

# **SAN GORGONIO PASS WATER AGENCY**

**1210 Beaumont Ave, Beaumont, CA 92223**

**Board Finance & Budget Workshop**

**Agenda**

**February 27, 2017, at 4:00 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 not on the agenda. To comment on specific agenda items, please complete a speaker's request form and hand it to the Board secretary.

**4. New Business (Discussion and possible recommendations for action at a future regular Board meeting)**

A. Ratification of Paid Invoices and Monthly Payroll for January, 2017 by Reviewing Check History Reports in Detail\*

B. Review of Pending Legal Invoices\*

C. Review of January, 2017 Bank Reconciliation\*

D. Review of Budget Report for January, 2017\*

E. Review of Resolution 2008-03 Establishing Guidelines for Compensation of Directors

F. Review of Board Travel and Reimbursement Policy

**5. Announcements**

A. Regular Board Meeting, March 6, 2017, 7:00 pm

B. Engineering Workshop, March 13, 2017, 4:00 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**  
**January 1 through January 31, 2017**

ACCOUNTS PAYABLE
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Date	Number	Name	Amount
01/04/2017	118273	ACWA JPIA	958.00
01/04/2017	118274	AT&T MOBILITY	254.48
01/04/2017	118275	BEAUMONT-CHERRY VALLEY WATER DISTRICT	419.20
01/04/2017	118276	BDL ALARMS, INC.	78.00
01/04/2017	118277	CALIFORNIA SECRETARY OF STATE	390.00
01/04/2017	118278	ERNIE & SONS HEATING PLUMBING A/C	1,847.00
01/04/2017	118279	JOHN R. JETER	381.05
01/04/2017	118280	OFFICE SOLUTIONS	93.45
01/04/2017	118281	CHERYLE M. RASMUSSEN	162.96
01/04/2017	118282	SOUTHERN CALIFORNIA EDISON	139.53
01/04/2017	118283	UNDERGROUND SERVICE ALERT	10.50
01/04/2017	118284	UNLIMITED SERVICES BUILDING MAINT.	295.00
01/04/2017	118285	VALLEY OFFICE EQUIPMENT, INC.	148.47
01/04/2017	118286	WASTE MANAGEMENT INLAND EMPIRE	94.80
01/13/2017	118287	CALPERS RETIREMENT	4,458.02
01/13/2017	118288	CALPERS 457-SIP	1,150.00
01/17/2017	118289	ACWA BENEFITS	748.93
01/17/2017	118290	ALBERT WEBB ASSOCIATES	402.50
01/17/2017	118291	BEST BEST & KRIEGER	12,906.43
01/17/2017	118292	JEFFREY W. DAVIS	307.36
01/17/2017	118293	RONALD A. DUNCAN	227.99
01/17/2017	118294	DAVID L. FENN	335.00
01/17/2017	118295	FRONTIER COMMUNICATIONS	1,202.15
01/17/2017	118296	GOPHER PATROL	48.00
01/17/2017	118297	INCONTACT, INC.	79.47
01/17/2017	118298	JACK'S ART & FRAMING	553.65
01/17/2017	118299	ROY McDONALD	4,287.50
01/17/2017	118300	PETTY CASH	78.77
01/17/2017	118301	THE RECORD-GAZETTE	424.80
01/17/2017	118302	SINGER LEWAK - AHERN ADCOCK DEVILIN	6,220.82
01/17/2017	118303	SOUTHERN CALIFORNIA GAS	210.85
01/17/2017	118304	MICHAEL D. THOMPSON	454.00
01/17/2017	118305	THOMAS W. TODD, JR.	546.43
01/17/2017	118306	U. S. GEOLOGICAL SURVEY	51,172.89
01/17/2017	118307	WATER RESOURCES CONSULTING	3,465.04
01/17/2017	118308	WELLS FARGO REMITTANCE CENTER	2,826.22
01/24/2017	118309	CALPERS HEALTH	7,746.27
01/24/2017	118310	KENNEDY JENKS CONSULTANTS	2,897.70
01/24/2017	118311	MATTHEW PISTILLI LANDSCAPE SERVICES	325.00
01/24/2017	118312	PROVOST & PRITCHARD	1,128.00
01/24/2017	118313	SOUTHERN CALIFORNIA EDISON	161.11
01/24/2017	118314	VALLEY OFFICE EQUIPMENT, INC.	192.28
01/27/2017	118315	AT&T MOBILITY	255.91
01/27/2017	118316	CUSTOM TROPHIES & U-NEEK AWARDS	26.13
01/29/2017	118317	CALPERS RETIREMENT	4,703.39
01/29/2017	118318	CALPERS 457-SIP	1,150.00
01/29/2017	118319	STANDARD INSURANCE COMPANY	436.03

**San Gorgonio Pass Water Agency**  
**Check History Report**  
**January 1 through January 31, 2017**

**ACCOUNTS PAYABLE (CON'T)**

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/13/2017	571226	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,084.16
01/13/2017	541007	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	6,170.49
01/29/2017	543395	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,190.06
01/29/2017	586131	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	7,756.92
01/14/2017	900130	DEPARTMENT OF WATER RESOURCES	335,811.00
01/31/2017	900131	DEPARTMENT OF WATER RESOURCES	918,797.00
TOTAL ACCOUNTS PAYABLE CHECKS			<u>1,387,210.71</u>

**PAYROLL**

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/12/2017	801313	JEFFREY W. DAVIS	4,429.92
01/12/2017	801314	KENNETH M. FALLS	3,102.17
01/12/2017	801315	CHERYLE M. RASMUSSEN	2,117.51
01/12/2017	801316	THOMAS W. TODD, JR.	3,286.77
01/28/2017	801317	BLAIR M. BALL	934.32
01/28/2017	801318	DAVID J. CASTALDO	934.32
01/28/2017	801319	JEFFREY W. DAVIS	4,426.15
01/28/2017	801320	RONALD A. DUNCAN	1,167.90
01/28/2017	801321	KENNETH M. FALLS	3,696.62
01/28/2017	801322	DAVID L. FENN	1,167.90
01/28/2017	801323	STEPHEN J. LEHTONEN	467.17
01/28/2017	801324	CHERYLE M. RASMUSSEN	2,117.51
01/28/2017	801325	LEONARD C. STEPHENSON	1,167.90
01/28/2017	801326	MICHAEL D. THOMPSON	1,167.90
01/28/2017	801327	THOMAS W. TODD, JR.	3,286.77
TOTAL PAYROLL			<u>33,470.83</u>
TOTAL DISBURSEMENTS FOR JANUARY, 2017			<u><u>1,420,681.54</u></u>

SAN GORGONIO PASS WATER AGENCY  
New Vendors List  
February, 2017

Vendor - Name and Address	Expenditure Type
Dan Lyman construction, Inc. 346 Sout 'I' Street', San Bernardino, CA 92410	Building Maintenance

**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	170131	LEGAL SERVICES JAN17	26,134.89

TOTAL PENDING INVOICES FOR JANUARY 2017

26,134.89

**SAN GORGONIO PASS WATER AGENCY  
BANK RECONCILIATION  
January 31, 2017**

BALANCE PER BANK AT 01/31/2017 - CHECKING ACCOUNT 233,778.88

LESS OUTSTANDING CHECKS

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
118315	255.91	118318	1150.00
118317	4703.39	118319	436.03
	<u>4,959.30</u>		<u>1,586.03</u>

TOTAL OUTSTANDING CHECKS (6,545.33)

BALANCE PER GENERAL LEDGER 227,233.55

BALANCE PER GENERAL LEDGER AT 12/31/2016 464,624.66

CASH RECEIPTS FOR JANUARY 6,783,371.07

CASH DISBURSEMENTS FOR JANUARY

ACCOUNTS PAYABLE - CHECK HISTORY REPORT (1,387,210.71)


NET PAYROLL FOR JANUARY (33,470.83) (1,420,681.54)

BANK CHARGES (80.64)

TRANSFER TO LAIF (5,600,000.00)

BALANCE PER GENERAL LEDGER AT 01/31/2017 227,233.55

REPORT PREPARED BY:

  
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 Cheryl Rasmussen

**SAN GORGONIO PASS WATER AGENCY  
DEPOSIT RECAP  
FOR THE MONTH OF JANUARY 2017**

<u>DATE</u>	<u>RECEIVED FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL DEPOSIT AMOUNT</u>
<b>DEPOSIT TO CHECKING ACCOUNT</b>				
1/4/17	BANNING HEIGHTS MWC	COST-SHARING AGREEMENTS	42,975.49	42,975.49
1/10/17	RIVERSIDE COUNTY	PROPERTY TAXES	214,033.04	214,033.04
1/10/17	RIVERSIDE COUNTY	PROPERTY TAXES	76,444.52	76,444.52
1/18/17	BCVWD	WATER SALES	388,325.00	388,325.00
1/20/17	RIVERSIDE COUNTY	PROPERTY TAXES	3,018,507.06	3,018,507.06
1/23/17	RIVERSIDE COUNTY	PROPERTY TAXES	61,519.73	61,519.73
1/23/17	RIVERSIDE COUNTY	PROPERTY TAXES	88,713.42	88,713.42
1/23/17	RIVERSIDE COUNTY	PROPERTY TAXES	6,379.88	6,379.88
1/25/17	RIVERSIDE COUNTY	PROPERTY TAXES	2,801,918.31	2,801,918.31
1/25/17	YVWD	WATER SALES	13,503.30	13,503.30
1/26/17	TVI	CD - BOND INTEREST	9,236.32	9,236.32
1/30/17	CITY OF BANNING	WATER SALES	61,815.00	61,815.00
TOTAL FOR JANUARY 2017			6,783,371.07	6,783,371.07

**SAN GORGONIO PASS WATER AGENCY**  
**BUDGET REPORT FY 2016-17**  
**BUDGET VS. REVISED BUDGET VS. ACTUAL**  
**FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2017**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - INCOME</b>					Compare: 42%
<b>INCOME</b>					
WATER SALES	3,993,000		3,993,000	2,419,305.87	39.41%
TAX REVENUE	2,240,000		2,240,000	1,331,784.94	40.55%
INTEREST	64,000		64,000	59,231.23	7.45%
CAPACITY FEE	0		0	0.00	0.00%
GRANTS	0		0	0.00	0.00%
OTHER (REIMBURSEMENTS, TRANSFERS)	69,000		69,000	43,601.14	36.81%
<b>TOTAL GENERAL FUND INCOME</b>	<b>6,366,000</b>	<b>0</b>	<b>6,366,000</b>	<b>3,853,923.18</b>	<b>39.46%</b>
<b>GENERAL FUND - EXPENSES</b>					
<b>COMMODITY PURCHASE</b>					
PURCHASED WATER	3,875,000		3,875,000	1,539,174.00	60.28%
<b>TOTAL COMMODITY PURCHASE</b>	<b>3,875,000</b>	<b>0</b>	<b>3,875,000</b>	<b>1,539,174.00</b>	<b>60.28%</b>
<b>SALARIES AND EMPLOYEE BENEFITS</b>					
SALARIES	431,000		431,000	251,806.70	41.58%
PAYROLL TAXES	39,000		39,000	20,058.51	48.57%
RETIREMENT	108,000		108,000	72,012.27	33.32%
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	23,000		23,000	14,994.58	34.81%
HEALTH INSURANCE	52,000		52,000	35,424.13	31.88%
DENTAL INSURANCE	4,500		4,500	2,860.16	36.44%
LIFE INSURANCE	1,100		1,100	826.86	24.83%
DISABILITY INSURANCE	4,500		4,500	2,588.95	42.47%
WORKERS COMP INSURANCE	3,700		3,700	1,739.00	53.00%
SGPWA STAFF MISC. MEDICAL	10,000		10,000	3,027.67	69.72%
EMPLOYEE EDUCATION	1,000		1,000	0.00	100.00%
<b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>	<b>677,800</b>	<b>0</b>	<b>677,800</b>	<b>405,338.83</b>	<b>40.20%</b>



**SAN GORGONIO PASS WATER AGENCY**  
**BUDGET REPORT FY 2016-17**  
**BUDGET VS. REVISED BUDGET VS. ACTUAL**  
**FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2017**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - EXPENSES</b>					Compare: 42%
<b>ADMINISTRATIVE &amp; PROFESSIONAL</b>					
DIRECTOR EXPENDITURES					
DIRECTORS FEES	105,000		105,000	57,680.18	45.07%
DIRECTORS TRAVEL & EDUCATION	20,000		20,000	2,350.95	88.25%
DIRECTORS MISC. MEDICAL	32,000		32,000	9,789.72	69.41%
OFFICE EXPENDITURES					
OFFICE EXPENSE	18,000		18,000	11,489.76	36.17%
POSTAGE	1,000		1,000	530.05	47.00%
TELEPHONE	10,000		10,000	6,078.42	39.22%
UTILITIES	5,000		5,000	2,378.09	52.44%
SERVICE EXPENDITURES					
COMPUTER, WEB SITE AND PHONE SUPPORT	9,000		9,000	1,704.50	81.06%
GENERAL MANAGER & STAFF TRAVEL	20,000		20,000	11,289.40	43.55%
INSURANCE & BONDS	23,000		23,000	19,692.00	14.38%
ACCOUNTING & AUDITING	22,000		22,000	21,301.17	3.18%
STATE WATER CONTRACT AUDIT	5,000		5,000	5,012.00	-0.24%
DUES & ASSESSMENTS	29,000		29,000	29,767.50	-2.65%
SPONSORSHIPS	8,000		8,000	1,000.00	87.50%
OUTSIDE PROFESSIONAL SERVICES	650		650	650.00	0.00%
BANK CHARGES	1,600		1,600	915.03	42.81%
MISCELLANEOUS EXPENSES	1,000		1,000	2.79	99.72%
MAINTENANCE & EQUIPMENT EXPENDITURES					
TOOLS PURCHASE & MAINTENANCE	3,500		3,500	28.38	99.19%
VEHICLE REPAIR & MAINTENANCE	9,000		9,000	3,123.38	65.30%
MAINTENANCE & REPAIRS - BUILDING	11,000		11,000	8,923.58	18.88%
MAINTENANCE & REPAIRS - FIELD	6,500		6,500	2,812.27	56.73%
CONTRACT OPERATIONS AND MAINTENANCE	150,000		150,000	0.00	100.00%
COUNTY EXPENDITURES					
LAFCO COST SHARE	5,000		5,000	4,440.49	11.19%
ELECTION EXPENSE	175,000		175,000	0.00	100.00%
TAX COLLECTION CHARGES	9,500		9,500	7,574.08	20.27%
<b>TOTAL ADMINISTRATIVE &amp; PROFESSIONAL</b>	<b>679,750</b>	<b>0</b>	<b>679,750</b>	<b>208,533.74</b>	<b>69.32%</b>

**SAN GORGONIO PASS WATER AGENCY  
BUDGET REPORT FY 2016-17  
BUDGET VS. REVISED BUDGET VS. ACTUAL  
FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2017**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - EXPENSES</b>					Compare: 42%
<b>GENERAL ENGINEERING</b>					
RECHARGE					
B.A.R.F. DESIGN + CONSTRUCTION			CAPITAL EXPENDITURE		
B.A.R.F. ENVIRONMENTAL MITIGATION			CAPITAL EXPENDITURE		
FERC/FLUME					
FLUME SUPPORT	40,000		40,000	29,199.57	27.00%
NEW WATER					
PROGRAMATIC EIR	75,000		75,000	0.00	100.00%
UPDATED STUDY ON AVAILABLE SOURCES	45,000		45,000	17,906.45	60.21%
SITES RESERVOIR	300,000		300,000	0.00	100.00%
BCVWD CONNECTION					
ENGINEERING	30,000		30,000	5,200.00	82.67%
CEQA	15,000		15,000	0.00	100.00%
INTEGRATED REGIONAL WATER MANAGEMENT PLAN (IRWMP)	5,000		5,000	0.00	100.00%
SGMA SUPPORT	15,000		15,000	0.00	100.00%
STUDIES					
USGS	100,000		100,000	80,227.01	19.77%
WATER RATE NEXUS STUDY	50,000		50,000	0.00	100.00%
WATER RATE FINANCIAL MODELING	30,000		30,000	0.00	100.00%
CAPACITY FEE NEXUS STUDY UPDATE	0		0	0.00	0.00%
SUPPORT - CAPACITY FEE & AGREEMENTS	0		0	0.00	0.00%
UPDATED UWMP	10,000		10,000	32,907.05	-229.07%
OTHER PROJECTS					
BASIN MONITORING TASK FORCE	21,000		21,000	20,180.00	3.90%
BUNKER HILL CONJUNCTIVE USE PROJECT	20,000		20,000	0.00	100.00%
GENERAL AGENCY - CEQA AND GIS SERVICES	35,000		35,000	30,147.72	13.86%
<b>TOTAL GENERAL ENGINEERING</b>	<b>791,000</b>	<b>0</b>	<b>791,000</b>	<b>215,767.80</b>	<b>72.72%</b>

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**SAN GORGONIO PASS WATER AGENCY**  
**BUDGET REPORT FY 2016-17**  
**BUDGET VS. REVISED BUDGET VS. ACTUAL**  
**FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2017**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>GENERAL FUND - EXPENSES</b>					Compare: 42%
<b>LEGAL SERVICES</b>					
LEGAL SERVICES - GENERAL	175,000		175,000	113,005.81	35.43%
<b>TOTAL LEGAL SERVICES</b>	175,000	0	175,000	113,005.81	35.43%
<b>CONSERVATION &amp; EDUCATION</b>					
SCHOOL EDUCATION PROGRAMS	10,000		10,000	0.00	100.00%
ADULT EDUCATION PROGRAMS	5,000		5,000	0.00	100.00%
OTHER CONSERVATION, EDUCATION AND P. R.	20,000	15,000	35,000	21,263.87	39.25%
<b>TOTAL CONSERVATION &amp; EDUCATION</b>	35,000	15,000	50,000	21,263.87	57.47%
<b>GENERAL FUND CAPITAL EXPENDITURES</b>					
BUILDING	15,000		15,000	0.00	100.00%
FURNITURE & OFFICE EQUIPMENT	5,000		5,000	0.00	100.00%
OTHER EQUIPMENT	0		0	0.00	0.00%
TRANSPORTATION EQUIPMENT	37,000		37,000	0.00	100.00%
MT. VIEW TURNOUT + B.A.R.F. CONSTRUCTION	0		0	31,125.01	
SBVMWD PIPELINE CAPACITY PURCHASE	330,000		330,000	0.00	100.00%
<b>TOTAL GENERAL FUND CAPITAL EXPENDITURES</b>	387,000	0	387,000	31,125.01	91.96%
<b>TRANSFERS TO OTHER FUNDS</b>	0	0	0	0.00	
<b>TOTAL GENERAL FUND EXPENSES</b>	6,620,550	15,000	6,635,550	2,534,209.06	61.81%
<b>TRANSFERS FROM RESERVES</b>	300,000		300,000		
<b>TOTAL TRANSFERS FROM RESERVES</b>	300,000	0	300,000	0	
<b>GENERAL FUND NET INCOME YEAR TO DATE</b>	45,450	-15,000	30,450	1,319,714.12	

**SAN GORGONIO PASS WATER AGENCY**  
**BUDGET REPORT FY 2016-17**  
**BUDGET VS. REVISED BUDGET VS. ACTUAL**  
**FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2017**

FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
<b>DEBT SERVICE FUND - INCOME</b>					Compare: 42%
<b>INCOME</b>					
TAX REVENUE	19,350,000		19,350,000	11,253,525.53	41.84%
INTEREST	170,000		170,000	157,431.29	7.39%
GRANTS	0		0	0.00	0.00%
DWR CREDITS - BOND COVER, OTHER	3,170,000		3,170,000	1,837,143.66	42.05%
<b>TOTAL DEBT SERVICE FUND INCOME</b>	<b>22,690,000</b>	<b>0</b>	<b>22,690,000</b>	<b>13,248,100.48</b>	<b>41.61%</b>
<b>DEBT SERVICE FUND - EXPENSES</b>					
<b>EXPENSES</b>					
SALARIES	52,000		52,000	31,551.68	39.32%
PAYROLL TAXES	4,000		4,000	2,413.66	39.66%
BENEFITS	28,000		28,000	17,345.77	38.05%
SWC CONTRACTOR DUES	33,000		33,000	40,558.00	-22.90%
STATE WATER CONTRACT PAYMENTS	18,600,000		18,600,000	11,970,730.00	35.64%
PURCHASED WATER	5,000		5,000	329.00	93.42%
STATE WATER PROJECT LEGAL SERVICES	0		0	0.00	0.00%
USGS	0		0	0.00	0.00%
CONTRACT OPERATIONS AND MAINTENANCE	120,000		120,000	2,033.22	98.31%
SWP ENGINEERING	30,000		30,000	477.86	98.41%
DEBT SERVICE UTILITIES	10,000		10,000	5,965.38	40.35%
TAX COLLECTION CHARGES	60,000		60,000	42,946.72	28.42%
<b>TOTAL DEBT SERVICE FUND EXPENSES</b>	<b>18,942,000</b>	<b>0</b>	<b>18,942,000</b>	<b>12,114,351.29</b>	<b>36.05%</b>
<b>TRANSFERS FROM RESERVES</b>			<b>0</b>	<b>0.00</b>	
<b>DEBT SERVICE NET INCOME YEAR TO DATE</b>	<b>3,748,000</b>	<b>0</b>	<b>3,748,000</b>	<b>1,133,749.19</b>	

**RESOLUTION NO. 2008-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN GORGONIO PASS WATER AGENCY  
ESTABLISHING GUIDELINES FOR COMPENSATION OF DIRECTORS  
AND  
RESCINDING RESOLUTION NO. 2007-08**

**WHEREAS**, on May 18, 1998, The Board of Directors adopted Ordinance No. 7 which provides for the compensation to be received by the Directors of San Gorgonio Pass Water Agency (hereinafter Agency) in accordance with Chapter 2 of Division 10 of the Water Code of the State of California (Water Code Section 20200 et seq.);

**WHEREAS**, the Water Code of the State of California, Section 20202 allows for members of the Board to be compensated for up to a total of ten (10) days in any calendar month, and;

**WHEREAS**, the Agency's Directors are regularly called upon to spend in excess of five (5) days per month in the performance of their duties, including the attendance of Board meetings, committee meetings, and other functions related to carrying on the business of the Agency; and

**WHEREAS**, it is the policy of the Board that the Directors receive fair and reasonable compensation for their service to the Agency so that they may devote as much time as is necessary or beneficial to the full performance of their roles:

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Gorgonio Pass Water Agency as follows:

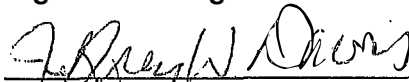
1. That the Board of Directors rescinds Resolution No. 2007-08 regarding Compensation of Directors.
2. That Resolution No. 2008-03 is effective March 3, 2008.
3. That the maximum number of days per month which a Director of the Agency may receive compensation and reimbursement of expenses for each day's service rendered as a member of the Board of Directors is set forth in Ordinance No. 7.
4. That the definition of a day of service shall be:
  - a. Attendance at any meeting of the San Gorgonio Pass Water Agency that requires public notice in accordance with the Brown Act.
  - b. Attendance at any meeting of a San Gorgonio Pass Water Agency ad hoc committee, that committee having been established by the president of the Board.
  - c. Attendance at regular, special or committee meetings of any organization in which San Gorgonio Pass Water Agency is a member.

- d. Attendance at Beaumont Basin Watermaster meetings, San Timoteo Watershed Management Authority Commission meetings, Santa Ana Watershed Project Authority Commission meetings and Regional Coordination Conferences of Pass Water Officials Serving Pass Area Communities.
  - e. Attendance at special events, programs, or symposiums (not to exceed 1 day) or conferences (not to exceed 3 days) for the following organizations:
    - 1. Association of California Water Agencies
    - 2. Special District Association of Riverside County
    - 3. State Water Contractors
    - 4. Water Education Foundation
    - 5. Special District's Board Management Institute
    - 6. Riverside County Water Symposium
    - 7. American Water Works Association
    - 8. Association of Ground Water Agencies
  - f. Attendance at any meeting related to or informing the Board members on matters within the jurisdiction of the statutory powers of the Agency, provided that such meetings deal with substantive issues and consume more than a minor amount of the Board member's time.
  - g. Attendance of any meeting submitted for consideration and approved as a day of service by the Agency's Board of Directors.
5. That the Finance and Budget Committee of the Agency shall determine by examination and vote, that the meetings submitted for payment of Director's fees are in accordance with these guidelines. The Directors shall have the right to appeal the decision of the Finance & Budget Committee to the Board of Directors.

Resolution #2008-03 was adopted upon roll call by the following vote:

AYES: Larsen, Voigt, Morris, Andersen, Snyder, Mann and Jeter  
NOES: None  
ABSTAIN: None  
ABSENT: None

I certify that the foregoing is a true, full and correct copy of Resolution #2008-03 adopted by the Board of Directors of the San Gorgonio Pass Water Agency at its regular meeting held on March 3, 2008.

  
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Jeffrey W. Davis, Secretary to the Board  
San Gorgonio Pass Water Agency

# **SAN GORGONIO PASS WATER AGENCY**

## **DIRECTORS' TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

**(Revised January 3, 2011)**

### **1. GENERAL STATEMENT OF POLICY**

The Board of Directors of San Gorgonio Pass Water Agency is charged with establishing and maintaining the policies of the Agency as set forth by State Law, and with providing general oversight of the administration of the Agency. The day-to-day operation of the Agency has been delegated to the General Manager who is responsible to the Board.

Each Director whether elected at large or by division is responsible to the members of the general public within the Agency as well as the public in his or her own division for the proper conduct of Agency affairs. Each Director is also responsible to the Board itself. In the fulfillment of these responsibilities, Directors must be informed of and familiar with the San Gorgonio Pass Water Agency law, its statutory powers and duties, and the general programs and policies of the Agency.

The Agency policy for travel and expense reimbursement is premised on a finding by the Board of Directors that activities which fulfill the Director's obligation to be informed are of benefit to the Director, the Board, the Agency, and the members of the public, and that the activities listed below are directly related to furthering of the Agency's purpose. Agency Directors must be informed about national, state-wide, and local water, groundwater, wastewater programs and issues. Ordinary and necessary business expenses are expenses that have a direct benefit to fulfill the legislative duties of the Agency.

**2. GENERAL RULES REGARDING TRAVEL AND EXPENSE REIMBURSEMENT**

Agency rules with respect to reimbursement for actual, ordinary, and necessary business expenses (including travel expenses) incurred in such activities and subject to annual budget limitations set by the Board shall be as follows:

- a) Each Director shall be allocated a total amount per year for expenses subject to appropriation in the budget by the Board, however newly elected directors will be allocated a total of \$3,000 for travel and education. This amount shall be clearly indicated in the budget under Directors Travel and Education. This amount may be revised from time to time as approved by the Board of Directors. Any expenses incurred for the purposes as set forth herein within the budgeted amount shall be reviewed, ratified for payment by the Finance and Budget Committee and recommended for approval by the Board of Directors. Subsequent to the reimbursement for travel being paid, any payment not approved by the Board of Directors for any reason will be deducted from the director's next check.
- b) Any Expense (including travel expenses) incurred in excess of the budgeted amount shall not be paid unless authorized by the Board of Directors prior to the expense being incurred. In the event that prior Board approval is not possible, then the President of the Board can authorize such expense.

**3. ORDINARY AND NECESSARY BUSINESS EXPENSES.**

Those ordinary, necessary and reasonable business expenses incurred as a result of activities directly related to Agency purposes are reimbursable. Expenses incurred as a result of a bona fide personal, family, or medical emergency that would not have been incurred were it not for Agency business are also reimbursable. Because the Pass Agency is a public agency, such expenses should be carefully considered, bearing in mind that these are public funds and that only a reasonable level of expense is warranted. For example, ordinary expenses incurred in traveling by personal automobile, including gas mileage and repairs, maintenance, etc directly related to use



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of a car, for Agency purposes, shall be allowed at the Agency's then prevailing rate in accordance with the standard mileage rate set by the Internal Revenue Service. Air travel shall ordinarily be reimbursed at the advance purchase or coach fare unless such fares are unavailable. Hotel expenses incurred by overnight travel on behalf of the Agency shall be reimbursed, but such accommodations should be reasonable in nature, rather than extravagant. Business meals incurred as a result of travel out of town, or meals in town which are engaged in for bona fide Agency purposes and in which substantial business discussions involving the Agency take place, shall also be reimbursed, but only at a reasonable level of expense. Business telephone calls shall be reimbursed and telephone calls made by Directors to their residences (maximum of one call per day) or places of business when traveling on Agency business shall be reimbursed. Automobile rental, baggage handling, tips, etc., are reimbursable expenses. This listing is intended to be representative, but not exclusive. The Agency shall not pay for any alcoholic beverage of any type consumed by directors, staff or their guests. Actual, reasonable, ordinary and necessary business expenses incurred by attendance of events approved by the Board as days of service, and at educational events related to water issues in the area, region, or state, is necessary for education of the directors and shall be reimbursed by the Agency upon presentation of satisfactory evidence (receipts, including travel expense receipts) of the expenditures. Attendance at these events include, regular or special meetings of any organization in which San Gorgonio Pass Water Agency is a member, or at special events, programs, conferences, symposiums or seminars as deemed necessary by the director (s) for their continuing education and information.

**4. SPECIFIC TRAVEL REIMBURSEMENT RULES:**

Travel is a necessary operation of the Agency. The Agency has no intention of denying any director reimbursement for official Agency travel. The Agency will reimburse each director for their actual travel expenses associated with performing their duties.

- 1) Reimbursement for the use of a personal automobile will be made on the basis of actual mileage at the official mileage rate. The official mileage rate for the Agency is the

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Standard Mileage Rate set annually by the Internal Revenue Service. Mileage between a director's residence and the Agency's administration building is not reimbursed.

- a) The Agency assumes no responsibility for any maintenance, operational costs, accidents, fines, etc., incurred by the owner of the vehicle while on official business.
- b) The Agency is responsible for determining whether the traveler is properly insured while using a privately owned vehicle on official business. The traveler may be required to provide proof of adequate insurance before being allowed to use privately owned vehicle on official business.
- c) The Agency will not reimburse for mileage driven within the Agency's boundaries. In the event the destination of travel is outside the Agency's boundaries the actual miles will be calculated from the Director's residence to the destination.
- d) When travelers interrupt travel or deviate from the direct route for personal convenience or personal leave, they will be reimbursed only at the rate for uninterrupted travel by the most direct route.
- e) Allowable mileage will be determined and verified by going to [www.mapquest.com](http://www.mapquest.com), [www.randmcnally.com](http://www.randmcnally.com), or a similar internet mileage calculator or by actual recorded odometer readings.
- f) When travelers must use premium transportation, such as first class, for health or other medical reasons, those reasons must be affirmed in a statement by the director on the Request for Reimbursement Form.
- g) A copy of the official conference brochure, registration form, or other documentation of the conference, showing information about designated conference hotels, must be attached to the Request for Reimbursement Form when requesting reimbursement. After attending the conference,

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meeting, etc, the director shall present an oral report of the event at the next Board meeting.

- 2) Car rental shall be limited to official business only and shall be allowed only for those situations when this mode of travel is more economical than taxi, airport shuttle, etc. Reimbursement for rental car shall be only for use on official business. Any portion of car rental expense that is determined to be personal in nature will be the responsibility of the traveler and the Agency will not reimburse the director for such expenses.
- 3) Expense reimbursement for hotel and meals while traveling out of town will be paid only with original receipts for lodging, registration fees, rental cars, parking, phone calls, taxis and shuttles, and commercial travel and based on dates of travel.
  - a) An agency director is, normally, not entitled to lodging when travel distance is less than thirty-five miles (one-way mileage). The thirty-five mile radius starts from the Administration Building of the Agency. All exceptions to the thirty-five-mile limitation policy must be approved by the Board of Directors at a regularly scheduled Board meeting prior to travel.
  - b) Meals on the day of travel will be reimbursed to and from the event.
  - c) If a meal is provided by a common carrier without charge, such as on an airplane, reimbursement is not allowed for that meal.
  - d) Reimbursement is not allowed for personal entertainment, alcoholic beverages, valet services, flowers, laundry, cleaning or printed items.
  - e) Reimbursement may not be claimed for meals, lodging or any items provided free of charge by individuals or organizations.
  - f) Reimbursement may not be made for lodging in a private home. If the traveler stays overnight at no cost to the Agency, such as with family or friends, meals may be claimed.

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- 4) Reimbursement for expenses incurred under any other circumstances may be made by the Board of Directors only after a specific finding that the expenses were reasonable, ordinary and necessary, and directly related to Agency purposes.
- 5) Directors are authorized to travel anywhere within the State of California, or to participate in any Water Education Foundation tour. Travel to other states outside of a WEF tour is allowed if approved in advance by the Board of Directors at a regularly scheduled Board meeting.

**5. EXPENSES INCURRED BY PERSONS OTHER THAN DIRECTORS**

The additional travel expenses of spouses, family members or guests who accompany Directors are not reimbursable by the Agency, unless that person's presence on the trip has a bona fide Agency purpose; that is, that such person's presence is essential to the performance of a Director's duties. Nevertheless, for those expenses which remain the same regardless of the family member's or guest's presence, such as vehicle or hotel expenses, the Director shall be reimbursed the full amount even though the family member or guest may have received an incidental benefit.