

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

NOTICE OF REGULAR MEETING

DATE: Monday, July 22nd, 2024
TIME: 10:00 AM – **Open Session**
VENUE: Robert Trent Jones Room, Pauma Valley Country Club
15835 Pauma Valley Drive, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, State law precludes the Board 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. **Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.**

-- CLOSED SESSION --

5. **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)

6. Open Session

A. Reportable Actions.

-- CONSENT ITEMS --

Items 7-10 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.

7. Minutes of the Special Board Meeting on June 20th, 2024

These minutes are the official permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on June 20th, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 2-4

Approve and file the June 20th, 2024, PVCSD Board of Directors Meeting Minutes.

8. Review of Balance Sheet, Revenue and Expense Report

These reports disclose the PVCSD financial statements for the month of June 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 5-7

Receive and file the PVCSD Financial Statements for June 2024.

9. Accounts Receivable Report

This report discloses the PVCSD Accounts Receivable for the month of June 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 8-13

Receive and file the PVCSD Accounts Receivable Reports for the month of June 2024.

10. PVCSD Security Report

This report discloses the Security Division activity for the month of June 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 14-22

Receive and file the PVCSD Security Report for the month of June 2024.

-- DISCUSSION ITEMS --

11. Storm Drainage Systems Update

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 23-29

12. District Banking Relationship Discussions

GENERAL MANAGER STEINLICHT

13. Tax Roll Dues Collection via Neste, Brudin and Stone (NBS) Status Update

GENERAL MANAGER STEINLICHT

14. Rancho Pauma Mutual Water Company Outstanding Dues

PRESIDENT SKUMAWITZ – SUPPLEMENTAL MATERIALS PAGE 30

15. CalPERS Unfunded Liability Amount and Financial Status of the District

FINANCIAL CONSULTANT CINDY BYERRUM OF EIDE BAILLY – SUPPLEMENTAL MATERIALS PAGES 31-32

-- ACTION ITEMS --

16. Cost of Service Analysis

The Board of Directors will consider authorizing the General Manager to approve a Cost-of-Service Analysis to reformulate rates based on an extensive analysis of the District's actual costs as it relates to service sustainability and asset rehabilitation or replacement.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 5

1. Authorize the General Manager to approve Hansford Economic Consulting LLC.
2. Discuss and take other action as appropriate.

17. Placement of Delinquent Accounts onto the County Tax Roll for Collections

The Board of Directors schedules a Public Hearing prior to authorizing staff to place delinquent accounts onto the county tax roll for collections.

Staff Recommendation:

PRESIDENT SKUMAWITZ, PAGE 6

1. Conduct a Public Hearing.
2. Authorize staff to place delinquent accounts onto the tax roll via Resolution 123.
3. Discuss and take other action as appropriate.

18. Radio Frequency Identification (RFID) Transponder Issuance and Replacement Policy

District staff has identified the need for a policy governing the issuance and replacement of RFID stickers for residents. This new policy will eliminate any confusion regarding the issuance and replacement of RFID stickers.

Staff Recommendation:

OFFICE MANAGER FEHLING, PAGE 7

1. Approve the new RFID administrative policy.
2. Discuss and take other action as appropriate.

19. District Surveillance Initiative

The Board of Directors will consider authorizing the General Manager to execute a District Surveillance Initiative that will consist of remote camera installation at the Wastewater Treatment Plant, Oak Tree Lift Station and District Administrative offices to monitor and protect public assets.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGES 8-10

1. Authorize the General Manager to approve the surveillance proposal
2. Discuss and take other action as appropriate.

-- INFORMATIONAL ITEMS --

- 20. General Manager's Report** GENERAL MANAGER STEINLICHT, PAGES 11-12
- 21. Upcoming Election Report** GENERAL MANAGER STEINLICHT, PAGES 13-14
- 22. Miscellaneous Items**
 - A. Requested items for future agendas (**Directors and Staff Only**)
 - a) Cost of Service Analysis
 - b) Salary and Total Compensation Study
 - c) Updates on District Policy Handbook (ongoing)
 - d) Critical Spare Part Inventory Replacement Program (CMMS)
 - B. Board Comments
 - C. Announcements
 - a) New Website and Service Request System now Live
 - D. **Next Regular Meeting of the Board:**
 - a) Monday, September 23rd, 2024, at 10 AM
- 23. 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's Office Manager, Marissa Fehling, at Marissa.Fehling@PaumaValleyCSD.ca.gov at least forty-eight (48) hours in advance of the meeting.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 16

Date: July 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: Cost of Service Analysis

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Hansford Economic Consulting LLC.
2. Discuss and take other action as appropriate.

BACKGROUND

On May 4th, 2023, the Board of Directors approved a Long-Range Financial Plan that included elements of a Cost-of-Service plan. This plan has since been approved by the Board of Directors followed by managerial execution. All rate increases that followed were done in accordance with this plan.

DISCUSSION

With the Long-Range Financial Plan, rate increases have gone into effect and some community members have contacted staff questioning the necessity of said increases. This substantiates the need for public outreach in addition to a neutral third-party providing an unbiased recommendation on rate requirements based on essential projects, adequate funding for budgetary line items, as well as active reserves to be available in the event of catastrophic failure. The analysis recommended would include public outreach, as well as a third-party recommendation that extrapolates the necessary data to output a viable rate requirement with a goal to build reserves immediately.

As mentioned in the background, Mr. Jeff Armstrong was approved to perform this Long-Range Financial Plan. Mr. Armstrong succeeded in meeting all expectations of the project by starting the process of building reserves. The District has since then been faced with many new financial challenges that include obtaining a new SCADA system, remedying lift station inadequacies, performing corrective maintenance on critical degrading infrastructure, etc. Additionally, to balance the budget, we reduced many line-item amounts and it appears we have utilized our contingency amount within two weeks of the budget.

I've acquired two proposals. One is dated back to 2023, due to disinterest in providing the District an updated proposal but mentioned it would likely be a two to three thousand dollar (\$2,000 - \$3,000) excess cost.

Neste, Brudin and Stone (NBS):		
No updated proposal provided	High cost	Limited to the wastewater fund
Hansford Economic Consulting (HEC):		
Provided two proposals	Cost-effective	Includes all funds

FISCAL IMPACT

NBS will cost the District \$41,700 for a wastewater rate analysis, and HEC will cost \$38,860 for all funds.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Hansford Economic Consulting LLC.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

- | | | |
|----|--|-------|
| 1. | Prior COS Analysis (NBS & Mr. Armstrong) | 33-50 |
| 2. | HEC New Proposal, HEC Info & References | 51-72 |

Prepared & Approved by: General Manager, Eric Steinlicht | **Reviewed by:** Office Manager, Marissa Fehling

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 17

Date: July 22nd, 2024

From: General Manager, Eric Steinlicht

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

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Conduct a Public Hearing.
2. Authorize staff to place delinquent accounts onto the tax roll via Resolution 123.
3. Discuss and take other action as appropriate.

BACKGROUND

Historically, the Pauma Valley Community Services District (District) has utilized the San Diego County Tax Roll to collect delinquent dues in the event other collection methods have failed. This approach has proven effective, ensuring prompt and efficient collection of outstanding dues from District ratepayers who have been classified as delinquent. This is achieved through the inclusion of these outstanding dues onto the county tax roll.

DISCUSSION

In order to compliantly proceed with the inclusion of delinquent accounts onto the county tax roll, it is fundamental that the Board of Directors endorses a new Resolution authorizing staff to carry out the transfer. This transfer involves submitting all accounts within the attached “Delinquent Accounts Schedule” onto the San Diego County Tax Roll by August 10th, 2024, if payment in full is not received by August 1st, 2024.

FISCAL IMPACT

The fiscal impact will be the collection of all outstanding dues and penalties within the Delinquent Accounts Schedule, in addition to a fifty-dollar (\$50) administrative fee per delinquent account.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Conduct a Public Hearing.
2. Authorize staff to place delinquent accounts onto the tax roll via Resolution 123.
3. Discuss and take other action as appropriate.

Attachments

1. Delinquent Accounts Schedule
2. Resolution Number 123

Supplemental Materials Packet Page Number/s

73
74

Prepared by: General Manager, Eric Steinlicht
Reviewed by: Office Manager, Marissa Fehling
Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 18

Date: July 22nd, 2024

From: Office Manager, Marissa Fehling

Issue: Radio Frequency Identification (RFID) Transponder Issuance and Replacement Policy

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the new RFID administrative policy.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (District) utilizes RFID transponders on vehicles within the gated community of the Pauma Valley Country Club Estates (PVCCE). This system facilitates automatic gate access and is integrated with a robust data management software system. This software enables our District Security Division personnel to record and maintain a database of all authorized access into the PVCCE. The system provides automatic and convenient access to the:

- Pauma Valley Country Club (PVCC) members, staff, contractors and vendors.
- PVCCE residents, resident guests, contractors and vendors.

DISCUSSION

The proposed “RFID Transponder Issuance and Replacement Policy” aims to establish clear administrative procedures when District personnel manage and maintain RFID transponders used within our gated community, the (PVCCE). This policy ensures that all authorized users of the RFID transponder system equally benefit from reliable gate access while maintaining the integrity of our security systems. By outlining specific issuance details, limitations and replacement policies, we will have achieved enhanced streamlined operations by reducing confusion and costs associated with maintenance.

FISCAL IMPACT

There is no known measurable fiscal impact with this item, however, staff predict minor savings due to having a policy stating the lifetime of an RFID transponder sticker.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the new RFID administrative policy.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

1. RFID Transponder Issuance & Replacement Policy	75
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Prepared by: Office Manager, Marissa Fehling
Reviewed by: General Manager, Eric Steinlicht
Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 19

Date: July 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: District Surveillance Initiative

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve the surveillance proposal.
2. Discuss and take other action as appropriate.

BACKGROUND

On January 23rd, 2024, we had our contractor arrive on site to remedy an issue with our administrative office wastewater lift station. The pump initially would not disengage, and then it eventually would not engage despite any efforts. Brax, the team that performed the repair asked staff if the panel on the back of the former California Highway Patrol (CHP) Office had been worked on, as there was a wire disconnected. We confirmed no.

On May 21st, 2024, we received several alarms from SCADA that the voltage monitor faulted out, shutting down our equipment. This happened three times. I remained onsite to correct the problem and had it corrected around midnight with Southern Electric and SDG&E. Southern Electric confirmed the problem was that the voltage monitor was set to 460 volts, whereas the system is a 480-volt system. I had asked if there was any technical reason why the setting would be that low, the contractor confirmed no and that it was likely that setting was causing the faults. Once the adjustment was made, issues stopped.

On May 27th, 2024, Variable Frequency Drive (VFD) number two, failed. I proceeded to arrange Southern Electric to diagnose the issue. It was reported to me that the VFD had no power, and that upon learning this, the contractor proceeded to check the breaker to find what appeared to be vandalism.

The metal flap is utilized for lock out tag out procedures, and appeared to be pulled off with evidence of scratch marks around that very breaker switch that controls that VFD. The scratch marks appear a screwdriver, or something similar was used near the switch. Oddly enough, once Southern Electric repaired the breaker, the VFD worked immediately without needing any repair.

On July 16th, 2024, Mr. Joe Clear, reported that the District lock on the Oak Tree lift station had been removed, and a new lock had been installed for which he had no key. Mr. Clear reported that on the previous day, Monday, July 15th, 2024, he had not seen this new lock. We then proceeded to follow up with Water Quality Specialists (WQS) who confirmed that they had not installed a new lock.

Lastly, prior to the Utility Supervisor resigning, he had mentioned to me that a generator had been stolen from the Oak Tree lift station. This generator was staged there in the event of power loss, which is a critical step for service sustainability.

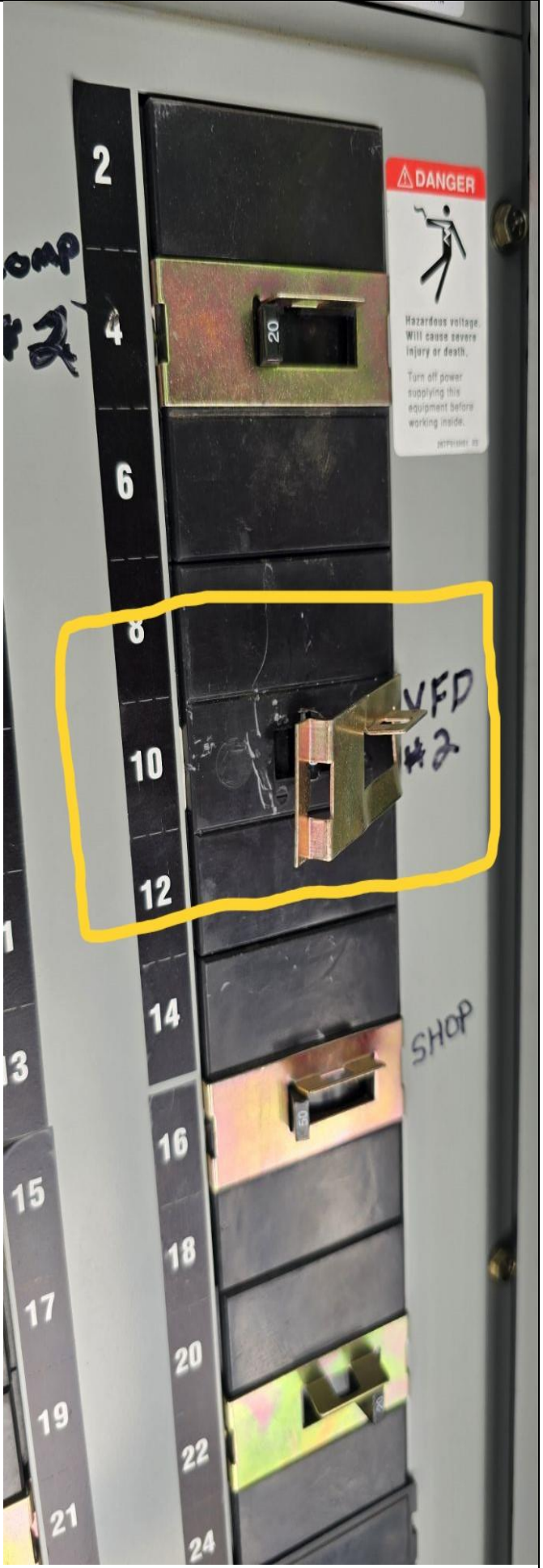
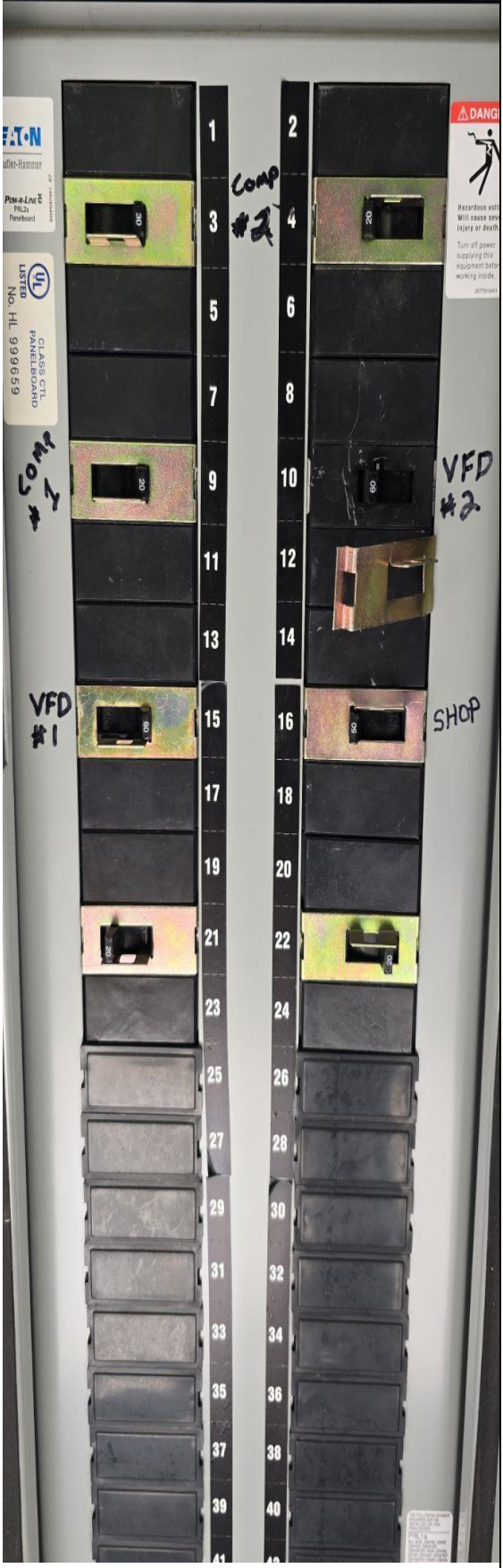
The following page will showcase the breaker switch from the incident that took place on May 27th, 2024.

Read Cover Assembly Information Regarding Installable Device Kits. For Use As Service Equipment Equipment With A Main Disconnect As Or Other Not More Than Six (6) Disconnects Are Provided And As Used As Permitted By Section 407 The National Electrical Code. Centrally Mounted Breakers Die 100A Maximum.

Ph. Type	PRL24	Ph. Amps	225
Volts	480Y/277 V	Phase	3 Wire 4
Next. Cat.	1129849502	Next. Amps	225
Date	11/13/2007	Next. Volts	277
Box Cat.	L1VP02049	Box Type	3R
Job No.	SSN28733	Whdy At	LAS 102

WARNING
 EXPLOSION
 CAN CAUSE SEVERE INJURY, DEATH OR DAMAGE TO PANELBOARD.
 Do NOT OPEN 20 AMP Breaker To The Wrong Phase Or The Wrong Pole.
 TERMINALS ARE SUITABLE FOR CU OR AL - Use 75°C Conductors.
 Adjust the 20 Amp Breaker as Indicated In Inside Panel Wiring Schematics.
 All 20 Amp Breaker Service By Wiring Needs To "OFF" The "ON"

Panelboards Are Listed For Use On A System Capable Of Delivering Not More Than 10,000 rms Symmetrical Unless Panelboard Has An Integral Main Or Is Connected Downstream From An Overcurrent Protective Device As Stated In The Attached Wiring Rating Information Manual.



DISCUSSION

There has been a pattern of odd occurrences that staff cannot explain and rather than speculate, I feel it prudent to initialize the District Surveillance Initiative as soon as possible. This initiative would involve installing cameras in all areas that have been impacted. The areas include:

- Wastewater Treatment Plant and Electrical Area
- Oak Tree Lift Station
- Administrative Office and Electrical Area

The District Surveillance Initiative would be facilitated by the District’s Information Technology (IT) team. Regardless of the cause of these issues, having surveillance on critical District assets not only helps protect District assets, but also safeguards District operations by having these tools in place to visually monitor and inspect key areas.

FISCAL IMPACT

The fiscal impact of this initiative is expected to be between **\$14,803** and **\$18,000**. There was miscommunication regarding the cost of this initiative during the budgetary process, where camera locations and installation costs were not considered. The budget includes **\$8,303** for this project; however, staff created a line item for a \$25,000 contingency. Of this contingency, we’ve utilized \$13,542, which leaves a balance of \$11,458. Therefore, with the contingency line item, and prior budgeted amount, this project would remain within budget with a total of **\$19,761** available to complete this project.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve the surveillance proposal.
2. Discuss and take other action as appropriate.

Attachments

Supportive Materials Packet Page Number/s

1. Initial Surveillance Proposal	76-77
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PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 20

Date: July 22nd, 2024

From: General Manager, Eric Steinlicht

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 enhancements that have occurred since the last Regular Meeting of the Board.

DISCUSSION

As we enter the new fiscal year, we have brought new advancements and enhanced communication. This includes items such as a new upgraded website, a service request system, and a recent District Newsletter.

Sanitation Operational Report

We have begun the process of repairing the valves at the Wastewater Treatment Plant (WWTP), as well as rehabilitating the inoperative treatment train of the WWTP. We have also initiated measures to understand the viability of a new sludge disposal system to ultimately reduce costs. This will be a major win for the District and will be brought to the Board of Directors as new information is acquired. Lastly, there have been no spills or service disruption incidents since the last Board meeting. We remain committed to meeting our Mission and providing exceptional customer service to the community.

General Manager Professional Development

I plan on attending the annual Tri-State conference in Las Vegas, Nevada, from August 5th, through August 9th, this year. This event is organized with the help of the California Water Environment Association (CWEA), and, as a Board Member of CWEA, I’ll be representing the San Diego Section (CWEA SDS). During this event, I will be attending several training sessions geared towards Wastewater Collection System Management. This is critical as it will provide me with the essential contact hours required for my current certification renewal. I will also be taking the Grade III Certification exam in Wastewater Collection System Maintenance after this conference, and the training I receive will provide me with the necessary knowledge to pass the exam. If any Board Director would like to attend this event, please let me know.

Following the General Manager’s Summit, I obtained my certification “Essential Leadership Skills” Certificate from the California Special District Leadership Foundation (CSDA). This certification is a step towards the CSDA’s “Certified Special District Manager” and requires the following courses to achieve:

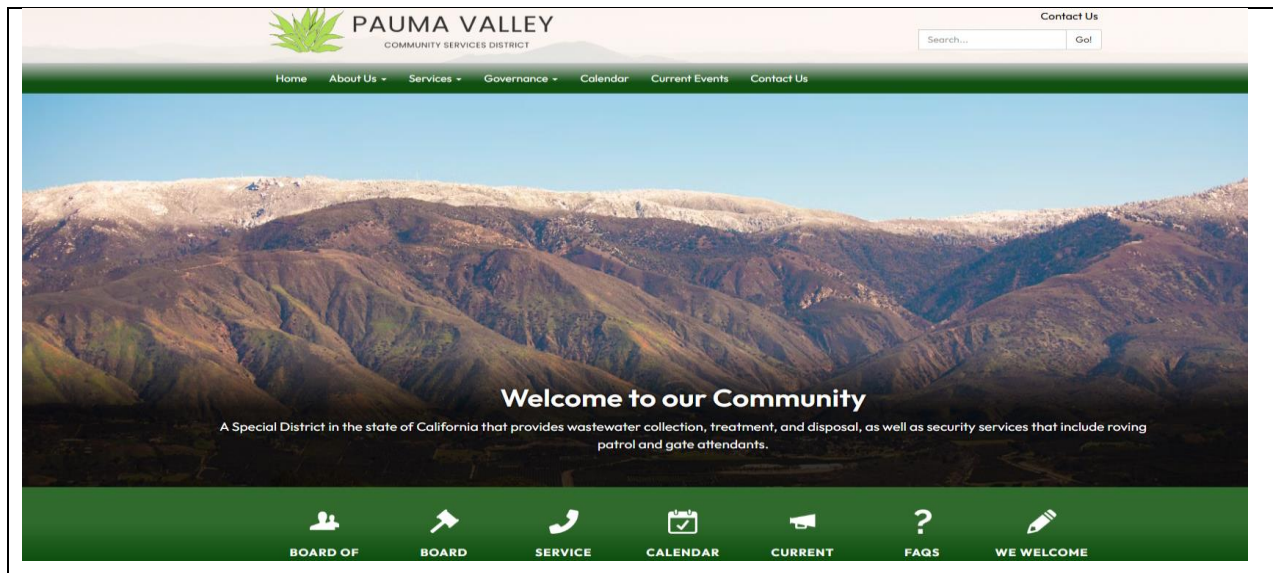
✓ Completed Grassroots Advocacy and Public Outreach	✓ Completed Best Practices for Board/Staff Roles	✓ Completed Organizational Development	✓ Completed Financial Management for Special Districts	✓ Completed Human Resources Boot Camp for Special Districts	✓ Completed So You Want to be a General Manager?	✓ Completed Overview of Special District Laws
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Security Operational Report

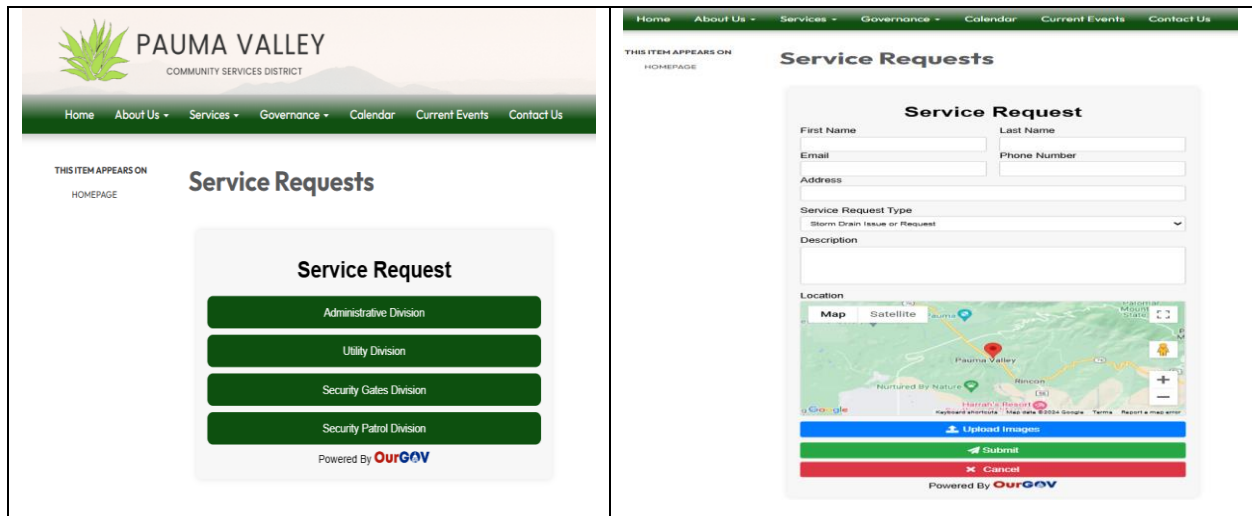
Security operations continue to excel, and communication improvements are ongoing. Fiscal Year 2025 annual budget provides funding for new smartphones that will enhance the communication between Patrol Officers and Gate Attendants. Technology improvements like this make the community safer and allow Mr. Todd Albert, our Security Division Supervisor, much more effective in meeting the Mission.

Newsletter, Upgraded Website and Service Request System

We have successfully upgraded our District website via Streamline which places the District in compliance with the “Americans with Disabilities Act” (ADA). This is a critical step that greatly reduces District liability, in addition to enhancing transparency as well as access to fundamental District documentation.



The Service Request system is now live and can be downloaded via an application on your phone, titled “OurGov!”. Additionally, any resident who might have an issue with anything may head on over to the new and improved District website and submit a service request that will allow them to upload pictures, key details, as well as event location:



Snake Removal

Mr. Todd Albert, Security Division Supervisor, has successfully obtained his certificate in venomous snake removal. In addition, with approved funding through the Fiscal Year 2025 annual budget, we have ordered new Personal Protective Equipment (PPE) associated with the safe extraction of venomous snakes. The next step will be staff training and implementing an in-house certification program that will improve the safety of our community.

Attachments

1. Essential Leadership Skills (ELS) Recipient List
2. ELS Certifications Acquired
4. General Manager’s Prioritization Schedule

Supportive Materials Packet Page Number/s

78-79
80-89
90-96

Prepared by: General Manager, Eric Steinlicht
Reviewed by: Office Manager, Marissa Fehling
Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 21

Date: July 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: Upcoming Election

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. No action is recommended, this item is for information purposes only.

BACKGROUND

The next General Election is taking place on November 5th, 2024. This letter compiles fundamental information for any Board Director who might seek to run for reelection.

DISCUSSION

For information on becoming a qualified candidate in San Diego County, please visit:

<https://www.sdvote.com/content/rov/en/candidates-campaigns/filing.html>

For information on the Candidate filing schedule:

<https://www.sdvote.com/content/dam/rov/shared/candidate-filing/2024-november-5-presidential-general-election/CandidateScheduleNov2024.pdf>

Key Information

- **Candidate filing period begins on Monday, July 15th, 2024, and ends on Friday, August 9th, 2024, at 5:00 PM.**
- Declaration of Candidacy forms must be witnessed by either a certified notary, or by the Registrar of Voters deputy and can be submitted in person to the Sand Diego County Registrar of Voters (ROV) by the candidate filing deadline or can be mailed in if notarized in advance.
- The write-in filing period begins on Monday, September 9th, 2024, and ends on Tuesday, October 22nd, 2024, at 5:00 PM.
- Candidate informational packets have been emailed to all current Board Directors with a paper copy delivered with their July 22nd, 2024, Regular Board Meeting Packet. Candidates may also acquire these packets in person from the County ROV, which includes instructions and forms for running as a candidate in the November 5th, 2024, election.
 - Packets will be available at the County ROV office starting on Monday, July 15th, 2024
 - ROV Office Address: **5600 Overland Avenue,
Suite 100, San Diego, CA 92123**
 - Hours of Operation: **Monday – Friday, 8:00 AM – 5:00 PM**
 - Information Packets may be collected in-person by the candidate, or the candidate may authorize someone to pick up the packet on his or her behalf by completing this form:
 - <https://www.sdvote.com/content/dam/rov/shared/candidate-filing/2024-november-5-presidential-general-election/CandidateAuthorizationNov2024.pdf>
 - Interested candidates can make an appointment to pick up the packet by contacting the ROV Candidate Filing and Financial/Campaign Disclosure by phone or email listed below.

- To become a qualified candidate, the candidate must submit the following:
 - **Declaration of Candidacy form (Oath of Office)**
 - Each candidate shall set forth in full the oath or affirmation set forth in Section 3 of Article XX of the California Constitution, which shall be filed with the declaration of candidacy. The county elections official or district secretary, or a person designated by the county elections official or district secretary, shall administer the oath.
 - **Candidate Statement of Qualifications (SOQ) form**
 - This form isn't available online yet, but it will be very similar to this sample form, which was used in the March primary election:
 - <https://www.sdvote.com/content/dam/rov/en/election/2024March/CandidateStatementForm.pdf#>.
 - Candidates are not required to file a SOQ but must check the appropriate box stating that the candidate does not wish to file a SOQ on the form.
 - The SOQ form is limited to two hundred (200) words and the cost for the form is five hundred and twenty-eight dollars (\$528).
 - Any checks made payable would be made out to: "San Diego County".
 - Any fees paid by credit card incur a two-point-seven percent (2.7%) processing charge.
- Information on campaign finance laws:
 - <https://www.sdvote.com/content/rov/en/candidates-campaigns/campaign-law.htm>
- Information on campaign finance disclosure rules:
 - <https://www.sdvote.com/content/rov/en/candidates-campaigns/EFDS.html>
- A list of candidates for office will be posted on the County ROV's website and will be updated as necessary.
- For additional information, you can contact the County ROV Candidate Filing and Financial/Campaign Disclosure at the following:
 - Phone: (858) 505-7260
 - Email: CandidateFiling@sdcounty.ca.gov

FISCAL IMPACT

There is no fiscal impact associated with this item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. No action is recommended, this item is for information purposes only.

Attachments

Supplemental Materials Packet Page Number/s

1.	N/A		
			N/A

Prepared by: General Manager, Eric Steinlicht
Reviewed by: Office Manager, Marissa Fehling
Approved by: General Manager, Eric Steinlicht