

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
March 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)

No adjustments were noted.

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

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

**Moved to accept the Agenda for March 21st, 2018 as presented.*

4. Public Input

No members of the public were present at this meeting.

5. Adoption of the Regular Meeting Minutes for February 21st, 2018

It was noted that on page 4; item 7, the word “gate” in the 6th and 9th line down needed to be changed to “fence”. On page 5; item 9, the word re-review in the 3rd line down needed to be changed to “review”. On page 6; item 11 under the “To be discussed” section, the 9th line down, the word “gage” needed to be corrected to “gauge”. No other corrections were noted.

Motion to approve the Regular Meeting minutes for February 21st, 2018, as corrected, made by Director Van Sickle and seconded by Director Haaland. Directors voted to approve the Regular Meeting minutes for February 21st, 2018, as corrected, as follows;

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

**Moved to approve the Regular Meeting minutes for February 21st, 2018 as corrected.*

6. Discuss and Vote on HVWD Office Improvements

General Manager Houghton informed the Board that he had come up with a different idea for the inside office improvements, that is also more cost efficient. He explained the new layout, which would include a divider wall at the office building entrance, as to not take away from the Board Meeting area. Also, the Director’s tables would be parallel to the back wall instead of in the current “L” shape, which would open up room for public seating. He has already ordered the security door and the window for the secretary’s office, which he will install once received. He also explained the improvements that will be done to the bathroom and storage room. For the outside, he will be adding concrete bunkers to hide the

asphalt and rock from view. He estimated the total cost would be approximately \$3,200, which is less than what they were thinking the former plan would cost. At this time, he does not have a plan for the fencing, however, he is still researching materials and cost.

Motion to approve inside Office Improvements, as presented, made by Director Hughes and seconded by Vice President Pavey. Directors voted to approve inside Office Improvements, as presented, as follows;

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

**Moved to approve inside Office Improvements as presented.*

7. Discuss and Vote on Purchasing Cameras for the District

General Manager Houghton requested the approval to purchase critter cams and place them around the District in areas where water theft is suspected. This would also assist with identifying the person or persons responsible for any of the District’s property damage.

Motion to approve the purchase of Critter Cams, as presented, made by Director Van Sickle and seconded by Vice President Pavey. Directors voted to approve the purchase of Critter Cams, as presented, as follows;

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

**Moved to approve the purchase of Critter Cams as presented.*

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

Vice President Pavey questioned the Audit fees, as they are higher than last year. Secretary/office Administrator Thornton explained that the fees this year are higher per the engagement letter, which would need to be reflected on the upcoming budget. She had requested a payment history from the Auditors so that it can be compared to the District’s records to make sure they match. Director Haaland asked if the credit cards were receiving points or rewards, to which Secretary/Office Administrator Thornton replied that Wells Fargo did not offer these for business accounts. He also asked if the District was receiving interest on the savings funds, which again, she answered no. Vice President Pavey explained that when they Director’s unanimously voted yes on pulling the money out of the Local Agency Insurance Fund (LAIF), they gave up interest for security. Although LAIF provided interest on the funds the District put in, the money was not secured, and they Directors had decided they no longer wanted to take this risk for such a small return.

Motion to approve the Financial Reports as presented, made by Director Van Sickle and seconded by Director Hughes. 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.*

9. General Managers Report

a) Tests Results

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

b) Water Consumption

Date	Purchased	Consumed	Sold
1/24/18-2/27/18	226,100 cf	228,240 cf	134,540 cf
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

Transmission Line Loss: 0%

Distribution Line Loss: 41%

LOSS BREAKDOWN

	Consumed	Sold	Revenue Loss
Poppet Flats:	117,240 cf	61,852 cf	47%
Twin Pines/Mt. Edna	111,000 cf	69,849 cf	37%

c) Operations and Maintenance – work completed by the crew

- Routine Line Maintenance
- Delivered Final Notices
- Repaired Electrical Pump #2
- Backfill Mainline
- Road Work for FEMA Project
- Weed Abatement
- Shop Maintenance
- Road Work on Mt. Edna
- Culvert Repair on Woodcliff
- Set Meters in Poppet Flats
- Took & Delivered Samples
- Read Meters
- Shut Off services for non-payment
- Inventory
- Picked Up Parts for the Skip Loader

LEAKS

- (1) Poppet Flats
- (1) Mt. Edna

TO BE DISCUSSED

Purchase Leak Detector: With the water loss starting to increase again, General Manager Houghton would like to invite different companies to come and give some demonstrations of the different types of detectors. Prices for a good leak detector range from \$1,500.00 to \$3,500.00. The director's agreed that this purchase would greatly benefit the District and pay for itself. He will be bringing back hard prices to the Board once he gathers a couple quotes.

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

- Still waiting on a reply from Cla-Val regarding the meter he'd like to install after the main tank in Mt. Edna.
- Dump truck is working great and proving to be very useful.

10. Old and New Business

10a) Change of District Voting Update

Secretary/Office Administrator Thornton presented the petition form to the Board. Once all of the verbiage and codes are approved by both legal counsel and the Registrar of Voters, the petition can then be circulated. Although she is waiting to receive the final list of registered voters in the District's jurisdiction, she estimated that they would need approximately 150 verified signatures, which is the required 25%. The deadline to submit the petition is May 2019, but she would like to have it completed by December 2018 to allow time to fix any unforeseeable errors. She also informed the Board that changing from a Landowner District to a Registered Voter District will not need to be added to the ballot.

10b) AB 1234 & AB 1825 Classes

Secretary/Office Administrator Thornton informed the Board of the set date for the training classes, which will be held on April 9th, 2018 at the Cabazon Water District. The classes will begin promptly at 9:00 a.m. and the end around 2:00 p.m.

10c) Commercial Rate Update

Secretary/Office Administrator Thornton mailed out the Imposed Commercial Rate notification on March 12th, 2018. This gives the public a 68 day notice of the Public hearing, as opposed to the required 45 day notice. The Public hearing will be held during the regularly scheduled Board meeting on May 16th, 2018 and begin promptly at 3:00 p.m. Although the new Commercial rate will not impact a majority of the District's customers, the notice was mailed out to every tenant and owner on file per legal counsel.

10d) San Gorgonio Pass Water Alliance Update

President Wright briefly updated the Board about February's Alliance meeting. Dan Jagers, who is the new General Manager for the Beaumont-Cherry Valley Water District, gave a presentation on how the SGPWA will be bringing the water into Southern California and down to our area. The next Alliance meeting will be on Wednesday, March 28th, at 5:00pm. At this time, Mr. Jagers will continue his presentation about the aforementioned, which he referred to as "Page Two". President Wright encouraged everyone present to attend.

11. Adjournment

President Wright adjourned the meeting at 4:02 p.m.