

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

Tuesday, September 10, 2019

The Board of Directors of the Apple Valley Heights County Water District met in regular session and held the regular meeting at 6:00 P.M. at the regular meeting place, 9429 Cerra Vista, Apple Valley, California. The meeting was called to order at 6:00 P.M. BOD President Hunter led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Hunter, Duwel & Roberson.

Absent: Directors Woody & Kaminsky.

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

Public Present: None.

Public Comment: None

GENERAL MANAGER REPORT:

1. September 2019 – General Manager Smith informed the BOD that one water sample collected came back positive for TC+; as a result, resampling efforts were conducted and all of the samples from the resampling efforts came back absent. The GM informed the BOD that there were two leaks during the month of August; one service line leak at 9172 Wickiup Way (customer side leak) and a service line leak at 9425 Buena Vista (district side) and subcontractor efforts repaired the Buena Vista leak. The GM informed the BOD that the purchase of the 2016 Kubota was complete, and staff has taken delivery of the Kubota tractor.
2. Efficiency Report – The GM informed the BOD that the efficiency is still showing some decline; however, with the installation of the new well site flowmeter, the efficiency is expected to improve.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – James Owens briefed the BOD regarding the recent meeting with AVHCWD staff. Additionally, James Owens informed the BOD of status updates related to the paleontological report with BLM, design drawings for the well site, design drawings for the transmission/distribution pipelines on Mesa Vista and the conceptual design drawings for the interconnection with Golden State Water.
2. Grant Checking Account Report – Secretary Patterson briefed the BOD that the largest change to the grant checking account balance was the disbursement of payments, previously authorized by the BOD. President Hunter asked the BOD if there were any additional questions; None.

DISCUSSION/INFORMATION:

1. August 2019 Delinquency. (Verbal) – Secretary Patterson briefed the BOD that in August 2019, 31 Tag Notices were mailed; 4 Door Tags were hung; 0 services were turned off.
2. Profit/Loss: August 2019 – Secretary Patterson briefed the BOD that the net income appears negative due to the disbursement of funds from the state of CA in the month of August, as well as the fact that the Kubota purchase was a significant expenditure in August. President Hunter asked the BOD if there were any questions related to the August 2019 Profit/Loss report; None.
3. Revenue Report: August 2019 – Secretary Patterson briefed the BOD that the most significant changes in the revenue report were related to the transfer of monies from the Restricted Savings account to the General Checking account for the purchase of the Kubota. President Hunter asked the BOD if there were any questions related to the August 2019 Revenue report; None.
4. Policy # 5071 – Mobile/Heavy Equipment Operation & Safety: First Reading – Secretary Patterson briefed the BOD on the need for BOD review input for the heavy equipment operation policy. President

Hunter asked if the unit had been added to the district's JPIA policy; Secretary Patterson confirmed it has been added.

5. G.A. Hunter Transparency Report – June 2019 – Secretary Patterson briefed the BOD on the June 2019 transparency report: President Hunter asked the BOD if there were any questions related to the June 2019 Transparency Report; None.

CONSENT LIST:

1. Approve August 13, 2019 Regular Meeting Minutes

By Director Duwel to table the approval of the August 13, 2019 Regular Meeting Minutes until the regular October BOD meeting, as Director Roberson was absent for the August 13, 2019 BOD meeting; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

2. Approve September 5, 2019 Special Meeting Minutes

By Director Duwel to approve the minutes of the September 5, 2019 Special Meeting; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

3. Approve Accounts Payable/Pay Warrants (Bills to be paid).

By Director Duwel to approve the Accounts Payable/Pay Warrants (Bills to be paid), as amended; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

DISCUSSION/ACTION ITEMS:

1. Policy # 4025.4.1 – Employee Reimbursement (GM)– \$50.01 for Field Crew Lunch – Secretary Patterson briefed the BOD on the purchase of lunch, by the GM, for the field crew that was repairing the district side service leak at 9425 Buena Vista Street.

By Director Duwel to approve the reimbursement of personal costs incurred, by the GM, for the purchase of lunch for the field crew; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

2. Flowmeter Purchase – Well # 4 – McCrometer: \$3,631.00 – The GM briefed the BOD on the need to purchase a new well site flowmeter for well # 4 and advised it is the same flowmeter that the BOD had previously approved for purchase for well # 3.

By Director Duwel to approve the purchase of the new flowmeter for well # 4; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

3. Policy # 3037 – Customer Payment Arrangements: Revision – Second Reading / Adoption – Secretary Patterson briefed the BOD that the addition of the verbiage, suggested by Director Duwel at the August 13, 2019 BOD meeting, had been completed.

By Director Duwel to approve Policy # 3037 – Customer Payment Arrangements and adopt the policy; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

4. Temporary Water Purchase: 9 AF in Alto @ \$326/AF – Total Cost: \$2,934.00 – Secretary Patterson briefed the BOD on the opportunities to purchase temporary/carryover water in anticipation of the replacement obligation that will be incurred due to the annual pumping by AVHCWD for WY 2018-19.

5. Temporary Water Purchase: 17 AF in Alto @ \$250/AF – Total Cost: \$4,250.00 – Secretary Patterson briefed the BOD on the opportunities to purchase temporary/carryover water in anticipation of the replacement obligation that will be incurred due to the annual pumping by AVHCWD for WY 2018-19.

By Director Duwel to approve the purchases of 9 AF and 17 AF of carryover in the Alto subarea; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

6. ERSC (John Egan, P.E.) – Update of Capital Connection Charge: From \$9,257.00 to \$8,220.00 – First Reading: Request BOD Authorization to Establish Public Hearing for 11/12/19 – Secretary Patterson briefed the BOD on the completed Capital Connection Charge analysis by ERSC, as well as the need for a public hearing before the recommended adjustment can be adopted by the BOD.

By Director Duwel to authorize staff to proceed with steps necessary establish a public hearing for 11/12/19 to consider the adoption of the change in the capital connection charges; second by Director Roberson. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

DIRECTORS COMMENTS:

Director Duwel honored the memory of all those we lost on September 11, 2001.

ADJOURNMENT MOTION:

On motion of Director Duwel that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 1831 hours. Yes: Hunter, Duwel, Roberson. No: None. Abstain: None. Absent: Woody, Kaminsky.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Larry Hunter, President
Board of Directors