

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

Wednesday, January 18, 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 6:01 P.M. BOD President Duwel led the Pledge of Allegiance.

**ROLL CALL:**

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

Absent: Director Hunter.

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

Public Present: None.

**PUBLIC COMMENT:**

None.

**GENERAL MANAGER REPORT:**

1. January 2023 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that all four tires were replaced on the District F-250, as the tires were beyond their tread life. The GM informed the BOD that Kelley's Construction had replaced 9 service lines within the District in December. The GM informed the BOD that a customer ran over a District standpipe, on Navajo Road, and the customer had been invoiced for the needed repairs. The GM informed the BOD that the battery and alternator wiring had been replaced/repared on the District F-150. The GM informed the BOD that the District SCADA system now shows system pressures. The GM informed the BOD that one of the windstorms had caused damage to the Booster Station roof and that the roof had been repaired. The GM informed the BOD that wooden boxes and heat lamps had been installed at the CLA-VALs at the well site for freeze protection.

2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of December 2022, the efficiency, for running both Well # 3 and Well # 4, calculated at 88.36% and the average efficiency for 2022 was 91.42%.

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

1. Meeting Update – General Manager Smith informed the BOD that the state was asking for some additional information and staff, along with NV5, was working on getting the information to the state.

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

No Grant related bills to be paid.

**DISCUSSION/INFORMATION:**

1. December 2022 Delinquency – 44 Past Due Fees Applied, 5 Door Tangs Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of December 2022. BOD President Duwel asked the BOD if there were any questions related to the December 2022 Delinquency Report; None.

2. Profit/Loss: December 2022 – Secretary Patterson briefed the BOD on the P&L Report for December 2022. BOD President Duwel asked the BOD if there were any questions related to the December 2022 P&L Report; None.
3. Revenue Report: December 2022 – Secretary Patterson briefed the BOD on the Revenue Report for December 2022. BOD President Duwel asked the BOD if there were any questions related to the December 2022 Revenue Report; None.
4. Account Aging Report – Receivables as of 1/18/23 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of December/January. 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 December 31<sup>st</sup>, 2022, has produced 23.30 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 staff has not received any updates from SB County regarding the submittals and that more information should be available by the next regularly scheduled BOD meeting.
7. Water Sales Snapshot: Total Water Sales of 12/31/22 – Secretary Patterson briefed the BOD on the total water sales, as of 12/31/22, 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. SCE: Notice of Rate Increase – Secretary Patterson informed the BOD that staff had received correspondence from SCE regarding forthcoming rate increases and that staff was working to quantify what the increases would be.
9. CA State DDW Reporting Update – Secretary Patterson informed the BOD that staff had received correspondence from the state DDW office that the District would now need to start reporting water production data directly to the DDW office; Secretary Patterson also informed the BOD that the reporting frequency was currently unknown and that staff would keep the BOD updated on the topic.
10. 2023 Mileage Reimbursement Rate – Secretary Patterson informed the BOD that the 2023 work-related mileage reimbursement rate, as set forth by the IRS, is 65.5 cents per mile.
11. Annual Form 700 – The Form 700 documents were presented to the Directors for signatures.
12. Internal Audit Report: G.A. Hunter August 2022 – Secretary Patterson briefed the BOD on the Internal Audit Report for August 2022. BOD President Duwel asked the BOD if there were any questions; None.

**CONSENT LIST:**

1. Approve December 21, 2022 Regular Meeting Minutes.
2. Approve Accounts Payable/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: None. Absent: Hunter.

**DISCUSSION/ACTION ITEMS:**

1. Approve January 2023 Office Rent Payment.

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

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

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

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

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

**CLOSED SESSION:**

1. Section 54957: Public Employee Performance Evaluation – General Manager.

By Director Roberson to enter closed session at 6:24 P.M.; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

By Director Roberson to exit closed session at 6:39 P.M.; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

Note – No Reportable Action resulting from closed session.

**DIRECTORS COMMENTS:**

None.

**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 6:39 PM. Yes: Duwel, Woody, Kaminsky, Roberson. No: None. Abstain: None. Absent: Hunter.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President  
Board of Directors