

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

Tuesday, March 11, 2025 – 9:30 a.m.
(Following the Water Board Meeting)

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 12, 2024.

MOTION: _____ SECONDED: _____

3. DESIGNATION OF ANNUAL MEETING: It is requested that the Board of Directors designate this meeting as the Annual Meeting for 2025.

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.

The current officers are:

Toni Callicott – President
Wayne Hendrix – Vice-President
Miguel Guerrero – Secretary/Treasurer

MOTION: Elect officers to the Mt. Vernon Water Company Board of Directors.

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.

The current cash balance of \$44,426.20 plus the proposed assessment of \$10,000 should be sufficient to cover expenditures until February 2026. The last assessment was approved in March 2023 in the amount of \$7,500.

Sufficient funds for the assessment are budgeted in Account No. 103041-5704 in the FY 2024/25 Budget.

MOTION: Approve the proposed assessment from the Water Department to the Mount Vernon Water Company in the amount of \$10,000.

MOTION: _____ SECONDED: _____

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 10:07 a.m., on Tuesday, March 12, 2024, at the Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

ROLL CALL:

Roll call was taken with the following being present: President Callicott, Directors Mlynarski and Johnson. Staff: Guerrero, Ohama, Shepardson, Stewart, Miller, Mouser; Albert Maldonado, Best Best & Krieger LLP, and Amy Smith, Executive Assistant to the General Manager.

Director Hendrix and Director Brickley were absent.

1. PUBLIC COMMENTS:

This was 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 March 14, 2023 meeting.

Upon the motion by Director Mlynarski, duly seconded by Director Johnson, it was voted 3-0, to approve the Minutes from the meeting of March 14, 2023.

3. DESIGNATION OF ANNUAL MEETING:

It was requested that the Board designate this meeting as the Annual Meeting for 2024.

Upon motion by Director Johnson, duly seconded by Director Mlynarski, it was voted 3-0, to designate the meeting of March 12, 2024, as the Annual Meeting for 2024.

4. ELECTION OF OFFICERS:

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

Upon motion by Director Johnson, duly seconded by Director Mlynarski, it was voted 3-0, to re-elect Toni Callicott as President, re-elect Wayne Hendrix as Vice President, and re-elect Miguel Guerrero as Secretary/Treasurer of the Mt. Vernon Board.

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

The Mount Vernon Well was used to supplement the water supply for the 19th Street Plant – Muscoy Operating Unit. The San Bernardino Municipal Water Department had invoiced for facility and equipment maintenance costs incurred during the past twelve (12) months.

The current cash balance of \$44,100.74 plus the proposed assessment of \$7,500 should be sufficient to cover expenditures until February 2025. The last assessment was approved in February 2022 in the amount of \$15,000.

Sufficient funds for the assessment were budgeted in Account No. 103041-5704 in the FY 2023/24 Budget.

MOTION: Approve the proposed assessment from the Water Department to the Mount Vernon Water Company in the amount of \$7,500.

Upon motion by Director Mlynarski, duly seconded by Director Johnson, it was voted 3-0, to approve the proposed assessment from the Water Department to the Mount Vernon Water Company in the amount of \$7,500.

6. **ADJOURNMENT:**

The meeting adjourned at 10:11 a.m.

TONI CALLICOTT
President

MIGUEL J. GUERRERO
Secretary/Treasurer

**CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT
MOUNT VERNON WATER COMPANY
STAFF REPORT**

Received 03-04-25
Mt. Vernon Water Co.
General Manager 

TO: Miguel J. Guerrero, P.E., General Manager 
FROM: Cynthia Mouser, Director of Finance
SUBJECT: MOUNT VERNON WATER COMPANY ASSESSMENT
DATE: March 4, 2025

BACKGROUND:

A meeting of the Mount Vernon Water Company Board of Directors is requested to discuss an assessment of operating expenses. The Mount Vernon Well supplements 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.

The current cash balance of \$44,426.20 plus the proposed assessment of \$10,000 should be sufficient to cover expenditures until February 2026. The last assessment was approved in March 2024 for \$7,500.

GOALS AND OBJECTIVES:

This assessment aligns with the Department's Strategic Plan under Target #5: Fiscal Responsibility. This action is consistent with the Department's Key Values, specifically to "Require ethical business practices."

FISCAL IMPACT:

Sufficient funds for the assessment are budgeted in (103041-5704) in the FY 2024-25 Budget.

RECOMMENDATION:

It is recommended that the Water Board make the following motion:

- Approve the proposed assessment from the Water Department to the Mount Vernon Water Company for \$10,000.

Miguel J. Guerrero, P.E., General Manager
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March 4, 2025
Subject: MOUNT VERNON WATER COMPANY ASSESSMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cynthia Mouser". The script is cursive and fluid.

Cynthia Mouser
Director of Finance

Attachments: Mt Vernon Water Co. Cash Summary- March 11, 2025
Mt Vernon Water Co. Report of Expenditures- March 21, 2024- February 19, 2025

MOUNT VERNON WATER CO.
March 11, 2025

CASH SUMMARY

PREVIOUS CASH BALANCE AT FEBRUARY 28, 2024	\$ 44,100.74
DEPOSITS TO DATE	7,500.00
EXPENDITURES TO DATE	<u>(7,174.54)</u>
CASH BALANCE AS OF FEBRUARY 28, 2024	<u>\$ 44,426.20</u>
CURRENT ASSESSMENT	10,000.00
BALANCE OF EXPENDITURES NOT COVERED BY ASSESSMENTS	<u>(2,734.99)</u>
AVAILABLE TO COVER FUTURE EXPENSES	<u>\$ 51,691.21</u>

ASSESSMENT FOR OPERATIONS

<u>CURRENT OPERATIONS:</u>	<u>NET OF ACTUAL EXPENDITURES</u>	<u>ASSESSMENTS PAID TO DATE</u>	<u>BALANCE</u>
2023 OPERATIONS - BALANCE DUE	18,507.00	15,000.00	(3,507.00)
2024 OPERATIONS - BALANCE DUE	6,727.99	7,500.00	772.01
2025 PROJECTED OPERATIONS	<u>10,000.00</u>	<u>10,000.00</u>	<u>-</u>
TOTALS	35,234.99	32,500.00	(2,734.99)
ADJUSTMENT TO EQUAL TOTAL ASSESSMENT			<u>7,265.01</u>
CURRENT ASSESSMENT:			<u>\$ 10,000.00</u>

DATE OF LAST ASSESSMENT - March 4, 2024 - \$7,500.00

REPORT OF EXPENDITURES - MARCH 01, 2024 TO FEBRUARY 28, 2025

[illegible]