

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue**  
**Beaumont, California 92223**  
**Minutes of the**  
**Board Finance and Budget Workshop**  
**March 23, 2020**

In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, this meeting was held by teleconference.

**Directors Present on the Phone:**

Ron Duncan, President  
Lenny Stephenson, Vice President  
Mike Thompson, Treasurer  
Blair Ball, Director  
David Castaldo, Director  
David Fenn, Director  
Steve Lehtonen, Director

**Staff and Consultants Present on the Phone:**

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 Treasurer Mike Thompson at 1:30 pm, March 23, 2020. Treasurer Thompson led the Pledge of Allegiance to the flag. A quorum was present.

Treasurer Thompson informed the participants that the meeting was being held telephonically, and read the phone numbers to be used if a member of the public wished to join the meeting telephonically.

2. **Adoption and Adjustment of Agenda:** The agenda was adopted as posted.
3. **Public Comment:** Treasurer Thompson asked if anyone on the phone wished to make a comment; he waited 30 seconds; no members of the public requested to speak at this time.
4. **New Business:**
  - A. **Ratification of Paid Invoices and Monthly Payroll for February, 2020 by Reviewing Check History Reports in Detail:** After review and discussion, a motion was made by Director Stephenson, seconded by Director Duncan, to recommend that the Board ratify paid monthly invoices of \$2,855,492.03 and payroll of \$39,759.76 for the month of February, 2020, for a combined total of \$2,895,251.79. The motion passed 7 in favor, no opposed, by roll-call vote.
  - B. **Review Pending Legal Invoices:** After review and discussion, a motion was made by Director Stephenson, seconded by Director Fenn, to recommend that the Board approve payment of the pending legal invoice for February, 2020, and that Staff be authorized to pay the invoice on time, for \$12,801.35. The motion passed 7 in favor, no opposed, by roll-call vote.

- C. Review of February, 2020 Bank Reconciliation: After review and discussion, a motion was made by Director Duncan, seconded by Director Castaldo, to recommend that the Board acknowledge receipt of the Wells Fargo bank reconciliation for February, 2020 as presented. The motion passed 7 in favor, no opposed, by roll-call vote.
- D. Review of Budget Report for February, 2020: General Manager Jeff Davis reviewed the budget report, highlighting a number of items, and answering questions. After further review and discussion, a motion was made by Director Duncan, seconded by Director Stephenson, to recommend that the Board acknowledge receipt of the Budget Report for February, 2020. The motion passed 7 in favor, no opposed, by roll-call vote.

**5. Announcements:**

General Manager Davis made some comments about how the coronavirus would affect Agency operations.

Treasurer Thompson reviewed the announcements:

- A. Regular Board meeting is scheduled, but may not be held on April 6, 2020, 1:30 pm
- B. Water Conservation and Education Workshop is canceled.

Finance Manager Tom Todd answered a question about voided check 119593, which was originally made out to San Bernardino Valley Municipal Water District.

- 6. Adjournment:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 2:29 pm.

  
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Jeffrey W. Davis, Secretary of the Board