



# Board Meeting Minutes

Board of Directors Meeting of the  
Apple Valley Foothill County Water District  
May 26, 2026 | 1:00 – 3:00 PM  
22545 Del Oro Road, CA 92308

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Vice-President Penfold called the regular Board of Directors meeting to order at 1:00 PM at the water district office. Those in attendance and constituting a quorum were:

**Present:** Vice-President Miller, Directors Smith, Nobles, & Fonseca

**Absent:** President Miller

**Public Present:** Sharon Silva-Houts

## Overview

The board meeting focused heavily on catching up on overdue meeting minutes, approving April and May disbursements, and clarifying payroll timing for the general manager. Significant operational updates were also discussed, including well #1 restoration work, water production totals, fire hydrant replacements, security issues at the site, and the status of the capital connection fee project.

## Meeting Minutes and Governance

- The board spent substantial time sorting out which prior minutes were available, which were drafts, and which meetings had been tabled or rescheduled.
- January 26 minutes were eventually approved after a motion, second, and unanimous vote.
- The May 11 special meeting minutes were also approved.
- February, March, and May 5th. minutes were still not fully available at the time of discussion, and the board acknowledged they remained behind on approval.
- The board discussed the difficulty of producing minutes due to staff workload and the time required to review recordings. Ideas raised included having a board secretary, using a third party, or leveraging AI transcription/summarization to speed the process while still capturing action items and votes.
- One director raised concerns about keeping agendas and tabled items aligned across postponed meetings, noting confusion when items shifted between dates.
- A first reading was held on revised district policies, including legal counsel and auditor-related policy language. A memo and reference materials were submitted requesting that the policy language be reviewed, compared against California Government Code Section 53060, and included with the minutes.
- The board agreed to treat the policies as a first reading and review them again at the next meeting, with the understanding that edits could still be made.

## Disbursements and Financial Review

- The board discussed the lack of timely financial documentation, including May disbursements and May bank statements, before approving accounts payable.
- May disbursements were approved by motion and second.
- April disbursements were then reviewed in detail and approved after questions about individual transactions and support documentation.
- There was discussion about improving the format of disbursement reports so directors would receive clearer descriptions of purchases, not just vendor names and amounts.



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- Office staff noted the disbursements from prior months are being completed and that future reports will be organized in Excel and shared through Google Drive, with separate tabs and code-based summaries.
- A \$21,000+ customer deposit was identified as capital connection fee revenue collected from a customer paying multiple connection fees at once.
- The board also discussed an invoice for \$1,575 from Personalized Tax Services, understood to be a partial payment toward approximately \$3,000 in accounting/reporting work.
- The board discussed a vendor error involving flow meter hardware being shipped incorrectly and the expectation that any return stocking fee should not be charged to the district.

## **Payroll Timing**

- A major discussion centered on the general manager's pay cycle when a month contains three payroll periods.
- The board learned that under the current biweekly schedule, the GM may miss one paycheck in months with three pay periods, with the next direct deposit delayed until the following pay period.
- Directors discussed whether payroll should be moved to a fixed monthly schedule or a set date such as the 1st and 15th.
- The board approved a motion to ask the payroll provider if the GM could be paid on the 1st and 15th or otherwise on a schedule that avoids skipping pay periods.
- It was also discussed that, if needed, the district could issue an in-house check to avoid extra payroll service charges.

## **General Manager Report: Operations and Water System**

- April production totaled 9.91 acre-feet, nearly double March's 5.47 acre-feet, and all production came from well #2 because well #1 was still offline at that time.
- The water year total was reported at 95 acre-feet, with a yearly production allowance of 111 acre-feet. The board noted the district still had carryover remaining if production stayed within limits.
- Water samples, vegetation cleanup, equipment labeling, and inventory tagging were reported as ongoing tasks.
- Digital labels and barcode/UPC tags are being placed on hydrants and equipment to help with inventory tracking.
- The GM described meter issues where one customer's usage appeared to jump unexpectedly; the bill was credited back to average usage, and the meter was to be replaced.
- There was discussion about certified flow meters and possibly shifting to calibrated digital readouts to reduce the need to pull and ship meters out for testing every two years.

## **Well #1 Restoration and Discharge Planning**

- The board received an update that well #1 was not expected to be finished by the end of the month because electrical panel work would continue into the next day.
- Once completed, the district still needed to test operation, flush the water, collect samples, and wait for state clearance before full use.
- The GM explained that the district does not currently have a good discharge location for well development water and described a short-term plan to relocate the discharge setup behind the well site.



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- Longer-term ideas included installing a temporary discharge line to a pit, using a water truck, or extending the fence to create a contained area for future discharge needs.
- The board discussed how seasonal pumping and water quality issues make this an ongoing operational challenge.

## **Fire Hydrants and Site Infrastructure**

- Two standpipe/fire hydrant locations were discussed as needing replacement because they were leaking or had failed below grade.
- The cost of replacing the two hydrants was estimated at \$30,000.
- The board also discussed replacing or relocating a hydrant near the well site and the constraints of the water main location and the office's service line placement.
- There was concern about whether the district's flush hydrants meet fire code and whether the replacement items must be upgraded to actual fire hydrants.

## **Security Incident and Site Protection**

- The board discussed a break-in/tampering incident at the site where a gate latch was broken, and a gate was forced open.
- The GM described installing additional chains, welding, and anchoring a center post in concrete to prevent future intrusion.
- It was noted that the site camera recording system is broken, so the existing cameras function only as a deterrent.
- High Desert Alarm monitors doors and windows at the office, and the board reviewed a recent alarm event in which the back door was found open, police were called, and staff were contacted.
- The alarm provider will add Office Secretary Makayla Simmons and Board President Justin Miller as additional points of contact so future alarms can escalate appropriately.
- Vice-President Penfold was also mentioned as having access and codes for the site.

## **Capital Connection Fee Project**

- The board discussed the status of the capital connection fee calculation work being prepared by James Owens with NV5.
- The district had already signed and forwarded the executed water connection fee calculation document, but no substantive update had been received since April 3.
- The GM stated that he would email James Owens to request a status update and determine whether any additional data is needed from the district.
- The board clarified that the NV5 invoice for the work was for \$3,950, was valid through September 30, and that some production and pumping volume data still needed to be compiled.
- The district noted it does not have daily pumping records going back to 2022–2025 in the format requested but does have certain production data and the preliminary engineering report from CRWA.

## **Billing and Customer Communication**

- The board discussed reducing mailing costs by moving toward electronic billing and making paper bills available only upon request.
- Postcards that had been printed and mailed were repeatedly returned because the ink reportedly faded or could not be read by the postal system.



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- Directors questioned whether a different printer, ink, or billing format would solve the problem, but the GM indicated the issue appears to be with the postcard stock and postal handling rather than the printer output.
- The board acknowledged that electronic delivery would reduce stamp, printing, and labor costs while still allowing customers to request a physical copy.
- The GM also reported that water bills can be viewed through the customer portal and by email if customers register online.

## **Board Actions and Approvals**

- Approved January 26 meeting minutes.
- Approved May 11 special meeting minutes.
- Approved May accounts payable/disbursements.
- Approved April disbursements.
- Approved a payroll-scheduling motion requesting fixed payroll timing on the 1st and 15th if possible, or another arrangement that avoids skipping a paycheck.
- Moved to table all remaining items from section 5E onward due to missing documentation or the need for additional review.
- Approved adding Board President Justin Miller and Office Secretary Makayla Simmons to the Global Credit Union banking accounts and indicated that the board would also confirm who should be removed from the accounts.

## **Other Operational Notes**

- The GM reported the district had been running the chlorine pump daily and that chemical usage had increased with production.
- Personalized tax/accounting support, coding of transactions, and bank statement reconciliation were all discussed as part of an effort to improve monthly reporting and make the financial records easier to follow.
- Directors repeatedly emphasized the need for better documentation, clearer reports, and faster completion of overdue items so the board can remain current.

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

APPROVED:

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Duane Penfold, Vice-President of the Board of  
Directors Apple Valley Foothill County Water District