

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

Held on April 29, 2019

Directors Present: Samuel Logan, William Schultz, Clarence Winn, Heidi Person, and Bill Jacobs
Also Present: Customers Jim Cipriano, Charles Mathews, Julie Kimball of the Oak Tree HOA; General Manager Bobby Graziano, Jeff Pape of Dudek, Security Captain Ray Ortiz, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

- 4.1 Call to Order: Regular meeting was called to order at 9:31 a.m. by President Logan.
- 4.2 Open for Public Comments: There were no public comments made.
- 4.3 Closed Session- Per Government Code Section 54956.9:
 - a. Conference with Legal Counsel- Closed session began at 9:32 am. A phone call was made to Matt Green of BB&K.
- 4.4 Open Session:
 - a. Reportable Actions- Reconvened to open session at 10:12 am. The Board directed legal counsel to deny the claim and prepare a response letter to Gomez Trial Attorneys explaining our denial reasoning and requesting to be removed from the lawsuit.
- 4.5 Approval of Previous Minutes:
 - a. Special Meeting on February 11, 2019- Person motioned to adopt the February 11, 2019 Special Meeting minutes as presented; seconded by Logan and unanimously adopted.
 - b. Special Meeting on March 18, 2019- Logan questioned how the new hire for the Utility Department was performing; Graziano informed the board that the first new hire had been terminated during his probation period, and informed the Board that another candidate has been hired and is doing great. Graziano mentioned that another employment opportunity is available in the Utility Department as part of the succession plan for the current Supervisor who is scheduled to retire September 2020. Person motioned to adopt the March 18, 2019 minutes as presented; seconded by Logan and unanimously adopted.
 - c. Regular Meeting on March 25, 2019- Jacobs corrected a statement he had previously made regarding the rates. Upon a motion from Winn, second by Logan the minutes were approved pending the corrections requested herein.
- 4.6 Security Report:
 - a. Daily Activity Report Feb- Captain Ortiz informed the board that gate attendant, Florez has been appointed Supervisor. Ortiz reported that the Awareness Seminar was held on April 13, 2019 and went great and received great feedback. Ortiz informed that the PVCC would like to have K9 demo there in the future. Ortiz expressed that he feels that restricting patrol to the LAFCO District will limit them and would like clarification on the district limits. Jacobs recommends that the board be less restrictive on our patrol jurisdiction and that Captain Ortiz recognize our concerns but be allowed latitude and judgement over these decisions. Winn agrees and finds it comforting having them patrol the surrounding areas. Person explained her concerns with patrol being outside of the district while being needed inside the community. Julie mentioned that she feels security is a very valuable service to the community and has had great experiences with their assistance.
 - b. Gate Penalty Assessment Report- Staff presented the report for review. Upon a motion by Winn, second by Logan and unanimous vote, the Daily Activity Report was adopted as presented.

4.7 Financial Report:

a. Review of BS, P&L as of 3/31/19- Cash Assets reflect \$953,079, Accounts Receivable of \$79,616 and Accounts Payable of \$1,129. Watkins reported that the CPA is in the process of reviewing the accrual accounts. Watkins explained that the expense in drainage was to clear out of the Tukwut and Pauwee drains which is done annually after the rainy season. Logan questioned what account 664 was, Watkins explained it included miscellaneous income such as, the sale of RFID's tags, escrow closing transfer fees, and service agreements with PVRA and REMWC. Graziano reported that Watkins was successful in working with AT&T on reducing the telephone bills. Jacobs questioned whether the invoice from Yuima had been received, Graziano replied it had not been received as of yet.

b. Accounts Receivable- Watkins presented the report. Logan questioned a large outstanding amount; Watkins verified that as of today no payment had been received. Logan motioned to adopt the financial report as presented, seconded by Schultz and unanimously adopted.

4.8 Operations and Discussion Items

a. Review of Reserve Policy- Graziano explained the Reserve Fund Policy. Pape recommended that PVCSD budget for Prop 218 in the event of a rate increase. Mathews stated that the large CalPERS unfunded liability represents cost of current, and past employees. Graziano informed that a budget will be presented at the next meeting. Logan informed that the PVCC does not currently have a grease trap and questioned whether that effects the sewer plant. Pape confirmed that it does effect the sewer treatment plant and recommends PVCSD require the implementation of a Best Management Practice (BMP).

b. Discussion on Rates for Next Fiscal Year- Graziano stated that we will see where we are on the budget at the next meeting and further discuss rates.

c. Employee Handbook Updates- Graziano explained the updates. Jacobs recommended adding the RPMWC website link on the "About Us" page on PVCSD's website. Logan questioned whether 10 hour shift days are allowed, Ortiz informed that according to his research on recent labor codes; 5 - 8 hour shifts and 4 - 10 hour shifts are allowed. Upon a motion from Schultz, second by Jacobs the updated Handbook was approved as presented and adopted.

d. GM Goals and Initiatives – Graziano explained his goals and initiatives. Jacobs mentioned that he had sent the Board a list of job descriptions earlier in the year, and it has yet to be discussed. Jacobs feels a more informative list of goals and initiatives for employees is needed and time line driven. The board agreed to call a Special Meeting to discuss the GM's Goals and Initiatives in detail.

e. Resolution on Security Charges- Graziano explained the two resolution options. Person feels that any type of reduction will concern the community and raise issues. Mathews explained that Pauma Village's EDU rating was the result of a prior resolution of the board related to EDU assessment of small commercial establishments and not a discount from some other rate.

4.9 Adjournment

a. The next meeting date is scheduled for May 29, 2019 at 10:00 a.m. Upon a motion from Person, second by Schultz and unanimous vote, the meeting adjourned at 12:09 p.m.

Marissa Fehling
Marissa Fehling, Recording Secretary