



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

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, January 21, 2025 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Director Melissa Carlin – Present
Board Vice Chair Terry Tincher – Present
Michael Pollack, 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
 - Capital Detail

Main Reports:

- Balance Sheet – depicts what the District owns and what the District owes.
- Profit & Loss Budget Performance – shows how the District is performing against the budget, and the condition of the District fiscal year to date.
- Capital Detail – shows activity pertaining to Capital Projects.

Balance Sheet:

The District's combined Cash with Chase Bank, Local Agency Investment Fund (LAIF), and California Cooperative Liquid Assets Securities System (CLASS) balance was \$2,280,782 at month end. The District's total liabilities were approximately \$777,619 at month end.

Profit and Loss: - Year to date (YTD) is 50% of the year.

- 7. Basic Facilities Fee: These are fees charged for new service connections, meter installations, and upgrades. These revenues are budgeted conservatively due to their unpredictable nature. YTD is trending over budget at 94% due to multiple service installations.
- 8. Standby Fees – Tax Revenue: This accounts for standby fees accessed to all parcels in the District. The minimum fee is \$5/acre; rates vary per location and nature of the parcel. The majority of these receipts occur in January and May. YTD is trending under budget at 9%.
- 11. Property Taxes: This account includes Ad Valorem tax revenues apportioned by Riverside County. Property Tax receipts are received in January and May when property tax payments are due to the County of Riverside Tax Collector's Office. YTD is trending under budget at 4%.
- 12. Cell Tower Lease Income: This accounts for the monthly lease payment for use of District property for cell towers. YTD is trending over budget at 65% due to \$5K for signing bonus per amendment received in October.
- 15. Interest Income-Investment Accounts: This account includes interest earnings in the District's LAIF and other investment accounts. YTD is trending over budget at 76% due to rising interest rates.
- 30. Meter Testing & Repair: This account includes the costs of meter repairs and meter testing. Expenses vary throughout the year. YTD is trending under budget at 6%.
- 33. Well Maintenance: This account includes repairs, maintenance, and chemical expenses relating to the District wells. Expenses vary throughout the year. YTD is trending under budget at 11% to the timing of expenses.
- 35. Engineering Services: This account includes general engineering services required by the District. YTD is trending under budget at 7% due to the timing of expenses.
- 48. Office Expenses – Other: This account includes miscellaneous office expenses. YTD is trending over budget at 63% due to various notary charges in August.
- 54. Payroll/Bank Service Charge: This account includes payroll processing fees. YTD is trending over budget at 60% higher cost than anticipated.
- 59. Other Fees/State Water Resource Control Board: This account includes annual LAFCO fees, State Water Resource Control Board (SWRCB) fees, and other various county fees. YTD is trending over budget at 93% due to timing of fees.
- 63. Employee Uniforms: This account includes employee uniform purchases and reimbursements. YTD is trending under budget at 18% due to timing of purchases.

As of December 31st, the fiscal year-to-date net income is \$318,473.

Capital Detail:

- 5. Bonita Vault: This account is for new vault and materials. YTD is over budget due to material purchases of \$44.2K in July being higher than anticipated.
- 7. Utility Billing: This account is budgeted for \$30K for FY 25 and expected to spread over three years. YTD includes up-front cost for UB4 billing system upgrade.
- 10. Well #2 New Facility Building: This account is budgeted for \$30K for FY 25 for a new facility building at Well #2. YTD is trending under budget at 24% due to timing of expenses.
- 11. Well #5 Emergency Repair: This account is budgeted for \$180K for FY 25 for pump replacement at Well #5. YTD is trending under budget at 10% due to majority of work to be completed in January.
- 12. Tank Maintenance: This account is for tank inspections. The District plans to inspect 1 tank per year for the next 4 years with a 1-year gap between cycles. YTD activity includes cleaning and inspection of tank #1 and tank #3 for

\$4.2K.

Lines 15-19 Grant/Debt Funded Capital Projects: Projects to be funded by grant/debt revenues.

16. Esperanza Waterline Improvements: Includes the Esperanza Waterline project which is expected to be primarily grant funded with the project costing \$359,700 and the grant funding being \$343,700.

17. Grant Funding – DWR: Includes grant funding received from the DWR for the isolation valves project and Esperanza Waterline improvement project. Grant reimbursements are invoiced and paid quarterly.

19. Groundwater Well Improvements: Includes the Groundwater Well Improvements project, expected to be 100% grant funded. Cash flow relating to grant receipts to be supported by SGPWA Gap Funding.

20. Grant Funding – SWRCB: Includes grant funding received from SWRCB for Groundwater Well Improvement projects. Grant reimbursements are invoiced and paid quarterly.

22. Heli-Hydrants: Includes the Heli-Hydrant project for the construction of two heli-hydrants costing \$600,000 (\$300,000 each heli-hydrant), expected to be 100% grant funded. YTD activity.

23. Grant Funding – ARPA: Includes grant funding received from American Recue Plan Act (ARPA) for the construction of two heli-hydrants. Grant reimbursements are invoiced and paid quarterly.

2. Discussion: Miscellaneous District Financial Matters

➤ Cabazon Water District was not selected for the grant to upgrade the servers. A meeting with VC3 is scheduled for 01/22/2025 to discuss these upgrades.

3. The power was out all day, so checks could not be printed in time for the FAC Meeting. Check signing will be scheduled on another day.

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

Meeting adjourned at 5:16 pm on Tuesday, January 21, 2025.



Terry Tircher, Board Chair
Board of Directors
Cabazon Water District



Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

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.