

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

Held on August 24, 2020

Directors Present: Sam Logan, William Schultz, Bill Jacobs, Laurie Kariya, and Michael Esparza;  
Also Present: Residents, Charles Mathews, Jim Cipriano, Patsy Fritz, Ron Krohn,  
Michael Martello, General Manager Bobby Graziano, Jeff Pape of Dudek,  
Office Manager Amber Watkins, Administrative Assistant Marissa  
Fehling

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8.1 Call to Order: Regular Meeting was called to order at 10:01 a.m. by General Manager Graziano. All participants joined the meeting via Zoom and were placed on mute by the host.

8.2 Open for Public Comments:

a. Graziano informed that anyone wishing to address any matter pertaining to District business may do so at this time. If a comment pertains to an item on the agenda the comment will be heard during that agenda item. The public comment period is limited to three minutes per person.

Cipriano questioned what defines a “delinquent account”. Graziano informed that any account over 90 days of aging is considered a delinquent account, with the exception of gate penalties that are making payments or if not tied to a property. Cipriano inquired on the cost to send accounts to the tax rolls. Watkins informed that payments are received from the tax roll twice a year and the cost is roughly a few hundred dollars for all parcels. Cipriano asked if PVCSD could use the same tactic PVRA uses for delinquent customers and turn off RFID tags. Graziano informed they will take it under consideration. Cipriano questioned why the aging report was not included in the packet. Graziano informed that going forward the agenda and packet will be posted on the website prior to the meeting and will not include receivables due to customer privacy. Cipriano informed that receivables should not be kept private for a public entity. Graziano informed he would study this and get legal advice. Fritz inquired on whether the PVCSD website is managed in house or by an outside source. Graziano informed it is managed in house by staff. Fritz suggested uploading photos of the Board Members. Fritz questioned Director Jacobs about his biography asking if his CPP license was issued in CA and what agency it was through. Jacobs informed he completed a 16-hour exam and would have to research the agency name. Fritz asked Jacobs if his license was still active. Jacobs informed that it has since expired. Fritz informed she was reviewing the website for accuracy and information on the website should be removed if not accurate. Martello suggested to Fritz to submit her suggestions to the Board in writing in advance of the meeting.

8.3 Approval of Previous Minutes:

a. Regular Meeting July 27, 2020- Jacobs gave some suggestions on breaking up the public comments by topics. Kariya made a correction on a word in section 7.2. Mathews informed his suggested corrections were emailed to Graziano. Kariya motioned to adopt the Regular Meeting minutes of July 27, 2020 with the corrections mentioned herein, seconded by Jacobs and unanimously adopted.

8.4 Financial Report:

a. Review of BS, P&L as of 7/31/2020- Cash Assets as of 7/31/2020 reflect \$1,097,938, Accounts Receivable of \$34,226 and Accounts Payable of \$11,853. Mathews stated that the BS should reflect the accurate cost for CalPERS liability since RPMWC now pays a percentage. Graziano explained the CalPERS Unfunded Liability to Esparza and will check with CPA regarding Mathew’s inquiries. Watkins informed that item 664 on the P&L included administrative service agreement dues and escrow transfer fees. Watkins reported that the July items related to payroll are lower due to year-end adjustments made by the auditor to capture accrued payroll. Jacobs questioned why the group health cost were twice as much as budget. Watkins informed that it

was due to HRA employee payouts and would balance out at the end of the year. Jacobs asked why there was a jump in security cost. Watkins informed one of the security vehicles needing a catalytic converter replaced which was pricey. Fritz questioned if the \$50k for SGMA technical study was payable to Yuima; Graziano informed that it has not been paid but confirmed it would be payable to Yuima. Fritz inquired on why PVCSD is involved with SGMA. Graziano explained that PVCSD joined the SGMA process to make sure our community was represented. Esparza motioned to adopt the financial report as presented, seconded by Jacobs and unanimously adopted.

8.5 Security Report:

a. Daily Activity Report- Graziano presented the security report. Kariya questioned when Andrakas last day of employment was. Graziano informed. Logan questioned whether Andraca was replaced. Graziano informed that a gate attendant was transferred over to patrol and a new gate attendant was recently hired. Esparza reported that Patrol has done a great job from the experiences he has had when needing their assistance. Schultz added that Patrol responds very quickly when he has needed them. Graziano explained the charts that were added to the Security Report. Kariya questioned what is considered a "Gate Runner". Graziano explained it is when someone tailgates into the community and does not make contact with the gate equipment. Esparza questioned whether the district could discover vehicle owner information from running license plate numbers. Graziano informed that they do not have that capability but will look into it. Upon a motion by Kariya, seconded by Schultz and unanimous vote, the Daily Activity Report was adopted as presented.

b. Gate Penalty Assessment Report- Presented for review.

8.6 Security Committee:

a. The Security Committee will provide an update on their progress- Jacobs informed that the Board received approval on July 27, 2020 to form a committee to include himself and Kariya. Jacobs informed what it would entail. He informed that a survey to the community would be going out with the next PVCSD monthly invoices in attempt to collect as much data from the community as possible. Mathews suggested looking into the bid spectrum process that PVCSD did in the past. Mathews suggested clarifying whether basic services would change on the survey. Jacobs informed he will clarify this on the survey. Fritz inquired on whether PVCSD has looked at the security usage by shifts to find out if security is really needed 24hrs a day. Jacobs informed that they would look into the usage by shifts and reported that they have no intent on changing the level of services whether or not there is an efficiency to hire in-house or outside services. Esparza suggested when comparing services to outside vendors, maybe note ways to improve our current services. Logan mentioned that whenever he has needed security services, they are always willing to help and seem to have no limits. Esparza stated that we would want to ensure that an outside service would provide the same level of services to our community that our current security officers do.

8.7 Discussion and Possible Action Regarding Changing the Price of a RFID Transponder: Graziano explained the current RFID cost and how it covers the administrative cost. Esparza stated that the price should cover all cost associated with the RFID transactions and overhead to provide this service. Kariya gave a history on the cost. Mathews suggested a new charge rate sheet be created. Cipriano informed that an analysis was done 3-4 years ago on the cost of RFID tags, readers, software, phone calls, administrative work involved. Martello agreed with all on the cost figuring part before changing the rate and informed that he pays \$40 per RFID at his home in San Clemente. Esparza suggested leaving the cost as is and in the future re-evaluating. Kariya

informed she would like for the cost to remain as is and look at numbers again in the future. No action was taken on this matter.

- 8.8 General Manager Reports: Graziano informed that he inquired with the County regarding protocol for testing wastewater for COVID-19 and received little guidance other than information about future research grants being considered to study the subject. Graziano informed that Pape is currently working on pump and electrical specs for the Oak Tree Lift Station. He reported that in the meantime, utility staff has installed a temporary screen to try and catch more of the non-flushable products. Esparza inquired on whether the bigger pumps at the treatment plant have these problems. Graziano informed that they do not. Graziano reported that most departments are fully staffed, noting that the Utility Supervisor is retiring next month so there is currently an open position in for utility. Graziano reported that the insurance claim for the hillside fire is being handled with Fiberline. Esparza stated that all cost including water usage should be retrieved back in the claim. Graziano explained the current gate maintenance issues and frequency and informed that it may be advantageous to consider a ground up design for the gate access system in the future. Jacobs suggested taking it in steps, stating that once we have one company assigned, he can further evaluate if this is the correct company and develop a plan of action. Esparza stated that target dates should be set out due to the importance of this situation. Mathews questioned if the Oak Tree Lift Station cost was an expense or capital. Graziano informed that it would be capital and informed that this was an example of how a capital expense that benefits a part of the community would be distributed to the entire district. Fritz stated that she would email Graziano further information regarding the hillside fire from a Yuima Board meeting she attended.
- 8.9 Other Business:  
a. Requested items for the next or future agendas (Directors and Staff Only).- Graziano asked the Board if they had any items they wanted put on the next agenda. Esparza informed he would like to see information on a license plate scanner. Logan informed he would like an update on SGMA. Esparza thanked Graziano and staff for the Brown Act Training.
- 8.10 Adjournment  
a. Regular Meeting scheduled on September 28, 2020 at 10 am. - The next meeting date is scheduled for September 28, 2020 at 10:00 am. Upon a motion from Logan, second by Schultz and unanimous vote, the meeting adjourned at 11:46 am.

*Marissa Fehling*

Marissa Fehling, Recording Secretary