

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

NOTICE OF PUBLIC MEETING

DATE: Monday, November 28, 2022
TIME: OPEN Session - 10:00 a.m.
PLACE: 33129 Cole Grade Rd. Pauma Valley, CA 92061
<https://us02web.zoom.us/j/85372353287>
Phone: (669) 900-6833 Passcode: 853 7235 3287

AGENDA

In the interest of public health and safety please note this meeting will be conducted pursuant to the provisions of Executive Order N-25-30 issued by Governor Gavin Newsom on March 12, 2020, governing protocol for teleconferenced meetings. Certain board members may be calling in to this meeting by telephone. Any member of the public can observe and participate in this meeting by attending the meeting at 33129 Cole Grade Road, Pauma Valley, CA 92061 or virtually as identified above.

CALL TO ORDER

ROLL CALL

1. PUBLIC COMMENTS

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. 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.

2. 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 Special Board Meeting of September 26, 2022
- b. Minutes of the Regular Board Meeting of September 26, 2022
- c. Minutes of the Special Board Meeting of October 18, 2022
- d. Review of BS, P&L as of August 31, 2022
- e. Review of BS, P&L as of September 30, 2022
- f. Review of BS, P&L as of October 31, 2022
- g. Accounts Receivable
- h. Notice of Violation Summary
- i. Daily Activity Report
- j. AB 361 - Hybrid Meetings

3. ACTION CALENDAR

- a. Employee Handbook Revisions (presented by Shauna Amon of Best Best and Krieger)
- b. Employee Service Recognition Pay (The Board will consider year-end bonuses for employees)
- c. Wastewater Treatment Plant Operations (Staff will provide an update on this service provider)

4. INFORMATION ITEMS

- a. Website transparency best practices (Staff will provide a report of website compliance)
- b. Update on Hangar Rooftop Solar Project (Staff will provide an update on this project)
- c. Cash Forecast for 2022-2023 (Staff will provide a report on 2022-2023 Cash)
- d. Review of Year-to-Date legal fees (Staff will provide a report on YTD legal fees)
- e. General Manager Recruitment Committee Update (Committee will provide an update)

5. GENERAL MANAGER'S REPORT

- a. SGMA JPA Update (Discussion on the current state of the JPA)
- b. Email list (Customer contact information update sheet will be sent December 2022)
- c. Board Retreat (Strategic Planning, SWOT)
- d. Utility Supervisor

6. OTHER BUSINESS

- a. Requested items for next or future agendas (Directors and Staff Only)
 - i. SWOT
 - ii. Pledge of Allegiance
 - iii. Update LAIF Account Signers
 - iv. Meetings of the Board Policy
 - v. Report on Employee Expense Reimbursements
- b. Board comments
- c. Announcements

7. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - CLOSED SESSION

- a. San Luis Rey Indian Water Authority v. Pauma Valley Groundwater Sustainability Agency, et al., San Diego County Case no. 37-2022-00029027

8. OPEN SESSION

- a. Reportable actions (if any)

9. ADJOURNMENT

- a. Regular Meeting on January 23, 2023 at 10:00 a.m.

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 Amber.Watkins@paumavalleycsd.ca.gov at least 48 hours before the meeting.



Posted Nov 23, 2022

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

Held on September 26, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, Betty Potalivo & Roland Skumawitz
Also Present: Residents: Charles Matthews, Others Present: Tom, Rinca, Roar, Jeffrey Armstrong,
Sharon Meredith Morrison, DV, Jeff Pape of Dudek, General Manager Bobby Graziano,
Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

- 9.1 Call to Order: Special Meeting was called to order at 9:35 a.m. by President Martello.
- 9.2 Roll Call: Fehling verified a quorum was present.
- 9.3 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
- b. In the interest of public health and safety this meeting will be held as 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 – Mathews inquired on the two meetings scheduled and inquired on the context of difference. Martello informed that the closed session is to interview a potential Interim General Manager and the Regular Meeting will be for Public Actions to adopt Resolution 112, if approved.
- 9.4 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. AB 361 – Hybrid Meetings
- Esparza noted a point of order that no action was needed for the consent calendar since the second meeting is scheduled.
- 9.5 Closed Session –
- a. Public Employee Appointment (GOV. CODE SECTION 54957)
Title: General Manager – The Board entered closed session at 9:39 a.m.
- 9.6 Open Session
- a. Reportable actions from Closed Session – The meeting reconvened to open session at 10:51 a.m. with no reportable actions.
- 9.7 Other Business –
- a. Requested items for next or future agendas (Directors and Staff Only) – Deferred.
b. Board comments – Deferred.
- 9.8 Announcements/Adjournment –
- a. Regular Meeting on September 26, 2022, at 10:00 a.m. – The next meeting date is scheduled for September 26, 2022, at 10:00 a.m. With nothing further to discuss, a motion was made by Skumawitz to adjourn at 10:52 a.m., seconded by Esparza and unanimously approved.

Marissa Fehling
Marissa Fehling, Recording Secretary

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

Held on September 26, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, Betty Potalivo & Roland Skumawitz
Also Present: Residents: Charles Matthews, Bill Collier, Darlene Shiley, Linda Shoaff; Others Present:
Tom, Rinca, Roar, Sharon Meredith Morrison, DV, Jeff Pape of Dudek, Paul Kaymark of
Nigro & Nigro, Cathy with Best Best & Krieger, Vice President of RPMWC Steve Wehr,
Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, General
Manager Bobby Graziano, Office Manager Amber Watkins, and Administrative
Assistant Marissa Fehling

- 9.1 Call to Order: Regular Meeting was called to order at 10:55 a.m. by President Martello.
- 9.2 Roll Call: Fehling verified that a quorum was present.
- 9.3 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.
- b. In the interest of public health and safety this meeting will be held as 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 – Knox distributed a letter from Jeremy Jungreis of Rutan and Tucker, General Counsel of Yuima Municipal Water District (YMWD). Knox informed the PVCSD Board of Directors that Martello sent a letter to YMWD that stated Wehr and Knox acted unlawfully. Knox informed that Martello’s letter also suggests that Knox has been receiving special water rates. Knox noted that he assumes this is not the PVCSD Board running up legal fees for YMWD. Knox asked Martello what he thinks Knox and Wehr did? Martello stated that at the last Rancho Pauma Mutual Water Company (RPMWC) meeting, he heard Wehr ask Mathews why he was asking for public records. Martello informed that he alone submitted a public records request and informed that he has the right to do so. Mathews reported that last Saturday morning, an individual was reported to Security for knocking on the back door of his home. This individual, when confronted at the back door of the home, was attempting to solicit money. Mathews noted that Security gamely approached the individual passively. Mathews also noted that securing the perimeter of the vacant land on Wiskon Way East or at a minimum installing security cameras could prevent this in the future. Mathews suggested that Security introduce a policy of taking a picture of individuals as situations arise. Mathews reported that Sheriffs were contacted as well. Martello informed that his home was burglarized over the weekend by forced entry and stated that Mathews had some good points. Shiley inquired about where Martello’s home was compared to Mathews’ home. Martello informed that they are next door neighbors. Martello noted that he also received a great response from Security on this matter. Esparza thanked Mathews for his recommendations and informed him that the Board will have some upcoming opportunities to discuss additional Security training.
- 9.4 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 July 25, 2022
- b. Minutes of the Special Board Meeting of September 6, 2022
- c. Minutes of the Special Board Meeting of September 12, 2022
- d. Review of BS, P&L as of July 31, 2022
- e. Review of BS, P&L as of August 31, 2022
- f. Accounts Receivable

- g. Notice of Violation Summary
- h. Daily Activity Report
- i. Conflict of Interest Code Update
- j. AB 361 – Hybrid Meetings

Lawston requested that item E be pulled for further discussion.

Esparza motioned to approve the consent calendar, minus item E, seconded by Skumawitz and upon a unanimous vote, was adopted.

Lawston noted that the P&L as of August 31, 2022, indicated over \$30k spent in legal expenses in just that month; Lawston also noted that the annual budget for this expense was set at \$25k. Potalivo asked what they should expect for the remainder of the year. Martello suggested bringing this topic up again at a future meeting.

- 9.5 Conflict of Interest Code Update –
- a. Consider approval of Resolution 111 to update the Conflict of Interest Code – Cathy explained the Conflict of Interest Code updates. Esparza confirmed that this was just updating the staff’s work titles and suggested this be done bi-annually. Lawston moved to approve and adopt Resolution 111 to update the Conflict of Interest Code as presented, seconded by Skumawitz and unanimously approved.
- 9.6 Draft Audit Report for Year Ending June 30, 2022
- a. CPA Paul Kaymark with Nigro and Nigro will present the Draft Audit Report –Kaymark presented the draft audit report for fiscal year 2021-2022. Wehr inquired if there are any funds designated for Sustainable Groundwater Management Act (SGMA) expenses. Graziano explained that this draft is a review of last year’s financial reports and informed that PVCSD did not set aside funds for SGMA. Knox asked for a Cash Reserves update. Kaymark stated that it is a little low due to the CalPERS Unfunded Accrued Liability payoff; Kaymark commented that best practices are there should be sufficient reserves available to fund capital projects or any emergency scenarios. Potalivo stated that with the plan set out for contributing to reserves, in her opinion they are fine. Wehr inquired as to how PVCSD will continue to fund the pension costs without borrowing from RPMWC. Graziano informed that RPMWC makes an agreed upon contribution towards these costs. Upon a motion by Skumawitz, seconded by Lawston and a unanimous vote the Draft Audit Report for the Year Ending June 30, 2022 was accepted.
- 9.7 General Manager’s Report – GM Graziano – Graziano presented the report. Graziano explained that he believes it would be best to consider terminating the contract with Century Sun and Solar and engage with Solirvine to finish the project. Graziano then gave a brief history of the Solar Project and explained that Solirvine is willing to take over the project and what their recommendations were. Esparza asked if this would include the charging stations. Graziano informed that it would not include the charging stations. Potalivo inquired about what the new bids were. Graziano informed that the estimated bid was \$58k. Graziano mentioned that through his interactions with them for his personal property, he is very pleased with their work. Esparza thanked Graziano for his diligence in this and asked what needed to be done to get this project going. Graziano informed that Matt Green with Best Best and Krieger is familiar with this topic and will be prepared to get the project moving. Kariya asked if the current permits expire. Martello informed that this matter will be brought back to the Board in the near future.
- 9.8 Wastewater Treatment Plant Contract – GM Graziano
- a. The Board will consider replacing Dudek, Inc. with Water Quality Specialist, Inc for management, operation, and regulatory responsibility of the wastewater treatment plant – Graziano explained that PVCSD’s charter includes Sewer Services, Security Services, and Gates Services. Graziano presented a map of the District. Graziano informed that PVCSD’s former Utility Supervisor who recently resigned

from PVCSD held the necessary wastewater certifications to handle the day to day needs of the treatment plant. Graziano explained his recent search process to replace him and how he came across Water Quality Specialist (WQS) during the process. Graziano explained they would take over the operations of our treatment plant. Graziano informed that the two current staff members in our Utility Department would still have plenty of tasks to do to keep them gainfully employed. Graziano noted that if the District were to go with his suggested option with WQS it would reduce the administrative staff hours by an estimated 7.5 hours a week. Potential alternatives were explained. Martello asked the Board for their input. Potalivo asked if outsourcing the operations for the treatment plant would be a cost-saving to the District. Graziano confirmed that it would be a cost-saving. Esparza inquired about who the two utility staff would be reporting to. Graziano informed they would report to the District's General Manager. Lawston asked whose position would the 7.5 hours be reduced from. Graziano explained that they would be taking over administrative functions and explained that he asked a staff member roughly how long these reports take to put together and from that information estimated it would reduce staff time by 7.5 hours a week. Esparza inquired if we decided to go with Graziano's suggested option, would the two utility staff members be working primarily for RPMWC and if so, would that increase RPMWC's salary contribution to their salary; Graziano informed them that they would still be responsible for the wastewater collections system and stormwater. Graziano noted that he believes they will have enough to do for PVCSD to keep the pay ratio the same and recommended re-analyzing the split after a year or so. Graziano informed that WQS would accept a month-to-month contract. Wehr asked what has changed with this company from when we terminated them in 2012. Bobby deferred Wehr's question to Mathews. Mathews explained that they were unable to provide some services that the President of PVCSD was looking for at that time. Lawston informed that she was interested in knowing why Dudek chose not to submit a proposal. Pape informed that he has been involved with both PVCSD and RPMWC for several years now and noted that they have always been joined as he believes they should be. Pape mentioned that he has been reading the minutes and anyone who reads the minutes would see there is chaos in the community; Dudek will not get involved in chaos. Pape informed that from a liability standpoint, Dudek does not accept liability. This was a requirement in the RFP sent by Bobby, Pape chose not to provide a bid. Lawston asked if WQS would be taking responsibility for any liability. Graziano informed that WQS would be taking responsibility for any fines incurred on decisions they make. Esparza inquired on what type of safety net there would be if WQS happens to fail us. Graziano deferred him to Best Best and Krieger for this answer. Graziano stated that he has always looked up to Dudek for their expertise and guidance and noted that they are great at what they do. Pape mentioned that he does believe that WQS will do a great job for the District. Pape cautioned that he believes it is important that PVCSD and RPMWC continue to work together. Graziano agreed with Pape. Martello asked the Board to consider WQS on a month-to-month agreement. Esparza made a motion to accept option A on a month-to-month agreement and review their work in 90 days and decide if we want to continue long-term with them. Graziano informed that once notice is given to Dudek we are still in contract with them for 4 months. Pape informed that if this is the direction the Board chooses to go, he suggests they provide a letter stating that we are terminating the contract effective December 1st. Pape noted he does not believe they would need an additional 4 months with them. Martello motioned to contract with the Water Quality Specialist's full option on a month-to-month agreement and re-evaluate in 90 days, seconded by Skumawitz, and upon a 4 to 1 vote the motion was approved. Lawston nay. Mathews mentioned that he supports this motion since the district has very few options at this point and the no certificate issues could cause a disaster. Mathews suggested that the Board have a backup plan in place in case they decide to terminate with WQS.

9.9 Halloween Policy

a. The Board will consider establishing a policy for Halloween trick-or-treaters and the access granted to the PVCCE community – Graziano informed this was an opportunity to set an access policy in place for Halloween. Graziano noted that he thought it was a real positive to have kids come in and trick or treat. Esparza suggested that maybe PVCC could host a trunk or treat. Potalivo mentioned that she thinks

it is a good statement of goodwill to the community to offer this to the kids. Cerruti mentioned that he sees this as a security issue and thinks that if someone wants to come into the community to trick or treat they should be given a guest pass by someone they know within PVCCE. Shiley informed that she has been here for many years and feels this is a safety matter for our community. Shiley suggested asking the elementary school to use their grounds to host something for the kids and noted that she would be willing to fund this. Skumawitz noted that this would also be shifting the security issues to the school who is less equipped to handle security issues. Skumawitz mentioned that he has a hard time doing anything that rejects kids. Martello explained what was done last year near the Mendoza's home. Martello suggested restricting trick-or-treating guests' access to the community and just having them enter through the Front Gate and make a U-turn at the first median on Pauma Valley Drive. Martello asked if Potalivo would reach out to the Mendoza's to see if they would be interested in assisting again this year and suggested setting up tables. Esparza suggested having two Patrolmen on duty that day. Watkins inquired about what time the event will be held and end. Martello informed that the event would be from 6 pm to 8 pm. Shiley suggested having a guard at the Back Gate. Esparza informed this could be a budget discussion in the future. Wehr questioned what our Security would have the ability to do if they were on the scene during the burglary that took place at Martello's home. Esparza informed that once they are fully trained, they will have the ability to do a citizen's arrest and they are to observe and report.

9.10 Resolution No. 112 – A Resolution of the Board of Directors of Pauma Valley Community Services District Appointing an Interim General Manager

a. The Board will consider Resolution No. 112 – Martello informed that an interview of an interim GM took place during today's Special Meeting and informed what the tasks ahead would be. Martello noted that the candidate for the interim GM position has over 20 years of experience. Martello informed that the Board plans to have a Special Meeting next week to disclose his resume and informed that the interim GM has agreed to come in on Monday. Kariya asked Martello if the Board received the letter Bandy recently sent and informed them that RPMWC would like to have some input on this topic. Martello stated that the GM position is hired by PVCSD. Martello informed that when it comes to hiring a permanent GM, they will allow RPMWC to be a part of that decision making process. Shiley mentioned that if everyone gets to have a say in the permanent GM's hiring process things will be calmer. Wehr questioned what the interim GM would do since PVCSD is hiring WQS. Martello informed that he will be evaluating how things are running and making suggestions. Martello informed that PVCSD will always work through a GM. Knox requested for PVCSD to appoint two board members and RPMWC will appoint two board members before making a final decision on the interim GM. Esparza stated that we are in challenging times with a lot of accomplished people with strong opinions. Esparza informed that after listening to the interview of the interim GM, he is confident that he will want to meet and get to know RPMWC and see how he can help make solutions. Knox clarified that the interim GM is just coming in as a temporary consultant until a permanent GM is found. Martello confirmed that was correct. Knox withdrew his request. Martello confirmed that there were no other comments from the public. Skumawitz moved to approve and adopt Resolution 112, seconded by Esparza and unanimously approved.

9.11 Pauma Valley Community Services District Agreement for Interim General Manager Position

b. The Board will consider the agreement for the Interim General Manager Position – Martello explained that this document was created by Counsel. Martello moved to approve and accept the agreement for the Interim General Manager Position, seconded by Esparza and unanimously approved.

- 9.12 Items for a Future Board Meeting
 - a. Employee Handbook Revisions
 - b. Meetings of the Board Policy
 - c. Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis
 - d. Rancho Pauma Service Agreement Discussion

Discussion regarding manning the back gate was requested.

- 9.13 Other Business –
 - c. Requested items for next or future agendas (Directors and Staff Only)
 - d. Board Comments – None
- 9.14 Announcements/Adjournment –
 - a. Regular Meeting on November 28, 2022, at 10:00 a.m. – The next meeting date is scheduled for November 28, 2022, at 10:00 a.m. The Board thanked Graziano for all his good work with PVCSD. With nothing further to discuss, a motion was made to adjourn at 1:18 p.m. and unanimously approved.

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 October 18, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, Betty Potalivo & Roland Skumawitz
Also Present: Residents: Charles Mathews, Pam Martello, Janet Scott, John Baxter; Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, Interim General Manager Jeffrey Armstrong, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

10.1 Call to Order: Special Meeting was called to order at 3:04 p.m. by President Martello.

10.2 Roll Call: Fehling verified that a quorum was present.

10.3 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.

b. In the interest of public health and safety this meeting will be held as 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 – Knox informed that he and Kariya were present with authority to represent Rancho Pauma Mutual Water Company.

10.4 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. AB 361 – Hybrid Meetings

Esparza motioned to approve the consent calendar, seconded by Potalivo and upon a unanimous vote, was adopted.

10.5 General Manager Job Description –

a. The Board will consider an update to the General Manager Job Description – Armstrong reported that one of the jobs he was tasked with was updating the General Manager Job description, explaining the job duties and qualifications to broaden and modernize it. Lawston questioned whether it would be a full-time job. Armstrong confirmed that it was put together as a full-time job position. Armstrong then recommended forming a committee to include two directors from both PVCSD and RPMWC to further discuss all options in regard to the hiring process. Martello suggested lessening the required experience time frame to make it a little more flexible considering this is a small district with pay that is not very competitive compared to larger agencies. Armstrong agreed with Martello's suggestion. Lawston suggested listing minimum qualifications vs preferred qualifications. Esparza suggested adding the verbiage "highly desirable" for certifications. Esparza informed that the GM description also listed clerk of the Board and asked if they should reconsider listing that in the job description and informed that if it's a staff member, they should be certified. Potalivo inquired why we never have the recorded minutes on the website. Armstrong informed that item 11 would be to further discuss this option. Armstrong informed that the district's biggest challenge with hiring for this position is the location.

10.6 Expansion of General Manager Recruitment Effort

a. The Board will review options to locate a General Manager –Armstrong informed that the job posting, and job description for the General Manager will be updated on the District website. Armstrong informed that he reached out to the listed firms that specialize in governmental agency recruitments to get a high-level estimate of the recruitment cost. Armstrong informed that two firms responded to this inquiry, and both indicated that it would be approximately \$30,000. Martello mentioned that the former Utility Supervisor left on August 2, 2022, and there should be a cash surplus from the budgeted salary amount. Knox commented that PVCSD has a SGMA and legal bill being generated soon. Armstrong gave a second alternative option which included advertising in industry-specific resources and online job search sites and mentioned that this could cost the district roughly \$300-\$500 a month. Armstrong mentioned that under the second approach, for a 30-day posting this could be accomplished within a budget estimate of \$3,000. Armstrong questioned if they would like us to release an RFP. Martello confirmed. Knox informed that RPMWC will not be contributing to the recruitment costs at all. Esparza motioned to approve up to \$4,000 towards the recruitment of a new General Manager in local industries, seconded by Potalivo; Armstrong informed the suggested \$3,000 budget would be sufficient. Esparza made a substitute motion to approve the \$3,000 budget to begin the search through online advertising for the position and begin the RFP process with a cash forecast and report back to the Board , seconded by Skumawitz and unanimously approved.

10.7 Formation of General Manager Recruitment Committee

a. The Board will consider formation of and appointing members to Recruitment Committee – Armstrong explained why he believes forming an Ad hoc Committee with two Board Members from PVCSD and two Board Members from RPMWC could go a long way in bringing the entities back together. Mathews suggested inviting someone from the community to participate and give their input. Armstrong informed that he thought that would be a good idea down the road but at this point, believes it would be best for Board Members to begin this process. Esparza informed that we can take suggestions from the community at any time. Knox suggested putting a hard stop on this task. Armstrong suggested meeting once a week for 30 days. Esparza moved to appoint Lawston and Potalivo to the Ad hoc Committee, seconded by Martello and unanimously approved.

10.8 Audit Report for Year Ending June 30, 2022

a. The Board will consider accepting the audit report for Fiscal Year Ending June 30, 2022 – Armstrong complimented staff on the work that went into the audit process. Skumawitz moved to accept and file the Audit Report for year ending June 30, 2022, seconded by Potalivo and upon a unanimous vote was adopted.

10.9 Appointment to SGMA Joint Powers Authority

a. The Board will consider the appointment of Board Member to the SGMA JPA and possibly an alternate – Martello suggested appointing a Board Member with the amount of time this will take. Armstrong informed that it could be a contractor or staff member as well. Skumawitz inquired on how often the meetings are held. Knox informed that they are held monthly. Martello asked if Mathews had any input to offer. Kariya informed that there are individuals with some strong personalities involved. Esparza suggested that Skumawitz be nominated as the board representative and Armstrong as the alternative. Martello encouraged to have Mathews be the alternate representative, informing that it is in the District’s best interest that we have all the knowledge possible. Martello motioned to appoint Skumawitz as the District’s representative with Mathews as the alternative. Potalivo inquired whether we could add the permanent GM as the alternative in the future. Potalivo informed that she would second the motion with the following terms; Skumawitz as the representative for PVCSD, with Mathews as the alternative

until a permanent General Manager is hired. Potalivo asked Kariya for her opinion. Kariya asked if the Board has to select an alternative at this time and suggested going forward with no alternative for the time being due to the past history. Knox informed that choosing Mathews as the alternative will cause a disaster among the Boards. Martello informed of the litigation and groundwater rights. Armstrong inquired on why Mathews couldn't be more of just a consultant due to personality conflicts. Esparza offered to be the alternative. Mathews informed he could only be vocal during meetings if Skumawitz is not present. Upon a motion by Martello, seconded by Esparza, Skumawitz was appointed as PVCSD's representative and Mathews as the alternative with a vote of 4 ayes and 1 nay by Lawston.

10.10 Halloween at Pauma Valley Country Club Estates 2022

a. The Board will discuss Halloween 2022 – Martello informed of the ideas that were previously discussed. Esparza informed that he does not feel the current plan is safe and mentioned that Larry with PVCC is willing to sponsor the event at the Country Club. Baxter asked why not just let kids come in as in prior years to trick or treat and those residents who are not interested in handing out candy can turn their lights off. Baxter noted that he believes allowing kids to come into our community represents that we are a nice and safe community. Potalivo mentioned that there was some controversy at the last meeting and suggested allowing the community members and employees' families and friends to be allowed in to trick or treat. Upon a motion by Potalivo seconded by Skumawitz, and a vote of 3 ayes and 2 nays by Lawston, and Esparza, motion carried. Kariya asked for staff to remind guests of the speed limit. Esparza suggested doubling up on Patrol for Halloween.

10.11 Interim General Manager Update on Current Events – Armstrong informed that the district currently does not have an Injury and Illness program. Armstrong informed the Board of a recent complaint by the State of California Department of Industrial Relations Division of Occupational Safety and Health, and mentioned that staff did a great job at responding to them. Skumawitz inquired on the date the incident was observed; Armstrong informed this information was not received. Armstrong gave an update on how things have been going with Water Quality Specialist, noting that things were not quite dialed in yet and feels they did not understand the full scope of work at the time the proposal was created. Armstrong made a suggestion to the Board to have the Board meetings recorded and post the recordings on the website. Potalivo suggested also adding the meeting action items along with the recorded minutes. Martello was in favor of this idea.

10.12 Other Business –

- a. Requested items for next or future agendas (Directors and Staff Only) – Potalivo informed she would like to discuss the SWOT Analysis, discuss Solar updates, and go over the cash forecast.
- b. Board Comments – None

10.13 Announcements/Adjournment –

a. Regular Meeting on November 28, 2022, at 10:00 a.m. – The next meeting date is scheduled for November 28, 2022, at 10:00 a.m. With nothing further to discuss, a motion was made by Lawston to adjourn at 4:45 p.m., seconded by Martello and unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of August 31, 2022

Accrual Basis

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	243,813
110 □ ResFunds/L.A.I.F.	607
Total Cash	244,787
111 □ LAIF Fair Market Value	-8
Total Checking/Savings	244,780
Accounts Receivable	
120 □ Accounts Receivable	25,586
Total Accounts Receivable	25,586
Other Current Assets	
125 □ Due from RPMWC	57,196
140 □ Prepaid Insurance	30,263
140.7 □ Prepaid Solar Rooftop Lease	24,250
Total Other Current Assets	111,710
Total Current Assets	382,075
Fixed Assets	2,809,893
Other Assets	
196 □ Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,156,339
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	155,278
Total Accounts Payable	155,278
Other Current Liabilities	60,875
Total Current Liabilities	216,153
Total Liabilities	216,153
Equity	
460 □ Retained Earnings	2,947,966
Net Income	-7,781
Total Equity	2,940,185
TOTAL LIABILITIES & EQUITY	3,156,339

PV COMMUNITY SERVICES DISTRICT
Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,542	39,542	79,083	79,083	474,498
661.5 Security Patrol Charges	46,428	46,314	92,855	92,627	553,764
662 Property Tax	1,829	9,583	1,848	19,167	115,000
662.1 Connection Fees	0	0	0	0	0
663 Interest	2	50	4	100	600
663.1 LAIF Fair Market Value Revenue	0	0	0	0	0
664 Other	368	326	811	652	3,913
665 Security Gate Charge	37,400	37,300	74,800	74,600	447,600
666.5 RFID Tags	659	542	1,718	1,083	6,500
667 Delinquent Charges	324	250	609	500	3,000
668 Vacant Lot/Sewer Availability	396	396	792	792	4,752
Total Income	126,947	134,302	252,520	268,605	1,611,627
Gross Profit	126,947	134,302	252,520	268,605	1,611,627
Expense					
Depreciation	11,688	11,688	23,376	23,376	140,259
Dwelling Live	675	683	1,350	1,367	8,200
Electrical Utilities	4,744	2,345	9,581	4,690	28,141
Equipment Rentals	0	42	0	83	500
Group Health Ins.	5,359	7,579	11,926	15,158	90,950
Liability Insurance	4,323	4,408	8,647	8,817	52,900
Miscellaneous Expense	206	1,150	375	2,300	13,800
Office Expense	3,211	2,251	5,526	4,502	27,011
Operator Contract Services	5,500	5,500	11,000	11,000	66,000
Payroll Taxes	6,115	5,517	7,790	11,033	66,200
PERS Retirement	6,315	5,385	8,016	10,070	56,920
Repairs & Maintenance	9,368	9,368	15,384	18,736	137,418
Salaries	79,457	59,509	100,649	119,018	714,110
Security Expense	327	449	575	898	5,390
Uniforms	74	283	320	567	3,400
Vehicles	1,068	792	2,144	1,583	9,500
Workers' Comp. Insurance	1,328	1,538	2,657	3,075	18,450
6560 Payroll Expenses	0	0	0	0	0
701 Drainage	300	833	600	1,667	10,000
712.1 State Maint. Fee	0	0	0	0	28,492
730 Water Tests & Analysis	476	720	1,207	1,440	8,640
815 Fees	0	520	1,082	1,039	6,234
816 Engineering	0	542	0	1,083	6,500
818 Schools & Meetings	73	575	701	1,150	6,900
819 Accounting	0	0	5,000	0	10,500
820 Legal	39,172	2,083	42,391	4,167	25,000
821.2 SGMA Technical Study	0	0	0	0	0
921 Guard Houses /Roadway Lease	0	0	2	2	2
Total Expense	179,780	123,760	260,300	246,822	1,541,417
Net Ordinary Income	-52,833	10,542	-7,781	21,782	70,210
Net Income	-52,833	10,542	-7,781	21,782	70,210

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of September 30, 2022

Accrual Basis

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	196,121
110 □ ResFunds/L.A.I.F.	607
Total Cash	197,096
111 □ LAIF Fair Market Value	-8
Total Checking/Savings	197,088
Accounts Receivable	
120 □ Accounts Receivable	40,094
Total Accounts Receivable	40,094
Other Current Assets	
125 □ Due from RPMWC	49,635
140 □ Prepaid Insurance	25,940
140.6 □ PrePaid Wkrs Comp Ins	21,471
140.7 □ Prepaid Solar Rooftop Lease	24,250
Total Other Current Assets	121,296
Total Current Assets	358,479
Fixed Assets	
	2,798,204
Other Assets	
196 □ Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,121,054
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	135,944
Total Accounts Payable	135,944
Other Current Liabilities	71,311
Total Current Liabilities	207,255
Total Liabilities	207,255
Equity	
460 □ Retained Earnings	2,947,966
Net Income	-34,166
Total Equity	2,913,800
TOTAL LIABILITIES & EQUITY	3,121,054

PV COMMUNITY SERVICES DISTRICT
Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,542	39,542	118,625	118,625	474,498
661.5 Security Patrol Charges	46,428	46,314	139,283	138,941	553,764
662 Property Tax	1,103	9,583	2,951	28,750	115,000
662.1 Connection Fees	0	0	0	0	0
663 Interest	2	50	6	150	600
663.1 LAIF Fair Market Value Revenue	0	0	0	0	0
664 Other	670	326	1,481	978	3,913
665 Security Gate Charge	37,400	37,300	112,200	111,900	447,600
666.5 RFID Tags	275	542	1,993	1,625	6,500
667 Delinquent Charges	338	250	948	750	3,000
668 Vacant Lot/Sewer Availability	396	396	1,188	1,188	4,752
Total Income	126,154	134,302	378,674	402,907	1,611,627
Gross Profit	126,154	134,302	378,674	402,907	1,611,627
Expense					
Depreciation	11,688	11,688	35,065	35,065	140,259
Dwelling Live	675	683	2,025	2,050	8,200
Electrical Utilities	5,165	2,345	14,746	7,035	28,141
Equipment Rentals	0	42	0	125	500
Group Health Ins.	6,149	7,579	18,074	22,738	90,950
Liability Insurance	4,323	4,408	12,970	13,225	52,900
Miscellaneous Expense	188	1,150	562	3,450	13,800
Office Expense	1,688	2,251	7,214	6,753	27,011
Operator Contract Services	5,500	5,500	16,500	16,500	66,000
Payroll Taxes	5,765	5,517	13,555	16,550	66,200
PERS Retirement	3,954	4,685	11,970	14,755	56,920
Repairs & Maintenance	7,050	9,368	22,434	28,104	137,418
Salaries	75,208	59,509	175,857	178,527	714,110
Security Expense	1,061	449	1,636	1,347	5,390
Uniforms	75	283	395	850	3,400
Vehicles	3,305	792	5,450	2,375	9,500
Workers' Comp. Insurance	1,641	1,538	4,297	4,613	18,450
6560 Payroll Expenses	0	0	0	0	0
701 Drainage	300	833	900	2,500	10,000
712.1 State Maint. Fee	0	0	0	0	28,492
730 Water Tests & Analysis	1,718	720	2,925	2,160	8,640
815 Fees	0	520	1,082	1,559	6,234
816 Engineering	957	542	957	1,625	6,500
818 Schools & Meetings	1,461	575	2,163	1,725	6,900
819 Accounting	0	10,500	5,000	10,500	10,500
820 Legal	14,669	2,083	57,060	6,250	25,000
821.2 SGMA Technical Study	0	0	0	0	0
921 Guard Houses /Roadway Lease	0	0	2	2	2
Total Expense	152,540	133,560	412,840	380,382	1,541,417
Net Ordinary Income	-26,386	742	-34,166	22,524	70,210
Net Income	-26,386	742	-34,166	22,524	70,210

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of October 31, 2022

Accrual Basis

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	198,978
110 □ ResFunds/L.A.I.F.	609
Total Cash	199,954
111 □ LAIF Fair Market Value	-8
Total Checking/Savings	199,947
Accounts Receivable	
120 □ Accounts Receivable	37,946
Total Accounts Receivable	37,946
Other Current Assets	
125 □ Due from RPMWC	30,653
140 □ Prepaid Insurance	21,617
140.6 □ PrePaid Wkrs Comp Ins	19,519
140.7 □ Prepaid Solar Rooftop Lease	24,250
Total Other Current Assets	96,039
Total Current Assets	333,932
Fixed Assets	2,799,327
Other Assets	
196 □ Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,097,630
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	122,849
Total Accounts Payable	122,849
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	31,200
204 □ Accrued Fed Payroll Taxes	-9,770
205 □ Accrued State Payroll Taxes	-2,748
219 □ Compensated Employees Absences	30,362
Total Other Current Liabilities	49,043
Total Current Liabilities	171,892
Total Liabilities	171,892
Equity	
460 □ Retained Earnings	2,947,966
Net Income	-22,228
Total Equity	2,925,738
TOTAL LIABILITIES & EQUITY	3,097,630

PV COMMUNITY SERVICES DISTRICT
Profit & Loss Budget Performance
October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,542	39,542	158,166	158,166	474,498
661.5 Security Patrol Charges	46,428	46,314	185,711	185,255	553,764
662 Property Tax	2,200	9,583	5,151	38,333	115,000
662.1 Connection Fees	7,733	0	7,733	0	0
663 Interest	4	50	9	200	600
663.1 LAIF Fair Market Value Revenue	0	0	0	0	0
664 Other	200	326	1,681	1,304	3,913
665 Security Gate Charge	37,400	37,300	149,600	149,200	447,600
666.5 RFID Tags	525	542	2,518	2,167	6,500
667 Delinquent Charges	447	250	1,394	1,000	3,000
668 Vacant Lot/Sewer Availability	396	396	1,584	1,584	4,752
Total Income	134,873	134,302	513,547	537,209	1,611,627
Gross Profit	134,873	134,302	513,547	537,209	1,611,627
Expense					
Depreciation	11,688	11,688	46,753	46,753	140,259
Dwelling Live	709	683	2,734	2,733	8,200
Electrical Utilities	4,433	2,345	19,179	9,380	28,141
Equipment Rentals	0	42	0	167	500
Group Health Ins.	7,026	7,579	25,100	30,317	90,950
Liability Insurance	4,323	4,408	17,293	17,633	52,900
Miscellaneous Expense	686	1,150	1,249	4,600	13,800
Office Expense	1,595	2,251	8,182	9,004	27,011
Operator Contract Services	10,033	5,500	26,533	22,000	66,000
Payroll Taxes	4,151	5,517	17,706	22,067	66,200
PERS Retirement	3,537	4,685	15,508	19,440	56,920
Repairs & Maintenance	11,780	9,368	34,214	37,473	137,418
Salaries	52,837	59,509	229,321	238,037	714,110
Security Expense	491	449	2,127	1,797	5,390
Uniforms	50	283	445	1,133	3,400
Vehicles	1,218	792	6,668	3,167	9,500
Workers' Comp. Insurance	1,641	1,538	5,938	6,150	18,450
6560 Payroll Expenses	0	0	0	0	0
701 Drainage	0	833	900	3,333	10,000
712.1 State Maint. Fee	0	0	0	0	28,492
730 Water Tests & Analysis	689	720	3,614	2,880	8,640
815 Fees	853	520	1,935	2,078	6,234
816 Engineering	0	542	957	2,167	6,500
818 Schools & Meetings	0	575	2,163	2,300	6,900
819 Accounting	0	0	5,000	10,500	10,500
820 Legal	5,195	2,083	62,255	8,333	25,000
821.2 SGMA Technical Study	0	0	0	0	0
921 Guard Houses /Roadway Lease	0	0	2	2	2
Total Expense	122,935	123,060	535,775	503,443	1,541,417
Net Ordinary Income	11,939	11,242	-22,228	33,766	70,210
Net Income	11,939	11,242	-22,228	33,766	70,210

A/R Aging Summary

As of November 23, 2022

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
CSD-001	0.00	-3,912.00	0.00	0.00	0.00	-3,912.00
CSD-002	0.00	-592.00	-592.00	-592.00	-1,440.00	-3,216.00
CSD-003	0.00	-888.00	-1,448.00	0.00	0.00	-2,336.00
CSD-004	0.00	-1,000.00	0.00	-636.23	0.00	-1,636.23
CSD-005	0.00	-600.00	-296.00	-552.00	0.00	-1,448.00
CSD-006	0.00	-1,176.63	0.00	0.00	0.00	-1,176.63
CSD-007	0.00	0.00	0.00	-1,125.00	0.00	-1,125.00
CSD-008	0.00	-867.00	-130.00	0.00	0.00	-997.00
CSD-009	0.00	-888.00	0.00	0.00	0.00	-888.00
CSD-010	-296.00	-467.00	0.00	0.00	0.00	-763.00
CSD-011	0.00	-578.00	-158.00	0.00	0.00	-736.00
CSD-012	0.00	-578.00	-76.00	0.00	0.00	-654.00
CSD-013	0.00	-632.00	0.00	0.00	0.00	-632.00
CSD-014	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-015	0.00	-600.00	0.00	0.00	0.00	-600.00
CSD-016	0.00	-576.00	0.00	0.00	0.00	-576.00
CSD-017	0.00	-568.00	0.00	0.00	0.00	-568.00
CSD-018	0.00	-532.00	0.00	0.00	0.00	-532.00
CSD-019	0.00	-493.00	0.00	0.00	0.00	-493.00
CSD-020	0.00	-354.00	0.00	0.00	0.00	-354.00
CSD-021	0.00	-338.64	0.00	0.00	0.00	-338.64
CSD-022	0.00	-312.00	0.00	0.00	0.00	-312.00
CSD-023	0.00	-309.54	0.00	0.00	0.00	-309.54
CSD-024	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-025	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-026	0.00	0.00	-304.00	0.00	0.00	-304.00
CSD-027	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-028	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-029	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-030	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-031	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-032	0.00	0.00	-304.00	0.00	0.00	-304.00
CSD-033	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-034	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-035	0.00	-272.00	0.00	0.00	0.00	-272.00
CSD-036	0.00	-272.00	0.00	0.00	0.00	-272.00
CSD-037	0.00	-268.00	0.00	0.00	0.00	-268.00
CSD-038	0.00	-264.00	0.00	0.00	0.00	-264.00
CSD-039	0.00	-257.00	0.00	0.00	0.00	-257.00
CSD-040	0.00	0.00	0.00	0.00	-206.00	-206.00
CSD-041	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-042	0.00	-202.00	0.00	0.00	0.00	-202.00
CSD-043	0.00	-174.00	0.00	0.00	0.00	-174.00
CSD-044	0.00	0.00	0.00	0.00	-168.00	-168.00
CSD-045	0.00	-164.00	0.00	0.00	0.00	-164.00
CSD-046	0.00	-70.00	0.00	0.00	0.00	-70.00
CSD-047	0.00	-30.00	0.00	0.00	0.00	-30.00
CSD-048	0.00	-26.00	0.00	0.00	0.00	-26.00
CSD-049	0.00	-25.00	0.00	0.00	0.00	-25.00

A/R Aging Summary

As of November 23, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-050	-16.00	0.00	0.00	0.00	0.00	-16.00
CSD-051	0.00	-3.00	0.00	0.00	0.00	-3.00
CSD-052	0.00	0.00	0.00	0.00	0.00	0.00
CSD-053	0.00	0.00	0.00	0.00	0.00	0.00
CSD-054	8.00	0.00	0.00	0.00	0.00	8.00
CSD-055	8.00	0.00	0.00	0.00	0.00	8.00
CSD-056	8.00	0.00	0.00	0.00	0.00	8.00
CSD-057	12.00	0.00	0.00	0.00	0.00	12.00
CSD-058	12.00	0.00	0.00	0.00	0.00	12.00
CSD-059	12.00	0.00	0.00	0.00	0.00	12.00
CSD-060	12.00	12.00	0.00	0.00	0.00	24.00
CSD-061	0.00	25.00	0.00	0.00	0.00	25.00
CSD-062	0.00	25.00	0.00	0.00	0.00	25.00
CSD-063	12.00	13.32	0.00	0.00	0.00	25.32
CSD-064	12.00	13.32	0.00	0.00	0.00	25.32
CSD-065	40.00	0.00	0.00	0.00	0.00	40.00
CSD-066	40.00	0.00	0.00	0.00	0.00	40.00
CSD-067	44.00	0.00	0.00	0.00	0.00	44.00
CSD-068	65.00	0.00	0.00	0.00	0.00	65.00
CSD-069	84.00	0.00	0.00	0.00	0.00	84.00
CSD-070	153.00	0.00	0.00	0.00	0.00	153.00
CSD-071	202.60	0.00	0.00	0.00	0.00	202.60
CSD-072	204.00	0.00	0.00	0.00	0.00	204.00
CSD-073	204.00	0.00	0.00	0.00	0.00	204.00
CSD-074	204.00	0.00	0.00	0.00	0.00	204.00
CSD-075	204.00	0.00	0.00	0.00	0.00	204.00
CSD-076	204.00	0.00	0.00	0.00	0.00	204.00
CSD-077	204.00	0.00	0.00	0.00	0.00	204.00
CSD-078	214.00	0.00	0.00	0.00	0.00	214.00
CSD-079	214.00	0.00	0.00	0.00	0.00	214.00
CSD-080	214.00	0.00	0.00	0.00	0.00	214.00
CSD-081	204.00	10.00	0.00	0.00	0.00	214.00
CSD-082	228.00	0.00	0.00	0.00	0.00	228.00
CSD-083	204.00	90.00	0.00	0.00	0.00	294.00
CSD-084	297.00	0.00	0.00	0.00	0.00	297.00
CSD-085	304.00	0.00	0.00	0.00	0.00	304.00
CSD-086	304.00	0.00	0.00	0.00	0.00	304.00
CSD-087	304.00	0.00	0.00	0.00	0.00	304.00
CSD-088	304.00	0.00	0.00	0.00	0.00	304.00
CSD-089	304.00	0.00	0.00	0.00	0.00	304.00
CSD-090	304.00	0.00	0.00	0.00	0.00	304.00
CSD-091	304.00	0.00	0.00	0.00	0.00	304.00
CSD-092	304.00	0.00	0.00	0.00	0.00	304.00
CSD-093	304.00	0.00	0.00	0.00	0.00	304.00
CSD-094	304.00	0.00	0.00	0.00	0.00	304.00
CSD-095	304.00	0.00	0.00	0.00	0.00	304.00
CSD-096	304.00	0.00	0.00	0.00	0.00	304.00
CSD-097	304.00	0.00	0.00	0.00	0.00	304.00
CSD-098	304.00	0.00	0.00	0.00	0.00	304.00

A/R Aging Summary

As of November 23, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-099	304.00	0.00	0.00	0.00	0.00	304.00
CSD-100	304.00	0.00	0.00	0.00	0.00	304.00
CSD-101	304.00	0.00	0.00	0.00	0.00	304.00
CSD-102	304.00	0.00	0.00	0.00	0.00	304.00
CSD-103	304.00	0.00	0.00	0.00	0.00	304.00
CSD-104	304.00	0.00	0.00	0.00	0.00	304.00
CSD-105	304.00	0.00	0.00	0.00	0.00	304.00
CSD-106	304.00	0.00	0.00	0.00	0.00	304.00
CSD-107	304.00	0.00	0.00	0.00	0.00	304.00
CSD-108	304.00	0.00	0.00	0.00	0.00	304.00
CSD-109	304.00	0.00	0.00	0.00	0.00	304.00
CSD-110	304.00	0.00	0.00	0.00	0.00	304.00
CSD-111	304.00	0.00	0.00	0.00	0.00	304.00
CSD-112	304.00	0.00	0.00	0.00	0.00	304.00
CSD-113	304.00	0.00	0.00	0.00	0.00	304.00
CSD-114	304.00	0.00	0.00	0.00	0.00	304.00
CSD-115	304.00	0.00	0.00	0.00	0.00	304.00
CSD-116	304.00	0.00	0.00	0.00	0.00	304.00
CSD-117	304.00	0.00	0.00	0.00	0.00	304.00
CSD-118	304.00	0.00	0.00	0.00	0.00	304.00
CSD-119	304.00	0.00	0.00	0.00	0.00	304.00
CSD-120	304.00	0.00	0.00	0.00	0.00	304.00
CSD-121	304.00	0.00	0.00	0.00	0.00	304.00
CSD-122	304.00	0.00	0.00	0.00	0.00	304.00
CSD-123	304.00	0.00	0.00	0.00	0.00	304.00
CSD-124	304.00	0.00	0.00	0.00	0.00	304.00
CSD-125	304.00	0.00	0.00	0.00	0.00	304.00
CSD-126	304.00	0.00	0.00	0.00	0.00	304.00
CSD-127	304.00	0.00	0.00	0.00	0.00	304.00
CSD-128	304.00	0.00	0.00	0.00	0.00	304.00
CSD-129	304.00	0.00	0.00	0.00	0.00	304.00
CSD-130	304.00	0.00	0.00	0.00	0.00	304.00
CSD-131	304.00	0.00	0.00	0.00	0.00	304.00
CSD-132	304.00	0.00	0.00	0.00	0.00	304.00
CSD-133	304.00	0.00	0.00	0.00	0.00	304.00
CSD-134	304.00	0.00	0.00	0.00	0.00	304.00
CSD-135	304.00	0.00	0.00	0.00	0.00	304.00
CSD-136	304.00	0.00	0.00	0.00	0.00	304.00
CSD-137	304.00	0.00	0.00	0.00	0.00	304.00
CSD-138	304.00	0.00	0.00	0.00	0.00	304.00
CSD-139	304.00	0.00	0.00	0.00	0.00	304.00
CSD-140	304.00	0.00	0.00	0.00	0.00	304.00
CSD-141	304.00	0.00	0.00	0.00	0.00	304.00
CSD-142	304.00	0.00	0.00	0.00	0.00	304.00
CSD-143	304.00	0.00	0.00	0.00	0.00	304.00
CSD-144	304.00	0.00	0.00	0.00	0.00	304.00
CSD-145	304.00	0.00	0.00	0.00	0.00	304.00
CSD-146	304.00	0.00	0.00	0.00	0.00	304.00
CSD-147	304.00	0.00	0.00	0.00	0.00	304.00

A/R Aging Summary

As of November 23, 2022

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
CSD-148	304.00	0.00	0.00	0.00	0.00	304.00
CSD-149	304.00	0.00	0.00	0.00	0.00	304.00
CSD-150	304.00	0.00	0.00	0.00	0.00	304.00
CSD-151	304.00	0.00	0.00	0.00	0.00	304.00
CSD-152	304.00	0.00	0.00	0.00	0.00	304.00
CSD-153	304.00	0.00	0.00	0.00	0.00	304.00
CSD-154	304.00	0.00	0.00	0.00	0.00	304.00
CSD-155	304.00	0.00	0.00	0.00	0.00	304.00
CSD-156	304.00	0.00	0.00	0.00	0.00	304.00
CSD-157	304.00	0.00	0.00	0.00	0.00	304.00
CSD-158	304.00	0.00	0.00	0.00	0.00	304.00
CSD-159	304.00	0.00	0.00	0.00	0.00	304.00
CSD-160	304.00	0.00	0.00	0.00	0.00	304.00
CSD-161	304.00	0.00	0.00	0.00	0.00	304.00
CSD-162	304.00	0.00	0.00	0.00	0.00	304.00
CSD-163	304.00	0.00	0.00	0.00	0.00	304.00
CSD-164	304.00	0.00	0.00	0.00	0.00	304.00
CSD-165	304.00	0.00	0.00	0.00	0.00	304.00
CSD-166	328.00	0.00	0.00	0.00	0.00	328.00
CSD-167	304.00	25.00	0.00	0.00	0.00	329.00
CSD-168	304.00	35.13	0.00	0.00	0.00	339.13
CSD-169	340.00	0.00	0.00	0.00	0.00	340.00
CSD-170	204.00	204.00	0.00	0.00	0.00	408.00
CSD-171	228.00	253.08	0.00	0.00	0.00	481.08
CSD-172	304.00	269.36	0.00	0.00	0.00	573.36
CSD-173	204.00	377.30	0.00	0.00	0.00	581.30
CSD-174	304.00	303.44	0.00	0.00	0.00	607.44
CSD-175	304.00	304.00	0.00	0.00	0.00	608.00
CSD-176	304.00	304.00	0.00	0.00	0.00	608.00
CSD-177	304.00	304.00	0.00	0.00	0.00	608.00
CSD-178	304.00	304.00	0.00	0.00	0.00	608.00
CSD-179	304.00	304.44	0.00	0.00	0.00	608.44
CSD-180	621.30	0.00	0.00	0.00	0.00	621.30
CSD-181	304.00	337.44	0.00	0.00	0.00	641.44
CSD-182	304.00	371.30	25.40	0.00	0.00	700.70
CSD-183	304.00	599.72	0.00	0.00	0.00	903.72
CSD-184	304.00	641.44	0.00	0.00	0.00	945.44
CSD-185	304.00	641.44	0.00	0.00	0.00	945.44
CSD-186	304.00	641.44	0.00	0.00	0.00	945.44
CSD-187	304.00	676.81	328.56	0.00	0.00	1,309.37
CSD-188	1,841.40	0.00	0.00	0.00	0.00	1,841.40
CSD-189	114.00	268.31	265.64	258.82	1,045.47	1,952.24
CSD-190	204.00	480.31	475.54	466.63	1,884.87	3,511.35
CSD-191	204.00	479.46	479.11	470.17	2,033.69	3,666.43
CSD-192	304.00	720.43	713.28	689.44	3,276.91	5,704.06
CSD-193	11,763.80	234.00	0.00	0.00	0.00	11,997.80
TOTAL	<u>49,056.10</u>	<u>-12,552.32</u>	<u>-1,020.47</u>	<u>-1,020.17</u>	<u>6,426.94</u>	<u>40,890.08</u>

Notice of Violation Records

Date:	Time of NOV:	Resident Name:	Violator Name:	Vehicle:	Location of Violation:	Type of Violation:	Letter Sent:	Prior Violations
2021								
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	
2022								
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
5/11/22	2:44 AM	Beezhold	Don Beezhold	Blk Saturn Vue	15350 PVD	No Pass Displayed/Overnight parking	X
5/23/22	7:57 AM	Lewis	Lewis	Green Lexus GX470	Front Gate	Contact w/ Barrier arm	X
6/5/22	2:16 AM	Giannicchi	Giannicchi	White Tyta Camry	32205 Paauwe Drive	No Pass Displayed/Overnight parking	X
6/9/22	8:04 PM	Longenecker	Eppersons	Gray VW Passat	32481 Luiseno Circle	Gate Crasher	X
6/20/22	2:12 AM	Glaviano	Sophia Lopez	Silver Subaru	32641 Womsi Rd	No Pass Displayed/Overnight parking	X
6/29/22	1:48 AM	Knill	Jason Knill	White Cadillac	32579 Luiseno Circle	No Pass Displayed/Overnight parking	X
6/30/22	1:30 AM	Marangella	Paul Marangella	Silver Kia Optima	32560 Womsi Rd	No Pass Displayed/Overnight parking	X
7/5/22	2:30 AM	Bullock	Bullock Residence	Grey Lexus RX 350	32202 Taupa Way	No Pass Displayed/Overnight parking	X
7/5/22	7:05 AM	Advanced Landscape	Jeffrey Long	White Ford Van	Rear Gate	Contact w/ Barrier arm	X
7/7/22	1:59 AM	Love	Kay Love	Blue Tyta Sienna	32560 Womsi Rd	No Pass Displayed/Overnight parking	X
7/11/22	2:20 AM	Ulla Anderson	Guest of Anderson	Grey Infiniti Q50	32515 Luiseno Drive	No Pass Displayed/Overnight parking	X
7/16/22	2:20 AM	Omohundro	Ronald Omohundro	Red Ford Explorer	32583 Womsi Rd	No Pass Displayed/Overnight parking	X
7/19/22	5:00 PM	Crocker	Crocker	Blk Kia Optima	Rear Gate	Contact w/ Barrier arm	X
7/25/22	7:37 AM	Unknown	Unknown	White Utility Truck	Rear Gate	Gate Crasher	Vehicle not located
8/5/22	2:15 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X
8/11/22	8:32 AM	Vendor	Belen Baza	Tyta Tundra	PVCC House Keeper	Gate Crasher	X
8/15/22	2:21 AM	Cameron	Guest of Camerons	White Audi Q7	32236 WWW	No Pass Displayed/Overnight parking	X
8/15/22	2:24 AM	Cameron	Guest of Camerons	Blk Tyta Highlander	32236 WWW	No Pass Displayed/Overnight parking	X
8/30/22	2:07 AM	Morgan	Mark Morgan	White Nissan Maxima	32575 Luiseno Circle	No Pass Displayed/Overnight parking	X
8/30/22	1:27 AM	Sullivan	Guest of Sullivans	Blk BMW 320i	32634 Womsi Rd	No Pass Displayed/Overnight parking	X
9/20/22	11:26 AM	Johnson	Jeffrey Johnson	White Toyota Landcruise	15775 Pauma Valley Dr	No Pass Displayed/Overnight parking	X
11/3/22	8:41 AM	Gray	Marisela Hernandez	Silver Toyota Rav4	Rear Gate	Gate Crasher	X
11/5/22	2:04 AM	Dahlberg	Dahlberg Residence	Tan Country Coach	32827 Temet Dr	No Pass Displayed/Overnight parking	X
11/10/22	1:15 PM	Gray	Barbara Gray	Tan Container	32668 Taspas Ct	Parked more than 7 days in 30 day period	X
11/11/22	2:20 AM	Hoogervorst	Hoogervorst	Silver Lexus NX300	32532 Womsi Rd	No Pass Displayed/Overnight parking	X
11/15/22	11:25 AM	PVCC	PVCC Guest (unknown)	Blk Honda Accord	PVCC	Unauthorized Entrance	Guest not located
11/18/22	11:13 AM	PVCC	PVCC Guest (unknown)	Brown Porsche Panamera	Rear Gate	Gate Crasher	Guest not located

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

September 15 2022 – October 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 German Colin	1L5	Patrolman
Officer Dale Easter	1L6	Patrolman
Officer Luis Orozco	1L4	Patrolman
Eduardo Aguilar (Training)	1L7/C1	Patrolman / Gate Attendant
Matthew Carson	C1	Gate Attendant Supervisor
Hector Figueroa	C1	Gate Attendant
Kenneth Thielke	C1	Gate Attendant
Christopher Phan	C1	Gate Attendant

Vehicle Maintenance Report

Both vehicles passed visual inspections this monitoring period. No maintenance was performed in this period.

- Tesla 01 (25,766) – Passed all inspections this month.
- Tesla 02 (31,238) – Passed all inspections this month.

German Colin, Vehicle Maintenance Officer

Gate Report

The server that runs our ExacqVision cameras system is still out being worked on by California Gate and Entry Systems (CGS). The overreactive transponder read/signal issue at the Front Gate is being monitored and appears to still be happening intermittently. The “V” track for the sliding gate at the Back Gate entrance side has been replaced. Upon completion of this project the Back Gate barrier arm started having issues closing, this should be resolved this week. The Front Gate entrance side had a sensor replaced to correct the gate being stuck in an open position. Wiskon Way West Road work is taking place currently, and informational handouts from the Roadway Association are being handed out. Signs are posted at the Front and Back gates informing of the closures. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. Patrol is looking to take a stricter stance with some of these “work hours” sound violations as there have recently been repeating offenders. All activity of this type that is observed by the gates will be entered into D.A.R. The gates will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

HIGHLIGHTS

- **September 16th 2022 at 1115 – Other.** Officer Easter received a call from Green Maintenance Manager to report a large shipment of fertilizer for the fairway was delivered. They asked for more frequent patrol after hours around the delivery location to monitor and deter theft. Officer passed down the information to the team.
- **September 16th 2022 at 1915 – 11.53 Pauma School.** Officer Easter found the lights on in classroom 14. All doors were secured upon arrival. Contacted Cont.1 to inform the main contact in the morning.
- **September 17th 2022 at 1748 – 11.53 North Coast Church.** Officer Easter found the front door to the main nursery unlocked. Officer cleared and secured the building. Contacted Cont.1 to make contact in the morning.
- **September 20th 2022 at 2320 – Suspicious Activity.** Officer Gonzalez received a call from a resident about an unrecognized vehicle parked just passed Kica Ct. on Womsi Rd. Officer arrived on the scene and checked the license plate. The vehicle belonged to a resident inside the community. Officer attempted to make contact with the owner. Unable to make contact with the owner. Officer issued an NOV for no street parking without written authorization.
- **September 22nd 2022 at 1408 – Other.** A resident informed of their travel plans and requested additional patrol around their home while they are be out of town for a few days. Officer passed down the message to the team.
- **September 22nd 2022 at 1958 – Water Leak.** Officer Colin was dispatched for a water leak. The leak was coming from the backyard of a resident's home. Officer tried tightening the main valve to the hose, however, the water was still leaking. Cont.1 dispatched RPMWC for further assistance.
- **September 22nd 2022 at 2036 – 11.53 North Coast Church.** Officer found the first storage room unlocked, Officer cleared and secured the door. Dispatched Cont.1 to make contact in the morning.
- **September 23rd 2022 at 1300 – Suspicious Activity.** Cont.1 dispatched Officer Easter for a individual walking on highway 76 WB on the side of the road, that was acting erratic. Officer Easter made contact with the individual inside the market and immediately noticed they were thirsty and could not stand up. Officer bought them water and asked them to sit down outside on the bench. They had a broken hand and appeared to be under the influence of a substance. Cont.1 contacted Cal Fire for assistance. When medics arrived, they asked if they wanted to go to the hospital and notified it would be a wise choice. The individual refused service and wanted the Sheriffs to take them home. The sheriff arrived and received the individual's information and escorted them home.
- **September 23rd 2022 at 2118 – Medical.** Officer Orozco was dispatched to the airstrip for medical air support. The medical call was unknown over the scanner. One person was transported to the hospital.
- **September 23rd 2022 at 2141 – Unsecured Door.** Officer Orozco found one garage door open inside the community. Dispatched Cont.1 to make contact with the main contact.
- **September 24th 2022 at 0436 – Suspicious Activity.** On a routine patrol, Officer Colin made contact with an individual in their late 50's and, wearing white shirt, blue jeans, brown jacket

near the Front Gate of PVCCE. The individual asked the officer if they had seen a bag on the ground. Officer Colin told the individual they have not seen any bags around the area. The individual walked off and looked into the bushes somewhere else.

- **September 24th 2022 at 0521 – Pauma Building 11.53.** Officer Colin found a Jeep key fob while doing a patrol around the Pauma Building. Officer left the key at the Front Gate. Cont. 1 will notify Serratos.
- **September 24th 2022 at 0541 – Pauma Village 11.53.** Officer made contact with an individual in a burgundy Ford parked in the lot of the market. The individual said they ran out of gas and would walk to the gas station. Officer logged the vehicle description and notified Cont.1
- **September 24th 2022 at 0722 – Trespasser.** Cont. 1 received a call from a resident on Wiskon Way East about a trespasser in their backyard. Officer Colin arrived on the scene, the trespasser was the same person he had made contact with earlier in the morning. Officer Colin asked them why they were there. The individual was looking for a memorial on native land. Officer escorted the man off the property. The Sheriffs arrived at the resident’s house. Sheriffs found the individual on highway 76. They logged all of their information and let them go.
- **September 24th 2022 at 0806 - Suspicious Activity.** Officer Colin dispatched Officer Easter about a suspicious individual wandering in the fields into a resident’s yard. The description was late 50’s Caucasian male, wearing a white shirt, blue jeans, a brown jacket, and a white hat. Officer Easter found the individual outside the gates on highway 76 EB talking with the Sheriffs. The Sheriffs took pictures of the individual and wrote down the description. They told the individual not to enter this community again or they would be arrested. An arrest was not made, shortly after the Sheriffs left, the individual walked right back into the fields alongside the highway. Officer Easter drove around the community to the gravel yard but was unable to locate.
- **September 24th 2022 at 1649 – Medical.** Officer Easter was dispatched for a medical call on Wiskon Way West. The medical was not specified. Officer Easter arrived on scene and knocked on the front door. A voice was heard to come in. A resident was experiencing chills, sweats, and fatigue. Officer asked them to sit down as they were standing up trying to feed animals. Officer Easter offered to feed the animals when medics arrived. Cal Fire and Mercy Medics arrived on scene and transported to Palomar Hospital. All units 10.98
- **September 24th 2022 at 1925 – Suspicious Activity.** Cont.1 dispatched Officer Easter to sounds of gunshots off in the distance. Officer Easter arrived at North Coast Church to get a better hearing of where the sounds could be coming from. Gunshots seemed to off in the distance near Nate Harrison Rd.
- **September 24th 2022 at 2359 – Saint Francis 11.53.** Officer Colin found a white Lexus parked in the upper part of Saint Francis lot. Officer made contact with the person told them this was private property and that they needed to leave. Officer checked the building for any signs of forced entry. 10.98
- **September 25th 2022 at 1047 – Burglary.** Officer Orozco was dispatched to Wiskon Way East for a burglary that occurred. Officer arrived on scene and spoke with the homeowners. They stated that they were at their other house down the street yesterday, and upon return to this home, they noticed that all their drawers had been left open. The bed mattress that was placed in front of the window had been knocked over. That’s when they realized they had been burglarized.

The window had been pried open to gain access to the house. They also noticed the two plastic door sheet covers to the sliding door had been damaged as well for the burglar to enter. Items were missing from their safe. The Sheriffs arrived on scene and got written statements from the homeowners. Officer Orozco suggested that the resident notify the Front Gate when the house is vacant for an extended period of time. Nothing else was to report.

- **September 25th 2022 at 1836 – Medical.** Cont.1 dispatched Officer for an unknown medical call over the scanner on Mill Creek Rd. Cal Fire and Mercy medics were already on scene. A neighbor was asked to check on the resident because their family members couldn't get ahold of the person. Neighbor found the person unresponsive on their bed. Cal Fire confirmed they had already passed away. Coroner arrived shortly after. Sheriffs stayed on scene.
- **September 25th 2022 at 2026 – Unsecured Door.** Officer Gonzalez found one garage door open inside the community. Dispatched Cont.1 to make contact with the resident.
- **September 25th 2022 2202 – Suspicious Activity.** Cont.1 dispatched Officer to report that a resident was hearing gun shots off in the distance. Officer parked across the highway near North Coast Church. Unable to hear any gun shots, dispatched Cont.1 to inform resident.
- **September 26th 2022 at 0400 – 11.53 Pauma Building.** Officer Colin found women's restroom unsecured. Cleared the room, unable to secure the door. Dispatched Cont.1 to notify the contact.
- **September 26th 2022 at 1703 – Request.** General Manager requested Patrol to the District Office. Officer Orozco was a witness to General Manager turning in his resignation equipment owned by PVCSD. General Manager took personal items home, nothing else to report.
- **September 27th 2022 at 1140 – Snake Call.** Cont.1 dispatched Officer Orozco for a snake call on Wiskon Way East. Officer removed snake from property.
- **September 27th 2022 at 2127 – Suspicious Activity.** A resident reported to the Front Gate that there was a vehicle parked inside the North Coast Church parking lot. Officer Gonzalez arrived on scene, was unable to spot the vehicle. The Pastor was outside of their home when Officer Gonzalez arrived. Officer spoke with the Pastor and asked if they saw a vehicle parked there. The Pastor reported they had seen a vehicle with a couple people outside of it upon exited the home, then they left. Nothing else to report.
- **September 28th 2022 at 0225 - Tree Branch.** On a routine patrol, Officer found a fallen tree branch near Cuesta De Camilla and Pauma Valley Dr. Officer put cones out and a sign to warn drivers to slow down and be aware.
- **September 28th 2022 at 2033 – Unsecured Door.** Officer Gonzalez found one garage door open inside the community. Dispatched Cont.1 to make contact with the resident.
- **September 29th 2022 at 1330 – Other.** Officer Easter put two overnight passes on service vehicle equipment's on Luiseno Circle Dr. One was a trailer with a flat tire that couldn't be moved, the other was a lawn mower for the trailer.
- **September 29th 2022 at 1926 – 11.53 North Coast Church.** Officer Colin found the storage room unlocked. Cleared and secured the building. Dispatched Cont.1 to contact the main contact.
- **September 30th 2022 at 1630 – Suspicious Activity.** Cont.1 dispatched Officer Easter about reporting's of an individual going door to door asking to turn on a switch inside residents home on Luiseno Circle Dr. Officer Easter patrolled around the neighborhood but was unable to locate the individual. Officer made contact with a few residents to get more information about this

incident. Only one resident made contact with the individual and they think the person lives inside the community.

- **September 30th 2022 at 2034 – 11.53 Pauma School.** Officer Orozco found the main Administration Building door unsecured. Officer secured that door. Dispatched Cont.1 to make contact in the morning.
- **October 1st 2022 at 2015 – Resident Concern.** Cont.1 dispatched Officer Gonzalez to a resident's home for a patrol request. Officer arrived on scene and spoke with the owner. They said that when they arrived home they found an individual coming out of their home. Officer spoke with the individual who mostly spoke Spanish. They said they are a caretaker for a resident on Womsi Rd. but got lost because it was their first time inside the community. They saw a light on in this house and wanted help to get out. The homeowner spoke with the caretaker's employer, who said to make sure you don't get lost again. No Sheriffs were called.
- **October 2nd 2022 at 0039 – Pauma Village 11.53.** Officer Colin found a Toyota 4runner unoccupied. A vehicle description was reported to Cont.1
- **October 3rd 2022 at 1711 – Snake Call.** Cont.1 dispatched Officer Orozco for a snake call on Temet. Officer removed the snake from the property.
- **October 3rd 2022 at 2033 – Unsecured Door.** Officer Gonzalez found two garage doors open inside the community. Dispatched Cont.1 to make contact with the resident.
- **October 4th 2022 at 0644 – medical.** Officer Albert escorted Cal Fire to a residence on PVD. Medics were already on scene 10.97. One was transported to the hospital.
- **October 5th 2022 at 1627 – Welfare Check.** Cont. 1 reported that a contractor stopped by the Front Gate to report that he was working for a resident on Cahuka Ct. and witnessed the owner fall over. Luckily the contractor was able to catch them as they were falling down and asked if someone could contact the owner or do a wellness check later. Cont.1 contacted Officer Easter to do a welfare check. Officer arrived on scene to make contact with the individual, Officer knocked on the glass window and got a response; "yes I'm fine go away". Officer Easter asked the owner if they needed any help and was waived off. Contacted cont.1 to inform the owner was okay.
- **October 6th 2022 at 2110 – Unsecured Door.** Officer Colin found one garage door open inside the community. Dispatched Cont.1 to make contact with the resident.
- **October 7th 2022 at 0047 – Pauma Village 11.53.** Officer Colin found two unoccupied vehicles in the parking lot. Grey Dodge Ram and black/brown Jeep Wrangler. Both vehicles were reported to Cont.1
- **October 7th 2022 at 1530 – Hit and Run.** Cont.1 reported there was a hit-and-run across the street in the Serratos parking lot. Two vehicles were involved. The vehicle that was hit came to the Front Gate to inform them that they were hit and if they saw a black supercar go by to please contact them and left their information. Cont.1 dispatched Officer Easter and gave a description of the vehicle that did not stop. UTL inside the community.
- **October 8th 2022 at 1539 – Traffic Collision.** Officer Orozco was dispatched for a traffic collision on Highway 76 and Cole Grade Rd. One Ford F-150 and Honda were involved. Two were transported.

- **October 9th 2022 at 1904 – Resident Concern.** Cont.1 dispatched Officer Gonzalez to report gunshots heard in the area. Officer Gonzalez could also hear the gunshots, but the sound wasn't close by. Contacted Cont.1 to inform the resident who called it in.
- **October 9th 2022 at 1920 – Suspicious Activity.** A resident contacted Cont.1 to inform that they could see someone knocking on their neighbor's door on Wiskon Way East. Officer arrived on scene and spoke with the resident through their ring doorbell camera. They informed the Officer that their neighbor called saying someone was knocking on their door. Officer Gonzalez patrolled around the home, but didn't find anything out of the ordinary. Officer Gonzalez did hear some sort of noise coming from the inside of the house. Sheriffs were dispatched immediately. Sheriffs arrived on scene and entered the home. The house was clear and notified the homeowner. 10.98
- **October 10th 2022 at 2300 – 11.53 Pauma School.** Officer Gonzalez and Officer Aguilar found Room 16 unlocked. Cleared the room, unable to secure the door. Dispatched Cont.1 to notify the main contact in the morning.
- **October 12th 2022 at 0525 – Suspicious Vehicle.** Officer Albert found a grey GMC truck parked next to the Administration Building near Cole Grade.
- **October 12th 2022 at 1230 – Resident Concern.** A Resident stopped by the Front Gate to inform patrol that there had been an individual in their early 20's stalking the resident's seventeen year old child for the past two years. This individual was recently seen on video at their home on Pauma Valley Dr. The child was the only one home at the time. A video recording and photos were caught on their home camera. They asked patrol to be on the alert for this individual. Officer Easter attempted to make contact with the resident at their home. However, no one answered the door. Officer also called their house phone and cell phones and left a voicemail for them to call Officer Easter back.
- **October 12th 2022 at 2204 – 459A North Coast Church.** Officer Gonzalez was dispatched for a 459A front and back door of the main chapel. Officer arrived on scene. Building was secured, UTL cause. Code 4
- **October 14th 2022 at 0551 – Pauma Village.** Officer Albert spotted a white BMW X1 parked at Serratos. The owner said they were waiting for the shop to open up, and they needed new tires. They said they know the owner and are a relative. Officer Albert parked near them and wrote down their vehicle information. Minutes later, the vehicle left down highway 76 WB. Officer passed the information down to Serratos.
- **October 15th 2022 at 2020 – Unsecured Door.** Officer Gonzalez found one open garage door inside the community. Dispatched Cont.1 to make contact with the resident.

RFID Entries						
Front Gate		Center Gate			Back Gate	
6,718		544			2,611	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
28	1	3	15	1	0	1
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
14		10			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)	3		1	33
Gravel Yard(GY)				29
Saint Francis(SF)				70
Pauma School(PS)	2			23
Pauma Building(PB)	1			41
Airport Hangars(AH)				30
Treatment Plant(TP)				45
Pauma Village(PV)				34
Residential Houses/Other	7			

Patrol Activity				Gate Activity	
				Activity/Malfunctions	Totals
Medicals	4	Resident Concern	3		
Welfare Checks	1	Suspicious Activity	9	Unresponsive	2
Lift Assist		Noise Complaint		Will Not Close	Continuous @ rear gate
Domestic Dispute		Process Server		False Read	0
Traffic Collisions	1	911 Hang up Call		Loss of Controls	2
Gate Runner/ Gate Crashers		Loose Pets		Video Loss	continuous
Public Assists		Snake Call	2	Device Entries	9,873
Jump Start		Trespassing	1	Passes Issued	1,666
Notice of Violation	1	Other	9	Pass Entries	2,692

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		

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

October 15 2022 – November 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 German Colin	1L5	Patrolman
Officer Dale Easter	1L6	Patrolman
Officer Luis Orozco	1L4	Patrolman
Eduardo Aguilar (Training)	1L7 / C1	Patrolman / Gate Attendant
Matthew Carson	C1	Gate Attendant Supervisor
Hector Figueroa	C1	Gate Attendant
Kenneth Thielke	C1	Gate Attendant
Christopher Phan	C1	Gate Attendant

Vehicle Maintenance Report

Both vehicles passed visual inspections during this period. Unit 1 will need to have the B pillar on the driver’s side and the passenger seat trim repaired . Unit 2 had the frunk latch sensor replaced. Everything else has been working properly.

- Tesla 01 (27,800) – Passed all inspections this month.
- Tesla 02 (32,743) – Passed all inspections this month.

German Colin, Vehicle Maintenance Officer

Gate Report

The server that runs and records footage for our camera systems has been replaced. Footage is currently being monitored using a computer desktop monitor; an ethernet cable extender needs to be replaced to allow monitoring on the smart tv. The Back Gate barrier arm is having intermittent failure to close-issues. We have begun training a replacement gate attendant after receiving a resignation which created a vacancy. The new gate attendant will work A and C shifts. The 2022 road work project should be finishing up this week. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. Patrol is looking to take a stricter stance with some of these “work hours” sound violations as there have recently been repeat offenders. All activity of this type that is observed by the gate attendants will be entered into their D.A.R. Gate attendants will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

HIGHLIGHTS

- **October 15th 2022 2000 – Unsecured Door.** Officer Gonzalez found one garage door open inside the PVCCE community. Dispatched Cont.1 to make contact with the resident.
- **October 16th 2022 at 0825 – Water Leak.** Officer Albert was dispatched to PVD/WWE for a water leak. Officer arrived on scene and set out warning cones. RPMWC was notified. During traffic control, a resident ignored the Officer's command and drove the wrong way on the entrance side to avoid road closure. The Front Gate attendant wrote down the vehicle information. As the resident drove back out the Front Exit Gate, they then yelled, "is there an issue?"
- **October 16th 2022 at 2027 – Unsecured Door.** Officer Gonzalez found one garage door open inside the community. Dispatched Cont.1 to make contact with the resident.
- **October 17th 2022 at 2033 – Unsecured Door.** Officer Gonzalez found two garage doors open inside the community. Dispatched Cont.1 to make contact with the resident.
- **October 19th 2022 at 1818 – Snake Call.** Officer Gonzalez was dispatched for a snake call on Wiskon Way West. Officer arrived on scene, UTL snake.
- **October 20th 2022 at 1730 – Snake Call.** Officer Easter and Officer Colin were dispatched for a snake call on Wiskon West. Both Officers removed the snake from the property.
- **October 20th 2022 at 2038 – 11.53 North Coast Church.** Officer Colin found the storage room near the stairway unsecured. Cleared and secured building. Dispatched Cont.1 to make contact.
- **October 21st 2022 at 1910 – 11.53 Pauma School.** Officer Orozco found building C, storage room unsecured. Cleared building, unable to secure door. Dispatched Cont.1 to make contact.
- **October 22nd 2022 at 1005 – Dog Bite.** Officer Easter was flagged down by a landscaper on Pauma Valley Dr. and Cahuka Ct. The two landscapers stated that while they were working for a resident on their property trimming some bushes a white dog with brown spots came through the hedges and bit one of the worker's legs. Officer Easter took pictures of the bite marks on the leg and immediately bandaged the victim up. The victim asked for animal control's number so they can file a complaint about the incident. Officer Easter arrived at the dog owner's house and informed of the incident. The dog owner did not know the dog had bitten anyone and was concerned for the victim. Officer told the dog owner that the victim will be calling animal control after seeking medical treatment.
- **October 22nd 2022 at 1750 – 11.53 North Coast Church.** Officer Easter found the double doors near the Chapel unsecured. Cleared the building, unable to secure the door. Dispatched Cont.1 to make contact.
- **October 22nd 2022 at 1824 – 11.53 Pauma School.** Officer Easter found the storage room unsecured. Cleared the building, unable to secure the door. Dispatched Cont.1 to make contact.
- **October 23rd 2022 at 0023 – Suspicious Activity.** Officer Colin found an unoccupied blue Toyota Prius in the Saint Francis parking lot. The vehicle description was logged. Dispatched Cont.1
- **October 23rd 2022 at 0830 – Unsecured Door.** Officer Gonzalez found one garage door open inside the community. Dispatched Cont.1 to make contact with the resident.

- **October 24th 2022 at 1304 – Medical.** Officer Orozco was dispatched to Happy Hollow Lane for an unknown medical call over the scanner. Officer waited at the gate for Cal Fire to arrive. One transported.
- **October 24th 2022 at 1946 – Suspicious Activity.** During a code 5, Officer Gonzalez noticed the owner from the market following an individual mid 30's wearing white shirt, black flannel, blue sweat pants walking down highway 76 WB. They said the individual took some car toys that were outside the market. Cont.1 was dispatched to call the Sheriff's immediately, Officer Gonzalez proceeded to follow the individual down 76 WB in the unit. The individual tossed some items into the bushes and continued to walk. Officer Gonzalez attempted to make contact with the individual. The Sheriffs arrived on scene and were able to retrieve the items. The owner did not want to press charges. The Sheriffs took the individual home. Officer Gonzalez retrieved the items that were tossed into the bushes.
- **October 24th 2022 at 2030 – Unsecured Door.** Officer Gonzalez found one garage door open inside the community. Dispatched Cont.1 to make contact with the resident.
- **October 26th 2022 at 1943 – 11.53 Pauma School.** Officer Easter found classroom 8 unsecured. Officer cleared the building, unable to secure the door. Dispatched Cont.1 to make contact.
- **October 27th 2022 at 2035 – 11.53 North Coast Church.** Officer Colin found double doors to the Chapel unsecured. Cleared and secured the building. The alarm was not set. Dispatched Cont.1 to make contact.
- **October 27th 2022 at 2050 – Suspicious Activity.** Cont.1 dispatched Officer Colin for possible gunshots on Pauma Heights Rd. A resident was concerned about hearing shots in the area. Officer Colin was UTL the shots or sounds.
- **October 28th 2022 at 1640 – Medical.** Officer Orozco was dispatched to Tukwut Ct. for a medical. A resident cut their finger while cooking. Medics arrived on scene and bandaged the resident's finger. No one was transported.
- **October 30th 2022 at 1911 – Fire Alarm.** Officer Gonzalez was dispatched to Oak Tree Ranch Community for a fire alarm. Officer arrived on scene and could smell smoke in the air, unable to identify the location. Cal Fire arrived on scene and searched the area, UTL the smoke or a gas leak. All units were 10.98
- **November 1st 2022 at 0215 – Suspicious Activity.** Officer Gonzalez found a gray Honda CR-V parked at North Coast Church. The vehicle was unoccupied. Officer wrote down the vehicle description and dispatched Cont.1.
- **November 2nd 2022 at 1143 – Resident Concern.** Officer Easter made contact with a resident on Taspas Ct. about concerns about shipping containers blocking the road for several weeks. The resident stated that they have been moving in for several weeks, but informed them that the container will be gone on the following Monday.
- **November 3rd 2022 at 0841 – Gate Crasher.** Cont.1 dispatched Officer Easter for a gate crasher at the Back Gate. Officer found the vehicle near Taspas Ct. The driver made the mistake of thinking the barrier arm would stay up with a paper pass. The barrier arm broke the vehicle's passenger side mirror and cracked the windshield. Officer wrote the driver an NOV.

- **November 3rd 2022 at 2030 – 11.53 North Coast Church.** Officer Colin found the K-2 room and electrical room unsecured. Cleared and secured both doors. Dispatched Cont.1 to make contact.
- **November 4th 2022 at 1934 – 11.53 Pauma School.** Officer Orozco found the multipurpose room unsecured. Cleared building, unable to secure door. Dispatched Cont.1 to make contact.
- **November 4th 2022 at 2100 – Unsecured Door.** Officer Orozco found five garage doors open inside the community. Dispatched Cont.1 to make contact with residents.
- **November 5th 2022 at 0928 – Welfare Check.** Cont.1 dispatched Officer Easter for a welfare check on Pauma Valley Dr. stating that some family members have been trying to get ahold of the resident but have been unsuccessful, and asked Patrol to stop by the home. Officer Easter arrived on scene and spoke with the caretaker and resident to see how they were doing. The resident was doing fine and informed that they do not know who the individual that called for a welfare check was. Officer Easter contacted Cont.1 to inform that the resident does not know the person who called and to add them on the restricted list.
- **November 5th 2022 at 2050 – Resident Concern.** Officer Colin was dispatched to Kica Ct. for a resident concern. A resident stated they were hearing yelling in Spanish and asked for the area to be patrolled. Officer was UTL yelling.
- **November 7th 2022 at 1041 – Noise Complaint.** Officer Orozco was dispatched to Luiseno Circle Dr. for a noise complaint. Officer arrived on scene and spoke with a service worker about their music being too loud. The worker complied and turned down the music.
- **November 8th 2022 at 1420 – Trespasser.** Officer Orozco found an individual, early 20's who is on a restricted list for a resident inside the community. Officer made contact with the individual at the Back Gate dirt lot. Officer Orozco reminded the individual that they are trespassing in the community. Officer contacted the resident and asked if they wanted the sheriffs to be called. They asked patrol to call the Sheriffs if they trespass again. Officer Orozco took a picture of their I.D, and vehicle information. Escorted away from the community.
- **November 9th 2022 at 1735 11.53 North Coast Church.** Officer Easter found the church office door unsecured. Cleared and secured the building. Dispatched Cont.1 to make contact.
- **November 10th 2022 at 0930 – Other.** Officer Albert had a meeting with the Bear Com radio company. They are working on an estimate for new radios.
- **November 10th 2022 at 1315 – NOV.** Officer Easter issued an NOV for a container on the street exceeding longer than the period time stay.
- **November 10th 2022 at 1910 – Alarm.** Officer Colin was dispatched to Pauma Heights for an alarm at a residential home. Officer arrived on scene, and checked all gates, doors, windows, and checked for any signs of forced entry. No signs of forced entry. The Resident asked for patrol to do extra patrolling for the next couple of days.
- **November 10th 2022 at 2122 – 11.53 North Coast Church.** Officer Colin found room 56 unsecured. Cleared and secured the building. The alarm was not set. Dispatched Cont.1 to make contact.
- **November 11th 2022 at 1610 – Loose Pet.** Officer Easter was dispatched to Luiseno Circle Dr. for a loose dog on the property. Officer arrived on scene and made contact with the homeowner. They said there was a friendly black Pitbull dog on their property eating apricots and then left. Officer was UTL dog.

- **November 11th 2022 at 1841 – 11.53 North Coast Church.** Officer Orozco found the main entrance unsecured. Cleared building, unable to secure door. Dispatched Cont.1 to make contact.
- **November 12th 2022 at 1809 – 11.53 North Coast Church.** Officer Easter found the rooted K-2nd grade door unsecured. Cleared and secured the building. The alarm was not set. Dispatched Cont.1 to make contact.
- **November 12th 2022 at 2031 – Medical.** Officer Colin was dispatched to Luiseno Circle Dr for an unknown medical. Officer arrived on scene; spoke with the owner of the house. They stated they have not been feeling good for the past couple of days. Experiencing chills, and anxiety. Mercy medics arrived on scene shortly after. They advised the owner to get transported for diagnosis. One transport to Palomar Hospital.
- **November 14th 2022 at 0005 – Other.** Officer Gonzalez found three vehicles parked behind North Coast Church chapel. Vehicles were unoccupied. All vehicles were logged and passed down to Cont.1
- **November 14th 2022 at 1945 – Suspicious Activity.** Officer Gonzalez and Officer Orozco were dispatched to Pauma Village Market, the owner called concerned about an individual, with black hair, a white shirt, and blue jeans sitting near the ATM machine. Officer Orozco approached the individual and asked how they were doing. The individual stated they were fine and were waiting for the bus to come. Both Officers informed the individual that the store was about to close and that there is no loitering allowed after hours. The individual complied and waited at the bus stop. Both Officers waited nearby until the bus came.
- **November 15th 2022 at 0620 – 11.53 North Coast Church.** Officer Albert found three unoccupied vehicles parked in the lot. All vehicle descriptions were logged and passed down to Cont.1
- **November 15th 2022 at 1445 – 11.53 North Coast Church.** Officer Orozco found the double doors to the office unsecured. Cleared and secured the building. Storage unit near stairway unsecured. Cleared and secured door. Dispatched Cont.1 to make contact.
- **November 15th 2022 at 1600 – Resident Complaint.** Cont.1 received a call from a resident concerned about a Patrol Officer driving too slow in the community, stating that the officer was driving ten miles per hour below the speed limit and causing traffic behind him. Tesla video footage was sent over to the District Office.
-

RFID Entries						
Front Gate		Center Gate			Back Gate	
6,323		580			3,689	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
28	1	3	15	1	0	1
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
3		13			33	

PVCSD Patrol – Building Checks					
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check	
			459A	1153	
Country Club(CC)					
Greens Maintenance(GM)					
Community Church(CO)	9				29
Gravel Yard(GY)					28
Saint Francis(SF)					72
Pauma School(PS)	4				20
Pauma Building(PB)					26
Airport Hangars(AH)					29
Treatment Plant(TP)					41
Pauma Village(PV)					28
Residential Houses/Other	7	1	1		
Patrol Activity				Gate Activity	
Medicals	3	Resident Concern	4	Activity/Malfunctions	Totals
Welfare Checks	1	Suspicious Activity	3	Unresponsive	2
Lift Assist		Noise Complaint	1	Will Not Close	5
Domestic Dispute		Process Server		False Read	0
Traffic Collisions		911 Hang up Call		Loss of Controls	2
Gate Runner/ Gate Crashers	1	Loose Pets	1	Video Loss	0
Public Assists		Snake Call	2	Device Entries	
Jump Start		Trespassing	1	Passes Issued	1,904
Notice of Violation	2	Other	4	Pass Entries	2,884

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		

Agenda Item # 3a

Employee Handbook Revisions

Prepared By

Amber Watkins, Office Manager

Discussion

At the May 16, 2022 Special Meeting of the Board, staff was asked to have Best Best and Krieger update the Employee Handbook as recommended by the General Manager.

Since then, staff have met with Shauna Amon of Best Best and Krieger to ensure the Employee Handbook draft presented today is up to date with current Federal and State Laws. One of the biggest changes in this version is the exclusion of the job descriptions. Based on the recommendation of Shauna, the job descriptions will be standalone documents moving forward. The job descriptions will be presented at a future meeting for Board review.

If approved, this version of the Employee Handbook will supersede any prior versions and shall be redistributed to each employee along with an acknowledgement of receipt form.

Recommended Action

The Office Manager recommends approval of the Employee Handbook as presented.

Fiscal Impacts

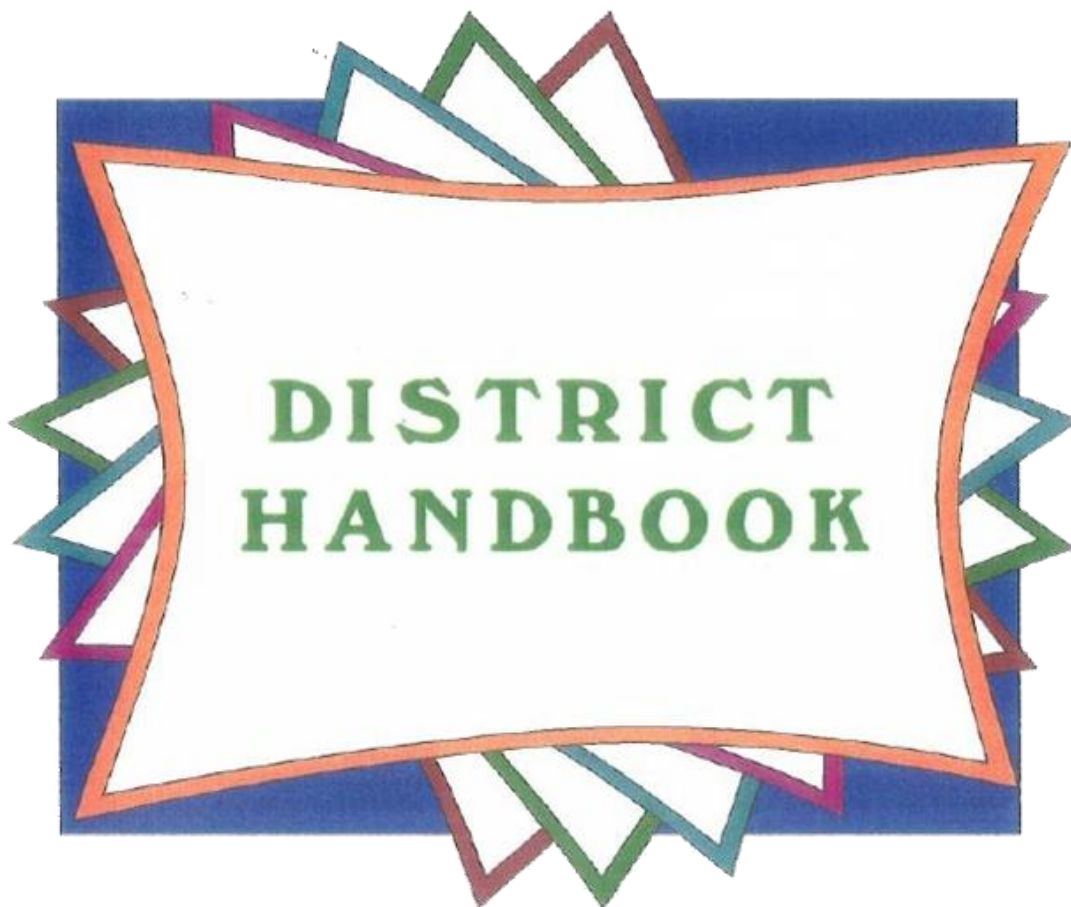
This update was projected to cost between \$2,500- \$3,000. The annual updates have been estimated to cost between \$600 - \$1,500 depending on the number law changes throughout the year.

Alternatives

The Board could also provide direction on making additional changes to any of the Employee Handbook sections.

The Board could decline to approve these changes.

Pauma Valley Community Services District



INTRODUCTION

For employees who are commencing employment with the Pauma Community Services District (PVCSD or the District), let me extend a warm and sincere welcome. For employees who have been with us, thank you for your past and continued service.

This Employee Handbook (“Handbook”) is designed to help employees get acquainted with the organization. It describes some basic terms and conditions of employment with the District.

Employees are expected to read this Handbook carefully and to know and understand its contents. PVCSD reserves the right to make changes to this Handbook. Employees are responsible for knowing about and understanding those changes once they have been disseminated. PVCSD also reserves the right to interpret the provisions of this Handbook. For this reason, employees should check with the Human Resources Department to obtain information regarding specific employment guidelines, practices, policies or procedures.

Employees should not interpret anything in this Handbook as creating a contract or guarantee of continued employment. In addition, this Handbook is not intended to cover all possible situations that may arise in your employment relationship with the District.

This Handbook is the property of the District and it is intended for the personal use and reference by employees of PVCSD.

Every employee is responsible for completing the following within two weeks of receiving this Handbook: reading and signing the Handbook Acknowledgment Form and returning it to the Human Resources Department. This Acknowledgment Form contains important points for employees and provides the District with a record that each employee has received this Handbook.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This Handbook supersedes all prior handbooks.

HANDBOOK DISCLAIMER

We have attempted to be as comprehensive as possible in preparing this Handbook. However, this Handbook is not a contract of employment and is not intended to create any contractual or other legal obligations or to alter the at-will nature of employment. Instead, it merely establishes guidelines for employees concerning some of PVCSD’s policies and benefits. Should you need further information, or if you would like to discuss any policies in the Handbook, please feel free to speak to the District’s General Manager.

Nothing in this District Handbook or in other statements of PVCSD policies, including statements made in the course of the evaluation and wage review program, shall be deemed to constitute either an express or implied promise of continuing employment. Employment with PVCSD is at-will and can be terminated by PVCSD or the employee at any time with or without cause or notice. This is the entire agreement between PVCSD and its employees regarding the term of employment. It supersedes all prior written and oral statements regarding the subjects covered in this Handbook and it cannot be modified except by a written agreement signed by the General Manager of PVCSD.

POLICY CHANGES

It is inevitable that new policies and benefits will need to be written from time to time and that old policies (including benefits) will need to be revised. While we reserve the right to modify or rescind any policies, practices, or benefits described in this Handbook, except for the employment at-will policy, at any time without prior notice, we will strive to timely advise you of any changes affecting your employment.

Revised September 2022
Revised July 2020
Revised July 2019
Revised April 2019
Revised July 2017
Revised April 2016
Revised December 2015 Revised July 2014
Revised August 2012

TABLE OF CONTENTS

Page

1.	AT-WILL EMPLOYMENT	
2.	PROBATIONARY PERIOD	
3.	EQUAL EMPLOYMENT OPPORTUNITY	
4.	POLICY ON REASONABLE ACCOMMODATION	
5.	LACTATION ACCOMMODATION POLICY	
6.	OPEN DOOR POLICY	
7.	PROCEDURE FOR REPORTING EMPLOYEE COMPLAINTS	
8.	DISCIPLINARY ACTION	
9.	POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION	
10.	REPORTING AND INVESTIGATING HARASSING, DISCRIMINATORY AND RETALIATORY CONDUCT	
11.	RESPECTFUL CONDUCT	
12.	VEHICLE USAGE	
13.	PROFESSIONAL CERTIFICATION	
14.	WAGES AND PAY DAY	
15.	ON-CALL DUTY	
16.	FULL-TIME VS. PART-TIME EMPLOYMENT	
17.	DISTRICT PROPERTY AND CONFIDENTIAL INFORMATION	
18.	DEPARTMENTAL TRANSFER	
19.	HOURS OF WORK	
20.	OVERTIME	
21.	EMPLOYEE ABSENCE FROM WORK	
22.	HOLIDAYS	
23.	HEALTH BENEFITS	
24.	HEALTH REIMBURSEMENT ACCOUNT BENEFITS	
25.	LIFE INSURANCE BENEFITS	
26.	RETIREMENT BENEFITS	
27.	457 SUPPLEMENT RETIREMENT BENEFITS	
28.	VACATION POLICY AND ACCRUAL	
29.	SICK LEAVE	
30.	BEREAVEMENT	
31.	PREGNANCY-RELATED DISABILITY LEAVE	
32.	CALIFORNIA FAMILY RIGHTS ACT	
33.	MILITARY LEAVE OF ABSENCE	
34.	MILITARY SPOUSE LEAVE	

TABLE OF CONTENTS
(continued)

Page

35.	JURY DUTY LEAVE	
36.	VOTING LEAVE	
37.	DISCRETIONARY LEAVE	
38.	LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING	
39.	CRIME VICTIMS' LEAVE	
40.	LEAVE FOR ORGAN AND BONE MARROW DONATION	
41.	EXPECTATIONS FOR PVCSD PERSONNEL	
42.	FUNDAMENTAL RULES OF SAFETY	
43.	WORKPLACE VIOLENCE POLICY	
44.	UNIFORM AND PROTECTIVE CLOTHING	
45.	DRESS CODE	
46.	DRUG AND ALCOHOL POLICY	
	APPENDIX 'A' LIST OF VIOLATIONS OF DISTRICT RULES AND REGULATIONS LIKELY TO LEAD TO DISCIPLINE - UP TO AND INCLUDING TERMINATION	
	APPENDIX 'B' PAUMA VALLEY COMMUNITY SERVICES DISTRICT DISTRICT POLICY FOR SECURITY PERSONNEL	
	APPENDIX 'C' PAUMA VALLEY COMMUNITY SERVICES DISTRICT EMPLOYEE BENEFITS SUMMARY	
	APPENDIX 'D' PAUMA VALLEY COMMUNITY SERVICES DISTRICT SAFETY SENSITIVE POSITIONS	

1. AT-WILL EMPLOYMENT

All employment with PVCSD is “at will.” This means that both employees and PVCSD have the right to terminate employment at any time, with or without notice, and with or without cause. No one other than PVCSD’s District’s General Manager or its Board of Directors has the authority to alter this arrangement, enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by PVCSD’s General Manager, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship. The at-will relationship can only be modified by a written agreement signed by the employee and PVCSD General Manager and approved by the Board of Directors.

PVCSD reserves the right to transfer, demote, suspend and administer discipline with or without cause or advance notice.

None of the policies, procedures, contents of this manual, or any other documents provided to employees is intended to be, nor should it be, construed as a guarantee that employment (or any benefit) will be continued for a specific period of time. Employees should ask PVCSD’s General Manager if they have any questions about their status as an employee at-will.

2. PROBATIONARY PERIOD

PVCSD attempts to hire the most qualified employees for each position. To ensure this, PVCSD provides for an introductory period of employment for the employee to assess PVCSD and the job content, and for PVCSD to evaluate the new employee on his or her job performance. All new employees must complete to PVCSD’s satisfaction a 90 day introductory period beginning after the date of initial appointment. Consistent with the PVCSD’s Employment At Will policy, during the introductory period, an employee may be discharged by PVCSD for any reason and without advance notice. Similarly, the employee may resign employment for any reason without advance notice during this period.

At PVCSD’s discretion, an employee’s introductory period may be extended one or more times. On successful completion of the introductory period, an employee will become a regular employee. Successful completion of the introductory period does not, however, guarantee employment for an specific duration.

Satisfactory completion of the probationary period does not alter the at-will nature of the employment relationship. PVCSD does not guarantee employment for the entire probationary period and at its discretion, PVCSD may shorten or extend the probationary period.

3. EQUAL EMPLOYMENT OPPORTUNITY

PVCSD is an Equal Employment Opportunity employer and it is the policy of PVCSD to be in compliance with all state and federal regulations relative to discrimination in employment and PVCSD follows the practice of promoting Equal Employment Opportunity.

PVCSD is strongly committed to providing equal opportunity to all employees and applicants for employment. PVCSD does not discriminate on the basis of any status or characteristic protected under federal or state law, such as race (including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity and gender expression (including transgender identity and expression), because an individual has transitioned (to live as the gender with which they identify), sexual orientation, sex stereotyping, age (40 years and older), medical condition, marital status, domestic partner status, pregnancy, physical or mental disability (including HIV and AIDS), military status, veteran status; legally protected medical condition or information (including genetic information), protected medical leaves (requested or approved), status as a victim (of domestic violence, sexual assault or stalking), enrollment in a public assistance program, on the basis of any perception that an applicant or employee has any of these characteristics; or, on the basis that an applicant or employee is associated with someone who has or is perceived to have these characteristics. PVCSD prohibits the discrimination or harassment of any individual on any basis listed above (see the Policy Against Harassment for further clarification). Any such discrimination is unlawful and all persons involved in the operations of the PVCSD are prohibited from

engaging in this type of conduct. Please contact PVCSD's General Manager if you have any questions or concerns.

PVCSD's commitment to comply with all applicable laws providing equal employment opportunities applies to all persons involved in the District's operations and prohibits unlawful discrimination by any employee of the District, including supervisors and coworkers. This policy applies to all employment practices, including recruitment, advertising, job application procedures, hiring, firing, advancement, compensation, training, benefits, transfers, social and recreational programs, and any other terms, conditions and privileges of employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of PVCSD's General Manager. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

PVCSD utilizes the same complaint procedures for complaints of discrimination as it does for complaints of harassment. Please see the Reporting and Complaint Procedure. California law and PVCSD also prohibit retaliation against any employee for making a good faith complaint of discrimination or for cooperating, assisting, testifying, or participating in any of the discrimination complaint procedures in the separate Policy Against Harassment.

4. POLICY ON REASONABLE ACCOMMODATION

PVCSD is committed to providing equal opportunity for all applicants and employees, and will provide reasonable accommodations, including as required under applicable laws, in accordance with this policy.

Reasonable Accommodations Related to Disability and Religion: PVCSD will provide reasonable accommodations for applicants and employees with disabilities in accordance with the Americans with Disabilities Act (the "ADA") and California law, and for applicants and employees based on their sincerely-held religious beliefs, practices, or observance under state and federal law. Employees seeking such accommodations should promptly notify PVCSD's General Manager.

Reasonable Accommodations Relating to Pregnancy: PVCSD will provide reasonable accommodations to employees who are affected by a pregnancy, childbirth, or related medical conditions, as medically advisable. Such accommodations may consist of:

- Modified work duties or a modified schedule to permit earlier or later hours or more frequent breaks; stools, chairs or other furniture; modified or acquired equipment or devices; reduced work hours; or other accommodations,
- Temporary transfers to a less strenuous or less hazardous position, if such transfer can be reasonably accommodated, or
- A "Pregnancy-Related Disability Leave" if the employee is disabled by pregnancy, as described in PVCSD's leave of absence policy.

Employees seeking a pregnancy-related accommodation, including transfer under this policy, should notify PVCSD's General Manager. This notice must be timely and be provided by employees in advance when the need for reasonable accommodation is foreseeable; in all other circumstances, notice must be provided as soon as practicable. Failure to give advance notice when the need is foreseeable may delay the reasonable accommodation or transfer until 30 days after the date the employee provides notice (unless such delay would endanger the health of the employee, her pregnancy or her coworkers).

Reasonable Accommodations for Victims of Domestic Violence, Stalking, or Sexual Assault: PVCSD will also provide reasonable accommodations for an employee who is the victim of domestic violence, stalking or sexual assault if: (i) the employee has disclosed that status to PVCSD, and (ii) the employee requests an accommodation for the employee's safety while at work.

In such circumstances, PVCSD will engage, in good faith, in a timely and interactive process with the employee to determine an effective reasonable accommodation. In this process, the employee may be asked to provide: (i) a written statement, signed by the employee or someone acting on the employee's behalf,

certifying that the accommodation is for the purposes stated above, and (ii) a certification confirming the employee's status as a victim of domestic violence, sexual assault or stalking. Six months after the date of each previous certification, PVCSD may request a recertification of such status. PVCSD will maintain any such certification as confidential if it identifies the employee as a victim of domestic violence, sexual assault or stalking, disclosing such information only as required by law, or as needed to protect the employee's workplace safety, and with prior notice of such disclosure to the employee.

Retaliation and Discrimination Prohibited: PVCSD prohibits discrimination, discharge, retaliation, or any other unlawful acts against an individual because such person requests or receives an accommodation under this (or another applicable) policy, or because such individual engaged in any other conduct protected by the law. Additionally, as addressed in PVCSD's separate policy on harassment, discrimination and retaliation, PVCSD prohibits unlawful harassment, discrimination or retaliation against any employee on the basis of an individual's disability, religion, religious creed, sex (including pregnancy, childbirth and related medical conditions), status as a victim of domestic violence, sexual assault or stalking, or any other status as protected by law.

5. LACTATION ACCOMMODATION POLICY

PVCSD provides accommodations to lactating employees who need to express breastmilk during work hours in accordance with applicable law. PVCSD will provide a room or other location (not a bathroom) for employees to express breastmilk in private. PVCSD will ensure that the lactation room or location will:

- Be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
- Be clean, safe and free of hazardous materials;
- Contain a surface to place a breast pump and other personal items;
- Contain a place to sit; and
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery powered breast pump.

In addition, PVCSD will provide access to a sink with running water and a refrigerator suitable for storing milk (or other cooling device suitable for storing milk) in close proximity to an employee's workspace. In the event that more than one employee needs use of the lactation room, PVCSD will discuss alternative options with the employees to determine what arrangement addresses their needs, such as finding an alternative space or creating a schedule for such use.

PVCSD shall also provide a reasonable amount of break time for an employee to express any breast milk each time that she needs to do so. The break time, if possible, should run concurrently with any break time already provided to the employee. Break time for a nonexempt employee that does not run concurrently with rest time already authorized for the employee is unpaid. However, if the employee performs any work during such break, she must accurately record all time worked and PVCSD will compensate her for such time.

Employees who are nursing have a right to request a lactation accommodation. Such requests may be made verbally or in writing, should indicate the need for an accommodation in order to express breastmilk at work, and should be directed to PVCSD's General Manager. PVCSD shall respond to such requests in a reasonable manner, not exceeding five business days. If PVCSD cannot provide break time, location, or other reasonable accommodations in accordance with this policy, it will inform the requesting employee in writing. Because lactation accommodation needs may change over time, employees may request changes to existing accommodations by a written request to PVCSD's District's General Manager that describes the nature of the change that is requested.

PVCSD prohibits any form of retaliation or discrimination against an employee for exercising or attempting to exercise any rights provided under the above policies. Any such conduct or violations of the above-referenced policies should be reported to PVCSD's General Manager. Employees also have the right to file a complaint with the California Labor Commissioner for violation of a lactation accommodation right described in the policy above.

6. OPEN DOOR POLICY

The District has a specific procedure detailed in the separate Policy Against Harassment, Discrimination and Retaliation that should be used to report any concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category. Separately, the District has an Open Door Policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, or with the General Manager, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although the District cannot guarantee that in each instance the employee will be satisfied with the result, the District will attempt in each instance to explain the result to the employee if the employee is not satisfied. The District will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. No employee will be disciplined or otherwise penalized for raising a good-faith concern.

7. PROCEDURE FOR REPORTING EMPLOYEE COMPLAINTS

The purpose of this Procedure for Reporting Employee Complaints is to establish a process for all employees of the District to use to notify the District of their work-related concerns, and to give the District the opportunity to learn about, address, and resolve the complaint. This policy is intended to supplement the Open Door Policy set forth in this Handbook, which states the District's philosophy that all employees have free access to their immediate supervisors or to other District supervisors of their choice or the General Manager to informally express their work-related concerns. As noted in the Open Door Policy, the District has a specific procedure detailed in its Policy Against Harassment, Discrimination, and Retaliation that should be used to report concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category.

Importantly, when the nature of the concern pertains to an actual or suspected violation of the law, or an ethical violation, all employees, directors, and officers of the District are required to file a complaint using the procedure below. This includes reporting any activity that is considered by the person making the complaint to be illegal or dishonest. Any questions regarding whether a concern is subject to this mandatory reporting policy should be resolved in favor of filing the complaint. This procedure includes:

1. **Filing of Complaint:** Individuals should file written complaints with the District's Human Resources Department as soon as possible after the events that give rise to the work-related concerns. The written complaint should set forth in detail the bases for the complaint.
2. **Investigation:** The District's Human Resources Department will date and log all written complaints and send the employee an acknowledgment that the complaint is under review. The District's Human Resources Department or his/her/its designee will investigate the complaint, meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. The District will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to

others may be necessary or appropriate. On completion of the investigation, the Human Resources Department will orally report its findings and conclusions to the employee. If the complaint is resolved to the employee's satisfaction, the terms of the resolution should be recorded and signed by both the employee and a representative of the Human Resources Department.

3. Appeal: If the complaint is not resolved to the employee's satisfaction, the employee may submit a written request for review of the complaint to the General Manager. On completion of the appeal review, the employee should receive an oral explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews will be final.

The District will not tolerate retaliation against individuals for reporting a good faith concern under this policy; participating in or cooperating in any internal investigations of reported concerns; or otherwise engaging in conduct protected by law. Prohibited retaliation can be adverse employment actions, like termination, compensation decreases, or poor work assignments, or even threats of physical harm. Such retaliation is a separate violation of District policy. It also may violate applicable law. Anyone who believes that he or she has been retaliated against for reporting a good faith concern, for participating in or cooperating in an internal investigation of a concern, or for exercising his or her rights, or otherwise engaging in conduct protected by law, should immediately notify the District using the same Procedure described above.

8. DISCIPLINARY ACTION

Consistent with the at-will nature of employment, PVCSD reserves the right to use discretion in deciding when and how discipline is imposed. No formal system, procedure or proof of cause is required. Attached as "Appendix A" is a non-exhaustive list of examples of PVCSD rules and regulation violations for which employees will be disciplined, up to and including termination. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

9. POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

The District is committed to providing a professional workplace in which individuals are treated with respect and in a manner consistent with the District's high expectations of ethical conduct. This necessarily means that the District prohibits unlawful harassment, discrimination, and retaliation in accordance with applicable laws. This includes harassment based on sex (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race (including hair texture, protective hairstyles, and other traits historically associated with race), color, religion and religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned or is (or is perceived to be) transitioning, sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the National Labor Relations Act or California Fair Pay Act, requesting a reasonable accommodation on a protected basis such as disability or sincerely-held religious belief, practice, or observance, or any other characteristic protected by federal, state, or local laws.

The District strongly disapproves of and will not tolerate harassment, discrimination, or retaliation against applicants, employees, unpaid interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact, consistent with applicable law. Similarly, the District will not tolerate harassment, discrimination, or retaliation by its employees directed toward non-employees with

whom the District employees have a business, service, or professional relationship (such as independent contractors, vendors, clients, volunteers, or interns).

Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment, or that interferes with an employee's work performance, and that is based on a protected status. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

As the definition above shows, harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, noises, unwanted or offensive letters or poems, offensive emails, texts, gifs, memes, or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. For example, sexual harassment can be:

- Verbal: sexual innuendoes, sexually suggestive or degrading comments, text messages, gifs, memes, sexual jokes or slurs, graphic commentaries about a person's body, or repeated sexual advances or invitations.
- Nonverbal: displaying sexually suggestive objects, pictures, cartoons, magazines, calendars or posters, or making suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Physical: offensive touching, brushing against a person's body, unwanted hugging or kissing, or impeding or blocking a person's normal movement. Sexually harassing conduct may arise if a reasonable person subjected to the conduct would find that the harassment so altered working conditions as to make it more difficult to do that person's job. Sexually harassing conduct can occur regardless of the sex, sexual orientation, or gender identity of the harasser or of the person being harassed. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

10. REPORTING AND INVESTIGATING HARASSING, DISCRIMINATORY AND RETALIATORY CONDUCT

All employees, independent contractors, interns, and volunteers of the District must promptly report any incidents of harassment, discrimination, and retaliation so that the District can take appropriate action. It is the responsibility of all of us to contribute to a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents the District from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any District personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to the District's Human Resources Department, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to the Human Resources Department if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the General Manager.

Managers and supervisors have a special responsibility under this policy. All levels of management and all supervisors are responsible for compliance with this Policy Against Harassment, Discrimination, and Retaliation AND for ensuring that everyone in their department is aware of, understands and adheres to this policy. Supervisors and managers who receive complaints or who observe or learn of discriminatory,

harassing, or retaliatory conduct must immediately inform the Human Resources Department or other appropriate District official so that an investigation may be initiated.

Individuals making such complaints must report the facts as accurately and as completely as possible. Every reported complaint of harassment, discrimination, and retaliation is taken seriously by the District. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial and qualified personnel. Typically, the investigation will include the following steps: an interview of the employee who lodged the complaint to obtain complete details regarding the alleged harassment, discrimination, or retaliation; interviews of anyone who is alleged to have engaged in such conduct to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of, the alleged conduct. The Human Resources Director or other District official responsible for the investigation, will notify the employee who lodged the complaint of progress during the investigation, including documentation where applicable, and timely notification of the results of the investigation. The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation (e.g., parties will receive appropriate due process, the District will reach reasonable conclusions based on the evidence collected, etc.). Employees (or other complainants) making complaints are expected to cooperate fully with the person or persons designated to investigate the complaint.

The District prohibits conduct severe enough to be unlawful. Yet even more, the District's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. For example, the District prohibits abusive conduct in the workplace—whether or not it is based on a protected category. As a result, the District will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law.

Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

The District will not tolerate retaliation against an individual for good faith reports of harassment, discrimination, or retaliation; assisting another in making a report; cooperating in an investigation; filing an administrative complaint with a government agency; or engaging in other protected activity. Such retaliation is a separate violation of the law and of District policy, and is subject to disciplinary action up to employment termination. Individuals who believe they have experienced or been threatened with such retaliation, and any manager or supervisor who learns of possible retaliation, must immediately report it using the same Complaint Reporting Process above.

11. RESPECTFUL CONDUCT

The District is committed to providing a professional and respectful work environment. In addition to prohibiting all forms of discrimination and harassment, the District also prohibits any “intimidation or bullying” in the workplace or at any work-related events.

Bullying is abusive conduct that a reasonable person would be hostile, offensive, and unrelated to the District's legitimate business interests. It may include repeated infliction of verbal abuse, derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

Disciplinary action, up to and including termination, may be taken against any employee found to have violated this policy, amongst other appropriate actions.

Any individual who believes that they have been the subject of bullying should immediately report concerns to their direct supervisor or the General Manager, if needed. No employee will be subject to any form of retaliation for reporting an incident of bullying or for participating in the investigatory process, if needed.

12. VEHICLE USAGE

The District provides vehicles for employees to use while on “duty status”. These vehicles are to be used by District employees only, and for the sole purpose of District business. Further, District vehicles and District employees must remain inside PVCSD boundaries during all duty status hours with the exception of utilizing for necessary District business. PVCSD vehicles are not to be used for any form of after-hours activities, unless authorized by the General Manager in writing. The gasoline tank is to ONLY be used to fill PVCSD’s Utility vehicles. No gasoline shall be dispensed for personal vehicles.

Any violation of the aforementioned regulations will subject the employee to disciplinary action, up to and including termination. When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

13. PROFESSIONAL CERTIFICATION

All applicants applying for vacant positions requiring certification must present evidence of certification prior to employment. District policy requires copies of certificates required to meet standards. Cost of renewal of certifications will be paid for by PVCSD as long as employment continues.

14. WAGES AND PAY DAY

It is the goal of PVCSD that employees shall be paid fair and equitable wages which compare to prevailing rates of surrounding districts in the area using like skills. Wage rates are determined on the basis of job evaluation and wage surveys conducted for all job classifications. Employee compensation and benefits will be evaluated by the Board of Directors annually to determine whether any changes will be made. The Board of Directors may, in its discretion, review one or more employees’ compensation and/or benefits to determine whether to make changes at other times.

Employees will be paid in full once every two (2) calendar weeks on Wednesday. The pay period will be the previous two (2) weeks. The workweek is defined as beginning Sunday, 00:01 a.m., and ending Saturday, 12 midnight for employees who work a regular four or five-day schedule during a calendar week.

15. ON-CALL DUTY

Every 24-hour period, Monday through Friday, one utility employee is required to be available for “on call” for an emergency situation before or after normal work hours. Compensation for that status is paid at a rate of \$10 per day when scheduled in addition to any overtime logged for the work required. Any call out after defined work hours shall be for a minimum of 2 hours at the employee’s overtime rate. Each Saturday and Sunday, one utility employee is required to be scheduled for overseeing PVCSD’s operations and shall be provided necessary equipment to access the automated SCADA system and determine if being on-site is required. Compensation for this weekend status is paid at a rate of \$50 per day in addition to any overtime logged for the work required. Compensation for the performance of on-call duty during a District recognized holiday is paid at a rate of \$50. Scheduling for ‘On Call’ duty is done by the Utility Department Supervisor. Modification of this is subject to PVCSD review and may change at its discretion.

Due to the nature of shift work, Security Patrol Officers and Gate Attendants are compensated for working a shift other than the typical daytime hours. Those working the ‘A’ shift will receive an additional \$4.50 per day and those working the ‘C’ shift will receive an additional \$3.50 per day. Modification of this is subject to General Manager review and may change at its discretion.

16. FULL-TIME VS. PART-TIME EMPLOYMENT

Full-Time: A full-time employee is one who is regularly assigned to work 32 or more hours per week and shares weekend and holiday coverage as required by the job. Such employees are entitled to all full-time benefits of medical, vacation and sick leave. Full-time employees are eligible for annual performance reviews and wage reviews in accordance with District policy.

Part-Time: A part-time employee is one who is regularly scheduled to work less than 30 hours per week. This employee may share weekend and holiday coverage as required by the job. Part-time employees’ eligibility for medical, vacation or sick leave benefits is determined individually at the discretion of the Board

of Directors. Part-time employees working 1000 hours or more per fiscal year are required to participate in the PERS retirement program.

17. DISTRICT PROPERTY AND CONFIDENTIAL INFORMATION

The security and usage of District property is of vital importance to the District. District property includes not only tangible property, like desks and computers, but also intangible property such as confidential information. It is critical for the District to preserve and protect its confidential information, as well as the confidential information of customers, suppliers, and third parties. All employees are responsible for ensuring that proper security is maintained at all times. Further, any damage to District property may be grounds for discipline, up to and including termination.

“Confidential Information” means all information, not generally known, belonging to, or otherwise relating to the business of the District or its clients, customers, suppliers, vendors, affiliates or partners, regardless of the media or manner in which it is stored or conveyed, that the District has taken reasonable steps to protect from unauthorized use or disclosure. Confidential Information includes but is not limited to trade secrets as well as other proprietary knowledge, information, and know-how; non-public intellectual property rights, including business plans and strategies; manufacturing techniques; formulae; processes; designs; drawings; discoveries; improvements; ideas; conceptions; test data; compilations of data; and developments, whether or not patentable and whether or not copyrightable.

“Personal Identification Information” includes individually identifiable information about employees, customers, consultants, or other individuals, such as Social Security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to the District regarding an individual’s personal identity. There are laws in the United States and other countries that protect certain types of Personal Identification Information, and employees should not disclose such protected Personal Identification Information that has been acquired and retained by the District about other individuals to any third party or from one country to another without prior managerial approval.

Given the nature of the District’s business, protecting Confidential Information and Personal Identification Information is of vital concern to the District. This information is one of the District’s most important assets. It enhances the District’s opportunities for future growth, and indirectly adds to the job security of all employees. Failure to take reasonable measures to protect the District’s Confidential Information may jeopardize its status as a trade secret. While employed by the District, employees must not use or disclose any Confidential Information or Personal Identification Information that they produce or obtain during employment with the District, except to the extent such use or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential Information or Personal Identification Information for any reason after the employment relationship with the District ends. Misuse or unauthorized disclosure of Confidential Information or Personal Identification Information may result in immediate termination, as well as potential personal and criminal liability.

Nothing in this Guideline limits any rights an employee may have to discuss terms, wages, and working conditions of employment, or disclose information about sexual harassment or other unlawful acts in the workplace, as protected by applicable law. Employees are permitted to disclose Confidential Information that they are required to disclose pursuant to judicial order or other legal mandate. Should such a circumstance arise, the employee agrees to give the District prompt notice, prior to the deadline of the disclosure requirement, and to fully cooperate with any efforts by the District to obtain and comply with any protective order imposed on such disclosure.

Upon separation of employment, whether voluntary or involuntary, all tangible and intangible District property must be returned to the District immediately. This includes documents, materials, data files, and records of any kind, including any that contain Confidential Information or Personal Information, and any copies thereof. Also, the terminating employee must immediately notify the District if the employee has Confidential Information or Personal Information stored in the employee’s personal computer, or in a mobile, cloud, or other storage medium, and work with the District to identify all such Information and its location, and help ensure it is retrieved and/or permanently deleted by the District (or the District’s designated agent).

18. DEPARTMENTAL TRANSFER

Any employee making a departmental or job position transfer will be subject to a ninety (90) day probationary period in the new position. Any employee that does not successfully conclude a ninety (90) day probationary period in their new position will be subject to termination or a return to their previous position based on availability.

Any employee may be cross trained in the responsibilities of another job classification. Such employee shall be paid the rate appropriate to the job classification for the hours worked in that job classification once the employee formally assumes the new position and for the lowest rate of any qualified job classification for vacation pay, and the like.

19. HOURS OF WORK

A. Work Shift

In a two-week period, utility personnel work a 9/80 schedule as follows 7:00 A.M. to 4:00 P.M. four (4) days a week and have every other Friday off; working Fridays have a schedule of 7:00 A.M. to 3:00 P.M. and administrative personnel work from 8:00 A.M. to 4:00 P.M. five (5) days per week. Security Supervisor and Patrol Officers work ten (10) hour shifts, four (4) days per week; Security Gate Attendant Supervisor works nine (9) hours shifts, four (4) days per week; Gate Attendants work eight (8) hour shifts, five (5) days per week, which enables the District to have round-the-clock security dispatch. Shifts are identified as: 'A' begins at 12 midnight and ends at 8:00 a.m.; 'B' shift begins at 8:00 a.m. and ends at 4:00 p.m.; 'C' shift begins at 4:00 p.m. and ends at 12 midnight. Shift hours may vary as deemed necessary by the Security Department Supervisor and based upon the needs of the District. Although employees may, upon hiring, work particular hours, the District does reserve the right to reassign an employee to other shifts or other hours as need arises.

Employees are expected to be on time daily and remain on the job throughout the regularly scheduled workday. Nonexempt employees are required to accurately record and save all actual time worked on each day using PVCSD's official timekeeping system. Nonexempt employees are prohibited from working "off the clock," meaning working time that is not recorded for payroll purposes. Any nonexempt employee who believes that he or she is expected to or has been asked to work without recording his or her time "off the clock" must immediately contact PVCSD's General Manager.

B. Time-Keeping

Accurately recording time worked is the responsibility of every PVCSD employee. Federal and state laws require PVCSD to keep an accurate record of time worked by non-exempt employees in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of time recorded. Each Department Supervisor will review the time records for their employees and then sign the time record before submitting it for payroll processing. The General Manager shall review all time records for accuracy once submitted to payroll.

C. Meal and Rest Periods

The regular hours of work each day for full time employees shall be consecutive except for interruptions for a meal period and two (2) paid fifteen (15) minute breaks (one mid-morning and one mid-afternoon). Part time employees shall be eligible for a compensated fifteen (15) minute break after the completion of four hours of work, and shall receive two paid fifteen (15) minute breaks if they work eight hours in a day.

All employees are provided with a thirty (30) minute meal period each day, if their shift is over six (6) hours. All meal periods will be "duty-free," where the employee will not be required to perform any duties during his/her meal period. However, some employees, who, due to the nature of their work, are unable to be relieved of all duties during their meal period, may be required to take an on-

duty meal period, which is counted as time worked and paid accordingly. All on-duty meal periods must be pre-approved by management.

PVCSD authorizes and permits nonexempt employees working at least three and one-half hours in a day to take a ten-minute, off-duty and uninterrupted paid rest period for each four hours worked, or major fraction thereof. Employees who work more than six hours in a day are authorized and permitted to take a second, off-duty and uninterrupted rest period. Employees who work more than ten hours in one day are permitted to take a third off-duty and uninterrupted rest period. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early.

20. OVERTIME

The around-the-clock nature of District work may make it necessary for employees to work required overtime. All overtime requires prior approval of the supervisor.

Overtime is defined as: time worked in excess of forty (40) hours in a work week; (please note that this is limited to only those employees on the eight hour, five day week/ or on a 10 hour, four day week); or time worked on a designated holiday by a full time employee. Part time and temporary employees are not eligible for holiday pay. Overtime shall be paid as time and one-half (1 ½ times regular rate). PVCSD recognizes holidays are paid at 2.0 times the regular rate of pay for hours worked on a District observed holiday. Security and Gate personnel whose regularly scheduled day off falls on a holiday, will not receive holiday pay unless worked. PVCSD paid time off such as vacation or sick days are not considered hours worked for the purpose of calculating overtime.

21. EMPLOYEE ABSENCE FROM WORK

All employees are expected to be on time. Should an illness or emergency situation occur, and employee is unable to report to work at his or her regular time, the employee must notify their supervisor, if possible, at least two (2) hours before the start of the shift. The supervisor will advise the employee of the proper procedure to follow depending on the reason for and expected duration of the absence. All employees must contact the supervisor each day they are out unless otherwise instructed. Employees who fail to notify the supervisor in advance of absenteeism may be subject to disciplinary action or dismissal. Any applicable leave of absence law governs in the event of a conflict with District policy.

22. HOLIDAYS

This policy shall apply to all regular, full-time, employees. Part-time and temporary/seasonal employees are not eligible for and do not receive holiday pay.

PVCSD recognizes the following paid holidays: New Year's Day, President's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Thanksgiving Friday, and Christmas Day. An employee will be paid double time if they are required to work on a holiday. If a holiday falls on a weekend day, then the District will determine a preceding or succeeding day to be taken as the holiday. All employees will additionally receive one floating holiday per year. Utility staff and Administrative staff shall receive a paid shift for the observed holidays.

23. HEALTH BENEFITS

Under the terms of the policies established from time to time by the Board of Directors of the District, PVCSD provides medical insurance for full-time employees and their dependents. These benefits will commence on the 1st of the month following the end of an employee's sixty (60) days of employment. All benefits cease at the end of the month upon termination of employment, whether voluntary or involuntary, except as may be required to comply with applicable law. Employees' contribution for cost of health care coverage for self and dependents shall be calculated and deducted based on 26 pay periods per year. The Board of Directors will review and establish the employees' contribution rate annually at its discretion. A dependent of an employee must be under the age of 26. For more information, please review Appendix C describing the District's benefits.

24. HEALTH REIMBURSEMENT ACCOUNT BENEFITS

Full time employees will receive an annual Health Reimbursement Account. The approved annual amount will commence January 1 of each year and expire December 31 of each year. The amount is available to all full-time employees regardless if health insurance benefits have been elected through PVCSD or not. This amount can be used to offset the employee contribution paid each pay period, and/ or receipts can be submitted for medical services to be reimbursed. New hires will receive a prorated amount based on the number of remaining months in the year. For more information, please review Appendix C describing the District's benefits.

25. LIFE INSURANCE BENEFITS

PVCSD provides a Group Term Life Insurance Policy to all full-time employees at a designated benefit amount to be paid in the event of death of an employee to the employee's designated beneficiary(ies). This benefit will commence on the 1st of the month following the end of an employee's ninety (90) days of employment. This benefit is offered by PVCSD at no charge to employees. For more information, please review Appendix C describing the District's benefits.

26. RETIREMENT BENEFITS

PVCSD provides, through the California Public Employees Retirement System (CalPERS), a retirement plan for eligible employees. Employees are required to pay the employee contribution towards this benefit, percentages are determined annually by CalPERS. The Board of Directors will review and establish the benefits annually at its discretion. For more detailed information about specific benefit visit the CalPERS website and please review Appendix C describing the District's benefits. .

27. 457 SUPPLEMENT RETIREMENT BENEFITS

Since PVCSD participates in CalPERS, an optional 457 Supplement Retirement Benefit is also available. This benefit is available to any full-time employee. The contributions are pre-tax and can be adjusted at any time. For more information please inquire at PVCSD office and please review Appendix C describing the District's benefits.

28. VACATION POLICY AND ACCRUAL

PVCSD provides vacation, which is paid time off, for employees as a means to rest and rejuvenate. PVCSD encourages employees to utilize this benefit every year. PVCSD believes personal time off is an important means to enable continuation of strong performance and positive contribution to PVCSD, as well as encourage a balanced and enriching life for employees.

PVCSD will review and may change any of these vacation benefit provisions at its discretion.

A. Eligibility and Accrual

Full-time employees will accrue vacation according to continuous years of service in accordance with the following schedule:

From hire date, but less than 5 years of continuous employment: 3.08 hours per pay period (80 hours per year).

More than 5 years, but less than 15 years of continuous employment: 4.62 hours per pay period (120 hours per year).

More than 15 years of continuous employment: 6.16 hours per pay period (160 hours per year).

Part-time employees with continuous service who the General Manager has determined to be eligible to accrue vacation, will accrue vacation in accordance with the above chart, on a pro-rated basis determined by normal hours worked. Active service for all employees commences with their first day of work and continues thereafter unless broken by an absence without pay or a leave of absence.

Vacation accrual for all PVCSD employees is limited to a maximum of 160 hours and may be used at any time upon approval from their Supervisor. The employee will not thereafter accrue additional vacation benefits until such time as he/she takes sufficient time off to reduce the total accrued vacation benefits below the maximum. At no point will an employee be allowed to have a negative

balance. Employees will be eligible to begin accruing vacation upon successful completion of the probationary period.

B. Use of Vacation

In order to request vacation time, employees should submit a Vacation Request form to their Supervisor. Every effort will be made to accommodate all employees' requests for specific vacation leave time. However, the Supervisor will also consider the needs of the department when evaluating vacation requests.

A holiday that falls during an employee's vacation leave will be treated and paid as a holiday and not as a day of vacation leave.

PVCSD will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in the case of extended illness where available sick leave has exhausted. .

Preference in selection of vacation dates will be governed by length of service subject to the needs of the District and as approved by the department supervisor and General Manager.

C. Payment for Unused Vacation

Upon separation from PVCSD employment, or upon election of the employee, an employee will be paid for accrued, unused vacation days at 100% of the employee's hourly rate at the time of separation or time of election. In cases where an employee terminates employment with PVCSD, and has been permitted to take vacation time prior to actual accrual, the final paycheck will reflect a deduction relative to the amount of un-accrued time off taken.

29. SICK LEAVE

PVCSD provides paid time off for the purpose of illness or other medical requirements. PVCSD will review and may change any of these sick leave benefit provisions at its discretion.

Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to PVCSD's General Manager.

A. Entitlement

Regular, full-time employees are provided with 78 hours of sick leave annually, on January 1. Any unused sick leave shall carryover to the following year with a cap of 160 hours.

Part-time are provided with a pro-rated sick leave entitlement based upon their hours worked.

All employees are not eligible to take paid sick time until their 90th day of employment.

Verification

In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical, or two days prior in the case of absence for a doctor's appointment.

Employees are required to notify their supervisor as soon as possible of their absence due to illness or injury.

PVCSD strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe that they have been discriminated or retaliated against should report their concerns to PVCSD's General Manager.

B. Use of Sick Leave

Sick leave may be applied to the following circumstances:

1. An absence necessitated by an employee's personal illness or injury.

2. Medical and dental office appointments.
3. Absence from duty because the employee's presence is needed to attend to the serious illness of a member of his or her immediate family. For purposes of this policy, immediate family shall mean parent, step-parent, sibling, grandparent, spouse, child (of any age), grandchild, domestic partner or legal guardian. All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of a family member.
4. Illnesses while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
 - a. The illness or injury of the employee or member of the employee's immediate family was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his or her normal duties.
 - b. The employee must notify the General Manager within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.
 - c. PVCSD shall be under no obligation to extend the vacation beyond the original scheduled vacation ending date.
 - d. Upon the employee's return to work, the employee must furnish PVCSD with a certificate signed by a physician or other medical provider stating the nature of the medical condition and the period of disablement.

Sick leave may also be taken by an employee for the purpose of attending to an ill or injured member of the employee's immediate family as permitted by law, including the "Kin Care" requirements set forth in California Labor Code section 233. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of Kin Care time. Family members covered include parents, children, and spouses and are defined as follows:

- A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.
- A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents" for purposes of this division.
- The term "spouse" is not defined in the legislation mandating Kin Care, but presumably applies only to an individual to whom an employee is legally married or to an employee's domestic partner.

In any use of sick leave, an employee's account shall be charged to the nearest quarter hour for a non-exempt employee, while exempt employees will be charged only for full-day absences. At no point will an employee be allowed to have a negative balance.

An employee may be required to furnish a certificate issued by a licensed health care provider or other satisfactory evidence of illness, injury, medical condition or medical or dental office calls when PVCSD has notified the employee in advance of such a requirement or when the employee has been under the care of a physician.

C. Use of Sick Leave During Training Sessions and Other Off-Site Events

Training sessions, conferences, and other required PVCSD events that an employee attends for more than 6 hours in a given work day shall be treated as a full 8-hour day. However, if an employee is unable to attend all or a portion of the training or event due to illness or other incapacity, the employee must report to the General Manager the number of hours the employee missed due to illness so that the appropriate amount of time is deducted from the employee's sick leave.

30. BEREAVEMENT

In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three (3) days. This is in addition to regular sick leave and vacation time. Certification may be required by PVCSD Manager. For purposes of this policy an employee's immediate family is defined to include spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, domestic partner, or any other person who is a legal dependent of the employee.

31. PREGNANCY-RELATED DISABILITY LEAVE

A. Eligibility

PVCSD recognizes that employees may be unable to work for temporary but extended periods of time due to pregnancy, childbirth, or related medical conditions. Accordingly, for any employee who is disabled by pregnancy, childbirth, or related medical conditions, PVCSD provides leave for the period of actual disability ("Pregnancy Disability Leave"), up to a maximum of four months. Pregnancy Disability Leave may be taken intermittently, or on a reduced-hours schedule, as medically advisable. An employee may also be entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions.

In accordance with applicable law and this policy, female employees may be eligible for a leave of absence and/or transfer based on pregnancy, regardless of length of service with PVCSD.

B. Pregnancy-Related Disability Leave

1. A woman is "disabled by pregnancy" if, in the opinion of her health care provider, she is unable to work at all or is unable to perform one or more of the essential functions of her job or to perform these without undue risk to herself, to the successful completion of her pregnancy, or to other persons.
2. Pregnancy disability leave is for any period(s) of actual disability caused by pregnancy, childbirth, or related medical conditions. Where medically advisable, pregnancy disability leave may be taken for a reasonable period of time, up to four months per pregnancy (eighty-eight workdays for a full-time employee).

C. Leave Due to Normal Childbirth

An employee shall be entitled to the minimum leave entitlements required by applicable law.

D. Leave/Transfer and Other Reasonable Accommodation Requests

1. Whenever possible, an employee should submit a written request for Pregnancy Disability leave to the General Manager as soon as she is aware of the need for such leave. If the leave is foreseeable, the employee must provide 30 calendar days' advance notice to the General Manager of the need for Pregnancy Disability Leave. If it is not practicable to give 30 calendar days' advance notice of the need for such leave, the employee must notify the General Manager as soon as practicable after she learns of the need for such leave. If an employee fails to provide the requisite 30 days' advance notice for a foreseeable need for leave, without any reasonable excuse for the delay, PVCSD reserves the right to delay the taking of the leave until at least 30 days after the date that the employee does provide such notice.
2. PVCSD shall respond to the leave or transfer request as soon as practicable and, in any event, no later than 10 calendar days after receiving the request. PVCSD shall attempt to respond to the leave request before the date the leave is due to begin. Once given, approval shall be deemed retroactive to the date of the first day of the leave.
3. Reasonable accommodation other than leave or transfer will be granted upon request. Such requests must be supported by a written certification from the employee's health care provider.

E. Intermittent Leave

Pregnancy disability leave need not be taken in one continuous block. It may be taken on an as-needed basis, intermittently or on a reduced work schedule.

1. If it is medically advisable and foreseeable that an employee will be taking intermittent leave or leave on a reduced work schedule, PVCSD may require that the employee transfer temporarily to an available alternative position.
2. An “alternative position” is one that provides pay and benefits equivalent to those of the employee’s regular position and better accommodates recurring periods of leave than the employee’s regular job. It does not have to have equivalent duties. However, the employee must be qualified for the position.
3. Transfer to an alternative position may include altering an existing job to better accommodate the employee’s need for intermittent leave or a reduced work schedule.

F. Temporary Transfers

1. An employee may request a temporary transfer to a position with less strenuous or less hazardous duties where the employee’s health care provider certifies that such a transfer is medically advisable.
2. Temporary transfers will be granted where appropriate and when PVCSD is able to reasonably accommodate the transfer, provided that the transfer would not require PVCSD to:
 - a. Create additional employment;
 - b. Discharge another employee;
 - c. Violate a collective bargaining agreement;
 - d. Transfer a more senior employee in order to make room for the employee’s transfer; or
 - e. Promote or transfer the employee or any other employee to a position for which he/she is not qualified.

G. Certifications

1. As a condition of taking a pregnancy disability leave or transfer, the employee must provide medical certification from her health care provider that she is disabled due to pregnancy, childbirth or related medical conditions and/or that a transfer to an alternative position is medically advisable.
2. The medical certification should include:
 - a. The date on which the employee becomes disabled due to pregnancy or the date of the medical advisability for the transfer;
 - b. The probable duration of the period(s) of disability or the period(s) for the advisability of the transfer; and
 - c. A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to herself, to the successful completion of her pregnancy, or to other persons or a statement that, due to pregnancy, the transfer is medically advisable.

H. Recertification

Recertification may be required where additional time is requested.

I. Fitness for Duty

The employee must provide certification from her health care provider of her fitness for duty prior to being reinstated.

J. Pay During Leave

1. Pregnancy disability leave is unpaid leave. However, the employee may request or PVCSD may require that the employee use accrued sick leave to provide pay during the period of leave.
2. An employee may also elect, at her option, to use accrued vacation or other accrued paid time off, if any, to provide pay during pregnancy disability leave.
3. The employee may also be eligible to receive temporary disability insurance payments during her pregnancy disability leave, and to coordinate the use of any accrued sick leave and/or vacation to supplement temporary disability insurance payments.

K. Reinstatement

1. The employee is entitled to be reinstated to the same or a comparable position upon release to return to work by her health care provider.
 - a. Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated by the date agreed upon, provided that the employee has provided medical certification of her fitness for duty.
 - b. If the actual reinstatement date differs from the original agreement, the employee will be reinstated within two business days, where feasible, after the employee notifies PVCSD of her readiness to return and provides medical certification of her fitness for duty.
 - c. Failure to return to work on the next work day following the expiration of pregnancy disability leave may be grounds for termination of employment.
2. The employee is not, however, entitled to any greater right of reinstatement than she would have had if she had not taken leave. Thus, reinstatement to the “same position” may be denied if:
 - a. For legitimate business reasons, unrelated to the employee having taken a pregnancy disability leave or transfer, the employee would not otherwise have been employed in her same position at the time reinstatement is requested; or
 - b. Each means of preserving the job or duties for the employee (such as leaving it unfilled or filling it with a temporary employee) would substantially undermine PVCSD’s ability to operate safely and efficiently.
3. Also, the employee has no greater right to reinstatement to a “comparable position” or to other benefits and conditions of employment than an employee who has been continuously employed. Thus, reinstatement to a comparable position may be denied if:
 - a. There is no comparable position open on the employee’s scheduled date of reinstatement or within 10 working days thereafter; or
 - b. a comparable position is available, but filling the available position with the returning employee would substantially undermine PVCSD’s ability to operate safely and efficiently.

L. Seniority and Benefits

1. In general, employees taking pregnancy disability leave will be treated the same as other similarly situated employees taking disability leave.
2. The employee returning from a pregnancy disability leave shall return with no less seniority than she had when the leave commenced for purposes of layoff, recall, promotion, job assignment, and seniority related benefits such as vacation.
3. The employee shall retain employee status during the period of leave, and the leave shall not constitute a break in service for purposes of longevity and/or seniority.

M. Group Health Insurance

PVCSD will continue to pay its share of the premium for the employee's health insurance that PVCSD would have paid but for the employee's pregnancy disability leave. The employee will be responsible for paying for his or her share of the premium as well as his or her same share of dependent coverage, and such payment will be due at the same time as if it had been made by payroll deduction. Such PVCSD payment will continue for a maximum of four months in any 12-month period, beginning on the date the pregnancy disability leave commences. If the employee is not eligible for continued paid coverage or if coverage ceases, the employee may continue group health insurance coverage pursuant to Cal-COBRA guidelines.

32. CALIFORNIA FAMILY RIGHTS ACT

The California Family Rights Act (CFRA) authorizes eligible employees to take up a total of 12 weeks of paid or unpaid job-protected leave during a 12-month period. While on leave, employees keep the same employer-paid health benefits they had while working. Eligible employees can take the leave for one or more of the following reasons:

- The birth of a child (including the child of a domestic partner) or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, domestic partner, child of any age, parent, sibling, grandparent or grandchild) with a serious health condition.
- When the employee is unable to work because of a serious health condition (excluding pregnancy)
- A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age), or parent in the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Employees must notify PVCSD as soon as they are aware of the need for such leave. For foreseeable leave, the employee must provide 30 calendar days' advance notice. For events not foreseeable 30 days in advance, the employee must give notice as soon as is practicable, and generally must comply with PVCSD's normal call-in or notice procedures. All requests for CFRA Leave should include enough information to make PVCSD aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. If an employee fails to provide the requisite 30-day advance notice for foreseeable events without a reasonable excuse for the delay, PVCSD reserves the right to delay the start of the leave until at least 30 days after the date on which the employee does provide such notice. Once aware the employee needs leave, PVCSD will inform the employee as to whether the employee is eligible under CFRA for such leave. PVCSD may request documentation evidencing the need for such leave as permitted by law.

Eligible employees who take CFRA Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If PVCSD employs both parents who are entitled to CFRA Leave, both employees are entitled to 12 weeks of leave each.

PVCSD will not discriminate against an employee for exercising CFRA rights or giving information or testimony as to the employee's or another person's CFRA Leave; nor will PVCSD interfere with or limit the exercise or attempted exercise of such rights.

33. MILITARY LEAVE OF ABSENCE

PVCSD will grant employees a military leave of absence to the extent required by applicable federal and state law.

34. MILITARY SPOUSE LEAVE

Qualified California employees will be given up to 10 days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or national guard during a period of military conflict. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide PVCSD with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to PVCSD certifying that the military member will be on military leave from deployment.

35. JURY DUTY LEAVE

An employee summoned for jury duty will immediately notify PVCSD Manager. PVCSD will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. PVCSD will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order.

While serving on a jury, employees will be given a paid leave of absence for the entire duration of their jury service. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to PVCSD of any compensation received as a juror, not including any travel allowance.

36. VOTING LEAVE

PVCSD encourages all employees to perform their civic duty by participating in elections. In circumstances where an employee's work schedule does not provide sufficient time off to vote on an election day, PVCSD will provide employees with a reasonable amount of time off to vote during scheduled work time, up to two hours of paid time off. Employees who require time off to vote must notify their supervisor at least two days prior to each election day and must submit proof of voting. PVCSD reserves the right to specify a time period in which employees are permitted to leave work in order to vote.

37. DISCRETIONARY LEAVE

PVCSD authorizes unpaid discretionary leave for medical or other reasons constituting good cause away from assignment. An unpaid discretionary leave must be approved by the General Manager. No unpaid discretionary leave shall be granted unless the employee requests the leave in writing and includes the reason for the request. Approval by the appropriate authority shall be in writing. No unpaid discretionary leave pursuant to this section shall be requested or authorized for the purpose of imposing disciplinary action upon any employee.

There is no entitlement to be reinstated in the exact position the employee occupied prior to the leave, PVCSD is allowed to place the employee back in a substantially similar position. Additionally, if the position is subjected to layoff during the employee's absence, he or she is not insulated from layoff because of being on leave. This section is designed to grant special requests for unpaid discretionary leave which are not specifically addressed in other sections of these policies. An employee on an unpaid discretionary leave shall not receive compensation or accrue sick leave, vacation, or holiday credits. After 30 consecutive working days on an unpaid discretionary leave, employer contributions to retirement, life insurance, medical, dental, or other designated benefit plans shall be suspended until the employee is reinstated. However, upon approval

of an unpaid discretionary leave, the employee may elect to continue his or her benefits coverage at his or her own expense, with the exception of retirement benefits which may not be so continued. Any employee requesting an unpaid discretionary leave shall utilize all of his or her accrued compensatory time-off, administrative leave, and vacation time prior to the start of the unpaid discretionary leave.

If an employee takes an unpaid discretionary leave while on probation, his or her probationary period shall be extended the same length of time as the leave without pay. Such extension of probationary periods which arise as a result of this policy shall not be perceived as casting aspersions on any employee, but rather as a way to more accurately monitor employee performance.

Upon expiration of an approved unpaid discretionary leave, PVCSD shall endeavor to return the employee to the same or equivalent position he or she occupied at the time leave was granted. Unauthorized failure on the part of an employee to report to work upon expiration of the unpaid discretionary leave shall constitute job abandonment and will result in dismissal, unless the failure to report was due to an employee's continued leave as a disability accommodation under the Americans with Disabilities Act or Fair Employment And Housing Act. Where a disability is at issue, PVCSD will engage the employee with an interactive process meeting to determine whether a reasonable accommodation could bring the employee back to work or whether additional discretionary leave is a reasonable accommodation.

38. LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

PVCSD will provide time off to an employee who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs. PVCSD requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide PVCSD with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

Employees eligible for paid sick leave benefits under California law may take any such available paid time off, consistent with such law, for the purposes set forth in this policy. For more information, please see the Sick Leave policy. In the event paid sick leave benefits are not available, employees taking leave under this policy may elect to apply accrued and unused vacation to such time.

PVCSD prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy, or based on the employee's status as a victim of domestic violence, sexual assault, and/or stalking.

39. CRIME VICTIMS' LEAVE

PVCSD will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. PVCSD requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide PVCSD with a copy of the notice within a reasonable time.

No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions or privileges of employment, because of such absence. Such leave is unpaid. Employees taking leave under this policy may elect to apply vacation time to such leave.

40. LEAVE FOR ORGAN AND BONE MARROW DONATION

PVCSD will grant an employee the following leaves of absence:

- Bone Marrow Donation: A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee’s bone marrow to another person.
- Organ Donation:
 - A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating the employee’s organ to another person.
 - An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of the employee donating the employee’s organ to another person.

For leaves of absence under this policy that are paid, if an employee has earned and unused sick or vacation time available, the employee is required to first use up to five days of such paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to PVCSD’s District’s General Manager that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee’s right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, PVCSD will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, PVCSD will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. PVCSD may decline to restore an employee because of reasons unrelated to the employee’s exercise of rights under this policy.

41. EXPECTATIONS FOR PVCSD PERSONNEL

Employees are expected to be at their work places and ready for work at the established starting time and are expected to perform their work assignments.

Employees shall not gather on PVCSD property nor conduct personal business during work hours.

Protective equipment that is required or provided by the PVCSD must be properly utilized and maintained by employees as directed.

Employees must report all injuries or accidents to their supervisor at once.

Employees are required to promptly notify the Office Manager of any changes in personal status, such as name, address, telephone, marital status, etc.

An employee shall not cause defective work nor interfere with the work of others.

An employee must be physically capable of performing work assignments.

Employees must perform all assigned duties and fulfill their responsibilities to PVCSD. Productivity and workmanship must be up to PVCSD standards.

An employee must be available for work as scheduled or requested.

Employees shall be responsible for all PVCSD property that has been placed in their custody.

Employees shall not neglect their job, duties or responsibilities, nor refuse any work assigned to them.

42. FUNDAMENTAL RULES OF SAFETY

Every employee is responsible for safety. To achieve our goal of providing a completely safe workplace, everyone must be safety conscious. Employees should report any unsafe or hazardous condition or act and any defective or damaged equipment they observe to the supervisor immediately.

Employees are required to be familiar with relevant work procedures and safe work practices and know where the first aid medical kit is located as well as fire extinguishers. Employees are required to report all personal injuries, regardless of how serious, to the supervisor or General Manager and get immediate first aid. Failure to report accidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims.

If an employee is injured on the job, he or she will be entitled to benefits under applicable state workers' compensation law. PVCSD carries workers' compensation insurance and will assist employees to obtain all benefits to which they are legally entitled.

Employees should realize that practical jokes often result in serious injury -- PVCSD is no place for them.

43. WORKPLACE VIOLENCE POLICY

The District recognizes that workplace violence is a concern among employers and employees across the country. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, customers, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within the Human Resources Department for responding to any situation that presents the possibility of violence.

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the worksite, ranging from threats and verbal abuse to physical assaults and even homicide, that can affect and involve employees, clients, customers and visitors. If any employee observes or becomes aware of any of any workplace violence related actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify the Human Resources Director or General Manager immediately. Further, employees should notify the Human Resources Director or General Manager if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

44. UNIFORM AND PROTECTIVE CLOTHING

PVCSD provides uniforms for all its permanent security, gate and utility employees. Employees are responsible for maintenance and repairs of uniforms. All employees are expected to wear their appropriate uniforms while on duty in PVCSD.

Should personnel leave employment within their first ninety (90) days of employment, the employee will be responsible for the cost of the uniforms. Pursuant to applicable law, the amount deducted from the employee's final pay check for the cost of the uniforms will be limited to an amount that will not cause the employee to be paid at a rate less than minimum wage.

For utility employees, the PVCSD will cover the expense (up to one hundred dollars (\$100.00)) of the required steel toe work boots once per calendar year; reimburse the cost for denim work pants (up to one hundred (\$100.00) per calendar year; and provide tee-shirts, safety vests, and rain gear as required. For security patrol, PVCSD will provide employees with uniforms and up to \$100.00 annually as required for work boots.

45. DRESS CODE

Administrative employees are required to dress business casual with the exception of Friday's. Administrative employees enjoy casual dress on Fridays.

Security personnel expectations are located on Appendix B.

46. DRUG AND ALCOHOL POLICY

It is PVCSD's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Substance abuse can affect job performance, employee and public safety and the public's perception of the District and its operations. This policy shall apply to all employees of the District. Additional rules and procedures may be applicable to safety-sensitive positions.

PLEASE NOTE: Despite Proposition 64's legalization of marijuana under California law, the District still considers it a prohibited drug for purposes of this policy as it remains illegal under Federal law. Being under the influence of marijuana, at any level of intoxication, is prohibited. No level of cannabinoids in an employee's system is acceptable. Use, possession, purchase, sale, or distribution of marijuana are grounds for discipline, mostly likely termination. Employee use of marijuana is not excused even when used as "medical marijuana."

While on PVCSD's premises and while conducting business-related activities off PVCSD's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The reasonable use of alcohol may be allowed during work-related meetings and conferences conducted outside of working hours if alcohol is being served at such function.

A. Reasonable Suspicion Testing

The District may require a blood test, urinalysis, or other drug and/or alcohol test of employees reasonably suspected of using or being under the influence of a drug or alcohol when on duty or on District property. The type of test to be performed shall be determined by the medical facility, laboratory or collection facility conducting the test. An employee's consent to submit to such a test is required as a condition of the employee's continued employment, and the employee's refusal to consent will be considered insubordination and may result in disciplinary action, up to and including termination of employment, for even a first refusal or any subsequent refusal.

Only the General Manager, Human Resources Department, Department Heads or other designated individuals who have specific training with respect to recognizing potential substance abuse will have the authority to request a drug or alcohol test based on reasonable suspicion. Employees must report any perceived violation of this policy to the Human Resources Department for further assessment. The General

Manager, Human Resources Department, Department Head or other designated individuals (as applicable) requesting an employee to submit to a drug or alcohol test based on a reasonable suspicion must document in writing the facts constituting reasonable suspicion that the employee in question is using or under the influence of drugs or alcohol.

Employees reasonably believed to be under the influence of drugs or alcohol shall not be permitted to engage in further work. In addition, such employees shall not depart from their assigned work place without supervision. If it is reasonably suspected that an employee is under the influence of illegal drugs or alcohol, or if it is suspected the employee is being impaired from the use of a legal drug, the District shall arrange for transportation from the assigned work place to a testing center and/or the employee's residence, as is deemed appropriate.

Any employee who has drugs or alcohol in his or her system that exceed the standards established by the Department of Transportation at the time a drug and alcohol test is performed based upon a reasonable suspicion shall be subject to disciplinary action, up to and including termination.

B. Department of Transportation and Other Federally Mandated Testing

The District will institute and comply with any drug and alcohol testing program mandated by state and federal law, including the Drug-free Workplace Act and the U.S. Department of Transportation's testing requirements. These mandates may require employees to undergo additional testing covered by the District's DOT Drug and Alcohol Testing Policy.

C. Random Drug and Alcohol Testing of Employees in Safety Sensitive Positions

For those employees in safety sensitive positions, the District may require a blood test, urinalysis, or other drug and/or alcohol test on a random basis. The type of test to be performed shall be determined by the medical facility, laboratory or collection facility conducting the test. Excluded from the random testing under this policy will be those employees who are subject to the DOT testing regulations. The random testing under this policy will be implemented using an independent third party administrator who will follow a random selection pattern and testing procedures similar to those used under the DOT testing regulations. For more information on those positions that qualify as safety sensitive, please see Appendix D.

D. Drug Testing in the Event of an Accident

Employees will be required to undergo alcohol and drug testing if they are involved in an accident with District equipment that results in damage or injury occur, so long as there is reasonable suspicion of possession or intoxication. This includes all employees who are on duty operating the equipment and any others whose performance could have contributed to the accident. This is in order to ensure the safety and health of all District employees.

Following an accident where an employee is to be tested, the employee will be tested as soon as practicable (generally within two hours but not to exceed eight hours). Any employee who leaves the scene of the accident without appropriate authorization prior to submission to a drug and alcohol test will be considered to have refused the test and may be subject to termination of employment.

E. Procedures Used in All Testing

1. Prior to any testing, an applicant or employee will be required to sign a consent and release form allowing the District to conduct or order the testing and receive the test results. The signing of a consent and release form is a condition of employment. An employee's refusal to sign a consent and release may be considered insubordination and will subject the employee to disciplinary action, up to and including termination of employment. An applicant's refusal to sign a consent and release form will result in withdrawal of an offer of employment.
2. The drug or alcohol testing will be conducted in such a manner as to reasonably provide the applicant or employee privacy.
3. The test results will be kept on a need-to-know basis by the District. However, the District reserves the right to submit the test results as evidence in any legal or administrative action,

including an action challenging disciplinary action taken by the District against the employee in question. A copy of the test results will be provided to the employee in question upon request.

4. A portion of the biological sample taken in the drug or alcohol test will be provided to the employee or applicant, upon request, so that he or she may have the sample independently analyzed at his or her own expense.
5. Biological samples taken in the drug or alcohol test will not be used for anything other than an analysis for drug or alcohol content.
6. The District shall use specimen collection sites and laboratories certified for drug and alcohol testing by the U. S. Department of Health and Human Services.
7. Testing of current employees will be conducted when the employee is in an on-duty status.
8. If an employee is tested for substance abuse and the test results are positive for drugs and/or alcohol, or if an employee admits to using drugs or alcohol that has affected their job performance, it is left to the General Manager's discretion as to whether the employee shall be immediately terminated from their employment, or if they will be offered the opportunity to participate in a rehabilitation program which may be covered under the District's medical insurance coverage. If the employee is allowed to remain in the employment of the District and they elect to participate in a rehabilitation program, reinstatement to their position will be permitted only if the program was completed and they receive affirmation of their successful completion from the program provider. Before returning to work the employee must submit the results of a new drug and alcohol test which shows an absence of substances for which the test was originally given or any other substance which would be considered illegal and which would cause impairment. This test will be performed at the same testing facility used by the District, or approved in advance by the District. Further, if an employee elects to participate in a rehabilitation program, they may be eligible to use their leave time, or request a leave of absence in order to enter into the program for a period of time to be determined prior to admittance into the program, not to exceed 30 days.

Unless otherwise required by law, an employee will not be guaranteed reinstatement to the position they held at the time they were tested positively for drugs; following the successful completion of a rehabilitation program, reinstatement and the terms and conditions under which reinstatement will occur will be determined on a case-by-case basis, with the final determination made by the General Manager. The terms and conditions for continued employment or reinstatement shall be contained in a written agreement.

Violations of this policy, including an employee's refusal to submit for testing in accordance with this policy, may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with the General Manager to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through PVCSD's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all PVCSD's policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause PVCSD undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify PVCSD of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Appendix 'A'

LIST OF VIOLATIONS OF DISTRICT RULES AND REGULATIONS LIKELY TO LEAD TO DISCIPLINE - UP TO AND INCLUDING TERMINATION

VIOLATIONS OF DISTRICT RULES AND REGULATIONS
Theft
Reporting for shift under the influence of alcohol or illegal drugs, including prescription drugs without a valid prescription, or using the above while on duty.
Falsifying official documents, logs, records, reports, etc.
Sleeping while on duty.
Utilizing District property for personal business.
Leaving early without supervisor authorization.
Refusal or failure to perform work assigned, or to comply with supervisor's instructions.
Possession of any alcoholic beverage on District property.
Possession of illegal drugs, including legal prescriptions drugs without a valid prescription.
Carelessness in the performance of duty.
Excessive tardiness or absenteeism.
Failure to notify supervisor when unable to report for work.
Use or possession of any un-authorized weapon.
Dishonesty
Neglect of duty
Incompetence or inefficiency
Misuse of District property
Discourteous treatment of the public or fellow employees

* This is not an exhaustive list of potential violations of PVCSD rules and regulations.

Appendix 'B'

Pauma Valley Community Services District

District Policy for Security Personnel

July 27, 2020

RE: Uniforms/Equipment

Effective immediately: Each Patrolman will have the following while on duty.

- Clean Uniform
- Polished Badge
- Name Tag
- Clean Shoes
- Clean Cut
- Clean Shaved (trimmed mustache acceptable.)

Equipment:

- Duty Belt
- Chemical Spray
- Handcuffs/keys

This policy is effective immediately. Failure to comply with District Policy will result in disciplinary action. **Equipment Subject to inspection at request of General Manager or Security Supervisor anytime while the officer is on duty.**

First Offense: Verbal and/or written warning.

Second Offense: 3 Day Suspension without Pay.

Third Offense: Supervisory Review/Subject to Termination.

Employee: (print name) _____ Signature: _____

Security Supervisor: _____

General Manager: _____

Appendix 'C'

Pauma Valley Community Services District

Employee Benefits Summary

HEALTH INSURANCE

The District currently offers a choice of HMO Gold Plans through California Choice Administrators. The District pays 80% of the premium for health insurance for employees and their dependents. Employees can choose plans annually during the open enrollment period in December or anytime there are major life changing events (i.e. marriage, birth, death). Employees become eligible for this optional benefit the first day of the month following 60 days of employment.

HEALTH REIMBURSEMENT ACCOUNT

Full time employees will receive an annual Health Reimbursement Account based on their family status. The approved annual amount will commence on January 1 of each year and expire December 31 of each year. The amount is available to all full-time employees regardless if health insurance benefits have been elected through the District or not. This amount can be used to offset the employee contribution paid each pay period, and/ or receipts for medical services to be reimbursed can be submitted with the completed Request for Reimbursement Form. New hires will receive a prorated amount based on the number of remaining months in the year.

- \$1,250 is provided to an individual
- \$1,750 is provided to legal partners/ single parent with child
- \$2,250 is provided to an individual/legal partnership with a child/children

LIFE INSURANCE

Group Term Life Insurance is provided by Principal Life Insurance Company with a benefit amount of \$50,000 at no cost to the employee. Employees become eligible for this benefit the first day of the month following 90 days of employment for the duration of their employment. Effective 7/1/2022 all new employees must complete the Principal Life Insurance Company Evidence of Insurability Health Questionnaire (EOI). If determined to be ineligible by Principal Life Insurance Company based on the EOI, the Group Term Life Insurance benefit coverage will be \$25,000 at no cost to the employee.

PENSION PLAN

The District contracts with the California Public Employees Retirement System (CalPERS):

- 3% @ 60 benefit formula for Classic Members – eligible existing members only
(Employee contribution rates as of 7/1/2022: 8%)
- 2% @ 62 benefit formula for PEPRA members – any employee hired after 1/1/2013
(Employee contributes 6.75% as of 7/1/2022)

SOCIAL SECURITY

The District participates in the Social Security System. The current employee contribution rate is 6.2%.

DEFERRED COMPENSATION

The district offers an IRS Section 457 Deferred Compensation Plan with CalPERS. The CalPERS 457 is on an individual voluntary basis. Employees are eligible to begin making contributions at any point in their employment and may adjust contribution amounts at any time.

HOLIDAYS

The District observes the following paid holidays. Any employee that works any portion of a shift on the following days shall be paid Double Time for the entire shift worked.

New Year's Day - January 1

Martin Luther King Jr. Day – third Monday in January

Presidents Day - third Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Veterans' Day – November 11

Thanksgiving Day - fourth Thursday in November

Black Friday Day – fourth Friday in November

Labor Day - First Monday in September

One Floating Holiday - to be selected by employee per calendar year

Christmas Day - December 25th

For Administrative Staff and Utility Staff only: If a holiday falls on a Saturday, the preceding Friday will be observed. If any holiday falls on a Sunday, the following Monday will be observed.

VACATIONS

Regular full-time employees accrue vacation hours from date of hire. The annual accumulation is based on completed years of service. Vacation may be taken at any time provided the employee has completed the Vacation Request and submitted to their supervisor for approval or denial.

From hire date, but less than 5 years of continuous employment: 3.08 hours per pay period (80 hours per year)

More than 5 years, but less than 15 years of continuous employment: 4.62 hours per pay period (120 hours per year)

More than 15 years of continuous employment: 6.16 hours per pay period (160 hours per year)

Employees are permitted to take all or a portion of their vacation each year and to accumulate vacation time up to a maximum of 160 hours. Accumulated hours above 160 will be automatically paid out with payroll. Employees may choose to sell back any unused portion of their vacation accrual. Any employee that has vacation accrual at the time of separation from the District will be paid the balance of the vacation accrual on their final pay check.

SICK LEAVE

The District offers sick leave accrual of 78 hours per calendar year. Unused sick leave is accumulated from year to year up to a maximum of 160 hours. This may be used to cover employees time off due to illness, injury, attending medical and/ or dental appointments and to care for an immediate family member with any of the aforementioned issues.

WORKERS COMPENSATION

The district is insured with The Zenith for work related injuries. Medical Provider Notices are posted in the District Office for review by any employee.

STATE DISABILITY PROGRAM

Disability Insurance is administered by State of California (SDI) to help protect against wage loss because of a non-occupational illness or injury in which all accrued sick time has been exhausted. More information is available on the EDD website.

UNEMPLOYMENT INSURANCE

Unemployment insurance is payable to employees who have met all of the eligibility requirements of the law. No cost to employee. Please visit the EDD website for more information.

USE OF PERSONAL PHONE

In some cases employees are required to use their personal phone while conducting District business. If this is deemed necessary for your position by the General Manager, a cell phone reimbursement is available in the amount of \$40 per month. If the employee chooses not to use their personal phone a District phone will be issued.

ELECTRIC VEHICLE CHARGING

Employees are permitted to use the electric vehicle charging stations located at the District Office.

ADMINISTRATIVE EMPLOYEES ALSO RECEIVE

SCHEDULE: Administrative Employees work five 8 hour shifts per week during the office hours of 8:00 am to 4:00 pm, unless modified by management.

UTILITY EMPLOYEES ALSO RECEIVE

SAFETY BOOTS: Utility employees are reimbursed up to a maximum of \$100.00 per calendar year for steel toe safety boots and insoles. Proof of purchase required.

UNIFORMS: It is the District's policy that utility employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All utility employees are supplied with tee shirts. Blue denim pants will be reimbursed by the District up to \$100 per calendar year per utility employee with proof of purchase.

STAND-BY PAY: Utility Employees assigned stand-by duty shall receive a daily rate of \$10 for weekdays; \$50 for weekends; \$50 for District observed holidays.

SCHEDULE: Utility Employees work a 9/80 schedule as follows 7:00 am to 4:00 pm four days a week and have every other Friday off; working Fridays have a schedule of 7:00 am to 3:00 pm, unless modified by management.

GATE EMPLOYEES ALSO RECEIVE

UNIFORMS: It is the District's policy that gate employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All gate employees are supplied with shirts, name tag, sweater, jacket and a beanie.

SHIFT DIFFERENTIAL PAY: Due to the round the clock nature of this department the following differentials will be paid on top of the regular pay rate:

Shift A – 12 midnight to 8 am - \$4.50/ per shift

Shift B – 8 am to 4 pm - \$0 / per shift

Shift C – 4 pm to 12 midnight - \$3.50 / per shift

SCHEDULE: Gate Employees work five 8 hour shifts per week, unless modified by management.

SECURITY EMPLOYEES ALSO RECEIVE

UNIFORMS: It is the District's policy that security employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All security employees are supplied with blouses, matching pants, a badge, all weather jacket and a beanie.

SHIFT DIFFERENTIAL PAY: Due to the round the clock nature of this department the following differentials will be paid on top of the regular pay rate:

Shift A – 12 midnight to 8 am - \$4.50/ per shift

Shift B – 8 am to 4 pm - \$0 / per shift

Shift C – 4 pm to 12 midnight - \$3.50 / per shift

SCHEDULE: Security Employees work four 10 hour shifts per week, unless modified by management.

Appendix 'D'

Pauma Valley Community Services District

Safety Sensitive Positions

General Manager

Security Supervisor

Security Patrol Officers

Utility Department Supervisor

Utility Water/Wastewater Worker 1

Utility Water/Wastewater Worker 2

Acknowledgement of Receipt of EMPLOYEE HANDBOOK

Employee Name: _____

I acknowledge that I have received a copy of the Employee Handbook, issued by **Pauma Valley Community Services District** (the District or PVCSD) on _____, 2022. I have promptly read its contents. I agree to observe and abide by the conditions of employment, policies, and rules contained in this Handbook. I understand that this Handbook refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I understand and agree that my relationship with the District is “at-will,” which means that my employment is for no definite period and may be terminated by me or by the District at any time and for any reason with or without cause or advance notice. I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District.

I understand and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment and that employment at the District is employment “at-will”; employment may be terminated at the will of either the District or myself with or without cause. I understand and agree that the terms of my at-will employment may not be modified or superseded except by a written agreement signed by me and the General Manager of the District, and as authorized by the District’s Board of Directors, that no other employee or representative of the District has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by me and the General Manager of the District.

I also acknowledge receipt of the District’s Harassment, Discrimination and Retaliation policy set forth in this Handbook, and I certify that I have read it, understand it, and agree to comply with its terms and conditions.

My signature below certifies that I understand that the foregoing agreement on “at-will” status is the sole and entire agreement between the District and me concerning my employment and the circumstances under which my employment may be terminated. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. This Handbook supersedes all prior agreements, understandings, and representations concerning my employment. I understand that if I have questions regarding the Handbook that I can discuss with my supervisor or Human Resources Department.

Signature _____ Date _____

Print Name _____

Agenda Item # 3b

Employee Service Recognition Pay

Prepared By

Jeff Armstrong, Interim General Manager

Discussion

It has been the recent practice of the Board to consider a year-end performance bonus for staff. This bonus recognizes the hard work, dedication, and effort of staff to provide the essential services we are responsible for. This year the staff has put forth even greater efforts than in previous years. Staff has experienced significant changes during the year and in particular the last quarter of the year. They have demonstrated sincere dedication and effort that ensured continuity of all operations in the District. The District has an incredible staff and their performance has exceeded expectations this year.

The past few years the Board recognized staffs' efforts and awarded each employee with a \$50 performance bonus for each month of service during the calendar year. If the Board takes action to approve this level of performance bonus again this year the total bonus payout would be \$8,652. The amount of bonus received by an employee would range from \$100-\$600.

As an alternative to previous bonus level. The Interim General Manager would recommend increasing the performance bonus to \$75 for each employee for each month worked. This recommendation recognizes the tremendous additional effort of staff to keeping this District running and even enhancing operations during the last quarter of the year. If the Board takes action to approve this level of bonus the total bonus payout would be \$12,979. The amount of bonus received by an employee would range from \$150-\$900.

Recommended Action

The Interim General Manager recommends approval of the year end performance bonus for each employee in the amount of \$75 per month for each month worked in the calendar year. However, the Interim General Manager would be excluded from any bonus.

Fiscal Impacts

The performance bonus has a budgeted in the total amount of \$12,605. The total amount of year end performance bonuses for all eligible employees at the \$75 amount is \$12,979. However, the Rancho Pauma Mutual Water Company would also reimburse the District about \$2,500 which would bring the final payout under the remaining budget by approximately \$2,000.

Alternatives

Approve a performance budget at the previous level of \$50 per employee per month.

The Board could also provide direction to change the amount per month for calculation of the bonus.

The Board could decline to approve any bonus this year.

Agenda Item # 3c

Wastewater Treatment Plant Operator

Prepared By

Jeff Armstrong, Interim General Manager

Discussion

The District has historically used contract services for the management and consulting expertise for the operation and maintenance of the wastewater services and treatment facilities. In September of this year the Board took action to replace the existing provider of these services, Dudek & Associates with Water Quality Specialists. This change was in response for the need to fulfill certain operator certification levels that PVCSD staff did not possess. Additionally, it was expected that there would be a cost savings with Water Quality Specialists.

Water Quality Specialists (“WQS”) entered into an agreement with the District and began performing duties on October 10, 2022. Since this time staff has been very proactive in making this transition successful. Staff has initiated numerous coordination meetings, provided technical assistance, and changed procedures to adjust to WQS approach. Additionally, during this transition Dudek & Associates has continued to provide support and answer operational questions. Dudek’s support ended November 14th.

Staff feels the level of service and results of WQS is not meeting District expectations. Some examples include:

1. The contract requires WQS and its subcontractors to provide liability insurance in the amount of \$2,000,000. Since WQS uses a sister company, Coombs Service Group, to perform the maintenance services on the plant, liability insurance needs to be provided from Coombs Service Group as outlined in the contract. After several requests made by District staff the certificate of insurance for Coombs Service Group with a minimum of \$2,000,000 in liability coverage has not been provided and no communication regarding why has been given.
2. The Pauma Valley Wastewater Treatment Plant is operated under a General Order and Notice of Applicability issued by the State Water Resource Control Board. These documents outline Maximum Contaminate Levels (“MCL”) on various constituents as well as reporting requirements. Since WQS has taken over the wastewater treatment plant, testing results for Effluent have been exceeding the MCL and rising levels of Total Suspended Solids (“TSS”) have been observed.
3. General Customer service is poor. Staff has proactively reached out to coordinate times and tasks and responses are lacking. On numerous occasions WQS response to our request has been informing us we are not their only client.

Staff does not believe WQS will meet the historically high level of plant operations and expectations and believes making a change now before problems grow is important. The change staff proposes is to terminate the contract with WQS and reinstate the most current contract with Dudek & Associates.

Recommended Action

Board authorizes the Interim General Manager to terminate the contract with Water Quality Specialists and reinstate the most current contract with Dudek & Associates.

Fiscal Impacts

The table below summarizes the annual cost between the two alternatives and also includes the amounts budgeted by PVCSD.

	WQS	Dudek & Associates	Budget
Contract Service Cost	\$71,400	\$66,000	\$66,000
Utility Employee Cost	\$0	\$32,770	\$32,770
Total Cost	\$71,400	\$92,770	\$92,770

As can be seen, the staff recommendation is a greater annual cost in the amount of \$21,370. However, this is equal to the budgeted amount. Staff’s view is that an appropriate effort was made to reduce budgeted costs by trying the WQS alternative with unfortunate results. The fiscal impact of this recommendation is equal to the budget.

Alternatives

Continue contract with Water Quality Specialists.

Agenda Item # 4a

Website Transparency Best Practices

Prepared By

Amber Watkins, Office Manager

Discussion

Staff was asked to review the website transparency best practices for Special Districts as set forth by AB 434, AB 2257, SB 272 and SB 929. During the review, staff were able to complete almost all of the best practices outlined in the above-mentioned legislation using our current platform WIX. Those requirements are as follows:

1. Establish and maintain a website that is accessible to visitors with disabilities
2. Post contact information for the District on the website
3. Post agendas to the website at least 72 hours in advance of each regular meeting, in a format that is searchable, indexable, and platform-independent
4. A direct link to the most recent agenda on the website home page
5. Post a link to the State Controller’s PublicPay website (or include the district’s most recent Compensation Report on the site)
6. Post a link to the State Controller’s ByThe Numbers website (or include the district’s most recent Financial Transaction Report on the site)
7. Post a link to the district's Enterprise System Catalog in a “prominent location”

The component that was not able to be completed during this review is the ADA compliance outlined above as requirement number one. Streamline and WIX were explored as options to get the website into ADA compliance. Below are the services and annual costs for these platforms:

Key Information	Wix	Streamline
Price	\$204/yr	\$2,400/yr
Ease of use	User friendly	User friendly
Email Communication Options	No	Yes
ADA Compliance Service	No	Yes
ADA Compliant Scan Cost	\$588/yr	Included
Compliant Scanner	No	Yes
Payment Options	Yes 2.9% + .30	Yes 3.9% + .30

Our current platform, that is run in-house by staff, is a more cost effective option. However, it will require staff to actively monitor legislative updates and update the website accordingly versus utilizing Streamline that specializes in these types of updates. There is also a 15-month scholarship for Streamline offered by the Special District Leadership Foundation that can be explored.

Recommended Action

This item is for informational purposes only and staff plans to explore additional platforms before bringing a recommendation to the Board

Fiscal Impacts

WIX \$792.00 annually

Streamline \$2400 annually

Alternatives

N/A

PVCSD Staff Report

INFORMATION ITEM

Agenda Item # 4b

Update on Hangar Rooftop Solar Project

Prepared By

Jeff Armstrong, Interim General Manager

Discussion

The District is in the middle of a few projects with Century Sun & Solar. These projects consist of three elements:

1. Hangar Rooftop Solar System Installation
2. Electric Vehicle Charging Stations at District Office
3. 40-foot Antenna Tower Installation at Front Gate Guardhouse

Staff will provide a verbal update on the status of these projects.

Recommended Action

This item is for informational purposes only.

Fiscal Impacts

N/A

Alternatives

N/A

Agenda Item # 4c

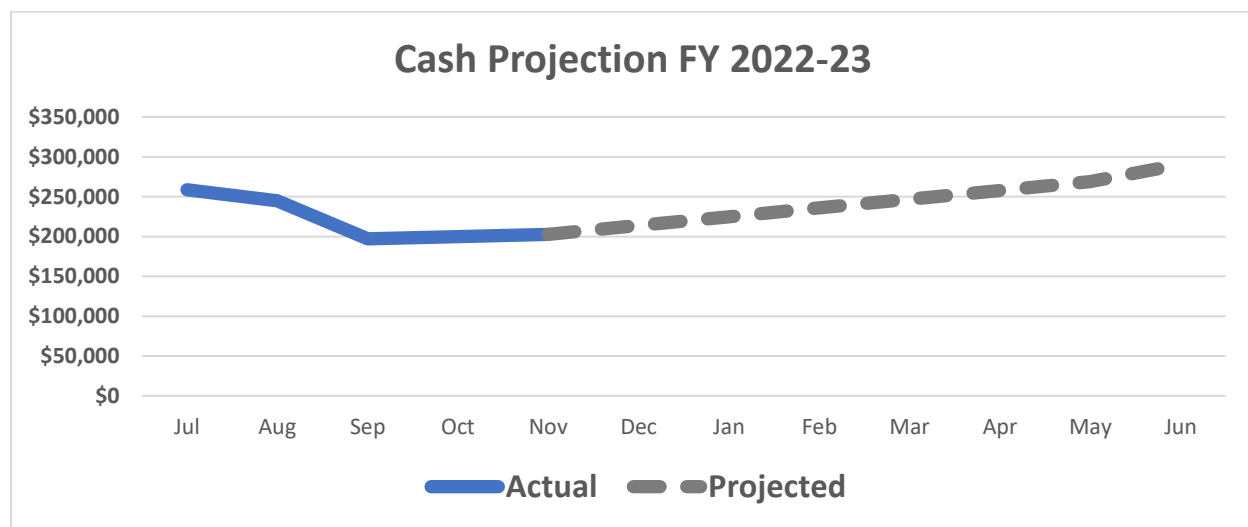
Cash Forecast for 2022-2023

Prepared By

Amber Watkins, Office Manager

Discussion

Staff was asked to provide a Cash Forecast for the remainder of 2022-2023. The forecast below contains the year-to-date current cash position through 10/31/2022. This forecast encompasses the expense items that have reached or are close to reaching the annual budgeted amounts. This projection of the future expenses include corrections to annual amounts budgeted on items such as electricity at the wastewater treatment plant and the District Office building, that were budgeted assuming the solar project would be completed at some point this fiscal year. It also includes adjusting the vehicle expenses as the budget for these items was under estimated. These unbudgeted expenses have been lined up with historical costs relative to the expense. This forecast also includes PVCSD’s portion of the Upper San Luis Rey Groundwater Management Authority (“USLRGMA”) projected expenses for the remainder of the fiscal year.



After conducting the review, staff projects that PVCSD will have \$290,000 in cash at fiscal year-end. However, the PVCSD portion of the legal fees and liability insurance for the USLRGMA have yet to be determined. Staff will likely need to bring this back to the Board at a future meeting.

Recommended Action

This item is for informational purposes only.

Fiscal Impacts

Net Income at 2022-2023 year end was budgeted to realize \$70,210, this projection suggests a decrease in Net Income to \$66,000.

Alternatives

N/A.

Agenda Item # 4d

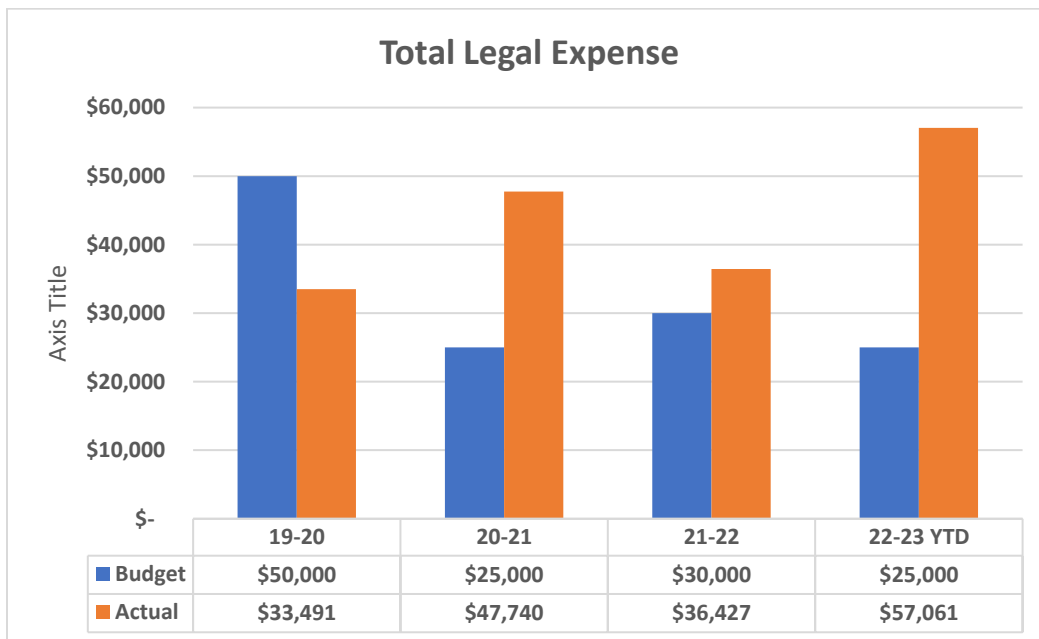
Review of Year-to-Date legal fees

Prepared By

Jeff Armstrong, Interim General Manager

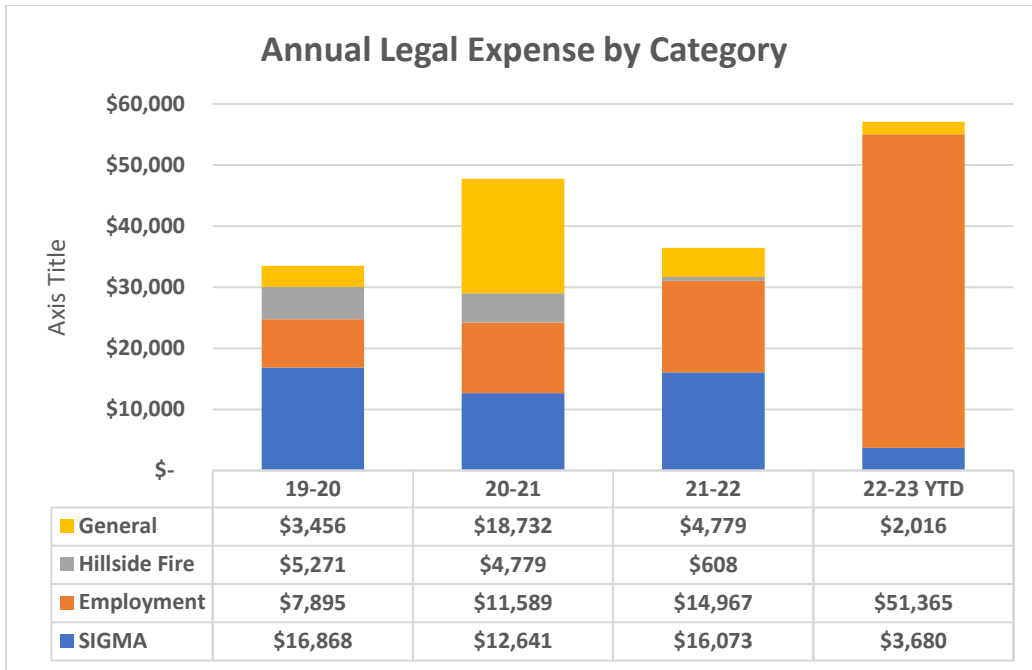
Discussion

The District has engaged Best Best & Krieger (BB&K) to provide General Counsel services. Legal fees (expenses) for services provided will vary from year to year depending on legal matters that arise each year. Some legal matters may arise and be resolved in the same fiscal year, while some may carry over to the next fiscal year or longer. The District budgets for these expenditures each year, however, the actual expenditures can vary for the reasons described above. For the Boards information the chart below summarizes the legal fees for the last three fiscal years and for fiscal year 2022-23 year-to-date and compares them to budget.



As can be seen in the chart above legal expenses, while varying in the last three fiscal years were in total close to the aggregate budget during that same period. Fiscal year 2022-23 has encountered legal matters that have already pushed actual expenditures above the annual budget. These legal matters are expected to be one-time matters.

To look further at the actual legal expense the chart below breaks the total expenditures into the major categories of legal expense.



Recommended Action

This item is for informational purposes only.

Fiscal Impacts

Legal expense if averaging close to \$40,000 annually. Fiscal year 2022-23 has encountered one-time expenses that will push it over budget and historical averages. It is expected that legal expenses will return to historical averages in the fiscal year 2023-24.

Alternatives

N/A.