

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

Wednesday, November 15, 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, Hunter, Kaminsky & Roberson (AVHCWD Office).

Absent: None.

Also Present: General Manager Smith (AVHCWD Office).

Public Present: None.

**PUBLIC COMMENT:**

None.

**GENERAL MANAGER REPORT:**

1. November 2023 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination; additional samples were required due to TC+ bacteriological results the prior month. The GM briefed the BOD on a variety of topics, to include: battery and alternator service on F-250 under warranty, in-house maintenance/service on F-250, SCADA start times for infrastructure was having issues and that a PLC subcontractor was looking into the anomaly, and that adjustments had to be made to Well # 3 Air-Vac. 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 October 2023, the efficiency, for running both Well # 3 and Well # 4, calculated at 89.02%.

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

1. Meeting Update – General Manager Smith informed the BOD that no conference call took place in the month of November, 2023.

**DISCUSSION/INFORMATION:**

1. October 2023 Delinquency: 46 Past Due Fees Applied, 8 Tags / SB 998 Packets Hung, 0 Services Turned Off (Verbal) – GM Smith briefed the BOD on the Delinquency Report for the month of October 2023. BOD President Duwel asked the BOD if there were any questions related to the October 2023 Delinquency Report; None.

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

3. Revenue Report: October 2023 – GM Smith briefed the BOD on the Revenue Report for October 2023. BOD President Duwel asked the BOD if there were any questions related to the October 2023 Revenue Report; None.

4. Account Aging Report – Receivables as of 11/15/23 (Account Holder Names Removed) – GM Smith briefed the BOD on the Account Aging Report for the month of October/November 2023. BOD President Duwel asked the BOD if there were any questions related to the Account Aging Report; None.
5. Water Production Snapshot – GM Smith informed the BOD that the District, as of October 31<sup>st</sup> 2023, has produced 8.27 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 briefed the BOD on the “Conditional Use Permit” costs for SB County and reminded the BOD that this topic was an “Action Item” for the November 2023 BOD meeting.
7. Water Sales Snapshot: Total Water Sales as of 10/31/23 – GM Smith briefed the BOD on the total water sales, as of 10/31/23, 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. Internal Audit Report: G.A Hunter: August 2023 – GM Smith informed the BOD that this item would be tabled until the December 2023 BOD Meeting.
9. Internal Audit Report: G.A Hunter: September 2023 – GM Smith informed the BOD that this item would be tabled until the November 2023 BOD Meeting.
10. Update on Communication w/ Legal and Water Rate Study – GM Smith informed the BOD that the Water Rate Study Engineer had provided some revisions, per request from District staff, and that staff is waiting for feedback from Legal. BOD President Duwel asked the BOD if there were any questions; None.

**CONSENT LIST:**

1. Approve October 18, 2023 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, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

**DISCUSSION/ACTION ITEMS:**

1. Approve November 2023 Office Rent Payment.

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

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

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

3. Internal Audit Report Payment: G.A Hunter – August, September 2023.

No Action Taken – This item was tabled until the December 2023 Regular BOD Meeting.

4. Motion to Ratify: Service Turn-off & Lien Placement.

Motion to Ratify, by Director Roberson, the service turn-off and lien placements, as presented by staff; second by Director Hunter. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

5. ACCT # 78B – Customer Requests Metered Usage Forgiveness

By Director Hunter to disapprove the customer request to have metered usage forgiven due to a leak on the customer side piping; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

6. SB County Conditional Use Permit Fees: Well Site # 1

By Vice-President Woody to approve the fee payment, with the CIRF account as the funding source, and authorize the GM to submit the Conditional Use Permit Packet, w/ payment, for the new office building on the Well # 1 Site; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

**DIRECTORS COMMENTS:**

Director Kaminsky wished everyone a Happy Thanksgiving.

Director Hunter asked staff to consider and/or research the opportunity to sell the District Kubota.

**ADJOURNMENT MOTION:**

On motion of Vice-President Woody that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 6:28 PM. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President  
Board of Directors