



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, April 18, 2023 – 5:00 PM

May 16

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Director Terry Tincher – Present
Director Sarah Wargo – Present
Michael Pollack, General Manager – Present
Cindy Byerrum, Financial Consultant – Present
Daniela Uriarte, Financial Consultant – Present
Evelyn Aguilar, Board Secretary – Present

*Note: This meeting was recorded by the District

FINANCE & AUDIT COMMITTEE

1. Discussion: Review of FY 2023/2024 Proposed Budget
- The Financial Consultants went over the proposed budget line by line and explained the reason for any adjustments from last year.

2. 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 and Local Agency Investment Fund (LAIF) balance was \$996,670 at month end. The District's total liabilities were approximately \$1,211,661 at month end.

Profit and Loss: - Year to date (YTD) is 83% of the year

5. Desert Hills Premium Outlets (DHPO) Contract: This is a segregated, variable charge to the DHPO contract which ended at contract expiration in December 2022. YTD is trending under budget at 76% and will remain as such until the end of the FY.
13. 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. This can occasionally cause YTD to trend over or under budget.
14. Cell Tower Lease Income: This accounts for the monthly lease payment for use of District property for cell towers. YTD is over budget due to the implementation of a new cell tower location.
15. Miscellaneous 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 \$4.1k for truck sold at auction and recycled scrap metal for \$1.1k.
18. Total Revenues: YTD is at 85%.
27. Total Payroll: YTD is at 81%.
36. Engineering Services: This account includes general engineering services required by the District.
41. Water Billing System: This account includes the annual water billing system maintenance costs. YTD is over budget due to CUSI billing system subscription paid through year end which included a price increase.
46. Printing & Publications: This account includes printing and publication costs for any District notices or reports. YTD is trending under budget at 49% due to timing and need of publications.
49. Community Water System Alliance: This account includes the monthly membership fees for the Water System Alliance. YTD is trending under budget at 36% due to the timing of expenses.
51. Total Office Expenses: YTD is at 70%.
55. Legal Services: This account includes the costs of legal services for the District. YTD will vary depending upon the requirement and timing of legal services.
58. Insurance: This account includes the annual costs of liability insurance for the District. YTD is over budget due to insurance premiums amortized through EOY.
63. Shop Supplies & Small Tools: This account includes various shop supply and small tool purchases. YTD is over budget due unanticipated needs.
64. Vehicle Fuel: This account includes fuel costs for District vehicles. YTD is trending below budget at 44% due to less backhoe fuel purchases and one less truck due to the sale of the 2009 Toyota Tundra.

- 66. Safety: This account includes safety equipment purchases. YTD is over budget due to a \$1.3K purchase for three eye wash stations in December.
- 77. Total Expenses: YTD is at 75%.

As of April 30th, the fiscal year-to-date net income is \$327,184.

Capital Detail:

- Lines 2-4 Reserve Funded Capital Projects: Projects to be funded by District reserves.
- 4. Meter Replacement: This account is for the Water Meter Replacement Program. YTD is at 93% of budget.
- Lines 7-17 Reserve Funded Capital Projects:
- 8. Isolation Valves: Includes the Isolation Valves project which is expected to be 100% grant funded. Cash flow relating to grant receipts to be supported by San Gorgonio Pass Water Agency (SGPWA) Gap Funding.
- 9. Grant Funding – DWR: Includes grant funding received from the DWR for the isolation valves project. \$12.5K received in January is for grant reimbursements through Q3 2022.

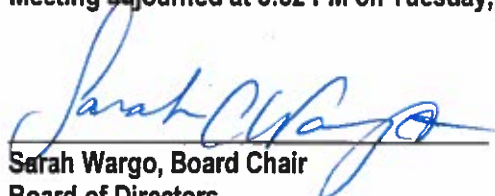
PUBLIC COMMENT


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))

- 3. Finance & Audit Committee District Payables Review and Approval/Signing (after adjournment)

ADJOURNMENT

Meeting adjourned at 5:52 PM on Tuesday, ^{May 16} April 18, 2023.


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.