

**RECORD OF THE REGULAR  
MEETING MINUTES FOR THE  
BOARD OF DIRECTORS OF THE  
HIGH VALLEYS WATER DISTRICT  
October 18<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 and General Manager Houghton were all present. Director Belwish arrived to the meeting at 3:06 p.m. and Director Williams was absent for this meeting. Anthony Elowsky of RDN Inc. attended the meeting via zoom that he hosted in order to present the rate study findings to the Board.

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

No changes were noted.

**Motion to approve the Agenda for October 18<sup>th</sup>, 2023 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Agenda for October 18<sup>th</sup>, 2023 as presented as follows;**

**Hughes – Yes   Kalani – Yes   Roberts—Yes**

*\*Moved to accept the Agenda for October 18<sup>th</sup>, 2023 as presented.*

**4. Public Input**

No public input was given at this time.

**5. Adoption of the Regular Meeting Minutes for September 20<sup>th</sup>, 2023**

It was noted that on page 5; in the middle of the page of the fourth bullet point, the word “opposes” needed to be corrected to the word “opposed”. No other corrections were noted.

**Motion to approve the Regular Meeting Minutes for September 20<sup>th</sup>, 2023 as corrected made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for September 20<sup>th</sup>, 2023 as corrected as follows;**

**Hughes – Yes   Kalani – Yes   Roberts—Yes**

*\*Moved to approve the Regular Meeting Minutes for September 20<sup>th</sup>, 2023 as corrected.*

**6. Discuss and Vote on the Virtual Presentation of the Rate Study Conducted by RDN**

Anthony Elowsky of RDN Inc. presented the results of the rate study to the Board via zoom as he was unable to attend the meeting in person. The presentation reviewed the current charges and two customer classifications as well as the current revenue. They also reviewed the cost of service analysis. A chart was provided that showed projected growth and inflation over the next five years with suggested rate increases that will allow the District to meet the CIP (Capital Improvement Plan) goal. It was

suggested that an adjustment of 20% be effective for year 2024 and year 2025 and a 15% adjustment for year 2026. The Board had several questions and wanted a little more research to be done for clarification before deciding to move forward with the process on increasing the water rates. At this time, they decided to table the vote to next month's meeting.

**Motion to table the Voting on the Rate Study to November's Meeting as presented made by Director Belwish and seconded by Director Kalani. Directors voted to table the Voting on the Rate Study to November's Meeting as presented as follows;**

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

*\*Moved to table the Voting on the Rate Study to November's Meeting as presented.*

#### **7. Discuss and Vote on District's Internal Operating Fees Increase Proposal**

Secretary/Office Administrator Thornton presented the Board with a chart of proposed fee increases for internal operations as the process have been the same for at least ten years. The proposal increases were compiled by both her and General Manager Houghton with inflation over the last decade as a key factor. They recommended that the increases be effective as of January 2024. A copy of the current and proposed fees were posted on the District's website under "General Manager's Messages and Important Dates". The increases will also be posted inside the District's office near the pay window and at the community bulletin boards in both Poppet Flats and Twin Pines.

**Motion to approve the District's Internal Operating Fees Increase Proposal Effective January 2024 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the District's Internal Operating Fees Increase Proposal Effective January 2024 as presented as follows;**

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

*\*Moved to approve the District's Internal Operating Fees Increase Proposal Effective January 2024 as presented.*

#### **8. Discuss and Vote on Donating Cases of Water**

When the tanks in Twin Pines were producing low to no water pressure last month after the lightning strike, General Manager Houghton purchased a pallet of bottled water to provide to the Twin Pines residents so they would not be without drinking water. Only 10 cases were picked up, leaving 74 left over. This is more water than the District staff can consume in a timely manner so it was suggested that cases be donated to one or more local non-profit groups. After discussion, it was decided that 25 cases will be donated to the Rancho Encino Mountain Club located in Poppet Flats and 25 cases will be donated to the Cowboys for a Cause Ranch in Twin Pines. The remaining cases will be stored in the District Office's storage unit and will be used by the staff during working hours.

**Motion to approve Donating Cases of Water to the Rancho Encino Mountain Club in Poppet Flats and Cowboys for a Cause Ranch in Twin Pines as presented made by Director Kalani and seconded by Director Belwish. Directors voted to approve Donating Cases of Water to the Rancho Encino Mountain Club in Poppet Flats and Cowboys for a Cause Ranch in Twin Pines as presented as follows;**

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

*\*Moved to approve Donating Cases of Water to the Rancho Encino Mountain Club in Poppet Flats and*

*Cowboys for a Cause Ranch in Twin Pines as presented.*

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

Director Belwish asked why General Manager Houghton’s medical insurance reimbursement payment was higher than normal and Secretary/Office Administrator Thornton informed her that the description was incorrect. It was supposed to include that a portion of the payment was reimbursement for a radiator purchased for the backhoe at Scott’s Equipment. General Manager Houghton had to use his personal credit card for this purchase because the credit limit for Scott’s Equipment was far lower than the cost of the radiator and he did not have enough credit on his District issued credit card without going over the limit, which would of caused bank charges. No other questions asked or actions requested.

**Motion to approve the Checks Paid Report & Monthly Financial Review as presented made by Director Belwish 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**

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

**10. General Manager’s Update & Maintenance Report**

**TEST RESULTS**

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

**WATER QUALITY COMPLAINTS**

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

**WATER CONSUMPTION**

<b>Date</b>	<b>Purchased</b>	<b>Consumed</b>	<b>Sold</b>
08/23/23-09/20/23	289,173 cf	267,360 cf	204,369 cf
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

**Transmission Line Loss:** 8% (↑ 8.00%)

**Distribution Line Loss:** 24% (↑ 5.00%)

**LOSS BREAKDOWN**

	<b>Consumed</b>	<b>Sold</b>	<b>Water Loss</b>
Poppet Flats	82,270 cf	66,266 cf	21.00% (↓ 4.00%)
Twin Pines/Mt. Edna	183,090 cf	138,180 cf	25.00% (↑ 13.00%)

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

- Took and Delivered Water Samples
- Delivered Customer Notices
- Read Meters
- Routine Maintenance
- Cleaned Meters
- Installed Motor Pump #2
- Repaired Radiator on Backhoe
- Shop Work
- Weed Abatement
- Repaired Road in Poppet Flats
- Worked on Removal for New Service on Woodcliff Drive
- Road Work on Main Line
- Repaired 2005 Chevy Colorado.

## **LEAKS**

- 2 on Gorgonio View Road
- 1 on Main Line
- 1 on Bear Street (Service Leak)

*General Manager Houghton briefly updated the Board on the following:*

- *Water loss percentages are off due to the timing with the tanks when they were read versus when Twin Pines was experiencing the low to no water pressure last month.*
- *He will be submitting all the information to the insurance company this month for a claim from when the lightning struck the tank.*
- *2006 Chevy Truck is currently down as of today; will be working on it in the morning.*
- *The new customer on Woodcliff Drive confirmed that he will be paying to have the waterline connect to his property; Will be approximately \$14,000.00; he will also be signing a notarized agreement that the line will belong to the District.*

## **11. Old and New Business**

- San Gorgonio Pass Water Agency Update:** No new updates. Agendas and meeting minutes for the San Gorgonio Pass Water Agency can be viewed on their website at <http://www.sgpwa.com>.
- San Gorgonio Pass Water Alliance Update:** No new updates. Agendas and meeting minutes for the San Gorgonio Pass Water Alliance can be viewed on their website at <http://www.passwateralliance.com>.

## **12. Adjournment**

President Hughes adjourned the meeting at 4:32 p.m.