

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
April 19th, 2023**

1. Call to Order & Pledge of Allegiance

President Hughes called the meeting to order at 3:00 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)

President Hughes requested to add the General Manager's Evaluation to the Agenda under New and Old Business as item 9c. No other adjustments were noted.

Motion to approve the Agenda for April 19th, 2023 as adjusted made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Agenda for April 19th, 2023 as adjusted as follows;

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

**Moved to accept the Agenda for April 19th, 2023 as adjusted.*

4. Public Input

No members of the public were present for this meeting.

5. Adoption of the Regular Meeting Minutes for March 15th, 2023

No changes were noted.

Motion to approve the Regular Meeting Minutes for March 15th, 2023 as presented made by Director Belwish and seconded by Vice President Roberts. Directors voted to approve the Regular Meeting Minutes for March 15th, 2023 as presented as follows;

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

**Moved to approve the Regular Meeting Minutes for March 15th, 2023 as presented.*

6. Discuss and Vote on the Audit Proposal from CJ Brown & Co. (formerly Fedak & Brown)

Secretary Thornton informed the Board that she had asked the company the questions the Board had regarding the proposal. They responded by saying that if the Board wanted, they could only commit to one year at a time but the prices may increase from the proposal received. Also, if they agree to the five year proposal, they could leave early if another company offers a lower rate. Also, the yearly increase was due to current and projected inflation. The Board agreed to the five year proposal and requested that any lower bids received, if any, be brought to the Board for review. She stated that she still had not

received a response from the Pun Group or Fetcher and Company, who had both sent a letter of interest to be contacted when the District was looking for audit bids.

Motion to approve the Audit Proposal from CJ Brown & Co as presented made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Audit Proposal from CJ Brown & Co as presented as follows;

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

**Moved to approve the Audit Proposal from CJ Brown & Co as presented.*

7. 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 Williams. Directors voted to approve the Checks Paid Report & Monthly Financial Review as presented as follows;

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

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

8. General Manager’s Update & Maintenance Reports

TEST RESULTS

Babcock: **Good** (March)
 Good (April)

System Testing: **Good** (March)
 Good (April)

WATER QUALITY COMPLAINTS

March

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

April

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

WATER CONSUMPTION

Date	Purchased	Consumed	Sold
02/22/23-03/24/23	137,005 cf	122,040 cf	72,093 cf
01/26/23-02/22/23	168,340 cf	181,360 cf	106,183 cf
12/22/23-01/26/23	229,170 cf	197,320 cf	95,067 cf
11/22/22-12/22/22	184,490 cf	186,710 cf	109,950 cf

March

Transmission Line Loss: 0%
Distribution Line Loss: 42%

April

Transmission Line Loss: 11% *Leak Adjustment: 0%*
Distribution Line Loss: 40%

LOSS BREAKDOWN

	Consumed	Sold	Water Loss
March			
Poppet Flats	86,510 cf	42,387 cf	44.00% (↑ 3.00%)
Twin Pines/Mt. Edna	93,850 cf	56,797 cf	40.00% (↑ 5.00%)
April			
Poppet Flats	61,860 cf	31,669 cf	49.00% (↑ 5.00%)
Twin Pines/Mt. Edna	61,180 cf	40,424 cf	32.00% (↓ 8.00%)

OPERATIONS & MAINTENANCE – work completed by the crew

March

Read Meters, Routine Maintenance, Delivered Notices, Shut-offs, Samples, Road Repair in Poppet Flats and Twin Pines, Office Maintenance, Truck Maintenance, Road Work on the Main Line, Repaired Power Steering on the 2006 Colorado and performed Leak Check for Frozen Pipes.

April

Read Meters, Routine Maintenance, Delivered Notices, Shut-offs, Took and Delivered Samples, Routine Stuff, GPS System, Road Repair in Poppet Flats and Serviced the Chevy Colorado Alternator.

LEAKS

March

- Service Leaks (2)
- Customer’s Side Leaks (6)
- Mount Edna (1)

April

- Mount Edna (1)

General Manager Houghton briefly updated the Board on the following:

- Loss of water percentage is increasing per month due to a lot of leaks throughout the District.
- CRWA has been out a few times to search for underground leaks throughout the District but

were unsuccessful with locating any that matched the loss; stated loss should be a the meters.

- The techs discovered more meters that were reading under the actual usage; fixed by cleaning or switching out to a new meter; informed customers.
- Not sure when they can get to cleaning out the rest of the meters as the District will temporarily be down one tech soon due to FMLA.
- Still waiting on the State Water Resource Control Board to approve the grant for the Twin Pines Pipeline Upgrade; not the only ones as several Districts are awaiting approval as well.
- Jeff Davis is working on a new quote for a more accurate cost as former one was conducted in late 2021 and costs have risen since then.
- Still looking for a grant to cover a Rate Study which costs approximately \$10,000 to \$15,000; unknown what grant would cover or what HVWD out of pocket costs would be at this time.
- 2006 Truck is showing a lot of wear and needing more and more fixes; he stated he is going to start looking for a good replacement truck under \$20,000.
- The County of Riverside may be purchasing a large amount of property from Bob Rochelle for the new ATV park location; he will be contacting the County to see if the District will be losing the tax revenue for the property and if so, what can be done as it is a huge percentage of annual revenue.
- He stated he hasn't had a chance to make a graph for the water loss percentages for the Board but will hopefully have it for them by next meeting.
- Governor hasn't announced any new water restrictions; Still in Stage two.

11. Old and New Business

- HVWD Board of Director's Election Update:** Three full term seats will be up for election this August. Nomination period opens up May 8th and closes on June 2nd. Nomination documents may be obtained from the Registrar of Voters office or the High Valleys Water District's office during business hours. An election will take place only if the number of applicants exceeds the number of available seats, which is three.
- SGPWA Update:** They mainly spoke about holding ponds and grant funding still available. To view meeting agendas and/or approved meeting minutes, please visit their website at www.passwaterallience.com.
- General Manager's Evaluation:** The board approved the General Manager's evaluation without any change to his current salary or time off accrual hours.

12. Adjournment

President Hughes adjourned the meeting at 3:46 p.m.