



**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, March 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**  
**Cindy Byerrum, Financial Consultant - Absent**

**\*Note: This meeting was recorded by the District – No. The Board Secretary mistakenly did not press record.**

**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 \$1,103,087 at month end.

The District's total liabilities were approximately \$950,955 at month end.

**Profit and Loss: - Year to date is 67% of the year**

4. Commodity Sales: This is variable income from water consumption charges. YTD (Year to Date) is trending above budget at 87% due to higher than anticipated consumption.
9. New Account Fees: This account is 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 during the year.
18. Interest Income: This account includes interest earnings in the District's LAIF and other investment accounts. YTD can trend over/under budget due to timing of interest receipts. YTD is trending under budget due to lower than expected interest rates.
27. Office Assistant: The amount of wages for the Temporary Admin Assistant. YTD is trending slightly above target at 80% due to higher usage of temporary labor relating to the departure of the Business Admin Manager.
45. Security: This account includes the expenses for District alarm phones, alarms, and crime prevention. YTD is trending above target at 72% due to installation of perimeter lights in January.
46. Engineering Services: This account includes the engineering costs for District activities. YTD trending over budget due to an unexpected amount of new development and the tank recoating project.
62. Computer Services: This account includes monthly IT support. YTD is trending above target at 75% due to computer upgrades in October and January.
74. Website Support: This account includes monthly web hosting costs. YTD trending below target at 17% due to timing of bills.
81. Vehicle Fuel: This account includes fuel costs for District vehicles. YTD is at 36% due to less fuel purchases than planned and lower fuel prices than anticipated.
83. Safety: This account includes safety equipment purchases. YTD activity is a safety harness purchased in November for \$1.3k.
85. Equipment Rental: This account includes equipment rental expenses incurred by the district. YTD is over budget due to traffic control equipment rentals related to a water line emergency repair in July.
91. DWR Interest Expense: This account includes the interest expense on the DWR loan. YTD is at 52% due to timing of interest payments.

As of February 28th, the fiscal year-to-date net loss is (\$124,832).

**PUBLIC COMMENT**

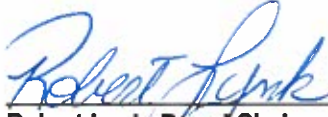
Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors 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 17:12 Hr. made by Director Wargo and 2<sup>nd</sup> by Director Sanderson

Director Wargo - Aye  
Director Sanderson - Aye

Meeting adjourned at 17:12 Hr. on Tuesday, March 16, 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.