

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

Wednesday, May 17, 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 6:00 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 (Teleconference) & Secretary Patterson (AVHCWD Office).
Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. May 2023 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM briefed the BOD on a variety of topics, to include: Technology issues, water meter issues/replacements, service line leaks/replacements, system maintenance, customer communications, reporting efforts and infrastructure maintenance/repairs. BOD President Duwel asked the BOD if there were any questions; None.
2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of April 2023, the efficiency, for running both Well # 3 and Well # 4, calculated at 83.84%.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD that the May 2023 conference call was rescheduled to May 11th, per the request of James Owens w/ NV5; Secretary Patterson briefed the BOD on the summary of the May 11th conference call and advised the BOD that the District should have more information available after the state's fiscal pause for year-end finance reporting. BOD President Duwel asked the BOD if there were any additional questions related to the Grant Project; None.
2. Potential Need to Source New Engineering Firm – BOD President Duwel asked staff to begin researching Engineer options to present to the BOD at a future meeting.

Note – No Grant related bills to be paid.

DISCUSSION/INFORMATION:

1. April 2023 Delinquency: 35 Past Due Fees Applied, 1 Door Tag Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of April 2023. BOD President Duwel asked the BOD if there were any questions related to the April 2023 Delinquency Report; None.

2. Profit/Loss: April 2023 – Secretary Patterson briefed the BOD on the P&L Report for April 2023. BOD President Duwel asked the BOD if there were any questions related to the April 2023 P&L Report; None.
3. Revenue Report: April 2023 – Secretary Patterson briefed the BOD on the Revenue Report for April 2023. BOD President Duwel asked the BOD if there were any questions related to the April 2023 Revenue Report; None.
4. Account Aging Report – Receivables as of 5/17/23 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of April/May 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 April 30th, 2023, has produced 50.13 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 4/30/23 – Secretary Patterson briefed the BOD on the total water sales, as of 4/30/23, 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. CARB Advanced Clean Regulations – General Manager Smith informed the BOD on the information available, at this time, related to forthcoming changes and requirements for District vehicles; GM Smith advised the BOD that he will continue to research the topic and keep the BOD informed of information as it becomes available.
9. Owner-Tenant Agreement: Updated Verbiage – Secretary Patterson briefed the BOD on the updated verbiage of the Owner-Tenant Agreement; the updated verbiage now reflects verbiage specific to subleasing and the property owner being ultimately responsible for all unpaid water consumption related invoices for the property.
10. Part-time Position Job Description: Update – Secretary Patterson briefed the BOD that an existing job description has already been approved for a part-time meter reader that can also assist with office/clerical related duties. BOD President Duwel asked the BOD if there were any questions; None.
11. Public Hearing Document Review – FIRST READING
 - A. Standby Assessments: FY 2023-24 – DRAFT: First Reading
 - B. Budget FY 2023-24: FY 2023-24 – DRAFT First Reading

Secretary Patterson briefed the BOD on the current versions of the DRAFT 2023-24 Standby Assessments and Budget; Secretary Patterson informed the BOD that the Standby parcel data should remain unchanged, prior to the public hearing, and that the budget will continue to be updated as water sales data becomes available for the months of May and June 2023. BOD President Duwel asked the BOD if there were any questions; None.

12. Internal Audit Report: G.A. Hunter December 2022 – Secretary Patterson briefed the BOD on the Internal Audit Report for December 2022. BOD President Duwel asked the BOD if there were any questions; None.

13. FY 2021-22 Annual Audit – Secretary Patterson briefed the BOD on the DRAFT Annual Audit for FY 2021-22. BOD President Duwel asked the BOD if there any questions; None

14. Audioeye: Accessibility Compliance for District Website – There was no discussion on this item and the item was tabled for a future AVHCWD BOD Meeting.

15. AVHCWD & AVFCWD BOD Discussions and Planning – There was no discussion on this item and the item was tabled for a future AVHCWD BOD Meeting.

CONSENT LIST:

1. Approve April 19, 2023 Regular Meeting Minutes.
2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Director Hunter to approve the Consent List, 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 May 2023 Office Rent Payment.

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

2. Establish Budget for District Vehicle Purchase: NTE \$14,000 (Restricted Funded)

By Director Hunter to establish budget for District Vehicle Purchase, to be funded from Restricted Funds, Not to Exceed \$14,000; second by Vice President Woody. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

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

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

4. Approve G.A. Hunter Transparency / Internal Audit Payment: December 2022.

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

5. FY 2021-22 Annual Audit – Adoption

By Director Roberson to approve the FY 2021-22 Audit as Presented by Staff; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

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 Kaminsky and carried. Meeting adjourned at 6:50 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