

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

Tuesday, August 18, 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 6:05 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

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

Absent: None

Also Present: General Manager Smith, Secretary Patterson & James Owens: NV5 (via teleconference).

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. August 2020 – General Manager Smith informed the BOD that one of the monthly samples tested positive for Coliform Bacteria and that all following sample tests returned negative results. The GM informed the BOD that four (4) service lines were replaced within the district and one new service line was installed within the district. The GM informed the BOD that all Directors and staff have been issued laptops for the purposes of meeting attendance, specifically for attendance and improved communications during the COVID-19 pandemic. 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 July 2020; the GM explained that, for the month of July 2020, the efficiency calculation showed in excess of 90%.

3. AVHCWD – Current Operations / COVID Response Update (Verbal) – The GM briefed the BOD that staff continue 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 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.

3. James Owens (NV5): Construction Phase Update – James Owens briefed the BOD on the revised budget for the construction phase of the Grant Funding Project; Mr. Owens explained that the justification for changes was due to pricing increases, since the original PER was reviewed. President Duwel asked the BOD if there were any questions; None.

4. Rescind Resolution # 207-2020: ACTION ITEM

By Director Kaminsky to approve the rescission of Resolution # 207-2020; second by Director Roberson. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

5. Approve Resolution # 212-2020: ACTION ITEM

By Director Kaminsky to approve the adoption of Resolution # 212-2020, as presented; second by Director Roberson. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

DISCUSSION/INFORMATION:

1. July 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 July 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 July 2020 Delinquency Report; None.

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

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

4. Account Aging Report – Receivables as of 8/18/20 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of July 2020. BOD President Duwel asked staff to present proposals for how to manage accounts that are beyond 90 days past due and present these proposals to the BOD at the regularly scheduled September meeting; Secretary Patterson agreed to have this information ready for the September meeting. BOD President Duwel asked the BOD if there were any questions related to the Account Aging Report; None.

5. Invoicing – Postal Issues – Secretary Patterson briefed the BOD on the continued postal issues impacting timely delivery of invoices to customers. Secretary Patterson informed the BOD that all invoices were now being mailed from the Hesperia post office, rather than the Apple Valley post office. BOD President Duwel asked the BOD if there were any questions related to this topic; None.

- Note: At this point in the meeting, due to poor Internet connectivity, the communication with Directors Hunter and Kaminsky, as well as GM Smith, was lost.

6. 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.

7. BOD Packet Delivery – Secretary Patterson informed the BOD that, as a majority of all types of meetings will be held via teleconference for the foreseeable future, packets would be delivered electronically (via email) unless otherwise requested by each individual Director. BOD President asked the BOD if there were any questions on this topic; None.

CONSENT LIST:

1. Approve July 21, 2020 Regular Meeting Minutes.
2. Approve August 12, 2020 Special Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Director Roberson to approve the August 18, 2020 Consent List, as presented by staff; second by Vice-President Woody. Yes: Duwel, Woody & Roberson. No: None. Abstain: None. Absent: Hunter, Kaminsky (due to poor Internet connectivity).

DISCUSSION/ACTION ITEMS:

1. Approve August 2020 Office Rent Payment.

By Director Roberson to approve the payment for the August 2020 office rent; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter, Kaminsky (due to poor Internet connectivity).

DIRECTORS COMMENTS:

None.

ADJOURNMENT MOTION:

On motion of Director Roberson that there being no further business to discuss, the regular meeting be adjourned; second by BOD President Duwel and carried. Meeting adjourned at 6:49 PM. Yes: Duwel, Woody & Roberson. No: None. Abstain: None. Absent: Hunter, Kaminsky (due to poor Internet connectivity).

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors