

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

Held on December 28, 2020

Directors Present: Sam Logan, Bill Jacobs, Laurie Kariya, and Jim Cipriano  
Also Present: Residents Bill Schultz, Michael Esparza, Charles Mathews, Ron Krohn,  
General Manager Bobby Graziano, Office Manager Amber Watkins,  
Administrative Assistant Marissa Fehling

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- 12.1 Call to Order: Regular Meeting was called to order at 10:02 a.m. by President Sam Logan. Logan informed that pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Pauma Valley CSD will hold its board meeting via teleconference. This meeting is open to the public via virtual interface and can be accessed by clicking on the link provided.
- 12.2 Open for Public Comments: Logan informed that anyone wishing to address any matter pertaining to District business may do so at this time. Graziano took roll call. Esparza handed out a lockbox flyer from CalFire. Esparza explained the benefits of having one placed at residences in case of a fire emergency.
- 12.3 Board Member Appointment:  
a. Appoint New Board Member to Fill Vacant Seat – Logan reported that three candidates expressed interest in the vacancy. Cipriano began by reminding the Board that nominating a board member is a 4-step process and then made a motion to move the appointment of a new Board Member to a later meeting, motion was not seconded. Logan made a motion to appoint Schultz, seconded by Jacobs. Kariya made a motion to appoint Esparza, seconded by Cipriano. Graziano explained the process at this point with the deadlock and noted that this can be resolved at a future meeting.
- 12.4 Oath of Office:  
a. Staff will Swear in Appointed Board Member– This item was tabled.
- 12.5 Nomination of Officers:  
a. Nominate and Appoint Officer Positions- Graziano explained this process and the current positions available. Kariya asked for this to be postponed until the fifth director is appointed. Logan agreed with that idea. Cipriano made a motion to move the Nomination of Officers to when the fifth director is appointed, seconded by Logan and unanimously approved.
- 12.6 Approval of Previous Minutes:  
a. Regular Meeting November 23, 2020 – Jacobs made a motion to approve the Regular Meeting Minutes of November 23, 2020 seconded by Logan and unanimously adopted.  
b. Special Meeting November 30, 2020- Logan made a motion to approve the Special Meeting Minutes of November 30, 2020 seconded by Cipriano and unanimously adopted.  
c. Special Meeting December 22, 2020- Mathews made a correction informing that Schultz should not have been listed as a Board of Director on these minutes. Cipriano made a motion to approve the Special Meeting Minutes of December 22, 2020 with the changes requested herein seconded by Jacobs and unanimously adopted.
- 12.7 Financial Report:  
a. Review of BS, P&L as of 11/30/2020 - Cash Assets as of 11/30/2020 reflect \$1,140,153, Accounts Receivable of \$34,113 and Accounts Payable of \$11,790. Watkins informed that the checking account was reduced to be below FDIC limits. Funds were added to the LAIF account.

Cipriano inquired on how much was moved; Watkins informed that \$295,000 was transferred from checking to LAIF. Cipriano informed that there should never be more than \$250k in any of the bank accounts. Cipriano inquired on the long-term liability fund; Watkins explained. Mathews inquired on the deferred outflows for CalPERS on the Balance sheet. Graziano explained no changes were made to the Balance sheet, and this is a condensed version. Graziano informed he would send Mathews a copy of the expanded version. Watkins reported that Repairs and Maintenance on the P&L was up due to generator maintenance and the point-to-point system repairs. Watkins reported that uniforms was up due to an additional set of patrol uniforms being purchased and sweaters for gate attendants. Jacobs inquired on who the new hire for patrol was. Watkins explained that the uniform was purchased for the Gate Attendant that is trained as a half and half employee for patrol and gates. Kariya questioned whether Aerosurf charged us for the point-to-point repairs; Graziano explained. Kariya inquired on the State Maintenance Fees and asked if that was new amount; Watkins informed that was unknown at this time. Cipriano questioned if the Operator Contract Services are for Dudek; Graziano confirmed that was accurate. Jacobs requested for Graziano to ask PVCC when they will go into the ditch to remove the leaves that their staff placed there. Logan motioned to adopt the financial report as presented, seconded by Cipriano and unanimously adopted.

b. Accounts Receivable – Presented for review.

12.8 Security Report:

a. Daily Activity Report - Graziano presented the Security Report. Graziano started off complimenting staff on an outstanding job on this months report. Graziano notified that the dirt bike riders had finally been caught. Jacobs inquired where money is being put away for purchasing of new patrol vehicles. Graziano informed that it is on the CapEX schedule for next year. Jacobs informed that a resident recently had her political signage stolen off her property. Jacobs questioned whether it was a computer being replaced for the back-gate scanner; Graziano confirmed that that was correct and explained that the scanner is tied to the desktop computer. Graziano reminded that no gate work is done without his prior approval and he makes sure to be involved in each matter. Logan mentioned that Officer Watkins deserves a big thank you for the December 8<sup>th</sup> incident on the Security Report. Esparza added that he feels security is doing a great job on the Security Report. Esparza mentioned that he believes the Sheriff should've been contacted for the incident on November 29<sup>th</sup> at the North Coast Church. Kariya inquired on whether Colin was now patrolling by himself. Graziano informed that Colin is patrolling on his own and noted that he would discuss the November 29<sup>th</sup> incident with patrol at the next Security Meeting. Upon a motion by Logan, seconded by Cipriano and unanimous vote, the Daily Activity Report was adopted as presented.

b. Gate Penalty Assessment Report - Presented for review.

12.9 General Manager's Report: Graziano reported per Dwelling Live, there is no way to restrict access by specific holidays. Pass types can be restricted by weekdays and times, but not individually occurring holidays.

Graziano informed that he confirmed with long time Roadway board member, Jeff Peterson, that Temet is within the Roadway Association and directed Security to enforce the Rules of the Road on the RV parked on Temet.

Graziano reported that the issue with alternate hardware and tech support from Aerosurf has been resolved.

He informed that the Officer with the lapsed Guard Card was disciplined, moved to the gates, and had pay adjusted accordingly. He also informed that staff would keep a log to ensure these are managed and kept up to date.

Graziano informed that SDG&E cut the power on December 3, 4, 7, and 8th and all generators and transfer switches worked perfectly. He informed that the district maintains generators at the Front Gate, Center Gate, Back Gate, Main Office, and Wastewater Treatment Plant. Jacobs requested having patrol check on equipment inside the guard shacks periodically. Kariya questioned whether patrol manned the gates during the power outages when the gates were down. Graziano informed that an employee from the gates assisted in this and even stayed after hours to do so. Jacobs suggested having patrol check that all generators are functioning properly anytime there is a power outage. Esparza questioned if SCADA still works when there is a power outage. Graziano informed that it does since there is a battery backup. Graziano informed that a potential future improvement would be to install a dedicated generator the Oak Tree Lift Station for about \$5,000.

Graziano informed that the electrical backboard for the Oak Tree Lift Station is being assembled and SCADA controls in design.

He informed that Utility staff corrected a sluggish sewer line near Green's Maintenance December 14-15. Roto-Rooter was deployed to jet the line. Staff is monitoring flow rates, and everything is currently in good working order. Graziano added that he is looking into purchasing a trailer for jetting of sewer lines.

Graziano informed that the brow ditches and catch basins are clean, in good working condition, and ready for the rain.

Graziano informed that all departments are currently fully staffed. Jacobs informed he would like to see hire dates and separation dates of all recent employees.

Graziano mentioned that his last meeting with Security was on December 16<sup>th</sup> and he discussed how lost dog cases should be handled, daily activity entries are to include conclusions to events, the enforcement of rules for landscapers, and discussed the renewal of Guard Cards. Kariya questioned what the currently policy is for lost dog cases. Graziano informed that patrol would assist with these cases when possible and would take it case by case.

#### 12.10 Air Park RFID Reader:

a. The Board will consider the installation of a RFID reader at the Air Park gate- Graziano explained that during the last meeting resident Kevin Darroch suggested the District consider installing an RFID reader at the Air Park Gate. Darroch mentioned there would be efficiencies gained for staff if they do not have to stop and enter the four digit code and then wait for the gate to open. Darroch suggested that the water company (RPMWC) pay most of the cost for the access system. Graziano confirmed with California Gate Systems that access through the Air Park could be granted to a subset of users and this would limit who has access to the private Air Park. He reported that to address the potential loss in efficiency from District staff while waiting for the gate to open he obtained remote controls for each District vehicle. Graziano reported he obtained a proposal from CGS to install a RFID reader and was quoted at \$9,796. Graziano recommended the cost be borne by the Air Park since the District vehicles now have remote controls and no longer stop at the keypad. Logan inquired on whether hanger users can purchase these remotes for their own use. Graziano informed that staff could assist them in doing so. Jacobs informed that he felt this was not a good idea and explained his reasoning. Kariya asked if the remotes will work during a power outage; Graziano confirmed that they will. Cipriano made a motion to not bear

any cost of an RFID reader for the Air Park Gate, second by Logan and by unanimous vote this item was declined.

12.11 Mission Statement:

a. The Board will consider adopting an updated Mission Statement for the District. Cipriano gave the Board three different suggested Mission Statements. Graziano informed he favored #2 on the list, Jacobs informed that he also favored #2 with some re-wording of the last sentence. Esparza explained why he also favored #2. Kariya informed she favored #2 and found no issues with the last sentence. Cipriano informed he would work on re-writing #2 and update the Board.

Larry Taylor joined the meeting at 11:30 am.

12.12 Wiskon Way Bridge Enhancements:

a. The Board will consider collaboration with PVCC on the Wiskon Way Bridge upgrades to allow for emergency vehicle use and improve access and navigation throughout the community during an emergency. Taylor presented an opportunity to improve the quality of life of the community with a reinforcement of the bridge at hole #6. He informed that ultimately the bridge will hold the weight of a vehicle. Taylor informed that this was a great opportunity to use the bridge for patrol or evacuation purposes. Taylor asked for PVCSD to assist with \$45-50k with this project and informed that PVCSD would be granted a permanent easement. Taylor noted that PVCC would manage all maintenance work. Logan questioned if the bridge would be able to hold the weight of paramedics. Taylor informed he was confident it would hold the weight of a paramedic vehicle, and unsure of a fire truck. Taylor informed he made sure it would hold the weight of a Suburban. Esparza informed that paramedics are usually 10-14k pounds. Taylor informed that he would go back and make sure the final bridge will be able to hold the weight of a paramedic vehicle. Esparza confirmed that the bridge will be able to be used as needed by patrol and emergency personal, or for evacuation purposes; Taylor confirmed that this was correct and added that strong signage can be added if needed. Logan requested a follow up on the cost after the weight limit is verified. Jacobs mentioned that he feels strongly that PVCC and PVRA should be making their own easement contracts. Cipriano added that PVRA should be invited to share the cost of this project. Taylor stated that the more layers added on this project the less inclined he is to continue with the project. Cipriano added that if this project creates a new Roadway, he believes PVRA needs to be involved with this project. Taylor informed he does not want to invite a second entity and would like to just get the project completed. Kariya informed that she in favor of moving forward after verifying the weight capacity.

Matthew Green with BB&K, Steve Anderson with BB& K, and Chuck Bandy joined the meeting at 11:52 am.

12.13 Roadway Report:

a. Director Cipriano will provide a summary of the PVCSD/ PVRA relationship- This item was tabled.

12.14 Investment Policy:

a. The Board will consider updating the Investment Policy- Cipriano made a motion to adopt the new Investment Policy as presented, second by Logan and by unanimous vote was adopted.

12.17 Employee Appreciation:

a. The Board will discuss and consider an employee appreciation and recognition gesture- Cipriano made a motion for PVCSD to move forward, with RPMWC, in awarding a gift card of \$50 per month of employment for the year of 2020 to every employee, second by Logan and by unanimous vote was approved.

- 12.15 Closed Session – Per Government Code Section 54956.9
- a. Conference with Legal Counsel- Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) of Section 5456.9: 2 potential cases.
- 12.16 Open Session –
- a. Reportable Actions from Closed Session: The meeting reconvened at 1:08 pm with no reportable actions.
- 12.18 Other Business:
- a. Requested items for next or future agendas (Directors and Staff Only)- None
  - b. Board comments - None
  - c. Form 700 Reporting Requirements- This item was not discussed
- 12.19 Adjournment:
- a. Regular Meeting scheduled on January 25, 2021 at 10 a.m. - The next meeting date is scheduled for January 25, 2021 at 10:00 am. Graziano informed that he will arrange for a Special Meeting to conduct his performance review and further discuss the appointing of a new Board Member. Upon a motion from Logan, second by Jacobs and unanimous vote, the meeting adjourned at 1:12 pm

*Marissa Fehling*

Marissa Fehling, Recording Secretary