

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue
Beaumont, California 92223
Minutes of the
Board Finance and Budget Workshop
June 22, 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.

Directors Present via Zoom:

Lenny Stephenson, Vice President
Blair Ball, Director
David Castaldo, Director
David Fenn, Director
Steve Lehtonen, Director

Directors Absent:

Ron Duncan, President
Mike Thompson, Treasurer

Staff and Consultants Present via Zoom:

Jeff Davis, General Manager
Tom Todd, Jr., Finance Manager
Casmir Olaivar, Social Media Intern

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 Vice President Lenny Stephenson at 1:30 pm, June 22, 2020. Vice President Stephenson led the Pledge of Allegiance to the flag. A quorum was present.

Vice President Stephenson informed the participants that the meeting was being held via Zoom and telephonically.

2. **Adoption and Adjustment of Agenda:** The agenda was adopted as posted.
3. **Public Comment:** Vice President Stephenson asked if anyone connected to the meeting wished to make a comment; no members of the public requested to speak at this time. He then turned the meeting over to Director David Fenn, Vice Chair of the Finance and Budget Committee.
4. **New Business:**
 - A. Ratification of Paid Invoices and Monthly Payroll for May, 2020 by Reviewing Check History Reports in Detail: After review and discussion, a motion was made by Vice President Stephenson, seconded by Director Castaldo, to recommend that the Board ratify paid monthly invoices of \$750,053.33 and payroll of \$37,863.64 for the month of May, 2020, for a combined total of \$787,916.97. The motion passed 5 in favor, no opposed, by roll-call vote.

- B. Review Pending Legal Invoices: After review and discussion, a motion was made by Director Ball, seconded by Director Castaldo, to recommend that the Board approve payment of the pending legal invoice for May, 2020 for \$14,899.34. The motion passed 5 in favor, no opposed, by roll-call vote.
- C. Review of May, 2020 Bank Reconciliation: After review and discussion, a motion was made by Vice President Stephenson, seconded by Director Ball, to recommend that the Board acknowledge receipt of the Wells Fargo bank reconciliation for May, 2020 as presented. The motion passed 5 in favor, no opposed, by roll-call vote.
- D. Review of Budget Report for May, 2020: General Manager Jeff Davis reviewed the major categories of the budget report. He compared the current budget status to what we project it will be at the end of the fiscal year. After further review and discussion, a motion was made by Vice President Stephenson, seconded by Vice Chair Fenn, to recommend that the Board acknowledge receipt of the Budget Report for May, 2020. The motion passed 5 in favor, no opposed, by roll-call vote.
- E. Discussion of Proposed General Fund Budget for FY 2020-21: General Manager Davis reviewed the proposed budget, noting some changes from the previous budget presentation. Primarily, the revised budget increased tax revenue by \$200,000 to \$3.3 million, based on what the Agency expects to receive in June. In expenses, Payroll was decreased from \$564,000 to \$543,000 because the Agency completed negotiations with the new General Manager; increased Retirement by \$100,000 for payments to the Unfunded Accrued Liability; and increased Dental Insurance to \$6,100 from \$5,100. The net effect is to reduce the net loss of the budget from \$1,894,700 to \$1,774,700. After further review and discussion, a motion was made by Vice Chair Fenn, seconded by Director Lehtonen, to recommend that the Board approve the proposed General Fund Budget for FY 2020-21. The motion passed 5 in favor, no opposed, by roll-call vote.


5. Announcements:

Vice Chair Fenn reviewed the announcements:

- A. The office will be closed Friday, July 3, 2020 in observance of Independence Day
- B. Regular Board meeting, July 6, 2020, 1:30 pm – Zoom/Teleconference
- C. Engineering Workshop, July 13, 2020, 1:30 pm – Zoom/Teleconference

Finance Manager Tom Todd reminded the Directors that the end of the fiscal year is close, and to please turn in any year-end reimbursements and/or pay requests this week.

6. **Adjournment:** The Finance and Budget workshop of the San Geronio Pass Water Agency Board of Directors was adjourned at 2:18 pm.



Jeffrey W. Davis, Secretary of the Board