

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

33129 Cole Grade Road
Pauma Valley, CA 92061
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NOTICE OF REGULAR MEETING

DATE: Tuesday, May 28th, 2024
TIME: 10:00 AM – **Open Session**
VENUE: Robert Trent Jones Room, Pauma Valley Country Club
15835 Pauma Valley Drive, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, State law precludes the Board of Directors from taking action on or engaging in extended deliberations concerning items of business which are not on the agenda. Any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered. **Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.**

-- CLOSED SESSION --

5. **The Board of Directors Will Meet in a Closed Session to Discuss:**
 - A. **CONFERENCE WITH LEGAL COUNSEL**
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Two (2) Matters)

B. CONFERENCE WITH LEGAL COUNSEL

Existing Litigation

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

Rancho Pauma Mutual Water Company vs Pauma Valley Community Services District
(San Diego Superior Court Case No. 37-2023-00038164-CU-BC-NC)

6. Open Session

A. Reportable Actions.

-- CONSENT ITEMS --

Items 7-10 appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

7. Minutes of the Special Board Meeting on April 15th, 2024

These minutes are the official permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on April 15th, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 2-6

Approve and file the April 15th, 2024, PVCSD Board of Directors Meeting Minutes.

8. Review of Balance Sheet, Revenue and Expense Reports

These reports disclose the PVCSD financial statements for the months of March and April of 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 7-9

Receive and file the PVCSD Financial Statements for the months of March and April of 2024.

9. Accounts Receivable Reports

This report discloses the PVCSD Accounts Receivable for the months of March and April 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 10-20

Receive and file the PVCSD Accounts Receivable Reports for the months of March and April 2024.

10. PVCSD Security Reports

This report discloses the Security Division activity for the months of March and April 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 21-34

Receive and file the PVCSD Accounts Receivable Reports for the months of March and April 2024.

-- DISCUSSION ITEMS --

11. Utilizing Neste, Brudin and Stone (NBS) Services

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 35-66

12. Outsource Payroll and Human Resources Administrative Operations

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 67-79

13. Preliminary Budget Review and Discussion

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 80-86

14. Storm Drainage System Update Near 15805 Pauma Valley Drive

GENERAL MANAGER STEINLICHT

15. Roadway Association Ad-Hoc Committee Update

PRESIDENT SKUMAWITZ

-- ACTION ITEMS --

16. Resignation of Director Lawston

The Board of Directors will consider appointment, or the deferment of appointment as a result of Director Lawston's recent resignation, effective May 6th, 2024.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 5

1. Discuss and take action as appropriate.

17. Wiskon Way West Drainage System Bid Award

The Board of Directors will consider the proposals acquired for the drainage system located off Wiskon Way West which drains into the channel along the 8th Fairway on the Pauma Valley Country Club.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 6

1. Authorize the General Manager to approve Bart Dixon's proposal limited to the 8th Fairway.
2. Discuss and take other action as appropriate.

18. Solar System and Electric Vehicle Charging Stations Completion Bid Award

The Board of Directors will consider authorizing the General Manager to approve a proposal that will complete the Solar System Project.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 7

1. Authorize the General Manager to approve Sattler Electric Inc. Proposals.
2. Discuss and take other action as appropriate.

19. Cost of Living and Salary Schedule Adjustment

The Board of Directors will consider a four percent cost-of-living adjustment (COLA) for fiscal year 2025 (not granted in fiscal year 2024), in addition to amending the salary schedule via Resolution 119 to accurately reflect staff pay rate ceilings (reflected in fiscal year 2025 upcoming budget discussion).

Staff Recommendation:

OFFICE MANAGER FEHLING, PAGE 8

1. Authorize staff to execute a COLA, and approve salary schedule A.
2. Discuss and take other action as appropriate.

20. CalPERS Corrections Cost and Invoicing the Rancho Pauma Mutual Water Company (RPMWC)

The Board of Directors will consider authorizing staff to dispatch payment to CalPERS due to incorrect submittals followed by an invoice to the RPMWC for their portion of the cost.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 9

1. Authorize the payment to CalPERS and issue an invoice to the RPMWC.
2. Discuss and take other action as appropriate.

21. Ordinance 55 Amendment

The Board of Directors will consider approving the newly amended Ordinance 55 that has been vetted by the District’s General Counsel, as well as the General Manager to accurately define the District’s authority and obligations.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 10

1. Approve amended Ordinance 55.
2. Discuss and take other action as appropriate.

-- INFORMATIONAL ITEMS --

22. General Manager’s Report

GENERAL MANAGER STEINLICHT, PAGES 11-12

23. Miscellaneous Items

- A. Requested items for future agendas (**Directors and Staff Only**)
 - a) District Newsletter
 - b) Salary Survey
 - c) Updates on District Policy Handbook
 - d) Critical Spare Part Inventory Replacement Program (CMMS)
- B. Board Comments
- C. Announcements
- D. **Next Regular Meeting of the Board:**
 - a) ~~Monday, June 24th, 2024, at 10 AM: CANCELLED~~
 - b) **Special Meeting Scheduled: Thursday, June 20th, 2024, at 10 AM.**

24. Adjournment

Pursuant to California Government Code Section 54954.2, this agenda is published on the District's website and at the designated meeting location listed above. This posting occurs no less than seventy-two (72) hours prior to the specified date and time of the meeting, except in the case of a Special Meeting where the posting period is no less than twenty-four (24) hours. All public records relating to each agenda item, including those distributed earlier than the above posting timeframes, will be made accessible at the office of the District Secretary located at 33129 Cole Grade Road, Pauma Valley, CA.

To request a disability-related modification or accommodation regarding agendas or attendance, please contact the District’s Office Manager, Marissa Fehling, at Marissa.Fehling@PaumaValleyCSD.ca.gov at least forty-eight (48) hours in advance of the meeting.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 16

Date: May 28th, 2024

From: General Manager, Eric Steinlicht

Issue: Resignation of Director Lawston

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Discuss and take action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (District) Board Director, Ms. Jodie Lawston, resigned effective May 6th, 2024, resulting in a vacancy on the District Board.

DISCUSSION

District staff seek direction from the Board of Directors regarding the appointment of a new Board Director or calling for an election. The Board of Directors may choose to have staff seek resumes for potential candidates of an appointment within sixty (60) days of the resignation or defer appointment by calling for an election that will occur in November of this year.

FISCAL IMPACT

There is no fiscal impact associated with this item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Discuss and take action as appropriate.

Attachments

Supportive Materials Packet Page Number/s

1. Resolution 119

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 17

Date: May 28th, 2024

From: General Manager, Eric Steinlicht

Issue: Wiskon Way West Drainage System Bid Award

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Bart Dixon’s proposal limited to the 8th Fairway.
2. Discuss and take other action as appropriate.

BACKGROUND

On June 20th, 1966, the Pauma Valley Community Services District (District) was granted, and thereby accepted, an easement for the drainage ditch channel that runs parallel to the 8th Fairway located on the Pauma Valley Country Club Golf Course (PVCC). Prior to my arrival in January 2023, the District had an informal arrangement with the PVCC that included regular monthly payments of three hundred dollars (\$300) for the ongoing maintenance of this drainage channel. Additionally, a Memorandum of Understanding (MOU) existed between the District, the PVCC, and the Pauma Valley Roadway Association (PVRA) regarding the maintenance of this system. Due to the rising cost of maintenance associated with this ditch, the club has vacated the MOU. The District then engaged in extensive research to establish ownership, obligation, and maintenance parameters to correctly manage this project moving forward.

DISCUSSION

In collaboration with the District’s General Counsel, a Civil Engineer and Surveyor, it has been determined that this is a District obligation. This conclusion was reached after a thorough investigation that included reviewing tentative maps, title reports, photographs, GIS, substantial correspondence, and conducting many field assessments to measure the system accurately. The scope has thus expanded beyond the 8th Fairway Drainage Ditch. Attached to this Board letter is the Request for Proposal (RFP) published for bid on May 7th, 2024, with proposals due by May 23rd at 12:00 PM for presentation at today’s Board meeting.

The attached RFP outlines the specific parameters for this project. The storm drainage channel, part of a 3,200-foot network, has contributed to the failure of the 8th Fairway drainage ditch. This network includes a 36-inch reinforced concrete pipe that is 80-90% filled with sand due to years of neglect. With the area now thoroughly studied and measured, staff can now manage it effectively. Securing ongoing funding is essential, particularly for the initial cleanup phase.

FISCAL IMPACT

The fiscal impact for the initial total cleanup and maintenance schedule will range from \$188,345 to \$524,610. Cleaning the 8th Fairway alone via Bart Dixon Services will be \$13,500.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Bart Dixon’s proposal limited to the 8th Fairway.
2. Discuss and take other action as appropriate.

Attachments

1. Request for Proposal
2. MOU between District, PVRA and the PVCC
3. Downstream Proposal
4. WaterWerx Proposal
5. Bart Dixon’s Proposal Estimate

Supportive Materials Packet Page Number/s

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114-147
148-151
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PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 18

Date: May 28th, 2024

From: General Manager, Eric Steinlicht

Issue: Solar System and Electric Vehicle Charging Stations Completion Bid Award

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Sattler Electric Inc. Proposals.
2. Discuss and take other action as appropriate.

BACKGROUND

In the year 2021, the District engaged Century Sun and Solar to install a comprehensive solar system and seven (7) electric vehicle charging stations with the intent to offset the Wastewater Treatment Plant electrical costs. The contractor selected abandoned the project and failed to perform. The District did not have General Counsel review the contract and did not issue a performance bond that ultimately prevented the recovery of funds or resolution for project completion.

DISCUSSION

Acquiring proposals for this project has proven to be difficult. I've contacted multiple potential remedial sources and in a majority of cases, they have either expressed disinterest or ignored the inquiry altogether. A primary issue is that the equipment was installed in a very unconventional manner, resulting in the contractor's requirement to re-evaluate the condition of all equipment. I have investigated almost exclusively with one company, as there was a deadline to get the project underway due to the inverters, but the cost was greatly disproportionate at \$243,199, compared to the remaining budgeted amount of \$65,900.

The other viable option was a Power Purchase Agreement (PPA). This option removes ownership of the project, but also removes upfront financial obligations for a reduced return on investment. I've since reached out to additional organizations and two have responded. One option is GreenDay Finance, who offers a PPA alternative. The other option became available when I reached out to "San Diego Community Power" to solicit interest. They had expressed disinterest and referred me to "Collective Sun", a non-profit organization designed to assist with failing projects such as this. Collective Sun then referred me to Mr. Erik Sattler, who is the Principal of "Sattler Solar Inc.". Collective Sun also offers a low interest loan option (around 4%) that can be paid back via the power savings in addition to extra cash positive yields via a completed solar system project. This can allow the District to budget for a new SCADA system due to organizational changes with the Rancho Pauma Mutual Water Company.

FISCAL IMPACT

The fiscal impact for Sattler Electric Inc. for both projects would be \$93,386 and can be paid for by a loan. The PPA will yield \$31,500 annually, and Opulent Power Solutions would cost \$243,199.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Sattler Electric Inc. Proposals.
2. Discuss and take other action as appropriate.

Attachments

Supportive Materials Packet Page Number/s

1.	Opulent Power Solutions Proposals 1 & 2	153-168
2.	Sattler Electric Inc. Proposal	169-173
3.	GreenDay Finance PPA Proposal	174-183

Prepared by: General Manager, Eric Steinlicht | **Reviewed and Approved by:** General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 19

Date: May 28th, 2024

From: Office Manager, Marissa Fehling

Issue: Cost of Living and Salary Schedule Adjustment

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize staff to execute a COLA and adopt the 2024-2025 salary schedule “Exhibit A” via resolution.
2. Discuss and take other action as appropriate.

BACKGROUND

Due to budget concerns and a lack of rate increases, our dedicated employees, who form the backbone of our operations, were not granted a Cost-of-Living Adjustment (COLA) increase last fiscal year. The combination of external inflationary pressures and internal compensation stagnation has created a challenging situation for our workforce, as well as maintaining that workforce.

DISCUSSION

It has become apparent that certain adjustments are necessary to ensure our continued success and compliance with regulatory standards. In recent months, the Consumer Price Index (CPI) has revealed a noticeable increase in inflation rates within San Diego County. It is imperative that we address these challenges proactively to maintain the productivity and retention of our valuable employees. Our proposed solution, as outlined in the draft budget for the upcoming fiscal year, includes a merit increase and COLA adjustment for our staff. Granting the proposed COLA in addition to the annual merit increase would however push several employees’ salaries over the maximum range within our existing Salary Schedule. This not only undermines our ability to fairly compensate our workforce but also places us at risk of non-compliance with the pay schedule reporting requirements mandated by CalPERS.

Therefore, staff recommends that the Board of Directors approve a fiscal year 2025 COLA accompanied by an increase in the salary schedule ranges to maintain compliance as well as transparency. This adjustment is not only necessary to keep pace with the rising cost of living but also to demonstrate our commitment to equitable and competitive compensation practices.

FISCAL IMPACT

A COLA across the Board will result in an annual increase of about \$26,450. This amount, in addition to the annual merit increase, is within the proposed budget, provided the Board approves the COLA and new Salary Schedule.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize staff to execute a COLA and adopt the 2024-2025 salary schedule “Exhibit A” via resolution.
2. Discuss and take other action as appropriate.

Attachments

1. Resolution 120
2. Salary Schedule Exhibit A
3. Salary Schedule Exhibit B
4. Salary Schedule Exhibit C

Supportive Materials Packet Page Number/s

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185
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187

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 20

Date: May 28th, 2024

From: General Manager, Eric Steinlicht

Issue: CalPERS Corrections Cost and Invoicing the Rancho Pauma Mutual Water Company (RPMWC)

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize payment to CalPERS and issue an invoice to the RPMWC.
2. Discuss and take other action as appropriate.

BACKGROUND

In mid-2023, I brought on Eide Bailly consulting services to assist with essential office functions during the transition with the Rancho Pauma Mutual Water Company (RPMWC). During this time, our consultant, Ms. Cindy Byerrum, discovered over a decade of incorrect submittals to CalPERS regarding vacation use.

DISCUSSION

For over a decade, submittals to CalPERS have followed a non-compliant process via the former Office Manager. This required a high-level review of the data spanning these ten plus years, as well as high-level judgement in order to resubmit the corrections. During several discussions throughout the remedial process with Ms. Byerrum, I received notice from CalPERS that they had become aware of the errors on their own, preemptively. Payment is now due to CalPERS **June 6th, 2024**. If payment is not received, the District will be penalized.

I requested that Ms. Byerrum provide a report breaking down the cost to remedy the errors, as well as a total amount the District owes to CalPERS. Furthermore, I requested that Ms. Byerrum provide a breakdown of that cost that would accurately reflect fair dues from the RPMWC to the District.

FISCAL IMPACT

The fiscal impact of these decade-long submittal errors is as follows:

Total Due to CalPERS	Total Paid to Consultant	Total Due from RPMWC	Total Cost
\$23,173.80	\$5,001.75	\$9,705.10	\$28,175.55

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize payment to CalPERS and issue an invoice to the RPMWC.
2. Discuss and take other action as appropriate.

Attachments

Supportive Materials Packet Page Number/s

1. Ms. Byerrum’s CalPERS Cost Breakdown

188-189

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 21

Date: May 28th, 2024

From: General Manager, Eric Steinlicht

Issue: Ordinance 55 Amendment

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve amended Ordinance 55.
2. Discuss and take other action as appropriate.

BACKGROUND

Ordinance fifty-five (55) was previously adopted on June 28th, 2021. During the year 2023, Ordinance 55 was reevaluated by the District’s Board of Directors, General Manager and General Counsel during discussions with the Pauma Valley Roadway Association (PVRA) Board of Directors. It was concluded that Ordinance 55 must be revised to accurately reflect the District’s role and authority within the Pauma Valley Country Club Estates (PVCCE).

DISCUSSION

The Board of Directors will consider approving amended Ordinance 55, reviewed extensively by both the General Manager and General Counsel. Key summary variations from the prior Ordinance are as follows:

- Language has been altered throughout to accurately reflect the District’s legal authority and role within the PVCCE.
- Reduction of duties and responsibilities of the District to accurately reflect the District’s legal authority and role within the PVCCE.
- New definitions were added to enhance the comprehension and parameters of the Ordinance.
- Reduction in authorities to accurately reflect the District’s legal authority within the PVCCE.
- Notice of Violation’s (NOV’s) have been updated to accurately reflect the District’s legal authority.
- Increase in monetary penalties for violations by a total of fifty dollars (\$50):
 - The second violation increased from one hundred dollars (\$100) to one hundred and fifty dollars (\$150).
 - The third violation or more than third offense increased from three hundred dollars (\$300) to three hundred and fifty dollars (\$350).
 - These are penalties in excess of any damage caused to the gate and barrier arm system, which is charged to the offender at whole cost.

FISCAL IMPACT

There is no fiscal impact associated with this Ordinance, other than an increase in violation penalties.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve amended Ordinance 55.
2. Discuss and take other action as appropriate.

Attachments

Supportive Materials Packet Page Number/s

1. Current Approved Ordinance 55	190-201
2. Amended Ordinance 55	202-215

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 22

Date: May 28th, 2024

From: General Manager, Eric Steinlicht

Issue: General Manager's Report

BACKGROUND

The purpose of the General Manager's Report is to provide an executive level overview of operations, administrative activities, challenges, and enhancements that have occurred as of the last Regular Meeting of the Board.

DISCUSSION

We are gearing up for the new fiscal year and due to staff working diligently, we are nearing a higher level of competence, as well as progress towards District directives. I'm very proud of the team and am optimistic as we continue to move through the year.

Sanitation Operational Report

Several conversations have occurred between me and Mr. Jon Coombs, Operations Manager of Water Quality Specialists (WQS). I've found WQS throughout this time to be very professional, helpful, and communicative. As a result, we are remedying many issues of the past while overperforming on compliance benchmarks. Recent projects of note:

- Non-operational side of the Wastewater Treatment Plant (WWTP)
- Repair of sludge digester discharge valves
- Study for wet weather event redundancy and planning ahead
- Smart covers for manholes
- Relining pipes, particularly high liability lines
- WWTP probes as well as mounted systems for enhanced monitoring
- SCADA solutions and funding options

On May 21st, 2024, we received three voltage fault alarms at the WWTP via SCADA. The first occurred at approximately 2:00 PM, the next two were approximately between 6:00 PM and 7:30 PM. I was at the office preparing for this meeting when the next two occurred. The first fault resolved on its own, however this fault prevents the pumps from activating to protect them, and as a result the level rose at the WWTP lift station. I attempted to troubleshoot the issue but was unable to on both events. I dispatched SDG&E, as well as Southern Electric. I was on scene working with the electricians in order to remedy the situation until approximately 12:30 AM. The end result was remedying the issue and working with SDG&E for a long-term solution via a "Power Quality Study".

General Manager Development

On April 24th, and 25th of 2024, I attended two California Special District Association (CSDA) Workshops:

1. Financial Management for Special Districts (in person event)
2. Human Resources Boot Camp for Special Districts (in person event)

On May 8th I attended a virtual CSDA Workshop for Organizational Development. All three of these workshops have led to certificates, as well as a journey towards obtaining my certificate from CSDA for "Essential Leadership Skills Certificate Program". As I progress towards this certificate, I will have acquired fifty points towards the "Certified Special District Manager", which does take a minimum of three years in a managerial role to acquire.

I am scheduled to attend the “General Manager Leadership Summit” in mid-June, and at this event I will continue to build my professional network. Additionally, I will have obtained one of the final courses required to obtain my Essential Leadership Skills Certificate.

I am continuing to participate in California Water Environment Association (CWEA) San Diego Section (SDS) Board meetings, and this has led to a great deal of networking that has already led to discussions that will lead to the improvement of the District. An example is the President of the CWEA SDS, Mr. Eric Van Cleave. Mr. Van Cleave is a representative of Smart Cover and has already extended a discount to the District in order to incorporate the technology described earlier. This is the result of my activity on this Board, and this also includes recommendations from other Directors that have been invaluable. I hope in the future to host an event for the CWEA SDS for training purposes at the WWTP.

Budget Process

The Office Manager and I have worked extensively with Edie Bailly to rework the financial documents, in addition to preparing the budget in a new way. With the help of our consultants, we have reworked the excel tools of the past and simplified them. They are now easier than ever to use and will help create a process that can be utilized for years to come.

Annual Reviews

We’ve reached the point within the year where performance reviews are due, and staff have been working diligently to perform these swiftly in order to account for merit increases for the budget.

Scholarship for Website

I report with great enthusiasm that our District website upgrade has been approved for a scholarship for Streamline. This will reduce the cost and is a win for the District as we strive toward modernization.

Snake Removal

It has come to my attention that Patrol Officers have historically provided snake removal services to District residents without formal training, proper Personal Protective Equipment (PPE), or certifications. This service has been temporarily suspended. The Security Division Supervisor has been tasked with identifying available training and collaborating with Cal-Fire on our options. Due to budget constraints, we will acquire the necessary PPE at the start of the new fiscal year.

Once PPE is obtained, the Supervisor will pursue professional certification and train Patrol Officers in-house, yielding an in-house certification. Training will be documented, and PPE will be issued with the expectation to be used at all times. During this transition, Cal-Fire will handle snake extractions, including venomous ones. The service will resume once our staff is properly trained and equipped.

CONCLUSION

We continue to push forward, and I commend my team for their diligence. Delays, issues, and speed bumps exist, but District staff continues to perform regardless. We have mitigated many issues from occurring, despite a lack of resources or internal staff. With the many items we hope to accomplish, we take each day one step at a time and have focused our efforts on completing what we are able to, while managing the day-to-day mandatory duties. I’m proud of the District team and I would like to personally thank all District residents for taking the time to show appreciation to our dedicated team.

Attachments

1. Financial Management Certification
2. Human Resources Management Certification
3. Organizational Development Certification
4. General Manager’s Prioritization Schedule

Supportive Materials Packet Page Number/s

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217
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219-224

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht