

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

Wednesday, April 17, 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 6:01 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Director Woody & Director Hunter.

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

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. April 2024 – General Manager Smith informed the BOD that all water samples taken in the month of March 2024, came back absent for contamination. The GM briefed the BOD on a variety of topics, to include: the installation of several air/vacuum breakers within the District, the installation of a concrete foundation to protect several meters with no setback option, an error with the operation of a new Sonata 1" flowmeter, various state level reports, and general clean-up efforts of the District office, infrastructure and field sites.

2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of March 2024, the efficiency, for running both Well # 3 and Well # 4, calculated at 67.58%.

3. Mesa Tank Repairs: "In-house" Repair Plans – GM Smith informed the BOD that the crew from MIT has begun recoating efforts on the Middle and West tanks at the Mesa Vista site and that staff anticipates the crew wrapping up efforts by month end.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD that while there was no conference in the month of April, an update from the state representative informed District staff that one of the needed signatures had been obtained and the application packet was continuing to be routed within the necessary state offices. BOD President Duwel asked the BOD if there were any questions; None.

DISCUSSION/INFORMATION:

1. March 2024 Delinquency: 57 Late Fees Applied, 7 Tags / SB 998 Packets Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of March 2024. BOD President Duwel asked the BOD if there were any questions related to the March 2024 Delinquency Report; None.

2. Profit/Loss: March 2024 – Secretary Patterson briefed the BOD on the P&L Report for March 2024. BOD President Duwel asked the BOD if there were any questions related to the March 2024 P&L Report; None.
3. Revenue Report: March 2024 – Secretary Paterson briefed the BOD on the Revenue Report for March 2024. BOD President Duwel asked the BOD if there were any questions related to the March 2024 Revenue Report; None.
4. Account Aging Report – Receivables as of 4/17/24 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of March/April 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 March 31st, 2024, has produced 40.63 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 briefed the BOD on the current status of the Conditional Use Permit application and informed the BOD that staff would be resubmitting the CUP application via the EZOP county portal.
7. Water Sales Snapshot: Total Water Sales as of 3/31/24 – Secretary Patterson briefed the BOD on the total water sales, as of 3/31/24, 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.
8. 2024 Election Filing Deadline (Kaminsky, Roberson): Jul 15, 2024 through August 9, 2024 – BOD President Duwel reminded Directors Kaminsky and Roberson that the SB County election filing window would be open from 7/15/24 – 8/9/24. BOD President Duwel asked the BOD if there were any questions; None.
9. Emergency Power Source: District Purchase of Mobile Generator/Gen Set Update: Verbal – Secretary Patterson briefed the BOD on the change in price for the original generator, previously approved by the BOD; the change is due to the addition of shipping costs and taxes. Additionally Secretary Patterson briefed the BOD on a second source option for the same generator and advised the BOD that this topic was also an Action Item on the BOD agenda. BOD President Duwel asked the BOD if there were any questions; None.
10. AVHCWD Workplace Violence Prevention Plan – DRAFT: Second Reading – Secretary Patterson advised the BOD that the DRAFT plan was the same plan that was presented to the BOD as a First Reading at the March 2024 BOD meeting. Additionally, Secretary Patterson informed the BOD that staff had not received any questions, comments, requests for revision or recommended changes following the presentation of the DRAFT to the BOD as a First Reading. BOD President Duwel asked the BOD if there were any questions; None.
11. 2024-25 Budget, Standby, Rental Agreement: Verbal – Secretary Patterson advised the BOD that the May 2024 Regular BOD Meeting would be the opportunity for the presentation First Reading of the 2024-25 Budget, 2024-25 Standby Assessments and the new Office Rental Contract. BOD President Duwel asked the BOD if there were any questions; None.

CONSENT LIST:

1. Approve March 20, 2024 Regular Meeting Minutes
2. Approve March 23, 2024 Special Meeting Minutes
3. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

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

DISCUSSION/ACTION ITEMS:

1. Approve April 2024 Office Rent Payment.

By Director Roberson to approve the April 2024 Office Rent payment; second by Vice-President Woody. Yes: Duwel, Woody, & Roberson. No: None. Abstain: None. Absent: Hunter & Kaminsky.

2. Request Authorization to Begin SB 998 Postings and Apply Liens / Shut-off Services, if needed.

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

3. AVHCWD Workplace Violence Prevention Plan.

By Vice-President Woody to approve and adopt the AVHCWD Workplace Violence Prevention Plan; second by Director Roberson. Yes: Duwel, Woody, & Roberson. No: None. Abstain: None. Absent: Hunter & Kaminsky.

4. Motion to Ratify: Purchase of District Service Truck (Chevy 3500 Service Body) – \$18,300.00

By Director Roberson to Ratify the purchase of the new District Chevy 3500 Service Body truck for a price of \$18,300.00; second by Vice-President Woody. Yes: Duwel, Woody & Roberson. No: None. Abstain: None. Absent: Hunter & Kaminsky.

5. Motion to Ratify: Lien Placement on APN 0438-113-38-0000 for \$867.13

By Vice-President Woody to Ratify the placement of a lien on APN 0438-113-38-0000 for \$867.13; second by Director Roberson. Yes: Duwel, Woody & Roberson. No: None. Abstain: None. Absent: Hunter & Kaminsky.

6. Ampstun Billing Software - New Billing Software Module \$13,150 TOTAL w/ 25% down \$3,287.50

By Vice-President Woody to approve the purchase of the Ampstun Billing Software Package; second by Director Roberson. Yes: Duwel, Woody & Roberson. No: None. Abstain: None. Absent: Hunter & Kaminsky.

7. Emergency Power Source: District Purchase of Mobile Generator/Gen Set
- A. Global Power – \$ 180,112.20 (5 Year Lease town)
 - B. Power Products – \$157,100.00 (no Financing or Lease Option)

By Director Roberson to approve the purchase of the Mobile Generator/Gen Set from Global Power for a cost not to exceed \$181,000.00; second by Vice-President Woody. Yes: Duwel, Woody & Roberson. No: None. Abstain: None. Absent: Hunter & Kaminsky.

DIRECTORS COMMENTS:

Director Roberson asked if there was any possibility of the District renting out the Mobile Generator/Gen Set to neighboring districts, should the need arise. Secretary Patterson advised Director Roberson that staff would research this topic and advise at the May 2024 regular BOD Meeting.

Meeting adjourned at 6:31 PM

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors