

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Ave, Beaumont, CA 92223
Board Finance & Budget Workshop
Agenda
March 25, 2019, 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 February, 2019 by Reviewing Check History Reports in Detail*
 - B. Review of Pending Legal Invoices*
 - C. Review of February, 2019 Bank Reconciliation*
 - D. Review of Budget Report for February, 2019*
- 5. Announcements**
 - A. San Gorgonio Pass Regional Water Alliance, March 27, 2019, 5:00pm, Banning City Hall
 - B. Regular Board Meeting, April 1, 2019, 1:30 pm
 - C. Engineering Workshop, April 8, 2019, 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
February 1 through February 28, 2019

ACCOUNTS PAYABLE

Date	Number	Name	Amount
2/4/19	119145	ACWA BENEFITS	866.41
2/4/19	119146	AUTOMATION PRIDE	4,979.85
2/4/19	119147	BEAUMONT HOME CENTER	129.02
2/4/19	119148	UNDERGROUND SERVICE ALERT	42.03
2/4/19	119149	UNLIMITED SERVICES BUILDING MAINT.	295.00
2/4/19	119150	VALLEY OFFICE EQUIPMENT, INC.	109.61
2/4/19	119151	WASTE MANAGEMENT INLAND EMPIRE	97.06
2/6/19	119152	AT&T MOBILITY	266.58
2/6/19	119153	BDL ALARMS, INC.	78.00
2/6/19	119154	DEPARTMENT OF WATER RESOURCES	20,000.00
2/13/19	119155	ALBERT WEBB ASSOCIATES	33,097.87
2/13/19	119156	CITIZENS BUSINESS BANK	18,047.50
2/13/19	119157	CITY OF BANNING	3,911.00
2/13/19	119158	FRONTIER COMMUNICATIONS	1,270.23
2/13/19	119159	PRO-CRAFT CONSTRUCTION, INC.	342,902.50
2/13/19	119160	SOUTHERN CALIFORNIA GAS	193.99
2/13/19	119161	THOMAS W. TODD, JR.	1,688.38
2/13/19	119162	WELLS FARGO ELITE CREDIT CARD	2,807.14
2/19/19	119163	BEST BEST & KRIEGER	5,605.04
2/19/19	119164	ERSC	12,991.81
2/19/19	119165	MATTHEW PISTILLI LANDSCAPE SERVICES	350.00
2/19/19	119166	NICE-INCONTACT	56.06
2/19/19	119167	OFFICE SOLUTIONS	111.15
2/25/19	119168	ASCE LA SECTION	200.00
2/25/19	119169	AT&T MOBILITY	206.19
2/25/19	119170	IMAGE360	1,400.75
2/25/19	119171	PRO-CRAFT CONSTRUCTION, INC.	139,887.50
2/25/19	119172	SOUTHERN CALIFORNIA EDISON	129.36
2/25/19	119173	KENNETH M. FALLS	966.30
2/27/19	119174	STANDARD INSURANCE COMPANY	344.05
2/15/19	550077	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,070.41
2/15/19	544383	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	5,998.92
2/27/19	592554	EMPLOYMENT DEVELOPMENT DEPARTMENT	990.41
2/27/19	520184	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	7,179.44
2/15/19	900224	CALPERS RETIREMENT	6,644.53
2/19/19	900225	CALPERS HEALTH	8,057.33
2/27/19	900226	CALPERS RETIREMENT	6,719.53
2/28/19	900227	DEPARTMENT OF WATER RESOURCES	952,982.00
TOTAL ACCOUNTS PAYABLE CHECKS			1,582,672.95

San Geronio Pass Water Agency
Check History Report
February 1 through February 28, 2019

PAYROLL

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
2/14/19	801673	JEFFREY W. DAVIS	4,998.40
2/14/19	801674	KENNETH M. FALLS	2,902.58
2/14/19	801675	CHERYLE M. STIFF	2,246.71
2/14/19	801676	THOMAS W. TODD, JR.	3,463.51
2/26/19	801677	BLAIR M. BALL	1,237.90
2/26/19	801678	JEFFREY W. DAVIS	4,998.40
2/26/19	801679	RONALD A. DUNCAN	1,237.90
2/26/19	801680	KENNETH M. FALLS	2,902.58
2/26/19	801681	DAVID L. FENN	1,237.90
2/26/19	801682	STEPHEN J. LEHTONEN	1,237.90
2/26/19	801683	LEONARD C. STEPHENSON	1,237.90
2/26/19	801684	CHERYLE M. STIFF	2,246.71
2/26/19	801685	MICHAEL D. THOMPSON	1,237.90
2/26/19	801686	THOMAS W. TODD, JR.	3,518.51
TOTAL PAYROLL			34,704.80
TOTAL DISBURSEMENTS FOR FEBRUARY, 2019			1,617,377.75

SAN GORGONIO PASS WATER AGENCY
 New Vendors List
 March, 2019

Vendor - Name and Address	Expenditure Type
ASCE LA Section c/o Gayle Stewert Enterprises 1405 Warner Ave. Suite B; Tustin, CA 92780	Office Expense Program Insert
Allegra - Image360 - Redlands Signs Now Our vendor list will show 'Image360' P O Box 1208; Corona, CA 92878	Signs for Well Drilling
McCrometer, Inc. Service Address: 3255 West Stetson Ave; Hemet, CA 92545 Remittance Address: Bank of America; 96894 Collections Center Dr.; Chicago, IL 60693	Field Operations and SWP Engineering

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	190228	LEGAL SERVICES FEB19	3,824.60

TOTAL PENDING INVOICES FOR FEBRUARY 2019

3,824.60

**SAN GORGONIO PASS WATER AGENCY
BANK RECONCILIATION
February 28, 2019**

BALANCE PER BANK AT 02/28/2019 - CHECKING ACCOUNT	269,365.89
Pending Partial ACH to CALPERS Retirement	-1,655.00
Balance to Reconcile	267,710.89

LESS OUTSTANDING CHECKS

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
119165	350.00	119172	129.36
119168	200.00	119174	344.05
119169	206.19		
	756.19		473.41

TOTAL OUTSTANDING CHECKS	-1,229.60
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BALANCE PER GENERAL LEDGER	266,481.29
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BALANCE PER GENERAL LEDGER AT 01/31/2019	579,423.35
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CASH RECEIPTS FOR FEBRUARY	8,700,730.89
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CASH DISBURSEMENTS FOR FEBRUARY

ACCOUNTS PAYABLE - CHECK HISTORY REPORT	-1,582,672.95
PAYROLL TRANSFER - BANK OF HEMET	-36,000.00
	-1,618,672.95

BANK CHARGES	0.00
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TRANSFER TO LAIF	-6,400,000.00
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TRANSFER FROM LAIF	250,000.00
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TRANSFERS TO TVI	-1,245,000.00
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BALANCE PER GENERAL LEDGER AT 02/28/2019	266,481.29
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REPORT PREPARED BY:

Cheryle M. Stiff

Cheryle M. Stiff

**SAN GORGONIO PASS WATER AGENCY
DEPOSIT RECAP
FOR THE MONTH OF FEBRUARY 2019**

<u>DATE</u>	<u>RECEIVED FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL DEPOSIT AMOUNT</u>
DEPOSIT TO CHECKING ACCOUNT				
2/1/19	RIVERSIDE COUNTY	PROPERTY TAXES	3,949,002.91	3,949,002.91
2/6/19	RIVERSIDE COUNTY	PROPERTY TAXES	3,515,179.91	3,515,179.91
2/11/19	BCVWD	WATER SALES	384,838.00	384,838.00
2/14/19	BCVWD	SITES PAYMENT	240,000.00	240,000.00
2/19/19	YVWD	WATER SALES	8,818.86	8,818.86
2/25/19	BCVWD	NOBLE EXPANSION PAYMENT	544,812.45	544,812.45
2/26/19	TVI	CD - BOND INTEREST	58,078.76	58,078.76
TOTAL FOR FEBRUARY 2019			8,700,730.89	8,700,730.89

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2018-19
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE EIGHT MONTHS ENDING ON FEBRUARY 28, 2019**

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						
INCOME				Comparison:	33%	
WATER SALES	5,600,000		5,600,000	2,679,548.22	52.15%	
TAX REVENUE	2,650,000		2,650,000	1,736,292.87	34.48%	
INTEREST	200,000		200,000	239,045.05	-19.52%	
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	812,633.70	-2702.19%	
TOTAL GENERAL FUND INCOME	10,229,000	0	10,229,000	5,467,519.84	46.55%	
GENERAL FUND - EXPENSES						
COMMODITY PURCHASE						
PURCHASED WATER	6,000,000		6,000,000	1,927,204.23	67.88%	
TOTAL COMMODITY PURCHASE	6,000,000	0	6,000,000	1,927,204.23	67.88%	
SALARIES AND EMPLOYEE BENEFITS						
SALARIES	470,000		470,000	314,654.84	33.05%	
PAYROLL TAXES	41,000		41,000	24,788.06	39.54%	
RETIREMENT	312,000		312,000	99,225.46	68.20%	
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	22,000		22,000	14,758.61	32.92%	
HEALTH INSURANCE	67,000		67,000	48,216.09	28.04%	
DENTAL INSURANCE	4,800		4,800	3,613.50	24.72%	
LIFE INSURANCE	1,600		1,600	1,190.34	25.60%	
DISABILITY INSURANCE	5,000		5,000	3,250.44	34.99%	
WORKERS COMP INSURANCE	3,700		3,700	1,854.76	49.87%	
SGPWA STAFF MISC. MEDICAL	10,000		10,000	4,677.39	53.23%	
EMPLOYEE EDUCATION	1,000		1,000	0.00	100.00%	
TOTAL SALARIES AND EMPLOYEE BENEFITS	938,100	0	938,100	516,229.49	44.97%	

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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				Comparison:	33%
ADMINISTRATIVE & PROFESSIONAL					
DIRECTOR EXPENDITURES					
DIRECTORS FEES	111,000		111,000	63,105.58	43.15%
DIRECTORS TRAVEL & EDUCATION	15,000		15,000	4,784.62	68.10%
DIRECTORS MISC. MEDICAL	23,000		23,000	7,306.14	68.23%
OFFICE EXPENDITURES					
OFFICE EXPENSE	22,000		22,000	10,172.59	53.76%
POSTAGE	600		600	609.84	-1.64%
TELEPHONE	12,000		12,000	6,868.77	42.76%
UTILITIES	4,000		4,000	2,815.21	29.62%
SERVICE EXPENDITURES					
COMPUTER, WEB SITE AND PHONE SUPPORT	9,000		9,000	2,034.64	77.39%
GENERAL MANAGER & STAFF TRAVEL	20,000		20,000	12,935.96	35.32%
INSURANCE & BONDS	24,000		24,000	19,819.00	17.42%
ACCOUNTING & AUDITING	21,000		21,000	19,900.00	5.24%
STATE WATER CONTRACT AUDIT	5,500		5,500	5,315.00	3.36%
DUES & ASSESSMENTS	31,500		31,500	58,736.17	-86.46%
OUTSIDE PROFESSIONAL SERVICES	10,000		10,000	2,846.00	71.54%
BANK CHARGES	1,500		1,500	496.54	66.90%
MISCELLANEOUS EXPENSES	500		500	40.45	91.91%
MAINTENANCE & EQUIPMENT EXPENDITURES					
TOOLS PURCHASE & MAINTENANCE	500		500	46.30	90.74%
VEHICLE REPAIR & MAINTENANCE	7,000		7,000	1,687.60	75.89%
MAINTENANCE & REPAIRS - BUILDING	15,000		15,000	13,356.17	10.96%
MAINTENANCE & REPAIRS - FIELD	4,000		4,000	335.27	91.62%
CONTRACT OPERATIONS AND MAINTENANCE	150,000		150,000	24,403.68	83.73%
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	3,763.92	69.89%
TOTAL ADMINISTRATIVE & PROFESSIONAL	631,600	0	631,600	266,666.44	57.78%

**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2018-19
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE EIGHT MONTHS ENDING ON FEBRUARY 28, 2019**

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:	33%
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	644.35	99.68%
STUDIES					
USGS	115,000		115,000	45,151.87	60.74%
WATER RATE NEXUS STUDY	25,000		25,000	19,864.23	20.54%
WATER RATE FINANCIAL MODELING	12,000		12,000	4,850.00	59.58%
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	6,570.19	63.50%
GENERAL AGENCY - CEQA AND GIS SERVICES	10,000		10,000	3,911.00	60.89%
TOTAL GENERAL ENGINEERING	460,500	0	460,500	94,703.64	79.43%
LEGAL SERVICES					
LEGAL SERVICES - GENERAL	190,000		190,000	83,090.23	56.27%
TOTAL LEGAL SERVICES	190,000	0	190,000	83,090.23	56.27%
CONSERVATION & EDUCATION					
SCHOOL EDUCATION PROGRAMS	14,000		14,000	4,450.00	68.21%
ADULT EDUCATION PROGRAMS	5,000		5,000	0.00	100.00%
OTHER CONSERVATION, EDUCATION AND P. R.	35,000		35,000	10,000.00	71.43%
TOTAL CONSERVATION & EDUCATION	54,000	0	54,000	14,450.00	73.24%

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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				Comparison:	33%
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	228,336.77	49.26%
CONSTRUCTION	3,950,000		3,950,000	1,953,168.82	50.55%
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	13,170.65	47.32%
CONSTRUCTION	295,000		295,000	150,627.50	48.94%
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	5,148.28	99.50%
TOTAL GENERAL FUND CAPITAL EXPENDITURES	5,975,000	0	5,975,000	2,350,452.02	60.66%
TRANSFERS TO OTHER FUNDS	0		0	0.00	
TOTAL GENERAL FUND EXPENSES	14,249,200	0	14,249,200	5,252,796.05	63.14%
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	214,723.79	

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BUDGET REPORT FY 2018-19
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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
DEBT SERVICE FUND - INCOME					
INCOME				Comparison:	33%
TAX REVENUE	23,586,539		23,586,539	13,757,965.99	41.67%
INTEREST	415,000		415,000	521,072.32	-25.56%
GRANTS	0		0	0.00	
DWR CREDITS - BOND COVER, OTHER	2,977,993		2,977,993	1,459,773.37	50.98%
TOTAL DEBT SERVICE FUND INCOME	26,979,532	0	26,979,532	15,738,811.68	41.66%
DEBT SERVICE FUND - EXPENSES					
EXPENSES					
SALARIES	58,000		58,000	39,474.84	31.94%
PAYROLL TAXES	4,500		4,500	3,019.78	32.89%
BENEFITS	33,000		33,000	22,428.57	32.03%
SWC CONTRACTOR DUES	75,000		75,000	65,122.00	13.17%
STATE WATER CONTRACT PAYMENTS	19,200,000		19,200,000	12,177,219.00	36.58%
WATER TRANSFERS	2,250,000		2,250,000	2,249,470.50	0.02%
STATE WATER PROJECT LEGAL SERVICES	0		0	105.73	
USGS	0		0	0.00	0.00%
CONTRACT OPERATIONS AND MAINTENANCE	150,000		150,000	24,403.68	83.73%
SWP ENGINEERING	75,000		75,000	226,958.76	-202.61%
DEBT SERVICE UTILITIES	11,000		11,000	6,914.65	37.14%
TAX COLLECTION CHARGES	70,000		70,000	31,939.51	54.37%
TOTAL DEBT SERVICE FUND EXPENSES	21,926,500	0	21,926,500	14,847,057.02	32.29%
TRANSFERS FROM RESERVES	0		0	0.00	
DEBT SERVICE NET INCOME YEAR TO DATE	5,053,032	0	5,053,032	891,754.66	