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

Tuesday, March 13, 2018

The Board of Directors of Apple Valley Heights County Water District met in regular session and held the regular meeting at 6:00 p.m. at the regular meeting place 9429 Cerra Vista, Apple Valley, California. The meeting was called to order at 6:02 p.m. Director Hunter led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Board Vice President Braun.

Also Present: General Manager-Daniel Smith and Secretary Patterson.

Public Present: None.

Public Comment: None.

MOTIONS:

By Director Kaminsky, to approve the Consent List, second by Director Woody. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

GENERAL MANAGER REPORT:

1. February 2018.
2. Efficiency Report.
3. GM briefed BOD on need for all Directors to complete/update Ethics Training.
4. GSW Interconnection – GM briefed BOD that application has been submitted to GSW; also, GM stated that GSW has asked for electronic versions of plans, and GM is coordinating with GSW leadership to determine what plans they have available for review that can be adopted by AVHCWD.
5. GM briefed BOD that well # 3 is currently down and pump has been removed for service/repair; more discussion will take place during the "Discussion/Action Items" section of the board meeting.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Agenda – NV5/CRWA, Progress Meeting 3/7/18 (Teleconference) – GM briefed board on meeting highlights and stated that next meeting was scheduled for April 4th, 2018 at 11:00 AM
2. Accounts Payable:
 - NV5 - \$31, 538.50
 - CRWA / MWA - \$2,960.74
 - Inland Aerial Surveys - \$3,000.00

By Director Woody, to approve the all payable invoices, as listed above, for the disbursement of state funds to pay for services rendered; second by Director Duwel. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

3. Director's Report (Verbal) – None

DISCUSSION/INFORMATION:

1. February 2018 Delinquency. (Verbal) – Secretary Patterson informed board members that in February 2018, 33 Tag Notices were mailed to customers; this resulted in 7 Turn-off tags being hung at resident locations and 2 services were turned off due to lack of payment and/or payment arrangements, with 1 of those 2 services service remaining off.

2. Profit/Loss – February 2018. President Hunter asked if any Directors had questions; Director Kaminsky asked for clarification on the salary total for the Admin. Secretary – Training (Account # 56167); Secretary Patterson explained the reason for the perceived higher than normal figure is due to the fact that the January salary check was written on 2/1/18 and the February salary check was written on 2/28/18, therefore capturing both salary figures in the same calendar month. Additionally, Director Kaminsky asked for clarification on the G&A Travel account, specifically, subaccount 56233 (Repairs/Maintenance on Truck); Secretary Patterson clarified that the costs for the month of February for this account were associated with repairs needed on the AVHCWD F-25-0 service truck, which had a misfire on the # 6 cylinder and the repairs/service required all coils and plugs to be replaced. No further questions or clarifications were sought from members of the BOD.
3. Revenue Report – January 2018. President Hunter asked if any Directors had questions; None.
4. Form 700 – Secretary Patterson presented BOD members with copies of the CA Form 700 (Statement of Economic Interests); BOD members in attendance signed and returned the forms to Secretary Patterson.
5. CSDA Board of Directors (Verbal) – Secretary Patterson briefed the BOD that the California Special Districts Association sent documents asking for nominations of SEAT A on the CSDA BOD; no expressed interest from AHVCWD BOD.
6. Mojave Basin Area Watermaster 2016-17 Water Year Verified Production (Verbal) – Secretary Patterson briefed the BOD that the annual production for AVHCWD has been verified at 96 AF, leaving AVHCWD with a 12 AF replacement obligation; additionally, Secretary Patterson informed the BOD that staff was currently working on identifying Unused FPA (Carryover) in the Alto subarea to satisfy the 12 AF replacement obligation.
7. Copies of Insurance Cards for Directors – Secretary Patterson briefed BOD that Director Hunter needed to provide a copy of current insurance information, as Director Duwel had already delivered an electronic copy of her insurance information before the meeting.

CONSENT LIST:

1. Approve February 1, 2018 Special Meeting Minutes.
2. Approve February 13, 2018 Regular Meeting Minutes.
3. Approve Accounts Payable/Pay Warrants (Bills to be paid).

By Director Kaminsky, to approve the Consent List, second by Director Woody. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun

Note – Director Kaminsky asked that future staff mileage reimbursement requests have a detailed breakdown of dates, destinations and detailed mileage for each day in question; Secretary Patterson agreed that this request would be fulfilled.

DISCUSSION/ACTION ITEMS:

1. Well # 3 – Legend Quote: GM Briefed BOD on the current specifics with well # 3 and why the pump had been removed; GM also informed the BOD of the different repairs/services required for the pump, as well as those required for the well screen/casing. Additionally, the GM briefed the BOD that JPIA had been engaged and staff was waiting for feedback related to JPIA level of involvement and what fiscal support JPIA could provide. By Director Duwel, to approve the payment of costs associated with well # 3 pump and screen/casing repairs/services, contingent on JPIA involvement and determination of fiscal support from JPIA; second by Vice-President Woody. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.
2. APN 0438-132-02: New Meter Set Application & Will Serve Letter: By Director Duwel, to approve the meter set application and will serve letter, as presented to the BOD; second by Director Kaminsky. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

3. Mojave Basin Area Watermaster – Subarea Advisory Committee Election – Alto: By Director Duwel, to assign all 625 AVHCWD Alto Subarea Committee votes to Golden State Water Company; second by Director Kaminsky. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.
4. Mojave Basin Area Watermaster – Subarea Advisory Committee Election – Centro: By Director Duwel, to assign all 145 AVHCWD Centro Subarea Committee votes to Golden State Water Company; second by Director Kaminsky. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.
5. APN 0438-113-16: New Meter Set Application: GM briefed BOD on specifics of property in question and that the owner is requesting a temporary water service connection to be installed immediately for grading and/or construction related purposes. By Director Duwel, to approve the installation of temporary water service connection, with meter, and that the temporary service is not to exceed 90 days; the temporary service will also require temporary water service rates, as outlined in the AVHCWD rules/regulations, and that the customer be responsible for the actual costs of the installation of a new water service line and meter upon completion of the 90 day temporary service; second by Vice-President Woody. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

CLOSED SESSION:

Section 54955.5, Public Employee Performance Evaluation – General Manager

By Vice-President Woody, to go into Closed Session at 6:42 PM, second by Director Duwel. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

By Director Duwel, to come out of Closed Session at 6:48 PM, second by Director Kaminsky. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

Closed session action: By Director Woody, to approve GM contract with discussed amendments; second by Director Duwel. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

DIRECTORS COMMENTS:

Director Duwel – May be late dialing in to BOD meeting for month of April, 2018.

Director Kaminsky – Will not be in attendance at May, 2018 BOD meeting.

ADJOURNMENT MOTION:

On motion of Director Kaminsky that there being no further business to discuss, the regular meeting be adjourned, second by Vice-President Woody, and carried. Meeting adjourned at 6:50 p.m. Yes: Duwel, Hunter, Kaminsky, Woody. No: None. Abstain: None. Absent: Braun.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Larry Hunter, President
Board of Directors

