

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

Held on July 24, 2023

Directors Present: Jodie Lawston, Michael Esparza, Roland Skumawitz, Richard Collins, & Betty Potalivo  
Also Present: Residents: Darlene Shiley, Bill Jacobs, Charles Mathews, Ron Krohn, Justin O'Brien w/ Carollo,  
Phil Hoffert and Derek Miller w/ Opulent Power Solutions, Jeffrey Morris of DPMC, General  
Manager Eric Steinlicht, and 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 Lawston.
2. Pledge of Allegiance: The Pledge of Allegiance was led by Director Collins.
3. Roll Call: Fehling verified that a quorum was present.
4. Public Comment Period:  
None.

**--DISCUSSION ITEMS--**

5. Ad-Hoc Committee Update – President Lawston  
Lawston informed the public that they are still working on resolving the building ownership concerns with Rancho Pauma Mutual Water Company (RPMWC). Potalivo informed the Ad-hoc committee will be meeting on Friday and want to work together to come up with a solution with the best intentions for our community. Jacobs asked if that was the final issue. Lawston informed that it is the main issue that needs to be resolved right now. Collins thanked the Ad-hoc committee for their extended efforts.

**--CONSENT ITEMS--**

Items 6-13 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.

6. Minutes of the Special Board Meeting of July 13, 2023
7. Minutes of the Special Board Meeting of July 06, 2023
8. Minutes of the Regular Board Meeting of June 26, 2023
9. Minutes of the Special Board Meeting of June 22, 2023
10. Review of Balance Sheet, Revenue, and Expense for June 2023
11. Accounts Receivable Report for June 2023
12. Notice of Violations Issued
13. PVCSD Security Report

Upon a motion by Director Collins, seconded by Director Esparza, and a unanimous vote, items 6-13 were approved as presented.

**--ACTION ITEMS--**

14. Public Hearing for Fixed Charge Special Assessments Delinquent Accounts  
The Board of Directors schedules a public hearing prior to directing staff to place the delinquent charges and penalties on the tax roll for collection.

Staff Recommendation:

1. Conduct a Public Hearing.
2. Authorize staff to place the delinquent accounts to the tax roll collections.
3. Approve the fee for delinquent accounts to cover staff time and all associated costs.
4. Discuss and take other action as appropriate.

Steinlicht explained the process of placing the delinquent accounts on the County Tax Roll for collections. Steinlicht explained why the Board should approve adding the proposed fee to cover staff time and associated costs on the delinquent accounts. Fehling explained how the finance fees are calculated.

Lawston opened the Public Hearing, no comments were made.

Public Hearing was closed at 10:15 a.m. Skumawitz motioned to approve the fee for delinquent accounts to cover staff time and all associated costs, seconded by Collins and unanimously approved.

15. Resolution for the Placement of Delinquent Accounts on the County Tax Roll for Collections  
The Board of Directors will consider signing a resolution for the General Manager to submit the annual report of delinquent charges and penalties to the San Diego County Auditor, ensuring their inclusion on the tax roll.

Staff Recommendation:

1. Sign the proposed Resolution authorizing staff to place delinquent accounts on the county tax roll for collections.
2. Discuss and take other action as appropriate.

Steinlicht explained Resolution 115. Skumawitz motioned to adopt Resolution 115 to place the delinquent accounts on the County Tax Rolls for collection as presented, seconded by Lawston and unanimously adopted.

16. Sewer Discharge Permit, Application, and Fee  
The Board of Directors will consider approving a District Sewer Discharge Permit, Application, and fee for new sewer connections.

Staff Recommendation:

1. Approve the new Sewer Discharge Permit, Application and Fee for the District.
2. Discuss and take other action as appropriate.

Steinlicht explained the process of the Sewer Discharge Permit and why it is an essential Permit for the District. Esparza asked if contractors would be part of this process. Steinlicht explained that homeowners would be responsible for adding them to the application process. Esparza recommended adding a checkbox to ensure homeowners have their contractors add us as an additional insured on their insurance. O'Brien recommended that the district look into having a preferred vendor list for homeowners. Shinner informed that he can share the list that PVCC has on file. Esparza motioned to adopt the Application for Wastewater Discharge Permit with the recommended amendments, seconded by Lawston, and unanimously adopted.

**--DISCUSSION ITEMS--**

17. Opulent Power Solutions Report on Solar Project – General Manager, Eric Steinlicht

Steinlicht introduced Phil and Derek with Opulent Power Solutions and informed that they would be giving some recommendations on the solar project. Phil and Derek gave a presentation and explained the panel restructuring options. Collins inquired about how long the project would take to complete. Phil estimated it would take about 4-6 weeks to complete the project. Esparza asked for Steinlicht to come back to the board with his final thoughts and suggestions on this item and recommended that he request legal review of any contracts presented.

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

Steinlicht gave an update. Potalivo inquired about the Cost of Service Analysis. Steinlicht informed that to provide new rates, we must look at how other Districts go about this process and determine where we want to stand financially to justify the increases for the Gates and Security. Potalivo informed that the PVCSD had once looked into outsourcing our Gate and Security personnel. Jacobs informed that he was on the Board at that time and provided the information he recalled from the outsourced research he assisted with.

19. Sanitation Operational Report – General Manager, Eric Steinlicht

Steinlicht informed that there are currently no issues with the treatment plant and explained the Effluent Results. Steinlicht introduced Justin O'Brien with Carollo. O'Brien explained what his company provides and how they can be an asset to the District in regards to our sewer system. O'Brien gave a presentation explaining how they can assist with improving the system. Steinlicht informed that they will work with Water Quality Specialist by collecting the necessary data to know how to operate more efficiently and save the district money. Esparza thanked Steinlicht and O'Brien for this presentation. Steinlicht informed that would like to further investigate how the EDUs were calculated to ensure accuracy.

**--INFORMATIONAL ITEMS--**

20. General Manager's Report –

Steinlicht presented the General Manager's Report. Steinlicht explained the GIS issue he was dealing with and explained that Carollo was able to quickly get us up and running with a new GIS system. Potalivo inquired on what services Dudek was currently providing the district with; Steinlicht explained. Esparza stated he was impressed with Steinlicht on what he has been able to accomplish in the amount of time he has been on board with PVCSD. Potalivo suggested reducing Dudek's remaining payments, and Collins agreed. Steinlicht informed that he has SCADA proposals in the works along with a new IT team.

21. 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. Sewer Discharge Permit and Fee
  - vii. Tasers for Security
  - viii. Analysis for Outsourcing Security and Gate Services

- ix. Salary Survey
  - x. Update on Policy Handbook
  - xi. Criteria for Restricting RFID Access to Dangerous Individuals
  - xii. Legal Authority of District to Enforce Rules of the Road
  - xiii. Critical Spare Part Inventory Replacement Program
  - xiv. Computerized Maintenance Management System
  - xv. Treatment Plant Rehabilitation and Improvement
  - xvi. Collection System Rehabilitation and Improvement
- B. Board Comments – None
  - C. Announcements – None
  - D. Next Regular Meeting on September 25<sup>th</sup>, 2023, at 10 AM

Shiley made a suggestion that the Board communicate to the community what the district is working on to help reduce rumors.

**--CLOSED SESSION--**

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

- 1. CONFERENCE WITH LEGAL COUNSEL –  
Potential/Threatened/Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Three (3) Matters)
- 2. CONFERENCE WITH LEGAL COUNSEL  
Initiation of Litigation  
Initiation of Litigation Pursuant to Government Code Section 54956.9(c) (Two (2) Matters)
- 3. CONFERENCE WITH LEGAL COUNSEL  
Existing Litigation  
Pursuant to Government Code Section 54956.9(a)  
*San Luis Rey Indian Water Authority v. Pauma Valley Groundwater Sustainability Agency, et. al.*, (SDSC No. 37-2022-00029027-CU-WM-NC)
- 4. Public Employee Employment  
Title: Gate Attendant, Gate Attendant Supervisor, and Patrol Officer  
Authority: Government Code Section 54957  
Conference with Labor Negotiator  
District Designated Representatives: General Manager, Eric Steinlicht  
Unrepresented Employees:
  - A. Gate Attendant
  - B. Gate Attendant Supervisor
  - C. Patrol OfficerAuthority: Government Code Section 54957.6

The Board entered into a closed session at 11:45 a.m.

23. Open Session –  
A. Reportable Action from closed session.

The meeting was reconvened to open session at 1:43 p.m. with no reportable actions.

24. Adjournment

With nothing further to discuss, a motion was made by Director Lawston to adjourn at 1:44 p.m., seconded by Director Skumawitz, and unanimously approved.

*Marissa Fehling*

Marissa Fehling, Recording Secretary