

**RECORD OF THE REGULAR  
MEETING MINUTES FOR THE  
BOARD OF DIRECTORS OF THE  
HIGH VALLEYS WATER DISTRICT  
December 20<sup>th</sup>, 2023**

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

President Hughes called the meeting to order at 3:01 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 was Kevin Walton of San Geronio Pass Water Agency and High Valleys Water District's Lead Field Technician Alberto Jimenez.

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

General Manager Houghton requested that a helo-tanks update be added to the agenda as item 10d. No other changes were noted.

**Motion to approve the Agenda for December 20<sup>th</sup>, 2023 as adjusted made by Director Kalani and seconded by Vice President Roberts. Directors voted to approve the Agenda for December 20<sup>th</sup>, 2023 as adjusted as follows;**

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

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

**4. Presentation of High Valleys Water District's Geographic Information System (GIS) by Alberto Jimenez**

High Valleys Water District's Lead Field Technician Alberto Jimenez presented to the Board the Geographic Information System via the Land Glide app that he is currently working on. The GIS maps the entire District's jurisdiction, however, everything needs to be inputted manually. He showed what work he had done so far, which included the locations of the fire hydrants and approximately 75% of all the water lines. Once the water lines are completed, the app will be able to auto detect the measurements of the pipes and length of the lines. He also showed the locations of the water service meters that he has been able to input so far. The GIS app also shows approximate property lines and current owner information which is obtained by County records. General Manager Houghton stated that once the fire hydrants are all located and inputted, then a copy will be provided to CalFire to assist in case of emergencies. He also showed the Board the previously used maps, which were referred to as engineer maps that were printed on old paper. It is expected that the mapping will be completed within the next few months.

**5. Public Input**

No members of the public were present to address the Board.

**6. Adoption of the Regular Meeting Minutes for November 15<sup>th</sup>, 2023**

It was noted that in the last line on page 4; item 7, the word "leak" needed to be corrected to the word

“leaf”. No other corrections were noted.

**Motion to approve the Regular Meeting Minutes for November 15<sup>th</sup>, 2023 as corrected made by Director Belwish and seconded by Vice President Roberts. Directors voted to approve the Regular Meeting Minutes for November 15<sup>th</sup>, 2023 as corrected as follows;**

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

*\*Moved to approve the Regular Meeting Minutes for November 15<sup>th</sup>, 2023 as corrected.*

**7. Discuss and Vote on the Notice of Exemption for California Environmental Quality Act (CEQA)**

General Manager Houghton explained to the Board that this form needed to be signed and filed with the Office of Planning and Research for the Twin Pines Pipeline project and is one of the requirements for the grant.

**Motion to approve the Notice of Exemption for California Environmental Quality Act (CEQA) as presented made by Director Kalani and seconded by Director Belwish. Directors voted to approve the Notice of Exemption for California Environmental Quality Act (CEQA) as presented, as follows;**

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

*\*Moved to approve the Notice of Exemption for California Environmental Quality Act (CEQA) as presented.*

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

Board Secretary/Office Administrator Thornton provided a handout to the Board with the credit card purchase descriptions as this information was not on the checks paid report. Director Belwish asked what Rapid Data was and Board Secretary/Office Administrator explained that this was the assessment vendor that the District uses when submitting information to Riverside County for the fixed charges/standby tax. No other questions or comments were made.

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

**9. 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>
10/25/23-11/22/23	181,860 cf	181,770 cf	128,508 cf
09/20/23-10/25/23	335,420 cf	341,310 cf	220,899 cf
08/23/23-09/20/23	289,173 cf	267,360 cf	204,369 cf

**Transmission Line Loss:** 0% (same as previous month)

**Distribution Line Loss:** 30% (↓ 4.00%)

## **LOSS BREAKDOWN**

	<b>Consumed</b>	<b>Sold</b>	<b>Water Loss</b>
Poppet Flats	64,160 cf	42,267 cf	34.00% (↓ 4.00%)
Twin Pines/Mt. Edna	117,610 cf	86,241 cf	26.00% (↓ 6.00%)

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

- Took and Delivered Water Samples
- Delivered Customer Notices
- Read Meters
- Routine Maintenance
- Road Work on Cryer
- Shop Maintenance
- Installed Meter on Fox Drive (Poppet Flats)
- Pump Maintenance
- R&R Cla-Val Booster 3
- Exercised Valves in Poppet Flats
- Road Work on Gorgonio View (Twin Pines)
- Outfit 2016 Chevy Colorado

## **LEAKS**

- 2 on Main Line
- 1 on Wonderview Road

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

- *Going to start working on clearing out the meters throughout the District when the weather allows it.*
- *Finished repairing the water line on Woodcliff Drive at the Customer's cost which was approximately \$2,400.00*
- *Eaves were replaced around the District's office; lots of acorns were found when it was pulled off. Will be painting once the wet weather passes and looking at replacing the roof around summer time.*
- *Provost and Pritchard are finishing up the engineering report and the project is almost ready to*

*start accepting bids for construction.*

- *Working on obtaining the District's easements and right-of-ways from the County as they are required for the grant work; will cost approximately \$170 to get them all.*
- *Will begin looking for bids on the Twin Pines Pipeline around February and construction will begin based off of the bid received, but hoping by March or April.*
- *Will hold a "Ground Breaking Ceremony" before the construction begins and will notify the public; will be working with San Gorgonio Pass Water Agency to put together.*

## **10. Old and New Business**

- Public Notice for Proposed Rate Adjustment Update:** Secretary/Office Administrator Thornton mailed out a total of 275 notices on November 29<sup>th</sup>, 2023. Although this is the only notice that is legally required, she also posted the notice at the District's office, on the District's website, the District's Facebook page, the community Facebook pages and the community bulletin boards near the mailboxes in both Twin Pines and Poppet Flats. In addition to this, a notice was also posted at the Rancho Encino Clubhouse.
- San Gorgonio Pass Water Agency Update:** No new updates as the Agency will not meet again until January 2024. 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 as the Alliance will not meet again until January 2024. Agendas and meeting minutes for the San Gorgonio Pass Water Alliance can be viewed on their website at <http://www.passwateralliance.com>.
- Helio-tanks Update:** Kevin Walton of San Gorgonio Pass Water Agency informed the Board of the current Helipad Project which would provide a dedicated area close to water for helicopters to land for fire protection. They have reached out to several agencies to get their input on potential sites and checked to make sure they met all of the safety requirements. The plan has been submitted to check the sites by priority and is currently in the hands of CalFire Aviation. Once they hear back, they will update the agencies and engage in more discussion.

## **11. Adjournment**

President Hughes adjourned the meeting at 4:08 p.m.