

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

Held on July 27, 2020

Directors Present: Sam Logan, William Schultz, Bill Jacobs, and Laurie Kariya;  
Also Present: Residents Michael Esparza, 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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- 7.1 Call to Order: Regular Meeting was called to order at 10:01 a.m. by President Logan. All participants joined the meeting via Zoom and were placed on mute by the host. Logan thanked everyone for attending the meeting and explained that because of COVID-19 this meeting was being held via teleconference. Logan gave a review of the guidelines and general instructions for the meeting.
- 7.2 Open for Public Comments: Jacobs suggested to the Board on changing the fees for the RFID tags from \$25 to \$12.50, stating that this cost would cover the cost of the RFID tags which is just under \$12. He informed that this shows PVCSD is not a for profit business. Kariya stated that she believes guests think twice about buying an RFID for others at the price they are and feels that lowering the price could be inviting residents to purchase them for their guests. Graziano informed that there are residents/members that continuously get guest passes and if maybe the price was lower residents would purchase RFID rather than stopping at the guard house for a guest pass every week. Jacobs stated that PVCSD is not supposed to be a profit-making business. Jacobs informed that RFID's on vehicles would save patrol from having to get out of their vehicles to check for passes.

Jacobs informed that after the last Board meeting's public comment on the subject of forming a committee to study the potential upsides and downsides of staffing security vs outsourcing, they held a discussion with legal counsel. Jacobs informed that legal informed that the vote to proceed with the study was determined as a gray area with respect to the Brown Act, therefore, to be 100% clear, they are rescinding the vote that was taken on June 29, 2020 and will follow due process by creating a committee during today's meeting.

Logan informed that he would like the Board to create a study on the potential upsides and downsides of staffing security vs outsourcing. He stated he would like to appoint Jacobs to head a committee of 2 Board members total and gather data, both internally and externally from the community and other industry subject matter experts. Logan informed that the committee will take in all historical information, the upsides and downsides of a change, a bid specification will be developed, 3 bids will be obtained, and a business analysis will be made. Logan informed that status would be reported monthly and the summary of information would be presented at a future date, in a regular Board Meeting or a Special Board Meeting.

Mathews informed the Board that a separate agenda item would've been needed on today's agenda to make a resolution. Jacobs informed Mathews that the item for the resolution was on the agenda. Mathews promptly rebutted that noting that the published agenda he was reading did not include that item. Graziano stated that the resolution that took place at the June 29, 2020 meeting was voided and apologized for the misinterpretation informing that the item was not an item on the agenda for today's meeting.

Fritz commented that the point of public comments is for the public to bring items to the Board and informed that this was an illegal way for the Board to slide information in which is not on the Agenda. Fritz advised the Board to seek legal counsel.

Fritz made an inquiry to the BOD on the letter addressed to Jim Desmond and questioned why it was on PVCSD letterhead if written from Jacobs. Jacobs informed that it was not sent out to

Desmond on letterhead. Graziano explained that Jacobs forwarded a copy of the letter to him requesting it be published on the website and staff put it on letterhead. Fritz stated the issue with the letter was that it listed Jim Desmond as Judge Desmond which is incorrect.

Cipriano questioned what the current EDU's are for sanitation/ security. Graziano informed he would research this and email him the information.

Cipriano questioned when the gate policy was last amended; Graziano informed it was last amended December of 2019 for an effectivity date of Jan 1, 2020 and informed him he would email him a copy of it.

7.3 Public Hearing on Delinquent Accounts going on the Tax Rolls:

a. Public Comments- The public hearing was opened for public comments at 10:26 am. Graziano explained the process of submitting accounts to the county Tax Roll by August 10, 2020. Jacobs questioned whether every possible measure had been taken to collect dues on these accounts prior to placing them on the tax roll. Graziano informed that several notices including certified letters had been sent to the property owners. A motion by Schultz was made to adopt resolution 103, seconded by Jacobs and upon a unanimous vote was approved and executed. Mathews pointed out that certain names showing delinquent on the accounts receivable statement were not on the schedule as part of the filing. He suggested that the General Manger the given authority to amend the names and amounts on the presented filing statement. A motion to that effect was proposed, seconded and unanimously passed. Graziano informed there are some aged accounts that are gate penalties and cannot be placed on the tax rolls since we not have a property to tie it to. Public hearing comments ended at 11:15.

b. The Board will consider approving the transfer of delinquent account balances to the Tax Rolls- A motion to approve the placing of delinquent accounts on the Tax Roll was made by Schultz, seconded by Logan and unanimously approved.

7.4 Board Member Appointment:

a. Appoint New Board Member to Fulfill Term of Heidi Person- Logan listed the names of the applicants he received. Fritz asked the Board to read the applicants bios to the public. Logan read the three bios he received from the applicants. Schultz made a motion to appoint Michael Esparza to fulfill Persons term, seconded by Logan. Watkins read the Oath of office.

7.5 Approval of Previous Minutes:

a. Regular Meeting June 29, 2020- Jacobs made a correction to a statement he made in section 6.3. Mathews informed that the discussion regarding voiding a resolution in section 6.3 had not been captured. Graziano informed he would give staff correct wording. Logan motioned to adopt the Regular Meeting minutes of June 29, 2020 with the corrections herein seconded by Schultz and unanimously adopted.

7.6 Security Report:

a. Daily Activity Report- Graziano presented the security report. Graziano informed that Albert is doing an extraordinary job. Kariya questioned which patrolman had recently left. Graziano informed that Andraca had recently resigned and that Chau was moved over to Patrol from the Gates. Kariya inquired on why one of the patrol officers had recently resigned. Graziano informed that he was unable to address HR matters in a public setting. Fritz suggested having an area on the security report that shows how many calls are for PVCC, Oak Tree residents, the Church, etc. Graziano informed that this could be summarized in the report. Kariya inquired on an incident that was reported on 7/5/20 where a resident did not show his ID, but was let in

since he was known by a patrol officer. Graziano informed he was made aware that the correct protocol was not followed on this entry and the gate attendant and patrol officer have been talked to. Upon a motion by Esparza, seconded by Kariya and unanimous vote, the Daily Activity Report was adopted as presented.

b. Gate Penalty Assessment Report- Presented for review.

7.7 Financial Report:

a. Review of BS, P&L as of 6/30/2020 – Cash Assets as of 6/30/2020 reflect \$1,118,035, Accounts Receivable of \$38,683 and Accounts Payable of \$16,765. Watkins explained that financials are pending the year end audit. Watkins reported that dues from RPMWC have been paid in full. She informed that the quarterly LAIF interest hit in June, which reflects in item 663. Item 664 includes transfer fees from closed escrows, admin contract dues, and RFID income. Watkins informed that the Reimbursement Revenue included the refund from the liability insurance for the removal of K9's and firearms. Kariya inquired on what was all included for office expenses. Watkins informed that PPE supplies for COVID-19, phones, and office supplies were included in the office expenses. Kariya questioned the repairs and maintenance item. Watkins reported that new tools had been purchased for utility and informed that the cost was split with RPMWC. Jacobs motioned to adopt the financial report as presented, seconded by Logan and unanimously adopted.

b. Accounts Receivable – Presented for review.

7.8 Employee Handbook:

a. The Board will consider approving changes to the Employee Handbook. Graziano went through all the suggested changes throughout the handbook. Jacobs gave staff his suggested changes. Esparza gave staff his suggested changes. Esparza inquired on if there is a policy for personal use vehicle reimbursement. Graziano informed that there is not. Fritz suggested changing the wording from chemical spray to OC. Esparza inquired on whether patrol carry tasers; Graziano informed that they do not. Logan motioned to accept all changes discussed in today's meeting in the employee handbook, seconded by Jacobs and upon a unanimous vote was approved.

7.9 Policy Changes

a. The Board will consider suspending the Use of Firearms Policy and Canine Policy. The Board will consider changes to the Use of Force Policy. Graziano suggested suspending the Use of Firearms Policy and Canine Policy since they no longer apply. Fritz stated that with so little defense, the patrol officers should be equipped with body cameras. Esparza suggested equipping the patrol officers with tasers and additional training. Logan informed that this topic can be re-evaluated. Logan motioned to suspend the Use of Firearms and Canine Policy and approve the changes to the Use of Force Policy, seconded by Schultz, and upon a unanimous vote was approved.

7.10 Operations:

a. General Managers Report

i. Graziano informed that although the District Office remains closed to the public due to Covid-19 there has been no interruption in service, staff remains healthy and keeping up with daily tasks. He informed that there are a number of companies that offer a test to detect Covid-19 in wastewater, stating GT Molecular offers a mail in test kit for \$295. Fritz informed that she would like the BOD to test wastewater quarterly. Esparza suggested having Graziano find out what requirements are suggested and report back the Board. Pape reported that a lot of water districts have opted not to test their wastewater for COVID-19 for many reasons. Pape suggested putting a policy in place prior to testing, stating what the district will do with

the information if we receive a positive result. Graziano informed that he would do some additional research to see if the County had any information to offer. Logan questioned why the security meeting was postponed. Graziano informed that some of the staff had been on vacation. Graziano reported that larger pumps were being selected and input from the utility crew on changes to the control system was being collected for the Oak Tree Lift Station. Graziano informed that the brow ditches and catch basins are clean and in good working condition. He reported that the drainage ditch parallel to the 8<sup>th</sup> Fairway is currently being cleaned by PVCC as per the MOU dated May 1986, PVCCSD would reimburse the club for its actual costs. Graziano informed that PVCC has suggested a permanent modification to the drainage channel and a cost share to complete the project. He informed that the proposal is to install a culvert pipe and fill in the ditch and cover with grass and once complete the MOU from 1986 would be terminated and full responsibility for maintenance of the culvert pipe and surrounding areas will fall on PVCC. Graziano informed that letters had been sent out to the 6 homeowners in Subdivision 3 that responded "Yes" to transferring the stormwater management system on their property to the District explaining the estimated cost associated with the project and that each property would be responsible for 1/6<sup>th</sup> of the total cost. Graziano informed that he received a response from Jeff Gosselin stating that his two properties would not be participating, a response from the Trustee/Executor of Norma property was received and no other responses had been received.

7.11 Adjournment

a. Regular Meeting scheduled on August 24, 2020 at 10 am. - The next meeting date is scheduled for August 24, 2020 at 10:00 am. Upon a motion from Schultz, second by Esparza and unanimous vote, the meeting adjourned at 12:10 pm.

*Marissa Fehling*

Marissa Fehling, Recording Secretary