

Cabazon Water District

14618 Broadway Street • P.O. Box 297
Cabazon, CA 92230

BOARD MEETING PACKET

August 20, 2024

FAC Meeting at 5:00 pm
Regular Meeting at 6:00 pm



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

FINANCE & AUDIT COMMITTEE MEETING

AGENDA

Meeting Location:
14618 Broadway St.
Cabazon, CA 92230

Teleconference:
Dial-in #: 978-990-5321
Access Code: 117188

Meeting Date:
Tuesday, August 20, 2024 – 5:00 PM

CALL TO ORDER,
PLEDGE OF ALLEGIANCE,
ROLL CALL
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

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

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.



Cabazon Water District
14618 Broadway Street • P.O. Box 297
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REGULAR BOARD MEETING

AGENDA

Meeting Location:

14618 Broadway St.
Cabazon, CA 92230

Teleconference:

Dial-in #: 978-990-5321
Access Code: 117188
Email: info@cabazonwater.org

Meeting Date:

Tuesday, August 20, 2024 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

CONSENT CALENDAR

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and Warrants of July 16, 2024
- b. Regular Board Meeting Minutes and Warrants of July 16, 2024

2. Warrants – None

3. Awards of Contracts – None

UPDATES

1. Update: CWD Operations Report
[TAB 1] (by GM Pollack)

NEW BUSINESS

1. Discussion/Action: Recommendation of Acceptance of Contract Work for Esperanza Waterline Improvements performed by G&A Nelos Construction, Inc. upon verification of work by General Manager
[TAB 2]
2. Discussion/Action: Quote from VC3 to replace Host Server - \$22,742.30
[TAB 3]
3. Discussion/Action: Quote from Well Tec to replace Well #4 Electrical Panel - \$119,142.00
[TAB 4]
4. Discussion/Action: Retirement Party for Customer Accounts Lead (scheduled to retire at the end of 2024)
5. Discussion: Announcement from Sarah Wargo regarding SGPWA
6. Discussion/Action: Reorganization of Board Committees
[TAB 5]

OLD BUSINESS

1. Discussion/Updates: Discussion/Updates with SGPWA Director(s) regarding various matters
2. Discussion: Community Involvement

PUBLIC COMMENTS

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District that is not listed on the agenda; 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))

CLOSED SESSION

1. Discussion/Action Public Employee Performance Evaluation (Government Code section 54957): (General Manager)

OPEN SESSION

GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items
The Board Chair or the majority of the Board may direct staff to investigate and report back to an individual(s) and the Board on matters suggested or direct the General Manager/Board Secretary to place the matter on a future Board meeting.
 - Suggested agenda items from the Public.
 - Suggested agenda items from Management.
 - Suggested agenda items from Board Members.

2. Management Comments

Staff members may speak on items of information not requiring comment or discussion to the Board and public. Topics which may be included on a future meeting agenda may be presented but cannot be discussed. (3 minutes)

3. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

a. 09/09/2024 (Monday) at 1:30 PM: San Gorgonio Pass Water Agency Meeting

b. 09/16/2024 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting

c. 09/17/2024 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting

d. 09/17/2024 (Tuesday) at 6:00 PM: Regular Board Meeting

e. 09/25/2024 (Wednesday) at 5:00 PM: San Gorgonio Pass Regional Water Alliance Committee Meeting

f. 10/24/2024 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center

g. TBD: Community Action Committee at the Cabazon Library

h. TBD: Personnel Committee Meeting

ADJOURNMENT

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Cabazon Water District

Balance Sheet

As of July 31, 2024

	<u>2024</u>
1 ASSETS	
2 Current Assets	
3 Checking/Savings	\$ 491,019
4 Investments - LAIF & CLASS	<u>1,624,515</u>
5 Total Cash & Investments	2,115,534
6 Accounts Receivable	446,597
7 Bank of New York Trustee Accounts	66,451
8 Prepaid Expenses	37,400
9 Inventory	<u>92,169</u>
10 Total Current Assets	2,758,149
11 Fixed Assets	
12 Total Fixed Assets	16,229,368
13 Accumulated Depreciation	<u>(7,475,455)</u>
14 Net Fixed Assets	8,753,913
15 TOTAL ASSETS	<u>\$ 11,512,062</u>
16 LIABILITIES & FUND BALANCE	
17 Liabilities	
18 Current Liabilities	
19 Accounts Payable	\$ 129,060
20 Due to Other Gov't SGPWA	95,746
21 Customer Deposits	10,922
22 Current Portion DWR Loan	45,825
23 Current RCAC (Well 4) Loan	13,268
24 Current Portion 2022 Ford	14,174
25 Accrued Expenses	<u>43,709</u>
26 Total Current Liabilities	352,705
27 Long Term Liabilities	
28 DWR Loan Payable	62,707
29 Ford Loan Payable	30,766
30 RCAC Loan Payable	<u>147,411</u>
31 Total Long Term Liabilities	240,884
32 TOTAL LIABILITIES	593,589
33 Total Fund Balance	<u>10,918,473</u>
34 TOTAL LIABILITIES & FUND BALANCE	<u>\$ 11,512,062</u>



Cabazon Water District
Budget to Actual
 For the Period Ended July 31, 2024

	A	B	C	D=B/C
	Jul-24	Current YTD	FY 24/25 Budget	YTD 8%
1 REVENUES				
2 OPERATING INCOME				
3 Base Rate - Water Bills	\$ 49,579	\$ 49,579	\$ 601,100	8%
4 Commodity Sales	100,477	100,477	900,600	11%
5 Fire Sales - Water Bills	286	286	3,500	8%
6 Fees & Charges	4,501	4,501	62,500	7%
7 Basic Facilities Fee	33,187	33,187	45,400	73%
8 Stand By Fees - Tax Revenue	-	-	122,600	0%
9 TOTAL OPERATING INCOME	188,029	188,029	1,735,700	11%
10 NON-OPERATING INCOME				
11 Property Taxes	-	-	111,600	0%
12 Cell Tower Lease Income	2,835	2,835	34,100	8%
13 Miscellaneous Non-Operating Income	-	-	-	N/A
14 Interest Income - Investment Accounts	7,646	7,646	62,600	12%
15 Interest Income - Water Bills	523	523	7,300	7%
16 TOTAL NON-OPERATING INCOME	11,004	11,004	215,600	5%
17 TOTAL REVENUES	199,033	199,033	1,951,300	10%
18 EXPENSES				
19 PAYROLL				
20 Directors Fees	1,700	1,700	20,000	9%
21 Management & Customer Service	34,091	34,091	270,200	13%
22 Field Workers	24,275	24,275	244,000	10%
23 Employee Benefits Expense	21,411	21,411	219,900	10%
24 Payroll Taxes	4,567	4,567	42,100	11%
25 TOTAL PAYROLL	86,045	86,045	796,200	11%
26 OPERATIONAL EXPENSES				
27 Facilities, Wells, Transmission & Distribution (T&D)				
28 Lab Fees	1,151	1,151	12,000	10%
29 Meter Testing & Repair	11	11	1,000	1%
30 Utilities - Wells	14,497	14,497	195,900	7%
31 Line R&M Materials	6,990	6,990	50,000	14%
32 Well Maintenance	752	752	45,000	2%
33 Security	1,247	1,247	17,800	7%
34 Engineering Services -	-	-	40,000	0%
35 Facilities, Wells, T&D - Other	78	78	25,000	0%
36 Total Facilities, Wells, T&D	24,726	24,726	386,700	6%
37 Office Expenses				
38 Utilities - Office	2,891	2,891	37,900	8%
39 Water Billing System	255	255	4,100	6%
40 Supplies & Equipment	121	121	9,300	1%
41 Copier & Supplies	387	387	4,700	8%
42 Dues & Subscriptions	15	15	3,100	0%
43 Postage	-	-	10,000	0%
44 Printing & Publications	280	280	500	56%
45 Computer Services	2,812	2,812	34,900	8%
46 Air Conditioning Servicing	500	500	6,100	8%
47 Office Expenses - Other	-	-	800	0%
48 Total Office Expenses	\$ 7,261	\$ 7,261	\$ 111,400	7%



Cabazon Water District
Budget to Actual
 For the Period Ended July 31, 2024

		A	B	C	D=B/C
		Jul-24	Current YTD	FY 24/25 Budget	YTD 8%
49	Support Services				
50	Financial Audit	\$ -	\$ -	\$ 15,600	0%
51	Accounting	3,850	3,850	51,000	8%
52	Legal Services	-	-	20,000	0%
53	Payroll/Bank Service Charge	709	709	6,300	11%
54	Website Support	75	75	1,100	7%
55	Insurance	4,025	4,025	48,300	8%
56	Total Support Services	8,658	8,658	142,300	6%
57	Training/Travel	47	47	5,000	1%
58	Other Fees/State Water Resource Control Board	588	588	10,900	5%
59	Service Tools & Equipment				
60	Shop Supplies and Small Tools	387	387	11,000	4%
61	Vehicle Fuel	186	186	13,500	1%
62	Employee Uniforms	-	-	2,000	0%
63	Safety	874	874	2,000	44%
64	Tractor Expenses/ Maintenance	73	73	4,000	2%
65	Equipment Rental	198	198	3,000	7%
66	Service Trucks - Repair & Maintenance	2,478	2,478	11,000	23%
67	Water Operations On-Call Phones	365	365	4,500	8%
68	Total Service Tools & Equipment	5,196	4,560	51,000	9%
69	NON-OPERATING EXPENSES				
70	Loan Interest & Processing Fee	784	784	14,500	5%
71	Bad Debt Expense	-	-	1,400	0%
72	Miscellaneous	89	89	1,500	6%
73	TOTAL NON-OPERATING EXPENSES	873	873	17,400	5%
74	TOTAL EXPENSES	132,759	132,759	1,520,900	9%
75	INCOME BEFORE CAPITAL & DEBT SERVICE	66,274	66,274	430,400	15%
76	Capital Projects - Reserve Funded	(20,565)	(20,565)	(340,900)	6%
77	Debt Service - Principal	(2,560)	(2,560)	(74,600)	3%
78	NET INCOME / (LOSS)	\$ 43,150	\$ 43,150	\$ 14,900	



Cabazon Water District
Capital Detail
 For the Period Ended July 31, 2024

	A	B	C	D=B/C
	Jul-24	Current YTD	FY 24/25 Budget	YTD 8%
1 CAPITAL PROJECTS				
2 RESERVE FUNDED				
3 Meter Replacement	-	-	(10,000)	0%
4 Main Replacements Fire Hydrant & Air Vac	-	-	(45,000)	0%
5 Bonita Vault	(20,565)	(20,565)	(20,200)	102%
6 New Truck	-	-	(10,000)	0%
7 Utility Billing	-	-	(30,000)	0%
8 Rate Study	-	-	(40,000)	0%
9 Well #4 Electrical Panel	-	-	(136,000)	0%
10 Well #2 New Facility Building	-	-	(30,000)	0%
11 Tank Maintenance	-	-	(3,700)	0%
12 TOTAL RESERVE FUNDED PROJECTS	(20,565)	(20,565)	(324,900)	6%
13 GRANT/DEBT FUNDED				
14 Department of Water Resources (DWR)				
15 Esperanza Waterline Improvements	(75,079)	(75,079)	(325,288)	23%
16 Grant Funding - DWR	-	-	309,288	0%
17 State Water Resource Control Board (SWRCB)				
18 Groundwater Well Improvements	-	-	(470,963)	0%
19 Grant Funding - SWRCB	-	-	470,963	0%
20 NET GRANT/DEBT FUNDED PROJECTS	(75,079)	(75,079)	(16,000)	
21 TOTAL NET COST OF CAPITAL PROJECTS	\$ (95,643)	\$ (95,643)	\$ (340,900)	

Total Project Activity Summary

Groundwater Well Improvement Project	Expenses	Funding Received	Total Receivable
Total Budget	\$ 499,000	\$ 499,000	
Groundwater Well Improvements - FY 22	(42,466)	42,466	-
Groundwater Well Improvements - FY 23	(19,744)	19,744	-
Groundwater Well Improvements - FY 24	(11,617)	7,791	3,826
Groundwater Well Improvements - FY 25	-	-	-
Total	<u>\$ (73,827)</u>	<u>\$ 70,001</u>	<u>\$ 3,826</u>
Esperanza Waterline Project	Expenses	Funding Received	Total Receivable
Total Budget			
Esperanza Waterline Improvements - FY 24	\$ (43,014)	\$ -	43,014
Esperanza Waterline Improvements - FY 25	\$ (75,079)	\$ -	75,079
Total	<u>\$ (43,014)</u>	<u>\$ -</u>	<u>\$ 118,093</u>



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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, July 16, 2024 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Board Vice Chair Terry Tincher – Present
Board Chair 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

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 Bank, Local Agency Investment Fund (LAIF), and California Cooperative Liquid Assets Securities System (CLASS) balance was \$2,018,306 at month end. The District's total liabilities were approximately \$563,202 at month end.

Profit and Loss: - Year to date (YTD) is 100% of the year, although these numbers are not final. There are still bills from FY 23/24 that have not been received.

4. Commodity Sales: Volumetric water sales including residential, commercial & construction water sales. YTD ended under budget at 87% due to a decrease in water consumption due to heavy rain season.

5. Fire Sales – Water Bills: This is a flat, fixed monthly charge for all fire service connections. YTD ended under budget at 68% due to fewer connections than anticipated.

7. Basic Facilities Fee: These are fees charged for new service connections, meter installations, and upgrades. These revenues are budgeted conservatively due to their unpredictable nature. YTD ended over budget due to multiple service installations.

11. Property Taxes: This account includes Ad Valorem tax revenues apportioned by Riverside County. Property Tax receipts are received in January and May when property tax payments are due to the County of Riverside Tax Collector's Office. YTD ended over budget due to more tax receipts than anticipated.

15. Interest Income-Investment Accounts: This account includes interest earnings in the District's LAIF and other investment accounts. YTD ended over budget due to higher interest rates.

16. Interest Income-Water Bills: This account includes interest charged on overdue customer balances. YTD ended under budget at 86%.

18. Total Revenues: YTD is at 100%.

26. Total Payroll: YTD is at 98%.

29. Lab Fees: This account includes the costs of lab fees and water quality testing. Expenses will vary depending on timing of receipt of bills. YTD ended over budget due to more lab samples taken in order to bring up to date triennial sample compliance.

32. Line R&M Materials: This account includes the expenses relating to materials for line repair and maintenance. YTD varies depending on the R&M needs of the water system. YTD ended under budget at 20%.

35. Engineering Services: This account includes general engineering services required by the District. YTD ended under budget at 32% due to less engineering services than anticipated.

53. Legal Services: This account includes the costs of legal services for the District. YTD will vary depending upon the requirement and timing of legal services. YTD ended under budget at 28%.

62. Vehicle Fuel: This account includes fuel costs for District vehicles. YTD ended over budget due to higher fuel expenses than anticipated.

67. Service Trucks Repair & Maintenance (R&M): This account includes repair & maintenance costs for District vehicles. YTD ended under budget at 54% due to less maintenance than anticipated.

71. Loan Interest & Processing Fee: This account includes Department of Water Resources (DWR) interest expense, DWR loan processing fees, and Ford interest expense. DWR payments are made in October and April. YTD ended over budget due to loan origination fees in October and April relating to the Well 4 loan.

72. Bad Debt Expense: This account includes uncollectable accounts. The District analyzes the amount of outstanding customer receivables at the end of each year and recognizes an expense equal to the estimated amount of money unable to be collected.

73. Miscellaneous: This account includes other non-operating expenses. YTD includes \$404 for candy for the community center Harvest Festival and Christmas gift cards for a community center event.

74. Damaged Truck/Stolen Tools: This account contains expenses for damaged trucks and stolen tools. Activity in this account includes an \$11.3k payment to replace locks, handles, and paint on a truck that was damaged during theft.

75. Grant Application Share of Cost: This account includes \$12K paid to the City of Banning for Proposition 1 Round 2 grant application for the replacement of outdated waterlines.

77. Total Non-Operating Expenses: YTD is at 396% due to unanticipated costs.

78. Total Expenses: YTD is at 91%.

80. Debt Service Principal: This account includes principal payment on the DWR debt and vehicle financing. Payments are made in October and April. YTD ended under budget at 95%.

81. RCEDA Loan – Dissolved: This account reflects the revenue realized as a result of the terminated loan agreement with the Riverside County Economic Development Agency.

As of June 30st, the fiscal year-to-date net income is \$676,265.

Capital Detail:

Lines 3-10 Reserve Funded Capital Projects: Projects to be funded by District reserves.

3. Well & Tank Repair: This account includes activity for tank lid repairs.

4. Customer Shut-Off Valves: This account is for installation of customer shut-off valves. Total project cost is estimated at \$120K spread over the next three years.

5. Meter Replacement: This account is for the Water Meter Replacement Program. YTD ended under budget at 24% due to the timing of replacements.

6. Main Replacements Fire Hydrant & Air Vac: This account is for main replacements fire hydrant and air vac. The total project cost is estimated at \$145K for FY 24. This budget will carry over to FY 25 due to Well #1 emergency repairs which were not anticipated in FY 24 budget.

7. Bonita Vault: This account is for new vault and materials. YTD ended under budget at 43% due to timing of project completion.

8. New Truck: This account is budgeted for \$10K for FY 24 and expected to spread over three years.

9. Utility Billing: This account is budgeted for \$10K for FY 24 and expected to spread over three years.

10. Well #1 Emergency Repair: This account is for the Well #1 emergency repairs not anticipated in the budget. YTD includes \$143,601.

Lines 14-26 Grant/Debt Funded Capital Projects: Projects to be funded by grant/debt revenues.

14. Isolation Valves: Includes the Isolation Valves project which is expected to be 100% grant funded. Cash flow relating to grant receipts to be supported by San Gorgonio Pass Water Agency (SGPWA) Gap Funding. This project is complete.

15. Esperanza Waterline Improvements: Includes the Esperanza Waterline project which is expected to be primarily grant funded with the project costing \$359,700 and the grant funding being \$343,700.

16. Grant Funding – DWR: Includes grant funding received from the DWR for the isolation valves project and Esperanza Waterline improvement project. Grant reimbursements are invoiced and paid quarterly.

18. Groundwater Well Improvements: Includes the Groundwater Well Improvements project, expected to be 100% grant funded. Cash flow relating to grant receipts to be supported by SGPWA Gap Funding. YTD ended under budget at 2% due to timing of improvements.

19. Grant Funding – SWRCB: Includes grant funding received from SWRCB for Groundwater Well Improvement projects. Grant reimbursements are invoiced and paid quarterly.

21. Broadway & Main St. Gate Valve: Includes the Broadway & Main Gate valve, anticipated to be 100% grant funded.

22. T2, T3, & T4 Recoating: Includes Tank Recoating for T1, T2 & T4, anticipated to be 100% grant funded. YTD ended under budget at 59% due to timing of expenses.

23. Grant Funding-ARPA: Includes grant funding received from Riverside County infrastructure Improvement projects. Grant reimbursements are invoiced and paid quarterly. YTD ended under budget at 41% due to timing of reimbursements.

25. Well 4 Repairs: This account includes Well 4 repairs and is expected to be 100% debt funded. YTD ended in line with budget.

26. Debt Funding: This account is for debt funding for Well 4 repairs. YTD ended in line with budget.

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ADJOURNMENT

Meeting adjourned at 5:18 PM on Tuesday, July 16, 2024 and the FAC proceeded to check signing.

Sarah Wargo, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

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**REGULAR BOARD MEETING
MINUTES**

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Meeting Date:

Tuesday, July 16, 2024 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

Director Melissa Carlin - Present
Director Taffy Brock - Present
Director Alan Davis - Present
Board Vice Chair Terry Tincher - Present
Board Chair Sarah Wargo - Present
Michael Pollack, General Manager - Present
Evelyn Aguilar, Board Secretary - Present

Note: This meeting was recorded by the District

CONSENT CALENDAR

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1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and Warrants of June 18, 2024
- b. Regular Board Meeting Minutes and Warrants of June 18, 2024

Motion to approve following consent calendar items (a.) Finance and Audit Committee Meeting Minutes and Warrants of June 18, 2024 and (b.) Regular Board Meeting Minutes and Warrants of June 18, 2024 made by Director Carlin and 2nd by Director Davis.

**Director Carlin - Aye
Director Brock - Aye
Director Davis - Aye
Board Vice Chair Tincher - Aye
Board Chair Wargo - Aye**

- 2. **Warrants – None**
- 3. **Awards of Contracts – None**

UPDATES

- 1. **Update: CWD Operations Report
(by GM Pollack)**

- The new Crown Castle cell tower lease agreement has been executed and will take effect in 2028. There will be a \$5,000 signing bonus, and an initial 10% increase in rent.
- G&A Nelos was awarded the contract for the Esperanza Waterline project. Their bid was much less than the overall grant amount, so the scope of work may be increased to replace more pipeline than originally intended.
- The vault for the Bonita Vault is scheduled to be delivered on 08/06/24.
- Two employees were realigned to the correct pay scale according to their jobs, and another employee was promoted to Field Crew Lead. This led to some disagreements and a meeting with a Union representative, and has since been resolved.
- There have been no updates on the Heli-Hydrants.
- 3 new services have been installed in the first 2 weeks of July.

NEW BUSINESS

- 1. **Discussion/Action: Approval of Resolution 2024-02: Fixing Water Standby Assessments for Fiscal Year 2024-2025**

- There have been no increases to the Standby Charge rates since FY 1996/1997.

Motion to approve Resolution 2024-02: Fixing Water Standby Assessments for Fiscal Year 2024-2025 made by Director Carlin and 2nd by Director Brock.

**Director Carlin - Aye
Director Brock - Aye
Director Davis - Aye
Board Vice Chair Tincher - No
Board Chair Wargo - Aye**

- 2. **Discussion/Action: Approval to List Elm St. Property for Sale**

- CWD owns property on Elm St. GM Pollack would like to sell this property, offering it to the County of Riverside, since Supervisor Gutierrez had informed the GM that the County is looking for property to be used for wastewater treatment.

Motion to list the Elm St. property for sale made by Board Vice Chair Tincher and 2nd by Director Davis.

**Director Carlin - Aye
Director Brock - Aye
Director Davis - Aye
Board Vice Chair Tincher - Aye
Board Chair Wargo – Aye**

OLD BUSINESS

- 1. Discussion/Updates: Discussion/Updates with SGPWA Director(s) regarding various matters**
 - SGPWA Director Ron Duncan said that the Heli-Hydrants are at a standstill with the County, but Supervisor Gutierrez is working on moving this project forward.
 - The SGPWA Directors went on a tour of the Metropolitan Water District facilities to determine if some of the existing infrastructure could be used to recharge the groundwater in Cabazon. Director Duncan expressed that it looks promising.
 - He also shared that the large amount of projects that have been taking place in the area have been getting positive recognition.

- 2. Discussion: Community Involvement**
 - Nothing to discuss at this time.

PUBLIC COMMENTS

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District that is not listed on the agenda; 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))

- Robert Lynk was present and commended the Board for a great job in the past two years since he's been off of the Board. He also spoke highly of GM Pollack.

- A short break was taken at 6:30 PM, then the Board immediately entered Closed Session.

CLOSED SESSION at 6:35 PM

- 1. Discussion/Action Public Employee Performance Evaluation (Government Code section 54957): (General Manager)**

OPEN SESSION at 6:52 PM

- Nothing to report.

GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

The Board Chair or the majority of the Board may direct staff to investigate and report back to an individual(s) and the Board on matters suggested or direct the General Manager/Board Secretary to place the matter on a future Board meeting.

- Suggested agenda items from the Public.
 - Suggested agenda items from Management.
- GM Pollack will update the Board on the Bonita Vault and Esperanza Waterline project at the next meeting.
 - Suggested agenda items from Board Members.
 - Realignment of Board Committees.
 - Budget for Retirement Party.

2. Management Comments

Staff members may speak on items of information not requiring comment or discussion to the Board and public. Topics which may be included on a future meeting agenda may be presented but cannot be discussed. (3 minutes)

3. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

- Director Brock asked if there will be any shut-offs for the Esperanza Waterline project. GM Pollack said that anyone scheduled for shut-offs will be notified in advance.

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

- a. 07/24/2024 (Wednesday) at 5:00 PM: San Gorgonio Pass Regional Water Alliance Committee Meeting
- b. 08/05/2024 (Monday) at 1:30 PM: San Gorgonio Pass Water Agency Meeting
- c. 08/06/2024 (Tuesday) at 4:00 PM: Personnel Committee Meeting
- d. 08/08/2024 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center
- e. 08/19/2024 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting
- f. 08/20/2024 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting
- g. 08/20/2024 (Tuesday) at 6:00 PM: Regular Board Meeting
- h. TBD: Community Action Committee at the Cabazon Library

ADJOURNMENT

Motion to adjourn at 7:01 PM made by Director Davis and 2nd by Director Board Vice Chair Tincher.

**Director Carlin - Aye
Director Brock - Aye
Director Davis - Aye
Board Vice Chair Tincher - Aye
Board Chair Wargo - Aye**

Meeting adjourned at 7:01 PM on Tuesday, July 16, 2024

**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 access.

Updates

CWD Operations Report: [TAB 1]

Attachments:

1. Monthly Operations Report



Cabazon Water District

14-618 Broadway Street • P.O. Box 297
Cabazon, California 92230

August 20, 2024

CWD Board Meeting
Operations Update

- The Competitive Bidding Process is complete for the New Well 4 Electrical Panel. The Contract was awarded to Well Tec in the amount of \$119,142.00. Tess Electric quote was \$120,835.11. The lead time is 335 days. The remaining parts quoted by 1 vendor are a Cla Val Check Valve @ \$6,377.20 and Cla Val Deep Well Pump Control Valve @ \$11,685.90. \$137,205. I will do a competitive bid process as we get closer to the panel installation date for the Cla Vals.
- The Esperanza Pipeline Project started July 29, 2024 by G & A Nelos Construction. Construction is 95% complete, hydrostatic pressure testing and chlorination is complete, water quality sampling is complete. A scheduled shutdown is scheduled for Wednesday August 21st for the tie ins, followed by paving at 2 locations.
- Bonita Vault –Jensen Precast projected delivery date of August 16, 2024. Crane services will be provided by Mr. Crane estimate is \$7018.00. Edison will be on site to install insulation barriers due to the location of the crane lowering the vault into the ground. A minimum of 10ft is required from the crane to the power lines and the Cabazon Water District will be operating at a distance of 15 ft but wanted to ensure safety, and the possibility of damaging the onboard electronics of the crane.
- Heli Hydrant meeting August 12, planning to move forward with the construction projected to start at the end of September, however, the tank fabrication will take 4 to 6 weeks. With 6 Heli Hydrant's scheduled to be installed in neighboring water districts, the first 2 will be installed in the Cabazon Water District Tank 1 & Tank 3 Sites. All Heli Hydrants are grant funded with an estimate of \$300,000 per site.
- The Cabazon Water District property 20.5 acres is now listed for sale @ \$11,000 per acre. I did contact Supervisor Gutierrez office regarding the property for sale and the proposed set of plans drafted by Krieger and Stewart for a Waste Water Treatment Plant on the property listed for sale.
- The Cabazon Water District experienced a computer outage on July 22. Our IT provider struggled to restore service due to the age of servers. We currently have 2 Windows Servers 2012 R2 with end of life October 2023. The cost for 2 new servers with installation is \$22,742.30. The cost to go cloud base is \$600 per month with projected 5 year expense at \$36, 000.
- Webb & Associates met with the Cabazon Water District Staff August 12, 2024, regarding future growth and development.
- The Cabazon Water District closed escrow on (August 11, 2024) for the sale of the 50100 Main St property for \$185,000.

New Business

1. Discussion/Action Item:

[TAB 2]

Recommendation of Acceptance of Contract Work for
Esperanza Waterline Improvements performed by G&A
Nelos Construction, Inc. upon verification of work by
General Manager

Attachments:

1. Recommendation letter from Krieger & Stewart

M E M O R A N D U M

TO: MICHAEL POLLACK, GENERAL MANAGER
CABAZON WATER DISTRICT **FILE:** 683-11.24.6 C

FROM: TRAVIS R. ROMEYN *TRR*
KRIEGER & STEWART, INCORPORATED **DATE:** 8/15/2024

SUBJECT: ESPERANZA AVENUE WATERLINE IMPROVEMENTS, PHASE I
RECOMMENDATION OF ACCEPTANCE OF CONTRACT WORK

All work performed by G&A Nelos Construction, Inc. is expected to be completed by August 23, 2024. The adjusted Contract Amount and Contract Completion Dates for same are set forth as follows:

	<u>Amount</u>
Original Contract	\$245,579.00
Contract Change Orders	<u>\$27,743.35</u>
Adjusted Contract	\$273,322.35

<u>Contract Completion Dates</u>	
<u>Original</u>	<u>Adjusted</u>
September 9, 2024	September 11, 2024

Since the Contract Work has been performed in accordance with the Contract Documents, we recommend the District accept said work in the amount of \$273,322.35, with final acceptance contingent upon verification of project completion by General Manager Mike Pollack. Subsequent to Board acceptance and completion verification, a Notice of Completion will be filed and thereafter, following the lien period, the District will make final payment (i.e. release retained amount).

If you have any questions, or require additional information, please call.

TRR/lge
683-11P24-RECACCEPT

cc: Evelyn Aguilar, Cabazon Water District

New Business

2. Discussion/Action Item:

[TAB 3]

Quote from VC3 to replace Host Server - \$22,742.30

Attachments:

1. VC3 Quote



Quote Information:

Ticket #1998416 - Cabazon Water RFP to replace Host Server VMHOST (CAL#3619552)

Quote # RL002943

Version 1

Prepared for:

Cabazon Water District

Evelyn Aguilar

eaguilar@cabazonwater.org

- Executive Summary

Description

Cabazon Water District is requesting a proposal from VC3 to replace and upgrade their physical HyperV Server VMHOST because it is over 10 years old. It is strongly advised to replace the server immediately, because it is running Server 2012 Operating System. This Server OS was End-of-Life as of October 2023 and urgently needs to be replaced for the virtual machines SERVER1 and SERVER2. Prolonged downtime was recently experienced because of the extensive hardware and software age. The VC3 Service Team was able to get the server operational again, but it is only a temporary solution before another issue arises to cause severe impact on Cabazon Water District operations.

NOTE: Project Labor estimated at approximately 53 hours.

- Scope of Work

Description

IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and Cabazon Water District schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Initiation & Planning Phase

Implementation: Planning, Communication & Coordination

- Planning, Communication & Coordination
- Vendor Coordination/Consulting
 - Continental Billing System APP contact cusu support / Advice client CUSI will invoice them for the work and or they might have to sign a quote from them ahead of time.

Execution, Monitoring & Controlling Phase

Host Server Build: Install and Configure ESXi/vSphere

- Download & Install ESXi, Activate, Updates, etc
- Configure network, time zone, security
- Configure Storage and iDRAC
- Configure auto-start for VMs once created

- Scope of Work

Description

Onsite Installation of Physical Server

Unbox server and Install

Primary Domain Controller Server

Create Virtual Machine 2022 Server

C:\120 GB only

Join server to domain, prep domain, promote server into DC (After Hours)

Setup DNS and DHCP (basic subnets)

Install quick pass

Manage/Transfer FSMO and GC roles

Backup Server and Install VC3 tools

File & Print Server

Create Virtual Machine 2022 Server

C:\125 GB / E:\500GB

Create Data Structure Plan with Client

Create file shares

Migrate data into shares (After Hours)

Install Printers and share out (per printer)

Investigate current functionality of login scripts

Investigate current GPO's & Create GPO's

Remove Roaming Profiles (if required - remove otherwise)

Install IIS and migrate APP with Vendor (Continental Billing System)

Continental Billing System APP contact cusi support / Coordinate ahead of time

They will move the local folder app migration

But The web portal will be a project (See quote attached from)

Neil Mathes /NMathes@@cusi.com) Confirm attachment upon delivery)Continental Billing System

APP

Continental Billing System APP contact cusi support / Advice client CUSI will invoice them for the work and or they might have to sign a quote from them ahead of time

Move QB Files / Install Quick Pass

2- QB seems to have only files on the server that can be moved over to new server (VC3 will not be responsible for any APP compatible or APP migration)

Backup Server and Install VC3 tools

Remove\Demote Old Domain Controllers

Demote old DC's and redirect any DNS requests / old File Server

Closure Phase

General: Equipment Removal & Recycling

Unrack & Recycle Old Equipment

Unrack & Recycle Old Equipment (after hours)


- Scope of Work

Description
<p>Out of Scope</p> <p>Specific examples from this project may be listed below. There are no specific Out of Scope for this project.</p> <p>Key Assumptions</p> <p>The key assumptions for this project are: Project is based on the current DC (Server1) is up and running (restored)/ No local profile recovery Project is based on the current DC (Server1) is up and running (restored)/ No local profile recovery</p> <p>Key Risks</p> <p>Key risks for this project are: There are no specific Key Risks for this project.</p> <p>Deliverables</p> <p>The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete: There are no specific Deliverables for this project.</p>

- Hardware and Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Dell PowerEdge R450 Server Custom Build, 3.5in Drive Chassis, Xeon Processor		\$8,756.37	1	\$8,756.37
PowerEdge R450 Server - 1 - 2.5 Chassis - 1 - SAS/SATA Backplane - 1 - Trusted Platform Module 2.0 V3 - 1 - 8x2.5" (SAS/SATA) 1 CPU - 1 - Intel Xeon Silver 4314 2.4G, 16C/32T, 10.4GT/s, 24M Cache, Turbo, HT (135W) - 1 - No Additional Processor - 1 - Blank for 1CPU Configuration - 1 - Heatsink for CPU less or equal 165W - 1 - Performance Optimized - 1 - 3200MT/s RDIMMs - 1 - Unconfigured RAID - 1 - PERC H755 SAS Front - 1 - Front PERC Mechanical Parts, front load - 1 - Power Saving Dell Active Power Controller - 1 - UEFI BIOS Boot Mode with GPT Partition - 1 - No Energy Star - 1 - Standard Fan x5 - 1 - Dual, Hot-plug, PSU (1+1), 800, Mixed Mode TM - 1 -					

- Hardware and Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Riser Config 0, 1xOCP 3.0(x16)+ 1x16LP - 1 - PowerEdge R450 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM - 1 - Broadcom 5720 Quad Port 1GbE BASE-T Adapter, OCP NIC 3.0 - 1 - Standard Bezel - 1 - Dell EMC Lugage Tag (x8) - 1 - No Operating System - 1 - No Media Required - 1 - iDRAC9, Enterprise 15G - 1 - No Quick Sync - 1 - iDRAC,Factory Generated Password - 1 - iDRAC Service Module (ISM), NOT Installed - 1 - iDRAC Group Manager, Disabled - 1 - A11 drop-in/stab-in Combo Rails Without Cable Management Arm - 1 - Cable Management Arm - 1 - No Internal Optical Drive - 1 - No Systems Documentation, No OpenManage DVD Kit - 1 - PowerEdge R450 Shipping - 1 - PowerEdge R450 x8 Short Drive Shipping Material - 1 - PowerEdge 1U CCC Marking, No CE Marking - 1 - Dell/EMC label (BIS) for Chassis - 1 - Basic Next Business Day 36 Months - 1 - ProSupport and Next Business Day Onsite Service Initial, 36 Month(s) - 1 - ProSupport and Next Business Day Onsite Service Extension, 24 Month(s) - 1 - Select Legacy ProDeploy Suite from module 714 or 200437 - 1 - On-Site Installation Declined - 1 - 16GB RDIMM, 3200MT/s, Dual Rank - 4 - 1.92TB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive, 1 DWPD, - 2 - Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam) - 2				
	StarTech.com 2 Post Server Rack Shelf - Vented - Center Mount - Up to 75 lb. - 2 post Network Rack Shelf () - This 2 post server rack shelf is EIA 310 compliant and can fit most standard 19 in. 2 post racks - The network rack shelf includes m		\$108.09	1	\$108.09
	Microsoft Windows Server 2022 Client Access License, 1 User, Perpetual, Commercial		\$46.00	15	\$690.00
	Microsoft Windows Server 2022 Standard License, 2 Cores, Perpetual, Commercial		\$134.00	8	\$1,072.00
	VMware vSphere v. 8.0 Standard Subscription License, 1 Core, 1 Year [07/25/2024 - 07/24/2025]		\$50.00	16	\$800.00
	VMware vSphere v. 8.0 Standard Subscription License, 1 Core, 1 Year [07/25/2025 - 07/24/2026]		\$50.00	16	\$800.00
	VMware vSphere v. 8.0 Standard Subscription License, 1 Core, 1 Year [07/25/2026 - 07/24/2027]		\$50.00	16	\$800.00

Subtotal: **\$13,026.46**

- Labor

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Project Labor		\$9,665.84	1	\$9,665.84
Subtotal:					\$9,665.84

- Shipping

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Shipping and Handling		\$50.00	1	\$50.00
Subtotal:					\$50.00

Ticket #1998416 - Cabazon Water RFP to replace Host Server VMHOST (CAL#3619552)

<p>Prepared by: VC3 Raul Lopez quotes.raul.lopez@vc3.com</p>	<p>Prepared for: Cabazon Water District 14618 Broadway Cabazon, CA 92230 Evelyn Aguilar +19518494442 eaguilar@cabazonwater.org</p>	<p>Quote Information: Quote #: RL002943 Version: 1 Delivery Date: 07/25/2024 Expiration Date: 08/21/2024</p>
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Quote Summary

Description	Amount
- Hardware and Software	\$13,026.46
- Labor	\$9,665.84
- Shipping	\$50.00
Total:	\$22,742.30

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes the responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise if unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

Cabazon Water District

Name: Raul Lopez

Title: Client Solutions Specialist

Date: 07/25/2024

Name: Evelyn Aguilar

Date: _____

New Business

3. Discussion/Action Item:

[TAB 4]

Quote from Well Tec to replace Well #4 Electrical Panel -
\$119,142.00

Attachments:

1. Well Tec Quote

Note: A quote from Tess Electric was also received, but the total was \$120,835.11



Estimate

Well Tec Services, Inc. (909) 754-7020
 P.O. Box 3375 (909) 849-1601
 Beaumont, CA 92223 rwelltec@aol.com

Name / Address
Cabazon Water District 14618 Broadway St. Cabazon, CA 92230

Date	Estimate #
7/10/24	120105-956

Item	Description	Qty/Hrs	Rate	Total
Pump services/mai...	<p>Well #4</p> <ul style="list-style-type: none"> • Provide and install new 400a 3phase 277/480v meter main service complete with SCE metering and EUSERC requirements, NEMA3R 65,000 AIC rating • Provide and install (1) 3 section Motor Control Center- BOM provided within this proposal • Integral surge Protective device (SPD) • 5KV transformer 480-120/240v with panel and distribution breakers to reconnect existing loads • Motor controls and soft starter for (1) 150 HP 460v motor (see SquareD BOM for details) • Cabinet for SCADA and PLC controls (SCADA and PLC controls not included) • Inspect and test copper conductors to existing motor • Test grounding electrode after installation to new service • Includes all SCE coordination for new metered service installation (Utility fees to be reimbursed) • Includes county permit and inspections (permit fee's to be reimbursed) • Includes the payment of state prevailing wages <p>Exclusions:</p> <ul style="list-style-type: none"> • Utility fees of any kind • Any paint (By Others) • Any wood or steel backing for electrical equipment, boxes or lighting (By Others) • Any Bonding (On request @ 1%) • Any Special Insurances • permit fees • Temporary power and lighting. (Unless noted in our Inclusions) • Temporary data • Any overtime or after-hours work, operating hours are (Mon-Fri / 6am to 5pm 8-hour shifts) • Does not include any work other than what is listed • Concrete / asphalt saw cutting, removal, or repair 	1	119,142.00	119,142.00
Thank you for Considering Well Tec Services Inc.		Total		



Estimate

Well Tec Services, Inc. (909) 754-7020
 P.O. Box 3375 (909) 849-1601
 Beaumont, CA 92223 rwelltec@aol.com

Name / Address
Cabazon Water District 14618 Broadway St. Cabazon, CA 92230

Date	Estimate #
7/10/24	120105-956

Item	Description	Qty/Hrs	Rate	Total
	<ul style="list-style-type: none"> • Concrete pole bases, anchor templates and/or formed concrete • Bollards and/or protective barriers • Any and all cost associated with BIM/3D modeling of electrical scope • CAD drawing fees • Any and all cost associated with providing or participating in project composite clean-up crew • Jobsite security costs. • All low voltage systems and cabling including but not limited to: fire alarm, telephone, data and security (Unless noted in our Inclusions) • X-raying of slabs and/or walls • Ground penetrating radar utility locating. • Any and all cost associated with repairs to existing irrigation system piping, sleeves and/or cable • Warranty on owner furnished and/or relocated items <p>Notes:</p> <ul style="list-style-type: none"> • Proposal is valid for 30 days. • Any unforeseen material price increases are to be reimbursed via change order. • SCWCE is not responsible for unexpected delays of materials and/or equipment due to manufacturer shortage and/or extended lead times. <p>Optional Adder #1 – Provide MCC with 150HP VFD in Lieu of Soft starter for extended motor life and energy savings. \$17,250.00</p>			
Thank you for Considering Well Tec Services Inc.		Total \$119,142.00		

New Business

6. Discussion/Action Item:

[TAB 5]

Reorganization of Board Committees

Attachments:

1. List of current committee members
2. Description of committees

Current/Tentative Committees as of 08/14/2024

Name of Committee	Members	Alternate	Description	Frequency	2024 Meetings
Community Action Committee	Carlin, Wargo	Tincher	At least 1 member meet with property owners to discuss: Grant Funding Opportunities, Riv. Co. construction requirements, Water Service application process, etc. as information becomes available. Distribute applicable info to the CWD Board regarding these meetings.	As information becomes available	
Finance & Audit Committee	Tincher, Wargo	Carlin	2 members meet twice per month to review and sign CWD checks. Meet once per month to review CWD payables. Meet with Financial Advisor regarding annual budget.	Twice a month (1st week anytime & 3rd Tuesday at 5:00 PM)	01/02-01/04 01/16 02/01-02/08 02/20 03/04-03/07 03/19 04/01-04/04 04/16 05/01-05/02 05/21 06/03-06/06 06/18 07/01-07/03 07/16 08/01-08/08 08/20 09/03-09/05 09/17 10/01-10/03 10/15 11/04-11/07 11/19 12/02-12/05 12/17(?)
Personnel Committee	Tincher, Wargo	Brock	2 members meet with GM annually to render a recommendation on GM's annual Performance Evaluation. Meet with CWD's legal counsel on disciplinary issues involving Management.	Annually/As needed	
San Gorgonio Pass Regional Water Alliance Committee	Brock, Carlin		At least 1 member attends SGPRWA meetings, special events, and trips approved by the Board. Distribute applicable info to the CWD Board regarding these meetings/events.	Every other month (4th Wednesday at 5:00 PM)	01/24 03/27 05/22 07/24 09/25
San Gorgonio Pass Water Agency	Brock, Wargo		At least 1 member attends SGPWA regular board meetings. Distribute applicable info to the CWD Board regarding these meetings.	Twice a month (1st Monday at 1:30 PM & 3rd Monday at 6:00 PM)	01/08 01/22 02/05 02/26 03/04 03/18 04/01 04/15 05/06 05/20 06/03 06/17 07/01 07/15 08/05 08/19 09/09 09/16 10/07 10/21 11/04 11/18 12/02
Special Projects Committee	Tincher, Wargo	Davis	Meet with Management regarding special projects and SCE PSPS matters. Provide input	As needed	



Cabazon Water District

14816 Broadway Street • P.O. Box 297
Cabazon, California 92230

Committees of the Board of Directors

Committee	Description	Directors on Committee	Alternate
1. Community Action Committee (CAC - Ad hoc)	<ul style="list-style-type: none"> • Requires two (2) Board members. • Meet with property owners to discuss Grant Funding Opportunities, Riv. Co. construction requirements, Water Service application process, etc. as information becomes available. • Report and distribute information to the Board at the next regular Board meeting. 	1. 2.	
2. Finance and Audit Committee (FAC - Ad hoc)	<ul style="list-style-type: none"> • Requires two (2) Board members to meet twice per month. • Review all District payables. • Dual signatures on all District checks issued. • Meet with the Business Admin. Assistant and Financial Advisor in reviewing the proposed fiscal year budgets to report to the Board • Meet with the General Manager, Business Admin. Assistant, and other experts or consultants regarding the cost purpose of special projects and Capital Improvement Projects (CIP) to report to the Board. • Other major financial issues to report to the Board. 	1.	

<p>3. Personnel Committee (Ad hoc)</p>	<ul style="list-style-type: none"> • Requires two (2) Board members • Meet with the General Manager annually (on or before September 1st of each year) to render a recommendation on the General Manager’s annual performance evaluation. • Meet with the General Manager, Business Admin. Assistant, legal counsel, other labor experts or consultants regarding any District employee(s) petitioning the Board to appeal a disciplinary action. • Meet with the District’s legal counsel on all disciplinary issues involving the General Manager or Board Secretary. 	<p>1. 2.</p>	
<p>4. San Geronio Pass Regional Water Alliance Committee (SGPRWA - Ad hoc)</p>	<ul style="list-style-type: none"> • Requires two (2) Board members. • Requires at least one (1) member of the SGPRWA - Ad hoc committee to commit to attend SGPRWA monthly meetings and special events. • Any Board members may attend meetings, special events, and trips. It is recommended that no more than two (2) Board members to participate on trips to represent the District, the community of Cabazon, and the SGPRWA. • The General Manager or Business Admin. Assistant may attend meetings, special events, and trips with Board members approved by the Board. • Board members participating in these meetings, special events, and trips shall report and distribute information to the Board at the next regular Board meeting. 	<p>1. 2.</p>	
<p>5. San Geronio Pass Water Agency</p>	<ul style="list-style-type: none"> • Requires two (2) Board members. • At least 1 member attends SGPWA regular board meetings • Distribute applicable info to the CWD Board regarding these meetings 	<p>1. 2.</p>	
<p>6. Special Projects Committee (Ad hoc)</p>	<ul style="list-style-type: none"> • Requires two (2) Board members. • Both Board members shall meet with the General Manager, Business Admin. Assistant, general counsel, other experts or consultants regarding Special projects and Southern California Edison – Public Safety Power Shut-off (SCE PSPS) matters. • Both Board members will provide input during regular Board meeting discussions regarding Special projects, SCE PSPS issues, and proposed procedures. 	<p>1. 2.</p>	