

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
December 21st, 2022**

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 Williams, Director Belwish and General Manager Houghton were all present.

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

No changes were requested.

Motion to approve the Agenda for December 21st, 2022 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Agenda for December 21st, 2022 as presented as follows;

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

**Moved to accept the Agenda for December 21st, 2022 as presented.*

4. Public Input

No members of the public present for the meeting.

5. Adoption of the Regular Meeting Minutes for October 19th, 2022

Page 3; item 1- Name needs to change from President Hughes to Vice President Roberts

Page 4; item 8 – the word “lined” needs to be corrected to “line”

Motion to approve the Regular Meeting Minutes for October 19th, 2022 as corrected made by Director Belwish and seconded by Director Williams. Directors voted to approve the Regular Meeting Minutes for October 19th, 2022 as corrected as follows;

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

**Moved to approve the Regular Meeting Minutes for October 19^{ht}, 2022 as corrected.*

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

Action required for General Manager Houghton’s Amazon purchase; need to locate the receipt to identify the purchase and report back.

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

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

WATER QUALITY COMPLAINTS (November)

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

**low pressure due to a leak on the owner's side of the meter*

WATER CONSUMPTION (November)

| Date | Purchased | Consumed | Sold |
|-------------------|------------|------------|------------|
| 09/27/22-10/26/22 | 237,265 cf | 232,900 cf | 182,791 cf |
| 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 |

Transmission Line Loss: 2.00% (↓3.00%)

Distribution Line Loss: 22.00% (↓3.00%)

LOSS BREAKDOWN (November)

| | Consumed | Sold | Water Loss |
|---------------------|------------|------------|--------------------------|
| Poppet Flats | 73,070 cf | 51,740 cf | 30.00% (same as October) |
| Twin Pines/Mt. Edna | 159,830 cf | 131,051 cf | 19.00% (↓ 1.00%) |

OPERATIONS & MAINTENANCE – work completed by the crew (November)

- Read Meters
- Routine Maintenance
- Delivered Notices
- Shut-offs
- Samples
- Asphalt Repair
- Repaired Road for Gate Valve Cans on Coyote
- Leak on Transmission Line in Mount Edna
- Pump Maintenance
- Dig Alerts
- Vehicle Maintenance
- Repaired Suspension on 2018 Colorado
- Replaced Air Vac on Transmission Line
- Cleaned and Conducted Maintenance on Old District Wells

- Changed Oil for Rear Drive on Backhoe
- Repaired Flat on 2018 Colorado

LEAKS (November)

- Transmission Line (1)
- Woodcliff Drive (1)
- Summer Breeze Drive (5)

TEST RESULTS (December)

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

WATER QUALITY COMPLAINTS (December)

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

WATER CONSUMPTION (December)

| Date | Purchased | Consumed | Sold |
|-------------------|------------|------------|------------|
| 10/26/22-11/22/22 | 172,902 cf | 174,680 cf | 115,097 cf |
| 09/27/22-10/26/22 | 237,265 cf | 232,900 cf | 182,791 cf |
| 08/24/22-09/27/22 | 318,025 cf | 302,510 cf | 229,392 cf |

Transmission Line Loss: 0.00% (↓ 2.00%)

Distribution Line Loss: 34.00% (↑12.00%)

LOSS BREAKDOWN (December)

| | Consumed | Sold | Water Loss |
|---------------------|------------|-----------|-------------------|
| Poppet Flats | 65,060 cf | 41,622 cf | 37.00% (↑ 7.00%) |
| Twin Pines/Mt. Edna | 109,620 cf | 73,475 cf | 33.00% (↑ 14.00%) |

OPERATIONS & MAINTENANCE – work completed by the crew (December)

- Read Meters
- Routine Maintenance
- Delivered Notices
- Shut-offs
- Samples
- Road Repair in Poppet Flats
- Shop Maintenance
- Repaired 2018 Colorado Suspension
- Truck Maintenance
- Repaired Air Vacs in Mt. Edna
- Checked and Marked Dig Alerts
- Adjusted Pump Packings

- Maintenance Around Old Well Sites
- Serviced Back Hoe Rear Drive

LEAKS *(December)*

- Main Line (1)
- Woodcliff Drive (1)

TO BE DISCUSSED

General Manager Houghton briefly updated the Board on the following:

- *New interim field technician is working out well, learning a lot of things with the District and getting practice on leak repairs.*
- *Still working with SPGWA on obtaining a grant to cover the much needed rate study.*
- *CRWA came out and did leak detection with the technicians using the new mapping application; also went over the new mapping system with them and how to navigate and utilize it.*

8. Old and New Business

- Needs Assessment Report (Update):** General Manager Houghton informed the Board that the High Valleys Water District was awarded full approval for the \$982,000.00 grant through IRWM. He has signed the required documents to begin the process, however, there may be out of pocket expenses due to the cost of material going up since the estimate was given. The District can begin accepting bids for contractors to begin work on the pipeline upgrade.
- SGPWA Update:** The meetings for last month and this month were canceled and are expected to resume in January 2023.

9. Adjournment

President Hughes adjourned the meeting at 3:50 p.m.