

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT**  
**Minutes of a Special Meeting of the Board of Directors**

**Held on January 27<sup>th</sup>, 2025**

**Directors Present:** Fred Nelson, Richard Collins, Michael Esparza, Zan Villanueva, and Lolo Levy  
**Also Present:** Resident Son Do, Bill Collier, Jeff Morris of DPMC, General Manager Eric Steinlicht, and Office Manager Marissa Fehling

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1. Call to Order: Special Meeting was called to order at 3:04 PM by Nelson.
2. Pledge of Allegiance: The Pledge of Allegiance was led by Collins.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:  
Do inquired on whether the District still enforces noise ordinance matters and if it would be possible to send a notice to individuals responsible for excessive noise. Esparza explained the reasoning behind the removal of the noise ordinance but advised that such concerns may be brought to the General Manager, who can coordinate with Security to address the issue directly.

**--CONSENT ITEMS--**

Items 5-10 appearing on the consent Calendar may be voted on by single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or 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.

5. Minutes of the Special Board Meeting on December 09<sup>th</sup>, 2024
6. Minutes of the Regular Board Meeting on November 25<sup>th</sup>, 2024
7. Review of Balance Sheet, Revenue and Expense Report
8. Accounts Receivable Report
9. PVCSD Security Report
10. Employee Benefits Summary Update

Esparza inquired about changes to the Employee Benefits Summary, and Steinlicht reported the changes.

**Motion:** Collins moved to approve consent items 5-10 as presented. The motion was seconded by Esparza and the motion was carried by the following roll call vote:

**Result:** Approved (Unanimous)

**Moved by:** Collins

**Seconded by:** Esparza

**Ayes:** Villanueva, Esparza, Nelson, Levy, Collins

**--DISCUSSION ITEMS--**

11. Board of Directors Onboarding Requirements Update –  
Fehling provided the Board of Directors with an overview of the onboarding requirements. Steinlicht emphasized the importance of using the designated email accounts for official district business.
12. Board of Directors Roles and Functions –  
Levy proposed defining specific roles and responsibilities for each Board member. Esparza requested that Steinlicht research policies for the Board of Directors to consider for implementation and present findings at a future meeting. Esparza also explained the benefits of utilizing Ad-Hoc Committees as a best practice in certain situations.

13. Board of Directors Communication Protocols –  
Levy requested clarification on the rules and regulations governing Board of Directors' communication and inquired about the possibility of attending board meetings via Zoom. Esparza reviewed and explained the applicable rules and regulations.
14. Security Gate Malfunctions –  
Levy suggested improvements for communicating gate malfunctions to the community. Do provided Steinlicht with contact information for a resident experienced in gate operations who may be able to assist with future repairs.
15. Cost-of-Service Analysis Update – Steinlicht provided an update and explained the purpose of the analysis.
16. Storm Drainage Update –  
Steinlicht provided an update to the Board. Collier inquired about the drain located under the bridge, leading to a discussion on the ongoing drainage issue. Nelson requested that Steinlicht consult legal counsel to draft a letter regarding the matter. Levy asked about the ownership and maintenance responsibility of the 8th Fairway, which Steinlicht clarified.
17. Solar Project Update –  
Steinlicht updated the Board on challenges encountered in initiating the project, noting a lack of response from SDG&E. Esparza requested that Steinlicht consult the County Supervisor regarding the potential purchase of equipment and report back. Esparza also provided the new Board members with historical context on how the project was initiated.
18. Supervisory Control Data Acquisition (SCADA) Overview and Update – Steinlicht provided an update.
19. Strategic Plan Update – Esparza provided information.

**--ACTION ITEMS--**

20. Cybersecurity Grants for Local and Tribal Governments (SL) Program Awarded to the District  
The General Manager identified and pursued a unique grant opportunity that resulted in an official award letter granting the District Two Hundred and Forty-Four Thousand Dollars (\$244,000) to fund critical cybersecurity projects.

Staff Recommendation:

1. Authorize the General Manager to engage the Grant Writer to facilitate fund procurement
2. Discuss and take other action as appropriate.

Steinlicht presented details of the Cybersecurity grant awarded to the District. Nelson commended Steinlicht for his efforts. Esparza noted that a municipality such as the City of Riverside, with an operating budget of \$45 million, would have highly valued a grant of this nature. Steinlicht added that, to his knowledge, a grant of this magnitude has not been awarded to the District before.

**Motion:** Esparza moved to authorize the General Manager to engage the Grant Writer to facilitate fund procurement. The motion was seconded by Levy and the motion was carried by the following roll call vote:

**Result:** Approved (Unanimous)

**Moved by:** Esparza

**Seconded by:** Levy

**Ayes:** Villanueva, Esparza, Nelson, Levy, Collins

21. Cost-Effective Wastewater Treatment Plant Sludge Disposal Alternative  
The Board of Directors will consider authorizing the General Manager to maintain the operational relationship with Casino Pauma for Sludge Disposal with the assistance of Water Quality Specialists.

Staff Recommendation:

1. Authorize the General Manager to maintain the waste hauling agreement with Casino Pauma.
2. Discuss and take other action as appropriate.

**Motion:** Esparza moved to authorize the General Manager to maintain the waste-hauling agreement with Casino Pauma. The motion was seconded by Collins and the motion was carried by the following roll call vote:

**Result:** Approved (Unanimous)

**Moved by:** Esparza

**Seconded by:** Collins

**Ayes:** Villanueva, Esparza, Nelson, Levy, Collins

22. Cybersecurity, Data Protection and Information Technology Staff Support Solution

The Board of Directors will consider authorizing the General Manager to approve a 3-year term proposal presented by VC3 to provide key Information Technology (IT) support services to staff. VC3 Will provide critical IT services that include Cyber Security, Data Protection, Staff Training, Network Monitoring, 24/7 IT Staff Support, and more.

Staff Recommendation:

1. Authorize the General Manager to execute VC3's three-year contract.
2. Discuss and take other action as appropriate.

**Motion:** Levy moved to authorize the General Manager to execute VC3's three-year contract. The motion was seconded by Villanueva and the motion was carried by the following roll call vote:

**Result:** Approved (Unanimous)

**Moved by:** Levy

**Seconded by:** Villanueva

**Ayes:** Villanueva, Esparza, Nelson, Levy, Collins

23. Ad-Hoc Committee Formation for the Review of Policies Concerning District Security

The Board of Directors will consider forming and assigning two Board of Directors to an Ad-Hoc Committee focused on reviewing Ordinance 55, RFIDs, as well as the overall policy regarding the Centralization of Pauma Valley District Security.

Staff Recommendation:

1. Approve the creation of an Ad-Hoc Committee and assign roles as needed.
2. Discuss and take other action as appropriate.

**Motion:** Esparza moved to approve the creation of an Ad-Hoc Committee, with Directors Esparza and Villanueva volunteering to serve as members. The motion was seconded by Collins and was carried by the following roll call vote:

**Result:** Approved (Unanimous)

**Moved by:** Esparza

**Seconded by:** Collins

**Ayes:** Villanueva, Esparza, Nelson, Levy, Collins

24. Addition of New District Banking Signers

The Board of Directors will consider the approval and signing of Resolution 125, thereby authorizing the Board President and Board Treasurer as signers for both Cal Bank and Trust, and Five Star Bank.

Staff Recommendation:

1. Approve and sign Resolution 125.
2. Discuss and take other action as appropriate.

**Motion:** Esparza moved to approve and sign Resolution 125. The motion was seconded by Collins and the motion was carried by the following roll call vote:

**Result:** Approved (Unanimous)

**Moved by:** Esparza

**Seconded by:** Collins

**Ayes:** Villanueva, Esparza, Nelson, Levy, Collins

**--CLOSED SESSION--**

25. The Board of Directors Will Meet in a Closed Session to Discuss:

**A. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION**

**Title:** General Manager

Authority: Government Code section 54957

**B. PUBLIC EMPLOYEE APPOINTMENT**

**Title:** General Manager

Authority: Government Code Section 54957

Conference with Labor Negotiator

District Representative: President Fred Nelson

Employee: General Manager

Authority: Government Code Section 54957.6

**C. CONFERENCE WITH LEGAL COUNSEL**

**Existing Litigation**

Pursuant to Government Code Section 54956.9(d)(1)

Rancho Pauma Mutual Water Company vs Pauma Valley Community Services District

(San Diego Superior Court Case No. 37-2023-00038164-CU-BC-NC)

**D. CONFERENCE WITH LEGAL COUNSEL**

**Potential/Threatened/Anticipated Litigation**

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

(Two (2) Matters)

The Board proceeded into closed session at 4:25 p.m.

26. Open Session

A. Reportable Actions –

**Motion:** Collins moved to release a statement from legal counsel regarding the District's authority to enforce Roadway Rules of the Road within the Pauma Valley Country Club Estates.

The motion was seconded by Esparza and the motion was carried by the following roll call vote:

**Result:** Approved (4-1)

**Moved by:** Collins

**Seconded by:** Esparza

**Ayes:** Villanueva, Esparza, Nelson, Collins

**Nays:** Levy

**--INFORMATIONAL ITEMS--**

27. General Manager's Report - Item was tabled.

28. Miscellaneous Items

A. Requested items for future agendas (Directors and Staff Only)

- a) Salary and Total Compensation Study
- b) Critical Spare Part Inventory/Replacement Program and CMMS
- c) LAFCO Service Area Annexation

Esparza requested to add an item for progress updates on the CSDA Transparency Certification.

B. Board Comments – The Board thanked staff for all their hard work.

C. Announcements – None

- a) Cybersecurity Grant Awarded

D. Next Regular Meeting of the Board:

- a) Monday, February 24<sup>th</sup>, 2025, at 10:00 AM

29. Adjournment

There being no further business to come before the Board, the meeting adjourned at 6:02 p.m.