

Minutes of the Special Board Meeting
Of the Board of Directors
Apple Valley Foothill County Water District

Monday January 26, 2026

The Board of Directors of the Apple Valley Foothill County Water District met in regular session and held the regular meeting at the regular meeting place, 22545 Del Oro Road, Apple Valley, California. The meeting was called to order at 1:00 P.M. BOD President Miller led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Smith, Penfold, Miller, Nobles, Fonseca
Absent: None
Also Present: General Manager Smith
Public Present: Sharon Silva-Houts

PUBLIC COMMENT:

A December 2025 check to J.P.I.A. on a discrepancy and check numbers was questioned with the General Manager providing information on specifics and further details to be provided at the February 2025 meeting. Conversations regarding Board procedures for attendance, quorum, removal policies, Government code §36513 regarding absences and vacancies, and whether legal counsel had been contacted. The General Manager stated that he had not contacted legal counsel regarding those specific questions. No formal action taken on the matter.

ELECTION OF OFFICERS:

A Nomination was made for Director Miller to serve as Board President for the Calendar Year 2026. A Nomination was made for Vice-President Penfold to continue serving as the Vice-President for the Calendar Year 2026. Board Members Miller & Penfold accepted the positions of President and Vice-President respectfully.

Roll Call Vote: Yes: Smith, Penfold, Miller, Nobles, Fonseca. No: None. Abstain: None. Absent: None.

CONSENT LIST:

1. President Miller motioned to table the November 24, 2025, meeting minutes, December 17, 2025 meeting minutes, and December 22, 2025. Second by Director Fonseca. Yes: Miller, Penfold, Smith, Nobles, Fonseca. No: None. Abstain: None. Absent: None.
2. By President Miller to approve the January 2026 bills to pay. Second by Director Fonseca. Yes: Miller, Penfold, Smith, Nobles, Fonseca. No: None. Abstain: None. Absent: None.

GENERAL MANAGER REPORT:

1. General Manager Smith informed the BOD that all water sample results were absent of contamination. The GM briefed the BOD on a variety of topics, to include field maintenance & administrative work performed during the month of December 2025. Receipt of many job inquires and resumes have been received by the District office. No formal action was taken.

DISCUSSION/INFORMATION/ACTION:

1. The Board discussed the annual Form 700 with the General Manager reminding the Board of the filing deadline of April 30, 2026.
2. AB1825 & AB1234 training for all district employees was discussed with the General Manager informing the Board of options to complete each training module.
3. The Board of Directors discussed the CalSavers Retirement Savings Program with the Board confirming that the district should be exempt as the district is classified as a government agency and essentially having only one employee.
4. The General Manager reported that NV5 had been contacted to provide a proposal to re-calculate the district fee regarding new services. A formal quote should be available for the Board to review at the March meeting.

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5. The General Manager updated the Board on current and future projects including Well No. 1, wellsite lighting, Well No. 1 Electrical Panel, Back-up Generator failure & permit costs, Booster Station transfer switch and back-up generator, continuous chlorine monitoring within the distribution system.
6. The General Manager updated the Board on the office projects which include office HVAC replacement, upgrades to the office electrical panel; add additional breakers and circuits, and upgrades to the security cameras.
7. The Board of Directors discussed the December 2025 Disbursements.
8. The General Manager asked for the mileage reimbursement to be tabled as all miles traveled had not been calculated.
9. The General Manager asked the Board of Directors of dates and times to hold interviews for the Office Secretary position. President Miller volunteered to assist during the interview process.
10. New District Policies 1010 Basis of Authority, 1015 Board Secretary, 1020 Board/Staff Communications, 2120 Employment of Outside Contractors & Consultants were reviewed as a second reading. The Board asked to have all but Policy 1015 Board Secretary are to be presented at February 2026 as a second reading to review and approve by the Board of Directors.

By to approve the December 2025 Disbursements, as presented by staff; second by. Yes: Miller, Penfold, Smith, Nobles, Fonseca. No: None. Abstain: None. Absent: None.

NEW BUSINESS:

None.

DIRECTORS COMMENTS:

None.

ADJOURNMENT:

There being no further business to discuss, the regular meeting be adjourned

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