



**MINUTES  
REGULAR BOARD MEETING**

Wednesday, February 12, 2020, 6:00 p.m.

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

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

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

In attendance: Directors Salmon, Mroz, Jeffries and Schwartz-Frates. Absent: Director Bill Leach.

Also attending: Legal Counsel Jeffrey Scott; Executive Director Rachel Mason; Staff members Linda Bannerman, Mireya Banuelos, Pamela Knox, Wendy Lyon and Accountant Susan Woodward.

**B. ADDITIONS TO AGENDA**

None

**C. PUBLIC COMMENTS**

None

**D. PRESENTATIONS**

D1. Introduction of New Social Media Specialist Jennifer Koester – Presenter Kevin Mahr, North County Fire Protection District (NCFPD) Operations & EMS Division Chief NCFPD Operations and EMS Division Chief Kevin Mahr introduced Social Media Specialist Jennifer Koester. He explained that her position is one of those shared under the Joint Powers Agreement between FRHD and NCFPD. She said she has a master's degree in communication and looks forward to working with both Districts.

**E. CONSENT ITEMS**

- E1. Approval of December 2019 Financial Statements
- E2. Minutes of January 2, 2020 Finance Committee Meeting
- E3. Minutes of January 8, 2020 Regular Board Meeting
- E4. Minutes of January 15, 2020 Strategic Planning Committee Meeting
- E5. Minutes of January 17, 2020 Facilities Committee Meeting

**Action:** It was moved by Director Schwartz-Frates, seconded by Director Jeffries to approve the Consent Items as presented.

**Motion carried:** By roll call vote, Directors Mroz, Jeffries, Salmon and Schwartz-Frates – Aye. Director Leach absent. (4-1 absent)

**F. REPORTS**

F1. Finance Committee – Directors Jeffries and Mroz  
Committee Chair Jennifer Jeffries provided the summary of the financial statements through December 2019. (See attached report)

She reviewed the MedPlus Urgent Care report noting the number of patients being served during extended hours and the number of Medi-cal patients served. This testifies that our two main objectives in supporting urgent care are being met.

Chair Jeffries said the checkbook report is provided on a quarterly basis and is used to determine the amount of money to be transferred from the Community Investment Fund to the Operating Account to reimburse for monies spent at the E. Mission Road property and for community programs.

**Recommendation:** The Finance Committee recommended the board approve the transfer of \$16,000.00 from the Community Investment Fund to reimburse the Operating account.

**Action:** It was moved by Director Jeffries, seconded by Director Mroz to transfer \$16,000 from the Community Investment Fund to the Operating Account.

**Motion carried:** 4-1 (Director Leach absent)

- F2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz  
Committee Chair Schwartz-Frates

Committee Chair Kate Schwartz-Frates began her report with the District Events/Community Engagement Efforts report. (See attached) Staff member Mireya Banuelos had attended the Live Well North County Community Leadership Team meeting and reported that Live Well is going mobile with an RV. Discussions are ongoing regarding specific services to be provided. Chair Schwartz-Frates had provided new laws for 2020 from ACHD which were included in the meeting packet for review. Governor Newsom announced that Brad Gilbert, M.D. is the new Director of the Department of Health Care Services.

- F3. Facilities Committee – Directors Leach and Mroz

Facilities co-chair Barbara Mroz provided the report in the absence of Director Leach. The Committee had met on January 17, 2020 and made two recommendations. One being that, following legal review, the full board consider proposals from Rincon Consultants, Inc. for studies recommended for our major use permit. The second that a discussion regarding the E. Alvarado Street property be placed on the regular or workshop meeting agenda in February. The first recommendation is an action items on this agenda. Lastly, Property Manager Roy Moosa provided a facilities update noting the requested landscaping at the E. Mission Road property has been completed. The dead Pine trees have been removed from the S. Brandon Road property.

- F4. Strategic Planning Committee – Directors Salmon and Jeffries

Committee Chair Howard Salmon said there have been two Main items of focus for this Committee. 1) Planning for the upcoming workshop and, 2) Consulting services for the E. Mission Road property.

- F5. Executive Director – Rachel Mason

Rachel Mason reviewed her report which included ongoing maintenance and upgrades for the FRHD Admin Office, noting the Chrome Notebooks have been updated by IT and distributed, two grant workshops were held with 48 attendees including 11 new organizations and the board workshop is scheduled here for February 22<sup>nd</sup>. (See attached report)

- F6. General Counsel – Jeffrey Scott

Jeffrey Scott had provided his report in the packet. (See attached)

## G. INFORMATIONAL/POSSIBLE ACTION ITEMS

- G1. San Diego Local Agency Formation Commission (LAFCO) – Notice of Proposal Preliminary Staff Report “Fallbrook PUD Latent Powers Activation – Park and Recreation et al.”

Counsel Scott indicated that LAFCO had sent a communication regarding this request they had received from Fallbrook Public Utility District (FPUD). Since Jennifer Jeffries had previously updated the Board regarding this matter, Chairman Salmon asked her to review the purpose for this request. Several organizations had developed this plan with

FPUD in an effort to obtain funding for maintenance of medians and the landscaping within, and other projects that would help maintain our “village charm” which had been previously accomplished by non-profit organizations and volunteers. LAFCO is the deciding body on whether FPUD Latent Powers Activation will be allowed. There was consensus that the District should remain neutral on this matter.

## H. ACTION ITEMS

- H1. Approval of Updated Bylaws  
 Jeff Scott reviewed the updated bylaws and explained the changes, e.g., our election process is now based on zones.  
**Action:** It was moved by Director Jeffries, seconded by Director Schwartz/Frates to approve the updated bylaws as presented.  
**Motion carried:** 4-0 (Director Leach absent)
- H2. Approval of Technical Studies Proposal: Air Quality, Noise and Traffic for FRHD MUP Modification Project – Rincon Consultants, Inc.  
*Recommendation from the Facilities Committee:* That the Board approve the Technical Studies Proposal by Rincon Consultants, Inc.  
 Rachel Mason said these studies are required by the County of San Diego. She said legal counsel has reviewed the proposal and the Facilities Committee recommended approval.  
**Action:** It was moved by Director Jeffries, seconded by Director Schwartz-Frates, to accept the proposal from Rincon Consultants, Inc., Air Quality, Noise and Traffic Technical Studies as required for the Major Use Permit.  
**Motion carried:** 4-0 (Director Leach absent)
- H3. Approval of Professional Services Contract for Major Use Permit for 1636 East Mission Road Property – Rincon Consultants, Inc.  
*Recommendation from the Facilities Committee:* That the Board approve the Professional Services Contract with Rincon Consultants, Inc  
 In conjunction with the proposal for specific studies is the Professional Services Contract for the major Use Permit.  
**Action:** It was moved by Director Mroz, seconded by Director Jeffries to approve the Professional Services contract with Rincon Consultants, Inc.  
**Motion carried:** 4-0 (Director Leach absent)
- H4. Call for Nominations – Seat B – Southern Network for California Special Districts Association Board of Directors Vacancy for the remainder of the 2021-2022 term  
 Discussion ensued regarding whether any member of our Board of Directors had interest in running for Seat B of the Southern Network for California Special Districts Association Board of Directors. No Director expressed interest.  
**Action:** None
- H5. Call for Nominations – Seat C – Southern Network for California Special Districts Association Board of Directors Vacancy for the remainder of the 2021-2023 term  
 It was noted that the incumbent for Seat C is running for re-election.  
**Action:** It was moved by Director Mroz, seconded by Director Schwartz-Frates to support the incumbent, Arlene Schafer, to Seat C in the Southern Network for California Special District Association Board of Directors.  
**Motion carried:** 4-0 (Director Leach absent)
- H6. Consideration of Professional Services Agreement with Catalyst for Pre-Phase 1 SOW for the Wellness Center  
 Discussion ensued. Counsel Scott said this agreement with Catalyst includes an Exhibit A in which the Scope of Work for Pre-Phase 1 is spelled out in hours and dollars. It allows for future Scopes of Work to be considered by the Board of Directors. Further discussion ensued regarding a Steering Committee meeting weekly with representatives from Catalyst. Chairman Salmon said he would appoint Directors Leach and Mroz to the Steering Committee if they would accept the appointment.

**Action:** It was moved by Director Jeffries, seconded by Director Schwartz-Frates to approve the Professional Services Agreement with Catalyst for Pre-Phase 1 Scope of Work, with the caveat that the estimated hours and dollars are not exceeded.

**Motion carried:** 4-0 (Director Leach absent)

## **11. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS**

11. Other Director/Staff discussion items
- 11a. Item(s) for future board agendas  
 Director Jeffries suggested that the Social Determinants of Health be considered as a guide and included for discussion at the upcoming Board Workshop. In addition, she encouraged inclusion of a SWOT analysis and distributed a worksheet that could be brought to the workshop.  
 Chairman Salmon said he would bring some Visioning exercises to be included in the workshop.
- 11b. Announcements of upcoming events:
- **Strategic Planning Committee meeting – February 10**, 1:00pm, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
  - **Presidents’ Day (District Holiday) – February 17**
  - **Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3<sup>rd</sup> Wednesday, February 19**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
  - **Facilities Committee meeting – February 21**, 10:30am, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
  - **Board Workshop – February 22**, 10:00am-3:00pm, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
  - **Finance Committee meeting – 1<sup>st</sup> Wednesday, March 4**, 4:30pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
  - **Woman of Wellness – 1<sup>st</sup> Thursday, March 4**, 6:00 – 7:30pm, Fallbrook Library
  - **Strategic Planning Committee meeting – March 18**, 5:00pm, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
  - **Gov’t and Public Engagement Committee meeting – March 27**, 10:00am, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
12. **Next Regular Board meeting – 2<sup>nd</sup> Wednesday, March 11**, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

**Action:** It was moved by Director Jeffries, seconded by Director Schwartz-Frates to adjourn to Closed Session at 7:08 p.m.

**Motion carried:** 4-0 (Director Leach absent)

## **J. CLOSED SESSION**

- J1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8: Property: Located at 617 East Alvarado Street Fallbrook, California 92028  
 Parties: District and Dr. Graydon Skeoch  
 Under Negotiation: Price and Terms

## **K. REPORT AFTER CLOSED SESSION**

The Board returned to Open Session at 7:29 p.m. Counsel Scott reported that the Board in closed session discussed the price and terms of the potential sale of the Urgent Care Clinic property on Alvarado Street. The Board directed Counsel and the Executive Director to take appropriate action relating to the price and terms relating to the potential sale.

L. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:30 p.m.

  
Howard Salmon, Chairman

  
Board Secretary/Clerk