

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

Held on November 27, 2017

Directors Present: Richard Nolan, Samuel Logan, Heidi Person, William Schultz and Clarence Winn
Also Present: Administrator Mindy Houser, Security Captain Ray Ortiz, Jeff Pape of Dudek, Bobby Graziano, Administrative Assistant Erin Lindquist, PVCC Resident Jim Cipriano

11.1 Call to Order: Regular meeting was called to order at 9:58 a.m. by President Nolan.

President Nolan Introduced Bobby Graziano as the newly hired General Manager of PVCSD. Houser added that his official start date would be January 2nd and he will be in the office 4 days a week.

11.2 Open for Public Comments: Cipriano stated that he received a call from an unnamed resident asking if they could voluntarily decorate the front and back gate areas for the holidays. The board agreed as long as it was done in good taste. Cipriano commented that the light fixtures at the back gate will be replaced and new wiring will be ran. He asked that patrol officers report to the CSD office if they see anything broken or not in working order. Ortiz will let the patrol officers know. Cipriano also reported that at the PVRA meeting, speeding is an ongoing conversation with the board. The PVRA board has discussed the idea of adding more speed bumps or possibly additional stop signs in the areas where speed is a problem. He also reported that PVRA has a signed MOU with PVCC; as of December 5th, 2017, PVRA will take over all the landscaping at the front and back gate areas and the center median from front gate to riverbed. PVRA has contracted Adame Landscaping for monthly maintenance and will cover those costs as well as having agreed to pay \$6,000 annually to PVCC to cover watering costs.

11.3 Approval of Previous Minutes:

A. Regular Meeting on 10/23/2017: Nolan asked Ortiz where he was on hiring additional gate attendants. Ortiz let the board know that one gate attendant had been hired and there is still one open position. Winn moved to adopt the minutes of the board meeting held on October 23, 2017; motion was seconded by Nolan and unanimously adopted.

11.4 Subsequent Actions:

A. Parking Lot Lighting (10.3) – Cipriano reported that he had spoken to the residents that live adjacent to the parking lot; they let him know that they are against adding motion sensor lighting. The fixtures that were purchased have dual settings that can turn motion sense on or off. The electrician will be out within the week to start the trenching for the conduit.

B. Back Gate Mechanism (10.4A) – Ortiz reported that the rear barrier arm mechanism was replaced with a more efficient and economical ‘break-away’ arm. Person asked if this would fix the issue with the barrier arm staying up longer than it should. Ortiz believes this is happening because the loop in the asphalt is going bad. Winn commented if the loop is bad and not working correctly it needs to be replaced as we have now taken on a maintenance contract which should identify the loop system as a problem. Pape noted that he had installed a temporary loop at another location in order to troubleshoot if that was the issue. Nolan suggested action be taken to get a temporary loop installed.

C. Oak Tree Lift Station (10.7B) – Houser reported that the Oak Tree lift station is up and running. Pape went into detail explaining how the system works. He went on to report that the blower failed at the plant due to a fan on VFD 2 malfunctioning. The part has been ordered to repair it. Nolan asked what type of lift station is at the PVCSD office. Pape let the board know it was outdated, though functioning satisfactorily, and will need to be replaced eventually.

11.5 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 Andraca welcomed his baby boy on November 14th. New

hire Matt Carson will start as gate attendant on the 28th. Schultz noted that there were only 2 speeders on the report and suggested possibly holding off on the addition of more speed bumps. Winn asked if non-residents are sent NOV letters. Lindquist let the board know that a letter is sent to all NOV's issued. Ortiz suggested re-evaluating the gate penalty assessment amount; possibly a flat rate for all gates. Nolan agreed that the gate penalty fee should be analyzed and reevaluated. Nolan let Ortiz know he appreciates the growth of the security report, and the fact that it now includes reports from patrol officers. Motion was made by Nolan to adopt the security report as presented, seconded by Person and unanimously adopted.

B. Updated SOPs for Patrol/Gates – Nolan asked if anyone had any questions or comments on the SOP draft. Winn noted that the verbiage *Pauma Valley Country Club Estates* should be replaced with *Pauma Valley Community Services District*. Ortiz commented that he tried to make the SOP specific to the community. Motion was made by Logan to adopt the SOP as presented, seconded by Winn and unanimously adopted.

C. Speeders within the Community – Winn noted that he has a concern with residents and visitors disrespecting the patrol officers. Schultz said he plans on putting a note in the PVCC bulletin regarding speeding and the need to respect our officers while doing their job.

Nolan questioned Houser on the outstanding gate penalty assessment charges. She suggested writing 3 of the outstanding accounts off due to the fact that PVCSD will not be able to collect the fees.

Nolan asked what the 'admin fee' from PVRA covered. Houser stated it is the fee paid by PVRA to handle all of their administrative duties. She noted that Lindquist would be taking over that role following her retirement. Winn stated that he believes Graziano should attend the PVRA meetings.

11.6 Administration Report:

A. New Hire – This topic was previously discussed.

B. CalPERS Analysis – Houser reported that there is a scheduled meeting for December 12th to review the final report and presentation. Rescheduling the date will be considered to accommodate all participants.

11.7 Utility Report:

A. Plant operations – Pape reported that the plant is running very well. He presented the Sewer Capacity Analysis chart. Nolan questioned if it was relevant that the chart go back to 2013. Pape suggested changing the chart to only show the last 2 years to present at the board meetings.

11.8 Financial Report:

A. The financial report as of 10/31/17 reflects \$619,072 in Cash Assets, \$33,705 in Accounts Receivable and Accounts Payable of \$12,364. Lindquist explained that RPMWC has paid for the month of October and is current. Lindquist noted that there were 3 pay periods in October which were reflected in the increased payroll related totals.

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

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

11.9 Other Business:

A. SGMA update – Nolan reported that there was a meeting where he was introduced to the new facilitator, Gina Bartlett. He stated that she seemed well prepared and experienced. Nolan added that The Indian Water

Authority has chosen their five representatives who are all non-tribal. Nolan stated that the following are necessary to move forward: Representatives will be signatories of the MOU; commitment to support the boundary being extended from Frey Creek to the Monserate Narrows, which leads to the question of who would cover the cost if the County is not included; enter into the GSP with co-equal participation with the tribes. He also added the first meeting to include the whole group will be held on December 5th. Nolan also reported that if the boundary is moved, it will require a 75% approval of all public agencies within the basin.

11.10 Adjournment:

A. The next meeting date is scheduled for January 22, 2018 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