

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Ave, Beaumont, CA 92223
Board Finance & Budget Workshop
Agenda
December 20, 2013, at 1:30 p.m.

1. Call to Order, Flag Salute and Roll Call

2. Adoption and Adjustment of Agenda

3. Public Comment

Members of the public may address the Board at this time concerning items not on the agenda. To comment on specific agenda items, please complete a speaker's request form and hand it to the Board secretary.

4. New Business (Discussion only)

- A. Ratification of Paid Invoices and Monthly Payroll for November, 2013 by Reviewing Check History Reports in Detail*
- B. Review and Consideration of Pending Legal Invoices for November, 2013*
- C. Review of November, 2013 Bank Reconciliation*
- D. Review of Budget Report for November, 2013*
- E. Consideration of Options for Pre-Funding CERBT
- F. Consideration of Proposed General Manager and Staff Travel Policy*

5. Announcements

- A. The office will be closed on December 24th and 25th in observance of the Christmas holiday.
- B. The office will be closed on December 31, 2013 and January 1, 2014 in observance of the New Year's holiday.
- C. Regular Board Meeting, January 6, 2014 at 1:30 p.m.
- D. Engineering Workshop, January 13, 2014 at 1:30 p.m.

6. Adjournment

***Information Included In Agenda Packet**

1. Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Agency's office at 1210 Beaumont Ave., Beaumont, CA 92223 during normal business hours. 2. Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Agency's office, during regular business hours. When practical, these public records will also be available on the Agency's Internet website, accessible at <http://www.sgpwa.com>. 3. Any person with a disability who requires accommodation in order to participate in this meeting should telephone the Agency (951-845-2577) at least 48 hours prior to the meeting to make a request for a disability-related modification or accommodation.

BR Bank Register Report

San Geronio Pass Water Agency(ASG)

12/02/2013 16:27:23

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Document Number	Date	Payee Name/Description	Type	Status	Source	Amount
Bank Code: WFC Wells Fargo Checking					Current Balance	\$617,516.71
014909	11/04/2013	ASSOCIATION OF CALIFORNIA WATER	CHK	CLR	AP	\$15,807.00
014910	11/04/2013	ATKINS NORTH AMERICA, INC.	CHK	CLR	AP	\$8,244.74
014911	11/04/2013	BDL ALARMS, INC.	CHK	CLR	AP	\$78.00
014912	11/04/2013	BEAUMONT-CHERRY VALLEY WATER DIST.	CHK	CLR	AP	\$417.26
014913	11/04/2013	BEAUMONT HOME CENTER	CHK	CLR	AP	\$105.15
014914	11/04/2013	BEST BEST & KRIEGER LLP	CHK	CLR	AP	\$15,433.20
014915	11/04/2013	CSDA	CHK	CLR	AP	\$2,050.00
014916	11/04/2013	ERNST & YOUNG LLP	CHK	CLR	AP	\$846.00
014917	11/04/2013	JON'S FLAGS & POLES, INC.	CHK	CLR	AP	\$335.58
014918	11/04/2013	METROPOLITAN WATER DISTRICT	CHK	CLR	AP	\$68.29
014919	11/04/2013	WASTE MANAGEMENT INLAND EMPIRE	CHK	CLR	AP	\$92.27
014920	11/12/2013	CB&T / ACWA-JPIA	CHK	CLR	AP	\$656.44
014921	11/12/2013	CV STRATEGIES	CHK	CLR	AP	\$1,443.75
014922	11/12/2013	WILLIAM E. DICKSON	CHK	CLR	AP	\$25.91
014923	11/12/2013	GOPHER PATROL	CHK	CLR	AP	\$48.00
014924	11/12/2013	J. R. FREEMAN CO. INC.	CHK	CLR	AP	\$205.09
014925	11/12/2013	KENNEDY/JENKS CONSULTANTS	CHK	CLR	AP	\$2,589.60
014926	11/12/2013	MARY ANN HARVEY-MELLEBY	CHK	CLR	AP	\$64.35
014927	11/12/2013	SOUTHERN CALIFORNIA GAS	CHK	CLR	AP	\$6.82
014928	11/12/2013	THOMAS W. TODD, JR.	CHK	CLR	AP	\$776.14
014929	11/12/2013	UNLIMITED SERVICES BUILDING MAINT.	CHK	CLR	AP	\$295.00
014931	11/15/2013	CALIFORNIA PUBLIC EMPLOYEES'	CHK	CLR	AP	\$7,036.96
014932	11/22/2013	CALIFORNIA PUBLIC EMPLOYEES'	CHK	CLR	AP	\$6,503.05
014933	11/22/2013	CONTROL TEMP, INC.	CHK	CLR	AP	\$186.84
014934	11/22/2013	JEFFREY W. DAVIS	CHK	CLR	AP	\$42.00
014935	11/22/2013	FEDERAL EXPRESS	CHK	CLR	AP	\$57.26
014936	11/22/2013	J. R. FREEMAN CO. INC.	CHK	CLR	AP	\$207.89
014937	11/22/2013	INCONTACT, INC.	CHK	CLR	AP	\$114.46
014938	11/22/2013	MATTHEW PISTILLI LANDSCAPE SERVICES	CHK	CLR	AP	\$325.00
014939	11/22/2013	NICOLAY CONSULTING GROUP	CHK	O/S	AP	\$2,900.00
014940	11/22/2013	CHERYLE M. RASMUSSEN	CHK	O/S	AP	\$50.85
014941	11/22/2013	SOUTHERN CALIFORNIA EDISON	CHK	CLR	AP	\$120.81
014942	11/22/2013	THOMAS W. TODD, JR.	CHK	CLR	AP	\$518.99
014943	11/22/2013	VERIZON	CHK	O/S	AP	\$997.70
014944	11/22/2013	VISIONARY LOGICS	CHK	CLR	AP	\$686.00
014945	11/25/2013	ALBERT WEBB ASSOCIATES	CHK	O/S	AP	\$6,088.13
014946	11/25/2013	MICHAEL BRANDMAN ASSOCIATES	CHK	CLR	AP	\$7,545.09
014947	11/25/2013	WELLS FARGO REMITTANCE CENTER	CHK	O/S	AP	\$5,148.94
014948	11/26/2013	AT&T MOBILITY	CHK	O/S	AP	\$212.43
014949	11/26/2013	JEFFREY W. DAVIS	CHK	CLR	AP	\$1,155.23
014950	11/26/2013	ERNST & YOUNG LLP	CHK	CLR	AP	\$422.00
014951	11/26/2013	MARY ANN HARVEY-MELLEBY	CHK	CLR	AP	\$557.37
014952	11/26/2013	VALLEY OFFICE EQUIPMENT, INC.	CHK	O/S	AP	\$119.63
014953	11/26/2013	VISIONARY LOGICS	CHK	O/S	AP	\$315.00
014955	11/29/2013	CALIFORNIA PUBLIC EMPLOYEES'	CHK	O/S	AP	\$6,917.25
014956	11/29/2013	FRANCHISE TAX BOARD	CHK	O/S	AP	\$147.37
014957	11/29/2013	STANDARD INSURANCE COMPANY	CHK	O/S	AP	\$301.98
203798	11/15/2013	ELECTRONIC FEDERAL TAX PAYMNT SYSTM	CHK	CLR	AP	\$5,129.50
217062	11/15/2013	EMPLOYMENT DEVELOPMENT DEPARTMENT	CHK	CLR	AP	\$952.74
217136	11/29/2013	EMPLOYMENT DEVELOPMENT DEPARTMENT	CHK	CLR	AP	\$923.86
247618	11/29/2013	ELECTRONIC FEDERAL TAX PAYMNT SYSTM	CHK	CLR	AP	\$5,502.23
900077	11/29/2013	DEPARTMENT OF WATER RESOURCES	CHK	CLR	AP	\$340,395.00

	Bank Totals	Items	Total Voids	Items
Checks	\$451,170.15	52	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0

Total for Bank Code: WFC Wells Fargo Checking

Net Activity: (\$451,170.15)

BR Bank Register Report

San Gorgonio Pass Water Agency(ASG)

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Document Number	Date	Payee Name/Description	Type	Status	Source	Amount
Report Totals						\$617,516.71
		Bank Totals	Items	Total Current Balance		
				Total Voids	Items	
		\$451,170.15	52	\$0.00	0	
		Checks		\$0.00	0	
		Deposits		\$0.00	0	
		Deductions		\$0.00	0	
		Bank Charges		\$0.00	0	
		Additions		\$0.00	0	
Report Total				Net Activity:		(\$451,170.15)

Report Selection Criteria

Bank Accounts	Start WFC	End WFC
Date Range	Custom	
Check Date	11/01/2013	11/30/2013
Document /Check Numbers	Start	End
Payee Code	Start	End

Report Type: Single Line
Sort By: Doc/Item Type
Includes Items posted from these source modules: AP AR
Includes Items with status: Outstanding Cleared Voided
Includes Items of the Activity Type: All: Check Deduction Bank Charge Deposit Addition
Includes Item Notes: No
Includes Bank Notes: No

Search For 1:
Search For 2:
Search For 3:
And/Or:
Search For 4:
Search For 5:
Search For 6:

BR Bank Register Report

San Gorgonio Pass Water Agency(ASG)

12/02/2013 16:27:36

Page 1

Document Number	Date	Payee Name/Description	Type	Status	Source	Amount
Bank Code: WFC Wells Fargo Checking					Current Balance	\$617,516.71
000803	11/15/2013	DAVIS, JEFFREY W.	CHK	CLR	PR	\$4,613.80
000804	11/15/2013	FALLS, KENNETH M.	CHK	CLR	PR	\$2,602.55
000805	11/15/2013	MORRIS, WILLIAM R.	CHK	CLR	PR	\$1,089.87
000806	11/15/2013	RASMUSSEN, CHERYLE M.	CHK	CLR	PR	\$1,974.15
000807	11/15/2013	TODD, JR., THOMAS W.	CHK	CLR	PR	\$2,996.94
000808	11/29/2013	DAVIS, JEFFREY W.	CHK	CLR	PR	\$4,613.80
000809	11/29/2013	DICKSON, WILLIAM E.	CHK	CLR	PR	\$942.50
000810	11/29/2013	DUNCAN, RONALD A.	CHK	CLR	PR	\$1,089.87
000811	11/29/2013	FALLS, KENNETH M.	CHK	CLR	PR	\$2,374.07
000812	11/29/2013	HARVEY-MELLEBY, MARY ANN	CHK	CLR	PR	\$1,089.87
000813	11/29/2013	RASMUSSEN, CHERYLE M.	CHK	CLR	PR	\$1,974.15
000814	11/29/2013	TODD, JR., THOMAS W.	CHK	CLR	PR	\$2,996.94
000815	11/29/2013	VOIGT, BARBARA A.	CHK	CLR	PR	\$1,089.87
014930	11/15/2013	JETER, JOHN R.	CHK	CLR	PR	\$939.87
014954	11/29/2013	HARING, THEODORE F.	CHK	O/S	PR	\$989.87

	Bank Totals	Items	Total Voids	Items
Checks	\$31,378.12	15	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0

Total for Bank Code: WFC Wells Fargo Checking **Net Activity:** (\$31,378.12)

Report Totals	Bank Totals	Items	Total Current Balance	Total Voids	Items
	\$31,378.12	15	\$617,516.71	\$0.00	0
Checks	\$31,378.12	15		\$0.00	0
Deposits	\$0.00	0		\$0.00	0
Deductions	\$0.00	0		\$0.00	0
Bank Charges	\$0.00	0		\$0.00	0
Additions	\$0.00	0		\$0.00	0

Report Total **Net Activity:** (\$31,378.12)

Report Selection Criteria

	Start	End
Bank Accounts	WFC	WFC
Date Range	Custom	
Check Date	11/01/2013	11/30/2013
Document /Check Numbers	Start	End
Payee Code	Start	End

Report Type: Single Line
 Sort By: Doc/Item Type
 Includes Items posted from these source modules: PR AR
 Includes Items with status: Outstanding Cleared Voided
 Includes Items of the Activity Type: All: Check Deduction Bank Charge Deposit Addition
 Includes Item Notes: No
 Includes Bank Notes: No

Search For 1:
 Search For 2:
 Search For 3:
 And/Or:
 Search For 4:
 Search For 5:
 Search For 6:

SAN GORGONIO PASS WATER AGENCY

**LEGAL INVOICES
ACCOUNTS PAYABLE INVOICE LISTING**

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>COMMENT</u>	<u>AMOUNT</u>
BEST, BEST & KRIEGER	131130	LEGAL SERVICES NOV13	6,989.84

TOTAL PENDING INVOICES FOR NOVEMBER 2013

6,989.84

**SAN GORGONIO PASS WATER AGENCY
BANK RECONCILIATION
November 30, 2013**

BALANCE PER BANK AT 11/30/2013 - CHECKING ACCOUNT	641,705.86
	641,705.86

LESS OUTSTANDING CHECKS

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
14939	2,900.00	14952	119.63
14940	50.85	14953	315.00
14943	997.70	14954	989.87
14945	6,088.13	14955	6,917.25
14947	5,148.94	14956	147.37
14948	212.43	14957	301.98
	15,398.05		8,791.10

TOTAL OUTSTANDING CHECKS	(24,189.15)
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BALANCE PER GENERAL LEDGER	617,516.71
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BALANCE PER GENERAL LEDGER AT 10/31/2013	1,162,210.67
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CASH RECEIPTS FOR NOVEMBER	687,950.88
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CASH DISBURSEMENTS FOR NOVEMBER

ACCOUNTS PAYABLE - CHECK HISTORY REPORT	(451,170.15)	
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NET PAYROLL FOR NOVEMBER	(31,378.12)	(482,548.27)
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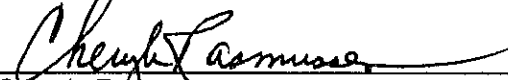
BANK CHARGES	(96.57)
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TRANSFERS FROM LAIF

TRANSFERS TO LAIF	(750,000.00)
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BALANCE PER GENERAL LEDGER AT 11/30/2013	617,516.71
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REPORT PREPARED BY:



 Cheryl Rasmussen

**SAN GORGONIO PASS WATER AGENCY
DEPOSIT RECAP
FOR THE MONTH OF NOVEMBER, 2013**

<u>DATE</u>	<u>RECEIVED FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL DEPOSIT AMOUNT</u>
DEPOSIT TO CHECKING ACCOUNT				
11/08/2013	WELLS FARGO SECURITIES	BOND INTEREST	3,750.00	3,750.00
11/15/2013	WELLS FARGO SECURITIES	BOND INTEREST	2,500.00	2,500.00
11/15/13	BCVWD	WATER SALES	258,672.00	258,672.00
11/19/13	YVWD	WATER SALES	2,110.00	
11/19/13	STATE OF CALIF/DWR	SMIF INTEREST EBX + OAP	3,800.00	5,910.00
11/20/13	CITY OF BANNING	WATER SALES	31,700.00	31,700.00
11/22/13	RIVERSIDE COUNTY	PROPERTY TAXES	19,250.77	19,250.77
TOTAL FOR NOVEMBER, 2013			321,782.77	321,782.77

**SAN GORGONIO PASS WATER AGENCY
FISCAL YEAR BUDGET 2013-14**

**BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE FIVE MONTHS ENDING ON NOVEMBER 30, 2013**

	FOR THE FISCAL YEAR JULY 1, 2013 - JUNE 30, 2014				
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
GENERAL FUND - INCOME					
INCOME					
WATER SALES	3,100,000		3,100,000	1,150,077.10	62.90%
TAX REVENUE	1,900,000		1,900,000	172,456.76	90.92%
INTEREST	32,000		32,000	9,015.88	71.83%
PASS-THRU	0		0		
GRANTS	0		0		
OTHER (REIMBURSEMENTS, TRANSFERS)	52,000		52,000	7,472.85	85.63%
TOTAL GENERAL FUND INCOME	5,084,000	0	5,084,000	1,339,022.59	73.66%
GENERAL FUND - EXPENSES					
GENERAL FUND - EXPENSES					
COMMODITY PURCHASE					
PURCHASED WATER	2,800,000		2,800,000	809,500.02	71.09%
TOTAL COMMODITY PURCHASE	2,800,000	0	2,800,000	809,500.02	71.09%
SALARIES AND EMPLOYEE BENEFITS					
SALARIES AND EMPLOYEE BENEFITS					
SALARIES	386,500		386,500	160,043.04	58.59%
PAYROLL TAXES	33,000		33,000	13,241.50	59.87%
WORKERS COMP INSURANCE	4,300		4,300	848.27	80.27%
RETIREMENT	127,000		127,000	52,689.45	58.51%
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	66,000		66,000	9,815.98	85.13%
HEALTH INSURANCE	47,000		47,000	25,482.62	45.78%
DENTAL INSURANCE	5,355		5,355	2,840.34	56.65%
SGPWA STAFF MISC. MEDICAL	7,000		7,000	2,321.41	80.46%
LONG TERM DISABILITY	3,100		3,100	1,368.13	55.87%
EMPLOYEE EDUCATION	2,000		2,000	125.00	93.75%
TOTAL SALARIES AND EMPLOYEE BENEFITS	681,255	0	681,255	268,775.74	60.55%

SAN GORGONIO PASS WATER AGENCY
FISCAL YEAR BUDGET 2013-14
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE FIVE MONTHS ENDING ON NOVEMBER 30, 2013

FOR THE FISCAL YEAR JULY 1, 2013 - JUNE 30, 2014

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
GENERAL FUND - EXPENSES					
ADMINISTRATIVE & PROFESSIONAL					
DIRECTOR EXPENDITURES					
DIRECTORS FEES	102,000		102,000	41,069.22	59.74%
DIRECTORS TRAVEL & EDUCATION	35,000		35,000	6,044.77	82.73%
DIRECTORS MISC. MEDICAL	22,000		22,000	3,632.57	83.49%
OFFICE EXPENDITURES					
OFFICE EXPENSE	12,000		12,000	2,556.21	78.70%
POSTAGE	1,200		1,200	755.45	37.05%
TELEPHONE	7,000		7,000	3,502.22	49.97%
UTILITIES	4,500		4,500	1,387.07	69.18%
SECURITY EXPENDITURES					
COMPUTER, WEB SITE AND TELEPHONE SUPPORT & SERVICE	4,500		4,500	3,586.33	20.30%
GENERAL MANAGER & STAFF TRAVEL	15,000		15,000	9,656.13	35.63%
INSURANCE & BONDS	24,000		24,000	20,023.00	16.57%
ACCOUNTING & AUDITING	21,000		21,000	16,750.00	20.24%
STATE WATER CONTRACT AUDIT	5,300		5,300	4,229.00	20.21%
OUTSIDE PROFESSIONAL SERVICES	4,000		4,000	2,900.00	27.50%
DUES & ASSESSMENTS	32,000		32,000	31,134.00	2.71%
BANK CHARGES	1,500		1,500	375.41	74.97%
MISCELLANEOUS EXPENSES	1,000		1,000	0.00	100.00%
MAINTENANCE & EQUIPMENT EXPENDITURES					
TOOLS PURCHASE & MAINTENANCE	2,000		2,000	173.65	91.32%
VEHICLE REPAIR & MAINTENANCE	13,000		13,000	6,279.81	51.69%
MAINTENANCE & REPAIRS - BUILDING	10,000		10,000	5,209.97	47.90%
MAINTENANCE & REPAIRS - FIELD	30,000		30,000	54.89	99.82%
CONTRACT OPERATIONS AND MAINTENANCE	160,000		160,000	0.00	100.00%
COUNTY EXPENDITURES					
LAFCO COST SHARE	3,200		3,200	3,358.76	-4.96%
ELECTION EXPENSE	0		0	0.00	
TAX COLLECTION CHARGES	7,500		7,500	429.52	94.27%
TOTAL ADMINISTRATIVE & PROFESSIONAL	517,700	0	517,700	163,107.98	68.49%

SAN GORGONIO PASS WATER AGENCY
FISCAL YEAR BUDGET 2013-14
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE FIVE MONTHS ENDING ON NOVEMBER 30, 2013

FOR THE FISCAL YEAR JULY 1, 2013 - JUNE 30, 2014						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
GENERAL FUND - EXPENSES						
GENERAL ENGINEERING						
RECHARGE						
BEAMONT AVE. RECHARGE FACILITY CEQA	42,000		42,000	29,194.46	30.49%	
B.A.R.F. SERVICE CONNECTION (MT. VIEW CONNEX.)	100,000		100,000	0.00	100.00%	
B.A.R.F. DESIGN PIPELINE	59,000		59,000	15,159.40	74.31%	
B.A.R.F. DESIGN RECHARGE FACILITY	30,000		30,000	12,325.00	58.92%	
B.A.R.F. POST DESIGN	25,000		25,000	0.00	100.00%	
BANNING PIPELINE CEQA	30,000	-30,000	0	0.00		
BONNING PIPELINE DESIGN	80,000	-80,000	0	0.00		
STUDIES						
U.S. - Agreement #23100	135,000	110,000	245,000	17,315.71	92.93%	
WATER RATE NEXUS STUDY	75,000		75,000	0.00	100.00%	
CAPACITY FEE NEXUS STUDY UPDATE	45,000		45,000	0.00	100.00%	
SUPPORT - CAPACITY FEE & COOPERATIVE AGREEMENTS	30,000		30,000	0.00	100.00%	
EMERGING CONTAMINANTS TASK FORCE	5,000		5,000	2,110.00	57.80%	
WATER SUPPLY UPDATE	27,000		27,000	17,638.48	34.67%	
UPDATED UWMP	35,000		35,000	2,861.30	91.82%	
OTHER PROJECTS						
STRATEGIC PLAN IMPLEMENTATION - COMMUNICATIONS	15,000		15,000	2,300.00	84.67%	
WATER QUALITY MODELING (SAN TIMETEO)	5,000		5,000	0.00	100.00%	
SUPPLEMENTAL FUNDING AGREEMENT FOR BDCP	65,000		65,000	54,040.00	16.86%	
DISTRICT VALUATION	0	10,000	10,000			
GENERAL AGENCY - CEQA ANALYSIS AND GIS SERVICES	5,000		5,000	2,680.38	46.39%	
TOTAL GENERAL ENGINEERING	808,000	10,000	818,000	155,624.73	80.97%	

**SAN GORGONIO PASS WATER AGENCY
FISCAL YEAR BUDGET 2013-14**

**BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE FIVE MONTHS ENDING ON NOVEMBER 30, 2013**

FOR THE FISCAL YEAR JULY 1, 2013 - JUNE 30, 2014

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
GENERAL FUND - EXPENSES					
LEGAL SERVICES					
LEGAL SERVICES - GENERAL	125,000		125,000	46,816.16	62.55%
TOTAL LEGAL SERVICES	125,000	0	125,000	46,816.16	62.55%
CONSERVATION & EDUCATION					
SCHOOL EDUCATION PROGRAMS	8,000		8,000	4,000.00	50.00%
ALT EDUCATION PROGRAMS	2,500		2,500	0.00	100.00%
CER CONSERVATION, EDUCATION AND PUBLIC RELATIONS	0	40,000	40,000	1,443.75	96.39%
TOTAL CONSERVATION & EDUCATION	10,500	0	50,500	5,443.75	89.22%
GENERAL FUND CAPITAL EXPENDITURES					
BUILDING	15,000		15,000	0.00	100.00%
FURNITURE & OFFICE EQUIPMENT	5,000		5,000	0.00	100.00%
OTHER EQUIPMENT	5,000		5,000	0.00	100.00%
B.A.R.F. PIPELINE CONSTRUCTION	50,000		50,000	0.00	100.00%
TOTAL GENERAL FUND CAPITAL EXPENDITURES	75,000	0	75,000	0.00	100.00%
TRANSFERS TO OTHER FUNDS					
TRANSFERS FROM RESERVES - NEW WATER	253,000	0	253,000	0.00	
TOTAL GENERAL FUND EXPENSES	5,017,455	10,000	5,067,455	1,449,268.38	71.40%
GENERAL FUND NET INCOME YEAR TO DATE					
	319,545	-10,000	269,545	-110,245.79	

**SAN GORGONIO PASS WATER AGENCY
FISCAL YEAR BUDGET 2013-14**

**BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE FIVE MONTHS ENDING ON NOVEMBER 30, 2013**

FOR THE FISCAL YEAR JULY 1, 2013 - JUNE 30, 2014

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
DEBT SERVICE FUND - INCOME					
INCOME					
TAX REVENUE	15,039,000		15,039,000	1,056,270.73	92.98%
INTEREST	72,000		72,000	21,913.75	69.56%
GRANTS	0		0	0.00	
OTHER	1,910,000		1,910,000	1,194,094.00	37.48%
TOTAL DEBT SERVICE FUND INCOME	17,021,000	0	17,021,000	2,272,278.48	86.65%
DEBT SERVICE FUND - EXPENSES					
EXPENSES					
SALARIES	46,000		46,000	19,458.04	57.70%
PAYROLL TAXES	3,500		3,500	1,488.50	57.47%
BENEFITS	31,500		31,500	11,621.87	63.11%
SWC CONTRACTOR DUES	37,000		37,000	36,173.00	2.24%
STATE WATER CONTRACT PAYMENTS	16,270,649		16,270,649	7,345,941.00	54.85%
PURCHASED WATER	242,000		242,000	111,465.98	53.94%
STATE WATER PROJECT LEGAL SERVICES	5,000		5,000	113.68	97.73%
USGS - Agreement #23100	50,000		50,000	0.00	100.00%
CONTRACT OPERATIONS AND MAINTENANCE	200,000		200,000	596.28	99.70%
SWP ENGINEERING	10,000		10,000	0.00	100.00%
DEBT SERVICE UTILITIES	9,000		9,000	3,494.95	61.17%
TAX COLLECTION CHARGES	45,000		45,000	2,433.91	94.59%
TOTAL DEBT SERVICE FUND EXPENSES	16,949,649	0	16,949,649	7,532,787.21	55.56%
DEBT SERVICE FUND NET INCOME YEAR TO DATE					
	71,351	0	71,351	-5,260,508.73	

San Gorgonio Pass Water Agency
General Manager and Staff Travel Policy

December 2013

I. Preamble

This policy is intended to govern travel for business purposes by the General Manager and staff of the San Gorgonio Pass Water Agency. Any travel by a staff member or the General Manager must be able to be justified as having value to the Agency, and the General Manager will be required to demonstrate that value for any travel by the General Manager or by any staff member at any time when requested by the Board.

The primary purposes of this policy are to:

- Provide transparency
- Allow the Board of Directors to provide needed oversight
- Prevent abuse

This policy is adopted by the Board of Directors of the Agency, who shall have the sole authority to revise, interpret, implement, and enforce it.

II. General

- a. Staff Travel. The General Manager shall authorize all travel by any staff member. The General Manager is accountable to the Board for all decisions regarding staff travel.
- b. General Manager Travel. The General Manager shall make all decisions regarding the General Manager's travel except as noted in II c. and d. below.
- c. Exceptions. The Board may, at any time, by majority vote at a regular or special Board meeting, determine that all travel by the General Manager must be approved in advance by the Board.
- d. Travel restrictions. At any time, the Board may by majority vote at a regular or special Board meeting restrict the travel of the General Manager or staff.

III. Purpose of Travel

- a. In general, travel by the General Manager or staff should be for one of three reasons:
 - i. To attend a conference, seminar, briefing, or training session on a relevant subject.
 - ii. To attend a meeting where the presence of the General Manager or staff member will benefit the Agency.
 - iii. To participate in an educational field trip or tour, such as those sponsored by the Water Education Foundation.
 - iv. There may be exceptions to this but the Board's expectation is that those exceptions would be rare.
- b. Participation in Meetings.
 - i. It is expected that, if the General Manager or a staff member participates in a meeting for which travel is required, that:

1. The General Manager or staff member will gather and bring back information important to the Agency; or
2. The General Manager or staff member will actively participate in the meeting, providing input representing the best interests of the Agency; or
3. Both of the above.

IV. Method of Travel

- a. Travel by the General Manager or staff member may be by motor vehicle (personal, rental, or Agency-owned) or by airplane, or by some combination. In all cases, all legitimate travel expenses will be reimbursed by the Agency, or paid through use of an Agency credit card.
- b. In the event the travel is by air, every effort shall be made to purchase the ticket well in advance in order to minimize the cost to the Agency.
- c. In the event the travel or a portion of the travel is via personal vehicle, the Agency will reimburse the staff member (or General Manager) for distance traveled at the current IRS reimbursement rate.
- d. In the event that the travel or a portion of the travel is by rental car, no size greater than “standard” shall be rented.

V. Expenses to be Reimbursed

- a. The Agency will reimburse the following expenses related to travel:
 - i. Travel to the airport, if appropriate. Every effort shall be made to fly out of Ontario Airport or Palm Springs Airport, the two closest airports to the Agency administration building.
 - ii. Airport parking.
 - iii. Transport from the airport to the final destination, whether by rental car, taxi, shuttle, or bus.
 - iv. Overnight stay at a hotel, as applicable and appropriate.
 1. Overnight stays in “luxury” hotels is not permitted unless it is for a conference held at that hotel and a “conference rate” is available.
 2. Every effort shall be made to find a hotel with a room rate less than \$200 per night (not including tax). The Agency will not pay for stays at hotels with higher rates unless it can be demonstrated that there is no reasonable alternative.
 3. The Board has the discretion to enforce this provision by requiring the General Manager or staff member to pay all hotel costs in excess of a “reasonable” overnight rate, considering the city and the timing of the event. This action would be taken at a Finance and Budget workshop.
 - v. Meals. Expenses for meals must be reasonable. For example, no dinner will be reimbursed for more than \$30.00 (not including tip or other service charges). No lunch will be reimbursed for more than \$20.00 (not including tip or other service charges). These costs are for the individual alone. Should the General Manager or staff member pay for a meal for others, these limits do not apply to meals purchased for non-Agency employees. In such a case, the names of all attendees and the nature and purpose of the meal shall be noted in writing for the Board’s review.

1. Room service. The General Manager or staff member may order room service for a meal. The maximum cost provision above does not include any service charges or fees for room service.
 2. No reimbursement will be provided for a meal that is included in a conference or seminar registration fee. For example, if the General Manager or staff member attends an ACWA conference where lunches are included in the registration, that individual will not be reimbursed for a lunch that is taken elsewhere, unless it is a business lunch, in which case the other attendees and the nature of the business are to be noted on the receipt.
- vi. Tips and incidentals. Incidentals may include overnight parking, wi-fi access, etc.
- b. The Agency will NOT reimburse the following expenses:
- i. Alcohol.
 - ii. In-room movies.
 - iii. Personal expenses
 - iv. Trips to hotel spas.
 - v. Entertainment (movies, concerts, plays, etc.)
 - vi. Any expense for a spouse or travel companion.

VI. Miscellaneous

- a. **Emergencies.** If the General Manager or staff member is away from home on Agency travel and there is a family emergency that requires the individual to travel home immediately, the Agency will reimburse any additional costs incurred for this unexpected travel.

VII. Receipts

- a. The General Manager and Operations and Maintenance Manager will keep all receipts and include them with the monthly credit card bill.
- b. Staff members will keep all receipts for expenditures over \$5 and include them with their expense report.
- c. For expenses not paid with an Agency credit card, receipts are required for all expenses over \$5.
- d. The Finance Manager shall report to the Finance and Budget Committee any expense for which a receipt is not included.

VIII. Review and Revisions

- a. The Board may revise this policy from time to time by a majority vote of the Board at a regular or special Board meeting.
- b. The Board will review this policy at a Board meeting or workshop at least once every three years, starting in 2016, to ensure that it fulfills the needs of the Agency.

Adopted: _____