

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

Wednesday, March 19, 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 6:05 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Directors Lincoln & Woody.

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

Public Present: S. Smith (AVFCWD BOD President – Observer).

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 and an overall update on the status of the Well # 4 rehabilitation project. BOD President Duwel asked the BOD if there were any additional questions; None.

2. February 2025 Efficiency Report – General Manager Smith informed the BOD that, during the month of February 2025, the efficiency, for running Well # 3 alone, calculated at 92.40%. BOD President Duwel asked the BOD if there were any additional questions; None.

3. Lead Service Line Inventory Update – General Manager Smith provided the BOD with an overall summary and update of the lead service line inventory efforts within the District and reminded the BOD that a third-party consulting group was assisting the District with data compilation and submittal to the State. BOD President Duwel asked the BOD if there were any additional questions; None.

4. Project Updates: Well # 4, SCADA, Mesa Tanks, Ford F-250 (Verbal) – General Manager Smith provided status updates on all the current projects within the District. BOD President Duwel asked the BOD if there were any questions; None.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. General Discussion / Updates – Secretary Patterson briefed the BOD on the invoices due to NV5 and the associated recommendations for payment from the AVHCWD Finance Committee. BOD President Duwel asked the BOD if there were any questions related to the current situation of NV5 invoices; None.

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

3. Resolution # 002-2025 – Secretary Patterson briefed the BOD on the need to pay the remaining NV5 invoice out of the Restricted fund and replenish the Restricted fund, monthly, at a rate of \$995.31.

By Director Roberson to approve the Grant Bills to Pay and adopt Resolution 002-2025, as presented by staff; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Lincoln & Woody.

DISCUSSION/INFORMATION:

1. February 2025 Delinquency: 556 Late Fees Applied: 10% of Total Account Balance (\$1327.19); 30 Interest Fees Applied: 3% of > 60 Day Balance (\$233.98); 21 Door Tags Hung, 7 SB 998 Packets Hung and 0 Services Turned Off (1 Service Remains Off from January) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of February 2025. BOD President Duwel asked the BOD if there were any questions related to the February 2025 Delinquency Report; None.
2. Profit/Loss: February 2025 – Secretary Patterson briefed the BOD on the P&L Report for February 2025. BOD President Duwel asked the BOD if there were any questions related to the February 2025 P&L Report; None.
3. Revenue Report: February 2025 – Secretary Patterson briefed the BOD on the Revenue Report for February 2025. BOD President Duwel asked the BOD if there were any questions related to the February 2025 Revenue Report; None.
4. Account Aging Report – Receivables as of 3/19/25 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of February/March 2025. 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 February 28th, 2025 has produced 36.40 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 2/28/25 – Secretary Patterson briefed the BOD on the total water sales, as of 2/28/25, 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, held on 3/12/25, 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. No Late Fees for February Consumption Invoices: Applied in March 2025 – Secretary Patterson briefed the BOD on the recommendation for no "Late fees" for the February 2025 Consumption Invoices due to length of time to complete meter reading/invoicing process. BOD President Duwel asked the BOD if there were any questions; None. BOD President Duwel asked the BOD for an action to be taken on this recommendation by staff.

By Director Roberson to approve staff request to not apply late fees and/or interest fees for the February Consumption Invoices; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Lincoln & Woody.

CONSENT LIST:

1. Approve February 19, 2025 Regular Meeting Minutes.
2. 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: Lincoln & Woody.

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

2. Rescind BOD Action from 4/17/24 BOD Meeting – Ampstum Billing Software

By Director Roberson to rescind the BOD action, from 4/17/24, to approve the delayed purchase of Ampstum billing software; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Lincoln & Woody.

3. ACCT # 51: Squatter at Property; Staff Recommends Cessation of Invoicing – Secretary Patterson briefed the BOD on the current situation at the property of ACCT # 51 and explained the reason behind the staff recommendation of ceasing all invoicing for this account.

By Director Roberson to table this topic until the April 16, 2025 Regular BOD Meeting; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Lincoln & Woody.

4. Service Line Relocation: ACCT # 127B – General Manager Smith explained the customer request to relocate the service line for ACCT # 127B.

By Director Roberson to table this topic until the April 16, 2025 Regular BOD Meeting; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Lincoln & Woody.

CLOSED SESSION:

1. Section 54957: Public Employee Performance.

By Director Roberson to enter closed session at 7:13 P.M.; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Lincoln & Woody.

By Director Roberson to exit closed session at 7:26 P.M.; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Lincoln & Woody.

DIRECTORS COMMENTS:

BOD President Duwel requested that all future checks for Directors be hand-delivered to avoid issues with mailing.

Meeting adjourned at 7:28 P.M.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors