

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

Wednesday, August 21, 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 6:00 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

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

Absent: General Manager Smith.

Also Present: Secretary Patterson (AVHCWD Office).

Public Present: T. Pugh, B. Lincoln.

PUBLIC COMMENT:

None.

CONSIDERATION OF DIRECTOR VACANCY SUBMITTAL / DISCUSSION / ACTION ITEMS:

1. B. Lincoln.

Each Director asked B. Lincoln several questions in relation to his interest in being a member of the AVHCWD BOD. BOD President Duwel asked the BOD if there were any additional questions; None.

2. BOD Action for Appointment.

By Director Kaminsky to appoint B. Lincoln to the vacant seat on the AVHCWD BOD; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

3. Oath of Office.

Secretary Patterson administered the Oath of Office to B. Lincoln and introduced Mr. Lincoln to all attendees as Director Lincoln, member of the AVHCWD BOD.

DISCUSSION/ACTION ITEMS:

Note – In order to allow T. Pugh the opportunity to address the BOD rather than wait for the duration of the BOD meeting, the following action was taken:

By Vice-President Woody to move Discussion/Action Item # G-5 to this point in the BOD meeting; second by Director Roberson. Yes: Duwel, Woody, Kaminsky, Lincoln & Roberson. No: None. Abstain: None. Absent: None.

Customer T. Pugh addressed the BOD outlining his concerns with his June 2024 billing statement; customer Pugh explained his perspective on his consumption and why he felt that his June 2024 water consumption invoice was incorrect. BOD President Duwel thanked Mr. Pugh for his time and informed him that the BOD would discuss this topic further in the actual Discussion/Action Items section of the meeting.

GENERAL MANAGER REPORT:

1. August 2024 – This item was tabled until the September 2024 BOD Meeting.
2. Efficiency Report – This item was tabled until the September 2024 BOD Meeting.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD that the 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. July 2024 Delinquency: 77 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 July 2024. BOD President Duwel asked the BOD if there were any questions related to the July 2024 Delinquency Report; None.
2. Profit/Loss: July 2024 – Secretary Patterson briefed the BOD on the P&L Report for July 2024. BOD President Duwel asked the BOD if there were any questions related to the July 2024 P&L Report; None.
3. Revenue Report: July 2024 – Secretary Patterson briefed the BOD on the Revenue Report for July 2024. BOD President Duwel asked the BOD if there were any questions related to the July 2024 Revenue Report; None.
4. Account Aging Report – Receivables as of 8/21/24 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of July/August 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 July 31st, 2024, has produced 82.35 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 7/31/24 – Secretary Patterson briefed the BOD on the total water sales, as of 7/31/24, 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: Update – BOD President Duwel and Secretary Patterson provided the BOD with a verbal update on the AVHCWD Finance Committee Meeting on 8/14/24, along with associated recommendations made by the AVHCWD Finance Committee. BOD President Duwel asked the BOD if there were any questions related to the AVHCWD Finance Committee meeting; None.
8. Well # 4 Update: Well Rehab Quote, Equipment Rehab Quote – Secretary Patterson briefed the BOD on the well rehab portion of the quote, from Legend Well & Pump, and advised the BOD that staff was waiting on a revised equipment rehab quote from the subcontractor. BOD President Duwel asked the BOD if there were any questions; None.
9. Internal Audit Reports: May & June 2024 – Secretary Patterson briefed the BOD on the Internal Audit reports for May and June 2024. BOD President Duwel asked the BOD if there were any questions; None.

CONSENT LIST:

1. Approve July 10, 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 & Roberson. No: None. Abstain: Lincoln. Absent: None.

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 Director Roberson. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Lincoln. Absent: None.

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: Resolution # 004-2024 (Funding from Reserve Account).

By Vice-President Woody to approve Resolution # 004-2024, as presented by staff; second by Director Roberson. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Lincoln. Absent: None.

4. Customer ACCT # 4 & 4A: Customer Requests Account Balance / Invoice Reduction – Secretary Patterson briefed the BOD on the letter staff received from the property associated with ACCT # 4 & 4A; the customer experienced a “customer side” leak and, as a result, experienced a high monthly bill.

By BOD President Duwel to not reduce the invoice amount but offer the customer a payment plan if they need one; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Lincoln. Absent: None.

5. Customer ACCT # 180A

By Director Kaminsky to table this topic until the September BOD Meeting and not assign any late fees for this customer until the BOD has taken action on the item; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Lincoln. Absent: None.

6. New Meter Set Application: APN 0438-132-03-0000

By Director Kaminsky to approve the meter set application for APN 0438-132-03-0000 on the condition that the owner pays all applicable Capital Connection and service line installation fees; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Lincoln. Absent: None.

CLOSED SESSION:

Note – At this point on the meeting, BOD President Duwel asked for a motion for an immediate closed session.

By Director Kaminsky to enter closed session at 7:08 PM; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Lincoln. Absent: None.

By Director Roberson to exit closed session at 7:19 PM; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Lincoln. Absent: None.

BOD President Duwel instructed Secretary Patterson to prepare the September 2024 BOD Meeting Agenda with a Closed Session for personnel matters.

DIRECTORS COMMENTS:

None.

Meeting adjourned at 7:24 PM

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors