

# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

## NOTICE OF SPECIAL MEETING

**DATE:** Monday, August 19<sup>th</sup>, 2024  
**TIME:** 10:00 AM – **Open Session**  
**VENUE:** Robert Trent Jones Room, Pauma Valley Country Club  
15835 Pauma Valley Drive, Pauma Valley, CA 92061

### Pauma Valley Community Services District Mission

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

## AGENDA

---

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

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

-- CLOSED SESSION --

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

Employee: General Manager

Authority: Government Code Section 54957.6

**E. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION**

**Title: General Counsel**

Authority: Government Code Section 54957

**6. Open Session**

A. Reportable Actions.

**-- DISCUSSION ITEMS --**

**7. Storm Drain Analysis and Overview Presentation**

MR. RALPH HICKS OF DEVANEY, PATE, MORRIS AND CAMERON (DPMC) – SUPPLEMENTAL MATERIALS PAGES 2-13

**8. Rancho Pauma Mutual Water Company Tenant Improvement Plans**

GENERAL MANAGER STEINLICHT

**9. Solar Project Update**

GENERAL MANAGER STEINLICHT – PAGE 4

**10. District Surveillance Initiative**

GENERAL MANAGER STEINLICHT – PAGES 5-6

**-- ACTION ITEMS --**

**11. Cloud Computing, Data Protection and Cybers Security Information Technology Solution**

The Board of Directors will consider approving the 3-year term proposal presented by Triune Information Technology Services to incorporate cloud computing, data protection, and cyber security enhancements for the continuity of District services.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 7

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

**12. Banking Relationship Transition**

The Board of Directors will consider approving a new banking relationship with Five-Star Bank.

Staff Recommendation:

GENERAL MANAGER STEINLICHT, PAGE 8

- 1. Authorize the General Manager to establish a primary banking relationship with Five-Star Bank.
- 2. Discuss and take other action as appropriate.

**13. Establish New District Notary Service**

The Board of Directors will consider the authorization of a notary service for District constituents.

Staff Recommendation:

OFFICE MANAGER FEHLING, PAGE 9

- 1. Authorize the General Manager to implement new notary services.
- 2. Discuss and take other action as appropriate.

**14. Adjournment**

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

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

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Item: 9**

Date: August 19<sup>th</sup>, 2024

From: General Manager, Eric Steinlicht

**Issue: Solar Project Update**

---

**STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. This item is for discussion purposes only.

**BACKGROUND**

On Tuesday, May 28<sup>th</sup>, 2024, the Pauma Valley Community Services District (District) Board of Directors held a Regular Meeting where the action item “Solar Project and Electric Vehicle Charging Stations Completion Bid Award” was presented. The Board of Directors unanimously authorized the bid award to “Sattler Electric Incorporated” (SEI) to complete the Solar Project and Electric Vehicle Recharging Stations.

**DISCUSSION**

Since this approval, I have worked very closely with Mr. Erik Sattler, President of SEI and General Counsel to proceed with project completion in accordance with public sector best management practices. This includes the following items, that were not previously put into place during project initiation:

- Department of Industrial Regulation (DIR) requirements:
  - Create a District profile during the DIR website and online platform upgrade.
  - Create a project identification number within the DIR platform.
  - Adhere to DIR requirements such as prevailing wage and other California Code requirements
- Develop a new District Public Works Construction Agreement Contract and template.
- Develop a new District Bond Form due to bonding requirements.
- Require SEI to obtain a Performance Bond and Payment Bond as per the California Code.
- Dive into loan details through Collective Sun as we progressed through this.

Mr. Sattler of SEI agreed to obtain this bond, however, due to size and nature of his business the surety has required Mr. Sattler, his partner, and their families to sign waivers designating them all personally responsible for the non-performance of this project. Due to this, Mr. Sattler has opted out of accepting the bond and requested the Board of Directors consider proceeding with his company to complete the project for no progress payments until total project completion. This would mean that the project is active, tied into the grid via an approved interconnection agreement with San Diego Gas and Electric (SDG&E), and is done so prior to the disbursement of any payments.

**FISCAL IMPACT**

The fiscal impact varies from a three percent (3%) performance bond, which would be passed on to the District (\$2,285.60), to whether SEI will perform.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. This item is for discussion purposes only.

**Attachments**

*Supplemental Materials Packet Page Number/s*

1.	Mr. Sattler Bond-Rejection Email	14
2.	New Proposal and Reference Sheet	15-55

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 10

Date: August 19<sup>th</sup>, 2024

From: General Manager, Eric Steinlicht

Issue: District Surveillance Initiative

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

- 1. This item is for discussion purposes only.

BACKGROUND

On Monday, July 22<sup>nd</sup>, 2024, the Pauma Valley Community Services District (District) Board of Directors held a Regular Meeting where the action item “District Surveillance Initiative” was presented. The Board of Directors requested that the General Manager gather additional proposals in addition to a low-cost in-house surveillance solution.

DISCUSSION

I’ve acquired one additional proposal from “Knight Security & Fire Systems” for the installation of localized cameras at both the Wastewater Treatment Plant and Oak Tree Lift Station. This proposal includes remedying the surveillance system at the District administrative offices. Lastly, I’ve acquired some costs for a potential low-cost residential based solution to provide surveillance at these locations. Please see the below photos for some of the costs that would apply to an in-house surveillance solution.




Starlink – Standard Plan with One Terabyte of Priority Data (Two Locations)

Service ⓘ	\$250.00/mo
Hardware	\$373.00
Shipping & Handling	\$50.00
Tax	\$32.79
<b>DUE TODAY</b>	<b>\$455.79</b>

**PLACE ORDER**

Potential Camera Options

Check each product page for other buying options.

	<p><b>4W Solar Panel Charging Mount Compatible with Blink Outdoor(3rd Gen) /xt xt2 Camera, with 13.1ft Waterproof Charging Cable, IP65 Weatherproof,Includes Secure Wall Mount(3-Pack)</b>        ★★★★★ 962  <b>\$69<sup>99</sup></b> List: \$89.99        Save 15% with coupon        ✓prime One-Day        FREE delivery Tomorrow, Aug 15        Add to cart</p>
	<p><b>Uogw Solar Panel Charging Mount Compatible with Blink Outdoor 4 (4th Gen)/Blink Outdoor XT3/XT2/XT Camera,IP67 Weatherproof,Internal 3300mAh Battery Continuously for 365 Days-Upgrade Adjustment...</b>        ★★★★★ 101  <b>\$39<sup>49</sup></b> Typical: \$49.99        1% savings included for business        ✓prime One-Day        FREE delivery Tomorrow, Aug 15        Add to cart</p>
	<p><b>Blink Outdoor (3rd Gen) + Solar Panel Charging Mount – wireless, HD smart security camera, solar-powered, motion detection – Add-on camera (Sync Module required)</b>        ★★★★★ 4,542  <b>\$97<sup>99</sup></b> List: \$99.99        Save 3% on 2+ units        ✓prime Two-Day        FREE delivery Fri, Aug 16        Works with Alexa        Add to cart</p>

### Buy it again

Purchased Jan 2024



Blink Outdoor 4 Floodlight Camera – Wire-free smart security camera, 700 lumens, two-year battery life, HD live view, enhanced motion...

★★★★☆ 2,766

\$127<sup>38</sup> List: \$129.98

Save 3% on 2+ units

prime One-Day

FREE delivery Tomorrow, Aug 15

Add to cart

### Results

Check each product page for other buying options.

Overall Pick



Blink

Outdoor 4 (4th Gen) – Wire-free smart security camera, two-year battery life, two-way audio, HD live view, enhanced motion detection, Works with Alexa – 3 camera system

★★★★☆ 20,707

\$254<sup>79</sup> List: \$259.99

Save 3% on 2+ units

prime One-Day

FREE delivery Tomorrow, Aug 15

Works with Alexa

Add to cart

## FISCAL IMPACT

### Starlink

- Initial One-Time Cost: \$1,000
  - In addition to taxes and other fees that are calculated at checkout.
- Monthly Recurring Costs: \$500

### Potential Camera's

- Initial One-Time Cost: \$900 - \$1,400
  - In addition to taxes and other fees that are calculated at checkout.
- Monthly Recurring Costs: \$120
  - Monthly costs vary per device brand and would include the necessary cloud storage of video activity recorded.

### Total Cost

#### In-House Solution

- Total Initial Cost: \$1,900 - \$2,400
- Total Monthly Cost: \$620
  - Annually \$7,440
  - Cloud-based (backed up regardless of asset failure)

#### Knight Security

- Total Initial Cost: \$17,395
  - Localized (not backed up via cloud at remote locations)

#### Triune Information Technology Solution

- Total Initial Cost: \$14,803 - \$18,000 (potentially)
  - Cloud-based (backed up regardless of asset failure)

### THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. This item is for discussion purposes only.

### Attachments

1. Knight Security & Fire Systems Proposal
2. Triune Information Technology Solution

### Supplemental Materials Packet Page Number/s

56-57

58-59

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 11

Date: August 19<sup>th</sup>, 2024

From: General Manager, Eric Steinlicht

Issue: **Cloud Computing, Data Protection and Cyber Security Information Technology Solution**

**STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

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

**BACKGROUND**

The Pauma Valley Community Services District (District) has historically relied upon “Tran Control SCADA Solutions” for all Information Technology (IT) needs on a reactive basis. During the restructuring with Rancho Pauma Mutual Water Company (RPMWC), it became necessary to establish an IT control system to establish essential cybersecurity systems, data protection, credential access, and IT asset management.

**DISCUSSION**

As a result of a data backup obstruction, missing credentials, and non-existent cyber security measures, Triune InfoTech LLC (Triune) engaged in service with the District shortly after the restructuring with RPMWC. During this time, Triune created a custom scaled down pricing package to include the most minimal level of cybersecurity protection for the District, in addition to a two-hour IT Help Desk support service. This extremely low-level plan is the current IT plan that is in place and costs five hundred ninety dollars (\$590) per month. To maintain this current plan Triune would require a signed “Risk Acceptance Letter” to continue service, as a precaution due to the current plan’s inadequacy.

Triune offered this custom low-cost plan with the intention of establishing a professional relationship with the District. Triune also provides IT cloud computing management services to the Deluz Community Services District (DCSD). I had not only verified this but was also offered a highly positive review of Triune. Additionally, District staff have come to depend on Triune when IT issues arise that require resolution. Furthermore, it is critical that the District remains proactive in its response to modernized threats, such as unethical hackers leveraging Artificial Intelligence that could cripple the District’s ability to deliver essential services. As a small District with limited staff, this core service will further provide to staff:

<b>A Chief Technology Officer and IT Team Available to Staff 24/7</b>	<b>Data Protection with Credential and Access Management</b>	<b>Inventory Management and Maintenance of All IT Assets</b>
<b>High Level of Cybersecurity and Advanced Threat Detection</b>	<b>24/7 Access for Staff to Access Computers from Anywhere</b>	<b>Train and Educate Staff to Prevent Security Breaches</b>

Triune has prepared a presentation for the Board of Directors to further consider the proposal.

**FISCAL IMPACT**

The fiscal impact would be a one-time charge of **\$2,250**, followed by **\$3,226 per month** with a **total annual cost of \$38,712** that is **within budget**. The average IT technician salary in San Diego is \$85,876 per Indeed.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

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

**Attachments**

*Supplemental Materials Packet Page Number/s*

1.	Triune InfoTech LLC Presentation and Proposals	60-106
2.	Indeed.com Average IT Salary	107-111

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

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Item: 12**

Date: August 19<sup>th</sup>, 2024

From: General Manager, Eric Steinlicht

**Issue: Banking Relationship Transition**

---

**STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Authorize the General Manager to execute a primary banking relationship with Five Star Bank.
2. Discuss and take other action as appropriate.

**BACKGROUND**

The Pauma Valley Community Services District (District) has historically banked with Cal Bank and Trust. This has been a convenient banking solution due to their nearest branch location located in Valley Center.

**DISCUSSION**

In an effort to modernize and improve District financial services, I have engaged in conversations with several banks for the following reasons:

- Modernizing payment methods accepted by the District
- Obtaining a new and larger line of credit
- Obtaining more competitive banking rates
- Improving the network of talent available to District staff

Conversations have included two banks: Umpqua, and Five Star Bank. Proposals have been submitted by each bank for the Board of Directors' consideration. During my time attending the California Special District's Association (CSDA) General Manager Summit, I spoke with representatives at both banks regarding the needs of the District. During my review of both banks with the District consultant, Ms. Cindy Byerrum of Eide Bailly, Five Star Bank is the clear choice.

Five Star Bank has superior software and customer service. Five Star Bank is endorsed by the CSDA and specifically focuses on California Special Districts to offer much more competitive interest rates and lower banking fees. Ms. Byerrum highly recommends Five Star Bank for both its software and customer service as she regularly works with them via other clients. I've also confirmed that Five Star Bank is ready and able to provide both the software and hardware for the District to accept credit card payments at the District office. This alone brings both modernization and convenience to all constituents.

Staff recommends that we maintain a banking relationship with Cal Bank and Trust for the sole purpose of petty cash. By maintaining an account for this purpose, staff will remain able to accept cash payments and be able to make deposits. However, it is recommended that the primary banking relationship transition to Five Star Bank.

**FISCAL IMPACT**

There is no immediate fiscal impact with this item other than the cost of offering a new payment method at the District office. There are, however, potential savings due to Five Star Banks' interest rates and fees.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Authorize the General Manager to execute a primary banking relationship with Five Star Bank.
2. Discuss and take other action as appropriate.

**Attachments**

*Supplemental Materials Packet Page Number/s*

- |                                      |         |
|--------------------------------------|---------|
| 1. Five Star Bank Proposal and Terms | 112-115 |
| 2. Umpqua Bank Proposal and Terms    | 116-117 |
| 3. Resolution No. 124                | 118     |
-



**PAUMA VALLEY COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Item: 13**

Date: August 19<sup>th</sup>, 2024

From: Office Manager, Marissa Fehling

**Issue: Establish New District Notary Service**

---

**STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Authorize the General Manager to implement new notary services.
2. Discuss and take other action as appropriate.

**BACKGROUND**

The Pauma Valley Community Services District (District) has maintained Notary Services exclusively for District-related business. While this has been key to facilitating our administrative operations, there has been a growing demand for accessible notary services for both personal and professional matters within our District.

**DISCUSSION**

Staff propose that the District offer Notary Services at our administrative office during regular business hours for a nominal fee to provide even greater value to the community. This nominal fee will help cover the costs associated with training, supplies, as well as certification. The yielded benefit to our community includes the convenience of not having to travel further than needed for this service and further solidifies the District’s role as a central hub for community related needs and services.

**FISCAL IMPACT**

The proposed fee schedule is as follows:

- **Acknowledgment**.....\$15 for each signature.
- **Jurat**.....\$15 for each signature.
- **Deposition**.....\$30 for each deposition.
- **Certifying a Copy of Power of Attorney**.....\$15 for each copy.

Based on projected demand we anticipate that the revenue generated from these fees will offset both initial and ongoing costs, ultimately positively impacting the District budget.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Authorize the General Manager to implement new notary services.
2. Discuss and take other action as appropriate.

**Attachments**

1. N/A

*Supplemental Materials Packet Page Number/s*

N/A