

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
July 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, Director Williams and General Manager Houghton were all present. Also present were Ron Duncan of Twin Pines representing the San Geronio Pass Water Agency and Jonathan Abadesco of CJ Brown & Company CPAs.

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

It was noted that the presentation of the drafted financial audit statements for fiscal year starting July 1st, 2021 to June 30th, 2022 would need to be added to the agenda as item 5, moving the rest of the items numbers up. No other changes were requested.

Motion to approve the Agenda for July 19th, 2023 as adjusted made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Agenda for July 19th, 2023 as adjusted as follows;

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

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

4. Public Input

No members of the public that were present addressed the Board at this time.

5. Presentation of the Financial Audit Statements for FY21-22 by Jonathan Abadesco

The new auditor Jonathan Abadesco, who replaced former longtime auditor Andy Beck, presented the drafted financial audit statements for fiscal year starting July 1st, 2021 to June 30th, 2022 to the Board. Key notes included a revenue increase of approximately \$30,000.00 due to water consumption increase. The admin expenses and depreciations decreased approximately \$13,000.00. He noted that all the financials looked good for the 2021-2022 fiscal year, having maintained complete transparency all year. He ended the presentation noting that they are giving a clean opinion. He will be discussing with Secretary/Office Administrator Thornton on availability to start the audit for the 2022-2023 fiscal year. No questions were asked and no changes were requested. A copy of the approved financial audit statements for fiscal year 2021 to 2022 can be found on the High Valleys Water District's website at <http://highvalleyswater.com/disclosuresfinancial-reports.html>.

Motion to approve the Financial Audit Statements for FY21-22 as presented made by Director Williams and seconded by Director Belwish. Directors voted to approve the Financial Audit Statements for FY21-22 as presented as follows;

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

**Moved to approve the Financial Audit Statements for FY21-22 as presented.*

6. Adoption of the Regular Meeting Minutes for June 21st, 2023

No changes were required.

Motion to approve the Regular Meeting Minutes for June 21th, 2023 as presented made by Director Kalani and seconded by Vice President Roberts. Directors voted to approve the Regular Meeting Minutes for June 21th, 2023 as presented as follows;

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

**Moved to approve the Regular Meeting Minutes for June 21th, 2023 as presented.*

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

No actions noted.

Motion to approve the Checks Paid Report & Monthly Financial Review as presented made by Vice President Roberts and seconded by Director Kalani. 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 Report

TEST RESULTS

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

WATER QUALITY COMPLAINTS

Color: **0** Odor: **0** Other: **0**
Taste: **0** Pressure (high): **0** Pressure (low): **1***

** Reason: Customer’s pressure regulator went bad; issue on their side of the meter.*

WATER CONSUMPTION

Date	Purchased	Consumed	Sold
05/25/23-06/28/23	226,119 cf	225,980 cf	179,476 cf
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>

Transmission Line Loss: 1% (↓ 2%)

Distribution Line Loss: 21% (*same as last month*)

LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	97,950 cf	68,143 cf	30.00% (↓ 6.00%)
Twin Pines/Mt. Edna	128,030 cf	111,333 cf	13.00% (↑ 2.00%)

OPERATIONS & MAINTENANCE – work completed by the crew

- Read Meters
- Delivered Notices
- Took and Delivered Samples
- Road Work on Valley Hi
- Pressure Tests in Poppet Flats
- Weed Abatement
- Shop Maintenance
- Set Meter Boxes
- Survey for SCADA Computer
- Valve Maintenance

General Manager Houghton briefly updated the Board on the following:

- *Lead technician is back from leave; more projects can be completed, including clearing and cleaning the meters of debris.*
- *Director Belwish asked about chlorination numbers; General Manager Houghton stated numbers have been in normal range.*
- *Still looking for a replacement truck; having trouble finding ones within budget. Vice President Roberts asked if donations are acceptable to which General Manager Houghton replied yes.*
- *Secretary/Office Administrator Thornton sent over the accounting information requested for the rate study; some meter information will still need to be gathered and sent over but the company has already begun the process.*
- *He has a meeting with Lance from San Gorgonio Pass Water Agency on July 26th and one of the items they will discuss is GAP loans.*

9. Old and New Business

- a. **SGPWA Update:** There was no Alliance meeting held in June. The next meeting is scheduled for July 27th, 2023. Agendas and minutes for the San Gorgonio Pass Water Alliance can be viewed on their website at <http://www.passwateralliance.com>.

10. Adjournment

President Hughes adjourned the meeting at 3:41 p.m.