

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

Tuesday, November 12, 2019

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 Vice-President Woody led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Woody, Duwel, Kaminsky & Roberson.

Absent: Director Hunter.

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

Public Present: None.

Public Comment: None.

PUBLIC HEARING:

1. Public Hearing – By Director Duwel to open the public hearing; second by Director Roberson. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

2. BOD Approval – ERSC (John Egan, P.E.) – Update of Capital Connection Charge: From \$9,257.00 to \$8,220.00. – General Manager Smith briefed the BOD on the rationale and calculations used, by ERSC, to determine the revised capital connection fee.

By Director Duwel to change capital connection fee from \$9,257.00 to \$8,220.00; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

3. By Director Duwel to close the public hearing; second by Director Roberson. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

GENERAL MANAGER REPORT:

1. November 2019 – General Manager Smith informed the BOD that all water samples came back absent for contamination. The GM informed the BOD that additional padlocks were purchased for security of district infrastructure components. The GM briefed the BOD that all scrap metal had been turned in to the recycling center.

2. Efficiency Report – The GM briefed the BOD that the efficiency showed improvement and advised the BOD that staff had run well # 3 all month long, for the month of November, and this indicated that there may be some flowmeter anomalies with well # 4 that is causing declination in monthly efficiency; this theory will be further tested in the month of December by running well # 4, for the entire month, and determining how this impacts the overall efficiency for the month of December, 2019. The GM informed the BOD that the individual the district has used for SCADA related issues, in the past, has retired and moved to Texas; staff is currently looking for a new IT/SCADA expert to assist with the programming requirements needed for the installation of the McCrometer flowmeters for well # 3 and 4.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update

A. NV5 Progress Meeting: 10/15/19: Director Woody, who was in attendance at the meeting with the State of CA Finance / MWA / NV5 / CRWA, stressed concern over state representative comments that alluded to the fact that there was no guarantees construction funding would be approved. James Owens (NV5) briefed the BOD on the progress meeting and the forthcoming transition from the planning phase to the construction phase.

- B. GSW Interconnection Meeting: 10/15/19: James Owens (NV5) briefed the BOD on the GSW/AVHCWD interconnection meeting and informed the BOD that a draft agreement has been prepared and will be reviewed by staff and NV5 prior to submittal to legal counsel.
2. Grant Checking Account Report – Secretary Patterson briefed the BOD that no expenses have been made, related to the Grant Project, since the last regular BOD meeting. Vice-President Woody asked the BOD if there were any additional questions; None.
 3. AVHCWD / GSW Interconnection Agreement – DRAFT: BOD Review / Comments: Secretary Patterson asked the BOD to review the DRAFT interconnection agreement and have questions/comments ready to present to staff at the December 10, 2019 BOD meeting. Vice-President Woody asked the BOD if there were any additional questions; None.

DISCUSSION/INFORMATION:

1. October 2019 Delinquency. (Verbal) – Secretary Patterson informed the BOD that in the month of October, 34 tag notices were mailed, 4 door tags were hung, and 0 services were turned off. Vice-President Woody asked the BOD if there were any additional questions; None.
2. Profit/Loss: October 2019 – Secretary Patterson briefed the BOD on the P&L report for the month of October 2019. Vice-President Woody asked the BOD if there were any additional questions; None.
3. Revenue Report: October 2019 – Secretary Patterson briefed the BOD on the Revenue report for the month of October 2019. Vice-President Woody asked the BOD if there were any additional questions; None.
4. Policy # 5071 – Mobile/Heavy Equipment Operation & Safety – Secretary Patterson briefed the BOD that verbiage changes, previously requested by the BOD, had been incorporated into the current version of the policy; Director Duwel asked that staff move this topic to Discussion/Action for the month of December 2019.
5. G.A. Hunter Transparency Report: August 2019 – Secretary Patterson briefed the BOD on the transparency report for the month of August 2019. Vice-President Woody asked the BOD if there were any additional questions; None.
6. AVHCWD Service Line Installation Charges – BOD Discussion: Line Item Charge vs. Flat Rate – Secretary Patterson briefed the BOD on the material costs associated with a service line cost installation, as well as the calculations utilized to determine equipment and employee costs per hour. Director Duwel asked that staff begin creating policy to establish a charge of \$1,600.00 per service line installed, if installed by AHCWD staff; Secretary Patterson will present a First Reading DRAFT policy to the BOD, at the next regularly scheduled BOD meeting. Vice-President Woody asked the BOD if there were any additional questions; None.
7. Senate Bill No. 998 (California) – BOD Discussion & Legal Counsel Review Summary: Secretary Patterson briefed the BOD on recent communication, with legal counsel, regarding SB 998; Vice-President Woody asked the BOD if there were any additional questions; None.

CONSENT LIST:

1. Approve October 8, 2019 Regular Meeting Minutes.
By Director Duwel to table August 13, 2019 Regular Meeting Minutes until the December 10, 2019 regularly scheduled BOD meeting; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.
2. Approve September 10, 2019 Regular Meeting Minutes.
By Director Duwel to table August 13, 2019 Regular Meeting Minutes until the December 10, 2019 regularly scheduled BOD meeting; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.
3. Approve Accounts Payable/Pay Warrants (Bills to be paid).
By Director Duwel to approve the Accounts Payable/Pay Warrants (Bills to be paid); second by Director Roberson. Yes: Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

DISCUSSION/ACTION ITEMS:

1. Verizon – Office Internet, Phone Field Cell Phone – The GM briefed the BOD on continued internet connectivity issues and the need to switch from Frontier to Verizon.

By Director Duwel to approve the use of Verizon for office internet, phone and field cell phones; second by Director Roberson. Yes: Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

2. PayClix – The GM briefed the BOD on the opportunities to incorporate PayClix with our current billing software to allow customers to pay bills on-line and with ATM/Debit/Credit Cards; additionally, the GM briefed the BOD on how this will assist with the facilitation of adherence to SB 998.

By Director Duwel to approve the implementation of PayClix to current billing software and capabilities; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

3. ACCT # 197B: APN 0438-104-25 – Current Account Status: Secretary Patterson briefed the BOD on the current account status with ACCT # 197B.

By Director Duwel to send the customer a “Notice of Intent to File Lien” letter; second by Director Roberson. Yes: Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

DIRECTORS COMMENTS:

None.

ADJOURNMENT MOTION:

On motion of Director Kaminsky that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 1855 hours. Yes: Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Hunter.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

William Woody, Vice-President
Board of Directors