

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, March 27th, 2023
TIME: 10:00 AM – **Open Session**
VENUE: Pauma Valley Country Club, Robert Trent Jones Room
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.

-- CONSENT ITEMS --

Items 5-11 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.

5. Minutes of the Regular Board Meeting of January 23, 2023

The minutes are the permanent record of the Pauma Valley Community Services District Board of Directors meeting held on January 23, 2023.

Staff Recommendation:

Approve the January 23, 2023, PVCSD Board of Directors Meeting Minutes.

6. Review of Balance Sheet, Revenue and Expense for January Through February 2023

These reports disclose PVCSD financial statements for the months of January and February 2023.

Staff Recommendation:

Receive and file the PVCSD Financial Statements for the months of January and February 2023.

7. Accounts Receivable Report for January Through February 2023

This report discloses PVCSD Accounts Receivable for the months of January and February 2023.

Staff Recommendation:

Receive and file the PVCSD Accounts Receivable Report for the months of January and February 2023.

8. Notice of Violations Issued

This report provides a summary for Notice of Violations Issued by PVCSD for the months of January and February 2023.

Staff Recommendation:

Receive and file the PVCSD Notice of Violations issued Report.

9. PVCSD Security Report

This report discloses security and gate activity for the months of January and February 2023.

Staff Recommendation:

Receive and file the PVCSD Security Report for the months of January and February 2023.

10. Expense Reimbursement Report

This report discloses expense reimbursements in compliance with GCC Section 53065.5 for the fiscal year 2021-2022.

Staff Recommendation:

Receive and file the Employee Expense Reimbursement Report.

11. Employee Benefits Summary

This report discloses benefits available to all employees for the fiscal year 2022-2023.

Staff Recommendation:

Receive and file the PVCSD Employee Benefits Summary Report.

-- ACTION ITEMS --

12. AB 557 – Extend Authorization of Emergency Remote Meetings (Vice President, Mike Esparza)

The board will vote if they would like the General Manager to submit a letter supporting the bill AB 557 to extend Authorization of Emergency Remote Meetings.

Staff Recommendation:

Authorize the General Manager to dispatch a letter in support of AB 557.

-- DISCUSSION ITEMS --

13. Strategic Planning Facilitation Services – General Manager, Eric Steinlicht
14. Cost of service analysis – General Manager, Eric Steinlicht
15. Potential Loan for District – General Manager, Eric Steinlicht
16. Legislative Updates Regarding Board Meetings – Office Manager, Amber Watkins
17. Update on Solar Project – General Manager, Eric Steinlicht
18. Sanitation Operational Report – General Manager, Eric Steinlicht
19. Carollo Engineering Firm Introduction and Information – General Manager, Eric Steinlicht
20. Recruitment Effort for Additional Utility Worker – General Manager, Eric Steinlicht
21. NBS Tax Roll Collection – Office Manager, Amber Watkins
22. RFID Access – General Manager, Eric Steinlicht

-- INFORMATIONAL ITEMS --

23. General Manager’s Report

24. Miscellaneous Items

- A. Requested items for future agendas (Directors and Staff Only)
 - i. Email List
 - ii. Website Revamp and Transparency Update
 - iii. Cost of Living Adjustment for 2023
 - iv. Employee Handbook Revisions
 - v. Service Agreement with Rancho Pauma Mutual Water Company (RPMWC)
 - vi. Agreement with RPMWC for SGMA
 - vii. CHP Satellite Office Update and Consideration
 - viii. Tasers for Security
 - ix. Analysis for Outsourcing Security and Gate Services
 - x. Salary Survey
 - xi. Update on Policy Handbook
 - xii. Criteria for Restricting RFID Access to Dangerous Individuals
 - xiii. Critical Spare Part Inventory Replacement Program
 - xiv. Computerized Management Maintenance System.
 - xv. Treatment Plant Rehabilitation and Improvement
- B. Board Comments
- C. Announcements

D. Regular Meeting on May 22nd, 2023, at 10:00 AM

-- CLOSED SESSION --

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

- i. Public Employee Appointment – Title: Special Legal Counsel (CA Gov. Code: 54954.5, Section E, Paragraph 2)

26. Open Session

- A. Reportable Action

27. 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 Amber Watkins, at Amber.Watkins@paumavalleycsd.ca.gov at least 48 hours before the meeting.

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

Held on January 23, 2023

Directors Present: Jodie Lawston, Michael Esparza, Richard Collins, Betty Potalivo & Roland Skumawitz
Also Present: Residents: Ron Krohn, Charles Mathews; Tom, Steve Anderson with Best Best & Krieger; Jeff Pape of Dudek; General Manager of PVCC Scott Shinner; Nigro & Nigro CPA Paul Kaymark, Vice President of RPMWC Steve Wehr, Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, General Manager Eric Steinlicht, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 10:02 a.m. by Vice President Esparza.

2. Roll Call: Fehling verified that a quorum was present.

3. 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, 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 – Esparza informed that he received a Public Comment Request Form from Mathews. Mathews questioned the \$150,000 that the District spent a year and a half ago on solar and questioned why it was not on the Agenda. Esparza informed that the General Manager is addressing the issue and it should be on the next agenda. Mathews requested that this item be placed on every agenda until addressed. Collins mentioned that he last understood that we were waiting for special electrical panels. Knox informed that PVCSD received a letter from Martello on information that was all second and third hand. Knox informed that the letter from Martello suggests serious matters against Wehr and stated that he hopes they all received the response letter from the General Manager of Yuima. Knox added that Bandy declined the statement that involved him was true. Knox asked for the PVCSD Board to speak to each of the employees and if any employee has been uncomfortable with him, he would resign. Knox also mentioned that a statement in Martello's letter regarding Yuima wanting to merge with PVCSD was not true.

--CONSENT ITEMS--

Items 4-12 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.

4. Minutes of the Regular Board Meeting of November 28, 2022
5. Minutes of the Special Board Meeting of December 12, 2022
6. Minutes of the Special Board Meeting of December 19, 2022
7. Review of Balance Sheet, Profit and Loss for November 30, 2022, and December 31, 2022
8. Accounts Receivable Report for December 31, 2022
9. Notice of Violations Issued
10. PVCSD Security Report
11. Notice of Violations Received
12. Proposed District Calendar for 2023

Upon a motion by Director Skumawitz, seconded by Director Lawston, and unanimously approved, items 4-12 were approved as presented.

--ACTION ITEMS--

13. Election of Officers for Calendar Year 2023 –
PVCSD Board of Directors to elect a President.

Staff Recommendation:

- i. Conduct Elections for the 2023 PVCSD Board President.
Esparza informed that this item was to fill the remaining time of Martello's two-year term. Potalivo discussed why she felt either Lawston or Skumawitz would be best for this position on the Board. Collins inquired how much time was remaining in his term; Esparza informed him that it was one year. Skumawitz nominated Lawston as President of the PVCSD Board. Upon a motion by Director Skumawitz, seconded by Director Potalivo, and unanimously vote, Director Lawston was elected as President of the PVCSD Board of Directors.
- ii. Fill other positions as appropriate.
Potalivo nominated herself to be the Board Secretary. Collins nominated himself to be the Board Treasurer.

14. Appoint a PVCSD Sustainable Groundwater Management Act (SGMA) Joint Powers Authority (JPA) Representative.
As a member of the SGMA JPA, PVCSD is required to appoint a representative approved by the Board of Directors.

Staff Recommendation:

1. Consider and approve the appointment of the General Manager as the PVCSD representative to the SGMA JPA.
Upon a motion by Director Potalivo, seconded by Director Skumawitz, and unanimously approved, General Manager Steinlicht was appointed as the PVDS representative to the SGMA JPA.
2. Consider and approve the appointment of an alternative representative as the PVCSD representative to the SGMA JPA.
Anderson reminded that under the JPA agreement, an alternative should be appointed at this time. Upon a motion by Director Potalivo, seconded by Director Esparza, and unanimously voted for, Director Skumawitz was appointed as an alternative representative as the PVCSD representative to the SGMA JPA.
3. Discuss and take other action as appropriate. Nothing else to discuss.

15. Utility Worker Recruitment Effort – Any additional Full-Time-Equivalent (FTE) position requires approval from the PVCSD Board of Directors.

Staff Recommendation:

1. Consider and authorize the General Manager to begin recruitment efforts for addition of one FTE Utility Worker for the Utility Division.
2. Direct the General Manager to work with the Board of Directors President to determine funding source for the addition of one FTE.
3. Discuss and take other action as appropriate.

Steinlicht explained that he has been asked to look into an additional utility worker with certifications. Watkins explained a spreadsheet she put together to show how it would impact the District financially. Watkins reported what the fiscal impact would look like if they hired another FTE Utility Worker. Steinlicht mentioned that he believes the wages the district is offering for Utility Worker with the certifications desired is too low. Skumawitz inquired on whether our current employees are working on getting certifications. Steinlicht informed that they are working on getting certifications. Skumawitz informed that he would like to see data on the current workload for Utility. Steinlicht mentioned he is working on getting the Utility Department a workload chart. Steinlicht mentioned that he plans on hiring someone with conditional employment. Potalivo informed that she supports the idea of hiring another employee for Utility and mentioned that she understands that our Utility Supervisor works hard and is highly valued. Esparza mentioned that he thinks hiring an additional Utility employee would give Steinlicht time to work more one on one with the Utility Supervisor. Skumawitz informed that he supports putting out a notice to hire but would also like to see exactly what overworked means for the Utility Department. Pape explained what he pays his certified employees and informed them what certifications the District General Manager should have in order for the district to be in compliance. Pape recommended hiring someone with really good water Distribution & Treatment certifications for this complicated system. Pape mentioned that he believes PVCSD's sewer rates are too low and noted that there are about half a million dollars in improvements needed. Pape suggested just having our current employees continue working on their certifications. Pape suggested performing a Cost-of-Service Study rather than a SWOT analysis. Knox informed that the request to hire an additional Utility Employee did not come from the Utility Supervisor, but from the RPMWC Board. Steinlicht mentioned that he intends on getting all the certifications Pape suggested. Upon a motion by Director Collins, seconded by Director Potalivo, and unanimously approved, the General Manager was authorized to begin recruitment efforts for an additional FTE Utility Worker for the Utility Division.

16. Local Agency Investment Fund (LAIF) Authorization

The appropriate PVCSD position for LAIF transactions resides with the General Manager.

Staff Recommendation:

1. Authorize the General Manager as the primary contact and authorizing signing authority for LAIF transactions as per resolution number 113.
2. Discuss and take other action as appropriate.

Upon a motion by Director Esparza, seconded by Director Skumawitz, and unanimously approved, General Manager Steinlicht was authorized as the primary contact and signer for LAIF transactions as per resolution number 113.

--DISCUSSION ITEMS--

17. The Board will consider incorporating the Pledge of Allegiance into future Board meetings.

Steinlicht informed that he has been a part of many meetings that start off with the Pledge of Allegiance. Kaymark explained that usually, the Board President designates someone to start it at each meeting. The Board approved starting all future meetings with the Pledge of Allegiance.

18. Dudek Operational Report

Pape explained his operational report and informed that the treatment plant is running correctly. Pape informed that he would like to work with Steinlicht on future plans and give a list of recommended spares needed. Potalivo inquired with Pape about getting grants. Pape informed that this district would not qualify for grants for these things and explained it would need to be funded through rates.

19. Review Options for General Counsel in the event of a Conflict of Interest

Potalivo explained that there could be situations where PVCSD and RPMWC are in a disagreement and having separate counsels may be appropriate. Anderson explained the history he has with both entities and how he began taking them on as a couple. Esparza informed that he has high regard for BB&K. Esparza also explained why he believes it would be prudent to have separate counsel. Skumawitz suggested doing an RFP for a separate counsel. Esparza suggested for Steinlicht to look further into this option and report back to the Board. Anderson informed that an RFP is not necessary for this.

20. Discuss Strategic Planning Workshop and value of SWOT Analysis

Potalivo explained that it would probably be best to replace doing a SWOT analysis with a Cost of Service analysis. Skumawitz suggested planning a workshop since a majority of the Board members are fairly new. Esparza agreed with Skumawitz on getting together and doing some strategic planning. Esparza asked the Board if they think we should ask the General Manager to find a facilitator. Potalivo would like to know what the cost of a facilitator would roughly cost. Pape informed that \$25k would be pretty cheap for a facilitator. Lawston asked Steinlicht to report back with a cost analysis for a SWOT analysis/ Cost of Service analysis.

21. Review and Discuss a Plan to have Pauma Valley Country Club Women's Association Conduct an April 2023 "Garage Sale" in Hangar Vicinity

Potalivo explained the details of the garage sale that the Pauma Valley Country Club Women's Association will be conducting in April. Potalivo informed anyone in the community would be able to participate. Kariya suggested informing the Pilot's Association.

22. The Board will Discuss the Meetings of the Board Policy

Esparza informed that this policy lays out the process of the Board Meetings on the responsibilities of the Board President. Esparza added that he believes this policy is out of date and it should spell out how appointments should be handled. Esparza suggested giving the General Manager authorization to see if we could find an affordable policy product for an updated policy version. Skumawitz agreed with the idea of going through CSDA for help on this.

23. RFID Policy Regarding the Country Club and the Roadway Association

Collins informed that he receives a lot of complaints about Pauma Valley Roadway Association ("PVRA") members not paying their dues and asked if PVCSD could assist in this matter by turning off the RFID's of those who are not in good standing with PVRA. Shinner informed that PVRA does have authority to lien properties. Skumawitz noted that PVCSD does not invoice PVRA dues and is not sure PVCSD has legal authorization to turn off RFID's for a

PVRA financial issue. Esparza stated that he does not think PVCSD has legal authorization to do so either. Collins asked Steinlicht to speak to counsel regarding this matter.

24. Liability Insurance Coverage

Steinlicht informed that Watkins put together a staff report to explain the current liability insurance coverage. Watkins presented the report.

25. Mid-Year Budget Review – Budget Allocation Report

Steinlicht introduced Paul Kaymark with Nigro and Nigro. Kaymark presented the report. Potalivo inquired about the SGMA contract between PVCSD and RPMWC. She noted that she read that RPMWC needed PVCSD because we are a government agency. Esparza informed that PVCSD is tied in for sewer issues. Anderson informed that under the SMGA law there is a possibility for the JPA to impose well pumping charges. Kaymark inquired on discharge fees. Pape explained the history of PVCSD's wastewater discharge requirements.

26. Capital Expenditure Plan

Steinlicht informed that Watkins put together a staff report to show the Capital Expenditure Plan. Watkins presented the five-year plan that was approved during the 2022-2023 budget adoption process.

27. General Manager's Report

Steinlicht presented the General Manager Report. Potalivo asked Steinlicht to find comparisons of other like districts' pay wages. Pape informed that CSDA does a study on wages. Esparza gave an explanation on the history of how the current pay ranges came about. Collins inquired about doing a cost comparison on hiring our security department in-house vs outsourcing. Esparza explained that some of PVCSD's previous Board Members had gathered information on outsourcing the Security and Gates employees and added that the information is outdated. Steinlicht thanked the Board for their patience with him. Esparza thanked Steinlicht for all of his efforts.

28. Miscellaneous Items

A. Requested items for future agendas (Directors and Staff Only)

- i. Email List
- ii. Website Transparency Update
- iii. Employee Expense Reimbursements
- iv. Cost of Living Adjustment for 2023
- v. Employee Handbook Revisions
- vi. Legislative updates regarding board meetings

Skumawitz asked for an explanation of the lead and copper testing. Steinlicht informed that the levels of copper are high enough to where testing is needed. Watkins explained that the lead and copper testing for RPMWC is being conducted under the direction of the Division of Drinking Water with the State Water Resource Control Board. Watkins explained that due to a copper exceedance of the maximum contaminant level additional testing is being required. Pape explained the levels and why testing is needed. Potalivo asked for Strategic

Planning to be an added item on a future agenda. Potalivo asked for the following action items to be added to a future agenda; RPMWC contract for services review, SMGA agreement with RPMWC review, and looking into hiring a separate counsel if needed.

- B. Board Comments- None
- C. Announcements - None
- D. Regular Meeting on February 27th, 2023, at 10 am.

--CLOSED SESSION--

29. The Board of Directors will meet in Closed Session to discuss:
- A. Conference with Legal Counsel – Anticipated Litigation (CA Gov. Code:54956.9 Section D, paragraph 2): one case
 - B. Conference with Legal Counsel – Anticipated (CA Gov. Code: 54956.9 Section D, paragraph 4): one case
- The Board entered into closed session at 12:13 p.m.

The meeting was reconvened to open session at 12:55 p.m. with no reportable actions.

30. Adjournment-
- With nothing further to discuss, a motion was made by Director Skumawitz to adjourn at 12:55 p.m., seconded by Director Potalivo unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of January 31, 2023

Accrual Basis

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	221,247
110 □ ResFunds/L.A.I.F.	612
Total Cash	222,227
111 □ LAIF Fair Market Value	-8
Total Checking/Savings	222,219
Accounts Receivable	
120 □ Accounts Receivable	49,667
Total Accounts Receivable	49,667
Other Current Assets	
125 □ Due from RPMWC	43,020
140 □ Prepaid Insurance	8,647
140.6 □ PrePaid Wkrs Comp Ins	13,663
140.7 □ Prepaid Solar Rooftop Lease	24,250
141 □ Prepaid Others	11,435
Total Other Current Assets	101,015
Total Current Assets	372,901
Fixed Assets	
	2,764,263
Other Assets	
196 □ Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,101,534
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	29,089
Total Accounts Payable	29,089
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	29,750
204 □ Accrued Fed Payroll Taxes	4,580
205 □ Accrued State Payroll Taxes	1,337
206.1 □ Accrued Retirement	2,811
2100 □ Payroll Liabilities	600
2110 □ Direct Deposit Liabilities	-12,125
219 □ Compensated Employees Absences	30,362
Total Other Current Liabilities	57,314
Total Current Liabilities	86,403
Total Liabilities	86,403
Equity	
460 □ Retained Earnings	2,947,966
Net Income	67,165
Total Equity	3,015,131
TOTAL LIABILITIES & EQUITY	3,101,534

FV COMMUNITY SERVICES DISTRICT
Revenue & Expense Budget Performance

January 2023

Accrual Basis

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,541.50	39,541.50	276,790.50	276,790.50	474,498.00
661.5 Security Patrol Charges	46,427.64	46,313.67	324,993.48	324,195.65	555,764.00
662 Property Tax	19,212.11	9,583.33	70,561.82	67,083.35	115,000.00
662.1 Connection Fees	0.00	0.00	7,733.00	0.00	0.00
663 Interest	4.95	50.00	17.24	350.00	600.00
663.1 LAIF Fair Market Value Revenue	0.00	0.00	0.00	0.00	0.00
664 Other					
664.2 Admin Services	0.00	67.75	255.70	474.25	813.00
664.6 Hangar Land Lease	0.00	75.00	450.00	525.00	900.00
664.8 Gate Damages	0.00	0.00	0.00	0.00	0.00
664 Other - Other	83,222.00	183.33	85,870.95	1,283.35	2,200.00
Total 664 Other	83,222.00	326.08	86,576.65	2,282.60	3,913.00
665 Security Gate Charge	37,400.00	37,300.00	261,800.00	261,100.00	447,600.00
666.5 RFID Tags	530.00	541.67	4,261.00	3,791.65	6,500.00
667 Delinquent Charges	724.68	250.00	3,281.50	1,750.00	3,000.00
668 Vacant Lot/Sewer Availability	396.00	396.00	2,772.00	2,772.00	4,752.00
Total Income	227,458.88	134,302.25	1,038,787.19	940,115.75	1,611,627.00
Gross Profit	227,458.88	134,302.25	1,038,787.19	940,115.75	1,611,627.00
Expense					
Depreciation					
718 Plant Depreciation	7,922.42	7,922.42	55,456.94	55,456.90	95,069.00
824 Bldg Depreciation	1,339.01	1,339.00	9,373.37	9,373.00	16,068.00
918 Security Depreciation	1,565.89	1,565.92	10,961.23	10,961.40	18,791.00
958 Gate Depreciation	860.90	860.92	6,026.30	6,026.40	10,331.00
Total Depreciation	11,688.22	11,688.26	81,817.54	81,817.70	140,259.00
Dwelling Live	708.91	683.33	4,861.09	4,783.35	8,200.00
Electrical Utilities					
714 Electricity	3,689.05	1,445.75	23,203.79	10,120.25	17,349.00
812.2 Office Electricity	1,782.97	285.75	5,084.51	2,000.25	3,429.00
956 Gate Electricity	635.81	613.58	4,402.77	4,295.10	7,363.00
Total Electrical Utilities	6,107.83	2,345.08	32,691.07	16,415.60	28,141.00
Equipment Rentals					
713 Equipment Rental	0.00	41.67	0.00	291.65	500.00
Total Equipment Rentals	0.00	41.67	0.00	291.65	500.00
Group Health Ins.					
705 Plant Group Health Ins.	206.31	405.83	2,147.91	2,840.85	4,870.00
811.4 Admin Group Health Ins.	1,717.47	2,173.33	13,360.56	15,213.35	26,080.00
912 Patrol Group Health Ins.	2,010.06	2,665.00	21,551.30	18,655.00	31,980.00
952.1 Gate Group Health Ins.	1,349.97	2,335.00	14,419.24	16,345.00	28,020.00
Total Group Health Ins.	5,283.81	7,579.16	51,479.01	53,054.20	90,950.00
Liability Insurance					
717 Plant Liability	1,642.85	1,653.33	11,499.95	11,573.35	19,840.00
825 E & O Liability Ins.	302.63	315.00	2,118.41	2,205.00	3,780.00
911 Security Liability Ins.	1,859.02	1,889.17	13,013.14	13,224.15	22,670.00
952 Gate Liability Ins.	518.80	550.83	3,631.60	3,855.85	6,610.00
Total Liability Insurance	4,323.30	4,408.33	30,263.10	30,858.35	52,900.00
Miscellaneous Expense					
735 Plant Miscellaneous	8.55	150.00	338.84	1,050.00	1,800.00
825 Admin. Miscellaneous	55.42	316.67	2,143.76	2,216.65	3,800.00
927 Patrol Miscellaneous	113.38	291.67	293.48	2,041.65	3,500.00
959.1 Gate Miscellaneous	24.03	391.67	263.79	2,741.65	4,700.00
Total Miscellaneous Expense	201.38	1,150.01	3,039.87	8,049.95	13,800.00
Office Expense					
812 Office Supplies	2,436.49	1,541.67	10,254.32	10,791.65	18,500.00
813 Telephones	489.82	409.25	3,256.77	2,864.75	4,911.00
814 Postage	300.50	300.00	1,803.00	2,100.00	3,600.00
Total Office Expense	3,226.81	2,250.92	15,314.09	15,756.40	27,011.00
Operator Contract Services	5,500.00	5,500.00	49,794.69	38,500.00	66,000.00
Payroll Taxes					
703 Plant Payroll Taxes	857.58	485.83	2,338.58	3,400.85	5,830.00
811.3 Admin. Payroll Taxes	1,781.83	1,279.17	11,052.51	8,954.15	15,350.00
916 Patrol Payroll Taxes	2,578.45	2,097.50	13,006.06	14,682.50	25,170.00
951 Gate Payroll Taxes	1,785.84	1,654.17	9,378.63	11,579.15	19,850.00
Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
Total Payroll Taxes	7,003.70	5,516.67	35,775.78	38,616.65	66,200.00
PERS Retirement					
704 Unfunded Fixed Cost	0.00	0.00	0.00	0.00	0.00
704.1 PERS Unfunded Liability Reimb.	0.00	0.00	0.00	0.00	0.00
707 Plant PERS	529.93	353.33	1,671.12	2,473.35	4,240.00
811.6 Admin PERS	1,369.48	1,171.67	6,242.46	8,201.65	14,060.00
925 Patrol PERS	1,556.51	1,953.33	11,860.81	13,673.35	23,440.00
953 Gate PERS	992.54	1,206.67	6,751.94	8,446.65	14,480.00
PERS Retirement - Other	0.00	0.00	700.00	700.00	700.00
Total PERS Retirement	4,448.46	4,685.00	27,226.33	33,495.00	56,920.00
Repairs & Maintenance					
712 Plant Repairs & Maintenance					
712.2 Oak Tree Repair & Maint.	0.00	416.67	0.00	2,916.65	5,000.00
712.3 Sewer line maintenance	0.00	0.00	5,002.20	0.00	25,000.00
712.4 Sludge Removal	4,035.00	4,293.75	23,528.94	30,056.25	51,525.00
712.6 SCADA maintenance	480.00	56.67	480.00	396.65	680.00
712 Plant Repairs & Maintenance - Other	1,530.43	1,750.42	5,359.88	12,252.90	21,005.00
Total 712 Plant Repairs & Maintenance	6,045.43	6,517.51	34,371.02	45,622.45	103,210.00
814.5 Building Repairs & Maintenance	706.79	734.00	9,188.40	5,138.00	8,808.00
814.8 Airpark maintenance	0.00	75.00	450.00	525.00	900.00
954 Gate Repairs & Maintenance	916.40	2,041.67	19,618.95	14,291.65	24,500.00
Total Repairs & Maintenance	7,668.62	9,368.18	63,628.37	65,577.10	137,418.00
Salaries					
702 Plant Salaries	7,706.63	5,253.33	27,019.53	36,773.35	63,040.00
811.1 Admin Salaries	15,788.71	14,117.50	110,573.40	98,822.50	169,410.00
915 Patrol Salaries	22,962.41	22,571.67	161,151.10	158,001.65	270,860.00
950 Gate Salaries	14,180.84	17,566.67	110,091.03	122,966.65	210,800.00
Total Salaries	60,638.59	59,509.17	408,835.06	416,564.15	714,110.00
Security Expense					
919 Security Telephones	290.66	250.00	2,360.14	1,750.00	3,000.00
920 Security Supplies	0.00	62.50	80.68	437.50	750.00
924 Security Fees	0.00	11.67	0.00	81.65	140.00
959 Gate Supplies	513.99	125.00	1,164.24	875.00	1,500.00
Total Security Expense	804.65	449.17	3,605.06	3,144.15	5,390.00
Uniforms					
719 Plant Uniforms	75.86	91.67	612.21	641.65	1,100.00
922 Security Uniforms	27.93	108.33	425.80	758.35	1,300.00

FV COMMUNITY SERVICES DISTRICT
 Revenue & Expense Budget Performance

January 2023

Accrual Basis

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
954.1 Gate Uniforms	27.95	83.33	366.87	583.35	1,000.00
Total Uniforms	131.74	283.33	1,404.88	1,983.35	3,400.00
Vehicles					
716 Plant Vehicles	0.00	666.67	4,381.80	4,666.65	8,000.00
917 Security Vehicles	1,025.00	125.00	4,914.54	875.00	1,500.00
Total Vehicles	1,025.00	791.67	9,296.34	5,541.65	9,500.00
Workers' Comp. Insurance					
706 Plant Workers' Comp. Ins	140.15	85.00	923.23	595.00	1,020.00
811.5 Admin Workers' Comp. Ins.	51.10	32.50	328.52	227.50	390.00
913 Patrol Workers' Comp. Ins.	869.58	616.67	5,764.70	4,316.65	7,400.00
952.2 Gate Workers' Comp. Ins.	579.72	803.33	3,843.12	5,623.35	9,640.00
Total Workers' Comp. Insurance	1,640.55	1,537.50	10,859.57	10,762.50	18,450.00
6560 Payroll Expenses	0.00		0.00		
701 Drainage	300.00	833.33	1,500.00	5,833.35	10,000.00
712.1 State Maint. Fee	0.00		28,140.00	28,492.00	28,492.00
730 Water Tests & Analysis	732.52	720.00	6,463.71	5,040.00	8,640.00
815 Fees	0.00	519.50	7,214.47	3,636.50	6,234.00
816 Engineering	0.00	541.67	957.00	3,791.65	6,500.00
818 Schools & Meetings	40.08	575.00	3,102.35	4,025.00	6,900.00
819 Accounting	182.40		10,682.40	10,500.00	10,500.00
820 Legal	5,430.00	2,083.33	73,475.13	14,583.35	25,000.00
821.2 SGMA Technical Study	0.00		10,190.82	0.00	0.00
921 Guard Houses /Roadway Lease	0.00		4.00	2.00	2.00
Total Expense	127,086.57	123,060.28	971,621.73	901,115.60	1,541,417.00
Net Ordinary Income	100,372.31	11,241.97	67,165.46	39,000.15	70,210.00
Net Income	100,372.31	11,241.97	67,165.46	39,000.15	70,210.00

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of February 28, 2023

Accrual Basis

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	368
102 □ Checking	254,355
110 □ ResFunds/L.A.I.F.	612
Total Cash	255,335
111 □ LAIF Fair Market Value	-8
Total Checking/Savings	255,327
Accounts Receivable	
120 □ Accounts Receivable	52,516
Total Accounts Receivable	52,516
Other Current Assets	
125 □ Due from RPMWC	30,849
140 □ Prepaid Insurance	4,323
140.6 □ PrePaid Wkrs Comp Ins	11,711
140.7 □ Prepaid Solar Rooftop Lease	24,250
141 □ Prepaid Others	11,435
Total Other Current Assets	82,569
Total Current Assets	390,412
Fixed Assets	2,752,574
Other Assets	
196 □ Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,107,358
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	33,509
Total Accounts Payable	33,509
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	31,661
2110 □ Direct Deposit Liabilities	-24,506
219 □ Compensated Employees Absences	30,362
Total Other Current Liabilities	37,516
Total Current Liabilities	71,025
Total Liabilities	71,025
Equity	
460 □ Retained Earnings	2,947,966
Net Income	88,367
Total Equity	3,036,333
TOTAL LIABILITIES & EQUITY	3,107,358

FV COMMUNITY SERVICES DISTRICT
Revenue & Expense Budget Performance

February 2023

Accrual Basis

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,541.50	39,541.50	316,332.00	316,332.00	474,498.00
661.5 Security Patrol Charges	46,427.64	46,313.67	371,421.12	370,509.32	555,764.00
662 Property Tax	4,636.32	9,583.33	75,198.14	76,666.68	115,000.00
662.1 Connection Fees	0.00	0.00	7,733.00	0.00	0.00
663 Interest	1.77	50.00	19.01	400.00	600.00
663.1 LAIF Fair Market Value Revenue	0.00	0.00	0.00	0.00	0.00
664 Other					
664.2 Admin Services	0.00	67.75	255.70	542.00	813.00
664.6 Hangar Land Lease	0.00	75.00	450.00	600.00	900.00
664.8 Gate Damages	0.00	0.00	0.00	0.00	0.00
664 Other - Other	100.00	183.33	85,970.95	1,466.68	2,200.00
Total 664 Other	100.00	326.08	86,676.65	2,608.68	3,913.00
665 Security Gate Charge	37,400.00	37,300.00	299,200.00	298,400.00	447,600.00
666.5 RFID Tags	659.00	541.67	4,920.00	4,333.32	6,500.00
667 Delinquent Charges	779.61	250.00	4,061.11	2,000.00	3,000.00
668 Vacant Lot/Sewer Availability	396.00	396.00	3,168.00	3,168.00	4,752.00
Total Income	129,941.84	134,302.25	1,168,729.03	1,074,418.00	1,611,627.00
Gross Profit	129,941.84	134,302.25	1,168,729.03	1,074,418.00	1,611,627.00
Expense					
Depreciation					
718 Plant Depreciation	7,922.42	7,922.42	63,379.36	63,379.32	95,069.00
824 Bldg Depreciation	1,339.01	1,339.00	10,712.38	10,712.00	16,068.00
918 Security Depreciation	1,565.89	1,565.92	12,527.12	12,527.32	18,791.00
958 Gate Depreciation	860.90	860.92	6,887.20	6,887.32	10,331.00
Total Depreciation	11,688.22	11,688.26	93,505.76	93,505.96	140,259.00
Dwelling Live	708.91	683.33	5,570.00	5,466.68	8,200.00
Electrical Utilities					
714 Electricity	4,230.16	1,445.75	27,433.95	11,566.00	17,349.00
812.2 Office Electricity	794.97	285.75	5,879.48	2,286.00	3,429.00
956 Gate Electricity	718.92	613.58	5,121.69	4,908.68	7,363.00
Total Electrical Utilities	5,744.05	2,345.08	38,435.12	18,760.68	28,141.00
Equipment Rentals					
713 Equipment Rental	0.00	41.67	0.00	333.32	500.00
Total Equipment Rentals	0.00	41.67	0.00	333.32	500.00
Group Health Ins.					
705 Plant Group Health Ins.	290.85	405.83	2,438.76	3,246.68	4,870.00
811.4 Admin Group Health Ins.	3,024.70	2,173.33	16,385.26	17,386.68	26,080.00
912 Patrol Group Health Ins.	2,759.19	2,665.00	24,310.49	21,320.00	31,980.00
952.1 Gate Group Health Ins.	1,494.08	2,335.00	15,913.32	18,680.00	28,020.00
Total Group Health Ins.	7,568.82	7,579.16	59,047.83	60,633.36	90,950.00
Liability Insurance					
717 Plant Liability	1,642.85	1,633.33	13,142.80	13,226.68	19,840.00
823 E & O Liability Ins.	302.63	315.00	2,421.04	2,520.00	3,780.00
911 Security Liability Ins.	1,859.02	1,889.17	14,872.16	15,113.32	22,670.00
952 Gate Liability Ins.	518.80	550.83	4,150.40	4,406.68	6,610.00
Total Liability Insurance	4,323.30	4,408.33	34,586.40	35,266.68	52,900.00
Miscellaneous Expense					
735 Plant Miscellaneous	12.16	150.00	351.00	1,200.00	1,800.00
825 Admin. Miscellaneous	76.65	316.67	2,220.41	2,533.32	3,800.00
927 Patrol Miscellaneous	228.64	291.67	522.12	2,333.32	3,500.00
959.1 Gate Miscellaneous	13.01	391.67	276.80	3,133.32	4,700.00
Total Miscellaneous Expense	330.46	1,150.01	3,370.33	9,199.96	13,800.00
Office Expense					
812 Office Supplies	1,495.17	1,541.67	11,749.49	12,333.32	18,500.00
813 Telephones	395.63	409.25	3,652.40	3,274.00	4,911.00
814 Postage	0.00	300.00	1,803.00	2,400.00	3,600.00
Total Office Expense	1,890.80	2,250.92	17,204.89	18,007.32	27,011.00
Operator Contract Services	5,500.00	5,500.00	55,294.69	44,000.00	66,000.00
Payroll Taxes					
703 Plant Payroll Taxes	220.94	485.83	2,559.52	3,886.68	5,830.00
811.3 Admin. Payroll Taxes	461.99	1,279.17	11,514.50	10,233.32	15,350.00
916 Patrol Payroll Taxes	2,105.09	2,097.50	15,111.15	16,780.00	25,170.00
951 Gate Payroll Taxes	1,800.24	1,654.17	11,178.87	13,233.32	19,850.00
Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
Total Payroll Taxes	4,588.26	5,516.67	40,364.04	44,133.32	66,200.00
PERS Retirement					
704 Unfunded Fixed Cost	0.00	0.00	0.00	0.00	0.00
704.1 PERS Unfunded Liability Reimb.	0.00	0.00	0.00	0.00	0.00
707 Plant PERS	169.25	353.33	1,840.37	2,826.68	4,240.00
811.6 Admin PERS	535.27	1,171.67	6,777.73	9,373.32	14,060.00
925 Patrol PERS	1,784.43	1,953.33	13,645.24	15,626.68	23,440.00
953 Gate PERS	1,010.73	1,206.67	7,762.67	9,653.32	14,480.00
PERS Retirement - Other	0.00	0.00	700.00	700.00	700.00
Total PERS Retirement	3,499.68	4,685.00	30,726.01	38,180.00	56,920.00
Repairs & Maintenance					
712 Plant Repairs & Maintenance					
712.2 Oak Tree Repair & Maint.	0.00	416.67	0.00	3,333.32	5,000.00
712.3 Sewer line maintenance	0.00	0.00	5,002.20	0.00	25,000.00
712.4 Sludge Removal	0.00	4,293.75	23,528.94	34,350.00	51,525.00
712.6 SCADA maintenance	0.00	56.67	480.00	453.32	680.00
712 Plant Repairs & Maintenance - Other	551.17	1,750.42	5,911.05	14,003.32	21,005.00
Total 712 Plant Repairs & Maintenance	551.17	6,517.51	34,922.19	52,139.96	103,210.00
814.5 Building Repairs & Maintenance	441.03	734.00	9,629.43	5,872.00	8,808.00
814.8 Airpark maintenance	0.00	75.00	450.00	600.00	900.00
954 Gate Repairs & Maintenance	2,265.07	2,041.67	21,884.02	16,333.32	24,500.00
Total Repairs & Maintenance	3,257.27	9,368.18	66,885.64	74,945.28	137,418.00
Salaries					
702 Plant Salaries	2,452.43	5,253.33	29,471.96	42,026.68	63,040.00
811.1 Admin Salaries	6,038.95	14,117.50	116,612.35	112,940.00	169,410.00
915 Patrol Salaries	21,582.02	22,571.67	182,733.12	180,573.32	270,860.00
950 Gate Salaries	14,259.21	17,566.67	124,350.24	140,333.32	210,800.00
Total Salaries	44,332.61	59,509.17	453,167.67	476,073.32	714,110.00
Security Expense					
919 Security Telephones	292.73	250.00	2,652.87	2,000.00	3,000.00
920 Security Supplies	0.00	62.50	80.68	500.00	750.00
924 Security Fees	0.00	11.67	0.00	93.32	140.00
959 Gate Supplies	0.00	125.00	1,164.24	1,000.00	1,500.00
Total Security Expense	292.73	449.17	3,897.79	3,593.32	5,390.00
Uniforms					
719 Plant Uniforms	75.86	91.67	688.07	733.32	1,100.00
922 Security Uniforms	700.38	108.33	1,126.18	866.68	1,300.00

FV COMMUNITY SERVICES DISTRICT
 Revenue & Expense Budget Performance

February 2023

Accrual Basis

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
954.1 Gate Uniforms	0.00	83.33	366.87	666.68	1,000.00
Total Uniforms	776.24	283.33	2,181.12	2,266.68	3,400.00
Vehicles					
716 Plant Vehicles	1,148.91	666.67	5,530.71	5,333.32	8,000.00
917 Security Vehicles	2,928.71	125.00	7,843.25	1,000.00	1,500.00
Total Vehicles	4,077.62	791.67	13,373.96	6,333.32	9,500.00
Workers' Comp. Insurance					
706 Plant Workers' Comp. Ins.	140.15	85.00	1,063.38	680.00	1,020.00
811.5 Admin Workers' Comp. Ins.	51.10	32.50	379.62	260.00	390.00
913 Patrol Workers' Comp. Ins.	869.58	616.67	6,634.28	4,933.32	7,400.00
952.2 Gate Workers' Comp. Ins.	579.72	803.33	4,422.84	6,426.68	9,640.00
Total Workers' Comp. Insurance	1,640.55	1,537.50	12,500.12	12,300.00	18,450.00
6560 Payroll Expenses	0.00		0.00		
701 Drainage	225.00	833.33	1,725.00	6,666.68	10,000.00
712.1 State Maint. Fee	0.00		28,140.00	28,492.00	28,492.00
730 Water Tests & Analysis	572.17	720.00	7,035.88	5,760.00	8,640.00
815 Fees	500.00	519.50	7,714.47	4,156.00	6,234.00
816 Engineering	0.00	541.67	957.00	4,333.32	6,500.00
818 Schools & Meetings	153.51	575.00	3,255.86	4,600.00	6,900.00
819 Accounting	0.00		10,682.40	10,500.00	10,500.00
820 Legal	5,919.75	2,083.33	79,394.88	16,666.68	25,000.00
821.2 SGMA Technical Study	1,150.34		11,341.16	0.00	0.00
921 Guard Houses /Roadway Lease	0.00		4.00	2.00	2.00
Total Expense	108,740.29	123,060.28	1,080,362.02	1,024,175.88	1,541,417.00
Net Ordinary Income	21,201.55	11,241.97	88,367.01	50,242.12	70,210.00
Net Income	21,201.55	11,241.97	88,367.01	50,242.12	70,210.00

A/R Aging Summary

As of January 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-001	0.00	0.00	-3,304.00	0.00	0.00	-3,304.00
CSD-002	0.00	-592.00	-592.00	-592.00	-1,424.00	-3,200.00
CSD-003	0.00	-296.00	-1,184.00	-840.00	0.00	-2,320.00
CSD-004	0.00	-600.00	-880.00	0.00	0.00	-1,480.00
CSD-005	0.00	0.00	-1,000.00	0.00	-28.23	-1,028.23
CSD-006	0.00	-865.00	-128.00	0.00	0.00	-993.00
CSD-007	0.00	-593.00	-389.00	0.00	0.00	-982.00
CSD-008	0.00	0.00	-296.00	-296.00	-248.00	-840.00
CSD-009	0.00	-592.00	-155.00	0.00	0.00	-747.00
CSD-010	0.00	-578.00	-46.00	0.00	0.00	-624.00
CSD-011	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-012	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-013	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-014	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-015	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-016	0.00	-600.00	0.00	0.00	0.00	-600.00
CSD-017	0.00	-552.00	0.00	0.00	0.00	-552.00
CSD-018	0.00	-552.00	0.00	0.00	0.00	-552.00
CSD-019	0.00	0.00	-544.63	0.00	0.00	-544.63
CSD-020	0.00	-532.00	0.00	0.00	0.00	-532.00
CSD-021	0.00	-518.00	0.00	0.00	0.00	-518.00
CSD-022	0.00	0.00	0.00	0.00	-517.00	-517.00
CSD-023	0.00	-453.00	0.00	0.00	0.00	-453.00
CSD-024	0.00	-408.00	0.00	0.00	0.00	-408.00
CSD-025	0.00	-352.00	0.00	0.00	0.00	-352.00
CSD-026	0.00	-340.00	0.00	0.00	0.00	-340.00
CSD-027	0.00	-310.00	0.00	0.00	0.00	-310.00
CSD-028	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-029	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-030	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-031	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-032	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-033	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-034	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-035	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-036	0.00	0.00	-301.74	0.00	0.00	-301.74
CSD-037	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-038	0.00	-293.54	0.00	0.00	0.00	-293.54
CSD-039	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-040	0.00	-241.00	0.00	0.00	0.00	-241.00
CSD-041	0.00	-215.00	0.00	0.00	0.00	-215.00
CSD-042	0.00	-214.00	0.00	0.00	0.00	-214.00
CSD-043	0.00	-208.00	0.00	0.00	0.00	-208.00
CSD-044	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-045	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-046	0.00	-202.00	0.00	0.00	0.00	-202.00
CSD-047	0.00	-184.40	0.00	0.00	0.00	-184.40

A/R Aging Summary

As of January 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-048	0.00	0.00	0.00	0.00	-144.00	-144.00
CSD-049	0.00	-36.00	0.00	0.00	0.00	-36.00
CSD-050	0.00	-28.00	0.00	0.00	0.00	-28.00
CSD-051	0.00	-12.00	0.00	0.00	0.00	-12.00
CSD-052	0.00	-8.00	0.00	0.00	0.00	-8.00
CSD-053	0.00	0.00	0.00	0.00	0.00	0.00
CSD-054	0.00	0.01	0.00	0.00	0.00	0.01
CSD-055	0.00	8.00	0.00	0.00	0.00	8.00
CSD-056	0.00	12.00	0.00	0.00	0.00	12.00
CSD-057	0.00	25.00	0.00	0.00	0.00	25.00
CSD-058	1.33	25.33	1.32	0.00	0.00	27.98
CSD-059	1.33	25.33	1.32	0.00	0.00	27.98
CSD-060	1.39	25.32	12.00	0.00	0.00	38.71
CSD-061	0.00	52.00	0.00	0.00	0.00	52.00
CSD-062	1.45	25.39	25.32	0.00	0.00	52.16
CSD-063	0.00	72.00	0.00	0.00	0.00	72.00
CSD-064	0.00	204.00	0.00	0.00	0.00	204.00
CSD-065	0.00	214.00	0.00	0.00	0.00	214.00
CSD-066	0.00	269.36	0.00	0.00	0.00	269.36
CSD-067	1.30	294.00	0.00	0.00	0.00	295.30
CSD-068	0.00	304.00	0.00	0.00	0.00	304.00
CSD-069	0.00	304.00	0.00	0.00	0.00	304.00
CSD-070	0.00	304.00	0.00	0.00	0.00	304.00
CSD-071	0.00	304.00	0.00	0.00	0.00	304.00
CSD-072	0.00	304.00	0.00	0.00	0.00	304.00
CSD-073	0.00	304.00	0.00	0.00	0.00	304.00
CSD-074	0.00	304.00	0.00	0.00	0.00	304.00
CSD-075	0.00	304.00	0.00	0.00	0.00	304.00
CSD-076	0.00	304.00	0.00	0.00	0.00	304.00
CSD-077	0.00	304.00	0.00	0.00	0.00	304.00
CSD-078	0.00	304.00	0.00	0.00	0.00	304.00
CSD-079	0.00	304.00	0.00	0.00	0.00	304.00
CSD-080	0.00	304.00	0.00	0.00	0.00	304.00
CSD-081	0.00	304.00	0.00	0.00	0.00	304.00
CSD-082	0.00	304.00	0.00	0.00	0.00	304.00
CSD-083	0.00	304.00	0.00	0.00	0.00	304.00
CSD-084	0.00	304.00	0.00	0.00	0.00	304.00
CSD-085	0.00	304.00	0.00	0.00	0.00	304.00
CSD-086	0.00	304.00	0.00	0.00	0.00	304.00
CSD-087	0.00	304.00	0.00	0.00	0.00	304.00
CSD-088	0.00	304.00	0.00	0.00	0.00	304.00
CSD-089	0.00	304.00	0.00	0.00	0.00	304.00
CSD-090	0.00	304.00	0.00	0.00	0.00	304.00
CSD-091	0.00	328.00	0.00	0.00	0.00	328.00
CSD-092	0.00	337.44	0.00	0.00	0.00	337.44
CSD-093	23.54	428.00	0.00	0.00	0.00	451.54
CSD-094	23.54	428.00	0.00	0.00	0.00	451.54

A/R Aging Summary

As of January 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-095	33.43	605.00	0.00	0.00	0.00	638.43
CSD-096	33.44	608.00	0.00	0.00	0.00	641.44
CSD-097	33.44	608.00	0.00	0.00	0.00	641.44
CSD-098	33.44	608.00	0.00	0.00	0.00	641.44
CSD-099	23.57	430.43	202.60	0.00	0.00	656.60
CSD-100	33.78	641.61	33.44	0.00	0.00	708.83
CSD-101	34.24	643.59	126.60	0.00	0.00	804.43
CSD-102	24.71	431.57	430.44	0.00	0.00	886.72
CSD-103	35.13	641.44	304.00	0.00	0.00	980.57
CSD-104	34.24	641.44	339.13	0.00	0.00	1,014.81
CSD-105	27.74	482.47	506.29	0.00	0.00	1,016.50
CSD-106	25.59	432.44	431.31	173.30	0.00	1,062.64
CSD-107	36.82	643.13	641.44	0.00	0.00	1,321.39
CSD-108	37.07	646.65	680.20	11.12	0.00	1,375.04
CSD-109	38.53	644.82	676.57	304.00	0.00	1,663.92
CSD-110	22.52	249.84	269.65	266.97	1,436.78	2,245.76
CSD-111	41.15	446.73	481.86	479.28	1,167.32	2,616.34
CSD-112	33.40	447.17	482.71	477.92	1,192.18	2,633.38
CSD-113	62.56	668.73	724.03	716.85	4,322.10	6,494.27
CSD-114	0.00	11,763.80	0.00	0.00	0.00	11,763.80
CSD-115	29,749.54	0.00	0.00	0.00	0.00	29,749.54
TOTAL	<u>30,448.22</u>	<u>15,210.10</u>	<u>-2,450.14</u>	<u>701.44</u>	<u>5,757.15</u>	<u>49,666.77</u>

A/R Aging Summary

As of February 28, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-001	0.00	-3,000.00	0.00	0.00	-213.00	-3,213.00
CSD-002	0.00	-592.00	-592.00	-592.00	-1,416.00	-3,192.00
CSD-003	0.00	0.00	-3,000.00	0.00	0.00	-3,000.00
CSD-004	0.00	0.00	-888.00	-1,128.00	0.00	-2,016.00
CSD-005	-296.00	-888.00	0.00	0.00	0.00	-1,184.00
CSD-006	0.00	0.00	-1,176.00	0.00	0.00	-1,176.00
CSD-007	0.00	-578.00	-389.00	0.00	0.00	-967.00
CSD-008	0.00	-858.00	-31.00	0.00	0.00	-889.00
CSD-009	0.00	-592.00	-147.00	0.00	0.00	-739.00
CSD-010	0.00	0.00	0.00	-724.23	0.00	-724.23
CSD-011	0.00	-289.00	-400.00	0.00	0.00	-689.00
CSD-012	0.00	-632.00	0.00	0.00	0.00	-632.00
CSD-013	-304.00	-304.00	0.00	0.00	0.00	-608.00
CSD-014	0.00	-600.00	0.00	0.00	0.00	-600.00
CSD-015	0.00	-544.00	0.00	0.00	0.00	-544.00
CSD-016	0.00	0.00	0.00	-536.00	0.00	-536.00
CSD-017	0.00	-532.00	0.00	0.00	0.00	-532.00
CSD-018	0.00	-304.00	-214.00	0.00	0.00	-518.00
CSD-019	-200.00	-306.00	0.00	0.00	0.00	-506.00
CSD-020	0.00	-433.00	0.00	0.00	0.00	-433.00
CSD-021	-204.00	-204.00	0.00	0.00	0.00	-408.00
CSD-022	-202.00	-206.00	0.00	0.00	0.00	-408.00
CSD-023	0.00	-351.00	0.00	0.00	0.00	-351.00
CSD-024	0.00	-334.00	0.00	0.00	0.00	-334.00
CSD-025	0.00	0.00	-304.00	0.00	0.00	-304.00
CSD-026	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-027	-304.00	0.00	0.00	0.00	0.00	-304.00
CSD-028	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-029	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-030	-304.00	0.00	0.00	0.00	0.00	-304.00
CSD-031	-304.00	0.00	0.00	0.00	0.00	-304.00
CSD-032	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-033	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-034	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-035	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-036	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-037	-304.00	0.00	0.00	0.00	0.00	-304.00
CSD-038	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-039	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-040	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-041	-15.00	-274.00	0.00	0.00	0.00	-289.00
CSD-042	-226.00	-12.00	0.00	0.00	0.00	-238.00
CSD-043	0.00	-233.00	0.00	0.00	0.00	-233.00
CSD-044	0.00	0.00	-25.00	-203.63	0.00	-228.63
CSD-045	0.00	-214.00	0.00	0.00	0.00	-214.00
CSD-046	-207.00	0.00	0.00	0.00	0.00	-207.00
CSD-047	-204.00	0.00	0.00	0.00	0.00	-204.00

A/R Aging Summary

As of February 28, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-048	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-049	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-050	-204.00	0.00	0.00	0.00	0.00	-204.00
CSD-051	0.00	-202.00	0.00	0.00	0.00	-202.00
CSD-052	0.00	0.00	0.00	0.00	-132.00	-132.00
CSD-053	0.00	-27.00	0.00	0.00	0.00	-27.00
CSD-054	0.00	-9.84	0.00	0.00	0.00	-9.84
CSD-055	0.00	-8.00	0.00	0.00	0.00	-8.00
CSD-056	0.00	-1.00	0.00	0.00	0.00	-1.00
CSD-057	0.01	0.00	0.00	0.00	0.00	0.01
CSD-058	2.26	0.00	0.00	0.00	0.00	2.26
CSD-059	4.46	0.00	0.00	0.00	0.00	4.46
CSD-060	8.00	0.00	0.00	0.00	0.00	8.00
CSD-061	13.34	14.66	1.32	0.00	0.00	29.32
CSD-062	13.34	14.66	1.32	0.00	0.00	29.32
CSD-063	54.21	0.00	0.00	0.00	0.00	54.21
CSD-064	56.00	0.00	0.00	0.00	0.00	56.00
CSD-065	66.00	0.00	0.00	0.00	0.00	66.00
CSD-066	204.00	0.00	0.00	0.00	0.00	204.00
CSD-067	214.00	0.00	0.00	0.00	0.00	214.00
CSD-068	233.00	0.00	0.00	0.00	0.00	233.00
CSD-069	204.00	91.30	0.00	0.00	0.00	295.30
CSD-070	304.00	0.00	0.00	0.00	0.00	304.00
CSD-071	304.00	0.00	0.00	0.00	0.00	304.00
CSD-072	304.00	0.00	0.00	0.00	0.00	304.00
CSD-073	304.00	0.00	0.00	0.00	0.00	304.00
CSD-074	304.00	0.00	0.00	0.00	0.00	304.00
CSD-075	304.00	0.00	0.00	0.00	0.00	304.00
CSD-076	304.00	0.00	0.00	0.00	0.00	304.00
CSD-077	304.00	0.00	0.00	0.00	0.00	304.00
CSD-078	304.00	0.00	0.00	0.00	0.00	304.00
CSD-079	304.00	0.00	0.00	0.00	0.00	304.00
CSD-080	304.00	0.00	0.00	0.00	0.00	304.00
CSD-081	304.00	0.00	0.00	0.00	0.00	304.00
CSD-082	304.00	0.00	0.00	0.00	0.00	304.00
CSD-083	304.00	0.00	0.00	0.00	0.00	304.00
CSD-084	304.00	0.00	0.00	0.00	0.00	304.00
CSD-085	304.00	0.00	0.00	0.00	0.00	304.00
CSD-086	304.00	0.00	0.00	0.00	0.00	304.00
CSD-087	304.00	0.00	0.00	0.00	0.00	304.00
CSD-088	328.00	0.00	0.00	0.00	0.00	328.00
CSD-089	204.00	156.60	0.00	0.00	0.00	360.60
CSD-090	237.54	214.00	0.00	0.00	0.00	451.54
CSD-091	337.44	304.00	0.00	0.00	0.00	641.44
CSD-092	337.44	304.00	0.00	0.00	0.00	641.44
CSD-093	337.44	304.00	0.00	0.00	0.00	641.44
CSD-094	337.44	304.00	0.00	0.00	0.00	641.44

A/R Aging Summary

As of February 28, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-095	337.61	337.44	0.00	0.00	0.00	675.05
CSD-096	337.94	371.39	33.44	0.00	0.00	742.77
CSD-097	339.93	373.83	126.60	0.00	0.00	840.36
CSD-098	339.11	337.43	301.00	0.00	0.00	977.54
CSD-099	339.13	337.44	304.00	0.00	0.00	980.57
CSD-100	339.13	337.44	304.00	0.00	0.00	980.57
CSD-101	339.75	379.72	395.32	0.00	0.00	1,114.79
CSD-102	229.85	252.28	430.44	204.00	0.00	1,116.57
CSD-103	230.73	254.03	431.31	377.30	0.00	1,293.37
CSD-104	341.00	371.68	643.13	0.00	0.00	1,355.81
CSD-105	1,657.00	0.00	0.00	0.00	0.00	1,657.00
CSD-106	342.53	375.95	641.44	304.00	0.00	1,663.92
CSD-107	344.24	379.35	676.57	608.00	0.00	2,008.16
CSD-108	137.20	158.36	269.65	247.82	1,569.93	2,382.96
CSD-109	238.50	283.88	481.86	443.13	1,407.47	2,854.84
CSD-110	238.59	276.57	482.71	443.56	1,430.54	2,871.97
CSD-111	368.39	427.29	724.03	663.32	4,679.63	6,862.66
CSD-112	11,529.80	234.00	0.00	0.00	0.00	11,763.80
CSD-113	31,660.70	0.00	0.00	0.00	0.00	31,660.70
TOTAL	<u>55,077.05</u>	<u>-9,076.54</u>	<u>-917.86</u>	<u>107.27</u>	<u>7,326.57</u>	<u>52,516.49</u>

Notice of Violation Records

Date:	Time of NOV:	Resident Name:	Violator Name:	Vehicle:	Location of Violation:	Type of Violation:	Letter Sent:	Prior Violations
2021								
11/8/21	2:02 AM	Hashim	Hashim	Blk Infiniti QX50	16041 El Tae Rd	No Pass Displayed/Overnight parking		
11/8/21	2:02 AM	Hashim	Hashim	Lexus NX300H	16041 El Tae Rd	No Pass Displayed/Overnight parking		Oct'20, Nov'20
11/8/21	2:28 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking		Oct'20
11/22/21	11:31 AM	PVCC	Michael Piraino	Red Porsche Macan	Luiseno Circle Drive	No Pass Displayed/Overnight parking		Jul'20
11/23/21	2:36 AM	Thomas MacMurray	Thomas MacMurray	White Chrysler 200	32567 Womsi Rd	No Pass Displayed/Overnight parking		Aug'20
11/30/21	1:15 AM	Anderson	Eric Gibson	Toyota Yaris	32515 Luiseno Drive	No Pass Displayed/Overnight parking	NOV Warning	
11/30/21	1:30 AM	Calac	Paul Calac	White Chevy Silverado	16025 El Tae Rd	No Pass Displayed/Overnight parking	NOV Warning	
12/3/21	2:11 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/16/21	2:30 AM	Peterson	Emma Peterson	Gray Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	NOV Warning	
12/19/21	2:28 AM	Esparza	Guest of Esparza	White Lincon	32204 Ushla	No Pass Displayed/Overnight parking	NOV Warning	
2022								
1/7/22	2:14 AM	Sturdivant	Sturdivant	Tan Beetle VW	16005 Tukwut	No Pass Displayed/Overnight parking	X	
1/14/22	2:45 AM	PVCC Employee	Melinda R. Garcia	Silver Jeep	Front Gate	Came in Contact w/ Barrier Arm	X	
1/15/22	2:13 AM	Peterson	Peterson	White Lexus	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
1/22/22	10:30 PM	McGee	McGee	White F-250	16061 El Tae Rd	No Pass Displayed/Overnight parking	X	
1/24/22	7:53 AM	PVCC	Dial	Royal Cup Delivery Truck	Rear Gate	Gate Crasher	X	
2/4/22	7:27 AM	Unknown	Unknown	White Utility Truck	Rear Gate	Gate Crasher	Vehicle not located	
2/13/22	2:23 AM	Guest	Peterson	White Tyta Prius	16033 Tukwut Ct	Parked more than 7 days in 30 day period	Todd spoke to resident	
2/15/22	2:18 AM	Thomas MacMurray	Thomas MacMurray	White Chrysler 200	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	Nov'21
2/20/22	12:44 AM	Robert Bullock	Robert Bullock	Gold Lexus RX350	32202 Taupa Way	No Pass Displayed/Overnight parking	X	
3/8/22	2:43 PM	Keith Haas	Keith Haas	White Lexus RX	32668 Taspas Ct	Gate Crasher	X	
3/22/22	2:08 AM	Ed Cuff	Ed Cuff	Gray Porsche	32567 Womsi Rd	No Pass Displayed/Overnight parking	PVCC guest/No address	
3/23/22	12:13 AM	Michael Mahoney	Michael Mahoney	Red Tesla	32536 Luiseno	No Pass Displayed/Overnight parking	Not in DL	
3/24/22	1:30 AM	Michael Sullivan	Michael Sullivan	Blk Camry	32634 Womsi	No Pass Displayed/Overnight parking	X	
4/6/22	1:30 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/7/22	1:26 AM	Peterson	Peterson	White Lexus	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/8/22	2:28 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X	
4/13/22	1:39 AM	PVCC	Mike Defay- Guest	White Lexus	32634 Womsi Rd	No Pass Displayed/Overnight parking	PVCC guest/No address	
4/19/22	1:54 AM	Pilant	Pilant	White Ford F350	15759 PVD	No Pass Displayed/Overnight parking	X	
4/19/22	1:55 AM	Pilant	Pilant	Silver Chvy Volt	15759 PVD	No Pass Displayed/Overnight parking	X	
4/20/22	1:23 AM	James Sullivan	James Sullivan	White Lexus GS-350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	
4/26/22	1:14 AM	Pat Duncan	Pat Duncan	Silver F-250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
4/27/22	2:15 AM	Pat Duncan	Pat Duncan	Silver F-250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
4/29/22	2:25 AM	Pilant	Darrell Pilant	Jeep Wrangler	15759 PVD	No Pass Displayed/Overnight parking	X	
5/1/22	2:35 AM	Duncan	Duncan	Ford F250	32851 Luiseno Circle	No Pass Displayed/Overnight parking	X	
5/1/22	2:43 AM	Jordan	Peter & Sally Jordan	White Subaru	32989 Luiseno Circle	No Pass Displayed/Overnight parking	X	

5/1/22	3:05 AM	Sullivan	James Sullivan	Black Mazda	32567 Womsi Rd	No Pass Displayed/Overnight parking	X
5/11/22	2:44 AM	Beezhold	Don Beezhold	Blk Saturn Vue	15350 PVD	No Pass Displayed/Overnight parking	X
5/23/22	7:57 AM	Lewis	Lewis	Green Lexus GX470	Front Gate	Contact w/ Barrier arm	X
6/5/22	2:16 AM	Giannicchi	Giannicchi	White Tyta Camry	32205 Paauwe Drive	No Pass Displayed/Overnight parking	X
6/9/22	8:04 PM	Longenecker	Eppersons	Gray VW Passat	32481 Luiseno Circle	Gate Crasher	X
6/20/22	2:12 AM	Glaviano	Sophia Lopez	Silver Subaru	32641 Womsi Rd	No Pass Displayed/Overnight parking	X
6/29/22	1:48 AM	Knill	Jason Knill	White Cadillac	32579 Luiseno Circle	No Pass Displayed/Overnight parking	X
6/30/22	1:30 AM	Marangella	Paul Marangella	Silver Kia Optima	32560 Womsi Rd	No Pass Displayed/Overnight parking	X
7/5/22	2:30 AM	Bullock	Bullock Residence	Grey Lexus RX 350	32202 Taupa Way	No Pass Displayed/Overnight parking	X
7/5/22	7:05 AM	Advanced Landscape	Jeffrey Long	White Ford Van	Rear Gate	Contact w/ Barrier arm	X
7/7/22	1:59 AM	Love	Kay Love	Blue Tyta Sienna	32560 Womsi Rd	No Pass Displayed/Overnight parking	X
7/11/22	2:20 AM	Ulla Anderson	Guest of Anderson	Grey Infiniti Q50	32515 Luiseno Drive	No Pass Displayed/Overnight parking	X
7/16/22	2:20 AM	Omohundro	Ronald Omohundro	Red Ford Explorer	32583 Womsi Rd	No Pass Displayed/Overnight parking	X
7/19/22	5:00 PM	Crocker	Crocker	Blk Kia Optima	Rear Gate	Contact w/ Barrier arm	X
7/25/22	7:37 AM	Unknown	Unknown	White Utility Truck	Rear Gate	Gate Crasher	Vehicle not located
8/5/22	2:15 AM	Peterson	Peterson	Grey Hyundai	16033 Tukwut Ct	No Pass Displayed/Overnight parking	X
8/11/22	8:32 AM	Vendor	Belen Baza	Tyta Tundra	PVCC House Keeper	Gate Crasher	X
8/15/22	2:21 AM	Cameron	Guest of Camerons	White Audi Q7	32236 WWW	No Pass Displayed/Overnight parking	X
8/15/22	2:24 AM	Cameron	Guest of Camerons	Blk Tyta Highlander	32236 WWW	No Pass Displayed/Overnight parking	X
8/30/22	2:07 AM	Morgan	Mark Morgan	White Nissan Maxima	32575 Luiseno Circle	No Pass Displayed/Overnight parking	X
8/30/22	1:27 AM	Sullivan	Michael Sullivan	Blk BMW 320i	32634 Womsi Rd	No Pass Displayed/Overnight parking	X
9/20/22	11:26 AM	Johnson	Jeffrey Johnson	White Toyota Landcruise	15775 Pauma Valley Dr	No Pass Displayed/Overnight parking	X
11/3/22	8:41 AM	Gray	Marisela Hernandez	Silver Toyota Rav4	Rear Gate	Gate Crasher	X
11/5/22	2:04 AM	Dahlberg	Dahlberg Residence	Tan Country Coach	32827 Temet Dr	No Pass Displayed/Overnight parking	X
11/10/22	1:15 PM	Gray	Barbara Gray	Tan Container	32668 Taspas Ct	Parked more than 7 days in 30 day period	X
11/11/22	2:20 AM	Hoogervorst	Hoogervorst	Silver Lexus NX300	32532 Womsi Rd	No Pass Displayed/Overnight parking	X
11/15/22	11:25 AM	PVCC	PVCC Guest (unknown)	Blk Honda Accord	PVCC	Unauthorized Entrance	Guest not located
11/18/22	11:13 AM	PVCC	PVCC Guest (unknown)	Brown Porsche Panamera	Rear Gate	Gate Crasher	Guest not located
11/26/22	11:42 AM	Dockweiler	Dockweiler	Blk Navigator	Front Gate	Gate Crasher	X
11/27/22	3:46 PM	Lee	Richard Lee	Wht Cadillac Escalade	Rear Gate	Gate Crasher	X
12/2/22	2:20 AM	Torrez	Torrez Res	Gray Ford Transit 350	32696 Taspas	No Pass Displayed/Overnight parking	X
12/20/22	2:50 AM	Whittaker	Michele Whittaker	Silver Hyundai Sonata	16091 Tukwut Ct	No Pass Displayed/Overnight parking	X
2023							
1/13/23	2:00 AM	Anderson	Anderson	Silver Hyundai Sonata	32302 Cahuka Ct	No Pass Displayed/Overnight parking	X
1/20/23	9:24 AM	Morey	Morey	Blue Lincoln Navigatore	32849 Temet Dr	Gate Crasher	X
1/23/23	12:29 PM	Semper Solaris	De La Rosa	Utility Van	32030 Calle Espinosa	Gate Crasher	X
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X
1/30/23	2:08 PM	Sales	Sales	Silvr Mercedes S550	15329 PVD	Gate Crasher	X
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X
1/30/23	2:08 PM	Sales	Sales	Silvr Mercedes S550	15329 PVD	Gate Crasher	X
2/18/23	2:19 AM	James Sullivan	James Sullivan	White Lexus RX350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X

2/21/23	1:51 AM	Allinson	Allinson	Blue Ford Bronco	32552 Womsi Rd	Parked more than 7 days in 30 day period	X
2/21/23	1:30 AM	James Sullivan	James Sullivan	Blk Mazda Miata	32567 Womsi Rd	No Pass Displayed/Overnight parking	X
2/21/23	1:30 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X
2/26/23	2:17 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X
3/3/23	2:03 AM	McGee	McGee	White Ford f250	16061 El Tae Rd	No Pass Displayed/Overnight parking	X
3/14/23	12:59 AM	Sturdivant	Sturdivant	Gray Honda CR-V	16005 Tukwut	No Pass Displayed/Overnight parking	X
3/14/23	1:15 AM	Guy	Guy	Red Tyta 4Runner	32294 Takishla	No Pass Displayed/Overnight parking	X
3/19/23	4:30 PM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	Gate Crasher	X
3/20/23	2:25 AM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	No Pass Displayed/Overnight parking	X

**Letters sent out for all NOV's starting 1/1/2022

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

January 16 2023 – February 10 2023

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
Officer Todd Albert	1L2	Patrolman / Department Supervisor
Officer Gerardo Gonzalez	1L3	Patrolman
Officer German Colin	1L5	Patrolman
Officer Dale Easter	1L6	Patrolman
Officer Luis Orozco	1L4	Patrolman
Eduardo Aguilar	1L7	Patrolman / Gate Attendant
Matthew Carson	C1	Gate Attendant Supervisor
Kenneth Thielke	C1	Gate Attendant
Christopher Phan	C1	Gate Attendant
Zachary Meyer	C1	Gate Attendant

Vehicle Maintenance Report

Unit 1 was repaired after hitting a coyote on HW 76. Unit 1 passed the visual inspection this month. Unit 2 driver seat has a rip on the backrest seat cover and needs two tires soon. The front bumper was damaged due to hitting a raccoon on HW 76 on 02/09/23, information provided to District Office. Unit 2 repair is underway.

- Tesla 01 (30,693) – Passed all inspections this month.
- Tesla 02 (41,138) – Needs two new tires.

German Colin, Vehicle Maintenance Officer

Gate Report

CGS replaced equipment/parts at the Back Gate barrier arm to get it operational again. It is currently operating without issue. Quality Gates inspected and made modifications to the control system panel that operates the slide gate at the Front Gate. This has been done in hopes of lightening the load that the control panel deals with in normal operation and will hopefully lead to less “failure to close” issues. It is currently operating without issue. Patrol adjusted and cleaned the rear facing security cameras attached to the back of the guardhouse at the Front Gate exit. Glare from weathered camera housing glass and spider web debris has been remedied. A vacancy was created after the resignation of a gate attendant. Staff are working to fill this vacancy quickly. 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 repeat offenders. All activity of this type that is observed by gate attendants will be entered into D.A.R. The gate attendants will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

January 17th 2023 at 0117 – Unsecured Door. Officer Albert found the El Rey Restaurant patio gate open. Officer cleared and secured the patio.

January 17th 2023 at 0930 – Other. Officer Albert contacted Bear.Com for an estimate to remove the old radio system and replace it with a digital new system and move the old antenna. Bear.Com will follow up with us.

January 17th 2023 at 2105 – Unsecured Door. Officer Gonzalez found three garage doors open inside the PVCCE community. Control 1 to make contact with residents.

January 18th 2023 at 1622 – Process Server. Officer Gonzalez escorted a process server to Taspas Ct. the agent was unable to make contact with the resident. Officer Gonzalez then escorted the agent out of the PVCCE community.

January 19th 2023 at 1005 – Process Server. Officer Easter escorted a process server to Taspas Ct. The agent made contact with a handyman doing work for the owner. Officer Easter escorted the agent out of the PVCCE community.

January 19th 2023 at 1904 – Unsecured Door. Officer Colin found the Wiskon Way West gate open, the area was checked and the gate secured.

January 20th 2023 at 0900 – Resident Request. Patrol was asked to investigate a suspicious noise coming from the walls of their home. Officer Easter arrived on scene, UTL noise.

January 20th 2023 at 1315 – Gate Crasher. Officer Easter was dispatched to a gate crasher at the Back Gate entrance. The vehicle came in contact with the arm barrier. Control 1 sent over video footage to the District Office.

January 21st 2023 at 0010 – Hangars 11.53. Officer Orozco found a red/grey work truck parked next to the containers in the hangar area. Vehicle description was logged and Control 1 notified.

January 21st 2023 at 0133 – Saint Francis 11.53. During a routine patrol, Officer Colin found one unoccupied vehicle parked in the upper lot. A silver Chevy Silverado work truck. Vehicle description logged.

January 21st 2023 at 2033 – Unsecured Door. Officer Gonzalez found one open garage door open inside the PVCCE community. Control 1 to make contact with resident.

January 21st 2023 at 2300 – Pauma Village 11.53. Officer Gonzalez found three unoccupied vehicles parked in the village lot. A silver GMC Canyon, gray Honda Civic, white Chevy Express. All vehicles information was logged.

January 22nd 2023 at 0850 – Water Leak. Officer Orozco was dispatched to a water leak on Luiseno Circle Dr. Orozco arrived on scene, confirmed there was a leak and advised Control 1 to contact RPM for assistance.

January 22nd 2023 at 2006 – Suspicious Activity. Officer Gonzalez found an RV parked outside Oak Tree Ranch community gate, RV information was logged.

January 23rd 2023 at 1241 – Gate Crasher. Officer Orozco was dispatched to the Front Gate for a gate crasher. A service vehicle came in contact with the arm barrier. Officer Orozco issued a NOV to the driver. The video footage was sent to the District Office.

January 23rd 2023 at 1339 – Gate Crasher. Officer Orozco was dispatched to the Back Gate for a gate crasher. A black Chevy Colorado came in contact with the arm barrier. Officer Orozco was UTL the vehicle. Video footage was sent over to the District Office. Officer Orozco put the arm barrier back into place.

January 25th 2023 at 0010 – Resident Request. Resident requested for patrol to be on the lookout for their dog that went missing. Thirty minutes later, the resident contacted Control 1 to inform us that the dog came back home.

January 25th 2023 at 2225 – Unsecured Door. Officer Gonzalez found one garage door open inside the PVCCE community. Control 1 to make contact with resident.

January 26th 2023 at 1752 – Unsecured Door. Officer Colin found the gate for TY Nursery Yard #8 open. Gate closed unable to lock. Control 1 to notify the nursery contact.

January 26th 2023 at 2056 – North Coast Church 11.53. Officer Colin found both the women’s bathroom door and the double doors to Chapel unsecured. Both buildings were cleared and secured. Alarm was not set. Control 1 to notify the church contact.

January 26th 2023 at 2006 – Pauma School 11.53. Officer Colin found the library room on building C unsecure. The room was cleared but the door could not be secured. Control 1 to notify the school contact.

January 27th 2023 at 1213 – Resident Concern. District Office contacted Officer Easter to get a statement from HOA President for possible vandalism. The HOA President said that someone kicked open the front gate and damaged the gate and hinges that attach to the wall for a property on Luiseno. They are not certain who could have done it but may have an idea. Officer Easter got a written statement and took photos of the evidence. Advised the HOA President to call the Sheriff’ to file a report.

January 27th 2023 at 2046 – Pauma School 11.53. Officer Orozco found building C room 15 unsecured. The room was cleared but unable to be secured. Control 1 to notify the school contact.

January 28th 2023 at 2000 – Unsecured Door. Officer Aguilar found one garage door open inside the PVCCE community. Control 1 to make contact with resident.

January 29th 2023 at 0517 – Suspicious Activity. Officer Colin was dispatched to a suspicious individual dressed in black wondering around the Back Gate. Control 1 saw the individual on the cameras looking inside the guard house and then moved the license plate camera out of sight. Officer Colin arrived on scene and checked the area and was UTL the individual. He checked for fresh tire tracks in the area and behind by the dumpsters, no tracks were found. The screen on the window to the guard house was cut and the window was open, the camera view can’t see the window. The individual was scene on camera leaving the area; they then walked towards the bushes heading towards Cole Grade Rd.

January 29th 2023 at 2125 – Unsecured Door. Officer Gonzalez found two garage doors open inside the PVCCE community. Control 1 to make contact with residence.

January 30th 2023 at 0109 – Pauma Building 11.53. Officer Gonzalez and Officer Colin found the back door to room 401 unsecured. Both Officer’s cleared and secured the building. The alarm was not set. Control 1 to notify the contact for the Pauma Building.

January 30th 2023 at 0945 – Trespassing. Officer Orozco found unauthorized motor bikes tracks entering through the back on the hill next to the white fence. Video and photos were taken on the patrol duty phone.

January 30th 2023 at 1445 – Gate Crasher. Officer Orozco was dispatched to a gate crasher at the Back Gate. The vehicle came in contact with the arm barrier. The driver is a resident. A NOV was issued and the video footage was sent to the District Office.

January 31st 2023 at 0545 – Gate Malfunction. Officer Albert was dispatched to the Back Gate because the arm being stuck half way up. Officer Albert tried resetting the barrier arm from the control box and was unable to get the arm to work properly. There was also no arm control from either the Front Gate or Back Gate. He then knocked the arm off the guide to move it out of the way to allow access. Passed down the information to the next shift to try the barrier arm again.

January 31st 2023 at 1942 – Resident Report. Control 1 was notified by a resident that earlier in the day, as the resident was entering the Back Gate, a vehicle followed them into the PVCCE community. The resident wanted to report to patrol and see if we can locate the vehicle to make sure they are permitted inside the PVCCE community. Officer Gonzalez found the vehicle inside the community. The vehicle belonged to a new resident that didn’t have an RFID yet.

January 31st 2023 at 2151 – Unsecured Door. Officer Gonzalez found one garage door open inside the PVCCE community. Control 1 to call resident. Unable to make contact, Left a voicemail.

February 2nd 2023 at 0507 – Saint Francis 11.53. Officer Albert found a white Toyota 4runner unoccupied parked in the upper lot of the church. Vehicle description was logged and reported to Control 1.

February 2nd 2023 at 0519 – Pauma Building 11.53. Officer Albert found a grey Jeep Wrangler unoccupied in the upper lot. The vehicle belongs to a resident inside the PVCCE community.

February 2nd 2023 at 2043 – North Coast Church 11.53. Officer Colin found both then women’s bathroom and Chapel exit door unsecured. The bathroom was Cleared and secured. The Chapel’s exit door could not be secured. The alarm was not set. Control 1 to notify the Church contact.

February 2nd 2023 at 2233 – Pauma School. Officer Colin found both the Multi-Purpose Room and storage room unsecured. Officer cleared and secured both rooms. Control 1 to notify the school contact.

February 4th 2023 at 1815 – Dog Barking Complaint. Control 1 received a call about a dog barking for several hours. Officer Aguilar found the dog on Paauwe Dr. Control 1 to notify resident. Left a voicemail.

February 4th 2023 at 2000 – Unsecured Door. Officer Aguilar found one garage door open inside the PVCCE community. Control 1 to make contact with resident.

February 7th 2023 at 0806 – Stolen Vehicle. Control 1 was contacted by a resident on Luiseno Circle Dr. reporting that their silver F150 was stolen from their driveway overnight. The last time the vehicle was seen was yesterday. Control 1 advised the resident to call the Sheriffs to make a report. Officer Gonzalez made contact with the resident. They requested for patrol to look around the community for the F150 with a BBQ grill in the back. Also asked if we could review the camera footage to see if we see the truck leaving the community. Officer Gonzalez searched inside and outside the PVCCE community. UTL the truck. Later that day, the resident said they allowed one of their employees to use the truck to haul some items around, but brought it back that day around 1500. They also mentioned a few weeks back someone came to their house trying to sell electricity. The Sheriffs came to the Front Gate and asked to see the video footage. Control 1 informed the Sheriffs they are under review. The resident was contacted by Control 1 to inform that, if we find any more information, we will give them a call.

February 7th 2023 at 0931 – Medical. Officer Gonzalez responded to a medical call on Luiseno Circle Dr. Cal Fire arrived on scene. The caretaker called 911 to report that their patient was not acting like their usual self and was concerned. While checking vitals, Cal Fire noticed a bottle of Vodka next to the resident. When Mercy Medics arrived on scene, they asked the resident a few questions to which they answered all correctly. They also asked if they had been drinking. The resident replied yes, the medics said they are fine just a little intoxicated is all.

February 7th 2023 at 1724 – PVCC Request. The Country Club Pro Shop requested for patrol to de-escalate an argument between two residents. A male individual said as he was talking with his client, the female interrupted them and started getting mad at him for his vehicle being too loud and also putting out toxic fumes coming from his vehicle exhaust. Officer made contact with both individuals and separated them both. Officer Aguilar wrote down both statements and advised them to stay away from each other. Control 1 was contacted.

February 9th 2022 at 1733 – Suspicious Activity. Control 1 dispatched Officer Colin and Officer Easter to North Coast Church for two individuals drinking alcohol behind the church. Officers arrived on scene, patrolled the area and were UTL the suspects. Both Officers proceeded to check the church. No signs or burglary or forced entries. Control 1 to notify the church contact.

February 9th 2023 at 1833 – Hit Animal HWY 76. Officer Colin struck a raccoon heading down HWY 76 WB in Unit 2. The driver side front bumper and tire liner are both damaged. The unit is out of commission. A tow truck will pick up the unit tomorrow around noon.

February 9th 2023 at 1910 – Public Assist. A individual was parked inside the District Office parking lot out of gas for several hours. Officer Colin made contact with them, they said their phone died and no one is

coming to pick them up and that they were out of gas. They had a gas can, Officer Colin gave them 1 GAL of gas to get to the next gas station.

February 9th 2023 at 2056 – Pauma School 11.53. Officer Colin found the Primary 1 room on building B locked but not latched, Cleared and secured the building.

February 9th 2023 at 2223 – Pauma Village 11.53. Officer Colin found four vehicles parking in the lot. A white Nissan Sentra, gray Honda Civic, white Chevy Express, black Honda Civic. All vehicles were logged to control 1.

February 10th 2023 at 0643 – Pauma School 459A. Control 1 dispatched Officer Albert for a 459A. The MPR alarm was alerting. The Custodian disarmed the alarm. Alarm was accidental.

RFID Entries						
Front Gate		Center Gate			Back Gate	
5,871		535			3,512	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
16	0	1	10	0	1	0
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
5		5			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)	2			71
Gravel Yard(GY)				54
Saint Francis(SF)				112
Pauma School(PS)	4		1	49
Pauma Building(PB)	2			64
Airport Hangars(AH)				92
Treatment Plant(TP)				53
Pauma Village(PV)	1			51
Residential Houses/Other	11			10

PVCSD SECURITY REPORT January 16, 2023 – February 10, 2023

Patrol Activity				Gate Activity	
Medicals	1	Resident Concern	3	Activity/Malfunctions	Totals
Welfare Checks		Suspicious Activity	4	Unresponsive	0
Lift Assist		Noise Complaint		Will Not Close	28
Domestic Dispute		Process Server	2	False Read	0
Traffic Collisions		911 Hang up Call		Loss of Controls	1
Gate Runner/ Gate Crashers	4	Loose Pets		Video Loss	1
Public Assists	1	Snake Call		Device Entries	
Jump Start		Trespassing	2	Passes Issued	2,294
Notice of Violation	3	Other	8	Pass Entries	3,630

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

February 10 2023 – March 10 2023

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
Officer Todd Albert	1L2	Patrolman / Security Supervisor
Officer Gerardo Gonzalez	1L3	Patrolman
Officer German Colin	1L5	Patrolman
Officer Dale Easter	1L6	Patrolman
Officer Luis Orozco	1L4	Patrolman
Eduardo Aguilar	1L7	Patrolman / Gate Attendant
Matthew Carson	C1	Gate Attendant Supervisor
Christopher Phan	C1	Gate Attendant
Zachary Meyer	C1	Gate Attendant
Joseph Garcia	C1	Gate Attendant

Vehicle Maintenance Report

In unit 1 both pillars are popped off and the passenger seat base is as well. Everything else is working properly. Unit 2 was picked up from the body shop. The passenger side B pillar is popped off and the seat cover on the driver’s side is still ripped. Everything else is working properly.

- Tesla 01 (33,791)–Passed all inspections this month.
- Tesla 02 (41,806)–Passed all inspections this month.

German Colin, Vehicle Maintenance Officer

Gate Report

CGS replaced equipment/parts on the rear barrier arm unit on 3/13/2023. The back gate barrier arm is currently operating again without issues. Quality Gates modifications to the control system panel that operates the front gate have helped the “failure to close” issues and the front gate is currently operating without issues. A new gate attendant has been hired and is currently completing training and doing well with understanding the job duties. This employee will be enrolling in guard card training as soon as possible. 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 gate attendants will be entered into the D.A.R. Gate attendants will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

February 10th 2023 at 0643 – Pauma School 459A. Officer Albert was dispatched to the Pauma School for a 459A. Officer arrived on scene and found that a teacher set off the MPR alarm. The alarm was accidental. The custodian disarmed the alarm.

February 10th 2023 at 1848 – Hangars 11.53. Officer Easter found a Silver Volvo parked near hangar 16, the vehicle was unoccupied. Recorded the vehicle information.

February 10th 2023 at 2110 – Unsecured Door. Officer Colin found two garage doors open inside PVCCE. Control 1 to contact and inform the residents.

February 12th 2023 at 1210 – Resident Concern. A resident on Luiseno Circle Dr. reported that two nights ago their child's car was broken into in the middle of the night, between 10 pm - 3 am. Officer arrived on scene and asked if anything was missing from the vehicle. The resident said nothing was stolen and no damages were done to the car. Officer took photos of the vehicle.

February 12th 2023 at 1330 – Suspicious Activity. Officer Orozco found a black Toyota Camry parked in the Pauma School lot. Control 1 was notified. When Officer Orozco approached the vehicle, the vehicle backed up and drove away. Vehicle information was logged.

February 12th 2023 at 2005 – North Coast Church 11.53. Officer Gonzalez found the 2nd floor doors unsecured as well as the double doors near the stairs. He cleared and secured all doors. No signs of forced entry. The alarm was not set. Contact notified.

February 12th 2023 at 2138 – Hangars 11.53. Officer Gonzalez found a Silver Volvo parked near hangar 16, the vehicle was unoccupied. Recorded the vehicle information.

February 14th 2023 at 1240 – Gate Crasher. A resident contacted Control 1 to inform them that they came in contact with the back gate barrier arm. Officer Orozco put the barrier arm back into a working position.

February 14th 2023 at 1630 – Suspicious Activity. Officer Gonzalez was stopped by a landscaper near PVCC to inform that some statues were stolen at the back gate where they park their vehicle. The landscaper asked if some cameras could be installed back there. The officer informed that area is outside of the community, but increased patrol in that area is an option.

February 14th 2023 at 2140 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 to contact the resident.

February 16th 2023 at 2042 – Pauma School 11.53. Officer Colin found the MPR and room #8 locked but not latched, he cleared and secured both rooms. Contact was notified.

February 16th 2023 at 2118 – Unsecured Door. Officer Colin found two garage doors open inside PVCCE. Control 1 to contact the residents.

February 18th 2023 at 0801 – Suspicious Activity. Officer Colin reported that during his shift he noticed a resident's front patio gate on Luiseno Circle Drive was broken. Officer Colin took pictures and passed down this information to the next Officer on duty. Officer Easter arrived on scene and contacted the HOA President to inform about the gate. They both walked the property and spoke with a contractor who was working there at the time. The contractor informed that a strong wind blew the gate open and when it slammed closed it broke the wood frame. The contractor tried to fix the gate temporarily however, the wind was too strong that day.

February 18th 2023 at 1735 – Suspicious Activity. Officer Easter was dispatched to Atosana Rd. to a concerned resident who stated they found two individuals walking around outside the resident's house looking through the windows. The resident yelled at them to get away and get off their property. As they walked around the house to the front driveway, the resident saw they were driving a dark gray Mercedes Sprinter van. The two individuals said they thought the house was for sale and they didn't know anyone lived there and were told the house would be empty and apologized. The resident tried to get their names, but they got into their van and drove off. As Officer Easter was entering the community and spotted the

vehicle exiting the front gate. Officer Easter was able to get the vehicle description and LP#. Officer asked Control 1 to save the vehicle information and look up who owns the vehicle. Officer Easter spoke with the resident. The resident said once the two individuals said they thought the house was for sale, they realized what they were doing. The house is listed for sale but they are not planning on moving soon. The resident contacted their realtor and told them that they cannot send people over to their house without permission and they will need to be escorted next time. Officer Easter assured the resident that he will also go speak with the realtor that lives inside the community. They apologized for their guest driving around the community when they shouldn't have. They understand that this situation scared their neighbor and could have gotten a lot worse. They assured patrol that it won't happen again.

February 19th 2023 at 1555 – Medical 70. Officer Orozco was dispatched to Luiseno Circle Dr. for a 70 medical. The resident was having kidney stone pain. Cal Fire and Mercy medic arrived on scene. One was transported to Palomar Hospital.

February 20th 2023 at 0647 – Resident Concern. Officer Gonzalez was dispatched to an individual walking towards the tennis courts that didn't look familiar to the community. Officer Gonzalez made contact with the individual. The individual was a gardener for a resident on Womsi Rd. and was walking to the bus stop on Hwy 76. Officer Gonzalez confirmed they do have permission to be inside the PVCCE community.

February 20th 2023 at 0915 – Medical Airport. Officer Orozco received a Pulse Point notification for a medical on Temet Rd. The actual address was for the District Office, at the Helipad. One self-inflicted gunshot wound to the head. Cal Fire and Mercy medics arrived on scene. Air support arrived on scene. One life-flighted out.

February 20th 2023 at 2050 - Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 to make contact with the resident.

February 21st 2023 at 1530 – Medical 70. Officer Orozco was dispatched to a medical on Wiskon Way West for a possible stroke. Cal Fire and Mercy Medics arrived on scene. The resident was having a bad headache. They turned down medical attention. They will have someone drive them to the hospital later.

February 22nd 2023 at 0948 – Resident Concern. Officer Easter was stopped by a resident on Wiskon Way West. The resident was concerned that their neighbor's tree across the street might fall over anytime and may come crashing down on their house. They asked patrol to talk to the neighbor and ask if they are planning on cutting down the tree soon for safety reasons. Officer Easter made contact with the tree owner. The neighbor said that as soon as they come back from being out of town, they will have it cut immediately.

February 22nd 2023 at 1455 – Public Assist. Officer Easter assisted St. Francis church with broken glass on the side of the HWY 76.

February 22nd 2023 at 1447 – Water Leak. Officer Easter was dispatched to a water leak that was reported in the PVCC employee parking lot. RPM was contacted and were already in route.

February 23rd 2023 at 1859 – Medical – Officer Easter was dispatched to a medical on PVD and Cole Grade Rd intersection. Cal Fire and Mercy Medics arrived shortly before Officer Easter. The location was the house on the corner near the Pauma Farm; one individual was transported to Palomar Hospital.

February 24th 2023 at 0941 – Dog Park Incident. Officer Easter was dispatched to an incident that happened at the dog park. Officer Easter made contact with the resident who called. The caller said while they let their dog run around unleashed, their dog ran over to greet two other dogs that were on a leash with their owners. The other owners started yelling, saying come get your dog away from my dogs. The caller stated they tried to call their dog back; the other owner then picked up a large stick and struck the callers dog over the head. The caller then stated "we are at an unleashed dog park, you can't hit my dog." The caller then got into their vehicle and drove away. Officer Easter advised the resident to contact the Sheriffs to file a complaint about the other owners. When the Sheriff arrived, he got all the information he needed from that resident and advised the caller to get a restraining order if needed. Officer Easter

escorted the Sheriff to the other dog owner's house. Their story was that as they were walking down Wiskon Way East with their two dogs on a leash to check the mail near the dog park, the caller's dog came running over to their dogs and jumped on them. They tried to get the dog off of their dogs, but the dog was too hyper. The other dog owner said they had no choice but to protect their dogs so they picked up a stick and lightly hit the other dog. The other owner kept saying "we are at a dog park you cannot hit my dog", he replied to him stating "I am not at the dog park I am on the road checking my mail. You need to control your dog." The Sheriff told the owners to try and stay away from each other. He gave them both a case number to contact just in case they both were to take this issue to court. Nothing else to report.

February 24th 2023 at 1830 – Saint Francis 11.53. Officer Orozco found the Chapel sliding door slightly open. Officer opened the sliding door, the alarm was set off. It was accidental, and there were no signs of forced entry. Officer cleared and secured the door. Control 1 to make contact with the church.

February 24th 2023 at 2205 – Pauma Building 11.53. Officer Orozco found building 401 unlocked, he cleared the building. Unable to secure door. Control 1 to notify contact.

February 25th 2023 at 2105 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to make contact with the resident.

February 26th 2023 at 1223 – Public Assist. Officer Colin was dispatched to a public assist inside PVCC. A resident called and stated they lost their glasses and needed assistance opening their key box. Officer made contact with the resident and assisted in opening the key box.

February 26th 2023 at 0110 – Pauma Village 11.53. Officer Colin found a silver Honda Civic parked in the lot. The vehicle was unoccupied, Control 1 was notified.

February 26th 2023 at 1902 – Gate Runner. Officer Gonzalez was dispatched regarding a gate runner at the back gate. A white Subaru Outback. Officer Gonzalez was UTL vehicle information was logged.

February 27th 2023 at 0109 – Saint Francis 11.53. Officer Gonzalez and Officer Colin found the front door to the Chapel and the kitchen door to the second building unsecured. Both buildings were cleared. Unable to secure the doors. The alarm was not set, Knight Security was notified. Control 1 left a voicemail for the contact.

February 27th 2023 at 0920 – Saint Francis 11.53. Officer Orozco found the chapel door unsecured, Officer set off the alarm while clearing the building and unable to secure the door. He also found the sliding door to the kitchen of the second building unsecured. Officer cleared and secured the building. Control 1 to notify contact.

February 27th 2023 at 1648 – Saint Francis 11.53. Officer Gonzalez found the front door to the chapel and the kitchen door to the second building unsecured. Cont.1 made contact with the church; they are aware of the doors being unsecured. Did not confirm if they were coming back to secure the building.

February 27th 2023 at 2037 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 to make contact with the resident.

February 28th 2023 at 0205 – Saint Francis 11.53. Officer Albert found the front door chapel and front door to the daycare side unsecured. Officer secured both doors and the alarm was set on both sides. Both buildings are secured. Dispatched Control 1 to notify the contact in the morning.

March 1st 2023 at 1958 – Traffic Collision. Officer Gonzalez was dispatched to a traffic collision on Cole Grade Rd. Officer arrived on scene and was noticed that there was a black car stuck in the middle of the San Luis Rey River pass. Officer Gonzalez was unable to reach the car and drove back through the community to the other side. Cal Fire and Mercy Medic arrived on scene. The individual stated that they were trying to pass through the river but didn't realize how much water was flowing through. The car started to drift off to the side then airbags deployed. A tow truck came to remove the vehicle. No one was transported.

March 3rd 2023 at 1100 – Public Assist. Officer Easter assisted with a funeral event that took place on Cuesta De Camila Estate. Assisted with parking and guiding guests to the right driveway.

March 3rd 2023 at 1300 – Public Assist. Officer Easter and Officer Orozco assisted St. Francis with parking for a funeral event.

March 4th 2023 at 1327 – Process Server. Officer Orozco was dispatched to escort a process server. Officer was delayed escorting the process server to the house due to assisting in public parking for Saint Francis Church. When traffic was cleared, Officer Orozco successfully escorted the server to the residence and then out of the community. The process server was unable to make contact with the resident.

March 4th 2023 at 1942 – Medical. Officer Orozco was dispatched to a medical at a house behind North Coast Church. Cal Fire and Mercy Medics arrived on scene. One was transported for difficulty breathing.

March 4th 2023 at 2100 – Unsecured Door. Officer Orozco found one garage door open inside PVCCE. Dispatched Control 1 to make contact with the resident.

March 5th 2023 at 2330 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Dispatched Control 1 to make contact with the resident.

March 7th 2023 at 1553 – Suspicious Activity. Officer Gonzalez was dispatched for a black Chevy Tahoe parked behind North Coast Church. An activity attendant reported that she spotted a black SUV behind the church but was unable to see what they were doing. When Officer Gonzalez arrived on scene, the vehicle had already left. Nothing else to report.

March 8th 2023 at 1902 – Suspicious Activity. Officer Gonzalez was dispatched for suspicious flashing lights near Temet Rd. A resident reported they could see people off in the distance. Officer arrived on scene and was UTL the flashing lights.

March 8th 2023 at 2300 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 to contact the resident.

March 9th 2023 2041 – North Coast Church 11.53. Officer Colin found the room between the restrooms unlocked; he cleared and secured the room. The alarm was not set. Control 1 to notify the contact.

March 9th 2023 2110 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to make contact with the resident.

March 9th 2023 at 1013 – Caretaker Concern. Officer Easter was dispatched to a residence on Womsi Rd. The caretaker working there called concerned for their well-being. They said they have been a caretaker for this resident for several years. The resident's child that lives there has been getting more aggressive with the caretaker and the hospice caretaker. They feel they can't do this job anymore and needs to be taken out of this hostile environment. They said that the child is blaming them for giving their parent Covid and is very upset that they cannot see their parent after 20 days of quarantine. The caretaker told the child several times that this was the hospice protocol and needs to be very careful. Shortly after the child left the house. The caretaker asked Control 1 what they should do. Control 1 advised to call Sheriff and have them assist with the situation. This is a law enforcement situation. Several minutes later, two Sheriff's units arrived at the front gate; Officer Easter escorted the Sheriff's units to the house. The Sheriff made contact with the caretakers. They said unfortunately because the child does have residency there, they cannot kick them out of their own house under California State Law. The Sheriff advised the caretaker to get a restraining order on the child, so they won't feel threatened anymore, otherwise, they can call 911 non-emergency lines and have the medics take the parent away for proper care and they can go home. The caretakers are aware and will call again if they need assistance.

March 9th 2023 at 1200 – Resident Concern. Officer Easter was dispatched to speak with a resident about a situation that had happened earlier in the day regarding their parent and some caretakers. Officer made contact with the resident on Kica Ct. who was doing some housework for another resident. They explained that for several weeks now, the caretakers that are taking care of their parent will not let them see their parent. Their parent has been in quarantine for over 20 days because they got Covid. The child does not understand why they cannot see their parent who is on the other side of the house being exposed to these caretakers, who aren't even wearing a mask around the house and while opening the doors for

vendors. The resident expressed that if this was a hospice protocol then they should be wearing a mask at all times. The resident kept saying how frustrating this is and feels they are trying to kick the child out of their own house. Officer Easter told the resident that he was not there to take sides, and only to take down a report on their side of the story.

March 10th 2023 at 1109 – Family Depute. Officer Easter was dispatched to a resident’s family member that wanted to speak with patrol at the PVCC. Officer Easter arrived on scene and made contact with the family member. They said they are the sibling-in-law of an individual that was causing problems yesterday for some caretakers at the house. Officer Easter told them he was aware of the situation from yesterday. The sibling-in-law said that the child that resides in the home hasn’t slept in over 72 hours; diagnosed with bipolar disorder and could be armed and dangerous. The sibling-in-law removed the parent from the house and they will be staying at the PVCC. The family does not want anyone to know where the parent is staying. The sibling-in-law insisted to speak with the Manager at the CC. Officer Easter witnessed the sibling-in-law speak with the Manager. They told the Manager that the child that resides in the home is crazy and that they could have a possible active shooter inside the community and wanted them to be aware of the situation. Officer Easter advised the sibling-in-law to call the sheriff immediately after leaving the office. Officer Easter contacted the sibling-in-law’s spouse over the phone to confirm they were aware of what was going on with their parent. Two Sheriff’s units arrived at the front gate. One unit came down to the PVCC; the other unit went straight to the house where the child that resides in the home is staying to evaluate their actions. The Sheriff at the PVCC spoke with the sibling-in-law. He said that they cannot arrest and take them away if the child that resides in the home hasn't physically hurt or threatened them. They informed that they need probable cause to do so. The Sheriff advised the sibling-in-law to get a restraining order if they feel the need to. Sheriff informed that he was evaluating the child that resides in the home and said they do not feel like they are a threat to society, just because there are guns in the house, which is not illegal. The Sheriff recommends the family members stay away from each other and give some space so the parent can be cared for. All units 1098.

RFID Entries						
Front Gate		Center Gate			Back Gate	
5,691		566			3,388	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
31	0	3	6	9	1	0
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
6		17			27	

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			43
Gravel Yard(GY)				22
Saint Francis(SF)	5			67
Pauma School(PS)	1		1	30
Pauma Building(PB)	1			40
Airport Hangars(AH)				45
Treatment Plant(TP)				49
Pauma Village(PV)				31
Residential Houses/Other	12			10

Patrol Activity				Gate Activity	
				Activity/Malfunctions	Totals
Medicals	5	Resident Concern	3	Unresponsive	2
Welfare Checks		Suspicious Activity	6	Will Not Close	11
Lift Assist		Noise Complaint		False Read	0
Domestic Dispute	1	Process Server		Loss of Controls	0
Traffic Collisions	1	911 Hang up Call		Video Loss	3
Gate Runner/ Gate Crashers		Loose Pets	2	Device Entries	9,645
Public Assists	2	Snake Call		Passes Issued	2,345
Jump Start		Trespassing		Pass Entries	2,534
Notice of Violation		Other	1		

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
 Disclosure of Reimbursement Amounts per Govt Code Section 53065.5
 For Fiscal Year July 1, 2021 through June 30, 2022

Date	First Name	Last Name	Reason for Reimbursement	Amount
04/13/2022	Eduardo	Aguilar	Reimb. Guard Card and Livescan	\$ 134.00
11/24/2021	Todd	Albert	HRA Reimb.	\$ 1,500.00
10/06/2021	Kim	Alvarado	HRA Reimb.	\$ 1,521.00
12/15/2021	Kim	Alvarado	Reimb for Office supplies	\$ 194.49
02/22/2022	Kim	Alvarado	Reimb for Office Shredding	\$ 183.35
05/13/2022	Kim	Alvarado	HRA Reimb.	\$ 945.00
06/24/2022	Kim	Alvarado	HRA Reimb and mileage	\$ 109.46
07/19/2021	Matthew	Carson	HRA Reimb.	\$ 688.15
09/08/2021	Matthew	Carson	HRA Reimb.	\$ 183.70
12/01/2021	Matthew	Carson	HRA Reimb & guard card renewal	\$ 276.42
12/22/2021	Matthew	Carson	HRA Reimb.	\$ 198.90
02/07/2022	Matthew	Carson	HRA Reimb.	\$ 97.93
04/11/2022	Matthew	Carson	HRA Reimb.	\$ 386.97
07/09/2021	Bryan	Chau	HRA Reimb.	\$ 780.00
01/25/2022	Bryan	Chau	HRA Reimb.	\$ 1,000.00
08/16/2021	German	Colin	HRA Reimb.	\$ 711.72
04/14/2022	German	Colin	HRA Reimb.	\$ 296.08
02/01/2022	German	Colin	Reimb. COVID Tests	\$ 279.00
11/29/2021	Dale	Easter	HRA Reimb.	\$ 2,000.00
12/07/2021	Marissa	Fehling	HRA Reimb.	\$ 1,091.00
01/13/2022	Marissa	Fehling	HRA Reimb.	\$ 2,000.00
08/04/2021	Hector	Figueroa	HRA Reimb.	\$ 550.98
08/20/2021	Hector	Figueroa	HRA Reimb.	\$ 425.00
10/19/2021	Hector	Figueroa	HRA Reimb.	\$ 125.98
12/20/2021	Hector	Figueroa	HRA Reimb.	\$ 273.04
01/13/2022	Hector	Figueroa	HRA Reimb.	\$ 250.00
02/14/2022	Hector	Figueroa	HRA Reimb.	\$ 145.55
02/18/2022	Hector	Figueroa	HRA Reimb.	\$ 419.48
06/03/2022	Hector	Figueroa	HRA Reimb.	\$ 145.00
06/08/2022	Hector	Figueroa	HRA Reimb.	\$ 440.00
11/18/2021	Nicholas	Florez	HRA Reimb.	\$ 606.87
11/24/2021	Nicholas	Florez	HRA Reimb.	\$ 208.17
09/01/2021	Enrique	Garcia	Reimb. Test prep class	\$ 199.99
02/22/2022	Enrique	Garcia	Reimb. for Boots	\$ 100.00
07/19/2021	Gerardo	Gonzalez	Reimb. Guard Card	\$ 270.00
12/23/2021	Gerardo	Gonzalez	HRA Reimb.	\$ 667.00
07/01/2021	Robert	Graziano	Vehicle Reimb.- Jul	\$ 300.00
08/03/2021	Robert	Graziano	Vehicle Reimb.- Aug	\$ 300.00
09/02/2021	Robert	Graziano	Vehicle Reimb.- Sep	\$ 300.00
09/14/2021	Robert	Graziano	HRA Reimb.	\$ 250.00
10/04/2021	Robert	Graziano	Vehicle Reimb.- Oct	\$ 300.00
11/04/2021	Robert	Graziano	Vehicle Reimb.- Nov	\$ 300.00

12/06/2021	Robert	Graziano	Vehicle Reimb.- Dec	\$ 300.00
01/03/2022	Robert	Graziano	Vehicle Reimb.- Jan	\$ 300.00
02/03/2022	Robert	Graziano	Vehicle Reimb.- Feb	\$ 300.00
03/02/2022	Robert	Graziano	Vehicle Reimb.- Mar and HRA Reimb.	\$ 1,941.97
03/02/2022	Robert	Graziano	HRA Reimb.	\$ 60.00
04/05/2022	Robert	Graziano	Vehicle Reimb.- Apr	\$ 300.00
04/06/2022	Robert	Graziano	HRA Reimb.	\$ 1,498.03
05/03/2022	Robert	Graziano	Vehicle Reimb.- May	\$ 300.00
06/03/2022	Robert	Graziano	Vehicle Reimb.- June	\$ 300.00
08/30/2021	Jacob	Oehlert	Reimb O & M of wastewater book	\$ 140.53
12/14/2021	Jacob	Oehlert	HRA Reimb.	\$ 2,000.00
12/14/2021	Jacob	Oehlert	Reimb for Supplies	\$ 180.50
01/03/2022	Jacob	Oehlert	Reimb for Rapid Covid Test	\$ 129.00
02/03/2022	Jacob	Oehlert	Reimb for Grade 3 Exam Prep	\$ 249.99
03/23/2022	Jacob	Oehlert	Reimb for jeans	\$ 100.00
05/04/2022	Jacob	Oehlert	HRA Reimb and supplies	\$ 113.92
07/22/2021	Preston	Torres	HRA Reimb.	\$ 560.70
07/30/2021	Preston	Torres	HRA Reimb.	\$ 789.90
02/16/2022	Amber	Watkins	HRA Reimb.	\$ 1,000.00
03/30/2022	Amber	Watkins	HRA Reimb.	\$ 1,000.00
			Total Applicable Reimbursements:	\$ 32,718.77

PAUMA VALLEY COMMUNITY SERVICES DISTRICT EMPLOYEE BENEFITS SUMMARY

HEALTH INSURANCE: The District currently offers a choice of HMO Gold Plans through California Choice Administrators. The District pays 80% of the premium for health insurance for employees and their dependents. Employees can choose plans annually during the open enrollment period in December or anytime there are major life changing events (i.e. marriage, birth, death, loss of coverage). Employees become eligible for this optional benefit the first day of the month following 60 days of employment.

HEALTH REIMBURSEMENT ACCOUNT: Full time employees will receive an annual Health Reimbursement Account based on their family status. The approved annual amount will commence on January 1 of each year and expire December 31 of each year. The amount is available to all full-time employees regardless if health insurance benefits have been elected through the District or not. This amount can be used to offset the employee contribution paid each pay period, and/ or receipts for medical services to be reimbursed can be submitted with the completed Request for Reimbursement Form. New hires will receive a prorated amount based on the number of remaining months in the year.

- \$1,250 is provided to an individual
- \$1,750 is provided to legal partners/ single parent with child
- \$2,250 is provided to an individual/legal partnership with a child/children

LIFE INSURANCE: Group Term Life Insurance is provided by Principal Life Insurance Company with a benefit amount of \$50,000 at no cost to the employee. Employees become eligible for this benefit the first day of the month following 90 days of employment for the duration of their employment. Effective 7/1/2022 all new employees must complete the Principal Life Insurance Company Evidence of Insurability Health Questionnaire (“EOI”). If determined to be ineligible by Principal Life Insurance Company based on the EOI, the Group Term Life Insurance benefit coverage will be \$25,000 at no cost to the employee.

EMPLOYEE ASSISTANCE PROGRAM: This service is an additional add on service administered through Principal Life Insurance Company and provided by Magellan Healthcare. This add on service includes three counseling sessions per year among other services. If you would like more information on this, please contact the District Office.

PENSION PLAN: The District contracts with the California Public Employees Retirement System (CalPERS):

- 3% @ 60 benefit formula for Classic Members – eligible existing members only
(Employee contribution rates as of 7/1/2022: 8%)
- 2% @ 62 benefit formula for PEPRAs members – any employee hired after 1/1/2013
(Employee contributes 6.75% as of 7/1/2022)

SOCIAL SECURITY:

The District participates in the Social Security System. The current employee contribution rate is 6.2%.

DEFERRED COMPENSATION: The District offers an IRS Section 457 Deferred Compensation Plan with CalPERS. The CalPERS 457 is on an individual voluntary basis. Employees are eligible to begin making contributions at any point in their employment and may adjust contribution amounts at any time.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT EMPLOYEE BENEFITS SUMMARY

HOLIDAYS: The District observes the following paid holidays. Any employee that works any portion of a shift on the following days shall be paid Double Time for the entire shift worked.

New Year's Day - January 1
Martin Luther King Jr. Day – third Monday in January
Presidents Day - third Monday in February
Memorial Day - Last Monday in May
Independence Day - July 4
Veterans' Day – November 11
Thanksgiving Day - fourth Thursday in November
Black Friday Day – fourth Friday in November
Labor Day - First Monday in September
One Floating Holiday - to be selected by employee per calendar year
Christmas Day - December 25th

For Administrative Staff and Utility Staff only: If a holiday falls on a Saturday, the preceding Friday will be observed. If any holiday falls on a Sunday, the following Monday will be observed.

VACATIONS: Regular full-time employees accrue vacation hours from date of hire. The annual accumulation is based on completed years of service. Vacation may be taken at any time provided the employee has completed the Time Off Request Form and submitted to their supervisor for approval or denial. Vacation accrual is as follows:

From hire date, but less than 5 years of continuous employment: 3.08 hours per pay period (80 hours per year)

More than 5 years, but less than 15 years of continuous employment: 4.62 hours per pay period (120 hours per year)

More than 15 years of continuous employment: 6.16 hours per pay period (160 hours per year)

Employees are permitted to take all or a portion of their vacation each year and to accumulate vacation time up to a maximum of 160 hours. Accumulated hours above 160 will be automatically paid out with payroll. Employees may choose to sell back any unused portion of their vacation accrual. Any employee that has vacation accrual at the time of separation from the District will be paid the balance of the vacation accrual on their final pay check.

SICK LEAVE: The District offers sick leave of 78 hours per calendar year. Unused sick leave is accumulated from year to year up to a maximum of 160 hours. This may be used to cover employees' time off due to illness, injury, attending medical and/or dental appointments and to care for an immediate family member with any of the aforementioned issues.

WORKERS COMPENSATION: The District is insured with The Zenith for work related injuries. Medical Provider Notices are posted in the District Office for review by any employee. A Time of Hire Notice is provided as well during the on-boarding process.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT EMPLOYEE BENEFITS SUMMARY

STATE DISABILITY PROGRAM: Disability Insurance is administered by the State of California (SDI) to help protect against wage loss because of a non-occupational illness or injury in which all accrued sick time has been exhausted. More information is available on the EDD website.

UNEMPLOYMENT INSURANCE: Unemployment Insurance is payable to employees who have met all of the eligibility requirements of the law. No cost to employee. Please visit the EDD website for more information.

USE OF PERSONAL PHONE: In some cases, employees are required to use their personal phone while conducting District business. If this is deemed necessary for your position by the General Manager, a cell phone reimbursement is available in the amount of \$40 per month. If the employee chooses not to use their personal phone a District phone will be issued.

ELECTRIC VEHICLE CHARGING: Employees are permitted to use the electric vehicle charging stations located at the District Office.

ADMINISTRATIVE EMPLOYEES ALSO RECEIVE:

SCHEDULE: Administrative Employees work five 8 hour shifts per week during the office hours of 8:00 am to 4:00 pm, unless modified by management.

UTILITY EMPLOYEES ALSO RECEIVE:

SAFETY BOOTS: Utility employees are reimbursed up to a maximum of \$100.00 per calendar year for steel toe safety boots and insoles. Proof of purchase required.

UNIFORMS: It is the District's policy that utility employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All utility employees are supplied with tee shirts. Blue denim pants will be reimbursed by the District up to \$100 per calendar year per utility employee with proof of purchase.

STAND-BY PAY: Utility employees assigned to stand-by duty shall receive a daily rate of \$10 for weekdays; \$50 for weekends; \$50 for District observed holidays.

SCHEDULE: Utility Employees work a 9/80 schedule as follows 7:00 am to 4:00 pm four days a week and have every other Friday off; working Fridays have a schedule of 7:00 am to 3:00 pm, unless modified by management.

GATE EMPLOYEES ALSO RECEIVE:

UNIFORMS: It is the District's policy that gate employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All gate employees are supplied with collared shirts, name tag, sweater, jacket and a beanie.

SHIFT DIFFERENTIAL PAY: Due to the round the clock nature of this department the following differentials will be paid on top of the regular pay rate:

PAUMA VALLEY COMMUNITY SERVICES DISTRICT EMPLOYEE BENEFITS SUMMARY

Shift A – 12 midnight to 8 am - \$4.50/ per shift
Shift B – 8 am to 4 pm - \$0 / per shift
Shift C – 4 pm to 12 midnight - \$3.50 / per shift

SCHEDULE: Gate Employees work five 8 hour shifts per week, unless modified by management.

SECURITY EMPLOYEES ALSO RECEIVE:

UNIFORMS: It is the District's policy that security employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All security employees are supplied with blouses, matching pants, a badge, all weather jacket and a beanie.

SHIFT DIFFERENTIAL PAY: Due to the round the clock nature of this department the following differentials will be paid on top of the regular pay rate:

Shift A – 12 midnight to 8 am - \$4.50/ per shift
Shift B – 8 am to 4 pm - \$0 / per shift
Shift C – 4 pm to 12 midnight - \$3.50 / per shift

SCHEDULE: Security Employees work four 10 hour shifts per week, unless modified by management.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item : **12**
Date : March 27th, 2023
From : General Manager, Eric Steinlicht
Issue : **AB 557 – Extend Authorization of Emergency Remote Meetings**

STAFF RECOMMENDS THE BOARD OF DIRECTORS

1. Authorize the General Manager to dispatch a letter in support of AB 557.

BACKGROUND

AB 361 (Rivas, 2021) codified, until Jan 1, 2024, numerous provisions of Governor Newsom’s Executive Orders pertaining to the Brown Act in 2020. The provisions only apply in the event that an emergency situation or public health orders prevent a local agency board from meeting in-person. If the meeting could still be held in-person without endangering local agency board members or personnel, then the local agency would not be permitted to rely on the provisions added to California Government Code section 54953 by AB 361. Local agencies needing to meet remotely pursuant to those provisions are only permitted to do so in concert with an emergency declared by the Governor of California.

DISCUSSION

AB 557 eliminates the January 1, 2024 sunset on the provisions of the Brown Act that provided additional flexibility for local agencies looking to meet remotely during an emergency while still maintaining public access and transparency. This legislation will provide a narrow but important emergency authority, allowing local governing bodies to safely meet and take action during applicable states of emergency declared by the Governor.

By removing the sunset, AB 557 preserves the critical flexibility for local agencies needing to meet remotely to continue providing the public with essential services during a Governor-declared emergency. By adjusting the renewal period for resolutions to 45 days (up from 30 days), AB 557 would provide accommodation for those agencies regularly meeting on a fixed date every month.

FISCAL IMPACT

There is no fiscal impact associated with this bill.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to dispatch a letter in support of AB 557.

Attachments

1. Sample Letter

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Name

Approved by: General Manager, Eric Steinlicht

March 27th, 2023

The Honorable Gregg Hart (lenh.voong@asm.ca.gov)

California State Assembly

1021 O Street, Suite 6230

Sacramento, CA 95814

RE: Assembly Bill 557 (Hart) – Support [As Introduced]

Dear Assembly Member Hart:

The Pauma Valley Community Services District is pleased to inform you of our support for Assembly Bill 557, related to emergency remote meeting procedures under the Ralph M. Brown Act.

The changes made to California Government Code section 54953 by Assembly Bill 361 (R. Rivas, 2021) were of vital importance to local agencies looking to meet during the COVID-19 pandemic in order to continue to conduct the people's business. These changes were necessary in order to permit local agencies to meet during a time that it would have otherwise been impossible to meet in-person safely. Important safeguards were included to ensure transparency and accountability, including the fact that the emergency provisions were only applicable in instances where the California Governor had declared a state of emergency.

While California seeks to transition to a post-COVID era, the threat of additional emergencies remains, as has been made abundantly clear by recent flooding and wildfires. Absent any legislative intervention, the processes established by AB 361 to provide remote meeting flexibility to local agencies in emergency circumstances will expire at the end of this year. To remain best-equipped to address future emergencies and allow local agencies to effectively react and respond, AB 557 would eliminate the sunset on the emergency remote meeting procedures added to California Government Code section 54953. Additionally, AB 557 would adjust the timeframe for the resolutions passed to renew an agency's temporary transition to emergency remote meetings to 45 days, up from the previous number of 30 days.

AB 557 would allow our board of directors to effectively administrate the district while protecting the health of not only the board, but also the public at large who might attend physically. This is, and has been, a critical tool for maintaining essential services throughout the pandemic. By eliminating these provisions, it would only prevent a governing body from having the flexibility inhibiting the safe governance of a public agency. It is impossible to foresee the future and as such Pauma Valley Community Services District not only sees the importance for AB 557 but fully supports its successful passing.

This legislation will preserve an effective tool for local agencies facing emergencies that would otherwise prevent them from conducting the people's business when faced with an emergency. For these reasons, Pauma Valley Community Services District is pleased to support Assembly Bill 557. Please feel free to contact me at jodie.lawston@paumavalleycsd.ca.gov or at eric.steinlicht@paumavalleycsd.ca.gov if you have any questions.

Sincerely,

[Insert Signature Here]

Eric Steinlicht

General Manager of the Pauma Valley Community Services District

CC: Marcus Detwiler, Legislative Representative, California Special Districts Association (advocacy@cdda.net)

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item : 13
Date : March 27th, 2023
From : Eric Steinlicht, General Manager
Issue : Strategic Planning Facilitation Services

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Provide direction to the General Manager for strategic planning facilitation services.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) Board of Directors are in the early stages of developing a multi-year strategic plan. The future PVCSD Strategic Planning effort will establish the organizational mission, vision, core values, and strategic focus areas that will help prepare and guide PVCSD as it faces new opportunities and challenges over the coming years. To help with this strategic planning effort, the PVCSD Board of Directors would like to engage the services of an experienced strategic planning facilitator.

DISCUSSION

In January 2023, the PVCSD Board of Directors directed the General Manager to seek proposals for strategic planning facilitator services. PVCSD has received five proposals which are attached for your review. The five firms are:

1. **BHI Management Consulting**: BHI Management consulting proposes a five-to-ten-year Strategic Plan with two separate board workshops. These two board workshops would be spaced out anywhere between two to four months. Mr. Brent Ives, the facilitator who formed this company has an extensive background facilitating board workshops.
2. **Rauch Communication Consultants Incorporated**: Rauch Communication Consultants Incorporated (RCC) has over fifty years of successful development of strategic plans. RCC has significant strategic planning facilitation experience and has helped guide approximately 225 community service district's to date. In addition, RCC is directly involved with the California Special District Association (CSDA) Leadership Academy.
3. **Regional government Services**: Regional Government Services (RGS) was recommended by CSDA. RGS is a Joint Powers Authority (JPA) that was founded in 2001 and began serving public agencies, special districts in 2002. To date, RGS has served over three hundred public agencies. RGS has an extensive network of professionals that have many years of experience in the public sector.

4. **Rhythm Systems**: Rhythm Systems (RS) appears to be geared towards the private sector more so than the public sector. However, RS can provide software that goes hand in hand with their Strategic Planning Facilitation. This software is a unique and innovative tool that can be utilized by staff to reorient objectives with the Strategic Plan created by RS. They have proven success with large private sector companies and have exponentially grown their financial position via their methodology. RS also offers a one-day custom planning session that focuses on organizational priorities for the year.
5. **Mr. Jeff Armstrong**: Mr. Jeff Armstrong, prior Interim General Manager for PVCSD, has offered to provide strategic planning facilitation services as well as a cost-of-service analysis. Mr. Armstrong is a proven leader with decades of public utility experience and has freely provided professional development coaching and organizational improvement advice to the current General Manager as PVCSD transitioned to new leadership.

FISCAL IMPACT

The estimated fiscal impact for securing a professional services agreement for strategic planning facilitation services range from \$10,000 to over \$30,000.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Provide direction to the General Manager for strategic planning facilitation services.
2. Discuss and take other action as appropriate.

Attachments

1. BHI Management Consulting Summary of Service
2. Raunch Communications Consultants Incorporated Proposal
3. RGS Cover Letter and Proposal
4. RS Proposal Slideshow Presentation
5. Jeff Armstrong's Proposal

Prepared by: Eric Steinlicht, General Manager

Approved by: Eric Steinlicht, General Manager

Brent Ives – BHI Management Consulting

Summary of Service

- ❖ usually cover 5-10 years to look at the Agency strategically (aimed, deliberate, linked, building upon one another), not tactically (moving project to project without any linkage, reactive, not proactive)
- ❖ involves two public, open Board workshops - One to clarify the Board's vision, one to share with them what it will take to get them there. Usually 2-4 month in between these workshops.
- ❖ getting ready for the first Board workshop, usually involves gathering and organizing input. Background and current working environment of the District. Staff input, individual Board member input, sometimes, public input meetings, input from strategic partners (water mutual?) and potentially others. ALL of this gets organized and p[resented to the Board at the first workshop.
- ❖ At the first workshop, the Board is guided to determine what areas are of sufficient priority to capture as part of the strategic plan. These areas are discussed, defined and properly captured as vision strategy of the Board.
- ❖ After the workshop, you, I and District staff put actions over the planning term (5-7-10? years) and dates to support their vision.
- ❖ At the next Board workshop we talk about the Vision and it's implementation....along with an examination of the support that will be needed to make the vision happen.
- ❖ After the second workshop, we have enough to publish an approval fraud that comes back to the Board for approval.
- ❖ The cost for this approach from me is plus-minus \$30K....plus expenses, etc. etc.

Hope this helps....see my background at www.bhiconsulting.com...see my book at Amazon, *52 Ways to be a Better Board*. See my weekly Board email based training at www.GoodBoardWork.com

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.

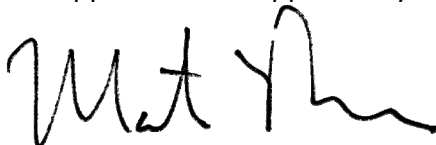
Organizational and Governance Experts. We have worked with over 225 Special Districts over the years. In addition, we are faculty for the California Special District Leadership Academy and regularly teach at statewide conferences on planning and governance issues.

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. Recognizes 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 pad 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.

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



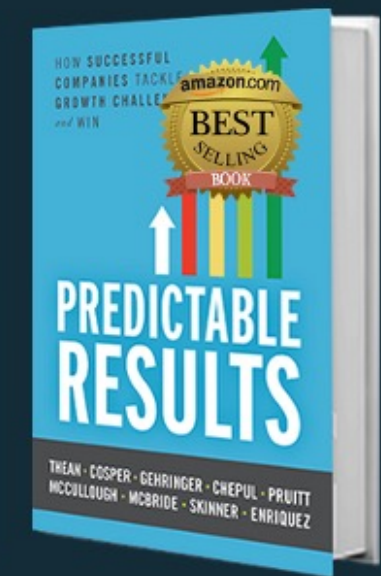
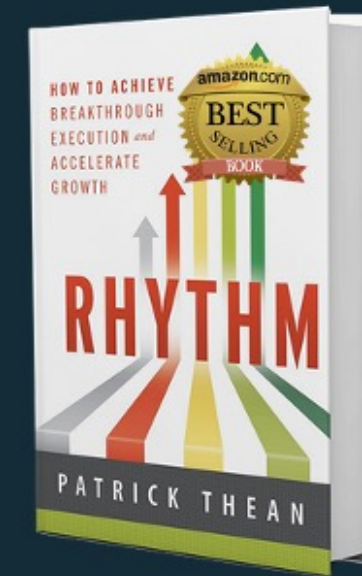
RHYTHM[®]
S Y S T E M S

Rhythm Partnership

Peak Performance to Maximize Your Investment



Erin C. Wilson
+1 (828) 450-6202
erin@rhythmsystems.com



Total Investment

Planning & Facilitation Investment Proposal

- **2 Day Custom Facilitate Planning Session: \$15,000**

- Create and Confirm 3-5 year strategic priorities
- Create Annual Focus and Priorities for the Year
- Create an execution-ready quarterly plan
- Included necessary prep calls, custom agenda, prework, and consolidation of results and session follow up
- Create Annual Focus and Priorities for the Year
- Create a 4-Quarter Flyover for each annual priority
- Includes Customization based on your needs

- **1 Day Custom Facilitate Planning Session: \$7,500**

- Create Annual Focus and Priorities for the Year
- Create an execution-ready quarterly plan
- Included necessary prep calls, custom agenda, prework, and consolidation of results and session follow up
- Create a 4-Quarter Flyover for each annual priority
- Includes Customization based on your needs

- **1/2 Day Custom Facilitated Planning Session: \$5,000 one-time fee**

Custom Facilitated Strategy or Planning session to work on one specific topic, such as

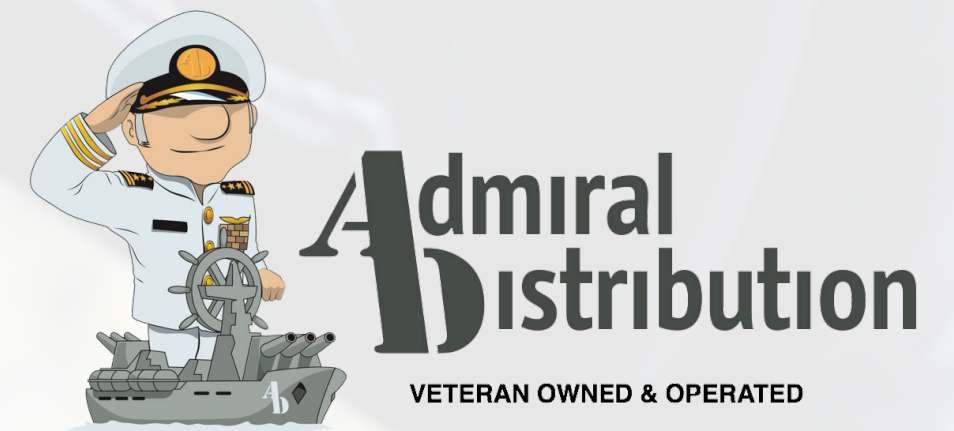
- Core Values & Core Purpose, Hedgehog & BHAG, Core Customer & Brand Promise, Role Clarity & Job Scorecards, Annual Priorities and 4Q Flyover, or Quarterly Planning session to determine company-level priorities



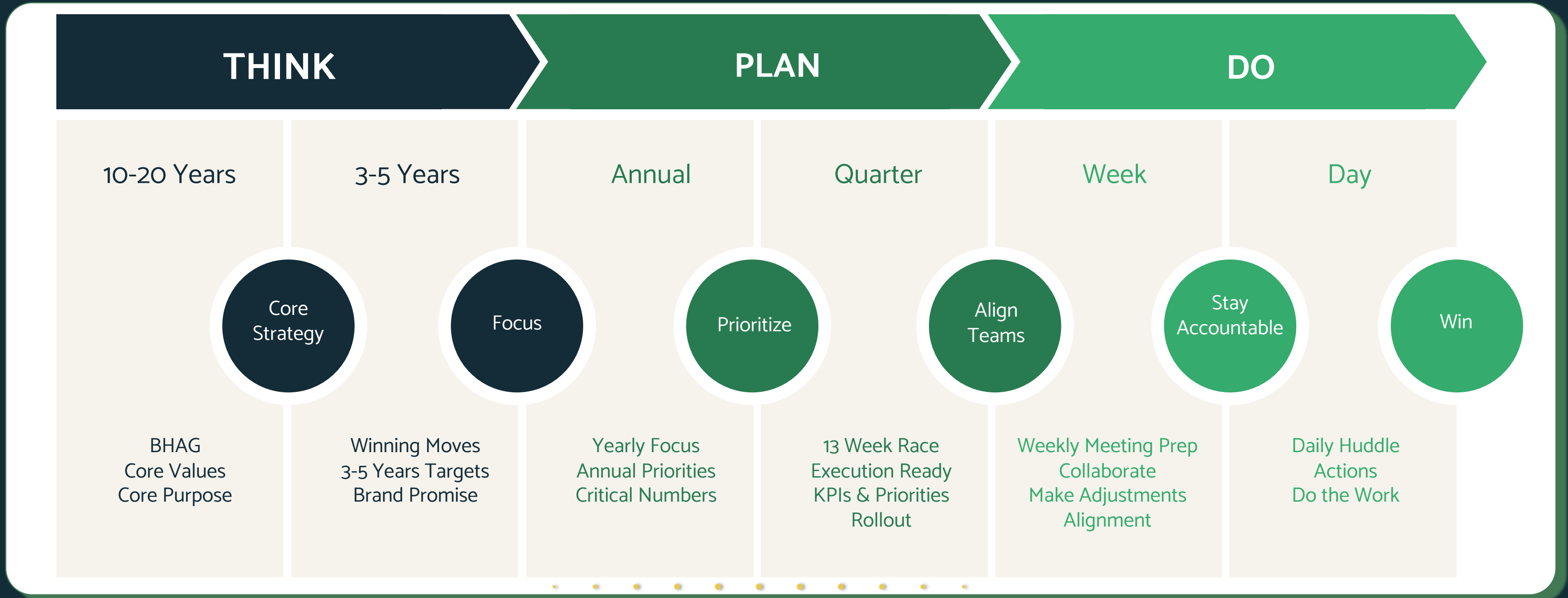
2022 Inc.5000 Rhythm Clients



nrl mortgage



Think Plan Do Process



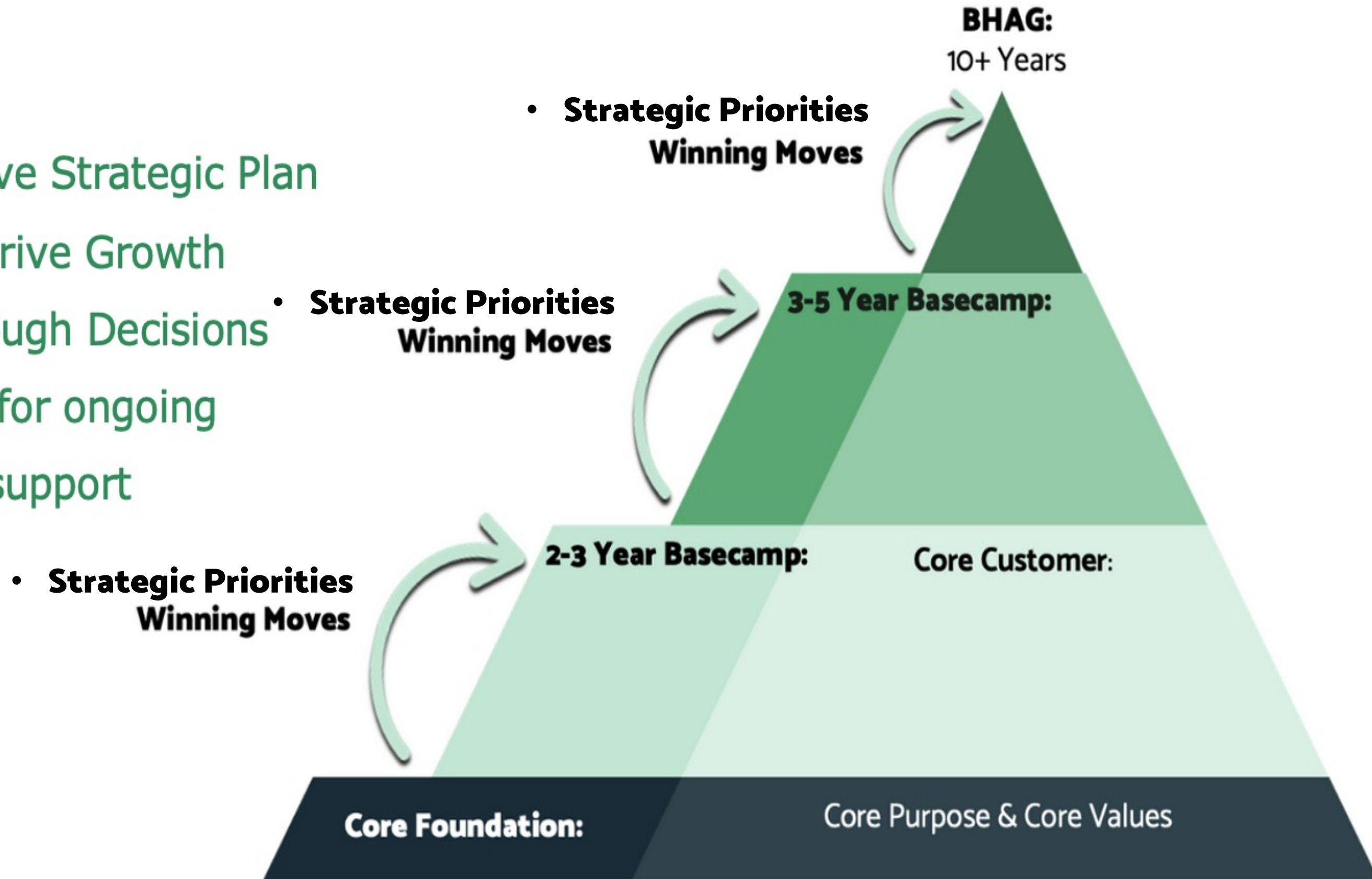
Rhythm is an OS

No Matter your Tech Stack
Rhythm Systems provides
CEOs with a
“control tower” view
of your organization
from a strategic level



Plan for 2023

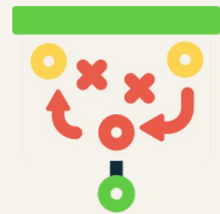
- ❑ Execution Planning to achieve Strategic Plan
- ❑ Map out Key Initiatives to Drive Growth
- ❑ CEO Coaching for Breakthrough Decisions
- ❑ Execution Software utilized for ongoing planning & goal alignment support



Develop Your Company Growth Plan



Execution Planning Sample Agenda



Day 1

Part 1: Objectives, Method

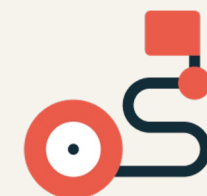
- Objectives, Method of Iterative Planning & Execution

Part 2: Review and Assess Strategy

- Core foundation, long-term plan, and core customer

Part 3: Winning Moves: 3-5 Year Plan

- SWOT, trends, strategic moves, assumptions, risks



Day 2

Part 4: Annual Execution Plan for 2022

- Reflect and review, destination postcard, financial targets, milestones

Part 5: Cascade, Alignment, Performance

- Cascade, goal alignment, accountability

Part 6: Plan Your Rhythm Journey for 2022

- Q1 planning process, execution cadence, summary and next steps

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.

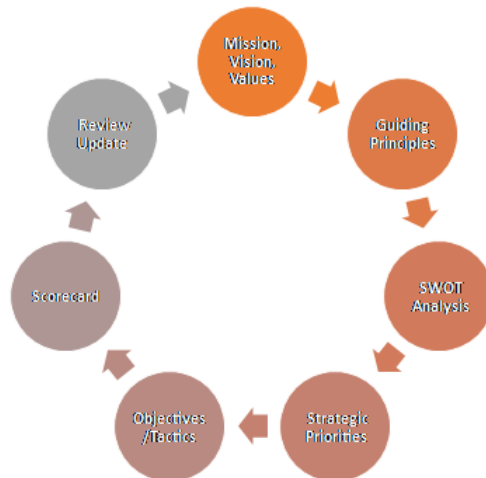
Mr. Steinlicht, I am pleased to submit this proposal to develop two plans for the Pauma Valley Community Services District (District). I have significant experience in both areas (Strategic Planning & Financial Planning) for a public agency. Also, based on what I learned during my brief time with the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

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	
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.

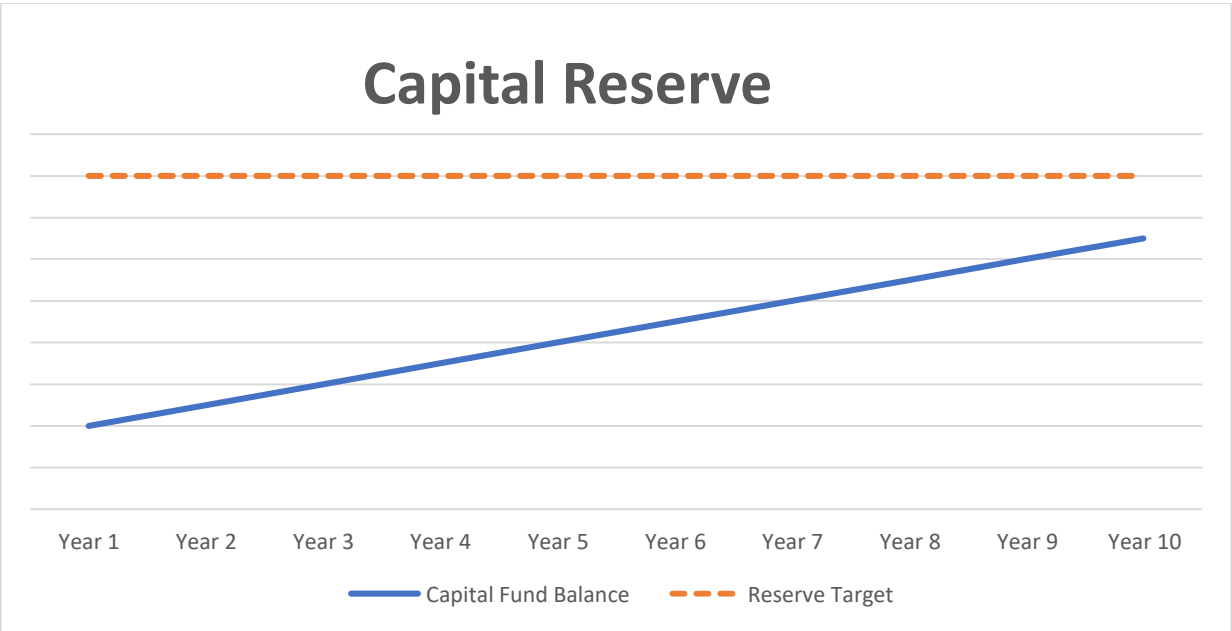
Below I have briefly outlined my proposal to facilitate the creation of the District's Financial Plan and Rate Requirements.

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item : **14**
Date : March 27th, 2023
From : Eric Steinlicht, General Manager
Issue : **Cost of Service Analysis**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Provide direction to the General Manager for cost of services analysis.
2. Discuss and take other action as appropriate.

BACKGROUND

Pauma Valley Community Services District (PVCSD) was founded in 1961 under the Community Service District Law (Division 2 of Title 6) to provide sanitary sewer and security service to its residents. The mission of PVCSD 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. PVCSD's primary source of revenue are the fees associated for sanitary sewer and security services which includes approximately 400 service connections, 3 wastewater pump stations, and 8.3 miles of wastewater collection system pipelines. PVCSD's annual operating budget is approximately \$1,500,000.

Best management practices require Pauma Valley Community Services District (PVCSD) conduct a cost of service analysis every five years to ensure the district's finances are appropriately matched with the level of expense required to meet our mission. The last cost of services study was informally conducted in 2021 and established the current rate structure. Former General Manager, Bobby Graziano developed a table for newly proposed rates whereas Office Manager, Amber Watkins completed a seminar with Best, Best and Krieger for the prop 218 portion of the cost of service analysis. With changes based upon inflation, the costs of goods and services continually increasing, the information has since been outdated.

DISCUSSION

The cost of service analysis objective is to establish rates at a sufficient level to fund annual operations, maintenance, and security expenses as well as the necessary capital infrastructure that are cost-based and proportional to customers.

Three qualified proposals have been compiled for the purpose of this discussion:

1. Hansford Economic Consulting LLC (HEC)
2. NBS
3. Mr. Jeff Armstrong
4. Prior Sewer Rate Study Letter (2021)

HEC proposes to provide the District a Cost-of-Service Analysis at \$34,600. Their proposal would also include an analysis of the security and patrol services that PVCSD offers its customers. NBS proposes to provide a Cost-of-Services Analysis \$41,700 and is limited to only wastewater. Mr. Jeff Armstrong, former interim General Manager for PVCSD, has proposed to include a Cost-of-Service Analysis for \$15,000 that includes a long-term financial plan.

FISCAL IMPACT

The Fiscal impact of proceeding with one of these services range from \$15,000 to \$41,000.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Provide direction to the General Manager for cost of services analysis.
2. Discuss and take other action as appropriate.

Attachments

1. HEC Proposal
2. NBS Proposal
3. Mr. Jeff Armstrong Proposal
4. Priorly Proposed Cost-of-Service Analysis (Conducted by In-House Former Management)

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Amber Watkins, Office Manager

Approved by: Eric Steinlicht, General Manager

February 23, 2023

Mr. Eric Steinlicht
Pauma Valley Community Services District

Letter sent via email

Subject: Wastewater Rates and Security Patrol and Gates Special Taxes Study; HEC #230403

Dear Eric:

Thank you for the opportunity to submit a proposal to update the Pauma Valley Community Services District (hereafter 'District' or 'PVCSD') wastewater rates and to calculate security patrol and gates special taxes.

HEC and its Principal, Catherine Hansford, bring more than 20 years of experience in municipal finance with specialization in the water industry. With a proven track record of completed projects and references listed herein, HEC offers the necessary skill set for successful, straightforward execution of the Study. HEC has provided professional services to many small cities and special districts in California. We work with staff, engineers, bond counsel, planners, public outreach and legal professionals routinely to determine the best solutions to unique circumstances. The majority of HEC's clients are small communities. Our qualifications are provided in **Exhibit A**.

Proposed Scope of Services

Task 1: Project Management and Meetings

This task includes time for Catherine Hansford to manage, track, and report on project progress every month. It entails review of work status/progress, invoicing/determination of remaining budget, and coordination with District staff. Up to four (4) public meetings are also included under this task. Meetings include two (2) virtual meetings with the District Board of Directors (Board) to present a) initial findings and b) answer questions at the public hearing, and two in-person meetings (anticipated to be presentation of the draft report and findings to the Board and a public workshop).

Task 2: Data Collection and Analysis

HEC will provide a list of data needs to the District and will collect other information and data pertinent to the rate and special taxes study. Once the data has been collected, HEC will thoroughly review the financial health of the District, examining revenue and cost information for all operations, maintenance, administration, general expenses, short and long-term liabilities, as well as capital and reserve expenditures. The financial review will establish the historical and current financial health of the District under the current rate and taxes structures, generally describe components of annual revenues, and characterize expenses.

HEC will summarize the wastewater capital improvement plan (CIP) as provided by the District and will present a financing strategy to ensure the facilities are completed in a timely fashion, while minimizing the impact to rate-payers. Assumptions in the financial model including rate of growth and number of EDUs as well as projection methodology of expenses will be discussed with staff. Operation and maintenance expenses may be projected using historical annual percentage increases, or some other index, such as a consumer price index. Expense item categories, such as utility costs and labor costs, services and supplies costs, permits and lab costs, will be projected independently.

The projected revenue requirement may also include other non-operating cost considerations, such as an operating reserve, rate stabilization fund, short-lived asset reserve, or additional funds to meet debt service coverage requirements. Non-operating revenues, such as interest revenue, late charges and other miscellaneous revenue sources, will be included as credits in the analysis so that the revenue requirement is not over-estimated.

A cash flow will be presented to ensure sufficiency of funding for the next five years, demonstrating adequate debt service coverage and reserve levels are met.

Task 3: Wastewater Rate Analysis

Once the projected revenue requirement is established, it is allocated to customers based on the number of EDUs they have been assigned. HEC will model the number of EDUs provided by the District for each customer.

The current rate structure will be assessed for alignment with current District goals and objectives and fit with customer usage patterns. Alternative rate structures may be discussed with the Board. HEC will model up to one alternative rate structure if this is desired by the Board.

The cost-of-service analysis leads to the calculation of user rates for wastewater so that the system is adequately funded for existing and projected future costs and that the rates are based on the best estimate of system use by each customer. HEC will provide guidance and advice to District staff to ensure the proposed rate structure complies with Proposition 218 and all related laws, and that rates are implemented within the District's desired timeframe.

Task 4: Wastewater Cost-of-Service Report

HEC will prepare a report that includes the methodology used, detailed calculations of rates, findings, and recommendations. The report will demonstrate cost of service and proportionality requirements such that the District shows compliance with Proposition 218. Following edits and changes to the draft report, HEC will prepare a final report before the public hearing.

Task 5: Wastewater Rates Implementation

HEC will assist the District with implementing proposed rates. Technical assistance includes helping District staff, particularly with staff reports, changes to ordinances, and providing help to staff responsible for implementing rate changes with technical questions.

HEC will work with District staff to draft the public hearing notice. The notice will specify the basis of the fee, the reason for the fee, the customer's right to protest the fee, and the date/time/location of

the public hearing. Since wastewater fees are property-related fees, not assessments, they do not require a ballot. Only property owners of record must receive notification of property-related fee increases; however, tenants or property owners may protest the fee. Only one protest per property can be counted. This task does not include mailing public hearing notices or counting protests, which would be conducted by District staff.

Task 6: Security Patrol and Gates Special Taxes Calculations

Pauma Valley residents voted in favor of the District charging special taxes to fund security patrol and gates in 2011. Under this task, HEC will examine the adequacy of the special taxes at their current level to provide for the current costs of patrol and gate services, and anticipated costs of the services for the next five years. If the analysis shows that the special taxes are insufficient to continue providing these services at the level of service desired by residents, then the special taxes will need to be raised.

Increasing special taxes requires at least two-thirds registered voter approval. HEC will calculate the special taxes and include the findings of the analysis in a technical memorandum. The District can present any changes to the special taxes to voters at the next election opportunity.

Estimated Budget and Schedule

The proposed not-to-exceed budget of \$34,600 for the scope of services described above is based on HEC's 2023 hourly billing rates as follows: Principal \$200 per hour, Associate \$145 per hour, and clerical/administrative work \$90 per hour. These rates will be held through 2023 and are subject to change January 1, 2024. If any non-staff costs are incurred that are specific to work performed for the District (direct costs), these will be billed at cost. Direct costs could include mileage reimbursement and other travel-related costs, printing, videoconference hosting fees, meals when traveling for meetings, and mail and postage costs. The estimated budget includes these assumptions:

- Two in-person meetings with travel to Southern California. If all meetings are conducted virtually, the budget can be reduced commensurately, or the estimated costs can be reserved for contingency.
- Proposition 218 public notice creation (content and design) is included in the budget but printing and mailing of the notices is excluded.

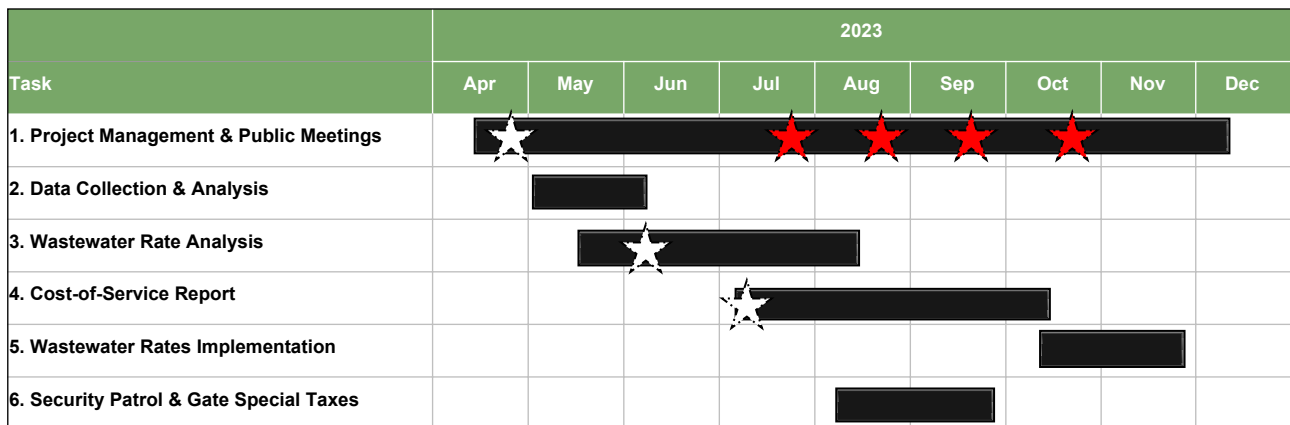
The estimated cost includes an allowance by task as shown in **Table 1**; however, HEC retains the right to move budget between tasks as needed. HEC charges for services on a cost not-to-exceed basis; therefore, you will only be billed for the work completed up to the authorized budget amount. If additional work is requested that is beyond the original scope of services, or if work efforts are greater than anticipated in development of the budget, HEC will request authorization for additional budget.

Table 1
Estimated Budget

Task/Item Description <i>Hourly Billing Rates</i>	HEC			Total Estimated Cost
	Hansford \$200	Analyst \$145	Admin \$90	
1 Project Management & Public Meetings	26	0	12	\$6,280
2 Data Collection & Analysis	14	8	0	\$3,960
3 Wastewater Rate Analysis	30	10	0	\$7,450
4 Cost-of-Service Report	20	8	10	\$6,060
5 Wastewater Rates Implementation	12	10	4	\$4,210
6 Security Patrol & Gates Special Taxes	18	10	0	\$5,050
Subtotal Staff Costs	120	46	26	\$33,010
Direct Costs				\$1,590
Total Cost Estimate				\$34,600

HEC reserves the right to move budget between tasks as necessary to complete the Project.

HEC is able to begin work on this project mid-April, 2023. Rate studies typically take 6 to 8 months to complete. The graph below shows the approximate timeframe for each task in order to have revised wastewater rates implemented January 1, 2024.



 Staff meeting  Public meeting

We look forward to having the opportunity to discuss our proposal further. You can reach Catherine at (530) 412-3676 or catherine@hansfordecon.com with any questions about this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Hansford". The signature is written in a cursive, flowing style.

Catherine R. Hansford, Principal
HANSFORD ECONOMIC CONSULTING LLC

EXHIBIT A

HEC QUALIFICATIONS AND EXPERIENCE

Utility Rate Studies • Municipal Finance • Water Resources Planning • Economic Analysis

Catherine is a practitioner of financial, economic, and resource sciences. As a professional for more than 20 years, Catherine has built a reputation for creative problem solving, excellent speaking skills and written products. Catherine combines her powerful analytical skills with the invaluable ability to take complex topics, distill them into key components, and deliver relevant information in a clear and concise manner. She is particularly sensitive to the public process required to address most municipal finance issues; her presentations are crafted so that public finance decisions are understood, even if constituents do not favor them.

“Catherine is a rare combination of powerful analytical skills with an extraordinary ability to assess the big picture.”

Lori Williams, Liberty
Utilities Energy
Efficiency Manager

Experience

Catherine has worked in both the public and private sectors over the course of her career. In the public sector, Catherine worked as a senior planner for the Truckee Meadows Water Authority (TMWA), performing management analyst functions such as cost-benefit analysis, managing interlocal agreements, performing rate and fee studies, and working with stakeholders. Catherine served as liaison/chair between TMWA and various customer groups. These included a Rate Making Review Committee and Landscape Subcommittee. Catherine served as the Chair of the Advisory Committee on Conservation for the Washoe County Regional Water Planning Commission from 2003 through 2005.

In the private sector, Catherine worked for Economic and Planning Systems (Sacramento office) helping clients with municipal bond sales, financing plans, special district formation, user fee studies, fiscal studies, and nexus fee studies. At ECO:LOGIC Engineering (now Stantec), Catherine specialized in water utilities public financing. Since 2005, Catherine has been the owner and principal of HEC, engaging in municipal planning and finance issues, primarily in the water industry.

Education

Master of Science, Agricultural Economics, University of Nevada, Reno

Bachelor of Science, Rural and Environmental Economics, University of Newcastle-upon-Tyne, UK

Career

Hansford Economic Consulting	Principal	Truckee, CA
ECO:LOGIC Engineering	Senior Economist	Rocklin, CA
Truckee Meadows Water Authority	Senior Water Planner	Reno, NV
Economic and Planning Systems	Senior Associate	Sacramento, CA

Presentations and Publications

Funding Groundwater Management Programs, How Fees were established for Two New Agencies tasked with Groundwater Sustainability, *2021 Nevada Water Resources Association Conference*

Water Rights for Sale: Know what you're Selling or Buying, *2020 Schroeder Law Offices Webinars*

Utility Financial Planning: Facility Funding Options and Different Types of Fees, *3-Hour Videoconference class for the Nevada Rural Water Association, 2019*

Stormwater Rate Calculation, *2018 Tri-State Seminar, Las Vegas*

Western US Water Issues, *2018 Women In Economics, University of Nevada Reno*

Funding for Flood Facilities, *2017 Nevada Water Resources Association Fall Event*

Financial Management: Understand your Cost Structure, Customer Cost-Share Responsibilities and Funding Options, *3-Hour Videoconference class, Nevada Rural Water Association (multiple times)*

Successful Strategic Planning Starts with Understanding Your Financial Position and Engaging a Wide Range of Stakeholders, *2014 Nevada Rural Water Association Conference*

The Cost of Rectifying Over-Appropriation of Groundwater in Diamond Valley, *2014 Nevada Water Resources Association Conference*

Rate Setting Fundamentals: Math or Art? *2013 Nevada Rural Water Association Conference*

A Misunderstood Relationship: Economic Vitality and Environmental Improvement in the Tahoe Basin, *2012 Tahoe Science Conference*

What is a Reasonable Water Rate? *2011 Nevada Water Resources Association Conference*

Projecting Population and Employment: A Platform for Projecting Water Purveyor Demands in an Urban Area, *2003 Nevada Water Resources Association Conference*

Water Conservation Recommendations from a Consumer Outreach Group, *2002 AWWA Cal-Nev Section Conference*

"Setting and Assessing the Impact of Water-Related Development Fees", *The Water Spot, First Joint issue of the Nevada Water Environment Association and Nevada Water Resources Association, Winter 2017.*

References

Client	Contact	Study
American Valley Community Services District	Katie Nunn, Business Manager (530) 283-0836 <i>katie@americanvalleycsd.com</i>	Water and Wastewater Rates and Fees Study (2022)
Gold Mountain Community Services District	Rich McLaughlin, Treasurer (619) 248-1048 <i>rich.mclaughlingmcsd@gmail.com</i>	Water and Wastewater Rates Study (2022)
Midway Heights County Water District	Jason Tiffany, General Manager (530) 878-8096 <i>admin@mhcwd.org</i>	Potable and Raw Water Rates and Fees Study (2020)
Georgetown Divide Public Utility District	Adam Brown, Water Resources Manager (530) 333-4356 ext. 110 <i>abrown@gd-pud.org</i>	Wastewater Rates and Fees Study (2019)
Northstar Community Services District	Mike Staudenmayer, General Manager (530) 562-1505 <i>mikes@northstarcsd.org</i>	Property Tax Analysis for Fire Service to Proposed Annexed Properties (2016)

About HEC

Hansford Economic Consulting LLC (HEC), self-member LLC, provides planning, economic, and financial services for public and private clients in the Western United States. The company, founded in 2005, is owned and managed by Catherine Hansford, an applied economist with more than 25 years of experience. HEC clients include regional agencies, counties and cities, special districts, non-profits, private entities, and homeowner associations.

Our high-quality work products span a breadth of land and water resource related topics that touch our human communities and environments. HEC endorses progressive and adaptive planning, understanding that plans are useful only if they are comprehensive, relevant to the specific local conditions, and lead to implementation. Our approach is especially desirable when working on sensitive community issues with a divergent customer base and/or the interests of multiple stakeholders. HEC appreciates the challenge of balancing equity, feasibility, and public acceptance goals when approaching fee studies.

HEC is committed to a positive experience with an outcome that provides concrete steps forward; we strive to offer solutions that are legally grounded and follow best practices.

Rate and Fee Studies Experience

California

- ❖ *Linden County Water District – Water and Wastewater Rate Study*
- ❖ *Lockeford Community Services District – Water Rate Study*
- ❖ *Calaveras Public Utility District – Connection and Capacity Fees Study*
- ❖ *Sierraville Public Utility District – Water Rate Study*
- ❖ *Sierra County Waterworks District #1 – Water Rate Study*
- ❖ *Heather Glen Community Services District – Water System Consolidation Feasibility*
- ❖ *City of Newman – Water and Wastewater Rate Studies*
- ❖ *City of Livingston - Water, Wastewater and Solid Waste Rate Studies*
- ❖ *Salinas Valley Basin Groundwater Sustainability Agency – Sustainability Fee Study and Implementation*
- ❖ *Merced Irrigation Urban Groundwater Sustainability Agency – Sustainability Fee Study and Implementation*
- ❖ *Bishop Paiute Tribe – Water and Wastewater Rates Study*
- ❖ *Midway Heights County Water District – Potable and Raw Water Rates Study and Strategic Plan*
- ❖ *Heather Glen Community Services District – Water Rate and Consolidation Feasibility Studies*
- ❖ *American Valley Community Services District – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Gold Mountain Community Services District – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Woodbridge Sanitary District – Wastewater Rate Studies*
- ❖ *South Placer Municipal Utility District - Wastewater Rates and Capacity Fees Study*
- ❖ *Donner Summit Public Utility District - Wastewater System Upgrades Financing Plan and Cost of Service Study, Water Rate Study, Special Tax Analysis, and Wastewater Capacity Fees Study*
- ❖ *Alpine County – Effluent Management and Pricing Study*
- ❖ *Georgetown Divide Public Utilities District – Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Amador Water Agency – Wastewater Capacity Fees Study*
- ❖ *City of Live Oak – Water and Sewer Rate Studies*
- ❖ *City of Waterford – Water Rate Study*
- ❖ *City of Livingston - Water, Wastewater and Solid Waste Rate Studies*
- ❖ *City of Escalon – Water and Wastewater Rate and Capacity Fee Studies*
- ❖ *City of Turlock - Water Rate and Recycled Water Pricing Studies*
- ❖ *City of Riverbank - Wastewater Rates and Recycled Water Pricing Studies*
- ❖ *City of Colusa - Wastewater Revenue Program*
- ❖ *City of Newman - Water and Sewer Rate Studies*
- ❖ *City of Williams – AB1600 Nexus Study and City User Fees Update*
- ❖ *City of Winters – Development Impact Fees Nexus Study*
- ❖ *City of West Sacramento – Affordable Housing In-Lieu Fee Analysis*
- ❖ *Placer County – East and West County Affordable Housing Fee Nexus Studies*
- ❖ *Mountain Housing Council – Analysis of Development Impact Fees in the Tahoe region*
- ❖ *Spring Creek Homeowners Association –Water and Wastewater Rates Expert Analysis*
- ❖ *City of Williams – Development Impact Fees and User Fees Study*

- ❖ *City of Winters* – Citywide Development Impact Fees and Drainage Impact Fees Update Studies
- ❖ *City of Sacramento* – Development Impact Fees Review, Best Practices
- ❖ *Mountain Housing Council* – Comparison of Regional Development Fees
- ❖ *City of West Sacramento* – Flood In-lieu Fee Study Update
- ❖ *Placer County* – East and West County Affordable Housing Fee Nexus Studies
- ❖ *Squaw Valley PSD* – Water and Wastewater Public Services Financial Analysis
- ❖ *Rancho Murieta Community Services District* – Security and Drainage Fees (Special Taxes) Study
- ❖ *Yuba County* – East Linda Specific Plan Nexus Study (roads and parks fees)
- ❖ *City of West Sacramento* – Affordable Housing In-Lieu Fee Analysis
- ❖ *Sierra County Fire District* – Fire Impact Fee Study
- ❖ *Western Regional Water Commission* – Impact of Water-Related Fees on Development

Nevada

- ❖ *Truckee Meadows Water Authority* - Water Resource Plan, Water Conservation Plan, ET Controller Pilot Study, Residential Water Demand Study, Retail and Wholesale Rates Study
- ❖ *City of Fernley* – Water and Sewer Rate Studies
- ❖ *Minden-Gardnerville Sanitation District* – Rates, Capacity Charges and Administrative Fees Study
- ❖ *Washoe County* – Spanish Springs Wastewater Connection Fee Analysis
- ❖ *Wingfield Springs HOA* – Recycled Water Feasibility Study
- ❖ *Eureka County* – Water and Sewer Rates and Consolidation Feasibility Study
- ❖ *Carson City* – Cost Efficiencies Identification in the Marlette Water System
- ❖ *Carson City* – Analysis of special district formation to fund roads improvements

Oregon

- ❖ *City of Ashland* – Water, Wastewater, Storm Water and Transportation Rate and Fee Studies
- ❖ *City of Phoenix* – Water, Transportation and Parks Rate and Fee Studies
- ❖ *City of Talent* – Water, Transportation and Parks Rate and Fee Studies
- ❖ *City of Phoenix* – Water Rates and Capacity Fees Analysis
- ❖ *Charlotte Ann Water District* – Pricing Impacts of Dissolution
- ❖ *City of Coos Bay* – New Interlocal Agreement with Charleston Sanitary District for Wastewater Treatment and Disposal
- ❖ *Talent-Ashland-Phoenix Water System* – New Interlocal Agreement for Management of the TAP System, and Funding Plan for the Master Plan



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March 9, 2023

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

Subject: Wastewater Rate Study Scope and Fees

Dear Mr. Steinlicht,

Below are our Scope of Services and Fees related to Wastewater Rate Study for the Pauma Valley Community Services District ("District"). The scope of services includes the rate study and implementation process. A scope and fee for tax roll billing services can be developed once the rate structure is determined.

Scope of Services

TASK 1. KICKOFF MEETING AND DATA COLLECTION

NBS will hold a kick-off meeting with District staff at the beginning of the study. The kick-off meeting will be used to review and discuss the data from the billing/accounting system and data requirements in general and review study objectives, tasks, and schedule. The data the District will need to provide includes customer account information, such as:

- Customer billing information that includes customer class, equivalent dwelling units, quantity billed, customer type for commercial/industrial customers (Excel file preferred).
- Financial data typically reported in financial statements.
- Capital Improvement and/or Master Plans (CIP projects by name, cost, and timing).

TASK 2. FINANCIAL PLAN

NBS will prepare a detailed financial plan for the wastewater utility that includes revenues, expenditures, reserves, debt coverage ratios, capital improvement costs, repair and replacement costs and net revenue requirements. Task deliverables will include:

- Financial projection model that will serve as a financial "roadmap" for the wastewater utility.
- Summary of current and projected net revenue requirements.
- Update reserve fund policies and targets potentially including reserves for operations, rate stabilization, repair and replacement, debt service and capital projects.
- Projected year-end reserve fund levels.
- Calculated debt service coverage ratios.
- Three alternatives (i.e., annual rate increases) that meet projected net revenue requirements.
- Funding sources (cash vs. debt) for capital improvements.

The financial plans will lay the groundwork for the cost-of-service and rate design analysis addressed in Tasks 3 and 4. The following are subtasks to the Financial Plan:

Projected Revenues and Expenditures – Using a cash-basis reflecting the District’s system of accounts, NBS will prepare a projection of revenues, expenses, and increases in rate revenue needed to meet all obligations. This will provide District with a financial planning tool to plan for rate adjustments to address operating and maintenance costs, infrastructure improvements, asset replacement and maintaining appropriate reserve fund levels. The District’s projected customer growth rates from master plan documents and planned cost inflation factors will be incorporated in this analysis.

Evaluate Reserve Fund Sufficiency – NBS will evaluate the sufficiency of existing reserve funds, target reserves, reserve fund policies, and related issues such as meeting debt service coverage ratios and other rate covenants. We will provide recommendations for reserve fund targets that are tailored to the District’s specific needs such as operating, capital rehabilitation/replacement, rate stabilization and catastrophes, etc. We will develop a phased-in approach to funding reserves to minimize the impact to ratepayers.

Review Capital Improvement Program Funding – NBS understands the District’s need for significant improvements to the wastewater treatment plant facilities and we will evaluate the timing, costs, and available reserves needed to fund all projects and the level of rate increases this involves and collaborate with District staff to develop a well-conceived funding approach. NBS will incorporate District plans for infrastructure improvements, and asset replacement plans into the financial plan. We will evaluate the timing, costs, and available reserves used to fund various projects. We will work with District staff to develop a well-conceived approach to funding these capital needs, which may include an appropriate balance between debt-funded and cash-funded projects. The recommended solution will provide an appropriate balance between funding from rates, system development fees and, if necessary, the use of outside financing. NBS will develop up to three scenarios to fund the capital improvement program for modeling and comparison purposes.

TASK 3. COST OF SERVICE ANALYSIS

Using the net revenue requirements developed in Task 2, NBS will equitably allocate costs to individual customer classes based on cost-of-service principles that comply with Prop 218. NBS will also review and incorporate the historical usage and strength characteristics by customer class, including changes related to Covid-19 impacts, and determine how best to project future usage and strength. This will require working with the treatment plant data for the District’s plant and the customer base.

NBS will evaluate cost allocations of various cost components to each customer class. The main components of the wastewater cost-of-service analysis are:

Functionalization/Classification of Expenses – Functionalizing the expenses means arranging costs into basic categories, such as flow (volume), strength (BOD or COD and TSS), and customer related costs. With the District’s customer billing data, we will develop the customer usage statistics and allocation factors that will be used to assign costs to each customer class.

Allocation of Costs to Customer Classes – These costs are then allocated to individual customer classes based on allocation factors specific to each cost classification, thereby producing fixed and variable

revenue requirements for each customer class. These allocations will be used for the actual rate calculations.

TASK 4. RATE DESIGN ANALYSIS

NBS will work with District staff to review the current rate structure and evaluate whether there are alternatives that better meet the District’s broader rate design goals and objectives. As noted above, the available rate design alternatives will need to be further evaluated once additional information on how each of the two treatment plants were originally funded and what outstanding financial obligations remain for various groups of sewer customers in the District.

NBS will provide up to three wastewater rate structure alternatives for the District’s consideration, which will include the District’s existing rate structures and two alternatives. An evaluation of the pros and cons of each rate structure alternative will be included in this analysis. The following are subtasks to the Rate Design Analysis:

Develop Rate Design Recommendations – Wastewater rates will be developed based on the cost-of-service analyses, and we will include a discussion of the relative merits (pros and cons) of the current rate structure and the new alternatives. Evaluating the District’s desired rate complexity and resulting customer bills will be essential components of this process.

Criteria for Improving the Rate Design – When evaluating rate design, revenue sufficiency and financial resiliency are critical considerations. NBS’ general approach is to avoid significant **under-collection** of rate revenue, which is the worst-case scenario from a financial perspective. Other criteria for evaluating rate structures include:

- Ease of understanding the rate structure by customers.
- How costs allocated to fixed and volumetric rates affect revenue stability.
- How water conservation is reflected in the analysis.
- The amount of revenue that should be collected within each tier.
- Impacts on customer monthly bills.
- How treatment plant costs are allocated to customers.
- Differences, if any, in collection system and general overhead and administrative costs and how they are allocated to various sewer customers.
- Changes due to drought, conservation efforts, and COVID-19 over the last several years that may affect rates on a going-forward basis.
- The amount of revenue collected from fixed and variable charges (which can significantly impact customer bills).

The rate structure alternatives selected will ultimately provide the basis for comparing monthly customer bills under both the current and new rate structures. However, all rate structures will be “revenue neutral” because they will all collect the same amount of revenue, both in total and within each customer class.

Calculate Fixed and Volumetric Charges – Ideally, fixed charges should be used to cover fixed costs; however, due to the emphasis on using pricing signals to encourage conservation, this is rarely the case. As a result, many agencies have struggled with revenue stability during times of uncertain demands. Fixed

charges will reflect the number of accounts, types of customers and flow/strength factors. In contrast, volumetric rates should cover variable costs and should be allocated in proportion to usage. Determining the best combination of fixed and variable charges is also influenced by other factors, such as revenue stability, conservation, ease of understanding, and ease of administration. NBS will strive for an appropriate balance between fixed and variable charges.

Comparison of Customer Bills – In order to compare various financial plan and rate alternatives, we will prepare rate tables and bill comparisons for various customer classes to illustrate how the rate adjustments will affect customer bills. It is important to note that all rate structure alternatives will be “revenue neutral”: they all collect the same amount of revenue within each customer class. Basic customer bill comparisons will include:

- Impacts on customer bills for low-, average-, and high-strength customers.
- Impacts on single-family customer bills for low-, medium-, and high-consumption customers.
- Comparisons of customer bills based on the treatment plant cost allocation methodologies used.

TASK 5. REGIONAL BILL COMPARISON

NBS will compare current and proposed wastewater rates to ten neighboring communities to see how the District’s rates compare to other nearby water retailers. The results of this comparison will be presented in the rate study report and in public presentations. The comparisons will provide District staff and District Council with a basis to compare the cost of delivering water service to customers in the region.

TASK 6. PREPARE ELECTRONIC RATE MODEL

NBS will develop the Excel-based rate model for use by District staff (users not limited) once the study is complete. The model will be custom-built to the District’s specific needs and will have the functionality to update revenue and expenses, prepare what-if scenarios, and determine annually if the proposed rate increase is needed, or if it can be modified or delayed. The model will have a dashboard where assumptions can be modified and will flow through to the rate alternative results, and a documentation tab that explains each tab and the interrelationships of each tab.

In addition, the model will address include adjustable inflation factors and other variables and will graphically display charts and figures to communicate outcomes and recommendations. We will review the model with staff during the development of the rate study to make sure it meets the District’s requirements and preferences.

A training session can be provided with the District’s Project Manager at the conclusion of the study. The goal of this session will be to review all tabs in the model and to provide sufficient information for the District to accept the model and have the ability to use it going forward.

TASK 7. PREPARE RATE STUDY REPORT

NBS will prepare a draft study report that include proposed rates for the next five to ten years, depending on the District’s preference for the timeframe. An executive summary and introduction will present the purpose of the report and results of the study. Tables, graphs, and charts will be used as appropriate, but the emphasis will be on providing a clear, concise and understandable report that will provide the District with a thorough administrative record. Key assumptions, methodologies, and factors affecting the

development of proposed rates will be highlighted with charts and graphs when helpful. However, more technical aspects of the study, particularly the tables documenting the calculations and sources of data, will be separately provided in technical appendices.

NBS will provide an electronic file in Microsoft Word format of the draft report for the District's review and comment. Once we have received the District's comments¹, we will incorporate those comments into a final report.

TASK 8. MEETINGS AND PRESENTATIONS

NBS plans to provide support to the District in public meetings to support the new rate adoption process. We will also plan to meet with District staff to review study results and recommendations throughout the project. The following meetings and presentations are anticipated for this study:

Meetings with District Staff – NBS proposes to hold progress meetings with District staff via conference call or web meeting format. These meetings will be used to review initial work products and gain input from Staff on the direction of the study. Prior to the public meetings, we also expect to have regular phone conversations with District staff to discuss how the study is proceeding, solicit input from Staff, and to review and discuss the study's initial results and work products. In addition, NBS will work with District Staff to discuss and understand talking points while continuously providing guidance on how to manage questions for community members to ensure a clear and transparent message.

Other Public Workshops/Presentations – NBS rate study staff, will provide one (1) public workshops². The rate team will prepare a PowerPoint presentation for these meetings, which will include visual aids, graphics, charts and additional worksheets or handouts. In these presentations, NBS will present study results, recommendations, receive input and guidance on the direction of the study and answer questions. Our team will work with District Staff to create an agenda and develop a presentation that allow for a clear and insightful workshop. NBS will also present at up to two (2) District Board Meetings related to the consideration of approval of the sewer rates.

TASK 9. NOTICE OF PUBLIC HEARING MAILING

NBS will create a mailing list using the most recent County Assessor secured roll data available, combining that with the District's customer database. Duplicates will be removed to create a comprehensive mailing list. NBS will also draft the Notice to property owners subject to the proposed Fee. Final form of the Notice will be reviewed and approved by legal counsel and District staff.

NBS will work with District staff to answer any questions that come up and guide you through the adoption process. The key technical tasks will be to prepare a draft and final Prop 218 Notice and provide the proposed rate tables included in the notices. NBS will work with District staff to review the draft and final notice prior to public release. The District should have legal counsel review all notices for legal compliance with the provisions of Prop 218, such as wording related to pass-throughs.

¹ We assume District staff's comments will be in an electronic Microsoft Word file using track-changes mode.

² The number of meetings/presentations that NBS provides can be adjusted as necessary by District staff. We plan to discuss the number of meetings and plans for presentation at the kick-off meeting and adjust throughout the process as needed.

TYPICAL PROJECT SCHEDULE

The following is an overview of a proposed project schedule. We will discuss a detailed schedule at the kickoff meeting, along with the expected timing for individual tasks.

Kickoff Meeting/ Data Collection	Analysis & Study	Prepare Draft Report	Review/ Edit Draft Report	Finalize Report	Implementation
3-4 weeks	6-8 weeks	2-3 weeks	2-3 weeks	2 weeks	2-3 months

Staffing

The following individuals will be working on these projects:

Name	Title/Function
RATE STUDIES FOR WATER & WASTEWATER RATES	
Allan Highstreet	Senior Review
Sara Mares	Director/Municipal Advisor
Jeremy Tamargo	Engineering Consultant/Project Manager
Jordan Taylor	Consultant/Utility Rate Consultant
Alice Bou	Consultant/Utility Rate Consultant

ALLAN HIGHSTREET, SENIOR REVIEW

Role and Responsibilities: Allan Highstreet will provide additional experience in sewer rate making and provide senior technical review on this project. He will be available as needed throughout the project to assist the project team with the analysis and technical issues as they arise.

Work Experience: Allan Highstreet has 41 years of experience in the water industry where he was a senior vice president managing water resource planning and development projects for Jacobs Engineering (previously CH2M Hill). Allan’s four decades of experience includes preparing water and sewer rate and capacity fee studies, and he provides invaluable experience to the NBS project team for this engagement. His academic background includes a BS in Agricultural Business and a MS in Agricultural Economics.

SARA MARES, REGISTERED MUNICIPAL ADVISOR

Roles and Responsibilities: Sara Mares is a Director with NBS and will be the Registered Municipal Advisor Representative for this project.

Work Experience: Sara Mares has more than 22 years of experience with NBS and is a Registered Municipal Advisor Representative. She has extensive experience with modeling and structuring revenue mechanisms that support debt issuance. Sara forms Special Financing Districts (SFDs), including Community Facilities Districts and 1913 Act Assessment Districts, which provide land secured financing for limited obligation bonds. She has also provided bond issuance disclosure related to revenue bonds, both stand-alone that are secured by utility rate revenue or as part of a pool bond structure. Sara also has more than 20 years of experience preparing and disseminating continuing disclosure annual reporting and listed event filings.

JEREMY TAMARGO, PROJECT MANAGER

Role and Responsibilities: Jeremy Tamargo will lead the work efforts as project manager. He will work closely with the District to review the overall approach, develop rate alternatives, and suggest creative solutions to consider. Jeremy will direct analytical efforts of the project team and monitor the schedule and delivery of work products to the District's satisfaction. He will be available for meetings with District staff and public presentations for this project.

Work Experience: Jeremy Tamargo is a professional engineer licensed in the State of Oregon and has an application in technical review with the California Board for Professional Engineers, Land Surveyors, and Geologists for comity licensure in the State of California. He has extensive experience in both the public and private sectors in civil engineering design as well as preparing utility master plans for municipal agencies in both Oregon and Washington. In his role as Assistant City Engineer at City of Tigard, Jeremy managed the City's System Development Charge program for the Public Works Department, which was used to pay for the installation, construction, extension, and expansion of the City's water, sanitary, sewer, stormwater, park and transportation systems. A member of the American Society of Civil Engineers, he is solutions-oriented and has a passion for focusing on excellence and sustainability on every project. Jeremy has a Master of Science in Environmental Engineering from Syracuse University and a Bachelor of Science in Civil Engineering from University of Notre Dame.

Fees

Sewer Rate Study

Sewer Rate Study	\$37,700
Estimated Expenses	\$1,500
Total	\$39,200

Pauma Valley Community Services District - Proposal for Sewer Rate Cost of Service Study					
Study Tasks	Consultant Labor (Hours)				Grand Totals
	Wastewater Rate Study			Total Consultant Labor (Hrs.)	Consultant Costs (\$)
	Senior Review ¹ (Highstreet)	Engineering Review (Tamargo)	Consultant (Taylor/Bou)		
<i>Hourly Rates</i>	<i>\$250</i>	<i>\$200</i>	<i>\$175</i>		
Wastewater Rate Cost of Service Study					
Task 1 – Kickoff Meeting and Data Collection	1.0	2.0	6.0	9.0	\$ 1,700
Task 2 – Financial Plan	1.0	6.0	24.0	31.0	5,650
Task 3 – Cost of Service Analysis	2.0	8.0	35.0	45.0	8,225
Task 4 – Rate Design Analysis	2.0	8.0	40.0	50.0	9,100
Task 5 – Regional Bill Comparison	0.0	2.0	8.0	10.0	1,800
Task 6 – Prepare Electronic Rate Model	0.0	0.0	6.0	6.0	1,050
Task 7 – Prepare Rate Study Report	2.0	4.0	16.0	22.0	4,100
Task 8 – Meetings and Presentations	2.0	4.0	10.0	16.0	3,050
Task 9 – Notice of Public Hearing Mailing ²	0.0	2.0	15.0	17.0	3,025
Expenses (Travel to Meetings)					1,500
Grand Total: Wastewater Rate Cost of Service Study	10.0	36.0	160.0	206.0	\$ 39,200
Optional Site Visits and Presentations					
Labor Cost Per Visit/Presentation					2,000
Travel Expenses per Visit/Presentation(not to exceed)					500
Total: Per Optional Visit/Presentation					\$ 2,500

1. If time is required for municipal advisor services (Sara Mares), senior review hours would be utilized.
 2. Does not include expenses for printing and mailing, which will be charged as direct expenses with no markups.

TERMS

Services will be invoiced monthly. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel consulting contract with 30 days' written notice.

EXPENSES

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, travel, meals and various third-party charges for data, maps, and recording fees.

Please feel free to contact me if you have any questions or need further information.

Best regards,

**NBS Government Finance Group,
DBA NBS**



Sara Mares
Director

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.

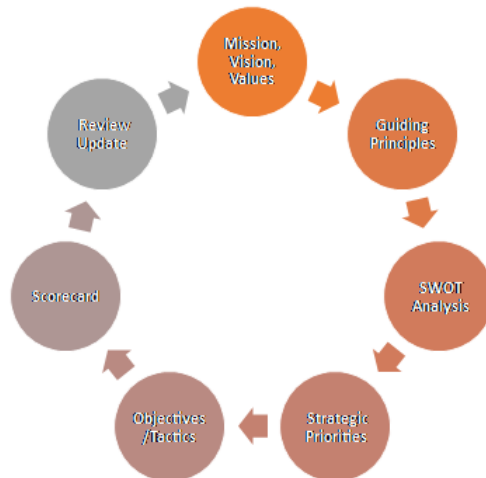
Mr. Steinlicht, I am pleased to submit this proposal to develop two plans for the Pauma Valley Community Services District (District). I have significant experience in both areas (Strategic Planning & Financial Planning) for a public agency. Also, based on what I learned during my brief time with the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

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	
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.

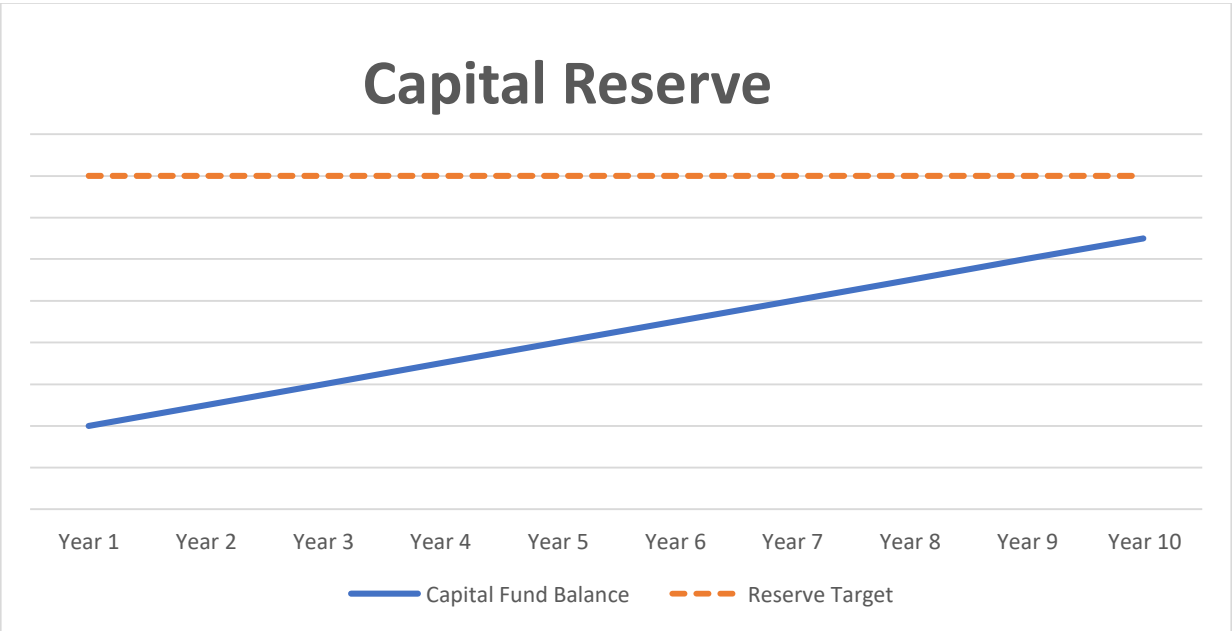
Below I have briefly outlined my proposal to facilitate the creation of the District’s Financial Plan and Rate Requirements.

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

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

PUBLIC HEARING AND PROTESTS

Any property owner may submit a written protest to the proposed rates increases to the District's Sewer Service Charges; provided, however, only one protest will be counted per identified parcel. Any written protest must: (1) state that the identified property owner is in opposition to the proposed rate increase to the Sewer Service Charges; (2) provide the location of the identified parcel (by assessor's parcel number or street address); and (3) include the printed name and signature of the property owner submitting the protest. Written protests may be submitted by mail, e-mail, or in person to the District Clerk at 33129 Cole Grade Road, Pauma Valley, CA 92061, provided they are received prior to the conclusion of the public comment portion of the Public Hearing. Please identify on the front of the envelope for any protest or in the subject line of the e-mail; Attn: Public Hearing on Rate Increases. E-mails should be sent to pvcassistant@gmail.com. Protests submitted via e-mail must include an image of the signature of the property owner submitting the protest, including by scan or photograph.

The Board of Directors will hear and consider all written and oral protests to the proposed rate increases at the Public Hearing. Oral comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest. Upon conclusion of the Public Hearing, the Board of Directors will consider adoption of an ordinance authorizing the rate increases to the District's Sewer Service Charges as described herein. If written protests against the proposed rate increases to the Sewer Service Charges as outlined above are not present by a majority of property owners of the identified parcels upon which the rates are proposed to be imposed, the Board of Directors will be authorized to impose the respective rate increases and to increase the rates in future years as discussed above. If adopted, the proposed rate increase to Sewer Service Charges will be in effect for sewer service beginning July 1, 2021. The rates may also be increased annually as described herein beginning July 1, 2022, and each July 1 thereafter through and including July 1, 2025. Prior to implementing any such price adjustment, however, the District must provide written notice of the increase to property owners not less than 30 days prior to the effective date of the increase.

For further details regarding the bases and reasons for the proposed rate increases to the District's Sewer Service Charges, or for any questions you may have regarding your customer classification or the proposed Sewer Service Charges to be imposed on your parcel, please contact the District Office at (760)742-1909.



Pauma Valley Community Services District

EXHIBIT A

Customer Classification	EDU's	Proposed Sewer Service Charges
<u>Single Family Residence</u>	1.0	\$92.40
Apartment house and duplex:		
(1) A 1 bedroom unit	1.0	\$92.40
(2) A 2 bedroom unit	1.0	\$92.40
(3) A 3 bedroom unit	1.0	\$92.40
(4) Thereafter each additional bedroom unit shall equal an additional	.25	\$92.40 + \$23.10 for each additional bedroom
<u>Condominiums:</u>		
Each individual unit	1.0	\$92.40
Hotels, motels, auto courts:		
(1) Per living unit without kitchen	.50	\$46.20
(2) Per living unit with kitchen	1.0	\$92.40
Churches, theaters and auditoriums		\$138.60
Per each unit of seating capacity (a unit being 150 persons or any fraction thereof)	1.50	
Restaurants		
(1) No seating	2.50	\$231
(2) Less than 80 seats per each unit of 7 Seats or fraction thereof	1.00 ¹	\$92.40
(3) More <u>than</u> 80 seats per each unit of 7seats or fraction thereof	1.00 ¹	\$92.40
Automobile service stations		
(1) Not more than 4 gasoline pumps	2.00	\$184.40
(2) More than 4 gasoline pumps	3.00	\$277.20
Self service laundries		
Per each washer	.75 ¹	\$69.30
Mobile home and trailer parks		
Per each trailer space:		
Mobile home	1.00 ²	\$92.40
Trailer court	.75	\$69.30

² Based upon the volume of water consumption and-quality of discharge, an additional service charge may be assessed in accordance with this Article.

Any accessory facilities such as laundry, dining, recreational area, residence, etc , shall be considered separately in addition to trailer, spaces as per the Ordinance

Recreational vehicle park:		
Per each space, occupied or not	.75	\$69.30
Vacant lots within subdivision containing a developed system of sewer mains	.50	\$46.20
<hr/>		
Stores, offices, small industrial and business establishments not listed above	1.0	\$92.40
First unit ³	1.0	\$92.40
Each additional unit	.75	\$69.30
Schools ⁴		
Elementary Schools		
For each 60 pupils or fraction thereof	1.00	\$92.40
Junior High Schools		
For each 50 pupils or fraction thereof	1.00	\$92.40
High Schools		
For each 30 pupils or fraction thereof	1.00	\$92.40

³ For the purposes of this Customer Classification a Unit shall be described as:

(1) Any individual office, store or small industrial establishment with private sanitary fixtures and gross floor area not exceeding 1,000 square feet; or

⁴ (2) With 1,000 square feet of gross floor area in buildings with public sanitary fixtures only.

Note: The number of pupils shall be based on the average daily attendance of pupils at the school during the preceding fiscal year computed in accordance with the Education Code of the State of California; provided, however, where the school has had no attendance during the preceding fiscal year, the Manager shall estimate the average daily attendance for the fiscal year for which the fee is to be paid and compute the fee based on such estimate.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item : 16
Date : March 27th, 2023
From : Amber Watkins, Office Manager
Issue : Legislative Updates Regarding Board Meetings

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Review and file the Legislative Updates Regarding Board Meetings.
2. Discuss and take other action as appropriate.

BACKGROUND

In response to the COVID-19 pandemic, Governor Newsom declared a state of emergency which then allowed for social distancing and teleconferencing of board meetings under AB 361 (GOV. Code § 54953(e)). As of February 28, 2023, that state of emergency order has since expired. January 1st, 2023, AB 2449 (GOV. Code § 54953(f)) officially began. This is in addition to the required Standard Brown Act Teleconferencing (pre-COVID-19) as outlined in GOV. Code § 54953(b).

DISCUSSION

AB 2449 allows the PVCSD Board of Directors to continue to offer optional remote meetings to members of the public, however, must offer remote meetings to the public if a PVCSD Board Member wishes to remotely participate. In order for a board member to participate remotely under AB 2449 a request to do so must be submitted to the legislative body and approved. If the PVCSD Board of Directors elect to conduct meetings according to AB 2449 the following requirements must be adhered to:

1. Meeting agenda must be posted at all teleconference locations.
2. Teleconference locations must be within the PVCSD boundaries.
3. Address of the teleconference location must be published on the agenda and accessible.
4. The public must be able to participate from that teleconference location.
5. A PVCSD Board Member participating remotely must do so with both audio and video enabled.
6. A PVCSD Board Member when participating remotely must publicly disclose, before any actions are taken, all persons 18 years of age or older at the remote location with the legislative body and a general nature of the relationship to that Board Member.
7. If any disruption occurs that prevents the public from providing comment/s remotely, the legislative body may not take any actions on agenda items until public access is restored.
8. A quorum must be present in a single physical location which must be clearly indicated on the agenda, within the boundaries of PVCSD, that allows for the public to attend in person.
9. The PVCSD Board of Directors shall not require public comments to be submitted in advance of the meeting.

10. Identify and include the opportunity for all members of the public to attend the meetings remotely (if applicable) or in person.
11. Expires January 1st, 2026, unless otherwise extended by Legislature.

The PVCSD Board of Directors that are not able to attend a board meeting in person must first determine the reason that the in-person participation is not feasible. Under AB 2449 just cause means (1) childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires remote participation, (2) contagious illness that prevents in person attendance, (3) a need related to a physical or mental disability not otherwise accommodated by the agency, or (4) travel while on official business of the legislative body or another state or local agency. Emergency circumstances means that there is a physical or family medical emergency that prevents a board member from attending in person. Under emergency circumstances a request must be made to the legislative body and approved.

A member of the legislative body that wishes to attend a board meeting remotely under the just cause provision must provide notice of the need as soon as possible, including at the start of a regular meeting. A general description of the circumstances that represent a need to remotely attend must be provided as well. Each PVCSD Board Member may request the just cause provision only twice per calendar year.

Under the Emergency Circumstances provision, a general description of the need to participate remotely must be provided to the legislative body. The PVCSD Board of Directors must provide this request as soon as possible and must make a separate request for each meeting where remote participation is needed. If the emergency circumstance request is not received in time to be added to the agenda, the legislative body may take action at the beginning of the meeting without the item being listed on the agenda.

Under the Standard Brown Act Teleconferencing, which predates COVID 19, there are some similarities. Below are some key points to consider:

1. There are no general circumstances necessary to use teleconferencing.
2. Agendas must be posted at all teleconference location(s).
3. The address of the teleconference location(s) must be listed on the agenda.
4. The public must be able to attend in-person, and from each teleconference location that must be accessible
5. A quorum must participate from within the PVCSD boundaries; this includes in person and teleconferencing.
6. Public must have the opportunity to make comment from the teleconferencing locations.
7. There are no specific requirements the teleconferencing board members must satisfy (E.g., Just Cause or Emergency Circumstances).
8. The teleconferencing meeting may continue even if technical disruption occurs.
9. There is no video and audio requirements listed.
10. There is no limit on the number of meetings or circumstances for teleconferencing.
11. The Brown Act does not have an expiration date.

CONCLUSION

The most viable way to conduct the meetings of the Board will be with a quorum of directors in a single physical location that is both accessible and open to the public. PVCSD may continue to offer teleconference meetings to the general public as per all of the provisions listed in the GOV. Code § 54953(b) & (f).

FISCAL IMPACT

There is no fiscal impact associated with the new legislative updates.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Review and file the Legislative Updates Regarding Board Meetings.
2. Discuss and take other action as appropriate.

Attachments

1. GOV. Code § 54953(b) & (f)

Prepared by: Amber Watkins, Office Manager

Reviewed by: Eric Steinlicht, General Manager

Approved by: Eric Steinlicht, General Manager

GOV. Code § 54953(b)

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e).

GOV. Code § 54953(f)

(f) (1) The legislative body of a local agency may use teleconferencing without complying with paragraph (3) of subdivision (b) if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda, which location shall be open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction and the legislative body complies with all of the following:

(A) The legislative body shall provide at least one of the following as a means by which the public may remotely hear and visually observe the meeting, and remotely address the legislative body:

(i) A two-way audiovisual platform.

(ii) A two-way telephonic service and a live webcasting of the meeting.

(B) In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment.

(C) The agenda shall identify and include an opportunity for all persons to attend and address the legislative body directly pursuant to Section 54954.3 via a call-in option, via an internet-based service option, and at the in-person location of the meeting.

(D) In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(2) A member of the legislative body shall only participate in the meeting remotely pursuant to this subdivision, if all of the following requirements are met:

(A) One of the following circumstances applies:

(i) The member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of the legislative body for more than two meetings per calendar year.

(ii) The member requests the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act (Chapter 1 (commencing with Section 56) of Part 2.6 of Division 1 of the Civil Code). For the purposes of this clause, the following requirements apply:

(I) A member shall make a request to participate remotely at a meeting pursuant to this clause as soon as possible. The member shall make a separate request for each meeting in which they seek to participate remotely.

(II) The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.

(B) The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

(C) The member shall participate through both audio and visual technology.

(3) The provisions of this subdivision shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item : 21
Date : March 27th, 2023
From : Amber Watkins, Office Manager
Issue : NBS Tax Roll Collection

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Review and File the NBS Tax Roll Collection Board Letter and Proposal.
2. Discuss and take other action as appropriate.

BACKGROUND

The administrative staff of PVCSD generate and distribute invoicing to all customers (roughly 350) on a monthly basis via USPS mail and email delivery. With PVCSD’s seasoned administrative staff, the process for generating and distributing the monthly invoices from start to finish takes approximately four hours. This process also includes additional office equipment for folding and postage placement and office expenses such as leases on the equipment and postage. Once each of those invoices has been distributed, the customer must submit a payment via check, money order, cashiers check, or cash. As the payments are received throughout the month administrative staff process the payments and deposit them into the checking account. This process takes an average of 30 minutes to complete and occurs 10+ times per month.

DISCUSSION

Staff have been researching ways to operate more efficiently. An option that the PVCSD Board of Directors may consider, to possibly reduce the administrative costs to conduct the monthly invoicing process, reduce office expenses and allow for a reallocation of staff time, is to place the PVCSD service charges on the County Tax Rolls for collection. PVCSD has been electing to utilize this service for a number of years to collect dues from delinquent property owners through a Fixed Charge Special Assessment, which has proven most effective for collecting these funds.

If the Board decided to transition to this manner of collecting fees for services, the initial set up will be very administratively burdensome due to the uniqueness of PVCSD’s customer makeup. This is because PVCSD has one overall boundary (Sphere of Influence), as determined by San Diego Local Agency Formation Commission (“LAFCO”), that offers a combination of the LAFCO authorized services provided. For example, PVCSD services the Oak Tree Ranch Community and Pauma School for Sewer and Security only, Saint Francis Church only receives Security services, or customers inside of the Pauma Valley Country Club Estates that have a private septic tank and therefore only receive Security and Gate services. After identifying and awarding the contract to a consultant that specializes in this manner of special tax collection of dues for a governmental agency, the County Tax Collector will adjust each parcel owner’s annual property tax bill

accordingly. PVCSD should receive payments electronically from the County Tax Collector's office at the frequency selected by their office throughout the year.

In conclusion, if the PVCSD Board of Directors would like more information on this topic, staff can research and bring forth at a future board meeting. For the reasons listed above, this transition may be very beneficial and will likely result in a cost savings to the community.

FISCAL IMPACT

The fiscal impact of utilizing NBS to collect PVCSD dues via the tax roll would annually cost \$7,500 in addition to a one time set-up fee of \$9,500.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Review and File the NBS Tax Roll Collection Board Letter and Proposal.
2. Discuss and take other action as appropriate.

Attachments

1. NBS Proposal for Tax Roll Billing Services

Prepared by: Amber Watkins, Office Manager

Reviewed by: Eric Steinlicht, General Manager

Approved by: Eric Steinlicht, General Manager



32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

www.nbsgov.com

March 8, 2022

Bobby Graziano
General Manager
Pauma Valley Community Services District
Submitted electronically via gm.pvcسد@gmail.com

RE: Proposal for Tax Roll Billing Services

Dear Bobby:

We understand that the Pauma Community Services District (CSD) collects approximately \$1.5MM per year for various charges that fund ongoing wastewater services, security and gates for the community. These charges have been collected monthly via a billing system that the CSD manages. The CSD is considering moving to using the County Tax Collector to collect these charges. This would alleviate a number of efforts that staff currently are responsible for, allowing the staff to focus on community needs.

NBS has 26 years of assisting special districts, including CSDs, as well as cities, counties and other local government agencies with such efforts. We have deep experience with all manners of government fees, rates and charges, including these types of fees. Our utility rate group is also well-versed in utility finances, including rates and fees. More information about NBS is available on our website at <https://www.nbsgov.com/>. We are happy to also provide further information as needed.

This short letter summarizes our discussions to date, and outlines our scope of work and commensurate fees. Our intention is to work as an extension of your CSD staff, providing expertise and a valuable service to your community. Our fees include a one-time set up and implementation fee, as well as an ongoing fee to administer the fees and ensure they are properly calculated and collected via the County Tax Collector.


As to timing for this effort, we would presume getting the CSD's approval over the next few months as well as a kickoff meeting on the calendar for September 2022. We would set up the process, mail notices and prepare for submittal of the 2023/2024 charges in the summer of 2023.

Please review the attached and let me know if you have any questions at 800.676.7516 or via email at tseufert@nbsgov.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Seufert", is written over a light blue horizontal line.

Tim Seufert
Managing Director



AT-A-GLANCE: HELPING COMMUNITIES FUND TOMORROW

26 In Business
YEARS

100% ESOP
ESOP

NBS is a 100% employee-owned S-Corporation

NBS HEADQUARTERS
32605 Temecula Pkwy | Suite 100
Temecula, CA 92592

SAN FRANCISCO REGIONAL OFFICE
870 Market Street | Suite 1223
San Francisco, CA 94102

CONTACT
Tim Seufert | 800.676.7516
tseufert@nbsgov.com

Since 1996, NBS has supported California municipalities with the implementation and ongoing administration of local funding tools.

While the firm originally focused on Special Financing Districts (SFDs), specifically the formation and administration of special assessments and taxes, we have evolved with our clients' needs and now provide a full range of revenue consulting services. We focus on sustainable water and wastewater utility rate programs, cost allocation plans, cost recovery, and legally justified fee design. Across all practice areas, we have worked with more than **500 public agencies** to date, including cities, counties, school districts, utilities, and special districts.

LEGAL NAME
NBS Government Finance Group

DBA
NBS

50 EMPLOYEES

INDIVIDUAL AUTHORIZED TO NEGOTIATE AGREEMENT
Michael Rentner, President



District Consulting Group

The NBS District Consulting Group ensures your Fees and Special Financing Districts (SFD) and related revenue tools are well-developed and administered robustly over their lifetime.



We act as strong advocates for our public agency clients to ensure that any SFD or other revenue tool is appropriate and well-crafted for the need. Throughout our engagement, we provide sage guidance and recommendations. We are often called upon to present complex issues to councils, boards and interested parties.



We have supported thousands of charges including millions of parcels, and have worked through virtually every conceivable challenge in their use. Our experience is with all manners of special assessments, special taxes and other fees.



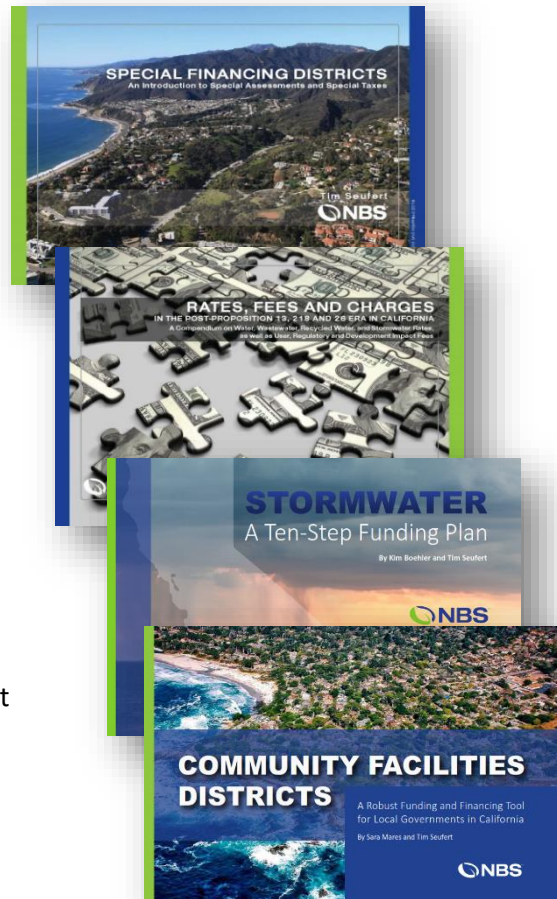
Whether the need is identifying and funding negative fiscal impacts, financing needed infrastructure, or providing community-desired services, our expert consultants have deep experience and help navigate the challenges.

Our Publications

We believe in continuing education, not only for our own team, but also for our clients and municipal staff.

As industry leaders, we have a unique set of qualifications and experience in the work we perform. In that regard, we have published four booklets on related industry topics that can be downloaded at no charge at www.nbsgov.com/publications. For a hard copy, please call 800.676.7516 or email contactnbs@nbsgov.com.

- **Special Financing Districts (SFDs)** has been credited as the best publication on SFDs in a decade by prominent industry professionals.
- **Rates, Fees and Charges Compendium** has received high regard and interest from industry professionals.
- **Stormwater: A Ten-Step Funding Plan** addresses the spectrum of stormwater needs in California.
- **Community Facilities Districts (CFDs)** explains this robust funding and financing tool for local governments in California.



SCOPE OF SERVICES

Wastewater, Security, and Gate Fees Tax Roll Billing and Calculation

KICK-OFF MEETING: MEET WITH CSD STAFF TO DISCUSS:

- Tax roll billing steps and appropriate timeline
- Method of application of the Fees and the data required to establish the proper procedure for levying
- Process for any appeals or disputes

DATA COLLECTION

Gather and review data pertinent to the calculation and billing of the Fees. Data will be obtained from various sources such as the CSD's database, Assessor's parcel maps and County Assessor information as determined to be necessary based on the requirements of the formula.

QUALITY CONTROL

Perform cross-reference tests looking at the various data sources, land use codes, and other pertinent information to improve accuracy of application of the charges.

DATABASE MAINTENANCE

Maintain and periodically update a database for all parcels and relevant parcel information within the service area.

LEVY CALCULATION

Calculate the annual levy for each parcel within the District following the guidelines established in the formula.

LEVY SUBMITTAL

Submit the levy to the County Auditor Controller in the required electronic format. Levies rejected by the County Auditor Controller will be researched and resubmitted for collection on the County Tax Roll. Any parcels that are not accepted by the County for collection will be invoiced with payment to be directed to the CSD.

REPORTING

Provide an annual Levy Report. The report will include a parcel listing with levy amounts. Parcel and levy data can be provided electronically if desired.

CONSULTING SUPPORT

NBS will provide a toll-free phone number for use by the CSD, other interested parties and all property owners. Our staff will be available to answer questions regarding the Fees. Bilingual staff is available for Spanish-speaking property owners.

PROFESSIONAL FEES

Our proposed fees below are based upon our understanding of the CSD’s need for Tax Roll Billing Administration services.

ONE-TIME SETUP FEE

One-Time Setup and Implementation/Prop 218 Notice \$9,500

ANNUAL ADMINISTRATION FEES

Annual Fees \$7,500

ESTIMATED ANNUAL ADMINISTRATION EXPENSES

Estimated annual administration expenses (as needed/not to exceed) \$500

Expenses

Customary out-of-pocket expenses will be billed to the CSD at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees. For the One-time set up/Implementation, there could be one-time printing and mailing costs that exceed the typical annual cap above.

Annual Fee Increases

Cost of living increases may be applied to the services listed above in October each year, beginning with October 2023, should the CSD extend for additional year(s). The increase would be the actual cost of living increase based on the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for all urban consumers for the CSD’s area.

Additional Optional Services – Hourly Rates

The following table shows our current hourly rates. Any optional services authorized by the Pauma Valley CSD but not included in the scope of services will be billed at this rate or the then applicable hourly rate. This may include attendance at additional meetings, notice and ballots, etc.

Title	Hourly Rate
Director	\$225
Associate Director / Engineer	\$210
Senior Consultant / Manager	\$175
Consultant	\$155
Analyst	\$130
Clerical/Support	\$105

Terms

Annual Administration services fees are for the first year, as referenced above. Such fees will be invoiced at the beginning of each quarter. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel administration contracts with 30 days’ written notice.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item : **23**
Date : March 27th, 2023
From : Eric Steinlicht, General Manager
Issue : **General Manager's Report**

Executive Summary

I am approaching four months now with the district and it has been a very busy time. Upon arrival, I spent my time familiarizing myself with past practices and absorbing as much new information as I could. I've learned a great deal of information in a very short time as it relates to SGMA, distribution, wastewater treatment, District finances, District history, residents, best management practices, District Policy, and Procedures just to name a few. There have been challenges early on that I have tackled, one step at a time while absorbing as much as I can to make the most informed decisions. I have spent time individually with all board members of the Pauma Valley Community Services District (PVCSD) as well as the Rancho Pauma Mutual Water Company (RPMWC). I've spent time individually with a majority of staff and learned more about their backgrounds and goals. I believe I've already made positive improvements by employing technology as a resource, new methodology, reinforced current policy and steadily realigned the district with new age practices and procedures. I've done so while maintaining the day-to-day operations, expanded and will continue to expand my professional network as well as credentials for the benefit of the district. Overall, I've continually spent long days ensuring that the district is taken care of and ultimately want to leave the organization stronger than it ever was before. I'm confident that the district will continue to move in this direction, but it will take time and capital to get there. I have included my current priority list to illustrate to the board my current priorities and look forward to board feedback as I continue to reach for new milestones of positive growth.

Background

I began working unofficially as the General Manager of the Pauma Valley Community Services District as of December 29th, 2022, and officially began working as the General Manager as of January 3rd, 2023. The February 27th, 2023, board meeting had been canceled, now bringing us to the March 27th, 2023, board meeting. As of March 27th, 2023, I am approaching 4 months that I have been working as the General Manager of PVCSD.

Accomplishments

- ✓ In addition to administrative staff, created Calendar system for all divisions to record shifts, on-call status, deadlines, projects, inspections etc.
- ✓ Met with all PVCSD board members individually to discuss their goals and objectives for the district in addition to the challenges I've faced in being the new General Manager of PVCSD.

- ✓ Attended the Upper San Luis Rey Sustainable Groundwater Management (SGMA) Joint Powers Agreement (JPA) meeting as a Board Director and authorized representative of the PVCSD.
- ✓ Sought out and created an Employee Assistance Program (EAP) for all employees via our current insurance carrier at no additional cost to the district.
- ✓ Began the first step towards a Computerized Maintenance Management System (CMMS) for Utility staff and had staff attend a demo for one potential vendor.
- ✓ Created a comprehensive priority list for the board to identify current objectives and realign staff efforts with the directives of the board.
- ✓ Continually improve format of PVCSD board related documents.
- ✓ Incorporated cross-training of all administrative staff to ensure coverage of duties at all costs.
- ✓ Updated Employee Review sheets and PVCSD employment Application.
 - Directed staff to develop a Grease Interceptor Inspection form as well as a new Sewer Permit Application.
- ✓ Endeavored to introduce myself to community members, local municipal General Manager's, new contractors, and vendors.
- ✓ Contacted, planned, and implemented a new vendor known to beat Downstream pricing to clean and CCTV video the wastewater collections system.
- ✓ Reached out to Strategic Planning Facilitators, Cost-of-Service Analysis options, additional legal counsel, and Solar Project contractors.
- ✓ Researched training and advancement for the General Manager based upon the advice of multiple seasoned and successful General Managers.
- ✓ Directed and worked with administrative staff to develop a newly modified budget to accurately reflect PVCSD's true financial position.
- ✓ Enhanced district protection by adding PVCSD patrol officers to the RPMWC automobile insurance plan for utility vehicles, without cost increase, to ensure timely response in the event of significant weather conditions coupled with incapacitated patrol vehicle/s.

Challenges

- Compensational Threat for Employees
- 2022/2023 Fiscal Budget Inaccuracies
- Financial Position of PVCSD Compromised
 - Financial and Strategic Plan Needed.
 - No Reserve Fund.
- PVCSD Requires Modernization in Several Key Areas
- Solar Project and Electric Vehicle Charging Stations
 - Significant obstacles discovered in moving forward with completion.
 - Progress continually being made.
- Infrastructure Improvements Needed
 - Administrative Division
 - Utility Division
 - Gates and Patrol Division
 - Capital Improvement Plan Needed
- Back-up Inventory
 - A CMMS Needed to Accurately Record Inventory

Commendations

- 🚧 I commend the efforts of the Utility Division for working hard throughout the wet weather events and maintaining critical service to the community.
- 🚧 I commend the efforts of the Gates and Patrol Division for their efforts on working extra hours to cover the lapse in coverage due to recent resignations.
- 🚧 I commend the efforts of the Administrative Division for cross training in all duties and tasks to better serve District needs.

Attachments

1. General Manager's Prioritization Schedule
2. Employee Assistance Program Flyer (Employee Core EAP)
3. Accruent Maintenance Connection CMMS Proposal

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Amber Watkins, Office Manager

Approved by: Eric Steinlicht, General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item : **23**
Date : March 27th, 2023
From : Eric Steinlicht, General Manager
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
EXECUTE STRATEGIC PLANNING SESSION	Awaiting Board Approval
IDENTIFY NEW/ADDITIONAL LEGAL COUNSEL	Awaiting Board Approval
PROP 218 RATE STUDY (COST OF SERVICE STUDY)	Awaiting Board Approval
USE NBS TO COLLECT FEES VIA TAX ROLL	Awaiting Board Approval
ACQUIRE LOW INTEREST LOAN TO REPLENISH RESERVES AND WORKING CAPITAL FOR DISTRICT NEEDS	Awaiting Board Approval
IDENTIFY ON CALL ENGINEERING FIRM	Awaiting Board Approval
EMPLOYEE HANDBOOK UPDATE (REMOVE JOB DESCRIPTIONS)	Working w/ Ad-Hoc Committee
MAINTAIN DAILY DISTRICT OPERATIONS/EXECUTE & MAINTAIN POLICY/S ADHERENCE/ASSIST BOARD MEMBERS AS NEEDED	Ongoing
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
CREATE 23/24 FISCAL YEAR BUDGET	In Progress
UPDATE JOB DESCRIPTIONS AS NEEDED	In Progress

UPDATE PVCSD EMPLOYMENT APPLICATION	In Progress
BEGIN CROSS TRAINING OF ADMIN STAFF	In Progress
CONDUCT EMPLOYEE REVIEWS OF MANAGEMENT	In Progress
AUTOMATE SEPERATION OF EXPENSES FOR PVCSD AND RANCHO PAUMA MUTUAL WATER COMPANY	In Progress
DEVELOP CRITERIA FOR 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 TESLAS TO GET TRUCKS WITH LIGHTS TO PUT PATROL IN COMPLIANCE	In Progress
MOVE VENUE FOR BOARD MEETINGS TO THE COUNTRY CLUB: ROBERT TRENT JONES ROOM INDEFINITELY	Completed
DEVELOP/LOCATE FINANCIAL DATA TO EXPLAIN TO BOARD MEMBERS FULLY BURDENED RATES	Completed
REQUIRE NEW EMPLOYEES DRUG SCREEN/BACKGROUND CHECK, FIGURE OUT LOGSITICS FOR THIS TO OCCUR	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 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	Completed
ASCERTAIN WHERE PVCSD BOARD MEETINGS TAKE PLACE	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

Mid Priority Items

ITEM	STATUS
COMPLETE GENERAL MANAGER CERTIFICATION, TRAINING EVENTS, & GRANT WRITING TRAINING	In Progress
COMPLETE GENERAL MANAGER CERTIFICATION AS IT RELATES TO WASTEWATER AND WATER DITRIBUTION/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
NEW RADIO'S FOR PATROL/GATES	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
ANALYZE NEED FOR CHP SATELITE OFFICE AND PVCSD NEEDS	In Progress
NEW LAW REQUIRES UPDATE FOR SSMP (STEP PROCESS)	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 PROFFESIONAL 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 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
REVIEW LEGISLATIVE UPDATES FOR PVCSD BOARD MEMBERS BY INVESTIGATING ONLINE, AND SPEAKINGWITH LAWYER AND STAFF	Completed
SPEAK WITH SCOTT SHINNER COUNTRY CLUB GM ABOUT COMMUNICATION WHEN UTILIZING PVCSD UTILITY CREW	Completed
POST UTILITY POSITION AND ALTER DESCRIPTION TO REQUIRE DRUG SCREENING AND BACKGROUND CHECK	Completed
RENEW CWEA GRADE II COLLECTIONS CERTIFICATION	Completed
DISCUSS WITH 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	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
CONTACT KING BENEFITS REGARDING FORM NEEDED ON FILE, AND IF LEGAL NEEDS TO BE CONSULTED	In Progress
FIX PHONE SYSTEM ISSUES	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
DRAFT AND FINALIZE NEW SEWER SERVICE PERMIT APPLICATION	In Progress
APPROVE NEW BUILDING PERMIT POST FEES AND PERMIT COMPLETION	In Progress
PARTICIPATE IN MULTIPLE WEBINARS (BROWN ACT, FINANCE, GRANT WRITING ETC.)	In Progress
RESEARCH AND REVIEW POTENTIAL FOR PVCSD OFFICE BEING A UPS DROP OFF POINT	In Progress
MEET WITH VAN OF EL REY REGARDING NEW LAWS FOR MAINTAINING GREASE INTERCEPTOR	In Progress
MEET WITH TOM TRAN, SCADA TECHNICIAN FOR TRAINING ON THE SOFTWARE, AND REQUEST THINGS BE IMPROVED	In Progress
DEVELOP POLICY WITH BOARD REGARDING ACCESS TO SEWER SYSTEM ACCESS POINTS FOR CRITICAL NEED, AND RIGHT OF ACCESS (EASEMENT)	In Progress
REVIEW CURRENT PERCENTAGE SPLIT COSTS FOR PVCSD/RPMWC ASSETS/EMPLOYEES AND HOW ORGANIZATIONAL RELATIONSHIP WORKS	In Progress
IDENTIFY AND POTENTIALLY CREATE A POLICY FOR PUBLIC RECORDS REQUEST	In Progress
RON KROHN REQUEST TO HAVE THE HELIPAD BE CERTIFIED VIA CALTRANS AS A MEDIVAC HELIPAD, SEND LETTER TO CONFIRM ITS SOLE USE IS FOR THAT	In Progress
DRAFT LETTER TO PROVIDE GATE ATTENDANT PAY RAISE/NEW HIRE/REINFORCE DISTRICT POLICY	Completed
MEET WITH CPA/NIGRO&NIGRO TO ADDRESS FINANCIAL SITUATION OF PVCSD	Completed
INVESTIGATE CURRENT RENT FOR HANGARS DUE FROM COUNTRY CLUB TO PVCSD	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 BODY'S/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 EXPENSE/REVENUES	Completed

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Amber Watkins, Office Manager

Approved by: Eric Steinlicht, General Manager



Group benefits

Help employees handle life's ups and downs

Offer them resources through your employee assistance program (EAP)

Resources for life's challenges

Life's unpredictable. You never know what your employees may be experiencing. But you do know every business runs on the same fuel—the energy of its people. When your employees are able to manage their personal ups and downs, they'll be more productive on the job.

That's what the employee assistance program (EAP) from Principal® is all about. With an EAP, your employees have access to resources to help them handle life's everyday—and not so everyday—challenges. Relationship issues, anxiety, addiction, aging parents to care for—all can make balancing work and life stressful.

Provided by Magellan Healthcare, Core EAP services are automatically available to your employees and their families when you offer Principal short- or long-term disability insurance.¹

Services for your employees and their families

In-person or virtual counseling

One valuable way to work through personal or work issues is by talking with a professional. Employees and their families can meet with a licensed, EAP professional in person, via text message, or by live chat, video, or phone sessions. Three counseling sessions per year are included.

Legal, financial, and identity theft services²

Employees and their families have access to legal services to help deal with issues such as car accidents or family law. The financial wellness resources provide help with issues such as budget planning or debt consolidation. And identity theft resources can help restore their identity if stolen.

For legal assistance and identity theft resources, members receive one free 60-minute consultation. For financial coaching, members receive three free 30-minute consultations. Additional consultations are available at discounted rates.

Work-life web services

Employees can access webinars, live talks, and articles on topics such as child and elder care, education, parenting, and more.

Best of all, EAP services are available at no cost to employees and their families. And if they need assistance beyond the scope of the EAP, a counselor will help find a resource. (Employees are responsible for any fees resulting from referrals outside the EAP, including those associated with medical benefits.)

Help is just a click or call away—24/7

ONLINE: Member.MagellanHealthcare.com
Enter *Principal Core* as the program name

CALL: 800-450-1327

INTERNATIONAL: 800-662-4504 | **TTY:** 711

And there's organizational support, too

Workplace support services. Managers have access to specialized workplace support consultants to help assess challenging situations. One resource available is a mandatory referral for employees who are having performance issues, providing an opportunity to resolve the problem.

Critical incident response services. After a traumatic event, confidential sessions are offered to help minimize the long-term effects on staff and the organization and accelerate recovery.

Professional guidance. Managers receive guidance when an employee returns to work.

Trainings. Manager trainings are available on topics such as drug-free workplace, resolving conflict, and team building strategies.

Make the most of your EAP

Making the most of your EAP means letting your employees know they have access to confidential help when they need it. Here are some no-cost ways to promote your EAP:

- Sign-up to receive the Momentum campaign. Just send your e-mail address to EAPNews1327@magellanhealth.com. Each month, you'll receive a newsletter featuring timely and relevant articles and insights about how you, your managers, and employees can get the most out of daily life. The newsletter also includes a link to register for the monthly webinar.
- Reference the EAP as a resource in company policies and procedures, e.g., safety, work-life, and substance free workplace, or implement an EAP policy and procedure at your company.
- Use the EAP yourself so you have first-hand experience with the services available.

More about your EAP provider

Magellan Healthcare's employer solutions are built upon 50 years of behavioral health expertise, with services designed to improve organizational effectiveness and employee well-being at every stage of life. Magellan's employee assistance program (EAP) enhances emotional wellness, reduces stress, and increases productivity. Magellan offers easily accessible emotional, physical and life enrichment services to support employees and their household members with life's ups and downs.

¹ Not available with self-funded coverage.

² Not available to group policies issued in New York.



Insurance products issued by Principal Life Insurance Company[®], a member of the Principal Financial Group[®], Des Moines, IA 50392.

Principal[®] has arranged with Magellan Healthcare to make its employee assistance program (EAP) available to employees with select group coverage insured by Principal Life Insurance Company. EAP isn't part of the insurance contract or policy and may be changed or canceled at any time. Magellan is responsible for all EAP services provided through this program. EAP services in California are provided through Magellan Health Services of California, Inc. — Employer Services. Magellan isn't a member of the Principal Financial Group[®].

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Client Information

Client Name:	Pauma Valley Community Services District	Client Contact Name:	Eric Steinlicht
Bill To:	33129 Cole Grade Road Temecula, CA 92061 United States	Client Contact Email:	eric.steinlicht@pau mavalleycsd.ca.gov
Ship To:	33129 Cole Grade Road Temecula, CA 92061 United States	Client Contact Phone:	7607421909
Billing Email:			

Quote Information

Quote #:	Q-259047-1	Quote Expiration:	3/24/2023
Start Date:	7/14/2023	End Date:	7/13/2026
Invoice Frequency:	Annual	Quote Type:	SaaS

Software Information and Fees

Product Subscription Fees	Quantity/Metric	Year 1 Invoice Period Beginning [7-14-2023]	Year 2 Invoice Period Beginning [7-14-2024]	Year 3 Invoice Period Beginning [7-14-2025]	Total Fees Initial Term
MC Professional Cloud Named User Subscription	2 Named License(s)	2,650.00	2,782.50	2,921.63	USD 8,354.13
The MC Professional Named User Subscription includes full access to the Maintenance Connection MRO (Asset Management, Work Order Management, Preventive Maintenance, Parts + Labor Management and all supporting functions/features). Full access to Real-Time Reporting and KPI Dashboards along with unlimited Service Requester Users, up to 2 GB of document storage, and access to Accruent Academy online training materials.					
MC Express Cloud Named User Subscription	2 Named License(s)	1,400.00	1,470.00	1,543.50	USD 4,413.50
MC Express is Maintenance Connection's browser-based mobile application. Complete Work Orders and PM tasks from the field. Access complete asset history and attached documents. Utilize start/stop timer to easily log wrench time. Upload images instantly using the device's onboard camera. View complete PM procedures, update meter readings, and create work orders on the fly.					
MC API Cloud Subscription	1 Subscription(s)	3,100.00	3,255.00	3,417.75	USD 9,772.75
The Maintenance Connection Web API is a RESTful service with each resource accessible via a unique URI using HTTP verbs to specify actions. more information can be found at http://api.MaintenanceConnection.com					

Total Committed Fees		USD 7,150.00	USD 7,507.50	USD 7,882.88	USD 22,540.38
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Cost Breakdown

Type	YEAR 1
One-Time Fees	
License	USD 0.00
Professional/Software Services	USD 12,420.00
Recurring Fees*	
Subscription	USD 7,150.00
Hosting	USD 0.00
Support & Maintenance	USD 0.00
TOTAL	USD 19,570.00

*Recurring fees may be subject to change based on additional purchases, contract term proration, and any price increases.

Software Additional Terms

- 1 Accruent shall grant a license to access the SaaS Services for the non-cancelable period listed above ("Committed SaaS Term"). The maximum annual increase to fees during the Committed SaaS Term shall not exceed percent. Thereafter, the SaaS Services shall automatically renew at the then current fees.
- 2 If the invoice period reflects a term of less than 12 months, the recurring fees are prorated and will renew as permitted under the Agreement at the annualized rate.
- 3 Unless Client has a separate negotiated master services agreement or other binding agreement in place with Accruent, by signing below, Client agrees that this Order Document is subject to the end user license agreement set forth at: https://www.accruent.com/end_user_license_agreement

General Terms

- 1 All fees shall be due and payable within thirty (30) days of the date of Accruent's invoice. All fees listed exclude any applicable taxes.
- 2 The pricing and offer in this Order Document are provided in return for an executed Order Document received by Accruent by the Quote Expiration date listed above.

Statement of Work Information

Client Name:	Pauma Valley Community Services District
Project Name:	MC Implementation

Term Information

Term of Service

Professional Services ordered hereunder will be available to Client for 365 days from Statement of Work Effective Date. After such date any unused portion of the Services defined will be forfeited unless otherwise agreed to by both parties. No forfeiture will occur as long as the parties are diligently working to completion.

Services shall not be scheduled or started pursuant to this SOW if Client has an Accounts Receivable balance with Accruent that is more than 30 days delinquent.

Services Fees

Time and Material Services

Service Description	Estimated Days	Estimated Total
MC Professional Services	6.00	USD 12,420.00
Service days to provide training and best practices. Typical sections include: Project Planning, Data Migration, Core Configuration, Process Design, Training and Go-Live, and Managing Results.		
TOTAL:		USD 12,420.00

Payment Summary

Time and Materials Estimates

Services	Amount
Prepaid Amount	USD 0.00
Remaining Time & Materials Estimate	USD 12,420.00
TOTAL	USD 12,420.00

Expenses

Type	Amount
Expense Cap	USD 0.00
TOTAL	USD 0.00

Summary

AMOUNT DUE UPON EXECUTION	USD 0.00
TOTAL FOR PURCHASE ORDER (if applicable)	USD 12,420.00

All invoices shall be due within Net 30 days of invoice date.

SOW Terms and Conditions

1 Defined Terms

The Parties agree, with respect to this Statement of Work, as follows:

“Business Day” is defined as a period when Accruent and its resources are available to perform Services, and the Accruent premises are open for operations.

“Change Control” is defined as the process by which requests for changes in deliverables, responsibilities, resources or Project Schedule are properly recorded, evaluated, distributed and incorporated into the SOW. Change Control process details are outlined below.

“Change Order” is defined as a document which captures any and all alterations to this SOW with regard to changes in deliverables, responsibilities, resources, Term Information or Services Fees.

“Non-Business Day” is defined as a period when Accruent and its resources are either unavailable, have restricted access to Accruent premises or may not perform Services. Accruent provides the terms of those restrictions under Non-Business Days below.

“Notification Period” is defined as the period of time in which the Client must notify Accruent of material non-conformance with Services provided herein.

“Party” is defined as Accruent or Client as the context may require, and “Parties” includes both Accruent and Client.

“Project” is defined as the collective operations of Accruent and Client resources pursuant to this SOW.

“Project Kick-Off” is defined as the date when both Parties become actively engaged in the performance of Services contained herein. Project Kick-Off is signified by attendance of a meeting between stakeholders of both Parties to review the project deliverables, introduce resources and begin coordination of the Project Schedule.

“Project Schedule” is defined as a mutually agreed upon document drafted by the Accruent Project Manager and signed by appropriate Client and Accruent representatives. The sign off of this document serves as a prerequisite for the completion of the Plan stage.

“Services” is defined as deliverables, resources, responsibilities and/or scope contained herein.

2 Conditions

2.1 Project Schedule

If at any time either party does not meet deadlines outlined within the Project Schedule, Parties both agree and acknowledge the following may occur,

Project Schedule will be revised to accommodate any delays, and a new, mutually agreed upon schedule will be drafted by the Accruent Project Manager and signed by appropriate Client and Accruent representatives.

Change Control process will be initiated.

Project will be placed on hold until both parties agree to remove the project from an on hold status.

Project resources will be reallocated to other engagements.

Escalation according to the appropriate parties as stipulated in the Governance Model.

2.2 Change Control Process

Hereupon, the following will govern the process, by which both Parties may agree, in writing and in advance, to changes of the Services contained herein:

During the course of the Project, if Accruent determines or could reasonably determine any Client actions or direction constitute a requirement to perform additional work, not otherwise specified herein, Accruent shall notify Client within 30 days that Client has requested Accruent to perform additional work.

Accruent agrees and acknowledges that it waives the right to request reimbursement for work already performed if Accruent fails to notify Client within 30 days of determining or reasonably being able to determine that Client actions or direction constituted a requirement to perform additional work.

Accruent will complete a Change Order, utilizing the Pro Forma Change Order, containing the changes to the Project, Project Schedule, deliverables and/or Services Fees contained in this SOW.

Client may request up to 10 Business Days to determine whether to execute the Change Order. After the 10 Business Days, the terms of the Change Order may be subject to change depending upon availability of resources, impact to Project Schedule or severity of impact on existing activities.

In the event Client chooses to execute the Change Order, Client must sign and return the provided Change Order to their assigned Accruent Project Manager. After execution, both Parties will incorporate the change into the Project. Accruent will update the Project Schedule as necessary, and both Parties will make adjustments as specified in the Change Order.

In the event Client chooses not to execute the Change Order, Accruent will continue to perform Services in accordance with this SOW. Neither Party will incorporate any alteration to Project Schedule or Project.

2.3 Travel and Expense

Accruent agrees to operate under the following guidelines, with respect to expenses associated with Services contained herein:

To provide notice of any requested travel that will occur on a Non-Business Day.

To present Client with any costs expected prior to securing travel, lodging or otherwise expected expenses prior to the provision of Services at another location.

To provide Services via phone, internet, and email or otherwise remotely from the Accruent premises unless otherwise stated herein.

To receive Client requests to provide Services at another location, provided both parties have access, knowledge and have previously agreed upon the location. If such a request is made, all actual and reasonable travel, lodging, meals and applicable taxes will be added to the total cost of Services.

To calculate travel time as the time between departure from Accruent premises, local airport or home office and arrival at destination address, as determined by both Parties prior to departure, or destination airport.

In the event Client cancels or reschedules any travel with less than 30 days of notice prior to the scheduled travel date, Client is responsible for up to 50% of any additional fees associated with rebooking or cancelling the arrangements.

In the event Client cancels or reschedules any travel with less than one week of notice prior to the scheduled travel date, Client is responsible for up to 100% of any additional fees associated with rebooking or cancelling the arrangements.

2.4 Non-Business Days

Client agrees and acknowledges that the dates provided are subject to change, and the Accruent Project Manager will notify Client of any dates not specified below. The following provides the conditions for Non-Business Days:

A weekend day is any time between 12:00 AM Saturday and 12:00 AM Monday, relative to the respective local time zone of the individual resource(s).

A holiday day is any time that the Accruent offices are not open for normal business operations. The standard American holidays which Accruent observes are as follows:

New Year's Day (January 1)

President's Day (Third Monday in February)

Spring Holiday (Friday before Easter)

Memorial Day (Last Monday in May)

Independence Day (July 4)

Labor Day (First Monday in September)

Thanksgiving (Fourth Thursday and Friday in November)

Christmas Eve (December 24)

Christmas Day (December 25)

2.5 Project Close

Parties both agree and acknowledge the following:

The Notification Period prior to the closure of the project is 10 Business Days from the date that Accruent provides written notice to Client that states the delivery of Services is complete.

In the event Client does not provide notice of material non-conformance or request for change during Notification Period, the project will be closed and no additional work will be performed by Accruent pursuant to the Services contained herein.

In the event Client does provide notice of material non-conformance or request for change after the expiration of Notification Period, such work shall only be performed under a new contractual arrangement.

In the event material non-conformance is identified within the Notification Period, Accruent shall promptly correct such non-conformance, which was due to fault or negligence of Accruent, at no additional cost to Client.

3 Services and Expense Fees

3.1 Expense Fees

Where additional expenses are necessary to perform Services, the following will apply unless otherwise stated herein:

- 3.1.1 Previously known expenses including airfare, lodging, or employee meals as well as sales, use, or similar (VAT, GST) taxes associated with those expenses are not included in Services Fees above.
- 3.1.2 Client accepts any actual and reasonable expenses which are not included in the Services Fees above.

3.2 Services Estimate

Accruent estimates the Services contained herein to require **6.00 days** to be invoiced at the Daily Rate. The total estimate for Services contained herein is **USD 12,420.00**.

3.3 Daily Rate

Accruent shall charge for each Day incurred, pursuant to the Services herein, a rate of USD 2,070.00 per day with technical services at a rate of USD 2,640.00.

3.4 Travel Fees

Where travel is required to perform Services, Accruent charges travel at a rate of USD 0.00. Any travel on a Non-Business Day will be charged at a rate of USD 0.00.

4 Invoice Terms

Parties both agree and acknowledge the following, regarding invoices for fees resultant of this SOW:

4.1 Prepaid Amount

USD 0.00, plus any applicable sales, use, or similar (VAT, GST) tax, will be due immediately and invoiced upon execution of this SOW.

4.2

All fees incurred for Services rendered herein, in excess of the Prepaid Amount stipulated above, will be billed in arrears and invoiced based on Client Billing Information on a monthly basis.

4.3

All actual and reasonable travel, lodging, and living expenses incurred as result of this SOW will be invoiced based on Client Billing Information on a monthly basis.

Acknowledged and Agreed by the Duly Authorized Representatives of the Parties

Client: Pauma Valley Community Services District	Accruent, LLC
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Effective Date:
Accruent requires a PO, send PO to your Accruent representative or customerpo@accruent.com.	
If you are tax exempt, provide exemption certification to your Accruent representative or salestax@accruent.com.	