

**Apple Valley Village  
Property Business Improvement District  
Board Meeting  
Minutes – September 23, 2013**

**I. CALL TO ORDER:**

Chairman Cusack called the meeting to order of the AVVPBID at 9:02a.m.

**II. ROLL CALL**

Roll call was taken with the following Board Members present.

**Present:** Collingsworth; Robinson; Gilmore; Vice-Chairman Nassif; Hitt; Chairman Cusack

**Absent:** Past Chairman Cambridge

**III. Public Comments:**

Kim Scully stated that she is very thankful that everyone is at the meeting giving such hard work and dedication to the Village. She also expressed her thanks to the American soldiers that came to South Korea over 50 years ago. She stated that she started in 2008 the beautification of her business in the Village. She requested ARGP funds in 2010 and did not receive any funds. For the 2013 ARGP application she spent \$6000 and received \$1942 in funds and feels that this is a mistake. She wants to help make the Village look more beautiful and is seeking more funds from her 2013 ARGP application.

Vice-Chairman Nassif stated the Marketing Committee stretched the rules a bit for Ms. Skully and with the funds she received a letter enclosed with the rules and guidelines for the ARGP grant funding. A pre-approval of the work is advised so that the board is not going back and looking at something that is already completed. The board will work with the Chamber of Commerce to try and market the ARGP grant better to get the word out. There are certain criteria's that must be met for the ARGP application. The property's assessment for that year was \$3884, not \$6000. The general tax levy is \$6353 and you are not eligible for 50% of the general tax levy. You are only eligible for 50% of the business improvement district assessment, which is \$3884. You are only eligible for the current year; you cannot retroactively go back to previous years.

**IV. Committee Updates**

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

Board Member Hitt stated that he along with Richard Pedersen, the Deputy Town Engineer, meet with three different survey engineers for the outer Highway 18. They met with J.E. Miller and Associates, TRLS Engineering, and Merrell Johnson Companies throughout the last week. After they met with each company he is recommending TRLS for the survey job. He stated that TRLS would be able to start on the project as soon as possible and get the job done quickly.

Richard Pedersen, the Deputy Town Engineer, gave an update on the completion of Hwy 18 landscape median project. He stated that it would be going to the Town Council in the coming month. It went out to bid last year and started work in January 2013. We timed it just right with plants because they are surviving and stable. The bid was \$960,000 for the median project and it finished with all the change orders and extras at \$970,000, which is only \$10,000 above the original estimate. This please him seeing as most projects seem to go over the bid at a lot higher rate. He received the check from the state of \$464,000, maximized our CDBG funds, and what was left over was paid by the PBID at \$300,000. This is roughly 1/3 the cost of the entire project and the PBID invested \$300,000 and received a project completed worth \$1,000,000. It gave a facelift to the Village and the PBID and can apply for an award with the APWA.

Richard Pedersen, the Deputy Town Engineer, also stated that TRLS would be able to provide much more work than the other companies regarding the surveying of the Village. He wants to get his foot in the door and would provide twice as much work as they are charging for.

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

Donna Gilmore stated she ran into a little snag with the Town regarding the Village PBID audit. The reason for this is because the Town would like the PBID to use their CPA and this is the first time this has been asked. Orlando is supposed to be discussing this with the financial director. Also, a letter has been written in regards to updating our town management agreement and is expired on the 30<sup>th</sup> of June. It has been renewed for another year and will be reviewed next year.

**c) Status Update: Marketing – Vice-Chairman Nassif**

Vice-Chairman Nassif stated that the marketing committee last week. We discussed the Tour De Fork in the Village that will be coming up soon. There was also discussion of farmers' market type of an event that could be done in the Village. Gary who puts on the farmers' market will be gathering more information in regards to the logistics that will be presented to the board. We also had a

presentation from an AM radio company, but it does not seem that the cost would result in much of a benefit.

**d) Suggested items for next agenda**

No suggested items.

**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 July 17, 2013.**

**Recommendation:**

Approve the subject minutes as part of the consent agenda.

**b) Treasurer's Report – Month of August, 2013**

**Recommendation:**

Table the subject(s) Minutes and Treasures Report until the following meeting.

**c) Approval of Minutes of August 21, 2013.**

**Recommendation:**

Approve the subject minutes as part of the consent agenda.

Motion by Board Member Collingsworth and second by Vice-Chairman Nassif to approve items a,b, and c.

The motion passed unanimously.

**VI. NEW BOARD BUSSINESS**

**a) Chamber of Commerce Update**

Nyeka from the Chamber of Commerce stated that they updated the website. They have fixed the ARGP application PDF on the website. The Facebook and Twitter are updated daily also, she has mailed off the kiosk sign renewals for September. There were 8 new kiosk signs that have been sent over to FastSigns. They are going to move forward with the Tour De Fork. The constant contact is sent off every Wednesday.

**b) Approval of TRLS Engineering (Tom Reagan) as Surveyor of the Village**

**Recommendation:**

Approve the subject of TRLS Engineering as Surveyor of the Village

Board Member Hitt stated that he received bids from Merrell

Johnson quoted for \$14,500 and lowered it to \$12,500, JE Miller and Associates quoted \$6,800, and TRLS Engineering quoted \$8,482. TRLS has more sophisticated tools that would give the PBID a better design. "It is a little bit more money but he is on his game". He will give the PBID a set of drawings from outer Hwy 18 from the curb to the asphalt.

Richard Pederson from the Town stated TRLS would take all the information that the Town has and import it so that we have a grand picture. The Town is going to supply all the base maps then TRLS will compile all the information and work with the landscape architect. In his mind the PBID will pay for a lot of the landscaping but the Town will pay for lot of the drainage repairs. He will look into CDBG funds for the PBID in this project.

Motion by Board Member Collingsworth and second by Board Member Hitt to approve item b.

**ROLL CALL VOTE:**

Board Members: Collingsworth\_\_Y\_\_, Gilmore\_\_Y\_\_, Hitt\_\_Y\_\_,  
Robinson\_\_Y\_\_ Past Chairman Cambridge\_\_NP\_\_, Vice Chairman Nassif\_\_Y\_\_,  
Chairman Cusack\_\_Y\_\_.

**Vote:** 6-0-1  
Motion carried  
\*NP-Not Present

**c) Approval of American All Phase Electric (Rich Lee) for the Solar Lighting for the Village Sign**

**Recommendation:**

Approve the subject of American All Phase Electric for the Solar Lighting for the Village Sign

Board Member Hitt stated that he had a hard time getting anybody to bid on this project. He only received one bid thus far after ask six different solar companies. He has one bid for \$12,000 and that is a lot of money for 4 light bulbs. The solar panels would be on the top where that cannot be seen from the street and would light the sign at dark.

Motion by Board Member Robinson and second by Board Member Hitt to table item c until further notice.

**ROLL CALL VOTE:**

Board Members: Collingsworth\_\_Y\_\_, Gilmore\_\_Y\_\_, Hitt\_\_Y\_\_,  
Robinson\_\_Y\_\_ Past Chairman Cambridge\_\_NP\_\_, Vice Chairman Nassif\_\_Y\_\_,  
Chairman Cusack\_\_Y\_\_.

**Vote:** 6-0-1  
Motion carried  
\*NP-Not Present

**VII. ADJOURNMENT:**

Board Member Cusack motioned to adjourn and second by Treasurer Gilmore. The motion unanimously carried to adjourn the meeting of the Apple Valley Village Property Business Improvement District Meeting at 9:45 a.m. to the next meeting of October 23, 2013 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 Cusack