

Minutes of the
Board of Directors of
Apple Valley Foothill County Water District

The primary focus of the meeting was on administrative operations, financial management, infrastructure updates, and personnel evaluations. Discussions included the approval of previous meeting minutes, updates on infrastructure projects, water rate changes, and resolve financial discrepancies. The meeting also addressed public engagement, policy amendments, and office restructuring for improved efficiency.

Actions and Decisions:

1. Approval of Meeting Minutes:

- November and December 22nd meeting minutes were approved.
- The December 17th special meeting minutes were postponed for further clarification.
- January 26th meeting minutes need verification before approval at the next meeting.

2. Water Rate Resolutions and Adjustments:

- Reassessment of the recent tiered water rate structure, focusing on the exorbitant second-tier rates.
- Plans to potentially revert to a three-tier system and reintroduce late fees to buffer income.
- Necessity of a formal resolution for water rate adjustments emphasized.

3. Financial and Infrastructure Management:

- Payment for drilling services set at \$30,000 upfront and \$20,000 over the summer.
- Current surcharge revenue allocated for infrastructure improvements due to limited loan options.
- Need to address maintenance of diesel engines and aged generator discussed.
- Agreed upon ordering new office desks for enhanced customer interaction and workflow improvements.

4. Committee Formation and Public Hearings:

- Proposal to form a committee to review expenses and suggest water rate adjustments.
- Scheduled special meetings on April 14th for public deliberation on water rates and financial adjustments.
- Verified February disbursements and amendments to board policies and mileage reimbursement rates approved.

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5. Administrative Updates and Personnel Reviews:

- Monitoring Office Secretary performance during a 90-day probationary period, with evaluations every 30 days.
- Office layout adjustments discussed with work hours set from 8 a.m. to 1 p.m., four days a week.

Responsible Parties:

- **Daniel and Michaela:** Responsible for managing reimbursements and overseeing infrastructure updates.
- **Website Manager:** Tasked with ensuring precise and timely updates of meeting agendas and minutes.
- **Board Members:** Focused on reviewing water rate tiers and ensuring appropriate policy amendments.
- **Administrative Staff:** Managing public meeting logistics and compliance with notification regulations.
- **Finance Officer:** Overseeing financial disbursement accuracy and executing payment plans.

Deadlines:

1. **Meeting Minutes Finalization:** Next meeting to confirm and approve outstanding minutes by verifying necessary items.
2. **Water Rate Review:** Committee meeting on April 14th with potential implementation by May following a 45-day public notice.
3. **Infrastructure Repairs and Office Upgrades:** Immediate actions on maintenance arrangements and office furnishing post-approval.
4. **Personnel Evaluations:** Regular reviews every 30 days for Office Secretary during probation.

The meeting underscored the importance of strategic financial planning, infrastructure maintenance, transparent operational procedures, and active community engagement to enhance service delivery and organizational efficacy.

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Short Summary

In the meeting, attendees began with the Pledge of Allegiance and proceeded to review and approve previous meeting minutes while addressing administrative issues related to transparency and discrepancies in billing and tiered water pricing. Fiscal discussions focused on water rate resolutions amidst budget constraints, the importance of aligning income with increased summer expenses, and revising late fee policies. Additionally, the meeting covered payments for orders, logistical issues, and ended with plans for a closed session to assess an office secretary's probationary status.

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