

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

Tuesday, October 20, 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 6:01 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

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

Absent: None.

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

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. October 2020 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that three (3) new service lines were installed within the district. The GM informed the BOD that staff continues to receive phone calls, from customers, regarding failure of the postal system to deliver invoices in a timely manner; staff will continue to monitor the situation, work with customers and keep the BOD informed. The GM informed the BOD that staff experienced some issues with reading the displays on the new ultra-sonic meters and that a manufacturer representative came out and recalibrated all the new meter displays to ensure that meter reads are calculated correctly.

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 September 2020; the GM explained that, for the month of September 2020, the efficiency calculation showed in excess of 96%.

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.

3. BLM/NEPA Desert Tortoise Consideration – Secretary Patterson briefed the BOD on the information provided by James Owens (NV5) and that the BLM wants to ensure that there will be no permanent negative impact to the desert tortoise habitat environments.

By Director Hunter to proceed with the BLM Approved restoration option, as presented by NV5; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/INFORMATION:

1. September 2020 Delinquency – 12 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 September 2020. BOD President Duwel asked the BOD if there were any questions related to the September 2020 Delinquency Report; None.
2. Profit/Loss: September 2020 – Secretary Patterson briefed the BOD on the P&L Report for September 2020. BOD President Duwel asked the BOD if there were any questions related to the September 2020 P&L Report; None.
3. Revenue Report: September 2020 – Secretary Patterson briefed the BOD on the Revenue Report for September 2020. BOD President Duwel asked the BOD if there were any questions related to the September 2020 Revenue Report; None.
4. Account Aging Report – Receivables as of 10/20/20 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of September 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. BOD President Duwel asked that staff present a DRAFT policy to the BOD, for a first reading, at the regularly scheduled BOD meeting in November.

CONSENT LIST:

1. Approve September 15, 2020 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Director Kaminsky to approve the October 20, 2020 Consent List, as presented by staff; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/ACTION ITEMS:

1. Approve October 2020 Office Rent Payment.

By Director Roberson to approve the payment for the October 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: May 2020.
3. Approve G.A. Hunter Transparency Report / Internal Audit Payment: June 2020.

By Director Kaminsky to approve the payment for the May 2020 and June 2020 internal audits; second by Director Roberson. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

4. ACCT # 197B: Request Authorization to Send Lien Letter and Apply Lien (Immediate) – Secretary Patterson briefed the BOD on the current account status for account # 197B and that there has been zero usage for the last four billing cycles. Considering the fact that the account is in the rears and there is no apparent occupation of the property, staff recommends to place an immediate lien for the past due balance and the fees required for lien removal from SB County.
 - Note: At this point, due to technical and connectivity related issues, Director Roberson and Vice-President Woody lost contact with the remaining attendees of the meeting.

By Director Hunter to approve the immediate placement of a lien on the property associated with account # 197B and this lien is to be placed through the San Bernardino County offices; second by Director Kaminsky. Yes: Duwel, Hunter & Kaminsky. No: None. Abstain: None. Absent: Woody, Roberson.

5. Request Authorization to Send Lien Letter and Apply Lien (if no response in 30 days).
 - A. ACCT # 184
 - B. ACCT # 4C

Secretary Patterson briefed the BOD on the current account status for account # 184 and account # 4C. Considering the fact that these accounts are in the rears and there is evidence that these properties are currently occupied, staff recommends to send lien letters to these customers and place property liens if there is no response from the customers within thirty (30) days of the date of the letter.

By Director Hunter to approve sending lien letters to the account owners of account # 184 and 4C and apply liens if no response from the customer within thirty (30) days of the date of the letter; second by Director Kaminsky. Yes: Duwel, Hunter & Kaminsky. No: None. Abstain: None. Absent: Woody, Roberson.

DIRECTORS COMMENTS:

Director Kaminsky stated that he would rather attend the BOD Meetings at the office, rather than remotely from computers. BOD President Duwel asked the GM to send individual emails to the Directors asking their preferences for meeting attendance.

ADJOURNMENT MOTION:

On motion of Director Hunter that there being no further business to discuss, the regular meeting be adjourned; second by Director Kaminsky and carried. Meeting adjourned at 6:49 PM. Yes: Duwel, Hunter & Kaminsky. No: None. Abstain: None. Absent: Woody, Roberson.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors