

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

Held on October 18, 2022

Directors Present: Michael Martello, Michael Esparza, Jodie Lawston, Betty Potalivo & Roland Skumawitz
Also Present: Residents: Charles Mathews, Pam Martello, Janet Scott, John Baxter; Treasurer of RPMWC Bruce Knox, Secretary of RPMWC Laurie Kariya, Interim General Manager Jeffrey Armstrong, Office Manager Amber Watkins, and Administrative Assistant Marissa Fehling

10.1 Call to Order: Special Meeting was called to order at 3:04 p.m. by President Martello.

10.2 Roll Call: Fehling verified that a quorum was present.

10.3 Open for Public Comments:

a. Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of the District; however, any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the agenda, an opportunity will be given to address the Board when the matter is considered.

b. In the interest of public health and safety this meeting will be held as hybrid (in-person and virtually). Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer – Knox informed that he and Kariya were present with authority to represent Rancho Pauma Mutual Water Company.

10.4 Consent Calendar: All items appearing on the Consent Calendar may be voted on by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, or the public, requests removal prior to a vote on a motion to approve the items. Such items removed will be considered separately for action by the Board.

a. AB 361 – Hybrid Meetings

Esparza motioned to approve the consent calendar, seconded by Potalivo and upon a unanimous vote, was adopted.

10.5 General Manager Job Description –

a. The Board will consider an update to the General Manager Job Description – Armstrong reported that one of the jobs he was tasked with was updating the General Manager Job description, explaining the job duties and qualifications to broaden and modernize it. Lawston questioned whether it would be a full-time job. Armstrong confirmed that it was put together as a full-time job position. Armstrong then recommended forming a committee to include two directors from both PVCSD and RPMWC to further discuss all options in regard to the hiring process. Martello suggested lessening the required experience time frame to make it a little more flexible considering this is a small district with pay that is not very competitive compared to larger agencies. Armstrong agreed with Martello's suggestion. Lawston suggested listing minimum qualifications vs preferred qualifications. Esparza suggested adding the verbiage "highly desirable" for certifications. Esparza informed that the GM description also listed clerk of the Board and asked if they should reconsider listing that in the job description and informed that if it's a staff member, they should be certified. Potalivo inquired why we never have the recorded minutes on the website. Armstrong informed that item 11 would be to further discuss this option. Armstrong informed that the district's biggest challenge with hiring for this position is the location.

10.6 Expansion of General Manager Recruitment Effort

a. The Board will review options to locate a General Manager –Armstrong informed that the job posting, and job description for the General Manager will be updated on the District website. Armstrong informed that he reached out to the listed firms that specialize in governmental agency recruitments to get a high-level estimate of the recruitment cost. Armstrong informed that two firms responded to this inquiry, and both indicated that it would be approximately \$30,000. Martello mentioned that the former Utility Supervisor left on August 2, 2022, and there should be a cash surplus from the budgeted salary amount. Knox commented that PVCSD has a SGMA and legal bill being generated soon. Armstrong gave a second alternative option which included advertising in industry-specific resources and online job search sites and mentioned that this could cost the district roughly \$300-\$500 a month. Armstrong mentioned that under the second approach, for a 30-day posting this could be accomplished within a budget estimate of \$3,000. Armstrong questioned if they would like us to release an RFP. Martello confirmed. Knox informed that RPMWC will not be contributing to the recruitment costs at all. Esparza motioned to approve up to \$4,000 towards the recruitment of a new General Manager in local industries, seconded by Potalivo; Armstrong informed the suggested \$3,000 budget would be sufficient. Esparza made a substitute motion to approve the \$3,000 budget to begin the search through online advertising for the position and begin the RFP process with a cash forecast and report back to the Board , seconded by Skumawitz and unanimously approved.

10.7 Formation of General Manager Recruitment Committee

a. The Board will consider formation of and appointing members to Recruitment Committee – Armstrong explained why he believes forming an Ad hoc Committee with two Board Members from PVCSD and two Board Members from RPMWC could go a long way in bringing the entities back together. Mathews suggested inviting someone from the community to participate and give their input. Armstrong informed that he thought that would be a good idea down the road but at this point, believes it would be best for Board Members to begin this process. Esparza informed that we can take suggestions from the community at any time. Knox suggested putting a hard stop on this task. Armstrong suggested meeting once a week for 30 days. Esparza moved to appoint Lawston and Potalivo to the Ad hoc Committee, seconded by Martello and unanimously approved.

10.8 Audit Report for Year Ending June 30, 2022

a. The Board will consider accepting the audit report for Fiscal Year Ending June 30, 2022 – Armstrong complimented staff on the work that went into the audit process. Skumawitz moved to accept and file the Audit Report for year ending June 30, 2022, seconded by Potalivo and upon a unanimous vote was adopted.

10.9 Appointment to SGMA Joint Powers Authority

a. The Board will consider the appointment of Board Member to the SGMA JPA and possibly an alternate – Martello suggested appointing a Board Member with the amount of time this will take. Armstrong informed that it could be a contractor or staff member as well. Skumawitz inquired on how often the meetings are held. Knox informed that they are held monthly. Martello asked if Mathews had any input to offer. Kariya informed that there are individuals with some strong personalities involved. Esparza suggested that Skumawitz be nominated as the board representative and Armstrong as the alternative. Martello encouraged to have Mathews be the alternate representative, informing that it is in the District’s best interest that we have all the knowledge possible. Martello motioned to appoint Skumawitz as the District’s representative with Mathews as the alternative. Potalivo inquired whether we could add the permanent GM as the alternative in the future. Potalivo informed that she would second the motion with the following terms; Skumawitz as the representative for PVCSD, with Mathews as the alternative

until a permanent General Manager is hired. Potalivo asked Kariya for her opinion. Kariya asked if the Board has to select an alternative at this time and suggested going forward with no alternative for the time being due to the past history. Knox informed that choosing Mathews as the alternative will cause a disaster among the Boards. Martello informed of the litigation and groundwater rights. Armstrong inquired on why Mathews couldn't be more of just a consultant due to personality conflicts. Esparza offered to be the alternative. Mathews informed he could only be vocal during meetings if Skumawitz is not present. Upon a motion by Martello, seconded by Esparza, Skumawitz was appointed as PVCSD's representative and Mathews as the alternative with a vote of 4 ayes and 1 nay by Lawston.

10.10 Halloween at Pauma Valley Country Club Estates 2022

a. The Board will discuss Halloween 2022 – Martello informed of the ideas that were previously discussed. Esparza informed that he does not feel the current plan is safe and mentioned that Larry with PVCC is willing to sponsor the event at the Country Club. Baxter asked why not just let kids come in as in prior years to trick or treat and those residents who are not interested in handing out candy can turn their lights off. Baxter noted that he believes allowing kids to come into our community represents that we are a nice and safe community. Potalivo mentioned that there was some controversy at the last meeting and suggested allowing the community members and employees' families and friends to be allowed in to trick or treat. Upon a motion by Potalivo seconded by Skumawitz, and a vote of 3 ayes and 2 nays by Lawston, and Esparza, motion carried. Kariya asked for staff to remind guests of the speed limit. Esparza suggested doubling up on Patrol for Halloween.

10.11 Interim General Manager Update on Current Events – Armstrong informed that the district currently does not have an Injury and Illness program. Armstrong informed the Board of a recent complaint by the State of California Department of Industrial Relations Division of Occupational Safety and Health, and mentioned that staff did a great job at responding to them. Skumawitz inquired on the date the incident was observed; Armstrong informed this information was not received. Armstrong gave an update on how things have been going with Water Quality Specialist, noting that things were not quite dialed in yet and feels they did not understand the full scope of work at the time the proposal was created. Armstrong made a suggestion to the Board to have the Board meetings recorded and post the recordings on the website. Potalivo suggested also adding the meeting action items along with the recorded minutes. Martello was in favor of this idea.

10.12 Other Business –

- a. Requested items for next or future agendas (Directors and Staff Only) – Potalivo informed she would like to discuss the SWOT Analysis, discuss Solar updates, and go over the cash forecast.
- b. Board Comments – None

10.13 Announcements/Adjournment –

a. Regular Meeting on November 28, 2022, at 10:00 a.m. – The next meeting date is scheduled for November 28, 2022, at 10:00 a.m. With nothing further to discuss, a motion was made by Lawston to adjourn at 4:45 p.m., seconded by Martello and unanimously approved.

Marissa Fehling

Marissa Fehling, Recording Secretary