

Pauma Valley Community Services District  
33129 Cole Grade Road \* Pauma Valley, CA 92061  
(760) 742-1909 \* (760) 742-1588

## NOTICE OF PUBLIC MEETING

### Special Notice of Teleconference Accessibility

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Pauma Valley CSD will hold its board meeting via teleconference. This meeting is open to the public via virtual interface and can be accessed by clicking on the link below.

DATE: Monday, February 22, 2021

TIME: OPEN Session - 10:00 a.m.

PLACE: <https://us02web.zoom.us/j/85317985413>

Phone: (669) 900-6833 Passcode: 853 1798 5413

## AGENDA

1. Call to Order
2. Roll Call
3. Open for Public Comments
  - a. Anyone wishing to address any matter pertaining to District business may do so at this time. If a comment pertains to an item on the agenda the comment will be heard during that agenda item. The public comment period is limited to three (3) minutes per person.
4. Approval of Previous Minutes
  - a. Regular Meeting January 25, 2021
5. Financial Report
  - a. Review of BS, P&L as of 1/31/2021
  - b. Accounts Receivable
6. Security Report
  - a. Daily Activity Report
  - b. Gate Penalty Assessment Report
7. Reserve Policy
  - a. The Board will consider approving an update to the Reserve Policy
8. General Manager's 2021 Goals & Initiatives
  - a. The General Manager will provide an update on the 2021 Goals & Initiatives

9. General Manager's Report
10. Capital Equipment Plan
  - a. The Capital Equipment Plan is being presented for the Board's review
11. Roadway Report
  - a. Director Cipriano will provide an update on discussions with PVRA related to the restatement of Rules of the Road.
12. Administrative Policies and Procedures
  - a. Updates to the following policies will be considered for approval: Public Complaints Policy; Disaster Response Plan; Acceptable Mail Attachment Policy; Receipt of Packages Policy
13. Closed Session With Labor Negotiator
  - a. In accordance with Government Code Sections 54954.5 & 54957.6
  - b. Agency Designated Representative: Bill Jacobs
  - c. Unrepresented Employee: General Manager
14. Open Session
  - a. Reportable actions from Closed Session
15. Other Business
  - a. Requested items for next or future agendas (Directors and Staff Only)
  - b. Board comments
16. Adjournment
  - a. Regular Meeting on March 22, 2021 at 10:00 a.m.

**February 18, 2021**

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

Held on January 25, 2021

Directors Present: Sam Logan, Michael Esparza, Bill Jacobs, Laurie Kariya, and Jim Cipriano  
Also Present: Residents Michael Martello, Jeff Ryan, Michael Esparza, Charles Mathews, Ron Krohn, Jeff Pape of Dudek, General Manager Bobby Graziano, Office Manager Amber Watkins, Administrative Assistant Marissa Fehling

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- 1.1 Call to Order: Regular Meeting was called to order at 9:03 a.m. by President Sam Logan. Logan informed that pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Pauma Valley CSD will hold its board meeting via teleconference. This meeting is open to the public via virtual interface and can be accessed by clicking on the link provided.
- 1.2 Roll Call: Graziano took roll call.
- 1.3 Open for Public Comments: Logan informed that anyone wishing to address any matter pertaining to District business may do so at this time. Mathews informed that item 1.7 on the January 12<sup>th</sup> minutes was not done correctly and the GM's compensation should not be discussed in a private meeting according to the Brown Act. Cipriano mentioned that our security staff should be prioritized for the COVID vaccines being first responders for our community. Graziano informed that he would have staff look into the details and give patrol what they need to do so. Jacobs recommended giving them a letter to take with them if they wish to get vaccinated informing the healthcare provider that they are first responders. Cipriano suggested also adding the COVID-19 vaccine information on our website and sending out a flyer to the community with February CSD invoices.
- 1.4 Approval of Previous Minutes:
  - a. Regular Meeting December 28, 2020 - Logan made a motion to approve the Regular Meeting Minutes of December 28, 2020 seconded by Cipriano and unanimously adopted.
  - b. Special Meeting January 12, 2021 - Cipriano made a motion to approve the Special Meeting Minutes of January 12, 2021 seconded by Logan and unanimously adopted. Esparza abstained.
- 1.5 Financial Report:
  - a. Review of BS, P&L as of 12/31/2020 - Cash Assets as of 12/31/2020 reflect \$1,153,692, Accounts Receivable of \$39,387 and Accounts Payable of \$22,228. Watkins informed that the Balance Sheet reflects the \$295k transfer to LAIF. Watkins noted that the dues from RPMWC on the report are larger than usual due to timing of when the check was issued. Watkins informed that Repairs and Maintenance on the P&L was higher in December due the purchase of a new and spare grinder for the Oak Tree lift station, the county fees for sludge removal and testing, an air conditioner compressor replacement for the Highway Patrol office, a computer scanner replacement for the Front Gate, and emergency propane deliveries during the power outages. Watkins informed that legal include 50% of SGMA fees, employee fees, general fees, and Mediacom fees. Watkins informed that office expenses included the purchase of the board approved employee gift cards. Logan inquired on when Yuima would need the \$50,000 for SGMA. Graziano informed that sometime after the JPA is completed. Cipriano reminded that the Board should be receiving an A/R with customer names. Cipriano motioned to adopt the financial report as presented, seconded by Logan and unanimously adopted.
  - b. Accounts Receivable - Presented for review.

1.6 Security Report:

a. Daily Activity Report - Graziano presented the Security Report. Cipriano inquired on the packages left outside the gates by the delivery drivers. Graziano explained that Patrol informs the delivery drivers not to do so when possible and Security is instructed not to handle the packages. Logan inquired whether a flyer is handed to vendors when entering the gates regarding speed limits. Watkins informed that that was accurate. Esparza complemented the great customer service from Patrol and asked if now that the cameras are functioning properly if we are able to capture license plate numbers when someone hits the barrier arms. Graziano informed that the cameras are able to capture the license plates in most cases and explained that a few months back staff looked into a service for license plate number look up in cases we are unable to track down the offenders and the pricing was not worth it for this community. Graziano explained the current gate crasher policy and fee schedule. Logan asked for license plates to be noted on the gate crasher report when we are unable to get offenders name information. Upon a motion by Cipriano, seconded by Logan and unanimous vote, the Daily Activity Report was adopted as presented.

b. Gate Penalty Assessment Report - Presented for review.

1.7 General Manager's Report: Graziano reported that he confirmed with Scott Shinner that PVCC will maintain the cleanliness of the Hole #8 ditch for proper drainage. PVCC will invoice PVCSD for reimbursement of labor costs.

Graziano informed that he received notification from Larry Taylor that the potential to collaborate on the Wiskon Way Bridge still exists and explained that the Club has decided to move forward with the plank renewal only and continue using it for its current purpose.

Graziano informed that the electrical work for the Oak Tree Lift Station is still in the works.

Graziano reported that Roto Rooter was called out to clear a blocked sewer line and informed that they did not show up until midnight, he explained how when staff discovers a blocked sewer main it is absolutely critical that the blockage is cleared in a timely manner and went on to explain how the district would benefit from having its own jetting equipment. He informed that the estimated cost of a system is \$25,000. Kariya inquired on how much the district spent on this service last year and asked if the technology of a purchased system would last 10 plus years. Graziano assured that the technology of a jetting system will not change in 10 plus years.

Graziano reported that utility staff worked to clear out the Pauwee catch basin in preparation of the forecasted rains. Graziano informed he was proud to see staff handling a task which is normally subcontracted which shows high initiative and ownership of district responsibilities. Graziano informed that new hire Garcia has demonstrated proficiency on a skid steer and that having these skills in house will help the district save money and keep on top of maintenance. Jacobs noted that it is the best he has seen it.

Graziano reported that all departments are fully staffed with not recent new hires.

Graziano informed that his monthly staff meeting with Security went well and he reviewed the highlights and the November 29<sup>th</sup> event regarding calling the Sheriff in certain instances. He informed the Board that they were ecstatic when receiving the gift cards.

1.8 Capital Equipment Plan:

a. The Capital Equipment Plan is being presented for the Board's review– Graziano explained that the only recommended change on the Capital Equipment Plan would be adding a jetting machine and vehicle charging stations. Graziano explained that we currently have three patrol vehicles and could probably argue that we only really need two. Esparza recommended putting together a pros vs cons list from going to electric vs a gas vehicle. Cipriano informed that he believes since the district no longer has K9's there is no need for a large SUV and can possibly downsize.

1.9 Mission Statement:

a. The Board will consider adopting an updated Mission Statement for the district- Cipriano thanked the Board for their input on the revised Mission Statement. Cipriano made a motion to adopt the presented revised Mission Statement with the exception of changing the word excellent to exceptional, seconded by Kariya and unanimously adopted. Esparza complimented Cipriano on the great job he did revising the Mission Statement. Cipriano stated that in addition to adding the new Mission Statement to the website, it should be added to the district's letterhead and monthly invoices. Esparza recommended adding it to the back of the business cards as well.

1.10 Closed Session- Public Employee Performance Evaluation-:

a. In accordance with Government Code Sections 54954.5(e), and 54957 the Board will discuss the performance of the General Manager. The Board entered closed session at 10:05 am.

1.11 Open Session:

a. Reportable actions from Closed Session- The meeting reconvened at 10:32 am. Jacobs informed it was a good year for Graziano and he accomplished a great number of Goals and Initiatives and went on to explain the evaluation process that took place for Graziano. Jacobs informed that Graziano was given an 84.11% score for 2020 and informed that the Board authorized to present Graziano with a 3 % increase and an HRA increase. Upon a motion by Jacobs, seconded by Logan and unanimous vote, the Board approved the change in compensation.

Martello inquired if this was considered a merit raise, Jacobs informed it was and the cost-of-living raise was excluded. Martello inquired whether the board has considered incentives to offer employees like Graziano and Watkins to stay in the district. Mathews informed that he sent Graziano and Logan the BB&K ruling on how compensations should not have been discussed in closed session. Logan asked if Mathews had any comments on the results or if he was just trying to be disruptive. Martello explained that according to the Brown Act, the board is allowed to discuss compensation in closed session and if the board wants to be extremely cautious, he suggested discontinuing the item until it is listed on a future agenda. Esparza stated it would be no harm to amend the motion and delay until the next meeting. He informed this would not change the evaluation results and they could do a better job at the next agenda. Esparza made a motion to continue the evaluation at the February 22, 2021 meeting. Jacobs informed he was disagreeing with this idea although he would go with whatever the majority voted on. Jacobs asked Graziano to ensure that BB&K invoiced Mathews directly for any inquiries he made to them. Jacobs informed that Graziano's compensation would be retro dated to January 01, 2021. Seconded by Laurie, and upon a vote it was approved; Logan abstained.

1.12 General Manager's 2021 Goals & Initiatives:

a. The Board will review and consider the GM's 2021 Goals & Initiatives - Graziano explained his recommended changes on his goals and initiatives report. Graziano explained that he feels only the supervisors of each departments should have a goal & initiative to accomplish rather than asking every employee to do so. Graziano explained that if an employee expresses that they want to do any additional training courses, they can do so. Graziano explained his thoughts on the goal

of keeping the employee turnover rate down and how that could possibly do harm to the district by keeping staff when they are not performing as needed. Jacobs recommended doing exit interviews for employees when they are leaving. Kariya explained we do not want to keep employees if they are not performing as needed. Esparza suggested changing the wording for that goal. Graziano explained that the security industry is known to have a high turnover. Graziano explained his disagreement with researching new gate vendors. Jacobs disagreed but said he was willing to modify goal to start with a list of new vendors. Graziano informed that the final version of his goals and initiatives would be presented at the next meeting.

1.13 Board of Directors 2021 Goals & Initiatives:

a. The Board will review and consider the Goals and Initiatives for the Board- Cipriano informed that he thinks the board should adopt a list of goals and initiatives as well. Cipriano mentioned that number one on the list, the staff outsourcing, should be a priority. Esparza asked if the board is coming up with their own five-year financial plan or working with staff on it. Cipriano informed that they would do both. Esparza made a motion to adopt the 2021 Goals and Initiatives for the Board as presented, seconded by Jacobs and unanimously adopted.

1.14 Roadway Report:

a. Director Cipriano will provide a summary of the PVCSD/PVRA relationship- Cipriano gave a summary of the relationship history with PVRA and PVCSD. He informed that PVRA has recently expressed that they are wishing to do away with the access and usage part of PVRA and just worry about maintaining the roads. Cipriano informed he was not sure if PVCSD can legally take on roadway usage issues and explained that PVCSD is currently doing this under a legal agreement with PVRA. Jacobs informed that it appears that PVRA is outsourcing everything. Graziano explained that PVCSD currently enforces all the PVRA "Rules of the Road". Cipriano offered taking the lead on a PVRA Rules of the Road revision. Graziano agreed that the documents need to be cleaned up. Logan suggested that Cipriano attempt re-writing the Rules of the Road document and present to PVRA for their review and comments. Jacobs suggested that the first step be the re-writing the of the Rules of the Road, and then second step making sure the ownership be kept mutual with PVRA. Cipriano informed he would further discuss this matter with Fred Nelson of PVRA.

1.15 Wiskon Way Bridge Enhancements:

The Board will discuss the Wiskon Way Bridge - Jacobs stated that Larry Taylor provided PVCSD an estimate for the amount of contribution requested from PVCSD for Wiskon Way Bridge enhancements to improve emergency traffic flow. Larry also stated that maintenance responsibilities could be worked out. Jacobs informed that we should redefine the scope of work for what size vehicles we need the bridge will handle and what our objectives are. Esparza informed that at one point Larry Taylor was going to give an updated estimate to have the load rated for 15k lbs. Cipriano noted he was not sure if a public agency can provide funding for a private road project. Jacobs asked the board if, at this time, they wanted to engage anymore in the project. Esparza mentioned that if this involves future maintenance, he could not support the idea. Cipriano agreed. Collaboration is still an option for the future. On a separate note, Graziano informed that Krohn recently sent him an article stating that a bridge was being built across Cole Grade. Krohn explained that the article read that a bridge was being built by the county to cross the river over Cole Grade Road and that Cal Trans has additional information on its website.

1.16 Other Business:

a. Requested items for next or future agendas (Directors and Staff Only)- Cipriano gave a list of items for the next meeting; Reserve policy restatement, Handbook revisions and corrections, Ordinances 51 and 52, GSA meeting, compensations.

b. Board comments- Logan informed he would be out for the next meeting.

c. Form 700 Reporting Requirements- Graziano informed that the Form 700 is required to be filed annually. Watkins gave the details.

1.17 Adjournment:

a. Regular Meeting scheduled on February 22, 2021 at 10 a.m. - The next meeting date is scheduled for February 22, 2021 at 10:00 am. Upon a motion from Logan, second by Cipriano and unanimous vote, the meeting adjourned at 11:59 am

*Marissa Fehling*

Marissa Fehling, Recording Secretary

## PV COMMUNITY SERVICES DISTRICT

## Balance Sheet

As of January 31, 2021

Accrual Basis

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	477
102 □ Checking	342,561
110 □ ResFunds/L.A.I.F.	894,020
Total Cash	1,237,058
111 □ LAIF Fair Market Value	2,921
Total Checking/Savings	1,239,979
Accounts Receivable	
120 □ Accounts Receivable	28,003
Total Accounts Receivable	28,003
Other Current Assets	
125 □ Due from RPMWC	32,314
140 □ Prepaid Insurance	5,578
140.6 □ PrePaid Wkrs Comp Ins	10,691
Total Other Current Assets	48,582
Total Current Assets	1,316,565
Fixed Assets	2,622,311
Other Assets	348,809
TOTAL ASSETS	4,287,685
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	26,755
Total Accounts Payable	26,755
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	14,915
205 □ Accrued State Payroll Taxes	0
Total Other Current Liabilities	14,915
Total Current Liabilities	41,670
Long Term Liabilities	1,495,952
Total Liabilities	1,537,622
Equity	
460 □ Retained Earnings	2,687,259
Net Income	62,804
Total Equity	2,750,063
TOTAL LIABILITIES & EQUITY	4,287,685



PV COMMUNITY SERVICES DISTRICT  
Profit & Loss Budget Performance  
January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	36,543	36,543	255,800	255,800	438,515
661.5 Security Patrol Charges	44,829	44,829	313,804	313,804	537,949
662 Property Tax	15,650	16,000	62,760	57,250	102,000
662.1 Connection Fees	0		0	0	0
663 Interest	1,104	3,000	2,394	8,000	10,000
664 Other	768	2,117	11,822	14,817	25,400
665 Security Gate Charge	33,197	33,197	232,379	232,379	398,364
666.5 RFID Tags	650	458	5,525	3,208	5,500
667 Delinquent Charges	0	150	38	1,050	1,800
668 Vacant Lot/Sewer Availability	396	396	2,772	2,772	4,752
670 Reimbursement Revenue	1,625		1,625		
Total Income	134,762	136,690	888,919	889,080	1,524,280
Gross Profit	134,762	136,690	888,919	889,080	1,524,280
Expense					
Bad Debt Expense	0		0	0	0
Debt Service	0		0	0	0
Depreciation	10,123	10,123	70,863	70,862	121,478
Dwelling Live	675	683	4,726	4,783	8,200
Electrical Utilities	2,635	3,430	22,828	24,008	41,157
Equipment Rentals	0	42	0	292	500
Group Health Ins.	5,012	8,917	46,084	62,417	107,000
Liability Insurance	3,724	3,724	26,069	26,069	44,690
Miscellaneous Expense	6,959	550	8,052	3,850	6,600
Office Expense	1,665	2,100	13,910	14,700	25,200
Operator Contract Services	5,500	2,500	20,500	17,500	30,000
Payroll Taxes	5,595	4,349	27,526	33,349	58,000
PERS Retirement	3,656	4,275	85,054	94,796	119,021
Repairs & Maintenance	13,178	8,667	92,734	60,667	104,000
Salaries	46,070	46,500	299,586	356,500	620,000
Security Expense	-236	1,463	6,335	10,238	17,550
Uniforms	128	433	2,130	3,033	5,200
Vehicles	2,414	2,408	15,836	16,858	28,900
Workers' Comp. Insurance	2,013	2,114	14,091	14,796	25,364
6560 Payroll Expenses	0		0	0	0
701 Drainage	735	833	9,714	5,833	10,000
712.1 State Maint. Fee	0		23,210	22,000	22,000
730 Water Tests & Analysis	302	683	4,571	4,783	8,200
815 Fees	245	242	2,000	1,692	2,900
816 Engineering	185	146	833	1,021	1,750

PV COMMUNITY SERVICES DISTRICT  
 Profit & Loss Budget Performance  
 January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
818 ☐Schools & Meetings	62	575	3,811	4,025	6,900
819 ☐Accounting	0	667	10,000	4,667	8,000
820 ☐Legal	3,111	2,083	15,654	14,583	25,000
821.1 ☐Security housing	0		0	0	0
821.2 ☐SGMA Technical Study	0		0	50,000	50,000
921 ☐Guard Houses /Roadway Lease	0		2	2	2
<b>Total Expense</b>	<b>113,751</b>	<b>107,506</b>	<b>826,116</b>	<b>923,324</b>	<b>1,497,612</b>
<b>Net Ordinary Income</b>	<b>21,010</b>	<b>29,184</b>	<b>62,804</b>	<b>-34,244</b>	<b>26,668</b>
<b>Other Income/Expense</b>					
Other Income					
Gains (Losses) -Disposal Assets	0		0	0	0
<b>Total Other Income</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Income</b>	<b>21,010</b>	<b>29,184</b>	<b>62,804</b>	<b>-34,244</b>	<b>26,668</b>

PV COMMUNITY SERVICES DISTRICT  
A/R Aging Summary  
As of February 17, 2021

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
CSD-001	-3,311.00	0.00	0.00	0.00	0.00	-3,311.00
CSD-002	0.00	-1,204.00	0.00	0.00	0.00	-1,204.00
CSD-003	0.00	-600.00	-200.00	-360.00	0.00	-1,160.00
CSD-004	-1,120.00	0.00	0.00	0.00	0.00	-1,120.00
CSD-005	0.00	-800.00	0.00	0.00	0.00	-800.00
CSD-006	0.00	-568.00	-189.00	0.00	0.00	-757.00
CSD-007	0.00	-578.00	0.00	0.00	0.00	-578.00
CSD-008	0.00	-578.00	0.00	0.00	0.00	-578.00
CSD-009	0.00	-524.00	0.00	0.00	0.00	-524.00
CSD-010	0.00	-459.86	0.00	0.00	0.00	-459.86
CSD-011	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-012	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-013	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-014	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-015	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-016	0.00	-279.00	0.00	0.00	0.00	-279.00
CSD-017	0.00	-200.00	0.00	0.00	0.00	-200.00
CSD-018	0.00	-200.00	0.00	0.00	0.00	-200.00
CSD-019	0.00	-168.00	0.00	0.00	-12.00	-180.00
CSD-020	0.00	-156.00	0.00	0.00	0.00	-156.00
CSD-021	0.00	-100.00	0.00	0.00	0.00	-100.00
CSD-022	0.00	-65.00	0.00	0.00	0.00	-65.00
CSD-023	0.00	-18.54	0.00	0.00	0.00	-18.54
CSD-024	7.00	0.00	0.00	0.00	0.00	7.00
CSD-025	12.00	0.00	0.00	0.00	0.00	12.00
CSD-026	12.00	0.00	0.00	0.00	0.00	12.00
CSD-027	12.00	0.00	0.00	0.00	0.00	12.00
CSD-028	23.00	0.00	0.00	0.00	0.00	23.00
CSD-029	12.00	12.00	0.00	0.00	0.00	24.00
CSD-030	12.00	24.00	12.00	0.00	0.00	48.00
CSD-031	50.00	0.00	0.00	0.00	0.00	50.00
CSD-032	60.77	0.00	0.00	0.00	0.00	60.77
CSD-033	88.00	0.00	0.00	0.00	0.00	88.00
CSD-034	88.00	0.00	0.00	0.00	0.00	88.00
CSD-035	0.00	0.00	0.00	0.00	100.00	100.00
CSD-036	175.00	0.00	0.00	0.00	0.00	175.00
CSD-037	200.00	0.00	0.00	0.00	0.00	200.00
CSD-038	200.00	0.00	0.00	0.00	0.00	200.00
CSD-039	200.00	0.00	0.00	0.00	0.00	200.00
CSD-040	200.00	0.00	0.00	0.00	0.00	200.00
CSD-041	200.00	0.00	0.00	0.00	0.00	200.00
CSD-042	200.00	0.00	0.00	0.00	0.00	200.00
CSD-043	200.00	0.00	0.00	0.00	0.00	200.00
CSD-044	200.00	0.00	0.00	0.00	0.00	200.00
CSD-045	200.00	0.00	0.00	0.00	0.00	200.00
CSD-046	200.00	0.00	0.00	0.00	0.00	200.00
CSD-047	200.00	0.00	0.00	0.00	0.00	200.00
CSD-048	200.00	0.00	0.00	0.00	0.00	200.00
CSD-049	200.00	0.00	0.00	0.00	0.00	200.00
CSD-050	201.00	0.00	0.00	0.00	0.00	201.00
CSD-051	201.00	0.00	0.00	0.00	0.00	201.00
CSD-052	201.00	0.00	0.00	0.00	0.00	201.00
CSD-053	201.00	0.00	0.00	0.00	0.00	201.00
CSD-054	201.00	0.00	0.00	0.00	0.00	201.00
CSD-055	224.00	0.00	0.00	0.00	0.00	224.00
CSD-056	279.00	0.00	0.00	0.00	0.00	279.00
CSD-057	289.00	0.00	0.00	0.00	0.00	289.00
CSD-058	289.00	0.00	0.00	0.00	0.00	289.00
CSD-059	289.00	0.00	0.00	0.00	0.00	289.00
CSD-060	289.00	0.00	0.00	0.00	0.00	289.00
CSD-061	289.00	0.00	0.00	0.00	0.00	289.00
CSD-062	289.00	0.00	0.00	0.00	0.00	289.00
CSD-063	289.00	0.00	0.00	0.00	0.00	289.00
CSD-064	289.00	0.00	0.00	0.00	0.00	289.00
CSD-065	289.00	0.00	0.00	0.00	0.00	289.00
CSD-066	289.00	0.00	0.00	0.00	0.00	289.00

PV COMMUNITY SERVICES DISTRICT  
A/R Aging Summary  
As of February 17, 2021

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>&gt; 180</u>	<u>TOTAL</u>
CSD-067	289.00	0.00	0.00	0.00	0.00	289.00
CSD-068	289.00	0.00	0.00	0.00	0.00	289.00
CSD-069	289.00	0.00	0.00	0.00	0.00	289.00
CSD-070	289.00	0.00	0.00	0.00	0.00	289.00
CSD-071	289.00	0.00	0.00	0.00	0.00	289.00
CSD-072	289.00	0.00	0.00	0.00	0.00	289.00
CSD-073	289.00	0.00	0.00	0.00	0.00	289.00
CSD-074	289.00	0.00	0.00	0.00	0.00	289.00
CSD-075	289.00	0.00	0.00	0.00	0.00	289.00
CSD-076	289.00	0.00	0.00	0.00	0.00	289.00
CSD-077	289.00	0.00	0.00	0.00	0.00	289.00
CSD-078	289.00	0.00	0.00	0.00	0.00	289.00
CSD-079	289.00	0.00	0.00	0.00	0.00	289.00
CSD-080	289.00	0.00	0.00	0.00	0.00	289.00
CSD-081	289.00	0.00	0.00	0.00	0.00	289.00
CSD-082	289.00	0.00	0.00	0.00	0.00	289.00
CSD-083	289.00	0.00	0.00	0.00	0.00	289.00
CSD-084	289.00	0.00	0.00	0.00	0.00	289.00
CSD-085	289.00	0.00	0.00	0.00	0.00	289.00
CSD-086	289.00	0.00	0.00	0.00	0.00	289.00
CSD-087	289.00	0.00	0.00	0.00	0.00	289.00
CSD-088	289.00	0.00	0.00	0.00	0.00	289.00
CSD-089	289.00	0.00	0.00	0.00	0.00	289.00
CSD-090	289.00	0.00	0.00	0.00	0.00	289.00
CSD-091	289.00	0.00	0.00	0.00	0.00	289.00
CSD-092	289.00	0.00	0.00	0.00	0.00	289.00
CSD-093	289.00	0.00	0.00	0.00	0.00	289.00
CSD-094	289.00	0.00	0.00	0.00	0.00	289.00
CSD-095	289.00	0.00	0.00	0.00	0.00	289.00
CSD-096	289.00	0.00	0.00	0.00	0.00	289.00
CSD-097	289.00	0.00	0.00	0.00	0.00	289.00
CSD-098	289.00	0.00	0.00	0.00	0.00	289.00
CSD-099	289.00	0.00	0.00	0.00	0.00	289.00
CSD-100	289.00	0.00	0.00	0.00	0.00	289.00
CSD-101	289.00	0.00	0.00	0.00	0.00	289.00
CSD-102	289.00	0.00	0.00	0.00	0.00	289.00
CSD-103	289.00	0.00	0.00	0.00	0.00	289.00
CSD-104	289.00	0.00	0.00	0.00	0.00	289.00
CSD-105	289.00	0.00	0.00	0.00	0.00	289.00
CSD-106	289.00	0.00	0.00	0.00	0.00	289.00
CSD-107	289.00	0.00	0.00	0.00	0.00	289.00
CSD-108	289.00	0.00	0.00	0.00	0.00	289.00
CSD-109	289.00	0.00	0.00	0.00	0.00	289.00
CSD-110	289.00	0.00	0.00	0.00	0.00	289.00
CSD-111	289.00	0.00	0.00	0.00	0.00	289.00
CSD-112	289.00	0.00	0.00	0.00	0.00	289.00
CSD-113	289.00	0.00	0.00	0.00	0.00	289.00
CSD-114	289.00	0.00	0.00	0.00	0.00	289.00
CSD-115	289.00	0.00	0.00	0.00	0.00	289.00
CSD-116	289.00	0.00	0.00	0.00	0.00	289.00
CSD-117	289.00	0.00	0.00	0.00	0.00	289.00
CSD-118	289.00	0.00	0.00	0.00	0.00	289.00
CSD-119	289.00	0.00	0.00	0.00	0.00	289.00
CSD-120	289.00	0.00	0.00	0.00	0.00	289.00
CSD-121	289.00	0.00	0.00	0.00	0.00	289.00
CSD-122	289.00	0.00	0.00	0.00	0.00	289.00
CSD-123	289.00	0.00	0.00	0.00	0.00	289.00
CSD-124	289.00	0.00	0.00	0.00	0.00	289.00
CSD-125	289.00	0.00	0.00	0.00	0.00	289.00
CSD-126	289.00	0.00	0.00	0.00	0.00	289.00
CSD-127	289.00	0.00	0.00	0.00	0.00	289.00
CSD-128	289.00	0.00	0.00	0.00	0.00	289.00
CSD-129	289.00	0.00	0.00	0.00	0.00	289.00
CSD-130	289.00	0.00	0.00	0.00	0.00	289.00
CSD-131	289.00	0.00	0.00	0.00	0.00	289.00
CSD-132	289.00	0.00	0.00	0.00	0.00	289.00

PV COMMUNITY SERVICES DISTRICT  
A/R Aging Summary  
As of February 17, 2021

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>&gt; 180</u>	<u>TOTAL</u>
CSD-133	289.00	0.00	0.00	0.00	0.00	289.00
CSD-134	289.00	0.00	0.00	0.00	0.00	289.00
CSD-135	289.00	0.00	0.00	0.00	0.00	289.00
CSD-136	289.00	0.00	0.00	0.00	0.00	289.00
CSD-137	289.00	0.00	0.00	0.00	0.00	289.00
CSD-138	289.00	0.00	0.00	0.00	0.00	289.00
CSD-139	289.00	0.00	0.00	0.00	0.00	289.00
CSD-140	289.00	0.00	0.00	0.00	0.00	289.00
CSD-141	289.00	0.00	0.00	0.00	0.00	289.00
CSD-142	289.00	0.00	0.00	0.00	0.00	289.00
CSD-143	289.00	0.00	0.00	0.00	0.00	289.00
CSD-144	289.00	0.00	0.00	0.00	0.00	289.00
CSD-145	289.00	0.00	0.00	0.00	0.00	289.00
CSD-146	289.00	0.00	0.00	0.00	0.00	289.00
CSD-147	289.00	0.00	0.00	0.00	0.00	289.00
CSD-148	289.00	0.00	0.00	0.00	0.00	289.00
CSD-149	289.00	0.00	0.00	0.00	0.00	289.00
CSD-150	289.00	0.00	0.00	0.00	0.00	289.00
CSD-151	289.00	0.00	0.00	0.00	0.00	289.00
CSD-152	289.00	0.00	0.00	0.00	0.00	289.00
CSD-153	289.00	0.00	0.00	0.00	0.00	289.00
CSD-154	289.00	0.00	0.00	0.00	0.00	289.00
CSD-155	289.00	0.00	0.00	0.00	0.00	289.00
CSD-156	289.00	0.00	0.00	0.00	0.00	289.00
CSD-157	289.00	0.00	0.00	0.00	0.00	289.00
CSD-158	289.00	0.00	0.00	0.00	0.00	289.00
CSD-159	289.00	0.00	0.00	0.00	0.00	289.00
CSD-160	289.00	0.00	0.00	0.00	0.00	289.00
CSD-161	289.00	0.00	0.00	0.00	0.00	289.00
CSD-162	289.00	0.00	0.00	0.00	0.00	289.00
CSD-163	289.00	0.00	0.00	0.00	0.00	289.00
CSD-164	289.00	0.00	0.00	0.00	0.00	289.00
CSD-165	289.00	0.00	0.00	0.00	0.00	289.00
CSD-166	289.00	0.00	0.00	0.00	0.00	289.00
CSD-167	289.00	0.00	0.00	0.00	0.00	289.00
CSD-168	289.00	0.00	0.00	0.00	0.00	289.00
CSD-169	289.00	0.00	0.00	0.00	0.00	289.00
CSD-170	289.00	0.00	0.00	0.00	0.00	289.00
CSD-171	289.00	0.00	0.00	0.00	0.00	289.00
CSD-172	289.00	0.00	0.00	0.00	0.00	289.00
CSD-173	289.00	0.00	0.00	0.00	0.00	289.00
CSD-174	289.00	0.00	0.00	0.00	0.00	289.00
CSD-175	289.00	0.00	0.00	0.00	0.00	289.00
CSD-176	289.00	0.00	0.00	0.00	0.00	289.00
CSD-177	289.00	0.00	0.00	0.00	0.00	289.00
CSD-178	289.00	0.00	0.00	0.00	0.00	289.00
CSD-179	289.00	0.00	0.00	0.00	0.00	289.00
CSD-180	0.00	0.00	0.00	0.00	300.00	300.00
CSD-181	0.00	0.00	0.00	0.00	300.00	300.00
CSD-182	200.00	100.00	0.00	0.00	0.00	300.00
CSD-183	0.00	0.00	0.00	0.00	300.00	300.00
CSD-184	0.00	0.00	0.00	0.00	300.72	300.72
CSD-185	301.00	0.00	0.00	0.00	0.00	301.00
CSD-186	301.00	0.00	0.00	0.00	0.00	301.00
CSD-187	301.00	0.00	0.00	0.00	0.00	301.00
CSD-188	301.00	0.00	0.00	0.00	0.00	301.00
CSD-189	289.00	25.00	0.00	0.00	0.00	314.00
CSD-190	314.00	0.00	0.00	0.00	0.00	314.00
CSD-191	289.00	28.00	0.00	0.00	0.00	317.00
CSD-192	336.00	0.00	0.00	0.00	0.00	336.00
CSD-193	289.00	50.00	0.00	0.00	0.00	339.00
CSD-194	200.00	200.00	0.00	0.00	0.00	400.00
CSD-195	200.00	200.00	0.00	0.00	0.00	400.00
CSD-196	490.00	0.00	0.00	0.00	0.00	490.00
CSD-197	289.00	265.00	0.00	0.00	0.00	554.00
CSD-198	289.00	280.50	0.00	0.00	0.00	569.50

## A/R Aging Summary

As of February 17, 2021

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>&gt; 180</u>	<u>TOTAL</u>
CSD-199	289.00	289.00	0.00	0.00	0.00	578.00
CSD-200	289.00	289.00	0.00	0.00	0.00	578.00
CSD-201	578.00	0.00	0.00	0.00	0.00	578.00
CSD-202	289.00	289.00	0.00	0.00	0.00	578.00
CSD-203	289.00	289.00	0.00	0.00	0.00	578.00
CSD-204	289.00	289.00	0.00	0.00	0.00	578.00
CSD-205	289.00	289.00	0.00	0.00	0.00	578.00
CSD-206	289.00	289.00	0.00	0.00	0.00	578.00
CSD-207	578.00	0.00	0.00	0.00	0.00	578.00
CSD-208	603.00	0.00	0.00	0.00	0.00	603.00
CSD-209	289.00	556.77	0.00	0.00	0.00	845.77
CSD-210	289.00	578.00	0.00	0.00	0.00	867.00
CSD-211	289.00	578.00	0.00	0.00	0.00	867.00
CSD-212	289.00	578.00	0.00	0.00	0.00	867.00
CSD-213	289.00	578.00	0.00	0.00	0.00	867.00
CSD-214	952.00	0.00	0.00	0.00	0.00	952.00
CSD-215	289.00	578.00	289.00	0.00	0.00	1,156.00
CSD-216	289.00	578.00	289.00	0.00	0.00	1,156.00
CSD-217	200.00	400.00	400.00	200.00	0.00	1,200.00
CSD-218	112.00	224.00	224.00	224.00	630.01	1,414.01
CSD-219	1,416.00	0.00	0.00	0.00	0.00	1,416.00
CSD-220	289.00	578.00	578.00	272.32	0.00	1,717.32
CSD-221	200.00	400.00	423.00	400.00	301.40	1,724.40
CSD-222	289.00	578.00	578.00	289.00	0.00	1,734.00
CSD-223	200.00	400.00	400.00	400.00	1,124.11	2,524.11
CSD-224	289.00	578.00	578.00	578.00	1,623.80	3,646.80
CSD-225	8,937.00	100.00	0.00	0.00	0.00	9,037.00
TOTAL	<u>58,853.77</u>	<u>2,531.87</u>	<u>3,382.00</u>	<u>2,003.32</u>	<u>4,968.04</u>	<u>71,739.00</u>

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

January 15 2021 – February 15 2021

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
	1S1	
Officer Todd Albert	1L2	Patrolman / Department Supervisor
Officer Greg Watkins	1L3	Patrolman
Officer Bryan Chau	1L4	Patrolman
Officer Nick Florez	1L5	Patrolman
Officer Preston Torres	1L6	Patrolman
Officer German Colin	1L7/C1	Patrolman / Gate Attendant
Officer Evan Chism	1L8/C1	Patrolman / Gate Attendant
Matthew Carson	C1	Gate Supervisor
Dale Easter	C1	Gate Attendant
Ryan Willis	C1	Gate Attendant
	C1	

**Vehicle Maintenance Report**

This month all units are being taken to Ford for safety recalls for a “Rear Suspension Toe Link Replacement.” New tires were recently purchased for Unit One and it is back in the shop for an oil change, parking brake failure, broken motor mount, cylinder misfire, and a transmission flush. Unit Two recently came back from Ford for the recall and went to Serratos for an oil and transmission fluid change. Unit Three came back from Ford for the recall as well but was sent back for safety issues regarding untightened hardware after the recall.

- Unit 1 (106,905) – Unavailable to do monthly inspections due to vehicle at Serratos for maintenance.
- Unit 2 (102,430) – Passenger side headlight out. Will need a new high and low beam bulb. Driver side emergency light located on driver side mirror also out.
- Unit 3 (88,014) – Passed all inspections this month.

Preston Torres, Vehicle Maintenance Officer

**Gate Report**

Corona Virus literature remains posted at the Front Gate. Cleaning and sanitary supplies continue to be coordinated and received from the District office. All gate equipment and systems are currently operating normally. Some repair was done at the Pauma Heights gate, on the video camera server, and back scanner/kiosk. GM Graziano was informed of all issues

and coordinated repairs. Warnings regarding the community's speed limit continue to be issued to all service and delivery truck drivers as well as all truck information being recorded. Water Quality Emergency Notification Plan paperwork including "Emergency on Call" contact numbers has been placed at the gate in our operations notebook. All gate employees have been informed where to look for it in case of a water company equipment emergency. The importance of consistently verifying all unknown guests that come into the community has been thoroughly reiterated and is fresh on all gate attendant's minds. This policy includes checking all new guest's drivers licenses and verifying through our guest lists and Dwellinglive systems that visitors and service people are expected and to be granted access. Gate attendant Evan Chism has been chosen to begin select training days with patrol as the next half and half employee.

Matthew Carson, Gate Supervisor

### HIGHLIGHTS

- **January 15<sup>th</sup> 2021 at 0724 – Burglary Alarm.** Officer Albert responded to a burglary alarm at the Pauma School. Officer Albert did a complete building check and found that an employee had accidentally set off the alarm.
- **January 15<sup>th</sup> 2021 at 1401 – Gate Crasher.** Officer Florez responded to a gate crasher at the Rear Gate. Vehicle information was provided by Control One. Officer Florez patrolled the whole community but was unable to locate the vehicle.
- **January 16<sup>th</sup> 2021 at 0130 - Notice Of Violation.** Officer Chau issued an NOV for overnight parking with no pass displayed on Ushla Way.
- **January 17<sup>th</sup> 2021 at 0145 – Notice Of Violation.** Officer Watkins issued an NOV for overnight parking with no pass displayed on Ushla Way.
- **January 17<sup>th</sup> 2021 at 0230 – Suspicious Activity.** Officer Watkins responded to a call at the Pauma Village for a suspicious vehicle parked near the U-Haul trucks. Officer Watkins patrolled the area and did a routine building check but did not see anything that was tampered with. Information of the vehicle was logged.
- **January 18<sup>th</sup> 2021 at 1609 – Public Assist.** Officer Florez responded to a call from the Federal Aviation Administration regarding a plane check. Officer Florez drove around the airport hangars and down the side of the airstrip but was unable to locate a plane matching the description. Control One contacted the FAA representative to inform him that the plane was not in our area.
- **January 19<sup>th</sup> 2021 at 0200 – Traffic Collision.** Officer Albert and Officer Torres responded to a vehicle crashing into a power line pole on Highway 76. No one was injured and both officers waited until Highway Patrol was on scene.
- **January 19<sup>th</sup> 2021 at 1733 – Public Assist.** Officer Watkins responded to calls for multiple trees that had fallen over onto the road. Officer Watkins had Control One contact the residents regarding their trees and had them safely moved.



- **January 20<sup>th</sup> 2021 at 1443 – Resident Concern.** Officer Chau responded to a call on Luiseno Circle Drive concerning a neighbor chopping furniture with an axe and giving landscapers bags of trash. The resident was also concerned that the individual may be siphoning their gas. Officer Chau did not see any signs of the neighbor outside or anything suspicious at the house. Patrol will monitor the area more often for any suspicious activity.
- **January 21<sup>st</sup> 2021 at 1018 – Resident Concern.** Officer Chau responded to a call for a sign falling over near the Front Gate and Highway 76. The sign had fallen over due to high winds, but Officer Chau pushed it out of the street.
- **January 22<sup>nd</sup> 2021 at 2041 – Lift Assist.** Officer Chau responded to a lift assist call on Taspas Court. Officer Chau successfully lifted the resident into a wheelchair and medical assistance was not needed.
- **January 23<sup>rd</sup> 2021 at 1044 – Burglary Alarm.** Officer Florez responded to an alarm call at Saint Francis Church. A resident and member of the church were on scene and had accidentally set off the alarm. Officer Florez did a routine check and saw nothing out of the ordinary.
- **January 23<sup>rd</sup> 2021 at 1612 – Trespassing.** Officer Florez responded to two motorcyclists entering the community through the Rear Exit Gate. Officer Florez attempted to stop them using both the lights and sirens but the riders fled dangerously, doing wheelies and donuts. The dirt bike riders have been an on-going issue and we are unable to stop and confront them. It is believed they are located up the groves of Pauma View.
- **January 23<sup>rd</sup> 2021 at 1937 – Resident Concern.** Officer Chau responded to a call on Luiseno Circle Drive concerning a neighbor chopping furniture with an axe. Officer Chau drove to the house but was unable to issue a noise complaint due to it not being past curfew.
- **January 24<sup>th</sup> 2021 at 2131 – Suspicious Activity.** Officer Colin responded to a call for two suspicious individuals in the Men’s Locker Room at the Country Club. Both individuals, one male and one female, were sitting on the couch watching TV. Officer Colin informed them that they were not allowed to be there as they are not members. Both individuals left the scene.
- **January 25<sup>th</sup> 2021 at 1047 – Resident Concern.** Officer Florez responded to a call on Luiseno Circle Drive regarding a fallen tree blocking the road. The resident informed us that the tree company will be delayed and asked Officer Florez for cones to be put out.
- **January 25<sup>th</sup> 2021 at 1421 – Resident Concern.** Officer Florez responded to a call on Wiskon Way West regarding stolen golf clubs. As the resident was explaining the situation, he started to become more and more confused and unable to explain further details. Officer Florez advised him to call patrol next time he comes across the individuals so we can further identify them. Following up on the report a couple days later, the resident’s brother informed us that the resident has memory problems, and nothing was stolen.
- **January 26<sup>th</sup> 2021 at 1635 – Public Assist.** Officer Watkins responded to a call for a tree that had fallen into the road. The resident informed that he would have a tree company remove the tree the following day. Officer Watkins posted cones onto the road.

- **January 27<sup>th</sup> 2021 at 1404 - Fire Alarm.** Officer Chau responded to CalFire entering Front Gate for unknown reasons. CalFire headed to a house on Wiskon Way West and started to survey the area. The reason was later found to be a faulty fire alarm and the resident will be calling their alarm company to get it fixed.
- **January 27<sup>th</sup> 2021 at 1440 – Suspicious Vehicle.** Officer Chau noticed a suspicious vehicle parked on the side of Highway 76. As Officer Chau was going out to talk to the driver, the vehicle proceeded to drive off. Vehicle information was logged.
- **January 27<sup>th</sup> 2021 at 1922 – Public Assist.** Officer Torres responded to a call on Wiskon Way West regarding a resident who was out walking and forgetting where they lived. Officer Torres directed them to their house and contacted the resident’s brother.
- **February 1<sup>st</sup> 2021 at 1113 – Medical.** Officer Florez responded to a medical call on El Tae Road. The resident was feeling ill and unable to eat. Paramedics transported the resident to Palomar Hospital.
- **February 4<sup>th</sup> 2021 at 0944 – Medical.** Officer Chau responded to a medical call on Katkat Court. The resident was feeling nauseous and ill and was recommended to call 911 by their doctor. Paramedics transported the resident to Palomar Hospital.
- **February 4<sup>th</sup> 2021 at 1959 – Burglary Alarm.** Officer Chau responded to a call from Knight Security for an unknown alarm at the Pauma School. Officer Chau talked to the custodian on scene but he was unaware of that alarm. Message was passed along to the school’s security the following day.
- **February 4<sup>th</sup> 2021 at 2005 – Process Server.** Officer Albert and Officer Chau responded to a call for a process server at the Front Gate. The agent was escorted to a house on Luiseno Circle Drive and papers were delivered with no complications.
- **February 5<sup>th</sup> 2021 at 2237 – Noise Complaint.** Officer Chau responded to a call on Wiskon Way West for dogs barking afterhours. Officer Chau drove around but was unable to hear or locate the dogs.
- **February 6<sup>th</sup> 2021 at 0219 – Notice Of Violation.** Officer Chau issued an NOV for overnight parking with no pass displayed on Womsi Road.
- **February 6<sup>th</sup> 2021 at 0320 – Suspicious Activity.** Officer Watkins responded to a call for an individual walking around the Pauma Village. The individual stated he was just waiting for the market to open and Officer Watkins advised him to wait at the bus stop. Nothing seemed out of the ordinary and the individual was compliant.
- **February 6<sup>th</sup> 2021 at 1426 – Medical.** Officer Florez responded to a medical call on Happy Hollow Lane. The resident had back pain and was in need of surgery. Paramedics transported the resident to Palomar Hospital.
- **February 6<sup>th</sup> 2021 at 2036 – Suspicious Activity.** Officer Chau responded to a call for two suspicious individuals walking around the Country Club Pro Shop. Two people were in the Men’s Locker Room watching TV; one male, one female. They both were residents and not members Officer Chau asked them to leave. Information was logged and passed to the District Office and Country Club.

- **February 7<sup>th</sup> 2021 at 0735 – Resident Concern.** During normal patrol, Officer Watkins was flagged down by a resident on Luiseno Circle Drive. The resident wanted to apologize for getting caught in the Men’s Locker Room twice now and informed us it will not happen again.
- **February 8<sup>th</sup> 2021 at 1220 – Resident Concern.** Officer Chau responded to a call on Pauma Valley Drive for a possible propane leak. Officer Chau drove around multiple streets but was unable to locate any signs of propane in the area.
- **February 9<sup>th</sup> 2021 at 1430 – Gate Crasher/Notice of Violation.** Officer Watkins responded to a gate crasher at the Front Gate. The resident waited for Officer Watkins to arrive and issue a Notice of Violation.

PVCSD Patrol – Building Checks					
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check	
			459A	1153	
Country Club(CC)					
Greens Maintenance(GM)					
Community Church(CO)	10		1		43
Gravel Yard(GY)	1				1
Saint Francis(SF)			1		59
Pauma School(PS)			2		19
Pauma Building(PB)					35
Airport Hangars(AH)	1				13
Treatment Plant(TP)					23
Pauma Village(PV)					13
Residential Houses/Other	2	1			
Patrol Activity				Gate Activity	
Medicals	3	Resident Concern	7	Activity/Malfunctions	Totals
Welfare Checks		Suspicious Activity	4	Unresponsive	4
Lift Assist	1	Noise Complaint	1	Will Not Close	4
Domestic Dispute		Process Server	1	False Signal	1

PVCSD SECURITY REPORT January 15, 2021 – February 15, 2021

Traffic Collisions	1	911 Hang up Call		Loss of Controls	1
Gate Runner/ Gate Crashers	2	Loose Dogs		Video Loss	1
Public Assists	4	Snake Call		Device Entries	8,947
Jump Start		Trespassing	1	Passes Issued	2,083
Notice of Violation	4	Other		Pass Entries	3,158

**RFID Entries**

Front Gate	Center Gate	Back Gate
5,689	433	2,825

**Dispatch By Location**

Inside PVCCE	Oak Tree	School	Business Dist.	PVCC	HWY 76
19	1	2	3	2	3

**Highlights by Shift Periods**

A: 2200-0600	B: 0600-1400	C: 1400-2200
7	7	18

**Acronym Legend**

Acronym	Definition	Acronym	Description
<b>459</b>	Burglary penal code	<b>AFA</b>	Asian Female Adult
<b>AMA</b>	Against Medical Advise	<b>AMA</b>	Asian Male Adult
<b>BOLO</b>	Be on the Lookout	<b>AFJ</b>	Asian Female Juvenile
<b>CHP</b>	California Highway Patrol	<b>AMJ</b>	Asian Male Juvenile
<b>DOB</b>	Date of Birth	<b>BFA</b>	Black Female Adult
<b>DL</b>	Driver License	<b>BMA</b>	Black Male Adult
<b>DV</b>	Domestic Violence	<b>BFJ</b>	Black Female Juvenile
<b>EB</b>	East Bound	<b>BMJ</b>	Black Male Juvenile
<b>FU</b>	Follow Up	<b>HFA</b>	Hispanic Female Adult
<b>IVO</b>	In Vicinity Of	<b>HMA</b>	Hispanic Male Adult
<b>LP</b>	License Plate	<b>HFJ</b>	Hispanic Female Juvenile
<b>LCD</b>	Luiseno Circle Drive	<b>HMJ</b>	Hispanic Male Juvenile
<b>NB</b>	North Bound	<b>MFA</b>	Mexican Female Adult
<b>NLT</b>	No Later Than	<b>MMA</b>	Mexican Male Adult
<b>PERT</b>	Psychiatric Emergency Response Team	<b>MFJ</b>	Mexican Female Juvenile
<b>PT</b>	Patient	<b>MMJ</b>	Mexican Male Juvenile
<b>PVD</b>	Pauma Valley Drive	<b>NAFA</b>	Native American Female Adult
<b>PVRA</b>	Pauma Valley Roadway Association	<b>NAMA</b>	Native American Male Adult
<b>ROTR</b>	Rules of the Road	<b>NAFJ</b>	Native American Female Juvenile
<b>RP</b>	Reporting Party	<b>NAMJ</b>	Native American Male Juvenile
<b>SB</b>	South Bound	<b>WFA</b>	White Female Adult
<b>S/O</b>	Sheriff's Office	<b>WMA</b>	White Male Adult
<b>SR 76</b>	State Route 76/ Highway 76	<b>WFJ</b>	White Female Juvenile
<b>TC</b>	Traffic Collision	<b>WMJ</b>	White Male Juvenile
<b>UTL</b>	Unable to Locate		

PVCSD SECURITY REPORT January 15, 2021 – February 15, 2021

<b>WB</b>	West Bound		
<b>WWE</b>	Wiskon Way East		
<b>WWW</b>	Wiskon Way West		
<b>YOA</b>	Years of Age		
<b>Unresponsive</b>	the gate does not open for an RFID		
<b>Will Not Close</b>	the gate does not close when it is supposed to		
<b>False Signal</b>	the alarm goes off in the Front Gate for no discernable reason		
<b>Loss of Controls</b>	gate attendant cannot open the gates remotely		
<b>Video Loss</b>	occurs when the gate attendant cannot see the feeds from the Center or Back Gates		

Key:	New	Payments	Disputing
------	-----	----------	-----------

Date of incident:	Time:	Location:	Name:	1st (warning)	2nd Offense:	3rd Offense:	Paid:	Bal. Due:
1/3/2020	11:45 AM	Rear	Wanda Bye	X				\$0.00
1/3/2020	3:43 PM	Rear	Dan MacMurray	X				\$0.00
2/20/2020	2:28 PM	Rear	Sergio Resa	X				\$0.00
2/29/2020	2:56 PM	Rear	Julio Camarena	X				\$0.00
3/17/2020	9:55 AM	Rear	Cesar E. Tunchez	X				\$0.00
5/12/2020	11:53 AM	Rear	Miguel H. Guerrero	X				\$0.00
5/18/2020	10:47 AM	Rear	Zachary V. Noonan	X				\$0.00
6/5/2020	12:53 PM	Front	Charles Sale	X				\$0.00
6/19/2020	10:10 AM	Front	Julia Lovern	X				\$0.00
7/28/2020	3:59 PM	Rear	Ronald W. Miller	X				\$0.00
8/4/2020	8:45 AM	Rear	Martin Becerra	X				\$0.00
8/21/2020	3:15 PM	Rear	Felix Olmeda	X				\$0.00
8/21/2020	5:13 PM	Rear	Patricia Lockhart	X				\$0.00
8/25/2020	8:45 AM	Rear	Edgar Hernandez	X				\$0.00
8/27/2020	8:05 AM	Rear	Dominick Panameno	X				\$0.00
9/29/2020	8:30 AM	Rear	Henri Josue Merinocara	X				\$0.00
10/24/2020	12:26 PM	Front	Howard Morrow	X				\$0.00
11/23/2020	9:16 AM	Front	Mario Orozco	X				\$0.00

Gate Runners

Key:	New	Payments	Disputing
------	-----	----------	-----------

Date of incident:	Time:	Location:	Name:	1st (warning)	2nd Offense:	3rd Offense:	Paid:	Bal. Due:
3/15/2020	8:17 AM	Front	Erik Michael Gloff	X				\$0.00
8/10/2020	9:22 AM	Front	Julia Ann Menas	X				\$0.00

DISCUSSION PAPER FOR RESERVE FUND POLICY  
of the  
PAUMA VALLEY COMMUNITY SERVICES DISTRICT

The existing RESERVE FUND POLICY (Amended in 2017) is located in our “Administrative Rules & Procedures” handbook, and is presented in Attachment 1. The amounts noted are for the 2017-2018 fiscal year. Reserve amounts for the 2020-2021 fiscal year are noted in Attachment 2.

It is proposed that the existing RESERVE FUND POLICY be restated to:

1. Add clarity and create an easily understood Policy.
2. Determine appropriate minimum levels of Board-designated reserves.
3. Identify contingency reserve categories.
4. Become consistent with the Special District Reserve Guidelines of the California Special Districts Association (CSDA).

A restated RESERVE FUND POLICY is presented for consideration in Attachment 3.

Supporting RESERVE FUND POLICY information, for internal use only, is presented in Attachment 4.

Detailed calculations and recommended Reserve amounts are presented in Attachment 5.

**THE INTENT, HERE, IS TO CREATE AND UNDERSTAND A RESERVE FUND AMOUNT WHICH IS NEITHER UNDERSTATED NOR OVERSTATED.**

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SOURCES:

1. Ca. Special Districts Assn.(CSDA) - “Special District Reserve Guidelines” - 2nd Edition
2. Grant Thornton LLP - Business Services Division
3. 25-30 Public agency reserve policies.
4. Government Finance Officers Assn. (GFOA)
5. Paul Kaymak - Nigro & Nigro





# Pauma Valley Community Services District Administrative Procedures and Rules

**Adoption Date:**  
06/24/13  
**Amended Date:**  
05/19/14; 8/22/16;  
6/26/17

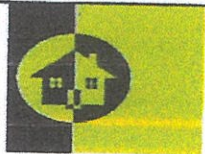
## RESERVE FUND POLICY

1. The Pauma Valley Community Services District reserve fund policy is a financial policy guided by sound accounting principles of public fund management. The policy is established to assure adequate funds are available to minimize adverse annual budgetary impacts from anticipated and unanticipated District expenses.
2. The adequacy of the target reserve year-end balance ranges and/or annual contributions will be reviewed annually during the budgeting and rate setting process and may be revised accordingly as necessary.
3. The following criteria are considered for establishing adequate funds:
  - A. Loss Liability - funds to cover the specified deductible amount from the current insurance policy covering such asset loss;
    1. dollar value of the policy deductible
  - B. Replacement Value - accumulation of depreciation for those assets still in service;
    1. equal to the annual accumulated depreciation expense
  - C. Depletion Value - estimated cost of replacement for those assets with no depreciation value;
    1. equal to 40% of annual depreciation expense
  - D. Business Interruption - estimated cost to continue sewage collection operations for a specified period of time upon failure of the treatment plant and/or equipment;
    1. balance should be equal to 10 times pumping/disposal costs per day for a 30-day average
  - E. Debt Coverage - sufficient funds to meet annual debt service;
    1. 115% of maximum annual debt service

Year 2017-2018 - \$ 1,968,190

- A. \$ 5,000
- B. \$ 1,203,640
- C. \$ 57,350
- D. \$ 630,000
- E. \$ 72,200

2.

	<p>Pauma Valley Community Services District Administrative Procedures and Rules</p>	<p>Adoption Date: 06/24/13</p> <p>Amended Date: 05/19/14; 8/22/16; 6/26/17</p>
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- E. \$ 72,200

2020-2021

\$ 5,000.

\$ 1,431,353.

\$ 53,325.

\$ 630,000

0

ATTACHMENT 3.

RESERVE FUND POLICY

A. The Reserve Fund Policy of the Pauma Valley Community Services District (PVCSD) is a critical component of a long-term financial plan created to:

1. Ensure the viability of the organization and effectively manage cash flow.
2. Reduce the impact of unplanned, adverse financial events.
3. Invest in the future by considering opportunities of strategic importance to the District.

B. During the annual budgeting process, the amount of targeted reserves will be reviewed by the Board of Directors and revised as necessary. If or when targeted reserves are expended, it is the intent of the Board of Directors to replenish said reserves within 12-18 months.

C. Consistent with the Special District Reserve Guidelines of the California Special Districts Association, PVCSD will create the following reserve accounts:

1. Operating Reserves
2. Asset Replacement Reserves
3. Capital Improvement Reserves
4. Contingency Reserves
5. Loss Liability Reserves
6. Debt Service Reserves

Sound financial management mandates that the District maintain appropriate reserves for expected and unexpected events.

ATTACHMENT 4.

RESERVE FUND POLICY  
SUPPLEMENTAL INFORMATION  
FOR INTERNAL USE ONLY

A. Recitals

1. There is no standard formula for setting Reserve amounts.
2. Minimum Reserve targets are normally a number of months' of operating revenues or expenses. PVCSD should use "revenues" because they are more predictable than expenses.
3. In setting Reserve amounts, revenue and expense risk factors for PVCSD must be considered.
  - a. Predictability of revenue stream = **HIGH**.
  - b. Financial markets risk = **VERY LOW**.
  - c. Regulatory risk = **VERY LOW**
  - d. Expense risk = **LOW to MODERATE**
4. Reserves are funded and available in cash or cash equivalents and can be commingled with general cash accounts or in segregated investment accounts.
5. Reserves are a Balance Sheet item in the Unrestricted Net Assets section.

B. Definitions

1. Reserve Fund - Funds set aside by action of the Board of Directors for specific purposes.
2. Targeted Reserve Amount - A minimum designated amount.
3. Debt Service Reserve - Amount needed to service any debt.
4. Liability Insurance Reserve - Amount needed to cover insurance deductibles.
5. Asset Replacement/Depreciation Reserve - Amount needed to replace assets as they become obsolete.

6. Operating Reserves - Amount needed to fund a temporary interruption of services.

7. Contingent Reserves - Amount needed for identified risks.

9. Pension Reserves - Amount needed to pay employee pensions and benefits.

10. Pension Reserve Fund - The Fund from which employee pensions and benefits are paid.

11. Capital Improvements Reserve - Minimum amount required to fund new and/or improved assets.

ATTACHMENT 5.

RECOMMENDED RESERVES FOR FY 2021

1. Liability Insurance - \$5000
2. Debt Service - \$0
3. Operations
  - a. Sewer & Wastewater Services = \$110,494. (3 months revenue)
  - b. Gate Services = \$33,197. (1 month revenue for each of 3 years.)
4. Contingencies (5% of total operating revenue)
  - a. Litigation = \$50,000.
  - b. Earthquake = \$20,933.
5. Pension Fund = \$100,000.
6. Accumulated Depreciation - Asset Replacement
  - a. Assets still in service = \$1,658,000.
  - b. Assets with no depreciation value = \$34,749. (25% of annual depreciation expense).

TOTAL RECOMMENDED RESERVES FOR FY 2021 = \$2,012,373.

TOTAL RESERVES ON HAND = ~\$1,100,000.

2021 PVCSD GM G+I's

**Goal #1: HR**

A. Meet with each board member once per quarter for a 20 min one-on-one's.

Board Member	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Sam Logan				
Bill Jacobs	Feb 22			
Laurie Kariya	Feb 16			
Mike Esparza				
Jim Cipriano	Feb 23			
Chuck Bandy	Feb 12			
Larry Taylor	Feb 12			
Steve Wehr	Elected not to participate			
Bruce Knox				

B. By 03/15/21, work with your 3 supervisors (Amber, Todd, and Jake) to develop achievable goals.

- i. Review with both Boards before 04/01/21.

Jake: Obtain WW1 Certificate, Complete AA in Water Tech, Complete AA in WW Tech

Amber: Develop and implement Annual Reporting Schedule, Assist in Build Out of Training Matrix

Todd: Currently discussing team building ideas for the Security Department

C. By 03/15/21, research comparable salary ranges per job classification.

- i. Review with both Boards before 04/01/21.

Process in work. See working spreadsheet.

D. By 03/15/21, review existing employee salary ranges.

- i. Review differences with the Board(s) before 04/01/21.
- ii. Modify based on Board approval, if applicable, for the April review.

Process in work. See working spreadsheet.

E. By 06/01/21, increase community awareness and out-reach (especially in Safety + Security).

- i. Poll the community on their view of CSD's effectiveness in providing services to them.
- ii. Measure and increase CSD's community service rating.
  - a. Survey

2021 PVCSD GM G+I's

Plan to develop survey monkey which resides on website. Any website visitor can click link and take a short survey. A flyer will be sent with invoices alerting customers of survey.

- F. Ongoing - increase harmony (less conflict).
  - i. Improve constituent relations.

This item is somewhat qualitative. So far for 2021 constituent relations have been positive.

- G. Ongoing - increase the security staff's sense of urgency when technical issues aren't working.

The entire security staff has done an excellent job relaying problems to me. Anytime I request information or assistance it is done quickly and efficiently.

- H. Ongoing – be conscious of issues with the Security staff that might cause them to be considering a career change.
  - i. Document all “Reasons for Departure” in exit interviews.

Year to date there have been no departures.

---

**Goal #2: Knowledge Growth**

- A. Ongoing - demonstrate a measured reduction in the reliance on Dudek, as based on your growth.
- B. Ongoing - ensure “Licenses of Record” are in maintained.

Result: BG maintains a Distribution 2 and Treatment 1. BG continues to expand knowledge of district operations. BG has managed Rancho Pauma without Dudek since Jan 1, 2021. BG leads all water infrastructure initiatives and sewer collection initiatives.

---

**Goal #3: SIGMA**

- A. Ongoing - with Yuima and the team, be a participant in SGMA GSA process to protect the water interests of the community and RPMWC.

Result: In conjunction with Chuck Bandy BG is actively engaged in developing the JPA, and giving guidance to counsel.

BG has remained involved in the LAFCO issues and has provided support when needed.



## 2021 PVCSD GM G+I's

BG met with Geosciences Principal Engineer on Feb 12 to review potential monitoring sites. During meeting BG provided input on a variety of other possible monitoring sites and data which could be helpful to the GSP process.

---

### **Goal #4: Financial**

A. By 03/15/21, before the May '21 Budget Review, provide recommendations to the Board that could reduce expenses.

Currently studying fuel, vehicle repairs and maintenance, and electrical expenses to make the case for electric vehicles to replace the Ford Interceptors and solar at the office.

B. Ongoing - keep the expenses under the 2021 CSD budget.

On track. \$62,804 net income for the year through Jan.

C. Ongoing - continue to reduce Dudek's involvement in CSD.

- i. Quantify \$\$ saved.
  - a. \$57,600 to be reduced to RPMWC by 04/14/21.

This is complete. Dudek's last invoice to Rancho Pauma was December 2020.

D. Ongoing - continue to reduce legal involvement in CSD.

- i. Quantify \$\$ saved.

Budget for FY2020-2021 was: \$25,000

Actual spent through Jan 31, 2021: 15,564

E. Ongoing - demonstrate increased operational efficiencies resulting in financial savings that can be applied to our reserves.

Planned net income for the year was: \$26,668

Net income for the year through Jan 31, 2021: \$62,804

F. Ongoing - ensure that our reserves are adequate and not excessive.

Reserve Policy submitted to Board for updating on Feb 22, 2021

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### **Goal #5: Security**

A. By 03/15/21, research 3 alternate vendors for repairs and maintenance.

Vendor 1: Camera Access Technologies, Scott Myers, Anaheim and Indio offices, smyers@camacotec.com, 714-307-8834 cell

2021 PVCSD GM G+I's

Vendor 2: Aric Fowler | Senior Account Executive | Convergent Technologies, 714-745-0849, Aric.fowler@convergent.com, 1667 N Batavia St, Orange, CA 92867 (have offices around the world, system integrator)

Vendor 3: House of Automation, El Cajon, 619-441-7400

- B. By 05/31/21, have the existing vendor(s) document the complete security system. Have them provide block diagrams and as-built point-to-point wiring diagrams for each listed below.
- i. Network communication diagrams
  - ii. Access control system diagrams
  - iii. Gates and barrier arm controls
  - iv. Scanner system
  - v. Intercom system
  - vi. CCTV system
  - vii. Back-up power systems

Work has started with CGS.

- C. By 08/01/21, review and provide recommendations on hiring a dedicated Security manager to oversee the Gate staff, Patrol staff, and the technology.

In work.

- D. Ongoing - keep records of all staff licenses and certificates. Ensure no lapses.

Training matrix in work.

- E. Ongoing - Increase management over the Security Vendors.
- i. Increase timely reporting and follow-up of Security maintenance issues.
    - a. Increase documentation related to problem descriptions and resolutions.
  - ii. Hold the Vendors accountable for "great" service.

On-going, with weekly updates from GM Graziano to Director Jacobs

**Goal #6: Complete the installation of the Golf Course Emergency Connection for Supply Reliability**

- Specific: Coordinate the re-piping and mainline under the snack bar.
- Measurable: Pipeline section is rerouted around the snack bar.
- Achievable: Done with internal and external resources.
- Relevant: Important to golf course supply reliability.
- Time-Bound: Complete by October 2021.

**Result:**

Physical connection made on Feb 11, 2021.



Connection will be tested with golf course management in the near future.

---

**Goal #7: Recover Costs Incurred by the District from the Hillside Fire**

- Specific: Pursue insurance company claims on Mediacom (or sub) for costs we incurred.
- Measurable: Dollars recovered.
- Achievable: Done this calendar year.
- Relevant: Important to the district's budget.
- Time-Bound: Complete within calendar year 2021.

Result: Lawsuit was filed on January 11, 2021.

Note from BB&K

*Bobby,*

*I just got off the phone with Mediacomm's insurer. Now that Mediacomm has been served, he is investigating the District's claim. He was particularly interested in finding out why Fiberline's insurer did not pay out our claim, but paid out three other claims for damages caused by the fire. He said he would be contacting Fiberline's insurer to find out why our claim was treated differently. I will let you know as soon as I hear anything further.*

*Matt Green, BB&K*

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**Goal #8: Water**

- Specific: Complete the installation of Well #7R2.

Result:

Drilling started on Oct 22, 2020

Drilling operation completed on November 23, 2020 (casing and screen set on Nov 20, 2020)

Test pump done Dec 7-9, 2020

Title 22 testing done December 17, 2020

Pump and manifold buildout authorization provided on Feb 16, 2021

Chlorine system authorized on Feb 16, 2021



- Time-Bound: By 01/31/21, modify the Dudek/RPMWC agreement.

Result: Completed Dec 2020.

- Time-Bound: By 02/01/21, provide RPMWC pumping data to GSA per SGMA.

Result: Completed Dec 2020.

- Time-Bound: By 09/20/21, update basin-draw and 2021-22 budget model.

Result: In Work.

---

**Goal #9: Complete the re-piping of the main line located under the proposed Country Club snack bar**

- Specific: Coordinate the re-piping of the mainline under the snack bar
- Measurable: Pipeline section is re-routed around the snack bar.
- Achievable: Done with internal and external resources.
- Relevant: Important to ensuring there are no pipeline ruptures and/or property damage.
- Time-Bound: Complete by October 2021.

Result: Received letter from Larry Taylor January 15, 2021 stating the Club will perform work in September 2021 under the supervision of Rancho Pauma staff.

---

**Goal #10: Collections**

- Specific: Complete the upgrades of Oak Tree Lift Station
- Time-Bound: Complete by June 30, 2021

Result: Electrical upgrades in work. SCADA upgrades installed in test mode. Currently monitoring performance. Next step is to complete the changeover from legacy control system. Chopper pump still on backorder, but not holding up major electrical and SCADA updates.

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# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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## General Manager's Report

February 22, 2021

Bobby Graziano, General Manager

### Items of Note from Last Month's Meeting Minutes

Letter to Patrol Officers Regarding COVID Vaccine: These letters were created and provided to Security.

COVID Vaccine Information: Staff added information about the COVID vaccine to the website, and mailed a flyer.

Historical Costs of Sewer Jetting with Roto Rooter: Laurie Kariya had asked a question related to historical sewer line jetting expenses during the last meeting. The table below shows historical expenses with Roto Rooter. Other than the Semi-annual line jetting this work captures emergency response and not preventive maintenance.

The District's Sewer System Management Plan (SSMP) requires routine preventive maintenance (jetting) of all sewer lines every ten years. There is also a requirement for videoing all sewer lines. To my knowledge this PM has not been done. This is being addressed and staff is developing a formal preventive maintenance plan in conjunction with the 2020 SSMP update (see note below).

Roto-Rooter		
Date	Memo	Amount
05/14/2015	Inv 524496	721.50
11/24/2015	Jetted 8" trunk	1,206.25
09/06/2016	Jetted 8" Line	746.50
07/31/2017	Jetted 8" Line	736.50
05/30/2019	Jetted 8" Line	746.50
09/30/2019	Semi-Annual Line Jettin	2,694.00
04/08/2020	Semi-Annual Line Jettin	2,820.00
10/15/2020	Semi-Annual Line Jettin	2,820.00
12/17/2020	Jetting of sewerlines	750.00
12/31/2020	Jetting of sewerlines	785.00
01/05/2021	Jetting of sewerlines	1,358.00

### Oak Tree Lift Station

Electrical SCADA work continues.

### Sewer System Management Plan (SSMP)

The five year update to this plan is underway. To keep cost down related to this effort V.W. Housen & Associates were contracted rather than Dudek. The cost for this update is \$16,500. For 2020 there is a significant amount of content requiring update. The current plan is located on the district website.

### **Sewer System**

Staff is exploring options for jetting equipment which will be extremely valuable in handling emergencies as well ongoing preventive maintenance. A demo was scheduled with US Jetting on Feb 11, 2021, but was canceled since sales rep contracted COVID.



### **Stormwater Management Systems**

All infrastructure in good condition. Utility staff cleared brow ditches of tree and leaf litter from wind event.

### **Human Resources**

Patrol: Fully staffed with 5

Gates: Fully staffed with 5

Utility: Fully staff with 3

Admin: Fully staffed with 4

Total employees: 17

### **Monthly Meeting with Security**

February 9, 2021 at 8:00am. Vaccination letter provided to Security Department. PVCC Locker Room Incident. Plans for when river runs related to signage, etc. Chlorine training.



**Electrical Vehicles**

The fleet of Ford Interceptors are aging and repair costs will continue to increase as the vehicles are nearing the end of their useful lives as reliable security vehicles. Since the District will be pursuing replacement units electric vehicles (EV's) should be considered.

The case for an electric vehicle

- EV's can enjoy fuel savings of about 60-70% relative to conventional vehicles<sup>1</sup>
  - CSD may see higher savings since engine idle time is higher for security vehicles than typical driving
  - On average CSD spends \$11,900 per year on fuel (calculated on a 5.5 year analysis)
  - Under a Biden Administration it is expected that petroleum fuel costs will increase
- EV's can save about 30-35% in vehicle maintenance costs compared to conventional vehicles<sup>2</sup>
  - CSD has spent the following on repairs and maintenance
    - 2015 Ford Police Explorer LP 1458801 - \$6,729.42
    - 2015 Ford Police Explorer LP 1458802 - \$10,459.11
    - 2016 Ford Police Explorer LP 1479355 - \$7,108.70
  - EV's do not require oil changes, or other typical maintenance activities thus reducing down time and repair costs
- Security staff will experience greater enthusiasm for their job, this will be explained in the meeting in more detail
- The District would also look to no longer maintain three vehicles, and have only two EV's

<sup>1</sup> Partners in Project Green, 2016. Charge Up Ontario: A guide for businesses to invest in electric vehicle charging stations.



<sup>2</sup> City of Markham, 2017. Electric vehicle workplace charging pilot.

**Solar**

In addition to exploring EV's staff will investigate the cost for installing a ground mount solar system behind the office.

- As a point of reference:
  - The District spends \$8,550 per year for electricity on average at the office (\$712.50 per month)

A few potential EV options have been listed below.

Brand	Model	Price	Range Miles	MPGe City / highway	Photo
Volkswagen	ID.4	\$41,190	~250	104 / 89	
Ford	Mach-E	\$42,895	~230	96 / 84	

Hyundai	Kona	\$37,495	~260	132 / 108	
Tesla	Model Y	\$43,190	~300	129 / 112	
Rivian	R1T	\$75,000	~300	Not available	

Pauma Valley CSD Capital Expenditure Plan Updated: 2/17/2021							FY2020-21	Proposed				
	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	Approved	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
<b>FACILITY</b>												
Solar System, 24kW								\$67,000				
Charging Stations & 400Amp Service Upgrades								\$50,000				
Sewer Line Jetting System								\$60,000				
Oak Tree Lift Station Mods							\$30,000					
Oak Tree Generator								\$5,000				
<b>SECURITY</b>												
Security Vehicle Unit 1								\$50,000				
Security Vehicle Unit 2								\$50,000				
Computers							\$1,000					
<b>ADMIN</b>												
Computer Network System												
Office Improvements							\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Computers									\$2,500			
	actual	actual	actual	actual	actual	actual						
<b>TOTALS</b>	\$122,892	\$249,449	\$21,193	\$81,886	\$35,062	\$0	\$36,000	\$287,000	\$7,500	\$5,000	\$5,000	\$5,000



Pauma Valley Community Services District  
Administrative Procedures and Rules

04/28/09

PUBLIC COMPLAINTS POLICY

Revision Date:  
2/22/21

1. The Board desires that allegations by a member of the public of a violation or misinterpretation of a District policy (including absence of good faith and fair dealing), state, or federal statute be resolved at the lowest possible administrative level, and that the method for resolution of complaints be non-discriminatory, logical and systematic. The method of resolving complaints shall be as follows:
  - A. The individual with such an allegation (the “Complainant”) shall first discuss the matter with the Office Manager ~~or the “Security Captain”~~ of the District, as may be appropriate to its subject matter, with the objective of resolving the matter informally.
  - B. If the Complainant is not satisfied with the disposition of the allegation by the Office Manager ~~or Security Captain~~, it shall be forwarded to the ~~Administrator~~General Manager. At his or her option the ~~Administrator~~General Manager may conduct conferences and take testimony or written documentation in the resolution of the allegation and shall memorialize any decision in writing, with the Complainant being provided a copy.
  - C. If the Complainant is not satisfied with the disposition of the matter by the ~~Administrator~~General Manager, he may file a written request for consideration by the Board. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board’s final decision shall be memorialized in writing and the Complainant provided a copy.
  - D. All such allegations actioned either by the Office Manager, ~~Security Captain~~ or the ~~Administrator~~General Manager shall be reported, together with their disposition, by the ~~Administrator~~General Manager at the then first immediately subsequent regular meeting of the Board.
  - E. This APR is not intended to prohibit or deter a member of the community or District staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.



Pauma Valley Community Services District  
Administrative Procedures and Rules

04/28/09

**DISASTER RESPONSE PLAN**

Revision Date:  
~~10/25/2019~~  
2/22/21

To continue minimum service levels and mitigate the public health risks from water and wastewater contamination that may occur during a disaster or other emergency events and in order to provide reliable service and minimize public health risks from unsafe conditions during those events, the Pauma Valley Community Services District and Rancho Pauma Mutual Water Company propose the following plan that defines how it will respond to emergencies and/or disasters that are likely to affect its operation.

Disasters/emergencies that are likely to occur in the water and wastewater systems' service area that are addressed are earthquake, fire emergencies, power outages, flooding, contamination, and acts of sabotage.

1. **DESIGNATED RESPONSIBLE PERSONNEL:** For designated responsible personnel and chain of command and identified responsibilities, see the attached "Emergency and Disaster Personnel and Responsibilities".
2. **INVENTORY OF RESOURCES:** An inventory of system resources that are used for normal operations and available for emergencies; includes maps and schematic diagrams of the water and wastewater systems, lists of emergency equipment, equipment suppliers, and emergency contract agreements that are kept at the District office.
3. **EMERGENCY OPERATIONS CENTER:** The District office has been designated as the communication network emergency operations center. Emergency contact information for equipment suppliers is attached. The telephone and FAX will be the primary mode of communication in an emergency. In addition, The California Highway Patrol have a radio and we have made arrangements to use it to contact police, fire and other emergency response personnel should telephone communication be lost.

Agency	Name	Phone #	Fax #
Sewer System	Pauma Valley Community Services District	760-742-1909	760-742-1588
Water System	Rancho Pauma Mutual Water Company	760-742-1909	760-742-1588
Fire Department	Calif. Dept of Forestry & Fire Protection (CalFire)	760-742-3243	760-742-1636
Law Enforcement	San Diego Sheriffs' Department	911 760-751-4400	
	California Highway Patrol	911 760-742-1492	

4. OTHER AGENCY COORDINATION: Coordination procedures with governmental agencies for health and safety protection; technical, legal and financial assistance, and public notification procedures are continually being developed and updated through experience and will be added as necessary to this plan.

Agency	Name	Phone #
Health & Safety	Dept. of Public Health Tuba Ertas	619-525-4159
	Neighborhood Health Clinic	760-742-9919
Technical Support	Hidden Valley Pump Systems Michael Tweed	760-749-2209
	County Fire Marshall Greg Schreiner	858-974--5999
Legal Support	Best Best & Krieger Attorney Steve Anderson	951-686-1450 office 951-826-8279 direct
Financial Support	Nigro & Nigro, CPAs CPA Jeff Nigro	951-698-8783

5. RESPONSE PROCEDURES: Personnel will, as quickly as possible, determine the status of other employees, assess damage to both utility grids, provide logistics for emergency repairs, monitor progress of repairs and restoration efforts, communicate with health officials and the public according to the "Emergency Notification Plan", and document damage and repairs.

6. RESUME NORMAL OPERATIONS: The steps that will be taken to resume normal operations and to prepare and submit reports to appropriate agencies will include identifying the nature of the emergency (e.g., earthquake-causing sewage spills, water outage/leaks, fire, or power outage, sabotage resulting in facility destruction or system contamination).

a. Leaks or service interruption (result of earthquake, etc.)

- i. Isolate leak. Turn power or flow off, if necessary, to control leak
- ii. Repair or isolate break to allow service to the maximum system population possible. Disinfect as per attached AWWA Standards; increase system disinfectant residual as precaution, until normal service is resumed; provide sanitary equipment as necessary.
- iii. Do bacteriological sampling until 3 good consecutive samples are confirmed.
- iv. Reestablish normal service.
- v. See attached "Emergency Chlorination Plan".

b. Low pressure (result of earthquake, fire, flooding)

- i. Increase production, by use of generators to provide maximum system output and continued processing at the treatment plant.

- ii. Increase disinfectant residual as precaution to potential contamination from water and wastewater.

c. Power outage

- i. Place emergency generator on line to provide maximum water pressure to system and continued treatment plant processing.
- ii. Increase disinfectant residual as precaution to potential contamination

d. Contamination

- i. Identify location and source of contamination.
- ii. If contamination is from system source, isolate or treat source.
- iii. If contamination is an act of sabotage, take appropriate action based on nature of contamination. Immediately contact local law enforcement and your regulatory agency (DHS or RWQCB). Actions should be taken in consultation with the regulatory agency and could include shutting off flow until all contaminants are identified.

e. Physical destruction of facility (sabotage)

- i. Immediately contact local law enforcement and regulatory agency for consultation.

f. Electronic data system preparedness:

- i. All District electronic data is backed up daily to a secure, off-site source for future retrieval.

All significant water and wastewater outages or disinfection failure (chlorine stations) will be reported to the Department of Public Health (DPH) district office by telephone or equally rapid means. All emergencies will be documented along with action taken, and kept in the files of the PVCSD office. Acts of sabotage will be reported to the local law enforcement agency.

EMERGENCY AND DISASTER ~~PERSONNEL~~ PERSONNEL AND  
RESPONSIBILITIES

Sequence of Command

<b>NAME TITLE</b>	<b>Telephone (work) Telephone (home)</b>	<b>ROLE</b>
Bobby Graziano General Manager	760-742-1909 760-297-6307 (c)	Initial contact at office, in charge for all emergencies
Jeff Pape Technical Consultant	760-250-9658	Coordinate with <del>Administrator</del> <u>General Manager</u>
<del>Peter Lopez</del> <u>Jake Oehlert</u> Utility Supervisor	760-742-1909 <del>760</del> <u>951-500</u> <del>409-0482-4222</del> (c)	Coordinate with <del>Administrator</del> <u>General Manager</u> ; Serve as Head of Utility
Todd Albert Security Patrol Supervisor	760-742-1909 951-852-4272 (c)	Coordinate with <del>Administrator</del> <u>General Manager</u> ; Serve as Head of Security
Amber Watkins Office Manager	760-742-1909 760-405-3553 (c)	Coordinate with <del>Administrator</del> <u>General Manager</u> ; Serve as Office Manager

ADDITIONAL MUTUAL ASSISTANCE OR EMERGENCY RESOURCES

AGENCY / DEPARTMENT Contact	Telephone (Day) Telephone (After Hours)
Sewer/ <del>Water</del> Consultant - Dudek Jeff Pape	760-250-9658
Yuima Municipal Water District General Manager <del>Rich Williams</del> <u>Amy Reeh</u>	760-742-3704
Valley Center Municipal Water District General Manager Gary Arant	760-742-1600
Fire Department Cal Fire - Capt. Nick Bishop	760-742-3243



Local Law Enforcement San Diego Sheriff's Department California Highway Patrol	911 760-751-4400 760-757-1675
County Office of Emergency Services	800-852-7550
FBI Office (terrorism or sabotage) Also notify Local Law Enforcement	858-565-1255
DPH District Office Calif. Dept of Public Health	619-525-4159
Local Environmental Health Agency	619-338-2222

Pauma Valley Community Services District contact information:

Name: Bobby Graziano, General Manager

Address: 33129 Cole Grade Road  
Pauma Valley, CA 92061

Phone: 760-742-1909 / office  
760-742-1588 / fax  
760-297-6307 / cell

Name: Jeff Pape, Dudek - Consultant

Address: 750 Second Street  
Encinitas, CA 92024  
760-479-4126 / office  
760-250-9658 / cell

EMERGENCY CONTACT NUMBERS AND OPERATIONAL PRACTICES

- A. List of equipment on hand for emergency repairs
  1. Miscellaneous pipes and fittings
  2. Backhoe; welder; trash pumps
  3. Pipeline supply of various sizes: 2", 4", 6", 8", 10"
  4. Repair clamps of various sizes for both water and wastewater:  
2", 4", 6", 8", 10"
  5. Well flanges and steel pipe

B. List of sources of needed equipment, not on hand

1. RDO Equipment (858-679-9200)  
Sources for backhoe, jackhammer, technical support
2. ~~Hidden Valley Pump Systems~~Brax (760-749-2209)  
Source for electrical and pump repairs
3. Cal Cummins Pacific (619-593-3093)  
Source for emergency generators in case of prolonged power outages

C. List of distributors or suppliers of replacement parts

1. Pacific Pipeline & Supply, San Marcos, CA (760-471-7473)  
Source for PVC pipe, valves and fittings
2. A-1 Irrigation, Valley Center, CA (760-749-1213)  
Source for PVC pipe, valves and fittings

D. List of emergency contact numbers:

	<b>Agency Contact</b>	<b>Day-time Phone</b>	<b>After-Hours Phone</b>
Dept of Water Resources Drinking Water Division	Tuba Ertas	619-525-4922	858-688-6251
Office of Emergency Services		800-852-7550	
Local Environmental Health Agency	CEPA	916-323-2514	
Electrician	Berg Electric	760-746-1003	
Laboratory	E.S. Babcock & Sons	951-653-3351	
Chemical Disinfectant Supplier	JCI Jones Chemical	310-523-1629	
Electric & Pump repairs	<del>Hidden Valley Pump Systems</del> <u>Brax</u>	760-749-2209	
Other Water Agency	Yuima Municipal Water District	760-742-3704	
	Valley Center Municipal Water Dist	760-749-1600	

Fire Department	Cal Fire	760-742-3243	
Law Enforcement	San Diego Sheriff Office	760-751-4400	
	Calif. Highway Patrol	760-742-1492	

### EMERGENCY CHLORINATION PLAN

#### Personnel, Operation and Maintenance

1. Personnel are responsibly trained and certified. More than one operator should be familiar with the equipment. ~~Pedro Lopez~~Jacob Oehlert, and ~~Eric Helgesen~~Mark Balderas are both certified and very familiar with the equipment and distribution system. The Security Department personnel have been trained in chlorine safety and notification procedures through risk management exercises.
2. A minimum chlorine supply is maintained as reserve (30 days). The number of 150 lb. chlorine cylinders maintained in stock are at the treatment plant facility. Each cylinder can operate for 30 days and at that time switchover for 30 days to the next cylinder and a new replacement is ordered. Delivery of chlorine cylinders takes two to three days.
3. Spare parts are provided. With the service contract, spare parts are available from D & H Water Systems 760-806-7839.
4. Safety equipment is provided. In the case of a chlorine leak, there is one self-contained breathing apparatus with one back-up 30-minute cylinder. Also, a chlorine container emergency kit for 150 lb. cylinders /C-376A is on site. Safety equipment is carried on the operator's truck in a corrosion-resistant, tough plastic, leak proof case.
5. Routine maintenance is performed. All the routine maintenance is completed by an outside service contract on a needed basis with D & H Water Systems 760-806-7839.
6. Chlorinating equipment is thoroughly inspected annually and preventative maintenance performed. Complete by outside service once a year or as needed by D & H Water Systems 760-806-7839.



Pauma Valley Community Services District  
Administrative Procedures and Rules

04/28/09

ACCOUNTING POLICY

Revision Date:

1. It is the policy of the District that complete, accurate and contemporaneous books of account shall be maintained by adopting and invariably implementing accounting procedures, policies, estimates, and the like, which are consistent with contemporary, best-practice accounting policies and procedures applied in a consistent and conservative manner. In fulfilling that policy the District shall:
  - A. Provide the Board with a set of written "Financial Statements" including monthly and year-to-date Profit and Loss statements, Balance Sheet and detailed statement of Aged Receivables, all as of the end of the then immediately preceding month, for review at each regular meeting of the Board. Upon such presentation and review the Board shall adopt as presented or otherwise question the Financial Statements by a motion to so do, which is then seconded and approved or denied by a simple majority vote of the Board.
  - B. Journalize its business transactions, assets and liabilities using accrual accounting strictly in accord with a "Chart of Accounts," amortization and depreciation periods, and other critical accounting policies maintained in writing by the Office Manager in accord with the approval of the Treasurer and the independent accountants. All general ledger accounts shall be reconciled to detailed supporting schedules not less frequently than bi-monthly, except that all depository accounts shall be reconciled to institution statements not less frequently than monthly.
  - C. Incur expenditures only to the extent that such expenditures are reasonably within the amount for that particular item or natural expense classification contained in the budget then most recently adopted by the Board. Should any action or inaction on the part of the Administrator, or proposal therefore to be approved by the Board, possibly result in expenditure causing resultant year-to-date expense to exceed the budgeted amount for that particular item or natural expense classification by an amount in excess of five percent (5%) of such budget, as it may have been amended, then such action shall not be taken, such inaction shall not be permitted, or Board approval given, as the case may be, until the Board shall have first approved an amended budget providing for such excess amount.
  - D. Capitalize only single-item purchases, or a collection of single item purchases that comprise an operating unit, with an anticipated useful life of at least five (5) years and exceeding \$2,500 in installed cost as a fixed asset. The district shall not include any portion of its



Pauma Valley Community Services District  
Administrative Procedures and Rules

Adoption Date:  
09/27/11

ACCEPTABLE MAIL ATTACHMENT POLICY

Revision Date:  
2/22/21

~~It is the mission of the Pauma Valley Community Services District to be as community orientated as allowable by the government code under which we operate, and to assist all customers~~The Pauma Valley Community Services District will be as community oriented as allowed by the government code under which we operate, and will assist all customers with distribution of pertinent information, under specific guidelines, by authorizing the inclusion of informational material with the mailing of the monthly billing.

SPECIFIC GUIDELINES

- A request to have material included with a monthly billing cycle must be submitted to the District ~~Administrator~~General Manager at a minimum of fourteen (14) days prior to a mailing for approval which may be withheld at the discretion of the ~~Administrator~~General Manager;
- Material message must be applicable to and benefit all customers of the Pauma Valley Community Services District, regardless of their property location within district boundaries;
- Material message must not imply Pauma Valley Community Services District's endorsement, support or opposition to any District matters or to any non-district product, service, organization or activity;
- Material must include a statement declaring the solicitation is not an endorsement of the Pauma Valley Community Services District;
- Material must include the name of the responsible person(s) or party(ies) for the information and a contact number for any additional information a customer may request. District staff will not be required or responsible to address any inquiries regarding the material information;
- Material must be pre-folded to be easily inserted by District staff into a standard #10 business envelope for mailing;
- A postage charge will be calculated for each piece should the mailing weight of the enclosed material cause the metered postage to exceed the cost of current (\$0.44) first class postage.



Pauma Valley Community Services District  
Administrative Procedures and Rules

Adoption Date:  
04/22/13

RECEIPT OF PACKAGES POLICY

Revision Date:  
2/22/21

1. It is the policy of Pauma Valley Community Services District that no packages, envelopes, goods, materials or the like will be accepted by a Security Guard for subsequent collection by the depositor or collection by or delivery to some third party ("Temporary Delivery") except in the case of a determination of special circumstances ("Special Circumstances") as determined hereunder. Security Guards shall refer all persons making requests for Temporary Delivery, other than those authorized herein to determine Special Circumstances, to ~~one of the Security Captain or~~ the PVCSD ~~Administrator~~General Manager.
2. ~~Any one of the Security Captain, the~~The PVCSD ~~Administrator~~General Manager and a director of PVCSD is, in their sole judgment, authorized to determine Special Circumstances with regard to a Temporary Delivery and to authorize an exception to this policy for a Temporary Delivery.
3. Notwithstanding anything else herein, no determination of Special Circumstances shall be made with regard to a Temporary Delivery:
  - A. Other than at the Front Gate; or
  - B. Made by USPS, FedEx, UPS or any package carrier; or
  - C. Any governmental agency or agent; or
  - D. Where there is not an existence of urgency, not just of convenience; or
  - E. Of any value greater than a nominal direct or consequential value, as determined by an affirmative response from the requestor.