

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

Wednesday, September 21, 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 6:01 P.M. BOD President Duwel led the Pledge of Allegiance.

**ROLL CALL:**

Directors Present: Directors Duwel, Woody, Kaminsky, Roberson (AVHCWD Office), Director Hunter (Tele-Conference).

Absent: None.

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

Public Present: One Member of Public Present (Ethan).

**PUBLIC COMMENT:**

None.

Note – Due to meeting structure, the BOD voted to move Agenda Item # F-8 to the beginning of the meeting. By Vice-President Woody to move Agenda Item # F-8 to beginning of meeting; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

**GENERAL MANAGER REPORT:**

1. September 2022 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM informed the BOD that flowmeter at 8988 Buena Vista was replaced due to flowmeter not registering flow. The GM informed the BOD that the static water level, at Well # 4, was measured at 285' BGS. The GM informed the BOD that there was a customer side service line leak at 23246 Rancho Street. The GM informed the BOD that all District fire extinguishers had been inspected, serviced and re-certified. The GM informed the BOD that the District F-150 had a leaky valve stem replaced on the left rear tire.

2. Efficiency Report – The GM briefed the BOD that the efficiency showed improvement, over the previous month, for running both Well # 3 & Well # 4; the GM explained that, for the month of August 2022, the efficiency calculation showed 100.04%.

3. AVHCWD – Current Operations / COVID Response Update (Verbal) – The GM briefed the BOD that the office continues to remain closed to the public and staff continues to exercise social distancing and mask compliance within the office setting. The GM also explained that when customer issues necessitate an office visit, staff enforces appointment setting and a "Mask Required" policy on district property. The GM advised the BOD that the newest COVID variant, BA.5, is reported to be the most transmissible variant yet and that staff will monitor reported control measures and ensure that the district adheres to local, state and federal associated guidelines.

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

1. Meeting Update – Secretary Patterson briefed the BOD that the conference call in September had been cancelled and the state representative sent an email that there were no new updates to provide.

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. August 2022 Delinquency – 42 Past Due Fees Applied (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of August 2022. BOD President Duwel asked the BOD if there were any questions related to the August 2022 Delinquency Report; None.

2. Profit/Loss: August 2022 – Secretary Patterson briefed the BOD on the P&L Report for August 2022. BOD President Duwel asked the BOD if there were any questions related to the August 2022 P&L Report; None.

3. Revenue Report: August 2022 – Secretary Patterson briefed the BOD on the Revenue Report for August 2022. BOD President Duwel asked the BOD if there were any questions related to the August 2022 Revenue Report; None.

4. Account Aging Report – Receivables as of 9/21/22 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of August/September 2022. 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 August 31<sup>st</sup>, 2022, has produced 100.35 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 first installment of the hydrology report payment and site survey payment had been made and that the contracted engineering firm was working on the reports.

7. Capital Connection Fee: Proposal Review – ERSC (John Egan): \$2,500.00; NV5: \$2,280.00 – The BOD reviewed the written proposals provided by ERSC and NV5 to reconsider and recalculate the Capital Connection fee for new service lines within the AVHCWD district boundaries. BOD President Duwel asked the BOD if there were any questions related to the proposals provided; None.

8. ServLine Proposal: Customer Side Service Line Insurance Plan – Representatives from ServLine provided a telephonic presentation to the BOD regarding the opportunity to partner with ServLine and present customer side insurance options for service line leaks.

9. Water Sales Snapshot: Total Water Sales of 8/31/22 – Secretary Patterson briefed the BOD on the total water sales, as of 8/31/22, 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.

10. G.A. Hunter Transparency Report: May 2022 – Secretary Patterson briefed the BOD on the Internal Audit and Transparency Report for May 2022. BOD President Duwel asked the BOD if there are questions related to the Interna Audit and Transparency Report for May 2022; None.

**CONSENT LIST:**

1. Approve August 17, 2022 Regular Meeting Minutes.

By Vice-President Woody to approve the August 17, 2022 Regular Meeting Minutes; second by Director Kaminsky. Yes: Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: Duwel. 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 Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

**DISCUSSION/ACTION ITEMS:**

1. Approve September 2022 Office Rent Payment.

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

2. Request Authorization to Send Lien Letter and Apply Lien (if no response in 30 days)

By Director Roberson to authorize staff to send "Notice of Intent to File Lien" letters to the owners of ACCT # 176, 82, 10, 206A, 4E, 130, 128, & 58B and apply the liens if customers have not satisfied accounts, or established payment plans, within 30 days; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

3. Notice of Vacancy – Request BOD Authorization to Publish in Local Media (Oct & Nov)

By Director Roberson to authorize staff to publish Notice of Vacancy in local print media; second by Vice-President Woody. Yes: Woody, Kaminsky, Roberson. No: None. Abstain: Duwel, Hunter. Absent: None.

4. Well Site Improvement: Generator Transfer Switch-Cost NTE \$15,000.00 – Secretary Patterson and GM Smith explained the need for a generator transfer switch at the well site. BOD President Duwel asked the BOD if there were any questions; None.

By Vice-President Woody to authorize staff to proceed with the installation of a generator transfer switch, at the District well site, for a cost NTE \$15,000.00; second by Director Roberson. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

5. Approve G.A. Hunter Transparency / Internal Audit Payment: May 2022

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

6. Capital Connection Fee – BOD Action: Result of Agenda Item # F-7

By Director Roberson to assign the Capital Connection Fee recalculation efforts to NV5; second by Director Kaminsky. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

7. ServLine Proposal – BOD Action: Result of Agenda Item # F-8

By Director Roberson to table this item until the October 2022 BOD Meeting; second by Director Hunter.

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

**DIRECTORS COMMENTS:**

BOD Vice-President Woody suggested that staff consider looking at government surplus options for a well site generator.

**ADJOURNMENT MOTION:**

On motion of Director Roberson that there being no further business to discuss, the regular meeting be adjourned; second by Vice-President Woody and carried. Meeting adjourned at 7:05 PM. Yes: Duwel, Woody, Hunter, Kaminsky, Roberson. No: None. Abstain: None. Absent: None.

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Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

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Patricia Duwel, President  
Board of Directors