

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

Tuesday, September 15, 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 President Duwel led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Duwel, Woody, Kaminsky and Roberson (via teleconference).

Absent: Hunter

Also Present: General Manager Smith, Secretary Patterson (via teleconference).

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. September 2020 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that two (2) new service lines were installed within the district. The GM informed the BOD that staff continues to receive phone calls, from customers, regarding failure of the postal system to deliver invoices in a timely manner; staff will continue to monitor the situation, work with customers and keep the BOD informed.

2. Efficiency Report – The GM briefed the BOD that the efficiency showed consistency for running both well # 3 and well # 4 during the month of August 2020; the GM explained that, for the month of August 2020, the efficiency calculation showed in excess of 95%.

3. AVHCWD – Current Operations / COVID Response Update (Verbal) – The GM briefed the BOD that the office continues to remain closed to the public and staff continues to exercise social distancing and mask compliance within the office setting. The GM also explained that when customer issues necessitate an office visit, staff enforces appointment setting and a “Mask Required” policy on district property.

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 and Cal Rural Water is still working on the Construction Application. Secretary Patterson informed the BOD that, due to the current COVID-19 situation, there may be extended delays in Grant Project progress.

2. Grant Checking Account Report – Secretary Patterson briefed the BOD on the current grant checking account status. BOD President Duwel asked the BOD if there were any additional questions; None.

DISCUSSION/INFORMATION:

1. August 2020 Delinquency – 0 Tag Notices Mailed; 0 Door Tags Hung; 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of August 2020 and informed the BOD that, due to postal issues causing delays in invoice delivery, no late fees were applied to accounts for the consumption of water in the month of July 2020. BOD President Duwel asked the BOD if there were any questions related to the August 2020 Delinquency Report; None.

2. Profit/Loss: August 2020 – Secretary Patterson briefed the BOD on the P&L Report for August 2020. BOD President Duwel asked the BOD if there were any questions related to the August 2020 P&L Report; None.

3. Revenue Report: August 2020 – Secretary Patterson briefed the BOD on the Revenue Report for August 2020. BOD President Duwel asked the BOD if there were any questions related to the August 2020 Revenue Report; None.

4. Account Aging Report – Receivables as of 9/15/20/20 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of August 2020. BOD President Duwel asked the BOD if there were any questions related to the Account Aging Report; None.

5. Director Head Shots – Secretary Patterson asked the BOD to email “head shots”, of each Director, in order to facilitate the creation of AVHCWD ID Cards for Directors and staff.

6. S.B. County: Department of Transportation – Repayment Status Update – Secretary Patterson informed the BOD that the final payment, payment number 10 of 10, is due for the Central Road project and that this payment would complete the repayment requirements for the Central Road project. BOD President Duwel asked the BOD if there were any questions related to this topic; None.

CONSENT LIST:

1. Approve August 18, 2020 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Vice-President Woody to approve the September 15, 2020 Consent List, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

DISCUSSION/ACTION ITEMS:

1. Approve September 2020 Office Rent Payment.

By Director Roberson to approve the payment for the September 2020 office rent; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

2. Approve G.A. Hunter Transparency Report / Internal Audit Payment: April 2020

By Director Roberson to approve the payment for the April 2020 internal audit; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

3. ACCT # 4B: Customer Request for Extended Payment Plan – GM Smith informed the BOD of the leak situation with the customer side piping for Account # 4B and that the customer was requesting a payment plan for seven (7) months due to the high amount of the water consumption for August 2020.

By Director Roberson to approve the payment plan requested for ACCT # 4B; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

4. Messner & Hadley: Annual Audit Engagement Letter – Secretary Patterson briefed the BOD on the annual engagement letter, for Messner & Hadley, to conduct the audit for the 2019-20 FY.

By Vice -President Woody to authorize the GM to sign the annual engagement letter and schedule the audit as fitting for staff and auditor schedules; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

5. Account Delinquency – District Collection Options: Property Lien – Secretary Patterson briefed the BOD on the two options, presented by staff, and that staff recommendation was to proceed with the option that was based on time (120 days) and that staff would seek BOD approval for lien placement prior to initiating any lien through S.B. County.

By Director Roberson to approve the time-based (120 day) option for property lien placement on past due account balances; second by Vice -President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

5. Approve New Meter Set Application: APN 0438-104-81-0000

6. Approve New Meter Set Application: APN 0438-104-82-0000

By Vice-President Woody to approve the meter set applications for APN 0438-104-81 and 0438-104-82; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

DIRECTORS COMMENTS:

Vice-President Woody stated that he had better meeting connectivity when he turned his camera off on Google Meet.

ADJOURNMENT MOTION:

On motion of Vice-President Woody that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 6:30 PM. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors