

**RECORD OF THE REGULAR
MEETING MINUTES FOR THE
BOARD OF DIRECTORS OF THE
HIGH VALLEYS WATER DISTRICT
November 20th, 2024**

1. Call to Order & Pledge of Allegiance

Vice President Roberts called the meeting to order at 3:02 p.m. and then led everyone in the Pledge of Allegiance.

2. Board of Directors Roll Call

Secretary/Office Administrator Thornton called the roll. Vice President Roberts, Director Kalani, Director Williams, Director Belwish and General Manager Houghton were all present. Also present was Cabazon Water District's Board Chair Sarah Wargo and San Geronio Pass Water Agency's Board President Mickey Valdivia.

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

No changes were requested.

Motion to approve the Agenda for November 20th, 2024 as presented made by Director Belwish and seconded by Director Williams. Directors voted to approve the Agenda for November 20th, 2024 as presented as follows;

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

**Moved to accept the Agenda for November 20th, 2024 as presented.*

4. Public Input

No one addressed the Board at this time.

5. Adoption of the Regular Meeting Minutes for October 16th, 2024

No actions were required.

Motion to approve the Regular Meeting Minutes for October 16th, 2024 as presented made by Director Williams and seconded by Director Kalani. Directors voted to approve the Regular Meeting Minutes for October 16th, 2024 as presented as follows;

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

**Moved to approve the Regular Meeting Minutes for October 16th, 2024 presented.*

6. Adoption of the Special Meeting Minutes for October 30th, 2024

No actions were required.

Motion to approve the Special Meeting Minutes for October 30th, 2024 as presented made by Director Kalani and seconded by Director Belwish. Directors voted to approve the Special Meeting Minutes for October 30th, 2024 as presented as follows;

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

**Moved to approve the Special Meeting Minutes for October 30th, 2024 presented.*

7. Discuss and Vote on Refund of Meter Tap Fee for Unused and Uninstalled Meter

General Manager Houghton stated that Robert Rochelle purchased a meter for his property in October 2015 and paid a meter tap fee of \$4,000.00 at that time. The meter was never installed per the customer's request, as he was waiting to see what would become of the large property. He kept in contact with the District over the years with the same update. He recently requested that the meter tap fee be refunded as he no longer sees a use for the meter. The Board agreed that a refund would be best as the District never installed or did any work to prep installation of a meter on the property.

Motion to Approve a Refund of Customer's Meter Tap Fee as presented made by Director Williams and seconded by Director Kalani. Directors voted to approve a Refund of Customer's Meter Tap Fee as presented as follows;

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

**Moved to Approve a Refund of Customer's Meter Tap Fee as presented.*

8. Discuss and Vote on the Purchase of an On Demand Generator for the Office and Shop

After discussion, the Board decided to table the vote for this item pending more information.

Motion to Table the Purchase of an On Demand Generator for the Office and Shop as presented made by Director Belwish and seconded by Director Williams. Directors voted to Table the Purchase of an On Demand Generator for the Office and Shop as presented as follows;

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

**Moved to Table the Purchase of an On Demand Generator for the Office and Shop as presented.*

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

No changes were requested. Secretary/Office Administrator Thornton was instructed to contact the CPA regarding the availability of the monthly balance sheet and profit and loss reports.

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

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

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

10. General Manager's Update & Maintenance Report

TEST RESULTS

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

WATER QUALITY COMPLAINTS

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

WATER CONSUMPTION

Date	Purchased	Consumed	Sold
09/26/24-10/23/24	201,420 cf	202,780 cf	166,805 cf
08/28/24-09/26/24	245,260 cf	242,090 cf	192,075 cf
07/25/24-08/28/24	344,260 cf	333,360 cf	269,530 cf

Transmission Line Loss: 0% (↓ 2%)

Distribution Line Loss: 17% (↓ 1%)

LOSS BREAKDOWN

	Consumed	Sold	Water Discrepancy
Poppet Flats	70,260 cf	52,898 cf	25% (↑ 4%)
Twin Pines/Mt. Edna	132,520 cf	113,907 cf	24% (↑ 11%)

OPERATIONS & MAINTENANCE – work completed by the crew

- Took and Delivered Routine Water Samples
- Delivered Customer Notices
- Read Meters
- Routine Maintenance
- Shop Work
- Set Meter Box on Park Drive in Poppet Flats
- Vault Maintenance on Raccoon Road in Poppet Flats
- Service Disconnections
- Prepped for Line Extension Project
- Repaired Culvert on Summer Breeze Drive in Twin Pines
- Road Work on Deer Trail Road in Poppet Flats
- Miscellaneous Road Work Throughout Poppet Flats
- Repaired and Replaced Parts on the Chevy Colorado
- Cemented Gate Valve Cans on Summer Breeze Drive in Twin Pines

LEAKS

- (1) on Main Line
- (1) Valley Hi Drive in Twin Pines

General Manager Houghton also updated the Board on the Twin Pines Line Extension Project and where they were in the process. Although not set in stone, hoping the work can begin in January 2025.

11. Old and New Business

- a. **San Geronio Pass Water Agency Meeting Update:** Updates included new projects including the Helopad's start date and Sarah Wargo's upcoming appointment to the Board. All agendas and meeting minutes for the San Geronio Pass Water Agency can be viewed on their website at <http://www.sgpwa.com>.
- b. **San Geronio Pass Water Alliance Meeting Update:** No new updates were given. All agendas and meeting minutes for the San Geronio Pass Water Alliance can be viewed on their website at <http://www.passwateralliance.com>.

12. Adjournment

Vice President Roberts adjourned the meeting at 3:39 p.m.