

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
February 21st, 2024**

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

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

President Hughes noted that the Board needed to pick a committee to complete General Manager Houghton’s evaluation. It was added as item 10c. No other adjustments were needed.

Motion to approve the Agenda for February 21st, 2024 as adjusted made by Director Kalani and seconded by Vice President Roberts. Directors voted to approve the Agenda for February 21st, 2024 as adjusted as follows;

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

**Moved to accept the Agenda for February 21st, 2024 as adjusted.*

4. Public Input

No members of the public were present for this meeting.

5. Adoption of the Regular Meeting and Public Hearing Minutes for January 17th, 2024

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 and Public Hearing Minutes for January 17th, 2024 as presented made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Regular Meeting and Public Hearing Minutes for January 17th, 2024 as presented as follows;

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

**Moved to approve the Regular Meeting and Public Hearing Minutes for January 17th, 2024 presented.*

6. Discuss and Vote to Allow Provost & Pritchard to Oversee and Approve the Grant Management

General Manager Houghton suggested that the Board of Directors allow Provost and Pritchard to oversee the costs and spending of the grant to ensure everything is done correctly and meets the required deadlines.

Motion to approve Provost & Pritchard to Oversee and Approve the Grant Management as presented made by Director Williams and seconded by Director Belwish. Directors voted to Provost & Pritchard to Oversee and Approve the Grant Management as presented as follows;

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

**Moved to approve Provost & Pritchard to Oversee and Approve the Grant Management as presented.*

7. Discuss and Vote on High Valleys Water District’s Updated Drug-Free Workplace Policy

Board Secretary/Office Administrator Thornton stated that a handout with the updates was not available as she was unable to locate the District’s original policy and had not heard back from a sister water district for theirs. The updated policy is an immediate requirement of the grant. Since an approved policy was not yet available, she suggested that the Board confirm that the District was a drug-free workplace to have in the minutes and when the policy becomes available, provide it to the asking representatives. She stated that when employees are hired, they sign a paper stating they acknowledge the District is a drug-free workplace and one of the things it outlines is that if there is an accident, the District has the right to drug test the employee(s) involved in the incident. It was noted that the new policy would basically be the same, however, it will include California’s laws on medical marijuana.

Motion to confirm the High Valleys Water District is a Drug-Free Workplace and approve the Policy pending updates as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to confirm the High Valleys Water District is a Drug-Free Workplace and approve the policy pending updates as presented as follows;

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

**Moved to confirm the High Valleys Water District is a Drug-Free Workplace and approve the policy pending updates as presented.*

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

Director Williams asked about the high amount paid to Legend Pumps and Wells and Board Secretary/Office Administrator Thornton explained that it was a combined payment for the quarterly maintenance, which is \$475.00 by itself, and the service call with required repairs for one of the pumps. General Manager Houghton stated that he would be talking to them regarding a discount due to the repairs needed were caused by an error on the company’s part for previous work done on the same pump. No other questions were asked or actions required.

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.*

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

Date	Purchased	Consumed	Sold
12/20/23-01/24/24	240930 cf	220,870 cf	116,092 cf
11/22/23-12/20/23	183,650 cf	181,950 cf	122,328 cf
10/25/23-11/22/23	181,860 cf	181,770 cf	128,508 cf

Transmission Line Loss: 8% (↑ 8.00%) *Leak Adjustment: 2.00% (↑ 1.00%)

Distribution Line Loss: 48% (↑ 16.00%) *Leak Adjustment: 30.00% (↓ 2.00%)

LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	93,920 cf	49,394 cf	48.00% (↑ 7.00%)
Twin Pines/Mt. Edna	126,950 cf	66,698 cf	48.00% (↑ 22.00%)

* **Water Loss Leak Adjustments:** 32.00% for Poppet Flats (↓9.00%) and 28.00% for Twin Pines (↑2.00%)

OPERATIONS & MAINTENANCE – work completed by the crew

- Took and delivered routine water samples
- Delivered customer notices
- Read meters
- Routine maintenance
- Located end of 8" line for new line
- Shop work
- New tires on 2016 Colorado
- Changed oil on booster #2.

LEAKS

- 2 on Main Line
- 1 on Twin Pines Road
- 1 on Mount Edna Main
- 1 on Cypress Street
- 1 on Gorgonio View Road

General Manager Houghton briefly updated the Board on the following:

- *He has not started cleaning out the meters throughout the District due to the weather and*

recent projects; Agreed to set a schedule of cleaning one per day as suggested by Director Williams, which would allow all to be completed within approximately 8 months.

- *Reviewed the minutes from last month's public hearing as he was absent due to illness, and responded to the comments and questions listed; wanted to clarify that the Rate Study would have cost \$41,000.00 however, it was completely covered by a grant that San Gorgonio Pass Water Agency helped obtain and no money came out of the District's funds.*
- *Twin Pines Pipeline Project engineering is 50% complete; it would have been at 80% but a resident in the area denied access to the property to run the line so the study has to be redone. In the process of finalizing it; determined that the 8" line will now end at Horner Road.*
- *With the update of this line, a hydrant will be placed every 500 feet*
- *He will have a more accurate timeline by next month's meeting but it seems that construction will begin around September 2024.*
- *Helotanks have been approved for full funding by the Riverside County District 5 Board of Supervisors; looking to have them in and completed before fire season begins this year.*
- *4 sites include Poppet Flats, Cabazon, the North Banning Mountain Community aka "The Bench" and Cherry Valley/Calimesa, though Cabazon's site may be replaced/relocated to Twin Pines.*

10. Old and New Business

- a. **San Gorgonio Pass Water Agency Update:** No new updates were given. Agendas and meeting minutes for the San Gorgonio Pass Water Agency can be viewed on their website at <http://www.sgpwa.com>.
- b. **San Gorgonio Pass Water Alliance Update:** The main discussion at this meeting was regarding the Chromium 6 issue which is moving closer to revising the state's standards from 100 parts per billion to 10 parts per billion. The last public hearing regarding this will be held in March 2024, when voting will take place by the California State Water Resource Control Board. They also reviewed SB-606 and SB-1668 bills as well as the state's new water cuts. California's overall goal for standard indoor water use is 42 gallons of water per person, per day by 2030. Agendas and meeting minutes for the San Gorgonio Pass Water Alliance can be viewed on their website at <http://www.passwateralliance.com>.
- c. **General Manager's Evaluation Committee:** The two Board members that will be conducting the General Manager's evaluation will be President Hughes and Director Williams.

11. Adjournment

President Hughes adjourned the meeting at 4:01 p.m.