

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
February 21st, 2018**

1. Call to Order, Pledge of Allegiance

President Wright called the meeting to order at 3:00 p.m. He then proceeded to lead everyone in the Pledge of Allegiance.

2. Roll Call

Secretary (and Office Administrator) Thornton called the roll. President Wright, Vice President Pavey, Director Hughes, Director Van Sickle, Director Haaland and General Manager Houghton were all present.

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

President Wright added the following under Old & New Business: 12c) Voting Procedure Update and 12d) Commercial Rate Update. No other adjustments were noted.

Motion to approve the Agenda for February 21st, 2018 as adjusted, made by Vice President Pavey and seconded by Director Hughes. Directors voted to approve the Agenda for February 21st, 2018 as adjusted, as follows;

Haaland – Yes Hughes – Yes Pavey – Yes Wright – Yes Van Sickle – Yes

**Moved to accept the Agenda for February 21st, 2018 as adjusted.*

4. Public Input

No members of the public were present at this meeting.

5. Adoption of the Regular Meeting Minutes for January 17th, 2018

It was noted that on page 3; item 4, the word “he” needed to be added in the 7th line down, under Steve Chittenden’s statement. Also on page 3; item 4, the Twin Pines pipe reference in the first sentence under Ron Singerton’s statement needed to be clarified as the Twin Pines pipe located in front of the Water District’s entrance. No other corrections were needed.

Motion to approve the Regular Meeting minutes for January 17th, 2018, as corrected, made by Director Van Sickle and seconded by Director Haaland. Directors voted to approve the Regular Meeting minutes for January 17th, 2018, as corrected, as follows;

Haaland – Yes Hughes – Yes Pavey – Yes Wright – Yes Van Sickle – Yes

**Moved to approve the Regular Meeting minutes for January 17th, 2018 as corrected.*

6. Discuss and Vote on D-2 Licensing Exam Costs

General Manager Houghton informed the Board that field technician Jimenez is going to be taking his Treatment 1 (T-1) exam in May and his Distribution 2 (D-2) exam in July. Since employing licensed technicians is beneficial for the District, he asked if the Board would be willing to reimburse him for his exam costs, which would include the cost of books needed for studying. The Board was pleased to hear that he was so eager to advance in the field and agreed that, if passed, he would be reimbursed for his exam costs, including course books.

Motion to approve cost reimbursements for passed exams, as presented, made by Director Hughes and seconded by Vice President Pavey. Directors voted to approve cost reimbursements for passed exams, as presented, as follows;

Haaland – Yes Hughes – Yes Pavey – Yes Wright – Yes Van Sickle – Yes

**Moved to approve cost reimbursements for passed exams as presented.*

7. Discuss and Vote on HVWD Office Improvements

Director Haaland requested that he would like to see improvements done to the District’s office. For inside improvements, he wants to close in the area where the General Manager’s desk is to give him a private office and whatever improvements he sees fit for the staff. General Manager Houghton would like to improve the Secretary’s office by adding a security window to the pay area, as well as a security door. For outside improvements, Director Haaland would like to add large bins or concrete bricks to store the asphalt in to make it out of sight. He would also like to have a vinyl fence placed around the property, primarily for esthetics. He also wants the culvert at the office’s entrance to be improved. His goal is to make the property look more like a Water District, not a residence or county yard. Vice President Pavey stated that she did not see the need for adding a vinyl fence for esthetics when there is so much infrastructure that needed to be repaired and/or updated. Secretary/Office Administrator Thornton said that she believes spending money for esthetic purposes only could be considered a misuse of public funds and General Manager Houghton stated he would check with legal counsel about it. All of the Directors agreed that improving the inside area would be beneficial, but would need to rethink what is added and how it is added due to space confinements. The office would still need to have enough sitting room for the public and meet the requirements of the building’s maximum occupancy. Also, should the General Manager’s area be enclosed, it would take away the only two windows that provide outside light. At this time, neither Director Haaland nor General Manager Houghton had cost estimates for everything mentioned, but knew the \$1,500.00 that was budgeted for improvements would not be enough. General Manager Houghton stated that he would gather the necessary information with hard cost estimates to present at next month’s meeting.

Motion to approve the concept to make office improvements pending total costs, as presented, made by Director Hughes and seconded by Director Van Sickle. Directors voted approve the concept to make office improvements pending total costs, as presented, as follows;

Haaland – Yes Hughes – Yes Pavey – Yes Wright – Yes Van Sickle – Yes

**Moved to approve the concept to make office improvements pending total cost as presented.*

8. Discuss and Vote on Cal OES 89 Form

General Manager Houghton explained to the Board that he was informed by Andrew Brake, a staff services analysis for Cal OES, that this form is one of the requirements for the Project Assurances for Federal Assistance program.

Motion to approve the Cal OES 89 Form as presented, made by Director Van Sickle and seconded by Director Hughes. Directors voted to approve the Cal OES 89 Form, as presented, as follows;

Haaland – Yes Hughes – Yes Pavey – Yes Wright – Yes Van Sickle – Yes

**Moved to approve Cal OES 89 Form as presented.*

9. Discuss and Vote on Cal OES 130 Resolution

General Manager Houghton explained that this resolution was another requirement requested from Andrew Brake. Once the Cal OES 89 Form and the Cal OES 130 Resolution are approved, they can be submitted to the California Governor’s Office of Emergency Services and they can review the District’s Public Assistance Approval for Disaster #4305 documentations.

Motion to approve the Cal OES 130 Resolution as presented, made by Director Hughes and seconded by Director Van Sickle. Directors voted to approve the Cal OES 130 Resolution, as presented, as follows;

Haaland – Yes Hughes – Yes Pavey – Yes Wright – Yes Van Sickle – Yes

**Moved to approve the Cal OES 130 Resolution as presented.*

10. Discuss and Vote on the Financial Reports

Board Secretary/Office Administrator Thornton was directed to look into transfer limitations, if any, between the District’s Wells Fargo accounts and to partner with the CPA to determine when to close the ID-1 bank account. She was also instructed to change the name of this item on future agendas to show that the Directors still review the CPA’s compilation of the monthly Balance Sheet and Profit & Loss financial reports. Although these reports are no longer to be included in the agenda for public viewing, per the contract with the CPA, the Directors would still discuss any positive and/or negative figures that the reports may reflect. It was reiterated that both reports are for the management staff’s review only.

Motion to approve the Financial Reports as presented, made by Director Van Sickle and seconded by Director Haaland. Directors voted to approve the Financial Reports, as presented, as follows;

Haaland – Yes Hughes – Yes Pavey – Yes Wright – Yes Van Sickle – Yes

**Moved to approve the Financial Reports as presented.*

11. General Managers Report

a) Tests Results

Babcock: **GOOD**
 System Testing: **GOOD**

b) Water Consumption

Date	Purchased	Consumed	Sold
12/27/17-1/24/18	174,400 cf	179,080 cf	124,215 cf
11/27/17-12/27/17	200,000 cf	202,550 cf	138,815 cf
10/25/17-11/27/17	241,000cf	172,643 cf	172,643 cf

Transmission Line Loss: 0%

Distribution Line Loss: 30.64%

LOSS BREAKDOWN

	Consumed	Sold	Revenue Loss
Poppet Flats:	80,290 cf	49,410 cf	38.46%

Twin Pines/Mt. Edna 98,790 cf 64,921 cf 34.28%

c) Operations and Maintenance – work completed by the crew

- Routine Line Maintenance
- Monthly Equipment Service
- Smog F-250
- Tires on F-250
- F-250 Dump Build
- Shop Maintenance
- Road Repair in Twin Pines
- Repaired Raccoon
- Routine Samples
- Repaired Gorgonio View
- Replaced Asphalt on Coyote
- Cleaned Around Tanks
- Fire flow Test in Poppet Flats
- Read Meters
- Delivered Final Notices

LEAKS

- (1) Main Line – Mt. Edna
- (1) Gorgonio View
- (1) Mt. Edna

TO BE DISCUSSED

- *Discussed in closed session*

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

- Large leaks in Poppet Flats are causing the water loss percentage to go up; many were from frozen pipes that burst.
- Posted information online pages about how to prevent frozen pipes during freezing weather. It also contained tips on how to thaw frozen pipes.
- General Manager Houghton would like to add a water meter directly after/behind the ID-1 tank to monitor the usage better but still needs to look into costs. Currently, there is no way to really gauge how much water passes through and he suspects that this could be a source of water loss.

12. Old and New Business

12a) Annual Form 700

Secretary/Office Administrator Thornton informed the Board that she had emailed the Form 700 packets to each Director's district assigned email address. She asked that they please complete the necessary forms and return to her no later than March 29th, 2018, so that she can file them with the County before the deadline.

12b) San Gorgonio Pass Water Alliance Update

President Wright informed all present that the next SGPWA’s meeting will be held on Wednesday, February 28th, 2018 at the Banning City Hall and will start promptly at 5:00 p.m. He encouraged everyone to attend, as the meetings contain valuable information.

12c) Voting Procedure Update

Secretary Thornton presented the Certificate of Sufficiency of Water Use to the Board. She also presented a draft petition that will need to be circulated, but is waiting on legal council’s approval to ensure the format and verbiage is correct.

12d) Commercial Rates Update

General Manager Houghton presented a draft letter of the imposed commercial rates coming to the District. The letter is projected to be mailed out next month, which will contain all of the required information, including the Public Hearing date.

13. Executive Board of Directors Closed Session (*Pursuant to Government Code 54957*)

President Wright adjourned into closed session at 4:14 p.m.

President Wright called the regular meeting back to order from closed session at 4:31 p.m. and announced the following:

- *Pay increase for field technician Jimenez, taking effect in April.*
- *Annual pay increase of 5% for the General Manager’s outstanding review, taking effect in April.*

14. Adjournment

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