

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

Held on July 22, 2019

Directors Present: Samuel Logan, William Schultz, Clarence Winn, and Bill Jacobs
Directors Absent: Heidi Person
Also Present: Customers Roselyn Krause, Jim Cipriano, Pam Luther; General Manager Bobby Graziano, Jeff Pape of Dudek, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

- 7.1 Call to Order: Regular meeting was called to order at 10:01 a.m. by President Logan.
- 7.2 Open for Public Comments: Logan informed that Jacobs will no longer be PVCSD's Executive Committee representative for SGMA, and stated that Graziano will now take on that role in attending the SGMA meetings. Roselyn Krause reported a gate crash incident that happened during the Adobe Home Tour and expressed that she felt upset and embarrassed that the Board would penalize a guest for an accident. Winn explained how the gate access system performs and that there are rules posted with the fine amounts at the gate entrances. Krause expressed that she feels \$300 was too much in her opinion. Jacobs informed Krause that the reasoning of the gate arm coming down after each vehicle is for security purposes and that the board will be reviewing the gate fees in the future. Jacobs commented that with 300 guest who are unfamiliar with how the gate system works, it would be a good idea to have a guard outside directing traffic next time. Cipriano questioned whether draft minutes can be posted on the website the Friday before the Monday meetings. Graziano explained that only approved minutes are posted on the PVCSD website. Cipriano requested that a correction be made to the May 28th minutes explaining that when he questioned whether a rate increase would be proposed when presenting the new PVCSD budget; Graziano responded that an increase was not going to be proposed. Cipriano questioned why there was no reduction made in the sewer fee with there being a surplus in that cost center. Graziano explained that the reserves have not been met and until that time a reduction cannot be considered. Cipriano questioned if PVCSD can consider having a reserve per cost center. Pape explained how that can get problematic with having to borrow between cost centers and explained that lowering rates should not be considered since it will usually catch up with inflation. Pape also explained how small, but regular increases are more palatable by the community than large periodic ones.
- 7.3 Approval of Previous Minutes
a. Regular Meeting on June 24, 2019- Jacobs questioned why the Security Captain position was still on the organizational chart. Winn stated he recalled it would be left on and re-evaluated in 6 months. Graziano reported that the fencing area for the dog run was complete. Logan requested that staff look into a check scanner that automatically debits customer accounts when the check is scanned. Schultz motioned to adopt the minutes of the Regular Meeting held on June 24, 2019, seconded by Jacobs and upon a unanimous vote were approved.
- 7.4 Security Report:
a. Daily Activity Report- Graziano presented the report. Graziano informed that with the approved capex Officer Aslanian will be trained to become a K-9 handler and a new K-9 will be purchased this fiscal year. Graziano reported that Tyson was retired and Koa was rehomed with Office Manager Watkins. He then informed that the two newest hired gate attendants were working out great. Jacobs questioned if the new gate attendants receive training on DwellingLive program; Graziano explained that new staff is trained to use the program by the supervisor when hired. Graziano reported that he had noticed that there were verbal warnings given for a several gate runner incidents, and has since spoken to the supervisor Albert to ensure NOV's are given for all future gate runners. Winn questioned

whether the Sherriff was contacted for an incident that happened on July 4, 2019. Winn inquired on the incident on July 6, 2019 whether the guest was in the DwellingLive system. Graziano explained that the employee who was responsible for letting the guest in without proper authorization was terminated. Graziano informed that the sheriff was not contacted since the resident did not want the sheriff contacted.

b. Gate Penalty Assessment Report- The report was presented for review. Graziano reported that a gate crasher penalty was being disputed and showed the video from the incident. After reviewing the video from the incident the Board has agreed to send a 2nd notice requesting payment for the gate damage. Upon a motion Winn, seconded by Jacobs and unanimous vote, the Daily Activity Report was adopted as presented.

7.5 Financial Report:

a. Review of BS, P&L as of 6/30/19 - Cash Assets reflect \$886,639, Accounts Receivable of \$53,215 and Accounts Payable of \$10,099. Watkins reported that there was a decrease in cash due to the \$50k that was paid for the SGMA technical study. Winn questioned whether the homeowners should be responsible for payment of fines for contractors, house cleaners, etc., since they could be in the community servicing several residents. Jacobs questioned whether delinquent charges should be under income. Graziano informed that because it is a receivable it should be under the income category. Logan asked that the depreciation amount be reviewed by the CPA. Pape explained the cap projects. Watkins reported that the PERS Retirement was over budgeted per the CPA recommendation to add unfunded liability to the P&L, and stated that the salaries were slightly better than budget. Jacobs requested a salary budget breakdown from Watkins for the month of June. Upon a motion by Schultz, seconded by Winn the financial report was adopted as presented after a unanimous vote to adopt.

b. Accounts Receivable- Report presented for review.

7.6 Operations and Discussion Items:

a. Neighborhood Conflict Policy – Jacobs suggested adding a new policy on guidelines in the event of a conflict in the community. Pape advised that PVCSD policies should only pertain to what PVCSD is given permission to do by LAFCO.

b. Organizational Chart- The updated chart was presented for review.

c. Employee Handbook Update- Winn requested leaving the Security Captain position in the handbook for now and re-evaluating in 6 months. Logan explained that he feels the handbook should reflect the staff that is present in case someone has an issue they'll know who to address. Pape added that the policy should be up to par in case someone comes in to ask for a copy. Logan motioned to remove all Captain wording in the employee handbook, seconded by Jacobs, upon a vote was approved with Winn abstaining.

d. Gate Penalties- Jacobs recommended having a sliding fee schedule for gate runner penalties with the first offense being a warning, 2nd offense a \$100 penalty, and 3rd offense \$175. Winn stated keeping track of the number of offenses one makes could be hard to track. Graziano informed PVCSD is paying more for gate repairs than we receive in penalty fees. The general consensus of the Board was to leave the gate penalty fees as is.

e. Loaner Fire Extinguishers at Front Gate- In light of recent events, Jacobs recommended having extra fire extinguishers at the front gate to loan out to contractors when doing work in the community to help prevent fires. Discussion of this topic took place and no consensus was reached. The June 10th fire was an anomaly. Winn suggested making weed control one of the next big projects for PVCSD.

f. Status on Drainage Infrastructure- Graziano informed that the drainage and ditches have been inspected and are clear of any large debris, but will have small twigs and branches removed. Graziano reported that a contractor will be in this week to provide a quote to clear out the upper paauwee silt detention basin and mow the pathway along the brow ditches. Graziano noted that the burned hillside has not sprouted much vegetation and explained that the best solution would be to ask Pala to hydroseed that area. Pape explained PVCSD's responsibilities on a map. Jacobs mentioned that per an HOA document that was shared with him by Cerruti, PVCSD should be maintaining the brow ditches. Pape explained a controversy that happened years ago and legal came to the conclusion that PVCSD is not required to maintain the area Cerruti is describing.

g. Discussion on Pursuing Mediacom for Damages Caused by June 10 Fire- Jacobs reported that he recently contacted the Vice Chairman of the Pala Tribe and spoke to him regarding working together on the broken storm drain and hydroseeding the burned area. Jacobs mentioned that the Vice Chairman questioned who caused the recent fire and he informed that a Mediacom contractor did. Per Jacobs they will be contacting the County regarding addressing the broken storm drain. Graziano recommends having legal prepare a letter to Pala and cc Mediacom to get things going. Winn suggested also sending this letter to the County.

h. Emergency Communication Plan- Graziano informed that DwellingLive does have a module that can be added for community alert capability and will have additional information at the next meeting.

i. Resolution for Wiring Funds, Cal Bank & Trust- Graziano explained that a resolution is needed to grant Watkins permission to make transfers from checking to LAIF; a pin will be issued to initiate the wires. Winn motioned to adopt this resolution, seconded by Schultz and upon a unanimous vote was approved and executed.

7.7 Lunch Break Until 1:30 p.m. - Recess was called by Logan at 12:07 p.m. Everyone was asked to return at 1:30 p.m. for the Public Hearing. Directors Logan, Schultz, and Winn returned at 1:35 for the remainder of the meeting.

7.8 Public Hearing on Delinquent Accounts Going on the Tax Rolls
a. Public Comments- The meeting opened for public comments at 1:36 p.m. Cipriano questioned the process for placing delinquent accounts on the tax rolls. Watkins explained the process. Logan closed the Public Hearing at 1:44 p.m.

b. Consider Approval- A motion to approve was the placing of delinquent accounts on the Tax Roll was made by Winn, seconded by Logan and unanimously approved.

7.9 Adjournment:
a. Regular Meeting on August 26, 2019- The next meeting date is scheduled for August 26, 2019 at 10 a.m. Upon a motion from Winn, second by Logan and unanimous vote, the meeting adjourned at 1:45 p.m.

Marissa Fehling
Marissa Fehling, Recording Secretary