



**BEAUMONT-CHERRY VALLEY WATER DISTRICT**  
560 Magnolia Avenue, Beaumont, CA 92223

**MINUTES OF THE FINANCE AND AUDIT COMMITTEE MEETING**  
**Thursday, June 2, 2022 at 3:00 p.m.**

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**CALL TO ORDER**

*Chair Hoffman called the meeting to order at 3:20 p.m.*

**Announcement of Teleconference Participation**

Both directors were present in the conference room.

*Attendance*

Directors present:	Director Hoffman and Director Williams
Directors absent:	None
Staff present:	General Manager Dan Jagers Director of Finance and Administration Kirene Manini, PhD Finance Manager William Clayton Human Resources Administrator Sabrina Foley Senior Management Analyst Sylvia Molina Management Analyst I Erica Gonzales Administrative Assistant Cenica Smith
Members of the public who registered:	None

**PUBLIC INPUT:** None.

**ACTION ITEMS**

1. Adjustments to the Agenda: None.
2. Review and Acceptance of the Minutes of the Finance and Audit Committee meeting

*The Committee accepted the minutes of the Finance and Audit Committee Regular Meeting of May 5, 2022 by consensus.*

3. Receive and file the Check Register for the Month of April 2022

*The Committee received and filed the April 2022 Check Register as presented.*

4. Financial Reports/Recommendations

- a. Review of the April 2022 Budget Variance Reports
- b. Review of the April 30, 2022 Cash/Investment Balance Report
- c. Review of Check Register for the Month of May 2022
- d. Review of May 2022 Invoices Pending Approval

*Chair Hoffman asked about the temporary labor budget. Mr. Clayton indicated the line item pertains to needs for Finance and Administration; other departments have separate line items. The temporary labor designation is typically for payment of outside temp agency labor, Clayton explained.*

*General Manager Jagers and Mr. Clayton explained the capital improvement funds pertaining to District labor. Dr. Manini thoroughly reviewed the Chandler Asset Management statements and assured Director Hoffman that the investments were being monitored.*

*Director Hoffman pointed out the paving expenses within the City of Beaumont.*

*After review and discussion, the Committee recommended presenting the Financial Reports to the Board for approval.*

5. Expense and Per Diem Compensation Claims Submitted for Approval

*President Williams pointed to her reports and noted she missed the 30-day deadline to submit reports as she was on the Bay-Delta Tour. General Manager Jagers indicated that staff has written a request for variance of policy for approval by the Board next week.*

6. Review Draft 2021 Annual Comprehensive Financial Report and Audit Thereof

*Dr. Manini introduced the report and Mr. Clayton presented the report. He pointed out the draft audit opinion letter.*

*In response to Hoffman, Clayton confirmed this is the fifth year of the auditor's contract. A Request For Proposal (RFP) will be issued later for audit services, he explained. Clayton advised that the auditor had spent additional time on sections of the audit and an invoice for additional hours is expected. He assured Director Hoffman of the effectiveness and competence of Rogers, Anderson, Malody and Scott.*

*Hoffman pointed out that the most important statement from the auditor is the clean opinion.*

*This is the report that is submitted for the Government Finance Officers Association award, Clayton noted in response to President Williams.*

*The report will be submitted to the Board at the June 9 meeting, Clayton continued. He highlighted some sections of the Annual Comprehensive Financial Report (ACFR).*

*After review and discussion, the Committee recommended presenting the ACFR to the Board for approval.*

7. UB Statistics and Cash Flows

*In response to a question from staff, the Committee acknowledged the need to continue to see cash flows related to the COVID-19 losses for at least two more months.*

*Finance Manager Clayton reviewed the report.*

*Clayton explained the number of payment plans totaling \$170,181.67 with \$11,618 remaining to be paid, indicating a successful program.*

8. Action List for Future Meetings

- *Procurement of additional water supplies*

**ANNOUNCEMENTS**

*Chair Hoffman read the following announcements:*

- Regular Board Meeting: Wednesday, June 8, 2022 at 6 p.m.
- Personnel Committee Meeting: Tuesday, June 21 at 5:30 p.m.
- Engineering Workshop: Thursday, June 23 at 6 p.m.
- Finance and Audit Committee Meeting: Thursday, July 7, 2022 at 3 p.m.

**ADJOURNMENT: 4:42 P.M.**



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David Hoffman, Chairman  
to the Finance and Audit Committee  
of the Beaumont-Cherry Valley Water District