

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

NOTICE OF PUBLIC SPECIAL MEETING

DATE: Monday, May 16, 2022
TIME: OPEN Session - 10:00 a.m.
PLACE: 33129 Cole Grade Rd. Pauma Valley, CA 92061
<https://us02web.zoom.us/j/81655461778>
Phone: (669) 900-6833 Passcode: 816 5546 1778

Mission Statement

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. Roll Call
3. Public Comments
 - a. Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. Any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered.
 - b. In the interest of public health and safety this meeting will be held as a hybrid (in-person and virtually). 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.
4. Consent Calendar: All items 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.
 - a. Minutes of the Regular Board Meeting of March 28, 2022
 - b. Minutes of the Special Board Meeting of April 18, 2022
 - c. Review of BS, P&L as of Mar 31, 2022

- d. Review of BS, P&L as of Apr 30, 2022
 - e. Accounts Receivable
 - f. Notice of Violation Summary
 - g. Daily Activity Report
 - h. AB 361 - Hybrid Meetings
 - i. District Calendar
5. Resolution 109 - Pauma Valley Community Services District Salary Schedule for Fiscal Year 2022 -2023
 - a. The Board will consider for adoption Resolution 109 establishing the salary schedule for Fiscal Year 2022-2023.
 6. Discussion on Revising our Policy on Life Insurance
 7. General Manager's Report - GM Graziano
 8. Capital Expenditure Plan
 - a. The Board will review a draft capital expenditure plan
 9. Draft 2022-2023 Budget
 - a. The Board will review the draft 2022-2023 budget presented by the General Manager.
 10. Discussion on Meetings of the Board Policy
 - a. The Board will discuss the Meetings of the Board Policy
 11. Other Business
 - a. Requested items for next or future agendas (Directors and Staff Only)
 - b. Board comments
 12. Announcements/Adjournment
 - a. Regular Meeting on June 27, 2022 at 10:00 a.m. - will include a Public Hearing on Budget

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the District's Administrative office not less than 72 hours prior to the meeting date and time above. All public records relating to each agenda item, including any public records distributed less than 72 hours the office of the District Secretary, 33129 Cole Grade Road, Pauma Valley, California.

To request a disability-related modification or accommodation regarding agendas or attendance, contact Amber Watkins, at AmberWatkinspvcsd@hotmail.com at least 48 hours before the meeting.



May 12, 2022

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

Held on March 28, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, and Betty Potalivo
Also Present: Residents Ronald Krohn, General Manager Bobby Graziano, Office
Manager Amber Watkins, and Administrative Assistant Marissa Fehling

- 3.1 Call to Order: Regular Meeting was called to order at 10:00 a.m. by President Martello.
- 3.2 Roll Call: Martello requested a Roll Call. Fehling verified that all directors were present at that time, to constitute a quorum.
- 3.3 Open for Public Comments:
 - a. 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, 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- None.
- 3.4 Consent Calendar: All items 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.
 - a. Minutes of the Regular Board Meeting of February 28, 2022-
 - b. Review of BS, P&L as of Feb 28, 2022
 - c. Accounts Receivable
 - d. Notice of Violation Summary
 - e. Daily Activity Report
 - f. AB 361 – Hybrid Meetings
 - g. Employee Benefit Summary

Lawston motioned to approve the consent calendar with item G being pulled for further discussion by Esparza, seconded by Esparza and upon a unanimous vote was adopted.

Esparza pulled the Employee Benefit Summary and informed that he would like to address the employee Life Insurance Benefits. Esparza informed that he believes \$25k is low for the industry and he would like for the Board to consider doubling this amount and making it a benefit to employees effective after 30 days of employment rather than after 90 days of employment. Martello informed that he supports this suggestion and would like for staff to investigate this and report back at a future meeting. Esparza motioned to approve the Employee Benefit Summary item with the direction given to staff on investigating the increase option for Life Insurance, seconded by Martello and upon a unanimous vote was adopted.

- 3.5 Appoint Board of Director –
 - a. The Board will consider appointing a director to fill one vacancy – Martello informed that the Board received one application for the vacancy from Roland Skumawitz. Upon a motion by Lawston, seconded by Potalivo, and unanimous vote Roland Skumawitz was appointed as the new Board Member for the PVCSD Board of Directors.
- 3.6 Discussion on Gate Access & Road Usage Policies and Procedures –
 - a. This item will be continued to the May meeting. Martello informed that this item would be discussed at the next May meeting.

- 3.7 General Manager's Report – General Manager, Graziano – Graziano presented the report.
- 3.8 EDU Audit –
- a. The Board will consider action on the EDU audit. Graziano explained the recommended changes to the quantification of EDU's. Graziano explained how he came about his recommended actions and the process that was taken. Graziano informed that staff received and analyzed the responses from PVCC and The Pauma Building and re-evaluated the findings from the audit and based on this information the recommended EDU quantities were modified for both entities. Esparza inquired on if the missed calculations were made by the auditor. Graziano explained. Martello noted that it was great that staff reached out to all entities impacted to this prior to implementing any changes, giving the opportunity to further discuss and explain the findings. Potalivo inquired on what the actual cost is for these services to the district. Graziano informed that there will be some re-balancing during the budget process and that PVCSD builds their P&L to break even and contributes to reserves. Graziano mentioned that this may allow for a reduction in sewer rates or not needing to increase them next fiscal year. Upon a motion by Martello, seconded by Lawston and a unanimous vote the recommended changes to the quantifications of EDU's were accepted and to be implemented July 1, 2022.
- 3.9 Employee Cost of Living Adjustment (COLA) – President Martello
- a. The Board will consider a Cost of Living adjustment for all employees. Martello recommended the Board approve of a Cost of Living Adjustment of 3.9% for all district employees to begin the first full pay period in March 2022 and explained why he felt this was appropriate. Esparza inquired on whether there were funds available in the Salary Budget for this adjustment. Graziano informed that there was and that we are currently under budget. Upon a motion by Martello, seconded by Esparza and unanimous vote, the Cost of Living Adjustment of 3.9% for all district employees was approved effective the first pay period of March, 2022.
- 3.10 Other Business
- a. Requested items for next or future agendas (Directors and Staff Only) – None
- b. Board comments – None
- 3.11 Announcements/Adjournment:
- a. Regular Meeting on May 23, 2022, at 10:00 a.m. – The next meeting date is scheduled for May 23, 2022, at 10:00 a.m. With nothing further to discuss and upon a motion from Martello, second by Esparza and unanimous vote, the meeting adjourned at 10:32 a.m.

Marissa Fehling

Marissa Fehling, Recording Secretary

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

Held on April 18, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, Betty Potalivo, and Roland Skumawitz
RPMWC Directors: Chuck Bandy, Steve Wehr, Bruce Knox, and Laurie Kariya
Also Present: Residents Charles Mathews, Peter Jordan, Steve Anderson of BB&K, General Manager Bobby Graziano, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

- 4.1 Call to Order: Special Meeting was called to order at 10:03 a.m. by President Martello.
- 4.2 Roll Call: Martello requested a Roll Call. Fehling verified that all directors were present at that time, to constitute a quorum.
- 4.3 Open for Public Comments:
a. 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, 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– Peter Jordan provided comment that during the Covid pandemic period, PVCSD meetings were held via zoom only and stated that the Board voted to eliminate the guns and dogs for patrol during that period. Jordan informed that armed patrol was attractive and that rate payers invested many funds to have those services. Jordan noted he and others are very unhappy with this decision. Jordan stated that he feels the community is now at higher risk for criminal activity and feels unsafe. Martello explained that he believes the decisions were made prior to the Covid pandemic and suggested that Jordan get together with Graziano to go over the timeline and details of these decisions. Graziano informed Jordan that Bill Jacobs, a previous Board member, has a wealth of information on these decisions as well. Martello thanked Jordan for the comments and noted that due to Brown Act constraints this item may not be discussed any further today and informed that if needed this topic can be put on a future Agenda for further discussion.
- 4.4 Joint Exercise of Powers Agreement Establishing The Upper San Luis Rey Groundwater Management Authority (USLRGMA):
a. The Board will consider approving the JPA- Martello informed that General Counsel, Steve Anderson of BB&K would lead this discussion. Anderson explained the Joint Powers Agreement (JPA) and gave a brief history of Sustainable Groundwater Management Act (SGMA). Anderson recommended that the Board of Directors approve the JPA to form a new public entity to serve as the Groundwater Sustainability Agency (GSA). Anderson informed that the JPA only covers portions of the Valley that are not part of Tribal Reservations. Anderson recommended that the PVCSD Board approve this document, as they are the public agency, and give the General Manager authority to make minor changes as needed. Wehr mentioned that RCD's contributions are so minimal and explained that it is mandatory that they are involved as they are needed for full coverage of the basin. Anderson noted that the intent is to start charging pumping fees to all pumpers within the GSA. Kariya inquired on the Tribal land; Anderson informed that only land outside of the Trust would be subject to SGMA. Bandy noted that in regard to the pumping fees Anderson mentioned, the Memorandum of Understanding (MOU) have no actual enforcement ability. Mathews suggested changing the minimum of attendees needed in section 4.7 where it states that a "two-thirds vote of the Directors in attendance, but in no event less than five affirmative votes" was required. Bandy explained that the idea is to be able to pass important items without having Board Members not attend and block the vote. Potalivo inquired on how

the decision was made on how many representatives come from each entity. Anderson explained how that came to be. Graziano explained that PVCSD will be the member agency with RPMWC supporting them and will be reimbursing PVCSD for a portion of funds spent. Martello moved to approve the JPA as presented by counsel with the addition that Graziano has the authority to authorize non substantive changes as needed, seconded by Skumawitz and unanimously approved.

- 4.5 Third Amended and Restated Memorandum of Understanding between PVCSD and RPMWC Regarding Future Collaboration and Water Management Within the San Luis Rey Valley Groundwater Basin –
 - a. The Board will consider approving the MOU – Graziano informed that the biggest adjustment on this third amended MOU is the cost sharing for SGMA related fees. Now RPMWC will cover 90% and PVCSD 10%. Upon a motion by Martello, seconded by Skumawitz and unanimous vote, the MOU was approved by the PVCSD Board as presented. Knox moved to approve the MOU as presented, seconded by Kariya and unanimously approved by the RPMWC Board.

- 4.6 Announcements/Adjournment –
 - a. Special Meeting on May 16, 2022, at 10:00 a.m. for PVCSD – The next meeting date is scheduled for May 16, 2022, at 10:00 a.m. With nothing further to discuss, motion was made to adjourn at 10:48 a.m., seconded and unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of March 31, 2022

Accrual Basis

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □Petty Cash	368
102 □Checking	150,770
110 □ResFunds/L.A.I.F.	<u>605</u>
Total Cash	151,743
111 □LAIF Fair Market Value	<u>89</u>
Total Checking/Savings	151,832
Accounts Receivable	
120 □Accounts Receivable	<u>31,886</u>
Total Accounts Receivable	31,886
Other Current Assets	
125 □Due from RPMWC	46,540
140 □Prepaid Insurance	15,402
140.6 □PrePaid Wkrs Comp Ins	<u>7,858</u>
Total Other Current Assets	<u>69,800</u>
Total Current Assets	253,517
Fixed Assets	2,871,442
Other Assets	
196 □Deferred Outflows - Pension	<u>319,508</u>
Total Other Assets	<u>319,508</u>
TOTAL ASSETS	<u><u>3,444,467</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □Accounts Payable	<u>127,788</u>
Total Accounts Payable	127,788
Other Current Liabilities	
201.6 □Pre-Paid Customer Fees	25,530
205 □Accrued State Payroll Taxes	-0
219 □Compensated Employees Absences	<u>24,831</u>
Total Other Current Liabilities	<u>50,361</u>
Total Current Liabilities	<u>178,148</u>
Total Liabilities	178,148
Equity	
460 □Retained Earnings	2,664,888
Net Income	<u>601,430</u>
Total Equity	<u>3,266,319</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,444,467</u></u>

PV COMMUNITY SERVICES DISTRICT
Profit & Loss Budget Performance
March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	37,373	37,373	336,271	336,361	448,481
661.5 Security Patrol Charges	44,829	44,829	403,350	403,462	537,949
662 Property Tax	3,414	9,583	73,792	86,250	115,000
662.1 Connection Fees	0	0	0	0	0
663 Interest	2	417	674	3,750	5,000
663.1 LAIF Fair Market Value Revenue	0	0	0	0	0
664 Other	693	451	16,270	4,060	5,413
665 Security Gate Charge	35,062	35,062	315,464	315,558	420,744
666.5 RFID Tags	1,393	583	7,608	5,250	7,000
667 Delinquent Charges	490	0	2,557	0	0
668 Vacant Lot/Sewer Availability	396	396	3,564	3,564	4,752
670 Reimbursement Revenue	2,233		712,216		
Total Income	125,884	128,695	1,871,765	1,158,254	1,544,339
Gross Profit	125,884	128,695	1,871,765	1,158,254	1,544,339
Expense					
Depreciation	12,391	10,091	111,519	90,821	121,095
Dwelling Live	675	683	6,076	6,150	8,200
Electrical Utilities	4,070	517	36,689	20,637	22,189
Equipment Rentals	0	42	0	375	500
Group Health Ins.	6,813	7,049	62,940	63,442	84,590
Liability Insurance	3,908	3,753	35,173	33,780	45,040
Miscellaneous Expense	245	1,100	12,625	9,898	13,197
Office Expense	2,440	2,169	21,269	19,517	26,022
Operator Contract Services	5,500	5,500	49,500	49,500	66,000
Payroll Taxes	6,206	5,033	40,400	45,293	60,390
PERS Retirement	6,067	4,555	104,342	111,332	124,997
Repairs & Maintenance	60,137	9,724	164,542	87,511	116,682
Salaries	76,163	52,946	470,276	476,513	635,350
Security Expense	1,120	453	6,100	4,072	5,430
Uniforms	612	267	3,824	2,400	3,200
Vehicles	1,759	756	8,920	6,807	9,076
Workers' Comp. Insurance	1,328	1,577	12,450	14,190	18,920
6560 Payroll Expenses	0		0		
701 Drainage	300	833	6,713	7,500	10,000
712.1 State Maint. Fee	0	0	27,109	24,420	24,420
730 Water Tests & Analysis	1,501	720	8,213	6,480	8,640
815 Fees	0	222	4,823	1,999	2,666
816 Engineering	1,018	542	8,193	4,875	6,500
818 Schools & Meetings	1,183	575	5,484	5,175	6,900
819 Accounting	0	0	10,500	10,000	10,000
820 Legal	474	2,500	27,651	22,500	30,000
821.2 SGMA Technical Study	0	0	0	50,000	50,000
900 Solar Rooftop Lease	0		25,000		
921 Guard Houses /Roadway Lease	0	0	2	2	2
Total Expense	193,910	111,606	1,270,334	1,175,189	1,510,006
Net Ordinary Income	-68,026	17,089	601,430	-16,935	34,333
Net Income	-68,026	17,089	601,430	-16,935	34,333

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of April 30, 2022

Accrual Basis

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	226,867
110 □ ResFunds/L.A.I.F.	<u>605</u>
Total Cash	227,841
111 □ LAIF Fair Market Value	<u>89</u>
Total Checking/Savings	227,930
Accounts Receivable	
120 □ Accounts Receivable	<u>32,191</u>
Total Accounts Receivable	32,191
Other Current Assets	
125 □ Due from RPMWC	34,598
140 □ Prepaid Insurance	38,180
140.6 □ PrePaid Wkrs Comp Ins	<u>6,286</u>
Total Other Current Assets	<u>79,063</u>
Total Current Assets	339,184
Fixed Assets	2,859,051
Other Assets	
196 □ Deferred Outflows - Pension	<u>319,508</u>
Total Other Assets	<u>319,508</u>
TOTAL ASSETS	<u><u>3,517,743</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	<u>149,673</u>
Total Accounts Payable	149,673
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	26,090
205 □ Accrued State Payroll Taxes	-0
219 □ Compensated Employees Absences	<u>24,831</u>
Total Other Current Liabilities	<u>50,921</u>
Total Current Liabilities	<u>200,593</u>
Total Liabilities	200,593
Equity	
460 □ Retained Earnings	2,664,888
Net Income	<u>652,261</u>
Total Equity	<u>3,317,149</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,517,743</u></u>

PV COMMUNITY SERVICES DISTRICT
Profit & Loss Budget Performance
April 2022

	Apr 22	Budget	Jul '21 - Apr 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	37,373	37,373	373,644	373,734	448,481
661.5 Security Patrol Charges	44,829	44,829	448,179	448,291	537,949
662 Property Tax	34,877	9,583	108,669	95,833	115,000
662.1 Connection Fees	0	0	0	0	0
663 Interest	2	417	676	4,167	5,000
663.1 LAIF Fair Market Value Revenue	0	0	0	0	0
664 Other	368	451	16,638	4,511	5,413
665 Security Gate Charge	35,062	35,062	350,526	350,620	420,744
666.5 RFID Tags	726	583	8,333	5,833	7,000
667 Delinquent Charges	465	0	3,022	0	0
668 Vacant Lot/Sewer Availability	396	396	3,960	3,960	4,752
670 Reimbursement Revenue	0		712,216		
Total Income	154,097	128,695	2,025,862	1,286,949	1,544,339
Gross Profit	154,097	128,695	2,025,862	1,286,949	1,544,339
Expense					
Depreciation	12,391	10,091	123,910	100,913	121,095
Dwelling Live	675	683	6,752	6,833	8,200
Electrical Utilities	3,997	517	40,686	21,154	22,189
Equipment Rentals	0	42	0	417	500
Group Health Ins.	6,873	7,049	69,813	70,492	84,590
Liability Insurance	3,908	3,753	39,082	37,533	45,040
Miscellaneous Expense	137	1,100	12,762	10,998	13,197
Office Expense	1,244	2,169	22,513	21,685	26,022
Operator Contract Services	5,500	5,500	55,000	55,000	66,000
Payroll Taxes	3,842	5,033	44,242	50,325	60,390
PERS Retirement	3,949	4,555	108,291	115,887	124,997
Repairs & Maintenance	6,012	9,724	170,554	97,235	116,682
Salaries	50,228	52,946	520,504	529,458	635,350
Security Expense	479	453	6,579	4,525	5,430
Uniforms	66	267	3,890	2,667	3,200
Vehicles	252	756	9,172	7,563	9,076
Workers' Comp. Insurance	1,328	1,577	13,779	15,767	18,920
6560 Payroll Expenses	0		0		
701 Drainage	300	833	7,013	8,333	10,000
712.1 State Maint. Fee	0	0	27,109	24,420	24,420
730 Water Tests & Analysis	537	720	8,750	7,200	8,640
815 Fees	806	222	5,629	2,222	2,666
816 Engineering	0	542	8,193	5,417	6,500
818 Schools & Meetings	409	575	5,894	5,750	6,900
819 Accounting	0	0	10,500	10,000	10,000
820 Legal	333	2,500	27,985	25,000	30,000
821.2 SGMA Technical Study	0	0	0	50,000	50,000
900 Solar Rooftop Lease	0		25,000		
921 Guard Houses /Roadway Lease	0	0	2	2	2
Total Expense	103,267	111,606	1,373,601	1,286,795	1,510,006
Net Ordinary Income	50,831	17,089	652,261	154	34,333
Net Income	50,831	17,089	652,261	154	34,333

A/R Aging Summary

As of May 12, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-001	0.00	-592.00	-592.00	-592.00	-1,480.00	-3,256.00
CSD-002	0.00	0.00	-2,047.00	0.00	0.00	-2,047.00
CSD-003	0.00	0.00	-1,776.00	0.00	0.00	-1,776.00
CSD-004	0.00	-1,184.00	0.00	0.00	0.00	-1,184.00
CSD-005	0.00	-888.00	0.00	0.00	0.00	-888.00
CSD-006	0.00	-790.00	0.00	0.00	0.00	-790.00
CSD-007	0.00	-660.94	0.00	0.00	0.00	-660.94
CSD-008	0.00	0.00	-616.00	0.00	0.00	-616.00
CSD-009	0.00	0.00	0.00	0.00	-565.00	-565.00
CSD-010	-289.00	-240.00	0.00	0.00	0.00	-529.00
CSD-011	0.00	-507.00	0.00	0.00	0.00	-507.00
CSD-012	0.00	-452.23	0.00	0.00	0.00	-452.23
CSD-013	0.00	-447.00	0.00	0.00	0.00	-447.00
CSD-014	-303.00	-49.00	0.00	0.00	0.00	-352.00
CSD-015	0.00	-349.54	0.00	0.00	0.00	-349.54
CSD-016	0.00	-321.00	0.00	0.00	0.00	-321.00
CSD-017	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-018	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-019	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-020	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-021	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-022	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-023	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-024	-295.00	0.00	0.00	0.00	0.00	-295.00
CSD-025	0.00	0.00	0.00	0.00	-240.00	-240.00
CSD-026	0.00	-186.00	0.00	0.00	0.00	-186.00
CSD-027	0.00	-12.00	-12.00	-6.00	0.00	-30.00
CSD-028	0.00	-16.00	0.00	0.00	0.00	-16.00
CSD-029	0.00	-10.00	0.00	0.00	0.00	-10.00
CSD-030	0.00	-7.00	0.00	0.00	0.00	-7.00
CSD-031	0.00	0.00	0.00	0.00	0.00	0.00
CSD-032	7.00	0.00	0.00	0.00	0.00	7.00
CSD-033	7.00	0.00	0.00	0.00	0.00	7.00
CSD-034	8.00	0.00	0.00	0.00	0.00	8.00
CSD-035	12.00	0.00	0.00	0.00	0.00	12.00
CSD-036	12.00	0.00	0.00	0.00	0.00	12.00
CSD-037	12.00	0.00	0.00	0.00	0.00	12.00
CSD-038	12.00	0.00	0.00	0.00	0.00	12.00
CSD-039	12.00	0.00	0.00	0.00	0.00	12.00
CSD-040	12.00	0.00	0.00	0.00	0.00	12.00
CSD-041	12.00	0.00	0.00	0.00	0.00	12.00
CSD-042	12.00	0.00	0.00	0.00	0.00	12.00
CSD-043	21.00	0.00	0.00	0.00	0.00	21.00
CSD-044	25.00	0.00	0.00	0.00	0.00	25.00
CSD-045	25.00	0.00	0.00	0.00	0.00	25.00

A/R Aging Summary

As of May 12, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-046	59.00	0.00	0.00	0.00	0.00	59.00
CSD-047	60.00	0.00	0.00	0.00	0.00	60.00
CSD-048	90.00	0.00	0.00	0.00	0.00	90.00
CSD-049	90.00	0.00	0.00	0.00	0.00	90.00
CSD-050	90.00	0.00	0.00	0.00	0.00	90.00
CSD-051	102.00	0.00	0.00	0.00	0.00	102.00
CSD-052	112.00	0.00	0.00	0.00	0.00	112.00
CSD-053	191.00	0.00	0.00	0.00	0.00	191.00
CSD-054	196.00	0.00	0.00	0.00	0.00	196.00
CSD-055	202.00	0.00	0.00	0.00	0.00	202.00
CSD-056	202.00	0.00	0.00	0.00	0.00	202.00
CSD-057	202.00	0.00	0.00	0.00	0.00	202.00
CSD-058	202.00	0.00	0.00	0.00	0.00	202.00
CSD-059	202.00	0.00	0.00	0.00	0.00	202.00
CSD-060	202.00	0.00	0.00	0.00	0.00	202.00
CSD-061	202.00	0.00	0.00	0.00	0.00	202.00
CSD-062	202.00	0.00	0.00	0.00	0.00	202.00
CSD-063	202.00	0.00	0.00	0.00	0.00	202.00
CSD-064	202.00	0.00	0.00	0.00	0.00	202.00
CSD-065	202.00	0.00	0.00	0.00	0.00	202.00
CSD-066	202.00	0.00	0.00	0.00	0.00	202.00
CSD-067	202.00	0.00	0.00	0.00	0.00	202.00
CSD-068	202.00	0.00	0.00	0.00	0.00	202.00
CSD-069	202.00	0.00	0.00	0.00	0.00	202.00
CSD-070	202.00	0.00	0.00	0.00	0.00	202.00
CSD-071	202.00	2.00	0.00	0.00	0.00	204.00
CSD-072	206.00	0.00	0.00	0.00	0.00	206.00
CSD-073	206.00	0.00	0.00	0.00	0.00	206.00
CSD-074	206.00	0.00	0.00	0.00	0.00	206.00
CSD-075	206.00	0.00	0.00	0.00	0.00	206.00
CSD-076	206.00	0.00	0.00	0.00	0.00	206.00
CSD-077	202.00	20.00	0.00	0.00	0.00	222.00
CSD-078	224.00	0.00	0.00	0.00	0.00	224.00
CSD-079	272.00	0.00	0.00	0.00	0.00	272.00
CSD-080	275.00	0.00	0.00	0.00	0.00	275.00
CSD-081	296.00	0.00	0.00	0.00	0.00	296.00
CSD-082	296.00	0.00	0.00	0.00	0.00	296.00
CSD-083	296.00	0.00	0.00	0.00	0.00	296.00
CSD-084	296.00	0.00	0.00	0.00	0.00	296.00
CSD-085	296.00	0.00	0.00	0.00	0.00	296.00
CSD-086	296.00	0.00	0.00	0.00	0.00	296.00
CSD-087	296.00	0.00	0.00	0.00	0.00	296.00
CSD-088	296.00	0.00	0.00	0.00	0.00	296.00
CSD-089	296.00	0.00	0.00	0.00	0.00	296.00
CSD-090	296.00	0.00	0.00	0.00	0.00	296.00

A/R Aging Summary

As of May 12, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-091	296.00	0.00	0.00	0.00	0.00	296.00
CSD-092	296.00	0.00	0.00	0.00	0.00	296.00
CSD-093	296.00	0.00	0.00	0.00	0.00	296.00
CSD-094	296.00	0.00	0.00	0.00	0.00	296.00
CSD-095	296.00	0.00	0.00	0.00	0.00	296.00
CSD-096	296.00	0.00	0.00	0.00	0.00	296.00
CSD-097	296.00	0.00	0.00	0.00	0.00	296.00
CSD-098	296.00	0.00	0.00	0.00	0.00	296.00
CSD-099	296.00	0.00	0.00	0.00	0.00	296.00
CSD-100	296.00	0.00	0.00	0.00	0.00	296.00
CSD-101	296.00	0.00	0.00	0.00	0.00	296.00
CSD-102	296.00	0.00	0.00	0.00	0.00	296.00
CSD-103	296.00	0.00	0.00	0.00	0.00	296.00
CSD-104	296.00	0.00	0.00	0.00	0.00	296.00
CSD-105	296.00	0.00	0.00	0.00	0.00	296.00
CSD-106	296.00	0.00	0.00	0.00	0.00	296.00
CSD-107	296.00	0.00	0.00	0.00	0.00	296.00
CSD-108	296.00	0.00	0.00	0.00	0.00	296.00
CSD-109	296.00	0.00	0.00	0.00	0.00	296.00
CSD-110	296.00	0.00	0.00	0.00	0.00	296.00
CSD-111	296.00	0.00	0.00	0.00	0.00	296.00
CSD-112	296.00	0.00	0.00	0.00	0.00	296.00
CSD-113	296.00	0.00	0.00	0.00	0.00	296.00
CSD-114	296.00	0.00	0.00	0.00	0.00	296.00
CSD-115	296.00	0.00	0.00	0.00	0.00	296.00
CSD-116	296.00	0.00	0.00	0.00	0.00	296.00
CSD-117	296.00	0.00	0.00	0.00	0.00	296.00
CSD-118	296.00	0.00	0.00	0.00	0.00	296.00
CSD-119	296.00	0.00	0.00	0.00	0.00	296.00
CSD-120	296.00	0.00	0.00	0.00	0.00	296.00
CSD-121	296.00	0.00	0.00	0.00	0.00	296.00
CSD-122	296.00	0.00	0.00	0.00	0.00	296.00
CSD-123	296.00	0.00	0.00	0.00	0.00	296.00
CSD-124	296.00	0.00	0.00	0.00	0.00	296.00
CSD-125	296.00	0.00	0.00	0.00	0.00	296.00
CSD-126	296.00	0.00	0.00	0.00	0.00	296.00
CSD-127	296.00	0.00	0.00	0.00	0.00	296.00
CSD-128	296.00	0.00	0.00	0.00	0.00	296.00
CSD-129	296.00	0.00	0.00	0.00	0.00	296.00
CSD-130	296.00	0.00	0.00	0.00	0.00	296.00
CSD-131	296.00	0.00	0.00	0.00	0.00	296.00
CSD-132	296.00	0.00	0.00	0.00	0.00	296.00
CSD-133	296.00	0.00	0.00	0.00	0.00	296.00
CSD-134	296.00	0.00	0.00	0.00	0.00	296.00
CSD-135	296.00	0.00	0.00	0.00	0.00	296.00

A/R Aging Summary

As of May 12, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-136	296.00	0.00	0.00	0.00	0.00	296.00
CSD-137	296.00	0.00	0.00	0.00	0.00	296.00
CSD-138	296.00	0.00	0.00	0.00	0.00	296.00
CSD-139	296.00	0.00	0.00	0.00	0.00	296.00
CSD-140	296.00	0.00	0.00	0.00	0.00	296.00
CSD-141	296.00	0.00	0.00	0.00	0.00	296.00
CSD-142	296.00	0.00	0.00	0.00	0.00	296.00
CSD-143	296.00	0.00	0.00	0.00	0.00	296.00
CSD-144	296.00	0.00	0.00	0.00	0.00	296.00
CSD-145	296.00	0.00	0.00	0.00	0.00	296.00
CSD-146	296.00	0.00	0.00	0.00	0.00	296.00
CSD-147	296.00	0.00	0.00	0.00	0.00	296.00
CSD-148	296.00	0.00	0.00	0.00	0.00	296.00
CSD-149	296.00	0.00	0.00	0.00	0.00	296.00
CSD-150	296.00	0.00	0.00	0.00	0.00	296.00
CSD-151	296.00	0.00	0.00	0.00	0.00	296.00
CSD-152	296.00	0.00	0.00	0.00	0.00	296.00
CSD-153	296.00	0.00	0.00	0.00	0.00	296.00
CSD-154	296.00	0.00	0.00	0.00	0.00	296.00
CSD-155	296.00	0.00	0.00	0.00	0.00	296.00
CSD-156	296.00	0.00	0.00	0.00	0.00	296.00
CSD-157	296.00	0.00	0.00	0.00	0.00	296.00
CSD-158	296.00	0.00	0.00	0.00	0.00	296.00
CSD-159	296.00	0.00	0.00	0.00	0.00	296.00
CSD-160	296.00	0.00	0.00	0.00	0.00	296.00
CSD-161	296.00	0.00	0.00	0.00	0.00	296.00
CSD-162	296.00	0.00	0.00	0.00	0.00	296.00
CSD-163	296.00	0.00	0.00	0.00	0.00	296.00
CSD-164	296.00	0.00	0.00	0.00	0.00	296.00
CSD-165	296.00	0.00	0.00	0.00	0.00	296.00
CSD-166	296.00	0.00	0.00	0.00	0.00	296.00
CSD-167	296.00	0.00	0.00	0.00	0.00	296.00
CSD-168	296.00	0.00	0.00	0.00	0.00	296.00
CSD-169	296.00	0.00	0.00	0.00	0.00	296.00
CSD-170	296.00	0.00	0.00	0.00	0.00	296.00
CSD-171	296.00	0.00	0.00	0.00	0.00	296.00
CSD-172	296.00	0.00	0.00	0.00	0.00	296.00
CSD-173	296.00	0.00	0.00	0.00	0.00	296.00
CSD-174	296.00	0.00	0.00	0.00	0.00	296.00
CSD-175	296.00	0.00	0.00	0.00	0.00	296.00
CSD-176	296.00	0.00	0.00	0.00	0.00	296.00
CSD-177	296.00	0.00	0.00	0.00	0.00	296.00
CSD-178	296.00	0.00	0.00	0.00	0.00	296.00
CSD-179	296.00	0.00	0.00	0.00	0.00	296.00
CSD-180	296.00	0.00	0.00	0.00	0.00	296.00

A/R Aging Summary

As of May 12, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-181	296.00	0.00	0.00	0.00	0.00	296.00
CSD-182	296.00	0.00	0.00	0.00	0.00	296.00
CSD-183	296.00	0.00	0.00	0.00	0.00	296.00
CSD-184	296.00	0.00	0.00	0.00	0.00	296.00
CSD-185	296.00	0.00	0.00	0.00	0.00	296.00
CSD-186	296.00	0.00	0.00	0.00	0.00	296.00
CSD-187	296.00	0.00	0.00	0.00	0.00	296.00
CSD-188	296.00	0.00	0.00	0.00	0.00	296.00
CSD-189	296.00	0.00	0.00	0.00	0.00	296.00
CSD-190	296.00	0.00	0.00	0.00	0.00	296.00
CSD-191	296.00	0.00	0.00	0.00	0.00	296.00
CSD-192	296.00	0.00	0.00	0.00	0.00	296.00
CSD-193	296.00	0.00	0.00	0.00	0.00	296.00
CSD-194	296.00	0.00	0.00	0.00	0.00	296.00
CSD-195	296.00	0.00	0.00	0.00	0.00	296.00
CSD-196	296.00	0.00	0.00	0.00	0.00	296.00
CSD-197	296.00	0.00	0.00	0.00	0.00	296.00
CSD-198	296.00	0.00	0.00	0.00	0.00	296.00
CSD-199	296.00	0.00	0.00	0.00	0.00	296.00
CSD-200	296.00	0.00	0.00	0.00	0.00	296.00
CSD-201	296.00	0.00	0.00	0.00	0.00	296.00
CSD-202	296.00	0.00	0.00	0.00	0.00	296.00
CSD-203	296.00	0.00	0.00	0.00	0.00	296.00
CSD-204	296.00	0.00	0.00	0.00	0.00	296.00
CSD-205	296.00	0.00	0.00	0.00	0.00	296.00
CSD-206	296.00	0.00	0.00	0.00	0.00	296.00
CSD-207	296.00	0.00	0.00	0.00	0.00	296.00
CSD-208	296.00	0.00	0.00	0.00	0.00	296.00
CSD-209	296.00	0.00	0.00	0.00	0.00	296.00
CSD-210	296.00	0.00	0.00	0.00	0.00	296.00
CSD-211	296.00	0.00	0.00	0.00	0.00	296.00
CSD-212	296.00	0.00	0.00	0.00	0.00	296.00
CSD-213	296.00	0.00	0.00	0.00	0.00	296.00
CSD-214	296.00	0.00	0.00	0.00	0.00	296.00
CSD-215	296.00	0.00	0.00	0.00	0.00	296.00
CSD-216	296.00	0.00	0.00	0.00	0.00	296.00
CSD-217	296.00	0.00	0.00	0.00	0.00	296.00
CSD-218	296.00	0.00	0.00	0.00	0.00	296.00
CSD-219	296.00	0.00	0.00	0.00	0.00	296.00
CSD-220	296.00	0.00	0.00	0.00	0.00	296.00
CSD-221	296.00	0.00	0.00	0.00	0.00	296.00
CSD-222	296.00	0.00	0.00	0.00	0.00	296.00
CSD-223	296.00	0.00	0.00	0.00	0.00	296.00
CSD-224	296.00	0.00	0.00	0.00	0.00	296.00
CSD-225	296.00	6.00	0.00	0.00	0.00	302.00

A/R Aging Summary

As of May 12, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-226	296.00	7.00	0.00	0.00	0.00	303.00
CSD-227	308.00	0.00	0.00	0.00	0.00	308.00
CSD-228	308.00	0.00	0.00	0.00	0.00	308.00
CSD-229	308.00	0.00	0.00	0.00	0.00	308.00
CSD-230	308.00	0.00	0.00	0.00	0.00	308.00
CSD-231	308.00	0.00	0.00	0.00	0.00	308.00
CSD-232	308.00	0.00	0.00	0.00	0.00	308.00
CSD-233	320.00	0.00	0.00	0.00	0.00	320.00
CSD-234	320.00	0.00	0.00	0.00	0.00	320.00
CSD-235	296.00	25.00	0.00	0.00	0.00	321.00
CSD-236	321.00	0.00	0.00	0.00	0.00	321.00
CSD-237	296.00	25.00	0.00	0.00	0.00	321.00
CSD-238	296.00	31.24	0.00	0.00	0.00	327.24
CSD-239	296.00	32.56	0.00	0.00	0.00	328.56
CSD-240	296.00	32.56	0.00	0.00	0.00	328.56
CSD-241	296.00	32.56	0.00	0.00	0.00	328.56
CSD-242	202.00	130.00	0.00	0.00	0.00	332.00
CSD-243	332.00	0.00	0.00	0.00	0.00	332.00
CSD-244	336.00	0.00	0.00	0.00	0.00	336.00
CSD-245	202.00	202.00	0.00	0.00	0.00	404.00
CSD-246	502.00	0.00	0.00	0.00	0.00	502.00
CSD-247	296.00	296.00	0.00	0.00	0.00	592.00
CSD-248	296.00	296.00	0.00	0.00	0.00	592.00
CSD-249	296.00	296.00	0.00	0.00	0.00	592.00
CSD-250	296.00	296.00	0.00	0.00	0.00	592.00
CSD-251	592.00	0.00	0.00	0.00	0.00	592.00
CSD-252	296.00	296.00	0.00	0.00	0.00	592.00
CSD-253	296.00	296.00	0.00	0.00	0.00	592.00
CSD-254	592.00	0.00	0.00	0.00	0.00	592.00
CSD-255	296.00	296.00	0.00	0.00	0.00	592.00
CSD-256	296.00	296.00	0.00	0.00	0.00	592.00
CSD-257	296.00	296.00	0.00	0.00	0.00	592.00
CSD-258	296.00	296.00	0.00	0.00	0.00	592.00
CSD-259	296.00	296.00	0.00	0.00	0.00	592.00
CSD-260	296.00	297.00	0.00	0.00	0.00	593.00
CSD-261	618.00	0.00	0.00	0.00	0.00	618.00
CSD-262	296.00	336.67	0.00	0.00	0.00	632.67
CSD-263	206.00	434.66	0.00	0.00	0.00	640.66
CSD-264	206.00	434.66	0.00	0.00	0.00	640.66
CSD-265	296.00	362.76	0.00	0.00	0.00	658.76
CSD-266	206.00	481.57	0.00	0.00	0.00	687.57
CSD-267	296.00	394.17	0.00	0.00	0.00	690.17
CSD-268	202.00	449.54	199.87	0.00	0.00	851.41
CSD-269	296.00	624.56	0.00	0.00	0.00	920.56
CSD-270	296.00	624.56	0.00	0.00	0.00	920.56

A/R Aging Summary

As of May 12, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-271	966.00	0.00	0.00	0.00	0.00	966.00
CSD-272	1,062.52	0.00	0.00	0.00	0.00	1,062.52
CSD-273	112.00	259.40	260.15	264.24	261.68	1,157.47
CSD-274	202.00	454.07	449.56	202.00	0.00	1,307.63
CSD-275	1,438.00	0.00	0.00	0.00	0.00	1,438.00
CSD-276	296.00	661.81	599.44	0.00	0.00	1,557.25
CSD-277	202.00	458.45	455.15	455.12	52.59	1,623.31
CSD-278	202.00	467.79	464.80	480.65	471.63	2,086.87
CSD-279	202.00	465.30	460.58	456.22	855.59	2,439.69
CSD-280	296.00	675.47	718.26	661.63	582.00	2,933.36
CSD-281	296.00	681.82	673.03	668.35	1,253.71	3,572.91
CSD-282	9,224.00	200.50	0.00	0.00	0.00	9,424.50
TOTAL	<u>77,256.52</u>	<u>3,782.97</u>	<u>-762.16</u>	<u>2,590.21</u>	<u>1,192.20</u>	<u>84,059.74</u>

Notice of Violation Records

Date:	Time of NOV:	Resident Name:	Violator Name:	Vehicle:	Location of Violation:	Type of Violation:	Letter Sent:	Prior Violations
11/8/21	2:02 AM	Hashim	Hashim	Blk Infiniti QX50	16041 El Tae Rd	No Pass Displayed/Overnight parking		
11/8/21	2:02 AM	Hashim	Hashim	Lexus NX300H	16041 El Tae Rd	No Pass Displayed/Overnight parking		Oct'20, Nov'20
11/8/21	2:28 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking		Oct'20
11/22/21	11:31 AM	PVCC	Michael Piraino	Red Porsche Macan	Luiseno Circle Drive	No Pass Displayed/Overnight parking		Jul'20
11/23/21	2:36 AM	Thomas MacMurray	Thomas MacMurray	White Chrysler 200	32567 Womsi Rd	No Pass Displayed/Overnight parking		Aug'20
11/30/21	1:15 AM	Anderson	Eric Gibson	Toyota Yaris	32515 Luiseno Drive	No Pass Displayed/Overnight parking	NOV Warning	
11/30/21	1:30 AM	Calac	Paul Calac	White Chevy Silverado	16025 El Tae Rd	No Pass Displayed/Overnight parking	NOV Warning	
12/3/21	2:11 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/16/21	2:30 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/19/21	2:28 AM	Esparza	Guest of Esparza	White Lincon	32204 Ushla	No Pass Displayed/Overnight parking	NOV Warning	
1/7/22	2:14 AM	Sturdivant	Sturdivant	Tan Beetle VW	16005 Tukwut	No Pass Displayed/Overnight parking	X	
1/14/22	2:45 AM	PVCC Employee	Melinda R. Garcia	Silver Jeep	Front Gate	Came in Contact w/ Barrier Arm	X	
1/15/22	2:13 AM	Peterson	Peterson	White Lexus	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
1/22/22	10:30 PM	McGee	McGee	White F-250	16061 El Tae Rd	No Pass Displayed/Overnight parking	X	
1/24/22	7:53 AM	PVCC	Dial	Royal Cup Delivery Truck	Rear Gate	Gate Crasher	X	
2/4/22	7:27 AM	Unknown	Unknown	White Utility Truck	Rear Gate	Gate Crasher		Vehicle not located
2/13/22	2:23 AM	Guest	Peterson	White Tyta Prius	16033 Tukwut Ct	Parked more than 7 days in 30 day period		Todd spoke to resident
2/15/22	2:18 AM	Thomas MacMurray	Thomas MacMurray	White Chrysler 200	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	Nov'21
2/20/22	12:44 AM	Robert Bullock	Robert Bullock	Gold Lexus RX350	32202 Taupa Way	No Pass Displayed/Overnight parking	X	
3/8/22	2:43 PM	Keith Haas	Keith Haas	White Lexus RX	32668 Taspas Ct	Gate Crasher	X	
3/22/22	2:08 AM	Ed Cuff	Ed Cuff	Gray Porsche	32567 Womsi Rd	No Pass Displayed/Overnight parking		PVCC guest/No address
3/23/22	12:13 AM	Michael Mahoney	Michael Mahoney	Red Tesla	32536 Luiseno	No Pass Displayed/Overnight parking		Not in DL
3/24/22	1:30 AM	Michael Sullivan	Michael Sullivan	Blk Camry	32634 Womsi	No Pass Displayed/Overnight parking	X	
4/6/22	1:30 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/7/22	1:26 AM	Peterson	Peterson	White Lexus	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/8/22	2:28 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/13/22	1:39 AM	PVCC	Mike Defay- Guest	White Lexus	32634 Womsi Rd	No Pass Displayed/Overnight parking		PVCC guest/No address
4/19/22	1:54 AM	Pilant	Pilant	White Ford F350	15759 PVD	No Pass Displayed/Overnight parking	X	
4/19/22	1:55 AM	Pilant	Pilant	Silver Chvy Volt	15759 PVD	No Pass Displayed/Overnight parking	X	
4/20/22	1:23 AM	Sullivan	Sullivan	White Lexus GS-350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	
4/26/22	1:14 AM	Pat Duncan	Pat Duncan	Silver F-250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
4/27/22	2:15 AM	Pat Duncan	Pat Duncan	Silver F-250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
4/29/22	2:25 AM	Pilant	Darrell Pilant	Jeep Wrangler	15759 PVD	No Pass Displayed/Overnight parking	X	
5/1/22	2:35 AM	Duncan	Duncan	Ford F250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
5/1/22	2:43 AM	Jordan	Peter & Sally Jordan	White Subaru	32989 Luiseno Circle	No Pass Displayed/Overnight parking	X	
5/1/22	3:05 AM	Sullivan	Michael Sullivan	Black Mazda	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	

** Letters sent out for all NOV's starting 1/1/2022

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

March 16 2022 – April 15 2022

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
Officer Todd Albert	1L2	Patrolman / Department Supervisor
Officer Gerardo Gonzalez	1L3	Patrolman
Officer Bryan Chau	1L4	Patrolman
Officer German Colin	1L5	Patrolman
Officer Dale Easter	1L6	Patrolman
Officer Luis Orozco	1L7	Patrolman
Matthew Carson	C1	Senior Gate Attendant
Hector Figueroa	C1	Gate Attendant
Kenneth Thielke	C1	Gate Attendant
Eduardo Aguilar	C1	Gate Attendant
Christopher Phan	C1	Gate Attendant

Vehicle Maintenance Report

Both units passed visual inspections. Both units have panels loose again, Tesla Mobile Service is scheduled to make the repair on April 20th. Unit 1 is also having a headlight replaced. Tires were rotated from front to back at 14,907 miles on April 2nd.

- Tesla 01 (15,835) – Passed all inspections this month.
- Tesla 02 (15,742) – Passed all inspections this month.

German Colin, Vehicle Maintenance Officer

Gate Report

Snake calls have started to increase with the warmer weather. Several landscapers have been reported, by name, to be working after hours. They have been instructed not to do this by Patrol and warned that RFID tags will be disabled. Gate Attendants are working to advise all service people to be mindful of the PVCCE working hours as outlined in the policy. Patrol continues to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday.

Matthew Carson, Gate Supervisor

HIGHLIGHTS

- **March 16th 2022 at 0805 – Medical.** Officer Easter responded to a medical on Still Brook Lane. Cal Fire and Mercy Medics were already on scene. One person was transported for a leg injury.
- **March 16th 2022 at 1237 – Process Server.** Officer Easter was dispatched for a process server on Pauma Valley Drive. The Resident’s gate was closed. The agent was unable to make contact with the resident. Officer Easter escorted the agent out of the community.
- **March 16st 2022 at 2135 – Suspicious Activity.** While on patrol, Officer Chau spotted two vehicles parked after hours at the parking lot of the Pauma School. Officer Chau made contact with two individuals. They were waiting for someone to purchase an item from Offer Up. Officer Chau recorded both vehicles license plates.
- **March 17th 2022 at 0430 – Suspicious Activity.** During a routine patrol, Officer Albert spotted a vehicle parked alongside the Gravel Yard Gate. Officer Albert logged the vehicle description and license plate.
- **March 17th 2022 at 1717 – Process Server.** Officer Easter was dispatched for a process server on Cuesta De Camilla. The agent was unable to make contact with the person they were looking for. The resident of the house willingly showed their identification to the agent to verify they were not the person the agent was looking for. Officer Easter escorted the agent out of the community.
- **March 17th 2022 at 2300 – Residential Unsecured Door.** While on a routine patrol, Officer Colin found a resident’s vehicle and garage door open. C1 called to notify the resident.
- **March 17th 2022 at 2349 – Pauma School 11.53.** During a routine patrol, both Officer Colin and Officer Orozco found the Admin Building door open at the Pauma School. When officers entered the building, the alarm was set off. The officers were able to clear the building and secure the door. C1 was instructed to make contact with the Pauma School main contact in the morning.
- **March 18th 2022 0728 – Process Server.** Officer Colin was dispatched for a process server on Pauma Valley Drive. The resident’s gate was closed. The agent was unable to contact the resident. Officer Colin escorted the agent out of the community.
- **March 18th 2022 at 1131 – Quality Gates.** While on a routine patrol, Officer Easter met with Quality Gates at the PVCCE Back Exit Gate. Quality Gates successfully replaced the 5ft rubber post with a 4ft rubber post.
- **March 18th 2022 2150 – Pauma School 1153 –** While on a routine patrol Officer Gonzalez and Officer Orozco found building C room 15 and the kitchen doors near the lunch tables unlocked at the Pauma School. Officers were able to clear and secure building C room 15. Officers were able to clear the kitchen but were unable to secure the door. Contacted C1 to make contact with the Pauma School main contact in the morning.
- **March 19th 2022 at 0050 – Pauma Building 1153 –** While on a routine patrol, Officer Gonzalez and Officer Orozco found a vehicle parked in the upper parking lot at The Pauma

Building. No one was inside the vehicle. Officers recorded the vehicle description and license plate.

- **March 20th 2022 at 1310 – Suspicious Activity.** On a routine patrol, Officer Gonzalez found a vehicle parked at Saint Francis Church. The church was not in service. No one was in the vehicle. Officer Gonzalez logged the vehicle description and license plate.
- **March 20th 2022 at 1454 – Saint Francis 1153** – While on a routine patrol, Officer Gonzalez found the main entrance door to Saint Francis Church unlocked. Officer Gonzalez set off the alarm when entering, cleared the building, and secured the room. C1 contacted Knight Security and the main contact for the church.
- **March 20th 2022 at 1626 – North Coast Church 1153** – While on a routine patrol, Officer Gonzalez found the women’s bathroom door partially opened at North Coast Church. Officer Gonzalez cleared and secured the bathroom. Officer Gonzalez also found the double doors near the stairway unlocked. Officer cleared and secured the room. C1 was instructed to contact the main contact.
- **March 20th 2022 at 2230 – Unsecured gate** While on a routine patrol, Officer Chau and Officer Colin noticed the gate at Oak Tree Ranch Front Gate slightly opened. Both officers attempted to lift the gate back onto the rail. The gate was too heavy to lift.
- **March 21st 2022 at 0814 – Resident Concern** Officer Gonzalez was dispatched to a resident’s home on Womsi Rd. to see if the resident left their garage door open and secure it. Officer Gonzalez reported back to C1 that the garage was already closed upon arrival.
- **March 22nd 2022 at 0110 – Oak Tree Gate** During a routine patrol, Officer Albert found the Oak Tree Ranch Front Gate disconnected from the tracks. Officer Albert was able to put the gate back on the rail track.
- **March 22nd 2022 at 2240 – Suspicious Activity** While on patrol, Officer Chau found a vehicle parked in front of the market unoccupied. Also Officer Chau found another vehicle with a camper RV attached parked alongside the fence line of TY Nursery unoccupied. Officer Chau attempted to make contact with the driver of the RV. No one was inside the vehicle. Vehicle description and license plate was logged.
- **March 22nd 2022 at 0208 – Notice Of Violation** Officer Chau issued an NOV on Womsi road for street parking without written authorization.
- **March 22nd 2022 at 0927 – Process Server** Officer Gonzalez was dispatched for a process server on Pauma Valley Drive. The agent was unable to make contact with the resident. Officer Gonzalez escorted the agent out of the community.
- **March 23rd 2022 at 0005 – Notice Of Violation** Officer Chau issued an NOV on Luiseno Circle Drive for street parking without written authorization.
- **March 24th 2022 at 0130 – Notice Of Violation** Officer Albert issued an NOV for street parking without written authorization.
- **March 25th 2022 at 1942 – Saint Francis 1153** While on a routine patrol, Officer Gonzalez heard an alarm at Saint Francis Church. Officer Gonzalez found the sliding doors unlocked

and unsecured. Officer Gonzalez cleared and secured the building. C1 contacted the main contact.

- **March 26th 2022 2154 – North Coast Church 1153** During a routine patrol, Officer Orozco found the storage door under the stairway unsecured. Officer Orozco cleared and secured the door. Officer Orozco found 2nd floor main door unsecured. Cleared and secured the building and asked C1 to make contact with North Coast Church in the morning.
- **March 27th 2022 at 0042 – Jump Start** During routine patrol, Officer Colin and Officer Orozco jump started a residence vehicle on Luiseno Circle Drive. Vehicle was successfully started.
- **March 27th 2022 at 0046 – Traffic Collision** Officer Colin and Officer Orozco responded to a traffic collision on Highway 76 and Pauma Valley Drive. The driver was reported to have fallen asleep. Vehicle knocked down a telephone pole and crashed off the road into a fence. Cal Fire and Mercy Medics arrived on scene. The driver was transported.
- **March 27th 2022 at 0542 – Suspicious Activity** While on a routine patrol, Officer Colin found a vehicle parked in the airport hangars near hangar two. No one was inside the vehicle. The vehicle information was logged.
- **March 27th 2022 at 0932 – Suspicious Activity** On a routine patrol, Officer Gonzalez found a vehicle parked at Pauma School. No one was in the vehicle. Vehicle information was logged.
- **Marched 27th 2022 at 1503 – Suspicious Activity** On a routine patrol, Officer Gonzalez found a vehicle parked in the Saint Francis parking lot. No one was inside the vehicle. Vehicle information was logged.
- **March 27th 2022 at 1510 – Suspicious Activity** On a routine patrol, Officer Gonzalez found a vehicle parked in the back of the North Coast Church. No one was inside. Vehicle information was logged.
- **March 27th 2022 at 1635 – North Coast Church 1153** During a routine building check, Officer Gonzalez found the storage door under the stairway unsecured. Officer Gonzalez cleared and secured the door and asked C1 to make contact with North Coast Church in the morning.
- **March 28th 2022 at 2111 – Unsecured Door** While on a routine patrol, Officer Chau found the PVCC open reservoir gate in the Gravel Yard unsecured. Officer Chau was able to secure the gate.
- **March 28th 2022 at 2133 – Unsecured Door Panel** While on a routine patrol, Officer Chau found one panel for the solar panels open in the airport hangars. Officer Chau was able to secure the panel to prevent rain damage.
- **March 29th 2022 at 1409 – Saint Francis** Officer Gonzalez was dispatched to Saint Francis Church, to obtain information on an authorized vehicle being parked there for four days. The owner of the vehicle was given permission by the Pastor.
- **March 29th 2022 at 1434. North Coast Church 1153** During a routine building check, Officer Gonzalez found the kids bathroom door unsecured at North Coast Church. Officer

Gonzalez cleared and secured the bathroom. C1 was instructed to make contact with the main contact in the morning.

- **March 30th 2022 at 0056 – Medical** Officer Chau and Officer Albert responded to an unknown medical call on Luiseno Circle Drive. Cal Fire and Mercy Medics both arrived on scene. The individual was having difficulty breathing. No one was transported.
- **March 31st 2022 at 1827 – Saint Francis** Officer Orozco found a vehicle parked in the upper parking lot of Saint Francis Church. No one was inside the vehicle. Vehicle information was recorded.
- **April 2nd 2022 at 1221 – Suspicious Activity** During a routine patrol, Officer Easter spotted two vehicles parked in the Pauma School parking lot. Officer Easter approached the vehicles. No one was inside. Vehicle information was logged.
- **April 3rd 2022 at 1718 – Suspicious Activity** Officer Gonzalez was patrolling Saint Francis Church and found a vehicle parked in the upper lot of the church. No one was inside the vehicle. This was the authorized vehicle.
- **April 4th 2022 at 1652 - Unsecured door** On a routine patrol, Officer Gonzalez found the gate to Well # 34 unsecured. Officer Gonzalez cleared and secured the gate.
- **April 5th 2022 at 0255 – Suspicious Activity** On a routine patrol, Officer Albert spotted a vehicle parked next the Pauma Village ATM. Officer Albert made contact with the driver. Driver of the vehicle said, “I have been driving forever, and I needed to make an emergency stop to pee. I am on my way to Julian.” Officer Albert wrote the drivers vehicle description and license plate down. Officer Albert told the driver to not stop here for that again.
- **April 5th 2022 at 1444 – Saint Francis 1153** During a routine building check, Officer Gonzalez found a small water heater in the upper parking lot of Saint Francis Church. Officer Gonzalez instructed C1 to make a report about this incident.
- **April 5th 2022 at 2244 – Concerned Resident** Officer Chau was dispatched to a resident’s home on Womsi Rd for coyotes being aggressive towards a resident. The homeowner reported that a pack of coyotes chased their family member back into their house. Officer Chau asked the resident if medical attention was needed. The resident denied the request. Officer Chau informed them that C1 will call Animal Control to make a report on the incident.
- **April 6th 2022 at 0130 – Notice Of Violation** Officer Albert issued an NOV for street parking on Tukwut without written authorization.
- **April 6th 2022 at 1010 – Concerned Resident.** During a routine patrol, Officer Easter received a call from a concerned resident. The resident stated that they were chased by a pack of coyotes last night and wanted to know if Animal Control has gotten back to C1 about this issue. C1 spoke with Animal Control, they stated they do not handle coyotes unless they were diseased or injured. They gave specific instructions on how to avoid these encounters. Do not walk your small dogs at night, carry an air horn to scare off the animals, and keep dogs on a leash. Officer Easter provided this information to the resident.

- **April 7th 2022 at 0126 – Notice Of Violation** Officer Chau issued an NOV for overnight parking on Wiskon Way East with no pass displayed.
- **April 7th 2022 at 1022 – Snake Call** During a routine patrol, Officer Easter was dispatched to a resident’s home for a snake call. Officer Easter was able to capture the snake and relocate it.
- **April 7th 2022 at 2130 – Concerned Guest** During a routine patrol, Officer Orozco was dispatched to the PVCC Guest Cottages. A guest went to dinner and when they came back the sliding door was open and trash was tipped over. The guest said nothing was taken, however wanted patrol to be around. Officer Orozco entered the cottage and cleared the room. There was no sign of forced entry.
- **April 7th 2022 at 2227 - North Coast Church 11.53** During a routine patrol, Officer Orozco found a door unlocked with the lights on at North Coast Church. Officer Orozco called for backup. Officer Colin arrived on scene; both Officers cleared and secured the room. Officers found the Pre-K door near the stairway unlocked as well and cleared the room and secured the door.
- **April 9th 2022 at 1408 – Saint Francis 11.53** During a routine building check, Officer Easter triggered the sliding door alarm to the chapel of Saint Francis Church. The sliding door was already locked upon arrival. Officer Easter contacted C1 to inform the main contact.
- **April 9th 2022 at 1915 – Suspicious Activity** Officer Orozco spotted an RV parked in the airport hangars. No one was inside. Officer Orozco wrote down the RV information and passed it down to the next shift.
- **April 10th 2022 at 0612 – Suspicious Activity** Officer Colin spotted a RV parked in the airport hangars. No one was inside. Officer Colin logged the RV information.
- **April 10th 2022 at 1046 – Suspicious Activity** During a routine patrol, Officer Gonzalez found three vehicles parked at the Pauma School, unoccupied. Officer Gonzalez recorded the three vehicle descriptions and license plates.
- **April 10th 2022 at 1644 – North Coast Church 11.53** During a routine building check at North Coast Church, Officer Gonzalez found the storage door under the stairway unsecured, also room 56 unsecured. Officer Gonzalez cleared and secured all doors.
- **April 10th 2022 at 1847 – Resident Concern** Officer Chau received a call from a concerned resident. The resident informed Officer Chau they spotted a suspicious vehicle parked on their property near their groves. Officer Chau was able to make contact with the owner of the vehicle. The vehicle owner ran out of gas. Officer Chau assisted the owner with a gallon of gas to make it to their next destination. Officer Chau updated the resident on the situation.
- **April 11th 2022 at 0842 – Resident Concern** District Office received an email informing that a resident in Oak Tree Ranch reported a dog from outside the Back Gate on Pauma Valley Drive had gotten loose while they were on a walk. The dog started coming towards the resident. Fortunately, a vehicle stopped in the middle of the road and honked to ward off the dog. Officer Gonzalez spoke with a resident on Pauma Valley Drive who owns a couple of

dogs. The Resident stated their two big dogs are always tied up and they do let their other two small dogs loose. Resident will be more alert next time.

- **April 11th 2022 at 0844 – Resident Concern** During a routine patrol, Officer Gonzalez was dispatched to Luiseno Circle Drive. A resident stated they spotted a lot of broken glass of the street. The District Office contacted PVRA to inform them of the issue and they contacted EDCO to send a street sweeper to the community. Officer Gonzalez put out signs to inform residents about the broken glass.
- **April 13th 2022 at 0139 – Notice Of Violation** Officer Chau issued an NOV on Womsi rd. for street parking without written authorization. This address has multiple NOV violations and continues to keep parking on the street without written authorization.
- **April 13th 2022 at 2259 – Suspicious Activity** On a routine patrol, Officer Chau drove by Pauma School and spotted lights coming from inside the Admin Office. The light was off earlier in the evening. C1 was made aware of the building check. All doors and windows were secured. The lights eventually turned off.
- **April 14th 2022 at 0638 – Pauma School & Admin Building** During a routine patrol, Officer Albert responded to a burglary alarm for the Admin Building at Pauma School. Admin Building was secured. Officer Albert checked the school area and found school employees and water company employees testing the water for the school and set off the alarm accidentally.
- **April 14th 2022 at 1145 – Resident Concern** Officer Easter was dispatched to a propane tank near a resident’s home on Pauma Valley Drive. A resident was on a walk and could smell propane leaking from a nearby tank off the road. Officer Easter arrived on scene and confirmed there was a smell of propane in the air. Officer Easter made contact with the owner of the house and advised them to call their propane company. Alliance Propane will be sent out to fix the issue.
- **April 14th 2022 at 2211 – North Coast Church 1153** While on a routine patrol, Officer Orozco and Officer Colin found the storage container doors open at North Coast Church. Both bathroom doors unlocked near the main building, also both storage doors near the stairway unlocked. Officers were able to clear and secure all doors and buildings. C1 was contacted to contact the main contact.

RFID Entries						
Front Gate		Center Gate			Back Gate	
6,117		576			3,407	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
27	4	8	14	9	1	1
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
21		17			26	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	4			35
Gravel Yard(GY)	3			18
Saint Francis(SF)	2			47
Pauma School(PS)	2		1	28
Pauma Building(PB)				28
Airport Hangars(AH)	1			
Treatment Plant(TP)				42
Pauma Village(PV)				17
Residential Houses/Other	1			

Patrol Activity				Gate Activity	
				Activity/Malfunctions	Totals
Medicals	3	Resident Concern	6	Unresponsive	0
Welfare Checks		Suspicious Activity	15	Will Not Close	3
Lift Assist		Noise Complaint		False Read	2
Domestic Dispute		Process Server	4	Loss of Controls	0
Traffic Collisions	1	911 Hang up Call		Video Loss	7
Gate Runner/ Gate Crashers		Loose Pets		Device Entries	10,100
Public Assists		Snake Call	1	Passes Issued	2,597
Jump Start	1	Trespassing		Pass Entries	4,116
Notice of Violation	5	Other	1		

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

2022

JANUARY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

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26	27	28	29	30		

MARCH

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30	31					

APRIL

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30						

Meetings are typically held the 4th Monday of the month at 10 a.m. in the PVCSD Office located at 33129 Cole Grade Rd., Pauma Valley, CA 92061 – agendas and meeting packets are posted 72 hours prior to the meeting.

Key:

Holidays Observed

Meeting Date

MAY

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

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30	31					

JULY

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30	31					

AUGUST

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30	31					

SEPTEMBER

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30	31					

OCTOBER

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30	31					

NOVEMBER

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

RESOLUTION NO. 109

A RESOLUTION OF THE BOARD OF DIRECTORS OF PAUMA VALLEY COMMUNITY SERVICES DISTRICT ADOPTING THE SALARY SCHEDULE FOR EMPLOYEES

WHEREAS, the Public Employees' Retirement Law ("PERL"), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations ("CCR") require employee pay rates to be paid pursuant to a publicly available pay schedule; and

WHEREAS, Government Code Section 20636 defines compensation earnable for "Classic" members and Government Code Section 7522.34 defines pensionable compensation for "New" PEPRA members employed by the District; and

WHEREAS, the California Public Employees Retirement System ("CalPERS") adopted the California Code of Regulations, Title 2, Section 570.5; and

WHEREAS the adoption and approval of the pay schedule will ensure proper documentation of base salaries for retirement purposes; and

WHEREAS the Regulations require that the pay schedule be made public without reference to another document in lieu of disclosing the pay rate; and

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors to approve and adopt all pay schedules.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Pauma Valley Community Services District, a public agency in the County of San Diego, California, that the Salary Schedule attached in Exhibit A is approved and adopted.

PASSED AND ADOPTED BY the Board of Directors of the Pauma Valley Community Services District, Pauma Valley, California, held on the 16th day of May 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Martello, President

ATTEST:

Robert Graziano
General Manager

Exhibit A

Pauma Valley Community Services District
Pay Range Salary Schedule - Effective July 1, 2022

Job Title	hourly min	PVCSD	hourly max	annual min	PVCSD	annual max
General Manager (FLSA Exempt)		-----		\$115,000	-----	\$185,000
Office Manager (FLSA Exempt)		-----		\$52,000	-----	\$85,000
Water Quality Data Tech & Compliance Admin. (30 hr/wk max)	\$23.00	-----	\$30.50	\$35,880	-----	\$47,580
Administrative Assistant	\$24.04	-----	\$30.50	\$50,003	-----	\$63,440
Utility Department Supervisor	\$29.71	-----	\$37.92	\$61,797	-----	\$78,874
Water/Wastewater Worker II	\$24.44	-----	\$31.20	\$50,835	-----	\$64,896
Water/Wastewater Worker I	\$19.15	-----	\$24.44	\$39,832	-----	\$50,835
Security Department Supervisor	\$23.92	-----	\$31.50	\$49,754	-----	\$65,520
Patrol Officer	\$19.00	-----	\$22.00	\$39,520	-----	\$45,760
Gate Attendant Supervisor	\$17.85	-----	\$22.79	\$37,128	-----	\$47,403
Gate Attendant	\$16.00	-----	\$18.74	\$33,280	-----	\$38,979

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

General Manager's Report

May 16, 2022

Bobby Graziano, General Manager

Solar Project

Panel and electrical component installation near complete. Century Solar is working with the County to finalize the permit.

Date	Milestone	Amount	Check No
8/17/2021	Down payment per Proposal	\$1,000	38168
8/17/2021	20% Upon Commencement per Proposal	\$44,600	38168
12/16/2021	Due upon delivery of equipment	\$111,500	38487
	Due at installation commencement	\$44,600	
	Due upon completion	\$21,300	

\$223,000

Human Resources

Patrol: Fully staffed with 5

Gates: Fully staffed with 5

Utility: Fully staffed with 3

Admin: Fully staffed with 4

RFID Transponders Issued by PVCC

A designated staff member from Pauma Valley Country Club has been trained on issuing RFID transponders. The trial phase of this initiative has gone well. Staff would like to make the appropriate update to the Gate Access Policy to officially allow the Country Club to issue RFID transponders. If the Board concurs Staff will prepare the policy amendment.

System Wide Sewer Line Jetting

All work has been completed. Staff has worked with contractor to develop a repair & preventive maintenance plan for future years. Next year's budget includes this work.

Group Term Life

The District offers Group Term Life and Accidental Death & Dismemberment.

	Current Benefit \$25,000	Option A \$50,000	Option B 2x Salary up to \$200K
District Premium (annual)	\$2,025.72	\$3,345.60	\$6,432.96

Staff would like to suggest that rather than an adjustment to the Life Insurance benefit the Board consider updating the District Holiday Calendar and the Health Reimbursement Account (HRA) benefit. Suggestions would be to add Martin Luther King Day and the day after Thanksgiving (Black Friday) as District observed holidays and add \$250 to the HRA benefit.

Employee Handbook

Survey of resources available to update our Employee Handbook are as follows:

- \$2,575 annual subscription to XpertHR
 - o XpertHR is an online platform that provides access to a wide range of tools designed to support all aspects of HR
- \$2,500 - \$3,000 one time estimate from BB&K
 - o Annual updates could range from \$600 - \$1,500 depending on how many law changes took place


Staff recommends moving forward with BB&K to prepare an updated version of our Employee Handbook.

Pauma Valley CSD Capital Expenditure Plan					
	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2026-27
Treatment Plant Related	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Security Vehicle Unit 1 (vehicle, graphics, equipment)				\$70,000	
Security Vehicle Unit 2 (vehicle, graphics, equipment)				\$70,000	
Office, IT, Computers & Facility Improvements	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
TOTALS	\$40,000	\$40,000	\$40,000	\$180,000	\$40,000

Notes on FY2022-2023 Draft Budget

The following is a list of the primary assumptions related to the preparation of the FY2022-2023 Budget:

1. A condensed version has been provided which shows the budget in a similar layout to the Profit & Loss Statement which the Board reviews monthly.
2. The expanded version of the budget shows the accounts split by cost center.
3. The ratio used in prior years to split administrative costs was kept the same at 32% Sanitation, 37% Patrol, 31% Gates.
4. Dwelling Live follows a 50/50 split between Patrol and Gate cost centers.
5. Change in Depreciation includes solar project, security vehicles (2 Tesla Model 3's), EV charging stations, SCADA upgrades, and Treatment Plant equipment upgrades.
6. Liability insurance premiums saw 10-20% increases across the board.
7. The budget assumes the solar system is completed mid year so 50% of the electrical expenses have been budgeted accordingly.
8. Costs for Employees (salaries, payroll taxes, CalPERS) reflects 35% for Utility Workers, and 50% for Admin. Rancho Pauma pays the 65% and other 50% respectively. The GM follows a 45/55 split with CSD paying 45% of the GM costs.
9. Based on the EDU audit the billing units (EDU's) for Sewer, Security, Gates, and/or Vacant Lots have been updated. They are as follows:
 - a. Sewer: Was 415.26, Is now 439.35
 - b. Security: Was 400.26, Is now 406.26
 - c. Gates: 373 no change
 - d. Vacant Lot: 33 no change
10. Fees: This captures the full membership cost of CSDA. When we initially joined we were subscribed at a reduced rate for a "trial period".
11. The movement in Health Insurance is due to employee mix (new enrollments) and an assumed increase of 10% to premiums. Additionally, in the prior budget Utility and Gate planned for new hires with families. Health Insurance is a bit of a moving target since it's based on employee enrollment.
12. For reference the CalPERS UAL annual contribution (if not paid off in Oct 2021) would have been \$131,260.
13. The \$50,000 contribution to the development of the Groundwater Sustainability Plan (GSP) in support of the Sustainable Groundwater Management Act (SGMA) is not anticipated in the upcoming fiscal year since Department of Water Resource grants are covering the cost.
14. A \$340,000 budget has been forecasted for the next five years for capital projects.
 - a. This does not include gate equipment of any kind as capital improvement.
15. A 4.3% increase is being proposed for the Gates to balance the budget. Changing the rate from \$94 per month to \$98 per month.
16. No change in rate is being proposed for Sewer or Security.
17. The rate increase identified above amounts to a 1.35% increase in monthly CSD charges for those within the gates, and a 0% increase to those outside the gates with sewer (Oak Tree, Pauma Village, Pauma Store).
 - a. Inside the Gates: Currently \$296/month, Will be \$300/month (effective July 1)

	<p style="text-align: center;">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; 3/8/21</p>
<p>RESERVE FUND POLICY</p>		

- 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 a reasonable time.
- 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.

Pauma Valley CSD Reserve Calculation

Updated: 5/11/2022

A. Operating Reserves	\$385,217
3 months operating expenses	
B. Asset Replacement Reserves	\$474,934
25% of Accumulated Depreciation	
C. Capital Improvement Reserves	\$340,000
Next 5 years of CIP	
D. Contingency Reserves	\$200,000
E. Loss Liability Reserves	\$1,000
Deductibles	
F. Debt Service Reserves	\$0

TOTALS \$1,401,151

FY2022~2023 Budget	Jul '20 - Jun 21	Partial Year Jul '21 - Mar 22	Current Budget	Next Years Budget	\$ Change	% Change	32% Admin	37% Admin	31% Admin
							Sanitation	Patrol	Gates
Ordinary Income/Expense									
Income									
661 · Sewer Charges	438,515	336,271	448,481	474,498	26,017	5.8%	474,498		
661.5 · Security Patrol Charges	537,949	403,350	537,949	546,013	8,064	1.5%		546,013	
662 · Property Tax	112,479	73,792	115,000	115,000	0	0.0%	115,000		
662.1 · Connection Fees	0	0	0	0					
663 · Interest	4,350	674	5,000	600	-4,400	-88.0%	192	222	186
663.1 · LAIF Fair Market Value Revenue	-2,832	0	0	0					
Total 664 · Other	16,311	16,270	5,413	3,913	-1,500	-27.7%	1,805	1,147	961
665 · Security Gate Charge	398,364	315,464	420,744	438,648	17,904	4.3%			438,648
666.5 · RFID Tags	10,375	7,608	7,000	6,500	-500	-7.1%			6,500
667 · Delinquent Charges	38	2,557	0	3,000	3,000	#DIV/0!	960	1,110	930
668 · Vacant Lot/Sewer Availability	4,752	3,564	4,752	4,752	0	0.0%	4,752		
670 · Reimbursement Revenue	1,625	712,216		0	0	#DIV/0!			
Total Income	1,521,925	1,871,765	1,544,339	1,592,924	48,585	3.1%	597,207	548,492	447,225
Expense									
Total Depreciation	122,149	111,519	121,095	140,259	19,164	15.8%	100,211	24,736	15,312
Dwelling Live	8,102	6,076	8,200	8,200	0	0.0%		4,100	4,100
Total Electrical Utilities	38,536	36,689	22,189	28,141	5,952	26.8%	18,447	1,269	8,426
Total Equipment Rentals	473	0	500	500	0	0.0%	500	0	0
Total Group Health Ins.	69,959	62,940	84,590	87,110	2,520	3.0%	12,723	39,939	34,448
Total Liability Insurance	42,461	35,173	45,040	52,900	7,860	17.5%	21,050	24,069	7,782
Total Miscellaneous Expense	12,573	12,625	13,197	13,800	603	4.6%	3,016	4,906	5,878
Total Office Expense	28,487	21,269	26,022	27,011	989	3.8%	8,644	9,994	8,373
Operator Contract Services	48,000	49,500	66,000	66,000	0	0.0%	66,000		
Total Payroll Taxes	51,752	40,400	60,390	66,130	5,740	9.5%	10,777	30,790	24,563
Total PERS Retirement	186,938	104,342	124,997	56,920	-68,077	-54.5%	8,963	28,901	19,056
Total Repairs & Maintenance	146,981	164,542	116,682	137,419	20,737	17.8%	106,317	3,592	27,510
Total Salaries	604,259	470,276	635,350	713,460	78,110	12.3%	117,693	332,922	262,845
Total Security Expense	8,618	6,100	5,430	5,390	-40	-0.7%	0	3,890	1,500
Total Uniforms	2,860	3,824	3,200	3,400	200	6.3%	1,100	1,300	1,000
Total Vehicles	30,883	8,920	9,076	9,500	424	4.7%	8,000	1,500	0
Total Workers' Comp. Insurance	19,783	12,450	18,920	18,450	-470	-2.5%	1,145	7,544	9,761
701 · Drainage	8,979	6,713	10,000	10,000	0	0.0%	10,000		
712.1 · State Maint. Fee	23,210	27,109	24,420	28,492	4,072	16.7%	28,492		
730 · Water Tests & Analysis	8,617	8,213	8,640	8,640	0	0.0%	8,640		
815 · Fees	3,343	4,823	2,666	6,234	3,568	133.8%	6,234		
816 · Engineering	15,864	8,193	6,500	6,500	0	0.0%	6,500		
818 · Schools & Meetings	6,485	5,484	6,900	6,900	0	0.0%	2,208	2,553	2,139
819 · Accounting	10,000	10,500	10,000	10,500	500	5.0%	3,360	3,885	3,255
820 · Legal	44,982	27,651	30,000	25,000	-5,000	-16.7%	8,000	9,250	7,750
821.1 · Security housing	0	0	0	0					
821.2 · SGMA Technical Study	0	0	50,000	0	-50,000	-100.0%	0		
900 · Solar Rooftop Lease		25,000	0	0	0				
921 · Guard Houses /Roadway Lease	2	2	2	2	0	0.0%			2
Total Expense	1,544,296	1,270,334	1,510,006	1,536,857	26,851	1.8%	558,019	535,140	443,698
Net Ordinary Income	-22,370	601,430	34,333	56,068	21,735	63.3%	39,188	13,353	3,527

							32% Admin	37% Admin	31% Admin
FY2022-2023 Budget							Sanitation	Patrol	Gates
	Jul '20 - Jun 21	Partial Year Jul '21 - Mar 22	Current Budget	Next Years Budget	\$ Change	% Change			
Ordinary Income/Expense									
Income									
661 · Sewer Charges	438,515	336,271	448,481	474,498	26,017	5.8%	474,498		
661.5 · Security Patrol Charges	537,949	403,350	537,949	546,013	8,064	1.5%		546,013	
662 · Property Tax	112,479	73,792	115,000	115,000	0	0.0%	115,000		
662.1 · Connection Fees	0	0	0	0	0				
663 · Interest	4,350	674	5,000	600	-4,400	-88.0%	192	222	186
663.1 · LAIF Fair Market Value Revenue	-2,832	0	0	0	0				
664 · Other									
664.1 · HOA Contract Services	0	0	0	0	0				
664.2 · Admin Services	6,901	610	813	813	0	0.0%	813		
664.6 · Hangar Land Lease	1,350	675	900	900	0	0.0%	288	333	279
664.8 · Gate Damages	0	0	0	0	0				
664 · Other - Other	8,060	14,985	3,700	2,200	-1,500	-40.5%	704	814	682
Total 664 · Other	16,311	16,270	5,413	3,913	-1,500	-27.7%	1,805	1,147	961
665 · Security Gate Charge	398,364	315,464	420,744	438,648	17,904	4.3%			438,648
666.5 · RFID Tags	10,375	7,608	7,000	6,500	-500	-7.1%			6,500
667 · Delinquent Charges	38	2,557	0	3,000	3,000	#DIV/0!	960	1,110	930
668 · Vacant Lot/Sewer Availability	4,752	3,564	4,752	4,752	0	0.0%	4,752		
670 · Reimbursement Revenue	1,625	712,216	0	0	0				
Total Income	1,521,925	1,871,765	1,544,339	1,592,924	48,585	3.1%	597,207	548,492	447,225
Gross Profit	1,521,925	1,871,765	1,544,339	1,592,924	48,585	3.1%	597,207	548,492	447,225
Expense									
Depreciation									
718 · Plant Depreciation	84,164	68,032	86,061	95,069	9,008	10.5%	95,069		
824 · Bldg Depreciation	9,544	11,773	9,421	16,068	6,647	70.6%	5,142	5,945	4,981
918 · Security Depreciation	18,110	23,966	15,282	18,791	3,509	23.0%		18,791	
958 · Gate Depreciation	10,331	7,748	10,331	10,331	-0	0.0%			10,331
Total Depreciation	122,149	111,519	121,095	140,259	19,164	15.8%	100,211	24,736	15,312
Dwelling Live	8,102	6,076	8,200	8,200	0	0.0%		4,100	4,100
Electrical Utilities									
714 · Electricity	27,433	26,024	13,691	17,349	3,658	26.7%	17,349		
812.2 · Office Electricity	4,378	5,143	2,290	3,429	1,139	49.7%	1,097	1,269	1,063
956 · Gate Electricity	6,725	5,522	6,208	7,363	1,155	18.6%			7,363
Total Electrical Utilities	38,536	36,689	22,189	28,141	5,952	26.8%	18,447	1,269	8,426
Equipment Rentals									
713 · Equipment Rental	473	0	500	500	0	0.0%	500		
955 · Gate Equipment Rental	0	0	0	0	0				
Total Equipment Rentals	473	0	500	500	0	0.0%	500	0	0
Group Health Ins.									
705 · Plant Group Health Ins.	1,523	2,362	7,130	4,560	-2,570	-36.0%	4,560		
811.4 · Admin Group Health Ins.	15,688	16,834	16,150	25,510	9,360	58.0%	8,163	9,439	7,908
912 · Patrol Group Health Ins.	29,204	22,158	30,450	30,500	50	0.2%		30,500	
952.1 · Gate Group Health Ins.	23,544	21,586	30,860	26,540	-4,320	-14.0%			26,540
Total Group Health Ins.	69,959	62,940	84,590	87,110	2,520	3.0%	12,723	39,939	34,448
Liability Insurance									
717 · Plant Liability	15,968	13,366	16,890	19,840	2,950	17.5%	19,840		
823 · E & O Liability Ins.	3,018	2,462	3,220	3,780	560	17.4%	1,210	1,399	1,172
911 · Security Liability Ins.	18,208	15,125	19,300	22,670	3,370	17.5%		22,670	
952 · Gate Liability Ins.	5,266	4,221	5,630	6,610	980	17.4%			6,610
Total Liability Insurance	42,461	35,173	45,040	52,900	7,860	17.5%	21,050	24,069	7,782
Miscellaneous Expense									
735 · Plant Miscellaneous	921	748	1,800	1,800	0	0.0%	1,800		
825 · Admin. Miscellaneous	3,776	4,380	3,800	3,800	0	0.0%	1,216	1,406	1,178
927 · Patrol Miscellaneous	4,351	2,694	4,720	3,500	-1,220	-25.8%		3,500	
959.1 · Gate Miscellaneous	3,524	4,803	2,877	4,700	1,823	63.4%			4,700
Miscellaneous Expense - Other	0	0	0	0	0				
Total Miscellaneous Expense	12,573	12,625	13,197	13,800	603	4.6%	3,016	4,906	5,878
Office Expense									
812 · Office Supplies	21,253	14,322	18,500	18,500	0	0.0%	5,920	6,845	5,735
813 · Telephones	4,975	4,517	4,911	4,911	0	0.0%	1,572	1,817	1,522
814 · Postage	2,259	2,430	2,611	3,600	989	37.9%	1,132	1,332	1,116
Total Office Expense	28,487	21,269	26,022	27,011	989	3.8%	8,644	9,994	8,373
Operator Contract Services	48,000	49,500	66,000	66,000	0	0.0%	66,000		
Payroll Taxes									
703 · Plant Payroll Taxes	4,576	3,428	5,280	5,830	550	10.4%	5,830		
811.3 · Admin. Payroll Taxes	11,465	8,412	13,680	15,460	1,780	13.0%	4,947	5,720	4,793
916 · Patrol Payroll Taxes	20,382	16,290	23,170	25,070	1,900	8.2%		25,070	
951 · Gate Payroll Taxes	15,329	12,269	18,260	19,770	1,510	8.3%			19,770
Total Payroll Taxes	51,752	40,400	60,390	66,130	5,740	9.5%	10,777	30,790	24,563
PERS Retirement									
704 · Unfunded Fixed Cost	94,517	111,028	111,028	0	-111,028	-100.0%	0	0	0
704.1 · PERS Unfunded Liability Reimb.	-35,236	-41,391	-41,391	0	41,391	-100.0%	0	0	0
707 · Plant PERS	10,247	2,628	4,240	4,240	0	0.0%	4,240		
811.6 · Admin PERS	32,271	8,766	12,570	14,060	1,490	11.9%	4,499	5,202	4,359
925 · Patrol PERS	55,775	14,947	23,570	23,440	-130	-0.6%		23,440	
953 · Gate PERS	29,365	8,365	14,280	14,480	200	1.4%			14,480
PERS Retirement - Other	0	0	700	700	0	0.0%	224	259	217
Total PERS Retirement	186,938	104,342	124,997	56,920	-68,077	-54.5%	8,963	28,901	19,056
Repairs & Maintenance									
712 · Plant Repairs & Maintenance									
712.2 · Oak Tree Repair & Maint.	23,660	3,306	5,000	5,000	0	0.0%	5,000		
712.3 · Sewer line maintenance	8,188	93,006	7,500	25,000	17,500	233.3%	25,000		
712.4 · Sludge Removal	57,111	22,197	57,629	51,525	-6,104	-10.6%	51,525		
712.6 · SCADA maintenance	0	135	680	680	0	0.0%	680		
712 · Plant Repairs & Maintenance - Other	11,286	15,754	10,120	21,005	10,885	107.6%	21,005		
Total 712 · Plant Repairs & Maintenance	100,246	134,398	80,929	103,210	22,281	27.5%	103,210	0	0
814.5 · Building Repairs & Maintenance	10,579	6,606	10,353	8,808	-1,545	-14.9%	2,819	3,259	2,731
814.8 · Airpark maintenance	900	675	900	900	0	0.0%	288	333	279
954 · Gate Repairs & Maintenance	35,091	22,862	24,500	24,500	0	0.0%			24,500
Total Repairs & Maintenance	146,981	164,542	116,682	137,419	20,737	17.8%	106,317	3,592	27,510
Salaries									
702 · Plant Salaries	44,174	43,500	55,780	63,040	7,260	13.0%	63,040		
811.1 · Admin Salaries	144,227	103,876	147,910	170,790	22,880	15.5%	54,653	63,192	52,945
915 · Patrol Salaries	250,525	194,269	243,620	269,730	26,110	10.7%		269,730	
950 · Gate Salaries	158,658	132,100	188,040	209,900	21,860	11.6%			209,900
Total Salaries	604,259	470,276	635,350	713,460	78,110	12.3%	117,693	332,922	262,845
Security Expense									
919 · Security Telephones	5,159	2,148	2,000	3,000	1,000	50.0%		3,000	
920 · Security Supplies	563	2,187	750	750	0	0.0%		750	
924 · Security Fees	105	40	140	140	0	0.0%		140	
959 · Gate Supplies	2,792	1,725	2,540	1,500	-1,040	-40.9%			1,500
Total Security Expense	8,618	6,100	5,430	5,390	-40	-0.7%	0	3,890	1,500
Uniforms									
719 · Plant Uniforms	1,019	954	1,100	1,100	0	0.0%	1,100		
922 · Security Uniforms	945	1,484	1,300	1,300	0	0.0%		1,300	
954.1 · Gate Uniforms	896	1,386	800	1,000	200	25.0%			1,000
Total Uniforms	2,860	3,824	3,200	3,400	200	6.3%	1,100	1,300	1,000
Vehicles									
716 · Plant Vehicles	7,400	7,316	7,576	8,000	424	5.6%	8,000		
917 · Security Vehicles	23,483	1,603	1,500	1,500	0	0.0%		1,500	
Total Vehicles	30,883	8,920	9,076	9,500	424	4.7%	8,000	1,500	0
Workers' Comp. Insurance									
706 · Plant Workers' Comp. Ins.	2,154	1,117	2,030	1,020	-1,010	-49.8%	1,020		
811.5 · Admin Workers' Comp. Ins.	418	325	420	390	-30	-7.1%	125	144	121
913 · Patrol Workers' Comp. Ins.	10,327	6,605	9,880	7,400	-2,480	-25.1%		7,400	
952.2 · Gate Workers' Comp. Ins.	6,885	4,403	6,590	9,640	3,050	46.3%			9,640
Total Workers' Comp. Insurance	19,783	12,450	18,920	18,450	-470	-2.5%	1,145	7,544	9,761
701 · Drainage	8,979	6,713	10,000	10,000	0	0.0%	10,000		
712.1 · State Maint. Fee	23,210	27,109	24,420	28,492	4,072	16.7%	28,492		



Pauma Valley Community Services District Administrative Procedures and Rules

04/28/09

MEETINGS OF THE BOARD POLICY

Revision Date:

1. District Calendar

- A. The Board shall determine its calendar of regular meetings for a fiscal year during the first regular meeting of the Board in that year.
- B. The District shall maintain and publish a “District Calendar” covering a period of at least six months ahead of each publication date, the frequency of which shall be not less than monthly. The District Calendar shall contain, without limitation, a brief summary and the due or scheduled date of:
 - (1) any report, filing, and the like, with any public or private entity or person that the District is required or committed to make; and
 - (2) any regular or special meetings of the Board that have been called or for which it is possible that notice will be given; and
 - (3) any public hearing that the District or Board is required or desires to hold; and
 - (4) any public notice, other than meeting agendas, that the District or Board is required to post; and
 - (5) other mandated or voluntary actions of the District and the Board.

2. Meeting Agendas

The “Secretary” of the District, in cooperation with the “President” of the Board shall prepare an agenda for each regular and special meeting of the Board in accordance with the Ralph M. Brown Act, as it may be amended. In the preparation of such agendas:

- A. Any Director, the Administrator, or any staff member may request the Secretary to place an item on an agenda no later than 96 hours prior to the time of a regular meeting or 24 hours prior to the time of a special meeting.
- B. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - (1) The request must be in writing and be submitted to the Secretary together with supporting documents and information, if any, at least seven (7) business days prior to the date of the meeting;
 - (2) The Secretary shall be the sole judge of whether the public request is or is not a “matter directly related to District business.” The public member requesting the agenda item may appeal such decision by having placed an item on the agenda of the first regular meeting of the Board subsequent to the meeting for which an agenda request had been made.

- (3) No request related in any way to a matter which is legally a proper subject for consideration by the Board in closed session will be accepted from any member of the public or staff person.
- C. This APR shall not be interpreted so as to prevent the Board from taking testimony on matters which are not on the agenda which a member of the public may wish to bring before the Board and other legal actions at regular and special meetings of the Board.

3. Meeting Procedure

The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules – such as Robert's Rules of Order, but according to the following:

- A. The President, or in his absence the Vice President, or in his absence a director then present first ranked in last name ascending alphabetic order, shall act as the “Chair,” govern the meeting and determine any point of order raised by a Director.
- B. Public comment may be limited, at the discretion of the Chair, to not less than 2 minutes per individual and 15 minutes in the aggregate for any matter. If more individuals wish to speak than the allotted aggregate time will permit, then those first attaining recognition of the Chair to speak shall be first permitted to speak for the minimum per individual time.
- C. Any Director, including the President, may make or second a motion. Once made and seconded, the Chair shall state the motion and it is open to discussion and debate and for public comment. After discussion and any public comment, the Chair will call for the vote and the motion will be approved or denied by a simple majority vote of the Board.
- D. A secondary motion may be made and considered before voting on the main motion, as follows:
 - (1) A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded it, or by a new motion to amend which is then seconded and approved or denied by a simple majority vote of the Board.
 - (2) A main motion may be tabled before it is voted on by motion made to table, which is then seconded and approved or denied by a simple majority vote of the Board.
 - (3) A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved or denied by a simple majority vote of the Board.
 - (4) A main motion may be referred to a standing or ad hoc Board committee or District staff for further study and recommendation by a motion to so refer, which is then seconded and approved or denied by a simple majority vote of the Board.
 - (5) A main motion may be closed for debate and moved to immediate vote, provided that public present has had an opportunity to comment as provided herein, by a motion to close debate, which is then seconded and approved or denied by a simple majority vote of the Board.
- E. These APRs may be suspended, modified or both suspended and modified at any time (including before voting on a main motion) by a main or secondary motion to so do, which is then seconded and approved or denied by a simple majority vote of the Board.
- F. A meeting may be adjourned at any time (including before voting on a main motion) by a main or secondary motion to adjourn made, seconded, and approved or denied by a simple majority vote of the Board.

4. Voting and Quorum

Action can only be taken by the vote of a majority of the Board of Directors. In determining the decision of the Board and in counting the vote the following shall apply:

- A. The presence of three (3) Directors of the five-member Board represents a quorum for the conduct of business, except that a Director abstaining due to a conflict of interest does not count towards a quorum.
- B. As used herein a “simple majority of the Board” requires the affirmative, or non-affirmative, vote of at least three (3) Directors of a five-member Board..
- C. A two-thirds vote required by applicable law or these APRs requires the affirmative, or non-affirmative, vote of four (4) Directors of a five-member Board.
- D. The Board may give directions that are not formal action including, only for example, directives and instructions to the Administrator. In such cases:
 - (1) The Chair shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the Chair, the related action shall require a formal motion, second and vote as provided herein.
 - (2) Informal action shall only occur regarding matters that appear on the agenda for Board meeting during which such informal action is taken, provided that such informal action may call for the placement of the subject matter on a subsequent agenda or call for staff proposals at a subsequent meeting.

5. Meeting Order

The Chair shall take whatever actions in his judgment are necessary or appropriate to preserve order and decorum during Board meetings, including public hearings. The Chair may eject any person or persons making what in his judgment are inappropriate personal, impertinent or potentially defamatory remarks, refusing to abide by a request from the Chair, or otherwise disrupting the meeting or hearing. The Chair may also declare a recess at any time during any meeting.