

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, California 92223
Minutes of the
Board of Directors Meeting
December 21, 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.

Board Present: Ron Duncan, President
Board members Blair Ball, Director
Attended by video Steve Lehtonen, Director
conferencing/ Chander Letulle, Director
teleconferencing Larry Smith, Director
Mickey Valdivia, Director

Staff Present: Lance Eckhart, General Manager
Staff members Jeff Ferre, General Counsel
attended by video Thomas Todd, Finance Manger
conferencing/ Cheryle Stiff, Executive Assistant
teleconferencing

- 1. Call to Order, Flag Salute, Invocation, and Roll Call:** The meeting of the San Gorgonio Pass Water Agency Board of Directors was called to order by Board President Duncan at 1:30 p.m., December 21, 2020 by video/teleconference. Director Letulle led the Pledge of Allegiance to the flag. Director Ball gave the invocation. President Duncan requested a roll call.

<u>Roll Call:</u>	Present	Absent
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Lehtonen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A quorum was present.

- 2. Adoption and Adjustment of Agenda:** *President Duncan asked if there were any adjustments to the agenda.* General Manager Eckhart responded, stating that there is no adjustment to the agenda.
- 3. Public Comment:** *President Duncan asked for public comments.* There were no members of the public that spoke at this time.
- 4. Consent Calendar:**
 - A. Approval of the Minutes of the Regular Board Meeting, October 19, 2020

- B. Approval of the Minutes of the Regular Board Meeting, November 2, 2020
- C. Approval of the Minutes of the Engineering Workshop, November 9, 2020

General Counsel recommended that future board minutes not go into the level of detail as was presented in the December 7, 2020 minutes. *President Duncan asked for a motion on the Consent Calendar.* Director Valdivia made a motion, seconded by Director Lehtonen, to adopt the consent calendar, as presented. President Duncan requested a roll call vote.

<u>Roll Call:</u>	Aye	Noes	Absent	Abstain
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lehtonen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion passed 6-0.

5. Reports:

A. General Manager’s Report: A PowerPoint presentation was included in the agenda packet. General Manager Eckhart reviewed the 2020 Year-End Retrospective and Goals for 2021. At the conclusion of his presentation, General Manager Eckhart answered questions from the Board.

B. General Counsel Reports: None.

C. Directors Reports: **1) Director Smith** stated that he attended YVWD’s Board meeting that was held on December 8th. **2) Director Valdivia** reported on Cabazon’s Board meeting and on High Valley’s Board meeting, both of which took place on December 15th.

D. Committee Reports: None.

6. New Business:

A. Consideration to Fill the Director-At-Large #2 Seat on the Board of Directors by Appointment and Authorize the Posting of a Notice of Vacancy: A staff report and related materials were included in the agenda packet. General Counsel Ferre stated that David Fenn resigned from the Board effective December 7, 2020. The Board may fill the vacancy by appointment by February 5, 2021. General Counsel Ferre noted the requirements for posting a Notice of Vacancy and the deadlines that are involved. He also provided information on calling a special election, which he did not recommend. The person appointed to fill the vacancy will hold the office until the next general election on November 8, 2022. A Notice of Vacancy (included in the agenda package) will be posted in three or more locations within the Agency’s boundaries at least 15 days before the Board makes the appointment. Staff’s recommendation to the Board is to fill the Board

vacancy by appointment and authorize the posting of a Notice of Vacancy. Director Lehtonen recommended that the Notice of Vacancy deadline for resumes be changed from January 4th to January 11th. President Duncan noted that interviews will take place on January 19th during the Board meeting. After discussion, a motion was made by Director Ball, seconded by Director Lehtonen, to fill the Director-At-Large No. 2 seat by appointment and also authorize the Notice of Vacancy. Director Valdivia amended the motion to change the deadline to receive resumes for the Notice of Vacancy to January 11th. Director Ball and Director Lehtonen agreed to the amendment. President Duncan requested a roll call vote.

<u>Roll Call:</u>	<i>Aye</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lehtonen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion passed 6-0.

President Duncan turned the meeting over to Director Lehtonen for agenda items 6(B), 6(C), 6(D) and 6(E). Director Lehtonen noted that he and Director Smith reviewed the finance and budget materials prior to today's board meeting.

B. Ratification of Paid Invoices and Monthly Payroll for November, 2020 by Reviewing Check History Reports in Detail: A Check History Report was included in the agenda packet. After review and discussion, a motion was made by President Duncan, seconded by Director Ball, that the Board ratify paid monthly invoices of \$835,339.87 and payroll of \$50,095.03 for the month of November, 2020, for a combined total of \$885,434.90. Director Lehtonen requested a roll call vote.

<u>Roll Call:</u>	<i>Aye</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lehtonen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion passed 6-0.

C. Approval of Pending Legal Invoices: After review and discussion, a motion was made by Director Valdivia, seconded by President Duncan, that

the Board approve payment of the pending legal invoice for November, 2020 for \$11,394.23. Director Lehtonen requested a roll call vote.

<u>Roll Call:</u>	<i>Aye</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lehtonen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion passed 6-0.

D. Approval of November, 2020 Bank Reconciliation: After review and discussion, a motion was made by President Duncan, seconded by Director Letulle, that the Board acknowledge receipt of the Wells Fargo bank reconciliation for November, 2020 as presented. Director Lehtonen requested a roll call vote.

<u>Roll Call:</u>	<i>Aye</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lehtonen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion passed 6-0.

E. Approval of Budget Report for November, 2020: Finance Manager Tom Todd briefly reviewed the report. After review and discussion, a motion was made by President Duncan, seconded by Director Valdivia, to approve the Budget Report for November, 2020. Director Lehtonen requested a roll call vote.

<u>Roll Call:</u>	<i>Aye</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lehtonen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion passed 6-0.

7. Topics for Future Agendas: President Duncan requested a review of financial investments and strategies during an upcoming Finance and Budget workshop. Director Valdivia requested discussion on formatting the agenda.

8. Announcements

A. Office closed December 24th and 25th, 2020, in observance of the Christmas Holiday

B. Cancelled – Finance and Budget Workshop, December 28, 2020

C. Office closed December 31, 2020 and January 1, 2021, in observance of the New Year Holiday

D. Regular Board Meeting, January 4, 2021, adjourned to January 11, 2021 at 1:30 p.m.

E. Adjourned Regular Board Meeting and Engineering Workshop, January 11, 2021 at 1:30 pm - Teleconference/Zoom

9. Adjournment: 2:58 pm

Draft - Subject to Board Approval

Lance Eckhart, Secretary of the Board

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