



Meeting Minutes

Board of Directors Meeting of the
Apple Valley Foothill County Water District
August 24, 2026, | 1:00 PM
22545 Del Oro Road, CA 92308

The meeting held on August 24, 2026, by the Apple Valley Foothill County Water District, opened with a roll call conducted by President Justin Miller. The meeting included all members of the board and district staff. The session began at 01:00 p.m. with the recitation of the Pledge of Allegiance.

Present: President Miller, Vice-President Penfold, Directors Smith, Nobles, and Fonseca

Absent: None

Also Present: General Manager Smith and Office Secretary Simmons

Public Present: None

Key Points Discussed:

Board Administrative Procedures and Comments: Before the public meeting commenced, board members briefly discussed the use of tablets for board meeting materials. Confirmation of board member filings and public notice requirements. Board members confirmed they have refiled and will monitor the status of any vacancies as the November deadline approaches.

Financial Transparency: Review of meeting minutes from July 20th and July 27th. Approval of August 26th bill payments. Clarification regarding the purchase of security cameras. Implementation of QuickBooks for improved financial reporting. Engagement of a certified bookkeeper to manage data integration. Streamlining accounting processes to replace third-party tax services. The consent list was approved.

Water Resource Management: Status updates on water master reports and acre-feet usage. Maintenance progress on pumps, hydrants, and generator repairs. Water system efficiency and production reports were presented. Update on maintenance tasks, including vegetation removal and generator status. Transition to Gusto for payroll is complete and operating successfully. Website costs discussed due to state compliance requirements. The district is moving forward with payroll and operational improvements.

Action Items: July disbursements approved. Capital connection fee calculations tabled to next month. Reimbursement requests for work boots and equipment for Daniel Smith approved. Discussion on district policies (vacation, holidays, sick leave). Policy 3490 (Vacation) and 3430 (Holidays) approved. Policy 3460 (Sick Leave) tabled for second reading next month to incorporate front loading 40 hours and payout options.

Closed Session: No reportable action taken by the board.

New Business: Shirley Brown as new Bookkeeper with authorization of twenty work hours at forty dollars per hour for initial set-up of QuickBooks.

Summarization & Key Points

Formal Meeting Commencement

- Opening pledge of allegiance ceremony.
- Verification of member attendance via roll call.
- Transition to public comment session.

Digital Device Usage Policies

- Uncertainty regarding tablet usage protocols.
- Lack of accountability for unreturned equipment.
- Flexibility in printing board packages as an alternative to digital devices.

Administrative Board Filing Status

- Verification of board member filing status.
- Confirmation of current attendance compliance.
- Coordination with county office for missing records.

Administrative Coordination and Procedural Uncertainty

- Pending board vacancy status and notification requirements.
- Uncertainty regarding individual compliance documentation.
- Consolidated efforts for task completion and coordination.

Board Meeting Procedural Review

- Discussion regarding low member attendance and organizational bylaws.
- Confirmation of existing policies concerning membership and regulations.
- Review of meeting minutes and financial obligations for board approval.

Digital Utility Resource Navigation

- Verification of outstanding billing information.
- Utilization of official website for current data.
- Review of security camera procurement records.

Administrative Review and Procedural Inquiry

- Integration of personal computing technology for communication
- Review of expenditure records and operational documentation
- Procedural verification of voting protocols and equipment procurement

Procurement Approval and Administrative Proceedings

- Successful acquisition of camera equipment at favorable pricing.
- Formal approval of the consent agenda items A through C.
- Transition to water system efficiency reporting and operational updates.

Water Efficiency and Loss Assessment

- Discrepancies in water efficiency reporting statistics.
- Identification of significant non-revenue water loss volumes.
- Ongoing verification of production and leakage data accuracy.

Water Usage and Retention Analysis

- Current annual water accumulation of 78.44 acre-feet.
- Projected monthly usage increase to 12 or 13 acre-feet.
- Seasonal reduction in water consumption during winter months.

Infrastructure Maintenance and Operational Updates

- Pump tubing replacement and site vegetation removal
- Hydrant inventory and generator repair progress
- Website documentation of project status

Navigating Digital Board Meeting Documentation

- Accessing board member information through the digital portal.
- Alignment of document numbering with meeting agenda items.
- Verification of meeting agenda materials and records.

Administrative Workflow and Documentation Updates

- Consolidation of supplemental meeting documentation.
- Navigation guidance for specific agenda items.
- Transition to Gusto for payroll processing.

Payroll Management Transition

- Recurring delays in compensation processing.
- Communication regarding previous voting outcomes.
- Implementation of Gusto for payroll services.

Streamlined Payroll Management Process

- Successful implementation of Gusto for time tracking and payroll processing.
- Verification and approval of employee time cards by board representatives.
- Automated direct deposit system for efficient fund disbursement.

Payroll and Financial Reporting Updates

- Weekly Wednesday bank transfer implementation for payroll consistency.
- Status update on pending financial reports and tax service documentation.
- Operational status of monthly recordings and financial service payments.

Financial Disbursement Review

- Evaluation of July 2026 financial disbursements.
- Positive assessment of current reporting documentation.
- Coordination of upcoming agenda items and software integration.

Escalation of Digital Infrastructure Expenditures

- Significant increase in annual website maintenance costs.
- Implementation of new accessibility and regulatory compliance requirements.
- Financial burden on state entities due to technological overhead.

Operational and Financial Deliberations

- Legal hardship policy adoption requirements.

- Transition to web-based billing systems.
- Approval of July disbursement protocols.

Workplace Expense Reimbursement Review

- Approval of reimbursement requests for Amazon purchases.
- Standardization of personal protective equipment requirements.
- Authorization of work boot expense claims.

Standardization of District Employment Policies

- Alignment of internal policies with California state standards.
- Integration of Gusto platform for automated tax and payroll management.
- Routine administrative updates to ensure regulatory compliance.

Corporate Policy Review and Alignment

- Standardization of employee leave and vacation protocols.
- Adaptation of internal guidelines to evolve customer expectations.
- Verification of regulatory compliance regarding work hours.

Vacation Policy Deliberation

- Proposed accrual schedule based on years of service.
- Draft status of current policy documents.
- Pending board decision regarding part-time employee eligibility.

Administrative Policy Approval Process

- Clarification of employee vacation accrual eligibility.
- Implementation of policy updates within the Gusto platform.
- Formal motion for the approval of policy 3490.

Standardization of Holiday Observance

- Review of official holiday schedule.
- Alignment of office closures with state standards.
- Adjustment for Monday holiday observations.

Standardization of Holiday Observance

- Standardized list of state-recognized holidays.
- Paid leave policy for non-working days.
- Operational impact of Monday business hours.

Restructuring Sick Leave Accrual Policy

- Implementation of policy 3460 for sick leave management.
- Accrual rate of one working day every four months.
- Maximum bank limit of six days for employee leave.

Regulatory Inquiry into Employee Sick Leave Mandates

- Investigation into mandatory sick leave accrual requirements.
- Clarification of California state labor standards for part-time staff.
- Formal deferral of policy discussion for further research.

Strategic Approaches to Employee Time Accrual

- Comparison between earned accrual and front-loaded time models.
- Preference for front-loaded systems regarding administrative control.
- Emphasis on employee responsibility and stewardship of leave time.

Optimizing Employee Leave Management

- Front-loading of annual vacation and sick leave allocations.
- Alignment of leave accrual with fiscal budget cycles.
- Prioritization of employee well-being through flexible time-off access.

Policy Adjustments for Employee Leave Benefits

- Continuation of accrued vacation time payout policy.
- Proposed front-loading of sick leave allocations.
- Alignment with California state mandates for five-day leave requirements.

Part-Time Sick Leave Regulations

- Requirement of 30 days worked within a year.
- Completion of a 90-day employment period.
- Annual entitlement of 40 hours of paid leave.

Work Schedule Compensation Protocols

- Definition of full-time equivalent at forty hours per week.
- Compensation policy for part-time staff during absences.
- Payment calculation based on standard daily shift duration.

Clarification of Employee Leave Policies

- Discrepancies in paid time off calculation for part-time versus full-time staff.
- Standardization of leave limits at forty hours or five days per year.
- Verification of regulatory guidelines via official state documentation.

Mandatory Paid Sick Leave Policy Updates

- Implementation of updated 2024 sick leave regulations.
- Requirement for minimum 40-hour annual leave allocation.
- Proposed front-loading strategy for fiscal year compliance.

California Sick Leave Policy Overview

- Mandatory allocation of forty hours of sick leave annually.
- Expansion of leave eligibility to include child caregiving and domestic violence scenarios.
- Front-loading of sick leave hours effective July 1st.

Front-Loaded Sick Leave Policy Implementation

- Annual allocation of 40 hours of sick leave.
- Elimination of carryover and capping requirements.
- Mandatory use-it-or-lose-it policy for front-loaded hours.

Policy Shift on Sick Leave Accrual

- Proposed transition to front-loaded sick leave policy.
- Comparison between annual front-loading and accrual banking methods.
- Employee consensus regarding simplified leave administration.

Implementation of Front-Loaded Sick Leave Policy

- Annual front-loading of 40 hours of sick leave starting July 1st.
- Enforcement of a use-it-or-lose-it policy with yearly resets.
- Determination of payout options for unused leave hours.

Proposed Policy for Unused Sick Leave Compensation

- Transition from use-it-or-lose-it leave policy.
- Financial compensation for remaining unused sick hours.
- Incentivization of consistent workplace attendance.

Workplace Sick Leave Management Challenges

- Financial obligations regarding mandatory employee compensation.
- Operational difficulties concerning sick leave utilization.
- Discussions on balancing productivity and leave policies.

Corporate Sick Leave Policy Dilemmas

- Implementation of mandatory forty-hour sick leave compliance.
- Operational difficulties regarding employee absence management.
- Evaluation of 'use-it-or-lose-it' accrual policy implications.

Fiscal Year Compensation Protocols

- Determination of hourly rate for sick leave payouts.
- Application of current pay rates at fiscal year-end.
- Alignment of compensation timing with corporate policy.

Sick Leave Compensation Mechanics

- Allocation of sick hours rather than monetary value.
- Calculation of payout based on current hourly rate at time of usage.
- Fiscal year-end alignment for remaining leave balances.

Legislative Agenda Management

- Postponement of policy 3460 to the subsequent meeting.
- Prioritization of new business items within time constraints.
- Retention of policy 3116 for immediate review.

Meeting Agenda Prioritization

- Postponement of policy discussions to future sessions.
- Prioritization of new business and closed session items.
- Procedural adjustments for meeting time management.

Aquifer Monitoring Infrastructure Update

- Resolution of misordered water meter procurement issues.

- Installation schedule for aquifer monitoring devices.
- Compliance with state water level measurement requirements.

Budgetary Planning for Monitoring Services

- Monthly submission of recording data.
- Annual cost estimation of two thousand dollars per site.
- Upcoming review of bookkeeping service opportunities.

Transition to QuickBooks Financial Management

- Adoption of QuickBooks for monthly reporting processes.
- Requirement for certified bookkeeper oversight.
- Integration of data entry workflows with new software.

Accounting Software Integration Analysis

- Billing system compatibility with QuickBooks.
- Clarification of financial reporting processes.
- Acknowledgment of bookkeeping expertise limitations.

Professional Bookkeeping Services Acquisition

- Long-term professional relationship with a experienced bookkeeper.
- Availability of a candidate with extensive tenure and board-level expertise.
- Remote operational capabilities with periodic on-site presence.

Professional Financial Collaboration

- Expertise in bookkeeping and financial management.
- Support for complex accounting tasks.
- Utilization of QuickBooks for organizational records.

Financial Software Integration Process

- Pending charge account approval for system connectivity.
- Scheduled training session for software synchronization.
- Verification of financial record accuracy between platforms.

Financial Software Integration and Outsourcing Strategy

- Automated synchronization between Ampstun and QuickBooks for reporting efficiency.
- Proposal for professional bookkeeping services at an hourly rate of 40 dollars.
- Projected reduction in monthly administrative hours following initial implementation.

Financial Streamlining and Software Integration

- Approval of initial data entry and monitoring costs.
- Implementation of QuickBooks and Amston synchronization.
- Transition toward automated accounting processes.

Financial Oversight and Bookkeeping Allocation

- Proposed monthly hour cap for bookkeeping services.
- Potential for increased initial workload due to financial system alignment.
- Collaborative oversight of accounting and financial records.

Operational Hour Allocation Strategy

- Proposed twenty-hour monthly service cap for initial implementation.
- Transition plan for returning to standard ten-hour monthly limits.
- Requirement for flexible approval to avoid additional administrative meetings.

Professional Service Fee Negotiation

- Avoidance of excessive service fee depletion.
- Openness to flexible contract negotiations.
- Informal communication without immediate billing.

Remote Consultant Engagement Overview

- Expertise of remote professional support.
- Virtual participation in board meetings.
- Management of small-scale account expectations.

Audit of Expense Documentation

- Identification of missing itemized receipts in expense reports.
- Comprehensive review of financial documentation since 2020.
- Validation of corrective measures for reporting errors.

Optimization of Financial Management Systems

- Consolidation of disparate payment and bookkeeping platforms.
- Transition to an integrated QuickBooks-based workflow.
- Reduction of operational complexity and administrative overhead.

Automated Financial Reporting Transition

- Elimination of manual report compilation tasks.
- Implementation of automated QuickBooks data processing.
- Increased operational efficiency for team workflows.

Board Approval of Contractor Compensation

- Authorization of twenty work hours at forty dollars per hour.
- Conditional payment structure based on actual task completion.
- Effective communication between board representatives and personnel.

Daniel B. Smith, General Manager
Apple Valley Foothill County Water District

APPROVED:

Justin Miller, President of the Board of Directors
Apple Valley Foothill County Water District