

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

Held on August 23, 2021

Directors Present: Sam Logan, Michael Esparza, Bill Jacobs, Bill Schultz, and Jim Cipriano  
Also Present: Residents Charles Mathews, Ron Krohn, Michael Martello, Chris Palmer  
with CSDA, General Manager Bobby Graziano, Office Manager Amber  
Watkins, and Administrative Assistant Marissa Fehling

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- 8.1 Call to Order: Regular Meeting was called to order at 10:00 a.m. by President Sam Logan.
- 8.2 Roll Call: Fehling took roll call.
- 8.3 Open for Public Comments: Mathews inquired on the status of the Sewer EDU calculation survey and asked why it was not in the GM Report. Graziano informed that it was still under works and was not on the GM Report since there were no new updates to give at this time.
- 8.4 Discussion on Joining California Special Districts Association (CSDA): Logan thanked everyone for joining the meeting. Chris Palmer with CSDA introduced himself and gave a brief explanation of the benefits of being a member of the CSDA and explained what CSDA focuses on. Chris Palmer informed that there are relief funds available to Special Districts at the county level. Palmer noted a few upcoming meetings that may be beneficial to our staff. Cipriano inquired on the name of the relief funds available at the county level. Palmer informed that he would email Graziano the information on who qualifies for the available funds and how to apply for them. Graziano inquired on the available finance benefits through CSDA. Palmer informed that the benefits of financing funds through CSDA would be competitive interest rates. Jacobs asked Palmer if he has a direct contact with LAFCO. Palmer informed that he has a great contact with LAFCO that he would be happy to put him in contact with. Palmer left some informative membership information for the Board and left the meeting.
- 8.5 Approval of Previous Minutes:
  - a. Regular Meeting July 26, 2021 – Reviewed, no comments.
  - b. Special Meeting August 3, 2021 – Esparza motioned to approve the Regular Meeting Minutes of July 26, 2021, and Special Meeting Minutes of August 3, 2021 as presented, seconded by Cipriano, Jacobs abstained and by unanimous vote approved.
- 8.6 Financial Report:
  - a. Review of BS, P&L as of 07/31/2021 – Cash Assets reflect \$1,235,558, Accounts Receivable of \$25,544 and Accounts Payable of \$30,807. Watkins informed that the 4 year catch up payment from RPMWC for \$97k was received. Watkins informed that the salary expenses on the P&L are lower than budget due to a year end payroll accrual. Cipriano motioned to adopt the financial report as presented, seconded by Logan, and unanimously adopted.
  - b. Accounts Receivable – Presented for review. Watkins informed that the delinquent accounts were submitted to the County Tax Rolls on August 10, 2021.
- 8.7 Security Report:
  - a. Daily Activity Report - Graziano presented the report. Cipriano inquired on information regarding the Solar solicitor mentioned in the report. Watkins explained that the individual was let into the gates because of a scheduled appointment with a resident; upon completion then decided to go to other resident's homes within the gates. Logan mentioned an incident that he was informed about of a solicitor bothering a resident at 9:00 pm. Upon a motion by Cipriano, second by Logan and unanimous vote, the Daily Activity Report was accepted and ordered filed.

b. Gate Penalty Assessment Report - Presented for review. Esparza mentioned he was bothered by the fact that the gate crushers were not identified.

8.8 General Manager's Report: Graziano presented the report. Graziano informed that the Sewer System Management Plan employee training was done last week. Graziano informed since there is no record of formal cleaning and inspection of the sewer grid system, he feels it would be a good idea to complete a district wide cleaning and video inspection to establish a baseline condition of the sewer lines. Then the annual inspection/cleaning of 1/10<sup>th</sup> of the district can begin. Jacobs inquired on whether Graziano had any cost estimates. Graziano informed he was quoted around \$40k for the whole district and informed that he just wanted to introduce the idea of having this done and would get back to the board with formal bids. Esparza inquired on El Rey's status. Graziano informed that he recently learned they do in fact have a grease interceptor. Jacobs suggested letting them know to contact us before going forward with any repairs during the inspection process. Jacobs stated that at the last meeting he had asked for a written specification and purchase order and thought this was possibly something Cipriano could assist Graziano with for the Solar Project. Graziano suggested letting Jansing with Century Sun and Solar design the system rather than the District specify what should be built. Century possesses the expertise. Jacobs disagreed and stated he needs to come to us for approval for any modifications. Graziano stated he would capture what is being built on a set of plans and ensure that any changes were reviewed and approved by him. Graziano informed that we allocated an additional 10% to the budget and informed that Century Sun & Solar does not do change orders. Graziano explained the cash flow model he created which explained where we will potentially be by 2024-2025. Graziano informed that Larry Taylor with PVCC offered to prepay up to 100k in invoices as well if the District experienced a restrictive cash position.

8.9 Employee Handbook:

a. The Board will consider approving updates to the Employee Handbook to include the job titles Senior Gate Attendant and Senior Patrol Officer – Esparza suggested taking care of the suggested updates and addressing the rest of the handbook at a later time. Jacobs informed that he was under the impression that the Board would submit their recommended changes and Graziano would submit them to Legal for approval. Esparza stated that it would not hurt to do another look through before sending the handbook to legal. Esparza recommended getting a workshop together to discuss the updates. Jacobs informed that he would like for the other board members to give their input on the updates. Martello explained the problem with having 3 or more board members and staff and how this would violate the Brown Act. Esparza suggested tabling this item and having a meeting to further discuss. This item was tabled.

8.10 Purchasing Policy Update:

a. The Board will consider an update to the purchasing policy – Cipriano suggested tabling this item given the time and stated it still needs a few things worked out. Jacobs informed he also has some input he'd like to give on this. This item was tabled.

8.11 Guard House Leases:

a. The Board will consider three lease agreements for the Guard Houses –

- i. Pauma Heights Entrance – Lease Agreement Rancho Pauma Mutual Water Company: Cipriano moved to approve the Pauma Heights and Rancho Pauma Mutual Water Company Lease updates, seconded by Logan and by unanimous vote approved.
- ii. Pauma Valley Drive Rear Entrance: Lease Agreement Terraces HOA. Cipriano moved to approve the updated Pauma Valley Drive Rear Entrance Lease Agreement with the Terraces HOA, seconded by Jacobs and by unanimous vote approved.
- iii. Pauma Valley Drive Front Entrance: Lease Agreement Pauma Roadway Association. Cipriano moved to approve the updated Pauma Valley Drive Front

Entrance and Pauma Valley Roadway Association Lease Agreement, seconded by Logan and by unanimous vote approved.

- 8.12 Discussion on Contents of a CSD Newsletter – Schultz suggested sending a letter to the community informing them of the recent changes and upgrades going on. Jacobs read off his change suggestions.
- 8.13 Set Meeting Date and Time for GM 6 Month Review – Graziano suggested a closed session meeting on September 27, 2021. Meeting was scheduled.
- 8.14 Other Business:
- a. Requested items for next or future agendas (Directors and Staff Only)- Graziano informed that the items to be on a future agenda would include the Employee Handbook updates when complete, the Purchase Policy updates, and the CalPERS pay off initiative.
  - b. Board comments – Cipriano inquired CSDA. Logan asked what the cost was. Cipriano informed that informed what the cost was for a year. Upon a motion by Jacobs, seconded by Cipriano and unanimous vote, the Board approved the purchase of a 1 year CSDA membership.
- 8.15 Adjournment:
- a. Regular Meeting scheduled on September 27, 2021, at 10 a.m. – The next meeting date is scheduled for September 27, 2021, at 10:00 am. Upon a motion from Esparza, second by Logan and unanimous vote, the meeting adjourned at 12:09 pm.

*Marissa Fehling*

Marissa Fehling, Recording Secretary