

RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
February 15th, 2023

1. Call to Order & Pledge of Allegiance

President Hughes called the meeting to order at 3:01 p.m. and then proceeded to lead everyone in the Pledge of Allegiance.

2. Board of Directors Roll Call

Secretary/Office Administrator Thornton called the roll. President Hughes, Vice President Roberts, Director Kalani, Director Belwish and General Manager Houghton were all present. Director Williams was absent due to a prior engagement.

3. Adoption and Adjustment of Agenda (additions and/or deletions)

No changes were requested.

Motion to approve the Agenda for February 15th, 2023 as presented made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Agenda for February 15th, 2023 as presented as follows;

Belwish – Yes Hughes – Yes Kalani – Yes Roberts—Yes

**Moved to accept the Agenda for February 15th, 2023 as presented.*

4. Public Input

No members of the public were present to address the Board.

5. Closed Session (Pursuant to Gov. Code Sec §54957(b)(1).)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

President Hughes called the regular meeting into closed session at 3:03 p.m.

President Hughes called the regular meeting back to order from closed session at 3:07 p.m. and announced the following:

- *President Hughes and Director Kalani were appointed to conduct the General Manager Houghton's annual evaluation to be presented and voted on during closed session at next month's meeting.*

6. Adoption of the Regular Meeting Minutes for January 18th, 2023

No changes were noted.

Motion to approve the Regular Meeting Minutes for January 18th, 2023 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for January 18th, 2023 as presented as follows;

Belwish – Yes Hughes – Yes Kalani – Yes Roberts—Yes

**Moved to approve the Regular Meeting Minutes for January 18th, 2023 as presented.*

7. Audit Proposal Review from Fedak and Brown, LLC

This item was tabled to next month’s meeting pending bids from other companies.

8. Discuss and Vote on renewing Fidelity Bond with Inland County Insurance

Secretary/Office Administrator Thornton informed the Board she had received an invoice from Oscar at Roberge & Fries regarding a fidelity bond the District previously held with them. She informed Oscar that the District shouldn’t receive this since the District no longer used Inland County and Roberge & Fries for insurance, as well as verified this hadn’t been invoiced to the District in 2 years. He stated that HVWD was not invoiced “due to their error” but that the District has had them for several years as he believes it was mandatory for them to have it with them. She contacted legal counsel and was told that this bond was not legally required as Oscar had stated. She verified with Glatfelter that paying this additional coverage with Inland County would be purely supplemental as it was already provided to the District by them (Glatfelter Memberguard through CRWA) and was not needed.

Motion to renew the Fidelity Bond with Inland County Insurance as presented made by Director Belwish and seconded by Director Kalani. Directors voted to renew the Fidelity Bond with Inland County Insurance as presented as follows;

Belwish – No Hughes – No Kalani – No Roberts—No

**Moved to deny the renewal of the Fidelity Bond with Inland County Insurance as presented.*

9. Discuss and Vote on the Checks Paid Report & Monthly Financial Review

No actions required.

Motion to approve the Checks Paid Report & Monthly Financial Review as presented made by Vice President Roberts and seconded by Director Belwish. Directors voted to approve the Checks Paid Report & Monthly Financial Review as presented as follows;

Belwish – Yes Hughes – Yes Kalani – Yes Roberts—Yes

**Moved to approve the Checks Paid Report & Monthly Financial Review as presented.*

10. General Manager’s Update & Maintenance Report

TEST RESULTS

Babcock: **Good**
System Testing: **Good**

WATER QUALITY COMPLAINTS

Color: **0** Odor: **0** Other: **0**
Taste: **0** Pressure (high): **0** Pressure (low): **0**

WATER CONSUMPTION

Date	Purchased	Consumed	Sold
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12/22/23-01/26/23	229,170 cf	197,320 cf	95,067 cf
11/22/22-12/22/23	184,490 cf	186,710 cf	109,950 cf
10/26/22-11/22/22	172,902 cf	174,680 cf	115,097 cf

Transmission Line Loss: 14% *Leak Adjustment:* 1%
Distribution Line Loss: 52% *Leak Adjustment:* 39%

LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	86,730 cf	42,306 cf	41.00% (↑ 2.00%)
Twin Pines/Mt. Edna	110,560 cf	52,761 cf	35.00% (↑ 5.00%)

Leak Adjustments: Poppet Flats – 51,236 cf and Twin Pines/Mt. Edna – 71,000 cf

OPERATIONS & MAINTENANCE – work completed by the crew

- Took & Delivered Water Samples
- Delivered Customer Notices
- Read Meters
- Routine Maintenance
- Service Shut Offs/Disconnections
- Shop Maintenance
- Repaired Backhoe Lights
- Finished Bathroom Remodel
- Roadwork in Lower Twin Pines
- Repaired Part of Raccoon Road in Poppet Flats
- Repaired Roads After Heavy Rainfall

LEAKS

- Summer Breeze (4)
- Transmission Line (7)
- Poppet Flats (1)

General Manager Houghton briefly updated the Board on the following:

- *Lots of leaks throughout the District this past month but hoping they are all fixed so the technicians can start on cleaning out all the service meters which should help with water loss.*
- *Currently working on a water loss graph to have for the Board as President Hughes requested.*
- *Talked with City of Banning General Manager; found out the Twin Pines Pipeline upgrade can be done in house to help save costs; HVWD can purchase materials for the workers and does not need to be through a contractor; Grant contract states an engineer will be required to check work to make sure its accurate and up to code.*
- *Discussed GAP loans with Lance from San Gorgonio Pass Water Alliance.*

11. Old and New Business

- a. **Interim Entry Level Water Technician Update:** General Manager Houghton stated that the new hire was working out well. He is a quick learner with good attendance and stays busy with tasks. He will be hiring him full time to fill the position and will have 12 months to obtain his D-1 license, which is required by the Waterboard for him to have.
- b. **Remote Board Meetings:** Secretary/Office Administrator Thornton spoke with legal counsel regarding the continuance of remote Board Meetings. He stated that due to the end of the “State of Emergency” brought on by Covid, the Brown Act and Robert’s Rules of Order would go back to normal and any previous exceptions were no longer allowed. He stated that although it is possible to have them, he advised against it as several additional steps will need to be taken, including allowing members of the public to have access to the same room a remote Board member is attending from (even if it is a hotel or personal residence). He stated that the Board could do zoom meetings for the public, however, all the Board members will need to attend from the same place and allow public access.
- c. **District Fee Increases:** General Manager Houghton went over the current fees for the District and how they are outdated. He suggested that these fees be brought up to date to reflect current economic costs. He was instructed to contact legal counsel regarding the increases and Secretary/Office Administrator Thornton was instructed to have this added to next month’s meeting as a discussion and voting item.
- d. **SGPWA Update:** General Manager Houghton summarized the meeting stating they discussed the current state regulations as well as updates with the other Water Districts in attendance. To view meeting agendas and/or approved meeting minutes, please visit their website at www.passwaterallience.com.

12. Adjournment

President Hughes adjourned the meeting at 4:12 p.m.