

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue
Beaumont, California 92223
Minutes of the
Board Finance and Budget Workshop
January 25, 2016

Directors Present: John Jeter, President
Bill Dickson, Vice President
Mary Ann Melleby, Treasurer
Blair Ball, Director
Ron Duncan, Director
David Fenn, Director
Leonard Stephenson, Director

Staff and Consultants Present:
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 President John Jeter at 4:00 p.m., January 25, 2016, in the Agency Conference Room at 1210 Beaumont Avenue, Beaumont, California. President Jeter led the Pledge of Allegiance to the flag. A quorum was present.

President Jeter turned the meeting over to the Chair of the Finance & Budget Committee, Director Mary Ann Melleby.

2. **Adoption and Adjustment of Agenda:** The agenda was adopted as published.
3. **Public Comment:** No members of the public wished to make any comment at this time.
4. **New Business:**
 - A. Ratification of Paid Invoices and Monthly Payroll for December, 2015 by Reviewing Check History Reports in Detail: After review and discussion, a motion was made by Director Duncan, seconded by Director Dickson, to recommend that the Board ratify paid monthly invoices of \$495,273.21 and payroll of \$32,708.03 for the month of December, 2015, for a combined total of \$527,981.24. The motion passed 7 in favor, no opposed.
 - B. Review Pending Legal Invoices: After review and discussion, a motion was made by Director Dickson, seconded by Director Duncan, to recommend that the Board approve payment of the pending legal invoices for December, 2015. The motion passed 7 in favor, no opposed.

- C. Review of December, 2015 Bank Reconciliation: After review and discussion, a motion was made by Director Duncan, seconded by Director Stephenson, to recommend that the Board acknowledge receipt of the Wells Fargo bank reconciliation for December, 2015 as presented. The motion passed 7 in favor, no opposed.
- D. Review of Budget Report for December, 2015: After review and discussion, a motion was made by Director Duncan, seconded by Director Dickson, to recommend that the Board acknowledge receipt of the Budget Report for December, 2015. The motion passed 7 in favor, no opposed.
- E. Review of Cash Reconciliation Report for December 31, 2015: General Manager Jeff Davis introduced this report by reviewing the June 30, 2015 report that was produced after the audit was completed, and then reviewed the report for December 31, 2015. After review and discussion, a motion was made by Director Duncan, seconded by Director Ball, to recommend that the Board acknowledge receipt of the Cash Reconciliation Report for December 31, 2015. The motion passed 7 in favor, no opposed.
- F. Review of Reserve Allocation Report for December 31, 2015: Finance Manager Todd introduced this report, and highlighted the changes in the amounts listed in the New Infrastructure category, which were needed because of the change in the overall balance of the General Fund reserves. After review and discussion, a motion was made by Director Duncan, seconded by Director Stephenson, to recommend that the Board approve the Reserve Allocation Report for December 31, 2015. The motion passed 7 in favor, no opposed.
- G. Review of Investment Report for December 31, 2015: Finance Manager Todd reviewed each investment, and highlighted the difference between face value and current value. After further review and discussion, a motion was made by Director Dickson, seconded by Director Duncan, to acknowledge receipt of the Investment Report for December 31, 2015. The motion passed 7 in favor, no opposed.
- H. Discussion about Finance and Budget Workshops: Chair Melleby opened the discussion by suggesting the Board list pros and cons for changing the current structure of meetings. She handed out a list she prepared of subjects the workshops have discussed during the last 2 years of meetings. Items mentioned during the discussion: current plan works; detailed interaction between Board and staff; savings or not for less meetings; efficiency; understanding purpose of workshops. After further discussion, a motion was made by Director Stephenson, seconded by Director Dickson, to recommend that the Board continue Finance and Budget workshops as before on a monthly basis. The motion passed 6 in favor, with Director Ball opposed.

5. **Announcements:** Chair Melleby reviewed the following announcements:
- A. Regular Board Meeting, February 1, 2016 at 7:00 p.m.
 - B. Engineering Workshop, February 8, 2016 at 4:00 p.m.
 - C. The office will be closed in observance of President's Day, February 15, 2016
 - D. Regular Board Meeting, Tuesday, February 16, 2016 at 7:00 p.m..
6. **Adjournment:** The Finance and Budget workshop of the San Geronio Pass Water Agency Board of Directors was adjourned at 5:00 p.m.



Jeffrey W. Davis, Secretary of the Board