

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Ave, Beaumont, CA 92223
Board Finance & Budget Workshop
Agenda
August 27, 2018, at 1:30 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 relating to any matter within the Agency's jurisdiction. To comment on a specific agenda item, please complete a speaker's request form and hand it to the Board secretary. Speakers are requested to keep their comments to no more than five minutes. Under the Brown Act, no action or discussion shall take place on any item not appearing on the agenda, except that the Board or staff may briefly respond to statements made or questions posed for the purpose of directing statements or questions to staff for follow up.
- 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, 2018 by Reviewing Check History Reports in Detail*
 - B. Review of Pending Legal Invoices*
 - C. Review of July, 2018 Bank Reconciliation*
 - D. Review of Budget Report for July, 2018*
- 5. Announcements**
 - A. The office will be closed September 3, 2018 in observance of Labor Day
 - B. Regular Board Meeting, Tuesday, September 4, 2018, 1:30 pm
 - C. Engineering Workshop, September 10, 2018, 1:30 pm
- 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 make a request for a disability-related modification or accommodation.

San Geronio Pass Water Agency
Check History Report
 July 1 through July 31, 2018

ACCOUNTS PAYABLE

Date	Number	Name	Amount
07/03/2018	118900	ACWA BENEFITS	862.42
07/03/2018	118901	AT&T MOBILITY	211.54
07/03/2018	118902	AUTOMATION PRIDE	495.00
07/03/2018	118903	BANNING CHAMBER OF COMMERCE	350.00
07/03/2018	118904	BLAIR M. BALL	267.30
07/03/2018	118905	BEAUMONT-CHERRY VALLEY WATER DISTRICT	410.30
07/03/2018	118906	BEAUMONT CHAMBER OF COMMERCE	300.00
07/03/2018	118907	CALIMESA CHAMBER OF COMMERCE	125.00
07/03/2018	118908	IN-SITU, INC.	2,369.58
07/03/2018	118909	MACRO COMMUNICATIONS	225.00
07/03/2018	118910	MATTHEW PISTILLI LANDSCAPE SERVICES	1,240.00
07/03/2018	118911	NICE-INCONTACT	162.57
07/03/2018	118912	SOUTHERN CALIFORNIA EDISON	116.07
07/03/2018	118913	UNDERGROUND SERVICE ALERT	34.75
07/03/2018	118914	VALLEY OFFICE EQUIPMENT, INC.	95.64
07/03/2018	118915	WASTE MANAGEMENT INLAND EMPIRE	97.06
07/09/2018	118916	ACWA JPIA	1,037.87
07/09/2018	118917	BDL ALARMS, INC.	78.00
07/09/2018	118918	BEST BEST & KRIEGER	11,214.96
07/09/2018	118919	DAVID TAUSSIG & ASSOCIATES, INC.	10,637.50
07/09/2018	118920	I. E. RESOURCE CONSERVATION DISTRICT	3,450.00
07/09/2018	118921	LAFCO RIVERSIDE	5,286.99
07/09/2018	118922	SANTA ANA WATERSHED PROJ. AUTHORITY	13,712.00
07/09/2018	118923	CHERYLE M. STIFF	371.05
07/09/2018	118924	STATE WATER CONTRACTORS	64,199.00
07/09/2018	118925	UNLIMITED SERVICES BUILDING MAINT.	295.00
07/16/2018	118926	ALBERT WEBB ASSOCIATES	86.25
07/16/2018	118927	ARMSTRONG & BROOKS ENGINEERS	13,366.50
07/16/2018	118928	BARTEL ASSOCIATES, LLC	900.00
07/16/2018	118929	FRONTIER COMMUNICATIONS	853.13
07/16/2018	118930	NICE-INCONTACT	111.93
07/16/2018	118931	OFFICE SOLUTIONS	155.93
07/16/2018	118932	WELLS FARGO ELITE CREDIT CARD	5,908.30
07/24/2018	118934	AT&T MOBILITY	211.33
07/24/2018	118935	FRONTIER COMMUNICATIONS	413.99
07/24/2018	118936	MATTHEW PISTILLI LANDSCAPE SERVICES	350.00
07/24/2018	118937	SOUTHERN CALIFORNIA EDISON	159.07
07/24/2018	118938	VALLEY OFFICE EQUIPMENT, INC.	166.40
07/27/2018	118939	ALBERT WEBB ASSOCIATES	37,544.12
07/27/2018	118940	BARTEL ASSOCIATES, LLC	5,420.00
07/27/2018	118941	CASITAS MUNICIPAL WATER DISTRICT	749,822.50
07/27/2018	118942	COMMUNITY BANK	28,905.00
07/27/2018	118943	DAVID TAUSSIG & ASSOCIATES, INC.	4,995.36
07/27/2018	118944	PRO-CRAFT CONSTRUCTION, INC.	549,195.00
07/27/2018	118945	CITY OF VENTURA	1,499,648.00
07/30/2018	118946	STANDARD INSURANCE COMPANY	468.08

San Gorgonio Pass Water Agency
Check History Report
 July 1 through July 31, 2018

ACCOUNTS PAYABLE (CON'T)

Date	Number	Name	Amount
07/12/2018	580541	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	6,313.43
07/12/2018	592412	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,153.76
07/30/2018	554765	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,240.36
07/30/2018	565949	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	7,587.97
07/03/2018	900189	CALPERS HEALTH	7,740.38
07/09/2018	900190	CALPERS RETIREMENT	39,129.00
07/12/2018	900191	CALPERS RETIREMENT	6,644.53
07/14/2018	900192	DEPARTMENT OF WATER RESOURCES	328,497.00
07/24/2018	900193	CALPERS HEALTH	7,732.67
07/27/2018	900194	DEPARTMENT OF WATER RESOURCES	413,062.00
07/30/2018	900195	CALPERS RETIREMENT	6,871.36
TOTAL ACCOUNTS PAYABLE CHECKS			3,842,297.95

PAYROLL

Date	Number	Name	Amount
07/11/2018	801574	JEFFREY W. DAVIS	4,979.83
07/11/2018	801575	KENNETH M. FALLS	3,329.34
07/11/2018	801576	CHERYLE M. STIFF	2,213.17
07/11/2018	801577	THOMAS W. TODD, JR.	3,464.14
07/29/2018	801578	BLAIR M. BALL	959.62
07/29/2018	801579	JEFFREY W. DAVIS	4,979.83
07/29/2018	801580	RONALD A. DUNCAN	1,199.54
07/29/2018	801581	KENNETH M. FALLS	3,836.97
07/29/2018	801582	DAVID L. FENN	1,199.54
07/29/2018	801583	LEONARD C. STEPHENSON	1,199.54
07/29/2018	801584	CHERYLE M. STIFF	2,213.17
07/29/2018	801585	MICHAEL D. THOMPSON	1,199.54
07/29/2018	801586	THOMAS W. TODD, JR.	3,464.14
TOTAL PAYROLL			34,238.37
TOTAL DISBURSEMENTS FOR JULY, 2018			3,876,536.32

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	180731	LEGAL SERVICES JUL18	14,107.06
BEST, BEST & KRIEGER	827746	PP&E ANNUAL BILLING	4,600.00

TOTAL PENDING INVOICES FOR AUGUST 2018

18,707.06

**SAN GORGONIO PASS WATER AGENCY
BANK RECONCILIATION
July 31, 2018**

BALANCE PER BANK AT 07/31/2018 - CHECKING ACCOUNT \$2,690,275.85

LESS OUTSTANDING CHECKS

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
118933	VOID	118945	1,499,648.00
118939	37,544.12	118946	468.08
118941	749,822.50		
	<u>787,366.62</u>		<u>1,500,116.08</u>

TOTAL OUTSTANDING CHECKS -\$2,287,482.70

BALANCE PER GENERAL LEDGER 402,793.15

BALANCE PER GENERAL LEDGER AT 06/30/2018 287,170.77

CASH RECEIPTS FOR JULY 932,549.71

CASH DISBURSEMENTS FOR JULY

 ACCOUNTS PAYABLE - CHECK HISTORY REPORT -3,842,297.95

BANK CHARGES -62.57

TRANSFER FROM LAIF 3,050,000.00

TRANSFER FROM WELLS FARGO 15,433.19

TRANSFER TO BANK OF HEMET (Payroll) -40,000.00

BALANCE PER GENERAL LEDGER AT 07/31/2018 402,793.15

REPORT PREPARED BY:


Cheryl M. Stiff

**SAN GORGONIO PASS WATER AGENCY
DEPOSIT RECAP
FOR THE MONTH OF JULY 2018**

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL DEPOSIT AMOUNT
DEPOSIT TO CHECKING ACCOUNT				
7/2/18	CITY OF BANNING	WATER SALES	18,386.00	
7/2/18	AVEK	CLASS 8 MEETINGS REIMBSMNT	1,700.00	
7/2/18	SGVMWD	CLASS 8 MEETINGS REIMBSMNT	1,700.00	
7/2/18	DWR	OAP POWER REFUND	2,108.00	23,894.00
7/6/18	SBVMWD	CLASS 8 MEETINGS REIMBSMNT	1,700.00	
7/6/18	DESER WA	CLASS 8 MEETINGS REIMBSMNT	1,700.00	3,400.00
7/10/18	TVI	CD - BOND INTEREST	21,304.81	21,304.81
7/16/18	PALMDALE WD	CLASS 8 MEETINGS REIMBSMNT	1,700.00	
7/16/18	BCVWD	WATER SALES	346,481.00	348,181.00
7/23/18	YVWD	WATER SALES	26,104.32	
7/23/18	STATE OF CALIF/CERBT	OPEB REIMBURSEMENT FY17-18	20,946.73	
7/23/18	CITY OF BANNING	WATER SALES	17,752.00	64,803.05
7/26/18	RIVERSIDE COUNTY	PROPERTY TAXES	167,527.62	167,527.62
7/26/18	RIVERSIDE COUNTY	PROPERTY TAXES	91,556.78	91,556.78
7/26/18	TVI	CD - BOND INTEREST	10,495.61	10,495.61
7/27/18	RIVERSIDE COUNTY	PROPERTY TAXES	43,680.30	43,680.30
7/27/18	RIVERSIDE COUNTY	PROPERTY TAXES	19,177.00	19,177.00
7/31/18	RIVERSIDE COUNTY	PROPERTY TAXES	126,965.07	126,965.07
7/31/18	RIVERSIDE COUNTY	PROPERTY TAXES	8,363.00	8,363.00
7/31/18	RIVERSIDE COUNTY	PROPERTY TAXES	3,201.47	3,201.47
	TOTAL FOR JULY 2018		932,549.71	932,549.71

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2018-19
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE ONE MONTH ENDING ON JULY 31, 2018**

FOR THE FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
GENERAL FUND - INCOME				Comparison:	92%	
INCOME						
WATER SALES	5,600,000		5,600,000	0.00	100.00%	
TAX REVENUE	2,650,000		2,650,000	49,490.61	98.13%	
INTEREST	200,000		200,000	13,104.89	93.45%	
DESIGNATED REVENUES	1,750,000		1,750,000	0.00	100.00%	
CAPACITY FEE	0		0	0.00		
OTHER (REIMBURSEMENTS, TRANSFERS)	29,000		29,000	0.00	100.00%	
TOTAL GENERAL FUND INCOME	10,229,000	0	10,229,000	62,595.50	99.39%	
GENERAL FUND - EXPENSES						
COMMODITY PURCHASE						
PURCHASED WATER	6,000,000		6,000,000	0.00	100.00%	
TOTAL COMMODITY PURCHASE	6,000,000	0	6,000,000	0.00	100.00%	
SALARIES AND EMPLOYEE BENEFITS						
SALARIES	470,000		470,000	39,602.96	91.57%	
PAYROLL TAXES	41,000		41,000	3,506.31	91.45%	
RETIREMENT	312,000		312,000	42,891.57	86.25%	
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	22,000		22,000	3,157.17	85.65%	
HEALTH INSURANCE	67,000		67,000	10,591.50	84.19%	
DENTAL INSURANCE	4,800		4,800	401.50	91.64%	
LIFE INSURANCE	1,600		1,600	130.57	91.84%	
DISABILITY INSURANCE	5,000		5,000	411.87	91.76%	
WORKERS COMP INSURANCE	3,700		3,700	0.00	100.00%	
SGPWA STAFF MISC. MEDICAL	10,000		10,000	371.05	96.29%	
EMPLOYEE EDUCATION	1,000		1,000	0.00	100.00%	
TOTAL SALARIES AND EMPLOYEE BENEFITS	938,100	0	938,100	101,064.50	89.23%	

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2018-19
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE ONE MONTH ENDING ON JULY 31, 2018**

		FOR THE FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019				REMAINING PERCENT OF BUDGET
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD		
GENERAL FUND - EXPENSES						
ADMINISTRATIVE & PROFESSIONAL						
DIRECTOR EXPENDITURES						
DIRECTORS FEES	111,000		111,000	6,234.72	94.38%	
DIRECTORS TRAVEL & EDUCATION	15,000		15,000	0.00	100.00%	
DIRECTORS MISC. MEDICAL	23,000		23,000	0.00	100.00%	
OFFICE EXPENDITURES						
OFFICE EXPENSE	22,000		22,000	322.33	98.53%	
POSTAGE	600		600	0.00	100.00%	
TELEPHONE	12,000		12,000	866.10	92.78%	
UTILITIES	4,000		4,000	106.54	97.34%	
SERVICE EXPENDITURES						
COMPUTER, WEB SITE AND PHONE SUPPORT	9,000		9,000	225.00	97.50%	
GENERAL MANAGER & STAFF TRAVEL	20,000		20,000	600.00	97.00%	
INSURANCE & BONDS	24,000		24,000	0.00	100.00%	
ACCOUNTING & AUDITING	21,000		21,000	0.00	100.00%	
STATE WATER CONTRACT AUDIT	5,500		5,500	0.00	100.00%	
DUES & ASSESSMENTS	31,500		31,500	1,044.00	96.69%	
OUTSIDE PROFESSIONAL SERVICES	10,000		10,000	0.00	100.00%	
BANK CHARGES	1,500		1,500	99.61	93.36%	
MISCELLANEOUS EXPENSES	500		500	0.00	100.00%	
MAINTENANCE & EQUIPMENT EXPENDITURES						
TOOLS PURCHASE & MAINTENANCE	500		500	0.00	100.00%	
VEHICLE REPAIR & MAINTENANCE	7,000		7,000	209.52	97.01%	
MAINTENANCE & REPAIRS - BUILDING	15,000		15,000	742.06	95.05%	
MAINTENANCE & REPAIRS - FIELD	4,000		4,000	0.00	100.00%	
CONTRACT OPERATIONS AND MAINTENANCE	150,000		150,000	0.00	100.00%	
COUNTY EXPENDITURES						
LAFCO COST SHARE	7,000		7,000	5,286.99	24.47%	
ELECTION EXPENSE	125,000		125,000	0.00	100.00%	
TAX COLLECTION CHARGES	12,500		12,500	121.03	99.03%	
TOTAL ADMINISTRATIVE & PROFESSIONAL	631,600	0	631,600	15,857.90	97.49%	

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2018-19
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE ONE MONTH ENDING ON JULY 31, 2018**

FOR THE FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019						
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET	
GENERAL FUND - EXPENSES				Comparison:	92%	
GENERAL ENGINEERING						
GRANT WRITER	20,000		20,000	0.00	100.00%	
NEW WATER						
PROGRAMATIC EIR	0		0	0.00		
UPDATED STUDY ON AVAILABLE SOURCES	7,500		7,500	0.00	100.00%	
SGMA SUPPORT	200,000		200,000	0.00	100.00%	
STUDIES						
USGS	115,000		115,000	0.00	100.00%	
WATER RATE NEXUS STUDY	25,000		25,000	0.00	100.00%	
WATER RATE FINANCIAL MODELING	12,000		12,000	0.00	100.00%	
CAPACITY FEE NEXUS STUDY UPDATE	25,000		25,000	0.00	100.00%	
WHEELING RATE STUDY	10,000		10,000	0.00	100.00%	
OTHER PROJECTS						
BASIN MONITORING TASK FORCE	18,000		18,000	13,712.00	23.82%	
EAST BRANCH MEETINGS	18,000		18,000	0.00	100.00%	
GENERAL AGENCY - CEQA AND GIS SERVICES	10,000		10,000	0.00	100.00%	
TOTAL GENERAL ENGINEERING	460,500	0	460,500	13,712.00	97.02%	
LEGAL SERVICES						
LEGAL SERVICES - GENERAL	190,000		190,000	0.00	100.00%	
TOTAL LEGAL SERVICES	190,000	0	190,000	0.00	100.00%	
CONSERVATION & EDUCATION						
SCHOOL EDUCATION PROGRAMS	14,000		14,000	0.00	100.00%	
ADULT EDUCATION PROGRAMS	5,000		5,000	0.00	100.00%	
OTHER CONSERVATION, EDUCATION AND P. R.	35,000		35,000	0.00	100.00%	
TOTAL CONSERVATION & EDUCATION	54,000	0	54,000	0.00	100.00%	

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2018-19
BUDGET VS. REVISED BUDGET VS. ACTUAL
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FOR THE FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019					
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
GENERAL FUND - EXPENSES					
GENERAL FUND CAPITAL EXPENDITURES					
BUILDING & EQUIPMENT					
BUILDING	10,000		10,000	0.00	100.00%
FURNITURE & OFFICE EQUIPMENT	10,000		10,000	0.00	100.00%
OTHER EQUIPMENT	0		0	0.00	
TRANSPORTATION EQUIPMENT	0		0	0.00	
FIESTA RECHARGE FACILITY					
POST DESIGN	450,000		450,000	0.00	100.00%
CONSTRUCTION	3,950,000		3,950,000	0.00	100.00%
FENCING	100,000		100,000	0.00	100.00%
MITIGATION	15,000		15,000	0.00	100.00%
LANDSCAPING/POWER/WATER	60,000		60,000	0.00	100.00%
BUNKER HILL CONJUNCTIVE USE PROJECT	10,000		10,000	0.00	100.00%
NOBLE TURNOUT EXPANSION					
DESIGN	25,000		25,000	0.00	100.00%
CONSTRUCTION	295,000		295,000	0.00	100.00%
POST DESIGN	30,000		30,000	0.00	100.00%
SITES RESERVOIR	0		0	0.00	
MONITORING WELLS USGS	1,020,000		1,020,000	0.00	100.00%
TOTAL GENERAL FUND CAPITAL EXPENDITURES	5,975,000	0	5,975,000	0.00	100.00%
TRANSFERS TO OTHER FUNDS	0		0	0.00	
TOTAL GENERAL FUND EXPENSES	14,249,200	0	14,249,200	130,634.40	99.08%
WITHDRAWALS FROM RESERVES	4,575,000		4,575,000		
TOTAL TRANSFERS TO/FROM RESERVES	4,575,000		4,575,000	0.00	
GENERAL FUND NET INCOME YEAR TO DATE	554,800	0	554,800	-68,038.90	

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2018-19**

**BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE ONE MONTH ENDING ON JULY 31, 2018**

FOR THE FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
DEBT SERVICE FUND - INCOME					
INCOME				Comparison:	92%
TAX REVENUE	23,586,539		23,586,539	411,787.50	98.25%
INTEREST	415,000		415,000	23,297.59	94.39%
GRANTS	0		0	0.00	
DWR CREDITS - BOND COVER, OTHER	2,977,993		2,977,993	0.00	100.00%
TOTAL DEBT SERVICE FUND INCOME	26,979,532	0	26,979,532	435,085.09	98.39%
DEBT SERVICE FUND - EXPENSES					
EXPENSES					
SALARIES	58,000		58,000	5,404.96	90.68%
PAYROLL TAXES	4,500		4,500	413.46	90.81%
BENEFITS	33,000		33,000	7,235.74	78.07%
SWC CONTRACTOR DUES	75,000		75,000	64,199.00	14.40%
STATE WATER CONTRACT PAYMENTS	19,200,000		19,200,000	93,699.00	99.51%
WATER TRANSFERS	2,250,000		2,250,000	2,249,470.50	0.02%
STATE WATER PROJECT LEGAL SERVICES	0		0	0.00	
USGS	0		0	0.00	
CONTRACT OPERATIONS AND MAINTENANCE	150,000		150,000	0.00	100.00%
SWP ENGINEERING	75,000		75,000	0.00	100.00%
DEBT SERVICE UTILITIES	11,000		11,000	873.24	92.06%
TAX COLLECTION CHARGES	70,000		70,000	685.84	99.02%
TOTAL DEBT SERVICE FUND EXPENSES	21,926,500	0	21,926,500	2,421,981.74	88.95%
TRANSFERS FROM RESERVES	0		0	0.00	
DEBT SERVICE NET INCOME YEAR TO DATE	5,053,032	0	5,053,032	-1,986,896.65	