

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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Pauma Valley, CA 92061
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**REGULAR MEETING
SUPPLEMENTAL MATERIALS PACKET**

DATE: Monday, July 22nd, 2024
TIME: 10:00 AM – **Open Session**
VENUE: Robert Trent Jones Room, Pauma Valley Country Club
15835 Pauma Valley Drive, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

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

Held on June 20, 2024

Directors Present: Roland Skumawitz, Michael Esparza, Larry Curtis & Richard Collins
Also Present: Jeffery Morris of DPMC, Andrea Roess with DTA, Nehal Thumar with DTA, Residents Tom Cerruti, Vice President of RPMWC Laurie Kariya, Secretary of RPMWC Linda Shoaff, Treasurer of RPMWC Bruce Knox, General Manager Eric Steinlicht, and Office Manager Marissa Fehling

1. Call to Order: Special Meeting was called to order at 10:01 a.m. by President Skumawitz.
2. Pledge of Allegiance: The Pledge of Allegiance was led by Director Esparza. Skumawitz thanked Marilyn of North County Church for the hospitality and for allowing us to use their Church for our Board Meeting.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
Knox requested to remove item 8 from the consent items for a separate discussion. Knox also requested that the PVCSD Board keep the RPMWC Board informed of any updates regarding the Indian lawsuit or SGMA.

--CLOSED SESSION--

5. The Board of Directors Will Meet in a Closed Session to Discuss
 - A. **CONFERENCE WITH LEGAL COUNSEL**
Pursuant to Government Code Section 54956.9(a)
San Luis Rey Indian Water Authority v. Pauma Valley Groundwater Sustainability Agency, et. al.,
(SDSD No. 37-2022-00029027-CU-WM-NC)
 - B. **CONFERENCE WITH LEGAL COUNSEL**
Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Rancho Pauma Mutual Water Company vs Pauma Valley Community Services District
(San Diego Superior Court Case No. 37-2023-00038164-CU-BC-NC)

The Board proceeded into closed session at 10:03 a.m.

6. Open Session
 - A. Reportable Actions

The meeting was resumed in open session at 10:27 a.m. with the following reportable actions:
Morris provided an update. Esparza moved to approve the short-term lease between RPMWC and PVCSD, seconded by Skumawitz and unanimously approved.

--CONSENT ITEMS--

Items 7-10 appearing on the Consent Calendar may be voted on by 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 May 28th, 2024
8. Review of Balance Sheet, Revenue and Expense Reports
9. Accounts Receivable Reports
10. PVCSD Security Reports

Upon a motion by Collins, seconded by Curtis, and a unanimous vote, items 7,9, and 10 were approved as presented. Knox reported that the PVCSD inadvertently cashed a customer check payment meant for RPMWC, resulting in the customer accruing late fees, which led to an unfavorable situation. Director Collins suggested that RPMWC update their address when relocating to avoid similar issues in the future. Collins moved to approve item 8, seconded by Curtis and unanimously approved.

--DISCUSSION ITEM--

11. David, Taussig & Associates (DTA) Storm Drainage Funding Introduction – President Skumawitz
Skumawitz introduced the representatives from DTA. Andrea Roess from DTA gave a presentation explaining how they can assist the District with storm drain funding and shared their customer service philosophy. Skumawitz asked if they had experience with smaller districts. Roess confirmed that they do and provided details on their experience. Esparza inquired about the storm drain responsibilities of vacant lot property owners. Roess explained that an initial analysis would be required, with the cost depending on the data the District could provide. Kariya asked about handling sensitive habitats, given that the San Luis Rey River runs through the District. Roess assured that their engineering team would address such concerns. Steinlicht inquired about property tax assessments for our monthly service dues. Roess noted the deadline to submit for this fiscal year had already passed. Shoaff asked about the advantages of this approach. Steinlicht explained that it would alleviate administrative burden for a small staff. Knox asked if this would eliminate in-house monthly invoicing, Steinlicht confirmed. Esparza asked staff to look into invoicing customers every quarter instead. Knox recommended obtaining community feedback before making any changes, and Steinlicht confirmed that gathering community input would be part of the process.
12. Strategic Planning Update and Timeline – President Skumawitz
Steinlicht presented the Strategic Plan update and timeline. Esparza recommended adding a timeline radar for this plan in October and getting the community input in January sometime.

--ACTION ITEMS--

13. Public Hearing for the Security Division Rate Increases
The Board of Directors schedules a public hearing prior to approving Security Patrol and Gates rate increases.

Staff Recommendation:

1. Conduct a Public Hearing.
2. Authorize the General Manager to execute Security Division rate increases via Resolution 121.
3. Discuss and take other action as appropriate.

Steinlicht provided a PowerPoint presentation with the rate increase details. Skumawitz opened the Public Hearing at 11:04 am. Shoaff asked how much the rates were being increased. Steinlicht explained. Skumawitz closed the Public Hearing at 11:05 am. Curtis moved to approve Resolution 121 and the proposed rate increases, seconded by Director Esparza and unanimously approved.

14. Presentation, Public Hearing, and Adoption of the Fiscal Year 2025 Budget
The Board of Directors schedules a public hearing prior to the consideration and adoption of the proposed Fiscal Year 2024-2025 Budget.

Staff Recommendation:

1. Authorize the General Manager to present the Fiscal Year 2025 Budget.
2. Conduct a Public Hearing.
3. Approve the presented Fiscal Year 2025 Budget.
4. Discuss and take other action as appropriate.

Skumawitz opened the public hearing at 11:06 am. Steinlicht provided a Budget Presentation explaining the factors that went into building the Fiscal Year 2025 Budget. Knox asked if there were plans to rebuild the operating reserves through a cost-of-service analysis and subsequent rate increases, which Steinlicht confirmed. Cerruti asked if the budget for drainage covers stormwater, and Steinlicht said it does not. Esparza mentioned a mid-year budget review and adjustments can be made. Steinlicht agreed. Skumawitz added that they have a lot to catch up on while trying to modernize things. Knox asked if the labor budget for administration includes consulting costs. Steinlicht responded that it does not, mentioning that tools are being developed to improve efficiency and accuracy in task performance. Kariya questioned Fringe Benefits, Steinlicht explained. Kariya questioned the Salary Schedule and positions listed that were not filled. Esparza suggested prioritizing researching which properties within the District receive services that should be annexed. Collins moved to approve and adopt the Fiscal Year 2025 Budget, seconded by Esparza and unanimously approved.

15. Approval and Adoption of the District Workplace Violence Prevention Plan
The Board of Directors will consider the approval and adoption of a new Workplace Violence Prevention Plan via Resolution 122, as required by new state law.

Staff Recommendation:

1. Approve the District Workplace Violence Prevention Plan via Resolution 122.
2. Discuss and take other action as appropriate.

Esparza explained that Senate Bill No. 553 requires certain California employers to have a Workplace Violence Prevention Plan in place. Esparza motioned to approve and adopt the presented Workplace Violence Prevention Plan via Resolution 122, seconded by Collins and unanimously approved.

16. Adjournment
With nothing further to discuss, a motion was made by Director Collins to adjourn at 11:37 pm, seconded by Director Curtis, and unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

Pauma Valley Community Services District
Balance Sheet (Unaudited)
As of June 30, 2024

1	ASSETS		
2	Cash/Investment		
3	Checking	\$	319,655
4	LAIF		639
5	Petty Cash		368
6	LAIF Fair Market Value		(8)
7	Total Cash/Investments		<u>320,654</u>
8	Accounts Receivable		
9	Dues Receivable		63,726
10	Accounts Receivable Other		10,045
11	Accounts Receivable		100
12	Total Accounts Receivable		<u>73,871</u>
13	Other Current Assets		
14	Due from RPMWC		26,800
15	Prepaid Insurance		(244)
16	Prepaid Solar Rooftop Lease		23,250
17	Total Other Current Assets		<u>59,951</u>
18	Fixed Assets, Net		<u>2,635,439</u>
19	Other Assets		
20	Investment in USLRGMA		(6,446)
21	Deferred Outflows - Pension		1,224,393
22	Total Other Assets		<u>1,217,947</u>
23	TOTAL ASSETS	\$	<u><u>4,297,717</u></u>
24			
25	LIABILITIES		
26	Current Liabilities		
27	Accounts Payable	\$	36,299
28	PERS Vacation Liability		32,129
29	Accrued State Payroll Taxes		842
30	Accrued Retirement		840
31	Payroll Liabilities		(96)
32	Direct Deposit Liabilities		(80)
33	Compensated Absences		18,638
34	Total Current Liabilities		<u>88,572</u>
35	Long Term Liabilities		
36	Net Pension		317,882
37	Deferred Inflows - Pensions		1,576,071
38	Total Long Term Liabilities		<u>1,893,953</u>
39	TOTAL LIABILITIES		<u>1,982,525</u>
40	Fund Balance		
41	Retained Earnings		2,277,460
42	Net Income		37,733
43	Total Fund Balance		<u>2,315,193</u>
44	TOTAL LIABILITIES & FUND BALANCE	\$	<u><u>4,297,717</u></u>

Pauma Valley Community Services District
Statement of Revenues and Expenses (Unaudited)
For Period Ending June 30, 2024

	A	B	C	D	E
	June 2024 Month to Date Actuals	FY 24 YTD Actuals	FY 24 Adopted Budget	\$ Budget Variance	% Budget Variance
1 REVENUE					
2 Sewer Charges	\$ 45,242	\$ 542,280	\$ 541,836	\$ (444)	100%
3 Security Patrol Charges	49,808	578,034	558,504	(19,530)	103%
4 Property Tax	1,750	146,224	133,248	(12,976)	110%
5 Interest	2	580	-	(580)	0%
6 RPMWC Lease	17,500	17,500	-	(17,500)	100%
7 Admin Services	9,705	9,890	-	(9,890)	0%
8 Other Revenue	625	31,609	7,620	(23,989)	415%
9 Security Gate Charge	40,125	463,125	450,000	(13,125)	103%
10 TOTAL REVENUE	164,757	1,789,243	1,691,208	(98,035)	-5%
11 EXPENSE					
12 Salaries and Benefits					
13 Salaries	55,194	701,300	756,408	55,108	93%
14 Health Insurance	5,473	71,887	95,160	23,273	76%
15 Payroll Taxes	4,277	59,910	68,400	8,491	88%
16 PERS	26,428	106,617	58,536	(48,081)	182%
17 Uniforms	170	1,279	3,396	2,117	38%
18 Workers' Comp. Ins	-	18,651	22,296	3,645	84%
19 Total Salaries & Benefits	91,543	959,643	1,004,196	44,553	5%
20 Operations & Administrative Expenses					
21 Dwelling Live	744	8,826	8,372	(454)	105%
22 Electricity	5,151	63,527	57,564	(5,963)	110%
23 Liability Insurance	8,303	52,474	54,828	2,354	96%
24 Miscellaneous	3	4,536	13,848	9,312	33%
25 Telephones	654	8,914	11,244	2,330	79%
26 Postage	447	4,695	4,632	(63)	101%
27 Operator Contract Services	12,740	93,035	72,800	(20,235)	128%
28 Oak Tree Repair & Maint.	-	2,404	2,460	56	98%
29 Sewer line maintenance	212	73,596	20,868	(52,728)	353%
30 Sludge Removal	823	37,469	51,528	14,059	73%
31 SCADA Maintenance	-	-	4,896	4,896	0%
32 Plant Repairs & Maintenance - Other	3,818	23,864	9,024	(14,840)	264%
33 Building Repairs & Maintenance	621	19,925	13,596	(6,329)	147%
34 Airpark maintenance	225	900	900	-	100%
35 Gate Repairs & Maintenance	6,662	39,469	35,448	(4,021)	111%
36 Repairs & Maintenance - Other	-	3,428	252	(3,176)	1360%
37 Office Supplies	1,933	26,332	18,648	(7,684)	141%
38 Utility Shop Supplies	209	3,126	-	(3,126)	0%
39 Security Supplies	42	1,162	1,212	50	96%
40 Gate Supplies	34	3,033	2,184	(849)	139%
41 Vehicles	2,537	17,441	22,152	4,711	79%
42 Drainage	15,247	37,112	9,996	(27,116)	371%
43 State Maint. Fee	-	30,531	28,421	(2,110)	107%
44 Water Tests & Analysis	794	9,797	11,700	1,903	84%
45 Fees	-	9,246	8,904	(342)	104%
46 Engineering	263	25,143	24,996	(147)	101%
47 Professional Services	8,090	12,340	-	(12,340)	0%
48 Pre-employment Gates	39	351	-	(351)	0%
49 Schools & Meetings	526	8,025	10,488	2,463	77%
50 Long Term Financial Plan	-	15,000	-	(15,000)	0%
51 Audit	-	18,599	-	(18,599)	0%
52 Accounting	8,496	50,185	50,784	599	99%
53 Legal	7,811	81,705	53,880	(27,825)	152%
54 SGMA Technical Study	-	5,676	-	(5,676)	0%
55 Guard Houses /Roadway Lease	-	3	2	(1)	150%
56 Total Operations & Admin Expenses	86,423	791,867	605,627	(186,240)	131%
57 TOTAL EXPENSE	177,966	1,751,510	1,609,823	(141,687)	109%
58 NET REVENUE / (EXPENSE) BEFORE CAPITAL	\$ (13,209)	\$ 37,733	\$ 81,385	\$ 43,652	46%

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
Vendor Check Payments over 5k
June 2024

Vendor	Type	Date	Memo	Account	Amount
California Choice	Bill Pmt -Check	06/04/2024	Health Ins Group #51394-JULY	102 · Checking	-6,433.67
Eide Bailly, LLP	Bill Pmt -Check	06/10/2024	April Consulting	102 · Checking	-7,530.00
Jeff Armstong	Bill Pmt -Check	06/10/2024	Task 1 & 2 Progress on Strategic Plan	102 · Checking	-7,500.00
SDG&E	Bill Pmt -Check	06/25/2024	June-2024	102 · Checking	-5,872.29
Water Quality Specialists	Bill Pmt -Check	06/03/2024		102 · Checking	-7,700.00
	Bill Pmt -Check	06/17/2024		102 · Checking	-5,040.00

PV COMMUNITY SERVICES DISTRICT

A/R Aging Summary

As of June 30, 2024

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
CSD-001	-330.87	-661.74	0.00	-592.00	-1,732.30	-3,316.91
CSD-002	0.00	0.00	0.00	-1,985.22	0.00	-1,985.22
CSD-003	0.00	0.00	-1,568.97	0.00	0.00	-1,568.97
CSD-004	0.00	-606.00	-606.00	-36.43	0.00	-1,248.43
CSD-005	0.00	-1,173.48	0.00	0.00	0.00	-1,173.48
CSD-006	0.00	-330.87	-692.76	0.00	0.00	-1,023.63
CSD-007	0.00	-661.74	-154.04	0.00	0.00	-815.78
CSD-008	-1,454.96	661.74	0.00	0.00	0.00	-793.22
CSD-009	0.00	-675.74	-113.04	0.00	0.00	-788.78
CSD-010	0.00	-608.00	-125.30	0.00	0.00	-733.30
CSD-011	-351.41	-330.87	0.00	0.00	0.00	-682.28
CSD-012	-41.08	-636.74	0.00	0.00	0.00	-677.82
CSD-013	-351.41	-315.87	0.00	0.00	0.00	-667.28
CSD-014	-330.87	-330.87	0.00	0.00	0.00	-661.74
CSD-015	-330.87	-330.87	0.00	0.00	0.00	-661.74
CSD-016	0.00	-646.74	0.00	0.00	0.00	-646.74
CSD-017	-330.87	-273.43	0.00	0.00	0.00	-604.30
CSD-018	0.00	0.00	0.00	0.00	-592.79	-592.79
CSD-019	0.00	-507.39	0.00	0.00	0.00	-507.39
CSD-020	0.00	-315.87	-139.00	0.00	0.00	-454.87
CSD-021	0.00	-241.00	-194.00	0.00	0.00	-435.00
CSD-022	-363.41	0.00	0.00	0.00	0.00	-363.41
CSD-023	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-024	-20.59	-330.82	0.00	0.00	0.00	-351.41
CSD-025	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-026	0.00	-351.41	0.00	0.00	0.00	-351.41
CSD-027	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-028	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-029	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-030	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-031	-20.54	-330.87	0.00	0.00	0.00	-351.41
CSD-032	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-033	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-034	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-035	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-036	-344.02	-7.39	0.00	0.00	0.00	-351.41
CSD-037	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-038	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-039	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-040	-351.41	0.00	0.00	0.00	0.00	-351.41

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-041	-20.54	-330.87	0.00	0.00	0.00	-351.41
CSD-042	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-043	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-044	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-045	-351.41	0.00	0.00	0.00	0.00	-351.41
CSD-046	0.00	0.00	-350.00	0.00	0.00	-350.00
CSD-047	-335.96	0.00	0.00	0.00	0.00	-335.96
CSD-048	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-049	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-050	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-051	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-052	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-053	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-054	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-055	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-056	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-057	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-058	0.00	-330.87	0.00	0.00	0.00	-330.87
CSD-059	0.00	-330.85	0.00	0.00	0.00	-330.85
CSD-060	0.00	-330.10	0.00	0.00	0.00	-330.10
CSD-061	-330.37	1.50	0.00	0.00	0.00	-328.87
CSD-062	-351.41	0.00	0.00	0.00	25.00	-326.41
CSD-063	0.00	-315.87	0.00	0.00	0.00	-315.87
CSD-064	0.00	-314.56	0.00	0.00	0.00	-314.56
CSD-065	-302.97	0.00	0.00	0.00	0.00	-302.97
CSD-066	0.00	-299.42	0.00	0.00	0.00	-299.42
CSD-067	-330.87	34.75	0.00	0.00	0.00	-296.12
CSD-068	0.00	-285.87	0.00	0.00	0.00	-285.87
CSD-069	0.00	-270.99	0.00	0.00	0.00	-270.99
CSD-070	0.00	-255.87	0.00	0.00	0.00	-255.87
CSD-071	-255.87	0.00	0.00	0.00	0.00	-255.87
CSD-072	-244.45	0.00	0.00	0.00	0.00	-244.45
CSD-073	-244.45	0.00	0.00	0.00	0.00	-244.45
CSD-074	0.00	-243.87	0.00	0.00	0.00	-243.87
CSD-075	-236.79	0.00	0.00	0.00	0.00	-236.79
CSD-076	0.00	-236.79	0.00	0.00	0.00	-236.79
CSD-077	0.00	-229.00	0.00	0.00	0.00	-229.00
CSD-078	0.00	0.00	-190.17	0.00	25.00	-165.17
CSD-079	-129.83	0.00	0.00	0.00	0.00	-129.83
CSD-080	0.00	0.00	-84.00	0.00	0.00	-84.00
CSD-081	0.00	-59.56	0.00	0.00	0.00	-59.56
CSD-082	0.00	-57.39	0.00	0.00	0.00	-57.39
CSD-083	0.00	0.00	-40.00	0.00	0.00	-40.00

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-084	-35.54	0.00	0.00	0.00	0.00	-35.54
CSD-085	0.00	-35.43	0.00	0.00	0.00	-35.43
CSD-086	0.00	-21.52	0.00	0.00	0.00	-21.52
CSD-087	0.00	-20.00	0.00	0.00	0.00	-20.00
CSD-088	0.00	-19.56	0.00	0.00	0.00	-19.56
CSD-089	0.00	-6.59	0.00	0.00	0.00	-6.59
CSD-090	0.00	-5.39	0.00	0.00	0.00	-5.39
CSD-091	0.00	-2.39	0.00	0.00	0.00	-2.39
CSD-092	0.00	-1.13	0.00	0.00	0.00	-1.13
CSD-093	0.00	-0.91	0.00	0.00	0.00	-0.91
CSD-094	0.00	-0.43	0.00	0.00	0.00	-0.43
CSD-095	0.00	0.00	0.00	0.00	0.00	0.00
CSD-096	0.00	687.00	0.00	-687.00	0.00	0.00
CSD-097	0.00	0.00	0.00	0.00	0.00	0.00
CSD-098	0.00	0.00	0.00	0.00	0.00	0.00
CSD-099	0.00	0.00	0.00	0.00	0.00	0.00
CSD-100	0.00	0.87	0.00	0.00	0.00	0.87
CSD-101	0.00	1.07	0.00	0.00	0.00	1.07
CSD-102	0.00	6.09	0.00	0.00	0.00	6.09
CSD-103	0.00	8.00	0.00	0.00	0.00	8.00
CSD-104	0.00	11.87	0.00	0.00	0.00	11.87
CSD-105	0.00	0.00	0.00	0.00	11.87	11.87
CSD-106	0.00	12.00	0.00	0.00	0.00	12.00
CSD-107	0.00	12.00	0.00	0.00	0.00	12.00
CSD-108	0.00	12.00	0.00	0.00	0.00	12.00
CSD-109	0.00	12.00	1.32	0.00	0.00	13.32
CSD-110	0.00	13.44	0.00	0.00	0.00	13.44
CSD-111	0.00	14.87	0.00	0.00	0.00	14.87
CSD-112	0.00	15.00	0.00	0.00	0.00	15.00
CSD-113	0.00	15.00	0.00	0.00	0.00	15.00
CSD-114	0.00	15.00	0.00	0.00	0.00	15.00
CSD-115	0.00	24.61	0.00	0.00	0.00	24.61
CSD-116	0.00	25.00	0.00	0.00	0.00	25.00
CSD-117	0.00	25.00	0.00	0.00	0.00	25.00
CSD-118	0.00	25.00	0.00	0.00	0.00	25.00
CSD-119	0.00	25.25	0.00	0.00	0.00	25.25
CSD-120	26.74	0.00	0.00	0.00	0.00	26.74
CSD-121	0.00	30.00	0.00	0.00	0.00	30.00
CSD-122	0.00	30.00	0.00	0.00	0.00	30.00
CSD-123	0.00	32.44	0.00	0.00	0.00	32.44
CSD-124	0.00	39.60	0.00	0.00	0.00	39.60
CSD-125	0.00	40.00	0.00	0.00	0.00	40.00
CSD-126	0.00	40.87	0.00	0.00	0.00	40.87

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-127	0.00	71.22	0.00	0.00	0.00	71.22
CSD-128	0.00	75.00	0.00	0.00	0.00	75.00
CSD-129	0.00	75.00	0.00	0.00	0.00	75.00
CSD-130	0.00	75.00	0.00	0.00	0.00	75.00
CSD-131	0.00	100.00	0.00	0.00	0.00	100.00
CSD-132	1.73	25.66	27.11	26.84	25.70	107.04
CSD-133	1.74	25.67	27.13	26.85	27.64	109.03
CSD-134	0.00	141.60	0.00	0.00	0.00	141.60
CSD-135	0.00	150.00	0.00	0.00	0.00	150.00
CSD-136	0.00	209.19	0.00	0.00	0.00	209.19
CSD-137	0.00	213.87	0.00	0.00	0.00	213.87
CSD-138	0.00	223.87	0.00	0.00	0.00	223.87
CSD-139	0.00	223.87	0.00	0.00	0.00	223.87
CSD-140	0.00	244.00	0.00	0.00	0.00	244.00
CSD-141	0.00	302.44	0.00	0.00	0.00	302.44
CSD-142	0.00	303.87	0.00	0.00	0.00	303.87
CSD-143	0.00	309.83	0.00	0.00	0.00	309.83
CSD-144	-351.41	661.74	0.00	0.00	0.00	310.33
CSD-145	0.00	223.87	91.30	0.00	0.00	315.17
CSD-146	0.00	330.87	0.00	0.00	0.00	330.87
CSD-147	0.00	330.87	0.00	0.00	0.00	330.87
CSD-148	0.00	330.87	0.00	0.00	0.00	330.87
CSD-149	0.00	330.87	0.00	0.00	0.00	330.87
CSD-150	0.00	330.87	0.00	0.00	0.00	330.87
CSD-151	0.00	330.87	0.00	0.00	0.00	330.87
CSD-152	0.00	330.87	0.00	0.00	0.00	330.87
CSD-153	0.00	330.87	0.00	0.00	0.00	330.87
CSD-154	0.00	330.87	0.00	0.00	0.00	330.87
CSD-155	0.00	330.87	0.00	0.00	0.00	330.87
CSD-156	0.00	330.87	0.00	0.00	0.00	330.87
CSD-157	0.00	330.87	0.00	0.00	0.00	330.87
CSD-158	0.00	330.87	0.00	0.00	0.00	330.87
CSD-159	0.00	330.87	0.00	0.00	0.00	330.87
CSD-160	0.00	330.87	0.00	0.00	0.00	330.87
CSD-161	0.00	330.87	0.00	0.00	0.00	330.87
CSD-162	0.00	330.87	0.00	0.00	0.00	330.87
CSD-163	0.00	330.87	0.00	0.00	0.00	330.87
CSD-164	0.00	330.87	0.00	0.00	0.00	330.87
CSD-165	0.00	330.87	0.00	0.00	0.00	330.87
CSD-166	0.00	330.87	0.00	0.00	0.00	330.87
CSD-167	0.00	330.87	0.00	0.00	0.00	330.87
CSD-168	0.00	330.87	0.00	0.00	0.00	330.87
CSD-169	0.00	330.87	0.00	0.00	0.00	330.87

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-170	0.00	330.87	0.00	0.00	0.00	330.87
CSD-171	0.00	330.87	0.00	0.00	0.00	330.87
CSD-172	0.00	330.87	0.00	0.00	0.00	330.87
CSD-173	0.00	330.87	0.00	0.00	0.00	330.87
CSD-174	0.00	330.87	0.00	0.00	0.00	330.87
CSD-175	0.00	330.87	0.00	0.00	0.00	330.87
CSD-176	0.00	330.87	0.00	0.00	0.00	330.87
CSD-177	0.00	330.87	0.00	0.00	0.00	330.87
CSD-178	0.00	330.87	0.00	0.00	0.00	330.87
CSD-179	0.00	338.87	0.00	0.00	0.00	338.87
CSD-180	0.00	345.00	0.00	0.00	0.00	345.00
CSD-181	0.00	345.87	0.00	0.00	0.00	345.87
CSD-182	0.00	352.19	0.00	0.00	0.00	352.19
CSD-183	0.00	354.87	0.00	0.00	0.00	354.87
CSD-184	0.00	355.87	0.00	0.00	0.00	355.87
CSD-185	0.00	355.87	0.00	0.00	0.00	355.87
CSD-186	0.00	367.27	0.00	0.00	0.00	367.27
CSD-187	0.00	367.27	0.00	0.00	0.00	367.27
CSD-188	0.00	375.87	0.00	0.00	0.00	375.87
CSD-189	38.50	331.74	9.89	0.00	0.00	380.13
CSD-190	0.00	394.73	0.00	0.00	0.00	394.73
CSD-191	0.00	426.77	0.00	0.00	0.00	426.77
CSD-192	25.96	447.74	7.70	0.00	0.00	481.40
CSD-193	26.74	458.00	0.00	0.00	0.00	484.74
CSD-194	0.00	335.59	351.41	0.00	0.00	687.00
CSD-195	38.63	661.74	36.51	0.00	0.00	736.88
CSD-196	27.49	473.81	289.15	0.00	0.00	790.45
CSD-197	39.03	661.74	116.39	0.00	0.00	817.16
CSD-198	42.21	751.46	181.85	0.00	0.00	975.52
CSD-199	40.84	698.69	441.69	0.00	0.00	1,181.22
CSD-200	39.68	700.75	522.91	0.00	0.00	1,263.34
CSD-201	29.99	476.25	517.74	267.91	0.00	1,291.89
CSD-202	0.00	0.00	0.00	315.87	1,048.45	1,364.32
CSD-203	20.08	268.70	291.21	278.86	581.41	1,440.26
CSD-204	0.00	2,048.38	-0.01	0.00	0.00	2,048.37
CSD-205	47.57	705.38	743.45	721.07	315.87	2,533.34
CSD-206	47.77	705.58	743.83	721.45	354.13	2,572.76
CSD-207	36.52	481.68	525.41	509.54	1,052.30	2,605.45
CSD-208	36.53	481.68	525.37	509.51	1,052.78	2,605.87
CSD-209	48.05	705.87	744.40	723.66	408.80	2,630.78
CSD-210	-299.87	709.33	751.28	731.95	1,086.57	2,979.26
CSD-211	53.21	710.99	754.58	728.56	1,418.98	3,666.32
CSD-212	54.27	722.97	800.26	751.52	1,550.20	3,879.22

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-213	56.81	714.58	761.70	732.15	2,125.53	4,390.77
CSD-214	0.00	9,705.10	0.00	0.00	0.00	9,705.10
CSD-215	0.00	26,049.84	5,829.83	0.00	0.00	31,879.67
TOTAL	<u>-13,286.52</u>	<u>53,852.78</u>	<u>10,836.13</u>	<u>3,745.09</u>	<u>8,785.14</u>	<u>63,932.62</u>

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

June 11 2024 – July 10 2024

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
Officer Todd Albert	1L2	Patrolman / Security Supervisor
Officer German Colin	1L5	Patrolman
Officer Dale Easter	1L6	Patrolman
Officer Luis Orozco	1L4	Patrolman
Eduardo Aguilar	1L7	Patrolman
Matthew Carson	C1	Gate Attendant Supervisor
Zachary Meyer	C1	Gate Attendant
Brandon Wilson	C1	Gate Attendant
Lucas McElvain	C1	Gate Attendant
Bradley Megginson	C1	Gate Attendant

Vehicle Maintenance Report

- Tesla 01 (68,068)– Did not pass visual inspection.
- Tesla 02 (74,128) – Did not pass visual inspection.

Tesla 01 has the driver seat trim broken, there are scuffs on the bottom right corner of the front bumper. The driver’s seat cover is ripped, wrap has sun damage. The tire pressure monitoring system fault light is on.

Tesla 02 has the driver seat cover ripped; the seat trim is broken. There is sun damage on the wrap. There is a dent on the front passenger side skirt.

German Colin, Vehicle Maintenance Officer

Gate Security Report

Cleaning and sanitary supplies continue to be coordinated and received from the CSD office. The switch panel control for the rear and center gates located at the front guardhouse remains shorted out and requires further electrical work. Front gate exit LPR (License Plate Reader) has gone out of focus. The back gate pass scanner remains offline. The “Back Gate Entry License Plate” camera is now back online”. During snake season, all calls for snake removal are being directed through 911 for Cal Fire.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

June 13th, 2024 at 1810 – Resident Concern. A resident reported landscapers working after hours on Luiseno Circle Dr and requested patrol. Officer Easter made contact with the landscaper, and informed the worker that there was no more work after 6 pm. The worker cleaned up his work and left.

June 13th, 2024 at 2036 – Unsecured door. Officer Easter found the main entrance door to the church unsecured. The Officer cleared the building but was unable to secure the door. Contact to be notified.

June 14th, 0341 – North Coast Church 11.53. Officer Colin the woman's restroom door was unsecured. The Officer cleared and secured the door and found the main doors unsecured. The officer cleared the building but was unable to secure the door. Contact to be notified.

June 14th, 2024 at 0425 – Pauma Village 11.53. Officer Colin found the Boot Barn gate unlocked. The officer was unable to secure the lock. No signs of forced entry. Contact to be notified.

June 14th, 2024 at 1316 – Other. The Postmaster informed Officer Easter that she would be parking her RV in the Pauma Building Parking lot due to reconstruction inside the post office. She does not want to travel back and forth. She requested a patrol to drive by at night more often for her safety.

June 14th, 2024 at 1518 – Resident Concern. Officer Easter and Officer Meyer were dispatched to Pauma Heights in response to reports of a propane smell in the area. Upon arrival, both officers conducted a thorough search and found no signs of a propane leak or smell. Cal Fire was dispatched to the scene. They conducted their investigation and found no signs of propane presence. No further action was required.

June 14th, 2024 at 1604 – Fallbrook Propane. Fallbrook propane arrived on the scene. Found no signs of a leak.

June 14th, 2024 at 2310 – Pauma School 11.53. Officer Colin found both multi-purpose room and cafeteria buildings unsecured, the officer cleared both buildings but was unable to secure them. Contact to be notified.

June 15th, 2024 at 0115 – North Coast Church 11.53. Officer Colin found the main doors unsecured. The officer cleared and secured the building. Contact to be notified.

June 15th, 2024 at 0830 – Saint Francis 459A. Officer Easter was dispatched to Saint Francis for an alarm. The was accidental, Church members were on the scene.

June 15th, 2024 at 1915 – Pauma School 11.53. Officer Aguilar found both the multi-purpose room and cafeteria room unsecured. The Officer cleared the building but was unable to secure both doors. Contact to be notified.

June 15th, 2024 at 1945 – North Coast Church 11.53. Officer Aguilar found the main doors unlocked. The Officer cleared the building but was unable to secure the doors. Contact to be notified.

June 16th, 2024 at 0340 - North Coast Church 11.53. Officer Aguilar found the main doors unlocked. The Officer cleared the building but was unable to secure the doors. Contact to be notified.

June 16th, 2024 at 0811 – Pauma Building 459A. Officer Aguilar was dispatched to the Pauma Building for a 459A. The Officer found no signs of smoke. Contractors were on site repairing the floor which may have set off the alarm. The alarm was accidental.

June 16th, 2024 at 0827 – Oak Tree. A resident reported a motorcycle trying to enter the community. The motorcycle drove around to the dirt path and entered. The Officer was unable to locate the motorcycle.

June 16th, 2024 at 1627 – Pauma School 11.53. Officer Aguilar found both the multi-purpose room and cafeteria room unsecured. The Officer cleared the building but was unable to secure both doors. Contact to be notified.

June 16th, 2024 at 2210 – Pauma School 11.53. Officer Colin found both multi-purpose room and cafeteria buildings unsecured, the officer cleared both buildings but was unable to secure them. Contact to be notified.

June 17th, 2024 at 0610 – Trespassing. Officer Colin found a green Kia Soul parked at the PVCSD parking lot. The officer made contact with the driver. The driver was taking a nap. The officer informed him he was unable to park there. The driver left.

June 17th, 2024 at 0652 – Other. Officer Colin was requested to escort a new hire from Greens Maintenance off the property. The worker had quit, and the officer successfully escorted the worker off the property.

June 18th, 2024 at 1420 – Resident Concern. Officer Orozco made contact with a resident who reported an incident involving an orange Porsche. The resident stated that the Porsche was tailgating him within the community and attempted to drive around him, nearly causing a collision. The driver of the Porsche was speeding. Both parties exchanged words before the orange Porsche exited the community. No injuries were reported.

June 19th, 2024 at 2050 – North Coast Church 11.53. Officer Orozco found the double doors unsecured. The officer cleared and secured the building. Contact to be notified.

June 20th, 2024 at 0625 – Loose Pet. Officer Albert was dispatched to El Tae for a loose pet. A resident reported a small dog was loose and was trying to play with his dog. The owner got ahold of her dog and took it back home to Luiseno Circle Dr.

June 20th, 2024 at 1303 – Gate Crasher. A Landscaping vehicle broke the front member's gate while entering the community. The vehicle's description and license plate number were recorded. The District Office was notified.

June 20th, 2024 at 1420 – Serratos. Tesla unit 2 tire pressure sensor monitor was alerted. The vehicle was taken to Serratos for a service. The mechanic needs to update his software to fix the sensor.

June 21st, 2024 at 0407 – Pauma Village 11.53. Officer Colin found the Boot Barn gate unlocked. The officer was unable to secure the lock. No signs of forced entry. Contact to be notified.

June 22nd, 2024 at 1710 – PVCSD 459A. Officer Easter and Officer Aguilar were dispatched to the PVCSD office for an alarm. Knight Security received a notification that the alarm system went into battery mode. The Officer cleared the building. He found no signs of forced entry. The alarm system is running normally.

June 23rd, 2024 at 0400 – North Coast Church 11.53. Officer Colin found the storage door unsecured, and the officer cleared and secured the door. Contact to be notified.

June 23rd, 2024 at 0443 – Pauma Village 11.53. Officer Colin found the Boot Barn gate unlocked. The officer was unable to secure the lock. No signs of forced entry. Contact to be notified.

June 23rd, 2024 at 1505 – PVCSD 459A. Officer Orozco was dispatched to the PVCSD office for an alarm. Knight Security received a notification that motion sensor 4 was alerted. The Officer cleared the building and found no signs of forced entry. The alarm system is running normally. Accidental.

June 23rd, 2024 at 2027 – Resident Concern. Officer Aguilar was dispatched to Luiseno Circle Dr. A resident reported hearing gunshots across the highway and requested to speak with a patrol. Upon arrival, the officer found no signs of damage, everything appeared to be fine.

June 23rd, 2024 at 2150 – Traffic Collision. Officer Aguilar responded to a traffic collision on Highway 76. There were no signs of a collision. A white Honda was parked on the side of the highway. The driver had dialed 911, reporting they hit someone walking on the road. CHP arrived and found no signs of the person who was struck by the vehicle.

June 24th, 2024 at 0450 – North Coast Church 11.53. Officer Colin found the storage door unsecured, and the officer cleared and secured the door. Contact to be notified.

June 24th, 2024 at 0535 – Pauma Village 11.53. Officer Colin found the Boot Barn gate unlocked. The officer was unable to secure the lock. No signs of forced entry. Contact to be notified.

June 24th, 2024 at 1748 – PVCSD 459A. Officer Orozco was dispatched to the PVCSD office for an alarm. Knight Security received a notification that motion sensor 4 was alerted. The Officer cleared the building and found no signs of forced entry. The alarm system is running normally. Accidental.

June 25th, 2024 at 1133 Medical. Officer Albert was dispatched to Ushla Way for medical. A resident thought she was having an allergic reaction and heart problems. The medics arrived and checked her vitals. She denied transportation.

June 25th, 2024 at 1835 – Suspicious Activity. Officer Aguilar found a white Honda Odyssey van parked outside PVD near the dumpster. The vehicle was unoccupied with no license plates. The vehicle was documented and reported to Control 1.

June 25th, 2024 at 2205 – Public Assist. Officer Aguilar was requested to Luiseno Circle Dr. A resident needed help turning off her headlights on the vehicle. The officer successfully turned off the headlights.

June 27th, 2024 at 1230 – Suspicious Activity. Reports of a white Honda Odyssey van parked in front of the McMillan Gate inside PVD. No license plate and vehicle pass were expired. The vehicle belonged to a guest inside PVCCE. Officer Easter will make contact.

June 27th, 2024 at 1610 – Vehicle Update. Officer Easter made contact with the owner of the white Honda Odyssey van. The van belonged to a guest for the Indian Bend Property. The owner said his van broke down with no oil. He will have it towed to the property immediately and apologized for the inconvenience.

June 28th, 2024 at 1020 – Resident Concern. Officer Easter was dispatched to Womsi Rd in response to a report from a resident about her next-door neighbor throwing dog poop into her yard. Upon arrival, Officer Easter obtained a statement from the complainant, who reported that her neighbor across the street witnessed the man throwing the dog poop into her yard. Officer Easter spoke with the witness, who confirmed the complainant's account of the neighbor throwing dog poop into her yard.

June 28th, 2024 at 1130 – Neighbor Dispute. A man stopped at the front gate while leaving the community to report that he was being emotionally attacked by his ex-neighbor. He admitted to throwing dog poop into his neighbor's yard because he suspected that they were allowing their dog to poop on his driveway. He no longer lives inside the community but will be returning to continue working for his customers.

June 28th, 2024 at 1800 – Resident Concern. Officer Easter was flagged down by two older Asian males who reported being verbally attacked by a resident living on Wiskon Way West. The individuals stated that while on a walk, they encountered a man walking his pit bull. The man aggressively interrogated them, asking where they were from, stating that they didn't belong there, and asserting that they didn't live in the community. As the two older Asian males walked towards the man, he yelled at them to "get back, stay away, don't come any closer." Then walked off and spit on the ground. The individuals also reported that they encountered this man the previous day, during which he yelled from his car, "Get out of the road, I almost hit you." The incident was documented, and The Sheriffs were called. The Sheriffs never showed up.

June 29th, 2024 at 0123 – North Coast Church 11.53. Officer Colin found the storage door unsecured, and the officer cleared and secured the door. Contact to be notified.

June 29th, 2024 at 1026 – Other. Officer Easter followed up with the two individuals who reported an issue yesterday. He informed them that the sheriffs never came out to address the matter. Officer Easter advised

the individuals to report the issue directly to the sheriff's department so that it may be officially documented.

July 1st, 2024 at 1051 – Other. Officer Orozco made contact with an RPM worker who reported an incident that occurred while he was working at well # 36. The RPM worker noticed a resident on Wiskon West watching him. When the worker moved to well # 37 on Temet, he noticed the same resident following him. Upon arriving at well # 37, the resident aggressively approached the worker, throwing his hat on the ground using inappropriate language, and interrogating the worker about his family while stating he would keep his eye on him. The RPM worker contacted a colleague to be a witness and then left the area to avoid further confrontation. The RPM worker informed Patrol of the Issue.

July 1st, 2024 at 1251 – Welfare Check. Officer Orozco escorted a sheriff to Luiseno Circle Dr for a welfare check. They were unable to make contact with the owner but were greeted by the boyfriend who assured them that the owner was safe and doing well. After leaving the property, Officer Orozco and the sheriff were approached by a few residents inquiring about the issue with the owner of the house. The sheriff informed the residents that the owner has all the right to do as she pleases inside her property. Nothing else to report.

July 1st, 2024 at 2010 – Pauma School 11.53. Officer Aguilar found the Admin building unsecured. The officer cleared and secured the building. The alarm was not set. Contact to be notified.

July 2nd, 2024 at 1345 – Other. Officer Albert attempted to make contact with a resident on Wiskon Way West regarding a tenant living disturbing other residents inside the community. Unable to make contact.

July 2nd, 2024 at 1425 – Snake Call. Officer Albert was dispatched to PVD for a snake. The snake was relocated.

July 2nd, 2024 at 1433 – Other. Officer Albert made contact with a resident regarding her tenant. There have been numerous reports of the tenant being disrespectful to residents and gate attendants and spitting in their direction. The Officer told the resident this was unacceptable behavior and wouldn't have his employees or residents be treated in this matter. The owner apologized and will speak with her tenant regarding the issue.

July 2nd, 2024 at 1532 – Residential 459A. Officer Orozco was dispatched to Luiseno Circle Dr for a 459A. The alarm was accidental.

July 2nd, 2024 at 1830 – Suspicious Activity. Officer Aguilar found a black Mercedes parked outside the PVD back gates. The vehicle was unoccupied and documented to Control 1.

July 3rd, 2024 at 1732 – PVCSD 459A. Officer Orozco was dispatched to the PVCSD office for an alarm. Knight Security received a notification that motion sensor 4 was alerted. The Officer cleared the building and found no signs of forced entry. The alarm system is running normally. The alarm was accidental.

July 4th, 2024 at 0319 – Resident Concern. Officer Albert was requested to Luiseno Circle Dr. A resident reported smelling marijuana in the air. The officer was unable to smell any marijuana nearby.

July 4th, 2024 at 0915 – Loose Pet. Officer Albert was dispatched to El Tae Rd. A resident found two small dogs on the road. Control 1 was able to make contact with the owners.

July 4th, 2024 at 1834 – Resident Concern. Officer Aguilar and Officer Meyer were dispatched to Wiskon Way West. A report of a silver Ford SUV speeding through the community. Both Officers made contact with the driver and informed him about the importance of slowing down and avoiding speeding through the community.

July 5th, 2024 at 1735 – PVCSD 459A. Officer Easter was dispatched to PVCSD for a 459A. Motion 4 was alerted. The Officer found no signs of forced entry. The alarm was accidental.

July 6th, 2024 at 1705 – PVCSD 459A. Officer Easter was dispatched to PVCSD for a 359A. Motion 4 was alerted. The Officer found no signs of forced entry. The alarm was accidental.

July 7th, 2024 at 1828 - Trespassing. Officer Aguilar responded to a kid skateboarding on private property. The officer made contact with the kid and asked him to leave the property.

July 9th, 2024 at 2030 - Resident Concern. Officer Aguilar was requested to Luiseno Circle Dr. A resident reported smelling marijuana in the air. The officer was unable to smell any marijuana nearby.

PVCSD SECURITY REPORT June 11, 2024 – July 10, 2024

RFID Entries						
Front Gate		Center Gate			Back Gate	
9,941		1,867			10,374	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
20	1		8	1	1	1
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
14		17			27	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	10			35
Gravel Yard(GY)				62
Saint Francis(SF)			1	73
Pauma School(PS)	5			34
Pauma Building(PB)			1	40
Airport Hangars(AH)				70
Treatment Plant(TP)				73
Pauma Village(PV)	4			36
Residential Houses/Other			7	

Patrol Activity				Gate Activity	
Medicals	2	Resident Concern	10	Activity/Malfunctions	Totals
Welfare Checks	1	Suspicious Activity	5	Unresponsive	0
Lift Assist		Noise Complaint		Will Not Close	2
Domestic Dispute		Process Server		False Read	1
Traffic Collisions	1	911 Hang-up Call		Loss of Controls	Continuous
Gate Runner/ Gate Crashers	1	Loose Pets	2	Video Loss	1 Continuous
Public Assists	1	Snake Call	2	Device Entries	22,183
Jump Start		Trespassing	2	Passes Issued	2,838
Notice of Violation		Other	10	Pass Entries	5,140

Acronym Legend			
Acronym	Definition	Acronym	Description
459	Burglary penal code	AFA	Asian Female Adult
AMA	Against Medical Advise	AMA	Asian Male Adult
BOLO	Be on the Lookout	AFJ	Asian Female Juvenile
CHP	California Highway Patrol	AMJ	Asian Male Juvenile
DOB	Date of Birth	BFA	Black Female Adult
DL	Driver License	BMA	Black Male Adult
DV	Domestic Violence	BFJ	Black Female Juvenile
EB	East Bound	BMJ	Black Male Juvenile
FU	Follow Up	HFA	Hispanic Female Adult
IVO	In Vicinity Of	HMA	Hispanic Male Adult
LP	License Plate	HFJ	Hispanic Female Juvenile
LCD	Luiseno Circle Drive	HMJ	Hispanic Male Juvenile
NB	North Bound	MFA	Mexican Female Adult
NLT	No Later Than	MMA	Mexican Male Adult
PERT	Psychiatric Emergency Response Team	MFJ	Mexican Female Juvenile
PT	Patient	MMJ	Mexican Male Juvenile
PVD	Pauma Valley Drive	NAFA	Native American Female Adult
PVRA	Pauma Valley Roadway Association	NAMA	Native American Male Adult
ROTR	Rules of the Road	NAFJ	Native American Female Juvenile
RP	Reporting Party	NAMJ	Native American Male Juvenile
SB	South Bound	WFA	White Female Adult

S/O	Sheriff's Office	WMA	White Male Adult
SR 76	State Route 76/ Highway 76	WFJ	White Female Juvenile
TC	Traffic Collision	WMJ	White Male Juvenile
UTL	Unable to Locate		
WB	West Bound		
WWE	Wiskon Way East		
WWW	Wiskon Way West		
YOA	Years of Age		
Unresponsive	the gate does not open for an RFID		
Will Not Close	the gate does not close when it is supposed to		
False Signal	the alarm goes off in the Front Gate for no discernable reason		
Loss of Controls	gate attendant cannot open the gates remotely		
Video Loss	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: July 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: Storm Drainage Systems Update





We had our District Utility Worker weed-eat this area.





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

July 11, 2024

Mr. Eric Steinlicht
Pauma Valley Community Services District

Letter sent via email

Subject: Stormwater Utility Special Taxes Study; HEC #230403

Dear Eric:

Thank you for the opportunity to submit a proposal to assist the Pauma Valley Community Services District (hereafter 'District' or 'PVCSD') create a stormwater utility and to calculate special taxes that will support the ongoing operations and maintenance of the stormwater system.

Proposed Scope of Services

Task 1: Project Management and Meetings

This task includes time for Catherine Hansford to manage, track, and report on project progress every month. It entails review of work status/progress, invoicing/determination of remaining budget, and coordination with District staff. Up to four (4) public meetings are also included under this task. Meetings include two (2) virtual meetings with the District Board of Directors (Board) to present draft financial findings and to present calculated special taxes, and two in-person meetings (anticipated to be a public workshop and presentation of the final report).

Task 2: Stormwater Utility Data Collection

HEC will provide a list of data needs to the District and will collect other information and data pertinent to the study. Information required of the District includes asset inventory as well as financial data. The data will be used to split costs from the wastewater fund that are either solely costs of the stormwater system, or shared costs with the wastewater system. Shared costs will be allocated between the wastewater and stormwater funds either using available data or best judgement using industry guidelines.

Task 3: Stormwater Utility Fund Financial Projection

Once operation and maintenance costs have been separated from the wastewater fund total costs, they may be projected for the next five years using historical annual percentage increases, or some other index, such as a consumer price index. Expense item categories, such as labor costs, services and supplies costs, and other costs, will be projected independently.

HEC will work with District staff to create a draft stormwater capital improvement plan (CIP), or if that is premature, create a budget for general capital improvements each year. Assumptions in the financial model including rate of growth and number of billable units (undetermined at this stage –

could be EDUs, acres, lots, for example, depending on characteristics of the properties being provided stormwater services).

The projected revenue requirement may also include other non-operating cost considerations, such as an operating reserve, and short-lived asset reserve. Non-operating revenues, such as interest revenue, late charges and other miscellaneous revenue sources, will be included as credits in the analysis so that the revenue requirement is not over-estimated. A cash flow will be presented to ensure sufficiency of funding for the new utility fund for the next five years.

Task 4: Stormwater Special Taxes Calculations

Once the projected revenue requirement is established, it is allocated to customers based on the number of billable units they have been assigned. HEC will model the number of billable units using mapping software and data provided by the District for each customer.

HEC will provide a report detailing the projected costs, cost allocation methodology, and calculated taxes for stormwater utility customers.

Adopting special taxes requires at least two-thirds registered voter approval. The District would present the new stormwater special taxes to voters and conduct a special election for adoption, with assistance from San Diego County.

Task 5: Public Outreach and Communications

Creating a new utility fund will require outreach and communication with District customers. While an outreach plan will be created as part of the work effort, outreach likely entails at least one public workshop-style meeting, an article for the newspaper, and a direct-mail notice about the new utility fund, the need for its creation, and the proposed special taxes to support it. Website content will be provided for the District to post.

Estimated Budget and Schedule

The proposed not-to-exceed budget of \$31,580 for the scope of services described above is based on HEC's 2024 hourly billing rates as follows: Principal \$205 per hour, Associate \$150 per hour, Analyst \$120 per hour, and clerical/administrative work \$100 per hour. These rates will be held through 2024 and are subject to change January 1, 2025. If any non-staff costs are incurred that are specific to work performed for the District (direct costs), these will be billed at cost. Direct costs could include mileage reimbursement and other travel-related costs, printing, videoconference hosting fees, meals when traveling for meetings, and mail and postage costs. The estimated budget includes these assumptions:

- Two in-person meetings with travel to Southern California. If all meetings are conducted virtually, the budget can be reduced commensurately, or the estimated costs can be reserved for contingency.
- Printing and mailing of any outreach materials is excluded. The District can either pay the costs directly or reimburse HEC for the costs outside of the authorized budget.

The estimated cost includes an allowance by task as shown in **Table 1**; however, HEC retains the right to move budget between tasks as needed. HEC charges for services on a cost not-to-exceed basis; therefore, you will only be billed for the work completed up to the authorized budget amount. If additional work is requested that is beyond the original scope of services, or if work efforts are greater than anticipated in development of the budget, HEC will request authorization for additional budget.

Table 1
Estimated Budget

Task/Item Description <i>Hourly Billing Rates</i>	HEC			Total
	Hansford \$205	Associate \$150	Admin \$100	Estimated Cost
1 Project Management & Public Meetings	26	0	12	\$6,530
2 Data Collection	15	0	0	\$3,080
3 Stormwater Utility Fund Financial Projection	20	0	0	\$4,100
4 Stormwater Special Taxes Calculation	22	6	8	\$6,210
5 Public Outreach & Communications	4	45	8	\$8,370
Subtotal Staff Costs	87	51	28	\$28,290
Direct Costs				\$3,290
Total Cost Estimate				\$31,580

At this time the schedule is unknown. HEC will work with the District to establish a schedule, should this proposal be acceptable to the District. We look forward to having the opportunity to discuss our proposal further. You can reach Catherine at (530) 412-3676 or catherine@hansfordecon.com with any questions about this proposal.

Sincerely,



Catherine R. Hansford, Principal
 HANSFORD ECONOMIC CONSULTING LLC

Pauma Valley Community Services District
33129 Cole Grade Rd, Pauma Valley, CA 92061
(760) 742-1909

Rancho Pauma Mutual Water Company

Outstanding Dues to PVCSD

7/22/24

Original Date	Description	Amount
8/22/2023	June 2023 Admin Payroll Dues Outstanding	\$8,500.57
	Finance Charge (50%)	\$4,250.29
6/4/2024	CalPERS Correction Reimbursement	\$9,705.10
Total Amount Due:		\$22,455.96

PERS Staff Report – Pauma Valley Community Services District

As of 6/30/20, the District’s Unfunded Actuarial Liability (UAL) was approximately \$1.6 million. The UAL functioned effectively like a loan from CalPERS, which the District was paying back over 20 years with a 6.8-7.00% interest rate.

In October 2021, the District paid off the UAL with CalPERS with an additional discretionary payment (ADP). These funds were applied to FY 21 (CalPERS is always one year behind), so the District received a bump up and was overfunded by \$430K due to FY 21’s investment return of 21.3%. Unfortunately, CalPERS missed its 6.8% investment return target in FY 22 and ended the year instead with a 6.1% loss. These losses are absorbed by each CalPERS agency proportional to the plan assets assigned to the Agency, causing the District to lose the overfunded status as of 6/30/22 at which time the District has a new UAL of \$308K, to be paid in installments over 20 years.

In FY 23 CalPERS again fell short of the 6.8% target and thus will experience an increase in the UAL in the report expected to be published by CalPERS later this month.

Investment Returns¹ & Market Value of Assets²

FY	Investment Returns	Market Value of Assets (in billions)
2022-23	5.8%	\$464.6
2021-22	(6.1%)	\$439.4
2020-21	21.3%	\$477.3
2019-20	4.7%	\$392.5
2018-19	6.7%	\$372.6
2017-18	8.6%	\$354.0
2016-17	11.2%	\$326.5
2015-16	0.6%	\$298.7
2014-15	2.4%	\$302.8
2013-14	18.4%	\$301.8

**Pauma Valley Community Services District
18 Month Cash Projection**

	FY 25 Proposed Budget	Projected	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	Projected*	FY 25 TOTAL
		Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25		
1 REVENUE																
2 Sewer Charges	\$ 565,198	\$ 40,000						\$ 226,079				\$ 226,079		\$ 113,040	\$ 565,198	
3 Security Patrol Charges	636,053	50,000						254,421				254,421		127,211	636,053	
4 Security Gate Charge	515,790	37,500						206,316				206,316		103,158	515,790	
5 Property Tax	136,774	10,000	1,300	2,000	1,100	2,100	7,000	45,000	20,000	3,700	4,000	45,000	1,075	4,500	136,775	
6 Interest	-														-	
7 Lease	30,000		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000	
8 Admin Services	-														-	
9 Other Revenue	8,520		710	710	710	710	710	710	710	710	710	710	710	710	8,520	
10 Loan from County			116,450	(3,300)	(1,100)	(2,100)	(7,000)	(45,000)	(2,500)	(2,500)	(4,000)	(45,000)	(1,075)	(2,875)	-	
11 TOTAL REVENUE	1,892,335	137,500	120,960	1,910	3,210	3,210	3,210	690,026	20,710	4,410	3,210	690,026	3,210	348,243		
12 EXPENSE																
13 Salaries and Benefits	1,060,338	85,000	88,361	88,361	88,361	88,361	88,361	88,361	88,361	88,361	88,361	88,361	88,361	88,361	1,060,338	
14 Operations & Admin Expenses	756,652	40,000	63,054	63,054	63,054	63,054	63,054	63,054	63,054	63,054	63,054	63,054	63,054	63,054	756,652	
15 TOTAL EXPENSE FROM OPERATIONS**	1,816,990	125,000	151,416	151,416	151,416	151,416	151,416	151,416	151,416	151,416	151,416	151,416	151,416	151,416	1,816,990	
16 NET REVENUE / (EXPENSE) BEFORE CAPITAL	75,344	12,500	(30,456)	(149,506)	(148,206)	(148,206)	(148,206)	538,610	(130,706)	(147,006)	(148,206)	538,610	(148,206)	196,827		
17 Projected Cash & Investments Beginning Balance		\$ 260,233	\$ 272,733	\$ 242,277	\$ 92,771	\$ (55,435)	\$ (203,641)	\$ (351,846)	\$ 186,764	\$ 56,058	\$ (90,948)	\$ (239,153)	\$ 299,457	\$ 151,251		
18 Projected Cash & Investments Ending Balance		\$ 272,733	\$ 242,277	\$ 92,771	\$ (55,435)	\$ (203,641)	\$ (351,846)	\$ 186,764	\$ 56,058	\$ (90,948)	\$ (239,153)	\$ 299,457	\$ 151,251	\$ 348,079		
Receipt and (payback) of the tax anticipation note					\$ 250,000	\$ 250,000	\$ 200,000						\$ (150,000)	\$ (150,000)	\$ (400,000)	\$ -
Beginning Cash					\$ 92,771	\$ 342,771	\$ 389,131	\$ 237,284	\$ 424,048	\$ 480,107	\$ 389,159	\$ 150,006	\$ 299,463	\$ 300,714		
Net District Ending Cash		\$ 272,733	\$ 242,277	\$ 92,771	\$ 342,771	\$ 389,131	\$ 237,284	\$ 424,048	\$ 480,107	\$ 389,159	\$ 150,006	\$ 299,463	\$ 300,714	\$ 248,793		

* Projecting the budget divided by 12

** Currently averaging about \$125,000 in expenses per month



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Temecula, CA 92592
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March 9, 2023

Eric Steinlicht
General Manager
Pauma Valley Community Services District
33129 Cole Grade Road
Pauma Valley, CA 92061

Subject: Wastewater Rate Study Scope and Fees

Dear Mr. Steinlicht,

Below are our Scope of Services and Fees related to Wastewater Rate Study for the Pauma Valley Community Services District (“District”). The scope of services includes the rate study and implementation process. A scope and fee for tax roll billing services can be developed once the rate structure is determined.

Scope of Services

TASK 1. KICKOFF MEETING AND DATA COLLECTION

NBS will hold a kick-off meeting with District staff at the beginning of the study. The kick-off meeting will be used to review and discuss the data from the billing/accounting system and data requirements in general and review study objectives, tasks, and schedule. The data the District will need to provide includes customer account information, such as:

- Customer billing information that includes customer class, equivalent dwelling units, quantity billed, customer type for commercial/industrial customers (Excel file preferred).
- Financial data typically reported in financial statements.
- Capital Improvement and/or Master Plans (CIP projects by name, cost, and timing).

TASK 2. FINANCIAL PLAN

NBS will prepare a detailed financial plan for the wastewater utility that includes revenues, expenditures, reserves, debt coverage ratios, capital improvement costs, repair and replacement costs and net revenue requirements. Task deliverables will include:

- Financial projection model that will serve as a financial “roadmap” for the wastewater utility.
- Summary of current and projected net revenue requirements.
- Update reserve fund policies and targets potentially including reserves for operations, rate stabilization, repair and replacement, debt service and capital projects.
- Projected year-end reserve fund levels.
- Calculated debt service coverage ratios.
- Three alternatives (i.e., annual rate increases) that meet projected net revenue requirements.
- Funding sources (cash vs. debt) for capital improvements.

The financial plans will lay the groundwork for the cost-of-service and rate design analysis addressed in Tasks 3 and 4. The following are subtasks to the Financial Plan:

Projected Revenues and Expenditures – Using a cash-basis reflecting the District’s system of accounts, NBS will prepare a projection of revenues, expenses, and increases in rate revenue needed to meet all obligations. This will provide District with a financial planning tool to plan for rate adjustments to address operating and maintenance costs, infrastructure improvements, asset replacement and maintaining appropriate reserve fund levels. The District’s projected customer growth rates from master plan documents and planned cost inflation factors will be incorporated in this analysis.

Evaluate Reserve Fund Sufficiency – NBS will evaluate the sufficiency of existing reserve funds, target reserves, reserve fund policies, and related issues such as meeting debt service coverage ratios and other rate covenants. We will provide recommendations for reserve fund targets that are tailored to the District’s specific needs such as operating, capital rehabilitation/replacement, rate stabilization and catastrophes, etc. We will develop a phased-in approach to funding reserves to minimize the impact to ratepayers.

Review Capital Improvement Program Funding – NBS understands the District’s need for significant improvements to the wastewater treatment plant facilities and we will evaluate the timing, costs, and available reserves needed to fund all projects and the level of rate increases this involves and collaborate with District staff to develop a well-conceived funding approach. NBS will incorporate District plans for infrastructure improvements, and asset replacement plans into the financial plan. We will evaluate the timing, costs, and available reserves used to fund various projects. We will work with District staff to develop a well-conceived approach to funding these capital needs, which may include an appropriate balance between debt-funded and cash-funded projects. The recommended solution will provide an appropriate balance between funding from rates, system development fees and, if necessary, the use of outside financing. NBS will develop up to three scenarios to fund the capital improvement program for modeling and comparison purposes.

TASK 3. COST OF SERVICE ANALYSIS

Using the net revenue requirements developed in Task 2, NBS will equitably allocate costs to individual customer classes based on cost-of-service principles that comply with Prop 218. NBS will also review and incorporate the historical usage and strength characteristics by customer class, including changes related to Covid-19 impacts, and determine how best to project future usage and strength. This will require working with the treatment plant data for the District’s plant and the customer base.

NBS will evaluate cost allocations of various cost components to each customer class. The main components of the wastewater cost-of-service analysis are:

Functionalization/Classification of Expenses – Functionalizing the expenses means arranging costs into basic categories, such as flow (volume), strength (BOD or COD and TSS), and customer related costs. With the District’s customer billing data, we will develop the customer usage statistics and allocation factors that will be used to assign costs to each customer class.

Allocation of Costs to Customer Classes – These costs are then allocated to individual customer classes based on allocation factors specific to each cost classification, thereby producing fixed and variable

revenue requirements for each customer class. These allocations will be used for the actual rate calculations.

TASK 4. RATE DESIGN ANALYSIS

NBS will work with District staff to review the current rate structure and evaluate whether there are alternatives that better meet the District’s broader rate design goals and objectives. As noted above, the available rate design alternatives will need to be further evaluated once additional information on how each of the two treatment plants were originally funded and what outstanding financial obligations remain for various groups of sewer customers in the District.

NBS will provide up to three wastewater rate structure alternatives for the District’s consideration, which will include the District’s existing rate structures and two alternatives. An evaluation of the pros and cons of each rate structure alternative will be included in this analysis. The following are subtasks to the Rate Design Analysis:

Develop Rate Design Recommendations – Wastewater rates will be developed based on the cost-of-service analyses, and we will include a discussion of the relative merits (pros and cons) of the current rate structure and the new alternatives. Evaluating the District’s desired rate complexity and resulting customer bills will be essential components of this process.

Criteria for Improving the Rate Design – When evaluating rate design, revenue sufficiency and financial resiliency are critical considerations. NBS’ general approach is to avoid significant **under-collection** of rate revenue, which is the worst-case scenario from a financial perspective. Other criteria for evaluating rate structures include:

- Ease of understanding the rate structure by customers.
- How costs allocated to fixed and volumetric rates affect revenue stability.
- How water conservation is reflected in the analysis.
- The amount of revenue that should be collected within each tier.
- Impacts on customer monthly bills.
- How treatment plant costs are allocated to customers.
- Differences, if any, in collection system and general overhead and administrative costs and how they are allocated to various sewer customers.
- Changes due to drought, conservation efforts, and COVID-19 over the last several years that may affect rates on a going-forward basis.
- The amount of revenue collected from fixed and variable charges (which can significantly impact customer bills).

The rate structure alternatives selected will ultimately provide the basis for comparing monthly customer bills under both the current and new rate structures. However, all rate structures will be “revenue neutral” because they will all collect the same amount of revenue, both in total and within each customer class.

Calculate Fixed and Volumetric Charges – Ideally, fixed charges should be used to cover fixed costs; however, due to the emphasis on using pricing signals to encourage conservation, this is rarely the case. As a result, many agencies have struggled with revenue stability during times of uncertain demands. Fixed

charges will reflect the number of accounts, types of customers and flow/strength factors. In contrast, volumetric rates should cover variable costs and should be allocated in proportion to usage. Determining the best combination of fixed and variable charges is also influenced by other factors, such as revenue stability, conservation, ease of understanding, and ease of administration. NBS will strive for an appropriate balance between fixed and variable charges.

Comparison of Customer Bills – In order to compare various financial plan and rate alternatives, we will prepare rate tables and bill comparisons for various customer classes to illustrate how the rate adjustments will affect customer bills. It is important to note that all rate structure alternatives will be “revenue neutral”: they all collect the same amount of revenue within each customer class. Basic customer bill comparisons will include:

- Impacts on customer bills for low-, average-, and high-strength customers.
- Impacts on single-family customer bills for low-, medium-, and high-consumption customers.
- Comparisons of customer bills based on the treatment plant cost allocation methodologies used.

TASK 5. REGIONAL BILL COMPARISON

NBS will compare current and proposed wastewater rates to ten neighboring communities to see how the District’s rates compare to other nearby water retailers. The results of this comparison will be presented in the rate study report and in public presentations. The comparisons will provide District staff and District Council with a basis to compare the cost of delivering water service to customers in the region.

TASK 6. PREPARE ELECTRONIC RATE MODEL

NBS will develop the Excel-based rate model for use by District staff (users not limited) once the study is complete. The model will be custom-built to the District’s specific needs and will have the functionality to update revenue and expenses, prepare what-if scenarios, and determine annually if the proposed rate increase is needed, or if it can be modified or delayed. The model will have a dashboard where assumptions can be modified and will flow through to the rate alternative results, and a documentation tab that explains each tab and the interrelationships of each tab.

In addition, the model will address include adjustable inflation factors and other variables and will graphically display charts and figures to communicate outcomes and recommendations. We will review the model with staff during the development of the rate study to make sure it meets the District’s requirements and preferences.

A training session can be provided with the District’s Project Manager at the conclusion of the study. The goal of this session will be to review all tabs in the model and to provide sufficient information for the District to accept the model and have the ability to use it going forward.

TASK 7. PREPARE RATE STUDY REPORT

NBS will prepare a draft study report that include proposed rates for the next five to ten years, depending on the District’s preference for the timeframe. An executive summary and introduction will present the purpose of the report and results of the study. Tables, graphs, and charts will be used as appropriate, but the emphasis will be on providing a clear, concise and understandable report that will provide the District with a thorough administrative record. Key assumptions, methodologies, and factors affecting the

development of proposed rates will be highlighted with charts and graphs when helpful. However, more technical aspects of the study, particularly the tables documenting the calculations and sources of data, will be separately provided in technical appendices.

NBS will provide an electronic file in Microsoft Word format of the draft report for the District's review and comment. Once we have received the District's comments¹, we will incorporate those comments into a final report.

TASK 8. MEETINGS AND PRESENTATIONS

NBS plans to provide support to the District in public meetings to support the new rate adoption process. We will also plan to meet with District staff to review study results and recommendations throughout the project. The following meetings and presentations are anticipated for this study:

Meetings with District Staff – NBS proposes to hold progress meetings with District staff via conference call or web meeting format. These meetings will be used to review initial work products and gain input from Staff on the direction of the study. Prior to the public meetings, we also expect to have regular phone conversations with District staff to discuss how the study is proceeding, solicit input from Staff, and to review and discuss the study's initial results and work products. In addition, NBS will work with District Staff to discuss and understand talking points while continuously providing guidance on how to manage questions for community members to ensure a clear and transparent message.

Other Public Workshops/Presentations – NBS rate study staff, will provide one (1) public workshops². The rate team will prepare a PowerPoint presentation for these meetings, which will include visual aids, graphics, charts and additional worksheets or handouts. In these presentations, NBS will present study results, recommendations, receive input and guidance on the direction of the study and answer questions. Our team will work with District Staff to create an agenda and develop a presentation that allow for a clear and insightful workshop. NBS will also present at up to two (2) District Board Meetings related to the consideration of approval of the sewer rates.

TASK 9. NOTICE OF PUBLIC HEARING MAILING

NBS will create a mailing list using the most recent County Assessor secured roll data available, combining that with the District's customer database. Duplicates will be removed to create a comprehensive mailing list. NBS will also draft the Notice to property owners subject to the proposed Fee. Final form of the Notice will be reviewed and approved by legal counsel and District staff.

NBS will work with District staff to answer any questions that come up and guide you through the adoption process. The key technical tasks will be to prepare a draft and final Prop 218 Notice and provide the proposed rate tables included in the notices. NBS will work with District staff to review the draft and final notice prior to public release. The District should have legal counsel review all notices for legal compliance with the provisions of Prop 218, such as wording related to pass-throughs.

¹ We assume District staff's comments will be in an electronic Microsoft Word file using track-changes mode.

² The number of meetings/presentations that NBS provides can be adjusted as necessary by District staff. We plan to discuss the number of meetings and plans for presentation at the kick-off meeting and adjust throughout the process as needed.

TYPICAL PROJECT SCHEDULE

The following is an overview of a proposed project schedule. We will discuss a detailed schedule at the kickoff meeting, along with the expected timing for individual tasks.

Kickoff Meeting/ Data Collection	Analysis & Study	Prepare Draft Report	Review/ Edit Draft Report	Finalize Report	Implementation
3-4 weeks	6-8 weeks	2-3 weeks	2-3 weeks	2 weeks	2-3 months

Staffing

The following individuals will be working on these projects:

Name	Title/Function
RATE STUDIES FOR WATER & WASTEWATER RATES	
Allan Highstreet	Senior Review
Sara Mares	Director/Municipal Advisor
Jeremy Tamargo	Engineering Consultant/Project Manager
Jordan Taylor	Consultant/Utility Rate Consultant
Alice Bou	Consultant/Utility Rate Consultant

ALLAN HIGHSTREET, SENIOR REVIEW

Role and Responsibilities: Allan Highstreet will provide additional experience in sewer rate making and provide senior technical review on this project. He will be available as needed throughout the project to assist the project team with the analysis and technical issues as they arise.

Work Experience: Allan Highstreet has 41 years of experience in the water industry where he was a senior vice president managing water resource planning and development projects for Jacobs Engineering (previously CH2M Hill). Allan’s four decades of experience includes preparing water and sewer rate and capacity fee studies, and he provides invaluable experience to the NBS project team for this engagement. His academic background includes a BS in Agricultural Business and a MS in Agricultural Economics.

SARA MARES, REGISTERED MUNICIPAL ADVISOR

Roles and Responsibilities: Sara Mares is a Director with NBS and will be the Registered Municipal Advisor Representative for this project.

Work Experience: Sara Mares has more than 22 years of experience with NBS and is a Registered Municipal Advisor Representative. She has extensive experience with modeling and structuring revenue mechanisms that support debt issuance. Sara forms Special Financing Districts (SFDs), including Community Facilities Districts and 1913 Act Assessment Districts, which provide land secured financing for limited obligation bonds. She has also provided bond issuance disclosure related to revenue bonds, both stand-alone that are secured by utility rate revenue or as part of a pool bond structure. Sara also has more than 20 years of experience preparing and disseminating continuing disclosure annual reporting and listed event filings.

JEREMY TAMARGO, PROJECT MANAGER

Role and Responsibilities: Jeremy Tamargo will lead the work efforts as project manager. He will work closely with the District to review the overall approach, develop rate alternatives, and suggest creative solutions to consider. Jeremy will direct analytical efforts of the project team and monitor the schedule and delivery of work products to the District's satisfaction. He will be available for meetings with District staff and public presentations for this project.

Work Experience: Jeremy Tamargo is a professional engineer licensed in the State of Oregon and has an application in technical review with the California Board for Professional Engineers, Land Surveyors, and Geologists for comity licensure in the State of California. He has extensive experience in both the public and private sectors in civil engineering design as well as preparing utility master plans for municipal agencies in both Oregon and Washington. In his role as Assistant City Engineer at City of Tigard, Jeremy managed the City's System Development Charge program for the Public Works Department, which was used to pay for the installation, construction, extension, and expansion of the City's water, sanitary, sewer, stormwater, park and transportation systems. A member of the American Society of Civil Engineers, he is solutions-oriented and has a passion for focusing on excellence and sustainability on every project. Jeremy has a Master of Science in Environmental Engineering from Syracuse University and a Bachelor of Science in Civil Engineering from University of Notre Dame.

Fees

Sewer Rate Study

Sewer Rate Study	\$37,700
Estimated Expenses	\$1,500
Total	\$39,200

Pauma Valley Community Services District - Proposal for Sewer Rate Cost of Service Study					
Study Tasks	Consultant Labor (Hours)				Grand Totals
	Wastewater Rate Study			Total Consultant Labor (Hrs.)	Consultant Costs (\$)
	Senior Review ¹ (Highstreet)	Engineering Review (Tamargo)	Consultant (Taylor/Bou)		
Hourly Rates	\$250	\$200	\$175		
Wastewater Rate Cost of Service Study					
Task 1 – Kickoff Meeting and Data Collection	1.0	2.0	6.0	9.0	\$ 1,700
Task 2 – Financial Plan	1.0	6.0	24.0	31.0	5,650
Task 3 – Cost of Service Analysis	2.0	8.0	35.0	45.0	8,225
Task 4 – Rate Design Analysis	2.0	8.0	40.0	50.0	9,100
Task 5 – Regional Bill Comparison	0.0	2.0	8.0	10.0	1,800
Task 6 – Prepare Electronic Rate Model	0.0	0.0	6.0	6.0	1,050
Task 7 – Prepare Rate Study Report	2.0	4.0	16.0	22.0	4,100
Task 8 – Meetings and Presentations	2.0	4.0	10.0	16.0	3,050
Task 9 – Notice of Public Hearing Mailing ²	0.0	2.0	15.0	17.0	3,025
Expenses (Travel to Meetings)					1,500
Grand Total: Wastewater Rate Cost of Service Study	10.0	36.0	160.0	206.0	\$ 39,200
Optional Site Visits and Presentations					
Labor Cost Per Visit/Presentation					2,000
Travel Expenses per Visit/Presentation(not to exceed)					500
Total: Per Optional Visit/Presentation					\$ 2,500

1. If time is required for municipal advisor services (Sara Mares), senior review hours would be utilized.
 2. Does not include expenses for printing and mailing, which will be charged as direct expenses with no markups.

TERMS

Services will be invoiced monthly. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel consulting contract with 30 days' written notice.

EXPENSES

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, travel, meals and various third-party charges for data, maps, and recording fees.

Please feel free to contact me if you have any questions or need further information.

Best regards,

**NBS Government Finance Group,
DBA NBS**



Sara Mares
Director

March 22, 2023

Eric Steinlicht, General Manager
Pauma Valley Community Services District
33129 Cole Grade Road
Pauma Valley, CA 92061

Proposal for Development of a Strategic Plan and Proposal for Development of a Long-Range Financial Plan Model/Rate Requirements.

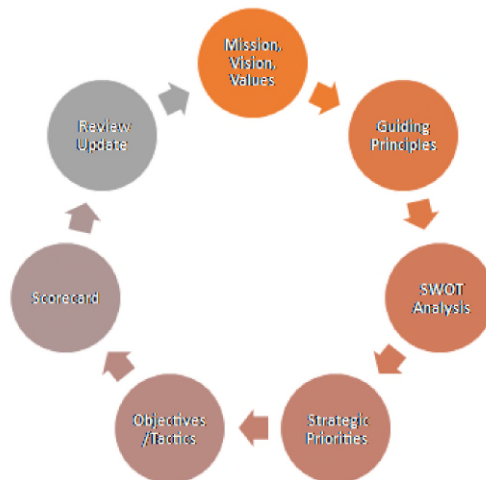
Mr. Steinlicht, I am pleased to submit this proposal to develop two plans for the Pauma Valley Community Services District (District). I have significant experience in both areas (Strategic Planning & Financial Planning) for a public agency. Also, based on what I learned during my brief time with the District I believe I can develop both plans efficiently and appropriately to help the future success of the District. I have outlined below my proposal; however, I am happy to discuss any questions you may have. Additionally, I am willing to complete either one of the plans individually or willing to do both.

DEVELOPMENT OF A STRATEGIC PLAN

A Strategic Plan is a long-term plan or a blueprint that provides an improved formulation and implementation of strategy for how an organization will achieve organizational goals, respond to current challenges, make the best of future opportunities, and for a public agency to best serve its customers. The plan also reaffirms the organizations mission, vision, values, and guiding principles. For Pauma Valley Community Services District (District) the plan serves as an essential link between the publicly elected Board’s role and the General Manager’s actions.

Briefly below I have outlined my proposal to facilitate the creation of the District’s Strategic Plan.

STRATEGIC PLANNING PROCESS



Scope of Work

Mission, Vision, Values: Review, update, create the Mission, Vision, Values for the District. This would be accomplished via a workshop with the Board.

Guiding Principles: The guiding principles are essentially commitment statements the District will adhere to in achieving its Mission. As a starting point utilizing the “Effective Utility Management” (EUM) framework a draft list of guiding principles would be presented for review, input, modification at the workshop with the Board.

SWOT Analysis: Identifying the District’s Strengths, Weaknesses, Opportunities, and Threats will be completed in the Board workshop. Prior to the Board workshop I will seek input from each Board Member on this and bring a consolidated list to the workshop for review and consideration. Upon finalization of this step the results will be utilized to create Strategic Priorities

Strategic Priorities: Strategic Priorities will be developed that will successfully advance the District into the future. These priorities will also be aligned with the Guiding Principles to ensure we are achieving our commitments.

Objectives/Tactics: An initial list of objectives/tactics will be developed to accomplish the Strategic Priorities. These will be actionable efforts for the General Manager to accomplish. Each effort when accomplished should further the District in achieving one or more Strategic Priorities. This list will be an ever-changing list that the General Manager can update and review with the Board on a periodic basis.

Scorecard: A scorecard will be developed that will allow for the tracking of the Objectives/Tactics identified. The scorecard will detail who is responsible for accomplishing the objective, anticipated completion date, and the on-going status. The scorecard will be used by the General Manager to monitor and report on the progress of the Strategic Plan initiatives.

Review/Update: It is Important to monitor progress on the initiatives in the Strategic plan and to adjust the plan when needed, however, the Strategic Plan is a longer-term forward-looking plan. The Mission, Vision, Values will not change regularly nor will the Guiding Principles. The initiatives will take time to complete and many may span multiple years. The General Manager should use the scorecard to keep the Board informed of progress. Updates to the overall Strategic Plan would not likely occur but every two or three years.

Approach/Timeline/Fee Schedule

Task	Week	Fee Schedule (\$10,000)
Meet with GM – Develop draft Mission, Vision, Values, and Guiding Principles.	Week 1-2	
Interview Board Members on this effort and also seek individual Board Member SWOT considerations.	Week 2-3	
Board workshop #1 – Review and provide direction on Mission, Vision, Values, Guiding Principles. Review and gain consensus on SWOT analysis.	Week 4	\$3,500

Meet with GM and review workshop results. Prepare Draft Strategic Plan, Draft Objectives/Tactics, and Draft Scorecard.	Week 4-5	
Board workshop #2 – Review Draft Strategic Plan, Draft Objectives/Tactics, and Draft Scorecard. Receive direction needed to complete.	Week 6	\$3,500
Complete Report	Week 7	
Present Final Report @ CSD Board Meeting	Week 8	\$3,000

Deliverables

I will prepare the Strategic Plan Document and Scorecard in a digital format for delivery to the District. This format will provide the General Manager the ability to utilize the Scorecard on an ongoing basis. Additionally, the Strategic Plan Document can be updated as necessary in future years.

Fee

For the Strategic Plan effort described above - \$10,000. Additional efforts or tasks by mutual agreement.

DEVELOPMENT OF A LONG-RANGE FINANCIAL PLAN MODEL/RATE REQUIREMENTS

A Financial Plan is critical to ensuring an organization has the financial resources needed to carry out its mission. For the District this is especially critical as infrastructure cost for maintaining and replacing wastewater collections and treatment facilities can be significant. Knowing what your operating costs and your long-term capital needs are allows you to set rates and charges at appropriate and equitable levels. For this District a reserve policy needs to be in place and furthermore, a plan to achieve the reserve policy goals needs to be implemented. Reserves play a key role for achieving the infrastructure requirements. The lack of having a sound financial plan (including reserves) in place can lead to insufficient funds to complete planned or emergency repairs, higher cost due to unplanned borrowing needs, and large spikes in rate increases.

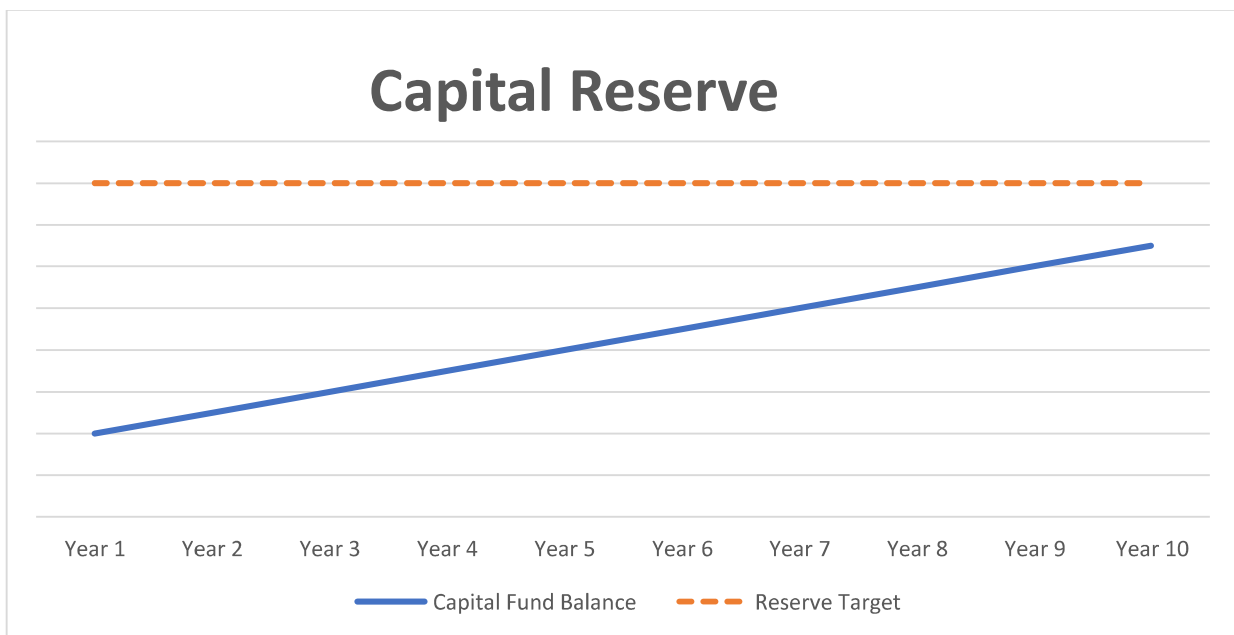
Below I have briefly outlined my proposal to facilitate the creation of the District’s Financial Plan and Rate Requirements.

Long-Range Financial Plan Model/Rate Requirements

I would propose developing an integrated Financial Plan Model looking out the next 10 years. The Model would include revenue and expenditure projections for both operating activities and capital activities. I would build in key assumptions as inputs to the Model that would allow the General Manager to utilize the Model to do what-if scenario planning by just changing these assumptions. The plan would further look at funding needs particularly on the capital side for major repair and replacement of assets. Finally, the plan would project rate requirements for each year.

Pauma Valley Community Services District										
Long-Range Financial Plan										
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Operating Revenues:										
Wastewater										
Gate										
Security										
Other										
Total Operating Revenues										
Operating Expenses:										
Wastewater										
Gate										
Security										
Other										
Total Operating Expenses										
Net Operating Income										
Non-Operating Revenues:										
Repair and Replacement Rev										
Grants Revenue										
Total										
Non-Operating Expenditures:										
Major Repair & Replacement										
New Capital										
Total										
Net Non-Operating Results										
Operating Requirements Rates										
Wastewater										
Security										
Gate										

Utilizing the results from the Long-Range Financial Plan, forecasted fund balances can be generated. This will allow for scenario planning via the Model to develop an approach to achieving reserve goals.



Approach/Timeline/Fee Schedule

Task	Week	Fee Schedule (\$15,000)
Meet with GM – Make data request/gather required information. Build initial Long-Range Financial Plan Model (LRFP).	Week 1-4	
Meet with GM – Review LRFP Model. Review results and recommendations regarding rate projections & reserve balances. Make adjustments based on GM feedback.	Week 5-6	\$7,500
Board workshop – Review LRFP Model and results with Board. Get Board feedback make adjustments. Complete LRFP Model.	Week 7-8	
Present Final Report @ CSD Board Meeting.	Week 9	
Deliver LRFP and provide model use training to GM.	Week 10	\$7,500

Deliverables

I will prepare the Long-Range Financial Plan Model in an excel spreadsheet format. Upon finalization of the Model I will deliver the file electronically and I will provide the GM with training on how to use the Model so that future updates can be accomplished internally.

Fee

For the Long-Range Financial Plan Model/Rate Requirements effort described above - \$15,000. Additional efforts or tasks by mutual agreement.

Please feel free to contact me if you would like to discuss anything regarding the proposal. Thanks for the consideration.

Jeff Armstrong

Jeff Armstrong

30378 Canyon Trail Court
 Menifee, CA 92584
 951-445-1215

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

BEFORE THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO CONSIDER THE ADOPTION OF AN ORDINANCE AUTHORIZING INCREASES TO THE RATE FOR SEWER SERVICE CHARGES

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Board of Directors (“Board of Directors”) of the Pauma Valley Community Services District (“District”) on June 28, 2021 at 10:00 a.m., or as soon thereafter as the matter can be heard, at 33129 Cole Grade Road, Pauma Valley, CA 92061. District meetings are currently closed to the public, but members of the public may attend via virtual teleconference (meeting access information posted at www.paumavalleycsd.com). Should the District determine to allow members of the public to attend the hearing in person, information will be provided on the agenda for the public hearing. At the public hearing, the Board of Directors will consider the adoption of an ordinance authorizing increases to the rate for the District’s Sewer Service Charges.

PROPOSED RATE INCREASES TO SEWER SERVICE CHARGES

The rate for the District’s Sewer Service Charges has not been increased since July 2014. In order to fund increases in the costs of operations and maintenance of the sewer system and the capital infrastructure improvements needed to repair, replace, and update the District’s sewer system, the District has determined that it is necessary to increase the rate for its Sewer Service Charges. The Sewer Service Charges imposed on each parcel of property within the District are determined on the basis of the number of equivalent dwelling units (“EDUs”) assigned to such parcels. The number of EDUs assigned to a parcel is determined on the basis of its land use and the estimated amount or type of sewage generated (“customer classification”). One EDU is equivalent to a wastewater flow of 250 gallons per day and constituent levels of 300 parts per million of biochemical oxygen demand. The Sewer Service Charges are calculated to proportionately allocate the cost of providing sewer service to each property owner on a parcel basis. The rate of the Sewer Service Charges is proposed to be increased to \$92.40 per EDU. The number of EDUs assigned to each customer classification are set forth in the attached Exhibit A. If adopted, the ordinance will authorize the proposed rate increase to be in effect for sewer service beginning on July 1, 2021.

Because the District anticipates that there will be additional increases in the costs of providing sewer service in the future, the ordinance will also authorize the District to impose an annual adjustment to the rate for its Sewer Service Charges. Such annual adjustments may be imposed for a five-year period, beginning July 1, 2021, and each July 1 thereafter through and including July 1, 2025. The proposed rate increases shall be in accordance with the table below.

Current Rate	Effective Date	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024	July 1, 2025
\$88	Maximum Rate	\$92.40	\$97.02	\$101.87	\$106.96	\$112.31

PUBLIC HEARING AND PROTESTS

Any property owner may submit a written protest to the proposed rates increases to the District's Sewer Service Charges; provided, however, only one protest will be counted per identified parcel. Any written protest must: (1) state that the identified property owner is in opposition to the proposed rate increase to the Sewer Service Charges; (2) provide the location of the identified parcel (by assessor's parcel number or street address); and (3) include the printed name and signature of the property owner submitting the protest. Written protests may be submitted by mail, e-mail, or in person to the District Clerk at 33129 Cole Grade Road, Pauma Valley, CA 92061, provided they are received prior to the conclusion of the public comment portion of the Public Hearing. Please identify on the front of the envelope for any protest or in the subject line of the e-mail; Attn: Public Hearing on Rate Increases. E-mails should be sent to pvcassistant@gmail.com. Protests submitted via e-mail must include an image of the signature of the property owner submitting the protest, including by scan or photograph.

The Board of Directors will hear and consider all written and oral protests to the proposed rate increases at the Public Hearing. Oral comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest. Upon conclusion of the Public Hearing, the Board of Directors will consider adoption of an ordinance authorizing the rate increases to the District's Sewer Service Charges as described herein. If written protests against the proposed rate increases to the Sewer Service Charges as outlined above are not present by a majority of property owners of the identified parcels upon which the rates are proposed to be imposed, the Board of Directors will be authorized to impose the respective rate increases and to increase the rates in future years as discussed above. If adopted, the proposed rate increase to Sewer Service Charges will be in effect for sewer service beginning July 1, 2021. The rates may also be increased annually as described herein beginning July 1, 2022, and each July 1 thereafter through and including July 1, 2025. Prior to implementing any such price adjustment, however, the District must provide written notice of the increase to property owners not less than 30 days prior to the effective date of the increase.

For further details regarding the bases and reasons for the proposed rate increases to the District's Sewer Service Charges, or for any questions you may have regarding your customer classification or the proposed Sewer Service Charges to be imposed on your parcel, please contact the District Office at (760)742-1909.



Pauma Valley Community Services District

EXHIBIT A

Customer Classification	EDU's	Proposed Sewer Service Charges
<u>Single Family Residence</u>	1.0	\$92.40
Apartment house and duplex:		
(1) A 1 bedroom unit	1.0	\$92.40
(2) A 2 bedroom unit	1.0	\$92.40
(3) A 3 bedroom unit	1.0	\$92.40
(4) Thereafter each additional bedroom unit shall equal an additional	.25	\$92.40 + \$23.10 for each additional bedroom
<u>Condominiums:</u>		
Each individual unit	1.0	\$92.40
Hotels, motels, auto courts:		
(1) Per living unit without kitchen	.50	\$46.20
(2) Per living unit with kitchen	1.0	\$92.40
Churches, theaters and auditoriums		\$138.60
Per each unit of seating capacity (a unit being 150 persons or any fraction thereof)	1.50	
Restaurants		
(1) No seating	2.50	\$231
(2) Less than 80 seats per each unit of 7 Seats or fraction thereof	1.00 ¹	\$92.40
(3) More <u>than</u> 80 seats per each unit of 7seats or fraction thereof	1.00 ¹	\$92.40
Automobile service stations		
(1) Not more than 4 gasoline pumps	2.00	\$184.40
(2) More than 4 gasoline pumps	3.00	\$277.20
Self service laundries		
Per each washer	.75 ¹	\$69.30
Mobile home and trailer parks		
Per each trailer space:		
Mobile home	1.00 ²	\$92.40
Trailer court	.75	\$69.30

² Based upon the volume of water consumption and quality of discharge, an additional service charge may be assessed in accordance with this Article.

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

Recreational vehicle park:		
Per each space, occupied or not	.75	\$69.30
Vacant lots within subdivision containing a developed system of sewer mains	.50	\$46.20
<hr/>		
Stores, offices, small industrial and business establishments not listed above	1.0	\$92.40
First unit ³	1.0	\$92.40
Each additional unit	.75	\$69.30
Schools ⁴		
Elementary Schools		
For each 60 pupils or fraction thereof	1.00	\$92.40
Junior High Schools		
For each 50 pupils or fraction thereof	1.00	\$92.40
High Schools		
For each 30 pupils or fraction thereof	1.00	\$92.40

³ For the purposes of this Customer Classification a Unit shall be described as:

(1) Any individual office, store or small industrial establishment with private sanitary fixtures and gross floor area not exceeding 1,000 square feet; or

⁴ (2) With 1,000 square feet of gross floor area in buildings with public sanitary fixtures only.

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

June 18, 2024

Mr. Eric Steinlicht
Pauma Valley Community Services District

Letter sent via email

Subject: Wastewater Rates and Security Patrol and Gates Special Taxes Study; HEC #230403

Dear Eric:

Thank you for the opportunity to submit a proposal to update the Pauma Valley Community Services District (hereafter 'District' or 'PVCSD') wastewater rates and to calculate security patrol and gates special taxes.

HEC and its Principal, Catherine Hansford, bring more than 20 years of experience in municipal finance with specialization in the water industry. With a proven track record of completed projects and references listed herein, HEC offers the necessary skill set for successful, straightforward execution of the Study. HEC has provided professional services to many small cities and special districts in California. We work with staff, engineers, bond counsel, planners, public outreach and legal professionals routinely to determine the best solutions to unique circumstances. The majority of HEC's clients are small communities. Our qualifications are provided in **Exhibit A**.

Proposed Scope of Services

Task 1: Project Management and Meetings

This task includes time for Catherine Hansford to manage, track, and report on project progress every month. It entails review of work status/progress, invoicing/determination of remaining budget, and coordination with District staff. Up to four (4) public meetings are also included under this task. Meetings include two (2) virtual meetings with the District Board of Directors (Board) to present a) initial findings and b) answer questions at the public hearing, and two in-person meetings (anticipated to be presentation of the draft report and findings to the Board and a public workshop).

Task 2: Data Collection and Analysis

HEC will provide a list of data needs to the District and will collect other information and data pertinent to the rate and special taxes study. Once the data has been collected, HEC will thoroughly review the financial health of the District, examining revenue and cost information for all operations, maintenance, administration, general expenses, short and long-term liabilities, as well as capital and reserve expenditures. The financial review will establish the historical and current financial health of the District under the current rate and taxes structures, generally describe components of annual revenues, and characterize expenses.

HEC will summarize the wastewater capital improvement plan (CIP) as provided by the District and will present a financing strategy to ensure the facilities are completed in a timely fashion, while minimizing the impact to rate-payers. Assumptions in the financial model including rate of growth and number of EDUs as well as projection methodology of expenses will be discussed with staff. Operation and maintenance expenses may be projected using historical annual percentage increases, or some other index, such as a consumer price index. Expense item categories, such as utility costs and labor costs, services and supplies costs, permits and lab costs, will be projected independently.

The projected revenue requirement may also include other non-operating cost considerations, such as an operating reserve, rate stabilization fund, short-lived asset reserve, or additional funds to meet debt service coverage requirements. Non-operating revenues, such as interest revenue, late charges and other miscellaneous revenue sources, will be included as credits in the analysis so that the revenue requirement is not over-estimated.

A cash flow will be presented to ensure sufficiency of funding for the next five years, demonstrating adequate debt service coverage and reserve levels are met.

Task 3: Wastewater Rate Analysis

Once the projected revenue requirement is established, it is allocated to customers based on the number of EDUs they have been assigned. HEC will model the number of EDUs provided by the District for each customer.

The current rate structure will be assessed for alignment with current District goals and objectives and fit with customer usage patterns. Alternative rate structures may be discussed with the Board. HEC will model up to one alternative rate structure if this is desired by the Board.

The cost-of-service analysis leads to the calculation of user rates for wastewater so that the system is adequately funded for existing and projected future costs and that the rates are based on the best estimate of system use by each customer. HEC will provide guidance and advice to District staff to ensure the proposed rate structure complies with Proposition 218 and all related laws, and that rates are implemented within the District's desired timeframe.

Task 4: Wastewater Cost-of-Service Report

HEC will prepare a report that includes the methodology used, detailed calculations of rates, findings, and recommendations. The report will demonstrate cost of service and proportionality requirements such that the District shows compliance with Proposition 218. Following edits and changes to the draft report, HEC will prepare a final report before the public hearing.

Task 5: Wastewater Rates Implementation

HEC will assist the District with implementing proposed rates. Technical assistance includes helping District staff, particularly with staff reports, changes to ordinances, and providing help to staff responsible for implementing rate changes with technical questions.

HEC will work with District staff to draft the public hearing notice. The notice will specify the basis of the fee, the reason for the fee, the customer's right to protest the fee, and the date/time/location of

the public hearing. Since wastewater fees are property-related fees, not assessments, they do not require a ballot. Only property owners of record must receive notification of property-related fee increases; however, tenants or property owners may protest the fee. Only one protest per property can be counted. This task does not include mailing public hearing notices or counting protests, which would be conducted by District staff.

Task 6: Security Patrol and Gates Special Taxes Calculations

Pauma Valley residents voted in favor of the District charging special taxes to fund security patrol and gates in 2011. Under this task, HEC will examine the adequacy of the special taxes at their current level to provide for the current costs of patrol and gate services, and anticipated costs of the services for the next five years. If the analysis shows that the special taxes are insufficient to continue providing these services at the level of service desired by residents, then the special taxes will need to be raised. HEC will provide the projected costs, cost allocation methodology, and calculated taxes for gates and security patrol in a technical memorandum.

Increasing special taxes requires at least two-thirds registered voter approval. The District can present any changes to the special taxes to voters at the next election opportunity, or by way of special election, with assistance from San Diego County.

Estimated Budget and Schedule

The proposed not-to-exceed budget of \$38,860 for the scope of services described above is based on HEC's 2024 hourly billing rates as follows: Principal \$205 per hour, Associate \$150 per hour, and clerical/administrative work \$100 per hour. These rates will be held through 2024 and are subject to change January 1, 2025. If any non-staff costs are incurred that are specific to work performed for the District (direct costs), these will be billed at cost. Direct costs could include mileage reimbursement and other travel-related costs, printing, videoconference hosting fees, meals when traveling for meetings, and mail and postage costs. The estimated budget includes these assumptions:

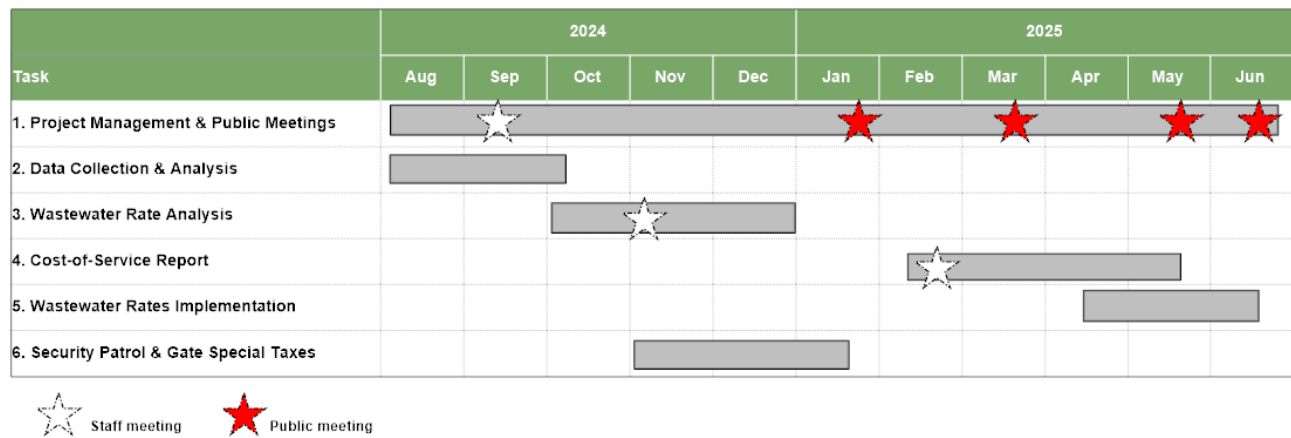
- Two in-person meetings with travel to Southern California. If all meetings are conducted virtually, the budget can be reduced commensurately, or the estimated costs can be reserved for contingency.
- Proposition 218 public notice creation (content and design) is included in the budget but printing and mailing of the notices is excluded.

The estimated cost includes an allowance by task as shown in **Table 1**; however, HEC retains the right to move budget between tasks as needed. HEC charges for services on a cost not-to-exceed basis; therefore, you will only be billed for the work completed up to the authorized budget amount. If additional work is requested that is beyond the original scope of services, or if work efforts are greater than anticipated in development of the budget, HEC will request authorization for additional budget.

Table 1
Estimated Budget

Task/Item Description	HEC			Total Estimated Cost
	Hansford	Analyst	Admin	
<i>Hourly Billing Rates</i>	\$205	\$150	\$100	
1 Project Management & Public Meetings	26	0	12	\$6,530
2 Data Collection & Analysis	14	8	0	\$4,070
3 Wastewater Rate Analysis	30	10	0	\$7,650
4 Cost-of-Service Report	20	8	10	\$6,300
5 Wastewater Rates Implementation	15	10	0	\$4,580
6 Security Patrol & Gates Special Taxes	30	10	0	\$7,650
Subtotal Staff Costs	135	46	22	\$36,780
Direct Costs				\$2,080
Total Cost Estimate				\$38,860

The graph below shows the approximate timeframe for each task in order to have revised wastewater rates implemented July 1, 2025.



We look forward to having the opportunity to discuss our proposal further. You can reach Catherine at (530) 412-3676 or catherine@hansfordecon.com with any questions about this proposal.

Sincerely,



Catherine R. Hansford, Principal
HANSFORD ECONOMIC CONSULTING LLC

EXHIBIT A

HEC QUALIFICATIONS AND EXPERIENCE

Utility Rate Studies • Municipal Finance • Water Resources Planning • Economic Analysis

Catherine is a practitioner of financial, economic, and resource sciences. As a professional for more than 20 years, Catherine has built a reputation for creative problem solving, excellent speaking skills and written products. Catherine combines her powerful analytical skills with the invaluable ability to take complex topics, distill them into key components, and deliver relevant information in a clear and concise manner. She is particularly sensitive to the public process required to address most municipal finance issues; her presentations are crafted so that public finance decisions are understood, even if constituents do not favor them.

“Catherine is a rare combination of powerful analytical skills with an extraordinary ability to assess the big picture.”
Lori Williams, Liberty Utilities Energy Efficiency Manager

Experience

Catherine has worked in both the public and private sectors over the course of her career. In the public sector, Catherine worked as a senior planner for the Truckee Meadows Water Authority (TMWA), performing management analyst functions such as cost-benefit analysis, managing interlocal agreements, performing rate and fee studies, and working with stakeholders. Catherine served as liaison/chair between TMWA and various customer groups. These included a Rate Making Review Committee and Landscape Subcommittee. Catherine served as the Chair of the Advisory Committee on Conservation for the Washoe County Regional Water Planning Commission from 2003 through 2005.

In the private sector, Catherine worked for Economic and Planning Systems (Sacramento office) helping clients with municipal bond sales, financing plans, special district formation, user fee studies, fiscal studies, and nexus fee studies. At ECO:LOGIC Engineering (now Stantec), Catherine specialized in water utilities public financing. Since 2005, Catherine has been the owner and principal of HEC, engaging in municipal planning and finance issues, primarily in the water industry.

Education

Master of Science, Agricultural Economics, University of Nevada, Reno
Bachelor of Science, Rural and Environmental Economics, University of Newcastle-upon-Tyne, UK

Career

Hansford Economic Consulting	Principal	Truckee, CA
ECO:LOGIC Engineering	Senior Economist	Rocklin, CA
Truckee Meadows Water Authority	Senior Water Planner	Reno, NV
Economic and Planning Systems	Senior Associate	Sacramento, CA

Presentations and Publications

Funding Groundwater Management Programs, How Fees were established for Two New Agencies tasked with Groundwater Sustainability, *2021 Nevada Water Resources Association Conference*

Water Rights for Sale: Know what you're Selling or Buying, *2020 Schroeder Law Offices Webinars*

Utility Financial Planning: Facility Funding Options and Different Types of Fees, *3-Hour Videoconference class for the Nevada Rural Water Association, 2019*

Stormwater Rate Calculation, *2018 Tri-State Seminar, Las Vegas*

Western US Water Issues, *2018 Women In Economics, University of Nevada Reno*

Funding for Flood Facilities, *2017 Nevada Water Resources Association Fall Event*

Financial Management: Understand your Cost Structure, Customer Cost-Share Responsibilities and Funding Options, *3-Hour Videoconference class, Nevada Rural Water Association (multiple times)*

Successful Strategic Planning Starts with Understanding Your Financial Position and Engaging a Wide Range of Stakeholders, *2014 Nevada Rural Water Association Conference*

The Cost of Rectifying Over-Appropriation of Groundwater in Diamond Valley, *2014 Nevada Water Resources Association Conference*

Rate Setting Fundamentals: Math or Art? *2013 Nevada Rural Water Association Conference*

A Misunderstood Relationship: Economic Vitality and Environmental Improvement in the Tahoe Basin, *2012 Tahoe Science Conference*

What is a Reasonable Water Rate? *2011 Nevada Water Resources Association Conference*

Projecting Population and Employment: A Platform for Projecting Water Purveyor Demands in an Urban Area, *2003 Nevada Water Resources Association Conference*

Water Conservation Recommendations from a Consumer Outreach Group, *2002 AWWA Cal-Nev Section Conference*

"Setting and Assessing the Impact of Water-Related Development Fees", *The Water Spot, First Joint issue of the Nevada Water Environment Association and Nevada Water Resources Association, Winter 2017.*

References

Client	Contact	Study
American Valley Community Services District	Katie Nunn, Business Manager (530) 283-0836 <i>katie@americanvalleycsd.com</i>	Water and Wastewater Rates and Fees Study (2022)
Gold Mountain Community Services District	Rich McLaughlin, Treasurer (619) 248-1048 <i>rich.mclaughlingmcsd@gmail.com</i>	Water and Wastewater Rates Study (2022)
Midway Heights County Water District	Jason Tiffany, General Manager (530) 878-8096 <i>admin@mhcwd.org</i>	Potable and Raw Water Rates and Fees Study (2020)
Georgetown Divide Public Utility District	Adam Brown, Water Resources Manager (530) 333-4356 ext. 110 <i>abrown@gd-pud.org</i>	Wastewater Rates and Fees Study (2019)
Northstar Community Services District	Mike Staudenmayer, General Manager (530) 562-1505 <i>mikes@northstarcsd.org</i>	Property Tax Analysis for Fire Service to Proposed Annexed Properties (2016)

About HEC

Hansford Economic Consulting LLC (HEC), self-member LLC, provides planning, economic, and financial services for public and private clients in the Western United States. The company, founded in 2005, is owned and managed by Catherine Hansford, an applied economist with more than 25 years of experience. HEC clients include regional agencies, counties and cities, special districts, non-profits, private entities, and homeowner associations.

Our high-quality work products span a breadth of land and water resource related topics that touch our human communities and environments. HEC endorses progressive and adaptive planning, understanding that plans are useful only if they are comprehensive, relevant to the specific local conditions, and lead to implementation. Our approach is especially desirable when working on sensitive community issues with a divergent customer base and/or the interests of multiple stakeholders. HEC appreciates the challenge of balancing equity, feasibility, and public acceptance goals when approaching fee studies.

HEC is committed to a positive experience with an outcome that provides concrete steps forward; we strive to offer solutions that are legally grounded and follow best practices.

Rate and Fee Studies Experience

California

- ❖ *Linden County Water District – Water and Wastewater Rate Study*
- ❖ *Lockeford Community Services District – Water Rate Study*
- ❖ *Calaveras Public Utility District – Connection and Capacity Fees Study*
- ❖ *Sierraville Public Utility District – Water Rate Study*
- ❖ *Sierra County Waterworks District #1 – Water Rate Study*
- ❖ *Heather Glen Community Services District – Water System Consolidation Feasibility*
- ❖ *City of Newman – Water and Wastewater Rate Studies*
- ❖ *City of Livingston - Water, Wastewater and Solid Waste Rate Studies*
- ❖ *Salinas Valley Basin Groundwater Sustainability Agency – Sustainability Fee Study and Implementation*
- ❖ *Merced Irrigation Urban Groundwater Sustainability Agency – Sustainability Fee Study and Implementation*
- ❖ *Bishop Paiute Tribe – Water and Wastewater Rates Study*
- ❖ *Midway Heights County Water District – Potable and Raw Water Rates Study and Strategic Plan*
- ❖ *Heather Glen Community Services District – Water Rate and Consolidation Feasibility Studies*
- ❖ *American Valley Community Services District – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Gold Mountain Community Services District – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Woodbridge Sanitary District – Wastewater Rate Studies*
- ❖ *South Placer Municipal Utility District - Wastewater Rates and Capacity Fees Study*
- ❖ *Donner Summit Public Utility District - Wastewater System Upgrades Financing Plan and Cost of Service Study, Water Rate Study, Special Tax Analysis, and Wastewater Capacity Fees Study*
- ❖ *Alpine County – Effluent Management and Pricing Study*
- ❖ *Georgetown Divide Public Utilities District – Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Amador Water Agency – Wastewater Capacity Fees Study*
- ❖ *City of Live Oak – Water and Sewer Rate Studies*
- ❖ *City of Waterford – Water Rate Study*
- ❖ *City of Livingston - Water, Wastewater and Solid Waste Rate Studies*
- ❖ *City of Escalon – Water and Wastewater Rate and Capacity Fee Studies*
- ❖ *City of Turlock - Water Rate and Recycled Water Pricing Studies*
- ❖ *City of Riverbank - Wastewater Rates and Recycled Water Pricing Studies*
- ❖ *City of Colusa - Wastewater Revenue Program*
- ❖ *City of Newman - Water and Sewer Rate Studies*
- ❖ *City of Williams – AB1600 Nexus Study and City User Fees Update*
- ❖ *City of Winters – Development Impact Fees Nexus Study*
- ❖ *City of West Sacramento – Affordable Housing In-Lieu Fee Analysis*
- ❖ *Placer County – East and West County Affordable Housing Fee Nexus Studies*
- ❖ *Mountain Housing Council – Analysis of Development Impact Fees in the Tahoe region*
- ❖ *Spring Creek Homeowners Association –Water and Wastewater Rates Expert Analysis*
- ❖ *City of Williams – Development Impact Fees and User Fees Study*

- ❖ *City of Winters* – Citywide Development Impact Fees and Drainage Impact Fees Update Studies
- ❖ *City of Sacramento* – Development Impact Fees Review, Best Practices
- ❖ *Mountain Housing Council* – Comparison of Regional Development Fees
- ❖ *City of West Sacramento* – Flood In-lieu Fee Study Update
- ❖ *Placer County* – East and West County Affordable Housing Fee Nexus Studies
- ❖ *Squaw Valley PSD* – Water and Wastewater Public Services Financial Analysis
- ❖ *Rancho Murieta Community Services District* – Security and Drainage Fees (Special Taxes) Study
- ❖ *Yuba County* – East Linda Specific Plan Nexus Study (roads and parks fees)
- ❖ *City of West Sacramento* – Affordable Housing In-Lieu Fee Analysis
- ❖ *Sierra County Fire District* – Fire Impact Fee Study
- ❖ *Western Regional Water Commission* – Impact of Water-Related Fees on Development

Nevada

- ❖ *Truckee Meadows Water Authority* - Water Resource Plan, Water Conservation Plan, ET Controller Pilot Study, Residential Water Demand Study, Retail and Wholesale Rates Study
- ❖ *City of Fernley* – Water and Sewer Rate Studies
- ❖ *Minden-Gardnerville Sanitation District* – Rates, Capacity Charges and Administrative Fees Study
- ❖ *Washoe County* – Spanish Springs Wastewater Connection Fee Analysis
- ❖ *Wingfield Springs HOA* – Recycled Water Feasibility Study
- ❖ *Eureka County* – Water and Sewer Rates and Consolidation Feasibility Study
- ❖ *Carson City* – Cost Efficiencies Identification in the Marlette Water System
- ❖ *Carson City* – Analysis of special district formation to fund roads improvements

Oregon

- ❖ *City of Ashland* – Water, Wastewater, Storm Water and Transportation Rate and Fee Studies
- ❖ *City of Phoenix* – Water, Transportation and Parks Rate and Fee Studies
- ❖ *City of Talent* – Water, Transportation and Parks Rate and Fee Studies
- ❖ *City of Phoenix* – Water Rates and Capacity Fees Analysis
- ❖ *Charlotte Ann Water District* – Pricing Impacts of Dissolution
- ❖ *City of Coos Bay* – New Interlocal Agreement with Charleston Sanitary District for Wastewater Treatment and Disposal
- ❖ *Talent-Ashland-Phoenix Water System* – New Interlocal Agreement for Management of the TAP System, and Funding Plan for the Master Plan

Hansford Economic Consulting LLC

Active Updated 6/20/2024 3:27:57 PM

Hansford Economic Consulting LLC is a business entity based in Truckee, CA. Established recently on February 21, 2019, this Limited Liability Company is recognized under the document number 201905710479. Governed by the California Secretary of State, the company is listed in Active status in state records.

The principal address of the company is located at 12604 Glenshire Drive, Truckee, CA 96161 and mailing address is at Po Box 10384, Truckee, CA 96162. This address serves as the central hub for the company's activities and communications.

Overseeing the operations and compliance of this Limited Liability Company is Catherine Hansford, who serves as the registered agent. He operates from 12604 Glenshire Drive, Truckee, CA 96161.

📘 Filing information

Company Name	Hansford Economic Consulting LLC
Entity type	Limited Liability Company
Governing Agency	California Secretary of State
Document Number	201905710479
Date Filed	February 21, 2019
Company Age	5 years 4 months
State	CA
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	California

Company Contacts

Principal Address

12604 Glenshire Drive
Truckee, CA 96161

Mailing Address

Po Box 10384
Truckee, CA 96162

Agent

Individual
Catherine Hansford
12604 Glenshire Drive
Truckee, CA 96161

Events

Event Type Statement of Information

Filed Date 07/19/2021

Effective Date

Description

Legacy Comment

From: Legacy Number: 21d62776

To:

Event Type System Amendment – SI Delinquency for the year of 0

Filed Date 07/07/2021

Effective Date

Description

Event Type Statement of Information

Filed Date 03/13/2019

Effective Date

Description

Legacy Comment

From: Legacy Number: 19b04575

To:

Event Type Initial Filing

Filed Date 02/21/2019

Effective Date

Description

 **Document Images**

 7/19/2021 – Statement of Information

 View image in PDF

 7/7/2021 – System Amendment – SI Delinquency for the year of 0

 3/13/2019 – Statement of Information

 View image in PDF

 2/21/2019 – Initial Filing

 View image in PDF

 **Other companies in Truckee**

[Vi. Strong Investment, LLC](#)

[High Sierra Herbals LLC](#)

[Spindrift Sales LLC](#)

Gary E. Petersen
320 Park Ave.
Nevada City CA. 95959
650-465-7378
garypetersen50@gmail.com

To Whom it May Concern.

RE: Letter of Reference for Hansford Economic Consulting LLC.

Between 2017 and 2021 I served as the first planning manager for the Sustainable Groundwater Management Act in the Salinas Valley in Monterey County. During that time, I oversaw the development of the first Groundwater Sustainability Plan approved by the California Department of Water Resources.

To succeed we had a very short amount of time to create a new Agency through a Joint Powers Agreement (JPA), develop the groundwater plan, and fund the new Agency. The funding was critical as the members of the Joint Powers Agreement provided the first two years of funding but required the Agency to develop a stand-alone funding mechanism.

Our team interviewed several consultants and thankfully selected Catherine Hansford to complete this important assignment. Catherine was chosen primarily because of her extensive background working with agricultural water users in rural locations.

Catherine did an excellent job. She participated in over ten public meetings and researched and developed a funding mechanism that was fair and supported by a wide range of stakeholders. Catherine also worked closely with the County Controller and Finance Director to have the fees placed on tax rolls for ease of collection.

I do not hesitate to recommend Catherine and her team. This was a complicated, challenging, and sometimes difficult process that Catherine handled professionally demonstrating great communication skills and well-thought-out processes.

We were fortunate to have hired Hansford Economic Consulting LLC. I highly recommend that you do the same.

Sincerely



Gary. E Petersen



September 20, 2022

RE: Hansford Economic Consulting LLC Recommendation

To Whom It May Concern:

The Merced Irrigation-Urban Groundwater Sustainability Agency (MIUGSA) was created in 2017 to address the requirements of the Sustainable Groundwater Management Act. MIUGSA's members include Merced Irrigation District, City of Livingston, City of Atwater, City of Merced, Winton Water and Sanitary District, Planada Community Services District, and Le Grand Community Services District. MIUGSA is one of three GSAs that together manage the Merced Groundwater Subbasin.

In 2019, MIUGSA solicited a request for qualifications from qualified consultants to assist the agency with securing revenues to support its activities. We interviewed the top firms that responded, and the MIUGSA's Board determined Hansford Economic Consulting LLC (HEC) the best qualified. HEC began work in February 2020; by July 2020 we had adopted a Groundwater Sustainability Fee. HEC prepared the fee for the tax roll and prepared our first direct bills to those property owners that could not be billed with ad valorem taxes. Our fee revenues have met (slightly exceeded) the projections that HEC provided; we have continued to have HEC prepare our fee database for the successive two fiscal years.

We thoroughly enjoy working with Catherine Hansford and her team of professionals, including Schaelene Rollins for public outreach and KSN, Inc for engineering support and mapping/data extraction. Catherine's team proved themselves as the right choice during the uncertainty and particularly challenging times at the beginning of the COVID-19 Pandemic. Their ability to adapt and problem-solve during that time were key to the success of fee adoption. We have a realistic, yet reasonable revenue stream that is able to fund our activities as we expected and are positioned well to administer the GSA. HEC has always completed work on time and under budget. Catherine's knowledge of public finance, her practical experience garnered from working with many types of public agencies, and her years of working on groundwater management in Nevada (well before SGMA) make HEC an excellent choice for finding practical solutions to funding GSA activities and management programs. Please contact me at mbeaman@mercedid.org or (209) 354-2859 if you would like to talk to me more about how Catherine and her team have performed for MIUGSA.

Sincerely

A handwritten signature in black ink that reads "Matt Beaman".

Matthew Beaman
Merced Irrigation District, Water Resources Regulatory Engineer

WESTERN REGIONAL WATER COMMISSION

NORTHERN NEVADA WATER PLANNING COMMISSION

P.O. Box 11130, Reno, NV 89520 · Tel: (775) 954-4665 · Fax: (775) 328-3699

September 8, 2017

RE: Hansford Economic Consulting Recommendation

To Whom It May Concern:

I first became acquainted with Catherine Hansford about 15 years ago while she was working as a Resource Economist at the Truckee Meadows Water Authority (TMWA) in Reno, Nevada. During her time at TMWA Catherine chaired a subcommittee of the Water Planning Commission for which I am the Program Manager. My job is to provide and oversee staff services to the Western Regional Water Commission and its advisory panel, the Northern Nevada Water Planning Commission. I am also responsible for developing and maintaining a Regional Water Management Plan covering water resources water supply, wastewater, drainage and flood management for the greater Reno-Sparks area in southern Washoe County, Nevada.

While Catherine was at TMWA, I was impressed with her as a professional. She presented herself extremely well, was well organized, diligent, hard-working and always prepared for meetings. Catherine had wonderful interpersonal skills and worked effectively at inter-agency and regional planning levels. Her research and analytical skills were top-notch, as was the quality of her work products.

I was fortunate to retain Hansford Economic Consulting (HEC) in 2015 to rewrite a chapter in the most recent update of the Regional Water Management Plan. HEC met with publicly-owned water-related service providers within the planning area to understand major capital improvement needs over the 20-year planning horizon and to document the rate- and fee-setting practices of each service provider. HEC conducted an asset replacement analysis to indicate the amount of revenue that should be collected in rates for existing infrastructure (excluding growth). HEC then examined the costs of new infrastructure to serve future users by location, determined average costs per service and applied these to accepted population/employment projections. The result is a concise summary of the costs associated with planned and recommended major water-related facility improvements based on 5-year capital improvement program data, and long-term cost estimates. The final product was delivered on time and within budget.

I highly recommend HEC for your water-related fee analysis and rate setting service needs. I believe the HEC professionals have the experience and possess the knowledge and skills to deliver an outstanding product.

Please feel free to contact me at jsmitherman@washoecounty.us, or at the above telephone number, with any questions or for additional information.

Sincerely,


Jim Smitherman

Water Resources Program Manager

Jessie Bahr, Spring Creek Association
401 Fairway Blvd.
Spring Creek, NV 89815

Hansford Economic Consulting
PO Box 10384
Truckee, CA 96162

Dear Hansford Economic Consulting:

I am writing to express our gratitude to Hansford Economic Consulting and the stellar reports they have provided for our community.

A governance alternatives analysis and feasibility report was commissioned by the SCA in August 2016 to provide residents with good information to help chart a course in light of the long-term financial and policy issues that we face as a community. In addition to analyzing governance structures for the provision of roads and amenities, Hansford Economic Consulting was asked to consider, at a higher level of observation, provision of water and wastewater services to the community. The provision of water and wastewater by Spring Creek Utilities (SCU) is considered costly, and not always in the best interests of the community, by an increasing number of residents in the Association.

The Governance Alternatives Analysis Report offered the SCA and Board of Directors a solid foundation of knowledge in assessing the characteristics of different forms of government. The findings contained in this Report helped to stimulate thought and engage SCA residents in deciding what form of government best serves our current and future needs.

The process, preparation, research and final execution for this project was highly complex, hyper-political and requires aspirational thinking. We needed a firm that could bring the right combination of analytical prowess, professionalism and broad-based economic development experience that could unite various community interests around a common purpose. We got this and more from Hansford Economic Consulting.

Hansford Economic Consulting was able to quickly integrate into our unique community and determine the factors that would help sustain our economic viability while embracing our culture and history. Their ability to communicate and set meetings with community members, stakeholders, business owners and town and county officials was invaluable. We would highly recommend Hansford Economic Consulting for any community looking for an Economic Development, Water, or Governance planning partner.

Sincerely,



Jessie Bahr, President, Spring Creek Association



Michael Cooke
MUNICIPAL SERVICES DIRECTOR
mcooke@turlock.ca.us

MUNICIPAL SERVICES
ADMINISTRATION

156 S. BROADWAY, SUITE 270 | TURLOCK, CALIFORNIA 95380 | PHONE 209-668-5590 | FAX 209-668-5695

February 20, 2014

**LETTER OF RECOMMENDATION FOR CATHERINE HANSFORD,
ECONOMIC CONSULTANT**

To Whom It May Concern:

The City of Turlock provides potable water to approximately 70,000 customers. In 2009, the majority of the City of Turlock's water customers were paying flat rates. In response to California's AB2572 requirements to bill all customers volumetrically in 2010, the City of Turlock engaged ECO:LOGIC Engineering to prepare a Water Rate Study which developed potential metered rate structures and projected monthly bills for all customer classes. The Study included detailed reviews of available meter reading data to get a firm understanding of customer usage profiles, cost efficiency indexes to compare the City of Turlock's to other nearby jurisdictions, a presentation of alternative rate structures, and debt financing assumptions for a major Capital Improvement Plan related to a regional surface water supply project.

In November 2009, City staff recommended the City Council move to an inclining block rate structure with two pricing tiers as detailed in the Water Rate Study. Although the City Council approved of the rate structure, they did not move forward with adoption of new rates because a metered pricing structure was already in place (declining block structure), the surface water supply project was still in question, and the water enterprise fund had sufficient reserves to carry annual costs. These factors made increased rates unpalatable at that time given the state of the economy.

Catherine Hansford completed 100% of this Water Cost of Service Study for the City of Turlock. She also completed a Recycled Water Pricing study for the City in 2010. If you would like to contact me regarding her professional capabilities, please call me at (209) 668-5599 ext. 4418 or email me at mcooke@turlock.ca.us.

Very Truly Yours,

Michael Cooke
Director of Municipal Services

Memorandum

Date : July 29, 2014

To : To whom it may concern

From : Cyndie Walck
Department of Parks and Recreation
Sierra District
PO Box 16
Tahoe City CA, 96145

Subject : **Hansford Economic Consulting**

In 2008 an EIS/EIS/EIR was prepared to restore a section of the Upper Truckee River as a joint project of the Army Corps of Engineers, Tahoe Regional Planning Agency, and California State Parks. Hansford Economic Consulting (HEC) evaluated the feasibility of converting the existing 18-hole regulation Lake Tahoe Golf Course (LTGC) to a 9-hole course or other reduced-area golf course configuration (such as an 18-hole executive or Par 3) on the existing site. Specifically, in her report, Catherine:

- o Evaluated the economic conditions that would result from complete removal of the golf course and the existing clubhouse, as well as maintaining the existing clubhouse as an event facility.
- o Analyzed supply of and demand for golf and event facilities in and around the Lake Tahoe Basin including a description of existing and proposed (if any) golf course and event facilities;
- o Compared the characteristics of competitor facilities (based on size, quality of play, difficulty and rates);
- o Summarized operating costs associated with the existing and proposed golf course configurations and facilities;
- o Analyzed the projected use and revenues associated with the operation of the project alternatives (for both golf and the clubhouse);
- o Discussed revenue opportunities under a full restoration/no golf course alternative (with and without the clubhouse/event facility); and
- o Quantified direct impacts of LTGC on the SLT economy/tourism.

HEC's report provided a volume of market research and analysis that became an important element in California State Park's decision of which EIR/EIS/EIS alternative to support in 2011. Catherine conducted her work in a professional manner in concert with the project schedule. I am pleased to provide this testimonial as to HEC's capability to conduct market research, and to think creatively and distill data into meaningful discussion.

Yours,



Cyndie Walck
California State Parks Engineering Geologist



City of Livingston

1416 C Street
Livingston, CA 95334

February 25, 2014

To whom it may concern,

The City of Livingston provides water and wastewater services to a population just under 15,000. The City periodically hires consultants to assist with rate and fee studies to support these enterprises. Catherine Hansford has been working with the City since 2012. The water rate study in Livingston is a transparent process involving input from a stakeholder committee. The stakeholder committee and City selected Hansford Economic Consulting after a competitive RFP process.

Water rates are a very sensitive topic in our City and Catherine has helped us navigate the intricacies of developing a rate structure that is as equitable as possible, while achieving City goals. After a lengthy process with stakeholder and City Council input, in particular examining various different cost allocation scenarios, we are very close to adopting new water rates.

Should you have any questions please feel free to contact me at (209) 394-5550.

Sincerely,

Jose Antonio Ramirez
City Manager



Pershing County Economic Development Authority

P.O. Box 1044/400 14th Street, Lovelock, Nevada 89419

Heidi E. Lusby-Angvick, PCED
Executive Director
pceda.hlusby@gmail.com

775-273-4909
fax: 775-273-0525
cell: 775-560-6970

www.pershingcounty.net

November 20, 2017

To Whom It May Concern;

In the late summer of 2017, Hansford Economic Consulting began the task of compiling information regarding Pershing County for the purpose of providing my board, Pershing County Economic Development Authority, with demographics for a strategic plan that we will use for economic development.

To my surprise, Mrs. Hansford and Ms. Ulrich took the time to travel through Pershing County, stopping at points of interest (good, bad, and ugly) to have a picture in their minds of what our community looks like. I appreciate that they cared to learn about Pershing County, the place and the people; I have been at the receiving end of inaccurate demographics information in the past, with a firm that did not even recognize that a "community" in our county was actually a ghost town! To have Hansford Economic Consulting take an active interest in whom and what Pershing County is, and wants to be, is refreshing.

Hansford Economic Consulting has been professional in their demeanor, proposals, and packaging of their product. I believe they have "gone the extra mile" with their involvement in the strategic planning process that Pershing County Economic Development Authority is currently undergoing. They presented the demographics and other information to my board, answered hundreds of questions, and engaged with my board in the process of sharing the information. I believe there has been learning on both sides of the table, the board gaining new insight and Hansford Economic Consulting verifying the presented information was valid. They are not pushing their ideas upon my board; just providing the facts and showing us who we used to be, who we currently are, and who we could be in the future. It's an exciting process!

It has been my pleasure to engage with Hansford Economic Consulting for the purpose of moving forward a strategic plan for economic development in my community. I would recommend Hansford Economic Consulting to other entities for their needs.

Sincerely,

A handwritten signature in blue ink that reads "Heidi E. Lusby-Angvick".

Heidi E. Lusby-Angvick, PCED

2024-2025 FCSA Delinquent Accounts

to be reported to County unless payment in full is received by 08/01/2024

Parcel Number	Amount Owed as of 7/17/2024	Amount owed as of 8/1/24- Including \$50 admin fee
132-420-64-00	\$1,088.29	\$1,530.28
130-080-47-25	\$718.19	\$1,032.25
132-060-56-00	\$4,230.63	\$4,688.33
132-480-04-00	\$1,168.57	\$1,610.97
132-090-13-00	\$1,570.09	\$1,770.76
132-060-33-00	\$4,017.73	\$4,474.37
132-360-77-00	\$4,742.18	\$5,202.44
130-080-47-30	\$2,842.24	\$3,166.92
132-060-86-00	\$2,884.75	\$3,335.72
132-360-60-00	\$1,064.81	\$1,506.69
132-480-05-06	\$1,393.14	\$2,179.06
132-360-74-00	\$47,095.42	\$62,078.82
130-080-47-05	\$1,528.68	\$1,846.79
130-080-47-19	\$2,842.66	\$2,636.70

RESOLUTION NO. 123

A RESOLUTION OF THE BOARD OF DIRECTORS OF PAUMA VALLEY COMMUNITY SERVICES DISTRICT ADOPTING THE REPORT OF THE ANNUAL DELINQUENT CHARGES AND PENALTIES AND DIRECTING THE GENERAL MANAGER OF THE DISTRICT TO FILE THE REPORT WITH THE SAN DIEGO COUNTY AUDITOR FOR PLACEMENT OF CHARGES AND PENALTIES ON THE TAX ROLL FOR COLLECTION

WHEREAS, the Board of Directors of Pauma Valley Community Services District ("District") has adopted a Resolution as authorized by Government Code section 61115 to provide, by resolution or ordinance, for the collection of delinquent service charges and penalties on the tax roll in the same manner as property taxes; and

WHEREAS, pursuant to Government Code section 61115(b), the General Manager has prepared a written report ("Report"), a copy of which is attached hereto and by this reference incorporated herein, describing each parcel of real property with delinquent and unpaid charges and penalties for District services and facilities for Fiscal Year 2023-2024, and those charges and penalties have been confirmed as correct; and

WHEREAS, the General Manager has caused notice of the filing of the Report to be published and has given notice of the hearing to consider such Report all in accordance with California Government Code section 61115(b); and

WHEREAS, the Board of Directors has heard and considered all objections and protests to the Report.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PAUMA VALLEY COMMUNITY USERS DISTRICT, as follows:

- Section 1. The Board of Directors hereby finds and determines that the Recitals are true and correct and are incorporated herein.
- Section 2. The Board of Directors of the District hereby adopts the Report and all charges and penalties described therein.
- Section 3. On or before the 10th day of August 2024, the General Manager is hereby directed to file a copy of the Report with the San Diego County Auditor, together with a statement endorsed thereon over his/her signature that the Report has been adopted by the Board of Directors.
- Section 4. The Board hereby requests the County Auditor to place the delinquent charges and penalties described in the Report on the Tax Roll for collection in the same manner as ordinary ad valorem property taxes and subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem taxes. The Board authorizes the County Tax Collector to deduct the reasonable administrative costs incurred in collecting the delinquent charges and the special tax, and to pay the remainder to PAUMA VALLEY COMMUNITY SERVICES DISTRICT.
- Section 5. The Board authorizes and directs the General Manager to perform such additional duties as are required to ensure placement of the delinquent charges and penalties on the Tax Roll on or before August 10, 2024.
- Section 6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED BY the Board of Directors of the Pauma Valley Community Services District, Pauma Valley, California, held on the 22nd day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

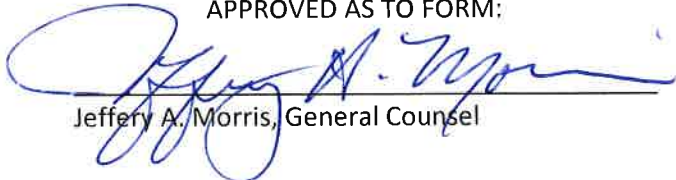
ABSENT:

Roland Skumawitz, President

ATTEST:

Eric Steinlicht, General Manager

APPROVED AS TO FORM:



Jeffery A. Morris, General Counsel



Pauma Valley Community Services District
Administrative Procedures and Rules

07/22/2024

Radio Frequency Identification (RFID) Transponder
Issuance and Replacement Policy

Revision Date:

Issuance:

- **Eligibility:** RFID transponders are issued to Members, Employees/Staff of the Pauma Valley Country Club, Residents within the gated Pauma Valley Country Club Estates, and under certain circumstances to Contractors /Service Persons, employees of Pauma Valley Community Services District, and to residents who have a right of way over Roadway.
- **Coverage:** This coverage applies to defects in materials and workmanship under normal use.
- **Vehicle Details:** Upon issuance, recipients must complete a form with their vehicle details and sign to acknowledge the terms of this administrative policy.
- **Fees:** The cost of a new transponder is **\$25**. Payment must be made at the time of issuance.

Replacement:

- **Duration:** Our transponders are covered for replacement for **two years** from the date of purchase.
- **Coverage:** This coverage applies to defects in materials and workmanship under normal use.

Limitations:

- **Non-Transferable:** Coverage is valid only for the original purchaser and cannot be transferred.
- **Physical Damage:** Coverage does not include physical damage such as cracks, scratches, or missing RFID tags.

Defective Transponders:

- **Replacement Policy:** If your transponder is found to be defective within the two-year coverage period, we will typically replace it at no additional cost.
- **Post Coverage Defects:** If your transponder is found to be defective after the coverage period, there will be a \$25 charge for a replacement. (Please note severe weather conditions can affect the lifespan of RFID tags.)
- **External Factors:** Damage from accidents, natural disasters, or exposure to extreme weather conditions is not covered.

Subject to Change:

This policy is subject to change without prior notice and does not supersede any existing legal obligations.

Remote Management and Support
 Operating System & 3rd Party Application Support
 and Patch Management
 NGAV Endpoint Security and Advanced Threat
 Hunting
 Application Control, Allowlisting, and Ringfencing

Monthly Recurring

Triune Recover - Workstation \$50.00 0 \$0.00
 Backup and disaster recovery for workstations. Each

Includes:

- Scalable and immutable data backup platform
- Direct-to-cloud and hybrid backup capabilities
- Rapid recovery reducing downtime in case of a data loss scenario

YEAR TWO COSTS

Description	Price	Quantity	Amount
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Network Hardware Upgrade Upgraded firewall, switches, and wireless access points.	\$3,500.00	0	\$0.00
	Each		

Putting quantity to zero for first year so cost can be budgeted for year two of the agreement.

SURVEILLANCE

Description	Price	Quantity	Amount
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Surveillance System Upgrade for PVCSD New surveillance system hardware and configuration.	\$8,303.00	1	\$8,303.00
	Each		

Network Video Recorder Pro A 2U-sized video recorder with (7) 2.5/3.5" HDD bays that can provide up to 60 days of storage for (20) 4K cameras or (60) Full HD cameras.	1
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Surveillance 3.5" HDD, 8TB Surveillance-grade 3.5" SATA hard drive ideal for Protect camera security.	4
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Ubiquiti UFP-VIEWPORT PoE adapter	1
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Easy-to-use hub for viewing Protect camera feeds on an HDMI display.

G5 Pro Next-Gen Indoor/Outdoor 4K PoE Camera 10
 Next-gen indoor/outdoor 4K PoE camera with exceptional image performance, long-range IR night vision, and 3x optical zoom.

G5 Bullet 3
 Next-gen indoor/outdoor 2K HD PoE Camera.

G5 Dome 1
 Next-gen 2K HD PoE ceiling camera with enhanced dynamic range and low-light performance.
 2K (4MP) video resolution
 Ultra-wide viewing angle (102.4°)
 9 m (30 ft) IR night vision
 AI event detections
 Integrated 2-way audio
 Connect and power using PoE
 Weather-resistant (outdoor covered)
 Vandal resistant 2K (4MP) video resolution
 Ultra-wide viewing angle (102.4°)
 9 m (30 ft) IR night vision
 AI event detections
 Integrated 2-way audio
 Connect and power using PoE
 Weather-resistant (outdoor covered)
 Vandal resistant

CloudKey+ 1
 Compact UniFi Console with full UniFi application support and a pre-installed 1TB HDD for NVR storage.

Pro 24 PoE Switch 1
 A 24-port, Layer 3 switch capable of high-power PoE++ output.

Setup and Installation

Installation and configuration of upgraded surveillance equipment, new wiring, and system training.

\$6,500.00

1

\$6,500.00

Each

Full Name	District/Agency	County	Received
Tony Barela	San Juan Water District	Placer	6/10/2024 12:00:00 AM
Cindy Fowlkes	Twentynine Palms Water District	San Bernardino	11/2/2023 12:00:00 AM
Clara Frost	Coast Life Support District	Mendocino	5/22/2024 12:00:00 AM
Christina Greek	Cameron Park Community Services District	El Dorado	6/20/2024 12:00:00 AM
Mark Hornstra	El Dorado Hills Community Services District	El Dorado	6/11/2024 12:00:00 AM
Aleah Ing	Butte County Air Quality Management District	Butte	3/5/2024 12:00:00 AM
Olivia Mann	Clearlake Oaks County Water District	Lake	6/6/2024 12:00:00 AM
Rachel Mason	Fallbrook Regional Health District	San Diego	6/11/2024 12:00:00 AM
Mark Mccauley	Solano County Mosquito Abatement District	Solano	5/1/2024 12:00:00 AM
Teresa McNamara	Truckee-Donner Recreation and Park District	Nevada	1/12/2024 12:00:00 AM
Jon Money	El Dorado Irrigation District	El Dorado	6/11/2024 12:00:00 AM
Tamara Parent	San Miguel Community Services District	San Luis Obispo	6/12/2024 12:00:00 AM
Amber Phelen	California Special Districts Association	Sacramento	9/14/2023 12:00:00 AM
Sarah Rowley	City of Oxnard - Special Districts Division	Ventura	11/2/2023 12:00:00 AM
Nicholas Schneider, CSDM	Georgetown Divide Public Utility District	El Dorado	12/19/2023 12:00:00 AM
Eric Steinlicht	Pauma Valley Community Services District	San Diego	6/26/2024 12:00:00 AM
Amber Thompson	Santa Ynez River Water Conservation	Santa Barbara	6/20/2024 12:00:00 AM

Full Name	District/Agency	County	Received
	District		
Sherry Winder	Coachella Valley Public Cemetery District	Riverside	11/1/2023 12:00:00 AM



ESSENTIAL LEADERSHIP SKILLS CERTIFICATE

FOR SPECIAL DISTRICT STAFF - SUPERVISORS, MANAGERS, DEPARTMENT HEADS, AND/OR GENERAL MANAGERS

Essential Leadership Skills Certificate Program

This certificate demonstrates to their supervisor, manager, and/or board of directors that the person is trained in critical leadership skills and has the competencies to successfully lead special districts. The modules are taught by experienced certified special district managers and local government experts.

Requirements: To earn ELSC, participants must complete the following six modules*:

1. Effective Communication (5 hours)
2. Organizational Development (6 hours)
3. Financial Management (6 hours)
4. Human Resources Management (6 hours)
5. Leadership (6 hours)
6. Special District Laws (6 hours)

**Modules must be completed within two years of application for certificate.*

Frequently Asked Questions (FAQs):

Who should apply? This is individual recognition. Supervisors, managers, department heads, and/or new general managers are encouraged to apply.

What do you receive? Upon completion and verification of the application and submission of the one-time fee, you will be recognized by receiving a custom certificate in a beautiful, padded folder, that can be presented at an upcoming event should you be able to attend.

How long is the certificate good for? This achievement lasts a lifetime. All you need to do is keep SDLF current anytime you change addresses, jobs, etc.

CSDM Hours: Continuing education, application approval, and the paid fee will equal a total of 50 points toward the Certified Special District Manager program (35 hours for education and 15 hours for completing the program.)

Fees: \$65, one-time fee

Submit Application along with all required documentation and payment of \$65 to:

Special District Leadership Foundation
 1112 I Street, Suite 200 Sacramento, CA 95814
Or Info@sdlf.org
 Phone: 916-231-2909
 Fax: 916-442-7889 • sdlf.org

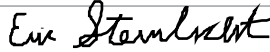
Name: Eric Steinlicht		
District: Pauma Valley Community Services District		
Contact Name: Marissa Fehling		
Contact Title: Office Manager		
Mailing Address: 33129 Cole Grade Road		
City: Pauma Valley	State: CA	Zip: 92061
Phone: (760) 742 - 1909	Fax: N/A	
Email: Marissa.Fehling@PaumaValleyCSD.ca.gov	Website: https://www.paumavalleycsd.com/	

Continue on Reverse ►►

MODULES		
Module 1 - 2 required webinars		
Webinar: Who Does What? Best Practices for Board and Staff Roles and Communications	Date completed: 06-04-2024	*Attach Certificate
Webinar: Grassroots Advocacy and Public Outreach	Date completed: 05-31-2024	*Attach Certificate
Module 2 - Workshop: Organizational Development	Date completed: 05-08-2024	*Attach Certificate
Module 3 - Workshop: Financial Management	Date completed: 04-24-2024	*Attach Certificate
Module 4 - Workshop: Human Resources Management	Date completed: 04-25-2024	*Attach Certificate
Module 5 - Workshop: Leadership Select Option Completed		
<input type="checkbox"/> Workshop: Supervisory Skills for the Public Sector	Date completed:	*Attach Certificate
<input checked="" type="checkbox"/> Workshop: So You Want to be a GM?	Date completed: 06-23-2024	*Attach Certificate
Module 6 - Workshop: Special District Laws	Date completed: 06-05-2024	*Attach Certificate

**Please attach any verifying documentation. Use additional pages if necessary.*

Other courses from statewide organizations specializing in local government may apply, however, will need to be submitted for review by SDLF including agenda and course description

PAYMENT	
Total: \$ 65.00	<input type="checkbox"/> Check <input checked="" type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Acct. Name: Eric Steinlicht Pauma Valley CSD	Acct. Number: 4798 5915 0000 7071
Expiration Date: 02/27	Authorized Signature: 

RE: Essential Leadership Skills Certification

info@sdlf.org <info@sdlf.org>

Wed 6/26/2024 12:24 PM

To: Eric Steinlicht <eric.steinlicht@paumavalleycsd.ca.gov>

Great News! Your Essential Leadership Skills Certificate Application has been approved.

Please let me know if you would like us to mail your certificate or if you would like to have it presented to you at an upcoming Board meeting or CSDA Event.

Congratulations!

Amber Phelen

Program Assistant

Special District Leadership Foundation

www.SDLF.org

916-442-7887

From: Eric Steinlicht <eric.steinlicht@paumavalleycsd.ca.gov>

Sent: Wednesday, June 26, 2024 11:40 AM

To: info@sdlf.org

Subject: Essential Leadership Skills Certification

Good Morning,

Attached is a zip folder containing all of the required coursework to obtain this certification. Please let me know if you need anything else. Thank you!

Best Regards,

Eric Steinlicht

General Manager

Pauma Valley Community Services District

33129 Cole Grade Road, Pauma Valley, CA 92061

Office: (760) 742 - 1909

[District Website](#)

Certificate of Completion



Workshop: Financial Management for Special Districts
Sacramento, CA - 4/24/2024

Eric Steinlicht

Pauma Valley Community Services District

A handwritten signature in black ink, reading "Neil C. McCormick", is positioned above a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

Certificate of Completion



Workshop: Human Resources Boot Camp for Special Districts
Sacramento, CA - 4/25/2024

Eric Steinlicht

Pauma Valley Community Services District

A handwritten signature in black ink, reading 'Neil C. McCormick', is positioned above a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

Certificate of Completion



Virtual Workshop: Organizational Development
5/8/2024

Eric Steinlicht

Pauma Valley Community Services District

A handwritten signature in black ink, reading 'Neil C. McCormick', is positioned above a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

Certificate of Completion



Grassroots Advocacy and Public Outreach
5/31/2024

Eric Steinlicht

Pauma Valley Community Services District

A handwritten signature in black ink, reading "Neil C. McCormick", is written over a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

Certificate of Completion



Who Does What? Best Practices for Board/Staff Roles
6/4/2024

Eric Steinlicht

Pauma Valley Community Services District

A handwritten signature in black ink, which appears to read "Neil C. McCormick", is written over a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

Certificate of Completion



Virtual Workshop: Overview of Special District Laws
6/5/2024

Eric Steinlicht

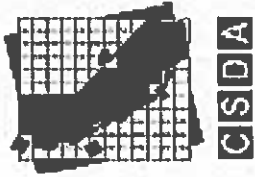
Pauma Valley Community Services District

A handwritten signature in black ink, reading 'Neil C. McCormick', is positioned above a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

Certificate of Completion



Workshop: So, You Want to Be a General Manager?

Anaheim, CA - June 23, 2024

Eric Steinlicht

Pauma Valley Community Services District

A handwritten signature in black ink, appearing to read 'Neil C. McCormick', written over a horizontal line.

Neil C. McCormick, CISDA Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Elaine Magner', written over a horizontal line.

Elaine Magner, CISDA Board President

California Special Districts Association

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 20

Date: July 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: General Manager’s Report: Prioritization Schedule

PRIORITIZATION SCHEDULE

Below is a table illustrating the General Manager’s current priorities categorized by criticality as it singularly relates to the Pauma Valley Community Services District (PVCSD). Prioritization items are to be added, eliminated, or amended at the discretion of the Board of Directors.

HIGH-PRIORITY ITEMS

ITEM	STATUS
Maintain Daily District Operations/Execute & Maintain Policy Adherence and Assist Board Members as Needed	Ongoing
Update and Renew Reporting Data as the LRO (Legally Responsible Official)	Ongoing
Conduct many conference calls pertaining to the community misinformation, and organizational restructuring	Ongoing
Respond to Board Requests for reports and additional information	Ongoing
Meet with all Board members to gather direction and goals quarterly	Ongoing
Acquire Certified Special District Manager Certification	Ongoing (3 Year Requirement)
Update Job Descriptions as Needed	Ongoing
Complete Board of Directors Performance Goals for the year	In Progress
Evaluate the snake removal service, investigate, bring correct PPE and training to District to protect staff, limit liability and ensure the District continues to receive this service compliantly	In Progress (Certification Acquired)
Work with consultants at recreating financial tools and build a more precise budget with new goals and projects, including making PVCSD a more competitive place to work	In Progress
Prop 218 Rate Study/Gates/Patrol (Cost of Service Study)	In Progress
Execute Strategic Planning Session	In Progress (Paused until October)
Salary Survey and Total Compensation Study	In Progress (Partially Completed)
Update Employee Review Sheets	In Progress
Solar Project Completion (Extensive)	In Progress (DIR/Contract/Bonds)
Investigate And Implement Criteria for Restricting RFID/Gate Access When Major Threat Exists	In Progress
Review/Establish Emergency Contracted Assistance (WW Operators/Engineers/WW Collection System Operators)	In Progress
Update PVCSD Employment Application	In Progress
Develop Criteria for Justification of Additional Utility Worker	In Progress (Two for On Call Rotation)
Ascertain Whether or Not PVCSD Is Providing Services to Residents Outside of The Sphere of Influence	In Progress (Confirmed – work w/ legal)

Cost of Service Analysis	In Progress
Acquire Collection System Maintenance Grade III, WWT Grade III, D1 and T1	In Progress
Acquire Low Interest Loan/Line of Credit to Replenish Reserves and Working Capital for District Needs	In Progress
Develop Service Request System for Residents	Completed
Acquire Essential Leadership Skills Certification	Completed
Acquire Board Approval for NBS to Collect Fees Via Tax Roll	Completed
Attend CSDA GM Leadership Conference	Completed
Acquire Quote and execute repair on storm drain hazard	Completed
District Newsletter	Completed
Acquire Quote and execute repair for sewer lateral off Wiskon Way West (Future hazard)	Completed
Develop Critical Failure Contact Binder	Completed
Develop Criteria for Justification of Full Time Employee	Completed
Create Long Term Financial Plan & Update Reserve Policy	Completed
Review Positions and Contract Operational Costs for Comparison	Completed
Investigate a Third Option for Solar Project Completion	Completed
Investigate Large Storm Drain System and Quantify the System and Needs	Completed
Draft Request for Proposal for the Wiskon Way West Storm Drain System for the Correct Management of System	Completed
Publish Request for Proposal for Wiskon Way West and Present to Board	Completed
Identify Legal and Financial Implications of Restructuring for PVCSD and RPMWC	Completed
Employee Handbook Update (Remove Job Descriptions)	Completed
Work with general counsel and surveyor to determine District obligation for Tom Cerruti's storm drain, and dig through substantial historical records to comprehend the system	Completed
Acquire new Utility vehicle	Completed
Provide solar contractors the annual electrical use via SDG&E in order to procure a proposal in addition to multiple field tours with multiple contractors	Completed
Respond to Public Records request regarding Security, dig through District archives and work with attorney, then meet with attorney to prevent issues with rate increases to maintain District service without a continued trajectory towards District bankruptcy	Completed
Chat with Maria Kennedy and discuss the viability of grants or a District loan for the WWTP and SCADA – meet with President to discuss options with Maria	Completed
Work with accountant consultants to understand and impact CalPERS fixes	Completed
Research CA code regarding auditors	Completed
Work with legal and surveyor to understand district obligations for Storm Drains and legality	Completed
Work with Roadway to showcase District ability for their mandate, draft reports with legal and CPA	Completed

Reach out to the DIR to ensure compliance with the prevailing wage	Completed
Meet with attorney to discuss several time sensitive items in January of 2024	Completed
Train new utility worker, give tour, explain duties, and create substantial documentation for this role	Completed
Develop Critical Failure Response Plan	Completed
Identify and facilitate GIS transition immediately with deadline approaching due to Dudek potential contract breach	Completed
Develop Professional Services Agreement For Carollo and addendum for GIS/Solar so time sensitive work can begin	Completed
Identify new IT team ASAP	Completed
Renew Grade II Cert	Completed
Identify On-Call Engineering Firm	Completed
Identify Contract Wastewater Treatment Operations, Acquire Proposals, Have Objective View on Operations	Completed
Develop New Budget with Justification	Completed
Reach Out to Firm Who Can Potentially Provide a Loan	Completed
Create New Sampling and Analysis Form Due to Oversight and Report to SWRCB to Show Transparency that Incorrect Sampling Method has Ended and Form Updated	Completed
Attend Event for Adan Ortega and Advocate for RPMWC, Network with Professionals to Assist RPMWC	Completed
Identify New Vendor for Wastewater Collections and Rehab Needs	Completed
Conduct Employee Reviews of Management	Completed
Incorporate Cross Training of Admin Staff	Completed
Move Venue for Board Meetings to The Country Club: Robert Trent Jones Room Indefinitely	Completed
Develop/Locate Financial Data to Supply to Board Members Fully Burdened Rates	Completed
Require New Employees to Drug Screen/Background Check, Figure Out Logistics for This to Occur	Completed
Create 23/24 Fiscal Year Budget	Completed
Become Board Representative for SGMA JPA	Completed
Reformat PVCSD Agenda & Board Letters/Reports	Completed
Create Calendar System for Admin, & All Other Divisions (Shifts/Deadlines/Overtime Tracking Etc.)	Completed
Realign Staff with Certain District Policy	Completed
Review Policy & Ask Legal as It Relates to RFID Access	Completed
Update 22/23 PVCSD Budget To Accurately Reflect Allocations (Overdrawn in Power/Legal Etc.) (Delegate Office Manager to Illustrate the Loss)	Completed
List Priorities for Board	Completed
Create Employee Assistance Program (EAP)	Completed
Ascertain Where PVCSD Board Meetings Take Place (Schedule out for year)	Completed
Identify SGMA JPA As It Relates to PVCSD (Consult Literature/Lawyer/Staff)	Completed
Add "Reportable Action" To Agenda Post Closed Session	Completed
Acquire Gas Detector for Utility & Calibration Equipment/Calibration Assistance (Major Safety Item)	Completed

Automate Separation of Expenses for PVCSD And Rancho Pauma Mutual Water Company	Withdrawn
Post Open Position for New Utility Worker, Interview, Communicate, Verify Who Pays for Position	Withdrawn/Completed
Prepare for Mid Budget Review	Withdrawn

MID-PRIORITY ITEMS

ITEM	STATUS
Expand Professional Network for the Benefit (Shared Resources) of the District (Local Municipal GM's)	Ongoing
Public Outreach – Meet Residents	Ongoing
Complete General Manager Certification as It Relates to Wastewater and Water Distribution/Treatment	Completed and Ongoing
Attend CWEA Board meetings and be an active member, network and bring the District value	Ongoing
Complete General Manager Certification, Training Events, & Grant Writing Training	Ongoing
Call BB&K to discuss SGMA and gather intel	In Progress and Completed
Begin the process of finding out whether the WWTP has operational functionality on the other half of the train, due to improper care taking	In Progress
Research cost to outsource all areas of operations	In Progress
Issue objective for WW Worker to acquire new anti-bolt cut locks	In Progress
Create day to day job tasks and functions for Utility Worker	In Progress
Research zoning and LAFCO approval within the District for rendering of services	In Progress
Investigate 15 Property's Sewer Connection Purchase (find paperwork, speak with buyer, find out condition of main)	In Progress
Investigate easement at 32979 Temet, if an Easement was obtained, or not	In Progress
Create a new Storm Drain Maintenance task list	In Progress
Implement CMMS To Capture Inventory and Ensure We Have Spare Parts Program Implemented for Pumps/SCADA/Misc. and Provide Work Order System for Utility so that All Tasks are Accounted for	In Progress
Ascertain how to Efficiently Back-up Former Employees Emails for Public Records Request Rather than Maintaining Pricey Subscription	In Progress
New Radio's for Patrol/Gates, Meeting w/ Mike Esparza and Security/Gates Supervisor	In Progress (Next fiscal year)
Create Injury and Illness Prevention Plan	In Progress
Major Website Revamp with Transparency/Compliance Updates (Extensive if Done in House/Costly if Outsourced)	Completed
Allow PVCSD Residents to Pay Bills Via Website or Link/or Use NBS Tax Roll Collection	In Progress
New Law Requires Update for SSMP (Step Process) - Read and Review SSMP (Become Familiar) Update as Needed	In Progress

Meet With Current Contractors Providing Essential Services and Contractors Who Can Provide the Same Service for Less or Provide Additional Value to the District	In Progress
Collect All CSD Resident's Emails	In Progress
Update PVCSD Policy's W/ Legal (BB&K Or New Firm)	In Progress
Procure Grants For PVCSD	In Progress
Discuss With Board Building Depreciation and Electrical Lighting Issues	In Progress
Weigh Options for Selling Tesla's to Get Trucks with Lights to Put Patrol in Compliance	Paused
Create critical redundancy at WW lift Stations, in the event of total pump failure	Paused (Scheduled)
Investigate and hire a surveyor to ensure the Storm Drain Ownership and District responsibility	Completed
Research Storm Drain legal issues	Completed
Investigate Potential for New Accounting Firm	Completed
Find a new viable option for water service due to RPMWC false allegations	Completed
Find New Gate System Preventative Maintenance and Repair Company	Completed
Refund or Ascertain Next Step with Oak Tree Purchaser for New Homes (Paid for Sewer Connections in Advance, or so told)	Completed
Discuss with Edie Bailly new Auditing Firm and address concerns	Completed
Discuss W/ Board Cost of Living Adjustment to All Staff	Completed
Community Outreach, Introduce New Gm (Letter)	Completed
Research and investigate the cost to Offer PVCSD services to the PVRA	Completed
Call Bart Dixon for historical information and procure new quote for maintaining the Storm Drain at the 8 th Fairway (In addition to SD Storm Water Solutions)	Completed
Revisit uniform policy for Security and apply a compensation for old uniforms	Completed
Create new organizational chart for Board review	Completed
Analyze Need for CHP Satellite Office and PVCSD Needs	Completed
Review Legislative Updates for PVCSD Board Members by Investigating Online, and Speaking with Lawyer and Staff	Completed
Review AED BMP's and county guidelines, develop and submit plan	Completed
Quantify Data to Understand Costs as it Relates to Certain Activities/Tasks at Board Request	Completed
Speak With Scott Shinner Country Club GM about Communication When Utilizing PVCSD Utility Crew	Completed
Require Drug Screening and Background Check	Completed
Renew CWEA Grade II Collections Certification	Completed
Discuss W/ Legal, and Resident the Possibility for Oak Tree to Pull Out of PVCSD Patrol (Not Possible Without Board Approval, Special Tax)	Completed
Add Ab 557 As Action Item to CSD Agenda and Research with Board Letter (Understand Law and Legislation)	Completed

Communicate with Resident Needing to Temporarily Close Road for Crane Access to Property (Communicate with Roadway, Residents, staff)	Completed
Meet With All Board Members Individually	Completed
Investigate Need for PVCSD To Remain in SGMA JPA	Completed
Assist With Junk in The Trunk Garage Sale Event	Completed
Discuss W/ Board & General Counsel Tasers for Security Patrol	Withdrawn

LOW-PRIORITY ITEMS

ITEM	STATUS
Maintain Office files and PC item organization	Ongoing
Register for LAIF Access	In Progress
Verify with general counsel if gender neutral bathrooms are required by law	In Progress
Third Opti Follow up with Office Manager regarding Steve Hennes and ensuring the sewer permit is filed for RV discharge	In Progress
Contact King Benefits Regarding Form Needed on File, and if Legal Needs to Be Consulted	In Progress
Develop Policy with Board Regarding Access to Sewer System Access Points for Critical Needs, And Right of Access (Easement)	In Progress
Identify and Potentially Create a Policy for Public Records Request	In Progress
Provide Treatment Plant Tour to The PVCSD Board	Paused
Look Into Welding/CWEA/Training Classes for Utility to Upkeep Certification	Paused
Meet With Van Of El Rey Regarding New Laws for Maintaining Grease Interceptor	Paused
Meet with Former Board Members: Dick Nolan & Bill Winn	Paused
Research financial capitalization over \$5,000	Completed
Fix Phone System Issues, and Upgrade System	Completed
Review proposal for collection system maintenance	Completed
Network with neighboring agencies for potential resource sharing	Completed
Read Through Most Recent Compliance Inspections	Completed
Investigate Best Solution for Weed Abatement for PVCSD Easements/Assets/Access	Completed
Instruct Security Supervisor to research reports for an HOA area of community for prior security reports for any trends of issues	Completed
Update Patrol staff and supervisor new flashlights have been acquired	Completed
Work with Resident Who'd Like Manhole in Backyard to Blend in with Grass (Ordered and Installed Astroturf to Manhole)	Completed
Create Letter for Parking Permit, Discuss with Residents the Policy, (Ongoing, Residents Have Issue w/ Policy)	Completed

Investigate the new law for water conservation for resident wanting to know the rules for an HOA (Sukat Trail HOA President)	Completed
Meet With Tom Tran, Scada Technician for Training on The Software, and Request New Proposal Exclusively for PVCSD	Completed
Approve New Building Permit Post Fees and Permit Completion	Completed
Research and Review Potential for PVCSD Office Being a UPS Drop Off Point	Completed
Participate In Multiple Webinars (Brown Act, Finance, Grant Writing Etc.)	Completed
Draft And Finalize New Sewer Service Permit Application	Completed
Ron Krohn Request to Have the Helipad Be Certified Via Caltrans as A Medivac Helipad, Send Letter to Confirm that is its Sole Use	Completed
Draft Letter to Provide Gate Attendant Pay Raise/New Hire/Reinforce District Policy	Completed
Draft Letters for New Hires/Promotions	Completed
Meet With CPA/Nigro & Nigro to Address Financial Situation Of PVCSD	Completed
Investigate Current Rent for Hangars Due from Country Club To PVCSD/Deal for Road Use for Treatment Plant	Completed
Relay Board Election Forms (LAFCO/Roadway/RPMWC)	Completed
Acquire Approval from RPMWC President For Including PVCSD Staff on Insurance for Vehicles in The Event of Emergencies	Completed
Sign Up for Alerts for Regulatory Bodies/Resources for GM/Special Districts	Completed
Check In with Aerosurf Internet for Slowness of Internet Speed at Guard Shack	Completed
Install SCADA Connectivity on Phone and GM Laptop	Completed
Create Grease Interceptor Inspection Form	Completed
Discuss With President Barry Willis LAFCO Incumbent on Next Board Meeting as Agenda Item	Completed
Alter Financial Reports to Expenses/Revenues	Completed
Learn More About Dudek and Reach Out for Potential Tour	Completed & Withdrawn
Review Current Percentage Split Costs For PVCSD/RPMWC Assets/Employees and How Organizational Relationship Works	Withdrawn

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