

**WESTERN HEIGHTS WATER COMPANY
32352 AVENUE D
YUCAIPA, CA 92399-1899**

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

8:00 a.m. Friday, January 17, 2020

CALL TO ORDER / PERSONS IN ATTENDANCE

1. PUBLIC COMMENT

2. APPROVAL OF MINUTES

December 12, 2019 Board Meeting

3. SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT

Report - Ben Kelly

4. BOARD MEETING SCHEDULE

The next Board Meeting is scheduled for Friday, February 21, 2020 at 8:00 am.
Proposed annual meeting date: Wednesday, March 18, 2020. 6:30 pm

5. GENERAL MANAGER'S REPORT:

a) Discussion Items

a. Water Sold – Exhibits 1 & 2

Water sales overall for 2019 were 7 percent below what they were in 2018, which is what we were projecting.

b. Budget Status and Financials – Exhibit 3

Total Bank Balance	\$2,016,110
Total Revenues:	\$199,736
Total Expenses	<u>\$169,149</u>

Net Income	\$30,587
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Total revenues for 2019 are down slightly year to date from this time in 2018 due to the lower water sales for January through April. There are no unexpected variances in the budget.

- c. Water System Improvements – The kickoff meeting for the sewer line and water line work on Avenue D was held on Tuesday, January 7. Work includes the sewer installation on D Street in front of the office and for 2,000 feet of 12-inch water line replacement. Work is scheduled to begin January 27.
- d. 123TCP – Bids were received January 7 for the GAC equipment. There were three bids ranging from \$614,000 to \$744,000. We are working with Hazen, the consultant to review the bids. We are also getting proposals for financing the purchase and installation of equipment. We plan to have a recommendations for the Board in February.
- e. WHWC App – We have developed an iOS application for fuel management, timecard entry and daily well reads. The app eliminates the need to keep paper records and ensures more accurate records. The fuel management part keeps track of the vehicles filled, the type of fuel, sends reminders to order fuel when the tank level is below a given level, and sends an email if the amount of fuel dispensed is too high. The new app is also needed for data collection and reporting for the GSA. The daily well reads will be linked to the GSA database. The timecard portion simplifies timecard card entry. It is easy to use and the staff can submit their time using their phone.
- f. Assessment Increase – The new assessment increase went into effect January 1, 2020. We posted the flyer we sent out as a news item on the website to remind customers of the increase. We will put a reminder note on the bill too.
- g. New Meter Reading Application – We are implementing new meter reading equipment. The new system uses an Android based cell phone for meter reading. The old system uses a large cumbersome, proprietary device, which is no longer supported. Some of the advantages of the new system are: Realtime Reads – office staff can immediately see reads, meter readers are prompted to re-read a meter on the spot, which will greatly reduce the number of re-reads; the reading process can be tracked; the system stores GPS coordinates for each meter. The application is user friendly for field and office staff.
- h. GIS – Hillwig Goodrow is now hosting our GIS website. Before, it was hosted by Interwest, and there was a joint agreement between South Mesa and WHWC. The cost of hosting was \$3,838, which was split between us and South Mesa. Last year I spoke to Hillwig Goodrow about hosting our GIS website. They are only charging us \$500 per year.
- i. 32374 Avenue D – The property closed on December 27, 2019. We are working with the tenants to sign a lease, an indemnity agreement, and to provide renters insurance. There are also some repairs and termite control that will be done. The seller paid for the repairs and termite work as part of the closing.
- j. Yucaipa GSA Update – The next GSA meeting is Wednesday, January 22, 2020 at 10:00 am at the City of Yucaipa. The main topic of discussion will be developing a request for proposals for the data management system.

b) Action Items

6. DIRECTORS' MATTERS

7. CLOSED SESSION