

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, January 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.”

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 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 7-11 appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

7. Minutes of the Regular Board Meeting of November 27th, 2023

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on November 27, 2023.

Staff Recommendation:

Approve and file the November 27th, 2023, PVCSD Board of Directors Meeting Minutes.

8. Review of Balance Sheet, Revenue and Expense Reports

These reports disclose PVCSD financial statements for the month of November 2023.

Staff Recommendation:

Receive and file the PVCSD Financial Statements for the month of November 2023.

9. Accounts Receivable Reports

This report discloses PVCSD Accounts Receivable for the month of November 2023.

Staff Recommendation:

Receive and file the PVCSD Accounts Receivable Reports for the month of November 2023.

10. PVCSD Security Reports

This report discloses security and gate activity for the months of November and December 2023.

Staff Recommendation:

Receive and file the PVCSD Security Report for the months of November and December 2023.

11. Resolution Increasing the Security Division Rates

On November 27th, 2023, the Board of Directors held an open hearing for the Security Division's proposed rate increases, which unanimously passed and must now be put into effect by Resolution.

Staff Recommendation:

Receive and file the Resolution.

-- ACTION ITEMS --

12. Plant Utility Vehicle Leasing Proposal

The Board of Directors will consider authorizing the General Manager to lease a plant utility vehicle for PVCSD Mission support.

Staff Recommendation:

1. Authorize the General Manager to lease a plant utility vehicle for PVCSD.
2. Discuss and take other action as appropriate.

13. Emergency Sewer Lateral Repair

The Board of Directors will consider authorizing the General Manager to approve a quote to perform an emergency repair on a resident's public sewer lateral that has become disconnected from the District's sewer main.

Staff Recommendation:

1. Authorize the General Manager to approve the emergency sewer lateral repair quote.
2. Discuss and take other action as appropriate.

14. Strategic Planning Facilitation

On May 4th, 2023, the Board of Directors approved Strategic Planning Facilitation Services with Mr. Jeff Armstrong. Mr. Armstrong has submitted an amended proposal that adjusts the number of hours dedicated to the strategic planning process as well as the proposed hourly rate. With these adjustments, Mr. Armstrong's proposal remains competitive and his experience with the District adds significant value.

Staff Recommendation:

1. Authorize the General Manager to approve Mr. Armstrong's updated proposal.
2. Discuss and take other action as appropriate.

15. Election of Officers for Calendar Year 2024

The Board of Directors will vote to fill the Secretary's role vacated by Director Potalivo, and fill other vacancies as needed.

Staff Recommendation:

1. Entertain a motion for the position of Secretary.
2. Discuss and take other action as appropriate.

-- DISCUSSION ITEMS --

16. Three (3) Minute Rule for Public Comment – Director Curtis

17. Solar System Project Status Update – General Manager Steinlicht

18. AED Compliance and County Guidelines – General Manager Steinlicht

19. PVCSD and RPMWC Status Update – President Skumawitz

20. PVCSD and PVRA Ad-Hoc Committee Update – Vice President Esparza

-- INFORMATIONAL ITEMS --

21. General Manager's Report

22. Miscellaneous Items

- A. Requested items for future agendas (**Directors and Staff Only**)
 - a) Email List
 - b) Website Revamp and Transparency Update
 - c) Cost of Living Adjustment and Salary Survey
 - d) Employee Handbook Revisions
 - e) Agreement with RPMWC for SGMA
 - f) CHP Satellite Office and RPMWC
 - g) Tasers for Security
 - h) Analysis for Outsourcing Security, Gate Services and Sanitation
 - i) Updates on District Policy Handbook
 - j) Criteria for Restricting RFID Access to Dangerous Individuals
 - k) Critical Spare Part Inventory Replacement Program
 - l) Computerized Management Maintenance System (CMMS)
 - m) Treatment Plant Rehabilitation and Improvement
 - n) Amend Ordinance 54 and 55
- B. Board Comments
- C. Announcements
- D. Next Regular Meeting TBD by the Board of Directors.

23. Adjournment

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted on the District's website as well as the main lobby of the District's Administrative Office no less than 72 hours prior to the meeting date and time listed above. All public records relating to each agenda item, including any public records distributed less than 72 hours, will be made available at the office of the District Secretary, 33129 Cole Grade Road, Pauma Valley, California.

To request a disability-related modification or accommodation regarding agendas or attendance, contact Marissa Fehling, at Marissa.Fehling@paumavalleycsd.ca.gov at least 48 hours before the meeting.

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

Held on November 27th, 2023

Directors Present: Jodie Lawston, Michael Esparza, Roland Skumawitz, Larry Curtis & Richard Collins
Also Present: Secretary of RPMWC Linda Shoaff, Vice President of RPMWC Laurie Kariya, Treasurer of RPMWC Bruce Knox, Charles Mathews, Fred Nelson, Ron Krohn, Rhonda Curtis, Tom Cerruti, Janet Scott, Jeff Armstrong, Greg Giles, General Manager Eric Steinlicht, Interim Office Manager Marissa Fehling

1. Call to Order: Special Meeting was called to order at 10:01 a.m. by President Lawston.
2. Pledge of Allegiance: The Pledge of Allegiance was led by President Lawston.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
No public comments.

--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)
(Once (1) Matter)
 - 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)
 - C. **PUBLIC EMPLOYMENT PERFORMANCE EVALUATION**
Title: General Manager
Authority: Government Code section 54957
 - D. **PUBLIC EMPLOYEE APPOINTMENT**
Title: General Manager
Authority: Government Code Section 54957
Conference with Labor Negotiator
District Representative: President Jodie Lawston
Employee: General Manager
Authority: Government Code Section 54957.6

The Board entered closed session at 10:02 a.m.

6. Open Session
 - A. Reportable Actions

The meeting was reconvened to open session at 10:39 a.m. with no reportable actions.

--CONSENT ITEMS--

Items 7-13 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 Special Board Meeting of September 18, 2023
8. Minutes of the Special Board Meeting of October 5, 2023
9. Minutes of the Special Board Meeting of November 3, 2023
10. Review of Balance Sheet, Revenue, and Expense for July Through October 2023
11. PVCSD Security Reports
12. Mr. Larry Curtis's Notarized Oath of Office
13. Pauma Valley Country Club Storm Drain Maintenance Invoice

Esparza informed that he would like to have items 8 and 10 pulled for further discussion, Mathews informed that he would like to have item 8 pulled for further discussion, and Kariya requested to have items 7, 8, and 9 for further discussion. Kariya questioned a statement made by Crocker in the September Minutes and asked for the wording in item 7 of the September Minutes to be updated to include the Board President of RPMWC. Mathews requested that the wording be corrected to correctly state Director Curtis' term date in the October Minutes. Mathews inquired on why the depreciation was not reflected on the Revenue and Expense Report. Steinlicht explained the financial report changes and the corrections that were made to the financial statements and informed that the depreciation would be reported and shown on the financial statements at year-end. Upon a motion by Collins, seconded by Lawston and a unanimous vote items 7, 8, 9, and 10 were approved with the corrections made herein.

--DISCUSSION ITEM--

14. Long-Range Financial Plan Presentation Recap – General Manager Steinlicht
Steinlicht explained that Armstrong was there to give a recap of the Long-Range Financial Plan and the deficits within. Armstrong presented the recap of the Long-Range Financial Plan and explained the rate requirements for the appropriate revenue. Armstrong explained his recommended rate increases for the next three years for Security and Gate services. Esparza asked what Armstrong's thoughts were on the District's Reserve Policy, Armstrong explained. Armstrong stated that QuickBooks tracking of the separate cost centers should have been tracked from day one.

--ACTION ITEMS--

15. Employment Contract of the General Manager
The Board of Directors will review and consider endorsing an amendment to the General Manager's employment contract.

Staff Recommendation:

Discuss and take other action as appropriate.

Esparza explained that the General Manager has been reviewed by the Board of Directors. Esparza informed that he had done some research on other districts' salary ranges for districts in San Diego county and informed that the PVCSD is not overpaying the General Manager as some community members have been indicating. Esparza proposed to accept the amendments presented with a five percent increase to the GM's salary effective January 1, 2024. Kariya inquired whether the comparatives Esparza provided were all for the same tenured employees. Esparza informed that he had not reviewed their length of experience. Upon

a motion by Skumawitz, seconded by Esparza and a unanimous vote, the amended Employment Contract of the General Manager was adopted.

16. Board of Directors Presidency Vacancy
President Lawston will step down as the current Board President.

Staff Recommendation:

1. Entertain a motion for the position of Board President.
2. Discuss and take other action as appropriate.

Lawston explained she was choosing to step down as the Board President. Curtis nominated Skumawitz for Board President, seconded by Lawston. Esparza informed he was interested in continuing to serve as the Vice President. Collins stated that he believed Skumawitz would do a fine job as the Board President. Upon a motion by Curtis, seconded by Lawston, and a unanimous vote, Skumawitz was elected to be the Board President.

17. Public Hearing for Security and Gate Rate Increases
The Board of Directors schedules a public hearing prior to approving Security and Gate rate increases.

Staff Recommendation:

1. Conduct a Public Hearing.
2. Authorize staff to increase rates for Security and Gate charges.
3. Discuss and take other action as appropriate.

Steinlicht explained the different alternatives and what the outcomes would be from a financial standpoint. Steinlicht explained that the Public Hearing was noticed properly. The Public Hearing was opened. Mathews inquired about the notice of the Public Hearing; Steinlicht informed where the notices were published and when. Shoaff inquired what additional services would be provided since the rates were being increased by over five percent. Scott inquired if the specific increase amounts were in the notice. Steinlicht informed that the notice just informed of a potential rate increase. The Public Hearing was closed.

Upon a motion by Collins, seconded by Esparza, and a unanimous vote the proposed and recommended Alternative #1 was adopted.

18. Approval and Adoption of the District Calendar
The Board of Directors will consider approving and adopting a designated District Calendar that includes scheduling details for Regular Board Meetings and observed holidays.

Staff Recommendation:

Discuss and take other action as appropriate.

Fehling presented two District Calendars for 2024 and explained the difference between the two with the proposed meeting dates. Esparza explained the historical meeting date scheduling for the District and informed that with so much going on he believes Option B was a better choice. Steinlicht explained why he was in favor of Option A. Upon a motion by Skumawitz, seconded by Curtis, abstained by Esparza, and motion carried by majority vote, Option B of the District Calendar was adopted.

--DISCUSSION ITEMS--

19. Long-Range Financial Plan Presentation Recap – General Manager Steinlicht

Esparza explained that the District had planned on implementing a functional solar project with the intention of adding to our reserves and unfortunately, unforeseen challenges led to a change in our initial plans. Esparza noted how proud he was of the Board and General Manager.

20. Solar System Project Status Update – General Manager Steinlicht
Steinlicht gave an update on the Solar System Project Status Update. Steinlicht explained that he is requesting that the contractor provide a Power Purchase Agreement. Curtis inquired how current panels are being valued. Steinlicht explained. Esparza requested that Steinlicht report back with a few recommendations.
21. AED Compliance and County Guidelines – Vice President Esparza
Esparza explained the AED program.
22. PVCSD and RPMWC Status Update – Board President
Skumawitz informed there was no update at this time and that mediation was still in progress.
23. PVCSD and PVRA Ad-Hoc Committee Update – Treasurer Collins
Collins informed that the Ad-Hoc Committee has possibly come to an agreement and the details are still in the works and is hoping to be able to give more information at the next meeting. Esparza informed that as a government agency, they must be in line with the law.

--INFORMATIONAL ITEMS--

24. General Manager's Report
Steinlicht thanked the Board of Directors and Staff and presented the GM report. Steinlicht reported that Water Quality Specialist (WQS) stepped in on October 1st, 2023, and things have been very cohesive. Steinlicht since WQS started, labs were switched, and redundant testing has been eliminated. Steinlicht gave an update on SCADA and IT. Collins requested some pricing on replacing QuickBooks with a program that would be more suitable for the District. Steinlicht reported that the CalPERS errors are still in the works. Esparza stated that he believes RPMWC should be responsible for fifty percent of the costs to get these errors corrected. Esparza recommended considering doing something for employee recognition next year. Steinlicht gave commendations to Interim Office Manager, Marissa Fehling, Security Supervisor, Todd Albert, Utility Supervisor, Jake Oehlert, and Officer Dale Easter.
25. Miscellaneous Items
 - A. Requested items for future agendas (Directors and Staff Only)
 - a) Email List
 - b) Website Revamp and Transparency Update
 - c) Cost of Living Adjustment for 2023
 - d) Employee Handbook Revisions
 - e) Agreement with RPMWC for SGMA
 - f) CHP Satellite Office and RPMWC
 - g) Tasers for Security
 - h) Analysis for Outsourcing Security and Gate Services
 - i) Salary Survey
 - j) Updates on District Policy Handbook
 - k) Criteria for Restricting RFID Access to Dangerous Individuals
 - l) Critical Spare Part Inventory Replacement Program
 - m) Computerized Management Maintenance System
 - n) Treatment Plant Rehabilitation and Improvement
 - B. Board Comments – None
 - C. Announcements – None
 - D. Next Regular Meeting TBD by the Board of Directors.

Pauma Valley Community Services District

Minutes of the Board of Directors Meeting

November 27, 2023

26. Adjournment

With nothing further to discuss, a motion was made by Director Esparza to adjourn at 11:56 a.m., seconded by Director Curtis, and unanimously approved.

Marissa Fehling, Recording Secretary

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

Balance Sheet

As of November 30, 2023

Accrual Basis	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 · Petty Cash	368
102 · Checking	234,631
110 · ResFunds/L.A.I.F.	<u>626</u>
Total Cash	235,625
111 · LAIF Fair Market Value	<u>-8</u>
Total Checking/Savings	235,617
Receivables	
120 · Dues Receivable	87,936
121 · Accounts Receivable	<u>459</u>
Total Receivables	88,395
Other Current Assets	
125 · Due from RPMWC	52,467
140 · Prepaid Insurance	21,489
140.6 · PrePaid Wkrs Comp Ins	0
140.7 · Prepaid Solar Rooftop Lease	<u>23,250</u>
Total Other Current Assets	97,206
Total Current Assets	421,218
Fixed Assets	2,633,353
196 · Deferred Outflows - Pension	<u>-35,629</u>
TOTAL ASSETS	<u><u>3,018,942</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · Accounts Payable	<u>49,223</u>
Total Accounts Payable	49,223
Other Current Liabilities	
457 Payable	200
201.6 · Pre-Paid Customer Fees	36,101
204 · Accrued Fed Payroll Taxes	1,485
205 · Accrued State Payroll Taxes	1,523
206.1 · Accrued Retirement	1,932
2110 · Direct Deposit Liabilities	-178
219 · Compensated Employees Absences	<u>30,362</u>
Total Other Current Liabilities	71,425
Total Current Liabilities	<u>120,648</u>
Total Liabilities	120,648
Equity	
460 · Retained Earnings	2,921,269
Net Income	<u>-22,976</u>
Total Equity	<u>2,898,293</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,018,941</u></u>

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
 Revenue & Expense Budget Performance
 November 2023

01/18/2024
 Accrual Basis

	Nov 23	Year-to-Date	YTD % of Budget	Annual Budget
Operating Revenues/Expenses				
Revenues				
661 - Sewer Charges	\$ 44,756.58	\$ 223,782.90	42%	\$ 537,079.00
661.5 - Security Patrol Charges	49,745.91	235,912.47	42%	558,500.00
662 - Property Tax	6,854.33	13,409.66	11%	126,737.00
662.1 - Connection Fees	0.00	0.00	-	0.00
663 - Interest	1.73	20.10	-	0.00
663.1 - LAIF Fair Market Value Revenue	0.00	0.00	-	0.00
664.2 - Admin Services	0.00	400.00	-	-
664.6 - Hangar Land Lease	0.00	225.00	22%	1,020.00
664.8 - Gate Damages	0.00	480.00	-	0.00
664 - Other - Other	100.00	700.00	29%	2,400.00
Total 664 - Other	100.00	1,805.00	53%	3,420.00
665 - Security Gate Charge	37,500.00	187,500.00	42%	450,000.00
666.5 - RFID Tags	375.00	3,186.50	76%	4,200.00
667 - Delinquent Charges	1,055.84	4,126.22	63%	6,510.00
668 - Vacant Lot/Sewer Availability	396.00	1,980.00	-	4,752.00
670 - Reimbursement Revenue	0.00	1,450.00	0%	0.00
Total Revenues	\$ 140,785.39	\$ 673,172.85	40%	\$ 1,691,198.00
Expenses				
Depreciation	\$ -	\$ - ¹	0%	\$ 135,975.00
Dwelling Live	744.35	3,615.43	43%	8,372.00
Electrical Utilities	7,283.66	30,396.44	53%	57,564.00
Equipment Rentals	0.00	0.00	0%	250.00
Group Health Ins.	8,800.03	28,059.70	29%	95,140.00
Liability Insurance	4,459.69	22,298.45	41%	54,810.00
Miscellaneous Expense				
735 - Plant Miscellaneous	0.00	242.30	23%	1,073.00
825 - Admin. Miscellaneous	245.36	880.01	8%	10,813.00
927 - Patrol Miscellaneous	0.00	136.53	20%	669.00
959.1 - Gate Miscellaneous	0.00	120.78	9%	1,298.00
Total Miscellaneous Expense	245.36	1,379.62	10%	13,853.00
Office Expense				
812 - Office Supplies	1,767.68	12,152.59	65%	18,643.00
813 - Telephones	489.21	2,723.96	37%	7,294.00
814 - Postage	300.00	1,447.75	31%	4,633.00
Office Expense - Other	0.00	557.81	-	-
Total Office Expense	2,556.89	16,882.11	55%	30,570.00
Operator Contract Services	6,350.00	34,700.00	48%	72,800.00
Payroll Taxes	4,602.80	25,667.63	38%	68,400.00
PERS Retirement	4,717.95	22,947.14	39%	58,540.00
Repairs & Maintenance				
712 - Plant Repairs & Maintenance				
712.2 - Oak Tree Repair & Maint.	1,609.60	1,652.69	67%	2,465.00
712.3 - Sewer line maintenance	9,600.00	18,768.75	90%	20,868.00
712.4 - Sludge Removal	4,350.00	15,240.10	30%	51,525.00
712.6 - SCADA maintenance	515.00	515.00	0%	4,900.00
712 - Plant Repairs & Maintenance - Other	1,653.70	11,237.15	125%	9,021.00
Total 712 - Plant Repairs & Maintenance	17,728.30	47,413.69	53%	88,779.00
814.5 - Building Repairs & Maintenance	748.00	10,250.53	75%	13,600.00
814.8 - Airpark maintenance	0.00	225.00	25%	900.00
954 - Gate Repairs & Maintenance	4,796.38	17,650.99	50%	35,450.00
Repairs & Maintenance - Other	0.00	23.85	-	-
Total Repairs & Maintenance	23,272.68	75,564.06	54%	138,729.00
Salaries	58,110.38	300,920.25	40%	756,400.00
Security Expense	445.25	2,941.69	40%	7,382.00
Uniforms				
719 - Plant Uniforms	84.90	698.58	62%	1,124.00
922 - Security Uniforms	70.69	70.69	0%	1,310.00
954.1 - Gate Uniforms	0.00	0.00	0%	954.00
Total Uniforms	155.59	769.27	23%	3,388.00
Vehicles				
716 - Plant Vehicles	0.00	1,081.48	12%	8,810.00
917 - Security Vehicles	65.00	611.38	5%	13,340.00
Total Vehicles	65.00	1,692.86	8%	22,150.00
Workers' Comp. Insurance	1,772.69	10,716.87	48%	22,290.00
701 - Drainage	5,050.00	6,468.02	65%	10,000.00
712.1 - State Maint. Fee	0.00	0.00	0%	28,421.00
730 - Water Tests & Analysis	756.58	4,907.16	42%	11,694.00
815 - Fees	5,552.20	8,286.03	93%	8,900.00
816 - Engineering	0.00	20,666.62	83%	25,000.00
818 - Schools & Meetings	297.14	1,719.07	16%	10,493.00
819 - Accounting				
819.1 - LTFP/Strategic Plan	0.00	15,000.00	-	-
819.2 - Audit	5,500.00	12,400.00	-	-
819 - Accounting - Other	8,001.12	20,242.71	40%	50,789.00
Total Accounting	13,501.12	47,642.71	94%	50,789.00
820 - Legal	18,280.25	46,167.79	86%	53,880.00
821.2 - SGMA Technical Study	0.00	1,332.05	-	-
921 - Guard Houses / Roadway Lease	1.00	3.00	150%	2.00
Total Expenses	\$ 167,020.61	\$ 715,743.97	41%	\$ 1,745,792.00
Net Operating Revenues	-26,235.22	-42,571.12	78%	-54,594.00
Net Revenues	\$ (26,235.22)	\$ (42,571.12)	78%	\$ (54,594.00)

¹ Account adjusted at year-end.

Pauma Valley Community Services District

Aging Summary

As of November 30, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
001	0.00	0.08	0.00	0.00	0.00	0.08
002	0.00	3.00	0.00	0.00	0.00	3.00
003	0.00	4.35	0.00	0.00	0.00	4.35
004	0.00	4.35	0.00	0.00	0.00	4.35
005	0.00	0.00	0.00	11.87	0.00	11.87
006	0.00	11.87	0.00	0.00	0.00	11.87
007	0.00	11.87	0.00	0.00	0.00	11.87
008	0.00	11.87	0.00	0.00	0.00	11.87
009	0.00	12.00	0.00	0.00	0.00	12.00
010	0.00	12.38	0.00	0.00	0.00	12.38
011	0.00	14.31	0.00	0.00	0.00	14.31
012	0.00	23.74	0.00	0.00	0.00	23.74
013	0.00	25.00	0.00	0.00	0.00	25.00
014	0.00	25.74	0.00	0.00	0.00	25.74
015	0.00	50.00	0.00	0.00	0.00	50.00
016	0.00	51.35	0.00	0.00	0.00	51.35
017	0.00	59.35	0.00	0.00	0.00	59.35
018	0.00	59.35	0.00	0.00	0.00	59.35
019	0.00	91.30	0.00	0.00	0.00	91.30
020	0.00	121.12	0.00	0.00	0.00	121.12
021	0.00	151.35	0.00	0.00	0.00	151.35
022	0.00	175.00	0.00	0.00	0.00	175.00
023	0.00	214.00	0.00	0.00	0.00	214.00
024	0.00	214.00	0.00	0.00	0.00	214.00
025	0.00	215.48	0.00	0.00	0.00	215.48
026	0.00	215.87	0.00	0.00	0.00	215.87
027	0.00	215.87	0.00	0.00	0.00	215.87
028	0.00	215.87	0.00	0.00	0.00	215.87
029	0.00	215.87	0.00	0.00	0.00	215.87
030	0.00	217.48	0.00	0.00	0.00	217.48
031	0.00	275.87	0.00	0.00	0.00	275.87
032	0.00	280.99	0.00	0.00	0.00	280.99
033	0.00	311.48	0.00	0.00	0.00	311.48
034	0.00	312.48	0.00	0.00	0.00	312.48
035	0.00	315.74	0.00	0.00	0.00	315.74
036	0.00	315.87	0.00	0.00	0.00	315.87
037	0.00	315.87	0.00	0.00	0.00	315.87
038	0.00	315.87	0.00	0.00	0.00	315.87
039	0.00	315.87	0.00	0.00	0.00	315.87
040	0.00	315.87	0.00	0.00	0.00	315.87
041	0.00	315.87	0.00	0.00	0.00	315.87
042	0.00	315.87	0.00	0.00	0.00	315.87
043	0.00	315.87	0.00	0.00	0.00	315.87

Pauma Valley Community Services District

Aging Summary

As of November 30, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
044	0.00	315.87	0.00	0.00	0.00	315.87
045	0.00	315.87	0.00	0.00	0.00	315.87
046	0.00	315.87	0.00	0.00	0.00	315.87
047	0.00	315.87	0.00	0.00	0.00	315.87
048	0.00	315.87	0.00	0.00	0.00	315.87
049	0.00	315.87	0.00	0.00	0.00	315.87
050	0.00	315.87	0.00	0.00	0.00	315.87
051	0.00	315.87	0.00	0.00	0.00	315.87
052	0.00	315.87	0.00	0.00	0.00	315.87
053	0.00	315.87	0.00	0.00	0.00	315.87
054	0.00	0.00	315.87	0.00	0.00	315.87
055	0.00	315.87	0.00	0.00	0.00	315.87
056	0.00	315.87	0.00	0.00	0.00	315.87
057	0.00	315.87	0.00	0.00	0.00	315.87
058	0.00	315.87	0.00	0.00	0.00	315.87
059	0.00	315.87	0.00	0.00	0.00	315.87
060	0.00	290.87	0.00	25.00	0.00	315.87
061	0.00	315.87	0.00	0.00	0.00	315.87
062	0.00	315.87	0.00	0.00	0.00	315.87
063	0.00	315.87	0.00	0.00	0.00	315.87
064	0.00	315.87	0.00	0.00	0.00	315.87
065	0.00	315.87	0.00	0.00	0.00	315.87
066	0.00	315.87	0.00	0.00	0.00	315.87
067	0.00	315.87	0.00	0.00	0.00	315.87
068	0.00	323.87	0.00	0.00	0.00	323.87
069	0.00	327.87	0.00	0.00	0.00	327.87
070	0.00	339.61	0.00	0.00	0.00	339.61
071	0.00	339.87	0.00	0.00	0.00	339.87
072	0.00	315.87	0.00	25.00	0.00	340.87
073	0.00	350.62	0.00	0.00	0.00	350.62
074	0.00	400.00	0.00	0.00	0.00	400.00
075	0.00	431.74	0.00	0.00	0.00	431.74
076	0.00	619.87	0.00	0.00	0.00	619.87
077	0.00	631.74	0.00	0.00	0.00	631.74
078	0.00	631.74	0.00	0.00	0.00	631.74
079	0.00	631.74	0.00	0.00	0.00	631.74
080	0.00	631.74	0.00	0.00	0.00	631.74
081	34.74	631.74	0.00	0.00	0.00	666.48
082	34.74	631.74	0.00	0.00	0.00	666.48
083	34.74	631.74	0.00	0.00	0.00	666.48
084	34.74	631.74	0.00	0.00	0.00	666.48
085	34.74	631.74	0.00	0.00	0.00	666.48
086	0.00	631.74	35.61	0.00	0.00	667.35

Pauma Valley Community Services District

Aging Summary

As of November 30, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
087	0.00	666.55	8.94	0.00	0.00	675.49
088	0.00	679.74	0.00	0.00	0.00	679.74
089	36.07	655.74	0.00	0.00	0.00	691.81
090	24.73	476.54	214.00	0.00	0.00	715.27
091	35.09	666.66	34.75	0.00	0.00	736.50
092	0.00	631.74	106.16	0.00	0.00	737.90
093	35.45	631.74	141.15	0.00	0.00	808.34
094	35.48	631.74	147.61	0.00	0.00	814.83
095	0.00	631.74	184.13	0.00	0.00	815.87
096	35.57	667.14	130.32	0.00	0.00	833.03
097	25.80	428.00	428.00	24.61	0.00	906.41
098	25.93	452.73	428.00	24.61	0.00	931.27
099	36.50	666.49	315.87	0.00	0.00	1,018.86
100	36.73	666.71	361.18	0.00	0.00	1,064.62
101	38.20	668.18	654.56	0.00	0.00	1,360.94
102	38.26	668.24	666.49	0.00	0.00	1,372.99
103	38.83	670.41	706.87	70.74	0.00	1,486.85
104	40.03	670.00	702.99	315.87	0.00	1,728.89
105	40.22	670.19	703.37	353.88	0.00	1,767.66
106	43.05	675.49	773.81	704.26	638.62	2,835.23
107	25.74	253.04	326.01	272.78	2,015.41	2,892.98
108	0.00	3,204.27	0.00	0.00	0.00	3,204.27
109	38.18	468.65	551.80	484.45	1,813.05	3,356.13
110	0.00	3,501.54	0.00	0.00	0.00	3,501.54
111	39.00	469.47	555.56	488.18	1,968.55	3,520.76
112	39.06	469.54	553.55	486.19	1,986.23	3,534.57
113	39.10	469.57	553.62	486.25	1,992.52	3,541.06
114	59.12	689.00	790.69	720.98	3,306.54	5,566.33
115	0.00	12,799.95	234.00	0.00	0.00	13,033.95
TOTAL	<u>979.84</u>	<u>58,574.87</u>	<u>10,624.91</u>	<u>4,494.67</u>	<u>13,720.92</u>	<u>88,395.21</u>

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

November 10 2023 – December 10 2023

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
Christopher Phan	C1	Gate Attendant/ Patrol
Zachary Meyer	C1	Gate Attendant
Brandon Wilson	C1	Gate Attendant
Blake McGinley	C1	Gate Attendant

Vehicle Maintenance Report

START---

- Tesla 01 (53,050) – Did not pass visual inspection.
- Tesla 02 (59,053) – Did not pass visual inspection.

Unit 01 was taken to Serrato Auto for tire rotation on 11/24/23, the driver seat trim is broken, there is a scuff on the bottom right corner of the front bumper, the wrap is still sun damaged, and the key card is still missing, everything else works properly. Unit 02 was also taken to Serrato's for a tire rotation and needed two tires replaced, the windshield washer fluid is low, the driver seat cover is ripped, and the wrap is still sun damaged, everything else works properly.

German Colin, Vehicle Maintenance Officer

Gate Summary

The American Asphalt Co. has come out for final touches to the road. No further delays or road closures are foreseen. The switch panel control for the rear and center gates located at the front guardhouse remains shorted out and requires further electrical work beyond the switching unit to remedy. The rear gate barrier arm has been out of commission recently and though Quality Gates came to inspect and remedy the problem, the issue persists. Replacements are being sought out while a schedule that will work in the meantime is being developed as needed. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. All activity of this type that is observed by the gates will be entered into D.A.R. The gates will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

November 12th, 2023 at 1200 – Pauma School 11.53. Officer Orozco found building B, the book room unsecured. The Officer cleared the building but was unable to secure the door. Contact to be notified.

November 12th, 2023 at 1236 – Medical. Officer Orozco was dispatched for a medical on PVD. A resident was feeling ill. Officer Orozco arrived on the scene at 1247 and made contact with the resident. She said she was feeling nauseous and having stomach pains. The medics arrived on scene. Took her vitals and took pictures of her pacemaker. The medics contacted with hospital to see if she needed to be transported. The resident was able to rest at home. No one was transported.

November 12th, 2023 at 2128 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

November 14th, 2023 at 0948 – Escort. Control 1 was unable to make contact with a resident regarding some flowers being delivered. Officer Albert escorted the delivery driver to the house and made contact with the resident.

November 17th, 2023 at 0210 – Pauma Building 11.53. Officer Colin found the door to the auto shop at Serratos unsecured. The officer cleared and secured the building. The alarm was set off accidentally when the Officer entered the building. The contact was notified.

November 17th, 2023 at 2045 – Unsecured Door. Officer Phan found one garage door open inside PVCCE. Control 1 to make contact with the resident.

November 18th, 2023 at 1316 – Pauma School 11.53. Officer Easter found the multipurpose room door unsecured. The officer cleared the building and secured the door. Contact to be notified.

November 18th, 2023 at 1607 – Pauma Building 11.53. Officer Easter found building door 200 unsecured. The Officer cleared the building and secured the door. Contact to be notified.

November 18th, 2023 at 1700 – Oak Tree Ranch. Officer Easter reported to dispatch that the main gate was kept open. Advised dispatch to contact HOA regarding the gate being kept open. Dispatch contacted the HOA President. He said he was aware of the gate being open.

November 18th, 2023 2007 – Suspicious Activity. A resident in Oak Tree contacted Control 1 regarding some kids inside the pool area who are not supposed to be inside. She asked for Patrol assistance. Officer Aguilar patrolled 3 pools inside the community and found no kids. The Officer made contact with the resident who called. She reported that after she yelled at them they left.

November 19th, 2023 at 2128 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control1 to make contact with the residents.

November 21st, 2023 at 1131 – North Coast Church. 11.53. Officer Orozco found the double door to the church unsecured. The Officer cleared the building but was unable to secure the door. Contact to be notified.

November 21st, 2023 at 1507 – Medical. Officer Orozco was dispatched to Temet Dr. for a medical. The officer made contact with the caregiver. The Officer dispatched 911 and informed the dispatch of a possible 5150. The medics arrived on the scene. One was transported and to be put on 5150.

November 22nd, 2023 at 1729 – North Coast Church 11.53. Officer Easter found the upstairs door 56 unsecured. The Officer cleared the building and secured the door. Contact to be notified.

November 22nd, 2023 at 1045 – Welfare Check. A caretaker contacted Control 1 for a welfare check on El Tae. She said she couldn't get ahold of her patient and knows he doesn't have a working phone right now. She asked for Patrol to try and make contact. Officer Orozco arrived at the resident's home. All the lights were off and the doors were locked. The Officer tried knocking and the door. The Officer was unable to make contact with the resident. Control 1 contacted the caretaker to see if she wanted the Sheriffs to be called. She declined and said she would be on her way there tomorrow.

November 23rd, 2023 at 0817 – Welfare Check. Officer Easter was dispatched to El Tae for a welfare check. The caretakers were worried about their patient who they hadn't heard from in a couple of days. They know that their patient's phone is broken and have no way of getting in touch. Officer Easter made contact with the resident, he explained that his caretakers were worried about him and for him to give them a call. The resident said he had been sick and his phone was broken. The Officer lent the resident his phone to call his caretakers. They said they would be at his house in a couple of hours to pick him up.

November 23rd, 2023 at 2101 – Unsecured Door. Officer Phan found one garage door open inside PVCCE. Control 1 to make contact with the resident.

November 24th, 2023 at 1515 – Resident Concern. A resident contacted Control 1 concerned about a couple of dirt bikers heading towards the back exit gate to Cole Grade Rd. The Officer was unable to make contact with the dirt bikers. The dirt bikers crossed HW 76 up into Nate Harrison Rd. UTL.

November 24th, 2023 at 1551 – North Coast Church 1153. Officer Easter found the double doors near the flagpole unsecured. The Officer cleared the building but was unable to secure the door. Contact to be notified.

November 24th, 2023 at 1850 – Other. Officer Phan escorted an Uber driver to Temet Rd to pick up a resident. The Uber driver made contact with the resident.

November 24th, 2023 at 2040 – Unsecured Door. Officer Phan found one garage door open inside PVCCE. Control 1 to make contact with the resident.

November 25th, 2023 at 1131 – Medical. Officer Easter was dispatched to Wiskon Way West for a medical. The resident's husband notified Control 1 that medics would be coming to his house. The wife was feeling ill and requested to be taken to the hospital. Officer Easter was 1097 at 1136. Made contact with the resident. He said his wife wasn't feeling well. Medics arrived at 1138. 1 will be transported to Palomar Hospital.

November 25th, 2023 at 1730 – Noise Complaint. A resident on Luiseno Circle Drive requested for a patrol to speak with their next-door neighbors, stating they were being way too loud. Officer

Easter and Officer Aguilar made contact with the neighbors and requested that they keep their music down, they apologized and turned down the music.

November 27th, 2023 at 0816 – Medical. Officer Orozco was dispatched to Womsi for a medical. The Officer arrived at 0823 and made contact with the resident. The Husband stated his wife was having difficulty walking and was unable to be alert. The medics arrived on the scene at 0830. The medics checked the resident's vitals and advised her to be transported. One was transported to Palomar.

November 27th, 2023 at 2227 – Unsecured door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

November 27th, 2023 at 2231 Pauma School 1153. Officer Aguilar found the Admin building unsecured. The Officer cleared and secured the door. The alarm was not set. Contact is to be notified in the morning.

November 28th, 2023 at 0944 – Traffic Collision. Officer Orozco was dispatched to the front gate of HW 76. Two vehicles collided at the intersection. One of the individuals was a resident of the PVCC. She was driving her black Subaru Outback when she pulled onto the highway and a blue Ford Ranger going EB collided right into her driver's back. Cal Fire and Mercy medics arrived on the scene. The resident was checked out by the paramedics and sustained no injuries. The other driver of the vehicle also sustained no injuries. They both declined to be taken to the hospital. Officer Orozco assisted with traffic control.

November 28th, 2023 at 1045 – Medical. Officer Orozco was dispatched to PVD for a medical. A resident was having difficulty breathing. The resident stated she had been sick since Thanksgiving. She woke up this morning coughing up blood. The medics arrived and took her vitals. The medics advised the resident to be transported. One was transported to Palomar Hospital.

November 28th, 2023 at 1340 – Gate Crasher. A resident who lives on Atosona stated she was looking for something in the back seat of her Tesla and accidentally pushed the pedal and went forward into the gate at Pauma Heights Rd. The Officer wrote down her information and was emailed over to the district office. The driver did not sustain any injuries. The officer put the gate to the side and only the barrier arm is working.

November 28th, 2023 at 1629 – Saint Francis 459A. Officer Orozco was dispatched for a 459A. The Officer was already on site. No signs of forced entry. The Officer was unable to locate the reason for the alarm going off. Contact to be notified.

November 30th, 2023 at 1345 – Gate Crasher. Officer Easter was dispatched to the front gate for a gate crasher. A white Mercedes Benz SUV came in contact with the barrier arm. The vehicle belonged to a club member. The vehicle information was documented and emailed over to the district office. The Officer put the barrier arm back into working position.

December 1st, 2023 at 1045 – Mailbox lock. Officer Easter met with the USPS worker near PVD and Womsi Rd to replace a mailbox key for a new resident.

December 5th, 2023 at 2128 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

December 6th, 2023 at 1215 – Gate Malfunction. Officer Albert and Officer Easter were dispatched to the back gate for the barrier arm malfunctioning. The barrier arm was unable to be put back into working position. The Officers contacted the district office to report the issue.

December 7th, 2023 at 2040 – Pauma School 11.53. Officer Phan found the cafeteria door unsecured. The Officer cleared the building but was unable to secure the door. The contact will be notified.

December 9th, 2023 at 1010 – Trespassing. Control 1 dispatched Officer Easter to a report of a couple of dirt bikers entering from the rear entrance gate. The Officer found two dirt bikers on Pauma View Rd. heading up the hill into the groves. An Orange/Green dirt bike and a red dirt bike, the riders looked to be around 14 years to 16 years of age. Officer Easter lost visual contact after they turned onto Pauma Alto Rd.

December 10th, 2023 at 1519 – Medical. Officer Orozco was dispatched for a medical at the North Coast Church property. The Pastor's son fell off his bike and hit his chin. The medics arrived and bandaged the child. The medics advised the child to be seen by the doctors. No one was transported.

December 11th, 2023 0011 – North Coast Church 11.53. Officer Colin found the main double doors unsecured. The Officer cleared and secured the building. Contact to be notified in the morning.

December 11th, 2023 at 1600 – Power Line Down. Officer Orozco reported a power line down near the treatment plant. Officer Orozco waited for SDGE to arrive to fix the power line.

December 11th, 2023 at 1942 – North Coast Church 11.53. Officer Aguilar found the main double doors unsecured. The Officer cleared the building but was unable to secure the door. Contact to be notified.

December 11th, 2023 at 2127 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control1 to make contact with the residents

RFID Entries		
Front Gate	Center Gate	Back Gate
9,343	1442	10,066

Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
0	2	5	7	1	26	1
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
6		15			20	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	5			48
Gravel Yard(GY)				25
Saint Francis(SF)			1	74
Pauma School(PS)	5			35
Pauma Building(PB)	3			44
Airport Hangars(AH)				31
Treatment Plant(TP)				49
Pauma Village(PV)				
Residential Houses/Other	11			32

Patrol Activity	Gate Activity
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PVCSD SECURITY REPORT November 10, 2023 – December 10, 2023

Medicals	6	Resident Concern	1	Activity/Malfunctions	Totals
Welfare Checks	3	Suspicious Activity		Unresponsive	10
Lift Assist		Noise Complaint	1	Will Not Close	7
Domestic Dispute		Process Server		False Read	1
Traffic Collisions	1	911 Hang-up Call		Loss of Controls	Multiple
Gate Runner/ Gate Crashers	1	Loose Pets		Video Loss	2
Public Assists		Snake Call		Device Entries	20,851
Jump Start		Trespassing	1	Passes Issued	2,528
Notice of Violation		Other	4	Pass Entries	3,827

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

SECURITY REPORT

December 10 2023 – January 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

Vehicle Maintenance Report

START---

- Tesla 01 (55,333) – Did not pass visual inspection.
- Tesla 02 (61,302) – Did not pass visual inspection.

Unit 1 driver seat trim is broken. There is a scuff on the bottom right corner of the front bumper. The wrap has sun damage. One key card is missing. Unit 2 windshield washer fluid is low. The driver's seat cover is ripped. The wrap has sun damage. Everything else on both vehicles is working properly.

German Colin, Vehicle Maintenance Officer

Gate Report

The rear entry gate barrier arm has been repaired and is operating correctly. The switch panel control for the rear and center gates located at the front guardhouse remains shorted out and requires further electrical work beyond the switching unit to remedy. One replacement for the gates has been found and he has completed training and has started working at the gate doing a mix of morning and swing shifts. The past month has seen the remaining gate guards and patrol work together to keep all shifts covered. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. Patrol is looking to take a stricter stance with some of these “work hours” sound violations as there have recently been repeating offenders. All activity of this type that is observed by the gates will be entered into D.A.R. The gates will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

December 12th, 2023 at 2128 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control1 to make contact with the residents.

December 13th, 2023 at 1758 – Medical. Officer Orozco was dispatched to Ushla Way for a medical. The Officer arrived at 1757. He made contact with the resident. She explained to the Officer that she hadn't been feeling well so she took her low blood pressure medicine, but the results still came back high. The medics arrived at the house at 1806. They took her vitals, and everything went back to normal. The resident refused to be transported. They advised her to go see her doctor tomorrow.

December 14th, 2023 at 0807 – Resident Concern. Officer Albert was stopped by a resident in Oak Tree. The resident said the front gate has been malfunctioning lately and when he was trying to exit, the gate had stopped halfway so he had to jump the fence and use the keypad. Officer Albert tested the gate by driving in and out a few times. The gate worked properly. Control 1 will contact the HOA President to inform him about the gate.

December 14th, 2023 at 1855 – Fire Alarm 459A. Officer Easter was dispatched to a resident's home inside PVD for a fire alarm. The Officer made contact with the resident. The owner said the alarm was accidental. She was cooking dinner and accidentally burned her food.

December 14th, 2023 at 2110 – Unsecured Door. Officer Easter found three garage doors open inside PVCCE. Control1 to make contact with the residents.

December 17th, 2023 at 0911 – Water Leak. Officer Aguilar found a water leak coming from a pool on Wiskon Way East. The Officer found a broken pipe coming from one of the pool pipelines. The Officer contacted dispatch to make contact with the resident.

December 17th, 2023 at 1217 – North Coast Church 11.53. Officer Colin found room K-2nd unsecured. The Office cleared and secured the building. Contact to be notified

December 18th, 2023 at 0018 – North Coast Church 11.53. Officer Colin found the office door unlocked. The Officer cleared and secured the building. The alarm was not set. Contact to be notified in the morning.

December 18th, 2023 at 0650 – Pauma School 459A. Officer Colin was dispatched to Pauma School for a 459A. A teacher set off the alarm. The alarm was accidental.

December 20th, 2023 at 1035 – Mailbox CBU change. Officer Easter changed out a CBU mailbox box for a resident.

December 21st, 2023 at 1215 – Process Server. Officer Easter escorted a Process Server to the PVCC. The Process Server made contact with the GM. The Officer successfully escorted the Server out of the community.

December 21st, 2023 at 1609 – Suspicious Activity. North Coast Church contacted the front gate to inform that they noticed someone walking around the church. The individual did not look familiar and asked for patrol assistance. Officer Easter arrived at the church and patrolled the property. There were no signs of forced entry, and the building was secured. Unable to locate the suspicious person.

December 22nd, 2023 at 0640 – Gate Runner. A resident reported a vehicle following behind him as he entered through the back gate of PVD. The vehicle was a green Jeep. The Officer found the vehicle parked at Taspa Ct. The Officer made contact with the owner of the vehicle. He said he was doing some work at this address. The Officer explained to him the rules inside the community about entering from the front gate to get a proper pass. Officer Albert escorted the service worker to the front gate for a proper working pass.

December 22nd, 2023 at 1544 – Other. During a residential building check, Officer Easter found two storage containers on the side of the house had fallen over due to the wind last night. A few garden supplies had fallen out. The Officer contacted dispatch to inform the resident. The Officer put the storage containers back against the wall.

December 23rd, 2023 at 0630 – Medical. Officer Colin was dispatched for a medical on Cahuka Ct. The Officer arrived at 0632 and made contact with the resident. He stated that he found his wife unresponsive on the floor. She also tested positive for Covid. The Medics and Cal Fire arrived at 0635. The medics checked the resident's vitals. The husband requested for the wife to be transported. One was transported to Palomar Hospital.

December 25th, 2023 at 0025 – North Coast Church 11.53. Officer Colin found the Office Door unlocked. The Officer cleared and secured the building. Contact to be notified in the morning.

December 26th, 2023 at 2128 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control1 to make contact with the resident.

December 27th, 2023 at 1620 – North Coast Church 11.53. Officer Orozco found the double doors to the back of the church unsecured. The Officer cleared and secured the building. No signs of forced entry. The alarm was not set. Contact to be notified.

January 1st, 2024 at 2130 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control1 to make contact with the resident.

January 2nd, 2024 at 0724 – Medical. Officer Albert was dispatched to El Tae for a medical. The Officer arrived on the scene and made contact with the resident. He said he was just released from the hospital and was feeling dizzy and weak. The medics arrived on the scene. One was transported to Sharp Medical Center.

January 2nd, 2024 at 1125 – Gate Malfunction. Officer Orozco found the Oak Tree entrance gate stuck halfway open. The Officer dispatched Control 1 to make contact with the HOA President of Oak Tree.

January 2nd, 2024 at 1845 – Suspicious Activity. Officer Aguilar spotted a white transit van enter from the back gate on the camera. Dispatched Patrol to find the vehicle. The vehicle exited through the front exit gate. The Officer at the front gate attempted to stop the vehicle. The vehicle did not stop and entered onto the highway.

January 3rd, 2024 at 0130 – Suspicious Activity. Officer Albert found a blue Ford Crown Victoria unoccupied at Saint Francis. Two white male adults came walking out from the field towards the Officer. Officer Albert asked if this was their vehicle. The two suspicious males said yes, got into the vehicle, and drove off. The Officer documented the vehicle's description and license plate.

January 3rd, 2024 at 0926 – Resident Concern. A resident of El Tae was driving by and noticed their neighbor was walking down the street with a cane towards Luiseno Circle Dr in the rain. They requested for Patrol to help their neighbor out because they knew he was not well. Officer Aguilar made contact with the neighbor. He said he was walking to the front gate to use their phone because he doesn't have a phone and cannot contact any of his family members. The Officer said he would allow him to use his phone to make a call and would take him back to his house. The resident was able to get ahold of his family, they said they would be there shortly. The resident asked for Patrol to check on him every hour until a family member arrived.

January 3rd, 2024 at 0949 – Suspicious Activity. Knight Security contacted Control 1 regarding an alarm going off at a resident's home. The camera picked up someone opening the garage. Officer Aguilar made contact with the person. He is a caretaker and was here to look over the house. The Officer dispatched Control1 to make contact with the resident. The resident said they forgot to put him on the permanent guest list and is allowed to be there.

January 3rd, 2024 at 1041 – Welfare Check. Officer Aguilar was requested to do a welfare check every hour by the owner who lives on El Tae Rd to make sure he was okay. The Officer made contact with the owner.

January 3rd, 2024 at 1148 – Welfare Check. Officer Aguilar did a welfare check on El Tae Rd. Made contact with the owner. He said he was still waiting for a family member to arrive.

January 3rd, 2024 at 1302 – Welfare Check. Officer Aguilar made contact with a resident on El Tae Rd for a welfare check.

January 3rd, 2024 at 1402 – Welfare Check. Officer Aguilar made contact with a resident on El Tae Rd for a welfare check.

January 3rd, 2024 at 1521 – Welfare Check. Officer Aguilar made contact with a resident on El Tae Rd for a welfare check. The resident said his family members arrived.

January 4th, 2024 at 1310 – Other. Officer Orozco found a white Kia Forte parked on the side of the highway near TY Nursery. The vehicle was unoccupied. The vehicle information was logged and dispatched to Control 1.

January 4th, 2024 at 1825 – Unsecured Door. Officer Orozco found hangar # 10 open. Contacted Control 1. Control 1 informed the Officer that the President of the airstrip asked for the patrol to close the hangar and bring him the key to the lock. The Officer delivered the key to Luiseno Circle Dr.

January 5th, 2024 at 0440 – Medical. Officer Albert was dispatched to Wiskon Way West for a medical. The Officer arrived on the scene and made contact with the owner. He said he was experiencing severe neck pain. The medics arrived on the scene. One was transported to Palomar Hospital.

January 5th, 2024 at 0830 – District Office. The District Office contacted Officer Albert to report two men who walked into the building looking for the Utility Supervisor. They said they were looking for work and walked off towards the treatment plant area. Officer Albert found the two men, one used the bathroom and the other was waiting in his vehicle. They left the property right after the restroom.

January 5th, 2024 at 1900 – Unsecured Door. Officer Orozco found the Treatment Plant gate unsecured. The Officer contacted the RPM who was on call to verify if anyone was still working. The officer secured the gate.

January 6th, 2024 at 1350 – Welfare Check. A health worker arrived at the front gate to check on a resident on El Tae. She was not on the list and was unable to make contact with her patient. Officer Albert made contact with the resident. Informed him that the health worker was waiting at the front gate and if he could give them access to let her in. The resident contacted the front gate to put the health worker on the list.

January 6th, 2024 at 1849 – Realtor. A realtor contacted the front gate to ask for patrol assistance. A House on Womsi is leaking water from a broken sprinkler. Asked if Patrol can turn off the water line. The Officer arrived on the scene. They found no signs of a broken sprinkler.

January 8th, 2024 at 1628 – Resident Concern. A resident on Luiseno Circle Dr heard her doorbell ring but couldn't see anyone outside. Officer Albert made contact with the resident. The Officer walked around the property and found no signs of forced entry, they also walked inside the house. The resident asked for the patrol to patrol around her property more often.

January 9th, 2024 at 1038 – Jump Start. Officer Albert was requested to Luiseno Circle Dr for a jump start at a resident's home. The Officer was able to jump-start the vehicle.

January 9th, 2024 at 1405 – Trespassing. Officer Albert found two Hispanic individuals, male and female driving a silver Toyota Tacoma trimming the eucalyptus trees in the employee parking lot. The Officer asked if they had permission to be there. They said no, and the Officer said they needed to leave or the next time the Sheriffs would be called for trespassing. They then complied and drove away. The vehicle description and plate were documented.

January 9th, 2024 at 2128 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control1 to make contact with the resident.

January 11th, 2024 at 1022 – Welfare Check. Officer Albert was requested for a welfare check on El Tae. The resident was not answering his phone. The Officer made contact with the resident. He said he was fine.

RFID Entries						
Front Gate		Center Gate			Back Gate	
10,421		1,589			9,680	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
33	2	1	2	1	1	1
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
4		20			18	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	4			37
Gravel Yard(GY)	1			26
Saint Francis(SF)				67
Pauma School(PS)			1	32
Pauma Building(PB)				36
Airport Hangars(AH)	1			34
Treatment Plant(TP)	1			57
Pauma Village(PV)				33
Residential Houses/Other	9		1	13

Patrol Activity				Gate Activity	
Medicals	5	Resident Concern	3	Activity/Malfunctions	Totals
Welfare Checks	6	Suspicious Activity	4	Unresponsive	1
Lift Assist		Noise Complaint		Will Not Close	Continuous
Domestic Dispute		Process Server	1	False Read	0
Traffic Collisions		911 Hang-up Call		Loss of Controls	Continuous
Gate Runner/ Gate Crashers	1	Loose Pets		Video Loss	0
Public Assists		Snake Call		Device Entries	
Jump Start	1	Trespassing	1	Passes Issued	2,429
Notice of Violation		Other	7	Pass Entries	3,745

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		

RESOLUTION NO. 117

A RESOLUTION OF THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT APPROVING RATE INCREASES FOR SECURITY PATROL AND GATES SERVICES PURSUANT TO PROPOSITION 26

WHEREAS, the Pauma Valley Community Services District is a governmental agency duly organized and existing under the laws of the State of California;

WHEREAS, the Board of Directors of the Pauma Valley Community Services District has the authority to set rates for services provided to the community;

WHEREAS, Proposition 26 requires that certain fees and charges be approved through an open hearing process;

WHEREAS, an open hearing was duly noticed and conducted in accordance with the rules of Proposition 26 to consider rate increases for Security Patrol and Gates services;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Pauma Valley Community Services District, that:

1. The rate increases for Security Patrol will be increased from \$114.00 to \$122.00.
2. The rate increase for Security Gates will be increased from \$100.00 to \$107.00.
3. The approved rate increases shall be implemented on February 1st, 2024, in accordance with the Proposition 26 requirements.
4. The Pauma Valley Community Services District staff is directed to take all necessary actions to implement and enforce the approved rate increases.
5. This resolution shall take effect immediately upon adoption.

ADOPTED AND APPROVED this January 22nd, 2024, by the Board of Directors of Pauma Valley Community Services District.

Mr. Roland Skumawitz
President, Board of Directors

ATTEST:

Secretary, Board of Directors

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 12

Date: January 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: Plant Utility Vehicle Leasing Proposal

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to lease a plant utility vehicle for PVCSD.
2. Discuss and take other action as appropriate.

BACKGROUND

Historically, the Pauma Valley Community Services District (PVCSD) utilized vehicles owned by the Rancho Pauma Mutual Water Company (RPMWC). Since the separation, the PVCSD no longer has any plant utility vehicles to fulfil its mission. The PVCSD has been utilizing a rental truck from Enterprise to maintain daily operations, but this is not a long-term financially viable option.

DISCUSSION

The Board of Directors will consider proving the General Manager with the authority to purchase a new leased truck from a Dealership to provide the Wastewater Worker I/II with the means to perform daily operations.

FISCAL IMPACT

The fiscal impact will be anywhere from \$1,000 to \$6,000 up front, with a monthly payment between \$600 to \$1,200. Currently, the District is paying Enterprise \$1,715 a month for the utilization of a four-wheel drive truck.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to lease a new vehicle.
2. Discuss and take other action as appropriate.

Attachments

1. Enterprise Truck Rental Agreement
2. Prior Vehicle Quotes

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



Rental Agreement Summary

RA#: 2WXW8R
Renter: ERIC STEINLICHT PAUMA VALLEY COMMUNITY SERVICES
CSD CA SPECIAL DISTRICTS ASSOC
Billing Cycle: 24-HOUR

Dates & Times Location

Pick up

Tuesday, December 19, 2023 9:53 AM
Start Charges: Tuesday, December 19, 2023 9:53 AM
875 W VISTA WAY
VISTA, CA 92083-4419
(760) 806-2777

Anticipated Return

Tuesday, January 16, 2024 9:00 AM
875 W VISTA WAY
VISTA, CA 92083-4419
(760) 806-2777

Vehicle

2022 RAM B25C SBH4 WHITE License: CA 09478F3
VIN: 3C6UR5DJ4NG137301 Vehicle: 7V6WR2
Pickup: 12/19/2023 @ 9:53 AM ODO:3142Fuel:5/8

Vehicle Condition:

rearBumper Other: paint
passengerSidePanel Other: Fuel Contamination
rightQuarterPanel dent: dents and scratches

Summary of Charges

Estimated Bill-To

Reference: PAUMA VALLEY

Table with 3 columns: Charges, Price/Unit, Total. Subtotal (\$0.00)

Estimated Renter Charges

Table with 3 columns: Charges, Price/Unit, Total. Includes TIME & DISTANCE, NO CHARGE DISTANCE, DAILY RATE.

WEEKLY RATE: \$510.00 / Week
MONTHLY RATE: \$1500.00 / Month
HOURLY RATE: \$28.33 / Hour

Optional Protections Accepted

RAP 12/19/23-1/16/24 Included
CDW 12/19/23-1/16/24 Included
NO SLP - SEE MASTER AGREEMENT

Optional Protections Declined

No optional protections declined.

Renter Acknowledgement of Accepted and Declined Protections

I acknowledge that I have accepted or declined protections as indicated above.

ES

Taxes and Fees

Table with 3 columns: Description, Rate, Amount. Includes SALES TAX, VEHICLE LICENSE RECOVERY FEE, Total Estimated Charge.

Payments:

VISA *****7071 Auth (\$2026.33)

Renter Acknowledgement of Charges

I acknowledge that I have reviewed and agree to all Estimated Renter Charges and fees listed on Summary of Charges and further agree to pay for final charges in accordance with the Additional Terms and Conditions of this Contract.

ES

Owner: ENTERPRISE RENT-A-CAR COMPANY OF LOS ANGELES, LLC

Additional Drivers

No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below. (Additional driver names listed here if applicable)

Please keep this Rental Agreement Summary with you in the vehicle during the rental.

Local Addenda

WARNING: Operating, servicing and maintaining a passenger vehicle or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California

to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

OPTIONAL PRODUCTS NOTICE: WE OFFER FOR AN ADDITIONAL CHARGE THE FOLLOWING OPTIONAL PRODUCTS: DAMAGE WAIVER; PERSONAL ACCIDENT INSURANCE; SUPPLEMENTAL LIABILITY PROTECTION AND ROADSIDE ASSISTANCE PROTECTION. BEFORE DECIDING TO PURCHASE ANY OF THESE PRODUCTS, YOU MAY WISH TO DETERMINE WHETHER YOUR PERSONAL INSURANCE, CREDIT CARD OR OTHER COVERAGE PROVIDES YOU PROTECTION DURING THE RENTAL PERIOD. DAMAGE WAIVER DOES NOT PROVIDE PROTECTION FOR IMPROPER FUELING OR OVERHEAD DAMAGE TO THE PASSENGER COMPARTMENT OR CONTAINER. FOR A FURTHER DESCRIPTION OF THE PRODUCTS, INCLUDING BENEFITS, RESTRICTIONS AND EXCLUSIONS, PLEASE SEE ADDITIONAL TERMS AND CONDITIONS. THEIR PURCHASE IS NOT REQUIRED TO RENT VEHICLE.

Prevent theft, remove valuables from the rental car and lock the doors.

Renter acknowledges and agrees:

1) In the event the Vehicle's ABS light is illuminated, Renter and or Authorized Driver will immediately cease operation of the Vehicle and contact Owner.

2) Renter and all Authorized Drivers will inspect the Vehicle's hub oil periodically. In the event it is determined that the hub oil is below the minimum level as indicated on the hubcap window or non-existent or there appears to be a seal leak, Renter and/

or Authorized Driver will immediately cease operation of the Vehicle and contact Owner.

RENTER ACKNOWLEDGEMENT OF LOCAL ADDENDA

E TERMS AND CONDITIONS

[Click to view Additional Terms and Conditions](#)

FORM# 23.30.32.CATRK-JK_MY23

RENTER ACKNOWLEDGEMENT OF THE ENTIRE CONTRACT

I, THE "RENTER" BY SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE ADDITIONAL TERMS AND CONDITIONS, WHICH ARE INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN, AND THE RENTAL AGREEMENT SUMMARY (COLLECTIVELY, THE ADDITIONAL TERMS AND CONDITIONS AND THE RENTAL AGREEMENT SUMMARY ARE THE "CONTRACT"). BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS CONTRACT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND OR ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVER'S LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE TERMS AND CONDITIONS SET FORTH IN THE PARAGRAPH WITH THE HEADING "DISPUTE RESOLUTION PROVISION- MANDATORY ARBITRATION AGREEMENT" IN THE ADDITIONAL TERMS AND CONDITIONS. BY SIGNING BELOW RENTER AGREES TO OWNER'S COLLECTION OF INFORMATION ABOUT RENTER'S USE OF VEHICLE AND TEXTING & CALLING TERMS. SEE PARAGRAPHS WITH THE HEADINGS TEXT & CALL AND OWNER'S COLLECTION AND USE OF VEHICLE DATA: RENTER'S USE OF VEHICLES NAVIGATION AND INFOTAINMENT SYSTEMS AND VEHICLE MANUFACTURER APPS IN THE ADDITIONAL TERMS AND CONDITIONS.



2WXW8R

Additional Terms and Conditions of the Contract electronically accepted on 12/19/23 at 9:55 AM

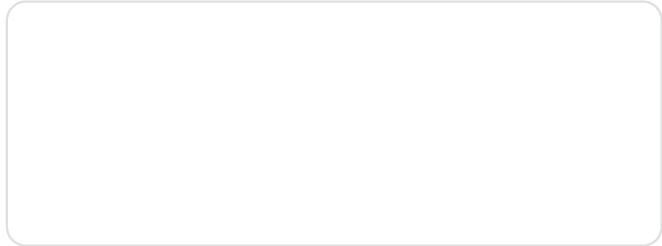
Deal#: 60989

2023 Toyota Tacoma 2WD

Ice Cap | 1 mi

SR/SR5

VIN: 3TYRX5GN8PT089197 | Stock#: 236072



Lease

36 Mo

Customer Cash

20,000 mi | 0.00265 MF |
51.94% RES

\$1,300.00

\$577.68

\$5,000.00

\$461.57

\$10,000.00

\$304.64

Payment Details

Lease

Selling Price	\$29,625.00
Accessories	\$0.00
Your Price	\$29,625.00
Fees	\$1,243.75
Unpaid Cash Balance	\$31,463.62
Cash Down	\$1,300.00
Amount Financed	\$30,163.62

X

Customer Signature & Date

X

Joaquin Gonzalez | Manager Signature & Date

Payments offered here are all subject to final credit approval from the lending institution. Vehicle Price does not include accessories and is before Taxes and/or applicable fees. Leases in some cases require additional cash for Security Deposit, and at Lease's End, Lessee is responsible for \$0.15 per Mile over 10000 Miles per year and a Disposition Fee of \$495.00. Wear and tear guidelines apply. All prices, specifications, and availability subject to change without notice

9/19/2023,02:15 PM

Ally



ComTRAC Quick Quote Tool

9/19/2023

Ally Financial appreciates the opportunity to provide the following ComTRAC Quick Quote, which is based on estimated values.

This calculation does not consider all of the factors used to determine a monthly payment amount. To generate a full quote, or to complete ComTRAC documentation, use the ComTRAC Quote and Document Tool under **Retail Sales & Services** in the Ally Dealer Portal.

Selling Price	\$43,975.00
Upfit/Dealer Installed Options	\$0.00
Capitalized Taxes and Other Fees	\$719.75
Administrative Fee	\$250.00
Rebates	\$0.00
Cap Cost Reduction	\$0.00
Trade-in Equity	\$0.00
Term	60
Residual	10%
Sales/Use Tax	7.75%
Total Cap Cost Reduction	\$0.00
Net Cap Cost	\$44,944.75
Residual Amount	\$4,397.50

Base Monthly Payment	\$865.69
Monthly Sales Tax	\$67.09
Estimated Monthly Payment	\$932.78

Please note the following information:

This is not a credit approval or an offer of credit. All transactions are subject to credit review and approval by the Ally Commercial Services Group. All transactions must meet Ally Financial program requirements. If a transaction results, the dealership is responsible for ensuring the final contract terms, including rate and taxes, are accurate and in compliance with program requirements. Contract terms are subject to validation by the Ally Commercial Services Group.

LED mo
10% Residual

9/19/2023,01:49 PM

Ally



ComTRAC Quick Quote Tool

9/19/2023

Ally Financial appreciates the opportunity to provide the following ComTRAC Quick Quote, which is based on estimated values.

This calculation does not consider all of the factors used to determine a monthly payment amount. To generate a full quote, or to complete ComTRAC documentation, use the ComTRAC Quote and Document Tool under **Retail Sales & Services** in the Ally Dealer Portal.

Selling Price	\$43,975.00
Upfit/Dealer Installed Options	\$0.00
Capitalized Taxes and Other Fees	\$719.75
Administrative Fee	\$250.00
Rebates	\$0.00
Cap Cost Reduction	\$0.00
Trade-in Equity	\$0.00
Term	36
Residual	30%
Sales/Use Tax	7.75%
Total Cap Cost Reduction	\$0.00
Net Cap Cost	\$44,944.75
Residual Amount	\$13,192.50

Base Monthly Payment	\$1,097.69
Monthly Sales Tax	\$85.07
Estimated Monthly Payment	\$1,182.76

Please note the following information:

This is not a credit approval or an offer of credit. All transactions are subject to credit review and approval by the Ally Commercial Services Group. All transactions must meet Ally Financial program requirements. If a transaction results, the dealership is responsible for ensuring the final contract terms, including rate and taxes, are accurate and in compliance with program requirements. Contract terms are subject to validation by the Ally Commercial Services Group.

36 mo
30% Residual

9/19/2023,01:42 PM

Ally



ComTRAC Quick Quote Tool

9/19/2023

Ally Financial appreciates the opportunity to provide the following ComTRAC Quick Quote, which is based on estimated values.

This calculation does not consider all of the factors used to determine a monthly payment amount. To generate a full quote, or to complete ComTRAC documentation, use the ComTRAC Quote and Document Tool under **Retail Sales & Services** in the Ally Dealer Portal.

Selling Price	\$43,975.00
Upfit/Dealer Installed Options	\$0.00
Capitalized Taxes and Other Fees	\$719.75
Administrative Fee	\$250.00
Rebates	\$0.00
Cap Cost Reduction	\$0.00
Trade-in Equity	\$0.00
Term	36
Residual	10%
Sales/Use Tax	7.75%
Total Cap Cost Reduction	\$0.00
Net Cap Cost	\$44,944.75
Residual Amount	\$4,397.50

Base Monthly Payment	\$1,310.18
Monthly Sales Tax	\$101.54
Estimated Monthly Payment	\$1,411.72

Please note the following information:

This is not a credit approval or an offer of credit. All transactions are subject to credit review and approval by the Ally Commercial Services Group. All transactions must meet Ally Financial program requirements. If a transaction results, the dealership is responsible for ensuring the final contract terms, including rate and taxes, are accurate and in compliance with program requirements. Contract terms are subject to validation by the Ally Commercial Services Group.

36 mo
10% Residual

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 13

Date: January 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: Emergency Sewer Lateral Repair

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve the emergency sewer lateral repair quote.
2. Discuss and take other action as appropriate.

BACKGROUND

On March 25th, 2019, the Board of Directors unanimously put into effect Ordinance fifty-four (54). This Ordinance defined a section of a private residential sewer lateral pipe that ties into the public District's sewer main as a "Public Sewer Lateral". The section of lateral pipe that is deemed a Public Sewer Lateral via this Ordinance begins at the connection of the District main, up to the property line or otherwise outside the "Right of Way". As a Public Sewer Lateral, the District is charged with maintaining and repairing these pipes in the event of issues or failure.

DISCUSSION

Ordinance 54 mandates that the District is responsible for maintaining residential sewer laterals up to the property line. Additionally, state regulations require the District to maintain a Sewer System Management Plan, inclusive of regular closed-circuit television (CCTV) video inspections and a cleaning program. During our regular inspection activities, we identified a potential issue, initially thought to be a hole in the pipe. Discussions were in progress for a trenchless spot repair; however, the District encountered staffing challenges that hindered the progression towards a resolution.

In the absence of key personnel, it became imperative to enlist support for the General Manager to maintain field-level operations, including the review of CCTV footage for additional issues and overall response. While training our new utility hire, I noticed that the perceived "hole" was likely a residential lateral, suggested by the curvature on the vitrified clay (VCP) pipe within the identified area. I arranged for our contractor to confirm this suspicion and gather further information. Subsequent verification confirmed that this was indeed a lateral, requiring the excavation of the road for repair.

As discussed in Action Item number 13, this repair carries a significant cost implication of approximately thirty-two thousand dollars, and it was not factored into previous Proposition 218 rate increases or when Ordinance 54 was approved and adopted. The combination of proactive measures and unforeseen issues has resulted in the sewer system maintenance budget of twenty-thousand dollars being insufficient to cover these essential repairs. Addressing this financial gap is crucial to ensuring the continued functionality and integrity of our dated sewer system.

If this repair is not facilitated as soon as possible, the continual discharging of wastewater from this resident's home will eventually lead to this gap in between the lateral and the District sewer main. This will ultimately cause a void in the soil near this discharge point that will continue to expand, and ultimately lead to a potential road collapse. Additionally, it is only a matter of time before this resident is unable to discharge wastewater and may potentially call a plumber who might exacerbate the problem. Without deploying a CCTV camera, the plumber will likely clean the line ultimately expanding the void in the soil.

On the next page you will find photos of this disconnected sewer lateral:



FISCAL IMPACT

The fiscal impact will be thirty-one thousand and five hundred dollars (\$31,500).

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve the emergency sewer lateral repair quote.
2. Discuss and take other action as appropriate.

Attachments

1. Flow Right Quote with Service Description

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

Flow Right

ESTIMATE

EST0321

4838 Sunrise Valley Dr.

El Cajon Ca 92020

(619)857-0632

Kenny@flowrightsd.com

DATE

01/18/2024

TOTAL

USD \$31,500.00

TO

Eric Steinlicht

☐ 7602147427

eric.steinlicht@paumavalleycsd.ca.gov

DESCRIPTION**RATE****QTY****AMOUNT****Flow Right proposes the following:****\$31,500.00****1****\$31,500.00****Saw cut and demo approximately 25' of 4" thick asphalt from curb to middle of the street.****Excavate down to 4" clay lateral that is at a starting depth of 5' to the city connection of 7-8' deep****Contractor will remove all clay piping. The clay pipe is being compromised by root intrusions.****We will be removing the 8x4 clay wye where the lateral meets the city connection****All new material will be SDR-35 pipe and fittings.****Contractor will use 3/4 rock for bedding****Contractor will use native soil to compact****Detection tape labeled "sewer" will be used 12" above the pipe as a warning for future contractors.**

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

Contractor will backfill and compact

Base pave with 3/4 asphalt.

Come back a week later to T-grind and and cap with 1/2 asphalt.

Steel plates to be used temporarily at the end of each work day to ensure traffic can resume as normal.

Trench shoring to be used in areas of the trench in depth greater than 5'.

Contractor to be responsible for all traffic control and to maintain at all times one lane of open traffic to the community.

Duration of job: 4-5 days

Payment due on completion of job

TOTAL

USD \$31,500.00



DATE SIGNED

01/18/2024

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 14

Date: January 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: Strategic Planning Facilitation

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Mr. Armstrong's updated proposal.
2. Discuss and take other action as appropriate.

BACKGROUND

On May 4th, 2023, the Pauma Valley Community Services District (PVCSD) Board of Directors approved Strategic Planning Facilitation Services with Mr. Jeff Armstrong. Mr. Armstrong has submitted an amended proposal that adjusts the number of hours dedicated to the strategic planning process as well as the proposed hourly rate. With these adjustments, Mr. Armstrong's proposal remains competitive and his experience with the District adds significant value.

DISCUSSION

The PVCSD Strategic Planning effort will establish the organizational mission, vision, core values, and strategic focus areas that will help prepare and guide the PVCSD as it faces new opportunities and challenges over the coming years. The Board of Directors were provided with five different facilitators to carry out the development of the Strategic Plan:

- BHI Management Consulting
 - Approximately \$30,000 and higher
 - Expensive
 - Outdated proposal
- Raunch Communication Consultants Incorporated (RC)
 - Approximately \$19,700 and higher
 - Additional costs such as travel time, lodging, etc.
 - Outdated proposal
- Regional Government Services (RGS) (Conducted remotely and in person)
 - Approximately \$14,000
 - Additional costs such as travel time, lodging, etc.
 - Outdated proposal
- Rhythm Systems (Conducted Remotely)
 - Approximately \$15,000
 - Outdated proposal
- **Mr. Jeff Armstrong**
 - \$10,000 (Previous Proposal)
 - \$20,000 (Current Proposal)
 - No additional costs
 - The plan ties into the Long-Range Financial Plan created by Mr. Armstrong
 - Familiar with the District and its challenges.
 - Most recently updated proposal

FISCAL IMPACT

Mr. Armstrong's proposal will be twenty thousand dollars (\$20,000) in total. Alternative facilitators will range between fourteen thousand dollars (\$14,000) to over thirty thousand dollars (\$30,000).

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to approve Mr. Armstrong's updated proposal.
2. Discuss and take other action as appropriate.

Attachments

1. Mr. Armstrong's updated proposal
2. Mr. Armstrong's previous proposal
3. RGS's previous proposal
4. RC's previous proposal

January 16, 2024

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

Proposal for Development of a Strategic Plan.

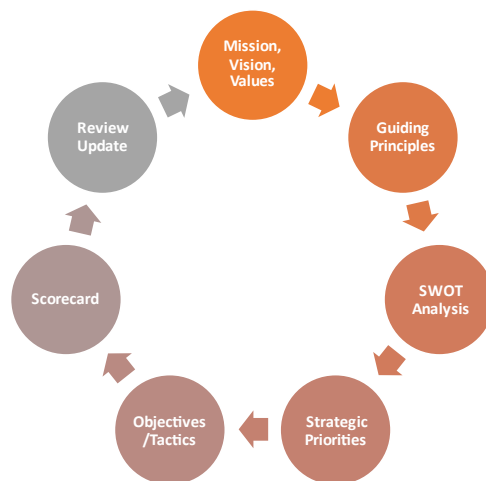
Mr. Steinlicht, I am pleased to submit this proposal to develop a Strategic Plan for the Pauma Valley Community Services District (District). I believe my experience in developing and implementing Strategic Plans for public agencies coupled with what I learned during my brief time with the District will allow me to develop the plan 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.

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	
Telephone 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	\$7,500

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	\$7,500
Complete Report	Week 7	
Present Final Report @ CSD Board Meeting	Week 8	\$5,000

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 - \$20,000. 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

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.

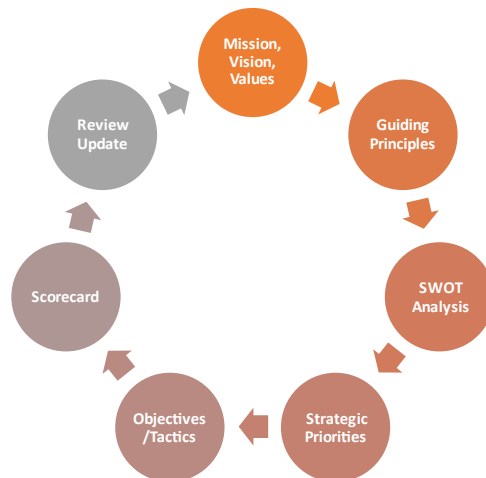
Mr. Steinlicht, I am pleased to submit this proposal to develop two plans for the Pauma Valley Community Services District (District). I have significant experience in both areas (Strategic Planning & Financial Planning) for a public agency. Also, based on what I learned during my brief time with the 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

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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.

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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.

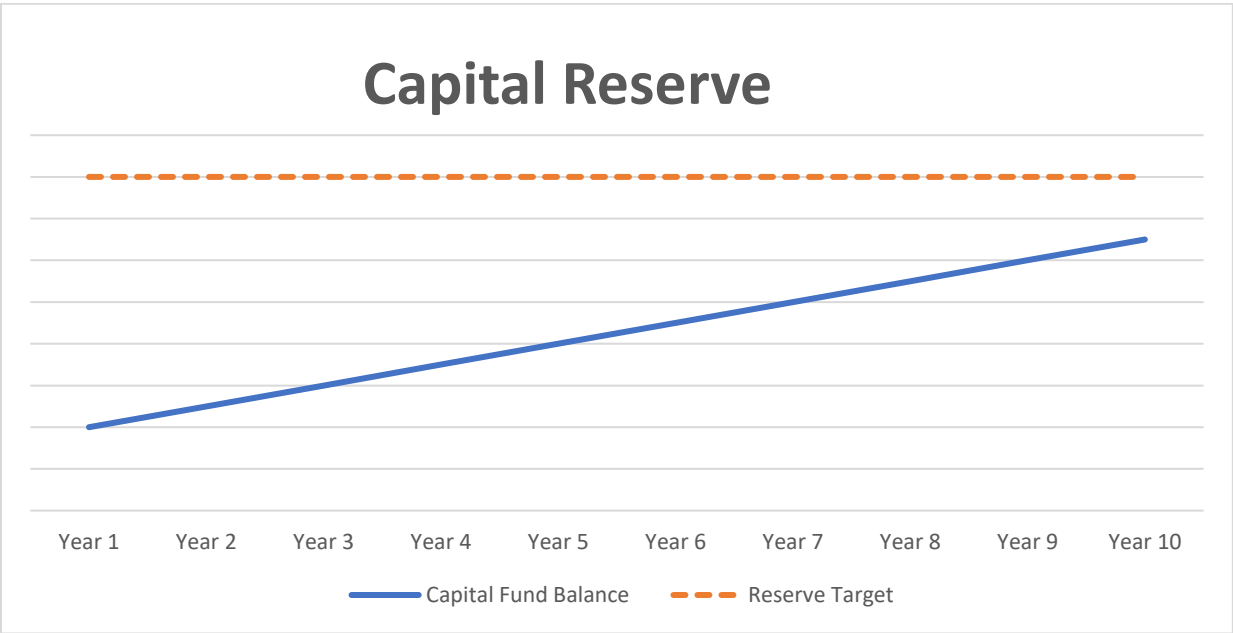
Below I have briefly outlined my proposal to facilitate the creation of the District’s Financial Plan and Rate Requirements.

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

February 20, 2023

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

RE: PROPOSAL FOR STRATEGIC PLANNING SERVICES

Dear Mr. Steinlicht,

Thank you for giving Regional Government Services (RGS) the opportunity to provide the Pauma Valley Community Services District (District) this proposal to provide Strategic Planning Services. RGS is a unique, fee-supported, joint powers authority specializing in public-sector administration and consulting services. RGS exclusively serves public agencies and employs experienced public-sector professionals to assist our partner agencies. RGS has a solid and respected reputation with the over 300 public agencies we have served for timely, cost-efficient delivery and effective implementation. As a public agency, we fully understand the needs and requirements of municipalities.

The RGS team is uniquely qualified to provide these services based on the combination of our specific relative experience working with municipal agencies throughout California and the creative, dynamic work previously produced by our proposed Lead Advisor, Chris Sliz. Chris has provided facilitation services with a number of local government agencies creating/updating their strategic plans. Chris brings a practical, results-oriented focus to strategic planning, while incorporating input from all identified stakeholders. As a result, plans are both clear and actionable.

RGS looks forward to the opportunity to provide our services to the District. If you have any questions or need additional information about our proposal, please contact me at (650) 587-7313 or via email at: roppenheim@rgs.ca.gov, or, Chris Sliz at (650) 587-7300 ext. 51 or via email at: chris@rgs.ca.gov. This proposal offer will remain valid for 90 days from the date of this letter.

Sincerely,

Richard Oppenheim

Richard Oppenheim
Administrative Services Manager/Training and Development Manager
REGIONAL GOVERNMENT SERVICES

Pauma Valley Community Services District
Proposal to Conduct Strategic Planning

Background and Goals

- Pauma Valley Community Services District (CSD) provides security, gate access service, wastewater treatment and conveyance for a small community of about 400 homes, a country club, and agricultural users.
- The CSD is led by a 5-member Board with the majority of members having 1 – 2 years on the Board.
- There are approximately 16 – 17 staff members.
- The CSD contracts with Rancho Pauma Mutual Water Company (RPW) for the use of their staff to provide water services.
- RPW relies on the CSD but does not have control over the functions and services of the CSD, which causes some minor tension between the two agencies.
- The Country Club is not operated by the CSD but is one of the CSD’s biggest customers.
- The CSD Board has an interest in developing a five-year strategic plan with 1-year tactical goals.

Assumptions

- The strategic plan will cover a five-year period: 2023 to 2028.
- The Board is primarily interested in establishing strategic and tactical priorities, and potentially reviewing/changing the CSD’s mission statement in addition to creating a vision statement, and core values.
- This will be the first strategic plan developed by the CSD.
- Meetings will be arranged by mutual consent.
- Noticing for meetings will be done by the CSD.
- Individual interviews will be conducted via phone or zoom.
- The Country Club manager and representatives from the RPW will have an opportunity to give input. Final recommendations and decisions will be made by CSD Board members.
- Data gathering (financial projections, turnover data, industry trends) will be done by staff.
- Group meetings will be held in person, one-on-one meetings will be held on zoom.

Step One: Planning Meet with GM and Board President

Meeting with the GM and Board President to iron out details of conducting the work for the CSD. Discussion to center around:

- Timelines

- Goals, interests, and concerns re: strategic planning
- Review/modify questions for interviews.
- Identify an internal organizational resource to assist with scheduling interviews.
- Identify the level of detail desired in the strategic plan (some organizations want a multi-year to-do list, others want higher level strategic initiatives followed by detailed tactical goals and action plans).
- Data needed by the Board to make informed decisions (e.g. revenue and expense projections, staffing turnover, major projects currently underway, staff capacity, etc).
- Clarify the level of involvement the Board will have in establishing tactical goals.

Step Two: Conduct Interviews

Pre-strategic planning interviews will be conducted with Board members, the Country Club manager, and the Board President from RPW. Questions will be finalized with the GM, but may include:

- When you think about the last two years, what CSD accomplishments are you most proud of?
- What are the “lessons learned” from the pandemic that we need to remember as we move forward?
- In what ways do you see the CSD changing in the next 3 – 5 years?
- What do you see as the CSD’s strengths and weaknesses (internal to the organization)?
- What opportunities and threats exist in the external environment, that we need to keep in mind as we plan?
- What would you like to see the CSD accomplish in the next five years?
- What obstacles do we have to overcome?
- What are your thoughts about the CSD Mission statement? What changes would you like to see?
- What are your thoughts about the key elements of a vision statement for the agency?
- What core values is it important that the agency demonstrate?
- What are the most important things to accomplish in the upcoming strategic planning session?

Note: As a cost-savings measure, individual interviews can be conducted via Zoom.

Step Three: Staff Input

Conduct one two-hour meeting with staff to get input to strengths, weaknesses, opportunities, and threats as well as identify potential areas of focus for the strategic plan.

Step Four: Consolidate Data Collected

Consultant will consolidate Board/Stakeholder interview information and staff input for delivery to Board at the strategic planning session and determine final strategic planning agenda.

Step Five: Conduct Strategic Planning

The agenda will be developed based on input from the Board. The agenda could include:

- Welcome – brief overview of the session/Warm up Question
- Review data about the CSD and information gathered through interviews
- Review/Discuss how the CSD might change in the next 3 – 5 years
- Brainstorm/get input to CSD’s vision, mission and values
- Brainstorm/Discuss areas of strategic focus
- Prioritize (Goal: No more than 4 – 6 strategic priorities)
- Identify how the Board will measure success for each priority
- Determine tactical goals for the first year (assuming the Board, for the first year will want to be involved in developing these)

Note: It is recommended this work be divided into two half-day meetings.

Step Six: Documentation

Provide document outlining strategic priorities and first year tactical goals.

Note: The cost for this could vary widely, depending on the level of document design needed. A word document outlining strategic priorities and first year tactical goals will take approximately 4 hours to produce. If the CSD wants a document with photos, graphs and charts, document design could be more than 40 hours.

Time required depends on the level of graphic design desired for the final product.

RGS RATES

Generally, RGS provides consulting services on an hourly basis. Work is performed upon request, and subsequently billed based on hours actually worked. Total estimate does not include cost of travel or lodging. Travel time is billed at half the hourly rate of \$152 per hour. Mileage is billed at the 2023 IRS Standard Mileage Rate.

Title	Hourly Rate
Chief Operating Officer	\$140 to \$230
Deputy Chief Operating Officer	\$135 to \$205
Senior/Lead Advisor	\$130 to \$200
Advisor	\$120 to \$170
Project Advisor	\$110 to \$130
Project Coordinator	\$90 to \$125
Technical Specialist	\$80 to \$120

SUMMARY OF COSTS:

Step	Cost
Step One: Meeting with GM and Board President	\$532
Step Two: Conduct Interviews	\$1,820
Step Three: Collect Staff Input	\$608
Step Four: Consolidate information from Board, stakeholders and staff	\$912
Step Five: Conduct Strategic Planning	\$2,128
Step Six: Documentation	\$7,408
Cost	\$13,408

Dynamic Public Outreach, Smart Strategic Planning

For local governments, special districts, and the engineering, environmental and law firms that support them.

DATE: 3-11-2023

NO OF PAGES: 17

TO: Eric Steinlicht, General Manager

FROM: Martin Rauch

Attached to this letter is a proposal, as requested, to facilitate the development of a strategic plan and succession plan with Pauma Valley Community Services District (PVCSD).

Using proprietary techniques that we honed through the successful development of strategic plans over nearly 50 years, Rauch Communication Consultants (RCC) will assist the District to consider where it stands today, evaluate past achievements, address an increasingly challenging future, consider new opportunities, and ultimately provide the direction that will allow it to proceed confidently into the future.

Ready to Hit the Ground Running

Here's why PVCSD would be well served by Rauch Communication Consultants:

In-Depth Planning Experience, across hundreds of planning workshops and decades of strategic plans, succession plans and other management actions over 50 years.

Local and Regional Experience, around California and across the State, including with many CSDs.

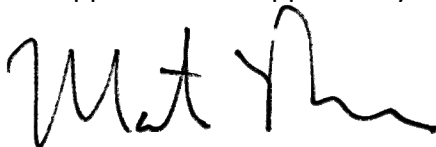
Organizational and Governance Experts. We have worked with over 225 Special Districts over the years. In addition, we are faculty for the California Special District Leadership Academy and regularly teach at statewide conferences on planning and governance issues.

We Know Special Districts; virtually all our clients are in special districts. We understand the industry, finance, governance, operations, LAFCO, and the typical issues faced by districts.

Practical and Accountable Work Plans that provide useful and actionable guidance.

Get-To-The-Point Approach. We have refined our approach to get maximum results quickly. We know you are busy, and we make every minute count.

We appreciate the opportunity to compete to work with you on this critical project.,



Martin Rauch
Senior Consultant

Project Understanding

Our initial understanding from discussions with staff is that the District is generally well run with a good board. However, like all public agencies, we are told that PVCSD faces challenges, such as: the sewer system is aging and requires substantial upgrades and replacements, updated communication and other technology is needed, there is a new manager just getting his bearings, and there is a complex relationship with Rancho Pauma Mutual.

In this environment, a facilitated Strategic Plan can be beneficial, even necessary, to proactively navigate upcoming challenges and identify opportunities that can be taken advantage of. In addition, Strategic Planning is a best practice that can further elevate the overall performance of MCMD.

THE OUTCOMES AND BENEFITS OF OUR PROPOSED STRATEGIC PLANNING PROCESS

We have found that our proposed facilitated strategic planning process provides the following benefits:

Excellent Introduction for Newer Board Members and to Build Consensus Around Priorities for the Entire Board. Our focus on a Board-centered workshop provides an ideal opportunity for both newer and longstanding directors to jointly consider all the key issues facing the District and engage with their fellow directors and staff, in-depth on these topics.

Help the District to Act Decisively and Proactively on Key Issues. In an era of rapid changes and ongoing challenges, Strategic Planning makes it possible to deal with all the key challenges proactively and in priority order. Strategic Planning provides an organized method for evaluating major programs, resolving challenges, and setting priorities far more effectively and comprehensively than in regular Board meetings or workshops.

Strengthen staff's appropriate role and authority to implement policy direction while the Board strengthens its policymaking role. Even in agencies with effective governance and management like MCMD, the strategic planning process reinforces and strengthens both the Board's ability to set clear policy direction and the staff's authority and flexibility to carry it out.

Frees the Manager or Board President from Facilitating Their Own Workshop. Professional facilitation allows the entire management team and Board to participate fully in the workshop. It also brings an outside perspective that can be helpful. The facilitator can also share and help integrate experiences gathered from many other Districts with similar issues and challenges.

Project Approach

Rauch Communication Consultants proposes to use a step-by-step, proven approach to strategic planning that has been adapted to meet the needs of PVCSD. It may be modified following step 1 to further customize it to meet the specific needs of the District and the situation.

1. COORDINATION, RESEARCH, INTERVIEWS AND PLANNING.

1A. Kickoff, Review Relevant Documents, Interviews, and Planning. The purpose of the initial kickoff conference call is to clarify expectations, participants, process, documents to review, desired outcomes, and any other open issues.

Initial analysis. This stage initiates analysis that depending on the situation may include the equivalent of a needs assessment, gap analysis, SWOT, and TOWS analysis, etc. that will be carried on through the first board workshop.

Confidential Interviews (by phone or Zoom). Experience has shown that one of the best tools for gaining early insight into key issues facing an organization at the start of a strategic planning process is one-on-one confidential interviews with key individuals. The confidential interview process gives the people who have the greatest influence on the organization a chance to candidly express their interests, concerns, and perspectives. Interviews provide the following benefits:

- Introduces the facilitator to the key participants, which helps the facilitator plan how to facilitate the specific involved players most effectively.
- Provides an arena for the facilitator to gather any sensitive information that people may feel uncomfortable bringing to the table. This allows the facilitator to ensure that all key issues are dealt with.
- Helps the interviewees to start thinking about strengths, weaknesses, opportunities, threats, and their own goals and priorities.

We are proposing to interview the five Board members and General Manager. These would be conducted by phone or Zoom. Additional interviews can be arranged, for example, with members of the Rancho Pauma Board or others if needed (extra scope).

2. WORKSHOPS TO GATHER INSIGHT REGARDING CRITICAL ISSUES AND PRIORITIES.

Following the steps above, the consultant will have a much deeper understanding of the District, Board, staff, community, and others. With the knowledge at hand, the consultant will determine if changes in the approach described here are recommended.

2A. Board Workshop #1 (onsite, in-person). The strategic planning workshops are the heart of the process. Our workshops are designed to engage all the participants, ensure everyone's perspective is voiced and heard, and obtain consensus on key issues rapidly and effectively. The workshop takes inputs from the interviews and research phase and uses a set of proprietary facilitated exercises designed to provide the equivalent of a needs analysis, SWOT, and gap analysis as well as the background understanding needed to set clear policy direction. Examples of topics likely to be covered include:

- Self-Assessment: Rating the District Today. To chart a path to the future, the District will need to identify where it stands today: what is working what is not working optimally, and how various aspects of the District are viewed by each participant.
- Identifying Strengths, Weaknesses, Opportunities, and Threats. Identifying the significant current and future issues that can impact the organization and the most promising opportunities to deal with those threats or make improvements.
- Identifying the Highest Priority Issues. The group discusses and identifies the most critical challenges or opportunities that the District must tackle if it is going to accomplish its mission.
- Developing Strategic Issues Areas. With the facilitator's assistance, the group will take all the information above and organize it into an initial set of strategic issue areas and priorities. These strategic issues will later be translated into goals and objectives. Workshop #1 normally runs from morning until roughly mid-afternoon or so.

Note: *These will be Brown Act meetings and the public is welcome. If members of the public attend, our recommendation is to provide them an opportunity to comment or ask questions at the beginning, middle, and end, thereby reserving the core workshop for the Board and management team and encouraging them to engage in the public workshop and survey, and during the final review meeting.*

2B. OPTIONAL: Public Engagement. It can be beneficial to hear from stakeholders about what they want in the strategic plan. There are several ways to engage the public. These include confidential interviews, surveys, small groups, departmental and/or all-hands workshops, and others. If this is desired, we could discuss the options and provide a supplementary proposal.

2C. OPTIONAL Board Workshop #2 (onsite, in-person). *We recommend the addition of a second half-day workshop as described below. The benefit of this additional workshop is to give the board time to articulate and come to a firmer consensus on key issues. It also makes possible the refinement of more accurate direction and priorities for staff to implement.*

Before the workshop, the consultant will take the detailed inputs from the first workshop and develop an initial list of goals and objectives which are reviewed and refined with staff in advance. At this workshop, the participants will undertake the following:

- **Review and edit as desired the Board level policy direction in their Goals, Objectives.** This is the core policy-level direction that will be acted upon by staff and is a critical step in the strategic planning process.
- **Evaluate and Consider Mission, Vision, and Values.** Through a series of exercises, the consultant will work with the participants to review the current Mission Statement. While rarely if ever updated, it is appropriate to review and consider potential refinements to the Mission statement. We would also use this time to develop a Vision statement and values statement. We especially recommend the development of a Vision statement as being a helpful addition to a strategic planning process.

If the District chooses not to add the second workshop described here, the content of this workshop can be completed by stretching the first workshop and through the consultant

working offline with staff. Relying on a single workshop to accomplish all of the Board's policy-level direction does work, although it is not as optimal as utilizing a second workshop.

3. IMPLEMENTATION PLANNING AND 'REALITY CHECK

3A. Develop a Three-Year Implementation Plan (Tactics), Budget, and Staffing. In order to properly evaluate the feasibility of the plan and later implement it, it is necessary to develop an implementation plan. In other words what initiatives or work must be implemented to achieve the goals, objectives, priorities, and expected outcomes? The level of detail varies by organization, but there should be enough detail to make it possible to reality check the plan and determine if the plan is doable in terms of monetary resources (budget), staff time and expertise, as well as sequencing. If any of the Board's goals, objectives, or priorities are not doable with current resources, it can then be brought to their attention so the board can consider adjustments to the plan or acquire additional resources (resource development).

The implementation plan provides accountability by providing basic timelines and naming someone responsible for the work.

This is primarily a staff-driven process with close support and guidance from the consultant. It should include the engagement of the management team or key senior staff.

4. DEVELOP A MONITORING AND OVERSIGHT PLAN, PREPARE THE PLAN FOR PRESENTATION TO THE BOARD, MAKE ANY FINAL EDITS, AND FINALIZE

The final plan will include a clear and understandable summary of goals and objectives that are prioritized in a way that can be readily understood and monitored.

4A. Monitoring and Oversight Plan. The consultant will work with staff to document a process for reporting on the Plan, board oversight, and monitoring of progress. This would include when and how the Plan will be updated and rolled forward so that there is always a multi-year guide to the future.

4B. Finalize and Approve (Via zoom). The consultant will present the final plan to the Board and public via zoom workshop. If there are any final comments, changes, or questions, the consultant will make final refinements, proof the document, and produce a final, approved copy.

DELIVERABLES

The final Strategic Plan would include the mission, vision, values goals, and objectives with outcomes and measures. In addition, the plan would summarize the current and expected challenges and opportunities facing the District identified in the process. There would be an implementation plan (tactics), including timing and someone named responsible for each strategic initiative as well as a plan for monitoring, and Board monitoring and oversight. The entire document would be written clearly, include professional graphic design, flow in a logical order, and integrate the findings, goals, and objectives in a seamless, easy-to-follow manner.

TIMING

Timing. We can be available to start at an agreed-upon date this summer.

Selected Examples of Our Experience

In our experience, Boards that identify concrete goals, priorities, and timelines are more successful in addressing issues. Here are some examples of our experience helping organizations carry out their mission.

Coachella Valley Mosquito and Vector Control District (CVMVCD). We have developed two strategic plans for CVMVCD. The plans included engagement with staff and union representatives with some participating in the interview and workshop process and all invited to participate through surveys and department-level discussions.

Orange County Mosquito and Vector Control District, staff level strategic plan. The District struggled to respond to record high numbers of residents contracting West Nile Virus, with numerous deaths resulting from the disease and never-before-experienced percentages of mosquitos carrying the virus. Worked with the management team and the entire staff to develop a plan to ensure a more rapid, flexible, and effective response at all levels in the future both in typical years and during crisis years.

California Special Districts Association, Strategic Plan. Rauch Communications was called in to assist this major statewide organization in preparing a Strategic Plan. The Plan was received enthusiastically by both Board and Staff, and implemented.

Association of California Water Agencies, Strategic Plan. ACWA is the oldest and largest statewide organization of water agencies in California, with a membership consisting of public agencies and numerous engineering, legal and financial organizations. Rauch Communication Consultants planned and conducted its Vision 2000 strategic planning process, which significantly altered the organization's structure and direction. The new Plan was developed with a comprehensive outreach program involving numerous coordination meetings and is considered a success.

Golden Empire Transit District. Rauch Communication Consultants worked closely with the Board and management staff of this Bakersfield agency to analyze district issues and concerns and then prepare a set of findings and recommendations to revitalize the agency, restore management credibility and rebuild staff morale and effectiveness.

Cordova Recreation and Park District. This District faced pressure to build new facilities, questions about appropriate levels of services, and also challenges in building support for funding new initiatives. There were also role and relationship issues between the manager and Board, as well as other issues. These issues were all resolved through a facilitated Direction setting process.

National Water Resources Association, Strategic Plan. This Washington-based national organization brings information about the federal policy to its membership and provides lobbying before Congress on their behalf. Rauch Communication Consultants planned and conducted the process leading to the development of their Strategic Plan.

San Joaquin River Exchange Contractors Water Association. This is the organization's first strategic Plan. It tackled the very complex issues facing the Contractors and helped them manage the recent drought more effectively than many of their other agricultural neighbors.

Rancho Murieta Community Services District. Worked closely with the Board of Directors and staff to create a new mission statement, vision, objectives, goals and set of action items as part of

the complete Strategic Plan for this Community Services District that provides sanitary, water, security, roads, and other services.

Costa Mesa Sanitary District. Worked closely with the Board of Directors and staff to create an initial strategic plan and annual updates. The most recent Strategic Plan led to a series of dramatic changes in direction that took several years to complete.

Kern County Water Agency. This agency supplies all the imported water in Kern County, a largely agricultural area that is now also experiencing a rapidly growing urban center. The Agency imports over one million-acre foot of water per year, making it a leader in California's water structure. Rauch Communication Consultants planned and conducted the development of its Strategic Plan, working closely with the Board, senior management, numerous member districts, and a major city and the county. Over 57 different agencies and key individuals were interviewed along the way. The Plan was unanimously adopted.

Novato Sanitary District. This agency had aging treatment facilities under regulatory mandates to make upgrades and a collection system with capacity and I&I problems. The consultant worked with the staff and the Board as they evaluated and undertook a major upgrade of their collection system and complete rebuild of their treatment plant and transition to operating the treatment under contract to a private corporation under intense public scrutiny. Rauch Communication Consultants also facilitated the development of a formal strategic plan and update and the Organization currently enjoys, extremely high service quality, low rates and customer satisfaction.

Santa Clara Valley Water District. This agency provides water supply and flood control services for a major portion of Silicon Valley. With an annual budget running in the hundreds of millions of dollars, it impacts numerous aspects of the area's economic, residential, and environmental aspects. Rauch Communication Consultants conducted the initial strategic planning workshops of the Board of Directors and senior management, which defined the district's future direction.

Las Virgenes Municipal Water District. Worked with the Board and staff to annually update and incrementally restructure the existing strategic plan and facilitate the annual development of updated action plans. Las Virgenes Municipal Water District provides both water and wastewater services, with wastewater issues predominating in the planning process: expanding recycled water use, maintaining a strong environmental focus, meeting NPDES challenges, and more.

Goleta Sanitary District. Facilitated an initial strategic plan and many annual updates for this sanitary district along the coast. Also, it provides ongoing support and facilitation to Staff and the Board of Directors in developing plans and responses to important events.

Castaic Lake Water Agency. This agency's Plan, covering the whole of a rapidly developing area in Los Angeles County, involves the development of a multi-phase resources plan. The Agency is a large water importer serving the area. Rauch Communication Consultants conducts the annual strategic planning retreats of the Board of Directors, and prompted development of the Plan.

Arvin Edison Water Storage District. This large and thriving agricultural District is well known for its complex, sophisticated and wide-ranging, In-lieu, banking, exchange and other water management programs that involve upwards of 400,000 acre-feet of water per year in some years. Despite their successes, as a result of strategic planning, they made a substantial structural reorganization, committing their General Manager 100% full time to only focusing on developing long-term future water supplies in response to perceived long-term threats. The rest of the management team was reconfigured to accommodate the changes.

Statement Of Qualifications and Experience

RAUCH COMMUNICATION CONSULTANTS, INC.

Rauch Communication Consultants Inc. has served the special district community for almost 50 years in California. During that time, we have worked with over 225 agencies throughout the state and with most of the leading organizations that deal with water resources and local agencies, such as CSDA, ACWA, CASA, and others. The great majority of our clients are water and wastewater agencies, but we have worked with individual agencies of every kind and size in most corners of the state.

Our firm offers three consulting specialties: assisting clients to develop strategic plans, implementing strategic public outreach programs, and consulting to resolve internal management issues. We conduct these services out of our office in, Campbell (San Jose), and through our affiliates in other cities around the state.

Our expertise in public involvement and outreach lends itself to effectively gathering public input. We are expert facilitators and have planned and facilitated hundreds of successful meetings and workshops over the years.

We completed the strategic Plan for the California Special District Association and dozens of special districts. We led ACWA's Vision 2000 strategic plan that significantly changed the structure and direction of the organization, as well as key strategic planning sessions for CASA during a time of organizational change. A selected list of clients for whom we have provided strategic planning services is given later in this proposal, along with brief client case studies and testimonials.

We have also served as speakers for conferences and seminars on strategic planning and public outreach for numerous District associations.

What Our Clients Say About RCC

"Two things surprised me when Martin led our Board members through strategic planning: The first was that he was an incredibly quick study in understanding the issues and the nuances of working through them. The second was how he got our Board to open up and freely discuss the issues. Not only was I surprised at how much he got them to talk and share, but the Board members were surprised at how like-minded they were at the end of the process." [Arvin Edison WSD](#)

"On behalf of the California Special Districts Association, I wanted to take a moment to thank you for the wonderful job you did at our 2007 Board Planning Session. You did your homework; found the common denominator and provided the Board and my executive staff with a positive outlook for the future of CSDA...We were all impressed and came away with a sense of positive change for the Association." [California Special Districts Association](#)

"It was one of the most productive series of meetings of this kind I have participated in professionally."

[Cucamonga County Water District](#)

"...a glowing recommendation for your ability to prepare a Strategic Plan."

[Squaw Valley Public Utilities District](#)

"Over the years, I have done many, many strategic plans and this one was impressive for how efficient the process was and it got to the point in a practical and useful way. Too often strategic plans just get put on a shelf until next year. This one has check points and useful targets and tasks regularly thru next year."

[Director Novato Sanitary District](#)

"Though your skilled mentoring and carefully executed annual planning sessions . . . this District has been able to rise from the depths of public unrest to a position of public trust. . . So much of what we have accomplished is credited to the tools that you have given us along the way."

[San Juan Water District](#)

"I wanted to give you thanks for your guidance in helping the Board members make decisions that resulted in a healthy working, and I believe, successful atmosphere here in our District...We have a Board and Management team who get along and support each other. Again, thank you for your capable knowledge and assistance..."

[Cordova Recreation and Park](#)

"Our Board was having a tough time communicating between ourselves, and unable to communicate with staff. The workshop you put together for us has given us a clear vision and made all the difference in the world."

[Three Valleys Municipal Water District](#)

"Thanks for your assistance with this long overdue process. Great workshop outcome. It went a long way to provide the current Board camaraderie and trust."

San Diego County Water District

"This strategic plan was impressive for how efficient the process was, and how it got to the point in a practical and useful way."

Novato Sanitary District

"Our Strategic Planning Workshop, which you facilitated . . . provided the Board with a greatly improved understanding of the many issues facing the District both now and in the future— which makes it possible for the Board to provide a more focused and clear policy direction to staff . . . Perhaps more importantly, your facilitated process helped our Board and Staff develop a consensus around a much larger, but still realistic vision of what our District needs to be in order to best serve our customers."

Cucamonga County Water District

"Rauch Communication Consultants has been working with our Board of directors and management team for the past ten years. They have facilitated annual strategic planning workshops that have helped us keep everyone focused on the critical priorities of our district. With RCC's help we have learned to address the major long-term issues, and develop effective action plans to deal with them. It has really made a difference!"

Truckee Donner Public Utility District

The Consultant Assigned to The Project

MARTIN RAUCH, President, Rauch Communication Consultants

Martin Rauch is President of Rauch Communications Consultants, a full service strategic planning and public outreach firm with main office near San Jose California that has served over 175 clients in California during the past 40 years.

The work will be carried out primarily by Martin Rauch. He brings to this task experience in group dynamics, developing consensus, Board and District strategic planning, and facilitation.

Martin conducts strategic planning sessions for the Boards and senior managers of client organizations. He also provides training in effective Board meetings, roles and relationships of Board members and managers and other related topics. He specializes in the preparation and facilitation of a wide variety of meetings. These complex events include focus groups, citizen's advisory committees, community presentations and public meetings.

Working out of RCC's San Jose Office, Martin also assists Board of Directors and senior managers, by tailoring public information projects that meet the special requirements of each client. For 15 years, he has provided strategic outreach support throughout the state.

Mr. Rauch has served as a speaker and seminar leader for the Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), California Special Districts Association (CSDA) and others. He was a regular faculty member of the Special District Institute, is a regular speaker for CSDA, and is on the Board of the Special District Leadership Foundation. He is the principle author of the Special District Leadership Foundation certificate course on strategic planning, and has been invited as a speaker to other statewide associations.

Prior to his work for public agencies, he served for several years as a community organizer and educator for nonprofit organizations, organizing community groups and producing educational and information materials. He holds a Bachelor of Arts degree with High Honors from the University of California at Santa Barbara. Martin's formal training also includes completion of Business Mediation Training at UC Berkeley, as well as courses in Facilitating and Mediating Effective Agreements.

List Of Selected Clients

ASSOCIATIONS, JPAs, STATE, FEDERAL AND OTHERS

Association of California Water Agencies (ACWA)
California Special Districts Association (CSDA)
California Association of Sanitation Agencies (CASA)
California Department of Water Resources
Special Districts Institute
California Sanitation Risk Management Authority
California Association of Public Cemeteries
Friant Water Authority
WaterReuse Association
California Mosquito and Vector Control Association
American Desalting Association
Association of Groundwater Agencies
San Luis Delta-Mendota Water Authority
San Joaquin River Exchange Contractors Water Authority
North Bay Water Reuse Authority
Faculty Association of Community Colleges
National Water Resource Association
Water Education Foundation
Pacific Coast Association of Port Authorities

Sewer Authority Mid-Coastside
Mission Research Corporation
Stone Creek Company
Suburban Water Systems
Boyle Engineering
Dokken Engineering
El Solutions
McCormick, Kidman, and Behrens
Pennfield and Smith
Redwine and Sherill
White House Office of Policy Development
National Water Resource Association
North Bay Watershed Authority
San Gabriel Valley Water Association
San Gabriel Basin WQA
Santa Barbara Special District Association
Cachuma Operations Maintenance Board
Cachuma Conservation Release Board
California Sign Association

LOCAL GOVERNMENT AGENCIES

BUTTE COUNTY

Oroville-Wyandotte Irrigation District

CALAVERAS COUNTY

Calaveras County Water District

CONTRA COSTA COUNTY

Diablo Water District
Contra Costa Water District
Stege Sanitary District
Dublin San Ramon Service District

EL DORADO COUNTY

South Lake Tahoe PUD

IMPERIAL COUNTY

Imperial Irrigation District

KERN COUNTY

Arvin Edison Water Storage District
Indian Wells Valley Airport District
Indian Wells Valley Water District
Kern County Water Agency
West Kern Water District
North of the River Municipal Water District (Bakersfield)
Oildale Mutual Water Company
North Kern Water Storage District
Golden Empire Transit District
Terra Bella Irrigation District
Friant Water Users Authority
Cawelo Water District
Arvin Community Services District
North Bakersfield Recreation and Park District

Inyokern Community Services District

Shafter Park and Recreation District

LASSEN COUNTY

Lassen Municipal Utility District

LOS ANGELES COUNTY

Los Angeles County Park and Rec
Castaic Lake Water Agency
Central Basin MWD
Pico Water District
Upper San Gabriel Valley MWD
West Basin MWD
San Gabriel Valley MWD
Water Replenishment Dst. of So. Cal.
San Gabriel County Water District
Main San Gabriel Basin
Watermaster
California Domestic Water Company
Pasadena Historical Museum
Three Valleys MWD
Newhall County Water District
Las Virgenes Municipal Water District
Conjunctive Use Working Group (?)
Palmdale Water District
City of Sierra Madre
City of Arcadia
City of El Monte
City of La Puente
East Pasadena Water Company
Foothill Municipal Water District
Valley County Water District

MARIN COUNTY

Las Gallinas Valley Sanitary District
North Marin Water District
Sausalito-Marin City Sanitation Dst.
Tamalpais CSD
Sanitary District #5 (Tiburon)
Novato Sanitary District
Ross Valley Sanitary District
San Rafael Sanitation District
City of San Rafael
Central Marin Sanitary Agency
County of Marin
Novato Disposal Services, Inc.
San Quentin Village and Murray Park

MERCED COUNTY

Central California Irrigation District

MONO COUNTY (and MADERA)

Mammoth Community Water District

MONTEREY COUNTY

Marina Coast Water District
Monterey Peninsula Water Management District
Monterey Regional Water Pollution Control Agency
Pebble Beach CSD

NAPA COUNTY

Napa County
Napa Sanitation District

NEVADA COUNTY

Northstar CSD
 Truckee-Donner Public Utility District
 Tahoe Truckee Unified School District

ORANGE COUNTY

Municipal Water District of Orange County
 Mesa Consolidated Water District
 Los Alamitos County Water District
 South Coast Water District
 Serrano Irrigation District
 El Toro Water District
 Orange County Water District
 Costa Mesa Sanitary District
 Capistrano Beach County Water District
 Coastal Municipal Water District
 Midway City Sanitary District
 TriCities Municipal Water District
 Yorba Linda Water District
 Placentia Library District
 Laguna Beach County Water District
 Emerald Bay Service District
 Moulton Niguel Water District
 Orange County Vector Control

PLACER COUNTY

San Juan Water District
 North Tahoe Public Utility District
 Squaw Valley Public Services District

PLUMAS COUNTY

East Plumas Health Care District

RIVERSIDE COUNTY

Coachella Valley Mosquito & Vector Control District
 Mission Springs Water District
 29 Palms Municipal Water District
 Rancho California Water District
 South Mesa Water Company
 Elsinore Valley MWD
 Santa Rosa CSD
 Beaumont Cherry Valley Water District
 Santa Ana Watershed Project Authority
 Desert Healthcare District

SACRAMENTO COUNTY

County of Sacramento Public Works Agcy.
 Sacramento Regional County Sanitation District
 Fair Oaks Water District
 Arcade Water District
 Sacramento Metropolitan Water Authority
 Carmichael Water District
 Rio Linda Water District

Northridge Water District
 Rancho Murrieta Community Services District
 Cordova Recreation and Park District

SAN BERNARDINO COUNTY

Big Bear Municipal Water District
 Monte Vista Water District
 Big Bear Airport District
 Yucaipa Valley Water District
 Bear Valley Community Hospital District
 Bear Valley Community Services District
 City of Big Bear Water and Power Department
 Joshua Basin Water District
 Inland Empire Utility Agency
 East Valley Water District
 Big Bear Area Regional Wastewater Agency
 Victor Valley Water District
 Cucamonga County Water District
 San Antonio Water Company
 Chino Basin Watermaster
 ITI Desert Water District
 San Bernardino Valley Water Conservation District
 Big Bear City CSD
 City of Big Bear Lake
 Hi-Desert Water District
 West San Bernardino County Water District

SAN DIEGO COUNTY

San Diego County Water Authority
 Padre Dam Municipal Water District
 Rincon del Diablo MWD
 Vallecitos Water District
 Helix Water District
 Leucadia Wastewater District
 North County Fire Protection District
 Olivenhain Municipal Water District
 Santa Fe Irrigation District
 Otay Water District
 Fallbrook Public Utility District
 Rainbow Water District
 Vista Irrigation District

SAN FRANCISCO COUNTY

Golden Gate Bridge, Highway, & Trans. District

SAN JOAQUIN COUNTY

Ripon Fire Department

SAN LUIS OBISPO

Templeton CSD
 Port San Luis Harbor District
 San Simeon CSD

Cambria Community Services District
 Nipomo Community Services District

SAN MATEO COUNTY

East Palo Alto Sanitary District
 San Mateo County Harbor District
 Montara Water & Sanitation District
 Sewer Authority Mid-Coastside

SANTA BARBARA COUNTY

City of Santa Barbara
 Goleta Sanitary District
 Montecito Sanitary District
 Carpinteria Sanitary District
 Santa Maria Public Airport District
 Goleta Water District
 Montecito Water District
 Cachuma Project Authority
 Goleta West Sanitary District
 Mosquito and Vector Management District
 Isla Vista Recreation and Park District
 Lompoc Hospital District
 Santa Barbara County Vector Control District
 Carpinteria Valley Water District
 Santa Ynez Community Services District
 La Cumbre Mutual Water Company

SANTA CLARA

Santa Clara Valley Water District
 West Valley Sanitation District

SANTA CRUZ COUNTY

Scotts Valley Water District
 Pajaro Valley Water Management Agency (Watsonville)
 Central Fire Protection District
 Santa Cruz FPD
 Soquel Creek Water District

SOLANO COUNTY

Rural North Vacaville Water District

SONOMA COUNTY**TULARE COUNTY**

Friant Water User Authority
 Visalia Public Cemetery District

VENTURA COUNTY

Camrosa County Water District
 Rancho Simi Rec. & Park District
 Casitas Municipal Water District
 Conejo Recreation and Park District
 Ojai Valley Sanitary District
 Calleguas Municipal Water District
 Meiners Oak County Water District
 Marina Coast Water District
 Camarillo Health Care District

Examples Of Implementation Plans

EXAMPLE OF AN IMPLEMENTATION PLAN BUILT WITH THE GOALS AND OBJECTIVES

This example is designed to provide a clear indication of the work to be done, while tying it closely to the goals and objectives while avoiding an overload of detail.

Goal 2. GOVERNANCE AND HR: A Strong Culture Supports the Board and Staff Team That Grows in Skill, Teamwork, and Experience

Relevant Values: public health, financial stability, ethics, innovation, professionalism, environmental stewardship, collaboration, communication.

Strategic Challenge. Although the District has a strong, well-trained, and experienced staff and management team, the single-highest ranked area of emphasis identified in the workshop was *succession planning and staff development* to preserve and enhance institutional knowledge and capabilities. The District has developed a deeply ingrained culture of collaboration, internal development of staff, and good communication within and between most levels of the organization from the Board to the field. However, remote work and the stresses of COVID have diminished that sense of teamwork. Looking to the future, changes from COVID may impact employee expectations and workplace practices even more.

Strategic response. The highest HR priority in this plan is re-establish the strong team and internal communication that diminished during COVID. The second priority is to enhance succession planning and ensure backup of all critical positions. To achieve this, staff will undertake more detailed and robust identification of key people, skills, and institutional knowledge, develop written succession plans, and increased staff development and training. Finally, while many staff must work on-site to accomplish their jobs, there is a need for a long-term plan for remote work for some staff and even for the Board.

Therefore, we will focus on reinvigorating our strong team culture, building more robust succession and staff development, and adapting workplace practices over time.

The objectives and work plan projects (WP) below must be consistently carried out to achieve the goal above.

OBJECTIVE 2.1	Create a staff culture and a safe working environment to promote effective communication, collaboration, creativity, and employee satisfaction.
Action. 2.1.1	Develop and implement routine surveys to evaluate workplace culture and employee satisfaction to result in policies/initiatives that maintain and support a safe, healthy, and positive workplace. (HR Manager, 2022, Annually)
OBJECTIVE 2.2	Identify Key staff duties and have a trained backup person(s).
Action 2.2.1	Identify essential job duties, develop written or visual training protocols, and cross-train at least one staff member to carry out those essential duties. (HR Manager, 2024, Annually)
OBJECTIVE 2.3	Provide opportunities for employees looking to grow into promotions.
Action 2.3.1	Provide career planning and training for employees looking to support their professional and career development. (HR Manager, 2023)
OBJECTIVE 2.4	Establish conditions that ensure the Board of Trustees are engaged and productive and possess a deep understanding of the District.
Action 2.4.1	Revise the Trustee Manual and update the Trustee orientation process to develop a deeper understanding of District Policies and firsthand experience with the District's Integrated Vector Management Programs. (Clerk of the Board, 2023)

EXAMPLE OF A STAFF IMPLEMENTATION PLAN IN THE FORM OF A DETAILED WORK PLAN

Each implementation plan is customized to fit the needs of the client. The example below is just another approach to implementation planning in which the consultant works with staff to develop a detailed work plan that would demonstrate how it proposes to achieve the goals and objectives.

No.	P.	Action	Lead	Board	Status/Comments	Time
1.0.		GOAL 1—WATER SUPPLY: Develop and maintain a high-quality water supply that meets the needs of our community today and in the future.				
1.1.		Identify long-range water supply options.				
1.1.1	1	Participate in the evaluation of the proposed improvements and expansion of the water supply, treatment, distribution and storage systems to meet demands of proposed development. Verify proposed supply is adequate to meet proposed demands. ¶ Negotiate Development Agreement(s) to address conditions of service.	Mike ¶		Pete & Jesse Schedule-driven by developer(s) ¶	June 2011— Dec. 2013+ beyond ¶
1.1.2	1	Develop a Feasibility Study of water supply options and incorporate information on key study and implementation steps, including CEQA, funding, timelines, permits, TROA implications, costs and benefits, pros and cons, infrastructure needs, next steps and other pertinent information for all practical options. ¶ Specifically consider redundancy, maximizing water supply from within the watershed by accessing previously unavailable areas, imported options, optimizing internal resources through conservation, treatment, etc. Incorporate into an update of the Master Plan upon completion of improvements spurred by new development.	Jesse ¶		Mike ¶ Build on existing Sept. 2009 Study. ¶ (1.2.0)-(1.5.0)-(2.2.2) ¶	May 2012— Nov. 2013 ¶
1.1.3	2	Look for partnerships to enhance water supply options. Continue to collaborate with other agencies. Pursue funding opportunities for primary and redundant water supply projects, including the Truckee River Utility Corridor & Bike Trail Project (2.2.2).	Mike ¶		(2.2.2) ¶	July 2012— Dec. 2013+ beyond ¶
1.1.4	2	Communicate with the public effectively about the purposes, pros and cons of the various water supply options. Utilize the Communications Plan (3.2.1).	Mike ¶		3.2.1 ¶	Jan. 2013— Dec. 2013+ beyond ¶
1.2.		Complete Phase II of the Creek Aquifer Interaction Study.				
1.2.1	1	Procure funding and complete Phase II—Creek Aquifer Interaction Study. The project will quantify the impact of groundwater pumping on flows in Squaw Creek and provide information on developing and implementing different pumping management and/or creek strategies to increase the amount of water that could be stored in local aquifers. It advances water supply reliability and promotes groundwater storage.	Mike ¶		Jesse, Cindy ¶	May 2012— Dec. 2013 ¶

No.	P.	Action	Lead	Board	Status/Comments	Time
1.3.		Apportion costs and benefits fairly among the water supply users.				
1.3.1	3	Perform update of Capital Replacement Program (4.1.0). Implement a Work Order System to track operating expenses by department to determine the cost of each service provided. Use data to accurately set rates and assessments that correlate to the levels of services provided (4.2.0). Update Water Plant Availability Charge (PAC) Fees and Connection Fees (4.3.0). ¶	Mike ¶		Aleta, Jesse ¶ (4.1.0)-(4.2.0)-(4.3.0) ¶	See sections referenced ¶
1.4.		Monitor Status of the Truckee River Operating Agreement (TROA).				
1.4.1	3	Prepare a Biennial TROA Status Report that includes: 1) status of implementation of the Agreement; 2) relevance to District water supply planning, permitting, and operations (e.g., regulatory constraints on import project, well development, surface water diversions, and other water supply options); and 3) strategies and actions to anticipate, plan, respond, and react to implementation of TROA.	Mike ¶		Once per 2 years. ¶ (3.3.0)—cost share w/ other agencies. ¶	¶
1.5.		Seek funding for an Olympic Valley Watershed Study.				
1.5.1	2	Apply for grant funds through Integrated Regional Water Management (IRWM) and Local Groundwater Assistance Program (LGWAP) to study the entire watershed.	Cindy ¶		(4.4.1) ¶	May 2012— Dec. 2013 ¶
1.5.2	2	Implement the Watershed Study if funding can be found. Study, investigate, and evaluate expanding local water supply resources from areas in the upper watershed, beyond the basin (valley floor) considered in the Groundwater Management Plan (GMP). Consider horizontal wells, springs, variable snow accumulations, surface water flows, subsurface flows, effects of snowmaking, road construction, etc. ¶ Prepare on overall design of the study. Perform study. Incorporate into Feasibility Study, Creek Aquifer Interaction Study, and Communications Plan.	Mike ¶		(1.1.0)-(1.2.0)-(2.1.3)-(3.2.0) ¶ ¶	May 2012— Dec. 2013+ beyond ¶

EXAMPLE OF A DETAILED IMPLEMENTATION PLAN INTEGRATED WITH OTHER PLANS & THE BUDGET

This example is similar to the work plan above, but goes even further, linking the strategic Plan with the budget, project planning tools, and provides progress details.

SUPPLEMENTAL BUDGET PROJECTS						FISCAL YEAR FINPR				PROGRESS NOTES	% Compl	Estimated Completion	Cost To Date (Identifiable)	Expected Revenues	supplemental Balance
Strategic Line #	Budget Line #	Project #	Proj. Manager	PROJECT NAME	PROJECT DESCRIPTION	2013	2014	2015	2016						
GOAL 1: PROTECT GROUNDWATER. Recognize groundwater as the District's most valuable asset and protect it as a top priority															
1.1.0 Slow and eventually reverse declining groundwater levels and protect the imported water entitlement															
1.1.3	SF-12248381834	JG	JG	<i>Recharge Basin & Pipeline Project</i>	Construction Phase	\$ 3,952,000	\$ 3,952,000			Final design 100%. Construction contingent. Proposition 84 and other funding. Approx. Protected vegetation has been removed and relocated from the basin site. Awaiting Caltrans permits for final pot holes. Estimated time to go to bid is March or April. (\$7,820,000 including a 20% contingency)	0%	12/31/2013	\$ -	\$ 7,904,000	\$ -
GOAL 2 OPERATIONAL AND ASSET MANAGEMENT Design, build, operate and maintain facilities for reliability and cost efficiency.															
2.1.0 Carry Out a Strong Maintenance Management Program that is fully proactive and documented															
2.3.1	SF 1201	237	JG	High Desert Medical Center Waste Water Package Plant	To be paid by HDMC - see matching revenue at end of list	\$ 750,000	\$ 750,000				0%	9/30/2013	\$ 30,427	\$ 1,500,000	\$ (30,427)
PPL	SF-1202	JC	JC	Large Meter Testing	Currently in order to test or remove a large meter, the service needs to be disconnected. This is a serious problem for some large meters such as the hospital and Continuing Care. The bypass will allow the meters to be removed and replaced without discontinuing service.	\$ 30,000				3/6/12: Jim studying to determine for 1 1/2" to up	0%	6/30/2012	\$ -	\$ -	\$ 30,000
2.3.2	SE-1217	831	JG	<i>System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 1</i>	Develop emergency plan for water outage at HDMC					No cost associated; basically staff & possibly at little Dudek time.		11/30/2012	\$ 34,101	\$ -	\$ (34,101)
2.3.3	OC-1217	001	JC	<i>System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 2</i>	Have plans prepared for the redundant water service line for the hospital. Construction contingent on funding. June 2013.		\$ 123,000	\$ 123,000				7/31/2015	\$ -	\$ 123,000	\$ 123,000

Project Budget

Pauma Community Services District Strategic Plan

We propose to undertake the following actions associated with developing the strategic Plan for \$19,700 plus travel expenses.

PVCSD STRATEGIC PLAN PROPOSAL	Senior Consultant	Assoc. Consultant	Project Mgr	Subtotal	Optional
	\$245	\$90	\$80		
Hours	18	0	2	20	
1A. Kickoff, Review Relevant Documents, Interviews, and Planning (7 Interviews).	\$4,410	\$0	\$160	\$4,570	
Hours	22	12	1	35	
2A. Board Workshop #1. (includes transcribing notes, organizing notes and integrating into draft plan)	\$5,390	\$1,080	\$80	\$6,550	
Hours	0	0	0	0	0
2B. OPTIONAL Public Engagement. (A quote will be provided if requested)	\$0	\$0	\$0	\$0	\$0
Hours	18	12	0	0	30
2C. OPTIONAL Board Workshop #2. (includes transcribing notes, organizing notes and integrating into draft plan)	\$4,410	\$1,080	0	\$0	\$5,490
Hours	8	4	2	14	
3A. Develop Implementation Plan, Budget, Staffing (Tactics). Support staff development of implementation plan.	\$1,960	\$360	\$160	\$2,480	
Hours	2		2	4	
4A. Monitoring, Oversight Plan and Communication Plan	\$490	\$0	\$160	\$650	
Hours	18	8	4	30	
4B. Finalize and Approve. (Approval Via Zoom. Includes final writing, editing, etc.)	\$4,410	\$720	\$320	\$5,450	
TOTAL	\$16,660	\$2,160	\$880	\$19,700	

More Cost Estimate Details. No out-of-scope work will be undertaken without prior written approval from the District. Out-of-scope work includes new or extra work on existing tasks, which exceeds the total estimated cost for the project. Actual travel and other expenses will be charged. No photo, printing, or other materials costs are envisioned to be needed for this proposal.

Rates. Strategy planning and management consulting rate for the senior consultants is \$245.00 per hour. Outreach and public involvement programs rate for the senior consultants is \$195 per hour. Outreach and public involvement programs rate for associate consultants is \$115 per hour. Graphic designer and webmaster services rate is \$105 per hour. Social media and writing specialist's rate is \$45 to \$90 per hour. Rate for Administration, Production Manager, is \$80 per hour.

Travel: For meetings involving travel, the minimum charge is four hours. Actual travel costs will be charged.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 15

Date: January 22nd, 2024

From: General Manager, Eric Steinlicht

Issue: Election of Officers for Calendar Year 2024

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Entertain a motion for the position of Secretary.
2. Discuss and take other action as appropriate.

BACKGROUND

Director Betty Potalivo resigned from the Board of Directors effective August 7th, 2023. As a result, Mr. Larry Curtis was appointed to the Pauma Valley Community Services District (PVCSD) Board of Directors.

DISCUSSION

The Board of Directors will now consider making a motion to fill the role of Secretary. Upon this role fulfillment, the Board of Directors may also consider filling other roles as necessary.

FISCAL IMPACT

There is no fiscal impact associated with this action item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Entertain a motion for the position of Secretary.
2. Discuss and take other action as appropriate.

Attachments

1. N/A

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

PUBLIC COMMENT PERIOD SURVEY

****Based on comparable local public agencies to the Pauma Valley CSD****

PUBLIC AGENCY NAME	GRANTED COMMENT TIME (IN MINUTES)
PAUMA VALLEY CSD	3
CITY OF VISTA	3
VALLEY CENTER MUNICIPAL	3
RAINBOW MUNICIPAL	3
CITY OF SAN MARCOS	5
SAN MARCOS SCHOOL DISTRICT	3
ELSINORE VALLEY MUNICIPAL	3
FALLBROOK PUB. UTIL. DISTRICT	3
HELIX WATER DISTRICT	3
RANCHO CALI WATER DISTRICT	3
VALLECITOS WATER DISTRICT	3
VISTA IRRIGATION DISTRICT	5
CITY OF TEMECULA	3
CITY OF CARLSBAD	3
SWEETWATER AUTHORITY	3
# of Local Agencies Surveyed:	15
Average Public Comment Time:	3.27



AGENDA

VISTA CITY COUNCIL (CC)
COMMUNITY DEVELOPMENT COMMISSION (CDC)
SUCCESSOR AGENCY (SA)
BUENA SANITATION DISTRICT (BSD)

**CONSOLIDATED MEETING
SEPTEMBER 12, 2023
CITY COUNCIL CHAMBERS, 200 CIVIC CENTER DRIVE, VISTA, CALIFORNIA**

You may attend this meeting in person, watch the meeting live on YouTube, or participate via Zoom.

Meeting Livestream: [City Council Meeting Livestream](#) or go to cityofvista.com/City Hall/City Council Meetings/Watch Meetings

Zoom: <https://us02web.zoom.us/j/85227999767?pwd=VEc0bCszbDhkUm5RRIVENINvd0xuUT09>

or via telephone at 1-669-900-6833

Webinar ID: 852 2799 9767
Password: 928585

SPECIAL NOTICE: In the event the City Council Chamber loses electrical power or suffers an internet connection outage that is not corrected within 10 minutes, the meeting will automatically be adjourned. Any items noticed as public hearings will be continued to the next regularly scheduled meeting of the City Council. Any other items on the agenda that the Council has not taken action on will be placed on a future agenda.

TO SPEAK ON AN ITEM ON THE AGENDA: **Speakers are allotted three minutes to address the City Council.** Speakers may only speak on an item, or under Oral Communications, once.

In person - Fill out a speaker slip with the number of the Agenda Item you want to address and give the speaker slip to the Clerk/Secretary.

Via Zoom - Join Zoom via desktop computer/cell phone app or telephone (see instructions above). If you would like to speak on an item, use the "Raise Hand" option on the desktop/phone app or press *9 on your telephone when instructed to do so. Members of the public will not be shown on video; they will be able to watch and listen and to speak when called upon.

YouTube - There is no opportunity to provide comments via livestream.

Section 2.12.150.C of the Vista Municipal Code prohibits making personal, impertinent or slanderous remarks, or becoming boisterous while addressing the Council. Any remarks made in violation of this section may be ruled out of order by the Mayor/Chairperson, and the speaker may be permitted to continue only as allowed by law.

DECORUM: Vista Municipal Code sections 2.12.150.C and 2.12.150.D require members of the public to observe order and decorum at the meeting and to conduct themselves in a courteous manner. It is a misdemeanor for any person to intentionally disrupt, disturb or interfere with the proceedings of a meeting of the City Council if the person refuses or does not come to order. The ordinance was adopted to allow for public input and to facilitate city business without disruption of the meeting. The Mayor, as presiding officer, has the authority to run the meeting. This includes the authority to issue warnings, call for recesses or even clear the Council Chamber in the event of disruptive behavior, such as applause or heckling. Applause is appropriate for items listed under the Presentation portion of the agenda only. Attendees should remain

VALLEY CENTER MUNICIPAL WATER DISTRICT AGENDA

Regular Meeting of the Board of Directors

***TUESDAY**, September 5, 2023 — 2:00 P.M.

The VCMWD Board of Directors welcomes the public to its Board Room while accommodating virtual observation options as a convenience to the public. Additionally, Board Meetings continue to be livestreamed for those who wish to observe remotely. *Please note that in the event of technical issues that disrupt the meeting livestream or receipt of public comments by phone or email, the meeting will continue.*

Instructions for members of the public who wish to address the Board of Directors:

Members of the public who wish to address the Board of Directors under “Audience Comments/ Questions” or on specific agenda items, may do so as instructed below. **All comments will be subject to a limit of three (3) minutes.**

- Making Public Comment for Those Attending In-Person: Members of the public who wish to observe or to address the Board may join the Board Members at the noticed, physical location. A Request to Speak slip is required to be submitted to the Board Secretary prior to start of the meeting (*if possible*).
- Phone Comments During the Meeting: Before the meeting, or before public comment period for the item closes during the meeting, submit a telephone number by email to the Board Secretary at publiccomments@vcmwd.org, together with the agenda item number, and the Board Secretary will call when the board is ready to hear public comments; *or*
- Emailed Comments: Before the meeting, or before public comment period for that item closes at the meeting, email your comments to the Board Secretary at publiccomments@vcmwd.org and the Board Secretary and it will be read aloud at the public comment period; *or*
- Written Comments: Written comments can be also be physically dropped off in advance of the meeting at the District’s Administrative Office or mailed in advance of the meeting to 29300 Valley Center Rd., Valley Center, CA 92082, for receipt no later than 1:00 pm on meeting day.

These public comment procedures supersede the District’s standard public comment policies and procedures to the contrary. If modifications or accommodations from individuals with disabilities are required, such persons should provide a request at least 24 hours in advance of the meeting by email to the Board Secretary at boardsecretary@vcmwd.org.

Meeting Broadcast: Members of the public may watch the meeting electronically by visiting the District’s website at vcmwd.org/Board/Board-Documents and then clicking the link listed below “live stream” on the page.

Meeting Documents: Board Meeting Packets (*except for closed session materials*) will be made available to the public once distributed to the Board. Please visit the District’s website at vcmwd.org/Board/Board-Documents for Agenda and related Board Meeting Documents.

ROLL CALL

APPROVAL OF AGENDA

At its option, the Board may approve the agenda, delete an item, reorder items and add an item to the agenda per the provisions of Government Code Section 54954.2.

PUBLIC COMMENT(S)

Comments and inquiries from the audience will be received on any matter not on the agenda, but within the jurisdiction of the Board. Comments and inquiries pertaining to an item on the agenda will be received during the deliberation of the agenda item (Government Code §54954.3).



Agenda

MEETING OF THE CITY COUNCIL

TUESDAY, SEPTEMBER 5, 2023, 3:30 PM
SPECIAL CITY COUNCIL MEETING
City Council Chamber
1 Civic Center Drive
San Marcos, CA 92069

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the building.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the City Clerk at (760) 744-1050, ext. 3100.

Public Comment: **Comments are limited to FIVE minutes.** The City Council is prohibited by state law from taking action on items NOT listed on the Agenda. However, they may refer the matter to staff for a future report and recommendation. Speakers are asked to fill out a "Request to Speak" form and hand it to staff, although provision of a name, address, or other identifying information is optional.

Agendas: Agenda materials are available for public inspection at the time materials or documents are distributed to the City Council. Agenda related documents can be obtained at the City Clerk Department located on the second floor of City Hall, 1 Civic Center Drive, San Marcos, during normal business hours or visit the City's website at www.san-marcos.net as time permits.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

NEW BUSINESS

- 1. RESOLUTION NO. 2023-9196 – AUTHORIZING DESIGNATED STAFF TO FILE WITH THE CALIFORNIA OFFICE OF EMERGENCY SERVICES REQUESTS FOR FINANCIAL ASSISTANCE UNDER THE NATURAL DISASTER ASSISTANCE ACT AND SIMILAR STATUTES.** ADOPT a resolution authorizing designated staff to file with the California Office of Emergency Services Requests for Financial Assistance under the Natural Disaster Assistance Act and Similar Statutes.

CLOSED SESSION

- 2. PUBLIC EMPLOYMENT LABOR NEGOTIATIONS (GC §54957.6).** Confer with designated labor negotiators Mayor Jones and Deputy Mayor Jenkins, as well as City Attorney, Special Counsel, and HR Director.
Position: City Manager.

ADJOURNMENT

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) ss.
CITY OF SAN MARCOS)

AFFIDAVIT OF POSTING

I, Phillip Scollick, City Clerk of the City of San Marcos, hereby certify that I caused the posting of this agenda in the glass display case at the north entrance of City Hall and on the City's website on Thursday, August 31, 2023, at 5:00 pm.



Phillip Scollick, City Clerk



Agenda Item Details

Meeting	Jun 15, 2023 - Regular Meeting of the Governing Board
Category	5. COMMUNICATION SESSION
Subject	5.1 PUBLIC COMMENTS
Type	Information

Each speaker will be allowed a maximum of three minutes to speak. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken. The Board may, (1) acknowledge receipt of the information/report and comment; (2) refer to staff for further study; or, (3) refer the matter to the next agenda.



AGENDA

REGULAR STUDY SESSION

July 20, 2022

9:00 AM

DIRECTORS PRESENT: Burke ☐ Edmondson ☐ Morris ☐ Ryan ☐ Williams ☐

PUBLIC COMMENTS

Members of the public may make comments in-person, virtually, or submit a Public Comment Request Form located at <https://www.evmwd.com/evmwd-publiccomment>, no less than one hour prior to the posted start time of the meeting. Comments shall be made in an orderly manner and profanity, slanderous, or abusive language will not be tolerated. *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.*

DISCUSSION ITEMS

1. Professional Services Agreement with CDM Smith Inc. to Update the Integrated Resources Plan
2. Risk Review Summary for the Regional Water Reclamation Facility Expansion Project
3. Amendment No. 6 to the Professional Services Agreement with Parsons Water & Infrastructure Inc. for the Regional Wastewater Reclamation Facility Upgrades & Expansion Design Project
4. Professional Services Agreement Extension with Chandler Asset Management for Investment Management Services
5. Dissolution of Community Facilities District (CFD) 2021-1 (Strata Keith) and Approval of Three Joint Community Facilities Agreements (JCFA)
6. Strategic Plan Quarterly Update
7. Board's Best Management Practices Update
8. Project Updates/Change Orders
9. Board Committee Updates

To request a disability-related modification or accommodation regarding agendas or attendance, contact Terese Quintanar, at (951)674-3146, extension 8223 at least 48 hours before the meeting.



10. Other

11. Adjournment

In the interest of public health and safety, this meeting will be conducted in accordance with provisions of the Brown Act and Assembly Bill 361. Participants who would like to join this meeting remotely can do so in one of the following ways:

For Online Participation:

Go to: www.zoom.us
Select Join a Meeting
Enter Meeting ID: 865 0591 4459
Meeting Password: 92530

For Call-in Only:

Call: (720) 707 2699
Enter Meeting ID: 865 0591 4459
Meeting Password: 92530



**FALLBROOK PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING**

NOTICE AND AGENDA

**THURSDAY, AUGUST 31, 2023
10:30 A.M.**

**FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125**

THIS MEETING WILL BE HELD AT THE ABOVE DATE, TIME, AND LOCATION AND MEMBERS OF THE PUBLIC MAY ATTEND IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028. FOR THE CONVENIENCE OF MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON, FALLBROOK PUBLIC UTILITY DISTRICT PROVIDES A MEANS TO OBSERVE AND PROVIDE PUBLIC COMMENTS AT THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. PLEASE NOTE THAT IN THE EVENT OF TECHNICAL ISSUES THAT DISRUPT THE ABILITY OF MEMBERS OF THE PUBLIC TO VIEW THE MEETING OR PROVIDE PUBLIC COMMENTS THROUGH THE WEB CONFERENCE OPTION, THE MEETING WILL CONTINUE.

Join Zoom Meeting

<https://us06web.zoom.us/j/84439758554?pwd=OHIGdHY1bWRtaHArN3pJQ3pWWU5mdz09>

MEETING ID: 844 3975 8554

AUDIO PASSCODE: 349249

Dial by your location

+1 346 248 7799 US (Houston); +1 720 707 2699 US (Denver); +1 253 215 8782 US (Tacoma);

Find your local number: <https://us06web.zoom.us/j/84439758554?pwd=OHIGdHY1bWRtaHArN3pJQ3pWWU5mdz09>

PUBLIC COMMENTS: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- By emailing to our Board Secretary at leckert@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District's Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

REMOTELY MAKE COMMENTS DURING THE MEETING: The Board President will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the "Participants List," hover over your name and click on "raise hand." This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

MAKE IN-PERSON COMMENTS DURING THE MEETING: The Board President will inquire prior to Board discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 999-2704 for assistance so the necessary arrangements can be made.



Board of Directors Regular Meeting

September 6, 2023 at 3:00 PM
7811 University Avenue in La Mesa

AGENDA

HOW TO ACCESS THIS MEETING

Due to the evolving situation with COVID-19 pursuant to Assembly Bill 361, this meeting shall be available to the public virtually or in person. Based upon California Division of Occupational Safety and Health regulations and recommendations of the Centers for Disease Control and Prevention, this meeting will be virtual/in person.

In person: 7811 University Avenue in La Mesa.

Online/by phone:

Go to Zoom.com and click Join Meeting.
Meeting ID is 876 9854 3402. Passcode is 236257.
Dial 1-669-900-6833 or 1-669-444-9171.

PUBLIC COMMENTS

The board president inquires during each item if there are any comments. State your topic and provide the assistant board secretary with a request to speak form to be included. **Please limit comments to three minutes to allow others to speak.** Alternatively, the public can send written comments to be received by the assistant board secretary prior to 2 p.m. on the day of the meeting. Written comments are read during the specified agenda item. Mail comments to the attention of: Jessica Mackey, Helix Water District, 7811 University Avenue, La Mesa, CA 91942, or email comments to jessica.mackey@helixwater.org.

PEOPLE WITH DISABILITIES

For a reasonable modification or accommodation to participate in a district meeting, including auxiliary aids and/or services for effective communication, contact Assistant Board Secretary Jessica Mackey at 619-667-6204 at least 48 hours prior to the meeting. Requests received less than 48 hours beforehand are accommodated to the extent feasible. This notice is available in alternate formats upon request.

OPEN MEETING

1. Call meeting to order and roll call.
2. Invocation and Pledge of Allegiance by Director Damsky.
3. Approve agenda (additions and/or deletions).



**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
RANCHO CALIFORNIA WATER DISTRICT**

**Board Room
Rancho California Water District
42135 Winchester Road
Temecula, California**

Thursday, September 14, 2023

8:30 AM

Members of the public may participate in this meeting by attending in person at 42135 Winchester Road, Temecula, CA 92590, or virtually, as identified below:

To join the meeting via computer or smart device, go to <<<https://zoom.us/join>>> and enter the following Meeting ID and Password: **Meeting ID: 817 3683 4299 | Password: 42135**. If you would like to join by calling in, dial **(669) 900-6833** and enter the same Meeting ID and Password: **Meeting ID: 817 3683 4299 | Password: 42135**.

Any member of the public wishing to make any comments to the Board may do so in person, via the Zoom platform by utilizing the “Raise Hand” function, or if you have dialed in, enter *9 on your phone, and you will be identified by your phone number when it is your turn to speak. You may also submit comments in writing before the start of the meeting by visiting <https://ranchowater.com/comments>.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Rancho Water (District) after the Agenda was posted.

APPROVAL OF AGENDA

PUBLIC COMMENT

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the District. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not take action on the item at this meeting. As to matters on the Agenda, persons will be given an opportunity to address the Board when the matter is considered. If you wish to speak during public comment, please fill out a "Speaker Request Form" and give it to the Board Secretary. When the Board President calls your name, please immediately step to the podium and begin by giving your name and address for the record. Each speaker will be given three (3) minutes to address the Board.

1. CLOSED SESSION

At any time during the regular session, the Board may adjourn to closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Discussion of litigation is within the attorney-client privilege and may be held in closed session. Authority: Government Code Section 54956.9

AGENDA FOR A CLOSED SESSION MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, SEPTEMBER 13, 2023, AT 12:00 P.M.
AT THE DISTRICT OFFICE IN THE BOARD ROOM
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT HERNANDEZ

NOTICE TO THE PUBLIC

Meetings of the Board of Directors of the Vallecitos Water District will be held in the Board Room at the District Office located at 201 Vallecitos de Oro, San Marcos, California, on the date and time identified above.

Vallecitos Water District is following the guidance issued by the County of San Diego, effective March 1, 2022, which follows the California Department of Public Health guidance which recommends that persons attending public meetings are strongly recommended to wear a face covering in indoor public settings, whether vaccinated or not. The Department of Industrial Relations also strongly recommends, but does not require, the use of face coverings by all visitors.

BROADCAST OF THE MEETING. Members of the public may watch the meeting live via computer or smart device by going to the District's website: www.vwd.org/meetings and clicking on the "Watch Live" icon; however, they will not be able to participate in the meeting remotely.

LISTEN TO THE MEETING. Members of the public may listen to the meeting live on their phone by dialing (888) 788-0099 (Toll Free) or (877) 853-5247 (Toll Free). When prompted, enter the meeting ID and Passcode displayed on the District's website.

ROLL CALL

ADDITIONS TO THE AGENDA

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code upon a determination by a majority vote of the Vallecitos Board that an emergency situation exists, as defined in Section 54956.5, or upon a determination by a two-thirds vote of the Board present at the meeting, or, if less than two-thirds of the Board are present, a unanimous vote of Board members present, that there is a need to take immediate action and that the need for action came to the attention of the Vallecitos Water District subsequent to the agenda being posted.

ADOPT AGENDA FOR THE CLOSED SESSION MEETING OF SEPTEMBER 13, 2023

PUBLIC COMMENT

Persons wishing to address a matter not on the Agenda may be heard at this time; however, no action will be taken until the matter is placed on a future agenda in accordance with Board policy. **Public comments are limited to three minutes.** A Request to Speak form is required to be submitted to the Senior Executive Assistant prior to the start of the meeting, if possible. Public comment should start by stating name, address, and topic. The Board is not permitted during this time to enter into a dialogue with the speaker.

MOTION TO ADJOURN TO CLOSED SESSION

The Board will entertain a motion to adjourn to Closed Session on the Item(s) listed below.

CLOSED SESSION

1.1 PUBLIC EMPLOYEE APPOINTMENT (Per Government Code § 54957(b)(1).) Title: General Manager.

*******END OF CLOSED SESSION*******

2.1 ADJOURNMENT

*******END OF AGENDA*******

If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the Senior Executive Assistant at 760.744.0460 ext. 264 at least 48 hours prior to the meeting.

Audio and video recordings of all Board meetings are available to the public at the District website www.vwd.org

AFFIDAVIT OF POSTING

I, Anthony Flores, Senior Executive Assistant of the Vallecitos Water District, hereby certify that I caused the posting of this Agenda in the outside display case at the District office, 201 Vallecitos de Oro, San Marcos, California by 5:00 p.m., Thursday, September 7, 2023.

Anthony Flores



REVISED AGENDA
REGULAR AND SPECIAL MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, SEPTEMBER 6, 2023 - 9:00 AM
1391 Engineer Street, Vista, CA 92081; Phone: (760) 597-3100
A Director will participate by teleconference from 1770 Wolverine Way, Vista, CA 92084.

NOTICE FOR PARTICIPATION

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the Board meeting telephonically, please contact the Board Secretary during regular business hours at (760) 597-3128. Notification received 48 hours before the meeting will assist Vista Irrigation District in making reasonable accommodations.

The public may participate in this meeting in-person and by teleconference. To join this meeting via telephone, please dial (877) 873-8018; the Pass Code is 474698#.

Public Participation/Comment: Members of the public can also participate in the meeting by emailing your comments on an agenda item to the Board Secretary at BoardSecretary@vidwater.org; such email should include the agenda item number in the subject line and must be received before the time the meeting commences. Members of the public, whether participating in-person or telephonically, may address the Board of Directors in real-time during the public comment period and when specific agenda items are being considered. Please announce your attendance if participating telephonically or fill out a speaker slip if participating in-person if you would like to provide real-time public comment.

1. CALL TO ORDER

2. ROLL CALL – DETERMINATION OF QUORUM

3. PLEDGE OF ALLEGIANCE

4. CONSIDER APPROVAL OF AGENDA

In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. An emergency is defined as a work stoppage, a crippling disaster, or other activity that severely imperils public health, safety, or both. Also, items that arise after the posting of the Agenda may be added by a 2/3 vote of the Board. Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. The Board may take action on any item appearing on the agenda.

5. ORAL COMMUNICATIONS

Members of the public may address the Board on items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Board. **Speakers are asked to limit their comments to five (5) minutes;** the total time allowable for all public comment on items not appearing on the agenda at any one meeting may be limited. Comments on items listed on the agenda will be taken before or during discussion of the agenda item. Members of the public desiring to address the Board are asked to complete a speaker's slip available on the table near the entrance of the Boardroom and present it to the Board Secretary prior to the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the office of the City Clerk (951) 694-6444. Notification 48 hours prior to a meeting will enable the City to make reasonable arrangements to ensure accessibility to that meeting [28 CFR 35.102.35.104 ADA Title II].

AGENDA

**TEMECULA CITY COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS
41000 MAIN STREET
TEMECULA, CALIFORNIA
SEPTEMBER 12, 2023 - 6:00 PM**

CLOSED SESSION - 5:00 PM

CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION. The City Council will meet in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(4) with respect to four matters of potential litigation. A point has been reached where, in the opinion of the City Attorney, based on existing facts and circumstances, there is a significant exposure to litigation involving the City and the City Council will decide whether to initiate litigation.

CALL TO ORDER: Mayor Zak Schwank

INVOCATION: Buck Longmore, Retired Firefighter

FLAG SALUTE: Mayor Zak Schwank

ROLL CALL: Alexander, Brown, Kalfus, Schwank, Stewart

PRESENTATIONS

Award of Recognition to Former Council Member Matt Rahn

BOARD / COMMISSION REPORTS

Planning Commission

PUBLIC SAFETY REPORT

County of Riverside, Fire Department (CAL FIRE)

PUBLIC COMMENTS - NON-AGENDA ITEMS

A total of 30 minutes is provided for members of the public to address the City Council on matters not listed on the agenda. **Each speaker is limited to 3 minutes.** Public comments may be made in person at the meeting by submitting a speaker card to the City Clerk. Speaker cards will be called in the order received. Still images may be displayed on the projector. All other audio and visual use is prohibited. Public comments may also be submitted by email for inclusion into the record. Email comments must be received prior to the time the item is called for public comments and submitted to



CITY COUNCIL Agenda

Council Chamber
1200 Carlsbad Village Drive
Carlsbad, CA 92008

Sept. 12, 2023, 5 p.m.

Welcome to Your City Council Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the City Council and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website and in the Office of the City Clerk. The City Clerk is also available to answer any questions you have about City Council meeting procedures.

How to Watch

In Person



City Council Chamber
1200 Carlsbad Village Drive

On TV



Watch the city's cable channel
Spectrum 24 and AT&T U-verse 99

Online



Watch the livestream at
carlsbadca.gov/watch

How to Participate

If you would like to provide comments to the City Council, please:

- Fill out a speaker request form, located in the foyer.
- Submit the form to the City Clerk before the item begins.
- When it's your turn, the City Clerk will call your name and invite you to the podium.
- **Speakers have three minutes, unless the presiding officer (usually the Mayor) changes that time.**
- You may not give your time to another person, but can create a group. A group must select a single speaker as long as three other members of your group are present. All forms must be submitted to the City Clerk before the item begins and will only be accepted for items listed on the agenda (not for general public comment at the beginning of the meeting). Group representatives have 10 minutes unless that time is changed by the presiding officer or the City Council.

Reasonable Accommodations

Reasonable Accommodations Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or manager@carlsbadca.gov by noon on the Monday before the meeting to make arrangements. City staff will respond to requests by noon on Tuesday, the day of the meeting, and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

More information about City Council meeting procedures can be found at the end of this agenda and in the Carlsbad Municipal Code chapter 1.20.

The City Council also sits as the Carlsbad Municipal Water District Board, Public Financing Authority Board, Community Development Commission and Successor Agency to the Redevelopment Agency. When considering items presented to the Carlsbad Municipal Water District Board, each member receives an additional \$100 per meeting (max \$300/month). When considering items presented to the Community Development Commission each member receives an additional \$75 per meeting (max \$150/month).



SWEETWATER AUTHORITY

505 GARRETT AVENUE
CHULA VISTA, CALIFORNIA 91910
(619) 420-1413
FAX (619) 425-7469
www.sweetwater.org

GOVERNING BOARD

HECTOR MARTINEZ, CHAIR
PAULINA MARTINEZ-PEREZ, VICE CHAIR
JOSIE CALDERON-SCOTT
STEVE CASTANEDA
MANNY DELGADO
RON MORRISON
DITAS YAMANE

CARLOS QUINTERO
GENERAL MANAGER

AGENDA

Regular Meeting

Governing Board of Sweetwater Authority

Wednesday, May 24, 2023 – 5:00 p.m.

Notice: This meeting will be held at the above date, time, and location, and Sweetwater Authority Board members and members of the public may attend in person. Some Sweetwater Authority Board members may attend and participate in the meeting virtually pursuant to the Brown Act (Gov. Code § 54953). As a convenience to the public, the Sweetwater Authority provides a call-in option and internet-based option for members of the public to virtually observe and provide public comments at its meetings. Additional details on in-person and virtual public participation are below. Please note that, in the event of a disruption in the call-in option or internet-based option, the meeting will continue unless otherwise required by law, such as when a Director is attending the meeting virtually pursuant to certain provisions of the Brown Act.

**To join via Zoom Webinar from a computer, tablet, or smartphone,
click on the link below:**

<https://zoom.us/j/91458023440>

To join this meeting via telephone, please dial:

1-669-900-6833 or 1-253-215-8782

Meeting ID: 914 5802 3440

The Zoom Webinar link and telephone number will be active approximately 15 minutes prior to the meeting start time.

If you are unable to access the meeting using this call-in information, please contact the Assistant Board Secretary at (619) 409-6704 for assistance.

Instructions for Making Public Comments:

Members of the public may address the Board regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Governing Board, and on agenda items. **Speakers are asked to state name, address, and topic, and to observe a time limit of three (3) minutes each.** Public comment on a single topic is limited to twenty (20) minutes. (Note: Written comments will no longer be read aloud during the meeting.)

Making Public Comment for Those Attending In-Person:





A COMMUNITY EFFORT TO SAVE LIVES!!

PRICING RATES FOR PAD PROGRAM MANAGEMENT SERVICES

PAD PROGRAM MANAGEMENT

Initiated bi-annually through a Service Level Agreement (SLA).

First year of service: \$150.00 for first AED. \$25.00 for each additional AED added to SLA up to ten. \$10.00 for each additional AED added to SLA after the initial ten.

Annual reinstatement of service: Provides a discounted rate of \$100.00 for first AED on the SLA.

Service includes:

- ♥ Physician Medical Oversight
- ♥ Communicative electronic documentation for your site AED(s) and Site Management
- ♥ 24hr. AED Emergency Contact Service
- ♥ Free in-service CPR/AED training (non-certification)
- ♥ Liaison orientation training on "Your AED Program"
- ♥ Site evaluation assistance
- ♥ Incident Management

INCIDENT MANAGEMENT (24/7)

Included in PAD Program Management during normal business hours. Additional fees may apply after normal business hours if immediate response is requested. See Program Summarization.

Includes:

- ♥ On-site Downloading of Data
- ♥ Replacement of Electrodes (additional fee)
- ♥ Processing and Producing Required Reports (3)
- ♥ CISD (Critical Incident Stress Debriefing) as needed
- ♥ EKG Data delivery to receiving hospital (as is applicable)

A San Diego Project Heart Beat deployment team member will attend to and process all program participant reports. The SDPHB Medical Director may review and audit reports as deemed necessary for the overall integrity of the incident. San Diego Project Heart Beat will maintain safe-guarded electronic records of program AED deployment incidents.

Critical Incident Stress Defusing (CISD) is not a requirement for your PAD program but is offered from highly skilled and trained personnel to conduct a counseling session for rescuers and others involved in a stressful incident situation. This service is highly recommended for all rescuers and individuals involved. The counseling sessions help those involved with the incident to understand and process their feelings from their experience. The session most commonly will last anywhere between one to two hours depending on the amount of people in attendance and the incident itself.

TRAINING

There is no legal requirement in the State of CA to adhere to any CPR/AED certification training to have an AED on premises. San Diego Project Heart Beat offers on site "hands-only" CPR/AED courses to provide the best basic familiarization of simple recognition and response to Cardiac Arrest. This "in-service" training is available to all program participants at no additional fee as can be scheduled by our program training staff.



San Diego Project Heart Beat Program Summarization of Services

PROGRAM MANAGEMENT INCLUDES:

- **Physician Medical Oversight** not required, but essential to ensure a safe and effective Public Access Defibrillation (PAD) program. The role of the Physician is to oversee all medical control aspects of the program, review all AED deployment data and incident reports, review and approve program procedures and maintain a strong relationship between the PAD program and the local emergency medical services (EMS) agency.
- A **Service Level Agreement (SLA)** will be initiated and signed by the two entities involved to establish a working relationship for the management and tracking of the AED program.
- **Twenty-four-hour AED emergency contact** service will be offered when the need arises for any situation of concern with an AED and in the case of an AED deployment incident.
- **Electronic tracking and record-keeping** of all program and AED maintenance, training, incident reporting and data collection to abide with CA State law and for quality assurance purposes. Documented maintenance of an AED program is a mandatory requirement of CA State law that governs the use and placement of AEDs within the State.
- **In-service Training (Hands-only/CPR/AED)** not a certification course. Full familiarization training for quick recognition and response to Cardiac Arrest utilizing “hands-on” mannequins to learn effective technique of chest compression delivery and use of an AED. 20 to 60 minutes in length. Minimum of 12 students. As can be scheduled by SDPHB Staff.

INCIDENT MANAGEMENT

- **On-site downloading of data collected** from your AED after an AED deployment is essential for quality assurance and the follow-up of the Cardiac Arrest victim. This information is important data that can also invaluable information to the receiving hospital and medical team of a successful rescue.
- **Swift replacement of AED electrodes** will be necessary should an incident occur or when the packaging of these electrodes is opened. *Some* AED electrodes may be replaceable by the SDPHB team.
- **AED deployment incident reports** are at times **reviewed** and scrutinized by the program **Medical Director** for your AED program safety. A SDPHB designated deployment team member will complete the reports. The reports can include:
 - San Diego Project Heart Beat Incident Report
 - EKG Data report from the AED
 - Company Information Report (if desired)
 - Fire Department/Medic report (if applicable)
- **Critical Incident Stress Defusing (CISD)** is not a requirement for your PAD program but is offered from highly skilled and trained personnel (deployment team members) to conduct a counseling session for rescuers and others involved in a stressful incident situation. This service is highly recommended for all rescuers and individuals involved. The counseling sessions help those involved with the incident to understand and process their feelings from their experience. The session most commonly will last anywhere between 30 minutes to an hour, depending on the amount of people involved and the magnitude of the incident.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 21

Date: January 22nd, 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 enhancements that have occurred since the last Regular Board Meeting.

DISCUSSION

As we progress into the new year, 2024, the Pauma Valley Community Services District (District) remains dedicated to adapting and enhancing its operations in response to ever-changing circumstances. Our team is persistent in its commitment to excellence, diligently planning and implementing significant improvements for the advancement of the District.

Sanitation Operational Report

The operations of the Wastewater Treatment Plant (WWTP) have been consistently smooth, thanks to the expertise of Water Quality Specialists (WQS). We have successfully met the effluent limitations mandate, and the WWTP has significantly benefited from the routine and proactive maintenance carried out by WQS, a service not previously provided by Dudek. Mr. Coombs, the Operations Manager for WQS, recently played a pivotal role in addressing an issue identified at our Administrative Office Lift station. He promptly dispatched an operator to assist us in diagnosing and resolving the problem.

As for the wastewater collection system, we've encountered two significant recent issues:

- **Sewer System Lateral Disconnected**
- **Storm Drain Hazard**

Sewer Lateral Disconnected

As discussed in Action Item number 13, the cost to repair this sewer lateral is substantial. As discussed in Action Item number 13, this repair carries a significant cost implication of approximately thirty-two thousand dollars, and it was not factored into previous Proposition 218 rate increases or when Ordinance 54 was approved and adopted. The combination of proactive measures and unforeseen issues has resulted in the sewer system maintenance budget of twenty-thousand dollars being insufficient to cover these essential repairs. Addressing this financial gap is crucial to ensuring the continued functionality and integrity of our dated sewer system.

Please see the Notice of Public Hearing held on June 28th, 2021, on the following page.

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

The District's sanitation rate remained unchanged from the years 2014 through 2021.

- The first sewer rate increase in over 7 years occurred on July 1st, 2021.
 - This seven (7) year gap was met with a four dollar and forty cent (\$4.40) increase to the prior rate in the year 2021.
- The following rate increase for July 1st, 2022, was not executed for reasons unknown.

This single rate for sewer is intended to cover all the following costs:

- Administration, Meeting Compliance and Satisfying New State Mandates
- Storm Drain Maintenance, Mapping, Cleaning and Rehabilitation
- Sewer Line Maintenance, Mapping/GIS, Cleaning, CCTV Inspections, Operator Certification, Rehabilitation and Repair
- Wastewater Treatment Plant Operations, Maintenance, Operator Certification, SCADA, Rehabilitation, Repair and Lab Testing
- Wastewater Lift station (3) Operations, Maintenance, Operator Certification, SCADA, Rehabilitation and Repairs
- Tangible Assets that Depreciate such as the Buildings, Utility Shops, Computers, Printers, Tools, Essential Equipment and Personal Protective Equipment in Addition to Staff Wages
- As of 2019, All Sewer Lateral Sections of Pipe with all Sewer Line Main Cost Components

Storm Drain Hazard

During the staffing challenges faced by the District, I personally conducted a field condition assessment of the storm drains that were logged as a District responsibility. Among these storm drains, I identified a significant hazard to the community that had not been previously reported. This particular storm drain features a large-diameter pipe (approximately 24 inches in diameter) without a grate or protective box, posing a potentially significant risk to pedestrians and motor vehicle traffic. The hazard potential was notably worsened during a wet weather event that occurred while I performed the condition assessment.

Taking immediate action, I directed the new Wastewater Worker to deploy cones and delineators to establish a safe perimeter, guiding pedestrians and vehicles away from the hazardous area. Subsequently, I initiated the process of addressing this concern by engaging Downstream to provide a quote on January 16th, 2024. The objective is to eliminate the identified hazard while ensuring the storm drain retains its functionality in conveying groundwater. This proactive measure is crucial for enhancing public safety and preventing potential harm to the community.

You will find pictures below showing this storm drain inlet:



Supervisory Control and Data Acquisition (SCADA)

The District heavily relies on SCADA, a critical program used for remotely monitoring sanitation assets and issuing emergency alerts for critical equipment failures. The District's SCADA is a joint asset utilized by both the District and the Rancho Pauma Mutual Water Company. I obtained a proposal from "Freedom Automation," recommended by Rainbow Municipal and Encina Wastewater Authority, outlining the cost for the District to acquire its standalone SCADA system. The proposed cost for essential equipment and installation amounts to \$63,300.

On January 6th, 2024, our ability to remotely monitor our SCADA was unexpectedly disrupted, marked as "removed." This incident occurred on a Saturday, and there was no prior communication regarding any changes. In response, I contacted the contractor responsible for the changes made on behalf of the RPMWC's management team. I instructed the contractor to revert the jointly utilized SCADA system to its previous state, ensuring immediate restoration of our access. I emphasized that the community was now at considerable risk due to this sudden change order absent adequate communication.

The contractor promptly complied with my instructions, and subsequently, I emailed RPMWC, requesting inclusion of the District in any actions taken regarding the jointly owned and utilized SCADA system. This communication was essential to ensuring the community is put first and preventing future potential catastrophic failure.

Critical Failure Response Plan

Due to District staffing challenges, I intensified my efforts to establish a Comprehensive Critical Failure Plan for all staff to carry at all times. This proactive measure is aimed at prioritizing the District and community in the event of a critical failure. Subsequently, I have consistently updated and refined this plan, ensuring that staff is well-versed in the proposed solutions for the failures outlined therein.

This Critical Failure Plan represents a positive stride towards ensuring the District's mandates are met with a commitment to service, professionalism, and most importantly, a unified and prompt response when confronted with serious issues. It serves as a valuable tool to enhance preparedness and coordination amongst staff during critical situations. Additionally, it emphasizes the importance of a cohesive and efficient response for the benefit of the District and the community overall.

Information Technology (IT)

I am presently collaborating with our IT team to formulate a comprehensive "Technology Master Plan." Within this draft plan, a key priority is the enhancement of District surveillance to safeguard critical assets. This initiative involves repairing cameras at the District office, extending camera coverage to the WWTP area, and ensuring sufficient digital storage capacity. Additionally, I have been informed by our new IT team that staff currently lack fundamental access credentials to the computers at the front gate and are operating on outdated operating systems, posing a potential security threat. Addressing this concern is a high priority, and I am actively working to rectify this situation promptly.

CalPERS Errors

The financial implications of decade long CalPERS error submittals are as follows:

- CalPERS Owed Amount Due to Reporting Errors: \$32,129
- Identification and Remedial Process, Actuals and Total Projected: \$19,552.81
- **Total Cost to District: \$51,681.81**

I received a call from CalPERS that identified this issue at random, and I ensured the CalPERS representative that we are taking a proactive approach to work on the resolution. I am currently collaborating with our consultant to expedite the resolution process. This situation underscores the importance of proactivity and the value of engaging competent consultants to analyze operations and administration, ultimately leading to more effective and efficient District processes.

Employee Appreciation

The District organized an employee luncheon as a gesture of appreciation for the staff. Despite financial constraints, management, including The Board of Directors and the General Manager, covered the entire cost of the luncheon, including food, beverages, and the majority of awards for the raffle. Mr. Dale Easter was honored with the "Employee of the Year" award, and his appreciation for this recognition was evident. The event, which incurred a cost of approximately \$30-\$40 for the District, was deemed a great success. This initiative reflects the commitment of the management to acknowledge and celebrate the contributions of the staff, even within budgetary limitations.

General Manager Development

I am pleased to announce that I attended an event on January 11th, 2024, where I nominated myself for the California Water Environment Association (CWEA) Board of Directors. I am honored to share that I was chosen for the role after competing against two other highly qualified individuals. CWEA is an organization that offers industry-standard certifications, including the Collection System Maintenance and Mechanical Technologist certifications, which are highly valuable and often required by public agencies.

Serving on the CWEA Board of Directors will not only contribute to the development of the General Manager, but also enhance the network and tools available to the District. This achievement signifies a commitment to professional development and a dedication to advancing in the field of water management.

Rancho Pauma Mutual Water Company (RPMWC) Update

1. RPMWC Emergency Plan and Contacts:
 - RPMWC is currently relying on the District as their resource for emergency response to their utility.
 - A resident expressed frustration about being unable to contact RPMWC, prompting my request for a Draft Emergency Response Plan from RPMWC for District comment and review. This is crucial to formalize and maintain the arrangement of utilizing the District for initial emergency response.
2. SCADA Deactivation:
 - The District's ability to remotely monitor SCADA assets was deactivated without prior communication.
 - The directive to deactivate SCADA came from RPMWC, as reported by the contractor.
3. Utility and Wastewater Treatment Plant Assets:
 - Mr. Bandy has conveyed RPMWC's intention to collaborate with the District in developing a long-term lease for the use of the Utility hangars, predominantly housing RPMWC Utility assets.

COMMENDATIONS

Marissa Fehling, Interim Office Manager	√	I commend the efforts and resolve Ms. Fehling has shown throughout this difficult and transitional time with a minimal staff and an ever-growing list of objectives.
Todd Albert, Security Division Supervisor	√	I commend the expertise and temperament of Mr. Albert, in addition to performing additional administrative tasks as needed by management.
Dale Easter, Patrol Officer	√	I commend Mr. Easter for his positive energy, professionalism, tact, and offer congratulations for being selected as the "Employee of the Year"
Joseph Clear, Wastewater Worker I/II	√	I commend Joe on his hard work with the District Storm Drains, his punctuality, temperament, and ability to learn things quickly.

CONCLUSION

While acknowledging the persisting challenges from 2023, I am optimistic about the future as we progress towards the development of a Strategic Plan. By leveraging our Long-Range Financial plan, I am confident that the District will evolve into a public agency that exemplifies professionalism and delivers enhanced services to the community. This strategic approach positions us for growth and improvement, ensuring a positive trajectory for the District.

Attachments

1. Critical Failure Plan
2. General Manager's Prioritization Schedule

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

CRITICAL FAILURE RESPONSE PLAN

Objective

This document lists emergency contacts for critical failures within the District, defining situations and providing up-to-date contact info for preapproved contractors to address and resolve the issue/s.

Authority

This document is provided to all District staff to assist with emergency response. In the unlikely event that all of management/supervisors are unreachable in a timely matter (situation dependent), staff may take it upon themselves to call the referenced contacts linked to the critical failure to establish an immediate emergency response.

This does not apply to any situation that requires 911 (Police/Fire) response. District staff are expected to utilize these emergency sources IMMEDIATELY, PROVIDED IT'S SAFE TO DO SO, and Without Authorization should the employee deem the situation demands it.

Authorized by:



Eric Steinlicht, General Manager

Remedial Contacts are listed in a 1-3 format:
**RESPOND BY CALLING 1 FIRST, IF 1 IS UNAVAILABLE, CALL 2.
 IF 2 IS UNAVAILABLE, CALL 3.**

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1. SEWER MAIN/STORM DRAIN SYSTEM OVERFLOW/ALL SEWER SPILLS/PIPE BLOCKAGE

Critical Failure Explanation

A sewer main spill (Sanitary Sewer Overflow (SSO)) will typically come from a maintenance hole (previously known as a 'Manhole'). These are typically located in the streets, sometimes in backyards, parking lots, or areas with foliage (grass/trees/bushes). A sewer main failure can also result in residents not being able to flush their wastewater. Sometimes, a main failure can result in discharge spilling off from a private property, but this typically occurs when the resident has a blockage in their 4-inch lateral (lateral pipes serve only that resident). This is not as common as spilling from a maintenance hole, which will result from the continual discharge from multiple residents into the main line that has failed.

In the event wastewater/sewage is discharging into the right-of-way (street), immediately call the supervisor. If the supervisor is unavailable, immediately call the contracted assistance below. If possible, mitigate the spill by keeping it localized to the surrounding area and prevent it from reaching the river or storm drains. Do not do anything you are not trained to do, or anything that may risk your safety, or the public's safety. Once you've ensured a response is on the way for this emergency, take pictures and document the time the spill occurred or when it was called in. Collect and write down names of the residents you spoke to and any other miscellaneous contractors who were involved.

Examples



Primary Contact (1)

SAN DIEGO STORMWATER SOLUTIONS

Jason Bingham: (760) 877-8430

Greg SD Stormwater: (619) 922-3169

Secondary Contact (2)

DOWNSTREAM

Downstream Emergency Response 24/7: (800) 262-0999

Downstream Office: (760) 746-2544

Tertiary Contact (3)

ROTOROOTER: Emergency Response 24/7: (619) 592-8383

SHERLOCK: Office: (760) 933-9986

2. SEWER AND STORM DRAIN SYSTEM INFRASTRUCTURE FAILURE (DISPLACED MANHOLE/SINKHOLE/ROAD COLLAPSE)

Critical Failure Explanation

Any infrastructure failure relating to the sewer system that represents an immediate hazard to the public’s life and safety is an immediate emergency. Sewer infrastructure failure can range from a destroyed maintenance hole that has created a Sanitary Sewer Overflow (SSO) (otherwise known as a sewer spill). This could be an unattended car parked on a maintenance hole that has collapsed into the sewer line that ultimately led to a blocked/clogged sewer line. This can lead to a spill and an immediate threat to the safety of the public. A storm drain collapse might result in the same safety threat and as such requires immediate response.

Any infrastructure failure that is minor and does not represent an immediate threat to the sewer system or storm drain system (a non-rain event), call the supervisor to verify the next appropriate action. **In the event wastewater/sewage is discharging into the right-of-way (street), immediately call the supervisor. If the supervisor is unavailable, call the contracted assistance below.** Once you’ve ensured a response is on the way for this emergency, **take pictures and document the time the spill occurred or when it was called in.**

Examples





Primary Contact (1)

[DOWNSTREAM](#)

Downstream Emergency Response 24/7: **(800) 262-0999**

Downstream Office: **(760) 746-2544**

Secondary Contact (2)

[PATRIOT PIPELINE](#)

Office: **(951) 679-8364**

Tertiary Contact (3)

[SAN DIEGO STORMWATER SOLUTIONS](#) (Call for Recommendations)

Jason Bingham: **(760) 877-8430** / Greg SD Stormwater: **(619) 922-3169**

3. SEWER LATERAL INFRASTRUCTURE FAILURE/BLOCKAGE/SPILL

Critical Failure Explanation

Sewer laterals are 4-inch lines that intersect with the District’s Sewer Main (6-8 inch). These laterals typically service an individual home. If a resident cannot flush their sewer water, but both adjacent neighbors (upstream and downstream) to this resident has no issue draining their wastewater, then most likely the resident’s individual lateral has failed to some degree.

The District takes responsibility for these laterals from the sewer main UP TO THE CURB of the resident’s home. If the issue occurs after hours, advise the homeowner to STOP discharging water immediately (Washing machine/Shower/Flushing the toilet). If there is no spill outside regular office hours, advise the homeowner to halt discharging any further water and to please wait until regular business hours. Document all information, take pictures, and record the times (call in time, arrival time, repair time, exit time, completion time).

In the event wastewater/sewage is discharging into the Right-of-way (street), immediately call the supervisor. If the supervisor is unavailable, immediately call the contracted assistance below. Once you’ve ensured a response is on the way for this emergency, **take pictures and document the time the spill occurred or when it was called in.**

Examples

Issues that might cause this might be a large, heavy truck that could have crushed the line or caused a pipe collapse. There is no real way to know without calling out the contractors for further investigation. The result

will be a resident cleanout, like the one below. If the resident has no cleanout, the sewage will surcharge back into the drains of the home as wastewater is continually discharged (shower, toilet).



Primary Contact (1)

DRAIN MOB

Main 24/7 Hotline: **(858) 727-9790**

Billy Teeter, Drain Mob: **(619) 507-6677**

Secondary Contact (2)

SAN DIEGO STORMWATER SOLUTIONS

Jason Bingham: **(760) 877-8430**

Greg SD Stormwater: **(619) 922-3169**

Tertiary Contact (3)

DOWNSTREAM

Downstream Emergency Response 24/7: **(800) 262-0999**

Downstream Office: **(760) 746-2544**

4. RESIDENTIAL COMPLAINT: SEWER FAILURE/SEWAGE NOT DRAINING/ODOR COMPLAINT

Critical Failure Explanation

Sewer laterals are 4- inch lines that intersect with the District’s Sewer Main (6-8 inch). These laterals typically service an individual home. If a resident cannot flush their sewer water, but both neighbors next door (upstream and downstream) to this resident has no issue draining their wastewater, then most likely the resident’s individual lateral has failed to some degree.

The District takes responsibility for these laterals from the sewer main UP TO THE CURB of the resident’s home. If the issue occurs after hours, advise the homeowner to STOP discharging water immediately (Washing machine/Shower/Flushing the toilet). Document all information, take pictures and record the times (call in time, arrival time, repair time, exit time, completion time).

In the event wastewater/sewage is discharging into the Right-of-way (street), immediately call the supervisor. If the supervisor is unavailable, immediately call the contracted assistance below. Once you’ve ensured a

response is on the way for this emergency, **take pictures and document the time the spill occurred or when it was called in.**

Examples

Issues that might cause this are root intrusion (roots growing into the line and blocking it), grease or ragging (ragging is typically baby wipes or paper that gets stuck in the line). Below you will see a residential clean out where it will overflow from if a blockage exists in the lateral, or potentially the main. If the resident has no cleanout, the sewage can surcharge back into the drains of the home as wastewater is continually discharged (shower, toilet).



Primary Contact (1)

[DRAIN MOB](#)

Main 24/7 Hotline: **(858) 727-9790**

Billy Teeter, Drain Mob: **(619) 507-6677**

Secondary Contact (2)

[SAN DIEGO STORMWATER SOLUTIONS](#)

Jason Bingham: **(760) 877-8430**

Greg SD Stormwater: **(619) 922-3169**

Tertiary Contact (3)

[DOWNSTREAM](#)

Downstream Emergency Response 24/7: **(800) 262-0999**

Downstream Office: **(760) 746-2544**

5. TREATMENT PLANT AND LIFT STATION OVERFLOW/SPILL/INOPERATIVE/ODOR COMPLAINT

Critical Failure Explanation

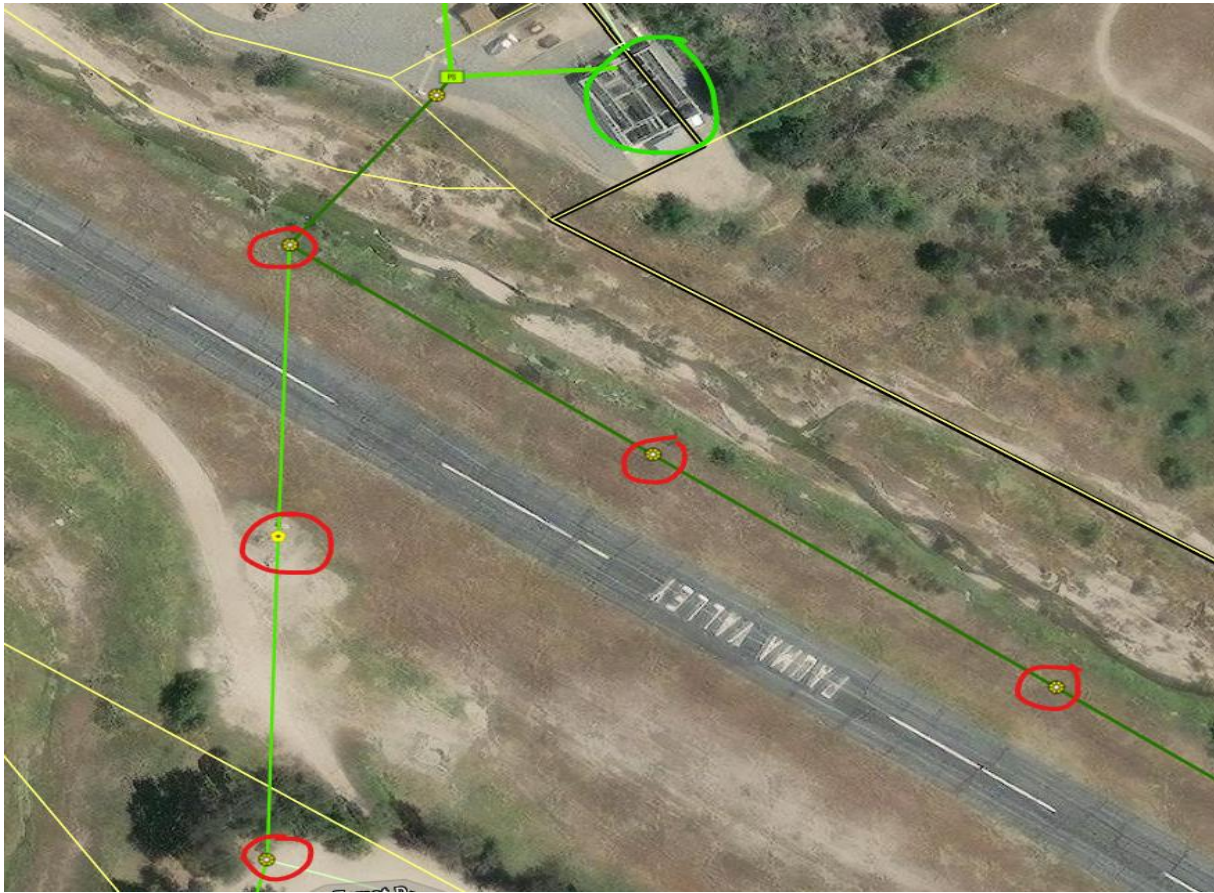
The Wastewater Treatment Plant (WWTP) could fail if critical equipment is operative, such as the blowers and compressors. If the plant is inoperative, making no noise and slowly filling up, or shows alarms on the SCADA located at the administrative office then it must be reported immediately.

Examples

Below you will find the map showing the Wastewater Treatment Plant (WWTP) and lift stations. Patrol should REGULARLY be monitoring the WWTP and 3 lift stations. In the first map illustration, you will see a yellow circle showing the District Administrative Offices. A green circle shows the WWTP. The RED CIRCLES are the maintenance holes that might overflow (SSO) if the WWTP or lift stations were inoperative. These maintenance holes should be regularly inspected to ensure there is no sewer discharge (SSO). **See critical failure (1)** for response on maintenance hole overflow but remember that these maintenance holes most likely will likely be due to the WWTP failing. Calling Critical Failure (1) will still be of help to respond and vac (suck up) the wastewater that is soon to be overflowing (AVOID AT ALL COSTS).



The two red arrows highlight the maintenance hole that will likely cause an issue or result in a spill (SSO). This is the primary maintenance hole to monitor.



Below you will find the map of the lift stations. These should be REGULARLY monitored and inspected by Patrol. Red circles are the lift stations, yellow is the District Administrative Office and green is the WWTP. Sewer lines near these lift stations ARE PRESSURIZED. This means that if the pipe breaks, it will discharge the wastewater/sewage with more force, similar to a potable water leak.



Primary Contact (1)

WATER QUALITY SPECIALISTS

Main Office 24/7: **(760) 745-2228**

Jon Coombs, Operations Manager: **(760) 522-3086**

Secondary Contact (2)

McNamara Pump and Electric (Call only for Lift stations, not Wastewater Treatment Plant)

Jesse Vargas: **(760) 744-1895**

Office: **(858) 454-1686**

Tertiary Contact (3)

DOWNSTREAM (Call for either)

Downstream Emergency Response 24/7: **(800) 262-0999**

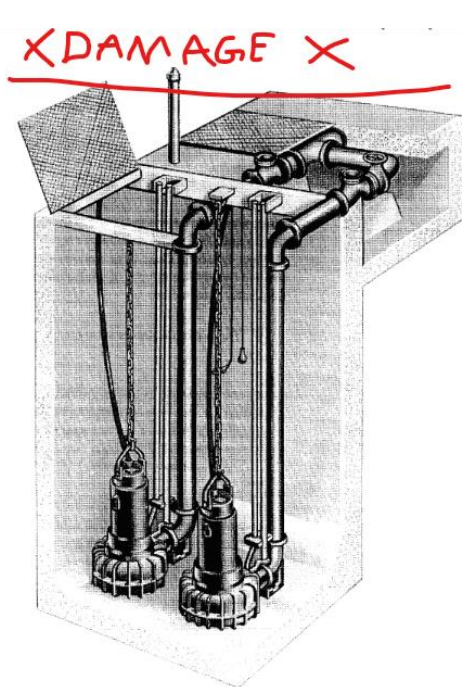
Downstream Office: **(760) 746-2544**

6. TREATMENT PLANT AND LIFT STATION INFRASTRUCTURE FAILURE

Critical Failure Explanation

Much like Critical Failure (5), any infrastructure failure that might result in a sewage/wastewater spill needs to be reported to Water Quality Specialists. In the event of any major safety concern, 911 must be contacted first and foremost. An infrastructure failure at the plant or lift stations might be a motor vehicle that has crashed into the WWTP or lift station. In the event of an earthquake, for instance, might cause damage to the assets therefore it is imperative that they are monitored and the emergency contact is reached in order to remedy the failure.

Examples



Primary Contact (1)

WATER QUALITY SPECIALISTS

Main Office 24/7: **(760) 745-2228**

Jon Coombs, Operations Manager: **(760) 522-3086**

Secondary Contact (2)

McNamara Pump and Electric (Call only for Lift stations, not Wastewater Treatment Plant)

Jesse Vargas: **(760) 744-1895**

Office: **(858) 454-1686**

Tertiary Contact (3)

DOWNSTREAM

Downstream Emergency Response 24/7: **(800) 262-0999**

Downstream Office: **(760) 746-2544**

7. POWER FAILURE AT DISTRICT OFFICE/TREATMENT PLANT/LIFT STATIONS/GUARD SHACKS OR ANY SIGNIFICANT ELECTRICAL FAILURE

Critical Failure Explanation

In the event of ANY UNSAFE ELECTRICAL HAZARD, CALL 911 IMMEDIATELY AND DO NOT APPROACH. Alert 911 and all the public to STAY AWAY.

A power outage can occur at any time. In the event a power outage occurs, ALWAYS REPORT THIS TO:

- WATER QUALITY SPECIALISTS (WQS)
- The Supervisor
- The General Manager

Examples

*If a power outage occurs, the lift stations will be INOPERATIVE. CONTACT remedial sources immediately. If the power is restored shortly, STILL, contact the above remedial sources. **Secondary and Tertiary contacts are the ideal source for any minor electrical issues, such as power loss at the Guard Shacks or the Administrative Offices that is not due to SDG&E shutting off power to the area.***

Primary Contact (1)

WATER QUALITY SPECIALISTS (CONTACT FIRST, ASK ABOUT CONTACTING OUR PLANT ELECTRICIAN)

Main Office 24/7: **(760) 745-2228**

Jon Coombs, Operations Manager: **(760) 522-3086**

SOUTHERN ELECTRIC (CONTACT IF WQS RECCOMENDS)

Ryan Smith: **(760) 535-0052**

Robert Cobbs: **(760) 535-7965**

Secondary Contact (2)

OSLUND ELECTRICAL SERVICES (CALL IF SOUTHERN ELECTRIC NOT AVAILABLE)

Marc Oslund (Residential): **(951) 553-5153**

Tertiary Contact (3)KULP ELECTRIC

Leon Kulp (Residential): (760) 415-4424

8. TOXIC/FLAMMABLE GASES DETECTED**Critical Failure Explanation**

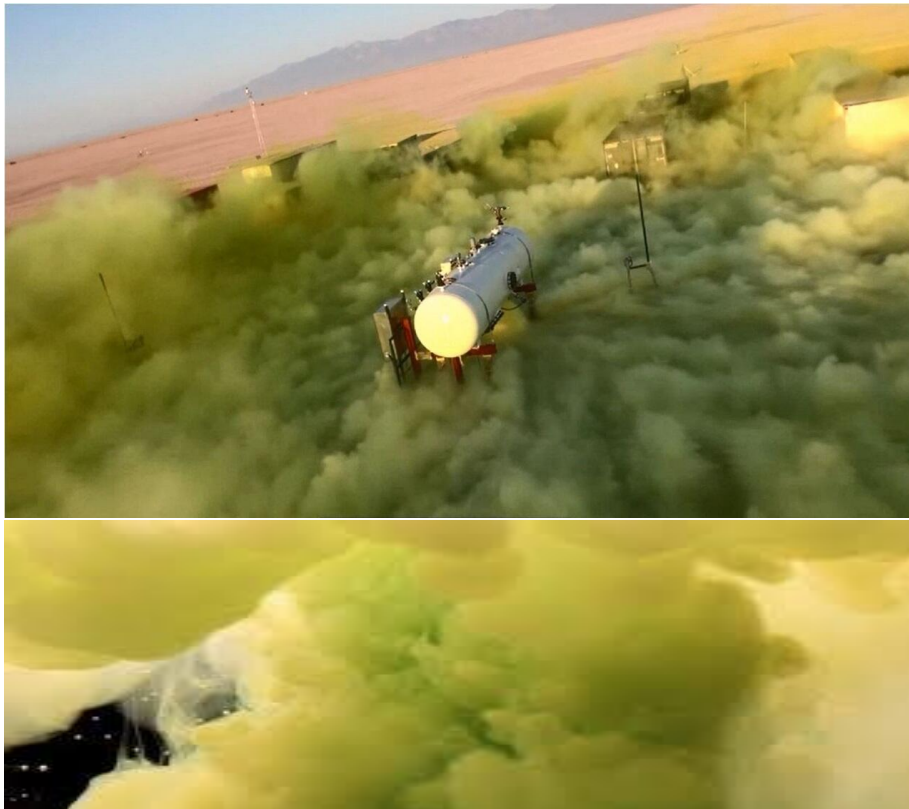
Toxic and flammable gases might be hydrogen sulfide most associated with wastewater systems, chlorine gas utilized by the Rancho Pauma Mutual Water Company (RPMWC), or carbon monoxide, methane, and propane. **These are extremely hazardous and if identified should lead to an immediate call to 911 (when safe to do so).**

- Hydrogen sulfide (H₂S) is a colorless gas that at low levels smells like rotten eggs. It is an asphyxiant that at high levels will lead to sudden unconscious and ultimately death. You will find this gas with wastewater systems such as sewer pipelines, maintenance holes, lift stations or at the WWTP.
- Chlorine gas is used to treat drinking water by the RPMWC. It is a green gas that will lead to death.
- Carbon Monoxide is an asphyxiant and a byproduct of combustion. It is a colorless and odorless gas that will lead to unconsciousness and ultimately death.
- Methan and propane are flammable gases that at high concentrations will result in an explosion.

These are just a few gases to be aware of. By knowing what they are, it might help you identify the hazard and ultimately reach a safe location to immediately call 911.

Examples

Chlorine Gas



Primary Contact (1)

CALL: 911

9. DANGEROUS INDIVIDUAL (ARMED/THREATENING) DIRECTED TOWARDS STAFF/RESIDENTS

Critical Failure Explanation

In the event of a life-threatening situation, such as an active shooter, immediately seek a safe location and dial 911. In the event of threats or aggressive action, seek a safe location and dial 911.

Examples

ACTIVE SHOOTER RESPONSE
LEARN HOW TO SURVIVE A SHOOTING EVENT



RUN **HIDE** **FIGHT**

CALL 911 ONLY WHEN IT'S SAFE TO DO SO

The graphic features a dark blue background with three white circular icons in a row: a person running, a person crouching under a table, and a person fighting with a baton. Below these icons are three white arrows pointing right, labeled 'RUN', 'HIDE', and 'FIGHT'. At the bottom, a dark blue banner contains the text 'CALL 911 ONLY WHEN IT'S SAFE TO DO SO' in white.

Primary Contact (1)

CALL: 911

10. TECHNOLOGICAL FAILURE (EMAIL/DEVICE FAILURE/CYBER THREAT/LOST ACCESS)

Critical Failure Explanation

In the event of a device failure, such as a PC or District issued technology, contact the remedial services below. In the event of a cyber-attack, hacker, lost access, or otherwise digital threat, contact the remedial services below.

Examples

Computer taken over, or will not work, initiates rogue commands that control the District’s IT system.



Primary Contact (1)

[TRIUNE INFO TECH](#)

Office 24/7: **(951) 249-7775**

Jesus Zarzosa: **(951) 252-6000**

Secondary Contact (2)

[TRIUNE INFO TECH MAIN OFFICE](#)

Main Office: **(830) 730-0387**

Tertiary Contact (3)

[RAINBOW MUNICIPAL \(CALL ONLY IF SUPERVISOR\)](#)

Ahmed Khattab: **(760) 519-3927**

11. GATE FAILURE ISSUES (SLIDING GATE/BARRIER ARM NOT FUNCTIONING)

Critical Failure Explanation

Any issues or failures with the sliding gates, or the barrier arms must be reported as soon as they are noticed by staff. Reporting these issues is all District’s staff’s responsibility and is not limited to the Gate subdivision or Patrol subdivision. Any failure that might be a safety concern must be taken out of service in a safe manner. The failure must then be reported to the Supervisor, followed by the remedial contact source regardless of supervisor approval if the failure is considered a safety issue.

The supervisor must report this to the remedial source and schedule corrective service as soon as possible.

Examples

- *Sliding gate/Barrier arm won’t open, Sliding gate/Barrier arm won’t close.*
- *Sliding gate/Barrier arm stuck open, Sliding gate/Barrier arm stuck closed.*
- *Barrier Arm fell off or sliding gate came off the track, or electrical issues with the barrier arm or sliding gate.*

Primary Contact (1):

QUALITY GATE COMPANY

Office: (760) 723-2901

Secondary Contact (2)

ACCESS PROFESSIONAL SYSTEMS

Office: (858) 571-4444

CA Office: (858) 299-0918

Chad Witten, Director: (619) 249-2358

Tertiary Contact (3)

OLYMPUS GARAGE DOOR & GATE REPAIR

Office: (866) 344-3521

12. FIRE/EXPLOSION EMERGENCIES

Critical Failure Explanation

Any fire hazard that cannot be controlled by staff safely with a fire prevention tool, such as a nearby fire extinguisher, **must be reported to the fire department by calling 911**. If there is any possibility of an explosion, reach a safe place and **contact 911 IMMEDIATELY**.

Examples

A fire at the office, a pump station, or at a guard shack.



Primary Contact (1)

CALL: 911

13. FLOODING

Critical Failure Explanation

The Upper San Luis Rey River (USLRR) is subject to flooding during heavy rain/wet weather events. When this occurs, the bridge on Pauma Valley drive will flood and cover the bridge with potentially heavy flow. This can create a hazard for traffic. Patrol is expected and required to put out signs once this becomes a hazard, in addition to ensuring residents do not drive through when it is unsafe to do so.

Vehicles or pedestrians may not comply with Patrol instructions or signs. In this event, do not engage or put yourself in a dangerous situation. If the public puts themselves in a dangerous situation despite every effort to notify them not to proceed, monitor the action and in the event of a life-threatening emergency, call 911. If damage or issues occur due to the non-compliance of the public, do not under any circumstances put yourself in a dangerous situation, call 911.

Flooding may occur in other locations around the District. When this occurs within the District's sphere of influence, put out signs and monitor the situation to help ensure the safety of the public. Flooding may lead to debris in the roadways, or otherwise obstructing a path. In this event, utilize signage and monitor the situation to ensure the safety of the public. Any major damage to District assets, such as the wastewater system, WWTP, District vehicles, Guard Shacks/buildings, or any other District Asset that prevents staff from performing their job must be remedied as soon as possible.

Examples



Primary Contact (1)

LIFE THREATNING SITUATIONS

CALL: 911

Secondary Contact (2)

SAN DIEGO STORMWATER SOLUTIONS (CALL FOR EXTRA STAFF SUPPORT OR FLOODING MITIGATION)

Jason Bingham: (760) 877-8430

Greg SD Stormwater: (619) 922-3169

Tertiary Contact (3)

DOWNSTREAM (CALL FOR EXTRA STAFF SUPPORT OR FLOODING MITIGATION)

Downstream Emergency Response 24/7: **(800) 262-0999**

Downstream Office: **(760) 746-2544**

14. WATER LEAKS

Critical Failure Explanation

Any water leak might be wastewater or sewage coming from the wastewater system, lift stations or WWTP. If you are unsure, contact the supervisor and if you cannot reach the supervisor, contact sources in Critical Failure (1) to be safe. Follow all procedures outlined in Critical Failure (1).

If by chance you have determined, without any doubt, that it is clean water/potable water, and it is coming from Rancho Pauma’s (RPMWC) system contact the primary contact below (RPMWC). If you contacted a remedial source in the event, it was wastewater and the contractor has confirmed that this is clean water/potable water from the distribution system of RPMWC, contact the primary contact below.

If it is a potable water leak, it may come from a meter, or valve. See examples below.

Examples

Above ground potable water leak (BLUE PAINT ALWAYS REFERES TO CLEAN/POTABLE WATER).



Leaks originating from a fire hydrant are clean water leaks (Always make sure, below is clearly from the hydrant).



Water leaks are pressurized. Sewer pipelines near the Wastewater Lift stations are ALSO PRESSURIZED. Refer to Critical Failure (5) for the map to see where the 3 lift stations are. The picture below is an example of a clean/potable water main break. The water is clear, has no odor and is discharged with force (force main) not near the District's 3 lift stations.



Primary Contact (1):

[RANCHO PAUMA MUTUAL WATER COMPANY \(RPMWC\)](#)
24/7 Emergencies AMBER WATKIN'S CELL: **(760) 405-3553**

Secondary Contact (2)

[RPMWC: CHUCK BANDY'S CELL](#)
Office: (951) 318-2728

Tertiary Contact (3)

RPMWC OFFICE

Office: (760) 615-4050

15. ACTS OF SABOTAGE

Critical Failure Explanation

Any act or acts of sabotage towards the District would be an intentional vandalism/destruction/breaking of any District assets or property. If this is witnessed by any staff member or staff members, they are required to report it to their supervisor immediately. If any act of sabotage creates an immediate hazard to the life and safety of staff or the public, call 911.

Examples

- *Graffitiing on District Administrative Office.*
- *Intentionally breaking District equipment.*
- *Throwing harmful chemicals down the storm drain or District sewer system.*



Primary Contact (1)

GENERAL MANAGER

Cell: (760) 214-7427

Secondary Contact (2)

SECURITY DIVISION SUPERVISOR

Cell: (951) 852-4272

Tertiary Contact (3)

OFFICE MANAGER

Cell: (760) 695-2963

POST CONTACT PROCESS

After contacting any of the remedial sources, proceed by documenting the following:

- Document the time the call was placed to the remedial contact.
- Document the time the contractor/source arrived on scene.
- Document the critical failure (number) and response when you are safe and able to do so.
- Document the contractor's diagnosis of what caused the critical failure.
- If possible and safe to do so, take as many pictures as possible of the failure (before and after).
- Report all documentation to your direct supervisor.

IF THERE ARE ANY QUESTIONS, COMMENTS, AND/OR CONCERNS ON HOW TO RESPOND TO ANY OF THE CRITICAL FAILURES LISTED HERE OR YOU KNOW OF ANOTHER CRITICAL FAILURE THAT SHOULD BE LISTED HERE AND ISN'T:

IT IS YOUR DUTY TO REPORT THIS TO THE SUPERVISOR AS SOON AS POSSIBLE.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 21

Date: January 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 amended, added, or eliminated at the discretion of the board.

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
I) District Newsletter	In Progress
Employee Handbook Update (Remove Job Descriptions)	In Progress
Acquire Quote and execute repair on storm drain hazard	In Progress
Acquire Quote and execute repair for sewer lateral off Wiskon Way West (Future hazard)	In Progress
Acquire new Utility vehicle	In Progress
Identify Legal and Financial Implications of Restructuring for PVCSD and RPMWC	In Progress
Prop 218 Rate Study/Gates/Patrol (Cost of Service Study)	In Progress
Execute Strategic Planning Session	In Progress
Salary Survey	In Progress
Update Employee Review Sheets	In Progress
Solar Project Completion (Extensive)	In Progress
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
Develop Critical Failure Contact Binder	In Progress
Create Long Term Financial Plan & Update Reserve Policy	In Progress
Update Job Descriptions as Needed	In Progress
Update PVCSD Employment Application	In Progress
Develop Criteria for Justification of Full Time Employee	In Progress
Ascertain Whether or Not PVCSD Is Providing Services to Residents Outside of The Sphere of Influence	In Progress
Weigh Options for Selling Tesla’s to Get Trucks with Lights to Put Patrol in Compliance	In Progress
Review Positions and Contract Operational Costs for Comparison	In Progress
Investigate a Third Option for Solar Project Completion	In Progress

Conduct many conference calls pertaining to the community misinformation, and organizational restructuring	In Progress
Respond to Board Requests for reports and additional Information	In Progress
Prepare for Mid Budget Review	In Progress
Use NBS to Collect Fees Via Tax Roll	Paused
Acquire Low Interest Loan/Line of Credit to Replenish Reserves and Working Capital for District Needs	Paused
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

Mid Priority Items

ITEM	STATUS
Research and investigate the cost to sell PVCSD services to the PVRA	In Progress
Create critical redundancy at WW lift Stations, in the event of total pump failure	In Progress
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 slide locks	In Progress
Research Storm Drain legal issues	In Progress
Research zoning and LAFCO approval within the District for rendering of services	In Progress
Investigate 15 Property Sewer Connection Purchase (find paperwork, speak with buyer, find out condition of main)	In Progress
Investigate and hire a surveyor to ensure the Storm Drain Ownership and District responsibility	In Progress
Investigate easement at 32979 Temet, if an Easement was obtained, or not	In Progress
Complete General Manager Certification, Training Events, & Grant Writing Training	In Progress
Complete General Manager Certification as It Relates to Wastewater and Water Distribution/Treatment	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
Find New Gate System Preventative Maintenance and Repair Company	In Progress

Refund or Ascertain Next Step with Oak Tree Purchaser for New Homes (Paid for Sewer Connections in Advance, or so told)	In Progress
Create Injury and Illness Prevention Plan	In Progress
Investigate Potential for New Accounting Firm	In Progress
Major Website Revamp with Transparency/Compliance Updates (Extensive if Done in House/Costly if Outsourced)	In Progress
Allow PVCSD Residents to Pay Bills Via Website or Link/or Use NBS Tax Roll Collection	In Progress
Community Outreach, Introduce New Gm (Letter)	In Progress
Research And Investigate Outsourcing Gates and Patrol	In Progress
New Law Requires Update for SSMP (Step Process) - Read and Review SSMP (Become Familiar) Update as Needed	In Progress
Discuss W/ Board Cost of Living Adjustment to All Staff	In Progress
Discuss W/ Board & General Counsel Tasers for Security Patrol	In Progress
Expand Professional Network for the Benefit (Shared Resources) of the District (Local Municipal GM's)	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
Public Outreach – Meet Residents	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
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

Low Priority Items

ITEM	STATUS
Investigate the new law for water conservation for resident wanting to know the rules for an HOA (Sukat Trail HOA President)	In Progress
Register for LAIF Access	In Progress
Research financial capitalization over \$5,000	In Progress
Review proposal for collection system maintenance	In Progress
Contact King Benefits Regarding Form Needed on File, and if Legal Needs to Be Consulted	In Progress
Fix Phone System Issues, and Upgrade System	In Progress
Provide Treatment Plant Tour to The PVCSD Board	In Progress
Look Into Welding/CWEA/Training Classes for Utility to Upkeep Certification	In Progress
Meet With Van Of El Rey Regarding New Laws for Maintaining Grease Interceptor	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
Meet with Former Board Member: Dick Nolan with Mike Esparza for Historical Information on District	In Progress
Read Through Most Recent Compliance Inspections	In Progress
Investigate Best Solution for Weed Abatement for PVCSD Easements/Assets/Access	In Progress
Instruct Security Supervisor to research reports for an HOA area of community for prior security reports for any trends of issues	
Update Patrol staff and supervisor new flashlights have been acquired	Completed
Learn More About Dudek and Reach Out for Potential Tour	Completed/Withdrawn
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
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
Review Current Percentage Split Costs For PVCSD/RPMWC Assets/Employees and How Organizational Relationship Works	Withdrawn

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