

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

Wednesday, October 19, 2022

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, Kaminsky, Roberson (AVHCWD Office).

Absent: Directors Hunter, Woody.

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

Public Present: None.

**PUBLIC COMMENT:**

None.

**GENERAL MANAGER REPORT:**

1. October 2022 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that there was a customer side leak at the intersection of Bonita Vista and Rancho Street. The GM informed the BOD that Kelley's Construction installed two new water service lines at Horizon and Bella Vista Stret. The GM informed the BOD that the water level monitoring tape was stuck in some pre-existing airline at approximately 65' BGS at Well # 3. The GM informed the BOD that the battery and alternator were replaced in the F-250 and both were covered under warranty, minus the labor costs. The GM informed the BOD that the handheld device, used for meter reading efforts, failed while conducting meter reading for the customer usage for the month of September 2022; as such, all meter reads and associated usage were estimated for the month of September, 2022.

2. Efficiency Report – The GM briefed the BOD that, due to the estimation of meter reads for the month of September 2022, efficiency could not be accurately calculated.

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

1. Meeting Update – Secretary Patterson briefed the BOD that the conference call in October had been cancelled and the state representative sent an email that there were no new updates to provide.

2. Grant Checking Account Report – Secretary Patterson briefed the BOD on the current grant checking account status. BOD President Duwel asked the BOD if there were any additional questions; None.

**DISCUSSION/INFORMATION:**

1. September 2022 Delinquency – 49 Past Due Fees Applied (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of September 2022. BOD President Duwel asked the BOD if there were any questions related to the September 2022 Delinquency Report; None.

2. Profit/Loss: September 2022 – Secretary Patterson briefed the BOD on the P&L Report for September 2022. BOD President Duwel asked the BOD if there were any questions related to the September 2022 P&L Report; None.
3. Revenue Report: September 2022 – Secretary Patterson briefed the BOD on the Revenue Report for September 2022. BOD President Duwel asked the BOD if there were any questions related to the September 2022 Revenue Report; None.
4. Account Aging Report – Receivables as of 10/19/22 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of September/October 2022. 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 September 30<sup>th</sup>, 2022, has produced 110.34 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 –The GM informed the BOD that the first installment of the hydrology report payment and site survey payment had been made and that the contracted engineering firm was working on the reports.
7. Water Sales Snapshot: Total Water Sales of 9/30/22 – Secretary Patterson briefed the BOD on the total water sales, as of 9/30/22, 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. G.A. Hunter Transparency Report: June 2022 – Secretary Patterson briefed the BOD on the Internal Audit and Transparency Report for June 2022. BOD President Duwel asked the BOD if there are questions related to the Interna Audit and Transparency Report for June 2022; None.
9. Revised Pay Scale: Hourly Employee Compensation: FIRST READING – BOD President Duwel informed the BOD that this item had been tabled until the next regularly scheduled BOD Meeting.
10. Mojave Basin Area: Court Ruling on Rampdown: UPDATE – Secretary Patterson informed the BOD that the court ruling had been issued and decreased Rampdown percentages, in the Alto Subbasin, by 0.10%; the ruling also instructed the Watermaster to re-visit how the PSY (Production Safe-Yield) is calculated. BOD President Duwel asked the BOD if there were any questions; None.

**CONSENT LIST:**

1. Approve September 21, 2022 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

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

**DISCUSSION/ACTION ITEMS:**

1. Approve October 2022 Office Rent Payment.

By Director Roberson to approve the October 2022 Office Rent Payment; second by Director Kaminsky. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter, Woody.

2. Request Authorization to Send Lien Letter and Apply Lien (if no response in 30 days)

No action taken by BOD.

3. Well Site Improvement: Generator Transfer Switch-Cost NTE \$15,000.00 – Secretary Patterson and GM Smith explained the need for a generator transfer switch at the well site. BOD President Duwel asked the BOD if there were any questions; None.

By Director Kaminsky to approve the associated invoice, from Tess Electric, after staff has confirmed that other quotes for an ATS (Automated Transfer Switch) were no less than the quote provided by Tess Electric; second by Director Roberson. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter, Woody.

4. Approve G.A. Hunter Transparency / Internal Audit Payment: June 2022

By Director Kaminsky to approve the payment for the June 2022 Internal Audit / Transparency Report; second by Director Roberson. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter, Woody.

5. ServLine Proposal: Determine Feasibility for AVHCWD

No action taken by BOD.

6. Hi-Desert Alarm Video Surveillance Quote

By Director Roberson to approve the quote from Hi-Desert Alarm for 3 Video Surveillance Cameras (2 at the Well Site, 1 at the Booster Station); second by Director Kaminsky. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter, Woody.

**CLOSED SESSION:**

By Director Roberson to enter Closed Session at 6:50 P.M.; second by Director Kaminsky. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter, Woody.

By Director Roberson to exit Closed Session at 7:03 P.M.; second by Director Kaminsky. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter, Woody.

No Reportable Action taken by BOD in Closed Session.

**DIRECTORS COMMENTS:**

None.

**ADJOURNMENT MOTION:**

On motion of Director Kaminsky that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 7:05 PM. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter, Woody.

---

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

---

Patricia Duwel, President  
Board of Directors