

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
May 17th, 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, Director Kalani, Director Belwish and General Manager Houghton were all present. Director Williams and Vice President Roberts were absent due to a prior engagements. Members of the public present included resident Steve Chittenden of Twin Pines, Terri McNutt of Poppet Flats and Kevin Walton of San Gorgonio Pass Water Agency.

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

Item 6 will need to be tabled for a vote, however, the discussion can be moved under New and Old Business as item 9d as "Rate Study Update". No other adjustments were needed.

Motion to approve the Agenda for May 17th, 2023 as adjusted made by Director Kalani and seconded by Director Belwish. Directors voted to approve the Agenda for May 17th, 2023 as adjusted as follows;

Belwish – Yes Hughes – Yes Kalani – Yes

**Moved to accept the Agenda for May 17th, 2023 as adjusted.*

4. Public Input

Steve Chittenden stated that he wanted to hear updates on the grant and Twin Pines pipeline upgrade. No other members of the public submitted a request to speak form or addressed the Board.

5. Adoption of the Regular Meeting Minutes for April 19th, 2023

On page 6, item 8 under the General Manager's update, the mention of Bob Rochelle's property should be changed to "may purchase" instead of "purchased". No other changes were noted.

Motion to approve the Regular Meeting Minutes for April 19th, 2023 as corrected made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for April 19th, 2023 as corrected as follows;

Belwish – Yes Hughes – Yes Kalani – Yes

**Moved to approve the Regular Meeting Minutes for April 19th, 2023 as corrected.*

6. Discuss and Vote on Hiring a Company to Perform a Rate Study

Voting for this item was tabled to next month, however the discussion on available information was moved to item 9d.

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 Director Kalani 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

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

8. General Manager’s Update & Maintenance Reports

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
03/24/23-04/26/23	201,290 cf	178,070 cf	<i>not provided</i>
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

Transmission Line Loss: 12% *Leak Adjustment:* 4%
Distribution Line Loss: 45% *Leak Adjustment:* 41%

LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	83,250 cf	41,288 cf	51.00% (↑ 2.00%)
Twin Pines/Mt. Edna	94,820 cf	58,060 cf	39.00% (↑ 7.00%)

OPERATIONS & MAINTENANCE – work completed by the crew

Read Meters, Routine Maintenance, Delivered Notices, Shut-offs, Took and Delivered Samples, Road Work in Poppet Flats, Twin Pines and Main Lines, Changed Blades on Skip Loader, Shocks on 2006 Chevy Colorado, Shop Maintenance and Weed Abatement.

LEAKS

- Main Line (3)
- Berry Hill (1)
- Keyes Road (1)

General Manager Houghton briefly updated the Board on the following:

- *Loss of water still showing and is sure it is in the meters; once they have been cleaned out, the percentage of loss should drop down.*
- *Been staying on top of the leaks; haven't been much this past month.*
- *Fixed most of the roads that pertain to the waterlines in the area.*
- *Will be installing a new fire hydrant at the crossing of Valley Hi and Woodcliff in Twin Pines; this was at the request of and paid for in full by a customer.*
- *Still looking to add a truck to replace the oldest of the three the District owns; was told to check with South Mesa Water District as they may be disposing of/retiring trucks soon.*

9. Old and New Business

- San Gorgonio Pass Water Agency Update:** Kevin Walton provided an update on the current status of the grant process. Currently, the Agency has entered into a contract with Cal Rural to help assist with the grant process, as well as helping with water supply to DACs (Disadvantaged Communities). The Agency is requesting that the Districts provide their input on current needs to see which grants are available.
- Fiscal Year 2023-2024 Budget Committee:** The appointed members of the Budget Committee this year will be General Manager Houghton, Office Administrator/Secretary Thornton, Director Kalani and Director Williams. Director Belwish volunteered as a backup member should Director Kalani or Director Williams not be able to attend.
- SGPWA Update:** No update was given as there was no San Gorgonio Pass Water Alliance meeting last month.
- Rate Study Update:** The San Gorgonio Pass Water Agency is currently working on obtaining a grant to cover the rate study for the District, although it is unknown at this time what stage the process is in. When more information becomes available, whether the grant be approved or denied, it will be added to the Agenda.

10. Adjournment

President Hughes adjourned the meeting at 3:56 p.m.