

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

Held on August 22, 2016

Directors Present: Charles Mathews, Samuel Logan, Heidi Person and Clarence Winn
Directors Absent: Richard Nolan
Also Present: Resident Jim Cipriano, PVCC GM Paul Devine, Administrator Mindy Houser, Jeff Pape of Dudek, Security Captain Clay Crawl and Office Manager Amber Watkins

- 8.1 Call to Order: Regular meeting was called to order at 10:00 a.m. by President Mathews.
- 8.2 Open for Public Comment: Cipriano feels the most important issue is the health and well-being of PVCC. Cipriano supports common agencies trying to assist to determine a short term solution to help PVCC come up with options to preserve the community. Cipriano feels everyone within the community should help to come up with a short term plan and then a long term plan. Cipriano would also like to get a legal opinion to setup a Master Covenant Agreement. Cipriano feels another group with a budget needs to be setup and initiated by PVCC to work on these ideas and noted that no formal move has been made by PVCC as of yet. Cipriano also feels that PVCSD has no role other than advisory and supportive as a public agency.
- Winn took a few moments to explain that the exploratory group set up a few years back failed due to lack of PVCC's support. The PVCC has since asked Winn to reassemble the group; Winn plans to have a meeting within the next two to three weeks. Winn did report that legal advice was obtained by this group and was advised that PVRA handling the assessments may be the most tactical way, but to know for sure legal would have to review the CC& R's. Mathews suggested asking the HOA's for a modest contribution for benefit to their members prior to any master agreement.
- 8.3 Approval of Previous Minutes:
A. Person moved to adopt the minutes of the board meeting held on July 25, 2016; motion was seconded by Logan and unanimously approved.
- 8.4 Subsequent Actions:
A. Customer reminders (7.5B) – Houser reported that RFID deadline of August 31, 2016 reminders were sent with July billing as well as tenant information cards for rental properties. Houser will draft a reminder for PVCC to email to all members encouraging them to come by the District office for RFID tag installation if they have not done so already. Mathews reminded that a RFID Clinic date needs to be set for PVCC members in November when the PVCC will reopen. Capt. Crawl believes there may be some angry residents and/or members the first few days after the deadline, because of this Winn suggested that additional help be made available as the member lane has no place to turn around should someone misunderstand the directions and having extra help would be ideal for this. Houser was encouraged to speed up the process for warning signage at each gate.
- B. Candidacy filings (7.5D) – Houser reported that both Person and Mathews filed candidacy paperwork for the upcoming election on November 4th. Houser reported that an additional candidate, Bill Schultz, filed as well. Winn reported that Schultz hoped to withdraw from the election as he feels his time is better served on the PVCC board, however the deadline for withdrawal was August 12, 2016 at 5:00 pm. Houser explained that this will force an election for the available seats which will cost the district around \$10,000.
- C. Securitas (7.8A) – Houser was pleased to announce that Securitas did cash the check for final payment which was for labor only. The check was accompanied by a letter drafted by Mathews with hopes of stopping any further legal actions for collection.
- D. Audit (7.8A) – Houser reported that the audit is in process and hopes to have the final report for the September meeting.
- E. FCSA (7.8A) – Houser sent in a total of six homeowners totaling \$13,459 to the tax rolls.
- 8.5 Administration Report:
A. Continued discussion on community contributions to preservation of community/ golf course – Previously it was discussed to develop a means of ensuring the gated community is appropriately maintained by assessing all resident within the gates. Person is not comfortable with the idea of an additional cost to PVCC members as they are already paying dues and assessments to PVCC. Another option to increase Revenue that was suggested was

for PVCC to begin renting out venues to hold events such as weddings. Winn has compiled a list of Revenue increasing ideas for PVCC and will share it at the next exploratory meeting.

B. Barrier Arm damages – Houser reported that seven people have been billed for damages to barrier arms and an additional four still need to be billed. All people receiving a transponder have been told not to “tailgate” or the barrier arm will come down on their vehicle and a bill will be sent to them for damages. Devine offered to include that in the email blast that PVCC will be sending to members as well. Houser will draft a letter to residents to remind that old decals will no longer work after August 31, 2016. Houser presented an updated Gate Access Policy which describes a fee for anyone who damages barrier arms and/or the electronic gate. Winn asked that the policy include a final notice before RFID tag is deactivated. Mathews suggested that any damage to gate arm will be charged at cost and a fixed fee (fine) be added as well. Winn motioned to amend the updated policy as presented by Staff pending the changes requested herein, motion was seconded by Person and unanimously adopted. Houser will include the Damage to Barrier Arm or Electronic Gate section of this policy with the August billing.

C. Review of Reserve Policy – Houser presented the updated Reserve Policy to include the current figures. Winn complimented Houser for the annual review of the Reserve Policy. Logan motioned to adopt the Reserve Policy as presented, seconded by Winn and unanimously adopted.

D. Conflict of Interest Biennial review – Houser presented the biennial review which needs to be signed and filed verifying that no changes need to be reported for board members, administrator, department heads, and/ or legal counsel. Motion was made by Winn to adopt as presented, seconded by Logan and unanimously adopted.

8.6 Security Report:

A. Daily Activity Report – Capt. Crowl reported a vender was angry for being denied access to the community as gate attendant was not able to obtain authorization from the homeowner. The vender then exited the vehicle and entered the guard shack and proceeded to push the gate attendant; patrol was able to control the situation. Later it was determined that the vender is also a family member of a resident and has been authorized for entry and a transponder. Capt. Crowl was asked to update the SOP’s in the event that a similar incident occurs by a resident or club member so that patrol knows how to handle the situation. Capt. Crowl explained another incident that occurred when a medical call was received by dispatch and patrol on the scanner. Mathews called dispatch to provide exact location, however there was some miscommunication and patrol reported to the wrong location. When patrol arrived on scene Cal-Fire was already there. Capt. Crowl would do further investigation to determine what corrective actions need to be put in place and to ensure that patrol is customarily dispatched to address of record of the 911 call.

8.7 Utility Report:

A. Plant operations – Pape reports the plant is running smoothly.

8.8 Financial Report:

A. The financial report as of 7/31/16 reflects \$594,723 in Cash Assets, Accounts Receivable of \$27,786, and Accounts Payable of \$56,844. Houser noted these financials are for the first month of the fiscal year prior to any audit adjustments. Houser was able to cover all of the new gate entry system costs with Operating Funds leaving LAIF untouched. RPMWC receivable has been paid in full. Houser will double check the utility cost breakdown to verify that 65/35 still remains true. Motion was made by Winn to adopt the financial report as presented, seconded by Person and unanimously adopted.

B. Accounts Receivables- Houser has reported all delinquent accounts to the tax rolls. Mathews noted that when PVCSD began reporting these figures to the County, roughly six or seven years ago, the annual totals were triple this current amount.

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8.9 Other Business

A. SGMA update- Mathews reported currently there is an objection from the Tribes regarding the division of the Pauma Basin. Mathews reported that last Thursday our counsel did a great job representing PVCSD at a meeting between DWR and the Tribes to discuss SGMA and boundary adjustments. The next meeting is scheduled for September 1, 2016 to continue the documentation process for the JPA formation. Mathews reported that there are many unknowns right now but that there is continuing objection from local agencies to the inclusion of Mutual Water Companies in the JPA.

8.10 Adjournment:

A. The next meeting date is scheduled for September 26, 2016 at 10:00 a.m. Upon a motion, [by whom] second and unanimous vote, the meeting adjourned at 12:05 p.m.

Amber Watkins

Amber Watkins, Recording Secretary

Attest:

Mindy Houser

Administrator