



**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, September 17, 2024 – 5:00 PM

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**Board Vice Chair Terry Tincher – Present**  
**Board Chair Sarah Wargo – 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
  
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 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 \$2,209,774 at month end. The District's total liabilities were approximately \$1,535,463 at month end.

Profit and Loss: - Year to date (YTD) is 17% of the year

4. Commodity Sales: Volumetric water sales including residential, commercial & construction water sales. YTD is trending over budget at 25% due to higher consumption during summer months.

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.

13. Miscellaneous Non-Operating Income: This account includes recycling revenues and other miscellaneous revenues. This account is not budgeted due to unpredictable activity. YTD includes \$1K from recycling and \$168K for the sale of 50100 Main St property.

32. 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 5% due to timing of repairs and maintenance.

44. Printing & Publications: This account includes printing and publication costs for any District notices or reports. YTD is trending over budget at 56% due to a public notice ad in July.

47. Office Expenses – Other: This account includes miscellaneous office expenses. YTD is trending over budget at 34% due to various notary charges in August.

50. Financial Audit: This account includes the costs for the annual financial audit. YTD is trending over budget at 36% due to progress billing for FY 24 audit.

63. Safety: This account includes safety equipment purchases. YTD is trending over budget at 44% due to the purchase of an ice machine and a safety course in July.

66. Service Trucks Repair & Maintenance (R&M): This account includes repair & maintenance costs for District vehicles. YTD is trending over budget at 34% due to various auto services.

As of August 31st, the fiscal year-to-date net income is \$274,567.

Capital Detail:

5. Bonita Vault: This account is for new vault and materials. YTD is over budget due to material purchases of \$20.5K in July being higher than anticipated.

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 over budget at 28% due to purchases of rock and masonry work completed in August.

15. 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.

- GM Pollack explained that CWD received some quotes for a rate study, which is estimated at around \$40k. He proposed that CWD conduct a detailed rate study in-house to save money. Legal requirements would be researched prior to committing to an in-house rate study.
- Director Wargo asked that a new item be added to the agenda for discussion of miscellaneous financial matters.

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 5:25 PM on Tuesday, September 17, 2024 and the FAC proceeded to check signing.



Sarah Wargo, 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.