

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

Wednesday, May 29, 2024

The Board of Directors of the Apple Valley Heights County Water District met in special session and held the special 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, Kaminsky, & Roberson (AVHCWD Office).

Absent: Director Woody.

Also Present: General Manager Smith & Internal Auditor Hunter (AVHCWD Office) & Secretary Patterson (Teleconference).

Public Present: None.

**PUBLIC COMMENT:**

None.

**INTERNAL AUDITOR FEEDBACK TO BOD:**

Internal Auditor Hunter addressed the BOD on a variety of topics; these topics included: Payroll, Standby Transfers, Current B of A Account Balances, Concerns w/ Customer Payments, Transfers Needed for Fiscal Readiness, Spending Practices, etc. BOD President Duwel thanked Internal Auditor Hunter for her input and asked the BOD if there were any questions; None.

**ACCOUNT BALANCE REVIEW – BANK OF AMERICA ACCOUNT STANDING (AS OF 5/29/24)**

Secretary Patterson briefed the BOD on current account balances within the District accounts at Bank of America and pointed out concerns related to current invoices outstanding, as well as the correlation to current history of customer payment data. BOD President Duwel asked the BOD if there were any questions; None.

**ACCOUNT AGING REPORT – RECEIVABLES AS OF AS OF 5/29/24**

Secretary Patterson briefed the BOD on the Account Aging Report for the month of April/May and pointed out the data and concerns as related to the current status of the District B of A Account Balances. BOD President Duwel asked the BOD if there were any questions related to the Account Aging Report; None.

**DISCUSSION/ACTION ITEMS:**

1. Request BOD Authorization to Change July 2024 Regular Scheduled Meeting / Public Hearing from July 17, 2024 to July 10, 2024 due to BOD Member Availability.

By Director Roberson to Approve the July 2024 Meeting Date Change from 7/17/24 to 7/10/24; second by Director Kaminsky. Yes: Duwel, Kaminsky, & Roberson. No: None. Abstain: None. Absent: Woody.

2. Request BOD Authorization to Publish / Distribute Public Hearing Notice and CCR.

By Director Roberson to Authorize Staff to Publish & Distribute the Public Hearing Notice and Annual CCR, as presented by staff; second by Director Kaminsky. Yes: Duwel, Kaminsky, & Roberson. No: None. Abstain: None. Absent: Woody.

3. Current Invoices Needing to be Paid and Internal Transfers Needed to Initiate.

Secretary Patteson briefed the BOD on the Outstanding Invoices Needing to be Paid, Combined with the Normal Monthly Internal Transfers to CIRF, Reserve and General Savings Accounts.

By Director Kaminsky to Proceed with the Monthly CIRF and Reserve Transfers from General Checking and to Postpone the Internal Transfer to General Savings for One Month; second by Director Roberson. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Woody.

4. Request BOD Authorization to Approve MRM Invoices – Staff Recommendation for Funding is General Savings.

By Director Roberson to Approve the MRM Invoices for Payment w/ Funding Source of General Savings; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Woody.

5. Request BOD Authorization to Approve Kelley’s Construction Invoices – Staff Recommendation is General Savings.

By Director Roberson to Table this Action Item Until the Next Regularly Scheduled BOD Meeting; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Woody.

6. Request BOD Authorization to Transfer Funds from General Savings for May 2024 Payroll

By Director Kaminsky to Transfer \$24,000 from General Savings to General Checking for the Purposes of Payroll Requirements Needed to Cover a 2 Month Period; second by Director Roberson. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: None. Absent: Woody.

**DIRECTORS COMMENTS:**

BOD President Duwel Established a Finance Review Committee to Meet on a TBD Basis; Committee Members are: BOD President Duwel, Director Roberson, Internal Auditor Hunter and GM Smith.

Meeting adjourned at 7:17 PM

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President  
Board of Directors