

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, California 92223
Minutes of the Board of Directors
December 4, 2023

THIS MEETING WAS HELD IN PERSON,
 WITH PUBLIC AVAILABILITY PROVIDED VIA ZOOM.

Board Present
 In person Larry Smith, President
 Mickey Valdivia, Vice President
 Chander Letulle, Treasurer
 Robert Ybarra, Secretary
 Dr. Blair M Ball, Director
 Ron Duncan, Director
 Kevin Walton, Director

Staff Present
 In person Lance Eckhart, General Manager
 Tom Todd, Jr., Chief Financial Officer
 Emmett Campbell, Sr. Water Resources Planner
 Matt Howard, Operations Manager
 Scott Tirrell, Finance Assistant

Consultants Present
 In person Jeff Ferre, Legal Counsel
 Via teleconference Synthia Gunzel, Legal Counsel

1. **Call to Order, Flag Salute, Invocation, and Roll Call**
 The San Gorgonio Pass Water Agency Board of Directors meeting was called to order by President Larry Smith at 1:30 p.m. on December 4, 2023. President Smith led the Pledge of Allegiance to the flag. Mr. Letulle gave the invocation. President Smith requested a roll call.

<i>Roll Call</i>	<i>Present</i>	<i>Absent</i>
Director Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/> (arrived at 1:36 p.m.)
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"/>
Secretary 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. **Adjustment and Adoption of Agenda**
 The agenda was adopted as published.
3. **Public Comment**
 None.

6. Informational Presentations (con't.)

contract extension is for \$20,000. Mr. Valdivia requested that items such as this be included in the consent calendar in the future for efficiency.

C. Discussion of 2024 Officers

Mr. Ferre opened the discussion about the timing of the election of officers for 2024. The Agency's statute under the Special Act Section 101-11 states that at its first meeting in the month of January of each even-numbered year, the Board of Directors shall choose one of its members as president, and another of its members as vice president. The Board has also passed an additional resolution to elect officers in the other years. He noted that the Board can have a discussion now about who the officers might be for the new year, but cannot make an official decision at this time. The Board discussed the possibility of a slate for the 2024 officers.

7. New Business – Discussion and Possible Action

A. Review and Update of Procurement Policy

Mr. Todd stated that the Procurement Policy provides the framework that allows Staff to complete financial activities. The Procurement Policy outlines how to handle financial activities that fall outside the realm of "day-to-day." Mr. Todd provided a summary of the provisions of the current Procurement Policy. He summarized the provisions of the proposed updated Procurement Policy. He noted that the Procurement Policy has not been changed for 15 years. A chart was provided that outlined the policies and procedures. After discussion, Mr. Eckhart suggested that this item be presented to the Finance and Budget Committee for further discussion, and then presented for Board consideration at a future meeting. The item was tabled without objection.

B. Cost-of-Living Adjustment (COLA) for FY 2023-24

Mr. Eckhart stated that on May 22, 2023, the Board authorized a 2.3% COLA for Staff effective July 1, 2023, and agreed to consider an additional 2.3% at the year's end. After discussion, Mr. Valdivia moved, seconded by President Smith, to authorize a 2.3% cost-of-living adjustment for Staff, retroactive to July 1, 2023. President Smith requested a roll call vote.

Roll Call	Ayes	Noes	Abstain	Absent
Director Ball	<input type="checkbox"/>	<input checked="" 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"/>
Secretary Ybarra	<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"/>
President Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion passed 6-1, with Mr. Ball opposed.

C. Non-Profit Next Steps: Name and Purpose

Mr. Ferre reminded the Board that it authorized Staff and Legal Counsel to proceed with forming a nonprofit. Some decisions need to be made for the formation of a nonprofit. The Board provided the following direction:

- The nonprofit will be called the PWA Foundation.
- The nonprofit's purpose as related to the proposed answers is as follows: (a) requires further input from the Board. The proposed answers (b) – (d) did not meet with objection.
- The nonprofit will be governed by the Board. After discussion, the Board gave Mr. Ferre direction on the language of the governance of the nonprofit.
- The annual gross receipts of the nonprofit are not expected to exceed \$50,000 in any of the next three (3) years. Mr. Ferre will get more information on this item.
- Based on input from the Board, a final draft will be provided at a future Board meeting for consideration.

D. Ad-Hoc Committee American Rescue Plan Act (ARPA) Funding

Mr. Eckhart provided background information on ARPA funds. Meetings have occurred with the Riverside County Supervisor, Yxstian Gutierrez, regarding supporting some programs the Agency is considering. Mr. Ferre recommended forming an ad hoc committee to attend meetings and bring information back to the Board. Mr. Eckhart suggested that President Smith consider forming an ad hoc committee. President Smith named Mr. Valdivia, Mr. Walton, and himself as members of the ARPA Ad Hoc Committee.

8. Reports - Directors and Committee Reports

Director Duncan:

- Cabazon Water District Board Meeting
- Chamber Breakfast
- YVWD Board Meeting
- 2023 ACWA Fall Conference

Director Letulle:

- 2023 ACWA Fall Conference

Vice President Valdivia reported on:

- Collaborative Agencies Committee Meeting - November
- 2023 ACWA Fall Conference
- Chamber Breakfasts
- YVWD Board Meeting
- BCVWD Board Meeting

Director Walton:

- Sites Reservoir Committee
- 2023 ACWA Fall Conference

8. Reports - Directors and Committee Reports (con't.)

Director Ybarra:

- 2023 ACWA Fall Conference

President Smith:

- 2023 ACWA Fall Conference

President Smith responded to concerns that there is not enough Southern California representation at ACWA conferences and suggested petitioning ACWA for a Southern California Caucus.

9. Topics for Future Agendas

Mr. Ball requested a discussion on a policy concerning vandalism.

10. Announcements

President Smith reviewed the following announcements:

- A. Water Conservation & Education Committee Meeting, December 12, 2023 at 1:30 p.m.
- B. Finance & Budget Committee Meeting, December 14, 2023 at 9:00 a.m.
- C. Banning Winter Wonderland, December 16, 2023 from 10:00 a.m. to 3:00 p.m. IERCD is representing the Agency and will have a booth at this event.
- D. Winter Soiree, December 18, 2023 from 5:00 to 6:00 p.m.
- E. Regular Board Meeting, December 18, 2023 at 6:00 p.m.
- F. The office will be closed in observance of Christmas and New Year's Holidays, December 25th – 29th, 2023. The office will re-open on January 2, 2024.

Mr. Todd requested that reimbursement reports be submitted no later than noon on December 12th and pay requests be submitted no later than 8 a.m. on December 18th for year-end processing. The last payroll deposit will be on December 20th.

11. Adjournment

President Smith adjourned the meeting at 3:40 p.m.



Robert Ybarra, Secretary of the Board

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