

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

Tuesday, April 21, 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) & Roberson (via teleconference).

Absent: Director Duwel.

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

Public Present: None.

**PUBLIC COMMENT:**

None.

**GENERAL MANAGER REPORT:**

1. April 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 customer side service line leak on Central Road that was addressed by staff and the customer repaired the issue. The GM informed the BOD that one of the district sample locations had a service line leak on Roundup and that the service line was replaced. The GM informed the BOD that the 2019 CCR report was completed and would be distributed to all customers within the next month. The GM informed the BOD that recent rain storms had eroded the road on Cerra Vista exposing the district main on the road; staff used the district Kubota to cover the main and utilized dirt delivered by SB County Public Works staff.

2. Efficiency Report – The GM briefed the BOD that the efficiency showed improvement for well # 3; the GM explained that, for the month of March 2020, only well # 3 was run to gauge efficiency with water sales and the efficiency calculation showed 89.39%.

**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 that on the current grant checking account report status. President Hunter asked the BOD if there were any additional questions; None.

3. AVHCWD / GSW Interconnection Agreement – DRAFT: BOD Review / Comments: Secretary Patterson briefed the BOD that discussions with legal counsel are ongoing related to the interconnection agreement. President Hunter asked the BOD if there were any additional questions; None.

4. Resolution # 206-2020: Authorizing Resolution – Construction: SECOND READING / ADOPTION  
By Vice-President Woody to approve Resolution 206-2020 as presented; second by Director Kaminsky.  
Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel.

5. Resolution # 207-2020: Reimbursement Resolution – Construction: SECOND READING / ADOPTION  
By Vice-President Woody to approve Resolution 207-2020 as presented; second by Director Kaminsky.  
Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel

6. Approve Accounts Payable/Pay Warrants (Bills to be paid).  
By Vice-President Woody to approve the Grant Project related Accounts Payable, as presented; second  
by Director Roberson. Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent:  
Duwel

**DISCUSSION/INFORMATION:**

1. March 2020 Delinquency – 35 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 March 2020.  
President Hunter asked the BOD if there were any questions related to the March 2020 Delinquency  
Report; None.

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

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

4. Harassment Training – Directors Woody, Kaminsky & Roberson – Secretary Patterson reminded  
Directors Woody, Kaminsky and Roberson about the need to complete the Harassment Training through  
the JPIA Training Portal.

5. G.A. Hunter Transparency Report: December 2019 – President Hunter asked the BOD if there were  
any questions related to the December 2019 Transparency Report; None.

6. Account Aging Report – Receivables as of 4/17/20 (Account Holder Names Removed) – Secretary  
Patterson briefed the BOD on the Account Aging Report for the month of March 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.

**CONSENT LIST:**

1. Approve March 17, 2020 Regular Meeting Minutes.
2. Approve April 7, 2020 Special Meeting Minutes.
3. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

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

**DISCUSSION/ACTION ITEMS:**

1. APN 0438-113-14: Water Meter Installation Application & Will Serve Letter – The GM briefed the  
BOD on the location of the APN in question and advised the BOD that the customer had paid the deposit  
for the half of the estimated service line installation costs.  
By Director Kaminsky to approve the Water Meter Installation Application and Will Serve Letter for APN #  
0438-113-14; second by Director Roberson. Yes: Hunter, Woody, Kaminsky & Roberson. No: None.  
Abstain: None. Absent: Duwel.

2. Emergency Resolution 208-2020 – DRAFT: SECOND READING / ADOPTION.

By Director Roberson to approve the Emergency Resolution 208-2020, as presented; second by Director Kaminsky. Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel.

3. Emergency Resolution 209-2020 – DRAFT: SECOND READING / ADOPTION.

By Director Roberson to approve the Emergency Resolution 209-2020, as presented; second by Director Kaminsky. Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel.

4. Low Income Residential Application – DRAFT: SECOND READING / ADOPTION.

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

5. Emergency Plan / Response Procedure – REVISED: SECOND READING / ADOPTION.

By Director Roberson to approve the Emergency Plan / Response Procedure, as revised by staff; second by Vice-President Woody. Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel.

6. LAFCO – Notification of Special District Election for Regular LAFCO Special District Member –

Secretary Patterson briefed the BOD on the need to vote for a candidate for the LAFCO Special District Member Seat and that staff recommendation was Kimberly Cox.

By Director Kaminsky to vote for Kimberly Cox for the LAFCO Special District Seat; second by Vice-President Woody. Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel.

**ADJOURNMENT MOTION:**

On motion of Vice-President Woody that there being no further business to discuss, the regular meeting be adjourned; second by Director Kaminsky and carried. Meeting adjourned at 6:25 PM. Yes: Hunter, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Larry Hunter, President  
Board of Directors