

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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Pauma Valley, CA 92061
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**SPECIAL MEETING
SUPPLEMENTAL MATERIALS PACKET**

DATE: Thursday, June 20th, 2024
TIME: 10:00 AM – **Open Session**
VENUE: North Coast Church, Pauma Valley
32077 Community Church 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.”

SUPPLEMENTAL MATERIALS PACKET POSTED: JUNE 18TH, 2024

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

Held on May 28, 2024

Directors Present: Roland Skumawitz, Michael Esparza, Larry Curtis & Richard Collins
Also Present: Jeffery Morris of DPMC, Melissa Bellitire with NBS, Adina McCargo with NBS, Residents Fred Nelson, Tom Cerruti, General Manager Eric Steinlicht, and Office Manager Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 10:02 a.m. by President Skumawitz.
2. Pledge of Allegiance: The Pledge of Allegiance was led by Director Curtis.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
Nelson complimented staff on the preparation of the Board Meeting Packet, stating it was the best put-together packet he has seen in over 14 years. Nelson then inquired about the 8th Fairway drainage costs. He noted that PVCC used to be responsible for these costs and questioned why they are now the full responsibility of the District. Steinlicht informed that this topic would be further discussed later in the meeting.

--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)
(Two (2) Matters)
 - B. **CONFERENCE WITH LEGAL COUNSEL**
Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Rancho Pauma Mutual Water Company vs Pauma Valley Community Services District
(San Diego Superior Court Case No. 37-2023-00038164-CU-BC-NC)

The Board proceeded into closed session at 10:05 a.m.

6. Open Session
 - A. Reportable Actions

The meeting was resumed in open session at 10:32 a.m., and there were no reportable actions to be disclosed.

--CONSENT ITEMS--

Items 7-10 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.

7. Minutes of the Special Board Meeting April 15th, 2024
8. Review of Balance Sheet, Revenue and Expense Reports
9. Accounts Receivable Reports
10. PVCS Security Reports

Upon a motion by Esparza, seconded by Curtis, and a unanimous vote, items 7 and 10 were approved as presented.

--DISCUSSION ITEM--

11. Utilizing Neste, Brudin and Stone (NBS) Services – General Manager Steinlicht
McCargo from NBS provided a slideshow presentation detailing the company’s years of experience. She explained the advantages of transitioning to Tax Roll Billing including improved efficiency. McCargo also outlined the associated costs and fees of implementing this billing method along with the necessary steps that would need to be taken. Skumawitz inquired about delinquent accounts; McCargo explained how they handle delinquent accounts. Cindy from Eide Bailly joined the meeting via Teams and explained her support for adopting Tax Roll Billing for the District. Esparza gave consent for Steinlicht to move forward with the implementation of Tax Roll Billing.
12. Outsource Payroll and Human Resources Administrative Operations – General Manager Steinlicht
This item was deferred.
13. Preliminary Budget Review and Discussion – General Manager Steinlicht
Steinlicht presented the draft 2024/2025 FY Budget explaining key items. Collins requested to add a line item to reflect RPMWC’s rent payments.
14. Storm Drainage System Update Near 15805 Pauma Valley Drive – General Manager Steinlicht
Steinlicht provided an update on this matter and informed what the plans to fund this would entail. Cerruti requested that his address be added to this matter.
15. Roadway Association Ad-Hoc Committee Update – President Skumawitz
Skumawitz provided an update.

--ACTION ITEMS--

16. Resignation of Director Lawston
The Board of Directors will consider appointment, or the deferment of appointment as a result of Director Lawston’s recent resignation, effective May 6th, 2024.

Staff Recommendation:

1. Discuss and take action as appropriate.

Skumawitz announced that Director Lawston resigned from the Board of Directors effective May 6th, 2024. He outlined the options available for appointing a new board member. Skumawitz also requested that staff send Lawston a token of appreciation on behalf of the District for her service on the Board. Collins moved to postpone the election of a new Board Director until the November General Elections. The motion was abstained by Esparza and carried by the remaining members.

17. Wiskon Way West Drainage System Bid Award
The Board of Directors will consider the proposals acquired for the drainage system located off Wiskon Way West which drains into the channel along the 8th Fairway on the Pauma Valley Country Club.

Staff Recommendation:

1. Authorize the General Manager to approve Bart Dixon’s proposal limited to the 8th Fairway.
2. Discuss and take other action as appropriate.

Steinlicht explained the issues the District is experiencing with the Wiskon Way West drainage system. Collins recommended that staff request financial assistance from PVCC for the maintenance costs. Esparza reported that legal counsel reviewed the properties not owned by the District and confirmed that, due to our easement rights on these properties, their drainage maintenance is our responsibility. Steinlicht affirmed this understanding.

Collins moved to authorize the General Manager to approve Bart Dixon’s proposal for the clean-up of the area limited to the 8th Fairway, and to discuss cost-sharing with PVCC. The motion was seconded by Esparza and unanimously approved.

18. Solar System and Electric Vehicle Charging Stations Completion Bid Award

The Board of Directors will consider authorizing the General Manager to approve a proposal that will complete the Solar System Project.

Staff Recommendation:

1. Authorize the General Manager to approve Sattler Electric Inc. Proposals
2. Discuss and take other action as appropriate.

Steinlicht reviewed the options available for completing the Solar System Project and discussed the provided proposal from Sattler Electric Inc. Collins asked if Steinlicht recommended proceeding with Sattler Electric, to which Steinlicht confirmed his recommendation. Collins expressed concern about allowing PVCC members to use the charging stations for free. Steinlicht explained the initial rationale behind this approach.

Esparza motioned to authorize the General Manager to approve Sattler Electric Inc.’s proposal, seconded by Curtis and unanimously approved.

19. Cost of Living and Salary Schedule Adjustment

The Board of Directors will consider a four percent cost-of-living adjustment (COLA) for fiscal year 2025 (not granted in fiscal year 2024), in addition to amending the salary schedule via Resolution 119 to accurately reflect staff pay rate ceilings (reflected in fiscal year 2025 upcoming budget discussion).

Staff Recommendation:

1. Authorize staff to execute a COLA, and approve salary Schedule A
2. Discuss and take other action as appropriate.

Fehling provided an explanation for why staff was seeking the Board’s authorization to implement a Cost of Living Adjustment (COLA) for all staff members and to approve the presented Salary Schedule Exhibit A. Curtis made a motion to approve the request and authorize staff to execute the COLA for staff, as well as adopt Resolution 119, approving Salary Schedule Exhibit A. Collins seconded the motion, and it was unanimously approved.

20. CalPERS Corrections Cost and Invoicing the Rancho Pauma Mutual Water Company (RPMWC)

The Board of Directors will consider authorizing staff to dispatch payment to CalPERS due to incorrect submittals followed by an invoice to the RPMWC for their portion of the cost.

Staff Recommendation:

1. Authorize the payment to CalPERS and issue an invoice to the RPMWC.
2. Discuss and take other action as appropriate.

Steinlicht elaborated on the CalPERS corrections that were presented, along with the associated costs from Eide Bailly for rectifying these issues. Steinlicht then disclosed the amount owed by RPMWC for their share of the corrections, as the errors occurred during the period when RPMWC shared employee payroll-related expenses for Administration and Utility staff members. Esparza made a motion to authorize staff to issue the CalPERS payment and to issue an invoice to RPMWC for their portion. The motion was seconded by Curtis and unanimously approved.

21. Ordinance 55 Amendment

The Board of Directors will consider approving the newly amended ordinance 55 that has been vetted by the District's General Counsel, as well as the General Manager to accurately define the District's authority and obligations.

Staff Recommendation:

1. Approve amended Ordinance 55.
2. Discuss and take other action as appropriate.

Steinlicht provided an overview of the updates incorporated into Ordinance 55. Esparza commended Steinlicht for the improvements made, expressing he was very pleased. Collins then moved to approve the amendments to Ordinance 55, seconded by Esparza, and unanimously approved.

--INFORMATIONAL ITEMS--

22. General Manager's Report

Steinlicht provided the General Manager's Report.

23. Miscellaneous Items

A. Requested items for future agendas (**Directors and Staff Only**)

- a) District Newsletter
- b) Salary Survey
- c) Updates on the District Policy Handbook
- d) Critical Spare Part Inventory Replacement Program (CMMS)

B. Board Comments

C. Announcements

D. Next Regular Meeting of the Board:

- a) ~~Monday, June 24th, 2024, at 10AM: CANCELLED~~
- b) Special Meeting Scheduled: Thursday, June 20th, 2024, at 10 AM

24. Adjournment

Collins commended staff for their great efforts. With nothing further to discuss, a motion was made by Director Esparza to adjourn at 12:28 pm, seconded by Director Curtis, and unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

Pauma Valley Community Services District

Balance Sheet (Unaudited)

1	ASSETS		As of May 31, 2024	
2		Cash/Investment		
3		Checking	\$	302,465
4		LAIF		639
5		Petty Cash		368
6		LAIF Fair Market Value		(8)
7		Total Cash/Investments		303,464
8		Accounts Receivable		
9		Dues Receivable		66,030
10		Accounts Receivable Other		7,839
11		Accounts Receivable		459
12		Total Accounts Receivable		74,328
13		Other Current Assets		
14		Due from RPMWC		24,241
15		Interest Receivable		-
16		Property Tax Receivable		-
17		Prepaid Insurance		20,552
18		Prepaid Workers Comp Insurance		-
19		Prepaid Solar Rooftop Lease		23,250
20		Prepaid Others		-
21		Total Other Current Assets		76,341
22		Fixed Assets, Net		2,635,439
23		Other Assets		
24		Investment in USLRGMA		(6,446)
25		Deferred Outflows - Pension		1,224,393
26		Total Other Assets		1,217,947
27		TOTAL ASSETS	\$	4,299,221
28				
29		LIABILITIES		
30		Current Liabilities		
31		Accounts Payable	\$	25,334
32		PERS Vacation Liability		32,129
33		Accrued Federal Payroll Taxes		-
34		Accrued State Payroll Taxes		692
35		Accrued Retirement		1,029
36		Payroll Liabilities		(96)
37		Direct Deposit Liabilities		(80)
38		Compensated Absences		18,638
39		Total Current Liabilities		77,646
40		Long Term Liabilities		
41		Net Pension		317,882
42		Deferred Inflows - Pensions		1,576,071
43		Total Long Term Liabilities		1,893,953
44		TOTAL LIABILITIES		1,971,599
45		Fund Balance		
46		Retained Earnings		2,277,460
47		Net Income		50,162
48		Total Fund Balance		2,327,622
49		TOTAL LIABILITIES & FUND BALANCE	\$	4,299,220

**Pauma Valley Community Services District
Statement of Revenues and Expenses (Unaudited)
For Period Ending May 31, 2024**

	A	B	C	D	E
	May 2024 Month to Date Actuals	FY 24 YTD Actuals	FY 24 Adopted Budget	\$ Budget Variance	% Budget Variance
1 REVENUE					
2 Sewer Charges	\$ 45,242	\$ 497,038	\$ 541,836	\$ 44,798	92%
3 Security Patrol Charges	49,808	528,227	558,504	30,277	95%
4 Property Tax	7,280	144,654	133,248	(11,406)	109%
5 Interest	578	578	-	(578)	0%
6 Admin Services	-	185	-	(185)	0%
7 Other Revenue	1,596	30,984	7,620	(23,364)	407%
8 Security Gate Charge	40,125	423,000	450,000	27,000	94%
9 TOTAL REVENUE	144,629	1,624,665	1,691,208	66,543	4%
10 EXPENSE					
11 Salaries and Benefits					
12 Salaries	56,458	646,105	756,408	110,303	85%
13 Health Insurance	8,530	66,414	95,160	28,746	70%
14 Payroll Taxes	4,122	55,632	68,400	12,768	81%
15 PERS	4,225	80,189	58,536	(21,653)	137%
16 Uniforms	-	1,108	3,396	2,288	33%
17 Workers' Comp. Ins	-	18,651	22,296	3,645	84%
18 Total Salaries & Benefits	73,335	868,099	1,004,196	136,097	16%
19 Operations & Administrative Expenses					
20 Dwelling Live	744	8,082	8,372	290	97%
21 Electricity	4,499	58,376	57,564	(812)	101%
22 Liability Insurance	2,406	44,171	54,828	10,657	81%
23 Miscellaneous	8,148	12,034	13,848	1,814	87%
24 Telephones	675	8,260	11,244	2,984	73%
25 Postage	-	2,659	4,632	1,973	57%
26 Operator Contract Services	7,700	80,295	72,800	(7,495)	110%
27 Oak Tree Repair & Maint.	-	2,404	2,460	56	98%
28 Sewer line maintenance	212	73,384	20,868	(52,516)	352%
29 Sludge Removal	2,759	36,646	51,528	14,882	71%
30 SCADA Maintenance	-	-	4,896	4,896	0%
31 Plant Repairs & Maintenance - Other	697	20,046	9,024	(11,022)	222%
32 Building Repairs & Maintenance	20	19,303	13,596	(5,707)	142%
33 Airpark maintenance	-	675	900	225	75%
34 Gate Repairs & Maintenance	934	32,807	35,448	2,641	93%
35 Repairs & Maintenance - Other	-	3,428	252	(3,176)	1360%
36 Office Supplies	1,403	25,988	18,648	(7,340)	139%
37 Utility Shop Supplies	41	2,917	-	(2,917)	0%
38 Security Supplies	-	1,119	1,212	93	92%
39 Gate Supplies	140	2,999	2,184	(815)	137%
40 Vehicles	1,605	14,905	22,152	7,247	67%
41 Drainage	3,997	21,865	9,996	(11,869)	219%
42 State Maint. Fee	-	30,531	28,421	(2,110)	107%
43 Water Tests & Analysis	1,115	9,003	11,700	2,697	77%
44 Fees	100	9,246	8,904	(342)	104%
45 Engineering	-	24,880	24,996	116	100%
46 Professional Services	590	4,250	-	(4,250)	0%
47 Pre-employment Gates	-	312	-	(312)	0%
48 Schools & Meetings	2,712	7,499	10,488	2,989	72%
49 Long Term Financial Plan	-	15,000	-	(15,000)	0%
50 Audit	-	18,599	-	(18,599)	0%
51 Accounting	10,327	41,689	50,784	9,095	82%
52 Legal	8,034	67,353	53,880	(13,473)	125%
53 SGMA Technical Study	384	5,676	-	(5,676)	0%
54 Guard Houses /Roadway Lease	-	3	2	(1)	150%
55 Total Operations & Admin Expenses	59,241	706,404	605,627	(100,777)	117%
56 TOTAL EXPENSE	132,575	1,574,503	1,609,823	35,320	98%
57 NET REVENUE / (EXPENSE) BEFORE CAPITAL	\$ 12,054	\$ 50,162	\$ 81,385	\$ 31,223	62%

PAUMA VALLEY COMMUNITY SERVICE DISTRICT

Financial Statement Analysis

- Unaudited -

May 2024 – 92% of Fiscal Year

Revenues

Line 2 Sewer Charges – 440.35 EDU’s invoiced monthly.

Line 3 Security Patrol Charges – 408.26 EDU’s invoiced monthly.

Line 4 Property Tax – Includes tax revenue assessed by San Diego County for all properties annexed to the district.

Line 5 Interest – Includes all interest received from balances in associated accounts. Interest not typically budgeted for due to the low cash balance.

Line 6 Admin Services – Includes various administrative services that may arise, such as the sale of mailbox keys, or notary services.

Line 7 Other Revenue – Includes additional revenue from transfer fees associated with escrow transactions, and RPMWC \$100 monthly land payment. Revenues may vary depending on the number of escrow transactions.

Line 8 Security Gate Charges – 375 EDU’s invoiced monthly.

Expenses

Salaries and Benefits

Line 12 Salaries – Include salaries for all employees. YTD is under budget due to employee turnover and transition. Overtime for Security was overestimated in prior year’s budget, and Utility Overtime has been reduced due to operating with only one Utility Worker (Utility Worker can only be on-call periodically).

Line 13 Health Insurance – Includes health insurance, life insurance, and HRA provided to employees. YTD is under budget due to employee turnover and transition.

Line 14 Payroll Taxes – Includes taxes paid by employer on employee pay. YTD is under budget due to employee turnover and transition.

Line 15 PERS – Includes the employer’s portion of CalPERS payments made on behalf of the employees. YTD is over budget due to prior year PERS correction adjustment payments.

Line 16 Uniforms – Provided to the employees for required work attire and reimbursements. This is on an as needed basis for new hires but can now be measured effectively due to the updated Employee Handbook Uniform Policy.

Line 17 Workers’ Comp. Ins – Includes expenses for Worker's Compensation insurance premiums for all employees and Board of Directors.

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Operations & Administrative Expenses

Line 20 Dwelling Live – Includes services for gate access management, resident access via RFID's, mobile app access, security features such as incident reporting, and visitor history tracking. Monthly charge: \$744.35.

Line 21 Electricity – Includes costs for utilities on all facilities. YTD is over budget due to higher electricity costs.

Line 22 Liability Insurance – Includes costs to protect the district from claims related to other's bodily injury, property damage, and more.

Line 23 Miscellaneous – Various expenses that do not fit neatly into other predefined categories. It includes minor incidental costs that arise periodically and are often unpredictable.(examples: Dig Alerts, Direct Deposit Fees, Public Notice Fees)

Line 24 Telephones – Includes costs for employee cell phone reimbursement, Patrol duty phone, District phone lines, and internet services.

Line 25 Postage – Includes an estimated annual expense amount related to mailing expenses. YTD is under budget due to less postage than needed.

Line 26 Operator Contract Services – Details the costs associated with the District's contract with Water Quality Specialists to manage the treatment plant operations. YTD is over budget; the monthly fee is currently \$7,700 for an increased scope of work due to the reduction of staff, and Utility Supervisor.

Line 27 Oak Tree Repair & Maintenance – Includes routine/preventative repairs and maintenance to current and future assets. YTD is right in line with the budget.

Line 28 Sewer line Maintenance – Covers costs for maintaining the sewer lines to ensure proper functioning and prevent blockages. YTD is over budget due to unplanned infrastructure failures and repairs.

Line 29 Sludge Removal – Outlines the costs associated with the removal and disposal of sludge generated from the treatment plant operations. This budget covers expenses for the transportation, treatment, and disposal of sludge in accordance with regulatory requirements. This is on an as-needed basis and can trend over or under budget.

Line 30 SCADA Maintenance – SCADA Maintenance plan will be deferred until a new SCADA system is obtained, and a new team is brought on to maintain the system.

Line 31 Plant Repairs & Maintenance – Other – Includes routine/preventative repairs and maintenance to current and future assets. YTD over budget due to unplanned infrastructure failures and repairs.

Line 32 Building Repairs & Maintenance – Includes routine/preventative repairs and maintenance to current and future assets. YTD is over budget due to administrative transition and failing assets, such as parking lights/office lights.

Line 33 Airpark Maintenance – Allocation for maintenance of the pavement associated with the airpark area of PVCC, per the land lease agreement adopted by both parties in 2015.

Line 34 Gate Repairs & Maintenance – Includes routine/preventative repairs and maintenance to the gate access assets. This is on an as-needed basis and can trend over or under budget.

Line 35 Equipment Rentals – Covers the expenses for essential rental equipment as necessary.

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Line 36 Office Supplies – Covers the expenses for essential office supplies required for the day-to-day operations of the organizations. YTD over budget due to transition and failing administrative assets such as PCs.

Line 37 Utility Shop Supplies – Includes expenses related to necessary supplies for the utility worker operations. New line item to separate supplies. This is on an as-needed basis and can trend over or under budget.

Line 38 Security Supplies – Expenses related to necessary supplies essential for the effective operation of our Security Patrol services. This is on an as-needed basis and can trend over or under budget.

Line 39 Gate Supplies – Expenses related to necessary supplies essential for the effective operation of our Gate Access services. This is on an as-needed basis and can trend over or under budget.

Line 40 Vehicles – Includes expenses related to maintenance and upkeep of the utility truck and patrol vehicles. This also includes the monthly lease payment for the district's newly leased utility truck.

Line 41 Drainage – Maintenance activities as it relates to stormwater, such as drainage systems located off Wiskon Way West, the 8th Fairway, and the cost to investigate ownership/location.

Line 42 State Maintenance Fee – Includes expenses related to the State Water Resources Permit fees, a crucial component of regulatory compliance requirements for treatment plant operations. YTD over budget due to increased fee rates.

Line 43 Water Tests & Analysis – Covers expenses for laboratory fees for necessary analysis determined by regulatory requirements, operational needs, and best practices for wastewater treatment.

Line 44 Fees – Include various miscellaneous fees incurred by the District, including membership dues for the California Special Districts Association (CSDA) and fees associated with the Local Agency Formation Commission (LAFCO).

Line 45 Engineering – As-needed engineering consultation involves items such as bid reviews, Request for Proposal reviews, quality and compliance assurance, projects such as lift station analysis with wet weather event failure or wastewater treatment plant biological monitoring.

Line 46 Professional Services – Includes expenses related to engaging external professional services, including Information Technology (IT) services, to support various aspects of technical support in addition to enhancing District cyber security. New line item to track costs.

Line 47 Pre-employment Gates – Includes expenses related to pre-employment drug screening tests for new hires. Ensuring a drug-free workplace is critical for maintaining a safe and productive environment.

Line 48 Schools & Meetings – Covers expenses associated with providing educational opportunities, professional development for our staff to excel in their roles, and work-related lunch gatherings.

Line 49 Long Term Financial Plan – Approved on May 4th, 2-23, the LRFPP was designed to combat the inconsistent rate increases with a goal to rebuild District reserves.

Line 50 Audit – Includes costs related to the annual financial audit and preparation.

Line 51 Accounting – Includes costs for contract accounting services. This budget covers fees for services such as advisory support provided by professional accounting firms, ensuring compliance with financial regulations, supporting managerial staff, accurate reporting, and efficient financial management.

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Line 52 Legal – Includes the costs of legal services. YTD to over budget due to several issues such as the District in relation to RPMWC and the PVRA, in addition to as-needed support such as new laws, contracts, review, rewriting policy, etc.

Line 53 SGMA Technical Study – Covers expenses associated with SGMA Technical Study costs. Following the shared expense agreement with RPMWC, our District is responsible for contributing 10% of the total costs with the remaining 90% covered by RPMWC.

Line 54 Guard Houses/Roadway Lease – Includes expenses per Guard House Lease Agreements.

PAUMA VALLEY COMMUNITY SERVICES DEPARTMENT
Vendor Check Payments Over 5k
May 2024

Vendor	Type	Date	Memo	Account	Amount
California Choice	Bill Pmt -Check	05/06/2024		102 · Checking	-7,570.25
DPMC	Bill Pmt -Check	05/08/2024		102 · Checking	-8,004.48
Hub International Insurance Services, Inc	Bill Pmt -Check	05/14/2024	Earthquake Policy 2023-2024	102 · Checking	-9,929.88
SDG&E	Bill Pmt -Check	05/28/2024	April-2024	102 · Checking	-5,073.17
Visa Bankcard	Bill Pmt -Check	05/22/2024		102 · Checking	-5,036.57
Water Quality Specialists	Bill Pmt -Check	05/06/2024		102 · Checking	-13,100.00

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

A/R Aging Summary

As of May 31, 2024

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-001	0.00	-661.74	-296.00	-592.00	-1,436.30	-2,986.04
CSD-002	0.00	0.00	-2,316.09	0.00	0.00	-2,316.09
CSD-003	0.00	-1,899.84	0.00	0.00	0.00	-1,899.84
CSD-004	0.00	-1,354.50	0.00	0.00	0.00	-1,354.50
CSD-005	0.00	-606.00	-606.00	-64.30	0.00	-1,276.30
CSD-006	0.00	0.00	0.00	-923.66	0.00	-923.66
CSD-007	0.00	-917.61	0.00	0.00	0.00	-917.61
CSD-008	0.00	-675.74	-106.04	0.00	0.00	-781.78
CSD-009	0.00	-760.17	0.00	0.00	0.00	-760.17
CSD-010	0.00	-661.74	0.00	0.00	0.00	-661.74
CSD-011	0.00	-661.74	0.00	0.00	25.00	-636.74
CSD-012	0.00	-521.04	0.00	0.00	25.00	-496.04
CSD-013	0.00	-484.91	0.00	0.00	0.00	-484.91
CSD-014	0.00	-469.87	0.00	0.00	0.00	-469.87
CSD-015	0.00	-241.00	-194.00	0.00	0.00	-435.00
CSD-016	0.00	-396.78	0.00	0.00	0.00	-396.78
CSD-017	0.00	-350.00	0.00	0.00	0.00	-350.00
CSD-018	0.00	-370.87	0.00	0.00	25.00	-345.87
CSD-019	0.00	-341.43	0.00	0.00	0.00	-341.43
CSD-020	0.00	-333.26	0.00	0.00	0.00	-333.26
CSD-021	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-022	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-023	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-024	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-025	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-026	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-027	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-028	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-029	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-030	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-031	0.00	-316.00	0.00	0.00	0.00	-316.00
CSD-032	0.00	-315.87	0.00	0.00	0.00	-315.87
CSD-033	0.00	0.00	-315.87	0.00	0.00	-315.87
CSD-034	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-035	0.00	-300.87	0.00	0.00	0.00	-300.87
CSD-036	0.00	-300.87	0.00	0.00	0.00	-300.87
CSD-037	0.00	-300.87	0.00	0.00	0.00	-300.87
CSD-038	0.00	-300.00	0.00	0.00	0.00	-300.00
CSD-039	0.00	-290.29	0.00	0.00	0.00	-290.29
CSD-040	0.00	-273.43	0.00	0.00	0.00	-273.43

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-041	0.00	-270.87	0.00	0.00	0.00	-270.87
CSD-042	0.00	-259.30	0.00	0.00	0.00	-259.30
CSD-043	0.00	-255.87	0.00	0.00	0.00	-255.87
CSD-044	0.00	-229.00	0.00	0.00	0.00	-229.00
CSD-045	0.00	-223.87	0.00	0.00	0.00	-223.87
CSD-046	0.00	-215.87	0.00	0.00	0.00	-215.87
CSD-047	0.00	0.00	-96.00	0.00	0.00	-96.00
CSD-048	0.00	-88.26	0.00	0.00	0.00	-88.26
CSD-049	0.00	-83.43	0.00	0.00	0.00	-83.43
CSD-050	0.00	-39.43	0.00	0.00	0.00	-39.43
CSD-051	0.00	-27.00	0.00	0.00	0.00	-27.00
CSD-052	0.00	-25.26	0.00	0.00	0.00	-25.26
CSD-053	0.00	-21.52	0.00	0.00	0.00	-21.52
CSD-054	0.00	-21.04	0.00	0.00	0.00	-21.04
CSD-055	0.00	-20.97	0.00	0.00	0.00	-20.97
CSD-056	0.00	-20.00	0.00	0.00	0.00	-20.00
CSD-057	0.00	-14.68	0.00	0.00	0.00	-14.68
CSD-058	0.00	-10.00	0.00	0.00	0.00	-10.00
CSD-059	0.00	-7.39	0.00	0.00	0.00	-7.39
CSD-060	0.00	-5.39	0.00	0.00	0.00	-5.39
CSD-061	0.00	-1.78	0.00	0.00	0.00	-1.78
CSD-062	0.00	-0.30	0.00	0.00	0.00	-0.30
CSD-063	0.00	-0.02	0.00	0.00	0.00	-0.02
CSD-064	0.00	-0.01	0.00	0.00	0.00	-0.01
CSD-065	0.00	0.00	0.00	0.00	0.00	0.00
CSD-066	0.00	0.00	1,800.26	-304.00	-1,496.26	0.00
CSD-067	0.00	0.00	0.00	0.00	0.00	0.00
CSD-068	0.00	0.00	0.00	315.87	-315.87	0.00
CSD-069	0.00	0.00	836.39	0.00	-836.39	0.00
CSD-070	0.00	0.00	0.00	0.00	0.00	0.00
CSD-071	0.00	0.00	490.04	-490.04	0.00	0.00
CSD-072	0.00	0.00	160.00	0.00	-160.00	0.00
CSD-073	0.00	0.87	0.00	0.00	0.00	0.87
CSD-074	0.00	1.00	0.00	0.00	0.00	1.00
CSD-075	0.00	1.07	0.00	0.00	0.00	1.07
CSD-076	0.00	6.09	0.00	0.00	0.00	6.09
CSD-077	0.00	8.00	0.00	0.00	0.00	8.00
CSD-078	0.00	11.74	0.00	0.00	0.00	11.74
CSD-079	0.00	0.00	0.00	0.00	11.87	11.87
CSD-080	0.00	12.00	0.00	0.00	0.00	12.00
CSD-081	0.00	12.00	0.00	0.00	0.00	12.00
CSD-082	0.00	12.00	1.32	0.00	0.00	13.32
CSD-083	0.00	13.57	0.00	0.00	0.00	13.57

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-084	0.00	15.00	0.00	0.00	0.00	15.00
CSD-085	0.00	15.00	0.00	0.00	0.00	15.00
CSD-086	0.00	23.13	0.00	0.00	0.00	23.13
CSD-087	0.00	24.61	0.00	0.00	0.00	24.61
CSD-088	25.00	0.00	0.00	0.00	0.00	25.00
CSD-089	0.00	0.00	0.00	0.00	25.00	25.00
CSD-090	0.00	0.00	0.00	0.00	25.00	25.00
CSD-091	0.00	26.87	0.00	0.00	0.00	26.87
CSD-092	0.00	32.00	0.00	0.00	0.00	32.00
CSD-093	0.00	0.00	36.32	0.00	0.00	36.32
CSD-094	0.00	38.57	0.00	0.00	0.00	38.57
CSD-095	0.00	39.60	0.00	0.00	0.00	39.60
CSD-096	0.00	40.87	0.00	0.00	0.00	40.87
CSD-097	0.00	45.00	0.00	0.00	0.00	45.00
CSD-098	0.00	45.00	0.00	0.00	0.00	45.00
CSD-099	0.00	60.00	0.00	0.00	0.00	60.00
CSD-100	0.00	60.00	0.00	0.00	0.00	60.00
CSD-101	0.00	60.00	0.00	0.00	0.00	60.00
CSD-102	0.00	71.22	0.00	0.00	0.00	71.22
CSD-103	0.00	91.30	0.00	0.00	0.00	91.30
CSD-104	1.66	25.59	26.97	26.71	12.38	93.31
CSD-105	1.67	25.60	26.98	26.73	14.31	95.29
CSD-106	0.00	101.87	0.00	0.00	0.00	101.87
CSD-107	0.00	141.60	0.00	0.00	0.00	141.60
CSD-108	0.00	197.77	0.00	0.00	0.00	197.77
CSD-109	0.00	223.87	0.00	0.00	0.00	223.87
CSD-110	0.00	229.00	0.00	0.00	0.00	229.00
CSD-111	0.00	229.00	0.00	0.00	0.00	229.00
CSD-112	0.00	229.00	0.00	0.00	0.00	229.00
CSD-113	0.00	278.57	0.00	0.00	0.00	278.57
CSD-114	0.00	330.87	0.00	0.00	0.00	330.87
CSD-115	0.00	330.87	0.00	0.00	0.00	330.87
CSD-116	0.00	330.87	0.00	0.00	0.00	330.87
CSD-117	0.00	330.87	0.00	0.00	0.00	330.87
CSD-118	0.00	330.87	0.00	0.00	0.00	330.87
CSD-119	0.00	330.87	0.00	0.00	0.00	330.87
CSD-120	0.00	330.87	0.00	0.00	0.00	330.87
CSD-121	0.00	330.87	0.00	0.00	0.00	330.87
CSD-122	0.00	330.87	0.00	0.00	0.00	330.87
CSD-123	0.00	330.87	0.00	0.00	0.00	330.87
CSD-124	0.00	330.87	0.00	0.00	0.00	330.87
CSD-125	0.00	330.87	0.00	0.00	0.00	330.87
CSD-126	0.00	330.87	0.00	0.00	0.00	330.87

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-127	0.00	330.87	0.00	0.00	0.00	330.87
CSD-128	0.00	330.87	0.00	0.00	0.00	330.87
CSD-129	0.00	330.87	0.00	0.00	0.00	330.87
CSD-130	0.00	330.87	0.00	0.00	0.00	330.87
CSD-131	0.00	330.87	0.00	0.00	0.00	330.87
CSD-132	0.00	330.87	0.00	0.00	0.00	330.87
CSD-133	0.00	330.87	0.00	0.00	0.00	330.87
CSD-134	0.00	330.87	0.00	0.00	0.00	330.87
CSD-135	0.00	338.87	0.00	0.00	0.00	338.87
CSD-136	0.00	340.76	0.00	0.00	0.00	340.76
CSD-137	0.00	342.74	0.00	0.00	0.00	342.74
CSD-138	0.00	345.00	0.00	0.00	0.00	345.00
CSD-139	0.00	345.87	0.00	0.00	0.00	345.87
CSD-140	0.00	352.19	0.00	0.00	0.00	352.19
CSD-141	0.00	354.87	0.00	0.00	0.00	354.87
CSD-142	0.00	330.87	0.00	0.00	25.00	355.87
CSD-143	0.00	330.87	0.00	0.00	25.00	355.87
CSD-144	0.00	330.87	0.00	0.00	25.00	355.87
CSD-145	0.00	365.62	0.00	0.00	0.00	365.62
CSD-146	0.00	367.38	0.00	0.00	0.00	367.38
CSD-147	0.00	394.73	0.00	0.00	0.00	394.73
CSD-148	0.00	400.00	0.00	0.00	0.00	400.00
CSD-149	0.00	447.26	0.00	0.00	0.00	447.26
CSD-150	0.00	447.74	7.83	0.00	0.00	455.57
CSD-151	0.00	559.87	0.00	0.00	0.00	559.87
CSD-152	0.00	687.00	0.00	0.00	0.00	687.00
CSD-153	36.40	661.74	0.00	0.00	0.00	698.14
CSD-154	36.40	661.74	0.00	0.00	0.00	698.14
CSD-155	36.40	661.74	0.00	0.00	0.00	698.14
CSD-156	26.07	472.57	264.32	0.00	0.00	762.96
CSD-157	36.95	697.92	74.64	0.00	0.00	809.51
CSD-158	38.41	698.32	367.27	0.00	0.00	1,104.00
CSD-159	38.71	698.61	425.22	0.00	0.00	1,162.54
CSD-160	38.82	698.73	448.83	0.00	0.00	1,186.38
CSD-161	39.01	700.56	442.53	41.56	0.00	1,223.66
CSD-162	28.51	482.31	510.52	232.56	0.00	1,253.90
CSD-163	41.72	751.25	495.21	0.00	0.00	1,288.18
CSD-164	0.00	0.00	100.00	471.19	793.13	1,364.32
CSD-165	43.64	703.52	739.75	667.99	0.00	2,154.90
CSD-166	43.84	703.71	740.13	668.18	38.26	2,194.12
CSD-167	44.13	704.00	740.70	706.78	56.25	2,251.86
CSD-168	33.94	487.23	513.27	514.56	796.06	2,345.06
CSD-169	33.94	487.21	513.25	514.50	796.57	2,345.47

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-170	24.70	267.97	282.16	282.37	1,666.98	2,524.18
CSD-171	46.52	706.39	744.59	711.49	525.11	2,734.10
CSD-172	47.59	707.45	745.68	718.65	728.89	2,948.26
CSD-173	49.25	709.10	747.28	711.99	1,064.62	3,282.24
CSD-174	52.84	712.67	750.89	719.03	1,767.66	4,003.09
CSD-175	61.23	731.95	770.45	757.12	3,369.83	5,690.58
CSD-176	0.00	26,117.34	4,948.46	234.00	0.00	31,299.80
TOTAL	<u>907.35</u>	<u>37,142.79</u>	<u>14,821.26</u>	<u>5,947.28</u>	<u>7,597.10</u>	<u>66,415.78</u>

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

May 11 2024 – June 10 2024

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
Zachary Meyer	C1	Gate Attendant
Brandon Wilson	C1	Gate Attendant
Lucas McElvain	C1	Gate Attendant
Bradley Megginson	C1	Gate Attendant

Vehicle Maintenance Report

START---

- Tesla 01 (65,849)– Did not pass visual inspection.
- Tesla 02 (71,742) – Did not pass visual inspection.

Tesla 01 has the driver seat trim broken, there is a scuff on the bottom corner of the front bumper and the wrap is sun damaged. Two tires were replaced on 05-17-24 by Serratos Auto Shop. The windshield washer fluid is low.

Tesla 02 needs windshield washer fluid. The driver seat cover is ripped, the driver seat trim is broken, and the wrap also has sun damage. Everything else is in working condition.

German Colin, Vehicle Maintenance Officer

Gate Security Report

The CSD office continues to coordinate the supply of cleaning and sanitary items. Masks and gloves will be kept stocked at the guardhouse due to frequent contact with strangers. Electrical issues persist with gate controls, while the LPR at the front gate needs refocusing and the back gate scanner is offline. However, the back gate entry camera is now functional. Snake removal calls are temporarily directed to Cal Fire via 911. Patrol officers are vigilant for noise violations during restricted hours, documenting observed violations in D.A.R. and informing potential violators of the rules.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

May 11th, 2024, at 1733 – Resident Concern. A resident on Luiseno Circle Dr. reported a chainsaw being used next door after hours and requested patrol. Officer Easter contacted the neighbor. The landscaper, who is also a tenant on the property, was using a leaf blower. Since they live on the property, they are allowed to continue working after regular hours.

May 11th, 2024, at 2127 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 is to contact the resident.

May 13th, 2024, at 0413 – North Coast Church 11.53. Officer Colin found the office door and the chapel doors unlocked. The Officer cleared and secured both doors. The contact is to be notified in the morning.

May 13th, 2024, at 2126 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 is to contact the resident.

May 14th, 2024, at 0645 – Resident Concern. Officer Albert was dispatched to PVD/Pauma View. A resident reported seeing a brown bear while out for a walk. The Officer patrolled the area and found no signs of a bear in the area. The Officer contacted San Diego County Animal Services, and Fish & Game. Both were unable to visit the community.

May 15th, 2024, at 1810 – Medical. Officer Orozco received a notification on Pulse Point for a medical. The location provided was Oak Tree Community, the scanner did not include a specific address. One person was reported feeling ill. One individual was transported.

May 16th, 2024, at 1430 – Other. Officer Albert spoke with the General Manager regarding an incident. A resident reported a person walking behind their house. The resident called the front gate, but the gate attendant did not dispatch Officer Albert. When Officer Albert inquired about the lack of notification, the gate attendant responded that he had forgotten but recognized the person walking through the field.

May 16th, 2024, at 1652 – 459A Residential. Officer Easter set the alarm off during a building check. The sliding door was unsecured. No signs of forced entry. The alarm was accidental.

May 16th, 2024, at 1854 – Resident Concern. Officer Easter was dispatched to Tukwut Ct. for a resident concern. A landscaper dumped mulch on a resident's property and was not given permission. The Officer contacted the resident and told him he would speak with the landscaper the next day to have it removed.

May 17th, 2024, at 0615 - Other. Officer Colin contacted a service worker regarding an issue from the previous day. He reminded the worker to always use the front gate for access and to have a pass. The Officer emphasized that the worker may never cut through the field to get to his work site, as this could lead others to believe he is trespassing and could result in the sheriff being called.

May 17th, 2024, at 0830 – Other. Officer Easter escorted a realtor to a house on PVD. The realtor successfully switched out the padlock. Officer Easter escorted the realtor out of the community.

May 17th, 2024, at 0835 – Other. Officer Easter followed up with a landscaper about mulch being dumped on a residence property yesterday. The Officer informed the landscaper that permission is required because it is private property. The landscaper complied and removed the mulch.

May 17th, 2024, at 1907 – Gate Crasher. Officer Orozco was dispatched to the back entrance gate for a gate crasher. The arm barrier was put back into the working position.

May 17th, 2024, at 1759 – Resident Concern. Officer Easter was dispatched to Temet Rd in response to a report of a woman driving a blue golf cart and allegedly stealing flowers from a field. The Officer contacted the woman, who stated she was permitted to pick sunflowers after they had bloomed.

May 18th, 2024, at 0407 – North Coast Church 11.53. Officer Colin found the door between the bathrooms unsecured. The Officer cleared and secured the building. Contact to be notified.

May 19th, 2024, at 0822 – Jump Start. Officer Colin was dispatched to PVCC for a jump start. The Officer successfully Jumpstarted the vehicle.

May 20th, 2024, at 0919 – Gate crasher. Officer Orozco was dispatched to the back entrance gate for a gate crasher. A work vehicle came into contact with the barrier arm. The barrier arm was put back into the working position. The vehicle was located on Cahuka Ct.

May 21st, 2024, at 14220 – Bail Bonds Officer. Officer Orozco escorted a bail bonds Officer to Wiskon Way West. The bonds officer contacted the resident. The person they were looking for was using their address. The bonds officer was unable to locate the fugitive.

May 22nd, 2024, at 1738 – Water Leak. Officer Easter and Officer Albert were both dispatched to PVD for a residential water leak. Both officers found water coming from the garage. No one was home. Control 1 attempted to call the contact number, unsuccessful. RPM was contacted and the water was turned off on the street.

May 23rd, 2024, at 2041 – Pauma Building 11.53. Officer Easter found building 200, unsecured. The Officer cleared and secured the building. Contact to be notified.

May 24th, 2024, at 0914 – Missing Dog. A resident on PVD reported they were missing a brown chihuahua if spotted contact them as soon as possible.

May 25th, 2024, at 0143 – Pauma Building 11.53. Officer Colin found building 200 unsecured. The Officer cleared and secured the building. Contact to be notified in the morning.

May 28th, 2024, at 0724 – Jump Start. Officer Albert was dispatched to Luiseno Circle Dr. for a jump start. The Officer successfully jumpstarted the vehicle.

May 28th, 2024, at 0800 – Gate Runner. Officer Albert was dispatched inside PVCC for a gate runner. The vehicle was at the CC. A white work truck from Flow Rights was working on the storm drains.

May 28th, 2024, at 1113 - Residential 11.53. Officer Orozco found a contractor from Mediacom doing work on the property. The Worker was permitted by the owners.

May 29th, 2024, at 0105 – Public Assist. Officer Aguilar stopped on the highway to assist an individual whose vehicle had broken down. Officer Aguilar attempted to jumpstart the vehicle but was unsuccessful. The individual was advised to seek further assistance in the morning.

May 29th, 2024, at 0239 – Pauma Building 11.53. Officer Albert found a red Jeep Cherokee Laredo unoccupied in the lot. The vehicle description was documented.

May 29th, 2024, at 0252 – Pauma Village 11.53. Officer Albert found both the sliding gate and security door to the owner's property open. The Officer cleared and secured the property.

May 29th, 2024, at 0654 – Resident Concern. The Greens maintenance manager reported that a resident had five vehicles belonging to guests parked on the driveway and street. The guests were observed wandering around the neighborhood. The Greens Manager expressed concerns that they might head towards the employee property again. Officer Albert was dispatched to patrol the area. After a thorough search, The Officer did not find any suspicious activity or individuals. Officer Albert reported back to the country club and asked to be informed if any further issues arose.

May 29th, 2024, at 205 – Unsecured Door. Officer Orozco found one garage door open inside PVCCE. Control 1 is to contact the resident.

May 30th, 2024, at 0130 – Pauma Village 11.53. Officer Albert reported the broken-down vehicle on Highway 76 is now at Serratos for repair.

May 30th, 2024, at 1000 – Water Leak. Officer Albert was dispatched to investigate a reported water leak. He observed water shooting twenty feet in the air from a valve. The Officer contacted the Water District to report the issue. During this time, a landscaper arrived and turned off the sprinkler.

May 30th, 2024, at 2114 – Pauma School 11.53. Officer Easter and Officer Meyer found the multi-purpose door unsecured. The Officers cleared and secured the building. The contact to be notified in the morning.

May 31st, 2024, at 1913 – Alarm PVCSD. Officer Easter was dispatched to PVCSD office for an alarm. Knight Security received a notification that the alarm system went into battery mode. The Officer cleared the building. He found no signs of forced entry. The alarm system is running normally.

June 2nd, 2024, at 1252 – Fire. Officer Orozco observed smoke coming from the dumpster near the back entrance gate. Upon investigation, the Officer discovered a duffel bag on fire. Officer Orozco immediately used a fire extinguisher to put out the fire. Upon closer inspection, it was noted that there was trash and plastic in the bag. There was a mirror next to the bag which could have contributed to its ignition. After ensuring the fire was fully extinguished, Officer Orozco confirmed that the situation was under control, and everything was safe.

June 2nd, 2024, at 1933 – Motorcycle Crash. Officer Orozco was waved down by a bystander who alerted him to a motorcycle accident on Cole Grade Rd. The Officer arrived on the scene and observed the motorcyclist lying on the ground and having difficulty breathing. The Officer immediately retrieved our oxygen tank and administered oxygen to the injured motorist until medics arrived. The motorist was then transported to the hospital.

June 3rd, 2024, at 0830 – Other. Officer Albert contacted Project Heartbeat regarding an employee who responded to a crash. He inquired if the employee wanted to talk about the incident. Officer Albert provided the employee with the contact number for the emergency line in case they wished to discuss the incident further. No further action was required at the time.

June 3rd, 2024, at 1703 – Resident Request. Officer Albert was asked to move six large packages dropped off outside the gate to inside. The packages were successfully moved.

June 4th, 2024, at 1037 – Resident Request. Officer Orozco was requested to drive near a resident's home to verify Valley Center Wireless was not taking any wires off their house. No signs of Valley Center Wireless near the home.

June 4th, 2024, at 1858 – Resident Concern. Officer Aguilar was dispatched to Luiseno Circle Dr in response to a resident's report of a pack of dogs. The resident, who had been walking outside, saw the dogs approaching and ran back into her house. Officer Aguilar conducted a thorough check of the area but did not find any signs of dogs outside.

June 5th, 2024, at 0914 – Fire Alarm PVCCE. Officer Albert was dispatched to El Tae Rd for a fire alarm. No alert from the scanner. Officer Albert assisted Cal Fire in locating the main power shut-off. The alarm was accidental.

June 6th, 2024, at 0530 – Pauma School 11.53. Officer Albert found the Administration building unsecured. The Officer cleared and secured the building. The alarm was not set. Contact to be notified.

June 6th, 2024, at 1455 – Fire Alarm. Officer Easter was dispatched to Womsi Rd for a fire alarm. The Officer contacted the resident. The alarm was accidental.

June 7th, 2024, at 1235 – North Coast Church 11.53. Officer Colin and Officer Meyer found the office door unsecured. Both Officers cleared and secured the building. The contact to be notified in the morning.

June 7th, 2024, at 1355 – Family Dispute. Officer Easter was dispatched to El Tae Rd for a family dispute. The homeowner was heavily intoxicated and had also taken medication. The homeowner wanted her niece to leave the house. The niece requested patrol assistance to escort her inside to retrieve her belongings. The Sheriff's Department arrived on the scene. Upon arrival, the two individuals were found yelling at each other. The situation was de-escalated, and the individuals were separated. The niece was safely escorted out of the house and dropped off at the market with her belongings.

June 7th, 2024, at 1017 – Pauma School 11.53. Officer Colin found the multi-purpose room unsecured. The Officer cleared but was unable to secure the door. The Officer found room 16 locked but not latched. The Officer cleared and secured the building. The contact is to be notified in the morning.

June 8th, 2024, at 1235 – Saint Francis 11.53. Officer Colin found the storage door unsecured. The Officer was unable to secure the door. The contact to be notified in the morning.

June 8th, 2024, at 0646 – Medical. Officer Colin was dispatched to PVD for a medical where a guest was experiencing seizures. The Medics arrived on the scene. They checked the guest's vitals and advised transportation to the hospital. The guest refused transportation and decided to be driven to the hospital by a friend.

June 8th, 2024, at 0824 – Jump Start. Officer Aguilar was dispatched to PVD for a jump start. The Officer successfully jumpstarted the vehicle.

June 8th, 2024, at 0948 – Unsecured Door. Officer Easter was dispatched to a residence for an unsecured door. A landscaper reported a door open. The Officer cleared and secured the building. The contact was notified.

June 9th, 2024, at 1439 – Saint Francis 11.53. Officer Orozco found the storage door unsecured. The Officer was unable to secure the door. The contact is to be notified in the morning.

June 10th, 2024, at 0644 – Saint Francis 11.53. Officer Colin found the storage door was insecure. The Officer was unable to secure the door. The contact is to be notified in the morning.

June 10th, 2024, at 0922 – Saint Francis 11.53. Officer Orozco found the storage door was unsecured. The Officer was unable to secure the door. The contact is to be notified in the morning.

PVCSD SECURITY REPORT May 11, 2024 – June 10, 2024

RFID Entries						
Front Gate		Center Gate			Back Gate	
10,065		1,955			9,649	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
19	1	3	1	4		
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
10		15			14	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	3			48
Gravel Yard(GY)				59
Saint Francis(SF)	4			72
Pauma School(PS)	4			31
Pauma Building(PB)	3			40
Airport Hangars(AH)				76
Treatment Plant(TP)				66
Pauma Village(PV)	2			40
Residential Houses/Other	4	2	2	13

Patrol Activity				Gate Activity	
Medicals	3	Resident Concern	9	Activity/Malfunctions	Totals
Welfare Checks		Suspicious Activity		Unresponsive	0
Lift Assist		Noise Complaint		Will Not Close	2
Domestic Dispute		Process Server		False Read	2
Traffic Collisions		911 Hang-up Call		Loss of Controls	Continuous
Gate Runner/ Gate Crashers	3	Loose Pets		Video Loss	1 Continuous
Public Assists	1	Snake Call		Device Entries	21,669
Jump Start	3	Trespassing		Passes Issued	2,751
Notice of Violation		Other	13	Pass Entries	4,152

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		

INTRODUCTION

STRATEGIC PLAN

This Strategic Plan is a blueprint for how the Pauma Valley Community Services District (District) will respond to current challenges and make the best of future opportunities for the benefit of our customers. It reaffirms our mission, vision, guiding principles, and goals as a special purpose public agency dedicated to the collection & treatment of wastewater and the access control & patrol services we provide our community. The plan also serves as an essential link between the publicly elected Board's role and the General Manager's actions.

The District today, as with many other public agencies, faces a broad range of complex challenges including: rising costs and affordability, aging infrastructure, on-going regulatory requirements, enhanced customer expectations, changing workforce, changing climate, and rapidly evolving technology. The District recognizes the need to develop priorities and strategies to address these challenges.

The plan succinctly defines our strategic priorities and outlines specific strategies and measurable objectives that will be pursued. Our Board actions will consistently support these commitments and we will track our progress against this plan, revisiting the plan regularly to adjust as conditions warrant.

PLAN DEVELOPMENT

To accomplish the development of the Strategic Plan, the following process was followed and completed in public meetings for members of the community to observe and comment.

STRATEGIC PLANNING PROCESS



- Mission, Vision: Review, update, create the Mission and Vision for the District.
- Guiding Principles: The guiding principles are essentially commitment statements the District will adhere to in achieving its Mission.
- SWOT Analysis: Identifying the District's Strengths, Weaknesses, Opportunities, and Threats completed in the Board workshop. The results of this step was utilized to create Strategic Priorities.
- Strategic Priorities: Strategic Priorities were developed that will successfully advance the District into the future.
- Objectives/Tactics: An initial list of objectives/tactics was developed to accomplish the Strategic Priorities. These are actionable efforts for the General Manager to accomplish.

- Scorecard: A scorecard was developed that will allow for the tracking of the Objectives/Tactics identified. The scorecard will be used by the General Manager to monitor and report on the progress of the Strategic Plan initiatives.
- Review/Update: It is Important to monitor progress on the initiatives in the Strategic plan and to adjust the plan when needed, however, the Strategic Plan is a longer-term forward-looking plan. The Mission and Vision will not change regularly nor will the Guiding Principles. The initiatives will take time to complete, and many may span multiple years. The General Manager will use the scorecard to keep the Board informed of progress. Updates to the overall Strategic Plan would not likely occur but every two or three years.

MISSION/VISION

MISSION

The District has established the following mission statement to guide decision making on behalf of the customers and community we serve:

“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.”

VISION

The vision statement represents the aspiration of the District:

“Pauma Valley Community Services District is a responsive and innovative organization committed to serving our community with trust, transparency, and fiscal responsibility.”

GUIDING PRINCIPLES

The District embraces excellence in all facets of its business. These principles will guide our actions in all we do:

- **Community:** We will be actively engaged with our community in an inclusive manner.
- **Innovation:** We will seek to find solutions to challenges and improve the services we provide using creative ideas, critical thinking, and ingenuity.
- **Integrity:** We will be honest and ethical in all of our interactions.
- **Respect:** We will be considerate, aware, and caring.
- **Responsibility:** We will be responsive and accountable for our conduct in serving our customers, employees, and community.
- **Safety:** We will ensure the safety of our employees and the public, without compromise.
- **Transparency:** We will provide information to the public in a complete, understandable, and timely form that is readily available.

STRATEGIC PRIORITIES

Ensure Long-Term Financial Strength	Ensure financial stability and demonstrate responsible stewardship of public funds
Further Community Engagement	Proudly serve our community and customers through clear and timely communication and public engagement
Maintain and Improve Existing Infrastructure	Provide sound asset management for cost-effective system operations and long-term infrastructure reliability
Further Staff Development and Engagement	Attract and retain well-qualified employees and maintain an environment that fosters professional development to meet both the current and future needs of the District
Increase Automation	

OBJECTIVES/TACTICS

1. Ensure Long-Term Financial Strength
 - a. Review Operating Reserve Policy Levels
 - b. Seek Grant Funding Opportunities
 - c. Review operating results and rate sufficiency
 - d. Develop Divisional Accounting structure
2. Further Community Engagement
 - a. Develop and implement quarterly community newsletter
 - b. Hold annual State of the District meeting for the community
 - c. Keep the District website updated with current information that maintains a high level of transparency and accessibility for the public
 - d. Maintain governance and transparency practices that qualify for the Special District Leadership Foundation District Transparency Certificate of Excellence
3. Maintain and Improve Existing Infrastructure
 - a. Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection, and chemical root control to eliminate “preventable” SSOs

- b. Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years
 - c. Develop sewer lateral assessment (leaks or cross-connection) and replacement program
 - d. Conduct risk assessments for pump stations
 - e. Annually review the District's Emergency Management Plan
4. Further Staff Development and Engagement
- a. Maintain and further a strong staff culture based on the Guiding Principles
 - b. Provide effective training, professional development, and quality educational opportunities at District expense to promote professional development and certification training goals
 - c. Develop Standard Operating Procedures (SOP's) for all positions
 - d. Complete Compensation Study to further retention and recruitment strength
 - e. Provide employees with the proper tools, resources, and technology necessary to perform their duties safely, effectively, and efficiently
5. Increase Automation
- a. Transition to new SCADA system tailored for Wastewater Operations
 - b. Evaluate Business System alternatives
 - c. Conduct risk assessments for cyber security and natural disasters
 - d. Update and maintain the District's Asset Management and Data Collections Program in the Geographic Information System (GIS)

SCORECARD

The scorecard will allow for the tracking of the Objectives/Tactics identified. The scorecard will detail who is responsible for accomplishing the objective, anticipated completion date, and the on-going status. The scorecard will be used by the General Manager to monitor and periodically report on the progress of the Strategic Plan initiatives.

STRATEGIC PRIORITIES SCORECARD						
		Status	Est. Start Date	Start Date	Completion Date	Comments
1. Ensure Long-Term Financial Strength						
a.	Review Operating Reserve Policy Level	Pending	4/1/2024			
b.	Seek Grant Funding Opportunities	On-going	1/1/2024	1/1/2024		Reviewing Federal Grant Opportunities
c.	Review Operating Results and Rate-Sufficiency	Pending	9/1/2024			Will review after close of Fiscal Year 2023/2024
d.	Develop Divisional Accounting Structure	In-progress	1/1/2024	1/1/2024		
2. Further Community Engagement						
a.	Develop and Implement Quarterly Newsletter	Begin Q2	6/1/2024			Developing content
b.	Hold Annual State of the District meeting for the Community	Begin Sept 2024	9/1/2024	1/1/2024		Developing format
c.	Keep the website updated with current information that holds a high level of transparency and accessibility for the public	On-going	9/1/2024			
d.	Maintain governance and transparency practices that qualify for the Special District Leadership Foundation Transparency Certificate of Excellence	Begin 2025	6/30/2025	1/1/2024		Gathering requirements
3. Maintain and Improve Existing Infrastructure						
a.	Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection, and chemical root control to eliminate "preventable" SSOs	Pending	4/1/2024			
b.	Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+	On-going	1/1/2024	1/1/2024		Reviewing Federal Grant Opportunities
c.	Develop sewer lateral assessment (leaks or cross connection) and replacement program	Pending	9/1/2024			Will review after close of Fiscal Year 2023/2024
d.	Annually review the District's Emergency Management Plan	In-progress	1/1/2024	1/1/2024		
4. Further Staff Development and Engagement						
a.	Maintain and further strong staff culture based on Guiding Principles	Pending	4/1/2024			
b.	Provide effective training, professional development, and quality educational opportunities at District expense to promote professional development and certification training goals	On-going	1/1/2024	1/1/2024		Reviewing Federal Grant Opportunities
c.	Develop Standard Operating Procedures (SOP's) for all positions	Pending	9/1/2024			Will review after close of Fiscal Year 2023/2024
d.	Complete Compensation Study to further retention and recruitment strength					
e.	Provide employees with the proper tools, resources, and technology necessary to perform their duties safely, effectively, and efficiently	In-progress	1/1/2024	1/1/2024		
5. Increase Automation						
a.	Review Operating Reserve Policy Level	Pending	4/1/2024			
b.	Seek Grant Funding Opportunities	On-going	1/1/2024	1/1/2024		Reviewing Federal Grant Opportunities
c.	Review Operating Results and Rate-Sufficiency	Pending	9/1/2024			Will review after close of Fiscal Year 2023/2024
d.	Develop Divisional Accounting Structure	In-progress	1/1/2024	1/1/2024		

BACKGROUND AND PURPOSE

Background

Community Services Districts were initially authorized by the State of California in 1955 as a form of independent local government to provide a variety of services in unincorporated areas of a county. When residents and property owners in an unincorporated area desire public services, which would promote the public safety, health, and welfare of the community, they can form a special district.

The Pauma Valley Community Services District (PVCSD/District) was created in 1961, through California government Code §61000, to specifically provide for the collection, treatment, and disposal of locally generated wastewater. In 1996, PVCSD was authorized by the San Diego County Local Agency Formation Commission ("LAFCO") to provide security services as a latent power. Activation of the latent power was subsequently confirmed by a vote of the PVCSD constituents.

The Pauma Valley Community Services District currently provides the following services:

- Security and Patrol Services
- Gate Access Services for Pauma Valley Country Club Estates
- Sewer and Wastewater Services

Under its enabling act, Pauma Valley Community Services District can provide many other municipal services when requested by its residents, property owners, and businesses and when authorized by its Board of Directors and approved by the LAFCO.

Ten-Year Financial Plan

The 2023 Long Range Financial Plan (LRFP) represents the District's first LRFP. This report incorporates projected results of operations, anticipated capital improvements as well as reserve funding requirements over the next ten years. The purpose of the LRFP is to ensure sound fiscal planning so that District's financial requirements are achieved.

The results of the financial plan indicate the annual increases in service charges that are projected to fund the District's operation, capital expenditure, and reserves requirements.

Report Format

The District has three distinct service Divisions, which include sanitation, patrol, and gate services. Each of these Divisions has its own operating, capital, reserve, and rate requirements. This report is organized with sections to address each Divisions LRFP and recommendations individually. There is also a consolidated rate recommendation & overall monthly bill impact summary included after the Divisional sections.

Revenue Requirement

The LRFP model was developed to derive revenue requirements for a ten-year planning period, FY 2024-25 through FY 2033-34. The revenue requirements represent the costs that must be covered by revenue from rates and other sources. The District’s budget for FY 2023-24 served as the starting point for projecting the District’s expenses and revenues. PVCSD provided the assumptions for projecting all future revenues and expenses used in the model. These assumptions were used for each Division and the factors are summarized in the table below:

Key Model Assumptions:	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>30-31</u>	<u>31-32</u>	<u>32-33</u>	<u>33-34</u>
Inflation Rate	6.0%	5.5%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Growth	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Benefits Rate	6.0%	5.5%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
PERS Rate	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Contract Operator	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Utilities	6.0%	5.5%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Depreciation	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Property Tax	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Interest Earnings	3.5%	3.5%	3.5%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Capital Expenditures	Per Plan									

Sanitation Division

The Sanitation (Sewage and Wastewater) services program of the Pauma Valley Community Services District (PVCSD) was authorized in 1969. The authorization provided for the installation and use of several miles of sewer lines and for the operation and maintenance of facilities for the collection, treatment, and disposal of sewage and waste.

Operations & Maintenance Cost of Service

The Sewage and Wastewater Services program has over 400 service connections, 144 manholes, and 3 economically efficient wastewater pumping stations, which move wastewater from one elevation to another. Vital components of the program include regular video inspections of underground pipelines, back-up generators for power stations in the event of electrical outages, enhanced wastewater treatment plant facilities, and an active sewer system management program.

The District plans and budgets to provide this service in the most efficient manner possible while ensuring the highest level of customer satisfaction and continuity of service. Operations & Maintenance comprise the most significant component of the cost of service. The LRFP utilizing the method describe above under Revenue Requirements, projects the various Operations & Maintenance cost elements over the next ten years.

Expenses:	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Depreciation	97,547	99,498	101,488	103,518	105,588	107,700	109,854	112,051	114,292	116,578	118,910
Dwelling Live	-	-	-	-	-	-	-	-	-	-	-
Utilities	44,136	45,680	47,279	48,934	50,402	51,914	53,471	55,075	56,728	58,430	60,182
Equipment Rentals	250	265	280	294	308	324	340	357	375	393	413
Group Health Insurance	13,227	13,756	14,307	14,879	15,474	16,093	16,737	17,406	18,102	18,826	19,579
Liability Insurance	21,804	23,113	24,384	25,603	26,883	28,227	29,639	31,121	32,677	34,311	36,026
Miscellaneous Expense	4,533	4,805	5,069	5,323	5,589	5,869	6,162	6,470	6,794	7,133	7,490
Office Expense	9,782	10,369	10,940	11,487	12,061	12,664	13,297	13,962	14,660	15,393	16,163
Operator Contract Services	72,800	75,712	78,740	81,890	85,166	88,572	92,115	95,800	99,632	103,617	107,762
Payroll Taxes	10,580	11,004	11,444	11,902	12,378	12,873	13,388	13,923	14,480	15,059	15,662
PERS Retirement	8,681	9,028	9,389	9,765	10,155	10,562	10,984	11,423	11,880	12,355	12,850
Repairs & Maintenance	93,419	99,024	104,470	109,694	115,179	120,938	126,985	133,334	140,000	147,000	154,350
Salaries	119,018	123,779	128,730	133,880	139,235	144,804	150,596	156,620	162,885	169,400	176,176
Security Expense	-	-	-	-	-	-	-	-	-	-	-
Uniforms	1,124	1,191	1,257	1,320	1,386	1,455	1,528	1,604	1,684	1,769	1,857
Vehicles	8,810	9,339	9,852	10,345	10,862	11,405	11,975	12,574	13,203	13,863	14,556
Workers Compensation Insurance	1,444	1,502	1,562	1,624	1,689	1,757	1,827	1,900	1,976	2,055	2,137
Drainage	10,000	10,600	11,183	11,742	12,329	12,946	13,593	14,273	14,986	15,736	16,522
State Maint. Fee	28,421	30,126	31,783	33,372	35,041	36,793	38,633	40,564	42,593	44,722	46,958
Water Tests & Analysis	11,694	12,396	13,077	13,731	14,418	15,139	15,896	16,690	17,525	18,401	19,321
Fees	8,900	9,434	9,953	10,451	10,973	11,522	12,098	12,703	13,338	14,005	14,705
Engineering	25,000	26,500	27,958	29,355	30,823	32,364	33,983	35,682	37,466	39,339	41,306
Schools & Meetings	3,358	3,559	3,755	3,943	4,140	4,347	4,564	4,792	5,032	5,284	5,548
Accounting	16,252	17,228	18,175	19,084	20,038	21,040	22,092	23,197	24,356	25,574	26,853
Legal	17,242	18,276	19,281	20,245	21,258	22,320	23,437	24,608	25,839	27,131	28,487
Guard House/Roadway Lease	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	628,024	656,185	684,357	712,379	741,375	771,627	803,192	836,130	870,503	906,375	943,815

Capital Expenditure Cost of Service

The District has made significant capital investments in the collection system, lift stations, and treatment facilities to provide the community with this service. The District is largely built out so future capital facility requirements are primarily for repair, replacement, and betterment of existing facilities. The District is embarking on a condition assessment program, which will better forecast capital expenditure in the future. The District funds these capital needs on a PAYGo

basis and are therefore recovered through monthly rates. The current capital expenditure forecast below was used to determine the revenue requirement for this element of the rate.

Pauma Valley CSD Capital Expenditure Plan	FISCAL YEAR									
	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Treatment Plant Related	\$20,000	\$20,000	\$25,000	\$25,000	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$40,000
Security Vehicle Unit 1 (Inc graphics, equipment)	\$0	\$70,000	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0
Security Vehicle Unit 2 (Inc graphics, equipment)	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Office, IT, Computers & Facility Improvements	\$20,000	\$20,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$30,000	\$30,000	\$30,000
Total	\$40,000	\$110,000	\$45,000	\$120,000	\$55,000	\$55,000	\$140,000	\$65,000	\$65,000	\$150,000
Allocation to Divisions	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Sanitation	\$26,200	\$26,200	\$31,200	\$32,750	\$37,750	\$37,750	\$42,750	\$44,300	\$44,300	\$49,300
Patrol	\$7,400	\$77,400	\$7,400	\$79,250	\$9,250	\$9,250	\$89,250	\$11,100	\$11,100	\$91,100
Gate	\$6,400	\$6,400	\$6,400	\$8,000	\$8,000	\$8,000	\$8,000	\$9,600	\$9,600	\$9,600
Total	\$40,000	\$110,000	\$45,000	\$120,000	\$55,000	\$55,000	\$140,000	\$65,000	\$65,000	\$150,000

Reserve Funds

In addition to covering annual operating expenses and PAYGo Capital expenditures, rates need to generate revenue to maintain adequate operations and capital reserves. The District’s reserve policy defines six categories of reserves each with minimum funding targets. Currently, reserve levels do not meet minimum target levels. To begin reaching the target reserve amounts this study will focus on the Operating Reserve Fund and a Capital Reserve Fund (Asset Replacement & Capital Improvement). The other reserve categories (Contingency, Loss Liability, Debt Service) will be addressed in future studies.

Operating Reserve Fund

The Operating Reserve Fund provides working capital for monthly O&M expenses. The District has an established Reserve Policy that expresses the goals to: ensure the viability of the organization and effectively manage cash flows, reduce impacts of unplanned and adverse financial events, and to invest in the future by considering opportunities of strategic importance. To achieve this, the District has set a minimum target level for this fund equal to 3 months of annual budgeted O&M expenses and a maximum target level equal to 6 months of annual budgeted O&M expenses. Maintaining the minimum balance for the Operations Reserve is recommended as a highest priority for the District’s reserve accounts.

Capital Reserve Fund

The Capital Reserve Fund (Asset Replacement & Capital Improvement) provides liquidity to fund Capital Expenditures that are funded on a PAYGo basis. For this study a joint reserve is being used as the District is not in a position yet to address each fund individually. The District does not currently issue debt for capital purposes; therefore, adequate capital reserves are essential to achieve the goals of the District’s Reserve Policy. The District has set a reserve target for this fund at an amount equal to Accumulated Depreciation plus 25% (Asset Replacement) and an amount equal to the next five years CIP (Capital Improvement). For this study the minimum

target level for this reserve will be equal to the Asset Replacement target. Achieving the target balance for the Capital Reserve Fund is recommended as a priority in conjunction with achieving minimum balance for the Operations Reserve Fund. The Capital Improvement Reserve will be addressed after reaching the Asset Replacement Reserve target.

Other Reserve Funds

Once the reserve levels are achieved for the Operating Reserve Fund and the Capital Reserve Fund then future studies will address the remaining funds identified in the District’s policy (Contingency, Loss Liability, Debt Service).

SANITATION - Reserve Fund Target Funding Levels										
Operating Reserve Fund	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Target	139,172	145,717	152,215	158,947	165,982	173,334	181,020	189,053	197,449	206,226
Maximum Target	278,343	291,434	304,431	317,893	331,963	346,669	362,039	378,105	394,899	412,453
Capital Reserve Fund	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Target	2,041,778	2,163,710	2,271,896	2,385,490	2,504,765	2,630,003	2,761,503	2,899,578	3,044,557	3,196,785

Results and Recommendations

Projected Rate Increases During Ten-Year Planning Period

The LRPD determines the annual rate increases projected for the ten-year planning period beginning with FY 2024-25. Utilizing a ten-year planning horizon provides insights and identifies trends that inform near term decisions. However, recommendations for rate changes are only for the next three years. The LRPD and rate study should be updated at least every three years to reflect actual results and refine future assumptions. The rate increases indicated below reflect the rate requirement data from above including Key Model Assumptions, Operations & Maintenance Expenses, Capital Expenditures, and Reserve Funding.

The following table shows the resulting rate projections for the ten-year planning period.

	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Operating Rate Requirement	628,024	656,185	684,357	712,379	741,375	771,627	803,192	836,130	870,503	906,375	943,815
Less: Misc Revenues	(129,914)	(146,454)	(158,926)	(171,609)	(184,811)	(198,842)	(212,210)	(226,424)	(241,495)	(257,433)	(274,249)
Less: Depreciation	(97,547)	(99,498)	(101,488)	(103,518)	(105,588)	(107,700)	(109,854)	(112,051)	(114,292)	(116,578)	(118,910)
Add: Working Capital Reserve	45,000	35,000	35,000	30,000	30,000	15,000	15,000	15,000	15,000	15,000	15,000
Add: Paygo Capital	42,900	26,400	26,400	31,400	33,000	58,000	58,000	58,000	59,600	59,600	59,600
Add: Repair & Replacement Reserve	53,350	85,000	85,000	95,000	105,000	105,000	115,000	125,000	135,000	145,000	155,000
Total Rate Requirement	541,812	556,633	570,343	593,652	618,975	643,085	669,128	695,655	724,315	751,964	780,257
Vacant Lot/Sewer Availability - EDU's	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
Current/Project Rate per EDU per Month	\$ 12.00	\$ 12.72	\$ 13.48	\$ 14.29	\$ 15.15	\$ 16.06	\$ 17.02	\$ 18.04	\$ 19.13	\$ 20.27	\$ 21.49
Vacant Lot/Sewer Availability Revenue	4,752.00	5,037.12	5,339.35	5,659.71	5,999.29	6,359.25	6,740.80	7,145.25	7,573.97	8,028.40	8,510.11
Net Rate Requirement											
Net Total Rate Requirement	537,060	551,596	565,004	587,993	612,976	636,725	662,387	688,510	716,741	743,936	771,747
EDU's	439.35	439.35	439.35	439.35	439.35	439.35	439.35	439.35	439.35	439.35	439.35
Monthly Rate Requirement per EDU	\$ 101.87	\$ 104.62	\$ 107.17	\$ 111.53	\$ 116.27	\$ 120.77	\$ 125.64	\$ 130.59	\$ 135.95	\$ 141.11	\$ 146.38
Rate Components											
Operating	\$ 83.61	\$ 83.49	\$ 86.04	\$ 87.55	\$ 90.09	\$ 89.85	\$ 92.82	\$ 95.88	\$ 99.04	\$ 102.30	\$ 105.68
Repair & Replacement	\$ 18.26	\$ 21.13	\$ 21.13	\$ 23.97	\$ 26.18	\$ 30.92	\$ 32.81	\$ 34.71	\$ 36.91	\$ 38.81	\$ 40.70
Total	\$ 101.87	\$ 104.62	\$ 107.17	\$ 111.53	\$ 116.27	\$ 120.77	\$ 125.64	\$ 130.59	\$ 135.95	\$ 141.11	\$ 146.38
		2.7%	2.4%	4.1%	4.2%	3.9%	4.0%	3.9%	4.1%	3.8%	3.7%

Rate Recommendation

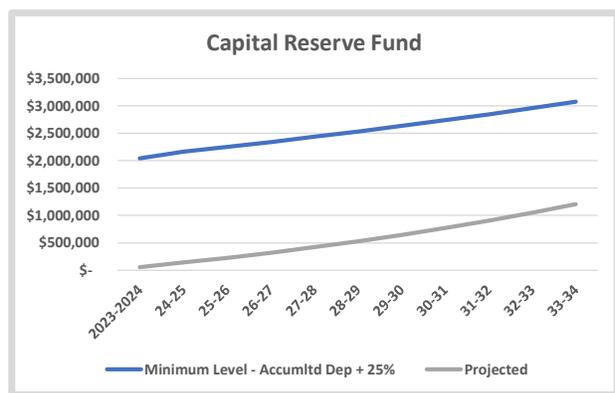
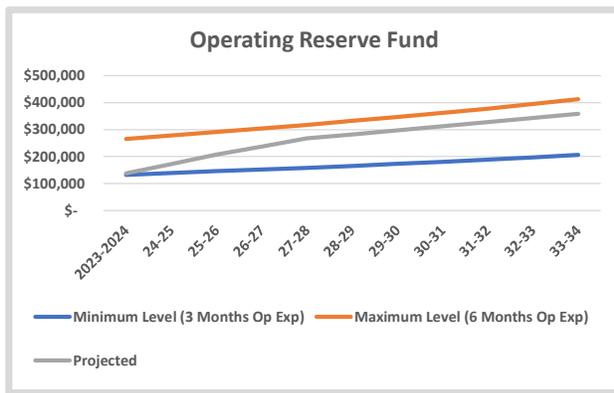
Rate recommendations, as discussed above, are only being made for the next three-year period. These recommendations are set to recover operating, capital and reserve requirements. The table below details the recommended rates for sewer services.

SEWER CHARGES												
Customer Classification	EDU's	FY 23-24	Proposed FY 24-25			Proposed FY 25-26			Proposed FY 26-27			
		Rate	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc	
Single Family Residence	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
Apartment house and duplex:												
(1) A 1 bedroom unit	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
(2) A 2 bedroom unit	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
(3) A 3 bedroom unit	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
(4) Thereafter each additional bedroom unit shall equal an additional .25 EDU per additional bedroom plus added to the base 1 EDU.	0.25	\$ 25.47	\$ 26.16	\$ 0.69	2.7%	\$ 26.79	\$ 0.64	2.4%	\$ 27.88	\$ 1.09	4.1%	
Condominiums:												
Each individual unit	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
Hotels, motels, auto courts:												
(1) Per living unit without kitchen	0.50	\$ 50.93	\$ 52.31	\$ 1.38	2.7%	\$ 53.58	\$ 1.27	2.4%	\$ 55.76	\$ 2.18	4.1%	
(3) Per living unit with kitchen	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
Churches, theaters and auditoriums												
Per each unit of seating capacity (a unit being 150 persons or any fraction thereof)	1.50	\$ 152.80	\$ 156.94	\$ 4.14	2.7%	\$ 160.75	\$ 3.81	2.4%	\$ 167.29	\$ 6.54	4.1%	
Restaurants												
(1) No seating	2.50	\$ 254.67	\$ 261.56	\$ 6.89	2.7%	\$ 267.92	\$ 6.36	2.4%	\$ 278.82	\$ 10.90	4.1%	
(2) Less than 80 seats per each unit of 7 Seats or fraction thereof	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
(3) More than 80 seats per each unit of 7 Seats or fraction thereof	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
Automobile service stations												
(1) Not more than 4 gasoline pumps	2.00	\$ 203.73	\$ 209.25	\$ 5.51	2.7%	\$ 214.33	\$ 5.09	2.4%	\$ 223.05	\$ 8.72	4.1%	
(2) More than 4 gasoline pumps	3.00	\$ 305.60	\$ 313.87	\$ 8.27	2.7%	\$ 321.50	\$ 7.63	2.4%	\$ 334.58	\$ 13.08	4.1%	
Self service laundries												
Per each washer	0.75	\$ 76.40	\$ 78.47	\$ 2.07	2.7%	\$ 80.37	\$ 1.91	2.4%	\$ 83.65	\$ 3.27	4.1%	
Mobile home and trailer parks												
Per each trailer space:												
Mobile home	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
Trailer court	0.75	\$ 76.40	\$ 78.47	\$ 2.07	2.7%	\$ 80.37	\$ 1.91	2.4%	\$ 83.65	\$ 3.27	4.1%	
Recreational vehicle park:												
Per each space, occupied or not	0.75	\$ 76.40	\$ 78.47	\$ 2.07	2.7%	\$ 80.37	\$ 1.91	2.4%	\$ 83.65	\$ 3.27	4.1%	
Vacant lots within subdivision containing a developed system of sewer mains	0.50	\$ 50.93	\$ 52.31	\$ 1.38	2.7%	\$ 53.58	\$ 1.27	2.4%	\$ 55.76	\$ 2.18	4.1%	
Stores, offices, small industrial and business establishments not listed above												
First unit	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
Each additional unit	0.75	\$ 76.40	\$ 78.47	\$ 2.07	2.7%	\$ 80.37	\$ 1.91	2.4%	\$ 83.65	\$ 3.27	4.1%	
Schools												
Elementary Schools	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
For each 60 pupils or fraction thereof												
Junior High Schools	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
For each 50 pupils of fractin thereof												
High Schools	1.00	\$ 101.87	\$ 104.62	\$ 2.76	2.7%	\$ 107.17	\$ 2.54	2.4%	\$ 111.53	\$ 4.36	4.1%	
For each 30 pupils or fraction thereof												

Fund Balance

Incorporating Reserve Fund needs per District policy into the rate recommendation results in reserve levels growing over the ten-year planning period. The tables and graphs below demonstrate the projected fund balances compared to policy target levels.

Operating Reserve Fund	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Level (3 Months Op Exp)	\$ 132,619	\$ 139,172	\$ 145,717	\$ 152,215	\$ 158,947	\$ 165,982	\$ 173,334	\$ 181,020	\$ 189,053	\$ 197,449	\$ 206,226
Maximum Level (6 Months Op Exp)	\$ 265,238	\$ 278,343	\$ 291,434	\$ 304,431	\$ 317,893	\$ 331,963	\$ 346,669	\$ 362,039	\$ 378,105	\$ 394,899	\$ 412,453
Projected	\$ 137,819	\$ 172,819	\$ 207,819	\$ 237,819	\$ 267,819	\$ 282,819	\$ 297,819	\$ 312,819	\$ 327,819	\$ 342,819	\$ 357,819
Capital Reserve	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Level - Accumltd Dep + 25%	\$ 2,041,778	\$ 2,163,710	\$ 2,250,258	\$ 2,340,269	\$ 2,433,879	\$ 2,531,235	\$ 2,632,484	\$ 2,737,783	\$ 2,847,295	\$ 2,961,187	\$ 3,079,634
Projected	\$ 53,350	\$ 138,350	\$ 223,350	\$ 318,350	\$ 423,350	\$ 528,350	\$ 643,350	\$ 768,350	\$ 903,350	\$ 1,048,350	\$ 1,203,350



Patrol Division

The Security and Patrol Services program of the Pauma Valley Community Services District (PVCSD) is comprised of officers trained as first responders in basic first aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillation (AED), Infant CPR, Lift-Assist and Oxygen Administration.

Operations & Maintenance Cost of Service

The Security and Patrol Services program is available to District residents, business owners and visitors 24-hours a day and 7 days a week. PVCSD officers respond to all calls in a prompt, courteous, and highly professional manner and are committed to the protection of life and property throughout the District.

The District plans and budgets to provide this service in the most efficient manner possible while ensuring the highest level of customer satisfaction and continuity of service. Security personnel comprise the most significant component of the cost of service for this Division amounting to approximately 78% its expenses. The LRFPP utilizing the method describe above under Revenue Requirements, projects the various Operations & Maintenance cost elements over the next ten years.

Expenses:	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Depreciation	22,460	22,909	23,368	23,835	24,312	24,798	25,294	25,800	26,316	26,842	27,379
Dwelling Live	4,186	4,437	4,681	4,915	5,161	5,419	5,690	5,975	6,273	6,587	6,916
Utilities	3,251	3,365	3,482	3,604	3,712	3,824	3,938	4,057	4,178	4,304	4,433
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-
Group Health Insurance	43,263	44,993	46,793	48,665	50,611	52,636	54,741	56,931	59,208	61,576	64,039
Liability Insurance	24,940	26,437	27,891	29,285	30,750	32,287	33,902	35,597	37,376	39,245	41,207
Miscellaneous Expense	4,670	4,950	5,222	5,483	5,758	6,045	6,348	6,665	6,998	7,348	7,716
Office Expense	11,311	11,990	12,649	13,281	13,945	14,643	15,375	16,144	16,951	17,798	18,688
Operator Contract Services	-	-	-	-	-	-	-	-	-	-	-
Payroll Taxes	32,706	34,015	35,375	36,790	38,262	39,792	41,384	43,039	44,761	46,551	48,413
PERS Retirement	30,465	31,684	32,951	34,269	35,640	37,066	38,548	40,090	41,694	43,362	45,096
Repairs & Maintenance	5,365	5,687	6,000	6,300	6,615	6,945	7,293	7,657	8,040	8,442	8,864
Salaries	363,047	377,569	392,672	408,378	424,714	441,702	459,370	477,745	496,855	516,729	537,398
Security Expense	5,199	5,511	5,814	6,105	6,410	6,730	7,067	7,420	7,791	8,181	8,590
Uniforms	1,310	1,389	1,465	1,538	1,615	1,696	1,781	1,870	1,963	2,061	2,164
Vehicles	13,340	14,140	14,918	15,664	16,447	17,270	18,133	19,040	19,992	20,991	22,041
Workers Compensation Insurance	9,602	9,986	10,385	10,800	11,232	11,682	12,149	12,635	13,140	13,666	14,213
Drainage	-	-	-	-	-	-	-	-	-	-	-
State Maint. Fee	-	-	-	-	-	-	-	-	-	-	-
Water Tests & Analysis	-	-	-	-	-	-	-	-	-	-	-
Fees	-	-	-	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-	-	-	-
Schools & Meetings	3,882	4,115	4,342	4,559	4,787	5,026	5,277	5,541	5,818	6,109	6,415
Accountinig	18,792	19,919	21,015	22,066	23,169	24,328	25,544	26,821	28,162	29,570	31,049
Legal	19,936	21,132	22,294	23,409	24,579	25,808	27,098	28,453	29,876	31,370	32,938
Guard House/Roadway Lease	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	617,725	644,227	671,317	698,948	727,719	757,697	788,932	821,479	855,394	890,734	927,560

Capital Expenditure Cost of Service

This Division has capital investments primarily in patrol vehicles, headquarters, and technology systems to provide the community with this 24/7 level of service. The future capital investment requirements are primarily for repair, replacement, and betterment of these assets. The District is embarking on a condition assessment program, which will better forecast capital expenditure in the future. The District funds these capital needs on a PAYGo basis and are therefore

recovered through monthly rates. The current capital expenditure forecast below was used to determine the revenue requirement for this element of the rate.

Pauma Valley CSD Capital Expenditure Plan	FISCAL YEAR									
	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Treatment Plant Related	\$20,000	\$20,000	\$25,000	\$25,000	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$40,000
Security Vehicle Unit 1 (Inc graphics, equipment)	\$0	\$70,000	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0
Security Vehicle Unit 2 (Inc graphics, equipment)	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Office, IT, Computers & Facility Improvements	\$20,000	\$20,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$30,000	\$30,000	\$30,000
Total	\$40,000	\$110,000	\$45,000	\$120,000	\$55,000	\$55,000	\$140,000	\$65,000	\$65,000	\$150,000
Allocation to Divisions	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Sanitation	\$26,200	\$26,200	\$31,200	\$32,750	\$37,750	\$37,750	\$42,750	\$44,300	\$44,300	\$49,300
Patrol	\$7,400	\$77,400	\$7,400	\$79,250	\$9,250	\$9,250	\$89,250	\$11,100	\$11,100	\$91,100
Gate	\$6,400	\$6,400	\$6,400	\$8,000	\$8,000	\$8,000	\$8,000	\$9,600	\$9,600	\$9,600
Total	\$40,000	\$110,000	\$45,000	\$120,000	\$55,000	\$55,000	\$140,000	\$65,000	\$65,000	\$150,000

Reserve Funds

In addition to covering annual operating expenses and PAYGo Capital expenditures, rates need to generate revenue to maintain adequate operations and capital reserves. The District’s reserve policy defines six categories of reserves each with minimum funding targets. Currently, reserve levels do not meet minimum target levels. To begin reaching the target reserve amounts, this study will focus on the Operating Reserve Fund and a Capital Reserve Fund (Asset Replacement & Capital Improvement). The other reserve categories (Contingency, Loss Liability, Debt Service) will be addressed in future studies.

Operating Reserve Fund

The Operating Reserve Fund provides working capital for monthly O&M expenses. The District has an established Reserve Policy that expresses the goals to: ensure the viability of the organization and effectively manage cash flows, reduce impacts of unplanned and adverse financial events, and to invest in the future by considering opportunities of strategic importance. To achieve this, the District has set a minimum target level for this fund equal to 3 months of annual budgeted O&M expenses and a maximum target level equal to 6 months of annual budgeted O&M expenses. Maintaining the minimum balance for the Operations Reserve is recommended as a highest priority for the District’s reserve accounts.

Capital Reserve Fund

The Capital Reserve Fund (Asset Replacement & Capital Improvement) provides liquidity to fund Capital Expenditures that are funded on a PAYGo basis. For this study, a joint reserve is being used as the District is not in a position yet to address each fund individually. The District does not currently issue debt for capital purposes; therefore, adequate capital reserves are essential to achieve the goals of the District’s Reserve Policy. The District has set a reserve target for this fund at an amount equal to Accumulated Depreciation plus 25% (Asset Replacement) and an amount equal to the next five years CIP (Capital Improvement). For this study the minimum

target level for this reserve will be equal to the Asset Replacement target. Achieving the target balance for the Capital Reserve Fund is recommended as a priority in conjunction with achieving minimum balance for the Operations Reserve Fund. The Capital Improvement Reserve will be addressed after reaching the Asset Replacement Reserve target.

Other Reserve Funds

Once the reserve levels are achieved for the Operating Reserve Fund and the Capital Reserve Fund then future studies will address the remaining funds identified in the District’s policy (Contingency, Loss Liability, Debt Service).

PATROL - Reserve Fund Target Funding Levels										
Operating Reserve Fund	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Target	155,329	161,987	168,778	175,852	183,225	190,910	198,920	207,269	215,973	225,045
Maximum Target	310,659	323,975	337,556	351,704	366,449	381,819	397,840	414,539	431,946	450,091
Capital Reserve Fund	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Target	162,094	168,578	175,321	182,333	189,627	197,212	205,100	213,304	221,836	230,710

Results and Recommendations

Projected Rate Increases During Ten-Year Planning Period

The LRPD determines the annual rate increases projected for the ten-year planning period beginning with FY 2024-25. Utilizing a ten-year planning horizon provides insights and identifies trends that inform near term decisions. However, recommendations for rate changes are only for the next three years. The LRPD and rate study should be updated at least every three years to reflect actual results and refine future assumptions. The rate increases indicated below reflect the rate requirement data from above, including Key Model Assumptions, Operations & Maintenance Expenses, Capital Expenditures, and Reserve Funding.

The following table shows the resulting rate projections for the ten-year planning period.

	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Operating Rate Requirement	617,725	644,227	671,317	698,948	727,719	757,697	788,932	821,479	855,394	890,734	927,560
Less: Misc Revenues	(3,674)	(5,241)	(5,841)	(7,041)	(9,141)	(11,241)	(13,641)	(16,341)	(19,041)	(21,741)	(24,741)
Less: Depreciation	(22,460)	(22,909)	(23,368)	(23,835)	(24,312)	(24,798)	(25,294)	(25,800)	(26,316)	(26,842)	(27,379)
Add: Working Capital Reserve	(55,551)	5,000	15,000	20,000	20,000	25,000	35,000	35,000	35,000	40,000	45,000
Add: Paygo Capital	48,100	10,000	10,000	10,000	15,000	15,000	15,000	15,000	20,000	20,000	20,000
Add: Repair & Replacement Reserve	(25,640)	5,000	5,000	15,000	15,000	15,000	10,000	10,000	10,000	10,000	10,000
Total Rate Requirement	558,500	636,077	672,109	713,072	744,267	776,658	809,998	839,339	875,037	912,151	950,441
Net Rate Requirement											
Net Total Rate Requirement	558,500	636,077	672,109	713,072	744,267	776,658	809,998	839,339	875,037	912,151	950,441
EDU's	408.26	408.26	408.26	408.26	408.26	408.26	408.26	408.26	408.26	408.26	408.26
Rate Requirement	\$ 114.00	\$ 129.83	\$ 137.19	\$ 145.55	\$ 151.92	\$ 158.53	\$ 165.34	\$ 171.32	\$ 178.61	\$ 186.19	\$ 194.00
Rate Components											
Operating	\$ 109.42	\$ 126.77	\$ 134.13	\$ 140.45	\$ 145.79	\$ 152.41	\$ 160.23	\$ 166.22	\$ 172.49	\$ 180.06	\$ 187.88
Repair & Replacement	\$ 4.58	\$ 3.06	\$ 3.06	\$ 5.10	\$ 6.12	\$ 6.12	\$ 5.10	\$ 5.10	\$ 6.12	\$ 6.12	\$ 6.12
Total	\$ 114.00	\$ 129.83	\$ 137.19	\$ 145.55	\$ 151.92	\$ 158.53	\$ 165.34	\$ 171.32	\$ 178.61	\$ 186.19	\$ 194.00
		13.9%	5.7%	6.1%	4.4%	4.4%	4.3%	3.6%	4.3%	4.2%	4.2%

Rate Recommendation

Rate recommendations, as discussed above, are only being made for the next three-year period. These recommendations are set to recover operating, capital, and reserve requirements. There are two alternatives presented. The first, “Study Results,” is the resulting rate recommendation

from the LRFP. The second, "Alternative #1," is an alternative that contemplates a mid-year rate adjustment in FY 23-24. Alternative #1 is being presented to reduce the budget deficit anticipated in FY 23-24 and to reduce the spike in the FY 24-25 rate increase.

Study Results										
FY 23-24	Proposed FY 24-25			Proposed FY 25-26			Proposed FY 26-27			
	Rate	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc
Patrol	\$114.00	\$129.83	\$ 15.83	13.9%	\$137.19	\$ 7.35	5.7%	\$145.55	\$ 8.36	6.1%

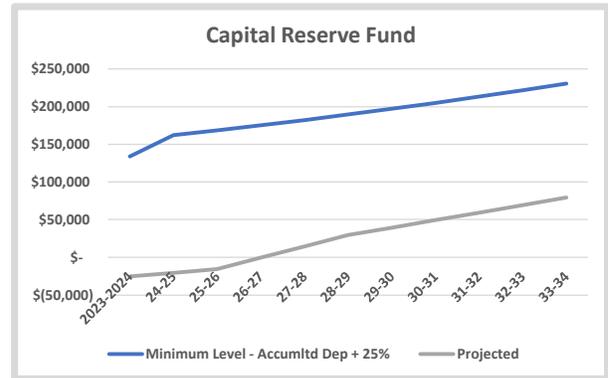
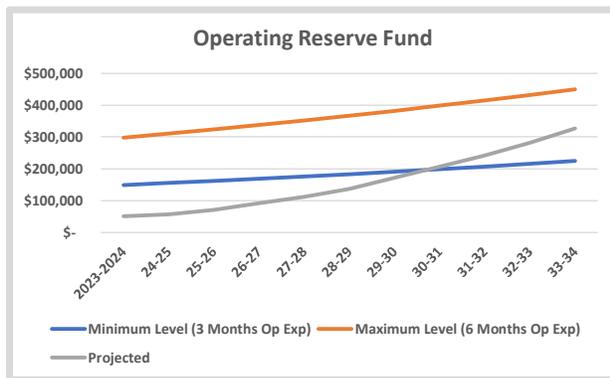
Alternative #1													
FY 23-24	Mid-Year FY 23-24			Proposed FY 24-25			Proposed FY 25-26			Proposed FY 26-27			
	Rate	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc
Patrol	\$114.00	\$122.00	\$ 8.00	7.0%	\$129.83	\$ 7.83	6.4%	\$137.19	\$ 7.35	5.7%	\$145.55	\$ 8.36	6.1%

Fund Balance

Incorporating Reserve Fund needs, per District policy, into the rate recommendation results in reserve levels growing over the ten-year planning period. The tables and graphs below demonstrate the projected fund balances compared to policy target levels.

Operating Reserve Fund	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Level (3 Months Op Exp)	\$ 148,816	\$ 155,329	\$ 161,987	\$ 168,778	\$ 175,852	\$ 183,225	\$ 190,910	\$ 198,920	\$ 207,269	\$ 215,973	\$ 225,045
Maximum Level (6 Months Op Exp)	\$ 297,632	\$ 310,659	\$ 323,975	\$ 337,556	\$ 351,704	\$ 366,449	\$ 381,819	\$ 397,840	\$ 414,539	\$ 431,946	\$ 450,091
Projected	\$ 51,749	\$ 56,749	\$ 71,749	\$ 91,749	\$ 111,749	\$ 136,749	\$ 171,749	\$ 206,749	\$ 241,749	\$ 281,749	\$ 326,749

Capital Reserve	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Level - Accumltd Dep + 25%	\$ 134,020	\$ 162,094	\$ 168,578	\$ 175,321	\$ 182,333	\$ 189,627	\$ 197,212	\$ 205,100	\$ 213,304	\$ 221,836	\$ 230,710
Projected	\$ (25,640)	\$ (20,640)	\$ (15,640)	\$ (640)	\$ 14,360	\$ 29,360	\$ 39,360	\$ 49,360	\$ 59,360	\$ 69,360	\$ 79,360



Gate Division

The Gate Access Services program of the Pauma Valley Community Services District (PVCSD) is a highly controlled, monitored, and photographed egress and ingress system for the Pauma Valley Country Club Estates development. Three access gates are monitored while the main gate is manned 24 hours per day, 7 days per week.

Operations & Maintenance Cost of Service

Radio Frequency Identification (RFID) tags are used to access each gate and can be purchased at the District office with proof of a valid driver’s license, proof of vehicle insurance, and vehicle registration. The Gate Division provides the community with security services through access control to the community.

The District plans and budgets to provide gate services in the most efficient manner possible, while ensuring the highest level of customer satisfaction and continuity of service. Gate personnel comprise the most significant component of the operations & maintenance cost for this Division, amounting to approximately 74% of its expenses. This Division also operates three entry access facilities to the community of which only one is currently maned. The LRFP utilizing the method describe above under Revenue Requirements, projects the various Operations & Maintenance cost elements over the next ten years.

Expenses:	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Depreciation	15,967	16,287	16,612	16,945	17,283	17,629	17,982	18,341	18,708	19,082	19,464
Dwelling Live	4,186	4,437	4,681	4,915	5,161	5,419	5,690	5,975	6,273	6,587	6,916
Utilities	10,178	10,534	10,903	11,284	11,623	11,971	12,330	12,700	13,081	13,474	13,878
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-
Group Health Insurance	38,650	40,196	41,804	43,476	45,215	47,024	48,905	50,861	52,895	55,011	57,212
Liability Insurance	8,065	8,549	9,019	9,470	9,944	10,441	10,963	11,511	12,087	12,691	13,326
Miscellaneous Expense	4,650	4,929	5,200	5,460	5,733	6,020	6,321	6,637	6,969	7,317	7,683
Office Expense	9,477	10,045	10,598	11,128	11,684	12,268	12,882	13,526	14,202	14,912	15,658
Operator Contract Services	-	-	-	-	-	-	-	-	-	-	-
Payroll Taxes	25,113	26,118	27,162	28,249	29,379	30,554	31,776	33,047	34,369	35,744	37,174
PERS Retirement	19,394	20,170	20,976	21,815	22,688	23,596	24,539	25,521	26,542	27,604	28,708
Repairs & Maintenance	39,945	42,342	44,670	46,904	49,249	51,712	54,297	57,012	59,863	62,856	65,999
Salaries	274,335	285,308	296,720	308,589	320,933	333,770	347,121	361,006	375,446	390,464	406,082
Security Expense	2,183	2,314	2,441	2,563	2,691	2,826	2,967	3,116	3,272	3,435	3,607
Uniforms	954	1,011	1,067	1,120	1,176	1,235	1,297	1,362	1,430	1,501	1,576
Vehicles	-	-	-	-	-	-	-	-	-	-	-
Workers Compensation Insurance	11,245	11,694	12,162	12,649	13,154	13,681	14,228	14,797	15,389	16,004	16,645
Drainage	-	-	-	-	-	-	-	-	-	-	-
State Maint. Fee	-	-	-	-	-	-	-	-	-	-	-
Water Tests & Analysis	-	-	-	-	-	-	-	-	-	-	-
Fees	-	-	-	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-	-	-	-
Schools & Meetings	3,253	3,448	3,638	3,820	4,010	4,211	4,422	4,643	4,875	5,119	5,374
Accountinig	15,745	16,689	17,607	18,488	19,412	20,383	21,402	22,472	23,595	24,775	26,014
Legal	16,703	17,705	18,679	19,613	20,593	21,623	22,704	23,839	25,031	26,283	27,597
Guard House/Roadway Lease	2	2	2	2	2	3	3	3	3	3	3
Total Expenses	500,043	521,778	543,943	566,490	589,933	614,365	639,828	666,368	694,030	722,862	752,915

Capital Expenditure Cost of Service

This Division has capital investments primarily in community access facilities and technology systems to provide the community with this 24/7 level of service. The future capital investment requirements are primarily for repair, replacement, and betterment of these assets. The District funds these capital needs on a PAYGo basis and are therefore recovered through monthly rates.

The current capital expenditure forecast below was used to determine the revenue requirement for this element of the rate.

Pauma Valley CSD Capital Expenditure Plan	FISCAL YEAR									
	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Treatment Plant Related	\$20,000	\$20,000	\$25,000	\$25,000	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$40,000
Security Vehicle Unit 1 (Inc graphics, equipment)	\$0	\$70,000	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0
Security Vehicle Unit 2 (Inc graphics, equipment)	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Office, IT, Computers & Facility Improvements	\$20,000	\$20,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$30,000	\$30,000	\$30,000
Total	\$40,000	\$110,000	\$45,000	\$120,000	\$55,000	\$55,000	\$140,000	\$65,000	\$65,000	\$150,000
Allocation to Divisions	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Sanitation	\$26,200	\$26,200	\$31,200	\$32,750	\$37,750	\$37,750	\$42,750	\$44,300	\$44,300	\$49,300
Patrol	\$7,400	\$77,400	\$7,400	\$79,250	\$9,250	\$9,250	\$89,250	\$11,100	\$11,100	\$91,100
Gate	\$6,400	\$6,400	\$6,400	\$8,000	\$8,000	\$8,000	\$8,000	\$9,600	\$9,600	\$9,600
Total	\$40,000	\$110,000	\$45,000	\$120,000	\$55,000	\$55,000	\$140,000	\$65,000	\$65,000	\$150,000

Reserve Funds

In addition to covering annual operating expenses and PAYGo Capital expenditures, rates need to generate revenue to maintain adequate operations and capital reserves. The District’s reserve policy defines six categories of reserves, each with minimum funding targets. Currently reserve levels do not meet minimum target levels. To begin reaching the target reserve amounts, this study will focus on the Operating Reserve Fund and a Capital Reserve Fund (Asset Replacement & Capital Improvement). The other reserve categories (Contingency, Loss Liability, Debt Service) will be addressed in future studies.

Operating Reserve Fund

The Operating Reserve Fund provides working capital for monthly O&M expenses. The District has an established Reserve Policy that expresses the goals to: ensure the viability of the organization and effectively manage cash flows, reduce impacts of unplanned and adverse financial events, and to invest in the future by considering opportunities of strategic importance. To achieve this, the District has set a minimum target level for this fund equal to 3 months of annual budgeted O&M expenses and a maximum target level equal to 6 months of annual budgeted O&M expenses. Maintaining the minimum balance for the Operations Reserve is recommended as a highest priority for the District’s reserve accounts.

Capital Reserve Fund

The Capital Reserve Fund (Asset Replacement & Capital Improvement) provides liquidity to fund Capital Expenditures that are funded on a PAYGo basis. For this study, a joint reserve is being used as the District is not in a position yet to address each fund individually. The District does not currently issue debt for capital purposes; therefore, adequate capital reserves are essential to achieve the goals of the District’s Reserve Policy. The District has set a reserve target for this fund at an amount equal to Accumulated Depreciation plus 25% (Asset Replacement) and an amount equal to the next five years CIP (Capital Improvement). For this study the minimum

target level for this reserve will be equal to the Asset Replacement target. Achieving the target balance for the Capital Reserve Fund is recommended as a priority in conjunction with achieving a minimum balance for the Operations Reserve Fund. The Capital Improvement Reserve will be addressed after reaching the Asset Replacement Reserve target.

Other Reserve Funds

Once the reserve levels are achieved for the Operating Reserve Fund and the Capital Reserve Fund then future studies will address the remaining funds identified in the District’s policy (Contingency, Loss Liability, Debt Service).

PATROL - Reserve Fund Target Funding Levels										
Operating Reserve Fund	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Target	126,373	131,833	137,386	143,162	149,184	155,462	162,007	168,830	175,945	183,363
Maximum Target	379,119	395,498	412,159	429,487	447,552	466,385	486,020	506,491	527,835	550,088
Capital Reserve Fund	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Minimum Target	226,920	246,879	256,754	267,024	277,705	288,813	300,366	312,380	324,876	337,871

Results and Recommendations

Projected Rate Increases During Ten-Year Planning Period

The LRPD determines the annual rate increases projected for the ten-year planning period beginning with FY 2024-25. Utilizing a ten-year planning horizon provides insights and identifies trends that inform near term decisions. However, recommendations for rate changes are only for the next three years. The LRPD and rate study should be updated at least every three years to reflect actual results and refine future assumptions. The rate increases indicated below reflect the rate requirement data from above including Key Model Assumptions, Operations & Maintenance Expenses, Capital Expenditures, and Reserve Funding.

The following table shows the resulting rate projections for the ten-year planning period.

	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Operating Rate Requirement	500,043	521,778	543,943	566,490	589,933	614,365	639,828	666,368	694,030	722,862	752,915
Less: Misc Revenues	(7,278)	(9,690)	(10,590)	(12,090)	(13,590)	(15,390)	(17,190)	(18,990)	(20,790)	(22,590)	(24,090)
Less: Depreciation	(15,967)	(16,287)	(16,612)	(16,945)	(17,283)	(17,629)	(17,982)	(18,341)	(18,708)	(19,082)	(19,464)
Add: Working Capital Reserve	(42,765)	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Add: Paygo Capital	40,300	5,000	5,000	10,000	10,000	10,000	15,000	15,000	20,000	20,000	20,000
Add: Repair & Replacement Reserve	(24,333)	5,000	5,000	5,000	10,000	10,000	10,000	10,000	10,000	5,000	5,000
Total Rate Requirement	450,000	515,801	546,740	572,455	599,059	621,345	649,656	674,036	704,531	726,189	754,361
Net Rate Requirement											
Net Total Rate Requirement	450,000	515,801	546,740	572,455	599,059	621,345	649,656	674,036	704,531	726,189	754,361
EDU's	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00
Rate Requirement	\$ 100.00	\$ 114.62	\$ 121.50	\$ 127.21	\$ 133.12	\$ 138.08	\$ 144.37	\$ 149.79	\$ 156.56	\$ 161.38	\$ 167.64
Rate Components											
Operating	\$ 108.00	\$ 112.40	\$ 119.28	\$ 123.88	\$ 128.68	\$ 133.63	\$ 138.81	\$ 144.23	\$ 149.90	\$ 155.82	\$ 162.08
Repair & Replacement	\$ 3.55	\$ 2.22	\$ 2.22	\$ 3.33	\$ 4.44	\$ 4.44	\$ 5.56	\$ 5.56	\$ 6.67	\$ 5.56	\$ 5.56
Total	\$ 111.55	\$ 114.62	\$ 121.50	\$ 127.21	\$ 133.12	\$ 138.08	\$ 144.37	\$ 149.79	\$ 156.56	\$ 161.38	\$ 167.64
		2.8%	6.0%	4.7%	4.6%	3.7%	4.6%	3.8%	4.5%	3.1%	3.9%

Rate Recommendation

Rate recommendations, as discussed above, are only being made for the next three-year period. These recommendations are set to recover operating, capital and reserve requirements. There are two alternatives presented. The first, “Study Results”, is the resulting rate recommendation

from the LRRF. The second, "Alternative #1", is an alternative that contemplates a mid-year rate adjustment for FY 23-24. Alternative #1 is being presented to reduce the budget deficit anticipated in FY 23-24 and to reduce the spike in the FY 24-25 rate increase.

Study Results										
FY 23-24	Proposed FY 24-25				Proposed FY 25-26			Proposed FY 26-27		
	Rate	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc
Gate	\$100.00	\$114.62	\$ 14.62	14.6%	\$121.50	\$ 6.88	6.0%	\$127.21	\$ 5.71	4.7%

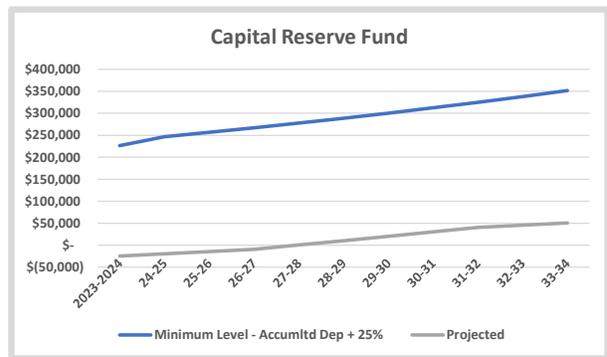
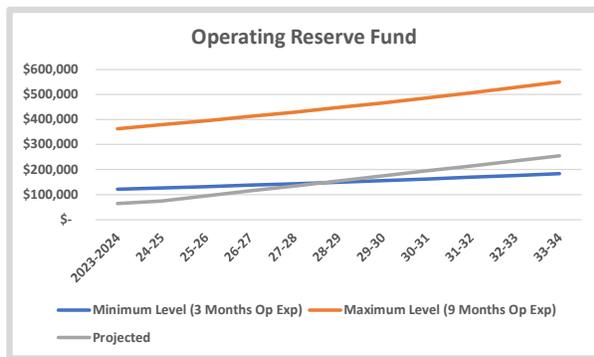
Alternative #1													
FY 23-24	Mid-Year FY 23-24				Proposed FY 24-25			Proposed FY 25-26			Proposed FY 26-27		
	Rate	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc
Gate	\$100.00	\$107.00	\$ 7.00	7.0%	\$114.62	\$ 7.62	7.1%	\$121.50	\$ 6.88	6.0%	\$127.21	\$ 5.71	4.7%

Fund Balance

Incorporating Reserve Fund needs per District policy into the rate recommendation results in reserve levels growing over the ten-year planning period. The tables and graphs below demonstrate the projected fund balances compared to policy target levels.

Operating Reserve Fund												
	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	
Minimum Level (3 Months Op Exp)	\$ 121,019	\$ 126,373	\$ 131,833	\$ 137,386	\$ 143,162	\$ 149,184	\$ 155,462	\$ 162,007	\$ 168,830	\$ 175,945	\$ 183,363	
Maximum Level (9 Months Op Exp)	\$ 363,057	\$ 379,119	\$ 395,498	\$ 412,159	\$ 429,487	\$ 447,552	\$ 466,385	\$ 486,020	\$ 506,491	\$ 527,835	\$ 550,088	
Projected	\$ 64,535	\$ 74,535	\$ 94,535	\$ 114,535	\$ 134,535	\$ 154,535	\$ 174,535	\$ 194,535	\$ 214,535	\$ 234,535	\$ 254,535	

Capital Reserve												
	2023-2024	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	
Minimum Level - Accumltd Dep + 25%	\$ 226,920	\$ 246,879	\$ 256,754	\$ 267,024	\$ 277,705	\$ 288,813	\$ 300,366	\$ 312,380	\$ 324,876	\$ 337,871	\$ 351,385	
Projected	\$ (24,333)	\$ (19,333)	\$ (14,333)	\$ (9,333)	\$ 667	\$ 10,667	\$ 20,667	\$ 30,667	\$ 40,667	\$ 45,667	\$ 50,667	



RECOMMENDED RATE ACTIONS

Summary of Recommended Rates & Overall Monthly Bill Impact

The LRFP incorporates projected results of operations, anticipated capital improvements, as well as reserve funding requirements over the next ten years. The purpose of the LRFP is to ensure sound fiscal planning so that District financial requirements are met. While the plan projects monthly service rates over this period, we understand that actual results will vary. The further out in the plans years we expect the actual results to vary greater than in the first few years of the plan. Therefore, our recommendations for monthly service rates are only for the next three years. This plan should be updated periodically, and service rates adjusted from future LRFP reports.

Below are the recommended rates for the next three fiscal years as well as the overall bill impact. Two options are being presented. The first option, "Study Results," is the result of this study assuming rate adjustments will occur only at the beginning of each fiscal year. The second option, "Alternative #1," provides a mid-year rate adjustment in FY 23-24 to reduce the budgeted operating loss for the Patrol and Gate Divisions. Neither of these Divisions had a rate adjustment at the beginning of FY 23-24. Alternative #1 does not impact the other fiscal year rate recommendation from the study.

Study Results

Study Results										
	FY 23-24	Proposed FY 24-25			Proposed FY 25-26			Proposed FY 26-27		
	Rate	Rate	Increase	% Inc	Rate	Increase	% Inc	Rate	Increase	% Inc
Sanitation	\$101.87	\$104.62	\$ 2.76	2.7%	\$107.17	\$ 2.54	2.4%	\$111.53	\$ 4.36	4.1%
Patrol	\$114.00	\$129.83	\$ 15.83	13.9%	\$137.19	\$ 7.35	5.7%	\$145.55	\$ 8.36	6.1%
Gate	\$100.00	\$114.62	\$ 14.62	14.6%	\$121.50	\$ 6.88	6.0%	\$127.21	\$ 5.71	4.7%
Total	\$315.87	\$349.08	\$ 33.21	10.5%	\$365.85	\$ 16.77	4.8%	\$384.29	\$ 18.44	5.0%

Alternative #1

Alternative #1													
	FY 23-24	Mid-Year FY 23-24			Proposed FY 24-25			Proposed FY 25-26			Proposed FY 26-27		
	Rate	Rate	Increase	% Inc									
Sanitation	\$101.87	\$101.87	\$ -	0.0%	\$104.62	\$ 2.76	2.7%	\$107.17	\$ 2.54	2.4%	\$111.53	\$ 4.36	4.1%
Patrol	\$114.00	\$122.00	\$ 8.00	7.0%	\$129.83	\$ 7.83	6.4%	\$137.19	\$ 7.35	5.7%	\$145.55	\$ 8.36	6.1%
Gate	\$100.00	\$107.00	\$ 7.00	7.0%	\$114.62	\$ 7.62	7.1%	\$121.50	\$ 6.88	6.0%	\$127.21	\$ 5.71	4.7%
Total	\$315.87	\$330.87	\$ 15.00	4.7%	\$349.08	\$ 18.21	5.5%	\$365.85	\$ 16.77	4.8%	\$384.29	\$ 18.44	5.0%

RESOLUTION NO. 121

A RESOLUTION OF THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT APPROVING RATE INCREASES FOR SECURITY PATROL AND GATES SERVICES PURSUANT TO PROPOSITION 26

WHEREAS, the Pauma Valley Community Services District is a governmental agency duly organized and existing under the laws of the State of California;

WHEREAS, the Board of Directors of the Pauma Valley Community Services District has the authority to set rates for services provided to the community;

WHEREAS, Proposition 26 requires that certain fees and charges be approved through an open hearing process;

WHEREAS, an open hearing was duly noticed and conducted in accordance with the rules of Proposition 26 to consider rate increases for Security Patrol and Gates services;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Pauma Valley Community Services District, that:

1. The rate increases for Security Patrol will be increased from \$122.00 to \$129.83.
2. The rate increase for Security Gates will be increased from \$107.00 to \$114.62.
3. The approved rate increases shall be implemented on July 1st, 2024, in accordance with the Proposition 26 requirements.
4. The Pauma Valley Community Services District staff is directed to take all necessary actions to implement and enforce the approved rate increases.
5. This resolution shall take effect immediately upon adoption.

ADOPTED AND APPROVED this [date], by the Board of Directors of Pauma Valley Community Services District, Pauma Valley, California, held on the 20th day of June 2024, by the following vote:

AYES:

NOES:

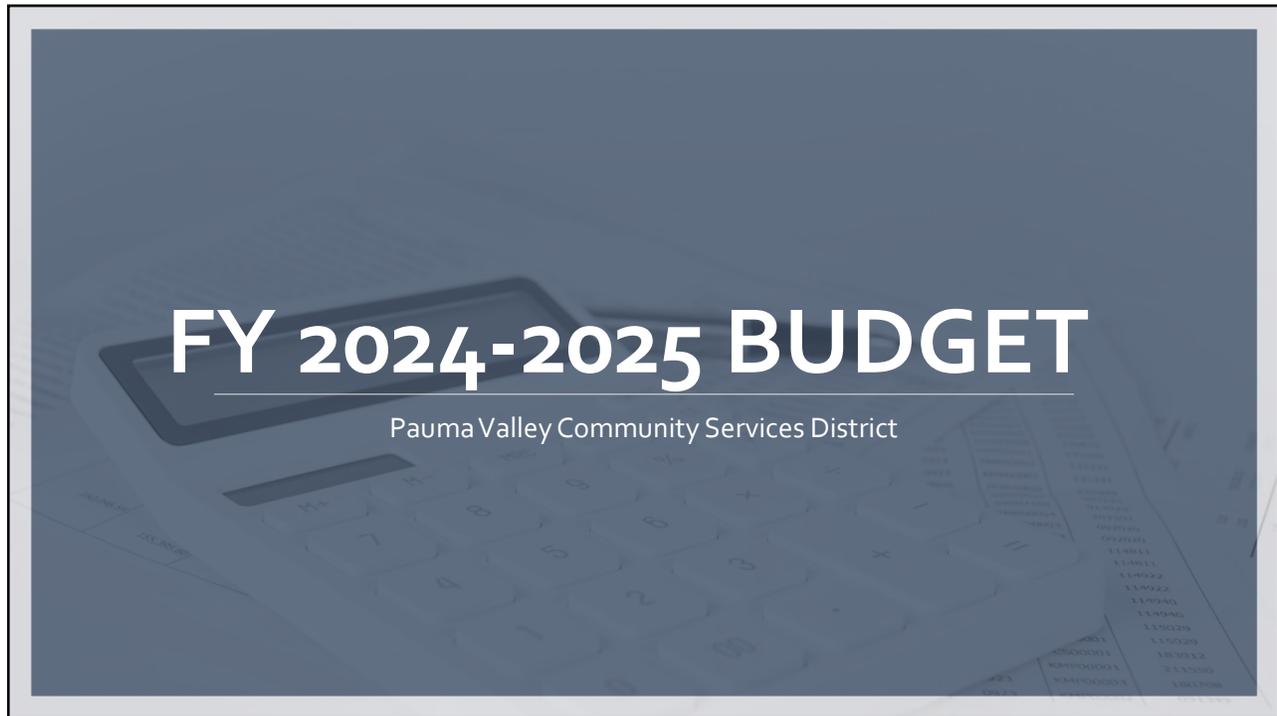
ABSTAIN:

ABSENT:

Roland Skumawitz, President

ATTEST:

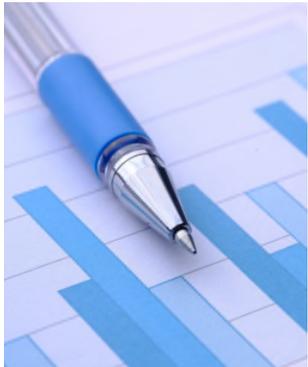
Eric Steinlicht, General Manager



1

AGENDA

- Overview & Budget Factors
- Labor Budget
- Operating Budget & Capital Budget
- GM Initiatives FY 2024-2025
- Staff Recommendation
- Questions



2

PVCSD Services Overview



Sanitation Division

- 1 Wastewater Treatment Plan
- 8.3 Miles of Sewer Pipelines
- 4 Wastewater Lift Stations
- 180 Manholes
- 1 FTE
- Contract Operators



Patrol Division

- 2 Patrol Vehicles
- 5 FTE



Gate Division

- 3 Security Gates with Access Control Equipment
- 5 FTE



Administration

- 3 FTE



3

Budget Factors

DRIVERS

- Inconsistent Rate Increases
 - Little to no reserves
- Inflationary Pressure
- Admin/Utility Services for RPMWC
- Utilities Expense/Solar
- Professional Services
 - Engineering
 - Accounting
 - Legal

INITIATIVES



District Security and Surveillance



Information Technology Upgrade, Cloud Computing Solution



Utilizing Technology as a Resource, Smart Cover, Radio's & Payroll



Rehabilitating WWTP and Analyzing Lift Station Effectiveness



Rebuild Operating Reserves via Cost-of-Service Analysis



Become an Employer of Choice

4

Labor Budget

	FY 2023-2024	FY 2024-2025	Difference
Admin	\$291,444	\$334,500	(\$43,056)
Utility	\$60,816	\$62,118	(\$1,302)
Patrol	\$372,576	\$370,520	\$2,056
Gate	\$279,360	\$286,700	(\$7,340)
Total	\$1,004,196	\$1,053,838	(\$49,642)

- Notes: 1. PVCSD is now a sole entity, no longer affiliated with RPMWC
- 2. Includes fringe benefits
- 3. GM total compensation savings compared to FY 2021-2022 is \$41,200

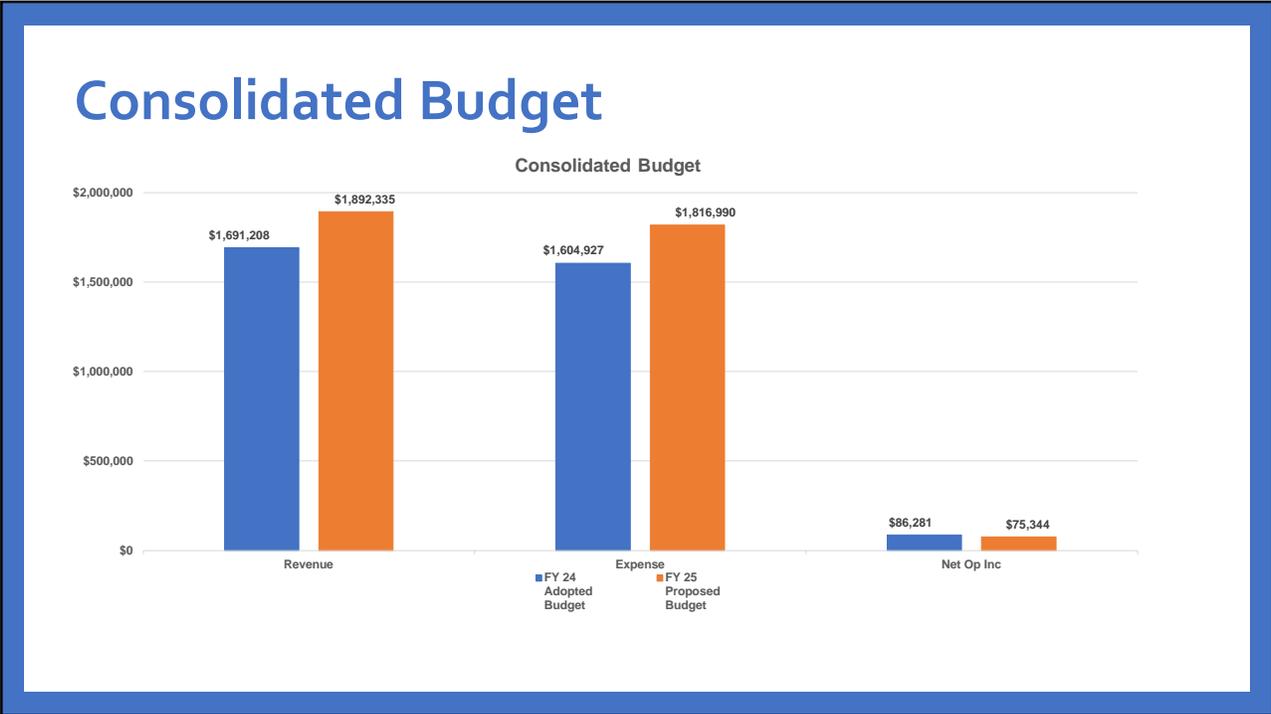
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Salary Schedule

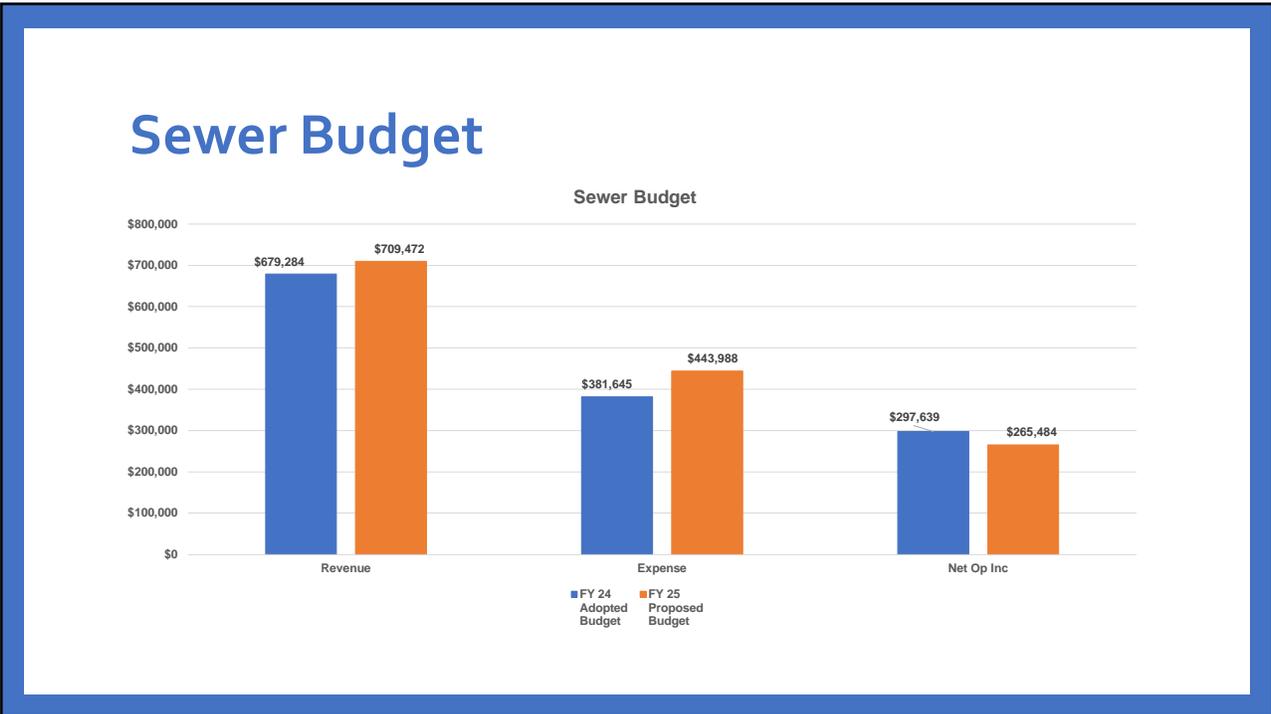
Exhibit A
Pauma Valley Community Services District
Pay Range Salary Schedule - Effective July 1, 2024

Job Title	hourly min	PVCSD	hourly max	annual min	PVCSD	annual max
General Manager (FLSA Exempt)		*****		\$115,000	*****	\$185,000
Office Manager (FLSA Exempt)		*****		\$52,000	*****	\$85,000
Water Quality Data Tech & Compliance Admin. (30 hr/wk max)	\$23.00	*****	\$30.50	\$35,880	*****	\$47,580
Administrative Assistant	\$24.04	*****	\$30.50	\$50,003	*****	\$63,440
Office Clerk	\$18.70		\$24.15	\$38,896	*****	\$50,232
Utility Department Supervisor	\$29.71	*****	\$37.92	\$61,797	*****	\$78,874
Water/Wastewater Worker II	\$24.44	*****	\$31.20	\$50,835	*****	\$64,896
Water/Wastewater Worker I	\$21.07	*****	\$28.11	\$43,826	*****	\$58,469
Security Department Supervisor	\$26.31	*****	\$36.23	\$54,725	*****	\$75,358
Patrol Officer	\$20.90	*****	\$25.30	\$43,472	*****	\$52,624
Gate Attendant Supervisor	\$19.64	*****	\$26.21	\$40,851	*****	\$54,517
Gate Attendant	\$17.60	*****	\$21.55	\$36,608	*****	\$44,824

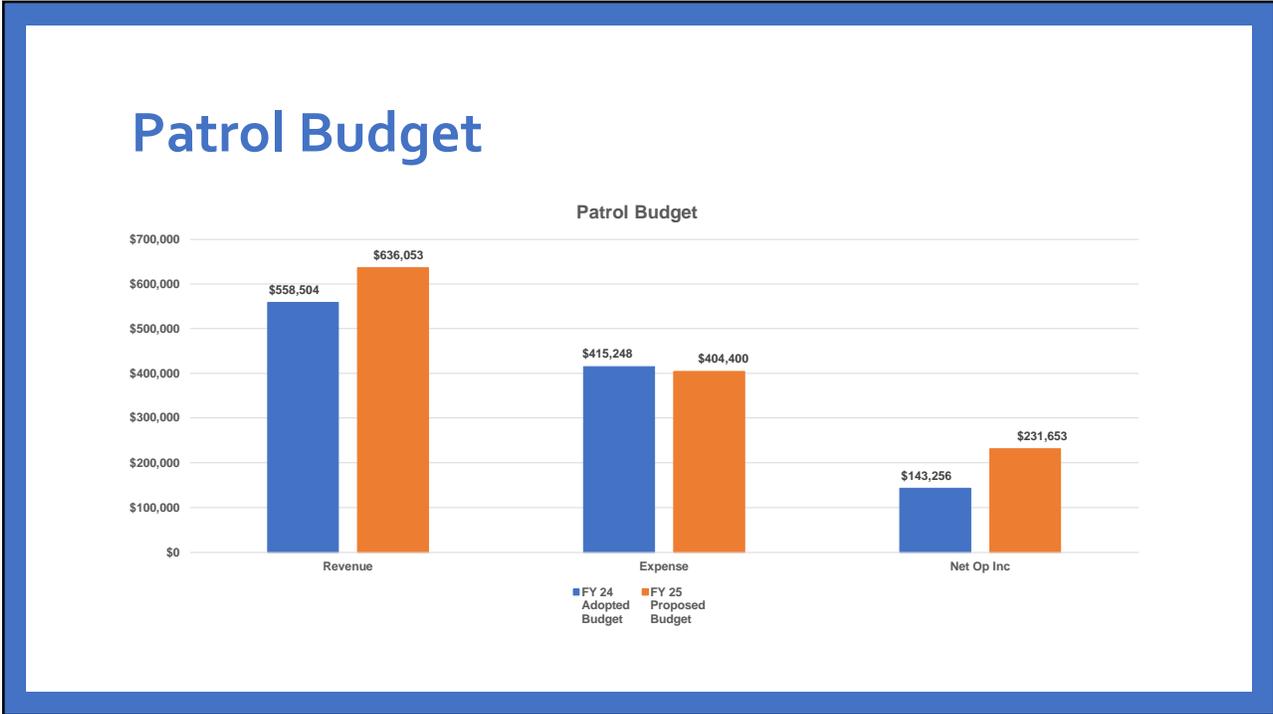
6



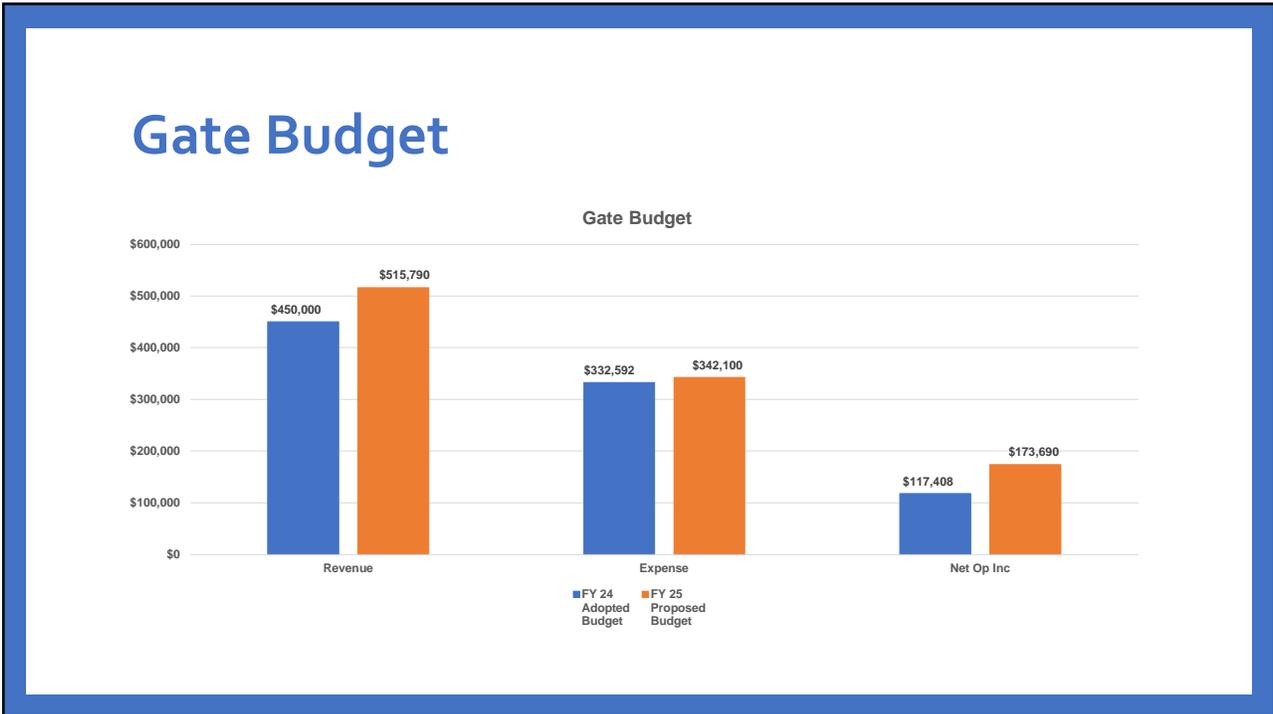
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8



9



10

	Amount
Cost of Service Analysis	\$36,500
Treatment Plant and Lift Stations Rehabilitation	\$24,030
District Security Initiative	\$8,314
Wastewater System Smart Cover	\$6,500
Solar Project (funded via loan)	\$0
Total	\$75,344

CAPITAL EXPENDITURE BUDGET

11

General Manager Initiatives

- Develop PVCSO Strategic Plan
- Rebuild operating reserves by executing a comprehensive "Cost-of-Service Analysis" for all divisions
- Rehabilitate WWTP
- Develop plan for lift station failure during wet weather events
- Enhance District asset security via modernized CCTV camera systems at WWTP and administrative offices
- Modernization of District digital infrastructure via utilization of cloud technology, immensely improving District cyber security and efficiency
- Outsource Payroll and Human Resources Functions for enhanced compliance, efficiency and operational longevity
- Upgrading one high liability maintenance cover to a sophisticated "Smart Cover" to reduce District liability
- Become an employer of choice by maintain fair and competitive compensation in addition to employee benefits such as EV charging (project completion)
- Complete Solar Project and EV Charging Stations
- New cellular radios for the Patrol and Gates Divisions
- Investigate costs associated with "lining" high liability sewer lines that run under the USLRR

12



STAFF RECOMMENDATION

Staff requests the Board of Directors to approve the
Fiscal Year 2024-2025 Budget

13



QUESTIONS

14

**Pauma Valley Community Services District
FY 2024/25 Proposed Budget**

	A	B	C	D	E
	FY 24 Actuals 4/30/2024	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Variance	% Budget Variance
1 REVENUE					
2 Sewer Charges	\$ 451,795	\$ 541,836	\$ 565,198	23,362	4%
3 Security Patrol Charges	478,419	558,504	636,053	77,549	14%
4 Property Tax	138,680	133,248	136,774	3,526	3%
5 Interest	51	-	-	-	N/A
6 Lease			30,000	30,000	N/A
7 Admin Services	185	-	-	-	N/A
8 Other Revenue	29,388	7,620	8,520	900	12%
9 Security Gate Charge	382,875	450,000	515,790	65,790	15%
10 TOTAL REVENUE	1,481,393	1,691,208	1,892,335	201,127	12%
11 EXPENSE					
12 Salaries and Benefits					
13 Salaries	589,648	756,408	787,000	30,592	4%
14 Health Insurance	59,489	95,160	108,600	13,440	14%
15 Payroll Taxes	52,240	68,400	63,168	(5,232)	-8%
16 PERS	75,964	58,536	69,200	10,664	18%
17 Uniforms	1,109	3,396	2,650	(746)	-22%
18 Workers' Comp. Ins	19,932	22,296	23,220	924	4%
19 Total Salaries & Benefits	798,382	1,004,196	1,053,838	49,642	5%
20 Operations & Administrative Expenses					
21 Dwelling Live	7,337	8,372	8,900	528	6%
22 Electricity	53,932	57,564	59,570	2,006	3%
23 Liability Insurance	35,418	54,828	58,200	3,372	6%
24 Miscellaneous	3,927	13,848	3,500	(10,348)	-75%
25 Telephones	7,341	11,244	15,200	3,956	35%
26 Postage	2,659	4,632	4,900	268	6%
27 Operator Contract Services	64,895	72,800	92,400	19,600	27%
28 Oak Tree Repair & Maint.	2,404	2,460	5,000	2,540	103%
29 Sewer line maintenance	72,960	20,868	35,000	14,132	68%
30 Sludge Removal	28,487	51,528	54,600	3,072	6%
31 SCADA Maintenance	-	-	-	-	N/A
32 Plant Repairs & Maintenance - Other	19,317	9,024	20,000	10,976	122%
33 Building Repairs & Maintenance	18,855	13,596	20,000	6,404	47%
34 Airpark maintenance	675	900	1,000	100	11%
35 Gate Repairs & Maintenance	31,773	35,448	37,600	2,152	6%
36 Repairs & Maintenance - Other	3,428	252	-	(252)	-100%
37 Office Supplies	24,567	18,648	27,100	8,452	45%
38 Utility Shop Supplies	2,710	-	1,000	1,000	
39 Security Supplies	1,066	1,212	1,280	68	6%
40 Gate Supplies	2,805	2,184	2,300	116	5%
41 Vehicles	13,274	22,152	16,400	(5,752)	-26%
42 Drainage	18,468	9,996	12,000	2,004	20%
43 State Maint. Fee	30,531	28,421	31,000	2,579	9%
44 Water Tests & Analysis	7,888	11,700	12,400	700	6%
45 Fees	9,146	8,904	9,500	596	7%
46 Engineering	24,880	24,996	30,000	5,004	20%
47 Professional Services	3,660	-	44,500	44,500	0%
48 Pre-employment Gates	312	-	300	300	0%

**Pauma Valley Community Services District
FY 2024/25 Proposed Budget**

	A	B	C	D	E	
	FY 24 Actuals 4/30/2024	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Variance	% Budget Variance	
49	Schools & Meetings	4,787	10,488	13,000	2,512	24%
50	Long Term Financial Plan	15,000	-	-	-	0%
51	Audit	18,599	-	10,500	10,500	0%
52	Accounting	31,363	50,784	54,000	3,216	6%
53	Legal	59,304	53,880	57,000	3,120	6%
54	SGMA Technical Study	5,292	-	-	-	0%
55	Guard Houses /Roadway Lease	3	2	2	0	6%
56	Contingency	-	-	25,000	25,000	N/A
57	Total Operations & Admin Expenses	627,063	600,731	763,152	162,421	27%
58	TOTAL EXPENSE	1,425,445	1,604,927	1,816,990	212,063	13%
NET REVENUE / (EXPENSE) BEFORE CAPITAL						
59	CAPITAL	\$ 55,948	\$ 86,281	\$ 75,344	\$ (10,937)	
60	Capital					
61	Capital Reserve Account					
62	Capital - Facilities	-	-	68,844	68,844	
63	Capital - Equipment	-	-	6,500	6,500	
64	Capital - Vehicle	-	-	-	-	
65						
66	TOTAL EXPENSE FROM CAPITAL	-	-	75,344	75,344	-
68	NET REVENUE / (EXPENSE)	\$ 55,948	\$ 86,281	\$ 0	\$ (86,281)	

RESOLUTION NO. 122

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT APPROVING A WORKPLACE VIOLENCE PREVENTION PLAN IN ACCORDANCE WITH SENATE BILL NO. 553

WHEREAS, the Pauma Valley Community Services District (“District”) is a local government agency formed and operating in accordance with Sections 61000 et seq. of the California Government Code; and

WHEREAS, on September 20, 2023, California Governor Newsom signed Senate Bill No. 553 (“SB 553”) into law, which requires certain California employers to take steps to prevent and respond to workplace violence; and

WHEREAS, notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan; and

WHEREAS, the District desires to adopt a Workplace Violence Prevention Plan in accordance with SB 553.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct.

Section 2. The Board of Directors hereby approves the Workplace Violence Prevention Plan attached hereto as Exhibit A and incorporated by reference.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Pauma Valley Community Services District, at a Special Meeting held on June 20, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT

Roland Skumawitz, Board President

ATTEST:

Larry Curtis, Board Secretary

CERTIFICATION OF SECRETARY

I, Larry Curtis, Secretary of the Board of Directors of the Pauma Valley Community Services District, do hereby certify that the foregoing is a true and correct copy of Resolution No. 122, adopted at a Special Meeting of the Board of Directors of the Pauma Valley Community Services District, duly called and held on June 20, 2024.

Larry Curtis, Secretary

DRAFT



June 20, 2024

Workplace Violence Prevention Plan

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 A. Workplace Violent Incident Log
 B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

POLICY

Pauma Valley Community Services District (“PVCSD”) is committed to providing a safe and healthy work environment that is free from actual, attempted, or threatened violent behavior involving any employee, appointed or elected official, volunteer, contractor, customer, and/or visitor. PVCSD recognizes that workplace violence is a health and safety and human resources issue, and will take reasonable precautions to prevent workplace violence and to protect all persons in the District workplace. PVCSD’s policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (“WVPP”), as required by California Senate Bill (“[SB](#)”) [533](#), which addresses the hazards known to be associated with four types of workplace violence, as defined by California Labor Code (“LC”) Section [6501.9](#). The latest version of the WVPP can be viewed at the District Office located at 33129 Cole Grade Road, Pauma Valley, CA 92061.

PURPOSE

The WVPP is intended to:

- Create and foster a work environment free from workplace violence;
- Provide a definition of workplace violence;
- Establish and detail the responsibilities of all persons in the District workplace to maintain a workplace free of actual, attempted or threatened violence;
- Ensure that incidents of workplace violence are reported to District management and/or law enforcement as appropriate; and
- Ensure that complaints of workplace violence are handled in a timely and equitable manner by the District.

SCOPE AND APPLICATION OF WVPP

The WVPP applies to all District employees, appointed or elected officials and volunteers, regardless of position, classification or union membership, as well as all persons at a District workplace, including, but not limited to, customers, visitors, contractors, vendors, and delivery persons.

For purposes of the WVPP, a District workplace includes all places where District business occurs and includes, but is not limited to, the following:

- District buildings (whether owned or leased) and surrounding perimeters, including parking lots, sidewalks and driveways (“District Grounds”);
- District vehicles;
- Off-site locations where District business occurs;
- District-sponsored functions and recreational or social events, whether taking place on District Grounds or elsewhere; and
- Travel for District business.

DEFINITIONS

1. **Emergency** - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to any employee(s) or other person(s).
2. **Employee** - Any individual who performs services for the District, regardless of their specific role, title, or compensation status, including regular full-time and part-time employees, temporary

employees, appointed officials, elected officials, volunteers, contractors, or subcontractors.

3. **Log** - The violent incident log required by LC Section 6401.9.
4. **Plan or WVPP** - The workplace violence prevention plan required by LC Section 6401.9.
5. **Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
6. **Workplace violence** - Any act, attempt or threat of violence that occurs against any employee(s) or person(s) in a place of District employment. Workplace violence includes, but is not limited to, the following:
 - a. The threat or use of physical force against any employee(s) or person(s) that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee(s) or person(s) sustain an injury.
 - b. An incident involving a threat, attempt or use of a firearm or other dangerous weapon, including the use of common objects as weapons, against any employee(s) or person(s), regardless of whether the employee(s) or person(s) sustain an injury.
 - c. Types of workplace violence include:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the District workplace, and includes violent acts by anyone who enters the workplace or approaches employee(s) or persons in the workplace with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employee(s) or person(s) at the District workplace by customers, clients, patients, students, inmates, or other visitors.
 - **Type 3 violence** - Workplace violence against any employee(s) or person(s) at the District workplace by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the District workplace by any person who does not work there, but has or is known to have had a personal relationship with an employee of the District.
7. **Workplace violence** does not include lawful acts of self-defense or defense of others.
8. **Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

Responsibility and Authority

WVPP Administrator

District Management shall act as the WVPP Administrator, and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. Management team responsible for implementing this plan:

Responsible Persons	Job Title/Position	Phone #	Email
Eric Steinlicht	General Manager	(760) 742 - 1909	Eric.Steinlicht@PaumaValleycsd.ca.gov
Marissa Fehling	Office Manager	(760) 742 - 1909	Marissa.Fehling@PaumaValleycsd.ca.gov
Todd Albert	Security Supervisor	(760) 742 - 1909	Todd.Albert@PaumaValleycsd.ca.gov

Management shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Management shall coordinate the implementation of the WVPP, when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on PVCSD's WVPP.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas.
- Providing input to the Administrator regarding the plan.
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan.
- Maintaining a violence-free work environment.
- Attending all workplace violence training required by the District.
- Following all directives, policies, and procedures from the District relating to workplace violence prevention; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

District Management is responsible for ensuring the plan is clearly communicated and understood by all District employees, appointed or elected officials, and volunteers. The following techniques are used to ensure all persons understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training.

- Ensuring all employees and supervisors receive training on this plan on an annual basis.
- Providing comprehensive workplace violence prevention training to supervisors concerning their roles and responsibilities for plan implementation.
- Evaluating employees to ensure their compliance with this plan.
- Disciplining employees who engage in acts, attempts, or threats of violent behaviors up to and including dismissal.

Communication and Training

District Managers and supervisors are responsible for communicating with District employees about workplace violence in a form readily understandable by all persons.

District employees are encouraged to inform their supervisors about any threats or attempts of violence or actual workplace violence. Employees may use the Workplace Violence Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats or attempts of violence or actual workplace violence.

After the employee has reported their concerns about any threats or attempts of violence or actual workplace violence to their supervisor/manager, the supervisor/manager will report this information to the General Manager and/or Office Manager who will investigate the concern or take immediate action consistent with this plan, as necessary.

Any employee who believes he or she has the potential for violent behavior is encouraged to use PVCSD's confidential Employee Assistance Program:

Magellan Healthcare Employee Assistance Program

Main Phone Number: 800-450-1327

Website: Member.MagellanHealthcare.com

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- PVCSD's alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- PVCSD's Employee Assistance Program

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and

- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, District Management will alert employees and other persons in the workplace, as applicable, of the presence, location, and nature of the workplace violence through the following methods:

- Direct contact, phone call, or text message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify District management and colleagues through phone, text message, or by any means necessary.

Employees shall implement the run, hide, and fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees shall call 911 to report incidents involving danger, assault, or weapons and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate backup assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and General Manager as soon as reasonably possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats or attempts of violence or actual workplace violence can report the incident through their chain of command or directly to District Management. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail or by telephone.

Restraining Orders

Employees or other personnel affiliated with the PVCSD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and General Manager. Supervisors who receive notification of a restraining order that includes the workplace will meet with District Management to decide what actions, if any, need to be initiated.

Domestic Violence

Employees experiencing violence outside of the District workplace (i.e., domestic violence) that may create a risk of danger to themselves or others in the workplace are encouraged to report such violence to the District so the District can take reasonable preventative steps.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. *Work practice controls* may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post-Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer individual trauma counseling resources;
- Conduct a debriefing with all affected employees;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violence Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five (5) years per the recordkeeping requirements of the PVCSD's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three (3) years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five (5) years at the District's Office.

Annual Review

PVCSD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks.
- Modifications or additions to tasks and procedures that affect plan implementation.
- Newly identified hazards.
- Prior year incidents.
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace violence incident that occurs in our workplace.

At a minimum, it will include the information required by LC section 6401.9(d).

Incident ID #*:	Date and Time of Incident:	Division:
------------------------	-----------------------------------	------------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Resident	<input type="checkbox"/> Customer	<input type="checkbox"/> Board Member
<input type="checkbox"/> Family or Friend of Resident	<input type="checkbox"/> Family or Friend of Customer	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Contractor	<input type="checkbox"/> Stranger
<input type="checkbox"/> PVCC Member	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Customer Lobby	<input type="checkbox"/> PVCC District Building	<input type="checkbox"/> Hallway District Building
<input type="checkbox"/> Front Gate Guard House	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Resident's Home	<input type="checkbox"/> PVCC	<input type="checkbox"/> Utility Shop
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any) _____	
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase PVCSD’s vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Is a limited amount of cash kept on hand with appropriate signage?	

		Are areas where money is exchanged visible to others?	
		Do employees have a secure place to store personal belongings?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for customer or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Are private, locked restrooms available for employees?	
		Are customers and visitors clearly informed so they will not become frustrated?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there alarm systems?	
		Do doors lock?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Is there a secured entry?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments