

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

Wednesday, May 21, 2025

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 Vice-President Lincoln led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Duwel, Lincoln, Kaminsky, Roberson & Woody (AVHCWD Office).

Absent: None.

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

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. General Manager Smith briefed the BOD on a variety of topics to include: various maintenance and services performed on District infrastructure, several service line leaks within the District and an overall update on the status of the Well # 4 rehabilitation project. BOD Vice-President Lincoln asked the BOD if there were any questions; None.

2. April 2025 Efficiency Report – General Manager Smith informed the BOD that, during the month of April 2025, the efficiency, for running Well # 3 alone, calculated at 71.78%. BOD Vice-President Lincoln asked the BOD if there were any questions; None.

3. Existing Project Updates: Lead Service Line, Well # 4, SCADA, Mesa Tank Site, Ford F-250 – General Manager Smith provided the BOD with an overall summary and update of the lead service line inventory efforts within the District, as well as a verbal brief on Well # 4 piping repairs, the new SCADA system FCC license updates, the Mesa Tank Site gauge and vent cover quotes and the District F-250 repair process. BOD Vice-President Lincoln asked the BOD if there were any questions; None.

4. New Project Needs/Discussion – General Manager Smith advised the BOD that the downhole equipment in Well # 3 would need to be pulled and inspected, as well as having the well casing and screen inspected via downhole video. GM Smith advised the BOD on the overall price quote for the removal / inspection of equipment and that staff was hoping to perform these tasks in late 2025 or early 2026. BOD Vice-President Lincoln asked the BOD if there were any questions; None.

PUBLIC HEARING DOCUMENTS 2025-26:

1. Annual Budget – Secretary Patterson briefed the BOD on the DRAFT 2025-26 Annual Budget and advised the BOD that the budget would be updated over the next two months for the public hearing in July. BOD Vice-President Lincoln asked the BOD if there were any questions; None.

2. Standby Assessments – Secretary Patterson briefed the BOD on the DRAFT 2025-26 Standby Assessments and advised the BOD that the small changes, compared to prior year totals, were due to an APN being subdivided and the associated setbacks required by SB County. BOD Vice-President Lincoln asked the BOD if there were any questions; None

3. Office Rental Contract – Secretary Patterson briefed the BOD on the DRAFT 2025-26 Office Rental Contract, along with the associated requirements from the landlord. BOD President Duwel instructed staff to prepare a response memo to present to the landlord. BOD Vice-President Lincoln asked the BOD if there were any questions; None

DISCUSSION/INFORMATION:

1. April 2025 Delinquency: 0 Late Fees Applied, 21 Door Tags Hung, 6 Service Turned Off (3 Remain Off) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of April 2025. BOD Vice-President Lincoln asked the BOD if there were any questions related to the April 2025 Delinquency Report; None.

2. Profit/Loss: March 2025 – Secretary Patterson informed the BOD of software related issues associated with generating the P&L Report for April 2025 and advised the BOD that the P&L Report for April 2025 would be presented to the BOD at the next regularly scheduled BOD meeting. BOD Vice-President Lincoln asked the BOD if there were any questions; None.

3. Revenue Report: April 2025 – Secretary Patterson briefed the BOD on the Revenue Report for April 2025. BOD Vice-President Lincoln asked the BOD if there were any questions related to the April 2025 Revenue Report; None.

4. Account Aging Report – Receivables as of 5/21/25 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of April/May 2025. BOD Vice-President Lincoln 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 April 30th, 2025, has produced 50.27 AF of water. BOD Vice-President Lincoln asked the BOD if there were any questions related to the Water Production Snapshot; None.

6. Water Sales Snapshot: Total Water Sales as of 4/30/25 – Secretary Patterson briefed the BOD on the total water sales, as of 4/30/25, and how that compared to budgeted figures. BOD Vice-President Lincoln asked the BOD if there were any questions related to the Water Sales Snapshot; None.

7. AVHCWD Finance Committee Workshop: Update – Secretary Patterson provided the BOD with a verbal update on the AVHCWD Finance Committee Meeting, held on 5/14/25, along with associated recommendations made by the AVHCWD Finance Committee. BOD Vice-President Lincoln asked the BOD if there were any questions related to the AVHCWD Finance Committee meeting; None.

8. Resolution XXX-2025: Water Leak Adjustments: DRAFT – General Manager Smith presented a draft resolution to the BOD which would allow for consideration of adjustments for customer accounts that were due to unforeseen leaks on the customer side. BOD President Duwel asked for a motion to not move forward with this resolution.

By Director Kaminsky to not move forward with the provided resolution; second by BOD President Duwel. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

9. Cross Connection Control Plan: DRAFT – General Smith presented the BOD with a DRAFT of the Cross Connection Control Plan for the District. BOD President Duwel asked that this plan be presented to the Finance Committee in June 2025, as well as moved to the June 2025 BOD meeting for a second reading.

CONSENT LIST:

1. Approve April 16, 2025 Regular Meeting Minutes.
2. Accounts Payable/Pay Warrants (Bills to be paid).

By Director Woody to approve the Consent List, as presented by staff; second by BOD President Duwel. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. None. Abstain: None. Absent: None.

DISCUSSION/ACTION ITEMS:

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

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

2. Request BOD Authorization to Extend Offer of Employment to D. McKinney for the Position of Meter Reader.

By BOD President Duwel to extend offer of employment to D. McKinney, as recommended by staff; second by Director Kaminsky. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

3. Request BOD Authorization to Begin Posting/Print/Advertising of Public Hearing Notice.

By Director Woody to authorize staff to begin the posting and distribution of the annual public hearing notice; second by BOD President Duwel. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

4. Customer Requested Billing Waiver: ACCT # 18B – General Manager Smith explained the letter sent by the customer to the BOD and the associated customer side leak that prompted the customer to request the aforementioned waiver.

By BOD President Duwel to deny the customer requested waiver; second by Director Woody. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

CLOSED SESSION:

1. Section 54957: Public Employee Performance.

By Director Roberson to enter closed session at 7:44 P.M.; second by BOD President Duwel. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

By BOD President Duwel to exit closed session at 7:48 P.M.; second by Director Roberson. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

Reportable Action – BOD President Duwel advised that the reportable action, out of closed session, was the BOD would extend the GM contract by one (1) year, from 7/1/25 to 6/30/26 and that the BOD President would be working on the verbiage for the extended contract.

DIRECTORS COMMENTS:

None.

Meeting adjourned at 7:49 P.M.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Benjamin Lincoln, Vice-President
Board of Directors