

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue**  
**Beaumont, California 92223**  
**Minutes of the**  
**Board Finance and Budget Workshop**  
**November 28, 2016**

**Directors Present:** John Jeter, President  
Bill Dickson, Vice President  
Mary Ann Melleby, Treasurer  
Blair Ball, Director  
Ron Duncan, Director  
David Fenn, Director

**Directors Absent:** Leonard Stephenson, Director

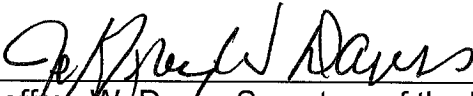
**Staff and Consultants Present:**  
Jeff Davis, General Manager  
Tom Todd, Jr., Finance Manager

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 4:00 p.m., November 28, 2016, 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.

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

2. **Adoption and Adjustment of Agenda:** The agenda was adopted as published.
3. **Public Comment:** No members of the public requested to speak at this time.
4. **New Business:**
  - A. Ratification of Paid Invoices and Monthly Payroll for October, 2016 by Reviewing Check History Reports in Detail: After review and discussion, a motion was made by Director Duncan, seconded by Director Dickson, to recommend that the Board ratify paid monthly invoices of \$970,512.68 and payroll of \$32,990.02 for the month of October, 2016, for a combined total of \$1,003,502.70. The motion passed 6 in favor, no opposed, with Director Stephenson absent.
  - B. Review Pending Legal Invoices: After review and discussion, a motion was made by Director Ball, seconded by Director Dickson, to recommend that the Board approve payment of the pending legal invoices for October, 2016. The motion passed 6 in favor, no opposed, with Director Stephenson absent.

- C. Review of October, 2016 Bank Reconciliation: After review and discussion, a motion was made by Director Dickson, seconded by Director Duncan, to recommend that the Board acknowledge receipt of the Wells Fargo bank reconciliation for October, 2016 as presented. The motion passed 6 in favor, no opposed, with Director Stephenson absent.
  - D. Review of Budget Report for October, 2016: After review and discussion, a motion was made by Director Duncan, seconded by Director Fenn, to recommend that the Board acknowledge receipt of the Budget Report for October, 2016. The motion passed 6 in favor, no opposed, with Director Stephenson absent.
  - E. Review of Final Budget Report for June, 2016: General Manager Jeff Davis commented that this report is available because the audit is almost complete. Chair Melleby was pleased that the actual-to-budget was very close. General Manager Davis concluded his comments by noting that revenue for both the General Fund and the Debt Service Fund exceeded expenditures at the conclusion of the fiscal year, thereby adding to the reserve of both funds. No action was required for this item.
5. **Announcements:** Chair Melleby reviewed the following announcements:
- A. Regular Board Meeting, December 5, 2016, 7:00 p.m.
  - B. Engineering Workshop, December 12, 2016, **1:00 p.m.** (Note Time)
  - C. Regular Board Meeting, December 19, 2016, 7:00 p.m.
6. **Adjournment:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 4:31 p.m.

  
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Jeffrey W. Davis, Secretary of the Board