

Pauma Valley Community Services District  
33129 Cole Grade Road \* Pauma Valley, CA 92061  
(760) 742-1909 \* (760) 742-1588

## NOTICE OF PUBLIC MEETING

### Special Notice of Teleconference Accessibility

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 below.

DATE: Monday, August 24, 2020  
TIME: OPEN Session - 10:00 a.m.  
PLACE: <https://us02web.zoom.us/j/88086931761>  
Phone: (669) 900-6833 Passcode: 880 8693 1761

## AGENDA

1. Call to Order
2. Open for Public Comments
  - a. 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.
3. Approval of Previous Minutes
  - a. Regular Meeting July 27, 2020
4. Financial Report
  - a. Review of BS, P&L as of 7/31/2020
5. Security Report
  - a. Daily Activity Report
  - b. Gate Penalty Assessment Report
6. Security Committee
  - a. The Security Committee will provide an update on their progress.

7. Discussion and Possible Action Regarding Changing the Price of a RFID Transponder
8. General Managers Reports
9. Other Business
  - a. Requested items for next or future agendas (Directors and Staff Only)
10. Adjournment
  - a. Regular Meeting on Sep 28, 2020 at 10:00 a.m.



Aug 21, 2020

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. 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. 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 will 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. 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. 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 informed 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 questioned why not all accounts that are 90 days old not being placed on the tax rolls. 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

DRAFT

## PV COMMUNITY SERVICES DISTRICT

## Balance Sheet

As of July 31, 2020

Accrual Basis

	Jul 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	
100 □ Petty Cash	249.13
102 □ Checking	500,993.53
110 □ ResFunds/L.A.I.F.	596,695.96
Total Cash	1,097,938.62
111 □ LAIF Fair Market Value	2,920.79
Total Checking/Savings	1,100,859.41
Accounts Receivable	
120 □ Accounts Receivable	34,226.47
Total Accounts Receivable	34,226.47
Other Current Assets	
125 □ Due from RPMWC	30,133.71
140 □ Prepaid Insurance	35,756.74
140.6 □ PrePaid Wkrs Comp Ins	2,468.25
Total Other Current Assets	68,358.70
Total Current Assets	1,203,444.58
Fixed Assets	2,678,921.66
Other Assets	
196 □ Deferred Outflows of Resources	348,809.00
Total Other Assets	348,809.00
<b>TOTAL ASSETS</b>	<b>4,231,175.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
201 □ Accounts Payable	11,853.90
Total Accounts Payable	11,853.90
Other Current Liabilities	27,904.32
Total Current Liabilities	39,758.22
Long Term Liabilities	1,495,952.00
Total Liabilities	1,535,710.22
Equity	
460 □ Retained Earnings	2,687,258.73
Net Income	8,206.29
Total Equity	2,695,465.02
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,231,175.24</b>

PV COMMUNITY SERVICES DISTRICT  
Profit & Loss Budget Performance

Accrual Basis

July 2020

	Jul 20	Budget	Jul 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
661 Sewer Charges	36,542.88	36,542.90	36,542.88	36,542.90	438,515.00
661.5 Security Patrol Charges	44,829.12	44,941.12	44,829.12	44,941.12	539,293.00
662 Property Tax	1,611.82	1,250.00	1,611.82	1,250.00	102,000.00
662.1 Connection Fees	0.00	0.00	0.00	0.00	0.00
663 Interest	3.84	400.00	3.84	400.00	10,000.00
664 Other	2,248.50	2,116.74	2,248.50	2,116.74	25,400.00
665 Security Gate Charge	33,197.00	33,286.00	33,197.00	33,286.00	399,432.00
666.5 RFID Tags	1,025.00	458.37	1,025.00	458.37	5,500.00
667 Delinquent Charges	0.00	150.00	0.00	150.00	1,800.00
668 Vacant Lot/Sewer Availability	396.00	396.00	396.00	396.00	4,752.00
Total Income	119,854.16	119,541.13	119,854.16	119,541.13	1,526,692.00
Gross Profit	119,854.16	119,541.13	119,854.16	119,541.13	1,526,692.00
Expense					
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00
Depreciation	10,123.29	10,123.24	10,123.29	10,123.24	121,478.00
Dwelling Live	675.15	683.37	675.15	683.37	8,200.00
Electrical Utilities	3,618.01	3,429.75	3,618.01	3,429.75	41,157.00
Equipment Rentals	0.00	41.63	0.00	41.63	500.00
Group Health Ins.	10,281.68	8,916.63	10,281.68	8,916.63	107,000.00
Liability Insurance	3,724.16	3,724.24	3,724.16	3,724.24	44,690.00
Miscellaneous Expense	91.12	550.00	91.12	550.00	6,600.00
Office Expense	1,118.60	2,100.11	1,118.60	2,100.11	25,200.00
Operator Contract Services	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
Payroll Taxes	1,840.55	4,349.00	1,840.55	4,349.00	58,000.00
PERS Retirement	61,000.55	65,596.00	61,000.55	65,596.00	119,021.00
Repairs & Maintenance	6,309.50	8,666.74	6,309.50	8,666.74	104,000.00
Salaries	607.54	46,500.00	607.54	46,500.00	620,000.00
Security Expense	1,584.80	1,462.50	1,584.80	1,462.50	17,550.00
Uniforms	50.00	433.26	50.00	433.26	5,200.00
Vehicles	2,354.91	2,408.37	2,354.91	2,408.37	28,900.00
Workers' Comp. Insurance	2,013.03	2,113.63	2,013.03	2,113.63	25,364.00
6560 Payroll Expenses	0.00	0.00	0.00	0.00	0.00
701 Drainage	178.94	833.37	178.94	833.37	10,000.00
712.1 State Maint. Fee	0.00	0.00	0.00	0.00	22,000.00
730 Water Tests & Analysis	550.40	683.37	550.40	683.37	8,200.00
815 Fees	1,007.44	241.63	1,007.44	241.63	2,900.00
816 Engineering	0.00	145.87	0.00	145.87	1,750.00
818 Schools & Meetings	413.70	575.00	413.70	575.00	6,900.00
819 Accounting	0.00	666.63	0.00	666.63	8,000.00
820 Legal	1,602.50	2,083.37	1,602.50	2,083.37	25,000.00
821.1 Security housing	0.00	0.00	0.00	0.00	0.00
821.2 SGMA Technical Study	0.00	0.00	0.00	0.00	50,000.00
921 Guard Houses /Roadway Lease	2.00	2.00	2.00	2.00	2.00
Total Expense	111,647.87	168,829.71	111,647.87	168,829.71	1,497,612.00
Net Ordinary Income	8,206.29	-49,288.58	8,206.29	-49,288.58	29,080.00
Other Income/Expense					
Other Income					
Gains (Losses) -Disposal Assets	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	8,206.29	-49,288.58	8,206.29	-49,288.58	29,080.00



PAUMA VALLEY COMMUNITY SERVICES DISTRICT

SECURITY REPORT

July 15 – August 15 2020

Pauma Valley CSD Security Department Personnel		
Name	Call Sign	Billet
	1S1	
Officer Todd Albert	1L2	Patrolman / Department Supervisor
Officer Greg Watkins	1L3	Patrolman
Officer Donald Andraca	1L4	Patrolman
Officer Nick Florez	1L5	Patrolman
Officer Preston Torres	1L6	Patrolman
Matthew Carson	C1	Gate Supervisor
Bryan Chau	C1	Gate Attendant
Frankie Franco	C1	Gate Attendant
German Colin	C1	Gate Attendant
Dale Easter	C1	Gate Attendant

**Vehicle Maintenance Report**

This month Unit 2 went to Serratos Auto Repair for noises inside of the engine, it was determined that a new catalytic converter was needed.

- Unit 1 (miles 101,113) - passed all vehicle inspection test.
- Unit 2 (miles 97,569) - was in the shop at the time of inspection.
- Unit 3 (miles 80,075) - passed all vehicle test with no issues.

Nicholas Florez, Vehicle Maintenance Officer

**Gate Report**

The Corona Virus literature remains posted at the Front Gate. Cleaning and sanitary supplies continue to be coordinated and received from the District Office.

The back gate barrier arm has continued to have intermittent problems with either “failing to close” or “failing to respond” to gatehouse switches (manual controls). CGS has been onsite to work on this issue and the barrier arm is currently in working order. Issues with the transponder scanning equipment at the Pauma Heights Gate have recently begun to surface. Latest emails from CGS regarding this issue stated new equipment has been quoted to District Office. Warnings regarding the community’s speed limit continue to be issued to all service and delivery truck drivers.

A new employee gate attendant was hired and just completed training.

Matthew Carson, Gate Supervisor

## HIGHLIGHTS

- **July 15<sup>th</sup> 2020 at 0922 Medical.** Officer Torres responded to a medical call for a person ill on Pauma Valley Drive. Individual was transported to the hospital.
- **July 16<sup>th</sup> 2020 at 1620 Process Server.** Officer Torres escorted a process server to a residence on El Tae. No issues occurred.
- **July 16<sup>th</sup> 2020 at 1654 Process Server.** Officer Torres escorted a process server to residence on Womsi. No issues occurred.
- **July 16<sup>th</sup> 2020 at 2315 Sheriff Pursuit.** Officer Albert came upon a sheriff pursuit which ended with a vehicle overturned on Highway 76 and the suspect fled into the groves. Officer Albert staged near the edge of the community on Highway 76 to make sure the suspect did not enter the community.
- **July 18<sup>th</sup> 2020 at 1845 Medical Call.** Officer Torres responded to a medical call on Luiseno. The patient was not transported.
- **July 18<sup>th</sup> 2020 at 0300 NOVs Issued.** Officer Watkins issued 2 NOVs for parking violations.
- **July 21<sup>st</sup> 2020 at 2040 Rattlesnake Call.** Officer Albert removed 2 rattlesnakes for a resident on Wiskon Way East.
- **July 22<sup>nd</sup> 2020 at 1431 Medical Call.** Officer Torres responded to a medical call off of Paauwe. One patient was transported.
- **July 23<sup>rd</sup> 2020 at 0130 NOVs Issued.** Officer Albert issued 2 NOVs for parking violations.
- **July 24<sup>th</sup> 2020 at 1111 Traffic Collision.** Officer Florez responded to a traffic collision on Cole Grade and Highway 76. No assistance was needed.
- **July 24<sup>th</sup> 2020 at 1444 Gate Runner.** Officer Florez responded to a gate runner who ran the Front Gate. He was unable to locate the vehicle.
- **July 26<sup>th</sup> 2020 at 0300 NOV Issued.** Officer Watkins issued NOV# 2408 for a parking violation.
- **July 28<sup>th</sup> 2020 at 1541 Gate Crasher.** Officer Torres responded to a gate crasher who hit the Back Gate Barrier Arm. He was able to make contact with the driver on PVD and issued a NOV.
- **July 29<sup>th</sup> 2020 at 1554 Medical Call.** Officer Torres responded to a medical call on Paauwe. One patient was transported to the hospital.
- **July 30<sup>th</sup> 2020 at 1030 Public Assist.** Officer Florez responded to a call about a guest who was given authorization to be let in by the resident, the resident then later called back and revoked the authorization. Officer Florez was unable to locate the guest in the community.
- **July 30<sup>th</sup> 2020 at 2030 Public Assist.** Offer Florez and Officer Chau responded to a call from a guest at the PVCC Cottages about a vehicle backing up towards his door. Both officers made contact with the driver of the vehicle who stated he was moving into a cottage. The Officers were able to confirm with a PVCC employee that the individual was indeed moving into the room.
- **July 31<sup>st</sup> 2020 at 1214 Suspicious Activity.** Officer Florez responded to a report from Bobby Graziano a suspicious vehicle behind Oak Tree Ranch. Officer Florez made contact with the vehicle occupants and instructed them to leave the area.
- **July 31<sup>st</sup> 2020 at 1215 Resident Concern.** Officer Florez responded to a concern about a dog that got out the prior night and harassed another resident's dog. Officer Florez made contact with the resident whose dog was causing issues and asked the resident to keep the dog properly leashed.

- **August 1<sup>st</sup> 2020 at 0703 Medical Call.** Officer Watkins responded to a medical call on Wiskon Way West. One patient was transported.
- **August 2<sup>nd</sup> 2020 at 2042 Verbal Dispute.** Officer Florez received a call that a resident on Womsi was walking around intoxicated and got into a verbal dispute with another Womsi Resident. Officer Florez took down a report at the request of one resident and instructed the individual they should follow up with Sheriffs and get a restraining order.
- **August 3<sup>rd</sup> 2020 at 1042 Snake Call.** Officer Torres responded to a snake call on PVD and he successfully relocated the snake.
- **August 3<sup>rd</sup> 2020 at 1300 Resident Concern.** A resident on Womsi reported a strange noise around their home and wanted patrol to check it out. Officer Torres searched around the home and nothing was out of the ordinary.
- **August 3<sup>rd</sup> 2020 at 1850 – 2115 Resident Concern.** Officer Albert made contact with multiple residents on Womsi regarding a drunken verbal dispute that had happened the prior day.
- **August 4<sup>th</sup> 2020 at 0827 Gate Crasher.** Officer Torres and Officer Chau responded to a gate crasher who hit the Back Gate Barrier Arm. They made contact with the individual on Temet, they got all of the information, and issued NOV# 2184. The individual was cooperative with the officers.
- **August 6<sup>th</sup> 2020 at 0045 Suspicious Activity.** While on routine patrol Officer Chau noticed new graffiti on the administration building of the school. Officer Chau reported it to the school contact.
- **August 6<sup>th</sup> 2020 at 0300 NOV's Issued.** Officer Chau issued 3 NOVs for parking issues.
- **August 7<sup>th</sup> 2020 at 1942 Public Assist.** 2 kids riding bikes used the Pauma Heights call box to request a ride from patrol. Officer Chau informed them patrol cannot give rides per our policy.
- **August 10<sup>th</sup> 2020 at 0903 Gate Runner.** Officer Florez responded to a gate runner who ran the Front Gate. He found the vehicle on Womsi and issued NOV# 2153.
- **August 10<sup>th</sup> 2020 at 1534 Resident Concern.** Officer Florez took down a concern from a resident on PVD that landscapers working next door cut down some bushes on his property. The landscapers claimed the resident was rude and cursing at them. The landscapers wanted Sheriffs called, Sheriffs were called and determined the resident would need to figure out the property lines before any civil action could be taken.
- **August 12<sup>th</sup> 2020 at 1331 Public Assist.** Officer Chau responded to a call from the District Office to guide the propane company to the propane tanks at each gate.
- **August 13<sup>th</sup> 2020 at 1006 Public Assist.** Officer Chau intervened in a verbal dispute between an individual and a resident of Community Church Drive. Officer Chau was able to de-escalate the situation and have the individual leave the residence. No other issues occurred.
- **August 13<sup>th</sup> 2020 at 1355 Gate Runner.** Officer Chau responded to a gate runner who ran the Back Gate. He was unable to locate the vehicle.
- **August 14<sup>th</sup> 2020 at 1210 Lift Assist.** Officer Torres received a call for a lift assist on Taspá. He assisted in lifting the resident. No medical aid was necessary.
- **August 15<sup>th</sup> 2020 at 0805 Water Leak.** Officer Watkins responded to a possible water leak on PVD. It was not a water leak, but a resident draining their pool.

PVCSD Patrol – Building Checks				
Location	Unsecured Door	Fire Alarm	Burglary Alarm	Officer Check
			459A	1153
Country Club(CC)				
Greens Maintenance(GM)				
Community Church(CO)	3		1	44
Gravel Yard(GY)				4
Saint Francis(SF)				56
Pauma School(PS)	7			27
Pauma Building(PB)	2			31
Airport Hangars(AH)				10
Treatment Plant(TP)				10
Pauma Village(PV)				10
Residential Houses/Other	1			

Patrol Activity				Gate Activity	
				Activity/Malfunctions	Totals
Medicals	6	Resident Concern	4	Unresponsive	9
Welfare Checks		Suspicious Activity	2	Will Not Close	7
Traffic Collisions	1	Noise Complaint		False Signal	10
Domestic Dispute		Process Server	2	Loss of Controls	2 weeks @ Rear Gate
Gate Runners	3	911 Hang up Call		Video Loss	26
Gate Crashers	2	Loose Dogs		Device Entries	11,408
Public Assists	5	Snake Call	2	Passes Issued	2,838
Jump Start		Trespassing		Pass Entries	4,487
Notice of Violation	12	Other	3		

RFID Entries		
Front Gate	Pauma Heights Gate	Rear Gate
6,828	472	4,108

Dispatch By Location				
Inside PVCCE	Oak Tree	School	Business District	PVCC
15	1	1	2	1

Acronym Legend			
Acronym	Definition	Acronym	Description
<b>459</b>	Burglary penal code	<b>AFA</b>	Asian Female Adult
<b>AMA</b>	Against Medical Advise	<b>AMA</b>	Asian Male Adult
<b>BOLO</b>	Be on the Lookout	<b>AFJ</b>	Asian Female Juvenile
<b>CHP</b>	California Highway Patrol	<b>AMJ</b>	Asian Male Juvenile
<b>DOB</b>	Date of Birth	<b>BFA</b>	Black Female Adult
<b>DL</b>	Driver License	<b>BMA</b>	Black Male Adult
<b>DV</b>	Domestic Violence	<b>BFJ</b>	Black Female Juvenile
<b>EB</b>	East Bound	<b>BMJ</b>	Black Male Juvenile
<b>FU</b>	Follow Up	<b>HFA</b>	Hispanic Female Adult
<b>IVO</b>	In Vicinity Of	<b>HMA</b>	Hispanic Male Adult
<b>LP</b>	License Plate	<b>HFJ</b>	Hispanic Female Juvenile
<b>LCD</b>	Luiseno Circle Drive	<b>HMJ</b>	Hispanic Male Juvenile
<b>NB</b>	North Bound	<b>MFA</b>	Mexican Female Adult
<b>NLT</b>	No Later Than	<b>MMA</b>	Mexican Male Adult
<b>PERT</b>	Psychiatric Emergency Response Team	<b>MFJ</b>	Mexican Female Juvenile
<b>PT</b>	Patient	<b>MMJ</b>	Mexican Male Juvenile
<b>PVD</b>	Pauma Valley Drive	<b>NAFA</b>	Native American Female Adult
<b>PVRA</b>	Pauma Valley Roadway Association	<b>NAMA</b>	Native American Male Adult
<b>ROTR</b>	Rules of the Road	<b>NAFJ</b>	Native American Female Juvenile
<b>RP</b>	Reporting Party	<b>NAMJ</b>	Native American Male Juvenile
<b>SB</b>	South Bound	<b>WFA</b>	White Female Adult
<b>S/O</b>	Sheriff's Office	<b>WMA</b>	White Male Adult
<b>SR 76</b>	State Route 76/ Highway 76	<b>WFJ</b>	White Female Juvenile
<b>TC</b>	Traffic Collision	<b>WMJ</b>	White Male Juvenile
<b>UTL</b>	Unable to Locate		
<b>WB</b>	West Bound		
<b>WWE</b>	Wiskon Way East		
<b>WWW</b>	Wiskon Way West		
<b>YOA</b>	Years of Age		
<b>Unresponsive</b>	the gate does not open for an RFID		
<b>Will Not Close</b>	the gate does not close when it is supposed to		
<b>False Signal</b>	the alarm goes off in the Front Gate for no discernable reason		
<b>Loss of Controls</b>	gate attendant cannot open the gates remotely		
<b>Video Loss</b>	occurs when the gate attendant cannot see the feeds from the Center or Back Gates		





## OUTSOURCING vs STAFF - PROJECT OUTLINE/STATUS

### STEP 1

Receive Board approval to proceed.

07/27/20

### HIGH LEVEL OBJECTIVE

Review methods to be financially prudent with the Community's funds, while continuing to provide the best services possible.

### PROJECT OBJECTIVE

Study the business benefit to PVCSD and the community it serves of outsourcing our security patrol officers and/or gate attendant's vs having in-house staff employees.

### PROCESS

- Form a committee of 2 PVCSD members. 07/28/20
  - Bill Jacobs = chair
  - Laurie Kariya = co-chair
- Draft a Security Questionnaire 08/14/20
- Mail questionnaire to all members in their Aug billing. 08/30/20
- Interview Securitas and x-Board members for historical data. (2 wks) 09/01-09/15
- Compile historical + survey information. (2 wks) 09/30-10/15
- Define the upsides and downsides of a change. (2 wks) 10/15-10/30
- If there's an upside, proceed with developing a detailed bid specification. (2 wks) 11/01-11/15
- Interview several security firms and select the 3 best qualified to bid on our specification. (2 wks) 11/15-12/01
- Issue a bid spec. (3 wks) 12/01-12/18
- Review bids, references + conduct interviews. (2 wks) 12/21-12/31
- Develop a business analysis + ppt presentation. (4 wks) 01/01-01/30
- Put the subject on the Board's agenda. 01/25/21
- Present the initial findings at a Special Board meeting. 02/01/21
- Make recommendations to the Board - change or not. 02/22/21
- Vote. 02/22/21

### REPORTS

Progress reports will be presented in formal Board meetings.

ongoing

### TIMELINE

Decision point = 6 months and subject to change.

08/14/20



## SECURITY QUESTIONNAIRE - STAFF vs CONTRACT

To our community,  
PVCSD invites you to participate in this survey. We value your opinion and look forward to your feedback. Results will be posted to the PVCSD web site.

### **Background:**

In a continuing effort to increase the efficiency of our business, bring you improved services, and keep costs in line, CSD and its Board is studying our current staffing practices to determine whether CSD should continue staffing Gate Attendants and Patrol Officers or whether contracting/outsourcing for these services is a better business model.

### **Basic facts:**

The basic services provided to the community will not change.  
The staffing levels will not go down, but they may increase.  
A financial analysis will be part of the study.

### **Analysis:**

The study will look into our options for providing Security services - i.e. staffing or contracting/outsourcing.

Some of the data comparisons will include:

- the caliber of the individual we can hire
- career advancement opportunities
- employee retention
- replacement difficulty factor
- initial and ongoing training
- site supervision and management efforts of the team
- manpower costs with fully loaded benefits
- insurance liability costs
- vehicle costs
- additional services

### **Questions:**

Please answer the following to the best of your ability: Should:

1. CSD continue to employ the Security Gate Attendants and Patrol Officers?
2. CSD contract/outsource for these services?
3. Don't care either way as long as the existing services can be provided?
4. What reason do you have for your decision?
5. What additional thoughts or concerns do you have?

Please mail or email your replies before the close of business, Sept 30, 2020.

Mail: Pauma Valley Community Services District c/o Amber Watkins  
33129 Cole Grade Rd  
Pauma Valley CA 92061

Email: amberwatkinspvcسد@hotmail.com

Thank You.....PVCSD Board of Directors

# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

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## General Managers Report

Aug 24, 2020

Bobby Graziano, General Manager

### **COVID-19 Testing of Wastewater**

GM Graziano inquired with the County regarding protocol for testing wastewater for COVID-19. There was little guidance to be offered other than information about future research grants being considered to study the subject.

### **Oak Tree Lift Station**

Consultant Jeff Pape is working on pump and electrical specs.

The utility staff has installed a temporary screen to try and catch more of the non-flushable wipes and other products.

### **Stormwater Management Systems**

Brow ditches and catch basins are clean and in good working condition.

### **Human Resources**

Patrol: Fully staffed with 5

Gates: Fully staffed with 5

Utility: Staffed with 3, 1 open position

Admin: Fully staffed with 4

Total employees: 17

### **Weekly Meeting with Utility**

Pipeline from Well 7 to Cottages, Oak Tree lift station, McMillan Yuima meter, vicinity maps showing pipelines, weed suppression throughout district, Tukwut drainage system (new weir structure), drainage channel near PVCC laundromat, Aug meter reads, weekly water sampling, treatment plant operational status, Well 40 flow to golf course reservoir increase 225 gpm continuous

### **Monthly Meeting with Security**

Held on August 19, 2020 at 8am: Updates to Use of Force Policy, Updates to Employee Handbook, DL scanner, logging of gate repair service calls, revised process for Notice of Violations (NOV's)

### **Insurance Claim for Hillside Fire**

See prior report for more detail.

The Sr. Claims Adjuster acknowledged receipt of our claim on May 14, 2020. In his email back he stated "At this time, I do not have an estimate of the time frame for my investigation. Please feel free to contact me for status as needed, or to provide any other information you believe would be helpful to our investigation."

The Sr. Claims Adjuster responded to a request for update on June 24, 2020.

"We are still reviewing coverage for this claim. As part of our investigation, I have requested the contract between Lineworks (Mediacom's subcontractor) and our insured, Fiberline. I just sent a follow-up request to our insured Diego Moya today, who confirmed to me in a recent conversation that he has the contract and can send it to me."

The Sr. Claims Adjuster responded to a request for update on July 22, 2020.

"The carrier, Houston Specialty Insurance Company, did not have coverage for this claim and coverage was denied July 2, 2020 to Fiberline Communications. You will need to follow-up with Fiberline directly concerning the pending claims."

I have asked BB&K to get involved and suggested we go directly to Fiberline with our claim.

BB&K sent a demand letter on August 7, 2020 to Fiberline.

### **Long Term / Future Projects - Ideas**

Gate System Overhaul: It may be advantageous to consider a ground up design/build for the gate access system.