

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
May 18th, 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 Belwish, Director Kalani, Director Williams and General Manager Houghton were all present. Also present were the following: Twin Pines residents Steve and Claudia Chittenden. Vice President Roberts was absent due to the birth of his baby.

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

The date on the agenda needed to reflect the current date. No other changes were noted.

Directors voted to approve the Agenda for May 18th, 2022 as corrected as follows;

Belwish – Yes Kalani – Yes Hughes – Yes Williams – Yes

**Moved to accept the Agenda for May 18th, 2022 as corrected.*

4. Public Input

No members of the public submitted a request to speak form to address the Board at this time.

5. Adoption of the Regular Meeting Minutes for April 20th, 2022

No changes noted.

Motion to approve the Regular Meeting Minutes for April 20th, 2022 as presented, made by Director Belwish and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for April 20th, 2022 as presented, as follows;

Belwish – Yes Kalani – Yes Hughes – Yes Williams – Yes

**Moved to approve the Regular Meeting Minutes for April 20th, 2022 as presented*

6. Discuss and Vote on Fiscal Year 2022-2023 Budget Committee

After a brief discussion, the following were appointed to the budget committee: President Hughes, Director Belwish, General Manager Houghton and Secretary/Office Administrator Thornton.

Motion to approve the budget committee as appointed made by Director Williams and seconded by Director Kalani. Directors voted to approve the budget committee as appointed, as follows;

Belwish – Yes Kalani – Yes Hughes – Yes Williams – Yes

**Moved to approve the Fiscal Year 2022-2023 Budget Committee as appointed.*

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

Secretary/Office Administrator Thornton reiterated that Babcock Labs and SoCal Edison overlapped with billing and reflects 2 months payments. So Cal Edison payment was high due to them back billing for the past 8 months they had not read the meter at Old Idyllwild Road. Director Belwish requested information about the missing Home Depot receipt to which General Manager Houghton stated he would get back to her. A commercial account deposit was returned due to the account being closed which will not be allowed to be reopened as a commercial account to the new owner.

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

Belwish – Yes Kalani – Yes Hughes – Yes Williams – Yes

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

8. 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
03/23/22-04/22/22	178,217 cf	174,780 cf	112,306 cf
02/22/22-03/23/22	177,660 cf	169,190 cf	109,617 cf
01/25/22-02/22/22	191,256 cf	171,070 cf	101,543 cf
Transmission Line Loss:	2.00% (↓2.75%)		
Distribution Line Loss:	35.74% (↑0.74%)		Leak Adjustment: 28.50% (↑5.5%)

LOSS BREAKDOWN

	Consumed	Sold	Water Loss	Adjusted
Poppet Flats	76,090 cf	43,275 cf	43.13% (↓2.75%)	40.00%
Twin Pines/Mt. Edna	98,690 cf	69,031 cf	30.05% (↑0.74%)	28.50%

OPERATIONS & MAINTENANCE – work completed by the crew

- Read Meters
- Routine Maintenance

- Delivered Notices
- Took and Delivered Water Samples
- Prepped for State Sanitary Survey
- Prepped for Service and Line Extension on Partridge Road
- Dig Alerts
- Reset Meter Box on Ellis Drive
- Reset Bumper Pole on Lynx Street
- Meter Test Program
- Weed Abatement

LEAKS

- Deer Trail Road (1)
- Summer Breeze (1)

TO BE DISCUSSED

- **Radios for Emergency Response Plan:** General Manager Houghton explained to the Board the importance of the District having radios to utilize during emergency situations. At this time, he was unaware of the total costs but stated he would be working with the High Valleys Mountain Disaster Team to get radios that they all can communicate on. He also stated how the community as a whole would benefit from a repeater, which would increase the connection for communication between the radios throughout the area. He also stated that he would be reaching out to California Rural Water Association (CRWA) for cost assistance.
- **Generator for Office Use:** General Manager Houghton stated that need for a generac system at the office during power outages, which generally increase during the summer months. In the past whenever SCE has scheduled (or even unscheduled) power outages, the office had to be closed due to not having any power to do administrative work. If the office has a generator, the power can remain on, and although limited due to possible no internet, work can still be done. The cost would be approximately \$11,000.00, but he would look around for a more exact cost and reach out to see if cost assistance is available for this.
- **General Update:** The numbers for water loss are still jumping around but they have discovered that several meters that have been tested have gone bad. He stated that he is working with Waterflow Industries, who took over Zenner, regarding the failed meters. One of things they requested is that the District send them a couple of the meters so they can send them out to be tested. This information will be used to come up with a solution regarding the meters purchased through Zenner approximately five years ago. He updated the Board regarding a small line extension in Poppet Flats at Coyote and Partridge. This was done due to a new service installed on the corner of Partridge. He stated that Jeff Davis from Provost and Pritchard would be present at next month's meeting and will be available to answer any questions from the Board regarding the Twin Pines line extension. He reiterated that as discussed during the closed session from the last meeting, Provost and Pritchard would be looking at grants and cost assistance programs to run the line down Twin Pines Road only, as they no longer will be looking at the option of using the prescriptive easement that exists through a resident's property.

9. Old and New Business

- a. **CRWA Expo – Information Update:** General Manager Houghton updated the Board on the classes he took while at the Expo and shared information he obtained while also networking with companies and vendors. He stated that one of the things they went over was an Emergency Response Plan, which the District hasn't done in several years. Although this plan is also in line with the Local Hazard Mitigation Plan (LHMP), he stated the District would need to revise it soon.
- b. **May's Disaster Meeting – Informational Update:** General Manager Houghton updated the Board on the disaster meeting held at the Twin Pines Ranch put on by the High Valleys Mountain Disaster Team earlier in the month. The meeting was primarily an opportunity for the community to meet with officials and representatives from the different agencies the community would be working with during emergency situations. This meeting also provided the opportunity for the community to get immediate answers to questions and general information regarding emergency situations. For more information regarding this meeting, please reach out to the High Valleys Mountain Disaster Team.
- c. **Worker's Comp and Insurance Renewal Update:** Secretary/Office Administrator Thornton informed the Board that the District's insurance and worker's compensation had been renewed with Glatfelter and AIG, who partner with California Rural Water Association, last month. The total cost was just over \$11,000.00 and will be good until April 1st, 2023.

10. Adjournment

President Hughes adjourned the meeting at 3:44 p.m.