



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

**MINUTES OF THE FINANCE AND AUDIT COMMITTEE MEETING**  
**Thursday, January 2, 2025 at 3:00 p.m.**

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**CALL TO ORDER**

*Chair Hoffman called the meeting to order at 3:00 p.m.*

*Attendance*

Directors present:	Director Hoffman and Director Williams
Directors absent:	None
Staff present:	General Manager Dan Jagers Director of Information Technology Robert Rasha Director of Finance and Administration Sylvia Molina Management Analyst I Edith Garcia Management Analyst II Erica Gonzales Finance Manager William Clayton Administrative Assistant Cenica Smith
Members of the public:	None

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- Adjustments to the Agenda:** General Manager Dan Jagers announced the title change of Assistant Director of Finance and Administration Sylvia Molina to Director of Finance and Administration
- Review and Acceptance of the Minutes of the Finance and Audit Committee**
  - December 5, 2024 Regular Meeting

The Committee accepted the minutes as presented by the following vote:

MOVED: Hoffman	SECONDED: Williams	APPROVED 2-0
AYES:	Hoffman, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

### 3. Receive and file the Check Register for the Month of November 2024

The Committee received and filed the Check Register as presented by the following vote:

MOVED: Hoffman	SECONDED: Williams	APPROVED 2-0
AYES:	Hoffman, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

### 4. Financial Reports/Recommendations

- a. Review of the November 2024 Budget Variance Reports
- b. Review of the November 30, 2024 Cash and Investment Balance Report
- c. Review of Check Register for the Month of December 2024
- d. Review of December 2024 Invoices Pending Approval

*Staff highlighted and/or responded to committee inquiries about the following items:*

- *Engineering expenses total funds available are 37.38 percent and appear to have been running short. Mr. Jagers explained there was less use of consultants over the year but will increase in the future*
- *Total available for Finance and Administration remains at 33.77 percent with one month remaining. The 2024 budget included a different staffing plan, and savings were realized*
- *Operations also showed savings due to staffing with newer positions*
- *Positions are now budgeted at the current step plus the anticipated advancement for the year, which is a change from previous practice of budgeting at highest step for all positions.*
- *Overall, it appears with December still to go, the District will be under budget by 20 percent; however, there will be water deliveries of about 1,600 acre-feet in November and December at about \$1.2 or \$1.3 million and anticipated large electric bills*
- *There will be additional realized interest income. Interest is budgeted conservatively.*
- *Investment income will be updated in January from both LAIF and Chandler. Staff will evaluate investments and bring back discussion to the Committee. The Committee discussed investment vehicles*
- *A metal detector was purchased which is used to locate pipes and valves buried below pavement.*
- *MPG Asphalt refund for a temporary construction meter*
- *Paving repairs are now averaging about \$1,657 per repair*
- *Thomas Harder & Co. administrative services for the Beaumont Basin Watermaster are split between the five member agencies. It includes annual services, well monitoring, and a couple of studies*
- *Water Resource Economics progress payment of \$11,655 for ongoing rate study services*

The Committee recommended presenting the financial reports items a - d to the Board of Directors for approval by the following vote:

MOVED: Hoffman	SECONDED: Williams	APPROVED 2-0
AYES:	Hoffman, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

**5. Expense and Per Diem Compensation Claims Submitted for Approval**

The Committee reviewed the Expense and Per Diem Compensation Claims. The claims were approved by the following vote:

MOVED: Hoffman	SECONDED: Williams	APPROVED 2-0
AYES:	Hoffman, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

**6. Policy Tracking Matrix Dashboard Review**

*The Committee reviewed the summary of progress on policy updates. Ms. Molina indicated that 33 percent of the policies have been reviewed and updated.*

*Staff has been working on the Purchasing Policy and the goal is to bring it to the F&A Committee in February. The credit card usage policy is being aligned with Board policy. There is now an ad hoc committee addressing the Board policies. The Long Term Debt Policy will be coming in a couple of months.*

**ANNOUNCEMENTS**

Chair Hoffman pointed out the following announcements:

- ~~Collaborative Agencies Committee: Wednesday, Jan. 8 at 5 p.m.~~ **CANCELED**
- Regular Board Meeting: Wednesday, Jan. 8, 2025 at 6:00 p.m.
- ~~Beaumont Basin Watermaster Committee: Wednesday, Jan. 15 at 11 a.m.~~ **CANCELED**
- Communications Committee: Monday, Jan. 13, 2025 at 6:00 p.m.
- District Offices closed Monday, Jan. 20, 2025 in observance of Martin Luther King Jr. Day
- Personnel Committee: Tuesday, Jan. 21, 2025 at 5:30 p.m.
- San Gorgonio Pass Regional Water Alliance: Wednesday, Jan. 22, 2025 at 5:00 p.m.
- Engineering Workshop: Thursday, Jan. 23, 2025 at 6:00 p.m.
- Finance & Audit Committee meeting: Thursday, Feb. 6, 2025 at 3:00 p.m.

**ADJOURNMENT: 4:14 P.M.**

  
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 David Hoffman, Chairman

to the Finance and Audit Committee of the Beaumont-Cherry Valley Water District