

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
February 16th, 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, Director Roberts, Director Belwish and General Manager Houghton were all present. Also present were the following: Poppet Flats resident John Kalani, Twin Pines resident Steve Chittenden, Twin Pines resident Claudia Chittenden, Twin Pines resident Mike Galusha, Twin Pines resident Kelly Davis, Twin Pines property owner Gloria Smith and Jeff Davis of Provost and Pritchard.

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

Secretary/Office Administrator stated that item 5 would need to be tabled due to the Notice of Vacancy not being posted. No other changes were noted.

Motion to approve the Agenda for February 16th, 2022 as adjusted made by Director Belwish and seconded by Director Roberts. Directors voted to approve the Agenda for February 16th, 2022 as adjusted as follows;

Belwish – Yes Hughes – Yes Roberts—Yes

**Moved to accept the Agenda for February 16th, 2022 as adjusted.*

4. Public Input

The following members of the public submitted their request to speak forms to address the Board.

Steve Chittenden: Stated that former General Manager A.C. “Clem” Kunkel told him several years ago that he could build over the pipeline that runs through his property because he told him that the line was temporary. Spoke in opposition of extending the 8” pipeline through his property and should get a grant to go down Twin Pines Road.

Claudia Chittenden: Wanted to know why in the July 2021 minutes the extension was called a repair and why was it considered much needed all of a sudden.

Mike Galusha: Does not think the line should go down someone’s property because it would be easier to go down Twin Pines Road and the public should be notified.

Kelly Davis: Stated that he had issues with work being performed on his property without being notified and requested documentation that his property was “up for grabs”.

Gloria Smith: Stated that the line extension should not wait any longer. She has been unable to sell her property due to no water service being available to this area. She feels it is also much needed for fire protection as currently there is none in the area.

General Manager Houghton: Responded to public comments after they all had their opportunity to speak. As previously discussed, there is a current prescriptive easement that has been verified by the District’s legal counsel that could be used for this line. By doing so, it would cost the District approximately \$900,000.00 less than re-routing the line and having it go down Twin Pines Road. To date, no physical work has been done regarding this line. This project has been an ongoing discussion since January 2016, when the District began working with ZW3 in trying to obtain a grant for this line, however, after two years of work and preparation, the District was denied. The line extension has always been discussed openly when addresses during a meeting and has always been stated on the Agenda that is posted in advanced. He has also stated, which can be verified in meeting minutes, that before any physical work begins, the Board will call a public meeting to provide information and answer questions.

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

PUBLIC EMPLOYEE APPOINTMENT/INTERVIEWS – Board Member

The Closed Session was tabled to March’s meeting.

6. Adoption of the Regular Meeting Minutes for December 15th, 2021

No changes noted.

Motion to approve the Regular Meeting Minutes for December 15th, 2021 as presented, made by Director Belwish and seconded by Director Roberts. Directors voted to approve the Regular Meeting Minutes for December 15th, 2021 as presented, as follows;

Belwish – Yes Hughes – Yes Roberts—Yes

**Moved to approve the Regular Meeting Minutes for December 15th, 2021 as presented*

7. Discuss and Vote on Resolution 292: AB 361 – Authorizing Virtual Board Meetings

No changes to previous AB 361 Resolution template, other than approving it for the next potential virtual meeting.

Motion to approve Resolution 292: AB 361 – Authorizing Virtual Board Meetings as presented made by Director Belwish and seconded by Director Roberts. Directors voted to approve Resolution 292: AB 361 – Authorizing Virtual Board as presented, as follows;

Belwish – Yes Hughes – Yes Roberts—Yes

**Moved to approve Resolution 292: AB 361 – Authorizing Virtual Board meetings as presented*

8. Discuss and Vote on Director Thornton’s Resignation Letter

Secretary/Office Administrator Thornton read Director Thornton’s resignation letter aloud. Director Thornton thanked the Board for the opportunity to serve the community for three and a half years and wished the District continued success.

Motion to accept Director Thornton’s Resignation Letter as presented made by Director Roberts and seconded by Director Belwish. Directors voted to accept Director Thornton’s Resignation Letter as presented, as follows;

Belwish – Yes Hughes – Yes Roberts—Yes

**Moved to accept Director Thornton’s Resignation letter as presented*

9. Discuss and Vote on Provost & Pritchard Proposal

After a review of the proposal included in the Agenda packet, the Directors discussed the item at hand. Jeff Davis was present to answer any questions, along with General Manager Houghton. Director Roberts asked if this would fix the current Distribution line loss to which General Manager Houghton stated yes. Director Belwish asked if this proposal would include the pumps that lead up the hill to which General Manager Houghton stated that the Grant would cover several projects outside of the line extension, with the pumps being one of them. President Hughes asked how long it would take to complete to which General Manager Houghton replied by stating once approved, it should take approximately 60 days to complete if there is no issues with the weather or work that requires immediate attention as this project would be top priority to complete as soon as possible.

Motion to approve the Provost & Pritchard Proposal as presented made by Director Roberts and seconded by Director Belwish. Directors voted to approve the Provost & Pritchard Proposal as presented;

Belwish – Yes Hughes – Yes Roberts—Yes

**Moved to approve the Provost & Pritchard Proposal as presented.*

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

No changes or actions were noted.

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

Belwish – Yes Hughes – Yes Roberts—Yes

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

11. General Manager’s Update & Maintenance Report

TEST RESULTS (January)

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

WATER QUALITY COMPLAINTS (January)

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

WATER CONSUMPTION (January)

| Date | Purchased | Consumed | Sold |
|-------------------|------------------|-----------------|-------------|
| 11/23/21-12/22/21 | 194,450 cf | 184,140 cf | 105,263 cf |

Transmission Line Loss: 4.3%

Distribution Line Loss: 42%

LOSS BREAKDOWN (January)

| | Consumed | Sold | Loss |
|---------------------|-----------------|-------------|-------------|
| Poppet Flats | 83,320 cf | 38,827 cf | 46.60% |
| Twin Pines/Mt. Edna | 100,840 cf | 66,430 cf | 35.00% |

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

- Run Line
- Routine Maintenance
- Read Meters
- Notices
- Installed New Meter on Woodcliff
- Worked on SCADA
- Cycle Gate Valves in Poppet Flats
- Built Rack for 2006 Colorado
- Assisted Tank Divers

LEAKS (January)

- Wonderland (1)

TO BE DISCUSSED (January)

- N/A

TEST RESULTS (February)

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

WATER QUALITY COMPLAINTS (February)

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

WATER CONSUMPTION (February)

| Date | Purchased | Consumed | Sold |
|-------------------|------------------|-----------------|-------------|
| 12/22/21-01/25/22 | 224,727 cf | 197,060 cf | 106,278 cf |

Transmission Line Loss: *unavailable*

Distribution Line Loss: *unavailable*

LOSS BREAKDOWN (February)

| | Consumed | Sold | Revenue Loss |
|--------------|-----------------|-------------|---------------------|
| Poppet Flats | 88,470 cf | 45,700 cf | <i>unavailable</i> |

Twin Pines/Mt. Edna

108,590 cf

60,578 cf

unavailable

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

- Run Line
- Routine Maintenance
- Read Meters
- Notices
- Samples
- Repair Skip Loader Front Drive
- Road Maintenance (Main Tanks)
- Valve Maintenance
- Assist Divers at Booster Tanks
- Repair and Replaced A –Arms on 2018 Colorado

LEAKS (February)

- Mt. Edna (1)
- Wonderland (1)
- Distribution Line (1)

TO BE DISCUSSED (February)

- N/A

12. Old and New Business

- a. **San Gorgonio Pass Water Alliance Meeting Update:** General Manager Houghton summarized the meeting stating they primarily discussed flood control and all of the preventative maintenance being done. To view meeting agendas and/or approved meeting minutes, please visit their website at www.passwateralliance.com.

13. Adjournment

President Hughes adjourned the meeting at 3:56 p.m.