

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

Held on September 5, 2018

Directors Present: Richard Nolan, Samuel Logan, William Schultz, Heidi Person and Clarence Winn
Also Present: Residents Jim Cipriano and Julie Kimball; President of RPMWC Charles Mathews;
General Manager of PVCC Paul Devine; General Manager Bobby Graziano, Jeff Pape
of Dudek and Office Manager Amber Watkins

- 9.1 Call to Order: Regular meeting was called to order at 10:01 a.m. by President Nolan.
- 9.2 Open for Public Comments: Devine reported that the sale of PVCC is scheduled to take place before the end of September. The transfer of ownership will take place in escrow. Staff was asked to have counsel ensure that easement rights and EDUs are in place. Mathews noted that each entity has requirements for the transfer; staff was advised to discuss with council on behalf of PVCSO and RPMWC to ensure the proper procedures are followed.
- 9.3 Approval of Previous Minutes:
- a. Regular Meeting on July 23, 2018 – Nolan complimented Administrative Assistant Marissa Fehling on the draft minutes presented. Nolan asked Person if any further action was taken by CalTrans regarding the signs on Highway 76 near the front gate; Person had nothing new to report. Nolan verified with staff that the notice regarding animal descriptions being placed in Dwelling Live was sent to residents. Nolan inquired if a sewer line maintenance plan was going to be presented at a future meeting; Pape reported that a Sewer System Management Plan (SSMP) has been developed and is followed and reviewed for accuracy every 2 years and presented to the State for approval every 5 years. Pape will review the plan and see if any updates are needed and the next due date. Pape noted that the main area of concern for the sewer system is the PVCC restaurant grease trap and suggested that this item be addressed during the sale. Motion was made by Winn to adopt the minutes of the regular meeting held on July 23, 2018; seconded by Person and unanimously adopted.
- 9.4 Security Report/ RO
- a. Daily Activity Report – In the absence of Capt. Ortiz, Graziano presented the report. Graziano reported that the bite suit has been ordered and that the new radios are being programmed by the Sheriff. Graziano also noted that Ortiz helped troubleshoot gate system issues noting that a wire was loose. Winn noted that more dog issues than normal occurred. Winn asked that staff review an incident that occurred on August 12th Winn would like to know how the individual got into the gated community. Staff was asked to determine if the barking dogs continue to be an issue, Graziano will follow up with Ortiz on this topic. Person motioned to adopt the security report as written, seconded by Logan and upon a vote it was unanimously adopted.
- b. Gate Penalty Assessment Report – Graziano presented the report for review.
- 9.5 Operations and Discussion Items:
- a. Nigro and Nigro Agreement – Graziano presented a 3 year agreement for audit services with a reasonable fee increase year over year. Graziano noted that the firm is familiar with the company as another 3 year agreement was just completed. Staff was asked to shop around upon completion of this 3 year agreement. Nolan met with the auditors and noted that a year-end closing checklist is needed and inventory of capital equipment be completed. Graziano reported that the checklist is ready for implementation next year and that Utility Supervisor has reviewed the list for accuracy. Motion was made by Logan and seconded by Nolan to execute the 3 year agreement with Nigro and Nigro as presented, upon a unanimous vote it was approved.
- b. Map at Back Gate – Graziano reported that this item is complete. Nolan noted that it looks great.

c. Surge Protection – Graziano presented a proposal for the building, back gate and front gate surge protection at just under \$5,000. Graziano explained that the Pauma Heights gate is bit more difficult as a nearby ranch pulls electrical from the panel to run their booster pumps. Graziano noted this customer has mentioned setting up their own electrical with SDG&E but no definitive time line is available at this time. A motion was made by Winn to authorize the expenditure up to \$5,000 for surge protection as specified in the proposal, seconded by Nolan and unanimously approved. Staff was asked to double check with the Oak Tree ranch staff to see if they will in fact direct connect with SDG&E.

d. Plant Operations – Pape presented that SCADA data collected noting that the plant is running great. Pape noted that a new lift station is needed at Oaktree Ranch. Pape noted that two options are available wait for the developer to begin the process of new construction (which the timeline of is unknown) or fund the project and assess Oaktree Ranch residents for the project which will cost \$300,000 - \$400,000 to complete.

9.6 Financial Report:

a. Review of BS, P&L as of 07/31/2018 – Watkins presented the pre-audited financial statements and noted that Cash Assets reflect \$783,696 Accounts Receivable of \$32,588 and Accounts Payable of \$20,017. Watkins reported the LAIF is currently earning 1.90%. Watkins reported RPMWC has paid in full. Watkins reported that the CalPERS unfunded liability payment of \$82,555 was paid in full and noted that the anticipated total for 2019 is \$100,383. Watkins noted that we are waiting for year-end adjustments from the CPA. Logan asked that the format of the P & L show a month by month comparison, Logan has a contact that would like to meet with staff to discuss further in detail. Upon a motion from Logan, second by Winn and unanimous vote the financials were adopted as presented.

b. Accounts Receivable – Watkins presented the report indicating that all accounts with a balance older than 120 days have be placed on the County Tax Rolls.

c. Draft Audit – Graziano will distribute for review.

9.7 Sustainable Groundwater Management Act: Nolan reported that AB 1944 for the boundary adjustment has been approved by the assembly and the senate. Counsel is working to schedule a meeting to get the MOU moving along as no progress has been made in quite some time. The RFQ has not made any progress either. As previously noted the County was going to help fund the data collection and now cannot contribute so the financing issues need to be addressed as well, both PVCSD and RPMWC budgeted \$40,000 to use toward data collection.

9.8 Adjournment:

a. The next meeting date is scheduled for September 24th, 2018 at 10:00 a.m. Upon a motion from Logan, second by Schultz and unanimous vote, the meeting adjourned at 11:40 a.m.

Amber Watkins

Amber Watkins, Recording Secretary

Attest:

Bobby Graziano
General Manager