

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

Held on July 24, 2017

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

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- 7.1 Call to Order: Regular meeting was called to order at 10:00 a.m. by President Nolan.
- 7.2 Open for Public Comments: Cipriano suggested that the light fixture near the front gate barrier arm be protected from damages when the barrier arm is struck. Devine noted that these fixtures belong to PVCC and he will discuss with staff to see what options may be available.
- 7.3 Public Hearing on 2017-18 Placement of Delinquent Accounts on County tax rolls: President Nolan opened the Public Hearing at 10:05 a.m. noting that no written protests were received and that the notice ran for 2 consecutive weeks in the Valley Roadrunner.
- A. Public comments – No comments were received. Houser noted that seven delinquent accounts are set to be submitted should the board move for approval.
- B. Consider Approval – Nolan motioned to authorized staff to place the delinquent accounts on County tax rolls; motion was seconded by Winn and unanimously adopted.
- President Nolan closed the Public Hearing at 10:06 a.m.
- 7.4 Approval of Previous Minutes:
- A. Regular Meeting on 6/26/2017: Nolan inquired on the back-gate scanner issues; Ortiz informed that when a report is received staff is quickly able to verify it is in working order. Staff was asked to include a handout in the next billing with operational instructions to hopefully alleviate this issue. Person moved to adopt the minutes of the board meeting held on June 26, 2017 as written; motion was seconded by Winn and unanimously adopted.
- 7.5 Subsequent Actions:
- A. Relocate Barrier Arm sign (6.5D) – Ortiz reported that the sign at the front entrance has been moved to a more visible location as discussed in previous meetings.
- 7.6 Security Report:
- A. Daily Activity Report – Ortiz provided a detailed report with a brief summary of the highlights. Ortiz noted that speeding within PVCCE seems to be an increasing problem. Ortiz was instructed to gather more data to determine if PVRA needs to assist with this issue. Incidents from July 4<sup>th</sup> and 10<sup>th</sup> were discussed in more detail. Winn motioned to adopt the Daily Activity Report as written, seconded by Logan and unanimously adopted.
- B. Gate Penalty Assessment Report – Staff presented the report; Houser reported that the number of contacts with the barrier arms is down. Houser presented a letter from former resident Georgie Gipner regarding her son's Penalty Assessment; no action will be taken; staff was instructed to follow the policy, as always.
- C. Gate Access Policy – Houser presented the proposed wording which divides the vehicles that make contact with the barrier arms out from the vehicles that violate the policy without any contact with the barrier arm (aka, gate runners). Nolan made a motion that vehicles that violate the policy without any contact will receive a Penalty Assessment of \$100 per occurrence; motion was seconded by Logan and unanimously approved. Staff was asked to include notice of this in the handout mentioned earlier.
- 7.7 Administration Report:
- A. CalPERS Actuarial – Houser presented the proposal which will be a district specific analysis that will cost between \$5,000 and \$6,500 to complete. Mathews noted that this is worthwhile to understand the range of exposure over the next few years. Nolan moved to authorize Logan, Mathews and Houser to assess the proposal, determine appropriate course of action, and report back at the next board meeting. Motion was seconded by Person and unanimously approved.

B. Employee Handbook updates – Houser provided copies of all proposed updates for the Employee Handbook. Upon review, Nolan motioned to approve the changes as presented with a second by Logan and unanimous approval.

C. Pauma View access point – Houser presented a map of the unsecured vehicle access points on Pauma View. Currently a loop detection system is in place to monitor the number of vehicles using this route. After a brief discussion, Nolan moved to authorize Ortiz, Winn and Cipriano meet with Houser and Pape to determine the best way to enhance the security on Pauma View; motion was seconded by Person and unanimously approved.

D. Paving project – Houser reported that it will cost \$2,400 to seal coat and re-stripe the building parking lot; Houser noted PVCSD’s portion of the tarmac paving will cost \$8,900 and both projects are set to begin in August.

7.8 Utility Report:

A. Plant operations – Pape reported that the plant is running fine. Pape also reported that all sludge was removed from the digester in June which put annual removal costs slightly over budget.

B. SCADA Update – Pape presented data collected on SCADA. Pape explained that over the weekend Utility Staff were “blind” as the internet service was not working properly; staff came in both days to ensure everything was running smoothly.

7.9 Financial Report:

A. The financial report as of 6/30/17 reflects \$617,908 in Cash Assets, with Accounts Receivable and Accounts Payable currently awaiting any audit adjustments. Watkins explained that RPMWC has paid. Watkins noted the highlights on the Financial Summary. 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 for review, noting which delinquent accounts will be placed on the County tax rolls.

C. Cash Flow Statement – Watkins presented a simplified Cash Flow Statement for review. No comments made.

D. Annual Audit – Watkins reported that the audit is currently underway and a draft should be completed by the August meeting with the final copy available in September.

7.10 Other Business:

A. SGMA update – Nolan reported that RPMWC President Charles Mathews was asked, and agreed, to be the alternate for CSD’s participation on the GSA and executive team currently being formed. Nolan stated that Son Do will also be asked to attend the public meetings and provide any technical advice warranted.

7.11 Adjournment:

A. The next meeting date is scheduled for August 21, 2017 at 10:00 a.m. Upon a motion by Person, seconded by Logan and unanimous vote, the meeting adjourned at 11:35 a.m.

**Amber Watkins**  
Amber Watkins, Recording Secretary