

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

Held on March 27, 2017

Directors Present: Richard Nolan, Samuel Logan, Heidi Person, William Schultz and Clarence Winn

Also Present: Residents Jim Cipriano, Thomas Cerruti and Charles Mathews; Steve Anderson of Best Best and Krieger; Administrator Mindy Houser, Jeff Pape of Dudek, Security Captain Clay Crowl and Office Manager Amber Watkins

- 3.1 Call to Order: Regular meeting was called to order at 10:00 a.m. by President Nolan.
- 3.2 Open for Public Comments: Cipriano reported that the Pauma Valley Roadway Association ("PVRA") will install speed bumps, at the intersection of Pauma Valley Drive and the Country Club entrance, sooner than previously reported for mid- April. Cipriano also reported that the seal coating project scheduled for 2017 will take place during summer. Cipriano expressed concern that unauthorized vehicles can still access the community from Pauma View; Houser informed that this issue has been discussed on numerous occasions and no solution has been reached. Lastly, Cipriano reported that an estate sale recently held caused reason for gate access concerns. Family members of the homeowner called to authorize all estate sale customers into the community; Cipriano explained that the Rules of the Road clearly indicate that all names must be provided to the gate in order to gain entry. Cipriano asked that Gate Attendants be re-educated on this matter; Person suggested a notice be sent to community members to reemphasize the community rules.
- 3.3 Approval of Previous Minutes:
A. Winn moved to adopt the minutes of the board meeting held on February 27, 2017 as written; motion was seconded by Logan and unanimously adopted.
- 3.4 Subsequent Actions:
A. Pilots' Assn paving project (2.2) – Houser reported the Land Lease Agreement that took effect on December 22, 2015, and supersedes the 99 Year Lease, covers PVCSD's portion of pavement maintenance for the easement. Winn feels that PVCSD should pay their own fair share of the project. Nolan motioned that Schultz and Winn work with Houser to review proposals, once provided by PVCC, seconded by Person and unanimously approved.

B. Back gate scanner (2.5A) – Houser reported the back gate scanner should read two different codes types; however, the QR code which is on the emailed passes, is not working. A work ticket has been opened to replace the internal parts to get it back up and running.

C. PVRA Special Notice (2.5C) – Houser informed that no responses were received regarding the notice. Capt. Crowl confirmed that Patrol is spending less time at the stop sign and is parked in a visible location which seems to be working as only one Notice of Violation (NOV) was issued this past weekend.

D. Letter to CalTrans & response (2.6B) – Houser presented both letters; CalTrans will not be creating turn lanes, but will update the signage in the area. Nolan thanked Mathews for providing the contact information to make this possible.

E. Donnelly response letter (2.6A) – Staff were instructed to notify resident Keeley's guest that if payment is not received, the RFID tag will be deactivated. Schultz suggested that the pricing of the Front Gate barrier arm Penalty Assessment be revised as it seems excessive; Staff informed that these numbers are based off of actual replacement costs provided by California Gates.
- 3.5 Security Report:
A. Daily Activity Report – Capt. Crowl reported that commercial property across from the front gate was burglarized; fortunately, the police were able to apprehend the suspect. Rattlesnakes are out and about - Crowl reported that two more were caught and released over the weekend. Winn explained that he was able to resolve the false '911' calls by having AT&T come do a repair on his line. Winn suggested putting an article in

the PVCC Newsletter; Schultz volunteered to handle. Person motioned to adopt the Security Report as written; seconded by Winn and unanimously adopted.

B. Gate Damages Report – Staff presented the report; upon review Winn motioned that signage be placed at the Back Gate well before arrival at the gate. Motion was seconded by Person and unanimously approved.

C. NOVs issued – Staff presented the report; Crowl noted that the numbers are declining. Houser stated that PVRA agreed to the distribution of a simple flyer with each guest entry pass. This flyer would have no more than four bullet points, highlighting the most important rules for traveling on the roads.

3.6 Administration Report:

A. Residents' letters of support – Houser recently received letters from community members thanking PVCSD staff for their actions during difficult times; Houser presented the letters.

B. Employee changes – Houser reported that a Utility employee is scheduled to take medical leave in April and will be out for roughly eight weeks. Houser will hire day laborers as needed if Utility gets overwhelmed. Capt. Crowl has resigned effective April 7, 2017; Ortiz will assist in the Security Department until a suitable replacement is hired. A new Administrative Assistant, Erin Lindquist, has been hired and will begin next week.

C. Segregated email accts – Houser was notified by legal that all email accounts with PVCSD business are subject to public review. Houser created separate email accounts for each director and will email the contact information to each director. Anderson noted that serial emails and more than two board members attached to each email is considered a Brown Act violation.

D. Drainage - Houser explained that Pala requested authorization to bring heavy equipment through the gates to begin fixing the drainage issues on their vacant lots on Pauma Heights Road. Houser explained that Pala will be correcting the issues with the ravines as soon as possible. Due to the breakage on the Pala land, the PVCSD vault below it on Pauma Valley Drive was filled with silt and required clean out with a vactor truck; these costs were mailed to Pala and we are currently awaiting payment. Staff is in the process of installing a man hole on Pauma Valley Drive near the vault to ensure ease of access in the future. Staff were informed that two residents are having sewer drainage issues at their properties; utility was dispatched to determine that the main line is flowing properly. Cerruti would like to make a presentation at a later time.

E. Storage Facility project – Houser presented the cost analysis, scope of work, and bids. After reviewing the cost analysis outlining the benefits to PVCSD of using the machinery that is owned by RPMWC and made available free of charge to PVCSD for routine repairs and immediately available for emergency repairs, the board agreed it financially justified and in the public interest that PVCSD pay for the cost of erecting a storage facility for such equipment so as to maintain it in readily available status and for storage of old business documents, generally as set forth in the scope of work provided to the board. Winn made a motion to authorize staff to expend the funds, not to exceed \$70,000, for the construction of a steel storage facility to house on land owned by the PVCSD. Following a second by Schultz, the motion passed with 4 'Ayes' and 1 'Nay' from Person.

3.7 Utility Report:

A. Plant operations – Pape reported that the plant is running great.

B. Oak Tree development – Pape reported that developers have contacted PVCSD inquiring as to the availability of 30 more sewer connections which would provide a total of 76 new residences. Houser reminded the developer that they must also construct a new lift station to accommodate all of Oak Tree and the school.

C. Perc ponds cleanout- Pape reported that grading and weed abatement at the ponds is currently underway. This is part of the regular maintenance of the perc ponds.

3.8 Financial Report:

A. The financial report as of 2/28/17 reflects \$698,522 in Cash Assets, Accounts Receivable of \$38,900 and Accounts Payable of \$15,738. Watkins explained that Security Vehicles expenses are high due to a power steering issue and the vehicle is no longer under warranty. Drainage is high due to the vault cleanout. Motion was made by Logan to adopt the financial statements as presented; seconded by Nolan and unanimously adopted.

B. Accounts Receivables – Watkins presented the report; all delinquent accounts have a lien placed.

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

3.9 Other Business

A. SGMA update - Nolan reported that the Working Group is still actively preparing the MOU to outline the governance structure of the GSA. Nolan reported that the next meeting is scheduled for Monday, April 3rd at 1 p.m. to hopefully finalize the agreement.

B. Legal counsel - Nolan introduced Steven Anderson of Best Best & Krieger who also represents the water company. Nolan then made a motion to hire Anderson as the new General Counsel with a second by Person and unanimous vote. Houser presented the Letter of Engagement and Conflict Waivers with Valley Center MWD and Rancho Pauma MWC for signature.

3.10 Adjournment:

A. The next meeting date is scheduled for April 24, 2017 at 10:00 a.m. Upon a motion by Nolan, seconded by Winn and unanimous vote, the meeting adjourned at 12:26 p.m.

Amber Watkins

Amber Watkins, Recording Secretary

Attest:

Mindy Houser
Administrator