

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

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

8:00 p.m. Wednesday, March 21, 2018

CALL TO ORDER / PERSONS IN ATTENDANCE

1. PUBLIC COMMENT

2. APPROVAL OF MINUTES

February 18, 2018 Board Meeting

3. SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT

Reports - Ben Kelly

4. APRIL BOARD MEETING

Friday April 20, 2018 at 8:00 am

5. MANAGERS REPORT:

a) Discussion Items

- a. Budget Status and Financials – No update of financials available due to the separation of Nicole Sufficool. An updated statement of information must be filed with the State and updated signature authority updated with the bank. See action items for more details.
- b. Yucaipa GSA Update – Monthly meeting held February 28. Special meeting held March 14 to select consultant for infiltration study. Next meeting is scheduled for Wednesday, March 28, 10:00 am at Yucaipa City Hall.
- c. Stock Split Update – Tyler Technologies owner of the INCODE billing software has completed development of the application needed to update shares in the billing accounts. The program will be run early next week. WHWC staff have to make some manual changes at the same time Tyler runs the program so subsequent billings are correct. Technology Solutions is working on the new stock tracking application. The new application should

be up and running in April. The stock split will proceed once the tracking application is completed and tested.

- d. Yucaipa Boulevard Pipeline Status – We are still waiting on the city to give us approval to install our pipeline.
- e. Property Improvement 32354 Avenue D Update – All improvements are complete. I will provide the board a complete accounting of the cost of all the improvements at the April board meeting.

b) Action Items

- a. Approval of Annual Audit and Financial Statement
 - i. Discussion
 - ii. Motion to approve Annual Audit and Financial Statement and Sign Management Representation Letter
- b. Updated Statement of Information for WHWC
 - i. Discussion
 - ii. Motion to nominate corporate officers for the following positions:
 - 1. Chief Executive Officer
 - 2. Corporate Secretary
 - 3. Chief Financial Officer
 - iii. Motion to File Update Statement of Information with the State of California with the updated corporate officers.
- c. Update Bank Account Signers
 - i. Discussion
 - ii. Motion to update the signers for all WHWC bank accounts. Remove Brenda Cotarelo, Nicole Sufficool, Bill Brown and any other signers not specifically named in the motion. Add Mark Iverson, Debra Patrick, Tim Green, Dr. Robert Zappia as contacts and signers to all WHWC bank accounts listed in Exhibit A.