



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

FINANCE & AUDIT COMMITTEE MEETING

AGENDA

Meeting Location:

Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Teleconference:

Dial-in #: 978-990-5321
Access Code: 117188

Meeting Date:

Tuesday, December 14, 2021 – 5:00 PM

CALL TO ORDER,
PLEDGE OF ALLEGIANCE,
ROLL CALL
FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison
2. Finance & Audit Committee District Payables Review and Approval/Signing

PUBLIC COMMENT

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

ADJOURNMENT

ADA Compliance Issues

In compliance with the Americans with Disabilities Act & Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Clerk of the Board at (951) 849-4442. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.



Cabazon Water District
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Cabazon, California 92230

REGULAR BOARD MEETING

AGENDA

Meeting Location:
Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Teleconference:
Dial-in #: 978-990-5321
Access Code: 117188
Email: info@cabazonwater.org

Meeting Date:
Tuesday, December 14, 2021 – 6:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
REMEMBRANCE OF OUR SERVICE MEN AND WOMEN
ROLL CALL
NEW BUSINESS

1. Discussion/Action: Reorganization of the CWD Board of Directors (Board Chair, Vice Chair, Ad Hoc Committees, etc.) (by the Board)
[TAB 1]

CONSENT CALENDAR

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:
- a. Finance and Audit Committee Meeting Minutes and Warrants of November 16, 2021
 - b. Regular Board Meeting Minutes and Warrants of November 16, 2021
 - c. Special Meeting Minutes of November 18, 2021

- 2. Warrants – None
- 3. Awards of Contracts – None

NEW BUSINESS

- 2. Discussion/Action: Resolution 05-2021 – Regarding the Groundwater Sustainability Plan (by the Board)
[TAB 2]

OLD BUSINESS

- 1. Discussion/Action: Staff Report: Bridge Loan – Isolation Valve Project (by GM Louie)
[TAB 3]
- 2. Discussion/Action: Reaffirmation of Resolution 04-2021: Allowing virtual meetings under AB 361 (by the Board)
[TAB 4]

NEW BUSINESS

- 3. Discussion/Action: Staff Report: Cost of tablets vs. paper to view Board packets (by BAA Aguilar)
[TAB 5]

CLOSED SESSION

- 1. Discussion/Action: Conference with Labor Negotiators (Pursuant to Government Code section 54957.6)
Agency Designated Representative General Manager
Labor Association: SEIU Local 721

OPEN SESSION

- Discussion/Action: Public report of Action Taken in Closed Session

UPDATES

- 1. Update: Manager's Operations Report (by GM Louie)

PUBLIC COMMENTS

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GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

The Board Chair or the majority of the Board may direct staff to investigate and report back to an individual(s) and the Board on matters suggested or direct the General Manager/Board Secretary to place the matter on a future Board meeting.

- Suggested agenda items from the Public.
- Suggested agenda items from Management.
- Suggested agenda items from Board Members.

2. Management Comments

Staff members may speak on items of information not requiring comment or discussion to the Board and public. Topics which may be included on a future meeting agenda may be presented but cannot be discussed. (3 minutes)

3. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

- a. Finance & Audit Workshop – Tuesday – January 18, 2022, 5:00 pm
- b. Regular Board Meeting – Tuesday – January 18, 2022, 6:00 pm
- c. Personnel Committee – None
- d. San Geronio Pass Regional Water Alliance–Meeting–Wednesday, January 26, 2022, 5:00 pm

ADJOURNMENT

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Cabazon Water District
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FINANCE & AUDIT COMMITTEE MEETING

MINUTES

Meeting Location:
Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Teleconference:
Dial-in #: 978-990-5321
Access Code: 117188

Meeting Date:
Tuesday, November 16, 2021 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Director Wargo - Present
Director Sanderson - Present

Calvin Louie, General Manager - Present
Evelyn Aguilar, Board Secretary - Present

***Note: This meeting was recorded by the District**

FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison

2. Finance & Audit Committee District Payables Review and Approval/Signing

Main Reports:

- Balance Sheet – depicts what the District owns and what the District owes.
- Profit & Loss – shows monthly revenue and expenses.
- Profit & Loss Budget Performance – shows how the District is performing against the budget, and the condition of the District fiscal year to date.

Balance Sheet:

The District's combined Cash with Chase and LAIF balance was \$1,051,236 at month end. The District's total liabilities were approximately \$823,219 at month end.

Profit and Loss: - Year to date is 33% of the year

- 10. New Account Fees:** This account represents the fees to set up a new utility account. These fees are currently at \$20 for residential accounts and \$65 for construction accounts. These fees are hard to predict and can trend under or over budget.
- 13. Basic Facilities Fee:** These are fees charged for new service connections, meter installations & upgrades. These revenues are budgeted conservatively due to their unpredictable nature. YTD activity consists of (2) 3/4" meter installations in July and one during August.
- 15. Total Operating Income:** Outlines the total revenues earned from District operations.
- 19. Misc. Non-Operating Income:** This account includes recycling revenues, insurance reimbursements, and other miscellaneous revenues. This account is not budgeted due to unpredictable activity. YTD includes insurance reimbursement for repair costs and materials for a hit hydrant.
- 26. Directors Fees:** This account includes costs for director compensation. YTD is currently at 28% of budget.
- 34. Workers Compensation:** The district makes worker's compensation installment payments in the first part of the fiscal year. YTD is currently at 65% of budget due to timing of installment payments.
- 36. Pension:** This is the amount of pension expense for all district employees. YTD is currently at 26% of budget.
- 39. Total Payroll:** Summarizes the District's total payroll expenses.
- 42. Lab Fees:** This account includes the costs of lab fees & water quality testing. YTD is currently at 39% of budget due to increased costs in September.
- 46. Well Maintenance:** This account includes the costs for well maintenance as well as chemical purchases for wells. YTD is currently at 49% of budget due to an emergency control panel purchase for Well #2.
- 50. Total Facilities, Wells, T&D:** Summarizes total operating expense relating to facilities, wells, transmission & distribution.
- 54. Telephone:** This account includes the expenses for the landline at District office and the emergency line answering service. YTD is currently at 42% of budget due to a Mitel phone upgrade in September.
- 56. Total Utilities – Office:** Summarizes total utilities expense for the District office.
- 63. Printing & Publications:** This account includes the printing & publication costs for any District notices or reports. YTD is currently at 5% of budget due to timing of expenses.
- 69. Total Office Expenses:** Summarizes total District office expenses.
- 72. Financial Audit:** This account includes the costs for the annual financial audit. YTD is currently at 44% due to timing of audit bills.
- 73. Accounting:** This account includes the costs for contract accounting services. YTD is currently at 25% of budget.
- 78. Total Support Services:** Summarizes total expenses relating to District support services.
- 80. Other Fees/SWRCB:** This account includes annual LAFCO fees, State Water Resource Control Board fees, and other various county fees. YTD is currently at 51% of budget due to timing of annual payments.
- 88. Service Trucks R&M:** This account includes repair & maintenance costs for district vehicles. YTD is currently at 49% of budget due to increased maintenance services to service trucks in August.
- 90. Total Service Tools & Equipment:** Summarizes total expenses for service tools & equipment.
- 92. Grant & Loan Processing Fee:** This account includes the Loan fee from BNY. YTD is currently at 95% due to the timing of payments.
- 98. Total Expenses:** Summarizes total District expenses.
- 99. Total Income Before Capital & GSA:** Summarizes the District net operating income or loss before accounting for debt service and capital expenses.
- 105. Total Capital Projects:** Summarizes total District expense for capital projects.
As of October 31st, the fiscal year-to-date net income is \$139,153.

PUBLIC COMMENT

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ADJOURNMENT

Meeting adjourned at 5:11 PM on Tuesday, November 16, 2021

_____, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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Cabazon Water District
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**REGULAR BOARD MEETING
MINUTES**

Meeting Location:
14618 Broadway St.
Cabazon, CA 92230

Teleconference:
Dial-in #: 978-990-5321
Access Code: 117188
Email: info@cabazonwater.org

Meeting Date:
Tuesday, November 16, 2021 – 6:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
REMEMBRANCE OF OUR SERVICE MEN AND WOMEN
ROLL CALL

Director Martin Sanderson - Present
Director Diana Morris - Present
Director Terry Tincher - Present
Director Sarah Wargo - Present
Director Robert Lynk - Present

Calvin Louie, General Manager - Present
Evelyn Aguilar, Board Secretary - Present
Steve Anderson, Best Best & Krieger Law Firm - Absent
Chuck Krieger, Krieger & Stewart Engineering- Absent for Roll Call (joined later)

Note: This meeting was recorded by the District

CONSENT CALENDAR

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separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and Warrants of October 19, 2021
- b. Regular Board Meeting Minutes and Warrants of October 19, 2021

Motion to approve following consent calendar item(s) (a.) Finance and Audit Committee Meeting Minutes of October 19, 2021, and (b.) Regular Board Meeting Minutes of October 19, 2021 made by Director Morris and 2nd by Director Tincher.

Director Sanderson - Aye

Director Morris - Aye

Director Tincher - Aye

Director Wargo - Aye

Director Lynk - Aye

- 2. Warrants – None**
- 3. Awards of Contracts – None**

UPDATES

- 1. Update: San Gorgonio Pass Regional Water Alliance Update (Director Morris)**

- Nothing to report.
- GM Louie's Manager Report was postponed until later in the meeting, so the Board could address the other items and Public Comments first.

NEW BUSINESS

- 1. Discussion/Action: Audited Financial Statements for FY 20/21 as presented by Fedak & Brown LLP (by Andy Beck, Fedak & Brown)**

- The District received an unmodified "CLEAN" opinion from Fedak & Brown.
- The Board had no questions or comments for Mr. Beck. They thanked him for his presentation.
- Public comments were held at this time.

PUBLIC COMMENTS

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November 16, 2021 Regular Board Meeting Minutes

- Charles Ripps explained that he had met with the Engineers at Krieger & Stewart's office, as was instructed in the September board meeting. He said he had not heard back from the Engineers, but was under the impression that they approved his property for the test well.
- Director Wargo stated that the Board was unable to discuss this or take any action, considering it was during Public Comments.
- Mr. Kreiger chimed in, stating that Engineering has not made a formal report yet, as they were still reviewing the reports on Mr. Ripps' property and wells. Mr. Krieger stated that his office would be in touch with Mr. Ripps after this review was complete.

2. Discussion/Action: DWR IRWM Implementation Grant - Subgrantee Agreement (by GM Louie, Steve Anderson of BBK, and others)

- GM Louie gave a rundown on the over \$1 million grant for the Isolation Valve Improvement Project. One concern is the timing of reimbursements from the State. If the State takes over a year to pay back the District for the project costs, it could bankrupt the District. The District's Financial Consultant recommended against taking out a Bridge loan, due to the risk of bankruptcy in case this project fails.
- Art Vela from the city of Banning was present, and gave a summary of discussions he had with DWR and Lance Eckhart of the Pass Agency. Mr. Vela asked DWR about some of the concerns the District brought up. They were flexible on some, but firm on others. In Mr. Vela's conversation with Mr. Eckhart, a bridge Loan was discussed. According to Mr. Vela, Mr. Eckhart had expressed his support in granting the District a Bridge Loan, although it would have to be approved by the Pass' Board. Mr. Vela also stated that there is little to no chance of the project failing.
- Director Tincher asked what the timeline is for this project. Mr. Vela said the deadline for the project to be completed is December 2022.

There was no motion made. The Board directed GM Louie to reach out to Art Vela and Lance Eckhart to find out more about the Bridge Loan terms.

3. Discussion/Action: Recommendations to fill the vacant Full-Term seat on the Board of Directors (by the Board)

- The deadline for the CWD Board to appoint someone had passed, but Director Wargo had asked the registrar of voters if the District could send a letter of recommendation for the Board of Supervisors to consider when making their decision.

Motion to send a letter of recommendation for Alan Davis to fill the vacant Full-Term seat on the Board of Directors made by Director Lynk and 2nd by Director Tincher.

**Director Sanderson - Aye
Director Morris - Aye
Director Tincher - Aye
Director Wargo - Aye
Director Lynk - Aye**

4. Discussion/Action: Resolution 04-2021 – Resolution for virtual meetings under AB 361 (By the Board)

- Approval of Resolution 04-2021 would acknowledge that there is a state of emergency regarding COVID-19, and therefore would allow the use of virtual meetings under AB 361.

Motion to adopt Resolution 04-2021, allowing the use of virtual meetings made by Director Tincher and 2nd by Director Sanderson.

Director Sanderson - Aye
Director Morris - Aye
Director Tincher - Aye
Director Wargo - Aye
Director Lynk - Aye

5. Discussion: LAIF Account return update (by Director Wargo)

- Director Wargo wanted to make the rest of the Board aware of how low the LAIF returns have gotten, considering most of the District's money is in that account. BAA Aguilar had consulted with the District's CPA and was told the only other investment options are long term, which would not be affordable for the District.

OLD BUSINESS

1. Discussion/Action: Lamas – Ana Maria St. – Water Bill Concern (by Lamas and the Board)

- Mr. and Mrs. Lamas once again expressed their concerns on why their water bill was so low during July, but normal in other months. Director Morris pointed out that according to their usage history, it was not uncommon for the Lamas' usage to fluctuate throughout the year, and that they likely only noticed the fluctuation due to the rate changes in March, 2021. After a long discussion, GM Louie suggested changing out the Lamas' meter to ensure it is displaying the correct read, and that a blue tag is left at their residence to confirm the meter has been read each month.

Motion to exchange Lamas' meter with a brand new one. If Lamas' usage still fluctuates during the next 12 months, they will inspect their side of the meter. Each time the meter is read, a blue tag will be placed at the residence. If in 12 months, the usage does not show the same fluctuations, the Lamas' may return in November 2022 to re-petition the Board on this bill made by Director Sanderson and 2nd by Director Tincher.

Director Sanderson - Aye
Director Morris - Aye
Director Tincher - Aye
Director Wargo - Aye
Director Lynk - Aye

2. Discussion/Action: Oshideri – Broadway St. – Prior water bill concern (from 2019)

- Mr. Oshideri was not present for the second month in a row.
- A break was taken from 7:42 pm until 7:50 pm.

CLOSED SESSION at 7:50 PM

1. Discussion/Action: Conference with Labor Negotiators (Pursuant to Government Code section 54957.6)
Agency Designated Representative General Manager
Labor Association: SEIU Local 721

OPEN SESSION at 7:57 PM

- No reportable actions were taken during closed session.
- The GM gave his report at this time.
- 2. **Update: Manager's Operations Report (by GM Louie)**
 - GM Louie is establishing a report writing format, which will go into effect January 1, 2022.
 - The GM is working with District staff to organize the Work Order codes.
 - There was a leak on Esperanza. The GM decided to waive the after-hours response fee, due to the resident likely not receiving the blue tag that was left at the house. Blue tags notify residents of a potential leak.
 - Legend and other contractors started up Well #1. A Pressure Switch needs to be added. Tess Electric has a cheaper PS available, but the GM opted to wait for the higher quality switch to be available.
 - The GM shared concerns about traffic control while work is being performed by District staff on busy streets. He brought up the costs of hiring contract traffic control and said he is looking into a procedure that could save the District money, but would still keep staff safe.
 - During the September board meeting, the Board approved Legend's \$31,786 quote for the Well #1 repairs. The GM was directed to ask Legend for a discount. Legend said if the materials cost was lower for them, they would pass it on. The total cost ended up being \$7,434 less than the original quote.

GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

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- Suggested agenda items from the Public.
- Suggested agenda items from Management.
- Suggested agenda items from Board Members.

2. Management Comments

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3. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

- Director Wargo thanked Director Sanderson for his time on the Board.
- Director Lynk instructed GM Louie to research if it would be financially reasonable to switch from paper to electronic tablets for Board Members to view their Board packets.

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)
 - a. SGMA GSP Workshop – Thursday – November 18, 2021, 4:00 pm
 - b. Finance & Audit Workshop – Tuesday – December 21, 2021, 5:00 pm
 - c. Regular Board Meeting – Tuesday – December 21, 2021, 6:00 pm
 - d. Personnel Committee – None
 - e. San Geronio Pass Regional Water Alliance–Meeting–Wednesday, January 26, 2022, 5:00 pm

ADJOURNMENT

Motion to adjourn at 8:17 PM made by Director Sanderson and 2nd by Director Tincher.

Director Sanderson - Aye
Director Morris - Aye
Director Tincher - Aye
Director Wargo - Aye
Director Lynk - Aye

Meeting adjourned at 8:17 PM on Tuesday, November 16, 2021

_____, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

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**SPECIAL MEETING
SGMA GSP WORKSHOP
MINUTES**

Meeting Location:
Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Teleconference:
Dial-in #: 978-990-5321
Access Code: 117188

Meeting Date:
Tuesday, November 18, 2021 – 4:00 PM

CALL TO ORDER,
PLEDGE OF ALLEGIANCE,
ROLL CALL

Director Martin Sanderson - Absent
Director Diana Morris - Present
Director Terry Tincher - Present
Director Sarah Wargo - Present
Director Robert Lynk - Present

Calvin Louie, General Manager - Present
Evelyn Aguilar, Board Secretary - Present

WORKSHOP

1. **Discussion: Sustainable Groundwater Management Act – Groundwater Sustainability Plan Workshop (presented by Provost & Pritchard Consulting Group)**
 - Terry Erlewine of Provost & Pritchard gave a presentation on the Groundwater Sustainability Plan.

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CLOSED SESSION at 5:40 pm.

Discussion/Action: CONFERENCE WITH LEGAL COUNSEL- Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) - (1 case)

OPEN SESSION at 5:49 pm

Discussion/Action: Public report of Action Taken In Closed Session

- There were no reportable actions taken.

ADJOURNMENT

Motion to adjourn at 5:49 pm made by Director Morris and 2nd by Director Tincher.

Director Sanderson - Absent
Director Morris - Aye
Director Tincher - Aye
Director Wargo - Aye
Director Lynk - Aye

Meeting adjourned at 5:49 pm on Tuesday, November 18, 2021

_____, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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Cabazon Water District
Balance Sheet
 As of November 30, 2021

		<u>Nov 30, 21</u>	
1 ASSETS			
2	Current Assets		
3	Checking/Savings	\$ 225,010	225,010 Chase
4	Accounts Receivable	241,714	823,700 LAIF
5	LAIF	823,700	\$ 1,048,710 Cash & LAIF
6	Bank of NY Trustee Accounts	60,927	
7	Prepaid Expenses	15,860	
8	Inventory	110,471	
9	Total Current Assets	<u>1,491,164</u>	
10	Fixed Assets		
11	Total Fixed Assets	13,890,449	
12	Accumulated Depreciation	(6,316,059)	
13	Net Fixed Assets	<u>7,574,390</u>	
14	TOTAL ASSETS	<u>\$ 9,065,554</u>	
15	LIABILITIES & EQUITY		
16	Liabilities		
17	Current Liabilities		
18	Accounts Payable	\$ 21,535	
19	Other Current Liabilities		
20	Customer Deposits	11,986	
21	DWR-HS Payable - Current	41,959	
22	Current Portion Zion's Bank Loan	84,949	
23	Accrued Expenses	28,557	
24	Total Current Liabilities	<u>225,103</u>	
25	Long Term Liabilities		
26	DWR-H Loan Payable (2026)	196,228	
27	Zion's Bank Long Term (2023)	87,077	
28	RCEDA Loan Payable	300,000	
29	Total Long Term Liabilities	<u>583,305</u>	
30	Total Liabilities	808,408	
31	Total Equity	8,257,146	
32	TOTAL LIABILITIES & EQUITY	<u>\$ 9,065,554</u>	

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



Cabazon Water District Profit & Loss

For the Period Ending November 30, 2021

	Nov-21	Current YTD	FY 21/22 Budget	YTD (42%)
1 REVENUES				
2 OPERATING INCOME				
3 Base Rate - Water Bills	\$ 43,906	\$ 220,490	\$ 522,400	42%
4 Commodity Sales	65,961	410,496	800,900	51%
5 DHPO Contract	15,481	81,995	180,800	45%
6 DHPO Capacity Credit	(1,750)	(8,750)	(21,000)	42%
7 Fire Sales - Water Bills	735	3,199	5,600	57%
8 Fire Flow Income	285	1,425	-	0%
9 Penalty Fees - Water Bills	0	849	-	0%
10 New Account Fees - Water Bills	160	730	2,400	30%
11 Incident Fees	-	250	-	0%
12 Returned Check Fees	-	120	200	60%
13 Basic Facilities Fee	-	40,796	10,000	408%
14 Stand By Fees - Tax Revenue	-	4,426	126,800	3%
15 TOTAL OPERATING INCOME	124,778	756,026	1,628,100	46%
16 NON-OPERATING INCOME				
17 Property Taxes	531	1,102	74,000	1%
18 Cell Tower Lease Income	2,172	10,858	26,100	42%
Miscellaneous Non-Operating Income	-	7,522	-	0%
20 Interest Income	-	503	2,200	23%
21 Grant Revenue	-	46,864	-	0%
22 TOTAL NON-OPERATING INCOME	2,703	66,849	102,300	65%
23 TOTAL REVENUES	127,480	822,876	1,730,400	48%
24 EXPENSES				
25 PAYROLL & BENEFITS				
26 Directors Fees	1,000	5,200	15,000	35%
27 Management & Customer Service				
28 Customer Accounts	5,647	24,649	55,900	44%
29 Business Admin Assistant	2,804	15,198	36,200	42%
30 General Manager	7,068	44,484	97,800	45%
31 Total Management & Customer Service	15,519	84,331	189,900	44%
32 Field Workers	12,512	54,337	161,400	34%
33 Employee Benefits Expense				
34 Workers Compensation	1,020	5,075	6,200	82%
35 Employee Health Care	5,211	26,874	66,200	41%
36 Pension	4,755	24,657	75,200	33%
37 Total Employee Benefits Expense	10,985	56,605	147,600	38%
38 Payroll Taxes	2,189	11,764	29,000	41%
TOTAL PAYROLL & BENEFITS	\$ 42,206	\$ 212,237	\$ 542,900	39%

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



Cabazon Water District
Profit & Loss
 For the Period Ending November 30, 2021

	Nov-21	Current YTD	FY 21/22 Budget	YTD (42%)
40 OPERATIONAL EXPENSES				
41 Facilities, Wells, T&D				
42 Lab Fees	\$ 136	\$ 3,654	\$ 9,100	40%
43 Meters	-	1,650	4,900	34%
44 Utilities - Wells	9,441	46,359	103,300	45%
45 Line R&M Materials	9,406	19,165	52,000	37%
46 Well Maintenance	266	19,125	38,600	50%
47 Security	1,481	9,361	25,300	37%
48 Engineering Services	-	47,384	113,000	42%
49 Facilities, Wells, T&D - Other	84	5,024	11,500	44%
50 Total Facilities, Wells, T&D	20,813	151,722	357,700	42%
51 Utilities - Office				
52 Electricity	1,088	7,421	15,000	49%
53 Gas	57	149	1,100	14%
54 Telephone	859	5,263	10,400	51%
55 Trash Pickup & Office Cleaning	378	1,890	4,700	40%
56 Total Utilities - Office	2,382	14,723	31,200	47%
57 Office Expenses				
Water Billing System	196	978	2,100	47%
59 Supplies & Equipment	718	2,042	10,300	20%
60 Copier Lease & Printing Supplies	370	2,302	5,000	46%
61 Dues & Subscriptions	95	477	2,500	19%
62 Postage	86	3,311	8,300	40%
63 Printing & Publications	-	292	6,400	5%
64 Computer Services	2,946	15,505	42,100	37%
65 Office Storage	500	2,500	6,300	40%
66 Air Conditioning Servicing	431	2,155	5,100	42%
67 CA Water Systems Alliance	250	250	3,000	8%
68 Office Expenses - Other	155	1,090	2,100	52%
69 Total Office Expenses	5,747	30,901	93,200	33%
70 Support Services				
71 Temporary Labor	-	534	-	0%
72 Financial Audit	2,912	13,165	23,500	56%
73 Accounting	3,930	14,029	40,000	35%
74 Legal Services	8,354	22,504	71,000	32%
75 Bank/Payroll Service	376	2,058	5,500	37%
76 Website Support	-	-	500	0%
77 General Liability Insurance	2,396	11,979	26,100	46%
78 Total Support Services	\$ 17,967	\$ 64,268	\$ 166,600	39%

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Cabazon Water District Profit & Loss

For the Period Ending November 30, 2021

		Nov-21	Current YTD	FY 21/22 Budget	YTD (42%)
79	Training/Travel	\$ 608	\$ 2,857	\$ 10,500	27%
80	Other Fees/SWRCB	-	4,521	8,900	51%
81	Service Tools & Equipment				
82	Shop Supplies and Small Tools	-	352	11,900	3%
83	Vehicle Fuel	1,206	5,134	16,600	31%
84	Employee Uniforms	-	-	2,000	0%
85	Safety	-	-	1,900	0%
86	Tractor Expenses	-	3,227	3,700	87%
87	Equipment Rental	1,969	3,693	6,900	54%
88	Service Trucks - R&M	-	7,439	14,500	51%
89	Water Ops Phone & Internet	301	1,504	4,800	31%
90	Total Service Tools & Equipment	3,476	21,349	62,300	34%
91	NON-OPERATING EXPENSES				
92	Grant & Loan Processing Fee	-	1,325	1,400	95%
93	DWR Interest Expense	-	3,529	6,700	53%
94	DHPO Interest Expense	-	2,136	3,800	56%
95	Bad Debt Expense	-	-	1,200	0%
96	Miscellaneous	-	750	3,300	23%
	TOTAL NON-OPERATING EXPENSES	-	7,739	16,400	47%
98	TOTAL EXPENSES	93,199	510,318	1,289,700	40%
99	TOTAL INCOME BEFORE CAPITAL & GSA	34,281	312,557	440,700	71%
100	CAPITAL PROJECTS				
101	Main Street Improvements (Icehouse Imp.)	(6,967)	(6,967)	(50,000)	14%
102	Meter Replacements & Other Capital	-	-	(20,000)	0%
103	Well & Tank Repairs	(25,222)	(92,828)	(270,000)	34%
104	Fire Hydrants	-	-	(72,500)	0%
105	TOTAL CAPITAL PROJECTS	(32,189)	(99,795)	(412,500)	24%
106	DEBT - PRINCIPAL				
107	Debt Service Principal - DWR	-	(20,817)	(42,000)	50%
108	Debt Service Principal - DHPO (Zion)	-	(42,474)	(84,900)	50%
109	TOTAL DEBT - PRINCIPAL	-	(63,291)	(126,900)	50%
110	SGMA / GSA	-	(13,042)	(35,000)	37%
111	NET INCOME / (LOSS)	\$ 2,092	\$ 136,429	\$ (133,700)	

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



MEMORANDUM

DATE: December 9, 2021
TO: Board of Directors
FROM: C. Louie – General Manager
SUBJ: RE: Manager's Report
cc: Aguilar

The General Manager (GM) was out of town at the beginning of the PSPS over the Holiday weekend, but stayed in constant communications by cellphone, text messages, and email coordinating its resolution and directing corrective actions.

1. 11/25/21 – Thursday – Southern California Edison (SCE) – Public Safety Power Shut-off (PSPS)

An actual PSPS Event occurred a few hours prior to Thanksgivings Day (11/25/21) until early Saturday morning (11/27/21). This power outage resulted in a series of failures affecting the daily operations of this water district:

- a. Unable to remotely log onto the SCADA (Supervisory Control and Data Acquisition) to monitor and remotely control pumps and valves.
- b. The certified water operator that was assigned as the Standby On-call Primary (S1) was called and texted to physically respond between 2200 hr. (10 PM) – 2400 hr. (12 midnight) to ensure each production well was activating as pre-programmed.
- c. The certified water operator that was assigned as the Standby On-call Primary (S1) was called and texted to physically respond between 0800 hr. (8 AM) to 1000 hr. (10 AM) to ensure that each production well had replenished each reservoir (water tanks) at a sufficient level to meet the days demand (water use) and had enough surplus for fire protection.
- d. These responses occurred until Monday (11/29/21) at 0630 hr. (6:30 AM).
- e. The certified water operator assigned as the S1 kept in constant contact with the GM, including, but not limited to texting the GM digital photos of the SCADA monitor in the technology closet at the District's HQ. The SCADA communications was not compromised as it communicates by line-in-sight radio signals.

2. 11/29/21 – Monday – Mitel Cloud Phone System

- a. The Business Administrative Assistant (BAA), Ms. Evelyn Aguilar was assigned to oversee the transition from the existing Toshiba telephone system to Mitel Cloud Phone.

- b. The District was informed by Accent Computer Solutions that the Toshiba telephone system would longer be supported by the end of October 2021.
 - c. The PSPS Event was a contributing factor to a very rough start with the new Mitel Cloud phone system.
 - d. Due to the PSPS Event, coupled with miscommunication between the District, Accent, Frontier, and Mitel, the following issues occurred:
 - All existing phone lines were ported and Frontier telephone lines were cancelled.
 - The Frontier telephone lines included the District's internet connection, which was inadvertently cancelled. This caused the failure of remote connectivity.
 - Intrusion and fire alarms did not communicate properly. The ones that had an internet backup also failed since internet service was unintentionally terminated.
 - Ms. Aguilar and Accent worked vigorously to have Frontier restore the internet connection.
 - Not having internet service did adversely affect the following:
 - ✓ No remote connecting to workstations.
 - ✓ No telephone service
 - ✓ No electronic communications with other government agencies, the community, emails, daily operational programs such a water billings, and other administrative tasks.
 - ✓ No remote access to SCADA
 - ✓ No backup to various burglary and fire alarms, which means District facilities went unprotected.
 - e. Other daily communications operational issues have arisen and we are working to resolve them.
3. **12/09/21 – Thursday - Community Water System Alliance (CWSA)** met at this water district's Board/Multi-purpose room. Lunch was arranged by Cabazon Water District and funded by CWSA.

Some of the issues discussed were:

- a. Illegal cannabis issues
- b. Ground water treatment
- c. Improve funding access
- d. Low income water rate assistance
- e. Water operator training
- f. Chromium 6
- g. Other chemical contamination – MCL
- h. Wildlife refuse
- i. Water reuse
- j. Drought restrictions
- k. Residential use standards

4. **12/08/21 – Wednesday** - The water district's field crew tackled potential leaks on Bonita Ave. 200 feet east of Broadway Street.



Left photo depicts the first leak & right photo shows the second leak.

The field crew after repairing the first leak noted that there was another potential ruptured water pipeline. It was later discovered the next upstream coupler had fish eyed and water was discharging.

New Business

1. Discussion/Action Item:

[TAB 1]

Reorganization of the CWD Board of Directors
(Board Chair, Vice Chair, Ad Hoc Committees, etc.)
(by the Board)



Cabazon Water District

14816 Broadway Street • P.O. Box 297
Cabazon, California 92230

Reorganization of the Board of Directors

1. The Secretary of the Board shall call the meeting to order.
2. The Secretary of the Board shall lead to the Pledge of Allegiance.
3. The Secretary of the Board shall lead to the “Remembrance of the Men and Women serving in Our Country’s Military and Public Safety.”
4. The Secretary of the Board shall take a Roll Call.
5. The Secretary of the Board shall introduce newly sworn in elected and re-elected Board members.
6. The Secretary of the Board shall introduce Board positions to be elected and appointed by Board members.
 - a. Board Chair
 - b. Board Vice Chair
 - c. Finance and Audit Committee (Ad hoc)
 - Requires two (2) Board members to meet twice per month.
 - Review all District payables.
 - Dual signatures on all District checks issued.
 - Meet with the Business Admin. Assistant and Financial Advisor in reviewing the proposed fiscal year budgets to report to the Board
 - Meet with the General Manager, Business Admin. Assistant, and other experts or consultants regarding the cost purpose of special projects and Capital Improvement Projects (CIP) to report to the Board.
 - Other major financial issues to report to the Board.

d. Personnel Committee (Ad hoc)

- Requires two (2) Board members
- Meet with the General Manager annually (on or before June 1st of each year) to render a recommendation on the General Manager's annual performance evaluation.
- Meet with the General Manager, Business Admin. Assistant, legal counsel, other labor experts or consultants regarding any District employee(s) petitioning the Board to appeal a disciplinary action.
- Meet with the District's legal counsel on all disciplinary issues involving the General Manager or Board Secretary.

e. Community Water System Alliance Committee (CWSA - Ad hoc)

- Requires two (2) Board members.
- Requires at least one (1) member of the CWSA - Ad hoc committee to commit to attend CWSA meetings, special events, and trips approved by the Board.
- Any Board members may attend meetings, special events, and trips. It is recommended that no more than two (2) Board members to participate on trips to represent the District, the community of Cabazon, and the CWSA.
- The General Manager or Business Admin. Assistant may attend meetings, special events, and trips with Board members approved by the Board.
- Board members participating in these meetings, special events, and trips shall report and distribute information to the Board at the next regular Board meeting.

f. San Gorgonio Pass Regional Water Alliance Committee (SGPRWA - Ad hoc)

- Requires two (2) Board members.
- Requires at least one (1) member of the SGPRWA - Ad hoc committee to commit to attend SGPRWA monthly meetings and special events.
- Any Board members may attend meetings, special events, and trips. It is recommended that no more than two (2) Board members to participate on trips to represent the District, the community of Cabazon, and the SGPRWA.
- The General Manager or Business Admin. Assistant may attend meetings, special events, and trips with Board members approved by the Board.
- Board members participating in these meetings, special events, and trips shall report and distribute information to the Board at the next regular Board meeting.

g. Special Projects Committee (Ad hoc)

- Requires two (2) Board members.
- Both Board members shall meet with the General Manager, Business Admin. Assistant, general counsel, other experts or consultants regarding Special projects and Southern California Edison – Public Safety Power Shut-off (SCE PSPS) matters.
- Both Board members will provide input during regular Board meeting discussions regarding Special projects, SCE PSPS issues, and proposed procedures.

7. The Secretary of the Board shall guide Board members in discussion and nominations of a Board Chair. Once a Board Chair has been elected by Board members, the Board Secretary shall relinquish the gavel to the Board Chair to run the Board meeting with additional elections and appointments.

New Business

2. Discussion/Action Item: [TAB 2]

Resolution 05-2021 – Regarding the Groundwater
Sustainability Plan
(by the Board)

RESOLUTION 05-2021

**A RESOLUTION OF THE
BOARD OF DIRECTORS OF THE CABAZON WATER DISTRICT
RECOMMENDING ADOPTION OF THE GROUNDWATER SUSTAINABILITY PLAN
FOR THE SAN GORGONIO PASS SUBBASIN**

WHEREAS, the California Legislature passed a statewide framework for sustainable groundwater management, known as the Sustainable Groundwater Management Act (California Water Code Section 10720 *et seq.*), pursuant to Senate Bill 1168, Senate Bill 1319, and Assembly Bill 1739, which was approved by the Governor and Chaptered by the Secretary of State on September 16, 2014; and

WHEREAS, the Sustainable Groundwater Management Act (SGMA) went into effect on January 1, 2015; and

WHEREAS, SGMA requires all high and medium-priority basins, as designated by the California Department of Water Resources (DWR) Bulletin 118 to be managed by one or more Groundwater Sustainability Agencies (GSA's); and

WHEREAS, the San Gorgonio Pass Subbasin has been designated by DWR as a medium-priority basin (Bulletin 118 Groundwater Basin: 7-021.04); and

WHEREAS, the San Gorgonio Pass Water Agency (Agency), the City of Banning, Cabazon Water District, and the Banning Heights Mutual Water Company (participating by Memorandum of Agreement) formed the San Gorgonio Pass GSA and chose, on March 28, 2017, to become the San Gorgonio Pass Groundwater Sustainability Agency, along with two other GSA's: the Verbenia GSA and the Desert Water Agency GSA; and

WHEREAS, the Cabazon Water District has appointed _____ (Representative) to serve as the Cabazon Water District representative to the San Gorgonio Pass GSA ; and

WHEREAS, SGMA requires, pursuant to Water Code Sections 10720.7 and 10727, that a Groundwater Sustainability Plan (GSP) or multiple GSP's be developed and implemented by January 31, 2022 for each medium-priority basin; and

WHEREAS, the San Gorgonio Pass GSA, in concert with the Verbenia GSA and the Desert Water Agency GSA, has prepared a GSP for the San Gorgonio Pass Subbasin in accordance with Water Code Section 10727.2, as required by SGMA; and

WHEREAS, the Cabazon Water District Board of Directors has had the opportunity to review the most current version of the GSP; and

WHEREAS, the San Gorgonio Pass GSA, the Verbenia GSA, and the Desert Water Agency GSA gave notice on September 17, 2021, pursuant to Water Code Section 10728.4, to the County of Riverside and the City of Banning regarding its intent to adopt a GSP;

WHEREAS, the Cabazon Water District Board of Directors desires to authorize its Representative to vote to formally approve the final GSP as part of an upcoming meeting of the GSA expected to take place on or about January 12, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cabazon Water District as follows:

1. The forgoing is true and correct and incorporated herein by this reference.
2. The Cabazon Water District does hereby recommend approval and adoption of the Final Groundwater Sustainability Plan for the San Gorgonio Pass Subbasin, as presented or with minor, non-substantive revisions to the GSP approved by its Representative between today's date and the date the GSP is submitted to DWR.
3. The Cabazon Water District does hereby authorize its Representative to vote to formally approve the Final San Gorgonio Pass Subbasin GSP on behalf of the Cabazon Water District at the upcoming meeting of the GSA expected to take place on or about January 11, 2022.
4. This Resolution shall take effect immediately upon adoption. .

PASSED AND ADOPTED by the Board of Directors of the Cabazon Water District, this 14th day of December, 2021, by the following vote:

AYES

NAYS

ABSENT

ABSTAIN

Board Chair
Cabazon Water District
Board of Directors

Evelyn Aguilar
Board Secretary
Cabazon Water District



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

DATE: December 14, 2021
TO: Cabazon Water District, Board of Directors
PREPARED BY: Provost & Pritchard
SUBJ: RE: Staff Report – San Gorgonio Pass GSP
cc: Board Meeting Packet







The San Gorgonio Pass Subbasin's (SGP Subbasin) respective Groundwater Sustainability Agencies (GSAs) have prepared a single Groundwater Sustainability Plan (GSP) to comply with the Sustainable Groundwater Management Act (SGMA). The GSAs include San Gorgonio Pass GSA, Verbenia GSA, and Desert Water Agency GSA. The following is a summary of the content and layout of the document by chapter.

Chapter 1 - Introduction

On September 16, 2014, Governor Jerry Brown signed into law a three-bill legislative package, collectively known as the Sustainable Groundwater Management Act of 2014 (SGMA). This legislation created a statutory framework for groundwater management in California that must be achieved during the planning and implementation horizon from 2022 to 2042 for medium priority basins (such as the San Gorgonio Pass Subbasin) and sustained into the future without causing undesirable results. SGMA requires that the six sustainability indicators (listed right) must be considered.

The sustainability goal will be met by maintaining balance of water demand with available water supply. Implementation of this

GSP is intended to achieve this goal while avoiding significantly or unreasonably impacts to groundwater levels, groundwater storage, water quality, or interconnected surface water.

-  Chronic lowering of groundwater levels indicating a significant and unreasonable depletion of supply
-  Significant and unreasonable reduction of groundwater storage
-  Significant and unreasonable seawater intrusion
-  Significant and unreasonable degraded water quality
-  Significant and unreasonable land subsidence
-  Depletions of Interconnected surface water that have significant and unreasonable adverse impacts on beneficial uses of the surface water

Chapter 2 - Plan Area

The San Gorgonio Pass Subbasin (SGP Subbasin) is located in Southern California between the San Bernardino Mountains to the north and the San Jacinto Mountains to the South,

Coachella Valley to the East, and San Bernardino Valley to the west. The SGP Subbasin encompasses approximately 35,965 acres, which includes open land, urban, commercial, industrial, and municipal uses. There is a small portion of the Subbasin in the northern-canyon regions which are within the United States Forest Service's jurisdiction. Of the Subbasin's approximate 35,965 acres, approximately 13,211 acres are within MBMI jurisdiction.

The subbasin's three GSAs consist of various water agencies and municipalities that participate collaboratively to develop and implement the GSP to maintain sustainability in the SGP Subbasin. The SGP Subbasin includes two areas that are not subjected to SGMA. These include the Beaumont Basin which is adjudicated and the Morongo Band of Mission Indians (MBMI) reservation and trust lands. **Figure 1** depicts the GSAs, adjudicated Beaumont Basin, and tribal lands within the SGP Subbasin.

The agencies and entities within the SGP Subbasin are outlined below:

Federal Lands

- United States Forest Service

Public Water Districts

- Cabazon Water District (CWD)
- Mission Springs Water District (MSWD)
- Desert Water Agency (DWA) – State Water Project Contractor
- San Gorgonio Pass Water Agency (SGPWA) – State Water Project Contractor

Mutual Water Companies (Privately Held Water Stock Companies)

- Banning Heights Mutual Water Company

Municipalities

- City of Banning

Federally Recognized Tribes

- Morongo Band of Mission Indians

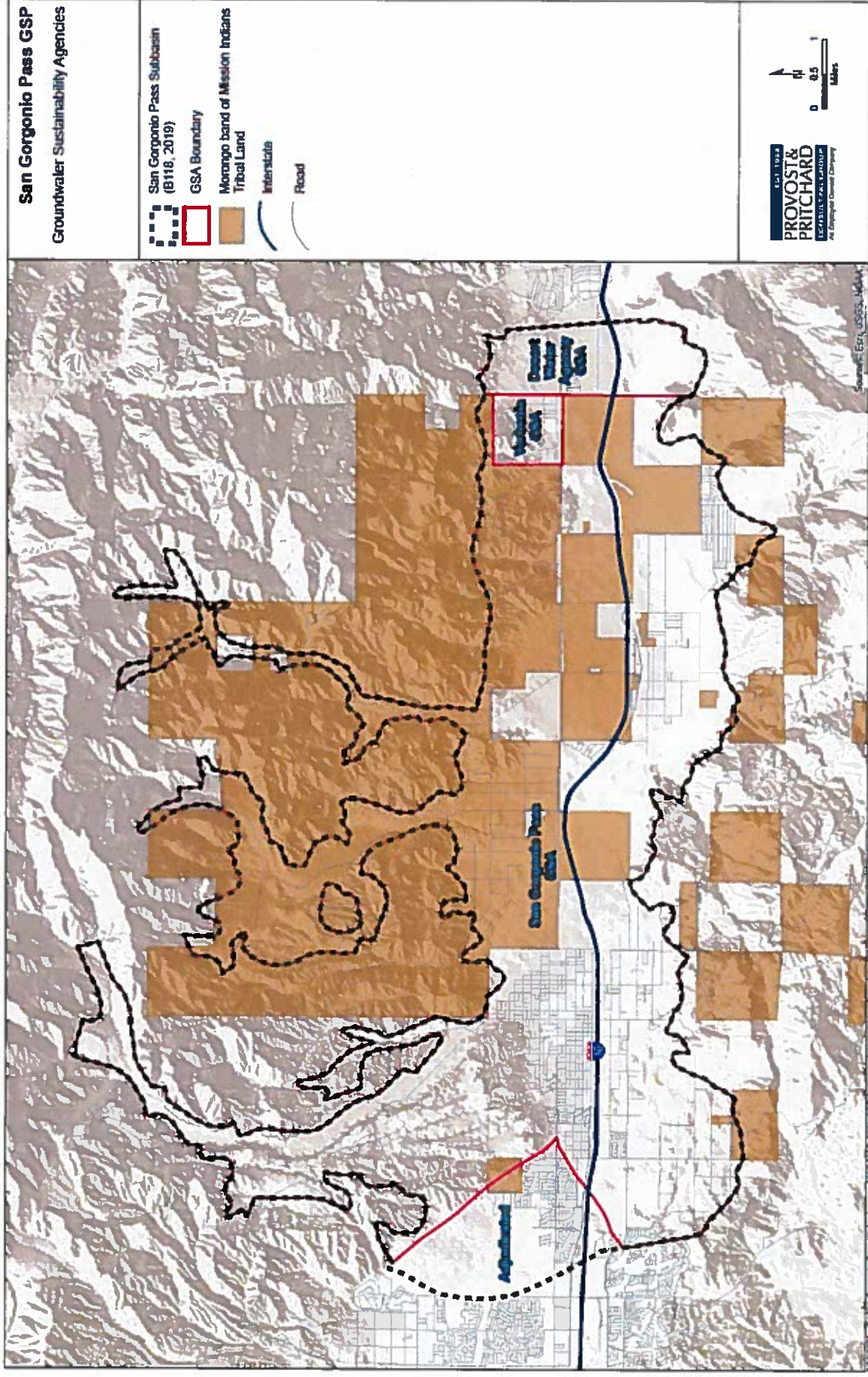


Figure 1 GSAs of the SGP Subbasin

Chapter 3 - Basin Setting

Chapter 3 is organized in three primary sections: hydrogeological conceptual model, groundwater conditions, and water budget.

Hydrogeological Conceptual Model/Groundwater Conditions

The Hydrogeological Conceptual Model (HCM) provides a description, based on readily available information, of the general physical characteristics of the regional hydrology, geology, geologic structure, water quality, principal aquifers, and principal aquitards in the basin setting

Groundwater Conditions

The Groundwater Conditions section provides a historic, average, and current description of subsurface hydrology, water quality, and subsidence. The HCM and the Groundwater Conditions lay the foundation for development of water budgets, monitoring networks, and identification of data gaps. The SGP Subbasin is divided into Storage Units generally defined by faults. The storage units include the adjudicated Beaumont, and Banning, Banning Bench, Banning Canyon and the Cabazon which includes Potrero and Millard Canyons. Groundwater conditions vary considerably within the storage units.

Water Budgets

A water budget is an account of all the water that flows into and out of a specified area and describes the various components of the hydrologic cycle. A water budget includes all the water supplies, demands, modes of groundwater recharge, and non-recoverable losses, making it possible to identify how much water is stored in a system and changes in groundwater storage during a given period.

Water budgets were prepared for a historical period (1998-2019), current period (2019), and future periods (2022-2072). The historical water budget covers a hydrologic period based on SGP Subbasin's multi-decade trends; however, the recent historic trends are drier than long-term historic conditions. The future water budgets are based on numerous assumptions related to climate change, population growth, water use, and in one scenario, future project implementation.

Because of the very dry conditions during the historical period, the groundwater storage decline in this period is not representative of average water supply conditions and does not by itself indicate that overdraft conditions are occurring.

Chapter 4 - Sustainable Management Criteria

SGMA defines sustainable groundwater management as the management and use of groundwater in a manner that can be maintained during the planning and implementation horizon without causing undesirable results. The avoidance of undesirable results is important to the success of the GSP. Several requirements from GSP regulations have been grouped together under the heading of Sustainable Management Criteria, including a Sustainability Goal, Undesirable Results, Interim Milestones, Operational Flexibility, Minimum Thresholds, and Measurable Objectives for the various sustainability indicators listed on Page 1. Development of these Sustainable Management Criteria is dependent on basin information developed and presented in HCM, groundwater conditions, and the water budget.

The three GSAs have been coordinating for several years on how to maintain sustainability and have assigned quantitative and qualitative sustainable management criteria in alignment with historic conditions and projected conditions, without the influence of project benefits.

Chapter 5 - Monitoring Network

This chapter describes previously existing monitoring programs and resources and the representative monitoring network, defined by the GSAs that will collect sufficient data to determine short-term, seasonal, and long-term trends in groundwater conditions.

The GSAs within the SGP Subbasin have established two representative monitoring networks:

Representative Groundwater Levels Monitoring Network: This network serves to monitor conditions related to groundwater levels, groundwater storage, and interconnected surface water in the Subbasin's Banning Canyon.

Representative Groundwater Quality Monitoring Network: This network facilitates analysis of groundwater quality related to the identified constituents of focus, TDS and nitrates.

The data from this representative monitoring network will be reported to DWR and used to support the implementation of the GSP, evaluate the effectiveness of the GSP, monitor for compliance with sustainable management criteria, and aid in decision-making by the GSA and local water agencies.

Chapter 6 - Projects and Management Actions

Projects and management actions may be implemented to avoid undesirable results and maintain groundwater sustainability in the SGP Subbasin. The possibility of project implementation is contingent on funding support and management actions will be explored as needed.

Six projects have been identified that would improve groundwater conditions in the SGP Subbasin. Phases indicated in the project title correspond with their respective phase in the project development lifetime.

- Project #1: Municipal Water Conservation (Phase 1)
- Project #2: Stormwater Capture (Phase 2)
- Project #3: Additional Imported Water Spreading at Noble Creek Spreading Basins (Phase 2)
- Project #4: New Pipeline with Additional Imported Water Spreading in the Cabazon Storage Unit (Phase 2)
- Project #5: New Pipeline with Additional Imported Water Spreading in the Banning Storage Unit (Phase 2)
- Project #6: New Imported Colorado River Aqueduct Spreading in the Cabazon Storage Unit (Phase 2)

Several management actions have been identified for the SGP Subbasin that may support GSP implementation efforts. The identified management actions include the following:

- Management Action #1: Implement Action Plan if Groundwater Levels Fall Below Minimum Thresholds
- Management Action #2: Well Head Requirements
- Management Action #3: Investigate Issues Promptly Regarding Water Quality and Unexpected Water Pumping
- Management Action #4: Impose SGMA or Other Available Fees on Pumpers to Encourage Reduced Pumping and Conservation
- Management Action #5: Groundwater Pumping Allocation
- Management Action #6: Groundwater Basin Adjudication

Chapter 7 - Plan Implementation

The adoption of the GSP will be the official start of the Plan Implementation. The GSAs will continue their efforts to secure necessary funding to successfully monitor and manage groundwater resources within the SGP Subbasin in a sustainable manner. While the GSP is being reviewed by DWR, the GSA will coordinate with various stakeholders and beneficial users to begin implementing the GSP and identify ways to improve the future GSP Updates.

Costs to implement, report annually, monitor, and update the GSP were estimated conservatively. Funding for projects and management actions will be through assessments and grant funds when available. Most of the projects are conceptual. As projects are developed during the implementation period, costs will be refined. The schedules and estimates presented in the GSP are initial estimates and will likely change as the plan is implemented and periodically evaluated.

Successful implementation of this GSP over the planning and implementation horizon (2022-2042) will require ongoing efforts to engage stakeholders and the general public in the sustainability process, communicating the statutory requirement, the objectives of the GSP, and progress in maintaining the sustainability goal. The GSAs will report the result of sustainable management criteria analysis through results of representative monitoring including annual groundwater levels, extraction volume, surface water use, total water use, groundwater storage change, and progress of GSP implementation to the public and DWR on an annual basis. The GSAs have developed a Data Management System to help store and evaluate groundwater related data. In addition, the GSAs will continue to update information and have the opportunity to amend the GSP at least every five years. The update will include the results of the Subbasin operations and progress in achieving sustainability including current groundwater conditions, status of projects or management actions, evaluation of undesirable results relating to measurable objectives and minimum thresholds, changes in monitoring networks, summary of enforcement or legal actions, and agency coordination efforts to the public and DWR.

Old Business

1. Discussion/Action Item:

[TAB 3]

Staff Report: Bridge Loan – Isolation Valve Project
(by GM Louie)



MEMORANDUM

DATE: December 9, 2021
TO: Board of Directors
FROM: C. Louie
SUBJ: RE: Bridge Loan
cc: Aguilar

SUMMARY

After numerous discussions with Art Vela, PE, City of Banning, Lance Eckhart, PG, CHg, GM, San Geronio Pass Water Agency (SGPWA), Charles Krieger, PE, Krieger & Stewart, Travis Romeyn, PE, Krieger & Stewart, Steve Anderson, Esq., Best, Best, and Krieger, Evelyn Aguilar, Business Administrative Assistant, Cabazon Water District, and myself, the following plan of action was formulated for a Bridge Loan from the SGPWA.

BACKGROUND

The Cabazon Water District (the "District") received a \$1.3 million dollar grant to fund a *shovel-ready* project. This project is for an Isolation Valve Improvement for the community of Cabazon.

The District is not in the financial position to adhere to the terms of this grant requiring quarterly payments to the contractor, then submitting the expense to the State for review, approval, and reimbursement to the District.

Mr. Vela stated the City of Banning (Banning) is willing to submit monthly expenditures to the State. Banning is the Lead agency in this particular grant funding.

However, it was determined submitting monthly receipts to the State could open up some *unwanted* issues.

Mr. Louie, the District's General Manager commented that the District's accountant rendered the financial opinion that it would be a tremendous financial disaster if this project was to fail due to cash flow issues resulting in not moving forward with the project(s) and returning the grant funding back to the state.

Mr. Vela input was it may adversely affect the region if the funds were returned back to the funding accounts to be redistributed.

Mr. Eckhart suggested a no-interest bridge loan might be a possibility with a rotating balance to assist the District (Cabazon) and offered to bring this concept to his **Board** for consideration. Eckhart made the spontaneous statement that Cabazon residences have been part of the SGPWA for the past 60 years and was not looking at making any money while assisting a stakeholder in holding onto hard-won grant funds.

On 12/09/21, this water district's GM received an email from Mr. Eckhart wrote *We have been working on this and I still believe we are on track but I do have a couple of hoops to jump through.*

MANAGEMENT'S COMMENTS

First, I would like to praise everyone's efforts for their hard work in forging out a solution. It is also in my opinion, that Mr. Eckhart and the SGPWA Board of Directors are exemplary in their mission.

We should look forward to Mr. Eckhart's final report.

Old Business

2. Discussion Item:

[TAB 4]

Reaffirmation of Resolution 04-2021: Allowing virtual
meetings under AB 361

(by the Board)



MEMORANDUM

DATE: November 24, 2021
TO: Board of Directors
FROM: Evelyn Aguilar, BAA (prepared by: Ward Simmons, BBK)
SUBJ: RE: AB 361 - allowance of virtual meetings – Reaffirm Resolution 04-2021
cc: Board Meeting Packet

AB 361

AB 361 amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology as long as there is a “proclaimed state of emergency.” To accommodate individuals during these teleconferences and virtual meetings, a public comment period is offered where the public can address the legislative body directly in real time. Additionally, public comments are allowed up until the public comment period is closed at the meetings. The agenda includes information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public’s access being disrupted, the legislative body does not take any votes or other official action until the technical disruption is corrected and public access is restored.

This legislative body previously adopted a resolution to authorize this legislative body to conduct remote “telephonic” meetings pursuant to AB 361. Government Code 54953(e)(3) authorizes this legislative body to continue to conduct these remote “telephonic” meetings under AB 361 provided that it has timely made the findings specified therein. Findings must include: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing. In light of AB 361 and in order to promote social distancing and avoid an imminent safety risk to attendees, teleconferencing and virtual meetings may continue to take place until further notice.

Resolution 04-2021, which was approved by the Board on November 16, 2021, can be reaffirmed (per section 4 of the Resolution – See attached) during the consent calendar items. However, it must be clear which motion is being made. This item is separate from the consent calendar items for this meeting, in case any discussion is needed.

Suggested Motion:

“Approval that the Cabazon Water District Board of Directors declares it will be conducting teleconferencing and virtual meetings pursuant to AB 361 due to the continuing statewide COVID-19 State of Emergency and that state or local officials continue to impose or recommend measures to promote social distancing.”

RESOLUTION NO. 04-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CABAZON WATER DISTRICT AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS PURSUANT TO AB 361

WHEREAS, the Cabazon Water District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the District's meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor's executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

WHEREAS, the Governor's executive order related to the suspension of certain provisions of the Brown Act expires on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19, state or local officials are recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE CABAZON WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19; and (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors, including Committee meetings, under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect upon adoption and shall be effective for 30 days unless earlier extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED AND ADOPTED by the Board of Directors of the Cabazon Water District this 16th day of November 2021, by the following vote:

AYES: DIRECTOR SANDERSON, DIRECTOR MORRIS, DIRECTOR TINCHER, DIRECTOR WARGO, DIRECTOR LYNK
NOES: NONE.
ABSENT: NONE.
ABSTAIN: NONE.

BY: Sarah Wargo
Sarah Wargo
Vice Board Chair
Cabazon Water District
Board of Directors

ATTEST: Evelyn Aguilar
Evelyn Aguilar
Board Secretary
Cabazon Water District



New Business

3. Discussion/Action Item:

[TAB 5]

Staff Report: Cost of tablets vs. paper to view Board
packets

(by BAA Aguilar)



MEMORANDUM

DATE: December 14, 2021
TO: Board of Directors
FROM: Evelyn Aguilar, BAA
SUBJ: RE: Staff Report – Paper vs. Paperless Board Packets
cc: Board Meeting Packet

SUMMARY

During the Board meeting on November 16, 2021, Director Lynk inquired about the cost of printing hard copies of Board packets, and asked if it might be cheaper to purchase tablets for viewing the monthly Board packets.

REPORT TO THE BOARD

Hard copies (paper):

Attached is the most recent invoice from Image Source. The District is charged \$0.0087 per black and white print. Besides the costs per print, the District also pays a monthly fee of \$51.87 for MITS Analyst Support and a Supply Fulfillment Fee. These fees prevent the District from being charged additional costs each time a supply order or a service order is placed.

Staples charges \$39.49 per 5000 count box of paper. This equates to \$0.0079 per sheet of paper.

Also attached is a spreadsheet showing the cost of printing the Board packets. This spreadsheet includes the meetings from the past 5 years (January, 2021 – current). The cost never exceeds \$65 for the entire year. The costs from Image Source and Staples were used to calculate this spreadsheet.

I did not include the Support and Supply fees to the spreadsheet, because regardless of the type of Board packets, we would still be paying this fee due to the other extensive printing that is done at the District Office.

Tablets (paperless):

Per GM Louie's instruction, I inquired with Accent (IT) on the cost of 6 iPads (one for each of the Directors, and one for the GM. As the Board Secretary, I would still need a paper Board packet to scan to the computer, so an additional iPad wouldn't be necessary for me).

Accent responded with the attached quote, which came out to \$3,409.94, although this quote expires on 12/13/2021. An additional tool that GM Louie told me to inquire about is the Apple Pencil, which can be used for taking notes and other markup actions. The cost for 6 of these Pencils comes out to an additional \$594.00, bringing the total to \$4003.94.

The quote includes the cost for the iPads and the setup fees. Each iPad is \$349.99, and the setup fee is \$350 per workstation. However, according to the Agreement with Accent, the District receives a credit for 2 workstation setup fees per month, so an option would be to set up 2 iPads each month for the course of 3 months to avoid paying any setup fees.

CONCLUSION

The total cost for printing the Board packets for the past 5 years totals less than \$250.00. Although it is the Board's decision, in my opinion the District will save money by remaining to print hard copies of Board packets for the Board of Directors. GM Louie has stated in an email dated 11/28/2021 at 10:45 AM that he shares this opinion. The email is copied below:

Good morning Ms. Aguilar,

Based on the attached spreadsheet and the annual cost, please generate a staff report for the Board per Director Lynk. Also make mention, the General Manager (GM) is recommending that the Board continues to use hard copies for the Board package instead of going paperless.

The GM feels the initial investment in tablets (iPad) and Apple Pens far exceeds the annual cost of printing Board packages.

Please disregard contacting Accent or cancel the request if you had inquired.

Thank you very much,

*Calvin Louie
General Manager*



CONTRACT INVOICE

Invoice Number: 25AR1364472
 Invoice Date: 11/23/2021

Bill To: Cabazon Water District
 14618 Broadway
 CABAZON, CA 92230
 USA

Customer: Cabazon Water District
 14618 Broadway
 CABAZON, CA 92230

Account No	Payment Terms	Payment Policy	Invoice Total	Balance Due	
CW22	Net 30	see below	\$191.97	\$191.97	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CON14395-01		\$187.31		06/23/2020	
Remarks					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract Amount charge for the 10/23/2021 to 11/22/2021 Amount period	\$135.44 **
MITS Analyst Support	\$39.00
Supply Fulfillment Fee	\$12.87
	<hr/>
	\$187.31

**See Amount details below

Detail:

Equipment included under this contract

Xerox/XERWC7845/PT2

Number	Serial Number	Base Adj.	Location
EQ28263	MX4739788	\$0.00	Cabazon Water District 14618 Broadway CABAZON, CA 92230

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Amount
B/W	B/W	471,761	474,671		2,910	0	2,910	\$0.008700	\$25.32
Color	Color	539,419	541,462		2,043	0	2,043	\$0.053900	\$110.12
									\$135.44

Annual Board Packet costs						
Month-Year	Total pages of packet (1-sided)	Amount of pages for 5 Director's packets plus 1 for GM (2-sided)	Print cost for Board packets	Paper cost for Board packets	Total cost	Per Image Source invoice, each B&W copy/print costs \$0.0087. Per Staples, each 5000 ct box of paper costs \$39.49, which equates to \$0.0079
			0.0087 per copy	0.00790 per sheet		
Jan-17	39	120	1.04	0.95	1.99	
Jan-17	4	12	0.10	0.09	0.20	
Feb-17	43	132	1.15	1.04	2.19	
Mar-17	37	114	0.99	0.90	1.89	
Apr-17	90	270	2.35	2.13	4.48	
May-17	19	60	0.52	0.47	1.00	
Jun-17	26	78	0.68	0.62	1.29	
Jul-17	24	72	0.63	0.57	1.20	
Aug-17	80	240	2.09	1.90	3.98	
Aug-17	30	90	0.78	0.71	1.49	
Sep-17	20	60	0.52	0.47	1.00	
Oct-17	53	162	1.41	1.28	2.69	
Nov-17	28	84	0.73	0.66	1.39	
Dec-17	32	96	0.84	0.76	1.59	
2017	525	1590	13.83	12.56		
Annual cost in 2017					26.39	
Jan-18	88	264	2.30	2.09	4.38	
Feb-18	80	240	2.09	1.90	3.98	
Mar-18	32	96	0.84	0.76	1.59	
Apr-18	31	96	0.84	0.76	1.59	
May-18	259	780	6.79	6.16	12.95	
May-18	156	468	4.07	3.70	7.77	
Jun-18	66	198	1.72	1.56	3.29	
Jul-18	3	12	0.10	0.09	0.20	
Jul-18	74	222	1.93	1.75	3.68	
Aug-18	33	102	0.89	0.81	1.69	
Sep-18	77	234	2.04	1.85	3.88	
Oct-18	73	222	1.93	1.75	3.68	
Oct-18	6	18	0.16	0.14	0.30	
Nov-18	57	174	1.51	1.37	2.89	
Dec-18	63	192	1.67	1.52	3.19	
2018	1098	3318	28.87	26.21		
Annual cost in 2018					55.07	
Jan-19	48	144	1.25	1.14	2.39	
Feb-19	53	162	1.41	1.28	2.69	
Mar-19	0	0	-	-	-	
Apr-19	41	126	1.10	1.00	2.09	
May-19	46	138	1.20	1.09	2.29	
Jun-19	59	180	1.57	1.42	2.99	
Jul-19	31	96	0.84	0.76	1.59	
Aug-19	7	24	0.21	0.19	0.40	
Aug-19	83	252	2.19	1.99	4.18	
Sep-19	25	78	0.68	0.62	1.29	
Oct-19	40	120	1.04	0.95	1.99	
Nov-19	97	294	2.56	2.32	4.88	
Dec-19	165	498	4.33	3.93	8.27	
2019	695	2112	18.37	16.68		
Annual cost in 2019					35.05	

Annual Board Packet costs						Per Image Source invoice, each B&W copy/print costs \$0.0087. Per Staples, each 5000 ct box of paper costs \$39.49, which equates to \$0.0079
Month-Year	Total pages of packet (1-sided)	Amount of pages for 5 Director's packets plus 1 for GM (2-sided)	Print cost for Board packets	Paper cost for Board packets	Total cost	
			0.0087 per copy	0.00790 per sheet		
Jan-20	105	318	2.77	2.51	5.28	
Feb-20	47	144	1.25	1.14	2.39	
Mar-20	40	120	1.04	0.95	1.99	
Apr-20	48	144	1.25	1.14	2.39	
May-20	57	174	1.51	1.37	2.89	
Jun-20	66	198	1.72	1.56	3.29	
Jun-20	63	192	1.67	1.52	3.19	
Jul-20	189	570	4.96	4.50	9.46	
Aug-20	41	126	1.10	1.00	2.09	
Aug-20	47	144	1.25	1.14	2.39	
Sep-20	58	174	1.51	1.37	2.89	
Oct-20	174	522	4.54	4.12	8.66	
Nov-20	151	456	3.97	3.60	7.57	
Dec-20	165	498	4.33	3.93	8.27	
2020	1251	3780	32.89	29.85		
Annual cost in 2020					62.74	
Jan-21	202	606	5.27	4.79	10.06	
Feb-21	130	390	3.39	3.08	6.47	
Mar-21	76	228	1.98	1.80	3.78	
Apr-21	28	84	0.73	0.66	1.39	
May-21	122	366	3.18	2.89	6.07	
Jun-21	35	108	0.94	0.85	1.79	
Jul-21	53	162	1.41	1.28	2.69	
Aug-21	46	138	1.20	1.09	2.29	
Aug-21	56	168	1.46	1.33	2.79	
Sep-21	141	426	3.71	3.36	7.07	
Oct-21	65	198	1.72	1.56	3.29	
Nov-21	87	264	2.30	2.09	4.38	
Dec-21		0	-	-	-	
2021	1041	3138	27.30	24.78		
Annual cost in 2021					52.08	
Total cost for paper Board Packets for Directors and GM from 2017-2021					231.34	



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Accent Computer Solutions, Inc.
 8438 Red Oak Street
 Rancho Cucamonga, California 91730
 P: 909-481-4368
 F: 909-481-4376

Quotation

Quote #: 019019
Description: Quote for 6 iPads

Date: Friday, December 03, 2021
Expires: Monday, December 13, 2021

Prepared For:
 Cabazon Water District
 Attn: Calvin Louie
 14618 Broadway
 Cabazon, CA 92230
 clouie@cabazonwater.org

Prepared By:
 Richard Sanchez
 Phone: 909-481-4368
 Email: richards@teamaccent.com

Hardware	Price	Qty	Ext. Price
2021 Apple 10.2-inch iPad (Wi-Fi, 64GB) - Space Gray About this item Gorgeous 10.2-inch Retina display with True Tone A13 Bionic chip with Neural Engine 8MP Wide back camera, 12MP Ultra Wide front camera with Center Stage Up to 256GB storage Stereo speakers Touch ID for secure authentication and Apple Pay 802.11ac Wi-Fi Up to 10 hours of battery life Lightning connector for charging and accessories Works with Apple Pencil (1st generation) and Smart Keyboard	\$329.99	6	\$1,979.94
Apple Pencil - iPad	\$99.00	6*	\$594.00
2021 Apple 12.9-inch iPad Pro (Wi-Fi, 512GB) - Space Gray About this item Apple M1 chip for next-level performance Brilliant 12.9-inch Liquid Retina XDR display with ProMotion, True Tone, and P3 wide color TrueDepth camera system featuring Ultra Wide camera with Center Stage 12MP Wide camera, 10MP Ultra Wide camera, and LiDAR Scanner for immersive AR Stay connected with ultrafast Wi-Fi Go further with all-day battery life Thunderbolt port for connecting to fast external storage, displays, and docks Face ID for secure authentication and Apple Pay Four speaker audio and five studio-quality microphones Support for Apple Pencil (2nd generation), Magic Keyboard, and Smart Keyboard Folio	\$1,399.00	6*	\$8,394.00



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Hardware	Price	Qty	Ext. Price
2021 Apple 12.9-inch iPad Pro (Wi-Fi, 1TB) - Space Gray	\$1,799.00	6*	\$10,794.00
About this item			
Apple M1 chip for next-level performance			
Brilliant 12.9-inch Liquid Retina XDR display with ProMotion, True Tone, and P3 wide color			
TrueDepth camera system featuring Ultra Wide camera with Center Stage			
12MP Wide camera, 10MP Ultra Wide camera, and LiDAR Scanner for immersive AR			
Stay connected with ultrafast Wi-Fi			
Go further with all-day battery life			
Thunderbolt port for connecting to fast external storage, displays, and docks			
Face ID for secure authentication and Apple Pay			
Four speaker audio and five studio-quality microphones			
Support for Apple Pencil (2nd generation), Magic Keyboard, and Smart Keyboard Folio			
Apple Pencil - iPad Pro (2nd generation)	\$129.00	6*	\$774.00
E-Waste Fee	\$5.00	6	\$30.00
Hardware Subtotal			\$2,009.94
*Hardware Optional Amount			\$20,556.00

Services	Price	Qty	Ext. Price
New Workstation Rollout (New workstation pre-configuration and delivery may take up to 14 business days from the date of purchase)	\$300.00	6	\$1,800.00
New Workstation Rollout Credit ((\$300.00)	2	(\$600.00)
New Workstation Rollout (New workstation pre-configuration and delivery may take up to 14 business days from the date of purchase)	\$50.00	4	\$200.00
Services Subtotal			\$1,400.00

Quote Summary	Amount
Hardware	\$2,009.94
Services	\$1,400.00
Subtotal	\$3,409.94
Shipping	\$15.00
Tax	\$168.95
Total	\$3,593.89
Deposit	\$1,796.94



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*Optional Expenses		Amount
Hardware		\$20,556.00
	Optional Subtotal	\$20,556.00

Effective January 1, 2020, the Covered Electronic Waste Recycling (eWaste) Fee will increase for all covered electronic devices (CEDs). The change is the result of an increase in fee rates approved by the Director of the California Department of Resources Recycling and Recovery (CalRecycle) on January 1, 2020 Forward. The new eWaste Fee rates are as follows:

More than 4 inches, less than 15 inches: \$4.00

15 inches or more, less than 35 inches: \$5.00

35 inches or more: \$6.00

This quote does not include installation or configuration services. Services performed will be billed at your normal hourly rate. Prices listed are for hardware and/or software only. On-site services provided under service agreement. It is the policy of Accent Computer Solutions, Inc. to collect a 50% deposit on software and 50% on services for all projects before the orders with the respective manufacturers are placed. The balance of the order is due upon receipt of the equipment at Accent Computers. Should the customer decide not to take delivery of the equipment, a restocking fee assessed by the respective manufacturer will be charged. In some cases, equipment received on behalf of the customer may not be returned due to the custom nature of the order. In these cases, the deposit may not be returned.

Venue Statement

All Parties agree that in any litigation arising out of this Agreement, the correct venue shall be the Rancho Cucamonga District of the Superior Court for the County of San Bernardino, which County shall have jurisdiction over the subject matter of this Agreement.