

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

Held on March 23, 2015

Directors Present: Charles Mathews, Heidi Person, Roger Warburton, and Bill Winn
Directors Absent: Richard Nolan
Also Present: Administrator Houser, Capt. Clay Crowl and Admin. Asst. Watkins,

- 3.1 Call to Order: Regular meeting was called to order at 10:00 a.m. by President Mathews.
- 3.2 Open for Public Comment: None
- 3.3 Approval of Previous Minutes:
A. Director Person moved to adopt the minutes as written of the board meeting held on February 23, 2015; motion was seconded by Winn and unanimously approved.
- 3.4 Subsequent Actions:
A. Drone Use Notice (2.2A) – Administrator Houser reports notices for a voluntary moratorium were mailed with March billing; no inquires or comments have been received.

B. PVCC Closing Procedures (2.5A) – Capt. Crowl reports that an email to PVCC General Manager requesting a copy of the closing procedures has not received any response. Director Person questioned CSD’s need to have a copy of these procedures and suggested, in the event of any issues that may arise, continuing to use the contact list which was provided by PVCC previously.

C. Probation Supervisor (2.6A) – Houser left a message for the Supervisor of the County Probation Department but has not heard back. Mathews suggests staying diligent in order to verify that information provided by the probation officer is correct.
- 3.5 Security Report:
A. Daily Activity Report – Capt. Crowl presented the security report which reflects numerous medical calls. Crowl confirmed that all snakes removed were rattlesnakes. Mathews asked Capt. Crowl to have patrol officers be observant and report any overwatering that may be encountered throughout the community to the district office so that Stage II Water Conservation restrictions are being followed. Mathews also questioned if PVRA has any rules about signage on the median on Pauma Valley Drive as many signs are placed there. Houser reports that the median is owned by PVCC but the maintenance is paid for by PVRA. Houser will present this issue to PVRA for a resolution. Capt. Crowl reports an increase in parking violations cited by security patrol and these will be given to PVRA for enforcement measures. Many of the citations are occurring from improperly displayed guest passes so Crowl was asked to instruct gate attendants to inform those receiving the pass of the consequences if not displayed. A motion was made by Winn to adopt the security report as written; seconded by Person; and unanimously carried.

B. Employee changes – Capt. Crowl reports Patrol Officer Pence has submitted his letter of intent to resign as of June 19, 2015. Crowl will begin searching for a replacement to allow adequate time for training and dog handling.

C. Canine program – Crowl reports the canine program has progressed extremely well based on handler and canine abilities. The handlers and canines work out daily on their own and then meet with a local trainer once a month. The head trainer Sonny Henegar travels here from Arizona every 3 to 4 months and reports that both canine could meet or exceed law enforcement standards. Crowl expects the service life of each canine to last another 3-5 more years, health permitting.

3.6 Administration Report:

A. New employee – Houser announces Melanie Areizaga has been hired as an administrative assistant and will begin work on March 25th for a probationary period. If satisfactory, Melanie will be trained to fill the vacancy of Kim Alvarado who will be leaving as an outcome of her pregnancy. Kim will be retained to handle all the lab testing and water quality reports which she can readily do from her home office.

B. Pauma View gate – Capt. Crowl suggested installing a camera system in the vicinity of the loop system that is currently in place; however, Mathews would like this access point secured by a gate to limit future issues. Houser contacted residents about granting an easement to install the gate to no avail. Houser will research various points along the road that would be acceptable for a gate system and provide an update at the next meeting. Mathews asked staff to research additional points of access into the gated community that should be considered at risk for security and present possible resolutions to securing.

C. Capital projects – CHP has asked Houser about installing surveillance cameras for officer safety when at the office. Houser suggested that we could incorporate additional security for our building, officers, canines and access roads and offered to secure bids for such systems. Houser and Crowl presented two bids for security camera systems ranging from \$3700- \$9500. One system records the data while the more expensive system is digital, stores the data, has monitoring capability, and is expandable to include additional coverage elsewhere in the district. Houser will provide the \$9,500 amount to CHP and determine the amount they are willing to pay. Due to the vast spread between the two received, additional bids will be obtained.

Currently the office building and treatment plant are being monitored by UHF alarm services and will continue after the service is discontinued for residents.

Due to the increasing cost of electrical, Houser would like to look at installing carport covers in the parking lot and at the treatment plant which would serve two purposes – protecting the vehicles and equipment and placement for solar panels. Preliminary discussion was favorable and will be continued in subsequent meetings.

3.7 Utility Report:

A. Plant operations – In Pape’s absence, Houser reports that the plant is running great.

3.8 Financial Report

A. The financial report as of 2/28/15 reflects \$722,322 in Cash Assets, Account Receivable of \$50,654, and Account Payable of \$75,259. Winn moved to adopt the financial report as presented; motion was seconded by Warburton and unanimously adopted.

B. Investment Policy limitations – Houser explained that the Investment Policy has a \$500,000 limitation on the LAIF account and suggested increasing the limit to \$800,000. Mathews would like to explore additional options since the LAIF interest rates have been extremely low and leave the policy as is for the time being.

C. Alternate investments – Houser researched certificate of deposit rates and recommends opening an account with \$50,000 as an additional investment strategy. Following discussion about interest income and interest expense, a motion was made by Mathews to prepay \$200,000 toward the debt to

Municipal Finance assuming no penalty will be assessed as the more effect approach; motion was seconded by Winn and unanimously approved.

D. Selling Receivables – Houser presented the legal opinion for selling receivables which Mathews believed skirted the question of whether CSD can sell its bad debt to RPMWC. Legal’s response offered options for collection but gave no definitive answer to the question. Houser was asked to revisit legal with the questions and, if the answer is no, then determine what is the likely cost, and additional procedural details, of pursuing the newly suggested criminal charge alternative, and whether restitution could be awarded. Houser will provide an update at the next meeting.

Warburton inquired if any final map has been presented for the Turnbull project as the project seems to be moving forward with the installation of the fire strobes. Houser will check on the status of this project as the drainage issue which will have an impact on CSD has yet to be addressed and provide an update at the next meeting.

3.9 Adjournment:

A. The next meeting date is scheduled for April 27, 2015 at 10:00 a.m. Upon a motion, second and unanimous vote, the meeting adjourned at 11:38 a.m.

Attest:

Mindy Houser
Administrator

Amber Watkins

Amber Watkins, Admin. Assistant
Recording Secretary