

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

Tuesday, November 17, 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: Directors Duwel (video conference), Woody (AVHCWD Office), Hunter (AVHCWD Office), Kaminsky (AVHCWD Office) and Roberson (video conference).

Absent: None.

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

Public Present: None.

PUBLIC COMMENT:

None.

AVHCWD BOD ELECTION UPDATE / OATH OF OFFICE:

Secretary Patterson informed the BOD that the ROV Office, with SB County, confirmed that both Directors Kaminsky and Roberson ran unopposed and were appointed in lieu of election. Secretary Patterson administered the Oath of Office to Directors Kaminsky and Roberson.

GENERAL MANAGER REPORT:

1. November 2020 – 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 customer complaints of low flow and diminished water pressure. The GM informed the BOD that there were electrical service interruptions at the well site and booster station, but SCE resolved the situation quickly. The GM informed the BOD that the physical mailbox, for the district, was moved from Ocotillo to Roundup Way and that this move was coordinated with USPS staff.

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 October 2020; the GM explained that, for the month of October 2020, the efficiency calculation showed in excess of 98%.

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 – No new meetings. Secretary Patterson briefed the BOD that there have been no new meetings since the BOD last convened.

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. October 2020 Delinquency – 15 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 October 2020. BOD President Duwel asked the BOD if there were any questions related to the October 2020 Delinquency Report; None.

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

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

4. Account Aging Report – Receivables as of 11/17/20 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of October 2020. 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. Cell Phone Stipend for Staff – GM Smith briefed the BOD on the fact that staff is using personal phones for access to One-Talk and SCADA related interfaces. A DRAFT version of the Cell Phone Stipend Policy was presented the BOD as a “First Reading”.

By Vice-President Woody to move the Cell Phone Stipend Policy to the December 2020 Regular BOD Meeting as a “Second Reading” / Action Item; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

7. Annual Water Production – 2019-20 WY: Total Production – Secretary Patterson briefed the BOD on the total amount of water pumped, by the district, for the 2019-20 Water Year and that, based on the amount of water pumped and the Total Adjusted Free Production Allowance available to the district, it appears the district will have a replacement obligation of 14 AF. Secretary Patterson informed the BOD that staff will begin looking for water available for purchase to offset this obligation; BOD President Duwel asked if that purchase opportunity would come before the BOD as an “Action Item” and Secretary Patterson informed the BOD that any water available for purchase would be presented to the BOD as an “Action Item”.

- **Note: At this point in the meeting, GM Smith and Directors Woody, Kaminsky and Hunter lost communication with remaining attendees due to poor internet connectivity; GM Smith called Director Duwel and the remainder of the meeting took place via a combination of speakerphone and video conferencing.**

CONSENT LIST:

1. Approve October 20, 2020 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Director Hunter to approve the November 17, 2020 Consent List, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/ACTION ITEMS:

1. Approve November 2020 Office Rent Payment.

By Vice President Woody to approve the payment for the November 2020 office rent; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

2. Approve G.A. Hunter Transparency Report / Internal Audit Payment: July 2020.

By Vice-President Woody to approve the payment for the July 2020 internal audit; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

DIRECTORS COMMENTS:

Director Kaminsky wished everyone a happy and safe Thanksgiving; BOD President Duwel wished everyone a happy and safe Thanksgiving and cautioned everyone that additional lockdowns, related to the COVID-19 pandemic, may be initiated soon.

ADJOURNMENT MOTION:

On motion of Vice-President Woody that there being no further business to discuss, the regular meeting be adjourned; second by Director Hunter and carried. Meeting adjourned at 6:24 PM. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors