

BOX SPRINGS MUTUAL WATER COMPANY

21740 Dracaea Avenue, Moreno Valley, CA 92553
(951) 653-6419

Tuesday, August 1, 2023 - 4:30 pm

Board Meeting Minutes

I. **CALL TO ORDER** – meeting called to order at 4:41 pm by John McDermott.

II. **ROLL CALL**

<u>President</u>	(Mac) John McDermott - present
<u>Vice President</u>	Ron Gonzales - absent
<u>Secretary</u>	Valentina Schafer - present
<u>Treasurer</u>	Misty Rose - absent
<u>Director</u>	Charles Campbell – present via phone

III. **PUBLIC COMMENTS** - none

IV. **REVIEW PREVIOUS BOARD MEETING MINUTES** – Minutes approved with two minor grammatical changes. Director Campbell motioned, Valentina Schafer seconded, motion passed.

V. **GENERAL MANAGERS REPORT**

a. **Financial Review**

- i. P&L Report
- ii. Budget Status Report

b. **New Garage – Continued Office Entrance Improvements** – Electrical work is being installed in the garage, including a vent, lighting, and electrical outlets, as well as additional lighting and electrical outlets in the main office entry and restroom. BSMWC purchased used shelving that will be installed in the garage. Mark is continuing the work on the new front entry and restroom.

c. **Replacement PCs \$1,100** – Budget Approval. Staff requested approval of two new PC's for the front office counter and for the Accounts Receivable position. Expense approved.

d. **3rd Party Billing Cancellation** – after 9 months of working with the vendor for 3rd party billing and doing thorough research on other options and companies, staff concluded that BSMWC is too small to obtain favorable pricing from outside vendors and completing the monthly billing process in-house is the best option at this time. June and July bills were processed in-house within a day.

e. **Past Due Accounts Update** – Karen provided the following update for the month of July:

Past due accounts:	\$16,098.34
Total collected:	\$17,319.00

There were 2 services disconnected for non-payment on 8/2. The reconnection fee per account is \$50.00.

f. **New Development Projects**

- i. **LDC – Day Street** – Still waiting on the reimbursement check. LDC is still negotiating with the Sierra Club. Mark is in contact with this business every two weeks for updates.
 - ii. **Phelan – Old 215 & Bay** – Work is in progress and is near completion. A fire flow test needs to be completed. Additional work on the new generator will help future fire flows; a full test of the generator will be done next week.
 - iii. **DANBE/CASC – Old 215 & Cottonwood** – Nothing new to report. This project is still being held up by the Sierra Club.
 - iv. **SAWPA Grants** – Bid documents for the new tank are still being prepared, we are still waiting on bid documents. SAWPA has awarded BSMWC another grant. This one is to construct a new well. We are awaiting details of the grant. Mark is progressing with work on the drawings and on-going communication with SAWPA.
- g. **New Fire Flow Booster Station** – The pumps are installed, SCE installed the new transformer, and the electrical work is being completed. It should be online by August 4.

VI. **CLOSED SESSION – Potential Litigation**

VII. **ADJOURNMENT** – meeting was adjourned at 5:05 pm