

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

NOTICE OF REGULAR MEETING

DATE: Monday, November 25th, 2024
TIME: 10:00 AM – **Open Session**
VENUE: Board Room, Pauma Valley Community Services District
33129 Cole Grade Road, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

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

-- SERVICE RECOGNITION AND AWARDS --

5. **Service Recognition Awards Presented to President Skumawitz and Secretary Curtis**

-- CONSENT ITEMS --

Items 6-10 appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

6. Minutes of the Regular Board Meeting on September 23rd, 2024

These minutes are the official permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on September 23rd, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE **2-4**

Approve and file the September 23rd, 2024, PVCSD Board of Directors Meeting Minutes.

7. Minutes of the Special Board Meeting on October 28th, 2024

These minutes are the official permanent record of the PVCSD Board of Directors meeting held on October 28th, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE **5**

Approve and file the October 28th, 2024, PVCSD Board of Directors Meeting Minutes.

8. Review of Balance Sheet, Revenue and Expense Report

These reports disclose the PVCSD financial statements for the months of September and October 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE **6-11**

Receive and file the PVCSD Financial Statements for the months of September and October 2024.

9. Accounts Receivable Report

This report discloses the PVCSD Accounts Receivable for the months of September and October 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE **12-20**

Receive and file the PVCSD Accounts Receivable Reports for the months of September and October 2024.

10. PVCSD Security Report

This report discloses the Security Division activity for the months of September and October 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE **21-38**

Receive and file the PVCSD Accounts Receivable Report for the months of September and October 2024.

-- DISCUSSION ITEMS --

11. Annual Health Insurance Plan Comparison & Review

VICE PRESIDENT ESPARZA – SUPPLEMENTAL MATERIALS PAGES **39-74**

12. Lift Station Assessment by Carollo Engineers

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES **75-89**

-- INFORMATIONAL ITEMS --

13. General Manager's Report

GENERAL MANAGER STEINLICHT, PAGE 6

14. Miscellaneous Items

- A. Requested items for future agendas (**Directors and Staff Only**)
 - a) Salary and Total Compensation Study
 - b) Critical Spare Part Inventory/Replacement Program and CMMS
 - c) LAFO Service Area Annexation
- B. Board Comments
- C. Announcements
- D. **Next Regular Meeting of the Board:**
 - a) **To be determined**

15. Adjournment

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

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 11

Date: November 25th, 2024

From: Office Manager, Marissa Fehling

Issue: Annual Health Insurance Plan Comparison & Review

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for discussion purposes only.

BACKGROUND

Kings Benefits manages the medical coverage for District staff through the California Choice program, which offers employees a range of health insurance plan options from multiple carriers.

New employees become eligible for this benefit starting the first day of the month following sixty (60) days of employment. This benefit is optional for all employees. The open enrollment period for staff to elect their coverage occurred this year from October 21st through October 31st.

DISCUSSION

This year, dental and vision benefits will continue to be available for employees to opt into at their own expense.

In response to rising healthcare costs, staff have explored alternative management options to ensure the District remains cost-efficient. We researched premium amounts from other providers such as CalPERS and SDRMA and compared them with our current provider, California Choice.

Below is a summary of the cost comparisons for similar health plan coverage:

- **California Choice:** \$80,025 annually (with a 9% increase from last year)
- **CalPERS:** \$184,699 annually
- **SDRMA:** \$177,145 annually

This comparison indicates that California Choice continues to offer the most cost-effective solution for the District.

FISCAL IMPACT

Within Budget ✓

By continuing with California Choice, the District will incur a total annual expense of about **\$80,025**, which reflects a **9% increase** compared to last year and is within budget. Despite the increase, California Choice remains the most affordable option when compared to CalPERS and SDRMA. Switching to either of these alternative providers would result in an additional annual cost of **\$97,120** (CalPERS) or **\$92,120** (SDRMA).

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for discussion purposes only.

Attachments

Supplemental Materials Packet Page Number/s

- | | | |
|----|--|-------|
| 1. | SDRMA 2025 Health Benefits Program | 39-70 |
| 2. | CalPERS 2025 Regional Health Premiums | 71-73 |
| 3. | California Choice Group Renewal Proposal | 74 |

Prepared by: Office Manager, Marissa Fehling

Reviewed by: General Manager, Eric Steinlicht

Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 12

Date: November 25th, 2024

From: General Manager, Eric Steinlicht

Issue: Lift Station Assessment by Carollo Engineers

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for discussion purposes only.

BACKGROUND

During the multiple wet weather events that occurred in December of 2023, January, and February of 2024, incapacities were discovered at the Wastewater Treatment Plant (WWTP) lift station. Multiple SCADA alarms were triggered and the WWTP lift station pumps both failed to keep up with the incoming flows, likely due to Inflow and Infiltration (I&I).

DISCUSSION

With both pumps activated and at maximum capacity, the level continued to rise at the WWTP. Preemptively, we had contractors on call and ready to respond in the event the flows continued to pour into the WWTP lift station. The WWTP lift station is the ultimate destination of all District wastewater before it is then pumped into the WWTP. In the event the incoming wastewater flows remained consistent, where the level continued to rise, we would have been forced to call outside assistance to prevent a Sewer System Overflow (SSO). Additionally, the WWTP lift station is less than one hundred feet from the Upper San Luis Rey River and therefore any SSO could potentially reach this river. This illustrates the criticality that redundancy is implemented, particularly with a very small team.

FISCAL IMPACT

Within Budget ✓

The fiscal impact of this assessment was not to exceed ten thousand dollars, as previously presented and approved by the Board of Directors.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for discussion purposes only.

Attachments

Supplemental Materials Packet Page Number/s

1. Carollo WWTP Lift Station Assessment

75-89

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 13

Date: November 25th, 2024

From: General Manager, Eric Steinlicht

Issue: General Manager’s Report

BACKGROUND

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

DISCUSSION

Once more, I’d like to express sincere thanks to Board President, Mr. Roland Skumawitz, and Board Secretary, Mr. Larry Curtis, for their unwavering service to the District. President Skumawitz provided strong leadership during a difficult time and helped guide the District toward being recognized as a professional agency. Secretary Curtis stepped up to fill a vacant and critical role on the Board when support was needed most. I’d like to personally offer my sincere thanks for the opportunity to work with you both. On behalf of all staff, thank you for your leadership and wisdom.

Sanitation Operational Report

We’ve experienced some minor rain and a warning for a power outage. We anticipated the outage and staged a generator at the Oak Tree lift station to ensure our response would be rapid in the event of said power outage. The light rain showers appeared to have no impact on operations, and now, with a new SmartCover Device, I was able to monitor the flows to observe no noticeable change.

General Manager Professional Development

I am engaging in the process of working with Mr. Jon Coombs of Water Quality Specialists to obtain my Grade III in Wastewater Treatment. This will be an invaluable certification for the District, as it will allow me to better manage our Wastewater Treatment Plant Contract Operators. Additionally, our Notice of Applicability, essentially our “Permit to Operate” states a Grade III is required for the Wastewater Treatment Plant Chief Plant Operator. Having this certificate will be of great value to the District.

Security Operational Report

Security operations have been sustained despite ongoing challenges. We’ve experienced back-to-back issues due to the age of our infrastructure, software, and faulty electrical work. At a later point, we will need to develop a critical capital improvement plan specifically for all gate equipment in order to fund the major replacement required to fix these issues in the long term. At the time of writing this, we are currently experiencing the Pauma Heights entrance gate being down for critical repair.

Information Technology (IT) Report

Triune InfoTech LLC (Triune) has continued to provide us with our essential service, although we remain lacking in cybersecurity and staff support. We have submitted for a potential grant opportunity for IT, and I am working with legal to potentially bring on a new team that works with over a thousand different public agencies. Since not having IT, many issues have occurred. Just recently, the Office Manager had her computer switched over to the Rancho Pauma Mutual Water Company network. I’ve found some workarounds; however, District staff need dedicated IT support and adequate cybersecurity.

Attachments

Supplemental Materials Packet Page Number/s

1. General Manager’s Prioritization Schedule	90-96
--	-------

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