

**AGENDA
REGULAR MEETING
MT. VERNON WATER COMPANY
BOARD OF DIRECTORS**

Tuesday, March 1, 2016 – 9:30 a.m.
(following the Board of Water Commissioner’s Meeting)
399 Chandler Place
San Bernardino, California

CALL TO ORDER: _____ a.m./p.m.

ROLL CALL:

DIRECTORS: _____

STAFF: _____

OTHERS: _____

1. PUBLIC COMMENTS: This is the time and place specified for public comments concerning specific items not on the agenda of general interest.
2. MINUTES: Approve the minutes of meeting March 3, 2015.

MOTION: _____ SECONDED: _____

3. DESIGNATION OF ANNUAL MEETING: It is requested that the Board of Directors designate this meeting as the Annual Meeting for 2016.

MOTION: _____ SECONDED: _____

4. ELECTION OF OFFICERS: In accordance with the By-Laws of Mount Vernon Water Company, Article III Section 2, it is recommended that the Board of Directors elect officers:

President: _____
Vice President: _____
Secretary/Treasurer: _____

MOTION: _____ SECONDED: _____

5. MOUNT VERNON WATER COMPANY ASSESSMENT: The Mount Vernon Well is used to supplement the water supply for the 19th Street Plant – Muscoy Operating Unit. The San Bernardino Municipal Water Department has invoiced for facility and equipment maintenance costs incurred during the past twelve months. At this time, no assessment is deemed to be necessary for the following year.

The current cash balance of \$70,644.00 should be sufficient to cover expenditures until February 2017. No action necessary. **(INFORMATION ONLY ITEM)**

6. ADJOURNMENT. The meeting adjourned at _____ a.m./p.m.

**MINUTES OF THE ADJOURNED MEETING OF THE
BOARD OF DIRECTORS
MOUNT VERNON WATER COMPANY**

The adjourned meeting of the Board of Directors of the Mt. Vernon Water Company was called to order by President Callicott at 10:30 a.m., on Tuesday, March 3, 2015, in the Water Department Board Room, 300 North "D" Street, San Bernardino, California.

ROLL CALL:

Roll call was taken with the following being present: President Callicott, Directors Hendrix, Valles, Fernández, and Mlynarski; staff Aldstadt, Ohama, Litchfield, Claus, Willoughby, and Shepardson; Henry Empeño, City Attorney's Office; Patrick Sanchez, Sr. Business Systems Analyst; Amy Casas, Executive Secretary.

1. PUBLIC COMMENTS:

This is the time and place specified for public comments concerning specific items not on the agenda of general interest. There being no public present, the matter was closed.

2. MINUTES:

It was recommended that the Board of Directors approve the minutes of the April 1, 2014 meeting.

Upon the motion by Director Valles, duly seconded by Director Hendrix, it was unanimously voted to approve the minutes from the meeting of April 1, 2014.

3. DESIGNATION OF ANNUAL MEETING:

It was requested that the Board designate this meeting as the Annual Meeting for 2015.

Upon motion by Director Valles, duly seconded by Director Hendrix, it was unanimously voted to designate the meeting of March 3, 2015 as the Annual Meeting for 2015.

4. ELECTION OF OFFICERS:

It was recommended that an election of officers be held at this time.

Upon motion by Director Valles, duly seconded by Director Mlynarski, it was unanimously voted to re-elect Toni Callicott as President, and elect Wayne Hendrix as Vice President and Stacey Aldstadt as Secretary/Treasurer of the Mt. Vernon Board.

5. **MOUNT VERNON WATER COMPANY ASSESSMENTS:**

The Mount Vernon Well is used to supplement the water supply for the 19th Street Plant – Muscoy Operating Unit. The San Bernardino Water Department has invoiced for various expenses over the past twelve months; the current cash balance is \$25,981.00. An assessment of \$59,980.00 should be sufficient to cover expenditures until February 2016. It was recommended that an assessment of \$120.00 each to the 499.822 shares in a sum of \$59,980.00 be approved to cover capital improvement costs, electricity and maintenance costs to supplement water production for the 19th Street Plant and for capital improvements to the Mount Vernon Plant.

Upon motion by Director Valles, duly seconded by Director Hendrix, it was unanimously voted to approve the assessment of \$120.00 each to the 499.822 shares in a sum of \$59,980.00 to cover capital improvement costs, electricity and maintenance costs to supplement water production for the 19th Street Plant and for capital improvements to the Mount Vernon Plant.

6. **CBIZ MHM, LLC AGREEMENT FOR TAX PREPARATION SERVICES:
MOUNT VERNON WATER COMPANY; TAX YEARS 2015 AND 2016:**

Staff requested professional assistance in the preparation of Mount Vernon Water Company's annual tax returns for tax years ending December 31, 2015 and December 31, 2016. The By-Laws of the Mount Vernon Water Company stipulate only the Board of Directors may bind the corporation by any contract or engagement that renders its liable for any purpose or amount.

Upon motion by Director Mlynarski, duly seconded by Director Valles, it was unanimously voted to approve the engagement of the CBIZ, MHM, LLC for the preparation of Mount Vernon Water Company tax returns for tax years ending 2015 and 2016, at the estimated rate of \$2,000.00 and \$2,200.00, respectively, plus any applicable administrative and processing charges; and the President was authorized to execute the engagement letter.

7. **ADJOURNMENT:**

The meeting adjourned at 10:33 a.m.

TONI CALLICOTT
President

STACEY R. ALDSTADT
Secretary/Treasurer

**CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT**

**MOUNT VERNON WATER COMPANY
STAFF REPORT**

TO: Stacey R. Aldstadt, General Manager
FROM: Terri A. Willoughby, Director of Finance
SUBJECT: MOUNT VERNON WATER COMPANY ASSESSMENT
DATE: February 17, 2016

BACKGROUND:

A meeting of the Mount Vernon Water Company Board of Directors is requested at this time to discuss an assessment for operating expenses. The Mount Vernon Well is used to supplement the water supply for the 19th Street Plant - Muscoy Operating Unit. The San Bernardino Municipal Water Department has invoiced for facility and equipment maintenance costs incurred during the past twelve months. At this time, no assessment is deemed to be necessary for the following year.

The current cash balance of \$70,644 should be sufficient to cover expenditures until February 2017.

RECOMMENDATION:

No action necessary.

Respectfully submitted,



Terri A. Willoughby
Director of Finance

Attachments: Cash Summary – February 2016
Expenditures – February 2015 / February 2016

MOUNT VERNON WATER CO.
February 15, 2016

CASH SUMMARY

| | |
|--|----------------------------|
| PREVIOUS CASH BALANCE AT FEBRUARY 11, 2015 | \$ 25,934.81 |
| DEPOSITS TO DATE | 59,980.00 |
| EXPENDITURES TO DATE | <u>(15,270.68)</u> |
| CASH BALANCE AS OF FEBRUARY 11, 2016 | <u>\$ 70,644.13</u> |
| | |
| CURRENT ASSESSMENT | - |
| BALANCE OF EXPENDITURES NOT COVERED BY ASSESSMENTS | <u>13,909.18</u> |
| AVAILABLE TO COVER FUTURE EXPENSES | <u>\$ 84,553.31</u> |

ASSESSMENT FOR OPERATIONS

| <u>CURRENT OPERATIONS:</u> | <u>NET OF ACTUAL EXPENDITURES</u> | <u>ASSESSMENTS PAID TO DATE</u> | <u>BALANCE</u> |
|--------------------------------------|---------------------------------------|-------------------------------------|--------------------|
| 2014 OPERATIONS - BALANCE DUE | 800.14 | 800.14 | - |
| 2015 OPERATIONS - BALANCE DUE | 15,270.68 | 59,179.86 | (43,909.18) |
| 2014 PROJECTED OPERATIONS | <u>30,000.00</u> | <u>-</u> | <u>30,000.00</u> |
| TOTALS | 46,070.82 | 59,980.00 | (13,909.18) |
| | | | |
| ADJUSTMENT TO EQUAL TOTAL ASSESSMENT | | | <u>13,909.18</u> |
| | | | |
| CURRENT ASSESSMENT: N/A | | | <u>\$ -</u> |

DATE OF LAST ASSESSMENT - FEBRUARY 11, 2015 - \$59,980.00

