

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

Held on October 26, 2020

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

- 10.1 Call to Order: Regular Meeting was called to order at 10:00 a.m. by Vice President Bill Schultz. Schultz 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.
- 10.2 Open for Public Comments: Schultz informed that anyone wishing to address any matter pertaining to District business may do so at this time. Graziano took roll call. Cipriano informed that every few years there are resident concerns regarding coyotes and noted that he has noticed a lot of coyote activity in the last few weeks. Cipriano informed that he recently contacted the San Diego humane society, wildlife, and a couple other organizations and was given some helpful advice that he suggested sending out to the community with the next PVCSD invoices. Esparza agreed that it was a good idea to do so and advised him to pass this information on to the HOA's as well. Martello informed that Northern Lights sells predator lights that are also a good option.
- 10.3 Audit Report for Year Ending June 30, 2020:
 - a. Graziano reported that the final audit report for Fiscal Year Ending June 30, 2020 was finalized and ready for Board approval. Esparza made a motion to accept the Audit Report for Fiscal Year Ending June 30, 2020, seconded by Kariya and unanimously adopted.
- 10.4 Approval of Previous Minutes:
 - a. Regular Meeting September 28, 2020 - Jacobs made a correction on page 3, stating the new hire name for utility was missing. Esparza made a correction regarding the Fire authorities using a strobe light entry and not actual keys. Jacobs informed that he would like to meet with the gate company to see what it takes to manually open the gates in case of a power outage, Esparza informed he would also like to meet with them. Jacobs made a motion to approve the Regular Meeting Minutes of September 28, 2020 with the changes requested herein seconded by Schultz and unanimously adopted.
- 10.5 Financial Report:
 - a. Review of BS, P&L as of 9/30/2020 - Cash Assets as of 9/30/2020 reflect \$1,098,310, Accounts Receivable of \$32,392 and Accounts Payable of \$21,150. Watkins explained that item 664 on the P&L included service agreement dues, close of escrow fees, and other miscellaneous income. She informed that electrical was slightly higher due than budget. Watkins explained that the Drainage expense is due to the 8th fairway ditch cleanout. Watkins informed that the Board has a detailed aging report that includes the customer names and the public's version of the aging report has just account numbers. She reminded that all accounts over 90 days in age have been reported to the County Tax Roll for collection. Esparza inquired on how that process works; Watkins explained. Schultz inquired on the PVRA balance. Watkins informed it was their final invoice and they are settling in with the new management company. Esparza motioned to adopt the financial report as presented, seconded by Jacobs and unanimously adopted.
 - b. Accounts Receivable – Presented for review.

10.6 Security Report:

a. Daily Activity Report - Graziano presented the Security Report. Graziano explained the additional information now available in the report. Kariya inquired on Security overlap duration on the schedule, Graziano informed he would email her this information. Schultz commented that he has noticed Patrol vehicles have been very dirty; Kariya agreed. Graziano informed he would pass this information on to Security Supervisor Albert. Esparza stated that Patrol should be patrolling the smaller streets in the community more often; Graziano informed he would pass this request along as well in the monthly staff meeting. Graziano informed that the camera issue at the Front Gate is still being addressed, a severed wire was discovered which was fixed. This brought video feed back, but it is not fully resolved. He added that the scanner was also working properly per the Gate Attendant Supervisor. Graziano informed that during the last meeting, staff was asked to investigate restricting landscapers on holidays; Graziano informed that after investigating this we were informed it would not be possible since holidays land on different days of the week. Kariya inquired on why Torres was now doing the Vehicle Maintenance Reports. Graziano informed he believed it was so the workload was shared between all patrolmen; but would get back to her with a definite answer. Jacobs suggested looking into another company for gates if the current companies cannot give us a solution. Graziano suggested entertaining bids to replace the current gate system. Jacobs informed he was against that idea and suggested getting under one management team for gate management. Esparza informed he was not confident that the video cameras are working properly and suggested evaluating this. Jacobs asked who the new gate attendant was and who he was replacing. Graziano informed that the new hire was Ryan Willis and was replacing a gate attendant who was recently let go due to performance issues. Upon a motion by Kariya, seconded by Jacobs and unanimous vote, the Daily Activity Report was adopted as presented.

b. Gate Penalty Assessment Report - Presented for review.

10.7 Security Committee:

a. The Security Committee will provide an update on the surveys received - Jacobs informed that a questionnaire was sent out to the community and only a 15 % response was received. Jacobs asked the Board if they want to move forward with the analysis into staffing vs contract staffing the Security and Gates staff. Schultz stated that they should continue with the study to make the right decision. Graziano stated that he has learned that when people are neutral on a decision they are usually okay with not responding to such questionnaires. Esparza stated that he believes the right thing to do is to evaluate what we have now and look into how we can improve what we have. Kariya informed she would prefer ending the study at this point and would like to just make sure that staff is always well trained and understands what is expected from them. Schultz asked Martello what his views were on this. Martello informed he feels we currently have a very safe community, although he would like to see what the cost on contracting would be. Cipriano informed that PVCSD previously had a contract with Securitas and asked why there was a change. Esparza informed he would like to continue with improving our current situation. Jacobs informed that all elements would be looked at during the study. Esparza asked that examination of the current services be completed first. Jacobs informed he would look at what happened with Securitas first. Esparza suggested tabling this matter. Jacobs asked the Board for their decision on going forward with the study. The board did not reach a majority to move forward and the study was ended.

10.8 General Manager's Report: Graziano gave an update on SGMA, informing that the Executive Team met again on September 23rd. He informed that he was recently nominated to the Stakeholder Outreach Committee with Amy Reeh and a meeting with the engineer and their consultant was held on September 25th.

Graziano informed that the Oak Tree pump was selected, and the electrical upgrades are being developed. Graziano informed that jetting of trouble sections of the sewer collection network was done in October as preventive maintenance. He informed that utility staff also located a buried manhole and installed risers to bring the manhole lid to grade. He informed that the brow ditches and catch basins are clean and ready for the rains.

Graziano informed that Enrique Garcia was recently hired for the utility and gave a brief background description on him. He informed that all departments are now fully staffed.

He informed that the next security meeting is scheduled for this week October 28th and will report on this at the next meeting.

Graziano gave an updated summary on the Insurance Claim for the Hillside Fire.

Graziano informed that in regard to future projects he plans on awarding California Gate System with full rights to service and upkeep our gate system. Jacobs suggested having someone from CGS come out and do a thorough sight evaluation and give a list of recommendations and repairs prior to giving them full rights. He also suggested keeping a spare parts item list to keep stocked.

Graziano informed that PVCC will be making enhancements to the Wiskon Way bridge across the San Luis Rey River and they may ask the District to participate in funding in this project since there could be shared benefit. Doing so would make the bridge available to be used for vehicle traffic during an emergency and the District will be able to operate with two patrol vehicles, rather than the three we currently have. He informed that there are a lot of safety benefits in assisting with this project and will work on gathering information and cost details. Kariya inquired on what PVCC's timeline is; Jacobs stated it was about a year out. Esparza stated that he doesn't think that PVCSD should be funding a majority of the project and noted that PVCC should be responsible for the maintenance of it. He also stated that a primary benefit to the residents of the CSD is Safety. The improved bridge would allow emergency responders such as security, sheriff, emergency medical vehicles and smaller fire department vehicles to cross saving valuable response time. Additionally, allowing the use of the bridge for emergency evacuations would be an important benefit.

10.9 Other Business:

a. Requested items for next or future agendas (Directors and Staff only) - Cipriano suggested a review of PVCSD's Mission Statement on the website. Esparza suggested a customer service link to go on the website and stated he would send Graziano some ideas. Jacobs said the items Cipriano suggested in his email should be included in the next meeting.

b. Board comments – this item was not discussed.

10.10 Closed Session- Public Employee Performance Evaluation:

a. In accordance with Government Code Sections 54954.5(e), and 54957 the Board will discuss the performance of the General Manager - The Board went into closed session at 11:32 am.

10.11 Open Session:

a. Report any actions from Closed Session - Reconvened to open session at 11:54 am. Reportable actions were for Graziano to collect data by December 1, 2020 and to review 2021 goals and initiatives.

10.12 Adjournment:

a. Regular Meeting scheduled on November 23, 2020 at 10 a.m. - The next meeting date is scheduled for November 23rd, at 10:00 am. Upon a motion from Schultz, second by Esparza and unanimous vote, the meeting adjourned at 11:56 am.

Marissa Fehling Marissa Fehling, Recording Secretary