

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue**  
**Beaumont, California 92223**  
**Minutes of the**  
**Board Finance and Budget Workshop**  
**December 20, 2013**

**Directors Present:** John Jeter, President  
Mary Ann Melleby, Treasurer  
Ted Haring, Director  
Ray Morris, Director  
Barbara Voigt, Director

**Directors Absent:** Bill Dickson, Vice President  
Ron Duncan, Director

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

1. **Call to Order, Flag Salute and Roll Call:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was called to order by President John Jeter at 1:30 p.m., December 20, 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. **Adoption and Adjustment of Agenda:** The agenda was adopted as presented.
3. **Public Comment:** There was no public comment at this time.
4. **New Business:**  
*President Jeter turned the meeting over to Director Voigt, Chair of the Finance & Budget Committee.*
  - A. Ratification of Paid Invoices and Monthly Payroll for the Month of November, 2013 by Reviewing Check History Reports in Detail: After review and discussion, a motion was made by President Jeter, seconded by Director Melleby, to recommend that the Board ratify paid monthly invoices of \$451,170.15 and payroll of \$31,378.12 for the month of November, 2013, for a combined total of \$482,548.27. The motion passed unopposed.
  - B. Review and Consideration of Pending Legal Invoices for November, 2013: After review and discussion, a motion was made by Director Haring, seconded by Director Melleby, to recommend that the Board approve payment of the pending legal invoices for November, 2013. The motion passed unopposed.

- C. Review of November, 2013 Bank Reconciliation: After review and discussion, a motion was made by President Jeter, seconded by Director Haring, to acknowledge receipt of the Wells Fargo bank reconciliation for November, 2013 as presented. The motion passed unopposed.
  - D. Review of Budget Report for November, 2013: After review and discussion, a motion was made by Director Haring, seconded by Director Melleby, to acknowledge receipt of the Budget Report for November, 2013 as presented. The motion passed unopposed.
  - E. Consideration of Options for Pre-Funding CERBT: General Manager Jeff Davis opened the discussion with a brief history of the Agency's decisions regarding post-employment benefits. Finance Manager Tom Todd passed out a spreadsheet with information about various alternatives for pre-funding the Agency's post-employment trust fund, the CERBT. After review and discussion, it was the consensus of the Board that the matter be discussed again at the next Finance & Budget workshop, and that the proposal include the specific reserve fund from which the resources would be taken.
  - F. Consideration of Proposed General Manager and Staff Travel Policy: General Manager Davis introduced this item by noting that while the Agency has policies for use of Agency credit cards and Agency vehicles, it currently has no comprehensive travel policy for staff, and suggested that it would be appropriate in light of the recent emphasis on transparency. He indicated that staff currently works hard to minimize the cost of travel when it is required. After reviewing the proposed policy in detail, it was the consensus of the Board to present the proposed policy at the next Board meeting. No changes were suggested.
5. **Announcements:** Director Voigt reviewed the following announcements:
- A. The office will be closed on December 24<sup>th</sup> and 25<sup>th</sup>, 2013 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:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 2:24 p.m.

  
Jeffrey W. Davis, Secretary of the Board