

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

Held on June 26, 2017

Directors Present: Richard Nolan, Samuel Logan, Heidi Person and William Schultz
Directors Absent: Clarence Winn
Also Present: Residents Jim Cipriano and Son Do; PVCC GM Paul Devine; Administrator Mindy Houser, Security Captain Ray Ortiz, Jeff Pape of Dudek and Office Manager Amber Watkins

- 6.1 Call to Order: Regular meeting was called to order at 10:08 a.m. by President Nolan.
- 6.2 Open for Public Comments: Nolan informed that Director Winn has dedicated over 100 hours of his time to assisting the community with tree spraying against the borer beetle; Winn has helped with over 500 trees throughout the community.
- 6.3 Public Hearing on 2017-18 Budget: President Nolan opened the Public Hearing at 10:12 a.m.
- A. Public comments – Cipriano noted that a surplus of roughly \$90,000 is noted on the YTD P&L and finds it challenging to understand why the security rate will increase; Nolan explained that we are in the 2nd year of a 3-year agreed to increase the rate for Patrol services by \$5. Nolan also noted that the CalPERS unfunded liability and the reserves account are large amounts of money that currently need addressing. Nolan motioned to authorize staff to send a note next year of upcoming events and a copy of the proposed budget as well; seconded by Person and unanimously approved.
- B. Consider Approval – With no opposition from the public, Logan motioned to approve the 2017-18 Budget as presented, seconded by Nolan and unanimously approved.
- President Nolan closed the Public Hearing at 10:25 a.m. noting that no written protests were received and that the notice ran for 2 consecutive weeks in the Valley Roadrunner. At this time Director Schultz exited the meeting due to illness.
- 6.4 Approval of Previous Minutes:
- A. Nolan moved to adopt the minutes of the board meeting held on May 30, 2017 as presented; motion was seconded by Logan and unanimously adopted.
- 6.5 Subsequent Actions:
- A. Access for Uber drivers (5.6A) – Ortiz informed that PVCC will send out an email blast to members informing them that their guests are not authorized to call in these types of drivers; members are required to notify the gate attendant.
- B. PERS Actuarial (5.6C) – Houser reported that a webinar was held last week explaining there is no control over the increasing costs charged by PERS for unfunded liability. Houser has contacted Bartel and Associates for an actuarial on the district's information to compare against PERS figures; Houser feels we may be able to negotiate if it turns out to be lower, or we can research a 115 Revocable Trust.
- C. Back Gate Scanner (5.7C) – Ortiz reported that the back-gate scanner has been over-heating which causes it to shut off. Staff was instructed to monitor the kiosk every other day and inform California Gates that this problem has been going on for way too long. Nolan motioned that staff is to contact California Gates with a deadline to conform all equipment to an operable state and monitor the kiosk regularly with a printed pass; user interface issues associated with the software needs to be communicated to the community as well; motion was seconded by Person and unanimously approved.
- D. Relocate Barrier Arm sign (5.7E) – Ortiz informed that a drill is needed to move the barrier arm sign as the stop sign frame is metal; per Houser's instruction, he will contact Utility for assistance; Nolan noted that this is very important and needs to get done.

E. Drain relocation (5.8D) – Houser reported that the property owner on Cahuka is disappointed with the pricing from Szytel Engineering for relocating the drainage pipes; if the property owner decides to continue, then PVCSD will need to approve the plan set. Pape reminded that we can permit this project as it belongs to the district. The owner and the engineer have been informed of the plans needed for approval by CSD.

6.6 Security Report:

A. Daily Activity Report – Before the meeting today Capt. Ortiz arranged for dog trainers to be on-site to demonstrate and answer questions related to the K-9 program. Ortiz provided a detailed report with a brief summary of the highlights. Ortiz discussed a pool party incident in more detail; Ortiz noted that next time the sheriffs will be notified and patrol will knock on the door of the property causing the afterhours noise, not merely make a phone call.

B. Gate Damages Report – Staff presented the report; Houser reported that an irate resident has called to defend his housekeeper who recently struck the barrier arm. Since then, a promise to pay has been received. A Pauma Heights resident has struck the barrier arm and refuses to pay; staff will de-activate the RFID tag once a notification period date is complete. Nolan noted that moving the sign at the front gate may help with the damages.

C. Written SOPs update – Capt. Ortiz is gathering information to begin drafting the SOPs. Person will assist in drafting; a draft will be submitted no later than August with a final copy presented at the September meeting.

6.7 Administration Report:

A. Cost Recovery Analysis for Gates – Houser presented the analysis as requested at the last meeting. Houser noted that \$21,632 is the remaining cost recovery which is just over a 2 year recapture period.

B. Reserve Policy update – Houser explained that every year staff reviews the policy for accuracy, and presented the recommended changes for depreciation and depletion of assets. Person motioned to amend the Reserve Fund Policy as presented, seconded by Logan and unanimously adopted.

C. Gate Access Policy update – Houser presented a draft of the current wording as well as the new proposed wording. Upon review staff was asked to create another section for the Electronic Gate Issues rather than include them with Barrier Arm Issues. Nolan motioned to approve the updated version pending the changes requested herein, seconded by Person and unanimously adopted.

6.8 Utility Report:

A. Plant operations –Pape reported that the plant is running great. Pape has asked our SCADA provider to look into placing a transducer at Oak Tree lift station to help with the constant clogging. Pape also reported that all sludge was removed from the digester in June which will cause costs to be higher.

B. SCADA Update – Pape presented data collected on SCADA.

6.9 Financial Report:

A. The financial report as of 5/31/17 reflects \$639,102 in Cash Assets, Accounts Receivable of \$27,960 and Accounts Payable of \$66,626. Watkins explained that RPMWC has not yet paid. Watkins noted the highlights on the Financial Summary. Motion was made by Logan to adopt the financial statements as presented, seconded by Person and unanimously adopted.

B. Accounts Receivables – Watkins presented the report for review.

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

6.10 Other Business:

A. SGMA update – Nolan reported that the MOU has been finalized by the Board of Supervisors. County will schedule a meeting with the tribes to begin working on the GSP. Yuima MWD is currently gathering information on the GSP Liability Insurance previously mentioned.

6.11 Adjournment:

A. The next meeting date is scheduled for July 24, 2017 at 10:00 a.m. Upon a motion by Person, seconded by Logan and unanimous vote, the meeting adjourned at 12:07 p.m.

Attest:

Mindy Houser

Administrator

Amber Watkins

Amber Watkins, Recording Secretary