

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, January 24, 2022  
TIME: OPEN Session - 10:00 a.m.  
PLACE: 33129 Cole Grade Rd. Pauma Valley, CA 92061  
<https://us02web.zoom.us/j/83747130472>  
Phone: (669) 900-6833 Passcode: 83747130472

In response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Pauma Valley CSD will hold its board meeting via teleconference. This meeting is open to the public via virtual interface and can be accessed by clicking on the link below.

### Mission Statement

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

## **AGENDA**

1. Call to Order
2. Roll Call
3. Public Comments
  - a. Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. Any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered.

In the interest of public health and safety this meeting will be held as a hybrid (in-person and virtually). Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.

4. Appoint Officer Positions for CY2022
  - a. Nominate and Appoint officer positions of the Board
  
5. 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 January 10, 2022
  - b. Review of BS, P&L as of Nov 30, 2021
  - c. Review of BS, P&L as of Dec 31, 2021
  - d. Accounts Receivable
  - e. Notice of Violation Summary
  - f. Daily Activity Report
  - g. AB 361 - Hybrid Meetings
  
6. Outsourcing vs Insourcing of Security Personnel - Director Cipriano
  - a. Discussion item - The Board to discuss position on further studies of outsourcing or continuation of insourcing our Security Department
  
7. Pauma Valley Roadway Association Discussion - Director Cipriano & Jacobs
  - a. The Board will discuss the Pauma Valley Roadway Association
  
8. Gate Access & Road Usage Policies and Procedures - Director Cipriano & Jacobs
  - a. The Board will consider an update to the Gate Access and Road Usage Policies and Procedures
  
9. General Manager's Report - GM Graziano
  
10. Employee Cost of Living Adjustment (COLA) - GM Graziano & President Esparza
  - a. The Board will consider a cost of living adjustment for employees
  
11. District Wide Sewer System Cleaning - GM Graziano
  - a. The Board will consider authorizing the expenditure
  
12. Equivalent Dwelling Unit (EDU) Audit - GM Graziano
  - a. The Board will discuss and consider possible action on the results of the audit conducted specific to the non-residential sewer customers
  
13. Closed Session
  - a. Session With Labor Negotiator
    - i. Conference with Labor Negotiators (\$54957.6)
    - ii. Agency Designated Representative: Mike Esparza & Bill Jacobs
    - iii. Unrepresented Employee: General Manager

14. Open Session
  - a. Reportable actions from Closed Session
15. General Manager's Compensation Update
  - a. The Board will consider and act on an adjustment to the General Manager's compensation
16. General Manager Goals & Initiatives for 2022
  - a. The General Manager will present his first draft 2022 G&I's
17. Closed Session
  - a. Conference with Legal Counsel - Anticipated Litigation
    - i. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)-(1 case)
18. Open Session
  - a. Reportable actions from Closed Session
19. Other Business
  - a. Requested items for next or future agendas (Directors and Staff Only)
  - b. Board comments
20. Announcements/Adjournment
  - a. Special Meeting on January 27, 2022 at 10:00 a.m.
  - b. Regular Meeting on February 28, 2022 at 10:00 a.m.
  - c. Presentation of awards to former Board Members

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

To request a disability-related modification or accommodation regarding agendas or attendance, contact Amber Watkins, at [AmberWatkinspvcSD@hotmail.com](mailto:AmberWatkinspvcSD@hotmail.com) at least 48 hours before the meeting.



January 20, 2022

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

Held on January 10, 2022

Directors Present: Michael Esparza, Bill Jacobs, Jim Cipriano, Jodie Lawston, and Betty Potalivo  
Also Present: Residents Andy Mathews and Michael Martello, President of RPMWC  
Chuck Bandy, Steve Anderson of BBK, Allison Borkenheim of BBK,  
General Manager Bobby Graziano, Office Manager Amber Watkins, and  
Administrative Assistant Marissa Fehling

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- 1.1 Call to Order: Regular Meeting was called to order at 10:01 a.m. by President Esparza.
- 1.2 Roll Call: Esparza requested a Roll Call. Fehling verified that all directors were present at that time, to constitute a quorum.
- 1.3 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 December 13, 2021-
  - b. AB 361 – Hybrid Meetings

Cipriano motioned to approve the consent calendar as presented, seconded by Jacobs and upon a unanimous vote was adopted.
- 1.4 Open for Public Comments:
  - a. Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered– None
- 1.5 Amendment 3 to Memorandum of Understanding (MOU) for Development of a Groundwater Sustainability Plan for the San Luis Rey Valley Groundwater Basin –
  - a. The Board will consider adopting the Amendment – Graziano asked for Anderson to lead the explanation of the proposed amendment to the SGMA MOU. Anderson explained the changes that have taken place over the years and explained the Staff Report. Anderson gave an explanation of the new map and informed what Geoscience’s analysis concluded. Jacobs mentioned that the table that delegates the number of votes and contribution per party was missing. Anderson noted. Potalivo inquired on whether we can approve this amendment in a way where it would only need to be brought back to the Board if any substantial changes are made. Anderson agreed. Potalivo inquired on who pays for the consultants. Graziano explained that Yuima obtained siable grants to cover the cost of the GSP. Graziano informed that PVCSD pledged contribute \$50k, RPMWC pledged to contribute \$50k towards the GSP. Yuima was making a similar contribution. Upon a motion by Cipriano, seconded by Jacobs, and unanimous vote the Amendment 3 to Memorandum of Understanding (MOU) for Development of a Groundwater Sustainability Plan for the San Luis Rey Valley Groundwater Basin was adopted and will be brought back to the next meeting if there are any substantial changes made.
- 1.6 Resolution 108 – A Resolution Recommending Approval of the Groundwater Sustainability Plan for the Pauma Valley Subbasin of the San Luis Rey Valley Groundwater Basin –
  - a. The Board will consider adopting Resolution 108– Anderson explained the resolution. Anderson explained that the resolution would 1) give authorization to their representatives, Bandy and Graziano, to sign off on last minute changes, 2) authorize Bandy and Graziano to vote on formalizing the approval plan at the upcoming GSA meeting on January 21st. Upon a motion

- by Esparza, seconded by Cipriano, and unanimous vote Resolution 108 was adopted as presented.
- 1.7 Closed Session: Esparza informed that section 7d was pulled from the agenda. Jacobs announced his resignation from the PVCSD Board effective January 28, 2022. Esparza thanked Jacobs for all he has done. The Board entered closed session at 10:36 a.m.
- a. Conference with Legal Counsel – Anticipated Litigation
- i. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)-(1case)
- b. Public Employee Performance Evaluation –
- i. In accordance with Government Code Sections 54954.5(e), and 54957 the Board will discuss the performance of the General Manager
- c. Session With Labor Negotiator –
- i. In accordance with Government Code Sections 54954.5 & 54957.6
- ii. Agency Designated Representatives: Bill Jacobs & Mike Esparza
- iii. Unrepresented Employee: General Manager
- d. Personal Matters –
- i. Confer on personnel matters pursuant to Government Code Section 54957
- 1.8 Open Session
- a. Reportable action(s) from Closed Session – The meeting reconvened to Open Session at 12:19 p.m. No reportable actions reported. Director Lawston left meeting at 12:19 p.m.
- 1.9 Other Business
- a. Requested items for next or future agendas (Directors and Staff Only) – Cipriano suggested inviting employees of PVCSD to use the EV charging stations for those who have the vehicles to do so. Esparza agreed and mentioned it is a great benefit of working for this district. Potalivo agreed with the idea. Esparza informed he would like to get all of the Board’s and Graziano’s project ideas and prioritize them. Potalivo inquired on what the process would be to replace Jacobs. Graziano informed that staff would be posting the notice of vacancy, send a notice to the County, and collect applicants’ letters of interest for the next 15 days. Jacobs informed he will be resigning as of January 28 and will be a part of the appointment process for the new Board member. Graziano informed that the upcoming agenda would include PVRA discussion, workload intake process, and prioritization of the Agendas.
- b. Board comments – None.
- 1.11 Adjournment:
- a. Regular Meeting on January 24, 2022, at 10:00 a.m. – The next meeting date is scheduled for January 24, 2022, at 10:00 a.m. With nothing further to discuss and upon a motion from Esparza, second by Cipriano and unanimous vote, the meeting adjourned at 12:30 p.m. 4/0, 1 absent.

*Marissa Fehling*

Marissa Fehling, Recording Secretary

## PV COMMUNITY SERVICES DISTRICT

## Balance Sheet

As of November 30, 2021

Accrual Basis

	Nov 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	
100 <input type="checkbox"/> Petty Cash	368
102 <input type="checkbox"/> Checking	290,928
110 <input type="checkbox"/> ResFunds/L.A.I.F.	581
Total Cash	291,877
111 <input type="checkbox"/> LAIF Fair Market Value	89
Total Checking/Savings	291,966
Accounts Receivable	
120 <input type="checkbox"/> Accounts Receivable	28,411
Total Accounts Receivable	28,411
Other Current Assets	
125 <input type="checkbox"/> Due from RPMWC	33,179
140 <input type="checkbox"/> Prepaid Insurance	13,994
140.6 <input type="checkbox"/> PrePaid Wkrs Comp Ins	14,144
Total Other Current Assets	61,316
Total Current Assets	381,693
Fixed Assets	2,766,131
Other Assets	
196 <input type="checkbox"/> Deferred Outflows of Resources	1,262,252
Total Other Assets	1,262,252
<b>TOTAL ASSETS</b>	<b>4,410,075</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
201 <input type="checkbox"/> Accounts Payable	74,117
Total Accounts Payable	74,117
Other Current Liabilities	
201.6 <input type="checkbox"/> Pre-Paid Customer Fees	25,952
205 <input type="checkbox"/> Accrued State Payroll Taxes	-0
2110 <input type="checkbox"/> Direct Deposit Liabilities	-1,347
Total Other Current Liabilities	24,605
Total Current Liabilities	98,722
Long Term Liabilities	1,547,317
Total Liabilities	1,646,039
Equity	
460 <input type="checkbox"/> Retained Earnings	2,664,888
Net Income	99,147
Total Equity	2,764,036
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,410,075</b>

PV COMMUNITY SERVICES DISTRICT  
Profit & Loss Budget Performance

November 2021

Accrual Basis

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 ☐ Sewer Charges	37,373	37,373	186,867	186,867	448,481
661.5 ☐ Security Patrol Charges	44,829	44,829	224,146	224,145	537,949
662 ☐ Property Tax	6,438	9,583	10,242	47,917	115,000
662.1 ☐ Connection Fees	0	0	0	0	0
663 ☐ Interest	2	417	596	2,083	5,000
663.1 ☐ LAIF Fair Market Value Revenue	0	0	0	0	0
664 ☐ Other	268	451	138,791	2,255	5,413
665 ☐ Security Gate Charge	35,062	35,062	175,310	175,310	420,744
666.5 ☐ RFID Tags	925	583	4,175	2,917	7,000
667 ☐ Delinquent Charges	572	0	773	0	0
668 ☐ Vacant Lot/Sewer Availability	396	396	1,980	1,980	4,752
670 ☐ Reimbursement Revenue	1,117		5,180		
Total Income	126,983	128,695	748,060	643,475	1,544,339
Gross Profit	126,983	128,695	748,060	643,475	1,544,339
Expense					
Depreciation	10,092	10,091	50,460	50,456	121,095
Dwelling Live	675	683	3,376	3,417	8,200
Electrical Utilities	3,537	3,181	20,339	15,904	22,189
Equipment Rentals	0	42	0	208	500
Group Health Ins.	10,075	7,049	33,470	35,246	84,590
Liability Insurance	3,908	3,753	19,541	18,767	45,040
Miscellaneous Expense	180	1,100	2,602	5,499	13,197
Office Expense	3,284	2,169	11,952	10,843	26,022
Operator Contract Services	5,500	5,500	27,500	27,500	66,000
Payroll Taxes	3,828	5,033	19,191	25,163	60,390
PERS Retirement	3,718	4,555	86,965	93,112	124,997
Repairs & Maintenance	48,766	9,724	73,623	48,617	116,682
Salaries	48,201	52,946	238,484	264,729	635,350
Security Expense	710	453	3,373	2,262	5,430
Uniforms	377	267	1,949	1,333	3,200
Vehicles	540	756	4,722	3,782	9,076
Workers' Comp. Insurance	1,328	1,577	7,137	7,883	18,920
6560 ☐ Payroll Expenses	0		0		
701 ☐ Drainage	300	833	2,700	4,167	10,000
712.1 ☐ State Maint. Fee	0	24,420	0	24,420	24,420
730 ☐ Water Tests & Analysis	1,323	720	4,606	3,600	8,640
815 ☐ Fees	0	222	4,790	1,111	2,666
816 ☐ Engineering	875	542	5,175	2,708	6,500
818 ☐ Schools & Meetings	1,065	575	2,997	2,875	6,900
819 ☐ Accounting	0	0	10,500	10,000	10,000
820 ☐ Legal	2,957	2,500	13,460	12,500	30,000
821.2 ☐ SGMA Technical Study	0	0	0	0	50,000
921 ☐ Guard Houses /Roadway Lease	0	0	2	2	2
Total Expense	151,238	138,689	648,913	676,104	1,510,006
Net Ordinary Income	-24,256	-9,994	99,147	-32,629	34,333
Net Income	-24,256	-9,994	99,147	-32,629	34,333

## PV COMMUNITY SERVICES DISTRICT

## Balance Sheet

As of December 31, 2021

Accrual Basis

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	
100 <input type="checkbox"/> Petty Cash	368
102 <input type="checkbox"/> Checking	167,264
110 <input type="checkbox"/> ResFunds/L.A.I.F.	581
Total Cash	168,213
111 <input type="checkbox"/> LAIF Fair Market Value	89
Total Checking/Savings	168,302
Accounts Receivable	
120 <input type="checkbox"/> Accounts Receivable	27,761
Total Accounts Receivable	27,761
Other Current Assets	
125 <input type="checkbox"/> Due from RPMWC	35,773
140 <input type="checkbox"/> Prepaid Insurance	10,085
140.6 <input type="checkbox"/> PrePaid Wkrs Comp Ins	12,572
Total Other Current Assets	58,430
Total Current Assets	254,493
Fixed Assets	2,934,439
Other Assets	
196 <input type="checkbox"/> Deferred Outflows of Resources	1,262,252
Total Other Assets	1,262,252
<b>TOTAL ASSETS</b>	<b>4,451,183</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
201 <input type="checkbox"/> Accounts Payable	100,228
Total Accounts Payable	100,228
Other Current Liabilities	
201.6 <input type="checkbox"/> Pre-Paid Customer Fees	22,921
205 <input type="checkbox"/> Accrued State Payroll Taxes	-0
Total Other Current Liabilities	22,921
Total Current Liabilities	123,149
Long Term Liabilities	1,547,317
Total Liabilities	1,670,466
Equity	
460 <input type="checkbox"/> Retained Earnings	2,664,888
Net Income	115,829
Total Equity	2,780,717
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,451,183</b>



PV COMMUNITY SERVICES DISTRICT  
Profit & Loss Budget Performance  
December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 ☐ Sewer Charges	37,373	37,373	224,240	224,240	448,481
661.5 ☐ Security Patrol Charges	44,829	44,829	268,975	268,975	537,949
662 ☐ Property Tax	36,130	9,583	46,372	57,500	115,000
662.1 ☐ Connection Fees	0	0	0	0	0
663 ☐ Interest	2	417	598	2,500	5,000
663.1 ☐ LAIF Fair Market Value Revenue	0	0	0	0	0
664 ☐ Other	568	451	139,359	2,707	5,413
665 ☐ Security Gate Charge	35,062	35,062	210,372	210,372	420,744
666.5 ☐ RFID Tags	700	583	4,875	3,500	7,000
667 ☐ Delinquent Charges	398	0	1,171	0	0
668 ☐ Vacant Lot/Sewer Availability	396	396	2,376	2,376	4,752
670 ☐ Reimbursement Revenue	0		5,180		
Total Income	155,458	128,695	903,517	772,170	1,544,339
Gross Profit	155,458	128,695	903,517	772,170	1,544,339
Expense					
Depreciation	10,092	10,091	60,552	60,548	121,095
Dwelling Live	675	683	4,051	4,100	8,200
Electrical Utilities	3,775	3,181	24,115	19,085	22,189
Equipment Rentals	0	42	0	250	500
Group Health Ins.	8,056	7,049	41,526	42,295	84,590
Liability Insurance	3,908	3,753	23,449	22,520	45,040
Miscellaneous Expense	6,950	1,100	9,553	6,599	13,197
Office Expense	2,581	2,169	14,534	13,011	26,022
Operator Contract Services	5,500	5,500	33,000	33,000	66,000
Payroll Taxes	3,968	5,033	23,159	30,195	60,390
PERS Retirement	3,618	4,555	90,583	97,667	124,997
Repairs & Maintenance	2,753	9,724	76,377	58,341	116,682
Salaries	49,294	52,946	287,778	317,675	635,350
Security Expense	495	453	3,868	2,715	5,430
Uniforms	1,029	267	2,979	1,600	3,200
Vehicles	868	756	5,590	4,538	9,076
Workers' Comp. Insurance	1,328	1,577	8,465	9,460	18,920
6560 ☐ Payroll Expenses	0		0		
701 ☐ Drainage	300	833	3,000	5,000	10,000
712.1 ☐ State Maint. Fee	27,109	0	27,109	24,420	24,420
730 ☐ Water Tests & Analysis	945	720	5,551	4,320	8,640
815 ☐ Fees	1,829	222	6,619	1,333	2,666
816 ☐ Engineering	0	542	5,175	3,250	6,500
818 ☐ Schools & Meetings	702	575	3,699	3,450	6,900
819 ☐ Accounting	0	0	10,500	10,000	10,000
820 ☐ Legal	2,999	2,500	16,459	15,000	30,000
821.2 ☐ SGMA Technical Study	0	50,000	0	50,000	50,000
921 ☐ Guard Houses /Roadway Lease	0	0	2	2	2
Total Expense	138,776	164,269	787,688	840,373	1,510,006
Net Ordinary Income	16,682	-35,574	115,829	-68,203	34,333
Net Income	16,682	-35,574	115,829	-68,203	34,333

## A/R Aging Summary

As of January 20, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>&gt; 180</u>	<u>TOTAL</u>
CSD-001	0.00	-592.00	-592.00	-592.00	-1,480.00	-3,256.00
CSD-002	0.00	0.00	0.00	-1,749.00	0.00	-1,749.00
CSD-003	0.00	-302.00	-888.00	0.00	0.00	-1,190.00
CSD-004	0.00	0.00	0.00	-1,125.00	0.00	-1,125.00
CSD-005	0.00	-818.00	0.00	0.00	0.00	-818.00
CSD-006	0.00	-578.00	-186.00	0.00	0.00	-764.00
CSD-007	0.00	-568.00	-85.00	0.00	0.00	-653.00
CSD-008	0.00	0.00	-636.23	0.00	0.00	-636.23
CSD-009	0.00	-592.00	0.00	0.00	0.00	-592.00
CSD-010	0.00	-592.00	0.00	0.00	0.00	-592.00
CSD-011	0.00	-557.00	0.00	0.00	0.00	-557.00
CSD-012	0.00	-507.00	0.00	0.00	0.00	-507.00
CSD-013	0.00	-324.00	0.00	0.00	0.00	-324.00
CSD-014	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-015	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-016	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-017	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-018	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-019	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-020	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-021	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-022	0.00	-290.54	0.00	0.00	0.00	-290.54
CSD-023	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-024	0.00	0.00	0.00	0.00	-288.00	-288.00
CSD-025	0.00	-275.00	0.00	0.00	0.00	-275.00
CSD-026	0.00	-202.00	0.00	0.00	0.00	-202.00
CSD-027	0.00	-194.00	0.00	0.00	0.00	-194.00
CSD-028	0.00	0.00	0.00	0.00	-148.00	-148.00
CSD-029	0.00	-96.00	0.00	0.00	0.00	-96.00
CSD-030	0.00	-93.00	0.00	0.00	0.00	-93.00
CSD-031	0.00	-12.00	0.00	0.00	0.00	-12.00
CSD-032	0.00	-10.00	0.00	0.00	0.00	-10.00
CSD-033	0.00	-7.00	0.00	0.00	0.00	-7.00
CSD-034	0.00	-2.13	0.00	0.00	0.00	-2.13
CSD-035	0.00	0.00	0.00	0.00	0.00	0.00
CSD-036	2.00	0.00	0.00	0.00	0.00	2.00
CSD-037	5.00	0.00	0.00	0.00	0.00	5.00
CSD-038	7.00	0.00	0.00	0.00	0.00	7.00
CSD-039	12.00	0.00	0.00	0.00	0.00	12.00
CSD-040	12.00	0.00	0.00	0.00	0.00	12.00
CSD-041	12.00	0.00	0.00	0.00	0.00	12.00
CSD-042	12.00	0.00	0.00	0.00	0.00	12.00
CSD-043	12.00	0.00	0.00	0.00	0.00	12.00
CSD-044	12.00	1.45	0.00	0.00	0.00	13.45
CSD-045	14.00	0.00	0.00	0.00	0.00	14.00

## A/R Aging Summary

As of January 20, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>&gt; 180</u>	<u>TOTAL</u>
CSD-046	21.00	0.00	0.00	0.00	0.00	21.00
CSD-047	86.00	0.00	0.00	0.00	0.00	86.00
CSD-048	102.00	0.00	0.00	0.00	0.00	102.00
CSD-049	112.00	0.00	0.00	0.00	0.00	112.00
CSD-050	126.00	0.00	0.00	0.00	0.00	126.00
CSD-051	202.00	0.00	0.00	0.00	0.00	202.00
CSD-052	202.00	0.00	0.00	0.00	0.00	202.00
CSD-053	202.00	0.00	0.00	0.00	0.00	202.00
CSD-054	202.00	0.00	0.00	0.00	0.00	202.00
CSD-055	202.00	0.00	0.00	0.00	0.00	202.00
CSD-056	202.00	0.00	0.00	0.00	0.00	202.00
CSD-057	202.00	0.00	0.00	0.00	0.00	202.00
CSD-058	202.00	0.00	0.00	0.00	0.00	202.00
CSD-059	202.00	0.00	0.00	0.00	0.00	202.00
CSD-060	202.00	0.00	0.00	0.00	0.00	202.00
CSD-061	202.00	0.00	0.00	0.00	0.00	202.00
CSD-062	202.00	2.00	0.00	0.00	0.00	204.00
CSD-063	205.14	0.00	0.00	0.00	0.00	205.14
CSD-064	206.00	0.00	0.00	0.00	0.00	206.00
CSD-065	224.00	0.00	0.00	0.00	0.00	224.00
CSD-066	271.00	0.00	0.00	0.00	0.00	271.00
CSD-067	296.00	0.00	0.00	0.00	0.00	296.00
CSD-068	296.00	0.00	0.00	0.00	0.00	296.00
CSD-069	296.00	0.00	0.00	0.00	0.00	296.00
CSD-070	296.00	0.00	0.00	0.00	0.00	296.00
CSD-071	296.00	0.00	0.00	0.00	0.00	296.00
CSD-072	296.00	0.00	0.00	0.00	0.00	296.00
CSD-073	296.00	0.00	0.00	0.00	0.00	296.00
CSD-074	296.00	0.00	0.00	0.00	0.00	296.00
CSD-075	296.00	0.00	0.00	0.00	0.00	296.00
CSD-076	296.00	0.00	0.00	0.00	0.00	296.00
CSD-077	296.00	0.00	0.00	0.00	0.00	296.00
CSD-078	296.00	0.00	0.00	0.00	0.00	296.00
CSD-079	296.00	0.00	0.00	0.00	0.00	296.00
CSD-080	296.00	0.00	0.00	0.00	0.00	296.00
CSD-081	296.00	0.00	0.00	0.00	0.00	296.00
CSD-082	296.00	0.00	0.00	0.00	0.00	296.00
CSD-083	296.00	0.00	0.00	0.00	0.00	296.00
CSD-084	296.00	0.00	0.00	0.00	0.00	296.00
CSD-085	296.00	0.00	0.00	0.00	0.00	296.00
CSD-086	296.00	0.00	0.00	0.00	0.00	296.00
CSD-087	296.00	0.00	0.00	0.00	0.00	296.00
CSD-088	296.00	0.00	0.00	0.00	0.00	296.00
CSD-089	296.00	0.00	0.00	0.00	0.00	296.00
CSD-090	296.00	0.00	0.00	0.00	0.00	296.00

## A/R Aging Summary

As of January 20, 2022

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

## A/R Aging Summary

As of January 20, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>&gt; 180</u>	<u>TOTAL</u>
CSD-136	296.00	0.00	0.00	0.00	0.00	296.00
CSD-137	296.00	0.00	0.00	0.00	0.00	296.00
CSD-138	296.00	0.00	0.00	0.00	0.00	296.00
CSD-139	296.00	0.00	0.00	0.00	0.00	296.00
CSD-140	296.00	0.00	0.00	0.00	0.00	296.00
CSD-141	296.00	0.00	0.00	0.00	0.00	296.00
CSD-142	296.00	0.00	0.00	0.00	0.00	296.00
CSD-143	296.00	0.00	0.00	0.00	0.00	296.00
CSD-144	296.00	0.00	0.00	0.00	0.00	296.00
CSD-145	296.00	0.00	0.00	0.00	0.00	296.00
CSD-146	296.00	0.00	0.00	0.00	0.00	296.00
CSD-147	296.00	0.00	0.00	0.00	0.00	296.00
CSD-148	296.00	0.00	0.00	0.00	0.00	296.00
CSD-149	296.00	0.00	0.00	0.00	0.00	296.00
CSD-150	296.00	0.00	0.00	0.00	0.00	296.00
CSD-151	296.00	0.00	0.00	0.00	0.00	296.00
CSD-152	296.00	0.00	0.00	0.00	0.00	296.00
CSD-153	296.00	0.00	0.00	0.00	0.00	296.00
CSD-154	296.00	0.00	0.00	0.00	0.00	296.00
CSD-155	296.00	0.00	0.00	0.00	0.00	296.00
CSD-156	296.00	0.00	0.00	0.00	0.00	296.00
CSD-157	296.00	0.00	0.00	0.00	0.00	296.00
CSD-158	296.00	0.00	0.00	0.00	0.00	296.00
CSD-159	296.00	0.00	0.00	0.00	0.00	296.00
CSD-160	296.00	0.00	0.00	0.00	0.00	296.00
CSD-161	296.00	0.00	0.00	0.00	0.00	296.00
CSD-162	296.00	0.00	0.00	0.00	0.00	296.00
CSD-163	296.00	0.00	0.00	0.00	0.00	296.00
CSD-164	296.00	0.00	0.00	0.00	0.00	296.00
CSD-165	296.00	0.00	0.00	0.00	0.00	296.00
CSD-166	296.00	0.00	0.00	0.00	0.00	296.00
CSD-167	296.00	0.00	0.00	0.00	0.00	296.00
CSD-168	296.00	0.00	0.00	0.00	0.00	296.00
CSD-169	296.00	0.00	0.00	0.00	0.00	296.00
CSD-170	296.00	0.00	0.00	0.00	0.00	296.00
CSD-171	296.00	0.00	0.00	0.00	0.00	296.00
CSD-172	296.00	0.00	0.00	0.00	0.00	296.00
CSD-173	296.00	0.00	0.00	0.00	0.00	296.00
CSD-174	296.00	0.00	0.00	0.00	0.00	296.00
CSD-175	296.00	0.00	0.00	0.00	0.00	296.00
CSD-176	296.00	7.00	0.00	0.00	0.00	303.00
CSD-177	296.00	0.00	7.00	0.00	0.00	303.00
CSD-178	296.00	7.00	0.00	0.00	0.00	303.00
CSD-179	308.00	0.00	0.00	0.00	0.00	308.00
CSD-180	308.00	0.00	0.00	0.00	0.00	308.00

## A/R Aging Summary

As of January 20, 2022

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>&gt; 180</u>	<u>TOTAL</u>
CSD-181	308.00	0.00	0.00	0.00	0.00	308.00
CSD-182	332.00	0.00	0.00	0.00	0.00	332.00
CSD-183	202.00	162.00	0.00	0.00	0.00	364.00
CSD-184	202.00	200.00	0.00	0.00	0.00	402.00
CSD-185	202.00	202.00	0.00	0.00	0.00	404.00
CSD-186	206.00	206.00	0.00	0.00	0.00	412.00
CSD-187	296.00	296.00	0.00	0.00	0.00	592.00
CSD-188	296.00	296.00	0.00	0.00	0.00	592.00
CSD-189	296.00	296.00	0.00	0.00	0.00	592.00
CSD-190	296.00	296.00	0.00	0.00	0.00	592.00
CSD-191	296.00	296.00	0.00	0.00	0.00	592.00
CSD-192	296.00	296.00	1.00	0.00	0.00	593.00
CSD-193	296.00	374.00	0.00	0.00	0.00	670.00
CSD-194	296.00	442.22	0.00	0.00	0.00	738.22
CSD-195	296.00	624.56	0.00	0.00	0.00	920.56
CSD-196	296.00	624.56	0.00	0.00	0.00	920.56
CSD-197	296.00	624.56	0.00	0.00	0.00	920.56
CSD-198	296.00	624.56	0.00	0.00	0.00	920.56
CSD-199	966.00	0.00	0.00	0.00	0.00	966.00
CSD-200	202.00	455.12	452.59	304.00	0.00	1,413.71
CSD-201	202.00	456.22	451.59	404.00	0.00	1,513.81
CSD-202	296.00	661.63	582.00	0.00	0.00	1,539.63
CSD-203	112.00	264.24	261.61	224.00	1,120.07	1,981.92
CSD-204	296.00	631.01	661.71	592.00	0.00	2,180.72
CSD-205	202.00	480.65	471.64	404.00	1,999.99	3,558.28
CSD-206	9,224.00	250.00	0.00	0.00	0.00	9,474.00
TOTAL	<u>53,853.14</u>	<u>104.11</u>	<u>501.91</u>	<u>-1,538.00</u>	<u>1,204.06</u>	<u>54,125.22</u>

## Notice of Violation Records

<b>Date:</b>	<b>Time of NOV:</b>	<b>Resident Name:</b>	<b>Violator Name:</b>	<b>Vehicle:</b>	<b>Location of Violation:</b>	<b>Type of Violation:</b>	<b>Letter Sent:</b>	<b>Prior Violations</b>
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		10/24/2020
11/22/21	11:31 AM	PVCC	Michael Piraino	Red Porsche Macan	Luiseno Circle Drive	No Pass Displayed/Overnight parking		July, 2020
11/23/21	2:36 AM	Thomas MacMurray	Thomas MacMurray	White Chrysler 200	32567 Womsi Rd	No Pass Displayed/Overnight parking		8/6/20
11/30/21	1:15 AM	Anderson	Eric Gibson	Toyota Yaris	32515 Luiseno Drive	No Pass Displayed/Overnight parking	NOV Warning	
11/30/21	1:30 AM	Calac	Paul Calac	White Chevy Silverado	16025 El Tae Rd	No Pass Displayed/Overnight parking	NOV Warning	
12/3/21	2:11 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/16/21	2:30 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/19/21	2:28 AM	Esparza	Guest of Esparza	White Lincon	32204 Ushla	No Pass Displayed/Overnight parking	NOV Warning	
1/7/22	2:14 AM	Sturdivant	Sturdivant	Tan Beetle VW	16005 Tukwut	No Pass Displayed/Overnight parking	X	
1/14/22	2:45 AM	PVCC Employee	Melinda R. Garcia	Silver Jeep	Front Gate	Came in Contact w/ Barrier Arm	Waiting on CGS quote	
1/15/22	2:13 AM	Peterson	Peterson	White Lexus	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

November 15 2021 – December 15 2021

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

**Vehicle Maintenance Report**

This period we took Tesla 01 into Serratos Automotive to have a nail removed from a tire. We previously brought Tesla 02 back to Tesla for warranty repairs on the inside trim, but unfortunately the problem has reoccurred. A service appointment for the warranty repairs will be scheduled in the very near future.

- Tesla 01 (8,433) – Passed all inspections this month.
- Tesla 02 (8,279) – Passed all inspections this month.

German Colin, Vehicle Maintenance Officer

**Gate Report**

Cleaning and sanitary supplies continue to be coordinated and received from the District office. Two new gate attendants have been hired; they are both in the midst of training and will begin covering shifts in the next week. New guest list protocols are being implemented at the gate to illuminate mistakenly printed passes. These new S.O.P.'s will be posted at the gate and in the gatehouse notebook. Patrol continues actively watching and listening for any service or gardening noise violations during the restricted hours of Saturday and Sunday. Gate Attendants continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor



## HIGHLIGHTS

- **November 15<sup>th</sup> 2021 at 0117 – Trespassing.** Officer Chau, Officer Colin, and Officer Gonzalez responded to a call on Pauma Valley Drive for an individual possibly breaking into a guesthouse. The resident stated they might have left the lights on earlier on but wanted patrol to check the property as they also heard some noises coming from the roof. When officers arrived at the front door, the resident had a shotgun lying on the floor. Officer Chau advised of the dangers of having the shotgun that easily accessible. All officers checked the property but did not find any signs of forced entry nor anything suspicious. Patrol informed the resident to call back if they heard or saw anything further.
- **November 15<sup>th</sup> 2021 at 1053 – Resident Concern.** Officer Florez responded to a call on Luiseno Circle Drive for a missing package. The resident stated they were marked as delivered but were not found. The resident also stated they called a neighbor who they suspected of taking the package but did not get a straightforward answer from them. As Officer Florez arrived on scene, the package was located just outside of the gate but had been opened. Officer Florez made contact with the caller who said it was okay to leave it with another neighbor as they were not home at the time.
- **November 15<sup>th</sup> 2021 at 1800 – Medical.** Officer Florez responded to an unknown medical call at El Rey's Restaurant. A resident had an altercation with their parents and were kicked out of the house. The individual walked to the Pauma Village to contact paramedics as they wanted to be evaluated. Paramedics transported the individual to the hospital.
- **November 15<sup>th</sup> 2021 at 1817 – Lift Assist.** Officer Florez responded to a call for a lift assist within the community. Control One was unable to get an address through the scanner. Officer Florez followed CalFire through the Front Gate to Pauma Valley Drive. CalFire did not need assistance and no medical attention was required.
- **November 16<sup>th</sup> 2021 at 1922 – Other.** Officer Florez responded to a call at El Rey's Restaurant for an individual not leaving when asked. The individual started to make a scene asking if the employees there were legal citizens and threatening to call the cops. Officer Florez arrived on scene but the individual had just taken off, almost causing an accident on Highway 76.
- **November 18<sup>th</sup> 2021 at 1236 – Other.** Officer Easter responded to a call at The Country Club to escort an employee out of the community. Officer Easter escorted the employee out with no complications.
- **November 21<sup>st</sup> 2021 at 0150 – Suspicious Activity.** During routine patrol, Officer Colin noticed a suspicious individual walking down Highway 76 holding a 2x4. Control One also stated the individual was walking through the Pauma Village. Officer Colin patrolled the area and found the 2x4 in front of the realtor's office but the individual was gone. Officer Colin did a routine check on the building but found nothing unusual.
- **November 21<sup>st</sup> 2021 at 0800 – Public Assist.** Officer Florez and Officer Colin responded to a call on Temet Drive for a resident needing assistance manually opening their garage door to get a car out. Both officers successfully lifted the door and the resident was able to drive their car out.
- **November 21<sup>st</sup> 2021 at 1100 – Trespassing.** Officer Florez responded to a call on Luiseno Circle Drive for a neighbor inside a resident's house without permission. The neighbor had let the owner's dog out and was sitting on the owner's back porch. Officer Florez asked the neighbor why they were there and they stated they were just giving the dog some chips. Officer Florez informed the neighbor that they are trespassing and sheriffs will possibly be called but the neighbor kept ignoring him and acting like nothing happened. Sheriffs arrived on scene and got both party's story, recommending the resident to file a restraining order on the neighbor as they've had multiple incidents in the past. The sheriffs did not arrest the neighbor based off

previous calls resulting from mental health concerns and the neighbor did not attempt to steal anything. The sheriffs offered the neighbor to assist in getting them into a program to for a psychological evaluation.

- **November 22<sup>nd</sup> 2021 at 1052 – Process Server.** Officer Florez responded to a process server on Sukat Trail. The agent was escorted to and from the address but was unable to make contact with the resident.
- **November 22<sup>nd</sup> 2021 at 1642 – Other.** Officer Florez responded to a call for shoplifting at The Pauma Village Market and the individual was headed eastbound on Highway 76. Officer Florez found the individual and confronted the individual near Lazy H Drive. The individual stated their friend gave them the pie and did not know it was stolen, so they gave it back. When Officer Florez tried to get further information on the individual, they declined to talk and left the scene on their bike. Officer Florez gave the description of the individual to sheriffs but The Pauma Village Market did not want to press charges.
- **November 23<sup>rd</sup> 2021 at 0236 – Notice Of Violation.** Officer Chau issued an NOV on Womsi Road for street parking with no pass displayed.
- **November 27<sup>th</sup> 2021 at 0820 – Trespassing.** During routine patrol, Officer Colin noticed an individual cutting off branches of a tree belonging to a resident on Pauma Heights Road. The individual stated they had permission to be there but when Officer Colin made contact with the resident, the resident denied and wanted them off the property. Officer Colin asked the individual to leave or sheriffs would be called. The individual complied and left the scene.
- **November 27<sup>th</sup> 2021 at 0852 – Alarm.** Officer Easter responded to an alarm at Saint Francis Church. Church members were setting up for their next service and accidentally set off the alarm. Officer Easter did a routine check but saw nothing unusual.
- **November 28<sup>th</sup> 2021 at 1644 – Process Server.** Officer Chau responded to a process server on Luiseno Circle Drive. The agent was escorted to and from the address and made contact with the resident with no complications.
- **November 29<sup>th</sup> 2021 at 1555 – Resident Concern.** Officer Chau responded to a call on Luiseno Circle Drive for landscapers blowing dirt into the air. Officer Chau made contact with the landscapers but they had already finished cleaning the debris. The landscapers will try to be more mindful next time as they did not know it was going to be an issue.
- **November 30<sup>th</sup> 2021 at 0150 – Suspicious Activity.** Officer Albert found a vehicle with 2 male individuals about 25 to 30 years of age outside the vehicle on Hwy 76. They said they were moving items around in their vehicle. Officer Albert told them to move over to the market parking lot if they needed to move things around. They jumped into their truck and drove off.
- **December 1<sup>st</sup> 2021 at 1100 – Welfare Check.** Officer Easter responded to a welfare check on Wiskon Way West. A family member had called stating they had not heard from the resident in a while and they missed their doctor's appointment. Officer Easter checked the exterior of the home but saw nothing unusual. Officer Easter also tried to make contact with both neighbors but no one came to the door.
- **December 1<sup>st</sup> 2021 at 1243 – Medical.** Officer Easter responded to an unknown medical from The Country Club. The Country Club stated there would be paramedics coming in and that patrol assistance was not needed. Paramedics entered and headed towards Wiskon Way West, where they transported one individual to the hospital.
- **December 1<sup>st</sup> 2021 at 1620 – Resident Concern.** Officer Easter responded to a call on El Tae Road where a resident stated they saw someone inside their house. Officer Easter checked and cleared the whole house but did not find anyone inside nor any signs of forced entry.
- **December 4<sup>th</sup> 2021 at 0840 – Fire Alarm.** Officer Colin and Officer Easter responded to a fire on Luiseno Circle Drive. The resident stated the fire was caused by a candle that exploded. Officer Colin arrived on scene

and evacuated individuals inside and neighboring houses. CalFire arrived on scene and maintained the fire from spreading any further.

- **December 5<sup>th</sup> 2021 at 0220 – Other.** During routine patrol, Officer Colin noticed Highway Patrol on Highway 76 near Serratos Automotive. The officers stated they were just in a pursuit and the driver had thrown something out the window in the area. The officers searched the area but were unable to find anything unusual.
- **December 5<sup>th</sup> 2021 at 0804 – Resident Concern.** Officer Colin responded to a call on Ushla Way for suspicious voices coming from behind the resident's house. Officer Colin patrolled the area and checked the wells behind the resident's house but saw nothing unusual.
- **December 5<sup>th</sup> 2021 at 1417 – Gatecrasher.** Officer Chau responded to a gate crasher through the Rear Gate. Officer Chau patrolled the whole community but was unable to find any vehicles matching the description. Control One was unable to obtain any plate information.
- **December 5<sup>th</sup> 2021 at 1432 – Medical.** Officer Chau responded to a medical call on Wasa Court. The resident had slipped getting into a chair and hit their head on the corner of the table. Officer Chau held pressure onto the cut as paramedics arrived. Paramedics treated the cut and transported the resident to the hospital.
- **December 6<sup>th</sup> 2021 at 0851 – Lift Assist.** Officer Colin responded to a call for a resident falling on Pauma Valley Drive near the bridge. As Officer Colin was in route, the resident called back to disregard the call as someone else had already helped them up and is walking them home.
- **December 6<sup>th</sup> 2021 at 2153 – Resident Concern.** Officer Albert responded to a resident on Womsi Road asking for patrol to check on their house because they wanted to know if a construction worker was still on the property. Officer Albert checked the residence and reported back to the resident that only the household vehicles were spotted at home.
- **December 8<sup>th</sup> 2021 at 1704 – Resident Concern.** Officer Chau and Officer Easter responded to a call for a speeder on Pauma Valley Drive, heading towards The Country Club. Both officers patrolled the community but did not find any vehicles matching the description. Control One logged vehicle and owner information.
- **December 7<sup>th</sup> 2021 at 2250 – Suspicious Activity.** During routine patrol, Officer Albert found a young individual attempting to enter a home through a window. Officer Albert made contact with the individual, who stated they are the boyfriend of the daughter who lives at the home. Officer Albert made contact with the daughter to confirm, and she informed that they use the window to avoid waking the parents up when entering through the front door.
- **December 10<sup>th</sup> 2021 at 1300 – Traffic Collision.** Officer Easter responded to a traffic collision on Cole Grade Road and Pauma Valley Drive. Paramedics arrived and transported one individual to the hospital.
- **December 12<sup>th</sup> 2021 at 2249 – Suspicious Activity.** During routine patrol, Officer Colin noticed a big pile of construction debris on Spring Valley Road. The debris looked as if it was possibly dumped and left there. Officer Colin took images and logged the information into his report.
- **December 14<sup>th</sup> 2021 at 0533 – Suspicious Activity.** Officer Albert reported to a call regarding two trucks parked on the side of the river bed, one with motorcycles on the back. The resident stated it looked like the second truck was stealing the bikes off the first truck. Officer Albert arrived on scene but both vehicles were already gone.
- **December 14<sup>th</sup> 2021 at 0700 – 911 Hang up Call.** Officer Albert responded to a 911 hang up call on Indian Bend Road. Sheriff officers checked the residence but were unable to make contact with anyone. Control One also attempted to call the caretakers of the address but received no response.

RFID Entries					
Front Gate		Center Gate		Back Gate	
6,258		531		3,530	
Dispatch By Location					
Inside PVCCE	Oak Tree	School	Business Dist.	PVCC	HWY 76
22	1	0	5	2	2
Highlights by Shift Periods					
A: 2200-0600		B: 0600-1400		C: 1400-2200	
8		19		11	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	7			28
Gravel Yard(GY)				14
Saint Francis(SF)			1	52
Pauma School(PS)	2			14
Pauma Building(PB)	1			18
Airport Hangars(AH)	3			1
Treatment Plant(TP)				11
Pauma Village(PV)				19
Residential Houses/Other	1	1		

Patrol Activity				Gate Activity	
Medicals	3	Resident Concern	5	Activity/Malfunctions	Totals
Welfare Checks	1	Suspicious Activity	2	Unresponsive	1
Lift Assist	2	Noise Complaint		Will Not Close	5
Domestic Dispute		Process Server	2	False Read	
Traffic Collisions	1	911 Hang up Call	1	Loss of Controls	
Gate Runner/ Gate Crashers	1	Loose Dogs		Video Loss	2
Public Assists	1	Snake Call		Device Entries	10,319
Jump Start		Trespassing	3	Passes Issued	2,662
Notice of Violation	1	Other	4	Pass Entries	3,489

<b>Acronym Legend</b>			
<b>Acronym</b>	<b>Definition</b>	<b>Acronym</b>	<b>Description</b>
<b>459</b>	Burglary penal code	<b>AFA</b>	Asian Female Adult
<b>AMA</b>	Against Medical Advise	<b>AMA</b>	Asian Male Adult
<b>BOLO</b>	Be on the Lookout	<b>AFJ</b>	Asian Female Juvenile
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<b>PERT</b>	Psychiatric Emergency Response Team	<b>MFJ</b>	Mexican Female Juvenile
<b>PT</b>	Patient	<b>MMJ</b>	Mexican Male Juvenile
<b>PVD</b>	Pauma Valley Drive	<b>NAFA</b>	Native American Female Adult
<b>PVRA</b>	Pauma Valley Roadway Association	<b>NAMA</b>	Native American Male Adult
<b>ROTR</b>	Rules of the Road	<b>NAFJ</b>	Native American Female Juvenile
<b>RP</b>	Reporting Party	<b>NAMJ</b>	Native American Male Juvenile
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<b>S/O</b>	Sheriff's Office	<b>WMA</b>	White Male Adult
<b>SR 76</b>	State Route 76/ Highway 76	<b>WFJ</b>	White Female Juvenile
<b>TC</b>	Traffic Collision	<b>WMJ</b>	White Male Juvenile
<b>UTL</b>	Unable to Locate		
<b>WB</b>	West Bound		
<b>WWE</b>	Wiskon Way East		
<b>WWW</b>	Wiskon Way West		
<b>YOA</b>	Years of Age		
<b>Unresponsive</b>	the gate does not open for an RFID		
<b>Will Not Close</b>	the gate does not close when it is supposed to		
<b>False Signal</b>	the alarm goes off in the Front Gate for no discernable reason		
<b>Loss of Controls</b>	gate attendant cannot open the gates remotely		
<b>Video Loss</b>	occurs when the gate attendant cannot see the feeds from the Center or Back Gates		

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

December 15 2021 – January 15 2022

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

**Vehicle Maintenance Report**

Both units passed monthly visual inspections. Tesla 02 will still need to be scheduled to go back to Tesla for warranty repairs as the inner trim pieces are coming loose. Tesla 02 was brought back for the same issue a couple months prior but the problem still occurs.

- Tesla 01 ( 10,235 ) – Passed all inspection this month.
- Tesla 02 ( 9,946 ) – Passed all inspection this month.
- 

German Colin, Vehicle Maintenance Officer

**Gate Report**

Cleaning and sanitary supplies continue to be coordinated and received from the District office. We plan to keep the guardhouse stocked with available masks due to the volume of strangers that come into close contact with the gate guards. New gate attendants are adapting to shifts at the gate, both attendants primarily work overnight shifts. Guest list protocols at the gate have been implemented and are being followed. These include the accurate recording of both guest names and destination address and a check system to ensure they make it into the Dwelling Live system. Barrier arm repairs at the Back Gate have been resolved by CGS. Front Gate barrier arm breakage “diagnosed” by CGS, parts to be ordered. Other gate and barrier arm equipment is operating normally. Patrol continues actively watching and listening for any service or gardening noise violations during the restricted hours of Saturday and Sunday. Gate attendants continue advising all potential violators of these rules.

Matthew Carson, Gate Supervisor

## HIGHLIGHTS

- **December 16<sup>th</sup> 2021 at 0230 – Notice Of Violation.** Officer Albert issued an NOV on Tukwut Court for street parking with no pass displayed.
- **December 16<sup>th</sup> 2021 at 1045 – Medical.** Officer Easter responded to a medical at the corner of Pauma Valley Drive and Cole Grade Road. The individual had overdosed but regained consciousness once Paramedics treated them. Paramedics transported the individual to the hospital.
- **December 16<sup>th</sup> 2021 at 1105 – Resident Concern.** Officer Easter responded to a call on Womsi Road for a resident asking to check on a delivery to make sure it is out of the weather. Officer Easter and the delivery driver moved the package under the eave.
- **December 17<sup>th</sup> 2021 at 0945 – Fire Alarm.** Officer Easter responded to an alarm at the Pauma School. The school office informed Officer Easter that it was a false alarm. Officer Easter did a routine check to make sure everything was okay.
- **December 17<sup>th</sup> 2021 at 1203 – Welfare Check.** Officer Easter responded to a call for a welfare check on Luiseno Circle Drive. The resident's friend was concerned because they saw suspicious activity within their joint bank account and wanted to make sure everything was okay. Officer Easter was unable to make contact with the resident.
- **December 17<sup>th</sup> 2021 at 2144 – Resident Concern.** Officer Colin and Officer Gonzalez responded to a call on Womsi Road for kids with fireworks. Both officers arrived and saw a group of people on the golf course playing with golf balls that light up. Both officers asked the individuals to leave the area and logged the vehicle information. The individuals complied and left the scene.
- **December 19<sup>th</sup> 2021 at 0721 – Resident Concern.** Officer Colin responded to a call for a large puddle of water at a well near the airstrip. Officer Colin contacted the Water District who said they will be out to check it for any leaks.
- **December 19<sup>th</sup> 2021 at 0740 – Alarm.** Officer Colin responded to an alarm at Saint Francis Church. Officer Colin made contact with the Father who was on site and stated he was inputting the alarm code but it kept setting off the alarm. Officer Colin patrolled the church and made sure there was nothing unusual.
- **December 21<sup>st</sup> 2021 at 0008 – Other.** Officer Albert responded to Sheriffs entering the Front Gate. Sheriffs wanted to speak to a resident on Pauma Valley Drive regarding a firearm that was turned in from someone who was not the registered owner. The resident's spouse answered the door but did not want to wake their spouse so they took a phone number to call during the day.
- **December 21<sup>st</sup> 2021 at 0944 – Suspicious Activity.** During routine patrol, Officer Chau noticed a vehicle parked at Saint Francis Church near the garden area. Officer Chau confronted the driver standing outside who said they stopped for a bit but will be on their way. Officer Chau logged the vehicle information as the vehicle left the scene.
- **December 23<sup>rd</sup> 2021 at 1549 – Resident Concern.** Officer Gonzalez responded to a call on Wiskon Way West from a resident asking to have their packages covered from the weather. Officer Gonzalez covered the packages with a bag and placed rocks on top to prevent the wind from blowing it away.



- **December 24<sup>th</sup> 2021 at 1310 – Welfare Check.** Officer Colin responded to Sheriffs entering the Front Gate. The Sheriffs were checking an open line call on Wiskon Way East. The Sheriffs spoke to the resident who stated they were sleeping and that everything was okay.
- **December 26<sup>th</sup> 2021 at 1322 – Loose Animal.** Officer Chau responded to a call for a loose dog on Pauma Valley Drive. While on scene with the dog, some neighbors stated the dog could belong to a certain resident nearby. Officer Chau attempted to make contact with the resident but was informed they were not missing any dog. Eventually the dog started to follow some guests on a walk down Pauma Valley Drive.
- **December 27<sup>th</sup> 2021 at 2306 – Resident Concern.** Officer Albert responded to a call on Pauma Heights Road from a resident asking patrol to check if their power was shut off. The resident's cameras were down as well as the lights inside the house. The outlet where the camera was connected had a red light indicating there should be power.
- **December 28<sup>th</sup> 2021 at 1551 – Suspicious Activity.** Officer Chau responded to a call at the Front Gate for some suspicious individuals asking what was inside the community and kept trying to look in. The individuals eventually drove across Highway 76 to the Pauma Village where they continued to look at the Front Gate. Officer Chau arrived and kept watch on the vehicle as he logged the vehicle information. The individuals eventually drove down Highway 76.
- **December 29<sup>th</sup> 2021 at 0205 – Suspicious Activity.** Officer Albert responded to a call for multiple individuals walking around Serrato's Automotive with flashlights. As Officer Albert arrived, one vehicle had left the scene but a second vehicle was still parked in the lot. Officer Albert made contact with the driver who stated they parked because they wanted to get some sleep. Officer Albert permitted the individual to rest but had them move to park under the light and in front of the Front Gate.
- **December 30<sup>th</sup> 2021 at 0954 – Snake Call.** Officer Gonzalez responded to a snake call on Pauma Valley Drive. Officer Gonzalez successfully relocated the snake.
- **December 30<sup>th</sup> 2021 at 1122 – Loose Animal.** Officer Gonzalez responded to a call for a loose cat at the Country Club. Officer Gonzalez patrolled the area but did not see any signs of a stray animal. Officer Gonzalez informed the Country Club to call back if they see the stray cat again.
- **December 30<sup>th</sup> 2021 at 1408 – Other.** Officer Gonzalez responded to a call at the District Office for an individual needing help with security matters. Officer Gonzalez spoke to the individual who stated they had multiple people steal stuff off their property. Officer Gonzalez recommended that Sheriffs be contacted as the property is outside of District boundaries. Their contact information was logged.
- **December 30<sup>th</sup> 2021 at 1504 – Suspicious Activity.** During routine patrol, Officer Gonzalez noticed an abandoned vehicle on the side of Highway 76. The vehicle had no license plates and pictures were taken.
- **December 31<sup>st</sup> 2021 at 1300 – Suspicious Activity.** Officer Gonzalez responded to a call at Serrato's Automotive for a missing tire delivery. Serrato's believes it's the same individual they had an altercation with prior and gave a description and information for patrol to keep watch.

- **January 1<sup>st</sup> 2022 at 0035 – Public Assist.** Officer Colin and Officer Orozco responded to a call on Womsi Road for a resident needing assistance taking their spouse to the bedroom as they had too many to drinks. Both officers successfully helped the spouse into bed.
- **January 1<sup>st</sup> 2022 at 0938 – Suspicious Activity.** During routine patrol, Officer Gonzalez noticed a vehicle in a ditch on Highway 76 and the driver entering another vehicle. Officer Gonzalez confronted the driver who stated they were waiting on a tow truck and to not call anyone. Officer Gonzalez logged the vehicle information.
- **January 1<sup>st</sup> 2022 at 1542 – Medical.** Officer Gonzalez responded to a medical call on Still Brook Lane. The resident was having difficulty breathing and was recommended to go to the hospital by Paramedics but the resident refused to be transported. Paramedics evaluated the resident and informed them to call back if the condition worsens.
- **January 1<sup>st</sup> 2022 at 1649 – Trespassing.** During routine patrol, Officer Gonzalez was flagged down by an employee at Serrato’s Automotive. Serrato’s explained they found an individual laying in a vehicle. Officer Gonzalez attempted to question the individual but after getting no response, called Sheriffs. As Officer Gonzalez was waiting for the Sheriffs to arrive, the individual stated it was their cousin’s truck and started to walk eastbound on Highway 76. Description of the individual was given to Sheriffs and the individual was eventually detained. Sheriffs made contact with the owner of the truck who confirmed it was their cousin, but they never sent them to pick the truck up.
- **January 2<sup>nd</sup> 2022 at 2031 – Suspicious Activity.** Officer Chau and Officer Orozco responded to a vehicle parked in the Front Gate exit lane. When both officers approached the vehicle, Officer Chau noticed the driver was asleep at the wheel, foot on the brake, and vehicle in drive. Officer Chau quickly attempted to wake the driver and prevented the vehicle from moving forward. Both officers spoke to the driver who said they were on their way to a friend’s house but was just tired. Officer Chau did not see or smell any alcohol on them and saw that they had navigation to somewhere nearby. Both officers informed the driver to pull across the street to take a rest if they were unable to drive. The driver agreed but ended up driving down Highway 76. Vehicle information was logged.
- **January 3<sup>rd</sup> 2022 at 0334 – Lift Assist.** Officer Colin responded to a lift assist on Still Brook Lane. The resident had fallen out of bed trying to go to the bathroom. Paramedics evaluated the resident but did not transport them to the hospital.
- **January 3<sup>rd</sup> 2022 at 1109 – Resident Concern.** Officer Chau responded to a call on Pauma Valley Drive for unknown individuals at a resident’s home. Officer Chau spoke to the resident who stated they saw people outside their window and they did not know who they were. Officer Chau patrolled the area but saw no signs of trespassers. As Officer Chau was about to leave, the resident’s spouse arrived and said their spouse stated the dogs were barking and they potentially heard something move in the bushes. Officer Chau informed them to call patrol back if they hear or see anything again.
- **January 3<sup>rd</sup> 2022 at 1545 – Process Server.** Officer Chau responded to a call for a process server on Paauwe Drive. The agents were successfully escorted to and from the residence but were unable to make contact.

- **January 3<sup>rd</sup> 2022 at 2020 – Medical.** Officer Albert responded to a medical on Still Brook Lane. The resident had a fever and irritated eyes. Paramedics transported the resident to the hospital.
- **January 5<sup>th</sup> 2022 at 0229 – Medical.** Officer Albert responded to an unknown medical over the scanner. Officer Albert followed the Paramedics to Luiseno Circle Drive where the resident had fallen and was unable to get up. Paramedics transported the resident to the hospital.
- **January 5<sup>th</sup> 2022 at 0738 – Medical.** Officer Albert responded to a medical on Luiseno Circle Drive. The resident was having abdominal pain all night and thinks it is possibly a kidney issue. Paramedics transported the resident to the hospital.
- **January 6<sup>th</sup> 2022 at 1152 – Medical.** Officer Gonzalez responded to a medical call on Temet Drive. The resident stated they were unconscious for a short time and eventually woke up on the floor. As Paramedics began to transport the resident into ambulance, the resident started to have breathing problems. The resident was eventually transported to the hospital.
- **January 6<sup>th</sup> 2022 at 1750 – Jump Start.** Officer Gonzalez responded to a jump start on Sukat Court. Officer Gonzalez successfully jumped the vehicle.
- **January 8<sup>th</sup> 2022 at 1818 – Lift Assist.** Officer Gonzalez responded to Paramedics entering the Front Gate for reason unknown. Control One checked the app and noticed a lift assist on Pauma Valley Drive. The resident had fallen and was unable to get up due to weak knees. Paramedics successfully lifted the resident but did not transport the resident to the hospital.
- **January 10<sup>th</sup> 2022 at 1224 – Alarm.** Officer Gonzalez responded to an alarm at Saint Francis Church. Upon arrival, Officer Gonzalez spoke to two different individuals who had keys to the church but was unable to disable the alarm. The individuals stated the alarm was not responding when inputting the alarm code. Officer Gonzalez patrolled the church to make sure everything was clear.
- **January 13<sup>th</sup> 2021 at 1537 – Medical.** Officer Easter responded to CalFire entering the Front Gate for reason unknown. Officer Easter followed CalFire to an address on Pauma Valley Drive where a child was having covid-like symptoms. CalFire and Paramedics were on scene.
- **January 14<sup>th</sup> 2021 at 0725 – Medical.** Officer Colin responded to CalFire entering the Front Gate for reason unknown. Officer Colin followed CalFire to an address on Takishla Place. CalFire was already on scene and no one was transported to the hospital.
- **January 14<sup>th</sup> 2021 at 1445 – Gate Crasher.** During routine patrol, Officer Easter witnessed a vehicle hit the Front Gate barrier arm. Officer Easter made contact with the driver and logged the driver and vehicle information down for the District Office.
- **January 15<sup>th</sup> 2021 at 0845 – Resident Concern.** Officer Easter responded to a call on Pauma Valley Drive for a suspicious vehicle parked in front of a resident's house. Officer Easter made contact with the driver who stated they live in the community but pulled over to get phone service as they do not get service on their property. Officer Easter confirmed the driver's address and disregarded the call.

RFID Entries					
Front Gate		Center Gate		Back Gate	
5,799		434		3,102	
Dispatch By Location					
Inside PVCCE	Oak Tree	School	Business Dist.	PVCC	HWY 76
26	3	1	7	1	2
Highlights by Shift Periods					
A: 2200-0600		B: 0600-1400		C: 1400-2200	
6		20		14	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	5			41
Gravel Yard(GY)	1			18
Saint Francis(SF)			2	64
Pauma School(PS)	2	1		21
Pauma Building(PB)	2			27
Airport Hangars(AH)	1			
Treatment Plant(TP)				31
Pauma Village(PV)	1			21
Residential Houses/Other	1	1		

Patrol Activity				Gate Activity	
Medicals	8	Resident Concern	7	Activity/Malfunctions	Totals
Welfare Checks	2	Suspicious Activity	7	Unresponsive	3
Lift Assist	2	Noise Complaint		Will Not Close	7
Domestic Dispute		Process Server	1	False Read	3
Traffic Collisions		911 Hang up Call		Loss of Controls	2 Hard Resets
Gate Runner/ Gate Crashers	1	Loose Pets	2	Video Loss	3
Public Assists	1	Snake Call	1	Device Entries	9,335
Jump Start	1	Trespassing	1	Passes Issued	2,487
Notice of Violation	1	Other	2	Pass Entries	4,269

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## ROADWAY / PVCSD HISTORY

### CHRONOLOGY

- 09/04/19 – A Roadway Merger Discussion was held at PVCSD to discuss the possibilities.
  - PVCSD paid to have our legal firm provide comment.
  - It was determined that this was not feasible due to the nature of Private and Public sector businesses.
- 08/16/20 – The process of separating our businesses began.
- 03/04/21 - Roadway came to PVCSD and stated that they only wanted to be in the business of road maintenance.
  - As a result, Roadway requested that PVCSD rewrite old “Rules of the Road” to exclude them.
  - Per an email to the Board 03/04/21, I agreed by stating:
    - This gets us aligned to our “core” responsibility which is defining and enforcing road usage violations and the collection of fines for violations.
    - Roadway can maintain and enforce their own set of rules.
    - HOA’s can maintain and enforce their own set of rules.

- 03/10/21 – Received Legal Counsel’s advice:

The Pauma Valley Roadway Association (RA) has requested that the Pauma Valley Community Services District (PVCSD) expand our “security services” within the gates of the Pauma Valley Country Club Estates (PVCCE) to take over those portions of their Rules of the Road which deal with vehicle speed and parking violations, NOV’s, penalties, and penalty fine collections.

Accepting this request could potentially result in the amendment or dissolution of the agreement between RA and PVCSD, ref. PVCSD and PVRA 12-22-2009 Agreement which created the original Rules of the Road.

As such, on March 10, 2021 we contacted our attorney, Steve Anderson w/BB+K, to ensure that we would be in compliance legally if we accepted the added responsibility from RA’s request.

Mr. Anderson stated that because PVCSD is a public agency, serving constituents within the LAFCO geography, our “security services” need to be consistently applied across all parties. As such, he recommended that PVCSD not accept the RA request to expand our security services and that PVCSD security actually stop providing special services within PVCCE such as issuing NOV’s for parking, speeding, and the like, and default to observe and report responsibilities for vehicular infractions and parking related violations.

It is our conclusion that the PVCSD and PVRA 12-22-2009 Agreement be terminated within the timeline expressed in the agreement.

PVCSD + RA will need to collaborate on the messaging to be given to the community.

- 03/18/21 – Jim and I were assigned the task of rewriting the Rules of the Road to a PVCSD document.

## ROADWAY / PVCSD HISTORY

- 3 months were spent reviewing and rewriting the document.
- 04/26/21 - PVCSD paid to have our legal firm, B+K, review the new Gate Access and Road Usage Policy.
- 05/24/21 – Ordinance 55 was issued to formally establish policies and procedures for the new Gate Access and Road Usage Policy within PVCCE.
- 05/24/21 – The new Gate Access and Road Usage Policy was issued into PVCSD’s Administrative Procedures and Rules.
  - Roadway was invited to the Board Meeting on 05/24/21 to discuss and resolve any differences.
    - They chose to not attend.
- 05/25/21 – On the advice of our Legal Counsel, the formal termination of the 2009 Agreement between Pauma Valley Community Services District and the Pauma Valley Roadway Association was sent to Fred Nelson of the Roadway Association and Mauzy Management.
- 11/23/21 – Issued clarification on Penalties to the Board.
  - See UNRESOLVED item 4
- 11/30/21 – Mike is looking into the validity concerning Legal aspects of turning off RFID access.
- 12/08/21 - Ongoing discussions exist between PVCSD (Jim + Mike) and Roadway (Rick + Fred).
- 12/17/21 – Roadway wants to drop any further discussions.
  - No issue with not enforcing RFID denial
  - Lease ??
  - Landscape to be maintained by existing resources.



## ROADWAY / PVCSD HISTORY

### LEASES

1. An existing Lease Agreement 05/27/2009 (Doc # 2009-0351554) exists between Roadway (the Lessor) and PVCSD (the Lessee) for the 3 [gatehouse structures](#).
  - Term = 99-years
  - No action required
  
2. A Lease Agreement did NOT exist between the Roadway Association (the Lessor) and PVCSD (the Lessee) for the [real property](#) at the front gate.
  - PVCSD paid to have our legal firm draft the Lease Agreement.
  - Roadway has declined to sign the Lease due to other impasses.
  
3. An existing Lease Agreement 07/01/2004 (Doc # 10155) exists between the Terraces Association (the Lessor) and PVCSD (the Lessee) for the [real property](#) at the back gate.
  - Term = 99-years
  - No action required
  
4. A Lease Agreement did NOT exist between the RPMWC (the Lessor) and PVCSD (the Lessee) for the [real property](#) at the Pauma Heights gate.
  - PVCSD paid to have our legal firm draft the Lease Agreement.
  - 08/23/21 RPMWC signed the Lease Agreement.

## ROADWAY / PVCSD HISTORY

### RESOLVED

1. Roadway increased the scope to identify who provides landscape services around each gate house.
  - Final resolution - PVCC will maintain the landscape at the Hwy76 gate, under an agreement with PVRA whereby PVRA pays PVCC to do so.
  - Final resolution - RPMWC will maintain the landscape at the Pauma Heights gate.
  - Final resolution - Terraces HOA will maintain the landscape at the back gate.
  
2. Roadway increased the scope to define rules re) dumpsters parked on roads.
  - Additions were made in Article 4 Street Parking that require PVCSD's written authorization for street parking of dumpsters.
  - Article 13 Violations states that an NOV will be issued for any infraction of the Gate Access & Road Usage Policy and Procedures.
  - Missing "dumpster" penalties in Article 13 section II of the GARUPP.
    - Final resolution – see 12/31/21 GARUPP revision
  
3. A Lease Agreement between the Roadway Association (the Lessor) and PVCSD (the Lessee) for the real property at the front gate.
  - Final resolution - leave the existing 99-year Lease Agreement 05/27/2009 (Doc # 2009-0351554) between Roadway (the Lessor) and PVCSD (the Lessee) for the 3 gatehouse structures.
  - Final resolution - do not pursue a Lease for the real property at the front gate.
  
4. Roadway increased the scope to add disabling RFID access on residents who haven't paid Roadway dues, at their request.
  - Mike and Bobby to check with council re) Legal aspects of turning off RFID access to residents.
  - This request would conflict with PVCSD's existing policy per Article 13, Section III b of the GARUPP. (see below)
  - Final resolution - PVCSD will not impose this physical security penalty and RA will choose other collection methods.

### RECOMMENED ACTIONS


- File for record purposes

## ROADWAY / PVCSD HISTORY

Sent to the Board 11/23/21 @ 7:08 AM

The wording on penalties per the Gate Access and Usage Policy of 05/21/21 is:

- Per Article 1, Section III d, "Not in Good Standing" means a person having delinquent dues or fees owed to the District."
  - The preeminent word is DISTRICT, which does not include the Roadway Association.
- Per Article 5, Section III, "Individuals who are Not in Good Standing" with PVCSD may not be permitted to obtain and/or utilize RFID transponders."
  - The preeminent word is MAY. The article spells out that Security has the right to turn-off one's electronic access privileges but NOT that it is an immediate consequence to the penalty spelled out in Article 1, Section III d.
    - We don't have a decision matrix spelled out on how we decide to impose this penalty. (Something for the next rev)
      - ie # of written notices issued before a penalty is imposed?
      - GM decides only?
      - GM and Board decide with a majority vote?
    - We will also need to include "delinquent dues or fees" in the definition of an NOV per Article 13, Section II?
- Per Article 13, Section III b, "Revocation of Gate Access Privileges. For any violation of this Ordinance, the PVCSD may revoke or suspend PVCCE gate access privileges for anyone other than Residents seeking access to their residence or to PVCC, or a PVCC member seeking access to PVCC."
  - Again, the preeminent word is MAY but the term "electronic access" is not defined and the penalty clearly applies to only non-residents and non-members of PVCC.
  - Confusion and clarification needed. (Something for the next rev.)

	<p style="text-align: center;">Pauma Valley Community Services District Administrative Procedures and Rules</p>	<p style="text-align: right;">Adoption Date: 05/24/21</p>
<p style="text-align: center;"><b>GATE ACCESS &amp; ROAD USAGE POLICIES AND PROCEDURES</b></p>		<p style="text-align: right;">Amended Date:  1/24/22</p>

**ARTICLE 1 GENERAL PROVISIONS**

- I. Introduction: Under its statutory authority, the Pauma Valley Community Services District (“PVCSD” or “District”) is authorized to provide a variety of services, including gate access management, security patrol services, and monitoring and enforcing road usage, including ingress to and egress from the Pauma Valley Country Club Estates (“PVCCE”). (See map attached as Exhibit “A”.) It is PVCSD’s intent to establish policy and procedures that will be convenient for the public and contribute to the orderly conduct of business in regards to gate access and road usage.
  
- II. Purpose: The purpose of these Gate Access and Road Usage Policies and Procedures is to set forth certain policies and procedures by which the functions of the District are carried out. Other District procedures related to gate access and road usage may be set forth in specific rules, regulations, resolutions, or policies of the District, whether or not included as part of this document.
  
- III. Definitions: Except as otherwise provided in specific sections of these Policies and Procedures, the following words shall have the following meanings:
  - a. Commercial Activity means conduct that requires a Use Permit. Commercial activity includes long-term rentals of Resident properties and the ongoing activities and events and of PVCC.
  - b. Gate Attendant means a person employed by PVCSD that works at a gatehouse.
  - c. Main Gate means the entrance to PVCCE on Highway 76.
  - d. Not in Good Standing means a person having delinquent dues or fees owed to the District. Those persons who do not meet the definition of “Not In Good Standing” shall be deemed in “Good Standing”.
  - e. NOV means a Notice of Violation issued by a Security Patrol Officer.
  - f. Pass means an official PVCSD document, displayed on the dashboard of the vehicle, that grants access within the gates of PVCCE for a specific period of time.
  - g. PVCC means Pauma Valley Country Club.
  - h. PVCCE means Pauma Valley Country Club Estates.

- i. PVCSD or District means the Pauma Valley Community Services District.
- j. Resident means a PVCCE homeowner or individuals authorized to reside in or live on a homeowner's property.
- k. RFID Transponder means a Radio Frequency ID tag for gate access issued by PVCSD.
- l. Roadway means the PVCCE roads and streets depicted on Exhibit A.
- m. Security Patrol Officer means an employee of PVCSD or its designee, authorized to affect the safety and security of property and persons within the PVCSD service area.
- n. Service Persons means those individuals or entities providing commercial or personal services to Residents or Guests of PVCCE, PVCSD, or PVCC.
- o. Signage means any printed information placed or posted on any Roadway, adjacent areas or curbs.
- p. Street Parking refers to vehicles, dumpsters, or equipment parked on any Roadway.
- q. Street Legal refers to vehicles with current licenses and registration documentation.
- r. Use Permit means a permit or license that is required to be issued by an authority having jurisdiction, prior to the commencement of activity that requires such permit or license.
- s. Written Authorization means a properly displayed printed pass or letter from PVCSD.

## **ARTICLE 2 RESPONSIBILITIES**

- I. Enforcement: PVCSD and its approved employees are authorized to enforce the rules and regulations presented in these Policies and Procedures.
- II. Gate Attendants: PVCSD shall provide Gate Attendants at the Main Gate to monitor alarm events, to take incoming calls, to monitor police and emergency radio traffic, and to provide visitor management to control ingress into PVCCE in accordance with the principles and specifics herein.
- III. Security Patrol Officers: PVCSD shall provide Security Patrol Officers, with vehicles, to patrol its areas of responsibility (including PVCCE), to respond to Gatehouse dispatched events, to provide emergency assistance to PVCCE residents and guests, to monitor use of the PVCCE Roadway, and to issue NOV's in the event contraventions of the principles and specifics herein.
- IV. Passes: PVCSD shall provide for the issuance of "Passes", as described herein, to those entitled to receive them, upon presentation of necessary documents. Individuals seeking an RFID tag or designation as a recognized contractor at a gatehouse will be referred to the PVCSD office.
  - a. Visitor Passes: PVCSD shall be responsible for the supply of "Visitor Passes".
- V. Gatehouse Equipment: PVCSD shall be responsible for maintaining gatehouse equipment, inclusive of rolling gates, barrier arms, and all control systems required for their proper operation.

### **ARTICLE 3 ROADWAY USAGE WITHIN PVCCE**

- I. Drivers: Drivers of vehicles, except golf carts, must hold a valid driver's license, registration and proof of insurance. Individuals under the age of 16 driving a golf cart within PVCCE must be accompanied by an adult.
- II. Recreational Activities: No part of any Roadway shall be used for recreational activities which present a potential safety hazard, as reasonably determined by PVCSD.
- III. Speed Limits/Traffic Control Signs: Drivers of vehicles on any Roadway must obey posted speed limits and other traffic control signs.
- IV. Conformity: Drivers and their vehicles must conform to the California Vehicle Code and to these PVCSD Gate Access & Road Usage Policies and Procedures.
- V. Authorized Vehicles: Excluding golf carts, vehicles that are not Street Legal in California, such as motorized skateboards and motorized dirt bikes, shall not be permitted access to, or use of, any Roadway.

### **ARTICLE 4 STREET PARKING**

- I. Written Authorization: There shall be no Street Parking on any Roadway of vehicles, dumpsters, or equipment without PVCSD issued Written Authorization, displayed on the dashboard of the vehicle or on said equipment. Without PVCSD issued Written Authorization, recreational vehicles, campers, trailers, dumpsters, and trucks shall not park on any Roadway for a period exceeding 48 hours.
- II. Vehicle Parking: Vehicles may not park on any Roadway for a period exceeding 7 days in any consecutive 30-day period.
- III. Overnight Parking: There shall be no overnight parking on Pauma Valley Drive.

### **ARTICLE 5 GATE ACCESS**

- I. Policy Inquiries: Inquiries regarding Gate Access policies and RFID transponders, shall be directed to the PVCSD offices or website at [www.paumavalleycsd.com](http://www.paumavalleycsd.com).
- II. Gate Attendants and Security Officers: Gate Attendants and Security Officers are authorized to request drivers' licenses, vehicle registration and insurance information of those seeking gate access.
- III. Good Standing status: Individuals who are Not in Good Standing with PVCSD may not be permitted to obtain and/or utilize RFID transponders. Said individuals must request a Guest Pass until their Good Standing status is restored.

## **ARTICLE 6 SIGNAGE**

- I. Permission: Without written approval of PVCSD, Signage is not permitted on or adjacent to medians, any Roadway or PVCCE access gates.

## **ARTICLE 7 PASSES**

- I. Gate Access Passes: Gate access passes (aka Passes) can be electronically or manually generated and will be either a Guest Pass or a Service Pass. Those wishing to enter PVCCE without an RFID transponder or without a pass must register with a Gate Attendant. Individuals generating an electronic pass on their own computer may enter through the Rear Gate (using the Pass scanner) or through the GUEST LANE of the Main Gate, where their pass will be scanned. Categories of passes include:

- a. An Electronic Pass is one generated through an authorized individual's account in the gate access system. It can also be created by a Gate Attendant thus enabling the individual named on such pass to retrieve, print and utilize it. Individuals authorized to create an "electronic pass" can do so only if said individual has no payment delinquencies. A pass is valid only for the date(s) indicated.
- b. A Guest Pass, generated by a Gate Attendant, is for a guest of an authorized individual and is used only if the authorizing individual has advised the attendant of the guest's arrival, or responds to the attendant's phone call inquiring about the guest seeking entrance. Such a pass is valid for use by the party named on the pass and only for the date indicated.
- c. A Service Pass, generated by a Gate Attendant, is for a Service Person of an authorized individual and is issued only if the authorized individual has advised the attendant of the Service Person's arrival, or responds to the attendant's phone call inquiring about an individual seeking entrance. Such a pass is valid only for the party named on the pass and only for the date indicated.

- II. Valid Driver's License: An individual wishing to utilize a pass to enter PVCCE may be asked to provide a valid driver's license and proof of insurance.

- III. Visibility: Passes must be clearly visible/readable on the vehicle's dashboard.

- IV. Gardeners/Service Persons/Contractors: Without authorization by PVCSD, Service Persons, including gardeners or contractors, will not be permitted to enter PVCCE before 7:00 A.M. Monday through Saturday, or remain after 6:00 P.M. on week-days and 2:00 P.M. on Saturday. There will be no admittance on Sunday or on major holidays identified as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When an above-noted holiday occurs on a weekend, the day of observance shall be treated as the holiday. Emergency situations are considered exceptions to the above-noted rules.

## **ARTICLE 8 VISITORS**

- I. Notification: Residents, agents, PVCC members and PVCC staff must notify a Gate Attendant of the name and arrival time of a visitor requiring a Pass. In the absence of such notification, no individual will be admitted unless the Gate Attendant is immediately able to contact the individual requesting the admission.
- II. Guest Pass: Upon approved access, the Gate Attendant will issue a Guest Pass valid for up to seven (7) days, and will record appropriate information thereon. A Guest Pass may be authorized for a period longer than seven days. When issued, all Passes are specific to the individual originally authorized when the pass was issued.

## **ARTICLE 9 REAL ESTATE ACTIVITY**

- I. Real Estate Agents/Brokers/Appraisers: Real estate agents, brokers and appraisers who are not Residents or PVCC members will be issued a Guest Pass at the Main Gate after presenting identification and indicating the property to be visited. Individuals inquiring about real estate within PVCCE will not be admitted unless accompanied by a real estate agent, broker or appraiser.
- II. Open House: A Resident, agent or real estate sales person must notify a Gate Attendant of the name and arrival time of visitors requiring a Pass for Roadway usage. Absent such notification, the visitor will not be admitted. A Resident, agent or real estate sales person must abide by the Signage restrictions of PVCSD. OPEN HOUSE signage shall not be permitted adjacent to PVCCE access gates or on any portion of the Roadway.

## **ARTICLE 10 PROPERTY USE PERMITS**

- I. Commercial Activity: Gate Attendants shall not admit any person, and Security Officers shall not permit any person to use any Roadway to access a property for Commercial Activity unless all necessary Use Permits have been obtained and are available for inspection.
- II. Applicable Permits: Each Resident shall be responsible for obtaining applicable Use Permits.
- III. Estate Sales/Garage Sales/Yard Sales: Residents planning to engage in estate sales, garage sales or yard sales, where participation is invited from individuals not residing within PVCCE, must apply to PVCSD for a Use Permit.
- IV. Visitor Notification: A Resident or agent must notify a Gate Attendant of the name and arrival time of any visitor who will require a Pass for Roadway usage. Individuals requesting admittance to attend a permitted activity must be on an approved list and will be issued a Pass good for one day only and for the single destination indicated on the Pass.



## **ARTICLE 11 UNATTENDED GATES**

- I. Access: Access at unmanned gates will be enabled by RFID transponders or by direct communication with the Gate Attendant at the Main Gate. Unmanned gates are equipped with video and two-way voice communication. Vehicles attempting access at an unmanned gate without an RFID transponder or an electronic PASS will not be admitted and must present themselves to the Main Gate.

## **ARTICLE 12 EMERGENCY**

- I. Emergency Vehicles: California Highway Patrol, San Diego County Sheriff, Cal Fire, EMTs, ambulance service, and similar vehicles shall receive immediate access at any gate.

## **ARTICLE 13 VIOLATIONS**

- I. Notices of Violation:
  - a. NOV: A Notice of Violation is a citation issued by a PVCSD Security Officer for infractions to the Gate Access & Road Usage Policy and Procedures. The cause of the violation shall be set forth in writing and mailed or otherwise personally provided to the individual cited in the NOV. Property owners will be held responsible for the actions of their guests, visitors, tenants, Service Persons and family members and will be responsible for penalty assessments associated with their actions.
  - b. Appeals: Those issued an NOV may appeal the grounds for or the penalties associated with the violation to the CSD General Manager within thirty (30) days of the issuance date of the NOV. The General Manager shall review the evidence, including any input received from the appellant, and issue a written decision on the appeal, and send a copy of the decision to the appellant. The General Manager's decision may be appealed to the PVCSD Board of Directors within 30 days of the date of the General Manager's written determination. The PVCSD Board of Directors shall consider the matter during an open session, after providing at least 10 calendar days' written notice of the meeting to the appellant. The appellant shall be entitled to present evidence at the PVCSD Board meeting. The Board's decision on the matter, which may be accompanied by written findings or findings described in the Board meeting minutes, shall be conclusive of the appeal.

II. Notice of Violations: NOV offenses include:

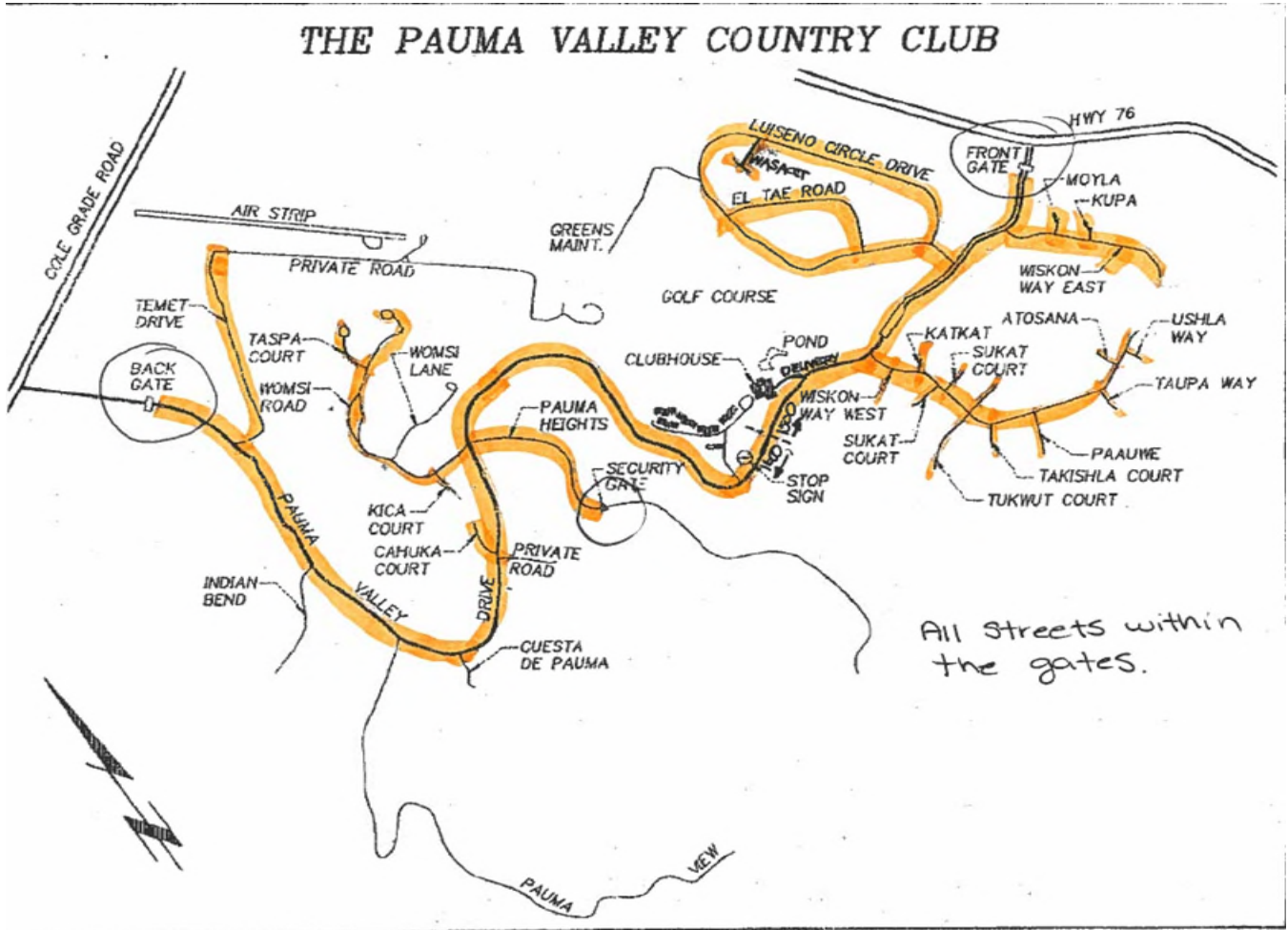
- a. tailgating through gate access barrier arms;
- b. barrier arm contact and/or damage;
- c. illegal parking on any roadway;
- d. Pass violations;
- e. illegal ingress to or egress from PVCCE;
- f. STOP sign violations;
- g. speeding violations
- h. unsafe vehicle operation.
- i. parking a dumpster on a street, court or roadway.

III. Penalties. For any violation of this Ordinance, the PVCSD may assess monetary penalties or revoke access to the gates, or both, as follows:

- a. Monetary penalty: Monetary penalty assessments for violations of this Ordinance shall be as follows. The PVCSD Board of Directors may modify the following amounts, by resolution, as the Board deems advisable.
  - i. 1st offense = Warning;
  - ii. 2nd offense = \$100;
  - iii. 3rd of more offenses = \$300.
- b. Revocation of Gate Access Privileges. For any violation of this Ordinance, the PVCSD may revoke or suspend PVCCE gate access privileges for anyone other than Residents seeking access to their residence or to PVCC, or a PVCC member seeking access to PVCC.

IV. Damages: Damages to the PVCCE gate access system will be billed to the party responsible for said damage on an at-cost (plus labor) basis. Failure to pay any such damages, or any unpaid monetary assessment, may warrant PVCSD's application to a court of law or to the County Tax Collector's office for collection, which PVCSD staff is authorized to pursue at its discretion.

**EXHIBIT "A"**  
**MAP OF PAUMA VALLEY COUNTRY CLUB ESTATES**



# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

## General Manager's Report

January 24, 2022

Bobby Graziano, General Manager

### Cash Flow

The table below shows a projection of the District's cash position.

#### Cash Projection

	Jan	Feb	Mar	Apr	May	Jun	FY2022-23	FY2023-24	FY2024-25
Total Revenue	\$128,695	\$128,695	\$128,695	\$128,695	\$128,695	\$128,695	\$1,575,226	\$1,606,730	\$1,638,865
Depreciation Add Back	\$10,091	\$10,091	\$10,091	\$10,091	\$10,091	\$10,091			
Annual SDG&E Savings							\$17,500	\$17,500	\$17,500
Annual UAL (Savings from Paying Off)							\$86,331	\$92,272	\$96,132
Total Expenses	-\$115,864	-\$115,864	-\$115,864	-\$115,864	-\$115,864	-\$115,864	-\$1,432,084	-\$1,475,047	-\$1,519,298
Solar Project		-\$44,600		-\$21,300					
Balance on Charging Stations			-\$13,537						
SGMA		-\$50,000							
Sewer Line Cleaning and Video			-\$53,872				-\$25,000	-\$25,000	-\$25,000
Cash	\$168,213	\$191,135	\$119,457	\$74,970	\$76,591	\$99,513	\$122,435	\$344,408	\$560,864
<b>Total Cash</b>	<b>\$191,135</b>	<b>\$119,457</b>	<b>\$74,970</b>	<b>\$76,591</b>	<b>\$99,513</b>	<b>\$122,435</b>	<b>\$344,408</b>	<b>\$560,864</b>	<b>\$769,062</b>

### Solar Project

Panel and electrical component installation near complete.

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

**\$223,000**

### Human Resources

Patrol: Fully staffed with 5

Gates: Fully staffed with 6

Utility: Fully staffed with 3

Admin: Fully staffed with 4

**AGENDA ITEM 10: Employee Cost of Living Adjustment (COLA)**

**PREPARED BY:** General Manager Bobby Graziano/President Michael Esparza

**DISCUSSION:** The proposed COLA adjustment for 2022 based on the unusually high Consumer Price Indexes for 2021 for the Pacific States West. In 2020 the CPI Index was 1.23. The all-items index rose 6.8 percent for the 12 months ending October, the largest 12-month increase since the period ending June 1982. Food prices increased 7.8 percent. Energy prices jumped 31.3 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy increased 4.7 percent over the year.

In the United States, unadjusted Consumer Price Index for All Urban Consumers is based on the prices of a market basket of: food (14 percent of total weight), energy (9.3 percent), commodities less food and energy commodities (19.4 percent) and services less energy services (57.3 percent). The last category is divided by: shelter (32.1 percent), medical care services (5.8 percent) and transportation services (5.5 percent).

District Employees are eligible for 3-5% merit increase annually in July. Combined with this proposed COLA our employees will help offset the increased cost of living we are currently experiencing. A concern for the District is losing employees to other district agencies which pay higher wages.

**FISCAL IMPACT:** The fiscal impact would be approximately \$9,000 over the next six months of the fiscal year. The funds for this employee COLA are available within the budget.

**RECOMMENDED ACTION:** Board approval for a Cost of Living Adjustment (COLA) of 2.0% for all district employees (except the General Manager) to begin on the first pay period of 2022.

**ALTERNATIVE(S):**

- a: Keep salary schedule at current rate

**REFERENCES:**

Consumer Price Indexes Pacific States West, November 2021, Page 1



**Transmission of material in this release is embargoed until  
 8:30 a.m. (ET) December 10, 2021**

USDL-21-2101

Technical information: (202) 691-7000 • [cpi\\_info@bls.gov](mailto:cpi_info@bls.gov) • [www.bls.gov/cpi](http://www.bls.gov/cpi)  
 Media Contact: (202) 691-5902 • [PressOffice@bls.gov](mailto:PressOffice@bls.gov)

**CONSUMER PRICE INDEX – NOVEMBER 2021**

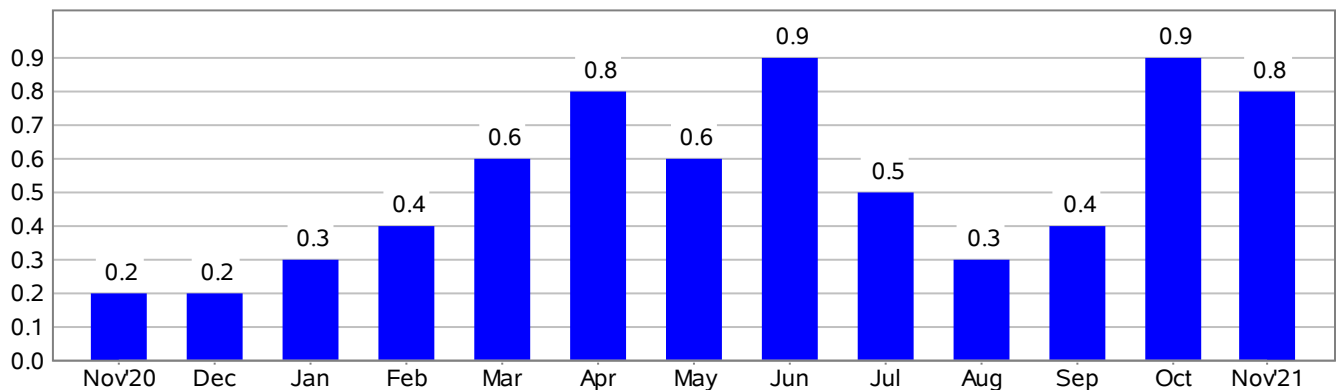
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.8 percent in November on a seasonally adjusted basis after rising 0.9 percent in October, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 6.8 percent before seasonal adjustment.

The monthly all items seasonally adjusted increase was the result of broad increases in most component indexes, similar to last month. The indexes for gasoline, shelter, food, used cars and trucks, and new vehicles were among the larger contributors. The energy index rose 3.5 percent in November as the gasoline index increased 6.1 percent and the other major energy component indexes also rose. The food index increased 0.7 percent as the index for food at home rose 0.8 percent.

The index for all items less food and energy rose 0.5 percent in November following a 0.6-percent increase in October. Along with shelter, used cars and trucks, and new vehicles, the indexes for household furnishings and operations, apparel, and airline fares were among those that increased. The indexes for motor vehicle insurance, recreation, and communication all declined in November.

The all items index rose 6.8 percent for the 12 months ending October, the largest 12-month increase since the period ending June 1982. The index for all items less food and energy rose 4.9 percent over the last 12 months, while the energy index rose 33.3 percent over the last year, and the food index increased 6.1 percent. These changes are the largest 12-month increases in at least 13 years in the respective series.

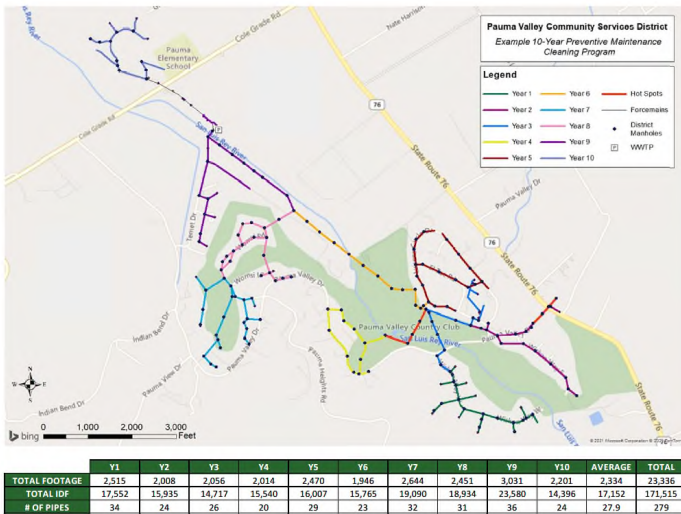
**Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Nov. 2020 - Nov. 2021**  
 Percent change



**AGENDA ITEM 11: Sewer System Cleaning, Continuation of Scope**

**PREPARED BY:** General Manager Bobby Graziano

**DISCUSSION:** In September the Board authorized the cleaning and videoing of the entire sewer system to comply with the Sewer System Management Plan. Downstream Inc., began work on November 8<sup>th</sup> under a contract to perform 9 days of work for \$37,296. The bid to perform this work was based off maps provided by the district, extracted from the Geographical Information System (GIS) created by Dudek some years ago. As Downstream got close to the end of the 9 day effort they brought to our attention there was still a significant amount of the district left to do and there was a discrepancy between the map created from GIS and the actual measured lengths of each segment.



Since Downstream priced their bid on linear feet they were unable to complete a full cleaning of the entire system.

Staff met with the Dowstream team on Nov 23 to analyze this issue. Staff also did an investigation with the consultant who created the map used for quoting purposes and Dudek, who maintains the GIS system. The root cause of the discrepancy was the unit of measurement contained in GIS. When the Sewer System Management Plan was revised as part of the 5 year update the map above was created. It broke the district into 10 sections since 1/10<sup>th</sup> of the district must be cleaned, and inspected each year. These 10 sections had linear lengths presented with a unit of measure in feet. Dudek used meters as the unit of measure within GIS. This mix up was not caught since our consultant was not familiar enough with our service area to flag the distances as appearing too short.

**RECOMMENDED ACTION:** Board approval of Downstream proposal dated 11/29/2021.

**FISCAL IMPACT:** The fiscal impact would be \$53,872 from cash reserves.

**ALTERNATIVE(S):**

- Postpone work until later in the year.
- Not do the work.

**ATTACHMENTS:**

Downstream proposal dated 11/29/2021.



<b>To:</b>	Pauma Valley Community Services District	<b>Date:</b>	11/29/2021		
<b>Attn:</b>	Bobby Graziano	<b>Project Name:</b>	SSMP - Sewer Cleaning and CCTV Inspections		
<b>Address:</b>	33129 Cole Grade Rd. Pauma Valley, CA 92061	<b>Project Location:</b>	Various Locations in Pauma Valley		
<b>Priority</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>ITEM TOTAL</b>
	<u>Scope:</u> Jet/Vac cleaning of sewer gravity mains ranging from 4" to 10" in diameter with post-cleaning CCTV inspections per NASSCO PACP. One mobilization				
	17,389 LF of 4" - 10" sewer cleaning	13.0	DAY	\$ 2,352.00	\$ 30,576.00
	17,389 LF of 4" - 10" sewer CCTV	13.0	DAY	\$ 1,792.00	\$ 23,296.00
					\$ -
				Subtotal	\$ 53,872.00
				<b>TOTAL ESTIMATED COST</b>	<b>\$ 53,872.00</b>

**TERMS AND CONDITIONS:**

- 1) This proposal will remain valid for a period of sixty (60) days from the date set forth above.
- 2) Progress and final payments are to be made to Downstream Services, Inc. per the California Civil and Business and Professions Codes.
- 3) Payments are Net 30 days. A service charge of 1.5% per month (18% per annum) will be charged on all past due accounts.
- 4) Insurance coverage includes a blanket additional insured endorsement. Owner to carry general liability, workers' compensation and other necessary insurance.
- 5) Contract bond premium is not included in the unit prices and can be supplied, if requested, at the additional cost of 1.5% of the contract amount.
- 6) Non prevailing rate of pay.
- 7) Downstream Services, Inc. will not be liable for any liquidated damages or penalties due to delay by others.
- 8) All permits, inspection fees, engineering fees, premiums on labor and material bonds, and performance bonds shall be paid for by others.
- 9) Unit price to prevail. If there is a change in quantities, pricing will need to be adjusted.
- 10) Construction water and water source will be provided at the work site at no additional cost.
- 11) Client shall provide adequate access for crew and equipment.
- 12) Delays beyond our control will be invoiced per the Downstream Services, Inc. Hourly Rate Sheet.
- 13) If jetter head or camera becomes lodged in line(s) this indicates structural deficiency and removal will be invoiced per Downstream Services, Inc. Hourly Rate Sheet.
- 14) A 15% markup applies to work scheduled between the hours of 5 PM and 5 AM.
- 15) Prices are based on plans and specifications provided, including all addenda.

**INCLUSIONS:**

- 1) Pipeline cleaning.
- 2) Light cleaning (2-3 jet passes).
- 3) Mobilization and travel of crew and equipment.
- 4) Hydrant Water provided by the client
- 5) CCTV Deliverable will be provided same day as service provided
- 6) We will decant liquids back into the system and dump at District treatment plant drying beds at the end of the day.

**EXCLUSIONS:**

- 1) City, state or federal fees or permits.
- 2) Heavy traffic control.
- 3) Confined Space Entries.
- 4) Disposal (Client shall provide local disposal site and cover associated fees).
- 5) Permits, licenses, and project bonds.
- 6) Plugging, flow diversion, bypass pumping and operating pump stations.
- 7) Residential notifications.
- 8) Post CCTV processing
- 9) Heavy cleaning, mechanical cleaning, specialty cleaning nozzles, concrete/rock/root removal, and hard formation/protrusion removal.
- 10) DSI will not be held responsible for damages to the golf course. DSI will work with PV to minimize any potential tracks to the greens.

*Proposal Acceptance: I have read and understand the above and agree that this proposal, along with the terms and conditions, and inclusions and exclusions, will become part of any subsequent agreement or contract. I authorize Downstream Services, Inc. to complete the work as specified. Any change or request for additional work will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. In the event a lawsuit is instigated to enforce payment, the client agrees to pay reasonable attorney and collection fees together with the legal interest and costs of lawsuit. I agree to notify Downstream Services, Inc. in writing of any disputes within 30 days of the date the work was performed otherwise such disputes are considered negligible.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



**AGENDA ITEM 12: EDU Audit**

**PREPARED BY:** General Manager Bobby Graziano

**DISCUSSION:** During prior meetings resident Andy Mathews suggested the District perform a sewer EDU audit to determine if the amount assigned to each commercial operation is still accurate. The board agreed and authorized staff to contract with Housen & Associates to perform this audit. There are 4 commercial properties and 1 school. A letter was sent to each entity in advance of the site inspection. The letter included a questionnaire which all entities provided responses. Site inspections were conducted by Housen & Associates on November 15. The summary report has been included for board review.

**FISCAL IMPACT:** Based on the recommendations from the audit the fiscal impact is as follows.

Current				EDU Audit Recommendations				Monthly Impact
Service	EDU's	\$ / EDU	Monthly	Service	EDU's	\$ / EDU	Monthly	
<b>Sewer</b>				<b>Sewer</b>				
Homes	346	\$90	\$31,140	Homes	346	\$90	\$31,140	\$0
Serrato	1	\$90	\$90	Serrato	1	\$90	\$90	\$0
Pauma Building	7	\$90	\$630	Pauma Building	14	\$90	\$1,260	\$630
PVCC	41	\$90	\$3,690	PVCC	70	\$90	\$6,300	\$2,610
Pauma Village	11	\$90	\$990	Pauma Village	14	\$90	\$1,260	\$270
Pauma School	5.26	\$90	\$473	Pauma School	11.3	\$90	\$1,017	\$544
<b>Pools</b>				<b>Pools</b>				
HOA 2-A	1	\$90	\$90	HOA 2-A	1	\$90	\$90	\$0
HOA 2-B	1	\$90	\$90	HOA 2-B	1	\$90	\$90	\$0
Haciendas	1	\$90	\$90	Haciendas	1	\$90	\$90	\$0
Terraces	1	\$90	\$90	Terraces	1	\$90	\$90	\$0
	<u>415.26</u>		<u>\$37,373</u>		<u>460.3</u>		<u>\$41,427</u>	<u>\$4,054</u>

**RECOMMENDED ACTION:** Before taking action direct staff to draft a letter to each entity that would be effected if the recommended changes were enacted. The letters should specifically state the financial impact. A copy of the audit should be provided with the letter. The letter should invite each entity to respond in writing and inform them of the next public meeting.

**ALTERNATIVE(S):**

- Implement the EDU change effective immediately.
- Implement the EDU change at the start of the next fiscal year, July 1, 2022
- Make no changes to the EDU quantity assigned.

**ATTACHMENTS:**

PVCSD Non-Domestic Waste Discharge Audit dated December 15, 2021



## MEMORANDUM

DATE: December 15, 2021

TO: Bobby Graziano, General Manager  
Pauma Valley Community Services District

FROM: Vivian Housen, P.E., RCE No. 46324

SUBJECT: Pauma Valley Community Services District Non-Domestic Wastewater Discharger Audit

### 1.0 BACKGROUND AND INTRODUCTION

Pauma Valley Community Services District (“District” or “PVCSD”) is an unincorporated, special district located in Pauma Valley in San Diego County, California. The District provides wastewater collection, treatment, and disposal services to approximately 408 residential properties, as well as a country club, school, and a small number of commercial and agricultural establishments within its 1,445 acres. Sewage is conveyed to the District’s wastewater treatment plant, located southeast of the corner of Spring Valley Road and Cole Grade Road.

The District has requested a facility inspection and audit of the sewer service charges that are assessed to the District’s non-domestic wastewater customers. On October 13, 2021, the District sent a survey to five facilities that requested general information on their wastewater-producing facilities. These facilities included:

1. Serratos Automotive and Tire, 16168 Highway 76
2. Pauma Building, 16160 Highway 76
3. Pauma Village, 16220 Highway 76
4. Pauma School, 33168 Cole Grade Road
5. Pauma Valley Country Club, 15835 Pauma Valley Drive

On November 15, 2021, V. W. Housen & Associates (“VWHA”) completed inspections of these five facilities. This report summarizes the findings from the surveys and inspections, and also recommends actions and sewer service charges that should be considered for each facility in accordance with the District’s wastewater ordinance, Ordinance No. 50.

### 2.0 DISTRICT ORDINANCE NO. 50

District Ordinance No. 50, “Sewer Rules and Regulations,” establishes requirements related to the wastewater collection system. The sections of Ordinance No. 50 that are relevant to this assessment are listed below and also referenced as part of the findings where applicable. These

sections include Articles II (Definitions), IV (Connection, Permits), VII (Establishment of Sewer Service Charges), and XIII (Use of Sewer System).

#### ARTICLE II – DEFINITIONS

This Article includes 30 definitions, including the following:

- Section 5, Building Sewer is a wastewater facility conveying wastewater from the Premises of Customer to the Sewer System.
- Section 10, Equivalent Dwelling Unit or EDU, is the unit of measure that is based on the flow characteristics of an average single family residence in terms of sewage quantity and constituent quality.

#### ARTICLE IV – CONNECTION, PERMITS

This Article defines requirements for connecting to the District’s sewer system, including:

- Section 8, Prohibited Connections. No Person shall make connection of any Storm Drain, roof down spouts, exterior foundation drains or other sources of surface runoff or groundwater to a Building Sewer, nor directly or indirectly to the Sewer System.

#### ARTICLE VII – ESTABLISHMENT OF SEWER SERVICE CHARGES

This Article includes eight sections related to the assignment of sewer service charges.

- Section 3, Determination of EDUs, defines how EDUs are determined for various premises.
- Section 5, Payment of Charges Upon Commencement of Service, includes a table assigning Equivalent Dwelling Units for non-residential customers. This table has been reproduced as Table 1 on the following page.

#### ARTICLE XIII – USE OF SEWER SYSTEM

This Article includes ten sections defining components that are not allowed in the public sewer system. The following sections are referenced later in this memo:

- Section 3(e) prohibits the discharge of any solid or viscous substances which will for deposits or obstructions in sewers.

**Table 1. Table from Ordinance No. 50, Article VII, Section 5,  
 Payment of Charges Upon Commencement of Service**

Property Class	EDUs
(a) Single Family Residence up to 3 bedrooms Thereafter, each additional bedroom unit shall equal an additional	1.0 0.25
(b) Condominium Unit	1.0
(c) Hotels, Motels, Auto Courts Per living unit without kitchen Per living unit with kitchen	0.50 1.0
(d) Churches, theaters and auditoriums per unit of seating capacity (a unit being 150 Persons or any fraction thereof)	1.50
(e) Restaurants No seating Less than 80 seats per each unit of 7 seats or fraction thereof More than 80 seats per each unit of 7 seats or fraction thereof	2.5 1.00* 1.00*
(f) Automobile service stations Not more than 4 gasoline pumps More than 4 gasoline pumps	2.00 3.00
(g) Self service laundries per each washer	0.75*
(h) Mobile home and trailer parks Per each trailer space: - Mobile home - Trailer court Recreational vehicle park: - Per each space, occupied or not	1.0* 0.75** 0.75**
(i) Stores, offices, small industrial and business establishments not listed above First unit Each additional unit	1.0# 0.75#
(k) Schools <b>Elementary schools</b> For each 60 pupils or fraction thereof <b>Junior High schools</b> For each 50 pupils or fraction thereof <b>High schools</b> For each 30 pupils or fraction thereof	1.00## 1.00## 1.00##

\* Based upon the volume of water consumption and quality of discharge, an additional Service Charge may be assessed in accordance with this Article.

\*\* Any accessory facilities such as laundry, dining, recreational area, residence, etc. shall be considered separately in addition to trailer spaces as per this Ordinance.

# For the purposes of this subsection a unit shall be described as:

- (1) Any individual office, store, or small industrial establishment with private sanitary fixtures and gross floor area not exceeding 1000 square feet; or
- (2) With 1,000 square feet of gross floor area in buildings with public sanitary fixtures only.

## The number of pupils shall be based on average daily attendance of pupils at the school during the preceding fiscal year computed in accordance with the Education Code of the State of California; provided, however, where the school has had no attendance during the previous fiscal year, the Manager shall estimate the average daily attendance for the fiscal year for which the fee is to be paid and compute the fee based on such estimate.

- Section 5 provides the District with authority to require pretreatment, at the Customer's expense, to an acceptable condition for discharge to the Sewer System; require control, at the Customer's expense, over the quantities and rates of discharge; require payment to the District to cover the added cost of handling and treating the wastes; and/or require semi-annual hydraulic vactoring of sewer lines from facilities without grease interceptors to the first manhole.
- Section 7 authorizes the District to require a grease interceptor if necessary for the proper handling of liquid wastes containing grease in excessive amounts.

### **3.0 FINDINGS AND RECOMMENDATIONS**

This section summarizes inspection results and presents recommendations for future actions and the allocation of sewer service charges.

#### **3.1 Serratos Automotive and Tire, 16168 Highway 76**

Serratos Automotive and Tire (“Serratos”) operates an automotive repair shop that includes a shop area, small office, and two private restrooms. The business also leases additional shop area/garage space from Pauma Village to the east. The inspection of the leased space is described further under Pauma Village, below.

The Serratos sewers flow to the back of the building. Two accessible cleanouts were located on the back patio. The building downspouts discharge to atmosphere (i.e., are not connected to the sewer system).

The building has no food preparation facilities, laundry facilities, or living or formal gathering areas, and has no service station.

The structure has no visible site drains or washdown areas. Based on the site inspection, this facility does not have a means to unknowingly discharge materials into the sewer in violation of Article XIII.

#### Recommendations

The Serratos property most closely fits item (i) of the Article VII, Section 5 Payment of Charges table (stores, offices, small industrial and business establishments), and should be assigned one (1) EDU for billing purposes.

#### **3.2 PAUMA BUILDING, 16160 HIGHWAY 76**

The Pauma Building is located west of Serratos Automotive and Tire and includes 18 office units including the Post Office. The small office complex includes two restrooms in a breezeway, one restroom in the Post Office, and one restroom in a single office suite.

The Pauma Building sewers flow to the east side of the building. One accessible cleanout was located near the midpoint of the east wall. Downspouts at the northwest, southwest, and southeast corner terminated below ground. The Building Manager confirmed that these downspouts flow to a drainage ditch, and are not connected to the sanitary sewer.

The building has no food preparation facilities, laundry facilities, or living or formal gathering areas. The structure has no visible site drains or washdown areas. Based on the site inspection, this facility does not have a means to unknowingly discharge materials into the sewer in violation of Article XIII.

### Recommendations

The Pauma Building most closely fits item (i) of the Article VII, Section 5 Payment of Charges table, and should be assigned 14 EDUs for billing purposes, as follows:

- 1 EDU for the first unit
- and  $17 \times 0.75 = 12.75$  EDUs for the remaining units

### **3.3 PAUMA VILLAGE, 16220 HIGHWAY 76**

Pauma Village is located east of Serratos Automotive and Tire and includes a grocery store, restaurant, three offices, and approximately nine small (i.e., approximately 10' X 12') detached buildings. Pauma Village also owns shop area/garage space that is rented to Serratos Automotive and Tire.

The grocery store includes a small kitchen area for butchering meat, and a small office and restroom. There are no grease-capturing devices installed in the grocery store kitchen. The restaurant has seating for 74 and includes restroom facilities and a full kitchen with a multi-compartment sink, hand sinks, and floor sinks. A small (15" X 18") below-ground grease trap is installed behind the restaurant. The grease trap is manually cleaned once per week. There are no additional grease-capturing devices in the kitchen area.

The Pauma Village sewers flow to the back of the building. One accessible cleanout was found near the back patio, behind the restaurant. The building downspouts discharge to atmosphere (i.e., are not connected to the sewer system).

The building has no laundry facilities. Aside from the grocery store and restaurant, the building has no other formal gathering areas. An inspection of the two southeastern detached structures showed that the structures do not have water service and would therefore not discharge flow to the sewer system.

The facility has no visible site drains or washdown areas. Based on the site inspection, this facility does not have a means to unknowingly discharge materials into the sewer in violation of Article XIII.

### Recommendations

The Pauma Building most closely fits items (e), Restaurants, and (i) of the Article VII, Section 5 Payment of Charges table, and should be assigned 14 EDUs for billing purposes, as follows:

- 10.6 EDUs for the 74-seat restaurant. This is calculated by dividing the seating capacity of 7.
- 1 EDU for the grocery store
- 2.5 EDUs for the 3 offices (1 EDU for the first unit and 2 X 0.75 EDUs for the remaining units)

Further, the grocery store kitchen requires a properly-sized grease-handling device per Article XIII, Section 7. In addition, the existing small grease trap behind the restaurant is significantly undersized for the size of the restaurant.

Installation of a properly-sized grease interceptor that captures water from all 3-compartment sinks, hand sinks, and floor sinks from the grocery store and restaurant is recommended. Existing plumbing may not support the installation of a single grease interceptor, in which case multiple interceptors would be needed. Under-sink grease traps could also improve grease management if the installation of one or more grease interceptors is not feasible.

Alternatively, the District should consider implementing one or more of the measures discussed in Article XIII, Section 5 as discussed above.

### **3.4 PAUMA SCHOOL, 33168 COLE GRADE ROAD**

Pauma School is a Transitional Kindergarten through 8<sup>th</sup> grade school with 235 students. The school includes an administrative building, several main classroom buildings, and several portable classroom structures. The plumbing for each building exits the building and continues to a common underground storage tank in a central location on the school property. Cleanouts are visible where the plumbing exits each building. The building downspouts discharge to atmosphere.

The administrative building includes a food preparation area with seating capacity of 50. Currently, pre-prepared food is received and heated in the kitchen, then distributed to the students. However, the kitchen is equipped to cook food, and includes a 3-compartment sink, hand sinks, and floor sinks. There is no grease interceptor installed onsite.

The Maintenance and Operations Director and maintenance staff indicated that the school uses a septic system. However, the District has confirmed that the school discharges to the Oak Tree Lift Station, which is shared by the Oak Tree Ranch community located approximately 1,500 feet west of the school. Further, the District has provided sewer service to Pauma School per an agreement that was established in 1985.

The school has no laundry facilities. Aside from the food preparation area, the building has no other formal gathering areas involving food preparation. According to maintenance staff, the facility has no site drains or washdown areas that are connected to the sewer system. Anecdotally, Oak Tree Lift Station maintenance staff have found numerous items in the lift station that appeared to have originated from the school classrooms. These items have become lodged in the pumps, requiring



unplanned pump maintenance and rehabilitation. It is likely that these items were discharged into the sewer via the student bathrooms.

### Recommendations

Pauma School most closely fits items (e), Restaurants, and (k), Schools, of the Article VII, Section 5 Payment of Charges table, and should be assigned 11.3 EDUs for billing purposes, as follows:

- 7.1 EDUs for the 50-seat food preparation area. This is calculated by dividing the seating capacity by 7.
- 2.6 EDUs per count of elementary school students, assuming 2/3 of the students are in elementary school. This is calculated by dividing the number of students by 60.
- 1.6 EDUs per count of middle school students, assuming 1/3 of the students are in middle school. This is calculated by dividing the number of students by 50.

Further, the food preparation area will require a properly-sized grease-handling device per Article XIII, Section 7 if the school decides to prepare food in-house in lieu of heating up prepared meals in the future. Additional under-sink grease traps would also improve grease capturing, if the installation of one or more grease interceptors is not feasible. Alternatively, the District could consider implementing one or more of the measures discussed in Article XIII, Section 5 as discussed above.

In addition, the school should develop a plan to monitor and control the disposal of solid materials into the wastewater system via student bathrooms. It would be beneficial for the Pauma School Maintenance and Operations department to convene with the District and Oak Tree Ranch maintenance staff to try to develop a feasible solution to this ongoing challenge.

### **3.5 PAUMA VALLEY COUNTRY CLUB, 15835 PAUMA VALLEY DRIVE**

The Pauma Valley Country Club is a destination private club with an 18-hole Robert Trent Jones course and approximately 400 members. The club restaurant has a seating capacity of 235. An outdoor bar area provides additional food service to the club patrons.

Country Club facilities includes a main clubhouse, pool area, and tennis and swimming club area. In addition, the Country Club includes several administrative offices, 1 full-serve laundry facility with a single commercial washer and dryer, 14 apartments without kitchens, and 9 apartments with kitchens. Additional restroom facilities are located at Holes 4 and 13, and restrooms are also available at the utility workers' facility.

The onsite sewer system is complex, and the Country Club reports that some laterals have backflow prevention devices to protect the attached building from potential sewage backups. Cleanouts are present where the laterals exit the buildings. The building downspouts discharge to atmosphere.

The clubhouse includes a full-service restaurant with multiple food preparation areas, multi-compartment sinks, hand sinks, and floor sinks. There is no grease interceptor installed downstream



of the full-service restaurant and no other grease-management devices within the food preparation areas.

The secondary bar area was constructed in 2019 and seats 124. This area has a new grease interceptor according to the Club Manager.

The pool area includes a barbecue with sink but no other food preparation areas. The sink does not have a garbage disposal. Therefore, it is unlikely that large amounts of food or fats, oils, or grease are discharged to the sewer from this location.

According to the Club Manager, the facility has no site drains or washdown areas that are connected to the sewer system.

### Recommendations

Pauma Valley Country Club most closely fits items (c), Hotels, Motels and Auto Courts, (e), Restaurants, and (i) of the Article VII, Section 5 Payment of Charges table, and should be assigned 70 EDUs for billing purposes, as follows:

- 7 EDUs for apartments without kitchens. This number is calculated by multiplying the number of units by 0.50.
- 9 EDUs for apartments with kitchens. This number is calculated by multiplying the number of units by 1.0.
- 33.6 EDUs for the full-service restaurant. This number is calculated by dividing the seating capacity by 7.
- 17.7 EDUs for the bar/patio. This number is calculated by dividing the seating capacity by 7.
- 1 EDU for the commercial laundry
- 1 EDU for administrative office space
- 1 EDU for additional restrooms at Holes 4 and 13, and the utility workers' facility.

Further, the main dining room area requires one or more properly-sized grease-handling devices per Article XIII, Section 7. Additional under-sink grease traps could improve grease capturing, if the installation of one or more grease interceptors is not feasible. Alternatively, the District could consider implementing one or more of the measures discussed in Article XIII, Section 5 as discussed above.

Please contact me at (925) 518-3487 or [vhousen@housenassociates.com](mailto:vhousen@housenassociates.com) if you have questions or would like additional information regarding this audit.

**AGENDA ITEM 14:** General Manager Salary Adjustment

**PREPARED BY:** President Michael Esparza and Vice President Bill Jacobs

- **RECOMMENDED ACTION:** Board Approval for the General Manager to receive Ten (10%) percent salary increase effective the first day of first pay period in 2022, amounting to an annual base salary of one hundred forty-one thousand, three hundred and ninety-eight dollars and forty cents (\$141,398.40).

**DISCUSSION:** The General Manager's performance review has been completed by the Board utilizing input from the Board members, Rancho Pauma Mutual Water Company (RPMWC), Employees, and the public. The proposed salary adjustment for the General Manager's position considers his performance over 2021, as well as the value he brings to the District and RPMWC. The current annual base salary for the General Manager is \$128,544. The salary range for this position is \$115,000 to \$185,000.

The PVCSD President and Vice President entered into discussion with the President of the RPMWC, Chuck Bandy. The discussion centered around the need for consistent leadership as well as the value Bobby Graziano brings to the community and specifically RPMWC. This is particularly concerning for RPMWC as significant challenges are pending with water rights in the region.

A verbal agreement was made with President Chuck Bandy in which the RPMWC agreed to paying a larger share of the burdened (all direct costs, e.g.: wages, hours, benefits...) costs for the General Managers position. Whereupon it was agreed that the RPMWC will now pay 55% of the burdened costs for the General Manager position.

- **FISCAL IMPACT:** The fiscal impact would be an additional \$6,427 for the remainder of the 2021-2022 budget year, \$12, 854 annually. Due to the new cost sharing formula, the PVCSD salary cost for the position will decrease \$643 annually. The annual base salary for the General Manager position will be one hundred forty-one thousand, three hundred and ninety-eight dollars and forty cents (\$141,398.40) over twenty-six two week pay periods. The funds for this salary adjustment are available from the existing salary budget.

**ALTERNATIVES:** Renegotiate terms of salary

**ATTACHMENT(S):** None

## DRAFT 2022 GM G+I's

### **Goal #1: HR**

- Develop your own G+I's for the upcoming year.
  - Ensure there are measurable G+I's and that you and the Board agree to these metrics for your annual performance review.
  - Ensure these are "SMART" goals, which will benefit your growth and value to the organization.
    - They must be related to your job descriptions or duties.
  - Review with both Boards and get their approvals by January 15, 2022.
- Meet with your 3 managers (Amber, Jake, and Todd) to co-develop their G+I's for the upcoming year.
  - Ensure the G+I's are measurable and that the employee understands the metrics for their annual performance reviews.
    - Ensure these are "SMART" goals, which will benefit their growth and value to the organization.
      - They must be related to their job descriptions or duties.
  - Review with both Boards and get their approvals by January 15, 2022.
- Develop a new District Employee Performance Review form and review with both Boards.
  - Complete by April 1, 2022.
- For all employee's annual reviews;
  - Have them clearly identify what they accomplished for the organization.
    - Identify the ways they have exceeded their goals or our agency goals this year.
  - Complete the reviews by April 1, 2022.
- Continue the process of HR touch by having 20 min one-on-one's with each staff and Board member per quarter.
- Increase community awareness and out-reach (especially in Safety + Security).
  - Work with Jim to develop and implement a program.
  - Due date February 28, 2022.

Results:

**Goal #2: Knowledge Growth**

- Attend the 2022 CSDA General Manager Leadership Summit.
- Achieve “Certified Special District Manager” by 12/31/2022.
- Have each manager take at least 1 class, seminar, workshop or conference, which enhances their knowledge, skills, and abilities.
  - Courses may be in-house, on-line, or in-person.
  - Consider goals that may improve skill, safety, prevent work injuries, reduce liability, meet the mission and goals of the agency.
  - Utilize the tools available through CSDA or other professional organizations.
- Evaluate the benefits of hiring an HR consultant:
  - To mentor yourself, Amber, Jake, and Todd in the art of developing meaningful G+I's for their staff.
  - To assist yourself, Amber, Jake, and Todd in performing quarterly or bi-annual reviews.
  - To assist yourself, Amber, Jake, and Todd in writing and presenting all annual reviews.

Note: CSDA does not have a specific course in developing Employee Reviews, but there are many resources like this: <https://hr.mit.edu/performance/reviews>

- Attend the CSDM Online Study Group
- Attend the CSDA Annual Conference & Exhibitor Showcase
- Attend the CSDA General Manager Leadership Summit

Results:

**Goal #3: Financial**

- Manage the 2021 - 2022 CSD budget.
  - Keep the expenses under budget and try to achieve a 5% underspend goal.
  - Inform the Board of any projected over-runs per category.
- Demonstrate increased operational efficiencies resulting in financial savings that can be applied to our reserves.
  - In conjunction with a monthly 5-year cash projection, develop a “reserve plan” and timeline.
- Develop a Capital Improvement Plan for the District by April 1, 2022.
- Develop a matrix of all capital equipment with their date of purchase, cost of purchase, history of service maintenance, cost of repairs to date, and predicted life span.
  - Develop a proposed finance plan to build a reserve fund for future capital expenditures.
  - Expand upon the existing Capital Equipment Expenditure Projection with a predicted time table for equipment refresh.
  - Due date Apr 1, 2022.

Results:

DRAFT

**Goal #4: SGMA**

- Represent the District and their constituents in the SGMA GSA process to protect the water interests of the community and RPMWC.
  - Report to both Boards on monthly of progress toward the State's mandate.
  - Report to both Boards on monthly of any seen and unforeseen issues.

Results:

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**Goal #5: Security**

- Present recommendations to decrease turn-over on a year-over-year basis in the security work force.
  - Make a presentation to the Board in the February Board Meeting.
- Update our list of alternate vendors for repairs and maintenance,
  - Approved vendors to perform gate maintenance.
  - Approved vendors to perform barrier arm maintenance.
  - Approved dwellingLive vendors.
  - Approved vendors to perform CCTV maintenance.
  - Approved vendors to perform Intercom maintenance.
  - Approved vendors to perform Communication maintenance.

Results:

**Goal #6: Safety**

- Improve fire safety of the community by establishing practices and enforcement of vegetation management within the district (On Going)
  - Review District Ordinance for adequacy by 6/1/22
  - Report findings to the Board
  - Communicate fire safety measures to District community.

Results:

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**Goal #7: Governance and Community Relations**

- Initiate cooperative efforts with the Board for Strategic Planning
  - Do a SWOT/SLOT analysis with each division within the agency to be completed by 10/1/22
  - Develop timeline to complete Strategic Plan
  - Report findings to the Board by the November Board Meeting
- Improve community relations, awareness, and outreach
  - With Board sub-committee, develop e-mail mailing list of District constituents.
  - Develop an annual report citing mission, goals and accomplishments of the District
  - Improve safety and security awareness for the community
  - Evaluate the District web site for potential improvements by 6/1/22
  - With Board sub-committee, prepare and send monthly blasts to District Constituents.
- Evaluate the benefits of a District Code and separate Policy/Procedure/Guidelines manual by 5/1/22
  - Improve the organization of the District Policy Manual by 8/1/22.
  - Develop and implement timetable for policy updates by 8/1/22.
- Apply for CSDA District Transparency Certificate of Excellence by 7/1/22.

Result:

**Goal #8: Utilities (RPMWC + Wastewater)**

Ongoing:

- Maintenance Program for the drainage systems, Gambians, brow ditches, culverts, and waterways.
- Ensure water supply reliability.
  - Monitor water usage in the jurisdiction of RPMWC and the District
  - Anticipate water infrastructure maintenance and improvement needs.
    - Develop a Capitol Improvement and Maintenance Plan by 12/1/22
  - Evaluate fire hydrant delivery system for meeting minimum standards and practices by 10/31/22.
    - Utilize Fire Code Requirements
      - <https://www.sandiegocounty.gov/content/dam/sdc/sdcfa/documents/prevention/2020-County-Consolidated-Fire-Code-FINAL.pdf>
    - Consider the following resources Insurance Services
      - Organization, American Water Works Association and FEMA for reference information.
        - <https://www.awwa.org/portals/0/files/publications/documents/m31lookinside.pdf>
        - [https://www.usfa.fema.gov/prevention/technology/water\\_supply.html](https://www.usfa.fema.gov/prevention/technology/water_supply.html)
      - Evaluate water system to determine the ability to maintain a minimum flow of 500 gpm for two hours.
      - Develop a map and database for all fire hydrants in the District including classifications of each hydrant.
        - Utilize AWWA and NFPA Standard 291 Section 5.1 and 5.2 for reference
        - Provide your map and data to the fire department by 12/1/22
- Ensure “Licenses of Record” are in maintained.
- Have Dudek review and report on our IT security risks.

Results:



## DRAFT 2022 GM G+I's

### **General Manager's Recommended 2022 Goals and Initiatives**

- Complete the cleaning and video inspection of 100% of the sewer lines within the district
  - Develop a multi-year plan to perform maintenance based on cleaning and video inspection
- Promote and encourage staff to use accrued vacation for rest and relaxation
- Modernize the electrical equipment at Well 39, and Well 37 (match Well 7R2 & 38)
- Work towards replacing CSD by Rancho Pauma in the Groundwater Sustainability Agency (GSA)
- Update the Employee Handbook to comply with current law, and best practice
  - Input to be gathered from all board members, staff, and counsel
- Create a Summary of Benefits that captures the benefits offered to employees
- Attend either the 2022 General Manager Leadership Summit or CSDA's Special District Leadership Academy (SDLA)
- Hold quarterly one-on-one's with each board member (CSD and RPM)
- Maintain and present on a monthly basis a cash flow analysis for CSD
- Have each manager take at least 1 class, seminar, workshop or conference, which enhances their knowledge, skills, and abilities.
  - Courses may be in-house, on-line, or in-person.
- Draft two community letters; one to be sent out after the budget is adopted, and the other to be sent out December 31