

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

Held on January 25, 2021

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

---

- 1.1 Call to Order: Regular Meeting was called to order at 9:03 a.m. by President Sam Logan. Logan 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.
- 1.2 Roll Call: Graziano took roll call.
- 1.3 Open for Public Comments: Logan informed that anyone wishing to address any matter pertaining to District business may do so at this time. Mathews informed that item 1.7 on the January 12<sup>th</sup> minutes was not done correctly and the GM's compensation should not be discussed in a private meeting according to the Brown Act. Cipriano mentioned that our security staff should be prioritized for the COVID vaccines being first responders for our community. Graziano informed that he would have staff look into the details and give patrol what they need to do so. Jacobs recommended giving them a letter to take with them if they wish to get vaccinated informing the healthcare provider that they are first responders. Cipriano suggested also adding the COVID-19 vaccine information on our website and sending out a flyer to the community with February CSD invoices.
- 1.4 Approval of Previous Minutes:
  - a. Regular Meeting December 28, 2020 – Logan made a motion to approve the Regular Meeting Minutes of December 28, 2020 seconded by Cipriano and unanimously adopted.
  - b. Special Meeting January 12, 2021 – Cipriano made a motion to approve the Special Meeting Minutes of January 12, 2021 seconded by Logan and unanimously adopted. Esparza abstained.
- 1.5 Financial Report:
  - a. Review of BS, P&L as of 12/31/2020 - Cash Assets as of 12/31/2020 reflect \$1,153,692, Accounts Receivable of \$39,387 and Accounts Payable of \$22,228. Watkins informed that the Balance Sheet reflects the \$295k transfer to LAIF. Watkins noted that the dues from RPMWC on the report are larger than usual due to timing of when the check was issued. Watkins informed that Repairs and Maintenance on the P&L was higher in December due the purchase of a new and spare grinder for the Oak Tree lift station, the county fees for sludge removal and testing, an air conditioner compressor replacement for the Highway Patrol office, a computer scanner replacement for the Front Gate, and emergency propane deliveries during the power outages. Watkins informed that legal include 50% of SGMA fees, employee fees, general fees, and Mediacom fees. Watkins informed that office expenses included the purchase of the board approved employee gift cards. Logan inquired on when Yuima would need the \$50,000 for SGMA. Graziano informed that sometime after the JPA is completed. Cipriano reminded that the Board should be receiving an A/R with customer names. Cipriano motioned to adopt the financial report as presented, seconded by Logan and unanimously adopted.
  - b. Accounts Receivable – Presented for review.

1.6 Security Report:

a. Daily Activity Report - Graziano presented the Security Report. Cipriano inquired on the packages left outside the gates by the delivery drivers. Graziano explained that Patrol informs the delivery drivers not to do so when possible and Security is instructed not to handle the packages. Logan inquired whether a flyer is handed to vendors when entering the gates regarding speed limits. Watkins informed that that was accurate. Esparza complemented the great customer service from Patrol and asked if now that the cameras are functioning properly if we are able to capture license plate numbers when someone hits the barrier arms. Graziano informed that the cameras are able to capture the license plates in most cases and explained that a few months back staff looked into a service for license plate number look up in cases we are unable to track down the offenders and the pricing was not worth it for this community. Graziano explained the current gate crasher policy and fee schedule. Logan asked for license plates to be noted on the gate crasher report when we are unable to get offenders name information. Upon a motion by Cipriano, seconded by Logan and unanimous vote, the Daily Activity Report was adopted as presented.

b. Gate Penalty Assessment Report - Presented for review.

1.7 General Manager's Report: Graziano reported that he confirmed with Scott Shinner that PVCC will maintain the cleanliness of the Hole #8 ditch for proper drainage. PVCC will invoice PVCSD for reimbursement of labor costs.

Graziano informed that he received notification from Larry Taylor that the potential to collaborate on the Wiskon Way Bridge still exists and explained that the Club has decided to move forward with the plank renewal only and continue using it for its current purpose.

Graziano informed that the electrical work for the Oak Tree Lift Station is still in the works.

Graziano reported that Roto Rooter was called out to clear a blocked sewer line and informed that they did not show up until midnight, he explained how when staff discovers a blocked sewer main it is absolutely critical that the blockage is cleared in a timely manner and went on to explain how the district would benefit from having its own jetting equipment. He informed that the estimated cost of a system is \$25,000. Kariya inquired on how much the district spent on this service last year and asked if the technology of a purchased system would last 10 plus years. Graziano assured that the technology of a jetting system will not change in 10 plus years.

Graziano reported that utility staff worked to clear out the Pauwee catch basin in preparation of the forecasted rains. Graziano informed he was proud to see staff handling a task which is normally subcontracted which shows high initiative and ownership of district responsibilities. Graziano informed that new hire Garcia has demonstrated proficiency on a skid steer and that having these skills in house will help the district save money and keep on top of maintenance. Jacobs noted that it is the best he has seen it.

Graziano reported that all departments are fully staffed with not recent new hires.

Graziano informed that his monthly staff meeting with Security went well and he reviewed the highlights and the November 29<sup>th</sup> event regarding calling the Sheriff in certain instances. He informed the Board that they were ecstatic when receiving the gift cards.

1.8 Capital Equipment Plan:

a. The Capital Equipment Plan is being presented for the Board's review– Graziano explained that the only recommended change on the Capital Equipment Plan would be adding a jetting machine and vehicle charging stations. Graziano explained that we currently have three patrol vehicles and could probably argue that we only really need two. Esparza recommended putting together a pros vs cons list from going to electric vs a gas vehicle. Cipriano informed that he believes since the district no longer has K9's there is no need for a large SUV and can possibly downsize.

1.9 Mission Statement:

a. The Board will consider adopting an updated Mission Statement for the district- Cipriano thanked the Board for their input on the revised Mission Statement. Cipriano made a motion to adopt the presented revised Mission Statement with the exception of changing the word excellent to exceptional, seconded by Kariya and unanimously adopted. Esparza complimented Cipriano on the great job he did revising the Mission Statement. Cipriano stated that in addition to adding the new Mission Statement to the website, it should be added to the district's letterhead and monthly invoices. Esparza recommended adding it to the back of the business cards as well.

1.10 Closed Session- Public Employee Performance Evaluation-:

a. In accordance with Government Code Sections 54954.5(e), and 54957 the Board will discuss the performance of the General Manager. The Board entered closed session at 10:05 am.

1.11 Open Session:

a. Reportable actions from Closed Session- The meeting reconvened at 10:32 am. Jacobs informed it was a good year for Graziano and he accomplished a great number of Goals and Initiatives and went on to explain the evaluation process that took place for Graziano. Jacobs informed that Graziano was given an 84.11% score for 2020 and informed that the Board authorized to present Graziano with a 3 % increase and an HRA increase. Upon a motion by Jacobs, seconded by Logan and unanimous vote, the Board approved the change in compensation.

Martello inquired if this was considered a merit raise, Jacobs informed it was and the cost-of-living raise was excluded. Martello inquired whether the board has considered incentives to offer employees like Graziano and Watkins to stay in the district. Mathews informed that he sent Graziano and Logan the BB&K ruling on how compensations should not have been discussed in closed session. Logan asked if Mathews had any comments on the results or if he was just trying to be disruptive. Martello explained that according to the Brown Act, the board is allowed to discuss compensation in closed session and if the board wants to be extremely cautious, he suggested discontinuing the item until it is listed on a future agenda. Esparza stated it would be no harm to amend the motion and delay until the next meeting. He informed this would not change the evaluation results and they could do a better job at the next agenda. Esparza made a motion to continue the evaluation at the February 22, 2021 meeting. Jacobs informed he was disagreeing with this idea although he would go with whatever the majority voted on. Jacobs asked Graziano to ensure that BB&K invoiced Mathews directly for any inquiries he made to them. Jacobs informed that Graziano's compensation would be retro dated to January 01, 2021. Seconded by Laurie, and upon a vote it was approved; Logan abstained.

1.12 General Manager's 2021 Goals & Initiatives:

a. The Board will review and consider the GM's 2021 Goals & Initiatives - Graziano explained his recommended changes on his goals and initiatives report. Graziano explained that he feels only the supervisors of each departments should have a goal & initiative to accomplish rather than asking every employee to do so. Graziano explained that if an employee expresses that they want to do any additional training courses, they can do so. Graziano explained his thoughts on the goal

of keeping the employee turnover rate down and how that could possibly do harm to the district by keeping staff when they are not performing as needed. Jacobs recommended doing exit interviews for employees when they are leaving. Kariya explained we do not want to keep employees if they are not performing as needed. Esparza suggested changing the wording for that goal. Graziano explained that the security industry is known to have a high turnover. Graziano explained his disagreement with researching new gate vendors. Jacobs disagreed but said he was willing to modify goal to start with a list of new vendors. Graziano informed that the final version of his goals and initiatives would be presented at the next meeting.

1.13 Board of Directors 2021 Goals & Initiatives:

a. The Board will review and consider the Goals and Initiatives for the Board- Cipriano informed that he thinks the board should adopt a list of goals and initiatives as well. Cipriano mentioned that number one on the list, the staff outsourcing, should be a priority. Esparza asked if the board is coming up with their own five-year financial plan or working with staff on it. Cipriano informed that they would do both. Esparza made a motion to adopt the 2021 Goals and Initiatives for the Board as presented, seconded by Jacobs and unanimously adopted.

1.14 Roadway Report:

a. Director Cipriano will provide a summary of the PVCSD/PVRA relationship- Cipriano gave a summary of the relationship history with PVRA and PVCSD. He informed that PVRA has recently expressed that they are wishing to do away with the access and usage part of PVRA and just worry about maintaining the roads. Cipriano informed he was not sure if PVCSD can legally take on roadway usage issues and explained that PVCSD is currently doing this under a legal agreement with PVRA. Jacobs informed that it appears that PVRA is outsourcing everything. Graziano explained that PVCSD currently enforces all the PVRA "Rules of the Road". Cipriano offered taking the lead on a PVRA Rules of the Road revision. Graziano agreed that the documents need to be cleaned up. Logan suggested that Cipriano attempt re-writing the Rules of the Road document and present to PVRA for their review and comments. Jacobs suggested that the first step be the re-writing the of the Rules of the Road, and then second step making sure the ownership be kept mutual with PVRA. Cipriano informed he would further discuss this matter with Fred Nelson of PVRA.

1.15 Wiskon Way Bridge Enhancements:

The Board will discuss the Wiskon Way Bridge - Jacobs stated that Larry Taylor provided PVCSD an estimate for the amount of contribution requested from PVCSD for Wiskon Way Bridge enhancements to improve emergency traffic flow. Larry also stated that maintenance responsibilities could be worked out. Jacobs informed that we should redefine the scope of work for what size vehicles we need the bridge will handle and what our objectives are. Esparza informed that at one point Larry Taylor was going to give an updated estimate to have the load rated for 15k lbs. Cipriano noted he was not sure if a public agency can provide funding for a private road project. Jacobs asked the board if, at this time, they wanted to engage anymore in the project. Esparza mentioned that if this involves future maintenance, he could not support the idea. Cipriano agreed. Collaboration is still an option for the future. On a separate note, Graziano informed that Krohn recently sent him an article stating that a bridge was being built across Cole Grade. Krohn explained that the article read that a bridge was being built by the county to cross the river over Cole Grade Road and that Cal Trans has additional information on its website.

1.16 Other Business:

a. Requested items for next or future agendas (Directors and Staff Only)- Cipriano gave a list of items for the next meeting; Reserve policy restatement, Handbook revisions and corrections, Ordinances 51 and 52, GSA meeting, compensations.

b. Board comments- Logan informed he would be out for the next meeting.

c. Form 700 Reporting Requirements- Graziano informed that the Form 700 is required to be filed annually. Watkins gave the details.

1.17 Adjournment:

a. Regular Meeting scheduled on February 22, 2021 at 10 a.m. - The next meeting date is scheduled for February 22, 2021 at 10:00 am. Upon a motion from Logan, second by Cipriano and unanimous vote, the meeting adjourned at 11:59 am

*Marissa Fehling*

Marissa Fehling, Recording Secretary