



Minutes of December 15, 2023, 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, December 15, 2023. President Duane Burk called the meeting to order at 10:00 AM. Directors present: Robert Zappia M.D, Armando De La Paz, Benjamin Kelly; General Manager Mark Iverson, Office Manager Debbie Patrick.

1. Public Comment – None
2. Minutes of Board Meeting – Minutes from the November 17, 2023 Board Meeting were reviewed and approved. Motion made by Director Zappia, seconded by Director De La Paz, and approved unanimously.
3. San Bernardino Valley Municipal (MUNI) Report – No Report
4. Board Meeting Schedule – The next Board meeting will be Friday, January 19 at 8:00 AM.
5. General Manager's Report
 - a) Discussion Items
 - a. Water Sold – Water sales for November 2023 are .9% higher than they were for November 2022, and 18.0 lower than for this time in 2022.
 - b. Budget Status and Financials – Total revenues for 2023 are 13.4 percent higher than this time last year. Expenses are 4.1 percent lower than this time last year. There were no questions regarding the Accounts Payable Register and the Major Projects.
 - c. New Development Update – Mr. Iverson gave an update on new development in the service area.
 1. 11th & Yucaipa Blvd Storage Facility – Administrative fee of \$1,500 paid. Line will be upgraded as part of the connection fees for a total cost of \$95,000. Not paid as of December.
 2. 18th St & Avenue E Apartments – Line upgrade of \$80,629 has been paid and line is complete. Connection fees have not been paid.
 3. 31014 Goldhill – New home \$250 Admin Fee paid. Connection fees not paid.
 4. 31711 Avenue E – 68 Condos. Water line will need to be upgraded. No fees paid.
 5. 31875 Avenue E – Possible commercial. No fees paid, no communication since October 2022.

6. 32371 Dunlap – Commercial property. Admin fee of \$1,500 paid, no connection fees paid.
7. 32598 Oak Glen Rd – Gas Station, Convenience Store, Car Wash, Fast Food. No fees paid. City approved the project in June 2023.
8. 32788 Oak Glen Rd – Gas Station, Car Wash, Fast Food, Hotel. Mark is working with developer on line upgrades. Admin Fee of \$1,500 paid.
9. 33193 Yucaipa Blvd – Business Center. Admin Fee of \$1,500 paid. Waterline will need to be upgraded.
10. 17th Street Artisan Homes – 41 homes remaining. \$874,100 in connection fees collected to date. Remaining connection fees are \$803,067.
11. 32917 Yucaipa Blvd – Raising Cane's. Admin Fee of \$1,500 paid.
12. Yucaipa Pointe – Starbucks in progress. No fees have been collected. Future tenants include Kaiser Permanente, possible gym, and offices. Fees collected to date are \$441,850.

- d. Mr. Iverson will look at the current water rates and make a recommendation after the first of the year.
- e. Mr. Iverson is researching funding for the lead sampling. His concern is the Federal government's requirement to test pipes on the customer's side of the meter. He will require the owner to sign a waiver to indemnify the company if there is damage after the testing.

6. Action Items

Mr. Iverson recommends a 3.5 percent Cost of Living increase for staff. This is indicated by the Consumer Price Index for the year.

Motion 11:23 – Approval of a 3.5 percent salary increase for staff per the General Manager's recommendation. Motion was made by Director Kelly, seconded by Director De La Paz, and approved unanimously.

7. Directors' Matters

None

The meeting was adjourned at 10:29 AM.



Debbie Patrick, Secretary to the Board