



## Western Heights Water Company

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### Minutes of December 16, 2020 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 Wednesday, December 16, 2020. President Green called the meeting to order at 10:00 am. Directors present: Duane Burk, and Ben Kelly; General Manager Mark Iverson, Office Manager Debbie Patrick, Dr. Robert Zappia attended via teleconference.

1. Public Comment – None
2. Minutes of Board Meeting – Minutes from the November 19, 2020 were reviewed and approved unanimously. Motion by Director Kelly and seconded by Director Zappia.
3. San Bernardino Valley Municipal (MUNI) Report – Director Kelly reported there was nothing pertinent to WHWC to report.
4. Board Meeting Schedule – The next Board Meeting is scheduled for Friday, January 15 at 8:00 AM.
5. General Manager's Report
  - a) Discussion Items
    - a. Water Sold – Water sales for November 2020 are 8.3% higher than they were for November 2019. Overall, for 2020, water sales are 4.4% higher than the total year-to-date for 2019.
    - b. Budget Status and Financials – Total revenues for 2020 are 1.8 percent higher than year to date in 2019. Expenses are 3.5 percent higher from this time last year. There are no unexpected variances in the budget. Mr. Iverson will present the 2021 budget for Board approval at the January meeting. This will include the actual numbers for December.
    - c. Projects Status Update – Mr. Iverson gave an update on the GAC Treatment project at Well 2A. The equipment slab is poured and The GAC equipment is scheduled for delivery the week of December 15. The GAC system should be ready for operation by January 1, 2021.

6. Action Items

Mr. Iverson is recommending a Cost-of-Living (COLA) Adjustment of two percent for staff. This is based on the Consumer Price Index and the actual increase in energy and food for the year.

**Motion 08:20** – To approve a COLA increase of two percent for staff beginning January 1, 2021 as recommended by the General Manager. Motion made by Director Burk, seconded by Director Kelly, and passed unanimously.

Directors' Matters

Director Green, Mr. Iverson, and Ms. Patrick interviewed all six shareholders interested in the open Board position. Any of the six would be a good Director. They feel Armando De La Paz would be the best fit for the company.

**Motion 09:20** – To approve Armando De La Paz as a new Director of Western Heights Water Company. Motion made by Director Burk, seconded by Director Zappia, and passed three to one, with Director Kelly voting no.

Director Green and Mr. Iverson will send a letter to the shareholders who were not selected.

The meeting was adjourned at 10:21 AM.

  
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Debbie Patrick, Secretary to the Board