

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

NOTICE OF REGULAR MEETING

DATE: Monday, September 28th, 2026
TIME: 10:00 AM – **Open Session**
VENUE: Board Room, Pauma Valley Community Services District
33129 Cole Grade Road, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of the Agenda**

The Board of Directors may, by majority vote or by the President’s direction, reorder, remove, continue, or table items appearing on this posted agenda. Pursuant to Government Code §54954.2(a)(3), no action or discussion may be taken on any item not appearing on this posted agenda, except as authorized under Government Code §54954.2(b) (emergency situations, items requiring immediate action where the need arose after agenda posting and approved by two-thirds vote, or items continued from a meeting held within the prior five calendar days).

5. **Public Comment Period**

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

-- CONSENT ITEMS --

Items 6-8 appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

6. Minutes of the Regular Board Meeting on July 27th, 2026

These minutes are the official permanent record of the District Board of Directors Regular Meeting held on July 27th, 2026.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 2-5

Approve and file the minutes of the July 27th, 2026, Regular Meeting of the Board of Directors.

7. Rancho Pauma Mutual Water Company Settlement Agreement and General Release of All Claims

This is the fully executed Settlement Agreement and General Release of All Claims linked to the recent lease agreement between the District and the Rancho Pauma Mutual Water Company.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 6-17

Receive and file the Settlement Agreement and General Release of All Claims.

8. Security Division Report

This report discloses the Security Division activity for the months of July and August 2026.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 18-38

Receive and file the Security Division Report.

-- DISCUSSION ITEMS --

9. Pauma Valley Country Club Walkway Access Issue: Requested by Mr. Alan Metz

PRESIDENT NELSON

10. Agricultural Theft and Access Points within the Pauma Valley Country Club Estates

GENERAL MANAGER STEINLICHT

11. Security Division Ad-Hoc Committee Update and the Pauma Valley Roadway Association Gate Damages

DIRECTOR VILLANUEVA

12. Community Safety and Wellness Fair Ad-Hoc Committee Update

TREASURER LEVY

13. Rancho Pauma Mutual Water Company Ad-Hoc Committee Update

PRESIDENT NELSON

14. District Sponsored Community Survey

SECRETARY ESPARZA

15. Financial Audit and Accounting Software Update

GENERAL MANAGER STEINLICHT

16. Solar Project Billing Update

GENERAL MANAGER STEINLICHT

17. San Diego Local Agency Formation Commission (LAFCO) Annexations Update

GENERAL MANAGER STEINLICHT

18. Board of Directors Term Details and Upcoming General Election

GENERAL MANAGER STEINLICHT

-- ACTION ITEMS --

19. Reclassification of Office Manager to Administrative Services Supervisor and Approval of Revised Salary Schedule

The Board of Directors will consider reclassifying the currently vacant Office Manager position to “Administrative Services Supervisor” and approving the corresponding amendment to the District’s Salary Schedule.

Staff Recommendation:

PRESIDENT NELSON, PAGE 5

1. Approve the reclassification of Office Manager to Administrative Services Supervisor.
2. Adopt the revised District Salary Schedule and new Organizational Chart reflecting the new title.
3. Discuss and take other action as appropriate.

20. California Fair Political Practices Commission (FPPC) Required Conflict of Interest Code Update

The Board of Directors will conduct a Public Hearing prior to the approval of the required Conflict of Interest Form update to be submitted to the San Diego County Board of Supervisors for approval.

Staff Recommendation:

PRESIDENT NELSON, PAGE 6

1. Conduct a Public Hearing.
2. Adopt Resolution Number One Hundred and Forty-Two approving the corrected Conflict of Interest Code.
3. Authorize the General Manager to submit the adopted code and signed resolution to the San Diego County Board of Supervisors for Approval.
4. Discuss and take other action as appropriate.

21. Halloween Event Authorization and Logistics at the Pauma Valley Country Club Estates 2026

The Board of Directors will consider authorizing guest entry for the Halloween access event and the related logistics for the Pauma Valley Country Club Estates.

Staff Recommendation:

PRESIDENT NELSON, PAGE 7

Discuss and take action as appropriate.

22. Total Compensation Study for All Positions

The Board of Directors will consider approving one of three proposals for a District wide “Total Compensation Study” that will review comparable compensation for every position, including the General Manager, for comparable compensations and draw from the Operating Reserves to fund the study.

Staff Recommendation:

PRESIDENT NELSON, PAGE 8-9

1. Authorize the General Manager to execute the Cooperative Personnel Services Human Resources Consulting proposal.
2. Authorize the General Manager to utilize the District’s Operating Reserves to fund the study.
3. Discuss and take other action as appropriate.

-- INFORMATIONAL ITEMS --

23. General Manager's Report

GENERAL MANAGER STEINLICHT, PAGE 10-11

24. Miscellaneous Items

- A. Requested items for future agendas (**Directors and Staff Only**)
 - a) Salary and Total Compensation Study (Presented Today)
 - b) Critical Spare Part Inventory/Replacement Program and Computerized Maintenance Management System (CMMS) (In Progress)
 - c) Employee and Community Survey (In Progress)
 - d) Capital Improvement Plan and Long Range Financial Plan (In Progress by Treasurer Levy)
- B. **Next Regular Meeting of the Board:**
 - a) **Monday, October 26th, 2026, at 10:00 AM**

-- CLOSED SESSION --

25. The Board of Directors will meet in a Closed Session to discuss:

A. 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)

B. CONFERENCE WITH LEGAL COUNSEL

Potential/Threatened/Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b)

(Three (3) Matters)

26. Open Session

- A. Reportable Actions.

27. Adjournment

Pursuant to California Government Code Section 54954.2, this agenda is published on the District's website and at the designated meeting location listed above. This posting occurs no less than seventy-two (72) hours prior to the specified date and time of the meeting, except in the case of a Special Meeting where the posting period is no less than twenty-four (24) hours. All public records relating to each agenda item, including those distributed earlier than the above posting timeframes, will be made accessible at the office of the District Secretary, located at 33129 Cole Grade Road, Pauma Valley, CA.

To request a disability-related modification or accommodation regarding agendas or attendance, please contact the District office at CustomerService@PaumaValleyCSD.ca.gov at least forty-eight (48) hours in advance of the meeting.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 19

Date: September 28th, 2026

From: Eric Steinlicht, General Manager

Issue: **Reclassification of Office Manager to Administrative Services Supervisor and Approval of Revised Salary Schedule**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the reclassification of Office Manager to Administrative Services Supervisor.
2. Adopt the revised District Salary Schedule and new Organizational Chart reflecting the new title.
3. Discuss and take other action as appropriate.

BACKGROUND

The Office Manager's tenure officially began on February 5th, 2024, and August 7th, 2026, was the final day of employment for the former Office Manager, resulting in two years and six months of employment.

DISCUSSION

Since the vacancy, District staff, the General Manager, and the District's consultants have absorbed the Office Manager's duties. Staff's assessment is that the vacancy reflects compensation not aligned with the breadth of duties or managerial title assigned to the role, and a workload that grew without a corresponding adjustment in resources.

Rather than replicate those conditions, staff propose to reclassify the position as Administrative Services Supervisor. The reclassification retains the core expectations of the former position, expands it in defined areas such as: Clerk of the Board, financial administration, compliance coordination, and office supervision, just to name a few. This also preserves the General Manager as the District's sole management position. Retaining the existing salary range, rather than reducing it with the title, allows competitive placement within the adopted range and addresses the compensation concern in the near term; broader range alignment is addressed by the compensation study presented as a separate item on this agenda.

This approach continues the District's practice of consolidating capacity at the lowest sustainable cost, consistent with the prior consolidation of the Utility Supervisor and Security Supervisor positions into the General Services Supervisor. This ensures alignment with the Board of Directors direction to maintain the leanest practicable staffing structure. With this structure, workload is concentrated on fewer positions, staff will identify which existing priorities would be deferred whenever new projects are proposed.

FISCAL IMPACT

Within Budget ✓

Maintaining the Office Manager's salary range presents no fiscal impact to the District.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the reclassification of Office Manager to Administrative Services Supervisor.
2. Adopt the revised District Salary Schedule and new Organizational Chart reflecting the new title.
3. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Page Number/s

- | | |
|--|-------|
| 1. Office Manager Job Description | 39-42 |
| 2. New Job Description, Salary Schedule & Org. Chart | 43-54 |

Prepared by: Eric Steinlicht, General Manager
Reviewed by: Maritza Chaloux, Administrative Assistant
Approved by: Eric Steinlicht, General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 20

Date: September 28th, 2026

From: Eric Steinlicht, General Manager

Issue: **California Fair Political Practices Commission (FPPC) Required Conflict of Interest Code Update**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Conduct a Public Hearing.
2. Adopt Resolution Number One Hundred and Forty-Two approving the corrected Conflict of Interest Code.
3. Authorize the General Manager to submit the adopted code and signed resolution to the San Diego County Board of Supervisors for Approval.
4. Discuss and take other action as appropriate.

BACKGROUND

Government Code section 87306.5 requires the District to review its Conflict-of-Interest Code every even numbered year. The District amended its code in 2022; the County approved that amendment on November 15, 2022. The District's 2024 review found no amendment necessary. For the 2026 review, the District submitted its biennial notice and proposed amendment to the County on September 8.

DISCUSSION

The proposed amendment adds the General Services Supervisor, removes the Security Supervisor and Utility Department Supervisor titles, and revises disclosure categories for the Office Manager and General Counsel. Following County review, the final code must also correct its filing instructions to reflect direct FPPC filing by Board members and the General Manager. The amendment takes effect upon County approval.

FISCAL IMPACT

No Impact 

There is no fiscal impact associated with this item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Conduct a Public Hearing.
2. Adopt Resolution Number One Hundred and Forty-Two approving the corrected Conflict of Interest Code.
3. Authorize the General Manager to submit the adopted code and signed resolution to the San Diego County Board of Supervisors for Approval.
4. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Page Number/s

- | | |
|---|-------|
| 1. Updated Conflict of Interest Code (clean) | 55-58 |
| 2. Updated Conflict of Interest Code (redlined) | 59-64 |
| 3. Resolution No. 142 | 65-66 |

Prepared by: Eric Steinlicht, General Manager
Reviewed by: Maritza Chaloux, Administrative Assistant
Approved by: Eric Steinlicht, General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 21

Date: September 28th, 2026

From: Eric Steinlicht, General Manager

Issue: Halloween Event Authorization and Logistics at the Pauma Valley Country Club Estates 2026

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

Discuss and take action as appropriate.

BACKGROUND

Historically, it has been a tradition at the Pauma Valley Country Club Estates (PVCCE) to open the gates and allow guests to enter the community to "Trick-or-Treat" on the evening of Halloween, October 31st.

Past practice involved an approximate two-hour window (5:30 P.M. to 7:30 P.M.) where the front gate attendants would permit guests (trick-or-treaters) access. A notice is sent out by the Pauma Valley Community Services District to residents outlining participation guidelines for the trick-or-treaters.

Guests are instructed to check in at the Front Gate and provide their names for verification by one of the District's gate attendants. Guests are then given specific instructions, such as speed limit restrictions, authorized routes, to ensure safety and overall compliance with District rules.

DISCUSSION

As we approach the Halloween season, staff seek direction from the Board of Directors for Halloween, October 31st, 2026. Given the nature of our gated community and the criticality of maintaining the highest degree of safety and security for our residents, instruction is requested from the Board of Directors on the establishment of a clear set of rules and logistics governing this event.

Specifically:

- Halloween event time frame allowing guest entry.
- Any and all Board of Director parameters for those guests allowed entry.
- Any and all Board of Director restrictions or requirements for entry.

FISCAL IMPACT

The fiscal impact from this event requires having overlapping Patrol Officer coverage to heighten security and oversight with new temporary entry procedures. This fiscal impact resulting from these 2 hours of one additional Patrol Officer overlap is approximately \$100.00.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

Discuss and take action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

1. Halloween Event Invitation Flyer

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Prepared by: Eric Steinlicht, General Manager
Reviewed by: Maritza Chaloux, Administrative Assistant
Approved by: Eric Steinlicht, General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 22

Date: September 28th, 2026

From: Eric Steinlicht, General Manager

Issue: Total Compensation Study for All Positions

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to execute the Cooperative Personnel Services Human Resources Consulting proposal.
2. Authorize the General Manager to utilize the District's Operating Reserves to fund the study.
3. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (District) Board of Directors has given direction to staff to obtain proposals for a District-wide compensation study for consideration. Staff's assessment has also linked the recent Office Manager resignation to compensation. The District does not have a current, independent market baseline against which to evaluate that assessment, leaving compensation questions to be addressed case by case. In August 2026, staff requested and received proposals from three firms experienced in public agency compensation studies.

DISCUSSION

A neutral, third-party study built on salary and benefit data from comparable public agencies gives the Board an objective basis to support recruitment, retention efforts, and to respond consistently to all future compensation inquiries. Repeating the study at least every five years keeps that baseline current. Completing this now allows the results to best inform the following Fiscal Year (FY) 2027-28 budget.

The three proposals (total compensation scope and estimated duration):

Organization	Cost and Duration
Bryce Consulting, Incorporated (BCI)	\$11,400; 10 weeks
Cooperative Personnel Services Human Resources Consulting (CPS HR)	\$19,900 to \$22,300 (8 to 10 agencies); 4 months
Gallagher Benefit Services, Incorporated (GBSI)	\$27,500; 4 months

Within approximately four months, CPS HR will report each classification's position against the market for salary and total compensation, recommend salary ranges, and present the results to the Board. The study will cover all District classifications, including the General Manager and the newly proposed Administrative Services Supervisor (Item 19), using comparable agencies selected on services provided, size, and regional labor market rather than population alone.

Staff recommends the ten-agency option at an additional \$2,400. The two added agencies broaden the market data for every classification and allow CPS HR to include agencies with gate and patrol security functions, such as Rancho Murieta Community Services District. CPS HR's practice is to analyze a classification against the market only when at least three agencies provide a match, and the District's security classifications may have limited public-agency counterparts. Adding agencies after the study begins would increase cost.

FISCAL IMPACT**NOT Within Budget** ✖

The study is not currently within the adopted Fiscal Year (FY) 2026-27 operating budget. Staff recommends funding the not-to-exceed cost of \$22,300 from Operating Reserves. Reserves impact is as follows:

Current Operating Reserves (FY 2027)		Ending Operating Reserves (FY 2027)
8 Agencies	\$77,100	\$57,200
10 Agencies	\$77,100	\$54,800

CPS HR bills in seven equal milestone installments (about \$3,186 each), all expected in FY 2026-27. Implementation costs for any recommended adjustments will be presented with the results for the FY 2027-28 budget.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to execute the Cooperative Personnel Services Human Resources Consulting proposal.
2. Authorize the General Manager to utilize the District's Operating Reserves to fund the study.
3. Discuss and take other action as appropriate.

Attachments*Supplemental Materials Packet Page Number/s*

1. Bryce Consulting, Inc. Proposal	68-75
2. Cooperative Personnel Services HR Proposal	76-92
3. Gallagher Benefit Services, Inc. Proposal	93-121

Prepared by: Eric Steinlicht, General Manager
Reviewed by: Maritza Chaloux, Administrative Assistant
Approved by: Eric Steinlicht, General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 23

Date: September 28th, 2026

From: Eric Steinlicht, General Manager

Issue: General Manager's Report

BACKGROUND

The purpose of the General Manager's Report is to provide an executive-level overview of operations, administrative activities, challenges, and improvements that have occurred as of the last Regular Meeting of the Pauma Valley Community Services District (District) Board of Directors.

DISCUSSION

Administrative Operational Report

Following the recent Office Manager vacancy, staff have coordinated closely with the District's financial consultants to maintain business continuity. Staff developed a new job description reclassifying the position as Administrative Services Supervisor at no additional cost to the District, a structure also intended to reduce future turnover. Pending the Board of Directors decision, staff will proceed with recruitment.

Combined with the consolidation of two positions into the General Services Supervisor role, this reclassification reduces District staff resources rather than adding to them. New projects will therefore require an evaluation on which existing work to defer or discontinue.

Health Net is no longer available to the District, which requires a change in how employee health insurance benefits are provided. The District previously used Cal-Choice for a range of plan options, then moved to direct carrier contracts to reduce costs. Direct contracts carry minimum enrollment requirements that the District can no longer meet. As a result, medical insurance costs are projected to increase by approximately \$5,000 annually, an unanticipated expense. Staff will update the Board as additional information becomes available.

The District's completed Solar Project was featured in the Collective Sun newsletter (article attached). Despite several complications, the project was brought to a successful close and is generating positive recognition for an initiative designed to minimize costs for ratepayers.

Sanitation Operational Report

Staff continues El Niño preparedness work across the collection, treatment, and storm drain systems. The State Water Resources Control Board has requested information on the District's preparedness measures. Measures we have taken include:

- Pulled all lift station pumps for enhanced cleaning
- Completed a General Services Supervisor assessment of all storm drains, with photo documentation following cleanup
- Issued a community email on flushed wipes ("ragging"), which can clog pumps and complicate wet weather operations
- Distributed a District newsletter reminding residents to prepare for El Niño
- Initiated a plan for the rotation of active treatment trains at the Waste Water Treatment Plant
- Engaged a new contractor to implement silt filtration measures expected to reduce maintenance demands and improve wet weather resilience
- Assigned Utility personnel to community drive-through inspections to identify maintenance holes and drainage systems vulnerable to wet weather

Security Operational Report

Staff identified the cause of a recent gate communication issue and are implementing a solution. Patrol also responded to a security concern by acquiring new equipment and providing around-the-clock service and assistance. The General Manager commends Patrol for its resolve, speed, and courtesy throughout this period.

Gate downtime remains significantly reduced, consistent with prior reports to the Board. Responsive repair support when equipment fails is a level of service the District did not previously have.

Supervisory Control and Data Acquisition (SCADA) and Information Technology (IT) Report

The SCADA system continues to improve as the District advances to the next round of Cybersecurity Grant funding. The General Manager, General Services Supervisor, SCADA team, and grant writer have met several times to maximize the District's grant yield. The results are significant: the system is more secure, responsive, user friendly, and its platform's broad functionality now supports extending its cybersecurity capabilities to the Security Division.

The District's accounting software was recently targeted in an unauthorized access attempt. The attempt failed, and VC3, the District's IT contractor, responded. Over the past year, all staff have received ongoing cybersecurity training and simulated phishing tests; any employee who fails a test must complete mandatory training. This program is a primary safeguard against attempts of this kind. The cost of recovering from a successful cyberattack far exceeds the cost of on-demand IT support, which also allows staff to focus on their core responsibilities rather than troubleshooting technical issues.

Attachments

1. Pauma Valley Solar Spotlight - Newsletter
2. IT Cybersecurity Awareness Report (VC3)

Supportive Materials Packet Page Number/s

122-126
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