

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

NOVEMBER 28, 2023

The Board of Directors of the Apple Valley Foothill County Water District met in a regular session and meeting place, 22545 Del Oro Road, Apple Valley, California. The meeting was called to order at 10:00 A.M. BOD President Suzi Smith led the Pledge of Allegiance.

**Roll Call:** Harold Nobles, Scott Drake, Duane Penfold, Janet Fonseca, Suzi Smith

**Telephonically:**

**Also Present:** General Manager Daniel Smith

**Absent:** Office Secretary Lynn Thompson

**Public Present:** Terry Locklear, Karen Madison, Sharon Silva-Houts

**Public Comment:**

**Closed Session:**

1. President Smith motioned to go into closed session at 10:02 A.M., Seconded by Director Penfold.

President Smith motioned to come out of closed session at 10:31 A.M., Seconded by Director Nobles. No action was taken to report.

At 10:33 A.M., President Smith motioned to go back into closed session.

At 10:36 A.M, President Smith motioned to leave the closed session. President Smith stated that following the approved fiscal year 2023-24 budget, pay increases for Maintenance and Office Secretary were approved along with retro pay back to July 2023.

**General Manager Report:**

2. October 2023 Maintenance Report: The two required monthly bacteriological water samples returned absent for contamination. The district did not have any new water services installed. There were no existing customer water meters replaced by maintenance staff. Yellow door hangers were delivered, notifying those customers that payment was not made from the prior month. Two (2) Red door tag hangers and the water district's SB-998 policy were delivered. High Desert Underground Services replaced and installed a new booster pump, motor, and various pipes. The existing pump flange broke and will be replaced by High Desert Underground Services at their expense.
3. Efficiency Report – The water system produced 8.00 acres of water and sold 7.23 acres of water for an efficiency of 90.34%. The total non-revenue water (water loss) is .773-acre feet.
4. Water Year Quarterly Report: The water system has produced 8.00-acre feet of water in the first quarter. The district has a total of 167-acre feet of permanent water rights. Watermaster has the Alto water basin at a 50% ramp down, giving the district 83 acres of free production allowance. This leaves the system with 75 acre-feet of free production water rights remaining for the 2023-24 year. The water district will know this year's carry-over water once the watermaster verifies the district's water well production log sheets and will produce the Appendix B spreadsheet by March 2024.

**Discussion/Information:**

1. Delinquency Report – The office administered twenty-eight (28) delinquent yellow door tag notices, with zero (0) red shut-off door tag notices. Several payment plan arrangements have been made for those accounts that are delinquent.

2. Rural Community Assistance Corporation (RCAC) will be performing a water rate study for the district free of charge, paid for through state grants.
3. No updates on the start date of the water main improvement/replacement project. The general manager informed the BODs that he would notify the board once new information became available.

**Consent List: October 24, 2023, Meeting Minutes and November 2023 bills to pay.**

1. Director Penfold made a motion to approve the consent list as presented. Seconded by Director Drake.

**Discussion/ Action Items:**

1. Director Fonseca made a motion to approve the October 2023 Financial Report. Seconded by President Smith.
2. Director Penfold made a motion to approve the October 2023 Expenses. Seconded by President Smith.
3. Director Penfold made a motion to ratify the shut-off of account 161-11 and lien placement for the property due to lack of payment. This action was taken following the approved Water Utility Customer Shut-off & Lien Placement Authority Policy #3038 that was approved at the October 2023 meeting. President Smith seconded the motion.
4. No action was taken regarding holding a meeting on December 19, 2023.

**New Business:**

Account 161-11 has notified the water district's state regulator that the AVFCWD will not establish water service to the property. The water district's attorney and the state have been informed of the communications and notifications between the water district and the individual staying on the property. Thompson Family Plumbing will replace The office water heater tomorrow, November 29<sup>th</sup>.

**Directors Comments:**

**Adjournment:**

There being no further business, the regular meeting was adjourned at 10:58 A.M.

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Daniel Smith, General Manager

APPROVED:

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Suzi Smith, President Board of Directors