

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

**Directors Present via Zoom:**

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

**Directors Absent:** Mike Thompson, Treasurer

**Staff and Consultants Present via Zoom:**

Lance Eckhart, 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 Vice Chair of the Finance and Budget Committee David Fenn at 1:30 pm, November 23, 2020. Vice Chair Fenn led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of Agenda:** The agenda was adopted as posted.
3. **Public Comment:** Vice Chair Fenn asked if anyone connected to the meeting wished to make a 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, 2020 by Reviewing Check History Reports in Detail: After review and discussion, a motion was made by President Duncan, seconded by Vice Chair Fenn, to recommend that the Board ratify paid monthly invoices of \$2,480,687.37 and payroll of \$45,059.73 for the month of October, 2020, for a combined total of \$2,525,747.10. The motion passed 6 in favor, no opposed, with Director Thompson absent, by roll-call vote.
  - B. Review Pending Legal Invoices: After review and discussion, a motion was made by Director Ball, seconded by Director Castaldo, to recommend that the Board approve payment of the pending legal invoice for October, 2020 for

\$7,902.77. The motion passed 6 in favor, no opposed, with Director Thompson absent, by roll-call vote.

- C. Review of October, 2020 Bank Reconciliation: After review and discussion, a motion was made by President Duncan, seconded by Director Stephenson, to recommend that the Board acknowledge receipt of the Wells Fargo bank reconciliation for October, 2020 as presented. The motion passed 6 in favor, no opposed, with Director Thompson absent, by roll-call vote.
- D. Review of Budget Report for October, 2020: Finance Manager Tom Todd briefly reviewed the report, and noted the current net budget balances of the Debt Service Fund and the General Fund and commented that these balances will look better at the end of December. After further review and discussion, a motion was made by Director Stephenson, seconded by President Duncan, to recommend that the Board acknowledge receipt of the Budget Report for October, 2020. The motion passed 6 in favor, no opposed, with Director Thompson absent, by roll-call vote.
- E. Discussion of Tax Revenue: General Manager Lance Eckhart led a presentation and discussion about the difference between the unrestricted, General Fund tax revenue and the restricted Debt Service Fund tax revenue. General Manager Eckhart represented these funds by a green pail for the General Fund and a red pail for the Debt Service Fund. Other sources of revenue were mentioned, but this presentation concentrated on tax revenue and the uses of each fund and their associated reserves. The Board and the public asked questions and discussed these concepts.

**5. Announcements:** Vice Chair Fenn reviewed the announcements:

- A. Regular Board Meeting, December 7, 2020, 1:30 pm, via Teleconference/Zoom
- B. The office will be closed in observance of the Thanksgiving Holiday, November 26<sup>th</sup> and 27<sup>th</sup>, 2020
- C. Engineering Workshop, December 14, 2020, 1:30 pm, via Teleconference/Zoom

President Duncan told the meeting that he and General Manager Eckhart were planning the swearing-in of the new Board members for the December 7 meeting. Finance Manager Todd told the meeting that the December meeting schedule would likely change, and requested timesheets by Tuesday, November 24, 2020.

**6. Adjournment:** The Finance and Budget Workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 2:26 pm.



Lance E. Eckhart, Secretary of the Board