

**Minutes of the Regular Board Meeting of the Board of Directors  
Apple Valley Foothill County Water District**

February 27, 2024

**The Board of Directors of the Apple Valley Foothill County Water District met in a regular session and meeting place, 22545 Del Oro Road, Apple Valley, California. The meeting was called to order at 10:03 A.M. BOD President Suzi Smith led the Pledge of Allegiance.**

Roll Call: Duane Penfold, Harold Nobles, Scott Drake, Janet Fonseca  
Telephonically: None  
Also Present: General Manager Daniel Smith and Office Secretary Lynn  
Thompson Absent: President Smith  
Public Present: None

Public Comment: None

**Closed Session: Performance Evaluation – Government Code § 54957**

Director Fonseca motioned to go into closed session at 10:04 A.M., Seconded by Director Drake. Director Nobles motioned to come out of closed session at 10:32 A.M., Seconded by Director Fonseca. No action was taken to report. Vice-President Penfold informed the GM that they have a draft performance evaluation. The Board will present the evaluation at the March 27, 2024, meeting and would like a copy of the district's forms emailed to the entire Board of Directors.

**General Manager Report: January 2024 maintenance report- efficiency report- water year production report**

**January 2024 Maintenance Report** For the month of January 2024, all the water samples tested absent for contamination. One new water service installed by Kelley's Construction. No water meters replaced by maintenance staff. Maintenance staff hand-delivered the yellow door hangers notifying those customers that payment was not received by the district office from the prior month. All accounts greater than 60 days past due contacted the office and set up payment arrangements. Director Nobles asked if the new water service line was an extension of the water main project. The GM informed the Board of Directors that the new water service was not related to the water main project.

**Efficiency Report** For the month of January 2024 the water system produced 5.4-acre feet of water and sold 4.5-acre feet of water for an efficiency of 83.69%, the total non-revenue water (water loss) is 1.3-acre feet.

**Water Year Quarterly Report** The GM explained the difference between the Efficiency Report and the Quarterly Report figures. The efficiency report uses the meter reading day and well flowmeter readings from that specific day. Whereas the Quarterly Report uses the calendar month well flowmeters for

production. Vice-President Penfold asked if it was typical of Well #1 to operate at a third of the time compared to Well #2. The GM explained that due to the condition of Well #1, it operates at a minimum. Vice-President Penfold asked that when the district has three water wells if the Well #1 will continue to be active. The GM informed the Board of Directors that Well #1 will continue to be active until either it fails or is no longer financially viable.

[Discussion/Information: account delinquency- water rate study-evaluation policies- IRS mileage reimbursement-form 700](#)

**Delinquency Report** For the month of January 2024 the office administered thirteen (13) delinquent yellow door tag notices and three red shut-off door hanger notices. Of the three payment plan arrangements that were created for those accounts that received the red shut-off door hangers, none of those accounts made the contracted payment amount.

**Rural Community Assistance Corporation (RCAC)** The GM informed the Board of Directors that there were no updates.

**Customer Account Spreadsheet** The GM informed the Board of Directors of the re-design of motion to ratify sheet -leins, payment plans, shut-off.

**Policy #3030 Fixed-Assets Accounting Control** The Board of Directors discussed in detail the draft policy #3030

**Policy #3032 Fixed-Assets Capitalization** The Board of Directors discussed in detail the draft policy #3032

**Policy #3040 Expense Authorization** The Board of Directors discussed in detail the draft policy #3040

**Water Storage Tanks** The GM informed the Board of Directors of that our district had the original water storage tanks re-lined and two new tanks active since 2022, and that the first proposal has been received and that other companies have been contacted for additional quotes to inspect and clean all the water storage tanks. The inspection and cleaning will follow the AWWA Standard and is also required for warranty purposes.

**Additional Employee** The Board of Directors discussed the possibility of hiring an additional employee to help with the workload in both the office and field.

[Consent List: January 23, 2024 meeting minutes and bills to pay February 2024 bills to pay](#)

Director Nobles made a motion to approve the consent list as presented. Seconded by Director Drake.

[Discussion/ Action Items: financial reports and expenses for November and December 2023-ratify and liens and SB-998 water shut-offs](#)

**December 2023 Operating Expenses** Director Nobles made a motion to approve. Seconded by Director Drake.

**November 2023 Financial Report** Director Nobles made a motion to approve. Seconded by Director Fonseca.

**December 2023 Financial Report** Director Fonseca made a motion to

approve. Seconded by Drake.

**January 2024 Financial Report** Director Drake made a motion to approve. Seconded by Director Nobles.

**January 2024 Operating Expenses** The January 2024 Operating Expenses were tabled for further review and will be added to the March 27, 2024 agenda packet.

**Policy #2070 Performance Evaluation** Director Drake made a motion to approve. Seconded by Director Nobles.

**Policy #2175 Performance Evaluation-GM** Director Drake made a motion to approve. Seconded by Director Fonseca.

**New Business:**

None

**Directors Comments:**

None

**Adjournment:**

There being no further business, the regular meeting was adjourned at 12:21 p.m.

\_\_\_\_\_ Daniel Smith, General Manager

APPROVED:

\_\_\_\_\_ Suzi Smith, President Board of Directors