

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

Held on October 23, 2017

Directors Present: Richard Nolan, Samuel Logan, Heidi Person, William Schultz and Clarence Winn
Also Present: RPMWC President Charles Mathews; PVCC GM Paul Devine; Administrator Mindy Houser, Probationary General Manager Charles McBride, Security Captain Ray Ortiz, Jeff Pape of Dudek, Office Manager Amber Watkins, and Administrative Assistant Erin Lindquist

10.1 Call to Order: Regular meeting was called to order at 10:00 a.m. by President Nolan.

10.2 Open for Public Comments: None.

10.3 Approval of Previous Minutes:

A. Regular Meeting on 9/25/2017: Winn wanted to note that the statement made by Cipriano in regards to the old lighting and non-changeable lenses was inaccurate. Logan moved to adopt the minutes of the board meeting held on September 25, 2017; motion was seconded by Winn and unanimously adopted.

Nolan inquired if the lighting was finished at the front gate. Administrator Houser stated that the work was still underway at the front gate. Winn and Person expressed their insistence that the lighting in the open lot used for parking should be motion sensor lighting. Nolan asked if the gate access issue regarding the resident that required large trucks entering through the rear gate had been resolved. Capt. Ortiz made contact with the property owner and the vehicle operators to clarify how to access the back gate.

10.4 Subsequent Actions:

A. Gate Maintenance (9.5A) – McBride informed that a monthly maintenance contract has been secured at a cost of \$150, not to include materials/parts if needed and would be reviewed in three months for any needed adjustments.

Nolan noted he had observed the front barrier arm lowering following each car, yet, the rear barrier arm does not function the same, staying up when multiple cars pass through. Houser noted that the back gate barrier arm is not the same manufacturer as the front gate and suggested it may be an inferior mechanism. Upgrade of the back gate mechanism will be pursued. Person brought up that residents do not inform their guests to use the front and that there should be some type of signage at the rear gate. Capt. Ortiz informed that he had posted a sign at the rear gate stating in both English and Spanish that all guests and vendors should use front gate. He also noted that there was a map and directions on the posted sign. Houser stated there is also a posted sign at the PVCC monument indicating such.

B. RFID tag deactivation (9.6A) – Ortiz reported that PVRA supports the deactivation of RFID tags for those that have blatant disregard for Patrol stoppage.

C. Audit Report (9.7A) – Logan stated that there was nothing that stood out in the audit. Nolan mentioned he would like clarification on Page 23 - the actuarial determined to CalPERS. Houser clarified that the \$128,000 is the amount contributed over a 2 year span. Nolan is pleased with the audit. Houser stated that we are also current with CalPERS for 2017, having received a reduced amount due to a full payment.

10.5 Security Report:

A. Daily Activity Report – Ortiz provided a detailed report with a brief summary of the highlights for the past month's activities. Ortiz reported that Patrol Officer Scialoia has put in his resignation. Patrol Officer Andraca, who was cross-training from gates, will now move to patrol full time. This leaves 2 open positions for gate attendants. Ortiz noted that K-9 Units will now be changed, causing a transitional down time for the K9s. Officer Carra will take K9 Tyson and Andraca will be working with K9 Koa. A previous situation between a resident and a patrol officer was spoken about more in detail. Capt. Ortiz assured that the situation was over and he had met with the current patrol officers to give them a better understanding of how to handle certain situation including de-escalation and resident interaction. Winn asked who has the right to waive the need for a driver's license at the front gate; Ortiz stated the call is at the discretion of the gate attendant and/or the patrol officer is consulted.

B. Updated SOPs for Patrol/Gates – Capt. Ortiz is working on grammatical and spelling corrections and will have the SOP's ready by the next meeting.

C. Speeders within the Community – Ortiz noted that speeding is still an issue, especially for the safety of pedestrians. Nolan offered the idea of additional street signs for walkers in certain areas. Ortiz said a possible fix could be either walking trails or the addition of sidewalks, but noted that he believes people will still walk in the streets. Nolan brought up the idea of adding a “walking lane,” similar to a bike lane, painted on the street. These ideas will be shared with PV Roadway for consideration.

Winn brought up the point that some of the gate attendants no longer stand and wave as you enter the front gate. Capt. Ortiz has an ongoing conversation with the gate attendants about this issue and reiterated that while they try to be diligent about greeting all those who enter, they’re also handling dispatch, answering phones and watching the gates at the front, rear, and Pauma Heights entrances at all times.

D. Halloween Schedule – Capt. Ortiz informed that on Halloween evening, Officer Carra and Andraca will be on patrol and Gate Attendant Aslanian will be working at the front gate.

10.6 Administration Report:

A. Health Renewal – McBride reported on the health renewal with an effective date of 12/1/17. Houser stated that the increase is overall 4.4% and includes 2 new full-time employees. This includes a contribution of 20% by each employee covered and a stipend for health costs reimbursement. Person motioned to authorize staff to implement as presented; motion was seconded by Nolan and unanimously adopted.

10.7 Utility Report:

A. Plant operations – Pape reported that the plant is running very well as indicated by the quarterly report on the plant. He points out that this is the only treatment plant in the basin that has to report, so there is no way to compare against other plants in the immediate area. Pape noted that in the near future sewer lines will need to be videoed as ongoing maintenance.

B. Oak Tree Lift Station Update – Pape reported there was an issue with the transducer at the Oak Tree lift station but it should be repaired and operational by November 6..

10.8 Financial Report:

A. The financial report as of 9/30/17 reflects \$593,161 in Cash Assets, \$35,933 in Accounts Receivable and Accounts Payable of \$15,195. Watkins explained that RPMWC has paid for the month of September and is current. Watkins noted the highlights on the Financial Summary including the increased income from Penalty Assessments and RFID tag sales as well as the increase in the LAIF interest rate. Winn pointed out that September salaries were budgeted for \$70,000, yet only \$43,000 had been paid. Houser clarified that the budget balances out throughout the year and can fluctuate depending on the number of pay dates in each month. Motion was made by Winn to adopt the financial statements as presented, seconded by Logan and unanimously adopted.

Nolan also noted that when he toured the new steel building, there was ample open space for storage. Houser informed them that following the tour, new shelving units had been installed and filled with bins containing records. The cargo container at the reservoir area has been cleaned out of all paper storage. Utility has also placed multiple pieces of equipment in the building as well, leaving the outside area clear of any equipment and materials.

B. Accounts Receivables – Watkins presented the report for review, noting that the delinquent accounts have been placed on the County tax rolls.

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

10.9 Other Business:

A. SGMA update – Nolan reported that the Indian Tribes have requested a meeting with the State to discuss the subterranean stream which is not included in SGMA and adjusting of boundaries. Nolan noted that 75% of local agencies throughout the basin must be in agreement to adjust the boundaries and create sub-basins. Nolan informed that the Tribes have expressed interest in working with the GSA, which will null and void the Memorandum of Understanding

created by the working group earlier this year. Due to the unknown circumstances at this point, the Executive team will suspend meetings until this issue can be resolved. Mathews noted that if the GSP is not in place according to the timeline set by the State, the Pauma basin will become a state adjudicated basin. Mathews reminded that the County has already sent out requests for GSP proposals which will become invalid if the Tribes decide to participate with the GSP creation.

10.10 Adjournment:

A. The next meeting date is scheduled for November 27, 2017 at 10:00 a.m.

B. December Meeting – Due to holiday schedules, it was agreed there would be no meeting in December. With no further business to discuss, the meeting adjourned at 11:55 a.m.

Erin Lindquist

Erin Lindquist, Recording Secretary

Attest:

Mindy Houser

Administrator