

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

August 27, 2024

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 10:02 A.M. BOD President Suzi Smith led the Pledge of Allegiance.

Roll Call: Suzi Smith, Duane Penfold, Scott Drake, Harold Nobles, Janet Fonseca
Telephonically: None
Also Present: General Manager Daniel Smith and Office Secretary Lynn Thompson
Absent: None
Public Present: Sharon Silva-outs and Karen Madison
Public Comment: Karen Madison wanted to say that the email notification of the upcoming meeting with the agenda file was very helpful. General Manager Smith informed the BOD that our website made the notification feature available. Future notifications and public engagement via the district's website will continue.

General Manager Report:

- 1. July 2024 Maintenance Report-** The General Manager reported that all the water samples returned absent for contamination. Three accounts were made active, with the vacant land being developed with the anticipation of another five homes being built over the next year by the same builder. Power failure at the office caused our SCADA system to lose communication with the rest of the district's infrastructure, which caused the well pumps to continue to pump, causing the water storage tanks to overflow. Debris in the overflow drainage system did not allow the emptying of the water into the retention pond area. Water ended up flowing outside the district property and down alongside Chipmunk Road. A customer noticed the water and phoned the district emergency line to report the issue. The maintenance staff then stopped the pump and reset the SCADA system. General Manager Smith has discovered a pattern that during power outages, even for a split second, the SCADA system loses communications, requiring resetting the office SCADA computer. The district's I.T. company, ForShock, will be contacted to help diagnose and make any repairs. The General Manager informed the BOD that the company that created, programmed, and supported the district's SCADA system went out of business during COVID-19 in 2020. A proposal from ForShock will be requested by General Manager Smith, noting that a replacement for the SCADA system is costly and will take a minimum of six months before any replacement system can be implemented.
- 2. Water System Production Report-** The Board of Directors discussed the Water System Production Report with the General Manager, who reported an efficiency of 91.89%. General Manager Smith informed the board that for July

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2024, our customers are using 148 gallons of water per day per connection. The State of California wants to reduce this amount of water to 50 gallons per person. Because our water system is considered a small water supplier, there aren't at this time any enforcement actions; however, for the large water suppliers, which the state calls "Urban Water Suppliers," new regulations are being introduced, which the general manager wanted to board to know that these regulations will most likely trickle down to the smaller water systems over the next several years. General Manager Smith added that for the water year 2023-24, the district's water use per person per day average is 82 gallons.

Discussion/Information:

1. **July 2024 Delinquency-** 13 yellow door tags issued totaling \$250 in charges. No red tags were issued, and there were no Payment plans. The General Manager briefed the board on a payment plan that was approved for nine months, which is greater than the district's policy of three months. The General Manager explained that this customer had a payment plan last year and paid the past-due amount. Showing the customer's integrity by following the scheduled planned payments and avoiding water shut-off procedures, Mr. Smith approved the payment plan contract without board review or approval.
2. **2024 Election Filing Deadline-** General Manager explained to the Board of Directors that the filing period for candidacy was only open between July 15 – August 9th, and the two current members who did not file candidacy paperwork would lose their seats in November. However, if they wish to continue to be on the board of AVFCWD, the remaining board members could appoint them after the end of the November election at the regularly scheduled November meeting on November 26th. Any open seat/s that remain on the board must be filled within 60 days of the election before the process shifts to the Board of Supervisors of San Bernardino County, who will then appoint an individual to the board to fill the vacant seat.
3. **Capital Improvement Projects Short-Mid-Long-term planning-** The Board of Directors and the General Manager discussed future infrastructure projects. The Board of Directors asked to have the CIP information on the September meeting to review with forming a committee with a date set in October.

Consent List:

By Vice-President Penfold to approve the July 2, 2024, meeting minutes and the July 2024 bills to pay. Second by Director Drake. The Vice-President asked if the customer or the district paid the service fee. General Manager Smith informed the board that the customer pays the transaction fee, and the district pays a monthly subscription fee of \$29.95.

Discussion/Action Items:

General Manager Smith recommended tabling the financial reports line items G1-G3 to the September 2024 meeting to allow staff and the board time to review. President Smith asked for details on the water level probe tape measure. The General Manager informed

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the board discussed it as part of the new state requirements of measuring each well's static and dynamic water levels, which is then reported to the state each month on the drought reports. President Smith asked about the additional payroll checks that were made internally. The General Manager explained that during the transition to Paychex, their payroll services staff's net pay was less than prior payroll amounts. For this reason, a separate check amount was written for the difference. Future payroll checks will be corrected with any revisions made to the September Payroll for proper deductions/taxes to be taken out.

Due to the financial reports not becoming available for staff and board to review during the meeting, all items listed, the financials, and operating expenses were tabled to the September meeting.

New Business:

None

Directors Comments:

Vice-President Penfold asked if there were any water meter reading issues. General Manager Smith informed the board that Maintenance Staff has been reading the water meters and that a couple of months ago, there was a month that the readings were estimated; however, the water meters have been read for the past two months. Vice-President Penfold explained that his water account had erratic water billings and wanted to know if the larger invoices were due to increased charges in the higher tier rates. General Manager Smith informed Vice-President Penfold that a spreadsheet would be created to see if this was the case. Director Fonseca asked if there was a list of water meters that needed to be replaced to complete the meter replacement project. General Manager Smith informed the board that a list would be presented at the September meeting and incorporated into the CIP planning documents.

Adjournment:

There was no further business, so the regular meeting was adjourned at 10:55 A.M.

Suzi Smith, President, Board of Directors

ASSET:

Daniel B. Smith, General Manager