

**PAUMA VALLEY COMMUNITY SERVICES DISTRICT**

**Minutes of a Regular Meeting of the Board of Directors**

**Held on January 22<sup>nd</sup>, 2024**

**Directors Present:** Roland Skumawitz, Michael Esparza, Larry Curtis & Richard Collins  
**Directors Absent:** Jodie Lawston  
**Also Present:** Charles Mathews, Jeffrey Morris of DPMC, General Manager Eric Steinlicht, Interim Office Manager Marissa Fehling

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1. Call to Order: Regular Meeting was called to order at 10:00 a.m. by President Skumawitz.
2. Pledge of Allegiance: The Pledge of Allegiance was led by President Skumawitz.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:  
Mathews expressed his intention to provide public comment, emphasizing that he is not required to complete a Request to Speak form. Jeffrey Morris of DPMC reaffirmed that the public is not required to submit a Request to Speak form prior to making a public comment. Mathews raised concerns about the Board's acceptance of the November financial statements as presented and inquired about the absence of the December financial statements. Additionally, he pointed out that the statements do not align with GASB standards due to the lack of monthly reporting of depreciation.

**--CLOSED SESSION--**

5. 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)  
(Two (2) Matters)
  - B. CONFERENCE WITH LEGAL COUNSEL**  
Existing Litigation  
Pursuant to Government Code Section 54956.9(d)(1)  
Rancho Pauma Mutual Water Company vs Pauma Valley Community Services District  
(San Diego Superior Court Case No. 37-2023-00038164-CU-BC-NC)

The Board proceeded into closed session at 10:04 a.m.

6. Open Session
  - A. Reportable Actions  
The meeting was resumed in open session at 11:11 a.m., and there were no reportable actions to be disclosed.

**--CONSENT ITEMS--**

Items 7-11 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.

7. Minutes of the Special Board Meeting of November 27<sup>th</sup>, 2023
8. Review of Balance Sheet, Revenue, and Expense for November 2023

9. Accounts Receivable Reports
10. PVCSD Security Reports
11. Resolution Increasing the Security Division Rates

Mathews pointed out some discrepancies in the November financial statements. Esparza informed that he would like to have items 7 and 8 pulled for clarification and corrections. Upon a motion by Curtis, seconded by Collins and a unanimous vote, items 9 through 11 were adopted as presented. Esparza gave corrections to items 14 and 18 in the November Minutes. Upon a motion by Esparza, seconded by Skumawitz, and a unanimous vote, the November Minutes were approved with the corrections made herein.

**--ACTION ITEMS--**

12. Plant Utility Vehicle Leasing Proposal

The Board of Directors will consider authorizing the General Manager to lease a plant utility vehicle for PVCSD Mission support.

Staff Recommendation:

1. Authorize the General Manager to lease a plant utility vehicle for PVCSD.
2. Discuss and take other action as appropriate.

Steinlicht provided clarification that the Utility Worker is presently using a rental truck, outlining the specific purposes for which the utility vehicle is used. Steinlicht detailed the leasing alternatives he had investigated. Collins inquired about the vehicle's use beyond the Pauma Valley Country Club Estate (PVCCE) gates, Steinlicht confirmed its necessity outside the PVCCE gates. Upon a motion by Curtis, seconded by Collins, and a unanimous vote, the General Manager was authorized to lease a plant utility vehicle for PVCSD Mission support.

13. Emergency Sewer Lateral Repair

The Board of Directors will consider authorizing the General Manager to approve a quote to perform an emergency repair on a resident's public sewer lateral that has become disconnected from the District's sewer main.

Staff Recommendation:

1. Authorize the General Manager to approve the emergency sewer lateral repair quote.
2. Discuss and take other action as appropriate.

Steinlicht presented an overview of the issues associated with the previously adopted Ordinance 54. Steinlicht disclosed the identification of a potential problem, a lateral obstructing a homeowner's sewer line. Steinlicht elaborated on the budget, outlining the anticipated costs for this repair. Skumawitz inquired about Steinlicht's plan for conducting an analysis of the District's potential problem areas. Collins suggested sending homeowners a letter advising regular sewer line cleanouts. Esparza recalled Armstrong's recommendation for evaluating infrastructure or an organization covering such recommendations. Esparza emphasized that if plumbing codes were to be enforced, they should be adopted into policy. Esparza recommended Steinlicht contact the county to make certain whether a permit is required before proceeding. Upon a motion by Esparza, seconded by Curtis, and a unanimous vote, the General Manager was authorized to approve the emergency sewer lateral repair quote.

14. Strategic Planning Facilitation

On May 4<sup>th</sup>, 2023, the Board of Directors approved Strategic Planning Facilitation Services with Mr. Jeff Armstrong. Mr. Armstrong has submitted an amended proposal that adjusts the number of hours dedicated to the strategic planning process as well as the proposed hourly rate. With these adjustments, Mr. Armstrong's proposal remains competitive and his experience with the District adds significant value.

Staff Recommendation:

1. Authorize the General Manager to approve Mr. Armstrong's updated proposal.
2. Discuss and take other action as appropriate.

Steinlicht conveyed his support for Armstrong's proposal, emphasizing its competitiveness even with the increased pricing. He highlighted Armstrong's familiarity with the challenges faced by the District. Following a motion by Esparza, seconded by Curtis, and a unanimous vote, the General Manager was approved to accept Jeff Armstrong's updated proposal for Strategic Planning Facilitation.

15. Election of Officers for Calendar Year 2024

The Board of Directors will vote to fill the Secretary's role vacated by Director Potalivo, and fill other vacancies as needed.

Staff Recommendation:

1. Entertain a motion for the position of Secretary.
2. Discuss and take other action as appropriate.

Skumawitz clarified that the purpose of this agenda item was to consider a motion to fill the vacant Secretary position. Skumawitz then nominated Director Curtis for the role of Secretary of the PVCSD Board of Directors. Upon a motion by Skumawitz, seconded by Esparza, and a unanimous vote Director Curtis was elected as the Secretary of the PVCSD Board of Directors.

**--DISCUSSION ITEM--**

16. Three (3) Minute Rule for Public Comment – Director Curtis

Curtis provided his rationale for advocating that the Board permit the public to complete their comments beyond the 3-minute mark. Collins expressed his belief that out of respect, speakers should be allowed to finish, but suggested keeping the comments around the 3-minute duration. Skumawitz noted that, as a courtesy, if a speaker is on the verge of concluding and goes slightly over the 3-minute mark, they would be allowed to finish their comment. Esparza pointed out that currently, the decision to allow more time for public comments is ultimately up to the President of the Board.

17. Solar System Project Status Update – General Manager Steinlicht

Steinlicht provided an update on the Solar Project. Curtis inquired about the panels currently in place and potential lease options for the project. Steinlicht explained that the specifics are still being worked on and assured that he would report back with more concrete data and seek requests for quotations (RFQ) once more details are available.

18. AED Compliance and County Guidelines – General Manager Steinlicht

Steinlicht informed that Director Esparza had requested an examination of AED (Automated External Defibrillator) compliance. Steinlicht confirmed that the District is currently in adherence to AED guidelines.

19. PVCSD and RPMWC Status Update – President Skumawitz

Skumawitz informed that there are no new updates.

20. PVCSD and PVRA Ad-Hoc Committee Update – Vice President Esparza  
Esparza provided information that legal counsel is presently reviewing potential service options the District can offer. Esparza added that the General Manager is investigating the appropriate valuation of staff to assume the Pauma Valley Roadway duties being requested.

**--INFORMATIONAL ITEMS--**

21. General Manager's Report  
Steinlicht provided the General Manager's Report, summarizing the challenges he has been addressing and resolving. He highlighted the need for an analysis concerning Ordinance 54. Esparza raised the issue that staff was logged out of SCADA twice, attributing it to the direction of Jeff Pape from Dudek, RPMWC's consultant. Curtis commended Steinlicht on the recently assembled Critical Failure Binder for staff.

22. Miscellaneous Items

- A. Requested items for future agendas (Directors and Staff Only)
- a) Email List
  - b) Website Revamp and Transparency Update
  - c) Cost of Living Adjustment and Salary Survey
  - d) Employee Handbook Revisions
  - e) Agreement with RPMWC for SGMA
  - f) CHP Satellite Office and RPMWC
  - g) Tasers for Security
  - h) Analysis for Outsourcing Security and Gate Services and Sanitation
  - i) Updates on District Policy Handbook
  - j) Criteria for Restricting RFID Access to Dangerous Individuals
  - k) Critical Spare Part Inventory Replacement Program
  - l) Computerized Management Maintenance System (CMMS)
  - m) Treatment Plant Rehabilitation and Improvement
  - n) Amend Ordinance 54 and 55
- B. Board Comments – Esparza proposed that the costs linked to rectifying the past CalPERS errors should be divided, with a 50/50 split between the District and RPMWC.
- C. Announcements – Steinlicht shared that he was recently elected to serve on the Board of Directors for CEWEA (California Water Environment Association).
- D. **Next Regular Meeting TBD by the Board of Directors.**

23. Adjournment

With nothing further to discuss, a motion was made by Director Skumawitz to adjourn at 12:03 p.m., seconded by Director Curtis, and unanimously approved.

*Marissa Fehling*

Marissa Fehling, Recording Secretary