

MINUTES OF THE BOARD OF DIRECTORS October 1, 2025

Apple Valley Foothill County Water District

Board Members Present: President Smith, Vice-President Penfold, Directors Nobles and Fonseca
Tele-Conference: None
Staff: General Manager Smith
Guests: Karen Madison



President Smith called the special meeting was called to order at 1:02 P.M. President Smith led the Pledge of Allegiance.

1. Roll Call

Members present: Smith, Penfold, Drake, Nobles, Fonseca

2. Public Comment

Karen Madison asked the board if there were any prospects for filling the open seat on the board. President Smith informed the public that the office has received an email from a Mr. Miller who submitted a resume to fill the open seat on the board. General Manager Smith provided the steps required prior to the existing board appointing any potential candidates onto the board. Madison asked that with the numerous meetings that Director Nobles has missed, what the process is to remove a member from the board. General Manager Smith stated that he would reach out to legal counsel for their legal opinion on that topic.

3. Consent List

The Board reviewed the past meeting minutes and the current bills to be paid.

Motion: Vice-President Penfold moved to approve the consent list as presented. Second: President Smith

Ayes: Smith, Penfold, Fonseca

Nays: None

Absent: Nobles

Abstain: None

Motion passes 3-0

4. General Manager Report

The General Manager informed the Board of the district discussions that took place in September 2025. The GM provided the Board with the accounts receivable, past due accounts, the customer portal, and both field and office work performed.

5. Discussion/Action

- a. New Water Service Connections
- b. Personalized Tax Services – Financial Statements January, February, March 2025, Tax Payments, Payroll
- c. Capital Improvement Project – Well No. 1
- d. District Work Truck
- e. Board & Staff Required Training/Certificates
- f. Board Vacancy - Open Seat to fill former Director Drake
- g. CSDA Virtual Workshops
- h. Mileage Reimbursement – General Manager, D. Smith
- i. Repairs and Maintenance
- j. August 2025 Disbursements
- k. Work Laptop Reimbursement Request - Director Nobles

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The General Manager updated the board on discussion/action A-J as the topics were discussed originally at the September 22 meeting. The Board continued the discussions on the listed items. The Board only acted on items J. August 2025 Disbursements and K. Work Laptop Reimbursement Request – Director Nobles.

Motion: Vice-President Penfold moved to approve the August 2025 Disbursements. Second: President Smith

Ayes: Smith, Penfold, Fonseca

Nays: None

Absent: Nobles

Abstain: None

Motion passes 3-0

Motion: Vice-President Penfold moved to not approve the Work Laptop Reimbursement Request.

Second: President Smith

Ayes: Smith, Penfold, Fonseca

Nays: None

Absent: Nobles

Abstain: None

Motion passes 3-0

6. New District Policies

- a. Policy #3122 Hours of Work non-Exempt
- b. Policy #3128 Payroll Deductions for Salaried Employees
- c. Policy #3138 Temporary Reclassifications
- d. Policy #3140 Unlawful Harassment
- e. Policy #3144 Telecommuting
- f. Policy #3148 Termination
- g. Policy #3415 Compensation
- h. Policy #3497 Longevity
- i. Policy #3499 Reimbursement

The Board reviewed the New District Policies items A-I. as a 1st. reading with no action taken by the Board.

7. Closed Session Section 54957: Public Employee

No action to report from the closed session

8. Victory Air

The Board discussed the proposal from Victory Air, No action taken by the Board.

9. New Business