

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

Held on March 28, 2016

Directors Present: Charles Mathews, Richard Nolan, Heidi Person and Clarence Winn

Directors Absent: Sam Logan

Also Present: Residents Jim Cipriano and Lauri Kariya, Jeff Pape of Dudek, Administrator Mindy Houser, Capt. Clay Crowl, and Admin. Asst. Michelle Bounds

- 3.1 Call to Order: Regular meeting was called to order at 10:00 a.m. by President Mathews. Upon a motion, second and unanimous vote, it was approved that Agenda Item 3.6C be moved to 11:15 a.m. at which time Resident Pam Degen would be in attendance for a presentation on the upcoming Health & Safety Fair.
- 3.2 Open for Public Comment: Resident Lauri Kariya addressed the board with concerns of excess speeding within the gates. She repeatedly witnesses vehicles running the three-way STOP by the Country Club entrance. After brief discussion of possible resolutions to the problem, Jim Cipriano (representative of PVRA) agreed to address the PVRA board with the continuing speeding issues and attempt to find resolutions to the problem.
- 3.3 Approval of Previous Minutes:
A. Winn moved to adopt the minutes of the board meeting held February 22, 2016 as written; motion was seconded by Nolan and unanimously approved.
- 3.4 Subsequent Actions:
A. Heliport stripping (2.4A) – Houser stated the heliport project has been completed and the bill has been paid to the PVCC.

B. Drainage follow-up (2.4C) – Houser reports receiving a letter from the County regarding the broken drainage pipe that runs under Pauma Heights Road and dumps on to private property owned by the Pala Band of Mission Indians. The County stated they have no responsibility for any of the damage our community received as they have no easement on the private property. Houser has been in contact with the tribe's Chairman Robert Smith who, in turn, sent one of their employees over to review the situation. Houser will follow up with Chairman Smith as to their resolve on this issue. Mathews suggested that the County's letter be reviewed by legal counsel.

C. Speed data (2.6C) – Last month there was a handout included in the monthly billing to notify the residents of the speeding issue within the gates. The board discussed different solutions to the problem and asked Jim Cipriano to take the suggestions of installing speed bumps or drainage swales at various locations on Pauma Valley Drive back to the Roadway board for consideration.
- 3.5 Security Report:
A. Daily Activity Report – Capt. Crowl presented the security report which reflects February incidents. Capt. Crowl went into detail on a couple of incidents including a dog bite incident and a couple of medical calls. Security report was unanimously approved following a motion by Nolan and a second by Winn.

B. Community Dog Issues – Over the past couple of months, issues with loose dogs have increased in the community. Animal Control was notified of an incident where a dog attacked and wounded not only another dog but also the owner. The attack dog's owner has taken monetary responsibility but the dog has been quarantined for 5 days as a result of the incident. The victims, at first reluctant to report the incident, thanked Capt. Crowl for encouraging them to call Animal Control.

3.6 Administration Report:

A. Personnel/ Patrol & Gates –Houser presented the board with the annual cost analysis for employing gate personnel as opposed to continuing with contract labor from Securitas. Houser and Capt. Crowl have secured three of the needed four positions with the first new employee starting training this day. Several persons have been interviewed, with two more scheduled, for the vacant patrol position. Winn questioned the dress code for the gate attendants, expressing his concern that they have a professional appearance. Houser anticipates the “uniform” to consist of a long sleeved, white dress shirt with issued tie, black dress slacks, black shoes and black belt. When weather requires, Houser envisions an outer coat of grey sweater material that would expose the shirt and tie. Dress code for uniform and personal hygiene requirements will be defined and all gate attendants held to that standard. Winn motioned to proceed with the hiring process of CSD gate attendees followed with a second by Person and unanimous approval.

B. Gate Access project – Director Bill Winn updated the board with the progress of the Gate Committee’s research on the new gate system. After receiving the required three bids and interviewing each company’s representative, selection was based on the scope of work, the cost of hardware, the defined software, monthly maintenance, training and continued support as outlined in the Executive Summary presented by Winn. California Gate and Entry Systems will be awarded the contract after timing questions are resolved. It was discussed and agreed that education of the residents and PVCC members was extremely important for a smooth transition. A “town hall” meeting and several clinics for tag distribution will be scheduled.

C. Health & Safety Fair – Resident Pam Degen presented the board with details of the PVCC sponsored event that will be held April 9, 2016 and asked for CSD participation at the event. Capt. Crowl stated he will be in attendance with another security officer to provide information to residents on the role of Security patrol. Mrs. Degen also discussed the File of Life program and asked if CSD could integrate the current emergency contact form and the File of Life program into the new gate management software to better assist emergency responders in an emergency. Crowl will research the software’s ability.

B. Gate Access project – Discussion of the gates project continued after Pam Degen’s presentation. Winn continued discussing the benefits of the gate system and believes a meeting for the residents would be helpful to educate residents and PVCC members on the new system, answering questions that may come up. Houser stated a letter will be included with April’s invoices to update residents on the progress of the project and inform them that a meeting date for all will be forthcoming. Winn made a motion to approve upgrading the gate access and security camera system at all gates using Dwelling Live program software and award the contract to California Gates with a cost not to exceed \$160,000 which included the contract bid of \$152,000 and contingency funds for landscape repairs and upgraded signage. Motion was seconded by Nolan and, upon vote, unanimously approved. Winn stated once the contract is awarded, California Gates needs three weeks to get the project into their schedule and then another five weeks to complete the installation and training. Nolan suggested that a timeline of activity be created to assure that residents and PVCC members are kept informed and educated on their new computer input capability for guests and service persons. Once created, the timeline will be sent to all directors.

3.7 Utility Report:

A. Plant operations – Pape reports that the plant is running well.

B. SCADA update – Pape reviewed the SCADA system on the flat screen. Pape stated Knight Security’s alarm system is up and running. He also notified the front gates and the utility department of the procedures to follow when an alarm sounds. One alarm incident occurred which was proof that the system works and personnel knew the correct procedures to follow.’

3.8 Financial Report

A. The financial report as of February 29, 2016 reflects \$678,205.20 in Cash Assets, Account Receivable of \$49,691.95 and Accounts Payable of \$29,521.90. Person questioned the increase of electrical expenses and Houser stated she is still in the process of researching solar power possibilities. Nolan moved to adopt the financial report as presented with a second by Person and a unanimous vote.

3.9 Other Business:

A. SGMA update– President Mathews addressed the board with the updated information regarding the formation of a groundwater management agency for the San Luis Rey basin. With deadlines looming for boundary changes, the City of Oceanside and the County are working to divide the basin into sections. A joint letter drafted by legal and to be signed by PVCSD, RPMWC, Yuima MWD and Rainbow MWD is being sent to CA Department of Water Resources with comments on its proposed regulations for the preparation/implementation of groundwater management plans and opposing the creation of one agency to manage the entire basin. The joint signatures represent the upper and middle sections of the basin with the City of Oceanside covering the lower section of the basin. Deadline for creation of a management agency is June 30, 2017.

3.10 Adjournment:

A. The next meeting date is scheduled for April 25, 2016 at 10:00 a.m. Upon a motion, second and unanimous vote, the meeting adjourned at 12:20 p.m.

Michelle Bounds

Michelle Bounds, Admin. Assistant
Recording Secretary