

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

Wednesday, June 21, 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, Hunter, Kaminsky & Roberson (AVHCWD Office).

Absent: Director Woody.

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

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. June 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: Customer property grading issues w/ damage to District meter box, Booster Station motor saver issues, lien release status, District Office utility status, waiver submittals for annual water sampling requirements, Well Site and Booster Station transfer switch status, District Kubota backhoe status, customer side leak issues, customers leaving district without notification to District staff, Engineering Resources staffing changes and Mesa Tank site East Tank failure status. 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 May 2023, the efficiency, for running both Well # 3 and Well # 4, calculated at 91.23%.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD that the June 2023 conference call took place and that there were several representatives from the State on the call. The call topics were focused on possible State support for the Mesa Tank failure, as well as a general update and status discussion on the District Grant Project. Secretary Patterson also briefed the BOD that there were no new invoices for the District Grant Project at this time. BOD President Duwel asked the BOD if there were any additional questions related to the Grant Project; None.

DISCUSSION/INFORMATION:

1. May 2023 Delinquency: 37 Past Due Fees Applied, 0 Door Tag Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of May 2023. BOD President Duwel asked the BOD if there were any questions related to the May 2023 Delinquency Report; None.

2. Profit/Loss: May 2023 – Secretary Patterson briefed the BOD on the P&L Report for May 2023. BOD President Duwel asked the BOD if there were any questions related to the May 2023 P&L Report; None.
3. Revenue Report: May 2023 – Secretary Patterson briefed the BOD on the Revenue Report for May 2023. BOD President Duwel asked the BOD if there were any questions related to the May 2023 Revenue Report; None.
4. Account Aging Report – Receivables as of 6/21/23 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of May/June 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 May 31st, 2023, has produced 58.95 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 the building Engineering Plans/Drawings had been submitted to the AVFPD for review and comment.
7. Water Sales Snapshot: Total Water Sales as of 5/31/23 – Secretary Patterson briefed the BOD on the total water sales, as of 5/31/23, 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. AVHCWD Policy # 2023-GM-001: GM Admin Fee Waiver Authority – Secretary Patterson briefed the BOD on the DRAFT version of the GM Admin Fee Waiver Authority Policy. BOD President Duwel asked that this DRFAT policy be presented to the BOD for a Second Reading / Adoption at the July 2023 BOD Meeting.
9. AVHCWD Policy Workshop: BOD & GM Date Selection – Secretary Patterson briefed the BOD on the need to update/create various District policies. Secretary Patterson advised the BOD that a workshop may be best for the BOD to select which policies need to be updated and/or created and that the policies could then be presented to the BOD, at regularly scheduled BOD meetings, for review and adoption. Meeting date for Workshop TBD based on Director availability.
10. Internal Audit Report: G.A. Hunter January 2023 – Secretary Patterson briefed the BOD on the Internal Audit Report for January 2023. BOD President Duwel asked the BOD if there were any questions; None.
11. Public Hearing Document Review – SECOND READING
 - A. Standby Assessments: FY 2023-24 – DRAFT: Second Reading
 - B. Budget FY 2023-24: FY 2023-24 – DRAFT Second Reading

Secretary Patterson briefed the BOD on the current versions of the DRAFT 2023-24 Standby Assessments and Budget; Secretary Paterson informed the BOD that the Standby parcel data remains unchanged, from the First Reading, and that the budget will continue to be updated as water sales data becomes available for the month of June 2023. BOD President Duwel asked the BOD if there were any questions; None.

12. 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 May 17, 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 Kaminsky. Yes: Duwel, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: Woody.

DISCUSSION/ACTION ITEMS:

1. Approve June 2023 Office Rent Payment.

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

2. Approve G.A. Hunter Transparency / Internal Audit Payment: January 2023.

By Director Roberson to approve the Internal Audit Payment for January 2023; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: Hunter. Absent: Woody.

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

4. Water Meter Installation Application / New Meter Set: APN 0438-261-49-0000 – GM Smith advised the BOD that the prospective buyer of this property wanted to ensure that the AVHCWD BOD would approve the meter set prior to the prospective buyer purchasing the property.

By Director Hunter to advise the applicant that once the property is purchased, the AVHCWD BOD will hear the application for the new meter set and to also advise the applicant that the AVHCWD BOD has no intention of not serving water to the parcels within the District Boundaries; second by Director Kaminsky. Yes: Duwel, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: Woody.

5. AVHCWD Policy # 2023-GM-001: GM Admin Fee Waiver Authority

This item was tabled until the July 2023 BOD Meeting.

DIRECTORS COMMENTS:

None.

ADJOURNMENT MOTION:

On motion of Director Kaminsky that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 7:03 PM. Yes: Duwel, Hunter, Kaminsky & Roberson. No: None. Abstain: None. Absent: Woody.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors