

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Ave, Beaumont, CA 92223**  
**Board Finance & Budget Workshop**  
**Agenda**  
**November 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 September, 2019 by Reviewing Check History Reports in Detail\*
- B. Review of Pending Legal Invoices\*
- C. Review of September, 2019 Bank Reconciliation\*
- D. Review of Budget Report for September, 2019\*

**5. Announcements**

- A. Office closed Thursday and Friday, November 27-28, 2019 in observance of the Thanksgiving holiday.
- B. Regular Board Meeting, December 2, 2019, 1:30 pm
- C. Engineering Workshop, December 9, 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 Gorgonio Pass Water Agency**  
**Check History Report**  
**October 1 through October 31, 2019**

ACCOUNTS PAYABLE

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10/07/2019	119430	ASSOCIATION OF CALIFORNIA WATER AGENCIES	23,010.00
10/07/2019	119431	BDL ALARMS, INC.	78.00
10/07/2019	119432	BEST BEST & KRIEGER	12,331.54
10/07/2019	119433	BEAUMONT HOME CENTER	13.99
10/07/2019	119434	CA STATE TREASURER'S OFFICE	150.00
10/07/2019	119435	DEPARTMENT OF WATER RESOURCES	20,000.00
10/07/2019	119436	EADIE AND PAYNE LLP	3,825.00
10/07/2019	119437	ERNST & YOUNG LLP	2,736.00
10/07/2019	119438	NICE GRAPHIX	270.00
10/07/2019	119439	RISK SCIENCES	1,699.62
10/07/2019	119440	CHERYLE M. STIFF	574.77
10/07/2019	119441	UNDERGROUND SERVICE ALERT	39.70
10/07/2019	119442	UNLIMITED SERVICES BUILDING MAINT.	295.00
10/07/2019	119443	U. S. GEOLOGICAL SURVEY	134,604.26
10/07/2019	119444	VALLEY OFFICE EQUIPMENT, INC.	90.83
10/07/2019	119445	WASTE MANAGEMENT INLAND EMPIRE	112.59
10/21/2019	119446	ACWA BENEFITS	878.26
10/21/2019	119447	ACWA JPIA	20,861.00
10/21/2019	119448	ALBERT WEBB ASSOCIATES	4,960.16
10/21/2019	119449	BLAIR M. BALL	2,319.01
10/21/2019	119450	ERSC	22,728.34
10/21/2019	119451	FRONTIER COMMUNICATIONS	1,319.13
10/21/2019	119452	MACRO COMMUNICATIONS	763.00
10/21/2019	119453	OFFICE SOLUTIONS	371.11
10/21/2019	119454	SOUTHERN CALIFORNIA GAS	3.16
10/24/2019	119455	ACWA JPIA	1,074.11
10/24/2019	119456	ALBERT WEBB ASSOCIATES	230.00
10/24/2019	119457	AT&T MOBILITY	236.00
10/24/2019	119458	DESERT FIRE EXTINGUISHER	92.08
10/24/2019	119459	GOPHER PATROL	51.00
10/24/2019	119460	MATTHEW PISTILLI LANDSCAPE SERVICES	350.00
10/24/2019	119461	NICE-INCONTACT	151.57
10/24/2019	119462	PROVOST & PRITCHARD	1,437.30
10/24/2019	119463	SOUTHERN CALIFORNIA EDISON	87.03
10/24/2019	119464	WELLS FARGO ELITE CREDIT CARD	2,966.52
10/30/2019	119465	STANDARD INSURANCE COMPANY	488.29
10/15/2019	557980	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,085.63
10/30/2019	504037	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,213.97
10/15/2019	573640	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	5,357.66
10/30/2019	592849	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	7,132.30
10/15/2019	900268	CALPERS RETIREMENT	5,532.64
10/15/2019	900269	CAL PERS RETIREMENT - SIP-457	1,680.00
10/24/2019	900270	CALPERS HEALTH	7,666.78
10/30/2019	900271	CALPERS RETIREMENT	5,852.61
10/30/2019	900272	CAL PERS RETIREMENT - SIP-457	1,680.00
10/31/2019	900273	DEPARTMENT OF WATER RESOURCES	872,222.00
			1,170,621.96

**San Gorgonio Pass Water Agency**  
**Check History Report**  
 October 1 through October 31, 2019

PAYROLL
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Date	Number	Name	Amount
10/14/2019	801788	JEFFREY W. DAVIS	5,651.67
10/14/2019	801789	KENNETH M. FALLS	3,233.66
10/14/2019	801790	CHERYLE M. STIFF	2,305.06
10/14/2019	801791	THOMAS W. TODD, JR.	3,798.63
10/29/2019	801792	BLAIR M. BALL	1,237.90
10/29/2019	801793	JEFFREY W. DAVIS	5,651.67
10/29/2019	801794	RONALD A. DUNCAN	1,237.90
10/29/2019	801795	KENNETH M. FALLS	4,000.15
10/29/2019	801796	DAVID L. FENN	1,237.90
10/29/2019	801797	STEPHEN J. LEHTONEN	1,237.90
10/29/2019	801798	CASMIR J. OLAIVAR	271.73
10/29/2019	801799	LEONARD C. STEPHENSON	1,237.90
10/29/2019	801800	CHERYLE M. STIFF	2,305.06
10/29/2019	801801	MICHAEL D. THOMPSON	1,237.90
10/29/2019	801802	THOMAS W. TODD, JR.	3,798.63
TOTAL PAYROLL			38,443.66
TOTAL DISBURSEMENTS FOR OCTOBER, 2019			1,209,065.62

SAN GORGONIO PASS WATER AGENCY  
New Vendors List  
November, 2019

Vendor - Name and Address	Expenditure Type
Jensen Precast 825 Steneri Way; Sparks, NV 89431	CIP- Construction Mt. View Connection

**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	191031	LEGAL SERVICES OCT19	8,787.80

TOTAL PENDING INVOICES FOR APPROVAL NOVEMBER 2019

8,787.80

**SAN GORGONIO PASS WATER AGENCY  
BANK RECONCILIATION  
October 31, 2019**

BALANCE PER BANK AT 10/31/2019 - CHECKING ACCOUNT 224,494.83

LESS OUTSTANDING CHECKS

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
119434	150.00	119462	1,437.30
119456	230.00	119465	488.29
	380.00		1,925.59

TOTAL OUTSTANDING CHECKS -2,305.59

BALANCE PER GENERAL LEDGER **222,189.24**

BALANCE PER GENERAL LEDGER ON 09/30/2019 728,401.86

**CASH RECEIPTS FOR OCTOBER** 1,238,955.29

**CASH DISBURSEMENTS FOR OCTOBER**

ACCOUNTS PAYABLE - CHECK HISTORY REPORT	-1,170,621.96
PAYROLL TRANSFER - BANK OF HEMET	-37,000.00
	<b>-1,207,621.96</b>

BANK CHARGES 0.00

TRANSFER TO LAIF -800,000.00

TRANSFER FROM LAIF 250,000.00

VOIDED CHECK FROM PRIOR MONTH - Ck #119420 12,454.05

BALANCE PER GENERAL LEDGER AT 10/31/2019 **222,189.24**

REPORT PREPARED BY:

  
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 Cheryl M. Stiff

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

<u>DATE</u>	<u>RECEIVED FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL DEPOSIT AMOUNT</u>
<b>DEPOSIT TO CHECKING ACCOUNT</b>				
10/11/19	DWR	GRANT PAYMENT - WELLS	59,585.61	59,585.61
10/11/19	TVI	T-BILL INTEREST AND TRANSFER	30,946.00	30,946.00
10/15/19	BCVWD	WATER SALES	487,977.00	487,977.00
10/29/19	TVI	CD - BOND INTEREST	14,705.50	14,705.50
10/29/19	STATE OF CALIF/DWR	BOND COVER REFUND	97,164.00	97,164.00
10/29/19	RIVERSIDE COUNTY	PROPERTY TAXES	548,577.18	548,577.18
TOTAL FOR OCTOBER 2019			1,238,955.29	1,238,955.29

**SAN GORGONIO PASS WATER AGENCY  
BUDGET REPORT FY 2019-20  
BUDGET VS. REVISED BUDGET VS. ACTUAL  
FOR THE FOUR MONTHS ENDING ON OCTOBER 31, 2019**

	FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020				
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - INCOME</b>				Comparison:	67%
<b>INCOME</b>					
WATER SALES	5,600,000		5,600,000	1,669,076.85	70.20%
TAX REVENUE	2,750,000		2,750,000	221,138.45	91.96%
INTEREST	350,000		350,000	89,709.23	74.37%
DESIGNATED REVENUES	820,000		820,000	59,585.61	92.73%
CAPACITY FEE	0		0	0.00	
OTHER (REIMBURSEMENTS, TRANSFERS)	31,000		31,000	50,049.02	-61.45%
<b>TOTAL GENERAL FUND INCOME</b>	<b>9,551,000</b>	<b>0</b>	<b>9,551,000</b>	<b>2,039,510.14</b>	<b>78.65%</b>
<b>GENERAL FUND - EXPENSES</b>					
<b>COMMODITY PURCHASE</b>					
PURCHASED WATER	6,100,000		6,100,000	1,004,852.72	83.53%
<b>TOTAL COMMODITY PURCHASE</b>	<b>6,100,000</b>	<b>0</b>	<b>6,100,000</b>	<b>1,004,852.72</b>	<b>83.53%</b>
<b>SALARIES AND EMPLOYEE BENEFITS</b>					
SALARIES	500,000		500,000	163,984.28	67.20%
PAYROLL TAXES	43,000		43,000	14,196.74	66.98%
RETIREMENT	250,000		250,000	77,615.01	68.96%
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	73,000		73,000	8,368.33	88.54%
HEALTH INSURANCE	68,000		68,000	27,035.25	60.24%
DENTAL INSURANCE	5,000		5,000	2,007.50	59.85%
LIFE INSURANCE	1,600		1,600	682.15	57.37%
DISABILITY INSURANCE	5,200		5,200	1,705.44	67.20%
WORKERS COMP INSURANCE	3,800		3,800	972.37	74.41%
SGPWA STAFF MISC. MEDICAL	10,000		10,000	1,870.27	81.30%
EMPLOYEE EDUCATION	1,000		1,000	0.00	100.00%
<b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>	<b>960,600</b>	<b>0</b>	<b>960,600</b>	<b>298,437.34</b>	<b>68.93%</b>



**SAN GORGONIO PASS WATER AGENCY  
BUDGET REPORT FY 2019-20  
BUDGET VS. REVISED BUDGET VS. ACTUAL  
FOR THE FOUR MONTHS ENDING ON OCTOBER 31, 2019**

	FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020				
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - EXPENSES</b>				Comparison:	67%
<b>ADMINISTRATIVE &amp; PROFESSIONAL</b>					
DIRECTOR EXPENDITURES					
DIRECTORS FEES	115,000		115,000	31,366.53	72.72%
DIRECTORS TRAVEL & EDUCATION	15,000		15,000	2,620.00	82.53%
DIRECTORS MISC. MEDICAL	21,000		21,000	4,175.52	80.12%
OFFICE EXPENDITURES					
OFFICE EXPENSE	15,000		15,000	2,346.64	84.36%
POSTAGE	700		700	0.00	100.00%
TELEPHONE	11,500		11,500	3,607.63	68.63%
UTILITIES	5,000		5,000	852.84	82.94%
SERVICE EXPENDITURES					
COMPUTER, WEB SITE AND PHONE SUPPORT	17,000		17,000	2,837.99	83.31%
GENERAL MANAGER & STAFF TRAVEL	18,000		18,000	7,318.35	59.34%
INSURANCE & BONDS	23,000		23,000	23,281.65	-1.22%
ACCOUNTING & AUDITING	21,000		21,000	15,680.00	25.33%
STATE WATER CONTRACT AUDIT	5,500		5,500	2,736.00	50.25%
DUES & ASSESSMENTS	30,000		30,000	24,062.00	19.79%
OUTSIDE PROFESSIONAL SERVICES	7,500		7,500	6,361.80	15.18%
BANK CHARGES	1,000		1,000	153.00	84.70%
MISCELLANEOUS EXPENSES	500		500	0.00	100.00%
MAINTENANCE & EQUIPMENT EXPENDITURES					
TOOLS PURCHASE & MAINTENANCE	500		500	0.00	100.00%
VEHICLE REPAIR & MAINTENANCE	5,000		5,000	3,710.22	25.80%
MAINTENANCE & REPAIRS - BUILDING	30,000		30,000	4,772.97	84.09%
MAINTENANCE & REPAIRS - FIELD	8,000		8,000	945.15	88.19%
CONTRACT OPERATIONS AND MAINTENANCE	125,000		125,000	16,313.64	86.95%
WATER TREATMENT EXPENSE	0	75,000	75,000	37,921.31	49.44%
COUNTY EXPENDITURES					
LAFCO COST SHARE	6,000		6,000	6,651.71	-10.86%
ELECTION EXPENSE	0		0	0.00	0.00%
TAX COLLECTION CHARGES	11,000		11,000	1,557.55	85.84%
<b>TOTAL ADMINISTRATIVE &amp; PROFESSIONAL</b>	<b>492,200</b>	<b>75,000</b>	<b>567,200</b>	<b>199,272.50</b>	<b>64.87%</b>

**SAN GORGONIO PASS WATER AGENCY  
BUDGET REPORT FY 2019-20  
BUDGET VS. REVISED BUDGET VS. ACTUAL  
FOR THE FOUR MONTHS ENDING ON OCTOBER 31, 2019**

FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - EXPENSES</b>				Comparison:	67%
<b>GENERAL ENGINEERING</b>					
NEW WATER					
UPDATED STUDY ON AVAILABLE SOURCES	16,000		16,000	483.00	96.98%
SGMA SUPPORT					
GSP CONSULTANT	500,000		500,000	0.00	100.00%
WEBSITE SERVICES	3,000		3,000	0.00	100.00%
YUCAIPA GSA	0	30,000.00	30,000	11,274.42	62.42%
UWMP CONSULTANT	35,000		35,000	0.00	100.00%
STUDIES					
USGS	115,000		115,000	49,874.38	56.63%
WATER RATE NEXUS STUDY	35,000		35,000	0.00	100.00%
WATER RATE FINANCIAL MODELING	15,000		15,000	0.00	100.00%
CAPACITY FEE NEXUS STUDY UPDATE	48,000		48,000	0.00	100.00%
WHEELING RATE STUDY	0		0	0.00	0.00%
OTHER PROJECTS					
IRWMP IMPLEMENTATION PROPOSAL	22,000		22,000	0.00	100.00%
FLUME MONITORING	30,000		30,000	0.00	100.00%
INFRASTRUCTURE PLAN	30,000		30,000	1,437.30	95.21%
BASIN MONITORING TASK FORCE	18,000		18,000	18,046.00	-0.26%
GENERAL AGENCY - CEQA AND GIS SERVICES	7,000		7,000	230.00	96.71%
<b>TOTAL GENERAL ENGINEERING</b>	<b>874,000</b>	<b>30,000</b>	<b>904,000</b>	<b>81,345.10</b>	<b>91.00%</b>
<b>LEGAL SERVICES</b>					
LEGAL SERVICES - GENERAL	150,000		150,000	23,734.82	84.18%
<b>TOTAL LEGAL SERVICES</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>23,734.82</b>	<b>84.18%</b>
<b>CONSERVATION &amp; EDUCATION</b>					
SCHOOL EDUCATION PROGRAMS	12,000		12,000	0.00	100.00%
ADULT EDUCATION PROGRAMS	5,000		5,000	0.00	100.00%
SPONSORSHIPS	10,000		10,000	0.00	100.00%
OTHER CONSERVATION, EDUCATION AND P. R.	15,000		15,000	0.00	100.00%
<b>TOTAL CONSERVATION &amp; EDUCATION</b>	<b>42,000</b>	<b>0</b>	<b>42,000</b>	<b>0.00</b>	<b>100.00%</b>

**SAN GORGONIO PASS WATER AGENCY  
BUDGET REPORT FY 2019-20  
BUDGET VS. REVISED BUDGET VS. ACTUAL  
FOR THE FOUR MONTHS ENDING ON OCTOBER 31, 2019**

FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020					
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - EXPENSES</b>					
<b>GENERAL FUND CAPITAL EXPENDITURES</b>					
BUILDING & EQUIPMENT					
BUILDING	10,000		10,000	0.00	100.00%
FURNITURE & OFFICE EQUIPMENT	25,000		25,000	0.00	100.00%
OTHER EQUIPMENT	0		0	0.00	0.00%
FIESTA RECHARGE FACILITY					
POST DESIGN	20,000		20,000	58,243.99	-191.22%
CONSTRUCTION	76,000		76,000	56,241.00	26.00%
BUNKER HILL CONJUNCTIVE USE PROJECT	0		0	0.00	0.00%
NOBLE TURNOUT EXPANSION					
CONSTRUCTION	8,000		8,000	5,824.05	27.20%
POST DESIGN	1,500		1,500	0.00	100.00%
SITES RESERVOIR	322,000		322,000	302,057.17	6.19%
MONITORING WELLS USGS	250,000		250,000	116,660.17	53.34%
<b>TOTAL GENERAL FUND CAPITAL EXPENDITURES</b>	<b>712,500</b>	<b>0</b>	<b>712,500</b>	<b>539,026.38</b>	<b>24.35%</b>
TRANSFERS TO OTHER FUNDS	0		0	0.00	
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>9,331,300</b>	<b>105,000</b>	<b>9,436,300</b>	<b>2,146,668.86</b>	<b>77.25%</b>
<b>WITHDRAWALS FROM RESERVES</b>	<b>1,326,000</b>		<b>1,326,000</b>		
<b>TOTAL TRANSFERS TO/FROM RESERVES</b>	<b>1,326,000</b>		<b>1,326,000</b>	<b>0.00</b>	
<b>GENERAL FUND NET INCOME YEAR TO DATE</b>	<b>1,545,700</b>	<b>-105,000</b>	<b>1,440,700</b>	<b>-107,158.72</b>	

**SAN GORGONIO PASS WATER AGENCY**

**BUDGET REPORT FY 2019-20**

**BUDGET VS. REVISED BUDGET VS. ACTUAL**

**FOR THE FOUR MONTHS ENDING ON OCTOBER 31, 2019**

**FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>DEBT SERVICE FUND - INCOME</b>					
<b>INCOME</b>				Comparison:	67%
TAX REVENUE	23,995,229		23,995,229	1,133,528.63	95.28%
INTEREST	650,000		650,000	303,840.73	53.26%
DWR CREDITS - BOND COVER, OTHER	3,031,777		3,031,777	127,092.66	95.81%
<b>TOTAL DEBT SERVICE FUND INCOME</b>	<b>27,677,006</b>	<b>0</b>	<b>27,677,006</b>	<b>1,564,462.02</b>	<b>94.35%</b>
<b>DEBT SERVICE FUND - EXPENSES</b>					
<b>EXPENSES</b>					
SALARIES	60,000		60,000	20,813.28	65.31%
PAYROLL TAXES	4,700		4,700	2,295.77	51.15%
BENEFITS	74,000		74,000	15,891.32	78.53%
STATE WATER CONTRACT PAYMENTS	24,500,000		24,500,000	12,631,212.00	48.44%
WATER TRANSFERS	1,625,000		1,625,000	0.00	100.00%
SWC CONTRACTOR DUES	75,000		75,000	37,126.00	50.50%
DELTA CONVEYANCE FACILITY AUTHORITY	40,000		40,000	50,000.00	-25.00%
EBX CONTRACT OPERATIONS AND MAINTENANCE	125,000		125,000	16,313.64	86.95%
SWP ENGINEERING AND MAINTENANCE	450,000		450,000	227,979.91	49.34%
DEBT SERVICE UTILITIES	11,000		11,000	4,213.53	61.70%
STATE WATER PROJECT LEGAL SERVICES	0		0	1,850.28	0.00%
TAX COLLECTION CHARGES	70,000		70,000	11,265.95	83.91%
<b>TOTAL DEBT SERVICE FUND EXPENSES</b>	<b>27,034,700</b>	<b>0</b>	<b>27,034,700</b>	<b>13,018,961.68</b>	<b>51.84%</b>
<b>TRANSFERS FROM RESERVES</b>	<b>0</b>		<b>0</b>	<b>0.00</b>	
<b>DEBT SERVICE NET INCOME YEAR TO DATE</b>	<b>642,306</b>	<b>0</b>	<b>642,306</b>	<b>-11,454,499.66</b>	