

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

Wednesday, April 19, 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 6:02 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

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

Absent: None.

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

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. April 2023 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that the District F-150 has an issue with the fuel gauge not displaying the fuel level correctly; as such, staff is fueling up the F-150 once per week to ensure that the tanks is full. The GM informed the BOD that an isolation valve is leaking and that the packing will need to be replaced. The GM informed the BOD that recent weather has caused sensitivity and communication issues with District security cameras, but the cameras seem to be functioning correctly now.

2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of March 2023, the efficiency, for running both Well # 3 and Well # 4, calculated at 85.67%.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD that there was no conference call during the month of March 2023; Secretary Patterson informed the BOD that the state was still having internal conversations regarding the feasibility of reopening the Application phase of the project. BOD President Duwel asked the BOD if there were any additional questions related to the Grant Project; None.

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

No Grant related bills to be paid.

DISCUSSION/INFORMATION:

1. March 2023 Delinquency – 51 Past Due Fees Applied, 2 Door Tangs Hung, 1 Service Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of March 2023. BOD President Duwel asked the BOD if there were any questions related to the March 2023 Delinquency Report; None.

2. Profit/Loss: March 2023 – Secretary Patterson briefed the BOD on the P&L Report for March 2023. BOD President Duwel asked the BOD if there were any questions related to the March 2023 P&L Report; None.
3. Revenue Report: March 2023 – Secretary Patterson briefed the BOD on the Revenue Report for March 2023. BOD President Duwel asked the BOD if there were any questions related to the March 2023 Revenue Report; None.
4. Account Aging Report – Receivables as of 4/19/23 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of March/April 2023. 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 March 31st, 2023, has produced 42.13 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 informed the BOD that no new information was available at this time.
7. Water Sales Snapshot: Total Water Sales of 3/31/23 – Secretary Patterson briefed the BOD on the total water sales, as of 3/31/23, 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 November 2022 – Secretary Patterson briefed the BOD on the Internal Audit Report for November 2022. BOD President Duwel asked the BOD if there were any questions; None.
9. Reminder – May 17, 2023 BOD Meeting: FIRST READING for 2023-24 Budget, Standby and Rental Contract – Secretary Patterson reminded the BOD that the BOD meeting in May will include a FIRST READING of the new annual budget, standby and rental agreement.
10. AVHCWD & AVFCWD Discussions / Planning – This item has been tabled until the May 2023 AVHCWD BOD Meeting

CONSENT LIST:

1. Approve March 15, 2023 Regular Meeting Minutes.

By Director Hunter to approve the March 15, 2023 Regular Meeting Minutes; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky. No: None. Abstain: Roberson. Absent: None.

2. Approve the April 8, 2023 Workshop Meeting Minutes.

By Vice-President Woody to approve the April 8, 2023 Workshop Meeting Minutes; second by Director Hunter. Yes: Duwel, Woody, Hunter, Roberson. No: None. Abstain: Kaminsky. Absent: None.

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

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

DISCUSSION/ACTION ITEMS:

1. Approve April 2023 Office Rent Payment.

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

2. Approve G.A. Hunter Transparency / Internal Audit Payment: November 2022.

By Director Roberson to approve the Internal Audit Payment for November 2022; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: None.

3. 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 Roberson. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

4. Sonata 1" Flow Meter – Bulk Purchase: \$14,697.10 – GM Smith explained to the BOD that the District supplier will no longer carry or distribute the Sonata 1" flowmeters and, as such, the supplier has offered the District a significantly reduced price on the flowmeters to clear out their inventory.

By Vice-President Woody to approve the bulk purchase of 80 flowmeters for \$14,697.10; second by Director Hunter. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DIRECTORS COMMENTS:

Director Roberson asked for clarification on the timeline for flowmeter installation and forthcoming Owner-Tenant Agreement verbiage changes.

ADJOURNMENT MOTION:

On motion of Vice-President Woody that there being no further business to discuss, the regular meeting be adjourned; second by Director Kaminsky and carried. Meeting adjourned at 6:31 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