

**Apple Valley Village  
Property Business Improvement District  
Board Meeting  
Minutes – August 16, 2017**

**I. CALL TO ORDER:**

Chairman Collingsworth called the meeting to order of the AVVPBID at 9:00a.m.

**II. ROLL CALL**

Roll call was taken with the following Board Members present.

**Present:** Gilmore; Hitt; Cambridge; Kelley; Chairman Collingsworth; Cusack; Nassif

**Absent:**

**III. PUBLIC COMMENTS:**

No public comments.

**IV. Committee Updates**

**a) Status update: Landscape – Chris Hitt**

Board Member Hitt stated that he met with Brad Miller from the Town. The next step will be the plan check and then it will go out to bid. The Town will be posting the bid. They are also working on assembling information about fixing and maintaining John Glenn and Del Mar Rd.

Orlando stated that he would talk to Brad to be sure the PBID is included in the bid process selection.

**b) Status Update: Budget – Donna Gilmore**

Treasurer Gilmore stated that all the paperwork has been submitted for the yearly CPA report.

**c) Status Update: Marketing – Scott Nassif**

Board Member Nassif stated that their focus is on the parade and street fair, which is coming along nicely.

**d) Status Update: Sheriffs Department – Joy Ballinger**

Sergeant Laura from the PD gave the PBID Board the statistics report to review regarding the calls/incidents taken place during the last month. She also stated that in the last month there have

been 20 alarm calls. All of which were false alarms triggered by the weather, spiders etc.

**e) Suggested items for next agenda**

Allot the funding back into the annual budget (Mojave Copy)  
Navajo and Hwy 18 property  
Del Mar and John Glenn Rd  
PBID capitol improvement plan for the next 5 years  
Appoint Nominating Committee

**V. CONSENT AGENDA**

Recommendation: Adopt all below listed items on the Consent Agenda in one motion. The Consent Agenda is composed of routine non-controversial items of business that will be adopted in whole in one motion.

**a) Approval of Minutes of June 21, 2017.**

**Recommendation:**

Approve the subject minutes as part of the consent agenda.

**b) Treasurer's Report – Month of June 2017**

**Recommendation:**

Approve the subject minutes as part of the consent agenda.

**c) Treasurer's Report – Month of July 2017**

**Recommendation:**

Approve the subject minutes as part of the consent agenda.

Motion by Board Member Cambridge and second by Board Member Nassif to approve items a, b, and c.  
The motion passed unanimously.  
Board Member Cusack abstained.

**VI. NEW BOARD BUSINESS**

**a) PBID Renewal Ballot Results**

Ed Henning stated that the PBID was successfully renewed for 5 years. The final results were as follows: 62% in favor and 38% against. There were 57 ballots returned out of 178 that were distributed. There were 2 ballots that were returned without a mark in favor or against, which had to be thrown out. There was roughly a 30% participation rate, which is fairly good for an assessment district election or any election for that matter.

**b) Town of Apple Valley Update**

Orlando wished the board congratulations. He looks forward to the capitol improvements that will be taking place over the next few years.

**c) Retention of PBID Documents**

Treasurer Gilmore stated she talked with legal council and the Town in regard to how they retain their documents. It is recommended that the PBID follow the rules and regulations that the Town follows about holding onto the PBID documents. The PBID will condense and consolidate its files.

Motion by Board Member Cusack and second by Board Member Cambridge to approve the procedures in regards to the retention of PBID documents.

**ROLL CALL VOTE:**

Board Members: Gilmore\_\_Y\_\_, Chairman Collingsworth\_\_Y\_\_  
Cambridge\_\_Y\_\_, Nassif\_\_Y\_\_, Cusack\_\_Y\_\_, Hitt\_\_Y\_\_,  
Kelley\_\_Y\_\_.

**Vote:** 7-0-0

The motion passed

**d) Map and Directory – Mojave Printing (\$7,128.43)**

Treasurer Gilmore stated she is not comfortable with paying a bill totaled at \$7,128.43 without getting full approval from the PBID board. She wants to make sure the board is fully aware of what funds are being spent.

Motion by Board Member Cusack and second by Board Member Hitt to approve the map and directory – Mojave Printing (\$7,128.43).

**ROLL CALL VOTE:**

Board Members: Gilmore\_\_Y\_\_, Chairman Collingsworth\_\_Y\_\_  
Cambridge\_\_Y\_\_, Nassif\_\_Y\_\_, Cusack\_\_Y\_\_, Hitt\_\_Y\_\_,  
Kelley\_\_Y\_\_.

**Vote:** 7-0-0

The motion passed

**e) Approval of Funding for North Apple Valley Drainage Invoice**

Motion by Board Member Cusack and second by Board Member Hitt to approve funding for North Apple Valley Drainage Invoice (\$4,742.50).

**ROLL CALL VOTE:**

Board Members: Gilmore\_\_Y\_\_, Chairman Collingsworth\_\_Y\_\_  
Cambridge\_\_Y\_\_, Nassif\_\_Y\_\_, Cusack\_\_Y\_\_, Hitt\_\_Y\_\_,  
Kelley\_\_Y\_\_.

**Vote:** 7-0-0

The motion passed

**f) Proposal to Provide “The Village Enhanced Security Program” in the Village Business District for Fiscal Year 2017 - 2018**

Motion by Board Member Cambridge and second by Board Member Cusack to approve The Enhanced Security Program in the Village Business District for Fiscal Year 2017 – 2018.

**ROLL CALL VOTE:**

Board Members: Gilmore\_\_Y\_\_, Chairman Collingsworth\_\_Y\_\_  
Cambridge\_\_Y\_\_, Nassif\_\_Y\_\_, Cusack\_\_Y\_\_, Hitt\_\_Y\_\_,  
Kelley\_\_Y\_\_.

**Vote:** 7-0-0

The motion passed

**g) Clarification on Board Approval for Marketing Spending Procedures**

Treasurer Gilmore is seeking a cap in regards to allocating checks for different projects and when that cap has been reached there must be a full board approval.

Moving forward, any spending over \$2,500 will be reviewed by the Treasurer and taken to the Chair.

**h) Signature Events Update**

Angelique stated that the parade is progressing and digital signs will be used to help with traffic. The street fair will be on Powhaten Rd between Navajo and Pawnee. Rotary will have their beer garden onsite. She stated that she is still working with the Daily Press to obtain their sponsorship.

The Grand Marshall campaign has been moving very slowly and she hopes that it will start to gain momentum soon. She is expecting roughly \$8,000 in sponsorship funds for the event in Septemeber.

The newsletter is complete and will be sent out next week.

**VII. Closed Session: Conference with Legal Council – Anticipated Litigation**

The board did not meet for closed session.

**VIII. Board Comments**

Chairman Collingsworth stated that any requests for board documents would be referred to legal council and their discretion.

Board Member Cambridge stated that the board should look and create a specific plan for the future.

**IX. ADJOURNMENT:**

Treasurer Gilmore motioned to adjourn and second by Board Member Hitt. The motion unanimously carried to adjourn the meeting of the Apple Valley Village Property Business Improvement District Meeting at 10:12 a.m. to the next meeting of September 20, 2017 at 9:00 a.m. at the offices of Mojave Water Agency.

Respectfully Submitted

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Brett Savage  
Administrative Consultant

Approved:

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Chairman Collingsworth