

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

Wednesday, August 16, 2023

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 6:00 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Duwel, Woody, Kaminsky & Roberson (AVHCWD Office), Director Hunter (Teleconference).

Absent: None.

Also Present: General Manager Smith & Secretary Patterson (AVHCWD Office).

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. August 2023 – General Manager Smith informed the BOD that one monthly sample tested positive for BACT and that resample efforts had been completed. The GM briefed the BOD on a variety of topics, to include: East Tank at Mesa Vista Tank site leak/repair status, service line leaks within the District, water meter replacements and customer changes due to customers moving out of and moving into the District. BOD President Duwel asked the BOD if there were any questions; None.

2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of July 2023, the efficiency, for running both Well # 3 and Well # 4, calculated in excess of 90%.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – General Manager Smith briefed the BOD that no conference call took place during the month of July, as there were no updates for the state or NV5 to provide. BOD President Duwel asked the BOD if there were any additional questions related to the Grant Project; None.

DISCUSSION/INFORMATION:

1. July 2023 Delinquency: 45 Past Due Fees Applied, 5 Door Tag Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of July 2023. BOD President Duwel asked the BOD if there were any questions related to the July 2023 Delinquency Report; None.

2. Profit/Loss: July 2023 – Secretary Patterson briefed the BOD on the P&L Report for July 2023. BOD Vice President Duwel asked the BOD if there were any questions related to the July 2023 P&L Report; None.

3. Revenue Report: July 2023 – Secretary Patterson briefed the BOD on the Revenue Report for July 2023. BOD President Duwel asked the BOD if there were any questions related to the July 2023 Revenue Report; None.
4. Account Aging Report – Receivables as of 8/16/23 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of July/August 2023. BOD President Duwel asked the BOD if there were any questions related to the Account Aging Report; None.
5. Water Production Snapshot – Secretary Patterson informed the BOD that the District, as of July 31st, 2023, has produced 82 AF of water. BOD President Duwel asked the BOD if there were any questions related to the Water Production Snapshot; None.
6. Well # 1 Site Survey – General Manager Smith informed the BOD on the building delivery status and the overall status for the Well # 1 Site Office location.
7. Water Sales Snapshot: Total Water Sales as of 7/31/23 – Secretary Patterson briefed the BOD on the total water sales, as of 7/31/23, and how that compared to budgeted figures. BOD President Duwel asked the BOD if there were any questions related to the Water Sales Snapshot; None.
8. Customer Account # 51: Correspondence Update – Secretary Patterson briefed the BOD on the correspondence efforts for the property owner of Account # 51. BOD President Duwel asked the BOD if there were any questions; None.
9. Annual Audit Consultant – Secretary Patterson briefed the BOD on the fact that the Messner & Hadley CPA was retiring and that the District would be searching for another auditor for Annual Audit Services; Secretary Patterson informed the BOD that any and all candidates would be presented to the BOD, at a future meeting, for BOD decision on candidate selection.
10. Water Rate Study Update – GM Smith briefed the BOD on the Water Rate Study status and advised the BOD that, once the study is complete and complied with recommended rate structure changes, the study would be presented to the BOD for decision.

CONSENT LIST:

1. Approve June 21, 2023 Regular Meeting Minutes

By Director Hunter to approve the June 21, 2023 Regular Meeting Minutes, as presented by staff; second by Director Roberson. Yes: Duwel, Hunter, Kaminsky & Roberson. No: None. Abstain: Woody. Absent: None.

2. Approve July 19, 2023 Regular meeting Minutes

By Director Roberson to approve the July 19, 2023 Regular Meeting Minutes, as presented by staff; second by Vice-President Woody. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: Duwel & Hunter. Absent: None.

3. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

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

DISCUSSION/ACTION ITEMS:

- 1. Approve August 2023 Office Rent Payment.

By Director Roberson to approve the August 2023 Office Rent Payment; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

- 2. Request Authorization to Send Lien Letter and Apply Lien / SB 998 Shut-off (if no response in 30 days)

By Director Hunter to approve the Lien Letter List and SB 998 Shut-off list, as presented by staff; second by Director Roberson. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

- 3. ACCT # 27: Customer Request of Waiver of Late Fees and Water Rate Transition to Article 12 Status – Due to a lack of feedback from the property owner, this item was tabled until the customer presents the request in writing or attends a future regularly scheduled BOD Meeting.

- 4. Well # 1 Site: Further Progress for Reports & Expenditures – GM Smith explained the need for additional services and reports, as required by SB County.

By Vice-President Woody to select ALR as the Geotechnical Services company; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

- 5. General Steel Invoice: Delivery of Office Building & Final Wire Transfer (\$75,923.46)

Motion to Ratify, By Director Roberson, to pay the General Steel invoice for \$75,923.46; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DIRECTORS COMMENTS:

None.

ADJOURNMENT MOTION:

On motion of Vice-President Woody that there being no further business to discuss, the regular meeting be adjourned; second by Director Hunter and carried. Meeting adjourned at 6:29 PM. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors