

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

Wednesday, July 19, 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 Vice-President Woody led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Directors Duwel & Hunter.

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

Public Present: None.

PUBLIC COMMENT:

None.

PUBLIC HEARING / DISCUSSION / ACTION ITEMS:

By Director Roberson to open the Public Hearing at 6:00 PM; second by Director Kaminsky. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

By Director Roberson to close the Public Hearing, as no members of the public were present, at 6:01 PM; second by Director Kaminsky. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

1. Standby Assessments: FY 2023-24; Resolution # 221-2023

By Director Kaminsky to adopt the Standby Assessments for FY 2023-24 and Resolution 221-2023, as presented by staff; second by Director Roberson. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

2. Budget FY 2023-24

By Director Roberson to adopt the Budget for FY 2023-24 as presented by staff; second by Director Kaminsky. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

GENERAL MANAGER REPORT:

1. July 2023 – General Manager Smith informed the BOD that all monthly samples came back absent for contamination. The GM briefed the BOD on a variety of topics, to include: East Tank at Mesa Vista Tank site leak/repair status, service line leaks within the District, cloudy water complaints within the District, water meter replacements and customer changes due to customers moving out of and moving into the District. BOD Vice-President Woody asked the BOD if there were any questions; None.

2. Efficiency Report – General Manager Smith briefed the BOD that, during the month of June 2023, the efficiency, for running both Well # 3 and Well # 4, calculated at 65.49%.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. Meeting Update – General Manager Smith briefed the BOD on the most recent Grant Project Conference Call; GM Smith informed the BOD that NV5 and AVHCWD were waiting on verbiage provisions from DDW to add into the scope and updated project specifics. BOD Vice-President Woody asked the BOD if there were any additional questions related to the Grant Project; None.

DISCUSSION/INFORMATION:

1. June 2023 Delinquency: 41 Past Due Fees Applied, 0 Door Tag Hung, 0 Services Turned Off (Verbal) – Secretary Patterson briefed the BOD on the Delinquency Report for the month of June 2023. BOD Vice-President Woody asked the BOD if there were any questions related to the June 2023 Delinquency Report; None.

2. Profit/Loss: June 2023 – Secretary Patterson briefed the BOD on the P&L Report for June 2023. BOD Vice-President Woody asked the BOD if there were any questions related to the June 2023 P&L Report; None.

3. Revenue Report: June 2023 – Secretary Patterson briefed the BOD on the Revenue Report for June 2023. BOD Vice-President Woody asked the BOD if there were any questions related to the June 2023 Revenue Report; None.

4. Account Aging Report – Receivables as of 7/19/23 (Account Holder Names Removed) – Secretary Patterson briefed the BOD on the Account Aging Report for the month of June/July 2023. BOD Vice-President Woody 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 June 30th, 2023, has produced 68.86 AF of water. BOD Vice-President Woody 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 the building Engineering Plans/Drawings had been submitted to the AVFPD for review and comment and that the District was working with local resources for the equipment necessary to offload the building when it is delivered.

7. Water Sales Snapshot: Total Water Sales as of 6/30/23 – Secretary Patterson briefed the BOD on the total water sales, as of 6/30/23, and how that compared to budgeted figures. BOD Vice-President Woody asked the BOD if there were any questions related to the Water Sales Snapshot; None.

8. AVHCWD Policy # 2023-GM-001: GM Admin Fee Waiver Authority: SECOND READING – Secretary Patterson briefed the BOD on the DRAFT version of the GM Admin Fee Waiver Authority Policy. BOD Vice-President Woody asked the BOD if there were any questions related to this DRAFT policy; None.

9. AVHCWD Policy Workshop: BOD & GM Date Selection – Secretary Patterson briefed the BOD on the need to update/create various District policies. Secretary Patterson advised the BOD that a workshop may be best for the BOD to select which policies need to be updated and/or created and that the policies could then be presented to the BOD, at regularly scheduled BOD meetings, for review and adoption. Meeting date for Workshop TBD based on Director availability in August 2023.

10. Internal Audit Report: G.A. Hunter February 2023 – Secretary Patterson briefed the BOD on the Internal Audit Report for February 2023. BOD Vice-President Woody asked the BOD if there were any questions; None.

11. Internal Audit Report: G.A. Hunter March 2023 – Secretary Patterson briefed the BOD on the Internal Audit Report for March 2023. BOD Vice-President Woody asked the BOD if there were any questions; None.

12. USPS Postage Fee Increase – Secretary Patterson briefed the BOD on the most recent increases in postage fees.

CONSENT LIST:

1. Approve June 21, 2023 Regular Meeting Minutes – Due to the lack of a quorum, as Vice-President Woody was absent for the June 2023 AVHCWD BOD Meeting, this item was tabled until the next regularly scheduled BOD Meeting.

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

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

DISCUSSION/ACTION ITEMS:

1. Approve July 2023 Office Rent Payment.

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

2. Approve G.A. Hunter Transparency / Internal Audit Payment: February 2023.

3. Approve G.A. Hunter Transparency / Internal Audit Payment: March 2023.

By Director Roberson to approve the Internal Audit Payment for February & March 2023; second by Director Kaminsky. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

4. Request Authorization to Send Lien Letter and Apply Lien / SB 998 Shut-off (if no response in 30 days)

By Director Kaminsky to approve the Lien Letter List and SB 998 Shut-off list, as presented by staff; second by Director Roberson. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

5. AVHCWD Policy # 2023-GM-001: GM Admin Fee Waiver Authority

By Director Roberson to approve AVHCWD Policy # 2023-GM-001: GM Admin Fee Waiver Authority, as presented by staff; second by Director Kaminsky. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

6. ACCT # 51B – Staff Recommendation: Certified Letter w/ Specified Date for Account Balance Satisfaction or the District Considers Service Line Abandoned Requiring New Capital Connection Fee for Current and/or Future Owner(s) – Secretary Patterson briefed the BOD on the current status and history for ACCT # 51.

By Director Kaminsky to create a DRAFT letter, for the owner of ACCT # 51, notifying the owner of service line abandonment and giving the owner a 30-day deadline to get account current, route the DRAFT letter to the BOD President, route the letter to legal, get the letter transcribed into necessary languages and send to the customer in question; second by Director Roberson. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

DIRECTORS COMMENTS:

None.

ADJOURNMENT MOTION:

On motion of Director Kaminsky that there being no further business to discuss, the regular meeting be adjourned; second by Director Roberson and carried. Meeting adjourned at 6:35 PM. Yes: Woody, Kaminsky & Roberson. No: None. Abstain: None. Absent: Duwel, Hunter.

Matthew K. Patterson, Administrative Secretary-Treasurer

APPROVED:

William Woody, Vice-President
Board of Directors