

BOX SPRINGS MUTUAL WATER COMPANY

21740 DRACAEA AVE
MORENO VALLEY, CA 92553
951.653.6419

Tuesday, July 12, 2022

4:30PM

July Board Meeting Minutes

I. CALL TO ORDER - 4:45 pm

II. ROLL CALL

<u>President</u>	(Mac) John McDermott	<i>Present</i>
<u>Vice President</u>	Ron Gonzales	<i>Present (by-phone)</i>
<u>Secretary</u>		<i>Vacant</i>
<u>Treasurer</u>	Misty Rose	<i>Present</i>
<u>Director</u>	Charles Campbell	<i>Present</i>

III. PUBLIC COMMENTS - None

IV. REVIEW PREVIOUS BOARD MEETING MINUTES – Meeting minutes were reviewed and approved.

V. GENERAL MANAGERS REPORT

a. Financial Review

- i. P&L Report – *P&L Report was handed out. There were no comments.*
- ii. Budget Status Report – *Budget status report was handed out. Mark reviewed budget status for year-to-date and June 2021 compared to June 2022. There were no comments.*
- iii. Billing and Payments Summary – *Mark handed out a summary of accounts that were over 30 days past due. There are over \$160,000 in past due accounts. Mark will work with staff to begin collection of these accounts. For customers with water service, they will be given 30 days to bring their accounts current or to sign an installment plan agreement to bring their accounts current. For customers with assessments only accounts, they will be given 30 days to bring*

their accounts current or to sign and installment agreement. If they don't, they will be charged 5% interest on the outstanding balance. They will also be notified that no water service will be provided to the property until all past dues assessments are paid, even if they sell the property. Mark will bring copies of the letter to be sent to customers to the next board meeting.

b. **New Development Projects Status**

- i. **Apollo – Dracaea** *Work on the pipeline work should begin in the next few weeks.*
 - ii. **LDC – Day Street** *The City of Moreno Valley approved the LDC project. We are waiting on the reimbursement agreement for the new booster station.*
 - iii. **Phelan – Old 215 & Bay** *We are expecting a 20% down payment for the booster station work in the next week or so.*
 - iv. **DANBE/CASC – Old 215 & Cottonwood** *Mark Iverson sent the lasted fire flow model results.*
- c. **Proposed GIS** – *Mark showed a demonstration of how the GIS system will look and of how it will be developed. The Board approve the project to move forward.*
- d. **Proposed Cost-of-Living Increase** – *Mark Iverson proposed an 8.5% cost of living increase for staff to be effective August 1, 2022. The Board approve the Cost-of-Living increase.*
- e. **Employee Handbook Update** – *Deferred until later.*

Part-Time Office Help - Mark requested the board approve a part time employee to work 16 to 20 hours per week to help Robyn with billing and to help prepare notices and contact customers about past due accounts. The board approved the part-time staff position.

VIII: ADJOURNMENT