

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

Tuesday, August 13, 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, Woody, Duwel & Kaminsky.

Absent: Director Roberson & General Manager Smith.

Also Present: Secretary Patterson.

Public Present: None.

Public Comment: None

**GENERAL MANAGER REPORT:**

1. August 2019 – Secretary Patterson briefed the BOD that all water samples collected came back absent and that all lead/copper sample results had been mailed to the residents that submitted samples for analytical review. Director Duwel asked for clarification that all copper results were within tolerances; Secretary Patterson confirmed that all samples were within tolerances. Secretary Patterson briefed the BOD that the district experienced a significant power outage, during the morning of 7/9/19, and that pumping times had been adjusted to accommodate SCE's changes in on-peak/off-peak hours. Secretary Patterson briefed the BOD that all district fire extinguishers had been serviced and/or recharged. Secretary Patterson briefed the BOD that the F-150 was serviced and had the brakes and shocks serviced. Secretary Patterson briefed the BOD that all trenching/conduit work had been completed for both wells, at the well site, for the installation of the new McCrometer flowmeter(s). Secretary Patterson briefed the BOD that one customer service line was replaced due to low flow complaints from the customer.

2. Efficiency Report – Secretary Patterson briefed the BOD that the efficiency showed some decline, but with the future flowmeter exchanges, there should be some improvement with the efficiency.

**GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:**

1. Meeting Update – Secretary Patterson briefed the BOD that no significant meetings had taken place, in relation to the Grant Project, since the last regularly scheduled BOD meeting.

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.

3. Approve Accounts Payable/Pay Warrants (Bills to be paid) – Secretary Patterson briefed the BOD that disbursements # 9 and 10 had been received, from the state of CA, and reviewed the bills to be paid, with Grant Funding money.

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

4. Paleontology Report – Update: Cogstone/BLM (Verbal) – Secretary Patterson briefed the BOD that staff had been advised, through NV5, that BLM has some questions in relation to the planetology report from Cogstone and that staff is waiting for further details and will advise the BOD once those details are received.

**DISCUSSION/INFORMATION:**

1. July 2019 Delinquency. (Verbal) – Secretary Patterson briefed the BOD that in July 2019, 41 Tag Notices were mailed; 14 Door Tags were hung; 1 service was turned off and that service remains off.

2. Profit/Loss: July 2019 – President Hunter asked for clarification on the P&L report in regards to why the report shows a negative net income; Secretary Patterson briefed the BOD that the net income appears negative due to the receipt of disbursement funds from the state of CA in the month of June and, as there were no disbursements received in July, the income appears to be less than (or negative) when compared to June 2019. President Hunter asked the BOD if there were any questions related to the July 2019 Profit/Loss report; None
3. Revenue Report: July 2019 – Secretary Patterson briefed the BOD that the most significant changes in the revenue report were related to General Savings and this was due to the transfer of stand-by funds received from the county that were transferred from General Checking to General Savings.
4. Policy # 3037 – Customer Payment Arrangements: Revision: First Reading – Secretary Patterson briefed the BOD on the need for verbiage changes, to Policy # 3037, in relation to the topic of subsequent payment plans.
5. Mojave Desert AQMD: Notice of Hearing – Secretary Patterson briefed the BOD on the notice received from AQMD.
6. Mojave Basin Area Watermaster: FPA for 2019-20 WY – Secretary Patterson briefed the BOD that, for the 2019-20 water year, the district's FPA would be changing to 55% of BAP in Alto and 75% of BAP in Centro.

**CONSENT LIST:**

1. Approve June 91, 2019 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be paid).

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

**DISCUSSION/ACTION ITEMS:**

1. ACWA Region 9 Board Ballot – Secretary Patterson briefed the BOD on the recommended slate and the option for voting for individual candidates.

By Director Duwel to assign the district vote as “in concurrence with ACWA recommended slate”; second by Director Kaminsky. Yes: Hunter, Woody, Duwel, Kaminsky. No: None. Abstain: None. Absent: Roberson.

2. Policy # 4025.4.1 – Employee Reimbursement (GM)– \$60 for Operator Certification Fees – Secretary Patterson briefed the BOD that the district GM had used personal expenses to pay for SWRCB Operator Renewal Fees.

By Director Duwel to reimburse the GM for \$60 spent on operator renewal fees; second by Vice-President Woody. Yes: Hunter, Woody, Duwel, Kaminsky. No: None. Abstain: None. Absent: Roberson.

3. Tractor/Backhoe Purchase – 2016 Kubota L3301HST

A. 2016 Kubota L3301HST – Used, 1500 Hours – Total Price: \$26,300.00

B. 2015 Kubota L3301HST – Used, 2600 Hours – Total Price: \$23,800.00

C. 2019 Kubota L3301HST – New – Total Price: \$34,587.75 (w/ financing options)

Secretary Patterson briefed the BOD on the current issues with Tier rating and the issues the district will face in trying to obtain a backhoe that meets Tier rating compliance issues. Secretary Patterson briefed the BOD on the advantages of pursuing a used Kubota unit and explained the purchasing and/or financing options associated with this topic.

By Director Duwel to pursue the purchase of the 2016 Kubota, not to exceed \$26,300 paid for through Restricted Funds, and present the BOD with a policy governing equipment use and safety; second by Director Kaminsky. Yes: Hunter, Woody, Duwel, Kaminsky. No: None. Abstain: None. Absent: Roberson.

**DIRECTORS COMMENTS:**

Director Duwel thanked staff for their efforts. Director Kaminsky stated that we need to make sure that all contractors/subcontractors working on grant related projects need to ensure they communicate through the correct channels. Vice-President Woody thanked staff for the replacement of the service line. President Hunter stated he wanted a letter drafted to NV5, sent via certified mail, outlining communication expectations and the fact that the district will not be held liable for extensions or penalties.

**ADJOURNMENT MOTION:**

On motion of Vice-President Woody that there being no further business to discuss, the regular meeting be adjourned; second by Director Duwel and carried. Meeting adjourned at 1850 hours. Yes: Hunter, Woody, Duwel, Kaminsky. No: None. Abstain: None. Absent: Roberson.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Larry Hunter, President  
Board of Directors