

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

Held on December 18, 2017

Directors Present: Richard Nolan, Samuel Logan, Heidi Person, William Schultz and Clarence Winn

Also Present: Residents Jim Cipriano, Janet Hemminger; Charles Mathews representing RPMWC; Administrator Mindy Houser, Security Captain Ray Ortiz, Jeff Pape of Dudek, Office Manager Amber Watkins

---

- 12.1 Call to Order: Regular meeting was called to order at 9:59 a.m. by President Nolan.
- 12.2 Open for Public Comments: Hemminger voiced her concerns with the invoice she received for a gate penalty assessment; many allegations were made and posted on a social media website. Hemminger has requested from staff an itemized invoice for the costs to repair the damages caused by her vehicle to the barrier arm; staff explained that an itemized bill is not warranted per the policy and that in most cases staff are able to repair the visible damage quickly without the need for a vendor to repair. Staff explained that the funds collected for the penalty assessments segregated to be used for gate repairs as needed; eventually the mechanisms that operate the barrier arms will stop working from the cumulative damages and the replacement costs will be around \$10,000. Currently we have collected \$35,000 and spent approximately \$34,000 on gate repairs since July 2016. Nolan noted that the barrier arms have enhanced the security of the community and have resulted in a tremendous cost savings to the district. Nolan also noted that PVCSD customers that have obeyed the posted signage should not have to pay future repair costs for the people who ignore the signs; Nolan noted that residents that do not pay the penalty assessment will have their RFID tag deactivated so the expedited entry at any gate will not be available; residents will not be denied access through the guest lane at the front gate entrance. Once the assessment is paid in full, the resident's RFID tag will be reactivated.
- Cipriano reported that the front gate lighting project has been completed; now the upgraded lighting for safety and security and upgraded landscape at the back gate area is underway. Cipriano is working to raise between \$3,500 and \$4,000 to complete this project. Cipriano was happy to report that an abandoned street light that needs to be inspected may be an easy lighting solution for this area; the owner of this street light is unknown and Cipriano has volunteers looking into it. Nolan congratulated Cipriano for his work on this project.
- Winn reported that the PVCC Membership Committee noted that casita guests need assistance when checking in after hours; Ortiz reported that the room keys may be left at the gate and given to the guest so long as the guests' names have been provided by PVCC Staff. Houser informed that many dwellingLIVE training sessions have been provided to PVCC staff to allow their input of guests for ease of access.
- 12.3 Closed Session: Entered Closed Session at 10:50 a.m. to discuss Personnel Matters to consider employment for a public employee - General Manager.
- 12.4 Open Session: Reconvened at 11:37 a.m.  
A. Board decision on new hire: Winn motioned to approve the hiring of Robert Graziano as the new General Manager for the district, seconded by Logan and upon a vote with 3 Yay and 2 No by Person and Schultz, the motion was approved. Winn then motioned to approve the salary as presented by staff, seconded by Nolan and unanimously carried.
- 12.5 Approval of Previous Minutes:  
A. Regular Meeting on 11/27/2017: Person moved to adopt the minutes of the board meeting held on November 27, 2017 as presented; motion was seconded by Nolan and unanimously adopted.
- 12.6 Subsequent Actions:  
A. Loop system inspection (11.4B) – Ortiz reported that all loop detectors were inspected and need to be replaced. Ortiz is waiting for the proposal to complete the work.  
B. CalPERS analysis meeting (11.6B) – Houser reported that the meeting with Bartel and Associates has been changed to January 12, 2018 at 10 a.m. Nolan, Logan, Mathews, Houser, Watkins, Pape and Graziano will be in attendance.

12.7 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 two part-time gate attendants were hired which is helping to alleviate the scheduling

issues. Winn noted that all 911 hang up calls should be reported to their respective phone company. Motion was made by Nolan to adopt the security report as presented, seconded by Person and unanimously adopted.

12.8 Administration Report:

A. Tukwut Court drainage cleanout – Houser reported that the catch basins have been cleared by Bart Dixon; Nolan will notify the adjacent property owner of the completed work.

B. Revise Investment Policy – Houser proposed that the amount of maximum funds in Section 5D be increased from \$500,000 to \$1,500,000. Upon a motion by Nolan, second by Logan and unanimous vote, the amendment was adopted as presented.

C. Remove sewer easement – Houser reported that a sewer easement that was provided for upon recordation of the tract map, goes directly through the middle of a vacant lot that recently sold. The new owner wishes to build but needs that particular 10’ wide easement removed. There is another 15’ wide sewer easement along the property edge that was recorded upon development of the Haciendas in 1990. Winn motioned to authorize the removal of this easement, seconded by Logan and unanimously approved.

D. Gate Access policy discussion – Houser asked to table this item until the next meeting.

12.9 Utility Report:

A. Plant operations – Pape reported that the plant is running good and that the two VFD’s at the treatment plant are working fine.

12.10 Financial Report:

A. The financial report as of 11/30/17 reflects \$656,925 in Cash Assets, \$51,809 in Accounts Receivable and Accounts Payable of \$2368. Watkins explained that RPMWC has paid in full for November. Watkins noted that RFID tags sold totaled \$400 this month. Watkins noted that the electricity total includes both the treatment plant and Oak Tree lift station.

B. Accounts Receivable – Watkins presented the report for review, noting that the 1<sup>st</sup> half of the tax rolls should be received in January.

A motion was made by Logan to adopt the financial report as presented, seconded by Person and unanimously adopted.

12.11 Other Business:

A. SGMA update – Nolan reported that the first meeting with tribal participation was held. Nolan noted that the main focus of the tribes seems to be getting the boundary adjusted to include Frey Creek and the Monserate Narrows and wants State legislation written to authorize such. The next joint meeting is scheduled for tomorrow and should be managed by the facilitator. Nolan noted that many agencies are in support of the legislation to move the boundaries.

12.12 Adjournment:

A. The next meeting date is scheduled for January 22, 2018 at 10:00 a.m. With no further business to discuss, the meeting adjourned at 12:13 p.m.

**Amber Watkins**

Amber Watkins, Recording Secretary

Attest:

**Mindy Houser**

Administrator