

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, September 23rd, 2024
TIME: 10:00 AM – **Open Session**
VENUE: North Coast Church, Pauma Valley
32077 Community Church Drive, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

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

-- CLOSED SESSION --

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

A. **CONFERENCE WITH LEGAL COUNSEL**

Existing Litigation

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

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

6. Open Session

A. Reportable Actions.

-- CONSENT ITEMS --

Items 7-16 appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

7. Minutes of the Regular Board Meeting on July 22nd, 2024

These minutes are the official permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on July 22nd, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 2-5

Approve and file the July 22nd, 2024, PVCSD Board of Directors Meeting Minutes.

8. Minutes of the Special Board Meeting on August 19th, 2024

These minutes are the official permanent record of the PVCSD Board of Directors meeting held on August 19th, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 6-8

Approve and file the August 19th, 2024, PVCSD Board of Directors Meeting Minutes.

9. Review of Balance Sheet, Revenue and Expense Report

These reports disclose the PVCSD financial statements for the months of July and August 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 9-14

Receive and file the PVCSD Financial Statements for the months of July and August 2024.

10. Accounts Receivable Report

This report discloses the PVCSD Accounts Receivables Report.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 15-20

Receive and file the PVCSD Accounts Receivable Report.

11. PVCSD Security Report

This report discloses the Security Division activity for the months of July and August 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 21-37

Receive and file the PVCSD Accounts Receivable Report for the months of July and August 2024.

12. Professional Services Agreement and Amendment with Carollo Engineers

This is the contractual agreement between the District and Carollo Engineers for the ongoing as needed engineering consultation support services, in addition to the Lift Station Assessment formerly approved by the PVCSD Board of Directors.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 38-52

Receive and file the Professional Services Agreement and Amendment with Carollo Engineers.

13. Professional Services Agreement with Hansford Economic Consulting LLC

This is the contractual agreement between the District and Hansford Economic Consulting LLC for the formerly approved Cost of Services analysis.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES **53-64**

Receive and file the Professional Services Agreement with Hansford Economic Consulting LLC.

14. Contract for Deposit of Monies with Five Star Bank

This is the contractual Agreement between the District and Five Star Bank in order to execute a banking relationship as per the formerly approved action taken by the PVCSD Board of Directors.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES **65-66**

Receive and file the Contract for Deposit of Monies with Five Star Bank.

15. Conflict of Interest Code Biennial Review

Every two years local governmental agencies must review their Conflict of Interest Code in order to accurately capture essential changes to the organization.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE **67**

Receive and file the Conflict of Interest Code Biennial Review update.

16. Memorandum of Understanding, Lease Agreement, Addendum and Amendment to the Lease Agreement, and Tolling Agreement between the District and Rancho Pauma Mutual Water Company (RPMWC)

The District and RPMWC have engaged in multiple agreements for the continued shared use of the District owned facilities.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES **68-101**

Approve, receive, and file the agreements between the District and Rancho Pauma Mutual Water Company.

-- DISCUSSION ITEMS --

17. Storm Drainage Systems Update

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES **102-117**

18. District Banking Relationship Update

GENERAL MANAGER STEINLICHT

19. Solar Project Update

GENERAL MANAGER STEINLICHT

20. Strategic Planning Update

GENERAL MANAGER STEINLICHT

21. New Security Service: Extended Resident Leave Enhanced Patrol Request

GENERAL MANAGER STEINLICHT

-- ACTION ITEMS --

22. New Payment Method for District Constituents

The Board of Directors will consider authorizing the General Manager to provide an additional method of payment to District constituents via Automated Clearing House (ACH) transactions.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 6

1. Authorize the General Manager to implement a new ACH payment method.
2. Discuss and take other action as appropriate.

23. Halloween Event Authorization and Logistics at the Pauma Valley Country Club Estates 2024

The Board of Directors will consider authorizing a guest entry Halloween event for the Pauma Valley Country Club Estates.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 7

Discuss and take action as appropriate.

24. Employee Handbook Revisions

The Board of Directors will consider approving the Employee Handbook revisions as recommended by staff to enhance understanding of District policy amongst all staff.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 8

1. Approve the proposed Employee Handbook revisions.
2. Discuss and take other action as appropriate.

25. SmartCover Systems Maintenance Hole Installation

The Board of Directors will consider authorizing the General Manager to purchase a single SmartCover device to monitor a critical high liability location.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 9

1. Authorize the General Manager to purchase a SmartCover device.
2. Discuss and take other action as appropriate.

-- INFORMATIONAL ITEMS --

26. General Manager's Report

GENERAL MANAGER STEINLICHT, PAGE 10-11

27. 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
- B. Board Comments
- C. Announcements
- D. **Next Regular Meeting of the Board:**
 - a) Monday, November 25th, 2024, at 10 AM

28. 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: 22

Date: September 23rd, 2024

From: Office Manager, Marissa Fehling

Issue: New Payment Method for District Constituents

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to implement a new ACH payment method.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) currently invoices approximately 400 customers on a monthly basis for services provided. Historically, PVCSD has only accepted check or cash payments for customer dues. To modernize our payment options and improve efficiency, staff have researched the possibility of offering ACH (Automated Clearing House) payments, which would allow customers to have their dues automatically debited from their bank accounts.

The District has recently transitioned its banking relationship to Five Star Bank. This transition presents an opportunity to offer ACH payment services, which would streamline the payment process for customers and improve cash flow predictability for the District.

DISCUSSION

Implementing ACH payments will provide a more convenient and efficient payment option for our customers. This new service would reduce the reliance on manual processing of paper checks and cash, lower the risk of late payments, and enhance administrative efficiency.

Five Star Bank offers ACH payment services at a competitive rate. Offering ACH payments would modernize PVCSD’s payment options, enhance customer convenience, and improve payment efficiency.

FISCAL IMPACT

The cost of implementing ACH payments through Five Star Bank includes the following:

- **\$0.15 per transaction**
- **\$10 monthly ACH filter fee**
- **\$5 per month for two separate batch date options**

These costs are expected to be minimal compared to the overall benefits, and they can be absorbed within the current budget under accounting services.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to implement a new ACH payment method.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

- | | |
|------------------------------------|---------|
| 1. ACH Customer Flyer | 118 |
| 1. ACH Authorization Form and FAQs | 119-120 |

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 23

Date: September 23rd, 2024

From: Office Manager, Marissa Fehling

Issue: Halloween Event Authorization and Logistics at the Pauma Valley Country Club Estates 2024

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Discuss and take action as appropriate.

BACKGROUND

Historically, it has been a tradition in the Pauma Valley Country Club Estates (PVCCE) to open the gates and allow guests to enter the community to "Trick-or-Treat" on the evening of Halloween, October 31st. Past practice involved an approximate two hour window (5:30 P.M. to 7:30 P.M.) where the front gate attendants would permit guests (trick-or-treaters) access. A notice is sent out by the Pauma Valley Community Services District (PVCSD) to residents outlining participation guidelines for friends and family members.

These guests are instructed to check in at the Front Gate and provide their names for verification by the gate attendants. Guests are given specific instructions, including speed limit restrictions, to ensure the safety of everyone within the community.

DISCUSSION

As we approach the Halloween season, staff seek direction from the Board of Directors for Halloween, October 31st, 2024. Given the nature of our gated community and the importance of maintaining a high level of safety and security for our residents, staff seeks direction from the Board of Directors on establishing a clear set of rules and logistics for this event. More specifically:

- Board of Directors established Halloween time frame to allow guest entry.
- Parameters on those guests allowed entry.
- Any further restrictions or requirements for entry.

FISCAL IMPACT

There is no fiscal impact associated with this item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Discuss and take action as appropriate.

Attachments

1. N/A

Supplemental Materials Packet Page Number/s

N/A

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 24

Date: September 23rd, 2024

From: General Manager, Eric Steinlicht

Issue: Employee Handbook Revisions

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the proposed Employee Handbook revisions.
2. Discuss and take other action as appropriate.

BACKGROUND

On April 15th, 2024, the Pauma Valley Community Services District (District) Board of Directors approved a substantially reviewed and heavily revised Employee Handbook which covered a multitude of different policies governing District Employees. This new Handbook also considered many new California laws that required District adherence.

DISCUSSION

During the execution of this Employee Handbook, staff found some key elements that required updating. Staff has since revised the currently approved Employee Handbook, and the revisions include the following:

- **Section 12: Vehicle Usage**
 - This policy could not be met due to the relationship with Rancho Pauma Mutual Water Company (RPMWC): RPMWC utilizes this fuel island to fill their vehicles as well, which are not District vehicles.
 - Language was added to allow RPMWC vehicles to continue utilization of the fuel island.
- **Section 13: Professional Certification**
 - Language was added for the inclusion of costs for the maintaining of District required certification/s.
 - Many required certifications require regular training and contact hours to remain active.
- **Section 44: Uniform and Protective Clothing**
 - Language was added for management to approve the source of purchase prior to reimbursement for uniform related costs.
 - Language was added for newly hired employees' uniform issuance.
- **Section 45: Dress Code**
 - Utility personnel were added to maintain a consistent expectation for the dress code.
- **Appendix B: District Policy for Security Personnel Uniforms and Equipment**
 - Language was added to eliminate confusion about uniform and equipment expectations.

FISCAL IMPACT

There is no fiscal impact associated with these changes, as they were already historically in practice.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the proposed Employee Handbook revisions.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

1.	Newly Revised Employee Handbook	121-161
2.	Formerly Approved Employee Handbook	162-201

Prepared and Approved by: General Manager, Eric Steiglicht | **Reviewed by:** Office Manager, Marissa Fehling

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 25

Date: September 23rd, 2024

From: General Manager, Eric Steinlicht

Issue: SmartCover Systems Maintenance Hole Installation

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to purchase one SmartCover device.
2. Discuss and take other action as appropriate.

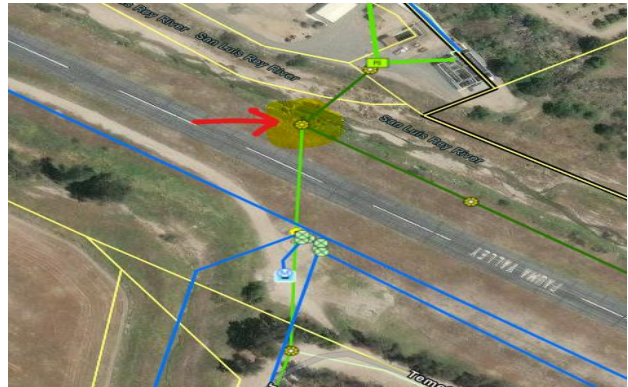
BACKGROUND

The Pauma Valley Community Services District (District) has depended on Supervisory Control and Data Acquisition (SCADA) to remotely monitor and alarm when the Wastewater Treatment Plant (WWTP) or lift stations experienced critical failure. The District collection system, otherwise known as the network of sewer pipelines which convey wastewater from source to WWTP, does not have remote monitoring or alarming. If a blockage or infrastructure failure occurred, the District would only be able to act reactively.

DISCUSSION

Technology has vastly improved within the wastewater industry. Of these new technological innovations is “SmartCover Systems” (SmartCover). SmartCover is a device that is attached to the invert of a maintenance hole to monitor a variety of conditions within that confined space. This battery powered device connects wirelessly to satellites to remotely alarm in the event of a surcharging maintenance hole which then sends alerts to phone numbers or emails designated by the District. This is an extremely useful new technology, currently utilized by many cities and districts across the country to prevent Sewer System Overflows (SSO’s).

There are four high liability locations where the wastewater collection system has a pipeline that runs under the Upper San Luis Rey River (USLRR), and it is at these upstream maintenance hole locations it is recommended to install these devices due to this liability. As a result of budgetary constraints, staff budgeted for one of these devices. It is recommended to start with the maintenance hole that will surcharge in the event of a WWTP lift station failure that would spill into the USLRR.



Mr. Eric Van Cleave is the current President of the California Water Environment Association (CWEA) San Diego Section, and as a result of me being on the Board, special pricing has been offered for the District.

FISCAL IMPACT

The fiscal impact for one SmartCover device is a total of \$6,104.66 and is within budget. This cost includes a mandatory recurring annual subscription for one SmartCover device at \$418 per year.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to purchase one SmartCover device.
2. Discuss and take other action as appropriate.

Attachments

1. SmartCover quote

Supplemental Materials Packet Page Number/s
203-204

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 26

Date: September 23rd, 2024

From: General Manager, Eric Steinlicht

Issue: **General Manager's Report**

BACKGROUND

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

DISCUSSION

The District team continues to diligently maintain operations throughout a variety of challenges while working tirelessly towards continual improvements. There has been an overall substantial shift towards technological and modern improvements throughout the District. This has translated to greater staff efficiency and preparedness for potential failures.

Sanitation Operational Report

The exposed inoperative sludge tank discharge valves at the Wastewater Treatment Plant (WWTP) have been successfully replaced by Water Quality Specialists (WQS). Additionally, the dormant portion of the WWTP is now almost completely submerged via chlorinated water to prevent further sun damage. Recently, a Variable Frequency Drive (VFD) failed at the WWTP. The likely cause is heat, and we are scheduled to repair this VFD tomorrow, the 14th. The repair includes an obsolete part that needed to be special ordered to maintain a low-cost repair. To upgrade the VFD would require the modification of the entire enclosure and new air conditioning unit which would cost substantially more.

The 8th Fairway has been a continual area for attack by District Utility Staff and is currently being maintained with the help of the Pauma Valley Country Club's (PVCC) cooperation and equipment sharing. As we move closer towards the rainy season, staff have been working swiftly to engage in the Lift Station Assessment via Carollo to address incapacities recognized during the last wet weather events. Field assessments have been completed, and we are now working with Carollo to supply all technical specifications in order to be dispensed with an actionable plan to prevent the possibility of a Sewer System Overflow (SSO).

General Manager Professional Development

In addition to the recently obtained certifications and seminars attended, I have successfully completed the California Water Environment Association Collection System Maintenance Grade III certification requirements and now hold that certificate. This will allow for a better understanding and management of the District's wastewater collection system. I am now moving forward, with the help of Mr. Jon Coombs of WQS, in the Wastewater Operations Certification Program (WWOCP).

Security Operational Report

Security operations have been successfully sustained, and communication improvements are ongoing. Fiscal Year 2025 annual budget provides funding for new smartphones; however, we are still working towards finding the right devices and monthly plan.

Information Technology (IT) Report

Triune InfoTech LLC (Triune) has not yet begun the onboarding of their new cloud-based system for the District. This is concerning, as we have had two (2) recent attempts to hack our IT system. One in the office, and one at the front gate. The reason why we have not proceeded is due to ensuring all legalities are handled appropriately by the General Manager and General Counsel. Triune had an Early Termination clause that I did not agree with, to which they compromised. Additionally, Triune is insisting on the District signing their Master Service Agreement (MSA), as the District's Professional Services Agreement (PSA) I developed does not contain modern language to protect an IT company in this modern era. General

Counsel has been reviewing their MSA, and they are reviewing the District's PSA in order to find a fair compromise to move forward.

District Staff and Equipment Efficiency

Part of my role as the General Manager is to continually evaluate the District and use my best professional judgment when recommending improvements. I have recently identified additional challenges and potential solutions to improve efficiency and safety while working for the District.

Challenges

1. No standard Utility Worker on-call coverage for the District to respond to issues.
2. The District Security Supervisor during his regular shift is providing Patrol Services rather than focusing on supervisory based tasks.
3. There exists a safety concern with one Utility Worker working in the field alone.
4. Lack of support on field projects requires the General Manager to engage in field level duties and be the on-call Utility Worker for a majority of the time.
5. Lack of essential equipment requires a dependency on outside sources, at premium prices, for fundamental job tasks that take multiple hours to deliver.

Potential Solutions

1. Add one full-time equivalent Utility Worker, preferably with certifications, so that they are certified to operate certain equipment.
2. Hire an additional Security employee (trained in Patrol and Front Gate) to support the Security Supervisor and provide a more flexible schedule to be here during office hours.
3. Purchase a Closed-Circuit Television Camera (CCTV) unit for Utility to inspect sewer lines in the event of an issue to better determine solution.
 - a. This would also be utilized regularly throughout the day to satisfy the Sewer System Management Plan (SSMP) inspection requirements.
 - b. We could use this to create more accurate mapping within the District's Geographic Information System (GIS).
4. Purchase a jet-trailer rodding machine so that Utility staff can respond by being on call, much quicker than an outsourced solution at a much smaller cost to remedy any wastewater collection system pipeline blockages or obstructions.
 - a. This would also be utilized regularly throughout the day to satisfy SSMP Waste Discharge Requirements ultimately resulting in a more proactive cleaning-based schedule.

Snake Removal

Mr. Todd Albert, Security Division Supervisor, has completed snake training with all Security Patrol employees and they are all certified in-house to now maintain this service for the District.

El Rey Restaurant

Mr. Servando Cueva, owner of the El Rey Restaurant, has requested that his bill be lowered due to the fact that his restaurant has burnt down and those Equivalent Dwelling Units (EDUs) are currently not needed, nor utilized. Upon further review with General Counsel, the authority to modify this resides with the General Manager and as such, his bill has been lowered by ten (10) EDUs limited to sewer service as of the beginning of this year as a credit on his account. This reduction will remain in effect until the restaurant is rebuilt, and Mr. Cueva acknowledged that he understands he is required to notify the District once the new restaurant is built and discharging anything into the District wastewater collection system.

Attachments

1. CWEA CSM Grade III
2. General Manager's Prioritization Schedule

Supportive Materials Packet Page Number/s

205
206-212

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