

**RECORD OF THE REGULAR  
MEETING MINUTES FOR THE  
BOARD OF DIRECTORS OF THE  
HIGH VALLEYS WATER DISTRICT  
October 19<sup>th</sup>, 2022**

**1. Call to Order & Pledge of Allegiance**

Vice President Roberts 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. Vice President Roberts, Director Kalani, Director Williams, Director Belwish and General Manager Houghton were all present. President Hughes was absent due to illness.

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

No changes were noted.

**Motion to approve the Agenda for October 19<sup>th</sup>, 2022 as presented made by Director Belwish and seconded by Director Williams. Directors voted to approve the Agenda for October 19<sup>th</sup>, 2022 as presented as follows;**

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

*\*Moved to accept the Agenda for October 19<sup>th</sup>, 2022 as presented.*

**4. Public Input**

There were no members of the public present for this meeting.

**5. Closed Session (Pursuant to Gov. Code Sec §54957(b)(1).)**

**PUBLIC EMPLOYEE INTERVIEWS – Interim Entry Level Field Technician**

Vice President Roberts called the regular meeting into closed session at 3:02 p.m.

Vice President Roberts called the regular meeting back to order from closed session at 3:52 p.m. and announced the following:

- *The Board voted to hire Michael Wallace to fill the position of Interim Entry Level Field Technician with a 60 day probation period.*
- *The District will still be accepting applications for the Interim Entry Level Field Technician.*

**6. Adoption of the Regular Meeting Minutes for September 21<sup>st</sup>, 2022**

No corrections noted.

**Motion to approve the Regular Meeting Minutes for September 21<sup>st</sup>, 2022 as presented made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for September 21<sup>st</sup>, 2022 as presented as follows;**

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

*\*Moved to approve the Regular Meeting Minutes for September 21<sup>st</sup>, 2022 as presented.*

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

Secretary/Office Administrator Thornton informed the Board that the CPA had not sent her the balance sheet and profit and loss reports but will email them as soon as she received them. No changes, corrections or actions required.

**Motion to approve the Checks Paid Report & Monthly Financial Review as presented made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Checks Paid Report & Monthly Financial Review as presented as follows;**

**Belwish – 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:   **0** (high) **0** (low)

### WATER CONSUMPTION

Date	Purchased	Consumed	Sold
08/24/22-09/27/22	318,025 cf	302,510 cf	229,392 cf
07/26/22-08/24/22	279,221 cf	276,460 cf	219,328 cf
06/22/22-07/26/22	353,674 cf	341,810 cf (348,810 cf)	260,554 cf (271,954 cf)

**Transmission Line Loss:** 5.00% (↓2.00%)

**Distribution Line Loss:** 24.00% (↑3.00%)

### LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	108,660 cf	76,162 cf	30.00% (↑ 7.00%)
Twin Pines/Mt. Edna	193,850 cf	153,223 cf	20.00% (No Change)

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

- Equipment Maintenance
- Changed Fuel Pump on 2005 Colorado
- Shop Maintenance
- Repaired Gate Valve Cans on Coyote
- Installed Meters (Previously Removed for Cleaning)
- Redid Asphalt on Gubment where New Line was Installed

- Fixed Office Screen Door
- Office Maintenance
- Read Meters
- Took and Delivered Routine Water Samples (*including Lead & Copper and TTH & HAA5*)
- Shut Offs
- Checked Dig Alerts
- Delivered Notices.

#### **LEAKS**

- Keyes Drive (1)
- Ellis Drive (1)
- Mount Edna (5)

#### **TO BE DISCUSSED**

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

- *Recent water loss increase due to leaks*
- *Needs Assessment Report completed; will have an update at next month's meeting*
- *Approved for GIS Mapping under grant funding; District will need to purchase 2 tablets and monthly app for this.*
- *Still trying to get Rate Study approved under grant funding*

#### **9. Old and New Business**

- a. **SGPWA Update:** General Manager Houghton stated that they went over the current Drought conditions; no signs of ending soon. Also informed the Board that the City of Banning approved a water rate increase which we will be seeing soon as the District is charged as a regular high usage customer. This increase will be factored into the District's rate study.

#### **10. Adjournment**

Vice President Roberts adjourned the meeting at 4:23 p.m.