

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

Wednesday, December 16, 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 (AVHCWD Office), Woody (AVHCWD Office), Hunter (Teleconference), Kaminsky (AVHCWD Office) and Roberson (Teleconference).

Absent: None.

Also Present: General Manager Smith (AVHCWD Office), Secretary Patterson (Teleconference).

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. December 2020 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that a service line was replaced within the district due to the fact that the district side shut off valve was inoperable and the service line was showing signs of corrosion, as it was old galvanized pipe. The GM informed the BOD that three water meter boxes were replaced within the district. The GM informed the BOD that the Cla-Val, for Well # 4, is leaking and the gasket repair kit has been ordered and will be installed once received.

2. Efficiency Report – The GM briefed the BOD that the efficiency showed inconsistency for running both well # 3 and well # 4 during the month of November 2020; the GM explained that, for the month of November 2020, the efficiency calculation showed 87.6%.

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 there have been no new meetings since the BOD last convened. GM Smith informed the BOD that James Owens, with NV5, sent an update email that stated BLM is continuing efforts on the NEPA documentation and that NV5 has contacted the Town of Apple Valley to inform them of the project scope in anticipation of crossing Tussing Ranch Road.

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. November 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 November 2020. BOD President Duwel asked the BOD if there were any questions related to the November 2020 Delinquency Report; None.
2. Profit/Loss: November 2020 – Secretary Patterson briefed the BOD on the P&L Report for November 2020. BOD President Duwel asked the BOD if there were any questions related to the November 2020 P&L Report; None.
3. Revenue Report: November 2020 – Secretary Patterson briefed the BOD on the Revenue Report for November 2020. BOD President Duwel asked the BOD if there were any questions related to the November 2020 Revenue Report; None.
4. Account Aging Report – Receivables as of 12/16/20 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of November 2020. BOD President Duwel asked the BOD if there were any questions related to the Account Aging Report; None.
5. Director Head Shots (Verbal) – Secretary Patterson reminded Directors Woody and Hunter that head shots were still needed for AVHCWD ID Cards.
6. Certification of Appointment in Lieu of Election: Directors Kaminsky & Roberson – Secretary Patterson briefed the BOD that staff had received documentation, from SB County, confirming the appointment of Director Kaminsky and Director Roberson in lieu of election.
7. Confirmation of Lien Placement: ACCT # 197B – Secretary Patterson briefed the BOD that documentation had been received, from the SB County Recorder's Office, confirming the placement of a lien for past due fees for ACCT # 197B and that the county had recorded the lien and assigned an applicable document number.

CONSENT LIST:

1. Approve November 17, 2020 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Director Kaminsky to approve the December 16, 2020 Consent List, as presented by staff; second by Director Hunter. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/ACTION ITEMS:

1. Approve December 2020 Office Rent Payment.

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

2. Approve G.A. Hunter Transparency Report / Internal Audit Payment: August & September 2020.

By Director Roberson to approve the payments for the August & September 2020 internal audits; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

3. Cell Phone Stipend Policy: DRAFT – Second Reading / Adoption.

By Director Kaminsky to approve/adopt the AVHCWD Cell Phone Stipend Policy as presented by staff; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DIRECTORS COMMENTS:

Directors Roberson & Kaminsky wished everyone a happy and safe Christmas Holiday. BOD President Duwel informed the BOD that she has instructed the GM to research alternative options available for BOD meeting locations, specifically addressing BOD President Duwel’s concerns related to proper air flow, distance requirement spacing and overall infrastructure/design allowances for safe meetings during the current pandemic. BOD President Duwel asked for preliminary information to be presented to the BOD as discussion topics at the next regularly scheduled BOD meeting.

ADJOURNMENT MOTION:

On motion of Director Roberson that there being no further business to discuss, the regular meeting be adjourned; second by Director Kaminsky and carried. Meeting adjourned at 6:21 PM. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors