



Western Heights Water Company
32352 Avenue D • Yucaipa, CA 92399-1899
Office (909) 790-1901 • Fax (909) 797-2619 • www.westernheightswater.org

Minutes of December 19, 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, December 19, 2025. President Duane Burk called the meeting to order at 7:58 AM. Directors present: Benjamin Kelly, Armando De La Paz: General Manager Mark Iverson, Office Manager Debbie Patrick, Engineering Assistant Brooke Shorey. Directors Robert Zappia M.D. and Chris Venable attended telephonically.

1. Public Comment – None
2. Minutes of Board Meeting – Minutes from the October 17, 2025 Board Meeting and October 28, 2025 Special Meeting 19, 2025 were reviewed and approved. Motion made by Director Kelly, seconded by Director De La Paz, and approved unanimously.
3. San Bernardino Valley Municipal (MUNI) Report – Director Kelly reported MUNI may raise the allocation to 80%. Director Kelly has MUNI's financial management plan if any of the directors is interested.
4. Board Meeting Schedule – The January Board Meeting will be on Friday, January 16, 2026 at 8:00 AM. The Annual Shareholder's Meeting will be on Wednesday, March 18, 2026 at 6:00 PM.
5. General Manager's Report
 - a) Discussion Items
 - a. Water Sold – Water sales for October 2025 are 3.9% lower than they were for October 2024 and 9.5% higher than this time in 2024. Water sales for November 2025 are 4.8% lower than they were for November 2024 and 8.2% higher than this time in 2024.
 - b. Budget Status and Financials – Total revenues for 2025 are 6.9% lower than this time last year. Expenses are 5.1% higher than this time last year.
 - c. Updated Property Values – Mr. Iverson updated the budget with the current value of the company's rental and investment properties. Mr. Iverson will look at the zoning for the properties as requested by Director Burk.
 - d. ADU Policy – Mr. Iverson presented a draft policy for the Board's consideration. He will revise the policy and bring it back to the Board.
 - e. Proposed Cost of Living Increase – The Consumer Price Index (CPI) for 2025 shows approximately 3% inflation for Riverside-San Bernardino area. Mr. Iverson

requested a 3% COLA for staff. Director Kelly noted the CPI does not consider energy and food costs. He proposed a 4% COLA for staff.

Motion 04:26 – To approve a Cost-of-Living increase for staff of 4% effective January 1, 2026. Motion made by Director Kelly, seconded by Director De La Paz. The motion passed 3-2, with Directors Burk and Zappia voting no.

Director Burk noted he voted no because he was going with the General Manager's recommendation. The Board asked Mr. Iverson to conduct a salary survey.

Action Items

None

Directors' Matters

Director Venable is the new Mayor of the City of Yucaipa.


Director Burk asked about the status of a property not listed on the property sheet of the budget. Mr. Iverson noted the budget shows investment properties and does not include the property owned by WHWC that is being used for the business.

The meeting was adjourned at 08:47 AM and moved into Closed Session to discuss potential litigation.

The meeting was re-opened at 9:14 AM.

The Board negotiated and there is no reportable action at this time.

The meeting was adjourned at 9:15 AM.



Debbie Patrick, Secretary to the Board