

# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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

## NOTICE OF SPECIAL MEETING

**DATE:** Monday, April 15<sup>th</sup>, 2024  
**TIME:** 10:00 AM – **Open Session**  
**VENUE:** Robert Trent Jones Room, Pauma Valley Country Club  
15835 Pauma Valley Drive, Pauma Valley, CA 92061

### Pauma Valley Community Services District Mission

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

## AGENDA

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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 of Directors from taking action on or engaging in extended deliberations concerning items of business which are not on the agenda. Any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered. **Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.**

**-- CLOSED SESSION --**

5. **The Board of Directors Will Meet in a Closed Session to Discuss:**
  - 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)

**6. Open Session**

A. Reportable Actions.

**-- CONSENT ITEMS --**

**Items 7-17** 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.

**7. Minutes of the Regular Board Meeting of January 22<sup>nd</sup>, 2024**

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on January 22<sup>nd</sup>, 2024.

Staff Recommendation:

Approve and file the January 22<sup>nd</sup>, 2024, PVCSD Board of Directors Meeting Minutes.

**8. Minutes of the Special Board Meeting of February 29<sup>th</sup>, 2024**

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on February 29<sup>th</sup>, 2024.

Staff Recommendation:

Approve and file the February 29<sup>th</sup>, 2024, PVCSD Board of Directors Meeting Minutes.

**9. Minutes of the Special Board Meeting of March 07<sup>th</sup>, 2024**

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on March 07<sup>th</sup>, 2024.

Staff Recommendation:

Approve and file the March 07<sup>th</sup>, 2024, PVCSD Board of Directors Meeting Minutes.

**10. Minutes of the Special Board Meeting of March 19<sup>th</sup>, 2024**

The minutes are the permanent record of the Pauma Valley Community Services District (PVCSD) Board of Directors meeting held on March 19<sup>th</sup>, 2024.

Staff Recommendation:

Approve and file the March 19<sup>th</sup>, 2024, PVCSD Board of Directors Meeting Minutes.

**11. Review of Balance Sheet, Revenue and Expense Reports**

These reports disclose PVCSD financial statements for the months of December of 2023 as well as January and February of 2024.

Staff Recommendation:

Receive and file the PVCSD Financial Statements for the months of December of 2023 as well as January and February of 2024.

**12. Accounts Receivable Reports**

This report discloses PVCSD Accounts Receivable for the months of December 2023 and January through February 2024.

Staff Recommendation:

Receive and file the PVCSD Accounts Receivable Reports for the months of December 2023 and January through February 2024.

**13. PVCSD Security Reports**

This report discloses security and gate activity for the months of January and February 2024.

Staff Recommendation:

Receive and file the PVCSD Security Reports for the months of January and February 2024.

**14. Expense Reimbursement Report**

This report discloses expense reimbursements in compliance with GCC Section 53065.5 for the fiscal year 2022-2023.

Staff Recommendation:

Receive and file the Employee Expense Reimbursement Report.

**15. Employee Benefits Summary**

This report discloses benefits available to all employees for the fiscal year 2023-2024.

Staff Recommendation:

Receive and file the PVCSD Employee Benefits Summary Report.

**16. Professional Services Agreement (PSA) Amendment**

On March 4<sup>th</sup>, 2024, the General Manager, acting within his assigned authority, approved a PSA Amendment with Carollo to provide as-needed professional engineering services required to accomplish the organizational mission.

Staff Recommendation:

This item is for informational purposes only.

**17. Professional Services Agreement with “Flow Right”**

This is an executed Professional Services Agreement with Flow Right following the recent sewer lateral failure and repair.

Staff Recommendation:

Receive and file the Professional Services Agreement.

**-- ACTION ITEMS --**

**18. Constituent Challenge of Ordinance 50, 54, and Request for Reimbursement**

The Board of Directors will consider Mr. Zann Villanueva’s challenge of Ordinance 50 and 54. Additionally, Mr. Villanueva is requesting that the District Board of Directors authorize reimbursement to him for the cost of his privately hired plumber to investigate an obstruction within his sewer lateral pipe.

Staff Recommendation:

Discuss and take action as appropriate.

**19. Financial Audit Report for the Fiscal Year Ending June of 2023**

The Board of Directors will consider accepting the financial audit report and presentation prepared by Mr. Paul Kaymark of Nigro & Nigro for the fiscal year ending June 2023.

Staff Recommendation:

1. Accept the financial audit report for the fiscal year ending 2023.
2. Discuss and take other action as appropriate.

**20. Pump Station Condition Assessment and Redundancy Report**

The Board of Directors will consider authorizing the General Manager to approve Carollo's proposal to perform a field level condition assessment and overall analysis of the lift stations to deliver an actionable plan to better respond to pump station failures, as well as incapacity.

Staff Recommendation:

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

**21. Authorization of an Emergency Support Services Agreement with Yuima Municipal Water District**

The Board of Directors will consider authorizing an Emergency Support Services Agreement with Yuima Municipal Water District (Yuima) to allow the District to access Yuima's potable water system via local hydrants in the Oak Tree Community for routine and emergency maintenance activities as it relates to the wastewater collection system.

Staff Recommendation:

1. Authorize the Emergency Support Services Agreement with Yuima Municipal Water District.
2. Discuss and take other action as appropriate.

**22. Employee Handbook Update**

The Board of Directors will consider approving an amended Employee Handbook developed by former legal counsel, reviewed by current general counsel, which governs several policies for all District employees.

Staff Recommendation:

1. Approve the amended Employee Handbook.
2. Discuss and take other action as appropriate.

**23. Revised Salary Schedule for the Position of "Office Clerk"**

The current salary schedule for the position of "Office Clerk" is non-compliant with the San Diego's minimum wage and must therefore be updated to reflect this new minimum wage. Additionally, retaining key talent for this position has been difficult within the range of compensation provided.

Staff Recommendation:

1. Approve the revised salary schedule "Exhibit B" via Resolution.
2. Discuss and take other action as appropriate.

**24. Utilize Neste, Brudin and Stone (NBS) to Collect Dues Via the Tax Roll**

The Board of Directors will consider authorizing the General Manager to approve the contract with NBS to collect District dues via the tax roll.

Staff Recommendation:

1. Authorize the General Manager to approve NBS for the collection of dues via the tax roll.
2. Discuss and take other action as appropriate.

**25. Outsource Payroll**

The Board of Directors will consider authorizing staff to engage an external company for payroll services aiming to improve efficiency, enhance Human Resources and allocate staff time more effectively.

Staff Recommendation:

1. Authorize the General Manager to outsource payroll operations.
2. Discuss and take other action as appropriate.

**26. Website Revamp and Compliance Implementation**

The Board of Directors will consider an immediate or a budgeted effort to revamp the District website in addition to including all mandated compliance requirements for Public Agencies via Streamline.

Staff Recommendation:

1. Authorize the General Manager to engage Streamline immediately.
2. Discuss and take other action as appropriate.

**-- DISCUSSION ITEMS --**

- 27. Storm Drain Channel Along the Eighth Fairway Update and Report** – General Manager Steinlicht
- 28. Solar System Project Status Update** – General Manager Steinlicht
- 29. “Kennedy Communications” Discussions** – General Manager Steinlicht
- 30. Roadway Association Ad-Hoc Committee Update** – Vice President Esparza

**-- INFORMATIONAL ITEMS --**

**31. General Manager’s Report**

**32. Miscellaneous Items**

- A. Requested items for future agendas (**Directors and Staff Only**)
  - a) Email List (Via Survey)
  - b) District Newsletter
  - c) Website Revamp and Transparency Update
  - d) Cost of Living Adjustment and Salary Survey
  - e) Employee Handbook Revisions
  - f) Agreement with RPMWC for SGMA
  - g) Analysis for Outsourcing Security and Sanitation Services
  - h) Updates on District Policy Handbook
  - i) Criteria for Restricting RFID Access to Dangerous Individuals
  - j) Critical Spare Part Inventory Replacement Program
  - k) Computerized Management Maintenance System (CMMS)
  - l) Treatment Plant Rehabilitation and Improvement
  - m) Lift Stations and Wet Well Redundancy and Analysis
  - n) Amend Ordinance 54 (Quantify Cost) and 55

- B. Board Comments
- C. Announcements
- D. **Next Regular Meeting of the Board of Directors:**
  - a) **Tuesday, May 28<sup>th</sup>, 2024, at 10 AM.**

### **33. Adjournment**

Pursuant to California Government Code Section 54954.2, this agenda is published on the District's website and at the designated meeting location listed above. This posting occurs no less than seventy-two (72) hours prior to the specified date and time of the meeting, except in the case of a Special Meeting where the posting period is no less than twenty-four (24) hours. All public records relating to each agenda item, including those distributed earlier than the above posting timeframes, will be made accessible at the office of the District Secretary located at 33129 Cole Grade Road, Pauma Valley, CA.

To request a disability-related modification or accommodation regarding agendas or attendance, contact Marissa Fehling, at [Marissa.Fehling@PaumaValleycsd.ca.gov](mailto:Marissa.Fehling@PaumaValleycsd.ca.gov) at least forty-eight (48) hours before the meeting.