

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: Tuesday, May 28th, 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.”

AGENDA

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

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

-- CLOSED SESSION --

5. **The Board of Directors Will Meet in a Closed Session to Discuss:**
 - A. **CONFERENCE WITH LEGAL COUNSEL**
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Two (2) Matters)

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)

6. Open Session

A. Reportable Actions.

-- CONSENT ITEMS --

Items 7-10 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.

7. Minutes of the Special Board Meeting on April 15th, 2024

These minutes are the official permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on April 15th, 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 2-6

Approve and file the April 15th, 2024, PVCSD Board of Directors Meeting Minutes.

8. Review of Balance Sheet, Revenue and Expense Reports

These reports disclose the PVCSD financial statements for the months of March and April of 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 7-9

Receive and file the PVCSD Financial Statements for the months of March and April of 2024.

9. Accounts Receivable Reports

This report discloses the PVCSD Accounts Receivable for the months of March and April 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 10-20

Receive and file the PVCSD Accounts Receivable Reports for the months of March and April 2024.

10. PVCSD Security Reports

This report discloses the Security Division activity for the months of March and April 2024.

Staff Recommendation:

SUPPLEMENTAL MATERIALS PAGES 21-34

Receive and file the PVCSD Accounts Receivable Reports for the months of March and April 2024.

-- DISCUSSION ITEMS --

11. Utilizing Neste, Brudin and Stone (NBS) Services

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 35-66

12. Outsource Payroll and Human Resources Administrative Operations

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 67-79

13. Preliminary Budget Review and Discussion

GENERAL MANAGER STEINLICHT – SUPPLEMENTAL MATERIALS PAGES 80-86

14. Storm Drainage System Update Near 15805 Pauma Valley Drive

GENERAL MANAGER STEINLICHT

15. Roadway Association Ad-Hoc Committee Update

PRESIDENT SKUMAWITZ

-- ACTION ITEMS --

16. Resignation of Director Lawston

The Board of Directors will consider appointment, or the deferment of appointment as a result of Director Lawston's recent resignation, effective May 6th, 2024.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 5

1. Discuss and take action as appropriate.

17. Wiskon Way West Drainage System Bid Award

The Board of Directors will consider the proposals acquired for the drainage system located off Wiskon Way West which drains into the channel along the 8th Fairway on the Pauma Valley Country Club.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 6

1. Authorize the General Manager to approve Bart Dixon's proposal limited to the 8th Fairway.
2. Discuss and take other action as appropriate.

18. Solar System and Electric Vehicle Charging Stations Completion Bid Award

The Board of Directors will consider authorizing the General Manager to approve a proposal that will complete the Solar System Project.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 7

1. Authorize the General Manager to approve Sattler Electric Inc. Proposals.
2. Discuss and take other action as appropriate.

19. Cost of Living and Salary Schedule Adjustment

The Board of Directors will consider a four percent cost-of-living adjustment (COLA) for fiscal year 2025 (not granted in fiscal year 2024), in addition to amending the salary schedule via Resolution 119 to accurately reflect staff pay rate ceilings (reflected in fiscal year 2025 upcoming budget discussion).

Staff Recommendation:

OFFICE MANAGER FEHLING, PAGE 8

1. Authorize staff to execute a COLA, and approve salary schedule A.
2. Discuss and take other action as appropriate.

20. CalPERS Corrections Cost and Invoicing the Rancho Pauma Mutual Water Company (RPMWC)

The Board of Directors will consider authorizing staff to dispatch payment to CalPERS due to incorrect submittals followed by an invoice to the RPMWC for their portion of the cost.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 9

1. Authorize the payment to CalPERS and issue an invoice to the RPMWC.
2. Discuss and take other action as appropriate.

21. Ordinance 55 Amendment

The Board of Directors will consider approving the newly amended Ordinance 55 that has been vetted by the District's General Counsel, as well as the General Manager to accurately define the District's authority and obligations.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 10

1. Approve amended Ordinance 55.
2. Discuss and take other action as appropriate.

-- INFORMATIONAL ITEMS --

22. General Manager's Report

GENERAL MANAGER STEINLICHT, PAGES 11-12

23. Miscellaneous Items

- A. Requested items for future agendas (**Directors and Staff Only**)
 - a) District Newsletter
 - b) Salary Survey
 - c) Updates on District Policy Handbook
 - d) Critical Spare Part Inventory Replacement Program (CMMS)
- B. Board Comments
- C. Announcements
- D. **Next Regular Meeting of the Board:**
 - a) ~~Monday, June 24th, 2024, at 10 AM: CANCELLED~~
 - b) **Special Meeting Scheduled: Thursday, June 20th, 2024, at 10 AM.**

24. 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.