

BOX SPRINGS MUTUAL WATER COMPANY

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

Tuesday, February 20, 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 – via phone
<u>Secretary</u>	Valentina Schafer - present
<u>Treasurer</u>	Misty Rose - present
<u>Director</u>	Charles Campbell – via phone

Other attendees: Mark Iverson, General Manager
Karen Collins, Office Manager

III. **PUBLIC COMMENTS** - none

IV. **REVIEW PREVIOUS BOARD MEETING MINUTES**

V. **GENERAL MANAGERS REPORT**

a. **Financial Review**

- i. P&L Report – The figures for the budget spreadsheet are the same as found in the Profit & Loss Statement. Utilizing the spreadsheet allows more detail and gives the ability to compare month-to-month and year-to-date compared to prior year's expenditures.

Expenses – details provided to the Board regarding:

- 881 Outside Services
 - 958 Utilities
 - 962 Legal Fees
- ii. Budget Status Report – reviewed the latest budget updates. Discussed the age of the current vehicles being used; Marcel's truck is getting older, and the tractor will require some repairs. Mark suggested purchasing a dump truck for company use as well and will begin looking for a used vehicle.
 - iii. Bank Accounts – reviewed bank statements and balances.
 - iv. Rate Review and Proposed Increase – Mark is still working on the rate review. Mark discussed the potential 5% increase in rates to cover:
 - Water revenue expenses
 - Assessment rates for facilities replacement
 - Developer's fees – cover projects
 - Monthly Service Charge – we should be collecting enough to cover all expenses. The monthly service charge should equal the cost to deliver the water.

b. **Past Due Accounts Update - Karen provided an update on past due accounts balances and current monthly shut-offs.**

Past due accounts:	\$18,349.57
Total collected:	\$21,675.55
Total notices of service interruption:	\$ 3,741.43

c. **Staffing Issues** – Mark shared new hire information. The new full-time Water Operator is Sangmin (Joseph) Lee. Additionally, we have a part-time intern, Garry Sloan. Both Joseph and Garry are working with Jeran and Marcel on daily operations and have been working to collect GPS data.

d. **Billing Software Update** – We have completed our first month of testing reads and the third month of mirroring data.

e. **SCADA & GIS Update** – Joseph and Garry have collected two weeks of data on valve and fire hydrant locations and will now begin to collect service meter locations along with a condition assessment for the mandatory lead and copper service line report.

f. **New Development Projects**

- i. **LDC – Day Street** – Reimbursement still expected in April 2024
- ii. **Phelan – Old 215 & Bay** – Sent connection fees schedule Phelan. Six buildings - \$225,800 total fees. Expected to pay in 2 or 3 weeks.
- iii. **DANBE/CASC – Old 215 & Cottonwood** – Nothing new to report
- iv. **SAWPA Grants**
 - o New 1.5 MG Tank – Draft construction documents sent for review. Construction estimates over the grant amount. Doing some value engineering and going to request additional funding from SAWPA. Working to trim the estimates for construction to meet the budget.
 - o New Well – Nothing new to report.

VI. CLOSED SESSION – Potential Litigation

VII. ADJOURNMENT Board Meeting Adjourned at 5:31 pm

Next Board Meeting is scheduled for Tuesday, March 19, 2024, at 4:30 pm