

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

NOTICE OF SPECIAL MEETING

DATE: Monday, January 27th, 2025
TIME: 3:00 PM – **Open Session**
VENUE: Board Room, Pauma Valley Community Services District
33129 Cole Grade Road, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

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

-- CONSENT ITEMS --

Items 5-10 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.

5. Minutes of the Special Board Meeting on December 09th, 2024.

These minutes are the official permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on December 09th, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE 2-4

Approve and file the December 09th, 2024, PVCSD Board of Directors Meeting Minutes.

6. Minutes of the Regular Board Meeting on November 25th, 2024

These minutes are the official permanent record of the PVCSD Board of Directors meeting held on November 25th, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE 5-6

Approve and file the November 25th, 2024, PVCSD Board of Directors Meeting Minutes.

7. Review of Balance Sheet, Revenue and Expense Report

These reports disclose the PVCSD financial statements for the months of November and December 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE 7-12

Receive and file the PVCSD Financial Statements for the months of November and December 2024.

8. Accounts Receivable Report

This report discloses the PVCSD Accounts Receivable for the months of November and December 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE 13-20

Receive and file the PVCSD Accounts Receivable Reports for the months of November and December 2024.

9. PVCSD Security Report

This report discloses the Security Division activity for the months of November and December 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE 21-38

Receive and file the PVCSD Accounts Receivable Report for the months of November and December 2024.

10. Employee Benefits Summary Update

This report discloses the PVCSD Employee Benefits Summary for 2025.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGE 39-40

Receive and file the PVCSD Employee Benefits Summary.

-- DISCUSSION ITEMS --

11. Board of Directors Onboarding Requirements Update

OFFICE MANAGER FEHLING

12. Board of Directors Roles and Functions

TREASURER LEVY

13. Board of Directors Communication Protocols

TREASURER LEVY

14. Security Gate Malfunctions

TREASURER LEVY

15. Cost-of-Service Analysis Update

GENERAL MANAGER STEINLICHT

16. Storm Drainage Update

GENERAL MANAGER STEINLICHT

17. Solar Project Update

GENERAL MANAGER STEINLICHT

18. Supervisory Control and Data Acquisition (SCADA) Overview and Update

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 41-51

19. Strategic Plan Update

SECRETARY ESPARZA – SUPPLEMENTAL MATERIALS PAGES 52-54

-- ACTION ITEMS --

20. Cybersecurity Grants for Local and Tribal Governments (SL) Program Awarded to the District

The General Manager identified and pursued a unique grant opportunity that resulted in an official award letter granting the District Two Hundred and Forty-Four Thousand Dollars (**\$244,000**) to fund critical cybersecurity projects.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 8

1. Authorize the General Manager to engage the Grant Writer to facilitate fund procurement.
2. Discuss and take other action as appropriate.

21. Cost-Effective Wastewater Treatment Plant Sludge Disposal Alternative

The Board of Directors will consider authorizing the General Manager to maintain the operational relationship with Casino Pauma for Sludge Disposal with the assistance of Water Quality Specialists.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 9

1. Authorize the General Manager to maintain the waste hauling agreement with Casino Pauma.
2. Discuss and take other action as appropriate.

22. Cybersecurity, Data Protection and Information Technology Staff Support Solution

The Board of Directors will consider authorizing the General Manager to approve a 3-year term proposal presented by VC3 to provide key Information Technology (IT) support services to staff. VC3 will provide critical IT services that include Cyber Security, Data Protection, Staff Training, Network Monitoring, 24/7 IT Staff Support, and more.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 10

1. Authorize the General Manager to execute VC3's three-year contract.
2. Discuss and take other action as appropriate.

23. Ad-Hoc Committee Formation for the Review of Policies Concerning District Security

The Board of Directors will consider forming and assigning two Board of Directors to an Ad-Hoc Committee focused on reviewing Ordinance 55, RFID's, as well as the overall policy regarding the Centralization of Pauma Valley District Security.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 11

1. Approve the creation of an Ad-Hoc Committee and assign roles as needed.
2. Discuss and take other action as appropriate.

24. Addition of New District Banking Signers

The Board of Directors will consider the approval and signing of Resolution 125, thereby authorizing the Board President and Board Treasurer as signers for both Cal Bank and Trust, and Five Star Bank.

Staff Recommendation:

OFFICE MANAGER FEHLING, PAGE 12

1. Approve and sign Resolution 125.
2. Discuss and take other action as appropriate.

-- CLOSED SESSION --

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

A. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION

Title: General Manager

Authority: Government Code section 54957

B. PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

Authority: Government Code Section 54957

Conference with Labor Negotiator

District Representative: President Fred Nelson

Employee: General Manager

Authority: Government Code Section 54957.6

C. 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)

D. CONFERENCE WITH LEGAL COUNSEL

Potential/Threatened/Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b)
(Two (2) Matters)

26. Open Session

- A. Reportable Actions.

-- INFORMATIONAL ITEMS --

27. General Manager's Report

GENERAL MANAGER STEINLICHT, PAGE 13

28. Miscellaneous Items

- A. Requested items for future agendas (**Directors and Staff Only**)
 - a) Salary and Total Compensation Study
 - b) Critical Spare Part Inventory/Replacement Program and CMMS
 - c) LAFCO Service Area Annexation
- B. Board Comments
- C. Announcements
 - a) **Cybersecurity Grant Awarded**
- D. **Next Regular Meeting of the Board:**
 - a) **Monday, February 24th, 2025, at 10:00 AM**

29. 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: January 27th, 2025

From: Marissa Fehling, Office Manager

Issue: Board of Directors Onboarding Requirements Update

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for informational purposes only.

BACKGROUND

California law requires the Board of Directors to complete specific training and disclose certain information as a result of being elected or appointed as a Public Official. This includes Sexual Harassment Prevention Training as outlined pursuant to Government Code Section 12950.1, Ethics Training pursuant to AB 1234, and filing the Form 700 Statement of Economic Interests pursuant to the California Fair Political Practices Commission (FPPC).

DISCUSSION

Upon onboarding new Board Members, the following state-mandated deadlines must be met:

1. **Sexual Harassment Prevention Training:** Completed within 6 months of assuming office to ensure compliance with workplace conduct standards and to be completed every two years.
2. **Ethics Training (AB 1234):** To be completed within 1 year to promote transparency and ethical behavior in public service. State law requires two hours of ethics training every two years.
3. **Form 700:** To be filed within 30 days of assuming office to disclose financial interests and avoid potential conflicts of interest. Along with the assuming office filing, the form is to be filed annually and due by April 1 of each year.

Meeting these deadlines is crucial to staying compliant with state regulations and ensuring the Board operates with integrity.

FISCAL IMPACT

Training is typically provided online at no cost via state approved resources. The fiscal impact varies based on staff time allocated to scheduling or coordinating access to training materials.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for informational purposes only.

Attachments

1. N/A

Supplemental Materials Packet Page Number/s

N/A

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 18

Date: January 27th, 2025

From: General Manager, Eric Steinlicht

Issue: Supervisory Control and Data Acquisition (SCADA) Overview and Update

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for informational purposes only.

BACKGROUND

On March 20th, 2024, the Pauma Valley Community Services District (District) entered into a fully executed Memorandum of Understanding (MOU) with the Rancho Pauma Mutual Water Company (RPMWC). This MOU primarily stipulated terms pertaining to RPMWC leasing a portion of the District Administrative Offices. Additionally, this MOU also stated RPMWC ownership of the current Supervisory Control and Data Acquisition (SCADA) software jointly utilized by both organizations. The MOU continues to state that the District will identify an alternative SCADA solution with an option to maintain the current SCADA system for a one-year extension, provided mutual agreement exists between the parties.

DISCUSSION

SCADA is a critically fundamental tool that the District must maintain in order to sustain and protect essential District sanitation operations. SCADA provides District staff with the ability to remotely monitor and control sanitation assets that include our three lift stations, and Wastewater Treatment Plant (WWTP) assets. It also provides emergency alerts should any sanitation asset unexpectedly fail. Failure of these assets could result in a multitude of concerns, however, one of note would be a Sanitary Sewer Overflow (SSO). An SSO is required to be reported to the applicable regulatory agencies and depending on the various factors surrounding that spill; fines, audits and further consequences can potentially follow.

Since this MOU was established, I have acquired multiple formal and informal proposals regarding potential SCADA replacements. It is also highly recommended that the District acquire its own independent access to its own SCADA system platform for numerous reasons including:

District Access Interruptions	Lack of District Control of System	Safety Hazards with Automatic Equipment Activation	System Maintenance or Improvements
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I am currently waiting for one additional SCADA proposal that integrates with our recently installed Smart Cover technology.

FISCAL IMPACT

The fiscal impact of a new SCADA system and integration is approximated to be anywhere between Forty-Five Thousand Dollars (\$45,000) to over One Hundred and Twenty-Five Thousand Dollars (\$125,000).

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for informational purposes only.

Attachments

1. Southland Water Technologies (Quote 1 & 2)	<i>Supplemental Materials Packet Page Number/s</i>
2. Freedom Automation Incorporated	Pages 41-46
3. TDN Automation	Pages 47-50
	Page 51

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: 20

Date: January 27th, 2025

From: General Manager, Eric Steinlicht

Issue: **Cybersecurity Grants for Local and Tribal Governments (SL) Program Awarded to the District**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to engage the Grant Writer to facilitate fund procurement.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (District) qualified for a unique Grant opportunity focused on Cybersecurity. The General Manager first identified this grant via automated communications with the California Special Districts Association (CSDA). With a short application window and limited staff resources, the General Manager took the initiative to secure a qualified and cost-effective grant writer to ensure the process was completed thoroughly, and on time. The grant writer was recommended via professional networking efforts and worked collaboratively with the District’s Information Technology (IT) team to prepare and successfully submit the grant application. The grant writer’s fee of \$3,375 was a prudent investment toward pursuing this opportunity, which had a maximum funding limit of \$250,000.

DISCUSSION

As a result of this decision, on December 24th, 2024, **the District had been officially awarded the Grant in the amount of Two Hundred and Forty-Four Thousand Dollars (\$244,000).** The letter received from the Governor’s Office of Emergency Services confirming this has been attached to this Board letter.

This is perhaps one of the greatest victories the District has achieved! It is very important to note that the District is not considered a “Disadvantaged Community”, and a majority of grants are very routinely awarded to Disadvantaged Communities. Despite the District’s financial position and lack of essential resources, the parameters and competitiveness of these grants make it extremely difficult for the District to be considered. With all this in mind, we’ve managed to procure this substantially large grant for something the District severely lacks: Cybersecurity.

It is highly recommended that the services of the Grant Writer be utilized to ensure that all funds procured by this grant meet all requirements, thus ensuring all procured funds are not later questioned or required to be returned due to an error, or some failure to meet a specific parameter.

FISCAL IMPACT

The fiscal impact of the Grant Award is two hundred and forty-four thousand dollars (\$244,000) offered to the District for the sole purpose of Cybersecurity. The costs associated with the Grant Writer are unknown at this time.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to engage the Grant Writer to facilitate fund procurement.
2. Discuss and take other action as appropriate.

Attachments

1. Cybersecurity Grant Award Letter	<i>Supplemental Materials Packet Page Number/s</i> Pages 55-56
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Prepared by: General Manager, Eric Steinlicht
Reviewed by: Office Manager, Marissa Fehling
Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 20

Date: January 27th, 2025

From: General Manager, Eric Steinlicht

Issue: **Cost-Effective Wastewater Treatment Plant Sludge Disposal Alternative**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to maintain the waste hauling agreement with Casino Pauma.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (District) has historically disposed of “sludge”, a byproduct of the wastewater treatment process via a third-party waste hauler and the County of San Diego. This process incurred a steep cost for sludge hauling, in addition to the San Diego County’s permit and lab fees.

DISCUSSION

As a direct result of bringing on “Water Quality Specialists” (WQS) and ongoing operational discussions, it was identified that the District’s sludge disposal cost could be greatly reduced. This would be accomplished by transporting District sludge via WQS equipment to a nearby tribal casino for disposal. Casino Pauma possesses critical infrastructure that the District lacks for sludge disposal: Drying Beds.

Conversations ensued for some to understand the scope, and Casino Pauma promptly showed interest in the spirit of being a good neighbor in July of 2024. The cost of disposing sludge into a 14-yard drying bin is \$1,500 which translates to approximately a \$0.07 charge per gallon of sludge disposed. Casino Pauma, however, has continued to waive this fee due to the District accepting their solid-free wastewater from their septic tank. This is a vastly ideal collaboration of multiple neighboring utility entities in an effort to drive down costs. Furthermore, Mr. Jon Coombs of WQS proactively confirmed with the State Water Resources Control Board to ensure that the District maintained compliance via this transition.

Multiple trial runs have been conducted to test the viability of both organizations’ infrastructure and thus far, it appears sustainable. This is a great victory for the District only made possible via WQS and Casino Pauma. WQS possessed the operational relationship with Casino Pauma, essential equipment, and a willingness to absorb some of the operational costs whereas Casino Pauma was, and continues to be, extremely generous by allowing the District to utilize its infrastructure.

FISCAL IMPACT

Within Budget ✓

Prior sludge disposal costs ranged from **thirty-five cents to forty cents per gallon**, including fees. **Disposal now costs a flat twenty cents per gallon, and we’ve calculated a 67% decrease in sludge disposal costs thus far (\$15,301 savings in 6 months)**. Additionally, WQS has identified and eliminated prior procedures created by former contract operations that have since **saved the District \$4,661.18** in annual lab fees, and approximately **\$4,721.08 in annual staff time** lost in weekly sample delivery, now handled by WQS. Presuming the next 6 months yield a similar savings pattern for sludge disposal costs, this change represents an approximate Forty Thousand dollars (\$40,000) in annual savings for the District.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to maintain the waste hauling agreement with Casino Pauma.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

1. N/A

N/A

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 22

Date: January 27th, 2025

From: General Manager, Eric Steinlicht

Issue: **Cybersecurity, Data Protection and Information Technology Staff Support Solution**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to execute VC3’s three-year contract.
2. Discuss and take other action as appropriate.

BACKGROUND

On August 19th, 2024, the Pauma Valley Community Services District (District) Board of Directors was presented with a proposal from the organization known as “Triune InfoTech LLC” (Triune). This proposal was for a three-year term to provide staff with essential Information Technology (IT) support services critically needed by both staff, as well as the District overall. The Board of Directors had approved this Action Item, however, legal discussions proceeded between Triune and the District ultimately leading to the rejection of the proposal from both organizations (Triune and the District).

DISCUSSION

The rejection of Triune’s contract was the result of inflexibility towards amending contract terms, which VC3 has shown great flexibility on. The need for these services has not changed, and has resulted in significant productivity declines among staff, most notably the General Manager due to focusing on finding solutions to any IT issues that arise. This is neither sustainable nor economical use of staff time. Since the proposal was not executed, the budget has been positively affected by sixteen thousand, three hundred and eighty dollars (\$16,380). Since then, ongoing conversations with VC3 have occurred to provide the proposal attached to this Board Letter. Among us today are VC3 representatives to reinforce their team and the attached proposal. VC3 is utilized by over one thousand and one hundred other public agencies and is not only endorsed by the California Special District Association (CSDA), but they have also just recently onboarded VC3 as their own outsourced IT team solution. VC3 will provide the following:

Fully Managed Applications	Data Protection	Staff Training	Antivirus and Antifraud
24/7 Help Desk Support & on-site Support Services	Full IT Infrastructure Troubleshooting	Software & Hardware Upgrades	Recommendations & IT Planning Support

It is important to note that the County of San Diego’s “IT Specialist” salary range is “**\$42,016 - \$90,064**”.

FISCAL IMPACT

Within Budget ✓

The fiscal impact of VC3’s three-year proposal will consist of a one-time fee of \$1,949.52, followed by a monthly recurring charge of \$2,053.70. It is important to note that VC3’s cost is \$1,222 cheaper per month than what was budgeted. The total cost of this three-year contract with the one-time upfront fee will result in a total cost of \$75,882.72 and is projected to be entirely covered by the most recent Grant Award.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to execute VC3’s three-year contract.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

1. VC3’s Proposal

Pages 57-68

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: 23

Date: January 27th, 2025

From: General Manager, Eric Steinlicht

Issue: Ad-Hoc Committee Formation for the Review of Policies Concerning District Security

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the creation of an Ad-Hoc Committee and assign roles as needed.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (District) has historically performed duties that included ticketing, speed monitoring and parking violations. These duties were carried out with the understanding they were District Security. However, it was later determined that the District does not possess the legal authority to carry out many of these functions as a public agency under the current powers granted to the District by the Local Agency Formation Commission (LAFCO). Furthermore, it was discovered that these prior enforcements originated from the Pauma Valley Roadway Association (PVRA) "Rules of the Road".

DISCUSSION

The District Board of Directors has expressed interest in reviewing and revising policies and protocols related to the District's Security Division. This review will encompass organizational relationships with external organizations, the centralization of District security operations, the policy on Radio Frequency Identification (RFID) stickers, and a comprehensive evaluation of Ordinance 55.

To support this effort, a two-member Ad-Hoc Committee will be established to analyze all relevant policies and develop a thorough policy recommendation. The committee's findings and recommendations will be presented to the full Board of Directors at the next Regular Meeting in February or at a subsequent meeting, as necessary.

Specifically, the Ad-Hoc Committee will review the following:

- Centralizing the RFID's
 - Communication with applicable entities affected
- Evaluate District's relationship with neighboring entities
- Reviewing who is currently eligible for RFID's
- Communication and record keeping protocols when issuing RFID's
- Automobile Insurance related to the issuance of RFID's
- Reviewing, Expanding, and Amending Ordinance 55, as well as all other applicable security policies

FISCAL IMPACT

There is no current fiscal impact associated with this item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the creation of an Ad-Hoc Committee and assign roles as needed.
2. Discuss and take other action as appropriate.

Attachments

	<i>Supplemental Materials Packet Page Number/s</i>
1. N/A	N/A

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: 24

Date: January 27th, 2025

From: Marissa Fehling, Office Manager

Issue: Addition of New District Bank Signers

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve and sign Resolution 125.
2. Discuss and take other action as appropriate.

BACKGROUND

The District maintains banking relationships with Five Star Bank, and Cal Bank and Trust. Authorized signers on these accounts are the following:

- General Manager
- Office Manager
- Board President
- Board Treasurer

Following the recent elections and Board role appointment of Fred Nelson as Board President, and Lois Levy as Board Treasurer, it is necessary to update the bank's authorized signer records to reflect these recent changes.

DISCUSSION

The approval of **Resolution 125** will officially authorize the new Board President and Board Treasurer as District Banking Signers, thus ensuring compliance with District policy for financial oversight and operational efficiency.

FISCAL IMPACT

There is no fiscal impact associated with this item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve and sign Resolution 125.
2. Discuss and take other action as appropriate.

Attachments

Supplemental Materials Packet Page Number/s

1. Resolution 125

Page 69

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: 27

Date: January 27th, 2025

From: General Manager, Eric Steinlicht

Issue: **General Manager’s Report**

BACKGROUND

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

DISCUSSION

Welcome to the first official meeting of 2025, Board of Directors and staff. I’d like to take this moment to thank all Board of Directors for their service to the community, and to all District staff for their tireless efforts in maintaining critical District business.

Sanitation Operational Report

We’ve experienced multiple power outages due to the unexpected high winds. As a result, we’ve brought on a new team to take care of all District generators. There has been a pattern of poor maintenance, and we are hoping this will be eliminated by on boarding this new team. We are looking at replacing the blades of the chopper pumps at the main wastewater lift station, in addition to the wooden lid at the Oak Tree wastewater lift station. We have also proceeded with the cleaning up of a storm drain that has not been properly maintained for several years – work is expected to proceed until the issue is resolved. Lastly, Year Three Wastewater Collection System cleaning and inspection is expected to be scheduled soon, in addition to the semi-annual Hot-Spot cleaning and inspection.

Security Operational Report

Security operations have been sustained under the assistance of a new gate support services company, “Cor”. Thus far, they have proven to be very punctual and capable of resolving recurring issues with our outdated equipment, in addition to providing solutions that could potentially lead to less downtime.

Information Technology (IT) Report

We’ve had some issues with Outlook and networking. Staff could not print to our printer due to a networking issue with the Rancho Pauma Mutual Water Company. After several hours, I personally resolved the issue to allow operations to continue. We had a Supervisory Control and Data Acquisition (SCADA) access issue recently and it appeared there was a change made by our current IT team. The SCADA is now up and running and the issue has been resolved. This highlights the importance of the District obtaining a fully dedicated IT team to support staff, and procuring its own SCADA Solution that the District both owns and manages. These two items will provide the essential tools required by staff.

General Manager Professional Development

I have recently received correspondence from the State Water Resources Control Board regarding my Grade III Operator in Training Certification. More information has been requested that requires our Chief Plant Operator’s signature. With the new calendar year, my position at the California Water Environment Association San Diego Section as a Second Director has elevated to First Director. Lastly, I have begun working with a Study Group via the California Special District’s Association to begin working towards my Certified Special District Manager Certification that I will qualify for in the year 2026.

Attachments

Supportive Materials Packet Page Number/s

1. General Manager’s Prioritization Schedule

Pages 70-77

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