

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

Wednesday, November 16, 2022

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, Kaminsky, Woody, Hunter (AVHCWD Office).

Absent: Director Roberson.

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

Public Present: None.

**PUBLIC COMMENT:**

Customer P. Robinson called into the meeting to discuss his concerns with late fees on his account. BOD President Duwel asked P. Robinson to send a letter to the BOD outlining his requests and what he would like done with the late fees on his account.

**GENERAL MANAGER REPORT:**

1. November 2022 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that the ARLO security camera, at the well site, failed and is no longer operational. The GM informed the BOD that there was a customer side leak at 22808 Roundup Way. The GM informed the BOD that Kelley's Construction had replace two service lines and water meters in the month of November 2022. The GM informed the BOD that staff had added freeze protection and weather control efforts to both Well # 3 and Well # 4. The GM informed the BOD that Hi-Desert Alarm had installed security cameras at the well site and Booster Station. The GM informed the BOD that, due to continued failures with handheld device for meter reading, new meter reading devices had been ordered.

2. Efficiency Report – The GM briefed the BOD that, during the month of October 2022, the efficiency, for running both Well # 3 and Well # 4, calculated at 56.62% and this was due to the estimation of meter reads in September 2022.

**GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:**

1. Meeting Update – Secretary Patterson briefed the BOD on the conference calls that took place related to the Grant Project status; BOD President Duwel instructed staff to research and consider options for tank replacement needs outside of the grant funding efforts.

2. Grant Checking Account Report – Secretary Patterson briefed the BOD on the current grant checking account status. BOD President Duwel asked the BOD if there were any additional questions; None.

**DISCUSSION/INFORMATION:**

1. September 2022 Delinquency – 0 Past Due Fees Applied (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of October 2022. BOD President Duwel asked the BOD if there were any questions related to the October 2022 Delinquency Report; None.

2. Profit/Loss: October 2022 – Secretary Patterson briefed the BOD on the P&L Report for October 2022. BOD President Duwel asked the BOD if there were any questions related to the October 2022 P&L Report; None.
3. Revenue Report: October 2022 – Secretary Patterson briefed the BOD on the Revenue Report for October 2022. BOD President Duwel asked the BOD if there were any questions related to the October 2022 Revenue Report; None.
4. Account Aging Report – Receivables as of 11/16/22 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of October/November. 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 October 31<sup>st</sup>, 2022, has produced 8.51 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 –The GM informed the BOD that the district was waiting for feedback from SB County on the acceptability of the hydrology, drainage and grading reports.
7. Water Sales Snapshot: Total Water Sales of 10/31/22 – Secretary Patterson briefed the BOD on the total water sales, as of 10/31/22, 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. G.A. Hunter Transparency Report: July 2022 – Secretary Patterson briefed the BOD on the Internal Audit and Transparency Report for July 2022. BOD President Duwel asked the BOD if there are questions related to the Internal Audit and Transparency Report for July 2022; None.
9. Revised Pay Scale: Hourly Employee Compensation: FIRST READING – BOD President Duwel briefed the BOD on the revised DARFT PayScale and how the figures were adjusted and changed to consider cost of living changes, inflation, etc. BOD President Duwel asked the BOD if there were any questions or clarification needed on the DRAFT PayScale revision; None.
10. BOD Member Vacancy: UPDATE – Secretary Patterson briefed the BOD on the current status if the BOD members vacancies that will be effective as of 12/1/22.
11. Rate Study Proposal: RDN-Cost of \$9,800.00 – The GM briefed the BOD on the history of when the last rate study was conducted and that, currently, there are no programs available to cover the costs of a new rate study. BOD President Duwel instructed staff to bring this back to the BOD as an agenda item in January 2023.
12. Ascendant Application: Mass Notification Platform – This item was tabled until further notice.
13. AVHCWD Road Maintenance: Request for BOD Guidance – The GM briefed the BOD on the recent infrastructure exposure due to storm events; Secretary Patterson briefed the BOD on the costs associated with trying to maintain all district roads, as well as liability if road maintenance causes water runoff to create property damage. The BOD instructed staff to focus road maintenance efforts on covering District infrastructure and making sure office is accessible.

14. AVHCWD Will Serve Letter: Fire Suppression Topic – The GM briefed the BOD on the research conducted related to fire suppression and District responsibilities if water is turned off to a residence. BOD resident Duwel asked the BOD if there were any questions; None

15. Capital Connection Fee: NV5 Submittal: FIRST READING – Secretary Paterson briefed the BOD on the figures presented by NV5 as related to potential changes in the District Capital Connection Fee. BOD President Duwel asked the BOD if there were any questions; None.

**CONSENT LIST:**

1. Approve October 19, 2022 Regular Meeting Minutes.

By Director Hunter to table this item until the regularly scheduled BOD meeting in December; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky. No: None. Abstain: None. Absent: Roberson.

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

**DISCUSSION/ACTION ITEMS:**

1. Approve November 2022 Office Rent Payment.

By Vice-President Woody to approve the November 2022 Office Rent Payment; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky. No: None. Abstain: Hunter. Absent: Roberson.

2. 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. No: None. Abstain: None. Absent: Roberson.

3. Approve G.A. Hunter Transparency / Internal Audit Payment: July 2022

By Vice-President Woody to approve the payment for the July 2022 Internal Audit / Transparency Report; second by Director Kaminsky. Yes: Duwel, Woody, Kaminsky. No: None. Abstain: Hunter. Absent: Roberson.

4. ServLine Proposal: Determine Feasibility for AVHCWD

By Director Hunter for the District not to proceed with entering agreement with ServLine; second by Vice-President Woody. Yes: Duwel, Woody, Hunter, Kaminsky. No: None. Abstain: None. Absent: Roberson.

**DIRECTORS COMMENTS:**

Director Kaminsky wished everyone a happy and safe Thanksgiving holiday.

**ADJOURNMENT MOTION:**

On motion of Director Hunter that there being no further business to discuss, the regular meeting be adjourned; second by Director Kaminsky and carried. Meeting adjourned at 7:16 PM. Yes: Duwel, Woody, Hunter, Kaminsky. No: None. Abstain: None. Absent: Roberson.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President  
Board of Directors