

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

Wednesday, December 21, 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. Secretary Patterson led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Kaminsky, Roberson (AVHCWD Office); W. Woody: Appointed in Lieu of Election (AVHCWD Office).

Absent: None.

Also Present: Secretary Patterson (AVHCWD Office).

Public Present: P. Duwel, L. Hunter

OATH OF OFFICE: W. WOODY:

Secretary Patterson administered the Oath of Office to W. Woody; following the Oath of Office, the control of the meeting was handed over to Director Woody.

REVIEW OF BOD VACANCY CANDIDATES:

Director Woody reviewed the candidacy statements with Directors Roberson and Kaminsky. Director Woody asked if there were any questions regarding the candidacy statements; None.

SELECTION OF BOD VACANCY CANDIDATES & OATH OF OFFICE:

By Director Roberson to appoint Patricia Duwel and Larry Hunter to the current vacancies on the AVHCWD Board of Directors; second by Director Kaminsky. Yes: Woody, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

Secretary Patterson administered the Oath of Office to Directors Duwel and Hunter.

ELECTION OF OFFICERS:

By Director Hunter to appoint Director Duwel as the AVHCWD BOD President; second by Director Kaminsky. Yes: Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: Duwel. Absent: None.

By Director Hunter to appoint Director Woody as the AVHCWD BOD Vice-President; second by Director Kaminsky. Yes: Duwel, Hunter, Kaminsky, Roberson. No: None. Abstain: Woody. Absent: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. December 2022 – Secretary Patterson informed the BOD that all monthly samples came back absent for contamination. Secretary Patterson informed the BOD that a replacement lock and keys were ordered for the District F250 utility bed box. Secretary Patterson informed the BOD that replacement work shirts

were ordered for staff. Secretary Patterson informed the BOD that headlights, wipers and air filter maintenance was performed on the District F150. Secretary Patterson informed the BOD that outdated and unserviceable District technology equipment was turned into Staples for proper and safe disposal. Secretary Patterson informed the BOD that Well # 1 site drainage, hydrology and grading reports were turned into SB County for review.

2. Efficiency Report – Secretary Patterson briefed the BOD that, during the month of November 2022, the efficiency, for running both Well # 3 and Well # 4, calculated at 89.54% and this was improvement over the previous month.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD on the fact that the December 2022 conference call had been postponed.

2. Approve Accounts Payable / Pay Warrants (Bills to be paid).

By Director Kaminsky to approve the grant related invoices, as presented by staff; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/INFORMATION:

1. November 2022 Delinquency – 33 Past Due Fees Applied, 3 Door Tangs Hung, 1 Service Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of November 2022. BOD President Duwel asked the BOD if there were any questions related to the November 2022 Delinquency Report; None.

2. Profit/Loss: November 2022 – Secretary Patterson briefed the BOD on the P&L Report for November 2022. BOD President Duwel asked the BOD if there were any questions related to the November 2022 P&L Report; None.

3. Revenue Report: November 2022 – Secretary Patterson briefed the BOD on the Revenue Report for November 2022. BOD President Duwel asked the BOD if there were any questions related to the November 2022 Revenue Report; None.

4. Account Aging Report – Receivables as of 12/21/22 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of November/December. 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 November 30th, 2022, has produced 16.32 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 –Secretary Patterson informed the BOD that all initial reports and plans for hydrology, drainage, grading and site plan had been turned into SB County for review.

7. Water Sales Snapshot: Total Water Sales of 11/30/22 – Secretary Patterson briefed the BOD on the total water sales, as of 11/30/22, 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. Revised Pay Scale: Hourly Employee Compensation: SECOND READING – BOD President Duwel asked the BOD if there were any questions or clarification needed on the DRAFT Pay Scale revision; None.
9. Capital Connection Fee: NV5 Submittal: SECOND READING – BOD President Duwel asked the BOD if there were any questions; None.
10. Mesa Tank Site Update – Secretary Patterson briefed the BOD on the timeline for a dive team to inspect and clean the Mesa Tanks.

CONSENT LIST:

1. Approve October 19, 2022 Regular Meeting Minutes.

By Director Kaminsky to approve the October 19, 2022 Regular Meeting Minutes; second by Director Roberson. Yes: Duwel, Kaminsky, Roberson. No: None. Abstain: Woody, Hunter. Absent: None.

2. Approve November 16, 2022 Regular Meeting Minutes.

By Director Hunter to approve the November 16, 2022 Regular Meeting Minutes; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky. No: None. Abstain: Roberson. Absent: None.

3. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

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

DISCUSSION/ACTION ITEMS:

1. Approve December 2022 Office Rent Payment.

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

2. Revised Pay Scale: Hourly Employee Compensation

By Vice-President Woody to approve the Revised Pay Scale, effective 1/1/2023; second by Director Hunter. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

3. Capital Connection Fee Revision / Resolution # 225-2022

By Director Hunter to approve the Capital Connection Fee change from \$8,220.00 to \$10,042.00, effective 1/1/2023; second by Director Roberson. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

4. APN 0438-112-90: New Meter Set Application
5. APN 0438-113-16: New Meter Set Application

By Vice-President Woody to approve the New Meter Set Applications for APN 0438-112-90 and 0438-113-16; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

6. Request Authorization to Send Lien Letter and Apply Lien / SB 998 Shut-off (if no response in 30 days)

By Director Hunter to approve the Lien Letter List and SB 998 Shut-off list, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

7. Well # 1 Site Building Deposit: General Steel - \$9,999.00

By Director Hunter to approve the deposit payment for the Well # 1 Site Office Building, on condition that staff receive answers to refundability of deposit and timeline for delivery of building; second by Director Roberson. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

DIRECTORS COMMENTS:

Director Kaminsky wished everyone a happy and safe Christmas and New Year holiday.

ADJOURNMENT MOTION:

On motion of Director Hunter that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 6:48 PM. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors