

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

Wednesday, July 10, 2024

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 & Kaminsky (AVHCWD Office).

Absent: Director Roberson.

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

Public Present: B. Lincoln (Submittal of Resume / Letter of Interest in BOD Vacancy).

**PUBLIC COMMENT:**

None.

**PUBLIC HEARING / DISCUSSION / ACTION ITEMS:**

1. Open Public Hearing.

By Vice-President Woody to "open" the public hearing at 6:02 P.M.; second by Director Kaminsky. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Roberson.

2. Close Public Hearing.

By Director Kaminsky to "close" the public hearing at 6:03 P.M.; second by Vice-President Woody. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Roberson.

3. Standby Assessments: FY 2024-25; Resolution # 003-2024.

By Vice-President Woody to adopt the FY 2024-25 Standby Detail and Resolution # 003-2024, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Roberson.

4. Budget FY 2024-25.

By Director Kaminsky to adopt the FY 2024-25 Budget, as presented by staff; second by Vice-President Woody. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Roberson.

5. Rental Agreement: FY 2024-25.

By Vice-President Woody to approve the FY 2024-25 Office Rental Agreement, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Roberson.

**GENERAL MANAGER REPORT:**

1. July 2024 – General Manager Smith informed the BOD that all water samples taken in the month of June 2024, came back absent for contamination. The GM briefed the BOD on a variety of topics, to include: bees discovered in two District meter boxes and that the bees were removed at District expense, a wildfire Southwest of the District, the discovery of bullet holes in the signage at the District well site and a customer side water leak.
2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of June 2024, the efficiency, for running Well # 3 alone, calculated at 94.92%.
3. Well # 4 Update – GM Smith informed the BOD that the reports for Well # 4 rehab and suggested remediations had been received and that staff was awaiting the report and suggestions for the rehab of the Well # 4 equipment. BOD President Duwel asked the BOD if there were any questions; None.

**GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:**

1. Meeting Update – Secretary Patterson briefed the BOD that most recent conference call with the state had informed staff that there were no new updates to provide. BOD President Duwel asked the BOD if there were any questions; None.

**DISCUSSION/INFORMATION:**

1. June 2024 Delinquency: 0 Late Fees Applied, 36 Tags / SB 998 Packets Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of June 2024. BOD President Duwel asked the BOD if there were any questions related to the June 2024 Delinquency Report; None.
2. Profit/Loss: June 2024 – Secretary Patterson briefed the BOD on the P&L Report for June 2024. BOD President Duwel asked the BOD if there were any questions related to the June 2024 P&L Report; None.
3. Revenue Report: June 2024 – Secretary Patterson briefed the BOD on the Revenue Report for June 2024. BOD President Duwel asked the BOD if there were any questions related to the June 2024 Revenue Report; None.
4. Account Aging Report – Receivables as of 7/10/24 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of June/July 2024. 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 June 30<sup>th</sup>, 2024, has produced 69.20 AF of water. BOD President Duwel asked the BOD if there were any questions related to the Water Production Snapshot; None.
6. Water Sales Snapshot: Total Water Sales as of 6/30/24 – Secretary Patterson briefed the BOD on the total water sales, as of 6/30/24, 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.
7. AVHCWD Finance Committee Workshop: Date Selection: August 2024 – Secretary Patterson asked for convenient dates for the AVHCWD Finance Committee Meeting for August 2024.

8. 2024 Election Filing Deadline (Duwel, Kaminsky, Roberson): Jul 15, 2024 through August 9, 2024 – BOD President Duwel reminded Directors Kaminsky and Roberson that the SB County election filing window would be open from 7/15/24 – 8/9/24. BOD President Duwel asked the BOD if there were any questions; None.

**CONSENT LIST:**

1. Approve June 26, 2024 Regular Meeting Minutes
2. Approve Pay Warrants / Bills to be Paid

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

**DISCUSSION/ACTION ITEMS:**

1. Request Authorization to Begin SB 998 Postings and Apply Liens / Shut-off Services, if needed.

By Director Kaminsky to approve the SB 998 Postings / Shut-off list, as presented by staff; second by Vice-President Woody. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Roberson.

2. Legend Pump & Well Service Invoice: Well # 4 Motor, Pump, Cleaning and Misc. Components.

This item was tabled until such time that the District receives complete quotes for all services needed.

3. SCADA Telemetry Purchase: Forshock (\$38,770.12: Funded from Reserve Account).

By Vice-President Woody to approve the purchase of the new/replacement SCADA system, with a Resolution for repayment to the Reserve account to be present to the BOD at the August 21, 2024 BOD Meeting; second by Director Kaminsky. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: None. Absent: Roberson.

**DIRECTORS COMMENTS:**

BOD President Duwel thanked Mr. Lincoln for his interest in the vacancy on the AVHCWD BOD and asked Mr. Lincoln to attend the August 21, 2024 BOD meeting to allow the BOD time to review his resume / letter of interest.

Meeting adjourned at 6:33 PM

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President  
Board of Directors