



**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, February 20, 2024 – 5:00 PM

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

**Director Melissa Carlin – Present**  
**Director 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
  
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 \$1,878,716 at month end. The District's total liabilities were approximately \$557,451 at month end.

**Profit and Loss: - Year to date (YTD) is 58% 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 over budget due to multiple service installations.

**15. Interest Income-Investment Accounts:** This account includes interest earnings in the District's LAIF and other investment accounts. YTD is trending over budget due to higher interest rates.

**19. Total Revenues:** YTD is at 60%.

**34. Line R&M Materials:** This account includes the expenses relating to materials for line repair and maintenance. YTD varies depending on the R&M needs of the water system. YTD is trending under budget at 6%.

**35. 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 16%.

**38. Facilities, Wells, T&D – Other:** This account includes the generator service contract expenses, site landscaping & maintenance, chlorinators, and SCADA. Expenses vary throughout the year. YTD is trending under budget at 19%.

**42. Water Billing System:** This account includes the annual water billing system maintenance costs. YTD is trending over budget at 82% due to the timing of water billing system annual charges paid through year end.

**47. Printing & Publications:** This account includes printing and publication costs for any District notices or reports. YTD is trending under budget at 37% due to the timing of stand-by charges meeting notices for FY 24.

**58. Insurance:** This account includes the annual costs of liability insurance for the District. YTD is trending over budget at 75% due to the timing of property and liability insurance renewal for the fiscal year.

**61. 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 91% due to the timing of state water fees that usually occur in December and April, assessment fees in October, and various renewal fees in December.

**65. Employee Uniforms:** This account includes employee uniform purchases and reimbursements. YTD is under budget at 7%.

**66. Safety:** This account includes safety equipment purchases. YTD is trending under budget at 18% due to timing of purchases.

**79. Total Expenses:** YTD is at 55%.

**83. RCEDA Loan – Dissolved:** This account reflects the revenue realized as a result of the terminated loan agreement with the Riverside County Economic Development Agency. The termination of this loan shows up on the financial reports as an income.

**As of January 31st, the fiscal year-to-date net income is \$474,521.**

**Capital Detail:**

**5. Meter Replacement:** This account is for the Water Meter Replacement Program. YTD is trending under budget at 21% due to the timing of replacements.

**7. Bonita Vault:** This account is for new vault and materials. YTD is trending under budget at 21% due to timing of purchases.


**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, February 20, 2024 and the FAC proceeded to check signing.

  
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Sarah Wargo, Board Chair  
Board of Directors  
Cabazon Water District

  
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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.