



**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 19, 2022 – 5:00 PM

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

**Director Tincher - Present**  
**Director Wargo - Present**

**Calvin Louie, General Manager - Absent**  
**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.

- o 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 \$1,108,699 at month end. The District's total liabilities were approximately \$783,437 at month end.

Profit and Loss: - Year to date is 75% 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. YTD is currently at 53% of 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, (1) during August, (1) in December, and (1) in January.

28. Customer Accounts: This account includes the amount of wages attributable to the Customer Service Supervisor. YTD is currently at 90% of budget due to a vacation cash out in November and retroactive pay in January.

34. Workers Compensation: The district makes worker's compensation installment payments in the first part of the fiscal year. YTD is currently at 89% of budget due to timing of installment payments.

43. Meters: This account includes the costs of meter repairs & meter testing. YTD is currently at 34% of budget.

49. Facilities, Wells, T&D – Other: This account includes the generator service contract expenses, site landscaping & maintenance, chlorinators, and SCADA. YTD is over budget due to a \$3.9K tree trimming service performed in November.

55. Trash Pickup & Office Cleaning: Includes trash service & office cleaning services. YTD is over budget due to a \$1.8K detail carpet cleaning performed in March.

59. Supplies & Equipment: This account includes the supply & equipment purchases for the District office. YTD is over budget due to timing of bulk billing material purchases.

63. Printing & Publications: This account includes the printing & publication costs for any District notices or reports. YTD is currently at 8% of budget due to timing of expenses.

74. Temporary Labor: This account includes the costs for temporary labor. YTD activity includes temporary customer service representative assistance.

82. Shop Supplies & Small Tools: This account includes various shop supply and small tool purchases. YTD is currently at 6% due to timing of purchases.

86. Tractor Expenses: This account includes tractor repair & maintenance expense. YTD is currently at 94% of budget due to \$1.2K charges for backhoe maintenance performed in July and \$1.6K for hydraulic line repairs in September.

107. Debt Service Principal – DWR: This account includes principal payments on the DWR loan. YTD is currently at 50% of budget due to timing of principal payments that occur in October and April.

108. Debt Service Principal – DHPO: This account includes principal payments on the DHPO loan. YTD is currently at 100% of budget due to timing of principal payments that occur in September and March.

As of March 31st, the fiscal year-to-date net income is \$218,808.

## 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, April 19, 2022



Robert Lynk, 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.