

**RECORD OF THE REGULAR  
MEETING MINUTES FOR THE  
BOARD OF DIRECTORS OF THE  
HIGH VALLEYS WATER DISTRICT  
March 16<sup>th</sup>, 2022**

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

President Hughes called the meeting to order at 3:11 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 Andrew Vottero, Twin Pines resident Kelly Davis, and Twin Pines resident Jesse Williams

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

No changes were noted.

**Motion to approve the Agenda for March 16<sup>th</sup>, 2022 as presented made by Director Roberts and seconded by Director Belwish. Directors voted to approve the Agenda for March 16<sup>th</sup>, 2022 as presented as follows;**

**Belwish – Yes    Hughes – Yes    Roberts—Yes**

*\*Moved to accept the Agenda for March 16<sup>th</sup>, 2022 as presented.*

**4. Public Input**

No members of the public submitted a request to speak form, in addition, the General Manager and Board President verbally verified that no one wanted to address the Board. However, after item 12b, the Board allowed a second opportunity for public comment. The following questions were asked:

1. Why is public comment at the beginning of the meeting?
2. Where is the District at in the process of obtaining a grant?
3. Where is the prescriptive easement at?
4. What is a commercial account?

The following requests were made:

1. Wants public comment to be at the end of the meeting.
2. Wants to see documentation for the prescriptive easement in Twin Pines

The Board President thanked the public for their input and stated that anything requiring action will be discussed at the next Board Meeting.

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

**PUBLIC EMPLOYEE APPOINTMENT – Board Member**

**EMPLOYEE EVALUATION – General Manager**

President Hughes called the regular meeting into closed session at 3:16 p.m.

President Hughes called the regular meeting back to order from closed session at 3:45 p.m. and announced the following:

- *The Board voted to re-appoint Poppet Flats resident John Kalani to fill the first open position of Board Member.*
- *The Board voted to appoint Twin Pines resident Jesse Williams to fill the second open position of Board Member.*
- *The Board approved the General Manager’s annual evaluation conducted by President Hughes and Director Roberts.*
- *The Board approved a 5% rate increase to the General Manager’s annual salary.*

**6. Adoption of the Regular Meeting Minutes for February 16<sup>th</sup>, 2022**

No changes noted.

**Motion to approve the Regular Meeting Minutes for February 16<sup>th</sup>, 2022 as presented, made by Director Roberts and seconded by Director Belwish. Directors voted to approve the Regular Meeting Minutes for February 16<sup>th</sup>, 2022 as presented, as follows;**

**Belwish – Yes   Hughes – Yes   Roberts—Yes**

*\*Moved to approve the Regular Meeting Minutes for February 16<sup>th</sup>, 2022 as presented*

**7. Discuss and Vote on Resolution 293: AB 361 – Authorizing Virtual Board Meetings**

No changes were made from the previous AB 361 Resolution templates, other than changing the date to approve it for the next potential virtual meeting.

**Motion to approve Resolution 293: AB 361 – Authorizing Virtual Board Meetings as presented made by Director Belwish and seconded by Director Roberts. Directors voted to approve Resolution 293: AB 361 – Authorizing Virtual Board as presented, as follows;**

**Belwish – Yes   Hughes – Yes   Roberts—Yes**

*\*Moved to approve Resolution 293: AB 361 – Authorizing Virtual Board meetings as presented*

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

Director Roberts asked how often the tanks were inspected and how many the District had to which General Manager Houghton answered all five tanks are inspected every five years.

**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.*

**9. General Manager’s Update & Maintenance Report**

**TEST RESULTS**

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

**WATER QUALITY COMPLAINTS**

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

**WATER CONSUMPTION**

Date	Purchased	Consumed	Sold
01/25/22-02/22/22	191,256 cf	171,070 cf	101,543 cf
12/22/21-01/25/22	224,727 cf	197,060 cf	106,278 cf
11/23/21-12/22/21	194,450 cf	184,140 cf	105,263 cf

**Transmission Line Loss:** 10.50%

**Distribution Line Loss:** 40.50%

**LOSS BREAKDOWN**

	Consumed	Sold	Water Loss
Poppet Flats	74,470 cf	40,768 cf	45.00%
Twin Pines/Mt. Edna	96,600 cf	60,775 cf	37.00%

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

- Routine Maintenance
- Read Meters
- Samples
- Repair Skip Loader Front 4x4
- Checked Services in Poppet Flats for Leaks
- Cycle Gate Valves
- Fire Flow Test on Woodcliff Drive (Requested)
- Installed New Meter Service in Poppet Flats

**LEAKS**

- Wonderview (1)

**TO BE DISCUSSED**

- **Possible Off-Road Vehicle Park:** General Manager Houghton informed the Board that the County of Riverside was looking at five sites to build an off-road vehicle park, two of which are in the District’s jurisdiction. It is currently in the discussion stage and the County is welcoming input from the public, especially local communities of where the sites are at.
- **Line Improvement in Twin Pines:** General Manager Houghton responded to the public question regarding the grant. He stated that the District has been trying to obtain a grant for Twin Pines

since 2016. At this time, the Board had hired the company, ZW3, whom had excellent reviews from surrounding Districts. However, after two years of work, the District was denied the grant due to Twin Pines not qualifying as a Disadvantaged Community (DAC). This time, the grant that is trying to be obtained is including Poppet Flats, which also has areas that need improvements, as opposed to one specific project just in Twin Pines. He also informed the Board that Provast and Pritchard would be coming to survey the area and tour the pumping system soon. It was reiterated that the District was due for a rate study, which will need to include all easements.

- It was also discussed that the Director's would be doing a tour of the jurisdiction after next month's meeting. If more than two Director's will be present at one time, an agenda will be posted informing the public with the date and time.

## **12. Old and New Business**

- a. **Form 700:** Secretary/Office Administrator Thornton reminded the Board that there Form 700's were due to her by March 30<sup>th</sup>, 2022 so that she can mail them in to the County before the deadline.
- b. **CPA Update:** Secretary/Office Administrator Thornton informed the Board that the District's long time CPA, Linda Glau, would be stepping away from her work due to family medical issues. This means that the Board may not receive financial reports until the District can fill the CPA position. The search for a new CPA has been ongoing and will continue until one that fits the budget can be hired.

## **13. Adjournment**

President Hughes adjourned the meeting at 4:18 p.m.