



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:
Wednesday, December 14, 2022 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Director Terry Tincher - Present
Director 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 (done after adjournment)

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 and LAIF balance was \$1,457,480 at month end. The District's total liabilities were approximately \$776,155 at month end.

Profit and Loss: - Year to date is 42% of the year

6. DHPO Capacity Credit: This account includes the contractual credit given to DHPO on a monthly basis. This credit is \$1,750 per month and will expire in December 2022. YTD is at 83% of budget and should end in line with budget by the time the credit expires.
8. Fees & Charges: This account includes penalty fees, fire flow tests, new account fees, incident fees, and returned check fees. YTD is trending over budget at 62% due to more penalty fees than anticipated.
10. Standby Fees – Tax Revenue: This accounts for standby fees accessed to all parcels in the District. The minimum fee is \$5/acre and can be more depending on the location and nature of the parcel. The bulk of these receipts often occur around January and May and can occasionally cause YTD to trend over or under budget.
13. Property Taxes: This account includes Ad Valorem tax revenues apportioned by Riverside County. Property Tax receipts are mainly received after December 10th and May 10th when property tax payments are due to the County of Riverside Tax Collector's Office.
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 a truck sold at auction.
16. Interest Income: This account includes interest earnings in the District's LAIF and other investment accounts, and interest charged on overdue customer balances. YTD is trending over budget at 93% due to higher interest collected on customer bills than anticipated and higher interest returns on the BNY Reserve Fund, BNY Repayment Fund and LAIF.
18. Total Revenues: YTD is currently at 45% of the year.
30. Meters: This account includes the costs of meter repairs & meter testing and expenses will vary throughout the year.
32. Line R&M Materials: This account includes the expenses relating to materials for line repair & maintenance. YTD is trending over budget at 61% due to bulk purchases to stock up due to shipping delays.
33. Well Maintenance: This account Includes repairs, maintenance and chemical expenses relating to the District wells. YTD is trending over budget at 70% due to \$8K paid for SCADA and PLC troubleshooting.
36. Facilities, Wells, T&D – Other: This account includes the generator service contract expenses, site landscaping & maintenance, chlorinators, and SCADA. YTD is trending over budget at 90% due to a \$4K payment for Tank #3 altitude valve repairs and \$5.9K payment for Almond Vault preventative maintenance.

40. Water Billing System: This account includes the annual water billing system maintenance costs. YTD is in line with budget. The current billing system will need to be upgraded in the next couple of years, since it was created on an outdated program.
43. Dues & Subscriptions: This account includes various annual dues and fees. Expenses will vary depending upon timing of dues renewals.
48. CA Water System Alliance: This account includes the monthly membership fees for the Water System Alliance. YTD is at 8% of budget due to the timing of bills. Director Wargo asked staff to look into the benefits of this group.
49. Office Expenses – Other: This account includes miscellaneous office expenses.
54. Legal Services: This account includes the costs of legal services for the District. YTD will vary depending upon the timing of legal services needed.
56. Website Support: This account includes monthly web hosting costs. The District is paying \$75/month for website hosting services not anticipated in budget that will cause account to be over budget by year-end. YTD is trending over budget at 85% due to the addition of Navigator Search Service.
59. Training/Travel: This account includes staff/board training expenses and any related travel costs. YTD will vary depending on timing of training and travel activities.
63. Vehicle Fuel: This account includes fuel costs for District vehicles. YTD will vary depending on timing of bills received.
64. Employee Uniforms: This account includes employee uniform purchases and reimbursements. YTD will vary depending on timing of bills received.
68. Service Trucks R&M: This account includes repair & maintenance costs for district vehicles. YTD is at 28% of budget.
76. Total Expenses: YTD is currently at 39% of the year.

As of November 30th, the fiscal year-to-date net income is \$209,983.

Capital Detail

2. Well & Tank Repair: This account includes activity for the Bonita Vault Rehabilitation project.
4. Meter Replacement: This account is for the Water Meter Replacement Program. YTD is at 46% of budget.

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 5:28 PM on Wednesday, December 14, 2022



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.