

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

Held on October 24, 2016

Directors Present: Charles Mathews, Richard Nolan, Samuel Logan, Heidi Person and Clarence Winn  
Also Present: Residents Jim Cipriano and Hans Glaser, Administrator Mindy Houser, Jeff Pape of Dudek,  
Security Captain Clay Crawl and Office Manager Amber Watkins

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- 10.1 Call to Order: Regular meeting was called to order at 10:00 a.m. by President Mathews.
- 10.2 Open for Public Comment: None
- 10.3 Approval of Previous Minutes:  
A. Winn asked that Section 9.9B be rewritten to state "that PVRA and PVCSD are not involved in the implementation of any of them." Person moved to adopt the minutes of the board meeting held on September 26, 2016 pending the requested change; motion was seconded by Winn and unanimously approved.
- 10.2 Public Comment: This item was reopened by President Mathews, as Hans Glaser was just a few moments late and missed this item earlier. Glaser noted that the scanner and barrier arm at the Back Gate continue to malfunction as reported in the previous meeting. Capt. Crawl is aware of issues and reported that California Gates and Entry Systems are currently on-site and working to correct the problem with the barrier arm; DwellingLIVE has been notified about the scanner and Crawl is waiting for a response. Mathews requested that Capt. Crawl accelerate this repair and that Glaser receive an update before the next meeting.
- 10.4 Subsequent Actions:  
A. Unannounced PVCC service persons (9.6B) – Nolan reported that no update was available at this time. Nolan will call the GM Paul Devine to inform of this on-going issue and provide an update once available.
- 10.5 Administration Report:  
A. Labor cost updates – Houser presented the 2016-2017 charge rates for both Administrative and Utility personnel and equipment costs per hour. Upon review, Nolan motioned to adopt the rates as presented and authorize staff to apply; motion was seconded by Winn and unanimously approved.  
  
B. Health coverage renewal – Houser reported that of the 15 employees eligible for health care, three opt out of benefits for personal reasons. Houser explained that these three are calculated into the HRA totals with the rest of employees, which continues to be a great benefit to employees. Houser reminded that additional positions have been added for Gate Attendants. Houser also noted that benefits add approximately 40% to wages. After some discussion, Winn motioned to authorize staff to implement as presented; motion was seconded by Logan and unanimously adopted.  
  
C. Employee changes – Houser reported that Andrew Castillo and Emmanuel Rojas have both tendered their resignations for personal reasons. Houser also noted that Patrick Leads will be retiring December 2, 2016 after 30 years of service to the district. Houser will invite Leads to attend the next board meeting to be presented with a gift from the district. Crawl has hired Jason Scialoia, a certified EMT, to replace Leads and placed employment ads for the gate attendant and remaining patrol position available.  
  
D. Front Gate repairs – Houser advised that the support post on the member side at the Front Gate was damaged and recently received a temporary repair to keep operational. Houser presented bids for possible permanent remedies. Mathews noted that the life of the swing gate can be extended by leaving open and just using barrier arm to control entry. Upon review of the bids and with the opinion of Capt. Crawl who reported that all major gate issues have been due to the swing gate, Winn moved to authorize staff to move forward with the \$16,363 bid to change to a slide gate and to have Houser prepare and finalize an easement from the adjacent property owner for the sliding track. Motion was seconded by Logan and approved with a vote of 4 Yay and 1 Nay by Mathews. Mathews believed this use of public funds was for an unnecessary expenditure as less expensive alternatives were available.

E. Barrier Arm damages – Houser presented the data for September which indicates that the barrier arms were damaged 5 times. Houser explained that every time the arm is struck, the bracket which houses the internal wiring is jolted and slowly being destroyed. Houser received a call from Mark Morgan, who recently damaged the Front Gate barrier arm, requesting a variance for this penalty. Morgan felt he favored the District when a former employee allegedly entered into his home and threatened him. Houser informed Morgan that a waiver was not appropriate but that payments could be arranged. Winn received an email from Morgan as well stating the same. At this point, the penalty policy is working to reduce the number of times the barrier arms are violated with no waivers granted. Winn would speak with Morgan and relay the same information.

F. Penalty Assessment & Structure – Houser redrafted the initial letter that is sent to people who damage the gates. A few revisions were requested and letter was authorized for use.

10.6 Security Report:

A. Daily Activity Report – Capt. Crowl reported that the teenager issues have ceased for the time being. Mathews thanked security for securing a slider door at his home while he was out of town. Mathews noted that any resident can request this house surveillance service by calling the Front Gate and that PVCC allows Club members to leave house keys in the office for emergencies etc. Crowl reported that a couple of unusual events took place this month with the US Coast Guard contacting Security for a welfare check on a resident whose boat was found abandoned on San Clemente Island and a USMC helicopter that had an emergency landing at the PVCC Airstrip. ~~Winn-Capt. Crowl~~ has a picture of the USMC helicopter with the PVCCSD vehicle and Winn will ask PVCC to send as an email blast to members to show what security does for the community. Person motioned to adopt the Security Report as written; motion was seconded by Logan and unanimously adopted.

B. Halloween schedule – Notices were mailed to customers.

10.7 Utility Report:

A. Plant operations – Pape reported that everything is running great. Mathews explained that the capacity report which tracks the flow at the treatment plant was created to demonstrate capacity for additional connections roughly 7 years ago. Pape noted that commitments have been made to Pauma Investors for 67 EDU's, Oak Tree for 46 EDU's, and Turnbull's project for 15 EDU's.

10.8 Financial Report:

A. The financial report as of 9/30/16 reflects \$578,268 in Cash Assets, Accounts Receivable of \$26,056 and Accounts Payable of \$10,358. Houser noted that no payments are expected from Tax rolls until December, and roughly \$92,000 is collected annually from taxes. Mathews asked that future financial packages include a Cash Flow Statement for year to date. A motion was made by Nolan to adopt the financial report as presented, seconded by Logan and unanimously adopted.

B. Accounts Receivables- Houser had no issues to report.

C. Audit report 2015-16- Mathews presented the draft Audit Report noting that no management letter detailing any required corrective action was received. Mathews noted that \$90,000 will need to go to reserves for the next 5-7 years per the Reserves Policy adopted by the board. A motion was made by Mathews to authorize staff to file the final report with the state, was seconded by Logan and unanimously approved.

10.9 Other Business

A. SGMA update- In Mathews absence, Nolan and Attorney Jungreis attended the last working group meeting. Nolan reported that many items are still unresolved and being sorted out. The next meeting is set for October 26, 2016. Nolan ~~met with~~ introduced himself to the new facilitator Dr. Marina Pisolish and got the sense that she does care about this issue. Mathews and Houser met with Marina last Thursday where they were able to stress the importance of water mutual companies having a vote. Mathews explained that all voices cannot be equal and that a proportional way to calculate votes is essential in the creation of this JPA. Mathews anticipates

that the number of votes will be based in part on the historical water draw from the basin. Mathews reported that apparently, Ron Watkins representing Yuima MWD had expressed his desire for import water to be included in the basin plan, which is not part of SGMA.

B. Exploratory group update- Winn had no update available at this time, noting that the next meeting is scheduled for October 25, 2016. Houser noted that an article was written by the California Special Districts spot lighting Pauma Valley CSD; the article will be available at the end of October.

10.10 Adjournment:

A. The next meeting date is scheduled for November 28, 2016 at 10:00 a.m. It was noted that no meeting will take place in December. Upon a motion by Nolan, seconded by Logan and unanimous vote, the meeting adjourned at 12:14 p.m.

*Amber Watkins*

Amber Watkins, Recording Secretary

Attest:

*Mindy Houser*

Administrator