

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue
Beaumont, California 92223
Minutes of the
Board Finance and Budget Workshop
September 24, 2018

Directors Present: David Fenn, President
Lenny Stephenson, Treasurer
Ron Duncan, Vice President
Blair Ball, Director
David Castaldo, Director
Steve Lehtonen, Director
Mike Thompson, 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 Chair Lenny Stephenson at 1:30 pm, September 24, 2018, in the Agency Board Room at 1210 Beaumont Avenue, Beaumont, California. Chair Stephenson led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of Agenda:** The agenda was adopted as published.
3. **Public Comment:** No members of the public requested to speak at this time.
4. **New Business:**
 - A. **Ratification of Paid Invoices and Monthly Payroll for August, 2018 by Reviewing Check History Reports in Detail:** After review and discussion, a motion was made by Director Duncan, seconded by Director Fenn, to recommend that the Board ratify paid monthly invoices of \$1,458,296.67 and payroll of \$35,769.85 for the month of August, 2018, for a combined total of \$1,494,066.52. The motion passed 7 in favor, no opposed.
 - B. **Review Pending Legal Invoices:** After review and discussion, a motion was made by Director Duncan, seconded by Director Fenn, to recommend that the Board approve payment of the pending legal invoice for August, 2018 for \$13,644.90. The motion passed 7 in favor, no opposed.
 - C. **Review of August, 2018 Bank Reconciliation:** After review and discussion, a motion was made by Director Lehtonen, seconded by Director Duncan, to recommend that the Board acknowledge receipt of the Wells Fargo bank reconciliation for August, 2018 as presented. The motion passed 7 in favor, no opposed.

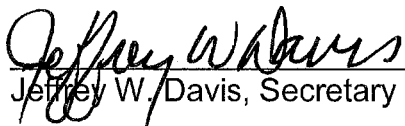
- D. Review of Budget Report for August, 2018: After review and discussion, a motion was made by Director Duncan, seconded by Director Fenn, to recommend that the Board acknowledge receipt of the Budget Report for August, 2018. The motion passed 7 in favor, no opposed.

- E. Review of Proposed Capitalization Policy: General Manager Jeff Davis introduced the topic briefly then handed the presentation over to Finance Manager Tom Todd. This recommendation has been made by the auditors to formalize the procedures already followed by the Agency. Discussion centered on the threshold, and the consensus of the Board was that \$5,000 was adequate for the needs of the Agency. After further review and discussion, a motion was made by Director Fenn, seconded by Director Duncan, to recommend that the Board approve the Capitalization Policy as presented with minor editorial changes. The motion passed 7 in favor, no opposed.

5. Announcements

- A. San Gorgonio Pass Regional Water Alliance, September 26, 2018, 5:00 pm
Banning City Hall
- B. Regular Board Meeting, October 1, 2018, 1:30 pm
- C. Engineering Workshop, October 8, 2018, 1:30 pm

- 6. Adjournment:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 2:07 pm.



Jeffrey W. Davis, Secretary of the Board