

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

Held on July 25, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, Betty Potalivo, and Roland Skumawitz  
Also Present: Resident Andy Mathews, General Manager Bobby Graziano, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

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- 7.1 Call to Order: Regular Meeting was called to order at 10:03 a.m. by President Martello.
- 7.2 Roll Call: Martello requested a Roll Call. Fehling verified that all directors were present at that time, to constitute a quorum.
- 7.3 Open for Public Comments:
- a. Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered: Mathews requested an update on where the District stands with the Solar Project and asked if there will be any way on recouping the losses the District has been impacted with.
  - b. In the interest of public health and safety this meeting will be held as a hybrid (in person and virtually). Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.
- 7.4 Consent Calendar: All items appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.
- a. Minutes of the Special Board Meeting of June 16, 2022
  - b. Minutes of the Regular Board Meeting of June 27, 2022
  - c. Review of BS, P&L as of June 30, 2022
  - d. Accounts Receivable
  - e. Notice of Violation Summary
  - f. Daily Activity Report
  - g. AB 361 – Hybrid Meetings
  - h. Temporary Pay Adjustment for Utility Workers

Esparza requested to have item H pulled for further discussion.

Lawston motioned to approve the consent calendar, minus item H, seconded by Potalivo and upon a unanimous vote was adopted.

Esparza requested for Graziano to give an update on this item. Graziano informed that the District Utility Supervisor has resigned from the district and as the district searches and evaluates a replacement a greater operational burden will fall on the remaining utility staff. Graziano noted that it is common to adjust an employee(s) pay during a time in which the day to day demands of their job responsibilities increase due to the existing vacancy in the supervisor's position. Graziano added that this is also aimed at the retention of the employees who are now asked to do more. Lawston asked what the increased responsibilities would be and if they would now be

required to work more hours since they are currently on a 9/80 work schedule. Lawston mentioned she understands that they do not carry the certifications that Utility Supervisor carries. Graziano reported that Utility staff are currently collecting samples under the supervision of their Utility Supervisor; noted that in the absence of the Supervisor GM Graziano will supervise the sample collections. Graziano informed that a lot of the tasks that are completed regularly, do not require any certifications. Graziano informed if they need to work 5 days a week, they will, although believes if they can work efficiently, they will be able to stick to their 9/80 work schedule. Graziano mentioned he would step in and help a lot during this transition with coordinating consultants and noted that one of the Utility staff are very familiar with the paperwork requirements. Graziano informed they currently have the same Friday off, so he will adjust their schedules to alternating Friday's so there is always coverage on Fridays. Esparza asked Graziano if he will be their supervisor through the transition and take on some of the work as needed. Graziano confirmed that he would. Esparza suggested they look into a school in Escondido for utility worker classes. Mathews inquired on how the State and County filing's will be handled and if they will continue to make the deadlines. Graziano informed that the State and County reporting will not be impacted. Esparza motioned to approve item H on the Consent Calendar, seconded by Skumawitz and upon a unanimous vote was adopted.

- 7.5 General Manager's Report – GM Graziano: Graziano presented the report. Graziano informed that the Employee Handbook is in the works with Best Best and Krieger. Graziano informed that implementing email addresses with the District domain name will not change the level of cyber security since the threat of phishing or scamming emails remains. Potalivo inquired on whether staff have been trained on detecting phishing/scam email links. Graziano informed that staff have not been trained, and this is something he could look in to. Potalivo questioned what goes on the server. Graziano explained. Potalivo suggested that the email accounts should also be on the server for continuity in case of any unforeseen circumstances that may arise. Potalivo has located two possible resources for this and will provide to Graziano. Graziano informed that Watkins has a record of all email accounts used in the district along with the passwords. Potalivo stated she believes we should have a more transparent system for these records. Lawston added that studies have been conducted on this matter and noted that Gmail and Hotmail are both extremely unprofessional and if we have been approved for a Ca.Gov domain why not use it for our email accounts. Martello suggested that staff look at the CSDA website for training and a model policy for email account usage. Graziano noted that the Gmail accounts are not holding us back from delivering services to the community in any way but agreed they were not as professional as a CA.gov email domain. Mathews informed that the well data and collection of sewer data should be a security concern as well. Martello gave a recap on what should be addressed, beginning with the government domains, a draft email/technology policy, training and technology usage, and incorporating security of the pumps and wells. Esparza confirmed that each employee and board member should have a PVCSD email account; Graziano agreed. Graziano gave an update on the Solar Project, informing that he received notification from Century Sun & Solar 10 minutes prior to today's meeting that the permit was obtained. Mathews noted that the community and PVCSD have lost funds on this project and inquired on whether there is any type of clause for this in the contract. Martello informed that the Board does feel they can offset the remaining dues with the accrued losses and informed that is being discussed with legal. Lawston asked if there is an updated timeline for completion of the project. Graziano informed he could not state what that is at this time. Potalivo inquired on whether Graziano was choosing to use the same contractor to finish the project. Graziano confirmed that he believes that would be best. Martello informed that if there is no new movement on this project within the next two weeks, they would need to reevaluate the options. Graziano informed that he would be very involved in following this project through. Potalivo inquired on whether there is a clause in the contract on work not performed and whether this contract was reviewed by legal prior to authorizing. Graziano

explained that the Board reviewed and approved the contract, but legal did not. Graziano informed that he would send the Board out the minutes for that meeting. Graziano gave an update on staff informing that Utility Supervisor has resigned effective August 2, 2022, and explained the replacement plan and possible solutions. Lawston asked for an update on the options from Dudek. Graziano informed that he will be having a conversation with Dudek to further discuss. Lawston inquired on who would be handling the water sample testing. Graziano informed that he was still figuring that out. Mathews inquired on the solar permit obtained and who it was made out to. Graziano informed that it was made out to Century Sun and & Solar. Mathews cautioned that since the permit was issued to them, changing vendors may result in permit delays. Esparza noted that in the minutes from June 27, 2022 section 6.5 should state bond.

- 7.6 Open Public Hearing for FCSA Delinquent Accounts –
  - a. Public Comments: President Martello opened the Public Hearing for the FCSA Delinquent Accounts at 10:55 a.m. No public comment was received. Graziano explained the process. Esparza questioned whether late fees and admin fees are assessed. Watkins informed that we do have to pay administrative fees to the County and informed that we do also earn interest on these funds.
- 7.7 Close Public Hearing for FCSA Delinquent Accounts: Martello closed the Public Hearing for the FCSA Delinquent Accounts at 10:58 a.m.
- 7.8 Resolution 110
  - a. Consider adoption of Resolution 110 for Placement of Delinquent Accounts on the County Tax Rolls for Collection: Skumawitz motioned to adopt Resolution 110 to place the delinquent accounts on County Tax Rolls for collection as presented, seconded by Potalivo and unanimously adopted.
- 7.9 Other Business
  - a. Requested items for next or future agendas (Directors and Staff Only) : Lawston would like an update on the email accounts. Martello noted that an update on the cyber security training and a draft policy. Potalivo requested an action item list for ease in tracking requests.
  - b. Board comments: None
- 7.10 Announcements/Adjournment –
  - a. Regular Meeting on September 26, 2022, at 10:00 a.m. –The next meeting date is scheduled for September 26, 2022, at 10:00 a.m. With nothing further to discuss, the meeting adjourned at 11:00 a.m.

*Marissa Fehling*

Marissa Fehling, Recording Secretary