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

Wednesday, April 16, 2025

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 6:04 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Duwel, Lincoln, Kaminsky, Roberson & Woody (AVHCWD Office).
Absent: None (Note – Director Lincoln arrived at 6:06 P.M. after being absent for roll call).
Also Present: General Manager Smith & Secretary Patterson (AVHCWD Office).
Public Present: None.

PUBLIC COMMENT:
None.

GENERAL MANAGER REPORT:

1. General Manager Smith briefed the BOD on a variety of topics to include: various maintenance and services performed on District infrastructure and an overall update on the status of the Well # 4 rehabilitation project. BOD President Duwel asked the BOD if there were any additional questions; None.

2. March 2025 Efficiency Report – General Manager Smith informed the BOD that, during the month of March 2025, the efficiency, for running Well # 3 alone, calculated at 90.00%. BOD President Duwel asked the BOD if there were any additional questions; None.

3. Lead Service Line Inventory Update – General Manager Smith provided the BOD with an overall summary and update of the lead service line inventory efforts within the District and reminded the BOD that a third-party consulting group was assisting the District with data compilation and submittal to the State. BOD President Duwel asked the BOD if there were any additional questions; None.

4. Project Updates: Well # 4, SCADA, Mesa Tanks, Ford F-250 (Verbal) – General Manager Smith provided status updates on all the current projects within the District. BOD President Duwel asked the BOD if there were any questions; None.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. General Discussion / Updates – Secretary Patterson briefed the BOD on the invoices paid to NV5 and that a NV5 representative (James Owens) had confirmed receipt of final payments, as well as confirming that AVHCWD had no further financial obligations to NV5. Secretary Patterson informed the BOD that NV5 had required a "Properietary Information" statement to be signed, by the AVHCWD General Manager, to receive the drawing, plans, reports, etc. associated with the Grant Project. Secretray Patterson informed the BOD that the Grant Checking Account would be permanently closed by the next regularly scheduled BOD meeting. BOD President Duwel instructed staff to remove the "Grant Funding Update & Progress/Discussion/Action Items" topic from future BOD meeting agendas.

DISCUSSION/INFORMATION:

1. March 2025 Delinquency: 0 Late Fees Applied; 22 Door Tags Hung, 1 Service Turned Off – Secretary Patterson briefed the BOD on the Delinquency Report for the month of March 2025. BOD President Duwel asked the BOD if there were any questions related to the March 2025 Delinquency Report; None.

2. Profit/Loss: March 2025 – Secretary Patterson briefed the BOD on the P&L Report for March 2025. BOD President Duwel asked the BOD if there were any questions related to the March 2025 P&L Report; None.

3. Revenue Report: March 2025 – Secretary Patterson briefed the BOD on the Revenue Report for March 2025. BOD President Duwel asked the BOD if there were any questions related to the March 2025 Revenue Report; None.

4. Account Aging Report – Receivables as of 4/16/25 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of March/April 2025. 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, 2025 has produced 42.68 AF of water. BOD President Duwel asked the BOD if there were any questions related to the Water Production Snapshot; None.

6. Water Sales Snapshot: Total Water Sales as of 3/31/25 – Secretary Patterson briefed the BOD on the total water sales, as of 3/31/25, 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.

7. AVHCWD Finance Committee Workshop: Update – BOD President Duwel and Secretary Patterson provided the BOD with a verbal update on the AVHCWD Finance Committee Meeting, held on 4/9/25, along with associated recommendations made by the AVHCWD Finance Committee. BOD President Duwel asked the BOD if there were any questions related to the AVHCWD Finance Committee meeting; None.

8. No Late Fees for March Consumption Invoices: Applied in April 2025 – Secretary Patterson briefed the BOD on the recommendation for no "Late fees" for the March 2025 Consumption Invoices due to length of time to complete meter reading/invoicing process. BOD President Duwel asked the BOD if there were any questions; None.

9. Meter Reader Recruitment: Job Description, Print Authorization, Resolution # 004-2025 (DRAFT) – Secretary Patterson briefed the BOD on the job description for the Meter Reader position with the AVHCWD, as well as the DRAFT Resolution 004-2025 for the funding and deductions necessary for the fiscal impact to the District. BOD President Duwel instructed staff to move Resolution 004-2025 to the May 2025 BOD Meeting Action Item list, as well as asking staff to create a policy that governs the length of time for meter reading to be conducted (6 days before the end of the month). BOD President Duwel asked for a motion to authorize staff to publish/circulate/post the Meter Reader job vacancy.

By Vice-President Lincoln to publish/circulate/post the Meter Reader job opening/description as presented by staff; second by Director Kaminsky. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

10. SB County ADU: Resolution 003-2025 (DRAFT) – Secretary Patterson informed the BOD of recent changes to ADU guidelines, made by the SB County Land Use Development Office, and how staff has received several phone calls regarding water connection related questions for customers interested in building ADUs on their property. Secretary Patterson reviewed the DRAFT Resolution 003-2025 with the BOD. BOD President Duwel asked the BOD if there were any questions related to Resolution 003-2025; None. BOD President Duwel asked for a motion to adopt Resolution 003-2025.

By Vice-President Lincoln to adopt Resolution 003-2025, as presented by staff; second by Director Woody. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

11. Customer Invoicing: Postcard Mail vs. Email: Electronic Delivery? Fees for Mailing? – Secretary Patterson briefed the BOD on the amount of invoices and various mailings getting returned to the District as "Undeliverable". BOD President Duwel asked for the topic to be "tabled" until the September 2025 Regular BOD meeting.

12. Future BOD Meeting Packets: Electronic Delivery – Secretary Patterson briefed the BOD on the costs and time needed to create multiple hardcopy BOD meeting packets. The BOD agreed that as of July 1, 2025, all BOD members will receive their packet electronically, with one hardcopy packet printed and available on the conference room table for BOD meetings.

13. Service Line Installation Cost Increases: RFP for Time-length Period Contract – Secretary Patterson presented the BOD with a DRAFT version of the RFP for service line installation cost(s) request and asked the BOD to have feedback/comments/requests for revision presented to staff before the May 14, 2025 Finance Committee meeting.

CONSENT LIST:

1. Approve March 19, 2025 Regular Meeting Minutes.

By Director Roberson to approve the March 19, 2025 Regular meeting minutes as presented by staff; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: Lincoln, Woody. Absent: None.

2. Approve April 2, 2025 Special Meeting Minutes.
3. Accounts Payable/Pay Warrants (Bills to be paid).

By Director Roberson to approve items # 2 & 3 of the Consent List, as presented by staff; second by Director Kaminsky. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. None. Abstain: None. Absent: None.

DISCUSSION/ACTION ITEMS:

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

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

2. ACCT # 51: Squatter at Property; Staff Recommends Cessation of Invoicing – Secretary Patterson briefed the BOD on the current situation at the property of ACCT # 51 and explained the reason behind the staff recommendation of ceasing all invoicing for this account.

By Vice-President Lincoln to cease all invoicing for ACCT # 51 until further notice; second by Director Roberson. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

3. Service Line Relocation: ACCT # 127B – General Manager Smith explained the customer is no longer requesting to relocate the service line for ACCT # 127B. No action taken by BOD.

4. Well # 4 Piping Repair Quote: Welder Fabricator- $2,400.00; Materials: $5,949.01 ($8,349.01 Total) – General Manager Smith explained the costs associated with the materials and fabrication for the replacement of various Well # 4 piping components.

By Vice-President Lincoln to approve the materials and fabrication quotes, as presented by staff, with the fabrication portion being funded from the Reserve account and the materials portion being funded from the CIRF account; second by Director Woody. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

CLOSED SESSION:

1. Section 54957: Public Employee Performance.

By Vice-President Lincoln to enter closed session at 7:18 P.M.; second by Director Woody. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

By Vice-President Lincoln to exit closed session at 7:40 P.M.; second by Director Woody. Yes: Duwel, Lincoln, Kaminsky, Roberson & Woody. No: None. Abstain: None. Absent: None.

DIRECTORS COMMENTS:

None.

Meeting adjourned at 7:46 P.M.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President
Board of Directors