



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 21, 2021 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Director Wargo - Present
Director Sanderson – 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 \$1,113,946 at month end. The District's total liabilities were approximately \$839,253 at month end.

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

- 4. Commodity Sales: This is variable income from water consumption charges. YTD is currently at 23% of budget due to increased consumption in the summer months.
- 8. Penalty Fees: This account includes late fees, incident fees, door tag fees and other misc. penalty charges. These fees are hard to predict and can trend under or over budget during the year. This account is not budgeted due to the indefinite suspension of penalty fees due to the pandemic.
- 12. Basic Facilities Fee: These are fees charged for new service connections, meter installations & upgrades. These fees are difficult to budget accurately due to their unexpected nature. YTD activity consists of two 3/4-meter installations in July and one in August.
- 13. Standby Fees: 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.
- 20. Grant revenue: This account includes revenues related to grants. YTD activity includes a \$46K reimbursement for Prop 68 grant funding application.
- 30. Total Management & Customer Service: Outlines the total wage expense attributable to management & customer service employees.
- 33. Workers Compensation: The district makes worker's compensation installment payments in the first part of the fiscal year. YTD is currently at 33% of budget due to timing of installment payments.
- 35. Pension: This is the amount of pension expense for all district employees. YTD is currently at 12% of budget.
- 42. Meters: This account includes the costs of meter repairs & meter testing. YTD is currently at 1% of budget.
- 45. Well Maintenance: This account includes the costs for well maintenance as well as chemical purchases for wells. YTD is currently at 46% of budget due to an emergency control panel purchase for Well #2.
- 51. Electricity: This account includes the electric costs for the Broadway office. YTD is currently at 23% of budget due to increased usage during summer months.
- 52. Gas: This account includes the gas costs for the Broadway office. YTD is currently at 4% of budget due to decreased usage during summer months.
- 60. Dues & Subscriptions: This account includes various annual dues and fees. YTD is currently at 8% due to timing of annual dues payments.
- 71. Financial Audit: This account includes the costs for the annual financial audit. YTD is currently at 44% due to timing of audit bills.
- 73. Legal Services: This account includes the costs of legal services for the District. YTD is currently at 5% of budget due to timing of bills.
- 85. Tractor Expenses: This account includes tractor repair & maintenance expense. YTD is currently at 43% of budget due to backhoe maintenance performed in July and fuel line repair in August.
- 87. Service Trucks R&M: This account includes repair & maintenance costs for district vehicles. YTD is currently at 36% of budget due to increased maintenance services to service trucks in August.
- 89. Total Service Tools & Equipment: Summarizes total expenses for service tools & equipment.
- 95. Miscellaneous: This account includes other non-operating expenses. YTD includes a withdrawal calculations fee from SEIU and is currently at 23% of budget.
- 103. Well & Tank Repairs: Budget in this account includes Well and Tank #1 rehabilitation. YTD is currently at 4% of budget.

As of August 31st, the fiscal year-to-date net income is \$191,565.

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

Motion to adjourn at 17:13 Hr. made by Director Wargo and 2nd by Director Sanderson.

Director Wargo – Aye
Director Sanderson – Aye

Meeting adjourned at 17:13 Hr. on Tuesday, September 21, 2021



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.