



Minutes of April 20, 2018 Board of Directors Meeting

A Regular Meeting of the Board of Directors was held at the office of Western Heights Water Company, 32352 Ave D, Yucaipa, CA, on Friday, April 20, 2018. President Green called the meeting to order at 7:57 am. Directors present: Dr. Robert Zappia, Ben Kelly, John Dahlke, Duane Burk, General Manager Mark Iverson, and Office Manager Debbie Patrick.

1. Public Comment – No public comment.
2. Minutes of Board Meeting – Held on March 21, 2018 reviewed and approved. Motion by Director Burk and seconded by Director Zappia.
3. San Bernardino Valley Municipal (MUNI) Report – Director Kelly reported on the California Asset Management Program (CAMP). The program is geared for public agencies. Director Kelly will find out if it available to private agencies.
4. May Board Meeting – The May Board Meeting is scheduled for Friday, May 18, 2018 at 8:00 am.
5. General Manager's Report:
 - a) Discussion Items:
 - a. Budget Status and Financials – The signature authority has been updated at all the banks and online access has been established. Revenues are down due to lower water sales during winter months. Expenses are on track and include pipeline work on Yucaipa Boulevard and 14th Street and work on the property next door. Updated financial information is shown in Exhibits A and B. The costs for the house renovations will be reclassified to the correct account.
 - b. Yucaipa GSA Update – The next meeting is Wednesday, April 25. The group is working on preparing an RFP for consultant support for the GSP document.
 - c. Stock Split Update – Changes to INCODE (WHWC billing software) needed for the stock split are complete. Work on the new water stock certificate tracking program is almost complete. Notifications to customers will start going out in May. Mr. Iverson will provide a breakdown of the costs associated with the stock split once the project is complete.
 - d. Yucaipa Boulevard Pipeline Status – We have reached an agreement with the City of Yucaipa. They are not charging the company for inspection or traffic control. We received bids for the section of pipeline from Hamilton to 18th Street. Borden excavating was the low bidder. Work should begin in early May.

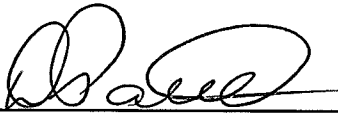
- e. Property Improvement 32354 Avenue D Update – The majority of the improvements on the house next door are complete. A breakdown of the costs is shown in Exhibit C. There are some costs that need to be reclassified from the general account to the property account.
- f. Update Board Members Contact Information – The directors provided updated contact information. Ms. Patrick will prepare a contact list.
- g. AB54 Training – Follow-up training is due this year. Online training is available for \$69 per person. The next class available is Monday, May 7 at 6:00 pm. The directors will let Ms. Patrick know what class they want to attend. She will register the directors.

6. Other Business

- a) The final audit report will be published to the website.
- b) Director Burk asked that the driveway at the 32354 Avenue D location be fixed. The City approved putting in the sidewalk and curb.

Meeting adjourned to Closed Session at 8:40 am.

The meeting was reopened to report there was nothing to report from closed session.



Debbie Patrick, Secretary to the Board