

BOX SPRINGS MUTUAL WATER COMPANY

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

Tuesday, October 15, 2024 - 4:30 pm

Board Meeting Minutes

I. **CALL TO ORDER** – Meeting called to order at 4:29 pm

II. **ROLL CALL**

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

III. **PUBLIC COMMENTS** – One of our customers, David Ruiz Arandra, dropped off a request for information today prior to the Board Meeting (see attached). Karen informed Mr. Ruiz that she wasn't sure how much of this information would be available and that it would take a bit of time to gather all the requested data. Mark advised the Board that when requested we are required to provide annual bank statements prepared by the accountant, and an annual shareholder's report, etc., for 3 years. We are required to keep open books and a customer can come into the office to view documents at any time providing they allow for work schedules and avoid busy work times so as to not offset customer service to others. Valentina Schafer questioned if an audit is required. Mark will verify what is required for mutuals and will provide follow-up. Corporate laws and the BSMWC bylaws note that someone requesting information needs to pay an amount (possibly .25 cents per page) for the administrative cost of pulling together requested information. Mark will reach out to Mr. Ruiz and confirm what he is specifically requesting.

IV. **REVIEW PREVIOUS BOARD MEETING MINUTES** – Meeting minutes were reviewed, and Misty Rose motioned to accept minutes with minor corrections (date for COLA to be adjusted to 2025 vs. 2024 and American Legion 974 should be 574), the motion was seconded to accept, as corrected, by Ron Gonzales, minutes were unanimously accepted.

V. **GENERAL MANAGERS REPORT**

a. **Financial Review**

- i. P&L Report – Will include the check register with next month's P&L Report as an addition to the Board Packets. Mark reviewed various expenses.
- ii. Bank Accounts – Reviewed expenses vs. revenue.
- iii. Billing Statement Changes – discussed the possibility of charging customers for paper bills. We have attempted to offer a one-time credit of \$5.00 for customers who are willing to switch to electronic bills and only had one customer take advantage of the credit. Karen will pull related costs with a breakdown for the costs per bill and return to the Board
- iv. Payment Hours – discussed changing hours for payments to a specific set of hours each week to allow for office work to be done uninterrupted. Eventually, this will be beneficial and will allow office staff to reduce hours to part-time. To change the hours however, we would need to have the ability to close the gate. Discussed fencing costs and finalizing the clean-up of the yard.

b. Past Due Accounts Update

Past due accounts:	\$3,231.50
Total collected	\$3,300.98

c. New Development Projects

- i. **LDC – Day Street** – Mark has attempted to contact LDC and hasn't gotten any response. Now there is a for-sale sign on the property. If the property does sell the new owner will still be responsible for the costs for the development. There was a discussion regarding liens and the potential pros/cons. Mark explained to the Board that the improvements that were made to the system are beneficial to future development and will be recuperated once a developer is ready to build.

Discussed new Cottonwood apartments development – the developer is aware that they will be required for new pipe to the next hydrant which is approximately 70 additional feet.

ii. **SAWPA Grants**

- New 1.5 MG – WMWD has agreed to be the lead agency to SAWPA for our CEQA (California Environmental Quality Act) negative declaration report.
- New Well – see above regarding CEQA report.

VI. CLOSED SESSION – Potential Litigation

VII. ADJOURNMENT - Meeting Adjourned at 5:29 pm

Upcoming Meetings: November 19, 2024, at 4:30 pm
December 17, 2024, at 4:30 pm