs associated with same and that FRHD was being proactive by moving forward without receiving such a demand. Mr. Johnson fielded other questions from the public before the hearing was closed.

#### E. CONSENT ITEMS

- E1. Approval of November 2018 Financial Statements
- E2. Minutes of December 5, 2018 Finance Committee Meeting
- E3. Minutes of December 12, 2018 Regular Board Meeting

Board members did not pull any of the above items for further discussion.

**Motion:** It was moved by Director Leach, seconded by Director Schwartz-Frates to approve the Consent Items as present.

**Motion carried.** 5-0

#### F. REPORTS

Update of Committee Restructuring

- F1. Finance Committee – Chair: Directors Jeffries and Mroz  
Director Jeffries, Chairperson of the Finance Committee for 2019, thanked staff and Director Mroz for providing her an in-service regarding this new responsibility. She said three documents are provided monthly on the website and in paper copy including the Balance Sheet, Income Statements and Profit & Loss Y-T-D Actual vs. Budget. Total cash assets were \$9.1 million as compared to the October total of \$8.7 million. Variances in the budget require explanation. Property tax revenue is under budget, with six months of revenue to come. The LAIF investment account is solid. The CalTRUST account has lost dollars and there has been discussion regarding seeking another investment vehicle. Urgent Care services costs have been a concern and there is ongoing conversation seeking a solution that best serves our District. Total administration cost is under budget. Expenses for the new property on E. Mission continue to be over budget due to the needs of the new property. The Community Health Contracts remain on track with timely disbursements.
- F2. Gov't and Community Relations and Public Engagement Committee – Directors Schwartz-Frates and Mroz  
Director Schwartz-Frates said she is looking forward to the workshop on January 12<sup>th</sup>. She will attend the ACHD training session for new board members. She has asked that there be a link on the District website to the Land Conservancy and its hiking trails. She said she is further researching mechanisms for assistance for community members with difficulty paying for their pharmacy prescriptions with information included on the website. Director Jeffries asked if Board Communication Protocols can be included in discussion at the workshop, and said she is looking forward to the workshop as well.
- F3. Facilities Committee – Directors Leach and Mroz  
Director Leach is also looking forward to the board workshop to determine initiatives and strategic planning. He also looks forward to Facilities Committee meetings to deal with buildings and maintenance.
- F4. Strategic Planning Committee – Directors Salmon and Jeffries  
Director Salmon said planning for 2019 will be discussed at the upcoming workshop.

- F5. Chief Executive Officer – Bobbi Palmer – No report due to the absence of the CEO.
- F6. General Counsel – Blaise Jackson  
 Counsel highlighted one of the provisions under the Brown Act having to do with what defines a meeting under the act and what must be noticed, posted and agendized. He referenced Health & Safety Code 54952.2 b.1 which says that a majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate or take any action on any item of business that is within the subject matter of the jurisdiction of the legislative body. Specific situations are exempt from the meeting notice, e.g., a conference open to the public. Individual board members talking to a member of the public or other individual. A standing committee meeting can have a majority present, but the member creating a quorum cannot participate. Other comments will be limited to other agenda items and Closed Session.

### G. DISCUSSION/ACTION ITEMS

- G1. First Review – Revised Bylaws for District (committee structure)  
 The proposed changes to the Bylaws consist of changes to the committee structure. Since this is a first read of the proposed changes to the Bylaws, Counsel said board members are welcome to review the document for any other recommended changes and this item will be placed on the next meeting agenda.
- G2. Consideration of lease with MedPlus Urgent Care  
 President Salmon recommended tabling this item to the upcoming board workshop.  
**MOTION:** It was moved by Director Schwartz-Frates, seconded by Director Mroz to table this item to the upcoming board workshop.  
**MOTION CARRIED:** 5-0
- G3. Consideration of Centraforce 2019 bridge contract proposal  
 President Salmon said this item will be considered at the board workshop as well and welcomed a motion to table this item to the workshop.  
**MOTION:** It was moved by Director Mroz, seconded by Director Schwartz-Frates to table this item to the upcoming board workshop.  
**MOTION CARRIED:** 5-0
- G4. Consideration of Resolution 424 to change the location of regular meetings  
 Counsel said a formal action of the board is required to change the location of regular meetings. President Salmon said the Brandon Street District office has space that can be utilized. Director Schwartz said this location is convenient for access to equipment and records as well. If one or two meetings require a different space, it can be noticed prior to the meeting.  
**MOTION:** It was moved by Director Schwartz-Frates, seconded by Director Leach to approve Resolution 424 moving the regular board meetings to 138 S. Brandon Road.  
**MOTION CARRIED:** 5/0
- G5. Consideration of bank services and opening funds for account  
 Citibank had notified the District (as well as other entities) that it would be closing our account. A request for proposal (RFP) was sent out for banking services. Pacific Western Bank in Fallbrook responded to the RFP. The Treasurer and accounting are pleased with their offer. Selecting a new bank must take place prior to February 1. The bookkeeper noted that Pacific Western Bank offers more than double the interest rate of Citibank as well as other services not previously provided.  
**MOTION:** It was moved by Director Schwartz-Frates, seconded by Director Jeffries to open an account at Pacific Western Bank and transfer the money in Citibank (\$109,884.70) to Pacific Western Bank.  
**MOTION CARRIED:** 5-0

- G6. Update designation of individuals authorized to deposit or withdraw funds in LAIF Account  
 With the recent election having taken place, discussion ensued regarding the need for new signatories to deposit or withdraw funds in the Local Agency Investment Fund (LAIF)  
**MOTION:** It was moved by Director Leach, seconded by Director Schwartz-Frates, to designate the President, Vice-President and Treasurer to be authorized as signatories to the LAIF account.  
**MOTION CARRIED:** 5-0  
 Director Jeffries asked how many signatures are required to withdraw funds from the account. At the present time, just one is required.  
**MOTION:** It was moved by Director Jeffries, seconded by Director Schwartz-Frates to require two signatures for any withdrawals from the LAIF account.  
**MOTION CARRIED:** 5-0
- G7. Recommendation from accountant for amount transferred quarterly from LAIF account to Citibank account  
 Accountant Kathy Bogle said that since the Operations Account will be with Pacific Western Bank it should be noted that it is no longer with Citibank. Ms. Bogle said it is her recommendation that on a quarterly basis, funds equal to the expenses related to wellness initiative expenses for the quarter be transferred from the LAIF account to the Operations Account in Pacific Western Bank. The dollar amount will be brought to the Board for approval each quarter.  
**MOTION:** It was moved by Director Jeffries, seconded by Director Mroz to approve the process of transferring quarterly funds from the LAIF account to the Operating Account for the cost of community-based expenses.  
**MOTION CARRIED:** 5-0
- G8. Call for Nominations – San Diego Local Agency Formation Commission  
 President Salmon said the San Diego Local Agency Formation Commission (LAFCO) has called for nominations for one seat on the Commission. They meet once a month at the County Administration building on Pacific Highway. All special districts in the County have a total of one seat on LAFCO. Director Bill Leach offered to have his name submitted for nomination.  
**MOTION:** It was moved by Director Jeffries, seconded by Director Schwartz-Frates to submit Director Bill Leach for nomination to LAFCO, with Director Schwartz-Frates as an alternate.  
**MOTION CARRIED:** 5-0

## H. ITEMS FOR SUBSEQUENT MEETINGS

- H1. Other Director/Staff discussion items
- H1a. Item(s) for future board agendas
- H1b. Announcements of upcoming events:
- Wellness Advisory Committee meeting – 2<sup>nd</sup> Wednesday, February 13, 5:00-6:00pm, Fallbrook Wellness Center, Community Room, 1636 E. Mission Rd., Fallbrook
  - Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3<sup>rd</sup> Wednesday, January 16, 10:30-12:00am, Fallbrook Wellness Center, Community Room, 1636 E. Mission Rd., Fallbrook
  - NCCCHI meeting – 1<sup>st</sup> Wednesday, February 6 2:00-3:30pm, FRHD Administrative Office, 138 S. Brandon Rd., Fallbrook
  - Finance Committee of the Whole meeting – 1<sup>st</sup> Wednesday, February 6, 5:30pm, FRHD Administrative Office, 138 S. Brandon Rd., Fallbrook



- Woman of Wellness – 1<sup>st</sup> Thursday, February 7, 6pm – FRHD Administrative Office, 138 S. Brandon Rd., Fallbrook

President Salmon noted that the District will be moving the events taking place at the Wellness Center to the District Administration Office while consideration is given to the work required at the Wellness Center.

H2. Next Regular Board meeting – Wednesday, February 13, 2019, 6:00pm

**I. CLOSED SESSION**

The Board adjourned into Closed Session at 7:28 p.m.

- I1. Conference with Legal Counsel Concerning Exposure to Litigation Pursuant to Gov't Code 54956.9(d)(2) – one case

**J. RETURN TO OPEN SESSION**

The Board returned to Open Session at 7:57 p.m. No action was taken in Closed Session.

**K. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:57 p.m.

---

Howard Salmon, President

---

Board Secretary/Clerk



# Fallbrook Regional HEALTH DISTRICT

## BOARD WORKSHOP

### MINUTES

Saturday, January 12, 2019 8:00 a.m. – 2:30 p.m.

Fallbrook Regional Health District, Conference Room, 138 S. Brandon Rd., Fallbrook, CA

#### A. CALL MEETING TO ORDER

President Salmon called the meeting to order at 8:07 a.m.

Present: Directors Jennifer Jeffries; Bill Leach; Barbara Mroz; Howard Salmon and Kate Schwartz-Frates.

Also present: Legal Counsel Blaise Jackson and the following District staff; Linda Bannerman, Mireya Banuelos, Pamela Knox, and consulting staff Wendy Lyon.

#### B. DISCUSSION ITEMS

##### B1. Mission, Vision and Values

President Salmon reviewed the Mission, Vision and Values of Fallbrook Regional Health District (FRHD). He explained the history of how the Vision came to include becoming Blue Zones certified in that the Board felt the Blue Zones Project could be a vehicle for the District to meet the wellness goals of the District. Since that time, concerns arose regarding the cost. He said the Mission generally remains the same, as do the values. The Vision is subject to change and should set the direction for the District some time. He asked members of the Board to consider the Statement of Mission, Vision and Values as they work through the following agenda items and determine the path for FRHD in 2019, with consideration of if, when and how the Vision might change. Director Jeffries noted that as a new member of the Board, she needs more information about Blue Zones prior to contributing her opinion on the Mission, Vision, Values statement. Director Schwartz-Frates asked if the District had a strategic plan in place. Discussion ensued regarding the history of the District since signing a lease and operating agreement with Community Health Systems (CHS) in late 1998 to take over the hospital operations. The District's role and relevance changed at that time and strategic plans were developed, the most recent including a contingency plan if CHS no longer operated the hospital. Since that time, the strategic plan has not been revised. The District worked extensively trying to locate an operator for the hospital to no avail and the hospital closed. It was then sold to Crestwood Behavioral Health and with the purchase of the property at 1636 E. Mission with a goal of developing a wellness center, this is the ideal time to consider a strategic plan. Director Schwartz-Frates noted that the District is a member of Live Well San Diego.

## B2. FRHD 2019 Initiatives

- Lyft transportation conversation  
Information had been provided previously regarding the possibility of using LYFT for transportation services. District Resolution #421 was passed by the Board of Directors to pursue this transportation possibility. The Community Health Contract recipients had been asked to incorporate the utilization of LYFT transportation as part of their agreements. It was successful for one of the contract recipients and did not apply to most of them. President Salmon said the District will pursue with LYFT how their services might be best utilized to assist us with transportation needs in our communities. President Salmon will work with Mireya Banuelos to pursue the possibility of a pilot program.
- Blue Zones Project Review/Financing Alternatives  
A teleconference with Stephen Sachtleben, Consultant to Blue Zones and Michael Aker, Sr. Vice President and General Manager of The Blue Zones Project was initiated. Members of the Board asked questions regarding the pricing structure and cost; the experiences of other Blue Zones Project participants; skepticism regarding centuries old cultures with engrained behaviors being inculcated to modern society; how well-being is measured (all based on self-reported data?). Other questions included whether the Blue Zones Project is evidence based; what is the value of "Blue Zone Certified" and what does it represent; and a question as to whether the assessment of infrastructure was done when Blue Zones visited previously. President Salmon requested that members of the board individually e-mail any further questions regarding Blue Zones to him. He will compile the questions and send them to legal counsel. He will then obtain a list of like-sized communities participating in Blue Zones, and others opting not to participate. Board members can then divide the list and call to ask the questions. Further discussion ensued as to whether this added effort regarding Blue Zones is necessary. Director Jeffries suggested that the next Executive Director might be the appropriate person to complete this follow up.  
**Action:** It was moved by Director Leach, seconded by Director Schwartz-Frates to table a decision on the Blue Zones Project indefinitely.  
**Discussion:** Most of the directors expressed that they were not in favor of the Blue Zones due to the cost. President Salmon said he believes the Blue Zones Project has resources that could be of value to our community and would like to seek additional information.  
**Motion carried. 4-1 (Director Salmon Nay)**  
**Motion:** President Salmon moved to continue with following up on additional background information about the Blue Zones Project and its application to other communities of similar size.  
**Motion carried: 5/0**

If possible, Director Leach will visit Beach Cities when Blue Zones representatives are there in January to ask further questions.

- CentraForce services  
President Salmon said several years ago the District signed an agreement with CentraForce for data regarding the medical needs for our communities. Since the contract term is over, he said there had been discussion about letting it lapse for a

period. Now the District has received there is a bridge contract proposal from CentraForce. Discussion ensued and questions were raised regarding the data. It was noted that the detail report of data had not been in the workshop packet, only a summary report. It was determined that Directors Jeffries and Schwartz-Frates would review the detailed data and report back to the full board. It was also decided to wait on a decision regarding CentraForce until a decision has been made regarding Blue Zones and the District's Vision.

- Urgent Care Discussions/Solution  
This topic will be discussed during Closed Session.
- Community Health Contracts  
Discussion ensued regarding the Community Health Contracts (CHC). Applications will be made available April 1<sup>st</sup> for the 2019/2020 Community Health Contracts. Mireya Banuelos had provided the current year evaluation criteria and her draft of the next fiscal year's CHC evaluation criteria in which she removed the language requiring a tie in to the Blue Zones and requiring a presence at the Wellness Center. President Salmon suggested the criteria for next year's fiscal year contracts be referred to the Strategic Planning Committee for further review. Director Jeffries commented that she likes the use of the Smart Goals model, which is evidence based, and that five percent of the funding come from another source. Ms. Banuelos said her goal is to have the criteria and the reporting forms accurately reflecting the Board's expectations. The Strategic Planning Committee will meet in February.
- Current and Former FRHD Activities  
A list of the District's current activities and former activities no longer taking place was reviewed and discussed. There was discussion regarding the second Woman of Wellness event in Spanish. It was suggested that the District could possibly fund this type of program for the Fallbrook Family Health Center. Monthly walks were also suggested, and it was noted that the Fallbrook Land Conservancy was funded to provide walks, at least on a quarterly basis. The Activity List was also referred to the Strategic Planning Committee. There was a question regarding the non-profits in the community and consideration of further non-profits for Community Health Contract consideration. Director Jeffries offered to work with Ms. Banuelos on developing a list for the Strategic Planning Committee to consider.

### B3. Wellness Center facilities/services

- Discussion regarding use of buildings.  
President Salmon said he had wanted to discuss the criteria for the use of the buildings at the Wellness Center. Following discussion, it was determined to have the criteria for use of the Wellness Center discussed at the Strategic Planning Committee. Following discussion and under the advice of legal counsel, the Board determined that meetings taking place at the Wellness Center be moved to the District office until there is a determination regarding zoning and what activities are permitted.
- Wellness Center repairs/requirements  
Director Leach said he has discussed with property manager Roy Moosa the status of the Wellness Center regarding repairs and conditions, as well as zoning and usage.

Mr. Moosa reported that the Wellness Center property was inspected prior to the purchase, and all needed repairs were identified and negotiated in the purchase price. He said it is his understanding that any repairs of \$500 or less he is authorized to facilitate. Anything more than \$500 will go through the Facilities Committee.

Discussion ensued regarding the truck owned by the Food Pantry being parked at the Wellness Center. Legal Counsel was directed to develop an Letter of Agreement with the Food Pantry to cover the time they will need to park their truck at the Wellness Center. Insurance is in place. Director Mroz offered that she can facilitate access to the Wellness Center prior to District regular office hours. There was consensus that she can do that on a temporary basis. During regular hours, staff opens the gate for them.

Mr. Moosa was directed to follow up with detailed information regarding roof replacement for all properties owned by the District, including cost. A bidding process is required for any project exceeding \$25,000.

Mr. Moosa said the property is currently zoned as a religious facility. The process for re-zoning should begin as soon as possible as it can take up to a year at a cost of \$100,000 or more. Director Jeffries said a school was operated on the property for approximately 3-4 years. Perhaps it could be used for educational purposes. Mr. Moosa will follow up to determine if educational programs are currently permitted.

**Motion:** It was moved by Director Leach, seconded by Director Jeffries to proceed with an RFP for a land use consultant to assist us in the change in zoning process.

**Motion carried.** 5-0

A lunch break was called at 11:40 a.m. The workshop reconvened at 11:55 a.m.

#### B4. Continuation of Existing Services

- Galvanized Strategies services

President Salmon provided a brief history of the relationship with Galvanized Strategies. When the hospital building was being sold, this firm was contracted for community engagement services. They provided a needed service at that time. An extension to their agreement had been received from them to continue working with the Wellness Advisory Committee. Since the committee is presently on hold, there was discussion regarding whether the contract has an option for termination.

Director Schwartz-Frates wanted to recognize former board member Stephen Abbott, Fire Chief, for his excellence in communicating with the public regarding North County Fire Protection District business.

Legal Counsel said he will review the contract to determine if it can be terminated. The Board directed legal counsel to review the contract with Galvanized Strategies and report back to the President his findings regarding its termination. It was agreed that termination would be accomplished as soon as possible.

Discussion ensued regarding social media and the current Facebook page.

**Motion:** It was moved by Director Jeffries, seconded by Director Schwartz-Frates, to suspend the District Facebook page at the present time, and suspend payment for those services.

**Motion carried:** 5-0

#### B5. Closed Session

The Board entered into Closed Session at 12:20 p.m.

- B5.1 Pursuant to Government Code Section 54957(b), 54957.6,  
Public Employment/Personnel Matters
- B5.2 Pursuant to Government Code Section 54957 Real Estate Matters  
Price & Terms – Urgent Care Clinic Lease

B6. Return to Open Session  
The Board returned to Open Session at 1:45 pm

B7. Adjournment  
There being no further business, the meeting was adjourned at 1:47.

---

Howard Salmon, President

---

Board Secretary/Clerk

DRAFT







**MINUTES**

**SPECIAL BOARD MEETING  
Monday, January 21, 2019, 7:00 p.m.  
Fallbrook Regional Health District, Board Room,  
138 S. Brandon Rd., Fallbrook**

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

President Salmon called the meeting to order at 7:00 pm. Director Leach arrived at 7:15pm

**B. BOARD MEMBER AND PUBLIC COMMENT**

No member of the public addressed the board. There were no Board Comments. The Board went into Closed Session.

**C. CLOSED SESSION**

**C1. Pursuant to Government Code Section 54957(b) Employee Matters. "new district administrator" Public Employment/Personnel Matters**

**D. RETURN TO OPEN SESSION**

The board directed staff and counsel to take appropriate steps in the recruiting process for a new district administrator.

**E. ADJOURNMENT.**

There being no other business, the meeting was adjourned at 8:03 pm.

---

Howard Salmon, President

---

Board Secretary/Clerk

## REPORTS

**CHAIR-YOGA**  
**Fallbrook Regional**  
**Health District**

**NEW LOCATION IN 2019**

*Admin Building Community Room*  
**138 South Brandon Road**



**Please join Yoga Teacher, Sandra Buckingham**  
**WEDNESDAY MORNINGS 10:30am**  
**for a gentle, seated Yoga class**

**Increase stamina, energy and sense of well-being**

**Delay and prevent diabetes, colon cancer,  
heart disease and stroke**

**Increase metabolism for control of weight**

**Regulate blood sugar levels**

**Prevent osteoporosis and muscle atrophy**

**Prevent and assist in recovery from injuries  
and falls that often lead to other disabilities  
and loss of independence.**

**This will be a slow-paced, relaxing class. Wheel-chair users are welcome and students of all abilities will enjoy the benefits of enhanced flexibility, better coordination and energizing & calming breathing techniques.**

**WEAR LOOSE COMFORTABLE CLOTHING**

***For more information contact Sandra on 760-845-6602***

**Come One, Come All.  
Ladies and Gentlemen  
You are Invited to a FREE  
6-week Mahjong Course  
Every Wednesday, 1pm-3pm  
Jan 9th-Feb 13th**

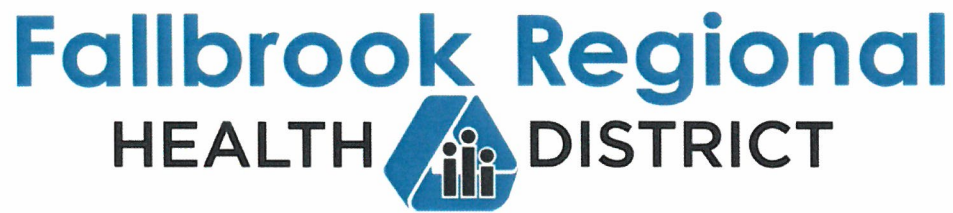
**At the Fallbrook Wellness Center, Community Room**

**1636 E. Mission Rd., Fallbrook**



**Taught by Mahjong Queen, Araxy Moosa**

**CALL (760) 723-2262 to SIGN UP!**



# **PUBLIC HEARING**

## **TRANSITION TO ZONE-BASED ELECTIONS**

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

Fallbrook Regional Health District will host the first Public Hearing to initiate the process of transitioning to zone-based elections. Prior to map drafting, two Public Hearings on January 9, 2019, and a second one in February will be 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.

Before July 3, the District Board of Directors will vote on a final map that divides the District into the five new zones to go into effect for the 2020 elections. January's Public Hearing will commence at 6:00 p.m., and will coincide with the January Regular Board meeting. The public is encouraged to attend these Public Hearings as the zone-based election system will be a representation of the communities we serve.

**Wednesday, January 9, 2019, 6:00 p.m.**

**Fallbrook Wellness Center**

**1636 East Mission Road**

**OPEN TO ALL ADULTS**

# Fallbrook Regional HEALTH DISTRICT

138 South Brandon Road • Fallbrook CA 92028  
760-731-9187 • Fax 760-731-9131

## NEWS RELEASE

From: Fallbrook Regional Health District  
138 S. Brandon Road, Fallbrook, CA 92028  
P.O. Box 2587, Fallbrook, CA 92088

Contact: Howard Salmon, President  
FRHD Board of Directors  
Office: (760) 731-9187 Fax: (760) 731-9131

Date: January 14, 2019

## FOR IMMEDIATE RELEASE

Fallbrook Regional Health District announces the departure of its Chief Executive Officer, Bobbi A. Palmer, who has served in the leadership role of the District since December 2015.

Ms. Palmer leaves the District following two major District milestones, the sale of the former Hospital Campus, and the acquisition of property on East Mission which will house the future District Wellness Center. Her separation is occurring a year into her multi-year employment agreement. Under the terms of the arrangement, which takes formal effect January 7, 2019, Palmer will receive her contractual severance, and the parties will each receive other consideration.

“The Board appreciates Bobbi’s leadership following the closure of Fallbrook Hospital, her efforts to raise the profile of the District within the community, and her vision for the creation of a future District Wellness center,” noted newly-appointed Board President Howard Salmon.

“Elements of her vision will continue as that property is developed into a hub of activity for our community. We wish her the best in her future endeavors,”

The separation takes effect on January 7, 2019, and the Board will begin the search for a successor immediately thereafter.”

# Fallbrook Regional HEALTH DISTRICT

## Hearing on Zone-Based Elections and Public Participation

### **PUBLIC HEARING**

Wednesday, Feb. 6, 2019

6:00 P.M.

138 S. Brandon Rd.  
Fallbrook, CA 92028

Community members within the District boundaries are encouraged to attend and represent your neighborhood by providing feedback and input as Fallbrook Regional Health moves from at-large to zone-based elections to allow for the best representation of the communities served by the District.

*Light refreshments will be provided.*

#### **RSVP**

Pam Knox at [pknox@fallbrookhealth.org](mailto:pknox@fallbrookhealth.org), or 760-731-9187.  
Visit [www.fallbrookhealth.org](http://www.fallbrookhealth.org) for more information.

# Fallbrook Regional HEALTH DISTRICT

## Participación del Público en los Mapas para las Nuevas Zonas

### **AUDENCIA PÚBLICA**

miércoles, 6 de febrero, 2019

6:00 P.M.

138 S. Brandon Road  
Fallbrook, CA 92028

Invitamos a miembros de la comunidad que viven en el Distrito a que participen y compartan su opinión. El Fallbrook Regional Health District se muda a elecciones basada en zonas para brindar mayor representación a los comunidades servidas por el Distrito.

*Refrescos serán ofrecidos.*

#### **RSVP**

Para más información, preguntas, favor de llamar a Mireya Banuelos, al número (760) 731-9187



# DIABETES

HEALTHY LIVING WITH TYPE 2 DIABETES

---

**WEDNESDAYS 1:00 – 3:00 PM**

FEBRUARY 6, 13 AND 20, 2019

**LOCATION:** FALLBROOK WELLNESS CENTER  
1636 E. MISSION ROAD, FALLBROOK

---

TOPICS INCLUDE HEALTHY EATING, BEING ACTIVE, BLOOD SUGAR CONTROL, MEDICATIONS, PROBLEM SOLVING, REDUCING RISKS AND HEALTHY COPING.



**FALLBROOK SMILES PROJECT**

FREE CLASSES PROVIDED BY FALLBROOK SMILES PROJECT  
AND LED BY CERTIFIED DIABETES EDUCATORS  
CHRISTINE MAJOCHA, RD, CDE AND JANINE LOESCHER, RD, CDE

SPACE IS LIMITED – RESERVATION DEADLINE FEBRUARY 4.  
EMAIL JANINE AT [fallbrooksmiles@gmail.com](mailto:fallbrooksmiles@gmail.com) OR CALL 619-261-0871

*This program was made possible by/in part by the Fallbrook Regional Health District.*

**Fallbrook Regional**  
HEALTH  DISTRICT



**New Location**



**New Location**

**Thursday, February 7 2019**


**FRHD Office Meeting Room**

**138 S. Brandon Rd., Downstairs**

**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:*

***“Women & Heart Disease: Prevention with the  
Power of Mindfulness, Movement & Meals”***

*Understand how to shift from disease to health through the  
use of lifestyle strategies targeting  
awareness and attention, exercise and nutrition.*

*Presenter:*

***Kori L. Propst, PhD***

***Vice President & Wellness Director***

***The Diet Doc, LLC***

**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**



## POSITION ANNOUNCEMENT- EXECUTIVE DIRECTOR

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.

## **DISCUSSION/ACTION ITEMS**

## **DISCUSSION/ACTION ITEMS**

Consideration of Obtaining District Credit Card/Card Agreement  
with Pacific Western Bank – Wendy Lyon



Shop

All ▾

Search



Warehouses

My Account

Cart

Home / Costco Anywhere Visa® Cards By Citi



## EARN CASH BACK REWARDS ON EVERY PURCHASE

Not a Costco Member Yet? [Join to Apply](#).

### Costco Anywhere Visa® Card by Citi



[Pricing & Information](#)

**APPLY NOW**

Call to Apply 1-800-970-3019

TTY Use Relay Service

### Costco Anywhere Visa® Business Card by Citi



[Pricing & Information](#)

**APPLY NOW**

Call to Apply 1-800-970-3019

TTY Use Relay Service

Feedback

# 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: Most Recent ▼

#### 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 and adoption of amendments to Bylaws  
2<sup>nd</sup> Reading



**AMENDED & RESTATED BYLAWS  
OF  
FALLBROOK REGIONAL HEALTH DISTRICT**

---

**ARTICLE I  
DEFINITIONS**

- 1.1 “Administrator” means the Executive Director or Chief Executive of the District.
- 1.2 "Board" means the Board of Directors of the District.
- 1.3 “Director” means an elected/appointed member of the Board of Directors.
- 1.4 "District" means the Fallbrook Regional Health District.
- 1.5 "Facilities" means the health care facilities and services operated by the District.

**ARTICLE II  
ORGANIZATION, POWERS AND PURPOSES**

- 2.1 ORGANIZATION. The District is a political subdivision of the State of California organized under the Local Health Care District Law, Division 23 of the Health and Safety Code.
- 2.2 GENERAL PURPOSES AND POWERS. The District is organized for the purposes described in the Local Hospital District Law and shall have and may exercise such powers in the furtherance of its purposes as are now or may hereafter be set forth in the Local Health Care District Law and any other applicable statutes, rules, or regulations of the State of California. The powers of the District include, but are not necessarily limited to, all of those powers authorized by Health and Safety Code Sections 32121 through 32138, inclusive.
- 2.4 DISSOLUTION. Any proposal for dissolution of the District shall be subject to confirmation by the voters of the District in accordance with Cortese-Knox Local Government Reorganization Act of 1985 (Gov. Code, § 56000 et seq.).

**ARTICLE III  
OFFICES**

- 3.1 PRINCIPAL OFFICE. The principal office of the District is hereby fixed and located at 138 South Brandon Road, Fallbrook, California 92028.

**ARTICLE IV**  
**BOARD**

- 4.1 GENERAL POWERS. The Board is the governing body of the District. All District powers shall be exercised by or under the direction of the Board. The Board is authorized to make appropriate delegations of its powers and authority to officers and employees. The Board shall evaluate the performance of its principal Administrator, as well as the Board's own performance.
- 4.2 OPERATION OF FACILITIES. The Board shall be responsible for the operation of all Facilities owned, leased, or operated by the District, according to the best interests of the public health, and shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, protection, and maintenance of the Facilities under the Board's management and all property belonging thereto, and may prescribe the terms upon which patients may be admitted thereto.
- 4.3 NUMBER AND QUALIFICATION. The Board shall consist of five (5) members, each of whom shall be a registered voter residing in the District.
- 4.4 ELECTION AND TERM OF OFFICE. An election shall be held in the District on the first Tuesday after the first Monday in November in each even-numbered year, at which a successor shall be chosen to each Director whose term shall expire on the first Friday of December following such election. The election of Board members shall be an election at large within the District and shall be consolidated with the statewide general election. The candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto. The term of office of each elected Board member shall be four (4) years or until the Board member's successor is elected and has qualified, except as otherwise provided by law in the event of a vacancy. An orientation shall be provided which familiarizes each new Board member with his or her duties and responsibilities, including the Board's responsibilities for quality care and the Facilities' quality assurance programs. Continuing education opportunities shall be made available to Board members.
- 4.5 VACANCIES. When a vacancy occurs on the Board of Directors, and except as otherwise specified by statute, the remaining Board members may fill any vacancy on the Board by appointment as outlined in Government Code Section 1780.
- 4.6 RESIGNATION OR REMOVAL. Any Board member may resign effective upon giving written notice to the Chairman, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. The term of any member of the Board shall expire if the member is absent from three consecutive regular meetings or from three of any five consecutive meetings of the Board and if the Board by resolution declares that a vacancy exists on the Board. All or any of the members of the Board may

be recalled at any time by the voters following the recall procedure set forth in Division 16 of the Elections Code.

- 4.8 COMPENSATION. Each Director shall be compensated as authorized by the Local Health Care District Law (Health & Saf. Code, § 32103) at the rate of One Hundred Dollars (\$100) per meeting, with a limit of five (5) meetings per month. For purposes of this paragraph, the word “meeting” includes all regularly scheduled Board meetings, special Board meetings, Board committee meetings, and sanctioned meetings inclusive of events sponsored by other local governments at which the District is expected or is invited to be represented as an official participant; meetings and/or events of agencies of which the District is a member or a subscribing participant, including events presented or sponsored by the Association of California Healthcare Districts (“ACHD”), the California Special District’s Association (“CSDA”), and any Board-approved educational seminars, including attendance at periodic ethics training prescribed by Assembly Bill 1234. Additionally, included are any and all occasions that constitute the performance of official duties such as District-sponsored special events, activities promotional of District-sponsored events, and in conducting review and/or site visits of District grant program applicants or recipients.

## **ARTICLE V**

### **BOARD MEETINGS**

- 5.1 BOARD MEETING. A meeting of the Board is any congregation of a majority of the members of the Board at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the Board. A meeting is also the use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the Board to develop a collective concurrence as to action to be taken on an item by the members of the Board.
- 5.2 REGULAR MEETINGS. Regular meetings of the Board shall be held as follows:
- On the second Wednesday of each month at 6:00 p.m. at 138 South Brandon Road, Fallbrook, California 92028; provided, however, that should said date fall upon a legal holiday, then the meeting shall be held at the same time on the next business day.
- 5.3 ANNUAL ORGANIZATION MEETING. The Board's annual organizational meeting shall be held on the second Wednesday in December at the place designated in a resolution by the Board. At that meeting, the Board shall organize by the election of one of its members as President, one as Vice-President, and one as Secretary. The President shall appoint a Treasurer who shall serve at the pleasure of the Board. The Board shall also fix the date, time, and location for the regular Board meetings for the ensuing year.
- 5.4 SPECIAL MEETINGS. A special meeting may be called at any time by the Board President or by a majority three-fifths (3/5<sup>th</sup>) of the Board members, by delivering personally or by mail written notice to each Board member and to each local newspaper of general circulation, radio, or television station requesting notice in writing. Such

notice must be delivered personally, by mail, or by electronic or digital means at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings.

- 5.5 QUORUM. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. No action shall be taken by secret ballot.
- 5.6 ADJOURNMENT. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the Order of Adjournment. Less than a quorum may so adjourn from time to time. A copy of the Order or Notice of Adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of the adjournment.
- 5.7 RULES AND REGULATIONS. The Board may adopt rules, regulations, and standard procedures governing the Board, the District, and any District Facilities and programs. Any rules, regulations, or procedures shall not conflict with these Bylaws.
- 5.8 MEMBERS OF THE PUBLIC. The public shall be entitled to attend the open session portion of every Board meeting. Every agenda for regular meetings shall provide an opportunity for members of the public to address the Board on items of interest to the public that are within the jurisdiction of the Board, regardless of whether such items are on the current agenda. If a member of the public addresses an item within the Board's jurisdiction that is not on the agenda, the Board shall take no action respecting the item addressed by the member of the public. The Board may adopt reasonable regulations concerning the amount and duration of time individual speakers are permitted to address the Board. The Board shall not prohibit any speaker from raising public criticism of any District program or action taken by the Board, or public criticism of any District rule, regulation, or standard procedure.

## **ARTICLE VI**

### **BOARD COMMITTEES**

- 6.1 APPOINTMENT. All committees, whether standing or special (ad hoc), shall be appointed by the Board President and shall be comprised of not more than two (2) members of the Board of Directors and such additional members as may be appropriate. The chairman of each committee shall be appointed by the President. All committees shall be advisory only to the Board unless otherwise specifically authorized to act by the Board.
- 6.2 STANDING COMMITTEES. Standing Committees shall meet periodically. The District shall have the following Standing Committees:

**Finance.** This committee shall be responsible for review of budgetary and financial matters related to the District including the annual audit and community health contracts program. This committee shall also be responsible for review of the District investments and appraisal of market conditions relating to prudent investment of District funds. **The Finance committee shall meet monthly.**

**Facilities.** This committee shall be responsible for periodic inspection of buildings owned by the District and for review and consideration of real estate matters. **The committee shall meet at least quarterly.**

**Strategic Planning.** This committee shall determine health needs of the District residents and prioritize those needs, recommend long-term services and programs to address those needs. **The committee shall meet at least quarterly.**

**Governmental and Public Engagement.** This committee shall be responsible for monitoring of healthcare legislation and public policy and for advisement of the District Board of possible/probable impact on matters of the District as/when indicated and for the initiation of appropriate action as/when indicated. This committee shall be responsible for interface with other agencies, including other government levels, as well as the public; inclusive of speeches or public appearances, press releases, etc. for the purpose of edification of the District's position/action on matters within the jurisdiction of the District. **The committee shall meet at least quarterly.**

- 6.3 SPECIAL OR AD HOC COMMITTEES. A special or ad hoc committee is an advisory committee composed solely of the members of the Board, which are less than a quorum of the Board and which does not have continuing subject matter jurisdiction and does not have a meeting schedule fixed by resolution or formal action of the Board. Special or ad hoc committees may be appointed by the President for special tasks as circumstances warrant and upon completion of the task for which appointed such special or ad hoc committee shall stand discharged.
- 6.4 ADDITIONAL CONSULTANTS. A committee chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session.
- 6.5 MEETINGS AND NOTICE. Meetings of a committee may be called by the Chairman or President of the Board, the chairman of the committee, or a majority of the committee's voting members. Meetings and notice of all standing committees, and of any other committee, board, or other body, irrespective of their composition, whether permanent or temporary, decision-making or advisory, created by resolution or formal action of the Board, excluding special or ad hoc committees as defined in section 6.3 above, shall be noticed and held in accordance with the requirements of The Ralph M. Brown Act.

- 6.6 QUORUM. A majority of the voting members of a committee shall constitute a quorum for the transaction of business at any meeting of such committee. Each committee shall keep minutes of its proceedings.
- 6.7 MANNER OF ACTING. The act of a majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee so meeting. No act taken at a meeting at which less than a quorum was present shall be valid unless approved in writing by the absent members. For special or ad hoc committees, action may be taken without a meeting by a writing setting forth the action so taken signed by each member of the committee entitled to vote.
- 6.8 TENURE. Each member of a standing committee shall hold office for a period of one (1) year or until a successor is appointed. Any member of a committee may be removed at any time by the Chairman or President subject to the consent of the Board. A member of the Board shall cease to hold committee membership upon ceasing to be a Board member.

## **ARTICLE VII** **OFFICERS**

- 7.1 PRESIDENT. The Board shall elect one of its members as President at the annual organizational meeting, and the President shall hold office until a successor is elected. In the event of a vacancy in the office of President, the Board may elect a new President. The President shall be the principal officer of the District and shall preside at all meetings of the Board. The President shall appoint all Board committee members and committee chairmen, shall consult with the Administrator in the preparation of meeting agendas, and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.
- 7.2 VICE PRESIDENT. The Board shall elect one of its members as Vice President at the annual organizational meeting, and the Vice President shall hold office until a successor is elected. In the absence of the President, the Vice President shall perform the duties of the President.
- 7.3 SECRETARY. The Board shall elect one of its members as Secretary at the annual organizational meeting, and the Secretary shall hold office until a successor is elected. The Secretary shall provide for or coordinate the keeping of minutes of all meetings of the Board. The Secretary shall give or cause to be given appropriate notices in accordance with these Bylaws, or as required by law, and shall authenticate all resolutions and other official reports and records of the District as needed.
- 7.4 TREASURER. The Board President shall appoint a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursal of the funds in the treasury of the District. The Treasurer shall also serve as the chairman of the Finance/Audit/Grant/Investment Committee.

- 7.5 DISTRICT ADMINISTRATOR. The Board shall select and employ a District Administrator who shall serve as Executive Director ~~or Chief Executive~~, and shall report to the Board. The Administrator be a full-time employee of the District and shall be responsible for the day-to-day administration of the District and the implementation of policies adopted by the Board. The Board shall develop, maintain, and periodically update a job description for the District Administrator, which job description shall outline in greater detail the functions and responsibilities of the Administrator's position with the District.

## **ARTICLE VIII** **AMENDMENT**

These Bylaws may be amended or repealed by vote of at least three (3) members of the Board at any Board meeting. Such amendments or repeal shall be effective immediately, except as otherwise indicated by the Board.

SECRETARY'S CERTIFICATE

I, the undersigned, the duly appointed, qualified, and acting Secretary of the Board of Directors for the Fallbrook Regional Health District, do hereby certify that attached hereto is a true, complete and correct copy of the current Bylaws of Fallbrook Regional Health District, duly adopted by the Board of Directors on \_\_\_\_\_, 2019.

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
Secretary



**DISCUSSION/ACTION ITEMS**

Consideration/approval of RFP for Land Use Consultant,  
zoning changes for 1636 E. Mission Road



## **REQUEST FOR PROPOSALS (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 re-zone of 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  
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 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 convert the existing zoning at 1636 E. Mission Road, Fallbrook, CA 92028 from religious purposes to the optimal conforming use under the County Zoning Ordinance, 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

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. The contract may be extended for XXXX one year periods for work. All potential proposing entities are responsible for checking the website for any addendum to the bid documents.

### **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 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 zoning or re-zoning application 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

## **DISCUSSION/ACTION ITEMS**

Consideration/approval of RFP for design services  
technical provisions – Roof replacement projects  
(1636 Mission, 617 Alvarado, 138 Brandon)



## **REQUEST FOR PROPOSALS (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

## **DISCUSSION/ACTION ITEMS**

Approval of Plans and Specifications  
– Elder Street Sidewalk project



# County of San Diego Standard Project SWQMP

PDS LD ACCEPTED  
9/12/18  
(EOW / OWNER COPY)

This Standard Project Stormwater Quality Management Plan (SWQMP) must be completed in its entirety and accompany applications to the County for a permit or approval associated with Standard development projects. To determine whether your project is required to submit a Standard Project SWQMP or Priority Development Project (PDP) SWQMP, please reference the County's "Storm Water Intake Form for All Permit Applications."

## Step A: Project identification

Applicant name: Scott E. Harvey	Applicant phone: 951-551-1735	Applicant email: HarveyEngineering14@gmail.com
Record ID: PDS2018-LDPIIP-60049	Assessor's Parcel Number(s): 103-246-52	
Project address: 624 E. Elder Street, Fallbrook, CA 92028		
Project estimated start date: 11/1/2018	Project estimated completion date: 2/1/2019	

## Step B: Applicant Certification:

I have read and understand the County of San Diego has adopted minimum requirements for managing urban runoff, including storm water, from construction and land development activities, as described in the BMP Design Manual.

This Standard Project SWQMP is intended to comply with the Standard Project requirements of the County of San Diego BMP Design Manual, which is a design manual for compliance with local County of San Diego Watershed Protection Ordinance (Sections 67.801 et seq.) and regional MS4 Permit (California Regional Water Quality Control Board San Diego Region Order No. R9-2013-0001, as amended by Order No. R9-2015-0001 and Order No. R9-2015-0100) requirements for storm water management.

I certify the BMPs selected on this form will be implemented to minimize the potentially negative impacts of this project's construction and land development activities on water quality. I further agree to install, monitor, maintain, or revise the selected BMPs to ensure their effectiveness. I also understand that non-compliance with the County's Watershed Protection Ordinance and Grading Ordinance may result in enforcement by the County, including fines, cease and desist orders, or other actions.

Signature of applicant: <i>Scott E. Harvey</i>	Date: 7/30/2018
---	--------------------



Template Date: March 11, 2016  
LUEG:SW SP SWQMP

Preparation Date: 7/30/2018

<b>Step C: Construction Storm Water BMP Checklist</b>		
<b>Minimum Required Standard Construction Storm Water BMPs</b>		
<p>If you answer "Yes" to any of the questions below, your project is subject to Table 1 on the following page (Minimum Required Standard Construction Stormwater BMPs). As noted in Table 1, please select at least the minimum number of required BMPs, or as many as are feasible for your project. If no BMP is selected, an explanation must be given in the box provided. The following questions are intended to aid in determining construction BMP requirements for your project.</p> <p><b>Note: All selected BMPs below must be included on the BMP plan incorporated into the construction plan sets.</b></p>		
<p>1. Will there be soil disturbing activities that will result in exposed soil areas? (This includes minor grading and trenching.)  <b>Reference Table 1 Items A, B, D, and E</b>                      Note: Soil disturbances NOT considered significant include, but are not limited to, change in use, mechanical/electrical/plumbing activities, signs, temporary trailers, interior remodeling, and minor tenant improvement.</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Will there be asphalt paving, including patching?  <b>Reference Table 1 Items D and F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Will there be slurries from mortar mixing, coring, or concrete saw cutting?  <b>Reference Table 1 Items D and F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4. Will there be solid wastes from concrete demolition and removal, wall construction, or form work?  <b>Reference Table 1 Items D and F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>5. Will there be stockpiling (soil, compost, asphalt, concrete, solid waste) for over 24 hours?  <b>Reference Table 1 Items D and F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>6. Will there be dewatering operations?  <b>Reference Table 1 Items C and D</b></p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>7. Will there be temporary on-site storage of construction materials, including mortar mix, raw landscaping and soil stabilization materials, treated lumber, rebar, and plated metal fencing materials?  <b>Reference Table 1 Items E and F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>8. Will trash or solid waste product be generated from this project?  <b>Reference Table 1 Item F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>9. Will construction equipment be stored on site (e.g.: fuels, oils, trucks, etc.)?  <b>Reference Table 1 Item F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>10. Will Portable Sanitary Services ("Porta-potty") be used on the site?  <b>Reference Table 1 Item F</b></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Table 1 Construction Storm Water BMP Checklist (continued)**

Minimum Required Best Management Practices (BMPs)	CALTRANS SW Handbook <sup>1</sup> Detail or County Std. Detail	✓ BMP Selected	Reference sheet No's where each selected BMP is shown on the plans. If no BMP is selected, an explanation must be provided.
<b>A. Select Erosion Control Method for Disturbed Slopes (choose at least one for the appropriate season)</b>			
Vegetation Stabilization Planting <sup>2</sup> (Summer)	SS-2, SS-4	<input type="checkbox"/>	Sheet 3 of 4 Sheet 3 of 4 (if winter)
Hydraulic Stabilization Hydroseeding <sup>2</sup> (Summer)	SS-4	<input checked="" type="checkbox"/>	
Bonded Fiber Matrix or Stabilized Fiber Matrix <sup>3</sup> (Winter)	SS-3	<input checked="" type="checkbox"/>	
Physical Stabilization Erosion Control Blanket <sup>3</sup> (Winter)	SS-7	<input type="checkbox"/>	
<b>B. Select erosion control method for disturbed flat areas (slope &lt; 5%) (choose at least one)</b>			
County Standard Lot Perimeter Protection Detail	PDS 659 <sup>4</sup> , SC-2	<input type="checkbox"/>	Sheet 3 of 4
Will use erosion control measures from Item A on flat areas also	SS-3, 4, 7	<input checked="" type="checkbox"/>	
County Standard Desilting Basin (must treat all site runoff)	PDS 660 <sup>5</sup> , SC-2	<input type="checkbox"/>	
Mulch, straw, wood chips, soil application	SS-6, SS-8	<input type="checkbox"/>	

<sup>1</sup> State of California Department of Transportation (Caltrans). 2003. Storm Water Quality Handbooks, Construction Site Best Management Practices (BMPs) Manual. March. Available online at: <http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm>.

<sup>2</sup> If Vegetation Stabilization (Planting or Hydroseeding) is proposed for erosion control it may be installed between May 1st and August 15th. Slope irrigation is in place and needs to be operable for slopes >3 feet. Vegetation must be watered and established prior to October 1st. The owner must implement a contingency physical BMP by August 15th if vegetation establishment does not occur by that date. If landscaping is proposed, erosion control measures must also be used while landscaping is being established. Established vegetation must have a subsurface mat of intertwined mature roots with a uniform vegetative coverage of 70 percent of the natural vegetative coverage or more on all disturbed areas.

<sup>3</sup> All slopes over three feet must have established vegetative cover prior to final permit approval.

<sup>4</sup> County of San Diego, Planning & Development Services. 2012. Standard Lot Perimeter Protection Design System. Building Division. PDS 659. Available online at <http://www.sandiegocounty.gov/pds/docs/pds659.pdf>.

<sup>5</sup> County of San Diego, Planning & Development Services. 2012. County Standard Desilting Basin for Disturbed Areas of 1 Acre or Less Building Division. PDS 659. Available online at <http://www.sandiegocounty.gov/pds/docs/pds660.pdf>.

Table 1 Construction Storm Water BMP Checklist (continued)			
Minimum Required Best Management Practices (BMPs)	CALTRANS SW Handbook Detail or County Std. Detail	✓ BMP Selected	Reference sheet No's where each selected BMP is shown on the plan If no BMP is selected, an explanation must be provided.
<b>C. If runoff or dewatering operation is concentrated, velocity must be controlled using an energy dissipater</b>			
Energy Dissipater Outlet Protection <sup>6</sup>	SS-10	<input type="checkbox"/>	
<b>D. Select sediment control method for all disturbed areas (choose at least one)</b>			
Silt Fence	SC-1	<input type="checkbox"/>	Sheet 3 of 4 Sheet 3 of 4
Fiber Rolls (Straw Watties)	SC-5	<input checked="" type="checkbox"/>	
Gravel & Sand Bags	SC-6 & 8	<input checked="" type="checkbox"/>	
Dewatering Filtration	NS-2	<input type="checkbox"/>	
Storm Drain Inlet Protection	SC-10	<input type="checkbox"/>	
Engineered Desilting Basin (sized for 10-year flow)	SC-2	<input type="checkbox"/>	
<b>E. Select method for preventing offsite tracking of sediment (choose at least one)</b>			
Stabilized Construction Entrance	TC-1	<input type="checkbox"/>	Sheet 3 of 4
Construction Road Stabilization	TC-2	<input type="checkbox"/>	
Entrance/Exit Tire Wash	TC-3	<input type="checkbox"/>	
Entrance/Exit Inspection & Cleaning Facility	TC-1	<input type="checkbox"/>	
Street Sweeping and Vacuuming	SC-7	<input checked="" type="checkbox"/>	
<b>F. Select the general site management BMPs</b>			
<b>F.1 Materials Management</b>			
Material Delivery & Storage	WM-1	<input checked="" type="checkbox"/>	Sheet 3 of 4
Spill Prevention and Control	WM-4	<input checked="" type="checkbox"/>	Sheet 3 of 4
<b>F.2 Waste Management<sup>7</sup></b>			
Waste Management	WM-8	<input checked="" type="checkbox"/>	Sheet 3 of 4
Concrete Waste Management			Sheet 3 of 4
Solid Waste Management	WM-5	<input checked="" type="checkbox"/>	Sheet 3 of 4
Sanitary Waste Management	WM-9	<input checked="" type="checkbox"/>	Sheet 3 of 4
Hazardous Waste Management	WM-6	<input checked="" type="checkbox"/>	Sheet 3 of 4

Note: The Construction General Permit (Order No. 2009-0009-DWQ) also requires all projects not subject to the BMP Design Manual to comply with runoff reduction requirements through the implementation of post-construction BMPs as described in Section XIII of the order.

<sup>6</sup> Regional Standard Drawing D-40 – Rip Rap Energy Dissipater is also acceptable for velocity reduction.

<sup>7</sup> Not all projects will have every waste identified. The applicant is responsible for identifying wastes that will be onsite and applying the appropriate BMP. For example, if concrete will be used, BMP WM-8 must be selected.

**Step D: Post-Construction Source Control BMP Checklist**

**Source Control BMPs**

All development projects must implement source control BMPs 4.2.1 through 4.2.6 where applicable and feasible. See Chapter 4.2 and Appendix E of the County BMP Design Manual for information to implement source control BMPs shown in this checklist.

Answers for each source control requirement must be pursuant to the following:

- "Yes" means the project will implement the source control BMP as described in Chapter 4.2 and/or Appendix E of the County BMP Design Manual. Discussion/justification is not required.
- "No" means the BMP is applicable to the project but not feasible to implement. Discussion/justification must be provided.
- "N/A" means the BMP is not applicable at the project site because the project does not include the feature addressed by the BMP (e.g., the project has no outdoor materials storage areas). Discussion/justification must be provided.

**Note: All selected BMPs below must be included on the BMP plan incorporated into the construction plan sets.**

Source Control Requirement	Applied?		
4.2.1 Prevention of Illicit Discharges into the MS4	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.2 Storm Drain Stenciling or Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.3 Protect Outdoor Materials Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.4 Protect Materials Stored in Outdoor Work Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.5 Protect Trash Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.2.6 Additional BMPs Based on Potential Sources of Runoff Pollutants (must answer for each source listed below):			
<input type="checkbox"/> A. On-site storm drain inlets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> B. Interior floor drains and elevator shaft sump pumps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> C. Interior parking garages	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> D. Need for future indoor & structural pest control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> E. Landscape/outdoor pesticide use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> F. Pools, spas, ponds, fountains, and other water features	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> G. Food service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> H. Trash or Refuse areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> I. Industrial processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> J. Outdoor storage of equipment or materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> K. Vehicle and equipment cleaning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> L. Vehicle/equipment repair and maintenance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> M. Fuel dispensing areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> N. Loading docks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> O. Fire sprinkler test water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> P. Miscellaneous drain or wash water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Q. Plazas, sidewalks, driveways, and parking lots	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

*Discussion/justification for all "No" answers shown above:*  
 N/A for items 4.2.1 thru 4.2.6, This is a project basically constructing curb & gutter along with sidewalk on a street that is already paved to full width so that pedestrians have better access to the north side of E. Elder Rd. in front of Fallbrook Hospital.

Attach additional pages as necessary.



**Step E: Post-Construction Site Design BMP Checklist**

**Site Design BMPs**

All development projects must implement site design BMPs 4.3.1 through 4.3.8 where applicable and feasible. See Chapter 4.3 and Appendix E of the County BMP Design Manual for information to implement site design BMPs shown in this checklist.

Answers for each site design requirement must be pursuant to the following:

- "Yes" means the project will implement the site design BMP as described in Chapter 4.3 and/or Appendix E of the County BMP Design Manual. Discussion/justification is not required.
- "No" means the BMP is applicable to the project but not feasible to implement. Discussion/justification must be provided.
- "N/A" means the BMP is not applicable at the project site because the project does not include the feature addressed by the BMP (e.g., the project site has no existing natural areas to conserve). Discussion/justification must be provided.

**Note: All selected BMPs below must be included on the BMP plan incorporated into the construction plan sets.**

Site Design Requirement	Applied?		
4.3.1 Maintain Natural Drainage Pathways and Hydrologic Features	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.2 Conserve Natural Areas, Soils, and Vegetation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.3 Minimize Impervious Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.4 Minimize Soil Compaction	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.5 Impervious Area Dispersion	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
4.3.6 Runoff Collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.3.7 Landscaping with Native or Drought Tolerant Species	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4.3.8 Harvesting and Using Precipitation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

*Discussion/justification for all "No" answers shown above:*

This project is basically constructing curb & gutter along with sidewalk on a street that is already paved to full width so that pedestrians have better access to the north side of E. Elder Rd. in front of Fallbrook Hospital. This project is keeping the impervious areas to a minimum as possible and at the same time meeting the ADA requirements.

*Attach additional pages as necessary.*