



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, January 17, 2023 – 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
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 and LAIF balance was \$1,520,965 at month end. The District's total liabilities were approximately \$778,255 at month end.

Profit and Loss: - Year to date is 50% 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 100% of budget and will remain as such until the end of the fiscal year.
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 71% 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 May 10th when property tax payments are due to the County of Riverside Tax Collector's Office.
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 over budget due to higher interest collected on customer bills than anticipated and higher interest returns on the BNY Reserve Fund, BNY Repayment Fund and LAIF.
29. Lab Fees: This account includes the costs of lab fees & water quality testing. Expenses will vary depending on timing of receipt of bills.
30. Meters: This account includes the costs of meter repairs & meter testing and expenses will vary throughout the year.
33. Well Maintenance: This account Includes repairs, maintenance and chemical expenses relating to the District wells. YTD is trending over budget at 74% 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 94% due to a \$4K payment for Tank #3 altitude valve repairs and \$5.9K payment for Almond Vault preventative maintenance.
41. Supplies & Equipment: This account includes the supply & equipment purchases for the District office. YTD expenses will vary depending on timing of purchases.
43. Dues & Subscriptions: This account includes various annual dues and fees. Expenses will vary depending upon timing of dues renewals.
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 over budget due to the addition of Navigator Search Service annual fee.
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.
65. Safety: This account includes safety equipment purchases. YTD is over budget due to a \$1.3K purchase for three eye wash stations in December.
66. Tractor Expenses/Maintenance: This account includes tractor repair & maintenance expense. YTD is at 22% of budget.

As of December 31st, the fiscal year-to-date net income is \$246,675.

Capital Detail

4. Meter Replacement: This account is for the Water Meter Replacement Program. YTD is at 55% 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 5:18 PM Tuesday, January 17, 2023



Alan Davis, Vice 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.