

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

Tuesday, January 19, 2021

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 (Video Conference), Woody (AVHCWD Office), Hunter (Video Conference), Kaminsky (Video Conference) and Roberson (Video Conference).

Absent: None.

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

Public Present: Chris Palmer-CSDA (Video Conference).

**PUBLIC COMMENT:**

Mr. Chris Palmer introduced himself to the BOD and informed the BOD that all of the webinars, through CSDA, are currently free for Directors and staff. Mr. Palmer also informed the BOD that CSDA is currently working with the Federal Government in an effort to provide COVID-19 relief funds for special districts and reminded the BOD that CSDA continued to be a resource for special districts for many educational and support related needs.

**GENERAL MANAGER REPORT:**

1. January 2021 – 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 Article 12 Inactive Account had transferred ownership and the new owner is going to be building on the property in question. The GM informed the BOD that three water meter boxes were replaced within the district. The GM informed the BOD that the rebuild kit for the CLA-VAL at Well # 4 was ordered and will be installed as soon as all components are on hand. The GM informed the BOD that the GM was sick and self-quarantined, out of caution, and that COVID-19 test results were negative.
2. Efficiency Report – The GM briefed the BOD that the efficiency showed improvement for running both well # 3 and well # 4 during the month of December 2020; the GM explained that, for the month of December 2020, the efficiency calculation showed in excess of 91%.
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.
4. Alternate Meeting Location Update – The GM briefed the BOD that staff has conducted research to determine if any alternate locations exist that would accommodate allowing meetings to be held in person, while allowing for social distancing requirements, but that all other locations are either closed to the public or not available for rent/payment of locational use. Additionally, the GM informed the BOD that staff has received quotes for modular office buildings, to be placed at an alternate location, and that he costs start and approximately \$60K and go up, depending on size and options selected.

**GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:**

1. Meeting Update – The GM informed the BOD that the CEQA documents, delivered to SB County, were not forwarded to the state of CA by the county and were currently being uploaded to the state by NV5.
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. December 2020 Delinquency – 44 Reminder Notices Mailed; 32 Past Due Fees Applied (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of December 2020. BOD President Duwel asked the BOD if there were any questions related to the December 2020 Delinquency Report; None.
2. Profit/Loss: December 2020 – Secretary Patterson briefed the BOD on the P&L Report for December 2020. BOD President Duwel asked the BOD if there were any questions related to the December 2020 P&L Report; None.
3. Revenue Report: December 2020 – Secretary Patterson briefed the BOD on the Revenue Report for December 2020. BOD President Duwel asked the BOD if there were any questions related to the December 2020 Revenue Report; None.
4. Account Aging Report – Receivables as of 1/19/21 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of December 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. Form 700 Annual Submission: SB County / JPIA – Secretary Patterson informed the BOD that the annual submission of Form 700 was coming due; Secretary Patterson informed the BOD that staff has the forms available for review/signature at the AVHCWD office and staff asks that each director coordinate with staff to review/sign the documents.
7. 2020 W-2: Verify NLT 1/26/21 – Secretary Patterson informed the BOD that 2020 W-2s were complete and available for pickup at the AVHCWD office; staff asks that each director coordinate with staff to retrieve the W-2s and that staff needs to be made aware of any needed corrections no later than 1/26/21.
8. Mileage Reimbursement Rate 2021 (per IRS) – Secretary Patterson informed the BOD that the mileage reimbursement rate for 2021 is \$0.56 and that this was a decline from the 2020 rate by 1.5 cents.

**CONSENT LIST:**

1. Approve December 16, 2020 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Director Hunter to approve the January 19, 2021 Consent List, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

**DISCUSSION/ACTION ITEMS:**

1. Approve January 2021 Office Rent Payment.

By Director Kaminsky to approve the payment for the January 2021 office rent; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

**CLOSED SESSION:**

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

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

By Director Hunter to exit closed session at 6:32 PM; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

Notable Action from closed session – No action was taken by the BOD; however, BOD President Duwel stated that all directors felt that the GM was doing an outstanding job.

**DIRECTORS COMMENTS:**

None.

**ADJOURNMENT MOTION:**

On motion of Director Hunter that there being no further business to discuss, the regular meeting be adjourned; second by Director Kaminsky and carried. Meeting adjourned at 6:35 PM. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President  
Board of Directors