

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

Held on January 23, 2017

Directors Present: Richard Nolan, Heidi Person, William Schultz and Clarence Winn  
Directors Absent: Samuel Logan  
Also Present: Residents Jim Cipriano, Karen Keeley and Charles Mathews; Non-Resident Leah Flores;  
Administrator Mindy Houser, Jeff Pape of Dudek, Security Captain Clay Crowl, Officers  
Nickolas Carra and Raymond Ortiz, and Office Manager Amber Watkins

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- 1.1 Call to Order: Regular meeting was called to order at 10:06 a.m. by President Nolan. Nolan began the meeting with welcoming Winn back from his trip and welcoming Schultz as a newly elected board member. Houser asked to add two items to the agenda; one item under 5B as '2' for Raymond Ortiz and the second under 7A as 'B' for Drainage.
- 1.2 Open for Public Comment: Keeley took a few moments to ask for a variance on behalf of her guest, Leah Flores, who struck the back gate barrier arm on October 21, 2016. President Nolan explained that the policy was written to hold homeowners responsible for violations caused by their guests, and that previous variance requests have been denied just as this one. Keeley requested a copy of the minutes which include this change to the policy which will be provided within 10 business days. Keeley also requested that the Turner children's RFID tags be deactivated to make her feel safer, as they no longer reside within the gates.
- 1.3 Approval of Previous Minutes:
  - A. Winn moved to adopt the minutes of the board meeting held on November 28, 2016 as written; motion was seconded by Person and unanimously adopted.
- 1.4 Subsequent Actions:
  - A. Back Gate shelf (11.5A) – Houser reported that the shelf for pass placement has been installed at the back gate. No further complaints have been received and the scanner is working great.
  - B. Election certification (11.7B) – Houser reported that the paperwork has been received from the County certifying that Person and Schultz were both victorious in the November 8, 2016 election to serve on the PVCSD Board of Directors for the next four years.
  - C. Letter of response to Keeley (11.7B) – Houser provided a copy of the response letter that was sent to Keeley regarding the Gate Access Policy. Winn questioned if the wording on the gate damages invoices has been corrected from repair costs to penalty; Houser noted that it has.
- 1.5 Security Report:
  - A. Daily Activity Report – Capt. Crowl reported that there were many medical calls since the last meeting. Crowl reviewed a couple of the report incidents more in detail. Person thanked Crowl for adding the total number of printed passes on the report. Winn inquired on the false '911' calls; Crowl believes the calls are due to the weather as this has happened in years past where the hang-up calls are originating from locations without landlines. Nolan noted that the warning violations for failure to stop at PVD and PVCC entrance are concerning. Nolan asked that Cipriano urge the PVRA board to consider the bumps as a solution to this on-going issue. Cipriano reported that PVRA meets next month and road bumps will be re-discussed. Cipriano also suggested that patrol no longer issue verbal warnings for these violations but rather issue Notice of Violations ("NOV") which could carry penalties. Houser noted that many people who have received a verbal warning have become very verbally aggressive toward patrol officers. Cipriano asked that the board support deactivating RFID tags and/or pull their pass when this occurs. Winn motioned to adopt the Security Report as written; seconded by Person and unanimously adopted. Henceforth, any violation of a STOP sign will automatically warrant a NOV.
  - B. New patrol officers - Nickolas Carra has been on the job for approximately 3 weeks at this point and Crowl reports that he is doing well. Carra took a moment to introduce himself. Crowl then introduced Raymond Ortiz, noting that he has been with the District since November and is doing a great job as well. Ortiz is a resident within the gates. The board welcomed both employees and wished them luck.

1.6 Administration Report:

A. Gate Damages – Houser reported that four vehicles have caused damage to the barrier arms since the last meeting. One accident, caused by a live-in caregiver for a homeowner, also damaged a pillar light at the front gate. The caregiver refuses to pay the penalty assessment for the barrier arm damages and states he will only pay the light repair costs. Houser explained that RFID tag will be deactivated if unpaid. Winn reminds that the homeowner is ultimately responsible for their guests or in this case, tenant. Person will discuss this issue with the elderly homeowner’s daughter.

B. Form 700 filings – Houser reported that all 2016 board members need to file an annual Form 700 by the April 1, 2017 deadline. A handout was prepared with information regarding eDisclosures.

C. Capital Improvement – Houser requests authorization to move forward with obtaining estimates for a steel storage facility to house RPMWC/ PVCSD assets. The location of the building will fall on PVCSD land so the structure will be its new asset. Mathews noted that RPMWC may assist in cost sharing provided some monthly or annual agreement can be reached for the use. Mathews will discuss at the RPMWC meeting later today. Nolan motioned to authorize staff to work with RPMWC toward obtaining appropriate storage for equipment with a shared cost plan. Motion was seconded by Person and unanimously approved.

D. Resolution No. 94- New Authorized signatories – Houser presented revised bank signature cards for California Bank & Trust and LAIF to reflect Houser, Nolan, Logan and Watkins as authorized account signers. Winn moved to adopt Resolution No. 94 as presented; motion was seconded by Person and unanimously adopted. Nolan executed the document.

E. Termination of Easement – Some years ago, Houser was asked to cause recordation of a quitclaim for an easement that runs along the property line of lots 31 and 32 in HOA No.1. The paperwork was prepared but never executed due to the death of the then-current owner. The easement runs from Wiskon Way East to the field behind the property and is a 10-foot-wide public walk easement that has never been used. Upon review of Tract Map 5758, Schultz moved to authorize execution of the quitclaim for said easement. Motion was seconded by Person and unanimously approved.

F. Mailbox kiosks within gates – Houser reported that complaints have been received lately regarding maintenance issues for the kiosks throughout the community. Houser would like to remind residents that PVCSD is not the property manager for the kiosks and inform them that the District Office handles key and lock distribution only. Currently the kiosks are the responsibility of each HOA and, if not within an HOA, then the homeowners that use the boxes. Winn feels this is a great project for the PVCCE association that is being organized to handle. Houser was authorized to send an insert with the February billing explaining these facts. Winn requested that we determine the number of persons that are using their kiosk box to receive mail as opposed to delivery elsewhere.

1.7 Utility Report:

A. Plant operations – Pape reported that the plant is running great. Pape explained that Utility received an alarm over the weekend for Pump 2 at the Oak Tree lift station but staff, through the use of SCADA, was able to reset the alarm and check on the cause during rounds. Pape reviewed SCADA to observe how the rain affected the plant but, overall, it ran fantastic.

B. Drainage – Pape reported that all drains functioned really well during the most recent storms. Staff has been closely monitoring the drains throughout the district and removing debris quickly to ensure proper function. Pape noted that the wall recently constructed at the Paauwe drain worked great too. Pape reported that the culvert on Pauma Heights Road, owned by the Pala Indians, remains unrepaired. This was discussed approximately a year ago when staff discovered the broken culvert in preparation for the El Nino season. Recently sandbags were placed by Pala on the property to divert the water to the next culvert to avoid massive amounts of silt and debris from ending up on the streets and golf course. But, over the weekend, someone

changed the position of the sandbags which caused all the silt and debris to pile up at this one area. Unfortunately, this has also caused the vaults that were vactored out last year to refill again. Houser was tasked with contacting Pala Tribal Chairman Robert Smith to discuss final resolve on this repair.

1.8 Financial Report:

A. The financial report as of 12/31/16 reflects \$642,177 in Cash Assets, Accounts Receivable of \$26,414 and Accounts Payable of \$12,061. Houser noted that nothing unusual happened this month. Nolan asked that a financial summary sheet continue to be included with the report.

B. Accounts Receivables - Houser had no issues to report. The first half of the Special Assessment for the delinquent accounts reported to the tax rolls was received and distributed amongst the accounts. Motion was made by Schultz to adopt the financial report as presented; motion was seconded by Person and unanimously adopted.

C. Cash Flow Statement – Houser presented a simplified Cash Flow Statement for review.

D. Future PERS liability – Houser provided a glimpse of expected costs for 2017 and 2018 which will increase each year. Nolan expressed concern over the increasing costs to employers and suggested that a possible discussion with outside consultants on how the District can have better control over future costs of retirees and examine current and future costs based on the district’s specific needs is warranted. Nolan motioned to authorize staff to explore and prepare a proposal, which includes list and age of retirees; motion was seconded by Winn and approved. Mathews noted that must be very clear with the parameters of the advice.

1.9 Other Business

A. SGMA update- Nolan provided a brief recap of the events leading up to now. Currently the working group is working on a draft MOU for the County to file to become the GSA and fund the GSP. Mathews asked if no agreement is reached, will this board accept whatever the outcome is or resort to CSD’s own GSA filing. Following the water board meeting this afternoon, Nolan asked that Mathews send an email with the RPMWC decisions on these questions so that he can be prepared for the 10 a.m. working group meeting tomorrow.

1.10 Adjournment:

A. The next meeting date is scheduled for February 27, 2017 at 10:00 a.m. Upon a motion by Nolan, seconded by Winn and unanimous vote, the meeting adjourned at 12:23 p.m.

*Amber Watkins*

Amber Watkins, Recording Secretary

Attest:

*Mindy Houser*

Administrator