

**RECORD OF THE REGULAR  
MEETING MINUTES FOR THE  
BOARD OF DIRECTORS OF THE  
HIGH VALLEYS WATER DISTRICT  
July 20<sup>th</sup>, 2022**

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

President Hughes called the meeting to order at 3:02 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 and General Manager Houghton were all present. Director Belwish arrived at 3:08 p.m. and was late due to a road obstruction. Director Williams was absent for an unknown reason. The following names were taken from the sign in sheet: Steve Chittenden, Claudia Chittenden and Terri Mcnutt.

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

No changes were noted.

**Motion to approve the Agenda for July 20<sup>th</sup>, 2022 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Agenda for July 20<sup>th</sup>, 2022 as presented as follows;**

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

*\*Moved to accept the Agenda for July 20<sup>th</sup>, 2022 as presented.*

**4. Public Input**

There were no Request to Speak forms submitted to address the Board.

**5. Adoption of the Regular Meeting Minutes for June 22<sup>nd</sup>, 2022**

On page 5, item; the middle of the seventh sentence needed to be reworded. No other corrections were needed.

**Motion to approve the Regular Meeting Minutes for June 22<sup>nd</sup>, 2022 as corrected made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for June 22<sup>nd</sup>, 2022 as corrected as follows;**

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

*\*Moved to approve the Regular Meeting Minutes for June 22<sup>nd</sup>, 2022 as corrected.*

**6. Discuss and Vote on Fiscal Year 2020-2021 Audit by Fedak and Brown**

Secretary/Office Administrator Thornton informed the Board that the Auditors are in the final stages of completing the Fiscal Year 2020-2021 Financial Reports, however, the deadline to get the finalized reports turned in to the County is before the next Board meeting. At this time, the Auditors are requesting the Board vote to accept the reports as presented so they can turn them in immediately without risking penalties. When they are available, a representative of Fedak and Brown, more than

likely Andy Beck, will present the reports to the Board. General Manager Houghton and Secretary/Office Administrator Thornton have reviewed the preliminary reports which seem to be in good standing. In previous years, these reports often matched the finalized reports that are presented to the Board. In the chance that the finalized reports do not match up this year or any changes are needed after the presentation, the auditor stated that an amended report can be submitted on the District's behalf. Secretary/Office Administrator Thornton also noted that the reason this audit is being completed so late is due to her being on maternity leave during the normal time frame the work is done. The two employees that filled in for her while she was out were not able to assist in the work needing to be done so the auditor requested to begin the work once Secretary/Office Administrator Thornton returned, which General Manager Houghton approved as he wanted it to be done correctly.

**Motion to accept the Fiscal Year 2020-2021 Audit as presented made by Director Kalani and seconded by Director Belwish. Directors voted to accept the Fiscal Year 2020-2021 Audit as presented as follows;**

**Belwish – Yes   Hughes – Yes   Kalani – Yes   Roberts – Yes**

*\*Moved to accept the Fiscal Year 2020-2021 Audit as presented.*

#### **7. Discuss and Vote on Executive Order #2002-0018: Stage II Water Restrictions**

The Board reviewed the current Resolution adopted by the State Water Board, which goes over Governor Newsom's order for stage two water restrictions. On top of adopting the same resolution, which can be found on both the District's website as well as the California State Water Board website, they also authorized General Manager Houghton to enforce all aspects of the Resolution, including action against those not following the guidelines and restrictions set forth.

**Motion to adopt Resolution #2002-0018 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to adopt Resolution #2002-0018 as presented as follows;**

**Belwish – Yes   Hughes – Yes   Kalani – Yes   Roberts – Yes**

*\*Moved to adopt Resolution #2002-0018 as presented.*

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

Secretary/Office Administrator Thornton stated that the three months of Amazon charges for \$16.23 each have been disputed as they were unauthorized by an unknown person. The bank will be refunding the money and issuing General Manager Houghton a new card. She clarified that the apple.com purchase on General Manager Houghton's card was for Norton.

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

**Belwish – Yes   Kalani – 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**      Other: **0**  
Taste: **0**      Pressure: **1\*** (high) **0** (low)      \* *Tested; needed new pressure regulator*

**WATER CONSUMPTION**

<b>Date</b>	<b>Purchased</b>	<b>Consumed</b>	<b>Sold</b>
05/25/22-06/22/22	251,465 cf	250,125 cf	184,355 cf
04/22/22-05/25/22	265,910 cf	258,360 cf	178,323 cf
03/23/22-04/22/22	178,217 cf	174,780 cf	112,306 cf

**Transmission Line Loss:** 1.00% (↓2.00%)  
**Distribution Line Loss:** 27.00% (↓4.00%)

**LOSS BREAKDOWN**

	<b>Consumed</b>	<b>Sold</b>	<b>Water Loss</b>
Poppet Flats	89,670 cf	63,288 cf	30.00% (↓7.50%)
Twin Pines/Mt. Edna	153,290 cf	121,047cf	22.00% (↓3.00%)

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

- Read Meters
- Routine Maintenance
- Delivered Notices
- Took and Delivered Water Samples
- Repaired ram on backhoe
- Reinstalled service on Wonderview road
- Leak check on Wonderview road
- Installed new line and service on Gubment x Partridge (Poppet Flats)
- Installed fire hydrant and air Vac on Partridge
- Prepped Gubment road for paving

**LEAKS**

- Main Line (1)

**TO BE DISCUSSED**

*After reviewing the maintenance report, General Manager Houghton briefly updated the Board on the following:*

- *Meters have been determined to be defective; company will issue replacements as they are tested; unknown number of meters needing replacement at this time.*
- *Completed a majority of the list requirements from the Sanitary Survey from the State; items not completed will be done after completing the grant to receive funding.*
- *A lot of properties are not in compliance with backflow requirements and will need to be corrected immediately per the State Water Board. General Manager is setting up a meeting with a certified backflow inspector to go around the District to verify who needs to have a backflow device installed. Customers will then have 30 days to have a backflow device installed and pass inspection/testing or their water service will be disconnected due to possible cross contamination.*
- *Lead and Copper testing is due by the end of September; Requirement of testing sites has increased from 5 to 10 and will also include Mount Edna sites.*

#### **10. Old and New Business**

- a. **Grant Update:** No new updates with the process other than General Manager Houghton is still working with IRWM as well as CSDA to get it started.

#### **14. Adjournment**

President Hughes adjourned the meeting at 3:31 p.m.