

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

Tuesday, July 21, 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: Director Duwel; Directors Hunter, Woody, Kaminsky and Roberson (via teleconference).

Absent: None

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

Public Present: Three members of the public attended the meeting with social distancing requirements adhered to.

PUBLIC COMMENT:

BOD President Duwel asked the members of the public, present for the meeting, if they had any comments or questions to be heard during the Public Comment section of the meeting; None.

PUBLIC HEARING/DISCUSSION/ACTION ITEMS:

1. BOD President Duwel opened the Public Hearing at 6:04 PM. BOD President Duwel asked the members of the public, present for the meeting, if there were any comments or questions related to the topics to be discussed by the BOD; None. BOD President Duwel closed the Public Hearing at 6:06 PM.

2. BOD Approval – Standby 2020-21, Resolution 210-2020 – BOD President Duwel asked the BOD if there were any questions related to the 2020-21 Standby information, or the associated resolution, presented by staff; None.

By Director Hunter to approve the 2020-21 Standby and adopt Resolution # 210-2020, as presented by staff; second by Director Roberson. Yes: Hunter, Woody, Duwel & Roberson. No: None. Abstain: None. Absent: Kaminsky.

3. BOD Approval – Office Rental 2020-21 – BOD President Duwel asked the BOD if there were any questions related to the office rental for the 2020-21 fiscal year; None

By Vice-President Woody to approve the Office Rental for the 2020-21 fiscal year, as presented by staff; second by Director Roberson. Yes: Duwel, Woody & Roberson. No: None. Abstain: Hunter. Absent: Kaminsky.

Note – After the office rental topic was voted on, Director Kaminsky joined the BOD meeting via teleconference.

4. BOD Approval – Budget 2020-21 – BOD President Duwel asked the BOD if there were any questions related to the District Budget for the 2020-21 fiscal year; None

By Director Hunter to approve the District Budget for the 2020-21 fiscal year, as presented by staff; second by Director Roberson. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

GENERAL MANAGER REPORT:

1. July 2020 – General Manager Smith informed the BOD that all water samples came back absent for contamination. The GM informed the BOD that there were two new service lines installed by Kelley's Construction. The GM informed the BOD that all CCR Reports and Public Hearing Notices were mailed out to customers in the month of June. The GM informed the BOD that SCE performed efficiency tests for both Well # 3 and Well # 4. The GM informed the BOD that one of the district customers, on Rancho Street, had a garage fire that required Emergency Fire Response and district staff coordinated for water availability questions for fire fighting purposes.
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 June 2020; the GM explained that, for the month of June 2020, the efficiency calculation showed 96.93%.
3. AVHCWD – Current Operations / COVID Response Update (Verbal) – Secretary Patterson briefed the BOD that staff has been maintaining social distancing requirements, at both the office and field settings, and that customers are also respecting District policy and guidance related to social distancing, as related to office closure to the public, requirement of appointments and mask requirements for appointment attendance.

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 that the budget for the construction phase was currently being reviewed and that more information would be available and presented to the BOD at the August meeting.
4. Rescind Resolution # 207-2020: ACTION ITEM
By Director Kaminsky to table this topic until the August 2020 BOD Meeting; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.
5. Approve Resolution # 211-2020: ACTION ITEM
By Director Kaminsky to table this topic until the August 2020 BOD Meeting; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/INFORMATION:

1. June 2020 Delinquency – 25 Tag Notices Mailed; 0 Door Tags Hung; 1 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of June 2020. BOD President Duwel asked the BOD if there were any questions related to the June 2020 Delinquency Report; None.
2. Profit/Loss: June 2020 – Secretary Patterson briefed the BOD on the P&L Report for June 2020. BOD President Duwel asked the BOD if there were any questions related to the June 2020 P&L Report; None.

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

4. G.A. Hunter Transparency Report: March 2020 – BOD President Duwel asked the BOD if there were any questions related to the March 2020 Transparency Report; None.

5. Account Aging Report – Receivables as of 7/21/20 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of June 2020 and that this report would be included in BOD Meeting discussion topics for the foreseeable future. BOD President Duwel asked the BOD if there were any questions related to the Account Aging Report; None.

6. June 2020 Invoicing – Postal Issues; Anticipate Increased Postal Costs – GM Smith briefed the BOD on recent issues with the Apple Valley Post Office and that the Postmaster has implemented decisions to hold mail for up to 14 business days; this issue impacted the delivery of customer invoices, for water consumption in June 2020 and, as such, staff has waived all late fees for the billing invoices that were due on or before July 15th, 2020. The collective BOD asked staff to begin mailing invoices from the Hesperia or Victorville post office branches.

CONSENT LIST:

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

By Director Kaminsky to approve the July 21, 2020 Consent List, as presented by staff; second by Director Hunter. Yes: Hunter, Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/ACTION ITEMS:

1. Annual Audit 2018-19: SECOND READING/ADOPTION

By Director Roberson that the BOD Approve/Adopt the 2018-19 Annual Audit; second by Director Hunter. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DIRECTORS COMMENTS:

Director Kaminsky stated that the phone conference option is a difficult way to run meetings; issues hearing those speaking, difficulty understanding, etc. President Duwel instructed staff to research computer options/costs and ensure that Google Meet is working for the next BOD meeting.

President Duwel asked the members of the public, present at the meeting, if they had any questions or comments related to anything discussed or acted upon during this meeting; None.

ADJOURNMENT MOTION:

On motion of Director Hunter that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 6:37 PM. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

APPROVED:

Patricia Duwel, President
Board of Directors