

**RECORD OF THE REGULAR  
MEETING MINUTES FOR THE  
BOARD OF DIRECTORS OF THE  
HIGH VALLEYS WATER DISTRICT  
September 20<sup>th</sup>, 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.

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

No changes were noted.

**Motion to approve the Agenda for September 20<sup>th</sup>, 2023 as presented made by Director Belwish and seconded by Director Kalani. Directors voted to approve the September 20<sup>th</sup>, 2023 as presented as follows;**

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

*\*Moved to accept the Agenda for September 20<sup>th</sup>, 2023 as presented.*

**4. Public Input**

No members of the public were present at this Board meeting.

**5. Adoption of the Regular Meeting Minutes for August 16<sup>th</sup>, 2023**

It was noted that on top of page 5; item 8 under Operations and Maintenance in the General Manager's Report that the word "for" needed to be corrected to the word "for". No other changes were needed.

**Motion to approve the Regular Meeting Minutes for August 16<sup>th</sup>, 2023 as corrected made by Vice President Roberts and seconded by Director Williams. Directors voted to approve the Regular Meeting Minutes for August 16<sup>th</sup>, 2023 as presented as follows;**

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

*\*Moved to approve the Regular Meeting Minutes for August 16<sup>th</sup>, 2023 as corrected.*

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

General Manager Houghton stated he would look for the missing receipt noted for AutoZone and would report back next month what the purchase was for. No other actions were 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;**

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

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

## 7. 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): **5\***

*\* = due to low water tank volume in Twin Pines*

### WATER CONSUMPTION

Date	Purchased	Consumed	Sold
07/26/23-08/23/23	244,031 cf	266,810 cf	214,568 cf
06/28/23-07/26/23	254,890 cf	252,720 cf	213,816 cf
05/25/23-06/28/23	226,119 cf	225,980 cf	179,476 cf

**Transmission Line Loss:** 0% (↓ 1.00%)

**Distribution Line Loss:** 19% (↑ 4.00%)    **Leak Adjustment:** 17% (↑ 2.00%)

### LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	93,000 cf	69,732 cf	25.00% (↑ 2.00%)
Twin Pines/Mt. Edna	173,810 cf	144,854 cf	13.00% (↑ 2.00%)

### OPERATIONS & MAINTENANCE – work completed by the crew

- Read Meters
- Delivered Notices
- Took and Delivered Samples
- Shop Maintenance
- Meter Survey
- Weed Abatement
- Reset Service on Lynx (Poppet Flats)
- Block Wall around Hydrant on Woodcliff Drive (Twin Pines)
- Worked on Booster II Motor.

### LEAKS

- 1 on Gorgonio View Road
- 1 on Booster 3

General Manager Houghton briefly updated the Board on the following:

- *Low water pressure issues were reported in Twin Pines but that was due to the water tank getting down to two feet of water; the pump for the Twin Pines tank was down for 8 days after lightning struck it during the storm; had to call two companies and hire water trucks to refill the tank while Legends (vendor) worked on repairing the pump. Because there was still pressure on the main line, a boil water notice was not required.*
- *Bought a pallet of bottled water to provide Twin Pines customers who needed it; kept record of who took what and how many cases. Office Administrator Thornton stayed at the office until 9:00 p.m. so that customers could come pick up what they needed. Over bought and the District now has several cases of water stored in the shop.*
- *General Manager Houghton stated that he would be submitting everything associated with the lightning strike to the insurance company by next month as it should all be covered again.*
- *Working with Legends to get new pumps for all of the tanks; will be upgrading with new style and sizes that are more common. Although they said that they will work with the District on making payments on the new pumps as opposed to paying it all up front, General Manager Houghton stated he will still be looking for grants that can cover it.*
- *President Hughes thanked the staff for staying late and all the work done in reinstating water and keeping customers informed of the situation.*
- *New customer on Woodcliff is going to pay to have the water line extended to his property; looking at a cost of approximately \$12,000.00.*
- *Haven't found a work truck in the approved price range yet but still looking.*

## 8. Old and New Business

- Rate Study Update:** General Manager Houghton presented the Board with two different charts drafted by the rate study team. Chart one with the lower figures represented what the District's rates would need to be in order to maintain the District as is. Chart two with the slightly higher figures represented what the District's rates would need to be in order to maintain the District as is but also incorporating a Capital Improvement Plan (CIP). A CIP is established in order to provide funds for on-going and future capital improvement requirements over a multiyear period. The team suggested on lowering the usage for the base rate to 700 cubic feet as opposed to the current 1,000 cubic feet as the higher usage would only effect approximately 25% of customers. At this time, General Manager Houghton suggested that the Board compile a list of questions to ask Anthony, the project manager, at next month's meeting.
- Grant/Twin Pines Pipeline Upgrade Update:** General Manager Houghton informed the Board that the surveying has been done twice and got within 3-4 feet, however, they are requesting to come out to redo again to get at 0 as to avoid any neighbor conflicts. However, if they come out again, it will be at an additional cost but will need to be approved by Provost & Pritchard. An easement for the area will be contracted by legal counsel to avoid any future issues.

- c. **San Gorgonio Pass Water Agency Update:** Items discussed were GAP funding, the sites reservoir, repairs for the backbone pipeline and the budget. Agendas and meeting minutes for the San Gorgonio Pass Water Agency can be viewed on their website at <http://www.sgpwa.com>.
- d. **San Gorgonio Pass Water Alliance Update:** There was nothing new to report as there was no meeting held this past month. Agendas and meeting minutes for the San Gorgonio Pass Water Alliance can be viewed on their website at <http://www.passwateralliance.com>.

#### **9. Closed Session (Pursuant to Gov. Code §54956.9(d)(2)) – Anticipated Litigation 1**

President Hughes called the regular meeting into closed session at 3:59 p.m.

President Hughes called the regular meeting back to order from closed session at 4:27 p.m. and announced the following:

- *No action per legal counsel recommendation on SCE matter*
- *No action or change in policy regarding customer email*

#### **10. Adjournment**

President Hughes adjourned the meeting at 4:28 p.m.