

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
September 21st, 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, Vice President Roberts, Director Kalani, Director Williams, Director Belwish and General Manager Houghton were all present.

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

No changes were noted.

Motion to approve the Agenda for September 21st, 2022 as presented made by Director Belwish and seconded by Vice President Roberts. Directors voted to approve the Agenda for September 21st, 2022 as presented as follows;

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

**Moved to accept the Agenda for September 21st, 2022 as presented.*

4. Public Input

There were no members of the public present to address the Board during the meeting.

5. Adoption of the Regular Meeting Minutes for August 17th, 2022

No corrections noted.

Motion to approve the Regular Meeting Minutes for August 17th, 2022 as presented made by Vice President Roberts and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for August 17th, 2022 as presented as follows;

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

**Moved to approve the Regular Meeting Minutes for August 17th, 2022 as presented.*

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

Secretary/Office Administrator Thornton informed the Board that the CPA's financial reports should be updated by the end of the week and will be sent to the Director's District assigned emailed addresses. When asked what Carbonite was and if it was necessary, she replied it was the online backup and yes it was. Normally, she purchases the program annually but they had a sale that saved 20% if you purchased the 3 year package. No other questions or actions were noted.

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

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

7. 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: **0** (high) **0** (low)

WATER CONSUMPTION

Date	Purchased	Consumed	Sold
07/26/22-08/24/22	279,221 cf	276,460 cf	219,328 cf
06/22/22-07/26/22	353,674 cf	341,810 cf (348,810 cf)	260,554 cf (271,954 cf)
05/25/22-06/22/22	251,465 cf	250,125 cf	184,355 cf

Transmission Line Loss: **7.00%** (↑ 7.00%)

Distribution Line Loss: **21.00%** (↑27.00%)

LOSS BREAKDOWN

	Consumed	Sold	Water Loss
Poppet Flats	102,730 cf	79,029 cf	23.00% (↓10.00%)
Twin Pines/Mt. Edna	173,730 cf	140,302 cf	20.00% (↓ 3.00%)

OPERATIONS & MAINTENANCE – work completed by the crew

- Road Grading
- Repaired F-250 Front Suspension Steering
- Installed Rack on 2006 Colorado
- Tightened Bolts on Main Tank
- Weed Abatement
- Repaired A/C on F-250
- Put Up Stage II Restriction Signage
- Repaired Lights on Skip Loader
- Took and Delivered Routine Water Samples
- Delivered Notices

LEAKS

- Keyes Drive - Service (1)
- Willow Road (1)
- Mount Edna (1)
- Granite Street (1)

TO BE DISCUSSED

General Manager Houghton briefly updated the Board on the following:

- *Showed Board pictures of the meters from Zenner; issue was that they are dirty and full of dirt and debris causing inaccurate (under) reads.*
- *Will begin cleaning out meters soon; currently down one technician which makes it harder to complete but will work on it as time allows.*
- *Sent in Technical Assistance (TA) to the State, awaiting response on if approved or not*

8. Old and New Business

- Current Opening for Interim Entry Level Water Technician:** Discussed the current opening due to the voluntary resignation of an employee last week. First round of interviews will be held during October's Board Meeting.
- CRWA Meeting Update:** General Manager Houghton and Secretary/Office Administrator Thornton met with CRWA representatives Dustin and Lance to discuss available funding and the process for requesting assistance. They established the District's top priorities but may have to have a Needs Assessment Survey conducted to find most critical projects. Updates will be provided as they arrive.
- SGPWA Update:** There was no meeting for August 2022 per General Manager Houghton.

9. Adjournment

President Hughes adjourned the meeting at 3:40 p.m.