

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Ave, Beaumont, CA 92223
Board Finance & Budget Workshop
Agenda
August 22, 2016, at 4:00 p.m.

1. Call to Order, Flag Salute

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 and possible recommendations for action at a future regular Board meeting)

- A. Ratification of Paid Invoices and Monthly Payroll for July, 2016 by Reviewing Check History Reports in Detail*
- B. Review of Pending Legal Invoices*
- C. Review of July, 2016 Bank Reconciliation*
- D. Review of Budget Report for July, 2016*

5. Announcements

- A. San Gorgonio Pass Regional Water Alliance, August 24, 2016, 5:00 p.m. – Banning City Hall
- B. The office will be closed Monday, September 5, 2016 in observance of Labor Day
- C. Regular Board Meeting, Tuesday, September 6, 2016 at 7:00 p.m.
- D. Engineering Workshop, September 12, 2016 at 4:00 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 request for a disability-related modification or accommodation.

San Gorgonio Pass Water Agency
Check History Report
 July 1 through July 31, 2016

ACCOUNTS PAYABLE

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/01/2016	118010	ACWA BENEFITS	747.04
07/01/2016	118011	CALPERS HEALTH	6,909.28
07/07/2016	118012	ACWA BENEFITS	743.04
07/07/2016	118013	ACWA JPIA	1,054.00
07/07/2016	118014	BDL ALARMS, INC.	78.00
07/07/2016	118015	KENNEDY JENKS CONSULTANTS	325.00
07/07/2016	118016	MARY ANN HARVEY-MELLEBY	2,300.00
07/07/2016	118017	CHERYLE M. RASMUSSEN	253.10
07/07/2016	118018	UNDERGROUND SERVICE ALERT	9.00
07/07/2016	118019	UNLIMITED SERVICES BUILDING MAINT.	295.00
07/07/2016	118020	VALLEY OFFICE EQUIPMENT, INC.	121.34
07/07/2016	118021	WASTE MANAGEMENT INLAND EMPIRE	94.37
07/11/2016	118022	BEST BEST & KRIEGER	9,899.48
07/11/2016	118023	ROY McDONALD	3,091.84
07/11/2016	118024	PROVOST & PRITCHARD	5,265.14
07/11/2016	118025	LAFCO RIVERSIDE	4,440.49
07/11/2016	118026	STATE WATER CONTRACTORS	32,911.00
07/13/2016	118027	SEE PAYROLL CATEGORY, JOHN R. JETER	
07/14/2016	118028	CALPERS RETIREMENT	4,368.48
07/14/2016	118029	CALPERS 457-SIP	1,150.00
07/14/2016	118030	FRANCHISE TAX BOARD	196.91
07/18/2016	118031	BANNING CHAMBER OF COMMERCE	350.00
07/18/2016	118032	CALPERS HEALTH	6,908.59
07/18/2016	118033	CONTROL TEMP, INC.	213.20
07/18/2016	118034	JEFFREY W. DAVIS	258.54
07/18/2016	118035	RONALD A. DUNCAN	151.08
07/18/2016	118036	FRONTIER COMMUNICATIONS	1,214.75
07/18/2016	118037	GOPHER PATROL	48.00
07/18/2016	118038	INCONTACT, INC.	96.14
07/18/2016	118039	KENNEDY JENKS CONSULTANTS	578.50
07/18/2016	118040	PROVOST & PRITCHARD	1,462.50
07/18/2016	118041	SOUTHERN CALIFORNIA GAS	0.99
07/18/2016	118042	WELLS FARGO REMITTANCE CENTER	1,848.66
07/25/2016	118043	AT&T MOBILITY	259.52
07/25/2016	118044	BEAUMONT CHAMBER OF COMMERCE	300.00
07/25/2016	118045	WILLIAM E. DICKSON	698.88
07/25/2016	118046	ERNST & YOUNG LLP	1,504.00
07/25/2016	118047	MATTHEW PISTILLI LANDSCAPE SERVICES	325.00
07/25/2016	118048	MST BACKFLOW	631.96
07/25/2016	118049	OFFICE SOLUTIONS	249.76
07/25/2016	118050	CHERYLE M. RASMUSSEN	66.59
07/25/2016	118051	SANTA ANA WATERSHED PROJ. AUTHORITY	20,180.00
07/25/2016	118052	SOUTHERN CALIFORNIA EDISON	171.80
07/25/2016	118053	THOMAS W. TODD, JR.	1,310.43
07/27/2016	118054	CALPERS RETIREMENT	4,368.48
07/27/2016	118055	CALPERS 457-SIP	1,150.00
07/27/2016	118056	STANDARD INSURANCE COMPANY	401.37

**San Gorgonio Pass Water Agency
Check History Report
July 1 through July 31, 2016**

ACCOUNTS PAYABLE (CON'T)

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/14/2016	536674	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	6,905.50
07/14/2016	559397	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,095.06
07/27/2016	534525	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,030.92
07/27/2016	583323	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	6,862.26
07/30/2016	900123	DEPARTMENT OF WATER RESOURCES	891,231.00
TOTAL ACCOUNTS PAYABLE CHECKS			<u>1,026,125.99</u>

ROLL

<u>CHECKS</u>			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/13/2016	118027	JOHN R. JETER	724.41
TOTAL PAYROLL CHECKS			<u>724.41</u>

<u>DIRECT DEPOSIT</u>			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/13/2016	801234	JEFFREY W. DAVIS	4,316.25
07/13/2016	801235	WILLIAM E. DICKSON	942.50
07/13/2016	801236	KENNETH M. FALLS	3,266.97
07/13/2016	801237	CHERYLE M. RASMUSSEN	2,098.18
07/13/2016	801238	THOMAS W. TODD, JR.	3,251.13
07/26/2016	801239	JEFFREY W. DAVIS	4,316.25
07/26/2016	801240	RONALD A. DUNCAN	1,139.41
07/26/2016	801241	KENNETH M. FALLS	2,636.01
07/26/2016	801242	DAVID L. FENN	689.41
07/26/2016	801243	MARY ANN HARVEY-MELLEBY	1,139.41
07/26/2016	801244	CHERYLE M. RASMUSSEN	2,098.18
07/26/2016	801245	LEONARD C. STEPHENSON	1,139.41
07/26/2016	801246	THOMAS W. TODD, JR.	3,251.13
TOTAL PAYROLL DIRECT DEPOSIT			<u>30,284.24</u>
TOTAL PAYROLL			<u>31,008.65</u>
TOTAL DISBURSEMENTS FOR JULY, 2016			<u><u>1,057,134.64</u></u>

SAN GORGONIO PASS WATER AGENCY

**LEGAL INVOICES
ACCOUNTS PAYABLE INVOICE LISTING**

<u>VENDOR</u>	<u>INVOICE NBR</u>	<u>COMMENT</u>	<u>AMOUNT</u>
BEST, BEST & KRIEGER	160731	LEGAL SERVICES JUL16	21,401.43
BEST, BEST & KRIEGER	777661	Annual Public Policy & Ethics	4,600.00

TOTAL PENDING INVOICES FOR AUGUST 2016

26,001.43

**SAN GORGONIO PASS WATER AGENCY
BANK RECONCILIATION
July 31, 2016**

BALANCE PER BANK AT 07/31/2016 - CHECKING ACCOUNT 525,151.21

LESS OUTSTANDING CHECKS

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
118008	151.00	118050	66.59
118031	350.00	118054	4,368.48
118043	259.52	118055	1,150.00
118044	300.00	118056	401.37
	<u>1,060.52</u>		<u>5,986.44</u>

TOTAL OUTSTANDING CHECKS (7,046.96)

BALANCE PER GENERAL LEDGER 518,104.25

BALANCE PER GENERAL LEDGER AT 06/30/2016 73,971.90

CASH RECEIPTS FOR JULY 901,409.02

CASH DISBURSEMENTS FOR JULY

ACCOUNTS PAYABLE - CHECK HISTORY REPORT (1,026,125.99)

NET PAYROLL FOR JULY (31,008.65) (1,057,134.64)

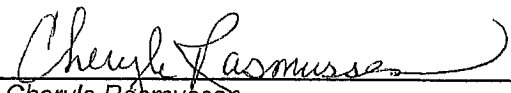
BANK CHARGES (142.03)

TRANSFER FROM LAIF OR WELLS FARGO 925,000.00

TRANSFER TO LAIF OR WELLS FARGO (325,000.00)

BALANCE PER GENERAL LEDGER AT 7/31/2016 518,104.25

REPORT PREPARED BY:



 Cheryl Rasmussen

**SAN GORONIO PASS WATER AGENCY
DEPOSIT RECAP
FOR THE MONTH OF JULY 2016**

<u>DATE</u>	<u>RECEIVED FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL DEPOSIT AMOUNT</u>
DEPOSIT TO CHECKING ACCOUNT				
7/5/16	CITY OF BANNING	WATER SALES	52,622.00	52,622.00
7/7/16	SBVMWD	REPAYMENT CONSULTANTS EXP.	21,418.03	21,418.03
7/18/16	YVWD	WATER SALES	30,995.79	30,995.79
7/18/16	BCVWD	WATER SALES	328,412.00	328,412.00
7/27/16	TVI	CD - BOND INTEREST	12,265.63	12,265.63
7/28/16	RIVERSIDE COUNTY	PROPERTY TAXES	88,794.36	88,794.36
7/28/16	RIVERSIDE COUNTY	PROPERTY TAXES	9,078.14	9,078.14
7/28/16	RIVERSIDE COUNTY	PROPERTY TAXES	2,792.25	2,792.25
7/29/16	RIVERSIDE COUNTY	PROPERTY TAXES	225,454.79	225,454.79
7/29/16	RIVERSIDE COUNTY	PROPERTY TAXES	129,576.03	129,576.03
TOTAL FOR JULY 2016			901,409.02	901,409.02

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2016-17
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE ONE MONTH ENDING ON JULY 31, 2016**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
GENERAL FUND - INCOME						
INCOME						
WATER SALES	3,993,000		3,993,000	0.00	100.00%	
TAX REVENUE	2,240,000		2,240,000	43,075.78	98.08%	
INTEREST	64,000		64,000	3,200.94	95.00%	
CAPACITY FEE	0		0	0.00	0.00%	
GRANTS	0		0	0.00	0.00%	
OTHER (REIMBURSEMENTS, TRANSFERS)	69,000		69,000	0.00	100.00%	
TOTAL GENERAL FUND INCOME	6,366,000	0	6,366,000	46,276.72	99.27%	
GENERAL FUND - EXPENSES						
COMMODITY PURCHASE						
PURCHASED WATER	3,875,000		3,875,000	0.00	100.00%	
TOTAL COMMODITY PURCHASE	3,875,000	0	3,875,000	0.00	100.00%	
SALARIES AND EMPLOYEE BENEFITS						
SALARIES	431,000		431,000	35,136.97	91.85%	
PAYROLL TAXES	39,000		39,000	3,237.87	91.70%	
RETIREMENT	108,000		108,000	6,824.30	93.68%	
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	23,000		23,000	3,754.06	83.68%	
HEALTH INSURANCE	52,000		52,000	8,506.26	83.64%	
DENTAL INSURANCE	4,500		4,500	715.04	84.11%	
LIFE INSURANCE	1,100		1,100	204.12	81.44%	
DISABILITY INSURANCE	4,500		4,500	359.79	92.00%	
WORKERS COMP INSURANCE	3,700		3,700	0.00	100.00%	
SGPWA STAFF MISC. MEDICAL	10,000		10,000	530.05	94.70%	
EMPLOYEE EDUCATION	1,000		1,000	0.00	100.00%	
TOTAL SALARIES AND EMPLOYEE BENEFITS	677,800	0	677,800	59,268.46	91.26%	

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FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
GENERAL FUND - EXPENSES						
ADMINISTRATIVE & PROFESSIONAL						
DIRECTOR EXPENDITURES						
DIRECTORS FEES	105,000		105,000	7,402.80	92.95%	
DIRECTORS TRAVEL & EDUCATION	20,000		20,000	0.00	100.00%	
DIRECTORS MISC. MEDICAL	32,000		32,000	698.88	97.82%	
OFFICE EXPENDITURES						
OFFICE EXPENSE	18,000		18,000	264.21	98.53%	
POSTAGE	1,000		1,000	37.43	96.26%	
TELEPHONE	10,000		10,000	840.28	91.60%	
UTILITIES	5,000		5,000	104.20	97.92%	
SERVICE EXPENDITURES						
COMPUTER, WEB SITE AND PHONE SUPPORT	9,000		9,000	0.00	100.00%	
GENERAL MANAGER & STAFF TRAVEL	20,000		20,000	1,053.63	94.73%	
INSURANCE & BONDS	23,000		23,000	0.00	100.00%	
ACCOUNTING & AUDITING	22,000		22,000	0.00	100.00%	
STATE WATER CONTRACT AUDIT	5,000		5,000	1,504.00	69.92%	
DUES & ASSESSMENTS	29,000		29,000	823.50	97.16%	
SPONSORSHIPS	8,000		8,000	0.00	100.00%	
OUTSIDE PROFESSIONAL SERVICES	650		650	0.00	100.00%	
BANK CHARGES	1,600		1,600	142.03	91.12%	
MISCELLANEOUS EXPENSES	1,000		1,000	0.00	100.00%	
MAINTENANCE & EQUIPMENT EXPENDITURES						
TOOLS PURCHASE & MAINTENANCE	3,500		3,500	0.00	100.00%	
VEHICLE REPAIR & MAINTENANCE	9,000		9,000	75.00	99.17%	
MAINTENANCE & REPAIRS - BUILDING	11,000		11,000	762.37	93.07%	
MAINTENANCE & REPAIRS - FIELD	6,500		6,500	0.00	100.00%	
CONTRACT OPERATIONS AND MAINTENANCE	150,000		150,000	0.00	100.00%	
COUNTY EXPENDITURES						
LAFCO COST SHARE	5,000		5,000	4,440.49	11.19%	
ELECTION EXPENSE	175,000		175,000	0.00	0.00%	
TAX COLLECTION CHARGES	9,500		9,500	132.78	98.60%	
TOTAL ADMINISTRATIVE & PROFESSIONAL	679,750	0	679,750	18,281.60	97.31%	

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2016-17**

**BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE ONE MONTH ENDING ON JULY 31, 2016**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
GENERAL FUND - EXPENSES						
GENERAL ENGINEERING						
RECHARGE						
B.A.R.F. DESIGN + CONSTRUCTION						
B.A.R.F. ENVIRONMENTAL MITIGATION						
FERC/FLUME						
FLUME SUPPORT	40,000		40,000	0.00	0.00%	
NEW WATER						
PROGRAMATIC EIR	75,000		75,000	0.00	100.00%	
UPDATED STUDY ON AVAILABLE SOURCES	45,000		45,000	0.00	100.00%	
SITES RESERVOIR	300,000		300,000	0.00	100.00%	
BCVWD CONNECTION						
ENGINEERING	30,000		30,000	0.00	100.00%	
CEQA	15,000		15,000	0.00	100.00%	
INTEGRATED REGIONAL WATER MANAGEMENT PLAN (IRWMP)	5,000		5,000	0.00	100.00%	
SGMA SUPPORT	15,000		15,000	0.00	100.00%	
STUDIES						
USGS	100,000		100,000	0.00	100.00%	
WATER RATE NEXUS STUDY	50,000		50,000	0.00	100.00%	
WATER RATE FINANCIAL MODELING	30,000		30,000	0.00	0.00%	
CAPACITY FEE NEXUS STUDY UPDATE	0		0	0.00	0.00%	
SUPPORT - CAPACITY FEE & AGREEMENTS	0		0	0.00	0.00%	
UPDATED UWMP	10,000		10,000	0.00	100.00%	
OTHER PROJECTS						
BASIN MONITORING TASK FORCE	21,000		21,000	20,180.00	3.90%	
BUNKER HILL CONJUNCTIVE USE PROJECT	20,000		20,000	0.00	100.00%	
GENERAL AGENCY - CEQA AND GIS SERVICES	35,000		35,000	0.00	100.00%	
TOTAL GENERAL ENGINEERING	791,000	0	791,000	20,180.00	97.45%	

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2016-17
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FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
GENERAL FUND - EXPENSES						
LEGAL SERVICES						
LEGAL SERVICES - GENERAL	175,000		175,000	0.00	100.00%	
TOTAL LEGAL SERVICES	175,000	0	175,000	0.00	100.00%	
CONSERVATION & EDUCATION						
SCHOOL EDUCATION PROGRAMS	10,000		10,000	0.00	100.00%	
ADULT EDUCATION PROGRAMS	5,000		5,000	0.00	100.00%	
OTHER CONSERVATION, EDUCATION AND P. R.	20,000	15,000	35,000	0.00	100.00%	
TOTAL CONSERVATION & EDUCATION	35,000	15,000	50,000	0.00	100.00%	
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	0		0	0.00	0.00%	
TRANSPORTATION EQUIPMENT	37,000		37,000	0.00	100.00%	
MT. VIEW TURNOUT + B.A.R.F. CONSTRUCTION	0		0	20,000.00		
SBVMWD PIPELINE CAPACITY PURCHASE	330,000		330,000	0.00	100.00%	
TOTAL GENERAL FUND CAPITAL EXPENDITURES	387,000	0	387,000	20,000.00	94.83%	
TRANSFERS TO OTHER FUNDS						
	0		0	0.00		
TOTAL GENERAL FUND EXPENSES	6,620,550	15,000	6,635,550	117,730.06	98.23%	
TRANSFERS FROM RESERVES						
	300,000		300,000			
TOTAL TRANSFERS FROM RESERVES	300,000	0	300,000	0		
GENERAL FUND NET INCOME YEAR TO DATE	45,450	-15,000	30,450	-71,453.34		

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2016-17**

**BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE ONE MONTH ENDING ON JULY 31, 2016**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
DEBT SERVICE FUND - INCOME						
INCOME						
TAX REVENUE	19,350,000		19,350,000	413,504.98	97.86%	
INTEREST	170,000		170,000	10,716.18	93.70%	
GRANTS	0		0	0.00	0.00%	
DWR CREDITS - BOND COVER, OTHER	3,170,000		3,170,000	0.00	100.00%	
TOTAL DEBT SERVICE FUND INCOME	22,690,000	0	22,690,000	424,221.16	98.13%	
DEBT SERVICE FUND - EXPENSES						
EXPENSES						
SALARIES	52,000		52,000	4,540.96	91.27%	
PAYROLL TAXES	4,000		4,000	347.38	91.32%	
BENEFITS	28,000		28,000	2,700.29	90.36%	
SWC CONTRACTOR DUES	33,000		33,000	32,911.00	0.27%	
STATE WATER CONTRACT PAYMENTS	18,600,000		18,600,000	871,231.00	95.32%	
PURCHASED WATER	5,000		5,000	0.00	0.00%	
STATE WATER PROJECT LEGAL SERVICES	0		0	0.00	0.00%	
USGS	0		0	0.00	0.00%	
CONTRACT OPERATIONS AND MAINTENANCE	120,000		120,000	0.00	100.00%	
SWP ENGINEERING	30,000		30,000	0.00	100.00%	
DEBT SERVICE UTILITIES	10,000		10,000	875.73	91.24%	
TAX COLLECTION CHARGES	60,000		60,000	752.41	98.75%	
TOTAL DEBT SERVICE FUND EXPENSES	18,942,000	0	18,942,000	913,358.77	95.18%	
TRANSFERS FROM RESERVES				0.00		
DEBT SERVICE NET INCOME YEAR TO DATE	3,748,000	0	3,748,000	-489,137.61		