

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue**  
**Beaumont, California 92223**  
**Minutes of the**  
**Board Employee Guide Workshop**  
**October 3, 2013**

**Directors Present:** John Jeter, President  
Bill Dickson, Vice President  
Mary Ann Melleby, Treasurer  
Ron Duncan, Director  
Ted Haring, Director  
Ray Morris, Director  
Barbara Voigt, Director

**Staff and Consultants Present:**  
Jeff Davis, General Manager  
Tom Todd, Jr., Finance Manager

1. **Call to Order, Flag Salute and Roll Call:** The Employee Guide workshop of the San Gorgonio Pass Water Agency Board of Directors was called to order by President John Jeter at 1:30 p.m., October 3, 2013, in the Agency Conference Room at 1210 Beaumont Avenue, Beaumont, California. President Jeter led the Pledge of Allegiance to the flag. A quorum was present.

2. **Public Comment:** There was no public comment at this time.

*President Jeter turned the meeting over to Director Morris, Chair of the Employee Guide Committee.*

3. **Consideration of Cost of Living Adjustment for Agency Staff for FY 2013-2014.** A sheet summarizing the Consumer Price Index over the past year and since 2008 was included in the agenda package. After discussion, Director Haring moved, seconded by Director Melleby, to recommend that staff be provided with a 3% cost of living adjustment, retroactive to July 1. It was indicated that this would bring staff up to match the Consumer Price Index since 2008. The motion passed unopposed.

4. **Consideration of Life Insurance for Agency Staff.** General Manager Davis reminded the Board members that they had directed staff to bring back some options to consider at a previous Employee Guide workshop. Finance Manager Tom Todd handed out a summary sheet indicating that, through an ACWA life insurance program, it would cost the Agency approximately \$2008 per year to provide one year's salary worth of life insurance for each employee. General Manager Davis noted that since the Agency only has four employees, there are not a lot of options available for group life insurance. Under the ACWA program, all

employees would have to participate. After discussion, Director Duncan moved, seconded by Director Dickson, to recommend that the Agency purchase the proposed ACWA plan but only pay half the cost, with employees paying the other half. The motion passed unopposed.

5. **Announcements:** The following announcements were reviewed:
  - A. Regular Board Meeting, October 7, 2013 at 1:30 p.m.
  - B. San Gorgonio Pass Water Task Force Joint Workshop, October 8, 2013 at 1:30 p.m.
  - C. Engineering Workshop, October 14, 2013 at 1:30 p.m.
  - D. San Gorgonio Pass Water Task Force, October 14, 2013 at 6:00 p.m., Banning City Council Chambers
  - E. Regular Board Meeting, October 21, 2013 at 1:30 p.m.
  
6. **Adjournment:** The Employee Guide workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 1:50 p.m.

  
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Jeffrey W. Davis, Secretary of the Board