

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

Wednesday, June 26, 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 6:02 P.M. BOD President Duwel led the Pledge of Allegiance.

ROLL CALL:

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

Absent: None.

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

Public Present: None.

PUBLIC COMMENT:

None.

PUBLIC COMMENT:

1. Annual Budget: 2024-25 – DRAFT (Second Reading).
2. Standby Assessments: 2024-25 – DRAFT (Second Reading).
3. Office Rental Contract: 2024-25 – DRAFT (Second Reading).

Secretary Patterson briefed the BOD on the DRAFT version so the Annual Budget, Standby Assessments and Office Rental Contract. BOD President Duwel asked the BOD if there were any questions; None.

By Vice-President Woody to move the DRAFT versions of the Annual Budget, Standby Assessments and Office Rental Contract to the Regularly Scheduled BOD Meeting in July 2024 to hold a Public Hearing and adoption; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

GENERAL MANAGER REPORT:

1. June 2024 – General Manager Smith informed the BOD that all water samples taken in the month of May 2024, came back absent for contamination. The GM briefed the BOD on a variety of topics, to include: maintenance on the sounding tube at Well # 4, taking Well # 4 offline due to sandy/silty deposits in effluent sample, adjustments and maintenance of security cameras, as well as various reports and submittals for state and regulatory agencies.
2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of May 2024, the efficiency, for running both Well # 3 and Well # 4, calculated at 107.85%.
3. Well # 4 Update – GM Smith informed the BOD that the crew from Legend Pump and Well had removed the equipment from Well # 4 and videoed the well; staff is waiting on feedback and results and anticipates presenting findings and recommendations to the BOD at the next meeting. BOD President Duwel asked the BOD if there were any questions; None.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD that most recent conference call with the state had informed staff that there was no updates to provide and that the state was going to be entering their yearly wrap up soon. BOD President Duwel asked the BOD if there were any questions; None.

DISCUSSION/INFORMATION:

1. May 2024 Delinquency: 71 Late Fees Applied, 8 Tags / SB 998 Packets Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of May 2024. BOD President Duwel asked the BOD if there were any questions related to the May 2024 Delinquency Report; None.

2. Profit/Loss: May 2024 – Secretary Patterson briefed the BOD on the P&L Report for May 2024. BOD President Duwel asked the BOD if there were any questions related to the May 2024 P&L Report; None.

3. Revenue Report: May 2024 – Secretary Patterson briefed the BOD on the Revenue Report for May 2024. BOD President Duwel asked the BOD if there were any questions related to the May 2024 Revenue Report; None.

4. Account Aging Report – Receivables as of 6/26/24 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of May/June 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 May 31st, 2024, has produced 58.11 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 5/31/24 – Secretary Patterson briefed the BOD on the total water sales, as of 5/31/24, 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.

7. 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.

8. Internal Audit Report: G.A. Hunter: April 2024 – Secretary Patterson briefed the BOD on the Internal Audit Report for April 2024. BOD President Duwel asked the BOD if there were any questions; None.

CONSENT LIST:

1. Approve April 17, 2024 Regular Meeting Minutes

By Director Kaminsky to approve the 4/17/2024 BOD Meeting Minutes, as presented by staff; second by Director Roberson. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: Woody. Absent: None.

2. Approve May 15, 2024 Regular Meeting Minutes

By Vice-President Woody to approve the 5/15/2024 BOD Meeting Minutes, as presented by staff; second by Director Kaminsky. Yes: Duwel, Woody & Kaminsky. No: None. Abstain: Roberson. Absent: None

3. Approve May 29, 2024 Special Meeting Minutes

By Director Roberson to approve the 5/29/2024 BOD Special Meeting Minutes, as presented by staff; second by Director Kaminsky. Yes: Duwel, Kaminsky & Roberson. No: None. Abstain: Woody. Absent: None.

3. Approve Pay Warrants / Bills to be Paid

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

2. Internal Audit Report Payment – G.A. Hunter: April 2024

By Vice-President Woody to pay for the Internal Audit Services for the month of April 2024; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

3. Request BOD Authorization to Submit Preliminary Standby Data to SB County: Deadline 7/1/24.

By Vice-President Woody to authorize staff to submit Standby Data from DRAFT reports as the "Preliminary" data for the FY 2024-25 tax roll; second by Director Roberson. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

4. Motion to Ratify – Expense Reimbursement for GM: Bee Removal at 23273 Ocotillo Way (\$90.00)

By Vice-President Woody to approve the Motion to Ratify for the Expense Reimbursement for the GM; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

5. Lien Placement for ACCT # 28: 0438-301-27-0000 (\$1,262.22)

By Director Kaminsky to approve the Motion to Ratify for the Lien Placement for the referenced APN; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

6. Kelley's Construction Invoices – Request BOD to Approve Funding Sources for Invoices

By Director Kaminsky to approve the staff recommended funding sources for payment of invoices from February and March in June and invoices from April and May in July; second by Vice-President Woody. Yes: Duwel, Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: None.

DIRECTORS COMMENTS:

Director Kaminsky wished everyone a safe and happy July 4th holiday.

BOD President Duwel stated that she would be traveling out of state for the next few weeks.

Meeting adjourned at 6:49 PM

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

Patricia Duwel, President
Board of Directors