

G. 1.

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

May 23, 2023

The Board of Directors of the Apple Valley Foothill County Water District met in 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 Sharon Silva-Houts led the Pledge of Allegiance.

**Roll Call:** Suzi Smith, Scott Drake, Duane Penfold  
**Telephonically:** None  
**Also Present:** General Manager Daniel Smith & Office Secretary Lynn Thompson  
**Absent:** None  
**Public Present:** Karen Madison, Terry Locklear, and Christel Collins  
**Public Comment:** Karen Madison had a comment on spending limits that could be made without Board approval. She also had a question on the district website; she stated that it was difficult for her to find the website. The GM informed customer Madison that the website was printed on the bottom of the monthly invoices and if she goes online and using Google, anything related to a search for Apple Valley Water, Apple Valley Foothill's water district's website is one of the top three results.

**Review of BOD Vacancy Candidates:**

1. The GM informed the BOD that Janet Fonseca continues to be the only candidate that has shown interest in being on the Board of Directors for AVFCWD.

**General Manager Report:**

1. Maintenance Report: General Manager Smith informed the BOD that all monthly water samples came back absent for contamination; 0 red shut-off tags hung; 0 services turned off. Maintenance staff replaced one water customer water meter. Annual flushing of the district fire hydrants is to be completed in June 2023, along with the part inventory check.
2. Efficiency Report – General Manager Smith informed the BOD that the Efficiency for the month of April 2023 is over 90%.

**Discussion/Information:**

1. Delinquency Report – General Manager Smith informed the BOD on there were 13 yellow tag notices issued in April 2023. The district is continuing to follow SB998 for shut-off procedures.
2. Water Production Snapshot- General Manager Smith informed the BOD of the water production for WY 2023-2024. The BOD discussed in depth the water production from last year and the WaterMaster current and future reductions in Free Production Allowances.
3. CARB Advanced Clean Regulations - General Manager Smith informed the BOD on the information available, at this time, related to forthcoming changes and requirements for district vehicles; GM Smith advised the BOD that he will continue to research the topic and keep the BOD informed of information as it becomes available.
4. Public Hearing Document Review - General Manager Smith briefed the BOD on the current versions of the DRAFT 2023-24 Standby Assessments and Budget. The Standby parcel data should remain unchanged, prior to the public hearing, and the budget will continue to be updated as water sales data becomes available for the months of May and June 2023.
5. FY 2021-22 Annual Audit – General Manager Smith briefed the BOD on the DRAFT Annual Audit for FY 2021-22.
6. Election of Officers Policy – General Manager Smith briefed the BOD on the DRAFT Election of Officers Policy. The policy will be on the June 27, 2023 Agenda for a second reading and adoption.

G. 1.

**Consent List:** April 25, 2023 Regular Meeting Minutes, April Bills that have been paid, and May 2023 Bills to pay.

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

**Discussion/ Action Items:**

1. By President Smith to approve the April 2023 Financial Report. Seconded by Director Drake.
2. By Director Drake to approve the Operating Expenses for April 2023. Seconded by Director Penfold.
3. Cost of Living Employee Compensation was tabled for further discussion to the June 27, 2023 meeting.
4. Director Penfold to approve the FY 2021-22 Audit. Seconded by President Smith.

**New Business:**

None

**Directors Comments:**

Director Penfold commented that he would like to have a mini tour of the district facilities.

**Adjournment:**

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

---

Daniel Smith, General Manager

APPROVED:

---

Suzi Smith, President Board of Directors