

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

NOTICE OF SPECIAL MEETING

DATE: Monday, September 18th, 2023
TIME: 2:00 PM – **Open Session**
VENUE: Business Center and Library, Pauma Valley Country Club
15835 Pauma Valley Drive, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

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

-- ACTION ITEMS --

5. **Pauma Valley Community Services District Board of Director Vacancy**

The Board of Directors will consider applicants for the existing vacancy on the Pauma Valley Community Services District Board.

Staff Recommendation:

Discuss and take action as appropriate.

6. Resolution for Financial Transaction Authorization

The Board of Directors will consider approving Resolution 116 for Financial Transaction Authorization.

Staff Recommendation:

1. Approve Resolution 116 granting the Interim Office Manager signing authority for Financial Transactions.
2. Discuss and take other action as appropriate.

-- DISCUSSION ITEMS --

7. Status Update Between the PVCSD and RPMWC

-- CLOSED SESSION --

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

A. CONFERENCE WITH LEGAL COUNSEL

Potential/Threatened/Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Three (3) Matters)

B. CONFERENCE WITH LEGAL COUNSEL

Existing Litigation

Pursuant to Government Code Section 54956.9(d)(1)
Rancho Pauma Mutual Water Company vs Pauma Valley Community Services District
(San Diego Superior Court Case No. 37-2023-00038164-CU-BC-NC)

C. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION

Title: General Manager

Authority: Government Code section 54957

D. PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

Authority: Government Code Section 54957

Conference with Labor Negotiator

District Representative: President Jodie Lawston

Employee: General Manager

Authority: Government Code Section 54957.6

9. Open Session

- A. Reportable Actions.

10. Adjournment

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

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 5

Date: September 18th, 2023

From: General Manager, Eric Steinlicht

Issue: Pauma Valley Community Services District Board of Director Vacancy

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Discuss and take action as appropriate.

BACKGROUND

Pauma Valley Community Services District (District) Board of Director and Board Secretary, Ms. Elizabeth Potalivo, resigned effective August 7th, 2023, resulting in a vacancy on the District Board. On August 14th, 2023, a Notice of Vacancy was posted on the District's website, Administrative offices, and at the local Post Office. The District Board vacancy was posted for approximately four (4) weeks and closed on September 8th, 2023, providing ample time for prospective candidates to apply.

DISCUSSION

With an open seat on the District Board, the current Board of Directors will have an opportunity to interview interested candidates and to consider possible appointment.

FISCAL IMPACT

There is no fiscal impact associated with this action item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Discuss and take action as appropriate.

Attachments

1. N/A

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

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: 6

Date: September 18th, 2023

From: General Manager, Eric Steinlicht

Issue: Resolution for Financial Transaction Authorization

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve Resolution 116 granting the Interim Office Manager signing authority for Financial Transactions.
2. Discuss and take other action as appropriate.

BACKGROUND

The District contracts with Cal Bank and Trust for the deposit of monies and banking services as well as transactions with the Local Agency Investment Fund (LAIF). Historically, both the General Manager and Office Manager retain signing authority to ensure strong internal financial control for transactional activities. This allows all payables above five thousand dollars to be submitted via the General Manager and Office Manager as opposed to requiring consistent signatures from the Board President or Board Treasurer.

DISCUSSION

Strong internal financial control is critical when processing or handling public funds. Resolution 116 continues this policy by ensuring dual signatures are required for transactional processing. Following the Board of Directors' past precedent, approval of the attached resolution will continue to authorize the General Manager and Interim Office Manager to approve banking services and transactions. All financial transactions are audited annually and are reported to the Board of Directors with each regular agenda to ensure transparency.

FISCAL IMPACT

There is no direct fiscal impact with this item.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve Resolution 116 granting the Interim Office Manager signing authority for Financial Transactions.
2. Discuss and take other action as appropriate.

Attachments

1. Resolution 116

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

RESOLUTION NO. 116

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAUMA VALLEY
COMMUNITY SERVICES DISTRICT AUTHORIZING NEW TRANSACTION
SIGNERS FOR THE DISTRICT'S FINANCIAL OPERATIONS

WHEREAS, the Pauma Valley Community Services District conducts daily financial business through the deposits and withdrawals of monies in checking and money market accounts with California Bank and Trust;

WHEREAS, the Pauma Valley Community Services District does hereby find that deposits and withdrawals of monies in the Local Agency Investment Fund in the State Treasury, in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, is in the best interests of the Pauma Valley Community Services District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the below named persons to order deposits and withdrawals of Pauma Valley Community Services District monies in California Bank & Trust and in the Local Agency Investment Fund in the State Treasury.

- Eric Steinlicht, General Manager _____
- Marissa Fehling, Interim Office Manager _____
- Jodie Lawston, President _____
- Richard Collins, Treasurer _____

PASSED, AND ADOPTED, by the Board of Directors, this **24th** day of **July, 2023** by the following vote, to wit:

AYES:

ABSENT:

NOES:

APPROVED:

Jodie Lawston, President, Board of Directors
Pauma Valley Community Services District

ATTEST:

Eric Steinlicht, General Manager
Pauma Valley Community Services District