

Minutes of the Regular Board Meeting
Of the Board of Directors
Apple Valley Heights County Water District

Tuesday, January 21, 2020

The Board of Directors of the Apple Valley Heights County Water District met in regular session and held the regular meeting at the regular meeting place, 9429 Cerra Vista, Apple Valley, California. The meeting was called to order at 6:00 P.M. BOD Vice-President Woody led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Woody, Kaminsky, Duwel & Hunter (via teleconference).

Absent: Director Roberson.

Also Present: General Manager Smith, Secretary Patterson.

Public Present: None.

PUBLIC COMMENT:

None.

ELECTION OF OFFICERS

By President Hunter to table the election of officers until the June 2020 regularly scheduled BOD meeting; second by Director Duwel. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

GENERAL MANAGER REPORT:

1. January 2020 – General Manager Smith informed the BOD that all water samples came back absent for contamination. The GM informed the BOD that road maintenance was done on Cerra Vista to allow for safer ingress/egress for customers visiting office. The GM informed the BOD that the flowmeter for well # 4 is scheduled to be installed on 1/27/20.

2. Efficiency Report – The GM briefed the BOD that the efficiency showed significant declination due to running well # 4 for the entire month of December; staff is confident that efficiency will improve after the new flowmeter is installed on well # 4. The GM briefed the BOD that following the installation of the new flowmeter, if efficiency continues to show poor results, the well pump, motor and associated hardware may need to be pulled to have the well inspected for maintenance needs.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – No new meetings. Secretary Patterson briefed the BOD that BLM is still reviewing the cultural report.

2. Grant Checking Account Report – Secretary Patterson briefed the BOD that a new disbursement, disbursement # 13, had been received from the state and the associated expenses would be discussed in item F-4. Vice-President Woody asked the BOD if there were any additional questions; None.

3. AVHCWD / GSW Interconnection Agreement – DRAFT: BOD Review / Comments: The GM briefed the BOD that legal has responded with some suggested revisions to the draft interconnection agreement and those revisions will be incorporated into the draft and resubmitted to legal counsel. Vice-President Woody asked the BOD if there were any additional questions; None.

4. Approve Accounts Payable/Pay Warrants (Bills to be paid) – Action Item – Secretary Patterson briefed the BOD on the invoices to be paid related to the grant project.

By Director Duwel to approve the accounts payable, related to the Grant Project, as presented; second by Director Kaminsky. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

DISCUSSION/INFORMATION:

1. December 2019 Delinquency. (Verbal) – Secretary Patterson informed the BOD that in the month of December, 38 tag notices were mailed, 0 door tags were hung, and 0 services were turned off. Vice-President Woody asked the BOD if there were any additional questions; None.

2. Profit/Loss: December 2019 – Secretary Patterson briefed the BOD on the P&L report for the month of December 2019. Vice-President Woody asked the BOD if there were any additional questions; None.

3. Revenue Report: December 2019 – Secretary Patterson briefed the BOD on the Revenue report for the month of December 2019. Vice-President Woody asked the BOD if there were any additional questions; None.

4. Policy # 3037-A: Returned Check Fees – FIRST READING – Secretary Patterson briefed the BOD on issues with some customers having multiple returned checks in the same twelve month period and the desire to create a policy that affords the GM with the authority to require payment via cash or money order if more than one check is returned due to NSF. Director Duwel asked that Policy 3037-A be placed on the agenda for the February 2020 meeting as an action item.

5. Senate Bill No. 998 (California) – BOD Discussion / Comments (Verbal) – Secretary Patterson briefed the BOD that staff had discussions with legal counsel on the SB 998 topic and that the draft policy was being reviewed by legal and changes/recommendations were forthcoming. Vice-President Woody asked the BOD if there were any additional questions; None.

6. Mileage Reimbursement Rate 2020 – \$0.57 ½ - Secretary Patterson briefed the BOD that the mileage reimbursement rate, for the 2020 calendar year, is \$0.57 ½ per mile.

7. SWRCB – Opportunity for Comment: Expenditure Plan for Safe & Affordable Drinking Water Fund – The GM briefed the BOD on the availability of a report, from the SWRCB, related to the Affordable Drinking Water Fund. Vice-President Woody asked the BOD if there were any additional questions; None.

8. G.A. Hunter Transparency Report – September 2019 – Secretary Patterson briefed the BOD on the transparency report for September 2019; Vice-President Woody asked the BOD if there were any additional questions; None.

9. G.A. Hunter Transparency Report – October 2019 – Secretary Patterson briefed the BOD on the transparency report for October 2019; Vice-President Woody asked the BOD if there were any additional questions; None.

10. SB County Dept. of Public Works – Meeting Schedule – Secretary Patterson briefed the BOD on the 2020 meeting schedule for the SB County Dept. of Public Works. Vice-President Woody asked the BOD if there were any additional questions; None.

CONSENT LIST:

1. Approve September 10, 2019 Regular Meeting Minutes.

By Director Duwel to table the September 10, 2019 Regular Meeting Minutes until the February 2020 regularly scheduled BOD meeting; second by President Hunter. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

2. Approve October 8, 2019 Regular Meeting Minutes.

By Director Duwel to table the September 10, 2019 Regular Meeting Minutes until the February 2020 regularly scheduled BOD meeting; second by President Hunter. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

3. Approve December 10, 2019 Regular Meeting Minutes.

By Director Duwel to table the September 10, 2019 Regular Meeting Minutes until the February 2020 regularly scheduled BOD meeting; second by President Hunter. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

4. Approve Accounts Payable/Pay Warrants (Bills to be paid).

By Director Duwel to approve the accounts payable as presented; second by President Hunter. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

DISCUSSION/ACTION ITEMS:

1. Ordinance # 16 – Revised Capital Connection Charge: – Second Reading / Adoption – Secretary Patterson reviewed the Ordinance with the BOD.

By Director Duwel to approve Ordinance # 16, as presented; second by President Hunter. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

2. APN 0438-271-24: New Meter Set Application / Will Serve Letter – Secretary Patterson briefed the BOD on the specifics with APN 0438-271-24.

By Director Duwel to approve the new meter set application and will serve letter for APN 0438-271-24; second by Director Kaminsky. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

3. APN 0438-112-06: New Meter Set Application / Will Serve Letter – Secretary Patterson briefed the BOD on the specifics with APN 0438-112-06.

By Director Duwel to approve the new meter set application and will serve letter for APN 0438-112-06; second by Director Kaminsky. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

CLOSED SESSION:

1. Section 54957: Public Employee Performance Evaluation – General Manager

By Director Duwel to enter closed session at 6:28 PM; second by President Hunter. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

By Director Duwel to exit closed session at 6:30 PM; second by Director Kaminsky. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

Reportable Action – The performance evaluation for the GM was completed.

DIRECTORS COMMENTS:

Director Duwel – Glad to be back at the meetings and glad to be back down in the High Desert.

ADJOURNMENT MOTION:

On motion of Director Kaminsky that there being no further business to discuss, the regular meeting be adjourned; second by Director Duwel and carried. Meeting adjourned at 6:31 PM. Yes: Hunter, Woody, Duwel & Kaminsky. No: None. Abstain: None. Absent: Roberson.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

William Woody, Vice-President
Board of Directors