

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Ave, Beaumont, CA 92223
Board Finance & Budget Workshop
Agenda
March 23, 2020 at 1:30 p.m.

Revised

IN AN EFFORT TO PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), AND IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20, **THERE WILL BE NO PUBLIC LOCATION FOR ATTENDING THIS BOARD MEETING IN PERSON.** MEMBERS OF THE PUBLIC MAY LISTEN AND PROVIDE PUBLIC COMMENT TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:
(866) 212-0875,
Participant passcode: 7006747 #

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 February, 2020 by Reviewing Check History Reports in Detail*
 - B. Review of Pending Legal Invoices*
 - C. Review of February, 2020 Bank Reconciliation*
 - D. Review of Budget Report for February, 2020*
5. **Announcements**
 - A. Regular Board Meeting, April 6, 2020, 1:30 pm
 - B. Water Conservation and Education Workshop, April 9, 2020, 1:30 pm
 - C. Engineering Workshop, April 13, 2020, 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
February 1 through February 29, 2020

ACCOUNTS PAYABLE

Date	Number	Name	Amount
02/04/2020	119567	BDL ALARMS, INC.	78.00
02/04/2020	119568	GOPHER PATROL	51.00
02/04/2020	119569	OFFICE SOLUTIONS	221.93
02/04/2020	119570	THOMAS W. TODD, JR.	1,751.76
02/04/2020	119571	UNLIMITED SERVICES	295.00
02/04/2020	119572	UNDERGROUND SERVICE ALERT	139.49
02/04/2020	119573	VALLEY OFFICE EQUIPMENT, INC.	223.47
02/04/2020	119574	WASTE MANAGEMENT INLAND EMPIRE	112.59
02/10/2020	119575	ACWA BENEFITS	871.31
02/10/2020	119576	BEST BEST & KRIEGER	4,494.67
02/10/2020	119577	BEAUMONT HOME CENTER	63.00
02/10/2020	119578	CITY OF BANNING	30,000.00
02/10/2020	119579	SOUTHERN CALIFORNIA GAS	232.12
02/10/2020	119580	UNDERGROUND SERVICE ALERT	38.05
02/10/2020	119581	WATER EDUCATION FOUNDATION	6,000.00
02/17/2020	119582	FRONTIER COMMUNICATIONS	1,320.68
02/17/2020	119583	WELLS FARGO ELITE CREDIT CARD	4,102.38
02/25/2020	119584	AT&T MOBILITY	232.43
02/25/2020	119585	AVEK WATER AGENCY	1,900,753.00
02/25/2020	119586	DAVID TAUSSIG & ASSOCIATES, INC.	5,681.25
02/25/2020	119587	ERSC	4,180.00
02/25/2020	119588	FEDERAL EXPRESS	19.80
02/25/2020	119589	GOPHER PATROL	51.00
02/25/2020	119590	MATTHEW PISTILLI LANDSCAPE SERVICES	350.00
02/25/2020	119591	NICE-INCONTACT	118.76
02/25/2020	119592	PROVOST & PRITCHARD	7,005.50
02/25/2020	119593	VOID	0.00
02/25/2020	119594	SOUTHERN CALIFORNIA EDISON	103.97
02/25/2020	119595	DEPARTMENT OF WATER RESOURCES	20,000.00
02/25/2020	119596	SAN BERNARDINO VALLEY MUNI WATER DISTRICT	239,278.75
02/28/2020	119597	STANDARD INSURANCE COMPANY	490.98
02/14/2020	502640	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,224.24
02/14/2020	525690	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	6,685.65
02/28/2020	543909	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,105.78
02/28/2020	594468	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	7,556.40
02/19/2020	900295	CALPERS RETIREMENT	5,425.98
02/19/2020	900296	CALPERS RETIREMENT	45.66
02/19/2020	900297	CAL PERS RETIREMENT - SIP-457	1,680.00
02/25/2020	900298	CALPERS HEALTH	8,142.79
02/28/2020	900299	CALPERS RETIREMENT	5,471.64
02/28/2020	900300	CAL PERS RETIREMENT - SIP-457	1,680.00
02/29/2020	900301	DEPARTMENT OF WATER RESOURCES	588,213.00
TOTAL ACCOUNTS PAYABLE CHECKS			2,855,492.03

San Geronio Pass Water Agency

Check History Report

February 1 through February 29, 2020

PAYROLL

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
02/13/2020	801850	JEFFREY W. DAVIS	5,263.99
02/13/2020	801851	KENNETH M. FALLS	3,684.02
02/13/2020	801852	STEPHEN J. LEHTONEN	1,272.58
02/13/2020	801853	CASMIR J. OLAIVAR	413.09
02/13/2020	801854	CHERYLE M. STIFF	2,459.43
02/13/2020	801855	THOMAS W. TODD, JR.	3,673.63
02/27/2020	801856	BLAIR M. BALL	1,272.58
02/27/2020	801857	JEFFREY W. DAVIS	5,263.99
02/27/2020	801858	RONALD A. DUNCAN	1,272.58
02/27/2020	801859	KENNETH M. FALLS	3,457.29
02/27/2020	801860	DAVID L. FENN	1,272.58
02/27/2020	801861	STEPHEN J. LEHTONEN	1,272.58
02/27/2020	801862	CASMIR J. OLAIVAR	378.20
02/27/2020	801863	LEONARD C. STEPHENSON	1,272.58
02/27/2020	801864	CHERYLE M. STIFF	2,459.43
02/27/2020	801865	MICHAEL D. THOMPSON	1,272.58
02/27/2020	801866	THOMAS W. TODD, JR.	3,798.63
		TOTAL PAYROLL	<u>39,759.76</u>
		TOTAL DISBURSEMENTS FOR FEBRUARY, 2020	<u><u>2,895,251.79</u></u>

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	200229	LEGAL SERVICES FEBRUARY 2020	12,801.35

TOTAL PENDING INVOICES FOR APPROVAL MARCH 2020

12,801.35

**SAN GORGONIO PASS WATER AGENCY
BANK RECONCILIATION
February 29, 2020**

BALANCE PER BANK ON 02/29/2020 - CHECKING ACCOUNT	567,959.19
Pending Transfer - CalPERS	<u>(1,680.00)</u>
Balance to Reconcile	<u><u>566,279.19</u></u>

LESS OUTSTANDING CHECKS

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
119581	6,000.00	119590	350.00
119584	232.43	119591	118.76
119586	5,681.25	119592	7,005.50
119587	4,180.00	119595	20,000.00
119588	19.80	119596	239,278.75
119589	51.00	119597	490.98
	<u>16,164.48</u>		<u>267,243.99</u>

TOTAL OUTSTANDING CHECKS	-283,408.47
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BALANCE PER GENERAL LEDGER	<u><u>282,870.72</u></u>
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BALANCE PER GENERAL LEDGER ON 01/31/2020	317,250.49
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CASH RECEIPTS FOR FEBRUARY	1,061,195.31
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CASH DISBURSEMENTS FOR FEBRUARY


ACCOUNTS PAYABLE - CHECK HISTORY REPORT	-2,855,492.03
PAYROLL TRANSFER - BANK OF HEMET	<u>-40,000.00</u>
	<u><u>-2,895,492.03</u></u>

BANK CHARGES	-83.05
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TRANSFER FROM LAIF	1,800,000.00
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BALANCE PER GENERAL LEDGER AT 02/29/2020	<u><u>282,870.72</u></u>
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REPORT PREPARED BY:


Cheryl M. Stiff

**SAN GORGONIO PASS WATER AGENCY
DEPOSIT RECAP
FOR THE MONTH OF FEBRUARY 2020**

<u>DATE</u>	<u>RECEIVED FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL DEPOSIT AMOUNT</u>
DEPOSIT TO CHECKING ACCOUNT				
2/4/20	FORREST/JEFF DAVIS	COBRA PAYMENT JAN-MAR20	138.69	138.69
2/6/20	RIVERSIDE COUNTY	PROPERTY TAXES	83,039.19	83,039.19
2/10/20	RIVERSIDE COUNTY	PROPERTY TAXES	22,272.66	22,272.66
2/12/20	CITY OF BANNING	WATER SALES	49,875.00	49,875.00
2/18/20	DWR	GRANT REIMBURSEMENT	664,544.94	664,544.94
2/18/20	RIVERSIDE COUNTY	PROPERTY TAXES	202,261.88	202,261.88
2/26/20	TVI	CD - BOND INTEREST	39,062.95	39,062.95
TOTAL FOR FEBRUARY 2020			1,061,195.31	1,061,195.31

SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2019-20
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE EIGHT MONTHS ENDING ON FEBRUARY 29 2020

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

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
GENERAL FUND - INCOME				Comparison:	33%
INCOME					
WATER SALES	5,600,000		5,600,000	3,108,668.85	44.49%
TAX REVENUE	2,750,000		2,750,000	1,909,078.71	30.58%
INTEREST	350,000		350,000	209,472.30	40.15%
DESIGNATED REVENUES	820,000		820,000	746,230.03	9.00%
CAPACITY FEE	0		0	0.00	
OTHER (REIMBURSEMENTS, TRANSFERS)	31,000		31,000	28,276.52	8.79%
TOTAL GENERAL FUND INCOME	9,551,000	0	9,551,000	6,001,726.41	37.16%
GENERAL FUND - EXPENSES					
COMMODITY PURCHASE					
PURCHASED WATER	6,100,000		6,100,000	3,689,962.68	39.51%
TOTAL COMMODITY PURCHASE	6,100,000	0	6,100,000	3,689,962.68	39.51%
SALARIES AND EMPLOYEE BENEFITS					
SALARIES	500,000		500,000	333,140.47	33.37%
PAYROLL TAXES	43,000		43,000	27,289.88	36.54%
RETIREMENT	250,000		250,000	112,260.68	55.10%
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	73,000		73,000	14,942.59	79.53%
HEALTH INSURANCE	68,000		68,000	48,746.35	28.31%
DENTAL INSURANCE	5,000		5,000	3,327.60	33.45%
LIFE INSURANCE	1,600		1,600	1,242.29	22.36%
DISABILITY INSURANCE	5,200		5,200	3,444.14	33.77%
WORKERS COMP INSURANCE	3,800		3,800	1,953.73	48.59%
SGPWA STAFF MISC. MEDICAL	10,000		10,000	6,485.37	35.15%
EMPLOYEE EDUCATION	1,000		1,000	0.00	100.00%
TOTAL SALARIES AND EMPLOYEE BENEFITS	960,600	0	960,600	552,833.10	42.45%

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SAN GORGONIO PASS WATER AGENCY
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FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
GENERAL FUND - EXPENSES				Comparison:	33%
ADMINISTRATIVE & PROFESSIONAL					
DIRECTOR EXPENDITURES					
DIRECTORS FEES	115,000		115,000	63,444.24	44.83%
DIRECTORS TRAVEL & EDUCATION	15,000		15,000	6,981.13	53.46%
DIRECTORS MISC. MEDICAL	21,000		21,000	6,809.37	67.57%
OFFICE EXPENDITURES					
OFFICE EXPENSE	15,000		15,000	8,554.61	42.97%
POSTAGE	700		700	368.62	47.34%
TELEPHONE	11,500		11,500	7,298.30	36.54%
UTILITIES	5,000		5,000	2,741.37	45.17%
SERVICE EXPENDITURES					
COMPUTER, WEB SITE AND PHONE SUPPORT	17,000		17,000	4,658.39	72.60%
GENERAL MANAGER & STAFF TRAVEL	18,000		18,000	18,712.64	-3.96%
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	5,471.00	0.53%
DUES & ASSESSMENTS	30,000		30,000	30,362.00	-1.21%
OUTSIDE PROFESSIONAL SERVICES	7,500		7,500	10,388.71	-38.52%
BANK CHARGES	1,000		1,000	770.98	22.90%
MISCELLANEOUS EXPENSES	500		500	0.00	100.00%
MAINTENANCE & EQUIPMENT EXPENDITURES					
TOOLS PURCHASE & MAINTENANCE	500		500	693.77	-38.75%
VEHICLE REPAIR & MAINTENANCE	5,000		5,000	5,239.13	-4.78%
MAINTENANCE & REPAIRS - BUILDING	30,000		30,000	8,242.33	72.53%
MAINTENANCE & REPAIRS - FIELD	8,000		8,000	1,258.59	84.27%
CONTRACT OPERATIONS AND MAINTENANCE	125,000		125,000	89,352.91	28.52%
WATER TREATMENT EXPENSE	0	75,000	75,000	63,139.91	15.81%
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	5,520.47	49.81%
TOTAL ADMINISTRATIVE & PROFESSIONAL	492,200	75,000	567,200	385,621.83	32.01%

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**SAN GORGONIO PASS WATER AGENCY
BUDGET REPORT FY 2019-20
BUDGET VS. REVISED BUDGET VS. ACTUAL
FOR THE EIGHT MONTHS ENDING ON FEBRUARY 29, 2020**

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

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
GENERAL FUND - EXPENSES				Comparison:	33%
GENERAL ENGINEERING					
NEW WATER					
UPDATED STUDY ON AVAILABLE-SOURCES	16,000		16,000	913.00	94.29%
SGMA SUPPORT					
GSP CONSULTANT	500,000		500,000	119,094.55	76.18%
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	109,953.98	4.39%
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	11,925.00	75.16%
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	30,000.00	0.00%
INFRASTRUCTURE PLAN	30,000		30,000	15,211.00	49.30%
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%
TOTAL GENERAL ENGINEERING	874,000	30,000	904,000	316,647.95	64.97%
LEGAL SERVICES					
LEGAL SERVICES - GENERAL	150,000		150,000	49,582.86	66.94%
TOTAL LEGAL SERVICES	150,000	0	150,000	49,582.86	66.94%
CONSERVATION & EDUCATION					
SCHOOL EDUCATION PROGRAMS	12,000		12,000	4,220.00	64.83%
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%
TOTAL CONSERVATION & EDUCATION	42,000	0	42,000	4,220.00	89.95%

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SAN GORGONIO PASS WATER AGENCY
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FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020

	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
				Comparison:	33%
GENERAL FUND - EXPENSES					
GENERAL FUND CAPITAL EXPENDITURES					
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	94,480.10	-372.40%
CONSTRUCTION	76,000		76,000	501,997.00	-560.52%
BUNKER HILL CONJUNCTIVE USE PROJECT	0		0	0.00	0.00%
NOBLE TURNOUT EXPANSION					
POST DESIGN	8,000		8,000	8,769.05	-9.61%
CONSTRUCTION	1,500		1,500	7,600.00	-406.67%
SITES RESERVOIR	322,000		322,000	302,057.17	6.19%
MONITORING WELLS USGS	250,000		250,000	299,873.26	-19.95%
TOTAL GENERAL FUND CAPITAL EXPENDITURES	712,500	0	712,500	1,214,776.58	-70.49%
TRANSFERS TO OTHER FUNDS	0		0	0.00	
TOTAL GENERAL FUND EXPENSES	9,331,300	105,000	9,436,300	6,213,645.00	34.15%
WITHDRAWALS FROM RESERVES	1,326,000		1,326,000		
TOTAL TRANSFERS TO/FROM RESERVES	1,326,000		1,326,000	0.00	
GENERAL FUND NET INCOME YEAR TO DATE	1,545,700	-105,000	1,440,700	-211,918.59	

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**SAN GORGONIO PASS WATER AGENCY
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	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT OF BUDGET
DEBT SERVICE FUND - INCOME				Comparison:	33%
INCOME					
TAX REVENUE	23,995,229		23,995,229	11,217,310.17	53.25%
INTEREST	650,000		650,000	649,736.87	0.04%
DWR CREDITS - BOND COVER, OTHER	3,031,777		3,031,777	1,568,208.66	48.27%
TOTAL DEBT SERVICE FUND INCOME	27,677,006	0	27,677,006	13,435,255.70	51.46%
DEBT SERVICE FUND - EXPENSES					
EXPENSES					
SALARIES	60,000		60,000	41,962.92	30.06%
PAYROLL TAXES	4,700		4,700	3,913.67	16.73%
BENEFITS	74,000		74,000	24,942.36	66.29%
STATE WATER CONTRACT PAYMENTS	24,500,000		24,500,000	15,227,348.00	37.85%
WATER TRANSFERS	1,625,000		1,625,000	328,122.05	79.81%
SWC CONTRACTOR DUES	75,000		75,000	38,049.00	49.27%
DELTA CONVEYANCE FACILITY AUTHORITY	40,000		40,000	50,000.00	-25.00%
EBX CONTRACT OPERATIONS AND MAINTENANCE	125,000		125,000	89,352.90	28.52%
SWP ENGINEERING AND MAINTENANCE	450,000		450,000	342,922.16	23.80%
DEBT SERVICE UTILITIES	11,000		11,000	7,723.45	29.79%
STATE WATER PROJECT LEGAL SERVICES	0		0	1,850.28	0.00%
TAX COLLECTION CHARGES	70,000		70,000	37,398.00	46.57%
TOTAL DEBT SERVICE FUND EXPENSES	27,034,700	0	27,034,700	16,193,584.79	40.10%
TRANSFERS FROM RESERVES	0		0	0.00	
DEBT SERVICE NET INCOME YEAR TO DATE	642,306	0	642,306	-2,758,329.09	