

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

Monday December 22, 2025

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 Smith led the Pledge of Allegiance.

ROLL CALL:

Directors Present: Directors Smith, Penfold, Miller
Absent: Director Nobles, Fonseca
Also Present: General Manager Smith
Public Present: None

PUBLIC COMMENT:

None.

CONSENT LIST:

1. Approve November 24, 2025, Regular Meeting Minutes
2. Approve December 17, 2025, Special Meeting Minutes
3. Approve Accounts Payable/Pay Warrants (December 2025 Bills to be Paid).

November 24, 2025, Meeting Minutes were tabled to be reviewed at the January 2026 regularly scheduled meeting. By Vice-President Penfold to approve the December 17, 2025, Special Meeting Minutes and December bills to be paid, as presented by staff; second by Director Miller. Yes: Smith, Penfold, Miller. No: None. Abstain: None. Absent: Nobles & Fonseca.

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 November 2025. The Efficiency report was to be presented to the Board at the January 2026 regularly scheduled meeting.

DISCUSSION/INFORMATION/ACTION:

1. General Manager Smith provided project statuses on both Water Well No. 1 & No. 2. No action to be taken by the Board.
2. NRWA RLF Program Loan was discussed. No action taken by the board.
3. The November Disbursements were reviewed.

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

4. Policy 4100 Attendance at Meetings was reviewed.

By Vice-President Penfold to approve the November 2025 Disbursements, as presented by staff; second by Director Miller. Yes: Smith, Penfold, Miller. No: None. Abstain: None. Absent: Nobles & Fonseca.

5. The mileage reimbursement for the General Manager was tabled to the January 2026 regularly scheduled meeting.

CLOSED SESSION SECTION 54957: Public Employee Performance

1. By President Smith to open the closed session. Second by Vice-President Penfold.
2. By Director Miller to close the closed session. Second by Vice-President Penfold.

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Reportable items from the closed session. Advertisement to fill the Office Secretary position with a 90-day probation period, a review with increases in pay at 90-120 days.

Motion By Director Miller approve advertising the Office Secretary position and probationary period of 90-days with review for pay increases 90-120 days; second by Vice-President Penfold. Yes: Smith, Penfold, Miller. No: None. Abstain: None. Absent: Nobles & Fonseca.

Salary pay increase for the General Manager to be paid \$4500 per month with a \$500 bonus to be paid at this meeting.

Motion By Director Miller approve salary increase at \$4500 per month with a one-time \$500 bonus for the General Manager second by President Smith. Yes: Smith, Penfold, Miller. No: None. Abstain: None. Absent: Nobles & Fonseca.

NEW BUSINESS:

Director Miller informed the Board of Directors that no evident issues or discrepancies were found on the Financial Reports for the months of January through September 2025.

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:

Suzi Smith, President of the Board of Directors
Apple Valley Foothill County Water District