

## PAUMA VALLEY COMMUNITY SERVICES DISTRICT

33129 Cole Grade Road  
Pauma Valley, CA 92061  
PHONE: (760) 742-1909 FAX: (760) 742-1588

# NOTICE OF REGULAR MEETING

DATE: Monday, January 23<sup>rd</sup>, 2023  
TIME: 10:00 AM – **Open Session**  
VENUE: 33129 Cole Grade Road, Pauma Valley, CA 92061  
<https://us02web.zoom.us/j/82445972271>  
Phone: (669) 900 - 6833 Pass-code: 824 4597 2271

### 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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. 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 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.

**-- CONSENT ITEMS --**

Items 4-12 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.

**4. Minutes of the Regular Board Meeting of November 28, 2022**

The minutes are the permanent record of the Pauma Valley Community Services District Board of Directors meeting held on November 28, 2022.

Staff Recommendation:

Approve the November 16, 2022 PVCSD Board of Directors Meeting Minutes.

**5. Minutes of the Special Board Meeting of December 12, 2022**

The minutes are the permanent record of the Pauma Valley Community Services District Board of Directors meeting held on December 12, 2022.

Staff Recommendation:

Approve the December 12, 2022 PVCSD Board of Directors Meeting Minutes.

**6. Minutes of the Special Board Meeting of December 19, 2022**

The minutes are the permanent record of the Pauma Valley Community Services District Board of Directors meeting held on December 19, 2022.

Staff Recommendation:

Approve the December 12, 2022 PVCSD Board of Directors Meeting Minutes.

**7. Review of Balance Sheet, Profit and Loss for November 30, 2022 and December 31, 2022**

This report discloses PVCSD financial statements for the months ending November 30 and December 31, 2022.

Staff Recommendation:

Receive and file the PVCSD Financial Statements for the months ending November 30 and December 31, 2022.

**8. Accounts Receivable Report for December 31, 2022**

This report discloses PVCSD revenue for the month ending December 31, 2022.

Staff Recommendation:

Receive and file the PVCSD Revenue Report for the month ending December 31, 2022.

**9. Notice of Violations Issued**

This report provides a summary for Notice of Violations Issued to PVCSD for the month of December 2022.

Staff Recommendation:

Receive and file the PVCSD NOV Report.

**10. PVCSD Security Report**

This report discloses security and gate events for the month of December 2022.

Staff Recommendation:

Receive and file the PVCSD Security Report.

**11. Notice of Violations Received**

San Diego County Air Pollution Control District (APCD) Notice of Violation.

Staff Recommendation:

Receive and file the APCD Notice of Violation.

**12. Proposed District Calendar for 2023**

This item provides for the consideration and adoption of a 2023 meeting schedule for the PVCSD Board of Directors.

Staff Recommendation:

Approve the Date, Time, and Location for PVCSD Board of Directors Meetings in 2023.

**-- ACTION ITEMS --**

**13. Election of Officers for Calendar Year 2023**

PVCSD Board of Directors to elect a President.

Staff Recommendation:

1. Conduct Elections for the 2023 PVCSD Board President.
2. Fill other positions as appropriate.

**14. Appoint a PVCSD Sustainable Groundwater Management Act (SGMA) Joint Powers Authority (JPA) Representative**

As a member of the SGMA JPA, PVCSD is required to appoint a representative approved by the Board of Directors.

Staff Recommendation:

1. Consider and approve the appointment of the General Manager as the PVCSD representative to the SGMA JPA.

2. Consider and approve the appointment of an alternate representative as the PVCSD representative to the SGMA JPA.
3. Discuss and take other action as appropriate.

**15. Utility Worker Recruitment Effort**

Any additional Full-Time-Equivalent (FTE) position requires the approval the PVCSD Board of Directors.

Staff Recommendation:

1. Consider and authorize the General Manager to begin recruitment efforts for addition of one FTE Utility Worker for the Utility Division.
2. Direct the General Manager to work with the Board of Directors President to determine funding source for the addition of one FTE.
3. Discuss and take other action as appropriate.

**16. Local Agency Investment Fund (LAIF) Authorization**

The appropriate PVCSD position for LAIF transactions resides with the General Manager.

Staff Recommendation:

1. Authorize the General Manager as the primary contact and authorizing signing authority for LAIF transactions as per resolution number 113.
2. Discuss and take other action as appropriate.

**-- DISCUSSION ITEMS --**

17. The Board will consider incorporating the Pledge of Allegiance into future Board meetings
18. Dudek Operational Report
19. Review Options for General Counsel in the event of a Conflict of Interest
20. Discuss Strategic Planning Workshop and value of SWOT Analysis
21. Review and Discuss a Plan to have Pauma Valley Country Club Women's Association Conduct an April 2023 "Garage Sale" in Hangar Vicinity
22. The Board will Discuss the Meetings of the Board Policy
23. RFID Policy Regarding the Country Club and the Roadway Association
24. Liability Insurance Coverage
25. Mid-Year Budget Review – Budget Allocation Report
26. Capital Expenditure Plan

**-- INFORMATIONAL ITEMS --**

27. **General Manager's Report**
28. **Miscellaneous Items**
  - A. Requested items for future agendas (Directors and Staff Only)

- i. Email List
  - ii. Website Transparency Update
  - iii. Employee Expense Reimbursements
  - iv. Cost of Living Adjustment for 2023
  - v. Employee Handbook Revisions
  - vi. Legislative updates regarding board meetings
- B. Board Comments
  - C. Announcements
  - D. Regular Meeting on February 27<sup>th</sup>, 2023, at 10:00 AM

**-- CLOSED SESSION --**

**33. The Board of Directors will meet in Closed Session to discuss:**

- A. Conference with Legal Counsel – Anticipated Litigation (CA Gov. Code: 54956.9 Section D, paragraph 2): one case
- B. Conference with Legal Counsel – Anticipated Litigation (CA Gov. Code: 54956.9 Section D, paragraph 4): one case

**34. Adjournment**

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted on the district’s website as well as the main lobby of the District’s Administrative office no less than 72 hours prior to the meeting date and time listed above. All public records relating to each agenda item, including any public records distributed less than 72 hours, will be made available at the office of the District Secretary, 33129 Cole Grade Road, Pauma Valley, California.

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



Agenda Posted: January 19<sup>th</sup>, 2023

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

Held on November 28, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, Betty Potalivo & Roland Skumawitz  
Also Present: Residents: Pam Luther, Richard Collins, Ron Krohn, Dave; Shauna Amon with Best Best & Krieger; Vice President of RPMWC Steve Wehr, Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, Interim General Manager Jeffrey Armstrong, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

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Call to Order: Regular Meeting was called to order at 10:00 a.m. by President Martello. President Martello announced that this meeting is being recorded as part of a trial to begin transitioning the minutes to audio.

Roll Call: Fehling verified that a quorum was present.

11.1 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 – Martello informed that after speaking to Armstrong in regard to item 3a, it would be best to defer this item today and have Best Best & Krieger go over the Employee Handbook Revisions since a few items were raised in regards to Human Resources (HR). Skumawitz mentioned that he'd like to discuss the fact that when an employee makes a complaint, they are making a complaint to another employee at this time since we do not have an HR department and also thinks that the 90-day probational period is too short. Armstrong recommended submitting any additional suggestions to him since we are tabling this item today. Esparza recommended forming an Ad Hoc committee to further discuss the Employee Handbook and Human Resources issues. Skumawitz offered to be a part of the Ad Hoc committee. Potalivo mentioned that she would like it to be known that she believes that the 90-day probational period is sufficient. Esparza motioned to move item 3a from today's agenda to the next meeting, seconded by Skumawitz and upon a unanimous vote, was approved.

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

Krohn congratulated the new Board member and stated that he would like to hear a commitment from the Board to serve their full terms and hopes they will all get along. Knox stated that he was speaking as a Rancho Pauma Mutual Water Company (RPMWC) Board Director and informed that a former PVCSD employee recently resigned from PVCSD due to the uncomfortableness felt with the previous General Manager and was hired to work under RPMWC only. Knox noted that the employee reported that the work load has remained unchanged. Knox informed that PVCSD is still using this employee for day to day needs. Knox informed that RPMWC will submit an invoice to PVCSD for their share of the employee costs.

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

- a. Minutes of the Special Board Meeting of September 26, 2022
- b. Minutes of the Regular Board Meeting of September 26, 2022
- c. Minutes of the Special Board Meeting of October 18, 2022
- d. Review of BS, P&L as of August 31, 2022
- e. Review of BS, P&L as of September 30, 2022
- f. Review of BS, P&L as of October 31, 2022
- g. Accounts Receivable
- h. Notice of Violation Summary
- i. Daily Activity Report
- j. AB361 – Hybrid Meetings

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

#### 11.3 Action Calendar –

a. Employee Handbook Revisions (presented by Shauna Amon of Best Best and Krieger) – Item was deferred.

b. Employee Service Recognition Pay (The Board will consider year-end bonuses for employees) – Armstrong informed that this is the time of the year when the Board gives employees a end-of-year bonus in appreciation. Armstrong made a recommendation to increase it from \$50 per worked month to \$75 per worked month given the nature of what they have been through this year and noted how dedicated they are to the District. Potalivo questioned whether the increase is within budget, and Armstrong confirmed that it is. Esparza explained his experience with the end-of-year bonus. Esparza motioned to approve Armstrong's recommendation to increase the end-of-the-year bonus to \$75 per month of employment, seconded by Lawston and upon a unanimous vote, was approved.

c. Wastewater Treatment Plant Operations (Staff will provide an update on this service provider) – Armstrong went over the history of PVCSD's contract with Dudek and informed that the previous General Manager brought forth Water Quality Specialist (WQS) in an attempt to save money and for efficiency. Armstrong noted that although he believes it was a good effort and idea, he does not believe this organization will perform the level of services this district would need and believes they will eventually do harm to our treatment plant. Armstrong recommended that the Board give him, the Interim General Manager the authority to give WQS a 7-day notice to terminate their contract and stick with Dudek. Skumawitz inquired on if Dudek changed their mind about continuing to provide their services to us. Armstrong informed that they have agreed to stay by our side. Wehr inquired about where they see the current Utility Supervisor working into all this. Armstrong informed that there will be an open position for a Utility Supervisor posted and we will wait to see who applies for the position. Skumawitz motioned to give the Interim General Manager the authorization to send WQS a 7-day notice of termination, seconded by Martello and upon a unanimous vote was approved.

#### 11.4 Information Items

a. Website transparency best practices (Staff will provide a report of website compliance) – Watkins explained that a number of the items on the transparency requirements were able to be taken care of in-house by Fehling using the current Wix platform. Watkins informed that ADA compliance is being explored further. Watkins explained the differences staff found between our current platform and the Streamline option and mentioned the cost difference. Armstrong stated that something does need to be done to get us fully compliant. Potalivo stated she is in favor of

getting several bids on a more robust platform which may be helpful to staff in the long run. Esparza suggested looking at other CSD's for ideas.

b. Update on Hangar Rooftop Solar Project (Staff will provide an update on this project) – Armstrong gave a recap of the history with Century Sun & Solar and the three open projects with PVCSD. Armstrong informed that none of the projects have been completed. Armstrong informed that a Notice of Termination was given to them in November. Armstrong reported that Jansing has reached out with additional information. Jansing is to provide documents as to where the projects stand. Jansing notified that they are waiting for the upgraded panel and expects it to be delivered in January or so. Armstrong informed that he did reach out to the previous General Manager and was provided with email communications from Jansing that he still has to go through. Martello explained his experience with the Solar project. Martello informed that Best Best & Krieger did work on a term letter and explained the terms.

c. Cash Forecast for 2022-2023 (Staff will provide a report on 2022-2023 Cash) – Watkins explained the cash forecast for 2022-2023 which includes all of the known SGMA costs and informed the projected fiscal year-end amount would be \$290,000. Watkins informed that there was a dip in cash between August and September relating to legal fees and former employee costs. Armstrong noted that the projected \$290,000 would realistically probably be less. Armstrong informed that the important thing about the presented graph is that reserves are slowly building and that is something that the future general manager should keep an eye on. Potalivo inquired on the projected year-end amount vs prior years. Armstrong explained. Esparza explained that the Board's intention when paying off the CalPERS liability was to save money and build up the reserve accounts. Armstrong mentioned that he believes it was a very prudent and fiscally wise decision to pay off CalPERS Unfunded Accrued Liability. Knox asked if there was a capital expenditures budget available. Armstrong informed that the capital expenditures budget is built into this forecast.

d. Review of Year-to-Date legal fees (Staff will provide a report on YTD legal fees) – Armstrong informed that over the last few years legal expenses have been averaging about \$40k per year and budgeting between \$25-\$50k per year and explained that this year's legal expense was quite a bit over noting that a lot of it was employee related. Armstrong suggested increasing the legal budget in the future.

e. General Manager Recruitment Committee Update (Committee will provide an update) – Armstrong informed that there has been a couple of Ad Hoc committee meetings that have been very productive and informed which sites the General Manager's job posting was posted to and informed that it has had good visibility. Armstrong notified that 4 RFPs were sent out to 4 different executive search firms and received two responses. Armstrong informed that the Ad Hoc committee suggested interviewing from the current candidate pool they have now. Armstrong informed that the interviews would be performed by the PVCSD Board and himself only. Potalivo asked Armstrong to explain why RPMWC Board would not be included in the interview process, Armstrong explained that the General Manager employee position belongs to PVCSD. Skumawitz inquired whether there is a job description that could be matched up with applicants' resumes with basic requirements. Armstrong informed that they are in the job description. Potalivo informed that it was discussed in the Ad Hoc committee that if we have Dudek responsible for certain responsibilities that the prior General Manager did, certain job requirements may be different. Skumawitz stated that from an HR perspective when you have a job description altered based on candidates, it exposes you to other candidates issuing concerns on fairness. Knox informed that he is aware that RPMWC will not be included in the interview



process but suggested asking for RPMWC's opinion when making a final decision. Armstrong mentioned where the decision on the interview process stands from a legal standpoint. Knox asked if it would be okay if he followed up with legal on this matter. Armstrong informed that would be no problem at all. Martello explained his experience with hiring panels in the past.

#### 11.5 General Manager's Report

a. SGMA JPA Update (Discussion on the current state of the JPA) – Armstrong gave an update on SGMA. Explained he was very impressed with how well the JPA works together.

b. Email list (Customer contact information update sheet will be sent December 2022) – Armstrong presented a customer contact form and informed it would be sent out to the community with PVCSD's December invoices in hopes to get our customer's contact information up to date and have the option to communicate with our community via email.

c. Board Retreat (Strategic Planning, SWOT) – Armstrong suggested considering setting up a Board retreat in the future to discuss future technology and strategic planning.

d. Utility Supervisor – Armstrong explained that the Utility Supervisor position would be posted on BC water jobs website this week and is hoping to have this position filled as soon as possible since we are going back to working with Dudek. Wehr inquired on what this position oversees. Armstrong explained. Knox questioned whether Jake Oehlert is currently doing this now, Armstrong confirmed he is doing half of the job description. Esparza questioned whether it would be a good idea to modernize the Utility Supervisor job description. Armstrong informed that as of now it includes everything needed for the position. Armstrong provided one last comment in the General Manager Report to Martello noting that after working here for almost 2 months he has been a great President to work for and has enjoyed working with him.

#### 11.6 Other Business –

a. Requested items for next or future agendas (Directors and Staff Only)

- i. SWOT
- ii. Pledge of Allegiance
- iii. Update LAIF Account Signers
- iv. Meetings of the Board Policy
- v. Report on Employee Expense Reimbursements

Armstrong explained this was an inventory list of items that have been asked to be discussed at a future meeting and informed that this list was made so we don't lose track of these items. Potalivo asked if the SWOT analysis would include a financial section. Armstrong informed that it would include everything. Esparza suggested having different divisions for these items. Armstrong mentioned that training is also a great opportunity for continuing education.

b. Board comments – Esparza informed that there was a public comment made that the PVCSD Board didn't want to hire our former Utility Supervisor and wanted it to be known that the Board did not make that decision. Esparza thanked the General Manager Ad Hoc Committee for their work. Krohn commented that when the Board talks about hiring employees and the hiring decision, whether or not input equals influence if so, is influenced in the hiring decision acceptable? Armstrong noted that right now input equals input and trust is a part of this.

c. Announcements – None

- 11.7 Conference with Legal Counsel – Existing Litigation – Closed Session  
a. San Luis Rey Indian Water Authority v. Pauma Valley Groundwater Sustainability Agency, et al., San Diego County Case no. 37-2022-00029027

The Board entered closed session at 11:15 am. All public exited the meeting at this time.

- 11.8 Open Session –  
a. Reportable Actions – (if any) – The meeting reconvened to Open Session at 12:04 p.m. No reportable actions were reported.

- 11.9 Announcements/Adjournment –  
a. Regular Meeting on January 23, 2023, at 10:00 a.m. – The next meeting date is scheduled for January 23, 2023 at 10:00 a.m. Skumawitz mentioned that he has been reflecting a lot on what has gone on in the last 6 months and informed that he has served on many Boards and different organizations and has never experienced the kind of behavior he has witnessed in this community and feels it is counterproductive. Skumawitz informed he would like to further discuss this in a future meeting. Skumawitz handed out a document titled “The Rules of Civility” and informed that he feels respect and courtesy have been missing recently within our community. Skumawitz encouraged all to be cognitive of the Brown act, courteous, and respectful. Martello thanked all for serving with him on the Board. With nothing further to discuss, a motion was made by Skumawitz to adjourn at 12:10 p.m., seconded by Esparza and unanimously approved.

*Marissa Fehling*

Marissa Fehling, Recording Secretary

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

Held on December 12, 2022

Directors Present: Michael Esparza, Jodie Lawston, Betty Potalivo, Roland Skumawitz, & Richard Collins

Also Present: Interim General Manager Jeffrey Armstrong

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Call to Order: Special Meeting was called to order at 10:04 a.m. by Esparza.

Roll Call: A quorum was established.

12.1 Open for Public Comments:

a. Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered.

b. In the interest of public health and safety this meeting will be held as hybrid (in-person and virtually). Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer – None.

12.2 Closed Session:

a. Public Employee Appointment – Gov. Code Section 54957(b)(1)  
Title: General Manager – The Board entered closed session 10:05 a.m.

12.3 Open Session –

a. Reportable actions (if any) – The meeting was reconvened to open session at 12:54 p.m. with no reportable actions.

12.4 Announcements/Adjournment –

a. Regular Meeting on January 23, 2023, at 10:00 a.m. – The next meeting date is scheduled for January 23, 2023, at 10:00 a.m. With nothing further to discuss, a motion was made by Esparza to adjourn at 12:55 p.m., seconded by Potalivo and unanimously approved.

*Jodie Lawston*

Jodie Lawston, Board Secretary

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

Held on December 19, 2022

Directors Present: Michael Esparza, Jodie Lawston, Betty Potalivo, Roland Skumawitz, & Richard Collins

Also Present: Eric Steinlicht, Interim General Manager Jeffrey Armstrong, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

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Call to Order: Special Meeting was called to order at 11:02 a.m. by Vice President Esparza.

Roll Call: Fehling verified that a quorum was present.

12.1 Open for Public Comments:

a. Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered.

b. In the interest of public health and safety this meeting will be held as hybrid (in-person and virtually). Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer – None.

12.2 Closed Session:

a. Public Employee Appointment – Gov. Code Section 54957(b)(1)  
Title: General Manager – The Board entered closed session 11:05 a.m.

12.3 Open Session –

a. Reportable actions (if any) – The meeting was reconvened to open session at 11:19 a.m. with no reportable actions.

12.4 Action Calendar –

a. Approve and Authorize an Employment Agreement with Eric Steinlicht for the position of General Manager – Esparza congratulated Steinlicht on his new position as the PVCSD General Manager. Steinlicht thanked the Board and expressed his gratitude and excitement for this position.

12.5 Announcements/Adjournment –

a. Regular Meeting on January 23, 2023, at 10:00 a.m. – The next meeting date is scheduled for January 23, 2023, at 10:00 a.m. With nothing further to discuss, a motion was made by Collins to adjourn at 11:21 a.m., seconded by Skumawitz and unanimously approved.

*Marissa Fehling*

Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of November 30, 2022

Accrual Basis

	Nov 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	102,733
110 □ ResFunds/L.A.I.F.	609
Total Cash	103,710
111 □ LAIF Fair Market Value	-8
Total Checking/Savings	103,702
Accounts Receivable	
120 □ Accounts Receivable	51,552
Total Accounts Receivable	51,552
Other Current Assets	
125 □ Due from RPMWC	118,507
140 □ Prepaid Insurance	17,293
140.6 □ PrePaid Wkrs Comp Ins	17,567
140.7 □ Prepaid Solar Rooftop Lease	24,250
Total Other Current Assets	177,617
Total Current Assets	332,871
Fixed Assets	2,787,639
Other Assets	
196 □ Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
<b>TOTAL ASSETS</b>	<b>3,084,881</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	120,741
Total Accounts Payable	120,741
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	34,703
219 □ Compensated Employees Absences	30,362
Total Other Current Liabilities	65,064
Total Current Liabilities	185,806
Total Liabilities	185,806
Equity	
460 □ Retained Earnings	2,947,966
Net Income	-48,891
Total Equity	2,899,075
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,084,881</b>

PV COMMUNITY SERVICES DISTRICT  
Profit & Loss Budget Performance  
November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,542	39,542	197,708	197,708	474,498
661.5 Security Patrol Charges	46,428	46,314	232,138	231,568	553,764
662 Property Tax	5,533	9,583	10,464	47,917	115,000
662.1 Connection Fees	0	0	7,733	0	0
663 Interest	1	50	11	250	600
663.1 LAIF Fair Market Value Revenue	0	0	0	0	0
664 Other	147	326	1,828	1,630	3,913
665 Security Gate Charge	37,400	37,300	187,000	186,500	447,600
666.5 RFID Tags	609	542	3,127	2,708	6,500
667 Delinquent Charges	494	250	1,888	1,250	3,000
668 Vacant Lot/Sewer Availability	396	396	1,980	1,980	4,752
Total Income	130,550	134,302	643,877	671,511	1,611,627
Gross Profit	130,550	134,302	643,877	671,511	1,611,627
Expense					
Depreciation	11,688	11,688	58,441	58,441	140,259
Dwelling Live	709	683	3,443	3,417	8,200
Electrical Utilities	3,522	2,345	22,701	11,725	28,141
Equipment Rentals	0	42	0	208	500
Group Health Ins.	13,139	7,579	38,239	37,896	90,950
Liability Insurance	4,323	4,408	21,617	22,042	52,900
Miscellaneous Expense	1,535	1,150	2,520	5,750	13,800
Office Expense	2,215	2,251	10,370	11,255	27,011
Operator Contract Services	11,450	5,500	37,983	27,500	66,000
Payroll Taxes	4,071	5,517	34,295	27,583	66,200
PERS Retirement	3,658	4,685	19,166	24,125	56,920
Repairs & Maintenance	14,308	9,368	48,522	46,841	137,418
Salaries	52,577	59,509	281,898	297,546	714,110
Security Expense	378	449	2,504	2,246	5,390
Uniforms	427	283	872	1,417	3,400
Vehicles	70	792	6,738	3,958	9,500
Workers' Comp. Insurance	1,641	1,538	7,578	7,688	18,450
6560 Payroll Expenses	0	0	0	0	0
701 Drainage	0	833	900	4,167	10,000
712.1 State Maint. Fee	0	0	0	0	28,492
730 Water Tests & Analysis	635	720	4,249	3,600	8,640
815 Fees	0	520	1,935	2,598	6,234
816 Engineering	0	542	957	2,708	6,500
818 Schools & Meetings	845	575	3,007	2,875	6,900
819 Accounting	5,500	0	10,500	10,500	10,500
820 Legal	2,827	2,083	65,082	10,417	25,000
821.2 SGMA Technical Study	9,245	0	9,245	0	0
921 Guard Houses /Roadway Lease	2	0	4	2	2
Total Expense	144,765	123,060	692,768	626,503	1,541,417
Net Ordinary Income	-14,215	11,242	-48,891	45,008	70,210
Net Income	-14,215	11,242	-48,891	45,008	70,210

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of December 31, 2022

Accrual Basis

	Dec 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	179,816
110 □ ResFunds/L.A.I.F.	609
Total Cash	180,792
111 □ LAIF Fair Market Value	-8
Total Checking/Savings	180,785
Accounts Receivable	
120 □ Accounts Receivable	54,001
Total Accounts Receivable	54,001
Other Current Assets	
125 □ Due from RPMWC	43,492
140 □ Prepaid Insurance	12,970
140.6 □ PrePaid Wkrs Comp Ins	15,615
140.7 □ Prepaid Solar Rooftop Lease	24,250
Total Other Current Assets	96,327
Total Current Assets	331,112
Fixed Assets	2,775,951
Other Assets	
196 □ Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
<b>TOTAL ASSETS</b>	<b>3,071,434</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	103,913
Total Accounts Payable	103,913
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	32,362
204 □ Accrued Fed Payroll Taxes	1,336
205 □ Accrued State Payroll Taxes	488
219 □ Compensated Employees Absences	30,362
Total Other Current Liabilities	64,547
Total Current Liabilities	168,460
Total Liabilities	168,460
Equity	
460 □ Retained Earnings	2,947,966
Net Income	-44,992
Total Equity	2,902,974
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,071,434</b>

PV COMMUNITY SERVICES DISTRICT  
Profit & Loss Budget Performance

December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 ☐ Sewer Charges	39,542	39,542	237,249	237,249	474,498
661.5 ☐ Security Patrol Charges	46,428	46,314	278,566	277,882	553,764
662 ☐ Property Tax	40,885	9,583	51,350	57,500	115,000
662.1 ☐ Connection Fees	0	0	7,733	0	0
663 ☐ Interest	1	50	12	300	600
663.1 ☐ LAIF Fair Market Value Revenue	0	0	0	0	0
664 ☐ Other	1,527	326	3,355	1,957	3,913
665 ☐ Security Gate Charge	37,400	37,300	224,400	223,800	447,600
666.5 ☐ RFID Tags	604	542	3,731	3,250	6,500
667 ☐ Delinquent Charges	669	250	2,557	1,500	3,000
668 ☐ Vacant Lot/Sewer Availability	396	396	2,376	2,376	4,752
Total Income	<u>167,452</u>	<u>134,302</u>	<u>811,328</u>	<u>805,814</u>	<u>1,611,627</u>
Gross Profit	167,452	134,302	811,328	805,814	1,611,627
Expense					
Depreciation	11,688	11,688	70,129	70,129	140,259
Dwelling Live	709	683	4,152	4,100	8,200
Electrical Utilities	3,882	2,345	26,583	14,071	28,141
Equipment Rentals	0	42	0	250	500
Group Health Ins.	7,956	7,579	46,195	45,475	90,950
Liability Insurance	4,323	4,408	25,940	26,450	52,900
Miscellaneous Expense	408	1,150	2,928	6,900	13,800
Office Expense	1,586	2,251	11,956	13,505	27,011
Operator Contract Services	6,311	5,500	44,295	33,000	66,000
Payroll Taxes	6,269	5,517	40,564	33,100	66,200
PERS Retirement	3,612	4,685	22,778	28,810	56,920
Repairs & Maintenance	7,438	9,368	55,960	56,209	137,418
Salaries	66,298	59,509	348,196	357,055	714,110
Security Expense	296	449	2,800	2,695	5,390
Uniforms	401	283	1,273	1,700	3,400
Vehicles	1,534	792	8,271	4,750	9,500
Workers' Comp. Insurance	1,641	1,538	9,219	9,225	18,450
6560 ☐ Payroll Expenses	0	0	0	0	0
701 ☐ Drainage	300	833	1,200	5,000	10,000
712.1 ☐ State Maint. Fee	28,140	28,492	28,140	28,492	28,492
730 ☐ Water Tests & Analysis	1,482	720	5,731	4,320	8,640
815 ☐ Fees	5,314	520	7,249	3,117	6,234
816 ☐ Engineering	0	542	957	3,250	6,500
818 ☐ Schools & Meetings	55	575	3,062	3,450	6,900
819 ☐ Accounting	0	0	10,500	10,500	10,500
820 ☐ Legal	2,964	2,083	68,045	12,500	25,000
821.2 ☐ SGMA Technical Study	946	0	10,191	0	0
921 ☐ Guard Houses / Roadway Lease	0	0	4	2	2
Total Expense	<u>163,553</u>	<u>151,552</u>	<u>856,320</u>	<u>778,055</u>	<u>1,541,417</u>
Net Ordinary Income	<u>3,899</u>	<u>-17,250</u>	<u>-44,992</u>	<u>27,758</u>	<u>70,210</u>
Net Income	<u><u>3,899</u></u>	<u><u>-17,250</u></u>	<u><u>-44,992</u></u>	<u><u>27,758</u></u>	<u><u>70,210</u></u>



## A/R Aging Summary

As of December 31, 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	-3,608.00	0.00	0.00	0.00	-3,608.00
CSD-002	0.00	-592.00	-592.00	-592.00	-1,432.00	-3,208.00
CSD-003	0.00	-888.00	-888.00	-848.00	0.00	-2,624.00
CSD-004	0.00	-1,200.00	-584.00	0.00	0.00	-1,784.00
CSD-005	0.00	0.00	-1,000.00	-332.23	0.00	-1,332.23
CSD-006	0.00	0.00	-592.00	-552.00	0.00	-1,144.00
CSD-007	0.00	-865.00	-143.00	0.00	0.00	-1,008.00
CSD-008	0.00	-593.00	-404.00	0.00	0.00	-997.00
CSD-009	0.00	-912.00	0.00	0.00	0.00	-912.00
CSD-010	0.00	-25.00	-835.63	0.00	0.00	-860.63
CSD-011	0.00	-822.00	0.00	0.00	0.00	-822.00
CSD-012	0.00	0.00	0.00	0.00	-821.00	-821.00
CSD-013	0.00	-592.00	-163.00	0.00	0.00	-755.00
CSD-014	0.00	-578.00	-61.00	0.00	0.00	-639.00
CSD-015	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-016	0.00	-605.74	0.00	0.00	0.00	-605.74
CSD-017	0.00	-600.00	0.00	0.00	0.00	-600.00
CSD-018	0.00	-560.00	0.00	0.00	0.00	-560.00
CSD-019	0.00	-532.00	0.00	0.00	0.00	-532.00
CSD-020	0.00	-473.00	0.00	0.00	0.00	-473.00
CSD-021	0.00	-408.00	0.00	0.00	0.00	-408.00
CSD-022	0.00	-353.00	0.00	0.00	0.00	-353.00
CSD-023	0.00	-316.00	0.00	0.00	0.00	-316.00
CSD-024	0.00	0.00	-304.00	0.00	0.00	-304.00
CSD-025	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-026	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-027	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-028	0.00	0.00	-304.00	0.00	0.00	-304.00
CSD-029	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-030	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-031	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-032	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-033	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-034	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-035	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-036	0.00	-301.54	0.00	0.00	0.00	-301.54
CSD-037	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-038	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-039	0.00	-264.00	0.00	0.00	0.00	-264.00
CSD-040	0.00	-264.00	0.00	0.00	0.00	-264.00
CSD-041	0.00	-262.00	0.00	0.00	0.00	-262.00
CSD-042	0.00	-249.00	0.00	0.00	0.00	-249.00
CSD-043	0.00	-214.00	0.00	0.00	0.00	-214.00
CSD-044	0.00	-214.00	0.00	0.00	0.00	-214.00
CSD-045	0.00	-204.00	0.00	0.00	0.00	-204.00

## A/R Aging Summary

As of December 31, 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	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-047	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-048	0.00	-202.00	0.00	0.00	0.00	-202.00
CSD-049	0.00	-160.00	0.00	0.00	0.00	-160.00
CSD-050	0.00	0.00	0.00	0.00	-156.00	-156.00
CSD-051	0.00	-70.00	0.00	0.00	0.00	-70.00
CSD-052	0.00	-68.00	0.00	0.00	0.00	-68.00
CSD-053	0.00	-36.00	0.00	0.00	0.00	-36.00
CSD-054	0.00	0.00	-34.64	0.00	0.00	-34.64
CSD-055	0.00	-29.00	0.00	0.00	0.00	-29.00
CSD-056	0.00	-12.00	0.00	0.00	0.00	-12.00
CSD-057	0.00	-8.00	0.00	0.00	0.00	-8.00
CSD-058	0.00	-2.00	0.00	0.00	0.00	-2.00
CSD-059	0.00	0.00	0.00	0.00	0.00	0.00
CSD-060	0.00	8.00	0.00	0.00	0.00	8.00
CSD-061	0.00	8.00	0.00	0.00	0.00	8.00
CSD-062	0.00	12.00	0.00	0.00	0.00	12.00
CSD-063	0.00	12.00	0.00	0.00	0.00	12.00
CSD-064	0.00	25.00	0.00	0.00	0.00	25.00
CSD-065	1.32	24.00	0.00	0.00	0.00	25.32
CSD-066	1.33	24.00	1.32	0.00	0.00	26.65
CSD-067	1.33	24.00	1.32	0.00	0.00	26.65
CSD-068	0.00	35.13	0.00	0.00	0.00	35.13
CSD-069	1.39	25.32	12.00	0.00	0.00	38.71
CSD-070	0.00	48.00	0.00	0.00	0.00	48.00
CSD-071	0.00	73.00	0.00	0.00	0.00	73.00
CSD-072	0.00	78.00	0.00	0.00	0.00	78.00
CSD-073	0.00	90.00	0.00	0.00	0.00	90.00
CSD-074	0.00	204.00	0.00	0.00	0.00	204.00
CSD-075	0.00	204.00	0.00	0.00	0.00	204.00
CSD-076	0.00	204.00	0.00	0.00	0.00	204.00
CSD-077	0.00	204.00	0.00	0.00	0.00	204.00
CSD-078	0.00	214.00	0.00	0.00	0.00	214.00
CSD-079	0.00	214.00	0.00	0.00	0.00	214.00
CSD-080	0.00	214.00	0.00	0.00	0.00	214.00
CSD-081	0.00	214.00	0.00	0.00	0.00	214.00
CSD-082	0.00	216.00	0.00	0.00	0.00	216.00
CSD-083	0.00	228.00	0.00	0.00	0.00	228.00
CSD-084	0.00	294.00	0.00	0.00	0.00	294.00
CSD-085	0.00	301.00	0.00	0.00	0.00	301.00
CSD-086	0.00	304.00	0.00	0.00	0.00	304.00
CSD-087	0.00	304.00	0.00	0.00	0.00	304.00
CSD-088	0.00	304.00	0.00	0.00	0.00	304.00
CSD-089	0.00	304.00	0.00	0.00	0.00	304.00
CSD-090	0.00	304.00	0.00	0.00	0.00	304.00

## A/R Aging Summary

As of December 31, 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	0.00	304.00	0.00	0.00	0.00	304.00
CSD-092	0.00	304.00	0.00	0.00	0.00	304.00
CSD-093	0.00	304.00	0.00	0.00	0.00	304.00
CSD-094	0.00	304.00	0.00	0.00	0.00	304.00
CSD-095	0.00	304.00	0.00	0.00	0.00	304.00
CSD-096	0.00	304.00	0.00	0.00	0.00	304.00
CSD-097	0.00	304.00	0.00	0.00	0.00	304.00
CSD-098	0.00	304.00	0.00	0.00	0.00	304.00
CSD-099	0.00	304.00	0.00	0.00	0.00	304.00
CSD-100	0.00	304.00	0.00	0.00	0.00	304.00
CSD-101	0.00	304.00	0.00	0.00	0.00	304.00
CSD-102	0.00	304.00	0.00	0.00	0.00	304.00
CSD-103	0.00	304.00	0.00	0.00	0.00	304.00
CSD-104	0.00	304.00	0.00	0.00	0.00	304.00
CSD-105	0.00	304.00	0.00	0.00	0.00	304.00
CSD-106	0.00	304.00	0.00	0.00	0.00	304.00
CSD-107	0.00	304.00	0.00	0.00	0.00	304.00
CSD-108	0.00	304.00	0.00	0.00	0.00	304.00
CSD-109	0.00	304.00	0.00	0.00	0.00	304.00
CSD-110	0.00	304.00	0.00	0.00	0.00	304.00
CSD-111	0.00	304.00	0.00	0.00	0.00	304.00
CSD-112	0.00	304.00	0.00	0.00	0.00	304.00
CSD-113	0.00	304.00	0.00	0.00	0.00	304.00
CSD-114	0.00	304.00	0.00	0.00	0.00	304.00
CSD-115	0.00	304.00	0.00	0.00	0.00	304.00
CSD-116	0.00	304.00	0.00	0.00	0.00	304.00
CSD-117	0.00	304.00	0.00	0.00	0.00	304.00
CSD-118	0.00	304.00	0.00	0.00	0.00	304.00
CSD-119	0.00	328.00	0.00	0.00	0.00	328.00
CSD-120	22.43	406.60	0.00	0.00	0.00	429.03
CSD-121	22.44	408.00	0.00	0.00	0.00	430.44
CSD-122	33.41	601.00	0.00	0.00	0.00	634.41
CSD-123	33.44	608.00	0.00	0.00	0.00	641.44
CSD-124	33.44	608.00	0.00	0.00	0.00	641.44
CSD-125	33.44	608.00	0.00	0.00	0.00	641.44
CSD-126	23.57	430.44	204.00	0.00	0.00	658.01
CSD-127	33.61	608.00	33.44	0.00	0.00	675.05
CSD-128	33.44	608.00	35.13	0.00	0.00	676.57
CSD-129	26.47	481.21	253.08	0.00	0.00	760.76
CSD-130	35.59	641.90	92.70	0.00	0.00	770.19
CSD-131	24.44	431.31	377.30	0.00	0.00	833.05
CSD-132	35.13	641.44	304.00	0.00	0.00	980.57
CSD-133	38.65	644.95	350.37	0.00	0.00	1,033.97
CSD-134	36.82	643.13	641.44	0.00	0.00	1,321.39
CSD-135	36.82	643.13	641.44	0.00	0.00	1,321.39

## A/R Aging Summary

As of December 31, 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	21.84	249.16	268.31	265.64	1,304.29	2,109.24
CSD-137	39.17	445.96	480.31	475.54	2,351.50	3,792.48
CSD-138	38.73	445.53	479.46	479.11	2,503.86	3,946.69
CSD-139	60.73	666.92	720.43	713.28	3,966.35	6,127.71
CSD-140	0.00	11,997.80	0.00	0.00	0.00	11,997.80
Credit Balances	32,361.78	0.00	0.00	0.00	0.00	32,361.78
TOTAL	<u>33,030.76</u>	<u>14,652.65</u>	<u>-1,009.22</u>	<u>-390.66</u>	<u>7,717.00</u>	<u>54,000.53</u>

## Notice of Violation Records

Date:	Time of NOV:	Resident Name:	Violator Name:	Vehicle:	Location of Violation:	Type of Violation:	Letter Sent:	Prior Violations
<b>2021</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		Oct'20
11/22/21	11:31 AM	PVCC	Michael Piraino	Red Porsche Macan	Luiseno Circle Drive	No Pass Displayed/Overnight parking		Jul'20
11/23/21	2:36 AM	Thomas MacMurray	Thomas MacMurray	White Chrysler 200	32567 Womsi Rd	No Pass Displayed/Overnight parking		Aug'20
11/30/21	1:15 AM	Anderson	Eric Gibson	Toyota Yaris	32515 Luiseno Drive	No Pass Displayed/Overnight parking	NOV Warning	
11/30/21	1:30 AM	Calac	Paul Calac	White Chevy Silverado	16025 El Tae Rd	No Pass Displayed/Overnight parking	NOV Warning	
12/3/21	2:11 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/16/21	2:30 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/19/21	2:28 AM	Esparza	Guest of Esparza	White Lincon	32204 Ushla	No Pass Displayed/Overnight parking	NOV Warning	
<b>2022</b>								
1/7/22	2:14 AM	Sturdivant	Sturdivant	Tan Beetle VW	16005 Tukwut	No Pass Displayed/Overnight parking	X	
1/14/22	2:45 AM	PVCC Employee	Melinda R. Garcia	Silver Jeep	Front Gate	Came in Contact w/ Barrier Arm	X	
1/15/22	2:13 AM	Peterson	Peterson	White Lexus	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
1/22/22	10:30 PM	McGee	McGee	White F-250	16061 El Tae Rd	No Pass Displayed/Overnight parking	X	
1/24/22	7:53 AM	PVCC	Dial	Royal Cup Delivery Truck	Rear Gate	Gate Crasher	X	
2/4/22	7:27 AM	Unknown	Unknown	White Utility Truck	Rear Gate	Gate Crasher		Vehicle not located
2/13/22	2:23 AM	Guest	Peterson	White Tyta Prius	16033 Tukwut Ct	Parked more than 7 days in 30 day period		Todd spoke to resident
2/15/22	2:18 AM	Thomas MacMurray	Thomas MacMurray	White Chrysler 200	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	Nov'21
2/20/22	12:44 AM	Robert Bullock	Robert Bullock	Gold Lexus RX350	32202 Taupa Way	No Pass Displayed/Overnight parking	X	
3/8/22	2:43 PM	Keith Haas	Keith Haas	White Lexus RX	32668 Taspas Ct	Gate Crasher	X	
3/22/22	2:08 AM	Ed Cuff	Ed Cuff	Gray Porsche	32567 Womsi Rd	No Pass Displayed/Overnight parking		PVCC guest/No address
3/23/22	12:13 AM	Michael Mahoney	Michael Mahoney	Red Tesla	32536 Luiseno	No Pass Displayed/Overnight parking		Not in DL
3/24/22	1:30 AM	Michael Sullivan	Michael Sullivan	Blk Camry	32634 Womsi	No Pass Displayed/Overnight parking	X	
4/6/22	1:30 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/7/22	1:26 AM	Peterson	Peterson	White Lexus	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/8/22	2:28 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/13/22	1:39 AM	PVCC	Mike Defay- Guest	White Lexus	32634 Womsi Rd	No Pass Displayed/Overnight parking		PVCC guest/No address
4/19/22	1:54 AM	Pilant	Pilant	White Ford F350	15759 PVD	No Pass Displayed/Overnight parking	X	
4/19/22	1:55 AM	Pilant	Pilant	Silver Chvy Volt	15759 PVD	No Pass Displayed/Overnight parking	X	
4/20/22	1:23 AM	Sullivan	Sullivan	White Lexus GS-350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	
4/26/22	1:14 AM	Pat Duncan	Pat Duncan	Silver F-250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
4/27/22	2:15 AM	Pat Duncan	Pat Duncan	Silver F-250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
4/29/22	2:25 AM	Pilant	Darrell Pilant	Jeep Wrangler	15759 PVD	No Pass Displayed/Overnight parking	X	
5/1/22	2:35 AM	Duncan	Duncan	Ford F250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
5/1/22	2:43 AM	Jordan	Peter & Sally Jordan	White Subaru	32989 Luiseno Circle	No Pass Displayed/Overnight parking	X	

5/1/22	3:05 AM	Sullivan	Michael Sullivan	Black Mazda	32567 Womsi Rd	No Pass Displayed/Overnight parking	X
5/11/22	2:44 AM	Beezhold	Don Beezhold	Blk Saturn Vue	15350 PVD	No Pass Displayed/Overnight parking	X
5/23/22	7:57 AM	Lewis	Lewis	Green Lexus GX470	Front Gate	Contact w/ Barrier arm	X
6/5/22	2:16 AM	Giannicchi	Giannicchi	White Tyta Camry	32205 Paauwe Drive	No Pass Displayed/Overnight parking	X
6/9/22	8:04 PM	Longenecker	Eppersons	Gray VW Passat	32481 Luiseno Circle	Gate Crasher	X
6/20/22	2:12 AM	Glaviano	Sophia Lopez	Silver Subaru	32641 Womsi Rd	No Pass Displayed/Overnight parking	X
6/29/22	1:48 AM	Knill	Jason Knill	White Cadillac	32579 Luiseno Circle	No Pass Displayed/Overnight parking	X
6/30/22	1:30 AM	Marangella	Paul Marangella	Silver Kia Optima	32560 Womsi Rd	No Pass Displayed/Overnight parking	X
7/5/22	2:30 AM	Bullock	Bullock Residence	Grey Lexus RX 350	32202 Taupa Way	No Pass Displayed/Overnight parking	X
7/5/22	7:05 AM	Advanced Landscape	Jeffrey Long	White Ford Van	Rear Gate	Contact w/ Barrier arm	X
7/7/22	1:59 AM	Love	Kay Love	Blue Tyta Sienna	32560 Womsi Rd	No Pass Displayed/Overnight parking	X
7/11/22	2:20 AM	Ulla Anderson	Guest of Anderson	Grey Infiniti Q50	32515 Luiseno Drive	No Pass Displayed/Overnight parking	X
7/16/22	2:20 AM	Omohundro	Ronald Omohundro	Red Ford Explorer	32583 Womsi Rd	No Pass Displayed/Overnight parking	X
7/19/22	5:00 PM	Crocker	Crocker	Blk Kia Optima	Rear Gate	Contact w/ Barrier arm	X
7/25/22	7:37 AM	Unknown	Unknown	White Utility Truck	Rear Gate	Gate Crasher	Vehicle not located
8/5/22	2:15 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X
8/11/22	8:32 AM	Vendor	Belen Baza	Tyta Tundra	PVCC House Keeper	Gate Crasher	X
8/15/22	2:21 AM	Cameron	Guest of Camerons	White Audi Q7	32236 WWW	No Pass Displayed/Overnight parking	X
8/15/22	2:24 AM	Cameron	Guest of Camerons	Blk Tyta Highlander	32236 WWW	No Pass Displayed/Overnight parking	X
8/30/22	2:07 AM	Morgan	Mark Morgan	White Nissan Maxima	32575 Luiseno Circle	No Pass Displayed/Overnight parking	X
8/30/22	1:27 AM	Sullivan	Guest of Sullivans	Blk BMW 320i	32634 Womsi Rd	No Pass Displayed/Overnight parking	X
9/20/22	11:26 AM	Johnson	Jeffrey Johnson	White Toyota Landcruise	15775 Pauma Valley Dr	No Pass Displayed/Overnight parking	X
11/3/22	8:41 AM	Gray	Marisela Hernandez	Silver Toyota Rav4	Rear Gate	Gate Crasher	X
11/5/22	2:04 AM	Dahlberg	Dahlberg Residence	Tan Country Coach	32827 Temet Dr	No Pass Displayed/Overnight parking	X
11/10/22	1:15 PM	Gray	Barbara Gray	Tan Container	32668 Taspas Ct	Parked more than 7 days in 30 day period	X
11/11/22	2:20 AM	Hoogervorst	Hoogervorst	Silver Lexus NX300	32532 Womsi Rd	No Pass Displayed/Overnight parking	X
11/15/22	11:25 AM	PVCC	PVCC Guest (unknown)	Blk Honda Accord	PVCC	Unauthorized Entrance	Guest not located
11/18/22	11:13 AM	PVCC	PVCC Guest (unknown)	Brown Porsche Panamera	Rear Gate	Gate Crasher	Guest not located
11/26/22	11:42 AM	Dockweiler	Dockweiler	Blk Navigator	Front Gate	Gate Crasher	X
11/27/22	3:46 PM	Lee	Richard Lee	Wht Cadillac Escalade	Rear Gate	Gate Crasher	X
12/2/22	2:20 AM	Torrez	Torrez Res	Gray Ford Transit 350	32696 Taspas	No Pass Displayed/Overnight parking	X
12/20/22	2:50 AM	Whittaker	Michele Whittaker	Silver Hyundai Sonata	16091 Tukwut Ct	No Pass Displayed/Overnight parking	X
<b>2023</b>							
1/13/23	2:00 AM	Anderson	Anderson	Silver Hyundai Sonata	32302 Cahuka 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, 2022 – December 15, 2022

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

**Vehicle Maintenance Report**

Unit 1 had tires rotated in November. Unit 2 had the passenger side B pillar pop off, the driver-side seat cover has minor damage on the backrest, and the tires were slated for rotation but Serrato’s recommended to instead replace them due to the amount of wear.

- Tesla 01 (29,244) – Passed all inspections this month.
- Tesla 02 (35,416) – Did not pass all inspections this month.

German Colin, Vehicle Maintenance Officer

**Gate Report**

CGS has replaced the ethernet cable extender that allows us to view the camera footage on the wall using a full-sized smart tv. The back gate barrier arm is having intermittent failure to close and failure to open issues. CGS came to inspect the arm this week and could not duplicate the issue. The technician noted that the motor struggles to open the barrier arm and will provide a quote for a lighter alternative. A new gate attendant has been hired to work the A and C shifts. Roadwork inside of PVCCE has finished and all roads are clear for use. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. All activity that is observed by gate staff will be entered into the D.A.R. Gate attendants will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

## HIGHLIGHTS

- **November 17<sup>th</sup> 2022 at 2030 – Unsecured Door.** Officer Gonzalez found two garage doors open inside PVCCE. Dispatched Cont.1 to make contact with residents.
- **November 17<sup>th</sup> 2022 at 2105 – Unsecured Door.** Officer Colin found one garage door open inside PVCCE. Dispatched Cont.1 to make contact with the resident.
- **November 18<sup>th</sup> 2022 at 1042 – Trespassing.** Officer Easter received a call from a concerned property owner regarding a trespasser spotted on their property alongside HW76 EB across Nate Harrison Rd. They stated that there was a gray Dodge Dakota with a male and female spotted cutting clippings from their eucalyptus trees without permission. They asked for patrol assistance. Officer Easter arrived on scene and spoke with the property owner who made the report. The property owner said these two individuals were cutting clippings of their eucalyptus trees without permission and wanted the sheriffs to come immediately for trespassing. Officer Easter spoke with the two individuals. One was an HMA late 20's. The other was an HFA late 40's. They both didn't speak very much English and had no identification. They communicated through a translating app. The female said she was told by the man he had a permit and permission from the owner to come and cut the trees. She didn't realize he was lying at the time and trusted him. The man didn't speak much. The Sheriffs were called but the ETA was uncertain due to high demands on emergency calls. While waiting for the Sheriffs to arrive, the woman said she has a heart condition and needed to take her medicine. She began to complain about her heart and started sweating a lot. Officer Easter asked the lady if she needed medical attention. She asked patrol to call 911. Cal Fire and Mercy Medic arrived on scene and began to check her vitals inside the ambulance. Shortly after Mercy Medic released the lady, and said she was experiencing an anxiety attack, but her vitals are okay. The Sheriffs never came by, so the property owner told the two individuals they were not going to wait around any longer and informed them to never come back to their property again. The vehicle description and names of the two individuals were recorded.
- **November 18<sup>th</sup> 2022 at 1313 – Gate Crasher.** Cont.1 dispatched Officer Easter for a gate crasher at the back entrance gate. The vehicle was a brown/gold Porsche Panamera 4s. Officer Easter located the vehicle in the country club parking lot. UTL the driver, PVCC manager did not know who the vehicle belonged to. An NOV was issued, and video footage was sent to the District Office.
- **November 19<sup>th</sup> 2022 at 0907 – Water Leak.** Officer Easter was dispatched for a water leak on Taupa Way. Officer Easter arrived on scene; found the residence driveway flooded from a broken sprinkler. He made contact with the resident. Cont.1 contacted RPM.
- **November 20<sup>th</sup> 2022 at 1735 – Resident Concern.** Cont.1 dispatched Officer Gonzalez about a resident who was concerned that while exiting the back gate, noticed someone on a skateboard. Asked if patrol could check out and see if the person belongs inside PVCCE. If not ask them to leave. Officer was UTL skater.
- **November 21<sup>st</sup> 2022 at 2100 – Unsecured Door.** On a routine patrol, Officer Gonzalez found three garage doors open inside PVCCE. Dispatched Cont.1 to contact residents.



- **November 22<sup>nd</sup> 2022 at 1500 – Saint Francis 459A.** Cont.1 dispatched Officer Orozco for a 459A. The front door to the chapel sensor was alerting. Officer made contact with the cleaning lady. The alarm was accidental.
- **November 22<sup>nd</sup> 2022 at 1540 – Pauma School 459A.** Cont.1 dispatched Officer Orozco for a 459A. Admin Office sensor was alerting. Officer arrived on scene and found no signs of forced entry. Building secured. UTL. Cont.1 contacted the main contact. Reported that the faculty was there previously and forgot to turn off the lights. The alarm was accidental.
- **November 22<sup>nd</sup> 2022 at 2052 – Unsecured Door.** On a routine patrol, Officer Gonzalez found one garage door open inside PVCCE. Dispatched Cont.1 to make contact with the resident.
- **November 23<sup>rd</sup> 2022 at 0355 – Suspicious Activity.** Officer Albert was dispatched to Temet Rd. to a concerned resident who stated as they were out of town for a month, they gave their next-door neighbor permission to put any packages they received from any vendors inside their home. As they arrived home, there were about 10-12 packages that were counted in their hallway which were acknowledged. The next morning around 4 am the packages were gone. The resident said they found a shoe box in the kitchen that was a part of the packages delivered. Officer Albert cleared the house. Found no signs of forced entry, and the windows were locked. Officer Albert did find a few items lying around in the garage, such as golf gloves and a set of clubs on a table lying neatly. The Sheriffs arrived on scene; they also searched the house and found no signs of forced entry. The resident said they will speak with their neighbor and report back to security if they hear anything new.
- **November 23<sup>rd</sup> 2022 at 1822 – Medical.** Cont.1 dispatched Officer Gonzalez of a medical on Taspa Ct. When the Officer arrived, he was greeted by a family member informing them that during dinner time their parent seemed to have gone unconscious for a minute. They were breathing and had nothing inside their mouth. The parent regained consciousness and then came outside to greet Officer Gonzalez. The parent said they are fine and to call off the medics. However, the medics were already on their way inside PVCCE. Officer Gonzalez asked the owner if they were feeling ill, and was informed they felt fine. Cal Fire and Mercy medic arrived on scene. Took vitals, and informed of low blood pressure. Advised the owner to be transported. The owner refused service and said they would go to the doctor the next day.
- **November 25<sup>th</sup> 2022 at 1210. Medical.** Cont.1 dispatched Officer Orozco to El Tae for a medical. The officer arrived on the scene and made contact with the individual. They said they sustained a back injury and was unable to move or get up. Cal Fire and Mercy Medics arrived on the scene. One was transported to Palomar Hospital.
- **November 26<sup>th</sup> 2022 at 0659 – Medical.** Officer Colin was dispatched for a medical call on Luiseno Circle Dr. Officer Colin arrived on the scene and made contact with the individual who was having back pain and unable to get up. Cal Fire and Mercy Medics arrived on scene. One was transported to Palomar Hospital.
- **November 26<sup>th</sup> 2022 at 1142 – Gate Crasher.** Officer Aguilar was dispatched for a gate crasher at the Back Gate. A Black Lincoln Navigator came in contact with the arm barrier. The vehicle did not wait for the arm to come down and hit the top of the SUV. The Gate Crasher is a resident on Wiskon Way West.

- **November 27<sup>th</sup> 2022 at 1600 – Gate Crasher.** Cont.1 dispatched Officer Orozco to the Pauma Heights Gate for a gate crasher. Officer made contact with a resident who was following another vehicle too close and came in contact with the barrier arm. Video footage was saved and sent to District Office. NOV was issued.
- **November 28<sup>th</sup> 2022 at 0130 – Suspicious Activity.** Officer Gonzalez found a silver Mazda CX9 LP# ALOHAX parked in the lot of Pauma Village. The vehicle was unoccupied.
- **November 29<sup>th</sup> 2022 at 2033 – Unsecured Door.** On a routine patrol, Officer Gonzalez found one garage door open inside PVCCE. Dispatched Cont.1 to make contact with the resident.
- **November 30<sup>th</sup> 2022 at 1600 – Water Leak.** Officer Easter was dispatched for a possible water leak on Womsi Rd. Arrived on scene and found water coming up from the ground on the main road. Contacted RPM, they are aware of the issue, and informed that there had been repair work being done by the company Patriot, and they will be in first thing in the morning to fix the issue.
- **December 1<sup>st</sup> 2022 at 0223 – Water Leak.** On a routine patrol, Officer Aguilar spotted a water leak on Womsi Rd. Contact Cont.1 to make contact with RPM. Unable to make contact.
- **December 1<sup>st</sup> 2022 at 0434 – Water Leak.** On a routine patrol, Officer Aguilar noticed the water leak earlier on his shift had exploded, causing mud and debris to run down Womsi Rd. Contacted Cont.1 to make contact with RPM. RPM addressed the issue.
- **December 1<sup>st</sup> 2022 at 1300 – Other.** Cont.1 dispatched Officer Easter to meet with a service worker at a resident's home for their garage door to be fixed. Officer Easter arrived on scene and made contact with Access Custom Garage Company. He said the issue was just fixed.
- **December 2<sup>nd</sup> 2022 at 1753 – Medical.** Officer Easter was dispatched for a medical on PVD and Indian Bend Rd. Officer arrived on PVD near Indian Bend Rd. and found a blue Toyota Prius parked alongside the road. The vehicle looked to be an Uber driver. There was a passenger in the front seat, who said they were having an asthma attack. Easter reassured them that medics were on their way. Cal Fire and Mercy Medics arrived on scene. One was transported to Temecula Valley Hospital.
- **December 4<sup>th</sup> 2022 at 1710 – Other.** On a routine patrol, Officer Orozco spotted a worker on a roof doing roof work. The officer made contact with the individual, who stated that they are not a service worker; they were listed as a permanent guest for a resident. The worker noted technically they are not doing service work and is allowed to help out a friend's neighbor. The officer wrote down their name and the resident they are a permanent guest for and informed management.
- **December 6<sup>th</sup> 2022 at 0645 – Resident Concern.** A resident received a message on their phone from DwellingLIVE informing them someone was coming to their house. Security informed that the internet had been down for a few days, and messages were delayed from days prior. Cont.1 dispatched Officer Albert to check their property for any suspicious activity. The officer found no suspicious activity and spoke with the resident. Officer informed them to call any time of the day or night.
- **December 6<sup>th</sup> 2022 at 1248 – Resident Concern.** Cont.1 dispatched to notify Officer Gonzalez that while a service worker was granted access to a resident's home to give an estimate on tree service, the company started going around the community asking residents if

they needed any service. The resident asked for patrol to escort the company out of PVCCE. Officer Gonzalez made contact with the service workers and informed them that there is no soliciting allowed inside PVCCE and escorted them out of the community.

- **December 6<sup>th</sup> 2022 at 2140 – Medical.** Officer Albert was dispatched for a medical on HWY 76 EB. The address was out of the district near Lazy H.
- **December 7<sup>th</sup> 2022 at 2228 – Unsecured Door.** Officer Gonzalez found the TY Nursery gate #8 open; Officer didn't see anything out of the ordinary besides the gate being open. Contacted Cont.1 to make contact with TY Nursery.
- **December 8<sup>th</sup> 2022 at 0830 - Suspicious Activity.** Officer Easter and Officer Albert made contact with a U.S. Marshal near the District Office. The Marshal said there was a woman in her late 30s wanted for kidnapping her child and she might still be in the area. She was reported to be staying inside the PVCCE near Pauma Alto. She drives a gray Toyota Prius plate # 8BAN926. Any information received will be reported.
- **December 8<sup>th</sup> 2022 at 1941 – Saint Francis 11.53.** Officer Colin found the right sliding door to the chapel unlocked. The officer cleared the building, unable to secure the door. No signs of forced entry. The alarm was not set. Dispatched Cont.1 to make contact.
- **December 8<sup>th</sup> 2022 at 2202 – North Coast Church 11.53.** Officer Colin found room 56 unlocked. Cleared and secured the building. No signs of forced entry. The alarm was not set. Dispatched Cont.1 to make contact.
- **December 10<sup>th</sup> 2022 at 0541 – Saint Francis 11.53.** Officer Colin found the right sliding door to the chapel unlocked. The officer cleared the building, unable to secure the door. No signs of forced entry. The alarm was not set. Dispatched Cont.1 to make contact. Left a voicemail.
- **December 11<sup>th</sup> 2022 at 1410 – Structure Fire.** Cont.1 dispatched Officer Orozco for a structure fire inside PVCC that came over the scanner. The officer arrived on the scene and made contact with the owner. They stated that the fireplace got out of control. They were able to pour water on the fireplace. The address was incorrect on the scanner.
- **December 11<sup>th</sup> 2022 at 2111 – Unsecured Door.** Officer Gonzalez found two garage doors open inside PVCCE. Dispatched Cont.1 to contact the residents.
- **December 12<sup>th</sup> 2022 at 1311 – Other.** Officer Orozco noticed while entering the gravel yard, a tree on the right side was falling over. Contacted greens maintenance to take care of the issue.
- **December 12<sup>th</sup> 2022 at 2031 – Unsecured Door.** Officer Gonzalez found one garage door open inside PVCCE. Dispatched Cont.1 to contact the resident.
- **December 15<sup>th</sup> 2022 at 1116 – Suspicious Activity.** District Office Dispatched Officer Easter about an HMA in their early 30's with brown pants, no shirt, and tattoos on his chest and back walking towards the District Office with a black German Sheppard dog. The District Office asked patrol to observe the situation for their safety. The man tried to come into the office and asked to use a phone so he can get a ride. The office asked the man to wait outside until patrol arrives. Officer Easter made contact with the man; he stated that he got chased out of his house on S. Cole Grade Rd. near the avocado fields. His older brother pulled a gun on him and told him to leave, and he walked to the District Office. Officer Easter allowed him to use his personal phone to call his mother for a ride. Fifteen minutes later, his mother arrived and picked him up and came back later to pick up the dog.

- **December 15<sup>th</sup> 2022 at 2210 – Pauma School 11.53.** Officer Colin found the multi-purpose room open; Officer cleared and secured the building. The alarm was not set. Dispatched Cont.1 to make contact with the school contact.
- **December 16<sup>th</sup> 2022 at 0131 – District Officer 459A.** The alarm was going off at the District Office. Officer Colin and Officer Albert were already on scene. Cleared and secured the building. No signs of forced entry. The alarm pad showed faults in the storage room and bathroom window. The alarm company did notify Cont.1

RFID Entries						
Front Gate		Center Gate			Back Gate	
5,606		474			3,697	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
28	0	2	2	3	0	3
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
8		13			18	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	1			38
Gravel Yard(GY)				21
Saint Francis(SF)	4		1	64
Pauma School(PS)	1		1	30
Pauma Building(PB)				43
Airport Hangars(AH)				19
Treatment Plant(TP)				40
Pauma Village(PV)				29
Residential Houses/Other	7			4

Patrol Activity				Gate Activity	
Medicals	5	Resident Concern	5	Activity/Malfunctions	Totals
Welfare Checks		Suspicious Activity	4	Unresponsive	5
Lift Assist		Noise Complaint		Will Not Close	16
Domestic Dispute		Process Server		False Read	0
Traffic Collisions		911 Hang up Call		Loss of Controls	1
Gate Runner/ Gate Crashers	3	Loose Pets		Video Loss	2
Public Assists		Snake Call		Device Entries	9,777
Jump Start		Trespassing	1	Passes Issued	2,345
Notice of Violation		Other	7	Pass Entries	3,605

Acronym Legend			
Acronym	Definition	Acronym	Description
<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
<b>CHP</b>	California Highway Patrol	<b>AMJ</b>	Asian Male Juvenile
<b>DOB</b>	Date of Birth	<b>BFA</b>	Black Female Adult
<b>DL</b>	Driver License	<b>BMA</b>	Black Male Adult
<b>DV</b>	Domestic Violence	<b>BFJ</b>	Black Female Juvenile
<b>EB</b>	East Bound	<b>BMJ</b>	Black Male Juvenile
<b>FU</b>	Follow Up	<b>HFA</b>	Hispanic Female Adult
<b>IVO</b>	In Vicinity Of	<b>HMA</b>	Hispanic Male Adult
<b>LP</b>	License Plate	<b>HFJ</b>	Hispanic Female Juvenile
<b>LCD</b>	Luiseno Circle Drive	<b>HMJ</b>	Hispanic Male Juvenile
<b>NB</b>	North Bound	<b>MFA</b>	Mexican Female Adult
<b>NLT</b>	No Later Than	<b>MMA</b>	Mexican Male Adult
<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
<b>SB</b>	South Bound	<b>WFA</b>	White Female Adult
<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, 2022 – January 15, 2023

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

**Vehicle Maintenance Report**

Unit 2 passed visual inspection, front tires were replaced in December by Serratos, B pillar is still off on the passenger side, but everything else is working properly. Unit 1 was unavailable for inspection due to being in the body shop for insurance repairs. On December 8, 2022 a coyote ran in front of Unit 1 on Hwy 76, the left side of the unit sustained damage after hitting the coyote. The incident was recorded and submitted to the District Office.

- Tesla 01 (29,643) – Passed all inspections this month.
- Tesla 02 (38,870) – Unable to inspect this month.

German Colin, Vehicle Maintenance Officer

**Gate Report**

The Back Gate barrier arm continues to have intermittent failures to close and open issues. The barrier arm continues to be held open due to the number of malfunctions, CGS has inspected the arm and could not replicate the issue. The District Office is waiting for a quote from CGS to resolve this issue. Heavy rains prompted road closure signs on the Pauma Valley Drive Bridge on Monday. Local areas and stream/river crossings have also had closures this week. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. Patrol is looking to take a stricter stance with some of these “work hours” sound violations as there have recently been repeating offenders. All activity of this type that is observed by gate staff will be entered into D.A.R. Gate Attendants will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

## HIGHLIGHTS

- **December 17<sup>th</sup> 2022 at 0946 – Suspicious Activity.** Officer Easter was dispatched for a suspicious vehicle parked on highway 76 WB near The Pauma Building. Officer made contact with the owner, they said the electric battery for their hybrid system broke down and is waiting for a tow truck to arrive. Dispatched Cont.1 to inform nothing else to report.
- **December 17<sup>th</sup> 2022 at 2000 – Unsecured Door.** Officer Aguilar found one garage door open inside PVCCE. Dispatched Cont.1 to make contact with the resident.
- **December 18<sup>th</sup> 2022 at 2125- Medical.** Officer Gonzalez was dispatched to a medical on Tukwut Ct. for an individual having a possible heart attack. They were having difficulty breathing with an accelerated heartbeat. While the medics assisted them, the spouse collapsed and became unresponsive for a few minutes and then regained consciousness. The individual was transported to the hospital. Cal Fire and Medics tried to convince the spouse to go to the hospital also, but they were insistent on not going and refused services. Medics asked if we would do a welfare check on the spouse in the morning. A welfare check was done in the morning, and the spouse was fine.
- **December 19<sup>th</sup> 2022 at 0310 – Unsecure Door.** Officer Colin found the lock on hanger #9 broken and the door was slightly open, Officer Colin checked inside the hanger nothing seemed suspicious inside. Contact will be notified in the morning.
- **December 22<sup>nd</sup> 2022 at 2002 – Unsecured Door.** Officer Aguilar found one garage door open inside PVCCE. Dispatched Cont.1 to make contact with the resident.
- **December 23<sup>rd</sup> 2022 at 1857 – 11-53 North Coast Church,** Officer Orozco found the storage room by the stairs unsecure. Contact notified.
- **December 23<sup>rd</sup> 2022 at 2057 – Unsecure Door.** Officer Orozco found hanger storage container #06 was unlocked. The contact was notified and said it was okay and informed patrol that someone else was going to start using it.
- **December 25<sup>th</sup> 2022 at 0015 – Other.** During a routine patrol, Officer Aguilar found the Pauma Farm fence near the Back Gate damaged. No vehicle was found. Officer dispatched Cont.1 to contact Pauma Police. Pauma Police never showed. The incident was reported.
- **December 25<sup>th</sup> 2022 at 1247 – Other.** A Country Club guest was locked out of their room and the Country Club Contact Arturo was unavailable and asked if Officer Gonzalez could pick up the key from his house to let the guest in. Officer Gonzalez picked up the key and then returned it.
- **December 27<sup>th</sup> 2022 at 1825 – Welfare Check.** Officer Orozco was dispatched to do a welfare check on a family member. He was able to make contact and everything was okay. The family was notified.
- **December 30<sup>th</sup> 2022 at 0051- 11-53 North Coast Church.** Officer Gonzalez and Officer Colin found both restroom doors along with the Chapel front doors were unsecured. Officers cleared and secured the building. The alarm was not set; the contact for the church was notified.
- **December 31<sup>st</sup> 2022 at 2010 – Assault.** Officer Easter responded to an altercation at El Rey Restaurant. Cont. 1 reported that the owner’s grandchild came into the restaurant demanding



food from the kitchen. When the owner noticed the grandchild starting to get aggressive, they asked them to leave immediately. The grandchild refused and pushed the owner then took a swing at the owners face. They both fell to the ground fighting. The fight continued outside the restaurant where the owner again fell backward hitting their head on the cement seat. The grandchild ran off somewhere around the building. The restaurant staff asked for Patrol's assistance. Officer Easter arrived on scene and called for backup, shortly after Officer Orozco arrived on scene. Officer Easter immediately checked on the owner and asked if they wanted medical attention, they refused medical attention but wanted the Sheriffs to be called. The owner explained what happened and said that the grandchild's significant other's car was somewhere in the parking lot waiting. The vehicle description was a purple Scion XB #6E WV899. Officer Easter tried to make contact with the vehicle and noticed there were two people inside the vehicle. The suspects drove off as soon as the Officer approached the vehicle. Twenty minutes later the Sheriffs arrived on scene. Officer Easter gave the vehicle information to the Sheriffs. They got a written statement from the victim. Nothing else to report. Dispatched Cont.1 1098.

- **January 1<sup>st</sup> 2023 at 1935 – Medical.** Officer Gonzalez was dispatched to a medical on El Tae, for an individual having shortness of breath, they stated they were having shortness of breath for three days but today they could not lie down. They were transported to the hospital.
- **January 3<sup>rd</sup> 2023 at 1439 – Welfare check.** Officer Orozco was able to make contact with a resident; they stated they were just sleeping.
- **January 3<sup>rd</sup> 2023 at 1750 – Resident Concern.** A resident received a message from Dwelling Live about a guest entering that wasn't supposed to be there that day. The Cont. 1 explained the internet was down for a couple of days, causing some residents to receive delayed notifications. They asked that we check the property anyway. Officer Albert 11-53 the property all was secure.
- **January 4<sup>th</sup> 2023 at 1642 – North Coast Church 11.53.** Officer Easter found the office door unsecured. Cleared and secured the building. Contacted Cont.1 to make contact.
- **January 4<sup>th</sup> 2023 at 1853 – Pauma Building 11.53.** Officer Easter found room 200 unsecured. Cleared and secured the building. Contacted Cont.1 to make contact.
- **January 4<sup>th</sup> 2023 at 2145 – Suspicious Activity.** While patrolling the Pauma Village area Officer Albert found a white van on the side of Serratos Automotive loading up old tires. The driver was informed that the owner is okay with people taking the old tires but only during shop hours. Driver information and license plate number were logged.
- **January 6<sup>th</sup> 2023 at 0916 – Resident Concern.** A resident on Luiseno Circle wanted to speak with Officer Albert about gunshots going off north of 76. Officer Albert spoke to the resident and said that gunshots that are being fired out of our area up in the hills would need to be reported to the Sheriff. Patrol was notified to investigate it when a complaint comes in and if it is from up in the hills instructed to report it to the Sheriff.
- **January 6<sup>th</sup> 2023 at 2040 – 11-53 Pauma School.** Officer Orozco found the cafeteria door open and the front gate padlock not locked. He was able to clear/secure both areas and contact was notified.

- **January 8<sup>th</sup> 2023 at 1550 – Medical.** Officer Orozco was dispatched to El Rey Restaurant for an individual who fainted while dining. Officer Orozco and Medics checked them out and they were not transported to the hospital.
- **January 9<sup>th</sup> 2023 at 0130- Suspicious Activity.** Officer Gonzalez and Officer Colin were dispatched to a report of a golf cart stuck behind a house on Wiskon Way West, someone was trying to tow it out with a truck. The vehicle was driving off when the Officers arrived, they followed it home and talked with the driver, they stated that they were driving around, and the cart ran out of charge, so they were trying to tow it home. The Officers found some damage to the grass from the vehicle when they checked out the golf cart; the damage was reported later to Greens Maintenance.
- **January 10<sup>th</sup> 2023 at 1858- Other.** Officer Gonzalez was dispatched to a truck stuck on Paauwe. The driver while unloading a pallet got stuck. The company is sending somebody to help but there is no time frame. The truck was fixed and able to leave in the morning.
- **January 10<sup>th</sup> 2023 at 2112 – Unsecure Door.** Officer Gonzalez found an open garage door, a message was left for the resident.
- **January 12<sup>th</sup> 2023 at 1703 – North Coast Church 11.53.** Officer Easter and Officer Colin were dispatched about a green truck with a camper shell parked in a lot of North Coast Church. Officers arrived on scene; found no vehicle parked in the area. Officers checked the building for any signs of burglary or forced entry. No signs of forced entry. Dispatched Cont.1 to make contact with the contact.
- **January 13<sup>th</sup> 2023 at 0719 – Unresponsive Person.** Officer Albert was dispatched to a medical on Luiseno Circle Dr. Officer Albert made contact with the resident who said that their spouse would not wake up and was unresponsive. Officer Albert checked for pulse and breathing (neither found). The spouse was then moved off the bed to the floor to begin CPR. At this time Medics arrived and they were moved into the hall for more room and CPR/AED was started. At **0805** they were pronounced dead.
- **January 14<sup>th</sup> 2023 at 0940 – Medical.** Officer Easter was dispatched to a medical on Luiseno Circle Dr. An individual possibly late 70's passed out on the road. Officer Easter arrived on scene, and found a resident performing CPR on the individual. Officer Easter used the AED to deliver and took over CPR until the Medics arrived. Cal Fire and Mercy Medics arrived on the scene; Officer Easter assisted with the medics until they transported the individual to Palomar Hospital.
- **January 15<sup>th</sup> 2023 at 0116 – North Coast Church 11.53.** Officer Colin found the camera room door unlocked. Cleared the building, unable to secure door. The alarm was not set. Dispatched Cont.1 to make contact with the owner.

RFID Entries						
Front Gate		Center Gate			Back Gate	
5,871		535			3,512	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
16	0	1	10	0	1	0
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
5		5			18	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)	0	0	0	0
Greens Maintenance(GM)	0	0	0	0
Community Church(CO)	3	0	0	31
Gravel Yard(GY)	0	0	0	11
Saint Francis(SF)	0	0	0	55
Pauma School(PS)	1	0	0	29
Pauma Building(PB)	1	0	0	29
Airport Hangars(AH)	2	0	0	10
Treatment Plant(TP)	0	0	0	40
Pauma Village(PV)	0	0	0	10
Residential Houses/Other	0	0	0	

Patrol Activity				Gate Activity	
Medicals	4	Resident Concern	1	Activity/Malfunctions	Totals
Welfare Checks	2	Suspicious Activity	3	Unresponsive	2
Lift Assist	0	Noise Complaint	0	Will Not Close	11
Domestic Dispute		Process Server		False Read	0
Traffic Collisions		911 Hang up Call	0	Loss of Controls	0
Gate Runner/ Gate Crashers		Loose Pets	0	Video Loss	3
Public Assists		Snake Call	0	Device Entries	9,918
Jump Start	0	Trespassing	0	Passes Issued	2,345
Notice of Violation		Other	2	Pass Entries	2,534

Acronym Legend			
Acronym	Definition	Acronym	Description
<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
<b>CHP</b>	California Highway Patrol	<b>AMJ</b>	Asian Male Juvenile
<b>DOB</b>	Date of Birth	<b>BFA</b>	Black Female Adult
<b>DL</b>	Driver License	<b>BMA</b>	Black Male Adult
<b>DV</b>	Domestic Violence	<b>BFJ</b>	Black Female Juvenile
<b>EB</b>	East Bound	<b>BMJ</b>	Black Male Juvenile
<b>FU</b>	Follow Up	<b>HFA</b>	Hispanic Female Adult
<b>IVO</b>	In Vicinity Of	<b>HMA</b>	Hispanic Male Adult
<b>LP</b>	License Plate	<b>HFJ</b>	Hispanic Female Juvenile
<b>LCD</b>	Luiseno Circle Drive	<b>HMJ</b>	Hispanic Male Juvenile
<b>NB</b>	North Bound	<b>MFA</b>	Mexican Female Adult
<b>NLT</b>	No Later Than	<b>MMA</b>	Mexican Male Adult
<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
<b>SB</b>	South Bound	<b>WFA</b>	White Female Adult
<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  
BOARD OF DIRECTORS**

Item : 11  
Date : January 23<sup>rd</sup>, 2023  
From : Eric Steinlicht, General Manager  
Issue : **Notice of Violations Received (NOV): San Diego Air Pollution Control District (APCD)**

---

**STAFF RECOMMENDS THE BOARD OF DIRECTORS**

1. Receive and file the APCD Notice of Violation

**BACKGROUND**

The Pauma Valley Community Services District currently has four generators for the sole purpose of energy resilience in the event of a power outage. This would allow critical infrastructure to continue functioning. Of these four generators, one requires a permit. This is a diesel-powered generator that supplies power to the wastewater treatment plant in the event of a power outage. This permit requires that maintenance be performed annually and recorded.

**DISCUSSION**

This generator during 2021 did not have its required annual maintenance. During this time, prior management was looking for a cheaper alternative for the maintenance and servicing needs for both PVCSD and RPMWC and it was not conducted for reasons unknown. For the year 2022, the site inspector that visited our district stated we have done exactly what is required. Moving forward, the required annual maintenance will be conducted in order to maintain compliance.

**FISCAL IMPACT**

The Fiscal Impact is not yet known. The monetary fine associated is at the discretion of the APCD.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Receive and file the APCD Notice of Violation

**Attachments**

1. Notice of Violation from the APCD

**Prepared by:** Eric Steinlicht, General Manager

**Reviewed by:** Amber Watkins, Office Manager

**Approved by:** Eric Steinlicht, General Manager

Sector: <b>B/01</b>
<b>APCD2008-PTO-986032</b>
<b>APCD USE ONLY</b>

## NOTICE OF VIOLATION

Date(s) of Violation Start: 01/01/2021 End: 12/31/2021

Date of Report: 01/17/2023

Name: Pauma Valley Community Services District

Phone: 760-742-1909

Violation Location: 33129 Cole Grade Road

City: Pauma Valley

Zip: 92061

Specifically, the following violation(s) of the San Diego Air Pollution Control District rules and/or federal or State of California regulations have occurred: (abbreviations: H&S = Cal. Health & Safety Code; CCR=Cal Code of Regulations; NESHAP= National Emission Standards for Hazardous Air Pollutants, NSPS= New Source Performance Standard, R=Rule)

Cited Rule(s)/Regulation(s)	
Law Type:	District Rules
Category:	Permit to Operate
Section:	21
Rule Description:	Permit Conditions
Equipment Type:	[34H] California Certified Emergency Standby Engine
Violation Type:	Other
Description Of Violation:	Condition #11 - The period maintenance shall be conducted at least once each calendar year. Specifically, annual periodic maintenance was not conducted for the calendar year for 2021.
Corrective Action Required:	N/A.
Law Type:	District Rules
Category:	Combustion Rules
Section:	69.4.1(f)(2)
Rule Description:	Conduct periodic maintenance of the engine and any add-on control equipment, as applicable
Equipment Type:	[34H] California Certified Emergency Standby Engine
Violation Type:	Other
Description Of Violation:	Same as above.
Corrective Action Required:	Same as above.

Pursuant to California Health and Safety Code section 42400 et seq., any person who violates any Order, Rule, or Regulation of the Air Pollution Control District is guilty of a MISDEMEANOR. Each day a violation occurs constitutes a separate offense.

**YOU MUST ADVISE THE DISTRICT IN WRITING, WITHIN TEN BUSINESS DAYS, OF THE ACTION TAKEN TO CORRECT ALLEGED VIOLATION(S) OR THE REASON(S) YOU BELIEVE THE VIOLATION(S) DID NOT OCCUR. PLEASE SEND YOUR RESPONSE TO THE AIR POLLUTION CONTROL DISTRICT, apcdcomp@sdapcd.org or ATTENTION: COMPLIANCE DIVISION, 10124 OLD GROVE RD, SAN DIEGO, CALIFORNIA 92131-1649.**

Inspector Name: Radley Salamat

Date: 01/17/2023 Time: 8:25 AM

Inspector Signature:

Received by: Amber Watkins

Title: Office Manager

Email Address: amber.watkins@paumavalleycsd.ca.gov

Date: 01/17/2023

Signature: Issued Electronically

**PLEASE SEE THE NEXT PAGE OF THIS FORM FOR INFORMATION ON CIVIL PENALTIES AND THE DISTRICT'S VIOLATION SETTLEMENT PROCESS.**



## **WHAT A "NOTICE OF VIOLATION" MEANS**

You have just received a NOTICE OF VIOLATION from the San Diego County Air Pollution Control District, a government agency responsible for air pollution control in San Diego County. A Notice of Violation is the District's claim that someone has violated the District's rules, state, and/or federal laws applying to air pollution. The District is authorized by state law to seek penalties for violations.

## **WHAT TO DO IF YOU RECEIVE A NOTICE OF VIOLATION**

If you receive a Notice of Violation, take IMMEDIATE action to prevent the violation from recurring. Each additional day of non-compliance may be considered an additional Violation.

ADVISE THE DISTRICT IN WRITING OF THE ACTION TAKEN TO CORRECT THE ALLEGED VIOLATION OR THE REASON(S) YOU THINK THE VIOLATION DID NOT OCCUR. SUBMIT YOUR RESPONSE WITHIN TEN BUSINESS DAYS OF THE DATE THE NOTICE OF VIOLATION IS ISSUED. MAIL YOUR RESPONSE TO: AIR POLLUTION CONTROL DISTRICT, ATTENTION: COMPLIANCE DIVISION, 10124 OLD GROVE RD, SAN DIEGO, CALIFORNIA 92131-1649, OR email to [APCDCOMP@sdcounty.ca.gov](mailto:APCDCOMP@sdcounty.ca.gov), ATTENTION: COMPLIANCE DIVISION.

If you need to continue using the equipment that is allegedly causing the violation, you may petition the Hearing Board for a VARIANCE. A variance allows you to legally operate the equipment causing the violation while you are working to correct the problem. The District does not grant variances, but it can tell you how to apply for a variance. Contact the District's Compliance Division at (858) 586-2650, if you wish to option this information. If you believe the equipment is not causing a violation and you continue to operate without a variance, penalties may be assessed for each day the District determines the equipment caused a violation.

## **HOW THE NOTICE OF VIOLATION WILL BE RESOLVED**

The District will review the information submitted in your written response to determine how to handle the alleged violation. If the District determines that a violation did not occur, the Notice of Violation will be dismissed. Where a violation is found to have occurred, the Notice of Violation is usually handled through the District's "Violation Settlement Program". A Notice of Violation could also result in civil or criminal prosecution.

### **VIOLATION SETTLEMENT PROGRAM**

If the District determines that a Notice of Violation should be handled through this program, a letter will be sent offering to settle the Notice of Violation. If there is not a response within 14 days, the violation may be referred for civil or criminal prosecution. The letter sent will usually require the payment of a penalty.

### **CIVIL PROSECUTION**

A Notice of Violation which is not resolved through the Violation Settlement Program may be referred for civil prosecution. If so, a lawsuit may be filed against you seeking maximum penalties for the violation. The maximum penalties established by the California Health and Safety Code range between \$5,000 and \$1,000,000 per day of violation, depending on the nature of the violation

### **CRIMINAL PROSECUTION**

In serious cases, a Notice of Violation may be referred for criminal prosecution. The maximum penalty established by the California Health and Safety Code is \$1,000 - \$1,000,000 per day of violation or up to one year in jail, or both.

**PLEASE SUBMIT ALL CORRESPONDENCE TO THE DISTRICT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM. YOU MAY CALL (858) 586-2650 SHOULD YOU WISH TO CHECK THE STATUS OF YOUR VIOLATION.**

# 2023

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

Key:  
 Holidays Observed  
 Meeting Date

**JANUARY**

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**PAUMA VALLEY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

Item : 14  
Date : January 23<sup>rd</sup>, 2023  
From : Eric Steinlicht, General Manager  
Issue : **Appoint a PVCSD (SGMA) (JPA) Representative**

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**STAFF RECOMMENDS THE BOARD OF DIRECTORS**

1. Consider and approve the appointment of the General Manager as the PVCSD representative to the SGMA JPA.
2. Consider and approve the appointment of an alternate representative as the PVCSD representative to the SGMA JPA.
3. Discuss and take other action as appropriate.

**BACKGROUND**

“The Executive Team shall consist of members from each of the following agencies: Mootamai MWD, Pauma MWD, Pauma Valley CSD, USLRRCD, and Yuima MWD. Each of these agencies shall appoint two members, at least one of which must be from within its agency’s organization, to the Executive Team. The Members shall have authority from the appointing agency’s Governing Body to act on behalf of that agency. The members should be knowledgeable about SGMA and/or groundwater management in the San Luis Rey Valley Groundwater Basin.” Memorandum of understanding: Development of a groundwater sustainability plan for the San Luis Rey Valley Groundwater Basin.

**DISCUSSION**

The board will consider and approve the appointment of the General Manager as the Pauma Valley Community Services District (PVCSD) representative to the Upper San Luis Rey Groundwater Management Authority.

**FISCAL IMPACT**

There is no direct fiscal impact related to the decision to approve the General Manager as the representative for the PVCSD.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Consider and approve the appointment of the General Manager as the PVCSD representative to the SGMA JPA.
2. Consider and approve the appointment of an alternate representative as the PVCSD representative to the SGMA JPA.
3. Discuss and take other action as appropriate.

**Attachments**

1. N/A

**Prepared by:** Eric Steinlicht, General Manager

**Reviewed by:** Amber Watkins, Office Manager

**Approved by:** Eric Steinlicht, General Manager

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

Item : 15  
Date : January 23<sup>rd</sup>, 2023  
From : Eric Steinlicht, General Manager  
Issue : **Utility Worker Recruitment Effort**

---

**STAFF RECOMMENDS THE BOARD OF DIRECTORS**

1. Consider and authorize the General Manager to begin recruitment efforts for addition of one FTE Utility Worker for the Utility Division.
2. Direct the General Manager to work with the Board of Directors President to determine funding source for the addition of one FTE.
3. Discuss and take other action as appropriate.

**BACKGROUND**

The utility division supervisor is currently the only one fully certified to work on the water treatment, water distribution, wastewater collection, and wastewater treatment plant to serve the regulatory needs of both Pauma Valley Community Services District (PVCSD) and Rancho Pauma Mutual Water Company (RPMWC). Jake's current staff does not have the optimal certification. Administrative staff are currently working with them to acquire their certifications as soon as possible.

**DISCUSSION**

If we were to bring on an additional water/wastewater worker, would it be fiscally viable for PVCSD to sustain the cost share, and would it be beneficial to hire on an additional water/wastewater worker who already possesses the proper certification that would then allow Jake to have a staff member who can effectively work on the system compliantly. Should the District consider taking on an additional water/wastewater worker who currently has the required certification or should the District consider hiring at a lower level subject to conditional employment terms that require the individual to obtain certification within a specified parameter of time. How would this change impact the current utility staff?

**FISCAL IMPACT**

The Fiscal Impact at the top of the pay scale for a Water/Wastewater Worker I would be roughly \$12,500 for the remaining fiscal year. This takes into consideration the RPMWC contribution (65%) towards the fully loaded costs of the utility staff.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Consider and authorize the General Manager to begin recruitment efforts for addition of one FTE Utility Worker for the Utility Division.
2. Direct the General Manager to work with the Board of Directors President to determine funding source for the addition of one FTE.
3. Discuss and take other action as appropriate.

**Attachments**

1. Spreadsheet depicting the fiscal impact to the District.

**Prepared by:** Eric Steinlicht, General Manager

**Reviewed by:** Amber Watkins, Officer Manager

**Approved by:** Eric Steinlicht, General Manager

	Utility Worker I (Max Salary)
Hourly Rate	\$24.44
Base Compensation	\$50,835.20
Estimated Vacation to be Paid Out	
Overtime	\$2,028.52
Holiday Pay	
Standby Time	\$2,037.50
Gate Shift Differential	
Patrol Shift Differential	
Vehicle Reimbursement	
Cell Phone Reimbursement	\$487.76
Total Compensation	\$55,388.98
Social security	\$3,434.12
Medicare	\$803.14
SUI (limit 7000)	\$231.00
SETT(limit 7000)	\$7.00
SDI (limit 145600)	\$664.67
CALPERS	
CALPERS	\$3,797.39
Workmens Comp	\$676.13
Group Health	\$6,000.00
Sub Total	\$15,613.44
Fully Loaded Costs	\$71,002.42

Current Position	
CSD Portion	\$79,814.15
RPM Portion	\$148,226.28
Utility Dept Total	\$228,040.43

CSD YTD Utility Total	\$24,660.00
CSD Remaining Budget	\$54,340.00

\*6 mths to go

4th Utility Worker I	
CSD Portion	\$24,850.85
RPM Portion	\$46,151.57
Utility Dept Total	\$299,042.85

Projections for 22-23	
4th Worker Addition	\$12,425.42
CSD Portion Current Staff	\$39,907.08
Dept Total	\$52,332.50

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

Item : 16  
Date : January 23<sup>rd</sup>, 2023  
From : Eric Steinlicht, General Manager  
Issue : **Local Agency Investment Fund (LAIF) Authorization**

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**STAFF RECOMMENDS THE BOARD OF DIRECTORS**

1. Authorize the General Manager as the primary contact and authorizing signing authority for LAIF transactions as per resolution number 113.
2. Discuss and take other action as appropriate.

**BACKGROUND**

Historically the General Manager has been the primary signer for banking transactions for PVCSD. Resolution 113 authorizes the General Manager to become an authorized account signer for both the California Bank & Trust and LAIF.

**DISCUSSION**

In accordance with the Purchasing and Procurement Policy the authorized signers presented are the General Manager, President, Treasurer, and the Office Manager. In order for the General Manager to perform his duties, the Board should approve the signing of Resolution 113.

**FISCAL IMPACT**

There is no direct fiscal impact for this authorization.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Authorize the General Manager as the primary contact and authorizing signing authority for LAIF transactions as per resolution number 113.
2. Discuss and take other action as appropriate.

**Attachments**

1. Resolution 113

**Prepared by:** Eric Steinlicht, General Manager

**Reviewed by:** Amber Watkins, Officer Manager

**Approved by:** Eric Steinlicht, General Manager



RESOLUTION NO. 113

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT AUTHORIZING NEW TRANSACTION SIGNERS FOR THE DISTRICT'S FINANCIAL OPERATIONS

WHEREAS, the Pauma Valley Community Services District conducts daily financial business through the deposits and withdrawals of monies in checking and money market accounts with California Bank and Trust;

WHEREAS, the Pauma Valley Community Services District does hereby find that deposits and withdrawals of monies in the Local Agency Investment Fund in the State Treasury, in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, is in the best interests of the Pauma Valley Community Services District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the below named persons to order deposits and withdrawals of Pauma Valley Community Services District monies in California Bank & Trust and in the Local Agency Investment Fund in the State Treasury.

- Eric Steinlicht, General Manager \_\_\_\_\_
- Amber Watkins, Office Manager \_\_\_\_\_
- \_\_\_\_\_, President \_\_\_\_\_
- \_\_\_\_\_, Treasurer \_\_\_\_\_

PASSED, AND ADOPTED, by the Board of Directors, this **23rd** day of **January, 2023** by the following vote, to wit:

AYES:

ABSENT:

NOES:

APPROVED:

\_\_\_\_\_  
\_\_\_\_\_, President, Board of Directors  
Pauma Valley Community Services District

ATTEST:

\_\_\_\_\_  
Eric Steinlicht, General Manager  
Pauma Valley Community Services District



Pauma Valley Community Services District  
Administrative Procedures and Rules

04/28/09

MEETINGS OF THE BOARD POLICY

Revision Date:

1. District Calendar

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

2. Meeting Agendas

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

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

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

### 3. Meeting Procedure

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

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


4. Voting and Quorum

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

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

5. Meeting Order

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

	<p style="text-align: center;">Pauma Valley Community Services District Administrative Procedures and Rules</p>	<p>Adoption Date: 5/24/2021</p>
<p style="text-align: center;"><b>GATE ACCESS &amp; ROAD USAGE POLICIES AND PROCEDURES</b></p>		<p>Amended Date:</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.

- 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.



**PAUMA VALLEY COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**

Item : **24**  
Date : January 23<sup>rd</sup>, 2023  
From : Amber Watkins, Office Manager  
Issue : **Insurance Coverage**

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**STAFF RECOMMENDS THE BOARD OF DIRECTORS**

1. Review and file the Insurance Coverage Report.

**BACKGROUND**

At the November 28<sup>th</sup>, 2022, Regular Board Meeting staff were asked to provide a summary of the Directors, Officers and General Manager liability insurance coverage. Please see below the summary of coverage provided by the district insurance broker.

**DISCUSSION**

PVCSD has Glatfelters Insurance Public Officials and Management Liability Coverage. This is similar to Directors and Officers Liability but geared towards entities that deal with the public.  
**Your limits are \$1,000,000 per occurrence and a \$10,000,000 Aggregate.**

Public Officials Management Liability insurance provides coverage for a loss caused by a wrongful act committed while conducting duties by or on behalf of a public entity.

Public Officials Liability definition — the liability exposure faced by a public official from "wrongful acts," usually defined under public officials liability insurance policies as actual or alleged errors, omissions, misstatements, negligence, or breach of duty in his or her capacity as a public official or employee of the public entity.

Wrongful act" means any actual or alleged error, act, omission, neglect, misfeasance, nonfeasance, or breach of duty, including violation of any civil rights law, by any covered party in discharging of their duties individually or collectively that results directly but unexpectedly and unintentionally in damages to others.

The policy also includes Employment Practices Liability which protects PVCSD from labor claims such as wrongful termination, harassment, discrimination.

Covered individuals the Board of Directors, General Manager, and employees, though we rarely see employees get claims.

Some common claims scenarios are:

Misstatements & misleading statements

Negligence or breach of duty

The most common of claims made against public officials is for wrongful acts in the performance of duties to a public entity.

#### **FISCAL IMPACT**

In April of 2022 the District issued payment for this policy in the amount of \$26,686.

#### **THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Review and file the Insurance Coverage Report.

#### **Attachments**

1. N/A

**Prepared by:** Amber Watkins, Office Manager

**Reviewed by:** Eric Steinlicht, General Manager

**Approved by:** Eric Steinlicht, General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item : 25  
Date : January 23<sup>rd</sup>, 2023  
From : Amber Watkins, Office Manager  
Issue : **Budget Allocation Report**

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**STAFF RECOMMENDS THE BOARD OF DIRECTORS**

1. Review and file the Budget Allocation Report.
2. Discuss and take other action as appropriate.

**BACKGROUND**

The Board approved the budget for fiscal year 2022-2023 on June 27, 2022. Since then, a number of items that were not captured in the budget have been identified. At the November 28<sup>th</sup>, 2022 meeting, the Board requested a Mid-Year Budget Review be conducted. As part of that review, staff have been asked to prepare this Budget Allocation Report.

**DISCUSSION**

At the beginning of the fiscal year additional revenue was identified by staff totaling roughly \$10,000. At this mid-year point of the 2022-2023 fiscal year budget, staff reviewed actuals spent over the last six months and compared against the budgeted amount. The projected total of the expenses is roughly \$54,000. This number considers both underutilized and overutilized expense accounts. The expense accounts used in this total are Electrical Utilities, Miscellaneous Expense, Operator Contract Services, Payroll Taxes, Sludge Removal, Building Repairs and Maintenance, Gate Repairs and Maintenance, Salaries, Legal and SGMA Technical Study.

**FISCAL IMPACT**

The Net Ordinary Income projection will be a loss of \$44,000 at fiscal year end changing the year end budgeted Net Ordinary Income to \$26,210.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Review and File the Budget Allocation Report
2. Discus and take other action and appropriate.

**Attachments**

1. N/A

**Prepared by:** Amber Watkins, Office Manager

**Reviewed by:** Eric Steinlicht, General Manager

**Approved by:** Eric Steinlicht, General Manager

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



**PAUMA VALLEY COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

Item : 27  
Date : January 23<sup>rd</sup>, 2023  
From : Eric Steinlicht, General Manager  
Issue : **General Manager's Report**

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**General Manager's Report**

**Overall Update**

My time here at Pauma Valley Community Services District (PVCSD) officially began on January 3<sup>rd</sup>, 2023. It unofficially began on December 29<sup>th</sup>, 2022, when I visited with Interim General Manager Jeff Armstrong and subsequently introduced myself to the team. After a district tour, Jeff brought me up to speed on several items of importance. As the meeting ended, I decided to stay onsite for some time and also returned on Friday to get a jump on the large list of items that required attention.

As to be expected, I have been applying maximum effort in digesting information and getting up to speed on the PVCSD challenges and opportunities. I've enjoyed working with Staff as they provide me with background information with administrative and operational projects. A big thanks to them for that! I've also had the opportunity to meet all staff (some that are unavailable due to the night shift), in addition to meeting with several residents of the community, staff members of the country club, and other key stakeholders.

PVCSD is a wonderful community, and I am happy to be part of the team.

**Initiatives**

- Started working early, hit the ground running.
- Created and implemented a calendar system for all administrative staff, and leadership to maintain awareness of deadlines, meetings, and projects.
- Implemented operational changes to realign staff activities with board and district policy.
- Conducted individual feedback meetings with our leadership team.
- Met and introduced myself to all PVCSD staff that were available, including key vendors and contractors.
- Met with all board members and reassured them I would be a vehicle for consensus as well as maintain critical operations and services.
- Coordinated weekly team leadership meetings to provide updates and to deliver performance expectations.
- Completed a webinar training event: "Brown Act: Come for the Basics, Stay for the Updates".
- Attended the Upper San Luis Rey Groundwater Management Authority meeting as a public audience member.

- Reformatted the PVCSD Board of Directors Meeting Agenda to provide additional clarity to the Board and the community we serve.

## Challenges

- ❖ Continue to work with staff to maintain awareness of current issues and get up to speed on all district matters.
- ❖ During my walkaround with the Utility Supervisor and Security & Gates Supervisor, both specified many items that need repair, improvement, or replacement.
- ❖ All Divisions feel that their compensation should be higher when compared to the cost of living.
- ❖ There are problematic items of the past that need to be corrected moving forward that adds ample workload to all staff.

## Conclusion

I have been with the district for about three weeks now and there are a great many things that require attention. I am positive that with the development of a clear strategic plan that prioritizes the criticality of key issues, our team will make steady progress on these tactical objectives over time. I have full confidence in the District team bringing me up to speed and know that as time goes on, so will my understanding and familiarity with all operations.

## Attachments

1. Brown Act: Come for the Basics, Stay for the Updates Certification

**Prepared by:** Eric Steinlicht, General Manager

**Reviewed by:** Amber Watkins, Office Manager

**Approved by:** Eric Steinlicht, General Manager

# Certificate of Completion



*Webinar: Brown Act: Come for the Basics, Stay for the Updates*  
1/17/2023

**Eric Steinlicht**

Pauma Valley Community Services District

A handwritten signature in black ink, which appears to read "Neil C. McCormick". The signature is written in a cursive style and is positioned above a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association