

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

Held on September 28, 2020

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

- 9.1 Call to Order: Regular Meeting was called to order at 10:03 a.m. by General Manager Bobby Graziano. Graziano 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.
- 9.2 Open for Public Comments: Graziano informed that anyone wishing to address any matter pertaining to District business may do so at this time. If a comment pertains to an item on the agenda the comment will be heard during that agenda item. The public comment period is limited to three (3) minutes per person. Cipriano inquired on Halloween and if the gates will be opened given the pandemic. Graziano informed that PVCSD has sent out notices to the community in the past regarding opening the gates for trick or treating. Logan suggested keeping the gates closed this year. Graziano agreed and informed that staff would send a notice to the community with the October billing. Cipriano informed that the state continues to attempt to place sexual predators in our community. He questioned whether PVCSD has or should have a policy on what stance should be taken when these matters arise. Jacobs mentioned that he sent out a letter to Supervisor Desmond as he did for the last case. Kariya added that a link has been posted on Nextdoor with instructions for public inquiries. Graziano informed the Board that item #9 on the agenda would be a time for them to add other items they would like to see on future agendas. Esparza recommended that Graziano take a roll call at each meeting. Graziano agreed and took roll call.
- 9.3 Draft Audit Report for Year Ending June 30, 2020-
 - a. CPA Paul Kaymark with Nigro and Nigro will present the Draft Audit Report- Graziano invited Paul Kaymark with Nigro and Nigro to explain the draft audited financial report. Kaymark explained the highlights. He informed that in their opinion, the financial statements present fairly, in all material respects and the results of its operations and cash flows thereof for the fiscal years then ended in accordance with accounting principles generally accepted in the United States of America. Graziano informed all of Resolution 101 and gave the reasoning for the decrease in revenue. Mathews inquired on why the balance sheet did not recognize the amount RPMWC contributes for the pension liability. Kaymark explained that it is because the exact amount is unknown and went on to explain how CalPERS is paid and that only the Governmental entity may carry the liability. Graziano noted that there were a few typos and that he would scan and send them over for corrections. The final version will be presented at the next meeting.
- 9.4 Approval of Previous Minutes
 - a. Regular Meeting August 24, 2020- Esparza made a motion to approve the Regular Meeting Minutes of August 24, 2020 seconded by Schultz and unanimously adopted.
- 9.5 Financial Report:
 - a. Review of BS, P&L as of 8/31/2020- Cash Assets as of 8/31/2020 reflect \$1,115,629, Accounts Receivable of \$28,644 and Accounts Payable of \$15,744. Watkins explained that the expenses included the guest pass printing paper. She informed that the group health was lower this period

due to no HRA reimbursements being paid out. Graziano noted that based on the employee mix during budget preparation the District planned for greater health insurance costs than what is being realized. Watkins reported that Repairs and Maintenance was over budget due to 3 loads of sludge removal in the month of August, and that the Pauma Heights generator control board was replaced. Jacobs inquired on why the lab testing was so high. Watkins informed that it was due to the quarterly testing and would balance out that the end of the year as the annual total budget was divided into monthly expenses. Esparza inquired on the Pauma Heights generator; Watkins informed him that there are generators at all three gates in the event the power goes out, noting that all three gates can be manually opened as well. Logan motioned to adopt the financial report as presented, seconded by Schultz and unanimously adopted.

b. Accounts Receivable – Presented for review.

9.6 Security Report:

a. Daily Activity Report- Graziano presented the Security Report. Kariya inquired on the film crew incident on August 25, 2020 and asked if we have a policy on allowing this. Graziano stated there was none that he knew of. Cipriano informed that PVRA has a policy stating any commercial matters would need to get permission prior to entering the gates to conduct their business along with paying a fee. Kariya inquired on the September 7th incident where the landscapers were working on the holiday and asked if DwellingLive had an option to limit landscapers to non-holiday days. Graziano informed that staff would look into this. Jacobs asked Graziano to assign the report gathering of usage of patrol by shifts to Security Supervisor, Albert. Graziano explained that all daily activity reports are time stamped. Jacobs asked for an update on the rear gate scanner. Graziano informed that CGS was waiting on a part to finish the repair and informed that he does meet the technicians at the gates whenever they come out to make a repair. Upon a motion by Esparza, seconded by Logan and unanimous vote, the Daily Activity Report was adopted as presented.

b. Gate Penalty Assessment Report- Presented for review.

9.7 Security Committee:

a. The Security Committee will provide an update on their progress – Jacobs informed he is waiting on the rest of the survey results. Graziano suggested getting a reminder notice to the community to complete the survey.

9.8 General Manager’s Report:

Graziano gave an update on SGMA, informing that they are focusing on completing the GSP. He informed that the Executive Team met on August 26th to meet the Geoscience team. Graziano informed that the Executive team met again on September 23, 2020 and noted that he was nominated to the Stakeholder Outreach Committee with Amy Reeh.

Graziano informed that the Service Agreements with PVRA and REMWC have been terminated effective 9/30/2020.

Graziano mentioned that staff engaged BB&K on the subject of including the Aging Report in the public packet. He informed that they stated that there is no statute on point regarding the public disclosure of past due amounts owed to the District, and informed that in the future, it would be beneficial for the District to provide the amounts owed by delinquent accounts, without the identities of the account holders.

Graziano informed that staff investigated options for accessing owner information from license plates. Vigilant Solutions is a company that specializes in license plate reading systems. He noted that they informed staff that only law enforcement could have access to looking up registered owner information from the license plate data. He informed that during the discussions with Vigilant Solutions they offered a system that can collect license plate data for cars coming through the gates and store this information in the cloud and this information can be shared with law enforcement real time and could assist in locating individuals with warrants, or involved in crimes. The cost would be around \$4,000 per year. Jacobs stated this service was not needed for this community.

Graziano informed that consultant Jeff Pape is working on getting a pump that grinds waste and is working on the electrical specs for the Oak Tree lift station. Pape gave an explanation on what the pump would do.

Graziano informed that the brow ditches and catch basins are clean and in good working condition. He added that the ditch along #8 fairway was cleaned by Bart Dixon Bobcat Services for \$8,800 and PVCC will coordinate the remaining hand work needed to finish the job.

Graziano informed that Utility Supervisor, Pete Lopez retired and believes he found a good candidate, Enrique Garcia to fill the open position for the Utility Department.

Graziano mentioned that he held his monthly meeting with security on September 23, 2020 and informed them of the survey that PVCCSD sent out to the community on outsourcing.

Graziano gave an update on the insurance claim for the Hillside Fire.

Graziano mentioned it may be advantageous to consider a ground up design/build for the gate access system as a future project.

Cipriano informed that he recently learned that other agencies provide a detailed aging report as part of their packet. Graziano informed that he would make sure the Board receives a detailed aging report with customer names and the public would continue to have codes in place of names. Schultz made a recommendation of having bi-monthly meetings. Kariya inquired on whether the gates can be manually opened at this time in case of an emergency such as a fire. Graziano explained that normally the gate attendants can manually open any gate from their switch board, but with the technical issues currently at hand, someone from security would need to physically drive over to the gate and open it manually. Esparza informed that Fire authorities have strobe lighting equipment for entering the gates as needed as well.

9.9 Other Business-

a. Requested items for next or future agendas (Directors and Staff Only). Jacobs requested a summary of survey results to be on the agenda for the next meeting. Esparza recommended adding an agenda item for Board member ideas and comments.

9.10 Adjournment

a. Regular Meeting scheduled on October 26, 2020 at 10 am. - The next meeting date is scheduled for October 26, at 10:00 am. Upon a motion from Logan, second by Schultz and unanimous vote, the meeting adjourned at 11:51 am.

Marissa Fehling

Marissa Fehling, Recording Secretary