

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

33129 Cole Grade Road
Pauma Valley, CA 92061
PHONE: (760) 742-1909 FAX: (760) 742-1588

NOTICE OF REGULAR MEETING

DATE: Monday, July 24th, 2023
TIME: 10:00 AM – **Open Session**
VENUE: Robert Trent Jones Room, Pauma Valley Country Club
15835 Pauma Valley Drive, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

“The mission of the Pauma Valley Community Services District is to protect the public health and environment of its community by providing effective wastewater management and stormwater drainage control, life safety assistance, security services, and exceptional customer care.”

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Comment Period**

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the district; however, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the agenda. Any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered. Please note, **individuals have a limit of three (3) minutes to make comments** and will have the opportunity when called upon by the presiding officer.

-- DISCUSSION ITEM --

5. **Ad-Hoc Committee Update** – President Lawston

-- CONSENT ITEMS --

Items 6-13 appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

6. Minutes of the Special Board Meeting of July 13, 2023

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on July 13, 2023.

Staff Recommendation:

Approve the July 13, 2023, PVCSD Board of Directors Meeting Minutes.

7. Minutes of the Regular Board Meeting of July 06, 2023

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on July 06, 2023.

Staff Recommendation:

Approve the July 06, 2023, PVCSD Board of Directors Meeting Minutes.

8. Minutes of the Regular Board Meeting of June 26, 2023

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on June 26, 2023.

Staff Recommendation:

Approve the June 26, 2023, PVCSD Board of Directors Meeting Minutes.

9. Minutes of the Special Board Meeting of June 22, 2023

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on June 22, 2023.

Staff Recommendation:

Approve the June 22, 2023, PVCSD Board of Directors Meeting Minutes.

10. Review of Balance Sheet, Revenue and Expense for June 2023

These reports disclose PVCSD financial statements for the month of June 2023.

Staff Recommendation:

Receive and file the PVCSD Financial Statements for the month of June 2023.

11. Accounts Receivable Report for June 2023

This report discloses PVCSD Accounts Receivable for the month of June 2023.

Staff Recommendation:

Receive and file the PVCSD Accounts Receivable Report for the month of June 2023.

12. Notice of Violations Issued

This report provides a summary for Notice of Violations Issued by PVCSD for the month of June 2023.

Staff Recommendation:

Receive and file the PVCSD Notice of Violations issued Report.

13. PVCSO Security Report

This report discloses security and gate activity for the month of June 2023.

Staff Recommendation:

Receive and file the PVCSO Security Report for the month of June 2023.

-- ACTION ITEMS --

14. Public Hearing for Fixed Charge Special Assessments Delinquent Accounts

The Board of Directors schedules a public hearing prior to directing staff to place the delinquent charges and penalties on the tax roll for collection.

Staff Recommendation:

1. Conduct a Public Hearing.
2. Authorize staff to place the presented delinquent accounts on the tax roll for collections.
3. Approve the fee for delinquent accounts to cover staff time and all associated costs.
4. Discuss and take other action as appropriate.

15. Resolution for the Placement of Delinquent Accounts on the County Tax Roll for Collections

The Board of Directors will consider signing a resolution for the General Manager to submit the annual report of delinquent charges and penalties to the San Diego County Auditor, ensuring their inclusion on the tax roll.

Staff Recommendation:

1. Sign the proposed Resolution authorizing staff to place delinquent accounts on the county tax roll for collections.
2. Discuss and take other action as appropriate.

16. Sewer Discharge Permit, Application, and Fee

The Board of Directors will consider approving a District Sewer Discharge Permit, Application, and fee for new sewer connections.

Staff Recommendation:

1. Approve the new Sewer Discharge Permit, Application and Fee for the District.
2. Discuss and take other action as appropriate.

-- DISCUSSION ITEMS --

17. Opulent Power Solutions Report on Solar Project – General Manager Steinlicht

18. Strategic/Financial Planning Facilitation Services Update – General Manager Steinlicht

19. Sanitation Operational Report – General Manager Steinlicht

-- INFORMATIONAL ITEMS --

20. General Manager's Report

21. Miscellaneous Items

- A. Requested items for future agendas (Directors and Staff Only)
 - i. Email List

- ii. Website Revamp and Transparency Update
 - iii. Cost of Living Adjustment for 2023
 - iv. Employee Handbook Revisions
 - v. Agreement with RPMWC for SGMA
 - vi. Sewer Discharge Permit and Fee
 - vii. Tasers for Security
 - viii. Analysis for Outsourcing Security and Gate Services
 - ix. Salary Survey
 - x. Update on Policy Handbook
 - xi. Criteria for Restricting RFID Access to Dangerous Individuals
 - xii. Legal Authority of District to Enforce Rules of the Road
 - xiii. Critical Spare Part Inventory Replacement Program
 - xiv. Computerized Management Maintenance System
 - xv. Treatment Plant Rehabilitation and Improvement
 - xvi. Collection System Rehabilitation and Improvement
- B. Board Comments
 - C. Announcements
 - D. Regular Meeting on September 25th, 2023, at 10:00 AM

-- CLOSED SESSION --

22. The Board of Directors Will Meet in a Closed Session to Discuss:

1. **CONFERENCE WITH LEGAL COUNSEL**
 Potential/Threatened/Anticipated Litigation
 Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Three (3) Matters)

2. **CONFERENCE WITH LEGAL COUNSEL**
 Initiation of Litigation
 Initiation of Litigation Pursuant to Government Code Section 54956.9(c) (Two (2) Matters)

3. **CONFERENCE WITH LEGAL COUNSEL**
 Existing Litigation
 Pursuant to Government Code Section 54956.9(a)
San Luis Rey Indian Water Authority v. Pauma Valley Groundwater Sustainability Agency, et. al., (SDSC No. 37-2022-00029027-CU-WM-NC)

4. **Public Employee Employment**
 Title: Gate Attendant, Gate Attendant Supervisor, and Patrol Officer
Authority: Government Code Section 54957
 Conference with Labor Negotiator
 District Designated Representatives: General Manager, Eric Steinlicht
 Unrepresented Employees:
 - A. Gate Attendant
 - B. Gate Attendant Supervisor
 - C. Patrol Officer**Authority: Government Code Section 54957.6**

23. Open Session

A. Reportable Actions.

24. Adjournment

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted on the District's website as well as the main lobby of the District's Administrative Office no less than 72 hours prior to the meeting date and time listed above. All public records relating to each agenda item, including any public records distributed less than 72 hours, will be made available at the office of the District Secretary, 33129 Cole Grade Road, Pauma Valley, California.

To request a disability-related modification or accommodation regarding agendas or attendance, contact Marissa Fehling, at Marissa.Fehling@paumavalleycsd.ca.gov at least 48 hours before the meeting.

Minutes of a Special Meeting of the Board of Directors of the
PAUMA VALLEY COMMUNITY SERVICES DISTRICT (PVCSD)

Held on July 13, 2023

Directors Present: Jodie Lawston, Michael Esparza, Betty Potalivo & Roland Skumawitz
Directors Absent: Richard Collins
Also Present: General Manager Eric Steinlicht

1. Call to Order: Regular Meeting was called to order at 11:30 a.m. by President Lawston.
2. Pledge of Allegiance: Not done.
3. Roll Call: Steinlicht verified that a quorum was present.
4. Public Comment Period:
No public comments were made.

--CLOSED SESSION--

5. The Board of Directors Will Meet in a Closed Session to Discuss:
 1. CONFERENCE WITH LEGAL COUNSEL -
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Three (3) Matters)

The Board entered into a closed session at 11:30 a.m.
6. Open Session -
 - A. Reportable Action from closed session.

The meeting was reconvened to open session at 12:27 p.m. with no reportable actions.
7. Adjournment-
With nothing further to discuss, a motion was made by Director Lawston to adjourn at 12:28 p.m., seconded by Director Skumawitz, and unanimously approved.

Eric Steinlicht

Eric Steinlicht, Recording Secretary

Minutes of a Special Meeting of the Board of Directors of the
PAUMA VALLEY COMMUNITY SERVICES DISTRICT (PVCSD)

Held on July 06, 2023

Directors Present: Jodie Lawston, Michael Esparza, Richard Collins, Betty Potalivo & Roland Skumawitz
Also Present: General Manager Eric Steinlicht, and Interim Office Manager Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 9:30 a.m. by President Lawston.
2. Pledge of Allegiance: President Lawston led the Pledge of Allegiance.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
No public comments were made.

--CLOSED SESSION--

5. The Board of Directors Will Meet in a Closed Session to Discuss:
 1. CONFERENCE WITH LEGAL COUNSEL –
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Three (3) Matters)

The Board entered into a closed session at 9:31 a.m.
6. Open Session –
 - A. Reportable Action from closed session.

The meeting was reconvened to open session at 10:44 p.m. with no reportable actions.
7. Adjournment-
With nothing further to discuss, a motion was made by Director Skumawitz to adjourn at 10:46 a.m., seconded by Director Potalivo unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

Minutes of a Regular Meeting of the Board of Directors of the
PAUMA VALLEY COMMUNITY SERVICES DISTRICT (PVCSD)

Held on June 26, 2023

Directors Present: Jodie Lawston, Michael Esparza, Roland Skumawitz, Richard Collins, & Betty Potalivo
Also Present: Residents: Larry Curtis, Sam Logan, Charles Mathews, Jane Scott, Pam Martello; Cindy Byerrum
MPA/CPA with Eide Bailly, Jeff Pape of Dudek, Jeff Morris of DPMC, Director of RPMWC Scott
Shinner, Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, Director of
RPMWC Linda Shoaff; Jeffrey Armstrong, General Manager Eric Steinlicht, and Administrative
Assistant Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 9:00 a.m. by President Lawston.
2. Pledge of Allegiance: The Pledge of Allegiance was begun by President Lawston.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
None.

--CLOSED SESSION--

5. The Board of Directors Will Meet in a Closed Session to Discuss:
 - A. CONFERENCE WITH LEGAL COUNSEL –
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section
54956.9(b) (Three (3) Matters)

The Board went into closed session at 9:02 am.

6. Open Session
 - A. Reportable Actions

The meeting was reconvened to open session at 9:23 am with no reportable actions.

--DISCUSSION ITEMS--

7. Organizational Restructuring Ad-Hoc Committee Update – President Lawston
Lawston informed the public that the Board was aware of some inaccurate rumors that had been spread around the community and made some clarifications. Lawston explained what PVCSD takes care of as an organization. Lawston clarified the rumors in regard to the split between RPMWC and PVCSD. Lawston informed that PVCSD is a Special District and must work through a General Manager and explained what PVCSD's mission is. She explained some of the items PVCSD maintains are the sewer system, backup generators, 24-hour Security personnel, and 3 gates including 1 manned 24-7. Lawston explained the timeline of events on how PVCSD and RPMWC eliminated their agreement for Administrative Services starting back in August of 2021. Potalivo informed that PVCSD has attempted to communicate with RPMWC three times now to get things going and has received no response. Potalivo added that the rumors going around the community about the PVCSD GM are incorrect and insulting to not just him but to the Board. Potalivo informed that RPMWC's Board has costed our community \$50,000. Potalivo reminded that the Board of Directors are all volunteers with nothing to gain and are just trying to do things correctly. Potalivo explained in detail why the Board chose to hire GM, Eric Steinlicht, stating that in the last six months, he has sustained operations and has been working with experts to fix accounting errors with CalPERS. Potalivo informed that they have

witnessed his passion, drive, and commitment to the organization and has valuable knowledge and background. Potalivo mentioned the projects Steinlicht is currently working on and how the Board is very proud of his accomplishments. Potalivo informed that the Board has proposed that RPMWC staff can use the vacant CHP office. Esparza informed that he is not afraid to share the GM's qualifications with the community. Knox informed that he found out about the former GM's situation through him himself. Knox informed that the CalPERS errors were former Management's (Hauser and Graziano) responsibilities and thought it was great that it was caught. Knox informed that he has nothing to say about Steinlicht managing PVCSD, just that he is not qualified to run a water company. Lawston stated that she is hoping things can move forward, and the rumors need to stop. Shoaff stated that the PVCSD Board is also guilty of spreading inaccurate rumors. Lawston asked her to be specific. Shoaff refused to give details and stated that they also want the best for all and doesn't believe the PVCSD Board is being fair, and the Boards need to learn to communicate. Shinner stated that the greatest thing to do now is just move forward. Shinner added that the times he has worked with Steinlicht have been great and appreciates how helpful he has been. Mathews informed that the District Office land was previously owned by PVCC and was leased by CSD with the intent to be mutually shared with RPM.

--CONSENT ITEMS--

Items 8-12 appearing on the Consent Calendar may be voted on by single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

8. Minutes of the Regular Board Meeting of May 27, 2023
9. Review of Balance Sheet, Revenue, and Expense for May 2023
10. Accounts Receivable Report for May 2023
11. Notice of Violations Issued
12. PVCSD Security Report

Knox inquired about what item 163 on the Balance Sheet represents. Byerrum explained the history of accounting records. Potalivo informed that this would be further looked into. Upon a motion by Director Esparza, seconded by Director Potalivo, and a unanimous vote, items 8-12 were approved as presented.

--ACTION ITEMS--

13. Presentation and Public Hearing for the Fiscal Year 2024 Proposed Budget
The Board of Directors schedules a public hearing prior to the consideration and adoption of the Proposed Fiscal Year Budget.

Staff Recommendation:

1. Authorize General Manager Steinlicht to present the Fiscal Year 2024 Proposed Budget.
2. Conduct a Public Hearing.
3. Discuss and take other action as appropriate.

Lawston opened the Public Hearing and explained the process. Steinlicht gave a presentation on the Proposed 2024 Budget. Steinlicht thanked Fehling for her help. Steinlicht explained the CSD service overview, budget factors, projected cash balance, and administrative services. Steinlicht explained the Salary Schedule and informed that there was the addition of an Office Clerk. Steinlicht informed that a rate increase for Gates and Patrol charges would be needed to either break even or add to revenues. Steinlicht went over the Capital Expenditure Budget and informed that things may change as Armstrong works on the Strategic Planning with him. Steinlicht informed that he will be working with Armstrong to develop a plan for success. Armstrong informed that he helped Steinlicht develop a budget and informed that he has

35 years of experience in developing budgets. Armstrong thanked the Board for this opportunity and informed them that Steinlicht has really shown that he is trying to take this community to where they want to see it and how it has been a pleasure to work with him. Potalivo asked how they could monetize the Solar Project. Steinlicht informed that plans from the county were retrieved and explained the status of the project. Shoaff inquired on whether the spare units would be relocated and how they would make revenue on the charging stations. Kariya mentioned it may be a liability to use the District Office as a public charging station. Curtis inquired why administrative costs went up. Steinlicht explained that CSD is taking the full burden of administrative costs now. Esparza said that Steinlicht gave an excellent presentation. Esparza asked if the budget included the increase for Gates and Patrol fee increases. Steinlicht informed that it does not. Mathews asked for clarification on which budget was being proposed for approval. Steinlicht explained. Mathews inquired on why they would approve a budget that was showing losses for fees for services. Armstrong explained that there are a lot of one-time nonrecurrent expenses in the budget and that a long-term financial plan is needed to determine an appropriate increase amount for these items. Pape informed that GIS will no longer host CSD's plans. Public Hearing was closed at 10:56 am.

14. Adoption of the Fiscal Year 2024 Proposed Budget.

The Board of Directors considers and adopts the Proposed Fiscal Year Budget in June of each year.

Staff Recommendation:

1. Consider and adopt the Fiscal Year 2024 Proposed Budget.
2. Discuss and take other action as appropriate.

Steinlicht thanked staff, the Board, Jeff Armstrong, and Cindy Byerrum for their help with the Budget process. Upon a motion by Director Collins, seconded by Director Potalivo, and a unanimous vote, the proposed 2024 Budget was approved and adopted as presented.

15. Approve a New Administrative Position and Resolution for the Fiscal Year 2024 Salary Schedule

Due to the organizational change a new administrative position is required to sustain PVCSD administrative functions. Additionally, the Board of Directors implements a Resolution adopting a new Salary Schedule each new fiscal year.

Staff Recommendation:

1. Approve the creation of a new full-time administrative employee.
2. Consider and adopt the resolution for the Fiscal Year 2024 Salary Schedule.
3. Discuss and take other action as appropriate.

Kariya inquired about the Office Clerk's salary range, being that the duties are pretty comprehensive. Steinlicht informed that the duties would most likely be modified. Knox asked if they had any candidates. Steinlicht informed that they did not. Upon a motion by Director Skumawitz, seconded by Director Collins, and a unanimous vote, the New Administrative Position, Office Clerk, was approved and adopted.

16. CalPERS Funding

A recent financial records audit conducted by Eide Bailly, a regional certified public accounting and business advisory firm, discovered the PVCSD monthly payments provided to CalPERS over the last decade have been insufficient by approximately \$91,000 as of June 9th, 2023.

Staff Recommendation:

1. A representative from Eide Bailly will be present to provide the Board of Directors with a presentation detailing this funding shortfall.
2. Authorize the General Manager to Contact CalPERS to discuss options for closing this funding gap.
3. Discuss and take other action as appropriate.

Steinlicht explained the issues at hand. Byerrum explained her findings and what informed the corrections and recommended enhancements for the administrative staff to include IT issues. Skumawitz asked if she thought QuickBooks was an option for doing business. Byerrum stated that she believed it was great for this size agency. Skumawitz inquired whether the CalPERS reporting was tasked to a particular employee. Byerrum informed that according to her findings, it had been done correctly prior to September of 2013 and that the instructions left by prior management were incorrect. Shinner recommended Cloud QuickBooks. Shinner asked the Board what they plan on doing to do a better job. Collins suggested periodic audits. Esparza stated that third-party validation is very important. Esparza informed that they plan to speak to legal to make sure things are handled correctly. Collins motioned to authorize the General Manager to contact CalPERS to discuss options for closing the funding gap and plan to move forward with getting the computer speeds and QuickBooks up to date, seconded by Skumawitz, and a unanimous vote, the items were authorized.

17. Authorization to Provide Notice of Intent to Terminate Contract with Dudek and Engage Water Quality Specialists (WQS) for Wastewater Compliance Services.

A Notice to Terminate PVCSD's operational contract for wastewater treatment compliance services with Dudek requires four months advance notification.

Staff Recommendation:

1. Authorize the General Manager to provide Dudek with an "Intent to Terminate" its contract with PVCSD for Wastewater Treatment Compliance Services.
2. Authorize the General Manager to engage Water Quality Specialists for Wastewater Treatment Compliance Services upon Dudek's conclusion of service.
3. Discuss and take other action as appropriate.

Steinlicht explained the history behind Water Quality Specialists and explained that third parties were brought in for financials for operations to continue. Steinlicht explained the issues at hand. Steinlicht informed that misinformation was going around regarding TDS levels and informed that they were a little high and that PVCSD does not have a required limit to stay under. Steinlicht informed that WQS and Carollo have been giving ideas for addressing issues with the sludge expansion. Steinlicht mentioned that WQS would take on the compliance reporting and give us 5 days a week of coverage including weekends. Steinlicht explained two different proposals. Steinlicht added that Jon Coombs of WQS would also be assisting Utility Supervisor Oehlert in getting his Grade 3 certification. Pape informed that he had been running the treatment plant since 2012 and monitoring the reporting. Pape mentioned that he had never received an email or phone call from Steinlicht and that the only time a violation was given was when WQS ran the treatment plant. Kariya asked if this would be the 3rd time PVCSD brought on WQS. Steinlicht informed that since he came on board with PVCSD communication with Pape has not been desirable or helpful and was never offered solutions. Steinlicht mentioned that he would like to work with a more cohesive team. Potalivo stated that the Board needs to support their General Manager to make this work and trust that he will do so. Upon a motion by Director Skumawitz, seconded by Director Potalivo, and a unanimous vote, the General Manager was authorized to provide Dudek with an "Intent to Terminate" its contract with PVCSD for Wastewater Treatment Compliance Services and authorize the General Manager to engage Water Quality Specialists for Wastewater Treatment Compliance Services upon Dudek's conclusion of service.

18. Authorization to Engage Carollo Engineers for As-Needed Sanitation Consulting and Engineering Professional Services.

As a public utility, the PVCSD requires professional engineering services related to its capital improvement, condition assessment, and wastewater treatment programs. Carollo Engineers is a highly reputable firm that successfully provides professional engineering services for similar public utilities in southern California. Contracting with Carollo Engineers will provide the General Manager with as-needed support when approaching complex projects and wastewater treatment challenges.

Staff Recommendation:

1. Authorize the General Manager to contract with Carollo Engineers for as-needed professional engineering services.
2. Discuss and take other action as appropriate.

Steinlicht explained why he recommended contracting with Carollo Engineers on an as-needed basis for professional engineering services. Upon a motion by Director Esparza, seconded by Director Skumawitz, and a unanimous vote, General Manager was authorized to contract with Carollo Engineers for as-needed professional engineering services.

--DISCUSSION ITEMS--

19. Strategic/Financial Planning Facilitation Services Update – General Manager, Eric Steinlicht

Steinlicht informed that he will be working with Jeff Armstrong on Financial Planning.

20. Update on Solar Project – General Manager, Eric Steinlicht

Steinlicht gave an update on the Solar Project.

21. Sanitation Operational Report – General Manager, Eric Steinlicht

Steinlicht informed that all remains as expected and will be working with Dudek for the next four months.

22. Gate Access and Road Usage Policy Investigation Update – General Manager, Eric Steinlicht

Steinlicht informed that is being reviewed by legal.

--INFORMATIONAL ITEMS--

23. General Manager's Report –

Steinlicht presented the General Manager's Report.

24. Miscellaneous Items

- A. Requested items for future agendas (Directors and Staff Only)
 - i. Email List
 - ii. Website Revamp and Transparency Update
 - iii. Cost of Living Adjustment for 2023
 - iv. Employee Handbook Revisions
 - v. Service Agreement with Rancho Pauma Mutual Water Company (RPMWC)
 - vi. Agreement with RPMWC for SGMA
 - vii. CHP Satellite Office Update and Consideration

- viii. Tasers for Security
 - ix. Analysis for Outsourcing Security and Gate Services
 - x. Salary Survey
 - xi. Update on Policy Handbook
 - xii. Criteria for Restricting RFID Access to Dangerous Individuals
 - xiii. Critical Spare Part Inventory Replacement Program
 - xiv. Computerized Maintenance Management System
 - xv. Treatment Plant Rehabilitation and Improvement
 - xvi. Public Hearing on Delinquent Accounts Placement on the County Tax Roll for collection
- B. Board Comments – None
 - C. Announcements – None
 - D. Next Regular Meeting on July 24th, 2023, at 10 AM

--CLOSED SESSION--

- 25. The Board of Directors Will Meet in a Closed Session to Discuss:
 - 1. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation Pursuant to Government Code Section 54956.9(a) San Luis Rey Indian Water Authority v. Pauma Valley Groundwater Sustainability Agency, et. al., (SDSC No. 37-2022-00029027-CU-WM-NC)

The Board went into closed session at 11:50 am.

- 26. Open Session
 - A. Reportable Actions

The meeting was reconvened to open session at 12:23 pm with no reportable actions.

- 27. Adjournment
 - With nothing further to discuss, a motion was made by Director Skumawitz to adjourn at 12:25 p.m., seconded by Director Collins unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

Minutes of a Special Meeting of the Board of Directors of the
PAUMA VALLEY COMMUNITY SERVICES DISTRICT (PVCSD)

Held on June 22, 2023

Directors Present: Jodie Lawston, Michael Esparza, Richard Collins, Betty Potalivo & Roland Skumawitz
Also Present: General Manager Eric Steinlicht, and Interim Office Manager Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 12:01 p.m. by President Lawston.
2. Pledge of Allegiance: President Lawston led the Pledge of Allegiance.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
No public comments were made.

--CLOSED SESSION--

5. The Board of Directors Will Meet in a Closed Session to Discuss:
 - A. CONFERENCE WITH LEGAL COUNSEL –
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Three (3) Matters)

The Board entered into a closed session at 12:02 p.m.
6. Open Session –
 - A. Reportable Action from closed session.

The meeting was reconvened to open session at 1:14 p.m. with no reportable actions.
7. Adjournment-
With nothing further to discuss, a motion was made by Director Skumawitz to adjourn at 1:15 p.m., seconded by Director Potalivo unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT
 Balance Sheet
 As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash	252,870
111 □LAIF Fair Market Value	-8
Total Checking/Savings	<u>252,862</u>
Accounts Receivable	
120 □Accounts Receivable	36,292
Total Accounts Receivable	<u>36,292</u>
Other Current Assets	
125 □Due from RPMWC	114,879
140 □Prepaid Insurance	26,261
140.6 □PrePaid Wkrs Comp Ins	3,904
140.7 □Prepaid Solar Rooftop Lease	24,250
141 □Prepaid Others	148
Total Other Current Assets	<u>169,442</u>
Total Current Assets	458,597
Fixed Assets	
160 □Land	94,768
161 □Easements & Rights of Way	100
162 □Fences	3,339
163 □Buildings	253,686
164 □Machinery	2,321
165 □Sewer Lines & Lateral Lines	173,170
165.1 □Oak Tree Lift Station	102,206
166 □Treatment Plant	24,629
166.5 □New Treatment Plant	2,865,803
167 □Equipment	21,624
168 □Leasehold Improvements	18,025
168.1 □Drains	285,468
168.3 □Channels	130,993
171 □Solar Project	142,951
175 □Accum. Depr. / Plant	-1,756,764
180 □Security	368,194
181 □Acc Dep - Security	-176,167
193 □Information Systems	68,354
Total Fixed Assets	<u>2,622,700</u>
Other Assets	
196 □Deferred Outflows - Pension	-35,629
Total Other Assets	<u>-35,629</u>
TOTAL ASSETS	<u><u>3,045,667</u></u>
LIABILITIES & EQUITY	
Liabilities	

PV COMMUNITY SERVICES DISTRICT
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
Current Liabilities	
Accounts Payable	
201 <input type="checkbox"/> Accounts Payable	69,034
Total Accounts Payable	<u>69,034</u>
Other Current Liabilities	
457 Payable	600
204 <input type="checkbox"/> Accrued Fed Payroll Taxes	2,347
205 <input type="checkbox"/> Accrued State Payroll Taxes	-442
206.1 <input type="checkbox"/> Accrued Retirement	-382
2100 <input type="checkbox"/> Payroll Liabilities	3,757
219 <input type="checkbox"/> Compensated Employees Absences	30,362
Total Other Current Liabilities	<u>36,241</u>
Total Current Liabilities	<u>105,275</u>
Total Liabilities	105,275
Equity	
460 <input type="checkbox"/> Retained Earnings	2,947,966
Net Income	-7,574
Total Equity	<u>2,940,392</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,045,667</u></u>

PV COMMUNITY SERVICES DISTRICT
Revenues & Expenses - Monthly Actual vs. Budget

Accrual Basis

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
661 ☐Sewer Charges	474,498.00	474,498.00	0.00	100.0%
661.5 ☐Security Patrol Charges	557,359.68	555,764.00	1,595.68	100.3%
662 ☐Property Tax	116,228.35	115,000.00	1,228.35	101.1%
662.1 ☐Connection Fees	23,199.00	0.00	23,199.00	100.0%
663 ☐Interest	167.99	600.00	-432.01	28.0%
663.1 ☐LAIF Fair Market Value Revenue	0.00	0.00	0.00	0.0%
664 ☐Other				
664.2 ☐Admin Services	255.70	813.00	-557.30	31.5%
664.6 ☐Hangar Land Lease	900.00	900.00	0.00	100.0%
664.8 ☐Gate Damages	1,600.00	0.00	1,600.00	100.0%
664 ☐Other - Other	4,818.95	2,200.00	2,618.95	219.0%
Total 664 ☐Other	7,574.65	3,913.00	3,661.65	193.6%
665 ☐Security Gate Charge	449,000.00	447,600.00	1,400.00	100.3%
666.5 ☐RFID Tags	7,013.00	6,500.00	513.00	107.9%
667 ☐Delinquent Charges	7,085.23	3,000.00	4,085.23	236.2%
668 ☐Vacant Lot/Sewer Availability	4,752.00	4,752.00	0.00	100.0%
670 ☐Reimbursement Revenue	3,431.74			
Total Income	1,650,309.64	1,611,627.00	38,682.64	102.4%
Expense				
Depreciation				
718 ☐Plant Depreciation	95,069.04	95,069.00	0.04	100.0%
824 ☐Bldg Depreciation	16,068.12	16,068.00	0.12	100.0%
918 ☐Security Depreciation	18,790.68	18,791.00	-0.32	100.0%
958 ☐Gate Depreciation	10,330.80	10,331.00	-0.20	100.0%
Total Depreciation	140,258.64	140,259.00	-0.36	100.0%
Dwelling Live	8,917.90	8,200.00	717.90	108.8%
Electrical Utilities				
714 ☐Electricity	42,006.84	17,349.00	24,657.84	242.1%
812.2 ☐Office Electricity	7,921.59	3,429.00	4,492.59	231.0%
956 ☐Gate Electricity	7,549.78	7,363.00	186.78	102.5%
Total Electrical Utilities	57,478.21	28,141.00	29,337.21	204.3%
Equipment Rentals				
713 ☐Equipment Rental	0.00	500.00	-500.00	0.0%
Total Equipment Rentals	0.00	500.00	-500.00	0.0%
Group Health Ins.				
705 ☐Plant Group Health Ins.	3,424.06	4,870.00	-1,445.94	70.3%
811.4 ☐Admin Group Health Ins.	27,638.05	26,080.00	1,558.05	106.0%
912 ☐Patrol Group Health Ins.	32,569.48	31,980.00	589.48	101.8%
952.1 ☐Gate Group Health Ins.	23,277.22	28,020.00	-4,742.78	83.1%
Total Group Health Ins.	86,908.81	90,950.00	-4,041.19	95.6%
Liability Insurance				
717 ☐Plant Liability	19,714.20	19,840.00	-125.80	99.4%
823 ☐E & O Liability Ins.	3,631.56	3,780.00	-148.44	96.1%
911 ☐Security Liability Ins.	22,308.24	22,670.00	-361.76	98.4%
952 ☐Gate Liability Ins.	6,225.60	6,610.00	-384.40	94.2%
Total Liability Insurance	51,879.60	52,900.00	-1,020.40	98.1%
Miscellaneous Expense				
735 ☐Plant Miscellaneous	1,152.75	1,800.00	-647.25	64.0%
825 ☐Admin. Miscellaneous	3,038.34	3,800.00	-761.66	80.0%
927 ☐Patrol Miscellaneous	519.96	3,500.00	-2,980.04	14.9%
959.1 ☐Gate Miscellaneous	1,369.76	4,700.00	-3,330.24	29.1%
Total Miscellaneous Expense	6,080.81	13,800.00	-7,719.19	44.1%
Office Expense				
812 ☐Office Supplies	17,711.90	18,500.00	-788.10	95.7%
813 ☐Telephones	5,955.99	4,911.00	1,044.99	121.3%
814 ☐Postage	2,707.00	3,600.00	-893.00	75.2%
Total Office Expense	26,374.89	27,011.00	-636.11	97.6%

PV COMMUNITY SERVICES DISTRICT
Revenues & Expenses - Monthly Actual vs. Budget

Accrual Basis

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Operator Contract Services	77,294.69	66,000.00	11,294.69	117.1%
Payroll Taxes				
703 Plant Payroll Taxes	4,363.60	5,830.00	-1,466.40	74.8%
811.3 Admin. Payroll Taxes	15,872.37	15,350.00	522.37	103.4%
916 Patrol Payroll Taxes	21,605.21	25,170.00	-3,564.79	85.8%
951 Gate Payroll Taxes	17,442.72	19,850.00	-2,407.28	87.9%
Payroll Taxes - Other	0.00			
Total Payroll Taxes	59,283.90	66,200.00	-6,916.10	89.6%
PERS Retirement				
704 Unfunded Fixed Cost	0.00	0.00	0.00	0.0%
704.1 PERS Unfunded Liability Reimb.	0.00	0.00	0.00	0.0%
707 Plant PERS	3,350.26	4,240.00	-889.74	79.0%
811.6 Admin PERS	11,143.52	14,060.00	-2,916.48	79.3%
925 Patrol PERS	20,847.71	23,440.00	-2,592.29	88.9%
953 Gate PERS	12,271.31	14,480.00	-2,208.69	84.7%
PERS Retirement - Other	699.63	700.00	-0.37	99.9%
Total PERS Retirement	48,312.43	56,920.00	-8,607.57	84.9%
Repairs & Maintenance				
712 Plant Repairs & Maintenance				
712.2 Oak Tree Repair & Maint.	1,849.40	5,000.00	-3,150.60	37.0%
712.3 Sewer line maintenance	21,783.52	25,000.00	-3,216.48	87.1%
712.4 Sludge Removal	52,500.95	51,525.00	975.95	101.9%
712.6 SCADA maintenance	480.00	680.00	-200.00	70.6%
712 Plant Repairs & Maintenance - Other	17,650.79	21,005.00	-3,354.21	84.0%
Total 712 Plant Repairs & Maintenance	94,264.66	103,210.00	-8,945.34	91.3%
814.5 Building Repairs & Maintenance	12,205.73	8,808.00	3,397.73	138.6%
814.8 Airpark maintenance	900.00	900.00	0.00	100.0%
954 Gate Repairs & Maintenance	29,859.32	24,500.00	5,359.32	121.9%
Total Repairs & Maintenance	137,229.71	137,418.00	-188.29	99.9%
Salaries				
702 Plant Salaries	53,062.29	63,040.00	-9,977.71	84.2%
811.1 Admin Salaries	173,611.58	169,410.00	4,201.58	102.5%
915 Patrol Salaries	273,740.09	270,860.00	2,880.09	101.1%
950 Gate Salaries	190,356.92	210,800.00	-20,443.08	90.3%
Total Salaries	690,770.88	714,110.00	-23,339.12	96.7%
Security Expense				
919 Security Telephones	3,396.78	3,000.00	396.78	113.2%
920 Security Supplies	518.45	750.00	-231.55	69.1%
924 Security Fees	7.46	140.00	-132.54	5.3%
959 Gate Supplies	1,164.24	1,500.00	-335.76	77.6%
Total Security Expense	5,086.93	5,390.00	-303.07	94.4%
Uniforms				
719 Plant Uniforms	1,000.69	1,100.00	-99.31	91.0%
922 Security Uniforms	1,126.18	1,300.00	-173.82	86.6%
954.1 Gate Uniforms	571.40	1,000.00	-428.60	57.1%
Total Uniforms	2,698.27	3,400.00	-701.73	79.4%
Vehicles				
716 Plant Vehicles	8,806.20	8,000.00	806.20	110.1%
917 Security Vehicles	10,981.92	1,500.00	9,481.92	732.1%
Total Vehicles	19,788.12	9,500.00	10,288.12	208.3%
Workers' Comp. Insurance				
706 Plant Workers' Comp. Ins	1,623.98	1,020.00	603.98	159.2%
811.5 Admin Workers' Comp. Ins.	584.02	390.00	194.02	149.7%
913 Patrol Workers' Comp. Ins.	10,112.60	7,400.00	2,712.60	136.7%
952.2 Gate Workers' Comp. Ins.	6,741.72	9,640.00	-2,898.28	69.9%
Total Workers' Comp. Insurance	19,062.32	18,450.00	612.32	103.3%
6560 Payroll Expenses	3,587.50			
701 Drainage	3,043.53	10,000.00	-6,956.47	30.4%
712.1 State Maint. Fee	28,140.00	28,492.00	-352.00	98.8%

PV COMMUNITY SERVICES DISTRICT
Revenues & Expenses ~ Monthly Actual vs. Budget

Accrual Basis

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
730 ☐Water Tests & Analysis	11,637.07	8,640.00	2,997.07	134.7%
815 ☐Fees	9,346.98	6,234.00	3,112.98	149.9%
816 ☐Engineering	25,834.77	6,500.00	19,334.77	397.5%
818 ☐Schools & Meetings	4,534.73	6,900.00	-2,365.27	65.7%
819 ☐Accounting	18,519.65	10,500.00	8,019.65	176.4%
820 ☐Legal	103,366.16	25,000.00	78,366.16	413.5%
821.2 ☐SGMA Technical Study	12,442.94	0.00	12,442.94	100.0%
921 ☐Guard Houses /Roadway Lease	4.00	2.00	2.00	200.0%
Total Expense	1,657,883.44	1,541,417.00	116,466.44	107.6%
Net Ordinary Income	-7,573.80	70,210.00	-77,783.80	-10.8%
Net Income	-7,573.80	70,210.00	-77,783.80	-10.8%

A/R Aging Summary

As of June 30, 2023

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
001	0.00	-592.00	-592.00	-592.00	-1,384.00	-3,160.00
002	0.00	0.00	0.00	-1,997.00	0.00	-1,997.00
003	0.00	0.00	-1,824.00	0.00	0.00	-1,824.00
004	0.00	0.00	-1,824.00	0.00	0.00	-1,824.00
005	0.00	0.00	0.00	0.00	-1,784.00	-1,784.00
006	0.00	-578.00	-329.00	0.00	0.00	-907.00
007	0.00	-296.00	-560.00	0.00	0.00	-856.00
008	0.00	-608.00	0.00	0.00	-239.00	-847.00
009	0.00	-555.00	-274.00	0.00	0.00	-829.00
010	0.00	0.00	-806.46	0.00	0.00	-806.46
011	0.00	0.00	0.00	0.00	-800.00	-800.00
012	0.00	-592.00	-115.00	0.00	0.00	-707.00
013	0.00	-578.00	-51.00	0.00	0.00	-629.00
014	0.00	-600.00	0.00	0.00	0.00	-600.00
015	0.00	-600.00	0.00	0.00	0.00	-600.00
016	0.00	-532.00	0.00	0.00	0.00	-532.00
017	0.00	-518.00	0.00	0.00	0.00	-518.00
018	0.00	-512.00	0.00	0.00	0.00	-512.00
019	0.00	-458.23	0.00	0.00	0.00	-458.23
020	0.00	-450.00	0.00	0.00	0.00	-450.00
021	0.00	-353.00	0.00	0.00	0.00	-353.00
022	0.00	-352.16	0.00	0.00	0.00	-352.16
023	0.00	-347.00	0.00	0.00	0.00	-347.00
024	0.00	-316.00	0.00	0.00	0.00	-316.00
025	0.00	-315.87	0.00	0.00	0.00	-315.87
026	0.00	-312.00	0.00	0.00	0.00	-312.00
027	0.00	-310.00	0.00	0.00	0.00	-310.00
028	0.00	-306.00	0.00	0.00	0.00	-306.00
029	0.00	-304.00	0.00	0.00	0.00	-304.00
030	0.00	-304.00	0.00	0.00	0.00	-304.00
031	0.00	-304.00	0.00	0.00	0.00	-304.00
032	0.00	-304.00	0.00	0.00	0.00	-304.00
033	0.00	-304.00	0.00	0.00	0.00	-304.00
034	0.00	-304.00	0.00	0.00	0.00	-304.00
035	0.00	-304.00	0.00	0.00	0.00	-304.00
036	0.00	-304.00	0.00	0.00	0.00	-304.00
037	0.00	-304.00	0.00	0.00	0.00	-304.00
038	0.00	-304.00	0.00	0.00	0.00	-304.00
039	0.00	-304.00	0.00	0.00	0.00	-304.00
040	0.00	-290.00	0.00	0.00	0.00	-290.00
041	0.00	-289.00	0.00	0.00	0.00	-289.00
042	0.00	-214.00	0.00	0.00	0.00	-214.00
043	0.00	-214.00	0.00	0.00	0.00	-214.00
044	0.00	-204.00	0.00	0.00	0.00	-204.00
045	0.00	-204.00	0.00	0.00	0.00	-204.00

A/R Aging Summary

As of June 30, 2023

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
046	0.00	-202.00	0.00	0.00	0.00	-202.00
047	0.00	0.00	-92.00	0.00	0.00	-92.00
048	0.00	0.00	0.00	0.00	-84.00	-84.00
049	0.00	-75.00	0.00	0.00	0.00	-75.00
050	0.00	-40.00	0.00	0.00	0.00	-40.00
051	0.00	-15.54	0.00	0.00	0.00	-15.54
052	0.00	0.00	0.00	0.00	0.00	0.00
053	0.00	0.00	0.00	0.00	0.00	0.00
054	0.00	0.00	0.00	0.00	0.00	0.00
055	0.00	0.01	0.00	0.00	0.00	0.01
056	0.00	4.00	0.00	0.00	0.00	4.00
057	0.00	8.00	0.00	0.00	0.00	8.00
058	0.00	12.00	0.00	0.00	0.00	12.00
059	1.32	24.00	0.00	0.00	0.00	25.32
060	0.00	36.00	0.00	0.00	0.00	36.00
061	0.00	42.00	0.00	0.00	0.00	42.00
062	1.48	25.40	26.68	1.34	0.00	54.90
063	1.47	25.41	13.97	15.98	0.00	56.83
064	0.00	72.00	0.00	0.00	0.00	72.00
065	0.00	90.00	0.00	0.00	0.00	90.00
066	0.00	114.00	0.00	0.00	0.00	114.00
067	0.00	204.00	0.00	0.00	0.00	204.00
068	0.00	204.00	0.00	0.00	0.00	204.00
069	0.00	204.00	0.00	0.00	0.00	204.00
070	0.00	214.00	0.00	0.00	0.00	214.00
071	0.00	228.00	0.00	0.00	0.00	228.00
072	0.00	287.09	0.00	0.00	0.00	287.09
073	0.00	295.30	0.00	0.00	0.00	295.30
074	0.00	304.00	0.00	0.00	0.00	304.00
075	0.00	304.00	0.00	0.00	0.00	304.00
076	0.00	304.00	0.00	0.00	0.00	304.00
077	0.00	304.00	0.00	0.00	0.00	304.00
078	0.00	304.00	0.00	0.00	0.00	304.00
079	0.00	304.00	0.00	0.00	0.00	304.00
080	0.00	304.00	0.00	0.00	0.00	304.00
081	0.00	304.00	0.00	0.00	0.00	304.00
082	0.00	304.00	0.00	0.00	0.00	304.00
083	0.00	304.00	0.00	0.00	0.00	304.00
084	0.00	304.00	0.00	0.00	0.00	304.00
085	0.00	304.00	0.00	0.00	0.00	304.00
086	0.00	304.00	0.00	0.00	0.00	304.00
087	0.00	304.00	0.00	0.00	0.00	304.00
088	0.00	304.00	0.00	0.00	0.00	304.00
089	0.00	304.00	0.00	0.00	0.00	304.00
090	0.00	304.00	0.00	0.00	0.00	304.00

A/R Aging Summary

As of June 30, 2023

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
091	0.00	304.00	0.00	0.00	0.00	304.00
092	0.00	304.00	0.00	0.00	0.00	304.00
093	0.00	304.00	0.00	0.00	0.00	304.00
094	0.00	304.00	0.00	0.00	0.00	304.00
095	0.00	304.00	0.00	0.00	0.00	304.00
096	0.00	304.00	0.00	0.00	0.00	304.00
097	0.00	304.00	0.00	0.00	0.00	304.00
098	0.00	304.00	0.00	0.00	0.00	304.00
099	0.00	304.00	0.00	0.00	0.00	304.00
100	0.00	304.00	0.00	0.00	0.00	304.00
101	0.00	304.00	0.00	0.00	0.00	304.00
102	0.00	304.00	0.00	0.00	0.00	304.00
103	0.00	304.00	0.00	0.00	0.00	304.00
104	0.00	304.00	0.00	0.00	0.00	304.00
105	0.00	304.00	0.00	0.00	0.00	304.00
106	0.00	304.00	0.00	0.00	0.00	304.00
107	0.00	304.00	0.00	0.00	0.00	304.00
108	0.00	304.00	0.00	0.00	0.00	304.00
109	0.00	304.00	0.00	0.00	0.00	304.00
110	0.00	304.00	0.00	0.00	0.00	304.00
111	0.00	316.00	0.00	0.00	0.00	316.00
112	0.00	328.00	0.00	0.00	0.00	328.00
113	0.00	329.00	0.00	0.00	0.00	329.00
114	0.00	329.00	0.00	0.00	0.00	329.00
115	0.00	329.00	0.00	0.00	0.00	329.00
116	0.00	339.13	0.00	0.00	0.00	339.13
117	0.00	340.47	0.00	0.00	0.00	340.47
118	0.00	400.00	0.00	0.00	0.00	400.00
119	0.00	428.00	0.00	0.00	0.00	428.00
120	0.00	428.00	0.00	0.00	0.00	428.00
121	0.00	608.00	0.00	0.00	0.00	608.00
122	34.62	304.00	303.00	0.00	0.00	641.62
123	0.00	642.00	0.00	0.00	0.00	642.00
124	34.63	608.00	0.00	0.00	0.00	642.63
125	34.63	608.00	0.00	0.00	0.00	642.63
126	34.63	608.00	0.00	0.00	0.00	642.63
127	34.96	641.61	33.44	0.00	0.00	710.01
128	35.14	710.78	0.00	0.00	0.00	745.92
129	36.41	641.44	304.00	0.00	0.00	981.85
130	36.48	641.61	337.44	0.00	0.00	1,015.53
131	38.01	643.13	641.44	0.00	0.00	1,322.58
132	38.52	643.64	405.50	337.94	0.00	1,425.60
133	38.53	643.65	677.26	68.57	0.00	1,428.01
134	39.71	644.82	676.57	304.00	0.00	1,665.10
135	41.30	646.40	684.67	611.55	0.00	1,983.92

A/R Aging Summary

As of June 30, 2023

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
136	31.67	437.32	463.16	458.56	658.01	2,048.72
137	22.05	249.37	272.58	273.72	1,333.74	2,151.46
138	32.54	438.18	472.71	483.65	795.69	2,222.77
139	32.57	438.21	464.94	460.32	833.05	2,229.09
140	33.53	439.17	473.78	475.99	999.48	2,421.95
141	45.06	650.14	686.73	680.30	676.75	2,738.98
142	46.62	651.69	690.20	683.35	980.57	3,052.43
143	49.64	654.70	719.18	734.95	1,501.71	3,660.18
144	0.00	12,224.40	-1.60	0.00	0.00	12,222.80
TOTAL	775.52	27,149.27	1,878.19	3,001.22	3,488.00	36,292.20

Notice of Violation Records

Date:	Time of NOV:	Resident Name:	Violator Name:	Vehicle:	Location of Violation:	Type of Violation:	Letter Sent:	Invoiced:
2023								
1/13/23	2:00 AM	Anderson	Anderson	Silver Hyundai Sonata	32302 Cahuka Ct	No Pass Displayed/Overnight parking	X	0
1/20/23	9:24 AM	Morey	Morey	Blue Lincoln Navigatore	32849 Temet Dr	Gate Crasher	X	0
1/23/23	12:29 PM	Semper Solaris	De La Rosa	Utility Van	32030 Calle Espinosa	Gate Crasher	X	0
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X	0
1/30/23	2:08 PM	Sales	Sales	Slvr Mercedes S550	15329 PVD	Gate Crasher	X	0
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X	0
1/30/23	2:08 PM	Sales	Sales	Slvr Mercedes S550	15329 PVD	Gate Crasher	X	0
2/18/23	2:19 AM	James Sullivan	James Sullivan	White Lexus RX350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/21/23	1:51 AM	Allinson	Allinson	Blue Ford Bronco	32552 Womsi Rd	Parked more than 7 days in 30 day period	X	0
2/21/23	1:30 AM	James Sullivan	James Sullivan	Blk Mazda Miata	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/21/23	1:30 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/26/23	2:17 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
3/3/23	2:03 AM	McGee	McGee	White Ford f250	16061 El Tae Rd	No Pass Displayed/Overnight parking	X	0
3/14/23	12:59 AM	Sturdivant	Sturdivant	Gray Honda CR-V	16005 Tukwut	No Pass Displayed/Overnight parking	X	0
3/14/23	1:15 AM	Guy	Guy	Red Tyta 4Runner	32294 Takishla	No Pass Displayed/Overnight parking	X	0
3/19/23	4:30 PM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	Gate Crasher	X	0
3/20/23	2:25 AM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	No Pass Displayed/Overnight parking	X	0
3/23/23	12:48 AM	Thomas	Calac	White Toyota Corolla	16025 El Tae Rd	No Pass Displayed/Overnight parking	X	0
3/23/23	12:59 AM	Sturdivant	Sturdivant	Gray Honda CR-V	16005 Tukwut	No Pass Displayed/Overnight parking	X	0
3/25/23	9:24 AM	Hyde	Hyde	Silver Mercedes Sprinter	Rear Gate	Gate Crasher	1st	0
4/1/23	2:35 AM	James Sullivan	James Sullivan	White Ford Fusion	32567 Womsi	No Pass Displayed/Overnight parking	4th	
4/2/23	2:40 AM	McAndrews	McAndrews	White Ford F-150	32640 Womsi	No Pass Displayed/Overnight parking	1st	0
4/4/23	8:21 AM	Crocker	Rosa Herrera- Housekeeper	White Suburu	32676 Taspas	Gate Crasher	1st	0
4/5/23	2:14 AM	Calac	Thomas Taylor- Guest	White Tyta Corolla	16025 El Tae Rd	Parked more than 7 days in 30 day period	2nd	
4/5/23	2:05 AM	Cahill	Fox- Tenant	Gray Tyta Rav4	32354 Katkat	No Pass Displayed/Overnight parking	1st	0
4/6/23	6:52 PM	Sturdivant	Sturdivant	Brown Honda CR-V	16055 Tukwut Ct	No Pass Displayed/Overnight parking	3rd	
4/7/23	2:21 AM	Cahill	Fox- Tenant	Gray Tyta Rav4	32354 Katkat	No Pass Displayed/Overnight parking	2nd	
4/7/23	8:07 AM	Sullivan, James	Sullivan, James	White Lexus RX 350	Rear Gate	Gate Crasher	5th	
4/9/23	2:49 AM	Cameron	Guest	Silver Tyta Tundra	32236 Wiskon Way West	No Pass Displayed/Overnight parking	1st	0
4/9/23	2:39 AM	Giannicchi	Giannicchi	White Tyta Camry	32205 Paauwe Dr	No Pass Displayed/Overnight parking	1st	0
4/15/23	5:20 PM	Zajda	Pete Zajda	Black Porsche Cayenne	Front Gate	Gate Crasher	1st	0
4/17/23	1:00 PM	Stanfill	Jack Stanfill	White Jeep Cher	Rear Gate	Gate Crasher	1st	0
4/21/23	2:45 AM	Calac	Thomas Taylor- Guest	White Toyota Corolla	16025 El Tae Rd	Parked more than 7 days in 30 day period	3rd	300
4/21/23	2:26 AM	Sullivan, James	Sullivan, James	White Ford Fusion	32567 Womsi	No Pass Displayed/Overnight parking	7th	300
4/28/23	1:36 PM	PVCC	Member: Todd Sullivan Cales	White Kia Fortes	Front Gate	Gate Crasher	1st	0
7/3/23	8:36 AM	Crocker	Crocker	White Pickup	Front Gate	Gate Crasher	2nd	100
7/7/23	3:10 PM	Landscaper-PVCC	Gustabo De La Cruz	Red Pick up	Front Gate	Gate Crasher	1st	0

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

June 10 2023 – July 10 2023

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
Officer Todd Albert	1L2	Patrolman / Security Supervisor
Officer German Colin	1L5	Patrolman
Officer Dale Easter	1L6	Patrolman
Officer Luis Orozco	1L4	Patrolman
Eduardo Aguilar	1L7	Patrolman
Matthew Carson	C1	Gate Attendant Supervisor
Christopher Phan	C1	Gate Attendant
Zachary Meyer	C1	Gate Attendant
Brandon Wilson	C1	Gate Attendant
Bryton Green	C1	Gate Attendant

Vehicle Maintenance Report

START---

- Tesla 01 (43,524)– Did not pass visual inspection.
- Tesla 02 (48,011)– Did not pass visual inspection.

Tesla 01 still has sun damage on the wrap. Tesla 02 has the driver seat cover ripped, the driver window switch is broken and the wrap is also sun damaged, everything else is working properly. Service appointment has been scheduled for Unit 02.

German Colin, Vehicle Maintenance Officer

Gate Report

Cleaning and sanitary supplies continue to be coordinated and received from the CSD office. Quality Gate Co. is still waiting to schedule a maintenance visit when multiple technicians are available to inspect and troubleshoot the center gate issue that is leaving the steel gate closed upon intercom activation. A gardener struck the bumper on the closing end of the front exit gate. Quality Gates has replaced the bumper and the gardener is in contact with the PVCSD office. Several program glitches have been noticed within the Dwelling Live program used at the gates. An email has been sent to Dwelling Lives technical support to inquire about updates and or remedies. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. All activity of this type that is observed by the gates will be entered into D.A.R. The gates will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

June 12th, 2023 at 2126 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

June 13th, 2023 at 2229 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control 1 to make contact with the residence.

June 13th, 2023 at 2123 – Medical. Officer Aguilar was dispatched to W.W.E. for a medical. The Officer was first on the scene at 2126. The resident suffered a dislocated hip in the bathroom. Officer Aguilar insisted the resident stay still and assured him that medics were on their way. Both Cal Fire and Mercy arrived on the scene at 2128. One was transported to Palomar Hospital.

June 13th 2023at 2235 – Pauma School 11.53. Officer Aguilar found the Administration Office door unsecured. The Officer cleared the building, unable to secure the door. Control 1 to make contact in the morning.

June 15th, 2023 at 0251 – Suspicious Activity. Officer Orozco and Officer Albert were dispatched to PVD. A resident reported she was hearing a noise outside her house. Both Officers searched the property and found nothing out of the ordinary. The Officer informed the resident the noise could have been from the wind or an animal walking around.

June 15th, 2023 at 1805 – Unsecure Door. Officer Colin found the TY gates open. Control 1 to make contact with the nursery.

June 15th, 2023 at 2112 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to make contact with the resident. The resident asked the Officer to close the garage.

June 15th, 2023 at 2303 – Pauma Building 11.53. Officer Colin found room # 200 unsecured. The Officer cleared and secured the building. The alarm was not set, contact to be notified.

June 15th, 2023 at 2311 – Medical. Officer Colin was dispatched to W.W.W. for a medical. The Officer was first on the scene at 2340. The caregiver had fallen while doing laundry for the resident. The Officer noticed her knee was swollen. The caregiver said she did not hit her head or any other part of her body. Both Cal Fire and Mercy arrived on the scene at 2355. One was transported to Palomar Hospital.

June 16th, 2023 at 1902 – North Coast Church 11.53. Officer Easter found the Chapel doors unsecured. The Officer cleared and secured the building. Contact to be notified.

June 18th, 2023 at 1200 – Gate Crasher. A white Ford pickup truck came in contact with the barrier arm at the back gate entrance. Officer Orozco put the barrier arm back into the working position. Vehicle information and video saved. UTL vehicle.

June 18th, 2023 at 2127 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

June 19th, 2023 at 2135 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

June 19th, 2023 at 2237 – Suspicious Activity. Officer Aguilar was dispatched to Luiseno Circle Drive. A resident reported she was hearing knocking sounds at her window near the front door.

Officer Aguilar cleared the area before making contact with the resident. She asked for her house to also be checked as well. The Officer found no signs of burglary or forced entry.

June 22nd, 2023 at 1244 – PVD Exit Gate. The PVD back exit gate malfunctioned. The gate was stuck open, and a hard reset was done. The gate is working properly.

June 22nd, 2023 at 1445 – Snake Call. Officer Easter was dispatched to the gravel yard from RPM for a snake. The snake was removed.

June 22nd, 2023 at 1613 – Unsecured Door. Officer Easter found hangar #8 open. The Officer cleared the hangar. The contact was notified, and they asked to keep it open.

June 22nd, 2023 at 2216 – North Coast Church 11.53. Officer Colin found the kitchen door unsecured. The Officer cleared and secured the building. The alarm was not set, contact to be notified.

June 23rd, 2023 at 1023 – Suspicious Activity. Officer Easter was dispatched to the Pauma Building parking lot for a homeless man near the church. The Officer made contact with a NAMA with no shirt and brown shorts, and sandals. The man said he was picking up his clothes and would be on his way. The Officer waited for the man to leave.

June 23rd, 2023 at 1325 – Public Assist. Officer Easter assisted a vehicle that ran out of gas at the El Reys parking lot. A black Dodge Avenger with two adult males and one female in the vehicle. The Officer offered to take their gas can to the station and get gas for them so they could be on their way.

June 24th, 2023 at 1132 – Snake Call. Officer Easter was dispatched to Wasa Ct to a snake call. UTL snake.

June 24th, 2023 at 1615 – Water Leak. Officer Easter was dispatched to Kica Ct for a water leak. The was leaking from the irrigation system from the front lawn. RPM was contacted. They advised the Officer to contact the landscaper who services the house. The water leak was fixed by the landscaper.

June 24th, 2023 at 1917 – Suspicious Activity. Officer Easter made contact with two suspicious male adults sleeping on the bench at El Reys market. One of the individuals asked to use a phone to call a cab. The Officer made a call for a cab to pick up the two individuals. The Officer passed it down to the next Officer on duty.

June 24th, 2023 at 1956 – Suspicious Activity. Officer Colin was notified about individuals waiting for a cab to pick them up. Forty-five minutes had passed by, and they still were loitering around the market. Officer Colin asked the two men to leave, or the Sheriffs would be called. The two men left the village and walked EB 76.

June 25th, 2023 at 1500 – Gate Crasher. Officer Orozco was dispatched to the back entrance gate for a gate crusher. A red Ford F-150 came in contact with the barrier arm. The Officer put the barrier arm back into the working position. The vehicle was a guest on Womsi Rd. UTL vehicle inside PVCC.

June 25th, 2023 at 1945 – Trash Bin Fire. Officer Orozco was dispatched to PVD for a trash bin in smoke on the road. The Officer was able to put out the fire with the fire extinguisher in the

vehicle. The resident made contact with the Officer and said he thought the charcoal he used to BBQ was out.

June 26th, 2023 at 1231 – North Coast Church 11.53. Officer Colin found the Chapel Door unsecured. The Officer cleared and secured the building. The alarm was not set. Contact to be notified in the morning.

June 26th, 2023 at 0958 – Welfare Check. Officer Orozco was dispatched to Pauwe Dr. for a welfare check. The Officer made contact with the resident. He said he was doing well.

June 26th, 2023 at 1450 – Pauma School 11.53. Officer Orozco found the gate open. The Officer cleared and secured the school gate. Contact notified.

June 26th, 2023 at 1701 – Process Server. Officer Orozco was dispatched to escort a process server to Womsi Rd. The agent was unable to make contact with the resident. Officer Orozco successfully escorted the agent out of the community.

June 27th, 2023 at 1853 – Unsecured Door. Officer Aguilar found the McMillan gate open. The Officer secured the gate. Contact notified.

June 27th, 2023 at 2127 – Unsecured Door. Officer Aguilar found four garage doors open inside PVCCE. Control to make contact with the residence.

June 27th, 2023 at 2208 – Pauma School 11.53. Officer Aguilar found the main office door unsecured. The officer cleared and secured the door. The alarm was not set. Contact to be notified in the morning.

June 28th, 2023 at 0101 – Lift Assist. Officer Albert and Officer Aguilar were both dispatched to PVD for a lift assist. The husband had fallen alongside his bed. He said he did not lose consciousness and was not experiencing any neck or back pain. The resident did have a minor scratch on his arm. Both Officers lifted the husband to a chair and bandaged his arm. The resident refused medical attention.

June 28th, 2023 at 0830 – Power Outage. PVCSD experienced a power outage. The circuit breaker was reset.

June 28th, 2023 at 2040 – Pauma School 11.53. Officer Orozco found the gate open. The Officer cleared and secured the school gate. Contact to be notified.

June 29th, 2023 at 1430 – Process Server. Officer Easter was dispatched to escort a process server to Womsi Rd. The Agent was unable to make contact with the resident. Officer Easter successfully escorted the agent out of the community.

June 29th, 2023 at 2230 – Public Assist. Officer Colin found seven small baskets left on top of the ice machine at the Pauma Village. The Officer dropped the items off at the guard shack to be returned in the morning.

June 29th, 2023 at 2255 – North Coast Church 11.53. Officer Colin found the women's restroom door unsecured. The Officer cleared and secured the door. The alarm was not set. Contact to be notified in the morning.

June 30th, 2023 at 1729 – Dead Battery. Officer Easter was dispatched to Wiskon Way East for a golf cart that had a dead battery. The Officer was unable to push the gold cart home to Wiskon

Way West due to the battery being completely dead. Cones were set around the golf cart near the stop sign. The owner will pick up the cart the following morning with a trailer.

June 30th, 2023 at 1902 – Pauma Building 11.53. Officer Easter found the building 200 hallway light on. The door was secured. Contact to be notified.

July 1st, 2023 at 2123 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

July 2nd, 2023 at 1823 – Lift Assist. Officer Aguilar was dispatched to Tukwut Ct for a lift assist. The wife asked the officer if he could help move her husband from the chair to the bed. Officer Aguilar successfully moved the husband safely.

July 2nd, 2023 at 2122 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control 1 to make contact with the residence.

July 2nd, 2023 at 2125 – Suspicious Activity. Officer Aguilar was dispatched to Luiseno Circle Dr about loud noises being heard from a resident. The Officer patrolled the resident's home and found nothing out of the ordinary. Officer Aguilar made contact with the resident and said the noises may be from the fireworks coming from Harrah's casino.

July 3rd, 2023 at 0840 – Gate Crasher. Officer Orozco was dispatched to the back entrance gate for a gate crasher. A resident came in contact with the barrier arm. The Officer put the barrier arm back into the working position. An N.O.V. was issued.

July 3rd, 2023 at 2127 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control 1 to make contact with the residence.

July 4th, 2023 at 2131 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

July 6th, 2023 at 2225 – North Coast Church 11.53. Officer Colin found a silver Ford Escape unoccupied parked in the back of the church. The Church is secured. Contact to be notified in the morning.

July 6th, 2023 at 2257 – Pauma Building 11.53. Officer Colin found a black Toyota 4Runner parked in the lot unoccupied. The buildings were secured. Control 1 is to be notified.

July 7th, 2023 at 1443 – Gate Crasher. A red landscaping truck came in contact with the front exit gate while leaving the community. The vehicle's driver-side utility door was open and broke the bumper on the gate. The vehicle information was emailed to the district office.

July 7th, 2023 at 1814 – Broken Sprinkler. Officer Easter and Officer Phan found a broken sprinkler head at a resident's home. Control 1 to make contact with the resident.

July 8th, 2023 at 2128 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

July 9th, 2023 at 1818 – Snake Call. Officer Aguilar was dispatched to Tukwut Ct for a snake call. UTL snake.

July 9th, 2023 at 2128 – Unsecured Door. Officer Aguilar found four garage doors open inside PVCCE. Control to make contact with the residence.

RFID Entries						
Front Gate		Center Gate			Back Gate	
6,074		609			3,604	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
36	0	4	13	0	0	2
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
14		8			33	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	4			34
Gravel Yard(GY)				24
Saint Francis(SF)				66
Pauma School(PS)	4			30
Pauma Building(PB)	1			34
Airport Hangars(AH)	1			40
Treatment Plant(TP)				38
Pauma Village(PV)				37
Residential Houses/Other	24			9

Patrol Activity				Gate Activity	
Medicals	2	Resident Concern	1	Activity/Malfunctions	Totals
Welfare Checks	1	Suspicious Activity	2	Unresponsive	1
Lift Assist	3	Noise Complaint	7	Will Not Close	9
Domestic Dispute		Process Server	2	False Read	0

Traffic Collisions		911 Hang up Call		Loss of Controls	Multiple @ center gate
Gate Runner/ Gate Crashers	4	Loose Pets		Video Loss	2
Public Assists	2	Snake Call	3	Device Entries	10,917
Jump Start		Trespassing		Passes Issued	2,969
Notice of Violation		Other	5	Pass Entries	4,775

Acronym Legend			
Acronym	Definition	Acronym	Description
459	Burglary penal code	AFA	Asian Female Adult
AMA	Against Medical Advise	AMA	Asian Male Adult
BOLO	Be on the Lookout	AFJ	Asian Female Juvenile
CHP	California Highway Patrol	AMJ	Asian Male Juvenile
DOB	Date of Birth	BFA	Black Female Adult
DL	Driver License	BMA	Black Male Adult
DV	Domestic Violence	BFJ	Black Female Juvenile
EB	East Bound	BMJ	Black Male Juvenile
FU	Follow Up	HFA	Hispanic Female Adult
IVO	In Vicinity Of	HMA	Hispanic Male Adult
LP	License Plate	HFJ	Hispanic Female Juvenile
LCD	Luiseno Circle Drive	HMJ	Hispanic Male Juvenile
NB	North Bound	MFA	Mexican Female Adult
NLT	No Later Than	MMA	Mexican Male Adult
PERT	Psychiatric Emergency Response Team	MFJ	Mexican Female Juvenile
PT	Patient	MMJ	Mexican Male Juvenile
PVD	Pauma Valley Drive	NAFA	Native American Female Adult
PVRA	Pauma Valley Roadway Association	NAMA	Native American Male Adult
ROTR	Rules of the Road	NAFJ	Native American Female Juvenile
RP	Reporting Party	NAMJ	Native American Male Juvenile
SB	South Bound	WFA	White Female Adult
S/O	Sheriff's Office	WMA	White Male Adult
SR 76	State Route 76/ Highway 76	WFJ	White Female Juvenile
TC	Traffic Collision	WMJ	White Male Juvenile
UTL	Unable to Locate		
WB	West Bound		
WWE	Wiskon Way East		
WWW	Wiskon Way West		
YOA	Years of Age		
Unresponsive	the gate does not open for an RFID		

Will Not Close	the gate does not close when it is supposed to
False Signal	the alarm goes off in the Front Gate for no discernable reason
Loss of Controls	gate attendant cannot open the gates remotely
Video Loss	occurs when the gate attendant cannot see the feeds from the Center or Back Gates

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: 14

Date: July 24th, 2023

From: General Manager, Eric Steinlicht

Issue: Public Hearing for Fixed Charge Special Assessment Delinquent Accounts

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Conduct a Public Hearing.
2. Authorize staff to place the presented delinquent accounts on the tax roll for collections.
3. Approve the fee for delinquent accounts to cover staff time and all associated costs.
4. Discuss and take other action as appropriate.

BACKGROUND

Historically, the Pauma Valley Community Services District (PVCSD) has relied on the services of the San Diego County for the collection and processing of fees related to delinquent accounts. This approach has proven effective, ensuring the prompt and efficient collection of outstanding dues from District ratepayers who have been classified as delinquent, achieved through the inclusion of these outstanding dues on the tax roll.

DISCUSSION

The Board of Directors will host an open public hearing to provide delinquent accounts with the opportunity to contest their outstanding dues placed on the tax roll for collection. Feedback gathered during this hearing will be duly considered by the Board of Directors in determining the subsequent course of action upon the conclusion of the hearing.

Additionally, the Board will deliberate on the approval of a fee to cover staff time and expenses associated with processing and incorporating these delinquent amounts onto the county's tax roll. This step is essential for the District to cover essential costs to facilitate this process and extends beyond the typical services offered by the District.

An additional intended purpose of this fee is to discourage ratepayers from falling into delinquency. The proposed fee is based on calculations of the fully burdened rate of the staff member assigned to this responsibility, and solely covers staff time and implementation costs, without including a typical penalty for delinquent accounts such as a financing fee.

Further discussions will need to be held to determine the fee amount for constituents who fail to pay their dues promptly. An accounting firm has recommended a fee ranging from one hundred to two hundred dollars or 5-10% of the total outstanding dues.

FISCAL IMPACT

This fiscal impact proposed is a single flat rate fifty-dollar (\$50) fee assigned to each delinquent account to cover the essential costs of the District to perform this function in order to capture outstanding dues.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Conduct a Public Hearing.
2. Authorize staff to place the delinquent accounts on the tax roll for collections.
3. Approve the fee for delinquent accounts to cover staff time and all associated costs.
4. Discuss and take other action as appropriate.

Attachments

1. Delinquent Accounts Fee Justification
2. Delinquent Accounts Report

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 14

Date: July 24th, 2023

From: General Manager, Eric Steinlicht

Issue: Delinquent Accounts Fee Justification

STAFF COST

Staff Member:	Interim Office Manager, Marissa Fehling
Current Fully Burdened Rate:	\$43.00
Required Staff Time	10 – 12.5 hours
Total Staff Cost	\$430.00 - \$537.50

FEE COST

Postage Cost (Delinquency Notification Letter)	\$8.53 (Per Notice)
Fee for County (Including Any Amendments)	\$15.00 - \$25.00 (Variable overall fee including potential changes fully covering District expense)
Delinquent Accounts	14-15 Delinquent Accounts
Use of District Assets to Facilitate (Office Assets such as PC/Phone/Paper/Printer)	\$10
Millage Cost (Trip to Post Office and Back)	\$2.00
Total Fees Cost	\$154.95 - \$164.95

DISCUSSION

The projected staff time cost for delinquent accounts falls within the range of \$430.00 to \$537.50, and an additional cost of \$154.95 to \$164.95 brings the total estimated District cost to a range of \$584.95 to \$702.45. Dividing this total cost equally among the 14-15 delinquent accounts results in a known element breakeven cost for the District, ranging from \$39.00 to \$46.83 per account.

For 14 accounts, the cost per delinquent account would be \$50.18. It's worth noting that the District is currently awaiting payment from a resident who has agreed to pay, and the number of delinquent accounts may continue to decrease despite the overall cost and investment of staff time and District resources.

It's important to acknowledge that staff time is a projection and may sometimes exceed 12.5 hours. Nevertheless, no financing fee or penalty is associated with this cost justification. Reducing the number of delinquent accounts will increase the breakeven fee amount per account, while submitting multiple corrections to the county incurs additional staff hours and excess fees from the county.

Considering all the relevant information, it is reasonable to impose a \$50.00 fee per delinquent account to cover fundamental District expenses until a financing and penalty fee structure can be established for delinquent accounts.

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

A/R Aging Summary

As of July 20, 2023

2023-2024 FCSA Delinquent Accounts
to be reported to County unless payment in full is received by 8/8/23

Parcel Number	Amount owed as of 7/20/22	Amount owed as of 8/1/22	Amount owed as of 8/1/23 + Admin \$50 Fee
130-191-30-00	\$3,052.00	\$3,415.00	\$3,465.00
132-060-56-00	\$3,976.00	\$4,343.00	\$4,393.00
132-432-05-00	\$1,981.00	\$2,288.00	\$2,338.00
132-090-13-00	\$2,265.00	\$2,402.00	\$2,452.00
132-060-87-00	\$2,012.00	\$2,098.00	\$2,148.00
132-360-77-00	\$1,638.00	\$1,994.00	\$2,044.00
130-080-47-30	\$2,445.00	\$2,695.00	\$2,745.00
132-060-86-00	\$1,331.00	\$1,686.00	\$1,736.00
132-470-65-28	\$3,055.00	\$3,418.00	\$3,468.00
132-060-21-00	\$1,026.00	\$1,378.00	\$1,428.00
130-080-47-02	\$2,265.00	\$2,513.00	\$2,563.00
132-401-24-00	\$2,300.00	\$2,659.00	\$2,709.00
130-080-47-05	\$2,638.00	\$2,888.00	\$2,938.00
132-401-09-00	\$1,744.00	\$2,100.00	\$2,150.00
130-080-47-19	\$2,439.00	\$2,688.00	\$2,738.00
2023-2024 Total to be reported:	\$34,167.00	\$38,565.00	\$39,315.00

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

Item: 15

Date: July 24th, 2023

From: General Manager, Eric Steinlicht

Issue: Resolution for the Placement of Delinquent Accounts on the County Tax Roll for Collections

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Sign the proposed Resolution authorizing staff to place delinquent accounts on the county tax roll for collections.
2. Discuss and take other action as appropriate.

BACKGROUND

Historically, the Pauma Valley Community Services District (PVCSD) has relied on the services of the San Diego County for the collection and processing of fees related to delinquent accounts. This approach has proven effective, ensuring the prompt and efficient collection of outstanding dues from District ratepayers who have been classified as delinquent, achieved through the inclusion of these outstanding dues on the tax roll. This approach requires a resolution to be signed in order for staff to effectuate this task.

DISCUSSION

In order to proceed with the inclusion of delinquent accounts onto the county tax roll, it is essential that the Board of Directors reaches a consensus and formally endorses a new Resolution that authorizes the implementation of this method for the collection of outstanding dues.

FISCAL IMPACT

This fiscal impact will ultimately be the District acquiring all outstanding dues and fees, in addition to an administrative fee of Fifty Dollars (\$50) per delinquency.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Sign the proposed Resolution authorizing staff to place delinquent accounts on the county tax roll for collections.
2. Discuss and take other action as appropriate.

Attachments

1. Resolution Number 115: Delinquent Accounts

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

RESOLUTION NO. 115

A RESOLUTION OF THE BOARD OF DIRECTORS OF PAUMA VALLEY COMMUNITY SERVICES DISTRICT ADOPTING THE REPORT OF THE ANNUAL DELINQUENT CHARGES AND PENALTIES AND DIRECTING THE GENERAL MANAGER OF THE DISTRICT TO FILE THE REPORT WITH THE SAN DIEGO COUNTY AUDITOR FOR PLACEMENT OF CHARGES AND PENALTIES ON THE TAX ROLL FOR COLLECTION

WHEREAS, the Board of Directors of Pauma Valley Community Services District (“District”) has adopted a Resolution as authorized by Government Code section 61115 to provide, by resolution or ordinance, for the collection of delinquent service charges and penalties on the tax roll in the same manner as property taxes; and

WHEREAS, pursuant to Government Code section 61115(b), the General Manager has prepared a written report (“Report”), a copy of which is attached hereto and by this reference incorporated herein, describing each parcel of real property with delinquent and unpaid charges and penalties for District services and facilities for Fiscal Year 2023-2024, and those charges and penalties have been confirmed as correct; and

WHEREAS, the General Manager has caused notice of the filing of the Report to be published and has given notice of the hearing to consider such Report all in accordance with California Government Code section 61115(b); and

WHEREAS, the Board of Directors has heard and considered all objections and protests to the Report.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PAUMA VALLEY COMMUNITY USERS DISTRICT, as follows:

- Section 1. The Board of Directors hereby finds and determines that the Recitals are true and correct and are incorporated herein.
- Section 2. The Board of Directors of the District hereby adopts the Report and all charges and penalties described therein.
- Section 3. On or before the 10th day of August, 2023, the General Manager is hereby directed to file a copy of the Report with the San Diego County Auditor, together with a statement endorsed thereon over his/her signature that the Report has been adopted by the Board of Directors.
- Section 4. The Board hereby requests the County Auditor to place the delinquent charges and penalties described in the Report on the Tax Roll for collection in the same manner as ordinary ad valorem property taxes and subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem taxes. The Board authorizes the County Tax Collector to deduct the reasonable administrative costs incurred in collecting the delinquent charges and the special tax, and to pay the remainder to PAUMA VALLEY COMMUNITY SERVICES DISTRICT.
- Section 5. The Board authorizes and directs the General Manager to perform such additional duties as are required to ensure placement of the delinquent charges and penalties on the Tax Roll on or before August 10, 2023.
- Section 6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED BY the Board of Directors of the Pauma Valley Community Services District, Pauma Valley, California, held on the 24th day of July, 2023, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Jodie Lawston, President

ATTEST:

Eric Steinlicht
General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 16

Date: July 24th, 2023

From: General Manager, Eric Steinlicht

Issue: Sewer Discharge Permit, Application, and Fee

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the new Sewer Discharge Permit, Application, and Fee for the District.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) has not historically enforced or maintained any specific documentation or reference materials concerning newly proposed sewer connections and inspections, nor has it imposed any processing fees relative to this process. However, when new residential construction is proposed within the area, the San Diego County has established a requirement for the requester to obtain multiple local agency signatures. One of these signatures must be acquired from a local agency capable of providing wastewater disposal services to the property in question. This process is documented through the "Required Agency Clearances" form, issued by the County of San Diego, Planning and Development Services: Building Division. One purpose of this form is to facilitate the collection of essential information by the applicable local agency, enabling them to process the new connection request before granting clearance for the proposed construction to proceed.

As stated on the "Required Agency Clearances" Form:

"Section 94.1.713.0 of the County Plumbing Code and section 601.1 of the California Plumbing Code requires the applicant to provide documentation demonstrating that a sewerage agency has entered into a contractually binding agreement to provide public sewer service to the premises and that water service will be provided."

DISCUSSION

The PVCSD must obtain a Sewer Discharge Permit Application to effectively assess fees, maintain accurate records, and ensure proper inspection of new sewer connections. The justification for this requirement includes the following key points:

1. **Application Fee and Language:** The application fee enables the District to allocate resources for staff time, ensuring the collection and maintenance of accurate records. Additionally, these fees cover the necessary time and effort invested in conducting proper inspections for new sewer constructions. Lastly, the language in the application is designed to protect the District's sewer assets and establish liability protection for all parties involved. This proactive approach safeguards the District from potential liability and financial risks.

2. **Accurate Records:** Maintaining precise records offers several benefits. Principally, it allows the District to review past inspections and plans associated with that specific new sewer construction. Secondly, these records serve as a legal reference, establishing a clear precedent of responsibility with liability-reducing language.
3. **Proper Inspection:** Ensuring thorough three-phase inspections during the installation of new residential lateral pipelines is of paramount importance. Such inspections prevent any damage to the District's main infrastructure that could potentially occur if the pipeline installation is not carried out correctly, or legally.

By implementing the Sewer Discharge Permit Application process, the PVCSD can effectively safeguard its operations, optimize its resources, and maintain the integrity of its sewer system.

FISCAL IMPACT

This fiscal impact

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the new Sewer Discharge Permit, Application and Fee for the District.
2. Discuss and take other action as appropriate.

Attachments

1. Fee Justification
2. Sewer Discharge Permit Application

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 16

Date: July 24th, 2023

From: General Manager, Eric Steinlicht

Issue: Sewer Discharge Permit, Application, and Fee Justification

STAFF COST

Staff Member	General Manager, Eric Steinlicht Utility Supervisor, Jake Oehlert
Current Hourly Fully Burdened Rate	General Manager: \$71.25 Utility Supervisor: \$52.65
Required Staff Time (Per Permit)	General Manager: 1 – 3 Hours Utility Supervisor: 2 – 4 Hours
Total Staff Cost	\$176.55 - \$424.35

FEE COST

Use of District Assets to Facilitate <ul style="list-style-type: none"> • Computer • Phone • Paper • Filing Cabinets and Paper Storage (Building Storage) • Printer • Email • Vehicle • Cloud Storage (Indefinite Need/Cost) • Server (Indefinite Need/Cost) 	\$50
Millage Cost (Multiple Inspections/Site visits Dependent on Need for District Oversight)	\$5.00 - \$10.00
Total Fees Cost	\$55.00 - \$60.00

DISCUSSION

The projected staff time cost for delinquent accounts falls within the range of \$176.55 to \$424.35, and an additional cost of \$55.00 to \$60.00 brings the total estimated District cost to a **range of \$231.55 to \$484.35**. Equivalent Dwelling Units (EDU) are used to determine an appropriate cost to transfer wastewater discharge from the initial source through the wastewater collection system and finally, the cost to treat and discharge that treated wastewater. This cost per EDU is to assume all depreciation, rehabilitation, and repair, as well as maintain a staff to manage all said sanitation assets and administrative assets. New Sewer Connections are charged to the District at \$7,733 within grid or \$12,956 outside of the grid. This cost was created prior to any type of permit for New Sewer Connections.

The EDU's have not been updated for several years, and this new Sewer Discharge Permit provides a way to capture costs that are not defined within the EDU capacity charges or New Sewer Connection Fee. This is an infrequent yet high liability item that can significantly impact the District. This Sewer Discharge Permit will thereby allow the District to capture relevant costs, create accurate and needed records as well as provide the District protection in the event sewer assets are harmed.

Considering all the relevant information, it is reasonable to impose a **\$50.00 fee** per new Sewer Discharge Permit Application in order for the District to recover some of the costs associated with issuing and maintaining a new Sewer Discharge Permit and Application.

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

Pauma Valley Community Services District

33129 Cole Grade Road, Pauma Valley, CA 92061

Phone: (760) 742-1909 | Fax: (760) 742-1588

APPLICATION FOR WASTEWATER DISCHARGE PERMIT

No person shall uncover, make any connections with or opening into, use, alter or disturb any part of the Sewer System or appurtenance thereof without first obtaining a written permit from the General Manager of Pauma Valley Community Services District (“PVCSD”). This application must be completed, and all applicable fees must be submitted to begin the permit process. Applications shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the General Manager. **Applications deemed incomplete by the General Manager shall be rejected.**

The Wastewater Discharge Permit shall expire by limitation and shall become null and void if the construction or work authorized by such permit is suspended or abandoned for a period of one hundred and twenty (120) days or more after the initial approval date. Upon the expiration of a permit, a new Application for Wastewater Discharge Permit must be filed with PVCSD. Fees paid towards an expired permit may be credited toward the total permit fees required on the new permit application with the exception of the application fee. **The cost of any physical connections to the Sewer System shall be at the sole expense of the Applicant. Additionally, any damage to the District’s Sewer Main resulting from the installation of a new or existing sewer connection will be at the sole expense of the Applicant and therefore remedied at the sole discretion of the District’s General Manager.**

All connections made to the Sewer System must be specified during the application process, any deviation from the prescribed procedures and materials must be approved by the General Manager in writing prior to installation. The Applicant must notify the General Manager when the Building Sewer is ready for inspection and connection to the Service Lateral and/or the Sewer System. **The connection shall be made under the supervision of the General Manager or his authorized representative.** Upon inspection and approval, notification will be given by the District that the Customer may use the Sewer System.

The District’s monthly Sewer Service Charge will be in addition to all other fees required. Every property owner within the District that has (i) paid a Connection Fee, (ii), has received a permit authorizing connection to the Sewer System from the District, and (iii) has connected the Building Sewer to the Sewer System, shall pay the current District monthly Sewer Service Charge per the Equivalent Dwelling Units (“EDU”). The General Manager shall assign EDUs in accordance with PVCSD Ordinance No. 50, Article VII.

The applicant hereby requests a Wastewater Discharge Permit for the property described below and agrees to abide fully by the provisions of the **PVCSD Ordinance 50 (Sewer Rules & Regulations)**, and the terms and conditions of any wastewater reservation or permit issued pursuant to this application. A full copy of PVCSD Ordinance No. 50 can be viewed on our website www.paumavalleycsd.ca.gov.

Pauma Valley Community Services District

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Phone: (760) 742-1909 | Fax: (760) 742-1588

Application for Wastewater Discharge Permit Fees:

- Application fee: \$50 (**non-refundable**).
- Annexation fee: \$450 per acre with a minimum charge of \$450 (prorated for any fractional acre lots). Payment of fees shall be due and payable to the District at the same time application is made to annex any premises to the District. In the event the proposed annexation is discontinued, the Annexation Fee shall be refundable upon written request of the Person who initiated the proposed annexation.
- Connection fee: \$7,733 per EDU within the existing Sewer System grid.
- Connection fee: \$12,956 per EDU outside the existing Sewer System grid.
- Monthly Sewer Service Fee assigned by EDU (current monthly fee listed on the District website).
- Payment of Connection Fee: The entire Connection Fee prescribed herein, inclusive, is due at the time of the Application for Wastewater Discharge Permit is submitted to the District. This fee shall be returned to the Applicant only in the event that the District does not, in its discretion, issue the Applicant a Wastewater Discharge Permit.
- Payments are accepted in the form of a check, money order, cashier's check or cash. All payments shall be made payable to the "Pauma Valley Community Services District".

Assessor Parcel Number:

Acreage:

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Service Address:

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Applicant's Full Name:

Phone Number:

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Email Address:

Mailing Address:

--	--

Contractor's Full Name, Business/Company Title, and License Number

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Pauma Valley Community Services District

33129 Cole Grade Road, Pauma Valley, CA 92061

Phone: (760) 742-1909 | Fax: (760) 742-1588

Contractor's Business/Company Address

Contractor's Phone Number:

--	--

Description of Work/Project:

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Estimated Start Date:

Estimated Completion Date:

--	--

Type of Connection:

New Construction

Replace Existing Lateral

Repair Existing Lateral

Other (please specify in notes above)

Total Linear Feet of Installation/Repair/Replacement:

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Pauma Valley Community Services District

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Miscellaneous Notes for District Review:

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The undersigned acknowledges that this information is true and accurate to the best of their knowledge. The undersigned also acknowledges that they have read and fully understand the information outlined in this Application for a Wastewater Discharge Permit and PVCSD Ordinance No. 50 (Sewer Rules & Regulations).

Applicant's Full Name:

Date:

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Applicant's Signature

END OF APPLICANT'S PORTION TO COMPLETE

Pauma Valley Community Services District

33129 Cole Grade Road, Pauma Valley, CA 92061

Phone: (760) 742-1909 | Fax: (760) 742-1588

FOR DISTRICT STAFF TO COMPLETE

Review application for completeness, plans, specifications, and all other information considered pertinent.

Initial Intake Received By: _____

Payment Form:

<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> MONEY ORDER
Amount Tendered:	Reference #:	Reference #:	Reference #:
Received by:	Amount Tendered:	Amount Tendered:	Amount Tendered:
	Received by:	Received by:	Received by:

Inspection Record (if any):

Authorization Process

I. Building Sewer: INITIAL AUTHORIZATION

INITIAL AUTHORIZATION DATE: _____

AUTHORIZATION NOTES

Connection Approved: YES NO

General Manager's Signature

Date

Pauma Valley Community Services District

33129 Cole Grade Road, Pauma Valley, CA 92061

Phone: (760) 742-1909 | Fax: (760) 742-1588

II. Building Sewer: INITIAL INSPECTION

Date: _____

INITIAL INSPECTION NOTES

Connection Approved: YES NO

General Manager's Signature

Date

III. Building Sewer: FINAL INSPECTION

Date: _____

FINAL INSPECTION NOTES

Connection Approved: YES NO

General Manager's Signature

Date

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: 20

Date: July 24th, 2023

From: General Manager, Eric Steinlicht

Issue: General Manager's Report

Background

I became the General Manager of the Pauma Valley Community Services District (PVCSD) approximately eight months ago, starting on January 3rd, 2023. While there have been significant challenges, disruptions, misinformation spread throughout the community, and limited administrative staff support with an overwhelming workload, progress continues.

Discussion

Among many challenging circumstances, I remain confident in achieving the District's goals and mission. I want to extend sincere gratitude to the Pauma Valley Community Services District Board of Directors, staff, and residents for their unwavering support and valuable input. Despite the challenges, including a substantial workload and limited staff, we are determined to succeed in resolving outstanding issues and fulfilling our mission.

Solar System Project Update and Complications

Discussion item fifteen provided the PVCSD Board of Directors with a report from Opulent Power Solutions who have been working with me on potential solutions to the Solar Project. During this time, we have identified significant issues that must be resolved prior to system operation.

- The solar system constructed deviated from the approved and signed plan design.
- The inverter package must be submitted and approved by mid-October creating a hard deadline.
- Non-Compliance:
 - Panels on the roof are required to be three feet back from the edge per the fire code.
 - The solar housing was reported as a shade structure and not as a building. This requires a power safety shut-off that is not installed.
 - The inverter package is located in an area that has automobile traffic that would require bollards but would conflict with federal rules and regulations for Class I Airports.
 - The inverter packages extend out 14 inches violating federal rules for Class I Airports.
- The solar panels are functioning and absorbing energy but not sending it anywhere which reduces the useful life of these panels.
- The original contractor missed these issues that Opulent Power Solutions has identified.
- The District has limited funds to complete this project.

Due to the impending October deadline for the inverter packages, there is a risk of a potential \$50,000 loss. Given this time constraint, proceeding with the current Purchasing Policy and issuing a "Request for Qualifications" and a "Request for Proposal" will not be feasible within the required timeframe.

As a solution, I recommend considering a sole-source procurement of services approach to the project. To facilitate this, I would request a waiver of the Purchasing Policy from the Board of Directors at a near-future Special Meeting to move forward.

Prior to requesting the waiver, I am diligently reviewing the background of Opulent Power Solutions. I have engaged Carollo Engineers to conduct an extensive "Bid Review" of the company and enlisted their expertise in analyzing the original plans I had to obtain from the county. I will personally verify references from "Opulent Power Solutions" to ensure that we choose the most suitable solution for the project.

Lastly, I will be in contact with General Counsel to ensure a written contract provides adequate provisions for performance or legal recourse if necessary. This thorough approach aims to make an informed decision before proceeding with the waiver request.

Geographic Information System (GIS)

On June 26th, 2023, during a Regular Meeting, the PVCSD Board of Directors unanimously decided to terminate the contract with Dudek. Dudek has been providing the District with a Geographic Information System (GIS) for the Wastewater Collection and Conveyance System. This GIS system offers a visual map that allows users to access asset information in real-time, making it an essential tool for any agency providing wastewater services. While the contract with Dudek is set to end on October 24th, 2023, access to the GIS and District data was unexpectedly revoked without any communication from Dudek or their "Principal" Mr. Jeff Pape. Moreover, on July 17th, 2023, Mr. Pape informed the District verbally that the GIS would be shut down by the end of the month. The sudden revocation of access and the subsequent shutdown of the GIS by Dudek resulted in undue and considerable pressure on our staff. The expected timeframe outlined in the contract for a successful data migration was substantially reduced, making the task more challenging and demanding than anticipated.

As per the contract with Dudek, "Scope of Services", "Exhibit 'A'" states:

"Provide technical support with the operations, system reliability, permit compliance and system improvement and replacement plans of the wastewater collection and treatment systems of PVCSD;"

Item 21., "NOTICES." States:

"Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address indicated for that part below."

In order to ensure continuous operation and our ability to access critical asset information, I engaged Carollo to assist the District with the task of migrating the data swiftly to a new host. Working closely with Carollo's team, the GIS issue was resolved within a week, and the system is now up and running even faster than before. Thanks to Carollo's prompt action, the District's GIS operations are now back on track.

Supervisory Control and Data Acquisition (SCADA)

The District's SCADA system is intertwined with Rancho Pauma Mutuals Water Company's (RPMWC) system. To address this, I have received a proposal from the District's historical SCADA provider to develop a dedicated SCADA system with enhanced functionality to utilize the Wastewater Treatment Plants' built-in redundancy. The proposed contract for this system installation is \$19,142.94.

To ensure the competitiveness of this price, I am currently researching alternative pricing options for the same system installation. Once multiple price quotes are obtained, implementing the SCADA system will become essential to ensure optimal and disaster-avoidant Wastewater Treatment Plant operations. This, much like the GIS, is a paramount tool for meeting the District mandate and therefore justifies haste.

Information Technology (IT)

The District has relied on the same SCADA technician for IT support, infrastructure installation and maintenance in the past. However, during the separation with RPMWC, it became evident that the existing IT team was insufficient in safeguarding District information and maintaining an effective IT system with reasonable speed. In response, I am collaborating with a new IT team to upgrade and optimize our IT infrastructure. The objective is to ensure improved data security and retain a more effective IT team with improved District support moving forward.

Notice of Violation (NOV)

On July 17th, 2023, the District received a Notice of Violation (NOV) for the electrical panel in the PVCSD satellite office and the outdoor combustible materials tank. The electrical panel had open slots that were considered hazardous, although our electrician confirmed they were not receiving power due to capacity limitations in the current setup. Nevertheless, we addressed the issue to ensure compliance with code requirements. The bushes cited in the NOV were promptly cut by our Utility Supervisor before the next inspection listed on the NOV.

The NOV was issued on July 10th, 2023, the same day a key was given to RPMWC staff, and PVCSD personnel were not present during the inspection. We became aware of the situation during the week of July 17th, 2023, through an email from Cal-Fire.

Attachments

1. General Manager's Prioritization Schedule
2. Dudek Contract
3. Cal-Fire Notice of Violation

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Marissa Fehling, Interim Office Manager

Approved by: Eric Steinlicht, General Manager

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

Item: 20

Date: July 24th, 2023

From: General Manager, Eric Steinlicht

Issue: General Manager’s Report: Prioritization Schedule

Prioritization Schedule

Below is a table illustrating the General Manager’s current priorities categorized by criticality as it singularly relates to the Pauma Valley Community Services District (PVCSD). Prioritization items are to be amended, added, or eliminated at the discretion of the board.

High Priority Items

ITEM	STATUS
Employee Handbook Update (Remove Job Descriptions)	Working w/ Ad-Hoc Committee
Maintain Daily District Operations/Execute & Maintain Policy Adherence and Assist Board Members as Needed	Ongoing
Update and Renew Reporting Data as the LRO (Legally Responsible Official)	Ongoing
Perform Duties and Responsibilities as General Manager of RPMWC (Extensive)	Ongoing (<u>Withdrawn Permanently</u>)
Identify Legal and Financial Implications of Restructuring for PVCSD and RPMWC	In Progress
Identify and facilitate GIS transition immediately with deadline approaching due to Dudek potential contract breach	Completed
Develop Professional Services Agreement For Carollo and addendum for GIS/Solar so time sensitive work can begin	Completed
Identify new IT team ASAP	In Progress
Identify On-Call Engineering Firm	Completed
Identify Contract Wastewater Treatment Operations, Acquire Proposals, Have Objective View on Operations	Completed
Develop New Budget with Justification	Completed
Renew Grade II Cert	In Progress
Prop 218 Rate Study/Gates/Patrol (Cost of Service Study)	In Progress
Execute Strategic Planning Session	In Progress
Salary Survey	In Progress
Update Employee Review Sheets	In Progress
Solar Project Completion (Extensive)	In Progress
Investigate And Implement Criteria for Restricting RFID/Gate Access When Major Threat Exists	In Progress

Review/Establish Emergency Contracted Assistance (WW Operators/Engineers/WW Collection System Operators)	In Progress
Develop Critical Failure Contact Binder	In Progress
Create Long Term Financial Plan & Update Reserve Policy	In Progress
Update Job Descriptions as Needed	In Progress
Update PVCSD Employment Application	In Progress
Develop Criteria for Justification of Full Time Employee	In Progress
Ascertain Whether or Not PVCSD Is Providing Services to Residents Outside of The Sphere of Influence	In Progress
Weigh Options for Selling Teslas to Get Trucks with Lights to Put Patrol in Compliance	In Progress
Review Positions and Contract Operational Costs for Comparison	In Progress
Investigate a Third Option for Solar Project Completion	In Progress
Conduct many conference calls pertaining to the community misinformation, and organizational restructuring	In Progress
Respond to Board Requests for reports and additional Information	In Progress
Use NBS to Collect Fees Via Tax Roll	Paused
Acquire Low Interest Loan/Line of Credit to Replenish Reserves and Working Capital for District Needs	Paused
Acquire proposal from Carollo for as needed oversight and from Water Quality Specialist, as well as other contractors if possible	Completed
Amend and Reformat Sampling and Analysis Plan, Contact SWRCB and Reassure Oversight is Corrected, and Relay New Instructions to Staff	Completed
Identify Solutions Via MOU for PVCSD to Satisfy Needs of Both PVCSD and RPMWC	Completed
Reach Out to Firm Who Can Potentially Provide a Loan	Completed
Create New Sampling and Analysis Form Due to Oversight and Report to SWRCB to Show Transparency that Incorrect Sampling Method has Ended and Form Updated	Completed
Attend Event for Adan Ortega and Advocate for RPMWC, Network with Professionals to Assist RPMWC	Completed
Identify New Vendor for Wastewater Collections and Rehab Needs	Completed
Conduct Employee Reviews of Management	Completed
Incorporate Cross Training of Admin Staff	Completed
Move Venue for Board Meetings to The Country Club: Robert Trent Jones Room Indefinitely	Completed
Develop/Locate Financial Data to Supply to Board Members Fully Burdened Rates	Completed
Require New Employees to Drug Screen/Background Check, Figure Out Logistics for This to Occur	Completed
Create 23/24 Fiscal Year Budget	Completed
Become Board Representative for SGMA JPA	Completed

Reformat PVCSD Agenda & Board Letters/Reports	Completed
Create Calendar System for Admin, & All Other Divisions (Shifts/Deadlines/Overtime Tracking Etc.)	Completed
Realign Staff with Certain District Policy	Completed
Review Policy & Ask Legal as It Relates to RFID Access	Completed
Update 22/23 PVCSD Budget To Accurately Reflect Allocations (Overdrawn in Power/Legal Etc.) (Delegate Office Manager to Illustrate the Loss)	Completed
List Priorities for Board	Completed
Create Employee Assistance Program (EAP)	Completed
Ascertain Where PVCSD Board Meetings Take Place (Schedule out for year)	Completed
Identify SGMA JPA As It Relates to PVCSD (Consult Literature/Lawyer/Staff)	Completed
Add "Reportable Action" To Agenda Post Closed Session	Completed
Acquire Gas Detector for Utility & Calibration Equipment/Calibration Assistance (Major Safety Item)	Completed
Automate Separation of Expenses for PVCSD And Rancho Pauma Mutual Water Company	Withdrawn
Post Open Position for New Utility Worker, Interview, Communicate, Verify Who Pays for Position	Withdrawn/Completed

Mid Priority Items

ITEM	STATUS
Investigate 15 Property Sewer Connection Purchase (find paperwork, speak with buyer, find out condition of main)	In Progress
Investigate easement at 32979 Temet, if an Easement was obtained, or not	In Progress
Complete General Manager Certification, Training Events, & Grant Writing Training	In Progress
Complete General Manager Certification as It Relates to Wastewater and Water Distribution/Treatment	In Progress
Implement CMMS To Capture Inventory and Ensure We Have Spare Parts Program Implemented for Pumps/SCADA/Misc. and Provide Work Order System for Utility so that All Tasks are Accounted for	In Progress
Ascertain how to Efficiently Back-up Former Employees Emails for Public Records Request Rather than Maintaining Pricey Subscription	In Progress
New Radio's for Patrol/Gates, Meeting w/ Mike Esparza and Security/Gates Supervisor	In Progress
Find New Gate System Preventative Maintenance and Repair Company	In Progress
Refund or Ascertain Next Step with Oak Tree Purchaser for New Homes (Paid for Sewer Connections in Advance, or so told)	In Progress

Create Injury and Illness Prevention Plan	In Progress
Investigate Potential for New Accounting Firm	In Progress
Major Website Revamp with Transparency/Compliance Updates (Extensive if Done in House/Costly if Outsourced)	In Progress
Allow PVCSD Residents to Pay Bills Via Website or Link/or Use NBS Tax Roll Collection	In Progress
Community Outreach, Introduce New Gm (Letter)	In Progress
Research And Investigate Outsourcing Gates and Patrol	In Progress
New Law Requires Update for SSMP (Step Process) - Read and Review SSMP (Become Familiar) Update as Needed	In Progress
Discuss W/ Board Cost of Living Adjustment to All Staff	In Progress
Discuss W/ Board & General Counsel Tasers for Security Patrol	In Progress
Expand Professional Network for the Benefit (Shared Resources) of the District (Local Municipal GM's)	In Progress
Meet With Current Contractors Providing Essential Services and Contractors Who Can Provide the Same Service for Less or Provide Additional Value to the District	In Progress
Public Outreach – Meet Residents	In progress
Collect All CSD Resident's Emails	In Progress
Update PVCSD Policy's W/ Legal (BB&K Or New Firm)	In Progress
Procure Grants For PVCSD	In Progress
Discuss With Board Building Depreciation and Electrical Lighting Issues	In Progress
Create new organizational chart for Board review	Completed
Analyze Need for CHP Satellite Office and PVCSD Needs	Completed
Review Legislative Updates for PVCSD Board Members by Investigating Online, and Speaking with Lawyer and Staff	Completed
Quantify Data to Understand Costs as it Relates to Certain Activities/Tasks at Board Request	Completed
Speak With Scott Shinner Country Club GM about Communication When Utilizing PVCSD Utility Crew	Completed
Require Drug Screening and Background Check	Completed
Renew CWEA Grade II Collections Certification	Completed
Discuss W/ Legal, and Resident the Possibility for Oak Tree to Pull Out of PVCSD Patrol (Not Possible Without Board Approval, Special Tax)	Completed
Add Ab 557 As Action Item to CSD Agenda and Research with Board Letter (Understand Law and Legislation)	Completed
Communicate with Resident Needing to Temporarily Close Road for Crane Access to Property (Communicate with Roadway, Residents, staff)	Completed
Meet With All Board Members Individually	Completed
Investigate Need for PVCSD To Remain in SGMA JPA	Completed
Assist With Junk in The Trunk Garage Sale Event	Completed

Low Priority Items

ITEM	STATUS
Investigate the new law for water conservation for resident wanting to know the rules for an HOA (Sukat Trail HOA President)	In Progress
Contact King Benefits Regarding Form Needed on File, and if Legal Needs to Be Consulted	In Progress
Fix Phone System Issues, and Upgrade System	In Progress
Provide Treatment Plant Tour to The PVCSD Board	In Progress
Look Into Welding/CWEA/Training Classes for Utility to Upkeep Certification	In Progress
Meet With Van Of El Rey Regarding New Laws for Maintaining Grease Interceptor	In Progress
Develop Policy with Board Regarding Access to Sewer System Access Points for Critical Needs, And Right of Access (Easement)	In Progress
Identify and Potentially Create a Policy for Public Records Request	In Progress
Meet with Former Board Member: Dick Nolan with Mike Esparza for Historical Information on District	In Progress
Read Through Most Recent Compliance Inspections	In Progress
Investigate Best Solution for Weed Abatement for PVCSD Easements/Assets/Access	In Progress
Learn More About Dudek and Reach Out for Potential Tour	Completed/Withdrawn
Work with Resident Who'd Like Manhole in Backyard to Blend in with Grass (Ordered and Installed AstroTurf to Manhole)	Completed
Create Letter for Parking Permit, Discuss with Residents the Policy, (Ongoing, Residents Have Issue w/ Policy)	Completed
Meet With Tom Tran, Scada Technician for Training on The Software, and Request New Proposal Exclusively for PVCSD	Completed
Approve New Building Permit Post Fees and Permit Completion	Completed
Research and Review Potential for PVCSD Office Being a UPS Drop Off Point	Completed
Participate In Multiple Webinars (Brown Act, Finance, Grant Writing Etc.)	Completed
Draft And Finalize New Sewer Service Permit Application	Completed
Ron Krohn Request to Have the Helipad Be Certified Via Caltrans as A Medivac Helipad, Send Letter to Confirm that is its Sole Use	Completed
Draft Letter to Provide Gate Attendant Pay Raise/New Hire/Reinforce District Policy	Completed
Draft Letters for New Hires/Promotions	Completed
Meet With CPA/Nigro & Nigro to Address Financial Situation Of PVCSD	Completed

Investigate Current Rent for Hangars Due from Country Club To PVCSD/Deal for Road Use for Treatment Plant	Completed
Relay Board Election Forms (LAFCO/Roadway/RPMWC)	Completed
Acquire Approval from RPMWC President For Including PVCSD Staff on Insurance for Vehicles in The Event of Emergencies	Completed
Sign Up for Alerts for Regulatory Bodies/Resources for GM/Special Districts	Completed
Check In with Aerosurf Internet for Slowness of Internet Speed at Guard Shack	Completed
Install SCADA Connectivity on Phone and GM Laptop	Completed
Create Grease Interceptor Inspection Form	Completed
Discuss With President Barry Willis LAFCO Incumbent on Next Board Meeting as Agenda Item	Completed
Alter Financial Reports to Expenses/Revenues	Completed
Review Current Percentage Split Costs For PVCSD/RPMWC Assets/Employees and How Organizational Relationship Works	Withdrawn

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

INDEPENDENT CONTRACTOR AGREEMENT
FOR GENERAL CONSULTANT

THIS AGREEMENT is entered into effective the 1st day of January 2012, by and between the Pauma Valley Community Services District, a community services district organized and operating pursuant to Government Code section §61000 *et seq.*, (hereinafter called "PVCSD"), and DUDEK & ASSOCIATES, INC., a California corporation (hereinafter called "Consultant"). Each of PVCSD and Consultant is sometimes individually referred to herein as a "Party" and collectively referred to as "Parties". The parties agree as follows:

1. **DUTIES**. Consultant agrees to exercise due skill and care to perform the functions and duties of a General Consultant for the PVCSD, including but not limited to those duties identified under *Exhibit A - Scope of Services* attached hereto, and to accomplish such other results as the PVCSD Board of Directors or Staff shall from time to time assign. Except as otherwise expressly provided in this Agreement or by written modification thereof, Consultant shall be responsible for the provision and compensation of that amount of professionally qualified staff holding not less than the level of certification required by applicable law and administrative code necessary to timely and effectively fulfill its responsibilities hereunder. All duties in fulfillment of this Agreement shall be supervised under the direction of Consultant's Jeff Pape.

2. **COMPENSATION**. In consideration for Consultant accomplishing said result, PVCSD agrees to pay Consultant in accordance with the below stated compensation to accomplish the described functions and duties as listed in *Exhibit A*. Other charges or fees shall also be paid in accordance with *Exhibit B*, so long as such Standard Schedule of Charges is not inconsistent with this Agreement and has been previously approved by the Board of Directors. Payment will be made to Consultant within 45 days of receipt of each monthly invoice for services rendered submitted by Consultant. If PVCSD fails to pay Consultant within 45 days after any invoice is rendered, PVCSD agrees Consultant shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of Consultant under this Agreement are suspended or terminated. In such event PVCSD shall promptly pay Consultant for all fees, charges, and services provided by Consultant. PVCSD agrees that the periodic billings from Consultant to PVCSD are correct, conclusive, and binding on PVCSD unless PVCSD, within 20 days from the date of receipt of such billing, notifies Consultant in writing of alleged inaccuracies, discrepancies, or errors in billing. PVCSD shall in any event pay the portion of the invoice not in dispute. Compensation shall be reviewed by the Parties in good faith at the end of the Initial Term (as hereinafter defined) and on each one year anniversary thereafter.

Compensation: Time and Material per attached Schedule of Charges (Exhibit B)

General Manager Consultant Rate \$160 /hour

(Discounted from Standard DUDEK Schedule of Charges)

Total Compensation not to exceed \$2,500 per Calendar Month

3. **EXTRA ON SITE FEE**: Should any emergency situation require Consultant to be on site in

Pauma Valley outside of working hours or on weekends or legal holidays, the compensation shall be calculated to include an hourly rate for each of the hours, or prorated for a part thereof, that Consultant or Consultant's employees are on site. Hourly rate shall be based on the rates as described in *Exhibit B*.

4. TERM. The Term of this Agreement shall consist of an "Initial Term" being the period from and including January 1, 2012, through and including December 31, 2014, and one or more "Subsequent Term(s)" each of one year from the anniversary or anniversaries of January 1, 2015. On the last day of the Initial Term and any Subsequent Term(s), this Agreement shall automatically renew for a following Subsequent Term without action on the part of either Party unless a notice hereunder of an intent to terminate this Agreement shall have been served by a Party not less than four (4) months prior to the last day of the Term.

5. EARLY TERMINATION. Either party hereto may terminate this Agreement at any time by giving 120 days written notice to the other party. PVCSD may cease to assign functions or duties to Consultant at any time without the same constituting a breach of this Agreement.

6. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. Consultant shall indemnify, defend, and hold harmless PVCSD (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, directors, agents, employees and volunteers) from and against any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to Consultant and Consultant's officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because Consultant is an independent contractor, none of the foregoing taxes, charges, fees, benefits or contributions are required to be paid to or on behalf of Consultant.

Consultant shall indemnify, defend, and hold harmless PVCSD, its officers, directors, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of Consultant, its agents, employees, subcontractors, and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of PVCSD, its officers, directors, agents, and/or employees, or other third parties when such acts are not the outcome of following an instruction of, or procedure established by Consultant.

PVCSD shall indemnify, defend, and hold harmless Consultant, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of PVCSD, its agents, employees, subcontractors and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of Consultant, its officers, agents, and/or employees, or other third parties.

7. INSURANCE. Consultant, at its sole cost and expense, for the full Term of this Agreement shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be "occurrence coverage" insurance and shall be primary coverage as respects PVCSD and any insurance or self-insurance maintained by PVCSD shall be in excess of Consultant's insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

- (1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.
- (2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$2,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (3) Professional Liability Insurance in the minimum amount of \$2,000,000 combined single limit.
- (4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

- (1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the PVCSD, its officers, directors, officials, employees or volunteers.
- (2) PVCSD is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (3) Acceptability of Insurers. Insurance is to be placed with insurers licensed in California with a Bests' rating of no less than A:VII.
- (4) Verification of Coverage. Contractor shall furnish PVCSD with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the PVCSD before work commences. PVCSD reserves the right to require complete, certified copies of all required insurance policies, at any time.
- (5) Each insurer will be required to give, by first class mail, notice to PVCSD at least 30 days prior to the effective date of any cancellation, lapse or material change in the policy.

8. INDEPENDENT CONTRACTOR STATUS. Consultant and PVCSD have reviewed and considered the principal test and secondary factors for determination of whether Consultant is an

independent contractor and not an employee and agree that Consultant is an independent contractor and not an employee of PVCSD. Consultant is responsible for all taxes, charges fees, insurance, benefits or contributions required to be paid or withheld on behalf of Jeff Pape and any employee or agent of Consultant. Consultant nor any of its directors or employees are not entitled to any PVCSD employee benefits. PVCSD agrees that Consultant shall have the right to control the manner and means of performing the work contracted for herein.

9. NON-ASSIGNMENT. Except for Consultant's use of sub-contractors or sub-consultants as provided under *Exhibit A – Scope of Services*, no party to this Agreement may assign any right or obligation pursuant to this Agreement. Any other attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

10. RETENTION AND AUDIT OF RECORDS. Consultant shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by PVCSD, whichever occurs first. Consultant hereby agrees to be subject to the examination and audit by the PVCSD Auditor, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of PVCSD and Consultant. This Agreement contains the entire agreement between PVCSD and Consultant relating to Consultant's performance of the functions and duties of General Consultant to the PVCSD. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both PVCSD and Consultant.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both PVCSD and Consultant. Forbearance or indulgence by PVCSD and/or Consultant in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. PVCSD and/or Consultant shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Neither PVCSD's nor Consultant's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. Consultant, its employees, agents, sub-consultants and sub-contractors may be granted access to certain confidential information provided by (or contained in the records of) PVCSD and/or its attorneys in the course of performing the work required under this Agreement. Consultant warrants that it shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that Consultant's employees, agents, sub-consultants and sub-contractors shall keep all such information confidential.

B. Consultant's obligation to maintain confidentiality concerning all confidential

information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of San Diego, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS. All materials created by Consultant (including but not limited to documents, studies, drawings, map models, photographs, field data, computerized material and reports) shall immediately be provided to PVCSD as “deliverables” under this Agreement and PVCSD shall immediately become entitled to possession and ownership thereof for the purposes intended by this Agreement. However Consultant maintains the copy and intellectual property rights of such “deliverables” and hereby gives PVCSD the right to use such “deliverables” for the project or purpose intended by PVCSD. Consultant shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by PVCSD or other third parties, nor for any reliance or use of said deliverables by PVCSD or other third parties for purposes other than as intended by this Agreement. If Consultant’s deliverables exist in electronic or computerized format, or are transferred in electronic or computerized format, any stamp, seal and signature shall be original to be valid, and may not be a computer-generated copy, photocopy, or facsimile transmission of the original.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, Consultant shall comply with all applicable federal, state, local and PVCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. Consultant warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address

indicated for that party below.

To PVCSD:

Pauma Valley Community Services District
Attn: Mindy Houser, Administrator
33129 Cole Grade Road/POB 423
Pauma Valley, CA 92061

Phone: 760-742-1909

Fax: 760-742-1588

To Consultant:

Dudek & Associates
Attn: Jeff Pape
605 Third Street
Encinitas, CA 92024

Phone: 760-942-5147

Fax: 760-942-5206


22. STANDARD OF PERFORMANCE. Consultant shall perform the work required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the general management profession in the PVCSD geographical area. All instruments of service of whatsoever nature which Consultant delivers to PVCSD pursuant to this Agreement shall be prepared in a substantial, first class and Consultant-like manner and conform to the standards of quality normally observed by a person practicing in Consultant's profession.


23. ATTACHMENTS. This Agreement includes the following attachments:

- Exhibit A – Scope of Services
- Exhibit B – Standard Schedule of Charges

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

DUDEK & ASSOCIATES, INC.

By: 
Frank Dudek
President

By: 
Jeff R. Pape, Principal
District Management Group

PAUMA VALLEY COMMUNITY SERVICES
DISTRICT


By: 
Roger Warburton
President/Board of Directors

Exhibit 'A' - Scope of Services

The scope of services will generally consist of providing management and consulting expertise for the operation and maintenance of the wastewater services and treatment facilities, and will more specifically include, but not be limited to the following:

- ❖ Coordinate wastewater treatment system activities with all regulatory agencies; and ensure compliance with all state, local, and federal laws;
- ❖ Be responsible for supervising PVCSD personnel (without limitation, including recommending operating policies and providing technical management) so that wastewater services are handled in a proper and professional manner and in compliance with applicable law and administrative codes;
- ❖ Plan, supervise and provide quality control over the collection of data for the preparation of, the signature by an appropriately qualified individual of, and the timely and accurate filing of reporting documents required by any agency having regulatory authority over the wastewater service;
- ❖ Provide technical support with the operation, system reliability, permit compliance and system improvement and replacement plans of the wastewater collection and treatment systems of PVCSD;
- ❖ Provide technical support to Administrator with work scope and bid document development for infrastructure improvements;
- ❖ Provide an operator with a minimum Wastewater Treatment-Grade III certification to direct the utility personnel in the operation of the wastewater treatment systems and facilities as requested;
- ❖ Continuously evaluate the physical structures and appurtenances that are necessary or desirable to the collection and treatment of wastewater service then and in the future and recommend to the Board any changes, enhancements or additions thereto to assure continued service in a proper and professional manner;
- ❖ Compile and direct long term wastewater operation strategies for system and operation stability;
- ❖ Represent PVCSD in meetings with officials of other agencies and entities with which the PVCSD does business;
- ❖ Assist Administrator with contract negotiation and agreement preparation as requested;
- ❖ Assist Administrator with annual budget forecasting and preparation as needed;
- ❖ Assist Administrator with long range capital and strategic budget planning;
- ❖ Review monthly revenue and expenditure reports and annual audit as requested;
- ❖ Provide technical support with special projects management;
- ❖ Periodically report upon federal grant and aid programs in which PVCSD may be eligible to participate and, upon order of the Board, assist Administrator to process applications on behalf of PVCSD for such participation.
- ❖ Report orally, and if necessary in writing, to the board of directors of PVCSD at each monthly meeting of the performance and activities of Consultant, hereunder, and issues facing PVCSD in the mid, medium and long terms.

**DUDEK
2011 STANDARD SCHEDULE OF CHARGES**

Engineering Services

Project Director	\$225.00/hr
Principal Engineer III	\$210.00/hr
Principal Engineer II	\$198.00/hr
Principal Engineer I	\$190.00/hr
Senior Project Manager	\$180.00/hr
Project Manager	\$170.00/hr
Senior Engineer III	\$160.00/hr
Senior Engineer II	\$155.00/hr
Senior Engineer I	\$145.00/hr
Project Engineer IV	\$135.00/hr
Project Engineer III	\$125.00/hr
Project Engineer II	\$115.00/hr
Project Engineer I	\$100.00/hr
Project Coordinator	\$80.00/hr
Engineering Assistant	\$75.00/hr

Environmental Services

Principal	\$225.00/hr
Senior Project Manager/Specialist II	\$210.00/hr
Senior Project Manager/Specialist I	\$200.00/hr
Environmental Specialist/Planner VI	\$180.00/hr
Environmental Specialist/Planner V	\$160.00/hr
Environmental Specialist/Planner IV	\$150.00/hr
Environmental Specialist/Planner III	\$140.00/hr
Environmental Specialist/Planner II	\$130.00/hr
Environmental Specialist/Planner I	\$120.00/hr
Analyst	\$100.00/hr
Planning Research Assistant	\$80.00/hr

Archaeological Services

Senior Project Manager/Archaeologist II	\$210.00/hr
Senior Project Manager/Archaeologist I	\$200.00/hr
Environmental Specialist/Archaeologist VI	\$180.00/hr
Environmental Specialist/Archaeologist V	\$160.00/hr
Environmental Specialist/Archaeologist IV	\$150.00/hr
Environmental Specialist/Archaeologist III	\$140.00/hr
Environmental Specialist/Archaeologist II	\$130.00/hr
Environmental Specialist/Archaeologist I	\$120.00/hr
Archaeologist Technician II	\$70.00/hr
Archaeologist Technician I	\$50.00/hr

Construction Management Services

Principal/Manager	\$195.00/hr
Senior Construction Manager	\$180.00/hr
Senior Project Manager	\$160.00/hr
Construction Manager	\$150.00/hr
Project Manager	\$140.00/hr
Resident Engineer	\$140.00/hr
Construction Engineer	\$135.00/hr
On-site Owner's Representative	\$130.00/hr
Construction Inspector III	\$125.00/hr
Construction Inspector II	\$115.00/hr
Construction Inspector I	\$105.00/hr
Prevailing Wage Inspector	\$135.00/hr

Hydrogeological Services

Principal	\$220.00/hr
Sr. Environmental Engineer	\$190.00/hr
Sr. Hydrogeologist/Sr. Proj Mgr	\$170.00/hr
Project Manager	\$155.00/hr
Associate Hydrogeologist/Engineer	\$140.00/hr
Hydrogeologist IV/Engineer IV	\$125.00/hr
Hydrogeologist III/Engineer III	\$115.00/hr
Hydrogeologist II/Engineer II	\$105.00/hr
Hydrogeologist I/Engineer I	\$95.00/hr
Technician	\$95.00/hr

District Management & Operations

District General Manager	\$175.00/hr
District Engineer	\$160.00/hr
Operations Manager	\$150.00/hr
District Secretary/Accountant	\$85.00/hr
Collections System Manager	\$95.00/hr
Grade V Operator	\$100.00/hr
Grade IV Operator	\$85.00/hr
Grade III Operator	\$80.00/hr
Grade II Operator	\$63.00/hr
Grade I Operator	\$55.00/hr
Operator in Training	\$40.00/hr
Collection Maintenance Worker II	\$55.00/hr
Collection Maintenance Worker I	\$40.00/hr

Office Services

Technical/Drafting/CADD Services

3D Graphic Artist	\$150.00/hr
Senior Designer	\$130.00/hr
Designer	\$120.00/hr
Assistant Designer	\$115.00/hr
GIS Specialist IV	\$150.00/hr
GIS Specialist III	\$140.00/hr
GIS Specialist II	\$130.00/hr
GIS Specialist I	\$120.00/hr
CADD Operator III	\$115.00/hr
CADD Operator II	\$110.00/hr
CADD Operator I	\$95.00/hr
CADD Drafter	\$80.00/hr
CADD Technician	\$70.00/hr

Support Services

Technical Editor III	\$140.00/hr
Technical Editor II	\$125.00/hr
Technical Editor I	\$110.00/hr
Publications Assistant III	\$100.00/hr
Publications Assistant II	\$90.00/hr
Publications Assistant I	\$80.00/hr
Clerical Administration II	\$80.00/hr
Clerical Administration I	\$75.00/hr

Forensic Engineering – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

Emergency and Holidays – Minimum charge of two hours will be billed at 1.75 times the normal rate.

Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

Travel Expenses – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost

Invoices, Late Charges. - All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within thirty (30) days from the date of the invoice. Client agrees to pay a monthly late charge equal to one percent (1%) per month of the outstanding balance until paid in full.

Violation/Information Page(s)

Inspection Violations

Covers for unused openings in electrical panel boxes shall be provided.

408.7 Unused openings for circuit breakers and switches shall be closed using identified closures, or other approved means that provide protection substantially equivalent to the wall of the enclosure.

Inspector Notes: Braker blanks need to be installed in the open spaces inside the electrical panel.

Violation found on
07/10/2023

Will be rechecked on or after
07/24/2023

Violation Not
Repaired



6107.3

Weeds, grass, brush, trash and other combustible materials shall be kept not less than 10 feet (3048 mm) from LP-gas tanks or containers.

Inspector Notes: The bushes around the LPG tank need to be cut and removed.

Violation found on
07/10/2023

Will be rechecked on or after
07/24/2023

Violation Not
Repaired

