

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

Held on November 22, 2021

Directors Present: Michael Esparza, Bill Jacobs, Bill Schultz, and Jim Cipriano
Also Present: Resident Ron Krohn, and Michael Martello General Manager Bobby
Graziano, Office Manager Amber Watkins, and Administrative Assistant
Marissa Fehling

- 11.1 Call to Order: Regular Meeting was called to order at 10:01 a.m. by Vice President Esparza.
- 11.2 Roll Call: Esparza requested a Roll Call. Fehling verified that all directors were present at that time, to constitute a quorum.
- 11.3 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– No public comments were made.
- 11.4 Nomination of President –
 - a. Nominate and Appoint President of the Board – Cipriano motioned to nominate the slate of officers as follows; Michael Esparza as President, Bill Jacobs as Vice President, Jim Cipriano as Treasurer, and Bill Schultz as Secretary, seconded by Jacobs and upon unanimous vote was approved.
 - b. Nominate and Appoint additional Board positions if needed – Graziano informed that Schultz submitted letter of resignation. Esparza read the letter of resignation from Director Schultz effective December 06, 2021.
- 11.5 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 Regular Board Meeting of October 25, 2021
 - b. Review of BS, P&L as of 10/31/2021
 - c. Accounts Receivable
 - d. Daily Activity Report
 - e. Gate Penalty Assessment Report
 - f. AB 361 – Hybrid MeetingsCipriano motioned to approve the consent calendar as presented, seconded by Jacobs and upon a unanimous vote was approved.
- 11.6 Board Committees – Director Esparza
 - a. Board President to establish Ad-hoc committees and Board member assignments
 - b. Human Resources, Finance, Community Relations, Security and Safety, Utilities, others as needed. Esparza informed he would like to entertain the idea of Ad-hoc committees and explained the difference between an Ad-hoc committee and a Standing Committee. Jacobs informed he would like to sign up for an HR and Security committee. Cipriano reminded additional work needs to be done on the Employee Handbook. Esparza informed that would fall under the HR committee. Cipriano added that they also need to work on the Gate Access Policy as soon as possible. Esparza informed he would like to see how the format of the policies could be improved. Jacobs suggested maybe just re-arranging the table of contents for organization. Esparza stated he would work on this. Cipriano added that nowhere in our documents does it list

the officers and what they are supposed to do and the expectations of each officer. Cipriano added that there is no policy on what happens if a Board member misses so many meetings. Esparza stated staff can be asked to work on this or the Board can work on this in an Ad-hoc committee. Esparza mentioned looking into Government Code 1770. Cipriano offered to take a shot at writing up a policy capturing Board member roles and responsibilities. Martello informed that finance or HR topics would be discussed in an Ad-hoc committee and informed that Ad-hoc committees are very limited on time and are not standing committees. Esparza informed he would like to come up with something by the next regular board meeting.

- 11.7 2022 Community Outreach Plan – Director Cipriano
 - a. Discussion of the Community Outreach Plan for 2022 – Cipriano suggested collecting email addresses from the community and start communicating via email. Cipriano brought up the idea of looking into electronic invoicing as well. Graziano stated we are just touching on ideas and would like to put more thought into these and prioritize projects. Jacobs informed that the Halloween letter was well written and appreciated by many and informed there were a few that mentioned they did not receive the letter.

- 11.8 Update Bank Account Signers – GM Graziano/ Office Manager Amber Watkins
 - a. Board to consider authorizing an update to the California Bank and Trust signers – Cipriano motioned to authorize the President Michael Esparza, Treasurer Jim Cipriano, General Manager Bobby Graziano, and Office Manager Amber Watkins to place their names on the bank signature cards, second by Jacobs and upon a unanimous vote the motion was approved.

- 11.9 General Manager’s Report – GM Graziano
 - a. Finance Brief on CalPERS UAL Payoff and Reserve fund updates – Graziano went over the cash flow showing what the projection of the District’s cash position would be for the next three fiscal years. Jacobs complimented Graziano on the report.
 - b. Update on Goals, Initiatives and District projects – Graziano gave an update on the EDU Audit and informed that a summary of the findings and recommendations will be presented at a later meeting once received from the consultant and reviewed by staff. Jacobs inquired on how often this should be done. Graziano suggested every five years. Esparza asked if this would be a basis for any other business that comes into our district. Graziano confirmed it would be. Graziano gave an update on the Solar Project stating the Century will be mobilizing hardware and beginning installation work in December. Graziano informed that Downstream began work on November 8th explained the findings and informed that in accordance with the Purchasing Policy he will either authorize or bring forth a new proposal for Board approval to finish the work. Graziano went over HR and informed that two employees in Patrol have given their notice to terminate employment. Esparza stated we need to expect this type of turnover in these positions. Esparza asked if an exit interview was given. Graziano informed that they were.

- 11.10 Closed Session – Conference with Legal Counsel
 - a. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)- (1 case) – Steve Anderson joined the meeting via telephone, and the Board went into closed session at 10:52 am.

- 11.11 Open Session –
 - a. Reportable action(s) from Closed Session- The meeting reconvened at 11:29 am with no reportable actions to report.

- 11.12 Employee Servicer Recognition Pay
 - a. The Board to consider employee year end bonus – Esparza informed he was in favor of recognizing hard working employees, but just wants to make sure we are careful and believes

employees would have to report any additional pay. Graziano suggested handing out gift cards to simplify things. Jacobs asked the Board if all agreed on the yearend bonuses for employees. All agreed. Esparza suggested giving \$50 per month of employment during this calendar year. Esparza motioned to recognize employees work for the year and give them \$50 per month of employment, second by Schultz and upon a unanimous vote was approved.

11.13 Other Business

a. Requested items for next or future agendas (Directors and Staff Only) – Jacobs listed items he would like on a future agenda; GM’s G&I review should be done the first week of January of 2022, review of recommended changes on the Employee Handbook, appoint replacements for Sam Logan and Bill Schultz, and strategic planning. Graziano suggested appointing 2 directors at once at a single meeting.

b. Board comments – Jacobs mentioned that the new appointed Board member will not be able to contribute to the GM’s review process. Esparza stated they can make comments if wanted, but their comments will not affect the process. Graziano informed that staff would call and schedule the three candidates for interviews on the December 6, 2021, special meeting. Graziano suggested holding off on the Employee Handbook edits. Jacobs informed he thinks we should submit the draft to legal. Esparza stated they have an opportunity to improve our district and gave potential workshop shop ideas. Jacobs informed he liked the idea of a top-down business plan and is in favor of creating a better working environment.

11.14 Announcements/Adjournment:

a. Special Meeting on December 6, 2021, at 12:00 p.m. – The next meeting date is scheduled for December 6, 2021, at 12:00 p.m. With nothing further to discuss and upon a motion from Cipriano, second by Schultz and unanimous vote, the meeting adjourned at 12:18 p.m.

Marissa Fehling

Marissa Fehling, Recording Secretary