

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, June 26th, 2023
TIME: 9:00 AM – **Open Session**
VENUE: Pauma Valley Community Services District
33129 Cole Grade Road, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

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

-- CLOSED SESSION --

5. **The Board of Directors Will Meet in a Closed Session to Discuss:**
 1. **CONFERENCE WITH LEGAL COUNSEL**
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Three (3) Matters)

6. Open Session

- A. Reportable Actions

-- DISCUSSION ITEM --

- 7. Organizational Restructuring Ad-Hoc Committee Update** – President Lawston

-- CONSENT ITEMS --

Items 8-12 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.

8. Minutes of the Regular Board Meeting of May 22, 2023

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on May 22, 2023.

Staff Recommendation:

Approve the May 22, 2023, PVCSD Board of Directors Meeting Minutes.

9. Review of Balance Sheet, Revenue and Expense for May 2023

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

Staff Recommendation:

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

10. Accounts Receivable Report for May 2023

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

Staff Recommendation:

Receive and file the PVCSD Accounts Receivable Report for the month of May 2023.

11. Notice of Violations Issued

This report provides a summary for Notice of Violations Issued by PVCSD for the month of May 2023.

Staff Recommendation:

Receive and file the PVCSD Notice of Violations issued Report.

12. PVCSD Security Report

This report discloses security and gate activity for the month of May 2023.

Staff Recommendation:

Receive and file the PVCSD Security Report for the month of May 2023.

-- ACTION ITEMS --

13. Presentation and Public Hearing for the Fiscal Year 2024 Proposed Budget

The Board of Directors schedules a public hearing prior to the consideration and adoption of the Proposed Fiscal Year Budget.

Staff Recommendation:

1. Authorize General Manager Steinlicht to present the Fiscal Year 2024 Proposed Budget.
2. Conduct a Public Hearing.
3. Discuss and take other action as appropriate.

14. Adoption of the Fiscal Year 2024 Proposed Budget

The Board of Directors considers and adopts the Proposed Fiscal Year Budget in June of each year.

Staff Recommendation:

1. Consider and adopt the Fiscal Year 2024 Proposed Budget.
2. Discuss and take other action as appropriate.

15. Approve a New Administrative Position and Resolution for the Fiscal Year 2024 Salary Schedule

Due to the organizational change a new administrative position is required to sustain PVCSD administrative functions. Additionally, the Board of Directors implements a Resolution adopting a new Salary Schedule each new fiscal year.

Staff Recommendation:

1. Approve the creation of a new full-time administrative employee.
2. Consider and adopt the resolution for the Fiscal Year 2024 Salary Schedule.
3. Discuss and take other action as appropriate.

16. CalPERS Funding

A recent financial records audit conducted by Eide Bailly, a regional certified public accounting and business advisory firm, discovered the PVCSD monthly payments provided to CalPERS over the last decade have been insufficient by approximately \$91,000 as of June 9th, 2023.

Staff Recommendation:

1. A representative from Eide Bailly will be present to provide the Board of Directors with a presentation detailing this funding shortfall.
2. Authorize the General Manager to contact CalPERS to discuss options for closing this funding gap.
3. Discuss and take other action as appropriate.

17. Authorization to Provide Notice of Intent to Terminate Contract with Dudek and Engage Water Quality Specialists for Wastewater Compliance Services

A Notice to Terminate PVCSD's operational contract for wastewater treatment compliance services with Dudek requires four months advance notification.

Staff Recommendation:

1. Authorize the General Manager to provide Dudek with an “Intent to Terminate” its contract with PVCSD for Wastewater Treatment Compliance Services.
2. Authorize the General Manager to engage Water Quality Specialists for Wastewater Treatment Compliance Services upon Dudek’s conclusion of service.
3. Discuss and take other action as appropriate.

18. Authorization to Engage Carollo Engineers for As-Needed Sanitation Consulting and Engineering Professional Services

As a public utility, the PVCSD requires professional engineering services related to its capital improvement, condition assessment, and wastewater treatment programs. Carollo Engineers is a highly reputable firm that successfully provides professional engineering services for similar public utilities in southern California. Contracting with Carollo Engineers will provide the General Manager with as-needed support when approaching complex projects and wastewater treatment challenges.

Staff Recommendation:

1. Authorize the General Manager to contract with Carollo Engineers for as-needed professional engineering services.
2. Discuss and take other action as appropriate.

-- DISCUSSION ITEMS --

- 19. Strategic/Financial Planning Facilitation Services Update** – General Manager Steinlicht
- 20. Update on Solar Project** – General Manager Steinlicht
- 21. Sanitation Operational Report** – General Manager Steinlicht
- 22. Gate Access and Road Usage Policy Investigation Update** – General Manage 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
 - xvi. Public Hearing on Delinquent Accounts Placement on the County Tax Roll for collection
- B. Board Comments
 - C. Announcements
 - D. Regular Meeting on July 24th, 2023, at 10:00 AM

-- CLOSED SESSION --

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

1. CONFERENCE WITH LEGAL COUNSEL

Existing Litigation

Pursuant to Government Code Section 54956.9(a)

San Luis Rey Indian Water Authority v. Pauma Valley Groundwater Sustainability Agency, et. al., (SDSC No. 37-2022-00029027-CU-WM-NC)

26. Open Session

- A. Reportable Actions

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 Marissa Fehling, at Marissa.Fehling@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 May 22, 2023

Directors Present: Jodie Lawston, Michael Esparza, Roland Skumawitz, & Betty Potalivo

Directors Absent: Richard Collins

Also Present: Residents: Larry Curtis, Tom Cerruti, Charles Mathews; Pam Degen, Ronald Krohn, Steve Wehr, Gabriela Knox, Darlene Shiley, Eleanor Swinehart, Ron Slifka, Bill Jacobs, William Tibbet, Judge Buskuhl, Cindy Byerrum MPA/CPA with Eide Bailly; Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, Director of RPMWC Linda Shoaff, General Manager Eric Steinlicht, and Administrative Assistant Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 10:00 a.m. by President Lawston.
2. Pledge of Allegiance: This item was canceled for this meeting.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
Kariya inquired about moving the closed session item to the end of the meeting. Lawston informed that it was not possible due to the attorney's availability.

--CLOSED SESSION--

1. The Board of Directors Will Meet in a Closed Session to Discuss:
 - A. CONFERENCE WITH LEGAL COUNSEL –
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (One (1) Matter)
 - B. CONFERENCE WITH LEGAL COUNSEL –
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (One (1) Matter)

The Board went into closed session at 10:02 am.

2. Open Session
 - A. Reportable Actions

The meeting was reconvened to open session at 10:50 am with no reportable actions.

--CONSENT ITEMS--

Items 3-12 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.

3. Minutes of the Regular Board Meeting of March 27, 2023
4. Minutes of the Special Board Meeting of April 11, 2023

5. Minutes of the Special Board Meeting of May 4, 2023
6. Review of Balance Sheet, Revenue, and Expense for March Through April 2023
7. Accounts Receivable Report for March Through April 2023
8. Notice of Violations Issued
9. PVCSD Security Report
10. Draft Budget 2023-2024 (General Manager, Eric Steinlicht)
11. Capital Expenditure Plan (General Manager, Eric Steinlicht)
12. Sewer Rate Increase Effective July 1, 2023 (General Manager, Eric Steinlicht)

Steinlicht informed that items 10 and 11 are drafts due to current structuring and will be finalized depending on future movement. A discussion was made by Mathews regarding pulling an item for further discussion. Esparza pulled item 10 for further discussion. Upon a motion by Director Esparza, seconded by Director Potalivo, and a unanimous vote, items 3-9 and 11 and 12 were approved as presented.

Mathews inquired about the operational loss shown on the draft budget. Mathews inquired about what PVCSD plans are regarding the operational budget losses. Potalivo informed that the Staff and the Board are working on addressing this matter. Knox inquired about other income in item 664. Shiley informed that rates should not be raised without discussing it. Steinlicht informed that PVCSD has an expert in this who is currently reviewing Watkins's draft budget and it will be brought back to the public at the next meeting. Potalivo informed that the proposed Sewer rate increases for the next few years were approved and passed by Resolution 105 on June 28, 2021. Esparza explained Prop 218 and the previous approval of rate increases for Sewer and how they had not been raised last year. Esparza informed that the rates for Sewer would be increased effective July 1, 2023. Knox commented on the Capital Expenditure Budget. Potalivo informed that the current Board Members are all fairly new and are attempting to get their hands around everything to get it all figured out.

--ACTION ITEMS--

13. Administrative Service Agreement Between PVCSD and RPMWC (General Manager, Eric Steinlicht)
As recommended by the Organizational Restructuring Ad-Hoc Committee, the Board of Directors will consider termination of the Administrative Services Agreement between PVCSD and RPMWC.

Staff Recommendation:

1. Approve Notice to Terminate the Administrative Services Agreement with RPMWC.
2. Authorize the General Manager to continue contracting for interim administrative support services with Eide Bailly.
3. Discuss, provide direction to staff, and take other action as appropriate.

Curtis thanked the Board for all their work and informed them that this is a simple problem. He mentioned that they shouldn't be separating and it will only be raising expenses. Curtis mentioned the estimated legal fee amounts spent by both entities. Jacobs mentioned that he is not aware of any business that can be run without proper management. Jacobs noted that he was shocked that RPMWC was putting our water quality in the hands of administrative staff. Jacobs informed that RPMWC needs to hold partial responsibility for SMGA and needs strong representatives. Kariya informed that in the past both entities worked through a strong management team and as of late they have not. Kariya informed that RPMWC will continue to work with Jeff Pape of Dudek for expert assistance and the admin will continue

to run the administrative tasks. Jacobs noted that they would need to outsource HR for employees. Mathews inquired on whether the Administrative Contract Term was for clause or notice. Lawston informed it was for notice. Mathews asked that PVCSD reconsider that their GM cannot provide the needs of RPMWC. Skumawitz informed that the purpose of this action item is to start a six-month clock to sort out the details for a future possible model. Potalivo added that all members of the PVCSD Board of Directors are also community members and looking out for what is in the best interest of the community. Kariya inquired about the staff status. Lawston reminded that this matter was initiated by the RPMWC Board of Directors and informed that a letter was sent in by Bandy on behalf of RPMWC. Lawston reminded that PVCSD is required to work through a General Manager. Lawston informed that an Ad-Hoc committee was formed and all appropriate steps have been followed. Lawston informed that at a previous Ad-Hoc meeting, RPM requested to hire two of our administrative employees and two of our utility employees, which may possibly work out for both entities. Kariya informed that at the last Ad-Hoc committee meeting she recalled that Bandy wanted to restructure things and PVCSD asked for a “divorce”. Upon a motion by Director Skumawitz, seconded by Director Potalivo, and a unanimous vote, the Board authorized staff to give notice to terminate the Administrative Services Agreement with RPMWC, authorize the General Manager to continue contracting for interim administrative support services with Eide Bailly, and discuss, provide direction to staff, and take other action as appropriate.

14. Gate Access and Road Usage Policy (General Manager, Eric Steinlicht)
Radio Frequency Identification (RFID) is issued and limited to permanent and temporary residents, contractors and service persons, Country Club Members, as well as current employees. As per the existing Gate and Access and Road Usage Policy, parking on roadways is only authorized if the vehicle has written authorization.

Staff Recommendation:

1. Review and consider updating the existing Gate Access and Road Usage Policy.
2. Discuss and take other action as appropriate.

Steinlicht explained the purpose of this item and the current concerns and debates that are being dealt with in the community in regard to parking on the roadways of PVCCE. Wehr inquired on whether the previous GM, Bobby Graziano has access to enter the community. Steinlicht explained his suggested changes regarding the parking and guest pass issues that have recently been an issue in the community. Esparza inquired about the current parking rules for confirmation, Steinlicht explained. Esparza suggested that Steinlicht come back to a future meeting with proposed changes to the policy since the current language is unclear in the policy. Steinlicht informed that he would have the language reviewed by legal. Wehr inquired again on whether the previous GM has authorization to enter the community. Esparza informed him that, that is confidential information. Steinlicht explained we are adhering to the current table in the Gate Access and Road Usage Policy for whom we permit access. Potalivo added that if he does not have proper authorization, he should not have an activated RFID on his vehicles. Jacobs gave some historical information from when he was on the Board for PVCSD. Jacobs mentioned that Pauma Valley Roadway Association (PVRA) has wanted PVCSD to turn off the RFID’s of their customers who were delinquent, and PVCSD felt it was a harsh action to move forward with. Jacobs informed that on December 17, 2021, President Esparza at that time announced that the PVRA agreed to withdraw their request for PVCSD to turn off the RFID’s of their delinquent customers, which enabled the final resolution and issuance of the Gate and Access and Road Usage Policy. Skumawitz informed that there is no reference to a government code in the policy and recommends having legal

review it. Esparza reminded that PVCSD would need to make sure it is in line with LAFCO's guidelines. This item was deferred and Steinlicht will report back to Board with updates.

--DISCUSSION ITEMS--

15. Strategic/Financial Planning Facilitation Services Update – General Manager, Eric Steinlicht

Steinlicht informed that Jeff Armstrong is in the process of signing the agreement to start assisting with the District's financial planning. Shiley inquired about the anticipated start date. Potalivo informed that they are waiting for legal. Wehr questioned why they are outsourcing these services. Potalivo informed that the district needs to start building reserves and needs expert advice. Esparza informed that it is not unusual to hire a professional to guide a GM in Strategic and Financial Planning.

16. Solar Project – General Manager, Eric Steinlicht

Steinlicht gave an update on the Solar Project and informed that he still working on figuring out some issues that the previously approved permit had.

17. Lighting for Teslas and Radios for Patrol/Gates – Board Secretary, Betty Potalivo

Potalivo suggested that our Patrol Vehicles should be equipped with security lights for safety issues. Steinlicht informed that staff would get formal quotes for this and report back.

--INFORMATIONAL ITEMS--

18. General Manager's Report –

Steinlicht presented the General Manager's Report. Steinlicht gave a thorough update on district matters and the accomplishments and challenges he has faced since he came on board on January 3, 2023. Esparza thanked Steinlicht for all he has accomplished and for discovering things that had not been discovered by previous management. Knox inquired on whether outsourcing was in place. Steinlicht informed that proposals were in the works. Knox inquired on whether accountants had been changed for PVCSD. Steinlicht informed that they had not.

19. 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. Agreement with RPMWC for SGMA
- vi. Tasers for Security
- vii. Analysis for Outsourcing Security and Gate Services
- viii. Salary Survey
- ix. Update on Policy Handbook
- x. Criteria for Restricting RFID Access to Dangerous Individuals
- xi. Critical Spare Part Inventory Replacement Program
- xii. Computerized Maintenance Management System
- xiii. Treatment Plant Rehabilitation and Improvement

- B. Board Comments – Esparza noted to have item 14 moved to a future agenda.
- C. Announcements – None
- D. Next Regular Meeting on June 26th, 2023, at 10 AM

20. Adjournment

With nothing further to discuss, a motion was made by Director Esparza to adjourn at 12:10 p.m., seconded by Director Lawston unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of May 31, 2023

Accrual Basis

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □Petty Cash	368
102 □Checking	287,198
110 □ResFunds/L.A.I.F.	616
Total Cash	288,182
111 □LAIF Fair Market Value	-8
Total Checking/Savings	288,174
Accounts Receivable	
120 □Accounts Receivable	7,312
Total Accounts Receivable	7,312
Other Current Assets	
125 □Due from RPMWC	47,319
140 □Prepaid Insurance	19,195
140.6 □PrePaid Wkrs Comp Ins	7,808
140.7 □Prepaid Solar Rooftop Lease	24,250
141 □Prepaid Others	3,744
1499 □Undeposited Funds	28,739
Total Other Current Assets	131,055
Total Current Assets	426,541
Fixed Assets	
160 □Land	94,768
161 □Easements & Rights of Way	100
162 □Fences	3,339
163 □Buildings	253,686
164 □Machinery	2,321
165 □Sewer Lines & Lateral Lines	173,170
165.1 □Oak Tree Lift Station	102,206
166 □Treatment Plant	24,629
166.5 □New Treatment Plant	2,865,803
167 □Equipment	21,624
168 □Leasehold Improvements	18,025
168.1 □Drains	285,468
168.3 □Channels	130,993
171 □Solar Project	226,073
175 □Accum. Depr. / Plant	-1,738,241
180 □Security	368,194
181 □Acc Dep - Security	-171,313
193 □Information Systems	68,354
Total Fixed Assets	2,729,198

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of May 31, 2023

Accrual Basis

	May 31, 23
Other Assets	
196 □Deferred Outflows - Pension	
196.1 □Contributions	1,727,190
196.2 □Pension Related	-1,762,819
	-35,629
Total 196 □Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,120,110
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □Accounts Payable	31,145
	31,145
Total Accounts Payable	31,145
Other Current Liabilities	
205 □Accrued State Payroll Taxes	489
206.1 □Accrued Retirement	84
2100 □Payroll Liabilities	2,028
219 □Compensated Employees Absences	30,362
	32,963
Total Other Current Liabilities	32,963
Total Current Liabilities	64,108
Total Liabilities	64,108
Equity	
460 □Retained Earnings	2,947,966
Net Income	108,036
	3,056,002
Total Equity	3,056,002
TOTAL LIABILITIES & EQUITY	3,120,110

Revenue & Expense Budget Performance

Accrual Basis

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,541.50	39,541.50	434,956.50	434,956.50	474,498.00
661.5 Security Patrol Charges	46,541.64	46,313.67	510,818.04	509,450.33	555,764.00
662 Property Tax	0.00	9,583.33	115,436.29	105,416.67	115,000.00
662.1 Connection Fees	0.00	0.00	23,199.00	0.00	0.00
663 Interest	2.87	50.00	165.77	550.00	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	745.25	813.00
664.6 Hangar Land Lease	0.00	75.00	675.00	825.00	900.00
664.8 Gate Damages	0.00	0.00	1,600.00	0.00	0.00
664 Other - Other	200.00	183.33	87,840.95	2,016.67	2,200.00
Total 664 Other	200.00	326.08	90,371.65	3,586.92	3,913.00
665 Security Gate Charge	37,500.00	37,300.00	411,500.00	410,300.00	447,600.00
666.5 RFID Tags	584.00	541.67	6,663.00	5,958.33	6,500.00
667 Delinquent Charges	709.81	250.00	6,309.71	2,750.00	3,000.00
668 Vacant Lot/Sewer Availability	396.00	396.00	4,356.00	4,356.00	4,732.00
670 Reimbursement Revenue	0.00	0.00	3,431.74	0.00	0.00
Total Income	125,475.82	134,302.25	1,607,207.70	1,477,324.75	1,611,627.00
Expense					
Depreciation					
718 Plant Depreciation	0.00	7,922.42	79,224.20	87,146.58	95,069.00
824 Bldg Depreciation	0.00	1,339.00	13,390.10	14,729.00	16,068.00
918 Security Depreciation	0.00	1,565.92	15,658.90	17,225.08	18,791.00
958 Gate Depreciation	0.00	860.92	8,609.00	9,470.08	10,331.00
Total Depreciation	0.00	11,688.26	116,882.20	128,570.74	140,259.00
Dwelling Live	1,221.17	683.33	8,208.99	7,516.67	8,200.00
Electrical Utilities					
714 Electricity	3,404.73	1,445.75	37,992.01	15,903.25	17,349.00
812.2 Office Electricity	1,332.21	285.75	7,921.59	3,143.25	3,429.00
956 Gate Electricity	555.31	613.58	6,729.68	6,749.42	7,363.00
Total Electrical Utilities	5,292.25	2,345.08	52,643.28	25,795.92	28,141.00
Equipment Rentals					
713 Equipment Rental	0.00	41.67	0.00	458.33	500.00
Total Equipment Rentals	0.00	41.67	0.00	458.33	500.00
Group Health Ins.					
705 Plant Group Health Ins.	352.61	405.83	3,235.05	4,464.17	4,870.00
811.4 Admin Group Health Ins.	3,124.66	2,173.33	25,735.50	23,906.67	26,080.00
912 Patrol Group Health Ins.	2,828.01	2,665.00	30,827.62	29,315.00	31,980.00
952.1 Gate Group Health Ins.	3,741.28	2,335.00	22,231.68	25,685.00	28,020.00
Total Group Health Ins.	10,046.56	7,579.16	82,029.85	83,370.84	90,950.00
Liability Insurance					
717 Plant Liability	0.00	1,653.33	16,428.50	18,186.67	19,840.00
823 E & O Liability Ins.	0.00	315.00	3,026.30	3,465.00	3,780.00
911 Security Liability Ins.	0.00	1,889.17	18,590.20	20,780.83	22,670.00
952 Gate Liability Ins.	0.00	550.83	5,188.00	6,059.17	6,610.00
Total Liability Insurance	0.00	4,408.33	43,233.00	48,491.67	52,900.00
Miscellaneous Expense					
735 Plant Miscellaneous	0.00	150.00	818.46	1,650.00	1,800.00
825 Admin. Miscellaneous	36.35	316.67	2,198.29	3,483.33	3,800.00
927 Patrol Miscellaneous	2.04	291.67	519.96	3,208.33	3,500.00
959.1 Gate Miscellaneous	39.00	391.67	1,369.76	4,308.33	4,700.00
Total Miscellaneous Expense	77.39	1,150.01	4,906.47	12,649.99	13,800.00
Office Expense					
812 Office Supplies	2,471.56	1,541.67	16,348.90	16,958.33	18,500.00
813 Telephones	437.15	409.25	5,325.35	4,501.75	4,911.00
814 Postage	300.50	300.00	2,707.00	3,300.00	3,600.00
Total Office Expense	3,209.19	2,250.92	24,381.25	24,760.08	27,011.00
Operator Contract Services	5,500.00	5,500.00	71,794.69	60,500.00	66,000.00
Payroll Taxes					
703 Plant Payroll Taxes	0.00	485.83	3,584.15	5,344.17	5,830.00
811.3 Admin. Payroll Taxes	0.00	1,279.17	13,812.25	14,070.83	15,350.00
916 Patrol Payroll Taxes	0.00	2,097.50	18,986.21	23,072.50	25,170.00
951 Gate Payroll Taxes	0.00	1,654.17	14,258.72	18,195.83	19,850.00
Payroll Taxes - Other	5,591.54	0.00	5,591.54	0.00	0.00
Total Payroll Taxes	5,591.54	5,516.67	56,232.87	60,683.33	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	0.00	353.33	2,673.36	3,886.67	4,240.00
811.6 Admin PERS	0.00	1,171.67	9,413.02	12,888.33	14,060.00
925 Patrol PERS	0.00	1,933.33	17,892.71	21,486.67	23,440.00
953 Gate PERS	0.00	1,206.67	9,917.31	13,273.33	14,480.00
PERS Retirement - Other	5,560.05	0.00	6,260.05	700.00	700.00
Total PERS Retirement	5,560.05	4,685.00	46,156.45	52,235.00	56,920.00
Repairs & Maintenance					
712 Plant Repairs & Maintenance					
712.2 Oak Tree Repair & Maint.	0.00	416.67	1,849.40	4,583.33	5,000.00
712.3 Sewer line maintenance	1,780.00	0.00	21,783.52	25,000.00	25,000.00
712.4 Sludge Removal	4,035.00	4,293.75	45,152.10	47,231.25	51,525.00
712.6 SCADA maintenance	0.00	56.67	480.00	623.33	680.00
712 Plant Repairs & Maintenance - Other	9,591.31	1,750.42	16,856.69	19,254.58	21,005.00
Total 712 Plant Repairs & Maintenance	15,406.31	6,517.51	86,121.71	96,692.49	103,210.00
814.5 Building Repairs & Maintenance	1,107.93	734.00	11,537.97	8,074.00	8,808.00
814.8 Airpark maintenance	0.00	75.00	675.00	825.00	900.00
954 Gate Repairs & Maintenance	2,586.41	2,041.67	27,944.71	22,458.33	24,500.00
Repairs & Maintenance - Other	0.00	0.00	15.21	0.00	0.00
Total Repairs & Maintenance	19,100.65	9,368.18	126,294.60	128,049.82	137,418.00
Salaries					
702 Plant Salaries	13,674.40	5,253.33	56,540.20	57,786.67	63,040.00
811.1 Admin Salaries	23,119.18	14,117.50	169,767.44	155,292.50	169,410.00
915 Patrol Salaries	19,288.25	22,571.67	253,138.13	248,288.33	270,860.00
950 Gate Salaries	14,467.81	17,566.67	174,938.58	193,233.33	210,800.00
Total Salaries	70,549.64	59,509.17	654,384.35	654,600.83	714,110.00
Security Expense					
919 Security Telephones	0.00	250.00	3,124.47	2,750.00	3,000.00
920 Security Supplies	0.00	62.50	445.92	687.50	750.00
924 Security Fees	0.00	11.67	0.00	128.33	140.00

PV COMMUNITY SERVICES DISTRICT
Revenue & Expense Budget Performance

06/22/23

May 2023

Accrual Basis

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
959 Gate Supplies	0.00	125.00	1,164.24	1,375.00	1,500.00
Total Security Expense	0.00	449.17	4,734.63	4,940.83	5,390.00
Uniforms					
719 Plant Uniforms	50.00	91.67	924.83	1,008.33	1,100.00
922 Security Uniforms	0.00	108.33	1,126.18	1,191.67	1,300.00
954.1 Gate Uniforms	49.05	83.33	571.40	916.67	1,000.00
Total Uniforms	99.05	283.33	2,622.41	3,116.67	3,400.00
Vehicles					
716 Plant Vehicles	0.00	666.67	6,596.41	7,333.33	8,000.00
917 Security Vehicles	105.75	125.00	10,454.67	1,375.00	1,500.00
Total Vehicles	105.75	791.67	17,051.08	8,708.33	9,500.00
Workers' Comp. Insurance					
706 Plant Workers' Comp. Ins	0.00	85.00	1,343.68	935.00	1,020.00
811.5 Admin Workers' Comp. Ins.	0.00	32.50	481.82	357.50	390.00
913 Patrol Workers' Comp. Ins.	0.00	616.67	8,373.44	6,783.33	7,400.00
952.2 Gate Workers' Comp. Ins.	0.00	803.33	5,582.28	8,836.67	9,640.00
Total Workers' Comp. Insurance	0.00	1,537.50	15,781.22	16,912.50	18,450.00
6560 Payroll Expenses	63.25		63.25		
701 Drainage	300.00	833.33	2,700.00	9,166.67	10,000.00
712.1 State Maint. Fee	0.00		28,140.00	28,492.00	28,492.00
730 Water Tests & Analysis	899.42	720.00	10,150.95	7,920.00	8,640.00
815 Fees	0.00	519.50	8,347.47	5,714.50	6,234.00
816 Engineering	7,592.00	541.67	9,888.50	5,958.33	6,500.00
818 Schools & Meetings	576.75	575.00	4,355.11	6,325.00	6,900.00
819 Accounting	0.00		10,682.40	10,500.00	10,500.00
820 Legal	2,865.80	2,083.33	85,059.86	22,916.67	25,000.00
821.2 SGMA Technical Study	0.00		12,442.94	0.00	0.00
921 Guard Houses / Roadway Lease	0.00		4.00	2.00	2.00
Total Expense	138,650.46	123,060.28	1,499,171.82	1,418,356.72	1,541,417.00
Net Ordinary Income	-13,174.64	11,241.97	108,035.88	58,968.03	70,210.00
Net Income	-13,174.64	11,241.97	108,035.88	58,968.03	70,210.00

A/R Aging Summary

As of May 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
001	0.00	-592.00	-592.00	-592.00	-1,392.00	-3,168.00
002	0.00	0.00	-2,301.00	0.00	0.00	-2,301.00
003	0.00	0.00	-2,128.00	0.00	0.00	-2,128.00
004	0.00	0.00	-2,128.00	0.00	0.00	-2,128.00
005	0.00	0.00	0.00	0.00	-2,088.00	-2,088.00
006	0.00	0.00	-1,110.46	0.00	0.00	-1,110.46
007	0.00	0.00	0.00	-296.00	-808.00	-1,104.00
008	0.00	-578.00	-344.00	0.00	0.00	-922.00
009	0.00	-592.00	-272.00	0.00	0.00	-864.00
010	0.00	-304.00	0.00	-543.00	0.00	-847.00
011	0.00	-555.00	-289.00	0.00	0.00	-844.00
012	0.00	-762.23	0.00	0.00	0.00	-762.23
013	0.00	-592.00	-123.00	0.00	0.00	-715.00
014	0.00	-578.00	-66.00	0.00	0.00	-644.00
015	0.00	-632.00	0.00	0.00	0.00	-632.00
016	0.00	-616.00	0.00	0.00	0.00	-616.00
017	0.00	-608.00	0.00	0.00	0.00	-608.00
018	0.00	-608.00	0.00	0.00	0.00	-608.00
019	0.00	-600.00	0.00	0.00	0.00	-600.00
020	0.00	-600.00	0.00	0.00	0.00	-600.00
021	0.00	-532.00	0.00	0.00	0.00	-532.00
022	0.00	-520.00	0.00	0.00	0.00	-520.00
023	0.00	-518.00	0.00	0.00	0.00	-518.00
024	0.00	-450.00	0.00	0.00	0.00	-450.00
025	0.00	-396.00	0.00	0.00	0.00	-396.00
026	0.00	-373.00	0.00	0.00	0.00	-373.00
027	0.00	-348.00	0.00	0.00	0.00	-348.00
028	0.00	-316.00	0.00	0.00	0.00	-316.00
029	0.00	-305.00	0.00	0.00	0.00	-305.00
030	0.00	-304.00	0.00	0.00	0.00	-304.00
031	0.00	-304.00	0.00	0.00	0.00	-304.00
032	0.00	-304.00	0.00	0.00	0.00	-304.00
033	0.00	-304.00	0.00	0.00	0.00	-304.00
034	0.00	-304.00	0.00	0.00	0.00	-304.00
035	-304.00	0.00	0.00	0.00	0.00	-304.00
036	0.00	-304.00	0.00	0.00	0.00	-304.00
037	0.00	-304.00	0.00	0.00	0.00	-304.00
038	0.00	-304.00	0.00	0.00	0.00	-304.00
039	-304.00	0.00	0.00	0.00	0.00	-304.00
040	0.00	-304.00	0.00	0.00	0.00	-304.00
041	0.00	-304.00	0.00	0.00	0.00	-304.00
042	0.00	-304.00	0.00	0.00	0.00	-304.00
043	0.00	-304.00	0.00	0.00	0.00	-304.00
044	0.00	-304.00	0.00	0.00	0.00	-304.00
045	0.00	-304.00	0.00	0.00	0.00	-304.00

A/R Aging Summary

As of May 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
046	0.00	-294.00	0.00	0.00	0.00	-294.00
047	0.00	-289.00	0.00	0.00	0.00	-289.00
048	0.00	-268.00	0.00	0.00	0.00	-268.00
049	0.00	-214.00	0.00	0.00	0.00	-214.00
050	0.00	-209.00	0.00	0.00	0.00	-209.00
051	0.00	-204.00	0.00	0.00	0.00	-204.00
052	0.00	-204.00	0.00	0.00	0.00	-204.00
053	0.00	-204.00	0.00	0.00	0.00	-204.00
054	0.00	-204.00	0.00	0.00	0.00	-204.00
055	0.00	-202.00	0.00	0.00	0.00	-202.00
056	0.00	0.00	0.00	0.00	-96.00	-96.00
057	0.00	-20.00	0.00	0.00	0.00	-20.00
058	0.00	-9.54	0.00	0.00	0.00	-9.54
059	0.00	-1.00	0.00	0.00	0.00	-1.00
060	0.00	0.00	0.00	0.00	0.00	0.00
061	0.00	0.01	0.00	0.00	0.00	0.01
062	0.00	2.00	0.00	0.00	0.00	2.00
063	0.00	8.00	0.00	0.00	0.00	8.00
064	0.00	12.00	0.00	0.00	0.00	12.00
065	0.00	25.00	0.00	0.00	0.00	25.00
066	0.00	25.00	0.00	0.00	0.00	25.00
067	0.00	25.00	0.00	0.00	0.00	25.00
068	0.00	25.00	0.00	0.00	0.00	25.00
069	1.40	25.33	14.69	0.00	0.00	41.42
070	1.41	25.34	13.96	2.65	0.00	43.36
071	0.00	48.00	0.00	0.00	0.00	48.00
072	0.00	68.00	0.00	0.00	0.00	68.00
073	0.00	90.00	0.00	0.00	0.00	90.00
074	0.00	91.30	0.00	0.00	0.00	91.30
075	0.00	204.00	0.00	0.00	0.00	204.00
076	0.00	204.00	0.00	0.00	0.00	204.00
077	0.00	214.00	0.00	0.00	0.00	214.00
078	0.00	214.00	0.00	0.00	0.00	214.00
079	0.00	234.80	-0.80	0.00	0.00	234.00
080	0.00	280.00	0.00	0.00	0.00	280.00
081	0.00	291.09	0.00	0.00	0.00	291.09
082	0.00	303.00	0.00	0.00	0.00	303.00
083	0.00	304.00	0.00	0.00	0.00	304.00
084	0.00	304.00	0.00	0.00	0.00	304.00
085	0.00	304.00	0.00	0.00	0.00	304.00
086	0.00	304.00	0.00	0.00	0.00	304.00
087	0.00	304.00	0.00	0.00	0.00	304.00
088	0.00	304.00	0.00	0.00	0.00	304.00
089	0.00	304.00	0.00	0.00	0.00	304.00
090	0.00	304.00	0.00	0.00	0.00	304.00

A/R Aging Summary

As of May 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
091	0.00	304.00	0.00	0.00	0.00	304.00
092	0.00	304.00	0.00	0.00	0.00	304.00
093	0.00	304.00	0.00	0.00	0.00	304.00
094	0.00	304.00	0.00	0.00	0.00	304.00
095	0.00	304.00	0.00	0.00	0.00	304.00
096	0.00	304.00	0.00	0.00	0.00	304.00
097	0.00	304.00	0.00	0.00	0.00	304.00
098	0.00	304.00	0.00	0.00	0.00	304.00
099	0.00	316.00	0.00	0.00	0.00	316.00
100	0.00	329.00	0.00	0.00	0.00	329.00
101	0.00	339.13	0.00	0.00	0.00	339.13
102	0.00	400.00	0.00	0.00	0.00	400.00
103	33.44	608.00	0.00	0.00	0.00	641.44
104	0.00	642.00	0.00	0.00	0.00	642.00
105	33.61	608.00	33.44	0.00	0.00	675.05
106	33.61	641.44	0.00	0.00	0.00	675.05
107	33.78	676.00	0.00	0.00	0.00	709.78
108	34.24	646.53	121.39	0.00	0.00	802.16
109	35.13	641.44	304.00	0.00	0.00	980.57
110	35.64	641.95	405.49	0.00	0.00	1,083.08
111	35.65	641.96	407.87	0.00	0.00	1,085.48
112	36.47	644.29	569.43	0.00	0.00	1,250.19
113	36.82	643.13	641.44	0.00	0.00	1,321.39
114	38.40	647.19	718.33	234.70	0.00	1,638.62
115	29.32	436.16	485.56	431.57	430.44	1,813.05
116	30.18	437.02	519.34	446.73	552.96	1,986.23
117	30.21	437.05	488.21	432.44	604.61	1,992.52
118	21.37	248.70	297.60	249.84	1,197.90	2,015.41
119	31.17	438.00	511.77	447.17	756.31	2,184.42
120	42.14	648.02	719.01	641.62	339.13	2,389.92
121	43.69	649.96	723.59	643.13	641.44	2,701.81
122	45.43	651.69	728.73	644.82	980.57	3,051.24
123	46.70	652.95	801.18	668.73	1,136.98	3,306.54
TOTAL	<u>101.81</u>	<u>2,390.71</u>	<u>-849.23</u>	<u>3,412.40</u>	<u>2,256.34</u>	<u>7,312.03</u>

Notice of Violation Records

Date:	Time of NOV:	Resident Name:	Violator Name:	Vehicle:	Location of Violation:	Type of Violation:	Letter Sent:	Invoiced:
2023								
1/13/23	2:00 AM	Anderson	Anderson	Silver Hyundai Sonata	32302 Cahuka Ct	No Pass Displayed/Overnight parking	X	0
1/20/23	9:24 AM	Morey	Morey	Blue Lincoln Navigatore	32849 Temet Dr	Gate Crasher	X	0
1/23/23	12:29 PM	Semper Solaris	De La Rosa	Utility Van	32030 Calle Espinosa	Gate Crasher	X	0
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X	0
1/30/23	2:08 PM	Sales	Sales	Silvr Mercedes S550	15329 PVD	Gate Crasher	X	0
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X	0
1/30/23	2:08 PM	Sales	Sales	Silvr Mercedes S550	15329 PVD	Gate Crasher	X	0
2/18/23	2:19 AM	James Sullivan	James Sullivan	White Lexus RX350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/21/23	1:51 AM	Allinson	Allinson	Blue Ford Bronco	32552 Womsi Rd	Parked more than 7 days in 30 day period	X	0
2/21/23	1:30 AM	James Sullivan	James Sullivan	Blk Mazda Miata	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/21/23	1:30 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/26/23	2:17 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
3/3/23	2:03 AM	McGee	McGee	White Ford f250	16061 El Tae Rd	No Pass Displayed/Overnight parking	X	0
3/14/23	12:59 AM	Sturdivant	Sturdivant	Gray Honda CR-V	16005 Tukwut	No Pass Displayed/Overnight parking	X	0
3/14/23	1:15 AM	Guy	Guy	Red Tyta 4Runner	32294 Takishla	No Pass Displayed/Overnight parking	X	0
3/19/23	4:30 PM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	Gate Crasher	X	0
3/20/23	2:25 AM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	No Pass Displayed/Overnight parking	X	0
3/23/23	12:48 AM	Thomas	Calac	White Toyota Corolla	16025 El Tae Rd	No Pass Displayed/Overnight parking	X	0
3/23/23	12:59 AM	Sturdivant	Sturdivant	Gray Honda CR-V	16005 Tukwut	No Pass Displayed/Overnight parking	X	0
3/25/23	9:24 AM	Hyde	Hyde	Silver Mercedes Sprinter	Rear Gate	Gate Crasher	1st	0
4/1/23	2:35 AM	James Sullivan	James Sullivan	White Ford Fusion	32567 Womsi	No Pass Displayed/Overnight parking	4th	
4/2/23	2:40 AM	McAndrews	McAndrews	White Ford F-150	32640 Womsi	No Pass Displayed/Overnight parking	1st	0
4/4/23	8:21 AM	Crocker	Rosa Herrera- Housekeeper	White Suburu	32676 Taspas	Gate Crasher	1st	0
4/5/23	2:14 AM	Calac	Thomas Taylor- Guest	White Tyta Corolla	16025 El Tae Rd	Parked more than 7 days in 30 day period	2nd	
4/5/23	2:05 AM	Cahill	Fox- Tenant	Gray Tyta Rav4	32354 Katkat	No Pass Displayed/Overnight parking	1st	0
4/6/23	6:52 PM	Sturdivant	Sturdivant	Brown Honda CR-V	16055 Tukwut Ct	No Pass Displayed/Overnight parking	3rd	
4/7/23	2:21 AM	Cahill	Fox- Tenant	Gray Tyta Rav4	32354 Katkat	No Pass Displayed/Overnight parking	2nd	
4/7/23	8:07 AM	Sullivan, James	Sullivan, James	White Lexus RX 350	Rear Gate	Gate Crasher	5th	
4/9/23	2:49 AM	Cameron	Guest	Silver Tyta Tundra	32236 Wiskon Way West	No Pass Displayed/Overnight parking	1st	0
4/9/23	2:39 AM	Giannicchi	Giannicchi	White Tyta Camry	32205 Paauwe Dr	No Pass Displayed/Overnight parking	1st	0
4/15/23	5:20 PM	Zajda	Pete Zajda	Black Porsche Cayenne	Front Gate	Gate Crasher	1st	0
4/17/23	1:00 PM	Stanfill	Jack Stanfill	White Jeep Cher	Rear Gate	Gate Crasher	1st	0
4/21/23	2:45 AM	Calac	Thomas Taylor- Guest	White Toyota Corolla	16025 El Tae Rd	Parked more than 7 days in 30 day period	3rd	300
4/21/23	2:26 AM	Sullivan, James	Sullivan, James	White Ford Fusion	32567 Womsi	No Pass Displayed/Overnight parking	7th	300
4/28/23	1:36 PM	PVCC	Member: Todd Sullivan Cales	White Kia Fortes	Front Gate	Gate Crasher	1st	0

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

May 10 2023 – June 10 2023

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

Vehicle Maintenance Report

START---

- Tesla 01 (41,131)– Did not pass all visual inspections.
- Tesla 02 (46,616)– Did not pass all visual inspections.

Unit 01 wrap has sun damage on the trunk and driver-side quarter panel, the front passenger door sill is missing. Unit 02 has a small dent on the driver's side near the rear door, the front right wheel has a curb rash, the driver seat cover has a tear, and the wrap has sun damage on the trunk, everything else looks and works properly.

German Colin, Vehicle Maintenance Officer

Gate Report

Cleaning and sanitary supplies continue to be coordinated and received from the CSD office. We plan to keep the guardhouse stocked with available masks due to the volume of strangers that come into close contact with the gate guards. The Front Gate resident side steel gate is back in operation. All barrier arms are operational. Quality Gates Co. is waiting to schedule a visit when multiple technicians are available to inspect and troubleshoot the center gate issue that is leaving the steel gate closed upon intercom activation. Construction and remodel work near the front gate exit is ongoing. Some traffic issues became apparent with work trucks and trailers blocking traffic to the point that it caused larger vehicles to drive onto center median grass and damage the irrigation system. The landscape company that was causing most of these problems is now parking large vehicles and trailers on Wiskon Way East when needed and walking/driving equipment to the house. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. All activity of this type that is observed by the gates will be entered into D.A.R. The gates will continue to advise all potential violators of these rules.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

May 11th, 2023 at 1804 – North Coast Church 11.53. Officer Easter found the double doors to the chapel unsecured. The officer cleared and secured the building. Contact notified.

May 12th, 2023 at 2030 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

May 13th, 2023 at 2136 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

May 14th, 2023 at 1040 – Medical. Officer Orozco was dispatched to Takishla for a medical. Cal Fire and Mercy Medics arrived on the scene. No one was transported.

May 14th, 2023 at 1330 – Snake Call. Officer Orozco was dispatched to Sukat Ct for a snake. The snake was removed.

May 14th, 2023 at 1640 – Theft. A resident contacted Control 1 stating someone had stolen their golf clubs off of her golf cart that was parked in the driveway. Officer Orozco asked the resident if she wanted to call the Sheriff to make a report. The woman said she would tomorrow. She wanted to see if she could still find them. A few minutes later. She called back saying she found her golf clubs inside her garage.

May 15th, 2023 at 0737 – Medical. Officer Aguilar was dispatched to a medical on Tukwut. Cal Fire and Mercy Medics were already on the scene. The resident fell and hit his head. One was transported to Palomar Hospital.

May 16th, 2023 at 2024 – Unsecured Door. Officer Aguilar found three garage doors open inside PVCCE. Control 1 to make contact with the resident.

May 17th, 2023 at 0730 – Unsecured Door. Officer Albert found the middle hangar near the back, the rear door open. The officer secured the door. Contact notified.

May 17th, 2023 at 1504 – Domestic Dispute. Officer Easter was dispatched to a domestic dispute at the green's maintenance property. The Officer arrived on the scene and made contact with the individual who called. An HMA about 5'3 who works for the PVCC stated his ex-wife arrived at his house and started taking all her belongings without asking to come in. He wanted his ex-wife escorted off the property. The lady informed that they were still married. The Officer asked the man again if they were married. He changed his statement and said they are still married. The Officer contacted the Sheriff to handle the situation. The wife left shortly after grabbing her belongings. The Sheriff's arrived and explained to the husband that because they are still married, it was a civil matter and still has the right to come to the house and grab her things. The Sheriff informed the resident that he cannot kick her out of the house or stop her from coming. They advised the husband to go to court and start with the divorce paperwork so the next time the Sheriffs come back, they can do more to assist.

May 18th, 2023 at 1127 – Traffic Collision. Traffic collision on HW 76 WB and Cole Grade Rd. Officer Easter arrived on the scene. Cal Fire and Mercy Medics were already on the scene. Two vehicles collided. A grey Toyota Tacoma and a small white Honda sedan made contact at the intersection. The individual driving the Toyota Tacoma was transported for a neck injury.

May 18th, 2023 at 1636 – Medical. Via scanner to Cahuka Ct. Officer Easter and Cal Fire arrived on the scene. An older male possibly in his late eighties fell while trying to stand up to fast. The man fell and his hit forehead on the coffee table. A large bruise the size of a baseball appeared. Mercy Medics arrived shortly after. The medics advised the man to be transported because he might be suffering from internal blood trauma. One was transported to Palomar Hospital.

May 18th, 2023 at 1718 – Medical. Officer Easter and Officer Colin were both dispatched to Pauma Valley Drive for a medical. Cal Fire was already on the scene. A WFA possibly in her early fifties, sustained a large cut on her forearm. The resident stated to Cal Fire and Mercy Medics that she had been drinking and also had taken medication. She said that she was cutting her roses in the backyard with a mini rose saw and cut her forearm open. Mercy Medics arrived on the scene and transported the woman to Palomar Hospital.

May 18th, 2023 at 2050 – North Coast Church 11.53. Officer Aguilar found both rooms upstairs unsecured. The Officer cleared and secured both doors. Contact notified.

May 20th, 2023 at 0042 – Lost Phone. Control 1 informed Officer Colin that a couple stopped at the front gate stating their iPhone was stolen from the casino earlier. They were able to use the find my iPhone app which gave a location inside PVCCE. Control 1 contacted the resident at the location to see if they knew anything about the phone. The resident said, yes, we have an iPhone that my wife found in the bathroom at the casino. She had been drinking and thought it belonged to her. Officer Colin drove to the residence and picked up the phone.

May 20th, 2023 at 2120 – Unsecured Door. Officer Aguilar found three garage doors open inside PVCCE. Control 1 to make contact with the resident.

May 21st, 2023 at 1929 – North Coast Church 11.53. Officer Aguilar found the double doors to the chapel unsecured. The Officer cleared the building, unable to secure the door. The alarm was not set. Contact notified.

May 21st, 2023 at 2136 – Unsecured Door. Officer Aguilar found four garage doors open inside PVCCE. Control 1 to make contact with the resident.

May 22nd, 2023 at 2131 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control 1 to make contact with the resident.

May 23rd, 2023 at 0855 – Medical. Officer Orozco was dispatched to a medical on Wiskon Way East. Upon arrival, Cal Fire and Mercy Medics were on the scene. One was transported to Palomar Hospital.

May 23rd, 2023 at 1355 – Snake Call. Officer Orozco was dispatched for a snake call on Wiskon Way East. UTL the snake.

May 23rd, 2023 at 1919 – North Coast Church 11.53. Officer Aguilar found both the main door and double doors to the chapel unsecured. The Officer cleared and secured both doors. Contact notified.

May 25th, 2023 at 1750 – Unsecured door. Officer Colin found the McMillan gate open. Contact notified.

May 25th, 2023 at 1805 – Unsecured Door. Officer Colin found the TY Nursery gate open. Contact notified.

May 26th, 2023 at 1549 – Medical. Via Scanner Wiskon Way West. Officer Easter escorted Cal Fire to Wiskon Way West/Paauwe Dr. A WMA possibly around the age of seventy was having difficulty breathing. Mercy Medic arrived and took the man's vitals. The medics advised the man to be transported. One was transported to Palomar Hospital.

May 27th, 2023 at 2134 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to make contact with the resident.

May 28th, 2023 at 2124 – Unsecured Door. Officer Aguilar found three garage doors open inside PVCCE. Control 1 to make contact with the resident.

May 30th, 2023 at 0739 – Medical. Via Scanner to Tukwut Ct. Officer Albert and Cal Fire arrived on the scene. A resident was having difficulty breathing. One was transported to Palomar Hospital.

June 2nd, 2023 at 1825 – Lift assist. Officer Easter was dispatched to Tukwut Ct for a lift assist. The resident had a hard time getting up to bed. No medical assistance was needed.

June 3rd, 2023 at 2121 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control 1 to make contact with the resident.

June 4th, 2023 at 2304 – Broken Branch. A broken tree branch on PVD/Temet Dr. Greens Maintenance was notified.

June 5th, 2023 at 0530 – North Coast Church 11.53. Officer Colin found door K-2/3/5 room unsecured. The officer cleared and secured the doors. Contact notified.

June 5th, 2023 at 1037 – Snake Call. Officer Orozco was dispatched for a snake call on Katkat. The snake was removed.

June 5th, 2023 at 2030 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to contact the resident.

June 5th, 2023 at 2110 – Lift Assist. Officer Aguilar was dispatched to Tukwut Ct for a lift assist. The resident had fallen on the ground and had difficulty getting back onto his bed. Officer Aguilar arrived on the scene and asked the resident if he sustained any injuries or needed any medical attention. The resident denied medical attention. The Officer assisted the resident back onto the bed.

June 6th, 2023 at 1157 – Medical. Officer Orozco was dispatched to Wiskon Way East for a medical. Cal Fire was on the scene. The resident tripped and fell to the ground. Mercy Medics arrived on the scene. One was transported to Temecula Valley Hospital.

June 6th, 2023 at 2026 – Medical. Medical on Cuesta De Camilla, there was no Scanner alert or pulse point notification. Officer Aguilar and Cal Fire arrived on the scene. The resident's son was suffering from a seizure. Mercy Medics arrived, and one was transported to Palomar Hospital.

June 6th, 2023 at 1242 – PVD Street Parking. Officer Orozco was dispatched to 16253 PVD about an altercation between Wolf Landscaping Company and a resident about no street parking allowed on PVD and regarding some sprinkler heads being damaged due to vehicles driving on the grass. Officer Orozco arrived at the address, but the vehicles and trailers had already been moved off the street. The Officer took statements from the Landscapers.

June 6th, 2023 at 1408 – Gate crasher. A black Ford Raptor F-150 came in contact with the barrier arm at the back entrance gate. Officer Orozco was UTL vehicle. The vehicle information was emailed to the District Office.

June 8th, 2023 at 2119 – Pauma Building 11.53. Officer Colin found room 100 unsecured. The officer cleared and secured the room. The alarm was not set. Contact notified.

June 8th, 2023 at 2318 – Pauma School 11.53. Officer Colin found the primary room 3 door locked but not latched properly. The officer cleared and secured the building. The girl's restroom in building B was unsecured. The officer cleared the room. Unable to secure the door. Contact notified.

RFID Entries						
Front Gate		Center Gate			Back Gate	
6,377		599			4,006	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
29	0	1	6	0	1	3
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
4		11			26	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	5			31
Gravel Yard(GY)				25
Saint Francis(SF)				71
Pauma School(PS)	1			24
Pauma Building(PB)	1			31
Airport Hangars(AH)	1			41
Treatment Plant(TP)				41
Pauma Village(PV)				37
Residential Houses/Other	24			5

Patrol Activity				Gate Activity	
				Activity/Malfunctions	Totals
Medicals	10	Resident Concern	2	Unresponsive	2
Welfare Checks		Suspicious Activity		Will Not Close	5
Lift Assist	2	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		Device Entries	10,982
Public Assists		Snake Call	3	Passes Issued	2,850
Jump Start		Trespassing		Pass Entries	4,391
Notice of Violation		Other	2		

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
BOARD OF DIRECTORS

Item: **13**

Date: June 26th, 2023

From: General Manager, Eric Steinlicht

Issue: Presentation and Public Hearing for the Fiscal Year 2024 Proposed Budget

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to present the Fiscal Year 2024 Proposed Budget.
2. Conduct a Public Hearing.
3. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) Board of Directors schedules a public hearing prior to the consideration and adoption of the proposed fiscal year budget. This public hearing provides the constituents of PVCSD an opportunity to voice their feedback on all items related to this newly proposed fiscal year budget.

DISCUSSION

General Manager Steinlicht will provide a detailed presentation of the newly proposed comprehensive 2024 fiscal year budget. This presentation will provide a high-level overview of the fiscal direction for the upcoming year and show the initiatives of the General Manager. The public hearing will be motioned to be opened in accordance with the PVCSD Board of Directors.

FISCAL IMPACT

The fiscal impact will be presented by General Manager Steinlicht during the presentation of the fiscal year 2024 budget.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize General Manager Steinlicht to present the Fiscal Year 2024 Proposed Budget.
2. Conduct a Public Hearing.
3. Discuss and take other action as appropriate.

Attachments

1. General Manager's Fiscal Year 2024 Budget Presentation
2. PVCSD Budget Report
3. Comprehensive Budget Schedule

Prepared by: General Manager, Eric Steinlicht

FY 2023-2024 BUDGET

Pauma Valley Community Services District

1

AGENDA

- Budget Factors
- Cash Position
- Labor Budget
- Operating Budget
- Capital Budget
- GM Initiatives FY 2023-2024
- Recommendation

2

Budget Factors

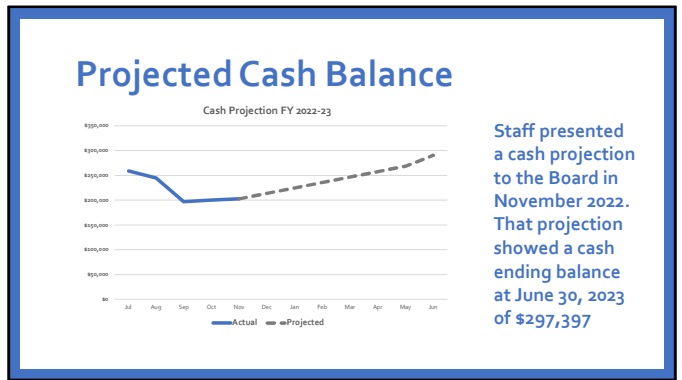
DRIVERS

- No Rate Increases since 2021
- Inflationary Pressure
- Admin/Utility Services for RPMWC
- Utilities Expense/Solar
- Professional Service
 - Engineering
 - Accounting
 - Legal

INITIATIVES

- Contract Plant Operator
- Evaluate various outside services for cost and level of service including:
 - Insurance
 - Banking
 - Landscape
 - Collections System Cleaning
 - Gate Maintenance
- Update Accounting System
- Enhance SCADA System


3



4

Projected Cash Balance FY 23-24

	Amount
Beginning Cash Balance	\$297,000
Net Operating Income	(54,995)
Add: Depreciation	135,975
Less: Capital Expenditures	(130,000)
Projected Ending Cash Balance	\$248,380



5

Labor Budget

Number of Employees

	Current	After	Difference
Admin	4	3	1
Utility	3	1	2
Patrol	5	5	0
Gate	5	5	0
Total	17	14	3

Labor Budget (Includes Fringe Benefits)

	Current	After	Difference
Admin	\$211,500	\$291,440	\$79,940
Utility	\$82,670	\$59,690	(\$22,980)
Patrol	\$371,250	\$371,250	\$0
Gate	\$278,390	\$278,390	\$0
Total	\$943,810	\$1,000,770	\$56,960

Notes: 1. Admin was 50% CSD/ 50% RPMWC, now 100% CSD
 2. Two Utility are 35% CSD/ 65% RPMWC, now remains that way for half year then 100% RPMWC
 3. GM total compensation savings from PY is \$47,000

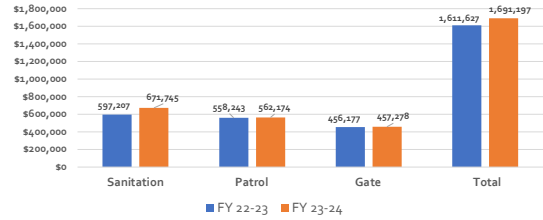
6

Salary Schedule

Pauma Valley Community Services District Pay Range Salary Schedule - Effective July 1, 2023						
Job Title	hourly rate	PCSD	hourly rate	annual	PCSD	annual
General Manager (FLSA Exempt)				\$35,000		\$455,000
Office Manager (FLSA Exempt)				\$2,000		\$48,000
Water Quality Data Tech.& Compliance Admin. (30 hr/wk max)	\$23.00		\$30.00	\$39,840		\$47,580
Administrative Assistant	\$24.04		\$30.00	\$39,000		\$43,440
Utility Department Supervisor	\$29.71		\$37.92	\$49,797		\$78,874
Office Clerk	\$15.00		\$18.00	\$23,240		\$38,488
Water/Wastewater Worker II	\$24.44		\$31.20	\$40,832		\$64,836
Water/Wastewater Worker I	\$19.85		\$24.44	\$31,852		\$50,835
Security Department Supervisor	\$23.92		\$31.00	\$40,784		\$65,520
Patrol Officer	\$19.00		\$22.00	\$28,920		\$45,760
Data Attendant Supervisor	\$17.85		\$22.79	\$29,718		\$47,403
Data Attendant	\$16.00		\$18.74	\$24,380		\$38,979

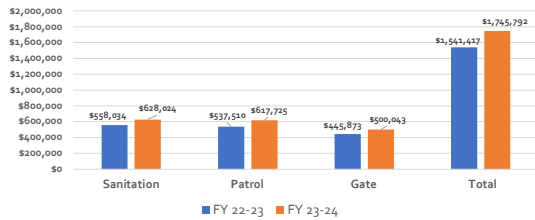
7

Budgeted Revenue



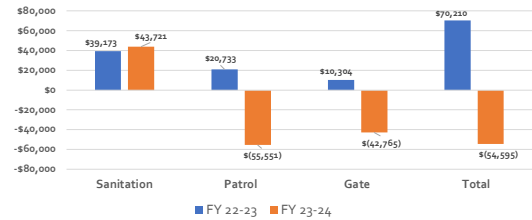
8

Budgeted Expenses



9

Budgeted Net Operating Income



10

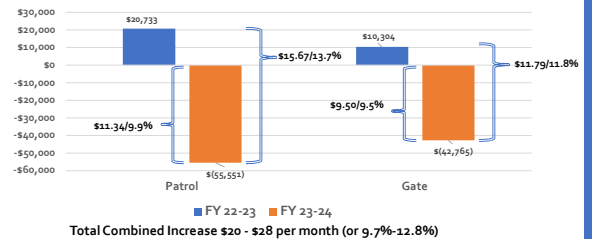
Net Income Budget Reconciliation - (\$124,805)

	Change
Rate Increase	\$ 62,581
Wages	\$ (42,290)
Fringe	(11,850)
Utility	(29,423)
Legal/Acctg/Eng	(87,669)
Security	(14,630)
Total	\$ (123,281)



11

Estimated Rate Increase Needed to Eliminate Operating Deficit



12

Capital Expenditure Budget



	Amount
Treatment Plant (Includes SCADA Programmings \$15K)	\$30,000
Solar Project	\$80,000
Office, IT, Computers & Facility Improvements	\$20,000
Total	\$130,000

13

Projected Cash Balance FY 23-24

	Amount
Beginning Cash Balance	\$297,000
Net Operating Income	(54,995)
Add: Depreciation	135,975
Less: Capital Expenditures	(130,000)
Projected Ending Cash Balance	\$248,380



14

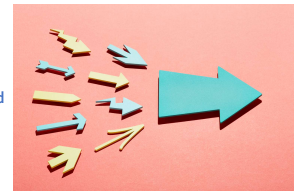
GM Initiatives

- Develop CSD Strategic Plan
- Ensure Fiscal Stability via Development of Long-Range Financial Plan
 - Complete Asset Condition Assessment and develop Repair & Replacement Plan
 - Review reserve policy and develop strategy to accomplish
 - Review rate requirements for all Divisions and develop plan to achieve
- Complete transition of Wastewater Plant Contractor
- Complete Solar Project
- Review Outside Service providers for cost, service level performance, value
 - Bank
 - Landscape Service
 - Gate Maintenance & Repair Service
 - Collection System Cleaning Service

15

CSD at End of FY 2023-24

- Vision & Strategy for the Future
- Financial Plan
 - Planning for Capital needs
 - Planning for Reserve needs
 - Identify Rate needs
- Legacy Solar Project Completed
- Structured for our Future
 - Contractor
 - Elevated Service Levels
 - Cohesive TEAM



16

Recommendation

- Staff requests the Board of Directors to approve the Fiscal Year 2023-2024 Budget
- Staff requests the Board of Directors to approve new position of Office Clerk
- Staff requests the Board of Directors to approve the Salary Schedule for Fiscal Year 2023-2024

17



QUESTIONS

18

SUPPLEMENTAL SCHEDULES

19

	CONSOLIDATED			
	BUDGET		INCREASE / (DECREASE)	% CHANGE
	FY 2022-2023	FY 2023-2024		
Income	1,621,627	1,609,197	79,570	4.9%
Expenses:				
Depreciation	140,250	135,975	(4,284)	-3.1%
Dwelling Live	8,200	8,372	172	2.1%
Utilities	28,141	57,564	29,423	104.8%
Equipment Rentals	700	50	(650)	-92.9%
Group Health Insurance	50,950	56,140	4,190	8.2%
Liability Insurance	52,400	54,813	2,413	4.6%
Miscellaneous Expense	13,800	11,853	(1,947)	-14.1%
Office Expense	27,031	30,570	3,539	13.1%
Operator Contract Services	68,000	72,400	4,400	6.5%
Payroll Taxes	66,200	66,400	2,000	3.0%
PERB Retirement	56,500	56,540	4,000	7.1%
Repairs & Maintenance	137,419	138,729	1,310	1.0%
Salaries	724,110	736,440	12,330	1.7%
Security Expense	5,300	7,382	1,992	37.6%
Uniforms	1,400	1,380	(20)	-1.4%
Vehicles	9,300	22,150	12,850	138.2%
Workers' Compensation Insur	18,400	22,200	3,800	20.6%
Drainage	30,000	30,000	-	0.0%
State Maint. Fee	28,492	28,421	(71)	-0.2%
Water Tests & Analysis	8,400	11,054	2,654	31.5%
Fees	6,234	8,900	2,666	42.8%
Engineering	5,500	25,380	19,880	361.5%
Schools & Meetings	6,900	10,493	3,593	52.1%
Accounting	30,500	30,789	40,289	333.7%
Legal	20,000	19,480	(5,200)	-26.0%
Guard House/Roadway Lease	2	2	-	0.0%
Total Expenses	1,541,497	1,746,792	205,295	13.3%
Net Ordinary Income	80,130	(14,595)	(124,800)	-155.8%

20

	SANITATION			
	BUDGET		INCREASE / (DECREASE)	% CHANGE
	FY 2022-2023	FY 2023-2024		
Income	597,207	671,745	74,538	12.5%
Expenses:				
Depreciation	101,211	97,547	(2,664)	-2.7%
Dwelling Live	500	250	(250)	-50.0%
Utilities	18,447	44,136	25,689	139.3%
Equipment Rentals	500	200	(300)	-60.0%
Group Health Insurance	13,238	13,237	12	0.1%
Liability Insurance	23,000	23,804	795	3.5%
Miscellaneous Expense	1,050	4,511	3,461	32.9%
Office Expense	8,644	9,762	1,118	12.9%
Operator Contract Services	60,000	72,800	12,800	21.3%
Payroll Taxes	10,742	10,580	(162)	-1.5%
PERB Retirement	18,600	18,600	(200)	-1.1%
Repairs & Maintenance	106,117	93,439	(12,678)	-12.0%
Salaries	117,251	119,058	1,797	1.5%
Security Expense	1,300	1,124	176	13.5%
Uniforms	8,000	8,850	850	10.6%
Vehicles	1,145	1,444	299	26.1%
Workers' Compensation Insurance	18,000	20,000	2,000	11.1%
Drainage	1,145	1,145	-	0.0%
State Maint. Fee	28,492	28,421	(71)	-0.2%
Water Tests & Analysis	8,400	11,054	2,654	31.5%
Fees	4,244	6,900	2,656	62.6%
Engineering	5,500	25,000	19,500	354.5%
Schools & Meetings	3,200	3,200	-	0.0%
Accounting	3,900	15,212	11,312	289.8%
Legal	6,000	23,242	17,242	287.4%
Guard House/Roadway Lease	2	2	-	0.0%
Total Expenses	558,034	628,024	69,990	12.5%
Net Ordinary Income	39,173	43,721	4,548	11.6%

21

	PATROL			
	BUDGET		INCREASE / (DECREASE)	% CHANGE
	FY 2022-2023	FY 2023-2024		
Income	558,243	562,174	3,931	0.7%
Expenses:				
Depreciation	24,736	22,460	(2,276)	-9.2%
Dwelling Live	4,100	4,186	86	2.1%
Utilities	5,200	3,251	(1,949)	-37.5%
Equipment Rentals	41,630	41,243	(387)	-0.9%
Liability Insurance	24,000	24,940	940	3.9%
Miscellaneous Expense	4,900	4,670	(230)	-4.7%
Office Expense	9,994	11,511	1,517	15.2%
Operator Contract Services	30,850	32,706	1,857	6.0%
Payroll Taxes	28,800	30,465	1,664	5.8%
PERB Retirement	5,512	5,360	(152)	-2.8%
Repairs & Maintenance	333,542	303,047	(30,495)	-9.1%
Salaries	3,800	5,199	1,399	36.8%
Security Expense	1,300	1,130	(170)	-13.1%
Uniforms	1,500	1,340	(160)	-10.7%
Vehicles	7,544	9,602	2,057	27.3%
Workers' Compensation Insurance	18,400	22,200	3,800	20.6%
Drainage	30,000	30,000	-	0.0%
State Maint. Fee	-	-	-	0.0%
Water Tests & Analysis	-	-	-	0.0%
Fees	-	-	-	0.0%
Engineering	-	-	-	0.0%
Schools & Meetings	2,553	3,882	1,329	52.1%
Accounting	3,885	18,792	14,907	383.7%
Legal	6,350	19,336	12,986	204.5%
Guard House/Roadway Lease	-	-	-	0.0%
Total Expenses	557,510	607,725	50,215	9.0%
Net Ordinary Income	1,733	(45,551)	(47,284)	-2728.0%

22

	GATE			
	BUDGET		INCREASE / (DECREASE)	% CHANGE
	FY 2022-2023	FY 2023-2024		
Income	456,177	497,278	41,101	9.0%
Expenses:				
Depreciation	15,312	15,967	655	4.3%
Dwelling Live	4,300	4,396	96	2.2%
Utilities	6,426	15,178	8,752	136.2%
Equipment Rentals	36,105	36,600	495	1.4%
Group Health Insurance	7,782	8,063	281	3.6%
Liability Insurance	13,878	14,000	122	0.9%
Miscellaneous Expense	8,173	9,477	1,303	15.9%
Office Expense	24,000	25,113	1,113	4.6%
Operator Contract Services	19,056	19,384	328	1.7%
Payroll Taxes	22,100	22,145	45	0.2%
PERB Retirement	263,117	274,393	11,276	4.3%
Repairs & Maintenance	1,500	1,288	(212)	-14.1%
Salaries	3,000	954	(448)	-14.9%
Security Expense	9,761	11,245	1,484	15.2%
Uniforms	-	-	-	0.0%
Vehicles	-	-	-	0.0%
Workers' Compensation Insurance	-	-	-	0.0%
Drainage	-	-	-	0.0%
State Maint. Fee	-	-	-	0.0%
Water Tests & Analysis	-	-	-	0.0%
Fees	-	-	-	0.0%
Engineering	-	-	-	0.0%
Schools & Meetings	2,189	1,203	(986)	-45.1%
Accounting	3,195	15,742	12,547	392.7%
Legal	7,750	16,752	9,002	116.1%
Guard House/Roadway Lease	2	2	-	0.0%
Total Expenses	443,873	500,043	56,170	12.6%
Net Ordinary Income	12,304	(2,765)	(15,069)	-122.4%

23

Administrative Labor Budget CSD				
	Annual Amount	Shared Services	Non-Shared	Inc/(Dec)
GM	\$ 148,203	\$ 74,102	\$ 148,217	\$ 74,115
Office Mgr	\$ 103,219	\$ 51,610	\$ -	\$ (51,610)
WQ Tech (75%)	\$ 85,890	\$ 42,945	\$ -	\$ (42,945)
Admin Asstnt	\$ 85,636	\$ 42,818	\$ 85,897	\$ 43,079
Office Clerk	\$ -	\$ -	\$ 57,305	\$ 57,305
Total	\$ 422,948	\$ 211,474	\$ 291,418	\$ 79,944

Man Hours			
	Total	Shared Services	Non-Shared
GM	2,080	1,040	2,080
Office Mgr	2,080	1,040	-
WQ Tech (75%)	1,560	780	-
Admin Asstnt	2,080	1,040	2,080
Office Clerk	-	-	2,080
Total	7,800	3,900	6,240

24

Budgeted Revenue Comparison

Revenues	FY 22-23	FY 23-24	Inc/(Dec)
Wastewater	\$ 474,498	\$ 537,079	\$ 62,581
Patrol	555,764	558,500	2,736
Gate	447,600	450,000	2,400
Assessments	115,000	126,737	11,737
Other	17,352	18,882	1,530
	<u>\$ 1,610,214</u>	<u>\$ 1,691,197</u>	<u>\$ 80,983</u>

25

Budgeted Expense Comparison

Expenses	FY 22-23	FY 23-24	Inc/(Dec)
Wages	\$ 714,110	\$ 756,400	\$ 42,290
Fringe	232,520	244,370	11,850
Contract Services	66,000	72,800	6,800
Repairs & Maint	137,419	138,979	1,560
Utility	28,141	57,564	29,423
Fees & Testing	43,366	49,015	5,649
Misc Operations	22,000	22,225	225
Drainage	10,000	10,000	-
Insurance	52,900	54,810	1,910
Legal & Accounting & Engineering	42,000	129,669	87,669
Security	18,290	32,920	14,630
Misc Admin	33,913	41,065	7,152
Depreciation	140,259	135,975	(4,284)
Total	<u>\$ 1,540,917</u>	<u>\$ 1,745,792</u>	<u>\$ 204,875</u>

26

BUDGET DOCUMENT

Fiscal Year 2023-2024



Pauma Valley Community Services District

33129 Cole Grade Road
Pauma Valley, CA 92061

(760) 742-1909

EXECUTIVE SUMMARY

Community Services Districts were initially authorized by the State of California in 1955 as a form of independent local government to provide a variety of services in unincorporated areas of a county. When residents and property owners in an unincorporated area desire public services, which would promote the public safety, health, and welfare of the community, they can form a special district.

The Pauma Valley Community Services District (PVCSD/District) was created in 1961, through California government Code §61000, to specifically provide for the collection, treatment, and disposal of locally generated wastewater. In 1996, PVCSD was authorized by the San Diego County Local Agency Formation Commission ("LAFCO") to provide security services as a latent power. Activation of the latent power was subsequently confirmed by a vote of the PVCSD constituents.

The Pauma Valley Community Services District currently provides the following services:

- Security and Patrol Services
- Gate Access Services for Pauma Valley Country Club Estates
- Sewer and Wastewater Services

Under its enabling act, Pauma Valley Community Services District can provide many other municipal services when requested by its residents, property owners, and businesses and when authorized by its Board of Directors and approved by the LAFCO.

The budget process provides an opportunity for the Board and staff to develop a plan to fulfill the mission of the District and to identify the resources needed to achieve it. As such the budget serves as the District's operating plan for the next fiscal year. Staff have prepared a comprehensive budget report, providing the Board and the Community a complete view of the District's financial condition.

The report is divided into four primary sections. First, is the consolidated budget section, which presents the overall budget for the District. Second, is the divisional budget section, which presents the budget for each of the three divisions, sanitation, patrol, and gate. Third, is the proposed salary schedule. Lastly, is the comprehensive expanded budget report, which details each line item in the budget.

Foremost in the development of this budget is the goal to achieve the mission of the District.

"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".

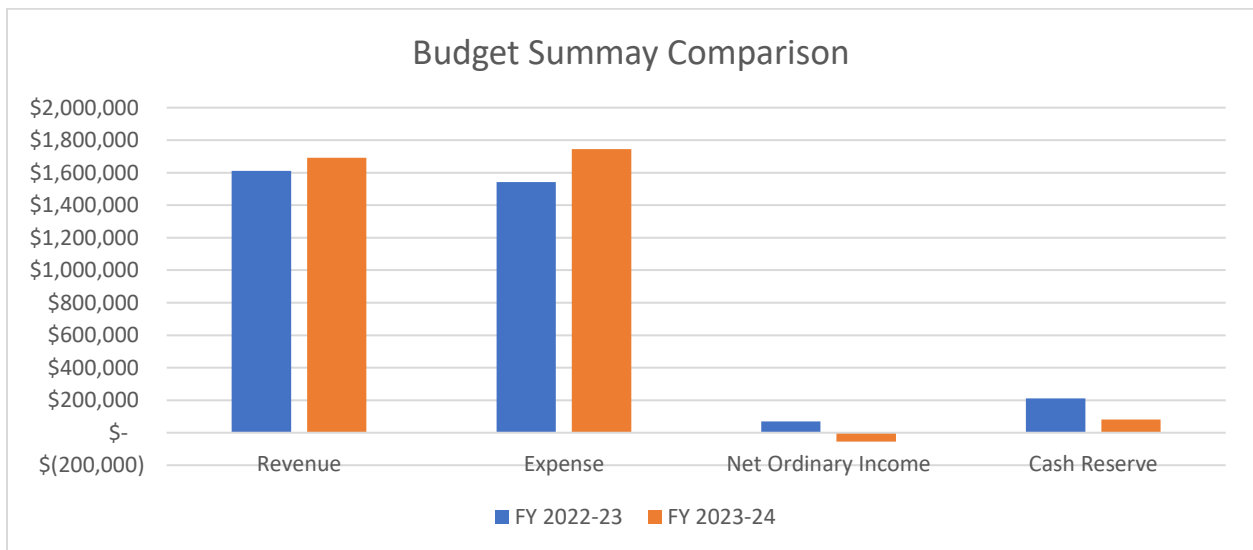
Historically, the District has provided administrative and utility staff support to the Rancho Pauma Mutual Water Company (Water Company/RPMWC). This year the District and the Water Company have determined that this support arrangement is no longer effective for either party. Therefore, it is anticipated that in the first half of the fiscal year the support will end. There will be many details to work out during this time any of which could impact the accuracy of this budget. The budget presented best reflects the known changes.

CONSOLIDATED BUDGET

The budgeted income for the District is expected to increase by \$79,570 or 4.9%. This is due to a previously approved sanitation rate increase that becomes effective July 1, 2023. Operating expenses are expected to increase by \$204,375 or 13.7%. Operating expenses are increasing primarily due to:

- Higher utilities expense of \$29,423, which result from the solar project not being completed
- Increase in salaries of \$42,290 as a result of ending shared services with RPMWC
- Increased engineering expenditures of \$18,500 related to needed asset condition assessment planning
- Increased accounting fees of \$40,289 related to creation of a Long-Range Financial Plan and a Strategic Plan as well as Contract Accounting services for two months
- Increase in legal fees of \$28,880, which is more in line with recent trends and anticipated expense related to ending shared services with RPMWC

The overall net result is a decrease in budgeted net ordinary income from \$70,210 to (\$54,595). However, on a cash basis the District has a budgeted positive contribution to reserves of \$81,380, excluding Capital Expenditures.



	CONSOLIDATED			
	BUDGET	BUDGET		
	FY 2022-2023	FY 2023-2024	INCREASE / (DECREASE)	% CHANGE
Income	1,611,627	1,691,197	79,570	4.9%
Expenses:				
Depreciation	140,259	135,975	(4,284)	-3.1%
Dwelling Live	8,200	8,372	172	2.1%
Utilities	28,141	57,564	29,423	104.6%
Equipment Rentals	500	250	(250)	-50.0%
Group Health Insurance	90,950	95,140	4,190	4.6%
Liability Insurance	52,900	54,810	1,910	3.6%
Miscellaneous Expense	13,800	13,853	53	0.4%
Office Expense	27,011	30,570	3,559	13.2%
Operator Contract Services	66,000	72,800	6,800	10.3%
Payroll Taxes	66,200	68,400	2,200	3.3%
PERS Retirement	56,920	58,540	1,620	2.8%
Repairs & Maintenance	137,419	138,729	1,310	1.0%
Salaries	714,110	756,400	42,290	5.9%
Security Expense	5,390	7,382	1,992	37.0%
Uniforms	3,400	3,388	(12)	-0.4%
Vehicles	9,500	22,150	12,650	133.2%
Workers Compensation Insur	18,450	22,290	3,840	20.8%
Drainage	10,000	10,000	-	0.0%
State Maint. Fee	28,492	28,421	(71)	-0.2%
Water Tests & Analysis	8,640	11,694	3,054	35.3%
Fees	6,234	8,900	2,666	42.8%
Engineering	6,500	25,000	18,500	284.6%
Schools & Meetings	6,900	10,493	3,593	52.1%
Accountinig	10,500	50,789	40,289	383.7%
Legal	25,000	53,880	28,880	115.5%
Guard House/Roadway Lease	2	2	-	0.0%
Total Expenses	1,541,417	1,745,792	204,375	13.3%
Net Ordinary Income	70,210	(54,595)	(124,805)	-177.8%

The District Capital Expenditure plan calls for a budgeted \$130,000 in FY 2023-2024. These expenditures are related to wastewater treatment collection/treatment facilities, solar project completion, and information technology investments. Below is the current projected Capital Expenditure plan. A priority effort this year will be to complete the solar project. This project remains unfinished after the contractor failed to perform. Completion of this project will reduce utility operating expenses going forward.

Pauma Valley CSD Capital Expenditure Plan						Notes
	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2027-28	
Treatment Plant Related	\$30,000	\$20,000	\$20,000	\$20,000	\$20,000	Includes \$14K SCADA Enhancements Explore Power Purchase Agreement
Solar Project	\$80,000					
Security Vehicle Unit 1 (vehicle, graphics, equipment)	\$0	\$0	\$70,000	\$0	\$0	
Security Vehicle Unit 2 (vehicle, graphics, equipment)	\$0	\$0	\$0	\$0	\$70,000	
Office, IT, Computers & Facility Improvements	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
TOTALS	\$130,000	\$40,000	\$110,000	\$40,000	\$110,000	

The District currently operates with a staff of 17 employees. However, due to the discontinuation of shared services with RPMWC a net reduction of 3 employees is expected by the end of the year. This will result in a reduction in CSD staff to 14 as seen in the chart below:

Staffing	CSD Current	Reduction from change with RPMWC	CSD After
Administrative	4	-1	3
Utility	3	-2	1
Patrol	5		5
Gate	5		5
Total	17	-3	14

The General Manager is responsible for the implementation of this budget. Additionally, this year the General Manager will be focused on a number of key initiatives including:

- Enhance wastewater plant contractor services
- Complete previously unfinished Solar Project
- Evaluate various outside services for cost and level of service including Insurance, Banking, Landscape, and Collections System Cleaning
- Develop Long-Range Financial Plan
- Develop PVCSD Strategic Plan



Sanitation Division

The Sanitation (Sewage and Wastewater) services program of the Pauma Valley Community Services District (PVCSD) was authorized in 1969. The authorization provided for the installation and use of several miles of sewer lines and for the operation and maintenance of facilities for the collection, treatment, and disposal of sewage and waste.



The Sewage and Wastewater Services program has over 400 service connections, 144 manholes, and 3 economically efficient wastewater pumping stations, which move wastewater from one elevation to another.

Vital components of the program include regular video inspections of underground pipelines, back-up generators for power stations in the event of electrical outages, enhanced wastewater treatment plant facilities, and an active sewer system management program.

The Sanitation Division's budgeted income for FY 2023-24 is expected to increase by \$74,538 or 12.5%. This is due to a previously approved sanitation rate increase that becomes effective July 1, 2023. Operating expenses are expected to increase by \$69,989 or 12.5%. Operating expenses are increasing primarily due to:

- Higher utilities expense of \$25,689, which result from the solar project not being completed
- Increased engineering expenditures of \$18,500 related to needed asset condition assessment planning
- This Divisions share of increased accounting fees in the amount of \$12,892 related to creation of a Long-Range Financial Plan and a Strategic Plan as well as Contract Accounting services for two months

The overall net result is an increase in budgeted net ordinary income from \$39,173 to \$43,721. On a cash basis this Division has a budgeted positive contribution to reserves of \$141,269.

By year end this Division will be staffed with one employee while also contracting out for treatment plant operator services. This structure is beneficial to the District as certain operating licensing requirements can only be met at this time by a contractor. This District has been evaluating the contracting services during the last year and has concluded a new contractor will best serve our needs for the future.

	SANITATION			
	BUDGET	BUDGET		
	FY 2022-2023	FY 2023-2024	INCREASE / (DECREASE)	% CHANGE
Income	597,207	671,745	74,538	12.5%
Expenses:				
Depreciation	100,211	97,547	(2,663)	-2.7%
Dwelling Live	-	-	-	
Utilities	18,447	44,136	25,689	139.3%
Equipment Rentals	500	250	(250)	-50.0%
Group Health Insurance	13,216	13,227	12	0.1%
Liability Insurance	21,050	21,804	755	3.6%
Miscellaneous Expense	3,016	4,533	1,517	50.3%
Office Expense	8,644	9,782	1,139	13.2%
Operator Contract Services	66,000	72,800	6,800	10.3%
Payroll Taxes	10,742	10,580	(162)	-1.5%
PERS Retirement	8,963	8,681	(282)	-3.2%
Repairs & Maintenance	106,317	93,419	(12,898)	-12.1%
Salaries	117,251	119,018	1,767	1.5%
Security Expense	-	-	-	
Uniforms	1,100	1,124	24	2.2%
Vehicles	8,000	8,810	810	10.1%
Workers Compensation Insurance	1,145	1,444	299	26.1%
Drainage	10,000	10,000	-	0.0%
State Maint. Fee	28,492	28,421	(71)	-0.2%
Water Tests & Analysis	8,640	11,694	3,054	35.3%
Fees	6,234	8,900	2,666	42.8%
Engineering	6,500	25,000	18,500	284.6%
Schools & Meetings	2,208	3,358	1,150	52.1%
Accountinig	3,360	16,252	12,892	383.7%
Legal	8,000	17,242	9,242	115.5%
Guard House/Roadway Lease	-	-	-	
Total Expenses	558,034	628,024	69,989	12.5%
Net Ordinary Income	39,173	43,721	4,549	11.6%

Patrol Division

The Security and Patrol Services program of the Pauma Valley Community Services District (PVCSD) is comprised of officers trained as first responders in basic first aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillation (AED), Infant CPR, Lift-Assist and Oxygen Administration.

The Security and Patrol Services program is available to District residents, business owners and visitors 24-hours a day and 7 days a week. PVCSD officers respond to all calls in a prompt, courteous, and highly professional manner and are committed to the protection of life and property throughout the District.

The budgeted income for the Division is expected to increase by \$3,931 or 0.7%. Operating expenses are expected to increase by \$80,215 or 14.9%. Operating expenses are increasing primarily due to:

- Increase in salaries of \$29,505 as a result of ending shared services with RPMWC
- Higher vehicle expense of \$11,840, which result from the security vehicles seeing higher maintenance costs than anticipated
- This Divisions share of increased accounting fees in the amount of \$14,907 related to creation of a Long-Range Financial Plan and a Strategic Plan as well as Contract Accounting services for two months
- This Divisions share of the higher legal expenses of \$10,686

The overall net result is a decrease in budgeted net ordinary income from \$20,733 to (\$55,551). Rates for this Division will be evaluated during the year for adjustment in fiscal year 2024-2025. On a cash basis this Division has a budgeted use of reserves of (\$33,091).



	PATROL			
	BUDGET	BUDGET		
	FY 2022-2023	FY 2023-2024	INCREASE / (DECREASE)	% CHANGE
Income	558,243	562,174	3,931	0.7%
Expenses:				
Depreciation	24,736	22,460	(2,276)	-9.2%
Dwelling Live	4,100	4,186	86	2.1%
Utilities	1,269	3,251	1,982	156.3%
Equipment Rentals	-	-	-	
Group Health Insurance	41,630	43,263	1,633	3.9%
Liability Insurance	24,069	24,940	872	3.6%
Miscellaneous Expense	4,906	4,670	(236)	-4.8%
Office Expense	9,994	11,311	1,317	13.2%
Operator Contract Services	-	-	-	
Payroll Taxes	30,850	32,706	1,857	6.0%
PERS Retirement	28,901	30,465	1,564	5.4%
Repairs & Maintenance	3,592	5,365	1,773	49.4%
Salaries	333,542	363,047	29,505	8.8%
Security Expense	3,890	5,199	1,309	33.7%
Uniforms	1,300	1,310	10	0.8%
Vehicles	1,500	13,340	11,840	789.3%
Workers Compensation Insurance	7,544	9,602	2,057	27.3%
Drainage	-	-	-	
State Maint. Fee	-	-	-	
Water Tests & Analysis	-	-	-	
Fees	-	-	-	
Engineering	-	-	-	
Schools & Meetings	2,553	3,882	1,329	52.1%
Accounting	3,885	18,792	14,907	383.7%
Legal	9,250	19,936	10,686	115.5%
Guard House/Roadway Lease	-	-	-	
Total Expenses	537,510	617,725	80,215	14.9%
Net Ordinary Income	20,733	(55,551)	(76,284)	-367.9%

Gate Division

The Gate Access Services program of the Pauma Valley Community Services District (PVCSD) is a highly controlled, monitored, and photographed egress and ingress system for the Pauma Valley Country Club Estates development. Three access gates are monitored while the main gate is manned 24 hours per day, 7 days per week.

Radio Frequency Identification (RFID) tags are used to access each gate and can be purchased at the District office with proof of a valid driver's license, proof of vehicle insurance, and vehicle registration. The Gate Division provides the community with security services through access control to the community. The budgeted income for the Division is expected to increase by \$1,101 or 0.2%. Operating expenses are expected to increase by \$54,170 or 12.1%. Operating expenses are increasing primarily due to:

- Higher repair and maintenance expense of \$12,435, which result from increased gate repair costs. Staff are evaluating alternative gate repair services with the expectation of improved performance
- Increase in salaries of \$11,018 as a result of ending shared services with RPMWC
- This Divisions share of the higher accounting expenses of \$12,490, which will be used to develop a financial plan to ensure fiscal sustainability
- This Divisions share of the higher legal expenses of \$8,953

The overall net result is a decrease in budgeted net ordinary income from \$10,304 to (\$42,765). Rates for this Division will be evaluated during the year for adjustment in fiscal year 2024-2025. On a cash basis this Division has a budgeted use of reserves of (\$26,798).



	GATE			
	BUDGET	BUDGET	INCREASE / (DECREASE)	% CHANGE
	FY 2022-2023	FY 2023-2024		
Income	456,177	457,278	1,101	0.2%
Expenses:				
Depreciation	15,312	15,967	655	4.3%
Dwelling Live	4,100	4,186	86	2.1%
Utilities	8,426	10,178	1,752	20.8%
Equipment Rentals	-	-	-	
Group Health Insurance	36,105	38,650	2,545	7.0%
Liability Insurance	7,782	8,065	283	3.6%
Miscellaneous Expense	5,878	4,650	(1,228)	-20.9%
Office Expense	8,373	9,477	1,103	13.2%
Operator Contract Services	-	-	-	
Payroll Taxes	24,609	25,113	505	2.1%
PERS Retirement	19,056	19,394	338	1.8%
Repairs & Maintenance	27,510	39,945	12,435	45.2%
Salaries	263,317	274,335	11,018	4.2%
Security Expense	1,500	2,183	683	45.5%
Uniforms	1,000	954	(46)	-4.6%
Vehicles	-	-	-	
Workers Compensation Insurance	9,761	11,245	1,484	15.2%
Drainage	-	-	-	
State Maint. Fee	-	-	-	
Water Tests & Analysis	-	-	-	
Fees	-	-	-	
Engineering	-	-	-	
Schools & Meetings	2,139	3,253	1,114	52.1%
Accountinig	3,255	15,745	12,490	383.7%
Legal	7,750	16,703	8,953	115.5%
Guard House/Roadway Lease	2	2	-	0.0%
Total Expenses	445,873	500,043	54,170	12.1%
Net Ordinary Income	10,304	(42,765)	(53,069)	-515.0%

Salary Schedule

Below is the District’s Salary Schedule for Fiscal Year 2023-2024. There is only one change currently being proposed to the schedule. That change is the addition of an Office Clerk. However, further changes to the schedule could occur during the year due to the end of the shared services with RPMWC. If any changes are needed, the Schedule will be brought back to the Board for consideration and approval.

Pauma Valley Community Services District						
Pay Range Salary Schedule - Effective July 1, 2023						
Job Title	hourly min	PVCSB	hourly max	annual min	PVCSB	annual max
General Manager (FLSA Exempt)		-----		\$115,000	-----	\$185,000
Office Manager (FLSA Exempt)		-----		\$52,000	-----	\$85,000
Water Quality Data Tech & Compliance Admin. (30 hr/wk max)	\$23.00	-----	\$30.50	\$35,880	-----	\$47,580
Administrative Assistant	\$24.04	-----	\$30.50	\$50,003	-----	\$63,440
Utility Department Supervisor	\$29.71	-----	\$37.92	\$61,797	-----	\$78,874
Office Clerk	\$15.50	-----	\$18.60	\$32,240	-----	\$38,688
Water/Wastewater Worker II	\$24.44	-----	\$31.20	\$50,835	-----	\$64,896
Water/Wastewater Worker I	\$19.15	-----	\$24.44	\$39,832	-----	\$50,835
Security Department Supervisor	\$23.92	-----	\$31.50	\$49,754	-----	\$65,520
Patrol Officer	\$19.00	-----	\$22.00	\$39,520	-----	\$45,760
Gate Attendant Supervisor	\$17.85	-----	\$22.79	\$37,128	-----	\$47,403
Gate Attendant	\$16.00	-----	\$18.74	\$33,280	-----	\$38,979

COMPREHENSIVE BUDGET SCHEDULES

	Budget				Budget 2022-2023			Budget 2023-2024		
	Budget	Budget	Increase/ (Decrease)	% Change	0.32	0.37	0.31	0.32	0.37	0.31
	2022-2023	2023-2024			32% Admin	37% Admin	31% Admin	32% Admin	37% Admin	31% Admin
				Sanitation	Patrol	Gates	Sanitation	Patrol	Gates	
Ordinary Income/Expense										
Income										
661 - Sewer Charges	474,498	537,079	62,581	13.2%	474,498			537,079		
661.5 - Security Patrol Charges	555,764	558,500	2,736	0.5%		555,764			558,500	
662 - Property Tax	115,000	126,737	11,737	10.2%	115,000			126,737		
662.1 - Connection Fees		-	-	-						
663 - Interest	600	-	(600)	-100.0%	192	222	186			
663.1 - LAIF Fair Market Value Revenue		-	-	-						
664 - Other		-	-	-						
664.2 - Admin Services	813	-	(813)	-100.0%	813					
664.6 - Hangar Land Lease	900	1,020	120	13.3%	288	333	279	326	377	316
664.8 - Gate Damages		-	-	-						
664 - Other - Other	2,200	2,400	200	9.1%	704	814	682	768	888	744
Total 664 - Other	1,149,775	1,225,735	75,961	6.6%	591,495	557,133	1,147	664,910	559,765	1,060
665 - Security Gate Charge	447,600	450,000	2,400	0.5%			447,600			450,000
666.5 - RFID Tags	6,500	4,200	(2,300)	-35.4%			6,500			4,200
667 - Delinquent Charges	3,000	6,510	3,510	117.0%	960	1,110	930	2,083	2,409	2,018
668 - Vacant Lot/Sewer Availability	4,752	4,752	-	0.0%	4,752			4,752		
670 - Reimbursement Revenue	0	-	-	-						
Total Income	1,611,627	1,691,197	79,570	4.9%	597,207	558,243	456,177	671,745	562,174	457,278
Gross Profit	1,611,627	1,691,197	79,570	4.9%	597,207	558,243	456,177	671,745	562,174	457,278
Expense										
Bad Debt Expense	0	-	-	-						
960 - Gate Bad Debts	0	-	-	-						
Total Bad Debt Expense	0	-	-	-						
Debt Service	0	-	-	-						
Depreciation										
718 - Plant Depreciation	95,069	94,374	(695)	-0.7%	95,069			94,374		
824 - Bldg Depreciation	16,068	9,917	(6,151)	-38.3%	5,142	5,945	4,981	3,173	3,669	3,074
918 - Security Depreciation	18,791	18,791	0	0.0%		18,791			18,791	
958 - Gate Depreciation	10,331	12,893	2,562	24.8%			10,331			12,893
Total Depreciation	140,259	135,975	(4,284)	-3.1%	100,211	24,736	15,312	97,547	22,460	15,967
Dwelling Live	8,200	8,372	172	2.1%		4,100	4,100		4,186	4,186
Electrical Utilities										
714 - Electricity	17,349	41,324	23,975	138.2%	17,349			41,324		
812.2 - Office Electricity	3,429	8,786	5,357	156.3%	1,097	1,269	1,063	2,812	3,251	2,724
956 - Gate Electricity	7,363	7,454	91	1.2%			7,363			7,454
Total Electrical Utilities	28,141	57,564	29,423	104.6%	18,447	1,269	8,426	44,136	3,251	10,178
Equipment Rentals										
713 - Equipment Rental	500	250	(250)	-50.0%	500			250		
Total Equipment Rentals	500	250	(250)	-50.0%	500			250		
Gate Mgmt Fee		-	-	-						
Group Health Ins.										
705 - Plant Group Health Ins.	4,870	3,080	(1,790)	-36.8%	4,870			3,080		
811.4 - Admin Group Health Ins.	26,080	31,710	5,630	21.6%	8,346	9,650	8,085	10,147	11,733	9,830
912 - Patrol Group Health Ins.	31,980	31,530	(450)	-1.4%		31,980			31,530	
952.1 - Gate Group Health Ins.	28,020	28,820	800	2.9%			28,020			28,820
Total Group Health Ins.	90,950	95,140	4,190	4.6%	13,216	41,630	36,105	13,227	43,263	38,650
Liability Insurance										
717 - Plant Liability	19,840	20,550	710	3.6%	19,840			20,550		
823 - E & O Liability Ins.	3,780	3,920	140	3.7%	1,210	1,399	1,172	1,254	1,450	1,215
911 - Security Liability Ins.	22,670	23,490	820	3.6%		22,670			23,490	
952 - Gate Liability Ins.	6,610	6,850	240	3.6%			6,610			6,850
Total Liability Insurance	52,900	54,810	1,910	3.6%	21,050	24,069	7,782	21,804	24,940	8,065
Miscellaneous Expense										
735 - Plant Miscellaneous	1,800	1,073	(727)	-40.4%	1,800			1,073		
825 - Admin. Miscellaneous	3,800	10,813	7,013	184.6%	1,216	1,406	1,178	3,460	4,001	3,352
927 - Patrol Miscellaneous	3,500	669	(2,831)	-80.9%		3,500			669	
959.1 - Gate Miscellaneous	4,700	1,298	(3,402)	-72.4%			4,700			1,298
Miscellaneous Expense - Other		-	-	-						
Total Miscellaneous Expense	13,800	13,853	53	0.4%	3,016	4,906	5,878	4,533	4,670	4,650
Office Expense										
812 - Office Supplies	18,500	18,643	143	0.8%	5,920	6,845	5,735	5,966	6,898	5,779
813 - Telephones	4,911	7,294	2,383	48.5%	1,572	1,817	1,522	2,334	2,699	2,261
814 - Postage	3,600	4,633	1,033	28.7%	1,152	1,332	1,116	1,483	1,714	1,436
Total Office Expense	27,011	30,570	3,559	13.2%	8,644	9,994	8,373	9,782	11,311	9,477
Operator Contract Services	66,000	72,800	6,800	10.3%	66,000			72,800		
Payroll Taxes										
703 - Plant Payroll Taxes	5,830	4,270	(1,560)	-26.8%	5,830			4,270		
811.3 - Admin. Payroll Taxes	15,350	19,720	4,370	28.5%	4,912	5,680	4,759	6,310	7,296	6,113
916 - Patrol Payroll Taxes	25,170	25,410	240	1.0%		25,170			25,410	
951 - Gate Payroll Taxes	19,850	19,000	(850)	-4.3%			19,850			19,000
Payroll Taxes - Other	0	-	-	-						
Total Payroll Taxes	66,200	68,400	2,200	3.3%	10,742	30,850	24,609	10,580	32,706	25,113
PERS Retirement										
704 - Unfunded Fixed Cost	0	-	-	-						
704.1 - PERS Unfunded Liability Reimb.	0	-	-	-						
707 - Plant PERS	4,240	3,340	(900)	-21.2%	4,240			3,340		
811.6 - Admin PERS	14,060	16,690	2,630	18.7%	4,499	5,202	4,359	5,341	6,175	5,174
925 - Patrol PERS	23,440	24,290	850	3.6%		23,440			24,290	
953 - Gate PERS	14,480	14,220	(260)	-1.8%			14,480			14,220
PERS Retirement - Other	700	-	(700)	-100.0%	224	259	217			
Total PERS Retirement	56,920	58,540	1,620	2.8%	8,963	28,901	19,056	8,681	30,465	19,394
Repairs & Maintenance										
712 - Plant Repairs & Maintenance										
712.2 - Oak Tree Repair & Maint.	5,000	2,465	(2,535)	-50.7%	5,000			2,465		
712.3 - Sewer line maintenance	25,000	20,868	(4,132)	-16.5%			25,000			20,868
712.4 - Sludge Removal	51,525	51,525	-	0.0%	51,525			51,525		
712.6 - SCADA maintenance	680	4,900	4,220	620.6%		680			4,900	
712 - Plant Repairs & Maintenance - Other	21,005	9,021	(11,984)	-57.1%	21,005			9,021		
Total 712 - Plant Repairs & Maintenance	103,210	88,779	(14,431)	-14.0%	103,210			88,779		
814.5 - Building Repairs & Maintenance	8,808	13,600	4,792	54.4%	2,819	3,259	2,731	4,352	5,032	4,216
814.8 - Airpark maintenance	900	900	-	0.0%	288	333	279	288	333	279
920.1 - Alarm/Radio Repair & Maint.	0	-	-	-						
954 - Gate Repairs & Maintenance	24,500	35,450	10,950	44.7%			24,500			35,450
Total Repairs & Maintenance	137,419	138,729	1,310	1.0%	106,317	3,592	27,510	93,419	5,365	39,945
Salaries										
702 - Plant Salaries	63,040	47,860	(15,180)	-24.1%	63,040			47,860		
811.1 - Admin Salaries	169,410	222,370	52,960	31.3%	54,211	62,682	52,517	71,158	82,277	68,935
915 - Patrol Salaries	270,860	280,770	9,910	3.7%		270,860			280,770	
950 - Gate Salaries	210,800	205,400	(5,400)	-2.6%			210,800			205,400
Total Salaries	714,110	756,400	42,290	5.9%	117,251	333,542	263,317	119,018	363,047	274,335
Security Expense										
919 - Security Telephones	3,000	3,945	945	31.5%		3,000			3,945	
920 - Security Supplies	750	1,206	456	60.8%		750			1,206	
924 - Security Fees	140	48	(92)	-65.7%		140			48	
929 - Security K-9s	0	-	-	-						
959 - Gate Supplies	1,500	2,183	683	45.5%			1,500			2,183
Total Security Expense	5,390	7,382	1,992	37.0%		3,890	1,500		5,199	2,183
Uniforms										
719 - Plant Uniforms	1,100	1,124	24	2.2%	1,100			1,124		
922 - Security Uniforms	1,300	1,310	10	0.8%		1,300			1,310	
954.1 - Gate Uniforms	1,000	954	(46)	-4.6%			1,000			954
Total Uniforms	3,400	3,388	(12)	-0.4%	1,100	1,300	1,000	1,124	1,310	954
Vehicles										
716 - Plant Vehicles	8,000	8,810	810	10.1%	8,000			8,810		
917 - Security Vehicles	1,500	13,340	11,840	789.3%		1,500			13,340	
Total Vehicles	9,500	22,150	12,650	133.2%	8,000					

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: 14

Date: June 26th, 2023

From: General Manager, Eric Steinlicht

Issue: Adoption of the Fiscal Year 2024 Proposed Budget

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Consider and adopt the Fiscal Year 2024 Proposed Budget.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) is required to have an annual budget for the new upcoming fiscal year prior to July 1st approved and adopted by the PVCSD Board of Directors.

DISCUSSION

The PVCSD Board of Directors will consider and adopt the proposed budget that was presented and discussed in an open hearing.

FISCAL IMPACT

The fiscal impact has been comprehensively covered in the prior action item and attached Budget Report.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Consider and adopt the Fiscal Year 2024 Proposed Budget.
2. Discuss and take other action as appropriate.

Attachments

1. N/A

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

Item: 15

Date: June 26th, 2023

From: General Manager, Eric Steinlicht

Issue: Approve a New Administrative Position and Resolution for the Fiscal Year 2024 Salary Schedule

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the creation of a new full-time administrative employee.
2. Consider and adopt the resolution for the Fiscal Year 2024 Salary Schedule.
3. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) and Rancho Pauma Mutual Water Company (RPMWC) entered into an Administrative Agreement in December of 2009. This agreement stipulated the terms and conditions in which RPMWC would contract with the PVCSD for the use of their staff and assets to maintain RPMWC operations and maintenance.

Since early 2022, RPMWC has consistently communicated that it no longer requires a General Manager or believes the staffing structure of the PVCSD serves its current needs. A PVCSD Special Board Meeting took place on April 11, 2023, where these inquiries from RPMWC were discussed and the PVCSD Board concluded that this relationship was at an impasse and could no longer continue.

DISCUSSION

With PVCSD's termination of the Administrative Agreement with RPMWC and the subsequent restructuring, it has been determined that an additional administrative employee is required for the PVCSD administrative team to achieve its mission. A new position with the corresponding job description will be presented to the PVCSD Board of Directors to consider and approve for immediate recruitment efforts.

This new full-time equivalent position's title will be "Office Clerk". The Office Clerk would provide essential administrative and community support functions as well as non-specialized support to the General Manager. This position would principally assist the Office Manager with a wide variety of administrative functions allowing the Office Manager to better support the General Manager in addition to the other divisional supervisors. This position has been added to the salary schedule presented here today and therefore upon board approval, recruitment efforts will begin as early as July 1st, 2023. The newly proposed budget includes this new position. Attached to this Board Letter is a summary of duties and responsibilities for your review.

FISCAL IMPACT

The fiscal impact for this position is estimated to be \$38,688 for the fiscal year 2024.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Approve the creation of a new full-time administrative employee.
2. Consider and adopt the resolution for the Fiscal Year 2024 Salary Schedule.
3. Discuss and take other action as appropriate.

Attachments

1. Office Clerk Job Description
2. Resolution and Salary Schedule

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

Pauma Valley Community Services District

OFFICE CLERK

Position Title	Office Clerk
Supervisor	Office Manager
Job Type	Hourly Fulltime
Pay Range	\$15.50 - \$18.60 per hour

Job Purpose:

The Office Clerk supports the strategic mission of the Pauma Valley Community Service District (PVCSD) by aiding the Office Manager and General Manager, Board of Directors, and Administrative Team with broad-based support in order to provide the highest caliber customer service to our community.

This position anticipates and resolves operational and administrative issues before they arise by being highly organized, detail-oriented, and self-motivated. Must have the ability to communicate with a wide range of customers and manage multiple assignments and changing workloads simultaneously.

Job Duties/Expectations:

- Provide primary reception services to the Pauma Valley community and visitors.
- Generate and distribute PVCSD invoices.
- Aid with Accounts Payables/Accounts Receivables
- Send, receive, copy, and distribute communication to the community according to established policies and procedures.
- Serve as website manager for PVCSD, responsible for planning, implementing, and monitoring website content.
- Receive and distribute all incoming and outgoing mail.
- Assist in reserving meeting rooms for board meetings, including assisting with the creation of agendas, taking and transcribing meeting minutes; prepare correspondence, reports, and other documents.
- Assist in compiling data needed for annual CPA audits for PVCSD.
- Purchase department equipment and supplies; maintain inventories; prepare and process requisitions and invoices to pay for goods and services.
- Proofreads and formats various reports and documents utilizing required district templates.
- Assist General Manager as well as Office Manager with developing, tracking, and analyzing PVCSD metrics to make changes to current practices, programs, and procedures.
- Coordinate sampling and interpret results of wastewater testing to satisfy county reporting.
- Track, develop, and ensure compliance with mandatory reporting schedules including but not limited to:
 - Air Pollution Control District report
 - No Spill Certifications

- Self-Monitoring Report
- Effluent Reporting
- Wastewater Storage Pond Monitoring Report
- Trucked Waste Permitting for the City of San Diego
- Sewer System Management Plan
- Update Homeowners Association with property ownerships when requested.
- Update escrow companies monthly with account totals and activity.
- Assist with recruitment efforts of all personnel including developing and posting current job opportunities.
- Uniform inventory for Utility/ Patrol/ Gates.
- Update NOV reports (reporting/Letters/Invoicing).
- Coordinate annual training (Fuel tank training/CPR training/SSMP Training)
- Monitor compliance Binders monthly.
- Generator logs/permits
 - Fuel Tank logs/permits
 - Vehicle inspections
 - Grease trap monitoring
 - Safety Meetings for Utility and Patrol
- Serve as backup to Office Manager and General Manager as requested.
- **Other duties as required.**

Required Qualifications:

- High school diploma or GED required.
- Proficient with Microsoft Office software applications.
- Clear and concise written and verbal communication skills.
- Ability to take the initiative, multi-task, and work well under pressure in a fast-paced environment in addition to maintaining punctuality.
- Exceptional organizational skills, ability to work efficiently with minimum supervision required.
- Ability to exercise sound ethical judgment, time management, and priority management skills.
- Notary Public or the ability to receive this certification.
- Operate a computer at a fundamental level and able to utilize varied software applications.
- Able to lift objects of at least 25 pounds, sit for long periods, relay critical information in a time efficient manner, and exhibit a high degree of professionalism.

Highly Desired Qualifications:

- At least 2-3 years' experience in providing clerical and administrative support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Proficient with QuickBooks
- Knowledge of Special District Laws/ Ralph M. Brown Act.
- Knowledge of Special District Administration Practices.

- Highly familiar and proficient with QuickBooks, Microsoft Office software applications
- Finance Certified and trained to assist Office Manager/ General Manager as needed.
- Human Resource Certified and trained to assist Office Manager and/or General Manager as needed.

Working Conditions:

- Frequent use of office equipment such as computers, copier, fax, folding machine, and postage equipment.
- Daily use of the telephone.
- Regular 5 days a week attendance.
- Occasional travel by vehicle conducting District business.
- Ability to speak and hear both in person, and by telephone.
- Must be able to carry, push, pull, reach, and lift materials and objects up to 25 lbs.
- Extended standing, walking, sitting, reaching, stooping, and bending.
- Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings.
- Vision within normal ranges with or without correction.
- Work in a temperature-controlled office environment with moderate noise.

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information, use math and mathematical reasoning; learn and apply new information or skills.

PRE-EMPLOYMENT REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; confirmation of full COVID-19 vaccination. Certain positions may require additional screening processes, which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol or illegal drugs, including marijuana, or inadequately explained prescription drugs, or misrepresentation, falsification, or omission of pertinent facts in any step of the screening or selection process, may be cause for disqualification or termination of employment. Nothing in this job posting constitutes an express or implied contract for employment with the Pauma Valley Community Services District. Candidates must notify the Office Manager of any change in their name, mailing address, email address, or phone number, otherwise they may miss employment opportunities.

RESOLUTION NO. 114

A RESOLUTION OF THE BOARD OF DIRECTORS OF PAUMA VALLEY COMMUNITY SERVICES DISTRICT ADOPTING THE SALARY SCHEDULE FOR EMPLOYEES

WHEREAS, the Public Employees' Retirement Law ("PERL"), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations ("CCR") require employee pay rates to be paid pursuant to a publicly available pay schedule; and

WHEREAS, Government Code Section 20636 defines compensation earnable for "Classic" members and Government Code Section 7522.34 defines pensionable compensation for "New" PEPRA members employed by the District; and

WHEREAS, the California Public Employees Retirement System ("CalPERS") adopted the California Code of Regulations, Title 2, Section 570.5; and

WHEREAS the adoption and approval of the pay schedule will ensure proper documentation of base salaries for retirement purposes; and

WHEREAS the Regulations require that the pay schedule be made public without reference to another document in lieu of disclosing the pay rate; and

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors to approve and adopt all pay schedules.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Pauma Valley Community Services District, a public agency in the County of San Diego, California, that the Salary Schedule attached in Exhibit A is approved and adopted.

PASSED AND ADOPTED BY the Board of Directors of the Pauma Valley Community Services District, Pauma Valley, California, held on the 26th day of June 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jodie Lawston, President

ATTEST:

Eric Steinlicht
General Manager

Exhibit A

Salary Schedule

Pauma Valley Community Services District Pay Range Salary Schedule - Effective July 1, 2023						
Job Title	hourly min	PVCSD	hourly max	annual min	PVCSD	annual max
General Manager (FLSA Exempt)		-----		\$115,000	-----	\$185,000
Office Manager (FLSA Exempt)		-----		\$52,000	-----	\$85,000
Water Quality Data Tech & Compliance Admin. (30 hr/wk max)	\$23.00	-----	\$30.50	\$35,880	-----	\$47,580
Administrative Assistant	\$24.04	-----	\$30.50	\$50,003	-----	\$63,440
Utility Department Supervisor	\$29.71	-----	\$37.92	\$61,797	-----	\$78,874
Office Clerk	\$15.50	-----	\$18.60	\$32,240	-----	\$38,688
Water/Wastewater Worker II	\$24.44	-----	\$31.20	\$50,835	-----	\$64,896
Water/Wastewater Worker I	\$19.15	-----	\$24.44	\$39,832	-----	\$50,835
Security Department Supervisor	\$23.92	-----	\$31.50	\$49,754	-----	\$65,520
Patrol Officer	\$19.00	-----	\$22.00	\$39,520	-----	\$45,760
Gate Attendant Supervisor	\$17.85	-----	\$22.79	\$37,128	-----	\$47,403
Gate Attendant	\$16.00	-----	\$18.74	\$33,280	-----	\$38,979

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

Item: 16

Date: June 26th, 2023

From: General Manager, Eric Steinlicht

Issue: CalPERS Funding

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Consider the presentation by a representative from Eide Bailly detailing the funding shortfall.
2. Authorize the General Manager to contact CalPERS to discuss options for closing this funding gap.
3. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) is a government agency eligible for employees to be enrolled in the California Public Employees' Retirement System (CalPERS). All employees being members of this California Public Pension System require both employee and employer contributions. CalPERS depends on each government eligible agency to submit accurate employee and employer data in order to quantify the retiree benefit in addition to the accrued unfunded liability.

DISCUSSION

Due to the organizational restructuring, in addition to the General Manager seeking out an objective analysis on all aspects of PVCSD operations, several items of concern have been identified that bring substantial liability to the District. During the initial stages of this organizational transition, it became absolutely essential to recruit the assistance of a team to help PVCSD sustain fundamental operations due to the administrative personnel changes. This began initially as a high-level assessment by an experienced Certified Public Accountant (CPA) of Eide Bailly, but with the organizational shift a contingent effort was required in order to process payroll on time, which was accomplished.

This high-level assessment resulted in several items of concern, but above all yielded substantial concern and liability as it relates to CalPERS. It was found that over the course of a decade, data reporting to CalPERS has been incorrect, and that not only affects the service credit of current employees and retirees, but the monetary amount due to CalPERS. As of June 9th, 2023, it is approximated that this clerical error will cost the District ninety-one thousand dollars (\$91,000).

This clerical error is due to an incorrect reporting of vacation time submitted to CalPERS. CalPERS does not require the reporting of employee cashed out vacation, but vacation time that is utilized must be reported to CalPERS, and this modifies contribution amounts. Over a decade of incorrect reporting has accumulated to a substantial monetary figure. This error has been sourced to the beginning of the former

Office Manager's position start date up until this point. Now that the issue has been identified, it is imperative we correct the errors and contact CalPERS for repayment to reduce any additional liability as soon as possible.

FISCAL IMPACT

The fiscal impact will be approximately \$91,000, in addition to approximately \$5,000 to have a Certified Public Accountant (CPA) correct the issues and submit 10 years' worth of data corrections to CalPERS. Payment will most likely be expected by CalPERS within thirty (30) days.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Consider the presentation by a representative from Eide Bailly detailing the funding shortfall.
2. Authorize the General Manager to contact CalPERS to discuss options for closing this funding gap.
3. Discuss and take other action as appropriate.

Attachments

1. N/A

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: 17

Date: June 26th, 2023

From: General Manager, Eric Steinlicht

Issue: Authorization to Provide Notice of Intent to Terminate Contract with Dudek and Engage Water Quality Specialist for Wastewater Compliance Services

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to provide Dudek with an “Intent to Terminate” its contract with PVCSD for Wastewater Treatment Compliance Services.
2. Authorize the General Manager to engage Water Quality Specialists for Wastewater Treatment Compliance Services upon Dudek’s conclusion of service.
3. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) engaged Dudek for Wastewater Treatment Plant compliance services per the current contract on January 1st, 2012. Dudek has overseen operations for much of this time. Water Quality Specialist was brought onboard in late 2022 and was terminated within two months. The contract was terminated due to issues regarding effluent testing results, customer service, staff interaction and communicational discrepancies.

DISCUSSION

Since I’ve arrived at the District, I have sought to obtain an objective analysis from experts to ensure operations are sufficient, compliant, and optimal. Since I have engaged different experts, I have found substantial issues and liabilities that require immediate attention. During this period, discussions have taken place regarding our operational needs and how best to meet those needs. Additionally, there is a substantial organizational change that is taking place that requires modification in order to meet the District’s mission. One of those modifications is the need for assistance with lab testing, reporting compliance, and Wastewater Treatment Plant coverage.

There have been multiple meetings conducted with staff and Jon Coombs of Water Quality Specialists. I have met with the CEO of “Operational Technical Services”, Carollo Engineers, and attempted contact with “Water Work Force”. I obtained proposals from both Carollo Engineers and Water Quality Specialists.

As of June 26th, 2023, here are some of the issues that we have identified:

- The sludge coming into the Wastewater Treatment Plant is expanding, resulting in higher costs for sludge removal and transportation.

- The State Water Resources Control Board (SWRCB) **did not have** our District’s required documentation (R-2021-0037, Order WQ 2014-0153-DWQ) for our Wastewater Treatment Plant:
 - Sludge Management Plan
 - Spill Prevention and Emergency Plan
 - Sampling and Analysis Plan (SAP)
- The SAP was not only incorrect but specified the wrong procedure for collecting a misrepresentative sample of the Wastewater Treatment Plant effluent.
- Misinformation pertaining to what our Maximum Contaminant Levels (MCLs), otherwise more properly known as “Effluent Limitations”, have been utilized incorrectly when analyzing our Wastewater Treatment Plant effluent results.

I have corrected all issues except for the bulking of the Wastewater Treatment Plant sludge expansion. During multiple conversations with Mr. Jon Coombs of Water Quality Specialists and Mr. Justin O’Bryan of Carollo Engineers, we have developed a potential plan to yield the data needed to understand why this is happening and ultimately remedy the issue which will provide cost savings. In addition to this, Water Quality Specialists will take over the reporting and compliance needs that were previously completed by an administrative staff member no longer employed by PVCSD due to organizational restructuring.

With enhanced compliance, sample collection, and reporting of the effluent sample results, Water Quality Specialists will also provide significantly enhanced Wastewater Treatment Plant coverage. The contract offered will provide five (5) days per week coverage of the Wastewater Treatment Plant that can take place any day of the week ultimately resulting in seven (7) days per week coverage where the Wastewater Treatment Plant is being monitored. Water Quality Specialists will also perform preventative maintenance once per month and work alongside Carollo Engineers in a cohesive effort to improve Wastewater Treatment Plant operations potentially yielding long-term District savings. All of these components are critical to maintaining the District’s mission during the organizational restructuring.

FISCAL IMPACT

The fiscal impact will be \$6,350 per month. This is an additional \$850 per month in comparison to Dudek (\$5,500) and is the result of ongoing negotiations between Mr. Jon Coombs and the General Manager.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to provide Dudek with an “Intent to Terminate” its contract with PVCSD for Wastewater Treatment Compliance Services.
2. Authorize the General Manager to engage Water Quality Specialists for Wastewater Treatment Compliance Services upon Dudek’s conclusion of service.
3. Discuss and take other action as appropriate.

Attachments

1. PVCSD Contract with Dudek
2. Water Quality Specialists Contract Initial Contract
3. Water Quality Specialists General Manager Negotiated Contract

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht

INDEPENDENT CONTRACTOR AGREEMENT
FOR GENERAL CONSULTANT

THIS AGREEMENT is entered into effective the 1st day of January 2012, by and between the Pauma Valley Community Services District, a community services district organized and operating pursuant to Government Code section §61000 *et seq.*, (hereinafter called "PVCSD"), and DUDEK & ASSOCIATES, INC., a California corporation (hereinafter called "Consultant"). Each of PVCSD and Consultant is sometimes individually referred to herein as a "Party" and collectively referred to as "Parties". The parties agree as follows:

1. **DUTIES.** Consultant agrees to exercise due skill and care to perform the functions and duties of a General Consultant for the PVCSD, including but not limited to those duties identified under *Exhibit A - Scope of Services* attached hereto, and to accomplish such other results as the PVCSD Board of Directors or Staff shall from time to time assign. Except as otherwise expressly provided in this Agreement or by written modification thereof, Consultant shall be responsible for the provision and compensation of that amount of professionally qualified staff holding not less than the level of certification required by applicable law and administrative code necessary to timely and effectively fulfill its responsibilities hereunder. All duties in fulfillment of this Agreement shall be supervised under the direction of Consultant's Jeff Pape.

2. **COMPENSATION.** In consideration for Consultant accomplishing said result, PVCSD agrees to pay Consultant in accordance with the below stated compensation to accomplish the described functions and duties as listed in *Exhibit A*. Other charges or fees shall also be paid in accordance with *Exhibit B*, so long as such Standard Schedule of Charges is not inconsistent with this Agreement and has been previously approved by the Board of Directors. Payment will be made to Consultant within 45 days of receipt of each monthly invoice for services rendered submitted by Consultant. If PVCSD fails to pay Consultant within 45 days after any invoice is rendered, PVCSD agrees Consultant shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of Consultant under this Agreement are suspended or terminated. In such event PVCSD shall promptly pay Consultant for all fees, charges, and services provided by Consultant. PVCSD agrees that the periodic billings from Consultant to PVCSD are correct, conclusive, and binding on PVCSD unless PVCSD, within 20 days from the date of receipt of such billing, notifies Consultant in writing of alleged inaccuracies, discrepancies, or errors in billing. PVCSD shall in any event pay the portion of the invoice not in dispute. Compensation shall be reviewed by the Parties in good faith at the end of the Initial Term (as hereinafter defined) and on each one year anniversary thereafter.

Compensation: Time and Material per attached Schedule of Charges (Exhibit B)

General Manager Consultant Rate \$160 /hour

(Discounted from Standard DUDEK Schedule of Charges)

Total Compensation not to exceed \$2,500 per Calendar Month

3. **EXTRA ON SITE FEE:** Should any emergency situation require Consultant to be on site in

Pauma Valley outside of working hours or on weekends or legal holidays, the compensation shall be calculated to include an hourly rate for each of the hours, or prorated for a part thereof, that Consultant or Consultant's employees are on site. Hourly rate shall be based on the rates as described in *Exhibit B*.

4. TERM. The Term of this Agreement shall consist of an "Initial Term" being the period from and including January 1, 2012, through and including December 31, 2014, and one or more "Subsequent Term(s)" each of one year from the anniversary or anniversaries of January 1, 2015.

On the last day of the Initial Term and any Subsequent Term(s), this Agreement shall automatically renew for a following Subsequent Term without action on the part of either Party unless a notice hereunder of an intent to terminate this Agreement shall have been served by a Party not less than four (4) months prior to the last day of the Term.

5. EARLY TERMINATION. Either party hereto may terminate this Agreement at any time by giving 120 days written notice to the other party. PVCSD may cease to assign functions or duties to Consultant at any time without the same constituting a breach of this Agreement.

6. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. Consultant shall indemnify, defend, and hold harmless PVCSD (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, directors, agents, employees and volunteers) from and against any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to Consultant and Consultant's officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because Consultant is an independent contractor, none of the foregoing taxes, charges, fees, benefits or contributions are required to be paid to or on behalf of Consultant.

Consultant shall indemnify, defend, and hold harmless PVCSD, its officers, directors, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of Consultant, its agents, employees, subcontractors, and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of PVCSD, its officers, directors, agents, and/or employees, or other third parties when such acts are not the outcome of following an instruction of, or procedure established by Consultant.

PVCSD shall indemnify, defend, and hold harmless Consultant, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of PVCSD, its agents, employees, subcontractors and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of Consultant, its officers, agents, and/or employees, or other third parties.

7. INSURANCE. Consultant, at its sole cost and expense, for the full Term of this Agreement shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be "occurrence coverage" insurance and shall be primary coverage as respects PVCSD and any insurance or self-insurance maintained by PVCSD shall be in excess of Consultant's insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

- (1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.
- (2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$2,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (3) Professional Liability Insurance in the minimum amount of \$2,000,000 combined single limit.
- (4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

- (1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the PVCSD, its officers, directors, officials, employees or volunteers.
- (2) PVCSD is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (3) Acceptability of Insurers. Insurance is to be placed with insurers licensed in California with a Bests' rating of no less than A:VII.
- (4) Verification of Coverage. Contractor shall furnish PVCSD with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the PVCSD before work commences. PVCSD reserves the right to require complete, certified copies of all required insurance policies, at any time.
- (5) Each insurer will be required to give, by first class mail, notice to PVCSD at least 30 days prior to the effective date of any cancellation, lapse or material change in the policy.

8. INDEPENDENT CONTRACTOR STATUS. Consultant and PVCSD have reviewed and considered the principal test and secondary factors for determination of whether Consultant is an

independent contractor and not an employee and agree that Consultant is an independent contractor and not an employee of PVCSD. Consultant is responsible for all taxes, charges fees, insurance, benefits or contributions required to be paid or withheld on behalf of Jeff Pape and any employee or agent of Consultant. Consultant nor any of its directors or employees are not entitled to any PVCSD employee benefits. PVCSD agrees that Consultant shall have the right to control the manner and means of performing the work contracted for herein.

9. NON-ASSIGNMENT. Except for Consultant's use of sub-contractors or sub-consultants as provided under *Exhibit A – Scope of Services*, no party to this Agreement may assign any right or obligation pursuant to this Agreement. Any other attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

10. RETENTION AND AUDIT OF RECORDS. Consultant shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by PVCSD, whichever occurs first. Consultant hereby agrees to be subject to the examination and audit by the PVCSD Auditor, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of PVCSD and Consultant. This Agreement contains the entire agreement between PVCSD and Consultant relating to Consultant's performance of the functions and duties of General Consultant to the PVCSD. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both PVCSD and Consultant.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both PVCSD and Consultant. Forbearance or indulgence by PVCSD and/or Consultant in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. PVCSD and/or Consultant shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Neither PVCSD's nor Consultant's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. Consultant, its employees, agents, sub-consultants and sub-contractors may be granted access to certain confidential information provided by (or contained in the records of) PVCSD and/or its attorneys in the course of performing the work required under this Agreement. Consultant warrants that it shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that Consultant's employees, agents, sub-consultants and sub-contractors shall keep all such information confidential.

B. Consultant's obligation to maintain confidentiality concerning all confidential

information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of San Diego, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS. All materials created by Consultant (including but not limited to documents, studies, drawings, map models, photographs, field data, computerized material and reports) shall immediately be provided to PVCSD as “deliverables” under this Agreement and PVCSD shall immediately become entitled to possession and ownership thereof for the purposes intended by this Agreement. However Consultant maintains the copy and intellectual property rights of such “deliverables” and hereby gives PVCSD the right to use such “deliverables” for the project or purpose intended by PVCSD. Consultant shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by PVCSD or other third parties, nor for any reliance or use of said deliverables by PVCSD or other third parties for purposes other than as intended by this Agreement. If Consultant’s deliverables exist in electronic or computerized format, or are transferred in electronic or computerized format, any stamp, seal and signature shall be original to be valid, and may not be a computer-generated copy, photocopy, or facsimile transmission of the original.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, Consultant shall comply with all applicable federal, state, local and PVCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. Consultant warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address

indicated for that party below.

To PVCSD:

Pauma Valley Community Services District
Attn: Mindy Houser, Administrator
33129 Cole Grade Road/POB 423
Pauma Valley, CA 92061

Phone: 760-742-1909
Fax: 760-742-1588

To Consultant:

Dudek & Associates
Attn: Jeff Pape
605 Third Street
Encinitas, CA 92024

Phone: 760-942-5147
Fax: 760-942-5206


22. STANDARD OF PERFORMANCE. Consultant shall perform the work required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the general management profession in the PVCSD geographical area. All instruments of service of whatsoever nature which Consultant delivers to PVCSD pursuant to this Agreement shall be prepared in a substantial, first class and Consultant-like manner and conform to the standards of quality normally observed by a person practicing in Consultant's profession.


23. ATTACHMENTS. This Agreement includes the following attachments:

- Exhibit A – Scope of Services
- Exhibit B – Standard Schedule of Charges

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

DUDEK & ASSOCIATES, INC.

By: 
Frank Dudek
President

By: 
Jeff R. Pape, Principal
District Management Group

PAUMA VALLEY COMMUNITY SERVICES
DISTRICT

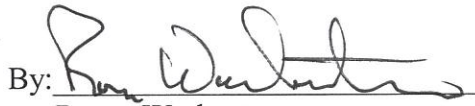
By: 
Roger Warburton
President/Board of Directors

Exhibit 'A' - Scope of Services

The scope of services will generally consist of providing management and consulting expertise for the operation and maintenance of the wastewater services and treatment facilities, and will more specifically include, but not be limited to the following:

- ❖ Coordinate wastewater treatment system activities with all regulatory agencies; and ensure compliance with all state, local, and federal laws;
- ❖ Be responsible for supervising PVCSD personnel (without limitation, including recommending operating policies and providing technical management) so that wastewater services are handled in a proper and professional manner and in compliance with applicable law and administrative codes;
- ❖ Plan, supervise and provide quality control over the collection of data for the preparation of, the signature by an appropriately qualified individual of, and the timely and accurate filing of reporting documents required by any agency having regulatory authority over the wastewater service;
- ❖ Provide technical support with the operation, system reliability, permit compliance and system improvement and replacement plans of the wastewater collection and treatment systems of PVCSD;
- ❖ Provide technical support to Administrator with work scope and bid document development for infrastructure improvements;
- ❖ Provide an operator with a minimum Wastewater Treatment-Grade III certification to direct the utility personnel in the operation of the wastewater treatment systems and facilities as requested;
- ❖ Continuously evaluate the physical structures and appurtenances that are necessary or desirable to the collection and treatment of wastewater service then and in the future and recommend to the Board any changes, enhancements or additions thereto to assure continued service in a proper and professional manner;
- ❖ Compile and direct long term wastewater operation strategies for system and operation stability;
- ❖ Represent PVCSD in meetings with officials of other agencies and entities with which the PVCSD does business;
- ❖ Assist Administrator with contract negotiation and agreement preparation as requested;
- ❖ Assist Administrator with annual budget forecasting and preparation as needed;
- ❖ Assist Administrator with long range capital and strategic budget planning;
- ❖ Review monthly revenue and expenditure reports and annual audit as requested;
- ❖ Provide technical support with special projects management;
- ❖ Periodically report upon federal grant and aid programs in which PVCSD may be eligible to participate and, upon order of the Board, assist Administrator to process applications on behalf of PVCSD for such participation.
- ❖ Report orally, and if necessary in writing, to the board of directors of PVCSD at each monthly meeting of the performance and activities of Consultant, hereunder, and issues facing PVCSD in the mid, medium and long terms.

**DUDEK
2011 STANDARD SCHEDULE OF CHARGES**

Engineering Services

Project Director	\$225.00/hr
Principal Engineer III	\$210.00/hr
Principal Engineer II	\$198.00/hr
Principal Engineer I	\$190.00/hr
Senior Project Manager	\$180.00/hr
Project Manager	\$170.00/hr
Senior Engineer III	\$160.00/hr
Senior Engineer II	\$155.00/hr
Senior Engineer I	\$145.00/hr
Project Engineer IV	\$135.00/hr
Project Engineer III	\$125.00/hr
Project Engineer II	\$115.00/hr
Project Engineer I	\$100.00/hr
Project Coordinator	\$80.00/hr
Engineering Assistant	\$75.00/hr

Environmental Services

Principal	\$225.00/hr
Senior Project Manager/Specialist II	\$210.00/hr
Senior Project Manager/Specialist I	\$200.00/hr
Environmental Specialist/Planner VI	\$180.00/hr
Environmental Specialist/Planner V	\$160.00/hr
Environmental Specialist/Planner IV	\$150.00/hr
Environmental Specialist/Planner III	\$140.00/hr
Environmental Specialist/Planner II	\$130.00/hr
Environmental Specialist/Planner I	\$120.00/hr
Analyst	\$100.00/hr
Planning Research Assistant	\$80.00/hr

Archaeological Services

Senior Project Manager/Archaeologist II	\$210.00/hr
Senior Project Manager/Archaeologist I	\$200.00/hr
Environmental Specialist/Archaeologist VI	\$180.00/hr
Environmental Specialist/Archaeologist V	\$160.00/hr
Environmental Specialist/Archaeologist IV	\$150.00/hr
Environmental Specialist/Archaeologist III	\$140.00/hr
Environmental Specialist/Archaeologist II	\$130.00/hr
Environmental Specialist/Archaeologist I	\$120.00/hr
Archaeologist Technician II	\$70.00/hr
Archaeologist Technician I	\$50.00/hr

Construction Management Services

Principal/Manager	\$195.00/hr
Senior Construction Manager	\$180.00/hr
Senior Project Manager	\$160.00/hr
Construction Manager	\$150.00/hr
Project Manager	\$140.00/hr
Resident Engineer	\$140.00/hr
Construction Engineer	\$135.00/hr
On-site Owner's Representative	\$130.00/hr
Construction Inspector III	\$125.00/hr
Construction Inspector II	\$115.00/hr
Construction Inspector I	\$105.00/hr
Prevailing Wage Inspector	\$135.00/hr

Hydrogeological Services

Principal	\$220.00/hr
Sr. Environmental Engineer	\$190.00/hr
Sr. Hydrogeologist/Sr. Proj Mgr	\$170.00/hr
Project Manager	\$155.00/hr
Associate Hydrogeologist/Engineer	\$140.00/hr
Hydrogeologist IV/Engineer IV	\$125.00/hr
Hydrogeologist III/Engineer III	\$115.00/hr
Hydrogeologist II/Engineer II	\$105.00/hr
Hydrogeologist I/Engineer I	\$95.00/hr
Technician	\$95.00/hr

District Management & Operations

District General Manager	\$175.00/hr
District Engineer	\$160.00/hr
Operations Manager	\$150.00/hr
District Secretary/Accountant	\$85.00/hr
Collections System Manager	\$95.00/hr
Grade V Operator	\$100.00/hr
Grade IV Operator	\$85.00/hr
Grade III Operator	\$80.00/hr
Grade II Operator	\$63.00/hr
Grade I Operator	\$55.00/hr
Operator in Training	\$40.00/hr
Collection Maintenance Worker II	\$55.00/hr
Collection Maintenance Worker I	\$40.00/hr

Office Services

Technical/Drafting/CADD Services

3D Graphic Artist	\$150.00/hr
Senior Designer	\$130.00/hr
Designer	\$120.00/hr
Assistant Designer	\$115.00/hr
GIS Specialist IV	\$150.00/hr
GIS Specialist III	\$140.00/hr
GIS Specialist II	\$130.00/hr
GIS Specialist I	\$120.00/hr
CADD Operator III	\$115.00/hr
CADD Operator II	\$110.00/hr
CADD Operator I	\$95.00/hr
CADD Drafter	\$80.00/hr
CADD Technician	\$70.00/hr

Support Services

Technical Editor III	\$140.00/hr
Technical Editor II	\$125.00/hr
Technical Editor I	\$110.00/hr
Publications Assistant III	\$100.00/hr
Publications Assistant II	\$90.00/hr
Publications Assistant I	\$80.00/hr
Clerical Administration II	\$80.00/hr
Clerical Administration I	\$75.00/hr

Forensic Engineering – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

Emergency and Holidays – Minimum charge of two hours will be billed at 1.75 times the normal rate.

Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

Travel Expenses – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost

Invoices, Late Charges. - All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within thirty (30) days from the date of the invoice. Client agrees to pay a monthly late charge equal to one percent (1%) per month of the outstanding balance until paid in full.



Water Quality Specialists

May 22nd, 2023

**Pauma Valley Community Services District
33129 Cole Grade Road
Pauma Valley, CA 92061**

Re: Proposal for the operation and preventive maintenance of the Pauma Valley Community Services District Wastewater Treatment Plant.

Water Quality Specialists proposes to provide operations personnel necessary for the operation and preventive maintenance of the Pauma Valley Community Services District Wastewater Treatment Plant. A California State Certified Operator, Grade-III or higher, will oversee the operations of the WWTP, as the Chief Plant Operator. A California State Certified Operator, Grade-II or higher will be assigned as the Operator of the WWTP Monday through Friday. A California State Certified OIT-II will be assigned to monitor and cleanup the WWTP Saturday and Sunday. This project will be covered under our two-million-dollar general liability policy.

This contract shall be valid based on the following terms and conditions:

1. Water Quality Specialists will operate, perform preventive maintenance, and perform required sampling of the Wastewater Treatment Plant per the Operation and Maintenance Manual. Preventive maintenance includes labor for the following items:
 - i. Oiling and greasing of equipment
 - ii. Replacing air filters
 - iii. Replacing belts
 - iv. Testing floats
 - v. Amp draws
2. Water Quality Specialists will perform all sampling and reporting for the WWTP.
3. Water Quality Specialists will visit the wastewater treatment plant seven (7) times per week for operation duties.
4. Water Quality Specialists will visit the wastewater treatment plant one (1) time per month for preventative maintenance duties.
5. Water Quality Specialists will complete all required reports and submit, on time, to the appropriate governing agencies. A copy of all reports will be kept at our office and will also be provided to Pauma Valley Community Services District.



Water Quality Specialists

6. Pauma Valley Community Services District will be responsible for all costs associated with laboratory sampling.
7. Pauma Valley Community Services District will be responsible for all costs associated with preventive maintenance materials and supplies.
8. Pauma Valley Community Services District will be responsible for all costs associated with sludge pumping.
9. Water Quality Specialists will provide twenty-four (24) hour emergency response. Emergencies requiring a physical response will be billed at the rate of \$125.00 per hour.
10. Water Quality Specialists will report any changes in the plant status: repairs to equipment, equipment failures, etc., to Pauma Valley Community Services District immediately.
11. Pauma Valley Community Services District will be responsible for all costs associated with repairs or replacement of motors, blowers, communication equipment, chemicals, electricity, electrical controls, etc.
12. Pauma Valley Community Services District will be responsible for all sewer line maintenance.
13. Water Quality Specialists shall not be held liable for any fines levied against the above-mentioned Wastewater Treatment Plant involving operations and maintenance, beyond the control of the Water Quality Specialists Operator.

For the above-mentioned scope of work, the monthly fee will be \$8,680.00 which will be invoiced on the 1st of each month for services provided the month prior.

A signature and date below, of a legal representative of Pauma Valley Community Services District, constitutes the acceptance of this proposal. This contract will be valid for a one (1) year period.

Cameron Coombs

**Cameron Coombs
Water Quality Specialists**

For: Pauma Valley Community Services District



Water Quality Specialists

July 1st, 2023

**Pauma Valley Community Services District
33129 Cole Grade Road
Pauma Valley, CA 92061**

Re: Proposal for the operation and preventive maintenance of the Pauma Valley Community Services District Wastewater Treatment Plant.

Water Quality Specialists proposes to provide operations personnel necessary for the operation and preventive maintenance of the Pauma Valley Community Services District Wastewater Treatment Plant. A California State Certified Operator, Grade-III or higher, will oversee the operations of the WWTP, as the Chief Plant Operator. A California State Certified Operator, Grade-II or higher will be assigned as the Operator of the WWTP. This project will be covered under our two-million-dollar general liability policy.

This contract shall be valid based on the following terms and conditions:

1. Water Quality Specialists will operate, perform preventive maintenance, and perform required sampling of the Wastewater Treatment Plant per the Operation and Maintenance Manual. Preventive maintenance includes labor for the following items:
 - i. Oiling and greasing of equipment
 - ii. Replacing air filters
 - iii. Replacing belts
 - iv. Testing floats
 - v. Amp draws
2. Water Quality Specialists will perform all sampling and reporting for the WWTP.
3. Water Quality Specialists will visit the wastewater treatment plant five (5) times per week for operation duties.
4. Water Quality Specialists will visit the wastewater treatment plant one (1) time per month for preventative maintenance duties.
5. Water Quality Specialists will provide services at the lift stations upon request from Pauma Valley Community Services District at the rate of \$125.00 per hour.
6. Water Quality Specialists will complete all required reports and submit, on time, to the appropriate governing agencies. A copy of all reports will be kept at our office and will also be provided to Pauma Valley Community Services District.



Water Quality Specialists

7. Pauma Valley Community Services District will be responsible for all costs associated with laboratory sampling.
8. Pauma Valley Community Services District will be responsible for all costs associated with preventive maintenance materials and supplies.
9. Pauma Valley Community Services District will be responsible for all costs associated with sludge pumping.
10. Water Quality Specialists will provide twenty-four (24) hour emergency response. Emergencies requiring a physical response will be billed at the rate of \$125.00 per hour.
11. Water Quality Specialists will report any changes in the plant status: repairs to equipment, equipment failures, etc., to Pauma Valley Community Services District immediately.
12. Pauma Valley Community Services District will be responsible for all costs associated with repairs or replacement of motors, blowers, communication equipment, chemicals, electricity, electrical controls, etc.
13. Pauma Valley Community Services District will be responsible for all sewer line maintenance.
14. Water Quality Specialists shall not be held liable for any fines levied against the above-mentioned Wastewater Treatment Plant involving operations and maintenance, beyond the control of the Water Quality Specialists Operator.

For the above-mentioned scope of work, the monthly fee will be \$6,350.00 which will be invoiced on the 1st of each month for services provided the month prior.

A signature and date below, of a legal representative of Pauma Valley Community Services District, constitutes the acceptance of this proposal. This contract will be valid for a two (2) year period.

Cameron Coombs

Cameron Coombs
Water Quality Specialists

For: Pauma Valley Community Services District

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: **18**

Date: June 26th, 2023

From: General Manager Eric Steinlicht

Issue: **Authorization to Engage Carollo Engineers for As-Needed Sanitation Consulting and Engineering Professional Services**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to contract with Carollo Engineers for as-needed professional engineering services.
2. Discuss and take other action as appropriate.

BACKGROUND

The Pauma Valley Community Services District (PVCSD) has historically not retained a professional engineering consulting firm on an as needed basis for a variety of critical projects as it relates to sanitation. Public wastewater collection and treatment, in addition to infrastructure rehabilitation and replacement projects, are very complex processes that require professional engineering support.

DISCUSSION

Due to the termination of the Administrative Agreement with RPMWC and the restructuring that has currently been implemented, staff support for compliance lab testing and reporting has now become critically important to support administrative function and compliance oversight. With the potential addition of Water Quality Specialists, engaging with a highly capable and professional engineering consulting firm such as Carollo Engineers can allow the District to transition of wastewater treatment plant contract operators.

In addition to ensuring this transition is cohesive, Carollo Engineers can correctly assess the complex issues we are currently dealing with at the wastewater treatment plant such as sludge expansion. Within the Carollo Engineers proposal, Mr. Justin O'Bryan (Grade V Operator and Engineer) has recommended that we begin the collection of data on wastewater flows within the treatment plant with rented probes to assess the biological processes. Doing so can potentially allow for a more cost-effective and efficient treatment process. It can also lead to long-term operational improvement by understanding more effectively what exactly is affecting the biology within the wastewater treatment plant.

Best practices in wastewater treatment and infrastructure improvement projects require professional engineering expertise to assist PVCSD with the daily wastewater treatment plant operations. Implementing this best practice will help guide staff with compliance, efficiency, and cost issues which will place the District in a much stronger position.

FISCAL IMPACT

The fiscal impact is estimated to be \$25,000 and is accounted for in the new fiscal year 2024 proposed budget.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

1. Authorize the General Manager to contract with Carollo Engineers for as-needed professional engineering services.
2. Discuss and take other action as appropriate.

Attachments

1. Carollo Engineers Proposal for as needed Engineering Support and Consulting

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht



June 15, 2023

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

Subject: Owner's Advisors Scope and Fee

Dear Eric Steinlicht:

Per our conversations, please accept this scope and fee for Owner's Advisors services for the advising of plant operations, conducting water quality analyses, production of procedural documentation, and advising on operational improvements. Carollo Engineers, Inc. will work cooperatively with contract operator on-site and collaborate when necessary on plant operations and improvements.

Facility Description

The Facility is located at 33129 Cole Grade Road, Pauma Valley, California, within the Pauma Hydrologic Sub-Area of the larger San Luis Rey Hydrologic Unit, directly adjacent to the San Luis Rey River. The Facility's wastewater treatment system consists of an Aero-Mod Sequox package treatment plant operating with two parallel domestic wastewater treatment trains, and with a design maximum flow of 175,000 gpd. However, the maximum five-year average effluent flowrate is around 60,000 gpd, and in current years, closer to 45,000 gpd. The Aero-Mod Sequox process is designed as a low maintenance, nutrient removal activated sludge system with clarifiers, and aerobic digesters for sludge handling. Three lift stations convey the influent flow from the collection systems, and the administration office to the Facility. There is no preliminary or primary treatment at this Facility. The Discharge from the Facility is land applied on-site to one of four percolation ponds. Currently, a Contract Operator serves as Chief Plant Operator (CPO) and daily operations of the Facility are jointly shared by the Contract Operator and PVCSD staff.

Task 1 – Project Management

Task 1 Carollo Responsibilities

This task serves as the internal review and communication between Carollo staff, monitoring budget and preparing monthly progress reports, and setting up equipment purchase order. Discussions about project progress and best paths forward for PVCSD will fall under this task. This task is not budgeted for conference calls between multiple Carollo staff and PVCSD management.

Task 1 PVCSD Responsibilities

No responsibilities

Task 2 – Kickoff meeting with PVCSD Staff and Board

Task 2 Carollo Responsibilities

Page 2

This task serves for Carollo staff to conduct an initial meeting with the stakeholders at PVCSD, Board members and PVCSD management staff, to detail out the Owner's Advisor role over the duration of the contract. Carollo in that meeting will discuss the approach and plan for plant water quality investigations and developing a more comprehensive control strategy.

Task 2 PVCSD Responsibilities

Provide emails of Board members or forward meeting invite to Board members to notify of the meeting. Provide conference room with monitor or screen to display PowerPoint presentation.

Task 3 – Wastewater Characterization Investigations

Task 3 Carollo Responsibilities

This task is for the planning and implementing of a wastewater characterization study, aimed at investigating the influent and effluent BOD₅, TSS, and TN, the MLSS of the stage 1 aeration basin, and the solids throughout the rest of the system. A handheld sensor will be rented for instantaneous analyses of TSS of the MLSS, first and second stage aeration basins, selector zone, RAS channel, and aerobic digester. A dissolved oxygen sensor will also be used on the 2 days that these sampling events will occur to evaluate loading and oxygen demand in the first stage aeration. Budget allows for 2 days of this level of investigation, which includes planning, on-site implementation, data analysis, and the production of final deliverable. Carollo will communicate with the contract lab in order to receive the proper preserved and unpreserved sample bottles and chain-of-custody, as well as schedule a courier to pick samples up after the completion of sampling. Carollo will arrange for the ordering of rental equipment for the monitoring of TSS and the return shipping. Carollo can also provide ice for preparing samples for shipment if necessary. Carollo will be tasked with setting up a purchase order and paying for equipment rentals. Ice or other PPE used by Carollo staff will be paid for by Carollo and expensed to the PVCSD.

Task 3 PVCSD Responsibilities

PVCSD operation staff to be made available for aid in sampling during on-site investigation, access to lift station, and providing the DO sensor and manual. PVCSD operation staff to be made available for grabbing MLSS samples 1-3 times per month for ongoing SRT control and once lab results are distributed by contract lab, to share TSS results with Carollo. Be there to receive shipments from contract lab and equipment rental vendor, for cooler with sample bottles and TSS sensor respectively. Contract Lab costs will be paid for by PVCSD.

Task 4 – Planned Facility Visits

Task 4 Carollo Responsibilities

This task is for planned visits to the Facility to check in with PVCSD management and staff, as well as contract operator, to discuss progress in increased operational control, as well as do a walkthrough of the facility and have a meeting with management. In addition, if necessary, samples can be taken and handheld sensor equipment can be conducted on these visits if these activities will not exceed 3 hrs. Maximum time on-site will be 3 hrs. A total of 4 planned visits will be scheduled for the first calendar year.

Task 4 PVCSD Responsibilities

Page 3

For PVCSD management and operational staff to be available for meetings and a facility walkthrough. Also for the use of the DO sensor when needed.

Task 5 – Writing SOPs and Control Strategies

Task 5 Carollo Responsibilities

Based on the results of the Wastewater Characterization Investigation(s), an SOP and control strategy for SRT control will be developed. If time and budget allows, another SOP can be developed for DO monitoring and blower control.

Task 5 PVCSD Responsibilities

Have PVCSD operational staff and contract operator staff available for feedback.

Task 6 – Developing Control Spreadsheets

Task 6 Carollo Responsibilities

This task serves for the development of an Excel spreadsheet that will maintain a historical dataset from the Facility, capture the data from the wastewater characterization investigations, and capture ongoing measurements from the TSS Sensor or MLSS grab samples in order to develop and input/output calculator to give direction as to wasting rate changes. PVCSD staff to provide history dataset in excel format. Several graphs and trends will be developed based on historical dataset. This will be a shared document that can be updated by Carollo and PVCSD management and staff via a shared Google Drive.

Task 6 PVCSD Responsibilities

Have PVCSD operational staff and contract operator staff available for feedback.

Provided time and budget allows, additional tasks can be discussed. During the duration of the contract, PVCSD management will be made aware of all upcoming scheduled tasks and given progress of those tasks when pertinent. Carollo will not bring any equipment or chemicals to the Facility other than equipment and supplies needed for wastewater investigations and planned visits sampling (Handheld TSS sensor, cooler with sample bottles, ice, and PPE).

Fee:

Billing for this contract is based on Carollo's current hourly rate for labor and expenses incurred for equipment rentals, travel, and field supplies during the hours worked. No more than \$25,000 can or will be charged to PVCSD without written consent by the PVCSD General Manager. Hourly Labor fees are subject to change come beginning of Carollo's FY24 due to annual salary adjustments. Table 1 below details labor, equipment, travel, and supply costs for the first 12 months after the Notice to Proceed (NTP).

Table 1 '23-'24 Annual Costs

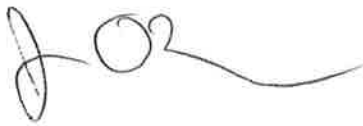
TASK NO.	TASK DESCRIPTION	LABOR COSTS	EQUIPMENT COSTS	TRAVEL COSTS	PROJECT SUPPLIES	TOTAL
1	Owner's Advisors - As-Needed	\$ 23,390.00	\$ 850.15	\$ 412.65	\$ 120.00	\$ 24,773
Total						\$ 24,773

Schedule:

Tasks stated above will be scheduled and completed within the 12-month period after receiving the NTP from the General Manager.

Sincerely,
CAROLLO ENGINEERS, INC.

Justin O'Brien
Environmental Professional



Author Initials:jo

Enclosures: List Enclosures

cc: Jeff Weishaar, Ben Armel

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: 23

Date: June 26th, 2023

From: General Manager, Eric Steinlicht

Issue: General Manager's Report

Background

I became the General Manager of the Pauma Valley Community Services District (PVCSD) approximately seven months ago on January 3rd, 2023. While there have been significant challenges, disruptions, misinformation spread throughout the community, and limited administrative staff support with an overwhelming workload, progress continues.

Discussion

Throughout this time, circumstances have been less than ideal and extremely challenging. My resolve has been tested time and time again, yet I remain confident in achieving the goals and mission of the District. I'd like to express my most sincere gratitude to the Pauma Valley Community Services District Board of Directors and staff for steadfast support throughout this challenging time, in addition to community residents who have taken the time to provide history and feedback for improvement. With the challenges faced, vast workload, reduced staff, and several issues that have been left unresolved passed on to our team to fix, I say again with confidence that we will achieve the mission and remedy these issues.

The Pauma Valley Community is located within a beautiful area and I am privileged to be part of this District. I encourage the community to visit the PVCSD office at any time to speak with me or call the office with any issue or feedback you feel necessary for the District to address. Today, there has been a detailed plan set forth regarding the budget and fiscal plan for the District. I am proud of this budget plan, the team that contributed, and all the work that went into creating our fiscal path forward. This budget plan is the first step to an even greater vision for the future that will tie directly into long-term financial and strategic planning. It will include research on rate adjustments ultimately putting the District in a healthier fiscal position, whereas the strategic plan will comprehensively define where the District is, and where the District is headed based upon the PVCSD Board of Directors directives.

Finally, I'll add that I am incredibly proud of the PVCSD team for providing the community with outstanding services. Patrol and Gates have maintained their services and conducted themselves professionally. Our Utility team has been faced with challenges amid this organizational restructuring yet continues to maintain critical infrastructure with no major lapses in service. Our team is providing the community with exceptional service, and with all components of success that I have proposed, those services will only improve.

Accomplishments

- ✓ Utilized technology as a resource – gathers a proposal to bring automation to SCADA for critical Wastewater Treatment Plant Operations.
- ✓ Positively communicated with all residents, staff, and Board Members and working towards expanding that communication with a potential newsletter to the community.
- ✓ Continually participate in the Upper San Luis Rey Sustainable Groundwater Management (SGMA) Joint Powers Agreement (JPA) meeting as a Board Director and authorized representative of the PVCSD.
- ✓ Increased Sewer Rates that have not been incorporated since 2021 that are vital to sustaining services.
- ✓ Researched multiple vendors for the solar project, strategic planning, financial planning, wastewater treatment plant operations, and wastewater collections operations.
- ✓ Developed a prioritization schedule for myself and the community to understand the workload and levels of priority.
- ✓ Updated and continually improved the format of PVCSD board related documents.
- ✓ Preemptively incorporated cross-training of all administrative staff to ensure coverage of duties, resulting in an invaluable effort to sustain operations due to the reorganization of the PVCSD and RPMWC.
- ✓ Maintain critical services during major organizational changes resulting in less staff and a significantly heavier workload.
- ✓ Continually endeavored to introduce myself to community members, local municipal General Manager’s, new contractors, and vendors.
- ✓ Performed massive cleaning in the Hot-Spot pipe segment that runs underneath the San Luis Rey River, ultimately minimizing District liability.
- ✓ Identified and corrected a major oversight by updating our current Sampling and Analysis Plan and meeting with the State Water Resources Control Board to correct the oversight in addition to reorienting operations in line with this plan thereby further reducing District liability.
- ✓ Continually researched training and advancement for the General Manager to bring additional value to the District.
- ✓ Directed and worked with a new CPA and Mr. Jeff Armstrong to create an accurate financial plan that can sustain District Operations in addition to sustaining daily operations during this transitional period.
- ✓ Maintain positivity during a challenging and uncooperative time to ultimately serve the PVCSD community.

Challenges

The Challenge	What is our plan?
<ul style="list-style-type: none"> • <i>There is a Deficit in Patrol and Gates Operating Budget.</i> • <i>Employee Compensational Threat.</i> • <i>The District needs to rebuild reserves and cash flow.</i> 	<p>Create a long-term financial plan and cost that includes a cost-of-service analysis. The goal would be to not only cover expenses but begin to build reserves for the division of Gates and Patrol.</p>

<ul style="list-style-type: none"> • <i>The solar project was never completed, neither were the electric vehicle (EV) charging stations.</i> • <i>The solar project and EV charging stations are not up to code, the contractor abandoned the project, and there might be even additional issues with the build of the project.</i> 	<p>We are working with new contractors to obtain engineering plans that the District did not have, to allow a new contractor to propose a remedy. Additionally, we are researching funding options that will leave the District cash positive, or we might proceed with a Power Purchase Agreement to conclude the Solar Project at no cost with a small benefit. The EV charging stations need to be analyzed further for the viability of being a District revenue generator. Additionally, researching the cost associated to upgrade the capacity at the PVCSD office building to provide the power demand of all 7 EV stations.</p>
<ul style="list-style-type: none"> • <i>The PVCSD office building has some structural issues, electrical issues, and needs a new IT team as well as administrative assets.</i> • <i>There are pest control issues and the need for a new on call electrician as well as engineer.</i> 	<p>A long-term financial plan will build the reserves needed to maintain PVCSD critical assets. A new IT team has been scheduled to assess our infrastructure and enhance our security. We have received a quote for pest control and pending the approval of the new fiscal year budget, these issues will be corrected, additionally, new potential electricians have been contacted and Carollo has provided a proposal for engineering consultant services.</p>
<ul style="list-style-type: none"> • <i>A back-up inventory is needed in addition to a way to manage this inventory.</i> • <i>Utility needs a way to manage workflow, something that can keep tasks and duties accounted for.</i> 	<p>A Computerized Maintenance Management System (CMMS) will correct all these needs, in addition to purchasing spare parts for critical assets. Once a long-term financial plan is created, in addition to a Strategic Plan, we can budget for a practical and user-friendly CMMS that will allow the District to better manage the Utility Division assets and duties.</p>

<ul style="list-style-type: none"> • <i>The Wastewater Treatment Plant critically needs automation to prevent any major catastrophe and prevent unnecessary overtime.</i> • <i>Automating SCADA will allow for not only the new Plant Contract Operations manage/monitor operations, but control the equipment, why does SCADA not currently have this when this is its primary function?</i> 	<p>SCADA automation must be relocated to the Wastewater Treatment Plant with a new Antenna and computer system to allow for Automation. I've identified and immediately moved towards acquiring a proposal to incorporate this critical functionality. The timing of the organizational restructuring works in favor of this because SCADA will need to be separated amongst the organizations and in doing so, critical functionality will be provided in addition to potential cost savings by allowing operators to remotely monitor and activate Wastewater Treatment Plant equipment.</p>
<ul style="list-style-type: none"> • <i>Will the cost of organizational restructuring result in outrageous rate increases and decreased services?</i> • <i>There is misinformation circulating and the community needs to know the facts.</i> 	<p>The rate increases will not be outside normal parameters for a community and were mentioned in the Budget Presentation. Total rate increases will be approximately \$30 in the immediate future as it related to Patrol and Gates. Additionally, these increases are not solely sourced from the organizational restructuring. Services will in fact be enhanced, and progress towards this during transition is occurring now. Services will be improved, conflict will be reduced, and rates will not be affected in an exponential way. Reduced conflict will lead to speedier results and optimized services.</p>

- *The qualifications of the General Manager have been in question.*
- *The character of the General Manager has been in question.*
- *The status of operations has been in question.*

The PVCSD Board of Directors conducted a fair interview and unanimously agreed upon the results. The General Manager is, in fact, qualified for this position. The character of the General Manager is that of commitment to the community with the full intent of enhancing the quality of services provided to the community. Operations have been sustained without any major issues or catastrophe. The Wastewater Treatment Plant operations are compliant because of the General Manager's efforts more so than ever before and have been sustained throughout the General Manager's' time in the District. Major liability has been eliminated, processes and fiscal position are improving every day and with the Strategic and Long-Term Financial Plan, the roadway to success is laid out.

Commendations

- ✚ I commend the efforts of Marissa Fehling, Interim Office Manager, for taking on new tasks and roles comprised of 3 administrative staff positions, and still sustaining operations of the PVCSD during this transitional period.
- ✚ I commend the efforts of the Utility Supervisor and Security Supervisor in maintaining operations during this transitional period.

Attachments

1. General Manager's Prioritization Schedule

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: 23

Date: June 26th, 2023

From: General Manager, Eric Steinlicht

Issue: General Manager’s Report: Prioritization Schedule

Prioritization Schedule

Below is a table illustrating the General Manager’s current priorities categorized by criticality as it singularly relates to the Pauma Valley Community Services District (PVCSD). Prioritization items are to be amended, added, or eliminated at the discretion of the board.

High Priority Items

ITEM	STATUS
Employee Handbook Update (Remove Job Descriptions)	Working w/ Ad-Hoc Committee
Maintain Daily District Operations/Execute & Maintain Policy Adherence and Assist Board Members as Needed	Ongoing
Update and Renew Reporting Data as the LRO (Legally Responsible Official)	Ongoing
Perform Duties and Responsibilities as General Manager of RPMWC (Extensive)	Ongoing (Withdrawn?)
Identify Legal and Financial Implications of Restructuring for PVCSD and RPMWC	In Progress
Identify On-Call Engineering Firm	Awaiting Board Approval
Identify Contract Wastewater Treatment Operations, Acquire Proposals, Have Objective View on Operations	In Progress
Develop New Budget with Justification	In Progress
Prop 218 Rate Study/Gates/Patrol (Cost of Service Study)	In Progress
Execute Strategic Planning Session	In Progress
Salary Survey	In Progress
Update Employee Review Sheets	In Progress
Solar Project Completion (Extensive)	In Progress
Investigate And Implement Criteria for Restricting RFID/Gate Access When Major Threat Exists	In Progress
Review/Establish Emergency Contracted Assistance (WW Operators/Engineers/Ww Collection System Operators)	In Progress
Develop Critical Failure Contact Binder	In Progress
Create Long Term Financial Plan & Update Reserve Policy	In Progress
Update Job Descriptions as Needed	In Progress
Update PVCSD Employment Application	In Progress

Develop Criteria for Justification of Full Time Employee	In Progress
Ascertain Whether or Not PVCSD Is Providing Services to Residents Outside of The Sphere of Influence	In Progress
Weigh Options for Selling Teslas to Get Trucks with Lights to Put Patrol in Compliance	In Progress
Review Positions and Contract Operational Costs for Comparison	In Progress
Investigate a Third Option for Solar Project Completion	In Progress
Conduct many conference calls pertaining to the community misinformation, and organizational restructuring	In Progress
Use NBS to Collect Fees Via Tax Roll	Paused
Acquire Low Interest Loan/Line of Credit to Replenish Reserves and Working Capital for District Needs	Paused
Acquire proposal from Carollo for as needed oversight and from Water Quality Specialist, as well as other contractors if possible	Completed
Amend and Reformat Sampling and Analysis Plan, Contact SWRCB and Reassure Oversight is Corrected, and Relay New Instructions to Staff	Completed
Identify Solutions Via MOU for PVCSD to Satisfy Needs of Both PVCSD and RPMWC	Completed
Reach Out to a Firm Who Can Potentially Provide a Loan	Completed
Create New Sampling and Analysis Form Due to Oversight and Report to SWRCB to Show Transparency that Incorrect Sampling Method has Ended and Form Updated	Completed
Attend Event for Adan Ortega and Advocate for RPMWC, Network with Professionals to Assist RPMWC	Completed
Identify New Vendor for Wastewater Collections and Rehab Needs	Completed
Conduct Employee Reviews of Management	Completed
Incorporate Cross Training of Admin Staff	Completed
Move Venue for Board Meetings to The Country Club: Robert Trent Jones Room Indefinitely	Completed
Develop/Locate Financial Data to Supply to Board Members Fully Burdened Rates	Completed
Require New Employees to Drug Screen/Background Check, Figure Out Logistics for This to Occur	Completed
Create 23/24 Fiscal Year Budget	Completed
Become Board Representative for SGMA JPA	Completed
Reformat PVCSD Agenda & Board Letters/Reports	Completed
Create Calendar System for Admin, & All Other Divisions (Shifts/Deadlines/Overtime Tracking Etc.)	Completed
Realign Staff with Certain District Policy	Completed
Review Policy & Ask Legal as It Relates to RFID Access	Completed
Update 22/23 PVCSD Budget To Accurately Reflect Allocations (Overdrawn in Power/Legal Etc.) (Delegate Office Manager to Illustrate the Loss)	Completed

List Priorities for Board	Completed
Create Employee Assistance Program (EAP)	Completed
Ascertain Where PVCSD Board Meetings Take Place (Schedule out for the year)	Completed
Identify SGMA JPA As It Relates to PVCSD (Consult Literature/Lawyer/Staff)	Completed
Add "Reportable Action" To Agenda Post Closed Session	Completed
Acquire Gas Detector for Utility & Calibration Equipment/Calibration Assistance (Major Safety Item)	Completed
Automate Separation of Expenses for PVCSD And Rancho Pauma Mutual Water Company	Withdrawn
Post Open Position for New Utility Worker, Interview, Communicate, Verify Who Pays for Position	Withdrawn/Completed

Mid Priority Items

ITEM	STATUS
Investigate 15 Property Sewer Connection Purchase (find paperwork, speak with buyer, find out condition of main)	In Progress
Investigate easement at 32979 Temet, if an Easement was obtained, or not	In Progress
Complete General Manager Certification, Training Events, & Grant Writing Training	In Progress
Complete General Manager Certification as It Relates to Wastewater and Water Distribution/Treatment	In Progress
Implement CMMS To Capture Inventory and Ensure We Have Spare Parts Program Implemented for Pumps/SCADA/Misc. and Provide Work Order System for Utility so that All Tasks are Accounted for	In Progress
Ascertain how to Efficiently Back-up Former Employees Emails for Public Records Request Rather than Maintaining Pricey Subscription	In Progress
New Radio's for Patrol/Gates, Meeting w/ Mike Esparza and Security/Gates Supervisor	In Progress
Find New Gate System Preventative Maintenance and Repair Company	In Progress
Refund or Ascertain Next Step with Oak Tree Purchaser for New Homes (Paid for Sewer Connections in Advance, or so told)	In Progress
Create Injury and Illness Prevention Plan	In Progress
Investigate Potential for New Accounting Firm	In Progress
Major Website Revamp with Transparency/Compliance Updates (Extensive if Done in House/Costly if Outsourced)	In Progress
Allow PVCSD Residents to Pay Bills Via Website or Link/or Use NBS Tax Roll Collection	In Progress
Community Outreach, Introduce New Gm (Letter)	In Progress
Research And Investigate Outsourcing Gates and Patrol	In Progress

New Law Requires Update for SSMP (Step Process) - Read and Review SSMP (Become Familiar) Update as Needed	In Progress
Discuss W/ Board Cost of Living Adjustment to All Staff	In Progress
Discuss W/ Board & General Counsel Tasers for Security Patrol	In Progress
Expand Professional Network for the Benefit (Shared Resources) of the District (Local Municipal GMs)	In Progress
Meet With Current Contractors Providing Essential Services and Contractors Who Can Provide the Same Service for Less or Provide Additional Value to the District	In Progress
Public Outreach – Meet Residents	In progress
Collect All CSD Resident’s Emails	In Progress
Update PVCSD Policy’s W/ Legal (BB&K Or New Firm)	In Progress
Procure Grants For PVCSD	In Progress
Discuss With Board Building Depreciation and Electrical Lighting Issues	In Progress
Analyze Need for CHP Satellite Office and PVCSD Needs	Completed
Review Legislative Updates for PVCSD Board Members by Investigating Online, and Speaking with Lawyer and Staff	Completed
Quantify Data to Understand Costs as it Relates to Certain Activities/Tasks at Board Request	Completed
Speak With Scott Shinner Country Club GM about Communication When Utilizing PVCSD Utility Crew	Completed
Require Drug Screening and Background Check	Completed
Renew CWEA Grade II Collections Certification	Completed
Discuss W/ Legal, and Resident the Possibility for Oak Tree to Pull Out of PVCSD Patrol (Not Possible Without Board Approval, Special Tax)	Completed
Add Ab 557 As Action Item to CSD Agenda and Research with Board Letter (Understand Law and Legislation)	Completed
Communicate with Resident Needing to Temporarily Close Road for Crane Access to Property (Communicate with Roadway, Residents, and staff)	Completed
Meet With All Board Members Individually	Completed
Investigate Need for PVCSD To Remain in SGMA JPA	Completed
Assist With Junk in The Trunk Garage Sale Event	Completed

Low Priority Items

ITEM	STATUS
Investigate the new law for water conservation for residents wanting to know the rules for an HOA (Sukat Trail HOA President)	In Progress
Contact King Benefits Regarding Form Needed on File, and if Legal Needs to Be Consulted	In Progress
Fix Phone System Issues, and Upgrade System	In Progress

Provide Treatment Plant Tour to The PVCSD Board	In Progress
Look Into Welding/CWEA/Training Classes for Utility to Upkeep Certification	In Progress
Meet With Van Of El Rey Regarding New Laws for Maintaining Grease Interceptor	In Progress
Develop Policy with Board Regarding Access to Sewer System Access Points for Critical Needs, And Right of Access (Easement)	In Progress
Identify and Potentially Create a Policy for Public Records Request	In Progress
Meet with Former Board Member: Dick Nolan with Mike Esparza for Historical Information on District	In Progress
Read Through Most Recent Compliance Inspections	In Progress
Investigate Best Solution for Weed Abatement for PVCSD Easements/Assets/Access	In Progress
Learn More About Dudek and Reach Out for Potential Tour	Completed/Withdrawn
Work with Resident Who'd Like Manhole in Backyard to Blend in with Grass (Ordered and Installed Astroturf to Manhole)	Completed
Create Letter for Parking Permit, Discuss with Residents the Policy, (Ongoing, Residents Have Issue w/ Policy)	Completed
Meet With Tom Tran, Scada Technician for Training on The Software, and Request New Proposal Exclusively for PVCSD	Completed
Approve New Building Permit Post Fees and Permit Completion	Completed
Research and Review Potential for PVCSD Office Being a UPS Drop-Off Point	Completed
Participate In Multiple Webinars (Brown Act, Finance, Grant Writing Etc.)	Completed
Draft And Finalize New Sewer Service Permit Application	Completed
Ron Krohn Request to Have the Helipad Be Certified Via Caltrans as A Medivac Helipad, Send Letter to Confirm that is its Sole Use	Completed
Draft Letter to Provide Gate Attendant Pay Raise/New Hire/Reinforce District Policy	Completed
Draft Letters for New Hires/Promotions	Completed
Meet With CPA/Nigro & Nigro to Address Financial Situation Of PVCSD	Completed
Investigate Current Rent for Hangars Due from Country Club To PVCSD/Deal for Road Use for Treatment Plant	Completed
Relay Board Election Forms (LAFCO/Roadway/RPMWC)	Completed
Acquire Approval from RPMWC President For Including PVCSD Staff on Insurance for Vehicles in The Event of Emergencies	Completed
Sign Up for Alerts for Regulatory Bodies/Resources for GM/Special Districts	Completed
Check In with Aerosurf Internet for Slowness of Internet Speed at Guard Shack	Completed

Install SCADA Connectivity on Phone and GM Laptop	Completed
Create Grease Interceptor Inspection Form	Completed
Discuss With President Barry Willis LAFCO Incumbent on Next Board Meeting as Agenda Item	Completed
Alter Financial Reports to Expenses/Revenues	Completed
Review Current Percentage Split Costs For PVCSD/RPMWC Assets/Employees and How Organizational Relationship Works	Withdrawn

Prepared by: General Manager, Eric Steinlicht

Reviewed by: Interim Office Manager, Marissa Fehling

Approved by: General Manager, Eric Steinlicht