

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue
Beaumont, California 92223
Minutes of the
Board Finance and Engineering Workshop
November 21, 2022

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: Larry Smith, President
All participants Mickey Valdivia, Vice President
attended by video Chander Letulle, Treasurer
conferencing/ Blair Ball, Director
teleconferencing Ron Duncan, Director
Kevin Walton, Director
Robert Ybarra, Director

Staff Present: Lance Eckhart, General Manager
Tom Todd, Jr., Chief Financial Officer
Emmett Campbell, Sr. Planner
Matt Howard, Operations Manager

Consultants Present: Holland Stewart, Legal Counsel

1. **Call to Order, Flag Salute, and Roll Call:** The Finance and Engineering Workshop of the San Gorgonio Pass Water Agency Board of Directors was called to order by Treasurer Chander Letulle at 6:00 p.m., November 21, 2022. General Manger Lance Eckhart led the Pledge of Allegiance to the flag. Treasurer Letulle gave the invocation. Treasurer Letulle requested a roll call.

<u>Roll Call:</u>	<i>Present</i>	<i>Absent</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Ybarra	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A quorum was present.

2. **Adoption and Adjustment of Agenda**
The agenda was adopted as published.

3. **Public Comment**
There was no public comment.

4. Reports - Staff

- A. General Manager's Report
Mr. Eckhart said he had no report.
- B. Operation Manger's Report
Mr. Matt Howard present the monthly Water Conditions Report.
- C. Procurement Policy Report
Mr. Eckhart reviewed a new staff report that provides updated information as required by the Procurement Policy. He reported a new contract with Provost & Pritchard to provide services to look for potential procurment opportunities for additions to the Agency's warter potfolio. The contract amount is \$40,000.

5. New Business Finance & Budget

- A. Ratification of Paid Invoices and Monthly Payroll for October 31, 2022: The Board reviewed paid invoices of \$982,875.46 and monthly payroll of \$59,509.41 for a total of \$1,042,384.87 for October, 2022.
- B. Review of Bank Reconciliation for October 31, 2022: The Board reviewed the bank reconciliation for October, 2022.
- C. Review of Budget Report for October 31, 2022: The Board reviewed the budget report for the four months ending October 31, 2022. After discussion, Treasurer Letulle asked for a motion on Items 5. A-C. Director Duncan made a motion, seconded by Director Walton, to recomend the Board accept Items 5. A-C at the next regular Board meeting, as presented. Treasurer Letulle requested a roll call vote.

<i>Roll Call</i>	<i>Ayes</i>	<i>Noes</i>	<i>Abstain</i>	<i>Absent</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ybarra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion passed 7-0.

- D. Review of Pending Legal Invoices for October, 2022: Mr. Todd noted that the legal invoice was reviewed by members of the Finance Committee, and only the total invoice amount is presented due to Attorney-Client Priveledge. Vice President Valdivia made a motion, seconded by Director Ybarra, to recommend that the Board approve payment of the legal invoice for October, 2022 in the amount of \$13,569.80 at the next regular Board meeting. Treasurer Letulle requested a roll call vote.

<i>Roll Call</i>	<i>Ayes</i>	<i>Noes</i>	<i>Abstain</i>	<i>Absent</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Director Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Letulle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Valdivia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ybarra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion passed 7-0.

6. New Business Engineering

A. CV Strategies – Public Information Support & Strategic Plan

Mr. Eckhart reported that CV Strategies will be taking over the responsibility for the Agency's social media, and job previously done by Inland Empire Resources Conservation District, with IERCD's approval. He then introduced Ms. Tara Bravo of CV Strategies. Ms. Bravo made a presentation about a potential Board retreat. The general consensus of the Board was that a retreat would be a good idea. There was further discussion about location and duration. Mr. Eckhart will start a calendar to determine an appropriate date, and work with the Board on other details.

B. SGMA Grant Resolution

Mr. Howard reported on Agency progress toward securing two grants, one for the Yucaipa SGMA, and one for the San Gorgonio GSA. A Board resolution to meet requirements for the grant for the San Gorgonio GSA will be presented for Board approval at the November 28th Board meeting.

7. Announcements

Treasurer Letulle reviewed the announcements:

- A. Office closed November 24th - 25th, in observance of the Thanksgiving holiday
- B. Regular Board Meeting, November 28, 2022 at 1:30 p.m. - Teleconference/Zoom
- C. Regular Board Meeting, December 12, 2022 at 1:30 p.m. - Teleconference/Zoom

8. Adjournment

Treasurer Letulle adjourned the meeting at 7:09 pm.

Draft – Subject to Board Approval

Lance Eckhart, Secretary of the Board

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