

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue
Beaumont, California 92223
Minutes of the
Board Finance and Budget Workshop
October 26, 2015

Directors Present: John Jeter, President
Bill Dickson, Vice President
Mary Ann Melleby, Treasurer
David Fenn, Director
Leonard Stephenson, Director

Directors Absent: Blair Ball, Director
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., October 26, 2015, 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 published.
3. **Public Comment:** No members of the public wished to make any comment at this time.

President Jeter turned the meeting over to the Chair of the Finance & Budget Committee, Director Mary Ann Melleby.

4. **New Business:**
 - A. Ratification of Paid Invoices and Monthly Payroll for September, 2015 by Reviewing Check History Reports in Detail: After review and discussion, a motion was made by Director Dickson, seconded by Director Stephenson, to recommend that the Board ratify paid monthly invoices of \$11,567,501.83 and payroll of \$32,087.01 for the month of September, 2015, for a combined total of \$11,599,588.84. The motion passed 5 in favor, no opposed, with Directors Ball and Duncan absent.
 - B. Review Pending Legal Invoices: After review and discussion, a motion was made by Director Stephenson, seconded by Director Dickson, to recommend that the Board approve payment of the pending legal invoices for September, 2015. The motion passed 5 in favor, no opposed, with Directors Ball and Duncan absent.

- C. Review of September, 2015 Bank Reconciliation: After review and discussion, a motion was made by Director Dickson, seconded by Director Fenn, to recommend that the Board acknowledge receipt of the Wells Fargo bank reconciliation for September, 2015 as presented. The motion passed 5 in favor, no opposed, with Directors Ball and Duncan absent.
- D. Review of Budget Report for September, 2015: After review and discussion, a motion was made by Director Dickson, seconded by Director Stephenson, to recommend that the Board acknowledge receipt of the Budget Report for September, 2015. The motion passed 5 in favor, no opposed, with Directors Ball and Duncan absent.
- E. Review of Unaudited Cash Reconciliation Report for June 30, 2015: Finance Manager Tom Todd introduced this report by pointing out that it is an unaudited report, which will be finalized when the financial audit of the Agency is complete. After review and discussion, a motion was made by Director Fenn, seconded by Director Dickson, to recommend that the Board acknowledge receipt of the Unaudited Cash Reconciliation Report for June 30, 2015. The motion passed 5 in favor, no opposed, with Directors Ball and Duncan absent.
- F. Review of Unaudited Cash Reconciliation Report for September 30, 2015: Finance Manager Todd introduced this modified report by explaining that from now on, the report will be a single page, and describe the status of the Agency's two funds at the date of the report, and the location of the funds in summary at the date of the report. After review and discussion, a motion was made by Director Stephenson, seconded by Director Dickson, to recommend that the Board acknowledge receipt of the Unaudited Cash Reconciliation Report for September 30, 2015. The motion passed 5 in favor, no opposed, with Directors Ball and Duncan absent.
- G. Review of Investment Report for September 30, 2015: Finance Manager Todd introduced this new report by pointing out the items included in the report that were requested by the Board. They include explanations of the categories of investments by maturity; descriptions of investments in summary, which can be compared to the Cash Reconciliation Report; descriptions of investments in detail; and a chart to describe pictorially the amount of each investment located in the various investment vehicles at the time of the report, and the category of each investment, as well as a pictorial representation of the yield of each investment. The Board reacted positively to the new report, and indicated the report fulfilled the Board's requests. After further review and discussion, a motion was made by Director Dickson, seconded by Director Fenn, to acknowledge receipt of the Investment Report for September 30, 2015. The motion passed 5 in favor, no opposed, with Directors Ball and Duncan absent.

- 5. Announcements:** Chair Melleby reviewed the following announcements:
- A. San Gorgonio Pass Regional Water Alliance, October 28, 2015
 - 1. Technical Committee at 4:30 p.m., Banning City Hall Conference Room
 - 2. Board Meeting at 6:00 p.m., Banning City Council Chambers
 - B. Regular Board Meeting, November 2, 2015 at 1:30 p.m.
 - C. Engineering Workshop, November 9, 2015 at 1:30 p.m.
 - D. The office will be closed November 11, 2015 in observance of Veterans Day.
- 6. Adjournment:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 2:18 p.m.



Jeffrey W. Davis, Secretary of the Board