



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, November 16, 2021 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Director Wargo - Present
Director Sanderson - Present

Calvin Louie, 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 – shows monthly revenue and expenses.
- 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 \$1,051,236 at month end. The District's total liabilities were approximately \$823,219 at month end.

Profit and Loss: - Year to date is 33% of the year

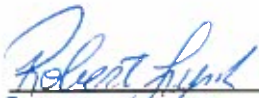
- 10. New Account Fees: This account represents the fees to set up a new utility account. These fees are currently at \$20 for residential accounts and \$65 for construction accounts. These fees are hard to predict and can trend under or over budget.
- 13. Basic Facilities Fee: These are fees charged 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 and one during August.
- 15. Total Operating Income: Outlines the total revenues earned from District operations.
- 19. Misc. 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 insurance reimbursement for repair costs and materials for a hit hydrant.
- 26. Directors Fees: This account includes costs for director compensation. YTD is currently at 28% of budget.
- 34. Workers Compensation: The district makes worker's compensation installment payments in the first part of the fiscal year. YTD is currently at 65% of budget due to timing of installment payments.
- 36. Pension: This is the amount of pension expense for all district employees. YTD is currently at 26% of budget.
- 39. Total Payroll: Summarizes the District's total payroll expenses.
- 42. Lab Fees: This account includes the costs of lab fees & water quality testing. YTD is currently at 39% of budget due to increased costs in September.
- 46. Well Maintenance: This account includes the costs for well maintenance as well as chemical purchases for wells. YTD is currently at 49% of budget due to an emergency control panel purchase for Well #2.
- 50. Total Facilities, Wells, T&D: Summarizes total operating expense relating to facilities, wells, transmission & distribution.
- 54. Telephone: This account includes the expenses for the landline at District office and the emergency line answering service. YTD is currently at 42% of budget due to a Mitel phone upgrade in September.
- 56. Total Utilities – Office: Summarizes total utilities expense for the District office.
- 63. Printing & Publications: This account includes the printing & publication costs for any District notices or reports. YTD is currently at 5% of budget due to timing of expenses.
- 69. Total Office Expenses: Summarizes total District office expenses.
- 72. Financial Audit: This account includes the costs for the annual financial audit. YTD is currently at 44% due to timing of audit bills.
- 73. Accounting: This account includes the costs for contract accounting services. YTD is currently at 25% of budget.
- 78. Total Support Services: Summarizes total expenses relating to District support services.
- 80. Other Fees/SWRCB: This account includes annual LAFCO fees, State Water Resource Control Board fees, and other various county fees. YTD is currently at 51% of budget due to timing of annual payments.
- 88. Service Trucks R&M: This account includes repair & maintenance costs for district vehicles. YTD is currently at 49% of budget due to increased maintenance services to service trucks in August.
- 90. Total Service Tools & Equipment: Summarizes total expenses for service tools & equipment.
- 92. Grant & Loan Processing Fee: This account includes the Loan fee from BNY. YTD is currently at 95% due to the timing of payments.
- 98. Total Expenses: Summarizes total District expenses.
- 99. Total Income Before Capital & GSA: Summarizes the District net operating income or loss before accounting for debt service and capital expenses.
- 105. Total Capital Projects: Summarizes total District expense for capital projects.
As of October 31st, the fiscal year-to-date net income is \$139,153.

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 5:11 PM on Tuesday, November 16, 2021



ROBERT CLARK, 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.