

Pauma Valley Community Services District
33129 Cole Grade Road * Pauma Valley, CA 92061
(760) 742-1909 * (760) 742-1588

NOTICE OF PUBLIC MEETING

DATE: Monday, June 28, 2021
TIME: OPEN Session - 10:00 a.m.
PLACE: 33129 Cole Grade Rd. Pauma Valley, CA 92061
<https://us02web.zoom.us/j/85695634959>
Phone: (669) 900-6833 Passcode: 856 9563 4959

AGENDA

1. Call to Order
2. Roll Call
3. Open for Public Comments
 - a. Anyone wishing to address any matter pertaining to District business may do so at this time. If a comment pertains to an item on the agenda the comment will be heard during that agenda item. The public comment period is limited to three (3) minutes per person.
4. Approval of Previous Minutes
 - a. Regular Meeting May 24, 2021
5. Financial Report
 - a. Review of BS, P&L as of 5/31/2021
 - b. Accounts Receivable
6. Security Report
 - a. Daily Activity Report
 - b. Gate Penalty Assessment Report
7. General Manager's Report
8. Open Public Hearing on 2021-22 Proposed Budget
 - a. Public comments
9. Close Public Hearing on 2021-22 Proposed Budget

10. Open Public Hearing on Sewer Rate Increase
 - a. Public comments
11. Close Public Hearing on Sewer Rate Increase
12. Open Public Hearing on Security and Gate Rate Increases
 - a. Public comments
13. Close Public Hearing on Security and Gate Rate Increases
14. Consider Adoption of FY 2021-22 Proposed Budget
15. Consider Approval of Resolution 105 for Sewer Rate Increases
16. Lease Agreement - Airport Hangar Lease for Solar System
 - a. The Board will consider the lease agreement with Pauma Valley Country Club for use of the club owned airplane hangar rooftop and electrical appurtenances for the installation of a solar system.
17. Employee Handbook
 - a. The Board will consider approving updates to the Employee Handbook
 - i. Creation of Senior Patrol Officer and Senior Gate Attendant positions.
 - ii. Recommended updates for Utility Worker II criteria and other general updates
18. Ordinance 55 Gate Access and Road Usage Within Pauma Valley Country Club Estates
 - a. Second Reading of Ordinance 55 - Gate Access and Road Usage Within Pauma Valley Country Club Estates
19. Other Business
 - a. Requested items for next or future agendas (Directors and Staff Only)
 - b. Board comments
20. Adjournment
 - a. Next Regular Meeting on July 26, 2021 at 10:00 a.m.

June 24, 2021

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

Held on May 24, 2021

Directors Present: Sam Logan, Michael Esparza, Bill Jacobs, Bill Schultz, and Jim Cipriano
Also Present: Residents Michael Martello, Charles Mathews, Ron Krohn, Laurie Kariya, General Manager Bobby Graziano, Office Manager Amber Watkins, Administrative Assistant Marissa Fehling

- 5.1 Call to Order: Regular Meeting was called to order at 10:01 a.m. by President Sam Logan.
- 5.2 Roll Call: Graziano took roll call.
- 5.3 Open for Public Comments: Jacobs acknowledged and thanked resident Ron Krohn for the letter received.
- 5.4 Update on Pauma Valley Roadway Association (PVRA) and Pauma Valley CSD Agreement:
 - a. Termination of Pauma Valley Roadway Association (PVRA) Agreement from 2009 -
 - i. The Board will consider terminating the Dec 2009 Agreement with Pauma Valley Roadway Association - Mathews suggested making the termination date of the agreement the same as the effective date of Ordinance 55. Jacobs informed that the termination date is set for May 24, 2021. Cipriano moved to approve the termination of the 2009 agreement with Pauma Valley Roadway Association, seconded by Logan and unanimously approved.
 - b. Ordinance 55 for Gate Access and Road Usage Within Pauma Valley Country Club Estates:
 - i. The Board will consider adopting Ordinance 55: Gate Access and Road Usage Within Pauma Valley Country Club Estates - Jacobs gave a brief clarification of Ordinance 55. Cipriano moved to adopt Ordinance 55, seconded by Logan and unanimously adopted. Cipriano noted that the PVCSD website will need some updates to reflect this change.
- 5.5 Approval of Previous Minutes:
 - a. Regular Meeting April 26, 2021 – Mathews made a correction to the wording to one of his statements in the minutes. Mathews suggested adding some of the CalPERS discussion to the minutes. Esparza made a motion to approve the Regular Meeting Minutes of April 26, 2021, with the changes requested herein, seconded by Jacobs and unanimously adopted.
- 5.6 Financial Report:
 - a. Review of BS, P&L as of 04/30/2021 - Cash Assets reflect \$1,233,738, Accounts Receivable of \$29,849 and Accounts Payable of \$17,524. Watkins informed that the P&L includes the 5 year Sewer System Management Plan update under engineering. Esparza clarified that the legal expense is \$17k over budget for the year, Logan confirmed. Cipriano motioned to adopt the financial report as presented, seconded by Logan, and unanimously adopted.

Cipriano informed that he has had several conversations with the auditors with regards to CalPERS exposure. Cipriano reminded that at the March 8, 2021 meeting the board agreed to gather and discuss this matter. Cipriano requested a five year projection to begin financial planning. Jacobs suggested a discussion among the board before amending the Reserve Policy to include a CalPERS unfunded liability component. Cipriano mentioned the idea of moving all new hires to something other than CalPERS. Mathews explained the cost impact current, past, and future employees have on CalPERS and mentioned that he believes all employees must be on CalPERS or none at all. Cipriano suggested that PVCSD have more transparency of their relationship with RPMWC on the website. Cipriano reminded that there are two agreements with RPMWC from 1988 and 2011 clearly stating that RPMWC agrees to reimburse for fully loaded employee costs and states that RPMWC was never invoiced from 2016-2019 for their portion of

the Unfunded Accrued Liability. Graziano explained that RPMWC did not historically reimburse for a portion of the UAL and that he and Logan identified the oversight in 2019 and addressed it. Cipriano inquired on whether PVCSD should discuss retro reimbursements for the oversighted years. Mathews explained that RPMWC and PVCSD mutually agreed on a lump payment and moved forward, RPMWC paid the agreed amount. Esparza suggested this was an administrative item and should be handled by Graziano and report back to the board.

b. Accounts Receivable – Presented for review.

5.7 Security Report:

a. Daily Activity Report - Graziano presented the Security Report. Upon a motion by Cipriano, seconded by Logan and unanimous vote, the Daily Activity Report was accepted and ordered filed.

b. Gate Penalty Assessment Report - Presented for review. Esparza inquired on the definition of the term Gate Runner vs Gate Damage. Watkins explained that the difference is contact with the gate equipment or not. Kariya inquired on whether landscapers have RFID tags on their vehicles. Jacobs informed that some do and explained the restrictions for those RFID tags.

5.8 General Manager's Report: Graziano presented the report. Cipriano inquired on how much PVCSD has paid out to BB&K for the Mediacom case; Graziano informed that Watkins will get him the cost. After Graziano explained the cost of personalized domain email addresses for the Board of Directors and staff, Esparza informed he was in favor of going forward with them due to the security level and professionalism. Graziano explained what staff currently uses for emails. Esparza suggested looking into ca.gov for government email options. Jacobs added he did not see any downside to this idea. Graziano informed staff would further investigate this and report back. Cipriano suggested incorporating roof repairs in the agreement for the solar panels. Graziano explained that getting a sign off by an engineer is part of the cost. Cipriano inquired on what the \$250k cost of solar would include. Mathews suggested learning more about Assembly Bill 1139; Graziano noted. Martello informed that AB 1139 is quite far from passing and there may be many changes to it prior to it passing. Graziano explained that time is not on our side and if we delay on this decision, it is only delaying the electrical cost savings and informed that he was not opposed to studying other factors at this point. Esparza moved to have Graziano obtain official bids for this project and report back, seconded by Cipriano and unanimously approved.

5.9 Resolution 104 – Pauma Valley Community Services District Salary Schedule for Fiscal Year 2021-2022:

a. The Board will consider for adoption Resolution 104 establishing the salary schedule for Fiscal Year 2021-2022 – Upon a motion made by Esparza, seconded by Cipriano and a unanimous vote Resolution 104 was adopted as presented.

5.10 Draft 2021-2022 Budget -

a. The Board will review the draft 2021-2022 budget presented by the General Manager - Graziano presented the proposed budget. Esparza inquired on the process for terminating RFID's when a resident moves out of the district; Fehling explained. Cipriano advised that the proposed budget should reflect the salary increases. Graziano stated it does. Jacobs further explained the salary budget. Graziano reported the issues with filling the vacant Gate Attendant positions given the high demand for workers, very few resumes are being received. Esparza expressed his thoughts on employee cost and raising the fees for sewer and security to help with the Unfunded Accrued Liability costs. Cipriano suggested increasing fees for all three cost centers. Mathews inquired as to what the board's intentions are with the revenue that would be generated if all cost centers are increased. Cipriano explained it would help fund capex projects, new patrol vehicles,

and gate enhancements. Esparza informed that by the next meeting they would outline where the cashflow will be applied and informed that the Unfunded Accrued Liability would be a priority. Esparza requested that Graziano show where the funds would be applied if an increase gets approved.

5.11 Other Business:

a. Requested items for next or future agendas (Directors and Staff Only)- Esparza asked that a plan be developed to reduce expenses and explore options for paying Unfunded Accrued Liability now vs using a debt service. Cipriano requested a discussion of the clean up of lease agreements with other entities. Esparza would like to further discuss the membership to CSDA on the budget and noted that a 20% discount is currently being offered on the membership costs.

b. Board comments- None

5.12 Adjournment:

a. Regular Meeting scheduled on June 28, 2021, at 10 a.m. - The next meeting date is scheduled for June 28, 2021, at 10:00 am. Upon a motion from Cipriano, second by Logan and unanimous vote, the meeting adjourned at 12:08 pm.

Marissa Fehling

Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of May 31, 2021

Accrual Basis

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	477
102 □ Checking	178,357
110 □ ResFunds/L.A.I.F.	1,070,037
Total Cash	1,248,871
111 □ LAIF Fair Market Value	2,921
Total Checking/Savings	1,251,791
Accounts Receivable	
120 □ Accounts Receivable	34,442
Total Accounts Receivable	34,442
Other Current Assets	
125 □ Due from RPMWC	30,159
140 □ Prepaid Insurance	34,544
140.6 □ PrePaid Wkrs Comp Ins	5,763
Total Other Current Assets	70,466
Total Current Assets	1,356,699
Fixed Assets	2,627,969
Other Assets	
196 □ Deferred Outflows of Resources	348,809
Total Other Assets	348,809
TOTAL ASSETS	4,333,477
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	22,667
Total Accounts Payable	22,667
Other Current Liabilities	
201.6 □ Pre-Paid Customer Fees	17,831
Total Other Current Liabilities	17,831
Total Current Liabilities	40,497
Long Term Liabilities	1,495,952
Total Liabilities	1,536,449
Equity	
460 □ Retained Earnings	2,687,259
Net Income	109,769
Total Equity	2,797,028
TOTAL LIABILITIES & EQUITY	4,333,477

PV COMMUNITY SERVICES DISTRICT
Profit & Loss Budget Performance

May 2021

	May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	36,543	36,543	401,972	401,972	438,515
661.5 Security Patrol Charges	44,829	44,829	493,120	493,120	537,949
662 Property Tax	14,074	1,250	109,445	100,750	102,000
662.1 Connection Fees	0		0	0	0
663 Interest	20	400	3,472	9,600	10,000
664 Other	1,043	2,117	15,493	23,283	25,400
665 Security Gate Charge	33,197	33,197	365,167	365,167	398,364
666.5 RFID Tags	1,000	458	9,100	5,042	5,500
667 Delinquent Charges	0	150	38	1,650	1,800
668 Vacant Lot/Sewer Availability	396	396	4,356	4,356	4,752
670 Reimbursement Revenue	0		1,625		
Total Income	131,102	119,340	1,403,788	1,404,940	1,524,280
Gross Profit	131,102	119,340	1,403,788	1,404,940	1,524,280
Expense					
Bad Debt Expense	0		0	0	0
Debt Service	0		0	0	0
Depreciation	10,123	10,123	111,356	111,355	121,478
Dwelling Live	675	683	7,427	7,517	8,200
Electrical Utilities	3,209	3,430	34,782	37,727	41,157
Equipment Rentals	0	42	473	458	500
Group Health Ins.	4,762	8,917	65,758	98,083	107,000
Liability Insurance	3,724	3,724	40,966	40,966	44,690
Miscellaneous Expense	111	550	8,893	6,050	6,600
Office Expense	3,417	2,100	24,473	23,100	25,200
Operator Contract Services	5,500	2,500	42,500	27,500	30,000
Payroll Taxes	3,686	4,349	45,851	53,651	58,000
PERS Retirement	3,322	4,275	100,950	114,746	119,021
Repairs & Maintenance	7,300	8,667	132,316	95,333	104,000
Salaries	45,990	46,500	508,687	573,500	620,000
Security Expense	1,133	1,463	7,872	16,088	17,550
Uniforms	276	433	2,572	4,767	5,200
Vehicles	2,679	2,408	25,024	26,492	28,900
Workers' Comp. Insurance	1,576	2,114	18,207	23,250	25,364
6560 Payroll Expenses	0		0	0	0
701 Drainage	0	833	8,979	9,167	10,000
712.1 State Maint. Fee	0		23,210	22,000	22,000
730 Water Tests & Analysis	522	683	7,236	7,517	8,200
815 Fees	590	242	2,590	2,658	2,900
816 Engineering	3,019	146	15,864	1,604	1,750
818 Schools & Meetings	617	575	6,180	6,325	6,900
819 Accounting	0	667	10,000	7,333	8,000
820 Legal	4,638	2,083	41,853	22,917	25,000
821.1 Security housing	0		0	0	0
821.2 SGMA Technical Study	0		0	50,000	50,000
921 Guard Houses /Roadway Lease	0		2	2	2
Total Expense	106,868	107,506	1,294,019	1,390,106	1,497,612
Net Ordinary Income	24,233	11,834	109,769	14,834	26,668
Other Income/Expense					
Other Income					
Gains (Losses) -Disposal Assets	0		0	0	0
Total Other Income	0		0	0	0
Net Other Income	0	0	0	0	0
Net Income	24,233	11,834	109,769	14,834	26,668

A/R Aging Summary

As of June 23, 2021

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-001	0.00	0.00	0.00	-2,107.00	0.00	-2,107.00
CSD-002	0.00	-1,733.23	0.00	0.00	0.00	-1,733.23
CSD-003	0.00	0.00	-1,422.00	0.00	0.00	-1,422.00
CSD-004	0.00	-400.00	-400.00	-360.00	0.00	-1,160.00
CSD-005	0.00	-867.00	0.00	0.00	0.00	-867.00
CSD-006	0.00	0.00	0.00	-821.00	0.00	-821.00
CSD-007	0.00	-578.00	-235.00	0.00	0.00	-813.00
CSD-008	0.00	-568.00	-169.00	0.00	0.00	-737.00
CSD-009	0.00	0.00	0.00	-672.00	0.00	-672.00
CSD-010	0.00	-602.00	0.00	0.00	0.00	-602.00
CSD-011	0.00	-578.00	0.00	0.00	0.00	-578.00
CSD-012	0.00	-578.00	0.00	0.00	0.00	-578.00
CSD-013	0.00	0.00	-240.00	0.00	-132.00	-372.00
CSD-014	0.00	-309.00	0.00	0.00	0.00	-309.00
CSD-015	-289.00	0.00	0.00	0.00	0.00	-289.00
CSD-016	-289.00	0.00	0.00	0.00	0.00	-289.00
CSD-017	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-018	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-019	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-020	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-021	-289.00	0.00	0.00	0.00	0.00	-289.00
CSD-022	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-023	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-024	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-025	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-026	0.00	-258.86	0.00	0.00	0.00	-258.86
CSD-027	0.00	-224.00	0.00	0.00	0.00	-224.00
CSD-028	0.00	-200.00	0.00	0.00	0.00	-200.00
CSD-029	0.00	-65.00	0.00	0.00	0.00	-65.00
CSD-030	0.00	-22.54	0.00	0.00	0.00	-22.54
CSD-031	0.00	-0.10	0.00	0.00	0.00	-0.10
CSD-032	0.00	0.00	0.00	0.00	0.00	0.00
CSD-033	10.00	0.00	0.00	0.00	0.00	10.00
CSD-034	12.00	0.00	0.00	0.00	0.00	12.00
CSD-035	25.00	0.00	0.00	0.00	0.00	25.00
CSD-036	25.00	0.00	0.00	0.00	0.00	25.00
CSD-037	0.00	25.00	0.00	0.00	0.00	25.00
CSD-038	25.00	0.00	0.00	0.00	0.00	25.00
CSD-039	88.00	0.00	0.00	0.00	0.00	88.00
CSD-040	0.00	0.00	100.00	0.00	0.00	100.00
CSD-041	0.00	0.00	0.00	0.00	100.00	100.00
CSD-042	200.00	0.00	0.00	0.00	0.00	200.00
CSD-043	200.00	0.00	0.00	0.00	0.00	200.00
CSD-044	200.00	0.00	0.00	0.00	0.00	200.00
CSD-045	200.00	0.00	0.00	0.00	0.00	200.00
CSD-046	200.00	0.00	0.00	0.00	0.00	200.00
CSD-047	200.00	0.00	0.00	0.00	0.00	200.00
CSD-048	200.00	0.00	0.00	0.00	0.00	200.00
CSD-049	200.00	0.00	0.00	0.00	0.00	200.00
CSD-050	200.00	0.00	0.00	0.00	0.00	200.00
CSD-051	201.00	0.00	0.00	0.00	0.00	201.00
CSD-052	201.00	0.00	0.00	0.00	0.00	201.00

A/R Aging Summary

As of June 23, 2021

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-053	201.00	0.00	0.00	0.00	0.00	201.00
CSD-054	201.00	0.00	0.00	0.00	0.00	201.00
CSD-055	201.00	0.00	0.00	0.00	0.00	201.00
CSD-056	224.00	0.00	0.00	0.00	0.00	224.00
CSD-057	278.99	0.00	0.00	0.00	0.00	278.99
CSD-058	288.00	0.00	0.00	0.00	0.00	288.00
CSD-059	289.00	0.00	0.00	0.00	0.00	289.00
CSD-060	289.00	0.00	0.00	0.00	0.00	289.00
CSD-061	289.00	0.00	0.00	0.00	0.00	289.00
CSD-062	289.00	0.00	0.00	0.00	0.00	289.00
CSD-063	289.00	0.00	0.00	0.00	0.00	289.00
CSD-064	289.00	0.00	0.00	0.00	0.00	289.00
CSD-065	289.00	0.00	0.00	0.00	0.00	289.00
CSD-066	289.00	0.00	0.00	0.00	0.00	289.00
CSD-067	289.00	0.00	0.00	0.00	0.00	289.00
CSD-068	289.00	0.00	0.00	0.00	0.00	289.00
CSD-069	289.00	0.00	0.00	0.00	0.00	289.00
CSD-070	289.00	0.00	0.00	0.00	0.00	289.00
CSD-071	289.00	0.00	0.00	0.00	0.00	289.00
CSD-072	289.00	0.00	0.00	0.00	0.00	289.00
CSD-073	289.00	0.00	0.00	0.00	0.00	289.00
CSD-074	289.00	0.00	0.00	0.00	0.00	289.00
CSD-075	289.00	0.00	0.00	0.00	0.00	289.00
CSD-076	289.00	0.00	0.00	0.00	0.00	289.00
CSD-077	289.00	0.00	0.00	0.00	0.00	289.00
CSD-078	289.00	0.00	0.00	0.00	0.00	289.00
CSD-079	289.00	0.00	0.00	0.00	0.00	289.00
CSD-080	289.00	0.00	0.00	0.00	0.00	289.00
CSD-081	289.00	0.00	0.00	0.00	0.00	289.00
CSD-082	289.00	0.00	0.00	0.00	0.00	289.00
CSD-083	289.00	0.00	0.00	0.00	0.00	289.00
CSD-084	289.00	0.00	0.00	0.00	0.00	289.00
CSD-085	289.00	0.00	0.00	0.00	0.00	289.00
CSD-086	289.00	0.00	0.00	0.00	0.00	289.00
CSD-087	289.00	0.00	0.00	0.00	0.00	289.00
CSD-088	289.00	0.00	0.00	0.00	0.00	289.00
CSD-089	289.00	0.00	0.00	0.00	0.00	289.00
CSD-090	289.00	0.00	0.00	0.00	0.00	289.00
CSD-091	289.00	0.00	0.00	0.00	0.00	289.00
CSD-092	289.00	0.00	0.00	0.00	0.00	289.00
CSD-093	289.00	0.00	0.00	0.00	0.00	289.00
CSD-094	289.00	0.00	0.00	0.00	0.00	289.00
CSD-095	289.00	0.00	0.00	0.00	0.00	289.00
CSD-096	289.00	0.00	0.00	0.00	0.00	289.00
CSD-097	289.00	0.00	0.00	0.00	0.00	289.00
CSD-098	289.00	0.00	0.00	0.00	0.00	289.00
CSD-099	289.00	0.00	0.00	0.00	0.00	289.00
CSD-100	289.00	0.00	0.00	0.00	0.00	289.00
CSD-101	289.00	0.00	0.00	0.00	0.00	289.00
CSD-102	289.00	0.00	0.00	0.00	0.00	289.00
CSD-103	289.00	0.00	0.00	0.00	0.00	289.00
CSD-104	289.00	0.00	0.00	0.00	0.00	289.00

A/R Aging Summary

As of June 23, 2021

	Current	1 - 60	61 - 120	121 - 180	> 180	TOTAL
CSD-105	289.00	0.00	0.00	0.00	0.00	289.00
CSD-106	289.00	0.00	0.00	0.00	0.00	289.00
CSD-107	289.00	0.00	0.00	0.00	0.00	289.00
CSD-108	289.00	0.00	0.00	0.00	0.00	289.00
CSD-109	289.00	0.00	0.00	0.00	0.00	289.00
CSD-110	289.00	0.00	0.00	0.00	0.00	289.00
CSD-111	289.00	0.00	0.00	0.00	0.00	289.00
CSD-112	289.00	0.00	0.00	0.00	0.00	289.00
CSD-113	289.00	0.00	0.00	0.00	0.00	289.00
CSD-114	289.00	0.00	0.00	0.00	0.00	289.00
CSD-115	289.00	0.00	0.00	0.00	0.00	289.00
CSD-116	289.00	0.00	0.00	0.00	0.00	289.00
CSD-117	289.00	0.00	0.00	0.00	0.00	289.00
CSD-118	289.00	0.00	0.00	0.00	0.00	289.00
CSD-119	289.00	0.00	0.00	0.00	0.00	289.00
CSD-120	289.00	0.00	0.00	0.00	0.00	289.00
CSD-121	289.00	0.00	0.00	0.00	0.00	289.00
CSD-122	289.00	0.00	0.00	0.00	0.00	289.00
CSD-123	289.00	0.00	0.00	0.00	0.00	289.00
CSD-124	289.00	0.00	0.00	0.00	0.00	289.00
CSD-125	289.00	0.00	0.00	0.00	0.00	289.00
CSD-126	289.00	0.00	0.00	0.00	0.00	289.00
CSD-127	289.00	0.00	0.00	0.00	0.00	289.00
CSD-128	289.00	0.00	0.00	0.00	0.00	289.00
CSD-129	289.00	0.00	0.00	0.00	0.00	289.00
CSD-130	289.00	0.00	0.00	0.00	0.00	289.00
CSD-131	289.00	0.00	0.00	0.00	0.00	289.00
CSD-132	289.00	0.00	0.00	0.00	0.00	289.00
CSD-133	289.00	9.00	0.00	0.00	0.00	298.00
CSD-134	0.00	0.00	0.00	0.00	300.00	300.00
CSD-135	0.00	0.00	0.00	0.00	300.00	300.00
CSD-136	0.00	0.00	0.00	0.00	300.00	300.00
CSD-137	0.00	0.00	0.00	0.00	300.72	300.72
CSD-138	301.00	0.00	0.00	0.00	0.00	301.00
CSD-139	301.00	0.00	0.00	0.00	0.00	301.00
CSD-140	289.00	25.00	0.00	0.00	0.00	314.00
CSD-141	314.00	0.00	0.00	0.00	0.00	314.00
CSD-142	314.00	0.00	0.00	0.00	0.00	314.00
CSD-143	325.00	0.00	0.00	0.00	0.00	325.00
CSD-144	289.00	50.00	0.00	0.00	0.00	339.00
CSD-145	289.00	289.00	0.00	0.00	0.00	578.00
CSD-146	289.00	289.00	0.00	0.00	0.00	578.00
CSD-147	289.00	289.00	0.00	0.00	0.00	578.00
CSD-148	289.00	289.00	0.00	0.00	0.00	578.00
CSD-149	289.00	289.00	0.00	0.00	0.00	578.00
CSD-150	289.00	289.00	0.00	0.00	0.00	578.00
CSD-151	200.00	400.00	0.00	0.00	0.00	600.00
CSD-152	289.00	578.00	0.00	0.00	0.00	867.00
CSD-153	289.00	578.00	41.00	0.00	0.00	908.00
CSD-154	952.00	0.00	0.00	0.00	0.00	952.00
CSD-155	112.00	224.00	224.00	224.00	336.07	1,120.07
CSD-156	200.00	400.00	400.00	200.00	0.00	1,200.00

A/R Aging Summary

As of June 23, 2021

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-157	200.00	400.00	400.00	200.00	0.00	1,200.00
CSD-158	200.00	400.00	400.00	400.00	599.99	1,999.99
CSD-159	289.00	578.00	578.00	578.00	866.99	2,889.99
CSD-160	289.00	578.00	578.00	578.00	867.00	2,890.00
TOTAL	<u>31,475.99</u>	<u>-3,316.73</u>	<u>255.00</u>	<u>-1,780.00</u>	<u>3,838.77</u>	<u>30,473.03</u>

Currently Monitoring

Recommend for Tax Rolls

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

May 15 2021 – June 15 2021

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
Officer Todd Albert	1L2	Patrolman / Department Supervisor
Officer Nick Florez	1L3	Patrolman
Officer Bryan Chau	1L4	Patrolman
Officer German Colin	1L5	Patrolman / Gate Attendant
Officer Preston Torres	1L6	Patrolman
Matthew Carson	C1	Gate Supervisor
Dale Easter	C1	Gate Attendant
Hector Figueroa	C1	Gate Attendant
Kenneth Thielke	C1	Gate Attendant
Gerardo Gonzalez	C1	Gate Attendant
Samuel Larimore	C1	Gate Attendant

Vehicle Maintenance Report

This vehicle maintenance report covers the time period from May 15th to June 15th of 2021. All Units were serviced this month. Here is the information on the mileage and maintenance of the specific units.

- **Unit 1 (112,535)** - Unit 1 was taken to Serratos to replace headlight connector, cylinder coil, spark plugs and resurface rotors. Other than these repairs Unit 1 passed its vehicle inspection.
- **Unit 2 (104,666)** - Unit 2 was taken to Serratos to replace headlight. Other than this repair, Unit 2 passed its vehicle inspection.
- **Unit 3 (94,146)** - Unit 3 was taken to Serratos to replace brake pads and rotors; then passed its vehicle inspection.

Preston Torres, Vehicle Maintenance Officer

Gate Report

Corona-Virus literature remains posted at the Front Gate. 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. Since April, CSD Security has lost three gate attendants. All three have been replaced. Gate Attendants Gonzalez, Figueroa, and Larimore are progressing and moving through probationary periods nicely. We also have an additional temporary gate attendant in place to help cover upcoming paternity leaves. Front Gate resident side barrier arm had sensors replaced and is operating normally. All other gate equipment and systems

are operating normally. Regarding the issues with service people and gardeners, we have added a “Landscaper” and “Contractor” pass option on DwellingLive. These passes will have the weekend service person time restrictions built in. Patrol will be actively watching and listening for any service or landscaper noise violations during the restricted hours as well. Gate Attendants will work on switching over known landscapers and gardeners to these new passes. The importance of consistently verifying all unknown guest that come into the Country Club and neighborhood remains a top priority and is weekly reiterated to gate attendants. This policy includes checking all new guest Driver’s licenses and verifying through our guest list and DwellingLive systems that visitors and service people are expected and should be granted access. This includes prospective employees for the Country Club.

Matthew Carson, Gate Supervisor

HIGHLIGHTS

- **May 15th 2021 at 1043 – Alarm.** Officer Florez responded to an alarm at the Community Church. Officer Florez did a building check and saw nothing unusual or tampered with.
- **May 15th 2021 at 1221 – Alarm.** Officer Florez responded to a second alarm at the Community Church. Officer Florez did a building check and saw nothing unusual or tampered with. Officer Florez also did a check on Saint Francis Church but was unable to find the cause of the alarm.
- **May 16th 2021 at 0810 – Suspicious Activity.** During routine patrol, Officer Colin noticed a resident at Serrato’s Automotive cleaning a vehicle that did not belong to them. The resident stated that the vehicle belonged to their friend but due to the resident’s past history, Serratos was contacted and the information was verified as accurate.
- **May 16th 2021 at 1907 – Resident Concern.** Officer Florez responded to a call on Luiseno Circle Drive for a guest possibly let in without permission. Control One confirmed the guest was allowed in but received no response when attempting to call the resident back.
- **May 16th 2021 at 2303 – Medical.** Officer Colin responded to CalFire and Sheriffs entering through the Front Gate for unknown reason. Officer Colin followed them to Luiseno Circle Drive where one individual was transported for attempted suicide.
- **May 16th 2021 at 2350 – Resident Concern.** Officer Colin responded to a call on Sukat Court for a resident being harassed by their neighbors. The resident did not request patrol, Officer Colin patrolled the area and nothing out of the ordinary was present.
- **May 17th 2021 at 0042 – Other.** Officer Colin responded to Medics contacting Control One for a patrol escort to the address on Luiseno Circle Drive which they were previously called to. Medics had forgotten a tablet when responding to the call. Medics successfully retrieved the tablet with no complications.
- **May 18th 2021 at 1953 – Lift Assist.** Officer Torres responded to a lift assist on Wiskon Way East. The resident had slipped off the couch and was unable to get up. Officer Torres successfully lifted the resident. No injuries or medical attention was required.

- **May 19th 2021 at 0300 – Notice Of Violation.** Officer Albert issued an NOV on Atosana Drive for a vehicle parked overnight with no pass displayed.
- **May 20th 2021 at 1342 – Resident Concern.** Officer Chau responded to a call on Womsi Road for possible attempted break in. Window screens had dents from either an object hitting them or from being pried off. Officer Chau informed the resident if she would like to take things further, that the Sheriffs will have to be called. The resident declined and stated she will just be adding a camera system for future incidents.
- **May 20th 2021 at 1427 – Welfare Check.** Officer Chau responded to a call for a welfare check on Luiseno Circle Drive. Officer Chau escorted a Child Welfare Service Agent to the address and back out the community with no complications.
- **May 20th 2021 at 1817 – Lift Assist.** Officer Torres responded to a lift assist on Taspas Court. The resident had slipped out of bed and was unable to get up. Officer Torres successfully lifted the resident into a chair. No injuries or medical attention was required.
- **May 20th 2021 at 2155 – Jump Start.** Officer Torres responded to a jump start call on Pauma Valley Drive. Officer Torres successfully jump started the vehicle.
- **May 21st 2021 at 1625 – Lift Assist.** Officer Chau responded to a lift assist on Taspas Court. The resident had slipped out of bed and was unable to get up. Officer Chau successfully lifted the resident into a chair. No injuries or medical attention was required.
- **May 22nd 2021 at 1029 – Resident Concern.** Officer Florez responded to a call on Cahuka Court for a semi-truck parked in front of the resident's house. Upon arrival, Officer Florez confirmed the truck was parked on Pauma Valley Drive and was not blocking any driveways. The truck quickly loaded up fruit supplies and moved out of the way.
- **May 24th 2021 at 1108 – Welfare Check.** Officer Florez responded to a call for a welfare check on Luiseno Circle Drive. Officer Florez escorted the Child Welfare Service Agent to the address and back out the community with no complications.
- **May 24th 2021 at 2108 – Suspicious Activity.** Officer Albert responded to a call on Pauma Valley Drive for a suspicious individual walking near a resident's property. Officer Albert made contact with the individual who had gotten lost and needed directions back outside the community. The individual contacted a friend to pick him up.
- **May 25th 2021 at 0940 – Gate Crasher.** Officer Florez responded to a gate crasher through the Front Gate. The vehicle information was logged with Control One.
- **May 27th 2021 at 0720 – Medical.** Officer Albert responded to a medical call at the Country Club. An employee had possibly dislocated their ankle. Medics arrived and transported them to the hospital.
- **May 27th 2021 at 1917 – Resident Concern.** During routine patrol, Officer Chau was flagged down at Saint Francis Church by an employee and was informed the spotlights lighting up the cross outside the church have been recently vandalized and are now fixed. Officer Chau informed him we will thoroughly patrol around the church more often.

- **May 28th 2021 at 0645 – Alarm.** Officer Albert responded to a smoke alarm on Pauma Heights Road. The resident was not home, but gave Officer Albert the code to gain access into the house. Pauma Fire and Officer Albert cleared the house and reset the alarm after seeing no cause for the alarm.
- **May 28th 2021 at 1015 – Resident Concern.** Officer Chau responded to a call on Pauma Valley Drive for an abandoned bicycle near the Back Gate. Officer Chau drove through the community and around outside of the gates but did not see any abandoned bicycles.
- **May 28th 2021 at 1101 – Medical.** Officer Chau responded to a medical call on Pauma Valley Drive. The resident was not feeling well and had severe back pain. Medics arrived and transported to the hospital.
- **May 30th 2021 at 0801 – Public Assist.** Officer Florez responded to a call on Cahuka Court for a resident being locked out of their home. Control One contacted a locksmith who ended up cancelling on the resident. Officer Florez attempted to reach through a pet door and successfully unlocked the door.
- **June 1st 2021 at 2007 – Resident Concern.** Officer Torres responded to a call on Pauma Valley Drive for a possible break in. The resident stated they saw a light on from their bedroom when pulling into the driveway. Sheriffs were called on scene to clear the house but found nothing out of the ordinary.
- **June 3rd 2021 at 0818 – Resident Concern.** Officer Chau responded to a call on Taupa Way for a dead owl in the middle of the road. Control One informed the resident that patrol will dispose of the carcass.
- **June 3rd 2021 at 1551 – Lift Assist.** Officer Chau responded to a lift assist on Pauma Valley Drive. The resident slipped in the bathroom and the caretaker was unable to lift them back up. Officer Chau was also unable to lift the resident up and CalFire was called. CalFire successfully lifted the resident back into bed and checked vitals. The resident declined transportation to the hospital.
- **June 4th 2021 at 0519 – Medical.** Officer Torres responded to a medical call on Womsi Road. The resident was having severe chest pain. Medics arrived and transported the resident to the hospital.
- **June 4th 2021 at 0846 – Medical.** Officer Chau responded to a medical call on Womsi Road. The resident was having an allergic reaction to medication and felt their lungs starting to close. Medics arrived and transported the resident to the hospital.
- **June 4th 2021 at 1437 – Snake Call.** Officer Chau responded to a snake call on Wiskon Way West. The snake was injured and unable to move. Officer Chau successfully removed and relocated the snake.
- **June 5th 2021 at 0240 – Noise Complaint.** Officer Colin responded to a noise complaint on Womsi Road. The resident stated she was woken up due to people on the golf course. Officer Colin patrolled the area but was unable to locate anyone on the course.
- **June 5th 2021 at 1134 – Resident Concern.** During routine patrol, Officer Chau was flagged down at Saint Francis Church for an individual possibly sleeping in the parking lot. Officer Chau made contact with the individual who wanted to rest in the shade before resuming his drive. Officer Chau

allowed him to stay for an hour as the church was now unoccupied. The individual complied and left shortly after.

- **June 5th 2021 at 1944 – Medical.** Officer Chau responded to a medical call on Wiskon Way West. The resident had a little too much to drink and was unable to walk straight. Medics arrived and transported them to the hospital.
- **June 6th 2021 at 1156 – Resident Concern.** Officer Florez responded to a call on Luiseno Circle Drive for a resident complaint. The resident believes a neighbor is burning trash and causing the strange smell. Officer Florez made contact with the neighbor and confirmed they were only burning firewood.
- **June 6th 2021 at 1726 – Resident Concern.** Officer Florez responded to a call on Luiseno Circle Drive for a resident complaint that a neighbor was caught on camera pouring bleach onto the caller's back porch. Officer Florez confronted the neighbor, who confirmed that it was in fact Pine-Sol to get rid of the flies in the callers backyard. The neighbor made several accusations towards the caller. Officer Florez informed that evidence is needed for these type of accusations and informed the neighbor that it is trespassing to go on to someone else's property without permission. The caller also reported that the neighbor had been looking into their windows the past couple mornings.
- **June 6th 2021 at 1754 – Resident Concern.** Officer Florez responded to a call on Luiseno Circle Drive for a resident complaint that a neighbor was filling up their car with a gas can and could possibly be siphoning cars. Officer Florez informed the caller that without any evidence, we were not able to take the situation further.
- **June 10th 2021 at 1025 – Gate Crasher.** Officer Chau responded to a gate crasher through the Rear Gate. Officer Chau patrolled the community but was unable to find any vehicles matching the description. The vehicle information was logged with Control One.
- **June 10th 2021 at 1415 – Trespassing.** Officer Chau responded to a call at the Country Club for an individual who was let in without permission. Patrol was requested to be on scene incase things escalate when asking the individual to leave. The individual left with no complications.
- **June 10th 2021 at 1643 - Process Server.** Officer Chau responded to a call for a process server on Temet Drive. Officer Chau escorted the agent to the address and back out the community with no complications.
- **June 10th 2021 at 2017 – Resident Concern.** During routine patrol, Officer Chau was flagged down by a resident outside of the Gravel Yard. The resident asked why patrol parks right outside the Gravel Yard because the headlights are shining into their house and the resident feels unsafe. Officer Chau informed that patrol briefly parks there to close the Gravel Yard Gate and apologized for scaring them. Patrol will turn their headlights off upon exiting the Gravel Yard.
- **June 13th 2021 at 0041 – Suspicious Activity.** During routine patrol, Officer Chau and Officer Colin noticed a vehicle on Cahuka Court with the hazards on. Both officers checked the house and the vehicle but noticed nothing out of the ordinary. The residents then approached the officers and informed them their dog was bitten by a coyote and the reason for the hazards left on was to scare the coyotes but are now leaving to the vet.

- **June 13th 2021 at 0211 – Notice Of Violation.** Officer Colin issued an NOV on Katkat Court for a vehicle parked overnight with no pass displayed.

RFID Entries					
Front Gate		Center Gate		Back Gate	
6,534		528		3,114	
Dispatch By Location					
Inside PVCCE	Oak Tree	School	Business Dist.	PVCC	HWY 76
35	0	0	5	2	0
Highlights by Shift Periods					
A: 2200-0600		B: 0600-1400		C: 1400-2200	
8		16		18	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				1
Greens Maintenance(GM)				
Community Church(CO)	4		3	45
Gravel Yard(GY)				4
Saint Francis(SF)	3			62
Pauma School(PS)				17
Pauma Building(PB)				34
Airport Hangars(AH)	7			10
Treatment Plant(TP)				32
Pauma Village(PV)				31
Residential Houses/Other	1	1		

Patrol Activity				Gate Activity	
				Activity/Malfunctions	Totals
Medicals	6	Resident Concern	13		
Welfare Checks	2	Suspicious Activity	3	Unresponsive	3
Lift Assist	4	Noise Complaint	1	Will Not Close	2
Domestic Dispute		Process Server	1	False Read	0
Traffic Collisions		911 Hang up Call		Loss of Controls	0
Gate Runner/ Gate Crashers	2	Loose Dogs		Video Loss	2
Public Assists	1	Snake Call	2	Device Entries	10176
Jump Start	1	Trespassing	1	Passes Issued	3,144
Notice of Violation	2	Other	1	Pass Entries	5,252

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		

Gate Damages

Key: New Payments Disputing

Date of incident:	Time:	Location:	Name:	1st (warning)	2nd Offense:	3rd Offense:	Paid:	Bal. Due:
1/3/2020	11:45 AM	Rear	Wanda Bye	X				\$0.00
1/3/2020	3:43 PM	Rear	Dan MacMurray	X				\$0.00
2/20/2020	2:28 PM	Rear	Sergio Resa	X				\$0.00
2/29/2020	2:56 PM	Rear	Julio Camarena	X				\$0.00
3/17/2020	9:55 AM	Rear	Cesar E. Tunchez	X				\$0.00
5/12/2020	11:53 AM	Rear	Miguel H. Guerrero	X				\$0.00
5/18/2020	10:47 AM	Rear	Zachary V. Noonan	X				\$0.00
6/5/2020	12:53 PM	Front	Charles Sale	X				\$0.00
6/19/2020	10:10 AM	Front	Julia Lovern	X				\$0.00
7/28/2020	3:59 PM	Rear	Ronald W. Miller	X				\$0.00
8/4/2020	8:45 AM	Rear	Martin Becerra	X				\$0.00
8/21/2020	3:15 PM	Rear	Felix Olmeda	X				\$0.00
8/21/2020	5:13 PM	Rear	Patricia Lockhart	X				\$0.00
8/25/2020	8:45 AM	Rear	Edgar Hernandez	X				\$0.00
8/27/2020	8:05 AM	Rear	Dominick Panameno	X				\$0.00
9/29/2020	8:30 AM	Rear	Henri Josue Merinocara	X				\$0.00
10/24/2020	12:26 PM	Front	Howard Morrow	X				\$0.00
11/23/2020	9:16 AM	Front	Mario Orozco	X				\$0.00
2/9/2021	2:35 PM	Front	James R. Price	X				\$0.00
3/2/2021	7:43 AM	Rear	Salvador Pantoja (Sunny Slope Trees)	X				\$0.00
3/22/2021	9:12 AM	Rear	Joel E. Hernandez-Centeno	X				\$0.00
3/23/2021	11:03 AM	Front	Teresa Prestwood	X				\$0.00
3/26/2021	1:35 PM	Rear	Robert E. Dorsey	X				\$0.00
3/31/2021	12:33 PM	Rear	James Sullivan	X				\$0.00
5/10/2021	2:45 PM	Front	Kent Heyl	X				\$0.00
5/25/2021	9:25 AM	Front	Eric Gibson	X				\$0.00
6/10/2021	10:19 AM	Rear	Honey Do Service Truck	X				\$0.00
6/15/2021	12:54 PM	Rear	Steve Appel	X				\$0.00

Gate Runners

Key:	New	Payments	Disputing
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Date of incident:	Time:	Location:	Name:	1st (warning)	2nd Offense:	3rd Offense:	Paid:	Bal. Due:
3/15/2020	8:17 AM	Front	Erik Michael Gloff	X				\$0.00
8/10/2020	9:22 AM	Front	Julia Ann Menas	X				\$0.00
2/20/2021		Rear	Blk Tyta RAV 4- 3WLV158					\$0.00

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

General Manager's Report

June 28, 2021

Bobby Graziano, General Manager

2021 Goals & Initiatives

Updates from April meeting

- Well 7R2 expected to be approved for use by the planned September 1, 2021 date
- Oak Tree Lift Station upgrades 100% complete
- Settlement signed with Mediacomm regarding hillside fire

Items of Note from Last Month's Meeting Minutes

CSD Domain Based Email Addresses: Staff is still exploring the option of switching to the "ca.gov" web domain.

Sewer System Management Plan (SSMP): The Sewer System Management Plan (SSMP) 5 year update is complete. Staff will present to the Board for adoption at the July meeting.

AB 1139: The question was raised as to how AB 1139 would impact the proposed solar project. AB 1139 was voted down on June 3, 2021. <https://calssa.org/blog/2021/6/3/ab-1139-the-utility-profit-grab-bill-defeated>

Sewer System

The collection system and treatment plant are in good working order. The upgrades at the Oak Tree Lift Station have greatly reduced the amount of overtime needed from the utility staff.

Stormwater Management Systems

All infrastructure in good condition.

COVID-19 CA Executive Orders

Gov. Newsom issued Executive Order N-08-21 which provides expiration dates for the multitude of Executive Orders issued during the COVID - 19 pandemic. Although suspension of late fees was not a part of the 2020 Executive Orders many utility and service providers voluntarily suspended late fees. PVCSD has not issued any late payment fees since March 2020. With society returning to pre-pandemic conditions the District should consider reinstating pre-pandemic policies related to late fees. Please see the customer notice that has been drafted should the Board decide to reinstate late fees. It states that late fees will be implemented Oct 1, 2021.

Human Resources

Patrol: Fully staffed with 5.

Gates: Fully staffed with 5, plus 1 temp available to fill in for Gate Attendants going out on paternity leave.

Utility: One open position. Interviews underway.

Admin: Fully staffed with 4

Monthly Meeting with Security

May 19, 2021 at 8:00am. Highlights from security report. Review of new vehicles.

Solar Project

The Board is being presented with the details of the solar initiative for final consideration. Staff solicited proposals from the following three companies. The companies selected were recommended by District resident and solar expert Mike Robles of Palomar Solar.

1. Century Sun and Solar, Escondido, CA
2. Sunline Energy, San Diego, CA
3. Solar Optimum, Glendale, CA

The proposed solar system will be installed on the club owned airplane hangar by way of a lease agreement. The lease agreement is being presented for the Board to consider and authorize.

The benefits of the solar project are as follows:

- The District spends approximately \$8,500 per year for electricity at the Office. The electrical usage cost would be eliminated.
- The District spends approximately \$25,200 per year for electricity at the Treatment Plant. This electrical usage cost would be eliminated.
- The total electrical savings per year is estimated to be \$33,700
- The solar system size will be sufficient to support the EV charging
 - Since the District has converted the security vehicles to electric the annual fuel costs of ~\$12,000 is also a benefit of the electrification initiative encompassing EV's and solar.

The proposals received are as follows:

Vendor	Price	Key Notes	\$ / Watt
Century Sun and Solar	\$223,000	84,000 watts	\$2.655 / watt
Sunline Energy	\$209,834	94,600 watts	\$2.218 / watt
Solar Optimum	\$226,380	92,400 watts	\$2.450 / watt

Assuming a budget of \$275,000 (\$25,000 lease payment + \$225,000 solar project + ~10% contingency) and an annual electrical expense of \$33,700 the pay back period is projected to be 8.16 years. The pay back period does not take into account the increasing price of electricity. This would improve the pay back period.

If the annual fuel savings of \$12,000 is factored into the return on investment the payback period would be 6 years.

Recommendation: Staff recommends approving a budget of \$275,000 and authorize President Logan to sign the lease agreement with PVCC for the installation of a solar system on the club owned hangar. Contractor will be selected based on price, inclusivity of scope, and schedule.



Club Owned Airplane Hangar



Representative solar array

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

33129 Cole Grade Road ♦ Pauma Valley, California 92061

Telephone (760) 742-1909 ♦ Fax (760) 742-1588

www.paumavalleycsd.com

CUSTOMER NOTICE

July 1, 2021

Sam Logan
President/Treasurer

As part of the District's relief effort during the COVID-19 pandemic, the district initiated a temporary waiver of late payment fees for customers who have not had the ability to pay their bill in full. The District has not charged late fees since March 2020.

Michael Esparza
Vice President

As our state and local economy continues to reopen amidst a coordinated effort to reduce the spread of COVID-19, the District is taking steps to return to standard operations. Starting October 1, 2021, the District will begin charging late payment fees for customers who have a past due, unpaid balance on their account.

Jim Cipriano
Director

Bill Jacobs
Director

We understand that full economic recovery will take time, and there are customers who may still be experiencing financial uncertainty. If you would like to set up a payment arrangement to bring your account up to date, please contact the office at the number listed above.

Bill Schultz
Director

Bobby Graziano
General Manager

Regards,
Board of Directors

Notes on FY2021-2022 Budget

The following is a list of the primary assumptions related to the preparation of the FY2021-2022 Budget:

1. A condensed version has been provided which shows the budget in a similar layout to the Profit & Loss Statement which the Board reviews monthly.
2. The expanded version of the budget shows the accounts split by cost center.
3. The ratio used in prior years to split administrative costs was kept the same at 32% Sanitation, 37% Patrol, 31% Gates.
4. Dwelling Live follows a 50/50 split among Patrol and Gate cost centers.
5. The budget assumes the solar system is completed mid year so 50% of the electrical expenses have been budgeted.
6. Costs for Employees (salaries, payroll taxes, CalPERS) reflects 35% for Utility Workers, and 50% for Admin. Rancho Pauma pays the 65% and other 50% respectively.
7. No changes took place to the quantity of billing units (EDU's) for Sewer, Security, Gates, and/or Vacant Lots. They are as follows:
 - a. Sewer: 415.26 billing units
 - b. Security: 400.26
 - c. Gates: 373
 - d. Vacant Lot: 33
8. Health Insurance saw a 20.94% reduction despite a 3-5% increase in health premiums related to the insurance plans offered to employees. The reduction is based on the mix of employees.
9. A \$50,000 contribution to the development of the Groundwater Sustainability Plan (GSP) in support of the Sustainable Groundwater Management Act (SGMA) has been budgeted.
 - a. The cash projection assumes this is a one time payment
10. A \$377,500 budget has been forecasted for the next five years for capital projects.
 - a. This does not include gate equipment of any kind. The board may want to consider funds for gate improvements. See CapEx schedule.
11. A 5.62% increase is being proposed for the Gates to balance the budget. Changing the rate from \$89 per month to \$94 per month.
12. A 2.3% increase is being proposed for the Sewer charge to balance the budget. Changing the rate from \$88 per month to \$90 per month.
13. The rate increases identified above amount to a 2.42% increase in monthly CSD charges for those within the gates, and a 1.00% increase to those outside the gates with sewer (Oak Tree, Pauma Village, Pauma Store).

FY2021-2022 Budget

	Current Budget	Next Years Budget	% Change	\$ Change	32% Admin	37% Admin	31% Admin
					Sanitation	Patrol	Gates
Ordinary Income/Expense					0	0	0
Income					0	0	0
661 · Sewer Charges	438,515	448,481	2.27%	\$9,965.80	448,480.80	0.00	0.00
661.5 · Security Patrol Charges	537,949	537,949	0.00%	\$0.44	0.00	537,949.44	0.00
662 · Property Tax	102,000	115,000	12.75%	\$13,000.00	115,000.00	0.00	0.00
662.1 · Connection Fees	0	0	0.00%	\$0.00	0.00	0.00	0.00
663 · Interest	10,000	5,000	-50.00%	-\$5,000.00	1,600.00	1,850.00	1,550.00
663.1 · LAIF Fair Market Value Revenue	0	0	0.00%	\$0.00	0.00	0.00	0.00
Total 664 · Other	25,400	5,413	-78.69%	-\$19,987.00	2,285.00	1,702.00	1,426.00
665 · Security Gate Charge	398,364	420,744	5.62%	\$22,380.00	0.00	0.00	420,744.00
666.5 · RFID Tags	5,500	7,000	27.27%	\$1,500.00	0.00	0.00	7,000.00
667 · Delinquent Charges	1,800	0	0.00%	-\$1,800.00	0.00	0.00	0.00
668 · Vacant Lot/Sewer Availability	4,752	4,752	0.00%	\$0.00	4,752.00	0.00	0.00
670 · Reimbursement Revenue		0	0.00%	\$0.00	0.00	0.00	0.00
Total Income	1,524,280	1,544,339	1.32%	\$20,059.24	572,117.80	541,501.44	430,720.00
Gross Profit	1,524,280	1,544,339	1.32%	\$20,059.24	572,117.80	541,501.44	430,720.00
Expense							
Total Bad Debt Expense	0	0	0	\$0.00	0.00	0.00	0.00
Debt Service	0	0	0	\$0.00	0.00	0.00	0.00
Total Depreciation	121,478	121,096	-0.31%	-\$382.08	89,076.20	18,768.30	13,251.42
Dwelling Live	8,200	8,200	0.00%	\$0.00	0.00	4,100.00	4,100.00
Total Electrical Utilities	41,157	22,190	-46.08%	-\$18,967.18	14,424.24	847.48	6,918.09
Total Equipment Rentals	500	500	0.00%	\$0.00	500.00	0.00	0.00
Total Group Health Ins.	107,000	84,590	-20.94%	-\$22,410.00	12,298.00	36,425.50	35,866.50
Total Liability Insurance	44,690	45,040	0.78%	\$350.00	17,920.40	20,491.40	6,628.20
Total Miscellaneous Expense	6,600	13,198	99.97%	\$6,597.79	3,016.00	6,126.33	4,055.45
Total Office Expense	25,200	26,022	3.26%	\$822.41	8,327.17	9,628.29	8,066.95
Operator Contract Services	30,000	66,000	120.00%	\$36,000.00	66,000.00	0.00	0.00
Total Payroll Taxes	58,000	60,390	4.12%	\$2,390.00	9,657.60	28,231.60	22,500.80
Total PERS Retirement	119,021	124,997	5.02%	\$5,975.76	30,770.16	54,245.50	39,981.10
Total Repairs & Maintenance	104,000	116,682	12.19%	\$12,682.32	84,530.51	4,163.49	27,988.33
Total Salaries	620,000	635,350	2.48%	\$15,350.00	103,111.20	298,346.70	233,892.10
Total Security Expense	17,550	5,431	-69.06%	-\$12,119.41	0.00	2,890.21	2,540.37
Total Uniforms	5,200	3,200	-38.46%	-\$2,000.00	1,100.00	1,300.00	800.00
Total Vehicles	28,900	9,076	-68.60%	-\$19,824.23	7,575.77	1,500.00	0.00
Total Workers' Comp. Insurance	25,364	18,920	-25.41%	-\$6,444.00	2,164.40	10,035.40	6,720.20
6560 · Payroll Expenses	0	0	0	\$0.00	0.00	0.00	0.00
701 · Drainage	10,000	10,000	0.00%	\$0.00	10,000.00	0.00	0.00
712.1 · State Maint. Fee	22,000	24,420	11.00%	\$2,420.00	24,420.00	0.00	0.00
730 · Water Tests & Analysis	8,200	8,640	5.37%	\$440.00	8,640.00	0.00	0.00
815 · Fees	2,900	2,666	-8.06%	-\$233.79	2,666.21	0.00	0.00
816 · Engineering	1,750	6,500	271.43%	\$4,750.00	6,500.00	0.00	0.00
818 · Schools & Meetings	6,900	6,900	0.00%	\$0.00	2,208.00	2,553.00	2,139.00
819 · Accounting	8,000	10,000	25.00%	\$2,000.00	3,200.00	3,700.00	3,100.00
820 · Legal	25,000	30,000	20.00%	\$5,000.00	9,600.00	11,100.00	9,300.00
821.1 · Security housing	0	0	0	\$0.00	0.00	0.00	0.00
821.2 · SGMA Contribution to GSP	50,000	50,000	0.00%	\$0.00	50,000.00	0.00	0.00
921 · Guard Houses /Roadway Lease	2	2	0.00%	\$0.00	0.00	0.00	2.00
Total Expense	1,497,612	1,510,010	0.83%	\$12,397.60	567,705.88	514,453.21	427,850.51
Net Ordinary Income	26,668	34,330	28.73%	\$7,661.64	4,411.92	27,048.23	2,869.49
Other Income/Expense							
Other Income	0	0	0	\$0.00	0.00	0.00	0.00
Gains (Losses) -Disposal Assets	0	0	0	\$0.00	0.00	0.00	0.00
Total Other Income	0	0	0	\$0.00	0.00	0.00	0.00
Net Other Income	0	0	0	\$0.00	0.00	0.00	0.00
Net Income	26,668	34,330	28.73%	\$7,661.64	4,411.92	27,048.23	2,869.49

FY2021-2022 Budget

	Current Budget	Next Years Budget	% Change	\$ Change	32% Admin	37% Admin	31% Admin
					Sanitation	Patrol	Gates
Ordinary Income/Expense							
Income							
661 - Sewer Charges	438,515	448,481	2.27%	\$9,965.80	448,480.80		
661.5 - Security Patrol Charges	537,949	537,949	0.00%	\$0.44		537,949.44	
662 - Property Tax	102,000	115,000	12.75%	\$13,000.00	115,000.00		
662.1 - Connection Fees	0	0		\$0.00			
663 - Interest	10,000	5,000	-50.00%	-\$5,000.00	1,600.00	1,850.00	1,550.00
663.1 - LAIF Fair Market Value Revenue	0	0		\$0.00			
664 - Other				\$0.00			
664.1 - HOA Contract Services	0	0		\$0.00			
664.2 - Admin Services	22,000	813	-96.30%	-\$21,187.00	813.00		
664.6 - Hangar Land Lease	900	900		\$0.00	288.00	333.00	279.00
664.8 - Gate Damages	2,500	0		-\$2,500.00			
664 - Other - Other	0	3,700		\$3,700.00	1,184.00	1,369.00	1,147.00
Total 664 - Other	25,400	5,413	-78.69%	-\$19,987.00	2,285.00	1,702.00	1,426.00
665 - Security Gate Charge	398,364	420,744	5.62%	\$22,380.00			420,744.00
666.5 - RFID Tags	5,500	7,000	27.27%	\$1,500.00			7,000.00
667 - Delinquent Charges	1,800	0		-\$1,800.00			
668 - Vacant Lot/Sewer Availability	4,752	4,752	0.00%	\$0.00	4,752.00		
670 - Reimbursement Revenue				\$0.00			
Total Income	1,524,280	1,544,339	1.32%	\$20,059.24	572,117.80	541,501.44	430,720.00
Gross Profit	1,524,280	1,544,339	1.32%	\$20,059.24	572,117.80	541,501.44	430,720.00
Expense							
Bad Debt Expense				\$0.00			
822 - Bad Debt	0	0		\$0.00			
960 - Gate Bad Debts	0	0		\$0.00			
Total Bad Debt Expense	0	0		\$0.00	0.00	0.00	0.00
Debt Service	0	0		\$0.00			
Depreciation				\$0.00			
718 - Plant Depreciation	83,617	86,061	2.92%	\$2,444.33	86,061.33		
824 - Bldg Depreciation	9,421	9,421	0.01%	\$0.49	3,014.88	3,485.95	2,920.66
918 - Security Depreciation	18,110	15,282	-15.61%	-\$2,827.65		15,282.35	
958 - Gate Depreciation	10,330	10,331	0.01%	\$0.76			10,330.76
Total Depreciation	121,478	121,096	-0.31%	-\$382.08	89,076.20	18,768.30	13,251.42
Dwelling Live	8,200	8,200	0.00%	\$0.00		4,100.00	4,100.00
Electrical Utilities				\$0.00			
714 - Electricity	27,675	13,691	-50.53%	-\$13,983.71	13,691.29		
812.2 - Office Electricity	5,625	2,290	-59.28%	-\$3,334.51	732.96	847.48	710.05
956 - Gate Electricity	7,857	6,208	-20.99%	-\$1,648.96			6,208.04
Total Electrical Utilities	41,157	22,190	-46.08%	-\$18,967.18	14,424.24	847.48	6,918.09
Equipment Rentals				\$0.00			
713 - Equipment Rental	500	500		\$0.00	500.00		
955 - Gate Equipment Rental	0	0		\$0.00			
Total Equipment Rentals	500	500	0.00%	\$0.00	500.00	0.00	0.00
Gate Mgmt Fee	0	0		\$0.00			
Group Health Ins.				\$0.00			
705 - Plant Group Health Ins.	7,000	7,130	1.86%	\$130.00	7,130.00		
811.4 - Admin Group Health Ins.	15,000	16,150	7.67%	\$1,150.00	5,168.00	5,975.50	5,006.50
912 - Patrol Group Health Ins.	38,000	30,450	-19.87%	-\$7,550.00		30,450.00	
952.1 - Gate Group Health Ins.	47,000	30,860	-34.34%	-\$16,140.00			30,860.00
Total Group Health Ins.	107,000	84,590	-20.94%	-\$22,410.00	12,298.00	36,425.50	35,866.50
Liability Insurance				\$0.00			
717 - Plant Liability	16,760	16,890	0.78%	\$130.00	16,890.00		
823 - E & O Liability Ins.	3,190	3,220	0.94%	\$30.00	1,030.40	1,191.40	998.20
911 - Security Liability Ins.	19,150	19,300	0.78%	\$150.00		19,300.00	
952 - Gate Liability Ins.	5,590	5,630	0.72%	\$40.00			5,630.00
Total Liability Insurance	44,690	45,040	0.78%	\$350.00	17,920.40	20,491.40	6,628.20
Miscellaneous Expense				\$0.00			
735 - Plant Miscellaneous	1,500	1,800		\$300.00	1,800.00		
825 - Admin. Miscellaneous	3,800	3,800		\$0.00	1,216.00	1,406.00	1,178.00
927 - Patrol Miscellaneous	300	4,720		\$4,420.33		4,720.33	
959.1 - Gate Miscellaneous	1,000	2,877		\$1,877.45			2,877.45
Miscellaneous Expense - Other	0	0		\$0.00			
Total Miscellaneous Expense	6,600	13,198	99.97%	\$6,597.79	3,016.00	6,126.33	4,055.45
Office Expense				\$0.00			
812 - Office Supplies	17,200	18,500	7.56%	\$1,300.00	5,920.00	6,845.00	5,735.00
813 - Telephones	6,400	4,911	-23.26%	-\$1,488.79	1,571.59	1,817.15	1,522.48
814 - Postage	1,600	2,611	63.20%	\$1,011.20	835.58	966.14	809.47
Total Office Expense	25,200	26,022	3.26%	\$822.41	8,327.17	9,628.29	8,066.95
Operator Contract Services	30,000	66,000	120.00%	\$36,000.00	66,000.00		
Payroll Taxes				\$0.00			
703 - Plant Payroll Taxes	6,000	5,280	-12.00%	-\$720.00	5,280.00		
811.3 - Admin. Payroll Taxes	13,000	13,680	5.23%	\$680.00	4,377.60	5,061.60	4,240.80
916 - Patrol Payroll Taxes	23,000	23,170	0.74%	\$170.00		23,170.00	
951 - Gate Payroll Taxes	16,000	18,260	14.13%	\$2,260.00			18,260.00
Payroll Taxes - Other	0	0	#DIV/0!	\$0.00			
Total Payroll Taxes	58,000	60,390	4.12%	\$2,390.00	9,657.60	28,231.60	22,500.80
PERS Retirement				\$0.00			
704 - Unfunded Fixed Cost	97,769	111,028	13.56%	\$13,259.00	35,528.96	41,080.36	34,418.68
704.1 - PERS Unfunded Liability Reimb.	-36,448	-41,391	13.56%	-\$4,943.24	-13,245.20	-15,314.76	-12,831.28
707 - Plant PERS	6,000	4,240	-29.33%	-\$1,760.00	4,240.00		
811.6 - Admin PERS	13,000	12,570	-3.31%	-\$430.00	4,022.40	4,650.90	3,896.70
925 - Patrol PERS	25,000	23,570	-5.72%	-\$1,430.00		23,570.00	
953 - Gate PERS	13,000	14,280	9.85%	\$1,280.00			14,280.00
PERS Retirement - Other	700	700	0.00%	\$0.00	224.00	259.00	217.00
Total PERS Retirement	119,021	124,997	5.02%	\$5,975.76	30,770.16	54,245.50	39,981.10
Repairs & Maintenance				\$0.00			
712 - Plant Repairs & Maintenance				\$0.00			
712.2 - Oak Tree Repair & Maint.	16,800	5,000	-70.24%	-\$11,800.00	5,000.00		
712.3 - Sewer line maintenance	6,700	7,500	11.94%	\$800.00	7,500.00		
712.4 - Sludge Removal	37,800	57,629	52.46%	\$19,829.45	57,629.45		
712.6 - SCADA maintenance	2,500	680	-72.80%	-\$1,820.00	680.00		
712 - Plant Repairs & Maintenance - O	12,100	10,120	-16.36%	-\$1,979.80	10,120.20		
Total 712 - Plant Repairs & Maintenance	75,900	80,930	6.63%	\$5,029.65	80,929.65	0.00	0.00
814.5 - Building Repairs & Maintenance	7,200	10,353	43.79%	\$3,152.67	3,312.85	3,830.49	3,209.33
814.8 - Airpark maintenance	900	900	0.00%	\$0.00	288.00	333.00	279.00
920.1 - Alarm/Radio Repair & Maint.	0	0	0.00%	\$0.00		0.00	0.00
954 - Gate Repairs & Maintenance	20,000	24,500	22.50%	\$4,500.00			24,500.00
Total Repairs & Maintenance	104,000	116,682	12.19%	\$12,682.32	84,530.51	4,163.49	27,988.33
Salaries				\$0.00			
702 - Plant Salaries	60,000	55,780	-7.03%	-\$4,220.00	55,780.00		
811.1 - Admin Salaries	144,000	147,910	2.72%	\$3,910.00	47,331.20	54,726.70	45,852.10
915 - Patrol Salaries	248,000	243,620	-1.77%	-\$4,380.00		243,620.00	
950 - Gate Salaries	168,000	188,040	11.93%	\$20,040.00			188,040.00
Total Salaries	620,000	635,350	2.48%	\$15,350.00	103,111.20	298,346.70	233,892.10
Security Expense				\$0.00			
919 - Security Telephones	14,800	2,000	-86.49%	-\$12,800.00		2,000.00	
920 - Security Supplies	1,550	750	-51.60%	-\$799.79		750.21	
924 - Security Fees	200	140	-30.00%	-\$60.00		140.00	
929 - Security K-9s	0	0		\$0.00		0.00	
959 - Gate Supplies	1,000	2,540	154.04%	\$1,540.37			2,540.37
Total Security Expense	17,550	5,431	-69.06%	-\$12,119.41	0.00	2,890.21	2,540.37
Uniforms				\$0.00			
719 - Plant Uniforms	2,000	1,100	-45.00%	-\$900.00	1,100.00		
922 - Security Uniforms	2,000	1,300	-35.00%	-\$700.00		1,300.00	
954.1 - Gate Uniforms	1,200	800	-33.33%	-\$400.00			800.00
Total Uniforms	5,200	3,200	-38.46%	-\$2,000.00	1,100.00	1,300.00	800.00
Vehicles				\$0.00			
716 - Plant Vehicles	6,900	7,576	9.79%	\$675.77	7,575.77		
917 - Security Vehicles	22,000	1,500	-93.18%	-\$20,500.00		1,500.00	
Total Vehicles	28,900	9,076	-68.60%	-\$19,824.23	7,575.77	1,500.00	0.00
Workers' Comp. Insurance				\$0.00			
706 - Plant Workers' Comp. Ins.	2,919	2,030	-30.46%	-\$889.00	2,030.00		
811.5 - Admin Workers' Comp. Ins.	440	420	-4.55%	-\$20.00	134.40	155.40	130.20
913 - Patrol Workers' Comp. Ins.	13,203	9,880	-25.17%	-\$3,323.00		9,880.00	
952.2 - Gate Workers' Comp. Ins.	8,802	6,590	-25.13%	-\$2,212.00			6,590.00
Total Workers' Comp. Insurance	25,364	18,920	-25.41%	-\$6,444.00	2,164.40	10,035.40	6,720.20
6560 - Payroll Expenses	0	0		\$0.00			
701 - Drainage	10,000	10,000	0.00%	\$0.00	10,000.00		
712.1 - State Maint. Fee	22,000	24,420	11.00%	\$2,420.00	24,420.00		
730 - Water Tests & Analysis	8,200	8,640	5.37%	\$440.00	8,640.00		
815 - Fees	2,900	2,666	-8.06%	-\$233.79	2,666.21		
816 - Engineering	1,750	6,500	271.43%	\$4,750.00	6,500.00		
818 - Schools & Meetings	6,900	6,900	0.00%	\$0.00	2,208.00	2,553.00	2,139.00
819 - Accounting	8,000	10,000	25.00%	\$2,000.00	3,200.00	3,700.00	3,100.00
820 - Legal	25,000	30,000	20.00%	\$5,000.00	9,600.00	11,100.00	9,300.00
821.1 - Security housing	0	0		\$0.00			
821.2 - SGMA Contribution to GSP	50,000	50,000	0.00%	\$0.00	50,000.00		
921 - Guard							

Pauma Valley CSD Capital Expenditure Plan Updated: 6/22/2021												
	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
FACILITY												
Solar System								\$250,000				
Charging Stations & 400Amp Service Upgrades								\$50,000				
Oak Tree Lift Station Mods							\$ 45,699					
SECURITY												
Security Vehicle Unit 1							\$ 47,217					
Security Vehicle Unit 2								\$50,000				
Computers												
ADMIN												
Computer Network System												
Office Improvements								\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Computers									\$2,500			
	actual	actual	actual	actual	actual	actual	actual					
TOTALS	\$122,892	\$249,449	\$21,193	\$81,886	\$35,062	\$0	\$92,916	\$355,000	\$7,500	\$5,000	\$5,000	\$5,000

5 Year Cash Projection

	FY2021-22	Adj	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Total Revenue	\$1,544,339	2.00%	\$1,575,226	\$1,606,731	\$1,638,865	\$1,671,642
Depreciation Add Back	\$121,096		\$139,195	\$139,195	\$139,195	\$139,195
Total Expenses	-\$1,510,010	3.4%	-\$1,525,332	-\$1,572,460	-\$1,621,191	-\$1,671,579
Capital Expenditures	-\$355,000		-\$7,500	-\$5,000	-\$5,000	-\$5,000
Legal Settlement	\$27,000		\$0	\$0	\$0	\$0
Sale of Assets	\$12,000		\$0	\$0	\$0	\$0
One Time Lease Payment	-\$25,000		\$0	\$0	\$0	\$0
Cash in Bank Prior to Fiscal Year Ending	\$1,195,795		\$1,010,220	\$1,191,810	\$1,360,275	\$1,512,144
Total Cash	\$1,010,220		\$1,191,810	\$1,360,275	\$1,512,144	\$1,646,402
Change in Cash Position	-\$185,574		\$181,589	\$168,465	\$151,869	\$134,258

RESOLUTION NO. 105

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT ADOPTING RATE INCREASES FOR SEWER SERVICE FEES

WHEREAS, the Pauma Valley Community Services District (the “District”) has not increased the rates for its sewer service fees since July 2014; and

WHEREAS, in order to fund increases in operations and maintenance costs and the costs of infrastructure improvements needed to repair, replace, and upgrades the District's Sewer System (the “System”), the District has determined to increase the rates for its sewer service fees and

WHEREAS, the rate structure for the District's monthly sewer service fees are determined on the basis of the number of equivalent dwelling units (“EDUs”) assigned to parcels receiving sewer service and the number of EDUs assigned to a parcel is determined on the basis of its land use and the estimated amount of or type of sewage generated (“customer classification”); and

WHEREAS, the rate for the sewer service fees is proposed to be increased to \$90 per EDU, effective July 1, 2021, and to increase each July 1 thereafter pursuant to the table set forth in Section 5 hereof; and

WHEREAS, the District's rates for sewer service fees are calculated to recover the costs of the District in providing sewer services and to proportionately allocate those costs among the sewer customers; and

WHEREAS, the revenues derived from the sewer service fees will not exceed the funds required to provide sewer services and shall be used exclusively for the System; and

WHEREAS, the sewer service fees will not exceed the proportional cost of the services attributable to each parcel upon which they are imposed; and

WHEREAS, the sewer service fees will not be imposed on a parcel unless the sewer services are actually used by, or immediately available to, the owner of the parcel; and

WHEREAS, the District, as the lead agency under the California Environmental Quality Act “CEQA”)determined that this Resolution is exempt from CEQA review under Public Resources Code section 21080(b)(8) and State CEQA Guidelines section 15273 because the sewer service fees are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the System and will not result in the expansion of the System; and

WHEREAS, California Constitution article XIII D, section 6 (“Article XIII D”) requires that prior to imposing any increase to the sewer service fees, the District shall provide written notice (the “Notice”) by mail of: (1) the proposed increases to such rates and charges to the record owner of each parcel upon which the rates and charges are proposed for imposition and any tenant directly liable for payment of the rates and charges; (2) the amount of the rates and charges proposed to be imposed on each parcel; (3) the basis upon which the rates and charges were calculated; (4) the reason for the rates and charges; and (5) the date, time, and location of a public hearing (the “Hearing”) on the proposed rates and charges; and

WHEREAS, pursuant to Article XIII D such Notice is required to be provided to the affected property owners and any tenant directly liable for the payment of the rates and charges not less than forty-five days prior to the Hearing on the proposed rates and charges; and

WHEREAS, the District did provide such Notice to the affected property owners and tenants of the proposed Sewer Service Charges in compliance with Article XIII D; and

WHEREAS, the Hearing was held on this day, June 28, 2021; and

WHEREAS, at the Hearing the Board of Directors heard and considered all oral testimony, written materials, and written protests concerning the establishment and imposition of the proposed rate increases for the sewer service fees, and at the close of the Hearing the District did not receive written protests against the establishment and imposition of the proposed rate increases for the sewer service fees from a majority of the affected property owners and tenants directly liable for the payment of the sewer service fees; and

WHEREAS, the Board of Directors of the District now desires to establish and impose the proposed rates for the sewer service fees and authorize future rate increase for inflation; and

NOW THEREFORE, the Board of Directors of the Pauma Valley Community Services District does resolve as follows:

1. The Board of Directors finds and determines that the foregoing Recitals are true and correct and incorporates the Recitals herein.

2. The Board of Directors hereby finds that the administration, operation, maintenance, and improvements of the System, which are to be funded by the sewer service fees set forth herein, are necessary to maintain service within the District's existing service area. The Board of Directors further finds that the administration, operation, maintenance, and improvements of the System, to be funded by the sewer service fees set forth herein, will not expand the System. The Board of Directors further finds that such sewer service fees are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the System. Based on these findings, the Board of Directors hereby determines that this Resolution is exempt from the requirements of CEQA pursuant to California Public Resources Code section 21080(b)(8) and State CEQA Guidelines section 15273(a).

3. The documents and materials that constitute the record of proceedings on which these findings have been based are located at Pauma Valley Community Services District, 331329 Cole Grade Road, Pauma Valley, California 92061. The custodian for these records is the Secretary of the District.

4. The Board of Directors hereby adopts and authorizes the sewer services fees be established at the rate of \$90.00 per EDU in accordance with the rate schedule attached hereto as Exhibit A and by this reference incorporated herein. Such rate shall be applicable to any and all wastewater transported, treated, and billed to property owners and sewer customers on or after July 1, 2021.

5. The Board of Directors hereby adopts and authorizes the imposition of future annual adjustments for its sewer service charges in the rates, and at the amounts, set forth in the table below:

Current Rate	Effective Date	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024	July 1, 2025
\$88	Maximum Rate	\$92.40	\$97.02	\$101.87	\$106.96	\$112.31

6. The Board of Directors hereby authorizes and directs the District General Manager to implement and take all actions necessary to effectuate the rates for the sewer service fees set forth herein.

7. If any section, subsection, subdivision, sentence, clause, or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional or invalid, ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Resolution or any part thereof, the Board of Directors hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases be declared unconstitutional, invalid, or ineffective.

8. This Resolution shall supersede all other previous Board of Directors resolutions and ordinances that may conflict with, or be contrary to, this Resolution.

9. This Resolution shall become effective upon adoption.

PASSED, APPROVED AND ADOPTED this 28th day of June, 2021, by the following vote.

AYES:

NOES:

ABSTAIN:

DRAFT

President Samuel Logan
Pauma Valley Community Services District

Attest: _____

Robert Graziano
General Manager

EXHIBIT A
SCHEDULE OF SEWER SERVICE RATES

Customer Classification	EDU's	Proposed Sewer Service Charges
Single Family Residence	1.0	\$90
Apartment house and duplex:		
(1) A 1 bedroom unit	1.0	\$90
(2) A 2 bedroom unit	1.0	\$90
(3) A 3 bedroom unit	1.0	\$90
(4) Thereafter each additional bedroom unit shall equal an additional	.25	\$90 + \$22.50 for each add'l bedroom
Condominiums:		
Each individual unit	1.0	\$90
Hotels, motels, auto courts:		
(1) Per living unit without kitchen	.50	\$45
(2) Per living unit with kitchen	1.0	\$90
Churches, theaters and auditoriums		\$135
Per each unit of seating capacity (a unit being 150 persons or any fraction thereof)	1.50	
Restaurants		
(1) No seating	2.50	\$225
(2) Less than 80 seats per each unit of 7 Seats or fraction thereof	1.00 ¹	\$90
(3) More than 80 seats per each unit of 7seats or fraction thereof	1.00 ¹	\$90
Automobile service stations		
(1) Not more than 4 gasoline pumps	2.00	\$180
(2) More than 4 gasoline pumps	3.00	\$270
Self service laundries		
Per each washer	.75 ¹	\$67.50
Mobile home and trailer parks		
Per each trailer space:		
Mobile home	1.00 ²	\$90
Trailer court	.75	\$67.50
Recreational vehicle park:		
Per each space, occupied or not	.75	\$67.50
Vacant lots within subdivision containing a developed system of sewer mains	.50	\$45
Stores, offices, small industrial and business establishments not listed above	1.0	\$90
First unit ¹	1.0	\$90
Each additional unit	.75	\$67.50
Schools ⁴		
Elementary Schools		
For each 60 pupils or fraction thereof	1.00	\$90
Junior High Schools		
For each 50 pupils or fraction thereof	1.00	\$90
High Schools		
For each 30 pupils or fraction thereof	1.00	\$90

¹ Based upon the volume of water consumption and quality of discharge, an additional service charge may be assessed.

² Any accessory facilities such as laundry, dining, recreational area, residence, etc., shall be considered separately in addition to trailer, spaces.

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

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

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

⁴ The number of pupils shall be based on the average daily attendance of pupils at the school during the preceding fiscal year computed in accordance with the Education Code of the State of California; provided, however, where the school has had no attendance during the preceding fiscal year, the Manager shall estimate the average daily attendance for the fiscal year for which the fee is to be paid and compute the fee based on such estimate.

Airport Hangar Lease for Solar System
LEASE AGREEMENT

1. THE PARTIES – This Lease Agreement is made this 1st day of September, 2021, by and between the PAUMA VALLEY COUNTRY CLUB. ("Lessor"), and PAUMA VALLEY COMMUNITY SERVICES DISTRICT ("Lessee"), a California public agency. Lessor hereby leases to Lessee rights of use of the real property located in the County of San Diego, commonly known as the club owned airplane hangar, including the rooftop and electrical appurtenances ("the Premises"), as depicted on Exhibit A attached hereto, on the following terms and conditions ("the Lease").
2. TERM - The term of the Lease shall be twenty-five (25) years, commencing as of the date first herein fore written and ending on the same date in September 2046.
3. TERMINATION - Lessor or Lessee may terminate this agreement only for cause. In the event Lessor terminates this agreement Lessee shall be paid the cost of the solar system less accumulated depreciation and the annual estimated electricity savings at SDG&E Accounts 73774114253 & 28590115843 (PVCSD Office and Treatment Plant) for the remaining term of the agreement.
4. USE - Lessee shall have the right to use the Premises for the purpose of generating solar power. Lessee shall have the further right to install and maintain, at its expense, additional solar panels and electrical equipment, for the term of this Lease, as long as the system remains within the footprint of the rooftop and along the exterior of the fixed walls of the hangar, mainly the east wall containing the electrical appurtenances.
5. RENT - Lessee agrees to pay Lessor as rent for the use of said Premises, and Lessor agrees to accept, the one-time sum of \$25,000 payable in advance on the first day of the term of this lease. Lessee agrees to take responsibility for SDG&E Account 96274121585, currently the responsibility of the Lessor. Lessor agrees to pay Lessee for increases in usage over historical averages in the event power consumption within the hangars increases significantly by tenants. If tenants of the club owned hangars increase electrical usage above historical averages by way of adding equipment such as air conditioning, metal or wood working equipment, vehicle charging (auto or aircraft) tenants will be required to install a submeter within that unit. Submeter will either be a SDG&E meter, or a meter installed by the tenant and monitored by the Lessee. Tenant will be billed at the current SDG&E price for electricity on a monthly basis for any submeter not managed by SDG&E. Invoices will be sent monthly and are due by the last day of the following month. Nonpayment will result in submeter lock out. Lessee agrees to permit Lessor members (Active Club Members) use of un-reserved vehicle charging stations located at 33129 Cole Grade Rd by appointment only and when the office is closed. Appointments shall be coordinated with Lessee's administrative offices.
6. CONDITION OF PREMISES - Lessee acknowledges that it has examined the Premises as well as all buildings and improvements located on Premises and that they are all, at the date of the Lease, in good order, repair, and in safe and clean condition.

Airport Hangar Lease for Solar System
LEASE AGREEMENT

7. MAINTENANCE AND ALTERATIONS - Lessee shall maintain the Premises in good condition and repair during the term of this Lease; provided, that Lessee shall not be responsible for maintaining any areas not being used by the solar system. Lessee shall be responsible for maintenance of the rooftop cladding. If replacement metal paneling is needed within the term of the lease, it will be the sole expense of Lessee. Lessee shall make no alterations to the Premises nor construct any building or other improvements on the Premises without first having obtained written consent of the Lessor. All alterations, changes, and improvements built, constructed, or placed on the Premises by Lessee shall unless otherwise provided by written agreement between Lessor and Lessee, be the property of Lessee. Nothing contained in this section, however, shall authorize Lessee to make or place any such alterations, changes, or improvements on the Premises without having first obtained the written consent of Lessor.

8. DESTRUCTION OF THE PREMISES - Should any building or improvement on the Premises be damaged or destroyed by fire, the elements, acts of God, or other causes not the fault of Lessee or any person in or about the Premises with the express or implied consent of Lessee, they shall be repaired or replaced by Lessor at its own cost.

7. ASSIGNMENT - Lessee shall not assign the Lease or sublet the Premises or any interest therein without the written consent of Lessor first had and obtained. A consent by Lessor to one assignment or sublet shall not be deemed to be a consent to any subsequent assignment or sublet. An assignment or sublet without the written consent of Lessor, or an assignment or sublet by operation of law, shall be void and shall, at the option of the Lessor, terminate the Lease. Lessor's consent will not unreasonably be withheld.

8. INSURANCE -Lessee hereby guarantees that it will establish, and continue to maintain uninterrupted throughout the entire term of the Lease, a policy of property damage insurance with a general aggregate coverage of not less than \$1,000,000.00 ("the Policy"). The Policy shall insure against all liability of Lessee, its officers, employees, and/or representatives arising out of or in connection with Lessee's use of the Premises, including but not limited to the installation, maintenance and operation of the solar system. Lessee also shall maintain, at its expense, standard fire insurance and extended coverage against loss of or damage to the Premises, including but not limited to the solar system. Said policies of property damage and fire insurance shall also include the addition of Lessor as a named insured.

9. INDEMNITY - Lessee agrees to indemnify and hold harmless Lessor from and against all claims arising from Lessee's use, and/or maintenance of the Premises, including but not limited to the solar system, and the license granted herein, or from any activity, work or things done, permitted or suffered by Lessee in or about the Premises, including but not limited to the solar system thereon, and the license granted herein, and shall further indemnify and hold harmless Lessor from and against any and all claims arising from any breach or default in the performance of any obligation on Lessee's part to be performed under the terms of the Lease, or arising from any negligence of Lessee, or any of Lessee's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim

Airport Hangar Lease for Solar System
LEASE AGREEMENT

or any action or proceeding brought thereon. In case any action or proceeding is brought against Lessor by reason of any such claim, Lessee, upon notice from Lessor, shall defend the claim at Lessee's expense. Lessee, as a material part of the consideration to Lessor, assumes all risk of damage to property or injury to persons in, upon or about the Premises, including but not limited to the solar system thereon, and the license granted herein to Lessor.

10. SUBORDINATION OF LEASE – The Lease and Lessee's leasehold interest under the Lease are and shall be subject, subordinate, and inferior to any lien or encumbrances now or hereafter placed on the Premises by Lessor, to all advances made under such lien or encumbrances, and to any and all renewals and extensions of such liens or encumbrances.
11. NOTICES – Any and all notice or other communication required or permitted by the Lease to be served on or given to either party to the Lease shall be in writing and shall, except as otherwise required by law or the Lease, be deemed duly served and given when personally delivered to any of the parties to whom it is directed, or in lieu of such personal service when deposited in the United States mail, first-class postage prepaid, addressed to Lessee at 33129 Cole Grade Road, Pauma Valley, California 92061 or to Lessor at 15835 Pauma Valley Drive, Pauma Valley, California 92061. Either party may change its address for the purpose of this section by giving written notice of such change to the other party in the manner provided for in this section.
12. ATTORNEY'S FEES AND COSTS – Should any litigation be commenced between the parties to the Lease concerning the Premises, the Lease, or the rights and duties of either in relation thereto, the party, Lessee or Lessor, prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as for attorney's fees and costs in such litigation.
13. SOLE AND ONLY AGREEMENT – Lessee and Lessor agree that this instrument contains the sole and only agreement between them concerning the Premises and correctly sets forth their respective rights and obligations to each other concerning the Premises as of its date. Any agreement or representation respecting the Premises or the duties of either Lessor or Lessee in relation thereto not expressly set forth in the instrument is null and void.

Airport Hangar Lease for Solar System
LEASE AGREEMENT

IN WITNESS WHEREOF, the Lease Agreement has been executed as of the day and year first herein above written.

PAUMA VALLEY COUNTRY CLUB

By _____
Larry Taylor, General Manager _____
Date

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

By _____
Sam Logan, President _____
Date

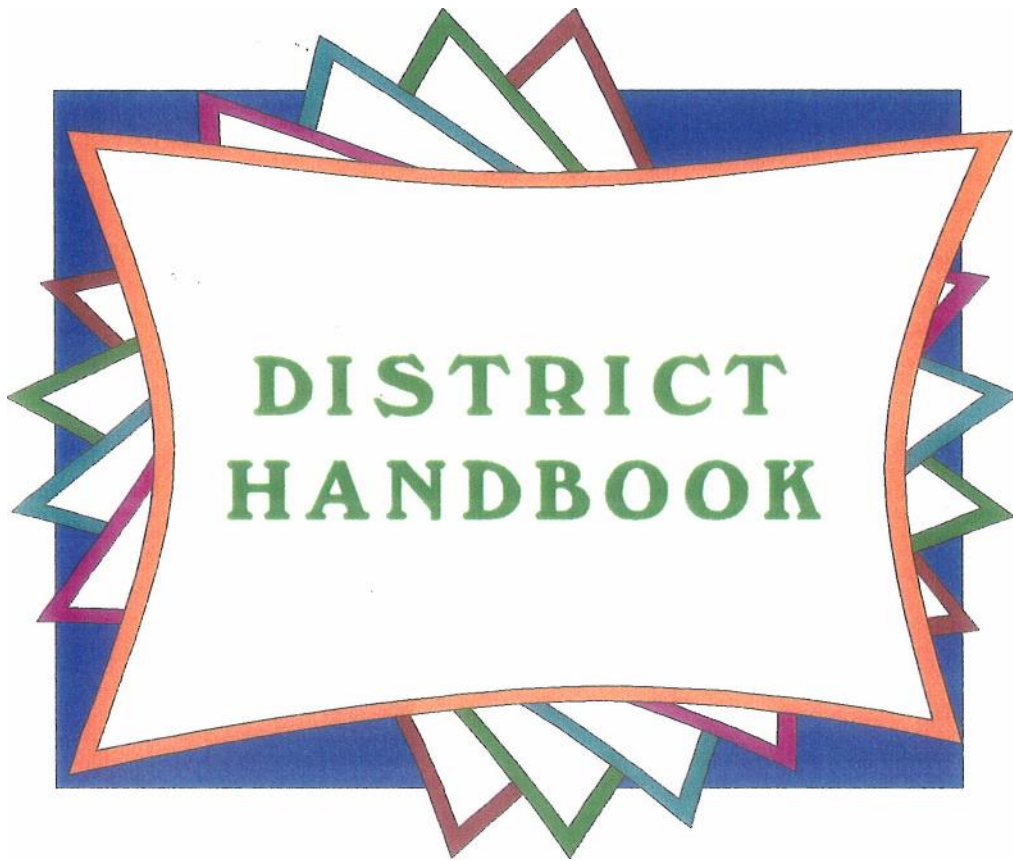
Airport Hangar Lease for Solar System
LEASE AGREEMENT

EXHIBIT A

Depiction of Premises



**Pauma Valley
Community Services District**



MISSION STATEMENT

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.

PURPOSE OF HANDBOOK

This Handbook is provided for your use as a ready reference and as a summary of our personnel policies, work rules, and benefits. It is designed to acquaint you with the Pauma Valley Community Services District (PVCSD) policies as quickly as possible. Accordingly, you will find it to your advantage to read the entire handbook promptly so that you will have an understanding of the material covered. This handbook supersedes all previous written and oral policies and procedures of PVCSD regarding the subjects covered in this Handbook.

HANDBOOK DISCLAIMER

We have attempted to be as comprehensive as possible in preparing this Handbook. However, this Handbook is not a contract of employment and is not intended to create any contractual or other legal obligations or to alter the at-will nature of employment. Instead, it merely establishes guidelines for employees concerning some of PVCSD's policies and benefits. Should you need further information, or if you would like to discuss any policies in the Handbook, please feel free to speak to the District's General Manager.

Nothing in this District Handbook or in other statements of PVCSD policies, including statements made in the course of the ~~evaluation and wage performance~~ review program, shall be deemed to constitute either an express or implied promise of continuing employment. Employment with PVCSD is at-will and can be terminated by PVCSD or the employee at any time with or without cause or notice. This is the entire agreement between PVCSD and its employees regarding the term of employment. It supersedes all prior written and oral statements regarding the subjects covered in this Handbook and it cannot be modified except by a written agreement signed by the General Manager of PVCSD.

POLICY CHANGES

It is inevitable that new policies and benefits will need to be written from time to time and that old policies (including benefits) will need to be revised. While we reserve the right to modify or rescind any policies, practices, or benefits described in this Handbook, except for the employment at-will policy, at any time without prior notice, we will strive to timely advise you of any changes affecting your employment.

Revised June 2021

Revised March 2021

Revised July 2020

Revised July 2019

Revised April 2019

Revised July 2017

Revised April 2016

Revised December 2015

Revised July 2014

Revised August 2012

1. AT-WILL EMPLOYMENT
 2. HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY
 3. POLICY ON DISABILITY ACCOMMODATION
 4. EMPLOYMENT CLASSIFICATION
 5. VEHICLE USE
 6. PROFESSIONAL CERTIFICATION
 7. WAGE POLICY
 8. FULL-TIME VS. PART-TIME EMPLOYMENT
 9. PROBATION
 10. DISCIPLINARY ACTION
 11. PERFORMANCE REVIEW
 12. DISTRICT PROPERTY DAMAGE
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 15. OVERTIME
 16. ABSENCE FROM WORK
 17. HOLIDAYS
 18. HEALTH BENEFITS
 19. HEALTH REIMBURSEMENT ACCOUNT BENEFITS
 20. LIFE INSURANCE BENEFITS
 21. RETIREMENT BENEFITS
 22. 457 SUPPLEMENT RETIREMENT INCOME BENEFITS
 23. VACATION
 24. SICK LEAVE
 25. BEREAVEMENT
 26. JURY DUTY
 27. VOTING
 28. PREGNANCY DISABILITY LEAVE
 29. DISCRETIONARY LEAVE
 30. EXPECTATIONS FOR PVCSD PERSONNEL
 31. FUNDAMENTAL RULES OF SAFETY
 32. DRESS CODE
 33. DRUG AND ALCOHOL POLICY
- APPENDIX 'A' LIST OF VIOLATIONS OF DISTRICT RULES AND REGULATIONS
- APPENDIX 'B' DISTRICT POLICY FOR SECURITY PERSONNEL

1. AT-WILL EMPLOYMENT

The employment relationship between PVCSD and its employees is for an unspecified term and may be terminated by the employee, the PVCSD District's General Manager or its Board of Directors at any time, with or without cause or advanced notice. PVCSD reserves the right to transfer, demote, suspend and administer discipline with or without cause or advance notice.

None of the policies, procedures or contents of this manual are intended to create any contractual obligations which in any way conflict with PVCSD's policy of at-will employment. The at-will relationship can only be modified by a written agreement signed by the employee and PVCSD General Manager and approved by the Board of Directors.

2. HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY

A. Equal Employment Opportunity/ Non-Discrimination

PVCSD is an Equal Employment Opportunity employer and it is the policy of PVCSD to be in compliance with all state and federal regulations relative to discrimination in employment and PVCSD follows the practice of promoting Equal Employment Opportunity.

PVCSD is strongly committed to providing equal opportunity to all employees and applicants for employment. PVCSD does not discriminate on the basis of any status or characteristic protected under federal or state law, such as race, color, religious creed, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, medical condition, marital status, pregnancy, physical or mental disability, military status, veteran status; on the basis of any perception that an applicant or employee has any of these characteristics; or, on the basis that an applicant or employee is associated with someone who has or is perceived to have these characteristics. PVCSD prohibits the discrimination or harassment of any individual on any basis listed above (see the Policy Against Harassment for further clarification).

PVCSD's commitment to comply with all applicable laws providing equal employment opportunities applies to all persons involved in the Company's operations and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers. This policy applies to all employment practices, including recruitment, advertising, job application procedures, hiring, firing, advancement, compensation, training, benefits, transfers, social and recreational programs, and any other terms, conditions and privileges of employment. Any employee who violates this policy and PVCSD's commitment to equal employment opportunities will be subject to disciplinary action, up to and including termination of employment.

B. Policy Against Harassment

PVCSD prohibits and will not tolerate harassment of employees, applicants, or persons providing services pursuant to a contract, based on any status or characteristic protected by federal or state law, such as race, color, religious creed, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, medical condition, marital status, pregnancy, physical and mental disabilities, military status, veteran, including persons perceived to have any of these characteristics or associating with someone who has or is perceived to have any of these characteristics. PVCSD will also take all reasonable steps to prevent harassment based on protected status by third parties, such as customers, clients and suppliers.

1. Definition

Harassment is unwelcome and inappropriate conduct directed at an employee, based upon one of the characteristics protected under federal or state anti-discrimination laws, that substantially prevents an employee from performing his or her duties, serves to threaten or intimidate an employee, and/or produces a hostile work environment.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawing or gestures;
- c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- d. Threats, demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

C. Reporting and Complaint Procedure

An employee who believes that he or she has been subjected to any form of unlawful discrimination or harassment should promptly make a complaint, preferably written, to the District's General Manager, or if it involves the General Manager, to the President of the Board. Complaints should be specific and should include the names of individuals involved and the names of any witnesses. Any supervisor who receives such a complaint must promptly report it to the District's General Manager, or if it involves the General Manager, to the President of the Board.

PVCSD will immediately undertake a fair, effective, thorough and objective investigation and attempt to resolve the situation. If, based on the evidence collected, PVCSD determines that unlawful discrimination or harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to and including termination. Appropriate action will also be taken to deter any future unlawful harassment.

It is the obligation of all employees to cooperate fully in the investigation process. Confidentiality will be maintained to the extent possible.

D. Retaliation

Employees will not be retaliated against for bringing a complaint in good faith under the Equal Employment Opportunity / Non-Discrimination Policy or the Policy Against Harassment, or for honestly assisting in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken if false or frivolous accusations are made in bad faith.

3. POLICY ON DISABILITY ACCOMMODATION

PVCSD is committed to complying fully with state and federal disability discrimination laws. No program or activity administered by PVCSD shall exclude from participation, deny benefits to, or subject to discrimination, any individual based on that individual's actual or perceived disability or based on an individual's association with someone who has an actual or perceived disability.

PVCSD is further committed to providing reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee. If you believe you are a qualified individual with a protected disability and that you need a reasonable accommodation in order to perform the essential functions of your job, please notify the District's General Manager. The accommodation process is interactive and allows the applicant or employee to identify possible accommodations. However, PVCSD has the right to choose among effective accommodations.

4. EMPLOYMENT CLASSIFICATION

Job Title: General Manager

Job Description:

a. Functional Statement

The General Manager shall be the administrative head of the government and designated representative of the District under the direction and control of the Board except as otherwise provided in District rules, regulations or ordinances. This is a highly responsible, confidential and complex job position that performs duties including administrative, Board secretarial, and financial duties. This position plans and directs the District's financial reporting, auditing, budget, cash receipts, capital assets, job costing and collections functions; and performs related work.

b. Duties

The General Manager shall be responsible for operating the District in accordance with the budget and for the efficient administration of all affairs of the District which are under his or her control.

In addition to general powers as administrative head, and not as a limitation thereon, the General Manager shall have the following powers and duties:

Implement policies established by the Board of Directors and enforce all rules and regulations of the District except penal laws and, ensure that all franchises, contracts, permits and privileges granted by the Board of Directors are faithfully observed and ensure that the requirements of applicable law are met with respect to operations and property.

Control, order and give directions to subordinate employees of the District under his or her jurisdiction.

Recruit, hire, discharge, discipline, promote and demote all employees of the District, subject to all applicable laws, ordinances, policies, resolutions, rules and regulations, except District Counsel who is appointed by the Board.

Recommend to the Board adoption of such measures, ordinances and resolutions as deemed necessary. The General Manager shall attach to each ordinance (as required) all information and rationale justifying the action.

Attend all meetings of the Board of Directors unless excused there from by the President individually or the Board, except when his or her removal is under consideration.

Develop the District budget with assistance from District staff. Develop finance related goals, objectives and policies with assistance from District staff.

Supervise the District's finances, including full fiscal responsibility for all operating accounts, books and ledgers, collection of revenues and payment of expenses as directed by the Board.

Keep the Directors at all times fully advised as to the financial condition and needs of the District and ensure that accurate financial records are maintained.

Exercise general supervision over all public buildings and public facilities, and all other public property which are under the control and jurisdiction of the District.

Exercise general supervision over all of the District's services, with specific responsibility for daily supervision delegated to subordinate employees, including the Office Manager and the Security Supervisor and the Utility Department Supervisor, and to contract wastewater management

Administer any and all contracts or agreements and enter into contracts or agreements within the scope of authority as may be granted by the Board.

Periodically report upon federal grant and aid programs in which the District may be eligible to participate

and, upon order of the Board, process applications on behalf of the District for such participation.

Ensure the health and safety of District property, personnel and customers with respect to District operations.

Ensure that customer inquiries, requests and complaints are dealt with appropriately.

Establish and approve training requirements or activities for District employees.

Handle liaison and coordinating functions with other public agencies, groups or individuals.

Attend Board and Committee meetings held on a variety of issues; supervise and coordinate meeting logistics; supervise, coordinate and prepare the agenda and the assembly and distribution of agenda packets; update and maintain mailing lists; record roll call votes on agenda items; ensure compliance with legal requirements governing public notice of Board meetings and the conduct of closed sessions; draft the official minutes and summarize Board meetings and other District meetings; supervise and participate in maintenance of Board records and supervise the recordation of documents; prepare required Board memoranda and resolutions; prepare legal notifications; draft and arrange for the legal publication of notices, postings and public hearing.

Serve as “custodian of records” and determine the applicability of Public Records Act provisions to various District records; upon request of subpoena, furnish copies of resolutions, minutes and other official records, certified and sealed as to their validity.

Plan, direct and implement the fiscal management program for the District, including budget monitoring, forecasting, collection and disbursement of all funds and investments; assist with budget development; prepare resolutions for budget adoption; recommend and participate in the development of Finance related goals, objectives and policies; develop and administer the budgets for Finance functions.

Direct and perform professional accounting work, including financial reporting and auditing activities; design and implement procedures to conduct activities in accordance with related laws, ordinances, rules and regulations; provide liaison to auditors and ensures audit compliance; prepare and present annual financial reports and resolutions to the Board; coordinate the annual audit of District financial records and systems.

Prepare periodic and special financial reports and analyses, including those required for submission to various governmental agencies; report the financial status of the District.

Perform other related duties as may be required or directed by the Board.

Bring to the attention of those responsible for the technical operations of the District any matters that could require their action.

General Manager shall test and maintain the system certifications required to oversee the District.

Job Title: Office Manager

Job Description:

a. Functional Statement

To perform duties under the general direction of the General Manager and the Board of Directors, including administrative, secretarial and financial duties.

b. Duties:

Provide assistance to the General Manager, the Board and the public regarding finance related issues. Manage the operating affairs of the District, including supervision of Administrative Assistants, and Water Quality Data Tech and Compliance Administrator. Answer and direct telephone calls; greet and help walk-in customers; perform accounting work, including monthly invoicing, accounts receivable, accounts payable and audit activities; assist in the preparation for Board meetings; attend Board meetings regularly and record the minutes; file and maintain District records; review the water quality testing dates and results; oversee the preparation of monthly, quarterly, and annual reporting; maintain water stock certificates; perform semi-

weekly payroll and quarterly and annual required payroll reporting; maintain updated employee notifications on labor laws; maintain employee files and assist as needed with administration of benefits. Execute the onboarding process for new employees. Maintain employee and Board Member training records. Monitor all regulatory compliance for all entities. Keep the General Manager apprised on District matters. In addition, the Office Manager will be required to qualify, test, and be certified as a notary public for District business.

Job Title: Administrative Assistant

Job Description:

a. Functional Statement

To perform duties under the general direction of the Office Manager, General Manager and the Board of Directors, including administrative, secretarial and financial duties.

b. Duties:

Provide assistance to the Office Manager, General Manager, the Board and the public regarding service and finance related issues. Answer and direct telephone calls; greet and help walk-in customers; perform accounting work, including monthly invoicing, accounts receivable, accounts payable and audit activities; assist in the preparation for Board meetings; attend Board meetings as directed and record the minutes; file District records; have a general knowledge of water quality testing dates and results; participate in the preparation of monthly, quarterly, and annual reporting; maintain water stock certificates; maintain and order office supplies; input and update data on the dwellingLive software system; ensure both entities websites are accurate and upload new information as it becomes available. In addition, the Administrative Assistant will be required to qualify, test, and be certified as a notary public for District business.

In the absence of employee to fill the position of Water Quality Data Tech & Compliance Administrator, the Administrative Assistant will be fully trained and capable to back-fill that role.

Job Title: Water Quality Data Tech & Compliance Administrator

Job Description:

a. Functional Statement

To perform duties under the general direction of the Office Manager, General Manager and the Board of Directors, including administrative, secretarial and financial duties.

b. Duties

Provide assistance to the Office Manager, General Manager, the Board and the public regarding service related issues. Responsible for coordinating the water quality data collection, reporting, implementing water quality monitoring and reporting programs in the fields of domestic water, irrigation and wastewater for ~~the District~~both entities. Interprets data results from laboratory analysis as it pertains to operational controls, distribution water quality and compliance with established regulations. Establish and implement monitoring requirements to comply with the Safe Drinking Water Amendments, California State Water Boards, State Water Resource Control Board, Division of Drinking Water and other related regulatory bodies. Ensure that compliance and reporting schedules are up to date and that the requirements are completed. Prepare annual Consumer Confidence Report, make updates to Risk Management Plan, complete Electronic Annual Report, California Environmental Reporting System - Air Pollution Control District reports, Hazard Material reports, Quarterly Effluent Reporting, Emergency Notification Plan, Water Reclamation Reporting, Trucked Waste Permitting for the City of San Diego, Sewer System Management Plan, Annual Graphic and Tabular Reporting, Annual Cross Connection inspection and reporting, Backhoe reporting and Oversight of Maintenance, Annual Small Water Supplier Conservation Reporting, Semi-Annual Fire Hydrant Reporting and support all inspections by County and State Regulators. Assist the Officer Manager's role in completing the monthly invoicing for Rancho Pauma Mutual Water Company.

Job Title: Utility Department Supervisor

Job Description:

a. Functional Statement

To perform duties under the supervision of the General Manager and the contract ~~water and~~ wastewater management, and ultimately the Pauma Valley Community Services District Board of Directors.

b. Duties

Plans, assigns, supervises, reviews and evaluates the work of crews engaged in a wide variety of maintenance activities on field facilities and other District properties, including checking the operation of all collection systems and lift stations, treatment and reclamation systems, effluent disposal systems and related facilities. Develops and implements maintenance schedules; plans and directs water and wastewater management and distribution; provides for staff training and development; provides technical assistance to crews in resolving difficult problems encountered; supervises maintenance and repair work on water and wastewater facilities and equipment, chlorination facilities, water tanks, reservoirs, and protection of pipeline; inspects job sites to determine work required and to evaluate performance; ~~prepares budget for assigned area, requests~~ estimates ~~personnel~~, materials and equipment requirements for assigned jobs; prepares and maintains a variety of written and computerized reports and records, worksheets, accident reports, maintenance requests, etc.; responds to questions and complaints from the public and other agencies; coordinates work with other departments and outside agencies; provides for emergency repair work as needed; evaluated~~s~~ the work of assigned personnel; recommends and implements necessary disciplinary action; participates in the selection of new employees; ensures that safe work methods are followed and that appropriate safety precautions and equipment are utilized; sets the schedule for Utility staff and coordinates staff availability for “on-call” duties

In addition, the Utility Department Supervisor will be required to possess a valid California driver’s license and any professional certifications/licenses deemed necessary by the District.

Job Title: Water/~~Wastewater Worker-Distribution Service Worker I-~~
~~Waste Water Plant Maintenance Worker I~~

Job Description:

a. Functional Statement

To perform duties under the supervision of the Utility Department Supervisor.

b. Scope of Position

This job classification is general in nature. It is intended to provide on-the-job training for advancement to the District grade level II.

c. Duties

Under general supervision operate, test and repair filters, pumps and valves in compliance with District policy. Conduct weed abatement as necessary at District reservoirs, pump stations, and waste water plant. Conduct semi-skilled tasks as required to accommodate general water and wastewater duties including, but not limited to, the District’s sewer grid and wastewater lift stations. Obtain certifications deemed necessary by the District.

Job Title: Water/~~Wastewater Worker II Distribution Service Worker II-~~
~~Waste Water Plant Maintenance Worker II~~

Job Description:

a. Functional Statement

To perform duties under the supervision of the Utility Department Supervisor. To qualify for this position

the employee must have worked as a Water/ Wastewater Worker I for 3 years. During that time, the employee must achieve an average of proficient on annual Performance Reviews. Employee must possess a Wastewater Operator Grade I, Water Treatment Grade I and Water Distribution Grade 2.

b. Duties:

RPMWC - Control District water supply and distribute to appropriate reservoirs. Inspect, test, and repair mechanical defects in all sizes and types of water meters, pressure regulators, backflow prevention devices, pumps and distribution system pipelines. Keep accurate records of stock materials, tool inventories, and meter reading calculations. Handle customer complaints as necessary. Also, perform semi-skilled to skilled maintenance duties as required (i.e., operate District backhoe, welder).

PVCSD - Process District waste water flow; including maintenance of sewer distribution grid and flood control basins. Make mathematical calculations for (and keep daily logs on) chlorine dosages, effluent flow totals and lab analyses. Perform semi-skilled to skilled maintenance duties as required (i.e., operate District backhoe, welder).

Maintain certifications deemed necessary by the District.

Job Title: Security Department Supervisor

Job Description:

a. Functional Statement

This job function is designed to provide operational support to the General Manager by implementing security programs developed by the PVCSD and performance management over both the Patrol Officers and the Gate Attendants positions.

b. Duties

The Security Department Supervisor will confer with the General Manager on an as-needed basis regarding all District security matters and make appropriate recommendations.

The Security Department Supervisor will work secondarily, and in support of, the General Manager to develop effective and efficient policy and programs for implementation within the regional area of responsibility.

Under the daily direction and supervision of the General Manager and in accordance with current directives, the Security Department Supervisor will be responsible for preparing and presenting to the General Manager all legible reports, records, and documents deemed necessary to conduct the department in an efficient manner. These will include, but are not limited to, incident reports, shift checks, daily activity reports, employee scheduling, logs as may be required for record purposes and vehicle maintenance logs.

The Security Department Supervisor will be responsible for ensuring a monthly security report is provided to the General Manager the Wednesday before the Monday board meeting, or 5 business days ahead of a board meeting if it does not fall on a Monday.

The Security Department Supervisor will be responsible for the supervision and performance management of Patrol Officers and Gate Attendants as directed by the General Manager. The Security Department Supervisor will be responsible for interviewing and recommending new hires. The Security Department Supervisor will develop and keep updated, all training programs for Patrol Officers and Gate Attendants. He/she will train all new hires on ~~the~~ PVCSD policies. The Security Department Supervisor will be responsible for developing patrol and gate schedules such that 24/7 coverage is maintained. The Security Department Supervisor may appoint the schedule creation task to a subordinate.

The Security Department Supervisor will also perform the role of Patrol Officer while on duty and be responsible for the safeguarding of the lives and property within the District during the period of his/her assigned watch. In order that this responsibility be met, the Security Department Supervisor will utilize proper procedures as determined with assistance from the General Manager.

During his/her shift, the Security Department Supervisor will respond to any and all emergency assistance or other calls that may be received from the dispatcher and render such assistance as deemed necessary. The Patrol Officer on duty will advise the Security Department Supervisor of all critical responses. The Security Department Supervisor will, in-turn, notify the General Manager. The Security Department Supervisor is expected to be on-call ~~24x7x365~~ 24 hours a day, 7 days a week, 365 days a year, unless on PTO/vacation or sick leave. Further he/she will ensure that other agencies are promptly and properly informed so that they may provide assistance, should that be necessary.

Liaison

The Security Department Supervisor will liaison with leaders in the service areas of the district and maintain current good public relations including all emergency response agencies.

Licenses

The Security Department Supervisor will be required to possess and maintain current security guard card, certifications in CPR and first aid as required by the Board of Directors of the District.

Experience

The position requires a min. of 5 years in criminal justice, or related field of education; or equivalent learning experiences where the range of technical and professional competencies outlined above have been successfully demonstrated.

Job Title: Senior Security Patrol Officer

Job Description:

a. Functional Statement

To perform duties under the direction of the Security Supervisor. Must have a minimum of three years working in Patrol to qualify for this position. Must also achieve an average of proficient on annual Performance Reviews during that time.

b. Duties

Under the direction and supervision of the Supervisor and in accordance with current directives, the Senior Security Patrol Officer will be responsible for the safeguarding of the lives and property of all District residents during the period of his or her assigned watch.

In order that this responsibility be met, the Senior Security Patrol Officer will, by utilizing proper patrol procedures and vehicular/foot patrol, ensure the physical security of all residences, shops, utility and commercial buildings, schools, etc. within the District boundaries by making periodic inspection of those units.

The Senior Security Patrol Officer will respond to any and all emergency assistance or other calls that may be received from the dispatcher and render such assistance as deemed necessary. Further he or she will ensure that other agencies are promptly and properly informed so that they may provide assistance, should that be necessary. The Senior Security Patrol Officer will legibly fill out and complete such forms, reports, logs as may be required for record purposes. Senior Security Patrol Officers will, by utilizing radio/telephone, ensure that communications are maintained at all times with the dispatcher. The Senior Security Patrol Officer shall "pass down" all necessary information to ensure clear and effective communication and notify the Security Department Supervisor of all instances that require his/her attention.

The Senior Security Patrol Officer will be required to possess and maintain current security guard card, certifications in CPR and first aid as may be required by the Board of Directors of the District.

Job Title: Security Patrol Officer

Job Description:

a. Functional Statement

To perform duties under the direction of the Security Department Supervisor.

b. Duties

Under the direction and supervision of the Supervisor and in accordance with current directives, the Security Patrol Officer will be responsible for the safeguarding of the lives and property of all District residents during the period of his or her assigned watch.

In order that this responsibility be met, the Security Patrol Officer will, by utilizing proper patrol procedures and vehicular/foot patrol, ensure the physical security of all residences, shops, utility and commercial buildings, schools, etc. within the District boundaries by making periodic inspection of those units ~~requiring same.~~

The Security Patrol Officer will respond to any and all emergency assistance or other calls that may be received from the dispatcher and render such assistance as deemed necessary. Further he or she will ensure that other agencies are promptly and properly informed so that they may provide assistance, should that be necessary. The Security Patrol Officer will legibly fill out and complete such forms, reports, logs as may be required for record purposes. Security Patrol Officers will, by utilizing radio/telephone, ensure that communications are maintained at all times with the dispatcher. The Security Patrol Officer shall “pass down” all necessary information to ensure clear and effective communication and notify the Security Department Supervisor of all instances that require his/her attention.

The Security Patrol Officer will be required to possess and maintain current security guard card, certifications in CPR and first aid as may be required by the Board of Directors of the District.

Job Title: Senior Gate Attendant

Job Description:

a. Functional Statement

To perform duties under the direction of the Security Department Supervisor. Must have a minimum of three years working as a Security Gate Attendant to qualify for this position. Must also achieve an average of proficient on annual Performance Reviews during that time.

b. Duties

Under the supervision of the Security Department Supervisor, the Senior Gate Attendant will be responsible for the control of vehicular and pedestrian traffic entering or leaving the gated portion of District property and to ensure those entering are authorized to do so by being fully capable of administrating the dwellingLIVE software application. He/she will be running reports and operating in the dwellingLIVE software application..

The Senior Gate Attendant will be uniformed, with appropriate identification. The Senior Gate Attendant will utilize telephone and/or radio communication to contact the Patrol Officer to relay pertinent information regarding any and all incidents requiring Security or emergency response.

The Senior Gate Attendant will legibly fill out and complete such forms and logs as are required for the conduct of business and for record purposes. The Senior Gate Attendant will assist the Security Department Supervisor in completing performance reviews. The Senior Gate Attendant may be required to assist the Patrol Officer with a vehicle accident scene occurring on or near his/her station by positioning flares, assisting any injured persons and interviewing witnesses or in any way dictated by the Patrol Officer.

Job Title: Security Gate Attendant

Job Description:

c. Functional Statement

To perform duties under the direction of the Security Department Supervisor ~~and Security Senior Gate Supervisor/Attendant.~~

d. Duties

Under the supervision of the Security Supervisor or Senior Gate Attendant, the Gate Attendant will be responsible for the control of vehicular and pedestrian traffic entering or leaving the gated portion of District property and to ensure those entering are authorized to do so by verifying vehicle registration with the dwellingLive software system and/or identification of individuals.

The Gate Attendant will be uniformed, with appropriate identification. The Gate Attendant will be fully capable of administrating the dwellingLive software application. He/she will be capable of running reports and operating in the dwellingLive software application. The Gate Attendant will utilize telephone and/or radio communication to contact the Patrol Officer to relay pertinent information regarding any and all incidents requiring Security response.

The Gate Attendant will legibly fill out and complete such forms and logs as are required for the conduct of business and for record purposes. The Gate Attendant may be required to assist the Patrol Officer with a vehicle accident scene occurring on or near his/her station by positioning flares, assisting any injured persons and interviewing witnesses or in any way dictated by the Patrol Officer.

5. VEHICLE USE

The Pauma Valley Community Services District and the Rancho Pauma Mutual Water Company provide vehicles for their employees to use while on "duty status". These vehicles are to be used by District employees only, and for the sole purpose of District business. Further, District vehicles and District employees must remain inside the District boundaries during all duty status hours with the exception of utilizing for necessary District business. The District vehicles are not to be used for any form of after-hours activities, unless authorized by the General Manager in writing. The gasoline tank is to ~~ONLY~~only be used to fill the District's Patrol and Utility vehicles. No gasoline shall be dispensed for personal vehicles.

Any violation of the aforementioned regulations will subject the employee to disciplinary action, up to and including termination.

Employees utilizing their personal vehicle for District business shall be reimbursed at the current Internal Revenue Service mileage rate per mile. This reimbursement does not apply to employees with a vehicle allowance.

6. PROFESSIONAL CERTIFICATION

All ~~applicants applying for employees vacant positions requiring certification~~ must present evidence of required certification ~~prior to employment. If the employee does not possess a valid certification needed for their position, the General Manager shall determine the appropriate timeframe to obtain the certification.~~ District policy requires copies of certificates required to meet standards based on the position held. Cost of renewal of certifications will be paid for by the District as long as employment continues.

7. WAGE POLICY

It is the goal of PVCSD that employees shall be paid fair and equitable wages which compare to prevailing rates of surrounding districts in the area using like skills. Wage rates are determined on the basis of ~~job evaluation and wage surveys~~performance reviews and the Board approved Salary Schedule ~~conducted~~ for all job classifications. Employee compensation and benefits will be evaluated by the Board of Directors annually to determine whether any changes will be made. The Board of Directors may, in its discretion, review one or more employees' compensation and/or benefits to determine whether to make changes at other times.

Employees will be paid in full once every two (2) calendar weeks on Wednesday. The pay period will be the previous two (2) weeks. The workweek is defined as beginning Sunday, 00:01 a.m., and ending Saturday, 12 midnight for employees who work a regular four or five-day schedule during a calendar week.

Every 24-hour period, Monday through Friday, one utility employee is required to be available for "on call" for an emergency situation before or after normal work hours. Compensation for that status is paid at a rate of \$10 per day when scheduled in addition to any overtime logged for the work required. Any call out after defined work hours shall be paid for a minimum of 2

hours of overtime. Each Saturday and Sunday, one utility employee is required to be scheduled for overseeing the District's operations and shall be provided necessary equipment to access the automated SCADA system and determine if being on-site is required. Compensation for this weekend status or a District recognized holiday (see Holiday section for list) is paid at a rate of \$50 per day in addition to any overtime or double time logged for the work required. Scheduling for 'On Call' duty is done by the Utility Department Supervisor. Modification of this is subject to PVCSD review and may change at its discretion.

Due to the nature of shift work, Security Patrol Officers and Gate Attendants are compensated for working a shift other than the typical daytime hours. Those working the 'A' shift will receive an additional \$4.50 per day and those working the 'C' shift will receive an additional \$3.50 per day. Modification of this is subject to General Manager review and may change at ~~its~~ his/her discretion.

Deductions that are required by state and federal law to be withheld from gross wages are: 1) Federal Income Tax; 2) Federal Medicare Taxes; 3) Federal Social Security Taxes; 4) California State Income Tax; 5) California State Disability Insurance (SDI); 6) PERS retirement program; and 7) any Court Ordered Garnishment. Optional deductions include voluntary participation in PERS 457 Investment Program (tax-deferred contribution) and direct deposit to employee's bank account is preferred.

The District will designate each employee as exempt or non-exempt in accordance with federal and state wage and hour laws. Employees designated as exempt are salaried employees and are not entitled to overtime compensation. An employee's exempt or non-exempt classification may be changed only upon written notification by the District General Manager.

8. FULL-TIME VS. PART-TIME EMPLOYMENT

Full-Time: A full-time employee is one who is regularly assigned to work 32 or more hours per week and shares weekend and holiday coverage as required by the job. Such employees are entitled to all full-time benefits of medical, vacation and sick leave. Full-time employees are eligible for annual performance reviews and wage reviews in accordance with District policy.

Part-Time: A part-time employee is one who is regularly scheduled to work less than ~~30~~32 hours per week. This employee may share weekend and holiday coverage as required by the job. Part-time employees' eligibility for medical, vacation or sick leave benefits is determined individually at the discretion of the ~~Board of Directors~~General Manager. Part-time employees working 1000 hours or more per fiscal year are required to participate in the PERS retirement program.

9. PROBATION

All employees are considered to be on probationary status for ninety (90) days from their employment date. This provides an opportunity for employees, supervisors and the General Manager to become acquainted and to determine if the employee can meet the expectations for job performance. The General Manager will notify the employee of the probationary period at the time of hire. Employees will be evaluated prior to the end of the probationary period. Following the probationary period, employees also become eligible for certain benefits as described below.

Satisfactory completion of the probationary period does not alter the at-will nature of the employment relationship. PVCSD does not guarantee employment for the entire probationary period and at its discretion, PVCSD may shorten or extend the probationary period.

10. DISCIPLINARY ACTION

Consistent with the at-will nature of employment, PVCSD reserves the right to use discretion in deciding when and how discipline is imposed. No formal system, procedure or proof of cause is required. Attached as "Appendix A" is a non-exhaustive list of examples of PVCSD rules and regulation violations for which employees will be disciplined, up to and including termination. All forms related to discipline will be maintained in the personnel file and will be review in conjunction with the annual performance ~~evaluation~~review.

11. PERFORMANCE ~~EVALUATION~~REVIEW

All PVCSD supervisors or managers shall conduct an annual performance ~~evaluation~~review for each employee in their department. Upon completion of the evaluation the supervisor or manager will review the evaluation with the employee(s); Supervisors or managers shall then submit the signed ~~evaluation~~-forms to the General Manager for review. Performance

~~evaluations reviews~~ will be maintained in the personnel file and will be used for things such as determining pay increases, considering an employee for promotion etc.

12. DISTRICT PROPERTY DAMAGE

Any damage to District property (i.e., vehicles, equipment, office equipment, etc.) will be brought before the General Manager. The General Manager will interview the responsible employee in order to classify the damage as “avoidable” or “unavoidable”. If determined avoidable, the General Manager will then determine the appropriate discipline which may consist of: (1) written reprimand, (2) time off without pay, or (3) immediate termination.

13. DEPARTMENTAL TRANSFER

All employees making a departmental or job position transfer will be subject to a ninety (90) day probationary period. An employee not successfully concluding a ninety (90) day probation will be subject to termination or a return to their previous position based on availability.

Any employee may be cross trained in the responsibilities of another job classification. Such employee shall be paid the rate appropriate to the job classification for the hours worked in that job classification and for the lowest rate of any qualified job classification for vacation pay, and the like.

14. HOURS OF WORK

A. Work Shift

In a two-week period, utility personnel work a 9/80 schedule as follows 7:00 A.M. to 4:00 P.M. four (4) days a week and have every other Friday off; working Fridays have a schedule of 7:00 A.M. to 3:00 P.M. and administrative personnel work from 8:00 A.M. to 3:40:00 P.M. five (5) days per week. Security ~~Department~~ Supervisor and Patrol Officers work ten (10) hour shifts, four (4) days per week; Security Gate ~~Supervisor and~~ Attendants work eight (8) hour shifts, five (5) days per week, which enables the District to have round-the-clock security dispatch. Shifts are identified as: ‘A’ begins at 12 midnight and ends at 8:00 a.m.; ‘B’ shift begins at 8:00 a.m. and ends at 4:00 p.m.; ‘C’ shift begins at 4:00 p.m. and ends at 12 midnight. Shift hours may vary as deemed necessary by the Security Department Supervisor. Although employees may, upon hiring, work particular hours, the District does reserve the right to reassign an employee to other shifts or other hours as need arises.

B. Time-Keeping

Accurately recording time worked is the responsibility of every PVCSD employee. Federal and state laws require PVCSD to keep an accurate record of time worked by non-exempt employees in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.

It is the employee’s responsibility to sign their time records to certify the accuracy of time recorded. The General Manager will review and then sign the time record before submitting it for payroll processing.

C. Rest Breaks

Employees are generally permitted to take one ten-minute rest break for every four hours worked. Rest breaks should be taken as close to the middle of the four-hour period as possible.

D. Meal Breaks

The normal meal break is at least 1/2 hour. Meal breaks for District employees are paid. Staffing needs and operational demands may necessitate variation in starting and ending time. All dispatched security and utility emergency calls take precedence over the meal break.

15. OVERTIME

The around-the-clock nature of District work may make it necessary for employees to work required overtime. All overtime requires prior approval of the supervisor or manager. Overtime compensation is paid to all non-exempt employees in accordance with all applicable wage and hour laws. For those working a 40-hour work week, overtime is considered any hours worked over 8 or 10 (depending on work schedule by job classification) per day and is paid at 1.5 times the regular pay rate; the first 8 hours on the 7th consecutive day is paid at 1.5 times the regular rate of pay; any work in excess of 12 hours per day and in excess of 8 hours on the 7th consecutive day is paid at 2.0 times the regular rate of pay. PVCSD recognized holidays are paid at 2.0 times the regular rate of pay for hours worked and at the regular rate of pay for those scheduled but not working. Security and Gate personnel whose regularly scheduled day off falls on a holiday, will not receive holiday pay unless worked. PVCSD paid time off such as vacation or sick days are not considered hours worked for the purpose of calculating overtime.

16. ABSENCE FROM WORK

All employees are expected to be on time. Should an illness or emergency situation occur, and employee is unable to report to work at his or her regular time, the employee must notify their supervisor or manager, if possible, at least two (2) hours before the start of the shift. The supervisor or manager will advise the employee of the proper procedure to follow depending on the reason for and expected duration of the absence. All employees must contact the supervisor or manager each day they are out unless otherwise instructed. Employees who fail to notify the supervisor or manager in advance of absenteeism may be subject to disciplinary action or dismissal.

17. HOLIDAYS

PVCSD recognizes the following paid holidays: New Years, President's, Memorial, July 4th, Labor, Veterans', Thanksgiving and Christmas Days. An employee will be paid double time if they are required to work on a holiday. If a holiday falls on a weekend day, then the District will determine a preceding or succeeding day to be taken as the holiday. All employees will additionally receive one floating holiday per year. Utility staff and Administrative staff shall receive a paid shift for the observed holidays.

18. HEALTH BENEFITS

Under the terms of the policies established from time to time by the Board of Directors of the District, PVCSD provides medical insurance for full-time employees and their dependents. These benefits will commence on the 1st of the month following the end of an employee's sixty (60) days of employment. All benefits cease at the end of the month upon termination of employment, whether voluntary or involuntary, except as may be required to comply with applicable law. Employees' contribution for cost of health care coverage for self and dependents shall be calculated and deducted based on 26 pay periods per year. The Board of Directors will review and establish the employees' contribution rate annually at its discretion. A dependent of an employee must be under the age of 19 or provide verified enrollment as a full-time student until the age of 23.

19. HEALTH REIMBURSEMENT ACCOUNT BENEFITS

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

20. LIFE INSURANCE BENEFITS

The District provides a Group Term Life Insurance Policy to all full-time employees. The benefit amount of \$25,000 is paid in the event of death of an employee to the employee's designated beneficiary(ies). This benefit will commence on the 1st of the month following the end of an employee's ninety (90) days of employment. This benefit is offered by the District at no cost to employees.

21. RETIREMENT BENEFITS

PVCSD provides, through the California Public Employees Retirement System (CalPERS), a retirement plan for eligible employees. All employees working more than 1,000 hours annually are required to pay the employee contribution towards this benefit, percentages are determined annually by CalPERS. The Board of Directors will review and establish the benefits annually at its discretion. For more detailed information about specifie-this benefit visit the CalPERS website.

22. 457 SUPPLEMENT RETIREMENT BENEFITS

Since PVCSD participates in CalPERS, an optional 457 Supplement Retirement Benefit is also available. This benefit is available to any full-time employee. The contributions are pre-tax and can be adjusted at any time. For more information please inquire at the District office.

23. VACATION

PVCSD provides vacation, which is paid time off, for employees as a means to rest and rejuvenate. PVCSD encourages employees to utilize this benefit every year. PVCSD believes personal time off is an important means to enable continuation of strong performance and positive contribution to PVCSD, as well as encourage a balanced and enriching life for employees.

PVCSD will review and may change any of these vacation benefit provisions at its discretion.

A. Eligibility and Accrual

Full-time employees will accrue vacation according to continuous years of service in accordance with the following schedule:

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

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

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

Part-time employees with continuous service who the General Manager has determined to be eligible to accrue vacation, will accrue vacation in accordance with the above chart, on a pro-rated basis determined by normal hours worked. Active service for all employees commences with their first day of work and continues thereafter unless broken by an absence without pay or a leave of absence.

Vacation accrual for all PVCSD employees is limited to a maximum of 160 hours and may be used at any time upon approval from their Supervisor or manager. At no point will an employee be allowed to have a negative vacation balance, so employees are encouraged to monitor their vacation balance frequently before submitting a request to their supervisor or manager.

B. Use of Vacation

In order to request vacation time, employees should submit a Vacation Request form to their Supervisor or manager. Every effort will be made to accommodate all employees' requests for specific vacation leave time. However, the Supervisor or manager will also consider the needs of the department when evaluating vacation requests.

A holiday that falls during an employee's vacation leave will be treated and paid as a holiday and not as a day of vacation leave.

Preference in selection of vacation dates will be governed by length of service subject to the needs of the District and as approved by the department supervisor or manager and General Manager.

C. Payment for Unused Vacation

Upon separation from PVCSD employment, or upon election of the employee, an employee will be paid for accrued, unused vacation days at 100% of the employee's hourly rate at the time of separation or time of election. If the employee chooses to sell back unused accrued vacation they may do so in conjunction with the regularly scheduled payroll, for non-exempt employees it must be indicated on their timesheet. In cases where an employee terminates employment with PVCSD, and has been permitted to take vacation time prior to actual accrual, the final paycheck will reflect a deduction relative to the amount of un-accrued time off taken.

24. SICK LEAVE

PVCSD provides paid time off for the purpose of illness or other medical requirements. PVCSD will review and may change any of these sick leave benefit provisions at its discretion.

A. Entitlement

On the first day of January each year, each full time employee will be given 78 hours from which to draw for sick time away from work. Once those total hours are used, any additional sick hours must be taken without pay or the employee may draw from his/her accumulated vacation hours. If there are unused sick hours ~~on the books~~ as of December 31st each year, those sick hours may rollover to the new year and be added to that new year's allotment of 78 hours for use. At no time may sick hours accrue to more than 160 hours in total. For sick hours used at any one time in excess of 32 hours, a doctor's note authorizing the return to work must be submitted. New hires will receive a prorated amount of sick hours based on the amount of pay periods left in the calendar year.

Verification

Employees are required to notify their supervisor or manager as soon as possible of their absence due to illness or injury. PVCSD may require an employee upon returning after an absence due to illness or injury, to fill out a sick leave request form or record of sick leave use. PVCSD may require a physician's statement or acceptable substitute from an employee who applies for sick leave or make whatever reasonable investigation into the circumstances that appear warranted before taking action on the sick leave request.

B. Use of Sick Leave

Sick leave may be applied to the following circumstances:

1. An absence necessitated by an employee's personal illness or injury.
2. Medical and dental office appointments.
3. Absence from duty because the employee's presence is needed to attend to the serious illness of a member of his or her immediate family. For purposes of this policy, immediate family shall mean father, father-in-law, mother, mother-in-law, step-parent, brother, sister, grandparent, spouse, child, domestic partner or legal guardian. All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of a family member.
4. Illnesses while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
 - a. The illness or injury of the employee or member of the employee's immediate family was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his or her normal duties.
 - b. The employee must notify the General Manager within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.
 - c. PVCSD shall be under no obligation to extend the vacation beyond the original scheduled vacation ending date.
 - d. Upon the employee's return to work, the employee must furnish PVCSD with a certificate signed by a physician or other medical provider stating the nature of the medical condition and the period of disablement.

In any use of sick leave, an employee's account shall be charged to the nearest quarter hour for a non-exempt employee, while exempt employees will be charged only for full-day absences. At no point will an employee be allowed to have a negative sick leave balance.

An employee may be required to furnish a certificate issued by a licensed health care provider or other satisfactory evidence of illness, injury, medical condition or medical or dental office calls when PVCSD has notified the employee in advance of such a requirement or when the employee has been under the care of a physician.

C. Use of Sick Leave During Training Sessions and Other Off-Site Events

Training sessions, conferences, and other required PVCSD events that an employee attends for more than 6 hours in a given work day shall be treated as a full 8-hour day. However, if an employee is unable to attend all or a portion of the training or event due to illness or other incapacity, the employee must report to the General Manager the number of hours the employee missed due to illness so that the appropriate amount of time is deducted from the employee's sick leave.

25. BEREAVEMENT

An employee shall be entitled to three (3) paid days of leave for the death of a member of his or her immediate family. For purposes of this policy, immediate family shall mean father, father-in-law, mother, mother-in-law, step-parent, brother, sister, grandparent, spouse, child, domestic partner or legal guardian. The bereavement days must be noted on the employees timesheet for accurate record keeping.

26. JURY DUTY

PVCSD does not pay employees for Jury Duty. If a juror summons is received and the employee chooses to participate, the employee must notify their supervisor or manager as soon as possible. If the employee is selected to participate on a panel they must also let their supervisor or manager know when the trial will begin and the anticipated length of the trial so the supervisor or manager can plan accordingly. The employee must provide a copy of the summons to the Office Manager and may elect to use vacation time to cover the time away from their duties.

27. VOTING

PVCSD does not pay employees for time off to vote. Employees may elect to use vacation pay to cover any work missed in order to vote in any election. Employees must notify their supervisor or manager as soon as possible when this request needs to be met.

28. PREGNANCY DISABILITY LEAVE

A. Eligibility

In accordance with applicable law and this policy, female employees may be eligible for a leave of absence and/or transfer based on pregnancy, regardless of length of service with PVCSD

B. Pregnancy Disability Leave

1. A woman is "disabled by pregnancy" if, in the opinion of her health care provider, she is unable to work at all or is unable to perform one or more of the essential functions of her job or to perform these without undue risk to herself, to the successful completion of her pregnancy, or to other persons.
2. Pregnancy disability leave is for any period(s) of actual disability caused by pregnancy, childbirth, or related medical conditions. Where medically advisable, pregnancy disability leave may be taken for a reasonable period of time, up to four months per pregnancy (eighty-eight workdays for a full-time employee).

C. Leave Due to Normal Childbirth

An employee shall be entitled to the minimum leave entitlements required by applicable law.

D. Leave/Transfer and Other Reasonable Accommodation Requests

1. Pregnant employees should notify the General Manager as soon as possible regarding their intent/need to take a leave of absence or to transfer due to pregnancy, childbirth, or related medical conditions. Such notice should specify the anticipated timing and duration of the leave or transfer.

2. Where the need for a leave of absence or transfer is foreseeable, employees must provide such notice at least 30 days prior to the date the leave or transfer is to begin. Further, employees must consult with the General Manager regarding the scheduling of any planned medical treatment or supervision so as to minimize any disruption to PVCSD's operations. (Actual scheduling of the leave/transfer is subject to the approval of the employee's health care provider.)
3. Where 30 days advance notice is not possible, notice must be given as soon as possible. However, PVCSD will not deny a pregnancy disability leave or transfer where the need for leave is an emergency or was otherwise unforeseeable.
4. PVCSD shall respond to the leave or transfer request as soon as practicable and, in any event, no later than 10 calendar days after receiving the request. PVCSD shall attempt to respond to the leave request before the date the leave is due to begin. Once given, approval shall be deemed retroactive to the date of the first day of the leave.
5. Reasonable accommodation other than leave or transfer will be granted upon request. Such requests must be supported by a written certification from the employee's health care provider.

E. Intermittent Leave

Pregnancy disability leave need not be taken in one continuous block. It may be taken on an as-needed basis, intermittently or on a reduced work schedule.

1. If it is medically advisable and foreseeable that an employee will be taking intermittent leave or leave on a reduced work schedule, PVCSD may require that the employee transfer temporarily to an available alternative position.
2. An "alternative position" is one that provides pay and benefits equivalent to those of the employee's regular position and better accommodates recurring periods of leave than the employee's regular job. It does not have to have equivalent duties. However, the employee must be qualified for the position.
3. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

F. Temporary Transfers

1. An employee may request a temporary transfer to a position with less strenuous or less hazardous duties where the employee's health care provider certifies that such a transfer is medically advisable.
2. Temporary transfers will be granted where appropriate and when PVCSD is able to reasonably accommodate the transfer, provided that the transfer would not require PVCSD to:
 - a. Create additional employment;
 - b. Discharge another employee;
 - c. Violate a collective bargaining agreement;
 - d. Transfer a more senior employee in order to make room for the employee's transfer; or
 - e. Promote or transfer the employee or any other employee to a position for which he/she is not qualified.

G. Certifications

1. As a condition of taking a pregnancy disability leave or transfer, the employee must provide medical certification from her health care provider that she is disabled due to pregnancy, childbirth or related medical conditions and/or that a transfer to an alternative position is medically advisable.
2. The medical certification should include:

- a. The date on which the employee becomes disabled due to pregnancy or the date of the medical advisability for the transfer;
- b. The probable duration of the period(s) of disability or the period(s) for the advisability of the transfer; and
- c. A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to herself, to the successful completion of her pregnancy, or to other persons or a statement that, due to pregnancy, the transfer is medically advisable.

H. Recertification

Recertification may be required where additional time is requested.

I. Fitness for Duty

The employee must provide certification from her health care provider of her fitness for duty prior to being reinstated.

J. Pay During Leave

1. Pregnancy disability leave is unpaid leave. However, the employee may request or PVCSD may require that the employee use accrued sick leave to provide pay during the period of leave.
2. An employee may also elect, at her option, to use accrued vacation or other accrued paid time off, if any, to provide pay during pregnancy disability leave.
3. The employee may also be eligible to receive temporary disability insurance payments during her pregnancy disability leave, and to coordinate the use of any accrued sick leave and/or vacation to supplement temporary disability insurance payments.

K. Reinstatement

1. The employee is entitled to be reinstated to the same or a comparable position upon release to return to work by her health care provider.
 - a. Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated by the date agreed upon, provided that the employee has provided medical certification of her fitness for duty.
 - b. If the actual reinstatement date differs from the original agreement, the employee will be reinstated within two business days, where feasible, after the employee notifies PVCSD of her readiness to return and provides medical certification of her fitness for duty.
 - c. Failure to return to work on the next work day following the expiration of pregnancy disability leave may be grounds for termination of employment.
2. The employee is not, however, entitled to any greater right of reinstatement than she would have had if she had not taken leave. Thus, reinstatement to the “same position” may be denied if:
 - a. For legitimate business reasons, unrelated to the employee having taken a pregnancy disability leave or transfer, the employee would not otherwise have been employed in her same position at the time reinstatement is requested; or
 - b. Each means of preserving the job or duties for the employee (such as leaving it unfilled or filling it with a temporary employee) would substantially undermine PVCSD’s ability to operate safely and efficiently.

3. Also, the employee has no greater right to reinstatement to a “comparable position” or to other benefits and conditions of employment than an employee who has been continuously employed. Thus, reinstatement to a comparable position may be denied if:
 - a. There is no comparable position open on the employee’s scheduled date of reinstatement or within 10 working days thereafter; or
 - b. a comparable position is available, but filling the available position with the returning employee would substantially undermine PVCSD’s ability to operate safely and efficiently.

L. Seniority and Benefits

1. In general, employees taking pregnancy disability leave will be treated the same as other similarly situated employees taking disability leave.
2. The employee returning from a pregnancy disability leave shall return with no less seniority than she had when the leave commenced for purposes of layoff, recall, promotion, job assignment, and seniority related benefits such as vacation.
3. The employee shall retain employee status during the period of leave, and the leave shall not constitute a break in service for purposes of longevity and/or seniority.

M. Group Health Insurance

PVCSD will continue to pay its share of the premium for the employee’s health insurance that PVCSD would have paid but for the employee’s pregnancy disability leave. The employee will be responsible for paying for ~~his or her~~their share of the premium as well as ~~his or her~~their same share of dependent coverage, and such payment will be due at the same time as if it had been made by payroll deduction. Such PVCSD payment will continue for a maximum of four months in any 12-month period, beginning on the date the pregnancy disability leave commences. If the employee is not eligible for continued paid coverage or if coverage ceases, the employee may continue group health insurance coverage pursuant to Cal-COBRA guidelines.

29. DISCRETIONARY LEAVE

The District authorizes unpaid discretionary leave for medical or other reasons constituting good cause away from assignment. An unpaid discretionary leave must be approved by the General Manager. No unpaid discretionary leave shall be granted unless the employee requests the leave in writing and includes the reason for the request. Approval by the appropriate authority shall be in writing. No unpaid discretionary leave pursuant to this section shall be requested or authorized for the purpose of imposing disciplinary action upon any employee.

There is no entitlement to be reinstated in the exact position the employee occupied prior to the leave, the District is allowed to place the employee back in a substantially similar position. Additionally, if the position is subjected to layoff during the employee’s absence, he or she is not insulated from layoff because of being on leave. This section is designed to grant special requests for unpaid discretionary leave which are not specifically addressed in other sections of these policies. An employee on an unpaid discretionary leave shall not receive compensation or accrue sick leave, vacation, or holiday credits. After 30 consecutive working days on an unpaid discretionary leave, employer contributions to retirement, life insurance, medical, dental, or other designated benefit plans shall be suspended until the employee is reinstated. However, upon approval of an unpaid discretionary leave, the employee may elect to continue his or her benefits coverage at his or her own expense, with the exception of retirement benefits which may not be so continued. Any employee requesting an unpaid discretionary leave shall utilize all of his or her accrued compensatory time-off, administrative leave, and vacation time prior to the start of the unpaid discretionary leave.

If an employee takes an unpaid discretionary leave while on probation, his or her probationary period shall be extended the same length of time as the leave without pay. Such extension of probationary periods which arise as a result of this policy shall not be perceived as casting aspersions on any employee, but rather as a way to more accurately monitor employee performance.

Upon expiration of an approved unpaid discretionary leave, the District shall endeavor to return the employee to the same or equivalent position he or she occupied at the time leave was granted. Unauthorized failure on the part of an employee to report to work upon expiration of the unpaid discretionary leave shall constitute job abandonment and will result in dismissal, unless the failure to report was due to an employee’s continued leave as a disability accommodation under the Americans with

Disabilities Act or Fair Employment And Housing Act. Where a disability is at issue, the District will engage the employee with an interactive process meeting to determine whether a reasonable accommodation could bring the employee back to work or whether additional discretionary leave is a reasonable accommodation.

30. EXPECTATIONS FOR PVCSD PERSONNEL

Employees are expected to be at their work places and ready for work at the established starting time and are expected to perform their work assignments.

Employees shall not gather on PVCSD property nor conduct personal business during work hours.

Protective equipment that is required or provided by the PVCSD must be properly utilized and maintained by employees as directed.

Employees must report all injuries or accidents to their supervisor or manager at once.

Employees are required to promptly notify the Office Manager of any changes in personal status, such as name, address, telephone, marital status, etc.

An employee shall not cause defective work nor interfere with the work of others.

An employee must be physically capable of performing work assignments.

Employees must perform all assigned duties and fulfill their responsibilities to PVCSD. Productivity and workmanship must be up to PVCSD standards.

An employee must be available for work as scheduled or requested.

Employees shall be responsible for all PVCSD property that has been placed in their custody.

Employees shall not neglect their job, duties or responsibilities, nor refuse any work assigned to them.

31. FUNDAMENTAL RULES OF SAFETY

Every employee is responsible for safety. To achieve our goal of providing a completely safe workplace, everyone must be safety conscious. Employees should report any unsafe or hazardous condition or act and any defective or damaged equipment they observe to the supervisor or manager immediately.

Employees are required to be familiar with relevant work procedures and safe work practices and know where the first aid medical kit is located as well as fire extinguishers. In an effort to reduce the risks of injury, PVCSD will provide training to employees on specific safety items as needed. Employees are required to report all personal injuries, regardless of how serious, to the supervisor or manager or the General Manager and get immediate first aid. Failure to report accidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims.

If an employee is injured on the job, he or she will be entitled to benefits under applicable state workers' compensation law. PVCSD carries workers' compensation insurance and will assist employees to obtain all benefits to which they are legally entitled.

Employees should realize that practical jokes often result in serious injury -- PVCSD is no place for them.

32. DRESS CODE

PVCSD provides uniforms for all its permanent security, gate and utility employees. Employees are responsible for maintenance and repairs of uniforms. All employees are expected to wear their appropriate uniforms while on duty in the District.

Should personnel leave employment within their first ninety (90) days of employment, the employee will be responsible for the cost of the uniforms, if not returned to the District. Pursuant to applicable law, the amount deducted from the employee's final pay check for the cost of the uniforms will be limited to an amount that will not cause the employee to be paid at a rate less than minimum wage.

For utility employees, the PVCSD will cover the expense (up to one hundred dollars (\$100.00)) of the required steel toe work boots once per calendar year; reimburse the cost for denim work pants (up to one hundred (\$100.00) per calendar year; and provide tee-shirts, safety vests, and rain gear as required.

Administrative employees are required to dress business casual with the exception of Friday's. Administrative employees enjoy casual dress on Fridays.

Security personnel expectations are located on Appendix B.

33. DRUG AND ALCOHOL POLICY

It is PVCSD's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on PVCSD's premises and while conducting business-related activities off PVCSD's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The reasonable use of alcohol may be allowed during work-related meetings and conferences conducted outside of working hours if alcohol is being served at such function.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with the General Manager to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through PVCSD's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all PVCSD's policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause PVCSD undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify PVCSD of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Appendix 'A'

LIST OF VIOLATIONS OF DISTRICT RULES AND REGULATIONS LIKELY TO LEAD TO DISCIPLINE - UP TO AND INCLUDING TERMINATION

VIOLATIONS OF DISTRICT RULES AND REGULATIONS
Theft
Reporting for shift under the influence of alcohol or illegal drugs, including prescription drugs without a valid prescription, or using the above while on duty.
Falsifying official documents, logs, records, reports, etc.
Sleeping while on duty.
Utilizing District property for personal business.
Leaving early without supervisor authorization.
Refusal or failure to perform work assigned, or to comply with supervisor's instructions.
Possession of any alcoholic beverage on District property.
Possession of illegal drugs, including legal prescriptions drugs without a valid prescription.
Carelessness in the performance of duty.
Excessive tardiness or absenteeism.
Failure to notify supervisor when unable to report for work.
Use or possession of any un-authorized weapon.

* This is not an exhaustive list of potential violations of PVCSD rules and regulations.

Pauma Valley Community Services District

District Policy for Security Personnel

~~July-June 278, 2020~~

RE: Uniforms/Equipment

Effective immediately: Each Patrolman will have the following while on duty.

- Clean Uniform
- Polished Badge
- Name Tag
- Clean Shoes
- Clean Cut
- Clean Shaved (trimmed mustache acceptable.)

Equipment:

- Duty Belt
- Chemical Spray
- Handcuffs/keys
- ~~Ballistic Vest~~

This policy is effective immediately. Failure to comply with District Policy will result in disciplinary action. **Equipment Subject to inspection at request of General Manager or Security Department Supervisor anytime while the officer is on duty.**

First Offense: Verbal and/or written warning.

Second Offense: 3 Day Suspension without Pay.

Third Offense: Supervisory Review/Subject to Termination.

Employee: (print name) _____ **Signature:** _____

Security Department Supervisor: _____

General Manager: _____

SUMMARY OF ORDINANCE NO. 55

Ordinance No. 55 proposes the adoption and establishment of Pauma Valley Community Services District's "Gate Access and Road Usage Policies and Procedures." Specifically, this Ordinance sets forth policies and procedures for gate access management and the monitoring and enforcement of road usage within, along with the ingress to and egress from, the Pauma Valley Country Club Estates.

A full copy of Ordinance No. 55 is available for review in the Pauma Valley Community Services District office located at 33129 Cole Grade Road, Pauma Valley, CA 92061.

Ordinance No. 55 was introduced by the Pauma Valley Community Services District Board of Directors at its meeting held on May 24, 2021. Second reading and adoption of the ordinance are scheduled for June 28, 2021.



Bobby Graziano
General Manager, PVCSD

Published to District Website May 10, 2021.