

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

Tuesday, February 16, 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 (AVHCWD Office), Woody (AVHCWD Office) & Kaminsky (Tele-conference).

Absent: Directors Hunter & Roberson.

Also Present: General Manager Smith (AVHCWD Office), Secretary Patterson (Tele-conference).

Public Present: None.

GENERAL MANAGER REPORT:

1. February 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 was going to be transitioning to an active account. The GM informed the BOD that the CLA-VAL at Well # 4 has been rebuilt and that Well # 4 was back online and operational. The GM informed the BOD staff was contacted due to a “no water” complaint at a property on Bella Vista, but the resulting inspection showed the pipes at the house were frozen.

2. Efficiency Report – The GM briefed the BOD that the efficiency showed declination for running both Well # 3 and Well # 4 during the month of January 2021; the GM explained that, for the month of January 2021, the efficiency calculation showed in excess of 84%.

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 – The GM informed the BOD that all documents are required to be uploaded to the state of CA via electronic submittals; The GM informed the BOD that documents have been uploaded and are currently being reviewed by state representatives.

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. January 2021 Delinquency – 27 Past Due Fees Applied (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of January 2021. BOD President Duwel asked the BOD if there were any questions related to the January 2021 Delinquency Report; None.

2. Profit/Loss: January 2021 – Secretary Patterson briefed the BOD on the P&L Report for January 2021. BOD President Duwel asked the BOD if there were any questions related to the January 2021 P&L Report; None.
3. Revenue Report: January 2021 – Secretary Patterson briefed the BOD on the Revenue Report for January 2021. BOD President Duwel asked the BOD if there were any questions related to the January 2021 Revenue Report; None.
4. Account Aging Report – Receivables as of 2/16/21 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of January 2021. 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. MWA Subarea Advisory Committee Recommendations (Alto & Centro) – Secretary Patterson briefed the BOD on the nomination forms for the Alto & Centro Subarea Advisory Committees; Secretary Patterson informed the BOD that if they had any recommendations, the completed forms were due back to the Mojave Water Agency no later than 5:00 PM on 2/22/21.
7. CSDA Board of Directors: Call for Nominations (Seat A) – Secretary Patterson briefed the BOD that the CSDA was asking for nominations for the CSDA BOD, Seat A; Secretary Patterson informed the BOD that ballots would be forthcoming after nominations were received.

CONSENT LIST:

1. Approve January 19, 2021 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Vice-President Woody to approve the February 16, 2021 Consent List, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Hunter & Roberson.

DISCUSSION/ACTION ITEMS:

1. Approve February 2021 Office Rent Payment.

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

2. Approve G.A. Hunter Transparency Report / Internal Audit Payment -October 2020

By Vice-President Woody to approve the G.A. Hunter Transparency Report / Internal Audit Payment for October 2020; second by Director Kaminsky. Yes: Duwel, Woody, & Kaminsky. No: None. Abstain: None. Absent: Hunter & Roberson.

3. Request Authorization to Send Lien Letter and Apply Lien (if no response in 30 days): Acct # 184, Acct # 28.

By Director Kaminsky to authorize staff to send lien letters and apply liens, to Acct # 184 and # 28, if accounts are not current, or payment arrangements made, in 30 days; second by Vice-President Woody. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Hunter & Roberson.

4. Policy # 3037: Revision – Provide temporary authorization, due to COVID pandemic, for District GM to approve extended customer payment arrangements, not to exceed 8 months.

By Director Kaminsky to approve revisions to Policy # 3037, as presented by staff; second by Vice-President Woody. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Hunter & Roberson.

5. Annual Audit: FY 2019-20

By Vice-President Woody to accept the Annual Audit for FY 2019-20 as presented by District Auditors; second by Director Kaminsky. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Hunter & Roberson.

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 Vice-President Woody and carried. Meeting adjourned at 6:35 PM. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Hunter & Roberson.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors