



Meeting Minutes

Board of Directors Meeting of the Apple Valley
Foothill County Water District
September 28, 2026, | 1:00 PM
22545 Del Oro Road, CA 92308

The meeting held on September 28, 2026, by the Apple Valley Foothill County Water District, opened with a roll call conducted by President Justin Miller. The meeting included members of the board and district staff. The session began at 01:10 p.m. with the recitation of the Pledge of Allegiance.

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

Absent: Director Nobles

Also Present: General Manager Smith and Office Secretary Simmons

Public Present: Sharon Silva-Houts & Karen Madison

Public Comment

- Concerns raised regarding a \$13,000 deficit in August despite rate increases.
 - Clarification provided that new tiered rates will begin in the September billing cycle.
 - Discussion regarding board member attendance policies and the need for consistent participation.
- ⇒ The board acknowledged the financial concerns and the need to review attendance policies.

Consent List

- August 24, 2026 meeting minutes were reviewed and approved.
 - September 2026 bills were reviewed, including payroll and supply costs for well maintenance.
- ⇒ August 24, 2026 meeting minutes and September 2026 bills were approved.

General Manager Report

- Water samples returned absent of contamination.
 - Water System Efficiency
 - Reported two water leaks and ongoing site maintenance including vegetation removal and tree cutting at the Booster Station Facility.
 - Generator maintenance is ongoing; fuel priming will be a challenge, but staff is optimistic that the generator will be able to be placed back in service within the next few weeks.
 - BSSP plan updated; discussion on whether to continue monthly well pump sampling.
 - Transitioning to Gusto software for payroll and working with a new accountant for monthly financial reports.
- ⇒ Reports received and noted; board to decide on future well pump sampling frequency.

August 2026 Disbursements

- Review of Amazon purchases including office supplies, cleaning equipment, and workstation items.
 - Clarification on petty cash usage and an unexplained 'OmniSafe' charge.
 - Plan to cancel the dumpster service.
- ⇒ August 2026 disbursements approved; staff to investigate the OmniSafe charge and cancel the dumpster service.

Policy 3460 (Sick Leave)

- Discussion on adopting a new sick leave policy aligning with state standards.
 - Policy includes a 12-day annual accrual with a 12-day maximum bank and a buy-back @ ½ provision.
- ⇒ Policy 3460 was adopted.

Booster Station Pump Number Two Repair

- Mechanical seal failure identified on the booster pump.
 - Repair costs estimated at \$539 for a seal kit; pump replacement would cost \$10,000.
 - Staff is working to clean & repair the existing pump using mechanical seal kit from inventory.
- ⇒ No immediate purchase required; staff will continue repair efforts.

Mileage Reimbursement

- Review of mileage reimbursement request for 135.8 miles covering July to August 2026.
- ⇒ Mileage reimbursement approved.

Director Direction for staff items

- Investigate and resolve the OmniSafe charge and seek potential reimbursement. (Dan)
- Cancel the dumpster service. (Makayla)
- Balance petty cash and perform regular checks. (Dan, Thursdays)

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