

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
June 21st, 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 Williams and General Manager Houghton were all present. Director Belwish was absent due to a prior engagement. Members of the public present included Jeff Davis of Provost and Pritchard.

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

Item 10 will be moved to New and Old Business as item 13c: Rate Study Update. No other changes or adjustments were noted.

Motion to approve the Agenda for June 21st, 2023 as adjusted made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Agenda for June 21st, 2023 as adjusted as follows;

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

**Moved to accept the Agenda for June 21st, 2023 as adjusted.*

4. Public Input

No members of the Board addresses the Board at this time.

5. Adoption of the Regular Meeting Minutes for May 17th, 2023

No changes were noted.

Motion to approve the Regular Meeting Minutes for May 17th, 2023 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for May 17th, 2023 as presented as follows;

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

**Moved to approve the Regular Meeting Minutes for May 17th, 2023 as presented.*

6. Discuss and Vote on Provost & Pritchard’s Preliminary Bid on Engineering Work for Twin Pines Upgrade

Jeff Davis updated the Board on the current work that Provost and Pritchard have been doing in regards to the Twin Pines Line Upgrade. The company has submitted the proposal for review. PVC and duct tile iron will be used on the upgrade, keeping costs in mind. Geotechnical work will need

to be done as well as adding hydrants to bring the area up to code. Engineering work will also still need to be done but he noted all of this work is covered by the grant. They can assist in finding low interest loans for out of pocket costs should the project go over the grant amount. Once the work begins, the final designs should be out to bid by January 2024, with construction beginning around March 2024. Once the design is ready, the District will need to approximately 5 bids, which they can also assist with for an additional cost as that would not be covered by the grant. The current proposal for the engineering work is \$108,500.00 and can begin after it is reviewed and approved by Best, Best and Krieger.

Motion to Authorize the General Manager to Sign the Contract Subject to Approval by General Council and Approve up to \$108,500.00 on the Preliminary Bid by Provost and Pritchard as presented made by Director Williams and seconded by Vice President Roberts. Directors voted to Authorize the General Manager to Sign the Contract Subject to Approval by General Council and Approve up to \$108,500.00 on the Preliminary Bid by Provost and Pritchard as presented as follows;

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

**Moved to Authorize the General Manager to Sign the Contract Subject to Approval by General Council and Approve up to \$108,500.00 on the Preliminary Bid by Provost and Pritchard as presented.*

7. Discuss and Vote on the Proposed Fiscal Year 2023-2024 Annual Budget

Earlier in the month the appointed budget committee met at the office to compile a draft budget for the upcoming Fiscal Year. General Manager Houghton, Secretary/Office Administrator Thornton, Director Kalani and Director Belwish worked on the budget, which is projected to be an increase of \$7,000.00 more than last year as it is expected that more tax dollars will come in this year. It was noted that this budget may be amended after a rate study is conducted due to potential financial changes. However if this happens, it will need to be presented as a draft, discussed and then voted upon by the Board of Directors.

Motion to approve the Proposed Fiscal Year 2023-2024 Annual Budget as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Proposed Fiscal Year 2023-2024 Annual Budget as presented as follows;

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

**Moved to approve the Proposed Fiscal Year 2023-2024 Annual Budget as presented.*

8. Discuss and Vote on Prop 218 Letter to the Riverside County Auditor-Controller

Secretary/Office Administrator Thornton explained that this is the same letter that must be approved every year by the Board and included with the Ordinance when submitting it to the County of Riverside. No actions or changes were noted.

Motion to approve the Prop 218 Letter to the Riverside County Auditor-Controller as presented made by Vice President Roberts and seconded by Director Williams. Directors voted to approve

the Prop 218 Letter to the Riverside County Auditor-Controller as presented as follows;

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

** Prop 218 Letter to the Riverside County Auditor-Controller as presented.*

9. Discuss and Vote on Ordinance #57: Establishing Water Standby Charges for Fiscal Year 2023-2024

Every year, the Board has to vote to approve the Standby Tax and present it to the County of Riverside. The dollar amounts per zone has not changed since they have been established, however, the County requires a new Ordinance annually. No actions or changes were noted.

Motion to approve Ordinance #57: Establishing Water Standby Charges for Fiscal Year 2023-2024 as presented made by Director Williams and seconded by Director Kalani. Directors voted to approve Ordinance #57: Establishing Water Standby Charges for Fiscal Year 2023-2024 as presented as follows;

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

**Moved to approve Ordinance #57: Establishing Water Standby Charges for Fiscal Year 2023-2024as presented.*

10. Discuss and Vote on Conducting a Rate Study

Item was moved to new and old business as item 13b: Rate Study Update

11. 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 Vice President Roberts. Directors voted to approve the Checks Paid Report & Monthly Financial Review as presented as follows;

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

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

12. 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
04/26/23-05/24/23	168,332 cf	164,370 cf	130,261 cf
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: 3% (↓ 9%)

Distribution Line Loss: 21% (↓ 24%)

LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	67,720 cf	43,776 cf	36% (↓ 15%)
Twin Pines/Mt. Edna	96,650 cf	86,485 cf	11% (↓ 28%)

OPERATIONS & MAINTENANCE – work completed by the crew

Read Meters, Routine Maintenance, Delivered Notices, Shut-offs, Took and Delivered Samples, Cleaned Up the Shop, Road Maintenance in Twin Pines, Repaired Chevy Colorado Suspension, Weed Abatement, Road Maintenance on Deer Trail in Poppet Flats and Prepped Valley Hi and Woodcliff Drive Intersection for Fire Hydrant Installation in Twin Pines.

LEAKS

- 1 on Main Line
- 1 on Keyes Road
- 1 on Gorgonio View Road

General Manager Houghton briefly updated the Board on the following:

- *Contacted South Mesa regarding the disposal of their work truck, however, it does not have 4 wheel drive, which is a requirement for the High Valleys Water District’s jurisdictional area.*
- *Limited on work that can get done due to the lead technician being on leave, however, he is expected to return on July 10th at which time they can focus on cleaning meters out and other priority jobs that need to get done.*
- *Lots of snakes out right now but technicians are staying alert of surroundings and being careful.*
- *Moving forward on the grant and rate study*

13. Old and New Business

- a. **Election Update:** Secretary/Office Administrator Thornton informed the Board that since the number of candidates did not exceed the number of seats up for election this term, there would be no election. The incumbents, who all filed with the Registrar of Voters for their seat up for election, will be appointed to the High Valleys Water District Board of Directors by the Riverside County Board of Supervisors. An official letter will be mailed to the District within the next month.
- b. **San Gorgonio Pass Water Alliance Update:** No updates other than the main focus of this meeting seemed to stress the fact that the alliance was volunteer-based. Official Agendas and meeting minutes for the San Gorgonio Pass Water Alliance can be viewed on their website at <http://www.passwateralliance.com>.
- c. **Rate Study Update:** General Manager Houghton stated that earlier today he received a phone call informing him that the District was approved for a grant to cover a rate study. An email will be sent out soon informing him and Secretary/Office Administrator Thornton of the items needed to begin work.

14. Closed Session (*Pursuant to Gov. Code Sec §54957*)

President Hughes called the regular meeting into closed session at 4:00 p.m.

President Hughes called the regular meeting back to order from closed session at 4:34 p.m. and announced the following:

- *The President Hughes will draft a letter to send to Mr. Herrold for review and finalize a letter to mail out via certified mail pending any changes to the draft letter.*

15. Adjournment

President Hughes adjourned the meeting at 4:35 p.m.