

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

Tuesday, May 19, 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 6:02 P.M. BOD President Hunter led the Pledge of Allegiance.

**ROLL CALL:**

Directors Present: Directors Hunter, Woody (via teleconference), Kaminsky (via teleconference), Duwel (via teleconference) & Roberson (via teleconference).

Absent: None

Also Present: General Manager Smith, Secretary Patterson (via teleconference).

Public Present: None.

**PUBLIC COMMENT:**

None.

**GENERAL MANAGER REPORT:**

1. May 2020 – General Manager Smith informed the BOD that all water samples came back absent for contamination. The GM informed the BOD that there was a level sensor error at the Central Tank, which caused the booster pump to run continuously; staff identified the problem and made the necessary repairs.

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 April 2020; the GM explained that, for the month of April 2020, the efficiency calculation showed 91.98%.

**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. President Hunter asked the BOD if there were any additional questions; None.

**DISCUSSION/INFORMATION:**

1. April 2020 Delinquency – 21 Tag Notices Mailed; 0 Door Tags Hung; 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of April 2020. President Hunter asked the BOD if there were any questions related to the April 2020 Delinquency Report; None.

2. Profit/Loss: April 2020 – Secretary Patterson briefed the BOD on the P&L Report for April 2020. President Hunter asked the BOD if there were any questions related to the April 2020 P&L Report; None.

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

4. Harassment Training – Directors Woody & Kaminsky – Secretary Patterson reminded Directors Woody and Kaminsky about the need to complete the Harassment Training through the JPIA Training Portal.
5. G.A. Hunter Transparency Report: January 2020 – President Hunter asked the BOD if there were any questions related to the January 2020 Transparency Report; None.
6. Account Aging Report – Receivables as of 5/19//20 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of April 2020 and that this report would be included in BOD Meeting discussion topics for the foreseeable future. President Hunter asked the BOD if there were any questions related to the Account Aging Report; None.
7. LAFCO: Notice of Public Hearing – Secretary Paterson briefed the BOD on the date and time of the LAFCO Public Hearing. President Hunter asked the BOD if there were any questions related to the LAFCO Public Hearing; None.
8. Public Hearing Document Review – Secretary Patterson briefed the BOD on the Standby Collection Data for 2020-21, the DRAFT Budget for 2020-21 and the Office Rental Agreement for 2020-21; Secretary Patterson advised the BOD that no action was needed on these topics, at this time, and that current data was in DRAFT format and would be ready for the Public Hearing and BOD action at the July 21, 2020 Public Hearing / BOD Meeting. President Hunter asked if there were any questions related to the preliminary data; None.
9. Director Hunter: Notice of Resignation as BOD President (Effective 6/16/20) – President Hunter informed the BOD that he would be resigning as BOD President after the June 2020 Regularly Scheduled BOD meeting; Director Hunter clarified that he was not resigning as a Director, only as BOD President.

**CONSENT LIST:**

1. Approve April 21, 2020 Regular Meeting Minutes.

By Director Kaminsky to approve the April 21, 2020 Regular Meeting Minutes; second by Vice-President Woody. Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: Duwel. Absent: None.

2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Vice-President Woody to approve the consent list, as presented; second by Director Kaminsky. Yes: Hunter, Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

**DISCUSSION/ACTION ITEMS:**

1. APN 0438-113-11: Water Meter Installation Application & Will Serve Letter – The GM briefed the BOD on the location of the APN in question.

By Director Kaminsky to approve the Water Meter Installation Application and Will Serve Letter for APN # 0438-113-11; second by Director Roberson. Yes: Hunter, Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

2. Request for BOD Authorization to Publish Public Hearing Notice – Secretary Patterson briefed the BOD on the need to publish the Public Hearing Notice in local print media.

By Vide President Woody to authorize staff to publish the Public Hearing Notice; second by Director Kaminsky. Yes: Hunter, Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

**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 6:24 PM. Yes: Hunter, Woody, Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Larry Hunter, President  
Board of Directors