

G-1

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

Tuesday, March 12, 2019

The Board of Directors of 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 Vice-President Woody led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Woody, Duwel, Kaminsky & Roberson.
Absent: Hunter.
Also Present: General Manager Smith, Secretary Patterson.
Public Present: None.
Public Comment: None

MOTIONS:

By Director Duwel to approve the February 12, 2019 Regular Meeting Minutes; second by Director Roberson. Yes: Woody, Duwel, Roberson. No: None. Abstain: Kaminsky. Absent: Hunter.

By Director Roberson to approve the Revised G-2, as presented by staff; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

GENERAL MANAGER REPORT:

1. March 2019 – The GM briefed the BOD that all water samples collected came back absent. The GM briefed the BOD that the new flowmeter for well # 3, previously approved by the BOD, has been ordered and should arrive mid-March. The GM briefed the BOD that Kelley's Underground had replaced one service line and damaged another service line in the process, so that was repaired/replaced as well.
2. Efficiency Report – The GM briefed the BOD that the system efficiency continues to decline; the GM briefed the BOD that the installation of the new well site flowmeter should help to improve the efficiency and/or pinpoint other areas that need to be addressed.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Agenda – NV5/CRWA/GSW, Progress Meeting (Verbal) – Secretary Patterson briefed the BOD that no new meetings have taken place since the last regular BOD meeting.
2. Grant Checking Account Report – Secretary Patterson briefed the BOD that the reason for the changes in the Grant Checking account were due to the receipt of disbursement # 7 from the state of CA.
3. RCA Invoices to Pay - \$515.00; NV5 Invoices to Pay - \$41,521.74 – Funding Source: Grant Checking – Secretary Patterson briefed the BOD on the various invoices to pay, for the grant project, in relation to disbursement # 7 from the state of CA.
By Director Duwel to pay the invoices as presented; second by Director Roberson. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter
4. CEQA / NOI Disbursed – Anticipated Public Hearing is April 9, 2019 – Secretary Patterson briefed the BOD that the anticipated date for the Public Hearing for the CEQA/NOI is April 9, 2019.

DISCUSSION/INFORMATION:

1. February 2019 Delinquency. (Verbal) – Secretary Patterson briefed the BOD that 54 tag notices were mailed, 19 door tags were hung and 2 services were turned off, both of which remained off as of the time of the BOD meeting.

2. Profit/Loss – February 2019. Secretary Patterson briefed the BOD on the February P&L Report and reminded the BOD future disbursements from the state of CA are on hold until further notice. Vice-President Woody asked the BOD if there were any questions on the Profit/Loss report for January 2019; None.
3. Revenue Report – February 2019. Vice-President Woody asked the BOD if there were any questions on the February 2019 Revenue Report; None.
4. Mojave Basin Area Watermaster – DRAFT Appendix “B” 2017-18 Water Year (Verbal) – Secretary Patterson briefed the BOD that the Annual Appendix “B” DRAFT had been received and it is available for BOD review.
5. Mojave Basin Area Watermaster – Proposed Budget & Rates for 2019-20 Water Year – Secretary Patterson briefed the BOD that the Watermaster proposed budget and rates had been received for the 2019-20 WY and that the Watermaster would be recommending another 5% rampdown for the M&I parties in the Alto subarea.
6. Forthcoming Election – CSDA BOD Southern Network (Seat B) – Call for Nominations – Secretary Patterson briefed the BOD that there is an upcoming election for the CSDA BOD Southern Network (Seat B) and that nominee information would be forwarded to the BOD as staff receives it.
7. Forthcoming Election – ACWA/JPIA Executive Committee – Secretary Patterson briefed the BOD that there is an upcoming election for the ACWA/JPIA Executive Committee and that nominee information would be forwarded to the BOD as staff receives it.
8. 2017-18 Annual Audit – DRAFT – First Reading – Secretary Patterson briefed the BOD that the 2017-18 Annual Audit DRAFT report has been received and is being presented to the BOD for review.
9. G.A. Hunter Transparency Report – January 2019 – Secretary Patterson presented the January 2019 Transparency report, prepared by G.A. Hunter, and that no issues were discovered during the review.

CONSENT LIST:

1. Approve February 12, 2019 Regular Meeting Minutes
By Director Duwel to approve the February 12, 2019 Regular Meeting Minutes; second by Director Roberson. Yes: Woody, Duwel, Roberson. No: None. Abstain: Kaminsky. Absent: Hunter.
2. Approve Accounts Payable/Pay Warrants (Bills to be paid).
By Director Roberson to approve the Revised G-2, as presented by staff; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

DISCUSSION/ACTION ITEMS:

1. Approve January 8, 2019 Regular Meeting Minutes – Secretary Patterson reminded the BOD that the January meeting minutes approval was tabled at the last BOD meeting due to Director Kaminsky being absent and Directors Hunter and Roberson needing to abstain.
By Director Duwel to approve the January 8, 2019 Regular Meeting Minutes; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky. No: None. Abstain: Roberson. Absent: Hunter.
2. Will Serve Letter / New Meter Set Application – APN 0438-132-02-0000 – The GM briefed the BOD regarding the parcel in question and the customer’s desired location for the water service line.
By Director Duwel to approve the installation of a water service line/meter for APN 0438-132-02-0000; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.
3. Backhoe Purchase – Request BOD to Establish Purchase Budget – Secretary Patterson briefed the BOD on the amount of money spent, since February 2018, on service line installation/replacements, emergency leak responses and emergency repairs. Staff asked the BOD to establish a purchase budget for the district to purchase a backhoe for service line installations/replacements, water main leaks, emergency leaks, etc.
By Director Duwel to approve a purchase budget not to exceed \$15,000.00 for the district to be able to purchase a backhoe; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

4. Policy # 4025.4.1 – Employee Reimbursement – \$20 for Fuel Purchase – Secretary Patterson briefed the BOD that the GM had to use his personal debit card for a district vehicle fuel purchase due to the district fuel card not working.

By Director Duwel to reimburse the GM \$20 spent on district fuel; second by Director Roberson. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

CLOSED SESSION

By Director Duwel to go into closed session at 6:32 PM; second by Director Roberson. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

By Director Duwel to come out of closed session at 6:42 PM; second by Director Kaminsky. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

Reported Action – BOD maintained course of action discussed and approved at last BOD meeting, related to ACCT # 199.

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 1843 hours. Yes: Woody, Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

William Woody, Vice-President
Board of Directors