

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, February 24th, 2025
TIME: 10:00 AM – **Open Session**
VENUE: Board Room, Pauma Valley Community Services District
33129 Cole Grade Road, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

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

-- CONSENT ITEMS --

Items 5-9 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.

5. Minutes of the Special Board Meeting on January 27th, 2025

These minutes are the official permanent record of the PVCSD Board of Directors meeting held on January 27th, 2025.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE 2-6

Approve and file the January 27th, 2025, PVCSD Board of Directors Meeting Minutes.

6. Review of Balance Sheet, Revenue and Expense Report

These reports disclose the PVCSD financial statements for the month of January 2025.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 7-9

Receive and file the PVCSD Financial Statements for the month of January 2025.

7. Accounts Receivable Report

This report discloses the PVCSD Accounts Receivable for the month of January 2025.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 10-13

Receive and file the PVCSD Accounts Receivable Reports for the month of January 2025.

8. PVCSD Security Report

This report discloses the Security Division activity for the month of January 2025.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 14-21

Receive and file the PVCSD Accounts Receivable Report for the month of January 2025.

9. VC3 Master Service Agreement-

This Master Services Agreement is the contract between the PVCSD and VC3.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 22-48

Receive and file the Master Services Agreement between the PVCSD.

-- DISCUSSION ITEMS --

10. Cost-of-Service Analysis Update

GENERAL MANAGER STEINLICHT

11. Storm Drainage Update

GENERAL MANAGER STEINLICHT

12. Solar Project Update

GENERAL MANAGER STEINLICHT

13. No Trespassing Signage Initiative

SECRETARY ESPARZA

14. Strategic Plan Update

SECRETARY ESPARZA

-- ACTION ITEMS --

15. Cost of Living and Salary Schedule Adjustment

The Board of Directors will consider approving a Cost-of-Living Adjustment (COLA) for all District staff, in addition to a three percent (low) and ten percent (high) adjustment to the Salary Schedule.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 5

1. Authorize the General Manager to implement Option One as the Cost-of-Living Adjustment.
2. Authorize the General Manager to adjust the Salary Schedule for all job classifications by three and ten percent via the approval of Resolution Number One Hundred and Twenty-Six.
3. Discuss and take other action as appropriate.

16. State and Local Cybersecurity Grant Program Resolution of Acceptance

The Board of Directors will consider signing Resolution Number One Hundred and Twenty-Seven officially authorizing the Pauma Valley Community Services District to accept the recently awarded Cybersecurity Grant.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 6

1. Approve and Sign Resolution Number One Hundred and Twenty-Seven.
2. Discuss and take other action as appropriate.

-- CLOSED SESSION --

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

A. CONFERENCE WITH LEGAL COUNSEL

Existing Litigation

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

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

18. Open Session

- A. Reportable Actions.

-- INFORMATIONAL ITEMS --

19. General Manager's Report

GENERAL MANAGER STEINLICHT, PAGES 7-8

20. Miscellaneous Items

- A. Requested items for future agendas (**Directors and Staff Only**)
 - a) Salary and Total Compensation Study
 - b) Critical Spare Part Inventory/Replacement Program and CMMS
 - c) LAFCO Service Area Annexation
- B. Board Comments
- C. Announcements
- D. **Next Meeting of the Board:**
 - a) **Special Meeting on Monday, March 31st, 2025, at 10:00 AM**

21. Adjournment

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

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 15

Date: February 24th, 2025

From: General Manager, Eric Steinlicht

Issue: Cost of Living and Salary Schedule Chart Adjustment

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to implement Option One as the Cost-of-Living Adjustment.
2. Authorize the General Manager to adjust the Salary Schedule for all job classifications by three and ten percent via the approval of Resolution Number One Hundred and Twenty-Six.
3. Discuss and take other action as appropriate.

BACKGROUND

Cost-of-living adjustments (COLA) are based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), which is published by the Bureau of Labor Statistics. The District Board of Directors as of the year 2021, had approved COLAs in the year 2022 totaling 5.9%, and in the year 2024 totaling 4%. The average annual increase of the CPI-W for the San Diego area was as follows:

2020: 1.6%	2021: 6.6%	2022: 6.7%	2023: 5.2%	2024: 2.6%
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DISCUSSION

A critical ongoing goal for the District is recruitment and employee retention. The District’s approach to achieving this goal is to offer competitive salaries within an approved Salary Schedule. A COLA is not a “performance pay-raise”, rather it is a way to maintain the value of a dollar and thus preserving staff’s compensation amid external economic factors. Prior COLA’s provided essential support to staff, however as of 2021, these inconsistent past COLA’s have resulted in an overall 12.8% reduction in staff salaries.

Through careful financial efforts and staff overperformance, the District has reduced multiple expenditures on various line items. We’ve projected a conservative excess of over seventy thousand dollars which would easily cover an immediate 6% COLA adjustment for this current budget. This is due to several factors including, but not limited to, the recent grant award, Information Technology delay, and staff performance. Ultimately, with this conservative projection, there would be no impact on reserves. We considered three options for applying the 6% COLA for District staff:

- **Option One:** Providing staff with an immediate 3% increase, followed by an additional 3% at the start of the new Fiscal Year 2025-2026.
- **Option Two:** Providing staff with a 6% COLA at the start of the new fiscal year.
- **Option Three:** Providing staff with an immediate 6%.

FISCAL IMPACT

- **Option One:** An immediate 3% COLA would result in a \$22,957.49 increase in salaries.
- **Option Two:** Viable and would be within the new fiscal year’s budget.
- **Option Three:** An immediate 6% COLA would result in a \$45,914.99 increase in salaries.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to implement Option One as the Cost-of-Living Adjustment.
2. Authorize the General Manager to adjust the Salary Schedule for all job classifications by three and ten percent via the approval of Resolution Number One Hundred and Twenty-Six.
3. Discuss and take other action as appropriate.

Attachments

1. Proposed Salary Schedule & Resolution 126	<i>Supplemental Materials Packet Page Number/s</i> 49-50
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PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 16

Date: February 24th, 2025

From: General Manager, Eric Steinlicht

Issue: **State and Local Cybersecurity Grant Program Resolution of Acceptance**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve and Sign Resolution Number One Hundred and Twenty-Seven.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (District) was awarded the Fiscal Year 2024 State and Local Cybersecurity Grant Program award in the amount of Two Hundred and Forty-Four Thousand Dollars (\$244,000).

DISCUSSION

In order to officially accept the grant award from the California Governor’s Office of Emergency Services (CalOES), the District Board of Directors must approve and sign Resolution Number One Hundred and Twenty-Seven. Once the Resolution is signed, staff will proceed with the administration of this grant via CalOES.

FISCAL IMPACT

Within Budget ✓

The fiscal impact of this grant is an unmatched fund of Two Hundred and Forty-Four Thousand Dollars (**\$244,000**) reimbursed to the District regarding any cybersecurity-related projects.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve and Sign Resolution Number One Hundred and Twenty-Seven.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

1. Resolution 127	51
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Prepared by: General Manager, Eric Steinlicht
Reviewed by: Office Manager, Marissa Fehling
Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 19

Date: February 24th, 2025

From: General Manager, Eric Steinlicht

Issue: **General Manager's Report**

BACKGROUND

The purpose of the General Manager's Report is to provide an executive level overview of operations, administrative activities, challenges and improvements that have occurred as of the last Regular Meeting of the Pauma Valley Community Services District (District) Board of Directors.

DISCUSSION

We have begun the onboarding process for VC3, and continued work in several areas, ultimately progressing District goals. We have also released the District Newsletter for the first quarter of 2025.

Sanitation Operational Report

We have experienced some recent issues with the Supervisory Control and Data Acquisition (SCADA) system. This highlights the importance of the District acquiring its own independent system. A meeting was scheduled with the District's grant writer and a SCADA integrator to determine whether the recently awarded Cybersecurity grant could pay for this new system, or not. Storm drains progress has been made, in small increments due to tight budget restraints. You can see to the right an example of the impacted vault, and then further to the right see the same vault free and clear of the material.



With the first significant rain event this year, the Wastewater Treatment Plant (WWTP) received larger than average volumes of wastewater as a result of Inflow and Infiltration (I&I). The storm drains were also all collectively impacted. Multiple sources indicate that there was approximately two point five inches of rainfall in the Pauma Valley area. Regardless, service was sustained, and compliance mandates were met with notable overperformance noted on our effluent limitations results. Progress will commence this week on the eighth fairway storm drain to clear the residual material that was discharged onto this drainage ditch.

We found one issue with the wastewater collection system where the troth (pipe access point within a maintenance hole) has been worn down where its abrasive surface is hanging on to material such as toilet paper preventing smooth transition of the wastewater flow. In addition to this, I met with an engineering group at Kimley Horn to discuss pipe rehabilitation, in addition to lift station rehabilitation.



We have also replaced the lid at the Oak Tree Lift Station. The former wooden lid was corroded to the point where it was falling apart and dropping bits into the wet well, which could then negatively impact the pumps.

Security Operational Report

Security operations have been sustained. It is important to note that the equipment is old, and a variety of issues occur on a regular basis. Issues are regularly handled promptly, and, in many cases, another item fails right after remedy. This might be perceived as the same issue, but it is not. Much like the storm drains, we are making small incremental updates to the hardware that should ultimately reduce downtime. New parts are not impervious to failure either. Over this past month, a newly installed electrical board failed. Though this was under warranty and quickly replaced, downtime did occur.



Previously, I recommended a “Surveillance Initiative” to the Board of Directors, focusing on both cybersecurity and physical security to better monitor District assets. One overlooked area was the back gate off Cole Grade Road, which houses a generator. During a routine inspection, an attempted theft of the generator was discovered. While unsuccessful, the attempt caused minor damage, resulting in a repair cost of approximately \$1,200. Given this incident, I recommend revisiting the Surveillance Initiative after new rates are implemented to enhance security.

Information Technology (IT) Report

Onboarding with VC3 has commenced and this is a large-scale project. Projected completion is anticipated to be at the end of March or early April. This process involves a dedicated VC3 team assigned to the District that will implement its software tools in addition to conducting a full-scale assessment.



I recently met with Streamline, our website provider, to discuss new ADA compliance regulations. Before my tenure, the District's website did not meet ADA requirements, leading to the approval of a new, compliant website with the help of a small grant. Since then, we have maintained compliance, but recent changes to regulations have introduced additional requirements for both Streamline and staff. While these updates will come with a marginal cost, having Streamline as our provider ensures we have the necessary resources and consultant support, including legal support, to meet the new compliance standards efficiently.

Attachments

1. N/A

Supportive Materials Packet Page Number/s

N/A

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