

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

NOTICE OF REGULAR MEETING

DATE: Monday, May 22nd, 2023
TIME: 10:00 AM – **Open Session**
VENUE: Pauma Valley Country Club, Robert Trent Jones Room
15835 Pauma Valley Drive, Pauma Valley, CA 92061

Pauma Valley Community Services District Mission

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

AGENDA

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

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

-- CLOSED SESSION --

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

- A. CONFERENCE WITH LEGAL COUNSEL—
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section
54956.9(b) (One (1) Matter)
- B. CONFERENCE WITH LEGAL COUNSEL—
Potential/Threatened/Anticipated Litigation

2. Open Session

A. Reportable Actions

-- CONSENT ITEMS --

Items 3-12 appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

3. Minutes of the Regular Board Meeting of March 27, 2023

The minutes are the permanent record of the Pauma Valley Community Services District Board of Directors meeting held on March 27, 2023.

Staff Recommendation:

Approve the March 27, 2023, PVCSD Board of Directors Meeting Minutes.

4. Minutes of the Special Board Meeting of April 11, 2023

The minutes are the permanent record of the Pauma Valley Community Services District Board of Directors meeting held on April 11, 2023.

Staff Recommendation:

Approve the April 11, 2023, PVCSD Board of Directors Meeting Minutes.

5. Minutes of the Special Board Meeting of May 4, 2023

The minutes are the permanent record of the Pauma Valley Community Services District Board of Directors meeting held on May 4, 2023.

Staff Recommendation:

Approve the May 4, 2023, PVCSD Board of Directors Meeting Minutes.

6. Review of Balance Sheet, Revenue and Expense for March Through April 2023

These reports disclose PVCSD financial statements for the months of March and April 2023.

Staff Recommendation:

Receive and file the PVCSD Financial Statements for the months of March and April 2023.

7. Accounts Receivable Report for March Through April 2023

This report discloses PVCSD Accounts Receivable for the months of March and April 2023.

Staff Recommendation:

Receive and file the PVCSD Accounts Receivable Report for the months of March and April 2023.

8. Notice of Violations Issued

This report provides a summary for Notice of Violations issued by PVCSD for the months of March and April 2023.

Staff Recommendation:

Receive and file the PVCSD Notice of Violations issued Report.

9. PVCSD Security Report

This report discloses security and gate activity for the months of March and April 2023.

Staff Recommendation:

Receive and file the PVCSD Security Report for the months of March and April 2023.

10. Draft Budget 2023-2024 (General Manager, Eric Steinlicht)

The Board of Directors annually considers and adopts a Recommended Fiscal Year Budget.

Staff Recommendation:

Discuss the Draft 2023-2024 Proposed Budget.

11. Capital Expenditure Plan (General Manager, Eric Steinlicht)

The Board of Directors annually reviews the Proposed Capital Expenditure Plan.

Staff Recommendation:

Review the Draft Capital Expenditure Plan.

12. Sewer Rate Increase Effective July 1, 2023 (General Manager, Eric Steinlicht)

On June 28, 2021, the Board of Directors held a public hearing and subsequently approved Resolution No. 105: *Adopting Rate Increase for Sewer Service Fees*. As per Resolution No. 105, Sewer Fees per Equivalent Dwelling Unit (EDU) will increase to \$101.87 on July 1, 2023.

Staff Recommendation:

This item is for informational purposes only.

-- ACTION ITEMS --

13. Administrative Service Agreement Between PVCSD and RPMWC (General Manager, Eric Steinlicht)

As recommended by the Organizational Restructuring Ad-Hoc Committee, the Board of Directors will consider termination of the Administrative Services Agreement between PVCSD and RPMWC.

Staff Recommendation:

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

14. Gate Access and Road Usage Policy (General Manager, Eric Steinlicht)

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

Staff Recommendation:

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

-- DISCUSSION ITEMS --

- 15. Strategic/Financial Planning Facilitation Services Update** – General Manager, Eric Steinlicht
- 16. Solar Project** – General Manager, Eric Steinlicht
- 17. Lighting for Teslas and Radios for Patrol/Gates** – Board Secretary, Betty Potalivo

-- INFORMATIONAL ITEMS --

18. General Manager's Report

19. Miscellaneous Items

- A. Requested items for future agendas (Directors and Staff Only)
 - i. Email List
 - ii. Website Revamp and Transparency Update
 - iii. Cost of Living Adjustment for 2023
 - iv. Employee Handbook Revisions
 - v. Agreement with RPMWC for SGMA
 - vi. Tasers for Security
 - vii. Analysis for Outsourcing Security and Gate Services
 - viii. Salary Survey
 - ix. Update on Policy Handbook
 - x. Criteria for Restricting RFID Access to Dangerous Individuals
 - xi. Critical Spare Part Inventory Replacement Program
 - xii. Computerized Maintenance Management System
 - xiii. Treatment Plant Rehabilitation and Improvement
- B. Board Comments
- C. Announcements
- D. Next Regular Meeting on June 26th, 2023, at 10:00 AM

20. Adjournment

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

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

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

Held on March 27, 2023

Directors Present: Jodie Lawston, Michael Esparza, Richard Collins, & Betty Potalivo

Directors Absent: Roland Skumawitz

Also Present: Residents: Tom Cerruti, Charles Mathews; Barron Willis with LAFCO; Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, Director of RPMWC Linda Shoaff, General Manager Eric Steinlicht, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 10:00 a.m. by President Lawston.

2. Pledge of Allegiance: President Lawston led the Pledge of Allegiance to the flag.

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

4. Public Comment Period:

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered – Barry Willis with LAFCO informed the Board why he was requesting PVCSD's vote to be on the LAFCO Board for another term and explained his history with LAFCO.

--CONSENT ITEMS--

Items 5-11 appearing on the Consent Calendar may be voted on by single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

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

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

7. Accounts Receivable Report for January through February 2023

8. Notice of Violations Issued

9. PVCSD Security Report

10. Expense Reimbursement Report

11. Employee Benefits Summary

Esparza inquired on item 11, asking whether any changes had been made to the employee benefits. Steinlicht informed that an Employee Assistance Program was added allowing employees two mental health visits. Upon a motion by Director Esparza, seconded by Director Collins, and a unanimous vote, items 5-11 were approved as presented.

--ACTION ITEMS--

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

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

Staff Recommendation:

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

Potalivo asked what would define an emergency in these scenarios. Esparza explained the details of AB 557. Steinlicht informed that this was set to expire in January of 2024 and noted a draft letter of support was included with the packet materials. Upon a motion by Director Esparza, seconded by Director Lawston, and unanimous vote, the Board authorized the General Manager to dispatch a letter in support of AB 557.

--DISCUSSION ITEMS--

13. Strategic Planning Facilitation Services

Item was tabled.

14. Cost of service analysis –

Steinlicht explained that he obtained three proposals for the Cost of Service Analysis and gave a brief background of each of the bidders. Steinlicht informed that the fiscal impact for these services would range anywhere from \$15,000 to \$41,000. Potalivo requested that an explanation be given to the public on why this item was on the agenda. Steinlicht explained this analysis would be beneficial to the community as the data collection will help determine the amount needed to maintain critical infrastructure. Esparza informed that he was in support of this analysis and requested that Steinlicht come back to the board at the next meeting with recommendations. Collins questioned whether the board could increase rates as needed. Esparza informed them they could but backing it up with analysis would be best. Cerruti requested that the stormwater issues be included in this analysis.

15. Potential Loan for District –

Steinlicht informed that he recently met with a certified public accountant and explained their recommendations to build the reserves. Steinlicht mentioned that CSDA offers low-interest rate loan options. Steinlicht also mentioned that Paul Kaymark sent over some additional resources that help with Special District loans. Potalivo stated that she would like to investigate going with a line of credit vs a loan. Knox inquired about the amount being explored. Steinlicht informed \$250,000.

16. Legislative Updates Regarding Board Meetings –

Watkins informed that as of February 28, 2023, AB 361, the emergency declaration has expired. Watkins noted that AB 2449 began in January 2023 and that this is in addition to the Standard Brown Act Teleconferencing which predates COVID. Esparza informed that a key thing to note would be that at least three board members would need to be present for the meetings and if you are going to participate via Zoom, and that an agenda must be posted at your home and it must be accessible to the public. Lawston inquired about Zoom requirements. Steinlicht informed that when a board member wants to participate via Zoom due to an emergency, the Zoom link must also be provided to the public.

17. Update on Solar Project –

Steinlicht informed that the solar project has been a slow process and mentioned that he has reached out to a few different companies to get project bids to complete this project. Steinlicht noted that several contractors have been hesitant about touching the solar project. Steinlicht informed that he does have a proposal from Carollo Engineering Firm for about \$86,000 to complete the Solar Project. Watkins was asked to provide the remaining balance on the terminated contract with Century Sun and Solar, Watkins informed roughly \$65,000 Steinlicht noted that it is key to get the solar up and running before the NEM 2.0 deadline. Mathews inquired whether there had been any communication with the previous contractor. Steinlicht informed that there were no responses or communications, therefore their contract was terminated. Mathews questioned whether PVCSD would be pursuing any legal claims against them. Steinlicht informed that unfortunately the previous contract with Century Sun and Solar was written in the contractor's favor and legal also informed that pursuing litigation would not be in the District's favor for this matter.

19. Carollo Engineering Firm Introduction and Information –

Steinlicht informed that Carollo is interested in taking part in completing our Solar Project. Steinlicht also mentioned that he and Jake met with Carollo recently and noted they are a large firm. Steinlicht noted that a takeaway from that meeting was that SCADA should be able to be turned on remotely. Steinlicht added that he believes Carollo would be a great help to PVCSD with their knowledge and professionalism. Knox asked if PVCSD was looking to outsource sanitation. Steinlicht informed them they are looking to get assistance in all areas, adding that they will also be able to help get us on a good alarm system which he believes is critical. Lawston asked the Board if they would like Carollo to come out to meet them. Potalivo thought that would be a good idea.

18. Sanitation Operational Report –

Steinlicht informed that the treatment plant currently has zero concerns and added that there has been a large amount of flow recently due to the rain. Steinlicht reported that San Diego Stormwater Solutions, Inc. has been selected to complete the Year 1 sewer line cleaning outlined in the 10 year maintenance plan developed last year. Steinlicht informed that this contractor beat Downstream's pricing and gave us some options on the infrastructure and pipe issues. Steinlicht informed that they are currently working on taking care of the hot spot cleanings as well. Steinlicht noted that a new grease interceptor inspection form was created for El Rey's grease interceptor and Utility Supervisor, Jake will be monitoring it monthly.

20. Recruitment Effort for Additional Utility Worker –

Steinlicht informed that we currently have three applicants, noting that one of them used to work for PVCSD as a Patrol Officer, and the job is still posted on a few different websites. Steinlicht mentioned that all three applicants have a Water Distribution Grade 1 certification. Lawston noted that she thought that the Rancho Pauma Mutual Water Company ("RPMWC") board was asking for them to have a Grade 2 certification. Knox provided comment that if they could get someone with a Grade 2 that would be preferable, if not they are willing to give them a probational period for them to get their Grade 2 certifications. Collins asked if RPMWC would be involved in the interviewing process. Knox informed that the RPMWC Board is not authorized to hire or interview employees by PVCSD. Kariya asked whether these applicants

were still available since it had been some time since they had applied. Steinlicht informed that he has not reached out to find out recently. Esparza stated that the General Manager is the hiring person and that the Board does not need to be involved in the interviewing process. Esparza mentioned that he believes that at the last meeting, the Board authorized the General Manager to post the position and if within the budget to make an offer. Potalivo suggested talking to the RPMWC Board regarding salary, budgets, and financial assistance. Esparza suggested allowing Steinlicht to handle the hiring for this position and if adjustments to the cost share with RPMWC are needed, we can do so at a future meeting. Steinlicht informed that PVCSD's budget allows us to hire at a Grade 1 level. Steinlicht recommended putting together an ad-hoc committee for further discussion and decision-making. Mathews questioned why the board was dancing around to figure out how to do this. Esparza stated that the board wants to make sure they are doing this properly. Potalivo informed that they are operating under a contract between a government agency and a private company. Potalivo confirmed they would get an ad-hoc committee together to determine a fair cost share between the PVCSD and RPMWC. Knox mentioned that he and Kariya would join to assist.

21. NBS Tax Roll Collection –

Watkins explained that PVCSD has been exploring the tax roll collection system for all PVCSD dues for some time now and informed that PVCSD currently sends delinquent accounts to the County's Tax Roll for collection. Watkins explained the benefits of utilizing NBS to collect PVCSD dues via the tax roll vs monthly invoicing. Kariya inquired about how properties in escrow would be handled. Watkins informed that this would not eliminate the way PVCSD processes escrow notifications. Mathews questioned what the impact on cash flow would be, knowing PVCSD currently has a steady monthly cash flow. Potalivo stated that a projected cash flow would be needed. Esparza stated that in his opinion if it frees up time for administrative employees to help with other projects it is a good idea.

22. RFID Access –

Steinlicht informed that PVCSD is the only entity that has the authority to turn off vehicle RFID tags due to delinquent dues. Collins explained that Pauma Valley Roadway Association had previously requested that PVCSD assist them in their collections process by turning off their delinquent member's RFID's. Potalivo suggested adding this topic to a future agenda if further discussion is requested.

23. General Manager's Report

Steinlicht presented the General Manager's Report. Steinlicht gave a summary of accomplishments, and challenges, and presented a prioritized list of items completed and currently being worked on. Potalivo inquired about the Computerized Maintenance Management System ("CMMS"). Steinlicht explained that this program would allow for task project management, making sure that projects get done in a timely manner and don't fall through the cracks. Kariya requested that Steinlicht add the hiring of a fourth Utility Worker to his priority list. Potalivo suggested that Steinlicht periodically send out a letter to the community informing them of any updates. Steinlicht informed that he has administrative staff currently cross-training and is currently working on updating the annual employee review sheets and new hire applications. Esparza suggested updating the review sheets and having them approved at the next meeting. Steinlicht suggested scheduling a Special Meeting to take care of this sooner. Watkins informed that employee reviews are typically done in

April as PVCSD gears up towards the budget presentation. Esparza suggested that they push the evaluations to May instead. Steinlicht gave commendations to all three departments.

24. Miscellaneous Items

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

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

B. Board Comments – None

C. Announcements – None

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

--CLOSED SESSION--

25. The Board of Directors will meet in a Closed Session to discuss:

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

The Board went into closed session at 11:32 am.

26. Open Session

A. Reportable Action: The meeting was reconvened to open session at 1:14 pm with no reportable actions.

27. Adjournment-

With nothing further to discuss, a motion was made by Director Lawston to adjourn at 1:15 p.m., seconded by Director Esparza unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

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

Held on April 11, 2023

Directors Present: Jodie Lawston, Michael Esparza, Richard Collins, & Roland Skumawitz

Directors Absent: Betty Potalivo

Also Present: Richard E. Romero of Devaney Pate Morris & Cameron LLP; Treasurer of RPMWC Bruce Knox, General Manager Eric Steinlicht, and Administrative Assistant Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 11:01 a.m. by President Lawston.

2. Pledge of Allegiance: President Lawston led the Pledge of Allegiance to the flag.

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

4. Public Comment Period:

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered – Knox informed he had a public comment; Lawston requested that he complete a “Request to Speak” form.

--ACTION ITEMS--

5. Appoint Special Legal Counsel (General Manager, Eric Steinlicht)
The board will vote on appointing special legal counsel to represent the district.

Staff Recommendation:

Authorize the General Manager to approve Devaney, Pate, Morris & Cameron in representing the Pauma Valley Community.

Steinlicht informed there was a revision to the documents attached for item 5 and informed the revised version was attached. Steinlicht informed that an ad-hoc committee including Potalivo, Skumawitz, and himself had met and received proposals from three law firms. Steinlicht gave some brief background information on each of the firms and then explained why he believed authorizing Devaney, Pate, Morris & Cameron (DPMC) to represent PVCSD would be the best option. Skumawitz said he and Potalivo met with each of the firms and explained their thoughts. Skumawitz informed that Potalivo asked him to relay that they both concur with going with DPMC. Knox questioned whether the new firm would be the representative for them for SGMA matters as well. Lawston informed they were still trying to figure that out. Esparza asked Romero whether his firm represented any other Special Districts. Romero listed other agencies they represent and gave some background information on their firm. Esparza inquired whether they are CSDA members. Romero confirmed that they were. Esparza stated he supports the committee’s work and suggestions but thinks PVCSD should stick with Best Best & Krieger for SGMA related matters. Upon a motion by Skumawitz, seconded by Esparza and unanimously carried, Steinlicht was authorized to approve Devaney, Pate, Morris & Cameron in representing the Pauma Valley Community Services District.

--DISCUSSION ITEMS--

6. Rancho Pauma Mutual Water Company's Examinations Pertaining to the Administrative and Operational Relationship with the Pauma Valley Community Services District – (President Jodie Lawston)

Lawston explained that Rancho Pauma Mutual Water Company (“RPMWC”) and PVCSD have historically worked together and currently split the costs for administrative and utility employees. Lawston informed that in late 2022 RPMWC informed PVCSD that they no longer wanted to pay for a General Manager and informed that PVCSD being a Special District must work through a General Manager. Lawston informed that RPMWC had verbally proposed at a previous meeting to take 2 of PVCSD’s administrative staff members. Lawston mentioned that last week, RPMWC held a closed-session meeting at the District Office and dismissed the administrative staff early. Skumawitz stated he believes a full analysis is needed at this point, noting that dismissing District employees is considered gifted funds. Skumawitz requested that Steinlicht conduct a study gathering financial data to determine if PVCSD can afford to separate from RPMWC. Lawston requested that Steinlicht also gather information on outsourcing employees if the two entities decide to split. Esparza stated his concerns with RPMWC, noting he was under the impression that he thought they were very receptive and wanted to be included in decision-making with PVCSD. Esparza mentioned that he and Potalivo previously met with the RPMWC board, and they had agreed to give the new General Manager a chance and do not feel there has been much cooperation from them. Esparza stated that RPMWC is a private agency subject to private laws. Esparza expressed that perhaps we should fill their request and terminate the contract between PVCSD and RPMWC. Collins said he was also on the ad-hoc committee and was told they wanted to re-negotiate. Collins suggested working through an ad-hoc committee to figure things out. Lawston informed that she was part of an ad-hoc committee and the RPMWC board expressed they only needed two of the administrative staff members. Collins expressed that PVCSD needs to raise dues as soon as possible. Knox explained that they dismissed staff the day of RPMWC’s closed session meeting because he had been informed that the noise comes through the walls, and they were only trying to protect staff by keeping the meeting information private. Knox informed they would like to work with PVCSD for Utility purposes and separate from PVCSD for Administrative purposes. Knox mentioned that they no longer wanted the former General Manager working for them since they had the standpoint that Office Manager, Amber Watkins had been running the company for six months and felt comfortable with it. Knox noted that they don’t think the current General Manager can offer anything to them at this point. Lawston mentioned to Knox how stressful this has all been for employees. Lawston asked for Steinlicht to bring back financial data, and they would then get an ad-hoc committee together. Steinlicht stated that with respect to RPMWC, there has been a lot of work he has done for the company, and he believes there is a lot of value he could bring to the company. Lawston informed that she and Collins have agreed to form the ad-hoc committee to resolve these issues. Steinlicht informed that he would meet with the CPA to get a full understanding of the financial standpoint. Lawston asked Steinlicht to ask what our financial standpoint would look like given the different options discussed, such as for the additional utility worker and potential administration split. Knox reminded that RPMWC would be willing to pay a higher percentage if not 100% for a fourth utility worker. Skumawitz asked Steinlicht to ask RPMWC for a written statement confirming the percentage they will be paying for the fourth utility worker before hiring. Esparza recommended that Steinlicht discuss this with legal counsel.

7. Adjournment-

With nothing further to discuss, a motion was made by Director Skumawitz to adjourn at 11:47 a.m., seconded by Director Lawston unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary

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

Held on May 4, 2023

Directors Present: Jodie Lawston, Michael Esparza, Richard Collins & Roland Skumawitz

Directors Absent: Betty Potalivo

Also Present: Jeff Morris of DPMC; Treasurer of RPMWC Bruce Knox, General Manager Eric Steinlicht,
and Administrative Assistant Marissa Fehling

1. Call to Order: Regular Meeting was called to order at 2:00 p.m. by President Lawston.
2. Pledge of Allegiance: President Lawston led the Pledge of Allegiance.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:
No public comments were made.

--ACTION ITEMS--

5. Long Term Financial Plan and Cost of Service Analysis – General Manager Eric Steinlicht
The board will vote on selecting a facilitator to develop and provide a Long-Term Financial Plan as well as Cost of Service Analysis for the District.

Staff Recommendation:

Authorize the General Manager to approve Mr. Jeff Armstrong's proposal to develop and provide a Financial Long-Term Plan as well as Cost of Service Analysis.

Steinlicht explained PVCSD's current rates and informed that some rate increases were skipped during a previous Cost Analysis. Steinlicht reviewed a few projects that have recently been taken on and informed that some compensations should be considered in the next Cost of Service Analysis. Steinlicht informed that the lowest proposal received was from Mr. Jeff Armstrong for \$15,000 and includes long-term financial planning. Lawston inquired on why rate increases were previously skipped. Esparza inquired on whether we could raise rates immediately under Prop 218. Skumawitz noted that it would have had to be an item on the agenda to be voted on today. Upon a motion by Director Skumawitz, seconded by Director Lawston, and a unanimous vote, General Manager, Steinlicht was authorized to approve Mr. Jeff Armstrong's proposal and come back to a future meeting with rate recommendations.

6. Strategic Planning Facilitation Services – General Manager Eric Steinlicht
The Board will vote on selecting a facilitator to develop and provide a Strategic Plan for the District.

Staff Recommendation:

Authorize the General Manager to approve Mr. Jeff Armstrong's proposal to develop and provide a Strategic Plan.

Steinlicht informed that PVCSD does not have a Strategic Plan and was asked by the Board to investigate some options. Steinlicht explained Mr. Jeff Armstrong's background in Strategic Planning and noted that his proposal was for \$10,000. Upon a motion by Director Esparza,

seconded by Director Skumawitz, and a unanimous vote, General Manager, Steinlicht was authorized to approve Mr. Jeff Armstrong's proposal to develop and provide a Strategic Plan.

--CLOSED SESSION--

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

 - B. CONFERENCE WITH LEGAL COUNSEL –
Potential/Threatened/Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (One (1) Matter)

The Board entered into a closed session at 2:11 p.m.

8. Open Session –
 - A. Reportable Action from closed session.

The meeting was reconvened to open session at 3:33 p.m. with no reportable actions.

9. Adjournment-
With nothing further to discuss, a motion was made by Director Skumawitz to adjourn at 3:34 p.m., seconded by Director Esparza unanimously approved.

Marissa Fehling
Marissa Fehling, Recording Secretary

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of March 31, 2023

Accrual Basis

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 □Petty Cash	368
102 □Checking	219,352
110 □ResFunds/L.A.I.F.	612
Total Cash	220,332
111 □LAIF Fair Market Value	-8
Total Checking/Savings	220,324
Accounts Receivable	
120 □Accounts Receivable	59,953
Total Accounts Receivable	59,953
Other Current Assets	
125 □Due from RPMWC	57,435
140 □Prepaid Insurance	6,719
140.6 □PrePaid Wkrs Comp Ins	9,760
140.7 □Prepaid Solar Rooftop Lease	24,250
141 □Prepaid Others	11,435
Total Other Current Assets	109,598
Total Current Assets	389,876
Fixed Assets	
160 □Land	94,768
161 □Easements & Rights of Way	100
162 □Fences	3,339
163 □Buildings	253,686
164 □Machinery	2,321
165 □Sewer Lines & Lateral Lines	173,170
165.1 □Oak Tree Lift Station	102,206
166 □Treatment Plant	24,629
166.5 □New Treatment Plant	2,865,803
167 □Equipment	21,624
168 □Leasehold Improvements	18,025
168.1 □Drains	285,468
168.3 □Channels	130,993
171 □Solar Project	226,073
175 □Accum. Depr. / Plant	-1,728,980
180 □Security	368,194
181 □Acc Dep - Security	-168,887
193 □Information Systems	68,354
Total Fixed Assets	2,740,886
Other Assets	
196 □Deferred Outflows - Pension	
196.1 □Contributions	1,727,190
196.2 □Pension Related	-1,762,819
Total 196 □Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,095,133

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of March 31, 2023

Accrual Basis

	Mar 31, 23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □Accounts Payable	31,128
Total Accounts Payable	31,128
Other Current Liabilities	
201.6 □Pre-Paid Customer Fees	33,453
219 □Compensated Employees Absences	30,362
Total Other Current Liabilities	63,815
Total Current Liabilities	94,943
Total Liabilities	94,943
Equity	
460 □Retained Earnings	2,947,966
Net Income	52,224
Total Equity	3,000,190
TOTAL LIABILITIES & EQUITY	3,095,133

FV COMMUNITY SERVICES DISTRICT
Revenue & Expense Budget Performance

March 2023

Accrual Basis

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	39,541.50	39,541.50	355,873.50	355,873.50	474,498.00
661.5 Security Patrol Charges	46,427.64	46,313.67	417,848.76	416,822.99	555,764.00
662 Property Tax	3,144.71	9,583.33	78,342.85	86,250.01	115,000.00
662.1 Connection Fees	0.00	0.00	7,733.00	0.00	0.00
663 Interest	64.09	50.00	83.10	450.00	600.00
663.1 LAIF Fair Market Value Revenue	0.00	0.00	0.00	0.00	0.00
664 Other					
664.2 Admin Services	0.00	67.75	255.70	609.75	813.00
664.6 Hangar Land Lease	225.00	75.00	675.00	675.00	900.00
664.8 Gate Damages	0.00	0.00	0.00	0.00	0.00
664 Other - Other	200.00	183.33	86,170.95	1,650.01	2,200.00
Total 664 Other	425.00	326.08	87,101.65	2,934.76	3,913.00
665 Security Gate Charge	37,400.00	37,300.00	336,600.00	335,700.00	447,600.00
666.5 RFID Tags	400.00	541.67	3,320.00	4,874.99	6,500.00
667 Delinquent Charges	826.21	250.00	4,882.28	2,250.00	3,000.00
668 Vacant Lot/Sewer Availability	396.00	396.00	3,564.00	3,564.00	4,752.00
670 Reimbursement Revenue	1,903.71		3,431.74		
Total Income	130,528.86	134,302.25	1,300,780.88	1,208,720.25	1,611,627.00
Gross Profit	130,528.86	134,302.25	1,300,780.88	1,208,720.25	1,611,627.00
Expense					
Depreciation					
718 Plant Depreciation	7,922.42	7,922.42	71,301.78	71,301.74	95,069.00
824 Bldg Depreciation	1,339.01	1,339.00	12,051.09	12,051.00	16,068.00
918 Security Depreciation	1,565.89	1,565.92	14,093.01	14,093.24	18,791.00
958 Gate Depreciation	860.90	860.92	7,748.10	7,748.24	10,331.00
Total Depreciation	11,688.22	11,688.26	105,193.98	105,194.22	140,259.00
Dwelling Live					
Electrical Utilities					
714 Electricity	3,558.68	1,445.75	30,992.63	13,011.75	17,349.00
812.2 Office Electricity	709.90	285.75	6,589.38	2,571.75	3,429.00
956 Gate Electricity	468.51	613.58	5,590.20	5,522.26	7,363.00
Total Electrical Utilities	4,737.09	2,345.08	43,172.21	21,105.76	28,141.00
Equipment Rentals					
713 Equipment Rental	0.00	41.67	0.00	374.99	500.00
Total Equipment Rentals	0.00	41.67	0.00	374.99	500.00
Group Health Ins.					
705 Plant Group Health Ins.	206.31	405.83	2,645.07	3,652.51	4,870.00
811.4 Admin Group Health Ins.	2,754.27	2,173.33	19,139.53	19,560.01	26,080.00
912 Patrol Group Health Ins.	1,749.78	2,665.00	26,060.27	23,985.00	31,980.00
952.1 Gate Group Health Ins.	1,207.26	2,335.00	17,120.58	21,015.00	28,020.00
Total Group Health Ins.	5,917.62	7,579.16	64,965.45	68,212.52	90,950.00
Liability Insurance					
717 Plant Liability	1,642.85	1,653.33	14,785.65	14,880.01	19,840.00
823 F & O Liability Ins.	302.63	315.00	2,723.67	2,835.00	3,780.00
911 Security Liability Ins.	1,859.02	1,889.17	16,731.18	17,002.49	22,670.00
952 Gate Liability Ins.	518.80	550.83	4,669.20	4,957.51	6,610.00
Total Liability Insurance	4,323.30	4,408.33	38,909.70	39,675.01	52,900.00
Miscellaneous Expense					
735 Plant Miscellaneous	16.45	150.00	804.64	1,350.00	1,800.00
825 Admin. Miscellaneous	54.95	316.67	2,110.67	2,849.99	3,800.00
927 Patrol Miscellaneous		291.67	502.12	2,624.99	3,500.00
959.1 Gate Miscellaneous	652.85	391.67	973.22	3,524.99	4,700.00
Total Miscellaneous Expense	744.25	1,150.01	4,390.65	10,349.97	13,800.00
Office Expense					
812 Office Supplies	1,607.41	1,541.67	13,047.93	13,874.99	18,500.00
813 Telephones	562.60	409.25	4,215.00	3,683.25	4,911.00
814 Postage	603.50	300.00	2,406.50	2,700.00	3,600.00
Total Office Expense	2,773.51	2,250.92	19,669.43	20,258.24	27,011.00
Operator Contract Services					
Payroll Taxes					
703 Plant Payroll Taxes	637.79	485.83	3,197.31	4,372.51	5,830.00
811.3 Admin. Payroll Taxes	1,379.64	1,279.17	12,894.14	11,512.49	15,350.00
916 Patrol Payroll Taxes	2,408.59	2,097.50	17,519.74	18,877.50	25,170.00
951 Gate Payroll Taxes	1,896.74	1,654.17	13,075.61	14,887.49	19,850.00
Payroll Taxes - Other	0.00		0.00		
Total Payroll Taxes	6,322.76	5,516.67	46,686.80	49,649.99	66,200.00
PERS Retirement					
704 Unfunded Fixed Cost	0.00		0.00	0.00	0.00
704.1 PERS Unfunded Liability Reimb.	0.00		0.00	0.00	0.00
707 Plant PERS	534.35	353.33	2,374.72	3,180.01	4,240.00
811.6 Admin PERS	1,596.82	1,171.67	8,374.55	10,544.99	14,060.00
925 Patrol PERS	2,635.94	1,953.33	16,281.18	17,580.01	23,440.00
953 Gate PERS	1,299.54	1,206.67	9,062.21	10,859.99	14,480.00
PERS Retirement - Other	0.00		700.00	700.00	700.00
Total PERS Retirement	6,066.65	4,685.00	36,792.66	42,865.00	56,920.00
Repairs & Maintenance					
712 Plant Repairs & Maintenance					
712.2 Oak Tree Repair & Maint.	1,849.40	416.67	1,849.40	3,749.99	5,000.00
712.3 Sewer line maintenance	7,648.82	0.00	12,651.02	0.00	25,000.00
712.4 Sludge Removal	14,629.82	4,293.75	38,158.76	38,643.75	51,525.00
712.6 SCADA maintenance	0.00	56.67	480.00	509.99	680.00
712 Plant Repairs & Maintenance - Other	854.95	1,750.42	6,766.00	15,753.74	21,005.00
Total 712 Plant Repairs & Maintenance	24,982.99	6,517.51	59,905.18	58,657.47	105,210.00
814.5 Building Repairs & Maintenance	745.61	734.00	10,375.04	6,606.00	8,808.00
814.8 Airpark maintenance	225.00	75.00	675.00	675.00	900.00
954 Gate Repairs & Maintenance	3,169.33	2,041.67	25,053.35	18,374.99	24,500.00
Total Repairs & Maintenance	29,122.93	9,368.18	96,008.57	84,313.46	137,418.00
Salaries					
702 Plant Salaries	8,337.14	5,253.33	37,809.10	47,280.01	63,040.00
811.1 Admin Salaries	18,034.59	14,117.50	134,646.94	127,057.50	169,410.00
915 Patrol Salaries	31,748.94	22,571.67	214,482.06	203,144.99	270,860.00
950 Gate Salaries	21,432.69	17,566.67	145,782.93	158,099.99	210,800.00
Total Salaries	79,553.36	59,509.17	532,721.03	535,582.49	714,110.00
Security Expense					
919 Security Telephones	199.29	250.00	2,852.16	2,250.00	3,000.00
920 Security Supplies	365.24	62.50	445.92	562.50	750.00
924 Security Fees	0.00	61.67	0.00	104.99	140.00
959 Gate Supplies	0.00	125.00	1,164.24	1,125.00	1,500.00
Total Security Expense	564.53	449.17	4,462.32	4,042.49	5,390.00
Uniforms					
719 Plant Uniforms	186.76	91.67	874.83	824.99	1,100.00

FV COMMUNITY SERVICES DISTRICT
 Revenue & Expense Budget Performance

Accrual Basis

March 2023

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
922 Security Uniforms	0.00	108.33	1,126.18	975.01	1,300.00
954.1 Gate Uniforms	67.51	83.33	434.38	750.01	1,000.00
Total Uniforms	254.27	283.33	2,435.39	2,550.01	3,400.00
Vehicles					
716 Plant Vehicles	1,065.70	666.67	6,596.41	5,999.99	8,000.00
917 Security Vehicles	25.00	125.00	9,396.28	1,125.00	1,500.00
Total Vehicles	1,090.70	791.67	15,992.69	7,124.99	9,500.00
Workers' Comp. Insurance					
706 Plant Workers' Comp. Ins	140.15	85.00	1,203.53	765.00	1,020.00
811.5 Admin Workers' Comp. Ins.	51.10	32.50	430.72	292.50	390.00
913 Patrol Workers' Comp. Ins.	869.58	616.67	7,503.86	5,549.99	7,400.00
952.2 Gate Workers' Comp. Ins.	579.72	803.33	5,002.56	7,230.01	9,640.00
Total Workers' Comp. Insurance	1,640.55	1,537.50	14,140.67	13,837.50	18,450.00
6560 Payroll Expenses	0.00	0.00	0.00	0.00	0.00
701 Drainage	375.00	833.33	2,100.00	7,500.01	10,000.00
712.1 State Maint. Fee	0.00	0.00	28,140.00	28,492.00	28,492.00
730 Water Tests & Analysis	1,648.42	720.00	8,684.30	6,480.00	8,640.00
815 Fees	0.00	519.50	7,714.47	4,675.50	6,234.00
816 Engineering	1,339.50	541.67	2,296.50	4,874.99	6,500.00
818 Schools & Meetings	353.86	575.00	3,642.62	5,175.00	6,900.00
819 Accounting	0.00	0.00	10,682.40	10,500.00	10,500.00
820 Legal	839.18	2,083.33	80,234.06	18,750.01	25,000.00
821.2 SGMA Technical Study	1,101.78	0.00	12,442.94	0.00	0.00
921 Guard Houses /Roadway Lease	0.00	0.00	4.00	2.00	2.00
Total Expense	166,666.39	123,060.28	1,248,556.44	1,147,236.16	1,541,417.00
Net Ordinary Income	-36,137.53	11,241.97	52,224.44	61,484.09	70,210.00
Net Income	-36,137.53	11,241.97	52,224.44	61,484.09	70,210.00

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of April 30, 2023

Accrual Basis

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash	
100 · Petty Cash	368
102 · Checking	325,678
110 · ResFunds/L.A.I.F.	616
Total Cash	326,662
111 · LAIF Fair Market Value	-8
Total Checking/Savings	326,654
Accounts Receivable	
120 · Accounts Receivable	48,373
Total Accounts Receivable	48,373
Other Current Assets	
125 · Due from RPMWC	32,422
140 · Prepaid Insurance	9,314
140.6 · PrePaid Wkrs Comp Ins	7,808
140.7 · Prepaid Solar Rooftop Lease	24,250
141 · Prepaid Others	11,435
Total Other Current Assets	85,229
Total Current Assets	460,255
Fixed Assets	
160 · Land	94,768
161 · Easements & Rights of W:	100
162 · Fences	3,339
163 · Buildings	253,686
164 · Machine:	2,321
165 · Sewer Lines & Lateral Lines	173,170
165.1 · Oak Tree Lift Station	102,206
166 · Treatment Plant	24,629
166.5 · New Treatment Plant	2,865,803
167 · Equipment	21,624
168 · Leasehold Improvements	18,025
168.1 · Drains	285,468
168.3 · Channels	130,993
171 · Solar Project	226,073
175 · Accum. Depr. / Plant	-1,738,241
180 · Securi	368,194
181 · Acc Dep - Securi	-171,313
193 · Information Systems	68,354
Total Fixed Assets	2,729,198

PV COMMUNITY SERVICES DISTRICT

Balance Sheet

As of April 30, 2023

Accrual Basis

	Apr 30, 23
Other Assets	
196 · Deferred Outflows - Pension	
196.1 · Contributions	1,727,190
196.2 · Pension Related	-1,762,819
Total 196 · Deferred Outflows - Pension	-35,629
Total Other Assets	-35,629
TOTAL ASSETS	3,153,825
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · Accounts Payable	21,352
Total Accounts Payable	21,352
Other Current Liabilities	
201.6 · Pre-Paid Customer Fees	32,934
219 · Compensated Employees Absences	30,362
Total Other Current Liabilities	63,296
Total Current Liabilities	84,648
Total Liabilities	84,648
Equity	
460 · Retained Earnings	2,947,966
Net Income	121,211
Total Equity	3,069,177
TOTAL LIABILITIES & EQUITY	3,153,825

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 - Sewer Charges	39,541.50	39,541.50	395,415.00	395,415.00	474,498.00
661.5 - Security Patrol Charges	46,427.64	46,313.67	464,276.40	463,136.66	555,764.00
662 - Property Tax	37,093.44	9,583.33	115,436.29	95,833.34	115,000.00
662.1 - Connection Fees	15,466.00	0.00	23,199.00	0.00	0.00
663 - Interest	79.80	50.00	162.90	500.00	600.00
663.1 - LAIF Fair Market Value Revenue	0.00	0.00	0.00	0.00	0.00
664 - Other					
664.2 - Admin Services	0.00	67.75	255.70	677.50	813.00
664.6 - Hangar Land Lease	0.00	75.00	675.00	750.00	900.00
664.8 - Gate Damages	1,600.00	0.00	1,600.00	0.00	0.00
664 - Other - Other	1,470.00	183.33	87,640.95	1,833.34	2,200.00
Total 664 - Other	3,070.00	326.08	90,171.65	3,260.84	3,913.00
665 - Security Gate Charge	37,400.00	37,300.00	374,000.00	373,000.00	447,600.00
666 - RFD Tags	759.00	541.67	6,079.00	5,416.66	6,500.00
667 - Delinquent Charges	717.62	250.00	5,599.90	2,500.00	3,000.00
668 - Vacant Lot/Sewer Availability	396.00	396.00	3,960.00	3,960.00	4,752.00
670 - Reimbursement Revenue	0.00	0.00	3,431.74	0.00	0.00
Total Income	180,951.00	134,302.25	1,481,731.88	1,343,022.50	1,611,627.00
Gross Profit	180,951.00	134,302.25	1,481,731.88	1,343,022.50	1,611,627.00
Expense					
Depreciation					
718 - Plant Depreciation	7,922.42	7,922.42	79,224.20	79,224.16	95,069.00
824 - Bldg Depreciation	1,339.01	1,339.00	13,390.10	13,390.00	16,068.00
918 - Security Depreciation	1,563.89	1,563.92	15,658.90	15,659.16	18,791.00
958 - Gate Depreciation	860.90	860.92	8,609.00	8,609.16	10,331.00
Total Depreciation	11,688.22	11,688.26	116,882.20	116,882.48	140,259.00
Dwelling Live	708.91	683.33	6,987.82	6,833.34	8,200.00
Electrical Utilities					
714 - Electricity	3,594.65	1,445.75	34,587.28	14,457.50	17,349.00
812.2 - Office Electricity	0.00	285.75	6,589.38	2,857.50	3,429.00
956 - Gate Electricity	584.17	613.58	6,174.37	6,135.84	7,363.00
Total Electrical Utilities	4,178.82	2,345.08	47,351.03	23,450.84	28,141.00
Equipment Rentals					
713 - Equipment Rental	0.00	41.67	0.00	416.66	500.00
Total Equipment Rentals	0.00	41.67	0.00	416.66	500.00
Group Health Ins.					
705 - Plant Group Health Ins.	237.37	405.83	2,882.44	4,058.34	4,870.00
811.4 - Admin Group Health Ins.	3,471.31	2,173.33	22,610.84	21,733.34	26,080.00
912 - Patrol Group Health Ins.	1,939.34	2,665.00	27,999.61	26,650.00	31,980.00
952.1 - Gate Group Health Ins.	1,369.82	2,335.00	18,490.40	23,350.00	28,020.00
Total Group Health Ins.	7,017.84	7,579.16	71,983.29	75,791.68	90,950.00
Liability Insurance					
717 - Plant Liability	1,642.85	1,653.33	16,428.50	16,533.34	19,840.00
823 - E & O Liability Ins.	302.63	315.00	3,026.30	3,150.00	3,780.00
911 - Security Liability Ins.	1,859.02	1,889.17	18,590.20	18,891.66	22,670.00
952 - Gate Liability Ins.	518.80	550.83	5,188.00	5,508.34	6,610.00
Total Liability Insurance	4,323.30	4,408.33	43,233.00	44,083.34	52,900.00
Miscellaneous Expense					
735 - Plant Miscellaneous	13.82	150.00	818.46	1,500.00	1,800.00
825 - Admin. Miscellaneous	51.27	316.67	2,161.94	3,166.66	3,800.00
927 - Patrol Miscellaneous	15.80	291.67	517.92	2,916.66	3,500.00
959.1 - Gate Miscellaneous	357.54	391.67	1,330.76	3,916.66	4,700.00
Total Miscellaneous Expense	438.43	1,150.01	4,829.08	11,499.98	13,800.00
Office Expense					
812 - Office Supplies	829.41	1,541.67	13,877.34	15,416.66	18,500.00
813 - Telephones	673.22	409.25	4,888.22	4,092.50	4,911.00
814 - Postage	0.00	300.00	2,406.50	3,000.00	3,600.00
Total Office Expense	1,502.63	2,250.92	21,172.06	22,509.16	27,011.00
Operator Contract Services	5,500.00	5,500.00	66,294.69	55,000.00	66,000.00
Payroll Taxes					
703 - Plant Payroll Taxes	386.84	485.83	3,584.15	4,858.34	5,830.00
811.3 - Admin. Payroll Taxes	918.11	1,279.17	13,812.25	12,791.66	15,350.00
916 - Patrol Payroll Taxes	1,466.47	2,097.50	18,986.21	20,975.00	25,170.00
951 - Gate Payroll Taxes	1,183.11	1,654.17	14,258.72	16,541.66	19,850.00
Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
Total Payroll Taxes	3,954.53	5,516.67	50,641.33	55,166.66	66,200.00
PERS Retirement					
704 - Unfunded Fixed Cost	0.00	0.00	0.00	0.00	0.00
704.1 - PERS Unfunded Liability Reimb.	0.00	0.00	0.00	0.00	0.00
707 - Plant PERS	298.64	353.33	2,673.36	3,533.34	4,240.00
811.6 - Admin PERS	1,038.47	1,171.67	9,413.02	11,716.66	14,060.00
925 - Patrol PERS	1,611.53	1,953.33	17,892.71	19,533.34	23,440.00
953 - Gate PERS	855.10	1,206.67	9,917.31	12,066.66	14,480.00
PERS Retirement - Other	0.00	0.00	700.00	700.00	700.00
Total PERS Retirement	3,803.74	4,685.00	40,596.40	47,550.00	56,920.00
Repairs & Maintenance					
712 - Plant Repairs & Maintenance					
712.2 - Oak Tree Repair & Maint.	0.00	416.67	1,849.40	4,166.66	5,000.00
712.3 - Sewer line maintenance	7,352.50	25,000.00	20,003.52	25,000.00	25,000.00
712.4 - Sludge Removal	2,958.34	4,293.75	41,117.10	42,937.50	51,525.00
712.6 - SCADA maintenance	0.00	56.67	480.00	566.66	680.00
712 - Plant Repairs & Maintenance - Other	499.38	1,750.42	7,265.38	17,504.16	21,005.00
Total 712 - Plant Repairs & Maintenance	10,810.22	31,517.51	70,715.40	90,174.98	103,210.00
814.5 - Building Repairs & Maintenance	55.00	734.00	10,430.04	7,340.00	8,808.00
814.8 - Airpark maintenance	0.00	75.00	675.00	750.00	900.00
954 - Gate Repairs & Maintenance	304.95	2,041.67	25,358.30	20,416.66	24,500.00
Repairs & Maintenance - Other	15.21	15.21	15.21	15.21	15.21
Total Repairs & Maintenance	11,185.38	34,368.18	107,193.95	118,681.64	137,418.00
Salaries					
702 - Plant Salaries	5,056.70	5,253.33	42,865.80	52,533.34	63,040.00
811.1 - Admin Salaries	12,001.32	14,117.50	146,648.26	141,175.00	169,410.00
915 - Patrol Salaries	19,367.82	22,571.67	233,849.88	225,716.66	270,860.00
950 - Gate Salaries	14,687.84	17,566.67	160,470.77	175,666.66	210,800.00
Total Salaries	51,113.68	59,509.17	583,834.71	595,091.66	714,110.00

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Security Expense					
919 - Security Telephones	272.31	250.00	3,124.47	2,500.00	3,000.00
920 - Security Supplies	0.00	62.50	445.92	625.00	750.00
924 - Security Fees	0.00	11.67	0.00	116.66	140.00
959 - Gate Supplies	0.00	125.00	1,164.24	1,250.00	1,500.00
Total Security Expense	272.31	449.17	4,734.63	4,491.66	5,390.00
Uniforms					
719 - Plant Uniforms	0.00	91.67	874.83	916.66	1,100.00
922 - Security Uniforms	0.00	108.33	1,126.18	1,083.34	1,300.00
954.1 - Gate Uniforms	87.97	83.33	522.55	833.34	1,000.00
Total Uniforms	87.97	283.33	2,523.36	2,833.34	3,400.00
Vehicles					
716 - Plant Vehicles	0.00	666.67	6,596.41	6,666.66	8,000.00
917 - Security Vehicles	952.64	125.00	10,348.92	1,250.00	1,500.00
Total Vehicles	952.64	791.67	16,945.33	7,916.66	9,500.00
Workers' Comp. Insurance					
706 - Plant Workers' Comp. Ins	140.15	85.00	1,343.68	850.00	1,020.00
811.5 - Admin Workers' Comp. Ins.	51.10	32.50	481.82	325.00	390.00
913 - Patrol Workers' Comp. Ins.	869.58	616.67	8,373.44	6,166.66	7,400.00
952.2 - Gate Workers' Comp. Ins.	579.72	803.33	5,582.28	8,033.34	9,640.00
Total Workers' Comp. Insurance	1,640.55	1,537.50	15,781.22	15,375.00	18,450.00
6560 - Payroll Expenses	0.00		0.00		
701 - Drainage	300.00	833.33	2,400.00	8,333.34	10,000.00
712.1 - State Maint. Fee	0.00		28,140.00	28,492.00	28,492.00
730 - Water Tests & Analysis	567.23	720.00	9,251.53	7,200.00	8,640.00
815 - Fees	633.00	519.50	8,347.47	5,195.00	6,234.00
816 - Engineering	0.00	541.67	2,296.50	5,416.66	6,500.00
818 - Schools & Meetings	135.74	575.00	3,778.36	5,750.00	6,900.00
819 - Accounting	0.00		10,682.40	10,500.00	10,500.00
820 - Legal	1,960.00	2,083.33	82,194.06	20,833.34	25,000.00
821.2 - SGMA Technical Study	0.00		12,442.94	0.00	0.00
921 - Guard Houses / Roadway Lease	0.00		4.00	2.00	2.00
Total Expense	111,964.92	148,060.28	1,360,521.36	1,295,296.44	1,541,417.00
Net Ordinary Income	68,986.08	-13,758.03	121,210.52	47,726.06	70,210.00
Net Income	68,986.08	-13,758.03	121,210.52	47,726.06	70,210.00

A/R Aging Summary

As of March 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-001	0.00	-592.00	-592.00	-592.00	-1,408.00	-3,184.00
CSD-002	0.00	-2,909.00	0.00	0.00	0.00	-2,909.00
CSD-003	0.00	-2,736.00	0.00	0.00	0.00	-2,736.00
CSD-004	0.00	-2,736.00	0.00	0.00	0.00	-2,736.00
CSD-005	0.00	0.00	0.00	-2,696.00	0.00	-2,696.00
CSD-006	0.00	-1,718.46	0.00	0.00	0.00	-1,718.46
CSD-007	0.00	0.00	-296.00	-1,184.00	-232.00	-1,712.00
CSD-008	0.00	-578.00	-374.00	0.00	0.00	-952.00
CSD-009	0.00	-880.00	0.00	0.00	0.00	-880.00
CSD-010	0.00	-858.00	-16.00	0.00	0.00	-874.00
CSD-011	0.00	0.00	-600.00	-272.00	0.00	-872.00
CSD-012	0.00	-592.00	-139.00	0.00	0.00	-731.00
CSD-013	0.00	-289.00	-385.00	0.00	0.00	-674.00
CSD-014	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-015	0.00	-600.00	0.00	0.00	0.00	-600.00
CSD-016	0.00	-536.00	0.00	0.00	0.00	-536.00
CSD-017	0.00	-532.00	0.00	0.00	0.00	-532.00
CSD-018	0.00	-518.00	0.00	0.00	0.00	-518.00
CSD-019	0.00	-413.00	0.00	0.00	0.00	-413.00
CSD-020	0.00	-408.00	0.00	0.00	0.00	-408.00
CSD-021	0.00	0.00	0.00	-395.23	0.00	-395.23
CSD-022	0.00	-350.00	0.00	0.00	0.00	-350.00
CSD-023	0.00	-328.00	0.00	0.00	0.00	-328.00
CSD-024	0.00	-316.00	0.00	0.00	0.00	-316.00
CSD-025	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-026	-304.00	0.00	0.00	0.00	0.00	-304.00
CSD-027	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-028	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-029	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-030	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-031	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-032	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-033	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-034	0.00	-302.00	0.00	0.00	0.00	-302.00
CSD-035	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-036	0.00	-289.00	0.00	0.00	0.00	-289.00
CSD-037	0.00	0.00	0.00	-232.00	0.00	-232.00
CSD-038	0.00	-225.00	0.00	0.00	0.00	-225.00
CSD-039	0.00	-214.00	0.00	0.00	0.00	-214.00
CSD-040	0.00	-214.00	0.00	0.00	0.00	-214.00
CSD-041	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-042	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-043	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-044	0.00	-202.00	0.00	0.00	0.00	-202.00
CSD-045	0.00	-199.00	0.00	0.00	0.00	-199.00

A/R Aging Summary

As of March 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-046	0.00	0.00	0.00	0.00	-120.00	-120.00
CSD-047	0.00	-76.42	0.00	0.00	0.00	-76.42
CSD-048	0.00	-26.00	0.00	0.00	0.00	-26.00
CSD-049	0.00	-16.00	0.00	0.00	0.00	-16.00
CSD-050	0.00	-12.00	0.00	0.00	0.00	-12.00
CSD-051	0.00	-2.00	0.00	0.00	0.00	-2.00
CSD-052	0.00	-1.00	0.00	0.00	0.00	-1.00
CSD-053	0.00	0.01	0.00	0.00	0.00	0.01
CSD-054	0.00	2.16	0.00	0.00	0.00	2.16
CSD-055	0.00	8.00	0.00	0.00	0.00	8.00
CSD-056	0.00	12.46	0.00	0.00	0.00	12.46
CSD-057	25.00	0.00	0.00	0.00	0.00	25.00
CSD-058	1.35	26.67	2.65	0.00	0.00	30.67
CSD-059	1.35	26.67	2.65	0.00	0.00	30.67
CSD-060	0.00	33.44	0.00	0.00	0.00	33.44
CSD-061	0.00	36.00	0.00	0.00	0.00	36.00
CSD-062	0.00	60.00	0.00	0.00	0.00	60.00
CSD-063	0.00	60.00	0.00	0.00	0.00	60.00
CSD-064	0.00	91.30	0.00	0.00	0.00	91.30
CSD-065	0.00	204.00	0.00	0.00	0.00	204.00
CSD-066	0.00	204.00	0.00	0.00	0.00	204.00
CSD-067	0.00	214.00	0.00	0.00	0.00	214.00
CSD-068	0.00	214.00	0.00	0.00	0.00	214.00
CSD-069	0.00	304.00	0.00	0.00	0.00	304.00
CSD-070	0.00	304.00	0.00	0.00	0.00	304.00
CSD-071	0.00	304.00	0.00	0.00	0.00	304.00
CSD-072	0.00	304.00	0.00	0.00	0.00	304.00
CSD-073	0.00	304.00	0.00	0.00	0.00	304.00
CSD-074	0.00	304.00	0.00	0.00	0.00	304.00
CSD-075	0.00	304.00	0.00	0.00	0.00	304.00
CSD-076	0.00	304.00	0.00	0.00	0.00	304.00
CSD-077	0.00	304.00	0.00	0.00	0.00	304.00
CSD-078	0.00	304.00	0.00	0.00	0.00	304.00
CSD-079	0.00	304.00	0.00	0.00	0.00	304.00
CSD-080	0.00	304.00	0.00	0.00	0.00	304.00
CSD-081	0.00	304.00	0.00	0.00	0.00	304.00
CSD-082	0.00	304.00	0.00	0.00	0.00	304.00
CSD-083	0.00	304.00	0.00	0.00	0.00	304.00
CSD-084	0.00	304.00	0.00	0.00	0.00	304.00
CSD-085	0.00	304.00	0.00	0.00	0.00	304.00
CSD-086	0.00	304.00	0.00	0.00	0.00	304.00
CSD-087	0.00	304.00	0.00	0.00	0.00	304.00
CSD-088	0.00	304.00	0.00	0.00	0.00	304.00
CSD-089	0.00	304.00	0.00	0.00	0.00	304.00
CSD-090	0.00	304.00	0.00	0.00	0.00	304.00

A/R Aging Summary

As of March 31, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-091	0.00	304.00	0.00	0.00	0.00	304.00
CSD-092	0.00	328.00	0.00	0.00	0.00	328.00
CSD-093	0.00	371.05	0.00	0.00	0.00	371.05
CSD-094	22.44	408.00	0.00	0.00	0.00	430.44
CSD-095	23.54	428.00	0.00	0.00	0.00	451.54
CSD-096	33.09	537.00	0.00	0.00	0.00	570.09
CSD-097	23.22	431.57	133.03	0.00	0.00	587.82
CSD-098	33.44	608.00	0.00	0.00	0.00	641.44
CSD-099	33.44	608.00	0.00	0.00	0.00	641.44
CSD-100	33.44	608.00	0.00	0.00	0.00	641.44
CSD-101	33.44	608.00	0.00	0.00	0.00	641.44
CSD-102	34.11	405.16	337.61	0.00	0.00	776.88
CSD-103	35.13	641.44	304.00	0.00	0.00	980.57
CSD-104	35.13	641.44	304.00	0.00	0.00	980.57
CSD-105	35.30	676.57	304.00	0.00	0.00	1,015.87
CSD-106	36.11	676.65	464.67	0.00	0.00	1,177.43
CSD-107	36.82	676.57	608.00	0.00	0.00	1,321.39
CSD-108	27.00	458.56	431.57	430.44	0.00	1,347.57
CSD-109	37.48	680.85	643.38	91.32	0.00	1,453.03
CSD-110	27.89	460.32	432.44	431.31	173.30	1,525.26
CSD-111	38.71	680.30	641.62	339.13	0.00	1,699.76
CSD-112	0.00	1,841.40	0.00	0.00	0.00	1,841.40
CSD-113	40.24	683.35	643.13	641.44	0.00	2,008.16
CSD-114	41.96	686.77	644.82	676.57	304.00	2,354.12
CSD-115	23.88	273.72	249.84	269.65	1,703.75	2,520.84
CSD-116	35.69	483.65	446.73	481.86	1,646.60	3,094.53
CSD-117	35.78	475.99	447.17	482.71	1,670.10	3,111.75
CSD-118	66.23	734.95	668.73	724.03	5,038.95	7,232.89
CSD-119	0.00	11,988.80	0.00	0.00	0.00	11,988.80
CSD-120	33,453.11	0.00	0.00	0.00	0.00	33,453.11
TOTAL	<u>34,000.32</u>	<u>12,670.94</u>	<u>5,308.04</u>	<u>-802.77</u>	<u>8,776.70</u>	<u>59,953.23</u>

A/R Aging Summary

As of April 30, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-001	0.00	-592.00	-592.00	-592.00	-1,400.00	-3,176.00
CSD-002	0.00	0.00	-2,605.00	0.00	0.00	-2,605.00
CSD-003	0.00	-2,432.00	0.00	0.00	0.00	-2,432.00
CSD-004	0.00	-2,432.00	0.00	0.00	0.00	-2,432.00
CSD-005	0.00	0.00	0.00	-2,392.00	0.00	-2,392.00
CSD-006	0.00	-1,414.46	0.00	0.00	0.00	-1,414.46
CSD-007	0.00	0.00	0.00	-888.00	-520.00	-1,408.00
CSD-008	0.00	-592.00	-576.00	0.00	0.00	-1,168.00
CSD-009	0.00	-578.00	-359.00	0.00	0.00	-937.00
CSD-010	0.00	-578.00	-281.00	0.00	0.00	-859.00
CSD-011	0.00	-304.00	0.00	-543.00	0.00	-847.00
CSD-012	0.00	-592.00	-131.00	0.00	0.00	-723.00
CSD-013	0.00	-700.00	0.00	0.00	0.00	-700.00
CSD-014	0.00	-578.00	-81.00	0.00	0.00	-659.00
CSD-015	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-016	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-017	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-018	0.00	-608.00	0.00	0.00	0.00	-608.00
CSD-019	0.00	-600.00	0.00	0.00	0.00	-600.00
CSD-020	0.00	-532.00	0.00	0.00	0.00	-532.00
CSD-021	0.00	-528.00	0.00	0.00	0.00	-528.00
CSD-022	0.00	-518.00	0.00	0.00	0.00	-518.00
CSD-023	0.00	-393.00	0.00	0.00	0.00	-393.00
CSD-024	0.00	-349.00	0.00	0.00	0.00	-349.00
CSD-025	0.00	-322.00	0.00	0.00	0.00	-322.00
CSD-026	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-027	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-028	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-029	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-030	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-031	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-032	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-033	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-034	0.00	-304.00	0.00	0.00	0.00	-304.00
CSD-035	0.00	-200.00	-98.00	0.00	0.00	-298.00
CSD-036	0.00	-296.00	0.00	0.00	0.00	-296.00
CSD-037	0.00	-274.00	0.00	0.00	0.00	-274.00
CSD-038	0.00	-217.00	0.00	0.00	0.00	-217.00
CSD-039	0.00	-214.00	0.00	0.00	0.00	-214.00
CSD-040	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-041	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-042	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-043	0.00	-204.00	0.00	0.00	0.00	-204.00
CSD-044	0.00	-202.00	0.00	0.00	0.00	-202.00
CSD-045	0.00	-191.00	0.00	0.00	0.00	-191.00

A/R Aging Summary

As of April 30, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-046	0.00	0.00	0.00	0.00	-108.00	-108.00
CSD-047	0.00	-76.42	0.00	0.00	0.00	-76.42
CSD-048	0.00	0.00	0.00	0.00	-66.23	-66.23
CSD-049	0.00	-12.00	0.00	0.00	0.00	-12.00
CSD-050	0.00	-1.00	0.00	0.00	0.00	-1.00
CSD-051	0.00	0.01	0.00	0.00	0.00	0.01
CSD-052	0.00	6.46	0.00	0.00	0.00	6.46
CSD-053	0.00	25.00	0.00	0.00	0.00	25.00
CSD-054	0.00	25.00	0.00	0.00	0.00	25.00
CSD-055	0.00	25.00	0.00	0.00	0.00	25.00
CSD-056	0.00	25.00	0.00	0.00	0.00	25.00
CSD-057	1.33	25.35	1.34	0.00	0.00	28.02
CSD-058	1.34	12.63	15.98	0.00	0.00	29.95
CSD-059	0.00	33.44	0.00	0.00	0.00	33.44
CSD-060	0.00	54.00	0.00	0.00	0.00	54.00
CSD-061	0.00	61.00	0.00	0.00	0.00	61.00
CSD-062	0.00	64.00	0.00	0.00	0.00	64.00
CSD-063	0.00	91.30	0.00	0.00	0.00	91.30
CSD-064	0.00	204.00	0.00	0.00	0.00	204.00
CSD-065	0.00	204.00	0.00	0.00	0.00	204.00
CSD-066	0.00	214.00	0.00	0.00	0.00	214.00
CSD-067	0.00	228.00	0.00	0.00	0.00	228.00
CSD-068	0.00	288.00	0.00	0.00	0.00	288.00
CSD-069	0.00	303.00	0.00	0.00	0.00	303.00
CSD-070	0.00	304.00	0.00	0.00	0.00	304.00
CSD-071	0.00	304.00	0.00	0.00	0.00	304.00
CSD-072	0.00	304.00	0.00	0.00	0.00	304.00
CSD-073	0.00	304.00	0.00	0.00	0.00	304.00
CSD-074	0.00	304.00	0.00	0.00	0.00	304.00
CSD-075	0.00	304.00	0.00	0.00	0.00	304.00
CSD-076	0.00	304.00	0.00	0.00	0.00	304.00
CSD-077	0.00	304.00	0.00	0.00	0.00	304.00
CSD-078	0.00	304.00	0.00	0.00	0.00	304.00
CSD-079	0.00	304.00	0.00	0.00	0.00	304.00
CSD-080	0.00	304.00	0.00	0.00	0.00	304.00
CSD-081	0.00	304.00	0.00	0.00	0.00	304.00
CSD-082	0.00	304.00	0.00	0.00	0.00	304.00
CSD-083	0.00	304.00	0.00	0.00	0.00	304.00
CSD-084	0.00	304.00	0.00	0.00	0.00	304.00
CSD-085	0.00	304.00	0.00	0.00	0.00	304.00
CSD-086	0.00	304.00	0.00	0.00	0.00	304.00
CSD-087	0.00	304.00	0.00	0.00	0.00	304.00
CSD-088	0.00	304.00	0.00	0.00	0.00	304.00
CSD-089	0.00	304.00	0.00	0.00	0.00	304.00
CSD-090	0.00	304.00	0.00	0.00	0.00	304.00

A/R Aging Summary

As of April 30, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-091	0.00	304.00	0.00	0.00	0.00	304.00
CSD-092	0.00	304.00	0.00	0.00	0.00	304.00
CSD-093	0.00	304.00	0.00	0.00	0.00	304.00
CSD-094	0.00	304.00	0.00	0.00	0.00	304.00
CSD-095	0.00	304.00	0.00	0.00	0.00	304.00
CSD-096	0.00	304.00	0.00	0.00	0.00	304.00
CSD-097	0.00	304.00	0.00	0.00	0.00	304.00
CSD-098	0.00	304.00	0.00	0.00	0.00	304.00
CSD-099	0.00	304.00	0.00	0.00	0.00	304.00
CSD-100	0.00	304.00	0.00	0.00	0.00	304.00
CSD-101	0.00	304.00	0.00	0.00	0.00	304.00
CSD-102	0.00	304.00	0.00	0.00	0.00	304.00
CSD-103	0.00	304.00	0.00	0.00	0.00	304.00
CSD-104	0.00	304.00	0.00	0.00	0.00	304.00
CSD-105	0.00	304.00	0.00	0.00	0.00	304.00
CSD-106	0.00	304.00	0.00	0.00	0.00	304.00
CSD-107	0.00	304.00	0.00	0.00	0.00	304.00
CSD-108	0.00	304.00	0.00	0.00	0.00	304.00
CSD-109	0.00	304.00	0.00	0.00	0.00	304.00
CSD-110	0.00	312.00	0.00	0.00	0.00	312.00
CSD-111	0.00	337.44	0.00	0.00	0.00	337.44
CSD-112	0.00	339.13	0.00	0.00	0.00	339.13
CSD-113	25.00	337.44	0.00	0.00	0.00	362.44
CSD-114	400.00	0.00	0.00	0.00	0.00	400.00
CSD-115	100.00	304.00	0.00	0.00	0.00	404.00
CSD-116	33.02	524.09	0.00	0.00	0.00	557.11
CSD-117	33.44	608.00	0.00	0.00	0.00	641.44
CSD-118	33.44	608.00	0.00	0.00	0.00	641.44
CSD-119	33.44	608.00	0.00	0.00	0.00	641.44
CSD-120	33.44	608.00	0.00	0.00	0.00	641.44
CSD-121	23.57	430.44	204.00	0.00	0.00	658.01
CSD-122	675.00	0.00	0.00	0.00	0.00	675.00
CSD-123	0.00	704.00	0.00	0.00	0.00	704.00
CSD-124	33.95	371.55	337.94	0.00	0.00	743.44
CSD-125	33.96	643.30	68.57	0.00	0.00	745.83
CSD-126	0.00	870.00	0.00	0.00	0.00	870.00
CSD-127	35.13	641.44	304.00	0.00	0.00	980.57
CSD-128	36.29	644.11	533.32	0.00	0.00	1,213.72
CSD-129	28.16	435.00	482.13	430.44	204.00	1,579.73
CSD-130	38.53	644.82	676.57	304.00	0.00	1,663.92
CSD-131	29.02	443.69	522.38	445.53	311.43	1,752.05
CSD-132	29.05	435.89	484.76	431.31	377.30	1,758.31
CSD-133	39.19	645.48	716.23	395.32	0.00	1,796.22
CSD-134	20.70	251.88	295.56	249.16	1,062.74	1,880.04
CSD-135	30.00	443.78	515.16	445.96	514.35	1,949.25

A/R Aging Summary

As of April 30, 2023

	<u>Current</u>	<u>1 - 60</u>	<u>61 - 120</u>	<u>121 - 180</u>	<u>> 180</u>	<u>TOTAL</u>
CSD-136	40.02	646.71	713.92	608.00	35.13	2,043.78
CSD-137	41.96	648.24	718.48	641.44	304.00	2,354.12
CSD-138	43.69	649.96	723.59	643.13	641.44	2,701.81
CSD-139	44.95	674.23	795.68	666.92	774.06	2,955.84
CSD-140	32,934.11	0.00	0.00	0.00	0.00	32,934.11
TOTAL	<u>34,851.73</u>	<u>7,157.93</u>	<u>3,386.61</u>	<u>846.21</u>	<u>2,130.22</u>	<u>48,372.70</u>

Notice of Violation Records

Date:	Time of NOV:	Resident Name:	Violator Name:	Vehicle:	Location of Violation:	Type of Violation:	Letter Sent:	Invoiced:
2023								
1/13/23	2:00 AM	Anderson	Anderson	Silver Hyundai Sonata	32302 Cahuka Ct	No Pass Displayed/Overnight parking	X	0
1/20/23	9:24 AM	Morey	Morey	Blue Lincoln Navigatore	32849 Temet Dr	Gate Crasher	X	0
1/23/23	12:29 PM	Semper Solaris	De La Rosa	Utility Van	32030 Calle Espinosa	Gate Crasher	X	0
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X	0
1/30/23	2:08 PM	Sales	Sales	Silver Mercedes S550	15329 PVD	Gate Crasher	X	0
1/23/23	1:16 PM	Home Remodel Center	Home Remodel Center	Blk Chvy Colorado	830 Los Vallecitos Blvd	Gate Crasher	X	0
1/30/23	2:08 PM	Sales	Sales	Silver Mercedes S550	15329 PVD	Gate Crasher	X	0
2/18/23	2:19 AM	James Sullivan	James Sullivan	White Lexus RX350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/21/23	1:51 AM	Allinson	Allinson	Blue Ford Bronco	32552 Womsi Rd	Parked more than 7 days in 30 day period	X	0
2/21/23	1:30 AM	James Sullivan	James Sullivan	Blk Mazda Miata	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/21/23	1:30 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
2/26/23	2:17 AM	James Sullivan	James Sullivan	White Lexus RX 350	32567 Womsi Rd	No Pass Displayed/Overnight parking	X	0
3/3/23	2:03 AM	McGee	McGee	White Ford f250	16061 El Tae Rd	No Pass Displayed/Overnight parking	X	0
3/14/23	12:59 AM	Sturdivant	Sturdivant	Gray Honda CR-V	16005 Tukwut	No Pass Displayed/Overnight parking	X	0
3/14/23	1:15 AM	Guy	Guy	Red Tyta 4Runner	32294 Takishla	No Pass Displayed/Overnight parking	X	0
3/19/23	4:30 PM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	Gate Crasher	X	0
3/20/23	2:25 AM	Geist	Geist	White Toyota Camry	32547 Womsi Rd	No Pass Displayed/Overnight parking	X	0
3/23/23	12:48 AM	Thomas	Calac	White Toyota Corolla	16025 El Tae Rd	No Pass Displayed/Overnight parking	X	0
3/23/23	12:59 AM	Sturdivant	Sturdivant	Gray Honda CR-V	16005 Tukwut	No Pass Displayed/Overnight parking	X	0
3/25/23	9:24 AM	Hyde	Hyde	Silver Mercedes Sprinter	Rear Gate	Gate Crasher	1st	0
4/1/23	2:35 AM	James Sullivan	James Sullivan	White Ford Fusion	32567 Womsi	No Pass Displayed/Overnight parking	4th	
4/2/23	2:40 AM	McAndrews	McAndrews	White Ford F-150	32640 Womsi	No Pass Displayed/Overnight parking	1st	0
4/4/23	8:21 AM	Crocker	Rosa Herrera- Housekeeper	White Suburu	32676 Taspas	Gate Crasher	1st	0
4/5/23	2:14 AM	Calac	Thomas Taylor- Guest	White Tyta Corolla	16025 El Tae Rd	Parked more than 7 days in 30 day period	2nd	
4/5/23	2:05 AM	Cahill	Fox- Tenant	Gray Tyta Rav4	32354 Katkat	No Pass Displayed/Overnight parking	1st	0
4/6/23	6:52 PM	Sturdivant	Sturdivant	Brown Honda CR-V	16055 Tukwut Ct	No Pass Displayed/Overnight parking	3rd	
4/7/23	2:21 AM	Cahill	Fox- Tenant	Gray Tyta Rav4	32354 Katkat	No Pass Displayed/Overnight parking	2nd	
4/7/23	8:07 AM	Sullivan, James	Sullivan, James	White Lexus RX 350	Rear Gate	Gate Crasher	5th	
4/9/23	2:49 AM	Cameron	Guest	Silver Tyta Tundra	32236 Wiskon Way West	No Pass Displayed/Overnight parking	1st	0
4/9/23	2:39 AM	Giannicchi	Giannicchi	White Tyta Camry	32205 Paaude Dr	No Pass Displayed/Overnight parking	1st	0
4/15/23	5:20 PM	Zajda	Pete Zajda	Black Porsche Cayenne	Front Gate	Gate Crasher	1st	0
4/17/23	1:00 PM	Stanfill	Jack Stanfill	White Jeep Cher	Rear Gate	Gate Crasher	1st	0
4/21/23	2:45 AM	Calac	Thomas Taylor- Guest	White Toyota Corolla	16025 El Tae Rd	Parked more than 7 days in 30 day period	3rd	300
4/21/23	2:26 AM	Sullivan, James	Sullivan, James	White Ford Fusion	32567 Womsi	No Pass Displayed/Overnight parking	7th	300
4/25/23	2:50 PM	Michael Robles	Michael Robles	White 99' BMW	Rear Gate	Gate Crasher	1st	0
4/28/23	1:36 PM	PVCC	Member: Todd Sullivan Cales	White Kia Fortes	Front Gate	Gate Crasher	1st	0

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

March 10 2023 – April 10 2023

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

Vehicle Maintenance Report

- Tesla 01 (36,357)–Did not pass all inspections this month.
- Tesla 02 (42,975)–Did not pass all inspections this month.

Tesla 01 is in need of both rear tires. Both front seat bases and B pillars are popped out of place. Everything else is working properly.

Tesla 02 is in need of both rear tires. The passenger side B pillar has popped off and the driver-side seat cover has a tear, everything else is working properly.

German Colin, Vehicle Maintenance Officer

Gate Report

Many loose dogs have been reported in the PVCCE community lately. Some of these dogs have been returned to their owners or contained and turned over to animal control. Animal control has informed that the dog(s) must be contained for them to come and remove it. PVCSD Gate Attendants and Patrol Officers are working to inform residents that contain runaway or stray dogs. California Gates and Entry Systems has completed work at the Back Gate pass scanner/intercom, which is now working properly. Quality Gates modifications continue to help the front gates operate correctly without “hold open” issues. A County Fire employee has come to replace all the Knox Box key barrel lock assemblies at the PVCCE gates, power had been lost at the Knox Box assembly at the Front Gate, this is being addressed further by Quality Gates. Patrol officers continue to actively watch and listen for any service or gardening noise violations during the restricted hours of Saturday and Sunday. All activity will continue to be observed and entered into D.A.R by the gate attendants and patrol officers.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

March 10th, 2023 at 0951 – Loose Pet. Residences reported that a German Sheppard was found in the gravel yard. The dog had a green collar with a number stitched to it. Officer Easter contacted the owner. The owners came to pick up the dog.

March 10th, 2023 at 2100 – Unsecured Door. Officer Orozco found one garage door open inside PVCCE. Control 1 to contact the resident.

March 11th, 2023 at 0630 – Resident Request. A resident requested for the Knox gate to be opened and closed by the end of the evening.

March 11th, 2023 at 2050 – Suspicious Activity. Officer Colin found a gold Dodge Caravan abandoned on the side of Cole Grade Rd. The vehicle information was logged and dispatched to Control 1.

March 12th, 2023 at 0004 – North Coast Church 11.53. Officer Colin found both storage rooms unsecured. He cleared and secured all doors. No signs of forced entry. Contact notified.

March 12th, 2023 at 1400 – Burglary. Control 1 dispatched Officer Orozco to the greens maintenance area to meet with a resident who lives there. The resident stated their house was broken into. Officer Orozco arrived and met with the Greens Manager to escort him to the resident's home. Officer Orozco spoke with the owner and was given a timeline of details of the burglary. The resident provided a list of stolen items. When the Sheriffs arrived, they did their full investigation. Control 1 has video footage of an individual entering the Front Gate at 8:32 pm and leaving the community at 8:51 pm. The evidence was sent over to the District Office. The Sheriff gave the owner a case number to contact for more information moving forward.

March 12th, 2023 at 1802 – Resident Concern. The Resident from the burglary contacted Officer Gonzalez to follow up on an incident that happened yesterday at their home. The resident briefly described that someone they believe they know broke into their house and stole some items that were very valuable and wanted to know how to follow up on this report. Officer Gonzalez advised to contact the Sheriff's Department and ask for the Incident Report. Officer Gonzalez also advised the resident to get a restraining order on the individual who they believed broke into their home. The resident was very thankful for the advice.

March 12th, 2023 at 1845 – Resident Report. Control 1 dispatched Officer Gonzalez to the sounds of gunshots near Temet Dr. A resident called concerned, and said they heard three shots coming from Womsi and Temet Dr. Officer Gonzalez drove all around Womsi Rd and Temet Dr. but was unable to identify where the sound was coming from.

March 13th, 2023 at 9110 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 to contact the resident.

March 14th, 2023 at 1105 – Public Assist. Officer Orozco was requested to Ushla Way to help assist with a koi fish pound. The resident needed help reattaching a pump that came apart. Officer Orozco was able to reattach the pump but noticed a crack in the pipe and notified the resident.

March 14th, 2023 at 1630 – Public Assist. Officer Orozco was stopped by a worker on Luiseno Circle Dr. to assist with a glass frame that sits on top of a table. The worker asked Officer Orozco to help bring the glass down from their truck.

March 16th, 2023 at 2225 – Pauma School 11.53. Officer Colin found the Primary 3 door locked, but not latched. He cleared and secured the building. No signs of forced entry. The contact will be notified in the morning.

March 17th, 2023 at 1840 – Process Server. Officer Orozco was dispatched to escort a process server to Womsi Rd. Officer Orozco successfully escorted the process server to the residence and then out of the PVCCE community. The process server was unable to make contact with the resident.

March 17th, 2023 at 2050 – North Coast Church. Officer Orozco found the Rooted Ranch K doors unlocked, also the main chapel door unlocked. He cleared and secured both buildings. No signs of forced entry. The alarm was not set. Contact notified.

March 17th, 2023 at 2110 – Unsecured Door. Officer Orozco found one garage door open inside PVCCE. Control 1 to contact the resident.

March 18th, 2023 at 0017 – Pauma School 11.53. Officer Colin and Officer Orozco found the Book Room in building C unlocked. They cleared the room but were unable to secure the door. No signs of forced entry. The contact will be notified in the morning.

March 18th, 2023 at 0142 – Pauma Building 11.53. Officer Colin found a gold Mercedes Benz unoccupied in the parking lot. The vehicle information was logged and dispatched to Control 1.

March 19th, 2023 at 1655 – Gate Crasher. Officer Orozco found the Back Gate barrier arm knocked out of the working position. Officer Orozco put the barrier arm back into a working position. Control 1 was notified. The vehicle of the violator belonged to a resident on Womsi Rd. An NOV was issued.

March 19th, 2023 at 1803 – Resident Report. Control 1 dispatched Officer Gonzalez to Womsi Rd. Reports of gunshot sounds were being heard in the area. Officer Gonzalez was UTL any sounds of gunshots.

March 19th, 2023 at 2055 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 to make contact with the resident.

March 20th, 2023 at 1500 – Lift Assist. Officer Orozco was dispatched for a lift assist on Womsi Rd. The caretaker needed help putting the resident back into bed.

March 20th, 2023 at 2254 – Loose Pet. Control 1 informed Officer Gonzalez that an owner of a German Sheppard was here at the Front Gate to pick up their dog. A resident on Wiskon Way West was keeping the dog safe. Officer Gonzalez escorted the owner to the house to pick up the dog and escorted them back out of the PVCCE community.

March 21st, 2023 at 0830 – Gate Crasher. Officer Orozco and Officer Albert were dispatched for a gate crasher at the Back Gate. A white Toyota Camry came in contact with the barrier arm. Both officers were able to put the barrier arm back into the working position. UTL vehicle that hit the barrier arm.

March 21st, 2023 at 1530 – Office Request. Officer Orozco was requested to put cones out on Pauma Valley Drive near Pauma View for a sinkhole that was reported.

March 22nd, 2023 at 1000 – 2 Way Direct Demo. Officer Albert tested out the two-way radio direct for network coverage in the area.

March 22nd, 2023 at 1500 – Resident Complaint. A Resident of Tukwut Ct stopped next to Officer Easter to express their concerns regarding their neighbor who keeps parking their vehicle on the street. The resident informed that they noticed it's been exceeding 7 days in a consecutive 30-day period. The resident asked what is being done about this issue. Officer Easter informed the resident that he understands their frustration and that once he gets more information about this issue, he would follow up with them.

March 22nd, 2023 at 1512 – Loose Pet. A Resident reported that a German Sheppard mix was found and kept at another resident's home. The dog was being kept safe inside the garage until the owner or animal control arrived.

March 22nd, 2023 at 2300 – Pauma Village. Officer Orozco found the Rhino Propane cage unlocked. Officer Orozco locked the cage. Control 1 to make contact in the morning.

March 23rd, 2023 at 1030 - Loose Pet. A Resident on Temet Dr called to follow up on the lost German Sheppard mix that was found yesterday. They asked if anyone was able to get ahold of the owner. Control 1 told the resident that, unfortunately, no one has any idea who the dog belongs to. The resident with the dog met with Officer Easter to drop the dog off at a different resident's home.

March 23rd, 2023 at 1330 – Loose Pet. The resident who was watching the German Sheppard reported that they took the dog to their veterinarian to check if he was chipped. They confirmed that he was not. The resident informed that they would watch him another night.

March 24th, 2023 at 1000 – Loose Pet. Control 1 reported that the same German Sheppard from yesterday was found at the PVCC and will be dropped off at the Front Gate. Officer Easter was able to contact the owner of the dog. The dog was picked up by his owner.

March 24th, 2023 at 1937 – Suspicious Activity. Officer Easter was dispatched to El Rey Restaurant for people being under the influence of alcohol and hanging out in the parking lot. Officer Easter dispatched Control 1 to notify the Sheriff. Officer Easter arrived on the scene and made contact with an employee of El Rey Restaurant. They stated that there were two young men and one girl who were buying alcohol in the market and started drinking in the parking lot, they had just left. Officer Easter told the employee if they come back to call again.

March 24th, 2023 at 2108 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to contact the resident.

March 25th, 2023 at 0133 – Traffic Collision. Officer Aguilar found a grey Toyota Camry flipped over on its side in the riverbed on Cole Grade Rd. An individual was sitting on top of their car yelling help me! Officer Aguilar informed that Cal Fire was on the way. The individual said they were going down the road and didn't see the river coming over the road and lost control. No one was transported.

March 25th, 2023 at 0923 – Gate Crasher. Control 1 dispatched Officer Easter to report a gate crasher at the Front Gate. A silver Mercedes Sprinter van came in contact with the barrier arm. The vehicle is registered to a resident/club member. An NOV was issued. Control 1 put the barrier arm back into the working position.

March 25th, 2023 at 2022 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 to contact the resident. Unable to make contact, left a voicemail.

March 26th, 2023 at 1815 – Loose Pet. Officer Orozco was dispatched to hole 9 for a loose German Shepard. Officer Orozco was UTL dog.

March 27th, 2023 at 1320 – Gate Crasher. Control 1 dispatched Officer Orozco to the Back Gate for a gate crasher. A vehicle came in contact with the barrier arm. Officer Orozco was able to put the arm back into the working position. The vehicle was UTL.

March 27th, 2023 at 1902 – Unsecured Door. Officer Gonzalez found the Oak Tree Ranch Community gate stuck open. Control 1 will contact the community contact.

March 30th, 2023 at 0123 – Pauma Building 11.53. Officer Orozco found a tan Mercedes Benz unoccupied. The vehicle information was logged and dispatched to Control 1.

April 1st, 2023 at 1123 – Suspicious Activity. An anonymous call contacted Control 1 to report two kayaks being seen near the Wiskon Way West bridge. Officer Easter made contact with two individuals, a parent and child. The parent who is a resident and PVCC member stated that they wanted to go down the river toward PVCC. Officer Easter told them that PVCC is private property and won't allow anyone to kayak down the river for safety reasons. The parent was very upset when they heard they couldn't kayak and said he would contact the Manager from PVCC to confirm this. Officer Easter tried contacting Fish & Game, Cal Fire, and the Sheriffs. However, they were all unsure of the rules. The Patrol Supervisor was able to contact the PVCC Manager and informed of the issue that was going on. The Manager said no kayaking down the river, and if anyone tries, call the Sheriffs immediately. Officer Easter reached out to the resident and told them they were not allowed to kayak. The resident complied and went home.

April 2nd, 2023 at 1034 – El Reys Restaurant Incident. Officer Orozco was dispatched to El Rey Restaurant for an intoxicated customer who was yelling and pushing another individual. Officer Orozco arrived on the scene and made contact with the two men. The older male in his late 50s and his son in his early 20s were just finishing up at the restaurant when the father started making a scene. Officer Orozco spoke with the owner and asked if he wanted the Sheriffs to be called. He refused the call because the two men were regular customers. The vehicle information was logged, and the son got in the driver's seat and drove off with his dad.

April 2nd, 2023 at 1410 – Vandalism. Officer Orozco was dispatched to a resident's property near Womsi Rd. The resident stated that they believe a couple of kids who ding-dong ditched their house on their golf carts came to their property and vandalized the tree house. A few items were missing, and some decorations were destroyed. Officer Orozco took pictures of the evidence and notified the District Office.

April 2nd, 2023 at 1724 – Serratos AutoShop 459A. Control 1 dispatched Officer Gonzalez to an alarm at Serratos Auto Shop. Officer Gonzalez arrived on scene and searched the property for

any signs of burglary or forced entry. Officer Gonzalez checked all vehicles on the lot. The Sheriffs arrived and checked the building. No signs of forced entry.

April 2nd, 2023 at 2018 – North Coast Church 11.53. Officer Gonzalez found the double doors near the stairway unlocked. He cleared and secured the building. Contact was notified.

April 2nd, 2023 at 2054 – Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 was unable to make contact with the resident. A voicemail was left.

April 3rd, 2023 at 0635- Fallen Tree. A large tree had fallen over on Womsi Rd. Officer Colin put cones out and dispatched Control 1 to inform Greens Maintenance to get the tree removed.

April 3rd, 2023 at 1845 – Suspicious Activity. Officer Gonzalez made contact with an HMA, possibly early 40s wearing jeans and a dark shirt in the Saint Francis parking lot. The man was cutting down the eucalyptus trees. When Officer Gonzalez approached the man, he said he had permission from someone saying he was able to cut down the trees. Officer Gonzalez contacted Control 1 to ask Saint Francis if they gave this individual permission to cut down the trees. Saint Francis said that no one gave any type of permission to have anyone cut down the trees on the property; Officer Gonzalez asked the man to leave immediately.

April 3rd, 2023 at 1923 – Suspicious Activity. Officer Gonzalez found a red Ford F150 with a small camper shell parked near Oak Tree Ranch Gate. The vehicle was unoccupied. Control 1 was notified.

April 3rd, 2023 at 2205 – Hangars 11.53. Officer Gonzalez found a white BMW 328i parked between a hangar and a container. The vehicle was unoccupied, and Control 1 was notified.

April 4th, 2023 at 0843 – Gate Crasher. Officer Orozco was dispatched to the Back Gate for a gate crasher. A white Subaru Forester registered to a service worker on Taspas Ct came in contact with the barrier arm. Officer Orozco put the barrier arm back into the working position. An NOV was issued.

April 4th, 2023 at 2143 - Unsecured Door. Officer Gonzalez found one garage door open inside PVCCE. Control 1 was unable to contact the resident. A voicemail was left.

April 4th, 2023 at 2334 – Suspicious Activity. Control 1 dispatched Officer Gonzalez to report that a Jeep arrived at the Pauma Heights Gate and didn't speak any English. Control 1 was unable to communicate with the individual. Shortly after another vehicle approached the gate from the inside to open up the exit gate for the Jeep. The Jeep then drives inside the community. Officer Gonzalez and Officer Albert continued to search for the vehicle. UTL, both the vehicle information was sent over to the District Office.

April 5th, 2023 at 0834 – Loose Pet. The PVCC reported seeing a black German Sheppard roaming around the PVCC. This German Sheppard was different from the others that have been spotted. Officer Easter made contact with PVCC and gave them the animal control phone number the next time the dog is spotted. Officer Easter also told them that unless the dog is detained, animal control will not come out to get the animal.

April 5th, 2023 at 1723 – Welfare Check. Control 1 dispatched Officer Easter and Officer Orozco for a welfare check in the Oak Tree Ranch Community. A concerned resident said something happened last week at their neighbor's house and hasn't seen the neighbor for a few days.

Control 1 asked for additional information but was not successful in receiving additional information from the resident. Both officers arrived at the reported home, knocked on the door, and rang the doorbell. Officer Easter and Officer Orozco introduced themselves out loud, but no one came to the door, the windows were closed, and the blinds were shut. Officer Easter and Officer Orozco made their way to the back where they noticed the glass sliding door was open with the screen shut. The television was on, Officer Easter shouted out again “CSD Security, I am Patrol Officer Easter we are here for a welfare check, a resident called to check on this house.” A woman came to the sliding screen door and said she lived there and was fine. Officer Easter informed the resident that someone called concerned that no one has seen or heard from them in a few days. The resident said she was fine, and if anyone wanted to see if she was okay, they could have knocked on her door. Nothing else to report.

April 5th 2023 at 1845 – North Coast Church 11.53. Officer Orozco found the Security Room, both bathroom doors, and the back office door unlocked. He cleared and secured all buildings. Contact was notified.

April 7th, 2023 at 0840 – Gate Crasher. A resident contacted Control 1 to inform them that they came in contact with the Back Gate Barrier Arm. Officer Easter put the barrier arm back into the working position. An NOV was issued.

April 7th, 2023 at 2110 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to contact the resident.

April 8th, 2023 at 2110 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control to contact the resident.

April 9th, 2023 at 2115 – Unsecured Door. Officer Colin found the TY Nursery Gate near the Knox gate unlocked. Control 1 notified the contact. Contact requested for the patrol to lock the gate.

April 10th, 2023 at 2118 – Saint Francis 459A. Officer Albert was on the scene when the call came in. No audible alarm and the building was left secure.

April 10th, 2023 at 2331 – Saint Francis 459A. Officer Albert responded to a second alarm alert. UTL is the cause of the alarm. The building was left secure.

April 11th, 2023 at 0749 – Snake Call. Officer Albert was dispatched for a snake call inside PVCCE. The snake was removed.

RFID Entries						
Front Gate		Center Gate			Back Gate	
6,388		586			3,780	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
43	3	2	10	3	3	1
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
12		19			34	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	4			50
Gravel Yard(GY)				30
Saint Francis(SF)			2	76
Pauma School(PS)	4			35
Pauma Building(PB)				53
Airport Hangars(AH)				37
Treatment Plant(TP)				41
Pauma Village(PV)	1			32
Residential Houses/Other	12		1	3

Patrol Activity				Gate Activity	
Medicals		Resident Concern	2	Activity/Malfunctions	Totals
Welfare Checks	2	Suspicious Activity	7	Unresponsive	2
Lift Assist	1	Noise Complaint		Will Not Close	10

PVCSD SECURITY REPORT March 10, 2023 – April 10, 2023

Domestic Dispute		Process Server	1	False Read	0
Traffic Collisions	1	911 Hang up Call		Loss of Controls	2
Gate Runner/ Gate Crashers	6	Loose Pets	8	Video Loss	1
Public Assists	2	Snake Call	1	Device Entries	10,754
Jump Start		Trespassing		Passes Issued	2,350
Notice of Violation	4	Other	10	Pass Entries	4,010

Acronym Legend			
Acronym	Definition	Acronym	Description
459	Burglary penal code	AFA	Asian Female Adult
AMA	Against Medical Advise	AMA	Asian Male Adult
BOLO	Be on the Lookout	AFJ	Asian Female Juvenile
CHP	California Highway Patrol	AMJ	Asian Male Juvenile
DOB	Date of Birth	BFA	Black Female Adult
DL	Driver License	BMA	Black Male Adult
DV	Domestic Violence	BFJ	Black Female Juvenile
EB	East Bound	BMJ	Black Male Juvenile
FU	Follow Up	HFA	Hispanic Female Adult
IVO	In Vicinity Of	HMA	Hispanic Male Adult
LP	License Plate	HFJ	Hispanic Female Juvenile
LCD	Luiseno Circle Drive	HMJ	Hispanic Male Juvenile
NB	North Bound	MFA	Mexican Female Adult
NLT	No Later Than	MMA	Mexican Male Adult
PERT	Psychiatric Emergency Response Team	MFJ	Mexican Female Juvenile
PT	Patient	MMJ	Mexican Male Juvenile
PVD	Pauma Valley Drive	NAFA	Native American Female Adult
PVRA	Pauma Valley Roadway Association	NAMA	Native American Male Adult
ROTR	Rules of the Road	NAFJ	Native American Female Juvenile
RP	Reporting Party	NAMJ	Native American Male Juvenile
SB	South Bound	WFA	White Female Adult
S/O	Sheriff's Office	WMA	White Male Adult
SR 76	State Route 76/ Highway 76	WFJ	White Female Juvenile
TC	Traffic Collision	WMJ	White Male Juvenile
UTL	Unable to Locate		
WB	West Bound		
WWE	Wiskon Way East		
WWW	Wiskon Way West		
YOA	Years of Age		
Unresponsive	the gate does not open for an RFID		
Will Not Close	the gate does not close when it is supposed to		
False Signal	the alarm goes off in the Front Gate for no discernable reason		

Loss of Controls	gate attendant cannot open the gates remotely
Video Loss	occurs when the gate attendant cannot see the feeds from the Center or Back Gates

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

April 10 2023 – May 10 2023

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

Vehicle Maintenance Report

- Tesla 01 (38,510)– Did not pass all inspections this month.
- Tesla 02 (44,789)– Did not pass all inspections this month.

Unit 01 has sun damage on the left side of the trunk and left rear quarter panels. Both front seat bases and B pillars are still popped out of place. The rear tires were replaced and the TPMS light is on. The rear right tire loses tire pressure below 33 PSI. Everything else is working properly.

German Colin, Vehicle Maintenance Officer

Gate Report

CGS has been to the gates to work on the back gate pass scanner/Intercom. It is currently working and scanning passes. The barrier arm is also currently operational. Quality Gates is expected to replace some circuitry at the front gate to help bring the resident-side steel gate back into operation. The gates are operating normally overall. In the last month, two gate attendants have been hired and trained for our front gate guard shack. One of our gate attendants will transition to a full-time patrol officer and another will begin training as a half & half.

Matthew Carson, Gate Supervisor

ACTIVITY LOG

April 10th, 2023 at 2118 – Saint Francis 459A. Officer Albert was patrolling Saint Francis when a 459A alarm was set off. The Officer checked the building, there were no signs of forced entry. The alarm was accidental. Control 1 was notified.

April 10th, 2023 at 2331 – Saint Francis 459A. Officer Albert was dispatched to Saint Francis for a 459A. The Officer was UTL the cause. Control 1 was notified.

April 11th, 2023 at 2047 – Saint Francis 459A. Officer Albert was patrolling Saint Francis while the alarm was going off. The Officer was UTL the cause. Control 1 was notified.

April 12th, 2023 at 1323 – Gate Malfunction. The PVD back entrance gate and barrier arm malfunctioned. The gate and barrier arm would no longer close after a vehicle scanned its pass to enter the community. Officer Easter tried to do a hard reset on the barrier arm and sliding gate. The PVD back gate was temporarily shut down for repairs.

April 12th, 2023 at 1840 – North Coast Church 11.53. Officer Orozco found the church's front entrance doors and storage unit unsecure. The officer cleared and secured both buildings. The alarm was not set. Contact notified.

April 13th, 2023 at 2112 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to contact the resident.

April 13th, 2023 at 2215 – Pauma Building 11.53. Officer Colin found a gold Mercedes Benz C300 unoccupied in the lot. Control 1 is to be notified.

April 14th, 2023 at 0813 – Medical. Officer Easter and Officer Albert were dispatched to an unknown medical call on Pauma Height Rd. Cal Fire and Mercy medics were waiting at the bottom of the hill. Officer Albert made contact and asked if they needed escorting. They said they were waiting for the sheriff to arrive because the call was for an attempted suicide with a gun. The sheriff arrived at the residence. The wife came outside to speak with the sheriff. The resident informed the sheriff that her husband's health has been getting worse for the past few months and he thinks he's in Australia and threatened to shoot himself and others if anyone tries to help him. She said their guns were locked away safe where the husband could not find them. The husband is bedridden and cannot get up on his own. The sheriff evaluated the husband and decided he was not a threat to himself or others. Cal Fire and Mercy Medics entered the house. One was transported to Palomar Hospital.

April 15th, 2023 at 1721 – Gate Crasher. Officer Easter was dispatched to the front gate for a gate crasher at the front gate. A resident came in contact with the barrier arm and did not stop. Vehicle information and video footage were sent to the District Office. Control 1 put the arm back into a working position.

April 16th, 2023 at 0507 – Suspicious Activity. Control 1 reported that a suspicious vehicle entered near the back gate dumpster. Control 1 dispatched Officer Colin. Officer Colin made contact with a WMA driving a blue Honda Accord. The officer told him he was driving on private property and could not be parked there. The man left right away. There is nothing else to report.

April 16th, 2023 at 1310 – Other. Officer Orozco contacted a resident of Tukwut regarding their vehicle parked on the street without written authorization. The officer offered to show the resident the rules of the road handbook, but she declined to see it. She apologized and moved her vehicle into her garage.

April 16th, 2023 at 1420 – North Coast Church 11.53. Officer Colin found the front chapel door unsecured. The officer cleared and secured the building. The alarm was not set. Contact notified.

April 17th, 2023 at 1300 – Gate Crasher. Officer Orozco was dispatched for a gate crasher at the PVD back entrance gate. A white Jeep Cherokee came in contact with the barrier arm. The officer put the barrier arm back into the working position. The vehicle belonged to a resident, and NOV was issued.

April 18th, 2023 at 2032 – Unsecured Door. Officer Aguilar found two garage doors open inside PVCCE. Control 1 to contact the resident.

April 19th, 2023 at 1410 – Gate Malfunction. The PVD back entrance gate and barrier arm malfunctioned. After a vehicle scanned its pass to enter the community, the gate and barrier arm would not close on their own. Officer Easter tried to do a hard reset on the barrier arm and sliding gate. The PVD back gate was temporarily shut down for repairs.

April 19th, 2023 at 2300 – North Coast Church 11.53. Officer Orozco found the security room, women's restroom, double doors behind the chapel, and storage room all unsecured. The officer cleared and secured all doors to the buildings. The alarm was not set. Control 1 will notify the church contact in the morning.

April 20th, 2023 at 1929 – Saint Francis 459A. Officer Colin was dispatched to Saint Francis for a 459A. The officer arrived on the scene and found a dead bird beside a glass sliding door. The bird must have set off the alarm. No signs of forced entry. Control 1 to call the church contact.

April 20th, 2023 at 2120 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to contact the resident.

April 21st, 2023 at 0245 – Notice Of Violation. Officer Albert issued an NOV for a vehicle parked on the street for more than 7 days in a 30-day period.

April 21st, 2023 at 1600 – Airport Gate Malfunction. The District Office called Officer Easter to report that the airport gate malfunctioned and was kept open, the alarm was going off. Officer Easter advised the office to power off manually and, on the gate, to fix the issue. Control 1 called to report that a member of the airport accidentally bumped the gate as it was opening up. He said he didn't realize he was that close to the gate and bumped it and set off the alarm. The gate is working properly.

April 21st, 2023 at 2110 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to contact the resident.

April 22nd, 2023 at 0025 – North Coast Church 11.53. Officer Colin found the restrooms and storage door unsecured. The officer cleared and secured both buildings. The alarm was not set. Control 1 to contact the church.

April 22nd, 2023 at 0715 – Pauma School 11.53. Officer Colin found the boy's restroom in building C unsecured. The officer cleared the building, unable to secure the door. Control 1 to make contact.

April 23rd, 2023 at 0714 – Pauma School 11.53. Officer Colin found the boy's restroom in building C unsecured. The officer cleared the building, unable to secure the door. Control 1 to make contact.

April 23rd, 2023 at 1000 – Pauma School 11.53. Officer Orozco found the boy's restroom in building C unsecured. The officer cleared the building, unable to secure the door. Control 1 to make contact.

April 23rd, 2023 at 1350 – Medical. Officer Orozco was dispatched to Temet for a medical. The call was unknown over the scanner. Cal Fire and Mercy medics were already on the scene. No one was transported.

April 23rd, 2023 at 1540 – North Coast Church 11.53. Officer Orozco found a WFA in a red Nissan Frontier parked in the lot next to a light post. The woman said she was charging her laptop from the outlet and wouldn't be long. The officer tried to make contact with the church. Officer Orozco allowed the woman to stay a bit longer and then asked her to leave.

April 23rd, 2023 at 2040 – Pauma School 11.53. Officer Colin found the boy's restroom in building C unsecured. The officer cleared the building, unable to secure the door. Control 1 to make contact.

April 23rd, 2023 at 1900 – North Coast Church 11.53. Officer Orozco found the storage container slightly opened. The officer cleared and secured the container. Contact notified.

April 24th, 2023 at 2107 – Resident Concern. A resident on Luiseno Circle Dr. reported hearing gunshots behind her house on Highway 76. Officer Albert patrolled the area and was UTL the sound. Control 1 contacted the resident to report that the sound was probably out of the area in the hills.

April 25th, 2023 at 1250 – Hit and Run. Officer Orozco was driving WB on Highway 76 when he spotted a man crossing the road from PVCC. The man drove off the road, hit a guard rail, and hopped into another car at the Pauma Village. The vehicle that crashed was a white GMC. CHP was called and they arrived shortly after with a tow truck. The vehicle the man drove off in was a black Honda Civic.

April 25th, 2023 at 1515 – Gate Crasher. Officer Orozco was dispatched to the back entrance gate for a gate crasher. A white BMW came in contact with the barrier arm. The officer put the barrier arm back into the working position. The vehicle belonged to a resident. An NOV was issued.

April 25th, 2023 at 2221 – Suspicious Activity. Officer Aguilar found a WMA about 5'8 140LBS wearing a red shirt, blue jeans, and black sneakers sitting near the ATM at Pauma Village. The officer made contact with the individual. He said he was stranded for days and wanted to go home without money or a phone. Officer Aguilar allowed the young man to call his mom. His mom called for an Uber and was scheduled to be picked up.

April 26th, 2023 at 1410 – Jump Start. Officer Easter was dispatched to PVCC for a jump start in the employee parking lot. The jumpstart was successful.

April 26th, 2023 at 2125 – Unsecured Door. Officer Orozco found one garage door open inside PVCCE. Control 1 to contact the resident.

April 27th, 2023 at 0710 – Pauma Village (Boot Valley) Burglary. Officer Albert called to report a break-in at the Boot Valley in the Pauma Village. The front glass window was broken and parts of the register were outside. Officer Albert noticed the thieves stole the register and clothes. The owner of the shop was called, and a voicemail was left. A sheriff arrived to get a statement. There was broken glass hanging from the door frame, no one was able to enter the building. Officer Easter arrived shortly after to help clean up and stand by to patrol the area.

April 27th, 2023 at 1315 – Snake Call. Officer Easter was dispatched for a snake call inside PVCCE. The snake was removed.

April 27th, 2023 at 1810 – Gravel Yard 11.53. Officer Colin found well #34 gate open. The officer secured the gate.

April 27th, 2023 at 2115 – Unsecured Door. Officer Colin found two garage doors open inside PVCCE. Control 1 to contact residents.

April 28th, 2023 at 0427 – Impair Driver. Control 1 dispatched Officer Albert about a woman possibly impaired at the front gate. She was driving a white Kia Telluride SUV when the gate attendant tried to get her attention, she kept driving over the divider into the members/residential lane making contact with the barrier arm. Officer Albert arrived on the scene and made contact with the woman. He asked her if she needed any help. She said the exit gate wouldn't open up. The woman was slurring her words and the vehicle smelled like alcohol. The officer asked her if she had been drinking. She replied yes, and the officer told her it wouldn't be a good idea to drive home and that her safety and others on the road could be at risk. The officer told the woman that CHP was called, and they would evaluate her to see if she would be safe to drive. The woman turned her car off and waited for CHP to arrive. The CHP arrived and did an eval on the woman. The woman was arrested for a DUI and her vehicle was towed.

April 28th, 2023 at 0900 – Resident Concern. A resident contacted Control 1 to report that a pack of coyotes had roamed near Temet Drive and asked for a patrol to look around to see if it was safe to walk his dogs.

April 28th, 2023 at 1001 – Notice Of Violation. Officer Easter issued an NOV to a gray Nissan Altima parked on Takishla Place for street parking without written authorization.

April 28th, 2023 at 1005 – Residential 459A. Knight Security contacted Control 1 to report a house alarm on Wiskon Way East. The inside garage door was alerted. Officer Easter arrived on the scene and found that the housekeeper set off the alarm. The alarm was accidental.

April 28th, 2023 at 1028 – Notice Of Violation. Officer Easter issued an NOV on a silver Lexus RX350 parked on Sukat Trail for street parking without written authorization.

April 28th, 2023 at 1033 – Notice Of Violation. Officer Easter issued an NOV on a black Dodge Ram 1500 Pro Master parked on Wiskon Way West for street parking without written authorization.

April 28th, 2023 at 1057 – Notice Of Violation. Officer Easter issued an NOV on a white Chevy Equinox parked on Luiseno Circle Dr. for street parking without written authorization.

April 28th, 2023 at 1137 – Notice Of Violation. Officer Easter issued an NOV on a metallic Ford F-150 parked on Taspca Ct. for street parking without written authorization.

April 28th, 2023 at 1332 – Gate Crasher. Officer Easter was dispatched for a gate crasher at the front gate. A white Kia Forte came in contact with the barrier arm. Officer Easter found the vehicle at the PVCC. A guest of a member playing golf said he did not see the barrier arm and was running late for his T-time. Officer Easter issued an NOV, vehicle description, and video footage was sent to the District Office.

April 28th, 2023 at 1530 – Phone altercation. Control 1 dispatched Officer Easter regarding a phone call he had with a guest staying at a resident's house. The guest received an NOV for street parking without a parking pass displayed or written authorization. The vehicle owner asked the officer to stay away from his vehicle and made a threatening comment. Officer Easter contacted the District Office to report the issue.

April 28th, 2023 at 2030 – Unsecured Door. Officer Aguilar found three garage doors open inside PVCCE. Control 1 to contact the resident.

April 29th, 2023 at 1129 – Welfare Check. Officer Easter was dispatched to Luiseno Circle Dr. for a welfare check. The daughter said she had been trying to get ahold of her mom all day and was unsuccessful. Officer Easter arrived on the scene and made contact with the resident. The elderly woman said she was out all day getting her nails done. She appreciates the check-in and will contact her daughter right away. Nothing else to report.

April 29th, 2023 at 1652 – Process Server. Officer Easter was dispatched to escort a process server to Womsi Rd. The agent was unable to contact the resident. Officer Easter successfully escorted the agent out of the community.

April 30th, 2023 at 1045 – Notice Of Violation. Officer Albert issued an NOV for street parking without written authorization.

April 30th, 2023 at 1130 – Traffic Collison. Officer Albert found a white Honda Accord on HW 76 in front of the market that had hit a power pole. The vehicle was on the grass off the road. The driver was out of the vehicle and said he was not hurt. He declined any medical attention. The CHP arrived and got all the information from the driver. The vehicle was towed.

April 30th, 2023 at 1331 – Process Server. Officer Albert was dispatched to escort a process server to Womsi Rd. The agent was unable to make contact with the resident. Officer Albert successfully escorted the agent out of the community.

April 30th, 2023 at 1726 – Notice Of Violation. Officer Albert issued an NOV for street parking without written authorization.

May 1st, 2023 at 1040 – Notice Of Violation. Officer Orozco issued an NOV for street parking without written authorization.

May 1st, 2023 at 1230 – Notice Of Violation. Officer Orozco issued an NOV for street parking without written authorization.

May 1st, 2023 at 1830 – Notice Of Violation. Officer Orozco issued an NOV for street parking without written authorization.

May 1st, 2023 at 1900 – Process Server. Officer Orozco was dispatched to escort a process server to Womsi Rd. The agent was unable to make contact with the resident. Officer Orozco successfully escorted the agent out of the community.

May 1st, 2023 at 1920 – Airport Hangars 11.53. Officer Orozco found hangar # 4 slightly opened. The officer cleared and secured the hangar. Control 1 to notify the owner.

May 2nd, 2023 at 1130 – Notice Of Violation. Officer Orozco issued an NOV for street parking without written authorization.

May 2nd, 2023 at 1405 – Notice Of Violation. Officer Orozco issued an NOV for street parking without written authorization.

May 2nd, 2023 at 1440 – Notice Of Violation. Officer Orozco issued an NOV for street parking without written authorization.

May 2nd, 2023 at 1748 – Resident Concern. Officer Orozco was dispatched to Luiseno Circle Dr. regarding a vehicle blocking a resident's driveway. The resident asked a patrol officer to speak with the owner to move his vehicle. When the officer arrived at the scene, the vehicle was already gone.

May 3rd, 2023 at 0324 – Pauma Village 11.53. Officer Albert found a silver Honda Accord parked in the lot with a broken window. There was nobody around, and nothing seemed to be stolen. Control 1 was notified.

May 3rd, 2023 at 1330 – Resident concern. A resident contacted the District Office to report that while waiting to enter the PVD back gate, the vehicle in front of him was talking to the front gate through the intercom yelling and waving his hands in the air to be let in. A few seconds later the gate opened up and the vehicle drove in. The resident complained about why the vehicle was let in if he didn't have a pass. He asked the patrol to find out who this person was and if he was authorized to enter the community. Officer Easter found the vehicle at a resident's house doing work for them. He is a permanent guest driving a different vehicle. The man said he was driving a U-Haul truck and forgot his pass in the other vehicle. Officer Easter explained to the man that he needed to come to the front gate and get a new pass for each vehicle he used. The guest apologized and went to get a pass.

May 4th, 2023 at 1500 – Medical. Officer Easter was dispatched to a medic 70 on Cole Grade Rd. and Oak Tree Ranch. The location wasn't clear over the scanner. The officer arrived at Pauma School. Cal Fire and Mercy medics were already on the scene. A young boy aged 9/10 years old sustained a neck injury. One will be transported to Palomar Hospital.

May 4th, 2023 at 1538 – Resident Concern. A resident contacted Officer Easter to make a report about the house she has been renting out to her tenant. She stated that her tenant is under eviction, and hasn't paid rent in months. The locks to the house will be changed soon and asked for a patrol officer to check the house throughout the day and night. The tenant still has a key to the house and will most likely come back again to grab the rest of his belongings. The resident requested that a sheriff be contacted if he is spotted and gave his description. Easter will pass down the information.

May 4th, 2023 at 2315 – Pauma Village 11.53. Officer Colin found a black Honda Accord unoccupied parked in the lot. Control 1 was notified.

May 5th, 2023 at 1650 – Welfare Check. Officer Easter was dispatched to Luiseno Circle Dr. for a welfare check. The daughter said she had been trying to get ahold of her mom all day and was unsuccessful. Officer Easter arrived on the scene and made contact with the resident. The elderly woman said she was out all day with her friend. She appreciates the check-in and will contact her daughter right now. Nothing else to report.

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

May 6th, 2023 at 1453 – Gate Malfunction. The Pauma Heights center entrance gate and barrier arm malfunctioned. After a vehicle entered the community, the gate and barrier arm would not close on their own. Officer Easter tried to hard reset both the barrier arm and gate. The Pauma Heights center gate was temporarily shut down, signs were put out to notify residents to use another gate.

May 6th, 2023 at 2108 – Unsecured Door. Officer Colin found one garage door open inside PVCCE. Control 1 to contact the resident.

May 7th, 2023 at 1440 – Snake Call. Officer Orozco was dispatched for a snake call inside PVCCE. The snake was removed.

May 8th, 2023 at 1550 – North Coast Church 11.53. Officer Orozco found both the front door of the chapel and the security room unsecured. The Officer cleared both rooms, unable to secure the security room. The alarm was not set. Contact notified.

May 8th, 2023 at 1700 - Gate Malfunction. The PVD back entrance gate and barrier arm malfunctioned. Officer Orozco tried to do a hard reset on the barrier arm and sliding gate. The back entrance gate was temporarily shut down, signs were put out to notify residents to use another gate.

May 9th, 2023 at 2030 – Unsecured Door. Officer Aguilar found one garage door open inside PVCCE. Control 1 to contact the resident.

May 10th, 2023 at 0727 – Pool Flood. Officer Albert noticed a lot of water pouring out onto the street of Katkat. The resident's pool was overflowing. Control 1 contacted the resident's daughter. She said the pool company would be out shortly to fix the issue. The RPM turned off the water temporarily.

May 10th, 2023 at 0916 – Pool Flood. Officer Easter checked on the house with the pool overflowing onto the street. Flooding seemed to have been handled.

May 10th, 2023 at 1418 – Trespassing. Officer Easter was dispatched to the T-5 near the dog park about some dirt bikers and quads being seen on the course. The officer arrived on the scene, UTL the dirt bikers.

May 10th, 2023 at 1445 – Trespassing. Officer Easter was dispatched to the gravel yard for two kids caught on their dirt bikes. The two juveniles ages 12 and 13 were riding their dirt bikes onto the greens and bunkers destroying the ground. Some witnesses recorded one of the juveniles flipping off a resident from a distance. When Officer Easter arrived on the scene, The greens

maintenance manager already had the two kids on his golf cart riding towards him. The kids informed that they were not aware they were trespassing onto private property. They came from the riverbed into the gravel yard and thought nothing of it. One of the board members also arrived on the scene and expressed his concerns about what the kids were doing. Both parents were notified. Only one parent showed up. The Greens Manager explained to the parents that there could be up to \$250,000 in damages if the kids hadn't stopped when they did. The parents would be held accountable for any damages. Officer Easter wrote down all their information.

May 10th, 2023 at 1810 – Gravel Yard 11.53. Officer Orozco found the reservoir gate open. The officer cleared and secured the gate.

May 10th, 2023 at 2351 – North Coast Church 11.53. Officer Orozco found a broken sprinkler head on the property. Water was pouring out for a few minutes. Control 1 was notified to make contact in the morning.

RFID Entries						
Front Gate		Center Gate			Back Gate	
6,585		531			3,342	
Dispatch By Location						
Inside PVCCE	Oak Tree	School	Business Dist.	St. Francis	PVCC	Hwy 76
	0					0
Highlights by Shift Periods						
A: 2200-0600		B: 0600-1400			C: 1400-2200	
11		29			44	

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	7			42
Gravel Yard(GY)	2			28
Saint Francis(SF)			3	68
Pauma School(PS)	4			21
Pauma Building(PB)				32
Airport Hangars(AH)	1			40
Treatment Plant(TP)				42
Pauma Village(PV)				35
Residential Houses/Other	12		1	12

Patrol Activity				Gate Activity	
				Activity/Malfunctions	Totals
Medicals	4	Resident Concern	6		
Welfare Checks	2	Suspicious Activity	3	Unresponsive	1
Lift Assist		Noise Complaint		Will Not Close	9
Domestic Dispute		Process Server	3	False Read	0

Traffic Collisions	2	911 Hang up Call		Loss of Controls	1
Gate Runner/ Gate Crashers	4	Loose Pets		Video Loss	1
Public Assists		Snake Call	3	Device Entries	10,458
Jump Start	1	Trespassing	1	Passes Issued	2,828
Notice of Violation	15	Other	12	Pass Entries	4,984

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

	Current Rates			Fiscal Yr 2023-24			Monthly Invoice
	\$/Mon	Qty	% Change	\$/Mon	Qty		
Sewer	\$90	439.35	0.0%	\$90.00	439.35		Sewer, Security & Gates
Security	\$114	408.26	0.0%	\$114.00	408.26		\$304.00
Gates	\$100	375	0.0%	\$100.00	375		Sewer & Security
Vacant	\$12	33	0.0%	\$12.00	33		\$204.00

Use Table % column to adjust rates.

	Historical Reference					9 mth actuals Jul '22 - Mar 23	Budget Jul '22 - Jun 23	Proposed 2023-2024
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22			
Ordinary Income/Expense								
Income								
661 · Sewer Charges	436,403	436,403	437,019	438,515	448,481	355,874	474,498	474,498
661.5 · Security Patrol Charges	546,243	575,581	536,381	537,949	537,949	417,849	555,764	558,500
662 · Property Tax	99,247	104,158	107,242	112,479	117,175	78,343	115,000	125,000
662.1 · Connection Fees	0	0	0	0	0	7,733	0	0
663 · Interest	6,826	16,424	12,325	4,350	694	83	600	110
663.1 · LAIF Fair Market Value Revenue	0	994	1,926	-2,832	-97	0	0	0
664 · Other								
664.2 · Admin Services	9,207	19,562	21,750	6,901	813	256	813	0
664.6 · Hangar Land Lease	900	1,125	675	1,350	900	675	900	1020
664.8 · Gate Damages	19,504	13,700	3,800	0	0	0	0	0
664 · Other - Other	2,260	3,761	3,995	8,060	16,285	86,171	2,200	2400
Total 664 · Other	31,871	38,147	30,220	16,311	17,998	87,102	3,913	
665 · Security Gate Charge	373,128	375,984	398,364	398,364	420,744	336,600	447,600	450,000
666.5 · RFID Tags	7,684	8,250	7,425	10,375	9,642	5,320	6,500	6,500
667 · Delinquent Charges	4,123	4,400	4,294	38	4,173	4,882	3,000	7,000
668 · Vacant Lot/Sewer Availability	5,040	5,040	4,956	4,752	4,752	3,564	4,752	4,752
670 · Reimbursement Revenue	0	0	0	1,625	713,893	3,432	0	0
Total Income	1,510,564	1,565,380	1,540,153	1,521,925	2,275,405	1,300,781	1,611,627	1629780
Gross Profit	1,510,564	1,565,380	1,540,153	1,521,925	2,275,405	1,300,781	1,611,627	
Expense								
Bad Debt Expense								
960 · Gate Bad Debts	925	0	0	0	0	0	0	0
Total Bad Debt Expense	925	0	0	0	0	0	0	0
Debt Service	3,315	1,854	0	0	0	0	0	0
Depreciation								
718 · Plant Depreciation	89,907	86,633	85,223	84,164	90,709	71,302	95,069	95,069
824 · Bldg Depreciation	9,432	16,960	9,421	9,544	15,697	12,051	16,068	16,068
918 · Security Depreciation	24,879	22,680	34,019	18,110	31,955	14,093	18,791	18,791
958 · Gate Depreciation	19,135	11,639	10,331	10,331	10,331	7,748	10,331	10,331
Total Depreciation	143,353	137,912	138,994	122,149	148,692	105,194	140,259	
Dwelling Live	0	8,102	8,102	8,102	8,102	6,279	8,200	8,375
Electrical Utilities								
714 · Electricity	23,712	26,516	26,841	27,433	35,252	30,993	17,349	41,325
812.2 · Office Electricity	4,057	5,111	3,955	4,378	6,903	6,589	3,429	8,785
956 · Gate Electricity	9,511	7,240	6,485	6,725	7,370	5,590	7,363	7,500
Total Electrical Utilities	37,280	38,867	37,281	38,536	49,525	43,172	28,141	
Equipment Rentals								
713 · Equipment Rental	0	0	0	473	0	0	500	500
Total Equipment Rentals	0	0	0	473	0	0	500	
Gate Mgmt Fee	8,038	0	0	0	0	0	0	0
Group Health Ins.								
705 · Plant Group Health Ins.	10,031	10,092	4,901	1,523	3,120	2,645	4,870	5,270
811.4 · Admin Group Health Ins.	12,428	14,585	14,398	15,688	22,863	19,140	26,080	31,620
912 · Patrol Group Health Ins.	23,634	31,103	39,590	29,204	27,466	26,060	31,980	31,530
952.1 · Gate Group Health Ins.	20,416	27,790	22,024	23,544	28,190	17,121	28,020	28,820
Total Group Health Ins.	66,509	83,570	80,914	69,959	81,639	64,965	90,950	
Liability Insurance								
717 · Plant Liability	20,076	19,703	19,667	15,968	18,294	14,786	19,840	20,550
823 · E & O Liability Ins.	3,852	2,703	3,623	3,018	3,370	2,724	3,780	3,920
911 · Security Liability Ins.	24,600	21,949	22,254	18,208	20,702	16,731	22,670	23,490
952 · Gate Liability Ins.	6,804	5,703	6,211	5,266	5,777	4,669	6,610	6,850
Total Liability Insurance	55,332	50,059	51,755	42,461	48,143	38,910	52,900	

	0.32 32% Admin Sanitation	0.37 37% Admin Patrol	0.31 31% Admin Gates
474498	474498		
558500		558500	
125000	125000		
0	0		
35	35	41	34
0	0	0	0
0	0		
326	326	377	316
0	0		
768	768	888	744
600628	600628	559806	1094
450000			450000
6500			6500
7000	2240	2590	2170
4752	4752		
0	0	0	0
607620	607620	562396	459764
607620	607620	562396	459764
0	0		0
0	0		0
95069	95069		
5142	5142	5945	4981
18791	18791	18791	
10331	10331		10331
100210.76	100210.76	24736.16	15312.08
8375		4188	4188
41325	41325		
8785	2811	3250	2723
7500			7500
44136	44136	3250	10223
500	500		
500	500		
5270	5270		
31620	10118	11699	9802
31530		31530	
28820			28820
15388	15388	43229	38622
20550	20550		
3920	1254	1450	1215
23490		23490	
6850			6850
21804	21804	24940	8065

Miscellaneous Expense													
735 · Plant Miscellaneous	657	564	1,273	921	817	805	1,800	1070		1070			
825 · Admin. Miscellaneous	-117	4,545	3,555	3,776	5,572	2,111	3,800	2820		902	1043	874	
927 · Patrol Miscellaneous	414	491	294	4,351	2,755	502	3,500	670			670		
959.1 · Gate Miscellaneous	1,367	623	1,008	3,524	4,873	973	4,700	1300					1300
Miscellaneous Expense - Other	0	0	0	0	0	0	0	0		0	0	0	0
Total Miscellaneous Expense	2,321	6,223	6,130	12,573	14,017	4,391	13,800			1972	1713	2174	
Office Expense													
812 · Office Supplies	11,272	15,885	17,111	21,253	17,280	13,048	18,500	19200		6144	7104	5952	
813 · Telephones	3,254	2,466	6,625	4,975	5,886	4,215	4,911	5620		1798	2079	1742	
814 · Postage	3,317	3,600	1,833	2,259	3,030	2,407	3,600	3600		1152	1332	1116	
Total Office Expense	17,843	21,951	25,569	28,487	26,197	19,669	27,011			9094	10515	8810	
Operator Contract Services	32,500	30,000	30,000	48,000	66,000	60,795	66,000	66000		66000			
Payroll Taxes													
703 · Plant Payroll Taxes	4,984	6,086	5,800	4,576	4,881	3,197	5,830	5900		5900			
811.3 · Admin. Payroll Taxes	10,200	10,883	10,645	11,465	12,037	12,894	15,350	13340		4269	4936	4135	
916 · Patrol Payroll Taxes	21,419	24,507	20,601	20,382	21,660	17,520	25,170	25410			25410		
951 · Gate Payroll Taxes	12,983	14,203	14,377	15,329	15,811	13,076	19,850	19000					19000
Payroll Taxes - Other	0	2,242	0	0	0	0	0	0		0	0	0	0
Total Payroll Taxes	49,587	57,921	51,423	51,752	54,388	46,687	66,200			10169	30346	23135	
PERS Retirement													
704 · Unfunded Fixed Cost	0	82,555	107,864	94,517	111,028	0	0	0		0	0	0	0
704.1 · PERS Unfunded Liability Reimb.	0	0	-37,976	-35,236	-41,391	0	0	0		0	0	0	0
707 · Plant PERS	5,785	3,054	24,611	10,247	32,277	2,375	4,240	4540		4540			
811.6 · Admin PERS	10,244	9,028	37,145	32,271	101,203	8,375	14,060	13480		4314	4988	4179	
925 · Patrol PERS	16,645	14,730	63,937	55,775	176,913	16,281	23,440	24290			24290		
953 · Gate PERS	8,460	6,675	34,835	29,365	93,013	9,062	14,480	14220					14220
PERS Retirement - Other	179,049	700	0	0	0	700	700	0		0	0	0	0
Total PERS Retirement	220,183	116,743	230,417	186,938	473,043	36,793	56,920			8854	29278	18399	
Repairs & Maintenance													
712 · Plant Repairs & Maintenance													
712.2 · Oak Tree Repair & Maint.	1,995	7,058	13,978	23,660	3,306	1,849	5,000	2500		2500			
712.3 · Sewer line maintenance	2,003	747	2,820	8,188	93,006	12,651	25,000	21000		21000			
712.4 · Sludge Removal	31,789	18,574	34,346	57,111	41,754	38,159	51,525	51525		51525			
712.6 · SCADA maintenance	4,061	0	0	0	180	480	680	4600		4600			
712 · Plant Repairs & Maintenance - Other	18,036	13,104	10,651	11,286	16,218	6,766	21,005	10500		10500			
Total 712 · Plant Repairs & Maintenance	57,883	39,483	61,795	100,246	154,464	59,905	103,210			90125	0	0	
814.5 · Building Repairs & Maintenance	8,190	6,127	10,159	10,579	13,189	10,375	8,808	13830		4426	5117	4287	
814.8 · Airpark maintenance	5,325	900	900	900	900	675	900	900		288	333	279	
920.1 · Alarm/Radio Repair & Maint.	1,615	4,524	8,712	165	0	0	0	0			0	0	
954 · Gate Repairs & Maintenance	36,285	25,994	36,531	35,091	37,855	25,053	24,500	37650					37650
Total Repairs & Maintenance	109,298	77,028	118,097	146,981	206,408	96,009	137,418			94839	5450	42216	
Salaries													
702 · Plant Salaries	60,730	70,156	73,635	50,849	61,528	37,809	63,040	65480		65480			
811.1 · Admin Salaries	121,748	123,521	138,051	144,227	153,080	134,647	169,410	152270		48726	56340	47204	
915 · Patrol Salaries	258,086	280,009	255,193	250,525	266,007	214,482	270,860	280770			280770		
950 · Gate Salaries	150,059	161,210	167,293	158,658	178,075	145,783	210,800	205400					205400
Total Salaries	590,623	634,896	634,172	604,259	658,689	532,721	714,110			114206	337110	252604	
Security Expense													
919 · Security Telephones	11,263	13,731	14,567	5,159	2,874	2,852	3,000	3800			3800		
920 · Security Supplies	731	1,656	3,447	563	2,460	446	750	1300			1300		
924 · Security Fees	1,717	2,371	140	105	40	0	140	140			140		
929 · Security K-9s	7,459	10,461	9,050	0	0	0	0	0			0		
959 · Gate Supplies	56	1,619	3,768	2,792	2,204	1,164	1,500	2100					2100
Total Security Expense	21,226	29,838	30,971	8,618	7,579	4,462	5,390			0	5240	2100	
Uniforms													
719 · Plant Uniforms	1,683	2,461	2,101	1,019	1,187	875	1,100	1200		1200			
922 · Security Uniforms	1,272	412	3,841	945	1,484	1,126	1,300	5000			5000		
954.1 · Gate Uniforms	84	0	1,571	896	1,386	434	1,000	1000					1000
Total Uniforms	3,039	2,873	7,513	2,860	4,057	2,435	3,400			1200	5000	1000	
Vehicles													
716 · Plant Vehicles	4,679	5,166	6,659	7,400	10,236	6,596	8,000	8800		8800			
917 · Security Vehicles	20,290	14,933	25,717	23,483	4,010	9,396	1,500	12400			12400		
Total Vehicles	24,969	20,099	32,376	30,883	14,246	15,993	9,500			8800	12400	0	

Pauma Valley CSD Capital Expenditure Plan					
	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2026-27
Treatment Plant Related	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Security Vehicle Unit 1 (vehicle, graphics, equipment)				\$70,000	
Security Vehicle Unit 2 (vehicle, graphics, equipment)				\$70,000	
Office, IT, Computers & Facility Improvements	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
TOTALS	\$40,000	\$40,000	\$40,000	\$180,000	\$40,000

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Item: **12**

Date: May 22nd, 2023

From: Eric Steinlicht, General Manager

Issue: **Sewer Rate Increase Effective July 1, 2023**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for informational purposes only.

BACKGROUND

On June 28, 2021, the Board of Directors held a public hearing and subsequently approved Resolution Number 105: Adopting Rate Increase for Sewer Service Fees. As per Resolution No. 105, Sewer Fees per Equivalent Dwelling Unit (EDU) will increase to \$101.87, effective July 1, 2023.

DISCUSSION

On June 28, 2021, the Board of Directors held a public hearing as required by Proposition 218 and subsequently passed Resolution No. 105. This resolution provides a five-year sewer rate increase plan effective until 2025. For reasons unknown, sewer service fees for 2022 were not implemented. Sewer service fees cover all aspects of plant operations and other essential services. An increase is required to mitigate the impact of rising inflationary costs and the steady increase seen in the cost of goods and services. In addition, this increase will allow the District to meet its operating requirements, provide for Wastewater Treatment Plant Contract Operations, as well as replenishing its reserve fund. This, in turn, will not only put the District in mandatory compliance, but better position the District for financial and operational sustainability during this organizational transition period.

FISCAL IMPACT

The estimated fiscal impact of implementing this sewer rate increase will be additional revenue of \$62,580.96 received annually.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

This item is for informational purposes only.

Attachments

1. Prior Cost-of-Service Analysis Proposed
2. Signed Resolution Number 105

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Marissa Fehling, Administrative Assistant

Approved by: Eric Steinlicht, General Manager

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

BEFORE THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO CONSIDER THE ADOPTION OF AN ORDINANCE AUTHORIZING INCREASES TO THE RATE FOR SEWER SERVICE CHARGES

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Board of Directors (“Board of Directors”) of the Pauma Valley Community Services District (“District”) on June 28, 2021 at 10:00 a.m., or as soon thereafter as the matter can be heard, at 33129 Cole Grade Road, Pauma Valley, CA 92061. District meetings are currently closed to the public, but members of the public may attend via virtual teleconference (meeting access information posted at www.paumavalleycsd.com). Should the District determine to allow members of the public to attend the hearing in person, information will be provided on the agenda for the public hearing. At the public hearing, the Board of Directors will consider the adoption of an ordinance authorizing increases to the rate for the District’s Sewer Service Charges.

PROPOSED RATE INCREASES TO SEWER SERVICE CHARGES

The rate for the District’s Sewer Service Charges has not been increased since July 2014. In order to fund increases in the costs of operations and maintenance of the sewer system and the capital infrastructure improvements needed to repair, replace, and update the District’s sewer system, the District has determined that it is necessary to increase the rate for its Sewer Service Charges. The Sewer Service Charges imposed on each parcel of property within the District are determined on the basis of the number of equivalent dwelling units (“EDUs”) assigned to such parcels. The number of EDUs assigned to a parcel is determined on the basis of its land use and the estimated amount or type of sewage generated (“customer classification”). One EDU is equivalent to a wastewater flow of 250 gallons per day and constituent levels of 300 parts per million of biochemical oxygen demand. The Sewer Service Charges are calculated to proportionately allocate the cost of providing sewer service to each property owner on a parcel basis. The rate of the Sewer Service Charges is proposed to be increased to \$92.40 per EDU. The number of EDUs assigned to each customer classification are set forth in the attached Exhibit A. If adopted, the ordinance will authorize the proposed rate increase to be in effect for sewer service beginning on July 1, 2021.

Because the District anticipates that there will be additional increases in the costs of providing sewer service in the future, the ordinance will also authorize the District to impose an annual adjustment to the rate for its Sewer Service Charges. Such annual adjustments may be imposed for a five-year period, beginning July 1, 2021, and each July 1 thereafter through and including July 1, 2025. The proposed rate increases shall be in accordance with the table below.

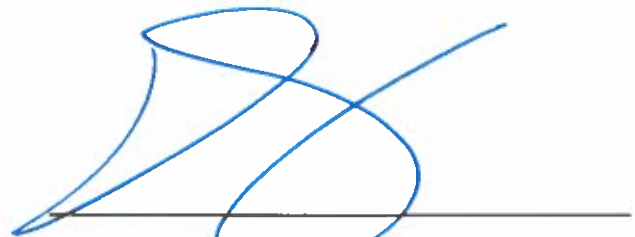
Current Rate	Effective Date	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024	July 1, 2025
\$88	Maximum Rate	\$92.40	\$97.02	\$101.87	\$106.96	\$112.31

PUBLIC HEARING AND PROTESTS

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

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

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



Pauma Valley Community Services District

EXHIBIT A

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

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

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

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

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

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

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

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

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: Logan, Esparza, Schultz, Jacobs, Cipriano

NOES:

ABSTAIN:

Attest: _____


Robert Graziano
General Manager



President Samuel Logan
Pauma Valley Community Services District

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.

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: **13**

Date: May 22nd, 2023

From: Eric Steinlicht, General Manager

Issue: **Administrative Service Agreement Between PVCSD and RPMWC**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

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

BACKGROUND

The Pauma Valley Community Services District (PVCSD) and Rancho Pauma Mutual Water Company (RPMWC) entered into an Administrative Agreement in December of 2009. This agreement stipulated the terms and conditions in which RPMWC would contract with the PVCSD for the use of their staff to maintain RPMWC operations and maintenance. Since early 2022, RPMWC has consistently communicated that it no longer requires a General Manager or believes the staffing structure of the PVCSD serves its current needs.

A PVCSD Special Board meeting took place on April 11, 2023, where these inquiries from RPMWC were brought to light and the PVCSD Board concluded that this relationship could no longer continue due to the dysfunction it was creating.

DISCUSSION

An Ad-Hoc committee was formed to discuss the items identified at the April 11th, 2023, PVCSD Special Board Meeting. The Ad-Hoc Committee met on May 11, 2023, and recommended that, in the best interest of both organizations, two administrative staff members and two Utility Workers of PVCSD should be employed by RPMWC. This was later confirmed at the RPMWC Regular Board Meeting held on May 15th, 2023.

Therefore, PVCSD seeks to formalize the action discussed during the Ad-Hoc Committee meeting and RPMWC Regular Board Meeting. In order to move forward to some degree, the Administrative Services Agreement requires notice of termination. Lastly, the General Manager requires authorization to maintain contract services to sustain PVCSD operations.

FISCAL IMPACT

The complete fiscal impact of this action is currently unknown.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

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

Attachments

1. Administrative Agreement
2. Edie Bailey Engagement Letter

Prepared by: Eric Steinlicht, General Manager

Reviewed By: Marissa Fehling, Administrative Assistant

Approved by: Eric Steinlicht, General Manager

**ADMINISTRATIVE SERVICES AGREEMENT BETWEEN
THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT and
RANCHO PAUMA MUTUAL WATER COMPANY.**

This Administrative Services Agreement together with its schedules (collectively herein "Agreement") is made and entered into effective as of the first day of January 2010 ("Effective Date"), with regard to the following recitals, by and between the Pauma Valley Community Services District, a community services district organized and operating pursuant to Government Code section 61000 *et seq.*, ("PVCSD"), and the Rancho Pauma Mutual Water Company, California corporation, ("RPMWC"). Each of PVCSD and RPMWC are sometimes individually referred to herein as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, under the terms of its ordinances, PVCSD provides sewer connections, sewerage collection system and wastewater treatment services (herein collectively "Wastewater Service") to subscribers in its sphere of influence and in connection therewith has developed a capacity and capability in certain administrative services; and,

WHEREAS, under the terms of its governing documents, RPWWC provides groundwater collection, storage, distribution and supply for potable and non-potable use (herein "Water Service") to subscribers in its served area; and,

WHEREAS employees of PVCSD have historically provided certain administrative and other services for RPMWC and with regard to Wastewater Services; and,

WHEREAS, the Parties desire to establish the basis upon which they will now further cooperate and PVCSD Administrators (as hereinafter defined) will provide Administrative Services (as hereinafter defined) to RPMWC and with regard to both Water Service.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

I. Definitions.

1. Unless such shall be inconsistent with the context, the following shall be the meaning of capitalized terms expressed herein:
 - a. "Administrative Services" shall mean that range of services set forth in Schedule I annexed hereto, which is incorporated herein by this reference.
 - b. "Administrator" shall mean that individual employee of PVCSD responsible for the administrative management of PVCSD and responsible to the RPMWC Board for the provision of Administrative Services.
 - c. "Cause" shall mean one or more of:
 - i the failure of RPMWC to pay amounts of money due to PVCSD, or
 - ii the failure, in the reasonable judgment of RPMWC, of PVCSD to fulfill its obligations and responsibilities hereunder.
 - d. "Direct Purchases" shall mean any product or service that is purchased by RPMWC directly for its own use in Water Service.

- e. "PVCSD Board" shall mean the board of directors of PVCSD as it may then be constituted.
 - f. "PVCSD Administrators" shall mean the employees of PVCSD, including the Administrator, engaged in the office administration of PVCSD and the provision of Administrative Services.
 - g. "PVCSD Administrators Cost" for any period shall mean the aggregate cost for that period, measured on an accrual basis, of the activities of the PVCSD Administrators including, without limitation, salaries, fringe benefits, office supplies and equipment, occupancy costs
 - h. "RPMWC Board" shall mean the board of directors of RPMWC as it may then be constituted.
 - i. "RPMWC Share of the PVCSD Administrators Cost" shall mean that portion of the PVCSD Administrators Cost that represents the portion of their aggregate effort measured in hours devoted to Water Service. The RPMWC Share of the PVCSD Administrators Cost shall initially be fifty percent (50%).
 - j. "WQS Agreement" shall mean that certain agreement among the Parties and Water Quality Specialists of San Diego, Inc., a California corporation, entered into effective as of January 1, 2010.
2. The use herein of any gender shall be interpreted to include all genders, including no gender.
 3. The use herein of the singular case shall be interpreted to include the plural case, and vice versa.
 4. The use of a paragraph structure with headings is for convenience only and shall not be interpreted to have any other influence on the content hereof.

II. Responsibilities of PVCSD

1. Supply of competent staff. PVCSD shall be responsible for (i) providing, (ii) compensating, and (iii) establishing and enforcing personnel policies for, the amount of PVCSD Administrators that PVCSD Board may reasonably determine necessary for the provision of Administrative Services to RPMWC. The Parties agree that, other for the possible addition of one clerical support person, there is currently no intent of increasing the amount of PVCSD Administrators from the present amount.
2. Administrative Services. PVCSD Administrators shall timely and effectively perform or provide Administrative Services to the reasonable satisfaction of the RPMWC Board.
3. Board reporting. The Administrator shall attend meetings, and shall serve as the secretary, of the RPMWC Board and shall there report in writing supplemented by oral responses to questions upon the activities of Administrative Services since the then previous report and other matters of concern and interest to the RPMWC Board.
4. Policy compliance. PVCSD shall comply with any policy directive of the RPMWC Board with regard to Administrative Services. In the event that PVCSD believes that any such policy directive would preclude it from, or unreasonably impede it in, fulfilling its responsibilities hereunder, then PVCSD shall be excused from complying with any part or the whole of such policy directive provided that it immediately and in

writing advises the RPMWC Board of the reasons for its failure to follow such policy directive.

5. Delegation of authority. PVCSD Administrators shall comply with a delegation of authority established by the RPMWC Board that delineates, at a minimum, the approval authority dollar amounts required to be obtained prior to the procurement of Direct Purchases and for check signatures and other financial transactions.
6. Employees. In as much as PVCSD has the responsibility to hire employees and to adopt and enforce personnel policies and practices, PVCSD shall (i) do so in such a manner as to assure that its employees deliver Water Service (as such term is defined in the WQS Agreement) and Administrative Services to the same fiduciary standard as would be expected if those employees were employed by RPMWC, and (ii) to keep the RPMWC Board advised of all material developments affecting those employees involved in the delivery of Water Service and Administrative Services.
7. Cooperation. PVCSD shall cooperate with RPMWC, particularly and without limitation by being responsive to any enquiries or requests for information or instruction of RPMWC or PVCSD so, that they may fulfill their responsibilities hereunder.

III. Responsibilities of RPMWC.

1. Reimbursement. RPMWC shall reimburse PVCSD for the RPMWC Share of the PVCSD Administrators Cost with fifteen (15) days of the end of each calendar month.
2. Policy. The RPMWC Board shall be responsible for the provision to PVCSD of any policy directive that such board may require PVCSD to effect or adopt in its supervision of Water Service.
3. Delegation of authority. The RPMWC Board shall establish a delegation of authority that delineates, at a minimum, the approval authority dollar amounts required (i) to be obtained prior to the procurement of Direct Purchases, (ii) for check signatures, and (iii) for other financial transactions.
4. Cooperation. RPMWC shall cooperate with PVCSD, particularly and without limitation by being responsive to any enquiries or requests for information or instruction of PVCSD, so that PVCSD may fulfill its responsibilities hereunder.

IV. Equitable proportion of costs. The Parties agree that the sharing of employees and other costs creates efficiencies for both Parties and that the 50% parameter used both herein in the calculation of the RPMWC Share of the PVCSD Administrators Cost and for the split of fees in the WQS Agreement is fair and reasonable. A Party wishing to modify such parameter may request an in depth review of the matter. The Parties shall cooperate in such review and work in good faith to reach a fair and reasonable adjustment of the parameter if one is so indicated.

V. Term and Termination.

1. Term. Unless earlier terminated as provided for herein, this Agreement shall be in force and effect for a period of time ("Term") consisting of one or more one-year periods subsequent to the Effective Date.
2. Renewal. On the last day of each one-year period this Agreement shall automatically renew for a then subsequent one-year period without action on the part of either Party unless a Notice hereunder of an intent to terminate this Agreement at the end of the

then exiting twelve month period shall have been served by a Party not less than six (6) months prior to the last day of the then current one-year period.

3. **Early termination.** This Agreement may be early terminated by either Party upon:
- a. Notice hereunder with a period of effect of not less than six (6) months, or
 - b. Cause by serving a Notice hereunder providing for a ten (10) day cure period from the date of effect of the Notice, such that the Term shall end upon the thirty-first day subsequent to the date of effect of the Notice if the Cause has not been previously cured entirely to the satisfaction of the Party issuing such Notice.

VI. **Indemnification.** Each Party (the "Indemnitor") shall indemnify and hold each other Party and its respective directors, officers and employees (collectively the "Indemnitees") harmless from any liability, claim, demand, or judgment, including the costs and expenses of defense, arising from the Indemnitor's performance or failure to perform under the terms of this Agreement except for the negligence or misconduct of the Indemnitees.

VII. **Insurance.** Each Party shall maintain insurance in those amounts and with those coverages that its board of directors may determine to be necessary or desirable for its business activities and liabilities.

VIII. **Notice.** Any notice or instrument (herein "Notice") required or permitted to be given or delivered under this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, addressed to the other Party using the below addresses, or any other address as may be advised by a Party in a Notice hereunder, and shall be considered effective on the close of business on the second business day in the State of California after it was so deposited.

PAUMA VALLEY COMMUNITY
SERVICES DISTRICT
P. O. Box 434
Pauma Valley, California 92061
Attn: President

RANCHO PAUMA MUTUAL WATER
COMPANY
P. O. Box 423
Pauma Valley, California 92061
Attn: President

IX. **Agreement Terms.**

1. **Assignment.** No Party shall assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the other Party, which may be withheld for any reason.
2. **Drafting of Agreement.** The Parties agree that this Agreement shall not be construed in favor of, or against, a Party by reason of the extent to which such Party or its counsel participated in the drafting of this Agreement. The Parties represent that they have consulted legal counsel prior to the execution of this Agreement and have executed this Agreement with full knowledge of its meaning and effect.
3. **Applicable Law.** This Agreement shall be interpreted in accordance with the laws of the State of California.
4. **Independent entities.** Each Party is an independent entity operating at arms length and, other than as specifically set forth herein, no Party has any obligation to the other with regard to the subject matter hereof. In no case shall any Party have any right to commit, bind or speak for any other Party nor pretend to so do.

5. **Arbitration.** Other than to seek injunctive relief or for actions in the Small Claims division of a Superior Court having jurisdiction regarding amounts of money due hereunder, in the event any dispute between the Parties arising in any way regarding the interpretation, applicability, enforcement, desired modification, or any other aspect hereof, shall be resolved only by binding arbitration to be held in San Diego, California, under the then rules of the Judicial Arbitration and Mediation Service, or other entity by agreement of the Parties, provided that (i) adequate time shall be permitted for discovery as provided by the California Code of Civil Procedure, (ii) the arbitrator(s) shall be free to make an award of costs, including the expenses and fees of counsel, (iii) all decisions of the arbitrator(s) shall not be subject to further review by any court, arbitrator or any other governmental or quasi-governmental body or other entity, and (iv) that any award of the arbitrator(s) may be entered into any court of competent jurisdiction. To seek arbitration hereunder, a Party shall serve a Notice hereunder on the other Party setting forth the issue(s) at dispute and the resolution(s) thereof acceptable to the Party serving the notice. The Party upon receiving such Notice shall have a period of thirty (30) calendar days to reach a resolution acceptable to both Parties and, in the event that no such resolution is achieved, then, at the election of a Party serving such Notice, the matter may be referred to arbitration at any subsequent time.
6. **Waiver.** Any waiver by either Party of the obligations of the other Party shall be deemed to be a specific, limited waiver, and shall not be deemed to be a waiver of the subsequent occurrence of the same, similar, or any other particular set of circumstances.
7. **Amendment and Severability.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by the Parties. The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal.
8. **Integration.** This is an integrated Agreement and represents the entire understanding of the Parties as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises, representations or agreements, specifically and without limitation including those agreements between the Parties dated July 8, 1988, and April 1, 1988, with respect to those matters covered hereunder.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

PAUMA VALLEY COMMUNITY
SERVICES DISTRICT



By: Charles Mathews, President

Date: 12/22/09

RANCHO PAUMA MUTUAL WATER
COMPANY



By: Peter Jordan, President

Date: 12/18/09

SCHEDULE I

Audit	Prepare working files for an annual audit of the books of account of RPMWC and fully cooperate with the auditors in the conduct of their audit.
Billing	Prepare and mail monthly billings and statements in accordance with the policies of RPMWC by maintain a computerized billing system into which data originated from personnel providing field operations of RPMWC shall be entered.
Bookkeeping	Maintain the books of account of RPMWC in accordance with conventional accounting practice, the policies of RPMWC and any instructions of the auditors.
Clerical	Provide general clerical, typing, filing and like services as may be required by RPMWC for the conduct of its business.
Corporate Filings	Prepare for signature by a member of the RPMWC Board any corporate filings required by statute.
Customer Service	Provide a high level of customer service in response to enquiries regarding billing, collections, service, and the like, in accordance with the policies of RPMWC.
Data Management	Manage the data and the data storage, whether electronically or otherwise, related to the business of RPMWC.
Data Security	Provide for security of RPMWC data in accordance with the policies of RPMWC.
Meeting Facilities	Provide meeting facilities within the existing building of PVCSD on a first come first served basis as between RPMWC and PVCSD but in priority over any other users of such meeting space.
Purchasing	Negotiate with vendors and place purchase orders on behalf of RPMWC for Direct Purchases in accordance with the delegation of authority and policies established by RPMWC.
Tax Filings	Prepare working files for any required tax filings and fully cooperate any tax advisor in their preparation of such tax returns.



April 13, 2023

Eric Steinlicht
Pauma Valley CSD
33129 Cole Grade Road
Pauma Valley, CA 92061

Dear Mr. Steinlicht,

This letter outlines the understanding of the terms and objectives of the consulting engagement between Eide Bailly LLP (Eide Bailly) and Pauma Valley Community Services District (PVCSD) for the fiscal year ended June 30, 2023.

Our engagement will be performed under the *Statements on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants (AICPA). We will not provide audit, review, compilation or financial statement preparation services to any historical or prospective financial information or provide attestation services under the AICPA *Statements on Standards for Attestation Engagements* and assume no responsibility for any such information.

You will provide us, as promptly as possible, all requested information and documentation reasonably deemed necessary or desirable by us in connection with the engagement. You represent and warrant that all information and documentation provided or to be provided to us is true, correct and complete, to the best of your knowledge and belief. We are authorized to rely upon such information and documentation without independent investigation or verification.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Scope of Work

Work with staff to gain an understanding of the accounting processes and systems in place, and staff roles and responsibilities. The goal is to determine the scope of support the District needs in the future.

We will not assume management responsibilities on behalf of PVCSD. PVCSD's management understands and agrees that any advice or recommendation we may provide in connection with our engagement are solely to assist management in performing its responsibilities.

What inspires you, inspires us. | eidebailly.com



PVCS D’s management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise PVCS D with regard to tax positions taken in the preparation of the tax return, but PVCS D must make all decisions with regard to those matters.

Other

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers’ proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly’s secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to “read only” to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of your financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means



to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Cindy Byerrum are the engagement partners for the services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to approve release of the financial statements.

We may be requested to make certain engagement documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such documentation will be provided under the supervision of Eide Bailly LLP's personnel.

Furthermore, upon request, we may provide copies of selected documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our documentation for this engagement. Our engagement documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

What inspires you, inspires us. | eidebailly.com



You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the completion of our preparation of the financial statements.

We agree to retain our documentation or work papers for a period of at least eight years from the date of the completion of our financial statement preparation procedures.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, (HLB). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. It is not anticipated that any of the non-licensee owners will be performing services for PVCSD.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Rancho Cucamonga, CA. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

INDEMNITY

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements, leave accruals, and payroll reporting that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

What inspires you, inspires us. | eidebailly.com



LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. We both agree that, notwithstanding any statute of limitations that might otherwise apply to a Dispute, it is reasonable that you may not bring any legal proceeding against us unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our report, return or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the agreed-upon procedure report.

The Limitations Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by California law. Any unresolved Dispute shall be submitted to a federal or state court located in Rancho Cucamonga, California.

FEES

Invoices are payable upon presentation. We anticipate that we can perform the assessment of services needed by the District for less than \$10,000. Our billing is based on time and materials. At no time would our billing exceed \$10,000 without explicit written direction from the District. Our Fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses for mileage or incidentals. We also charge half of our hourly rate for travel time.



Our fees for the engagement will be based on the following hourly rates, subject to change each July 1st.

Staff Level	Hourly Rate
Partner	\$285
Senior Manager	\$220
Manager	\$210
Certified Payroll Professional	\$205
Senior and Associate	\$182 - \$145

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm’s performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before the financial statement preparation procedures are, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney’s fees will be added to the amount due.

If PVCSD hires any of the staff working on this engagement, PVCSD agrees to reimburse Eide Bailly LLP a one-time fee of fifty percent (50%) of the staff member’s annual compensation to cover recruitment and training costs.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our preparation of the financial statements including our respective responsibilities.



We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,

Cindy Byerrum

Cindy Byerrum, CPA
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of PVCSD by:

Name: _____

Title: _____

Date: _____

PAUMA VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

Item: **14**

Date: May 22nd, 2023

From: Eric Steinlicht, General Manager

Issue: **Gate Access and Road Usage Policy**

STAFF RECOMMENDS THE BOARD OF DIRECTORS:

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

BACKGROUND

Radio Frequency Identification (RFIDs) are issued and limited to permanent and temporary residents, contractors and support services personnel, Country Club Members, as well as current employees. As per the existing Gate Access and Road Usage Policy, parking on roadways is only authorized if the vehicle has written authorization publicly displayed on the dashboard of the vehicle.

DISCUSSION

Public parking on the roadways has sparked concern and debate within the community. Certain Homeowner Associations have decreed that residents are not allowed to park on the street after a certain number of days. Members of the community who have practiced in law stipulate that we do not have the legal authority to dictate or issue Notice of Violations (NOV's) to the residents when they violate the Gate Access and Road Usage Policy.

The Security Supervisor responsible for providing instruction to Patrol Officers has requested that the PVCSD Board of Directors consider altering this policy to allow those with an active RFID tag to be exempt from requiring written authorization. The policy currently states that service persons or contractors are not permitted to enter the Country Club Estates before 7 AM or remain after 6 PM. As such, it should be considered whether daytime street parking should be considered utilizing a similar time window where it does not count against the seven-day allowance in the thirty-day consecutive period. Lastly, the seven consecutive days out of a thirty-day consecutive period clause should be re-examined if the board feels this is still an adequate amount of time for street parking prior to formal NOV's being issued by PVCSD patrol officers.

FISCAL IMPACT

The fiscal impact is unknown at this time.

THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:

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


Attachments

1. Gate Access and Road Usage Policies and Procedures
2. Gate Access Policy

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Marissa Fehling, Administrative Assistant

Approved by: Eric Steinlicht, General Manager

	<p style="text-align: center;">Pauma Valley Community Services District Administrative Procedures and Rules</p>	<p>Adoption Date: 5/24/2021</p>
<p style="text-align: center;">GATE ACCESS & ROAD USAGE POLICIES AND PROCEDURES</p>		<p>Amended Date:</p>

ARTICLE 1 GENERAL PROVISIONS

- I. Introduction: Under its statutory authority, the Pauma Valley Community Services District (“PVCSD” or “District”) is authorized to provide a variety of services, including gate access management, security patrol services, and monitoring and enforcing road usage, including ingress to and egress from the Pauma Valley Country Club Estates (“PVCCE”). (See map attached as Exhibit “A”.) It is PVCSD’s intent to establish policy and procedures that will be convenient for the public and contribute to the orderly conduct of business in regards to gate access and road usage.

- II. Purpose: The purpose of these Gate Access and Road Usage Policies and Procedures is to set forth certain policies and procedures by which the functions of the District are carried out. Other District procedures related to gate access and road usage may be set forth in specific rules, regulations, resolutions, or policies of the District, whether or not included as part of this document.

- III. Definitions: Except as otherwise provided in specific sections of these Policies and Procedures, the following words shall have the following meanings:
 - a. Commercial Activity means conduct that requires a Use Permit. Commercial activity includes long-term rentals of Resident properties and the ongoing activities and events and of PVCC.
 - b. “Gate Attendant” means a person employed by PVCSD that works at a gatehouse.
 - c. Main Gate means the entrance to PVCCE on Highway 76.
 - d. Not in Good Standing means a person having delinquent dues or fees owed to the District. Those persons who do not meet the definition of “Not In Good Standing” shall be deemed in “Good Standing”.
 - e. NOV means a Notice of Violation issued by a Security Patrol Officer.
 - f. Pass means an official PVCSD document, displayed on the dashboard of the vehicle, that grants access within the gates of PVCCE for a specific period of time.
 - g. PVCC means Pauma Valley Country Club.
 - h. PVCCE means Pauma Valley Country Club Estates.

- i. PVCSD or District means the Pauma Valley Community Services District.
- j. Resident means a PVCCE homeowner or individuals authorized to reside in or live on a homeowner's property.
- k. RFID Transponder means a Radio Frequency ID tag for gate access issued by PVCSD.
- l. Roadway means the PVCCE roads and streets depicted on Exhibit A.
- m. Security Patrol Officer means an employee of PVCSD or its designee, authorized to affect the safety and security of property and persons within the PVCSD service area.
- n. Service Persons means those individuals or entities providing commercial or personal services to Residents or Guests of PVCCE, PVCSD, or PVCC.
- o. Signage means any printed information placed or posted on any Roadway, adjacent areas or curbs.
- p. Street Parking refers to vehicles, dumpsters, or equipment parked on any Roadway.
- q. Street Legal refers to vehicles with current licenses and registration documentation.
- r. Use Permit means a permit or license that is required to be issued by an authority having jurisdiction, prior to the commencement of activity that requires such permit or license.
- s. Written Authorization means a properly displayed printed pass or letter from PVCSD.

ARTICLE 2 RESPONSIBILITIES

- I. Enforcement: PVCSD and its approved employees are authorized to enforce the rules and regulations presented in these Policies and Procedures.
- II. Gate Attendants: PVCSD shall provide Gate Attendants at the Main Gate to monitor alarm events, to take incoming calls, to monitor police and emergency radio traffic, and to provide visitor management to control ingress into PVCCE in accordance with the principles and specifics herein.
- III. Security Patrol Officers: PVCSD shall provide Security Patrol Officers, with vehicles, to patrol its areas of responsibility (including PVCCE), to respond to Gatehouse dispatched events, to provide emergency assistance to PVCCE residents and guests, to monitor use of the PVCCE Roadway, and to issue NOV's in the event contraventions of the principles and specifics herein
- IV. Passes: PVCSD shall provide for the issuance of "Passes", as described herein, to those entitled to receive them, upon presentation of necessary documents. Individuals seeking an RFID tag or designation as a recognized contractor at a gatehouse will be referred to the PVCSD office.
 - a. Visitor Passes: PVCSD shall be responsible for the supply of "Visitor Passes".
- V. Gatehouse Equipment: PVCSD shall be responsible for maintaining gatehouse equipment, inclusive of rolling gates, barrier arms, and all control systems required for their proper operation.

ARTICLE 3 ROADWAY USAGE WITHIN PVCCE

- I. Drivers: Drivers of vehicles, except golf carts, must hold a valid driver's license, registration and proof of insurance. Individuals under the age of 16 driving a golf cart within PVCCE must be accompanied by an adult.
- II. Recreational Activities: No part of any Roadway shall be used for recreational activities which present a potential safety hazard, as reasonably determined by PVCSD.
- III. Speed Limits/Traffic Control Signs: Drivers of vehicles on any Roadway must obey posted speed limits and other traffic control signs.
- IV. Conformity: Drivers and their vehicles must conform to the California Vehicle Code and to these PVCSD Gate Access & Road Usage Policies and Procedures.
- V. Authorized Vehicles: Excluding golf carts, vehicles that are not Street Legal in California, such as motorized skateboards and motorized dirt bikes, shall not be permitted access to, or use of, any Roadway.

ARTICLE 4 STREET PARKING

- I. Written Authorization: There shall be no Street Parking on any Roadway of vehicles, dumpsters, or equipment without PVCSD issued Written Authorization, displayed on the dashboard of the vehicle or on said equipment. Without PVCSD issued Written Authorization, recreational vehicles, campers, trailers, dumpsters, and trucks shall not park on any Roadway for a period exceeding 48 hours.
- II. Vehicle Parking: Vehicles may not park on any Roadway for a period exceeding 7 days in any consecutive 30-day period.
- III. Overnight Parking: There shall be no overnight parking on Pauma Valley Drive.

ARTICLE 5 GATE ACCESS

- I. Policy Inquiries: Inquiries regarding Gate Access policies and RFID transponders, shall be directed to the PVCSD offices or website at www.paumavalleycsd.com.
- II. Gate Attendants and Security Officers: Gate Attendants and Security Officers are authorized to request drivers' licenses, vehicle registration and insurance information of those seeking gate access.
- III. Good Standing status: Individuals who are Not in Good Standing with PVCSD may not be permitted to obtain and/or utilize RFID transponders. Said individuals must request a Guest Pass until their Good Standing status is restored.

ARTICLE 6 SIGNAGE

- I. Permission: Without written approval of PVCSD, Signage is not permitted on or adjacent to medians, any Roadway or PVCCE access gates.

ARTICLE 7 PASSES

- I. Gate Access Passes: Gate access passes (aka Passes) can be electronically or manually generated and will be either a Guest Pass or a Service Pass. Those wishing to enter PVCCE without an RFID transponder or without a pass must register with a Gate Attendant. Individuals generating an electronic pass on their own computer may enter through the Rear Gate (using the Pass scanner) or through the GUEST LANE of the Main Gate, where their pass will be scanned. Categories of passes include:
 - a. An Electronic Pass is one generated through an authorized individual's account in the gate access system. It can also be created by a Gate Attendant thus enabling the individual named on such pass to retrieve, print and utilize it. Individuals authorized to create an "electronic pass" can do so only if said individual has no payment delinquencies. A pass is valid only for the date(s) indicated.
 - b. A Guest Pass, generated by a Gate Attendant, is for a guest of an authorized individual and is used only if the authorizing individual has advised the attendant of the guest's arrival, or responds to the attendant's phone call inquiring about the guest seeking entrance. Such a pass is valid for use by the party named on the pass and only for the date indicated.
 - c. A Service Pass, generated by a Gate Attendant, is for a Service Person of an authorized individual and is issued only if the authorized individual has advised the attendant of the Service Person's arrival, or responds to the attendant's phone call inquiring about an individual seeking entrance. Such a pass is valid only for the party named on the pass and only for the date indicated.
- II. Valid Driver's License: An individual wishing to utilize a pass to enter PVCCE may be asked to provide a valid driver's license and proof of insurance.
- III. Visibility: Passes must be clearly visible/readable on the vehicle's dashboard.
- IV. Gardeners/Service Persons/Contractors: Without authorization by PVCSD, Service Persons, including gardeners or contractors, will not be permitted to enter PVCCE before 7:00 A.M. Monday through Saturday, or remain after 6:00 P.M. on week-days and 2:00 P.M. on Saturday. There will be no admittance on Sunday or on major holidays identified as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When an above-noted holiday occurs on a weekend, the day of observance shall be treated as the holiday. Emergency situations are considered exceptions to the above-noted rules.

ARTICLE 8 VISITORS

- I. Notification: Residents, agents, PVCC members and PVCC staff must notify a Gate Attendant of the name and arrival time of a visitor requiring a Pass. In the absence of such notification, no individual will be admitted unless the Gate Attendant is immediately able to contact the individual requesting the admission.
- II. Guest Pass: Upon approved access, the Gate Attendant will issue a Guest Pass valid for up to seven (7) days, and will record appropriate information thereon. A Guest Pass may be authorized for a period longer than seven days. When issued, all Passes are specific to the individual originally authorized when the pass was issued.

ARTICLE 9 REAL ESTATE ACTIVITY

- I. Real Estate Agents/Brokers/Appraisers: Real estate agents, brokers and appraisers who are not Residents or PVCC members will be issued a Guest Pass at the Main Gate after presenting identification and indicating the property to be visited. Individuals inquiring about real estate within PVCCE will not be admitted unless accompanied by a real estate agent, broker or appraiser.
- II. Open House: A Resident, agent or real estate sales person must notify a Gate Attendant of the name and arrival time of visitors requiring a Pass for Roadway usage. Absent such notification, the visitor will not be admitted. A Resident, agent or real estate sales person must abide by the Signage restrictions of PVCSD. OPEN HOUSE signage shall not be permitted adjacent to PVCCE access gates or on any portion of the Roadway.

ARTICLE 10 PROPERTY USE PERMITS

- I. Commercial Activity: Gate Attendants shall not admit any person, and Security Officers shall not permit any person to use any Roadway to access a property for Commercial Activity unless all necessary Use Permits have been obtained and are available for inspection.
- II. Applicable Permits: Each Resident shall be responsible for obtaining applicable Use Permits.
- III. Estate Sales/Garage Sales/Yard Sales: Residents planning to engage in estate sales, garage sales or yard sales, where participation is invited from individuals not residing within PVCCE, must apply to PVCSD for a Use Permit.
- IV. Visitor Notification: A Resident or agent must notify a Gate Attendant of the name and arrival time of any visitor who will require a Pass for Roadway usage. Individuals requesting admittance to attend a permitted activity must be on an approved list and will be issued a Pass good for one day only and for the single destination indicated on the Pass.

ARTICLE 11 UNATTENDED GATES

- I. Access: Access at unmanned gates will be enabled by RFID transponders or by direct communication with the Gate Attendant at the Main Gate. Unmanned gates are equipped with video and two-way voice communication. Vehicles attempting access at an unmanned gate without an RFID transponder or an electronic PASS will not be admitted and must present themselves to the Main Gate.

ARTICLE 12 EMERGENCY

- I. Emergency Vehicles: California Highway Patrol, San Diego County Sheriff, Cal Fire, EMTs, ambulance service, and similar vehicles shall receive immediate access at any gate.

ARTICLE 13 VIOLATIONS

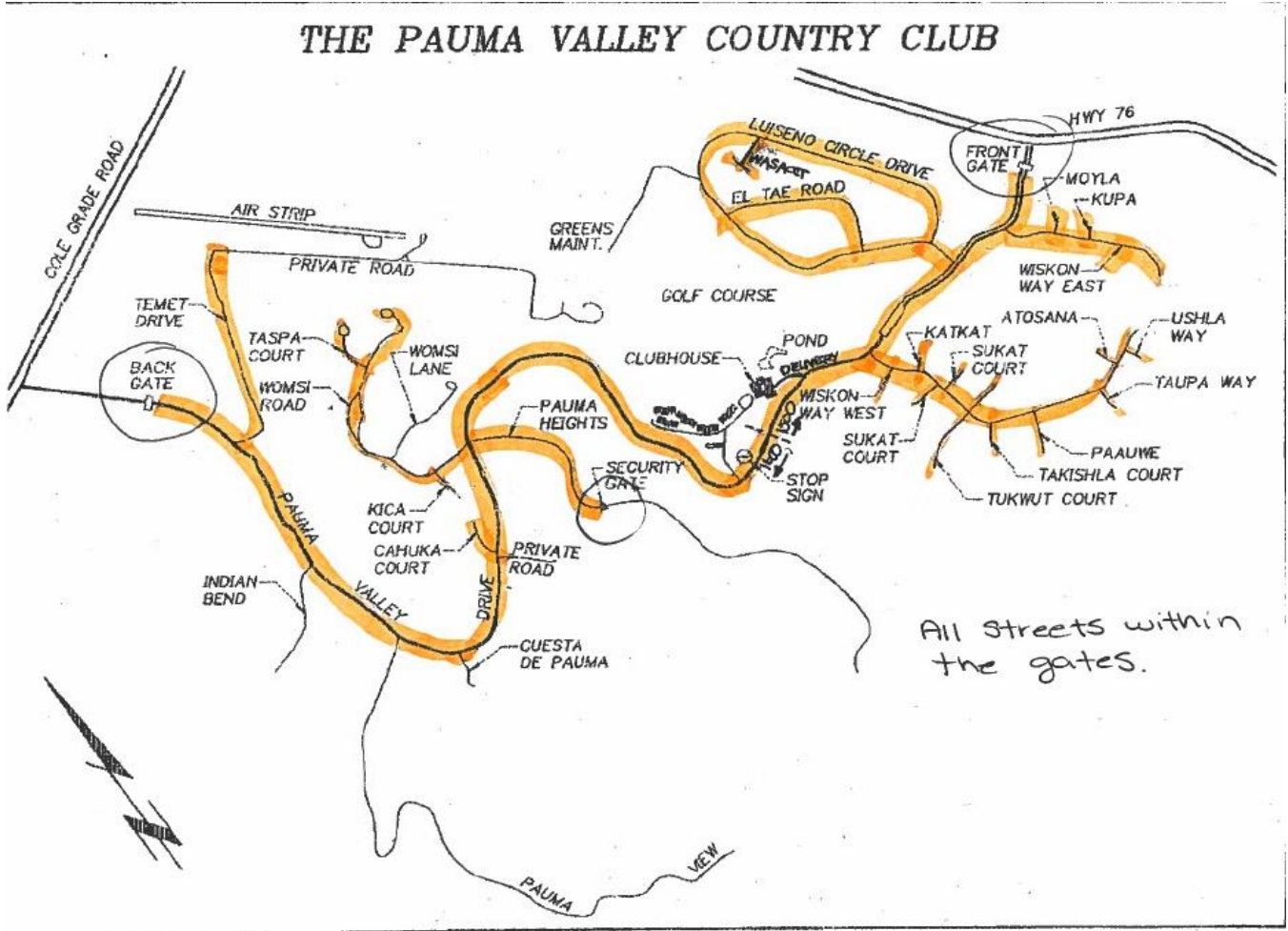
- I. Notices of Violation:
 - a. NOV: A Notice of Violation is a citation issued by a PVCSD Security Officer for infractions to the Gate Access & Road Usage Policy and Procedures. The cause of the violation shall be set forth in writing and mailed or otherwise personally provided to the individual cited in the NOV. Property owners will be held responsible for the actions of their guests, visitors, tenants, Service Persons and family members and will be responsible for penalty assessments associated with their actions.
 - b. Appeals: Those issued an NOV may appeal the grounds for or the penalties associated with the violation to the CSD General Manager within thirty (30) days of the issuance date of the NOV. The General Manager shall review the evidence, including any input received from the appellant, and issue a written decision on the appeal, and send a copy of the decision to the appellant. The General Manager’s decision may be appealed to the PVCSD Board of Directors within 30 days of the date of the General Manager’s written determination. The PVCSD Board of Directors shall consider the matter during an open session, after providing at least 10 calendar days’ written notice of the meeting to the appellant. The appellant shall be entitled to present evidence at the PVCSD Board meeting. The Board’s decision on the matter, which may be accompanied by written findings or findings described in the Board meeting minutes, shall be conclusive of the appeal.


- II. Notice of Violations: NOV offenses include:
- a. tailgating through gate access barrier arms;
 - b. barrier arm contact and/or damage;
 - c. illegal parking on any Roadway;
 - d. Pass violations;
 - e. illegal ingress to or egress from PVCCE;
 - f. STOP sign violations;
 - g. speeding violations
 - h. unsafe vehicle operation.

- III. Penalties. For any violation of this Ordinance, the PVCSD may assess monetary penalties or revoke access to the gates, or both, as follows:
- a. Monetary penalty: Monetary penalty assessments for violations of this Ordinance shall be as follows. The PVCSD Board of Directors may modify the following amounts, by resolution, as the Board deems advisable.
 - i. 1st offense = Warning;
 - ii. 2nd offense = \$100;
 - iii. 3rd of more offenses = \$300.
 - b. Revocation of Gate Access Privileges. For any violation of this Ordinance, the PVCSD may revoke or suspend PVCCE gate access privileges for anyone other than Residents seeking access to their residence or to PVCC, or a PVCC member seeking access to PVCC.

IV. Damages: Damages to the PVCCE gate access system will be billed to the party responsible for said damage on an at-cost (plus labor) basis. Failure to pay any such damages, or any unpaid monetary assessment, may warrant PVCSD's application to a court of law or to the County Tax Collector's office for collection, which PVCSD staff is authorized to pursue at its discretion.

EXHIBIT "A"
MAP OF PAUMA VALLEY COUNTRY CLUB ESTATES



	<p align="center">Pauma Valley Community Services District Administrative Procedures and Rules</p>	<p>Adoption Date: 06 /01/2016</p>
<p align="center">GATE ACCESS POLICY</p>		<p>Amended Date: 07/25/16; 08/22/16; 06/26/17; 07/24/17, 06/21/18, 1/1/20</p>

The Pauma Valley Community Services District (“PVCSD”) gate access and data management system tracks vehicles which enter and exit the gated community known as Pauma Valley Country Club Estates (“PVCCE”). This software allows Security to record and maintain a database of those with authorized access to PVCCE and enables PVRA Members, Residents and Pauma Valley Country Club (“PVCC”) members to register their guests’ information online.

Unless inconsistent with the context, defined terms herein have the same meaning as defined in that certain document known as the Rules of the Road published by the Pauma Valley Roadway Association (see attached). Words in the singular context shall be interpreted to include the plural context, and vice versa. Words implying any particular gender shall be interpreted to include all genders.

If a situation arises that is not provided for in this policy then the Administrator, or in her absence the Security Captain, is authorized to determine the appropriate procedure without having to follow precedent but without discrimination. In the event that neither is immediately available to the Gate Attendant or Security Office, then such individual shall use their best judgment to determine an appropriate course of action.

Gate Access to PVCCE and PVCC

There are three gated accesses to PVCCE and PVCC:

1. Main Gate: The Main Gate is equipped with a RFID transponder reader and manned by a Gate Attendant with a hand-held bar code scanner.
2. The Back Gate, entered off Cole Grade Road, is equipped with a RFID transponder reader, a bar code scanner, and voice and audio communication with the Gate Attendant located at the Main Gate.
3. The Pauma Heights Road Gate is equipped with a RFID transponder reader and voice and audio communication with the Gate Attendant located at the Main Gate.

Gate Access

There are three methods of gate access:

1. RFID transponders which will be supplied to Members of PVCC, Residents within the gated PVCSD area, employees of PVCC, and under certain circumstances to Contractors and Service Persons, employees of PVCSD, and to local residents who have a right of way over Roadway. The RFID transponder will communicate with an antenna mounted at each entrance gate. A valid RFID transponder, affixed to each vehicle approaching the gate, will automatically instruct both the barrier arm and the gate to open. As the vehicle clears the barrier arm, it will automatically close to prohibit any “piggy-backing” by a following vehicle. The electric gate will then close automatically.
2. Electronic Passes will be provided as a result of online communication to the gate data management system by authorized persons who have RFID transponders. Such electronic Passes will be read by both a bar code scanner at the Rear Gate and a bar code scanner held by a Gate Attendant in the guest lane of the Main Gate. Once read by the bar code scanner, a valid electronic Pass will instruct the gate to open, close after the passage of the vehicle and, at gates other than the Main Gate, cause the barrier arm to remain closed until the electric gate has closed behind the entering vehicle.

3. Manual Passes will be provided only at the Main Gate to individuals whose entry has been previously authorized in accordance with the Rules by a Member, Resident, Agent, PVCC member or employee, and in certain circumstances by a Contractor. Manual Passes, which include Guest Passes and Service Passes, will not be available at the Rear Gate and Pauma Heights Gate.

RFID transponders

RFID transponders will be issued in accordance with Schedule A of this policy to individuals who, in the judgment of PVRA, are in compliance with the Rules and who have no payment delinquencies to PVCSD and can be used so long as the individual, in the judgment of PVRA, stays in compliance with the Rules and has no payment delinquencies to PVCSD.

RFID transponders will be issued by PVCSD at its offices located at 33129 Cole Grade Road, Pauma Valley (except during the introductory clinics) All individuals seeking an RFID transponder must present their driver's license, proof of liability insurance, and authorization of a Member in the case of a Resident. The RFID transponder will be affixed by a PVCSD employee to either a headlight or to the windshield, depending on the model of the vehicle and the nature of its construction. Upon installation of the RFID transponder, the recipient's and recipient's vehicle information will be recorded in the gate access data management system.

Members, Residents and PVCC Members with a RFID transponder may use the online access to the gate access data management system to maintain and update his record with current information using an authorization code in accordance with the provided instructions on how to setup an online account via the internet.

Any RFID transponder that is required to be replaced due to its being damaged or destroyed will be purchased from the PVCSD office at a cost of \$25 per transponder.

Contractors

Contractors holding a valid Contractor's License issued by the State of California may purchase or otherwise obtain one or more RFID transponders by presenting their valid Contractors License, proof of liability insurance, and executing a written undertaking to be responsible for all and any damage or liability resulting in any way from access to PVCCE by means of the RFID transponder.

Service Persons

Holders of RFID transponders may sponsor one or more Service Persons to be issued a RFID transponder by executing a written statement affirming to be responsible for all and any damage or liability resulting in any way from access to PVCCE by means of the RFID transponder issued to such Service Person(s) and to maintain the data base current with any changes in the information of the sponsored Service Person(s). The sponsored Service Persons will be issued an RFID transponder upon presenting a valid driver's license and proof of insurance.

Missing RFID transponders

Any individual who has been issued a RFID transponder who is driving a vehicle that is not equipped with the issued RFID transponder will be considered to be an announced Guest without electronic Pass for all purposes of entrance through the PVCCE gates.

Schedule A : Table of policy of issuing Admittance by category of recipient – with recipient qualifying under only the most favorable category

Individual Category - Entitlement applies To only One Category	Admittance Entitlement	Gates Available	Initial Provision RFID transponders	Subsequent Provision RFID transponders
Member * #	RFID transponder	Main Gate Member lane, Back Gate and Pauma Heights Gate	One or two RFID transponders provided free of charge to Members who are Members when the system is introduced	Member purchases additional RFID transponders at \$25 per, including for a new vehicle once vehicle is licensed and for a new Member
Resident * #	RFID transponder	Main Gate Member lane, Back Gate and Pauma Heights Gate	One or two RFID transponders provided free of charge to Residents who are Residents when system is introduced	Resident purchases additional RFID transponders at \$25 per, including for a new vehicle once vehicle is licensed and a new or additional Resident
PVCC member * #	RFID transponder	Main Gate Member lane, Back Gate and Pauma Heights Gate	One or two RFID transponders provided free of charge to PVCC members who are PVCC members when system is introduced	PVCC member purchases additional RFID transponders at \$25 per, including for a new vehicle once vehicle is licensed
PVCCSD Employee PVCCSD Administrative Staff * #	RFID transponder	Main Gate Member lane, Back Gate and Pauma Heights Gate	One RFID transponder provided free of charge for each District vehicle and for Administrative staff's vehicles	One RFID transponder provided free of charge for each new District vehicle
PVCC Employee PVCC Administrative Staff * #	RFID transponder	Main Gate Member lane and Back Gate; both during restricted hours	One RFID transponder provided free of charge to PVCC employees who are PVCC employees when system is introduced	One RFID transponder provided free of charge for each new employee; RFID transponder must be purchased at \$25 per for any replacement vehicle. Limit one per employee.
Contractor #	RFID transponder	Main Gate Member lane and Back Gate; both during restricted hours	RFID transponder purchase at \$25 per	Additional RFID transponders purchased at \$25 per, including for a new vehicle
Service Person - sponsored	RFID transponder	Main Gate Member lane and Back Gate; both during restricted hours	RFID transponder purchase at \$25 per	RFID transponders purchased at \$25 per a replacement vehicle. Limit one per Service Person
Service Person - not sponsored	Manual Pass	Main Gate Guest lane	Not Available	Not Available
Guest - announced - with electronic pass	electronic Pass	Main Gate Member lane and Back Gate	Not Required	Not Required
Guest - announced - without electronic pass	Manual Pass	Main Gate Guest lane	Not available	Not Available
Guest - unannounced	No Entry			
Emergency vehicle (Sheriff, CHP, CalFire, EMT, Court Official, Marshall)	Free pass-less entry upon arrival	All Gates at any time	Not Required	Not Required
General Service vehicle (USPS, SDGE, common carrier such as FedEx and UPS)	Free pass-less entry upon arrival	Main Gate - either lane	Not Required	Not required
Individuals not residents of PVCCCE and not otherwise listed above having a right of way over Roadway	Can purchase RFID transponder or use Manual Pass at their election.	Gate provided for by the applicable right of way entitlement.	RFID transponder purchase at \$25 per	RFID transponder purchase at \$25 per, including for a new vehicle once vehicle is licensed
		Notations:	* Able to authorize an electronic Pass	# Able to authorize a Manual Pass

Passes

Those persons wishing to enter PVCCE without a RFID transponder or an electronic Pass must enter PVCCE through the guest lane at the Main Gate in order to register with the Gate Attendant and receive a Guest Pass or Service Pass, whichever is applicable. Individuals who have previously printed an electronic Pass on their own computer may enter at the Rear Gate (using the Pass scanner) or at the guest lane in the Main Gate where their electronic Pass will be scanned by the Gate Attendant. There are three categories of Pass:

1. An "electronic Pass" generated through the authorized individual's account on the gate management software system using his assigned access code. Authorized individuals who do not want to use the online system can call the Gate Attendant at the Main Gate and provide the required information. The Gate Attendant will then cause an electronic Pass to be created. The individual named on the electronic Pass will be able to retrieve it and print it prior to seeking admission to PVCCE. Individuals authorized to require the issuance of an electronic Pass are as indicated on Schedule A, with the proviso that such privilege is available only to those individuals who in the judgment of PVRA are in compliance with the Rules and who have no payment delinquencies to PVCSD. Once issued, it is valid only for one day; that date on the electronic Pass.
2. A Guest Pass which is a Manual Pass for a guest of an authorized individual will be issued by the Gate Attendant at the Main Gate provided that the authorized individual has previously advised that Gate Attendant of the anticipated arrival of the guest, or timely response to a telephone call from the Gate Attendant in the event that an unannounced guest arrives demanding entrance. Such a Guest Pass is valid only for use by the individual to whom it is issued and for the period entered onto the Guest Pass. Individuals authorized to require the issuance of a Manual Pass are as indicated on Schedule A.
3. A Service Pass which is a Manual Pass for a Service Provider to an authorized individual will be issued by the Gate Attendant at the Main Gate provided that the authorized individual has previously advised that Gate Attendant of the anticipated arrival of the guest, or timely responds to a telephone call from the Gate Attendant in the event that an unannounced guest arrives demanding entrance. Such a Guest Pass is valid only for use by the individual to whom it is issued and for the period entered onto the Guest Pass. Individuals authorized to require the issuance of a Manual Pass are as indicated on Schedule A.

Required Information to obtain a Pass

Any individual wishing to enter PVCCE through the use of a Pass must provide a driver's license valid in California and proof of vehicular liability insurance upon demand of any Gate Attendant or Security Officer.

Display of Passes

All Passes must be displayed so as to be visible through the front windshield of the vehicle at all times. Pass holders will be provided a summary of the Rules for use of the roads and upon request a map of PVCCE.

STOP signs and signs warning that the barrier **ARM COMES DOWN AFTER EACH VEHICLE** are clearly posted at each gate entrance to preclude a second vehicle from tailgating behind an authorized vehicle and for the protection of potential damage to a vehicle. Should any driver disregard the posted signs and attempt to tailgate another vehicle, hoping to execute the full entrance prior to the barrier arm coming down, most likely they will not be successful due to the timed workings of the arm or electronic gate. All actions are captured by cameras and recorded.

Condition 1 - Contact with the Barrier Arm and/or Gate System:

Upon evidence that a driver has violated the posted signs and the vehicle makes contact with the barrier arm or any part of the gate system:

- A warning shall be given for the first offense.
- A \$100 Penalty will be assessed for the 2nd offense.
- A \$300 Penalty will be assessed for the 3rd offense.
- All further offenses will be penalized at \$300 each.

Any physical damage to the gate system will be invoiced at the actual repair costs plus 10% for administration costs. A minimum charge of \$375 shall apply.

Condition 2 - No Contact with the Barrier Arm and/or Gate System (Gate Runner/Tailgating):

Upon evidence that a driver has violated the posted signs and successfully entered the gated community without verification of proper authorization:

- A warning shall be given for the first offense.
- A \$100 Penalty will be assessed for the 2nd offense.
- A \$300 Penalty will be assessed for the 3rd offense.
- All further offenses will be penalized at \$300 each.

Terms

Payment of the Penalty Assessment and/or invoice for gate damage will be the responsibility of the driver and invoiced by the District office. If driver cannot be identified, the registered vehicle owner will be responsible for the Penalty Assessment and/or gate damage.

Penalty Assessment and Gate Damage invoices shall be payable within 30 days from the date of invoice. If any such invoice is not paid in 30 days a reminder invoice will be sent. If such invoice is not paid within 30 days of mailing the reminder invoice, the access tag of the vehicle involved will be de-activated, until payment is received. In the case that the driver is responsible for the Penalty Assessment their access tag will de-activated (if they possess one). The access tag will be re-activated once the Penalty Assessment is paid.

Should any such invoices assessed to a Guest, Employee of PVCC, or Contractor remain unpaid as due the responsibility of such invoices shall be as follows:

Guest or Employee of PVCC – The responsibility shall fall on the Member, Resident, or PVCC in the case of employees of PVCC, who granted access to that individual.

Contractor – The responsibility shall be that of the Contractor. If payment is not received from that specific Contractor, the Company responsible for that Contractor will be charged. The Member, Resident, or PVCC shall not be responsible for Penalty Assessments incurred by any Contractor.

If any invoice associated with a Guest of a Resident or Employee of PVCC remains unpaid after the above stated procedure the amount due shall be applied to the tax roll of the property within the boundaries of PVCCSD of the individual/entity authorizing the offending driver to have gate access.

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

Item: **18**

Date: May 22nd, 2023

From: Eric Steinlicht, General Manager

Issue: **General Manager's Report**

Background

I became the General Manager of the Pauma Valley Community Services District (PVCSD) on January 3rd, 2023. While there have been significant challenges, as well as a steep learning curve, we continue to move forward with a focus on achieving the organizational mission.

Discussion

During my short time with the District, we have been faced with many difficult challenges. I have worked diligently and have tried my very best to make the best possible decisions for PVCSD. A significant challenge currently facing the District is the RPMWC request to reorganize. This had been initially brought up in early 2022 prior to my role as General Manager. Despite this, and through hard work and perseverance, PVCSD remains strong and will continue to do so under my watch.

It has now become apparent that for operations to return to a healthy level, organizational restructuring is required. I have spent many hours and long nights trying to accomplish the directives of both Boards by trying to deliver sustainable solutions. Nevertheless, it appears that we are nearing a point where PVCSD will no longer be tied to RPMWC. While this restructuring challenge is significant, I firmly believe it will be a transition that will ultimately leave the District stronger than before.

Accomplishments

- ✓ Utilized technology as a resource by employing digital calendars for all teams, investigated CMMS, and researched how we can optimize compliance via electronic means.
- ✓ Continually communicate with PVCSD board members and staff to sustain critical operations and board directives.
- ✓ Continually participate in the Upper San Luis Rey Sustainable Groundwater Management (SGMA) Joint Powers Agreement (JPA) meeting as a Board Director and authorized representative of the PVCSD.
- ✓ Created an Employee Assistance Program (EAP) for all employees via our current insurance carrier at no additional cost to the District.
- ✓ Researched multiple vendors for the solar project, strategic planning, financial planning, wastewater treatment plant operations, and wastewater collections operations.
- ✓ Developed prioritization schedule.
- ✓ Updated and continually improved the format of PVCSD board related documents.

- ✓ Preemptively incorporated cross-training of all administrative staff to ensure coverage of duties, resulting in an invaluable effort to sustain operations due to the reorganization of the PVCSD and RPMWC.
- ✓ Continually endeavored to introduce myself to community members, local municipal General Manager's, new contractors, and vendors.
- ✓ Performed massive cleaning in the Hot-Spot pipe segment that runs underneath the San Luis Rey River, ultimately minimizing District liability.
- ✓ Identified and corrected a major oversight by updating our current Sampling and Analysis Plan and meeting with the State Water Resources Control Board to correct the oversight in addition to reorienting operations in line with this plan thereby further reducing District liability.
- ✓ Continually researched training and advancement for the General Manager to bring additional value to the District.
- ✓ Directed and worked with a new CPA and Mr. Jeff Armstrong to create an accurate financial plan that can sustain District Operations in addition to sustaining daily operations during this transitional period.

Challenges

- ❖ Compensational Threat for Employees
 - Solution: Salary survey (in progress)
- ❖ 2022/2023 Fiscal Budget Inaccuracies
 - Solution: Correct inaccuracies and bring on expert to create plan (in progress)
- ❖ Financial Position of PVCSD Compromised
 - Financial and Strategic Plan Pending.
 - Reserve Fund Needed.
 - Solution: Bring on expert to deliver plan (in progress)
- ❖ PVCSD Requires Modernization in Several Key Areas
 - Solution: Bring on new contracted experts and investigate new technology (in progress)
- ❖ Solar Project and Electric Vehicle Charging Stations
 - Significant obstacles discovered in moving forward with completion.
 - Inverters obsolete, according to SDG&E in August, need immediate remedy.
 - The original plan is not up to code, updates needed for meeting code requirements.
 - Solution: Bring on expert to evaluate project and establish a way to fund the project (in progress)
- ❖ Infrastructure Improvements Needed
 - Administrative Division
 - Utility Division
 - Gates and Patrol Division
 - Detailed Capital Improvement Plan Needed
 - Solution: Create a reserve fund to fund depreciation of assets (in progress)
- ❖ Back-up Inventory
 - A CMMS Needed to Record Inventory Accurately
 - Solution: Investigate vendors (in progress)
- ❖ SCADA enhancements needed to optimize treatment plant operations.
 - Need to De-integrate SCADA between PVCSD and RPMWC
 - Need an on-call electrician to maintain SCADA and its hardware network.
 - Solution: Investigate new vendor to perform work (in progress)

Commendations

- ✚ I commend the efforts of Marissa Fehling for taking on new tasks and roles sustaining operations of the PVCSD sanitation during this transitional period.
- ✚ I commend the efforts of the Utility Supervisor and Security Supervisor in maintaining operations during this transitional period.

Attachments

1. General Manager's Prioritization Schedule

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Marissa Fehling, Administrative Assistant

Approved by: Eric Steinlicht, General Manager

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

Item: **18**

Date: May 22nd, 2023

From: Eric Steinlicht, General Manager

Issue: General Manager’s Report: Prioritization Schedule

Prioritization Schedule

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

High Priority Items

ITEM	STATUS
Employee Handbook Update (Remove Job Descriptions)	Working w/ Ad-Hoc Committee
Maintain Daily District Operations/Execute & Maintain Policy Adherence and Assist Board Members as Needed	Ongoing
Identify Legal and Financial Implications of Restructuring for PVCSD and RPMWC	In Progress
Identify On-Call Engineering Firm	In Progress
Identify Contract Wastewater Treatment Operations	In Progress
Prop 218 Rate Study (Cost of Service Study)	In Progress
Execute Strategic Planning Session	In Progress
Salary Survey	In Progress
Update Employee Review Sheets	In Progress
Solar Project Completion (Extensive)	In Progress
Investigate And Implement Criteria for Restricting RFID/Gate Access When Major Threat Exists	In Progress
Review/Establish Emergency Contracted Assistance (Ww Operators/Engineers/Ww Collection System Operators)	In Progress
Develop Critical Failure Contact Binder	In Progress
Create Long Term Financial Plan & Update Reserve Policy	In Progress
Update Job Descriptions as Needed	In Progress
Update PVCSD Employment Application	In Progress
Develop Criteria for Full Time Employee	In Progress
Ascertain Whether or Not PVCSD Is Providing Services to Residents Outside of The Sphere of Influence	In Progress
Weigh Options for Selling Teslas to Get Trucks with Lights to Put Patrol in Compliance	In Progress
Use NBS to Collect Fees Via Tax Roll	Paused

Acquire Low Interest Loan to Replenish Reserves and Working Capital for District Needs	Paused
Identify Solutions Via MOU for PVCSD to Satisfy Needs of Both PVCSD and RPMWC	Completed
Create New Sampling and Analysis Form Due to Oversight and Report to SWRCB to Show Transparency that Incorrect Sampling Method has Ended and Form Updated	Completed
Attend Event for Adan Ortega and Advocate for RPMWC, Network with Professionals to Assist RPMWC	Completed
Identify New Vendor for Wastewater Collections and Rehab Needs	Completed
Conduct Employee Reviews of Management	Completed
Incorporate Cross Training of Admin Staff	Completed
Move Venue for Board Meetings to The Country Club: Robert Trent Jones Room Indefinitely	Completed
Develop/Locate Financial Data to Explain to Board Members Fully Burdened Rates	Completed
Require New Employees to Drug Screen/Background Check, Figure Out Logistics for This to Occur	Completed
Create 23/24 Fiscal Year Budget	Completed
Become Board Representative for SGMA JPA	Completed
Reformat PVCSD Agenda & Board Letters/Reports	Completed
Create Calendar System for Admin, & All Other Divisions (Shifts/Deadlines/Overtime Tracking Etc.)	Completed
Realign Staff with Certain District Policy	Completed
Review Policy & Ask Legal as It Relates to RFID Access	Completed
Update 22/23 PVCSD Budget To Accurately Reflect Allocations (Overdrawn in Power/Legal Etc.) (Delegate Office Manager to Illustrate the Loss)	Completed
List Priorities for Board	Completed
Create Employee Assistance Program	Completed
Ascertain Where PVCSD Board Meetings Take Place	Completed
Identify SGMA JPA As It Relates to PVCSD (Consult Literature/Lawyer/Staff)	Completed
Add "Reportable Action" To Agenda Post Closed Session	Completed
Acquire Gas Detector for Utility & Calibration Equipment/Calibration Assistance (Major Safety Item)	Completed
Automate Separation of Expenses for PVCSD And Rancho Pauma Mutual Water Company	Withdrawn

Mid Priority Items

ITEM	STATUS
Complete General Manager Certification, Training Events, & Grant Writing Training	In Progress
Complete General Manager Certification as It Relates to Wastewater and Water Distribution/Treatment	In Progress

Implement CMMS To Capture Inventory and Ensure We Have Spare Parts Program Implemented for Pumps/SCADA/Misc. and Provide Work Order System for Utility so that All Tasks are Accounted for	In Progress
New Radio's for Patrol/Gates	In Progress
Create Injury and Illness Prevention Plan	In Progress
Investigate Potential for New Accounting Firm	In Progress
Major Website Revamp with Transparency/Compliance Updates (Extensive if Done in House/Costly if Outsourced)	In Progress
Allow PVCSD Residents to Pay Bills Via Website or Link/or Use NBS Tax Roll Collection	In Progress
Community Outreach, Introduce New Gm (Letter)	In Progress
Research And Investigate Outsourcing Gates and Patrol	In Progress
New Law Requires Update for SSMP (Step Process)	In Progress
Discuss W/ Board Cost of Living Adjustment to All Staff	In Progress
Discuss W/ Board & General Counsel Tasers for Security Patrol	In Progress
Expand Professional Network for the Benefit (Shared Resources) of the District (Local Municipal GM's)	In Progress
Meet With Current Contractors Providing Essential Services and Contractors Who Can Provide the Same Service for Less or Provide Additional Value to the District	In Progress
Public Outreach – Meet Residents	In progress
Collect All CSD Resident's Emails	In Progress
Update PVCSD Policy's W/ Legal (BB&K Or New Firm)	In Progress
Procure Grants For PVCSD	In Progress
Discuss With Board Building Depreciation and Electrical Lighting Issues	In Progress
Analyze Need for CHP Satellite Office and PVCSD Needs	Completed
Review Legislative Updates for PVCSD Board Members by Investigating Online, and Speaking with Lawyer and Staff	Completed
Speak With Scott Shinner Country Club GM about Communication When Utilizing PVCSD Utility Crew	Completed
Post Utility Position and Alter Description to Require Drug Screening and Background Check	Completed
Renew CWEA Grade II Collections Certification	Completed
Discuss W/ Legal, and Resident the Possibility for Oak Tree to Pull Out of PVCSD Patrol (Not Possible Without Board Approval, Special Tax)	Completed
Add Ab 557 As Action Item to CSD Agenda and Research with Board Letter	Completed
Meet With All Board Members Individually	Completed
Investigate Need for PVCSD To Remain in SGMA JPA	Completed
Assist With Junk in The Trunk Garage Sale Event	Completed

Low Priority Items

ITEM	STATUS
Contact King Benefits Regarding Form Needed on File, and if Legal Needs to Be Consulted	In Progress
Fix Phone System Issues	In Progress
Provide Treatment Plant Tour to The PVCSD Board	In Progress
Look Into Welding/CWEA/Training Classes for Utility to Upkeep Certification	In Progress
Meet With Van Of El Rey Regarding New Laws for Maintaining Grease Interceptor	In Progress
Develop Policy with Board Regarding Access to Sewer System Access Points for Critical Needs, And Right of Access (Easement)	In Progress
Identify and Potentially Create a Policy for Public Records Request	In Progress
Meet With Tom Tran, Scada Technician for Training on The Software, and Request New Proposal Exclusively for PVCSD	Completed
Approve New Building Permit Post Fees and Permit Completion	Completed
Research and Review Potential for PVCSD Office Being a UPS Drop Off Point	Completed
Participate In Multiple Webinars (Brown Act, Finance, Grant Writing Etc.)	Completed
Draft And Finalize New Sewer Service Permit Application	Completed
Ron Krohn Request to Have the Helipad Be Certified Via Caltrans as A Medivac Helipad, Send Letter to Confirm that is its Sole Use	Completed
Draft Letter to Provide Gate Attendant Pay Raise/New Hire/Reinforce District Policy	Completed
Draft Letters for New Hires/Promotions	Completed
Meet With CPA/Nigro & Nigro to Address Financial Situation Of PVCSD	Completed
Investigate Current Rent for Hangars Due from Country Club To PVCSD	Completed
Relay Board Election Forms (LAFCO/Roadway/RPMWC)	Completed
Acquire Approval from RPMWC President For Including PVCSD Staff on Insurance for Vehicles in The Event of Emergencies	Completed
Sign Up for Alerts for Regulatory Bodies/Resources for GM/Special Districts	Completed
Check In with Aerosurf Internet for Slowness of Internet Speed at Guard Shack	Completed
Install SCADA Connectivity on Phone and GM Laptop	Completed
Create Grease Interceptor Inspection Form	Completed
Discuss With President Barry Willis LAFCO Incumbent on Next Board Meeting as Agenda Item	Completed
Alter Financial Reports to Expenses/Revenues	Completed

Review Current Percentage Split Costs For PVCSD/RPMWC Assets/Employees and How Organizational Relationship Works | Withdrawn

Prepared by: Eric Steinlicht, General Manager

Reviewed by: Marissa Fehling, Administrative Assistant

Approved by: Eric Steinlicht, General Manager