

# MINUTES OF THE BOARD OF DIRECTORS October 27, 2025

## Apple Valley Foothill County Water District

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



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President Smith called the special meeting was called to order at 1:16 P.M. President Smith led the Pledge of Allegiance.

### 1. Roll Call

Members present: Smith, Penfold, Drake, Fonseca

### 2. Public Comment

None.

### 3. Consideration of Director Vacancy Interested Party Resume Submittal/Action Items

As only one (1) candidate submitted a resume and/or a letter of interest, the Board of Directors appointed Justin Miller to fill the open seat on the Board. General Manager Smith administered the Oath of Office.

**Motion:** President Smith moved to appoint Justin Miller to fill the vacancy. Second: Vice-President Penfold.

**Ayes:** Smith, Penfold, Fonseca

**Nays:** None

**Absent:** Nobles

**Abstain:** None

Motion passes 3-0

### 4. Consent List

The Board reviewed the past meeting minutes and the current bills to be paid. October 1, 2025, Special Meeting Minutes were tabled to the regularly scheduled November 24, 2025, meeting.

**Motion:** Vice-President Penfold moved approve the October 2025 Bills to be paid. Second: Director Fonseca.

**Ayes:** Smith, Penfold, Fonseca, Miller

**Nays:** None

**Absent:** Nobles

**Abstain:** None

Motion passes 4-0

### 5. General Manager Report

The General Manager informed the Board of the district discussions that took place in October 2025. The GM provided the Board with the water operations/field work performed, and a summary of the office duties. The water system efficiency report will be provided to the board once all the data is gathered to generate a detailed report.

### 6. Discussion/Action

The General Manager updated the board on the customer accounts and will provide the account aging report via email. Updates to the customer payment plan arrangements. The April and May Financial Reports were reviewed.

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The Water Well No. 1 project is placed on hold until a funding source is secured. No updates on the 200k bank loan.

### 7. Mileage Reimbursement

- a. The mileage reimbursement was table until the complete logging data is confirmed.

### 8. September 2025 Disbursements

- a. Several items on the September Disbursements needed to be verified. The General Manager will email the Board of Directors once the specific items from the disbursement list are verified. The Approval of the September 2025 Disbursements were tabled to November 24, 2025, Regularly Scheduled Meeting.

### 9. New District Policies

- a. Policy #4200 Board Actions and Decisions
- b. Policy #4210 Meeting Conduct
- c. Policy #4215 Brown Act
- d. Policy #4220 Minutes of Board Meetings
- e. Policy #4225 Review of Decisions
- f. Policy #4230 Rules of Order

**Motion:** Director Miller moved approve Policies #4220, 4210, 4215, 4220, 4225, 4230.  
Seconded by Vice-President Penfold.

**Ayes:** Smith, Penfold, Fonseca, Miller

**Nays:** None

**Absent:**

Nobles

**Abstain:**

None

Motion

passes 4-0

### 10. ESRI – Environmental Systems Research Institute, INC.

- a. The General Manager briefed the Board on digital mapping opportunities using the ArcGIS systems. No action taken.

### 11. New Business

### 12. Directors' Comments

- a. Director Miller offered support for creating digital reports for board meetings

### 13. Adjournment

- a. Be there no further items on the Agenda to discuss, the meeting was adjourned at 3:08PM.