

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

Wednesday, February 15, 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 & Secretary Patterson (AVHCWD Office).

Public Present: None.

PUBLIC COMMENT:

None.

GENERAL MANAGER REPORT:

1. February 2023 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that there was a customer side service line leak at 9626 Flora Vista. The GM informed the BOD that a new handheld device, for meter reading purposes, was ordered and utilized during the meter reading efforts for January 2023 consumption. The GM informed the BOD that three (3) service lines were replaced, by subcontractor efforts, in January 2023. The GM informed the BOD that all water storage tanks were cleaned and inspected, by Inland Potable Services, in January 2023. The GM informed the BOD that there was a Water Main leak, near 9476 Buena Vista, and that subcontractor efforts were needed to repair the leak. The GM informed the BOD that staff is now using Splashtop for remote access to District automated equipment. The GM informed the BOD that battery back-up systems were ordered and installed for office related automated equipment.

2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of January 2023, the efficiency, for running both Well # 3 and Well # 4, calculated at 81.62%.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – Secretary Patterson briefed the BOD on the on the Grant Conference Call that took place on 2/2/23. Secretary Patterson informed the BOD that BOD President Duwel and BOD Vice-President Woody were in attendance on the call. BOD President Duwel asked if the state was able to successfully move the submittals from the planning application to the construction application; Secretary Paterson informed the BOD that the state was able to move the required submittals. BOD President Duwel asked the BOD if there were any questions related to the most recent Grant Conference Call; None.

2. Approve Accounts Payable / Pay Warrants (Bills to be paid).

No Grant related bills to be paid.

DISCUSSION/INFORMATION:

1. January 2023 Delinquency – 42 Past Due Fees Applied, 5 Door Tangs Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of January 2023. BOD President Duwel asked the BOD if there were any questions related to the January 2023 Delinquency Report; None.
2. Profit/Loss: January 2023 – Secretary Patterson briefed the BOD on the P&L Report for January 2023. BOD President Duwel asked the BOD if there were any questions related to the January 2023 P&L Report; None.
3. Revenue Report: January 2023 – Secretary Patterson briefed the BOD on the Revenue Report for January 2023. BOD President Duwel asked the BOD if there were any questions related to the January 2023 Revenue Report; None.
4. Account Aging Report – Receivables as of 2/15/23 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of January/February 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 January 31st, 2023, has produced 29.67 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 staff has been in communication with the county and the county has asked AV Fire Protection to comment on the project status. The GM informed the BOD that the AV Fire Protection District has asked for a full set of structural plans, which the AVHCWD cannot receive until the next payment is made to General Steel.
7. Water Sales Snapshot: Total Water Sales of 1/31/23 – Secretary Patterson briefed the BOD on the total water sales, as of 1/31/23, 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. CA State DDW Reporting Update – The GM briefed the BOD on the new monthly reporting requirements, to the DDW, regarding AVHCWD production and Highest Day Demand data.
9. Internal Audit Report: G.A. Hunter September 2022 – Secretary Patterson briefed the BOD on the Internal Audit Report for September 2022. BOD President Duwel asked the BOD if there were any questions; None.
10. CSDA: Nominations for Seat C – Secretary Patterson informed the BOD that the CSDA is seeking nominations for Seat C, if anyone on the BOD is interested or knows anyone interested.

CONSENT LIST:

1. Approve January 18, 2023 Regular Meeting Minutes.

By Director Roberson to approve the January 18, 2023 Regular Meeting Minutes; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky, Roberson. No: None. Abstain: Hunter. Absent: None.

2. Approve Accounts Payable/Pay Warrants (Bills to be Paid).

By Vice-President Woody to approve the Accounts Payable, as presented by staff; second by Director Hunter. Yes: Duwel, Woody, Kaminsky, Hunter, Roberson. No: None. Abstain: None. Absent: None.

DISCUSSION/ACTION ITEMS:

1. Approve February 2023 Office Rent Payment.

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

2. Approve G.A. Hunter Transparency / Internal Audit Payment: September 2022.

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

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 Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

4. Boot Allowance Authorization: Staff requests to Increase Annual Allowance from \$55.00 to \$80.00

By Director Hunter to approve the increase in the Annual Boot Allowance from \$55.00 to \$80.00; second by Director Roberson. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

5. General Steel Invoice: Components Purchase Order - \$10,913.03

By Vice-President Woody to approve the Components Purchase order, for General Steel, as presented by staff; second by Director Roberson. Yes: Duwel, Woody, Kaminsky, Roberson. No: None. Abstain: Hunter. Absent: None.

DIRECTORS COMMENTS:

BOD President Duwel wished all BOD members and staff a happy and safe President's Day weekend.

ADJOURNMENT MOTION:

On motion of Director Hunter that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 6:36 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