### San Gorgonio Pass Water Agency

**DATE:** February 22, 2022

**TO:** Board of Directors

FROM: Lance Eckhart, General Manager

BY: Tom Todd, Jr., Chief Financial Officer

**SUBJECT:** Summary of Recommendations to the Board from the Finance &

**Budget Committee, February, 2022** 

#### RECOMMENDATION

The Finance and Budget Committee recommends the following:

Item A: The Board **accept** payments as listed in the Check History reports for Accounts Payable and Payroll for the month of **January**, **2022**.

Item B: The Board accept the Bank Reconciliation for January, 2022.

Item C: The Board accept the Budget Report for January, 2022.

Motion to recommend the Board accept items A-C at the next Regular Board meeting.

Item D: The Board approve payment of the Legal Invoice for January, 2022.

Motion to recommend the Board approve payment of the Legal Invoice at the next Regular Board meeting.

#### BACKGROUND

The Finance & Budget Committee reviews the necessary financial material before the Finance & Engineering Workshop, and presents its findings at the Workshop. The Committee then makes these recommendations for Board action at its next Board meeting.

#### ACTION

The Board take the above listed actions as a consent calendar item, or individually, at its pleasure.

#### San Gorgonio Pass Water Agency Check History Report

January 1 through January 31, 2022

#### ACCOUNTS PAYABLE

Date	Number	Name	Amount
1/4/2022	120330	LAND ENGINEERING CONSULTANTS	9,144.00
1/4/2022	120331	THOMAS W. TODD, JR.	1,988.33
1/4/2022	120332	UNDERGROUND SERVICE ALERT	62.80
1/11/2022	120333	ACWA BENEFITS	968.69
1/11/2022	120334	BAY ALARM COMPANY	390.00
1/11/2022	120335	BEAUMONT-CHERRY VALLEY WATER DISTRICT	351.81
1/11/2022	120336	DESERT FIRE EXTINGUISHER	92.85
1/11/2022	120337	LENITY TECHNOLOGY	4,329.83
1/11/2022	120338	THE RECORD-GAZETTE	328.00
1/11/2022	120339	UNLIMITED SERVICES	295.00
1/18/2022	120340	ACWA JPIA	1,169.05
1/18/2022	120341	CUSTOM TROPHIES & U-NEEK AWARDS	50.10
1/18/2022	120342	RONALD A. DUNCAN	244.72
1/18/2022	120343	FRONTIER COMMUNICATIONS	276.03
1/18/2022	120344	MACRO COMMUNICATIONS	690.00
1/18/2022	120345	SOUTHERN CALIFORNIA GAS	432.39
1/18/2022	120346	STATE WATER CONTRACTORS	1,629.00
1/18/2022	120347	TULLY & YOUNG	337.50
1/18/2022	120348	WELLS FARGO ELITE CREDIT CARD	4,496.38
1/24/2022	120349	AVEK WATER AGENCY	2,062,756.54
1/25/2022	120350	ALBERT WEBB ASSOCIATES	690.00
1/25/2022	120351	AT&T MOBILITY	129.46
1/25/2022	120352	AUTOMATION PRIDE	100.00
1/25/2022	120353	BEST BEST & KRIEGER	14,182.76
1/25/2022	120354	FEDERAL EXPRESS	60.72
1/25/2022	120355	KERN COUNTY WATER AGENCY	8,500.00
01/25/2022	120356	LAND ENGINEERING CONSULTANTS	3,724.00
01/25/2022	120357	STEPHEN J. LEHTONEN	123.90
01/25/2022	120358	MATTHEW PISTILLI LANDSCAPE SERVICES	350.00
01/25/2022	120359	PROVOST & PRITCHARD	39,071.95
01/25/2022	120360	SOUTHERN CALIFORNIA EDISON	179.34
01/25/2022	120361	VALLEY OFFICE EQUIPMENT, INC.	79.97
01/25/2022	120362	WASTE MANAGEMENT INLAND EMPIRE	118.50
01/28/2022	120363	STANDARD INSURANCE COMPANY	506.21
01/13/2022	900454	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,226.48
01/13/2022	900455	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	7,703.84
01/13/2022	900456	CALPERS RETIREMENT	6,158.48
01/13/2022	900457	CAL PERS RETIREMENT - SIP-457	1,775.00
01/13/2022	900458	PAYCHEX	144.50
01/25/2022	900459	CALPERS HEALTH	10,892.28
01/28/2022	900460	EMPLOYMENT DEVELOPMENT DEPARTMENT	1,338.73
01/28/2022	900461	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	9,178.26
01/28/2022	900462	CALPERS RETIREMENT	6,304.34
01/28/2022	900463	CAL PERS RETIREMENT - SIP-457	1,775.00
01/28/2022	900464	PAYCHEX	155.75
01/29/2022	900465	DEPARTMENT OF WATER RESOURCES	1,094,773.00
		TOTAL ACCOUNTS PAYABLE CHECKS	3,299,275.49

### San Gorgonio Pass Water Agency Check History Report January 1 through January 31, 2022

#### PAYROLL

Date	Number	Name	Amount
01/12/2022	802234	JEFFREY W. DAVIS	882.01
01/12/2022	802235	LANCE E. ECKHART	5,326.71
01/12/2022	802236	KENNETH M. FALLS	3,192.78
01/12/2022	802237	CHERYLE M. STIFF	2,555.94
01/12/2022	802238	SCOTT W. TIRRELL	468.42
01/12/2022	802239	THOMAS W. TODD, JR.	4,015.60
01/27/2022	802240	JEFFREY W. DAVIS	920.82
01/27/2022	802241	LANCE E. ECKHART	5,326.71
01/27/2022	802242	KENNETH M. FALLS	3,539.08
01/27/2022	802243	STEPHEN J. LEHTONEN	809.23
01/27/2022	802244	LAWRENCE R. SMITH	2,007.11
01/27/2022	802245	CHERYLE M. STIFF	2,555.94
01/27/2022	802246	SCOTT W. TIRRELL	468.41
01/27/2022	802247	THOMAS W. TODD, JR.	4,015.62
01/27/2022	802248	MICHAEL R. VALDIVIA	2,472.83
		TOTAL PAYROLL	38,557.21
		TOTAL DISBURSEMENTS FOR JANUARY, 2022	3,337,832.70

#### SAN GORGONIO PASS WATER AGENCY

#### New Vendors List

February, 2022

Vendor - Name and Address	Expenditure Type
CalPers Health Insurance old address: P O Box 4032, Sacramento, CA 95812 new address: P.O. Box 942715, Sacramento, CA 94229	Monthly health premiums
Integrated Resource Management 405 N. Indian Hill Blvd, Claremont, CA 91711-4614	Staff Travel [Lodging]
Reflective Design 16783 Crockett Ave., Hesperia, CA 92345	Office Expense
154 E. Calle Pulsera, Green Valley, AZ 95614	[Business cards]

#### SAN GORGONIO PASS WATER AGENCY **BANK RECONCILIATION** January 31, 2022

BANK BALANCE - CHECKING ACCOUNT - January 31, 2022

5,725,569.38

#### LESS OUTSTANDING CHECKS

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT	
120342 120345	244.72 432.39	120357 120358	123.90 350.00	
120346	1,629.00	120361	79.97	
120350	690.00	120362	118.50	
120352	100.00	120363	506.21	
120355	8,500.00	_		
	11,596.11		1,178.58	
TOTAL OUTSTAN	DING CHECKS			(12,774.69)
BALANCE PER <b>GENE</b>	RAL LEDGER -	January 31, 2022		5,712,794.69
BALANCE PER <b>GENERAL L</b> I	EDGER AT END	OF PRIOR MONTH		969,046.10
CASH RECEIPTS FOR CURF	RENT MONTH ( -	+ )		6,831,581.29
CASH DISBURSEMENTS FO	R CURRENT MO	NTH		
ACCOUNTS PAYA	BLE - CHECK HIS	STORY REPORT (-	•)	(3,299,275.49)
PAYROLL PAID FF	ROM WELLS FAR	GO ( - )		(38,557.21)
BANK CHARGES ( - )				
TRANSFERS FROM LAIF (+	)			1,250,000.00
TRANSFERS TO LAIF ( - )				
TRANSFER TO TVI (-)				
TRANSFER FROM TVI (+)				
BALANCE PER <b>GENERAL L</b>	EDGER Ja	anuary 31, 2022		5,712,794.69
REPORT PREPARED BY:				

Scott Tirrell

#### SAN GORGONIO PASS WATER AGENCY DEPOSIT RECAP FOR THE MONTH OF JANUARY 2022

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT
DEPOSIT TO	CHECKING ACCOUNT		
1/4/22	RIVERSIDE COUNTY	PROPERTY TAXES - RPTTF	1,340,279.70
1/6/22	RIVERSIDE COUNTY	NON-COMMERCIAL AIRCRAFT	849.05
1/10/22	DAVIS, JEFFREY	COBRA FOREST + JEFFREY, OCT-DEC21	409.32
1/18/22	ECKHART, LANCE	EMPLOYEE RECOGNITION EVENT	355.15
1/21/22	RIVERSIDE COUNTY	PROPERTY TAXES - HOMEOWNERS EXMP.	76,255.67
1/26/22	BCVWD	WATER SALES	246,183.00
1/26/22	FRONTIER COMMUNICATINS	REFUND CLOSED ACCOUNT	158.01
1/30/22	RIVERSIDE COUNTY	PROPERTY TAXES - SECURED	5,164,091.39
		TOTAL FOR JANUARY 2022	6,828,581.29

### SAN GORGONIO PASS WATER AGENCY BUDGET REPORT FY 2021-22

#### FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2022

FOR THE SEVEN WONTHS ENDING ON JANUART 31, 2022					
		FOR THE FISCAL YE	EAR JULY 1, 2021 - J	UNE 30, 2022	
	1	2	3	4	5
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT
GENERAL FUND					
				0	400/
GENERAL FUND - INCOME WATER SALES	4,100,000		4,100,000	Comparison: 521,656.59	42% 87.3%
TAX REVENUE	4,100,000		4,100,000	2,819,923.13	31.2%
TAX REVENUE - SBE	5,300,000		5,300,000	2,619,923.13	100.0%
INTEREST	87,000		87,000	52,064.47	40.2%
DESIGNATED REVENUES	400,000		400,000	216,098.56	46.0%
OTHER (REIMBURSEMENTS, TRANSFERS)	32,000		32,000	5,449.00	83.0%
	,		,	,	
TOTAL GENERAL FUND INCOME	14,019,000	0	14,019,000	3,615,191.75	74.2%
GENERAL FUND - EXPENSES					
COMMODITY PURCHASE					
PURCHASED WATER FOR DELIVERY	6,000,000		6,000,000	2,722,520.04	54.6%
PURCHASED WATER FOR BANKING (Asset - Future Sale)	2,000,000		2,000,000	0.00	100.0%
TOTAL COMMODITY PURCHASE	8,000,000	0	8,000,000	2,722,520.04	66.0%
SALARIES AND EMPLOYEE BENEFITS					
SALARIES	500,000		500,000	214,215.37	57.2%
PAYROLL TAXES	45,000		45,000	20,522.10	54.4%
RETIREMENT	440,000		440,000	127,292.83	71.1%
OTHER POST-EMPLOYMENT BENEFITS (OPEB)	39,000		39,000	25,577.13	34.4%
HEALTH INSURANCE	83,000		83,000	34,795.91	58.1%
DENTAL INSURANCE	8,000		8,000	2,261.52	71.7%
LIFE INSURANCE	1,000		1,000	583.05	41.7%
DISABILITY INSURANCE	6,000		6,000	2,046.98	65.9%
WORKERS COMP INSURANCE	4,000		4,000	1,513.72	62.2%
SGPWA STAFF MISC. MEDICAL	9,000		9,000	1,872.14	79.2%
EMPLOYEE EDUCATION	4,000		4,000	0.00	100.0%
TOTAL SALARIES AND EMPLOYEE BENEFITS	1,139,000	0	1,139,000	430,680.75	62.2%

#### SAN GORGONIO PASS WATER AGENCY **BUDGET REPORT FY 2021-22** FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2022

FOR THE SEVEN WONTHS ENDING ON JANUARY 31, 2022							
		FOR THE FISCAL Y	EAR JULY 1, 2021 - J	UNE 30, 2022			
	1	2	3	4	5		
	ADOPTED	REVISIONS TO	TOTAL REVISED	ACTUAL YTD	REMAINING		
	BUDGET	BUDGET	BUDGET	7101071ETTD	PERCENT		
GENERAL FUND - EXPENSES					<u>'</u>		
ADMINISTRATIVE AND PROFESSIONAL SERVICES				Comparison:	42%		
DIRECTOR EXPENDITURES				,			
DIRECTORS FEES	120,000		120,000	66,244.62	44.8%		
DIRECTORS TRAVEL AND EDUCATION	25,000		25,000	6,726.72	73.1%		
DIRECTORS MISC. MEDICAL	28,000		28,000	5,625.99	79.9%		
OFFICE EXPENDITURES							
OFFICE EXPENSE	20,000		20,000	6,065.97	69.7%		
POSTAGE	1,000		1,000	30.45	97.0%		
TELEPHONE	12,000		12,000	4,757.07	60.4%		
UTILITIES	5,000		5,000	2,650.50	47.0%		
SERVICE EXPENDITURES							
COMPUTER, WEB SITE AND PHONE SUPPORT	35,000		35,000	24,916.12	28.8%		
GENERAL MANAGER AND STAFF TRAVEL	15,000		15,000	2,854.91	81.0%		
INSURANCE AND BONDS	25,000		25,000	24,881.88	0.5%		
ACCOUNTING AND AUDITING	21,000		21,000	18,730.00	10.8%		
DUES AND ASSESSMENTS	35,000		35,000	32,055.00	8.4%		
OTHER PROFESSIONAL SERVICES	80,000		80,000	34,788.02	56.5%		
BANK CHARGES	2,000		2,000	520.88	74.0%		
MISCELLANEOUS EXPENSES	5,000		5,000	0.00	100.0%		
MAINTENANCE AND EQUIPMENT EXPENDITURES							
TOOLS PURCHASE AND MAINTENANCE	1,000		1,000	17.96	98.2%		
VEHICLE REPAIR AND MAINTENANCE	10,000		10,000	47.28	99.5%		
MAINTENANCE AND REPAIRS - BUILDING	47,000		47,000	47,895.27	-1.9%		
MAINTENANCE AND REPAIRS - FIELD	25,000		25,000	9,973.65	60.1%		
CONTRACT OPERATIONS AND MAINTENANCE	100,000		100,000	22,410.47	77.6%		
WATER TREATMENT EXPENSE	50,000		50,000	49,853.37	0.3%		
COUNTY EXPENDITURES							
LAFCO COST SHARE	7,000		7,000	6,950.02	0.7%		
ELECTION EXPENSE	0		0	0.00	0.0%		
TAX COLLECTION CHARGES	10,000		10,000	25,996.94	-160.0%		
TOTAL ADMINISTRATIVE AND PROFESSIONAL SERVICES	679,000	0	679,000	393,993.09	42.0%		

## SAN GORGONIO PASS WATER AGENCY BUDGET REPORT FY 2021-22 FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2022

FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2022							
		FOR THE FISCAL Y	EAR JULY 1, 2021 - J	UNE 30, 2022			
	1	2	3	4	5		
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT		
GENERAL FUND - EXPENSES							
CONSULTING AND ENGINEERING SERVICES				Comparison:	42%		
PLANS & CONSTRUCTION							
INFRASTRUCTURE PLAN - Phase 2	125,000		125,000	31,651.00	74.7%		
BACKBONE INFRASTRUCTURE STUDY AND DESIGN	250,000		250,000	0.00	100.0%		
BUNKER HILL BANKING AND RECOVERY PROGRAM	50,000		50,000	0.00	100.0%		
CALIMESA AREA RECHARGE	50,000		50,000	29,018.00	42.0%		
SMALL SYSTEM ASSISTANCE PROGRAM	30,000		30,000	7,589.57	74.7%		
OTHER PROJECTS							
SAN GORGONIO GSA	25,000		25,000	264,470.47	-957.9%		
YUCAIPA GSA VERBENIA GSA	15,000		15,000	5,433.86	63.8%		
FLUME MONITORING AND SUPPORT	50,000		50,000	52,303.75	-4.6%		
SCADA INTEGRATION	30,000		30,000	0.00	100.0%		
STUDIES AND REPORTS							
FEE STUDIES	60,000		60,000	0.00	100.0%		
USGS STUDIES AND MONITORING	150,000		150,000	101,398.62	32.4%		
EASEMENT INVENTORY	25,000		25,000	0.00	100.0%		
DISCHARGE PERMIT	25,000		25,000	0.00	100.0%		
LOCAL SUPPLIES	50,000		50,000	0.00	100.0%		
UWMP COMPLETION	5,000		5,000	9,355.00	-87.1%		
GENERAL ENGINEERING SERVICES							
GRANT SUPPORT SERVICES	75,000		75,000	11,835.00	84.2%		
FEDERAL/STATE ADVOCATE	0		0	0.00	0.0%		
BASIN MONITORING TASK FORCE	33,000		33,000	27,411.00	16.9%		
GENERAL ENGINEERING, CEQA, EIR, ETC	65,000		65,000	3,218.00	95.0%		
GIS SERVICES	10,000		10,000	0.00	100.0%		
TOTAL CONSULTING AND ENGINEERING SERVICES	1,123,000	0	1,123,000	543,684.27	51.6%		

### SAN GORGONIO PASS WATER AGENCY BUDGET REPORT FY 2021-22 THE SEVEN MONTHS ENDING ON TANHABY 21, 2

#### FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2022

TOR THE SEVER MIC	IN MONTHS ENDING ON JANUART 31, 2022				
		FOR THE FISCAL YE	EAR JULY 1, 2021 - J	UNE 30, 2022	
	1	2	3	4	5
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT
GENERAL FUND - EXPENSES				<u> </u>	,
LEGAL SERVICES				Comparison:	42%
LEGAL SERVICES - GENERAL	140,000		140,000	57,553.24	58.9%
TOTAL LEGAL SERVICES	140,000	0	140,000	57,553.24	58.9%
CONSERVATION AND EDUCATION					
SCHOOL EDUCATION PROGRAMS	16,000		16,000	0.00	100.0%
ADULT EDUCATION AND SOCIAL MEDIA	10,000		10,000	0.00	100.0%
SPONSORSHIPS	6,000		6,000	1,600.00	73.3%
OTHER CONSERVATION, EDUCATION AND P. R.	20,000		20,000	0.00	100.0%
TOTAL CONSERVATION AND EDUCATION	52,000	0	52,000	1,600.00	96.9%
MAJOR AND CAPITAL EXPENDITURES					
BUILDING AND EQUIPMENT					
BUILDING	225,000.00		225,000	0.00	100.0%
AV UPGRADE	100,000.00		100,000	74,117.41	25.9%
FURNITURE AND OFFICE EQUIPMENT	15,000.00		15,000	0.00	100.0%
OTHER EQUIPMENT	5,000.00		5,000	0.00	100.0%
TOTAL MAJOR AND CAPITAL EXPENDITURES	345,000	0	345,000	74,117.41	78.5%
TRANSFERS TO OTHER FUNDS	0	0	0	0.00	
TOTAL GENERAL FUND EXPENSES	11,478,000	0	11,478,000	4,224,148.80	63.2%
GENERAL FUND NET INCOME YEAR TO DATE	2,541,000	0	2,541,000	-608,957	

SAN GORG	ONIO PASS W	ATER AGENC	Y				
BUDG	SET REPORT F	Y 2021-22					
FOR THE SEVEN MO	FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2022						
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022							
	1	2	3	4	5		
	ADOPTED BUDGET	REVISIONS TO BUDGET	TOTAL REVISED BUDGET	ACTUAL YTD	REMAINING PERCENT		
CONS	CONSIGNED - SWP SUPPORT FUND						
SWP SUPPORT FUND - INCOME							
INCOME							
SBE TAX REVENUE ALLOCATED TO SWP-RELATED PROJECTS	4,000,000		4,000,000	0.00	100.0%		
SWP SUPPORT FUND - EXPENSES							
EXPENDITURES							
RESERVES	4,000,000		4,000,000	0.00	100.0%		

# SAN GORGONIO PASS WATER AGENCY BUDGET REPORT FY 2021-22 FOR THE SEVEN MONTHS ENDING ON JANUARY 31, 2022

	FOR THE SEVEN WICHTHS ENDING ON JANUART 31, 2022					
			FOR THE FISCAL YE	AR JULY 1, 2021 - J	JUNE 30, 2022	
		1	2	3	4	5
		ADOPTED	REVISIONS TO	TOTAL REVISED	ACTUAL YTD	REMAINING
		BUDGET	BUDGET	BUDGET	7.010/LETTE	PERCENT
		DEBT SERVICE F	UND			
					Comparison:	42%
	DEBT SERVICE FUND - INCOME				·	
INC	DME					
	TAX REVENUE	22,317,910		22,317,910	12,436,151.95	44.3%
1	NTEREST	200,000		200,000	167,197.21	16.4%
	CONTRIBUTIONS - GOVERNMENT	400,000		400,000	0.00	100.0%
	DWR CREDITS - BOND COVER, OTHER	3,330,000		3,330,000	1,648,991.00	50.5%
TOT	AL DEBT SERVICE FUND INCOME	26,247,910	0	26,247,910	14,252,340.16	45.7%
	DEBT SERVICE FUND - EXPENSES					
EXP	ENSES					
	SALARIES	250,000		250,000	148,011.20	40.8%
	PAYROLL TAXES	16,000		16,000	9,066.04	43.3%
	BENEFITS	218,403		218,403	114,045.63	47.8%
	STATE WATER CONTRACT PAYMENTS	24,500,000		24,500,000	15,691,878.00	36.0%
	WATER TRANSFERS	300,000		300,000	0.00	100.0%
	SWC CONTRACTOR DUES	76,000		76,000	75,802.00	0.3%
;	STATE WATER CONTRACT AUDIT	6,000		6,000	5,722.00	4.6%
I	DELTA CONVEYANCE FACILITY AUTHORITY	0		0	0.00	0.0%
I	EBX CONTRACT OPERATIONS AND MAINTENANCE	100,000		100,000	22,410.46	77.6%
;	SWP ENGINEERING AND MAINTENANCE	50,000		50,000	193,851.59	-287.7%
	DEBT SERVICE UTILITIES	12,000		12,000	5,896.63	50.9%
;	STATE WATER PROJECT LEGAL SERVICES	0		0	0.00	0.0%
	TAX COLLECTION CHARGES	110,000		110,000	36,112.58	67.2%
TOT	AL DEBT SERVICE FUND EXPENSES	25,638,403	0	25,638,403	16,302,796.13	36.4%
TRA	NSFERS FROM RESERVES	0	0	0	0.00	
D==	T OFFICIAL NET INCOME VEAR TO DATE	200 = 2		222 525	0.050.455.55	
DEB	T SERVICE NET INCOME YEAR TO DATE	609,507	0	609,507	-2,050,455.97	