

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue
Beaumont, California 92223
Minutes of the
Finance and Budget Committee
December 14, 2023

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

Committee Members Present: Chander Letulle, Chair
Micky Valdivia, Member
Robert Ybarra, Member (arrived at 9:14 a.m.)

Staff Present: Tom Todd, Jr., Chief Financial Officer
Emmet Campbell, Sr. Water Resources Planner

Consultants Present: Synthia Gunzel, Legal Counsel
By teleconference Best Best & Krieger

1. **Call to Order, Flag Salute, and Roll Call:** The San Gorgonio Pass Water Agency Finance and Budget Committee meeting was called to order by Chair Chander Letulle 9:03 a.m., December 14, 2023. Mr. Letulle led the committee in the Pledge of Allegiance. Mr. Letulle asked for a roll call. A quorum was present.
2. **Adjustment and/or Adoption of the Agenda.** The agenda was adopted as published.
3. **Public Comment:** None.
4. **Approval of Minutes**
 - A. Approval of the Minutes of the Finance & Budget Committee Meeting, November 16, 2023: Mr. Valdivia moved, seconded by Mr. Letulle to approve the minutes of the Finance & Budget Committee meeting of November 16, 2023. Approved unanimously by voice vote, 2-0, with Mr. Ybarra not yet arrived.
5. **New Business**
 - A. Ratification of Paid Invoices and Monthly Payroll for November 2023
 - B. Review of Bank Reconciliation for November 2023
 - C. Review of Budget Report for November 2023
After review and further discussion, Mr. Ybarra moved, seconded by Mr. Valdivia, to accept Items A-C. Approved unanimously by voice vote.
 - D. Review of Pending Legal Invoices for November 2023
After review and discussion, Mr. Valdivia moved, seconded by Mr. Ybarra to approve payment of the Legal Invoices. Approved unanimously by voice vote.
 - E. Cabazon Gap Funding Report
The Committee reviewed the Cabazon Gap Funding Report.

F. General Fund Budget Revision

The Committee reviewed the proposed General Fund Budget Revision. The proposal covers expenses related to the purchase, installation, and maintenance of the EarthCam at Brookside East. Utilities would be increased by \$7,000 to \$15,000 to include monitoring expenses for FY 2023-24. Major and Capital Expenses would be increased by \$10,000 to \$30,000 to include the purchase and installation of the EarthCam in FY 2023-24. After review and further discussion, Mr. Ybarra moved, seconded by Mr. Valdivia to approve the budget revision. Approved unanimously by voice vote.

G. Procurement Policy Additional Discussion

The Committee reviewed the proposed draft update to the Procurement Policy. Mr. Todd introduced Ms. Syntia Gunzel, who reviewed the proposed draft. After further discussion, Mr. Ybarra moved, seconded by Mr. Valdivia to present the revised draft Procurement Policy to the Board at a future Board meeting. Approved unanimously by voice vote.

6. Committee Member Comments

None.

7. Announcements

- A. Winter Soiree, December 18, 2023, 5:00 p.m. to 6:00 p.m.
- B. Regular Board Meeting, December 18, 2023 at 6:00 p.m.
- C. The office will be closed from December 25, 2024 to January 1, 2024 in observance of the Christmas and New Year's Holidays.
- D. Finance and Budget Committee Meeting, January 18, 2024 at 9:00 a.m..

8. Adjournment

The Finance and Budget Committee of the San Geronio Pass Water Agency was adjourned by Mr. Letulle at 10:11 a.m.

Draft - Subject to Committee Approval

Chander Letulle, Committee Chair