



Western Heights Water Company

32352 Avenue D • Yucaipa, CA 92399-1899

Office (909) 790-1901 • Fax (909) 797-2619 • www.westernheightswater.org

Minutes of June 13, 2025, 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, May 13, 2025. Vice-President Robert Zappia M.D. called the meeting to order at 8:02 AM. Directors present: Benjamin Kelly, Armando De La Paz; General Manager Mark Iverson, Office Manager Debbie Patrick. President Duane Burk attended telephonically. Director Chris Venable was not present.

1. Public Comment – None
2. Minutes of Board Meeting – Minutes from the May 16, 2025 Board Meeting were reviewed and approved. Motion made by Director De La Paz, seconded by Director Kelly, and approved unanimously.
3. San Bernardino Valley Municipal (MUNI) Report – Director Kelly reported the allocation is up to 50%. They have 9,000 acre-feet of surplus from previous years.
4. Board Meeting Schedule – The July Board of Directors meeting will be Friday, July 18 at 8:00 AM.
5. General Manager's Report
 - a) Discussion Items
 - a. Water Sold – Water sales for May 2025 are 16.9% higher than they were for May 2024.
 - b. Budget Status and Financials – Total revenues for 2025 are 22.1% higher than this time last year. Expenses are 9.4% higher than this time last year.
 - c. Proposed Deposit and Fee Schedule and Draft Policy Language – The draft policy has been updated to include information on construction meter fees. The final policy will be brought back to the Board later this year for review and adoption.
 - d. 32598 Oak Glen – This project includes a gas station, car wash, restaurant and retail store. Approximately 700 feet of new 12-inch water line from 13th Street south toward 14th Street will be installed to replace the existing 8-inch water line. This is part of the connection requirement for the project. The new line will be installed by WHWC crews. The agreed cost for the improvements is \$241,604. The developer will sign an agreement for WHWC to do the work, and work is scheduled to begin in late June or early July 2025.

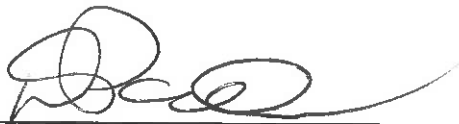
- e. Cross-Connection Control Update – In response to the State Water Resources Control Board's **Cross-Connection Control Policy Handbook (CCCPH, March 2025 Edition)**, Western Heights Water Company (WHWC) has drafted a comprehensive ordinance to serve as its Cross-Connection Control Plan, as required for all community water systems. The ordinance outlines enforceable standards, procedures, and responsibilities to protect the public water supply from actual or potential contamination due to backflow events. The updated cross-connection control plan will be submitted to the State by the July 1, 2025, deadline. WHWC has approximately 12 months to complete the site surveys, which will include GIS review of each connection and site visits for specific properties. Staff will present to the board proposed policies for future cross-connection control in the coming months. Mr. Iverson suggests a backflow device is required for every new home built in the service area. Mr. Iverson recommends a change to the current testing procedure. One letter will be sent to the homeowners for testing. If testing is not done, WHWC will have the test complete and bill the customer. This will save staff time and money by not sending second notices.
- f. Year End Audit – The 2024 audit is complete. There were two recommendations from the auditor. The investment policy needs to be updated to include the company's property investments. Mr. Iverson is working with the auditor to develop the revised policy. The second item is the inability of the current billing system to post journal entries to a prior year. Staff are looking into upgrading the current software or moving to different software that will meet the company's needs.

6. Action Items

None

7. Directors' Matters

The meeting was adjourned at 08:35 AM.



Debbie Patrick, Secretary to the Board